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Lotus®

Lotus Notes 4.6

Lotus Notes Workspace

The main screen for Lotus Notes 4.6 is the **Workspace**. The **Workspace** contains tabbed pages that contain icons for the databases you can access in Notes. To return to the **Workspace** at any time, select **Workspace** from the **Window** menu.

- **Title Bar** – shows the name of the workspace and the program's name. In a database it displays the view and the database name.
- **Menu Bar** – displays menus with commands used in Notes.
- **Smartlcons Bar** – contains the Smartlcons that allow you to perform tasks quickly.
- **Workspace Page Tabs** – can be labeled, and allow you to move between pages.
- **Database Icons** – used to access databases which contain documents relating to the same topic.
- **Workspace Page** – one of the workspace which contains database icons.
- **Replicator** – page that manages database replication (see page 6).
- **Status Bar** – displays context-sensitive messages, views, pop-up boxes, and other information.

Customizing Workspace Properties

Customizing Tabs

You can customize tabs by **Naming** them and by changing the **Color** of the tabs.

1. Right-click on the tab you wish to customize.
2. Select **Workspace Properties**.
3. Enter the name of the tab in the **Workspace page name** text box.
4. Choose a color for the tab by selecting it from the **Tab color** drop-down menu.

Adding a New Page

By default the Workspace has six pages from the **Replicator** page. You can have up to 32 workspace pages.

1. Right-click a workspace tab to the right of where you would like the new page to be located.
2. Select **Create Workspace Page** from the pop-up menu.
3. If prompted, click the **Yes** button to add the workspace page and upgrade your desktop file or click the **No** button to cancel adding the page.

Deleting a Page

1. Click on the workspace tab that you want to delete.
2. Press the **Delete** key.
3. Click the **Yes** button to confirm the deletion or the **No** button to cancel it.

Note: If you delete a workspace page then remember database icons, they will be removed from the workspace when the page is deleted.

Moving Icons

- To move an icon on the current page, click and drag the icon. Release the mouse button when the icon is at the desired location.
- To arrange all icons on the current page at once, right-click on a blank area of the page and select **Arrange Icons** from the one-up menu. The icons will be arranged in a straight line from left to right and top to bottom on the page.
- To move an icon to another page, click and drag the icon to the tab of the new page. When a square appears around the tab of the new page, release the mouse button.

Databases

A **Notes** database contains documents relating to a single area of interest. Most databases are custom designed for a specific use, but the **Mail**, **Favorites**, **Web Navigator** and **Address** databases are included with **Notes**.

Opening a Database

1. Double-click the database icon on your workspace.
2. The first time you open a database you may see a document called "**About this Database**". It will describe the purpose of the database. (To remove this document again, choose **About this Database** from the **Help** menu.)
3. To access information about using the database select **Using this Document** from the **Help** menu.

*Note: To close the database and return to the workspace, hit the **Esc** key.*

Working with Documents

A document is a database entry for records that contains information. Information is entered into fields in the document which are enclosed by [ ] brackets.

- To open a document, click on the document title.
- To close a document and return to the database view, hit the **Esc** key.
- To close a document and open the next document, click the **Next** icon on the Smartlcons bar.
- To close a document and open the next unread document, click the **Next Unread** icon on the Smartlcons bar.

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Table of Contents Lotus Notes 65 Quick Source Guide

1. Understanding the eBook Lotus Notes 65 Quick Source Guide
    - The Rise of Digital Reading Lotus Notes 65 Quick Source Guide
    - Advantages of eBooks Over Traditional Books
2. Identifying Lotus Notes 65 Quick Source Guide
    - Exploring Different Genres
    - Considering Fiction vs. Non-Fiction
    - Determining Your Reading Goals
3. Choosing the Right eBook Platform
    - Popular eBook Platforms
    - Features to Look for in an Lotus Notes 65 Quick Source Guide
    - User-Friendly Interface
4. Exploring eBook Recommendations from Lotus Notes 65 Quick Source Guide

- Personalized Recommendations
- Lotus Notes 65 Quick Source Guide User Reviews and Ratings
- Lotus Notes 65 Quick Source Guide and Bestseller Lists

5. Accessing Lotus Notes 65 Quick Source Guide Free and Paid eBooks
   - Lotus Notes 65 Quick Source Guide Public Domain eBooks
   - Lotus Notes 65 Quick Source Guide eBook Subscription Services
   - Lotus Notes 65 Quick Source Guide Budget-Friendly Options
6. Navigating Lotus Notes 65 Quick Source Guide eBook Formats
   - ePub, PDF, MOBI, and More
   - Lotus Notes 65 Quick Source Guide Compatibility with Devices
   - Lotus Notes 65 Quick Source Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
   - Adjustable Fonts and Text Sizes of Lotus Notes 65 Quick Source Guide
   - Highlighting and Note-Taking Lotus Notes 65 Quick Source Guide
   - Interactive Elements Lotus Notes 65 Quick Source Guide
8. Staying Engaged with Lotus Notes 65 Quick Source Guide
   - Joining Online Reading Communities
   - Participating in Virtual Book Clubs
   - Following Authors and Publishers Lotus Notes 65 Quick Source Guide
9. Balancing eBooks and Physical Books Lotus Notes 65 Quick Source Guide
   - Benefits of a Digital Library
   - Creating a Diverse Reading Collection Lotus Notes 65 Quick Source Guide
10. Overcoming Reading Challenges
    - Dealing with Digital Eye Strain
    - Minimizing Distractions
    - Managing Screen Time
11. Cultivating a Reading Routine Lotus Notes 65 Quick Source Guide
    - Setting Reading Goals Lotus Notes 65 Quick Source Guide
    - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Lotus Notes 65 Quick Source Guide

- Fact-Checking eBook Content of Lotus Notes 65 Quick Source Guide
- Distinguishing Credible Sources

13. Promoting Lifelong Learning
    - Utilizing eBooks for Skill Development
    - Exploring Educational eBooks
14. Embracing eBook Trends
    - Integration of Multimedia Elements
    - Interactive and Gamified eBooks

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