

## **Keyboard**

<b>COLLABORATORS</b>
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	<i>TITLE :</i> Keyboard		
<i>ACTION</i>	<i>NAME</i>	<i>DATE</i>	<i>SIGNATURE</i>
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<b>REVISION HISTORY</b>
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# Chapter 1

## Keyboard

### 1.1 Keyboard And Mouse Control

#### CONTENTS

This section will tell you how to manipulate text and objects using the keyboard or the mouse.

- Cancelling a Selection
- Moving An Object
- Selecting And Sizing Objects
- Selecting Text
  
- Keyboard Shortcuts

### 1.2 Keyboard And Mouse Control

#### Cancelling A Selection

To de-select an object, press the Selection button on the object to be de-selected. To de-select one of a number of objects, click on the object while pressing the Shift key. This will deselect the current object while maintaining the selection of any other objects.

To cancel the selection of text, depress the Selection button anywhere on the page.

### 1.3 Keyboard And Mouse Control

#### Selecting Objects

Hold down the Shift key when clicking an object to make multiple selections. Clicking a previously selected object will de-select it.

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When an object is selected, four small boxes appear around its perimeter. These small boxes, or handles, are used to resize the object.

To select all the objects in the document, click the Pointer icon (Drawing Tools palette) and choose "Select All" (Edit menu).

#### Resizing Objects

To resize an object, position the mouse pointer over one of the object handles, press the Left Mouse key and drag the object outline to the new size.

To cancel the resizing, or moving of an object, press the Menu button whilst holding down the Selection button.

## 1.4 Keyboard And Mouse Control

#### Selecting Text

If you are editing text in your main document, (the insertion point is on the page) "Select All" (Edit menu) will select all of the text in the document.

If you are editing a text frame "Select All" (Edit menu) will select just the text within that frame.

To select a part of text, hold down the shift key and move the insertion point with the cursor keys or mouse. Alternatively, you can drag the cursor over any text with the mouse to highlight it.

You can also select text by holding down the Shift key and clicking elsewhere in the document. The text between the cursor and the position where the Selection button was depressed will then be selected.

Double-click the mouse to select a word, or triple-click to select a line.

To cancel the selection of any text. Depress the Selection button anywhere on the page.

## 1.5 Keyboard And Mouse Control

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## Keyboard Shortcuts

Keyboard shortcuts are used to speed up your productivity with Wordworth by providing keyboard alternatives to using the mouse.

There are keyboard shortcuts for:

- Commands
- Cursor Movement
- Editing Text
- Requesters
- Tables

## 1.6 Keyboard And Mouse Control

### All Keyboard Shortcuts

#### Commands

KEY	DOES
Right Amiga A	Save As
Right Amiga Shift A	Select All
Right Amiga B	Bold text toggle
Right Amiga C	Copy
Right Amiga Shift C	Copy format
Right Amiga D	Duplicate
Right Amiga E	Spell Check
Right Amiga Shift E	Thesaurus
Right Amiga F	Find
Right Amiga G	Find Again
Right Amiga I	Italic text toggle
Right Amiga J	Go To page, bookmark or endnote
Right Amiga K	Close document
Right Amiga L	Plain text
Right Amiga M	Paragraph format
Right Amiga N	New document
Right Amiga O	Open document
Right Amiga P	Print
Right Amiga Q	Quit Wordworth
Right Amiga R	Repeat
Right Amiga S	Save document
Right Amiga T	Font format
Right Amiga U	Underline text toggle
Right Amiga V	Paste
Right Amiga Shift V	Paste format
Right Amiga X	Cut
Right Amiga Y	Show Codes toggle
Right Amiga Z	Undo command
Right Amiga ?	About
Right Amiga 1	Style Sheet: No Style
Right Amiga 2	Style Sheet: Normal
Right Amiga 3 to 0	Style Sheet: User
Right Amiga Shift 1 to 0	Style Sheet: User

(These commands are not available if the pointer is positioned over the horizontal ruler.)

