

4. Use the List Files of Type drop-down list to tell Notes what kind of file you're importing. You can import these types of files into a rich text field:
 - Ami Pro
 - ASCII Text
 - Binary with Text
 - BMP Image
 - CGM Image
 - Excel 4.0/5.0
 - GIF Image
 - HTML File
 - JPEG Image
 - Lotus 1-2-3 Worksheet
 - Lotus PIC
 - Microsoft Word RTF
 - PCX Image
 - TIFF 5.0 Image
 - Word for Windows 6.0
 - Word Perfect 5.x
 - WordPerfect 6.0/6.1
 - WordPro 96/97
5. After you find the file, click Import. The data contained in the file appears inside your Notes document. Notes imports the file as regular text.
6. If you wish, change the appearance of the imported text by changing the fonts, making some of the words bold, or making other modifications.



If you need to import a file that is not in one of the listed formats that Notes supports, find out whether the originating program can save the file in one of those formats. For example, if you need to import a Quattro Pro spreadsheet, you can use Quattro Pro to save the file as a Lotus 1-2-3 worksheet and then use File↔Import to import the converted Lotus 1-2-3 worksheet.

You can also import a graphic to the background of a document, like this:

1. Make sure the document is saved and in Edit mode.
2. Choose File⇨Document Properties and then click the Background tab (third tab from left).
3. Click Import in the Graphic or Resource section.
4. Select the file to import.
5. Click Import.

You can import BMP, GIF, JPEG, PCX, and TIFF files to use as a document's background. If the picture is the same size as the document, it appears once. Smaller pictures *tile* (or repeat) to fill the background of the document.

Linked and Embedded Data

This is where things get fancy. *Linking* data means that it never loses touch with home, so data changes that are made in the program where the data was created are passed along to the data that appears in a Notes document. *Embedding* means that the data looks as if it's part of a Notes document, but if you "activate" it, you start the program in which the data was created so that you can edit or add to it. Edits to the original data don't appear in the embedded file.



The official software used to make linking and embedding happen is either DDE (dynamic data exchange) or OLE (object linking and embedding), just in case you happen to run across the abbreviations. Whether the software is OLE or DDE is not important, because the procedure is the same in each.

You can use a text search to look for linked or embedded text as long as the data is linked or embedded as text or rich text and is visible (not represented by an icon).

Linking

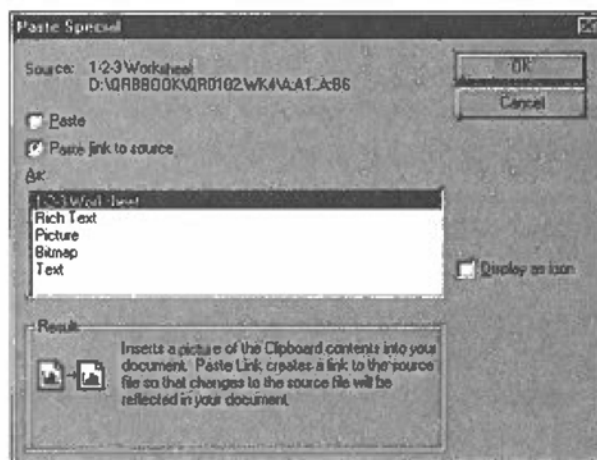
Linking adds data to your Notes document, but the data retains its identity as belonging to the original application. The data doesn't become native Notes data. The link keeps an eye on the original data so that if you or anyone else changes it, the copy in the Notes documents also changes.

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Some words used in linking are also used in other Notes contexts. The program in which the original data was created is called the *server*. The program into which you place the data is called the *client* (a term sometimes also used for *workstation*). Keep in mind as you read this section that we're not talking about Domino servers and Notes clients but OLE servers and OLE clients.

To create a link, follow these steps:

1. Open the server application and create or open a file containing the data that you want to link to a Notes document.
2. If the file is new, be sure to save it before you create the link.
3. Highlight the data to link and copy it to the clipboard using the appropriate technique in the server program.
4. Switch to the Notes document, place the cursor where you want to place the data (be sure it's a rich-text field), and click the Edit Paste Special SmartIcon or choose **E**dit→P**a**ste S**pe**cial.
5. In the **A**s: list box, choose the format for the data to be linked. You may choose the file's native file format, Rich Text (text arrives with all formatting), Picture or Bitmap (usually used for graphic objects), or Text (text arrives without formatting).



6. Choose Paste link to source.
7. Click OK. After a few seconds, the data appears in the Notes document. If the original selection contains multiple text formats, you may see an icon rather than the actual text.

By creating an OLE link, you create a compound document. Notes doesn't allow you to edit the linked data in Notes, though. You need to double-click the linked data or the icon representing the linked data to tell Notes to open or switch to the server application and file, where you can edit the data. As you edit, the changes appear immediately in the Notes document.

Not only can you edit the data; you can also edit the link itself. In the Notes document, choose **E**dit↔**E**xternal links to see the External Links dialog box.

In this dialog box, you can make the following choices:

- ◆ Click **A**utomatic to allow Notes to automatically update the Notes data if the server data changes. Click **M**anual to prevent Notes from making such updates.
- ◆ Choose **U**ppdate Now to bring the data in the Notes document up-to-date with the data in the server application. Use this option if you chose **M**anual updating and are concerned that the data in the Notes document is out-of-date.
- ◆ Click **O**pen Source to open the server application in which the data was first created.
- ◆ Click **E**dit Link to choose a different file to link to the Notes document.
- ◆ Choose **B**reak Link to sever permanently the link between the server and client.



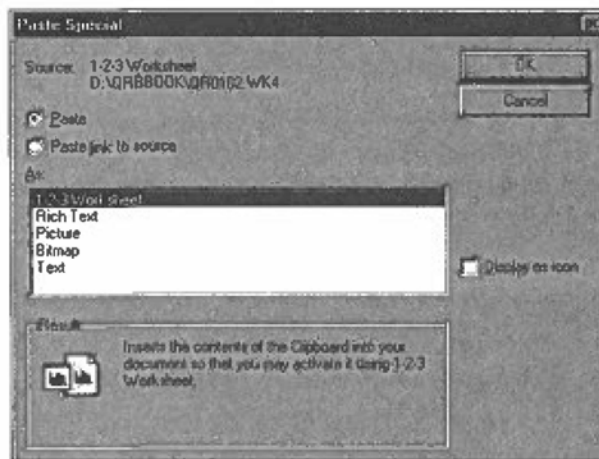
OLE requires that you make a saved file and the server application available to Notes. Often the server file itself is on a Domino server (here are both uses of the word *server* in one sentence), so the same file is available to all users. If all users of the Notes document don't have the same directory structure for the server application or the linked file, Notes cannot open the application to allow updating. Also, if the file is moved or renamed, everyone loses the link between the original information and the information in the Notes document.

Embedding part of a file

To the user, a linked object and an embedded object appear the same. The object may be an icon or data, depending on the complexity of the data in the server file. The difference between the two is that embedding data into the Notes document places the file itself in the document, not a link — so changes to the original file are *not* reflected in the embedded file. To embed information in a Notes document, use the following steps:

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1. Open or create the file in its original program.
2. Copy the information to the clipboard using techniques appropriate to the server application.
3. In the Notes document, position the cursor where you want the data to appear.
4. Click the Edit Paste Special SmartIcon or choose **Edit**⇒**Paste Special**, and in the dialog box that appears, leave **Paste** selected (instead of choosing **Paste link to source**).

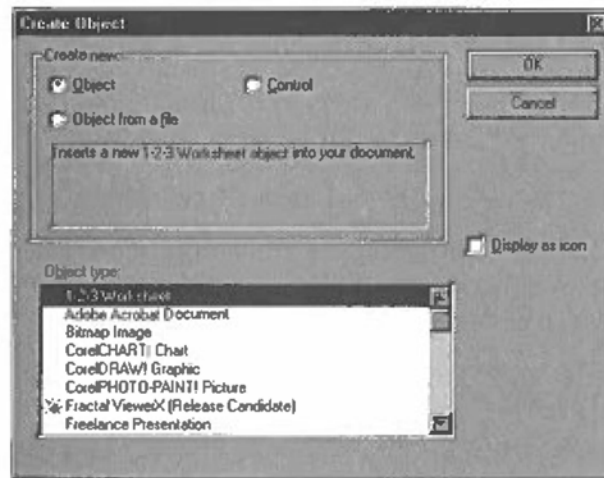


5. In the **As** list box, be sure that the name of the source application is selected. (Don't choose **Picture**, **Rich Text**, or another clipboard format.)
6. Click **OK**. The data (or an icon) appears in the Notes document.

