Files

COLLABORATORS

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Chapter 1

Files

1.1   File Management

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1.2   File Management

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Creating A New Document

Choose New (Project menu) to open a new document
window with a blank page. A new document will
use the current default preferences.
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1.3   File Management

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Creating A Separate Document Disk

To create a separate disk for storing your
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documents, you will need to 'format' a blank disk
for use with the Amiga.

Turn on your machine with your Workbench disk in
the internal drive.

Then, place a blank disk into the internal drive and
select the 'DF0:????' icon that appears on the
Workbench screen (the 'DF0' means 'device floppy 0'
or internal drive, and the '????' means that the
Amiga does not understand the disk).

Once the disk icon has been selected, choose the
"Format Disk" command from the Icons menu.

A requester will appear asking you several things-
Workbench 2.0:
   'OK'   - Formats the disk for use with the
                 Amiga.
   'OK Quick' - Formats a previously formatted
                 Amiga disk. This option is much
                 quicker if you have already done
                 a full format.
   'Cancel'   - Cancels requester.

Workbench 2.1 and above will have the additional
items:
   The 'Volume Name'   - This is the name given to
                         the disk (for example,
                         'MyDocs')
   'Put Trashcan'   - This adds a trashcan icon
                         to the disk. Best to turn
                         this Off.
   'Fast File System' - This makes Opening and
                         Saving to the disk much
                         quicker. It also gives you
                         80Kb more space. Leave this
                         turned On.
   'International Mode'- This is for foreign languages
                         where accented characters
                         are used in filenames. Leave
                         Off.

Workbench 3.0 and above will have the additional
item:
   'Directory Cache'   - Speeds up disk access by
                         remembering what was in the
                         directories. Uses up memory,
                         therefore leave turned Off.

Once formatted, the disk can be accessed from any
file requester by typing the name of the disk,
into the Drawer text gadget, followed by a colon
(:). This tells the Amiga to ask for a disk of
the specified name.

For example, typing 'MyDocs:' into the Drawer
gadget will display a requester asking you to
'Insert Volume MyDocs in any drive'.

1.4   File Management

Opening A Previously Saved Document

Open (Project menu) displays a requester, from
which you can select the document you want to
open.

If you wish to open an ASCII file, Wordworth
will automatically detect and open it.

The default documents drawer can be changed
by altering Wordworth's 'DOCS=' Tooltype.
Refer to your Workbench user manual for information
on how to do this.

   IMPORTANT
When opening Wordworth v1.1 or v2 documents,
you may find that coloured text sometimes appears
in the wrong colours.

This is because of the new advanced 'named' colour
system that Wordworth 3 uses compared to the
previous system employed in v1.1 and v2.

1.5   File Management

Opening A Document From A Separate Floppy Disk

Open (Project menu) displays a requester, from
which you can select the document and disk you
want to open.

To view the contents of a separate disk, type
the disk name into the Drawer text gadget
followed by a colon (:).

The disk name is displayed under the disk icon
on Workbench when the disk is inserted into a
disk drive.

When the Return key is pressed, you will be
prompted to insert this disk, after which you
will be shown its contents.

For example, if you have a disk that was named
'MyDocs' you would need to type 'MyDocs:' into

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the Drawer text gadget on the "Open Document"
requester before pressing the Return key.
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See also:
 Opening A Previously Saved Document
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1.6 File Management

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Deleting A Document
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Documents can be deleted from either the "Save As"
command or Open command (Project menu).
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To delete a document, select the file from the
list in the file requester and choose the Delete
command from the file requester Control menu.
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1.7 File Management

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Closing Your Document
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To close a document, either:
  \textdegree{} Click the window close gadget (the small
    white box in the top left hand corner of the
    document window)
  \textdegree{} Choose Close (Project menu)
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If you close a new or modified document,
Wordworth will ask if you wish to save the
changes before closing it.
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1.8 File Management

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Saving Your Document
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Save (Project menu) will save the current
document to disk, in "Wordworth Document" format,
using the current document name. If the document
is untitled, you will be prompted for the name and
destination of the file.
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If you wish to save the document to a different
destination, or using a different name, choose
"Save As" (Project menu).
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"Save As" will allow you to specify:
   \textdegree{} Document name
   \textdegree{} Drive and directory to store the document
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1.9   File Management

Saving Your Document Onto A Separate Floppy Disk

Choose "Save As" from the Project menu and type
the disk name, followed by a colon (:), into the
Drawer text gadget of the disk you wish to save
the document onto.

The disk name is displayed under the disk icon
on Workbench when the disk is inserted into a
disk drive.

When the Return key is pressed, you will be
prompted to insert this disk after which you
will be shown the contents of the disk.

For example, if you have a disk that was named
'MyDocs' you would need to type 'MyDocs:' into
the Drawer text gadget on the "Save As" requester
before pressing the Return key.

See also:
 Saving Your Document

1.10   File Management

Quitting Wordworth

Quit (Project menu) ends a Wordworth session and
returns you to the Workbench.

If you quit without saving changes to a document
Wordworth asks if you wish to save these changes
before exiting.