Format

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Chapter 1

Format

1.1 Formatting Text

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document so that it appears the way that you
want.

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1.2 Formatting Text

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Formatting Text Characters

The "Font Format" requester (Font command, Format
menu) is used to change the appearance of selected
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text or any new text you are about to type.

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
   \textdegree{} Applying typographic functions (such as
     kerning and tracking)

Keyboard Shortcuts
Ctrl ,   Decrease font size by 1pt
Ctrl .   Increase font size by 1pt

Kerning makes certain pairs of characters overlap
to give a narrower appearance, but slows down the
screen speed slightly.

Tracking is used to increase or decrease the
amount of space between characters.

The ruler tools and the menus can both be
used to change the style, size and font itself.

The "Print Method" (Print Setup command,
Project menu) will determine which fonts you can
use in your document.

                         IMPORTANT
In the Font pop-up gadgets, you will notice several
MathsRoman fonts. These fonts contain maths symbols
which can be used for writing equations, for example.

These fonts cannot be deleted from the list as they
are stored within hidden files. However, it is possible
to hide them from the font pop-up gadgets.

1.3 Formatting Text

Different Text Styles

You can apply different text styles to selected
(highlighted) text by choosing one of the style
commands from the Format menu. Or click one of
the style icons on the ruler button bar.

Styles Available:
  \textdegree{} Plain Text   [P] - Turn off all other
                          styles, returns text
                          to plain style

\textdegree{} Bold Text   [B] - Embolden text to make
                               it appear thicker
                               (good for headings)

\textdegree{} Italic Text   [I] - Italicise text so that
                               it slants to the right

\textdegree{} Underlined Text [U] - Underline text.
                               Use the Underlining pop-up
                               to select single or double
                               underlining.

\textdegree{} Superscript Text   - Place text above base
                               line of text.

\textdegree{} Subscript Text   - Place text below base
                               line of text.

You can specify the size of super or subscript characters
(as a percentage in relation to the current font size) from
the Document Options requester (Format menu).

See also
  FontEffects

1.4 Formatting Text

Using FontEffects

FontEffects allows you to apply different effects
to selected (highlighted) text from the "Font
Format" requester (Font command, Format
menu). You can also select Small Caps by clicking
on the style icon on the ruler button bar.

FontEffects Available:
  \textdegree{} Width   - Use the pop-up gadget to set the
                 character width from 25% to 400%.
                 You can also type a value by clicking
                 in the Width gadget.

  \textdegree{} Oblique   - Use the pop-up gadget to set the
                 degree of character obliqueness from
                 -45\textdegree{} to +45\textdegree{}. You can also type a ↩
                     value
                 by clicking in the Oblique gadget. For
                 this effect to work correctly, you should
                 deselect the Italic Style .

  \textdegree{} Small Caps   - This option converts all small letters
                 into capitals that are smaller than
                 normal capital letters. The percentage
                 height of the small capitals can be
                 specified from the Document Options

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                      requester (Format menu).
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\textdegree{} Strikethrough – Draws a line through text. This is useful
for making revisions to documents.

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See also
  Character Styles
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1.5 Formatting Text

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Formatting The Document
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The Document command (Format menu) sets the page
size (for example, A4, US Letter), margins,
number of columns and if you wish to spread
objects over pages ("Double Page Spread").

The Landscape option is used to rotate the page
anticlockwise so that a page can be printed on
its side (like a banner). This option is only
available in the Normal "Print Method" ("Print
Setup", Project menu).

The left, right, top and bottom margins for the
entire document can be set from this requester.
If you select facing pages, the margins are
mirrored onto left pages. For example, the left
margin becomes the right margin and the right
becomes the left margin on left (even) pages.

The number of columns used in the entire document
is specified from this requester, along with the
gap between each column.

If you wish to have a page with a different
number of columns, you will need to
 Create A Text Frame and specify the number
of columns for that frame.

Click the Options button to display a requester
from which you can turn on or off headers and
footers and set the header and footer margins.

The page numbering style, date and time formats
can also be set from this Options requester.

 Page Breaks , Page Numbers , Dates ,
and Times can be inserted using Insert
(Edit menu).

1.6 Formatting Text

Formatting Paragraphs

Choose Paragraph (Format menu) to change the
format of a selected paragraph(s).

The format of a paragraph can be changed in
several ways:
    Aligning and Justifying Text
    Indenting Lines And Paragraphs
    Hyphenation Text
    Changing Line Spacing
    Spacing Between Paragraphs
    Setting Tabs
    Keeping Lines Together Over Pages

Alignment, indents and tabs can also be set from
the ruler .

