

Comparing Microsoft Word and IBM® Lotus Symphony Documents Terms

The following table lists Microsoft Word features and their Lotus® Symphony™ Documents equivalents.

Table 1. Comparison of Microsoft Word and Lotus Symphony Documents terms

Microsoft Word	Lotus Symphony Documents
Add-ins	Widgets
AutoCorrect	Instant Corrections
AutoFormat	Instant Changes
AutoShapes	Drawing Objects
Bookmark	Document Bookmark
Character Scaling	Text Properties > Position >Rotation / scaling
Click and Type	Direct Cursor
Compare and Merge Documents	Compare Document
Customize, Options	Preferences
Document Map	Navigator
Format	Layout
Format Painter	Duplicate formatting
Formatting marks and hidden text	Nonprinting Characters, Hidden Paragraphs
Format Walls	Chart Wall
Formula (Table)	Calculate
Gridlines	Text Grid
Gridlines (Chart)	Grid
Insert	Create

Table 1. Comparison of Microsoft Word and Lotus Symphony Documents terms (continued)

Microsoft Word	Lotus Symphony Documents
Insert Table	Create Table
Line and Page Breaks (default settings for hyphenation and pagination)	Text Flow
Markup	Comments
Object	OLE Object
Page Numbers	Page Numbering
Page setup	Page Properties
Placement	Arrange
Protect Document	Save As with Password
Properties	File Properties
Select Browse Object	Navigation
Shading	Background
Styles and Formatting	Style List
Symbol	Special Characters
Table AutoFormat	Instant Formatting
Text Effects	Text Animation
Track changes	Tools - Reviewing - Record
WordArt	Fontwork

*Introduced in Microsoft Office 2003