

## **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 Bookmark
- Inserting An Endnote
- Inserting A Footnote
- Inserting A Foreign Character Or Special Symbol
- Inserting A Header Or Footer
- Inserting An Index Entry
- Inserting A List Entry
- Inserting An Object
- Inserting A Page Or Column Break
- Inserting A Page Number Or Page Count
- Inserting The Date And Time

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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:

- Calculating Number In A Table
- Creating An Index
- Creating A List
- Creating A Table Of Contents
- Getting Statistics About Your Document
- Sorting Text
- Speech
- Spell Checking Your Document
- Using Auto Correct
- Using The Librarian
- Using The Thesaurus
- Using ARexx
- Wordworth Wizards

## 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 FontEffect to the character
- \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

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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). 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:

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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 Table 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 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

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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.

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

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### 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

### 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.

## 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.

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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

### Inserting A Bookmark

Bookmarks are placed in your document at points where you wish to jump to later. For example, you could place a bookmark at each chapter of a book, or each section of a report and then choose `@{ " Go To " Link "Editing.guide/Goto"}` (Edit menu) to jump to any one of those positions quickly.

## 1.12 Typing And Editing

### Inserting A Footnote / Endnote

You can insert notes into a document and specify whether they appear at the bottom of each page (Footnotes) or at the end of the document (Endnotes) from the "Notes Format" requester (click on the Notes button from the Document command, Format menu).

From this requester, you can also specify the starting number of the note, the Style Sheet used for the note and the separator line style and length.

Notes can be inserted using the Notes command (Edit menu). Click the Insert button from the Notes requester, and type the text for the note into the gadget, press the Return key and the note will be inserted into the document at the current cursor position. The note text will be placed at the end of the page or document, depending on the setting in the "Notes Format" requester.

You can amend any previously created notes by selecting them from the pop-up and changing the text.

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You can move the insertion point to any footnote reference by choosing **Go To** (Edit menu).

## 1.13 Typing And Editing

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

## 1.14 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).

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## 1.15 Typing And Editing

### Inserting An Index Entry

Indexes can be automatically generated by placing 'Index Entries' at the text that you wish to be included.

By placing 'Index Entries' (Insert command, Edit menu) in your text and then choosing the Create Index command (Tools menu) you can easily compile an index which is automatically placed at the end of the document.

## 1.16 Typing And Editing

### Inserting A List Entry

List creation is used for compiling lists like tables of figures or diagrams.

By placing 'List Entries' (Insert command, Edit menu) in your text and then choosing the Create List command (Tools menu) you can easily compile a list which is automatically placed at the insertion point.

## 1.17 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 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).

## 1.18 Typing And Editing

### Inserting The Page Number And Page Count

Choose Insert (Edit menu) and select

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"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.

## 1.19 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 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).

## 1.20 Typing And Editing

Going To A Specific Part Of A Document

Choose "Go To" command (Edit menu) to move to a chosen page or previously specified Bookmark or Footnote.

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To go to a page, type the page number into the text gadget and click "Go To".

To go to a Bookmark, either double-click the bookmark name in the list or select the name and click "Go To".

The Footnote name, when double-clicked, will move the insertion point to the position where the footnote was inserted.

Footnotes and Bookmarks can be inserted into a document from the Insert command (Edit menu).

## 1.21 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.

## 1.22 Typing And Editing

### Creating An Index

An Index can be automatically generated by inserting Index Entries and then choosing "Create Index" (Tools menu).

All index entries are collated, sorted and compiled into an index and inserted at the end of the document.

The index can be customised in several ways before being inserted:

`\textdegree{}` Letter headings (A, B, C...) placed above each letter group

`\textdegree{}` Index entries that appear on consecutive pages (e.g. 3,4,5,6) shown as page ranges (e.g. 3-6)

`\textdegree{}` The text that is placed before and between page numbers, between page ranges, and in front of indented subentries

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## 1.23 Typing And Editing

### Creating A List

List creation is used for compiling lists like tables of figures or diagrams. You insert List Entries into your document from the Insert command (Edit menu).

When a list is created, these list entries will be collated into page number order and inserted at the insertion point.

The addition of page numbers in the list can be specified from this command.

See also: Creating A Table Of Contents

## 1.24 Typing And Editing

### Creating A Table Of Contents

To create a Table of Contents, insert List Entries in the document as for a plain list and specify the level of each insertion so that the Table of Contents will be compiled correctly.

To insert the Table of Contents into the document at the insertion point, choose the "Create List" command (Tools menu) and select "Table Of Contents" from the top list gadget.

You can customise the Table Of Contents by specifying which subentry levels to included in the ToC (e.g. you could limit it to only levels one and two). You can also specify whether page numbers should be shown for each level or only the lowest levels.

