Lotus® software

An overview of IBM Lotus Symphony

Contents

Executive Summary

IBM® Lotus® Symphony™ software is a suite of office productivity applications for creating, editing, and sharing word processing documents, spreadsheets, and presentations. Designed to handle the majority of tasks that end users perform, Lotus Symphony software supports the OpenDocument Format (ODF) allowing 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. By using applications that support ODF, customers are not locked into one particular vendor for their productivity tools. ODF helps provide interoperability and flexibility.

With Lotus Symphony software, end users create, manage, edit, and import content in ODF. However, 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.

There are three applications that make up the Lotus Symphony suite: IBM Lotus Documents, IBM Lotus Spreadsheets, and IBM Lotus Presentations. These applications offer a complete set of features and can serve as an end user's daily office productivity solution. For many customers and organizations, Lotus Symphony applications are viable alternatives to purchasing, deploying, and managing typical vendor-proprietary productivity suites.

The value of OpenDocument Format

OpenDocument Format (ODF) is an XML-based document file format for saving and sharing editable office documents, spreadsheets, charts, and presentations. ODF is an application-independent file format created by the OpenDocument Format Technical Committee within the Organization for the Advancement of Structured Information Systems (OASIS) standards organization. ODF is also an International Standards Organization (ISO) and International Electrotechnical Commission (IEC) published standard.

Adopting ODF-supporting applications in your business or service means you are not required to purchase an application from a single vendor in order to share and communicate your document data.

ODF is important and valuable because it provides choice, cost effectiveness, and control over the use of your documents and the intellectual property contained therein. ODF enables efficient interchange of information between various parts of an organization and between organizations.

Supported file formats

Lotus Symphony software can save documents, spreadsheets and presentations in a variety of file formats. In addition, Lotus Symphony software can also convert documents, spreadsheets, and presentations types into Adobe® Portable Document Format (PDF) files. The following table summarizes the file formats supported by the three Lotus Symphony applications.

IBM Lotus Symphony supported file formats

| Application	ISO/IEC ODF	Microsoft Office	OpenOffice.org XML	Lotus SmartSuite (import only)	Other formats
Lotus Symphony Documents	.odt	.doc	.sxw	.lwp	.rtf .txt
Lotus Symphony Spreadsheets	.ods	.xls	.sxc	.123	.csv
Lotus Symphony Presentations	.odp	.ppt	.sxi	.prz	

Interoperability with Microsoft Office

Lotus Symphony applications can import, edit, and save Microsoft Office files. Lotus Symphony software provides an alternative choice for users who perform basic to moderately complex document tasks and who do not need all the advanced capabilities of Microsoft Office.

Interoperability with Lotus SmartSuite

Lotus Symphony software can also import documents, spreadsheets, and presentations created by Lotus SmartSuite®. Once imported into IBM Lotus Documents, IBM Lotus Spreadsheets, or IBM Lotus Presentations, these documents can be edited and then saved in any of the file formats supported by Lotus Symphony software.

Using IBM Lotus Symphony applications

Lotus Symphony software can be downloaded and installed at no charge. Once installed, the Lotus Symphony icon is placed on the user's computer desktop. Clicking on the Lotus Symphony icon will launch the Lotus Symphony home page which gives the user a single place to launch individual Lotus Symphony applications and open files.
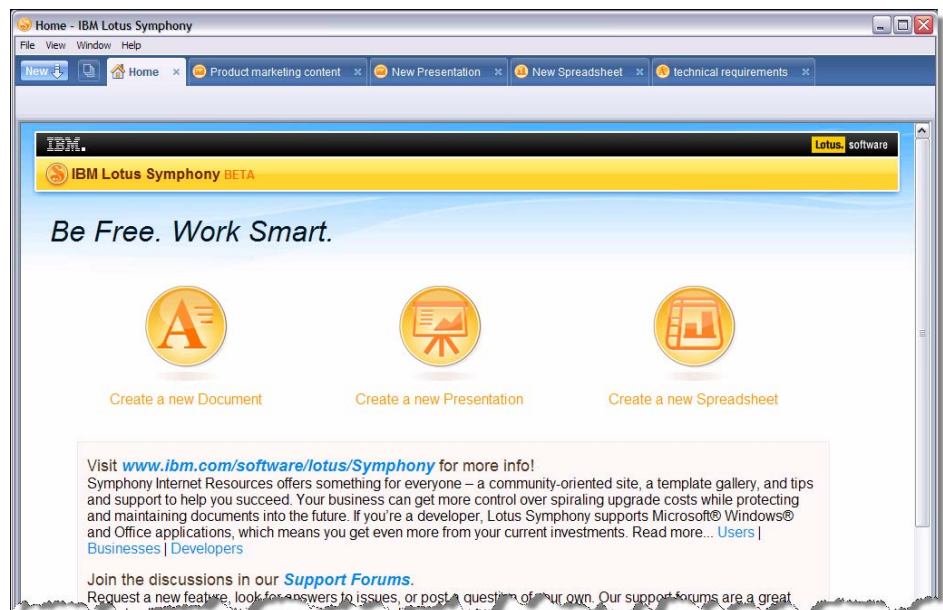
Work with all Lotus Symphony applications and all files from a single, tabbed "home page."

