

This list contains keyboard shortcuts that can assist you in working with Lotus Notes. For the complete list of keyboard shortcuts, use “Keyboard shortcuts” as the search criteria in the Lotus Notes Help.

Help

F1 – Access Help

Working with Notes

Ctrl + Shift + L	Get a list of shortcuts
F9	Refresh view
Ctrl F5	Lock User ID
Alt + F4	Exit Notes
Ctrl + P	Print selected view
Ctrl + F	Find text in a view
Enter	Open selected document or view
Ctrl + S	Save current document
Esc or Ctrl + W	Close current document in Windows
Ctrl + E	Edit document

Mail, Calendar and To Do

Ctrl + M	Create a new mail message
Insert	Toggle between marking a document read and unread
Shift + Delete	Delete mail message (places message in Trash)
Shift + Esc	Send and close mail message
Ctrl + Z	Undo last action
ALT,C,C	Create a new Calendar entry
Ctrl + Page Up	Move to previous day, week, or month in Calendar view
Ctrl + Page Down	Move to next day, week, or month in Calendar view
ALT, C, T	Create a new To Do entry

Navigating through Notes

Ctrl + F8 then the up or down arrow keys, then Enter	Move to a selected window tab
Ctrl + L, type URL address then Enter	Go to a Web page

On the Macintosh

Command + A	Select contents of a document
Command + C or F3	Copy selected text or object
Command + S	Save the current document
Command + Shift + L	Insert page break
Command + V or F4	Paste
Command + W or ESC	Close the document
Command + X or F2	Cut selected text or object
Command + Z or F1	Undo last action