See also: Creating A List

## 1.25 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.

## 1.26 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.

## 1.27 Typing And Editing

Calculating Figures In A Table

You can calculate the total, average, minimum  
or maximum number of a row or column of figures  
by placing the insertion point in the cell you  
wish the result to be placed and choose Calculate  
(Tools menu).

From the Calculate requester, you can select  
which mathematical operation you wish to perform  
and whether you would like it based on the cells  
above or to the left of the current cell.

## 1.28 Typing And Editing

Speech

Choose Speech command (Tools menu) to select  
a male, female, robot or natural voice; you can  
also set the pitch and speed.

Speech can be used for the entire document,  
selected text, or talk-while-you-type.

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**IMPORTANT**

Workbench 2.1 and above users: Unfortunately, the Workbench license does not allow us to distribute the Commodore Speech files with Wordworth and therefore you will not be able to use this facility.

If you have access to a Workbench 2.0 or below disk, it is possible to Install the speech files.

## 1.29 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.

## 1.30 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.

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'.

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

## 1.31 Typing And Editing

### Using The Librarian

Choose Librarian (Tools menu) to save common phrases and then quickly insert them into your document.

You can select large amounts of text, your address for example, and add them to the librarian. These can then be inserted into your text.

## 1.32 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.

## 1.33 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
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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).

NOTE: You cannot Drag and Drop text between table cells.

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

## 1.34 Typing And Editing

Installing Additional Fonts

Wordworth 5 comes with a new Font install program called InstallFonts which makes installing and removing fonts much easier than it has been with previous versions of Wordworth.

InstallFonts will install Compugraphic, PostScript and TrueType fonts for use with Wordworth.

Note:

\textdegree{} If you wish to use TrueType or PostScript fonts with Wordworth then when installing Wordworth you will need to select 'Intermediate' or 'Expert' as the user level, and click the 'No' button when asked if you wish to install the 'Small Fonts Library'.

\textdegree{} TrueType fonts can only be used if your Amiga has a 68020 or above processor.

InstallFonts can be found in the WwTools drawer, which is in the Wordworth 5 drawer on a hard-disk, or

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on the Ww5Extras disk for floppy-disk users.

#### Hard-disk users

To install fonts for use with Wordworth, use the following procedure:

1. Copy the appropriate font files into the Intellifont, PostScript or TrueType drawers, which are within the WwFonts drawer.  
    \textdegree{} Compugraphic font files will be suffixed by  
        '.type' or '.lib'  
    \textdegree{} PostScript fonts will end in '.pfb'  
    \textdegree{} TrueType fonts will end in '.ttf'
2. To install the fonts that you have just copied, double-click the InstallFonts icon (WwTools drawer).
3. You will first be asked if you want to add to the old fontlist or overwrite it, normally you should click the 'Add' button, unless you wish to remove fonts, in which case you would click the 'Overwrite' button.
4. A requester will be displayed asking you to select the Fonts drawer, by default this will look in the Intellifont drawer, so if you have copied Compugraphic fonts into this drawer then just click the 'Install' button. If you have copied PostScript or TrueType fonts into the appropriate drawers then click the 'Parent' button, select either the PostScript or TrueType drawer and then click the 'Install' button.

It is also possible to install fonts in other drawers on your hard-disk for use with Wordworth, for example if you have Scala installed, you could run InstallFonts and select the Scala Fonts drawer from the drawer requester.

If you want to remove fonts from Wordworth's fontlist then use the following procedure:

1. Double-click the WwFonts drawer, and double-click the drawer containing the font(s) you wish to remove (Intellifont, PostScript or TrueType).
  2. Choose "Show-All Files" (Window menu) to make sure all of the files in the drawer are shown.
  3. Delete the files for the font(s) you wish to remove.
  4. Double-click the InstallFonts icon (WwTools
-

drawer), and click the 'Overwrite' button when asked if you want to add to the old fontlist or overwrite it.

5. You will now need to re-install the fonts, click 'Install' on the requester when asked to select the Fonts drawer.
6. If you have installed fonts in other drawers on your hard-disk then you will need to re-run InstallFonts, clicking the 'Add' button and selecting the drawers containing the fonts.

#### Floppy-disk users

To install fonts for use with Wordworth, use the following procedure:

1. Format a blank disk and name it 'Fonts1' for example (further disks would be named 'Fonts2', etc).
2. Copy the Compugraphic, PostScript or TrueType font files onto the disk.  
    \textdegree{} Compugraphic font files will be suffixed by '.type' or '.lib'  
    \textdegree{} PostScript fonts will end in '.pfb'  
    \textdegree{} TrueType fonts will end in '.ttf'
3. Turn on or reset your Amiga with the Wordworth5 disk in the internal disk-drive. Wordworth will load automatically, so choose "Quit Wordworth" (Project menu) to return to the Workbench screen.
4. Insert the Ww5Extras disk, double-click its disk icon, double-click the WwTools drawer icon and double-click the InstallFonts icon.
5. Click the 'Add' button when asked if you want to add to the old fontlist or overwrite it.
6. When asked to select the Fonts drawer, delete the text in the requester's 'Drawer' text gadget, type in the name of the disk containing the fonts you wish to install followed by a colon (:), e.g. 'FONTS1:', press Return (you will be asked to insert the disk), and then click the 'Install' button.

