

What is a Bookmark?

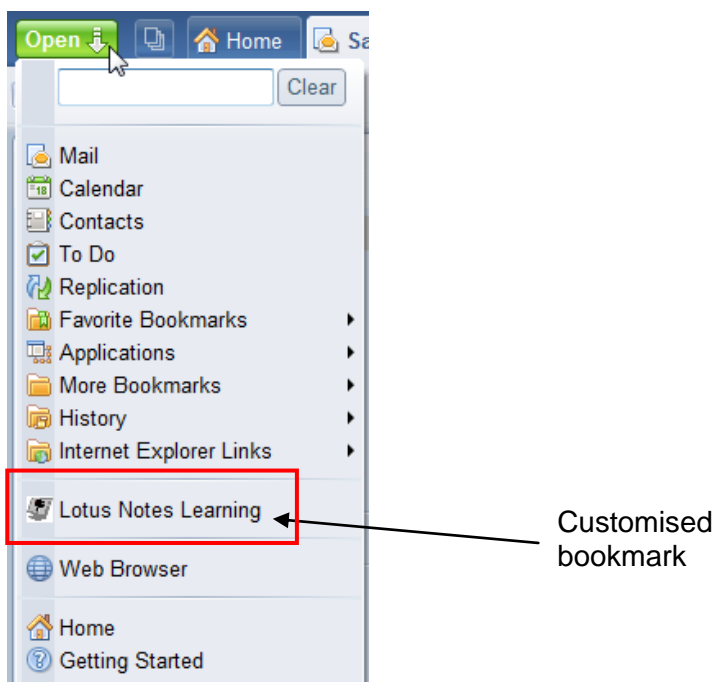
A **Bookmark** is a quick link to any item in Notes. Instead of searching for an important contact, mail message, calendar entry or a To Do item, you can create a link which will enable you to find all important or useful items in one place. The link is called a bookmark.

You can create a bookmark to a mail message, a contact, a calendar entry or a To Do item. The bookmark will be stored in the **Favourite Bookmarks** list under the **Open** button.

You can also use a bookmark to change your Notes Home Page. For example, you can bookmark your Mail tab and then set it as your Home Page.

Custom bookmarks

A customised bookmark called **Lotus Notes Learning** has been placed on the Open list. The bookmark provides a quick link to the computer based learning material for Moving to Notes.



Using the Open button

The Open button is sometimes referred to as the Open list button, as it displays a list of applications, bookmarks and Notes productivity tools such as Contacts, Calendar, Mail and To Do.

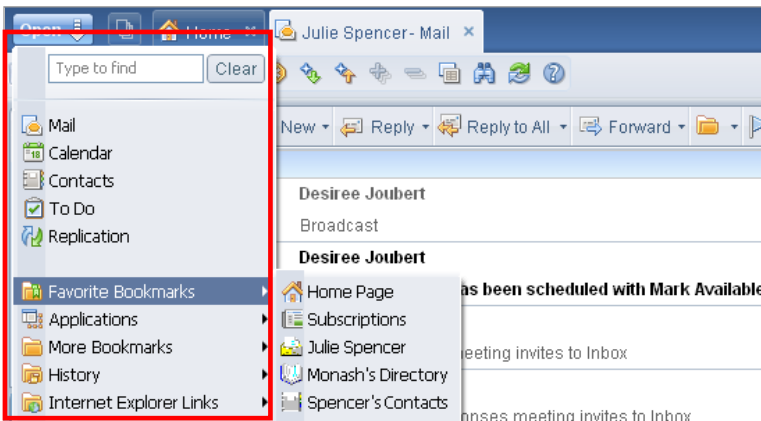
You can also use the Open button to access your web browser such as Mozilla or Microsoft Internet Explorer. Any URLs which you have added to your favourites or bookmarks in your default web browser can be viewed and accessed the Browser links list.

Where is the Open button?

The **Open** button is located in the top-left corner of Notes. (The Open button will only be available if you have not docked your Open list. Refer to **Getting started with Lotus Notes (GE02)**).



1. Click once on the **Open** button to view the **Open list**.



Searching the Open list

You also have the ability to search your Open list. As you type text into the search field, only menu items which contain text matching the typed text will remain on the list.

