Editing

	COLLABORATORS		
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Contents

Chapter 1

Editing

1.1   Typing And Editing

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CONTENTS

This section of help will give advice on how
to create and change text and objects in your
documents:

    Changing The Appearance of Text
    Copying Or Moving Text And Objects
    Drawing A Line, Oval, or Box
    Drawing Objects
    Erasing Text And Objects
    Finding And Replacing Text
    Inserting or Creating An Object
    Installing Additional Fonts
    Repeating Your Last Command
    Selecting Text And Objects
    Typing Text Into Your Document
    Undoing Your Last Action


You can insert different items into your
document to create lists or number pages:

    Inserting A Foreign Character
    Inserting An Object
    Inserting A Page Break
    Inserting The Date And Time


Wordworth allows you to move through your
document in many ways:

    Going To A Specific Part Of A Document
    Moving The Insertion Point


Wordworth has different tools to aid in the
construction of a document:
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   Spell Checking Your Document
   Using Auto Correct
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1.2 Typing And Editing

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Changing The Appearance Of Text

You can change the appearance of your text by:
   \textdegree{} Using a different font size
   \textdegree{} Applying a  text style  to the character
     (italic, bold etc.)
   \textdegree{} Using a different colour

These different methods can be applied by
using the  menus ,  toolbar  or  ruler .

To change the Font size, style or colour,
choose the Font command (Format menu).

The Font format requester can be displayed by
selecting the 'AZ' icon on the toolbar.

Using the Ruler you can change the Font size
by either typing a figure into the size
gadget or selecting from its pop up list.

Different text styles can be changed by
selecting one of the four buttons; P – Plain,
B – Bold, I – Italic and U – Underline.
You can also mix the styles of bold, italic
and underline.

To turn all styles off, select P for Plain text.

Alternatively, the text styles can be changed
from the Format menu.

Different background and text colours can be
applied to any text from the Font command
(Format menu).
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1.3 Typing And Editing

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Copying Or Moving Text And Objects

You can copy and move text or objects using
the clipboard.

The following commands from the Edit menu
manipulate the clipboard and its contents:
   \textdegree{} Cut   – Delete selected text or object
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and store it on the clipboard.

  \textdegree{} Copy – Copy selected text or object to
          the clipboard.

  \textdegree{} Paste – Insert contents of the clipboard
          at the insertion point.

  \textdegree{} Erase – Erase the selected text or object.

Once text or objects have been placed on the
clipboard, you can repeatedly paste the
contents into the same document, or another
Wordworth document.

Using the keyboard:
  \textdegree{} Right Amiga–X   Cut selected text or
                     object to clipboard
  \textdegree{} Right Amiga–C   Copy selected text or
                     object to clipboard
  \textdegree{} Right Amiga–V   Paste clipboard contents
                     at insertion point
  \textdegree{} Del   Erase selection
  \textdegree{} Backspace   Erase selection

Using the toolbar:
  Cut, Copy and Paste can also be selected
  from the toolbar by clicking on
  the appropriate icon.

The paragraph format can also be copied and
pasted to subsequent paragraphs by pressing
Right Amiga Shift-C and Right Amiga Shift-V.

Cutting and pasting Text Frame objects only
pastes the object and not the text inside.

1.4 Typing And Editing

Erasing Text And Objects

You can erase any selected text or objects by
pressing either the Backspace or Del keys, or
choosing Erase (Edit menu).

To erase text, you press the Del key to delete
the character to the right of the insertion
point, and the Backspace '<-' key to delete
the character to the left.

If you wish to delete selections of text ,
highlight the text using the mouse select key
and either press the Del or Backspace keys, or

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choose Erase (Edit menu).


Any object can be deleted by  selecting  it
with the mouse pointer then pressing the Del
or Backspace key, or choosing Erase
(Edit menu).

Groups of objects can be deleted by multiply
selecting the objects with the Shift key and
pressing the Del key.
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1.5 Typing And Editing

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Finding And Replacing Text

Choose Find command (Edit menu) to find and
replace occurrences of text with new text you
specify.

The Find requester may be left open whilst
editing the document.

To the left of the Find and "Replace With"
text gadgets, there are popup buttons (a
button with a triangle in it) which when
selected will display the previous entries.
The item you select from the popup list will
be placed into the text gadget for editing.

Special codes may also be searched for and
replaced by choosing from 'Special Codes'
pop-up to the right of the text gadget.


