

*We've distilled some of the most useful shortcuts from Notes Help and reorganized them for easy reference.*

**By Becky Roberts**

## Mail and Calendar shortcuts

Action	Shortcut
Open the date, time, or time zone picker in a new Calendar entry	[Alt][Down Arrow]
Close the date, time, or time zone picker in a new Calendar entry and save the new selection	[Alt][Up Arrow]
Move through the date picker	Arrow Keys
Create a new Calendar entry and enter the Subject at the view level (pressing [Esc] will save the entry)	[Ctrl] and click the Calendar View time slot
Edit the Subject at the view level (pressing [Esc] will save the entry)	[Ctrl] and click the existing Calendar entry
Edit the current document	[Ctrl]E
Create a new mail memo (message)	[Ctrl]M
Move to the next day, week, or month in Calendar view	[Ctrl][Page Down]
Move to a selected month and day of the following year in the date picker	[Ctrl][Page Down]
Move to the previous day, week, or month in Calendar view	[Ctrl][Page Up]
Move to a selected month and day of the previous year in the date picker	[Ctrl][Page Up]
Save the current document	[Ctrl]S
Mark a mail memo for deletion (to place it in the Trash); permanently delete a Calendar entry	[Delete]
Close the date, time, or time zone picker, activate the selection in a new Calendar entry form, and save the new selection	[Enter]
Close the current document and open the next one	[Enter]
Open the selected view or document	[Enter]
Close the date, time, or time zone picker in a new Calendar entry form without changing the selection	[Esc]
Exit the date picker	[Esc]
Close the current document	[Esc] or [Ctrl]W

Move to the next selected document	[F3]
Move to the next unread document in a view	[F4]
Move to the next frame or pane	[F6]
Refresh current view	[F9]
Move to the current day in the date picker	[Home]
Toggle a document between read and unread	[Insert]
Move to the next month in the date picker	[Page Down]
Move to the prior month in the date picker	[Page Up]
Select the prior document in a view	[Shift][Backspace]
Show your Instant Messaging Contact List	[Shift][Ctrl]C
Send a mail memo and open a new mail memo for editing	[Shift][Ctrl][Enter]
Delete a mail memo (to put it in the Trash)	[Shift][Delete]
Close and save the current document (unless it's a mail memo) without opening the Close dialog box	[Shift][Esc]
Close and send current mail memo	[Shift][Esc]
Move to a previous selected document	[Shift][F3]
Move to a previous unread document	[Shift][F4], or [Shift][Tab]
Move to a previous pane or frame	[Shift][F6]
Give the focus to the date picker	[Spacebar]

## General navigation

Action	Shortcut
Open a bookmark	[Alt]B and the appropriate number; Show Extended Accelerators must be enabled in User Preferences
Restore Notes to its default minimized size	[Alt][F5]
Move the active window to a new position	[Alt][F7] and the Arrow Keys; then press [Enter]
Change the size of the active window	[Alt][F8] and the Arrow Keys; then press [Enter]
Minimize active window	[Alt][F9]

Maximize active window	[Alt][F10]
Activate the Action button and Action button menus	[Alt] and the appropriate number; then use the Arrow Keys; Show Extended Accelerators must be enabled in User Preferences
Move to the next menu item	[Alt] and the underlined letter for the menu item; or use the Arrow Keys
Open a window tab and navigate between windows on the task bar	[Alt]W and the appropriate number; Show Extended Accelerators must be enabled in User Preferences
Open the Window menu and use arrow keys to move between windows on the task bar	[Alt]W and the Arrow Keys; the Display Window Menu and Show Extended Accelerators options must be enabled in User Preferences
Move between bookmarks on the Bookmark bar or in a Bookmark page	Arrow Keys
Workspace: Move between tabs and icons	Arrow Keys
Workspace: Drag and drop icons	[Shift][Ctrl] and Arrow keys, then [Enter] or [Esc]
On Welcome pages, navigate between embedded elements and objects	Arrow Keys
Stop the operation currently in progress	[Ctrl][Break]
Switch between open windows	[Ctrl][F6]
Opens address bar to allow URL to be entered	[Ctrl]L and type the URL; then [Enter]
Exit Notes	[Ctrl]Q or [Alt][F4]
Move to the next window tab	[Ctrl][Tab] or [Alt][Right Arrow]
Replicator: Move to the next item	[Down Arrow]
Replicator: Move to the previous entry	[Up Arrow]
Replicator: Move to the last item	[End]
Replicator: Move to the first entry	[Home ]
Replicator: Move to the previous page	[Page Down]
Replicator: Move to the next page	[Page Up]
Get help on the current feature	[F1]
Lock the User ID	[F5]

