

IBM Software Demos

Lotus Symphony - Presentations

Part 2: Lotus Symphony Presentations

<0:00>

Welcome to part 2 of “Getting Started with Lotus Symphony.” In part 1, we reviewed the overall user interface of Lotus Symphony and took a look at its word processing capabilities. Here in part 2, we’ll take a close look at using the Lotus Symphony Presentations application.

<0:18>

This presentation was created using Lotus Symphony Presentations and, as you can see, it has a very interesting template that was created and used for this presentation. It’s got lots of graphics that appear throughout the presentation, and lots of different kinds of effects like shadowing and clear sections and some semi-transparent graphics. This is the type of presentation you can create and share with people using Lotus Symphony Presentations.

<0:46>

The interface for Symphony Presentations shows you a series of thumbnail images on the left side of the screen, so you can get a visual clue of where you are in your presentation and you can select different pages to edit that way as well.

<1:01>

Next, I want to open a Microsoft PowerPoint presentation and I want to show you what happens when PowerPoint presentations are imported into Lotus Symphony. In general, most of the formatting from the original PowerPoint presentation is maintained well as it is imported into Lotus Symphony.

<1:22>

As you can see, I’m scrolling through a number of pages in this PowerPoint presentation. Occasionally, some of the graphics might not convert with 100% fidelity, which is the case here. The words “Business Value” up here in the upper right corner were created to appear inside the blue starburst when the presentation was created in PowerPoint. In the original presentation, the starburst was larger and covered the words “Business Value”. I can simply correct that formatting by dragging the graphic and enlarging it. And, if I decide I want to change the way the starburst looks, I can easily go to my side toolbar and click on a different color for the graphic.

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<2:09>

You might notice too that there's a word here that extends a little too far under the text box. I'm going to change the format of that text box so that it wraps properly inside the graphic that I created here.

<2:22>

Most PowerPoint presentations, most Microsoft Word documents, and most Excel spreadsheets convert well into Lotus Symphony. And again, if there are slight changes in graphics you have to make, it's fairly easy to edit those types of changes.

<2:40>

I am going to create another presentation using a built in template from Lotus Symphony. What you'll see first is the template organizer. There are dozens of templates that are included with Lotus Symphony. If you're using templates that you've created for your organization, you can import those into Symphony and use them as well.

<3:01>

I'm going to create a presentation using this 'world map' template. I'm going to type the title of my meeting, "Annual Worldwide Sales Meeting." And, because it's a sales meeting I want to add a few graphics related to selling and money. So, I'm going to click on the graphics button.

<3:24>

Lotus Symphony includes preconfigured clip art that you can use. I'm going to include some currency here for my sales people to look at while I am launching my presentation. I'm also going to include some coins to go along with the paper money that's showing.

<3:45>

So, I've created a more visually appealing slide by adding some graphics from the clip art.

<3:51>

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I can create a new page now for the presentation. As you can see, I can pick from a number of different formats for layout. I can pick a layout that is all bulleted items, two sets of bulleted items, graphics plus bulleted items, charts or charts with bulleted items. There's quite a variety of types of slides I can create.

<4:12>

So I'm going to create my agenda with a bulleted list here. I'm just going to say that we're going to review the 2008 sales results; we're going to review the new product launch plans; we're going to discuss regional challenges that my salespeople might have; and then we're going to present the 2009 sales objectives.

<4:40>

I've created a couple of slides for my presentation and used the template to do so. And I can go up and change that template or the layout of any of these pages very easily. Again, as you notice, on the right hand side, as I do different types of editing, the toolbar changes contextually.

END