Symphony™

Lotus™

Preface

This manual provides you with a comprehensive introduction to Symphony. Its six chapters contain information on how to prepare your disks and how to use Symphony with your computer system, as well as provide an overview of Symphony's spreadsheet, word processing, graphics, database management, and data communications capabilities.

In addition to describing the scope of the program, the *Introduction to Symphony* is your key to learning how to use the other parts of the documentation set. It suggests reading paths for users with different levels of computer experience, and helps you determine when to consult the *How-To Manual, Reference Manual, Glossary, Quick Reference,* keyboard guide, or Symphony's electronic documentation: the Tutorial program and the Help facility.

In the first chapter there is a checklist of the contents of the Symphony package, and an explanation of the typographical conventions used throughout the documentation.

Introduction

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Introduction

Symphony™ from Lotus™ represents a new generation of software for personal computers. It is the first complete software system containing the tools you need to make decisions effectively and to increase your productivity. Symphony gives you the ability to:

- Calculate numbers, test assumptions, and analyze the results with a **spreadsheet**.
- Write and edit documents electronically using **word processing**.
- Illustrate and analyze trends by drawing **graphs** from numeric data.
- Organize and manage information entered in a **database**.
- Exchange information with other computers through **data communications**.

All of Symphony's capabilities work together, allowing you to combine different types of information in a variety of applications. You need to learn only one program, and you don't have to switch disks to go from spreadsheet to word processing to graphics to database management to data communications.

Symphony is also an open-ended program, which means that it can expand as your needs grow and change. Specialized add-in applications, created by Lotus and other software developers, increase Symphony's versatility and are totally integrated with the program's other capabilities. Add-ins may include a spelling checker, time and project managers, and other types of decision support systems.

In addition, using Symphony doesn't cut you off from the rest of the software world. Although you will probably find that Symphony meets most of your needs, you can move data back and forth between Symphony and other programs that you may want to use.

Whether you need to make financial projections, write reports, graph stock performances, keep track of an inventory, or call up information from a central computer, Symphony accommodates your needs.

If you are a beginner, you can quickly learn enough to start using Symphony in your daily work. As your skills increase, you can experiment with the program's more advanced functions. Symphony has everything you would expect to find in a sophisticated business tool...and more.

Chapter 1
Using Your Documentation

The Symphony package contains a variety of items. This chapter describes the individual parts of the package and explains how to use them. It also suggests a number of routes for traveling through this manual and for learning about Symphony. After you read this chapter, you will know which sections in this manual you need to read carefully now and which sections you might want to read later. You will also have an idea of how to use the rest of the documentation set most effectively.

Checking Your Package

Check the lists that follow to make sure that your Symphony package is complete. If it is not, contact your Symphony dealer or supplier.

Documentation

The Symphony package includes three spiral-bound manuals, a separately-bound glossary, a quick reference booklet, and keyboard guides. The manuals, glossary, and two keyboard guides are located in the outer case of the package. The booklet and blank disk labels are located in the disk case.

Symphony: Introduction. The *Introduction to Symphony* presents the basics of Symphony and explains how to get started. Please fill out and return the Reader Comment Form in the back of this manual, with your comments about the *Introduction to Symphony*.

Symphony: How-To Manual. The *How-To Manual* tells you how to combine Symphony's capabilities to accomplish a variety of tasks. You can learn how to perform calculations, edit documents, draw pie charts, create form letters, and send files to another computer, among other things. Before using the *How-To Manual* you should be familiar with the concepts discussed in the *Introduction to Symphony*. Please fill out and return the Reader Comment Form in the back of the manual, with your comments about the *How-To Manual*.

Symphony: Reference Manual. The *Reference Manual* is a functional reference. It explains the procedures for executing each Symphony command and gives step-by-step examples. The *How-To Manual* refers you to the *Reference Manual* for instructions on using specific commands and functions. Please fill out and return the Reader Comment Form in the back of the manual, with your comments about the *Reference Manual*.

