

I had one day to develop this 20-page manual, so the content came from Lotus Notes Help, but the design of the manual is mine.

This page is intentionally blank.

Lotus Notes 6.5

**Tip** If the Bookmark list is displayed, double-click a folder icon inside the list to display the Bookmark workspace.

As with the Workspace page, you can arrange bookmarks by dragging and dropping them where you want. You can also drag and drop items between the tabbed folders.

On the Bookmark workspace, a single click opens a database (unlike the Workspace page where opening a database requires a double-click).

**Note** You can also navigate the Bookmark workspace using the keyboard. For example, the directional arrow keys move you through the bookmarks, the TAB key moves you through the file folder tabs, and the CTRL+SHIFT key sequence allows you to reposition bookmarks.

### Bookmark menus

Click the Sort button at the top of the Bookmark workspace to drop down a menu that gives you the options of sorting the items by site or by title.

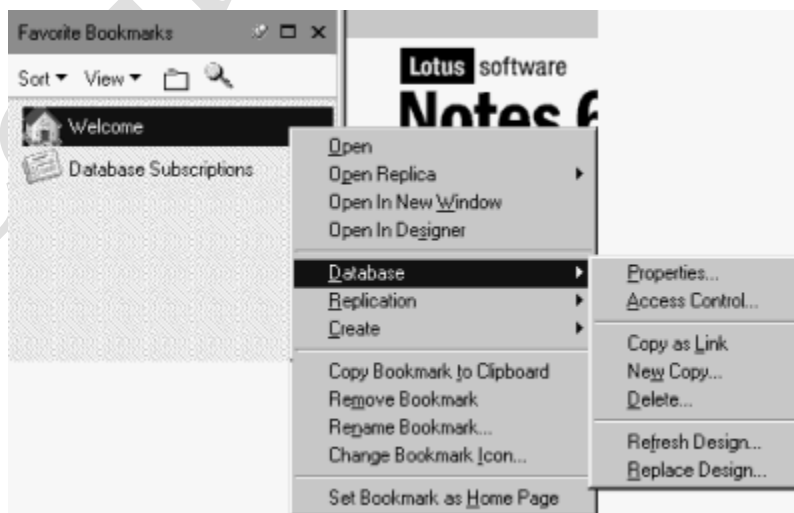
Click the View button at the top of the Bookmark workspace to drop down a menu that lets you change the size of bookmark icons, switch between the Bookmark list and workspace, display the unread document count for bookmarks, display bookmark server names, restore bookmark defaults, and pin open the Bookmarks window.

Click the folder icon at the top of the Bookmark workspace to create a folder.

**Note** When creating a folder, you must supply a folder name and select a location for the folder.

### Bookmark right-click menus

Right-click any bookmark to open, copy, remove, or rename the bookmark. Bookmarks have an extensive right-click menu built into them so that you can perform many operations on a database without even opening the database.



## Inbox customizations:

### Setting colors in the Inbox to identify specified senders

You can specify that messages from certain people always appear in your Inbox view in colors you choose. You can specify both a foreground and background color. For example, you may use one color combination to identify co-workers on an important project, another for your manager, and another for personal messages from friends. You can specify both a foreground and background color for up to three-color combinations.

Color combinations you set appear in the Inbox, the All Documents view, and any folders you later create based on the Inbox design. Colors other than red appear on unread messages, so the messages no longer appear in red, but still have red stars.

Messages from family set to appear in blue with yellow background

Who ^	Date v	Size v	Subject
Paul Umana	05/24/2002	8,157	Re: Who minds the store on Thursday?
Rachel Wilkins	06/04/2002	9,059	I WILL BE LATE TO DINNER MOM
Ogden Lawlor	06/04/2002	9,137	Re: plans for Q1
Kia Banerji	06/04/2002	18,277	ACTION: Ready for this week's deadline?

Messages from manager set to appear in green

**Note** If you open a replica of your mail database on a Domino Release 5 server, the colors don't appear, but they do in replicas on Domino Release 6 servers or in local replicas.

### To set custom mail colors

1. Open your mail database.
2. From the menu, choose Actions - Tools - Preferences.
3. Under Mail, click the Colors tab.
4. Click the first box under "Sender names."
5. Enter the name(s) of people whose messages you want to appear in the first color combination. Separate names by pressing ENTER. To select names from an address book, click the arrow at the bottom right of the box. You can enter only individual names, not group names.

**Tip** You can enter a first or last name such as Fred or Smith to use a color combination for all people with that name. For example, you can identify people with your family's last name.

6. Under "View colors," click the arrows to display drop-down color menus, and specify a Background color and a Text color.
7. (Optional) Repeat steps 4 through 6 to specify two additional color combinations and the names of people whose messages should appear in those colors.
8. Click OK.