

Ww5

COLLABORATORS

	<i>TITLE :</i> Ww5		
<i>ACTION</i>	<i>NAME</i>	<i>DATE</i>	<i>SIGNATURE</i>
WRITTEN BY		January 2, 2023	

REVISION HISTORY

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Chapter 1

Ww5

1.1 Wordworth 5SE Help - Main Contents

HELP CONTENTS

Introductions

- Copyright Notices
- Instruction Book Addendum
- How To Use Help

Reference Section

- Typing & Editing
- Formatting Text
- File Management
- Objects
- Printing
- Display
- Customising
- Keyboard And Mouse Control

Appendices

- What's New
- Wordworth Extras

- How Do I...?
- Getting Technical Support
- Troubleshooting
- Index

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1.2 Wordworth 5SE Help

HOW TO USE HELP

You can receive help in several ways:

\textdegree{} Help key - Press the Help key to see the Help contents.

\textdegree{} Help icon - Click the Help icon (?) for Help contents.

\textdegree{} Help menu - Choose one of the topics from the Help menu.

\textdegree{} Menu Help - To receive Help with a menu or menu command, hold down the Right Mouse key over the menu or command and press the Help key.

Help Commands

Choose the Contents command from the Help menu to display the Table of Contents.

Choose "How Do I...?" command to display a list of explanatory functions (for example, Create a new document, Change the colour of text).

Choose Index command to display all Wordworth commands.

1.3 Getting Technical Support

GETTING TECHNICAL SUPPORT

Before contacting the Digita Technical Support, please read the Troubleshooting section.

To contact Digita Technical Support in the UK:

Call: 0891 616 944 weekdays from 11am to 5pm.
Calls are charged at 36p per minute cheap rate and 48p per minutes at all other times. Be sure to ask the permission of the telephone owner before calling.

Fax: 01 395 268 893.

Write: Wordworth Technical Support Department
Digita International Limited
Black Horse House
Exmouth
Devon EX8 1JL

Net: support@digita.demon.co.uk

CiX: Mail - 'digita@cix'
Conferences - 'digita' for general chat
- 'digita.tech' for technical support. Mail digita for access to this closed conference.

CIS: 100031,3032

If you are outside the UK, contact your local Digita representative.

When phoning, please have ready the following

- 1 Wordworth version number (Refer About command, Project menu)
- 2 Description of your computer system
- 3 Detailed description of your problem

When writing, please provide the following

- 1 A stamped addressed padded envelope when enclosing disks for replacing or testing.
- 2 Wordworth version number (Refer About command, Project menu)
- 3 Description of your computer system
- 4 Detailed description of your problem, with example documents and/or printouts.

IMPORTANT
Unfortunately, under no circumstances can Digita provide either telephone or written support to unregistered users.

1.4 Wordworth Extras

WORDWORTH EXTRAS

For the benefit of Wordworth users, Digita have put together a series of Scalable Clip Art and Agfa Font collections.

These collections have been especially selected for their suitability with Wordworth.

Digita Scalable Clip Art Collections

Scalable clip art is like a scalable font, it can be scaled to any size, and retains its perfect quality. When printing, because of its

scalability, the quality will be perfect and just as good as your scalable outline fonts.

CODE	TITLE	
D4231	Volume Nine	- Scalable Cartoons I
D4232	Volume Ten	- Scalable Cartoons II
D4233	Volume Eleven	- Scalable Sports
D4234	Volume Twelve	- Scalable Science and Nature
D4235	Volume Thirteen	- Scalable Geography and Transport
D4236	Volume Fourteen	- Scalable Dinosaurs

Each Scalable Clip Art Collection costs £14.99.

Digita Agfa Font Collections

There are many low-cost clone fonts available but they simply don't match the quality of genuine, more expensive Agfa Compugraphic fonts.

And so, we have individually selected a range of fonts from the massive Agfa font library, for their quality and suitability with Wordworth.

CODE	TITLE	NUMBER	PRICE
D4205	Pride And Presentation	20	£29.99
D4206	Classic Collection	25	£39.99
D4207	The Reference Library	50	£69.99

To order, call 01 395 270 273 or write to Digita, Black Horse House, Exmouth EX8 1JL. All prices are inclusive of postage and VAT.

1.5 What's New In Wordworth 5SE

WHAT'S NEW IN WORDSWORTH 5SE

Below you will find descriptions of the new features that have been added to Wordworth 5SE. These features have come about from ideas and suggestions sent to us by Wordworth users.

If you have any suggestions on how we can improve Wordworth then please let us know at the addresses mentioned in the technical support section .

`\textdegree{}` Style Sheets - for easily applying font and paragraph styles to selected paragraphs and text. These have been improved considerably from Wordworth 4SE.

