LDD Today

Level: Beginner
Works with: All
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Tips from Notes.net

Take "Ctrl"

by
[Craig Lordan]

Ctrl-F tip submitted by
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In this tip we have two ways to take "control" in a view -- that is, using the **Ctrl** key.

Note: If you're on a Macintosh, you can take "command" -- use the Command key (the one with the apple on it) in place of the Ctrl key in these instructions.

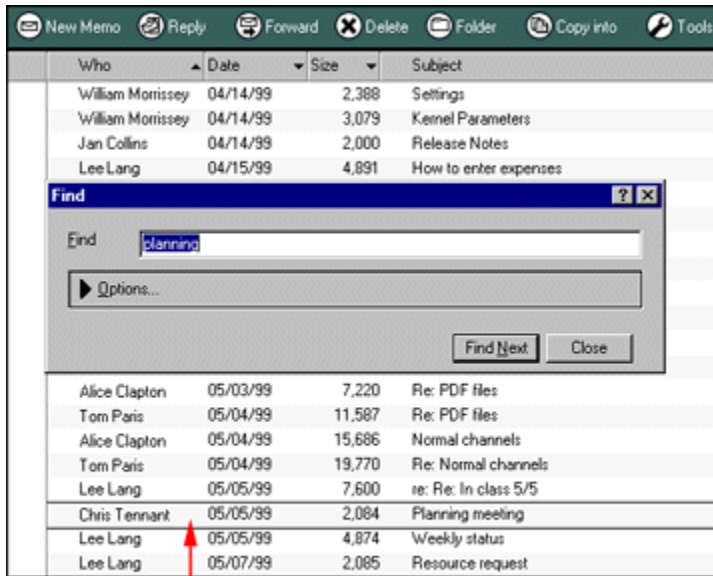## Ctrl-F: Find text in a view or folder

When you're reading or editing a document, you're probably familiar with pressing **Ctrl-F** or **Ctrl-G** to access the "Find Text in Document" dialog box. For example:
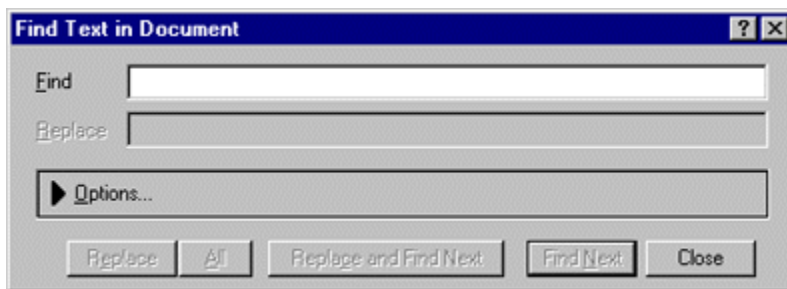
Did you know you can do the same thing in a folder or view?

Let's test it. In this example, we know there's mail about a planning meeting, but we can't remember whether it's from Neil Lowe or Chris Tennant.

1. In the Inbox, press **Ctrl-F** (or choose Edit - Find/Replace) or **Ctrl-G** (Edit - Find Next).
2. Type "planning" then click Find Next.
3. The message with "planning" in the subject is highlighted. We see that it's from Chris Tennant.

Who	Date	Size	Subject
William Morrissey	04/14/99	2,388	Settings
William Morrissey	04/14/99	3,079	Kernel Parameters
Jan Collins	04/14/99	2,000	Release Notes
Lee Lang	04/15/99	4,891	How to enter expenses

Find

Find: planning

▶ Options...

Find Next   Close

| Alice Clapton | 05/03/99 | 7,220 | Re: PDF files |
Tom Paris	05/04/99	11,587	Re: PDF files
Alice Clapton	05/04/99	15,686	Normal channels
Tom Paris	05/04/99	19,770	Re: Normal channels
Lee Lang	05/05/99	7,600	re: Re: In class 5/5
Chris Tennant	05/05/99	2,084	Planning meeting
Lee Lang	05/05/99	4,874	Weekly status
Lee Lang	05/07/99	2,085	Resource request

Highlighted message

4. You can close the Find Text dialog box and open the message you found.

This may seem similar to the "Starts with" (also called "quick search") feature that allows you to simply start typing in a view to find words, however, that feature only allows you to search on the first word in the the first column of a folder or view, plus that column must be sorted alphabetically. By using **Ctrl-F** or **Ctrl G**, you can search on *any* text in *any* column of the folder or view.

Keep a document highlighted when switching views

Have you ever found a document in a view, and wanted to look at that same document in a different view? For example, say you find a document in a By Author view, but that view doesn't show you any responses to the document you find. You want to switch to an All Documents view that shows the responses, but you don't want to have to find the document all over again. With the **Ctrl** key, you can do it.

Click the document to highlight it.
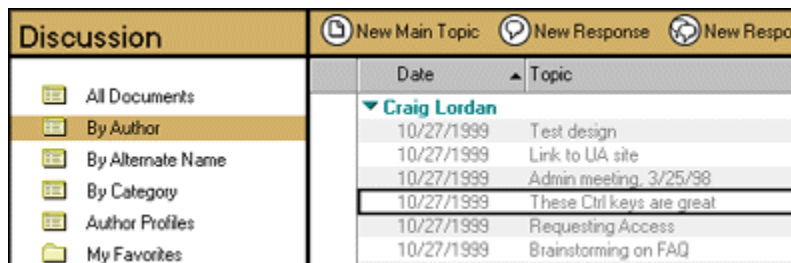
Press and hold down the **Ctrl** key, then click the other view. Voila! Your document is still highlighted, and you can see all the responses.

ABOUT THE SUBMITTER

Abhijit Bhatawadekar is from **Focus Software Inc.**, a Lotus Business Partner.