Find Again

Choose "Find Again" (Edit menu) to find the
next occurrence of the text you specified
using the Find command.


NOTE: The Find and "Find Again" commands only
      operate within the current text frame.
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1.6 Typing And Editing

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Repeat

Choose Repeat (Edit menu) to repeat the last
command from the Format menu.
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This command is extremely useful for repeating
the last font or paragraph change, to other
selections of text.

1.7 Typing And Editing

Selecting Text And Objects

You can select any number of objects or text
with either the mouse or keyboard.

For information on how to the select objects with
the mouse or keyboard, see
 Selecting And Sizing Objects , or on the
selection of text, see Selecting Text

1.8 Typing And Editing

Typing Text Into Your Document

To type text into your document, just activate
the main document page by clicking on it and
start typing.

Text frames need to be selected (by clicking on
them) before you can start typing in them.

Foreign Characters
The Amiga has a facility called 'dead keys' which
enable you to type foreign characters like ä and
é.

To do this, hold down the Left-Alt key and then
press one of the dead keys - F, G, H, J, or K.
The next letter that you type will then appear
with a foreign accent above it.

For example, if you press Left-Amiga K and then A,
the character ä appears.

  \textdegree{} F dead key produces ´
  \textdegree{} G dead key produces ‘
  \textdegree{} H dead key produces ^
  \textdegree{} J dead key produces ~
  \textdegree{} K dead key produces ¨

1.9 Typing And Editing

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Undoing Your Last Action

Choose Undo (Edit menu) or press Right Amiga-Z
to undo your previous deletion.

When not available, the Undo command will be
dimmed.
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1.10   Typing And Editing

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Inserting A Page Break

Wordworth automatically paginates your document
as you type past the end of a page and on to
the next page.

You can manually paginate (before you get to the
bottom of the page) by choosing the Insert command
(Edit menu) and selecting "Page Break" from the
list.
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1.11   Typing And Editing

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Inserting The Date And Time

Choose Insert (Edit menu) and select one of the
date or time options:

  \textdegree{} Current Date  - Inserts the current date at
                  the insertion point.

  \textdegree{} Updating Date - Inserts a date command,
                  '{-DATE-}', at the insertion
                  point, which is replaced by
                  the current date at the time
                  of printing.

  \textdegree{} Current Time  - Inserts the current time at
                  the insertion point.

  \textdegree{} Updating Time - Inserts a time command,
                  '{-TIME-}', at the
                  insertion point, which is
                  replaced by the current time
                  at the time of printing.

The date and time format can be set from the Options
button on the "Document Format" requester (Document
command, Format menu).
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1.12 Typing And Editing

Going To A Specific Part Of A Document

Choose "Go To" command (Edit menu) to move to a
chosen page.

Just type the page number into the text gadget
and click "Go To".

1.13 Typing And Editing

Moving The Insertion Point

The insertion point can be moved by using the
cursor keys Up, Down, Left or Right.

You can also use the mouse to position the
pointer in the text and then click to place the
insertion point there.

1.14 Typing And Editing

Using The Spell Checker

Spell Checker is not available on this disk,
contact Digita for details on upgrading to
Wordworth 3.1SE which includes an English
Collins Dictionary and Thesarus.

Choose "Spell Check" (Tools menu) to check
the spelling of the entire document from the
position of the insertion point, against the
English Collins dictionary.

To spell check a word, first select it and
then choose "Spell Check" (Tools menu).

You can add a word to the User Dictionary by
clicking Learn from the "Spell Check" requester.

You can also add your own words, delete or edit
words in your User Dictionary, which
supplements the Collins Dictionary, by
choosing Spell from the Change Settings
command (Settings menu).

NOTE: "Spell Check" only checks the words in the
       current text frame.

1.15   Typing And Editing

Using Auto Correct

Choose "Auto Correct" (Tools menu) to
automatically replace commonly misspelt words.

You can then edit the words from the list. For
example, you may commonly misspell the word 'the'
by transposing the two first letters, 'hte'. This
mistake will be deleted by Wordworth as you type
and corrected automatically.

To turn on "Auto Correct", select the "Auto Correct
as You Type" option.

This command can also be used for abbreviations.
For example, if you typed 'Digita International
Limited' in your document many times, it would
be easier to add the words to the Auto Correct
list for 'di' to be replaced with 'Digita
International Limited'.

Additionally, Auto Correct can be used to
automatically correct the capitalisation of the
days of the week, and months of a year.