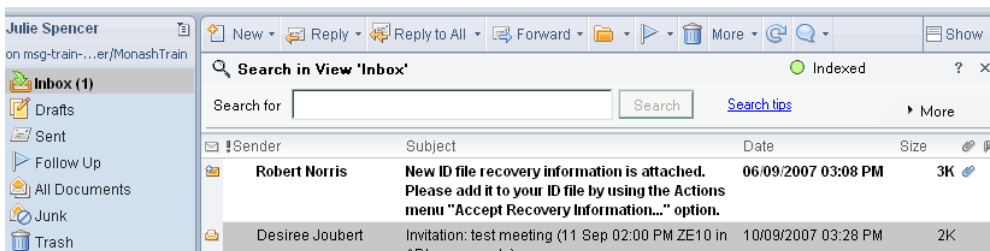


1. Click on the **Clear** button to display the default list of items.

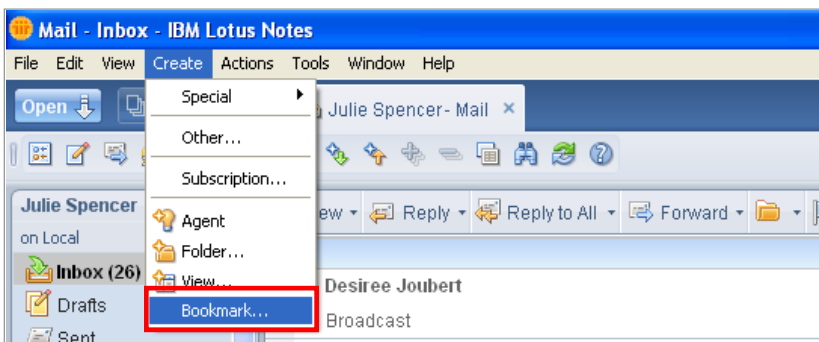
How can I create a Bookmark?

Adding a mail message to the Favourite Bookmarks list

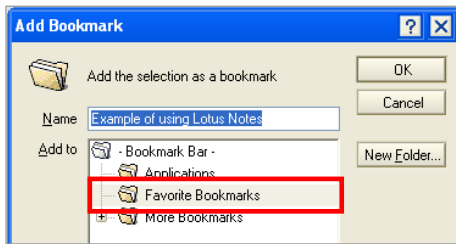
1. Open Notes Mail and ensure you are viewing your mail.



2. Select the mail message in the **Inbox** and then click on the **Create** menu > **Bookmark**.



3. The **Add Bookmark** dialog box will open. Select a folder to store you bookmark. In this example, select Favourite Bookmarks, type in the name for the bookmark and click on **OK**.



Your item will be added to the Favourite Bookmarks list.

Adding a Contact to the Favourite Bookmarks list

1. Open your contacts by clicking on the **Contacts** icon on the **Open list**.
2. Click on **My Contacts** in the **View Selection** panel.
3. Click once on the contact name and then click on the **Create** menu > **Bookmark**.

The **Add Bookmark** dialog box will open.

4. Type in the name for the bookmark and click on **OK**.

Your item will be added to the Favourite Bookmarks list.

Adding a calendar entry to the Favourite Bookmarks list

1. First you must open your calendar. Click on the **Calendar** icon on the **Open list** to open the Calendar tab.
2. Click once on the calendar entry to select the entry and then click on the **Create** menu > **Bookmark**.

The **Add Bookmark** dialog box will open.

3. Type in the name for the bookmark and click on **OK**.

Your item will be added to the Favourite Bookmarks list.

Adding a To Do item to the Favourite Bookmarks list

1. Click on the **To Do** icon on the **Home** page to open your To Do list.
2. Click once on the **To Do** item and then click on the **Create** menu > **Bookmark**.

The **Add Bookmark** dialog box will open.

3. Type in the name for the bookmark and click on **OK**.

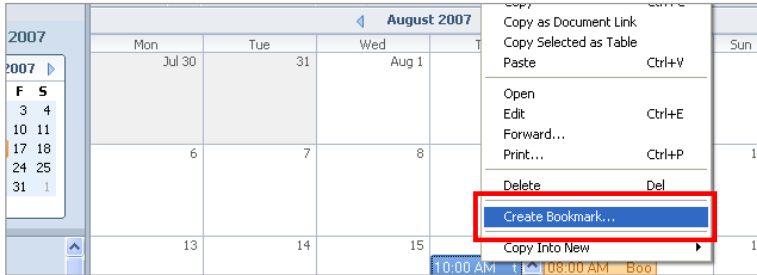
Your item will be added to the Favourite Bookmarks list.

Using the Right Mouse button

You can also create a bookmark via a right mouse click on any mail message, calendar entry, contact or To Do item.

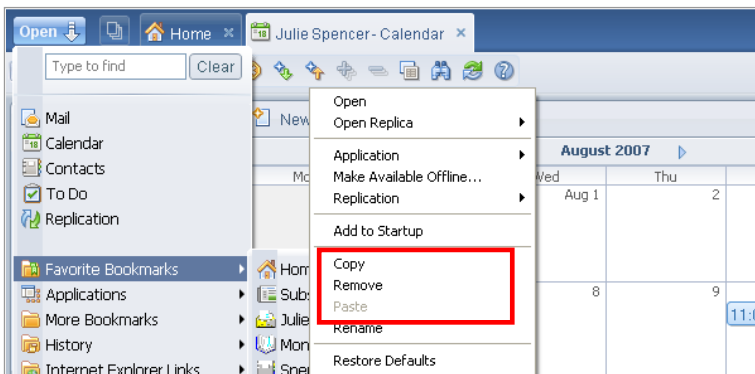
1. Select the item, **right mouse click** once.

Select **Create Bookmark**, the **Add Bookmark** dialog box will open. Type in the name for the bookmark and click on **OK**.



How can I delete a Bookmark?

1. On the Open list, move your mouse down to **Favourite Bookmarks**.
2. Click to expand the side menu.
3. **Right mouse click** on the bookmark name you want to delete
4. Select **Remove** with a left mouse click.



How do I set a Bookmark as my Home Page?

1. On the Open list, move your mouse down to **Favourite Bookmarks**.
2. Click to expand the side menu.
3. **Right mouse click** on the bookmark name you want to set as your Home Page.
4. Select **Set Bookmark as Home Page** with a left mouse click.