Lotus Notes Hints and Tips

Jason Dumont
Senior Product Manager,
Client Strategy, Domino Web Access, CPP & DEPP
Lotus Software within IBM Software Group
I’ve heard a lot of “issues” over the years…

I didn’t know Notes could do that!!!
A General Tour Around The Screen
Tabbed Window Interface

- Now every program wants to look like Notes! (IM clients, newsreaders, web browsers)
- Drag and Drop Re-order
- Open In New
- Notes 7 = Close All
- Saved Windows State
StartUp Folder

- Automatically start databases, links, application, files!
Create New Folder

- Easily create a document from any database
Keep Document Context When Switching Views

- Select document, press and hold CTRL, switch views

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**Document Library**

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**Document Library**

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Copy Selected As Table

- Create multiple document links at one time
- Keeps the views formatting
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**Example Table:**

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<td>70.97</td>
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</tbody>
</table>
Rearranging Table Cells or List Items

- CTRL + UP, CTRL + DOWN
Powerful Text Formatting Shortcuts

- **Increase/Decrease Font size**
  - Select text, press F2
  - Select text, press Shift + F2

- **Indent/Outdent (paragraph or line)**
  - Select text, press F8 or Select text and press Shift + F8
  - Select text, press F7 or Select text and press Shift + F7

- **Convert to bulleted list, or numbered list**
  - Select text, press Alt + T, then L, then L
  - Select text, press Alt + T, then L, then N
Re-arranging Mail Addresses

- You can’t drag and drop in the email itself, but you can in the Address Dialog box.
Attachment Viewers

- You don’t always have to launch the native application, use “View” instead.
- Magnify
- Rotate
- View and extract zip files!
Drag and Drop Attachments

- From Notes to OS, or from OS to Notes
- Step 1: Hover over Windows taskbar buttons to make Notes active.
- Step 2: Within Notes, hover over window tab to make that document active.
Picture Properties

- A little formatting can make a document look much better.
- Borders and Drop Shadows
- Links
Picture Wrap

- Wrap Text
- Align Images

Examples of two excellent new Lotus web sites.

Here is a line of text. Notice it is lined up with the top of the image. Here is a second line of text. Here is a third... and a fourth...
Creating Groups

- Copy Into New Group

- Add Recipients to Group in Address Book
Suggested Meeting Times

- Let Notes find the best time for a meeting.
- Summary vs. Details
Summarize Calendar

- Remove the “white space gaps” and just show meeting agendas
Print Calendar To Document

[Image of a calendar interface with a red arrow pointing to the 'Print' button.]
Do you have bits of information that you reuse over and over again?

- Signature Files
- Maps
- Images
- Tables
- Links
- Programming Code
Some Places To Visit For More Info & Tips

- www.alanlepofsky.net
- www.edbrill.com
- www.dominoblog.com
- www.adamgartenberg.com
- www.lotus.com/ldd/dwteamblog.nsf
- www.ibm.com/developerworks/blogs/page/marybeth
- www.openntf.org
- www.lotususergroup.org
Resources on alanlepofsky.net

- Many more tips. Look in the archives by Category or by Month.
- RSS Feeds for new entries as for comments
- What are Notes and Domino? Simple explanations and overview of general concepts.
- Notes/Domino Product Catalog
- Notes/Domino Administration Tools and Resources
- Notes/Domino Application Developer Tools and Resources
- Notes/Domino 7 Articles, Demos, …
- Links to useful Domino sites
- …
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