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Eight Notes Tips

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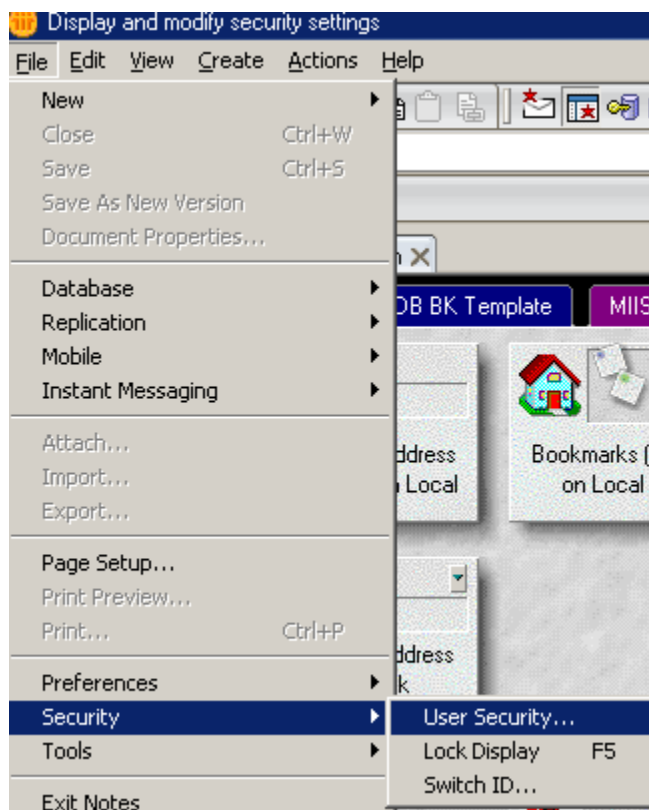
March 22, 2007

Eight Tips for Working with Lotus Notes

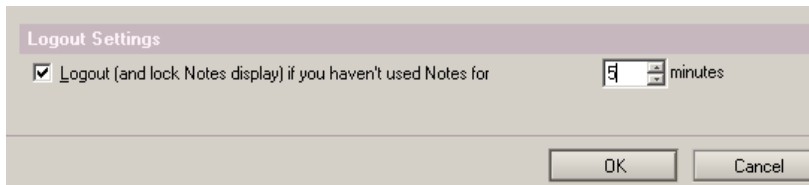
Lotus Notes is a powerful, flexible system that can help you effectively organize your business and personal life. Because it has so many features, some of the more useful ones get lost in the mix. This article will cover eight tips and useful bits of information that you may have missed.

1. What's the difference between Lotus Notes and Lotus Domino? You probably hear *Notes* and *Domino* used interchangeably, but they're not the same thing. Lotus Notes is the client software on your desktop or laptop, while Lotus Domino is the server software that delivers information, like e-mail, to the Lotus Notes client.
2. Did you know that if you walk away from your computer without securing it, anyone passing by can access your Notes e-mail and send out prank e-mails – or worse. To protect yourself, secure your Notes client by pressing F5 on your keyboard to lock your client whenever you leave.
3. If you don't think you'll remember to lock your computer, you can change a setting so Notes automatically does it. To do this:

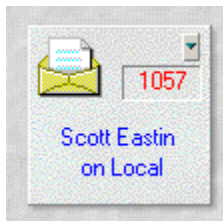
Click File -> Security -> User Security



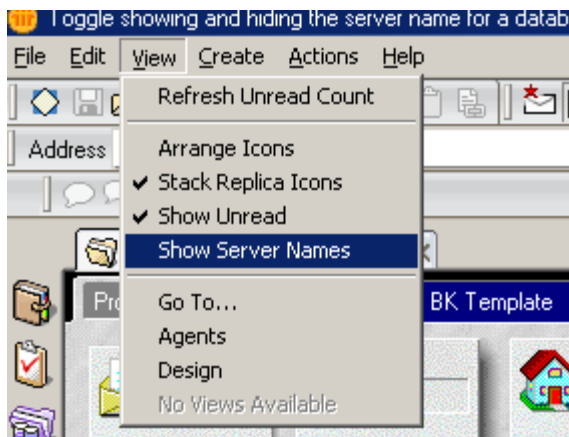
Enter your password when prompted and select. Click okay and your Notes client and career are secure.



