

Collaboration solutions

White paper

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**Lotus** software



## An overview of the IBM productivity tools

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## Executive Summary

The IBM<sup>®</sup> productivity tools are a set of applications for creating, editing, and sharing word processing documents, spreadsheets, and presentations. Designed to handle the majority of tasks that end users perform, the IBM productivity tools support the OpenDocument Format (ODF) allowing organizations to the ability to access, use and maintain their documents over the long term without concern about end of life uncertainties or ongoing software licensing and royalty fees. By using tools that support ODF, customers are not locked into one particular vendor for their productivity tools. ODF helps provide interoperability and flexibility.

With the IBM productivity tools, end users create, manage, edit, and import documents in ODF. However, the IBM productivity tools can also import, edit, and save documents in Microsoft<sup>®</sup> Office formats or export those documents to ODF for sharing with ODF-compliant applications and solutions.

There are three applications that make up the IBM productivity tools: IBM Lotus<sup>®</sup> Documents, IBM Lotus<sup>®</sup> Spreadsheets, and IBM Lotus<sup>®</sup> Presentations. These applications offer a complete set of features and can serve as an end user's daily office productivity solution. For many customers and organizations, the IBM productivity tools are a viable alternative to purchasing, deploying, and managing typical vendor-proprietary productivity suites.

### The value of OpenDocument Format

OpenDocument Format (ODF) is an XML-based document file format for saving and sharing editable office documents, spreadsheets, charts, and presentations. ODF is an application-independent file format created by the OpenDocument Format Technical Committee within the Organization for the Advancement of Structured Information Systems (OASIS) standards organization. ODF is also an International Standards Organization (ISO) and International Electrotechnical Commission (IEC) published standard.

Adopting ODF supporting applications in your business or service means you are not required to purchase an application from a single vendor in order to share and communicate your document data.

ODF is important and valuable because it provides choice, cost effectiveness, and control over the use of your documents and the intellectual property contained therein. ODF enables efficient interchange of information between various parts of an organization and between organizations.

### Supported file formats

The IBM productivity tools can save documents, spreadsheets and presentations in a variety of file formats. In addition, the IBM productivity tools can also convert documents, spreadsheets, and presentations types into Adobe® Portable Document Format (PDF) files. The following table summarizes the file formats supported by the three IBM productivity tools applications.

IBM productivity tools supported file formats

| Application             | ISO/IEC ODF | Microsoft Office | OpenOffice.org XML | Other formats |
|-------------------------|-------------|------------------|--------------------|---------------|
| IBM Lotus Documents     | .odt        | .doc             | .sxw               | .rtf<br>.txt  |
| IBM Lotus Spreadsheets  | .ods        | .xls             | .sxc               | .csv          |
| IBM Lotus Presentations | .odp        | .ppt             | .sxi               |               |

### Interoperability with Microsoft Office

The IBM productivity tools can import, edit, and save Microsoft® Office files. The IBM productivity tools provide an alternative choice for users who perform basic to moderately complex document tasks and who do not need all the advanced capabilities of Microsoft Office.

### Interoperability with Lotus SmartSuite

The IBM productivity tools can import documents, spreadsheets, and presentations created by Lotus SmartSuite®. Once imported into IBM Lotus Documents, IBM Lotus Spreadsheets, or IBM Lotus Presentations, these documents can be edited and then saved in any of the file formats supported by the IBM productivity tools.

### Using the IBM productivity tools

The IBM productivity tools are integrated with IBM Lotus Notes® 8. They can be easily launched using the new “Open” button in Lotus Notes 8. Each of the three productivity tool applications – Lotus Documents, Lotus Spreadsheets, and Lotus Presentations - displays a slightly different toolbar configured to the appropriate word processing, spreadsheet editing, or presentation creation task. The toolbars are configurable and have several common icons. For example, the formatting toolbars have similar icons for selecting font face, size, style, and alignment. Toolbars are context-sensitive, and they automatically change based on the object that is being manipulated.

The IBM productivity tools also share several menu entries. Most of the entries in the “File” and “Edit” menus are shared, so a user will find the same commands to create new files, open existing files, and save current work. The menus also present generally expected commands including cut, copy, paste, and search for all three productivity tools.

Menu entries are also accessible through keyboard shortcuts. The shortcuts adhere to industry convention (Common User Access® guides) and should be immediately obvious to users who are familiar with them (for example, Ctrl+x for cut and Ctrl+v for paste).

Users create new documents from the Lotus Notes 8 client by clicking on “File” and selecting “New” which gives the user the option of document, spreadsheet, or presentation. Individual documents can be

password controlled. Documents can be saved in a variety of file formats as shown in the table above. Documents can also be converted into PDF by the IBM productivity tools.

### IBM Lotus Documents

IBM Lotus Documents allows end users to create, edit, share, and save word processing documents. Users can start with a blank document, import an existing document, or choose from a set of document templates. Standard navigational elements include toolbars, an editing window, and a status bar.

A wide variety of formatting options include page, text, and paragraph formatting as well as page numbering and page breaks. Headers, footers, footnotes, cross references, indexes and table of contents are also among the formatting features provided. Powerful table formatting and a freehand table drawing tool are also available. Each document can be formatted with a list of pre-defined styles, or with user customized styles. Predefined fields allow for the addition of dates, and page numbers.

### IBM Lotus Spreadsheets

IBM Lotus Spreadsheets software allows end users to create, edit, share, and save spreadsheets. Users can create blank documents, import existing documents, or choose from a set of document templates. Standard navigational elements include toolbars, an editing window, and a status bar.

