

**Display**

**COLLABORATORS**

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**REVISION HISTORY**

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# Chapter 1

## Display

### 1.1 The Wordworth Display

#### CONTENTS

This section will give help about the Wordworth display, what all the gadgets and icons around the screen are, and how to best use them.

Information About Wordworth

Changing The Viewable Document Area

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Displaying Print Borders, Margins And Frames

Displaying Special Codes

Displaying The Drawing Tools

Displaying Styles

The Menus

The Rulers

The Toolbars

The Window Borders

Document Windows

### 1.2 About Wordworth 5SE

Digita® Wordworth® 5SE

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### 1.3 The Wordworth Display

Changing The Viewable Document Area

You can change how much of the document page you can see on screen using the Zoom-Other (View menu), or click the magnifying percentage in the bottom left corner of the window border. Either entering a percentage into the text gadget or choose one of the preset values from the popup list.

The zoom level can also be changed by typing a percentage into the text gadget on the ruler horizontal ruler, or by clicking on one of the two magnifying glass gadgets next to the zoom level in the document window border.

The left '-' zoom gadget will decrease zoom level by 10% at a time, and the right '+' zoom gadget will increase by 10%.

From the zoom level requester you can also

specify the number of pages that are displayed simultaneously on the screen (one, two or four).

The Zoom-"Fit Page Width" command will choose a percentage zoom that will fit the whole width of the page on the screen.

The Zoom-"Fit Whole Page" command will choose a percentage zoom that will fit the whole page on the screen.

## 1.4 The Wordworth Display

Cleaning Up The Screen

Choose "Clean Screen" (View menu) to hide all rulers, toolbars, help and close all currently open requesters.

This command will also free up any memory used by the Help system.

## 1.5 The Wordworth Display

Print Borders, Margins And Frames

The print borders, margin guides and text frames can be hidden or displayed using the "Show Guides" command (View menu).

You can specify which of the guides are displayed when the "Show Guides" command is selected, from the "View Settings" requester ("Change Settings" command Settings menu).

## 1.6 The Wordworth Display

Displaying Special Codes

The "Show Codes" command (View menu) hides or displays special symbols which represent:

<code>\textdegree{}</code> End of paragraph	- grey ¶
<code>\textdegree{}</code> Spaces	- grey dots
<code>\textdegree{}</code> Tabs	- grey arrows
<code>\textdegree{}</code> Index or List Entries	- coloured I
<code>\textdegree{}</code> Bookmarks	- coloured
<code>\textdegree{}</code> Nonbreaking space	- small grey square

## 1.7 The Wordworth Display

Displaying The Drawing Tools

You can display a separate 'floating' drawing tools palette by choosing "Drawing Tools" (View menu).

Select the appropriate icon from the palette click and drag the mouse over the document to create the object.

You can also create objects using Create Object (Object menu).

## 1.8 The Wordworth Display

The Menus

Moving the pointer to the top of the screen and pressing the Menu button will reveal the menu bar. If the pointer is over the menu bar, pop-down menus appear. Drag the pointer down over the command you want and release the Menu button to choose it.

To the right of some menu items, you will notice a black letter A and another letter. The black letter A depicts the Right Amiga Key (on the keyboard, the key on the right of the space bar). Hold this key down and press the other letter to choose the command.

This is called a 'keyboard short-cut'. For example, the Open command (Project menu) has an 'Amiga O' as its keyboard short-cut. To choose it hold down the Right Amiga key and press O.

This help also contains a full list of keyboard shortcuts.

## 1.9 The Wordworth Display

The Rulers And Ruler Tools

There are two rulers in a Wordworth window, one vertical and one horizontal. On the horizontal ruler there are additional buttons which control:

```
\textdegree{} Font
\textdegree{} Font size
\textdegree{} Text style
\textdegree{} Small Caps
```

```
\textdegree{} Fast Format
\textdegree{} Justification
\textdegree{} Line spacing (single or double)
\textdegree{} Tab style
```

The horizontal ruler displays the indent and tab settings for the current paragraph. (The current paragraph is identified by the position of the insertion point.)

The rulers can be displayed or hidden using the Rulers command (View menu). To control the rulers individually refer to "View Settings" ("Change Settings" command, Settings menu).

## 1.10 The Wordworth Display

The Toolbar

The Toolbar can be displayed or hidden using "Toolbar" (View menu).

Default Toolbar commands are:

```
\textdegree{} New
\textdegree{} Open
\textdegree{} Save
\textdegree{} Print

\textdegree{} Cut
\textdegree{} Copy
\textdegree{} Paste

\textdegree{} Font
\textdegree{} Help Contents
```

The following are displayed if you have a large screen display:

```
\textdegree{} Show Drawing Tools
\textdegree{} Information
\textdegree{} Bring To Front
\textdegree{} Send To Back

\textdegree{} Spell Check
\textdegree{} Auto Correct

\textdegree{} Create Object
\textdegree{} Colours

\textdegree{} Insert Page Break
\textdegree{} Insert Page Number
\textdegree{} Insert Current Time
\textdegree{} Insert Current Date
```

The Toolbar position is set using "Change Settings"

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(Settings menu). The toolbar can be attached to any edge of the document window, or free floating on the document.

A choice of two icon sizes can also be chosen from the "Toolbar Settings" requester.

## 1.11 The Wordworth Display

### Window Borders

Document window borders contain many features that can be used to aid your typing.

On the right border there is a vertical 'scroll bar'. If this bar is selected and moved up and down, the document will move. Underneath this scroll bar are up and down arrows which are used for moving the document up and down in steps.

On the bottom border there is a horizontal scroll bar which is used to move the document left or right. To the right of this bar left and right arrows, which are used to move the document left and right in steps.

The two scroll bars can be switched on and off by choosing "Change Settings" (Settings menu).

To the left of the horizontal scroll bar there are up and down arrows, which are used to move up and down a document. To the left of these page arrows is the current page indicator. Click the page indicator to reveal the Go To requester is displayed.

On the bottom left corner of the window border, the magnification level is displayed and to its right, '-' magnifying glass and a '+' magnifying glass. These are used to step the magnification level up or down by 10%.

## 1.12 Display

### Document Windows

Wordworth is a multitasking word processor and displays each open document in a separate window.

Command actions affect only the current 'active' document. The 'active' document is shown by a checkmark next to the document name in the

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View-Window sub-menu. The 'active' document has a blue window border ('non-active' documents have grey window borders).

All open documents are shown on the Window sub-menu (View menu). The total number of documents is limited only by the memory in your Amiga.

All Wordworth windows follow Amiga protocol, and just like Workbench, they can be resized, overlapped, moved and so on.

Choosing Quit (Project menu) will close all open windows after asking you to save any changes.

## 1.13 Display

Displaying The Styles Window

The Styles palette (Styles command, View menu) has two uses:

- \* Firstly, it is used for showing what style the current paragraph is formatted in
- \* Secondly, for applying a style to a selected paragraph or paragraphs.

Double-click a style in the palette to apply it to the current paragraph (or selected paragraphs).

Hold down the Alt key when you double-click a style to edit its parameters from the Style Sheets requester.

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

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.

Using Drag and Drop

You can drag and drop a paragraph into the Styles palette to create a new style using the parameters of the paragraph, and you can drag and drop a style from the Styles palette onto a paragraph in the document.

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See also:

Using Style Sheets

Style Sheets requester