Move to the next pane or frame	[F6]
Access the menu bar	[F10] or [Alt]
Open the Search menu	[Shift][Alt]S
Select multiple bookmarks or Bookmark folders	[Shift][Ctrl] and [Up Arrow] or [Down Arrow]
Move to the previous window tab	[Shift][Ctrl][Tab] or [Alt][Left Arrow]
Move to the previous pane or frame	[Shift][F6]
Open a Windows context menu	[Shift][F10]

## Working in databases

Action	Shortcut
Move through an embedded element	Arrow Keys
Create a new database	[Ctrl]N
Open a database	[Ctrl]O
Select an item in an embedded outline	[Enter]
Exit an embedded element	[Esc]
Close the current database	[Esc] or [Ctrl]W
Refresh the current document in Edit mode; refresh a view or workspace	[F9]
Collapse a folder in an embedded outline	Minus Key
Move to the bottom of the active page	[Page Down]
Move to the top of the active page	[Page Up]
Expand a folder in an embedded outline	Plus Key
Update all the views in the current database	[Shift][Ctrl][F9]
Rebuild the current document, view, or workspace (requires Manager access)	[Shift][F9]
Give the focus to an embedded element	[Spacebar]
Navigate through an embedded outline	[Up Arrow] and [Down Arrow]

## Navigating within views, folders, and panes

Action	Shortcut
Move through an embedded view	Arrow Keys; the Use Tab To Navigate Read Only Documents option must be disabled in User Preferences
Expand the current collapsed view, category, or folder with subsections	Asterisk key on numeric keypad
Open the previous document in the current view or folder from the current document	[Backspace]
Move to the bottom of the navigation or view pane	[Ctrl][End]
Move to the top of the navigation or view pane	[Ctrl][Home]
Move to the right end of the view pane	[End]
Open the next document in the current view or folder from the current document	[Enter]
Move to the next pane or frame	[F6]
Move to the far left of the view pane	[Home]
Expand and collapse views and folders with subsections	[Left Arrow] and [Right Arrow]
Collapse an expanded view, category, or folder	Minus Key
Expand a collapsed view, category, or folder	Plus Key
Expand all collapsed views, categories, or folders with subsections	[Shift]8
Select the previous document in a view	[Shift][Backspace]
Move to the previous pane or frame	[Shift][F6]
Move to next unread document in embedded view	[Tab]
Move between views and folders	[Up Arrow] and [Down Arrow]

## Working in property boxes

Action	Shortcut
Open the Color field in the Font tab	[Alt][Down Arrow]
Close the Color field in the Font tab	[Alt][Up Arrow]
Open or close a properties box	[Alt][Enter]
Open or close the Express Tools in the properties box	[Ctrl][Alt][Enter]

Move to the last properties box tab; in the Text and Table Properties boxes, this is Express Tools	[Ctrl][End]
Move to the first properties box tab	[Ctrl][Home]
Move to the next properties box tab	[Ctrl][Page Down]
Move to the previous properties box tab	[Ctrl][Page Up]
Select the next item in a list or set of options in a properties box	[Down Arrow] or [Right Arrow]
Activate the default or selected item(s) in a properties box	[Enter]
Close the Color field in the Font tab and activate the selection	[Enter]
Close the Color field in the Font tab without activating the selection	[Esc]
Close the properties box when it has the focus	[Esc]
Move to the previous option or set of options in a properties box	[Shift][Tab]
Move to the next option or set of options in a properties box	[Tab]
Select the previous item in a list or set of options in a properties box	[Up Arrow] or [Left Arrow]

## Reading documents

Action	Shortcut
Navigate within an embedded element in a document	Arrow Keys
Preview pane: Move to the next highlighted search word	[Ctrl][Down Arrow]
Preview pane: Move to the previous highlighted search word	[Ctrl][Up Arrow]
Edit a document	[Ctrl]E
Move to the bottom of document	[Ctrl][End]
Move to the top of document	[Ctrl][Home]
Find and replace entered text	[Ctrl]F
Find the next occurrence of the search text after running Find And Replace	[Ctrl]G
Print the selected document	[Ctrl]P
Move to the next tab in tabbed table	[Ctrl][Page Down]
Move to the previous tab in tabbed table	[Ctrl][Page Up]
Exit an embedded element within a document	[Esc]
Move to the previous linked document	[Esc]

Move to the next selected document	[F3]
Move to the next unread document	[F4] or [Tab]
Move to the previous link or object	[Left Arrow]
Move to the next link or object	[Right Arrow]
Move to the previous selected document	[Shift][F3]
Move to the previous unread document	[Shift][F4] or [Shift][Tab]
Access an embedded element within a document	[Spacebar]
Activate selected object	[Spacebar]
Expand/collapse a selected section	[Spacebar]
Open the selected link	[Spacebar]
Move to the next object within an open document; then move to the header frame; then move to the preview frame caption	[Tab]

