

Ww5

COLLABORATORS

	<i>TITLE :</i> Ww5		
<i>ACTION</i>	<i>NAME</i>	<i>DATE</i>	<i>SIGNATURE</i>
WRITTEN BY		October 23, 2024	

REVISION HISTORY

NUMBER	DATE	DESCRIPTION	NAME

Contents

1	Ww5	1
1.1	Wordworth 5 Help - Main Contents	1
1.2	Wordworth 5 Help	1
1.3	Getting Technical Support	2
1.4	Wordworth Extras	3
1.5	What's New In Wordworth 5	4
1.6	What's New In Wordworth 5	6
1.7	Instruction Book Addendum	7
1.8	Playtime	8
1.9	Wordworth 5 How Do I...?	8
1.10	Wordworth 5 Help Index	10

Chapter 1

Ww5

1.1 Wordworth 5 Help - Main Contents

HELP CONTENTS

Introductions

- Copyright Notices
- Instruction Book Addendum
- How To Use Help

Reference Section

- Typing & Editing
- Formatting Text
- File Management
- Objects
- Printing
- Display
- Customising
- Keyboard And Mouse Control

Appendices

- What's New
- Wordworth Extras
- How Do I...?
- Getting Technical Support
- Troubleshooting
- Index

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1.2 Wordworth 5 Help

HOW 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.
- \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 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 commands.

1.3 Getting Technical Support

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

Net: support@digita.demon.co.uk

CiX: Mail - 'digita@cix'
Conferences - 'digita' for general chat
- 'digita.tech' for technical support. Mail digita for access to this closed conference.

CIS: 100031,3032

If you are outside the UK, contact your local 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 What's New In Wordworth 5

WHAT'S NEW IN WORDWORTH 5

Below you will find descriptions of the new features that have been added to Wordworth 5. These features have come about from ideas and suggestions sent to us by Wordworth users.

If you have any suggestions on how we can improve Wordworth then please let us know at the addresses mentioned in the technical support section .

\textdegree{} Wizards - interactive tutorials to guide you through difficult tasks.

\textdegree{} Footnotes - you can insert notes into a document and specify whether they appear at

the bottom of each page, or at the end of the document.

\textdegree{} Style Sheets - for easily applying font and paragraph styles to selected paragraphs and text. These have been improved considerably from Wordworth 4SE.

\textdegree{} FontEffects - allows further manipulation of fonts.

\textdegree{} Bullet Points - automatically add bullet points to the current or selected paragraphs.

\textdegree{} Background Printing - allows you to continue editing a document while it is being printed in the background.

\textdegree{} Fast LaserJet Printing - download fonts when printing to a HP LaserJet printer.

\textdegree{} Table Import - allows you to import a TurboCalc 3.5 Spreadsheet as a Wordworth table.

\textdegree{} New Import Filter - you can now open files in Final Copy II / Final Writer format.

\textdegree{} ARexx - new commands added to the existing Wordworth 4SE command set.

\textdegree{} Cut, Copy & Paste commands now support the Amiga clipboard, allowing you to easily exchange text between Wordworth and other applications.

\textdegree{} Importing graphics - Wordworth 5 will import 24-bit pictures, converting them to 256 colours.

\textdegree{} Subscript/Superscript text is now automatically reduced in size. You can set the percentage reduction in the Document Options requester.

\textdegree{} Ruler Tools - additional ruler tools:

- \textdegree{} Small Caps
- \textdegree{} Fast Format
- \textdegree{} Bullet Points
- \textdegree{} Indents

\textdegree{} Speed Improvements - Wordworth has been speeded up even more with improvements made to opening, saving, printing, editing and searching amongst the most common.

\textdegree{} Keyboard Shortcuts for new features

- Ctrl h - Small Caps
- Ctrl Shift H - Change Case
- R Amiga 1 - Style Sheet:No Style

R Amiga 2 - Style Sheet:Normal
R Amiga 3 to 0 - Style Sheet:User
R Amiga Shift 1 to 0 - Style Sheet:User

See also:

Wordworth 3.1's New Features

1.6 What's New In Wordworth 5

WHAT'S NEW IN 3.1r2

\textdegree{} Increase/Decrease font size in 1 point increments through the keyboard or icons.

\textdegree{} Wordworth is now compatible with Picasso cards. Add a ToolType to the Wordworth program icon for PICASSO.

\textdegree{} You can save a Normal template.

\textdegree{} Various redraw problems have been addressed.

\textdegree{} The contents of text frames are now copied with the frame when Duplicating, Cutting, Copying or Pasting.

\textdegree{} Mail merging into Text Frames is now supported. The order is from Left to Right-Top to Bottom (using the Top Left co-ordinates of the frame).