IBM Lotus Spreadsheets software follows standard conventions for spreadsheets presenting data and calculations in organized rows and columns. The spreadsheets can measure 256 columns by 32,000 rows and can run to a maximum length of 256 sheets. Data can be entered

by typing and pressing “Enter”, cycling down a range with the arrow keys, or using drag-and-drop to manipulate ranges of existing data.

### **IBM Lotus Presentations**

IBM Lotus Presentations software allows end users to create graphic presentations that can be shared with audiences via a slide show mode. The presentations created by Lotus Presentation software can be created from scratch or using the included presentation templates for a variety of looks.

When using Lotus Presentations software, the end user can view their presentations in a variety of views including a page-by-page view, an outline of the presentation text, a series of thumbnails in the page sorter view, or a view of the notes for the presenter for each individual page. End user can add text and graphics as well as image and page transitions for a professional looking presentation that can be shared as a slide show.

Comparison of commonly used word processing functions\*

| Function  | IBM Lotus Documents | Microsoft Word |
|---|---------------------|----------------|
| <b>Paragraph formatting<sup>1</sup></b><br>Adjust alignment, indentation, spacing, line breaks and page breaks, borders styles  | ✓                   | ✓              |
| <b>Page layout</b><br>Adjust page size, margins and border settings, text direction, page orientation, tab settings, page background color and images                     | ✓                   | ✓              |
| <b>Inline spell checking &amp; correction</b><br>- Capture and correct spelling errors<br>- Capture and automatically correct commonly misspelled words                   | ✓                   | ✓              |
| <b>Tables<sup>2</sup></b><br>Create tables and adjust cell properties, alignment, text wrapping, borders and shading,   | ✓                   | ✓              |
| <b>Styles</b><br>Predefined styles for paragraphs, characters, and headings   | ✓                   | ✓              |
| <b>Graphics, diagrams, charts</b><br>Insert graphics from clipart or files<br>Create diagrams and drawn objects<br>Create charts based on data                            | ✓                   | ✓              |
| <b>Table of Contents, Index, Footnotes, Headers/Headers</b><br>Creation of tables of content and indexes<br>Numbered footnote creation<br>Creation of headers and footers | ✓                   | ✓              |
| <b>Track changes<sup>3</sup></b>  | ✓                   | ✓              |
| <b>Bullets and numbering</b><br>Automatic creation of bullets and numbering of paragraphs   | ✓                   | ✓              |

<sup>1</sup> Lotus Documents and Microsoft Word support different types of border effects

<sup>2</sup> Lotus Documents includes an intuitive, freehand table drawing mode to ease creation of tables.

<sup>3</sup> Lotus Documents can see tracked changes created in Microsoft Word.

Comparison of commonly used spreadsheet functions\*

| Function   | IBM Lotus Spreadsheets | Microsoft Excel |
|--|------------------------|-----------------|
| <b>Cell formatting</b><br>Set the valid data type accepted by individual or ranges of cells<br>Adjust formatting of fonts, effects, text alignment, cell color and border effects                                      | ✓                      | ✓               |
| <b>Spreadsheet formatting</b><br>Hide and reveal selective rows and columns<br>Adjust row heights and column widths<br>Split window view to keep specific rows and columns in view while scrolling through spreadsheet | ✓                      | ✓               |
| <b>Functions</b><br>Library of built-in mathematical calculations that can be applied to cells   | ✓                      | ✓               |
| <b>Charting and mapping data</b><br>Create a variety of charts and graphs using spreadsheet data   | ✓                      | ✓               |
| <b>Page and print formatting</b><br>Adjust page orientation, fit range of cells to specific number of pages, suppress printing of empty sheets   | ✓                      | ✓               |
| <b>Style formatting</b><br>Select from predefined style templates for cells and pages  | ✓                      | ✓               |
| <b>Data sorting</b><br>Selective sorting of cells  | ✓                      | ✓               |

Comparison of commonly used presentation functions\*

| Function   | IBM Lotus Presentations | Microsoft PowerPoint |
|--|-------------------------|----------------------|
| <b>Page/Slide management</b><br>Add, delete, cut/copy and paste slides<br>Manage the flow of the presentation slides using a variety of views                                      | ✓                       | ✓                    |
| <b>Presentation masters</b><br>Create new presentations based on pre-configured templates  | ✓                       | ✓                    |
| <b>Formatting</b><br>Adjust a variety of settings for fonts, paragraphs, styles, objects   | ✓                       | ✓                    |
| <b>Graphics and objects</b><br>Built in clip art<br>Import images from files<br>Drawing and formatting of image objects<br>Drawing and formatting of lines, connectors, and shapes | ✓                       | ✓                    |
| <b>Charting</b><br>Create a variety of graphs and tables to convey data and information visually   | ✓                       | ✓                    |
| <b>Slide show effects</b><br>Variety of page transitions<br>Variety of image and text transitions  | ✓                       | ✓                    |
| <b>Page layout and printing</b><br>Control over layout of printed slides<br>Optional inclusion of notes<br>Selective printing of pages   | ✓                       | ✓                    |
| <b>Timing</b><br>Rehearsal mode for timing presentation length   | ✓                       | ✓                    |

### Macros

Users can create macros for repeating tasks used when creating or editing IBM productivity tools files. These macros are not exportable to Microsoft Office and Microsoft Office macros cannot be imported into the IBM productivity tools.

\* This comparison between the IBM productivity tools and Microsoft Office is based on feature-by-feature review conducted by IBM personnel. It is not intended to be a comprehensive review of all features of the IBM productivity tools or Microsoft Office.

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