If you want to remove fonts from Wordworth's fontlist then use the following procedure:

1. Turn on or reset your Amiga with the Wordworth5 disk in the internal disk-drive. Wordworth will load automatically, so choose "Quit Wordworth"
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(Project menu) to return to the Workbench screen.

2. Insert the disk containing the font(s) you want to remove from Wordworth's fontlist.
3. Double-click the disk's icon and choose "Show-All Files" (Window menu) to make sure all of the files in the drawer are shown.
4. Delete the files for the font(s) you wish to remove.
5. Insert the Ww5Extras disk, double-click its disk icon, double-click the WwTools drawer icon and double-click the InstallFonts icon.
6. Click the 'Overwrite' button when asked if you want to add to the old fontlist or overwrite it.
7. You will now need to re-install the fonts on each of the disks you have fonts on. This should be done using the procedure outlined above.

## 1.35 Typing And Editing

Using ARexx

What is ARexx?

ARexx is a programming language that comes with most new Amigas. The purpose of ARexx is as a scripting language that can control and modify applications and choose how they interact with each other.

This section will not explain how to use ARexx but will give a breakdown of the basic command set that Wordworth supports.

If you wish to find information on how to program using ARexx, read "The ARexx Cookbook" by Merrill Callaway or the Commodore ARexx Manual.

To play an ARexx script from Wordworth, choose the "ARexx Macros" command (Tools menu). You can play any ARexx script from the Arexx Macros requester by double-clicking its name from the list, or by selecting it, then clicking the Play button.

To add an ARexx script to the list, click the Add button and select the required script from the file requester. The list of scripts is updated and saved when you quit Wordworth.

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To delete a script, select the required script from the list and click the Delete button.

Note: ARexx Macros are only available on hard-disk.

See also:

Wordworth Wizards

The full Wordworth 5.0 ARexx command set

## 1.36 Typing and Editing

Wordworth Wizards

Wizards are interactive tasks that guide you through new processes like mail merging or drawing objects. The Wizard requesters will prompt the user for information, and, using ARexx, perform the task automatically. Several Wizards are supplied with Wordworth and, as the system is created using ARexx commands, we hope that many more will appear in the public domain and on the Internet, created by users and Digita.

To play a Wizard from Wordworth, choose the "ARexx Macros" command (Tools menu). You can play any Wizard from the Wizard requester by double-clicking its name from the list, or by selecting it, then clicking the Play button.

To add a Wizard to the list, click the Add button and select the required script from the file requester. The list of scripts is updated and saved when you quit Wordworth.

To delete a Wizard, select the required script from the list and click the Delete button.

Note: Wizards are only available on hard-disk.

See also:

The full Wordworth 5.0 ARexx command set

## 1.37 Typing And Editing

Wordworth 5.0 ARexx Command Set (134 commands)



Please Note:

\textdegree{} You must run the Workbench 'RexxMast' program before you can run any ARexx scripts.

\textdegree{} Due to the way ARexx works, your ARexx scripts must not contain any spaces in the file name or in the path.

\textdegree{} All ARexx scripts must start with a comment, beginning with '/\*' and ending with '\*/'.

\textdegree{} All parameters must be surrounded by quotes.

\textdegree{} If you execute the ARexx macro and nothing happens, there must be an error in the script.

\textdegree{} If you want commands in your ARexx script to return results, then you must set this option at the start of the ARexx script with the line 'OPTIONS RESULTS'

\textdegree{} Do not use variables which have the same name as command parameters, as this will lead to problems with the ARexx script.

PROJECT MENU

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NEW (PORTNAME/K)

Creates a new project and work area. This command returns the ARexx port name assigned to the project. (Wordworth documents have portnames of WORDWORTH.x where x is the number of the window, e.g. WORDWORTH.1, WORDWORTH.2 etc).

\* PORTNAME is used to assign a specific port name to the project.

Note: If you open a new document window, you must address the portname assigned to it.

Example:

```
NEW PORTNAME NewPortName
Address NewPortName
```

or

```
NEW
NewPortName = RESULT
Address Value NewPortName
```

CLEAR (FORCE/S)

Clears the current project and its work area.

\* FORCE suppresses the 'Save changes?' requester.