\textdegree{} More intuitive text editing.

\textdegree{} Keyboard shortcuts for text alignment:
Ctrl L - Align Left
Ctrl R - Align Right
Ctrl C - Align Centre
Ctrl J - Fully Justify

WHAT'S NEW IN 3.1

\textdegree{} Landscape printing has now been added for the Normal "Print Method" ("Print Setup", Project menu).

\textdegree{} EPS Scalable picture support has now been added so you can import an EPS picture and print it on any printer (a hard disk and at least 3MB of memory are necessary).

\textdegree{} Major Speed Improvements in many areas: Loading and Saving, Formatting, Find/Replace, Drawing Tools, CGM handling, Printing.

\textdegree{} Typeface and Size are independant. This now allows you to have multiple typefaces in a

selection and then change the size of all typefaces in the block.

\textdegree{} Shift-Click block selection has been added so that you can select a block of text by placing the insertion point at one end of the block, then holding down the Shift key and clicking at the other end of the block.

\textdegree{} Improved Text filters for opening and saving.

\textdegree{} Due to improved printing technology, the "Print Borders" may have to be changed for some printers to eliminate blank pages being ejected after each page.

1.7 Instruction Book Addendum

ADDENDUM

- 1 Users with old Agnus graphics chips (0.5MB Chip Memory) will find they are restricted to the number and size of graphics and fonts used in a document. This is due to the amount of 'graphics memory' needed for these operations.
- 2 TrueType fonts are not available on old 68000 machines such as the Amiga 500/500+ or 600. This is due to unavoidable restrictions.
- 3 The operation of the Librarian has changed slightly. Now, double-clicking an item in the list will insert the entry into your document and leave the requester open.

Selecting an item from the list and clicking Insert, will insert the entry and close the requester.

If you wish to close the requester without making any further insertions, click the window Close gadget on the top left corner of the requester.

- 4 There is now a new Fonts installer called InstallFonts, which you will find in Wordworth's WwTools drawer.

If you double-click the InstallFonts icon, you will first be asked if you want to add to the old fontlist or overwrite it. Next you will be

asked to select the drawer containing the fonts you wish to install, by default this will be Wordworth's own Intellifont drawer, into which you should normally copy any Compugraphic fonts you wish to use with Wordworth, but you can choose a different drawer.

The font installer will install Compugraphic, TrueType or PostScript fonts.

1.8 Playtime

Having Fun With Playtime

Choose Playtime command (Tools menu) to relax with a simple puzzle.

CLICK	DOES
Selection button	Moves squares
Menu button	Juggle squares
Close gadget	Quit and return to document

1.9 Wordworth 5 How Do I...?

HOW DO I...?

Get technical support on Wordworth 5
Solve a problem myself
Install Additional Fonts

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

Change the colour of text
Change the font
Change the font or style
Change the font width
Change the angle of text
Create Subscript text

Create Superscript text
Repeat the last font format

Adjust the page margins
Adjust the ruler tabs
Align and justify text
Change the line spacing
Change the page size
Copy and move text
Copy and move text using 'Drag & Drop'
Create or amend colours
Drag and Drop text
Erase some text
Format a paragraph
Fast Format a paragraph
Use Style Sheets
Hyphenate your document
Indent lines and paragraphs
Repeat the last paragraph format
Select some text

Insert a bookmark
Insert a foreign character
Insert a header or footer
Insert a page break
Insert a footnote or endnote
Insert the date
Insert the time
Insert/delete rows/columns in tables
Type a foreign character

Draw a line, box or circle
Create a table
Create a text frame
Place a picture
Import a table
Use bitmapped pictures
Use EPS pictures
Use Scalable pictures

Calculate rows or columns of figures
Create a list
Create a table of contents
Create an index
Get document statistics
Play with playtime

Mail merge documents
Print a document
Print a landscape document
Print to a PostScript printer
Print in the background
Download fonts to a HP LaserJet printer

Find and replace text
Sort paragraphs
Spell check the document

- Undo a command
- Use speech
- Use Auto Correct
- Use the Librarian
- 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

1.10 Wordworth 5 Help Index

INDEX

Project menu

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

Edit menu

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

View menu

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

Format menu

- Font...
- Paragraph...
- Tabs...
- Document...
- Style Sheets...
- Bullet Points...
- Tables...
- Plain
- Bold
- Italic
- Underline
- Superscript
- Subscript

Object menu

- Create Object...
- Place Picture...
- Place Table...
- 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...
- Librarian...
- Statistics...
- Sort...
- Calculate...
- Create List...

Create Index...
Speech...
Playtime...
ARexx Macros...

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
Wizards...
Contents
Shortcuts
Index
Whats New In 5
Troubleshooting