`\textdegree{}` FontEffects - allows further manipulation of fonts.

`\textdegree{}` New Import Filter - you can now open files in Final Copy II / Final Writer format.

`\textdegree{}` Cut, Copy & Paste commands now support the Amiga clipboard, allowing you to easily exchange text between Wordworth and other applications.

`\textdegree{}` Importing graphics - Wordworth 5SE will import 24-bit pictures, converting them to 256 colours.

`\textdegree{}` Subscript/Superscript text is now automatically reduced in size. You can set the percentage reduction in the Document Options requester.

`\textdegree{}` Ruler Tools - additional ruler tools:

- `\textdegree{}` Small Caps
- `\textdegree{}` Fast Format

`\textdegree{}` Speed Improvements - Wordworth has been speeded up even more with improvements made to opening, saving, printing, editing and searching amongst the most common.

`\textdegree{}` Keyboard Shortcuts for new features

- Ctrl h - Small Caps
- Ctrl Shift H - Change Case
- R Amiga 1 - Style Sheet:No Style
- R Amiga 2 - Style Sheet:Normal
- R Amiga 3 to 0 - Style Sheet:User
- R Amiga Shift 1 to 0 - Style Sheet:User

1.6 Instruction Book Addendum

ADDENDUM

- 1 Users with old Agnus graphics chips (0.5MB Chip Memory) will find they are restricted to the number and size of graphics and fonts used in a document. This is due to the amount of 'graphics memory' needed for these operations.
- 2 There is now a new Fonts installer called InstallFonts, which you will find in Wordworth's WwTools drawer.

If you double-click the InstallFonts icon, you will first be asked if you want to add to the old fontlist or overwrite it. Next you will be asked to select the drawer containing the fonts you wish to install, by default this will be

Wordworth's own Intellifont drawer, into which you should normally copy any Compugraphic fonts you wish to use with Wordworth, but you can choose a different drawer.

1.7 Wordworth 5SE How Do I...?

HOW DO I...?

Get technical support on Wordworth 5SE
Solve a problem myself
Install Additional Fonts

Close a document
Create a separate document disk
Create a new document
Delete a document
Exit from Wordworth
Open a document
Open a document from a separate disk
Open a recently opened document
Open the last saved document
Save a document
Save a document in a different format
Save a document to a separate disk
Use document templates

Change the colour of text
Change the font
Change the font or style
Change the font width
Change the angle of text
Create Subscript text
Create Superscript text
Repeat the last font format

Adjust the page margins
Adjust the ruler tabs
Align and justify text
Change the line spacing
Change the page size
Copy and move text
Copy and move text using 'Drag & Drop'
Create or amend colours
Drag and Drop text
Erase some text
Format a paragraph
Fast Format a paragraph
Use Style Sheets
Hyphenate your document
Indent lines and paragraphs
Repeat the last paragraph format
Select some text

Insert a foreign character

Insert a page break
Insert the date
Insert the time
Type a foreign character

Draw a line, box or circle
Create a text frame
Place a picture
Use bitmapped pictures
Use Scalable pictures

Get document statistics

Mail merge documents
Print a document

Find and replace text
Sort paragraphs
Spell check the document
Undo a command
Use Auto Correct
Use the Thesaurus

Adjust preferences
Alter zoom ratio
Change date format
Change page number style
Change screen mode
Change time format
Show special symbols
Turn rulers on and off
Turn toolbar on and off

1.8 Wordworth 5SE Help Index

INDEX

Project menu

New...
Open...
Open Recent
Save
Save As...
Last Saved
Print...
Print Setup...
Mail Merge...
Close
About...
Quit

Edit menu

- Cut
- Copy
- Paste
- Erase
- Undo
- Repeat
- Find...
- Find Again
- Go to...
- Insert...
- Colours...
- Select All

View menu

- Window
- Clean Screen
- Zoom
- Rulers
- Toolbar
- Drawing Tools
- Styles
- Show Codes
- Show Guides

Format menu

- Font...
- Paragraph...
- Tabs...
- Document...
- Style Sheets...
- Plain
- Bold
- Italic
- Underline
- Superscript
- Subscript

Object menu

- Create Object...
- Place Picture...
- Information...
- Move Forward
- Move Backward
- Bring to Front
- Send to Back
- Group
- Ungroup
- Lock
- Unlock
- Duplicate
- Add To All Pages

Tools menu

- Spell Check...
- Auto Correct...
- Thesaurus...
- Statistics...
- Sort...

Settings menu

- Hyphenate
- Create Icons?
- Change Settings
- Workbench Open/Close
- Load Settings...
- Save Settings
- Save Settings As...

Help menu

- How Do I...?
- How To Use Help
- Contents
- Shortcuts
- Index
- Whats New In 5SE
- Troubleshooting