

Lotus Notes 6.5: Level 2

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Course Length: 1 day (6+ hours)

Prerequisites: Lotus Notes® 6.5: Level 1

What's in Lotus Notes 6.5: Level 2:

This ILT Series manual for Lotus Notes 6.5 level 2 is designed to provide students with the knowledge and skills to customize the Notes environment and Welcome Page style, work from remote locations, replicate databases, use Notes Minder to check for new mail, and create rules to organize mail. Students will create animated and programmed tables to present data, as well as embed, import, and export data from other applications to integrate it into Notes documents. Students will also create custom views, folders and agents. Students should be familiar with the basic concepts and features of Lotus Notes 6.5. The manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success.

Objectives:

- Customize the Welcome Page style and Notes user preferences.
- Prepare to work remotely by creating replica databases, examining location documents, and understanding Notes security features.
- Check for mail when Notes is not running by using Notes Minder, customize the mail options by modifying mail preferences, and organize the Mail database by creating rules and archiving documents.
- Present data in advanced table formats by creating animated tables and programmed tables that include action hotspots.
- Integrate data from other source applications by embedding, importing, and exporting files.
- Work with the database design elements to create personal views, folders, and agents.

Topic-Level Outline

Unit 1 : Customizing Notes

*Topic A: * Setting preferences*

- A-1: Setting user preferences
- A-2: Setting status bar preferences

*Topic B: * Customizing the Welcome Page*

- B-1: Viewing Welcome Page styles
- B-2: Creating a Welcome Page style
- B-3: Setting a bookmark as your home page

*Topic C: * Using the workspace*

- C-1: Using the workspace
- C-2: Customizing the workspace
- C-3: Removing a database from the workspace

Unit 2 : Using Notes remotely

*Topic A: * Preparing to work remotely*

- A-1: Examining a Location document
- A-2: Examining modem settings

*Topic B: * Replicating databases*

- B-1: Examining the Replication page
- B-2: Creating a replica of the Mail database
- B-3: Examining database properties
- B-4: Creating a document in a replica database
- B-5: Replicating the Mail database

*Topic C: * Using the security features*

- C-1: Modifying User ID information
- C-2: Encrypting a local database

Unit 3 : Using advanced mail features

*Topic A: * Using Notes Minder*

- A-1: Starting Notes Minder
- A-2: Checking for new mail
- A-3: Setting Notes Minder properties
- A-4: Closing Notes Minder

*Topic B: * Working with mail preferences*

- B-1: Setting mail preferences
- B-2: Creating and sending a customized message

*Topic C: * Working with mail rules*

- C-1: Creating a rule
- C-2: Using a rule

*Topic D: * Using database archives*

- D-1: Specifying archive settings
- D-2: Archiving your Mail database
- D-3: Observing the Archive Logs database

Unit 4 : Using advanced tables

*Topic A: * Working with advanced tables*

- A-1: Creating an animated table
- A-2: Creating a programmed table

*Topic B: * Working with action hotspots*

- B-1: Creating an action hotspot

B-2: Using an action hotspot

Unit 5 : Embedding and importing data

*Topic A: * Working with embedded objects*

- A-1: Embedding an image
- A-2: Editing an embedded object

*Topic B: * Importing and exporting data*

- B-1: Importing a file into a Notes document
- B-2: Importing data into a Notes view
- B-3: Exporting documents to a text file

Unit 6 : Working with design elements

*Topic A: * Working with views*

- A-1: Creating a private view
- A-2: Observing the View Design window
- A-3: Adding a column to a view
- A-4: Modifying view properties

*Topic B: * Creating private folders*

- B-1: Creating a private folder
- B-2: Adding documents to a folder
- B-3: Removing a document from a folder
- B-4: Adding an Action button to a folder
- B-5: Creating a bookmark folder

*Topic C: * Working with agents*

- C-1: Creating an agent
- C-2: Testing an agent
- C-3: Running an agent
- C-4: Modifying an agent