



IBM Lotus Symphony

COS 730 - User Manual

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26 May 2024

1 Introduction

IBM Lotus Symphony is an web-application designed to offer office suite application without needing to create an account. Users will be able to create, modifying and print word documents, spreadsheets and presentations.

2 Requirements

To run the system you will need:

- An up-to-date web-browser
- A stable internet connection
- Windows 10 or 11

3 Using the System

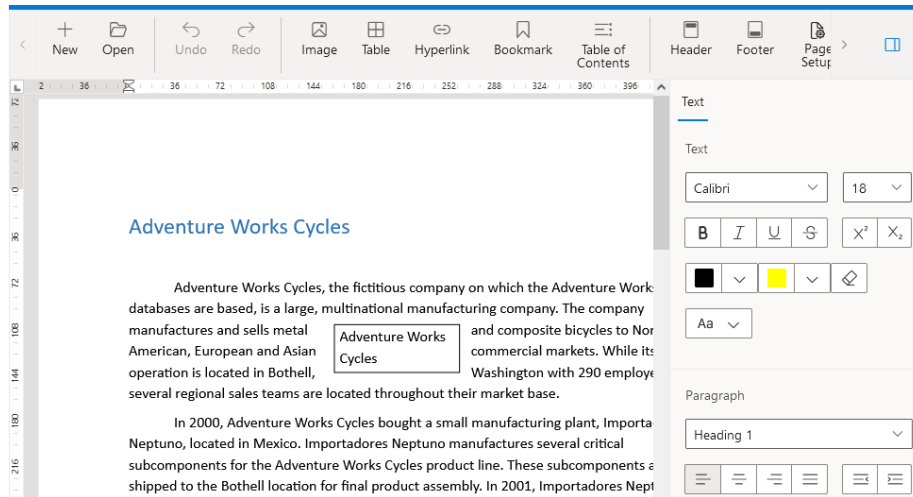


Figure 1: The System

The system works just like any other word processor.

- To edit the document, just select the document and start typing.
- To open a new document, click the "New" button in the toolbar.
- To open an existing document, click the "Open" button in the toolbar.
- To print the document, there is a print button (just outside of the screenshot) that will open a printing screen.
- To save a document, press "Ctrl-S" on the keyboard.
- To save a document as a PDF, press "Ctrl-S" on the keyboard, and select PDF in the drop-down menu that appears.
- To accept or reject spelling and grammar corrections, press the right-hand mouse button whilst hovering over the text, and choose from the menu that appears.