Symphony: Glossary. The *Glossary* contains definitions of the boldface words and phrases used in the Symphony documentation. Many entries in the *Glossary* contain a reference to the principal location in the Symphony documentation where the word or phrase is explained in detail.

Symphony: Quick Reference. The *Quick Reference* booklet summarizes commonly used operating procedures, as well as the syntax of Symphony's built-in functions and Command Language. It is a helpful reference after you have learned how to use Symphony.

Keyboard Guide. The keyboard guide lists the names that Symphony assigns to keys and the corresponding keys on your keyboard. There are two copies of the keyboard guide in your package. They have been specially prepared so that they can be inserted into the wire binding of the manuals. Please insert one of the keyboard guides inside the back cover of the *How-To Manual* and one inside the back cover of the *Reference Manual*.

Disks

There are six disks in the Symphony package. Although you are primarily going to use the Symphony Program Disk, Symphony has several companion programs on other disks. You use these programs (Access, PrintGraph, Install, and Translate) in special situations such as when you print graphs or move data between Symphony and other programs. The disks are inside an envelope labeled *Lotus License Agreement* that is located in the disk case. Read this agreement carefully *before* you open the envelope.

Symphony Program Disk. The complete Symphony program — including spreadsheet, word processing, graphics, database management, and data communications — is on this disk. There is also a program called Access, that gives you organized access to Symphony and its companion programs (see "The Access Program" in Chapter 4).

Help and Tutorial Disk. Symphony's on-line Help facility is on this disk, together with two add-in applications. One is the Tutorial program that teaches you Symphony skills in sample work sessions (see "The Tutorial Program" in Chapter 4). The other is the operating system add-in that allows you to suspend a Symphony work session, execute operating system commands, and return to where you left off in the work session (see "The DOS Add-In Application" in Chapter 4). The Access program is also included on this disk.

Tutorial Lessons Disk. The individual lessons that you use with the Tutorial program are on this disk. These include lessons about calculating numbers, creating documents, drawing graphs, organizing information in a database, and setting up a data communications session.

PrintGraph Program Disk. PrintGraph, a program that lets you print the graphs that you create with Symphony on a variety of graphics printers and plotters, is on this disk (see "The Print-Graph Program" in Chapter 4). The Access program is also included on this disk.

Install Program Disk. The Install program that you use to prepare the Symphony disks so that they work on your computer is on this disk (see Chapter 3). In addition, the disk contains a copy of the Access program and the Translate utility, which you use to move data back and forth between Symphony and other programs (see "The Translate Utility" in Chapter 4).

Install Library Disk. A library of special programs called drivers is on this disk. You use the Install Library Disk when you run the Install program.

Keyboard Template

The template fits over the function keys on your keyboard as a reminder of what each key does in a Symphony work session. It is located in the disk case (see "Special Keys" in Chapter 2 for more information).

Customer Assurance Plan

The Customer Assurance Plan is inside the disk case. It includes the Limited Warranty, separate Warranty Registration Cards for customers in the United States and for customers in the United Kingdom, and a Replacement Order Card. To be eligible for reduced-rate upgrades, special offers on new products, and warranty service, you must fill out the appropriate Warranty Registration Card and return it to the address printed on the back of the card.

Deciding What to Read

Introduction to Symphony contains the information you need to start using Symphony — whether you are a new user, a 1-2-3™ user, or someone who has experience using different types of personal computer software. Use the following information to learn about the other chapters in this manual. Then choose the reading path that best suits your level of experience using personal computer software.

▶ **NOTE** You must read Chapter 3 and complete the installation procedure before you can begin using Symphony or its companion programs.

Chapter 2 **Symphony and Your Computer** gives an overview of how Symphony works with the various components of your computer system.

Chapter 3 **Preparing the Symphony Disks** explains the steps you need to complete before you can use the Symphony disks.

Chapter 4 **Starting and Ending** provides instructions on how to start and end a Symphony work session, Symphony's companion programs, and add-in applications. It also explains how to get on-line documentation through Symphony's Help facility.

