

**Format**

**COLLABORATORS**

	<i>TITLE :</i> Format		
<i>ACTION</i>	<i>NAME</i>	<i>DATE</i>	<i>SIGNATURE</i>
WRITTEN BY		July 25, 2024	

**REVISION HISTORY**

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# Chapter 1

## Format

### 1.1 Formatting Text

#### CONTENTS

This section gives help on how to format your document so that it appears the way that you want.

Formatting Text Characters

- Different Text Styles

Formatting The Document

Formatting Paragraphs

- Adjusting Margins
- Aligning And Justifying Text
- Changing Line Spacing
- Indenting Lines And Paragraphs
- Spacing Between Paragraphs
- Setting Tabs

### 1.2 Formatting Text

Formatting Text Characters

The "Font Format" requester ( Font command, Format menu) is used to change the appearance of selected text or any new text you are about to type.

You can change the appearance of your text by:

- `\textdegree{}` Using a different size
- `\textdegree{}` Applying a text style to the character (italic, bold, underline)
- `\textdegree{}` Using a different colour

The ruler tools and the menus can both be used to change the style, size and font itself.

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## 1.3 Formatting Text

### Different Text Styles

You can apply different text styles to selected (highlighted) text by choosing one of the style commands from the Format menu. Or click one of the style icons on the ruler button bar.

#### Styles Available:

- `\textdegree{}` Plain Text [P] - Turn off all other styles, returns text to plain style
- `\textdegree{}` Bold Text [B] - Embolden text to make it appear thicker (good for headings)
- `\textdegree{}` Italic Text [I] - Italicise text so that it slants to the right
- `\textdegree{}` Underlined Text [U] - Underline text.
- `\textdegree{}` Superscript Text - Place text above base line of text.
- `\textdegree{}` Subscript Text - Place text below base line of text.

## 1.4 Formatting Text

### Formatting The Document

The Document command (Format menu) sets the page size (for example, A4, US Letter), margins.

The left, right, top and bottom margins for the entire document can be set from this requester.

Page Breaks , Dates , and Times can be inserted using Insert (Edit menu).

## 1.5 Formatting Text

### Formatting Paragraphs

Choose Paragraph (Format menu) to change the format of a selected paragraph(s).

The format of a paragraph can be changed in several ways:

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Aligning and Justifying Text  
Indenting Lines And Paragraphs  
Changing Line Spacing  
Spacing Between Paragraphs  
Setting Tabs

Alignment, indents and tabs can also be set from the ruler .

## 1.6 Formatting Text

Adjusting Margins

You can set both document page margins or margins within an individual text frame.

To change the page margins, choose Document from the Format menu and type your margins into the text gadgets.

To change margins within a text frame, select the frame, then choose Information (Object menu) and type your margins into the text gadgets.

## 1.7 Formatting Text

Aligning And Justifying Text

Wordworth aligns text relative to the left and right indents set for the paragraph. You can align text left, right, centred, or fully justified by choosing the Paragraph command (Format menu).

You can also align using the second group of four icons on the Ruler . The icons are in the order - Left, Right, Centred, Justify.

Alignment is applied to the current paragraph or selected paragraphs.

NOTE: A paragraph is text separated by a carriage return before or afterwards.

## 1.8 Formatting Text

Changing Line Spacing

Choose Paragraph (Format menu) to set the line

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spacing which is measured in points. Select from the "Line Height" gadget or type a specific value (Auto sets line spacing appropriate to the font size, Loose allows extra space for accents on foreign characters).

Auto is the method you should use with Agfa Compugraphic Fonts.

The "Line Spacing" options let you switch between Single, Double and 1½ line spaces between each line. This is commonly used for educational or legal documents.

The ruler can also be used to set the line spacing.

NOTE: 1½ line spacing cannot be used with a "Line Height" of 8 lpi.

## 1.9 Formatting Text

Indenting Lines And Paragraphs

Indenting changes the width and horizontal position of a paragraph relative to the left and right page margins. You can indent the first line, relative to the subsequent lines of the paragraph.

When you indent paragraphs using the ruler, Wordworth automatically updates indent settings in the Paragraph requester ( Paragraph command, Format menu).

The ruler indent markers are the two triangles on the ruler (Left and First Line Indents) and the one triangle on the right (Right Indent).

Drag the lower left triangle to indent the left of the paragraph, and to move just the first line of the paragraph, drag the upper left triangle.

If you wish to drag the lower left triangle on its own, hold down the Shift key.

Drag the right hand triangle to indent the right of the paragraph.

## 1.10 Formatting Text

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### Spacing Between Paragraphs

You can specify the space between paragraphs by typing a value into either the Before or After gadgets on the Paragraph requester ( Paragraph command, Format menu).

The value is measured in points and a number about half the height of the character size is usually the best.

## 1.11 Formatting Text

### Setting Tabs

There are four tab styles in Wordworth: Left, Right, Centre and Decimal. The current tab style is highlighted in the `@{ " Ruler " Link "Display.guide/Rulers"}`. To change the style click the appropriate tab icon.

Default tab stops are set on the ruler at regular intervals for all paragraphs in a document. When you set a tab, Wordworth removes all default tab stops to the left of the new tab.

Setting tab stops using the ruler:

1. Select paragraph(s) to insert tabs
2. Click a tab icon to select the tab style
3. Click on the ruler where you want to set the tab

To move a tab position, drag the tab across the ruler. To remove, drag the tab away from the ruler.

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