Embedding a whole file

You embed part of a file when you don't think your readers need to see all the information in the original file. The techniques that we describe previously embed part of a file in your document. Another way to embed data in a Notes document is to embed the whole file. You can even embed the file before you create it. To embed a whole file, use these steps:

1. Place the cursor in the Notes document in which you want to embed the file.
2. Choose **Create**⇒**Object** to see the **Create Object** dialog box.



3. If you're going to embed and then create the file, choose **Object**. If you're going to embed an existing file, go directly to Step 6.
4. Select the program in which you want to create the new file from the list of programs under **Object type**.
5. Click OK. When the other program opens, create and save the file; it then appears in the Notes document.
6. To embed an existing file, choose **Object from a file**.
7. Click the **Browse** button, which appears in the dialog box after you choose **Object from a file**, to locate the file that you want to embed if it is not listed in the directory displayed under **File**.
8. In the **Browse** dialog box, highlight the file that you want to embed and click OK. The file appears in the Notes document, either in its original form or as an icon.

Activating an embedded file

Embedding an object doesn't require the readers of the Notes document to have access to the original file, because they have their own copy of the file in the Notes document. However, each user must have the server application to edit the original data.

To activate the original data so that you can edit it, double-click the embedded data. The server application and the file open. Remember that any changes to the embedded file on one user's version of a document do not appear in other users' copies of the document, depending on whether the documents are replicated to all other users. Also, remember that the original data and the data in the Notes document are not linked in any way.

View Exports

Exporting from a view turns a view into a separate file so that you have a tabular file containing the contents of the view. Although exporting a view to a spreadsheet is the most common kind of view-level export, you can export a view to any of the following file types:

- ◆ A worksheet that is compatible with any version of Lotus 1-2-3 and accessible by most other spreadsheet and database programs, such as Excel, dBASE, and Paradox
- ◆ A structured text file such as an ASCII file, which you can then import into another program
- ◆ A tabular text file, which is easy to import into other spreadsheet and database programs

To make a new file out of a view, follow these steps:

1. Open the database and switch to the view that will be the basis of the file that you create. Only the data appearing in the view appears in the spreadsheet, so be sure that you choose the correct view.
2. If you only want to export some of the documents to a spreadsheet, select them.
3. Choose **File**⇨**Export**.
4. In the **Save in** drop-down list that appears, specify the drive and directory where you want to save the file.
5. Use the **File name** dialog text box to give a filename to the exported file.
6. Click **Export**.
7. A second dialog box appears. Use it to tell Notes whether you want to export **All** documents in the view or just **Selected** documents (the ones you selected in Step 2).
8. Click **Include View titles** to make each column heading in the worksheet match the database's field names. If you don't choose this option, the spreadsheet will have no column headings.
9. Click **OK**. Notes creates a Lotus 1-2-3 worksheet for you based on the view that's open.



If you intend to export data from a Notes view to a program other than Lotus 1-2-3, you should still export the view to a Lotus 1-2-3 worksheet and then use that other program to further convert the worksheet. Take it from us: Using Lotus 1-2-3 is much easier than using the structured or tabular text formats.

View-Level Imports

View-level imports bring many documents into Notes at one time. This method can turn a Lotus 1-2-3 worksheet into a view, and each row in the spreadsheet becomes a separate document in a Notes database. Each column represents data in a specific field in each document.

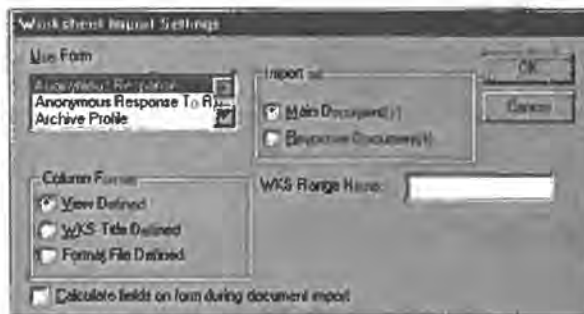
To turn a spreadsheet full of data into a Notes view, follow these steps:

1. Create a 1-2-3 spreadsheet with no formatting and no blank rows. Also, be sure that the column headings for the worksheet are in row 1 of the worksheet and be sure that they are exactly the same as the field names in the Notes database. The rows of spreadsheet information must begin in row 2 of the worksheet and must be in a solid block. You can't have any blank rows in the middle of the spreadsheet, because you then get empty documents in your database.



Here are two suggestions: If the requirements in Step 1 mean big changes to an existing spreadsheet, make the changes and save the spreadsheet under a new filename. Also, if you need to import another kind of file, such as a large text file or an Excel worksheet, you should convert that file into a Lotus 1-2-3 worksheet and then import the Lotus 1-2-3 worksheet into Notes.

2. Open the database into which you're importing the worksheet. Make sure that you have a view on the screen and then choose **File→Import**. Don't open a document or try to compose a new document; the data will be imported into the document instead of the view.
3. Using the Import dialog box that appears, select the file that you want to import and (by using the List Files of Type drop-down list) tell Notes that the file is a 1-2-3 worksheet.
4. Click **Import**. Notes presents you with yet another dialog box. Here you can tell Notes how to import the rows of the spreadsheet.



5. In the dialog box, you have to make five decisions:

- Which form in the Notes database is used to display the new documents
- Whether the new documents are main documents or response documents
- Which range in the spreadsheet to import — either the cell coordinates (such as A1 . . . D341) or a range name
- How the fields are named (If you carefully followed the advice in Step 1, including taking care to make the spreadsheet column headings match the field names, you can choose WKS Title Defined, the easiest of the three choices.)
- Whether Notes should calculate any field formulas (previously defined on the form) for each document as it is created

6. Click **OK**. Notes imports the worksheet and converts each row into a document in the database.

The Web and Notes

Notes enables you to browse the World Wide Web from the comfort of your desk chair and your Notes workspace. Before you do any browsing, you need to specify how you plan to browse. To specify which browser to use, follow these steps:

1. Click the name of the location in the status bar (second box from the right).
2. Choose **Edit Current** from the pop-up menu that appears.
3. Click the **Internet Browser** tab of the location document that appears.

4. Click the down arrow next to the Internet Browser field. You have five choices:
 - **Notes:** Notes uses its own browser.
 - **Notes with Internet Explorer (the recommended choice and the default):** Notes adds the power of Internet Explorer to its own Web browser.
 - **Netscape Navigator:** Notes switches to Netscape Navigator for browsing.
 - **Microsoft Internet Explorer:** Notes switches to Microsoft Internet Explorer for browsing.
 - **Other:** Notes switches to another browser that you specify.
5. Click Save and Close at the top of the location document.

For more information about editing location documents, *see* Part V.

If you chose to use Netscape Navigator, Notes with Internet Explorer, Microsoft Internet Explorer, or another Web browser, you're done. However, if you choose to use Notes as the default browser, you need to make a few additional changes. Occasionally, a Web page may have an embedded program called a Java Applet, which makes the page dynamic. You have to tell Notes to enable these applets to make the page work as it's supposed to.

To tell Notes to enable applets, follow these steps:

1. Choose **File**⇒**Preferences**⇒**User Preferences**.
2. On the Basics page of the dialog box that appears, scroll through the list under **Advanced Options** and click on **Enable Java** and **Enable Java access from JavaScript**.

As you scroll through the Advanced Options, you should make two other adjustments: To allow Notes to display the contents of Web pages that it may not be able to display on its own, click on **Enable ActiveX** in Notes Browser and **Enable Plugins**, also in Notes Browser. Happy browsing!



Notes the Way YOU Want It

You may know so much about Lotus Notes that you recognize changes you would like to make in the way the program operates. Or you may want to refer to this book's previous sections on how Notes normally operates before you decide. Either way, this chapter covers the most important areas in which you have a say about how Notes behaves and ways to avoid problems.

