

## Files

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| <b>COLLABORATORS</b> |
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|               | <i>TITLE :</i><br>Files |                  |                  |
| <i>ACTION</i> | <i>NAME</i>             | <i>DATE</i>      | <i>SIGNATURE</i> |
| WRITTEN BY    |                         | December 2, 2024 |                  |

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| <b>REVISION HISTORY</b> |
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| NUMBER | DATE | DESCRIPTION | NAME |
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# Chapter 1

## Files

### 1.1 File Management

#### CONTENTS

This section provides help about storing and opening your documents, creating new documents and how to finish your session with Wordworth.

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- Creating A New Document
- Creating A Separate Document Disk
- Document Templates

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- Opening A Document From A Separate Floppy Disk
- Opening A Recently Opened Document
- Opening Your Last Saved Document

- Deleting A Document
- Closing Your Document

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- Saving Your Document In A Different Format

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### 1.2 File Management

#### Creating A Document Template

Once a document template has been designed and created, you can save it so that it can be used again and again.

Choose **Save As** (Project menu), and select the "Wordworth Template" option from the list. Then

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type the template name and destination.

It is a good idea to save all document templates in one drawer. When you create a new document, you are able to choose which template is open. A template is always opened into an 'untitled' window.

## 1.3 File Management

### 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 preferences if the Normal template is chosen.

Instead of creating a new 'normal' document, a document template can be opened which will create a document in a given style (facsimile, memo, letter and so on).

## 1.4 File Management

### Creating A Separate Document Disk

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

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 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.
- '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'.

## 1.5 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 a file that is not a Wordworth document, just open it as normal and Wordworth will detect the format and try to open it automatically.

You can also open the last revision of the document you were editing by choosing Last Saved (Project menu).

The default documents drawer can be changed using Change Settings (Settings menu).

### IMPORTANT

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

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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.

## 1.6 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 the Drawer text gadget on the "Open Document" requester before pressing the Return key.

See also:

Opening A Previously Saved Document

## 1.7 File Management

### Opening a Recently Opened Document

The "Open Recent" sub-menu (Project menu) shows the last five most recently opened documents.

This command is extremely useful for quickly opening a document that you were editing in a previous session, without having to search through your disks to find it.

## 1.8 File Management

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### Opening Your Last Saved Document

Choose "Last Saved" (Project menu) to revert to the last saved revision of your document.

This command will replace the current document with the previously saved revision of the same document.

## 1.9 File Management

### Deleting A Document

Documents can be deleted from either the "Save As" command or Open command (Project menu).

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.

## 1.10 File Management

### Document Templates

You can save a Wordworth document as a template for new documents. The template document retains all the formatting and contents of the original document and remains intact so that it can be used over again.

When you open a Wordworth document template it is opened into an 'untitled' window, this can then be changed as necessary and you can save it with the name of your choice.

## 1.11 File Management

### Closing Your Document

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)

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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## 1.12 File Management

### Saving Your Document

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.

If you wish to save the document to a different destination, or using a different name or file format, choose "Save As" (Project menu).

"Save As" will allow you to specify:

- \textdegree{} Document name
- \textdegree{} Drive and directory to store the document
- \textdegree{} Document file format (that is, a different format to the normal Wordworth style)

## 1.13 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

## 1.14 File Management

### Saving Your Document In A Different Format

To save your document in a format other than Wordworth, choose "Save As" (Project menu), select one of the formats from the "File Format"

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list, and then type the name and destination.

When opening a document in a format other than Wordworth, the type of format will be detected automatically.

## 1.15 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.

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