

## **Format**

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	<i>TITLE :</i> Format		
<i>ACTION</i>	<i>NAME</i>	<i>DATE</i>	<i>SIGNATURE</i>
WRITTEN BY		January 2, 2023	

**REVISION HISTORY**

NUMBER	DATE	DESCRIPTION	NAME

# Contents

<b>1</b>	<b>Format</b>	<b>1</b>
1.1	Formatting Text . . . . .	1
1.2	Formatting Text . . . . .	1
1.3	Formatting Text . . . . .	2
1.4	Formatting Text . . . . .	3
1.5	Formatting Text . . . . .	3
1.6	Formatting Text . . . . .	4
1.7	Formatting Text . . . . .	4
1.8	Formatting Text . . . . .	5
1.9	Formatting Text . . . . .	5
1.10	Formatting Text . . . . .	6
1.11	Formatting Text . . . . .	6
1.12	Formatting Text . . . . .	7
1.13	Formatting Text . . . . .	7
1.14	Formatting Text . . . . .	7
1.15	Formatting Text . . . . .	8
1.16	Formatting Text . . . . .	8
1.17	Formatting Text . . . . .	9

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# Chapter 1

## Format

### 1.1 Formatting Text

#### CONTENTS

This section gives help on how to format your document so that it appears the way that you want.

Formatting Text Characters  
- Different Text Styles

Formatting The Document

Formatting Paragraphs  
- Adjusting Margins  
- Aligning And Justifying Text  
- Changing Line Spacing  
- Hyphenating Text  
- Indenting Lines And Paragraphs  
- Keeping Lines Together Over Pages  
- Spacing Between Paragraphs  
- Setting Tabs  
- Using the Fast Format tool

Using Style Sheets  
- Style Sheets requester  
- Styles palette

### 1.2 Formatting Text

Formatting Text Characters

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

You can change the appearance of your text by:

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\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)

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#### Keyboard Shortcuts

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

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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.

## 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:

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\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

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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 requester (Format menu).

`\textdegree{}` Strikethrough - Draws a line through text. This is useful for making revisions to documents.

See also

Character Styles

## 1.5 Formatting Text

Formatting The Document

The Document command (Format menu) sets the page

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size (for example, A4, US Letter), margins, number of columns and if you wish to spread objects over pages ("Double Page Spread").

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

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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.

## 1.8 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.

## 1.9 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

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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.

## 1.10 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.

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 with a "Line Height" of 8 lpi.

## 1.11 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).

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## 1.12 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.

If you wish to drag the lower left triangle on its own, hold down the Shift key.

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

## 1.13 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).

## 1.14 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.

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## 1.15 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).

## 1.16 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

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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

## 1.17 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

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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

<code>\textdegree{}</code> Font	Creates a character style
<code>\textdegree{}</code> Para & Tabs	Creates a paragraph-only style.
<code>\textdegree{}</code> 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"

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requester and select the Wordworth document from the list.

See also:

Using Style Sheets

Styles palette

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