

Moving from Microsoft® Word to IBM® Lotus® Symphony™ Documents

With IBM® Lotus® Symphony™ Documents, you can create simple or highly structured documents that include graphics, tables, charts, and spreadsheets. A number of features give you a fine degree of control over the formatting of text, pages, sections of documents and entire documents. You can save the documents in a variety of formats.



Table 1. Creating and editing documents

Task	Microsoft Word	Lotus Symphony Documents
Open a document	Press Ctrl+O.	Press Ctrl+O.
Create a new document	Press Ctrl+N.	Press Ctrl+N.
Create a new document from a template	Press Alt+F for File , press N for New , and select a New from template option.	Press Ctrl+Shift+N and browse for the template.
Save a document	Press Ctrl+S.	Press Ctrl+S.
Print	Press Ctrl+P.	Press Ctrl+P.
Track revisions	Press Ctrl+Shift+E.	Press Alt+E for Edit , press V for Revisions , and press R to select Record . To display revisions, press Alt+E and V again, and press S to select Show .
Open or close the task pane	Press Alt+V for View , and press K to select or deselect Task Pane .	Press Alt+V for View , press O for Properties Sidebar , press Enter, and press O, F, or C to open, float, or close the sidebar, respectively.
Check spelling	Press F7.	Press F7.

Table 1. Creating and editing documents (continued)

Task	Microsoft Word	Lotus Symphony Documents
Customize settings	Press Alt+T for Tools and press C for Customize or O for Options .	Press Alt+F for File , press F for Preferences , and press Right Arrow to expand the list of preference categories.

Table 2. Formatting documents

Task	Microsoft Word	Lotus Symphony Documents
Change text appearance	Press Ctrl+B, Ctrl+I, or Ctrl+U for bold, italics, or underline, respectively.	Press Ctrl+B, Ctrl+I, or Ctrl+U for bold, italics, or underline, respectively.
Select a text style	Press Ctrl+Shift+S.	Press F11.
Align text	Press Ctrl+L, Ctrl+E, Ctrl+R, or Ctrl+J to left-align, center, right-align, or justify text, respectively.	Press Ctrl+L, Ctrl+H, Ctrl+R, or Ctrl+J to left-align, center, right-align, or justify text, respectively.
Indent or outdent text	Press Ctrl+M or Ctrl+Shift+M.	Press Ctrl+Tab until you reach Bold. Then press Right Arrow until you reach Indent or Decrease Indent.
Change spacing	Press Ctrl+1, Ctrl+2, or Ctrl+5 to single-space lines, double-space lines, or set 1.5-line-spacing, respectively.	Press Ctrl+1, Ctrl+2, or Ctrl+5 to single-space lines, double-space lines, or set 1.5-line-spacing, respectively.

Table 2. Formatting documents (continued)

Task	Microsoft Word	Lotus Symphony Documents
Apply other text formats	Press Ctrl+D.	Press Shift+F10 and press X for Text Properties .
Apply other paragraph formats	Press Alt+O for Format and press P for Paragraph .	Press Shift+F10 and press A for Paragraph Properties .
Copy and apply formatting	Select text, press Ctrl+Shift+C to copy the text's formatting, select the text to apply the formatting to, and press Ctrl+Shift+V.	Select text, press Alt+E for Edit , press M for Duplicate Formatting , and select the text to apply the formatting to.
Add a note	Press Ctrl+Alt+M.	Press Alt+C for Create , press N twice for Note , and press Enter.