The Lotus Symphony applications are also integrated with IBM Lotus Notes® 8 software. They can be easily launched using the new "Open" button in Lotus Notes 8.   Each of the three applications – Lotus Documents, Lotus Spreadsheets, and Lotus Presentations - displays a slightly different toolbar configured to the appropriate word processing, spreadsheet editing, or presentation creation task. The

toolbars are configurable and have several common icons. For example, the formatting toolbars have similar icons for selecting font face, size, style, and alignment. Toolbars are context-sensitive, and they automatically change based on the object that is being manipulated.

Lotus Symphony applications also share several menu entries. Most of the entries in the "File" and "Edit" menus are shared, so a user will find the same commands to create new files, open existing files, and save current work. The menus also present generally expected commands including cut, copy, paste, and search for all three productivity tools.

Menu entries are also accessible through keyboard shortcuts. The shortcuts adhere to industry convention (Common User Access® guides) and should be immediately obvious to users who are familiar with them (for example, Ctrl+x for cut and Ctrl+v for paste).

Users create new documents from the Lotus Symphony home page interface or from within the Lotus Notes 8 software by clicking on "File" and selecting "New." The user has the option of creating a document, spreadsheet, or presentation. Individual documents can be password controlled. Documents can be saved in a variety of file formats as shown in the table above. Documents can also be converted into PDF by Lotus Symphony applications.

Overview of office productivity application suites*

Function	IBM Lotus Symphony	Microsoft Office
Word processing	✓	✓
Spreadsheet	✓	✓
Presentation	✓	✓
Email client	- Lotus Symphony is included with Lotus Notes 8. - Email client not included with standalone version of Lotus Symphony	✓
Database	✗	✓
Single "home" page interface A single window which displays all open documents and all applications via tabbed sections. Eases navigation, improves efficiency.	✓	Applications are launched and run separately
Context sensitive menus and toolbars Context-sensitive toolbars and menu items which automatically change based on the object that is being manipulated or the document type being edited	✓	Windows toolbars have been replaced by "Ribbon" interface in Microsoft 2007
Convert documents to Adobe PDF	✓	Third party software required
Track changes	✓	✓
Online Help	✓	✓
Customizable graphics and clip art	✓	✓
Word Art	✓	✓
Import images from camera or scanner	✗	✓
Support for sound	✗	✓
Support for movie/video	✗	✓
Macros[1]	✓	✓
Web publishing	Lotus Symphony Presentations	✓
Localization and native language support	28 languages	30 languages
Operating systems supported	Linux, Windows	Windows, Mac OS

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[1] Lotus Symphony macros are not exportable to Microsoft Office. Microsoft Office macros are not exportable to Lotus Symphony.

Lotus Symphony Documents

IBM Lotus Documents allows end users to create, edit, share, and save word processing documents. Users can start with a blank document, import an existing document, or choose from a set of document templates. Standard navigational elements include toolbars, an editing window, and a status bar.

A wide variety of formatting options include page, text, and paragraph formatting as well as page numbering and page breaks. Headers, footers, footnotes, cross references, indexes and table of contents are also among the formatting features provided. Powerful table formatting and a freehand table drawing tool are also available. Each document can be formatted with a list of pre-defined styles, or with user customized styles. Predefined fields allow for the addition of dates, and page numbers.

Comparison of commonly used word processing functions*

Function	IBM Lotus Documents	Microsoft Word
Paragraph formatting[2] Adjust alignment, indentation, spacing, line breaks and page breaks, borders	✓	✓
Page layout Adjust page size, margins and border settings, text direction, page orientation, tab settings, page background color and images	✓	✓
Inline spell checking & correction - Capture and correct spelling errors - Capture and automatically correct commonly misspelled words	✓	✓
Tables[3] Create tables and adjust cell properties, alignment, text wrapping, borders and shading,	✓	✓
Styles Predefined styles for paragraphs, characters, and headings	✓	✓
Graphics, diagrams, charts Insert graphics from clipart or files Create diagrams and drawn objects Create charts based on data	✓	✓
Table of Contents, Index, Footnotes, Headers/Footers Creation of tables of content and indexes Numbered footnote creation Creation of headers and footers	✓	✓
Track changes[4]	✓	✓
Bullets and numbering Automatic creation of bullets and numbering of paragraphs	✓	✓
Thesaurus	✘	✓
Grammar checker	✘	✓
Email from document	Lotus Notes 8.0.1 "send to" feature to forward document as attachment	✓

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[2] Lotus Documents and Microsoft Word support different types of border effects.

