

Shortcuts

Navigating Notes Applications

View next open window tab	CTRL+TAB
Stop loading the window	CTRL+BREAK
Refresh the window	F9
Move to top/bottom of active page	PAGE UP/DOWN
Move to top/bottom of document	CTRL+HOME/END
Show thumbnails	CTRL+SHIFT+T
Close current application	ESC or CTRL+W
Exit Notes	CTRL+Q or ALT+F4
Lock Notes session	CTRL+F5









Mail and Documents

Move to next unread document	F4
Move to previous unread document	SHIFT+F4
Delete selected items permanently	SHIFT+DELETE
Mark item as read/unread	INSERT
Reply to open mail	ALT+2
Forward open mail	ALT+4
Format text font, size and color	CTRL+K
Find and replace text	CTRL+F
Find next	CTRL+G
Select all	CTRL+A
Increase/reduce size of selected text	F2/SHIFT+F2
Add/remove indent in first line of paragraph	F7/SHIFT+F7
Add/remove indent in entire paragraph	F8/SHIFT+F8
Show/hide ruler	CTRL+R

Mail Icons

	Unread message
	Read message
	Forwarded message
	Replied message
	Forwarded and replied message
	Message sent to you only
	Message sent to a few/many people
	Sent message
	Draft message
	High priority
	New meeting invitation or task
	Rescheduled meeting
	Sent invitation accepted/declined
	Follow up (high/normal/low priority)

Calendar Icons

	Meeting
	Appointment
	Reminder
	Incomplete task
	Completed task
	All Day Event
	Anniversary
	High priority

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★ Lotus Notes 8.0 | What's New?

★ Home Page

The Home page replaces the Welcome page in previous versions of Lotus Notes. It can be customized to display your most commonly used features. The Home page window tab can be closed just like you close other applications. See *The Home Page*, and *Customizing the Home Page*, page 1.

★ Open Button

The Open button  displays a menu that you can use to open applications (formerly referred to as 'databases'), documents, bookmarks and bookmark folders. See *Using the Open Button* and *Adding Bookmarks to the Open List*, page 2.

★ Sidebar

Lotus Notes 8 includes a new panel, called the Sidebar, from which you can quickly access your applications. The Sidebar can be collapsed to display icons only, or hidden. See *Customizing the Sidebar*, page 2.

★ Viewing Conversations

A conversation is a message grouped with all of its replies. In conversation mode, the original message and all replies are collapsed under the most recent reply. By right-clicking on a conversation, you can perform operations to all the messages in that conversation, such as deleting them or moving them to a folder. See *To view conversations*, page 4.

★ Recalling Messages

You can now retract messages that have been sent and saved in your Sent folder. This feature is useful if you have sent a message in error, or if you want to edit and resend a message. See *...recall a message?*, page 5.

★ Contacts

Contacts replaces the Personal Address Book in previous versions of Lotus Notes. You can now view your contacts by company, show contact entries as business cards, and display a photograph of the contact in their contact record. The Recent contacts view displays users with whom you have recently interacted. See *Adding and Working with Contacts*, page 5.

★ Collaboration History

You can view a history of collaborations, such as email and shared documents, that you have had with your contacts for the previous two weeks. See *...view recent collaborations?*, page 5.

★ Embedded Web Browser

The new embedded web browser lets you open and navigate Web pages directly from Lotus Notes. You can open more than one instance of the browser in separate window tabs, just as you would with other applications. See *...browse the internet from within Lotus Notes?*, page 5.