OPEN (FILENAME/K, FORCE/S)

Opens the specified project into the current work area. If no FILENAME is given, prompts the user for a filename via a file requester.

\* FORCE suppresses the 'Save changes?' requester.

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Note: This command will load the document into the current work area, it will not open a new one. If you want the document to be opened into a new work area then you will need to use the NEW command first.

#### SAVE

Saves the current project as the current filename. If the project is unnamed, the file requester will be displayed for the user to select a filename.

#### SAVEAS (ASCII|RTF|WORDPERFECT|TEMPLATE/S,NAME/K)

Saves the current project to the specified filename.

- \* The filetype is optional, if omitted the file will be saved in normal Wordworth format.

- \* NAME specifies the filename for the project. If no name is provided, the file requester will be displayed for the user to select a filename.

#### LASTSAVED

Re-opens the current project into the current work area from the last saved version of the document on disk.

#### CLOSE (FORCE/S)

Closes the current project and work area.

- \* FORCE suppresses the 'Save changes?' requester.

#### PRINT (PROMPT/S)

Prints the current project using the current settings.

- \* PROMPT provides a requester for setting print parameters.

#### PRINTSETUP

Displays the Print Setup requester.

#### PRINTOPTIONS (RANGEFROM/K/N,RANGETO/K/N,COPIES/K/N, COLLATE/S, REVERSE/S, DRAFT/S, BACKGROUND/S, BLACKANDWHITE|GREYSCALE| COLOUR/K, ODDANDEVENPAGES|ODDPAGES| EVENPAGES/K)

Sets the various options that can be set in the Print Document requester.

It does not print - use the PRINT or MAILMERGE commands to print the document.

The options can be specified in any order and none are necessary - defaults are used for missing options.

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If RANGEFROM and RANGETO are missing then all pages are printed.

Default number of copies is 1, COLLATE by default is off, as is REVERSE, DRAFT and BACKGROUND. Default is BLACKANDWHITE and ODDANDEVENPAGES.

MAILMERGE (DATAFILE/K, DATASTORE|MAILSHOT|CSV|DIF/K,  
HEADER|NOHEADER/K)

With no parameters specified, this command displays the mail merge requester.

The parameters are optional, they choose the merge format - Datastore, Mailshot, CSV or DIF, whether the datafile has a header record or not, and the filename of the datafile.

Example (to be typed on one line):

```
MAILMERGE DATASTORE HEADER DATAFILE  
"Work:Wordworth5/Docs/MergeData"
```

ABOUT

Displays the About requester.

QUIT (FORCE/S)

Quits the program. If the project was modified, the user is prompted to save before closing.

\* FORCE suppresses the 'Save changes?' requester.

EDIT MENU

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CUT

Copies the currently selected text or object(s) from the project into the clipboard and then deletes it.

COPY

Copies the currently selected text or object(s) from the project into the clipboard.

PASTE

Puts the contents of the clipboard into the project - text will be pasted at the current cursor position.

ERASE

Deletes the currently selected text or object(s) from the project.

UNDO

Reverts back to the last recorded state of the project (if this option is available).

FIND (TEXT/F)

Searches the current project for text that matches

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the specified string, starting from the current cursor position. If no string is specified then the Find/Replace requester will be displayed.

FINDCHANGE (ALL/S,PROMPT/S,FIND/K,CHANGE/K)

- \* ALL replaces all occurrences of the FIND text with the CHANGE text.
- \* PROMPT displays the Find/Replace requester.
- \* FIND searches for the specified text.
- \* CHANGE replaces the specified FIND text with the text specified after the CHANGE keyword.

FINDNEXT

Finds the next occurrence of the current find text without displaying the Find/Replace requester.

GOTO

Displays the Goto requester.

INSERTPAGEBREAK

Inserts a page break into the project at the current cursor position.

INSERTCOLUMNBREAK

Inserts a column break into the project at the current cursor position.

INSERTPAGENUMBER

Inserts a page number into the project at the current cursor position.

Note: Page numbers and Page counts can only be inserted into the header or footer.

INSERTPAGECOUNT

Inserts the page count into the project at the current cursor position.

Note: Page numbers and Page counts can only be inserted into the header or footer.

INSERTDATE

Inserts the date into the project at the current cursor position.

INSERTTIME

Inserts the time into the project at the current cursor position.

INSERTUPDATINGDATE

Inserts the date as an updating code into the project at the current cursor position.

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**INSERTUPDATINGTIME**

Inserts the time as an updating code into the project at the current cursor position.

**NOTES**

Displays the Notes requester.

**COLOURS**

Displays the Colours requester.

**SELECTALL**

Selects all of the text or objects in the project. If an object is currently selected then all objects will be selected, otherwise all of the text will be selected.

