

## **Editing**

<b>COLLABORATORS</b>
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# Chapter 1

## Editing

### 1.1 Typing And Editing

#### 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
- Drag and Drop Text Editing
- 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
- Using Colours

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

- Inserting A Foreign Character Or Special Symbol
- Inserting A Header Or Footer
- Inserting An Object
- Inserting A Page Or Column Break
- Inserting A Page Number Or Page Count
- 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

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Wordworth has different tools to aid in the construction of a document:

- Getting Statistics About Your Document
- Sorting Text
- Spell Checking Your Document
- Using Auto Correct
- Using The Thesaurus

## 1.2 Typing And Editing

Changing The Appearance Of Text

You can change the appearance of your text by:

- `\textdegree{}` Using a different font (design of character)
- `\textdegree{}` Using a different 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 type, size, style or colour, choose the Font command (Format menu). From this requester you can change all the styles of a font; you can also change its Kerning (space between certain pairs of letters), and Tracking (overall space between letters).

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

Using the Ruler you can change the Font by selecting a different name from the Font gadget. You can change the size of the font 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

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applied to any text from the Font command (Format menu). See also: Using Colours

## 1.3 Typing And Editing

### 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 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.

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## 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 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.

## 1.5 Typing And Editing

### 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 text codes, fonts, and styles may be searched for and replaced by choosing from Font pop-up to the right of the text gadget.

You can also find and replace styles of text by selecting Font from the Font pop-up.

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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.

## 1.6 Typing And Editing

Repeat

Choose Repeat (Edit menu) to repeat the last command from the Format menu.

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.

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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-Alt 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

Undoing Your Last Action

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

When not available, the Undo command will be dimmed.

## 1.10 Typing And Editing

Using Colours

Wordworth uses 'named colours' which means that you can define a certain colour to a defined name. This new colour can then be used with the drawing tools, objects or text.

Only colours in the list can be applied to objects or text. If you need a colour that is not in the list, simply define a new one.

If you are in a screen mode that only allows 8 colours for example, you may not see the exact colour that you specified on the screen because of the lack of available colours. However, the document will always print using the colours you specified and not those shown on screen, which may be incorrect.

Colours can be defined from the Colours command (Edit menu) or by selecting the Define entry in a colour pop-up.

## 1.11 Typing And Editing

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### Inserting A Foreign Character Or Special Symbol

To insert special characters, choose Insert (Edit menu). Select Symbol from the list click a foreign character or symbol to place it into text gadget.

When you have chosen all of the characters you wish to insert, click Insert to place the contents of the text gadget into your document at the insertion point.

See also

Typing Text Into Your Document

## 1.12 Typing And Editing

### Inserting A Header Or Footer

To insert a header or footer on all pages click the text frame at the top or bottom of the page. The header or footer frame will then become active, and a flashing cursor will appear for you to type text.

To return to editing the main document, just click the main document page.

Headers and Footers can be turned on or off from the Document Options requester (Format menu).

In a 'facing pages' document, different headers and footers can be placed on left and right pages by entering the appropriate text on either page.

NOTE: You must have enough room in your header or footer to contain the height of text you wish to insert.

Ensure the "Top Margin" (Document Format) plus the height of the characters is greater than the Header margin (Document-Options).

## 1.13 Typing And Editing

### Inserting A Page Or Column Break

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

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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.

Column breaks, moving onto the next column, can be inserted by selecting "Column Break" from the Insert command (Edit menu).

## 1.14 Typing And Editing

Inserting The Page Number And Page Count

Choose Insert (Edit menu) and select "Page Number" from the list to place the current page number at the insertion point.

The Numbering style can be specified to display the page number as a roman numeral, a letter or a number.

The total page count can also be placed at the insertion point by choosing Insert and selecting the "Page Count" from the list. This is useful for numbers such as 'Page 1 of 15'.

NOTE: Page numbers and page counts can only be inserted into headers or footers.

## 1.15 Typing And Editing

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

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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).

## 1.16 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".

## 1.17 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.

## 1.18 Typing And Editing

Getting Statistics On Your Document

Choose Statistics (Tools menu) to display information about your document. Divided into two requesters, these contain:

Document name, directory path, description, creation date, last saved date, by whom, revision number, editing time, date of last printout.

Text statistics include:

Number of - Characters, words, lines, paragraphs, pages, pictures.

This information relates to all of the document, or the currently selected text.

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## 1.19 Typing And Editing

### Sorting Text

Block select the paragraphs you wish to sort and choose Sort (Tools menu).

Select the sort order ( A-Z or Z-A ) and click Sort. The paragraphs will be sorted alphabetically on the text at the beginning of each paragraph.

If you wish to sort a list of names or numbers, then place each item on a new line (separated by a carriage return) before sorting.

