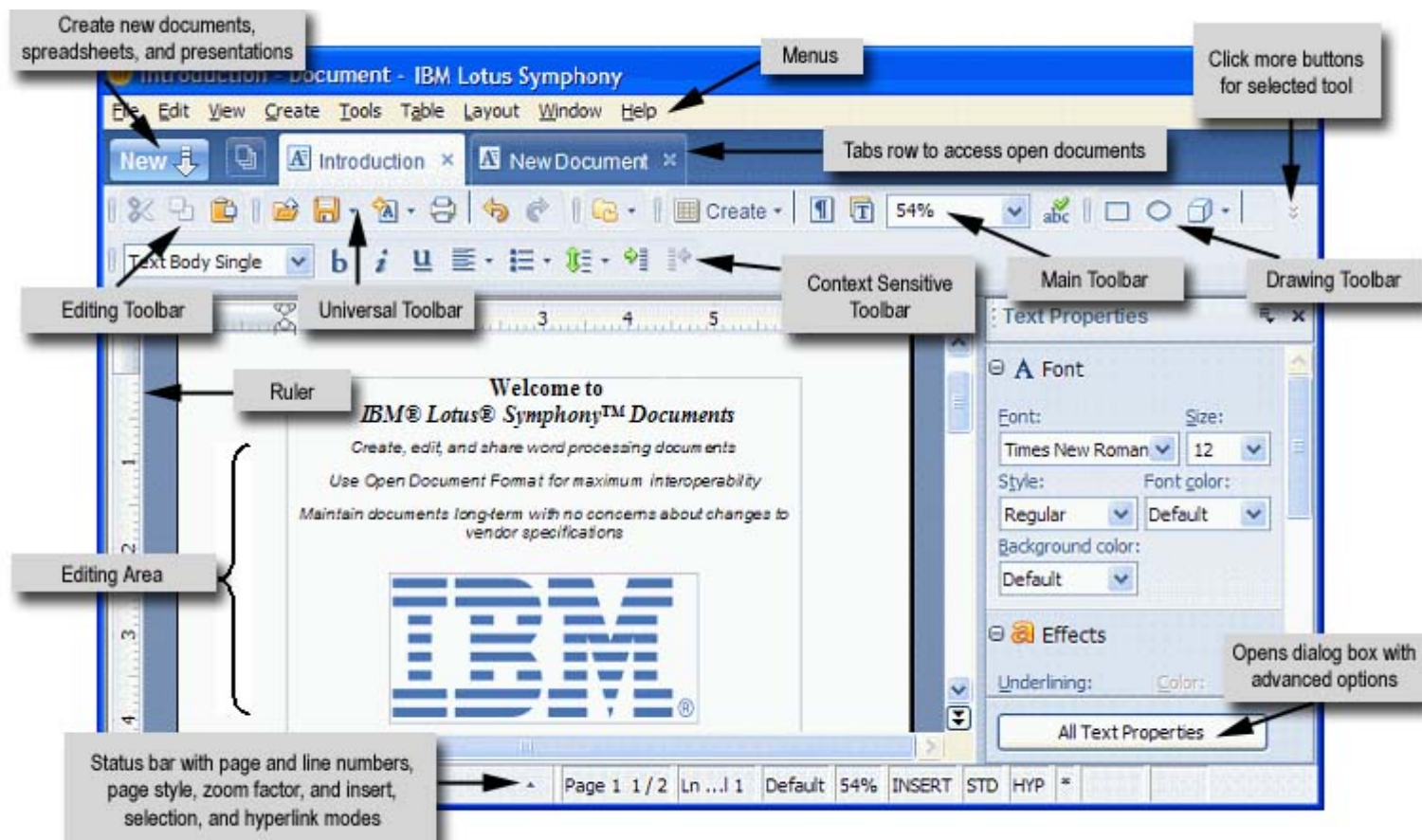


Documents Toolbar Reference Card



Creating and editing documents


















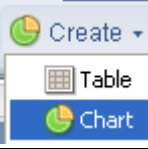
Microsoft Word	Lotus Symphony Documents
To open a document, click	Click
To create a new document, click	Click <ul style="list-style-type: none"> Document Spreadsheet Presentation
To create a new doc from a template, click File → New , select the template location, and browse for the template.	Click File → New → From Template .
To save a document, click	Click <ul style="list-style-type: none"> Save Save As
To print, click	Click
To revise documents, click Tools → Track Changes .	Click Edit → Revisions → Show .
To show or hide the task pane, click View → Task Pane .	Click in the Sidebar and choose Float or Close , or click View → Properties Sidebar .
To spell check, click	Click
To customize application behavior, click Tools → Customize or Tools → Options .	Click File → Preferences .

Formatting documents

Microsoft Word	Lotus Symphony Documents
To change font appearance, click B , I , or U	Click , , or
To apply a style, select one from the Style list.	Select one from the Apply Style list.
To align text, click , , , or	Click , , , or
To indent or outdent, click or	Click or
To change spacing, click	Click
To apply other text formats, click Format → Font .	Select the format option in the Text Properties Sidebar or click
To apply other paragraph formats, click Format → Paragraph .	Select the format option in the Paragraph Properties Sidebar or click
To copy formatting, click	Click
To add a note, click Insert → Comment .	Click Create → Note .

Documents Toolbar Reference Card


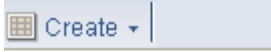



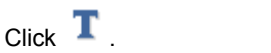




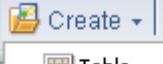



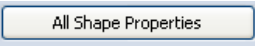


Using lists, tables, and charts

Microsoft Word	Lotus Symphony Documents
To create a bulleted list, click  .	Click  .
To create a numbered list, click  .	Click  .
To customize list formats, click Format → Bullets and Numbering .	Click  .
To create a table, click  .	Click  .
To convert text to tables, click Table → Convert → Text to Table .	Click Table → Change Text to Table .
To merge or split cells, click  or  .	Click  or  .