1.7 Formatting Text

Using Bullet Points

You can add a bullet point to the current (or
selected) paragraph(s) by clicking on the bullet
icon on the ruler button bar.

The paragraph is automatically indented to the
first default Tab Stop. Clicking the button again will
turn off the bullet point.

Choose the Bullet Points command (Format menu) to
display a requester from which you can specify the
character and font used for the bullet. The Select
button displays the "Insert Literal" requester
displaying all characters for the current font
from which you can select one to use.

1.8 Formatting Text

Using the Fast Format Tool

Click on the Fast Format button from the
 ruler button bar to allow
you to select any paragraph format already
used in your document, then apply this
to any subsequent paragraph until the tool is
turned off.

Once you have selected the Fast Format tool, the
mouse pointer will change to resemble a pipette.
The formatting of any paragraph that you now click

on will be remembered. A plus (+) symbol will
appear alongside the mouse pointer.

You can now apply this style to other paragraphs
by clicking on them.

To turn off the Fast Format tool, click again on
the button from the ruler tools.

1.9   Formatting Text

Adjusting Margins

You can set both document page margins or
margins within an individual text frame.

To change the page margins, choose Document
from the Format menu and type your margins
into the text gadgets.

To change margins within a text frame, select the
frame, then choose Information (Object menu)
and type your margins into the text gadgets.

1.10   Formatting Text

Aligning And Justifying Text

Wordworth aligns text relative to the left and
right indents set for the paragraph. You can
align text left, right, centred, or fully
justified by choosing the Paragraph
command (Format menu).

You can also align using the second group of
four icons on the Ruler . The icons
are in the order – Left, Right, Centred, Justify.

Alignment is applied to the current paragraph or
selected paragraphs.

Keyboard Shortcuts
Ctrl L   Left Align
Ctrl R   Right Align
Ctrl C   Centre Align
Ctrl J   Fully Justify

NOTE: A paragraph is text separated by a carriage
return before or afterwards.

1.11   **Formatting Text**

Changing Line Spacing

Choose Paragraph (Format menu) to set the line
spacing which is measured in points. Select from
the "Line Height" gadget or type a specific
value (Auto sets line spacing appropriate to the
font size, Loose allows extra space for accents on
foreign characters).

Auto is the method you should use with Agfa
Compugraphic Fonts. With Internal Printer Fonts,
set the line spacing to 6 or 8lpi.

The "Line Spacing" options let you switch between
Single, Double and 1½ line spaces between each
line. This is commonly used for educational or
legal documents.

The ruler can also be used to set the line
spacing.

NOTE: 1½ line spacing cannot be used be used with
a "Line Height" of 8 lpi.

1.12   **Formatting Text**

Hyphenating Text

Choose Hyphenate (Settings menu) to toggle On or
Off.

Hyphenation automatically hyphenates eligible
words to improve line breaks.

Hyphenation can be selectively applied to
paragraphs using the Paragraph command (Format
menu).

1.13   **Formatting Text**

Indenting Lines And Paragraphs

Indenting changes the width and horizontal
position of a paragraph relative to the left and
right page margins. You can indent the first line,
relative to the subsequent lines of the paragraph.

When you indent paragraphs using the ruler,
Wordworth automatically updates indent settings

in the Paragraph requester (Paragraph command,
Format menu).

 The ruler indent markers are the two triangles
on the ruler (Left and First Line Indents) and
the one triangle on the right (Right Indent).

Drag the lower left triangle to indent the left
of the paragraph, and to move just the first line
of the paragraph, drag the upper left triangle.

Drag the right hand triangle to indent the right
of the paragraph.

You can also use the Left and Right Indent buttons
from the ruler tools. Use the Indent Right button
to indent the paragraph to the next tab stop to the
right, and the Left Indent button to indent the
paragraph to the next tab stop to the right. Any
hanging indents or bullets previously set are
retained. The default tab stops can be set from the
Tabs command (Format menu).

1.14 Formatting Text

Keeping Lines Together Over Pages

To stop a paragraph being split over a page break,
select "Keep Lines Together" (Paragraph command,
Format menu).

1.15 Formatting Text

Spacing Between Paragraphs

You can specify the space between paragraphs by
typing a value into either the Before or After
gadgets on the Paragraph requester (Paragraph
command, Format menu).

The value is measured in points and a number
about half the height of the character size is
usually the best.

1.16 Formatting Text

Setting Tabs

There are four tab styles in Wordworth: Left,
Right, Centre and Decimal. The current tab

style is highlighted in the @{ " Ruler " Link "Display.guide/Rulers"}. To change
the style click the appropriate tab icon.