KEY	DOES
Ctrl h	Small Caps
Ctrl L	Align Left
Ctrl R	Align Right
Ctrl C	Align Centre
Ctrl J	Fully Justify
Ctrl ,	Decrease font size by 1pt
Ctrl .	Increase font size by 1pt
Ctrl Shift H	Change Case

KEY	DOES
F1	New document
F2	Open document
F3	Close document
F4	Save as document
F5	Print document
F6	Font
F7	Paragraph
F8	Document
F9	Statistics
F10	About Wordworth

Shift F1	Thesaurus
Shift F2	Spell Check
Shift F3	Speech
Shift F4	Change Settings
Shift F5	Quick print
Shift F6	Insert requester
Shift F7	Librarian
Shift F8	Auto Correct
Shift F9	Information
Shift F10	Colours

Right Alt F1	Place Picture
Right Alt F2	Insert page break
Right Alt F3	Insert page number
Right Alt F4	Insert current time
Right Alt F5	Insert current date
Right Alt F6	Copy format
Right Alt F7	Paste format
Right Alt F8	Repeat
Right Alt F9	Rulers on or off
Right Alt F10	Convert case

Left Alt F1	Insert Symbol
Left Alt F2	Insert Column Break
Left Alt F3	Insert Page Count
Left Alt F4	Insert Updating Time
Left Alt F5	Insert Updating Date
Left Alt F6	Insert a Note
Left Alt F7	Insert List Entry
Left Alt F8	Insert Index Entry
Left Alt F9	Insert Bookmark
Left Alt F10	Go To bookmark or endnote

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## Cursor Movement

KEY	DOES
Home	Move to first line on screen
End	Move to last line on screen
Alt Home	Move to first line in document
Alt End	Move to last line in document
Pg Up	Move up a page
Pg Dn	Move down a page

Up Arrow	Move up a line
Down Arrow	Move down a line
Left Arrow	Move left one character
Right Arrow	Move right one character

Ctrl Up Arrow	Move to first line in document
Ctrl Down Arrow	Move to last line in document
Ctrl Left Arrow	Move to start of line
Ctrl Right Arrow	Move to end of line

Alt Up Arrow	Move up a page
Alt Down Arrow	Move down a page
Alt Left Arrow	Move to start of word
Alt Right Arrow	Move to start of next word

Del	Delete character to right
Ctrl Del	Delete to end of line
Right Alt Del	Delete to end of word
Backspace	Delete character to left
Ctrl Backspace	Delete to start of line
Alt Backspace	Delete to start of word

KEY	DOES
Ins or Alt =	Insert/Overtyping toggle
Alt NumL or Alt (	Number lock/Command toggle
Alt \	Swap adjacent characters

Alt Space bar	Hard space
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Help	Help Contents
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## Editing Text

You can either use the normal Wordworth 5 modifier keys for editing text, or use the keys used in earlier versions of Wordworth. Choose which you would like to use from "Text Settings" requester ("Change Settings" command, Settings menu).

## Wordworth 5 Modifiers:

Shift-Arrow keys	Selects text
Alt-Arrow keys	Moves to beginning/end of word or page



Ctrl-Arrow keys	Moves to end of line or document
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#### Old Wordworth Modifiers:

Ctrl-Arrow keys	Selects text
Shift-Arrow keys	Moves to beginning/end of word or page
Alt-Arrow keys	Moves to end of line or document

#### In A Requester

Select any gadget in a requester by pressing the underlined letter of the gadget title. When editing a text gadget, hold down the Ctrl key and then press the underlined letter.

KEY	DOES
Ctrl-Return	Selects default button (shown in bold),
Esc (Escape)	Cancels requester,
Tab	Moves to next text gadget,
Shift-Tab	Moves to previous text gadget,
Return	Accepts text gadget entry.

#### Editable Popups or Active Scrolling Lists

KEY	DOES
Down Arrow	Move to next item in list
Up Arrow	Move to previous item in list
Shift-Up Arrow	Move to previous page in list
Shift-Down Arrow	Move to next page in list
Alt-Up Arrow	Move to first item in list
Alt-Down Arrow	Move to last item in list

#### System Requesters

System requesters are often used by Wordworth, for example when spell checking a document and the end of the text is reached, a system requester appears at the top left of the screen informing you of this, with an Ok button. These requesters have keyboard shortcuts for the leftmost and rightmost buttons (if there is only one button then this is taken as the left button).

KEY	DOES
Left Amiga V	Selects leftmost button
Left Amiga B	Selects rightmost button

#### In A Table

KEY	DOES
Tab	Move to the next cell

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Shift-Tab	Move to previous cell
Alt-Tab	Move to cell below
Alt Shift-Tab	Move to cell above
Ctrl-Tab	Insert a tab