IBM Productivity Tools User Guide

This guide gives you an overview of IBM® productivity tools features as well as instructions on how to work with all three editors. By default you don't have to configure IBM productivity tools, so you can start working with the editors. It is written for a non-technical end-user audience.

This Guide has three major sections:

▪ Section 1: Introduction
  This section provides a brief overview of the IBM productivity tools.
▪ Section 2, including chapters two through six: Using the productivity tools
  This section instructs users on how to work with each of the three editors: Lotus Documents for word processing, Lotus Spreadsheets for spreadsheets, and Lotus Presentations for slide presentations.
▪ Section 3, chapter 7: Resources
  This section lists resources where users can get further help on IBM productivity tools.

Note: This guide is based on IBM® Lotus® Notes® 8 Beta version of the product.

Table 1-1 Terminology

Term or acronym	Definition
Productivity tools	The three editors that are included with Lotus Notes 8
ODF	Open Document Format
Office suite	A full-featured office productivity suite such as Microsoft® Office or WordPerfect Office
Eclipse	Eclipse is an open source community whose projects are focused on building an open development platform comprised of extensible frameworks, tools, and runtimes for building, deploying and managing software across the lifecycle of the product.
Plug-in	Software module that "plugs in" to the Eclipse platform in order to give it a specific additional functionality.

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1 IBM Productivity Tools in IBM Lotus Notes 8

1.1 IBM productivity tools highlights

IBM Lotus Notes 8 will include a set of office productivity tools that support the Open Document Format (ODF) standard. These productivity tools include word processing, spreadsheet, and presentation capabilities. Users will be able to create, manage, edit, and import documents in ODF. The IBM productivity tools can also import and edit Microsoft Office documents and export those documents to ODF for sharing with ODF-complaint applications and solutions.

Overall, the main characteristics that distinguish IBM productivity tools from other client application environments include the following:

- These tools fully support with ODF standard. For customers, ODF ensures the ability to access, use, and maintain their documents over the long term without concern about end of life uncertainties or perpetual licensing and royalty fees. By using ODF-compliant tools, customers are not locked into one particular vendor for their productivity tools. ODF helps ensure interoperability and flexibility. These productivity tools are also currently available in IBM Workplace Managed Client ^{TM}.

- Eclipse based plug-in. The plug-in architecture enables incremental distribution and upgrading of client capabilities, which results in a common user experience across all capabilities and provides the ability to turn on capabilities when required (on demand).

- IBM productivity tool plug-ins are integrated with IBM Lotus Notes 8 to form a collaborative platform for enterprise users. This enables users to work within the context of a uniform platform instead of switching between multiple applications.

- The ability to support a variety of client operating systems, including Microsoft® Windows®, Linux® distributions (Red Hat and SUSE), and the Apple Mac OS, as well as a variety of mobile devices. In this way, IBM productivity tools help maintain customer flexibility,

  - A rich set of templates for presentations, word processing documents, and spreadsheets are provided and can be easily managed through an

internal template manager.

- A design with a user focus makes the productivity tools easy to use without a big learning curve. Functions can be executed within optimized steps, with comprehensible UI entries.

- The integrated toolbar and properties sidebar offer a quick property setting interface for users. With the integrated toolbar, users can access some object creating and modifying capabilities without referring to menu items. With the property setting sidebar right next to the editing area, users can work with most often used properties without launching a full property setting dialog box.

- A system consistent look & feel is provided for visual optimization and comfort.

1.2 What editors are included?

Three editors are integrated with Lotus Notes: IBM Lotus Documents, IBM Lotus Presentations, and IBM Lotus Spreadsheets. File compatibility in general is also good.

1.3 Support of ODF

The Open Document Format (ODF), short for the OASIS Open Document Format for Office Applications, is an open document file format for saving and exchanging editable office documents such as presentations, rich text documents, charts, and spreadsheets.

The standard was publicly developed by a variety of organizations, is publicly accessible, and can be implemented by anyone without restriction. The Open Document Format is intended to provide an open alternative to proprietary document formats including the popular Microsoft Office file formats.

IBM productivity tools now fully support the ODF standard by providing full conformance with the ODF 1.0 specification. Productivity tools have the capacity of opening and saving documents compliant with ODF and make ODF as default format.

1.4 Productivity tools and traditional office suites

The productivity tools are not designed to match a standalone office suite such as Microsoft Office on a feature-by-feature basis. Instead, the productivity tools are meant to be an alternative for users who perform relatively basic document viewing and editing tasks. In general, the productivity tools implement the 80-20 rule when it comes to including

features in the product.

Certain sets of users do not require a full office suite such as Microsoft Office. Their work may require them to view, and in some cases create or edit, basic Microsoft Office documents. This class of users is well served by the productivity tools found in IBM Lotus Notes 8. The productivity tools support Microsoft Office document formats and enable users to read these documents. The productivity tools also provide editing capabilities that almost rival the feature set in a full office suite. These features enable users to create or edit existing documents with ease.

1.4.1 Compatibility with Microsoft Office

Microsoft Office documents, including PowerPoint, Word, and Excel documents can be opened and edited with IBM productivity tools without losing formatting. The edited documents can also be easily saved in all kinds of Microsoft Office document types.

1.4.2 Compatibility with Lotus SmartSuite

IBM productivity tools provide filters for SmartSuite documents, so users can open and edit documents created with Lotus 1-2-3®, Freelance Graphics®, and Word Pro®. The filters for SmartSuite are not provided with full functionality, but provide the basic and most important interoperability features.