## Selecting and moving text in a document

Action	Shortcut
Select the current document's contents	[Ctrl]A
Copy the selected text or object	[Ctrl]C
Paste text or an object	[Ctrl]V
Cut selected text or an object	[Ctrl]X
Move a list or table item one row down	[Ctrl][Down Arrow]
Move a list or table item one row up	[Ctrl][Up Arrow]
Select text to same point of the next line	[Shift][Ctrl][Down Arrow]
Select the previous word	[Shift][Ctrl][Left Arrow]
Select the next word	[Shift][Ctrl][Right Arrow]
Select text to the same point of the previous line	[Shift][Ctrl][Up Arrow]
Select text to the end of the current line; move the focus to the next line	[Shift][Down Arrow]
Select text to the end of current line	[Shift][End]
Select text to the beginning of the current line	[Shift][Home]
Select the previous character	[Shift][Left Arrow]

Select the next character	[Shift][Right Arrow]
Select text to the beginning of the current line; move the focus to the previous line	[Shift][Up Arrow]

## Moving the cursor within a document

Action	Shortcut
Move to the beginning of the current word	[Ctrl][Left Arrow]
Move to the beginning of the next word	[Ctrl][Right Arrow]
Move to the end of a line	[End]
Move to the beginning of a line	[Home]
Move to the previous field in a form	[Shift][Tab]
Move to the previous row in a table	[Shift][Tab]
Move to the next field in a form	[Tab]; Use Accessibility Keyboard Navigation must be enabled in User Preferences
Navigate between the fields in a form	Arrow Keys; Use Accessibility Keyboard Navigation must be disabled
Move to the next row in a table	[Tab]

## Working in dialog boxes

Action	Shortcut
Select the next item in a list or set of options	[Down Arrow] or [Right Arrow]
Cancel your changes and close a dialog box	[Esc]
Get help on the current dialog box	[F1]
Move to the previous option or set of options	[Shift][Tab]
Access the default or selected item(s)	[Spacebar]
Move to the next option or set of options	[Tab]
Select the previous item in list or set of options	[Up Arrow] or [Left Arrow]

<b>Working in views</b>	
<b>Action</b>	<b>Shortcut</b>
Select all the documents in the current view	[Ctrl]A
Copy the selected document	[Ctrl]C
Paste the selected document	[Ctrl]V
Cut the selected document	[Ctrl]X
Find text in a view	[Ctrl]F
Print the selected document or view	[Ctrl]P
Delete the selected document; this will put the document in the Trash; Calendar entries will be permanently deleted	[Delete]
Move to the next selected document	[F3]
Move to the next unread document	[F4] or [Tab]
Refresh the current document in Edit mode; refresh a view or workspace	[F9]
Update all the views in the current database	[Shift][Ctrl][F9]
Permanently delete the selected document	[Shift][Delete]
Move to the previous selected document	[Shift][F3]
Move to the previous unread document	[Shift][F4] or [Shift][Tab]
Rebuild the current document, view, or workspace (you need to have Manager access to do this)	[Shift][F9]
Select or deselect a document	[Spacebar]

<b>Edit Mode: Changing text and paragraph properties</b>	
<b>Action</b>	<b>Shortcut</b>
Format the selected text as bold	[Ctrl]B
Put a document in Read or Edit mode	[Ctrl]E
Find and replace text	[Ctrl]F
Find the next occurrence of the search text when you run Find Text And Replace	[Ctrl]G
Format the selected text as italics	[Ctrl]I

Apply paragraph formats	[Ctrl]J
Apply text formats	[Ctrl]K
Toggle between displaying and hiding the ruler	[Ctrl]R
Change the text to the default style (the color will change only if the text style was applied with a paragraph style)	[Ctrl]T
Format selected text as underlined	[Ctrl]U
Undo your last action	[Ctrl]Z
Increase the selected text to the next point size	[F2]
Apply a first-line indent to the current paragraph	[F7]
Indent an entire paragraph	[F8]
Refresh the current document in Edit mode; refresh a view or workspace	[F9]
Cycle through all the paragraph styles defined in the Text Properties box	[F11]
Insert a page break	[Shift][Ctrl]L
Reduce the selected text to the next point size	[Shift][F2]
Apply an outdent to the first line in a paragraph	[Shift][F7]
Outdent an entire paragraph	[Shift][F8]



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## Additional resources

- Sign up for our [Desktops NetNote](#), delivered on Monday, Tuesdays, and Fridays
- Check out all of [TechRepublic's newsletter offerings](#).
- ["Application integration: Create an ODBC connection to a Lotus Notes database"](#) (TechRepublic)
- ["Archiving documents in Lotus Notes"](#) (TechRepublic)
- ["Working with the Calendar in Lotus Notes"](#) (TechRepublic)

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