To enter a formula, Click Table → Formula .	Click View → Formula Input Line .
To insert a column or row, click Table → Insert → Columns or Rows .	Click  or  .
To delete a column or row, click Table → Delete → Columns or Rows .	Click  or  .
To add borders or shading, click Format → Borders and Shading .	Click Table → Table Properties .
To sort a list or table, click  or  .	Click Table → Sort .
To create a chart, click Insert → Object and click Microsoft Excel Chart or Microsoft Graph Chart .	Click  .
To format a chart, double-click the chart.	Right-click the chart and click Edit .



Managing document layout

Microsoft Word	Lotus Symphony Documents
To change page orientation, click File → Page Setup .	Click Layout → Properties → Page Properties .
To create a header or footer, click View → Header and Footer .	Click Layout → Properties → Page Properties .
To create custom columns, click Insert → Columns .	Click Layout → Columns .
To create a section, click Insert → Break and choose the section break type.	Click Create → Section .

Inserting and formatting graphics

Microsoft Word	Lotus Symphony Documents
To display the Drawing toolbar, click  .	Click     
To create a text box, click  .	Click  .
To draw a shape or line, click a shape on the Drawing toolbar, or click  .	Click  or any other shape on the Drawing toolbar.
To insert a graphic file, click Insert → Picture → From File .	Click    
To insert from a graphic gallery, click Insert → Picture → ClipArt .	Click Tools → Gallery .
To format a shape, click Format → AutoShape .	Click  .
To insert text as a graphic, click  .	Click  Fontwork .

Shortcuts

To...	Do this...
Close a document	Click  on the document's tab.
View dynamic Help	Press F1.
Customize the Help search scope	In the Help window, click Search Scope and click New .
Create a PDF	Select File → Export as PDF
Open Print Preview	Press Ctrl+Alt+P.
Search through thumbnails of all open documents	Click  , then type in the Find field.
Move to any part of the document by page, section, or object	Press F5 to open the Navigators .
Open the Style List	Press F11.
Turn on numbering	Press Ctrl+W.
Turn on bullets	Press Shift + F12.
Manage Instant Corrections settings	Click Tools → Instant Corrections .