Files

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Chapter 1

Files

1.1 File Management

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This section provides help about storing and
opening your documents, creating new documents
and how to finish your session with Wordworth.

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1.2 File Management

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Creating A Document Template
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Once a document template has been designed and
created, you can save it so that it can be used
again and again.

Choose Save As (Project menu), and select the

"Wordworth Template" option from the list. Then
type the template name and destination.

It is a good idea to save all document templates
in one drawer. When you create a new document ,
you are able to choose which template is open. A
template is always opened into an 'untitled'
window.

1.3   File Management

Creating A New Document

Choose New (Project menu) to open a new document
window with a blank page. A new document will
use the current preferences if the Normal template
is chosen.

Instead of creating a new 'normal' document, a
 document template can be opened which will create
a document in a given style (facsimile, memo,
letter and so on).

The "Print Method" (Print Setup command, Project
menu) determines the available typefaces. Check
that your Print Method is correctly set for your
document.

1.4   File Management

Creating A Separate Document Disk

To create a separate disk for storing your
documents, you will need to 'format' a blank disk
for use with the Amiga.

Place a blank disk into the internal drive and
select the 'DF0:????' icon that appears on the
Workbench screen (the 'DF0' means 'device floppy 0'
or internal drive, and the '????' means that the
Amiga does not understand the disk).

Once the disk icon has been selected, choose the
"Format Disk" command from the Icons menu.

A requester will appear asking you several things-
Workbench 2.0:
    'OK'   - Formats the disk for use with the
                 Amiga.
    'OK Quick' - Formats a previously formatted
                 Amiga disk. This option is much
                 quicker if you have already done

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                          a full format.
   'Cancel'      - Cancels requester.


Workbench 2.1 and above will have the additional
items:
   The 'Volume Name'   - This is the name given to
                         the disk (for example,
                         'MyDocs')
   'Put Trashcan'      - This adds a trashcan icon
                         to the disk. Best to turn
                         this Off.
   'Fast File System'  - This makes Opening and
                         Saving to the disk much
                         quicker. It also gives you
                         80Kb more space. Leave this
                         turned On.
   'International Mode'- This is for foreign languages
                         where accented characters
                         are used in filenames. Leave
                         Off.


Workbench 3.0 and above will have the additional
item:
   'Directory Cache'   - Speeds up disk access by
                         remembering what was in the
                         directories. Uses up memory,
                         therefore leave turned Off.



Once formatted, the disk can be accessed from any
file requester by typing the name of the disk,
into the Drawer text gadget, followed by a colon
(:). This tells the Amiga to ask for a disk of
the specified name.

For example, typing 'MyDocs:' into the Drawer
gadget will display a requester asking you to
'Insert Volume MyDocs in any drive'.
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1.5   File Management

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Opening A Previously Saved Document

Open (Project menu) displays a requester, from
which you can select the document you want to
open.

If you wish to open a file that is not a
Wordworth document, just open it as normal and
Wordworth will detect the format and try to open
it automatically.

You can also open the last revision of the
document you were editing by choosing
 Last Saved  (Project menu).
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The default documents drawer can be changed
using Change Settings (Settings menu).

"Print Method" (Print Setup , Project menu)
determines the available typefaces. Check that
your "Print Method" is set correctly for your
document.

IMPORTANT
When opening Wordworth v1.1 or v2 documents,
you may find that coloured text sometimes appears
in the wrong colours.

This is because of the new advanced 'named' colour
system that Wordworth v5 uses compared to the
previous system employed in v2.

1.6   File Management

Opening A Document In A Different Format

To open a document in a format other than
Wordworth, just choose Open (Project menu),
select the file from the requester and the
document will be opened automatically.

Wordworth can open formats saved in the following
formats:
  \textdegree{} Rich Text Format (RTF)
  \textdegree{} Wordperfect for Dos
  \textdegree{} Word for Dos
  \textdegree{} Works for Windows
  \textdegree{} Windows Write
  \textdegree{} Wordstar
  \textdegree{} Final Copy II / Final Writer
  \textdegree{} ASCII

When opening documents saved in different formats,
you may notice that the fonts used are incorrect.

To get Wordworth to use the correct fonts, you will
need to edit a text file called 'FontTranslations'
which is in the 'WwFonts/UFST' drawer.

This file informs Wordworth which font it should
map the documents fonts to, as fonts on different
systems are named slightly differently.

