Ww3

COLLABORATORS

	TITLE : Ww3		
ACTION	NAME	DATE	SIGNATURE
WRITTEN BY		July 25, 2024	

REVISION HISTORY

NUMBER	DATE	DESCRIPTION	NAME

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Chapter 1

Ww3

1.1   Wordworth AFC Help - Main Contents

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HELP CONTENTS

 How Do I...?
 How To Use Help

 Keyboard And Mouse Control
 Typing And Editing
 Formatting Text
 File Management
 Objects
 Printing
 Display
 Customising

 Index

 What's In Wordworth 3.1

 Getting Technical Support
 Troubleshooting

 Digita® Wordworth® AFC is Copyright © 1995
       Digita International Limited
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1.2   Wordworth AFC Help

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HOW TO USE HELP

You can receive help in several ways:
 \textdegree{} Help key        - Press the Help key to see
                   the Help contents.

 \textdegree{} Help icon       - Click the Help icon (?)
                   for Help contents.
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 \textdegree{} Help menu        - Choose one of the topics
                     from the Help menu.

 \textdegree{} Menu Help        - To receive Help with a menu
                     or menu command, hold down
                     the Right Mouse key over the
                     menu or menu command and press
                     the Help key.
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Help Commands
Choose the Contents command from the Help menu
to display the Table of Contents.

Choose "How Do I...?" command to display a list of
explanatory functions (for example, Create a
new document, Change the colour of text).

Choose Index command to display all Wordworth
menu commands.
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1.3   Getting Technical Support

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GETTING TECHNICAL SUPPORT

IMPORTANT
Unfortunately, under no circumstances can Digita
provide either telephone or written support to
unregistered users.

Before contacting the Digita Technical Support,
please read the  Troubleshooting  section as the
answer to your problem may be shown.

To contact Digita Technical Support in the UK:

Call:  0891 616 944 weekdays from 11am to 5pm.
       Calls are charged at 36p per minute cheap
       rate and 48p per minutes at all other
       times. Be sure to ask the permission of
       the telephone owner before calling.

Fax:   01 395 268 893.

Write: Wordworth Technical Support Department
       Digita International Limited
       Black Horse House
       Exmouth
       Devon EX8 1JL

CIX:   digita@cix
       Conferences - 'digita' for general chat
                   - 'digita.tech' for technical
                     support. Mail 'digita@cix'
                     for access to this closed
```

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                              conference.
```

CIS: 100031,3032 (or 100031.3032@compuserve.com)

If you are outside the UK, contact your local
Digita representative.

When phoning, please have ready the following
1 Wordworth version number (Refer About command,
  Project menu)
2 Description of your computer system
3 Detailed description of your problem

When writing, please provide the following
1 A stamped addressed padded envelope when
  enclosing disks for replacing or testing.
2 Wordworth version number (Refer About command,
  Project menu)
3 Description of your computer system
4 Detailed description of your problem, with
  example documents and/or printouts.

1.4   What's In Wordworth 3.1

WHAT'S IN 3.1

If you wish to receive a feature specification
for Wordworth 3.1 and 3.1SE, contact Digita at:

  Digita International
  Sales Department
  Black Horse House
  Exmouth
  Devon EX8 1JL

  Telephone: 01 395 270 273
  Facsimile: 01 395 268 893

1.5   Wordworth AFC How Do I...?

HOW DO I...?

 Get technical support on Wordworth AFC
 Solve a problem myself

 Copy a printer driver onto my Wordworth disk

 Close a document
 Create a separate document disk
 Create a new document

```
Delete a document
Exit from Wordworth
Open a document
Open a document from a separate disk
Save a document
Save a document to a separate disk

Change the colour of text
Change the font style
Create Subscript text
Create Superscript text

Adjust the page margins
Adjust the ruler tabs
Align and justify text
Change the line spacing
Change the page size
Copy and move text
Erase some text
Format a paragraph
Indent lines and paragraphs
Insert a foreign character
Insert a page break
Insert the date
Insert the time
Select some text

Create a text frame
Draw a line, box or circle
Find and replace text
Print a document
Spell check the document
Undo a command
Use Auto Correct

Adjust preferences
Alter zoom ratio
Turn rulers on and off
Turn toolbar on and off
```

1.6 Wordworth AFC Help Index

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 INDEX

Project menu

 New
 Open...
 Save
 Save As...
 Print...
 Print Setup...
 Close
 About...
 Quit
```

Edit menu

 Cut
 Copy
 Paste
 Erase
 Undo
 Find...
 Find Again
 Go to...
 Insert...
 Select All

View menu

 Zoom...
 Rulers
 Toolbar
 Drawing Tools
 Show Codes
 Show Guides

Format menu

 Font...
 Paragraph...
 Document...
 Plain
 Bold
 Italic
 Underline
 Superscript
 Subscript

Object menu

 Create Object...
 Information...
 Move Forward
 Move Backward
 Bring to Front
 Send to Back
 Group
 Ungroup
 Lock
 Unlock
 Duplicate

Tools menu

 Spell Check...

  Auto Correct...

Settings menu

  Create Icons?
  Change Settings
  Workbench Open/Close
  Save Settings...

Help menu

  How Do I...?
  How To Use Help
  Contents
  Shortcuts
  Index
  Troubleshooting