In this part . . .

- ✓ Maintaining certification
- ✓ Using passwords
- ✓ Creating subscriptions
- ✓ Managing SmartIcons
- ✓ Setting user preferences
- ✓ Customizing the workspace
- ✓ Sending newsletters



Certification

In Notes, you use a *Notes ID* that has one or more *certificates*. Your ID says that you are a Notes user, and the certificates tell which organizations permit you to access their servers.

Certification expires after a couple of years. When your certification is about to expire, a reminder prompt appears on your screen telling you that you need to get recertified; otherwise, on some dark day in the not-too-distant future, you will find that you simply can't access any Domino servers. Ordinarily, you receive a notice from the Notes administrator telling you that your number is up and you need to get recertified soon.



To see when your certificate expires, choose **File**⇨**Tools**⇨**User ID** and then click **Certificates**. Highlight each certificate (assuming that you have more than one — most people don't) and information appears below telling you when that certificate expires.

Another reason to get certified is that you may need to use databases on a server in another company or another *domain* (users and servers created with a different certificate) in your company. Because that company or domain uses a different certificate, you won't be allowed access to those servers or databases.

The good news is that getting certified is easy. And you don't need to get recertified very often. Here's what you do:

1. Use **File**⇨**Tools**⇨**User ID**.
2. Click **Certificates**.
3. Choose **Request Certificate**.
4. In the dialog box that appears, type the name of the person you're sending your request to. If you don't know, ask around your organization for the name of the *certifier*, the person who issues certificates.
5. Click **Send**.

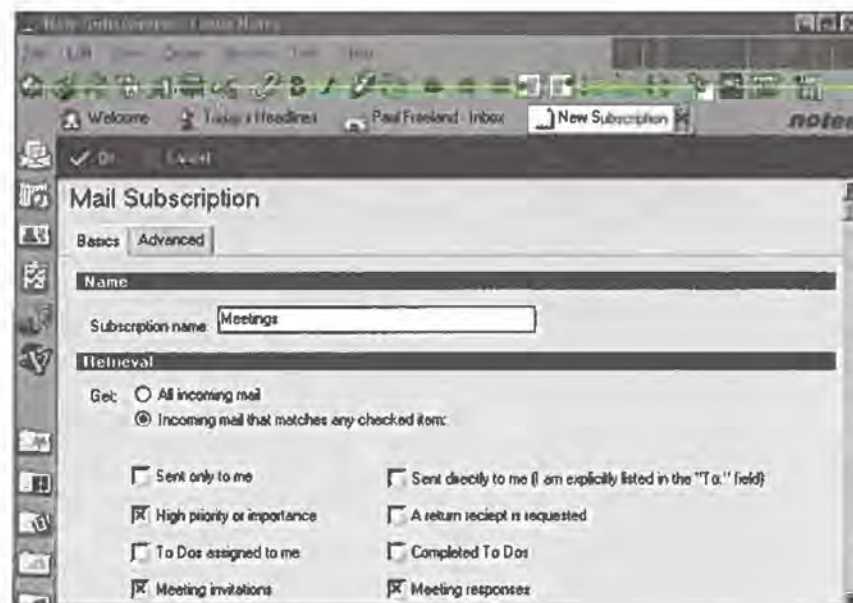
Wait for the certifier to send you a return memo with your certification attached. When this joyous event occurs, open the memo and choose **Actions**⇨**Accept Certificate**. Type your password in the dialog box that appears and click **Accept**. You're now the proud owner of a certificate.

Headlines and Subscriptions

Headlines is actually just another Notes database in which you create *subscriptions* to other Notes databases and Web pages (if you're connected to the Internet). The subscription performs a text search of the specified databases and Web pages. The first time you run Notes, it creates the Headlines database automatically.

Here's how to create a subscription:

1. Choose **File**⇨**Database**⇨**Open** and select a Headlines database on a server.
2. Choose **Create**⇨**Subscription** and specify the criteria for types of documents you want to see in the Headlines database.



When the subscription conducts a database and Web search, Notes adds the documents to the Headlines database.

Locations

If you and your laptop are always on the go — jumping into planes, staying in hotels, working at home, and sometimes plugging into the network at the office — you need to configure Notes to behave differently in each of those places. Fortunately, you only have to configure each location once.

Selecting a location

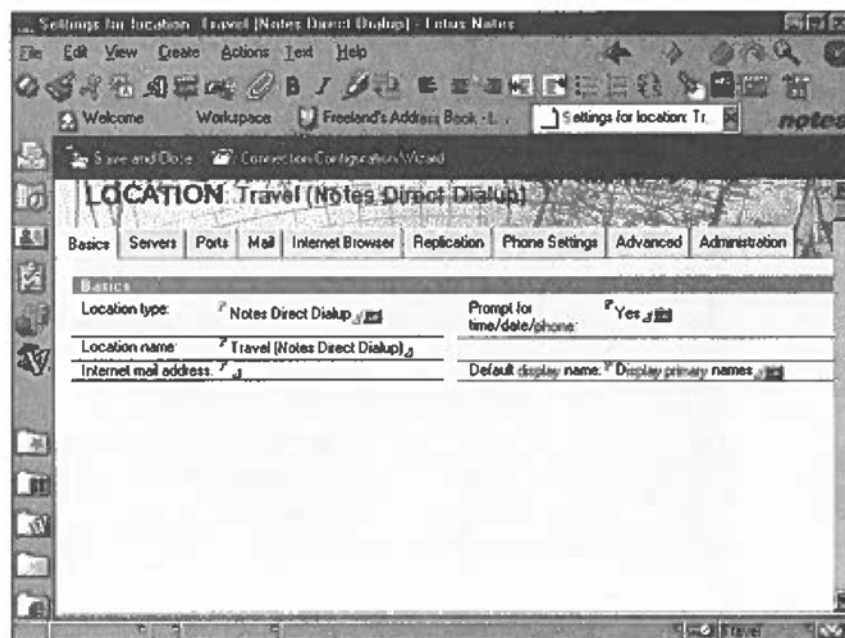
To tell Notes where you are currently working, click the next to the last box at the right end of the status bar. (The box contains a word such as *Home*, *Internet*, *Office*, or *Island*.) In the list that appears, click your current location.

Changing location information

Your Personal Name & Address Book contains several *location documents*. Each one tells Notes how to behave when you're in a specific location. You may need to change some of the location documents to reflect your own information, such as telephone numbers.

To change the settings for a given location:

1. Click to select the location in the status bar.



2. Click the location box in the status bar and choose Edit Current. The location document opens in Edit mode.
3. Make all necessary changes. The specifics vary with each location, each user, each company, and each computer, so we can't help you with the details. Once again, your Notes administrator is the source for the information you need.
4. Click Save and Close.

Setting the location prompt

You may occasionally forget to tell Notes that you're at a new location. To remind you to set the current location parameters, Notes can prompt you on startup to choose the current location.

To tell Notes to prompt you for a location when you start the program, follow these steps:

1. Choose **File**⇨**Preferences**⇨**User Preferences**.
2. Click **Basics** in the User Preferences dialog box.
3. Click to place an **X** in the **Prompt for location** box.
4. Click **OK** to dismiss the User Preferences dialog box. A warning box appears to tell you that some settings may not take effect until you restart Notes.
5. Click **OK**.

Logging Off Notes

When you leave your computer, someone else can sit down and use Notes as if he or she were you. So you want to log off Notes so that no one can use your Notes ID, just as you take your keys when you leave your car. The easiest way to prevent unauthorized use of your ID is to press the F5 key to log off. A message in the status line says "Private user information cleared," which means that the next time you or another person tries to use Notes, the password prompt appears.

