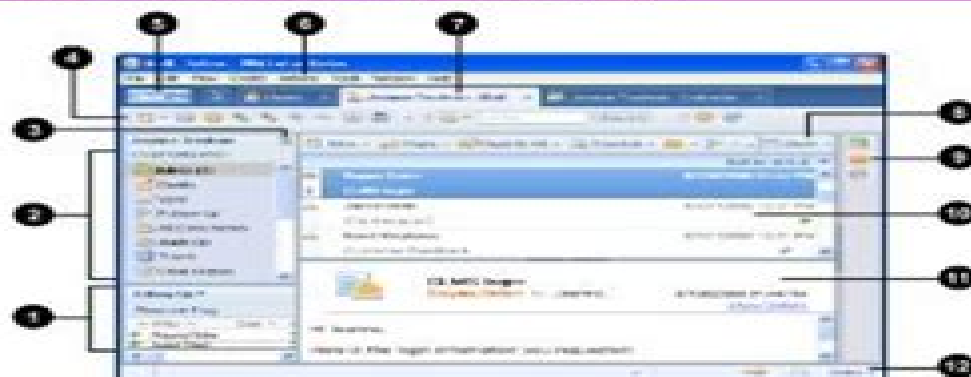


Lotus Notes 8

Quick Reference Card

The Lotus Notes 8 Program Screen



Mail Management

The Action Bar in the Mail application



- **To Open the Mail Application:** Click the **Open** button and select **Mail** from the list.
- **Message Indicators:**
 - Message has not been read.
 - Message has been read.
 - File is attached to the message.
 - This message is marked as urgent—you better look at it fast!
- **To Open a Message:** Double-click the message in the inbox.
- **To Create and Send a Message:** Click the **New** button on the Action Bar or press **<Ctrl> + <N>**. Enter the e-mail address(es) in the To field or click the **To** shortcut to select the addresses from a directory/contact list. Type your message and click the **Send** button on the Action Bar.
- **To Reply to the Message Sender:** Select or open the message and click the **Reply** button on the Action Bar.
- **To Reply to All Message Recipients:** Select or open the message and click the **Reply to All** button on the Action Bar.
- **To Forward a Message:** Select or open the message and click the **Forward** button on the Action Bar.

- **To Attach a File to a Message:** Click the **Attach File** button on the Action Bar, find and select the file you want to attach, and click **Create**.
- **To Open an Attachment:** Open the message and double-click the attachment, or select the message in the inbox and double-click the attachment in the Preview Pane.
- **To Set Delivery Options for a Message:** Create a new message and click the **Delivery Options** button on the Action Bar. Specify the appropriate options in the dialog box, and click **OK** when you're finished.
- **To Delete a Message:** Select the message you want to delete and press the **<Delete>** key or select **Edit → Delete** from the menu.
- **To Retrieve a Message:** Click the **Trash** folder in the Navigator, select the message you want to retrieve, and click **Restore** on the Action Bar.
- **To Close a Message:** Click the **Close** button on the window tab or select **File → Close** from the menu.
- **To Flag a Message for Follow-up:** Select or open the message and click the **Follow Up** button on the Action Bar.

- **Miniview:** Displays additional information in the Mail and Calendar applications.
- **Navigator:** Displays the views and folders for the currently open application.
- **Switcher Menu Button:** Allows you to quickly switch between applications.
- **Toolbar:** Contains buttons for the common commands in the currently open application.
- **Open Button:** Displays the Open List, which contains links to applications, documents, bookmarks, and more.
- **Menu Bar:** Displays a list of menus that you use to give commands to Notes.
- **Window Tabs:** Use these tabs to manage and switch between open applications and documents.
- **Action Bar:** Contains buttons for common tasks in the currently open view.
- **Sidebar:** Provides quick access to applications.
- **View Pane:** Displays contents of the current view.
- **Preview Pane:** Displays a preview of the selected item or document.
- **Status Bar:** Displays information about the active menu.

General Commands

- **To Open an Application:** Click the **Open** button and select an application from the list, or click the **Switcher Menu** button in the Navigator and select an application.
- **To Close an Application:** Select **File → Close** from the menu or click the **Close** button on the application's window tab.
- **To Dock the Open List to the Left-hand Side of the Program Window:** Select **View → Dock the Open List** from the menu.
- **To Switch Between Open Applications:** Click the **window tab** for the application you want to display.
- **To View Window Thumbnails:** Click the **Show Thumbnails** button to the right of the Open button or press **<Ctrl> + <Shift> + <T>**.
- **To Display/Hide the Preview Pane:** Select **View → Preview Pane → Show Preview** from the menu, or click the **arrow** button on the Preview Pane's top border.
- **To Get Help:** Select **Help → Help Contents** from the menu or press **<F1>**.

Lotus Notes Quick Reference Guide

JS Bruner



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Lotus Notes Quick Reference Guide: Bestsellers in 2023 The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous compelling novels captivating the hearts of readers worldwide. Lets delve into the realm of popular books, exploring the captivating narratives that have charmed audiences this year. Lotus Notes Quick Reference Guide : Colleen Hoover's "It Ends with Us" This touching tale of love, loss, and resilience has gripped readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can prevail. Lotus Notes Quick Reference Guide : Taylor Jenkins Reid's "The Seven Husbands of Evelyn Hugo" This spellbinding historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reid's absorbing storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Lotus Notes Quick Reference Guide : Delia Owens' "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens crafts a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of engaging stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is an exceptional and thrilling novel that will keep you speculating until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

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general for a time king peter iv of aragon prevented eymerich from serving as inquisitor finally in 1376 he drove him from
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