

## IBM Software Demos

### Lotus Symphony - Documents

#### **Part 1: Lotus Symphony Overview and Lotus Symphony Documents**

<0:03>

IBM Lotus Symphony software is a suite of office productivity applications for creating, editing, and sharing word processing documents, spreadsheets, and presentations. It's designed to handle the majority of tasks that end users perform. And Lotus Symphony software supports the OpenDocument Format – or ODF – which allows organizations the ability to access, use and maintain their documents over the long term, without concern about end of life uncertainties or ongoing software licensing and royalty fees.

<0:34>

Lotus Symphony applications can also import, edit and save content in Microsoft Office formats, or export those documents to ODF for sharing with ODF-compliant applications and solutions.

<0:46>

IBM Lotus Symphony is available at no charge from IBM. You can download the code by visiting our website: [symphony.lotus.com](http://symphony.lotus.com).

<0:55>

Getting started with Lotus Symphony is easy. Once you've installed the code, Symphony will place a single 'IBM Lotus Symphony' icon on your desktop. You can launch the product by double-clicking on the icon which brings you to this end user home page. The end user home page is single point of control for all of the applications that you have open and all of the files that you are currently working on.

<1:19>

There are three main icons here:

- "Create a new document", which launches Lotus Symphony Documents – the word processing application.
- "Create a new presentation", which launches Lotus Symphony Presentations
- and "Create a new spreadsheet", which launches Lotus Symphony Spreadsheets

<1:33>

Lotus Symphony - Documents

Visit: <http://demos.dfw.ibm.com> for more demonstrations

Page 1 of 4

## IBM Software Demos

### Lotus Symphony - Documents

There is also a series of links on the home page here. One link will take you to the main Lotus Symphony website where you can get more information about the product. The other link will take you to the plug-ins page where you can download plug-ins which extend the functionality of Lotus Symphony. The plug-ins are available at no charge and they have been developed by IBM and its business partners and developers for you to use in extending the functionality of IBM Lotus Symphony. Or, you can also click on this link which takes you to the support forum where you can post your questions about using Lotus Symphony, and you can read the questions and answers that other users have posted about Lotus Symphony.

<2:16>

In addition to using these three main icons to create new documents, you can also quickly launch one of the applications using the 'quick launch' button here. Or, you can click on "File->New", and create a new document, presentation, or spreadsheet. You can also create documents, presentations, and spreadsheets using built-in templates that are available with Lotus Symphony.

<2:40>

I want to start off by creating a new document – just a simple word processing document. I'm just going to type a couple lines of text here: "IBM Lotus Symphony",

<2:52>

and I'm going to type "Be Free. Work Smart."

<2:59>

So now I've got 2 lines of text. There are commands up here that I can use to edit my text or change the look and feel of the font. And over here to the right-hand side there is also a text properties menu. This is a contextual set of commands. If I am editing text, this menu will appear. If I am editing graphics, then a different set of commands will appear to allow me to edit my graphics files.

<3:24>

The first thing I want to do is change the font that I typed. I want to go in and make it a little larger and give it a little different look. I want to do that for the second line as well - make it larger but not as large, and add a couple blank lines.

Lotus Symphony - Documents

Visit: <http://demos.dfw.ibm.com> for more demonstrations

Page 2 of 4

## IBM Software Demos

### Lotus Symphony - Documents

<3:41>

This is going to be the header for my document, and I want to include a graphic. I want to include the logo of Lotus Symphony. The logo is here in a file, and I've quickly embedded it into my document. As you can see now, because the graphic is selected, the toolbar to the right hand side reflects a graphic properties set of menu items. This gives me the ability to change the look and feel of the graphic, as opposed to the text that I was working with before.

<4:08>

I want to change the size of this graphic and I can do that very simply by just dragging it down to a smaller size. If I right-click on the graphic I can also change the way it appears – I can move it up and down on the document to appear in front of or behind other graphics; I can change its alignment on the page; I can change the way it's anchored to the page. So I'm going to change the way it's anchored. I want to drag it out here and have it appear at the top of my document.

<4:36>

Now, I would like these two lines of text to appear next to that graphic. In order to do that I need to change the way the text is wrapped. So I just click over here to change the way the text is wrapped, and now it appears next to the graphic. I also want this text to be centered, so I'm going to center it between the graphic and the side of the page. I'm going to add a line here so it lines up nicely with my graphic.

<5:01>

I can then go back and begin typing more content. I'm going to type "IBM Lotus Symphony", and you can see as I'm typing, the words are being completed for me. This is an auto-completion feature included with Lotus Symphony. You can turn this on or off, depending on your personal preference. When it's on, and I'm typing, Symphony will try to anticipate what word it is I'm typing. If you want to accept its recommended word, you just click the 'enter' key, and the word is completed for you, without having to type the rest of it.

## IBM Software Demos

### Lotus Symphony - Documents

<5:45>

And so I'm just going to continue typing some more words here.

<5:50>

You see that the last word I typed was 'documents' but I misspelled it. Symphony has an in-line spell-checker, so I can right-click on the word documents, and I'm given a series of choices so I can find the word that I intended to spell, and select it.

<6:07>

So that's just a simple word processing document that I created using Lotus Symphony Documents.

**END**