## 1.20 Typing And Editing

### Using The Spell Checker

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.

## 1.21 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.

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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.

## 1.22 Typing And Editing

### Using The Thesaurus

Choose Thesaurus (Tools menu) to check synonyms and parts of speech of a selected word against the English Collins thesaurus.

The word closest to the insertion point will automatically be used by the Thesaurus for its first search. All previous searches in each session are shown in the Word pop-up text gadget.

## 1.23 Typing And Editing

### Drag And Drop Text Editing

Drag and Drop editing is the easiest way to move or copy a selection of text in one operation.

To move text using Drag and Drop editing:

1. Select the text you wish to move
2. Point to the selected text and then hold down the Selection button.

When the Drag and Drop pointer appears (a pointer with a grey box beneath it), drag the dotted insertion point that appears in the text, to the new location.

3. Release the Selection button to drop the text in place.

To copy text using Drag and Drop editing:

1. Select the text you wish to copy
2. Point to the selected text, hold down the Selection button and depress the Ctrl key.

When the Drag and Drop pointer appears (a pointer with a grey box beneath it and a plus sign in the corner), drag the dotted insertion point that appears in the text, to the new location.

3. Release the Selection button to drop the text in place.

Drag and Drop can be turned on and off from the Text Settings requester ("Change Settings" command, Settings menu).

Drag and Drop usually works best if you set the Workbench Input preferences to use a smaller 'Double-click Delay'.

## 1.24 Typing And Editing

### Installing Additional Fonts

There are two methods to install additional Agfa Compugraphic or Outline fonts:

1. Copy the appropriate font files into the Intellifont drawer which are within the WwFonts drawer.  
    \textdegree{} Agfa Intellifont font files will be suffixed by '.type' or '.lib',

NOTE: The WwFonts drawer is located in the Wordworth3 drawer on your hard disk, or on the Ww3Outlines disk if you are running from floppy disk.

To install the fonts that you have just copied, double-click the 'InstallOutlines' tool (WwTools drawer).

NOTE: The WwTools drawer is located in the Wordworth3 drawer on your hard disk, or on the Ww3System disk if you are running from floppy disk.

2. Select the 'InstallOutlines' tool, which is located in the WwTools drawer, and choose Information from the Workbench-Icons menu.

On the Information requester, there is a list of 'Tool Types', these Tool Types are used to tell the tool which fonts to install for Wordworth 3.

For example, if you have some fonts on a separate disk called 'CGFonts\_1', click New on the Information requester and type

'FONTPATH=CGFonts\_1:'.

Press Return and click Save (the colon ':' is used to tell the Amiga that you are looking for a disk).

Double-click the 'InstallOutlines' tool to install the fonts on this disk for use with Wordworth.

#### IMPORTANT

Only one 'FONTPATH' Tool Type should be enabled when installing. To disable a Tool Type you should place brackets around the string.

Many Tool Types have already been added to the Information requester for the most common font disks, therefore select the one that is most appropriate and delete the brackets. Press Return, click Save, and double-click to install.

#### Example Scenarios:

- A. I am using a hard disk and I have Wordworth Special Edition. I wish to use the fonts supplied with my old version of Wordworth with the new Wordworth 3.

I am, however, going to delete the Special Edition version off my hard disk afterwards.

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You will need to follow step 1 above -  
Open up your 'Wordworth Special Edition'  
Intellifont drawer and choose the  
'Show - All Files' command from the Workbench  
Windows menu.

Next, open up the Wordworth 3 WwFonts drawer,  
and for each of the font files ending in '.type',  
select and drop the file onto the Wordworth 3  
Intellifont drawer.

Finally, to install the fonts you have just  
copied to Wordworth 3, double-click the  
'InstallOutlines' tool which you will  
find in the WwTools drawer on your hard disk.

- B. I want to use the AgfaFonts disks that came  
with Wordworth 2, with Wordworth 3. I am  
running Wordworth from floppy disks.

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Firstly, you will need to make new backup copies of your original AgfaFonts1 and AgfaFonts2 disks.

Next, select the 'InstallOutlines' tool, which is located in the WwTools drawer on the Ww3System disk, and select the Tool Type which says '(FONTPATH=AgfaFonts1:Intellifont)'.

The tool type should then appear in the text gadget beneath the list. Delete the brackets at the beginning and end of the string and press Return.

Click Save and then double-click the tool to install the fonts on the AgfaFonts1 disk for use with Wordworth 3.

To install the fonts on AgfaFonts2, select the tool type you have just changed and type brackets around the string.

Select the tool type with the text '(FONTPATH=AgfaFonts2:Intellifont)' and delete the brackets. Press Return and double-click 'InstallOutlines' to install.