

**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

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# 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

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## 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

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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

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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

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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

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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

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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...

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- 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

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