**VIEW MENU**

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**VIEWWINDOW** windownum (/N)

Changes the active window to the one specified by 'windownum', starting at 0 for the first open window, 1 for the next, and so on.

**CLEANSCREEN**

Turns the rulers and toolbar off.

**ZOOM** zoomlevel (/N)

Zooms to the specified zoom level (25 - 400). If no zoom level is specified then the Zoom requester will be displayed.

**ZOOMIN**

Zooms into the document by 10%.

**ZOOMOUT**

Zooms out of the document by 10%.

**FITPAGE**

Zooms to fit a whole page into the window.

**FITWIDTH**

Zooms to fit the width of a page within the window.

**SHOWRULERS**

Toggles the rulers on or off.

**SHOWTOOLBAR**

Toggles the toolbar on or off.

**SHOWDRAWINGTOOLS**

Toggles the Drawing Tools window on or off.

**SHOWSTYLES**

Toggles the Styles palette on or off.

**SHOWCODES**

Toggles the display of special codes within the document for spaces, tabs, paragraph marks, etc. on or off.

#### SHOWGUIDES

Toggles on or off the display of margin lines, text frame guides, etc.

#### ONEPAGEACROSS

Displays one page across the window.

#### TWOPAGESACROSS

Displays two pages across the window.

#### FOURPAGESACROSS

Displays four pages across the window.

#### FORMAT MENU

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FONT (NAME/S, SIZE/N, ITALIC/S, BOLD/S, PLAIN/S,  
UNDERLINED/S, DOUBLEUNDERLINED/S, STRIKETHROUGH/S,  
SMALLCAPS/S, WIDTH/K/N, OBLIQUE/K/N)

Allows the selection of fonts and/or styles. If no parameters are specified, then the Font requester will be displayed.

The WIDTH parameter accepts values between 10 and 999%, and the OBLIQUE parameter accepts values between -45 and 45 (minus values should be in quotes, e.g. "-20").

PARAGRAPH leftindent rightindent firstlineindent  
justify lineheight linespacing spacebefore  
spaceafter hyphenation keeplinestogether

This command, with no parameters specified, displays the Paragraph requester.

If parameters are specified (all optional, not all needed) then those parameters are applied to the current or selected paragraph(s).

'justify' can be LEFT, CENTRE, RIGHT or FULL.  
'lineheight' can be AUTO, LOOSE, 6LPI, 8LPI or a custom height in points.  
'linespacing' can be SINGLE, ONEHALF or DOUBLE.  
'spacebefore' can be NONE, AUTO or a custom height in points, e.g. '5 pt'.  
'spaceafter' can be NONE, AUTO or a custom height in points.  
'hyphenation' can be HYPHENATIONON or HYPHENATIONOFF.  
'keeplinestogether' can be KEEPLINESTOGETHERON or KEEPLINESTOGETHEROFF.

#### TABS

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Displays the Tabs requester.

SETTAB type position (/A,/N)

Sets a tab marker for the currently selected paragraph(s).

'type' can be LEFT, RIGHT, CENTRE or DECIMAL.

'position' is the distance from the left edge of the document, measured in the current ruler units.

e.g. 'SETTAB LEFT 2.5'.

DOCUMENT pagesizetype leftmargin rightmargin  
 topmargin bottommargin columns gap landscape  
 facingpages doublepagespread mirrormargins  
 DOCUMENT width height leftmargin rightmargin  
 topmargin bottommargin columns gap landscape  
 facingpages doublepagespread mirrormargins

This command, with no parameters specified, displays the Document requester.

If parameters are specified they follow one of the two formats shown above, for either a named page size, or a custom page size. The parameters are all optional, not all are needed.

'pagesizetype' can be A3, A4, A5, USLetter, USLegal or WideTractor.

'width' is the page width in default units, e.g. inches.

'height' is the page height in default units.

'leftmargin' is the left margin in default units.

'rightmargin' is the right margin in default units.

'topmargin' is the top margin in default units.

'bottommargin' is the bottom margin in default units.

'columns' is the number of columns, 1-32.

'gap' is the column gap in default units.

'landscape' can be LANDSCAPEON or LANDSCAPEOFF.

'facingpages' can be FACINGPAGESON or FACINGPAGESOFF.

'doublepagespread' can be DOUBLEPAGESPREADON or DOUBLEPAGESPREADOFF.

'mirrormargins' can be MIRRORMARGINSON or MIRRORMARGINSOFF.

STYLESHEETS num (/N)

This command, with no parameters specified, displays the Style Sheets requester.

With a number specified it will apply the style corresponding to that number to the current or selected paragraph(s) (0=No style, 1=Normal, etc).

BULLETFORMAT

Displays the Bullet Format requester.