2 Navigating the productivity tools UI
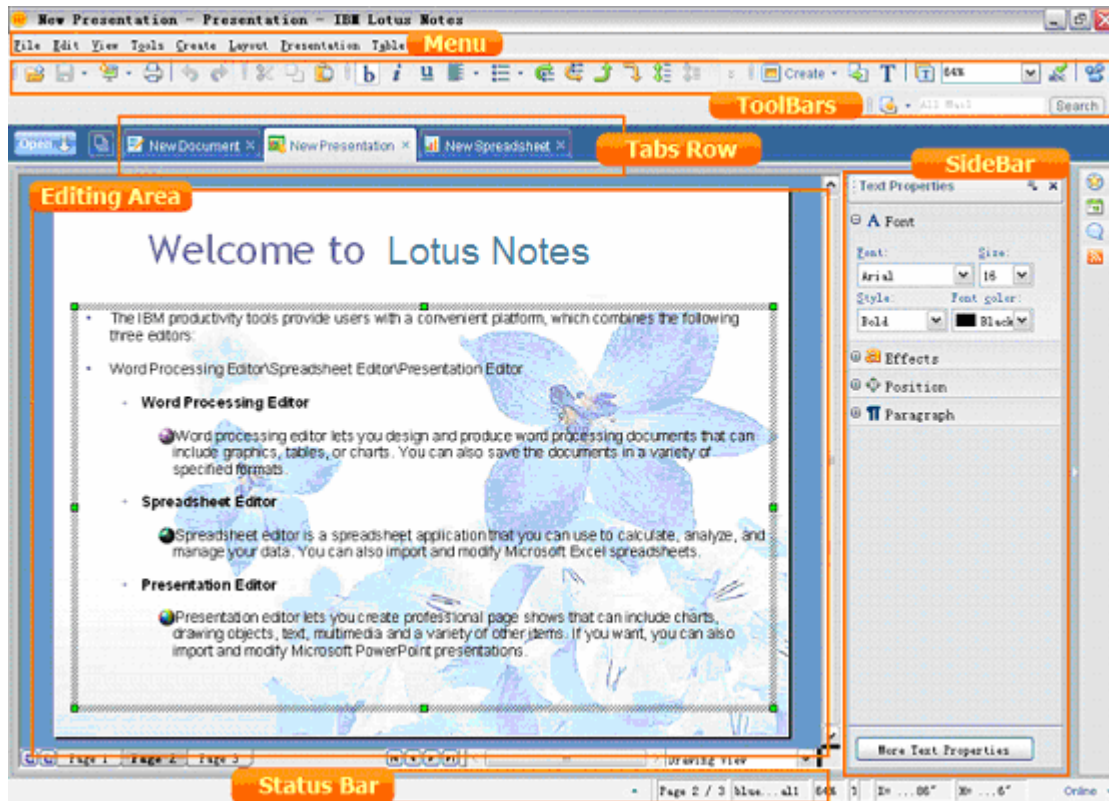
2.1 Menu

The menu bar displays context-sensitive menu options. A standard set of menus is supplemented by context-sensitive menus that change depending on the application and objects selected. Those menu items relevant to the ongoing work are available. If the cursor is located in text, then all of the menu items needed to edit the text are available. If you have selected a graphic, then you will see all of the menu items that can be used to edit graphics.

Some of the menu items have icons next to them so you can quickly associate the icon with the command. You can right-click the names of menus and choose the items to perform your commands.

To quickly display a menu that allows you to hide toolbars, display additional toolbars, or access Toolbar Preferences, right-click the grip of a toolbar. The grip is a small arrow within the border of the toolbar.

2.2 Toolbars

Toolbars offer convenience for editing documents. Users can use toolbars to quickly perform common tasks. Toolbars are made up of buttons. By default, toolbars appear across the top of the application pane under the menu bar. Toolbars work with all the applications in your workspace. Initially, a single context-sensitive toolbar displays. Context-sensitive toolbars change depending on the task you are performing. You can add new toolbars, including any customized toolbars that you create. If you are using any of the IBM productivity tools from within Notes, a second toolbar displays along with the Notes toolbar.

This section describes the default toolbar configuration for productivity tools. If you have customized any of the toolbars, your configuration might differ from the one described here.

Toolbars in productivity tools consist of various bars for fulfilling different tasks, such as the main toolbar, object bar, context-sensitive bar, drawing bar, editing bar, beizier bar, form functions bar, glue points bar, search bar, and Universal bar. In this section, the main toolbar, the object bar, context sensitive bar, drawing bar and editing bar will be emphasized.

2.2.1 Main toolbars

The main toolbar is located at the left edge of the program window. This dockable toolbar contains icons for frequently used editing tools, such as cut, copy, paste, open, save, new, print, undo and redo. Toolbar icons with a small arrow indicate a drop-down list. Click on the arrow to open a drop-down list that contains additional commands.

2.2.2 Context-sensitive bar

The context-sensitive toolbar appears when objects are selected, and contains the most important functions for formatting and positioning objects. Context-sensitive toolbars change depending on the current object. This means those toolbar items relevant to the ongoing work are available. If the cursor is located in a text, then all of the toolbar items needed to edit the text are available. For example, if you have selected graphics in a document, then you will see all of the toolbar items that can be used to edit graphics.

Productivity tools provide various object bars for editing different objects.

When text is selected

The text object bar in text input mode contains several text formatting functions.

To display the object bar for text, place the cursor inside a text object.

To switch between the available object bars, click to select the desired area you want to edit.

When a graphic is selected

When you select a graphic object, the object bar at the top of the workspace changes t o the graphics object bar. The graphics object bar contains functions for formatting and positioning selected graphics. Use this dockable bar to set the color, contrast, and brightness options for the one or more selected graphic objects.

When a chart is selected

When frames are selected, the chart object bar provides the most important functions for formatting and positioning frames.

When a table is selected

The table object bar contains functions you need when working with tables. It appears when you move the cursor into a table.

When a drawing object is selected

The drawing object bar that appears when a drawing object is selected contains functions for editing drawings and positioning objects.

The context-sensitive bar in Page sorter view

In presentation editor, the object bar in page sorter view allows you to quickly set page transition effects.

Context sensitive bar in Drawing view, Notes view and Handout view

The object bar is a toolbar that contains commands and options that you can apply in the current view.

2.2.3 Drawing bar

The drawing bar enables users to quickly create a custom shape or some pre-defined drawing shapes.

2.2.4 Editing bar

The editing bar lets you edit the selected objects. Functions available are Cut, Copy, and Paste.

You could have toolbars displayed and customized.

To display toolbars

Click **View > Toolbars**, then choose your desired toolbar.

In the blank toolbar row, right click to choose a toolbar.

When you select different objects, the toolbar available for editing that object will appear in the toolbar area.

Toolbars display across the top of the application pane, underneath the main menu bar. However, you can drag and drop your toolbars anywhere you want around the perimeter of the application pane. Clicking the toolbar grip changes the cursor to a four-directional arrow and enables dragging. You can drag non-context-sensitive toolbars anywhere on your screen

2.3 Properties sidebar

With the properties sidebar, users can quickly access frequently used commands. The properties sidebar offers convenience for editing documents. You can use properties sidebar to quickly perform common tasks.

The properties sidebar is located at the right side of the window and below the tabs row by default; however users can drag and drop sidebars anywhere they want within the screen. Moving the cursor to the top area of the sidebar changes the cursor to a four-directional arrow and enables dragging.

The ⬛first button with an arrow displays a drop-down menu which provides a item to float the properties sidebar; by clicking the ✖ second button with a cross, users close the properties sidebar.

With the sidebar, users can edit various objects. The properties sidebar is context-sensitive, which means only those items relevant to the ongoing work are available on the sidebar. If the cursor is located in text, then all of the items needed to edit the text are available. If you have selected graphics in a document, then you will see all of the items that can be used to edit graphics.

At the bottom of the sidebar, there is a ***More Properties*** button. Click this button to open a dialog box through which to access the full set of property settings.
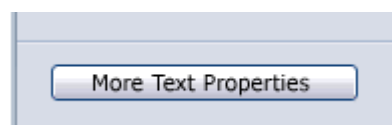
2.4 Editing area

The editing area is the area where users can input various kinds of content.

2.5 Tabs row

The tabs row displays the tabs of the open documents. With tabs, users can switch among open documents without leaving current work.

2.6 Status bar

The status bar displays information about your document, including its currently selected object. You can double-click some status bar items to open a related dialog window.

You can choose to show or hide the status bar at the bottom edge of the window. The display and functionality of the status bar depends on the type of object being edited. The status bar can be configured by choosing **View > Status Bar > Settings**.

3 Using Lotus Presentations

3.1 Creating a presentation

3.1.1 Creating a presentation from existing templates

In Lotus Presentations, you can create a presentation page from existing templates. A wizard is provided to create new pages and presentations based on specific templates. Users can launch these wizards through the menu item **File > New > From template**. These wizards list all the available template files in template libraries, and users can select a template to create a new presentation named *Untitled*. A preview will be displayed in the right part of the dialog box. Users can also specify whether to create a presentation based on page content and design or on page design only. Then the user clicks **OK** to generate a new presentation. See section 3.4 for a description of how to manage templates.

