

Document, presentation and spreadsheet applications
To support your business objectives



Lotus software



**Why IBM Lotus Symphony?
Why free?**





Follow your IT budget—follow the numbers

Let's face it, in most organizations, the funds available for new IT projects are almost always tight. At the same time, innovative technology solutions can deliver significant value on any number of levels, from boosting productivity to cutting the cost of doing business to increasing business flexibility. So business and IT leaders face a constant conundrum: how to pay for needed solutions without spending themselves deep into the red.

2

It's a chronic challenge, especially given the need to maintain competitiveness and meet the expectations of constituencies, like shareholders. When you break down the IT budget, it's often difficult to find room to maneuver. Organizations must maintain and upgrade business-critical solutions and applications, and priority projects quickly absorb remaining funds. In some cases, however, the amount you pay for application license renewals may be out of balance with the value that the applications actually deliver to users and the organization.

This is often true with office productivity applications. Historically, there have been few product options. And the most popular applications can absorb a substantial chunk of the IT budget. Yet most users only need a fraction of the features and capabilities included in the applications to perform their day-to-day jobs.

If there were a more cost-effective solution that provided the capabilities and features that most users need and that worked with existing applications required by power users—organizations could break out of a costly upgrade cycle and better allocate IT funds.



A way to give most users what they need that fits every budget

The IBM Lotus® Symphony suite—which is available at no charge—can help you take back control of your IT budget while giving most users the tools they need to excel at their jobs.

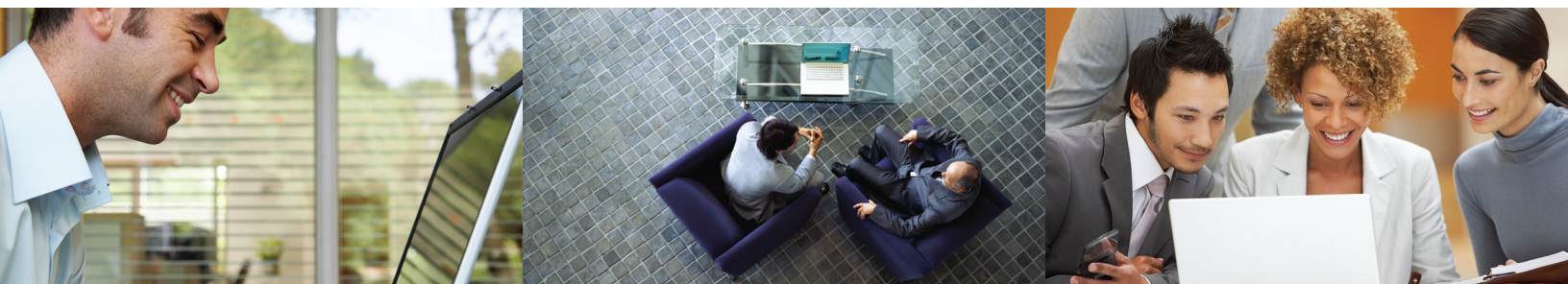
Designed to handle the tasks that most people perform in a professional setting, IBM Lotus Symphony tools enable users to create, edit and share word processing documents, spreadsheets and presentations.

IBM Lotus Symphony software supports OpenDocument Format (ODF) and is designed for mixed environments. So users can share documents, presentations and spreadsheets that are in the Microsoft® Office format or in ODF-compliant applications and solutions. That way, you can provide users the tools they need with fewer sacrifices. Moreover, power users, such as those in the finance department, can continue to rely on Microsoft Excel while those who use spreadsheets for simpler tasks can use Lotus Symphony Spreadsheets, for example. Best of all, you can even make sure that every single computer user has access to office productivity applications without having to invest in costly licenses. Moreover, because IBM Lotus Symphony software supports ODF, your organization can free itself from specific vendors and can access, use and maintain documents over the long term without concern for ongoing licensing and royalty fees.

Cost-efficient, user-friendly and reliable ... really!

While basic capabilities in office productivity applications can drive value to the enterprise, organizations can obtain far more value by tapping in to the latest technology innovations, such as unified communication and collaboration solutions. That's why Lotus Symphony software makes sense. It helps create harmony between business needs and IT realities. You can put together the right mix of solutions for your organization and invest the money saved on office productivity application licenses in innovative solutions that drive differentiating business value.

Of course, it's understood that in an enterprise environment, "free" doesn't mean no cost. You must consider roll out, training and support costs. Regardless, Lotus Symphony software can still help free up large amounts of money over the long run. The interfaces in Lotus Symphony applications are arranged in intuitive ways that users are already comfortable with, so they're easy to learn. And a variety of support options are available, ranging from diverse user community and online support to traditional service offerings.