## OBJECT MENU

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## PLACEPICTURE

Displays the "Place Picture" requester.

## PLACETABLE

Displays the "Place Table" requester.

## MOVEFORWARD

Moves the currently selected object(s) forward a level in front of other objects.

## MOVEBACKWARD

Moves the currently selected object(s) backward a level behind other objects.

## BRINGTOFRONT

Brings the currently selected object(s) to the front of all other objects on the page.

## SENDBACK

Sends the currently selected object(s) to the back of all other objects on the page.

## GROUP

Groups the currently selected object(s) into one grouped object.

## UNGROUP

Ungroups the selected group object into its original objects.

## LOCK

Locks the currently selected object(s) to the page so that they cannot be accidentally moved, re-sized or deleted.

## UNLOCK

Unlocks the currently selected object(s) from the page so that they can be moved, re-sized or deleted.

## DUPLICATE

Creates a duplicate object from the currently selected object(s).

## ADDTOALLPAGES

Adds the currently selected object(s) to all pages so that it is displayed on all pages in the document.

## TOOLS MENU

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## SPELLCHECK

Spell Checks the document from the current cursor position.



**AUTOCORRECT**

Displays the Auto Correct requester.

**THESAURUS**

Displays the Thesaurus requester.

**LIBRARIAN**

Displays the Librarian requester.

**STATISTICS**

Displays the Statistics requester.

**SORT**

Displays the Sort requester.

**SORTASCENDING**

Sorts the currently selected paragraphs into alphabetically ascending order.

**SORTDESCENDING**

Sorts the currently selected paragraphs into alphabetically descending order.

**TEXT EDITING**

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**GETTEXT**

Returns in Result the text in the selected text block, or the text in the line containing the Insertion point.

**TEXT (TEXT/F)**

Inserts the specified text into the document at the insertion point as if it was typed in at the keyboard.

Note:

- \* The text must be contained in quotes.
- \* A carriage return is not inserted after the text, so if you want to start a new line you will need to use the NewParagraph command.

**GETFONT**

Returns in Result the name of the font at the insertion point. This is only returned if no text is selected, and only the font name is returned, not the size.

**GETFONTSIZE**

Returns in Result the size in points of the font at the insertion point. This is only returned if no text is selected, and only the font size is returned, not the name.

**ACTIVATETEXTFRAME (MAIN|HEADER|FOOTER|LEFTHEADER|**

RIGHTHEADER|LEFTFOOTER|  
RIGHTFOOTER/K|objpointer)

This command activates a text frame, which is either one of the default frames, specified by MAIN, HEADER, FOOTER, LEFTHEADER, RIGHTHEADER, LEFTFOOTER or RIGHTFOOTER, or a text frame object specified by its object pointer, which is returned when it is created.

#### BACKSPACE

Deletes the character to the left of the Insertion point, as if the Backspace key was pressed.

#### DELETE

Deletes the character to the right of the Insertion point, as if the Delete key was pressed.

#### NEWPARAGRAPH

Inserts a new paragraph at the Insertion point, as if the Return key was pressed.

#### COPYFORMAT

Copies the Paragraph formatting of the paragraph containing the Insertion point into a clipboard.

#### PASTEFORMAT

Pastes the last copied Paragraph format (copied with COPYFORMAT) into the currently selected paragraphs, or the paragraph containing the Insertion point.

#### ALTDOWN

Is used in conjunction with the CURSOR command. It acts as though the ALT key is depressed.

#### ALTUP

Is used in conjunction with the CURSOR command. It acts as though the ALT key is released.

#### CTRLDOWN

Is used in conjunction with the CURSOR command. It acts as though the CTRL key is depressed.

#### CTRLUP

Is used in conjunction with the CURSOR command. It acts as though the CTRL key is released.

#### SHIFTDOWN

Is used in conjunction with the CURSOR command. It acts as though the SHIFT key is depressed.

#### SHIFTUP

Is used in conjunction with the CURSOR command. It acts as though the SHIFT key is released.

#### CURSOR (UP/S,DOWN/S,LEFT/S,RIGHT/S)

Moves the cursor up, down, left or right a single line or column position. It can be used in

conjunction with the ALTDOWN, ALTUP, CTRLDOWN, CTRLUP, SHIFTDOWN, SHIFTUP commands for performing cursor operations as if typed on the keyboard using those keys. This allows for the selection of text, etc.

LINE numlines (/N/A)

Accepts positive or negative arguments to move the cursor up or down relative to its current position.

COLUMN numcolumns (/N/A)

Accepts positive or negative arguments to move the cursor left or right relative to its current position.

GOTOLINE linenum (/N/A)

Moves the cursor to a specified line (numbered from 0 as the first line in the document).

GOTOCOLUMN columnnum (/N/A)

Moves the cursor to a specified column (numbered from 0 as the first character in the line).