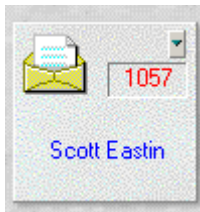
4. If you want to keep your Notes workspace clean, you can toggle the server name on and off for your database icons. For instance here is what the mail file on your desktop might display:



You can remove “Local,” which is the location of the mail file by clicking the View menu and unchecking “Show Server names.” Keep in mind this is a global change that will affect all of your desktop icons.



Your database icon now displays as follows:



- Would you like to change how your mail file is sorted, for example, show the user name first instead of the date? It's easy to do this. The column layout of your mail file probably looks like this:

Date ▾	Who ^	Subject ^
02/22/2007	Thomas Tillery	FW: mtg w/Tom Tillery
02/22/2007	Thomas Tillery	FW: mtg w/Tom Tillery
02/22/2007	Thomas Tillery	RE: Monday @ 4:00

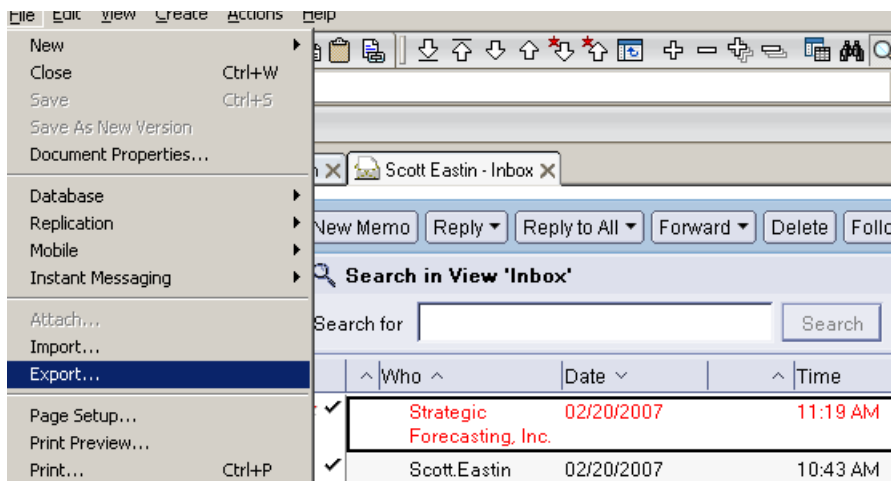
If you want to show the “Who” column before the “Date” column, simply click on Who and hold it as you drag it in front of the “Date” column.

Who ^	Date ▾	Subject ^
Thomas Tillery	02/22/2007	FW: mtg w/Tom Tillery
Thomas Tillery	02/22/2007	FW: mtg w/Tom Tillery
Thomas Tillery	02/22/2007	RE: Monday @ 4:00

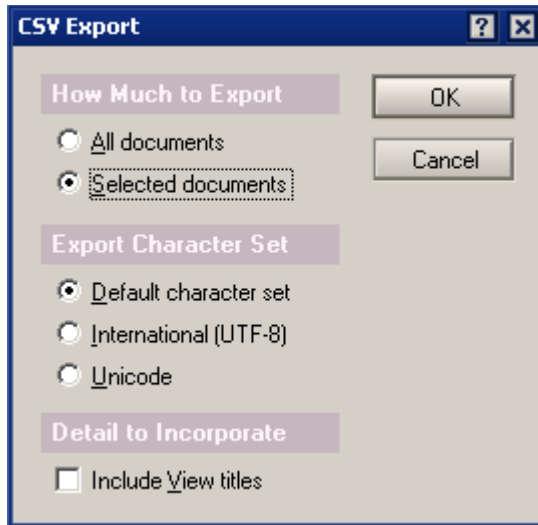
Now your view should look like this:

Who ^	Date ▾	Subject ^
Thomas Tillery	02/22/2007	FW: mtg w/Tom Tillery
Thomas Tillery	02/22/2007	FW: mtg w/Tom Tillery
Thomas Tillery	02/22/2007	RE: Monday @ 4:00