Here's how to make Notes log you off automatically after a short time (in case you forget to press the F5 key):

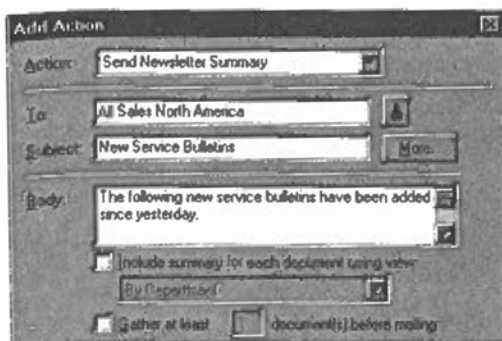
1. Choose **File**⇨**Preferences**⇨**User Preferences**.
2. Click **Basics**. A dialog box appears in which **XX** represents the number of minutes of inactivity before Notes locks your ID.
3. Enter the number of minutes you want Notes to wait.
4. Click **OK**.

Newsletters

A Notes newsletter is a memo, sent to selected recipients, that contains links to documents newly arrived in a database. You can set a newsletter agent (macro) to scan the database daily for new documents that contain specified words.

To create a Notes newsletter, follow these steps:

1. Open the database from which you want the newsletter sent.
2. Choose **Create**⇒**Agent** or **Create**⇒**Design**⇒**Agent**.
3. Give the agent a descriptive name, such as Newsletter.
4. Determine how often you want Notes to send a newsletter (for example, weekly, daily, or hourly) by making the appropriate choice in the box for **When should this agent run on Local**.
5. In the box for **Which document(s) should it act on**, select **All new and modified documents since last run**.
6. If appropriate, click the **Add Search** button, and then enter the text you want the agent to search for in documents.
7. Click **Simple action(s)** and click **Add Action**.
8. In the **Action** list that appears, choose **Send Newsletter Summary**.



9. Add recipients' names in the **To** box. To be sure of spelling, paste the names from the **Public Name & Address Book**.
10. Add a short description in the **Subject** box.
11. To provide an overall summary for all linked documents, select **Include summary for each document using view**. Then select the view from which information should be copied. For example, if the named view contains author and subject columns, the one-line summary adds that information next to the document links.

12. To hold newsletters until a given number of new documents have been added, click Gather at least and type the number of documents that must be collected before the newsletter is sent.
13. Click QK.
14. Close and save the agent.

Passwords

If any bad guys are watching over your shoulder when you type your password, they're bound to figure out how to use it. Or if you once tell people your password so that they can work with your user ID, they have information that may someday be used to your disadvantage. So be sure to change your password periodically.

Here's how to change your password:

1. Choose File⇨Tools⇨User ID.
2. Enter your current password.
3. Click on Basics.
4. Click the Set Password button.
5. Once again, enter your current password.
6. Enter the new password in the Set Password dialog box that appears. Keep in mind that passwords are case sensitive.
7. Enter the password a second time when prompted, to confirm what you typed the first time.
8. Click Done in the User ID dialog box.

As you decide on a password, keep in mind the following:

- ◆ You may use a password of any length, unless your administrator has set a minimum length. If so, the dialog box tells you what the minimum is.
- ◆ Notes recommends a minimum of eight characters, simply because figuring out a long password is much more difficult than figuring out a short one.

- ◆ Obviously, you want your password to be something you can remember. We all have to remember Social Security numbers, credit card codes, login names and passwords, gym locker combinations, in-laws' birthdays, and the date of our tetanus booster. If we forget one of these, somebody treats us as if we're wearing a clown suit. If you set a Notes password and forget it, you need to contact the Notes administrator and ask for a reminder.
- ◆ Obviously, too, you want your password to be something others can't figure out. Using your own first name is not the most secure password.
- ◆ Passwords are case sensitive, so *PASSWORD* is different from *Password* is different from *password* is different from *pAssword* is. . . .
- ◆ As you type in your password, only Xs appear on-screen. This is to protect your password from over-the-shoulder snoopers. Notes takes passwords *very* seriously.
- ◆ After you create your password, Notes prompts you to enter it a second time to be sure that you didn't make a mistake.



Password-protecting the ID file on your main computer has no effect on your laptop's copy of the ID. The best way to handle this problem is to password-protect the ID on your main computer, copy the ID to a floppy disk, and then copy the ID from the floppy disk to your laptop. Delete any copies of the ID file that are not password-protected or keep them under lock. (Usually, people say "lock and key," but if the key were around, why bother with the lock?)



Each of your ID files may have different certificates associated with it. If you have an ID on a floppy disk and one on your hard disk, use **File⇨Tools⇨Switch ID** and pick each ID, one at a time. You can see what certificates are associated with an ID file by choosing **File⇨Tools⇨User ID** and clicking **Certificates**. Add a password to the ID with the largest number of certificates and copy that ID to the floppy disk and your other computers. If each ID has different certificates, add the password to each ID separately.

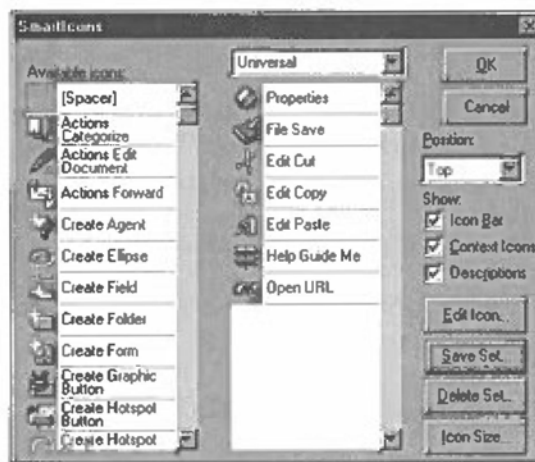
SmartIcons

SmartIcons are useful, no doubt about it. But you may decide to rearrange the order so that the ones you use most often are at the left, or you may decide to add a SmartIcon for a task that you often perform but isn't among the SmartIcons displayed.

Creating new SmartIcons

A Notes power user, such as your worthy self, may find that the selection of SmartIcons doesn't contain everything that you need. If you'd like to have a new SmartIcon that you can click instead of choosing a series of menu items, you can create a customized SmartIcon, like this:

1. Choose **File**⇨**Preferences**⇨**SmartIcons**. The SmartIcons dialog box appears.



2. Click **Edit Icon**.
3. Scroll down through the Custom Icons to find a Macro Button with a graphic that most closely resembles the task that you want to perform with the SmartIcon.



4. In the Description text box, enter a short descriptive title for the SmartIcon.
5. Click **Formula**.

6. In the SmartIcons Formula dialog box, enter the formula. Use the Add @Func or Add Command button to be sure that the spelling and syntax are correct.
7. Click **OK**.
8. Click **Done** to close the Edit SmartIcons dialog box.
9. In the SmartIcons box, be sure that "Universal" appears in the text box above the middle column of SmartIcons.
10. Drag the Macro Button that you want to use from the Available icons box to the middle box, the Universal SmartIcons box.
11. Click **Save Set** to save the palette with the new SmartIcon.
12. In the Save Set of SmartIcons dialog box, type **Universal** in the Name of Set box and **universe** in the File name text box. Click **OK**.
13. Choose **Yes** to overwrite the old set of Universal SmartIcons.
14. Click **OK** to dismiss the SmartIcons dialog box.

Your new icon appears in whatever toolbar is appropriate for the context in which you're currently working.

Changing the display of SmartIcons

You may notice that Notes doesn't display all the icons you need or displays some icons you don't need. You can change the display by using SmartIcon Preferences to create a new icon set and then choosing to use that set. Here's how:

1. Choose **File**⇨**Tools**⇨**SmartIcons**.
2. Scroll down through the Available icons until you get near the end of the list where the Macro Buttons appear.
3. Drag each SmartIcon that you want to add from the Available icons box to the middle box, the Universal SmartIcons box.
4. Drag any SmartIcons you don't want out of the middle box. You don't have to drag them to any location, just drag them one by one out of the box.
5. Click **Save Set** to save the new SmartIcons.
6. In the Save Set of SmartIcons dialog box, type **Universal** in the Name of Set box and **universe** in the File name text box. Click **OK**.
7. Choose **Yes** to overwrite the old set of Universal SmartIcons.

8. Click **OK**. Choose **File**⇨**Preferences**⇨**SmartIcons** to change the location of the SmartIcons. If having the SmartIcons at the top of the screen bothers you, or you just want to experiment with other locations, click on **Position** and choose **Left**, **Top**, **Right**, or **Bottom**.