3.1.2 Creating a presentation from scratch

In Lotus Presentations, users can also create a presentation page from scratch using any of the following actions:

Choosing **File > New > Presentation**,

In the tabs row, clicking the **Open** button, then choosing **Presentation**.

On the toolbar, clicking the **New** icon, then choosing **Presentation**.

Clicking **Ctrl + N** also enables you to create a new presentation.

3.2 Opening existing presentations

In Lotus Presentations, you can open an existing presentation using any of the following entries:

Choosing **File > Open > File…**;

Clicking **Ctrl + O**;

On the main toolbar, clicking the **Open** icon.

3.3 Saving presentations

To save a presentation, do any of the following actions:

Choose **File > Save**;

Click **Ctrl + S**;

Click the **Save** icon on the toolbar.
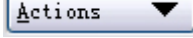
You can also customize saving your presentation by clicking **File > Save As**. After you open the Save As dialog box, you can specify the location, name, and type of document to be saved.

3.4 Managing templates

A template is a file that contains the design elements for a word processing document, presentation, or spreadsheet, including formatting styles, backgrounds, frames, graphics, fields, page layout and text. Users can import and export templates.
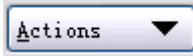
3.4.1 Importing templates

Users can import native or non-native format template files into a specific template library. To import templates, choose **File > Template Organizer > Launch**, and then click the **Actions** button to display a drop-down menu. Choose **Import Template**.

3.4.2 Exporting templates

Users can export one template file in the template library to a folder in the file system. To export templates, choose **File > Template Organizer > Save file to Template Organizer**, and then double-click the **Layout in Templates** field to choose a template. Then click the **Actions** button and choose **export Template**.

3.5 Choosing layouts

This command changes the layout of the selected page. This command may shift text elements, but does not affect graphic elements. To use this command, do one of the following:

Choose **Layout > Page > Modify Page**;

Right click and choose **Page > Modify Page**.

Both commands open the Modify Page dialog box, on which you can name the page, and select an instant layout and a master page design. The preview of your choice will be displayed in lower-right window of the dialog box.

3.6 Formatting your presentation with master view
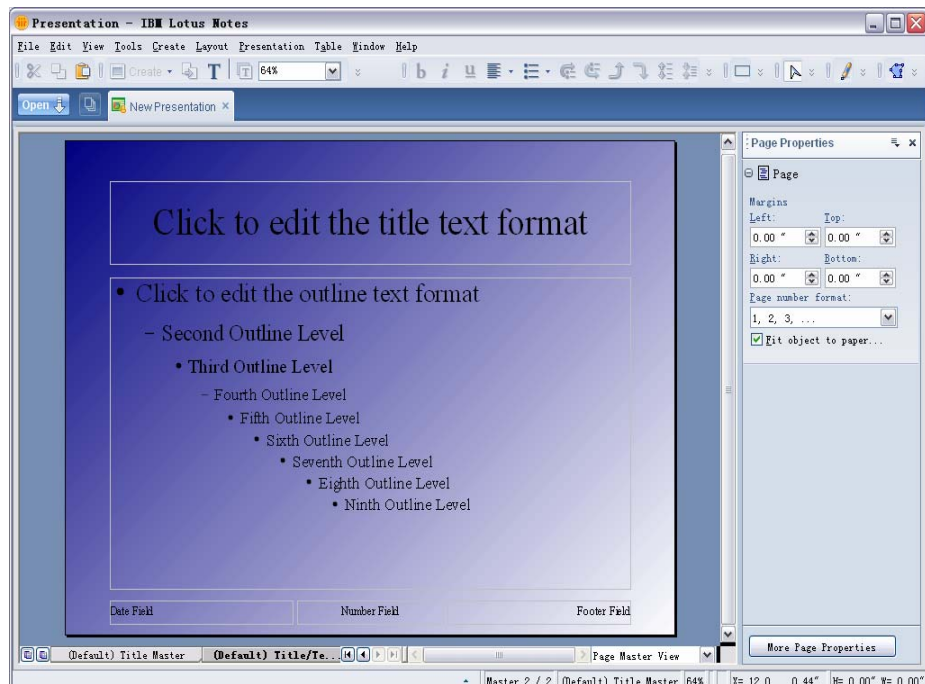
A master page sets the standard look and feel of an entire presentation. By adding your own logo, special clip art, the date, and/or page numbers, you can customize your presentation to suit your needs. Whatever you change or add to a master page will affect the entire format of that particular item. For example, whatever you place or change on a master page will show up on every page and whatever you place on a notes master will be on every notes page.

When you switch to master view by choosing **View > Master > Page Master View** in the main menu, you can add elements that you want to appear on all the pages in your presentation. In the master view, you can switch among the drawing master, title master, notes master and handouts master. To work with a master view,

Choose **View > Master > *Desired Master View,*** or

on the horizontal scroll bar, click the ▣ **Master View** button.

In the page view, the master view button should normally appear as deselected. Selecting the button switches to the master view. From the master view, the master view button appears as selected. Selecting the button -- essentially a toggle -- switches back to the page view.

Clicking the **Master View** icon again changes the view from master view to page view.

In page master view, you can further format your presentation with page master view, notes master view, and handout master view by choosing **View – Master**, or by making your choice at the bottom of the

screen.

You could also set the visual design of the page.

On current page, right click and then choose **Page > Visual Designs**.

Or on menu bar, choose **Layout > Page > Visual Design**.

Both of these two actions open a visual design dialog box. With the help of this dialog box, you could select a page design, and the preview of your choice is displayed in the right part of the dialog box. You can also choose to apply the page design to the selected page or to title pages only. By clicking the **More** button in lower-right, you can import page designs from templates. Then click **OK** to initiate your settings.

3.7 Switching views

The Lotus Presentations provides four views of a deck of slides: the Drawing view, Outline view, Page view, Notes view.

To switch between views, click on the associated icon in the lower-right of

the screen.

In the Outline view, you can organize your thoughts using the hierarchical display. Most users spend their time in Drawing view laying out the text and graphics that make up the page. Use Page view to rearrange the sequence of pages in your presentation. In preparation for your presentation, speaker notes for each page are added using the Notes view.

Moving between pages is done differently depending on the current view. In Drawing view, click the page tab to go that page. In Page view, double-clicking the page switches to Drawing view with that particular page in focus.

3.8 Editing your presentation

3.8.1 Font size

In addition to normal font settings, you can decrease the font size of all the text in a text box by clicking the **Decrease Font** icon; you can increase it by clicking the **Increase Font** icon on the toolbar.

3.8.2 Numbering and bullets

This action lets you add numbering or bullets to the current paragraph, and lets you edit the format of the numbering or bullets.

Choose **Layout > Numbering/Bullets**

On the **Object bar**, click the Bullets On/Off icon.

You can position the selected paragraph before the one above it by clicking the **Move Up One Leve**l icon, and position the selected paragraph after the one below it by clicking the Move Down One Level. You can find these two icons on toolbar.