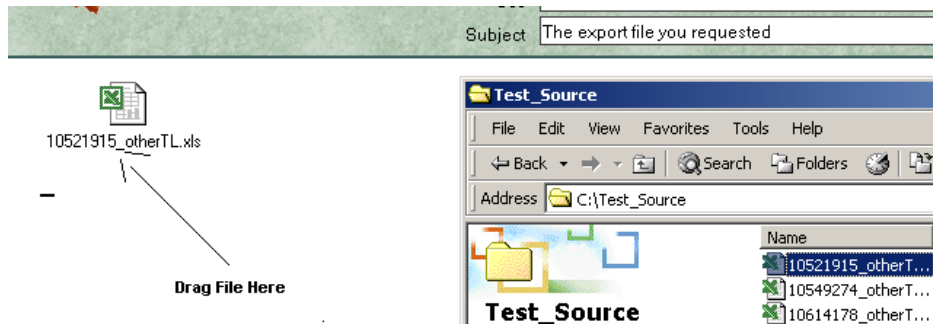
- Have you ever had a view in Notes that had data that you wanted to export to Excel or a text file? Here is a tip that you might not know about. Go to your View and select the document you would like to export. Then, click File -> Export. **Important Note:** This feature only exports data in the Notes view. In other words if you don't see it then it will not be exported.



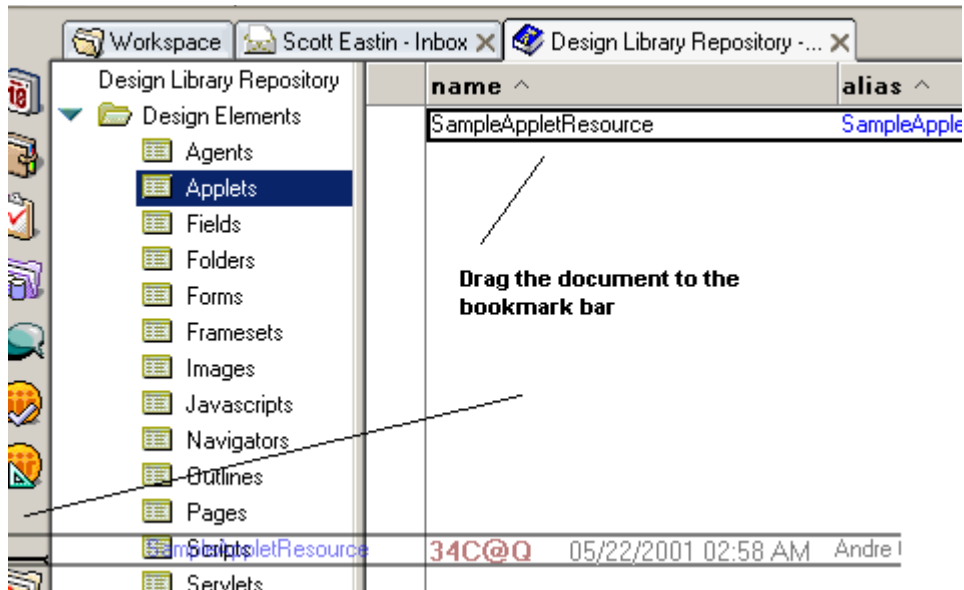
Type a name in the **File Name** field and select “Comma Separated Value” in the **Save as type** field. Click **Export** and select how much you want to export and then click **OK**. Now you have a CSV file that can be opened in Excel.



7. You're ready to send the file you just exported to the boss to impress them for your next pay raise, but you don't want to navigate through the Notes file attachment feature? No problem. First create a new e-mail in Notes then open the folder with the file you like to attach. Drag the attachment in the memo body area and you are all set.



8. Want an easy way to keep track of important Notes documents that you need to access often? The solution is to create a bookmark in your Notes client. Find your Notes document and drag it to the bar



Now the new icon appears in your bar to instantly link you to your important information.



Conclusion

These are just a few of the tips and short cuts available in Lotus Notes that can you save you valuable time in your busy schedule. Take some time explore on your own and check back in future versions of our newsletter for more worthwhile tips.