If you lost your glasses, or your contacts are in upside down, and you can't make out one SmartIcon from the next, click on **Icon Size** and then choose **Large**. The right end of the complete set may disappear off the screen during those times when a large set of icons is needed on the screen. You can't have your SmartIcon cake and eat it, too.

User Preferences

You can make important choices about the Notes desktop and working environment. By choosing **File**⇨**Preferences**⇨**Notes Preferences**, you can change **Advanced Options** settings such as the following:

- ◆ **Mark documents read when opened in the preview pane** — so you don't think the documents are still unread
- ◆ **Make Internet URLs into hotspots** — so you can click URLs in Notes documents and easily open Internet documents and Web pages
- ◆ **Textured Workspace** — so you can make the background in the desktop behind the database icon look like cloth rather than dull plain white
- ◆ **Right double-click closes window** — so you can use a default feature from an earlier release of Notes that makes it easier to close any Notes window, except the desktop
- ◆ **Accept Cookies** — so you can tell Notes to allow Web pages to deposit cookies locally

Remember: Some of these settings may not take effect until the next time you start Notes.

Choosing e-mail options

You can make several significant changes in the way Notes handles your e-mail — specifically the way Notes notifies you of new e-mail and the way it handles a new memo after you finish writing it. For example, depending on your preference and the tolerance of those who work near you, the little tune Notes plays when you have new e-mail may be handy or a pain in the neck.

Here's how to determine whether and how Notes notifies you when you have new e-mail:

1. Choose **File**⇨**Preferences**⇨**User Preferences**. A User Preferences dialog box appears.
2. Click **Mail**.
3. To receive notification that you have new e-mail, be sure a number replaces the XX in Check for new mail every XX minutes. The number represents the frequency with which Notes checks your e-mail. If this option is deselected, you still receive e-mail but without any Notes notification.
4. Select **Audible notification** if you want to hear the tune, **Visible notification** if you want to see an envelope plus the "You have new mail" message in the Status bar, both if you really want to be sure that you know when the mail is in, and neither if you don't care.
5. Click **OK**. A warning box appears to tell you that some settings may not take effect until you restart Notes.
6. Click **OK**.

When you close a memo after writing it, Notes can automatically handle saving, signing, and encrypting the memo.

To set these options, follow these steps:

1. Choose **File**⇨**Preferences**⇨**User Preferences**. A User Preferences dialog box appears.
2. Click **Mail and News**.
3. In the **Save sent mail** drop-down list, choose from the following:
 - **Always keep a copy** — to save the memos you write
 - **Don't keep a copy** — not to save the memos you write
 - **Always prompt** — to be given a choice of saving or not saving each memo
4. Click **Sign sent mail**, to attach automatically your digital signature to all outgoing memos.
5. Click **Encrypt sent mail**, to encrypt automatically the body field of all outgoing memos.
6. Click **Encrypt saved mail**, to encrypt automatically the body field of all memos saved in your e-mail database. This option encrypts e-mail that you have created, sent, and kept a copy of. (Encryption of e-mail you receive is handled by the sender.)

7. Click **OK**. A warning box appears to tell you that some settings may not take effect until you restart Notes.
8. Click **OK**.

Changing e-mail notification

If you use Windows, Notes can play a WAV file instead of using the boring old “beep beep beep” sound to tell you when e-mail arrives. To tell Notes to play your special tune, follow these steps:

1. Add the following line to your NOTES.INI file:
NewMailTune=c:\windows\tada.wav
2. Substitute your favorite WAV file for *tada* and be sure to specify the correct path (the c:\windows part of the file information).

To hear this change, your system must include a speaker that can play music. Assuming that it does, prepare for a real symphonic delight!



NOTES.INI is an ASCII file full of configuration information. The file is usually located in your Windows folder. You can edit it by using either the Windows Notepad or the SysEdit program. This is only available if you use Notes in MS Windows.

If you work under, shall we say, *crowded* conditions, and every few minutes someone's computer plays that catchy little tune signifying that new mail has arrived, the office can sound like a nursery full of little kids playing those annoying toy pianos. If you receive complaints about your noisy computer, the following steps may make you more popular.

To silence the constant “beep beep beep” signal that Notes uses to alert you when new e-mail arrives, follow these steps:

1. Choose **File**→**Preferences**→**User Preferences**.
2. Click the **Mail** button.
3. After the mail page appears, click to turn off **Audible Notification** and click to turn on **Visual Notification**.

When you have new mail, the message “You have new mail” appears quietly in your status bar. You can always change your mind later and go back if you decide that you miss those “beep beep beep” alerts.

Scanning for unread documents

You can arrange for Notes to scan automatically all databases at startup and call unread documents to your attention.

Here's how to scan for unread documents:

1. Choose **File**→**Preferences**→**User Preferences**. The User Preferences dialog box appears.
2. Click **Basics**.
3. Click to place an *X* in the **Scan for unread** box.
4. Click **OK**. A warning box appears to tell you that some settings may not take effect until you restart Notes.
5. Click **OK**.

The next time you start Notes, it prompts you in the Scan Unread dialog box to specify which databases to scan. These are the choices that you can make:

- ◆ **View First Unread** takes you to the first unread document in the database that's named at the top of the dialog box.
- ◆ **Mark All Read** marks all unread documents as read but only in the database that's named at the top of the dialog box.
- ◆ **Skip This Database** tells Notes to go on to the next database that contains unread documents.
- ◆ **Choose Preferred** takes you to a dialog box in which you can specify which databases you want Notes to scan for unread documents (after all, you may not want to scan every database on your desktop).
- ◆ **Done** tells Notes to forget the whole thing and closes the Scan Unread dialog box.

Setting international options

Click **International** (below Basics in the User Preferences box) and, among other things, you can change the following:

- ◆ Regional settings, which determine the language Notes uses when deciding how to sort documents in views
- ◆ Calendar settings, such as the day that is considered the first day of the week in a particular country
- ◆ The measurement units from Imperial (gallons, inches, miles, six-packs) to Metric (meters, liters, tweeters)
- ◆ The dictionary (so that when the spell checker finds errors, it presents the correct alternative spellings for your context)

The Welcome Page

When you start Notes, you are confronted with the Welcome Page, as shown in the following figure.



A couple of factors determine what you see displayed in the Welcome Page. First, you can change the Welcome Page's layout and contents, as we discuss later. Second, your administrator has some control over what you see — so that he or she can make sure that you see important announcements, and so on.

In general, though, you can safely bet that your Welcome Page (however it's set up) is divided into a couple of sections, known as *frames*. For example, the following figure shows a sample Welcome Page belonging to some guy named Steve Londergan. It has three frames: One contains his Inbox, one his schedule, and one a Web page.

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Changing the Welcome Page

You can easily change the layout of your Welcome Page: Simply choose the layout you want from the Welcome page style drop-down list, as shown in the following figure.



Notes comes with these three Welcome Page styles:

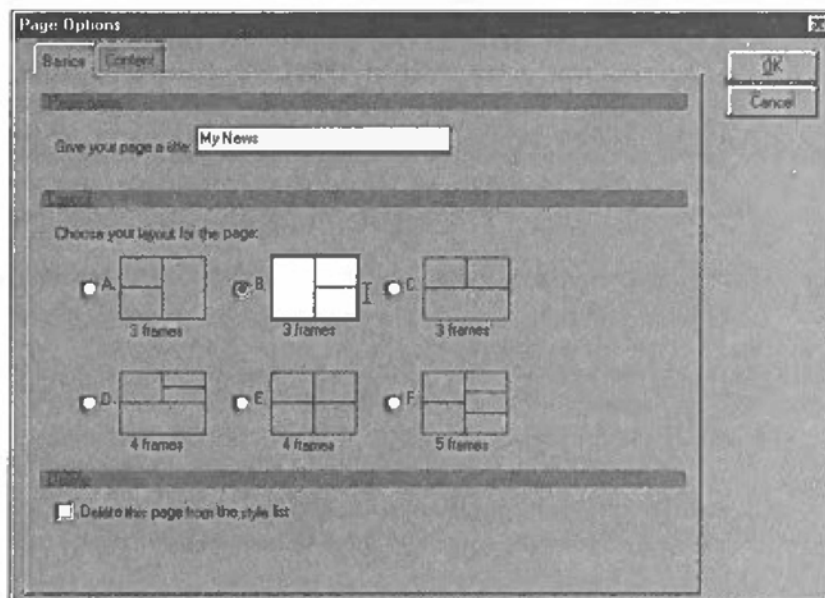
- ◆ **Basics** is the simplest. It's the default style and displays the Welcome Page with all those pictures of kids.
- ◆ **My News** is a little more informative. It contains three pages: one for your Inbox, one for your calendar, and one for a special news page from America Online.
- ◆ **Notes and Domino News** is similar to My News but has a Web page from the Lotus Web site instead of America Online.