The Productivity Tools support nine levels of numbered or bulleted lists for outline objects (Stylist), and ten levels for text objects. Numbered lists are automatically updated when you add or delete an entry.

When you press Enter in a numbered or bulleted list, Lotus Presentations automatically numbers the next paragraph in the list. To remove the numbering or bullet from the new paragraph, press Enter again.

To change the hierarchical level of a bullet in a list, press the Tab key. To change the numbering or bullet format for the current paragraph only, select a character or word in the paragraph, choose **Layout - Bullets and Numbering**, and then click on a desired format.

Note that the tab key works only for text styles, not for title boxes.

To apply the same numbering/bullet format to all of the paragraphs in the list, select all of the paragraphs, choose Numbering and Bullets, and then

choose a format.

You can also use the commands on the Context-sensitive bar to edit a numbered or bulleted list, if you place your cursor in the list. To change the numbering or bullet format, click the Bullet characters icon.

3.8.3 Graphics

Lotus Presentations allows you to edit graphics. You can convert text characters, bitmap images, and two dimensional objects into other objects or graphics. This section contains some basic description of graphics.

3.8.3.1 Inserting graphics from the Gallery

You can insert a graphic from Gallery by selecting Tools > Gallery then dragging and dropping desired pictures.

3.8.3.2 Inserting a graphic from file

You can insert a graphic from another document.

Open the file from which you want to copy the graphic, spreadsheet, or chart.

Take one of the following steps, depending on the source program:

To insert a graphic from another document, click where you want to insert the object. Then click **Create > Graphic from File...** to locate the graphic, and click **Open**.

By default, the inserted graphic is anchored "as character".

To insert a graphic from the Gallery, a chart from Lotus Spreadsheets, or a graphic object from Lotus Presentations, grab the object, and drag it to the open target document.

3.8.3.3 Converting bitmap images into vector graphics

A vector graphic can be resized without losing the quality of the graphic. In Lotus Presentations, you can convert a bitmap image into a vector graphic.

1. Select the bitmap image that you want to convert.

2. Right-click the object, and then choose **Convert > To Polygon**.

3. Set the conversion options for the image, and then click **OK**.

3.8.3.4 Editing graphics

You can edit graphics with the help of properties sidebar.

When you select a graphic object, the properties sidebar opens in edit

mode. The space displays a message that guides you to where you can edit graphics. You can click More Graphic Properties below, or click **Layout > Properties > Graphic Properties**. A Graphic Properties dialog box will display, in which the available functions are Alternative Text, Position and Size, Rotation, Slant and Corner Radius, Graphics, Crop. You can also select the object, and then right click to open the Graphic Properties dialog box.

3.8.4 Custom shapes

Choose **Create > Custom Shapes** to open the Custom Shapes dropdown lists, where you can add basic shapes, block arrows, flowcharts, stars and symbols and calloutsto the current document.

3.8.5 Charting

Charts allow you to present data so that it is easy to visualize.

You can create a chart from source data in a Lotus Spreadsheet sheet or a Lotus Documents word processing document table. When the chart is embedded in the same document as the data, it stays linked to the data, so that the chart automatically updates when you change the source data.

3.8.5.1 Creating charts

You can create a chart in the current document. Choose **Create > Chart** to create a chart in a default style.

Or on toolbar, click **Create** icon to display a dropdown list: then choose chart to create a default chart.

You can make any changes to all objects in your charts. You can either double-click on the objects or, with the chart selected, choose the commands from the **Layout** menu.

If you created the chart from the data of a spreadsheet, the data series that you click on in the chart are highlighted in the table.

3.8.5.2 Formatting charts

Choose from a variety of two- and three-dimensional charts, such as bar charts, line charts, stock charts. You can change chart types with a few clicks of the mouse.

You can change the type of chart any time. When you double-click on the chart and choose **Layout > Chart > Chart Type**, a dialog box appears, presenting you with various types to choose from.

Try out the different options in the Chart Type dialog box. You can also switch between two- and three-dimensional representations. With the

Columns chart type you can select a Combination Chart of lines and columns.

3.8.5.3 Individual formatting

You can customize individual chart elements, such as axes, data labels, and legends, by right-clicking on them in the chart, or with toolbar icons and menu commands.

3.9 Animation effects

In order to display presentation vividly, you can apply animation effects to selected objects on your slide, or assign a transition effect to selected pages. This section contains the following basic operations for such effects.

You can apply specified animation effects to objects on your page.

3.9.1 Applying an animation effect to an object

Click the button **Animation Effects** on toolbar or choose **Presentation > Animation Effects** to open Animation Effects dialog box.

You can also choose an object and right click on it. Then click **Animation Effects** on the pop-up menu.

In the Order of Animation Effects dialog box, click the **New** or **Edit** button.

Please note if you want to click the **New** button to open the Animation Effect dialog box, an effect must be selected beforehand on the Effects tab page ; If you want to click the **Edit** button to open this dialog box, an effect must be selected beforehand in the Effects list on Order of Animation Effects dialog box.

3.9.2 Effects

In a presentation you can also assign an effect to the selected object that runs during the screen show.

Choose the Effects tab page in the Animation Effects dialog box. On the Effects tab page, select an effect category from Type combination box, then select Effect and its sub-type from Effect and Sub-Type combination-boxes, respectively.

On the Effects tab page, select an effect category from Type combination-box. Then select Effect and its sub type from the Effect and Sub-Type combination-boxes, respectively.

Speed: This is to set the speed for the selected effect. Functions available are Accelerated Start, Decelerated End, and Preview.

3.9.3 Text animation unit

Select one type of text animation unit from text settings to apply the specified animation unit. Units available are individual words, individual letters, and all text at once.

3.9.3.1 Delay between text animation unit

Specifies the delay time between the execution of the text elements. The default value is 10%.

 Delay time between words or letters can only be set when you select Individual words or Individual letters as the text animation unit.

3.9.3.2 Animate text object

Specifies whether the text shape animates.

3.9.4 Order of animation effects

Changes the sequence in which effects are played during a screen show. Select an object and drag it up or down to reorder the list.

To access this command, choose **Presentation > Animation Effects** to open the Order of Animation Effects dialog box. When you click the **Up/Down** button, the selected effect will be moved up or down to the previous or next one.

 An effect has to be selected in above-mentioned Effects list beforehand. The first effect can not be moved up and the last effect can not be moved down.

3.9.5 Page transition

Defines the special effect that plays when you display a page during a screen show.

To access this command, choose **Presentation Page Transition**.

3.10 Screen shows

This is to start your screen show, beginning with the first page.

To start a screen show, do one of the following:

Click the **Screen Show** icon on the **Main** toolbar;

Right-click a page and choose **Screen Show**;

Press F9;

In Windows Explorer, right-click the *.sxi file, then choose **Show.**

You can specify settings for running a screen show in **Presentation - Screen Show Setting**s. A Screen Show Settings dialog box will display, in which you can set the range and type for the screen show, and choose among options for the screen show. Moreover, you can set actions and shortcuts for your screen show.

To customize screen show, choose **Presentation > Customize Screen Show**. This will open the custom screen shows dialog box.

To have a preview of the current page, choose **View > Preview**. You can also set the preview mode among Color, Greyscale, Black and White, and High Contrast preview.