Floppy Disk Users
By default, you will only be able to open
Wordworth, ASCII or RTF documents, as the other
file filters have been installed into a Storage

drawer (to disable them).

To use the other document formats, just drag the
appropriate filters out of the Storage drawer
(found in the 'Filters/Text' drawer, Ww5Outlines
disk) into the 'Filters/Text' drawer and re-run
the program.

NOTE: For the best results, we recommend you use
the RTF filter as it is a well known standard
file format with implementations on most modern
word processors.

1.7 File Management

Opening A Document From A Separate Floppy Disk

Open (Project menu) displays a requester, from
which you can select the document and disk you
want to open.

To view the contents of a separate disk, type
the disk name into the Drawer text gadget
followed by a colon (:).

The disk name is displayed under the disk icon
on Workbench when the disk is inserted into a
disk drive.

When the Return key is pressed, you will be
prompted to insert this disk, after which you
will be shown its contents.

For example, if you have a disk that was named
'MyDocs' you would need to type 'MyDocs:' into
the Drawer text gadget on the "Open Document"
requester before pressing the Return key.

See also:
 Opening A Previously Saved Document

1.8 File Management

Opening a Recently Opened Document

The "Open Recent" sub-menu (Project menu) shows
the last five most recently opened documents.

This command is extremely useful for quickly
opening a document that you were editing in a

previous session, without having to search
through your disks to find it.

1.9 File Management

Opening Your Last Saved Document

Choose "Last Saved" (Project menu) to revert to
the last saved revision of your document.

This command will replace the current document
with the previously saved revision of the same
document.

1.10 File Management

Deleting A Document

Documents can be deleted from either the "Save As"
command or Open command (Project menu).

To delete a document, select the file from the
list in the file requester and choose the Delete
command from the file requester Control menu.

1.11 File Management

Document Templates

You can save a Wordworth document
as a template for new documents. The template
document retains all the formatting and contents
of the original document and remains intact so
that it can be used over again.

When you open a Wordworth document template
it is opened into an 'untitled' window, this can
then be changed as necessary and you can
save it with the name of your choice.

1.12 File Management

Closing Your Document

To close a document, either:
  \textdegree{} Click the window close gadget (the small
    white box in the top left hand corner of the

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   document window)
 \textdegree{} Choose Close (Project menu)
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If you close a new or modified document,
Wordworth will ask if you wish to save the
changes before closing it.

1.13   File Management

Saving Your Document

Save (Project menu) will save the current
document to disk, in "Wordworth Document" format,
using the current document name. If the document
is untitled, you will be prompted for the name and
destination of the file.

If you wish to save the document to a different
destination, or using a different name of file
format, choose "Save As" (Project menu).

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"Save As" will allow you to specify:
   \textdegree{} Document name
   \textdegree{} Drive and directory to store the document
   \textdegree{}  Document file format  (that is, a different
     format to the normal Wordworth style)
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Saving Your Document Onto A Separate Floppy Disk

Choose "Save As" from the Project menu and type
the disk name, followed by a colon (:), into the
Drawer text gadget of the disk you wish to save
the document onto.

The disk name is displayed under the disk icon
on Workbench when the disk is inserted into a
disk drive.

When the Return key is pressed, you will be
prompted to insert this disk after which you
will be shown the contents of the disk.

For example, if you have a disk that was named
'MyDocs' you would need to type 'MyDocs:' into
the Drawer text gadget on the "Save As" requester
before pressing the Return key.

See also:
 Saving Your Document

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Saving Your Document In A Different Format

To save your document in a format other than
Wordworth, choose "Save As" (Project menu),
select one of the formats from the "File Format"
list, and then type the name and destination.

If you wish to save a document so that it can be
used on earlier versions of Wordworth 3, then
choose the 'Wordworth 3.0' format from the list.

This is because Wordworth 3.1 and 5 uses a fast
loading file format and is therefore incompatible
with earlier versions.

When opening a document in a format other than
Wordworth, the type of format will be detected
automatically.

NOTE: For the best results, we recommend you use
the RTF filter as it is a well known standard
file format with implementations on most modern
word processors.

1.16   File Management

Quitting Wordworth

Quit (Project menu) ends a Wordworth session and
returns you to the Workbench.

If you quit without saving changes to a document
Wordworth asks if you wish to save these changes
before exiting.