Remember: If you're happy with the layout and content of one of these Welcome page styles, just pick the one you like, and you're in business. If, on the other hand, you want to customize the Welcome Page — perhaps add another frame or change what's in one of the frames — select the style you want and then click the Options button.

Customizing the page

As we mention previously, you can customize the Welcome Page in a couple of different ways. You can choose exactly how many frames of information the page contains, and you can change each frame's content.

To modify the layout or content of a Welcome Page, first select the Welcome Page you want to change from the Welcome page style drop-down list and then click the Options button. The Page Options dialog box appears.



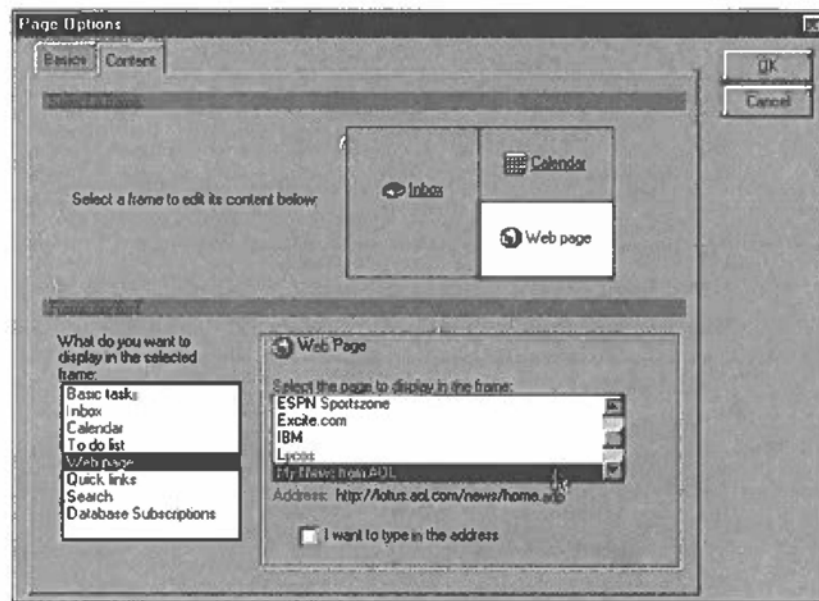
182 *The Welcome Page*

To modify the layout of the Welcome Page, follow these steps:

1. In the Page Options dialog box, click the button for the number of frames and the presentation style that you want the Welcome Page to use. You may choose any one of the six layouts — but remember that the more frames you have, the less information you can see in each.
2. (Optional) Enter new text in the Give your page a title box, if you want to change the Welcome Page's name.
3. Click **OK** when you finish customizing the page's layout.

Here's how to change the content of the Welcome Page:

1. Click the Content tab on the Page Options dialog box.



2. Click the frame that has the content you want to change.
3. Select what you want the frame to show from the Frame content list.
 - **Basic tasks** shows the Open Mail/Open Calendar/Open Address Book buttons.
 - **Inbox** shows the Inbox folder in your e-mail database.
 - **Calendar** shows your meetings and appointments.

- **To-do list** shows your tasks.
- **Web page** shows a Web page. To do so, you also must select or enter the page's URL.
- **Quick links** enables you to display a set of links to your favorite places.
- **Search** presents the Notes search options.
- **Database Subscriptions** shows the results of your subscriptions (if any).

4. Click **OK** when you finish customizing the page's content.

The good news is that it's pretty hard (impossible, actually) to screw this up, so the best approach is to experiment with the various layout and content styles until you find one that you like. You can change from one style to another anytime you want.



Techie Talk

@Function: A formula element containing preprogrammed calculations that make writing a formula much easier. Examples are @Sum, @UserName, @Now.

Accelerator key: A keystroke combination used to accomplish the same thing as choosing a menu item. Ctrl+Z is the accelerator key for Edit→Undo.

Access Control List (ACL): The part of every Notes database that determines who can do what in that database. See also *Author*, *Depositor*, *Designer*, *Editor*, *Manager*, *No Access*, and *Reader*.

Actions: Tasks that normally involve several keystrokes and that are assigned to buttons and/or a special menu and then associated with views, forms, and folders so that you can easily perform them. Actions are what happen when you click buttons in the Action bar.



Administrator: The person who is in charge of running the Domino servers at your company and to whom you should turn if you have questions or problems.

Agent: A miniprogram or set of instructions that automates tasks in Notes. (Formerly called *macros*.)

Alarm: A visual or audible reminder of a scheduled event in your calendar.

Application designer: The person at your company who created the database(s) you use. Also known as *Database manager* and *Application manager*.

Application server: (1) A Domino server that is only used for application databases — in other words, it does not have anybody's e-mail database on it. (2) A computer application used to create data linked to or embedded in Notes documents.

Archive: A special copy of an e-mail or another database containing documents selected for storage away from current active documents.

Archive log: A summary of the documents that have been put in an archive database.

Archive profile: A special form used to set the criteria for determining which documents should be put in an archive.

Attachment: A file (Lotus 1-2-3 worksheet, Microsoft Word document, and so on) that has been included in a Notes document. You can only put attachments in a rich-text field.

Author: (1) The person who composes a document and (usually) the only person who can edit or delete it. (2) A level of access you can have to a database. As an author, you can read documents, compose new documents, edit your own documents, and delete your own documents. (3) Someone like the fine people who wrote this book.

Balloon help: The things that show you what each SmartIcon does. Normally a Macintosh term, balloon help is becoming more common in Windows programs.

Bookmark: A pointer to a Notes item (a search or database, for example) or an item on the World Wide Web.

Browse: The official, more dignified term for surfing or cruising the Internet. Call it what you want; it means you look for information or just wander around (electronically, of course) to see what there is to see.

Browser: A program used to view Web pages on the Internet. Notes has a built-in browser. Browsers are also available from other companies, including Microsoft and Netscape.

Button: A rectangular picture that, when clicked with the mouse, launches some action or task.

Calendar: A section of your e-mail database containing time-related documents (appointments, meetings, birthdays).

Category: A line in a view that doesn't represent a document, but rather data that is the same in a given field in all documents listed below the category. For example, all documents with *Nebraska* in the state field could be listed below a line containing *Nebraska*.

cc:Mail: Another program from Lotus Development Corporation that's used for e-mail. At many companies, some people use Notes for e-mail and others use cc:Mail.

Certificate: A special "stamp" for your USER.ID that your administrator gives to you. You have to have a certificate specific to your company to use the servers at your company.

Client: Another term for *workstation*, the version of Notes installed on users' computers.

Clipboard: A section of computer memory used to hold something you have copied or cut and plan to paste somewhere else.

Common name: The part of your Notes User Name that sounds like what your mother calls you. For example, if your User Name is Stephen Londergan/Lotus, your common name is just Stephen Londergan.

Compound document: A document containing information from more than one program.

Connection document: A document in your personal Name & Address Book that tells your workstation when and how to call the server.

Database: In Notes, a collection of Notes documents, folders, views, agents, and other design elements. In general, any organized collection of information.

Database template: A shell of a database that you use as a starting point to create your own database. A real timesaver.

DDE (Dynamic Data Exchange): A copy of a document created in another application and placed in a Notes document. It retains a link to the original document, so changes to the original are reflected in the copy.

Default: A decision about an action or condition the program makes for indecisive users or users who have not expressed a specific preference. Default text color, for example, is black.

Delivery report: A return message that tells you when a message you sent was delivered to the recipient's e-mail database.

Depositor: A level of access that you can have to a database. As a depositor, you can only add documents to a database. You cannot read, edit, or delete them.

