

The Welcome Page and interface elements

The Welcome Page

The Welcome Page acts as a home page for Lotus Notes. The default style is Basics.

Change the Welcome Page style

Use the Welcome Page dropdown list to choose from several predefined styles.

Create a custom Welcome Page style

1. Click the Welcome task button.
2. Select Create New Page Style from the Welcome Page dropdown list.
3. Enter a name for your new Welcome Page style in the Give Your Page A Title text box.
4. Choose a frame configuration on the Layout panel and then click on the Content tab.
5. Click on a frame in the displayed sample and then choose what you want shown from the Frame Content section. Repeat the process for all frames and click OK.

Task buttons

Each time you open a database or document, such as an email message, Notes adds a corresponding task button beneath the menu bar. To close a task page, click on the X on the task button (the Welcome task button is always available).

Bookmark bar

The Bookmark bar displays icons that link to databases, documents, and Web pages. It also displays Bookmark folders, which contain collections of Bookmarks (or additional folders).

Action bar

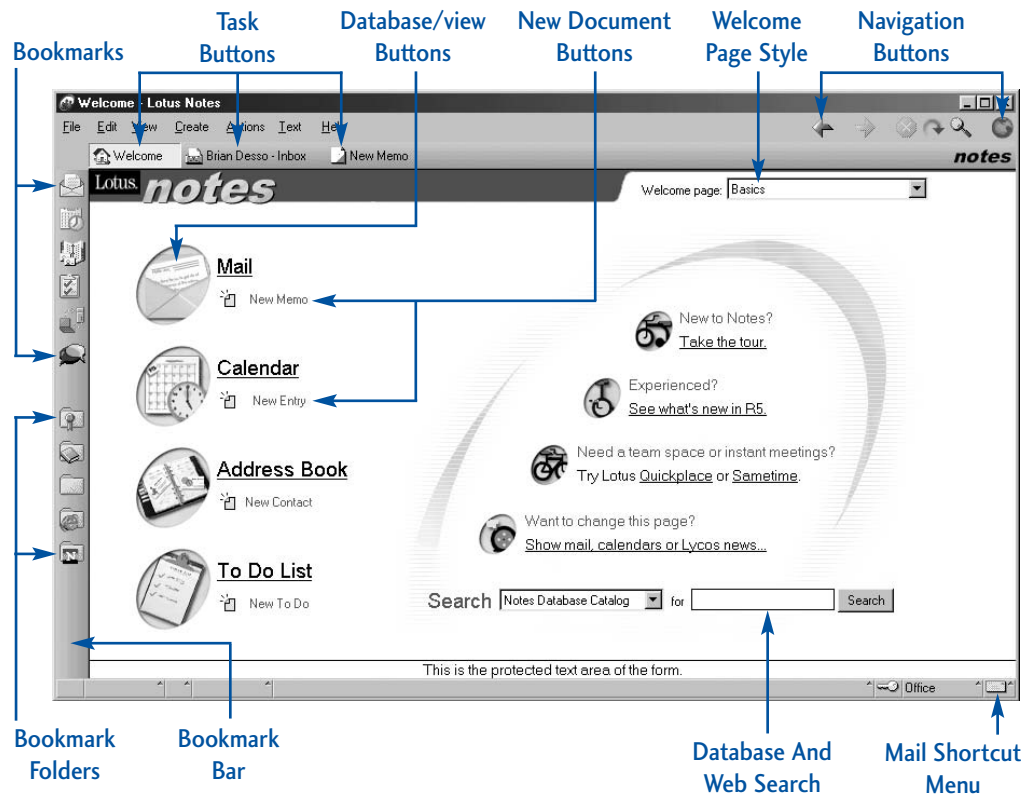
Databases and views may also display a context-sensitive Action bar. For instance, your Calendar displays Action bar buttons that let you schedule a meeting and create new calendar entries, among other tasks.

SmartIcon bar






SmartIcon buttons let you quickly perform many common tasks. The SmartIcon bar isn't shown by default.


To display the SmartIcon bar:

1. Choose File | Preferences | SmartIcon Settings from the menu bar.
2. Select the Icon Bar check box and click OK.








Default Bookmark icons

Bookmark	Result
 Mail	Opens your email database
 Calendar	Shows your Calendar
 Address Book	Displays your Address Book
 To Do	Shows your To Do list
 Replicator	Displays the Replicator page, which lets you manage synchronization between databases on your network and local copies.

Note: If your company uses the Sametime® Connect instant messaging system, the Bookmark bar will also contain a Sametime Connect Bookmark .

Default Bookmark folders

Folder	Description
	Favorite Bookmarks (The most commonly used Notes databases.)
	Databases (Databases that have been accessed from your workstation.)
	More Bookmarks (Internet search sites and Lotus product Web sites.)
	Internet Explorer Links (Only available if Internet Explorer is installed.)
	Netscape Links (Only available if Netscape Navigator is installed.)