Chapter 5 **The World of Symphony** describes Symphony's five capabilities — spreadsheet, word processing, graphics, database management, and data communications—and their various applications.

Chapter 6 **Understanding the Basics** introduces Symphony terminology and basic operating procedures.

New Software Users

- Read Chapter 5 to learn about Symphony's five capabilities and ways of using them.

- Read Chapter 6 for an introduction to Symphony terminology and basic operating procedures.

- Read Chapter 2 for information about required hardware and how Symphony works with your computer system.

- Read Chapter 3 for installation instructions.

- Read Chapter 4 for instructions on how to start a Symphony work session. You can then begin using the other two manuals and the Help facility, or try the Tutorial lessons that interest you.
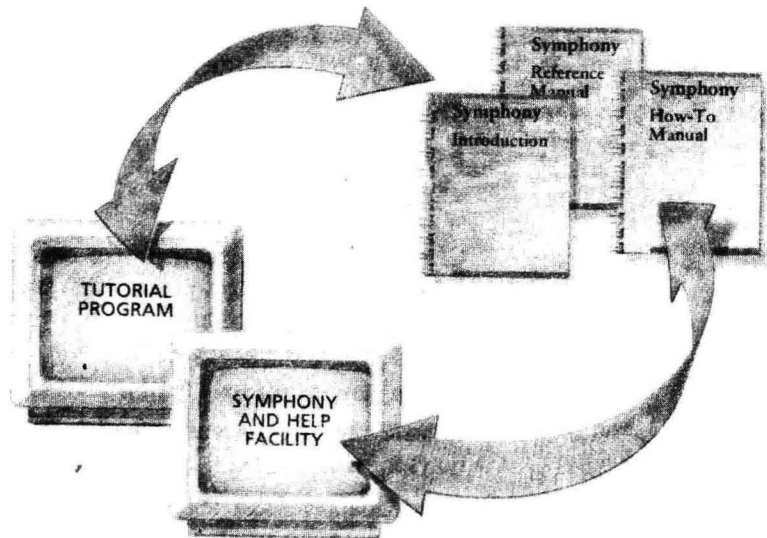
Intermediate Software Users

- Read the sections of Chapter 5 that describe the Symphony capabilities that interest you most
- Read Chapter 6 for an introduction to Symphony terminology and basic operating procedures.
- Read the beginning of Chapter 2 for information about the hardware required for using Symphony.
- Read Chapter 3 for installation instructions.
- Read Chapter 4 for instructions on how to start a Symphony work session. You can then begin using the other two manuals and the Help facility, or try the Tutorial lessons that interest you.

Advanced Software Users

- Read the beginning of Chapter 2 for information about the hardware required for using Symphony.
- Read Chapter 3 for installation instructions.
- Read Chapter 4 for instructions on how to start a Symphony work session. You can then begin using the other two manuals and the Help facility.

Figure 1-2.

Learn how to use Symphony in the way that best meets your needs.

Once you have read the information you need to know in this manual, you can use the documentation in whatever way best meets your needs (see Figure 1-2). You may want to experiment with Symphony right away with guidance from the *How-To Manual* and the *Reference Manual*. Or, you may want to try the Tutorial program first.

Typographical Conventions

The Symphony manuals use some simple typographical conventions:

Boldface introduces a term that is defined in the glossary.

Italics emphasize certain points.

`Computer print` indicates something that is displayed on your screen or something that you type.

BOLD SMALL CAPS are Symphony key names.

▶ **CAUTION** This warning indicates that making a mistake at this particular point could cause you to lose data.

▶ **NOTE** This indicates information that you should read before proceeding.

Chapter 2
Symphony and Your Computer

This chapter discusses how Symphony works with the IBM® Personal Computer. It contains information about your **hardware**, the physical parts of the computer that you can see and touch, and about your operating system, the **software** or set of instructions that manages and controls Symphony and other programs that you run on your computer. Consult your personal computer supplier if you have specific questions about the hardware that you can use with Symphony or about other computers that are compatible with this version of Symphony. Refer to your Disk Operating System (DOS) documentation if you have questions about the operating system.