Designer: A level of access that you can have to a database. In addition to having all the rights that editors have, designers can change a database's forms and views.

Designer client: Separate Notes software that enables users and designers to modify database elements.

DESKTOP.DSK: The file on your workstation that keeps track of what databases are on your workspace and which documents in them you have already read.

DocLink: An icon in one document that you can double-click to quickly go to a different document.

Document: (1) An individual item in a Notes database. In other database programs, a document would be called a *record*. (2) A file created in a word-processing program, such as Microsoft Word.

Domain: (1) All the Domino servers at your company. (2) What a king or queen is in charge of.

Domino: Used synonymously with "Notes." More specifically, the term refers to the aspects of Notes that relate to working with the World Wide Web.

Edit mode: The status of an on-screen document in which you can change the contents of fields. The opposite of *Read Mode*.

Editor: A level of access that you can have to a database. Editors can read documents, compose documents, and edit documents, even if they didn't compose the documents in the first place.

Electronic signature: A special numeric code added to a document to prove that it really was written by the person who sent it.

E-mail: An electronic mail message.

Embedded object: Information included in a Notes document that came from another program. You can double-click an object to edit it, if you have the originating program on your computer.

Encryption: A procedure in which a document or part of a document is scrambled until opened by a person who has the proper key.

Encryption key: The numeric code used to scramble and unscramble a document or part of a document.

Error message: A dialog box that Notes shows when you make those all-too-frequent mistakes.

Export: A way to turn Notes documents into files for use in other programs, like Lotus 1-2-3 or WordPerfect.

Fax: A process of sending a picture of a document over a phone line.

Field: A place in a database form for specific, individual pieces of information. *First Name* could be a field in a personnel data form.

Folder: A database element that lists documents in a database. You put documents in and remove documents from a folder.

Footer: Text that appears at the bottom of every printed page.

Form: What you use to compose, edit, and read documents.

Frameset: A design element of a database that enables designers to display several types of information in their own sections of a Web page.

Full-text index: Part of a database that locates words and phrases in all documents in a database, so that you can later search for text in those documents.

Full-text search: Searching for text or phrases in documents in a database.

Fuzzy search: A command issued before executing a search in which you tell the Notes search engine to look for variations in or phrases similar to the text you're searching for.

Gateway: See *Mail transfer agent*.

Group: A collection of users' names, defined in either a public or personal Name & Address Book. Using group names saves having to type the individual names of people in a group when you send them e-mail.

Groupware: Software that enables several people to work together on computers.

Header: (1) Text that appears at the top of every printed page. (2) What you take when you fall over something.

Headlines: A database you configure to remind you of the most important new e-mail messages, calendar events, tasks, and modified Web pages.

Help document: A special collection of tips about how to use a database.

Hierarchical name: A user name that includes not only your common name but also your organization and the level or department in that organization.

Home page: (1) The opening screen in Notes containing tasks you can perform and locations to which you can navigate. (2) A main page of a Web site from which you can navigate to other pages in the site.

Home server: The one and only Domino server that has *your* e-mail database on it.

Hotspot: (1) A location in a form or graphic that, when clicked with the mouse, launches an action. (2) A place where you shouldn't sit.

HTML (HyperText Markup Language): The text and code that formats and displays information on Web pages.

Icon: A graphic used to represent a database, a program, or an action.

IMAP (Internet Message Access Protocol): An e-mail protocol that allows clients running it to retrieve e-mail from a host server that also runs the protocol (similar to POP3 with some additional features).

Import: What you do when you want to turn a foreign file, such as a Lotus 1-2-3 worksheet, into documents in a Notes database.

Index: Shorter name for the *full-text index*. Also refers to the background process by which views are updated to be sure they display current information.

Input validation formula: A formula included in a form that checks to be sure that you entered data in a field and that it's the right data type.

Install: A process or program that places a usable copy of a program on a hard disk.

Internet: A huge collection of computers all connected in a vast global network.

Intranet: Computer network with restricted access, usually set up within a company for employees only.

ISDN (Integrated Services Digital Network): International communication standard for sending voice, data, and video over digital telephone lines. Faster than modems.

ISP (Internet service provider): A company that provides members with Internet access.

Keyword field: A special kind of field that presents you with a list of choices for data input.

LAN (local area network): Rhymes with *man*. It's really just a bunch of wires that connect your computer to other computers.

LAN workstation: A computer that (1) has Notes installed on it and (2) is plugged into the network.

LDAP (Lightweight Directory Access Protocol): A set of protocols for accessing information directories.

Letterhead: Fancy graphics that you can include in mail database forms.

License: A right to use Notes. Here are the four types of Notes licenses: Server, Regular, Notes Mail, and Desktop.

Link: A graphic representation in one document of another document, database, or view. Click the link to open the other document, database, or view.

LMBCS (Lotus Multi-Byte Character Set): A set of characters including standard keyboard characters and characters not found on keyboards.

LN:DI (Lotus Notes Document Imaging): Pronounced *lindy*, this special program lets you include scanned images in a Notes document.

Location: A name and accompanying data that define the places where you use Notes, such as on the LAN at the office, on a modem at home, or not connected at all in the shower. *Locations* are defined in *location documents* in your Personal Name & Address Book.

Lotus Notes: The program that this book is about.

Macro: A minicomputer program of Notes commands. This is the old name for what are now called *agents*.

Mail database: The database that holds all your incoming and outgoing e-mail messages. No one but you can read the documents in your mail database.

Mail server: A Domino server that has mail databases on it.

Mail Transfer Agent (MTA): A special program that runs on a Domino server and converts Notes e-mail messages that are destined for other mail systems, such as the Internet or even a fax machine.

MAIL.BOX: A special kind of Notes database that holds messages that are pending delivery.

Manager: The highest level of access available for a database.

MIME (Multipurpose Internet Mail Extensions): Software that enables you to attach nontext files to Internet mail messages.

Modem: Hardware that enables you to use your Notes workstation to place a phone call to your Domino server. Useful if you need to read your e-mail and other Notes databases when you're at home or on a business trip.

Modem command file: A special ASCII file that Notes requires to use a modem. Every brand of modem has its own modem command file.

Mood stamp: Not to be confused with mood rings, a picture that Notes adds right at the top of a message, so that your reader knows what frame of mind you were in when you sent the message.

Mouse: A device that moves a pointer around your screen so that you can make selections without using the keyboard.

Name & Address Book: See *Personal Name & Address Book* and *Public Name & Address Book*.

Navigator: A database element that substitutes graphics and associated commands for normal menu items, making a database more user friendly.

NetBIOS: A network protocol sometimes used for Notes.

Network: A collection of computers that are connected by wires and that use a network operating system.

Network operating system (NOS): A type of software used to connect computers. Some common network operating systems include Windows NT, Novell, Banyan, and Pathworks.

Newsletter: A special memo that is automatically generated to notify users of new documents in a database.

NLM: An operating system used only on some Domino servers but never on workstations.

NNTP (Network News Transfer Protocol): Protocol that supports reading newsgroups, posting new articles, and transferring articles between news servers.

No Access: A level of access to a database. If you have No Access to a database, you can't use that database. Period!

Notes data directory: The directory on your computer's hard disk that contains your local databases, DESKTOP.DSK, and modem command files.

Notes data folder: The folder on your Macintosh that contains your local databases, DESKTOP.DSK, and modem command files.

Notes log: A special Notes database that keeps track of all the phone calls you make from your remote workstation — if you make any, that is.

NOTES.INI: An ASCII file on every Notes workstation that holds configuration information for that workstation.

Object: See *Embedded object*.

OLE (Object Linking and Embedding): Part of the operating system that lets you include information from other programs in a Notes document. Pronounced OLAY. See *Embedded object*.

Operating system: The program that runs your computer. Notes runs with the Windows, Windows NT, OS/2, UNIX, and Macintosh operating systems.

Page: On the Web, a screenful of information. In Notes, a page is a screenful of database-related information generally used as an opening screen.

Page break: A code you insert in a long document to instruct Notes to print subsequent text on a new sheet of paper. Normally, page breaks are not visible.

Pane: A section of a Notes window (window pane, get it?). The number, name, and purpose of the panes vary depending on the context.

