Ww3

COLLABORATORS

	TITLE : Ww3		
ACTION	*NAME*	*DATE*	*SIGNATURE*
WRITTEN BY		December 2, 2024	

REVISION HISTORY

NUMBER	DATE	DESCRIPTION	NAME

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Chapter 1

Ww3

1.1   Wordworth 3.1 SE Help - Main Contents

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HELP CONTENTS

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 File Management
 Objects
 Printing
 Display
 Customising

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 Getting Technical Support
 Troubleshooting

 Wordworth Extras

 Digita® Wordworth® 3.1 SE is Copyright © 1994
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1.2   Wordworth 3.1 SE Help

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HOT 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.


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

Before contacting the Digita Technical Support,
please read the  Troubleshooting  section.


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
                     conference.

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

If you are outside the UK, contact your local
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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.

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

1.4 Wordworth Extras

WORDWORTH EXTRAS

For the benefit of Wordworth users, Digita have
put together a series of Scalable Clip Art and
Agfa Font collections.

These collections have been especially selected
for their suitability with Wordworth.

Digita Scalable Clip Art Collections

 Scalable clip art is like a scalable font, it
 can be scaled to any size, and retains its
 perfect quality. When printing, because of its
 scalability, the quality will be perfect and
 just as good as your scalable outline fonts.

 CODE   TITLE
 D4231 Volume Nine – Scalable Cartoons I
 D4232 Volume Ten – Scalable Cartoons II
 D4233 Volume Eleven – Scalable Sports
 D4234 Volume Twelve – Scalable Science And
                       Nature
 D4235 Volume Thirteen – Scalable Geography
                         And Transport
 D4236 Volume Fourteen – Scalable Dinosaurs

Each Scalable Clip Art Collection costs £14.99.

Digita Agfa Font Collections

 There are many low-cost clone fonts available
 but they simply don't match the quality of
 genuine, more expensive Agfa Compugraphic fonts.

 And so, we have individually selected a range
 of fonts from the massive Agfa font library, for
 their quality and suitability with Wordworth.

 CODE   TITLE   NUMBER PRICE
 D4205   Pride And Presentation   20   £29.99
 D4206   Classic Collection   25   £39.99
 D4207   The Reference Library   50   £69.99

To order, call 01 395 270 273 or write to Digita,
Black Horse House, Exmouth EX8 1JL. All prices
are inclusive of postage and VAT.

1.5   Wordworth 3.1 SE How Do I...?

HOW DO I...?

 Get technical support on Wordworth 3.1 SE
 Solve a problem myself

 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
 Open a recently opened document
 Open the last saved document
 Save a document
 Save a document to a separate disk
 Use document templates

 Change the colour of text
 Change the font
 Change the font or style
 Create Subscript text
 Create Superscript text
 Install Additional Fonts
 Repeat the last font format

 Adjust the page margins
 Adjust the ruler tabs
 Align and justify text
 Change colours

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Change the line spacing
Change the page size
Copy and move text
Copy and move text using 'Drag and Drop'
Drag and Drop text
Erase some text
Format a paragraph
Hyphenate your document
Indent lines and paragraphs
Insert a foreign character
Insert a header or footer
Insert a page break
Insert the date
Insert the time
Repeat the last paragraph format
Select some text

Create a text frame
Draw a line, box or circle
Find and replace text
Get document statistics
Mail merge documents
Place a picture
Print a document
Sort paragraphs
Spell check the document
Undo a command
Use Auto Correct
Use the Thesaurus

Adjust preferences
Alter zoom ratio
Change date format
Change page number style
Change screen mode
Change time format
Show special symbols
Turn rulers on and off
Turn toolbar on and off
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1.6 Wordworth 3.1 SE Help Index

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 INDEX

Project menu

 New
 Open...
 Open Recent
 Save
 Save As...
 Last Saved
 Print...
 Print Setup...
 Mail Merge...
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   Close
   About...
   Quit

Edit menu

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

View menu

   Window
   Clean Screen
   Zoom
   Rulers
   Toolbar
   Drawing Tools
   Colour Palette
   Show Codes
   Show Guides

Format menu

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

Object menu

   Create Object...
   Place Picture...
   Information...
   Move Forward
   Move Backward
   Bring to Front
   Send to Back

  Group
  Ungroup
  Lock
  Unlock
  Duplicate
  Add To All Pages

Tools menu

  Spell Check...
  Auto Correct...
  Thesaurus...
  Statistics...
  Sort...

Settings menu

  Hyphenate
  Create Icons?
  Change Settings
  Workbench Open/Close
  Load Settings...
  Save Settings
  Save Settings As...

Help menu

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