Table 3. Using lists, tables, and charts

Task	Microsoft Word	Lotus Symphony Documents
Start a bulleted list	Press * and Spacebar, type the list item, and press Enter.	Press Shift+F12.
Change the bullet style	Press Shift+F10 and press N for Bullets and Numbering .	Press Shift+F10 and press N for Numbering and Bullets .
Start a numbered list	Press 1, ., and Spacebar, type the list item, and press Enter.	Press Ctrl+Shift+F12.
Change the number style	Press Shift+F10, press N for Bullets and Numbering , and press Alt+N for Numbered .	Press Shift+F10, press N for Numbering and Bullets , and press Alt+N for Number style .
Create a table	Press Alt+A for Table , press I for Insert , and press T for Table .	Press Ctrl+F12.
Convert text to a table	Select text, press Alt+A for Table , press V for Convert , and press X for Text to Table .	Select text, press Alt+A for Table , press C four times for Change Text to Table , and press Enter.

Table 3. Using lists, tables, and charts (continued)

Task	Microsoft Word	Lotus Symphony Documents
Merge table cells	Select cells, press Alt+A for Table , and press M for Merge Cells .	Select cells, press Alt+A for Table , press C for Cell , press Enter, and press M for Merge .
Split table cells	Select a cell or cells, press Alt+A for Table , and press P for Split Cells .	Select a cell or cells, press Alt+A for Table , press C for Cell , press Enter, and press S for Split .
Enter a formula	Press Alt+A for Table and press O for Formula .	Press Alt+V for View and press M for Formula Input Line .
Insert a column or row	Press Alt+A for Table , press I for Insert , and press L, R, A, or B for Columns to the Left, Columns to the Right, Rows Above, or Rows Below , respectively.	For rows, press Alt+A for Table , press R for Row , and press I for Insert . For columns, press Alt+A for Table , press C twice for Column , press Enter, and press I for Insert .
Delete a column or row	Press Alt+A for Table , press D for Delete , and press C for Columns or R for Rows .	For rows, press Alt+A for Table , press R for Row , and press I for Delete . For columns, press Alt+A for Table , press C twice for Column , press Enter, and press I for Delete .
Add borders or shading	Press Alt+O for Format and press B for Borders and Shading .	Press Alt+A for Table , press T for Table Properties , and press Ctrl+Tab to go to the Borders and Background panels.
Sort a list or table	Press Alt+A for Table and press S for Sort .	Select the list or table, press Alt+A for Table , press S twice for Sort , and press Enter.

Table 3. Using lists, tables, and charts (continued)

Task	Microsoft Word	Lotus Symphony Documents
Create a chart	Press Alt+I for Insert , press O for Object , and select Microsoft Excel Chart or Microsoft Graph Chart .	Press Alt+C for Create and press H three times for Chart .
Format a chart	Select the chart, press Alt+O for Format , and press O for Object .	Move the cursor to the beginning of the chart, press Shift+Right Arrow to select the chart, press Alt+L for Layout , press P for Properties , and press O for OLE Object Properties .

Table 4. Managing document layout

Task	Microsoft Word	Lotus Symphony Documents
Change page orientation	Press Alt+F for File and press U for Page Setup .	Press Ctrl+Shift+P.
Create a header or footer	Press Alt+V for View and press H for Header and Footer .	Press Ctrl+Shift+P and press Ctrl+Tab to go to the Header and Footer panels.
Create custom columns	Press Alt+O for Format and press C for Columns .	Press Alt+L for Layout and press U for Columns .
Create a section	Press Alt+I for Insert , press B for Break , and select a section break type.	Press Alt+C for Create , press S twice for Section , and press Enter.

Table 5. Shortcuts

Task	Description
Close a document	Press Ctrl+W.
Open Help	Press F1.
Customize the Help search scope	In Help, press Tab to go to the Search scope link and press Enter.
Export a document as a PDF	Press Alt+F for File , press E for Export , and select Portable Document Format (.pdf) in the File format field.
Open print preview	Press Ctrl+Alt+P.
Show thumbnails of all open documents	Press Ctrl+Shift+T.
Move to any part of a document by page, section, or object	Press F5 to open the navigator.
Open the style list	Press F11.
Turn on numbering	Press Ctrl+Shift+F12.
Turn on bullets	Press Shift+F12.
Manage Instant Corrections settings	Press Alt+O for Tools and press I for Instant Corrections .