You can have a print preview of the pages by choosing **File > Print Preview**, or pressing **Ctrl + Alt + P**. Then click **Close Preview** on toolbar to close the print preview.

3.11 Printing

This section explains how to specify print settings.

Choose **File > Preferences**. A preference dialog box displays, in which you can further choose **Productivity Tools > Print**. On the right part of the dialog box, you can see printer options and warnings before printing.

The print settings defined here apply for all pages and presentations. If you want to change settings for the current page or presentation only, choose **File > Print**, which will display a Print dialog box. With the help of this dialog box, you can set printer properties, print pages, and copies, and by clicking Options button you can further make further printing settings of view, printable content, page, and color mode.

4. Using Lotus Documents

4.1 Creating a word processing document

4.1.1 Creating a word processing document from existing templates

In Lotus Documents, you can create a new word processing document from existing templates. A wizard is provided to create new documents based on specific templates. Users can start these wizards through the menu by clicking **File-New-From template**. In these wizards, All template files in template libraries are listed and users can select one to create a new document named *Untitled*. The preview of your choice will be displayed in the right part of the dialog box. Then click **OK** to create a new word processing document.

You could also press **Ctrl + Shift + N** to open the New From Template dialog box.

4.1.2 Creating a word processing document from scratch

In Lotus Documents, you can create a new word processing document from scratch.

Choose **File > New > Document'**

On the tabs row, click the **Open** button, then choose **Documents**;

On the Toolbar, click the **New** icon, then choose **Document**;

Or press Ctrl+N.

4.2 Opening existing word processing documents

In Lotus Documents, you can also open an existing word processing document.

Choose **File > Open > File…**;

Press **Ctrl + O**;

On the Toolbar, click the **Open** icon.

4.3 Saving word processing documents

To save a word processing document, you can:

Choose **File > Save**;

Press **Ctrl+S**;
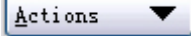
Click the **Save** icon on the toolbar.

You could also customize saving your document by clicking **File > Save As**. After you open the Save As dialog box, specify the location, name, and type of the saved document.

4.4 Managing templates

4.4.1 Importing templates

Users can import native or non-native format template files into a specific template library. To import templates, choose **File > Template Organizer**, and then click the **Actions** button, and then choose Import Template.

4.4.2 Exporting templates

Users can export one template file in template library to a folder in file system. To export templates, **File > Template Organizer**, and then double click **Layout** in Templates field to choose a template. After this, click the **Actions** button, and then choose **export Template**.

4.5 Formatting word processing documents

This describes how to format a word processing document.

In a word processing document, right click to choose **Text Properties…**.

Or choose **Layout > Properties > Text Properties**.

By default, the Text Properties sidebar appears when you open a word

processing document. You can also click the **More Text Properties** button at the bottom of the Properties sidebar to open the Text Properties dialog box. Both of these provide a convenient way to edit text.

4.5.1 Default fonts

You can specify the settings for the default fonts in your documents.

You can also change the default fonts for Asian and complex text layout languages if their support is enabled in **File > Preferences... Language Settings > Languages** .

These settings define the default fonts for the predefined templates. You can modify or customize the default text templates:

Choose **File – Preference > Productivity Tools > Word Processing Editor > Default Fonts (Western)**

Choose **File > Preferences > Productivity Tools > Word Processing Editor > Default Fonts (Asian)** (only available if Asian language support is enabled)

4.5.2 Text

Text in word processing document is mainly formatted through Text Properties settings. Text Properties settings let you select how you want selected content to be displayed.

To access text properties settings, use the Text Properties sidebar, which is located to the left of the document when you open a new or existing word processing document. When you open a new or existing word processing document, the default sidebar is Text Properties sidebar. You could directly edit the font, effects, and position of the selected text on the sidebar.

Or you can do the following:

Click the **More Text Properties** button at the bottom of the Text Properties sidebar.

Choose **Layout > Properties > Text properties…**

In the editing area, right click to choose **Text Properties…**.

All these three methods can open Text Properties dialog box, which enables you to edit the font, effects, and position of the selected text.

4.5.3 Paragraph

Format paragraphs in word processing documents through Paragraph Properties settings. Paragraph Properties settings let you select how the contents of the selected content are displayed.

To access paragraph properties settings, use Paragraph Properties sidebar, which is located to the left of the document. When you open a new or existing word processing document, the default sidebar is Text Properties sidebar, which could be switched to Paragraph Properties sidebar by clicking the first button on the title line of the sidebar. Then you can directly edit the alignment, indents, and spacing of the selected paragraph on the sidebar.

Or you can do the following:

Click the **More Paragraph Properties** button at the bottom of the Paragraph Properties sidebar.

Choose **Layout > Properties > Paragraph properties…**

In the editing area, right click to choose **Paragraph Properties…**.

All these three methods can open the Paragraph Properties dialog box, which enables you to edit related properties of the selected paragraph.

4.5.4 Page

You format pages in word processing documents mainly through Page Properties settings. Page Properties settings let you select how you want the selected pages to be displayed and arranged.

Choose **Layout > Properties > Page properties…**

Or in the working space, right-click to choose **Page Properties…**.

Both of these two methods can open the Page Properties dialog box, which enables you to edit the page, background, header, footer, borders, columns and footnote of the selected page.

4.5.5 Styles
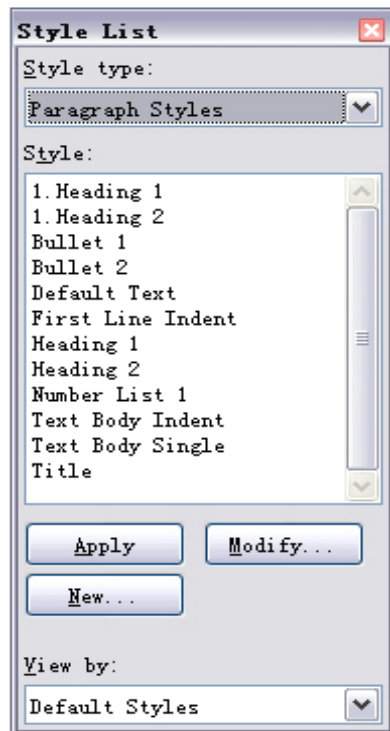
Lotus Documents provide many formats for paragraphs, characters, frames, pages, and numbering. You can also create new styles or update current styles.

4.5.5.1 Creating new styles from selections

You can quickly create a new style from an existing style that you have applied manual formatting to.

1. Click **Layout** > **Style List**.

2. Choose the style type.

3. Click in the document where you want to copy the style from, for example, in a paragraph that you applied manual formatting to.

4. Right click to choose **Create Style** from Selection (or press **Shift+F11**) The Create Style dialog box will appear.

5. Type a name in the Style Name box in the Create Style dialog box.

6. Click **OK**. The new style from the selection is added to style list.

4.5.5.2 Creating a new style with drag-and-drop

1. Click **Layout** > **Style List**.

2. Choose the style type that you want to categorize the new style into.

3. Select at least one character, or object, in the style that you want to copy. For page and frame styles, select at least one character or object in the page or frame.

4. Drag the character or object to the Style List window and release.

5. In Create Style window, type the name of the style, then click **OK**.

4.5.5.3 Updating styles

You can update a style using a selection.

