

Moving from Microsoft® Word to IBM® Lotus® Symphony™ Documents

With IBM® Lotus® Symphony™ Documents, you can create simple or highly structured documents include graphics, tables, charts, and spreadsheets. A number of features give you a fine degree of control over the formatting of text, pages, sections of documents and entire documents. You can save the documents in a variety of formats.

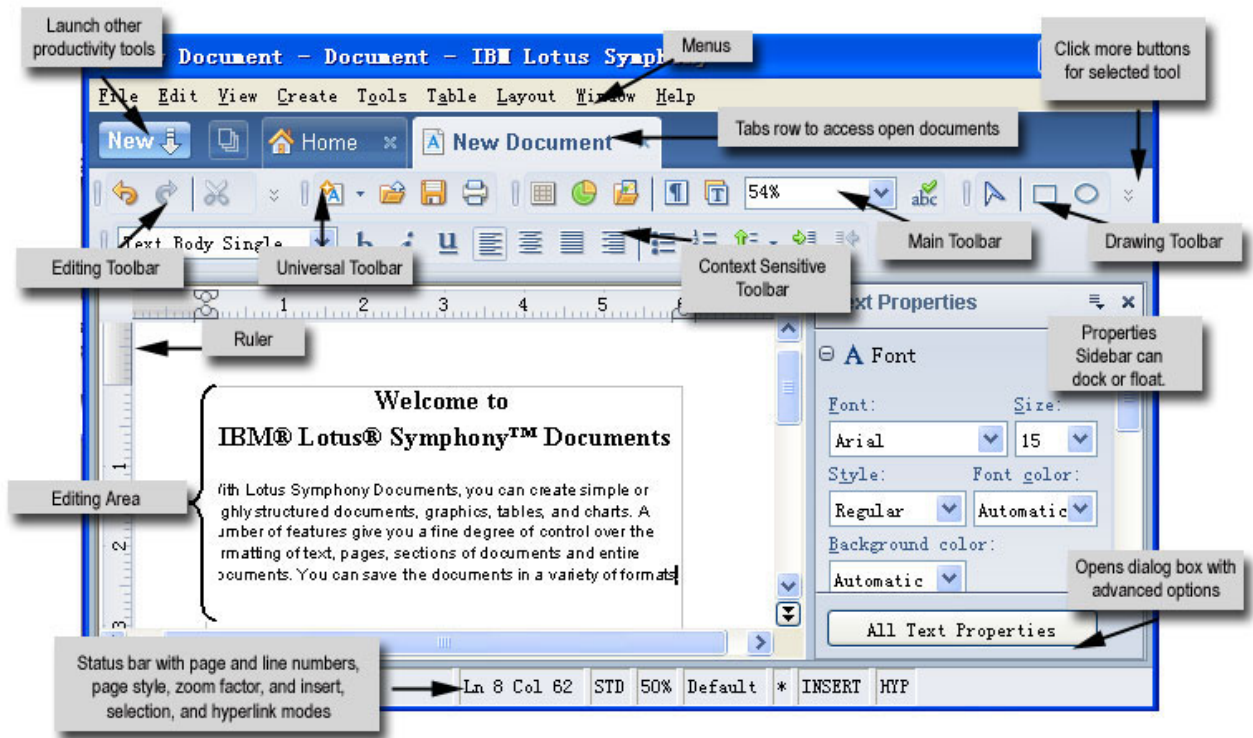


Table 1. Creating and editing documents

Microsoft Word	Lotus Symphony Documents
To open a document, click .	Click .
To create a new document, click .	Click .

Table 1. Creating and editing documents (continued)

Microsoft Word	Lotus Symphony Documents
To create a new doc from a template, click File → New → From Template .	Click File → New → From Template .
To save a document, click .	Click .
To print, click .	Click .
To revise documents, click Tools → Track Changes .	Click Edit → Revisions → Show .

Table 1. Creating and editing documents (continued)




Microsoft Word	Lotus Symphony Documents
To show or hide the task pane, click View→Task Pane .	Click  in the Sidebar and choose Float or Close , or click View→Properties Sidebar .
To spell check, click  .	Click  .
To customize application behavior, click Tools→Customize or Tools→Options .	Click File→Preferences .

Table 2. Formatting documents




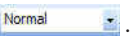















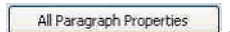


Microsoft Word	Lotus Symphony Documents
To change font appearance, click B , I , or U .	Click  ,  , or  .
To apply a style, select one from the Style list.  .	Select one from the Apply Style list.  .
To align text, click  ,  ,  , or  .	Click  ,  ,  , or  .
To indent or outdent, click  or  .	Click  or  .
To change spacing, click  .	Click  .
To apply other paragraph formats, click Format→Paragraph .	Select the format option in the Paragraph Properties Sidebar or click  .
To copy formatting, click  .	Click  .
To add a note, click Insert→Comment .	Click Create→Note .

Table 3. Using lists, tables, and charts





Microsoft Word	Lotus Symphony Documents
To create a bulleted list, click  .	Click  .
To create a numbered list,  .	Click  .

Table 3. Using lists, tables, and charts (continued)














Microsoft Word	Lotus Symphony Documents
To customize list formats, click Format→Bullets and Numbering..	Click Layout → Bullets and Numbering .
To create a table, click  .	Click  .
To convert text to tables, click Table Convert→Text to Table .	Click Table→Change Text to Table .
To merge or split cells, click  or  .	Click  or  .
To enter a formula, Click Table→Formula .	Click View→Formula Input Line .
To insert a column or row, click Table→Insert→Columns or →Rows .	Click  or  .
To delete a column or row, click Table→Delete→Columns or →Rows .	Click  or  .
To add borders or shading, click Format→Borders and Shading .	Click Table→Table Properties .
To sort a list or table, click  or  .	Click Table→Sort..
To create a chart, click Insert→Object and click Microsoft Excel Chart or Microsoft Graph Chart .	Click  .
To format a chart, double-click the chart.	Right-click the chart and click Edit .

Table 4. Managing document layout

Microsoft Word	Lotus Symphony Documents
To change page orientation, click File→Page Setup .	Click Layout→Properties→Page Properties .
To create a header or footer, click View→Header and Footer .	Click Layout→Properties→Page Properties .
To create customer columns, click Insert→Columns .	Click Layout→Columns .
To create a section, click Insert→Break and choose the section break type.	Click Create→Section .

Table 5. Inserting and formatting graphics











Microsoft Word	Lotus Symphony Documents
To display the Drawing toolbar, click  .	Click Create → Drawing Object .
To create a text box, click  .	Click T .
To draw a shape or line, click a shape on the Drawing toolbar, or click  .	Click  or any other shape on the Drawing toolbar.
To insert a graphic file, click Insert → Picture → From File .	Click  .
To insert from a graphic gallery, click Insert → Picture → ClipArt .	Click Create → Clip Art .
To format a shape, click Format → AutoShape .	Click  .
To insert text as a graphic, click  .	Click  Fontwork .

Table 6. Shortcuts

To...	Do this...
Close a document	Click  on the document's tab.
View dynamic Help	Press F1.
Customize the Help search scope	In the Help window, click Search Scope and click New .
Create a PDF	Select File → Export .
Search through thumbnails of all open documents	Click  , then type in the Find field.
Move to any part of the document by page, section, or object	Press F5 to open the Navigator .
Open the Style List	Press F11.
Turn on numbering	Press Ctrl + Shift + F12
Turn on bullets	Press Shift + F12.
Manage Instant Corrections settings	Click Tools → Instant Corrections .