[3] Lotus Documents includes an intuitive, freehand table drawing mode to ease creation of tables.

[4] Lotus Documents can see tracked changes created in Microsoft Word.

IBM Lotus Spreadsheets

IBM Lotus Spreadsheets software allows end users to create, edit, share, and save spreadsheets. Users can create blank documents, import existing documents, or choose from a set of document templates. Standard navigational elements include toolbars, an editing window, and a status bar.

IBM Lotus Spreadsheets software follows standard conventions for spreadsheets presenting data and calculations in organized rows and columns. Data can be entered by typing and pressing "Enter", cycling down a range with the arrow keys, or using drag-and-drop to manipulate ranges of existing data.

Comparison of commonly used spreadsheet functions*

Function	IBM Lotus Spreadsheets	Microsoft Excel
Cell formatting Set the valid data type accepted by individual or ranges of cells Adjust formatting of fonts, effects, text alignment, cell color and border effects	✓	✓
Spreadsheet formatting Hide and reveal selective rows and columns Adjust row heights and column widths Split window view to keep specific rows and columns in view while scrolling through spreadsheet	✓	✓
Functions Library of built-in mathematical calculations that can be applied to cells	✓	✓
Charting and mapping data Create a variety of charts and graphs using spreadsheet data	✓	✓
Page and print formatting Adjust page orientation, fit range of cells to specific number of pages, suppress printing of empty sheets	✓	✓
Style formatting Select from predefined style templates for cells and pages	✓	✓
Data sorting Selective sorting of cells	✓	✓
Pivot table/Data table	Data table feature provides basic Pivot Table functionality. Does not support chart display mode, sort, group mode.	✓
Formula evaluator	Formula evaluator feature allows users to review complex equations to insure they will return correct values.	✓
Change tracking	✓	✓

IBM Lotus Presentations

IBM Lotus Presentations software allows end users to create graphic presentations that can be shared with audiences via a slide show mode. The presentations created by Lotus Presentation software can be created from scratch or using the included presentation templates for a variety of looks.

When using Lotus Presentations software, the end user can view their presentations in a variety of views including a page-by-page view, an outline of the presentation text, a series of thumbnails in the page sorter view, or a view of the notes for the presenter for each individual page. End user can add text and graphics as well as image and page transitions for a professional looking presentation that can be shared as a slide show.

Comparison of commonly used presentation functions*

Function	IBM Lotus Presentations	Microsoft PowerPoint
Page/Slide management Add, delete, cut/copy and paste slides Manage the flow of the presentation slides using a variety of views	✓	✓
Presentation masters Create new presentations based on pre-configured templates	✓	✓
Formatting Adjust a variety of settings for fonts, paragraphs, styles, objects	✓	✓
Graphics and objects Built in clip art Import images from files Drawing and formatting of image objects Drawing and formatting of lines, connectors, and shapes	✓	✓
Charting Create a variety of graphs and tables to convey data and information visually	✓	✓
Slide show effects Launch screen show from beginning or current page Variety of page transitions Variety of image and text transitions	✓	✓
Page layout and printing Control over layout of printed slides Optional inclusion of notes Selective printing of pages	✓	✓
Import pages from existing presentations Import pages and keep or change the existing template	✓	✓
Timing Rehearsal mode for timing presentation length	✓	✓
Convert presentations to HTML	✓	✓
Transition effects	✓	✓
Animation effects	✓	✓
Email from presentation	Lotus Notes 8.0.1 "send to" feature to forward document as attachment	✓
Export presentation as self-playing show	✗	✓

Application Development

Lotus Symphony supports leading development technologies –
Java/Eclipse, LotusScript, OpenOffice.org.

Starting with Lotus Symphony Beta 4, developers can extend Lotus
Symphony with Eclipse plug-ins using API and the Developer
Toolkit. Also, with support for LotusScript (when the Symphony
productivity tools are used inside Notes 8) and the UNO API, Lotus
Symphony supports a wide range of development requirements and
business needs.