1. Click **Layout > Style List**.

2. Click the style type that you want to update.

3. Click in the document where you want to copy the updated style from, for example, in a paragraph that you applied manual formatting to.

4. In the Style List, right click the style that you want to update.

5. Choose **Update Style from Selection**.

6. Choose List

Use the Style List to apply, create, edit, add, and remove formatting styles. To dock the Style List, hold down Ctrl, and then drag its title bar to the left or to the right side of the workspace. To undock the Stylist, hold down Ctrl, and then double-click a free space on its toolbar.

To access this function...

Choose **Layout > Style List**

Or press the **F11** key

4.5.5.4 How to apply a style

Select the text. To apply a Character Style to one word, click the word. To apply a Paragraph Style, click the paragraph.

Double-click the style in the Style List.

4.5.5.5 To define a new page style

1. Click **Layout > Style Catalog**.

2. Select **Page Styles** in the list at the top.

3. Click **New**.

4. On the **Organizer** tab, type a name in the Name box.

5. Do one of the following:

To apply the custom page style to a single page, select the default page style that is used in your document in the Next Style box.

To apply the custom page style to more than one page, select its name in the Next Style box. To stop using the style, insert a manual page break and assign it a different page style.

Use the tabs in the dialog box to set the layout options for the page style, and then click **OK**.

4.5.5.6 To apply a page style

1. Click in the page that you want to apply the page style to.

2. Click **Layout > Style List**, and then click the **Page Style** icon.

3. Double-click a name in the list.

4.5.6 Ruler

Lotus Documents has a horizontal and vertical ruler that can be turned on and off separately. Both rulers have a number of measurement units and the spacing of the unit is consistent between the horizontal and vertical rulers. The horizontal ruler can be used for setting page margins, indents, and tabs as well as resizing table columns and objects.

To enable or disable rulers, choose **View > Rulers**.

4.5.6.1 Horizontal ruler

The horizontal ruler is the main ruler that displays horizontally across the top of the document.

4.5.6.2 Vertical ruler

The vertical ruler displays on the left side of the word processing document.

4.5.6.3 Measurement unit

Right click on the horizontal ruler or vertical ruler to open a context menu. Click Measurement Unit and choose the unit you want to apply to the ruler.

4.5.6.4 Margins

The horizontal ruler displays the left and right margins, while the vertical ruler displays the top and bottom margins. Page margins can be adjusted top/bottom/right/left from the horizontal and vertical rulers by selecting the edge of the margin and main ruler area and dragging it to make it larger or smaller. They can also be adjusted from any of the dialog boxes that allow

for adjusting the page, including the page setup dialog box.

To set margins, perform the following actions:

1. Right click on the **Horizontal Ruler** or **Vertical Ruler** to open a context menu.

2. Click the context menu **Set Margins…** and the Page Properties dialog box appears with the Page tab being selected by default.

4.5.6.5 Set tabs

Right click on the horizontal ruler to open a context menu and click the context menu **Set Tabs…**

Then the Paragraph Properties dialog box appears with the Tabs tab being selected by default.

4.5.6.6 Tab stops

The horizontal ruler has a set of default tab stops and those tab stops are displayed on the horizontal ruler. Tab stops are always displayed for the current selection. There are four types of tab stops; left, right, center and decimal. Each type has its own indicator.

Tab stops can be added and adjusted directly on the ruler. To add a tab stop, click on the ruler where users would like the tab stop to appear and release to insert the tab stop.

To adjust a tab stop, click hold and drag to move the tab stop.

To remove a tab stop, click on the tab stop and drag it onto the working page area. Tab stops added directly from the ruler should be in synch with what appears in the tab properties dialog box.

Tab stops can be applied to an entire layout, a particular paragraph style, or the selected text. Pages, frames, table cells, column, header and footer can have its own set of tab stops.

4.6 Checking spelling

This describes how to check the current document, or selection, for spelling errors. The productivity tools include headers, footers, index entries, and footnotes in spell check. Spell check starts at the current cursor position and advances to the end of the document or selection. You can then choose to continue the spell check from the beginning of the document.

The **Spellcheck** dialog box only appears when the spell check finds a

mistake:

Choose **Tools > Spellcheck**;

Press the F7 key;

On main toolbar, click the **Spell check** icon.

Spell check looks for misspelled words and gives you the option of adding an unknown word to a user dictionary. When the first misspelled word is found, the **Spell check** dialog box opens.

4.7 Creating tables

This describes how to insert a table into a word processing document. If the cursor is in a table, the **Table format** dialog box opens.

On the toolbar, click the **Create** icon, then choose the **Table** icon.

Choose **Create > Table**

Choose **Table > Create Table**

Press Ctrl+F12

All these methods could open the Create Table dialog box, which enables you to set the name, size, layout and styles of the table.

4.8 Indexes and table of contents

This section describes some basic operations for tables of contents and indexes in Lotus Documents.

4.8.1 User-Defined indexes

You can create as many user-defined indexes as you want.

1. Select a word or words that you want to add to a user-defined index.

2. Click **Create > Indexes** and **Tables > Entry**.

3. Click the **New User-defined Index** button next to the **Index** box.

4. Type a name for the index in the Name box and click **OK**.

5. Click **Insert** to add the one or more selected words to the new index.

6. Click **Close**.

If you want to use a different paragraph style as a table of contents entry, select Styles, and then click the (...) button next to the box. Click the style in the list, and then click the **>>** or the **<<** button to define the outline level for the paragraph style.

4.8.2 Creating a table of contents

The best way to generate a table of contents is to apply the predefined heading paragraph styles, such as "Heading 1", to the paragraphs that you want to include in your table of contents. After you apply these styles, you can then create a table of contents.

1. Click in your word processing document where you want to create the table of contents.

2. Click **Create > Indexes** and **Tables > Index and Table**, and then click the Index/Table tab.

3. Select **Table of Contents** in the Type box.

4. Select any options that you want.

5. Click **OK**.

If you want to use a different paragraph style as a table of contents entry, select the Additional Styles check box in the Create from area, and then click the (...) button next to the check box. In the Assign Styles dialog box, click the style in the list, and then click the >> or the << button to define the outline level for the paragraph style.

4.8.3 Using a table of contents

The table of contents will add the blue underlined link symbol to the entry number or first word of each entry. The first word of each entry will become the linked symbol only if there are no entry numbers in the table of contents. This will be the target for jumping to that section of the document.

- Right-click in the table of contents and choose Update Index/Table.

- Click **Tools > Update > All Indexes and Tables**.

4.8.4 Creating alphabetical indexes

To create an alphabetical index in a word processing document, perform the following steps:

1. Click in your document where you want to insert the index.

2. Click **Create - Indexes** and **Tables > Indexes and Tables**.

3. On the **Index/Table** tab, select **Alphabetical Index** in the Type box.

4. Set the formatting options for the index, either on the current tab, or on any of the other tabs of this dialog box. For example, if you want to use single letter headings in your index, click the Entries tab, and then select Alphabetical delimiter. To change the formatting of levels in the index, click the Styles tab.

5. Click **OK**.

6. To update the index, right-click in the index, and then choose **Update Index/Table**.

4.9 Creating fontworks

This function allows you to insert fonts with special effects in a document. To insert fontwork, do the following:

1. Click the Create Fontwork icon from toolbar and Fontwork Text dialog box displays. Type the text into the white text box area and then click **OK**.