NEXT (WORD/S,PAGE/S)

Moves the cursor to the next word or page.

PREVIOUS (WORD/S,PAGE/S)

Moves the cursor to the previous word or page.

POSITION (SOF/S,EOF/S,SOL/S,EOL/S,SOW/S,EOW/S,SOV/S,EOV/S)

Moves the cursor to the position specified by the argument:

- \* SOF moves it to the start of the file (document)
- \* EOF moves it to the end of the file
- \* SOL moves it to the start of the current line
- \* EOL moves it to the end of the current line
- \* SOW moves it to the start of the current word
- \* EOW moves it to the end of the current word
- \* SOV moves it to the top of the current view (actual page)
- \* EOV moves it to the end of the current view (actual page)

PLAIN

Applies Plain style to the selected text, or turns it on ready for typing.

BOLD

Applies Bold style to the selected text, or turns it on ready for typing.

ITALIC

Applies Italic style to the selected text, or turns it on ready for typing.

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**UNDERLINE**

Applies Underline style to the selected text, or turns it on ready for typing (uses single or double depending on the underlining style set for that text).

**SINGLEUNDERLINE**

Applies Single Underline to the selected text, or turns it on ready for typing.

**DOUBLEUNDERLINE**

Applies Double Underline to the selected text, or turns it on ready for typing.

**SUPERSCRIPT**

Toggles the Superscript text style on or off.

**SUBSCRIPT**

Toggles the Subscript text style on or off.

**SMALLCAPS**

Applies SmallCaps to the selected text, or turns it on ready for typing.

**STRIKETHROUGH**

Applies Strikethrough to the selected text, or turns it on ready for typing.

**LEFTJUSTIFY**

Sets the currently selected paragraph(s) to be left justified.

**RIGHTJUSTIFY**

Sets the currently selected paragraph(s) to be right justified.

**CENTREJUSTIFY**

Sets the currently selected paragraph(s) to be centre justified.

**FULLJUSTIFY**

Sets the currently selected paragraph(s) to be fully justified.

**SINGLESPEACE**

Sets the currently selected paragraph(s) to be single spaced.

**DOUBLESPEACE**

Sets the currently selected paragraph(s) to be double spaced.

**OBJECTS**

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**DRAWLINE** page,x1,y1,x2,y2,thickness,colour,linestyle,

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`startstyle,endstyle,textflow,standoff`

Draws a line on the page number specified (if that page exists) at the specified coordinates, with the various settings.

Only the page number and coordinates are required (defaults will be used for the rest), you can specify the others parameters too, but you don't need to set all of them, you could for instance set thickness and colour only.

Coordinates are set in ruler units, so if the rulers are in inches then the coordinates are too, e.g. 0.5 is half an inch.

'thickness' is in points.

'colour' is a colour name, e.g. RED, GREEN, YELLOW, etc. (if the name has spaces in it then surround it in quotes, e.g. "PALE YELLOW").

'linestyle' is as in the line requester, PLAIN, SHORTDASH, LONGDASH, DASHDOT or LONGDASHDOT.

'startstyle' and 'endstyle' are similar, i.e. NORMAL, ROUNDED, BOX, CIRCLE, SHORTARROW, LONGARROW, ARROWHEAD, ARROWTAIL, DIMENSION or SPLAT.

'textflow' is: NONE, LEFT, RIGHT, CONTOURLEFT or CONTOURRIGHT.

'standoff' is in ruler units, e.g. 0.25 inches.

Returns objectid in RESULT.

`DRAWBOX page,x,y,width,height,fillcolour,  
borderthickness,bordercolour,borderstyle,  
textflow,standoff`

Draws a box with the coordinates specified.

The parameters work as in DRAWLINE, only page, x, y, width and height are needed.

'fillcolour' can also be TRANSPARENT as well as colour names.

'borderstyle' can be SINGLELINE, DOUBLELINE, DASHDOT, SHORTDASH, LONGDASH or SHADOW.

'textflow' can only be NONE, LEFT or RIGHT.

Returns objectid in RESULT.

`DRAWROUNDEDBOX page,x,y,width,height,fillcolour,  
borderthickness,bordercolour,textflow,`

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standoff

Same as the DRAWBOX command, but lacks borderstyle. Additionally has rounded corners.

'textflow' can also be CONTOURLEFT or CONTOURRIGHT.

Returns objectid in RESULT.

DRAWOVAL page,x,y,width,height,fillcolour,  
borderthickness,bordercolour,textflow,standoff

Draws an oval.

Returns objectid in RESULT.

DRAWCIRCLE page,x,y,diameter,fillcolour,  
borderthickness,bordercolour,textflow,  
standoff

Draws a circle.

