

# 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.

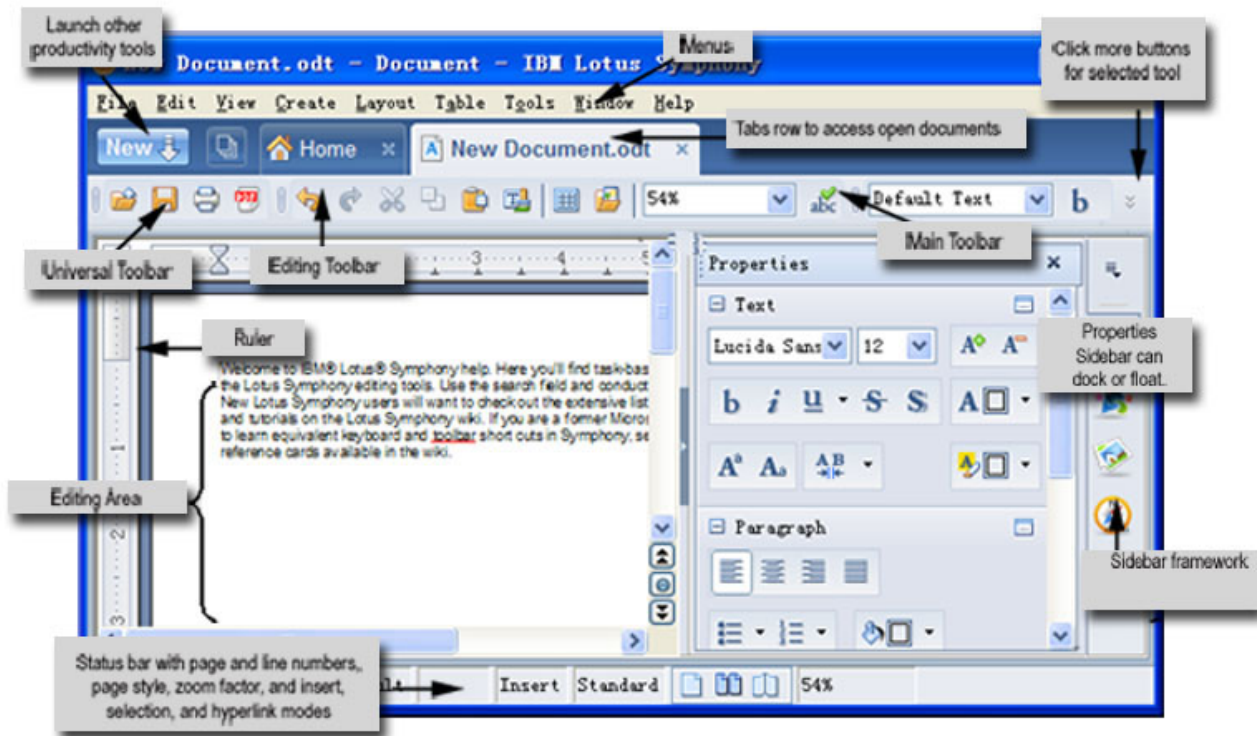


Table 1. Creating and editing documents







Microsoft Word	Lotus Symphony Documents
To open a document, click  .	Click  .
To create a new document, click  .	Click  .
To create a new doc from a template, click <b>File</b> → <b>New</b> → <b>From Template</b> → <b>Document</b> .	Click <b>File</b> → <b>New</b> → <b>From Template</b> → <b>Document</b> .
To save a document, click  .	Click  .

Table 1. Creating and editing documents (continued)






Microsoft Word	Lotus Symphony Documents
To print, click  .	Click  .
To revise documents, click <b>Tools</b> → <b>Track Changes</b> .	Click <b>Tools</b> → <b>Reviewing</b> → <b>Show</b> .
To show or hide the task pane, click <b>View</b> → <b>Task Pane</b> .	Click  in the Sidebar and select the pane that you want.
To spell check, click  .	Click  .

Table 1. Creating and editing documents (continued)

Microsoft Word	Lotus Symphony Documents
To customize application behavior, click <b>Tools</b> → <b>Customize</b> or <b>Tools</b> → <b>Options</b> .	Click <b>File</b> → <b>Preferences</b> .

Table 2. Formatting documents

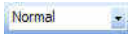


















Microsoft Word	Lotus Symphony Documents
To change font appearance, click <b>B</b> , <b>I</b> , or <b>U</b> .	Click <b>b</b> , <b>i</b> , or <b>u</b> .
To apply a style, select one from the <b>Style</b> list. 	Select one from the <b>Apply Style</b> list 
To align text, click  ,  ,  , or  .	Click  ,  ,  , or  .
To indent or outdent, click  or  .	Click  or  .
To change spacing, click 	Click 
To apply other paragraph formats, click <b>Format</b> → <b>Paragraph</b> .	Click the More options button in the Paragraph section on the properties sidebar. 
To copy formatting, click 	Click 
To add a note, click <b>Insert</b> → <b>Comment</b> .	Click <b>Create</b> → <b>Comment</b> .

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 	Click 
To customize list formats, click <b>Format</b> → <b>Bullets and Numbering</b> .	Click <b>Layout</b> → <b>Bullets and Numbering</b> .
To create a table, click 	Click 

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












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

Table 4. Managing document layout

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

Table 5. Inserting and formatting graphics










Microsoft Word	Lotus Symphony Documents
To display the <b>Drawing</b> toolbar, click  .	Click <b>View</b> → <b>Toolbar</b> → <b>Drawing</b> .
To create a text box, click  .	Click <b>T</b> .
To draw a shape or line, click a shape on the <b>Drawing</b> toolbar, or click  .	Click a shape on the <b>Drawing</b> toolbar.
To insert a graphic file, click <b>Insert</b> → <b>Picture</b> → <b>From File</b> .	Click  .
To insert from a graphic gallery, click <b>Insert</b> → <b>Picture</b> → <b>ClipArt</b> .	Click <b>Create</b> → <b>Clip Art</b> .
To format a shape, click <b>Format</b> → <b>AutoShape</b> .	Use the properties sidebar to format a shape, such as Area, Line, and Position and Size .
To insert text as a graphic, click  .	Click  .

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 <b>Search Scope</b> and click <b>New</b> .
Create a PDF	Click  .
Search through thumbnails of all open documents	Click  , then type in the <b>Find</b> field.
Move to any part of the document by page, section, or object	Press F5 to open the <b>Navigator</b> .
Open the Style List	Press F11.
Turn on numbering	Press F12
Turn on bullets	Press Shift + F12.
Manage Instant Corrections settings	Click <b>Tools</b> → <b>Instant Corrections</b> .