2. The Fontwork Text dialog box is closed and the text appears as an object on the current page of the document in a default style (first style in the Gallery list). The Fontwork dialog box opens to the Gallery tab where you can continue making selections to adjust the Fontwork Text.

4.9.1 Creating extrusions

This function renders custom shapes with extrusion effects which look like three-dimensional effects.

To access this command, click **Extrusion** button on the toolbar.

4.9.2 Extrusion On/Off

This inserts a custom shape from drawing toolbar and sets the extrusion effect. Then a modeless Extrusion dialog box displays. Turn Extrusion on and off with a button in the dialog box.

5. Using Lotus Spreadsheets

Lotus Spreadsheets is a spreadsheet application that you can use to calculate, analyze, and manage your data. You can also use it to import and modify Microsoft Excel spreadsheets.

5.1 Creating a spreadsheet

5.1.1 Creating a spreadsheet from existing templates

In Lotus Spreadsheets, you can create a spreadsheet from existing templates. A wizard is provided to create new spreadsheets based on specific templates. Users can launch these wizards through the menu item **File > New > From Template**. In these wizards, all templates files in template libraries are listed and users can select one to create a new document named *Untitled*. The preview of your choice will be displayed in right part of the dialog box. Then click **OK** to create a new spreadsheet.

5.1.2 Creating a spreadsheet from scratch

In Lotus Spreadsheets, you can also create a spreadsheet from scratch, using one of the following methods:

Choose **File > New > Spreadsheet**,

On tabs row, click the **Open** button, then choose **Spreadsheet**.

On Toolbar, click the **New** icon, then choose **Spreadsheet**.

Press Ctrl + N

5.2 Opening an existing spreadsheet

In Lotus Spreadsheets, you can also open an existing spreadsheet document.

Choose **File > Open > File…**.

Press **Ctrl + O**

On the toolbar, click the **Open** icon.

5.3 Saving spreadsheets

To save spreadsheets, you can do any of the following:

Choose **File > Save**;

Press **Ctrl + S**;

Click the **Save** icon on the toolbar.

You can also customize the saving of your document by clicking **File > Save As**. After you open the Save As dialog box, you could specify the location, name and type of the saved document.

5.4 Managing templates
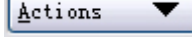
5.4.1 Importing templates

Users can import native or a non-native format template files into specific template library. To import templates, choose **File > Template Organizer**, and then click the **Actions** button to display several options, and choose **Import Template**.

5.4.2 Exporting templates

Users can export one template file in template library to a folder in file system. To export templates, you could choose **File > Template Organizer**, and then double-click **Layout** in Templates field to choose a template. After this, click **Actions** button, and then choose **Export Templat**e.

5.5 Formatting cells

This function allows you to specify a variety of formatting options and to apply attributes to the selected cells.

To access this command, right click to choose **Text and Cell Properties…**; or choose **Layout > Properties > Text and Cell Properties**.

By default, the Text and Cell Properties sidebar displays when you open a spreadsheet. You can also click the **More Text and Cell Properties** button at the bottom of the Properties sidebar to open the Text and Cell Properties dialog box. The functions available on Text and Cell Properties dialog box

are Font, Effects, Alignment, Appearance, Borders and Numbers.

5.5.1 Writing multiple line text

Pressing the Ctrl+Enter keys inserts a manual line break. This shortcut only works directly in a cell, not in the input line.

If you want the text to automatically break at the right border of the cell, proceed as follows:

1. Select all the cells where you want the text to break at the right border.

2. In **Layout > Cells > Alignment**, mark the Automatic line break option and click **OK**.

5.5.2 Creating and editing notes

You can insert a note at the current cursor position. To view or edit the contents of a note, select the note and choose this command.

To access this command, choose **Create – Note…**

A small yellow rectangle marks the position of a note in a document. To open the note for editing, double-click the rectangle.

If your file contains more than one note, the Edit Note dialog box contains previous and next arrows to move between the different notes.

5.6 Formatting data

5.6.1 Number formats

5.6.1.1 Number formats

You can specify the formatting options for the one or more selected cells.

To access this command, choose **Layout > Stylist > open context menu** and choose **Modify/New > Numbers** tab

5.6.1.2 User-defined number formats

You can define your own number formats to display numbers in Lotus Spreadsheets.

As an example, to display the number 10,200,000 as 10.2 million, do the following:

1. Select the cells to which you want to apply a new, user-defined format.

2. Choose **Layout > Properties > Text and Cell Properties**.

3. In the Categories list box, select **User > defined**.

4. In the Format code text box enter the following code:

0.0,, "Million"

5. Click **OK**.

5.6.2 Merging and splitting cells

You can select adjacent cells, then merge them into a single cell. Conversely, you can take a large cell that has been created by merging single cells, and divide it back into individual cells.

1. Select the adjacent cells.

2. Choose **Layout > Merge Cells > Define**.

Canceling the merging of cells in Lotus Spreadsheets

1. Place the cursor in the cell to be split.

2. Choose **Layout > Merge Cells > Remove**.

5.6.3 Sort list

All user-defined lists are displayed in the Sort Lists dialog box. You can also define and edit your own lists.

To access this command, choose **File > Preferences... > Spreadsheet Editor > Sort Lists**

5.7 Freezing rows or columns as headers

If you have long rows or columns of data that extend beyond the viewable area of the spreadsheet, you can freeze them, which allows you to see the columns or rows as you scroll through the rest of the data.

1. Select the row below, or the column to the right of the row or column that you want to be in the frozen region. All rows above, or all columns to the left of the selection are frozen.

To freeze both horizontally and vertically, select the cell that is below the row and to the right of the column that you want to freeze.

2. Choose **View > Freeze Window**.

To deactivate, choose **View > Freeze Window** again.

If the area defined is to be scrollable, apply the **View > Split Window** command.

5.8 Calculating

5.8.1 Filters

5.8.1.1 Applying filters

Filters and special filters allow you to ensure that only certain rows (records) of a data range are visible. In the spreadsheets in productivity tools there are various possibilities for applying filters.

- One use for the Instant Filter function is to quickly restrict spreadsheet display to records with identical entries in a data field.

- In the Filter dialog box, you can also define ranges that contain the values in particular data fields. You can use the standard filter to connect up to three conditions with either a logical AND or a logical OR operator.

- The Special filter exceeds the three condition limitation and allows up to a total of eight filter conditions. With special filters you enter the conditions directly into the sheet.

5.8.1.2 Filter: Applying standard filters

Activate the Standard Filter dialog box by choosing **Manipulate > Filter > Standard Filter**, or with the entry - Standard - in the Instant Filter. You can specify up to three filter conditions.

5.8.1.3 Applying Instant filter

The Instant Filter function inserts a combination box on one or more data columns that lets you select the records (rows) to be displayed.

1. Select the columns you want to use Instant Filter on.

2. Choose **Manipulate > Filter > Instant Filter** . The combination box arrows are visible in the first row of the range selected.

3. Run the filter by clicking the drop-down arrow in the column heading and choosing an item.

Only those rows whose contents meet the filter criteria are displayed. The other rows are hidden. You can see if rows have been hidden from the discontinuous row numbers display. The column that has been used for the filter is identified by a different color for the arrow button.

