

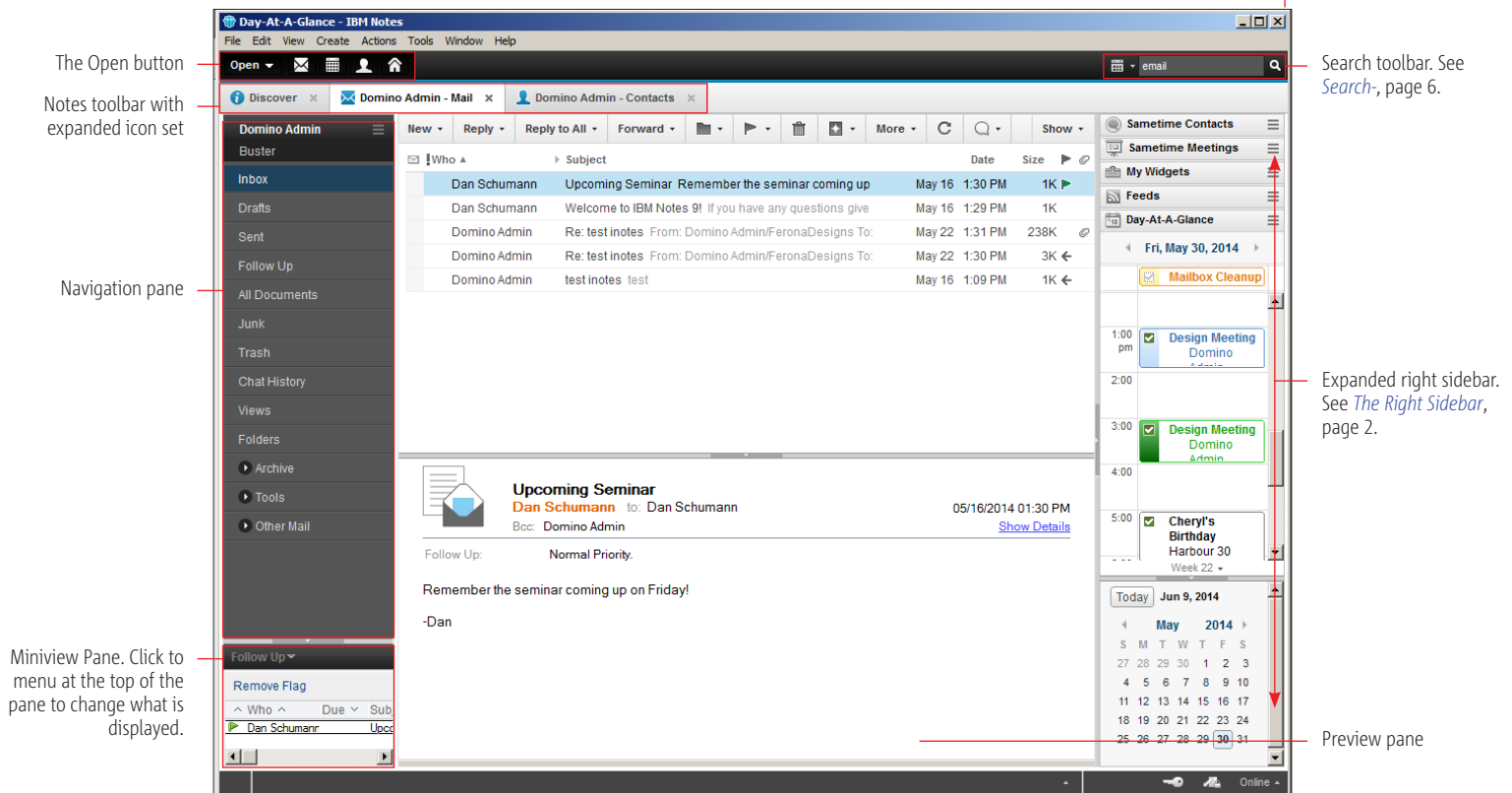


# IBM® Notes 9



IBM Notes 9 features a fresh, streamlined interface, along with a new introductory Discover page to help you get started. The Discover page contains a list of new features, helpful hints, and links to regularly used applications, and can also serve as your Home page, if desired. New shortcut buttons along the top of the Notes window allow you to quickly open Mail, the Calendar, Contacts and other applications. The Search function has also been improved; you can now locate any Notes item simply by typing a query

term at any time, as long as your cursor isn't already in a field. The beginning of email messages can now be displayed or hidden in your Inbox message list, and the Calendar now features new color categories you can apply to help you better manage your calendar entries.



## ★ The Discover Page

The new Discover page offers a brief rundown of Notes features for new users, along with quick links to applications like Mail, the Calendar, and contacts, and a handful of helpful hints and videos. Click **Open** ► **Discover** to view the Discover page.

## The Home Page

The Home page contains links to the most commonly used apps, and you can quickly create items by clicking the add icon **+** beside the desired app. You can also customize the Home page to display the apps you want. Click **Open** ► **Home**.

## Customizing the Home Page

Click the **Click here for Home Page options** ▼ link above the Home page. Use the **Current Home Page** selection drop-down menu to choose another Home page view.

### To create a custom layout for the Home page:

1. Click **Create a New Home Page**.
2. When the **New Page** wizard starts, name your page and click **Next>**.
3. Choose from the set of pre-designed frame layouts, then click **Next>** and complete the remaining instructions.
4. Click **Finish** when finished.

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