Default tab stops are set on the ruler at
regular intervals for all paragraphs in a
document. When you set a tab, Wordworth removes
all default tab stops to the left of the new tab.

Setting tab stops using the ruler:
  1. Select paragraph(s) to insert tabs
  2. Click a tab icon to select the tab style
  3. Click on the ruler where you want to set
     the tab

To move a tab position, drag the tab across the
ruler. To remove, drag the tab away from the
ruler.

You can also set or delete individual tabs, as
well as specify the default tab stops, from the
Tab requester (Tab command, Format menu).

IMPORTANT
It is not possible to set tabs from within a
table cell.

1.17 Formatting Text

Using Style Sheets

Style sheets are commonly used for two reasons:

1. To structure the formatting of your document
   within given styles, for consistency.

2. By modifying the formats that make up a
   style, you can quickly change all of the text
   in the document that uses the style.

A style sheet in Wordworth can be paragraph-based
or character-based. This means that any paragraph-
based styles will apply changes to the whole
paragraph or selected paragraphs; character-based
styles will only apply font information to the
currently selected text.

You can create paragraph styles with different font,
paragraph and tab formats and when applied to the
text it will be applied to the whole paragraph. If
a style has been applied to a paragraph and then
some element of the paragraph has changed, for
example a word within the paragraph has been
italicised, the paragraph is no longer a true style
as it has been modified.

A modified style is represented by a plus (+) sign
after the style name in the list.

If another style is applied to the paragraph, the
modifications will remain (the italicised word will
stay italic, for example), but all other unmodified
elements of the paragraph will change with the style.

If you wish to override any modifications made to a
style, you will need to apply the "No Style" style
to the paragraph before applying the new style.
Alternatively, hold down the Shift key when double-
clicking the style name in the Styles palette (View
menu) to automatically apply a "No Style" before
the chosen style.

See also:
  Styles palette
  Style Sheets requester

1.18 Formatting Text

Formatting Using Style Sheets

The "Style Sheets" requester ("Style Sheets"
command, Format menu) is used to define the
style sheets used in the current document.

Styles can be created, deleted, copied or
modified from this requester. The modifications
that can be made to a style include:
  \textdegree{} Font
  \textdegree{} Paragraph
  \textdegree{} Tabs

 A description of the selected style is shown at
the bottom of the requester, showing all the
attributes of the style.

A style can be applied to the current paragraph
(or selected paragraphs) by selecting the style
from the list and clicking OK. Alternatively,
style sheets can be applied to text using the
floating Style palette (Styles command, View menu).

If a paragraph has been modified after a style
has been applied, the style name will show a
plus (+) sign after it.

The style, "No Style" cannot be renamed,
modified or deleted and the Normal style cannot
be renamed or deleted.

Character and Paragraph Styles

Double-clicking a style from the Styles palette
with the Ctrl key held down, will only apply the
Font format of the style, ignoring any Paragraph
or Tabs information set. This is only applied to
selected text. If no text is selected, the current
font is changed ready for typing.

An actual style can also be created which only
contains Font information – these styles appear in
the list with "(f)" after their names. Alternatively,
styles which only apply the paragraph/tabs and not
any font information will show a "(¶)" after their
names.

The Applies pop-up ("Style Sheets" command, Format
menu) can be used to create different types of
character and paragraphs styles:

Applies
  \textdegree{} Font   Creates a character style
  \textdegree{} Para & Tabs Creates a paragraph-only style.
  \textdegree{} All   Creates a 'full' style
                containing font and paragraph
                information

No Style and Normal disable the Applies pop-up as
Normal is always a 'full' style.

Based On Styles

You can specify that a style is based on another
style from the "Style Sheet" command (Format menu).
For example, you can create a Heading style
which is 'Based On' Normal but also has the
extra properties of being in Bold and 18-point. Now,
whenever you change the font of the Normal style,
the font of the heading style will change as well.

Following Styles

The style for the following paragraph can be
selected from the pop-up gadget. This allows you
to define, for example, that the Normal style
should follow a Heading style.

Import Styles

You can import style sheets from other Wordworth
documents. Click Import from the "Style Sheets"
requester and select the Wordworth document from
the list.

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See also:
  Using Style Sheets
  Styles palette
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1.19 Formatting Tables

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Formatting Tables

This command allows you to insert and delete any
number of rows or columns from your selected Table.

Select the table and choose Tables command (Format
menu), select if you wish to Delete, "Insert Before"
or "Insert After" the current row/column.

When inserting rows, before means above and after
means below the current row.
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