What's in Lotus Symphony products for you and your users?

The Lotus Symphony suite includes Lotus Symphony Documents, Lotus Symphony Spreadsheets and Lotus Symphony Presentations software. The suite can support the needs of individuals and enterprises at a reduced total cost of ownership.

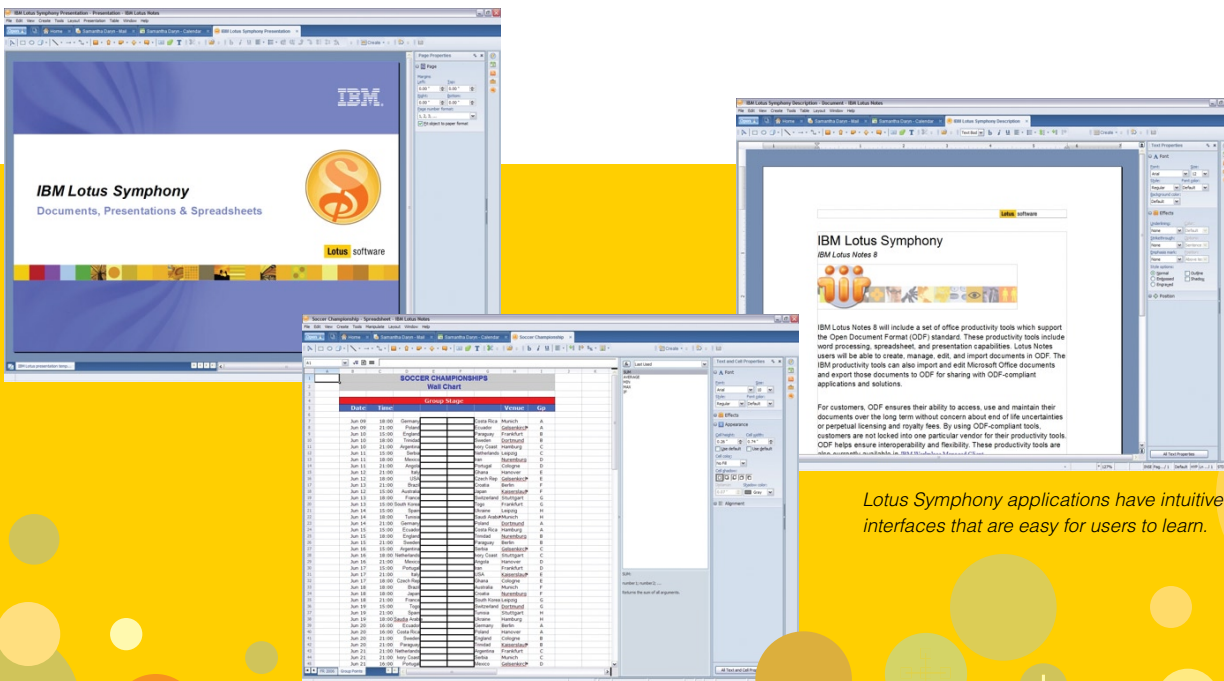
Usability helps drive productivity and user satisfaction

All of the Lotus Symphony applications include a clean, simple user interface that requires little or no training for experienced computer users, helping reduce the learning curve. The applications are designed to include everything typical users need and everything they're used to. They can create, edit, share and save word processing documents, spreadsheets and presentations while leveraging standard navigational elements, including toolbars, editing windows and status bars. In all cases, users can start with blank slates, import existing files or choose templates for extra guidance.

Lotus Symphony Documents contains the variety of formatting options required to produce quality documents. Lotus Symphony Spreadsheets follows standard conventions for spreadsheets, presenting data and calculations in organized rows and columns. And Lotus Symphony Presentations enables users to add text, graphics, and image and page transitions for professional-looking presentations that can be shared as slide shows. Users can also view their presentations onscreen in a variety of ways.

If your company uses other IBM Lotus software, then Lotus Symphony software can deliver even more benefits. Like other applications in the IBM Lotus portfolio, Lotus Symphony applications are based on the Eclipse framework, so users can seamlessly access Lotus Symphony tools from any access point in the Lotus portfolio, helping enhance productivity and usability.

4



Lotus Symphony applications have intuitive interfaces that are easy for users to learn.