Password: A secret code that you have to enter every time you use your user ID.

Permanent pen: (1) A unique font used to make editorial comments in a document. (2) A writing implement specifically designed to stain your clothes.

Person document: One kind of document in a Name & Address Book. In the public N&A Book, a Person document exists for each user at your company. You can also compose a Person document in your personal N&A Book to give one of your friends an e-mail nickname or to help you remember someone's complicated e-mail address.

Personal Name & Address (N&A) Book: A database on your computer's hard disk in which you can enter person, group, and connection documents.

Platform: Computerease that means the same as operating system.

Policy document: A document that describes the purpose of a database and the rules for its use. (Also called the About This Database document.)

Pop-up: A part of a Notes document that has hidden text associated with it. You view this hidden text by clicking on the word.

POP3: An e-mail protocol that allows clients running it to retrieve mail from a host server that also runs the protocol.

Port: The name for the part of your computer where your network or modem is plugged in. Some computers have more than one port; yours may have one port for the network and one port for the modem.

PowerBook: A portable Macintosh computer.

Power tie: A knot tied around the neck symbolizing extreme corporate fealty, but mistaken for a symbol of corporate authority.

Preferences document: The Macintosh equivalent of NOTES.INI.

Private key: The part of your user ID that's used to decrypt and encrypt your e-mail messages. See also *Encryption key*.

Private view: A view that's only on your workstation.

Properties box: (1) In Notes, a series of dialog box pages, each represented by a tab and each related to features (properties) of a given item. (2) A place to keep your childhood treasures.

Protocol: A techie term for the part of your network operating system that connects your Notes workstation with your Domino servers. You may hear about protocols called NetBIOS, SPX, or TCP/IP. Then again, you may never hear protocols mentioned.

Public key: The part of your user ID that other people use to encrypt e-mail messages for you.

Public Name & Address (N&A) Book: The database on the Domino server that defines all the Notes users, servers, groups, and connections at your company.

Query Builder: A dialog box you fill out that makes it easy to define the criteria for a full-text search.

Query by Form: A way to enter the criteria for a full-text search, using the same form that was used to enter the document in the first place.

Read Access List: A way to control which people can read a document that you compose. You set a document's Read Access List in the Document Properties box, on the page with the key tab.

Reader: A level of access that you can have to a database. As a reader, you can only read the documents that other people compose; you can't compose your own.

Relational database: A database program that allows the full sharing of data between databases and between forms within databases.

Remote workstation: A Notes workstation that is not connected to a Domino server via a network. Instead, remote workstations often use a modem to talk to the Domino server.

Replica ID: A special serial number that every database has that identifies it as the same database, even if copies of it exist on other servers.

Replication: The process used to synchronize two copies of a database between two servers or between a server and a workstation.

ResEdit: The program you use on a Macintosh to edit your Notes Preferences document.

Return receipt: A special kind of e-mail message that tells you when a recipient read an e-mail that you sent.

Rich text: A special field type that can include more than one font and formatting (such as bold and italics) and can contain embedded objects and attachments.

Ruler: The part of the Notes screen that you can use (if you choose to display it) to set margins and tabs in a rich-text field.

Search bar: The dialog box at the top of the screen (if you choose to display it) that enables you to specify the text to search for and rules for the search.

Section: Part of a Notes form or document with its own fields. It may be *collapsible*, meaning the user can choose to display or conceal its contents, and it may have *restricted access*, which means only designated people can edit its fields.

Selecting: (1) Designating text or data to be deleted, copied, or changed in some way. (2) Choosing documents in a view for such group treatment as categorizing, printing, or deletion.

Selection formula: A Notes formula used to designate which documents will be replicated.

Server: A shared computer that stores Notes databases.

Server-based e-mail: A setting you use that causes Notes to send off your messages immediately; the opposite of *workstation-based e-mail*.

Signature: Also called an *electronic signature*; a way for you to guarantee to the recipient that a message really, honestly, absolutely came from you.

SmartIcon: A picture representing an action you can take. Click the SmartIcon to initiate the action.

SmartIcon palette: A collection of SmartIcons.

Sort: (1) To put items in a list in order. (2) To match your socks.

Spam: Junk e-mail, or e-mail sent to too many people. Examples are hysterical notices that you are asked to "send to everyone you know" about Web-based viruses that eat hard disks for lunch and e-mails from Hot Stuff who has a personal message for you at her Web site.

SSL: Security protocol for the Internet and intranets.

Static text: Text in a form that doesn't change. The title of a form is an example of static text.

Stationery: A template of various types of messages you may send.

Status bar: (1) A line of information at the bottom of the Notes window, part of which you can use to change parts of your document. (2) A drinking establishment on Main Street where they have cold beer and hot tunes. Closed Sundays; shoes and shirt required.

Styles: Named collections of paragraph attributes that you can assign to a paragraph all at once.

Subform: A section of a form — with its own fields, text, graphics, and design — that designers can use in multiple forms.

Subscription: An instruction you issue to Notes to send you a memo listing new information in Notes and Web locations that you specify.

Tables: (1) Small spreadsheets that you can insert into Notes documents. (2) A place to put your cold beer while you're listening to the hot tunes at the Status bar.

Task button: One of the oval buttons above the Notes window work area; each button represents an open window in Notes and contains a short name of the window plus an X that's used to close the task.

Task Center: The page in Notes containing the "portholes" that represent tasks you can do and places to which you can navigate.

Template: A special kind of Notes database used to create other Notes databases.

Type-ahead: The feature in Notes that gives you the ability to start typing something, such as the name of an addressee in a memo, and have Notes automatically recognize and finish it for you.

Universal Navigator bar: Have you noticed the number of bars in Notes? This one is located near the top of the Notes window and contains icons that enable you to perform tasks you associate with the Web, such as searching, going forward, going back, and stopping a process.

UNIX: One of the operating systems that supports the use of Notes workstations and servers.

Unread marks: Stars or colored text used in views to show you which documents you haven't read yet.

URL (Uniform Resource Locator): The address of any particular Web page.

Vacation profile: Special feature that you can use to reply automatically to messages you receive when you're on vacation.

View: A summary of the documents in a database. Most databases have more than one view.

WAN (wide-area network): A bunch of computers connected in some other way than by network cables — most frequently phone lines, satellites, and tin cans with string.

Web page: A document on a Web server that can contain graphics, links to other documents or pages, text, attached files, and multimedia features.

Web server: A computer somewhere on the Internet that hosts Web pages.

Welcome Page: Default screen in Notes that you can customize for easy access to commonly used tasks.

Window: One of the workpages that you open in a program. Each Notes window represents a separate Notes document, view, Web page, or task you perform. A task button near the top of the Notes screen represents each Notes window.

Windows: An operating environment that supports the use of Notes workstations and servers.

Workflow: Features added to a Notes database that enable users to assign tasks, to notify others of their responsibilities, and to track completion of tasks.

Workspace: (1) A Notes screen that contains the tabbed pages and database icons. (2) Any Notes window. (3) The place where your boss lets you work when you're good.

Workstation: The computer at your desk or (if you have a laptop) the computer in your briefcase. A workstation is the computer that each person uses to work with Notes.

Workstation-based e-mail: A setting that you use when your computer is not connected to a LAN, which causes Notes to queue up your outgoing e-mail until you place a phone call to a Domino server.

World Wide Web (WWW): A collection of computers on the Internet that have special pages you can view. See *Web page*.



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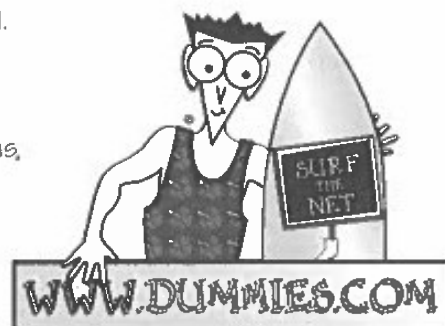
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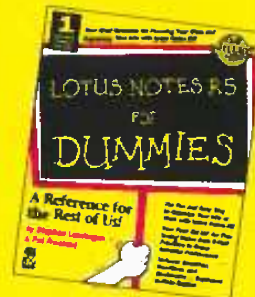
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