To display all records again, select the -all- entry in the Instant Filter combination box. If you choose -Standard-, the Standard Filter dialog box appears, allowing you to set up a standard filter. Choose -Top 10- to display

the highest 10 values only.

To stop using Instant Filter, reselect all cells selected in step 1 and once again choose **Manipulate - Filter - Instant Filter** .

5.8.2 Functions and formulas

5.8.2.1 Instant pilot: Functions

There are a variety of spreadsheet functions that you access through the function browser. Click the pullout in the upper-right corner of the spreadsheet area.

Widen the window below the function list to see use descriptions. Typing the equal sign and then the first letters of a function invokes type-ahead, in which the Lotus Spreadsheets attempts to guess the function and displays the suggested parameters. Custom functions can be uploaded into the spreadsheet through the Eclipse framework.

5.9 Charting your data

5.9.1 Productivity tools chart features

Charts allow you to present data so that it is easy to visualize.

You can create a chart from source data in Lotus Spreadsheets spreadsheet or a table in a word processing document. When the chart is embedded in the same document as the data, it stays linked to the data, so that the chart automatically updates when you change the source data.

5.9.1.1 Chart types

Choose from a variety of two and three dimensional charts, such as bar charts, line charts, stock charts. You can change chart types with a few clicks of the mouse.

5.9.1.2 Individual formatting

You can customize individual chart elements, such as axes, data labels, and legends, by right-clicking them in the chart, or by using toolbar icons and menu commands.

This section contains descriptions of the ways to edit the chart. You can insert charts, edit chart axes, edit chart legends, edit titles or add texture to chart bars.

5.9.2 Creating charts

You can create a chart in the current spreadsheet. Choose **Create > Chart**

from the menu to create a default chart.

Or on toolbar, click the Create icon to display a list of Create options, and then choose chart to create a default chart.

1. Open a spreadsheet and enter some data with row and column headings.
2. Select the data together with the headings.
3. Click **Create > Chart**. Then a Chart will be inserted.
4. In the spreadsheet, drag open a rectangle defining the initial location and size of the chart.
5. As soon as you release the mouse button, a dialog box appears in which you can make further entries. You can also click the Create button to create a chart with the default settings.

In a Lotus Spreadsheets chart, you can move a data series forward or backward. You can arrange the series in such a way that the lowest three dimensional bars are placed in the foreground and the higher ones in the background. To change the arrangement in the chart, use a command in the context menu of a data series or choose Layout > Arrangement. The corresponding cell ranges in the spreadsheet editor spreadsheet will not be rearranged.

You can change the type of chart any time. When you double-click on the chart and **choose Layout > Chart > Chart Type**, a dialog box appears, presenting you with various chart types to choose from.

Try out the different options in the Chart Type dialog box. You can also switch between two- and three- dimensional representation. With the Columns chart type you can select a Combination Chart of lines and columns.

- The three-dimensional charts offer some special effects. For example, you can adjust the illumination settings, such as light source, ambient light and color filters.

- Three dimensional charts can be rotated and tilted with the mouse for an optimal point of view.

- By choosing Create - Chart - Statistics, you can apply statistical indicators to charts of type "XY Chart". Indicators include standard deviations, with regression curves and more. A single or double logarithmic representation of the axes can also be set here.

- In Line Charts you can use the data series symbols that are applied automatically by productivity tools Chart. You can also select symbols

yourself from graphic files or from the Gallery.

5.10 Outlines

You can create an outline of your data and group rows and columns together so that you can collapse and expand the groups with a single click.

To access this function, choose **Manipulate > Outline**

5.10.1 Instant outline

If the selected cell range contains formulas or references, Lotus Spreadsheets automatically outlines the selection.

To access this function...

Choose **Manipulate > Outline > Instant Outline**

To remove the outline, select the table, and then choose **Manipulate - Outline > Remove.**

5.11 Printing

This is to specify print settings within a text.

Choose **File > Preferences**, and then **choose Productivity Tools > Print**. On the right part of the dialog box, you see printer options and warnings before printing. Options available are printer options and printer warnings options.

The print settings defined here apply for all subsequent documents. If you want to change settings for the current document only, choose **File > Print**, which will display a Print dialog box. With the help of this dialog box, you can set printer properties, print page, copies, and by clicking Options button you can further select the default settings for your document to print, that is, to print only the selected spreadsheets or to suppress output of empty pages.

6. Preference Settings

6.1 File association

This section describes how to select the file types to open automatically with the productivity tools rather than with their original program. The selected associations are also used when creating new documents.

To access this, choose **File > Preference > Productivity Tools > File Type Association**.

Note: IBM productivity tools are the default applications for the following file types: .odt, .ott, .odp, .otp, .ods, .ots, .sxw, .stw, .sxi, .sti, .sxc, .stc.

6.2 Language setting

This is where you make settings concerning languages and writing aids for your work with productivity tools.

To access this command...

Choose **File > Preference > Productivity Tools > Language Settings**

6.2.1 Spell check

This section describes the default dictionaries and other spell check options.

6.2.2 Available language modules

This section desribes the installed language modules.

A language module can contain one or two sub-modules. Each sub-module can be available in one or more languages. If you click in front of the name of the module, you activate all the available sub-modules simultaneously. If you remove a set mark, you deactivate all the available sub-modules simultaneously. If you wish to activate or deactivate individual sub-modules, click the Edit button to open the Edit Modules dialog box.

6.2.3 User-defined dictionaries

This preference lists the available user dictionaries. Mark the user dictionaries that you want to use for spell check. Functions available are New, Edit, and Delete.

6.3 Font setting

This function substitutes a font with a font of your choice. The substitution only replaces a font when it is displayed on screen or during printing. It does not change the font specified in your document formatting.

If you want, you can override the default substitution font that your operating system uses when it encounters an unavailable font in a document.

6.4 Print options

This section describes how to specify print settings for text.

Choose **File > Preferences**, and a preference dialog box displays. Choose **Productivity Tools > Print**. On the right side of the dialog box, you can see printer options and warnings before printing. Options available are printer options and printer warnings options.

The print settings defined here apply for all subsequent documents. If you want to change settings for the current document only, choose **File > Print**, which will display a Print dialog box. With the help of this dialog box, you could set printer properties, print page, copies, and by clicking the Options button you could further set print options of view, printable content, page, and color mode.

7 Getting More Help

7.1 Online help

This quick guide provides the fundamental instructions for using the IBM productivity tools. For advanced usage instructions, please refer to the productivity tools online help system through either of the following entrances:

- Press **F1** or choose **Help** (**Help Contents** in IBM productivity tools);
- Click on IBM Productivity Tools in the open Help window.

7.2 Custom support team

If you encounter any problems as you use IBM productivity tools, you are welcome to record it and send it to IPTCS@CN.IBM.COM (IBM Productivity Tools Customer Support/China/Contr/IBM), where a support engineer will help you solve the problem.

For IBM internal customers, you can access IBM Productivity Tools Customer Support Database (9.181.65.112, A_Dir\IPTCSRT.nsf) for more information.

7.3 Learn more about ODF

To learn more ODF, please visit http://www-142.ibm.com/software/workplace/products/product5.nsf/wdocs/wmcodf