Dependability supports the needs of every size organization

Because Lotus Symphony software is backed by the support and experience of IBM, you can be confident that the applications are designed to work properly. And you can obtain help if issues arise. IBM offers multiple support models for Lotus Symphony software, so everyone from individuals to enterprises can find the type of assistance they need.

A Web-based worldwide community provides a forum for all users to discuss the applications. Users can ask questions, search issues and troubleshooting posts, and get or give advice through links to hints and tips. They can even get feedback and news directly from the Lotus Symphony development teams.

You can also obtain support through optional fee-based offerings. For example, IBM can provide services that give you easy access to responsive, cross-platform software support virtually anytime, anywhere—globally. With these services, your team can use local call-in numbers in the areas where you do business to get help for any issues that arise, as well as leverage a worldwide problem-submission Web site. IBM Elite Support for IBM Lotus Symphony 1.0 software can provide a consistent level of Web-based or telephone assistance, with direct response times of two hours or less to a virtually unlimited number of inquiries.

How easy are Lotus Symphony products to learn?

In case you're skeptical about the usability of Lotus Symphony applications, consider that this brochure was developed in Lotus Symphony Documents by a first-time user. It took the writer only slightly more time than usual to complete and format the drafts than if he'd used the application that he's accustomed to.

Flexibility helps reduce costs and increase choice and control

With Lotus Symphony software, your organization can potentially gain unprecedented flexibility from and control over office productivity applications. Choose whether you run it on Microsoft Windows® or Linux® operating systems. You can also support multiple file formats, including Microsoft Office and ODF, and even export documents into Adobe® Portable Document Format (PDF) files.

Because every business has unique user requirements, IBM designed Lotus Symphony software to support customization. You can customize the user interface according to organizational needs. For example, add a company logo and policies on the splash page when applications launch. And you can choose from a growing catalog of plug-ins to extend and add value to the applications. For example, you can use the IBM WebSphere® Translation Server plug-in to create greater transparency among global teams that use Lotus Symphony Documents. Moreover, with support for 28 languages, you can standardize on Lotus Symphony software around the world.

6

Function	IBM Lotus Symphony	Microsoft Office
Word processing	✓	✓
Spreadsheet	✓	✓
Presentation	✓	✓
E-mail client	①	✓
Database		✓
Single interface for all open documents using tabbed sections to simplify navigation	✓	②
Context-sensitive menus and toolbars, which change automatically based on document objects or types	✓	③
Adobe PDF conversion	✓	④
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*	✓	✓
Web publishing	⑤	✓
Localization and native language support	28 languages	30 languages
Operating systems supported	Linux, Windows	Windows, Mac OS

- ① Lotus Symphony is included with IBM Lotus Notes® 8 software. An e-mail client is not included with the stand-alone version of Lotus Symphony software.
- ② Applications are launched and run separately.
- ③ Microsoft replaced the toolbars with a “ribbon” interface in Microsoft Office 2007 software.
- ④ Requires third-party software.
- ⑤ Available in Lotus Symphony Presentations.

* Lotus Symphony macros cannot be exported to Microsoft Office software, and vice versa.

Why IBM?

Granted, the idea of switching from longstanding to new productivity applications may be unsettling for many people. With Lotus Symphony applications, however, you can take confidence knowing that they're backed by IBM, which has committed significant resources to development and also provides worldwide support options. And not only does Lotus Symphony software help free your content from the constraints of proprietary applications through ODF support, it also helps simplify the transition for users with its intuitive interface. Don't just take our word for it. Datamation magazine awarded the Lotus Symphony suite with its "office productivity software product of the year" for 2008.¹

In the constant struggle to get more value out of scarce IT dollars, there often aren't any obvious solutions. Lotus Symphony software provides a way for you to provide essential basic capabilities at a minimal expense to the organization so you can divert funds to strategically critical areas. And since you can download it and use it for no charge—you have nothing to lose in trying it today.

Supported by IBM Software Services for Lotus

For more information about services that support Lotus and IBM WebSphere Portal products, go to:

ibm.com/software/lotus/services

For more information

To learn more about the IBM Lotus Symphony suite or to download the no-cost applications right now, visit:

ibm.com/software/lotus/symphony

Top five reasons to try Lotus Symphony software

5

Frees you from proprietary document constraints

4

Provides most users everything they need and they're used to

3

Allows you to choose your platform

2

Saves IT funds that you can reinvest in more strategic areas

1

Allows you to try it now for no charge



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¹ Maguire, James, "Datamation Announces 2008 Product of the Year Winners," *Datamation*, February 12, 2008, <http://www.itmanagement.earthweb.com/cnews/article.php/3727446>