Returns objectid in RESULT.

DRAWTEXTFRAME page,x,y,width,height,leftmargin,  
rightmargin,topmargin,bottommargin,  
fillcolour,borderthickness,bordercolour,  
borderstyle,textflow,standoff,numcolumns,  
gutter

Draws a text frame.

The parameters work as in DRAWLINE, only page, x, y, width and height are needed.

'fillcolour' can also be TRANSPARENT as well as colour names.

'borderstyle' can be SINGLELINE, DOUBLELINE, DASHDOT, SHORTDASH, LONGDASH or SHADOW.

'textflow' can only be NONE, LEFT or RIGHT.

Returns objectid in RESULT.

DELETEOBJECT objectid

Deletes the object specified by objectid, which will have been returned by one of the DRAWxxx commands.

SELECTOBJECT objectid (MULTISELECT/S)

Selects the object specified by objectid, which will have been returned by one of the DRAWxxx commands.

If MULTISELECT is specified then other selected objects are left selected, otherwise they are

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de-selected.

Once an object or objects have been selected then the Object menu commands can be applied to send it to the front/back, etc.

#### MISCELLANEOUS COMMANDS

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##### BULLETPPOINT

Applies (or removes) a bullet point to the current paragraph, or selected paragraphs.

##### HANGINGINDENT

Indents the current/selected paragraphs by the default tab width, leaving the first line as it is, i.e. creates a hanging indent.

##### INDENTRIGHT

Indents the current/selected paragraphs by the default tab width.

##### INDENTLEFT

Outdents the current/selected paragraphs by the default tab width to the left.

#### REQUESTERS

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##### REQUESTNOTIFY (PROMPT/S)

Bring up a notification requester that can only be satisfied by clicking OK.

\* PROMPT specifies the text string to be displayed.

##### REQUESTRESPONSE (PROMPT/K)

Brings up a query requester with 'Yes' and 'No' buttons. A warning is returned if the user selects 'No'.

\* PROMPT specifies the text string to be displayed.

Note: ARexx has a variable 'RC' in which errors are returned by commands, this is normally set to zero for no error, but is set to a positive value if an error is returned. So, to detect if an error occurred as the user clicked the Cancel button, you would do the following:

```
RequestResponse PROMPT 'Do you wish to continue?'  
If (RC > 0) THEN  
Exit
```

##### REQUESTFILE (TITLE/K, PATH/K, FILE/K, PATTERN/K, DRAWERONLY/S)

Displays a file requester.

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You can specify the title, path and filename, and an AmigaDOS style pattern for the files displayed.

If the DRAWERONLY parameter is included then the file requester will only display drawers.

The path and filename are returned as one string in RESULT. A Warning is returned if the user cancels the requester.

```
WIZARDREQ (TITLE/K,LABEL/K,TEXTBOX/K/N id text,  
           CONTENTS/K,BUTTON/K/N id text,BUTTON/K/N  
           id text)
```

Allows the creation of a 'Wizard' requester in an Arexx script. This is a modal requester.

The parameters are all optional and can be specified in any order.

TITLE specifies the title of the requester.

LABEL specifies a text string displayed at top of the requester. You can have up to six LABEL parameters to specify up to six lines of text.

Note: You can create a blank line in the label text by using 'LABEL ""'.

TEXTBOX id text, specifies a textbox gadget, with an associate id number, and text label. These gadgets currently allow a maximum of 80 characters to be typed in.

The text label can contain an underscore for the keyboard shortcut, e.g. "\_Name" has 'N' as the keyboard shortcut.

CONTENTS specifies a default text string to be displayed in the previously defined textbox gadget.

You can have up to eight text gadgets, aligned in rows in the requester.

BUTTON id text, specifies a button to be displayed at the bottom of the requester, with id number and text. You can have up to five buttons. The usual ones would be OK and CANCEL.

The text label can contain an underscore for the keyboard shortcut, e.g. "\_Cancel" has 'C' as the keyboard shortcut.

This command returns the id number of the button that was clicked to close the requester, or -1 if the close gadget was clicked, in Result.

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Example (to be typed on one line):

```
WIZARDREQ TITLE "My Wizard" LABEL "This is my Wizard"  
TEXTBOX 1 "_Name:" TEXTBOX 2 "_Address:" BUTTON 1  
"_Ok" BUTTON "-1" "_Cancel"
```

Note: The example above assigns an id number of -1 to the cancel button, this means that a value of -1 is returned if the Cancel button was pressed or if the close gadget was clicked, so you can check for both in one check.

WIZARD\_GETTEXTBOX id (/N)

This command is used after a WIZARDREQ command to get the contents typed into a TEXTBOX text gadget. Just specify the id number you passed in to WIZARDREQ for that gadget to get the text string returned in Result.