

# Editing

<b>COLLABORATORS</b>
----------------------

	<i>TITLE :</i> Editing	
<i>ACTION</i>	<i>NAME</i>	<i>DATE</i>
WRITTEN BY		August 2, 2024
		<i>SIGNATURE</i>

<b>REVISION HISTORY</b>
-------------------------

NUMBER	DATE	DESCRIPTION	NAME

# Contents

<b>1</b>	<b>Editing</b>	<b>1</b>
1.1	Typing And Editing . . . . .	1
1.2	Typing And Editing . . . . .	2
1.3	Typing And Editing . . . . .	2
1.4	Typing And Editing . . . . .	3
1.5	Typing And Editing . . . . .	4
1.6	Typing And Editing . . . . .	4
1.7	Typing And Editing . . . . .	5
1.8	Typing And Editing . . . . .	5
1.9	Typing And Editing . . . . .	5
1.10	Typing And Editing . . . . .	6
1.11	Typing And Editing . . . . .	6
1.12	Typing And Editing . . . . .	7
1.13	Typing And Editing . . . . .	7
1.14	Typing And Editing . . . . .	7
1.15	Typing And Editing . . . . .	8

---

# Chapter 1

## Editing

### 1.1 Typing And Editing

#### CONTENTS

This section of help will give advice on how to create and change text and objects in your documents:

- Changing The Appearance of Text
- Copying Or Moving Text And Objects
- Drawing A Line, Oval, or Box
- Drawing Objects
- Erasing Text And Objects
- Finding And Replacing Text
- Inserting or Creating An Object
- Installing Additional Fonts
- Repeating Your Last Command
- Selecting Text And Objects
- Typing Text Into Your Document
- Undoing Your Last Action

You can insert different items into your document to create lists or number pages:

- Inserting A Foreign Character
- Inserting An Object
- Inserting A Page Break
- Inserting The Date And Time

Wordworth allows you to move through your document in many ways:

- Going To A Specific Part Of A Document
- Moving The Insertion Point

Wordworth has different tools to aid in the construction of a document:

---

Spell Checking Your Document  
Using Auto Correct

## 1.2 Typing And Editing

Changing The Appearance Of Text

You can change the appearance of your text by:

- \textdegree{} Using a different font size
- \textdegree{} Applying a text style to the character  
(italic, bold etc.)
- \textdegree{} Using a different colour

These different methods can be applied by using the menus , toolbar or ruler .

To change the Font size, style or colour, choose the Font command (Format menu).

The Font format requester can be displayed by selecting the 'AZ' icon on the toolbar.

Using the Ruler you can change the Font size by either typing a figure into the size gadget or selecting from its pop up list.

Different text styles can be changed by selecting one of the four buttons; P - Plain, B - Bold, I - Italic and U - Underline. You can also mix the styles of bold, italic and underline.

To turn all styles off, select P for Plain text.

Alternatively, the text styles can be changed from the Format menu.

Different background and text colours can be applied to any text from the Font command (Format menu).

## 1.3 Typing And Editing

Copying Or Moving Text And Objects

You can copy and move text or objects using the clipboard.

The following commands from the Edit menu manipulate the clipboard and its contents:

- \textdegree{} Cut - Delete selected text or object

and store it on the clipboard.

\textdegree{} Copy - Copy selected text or object to the clipboard.

\textdegree{} Paste - Insert contents of the clipboard at the insertion point.

\textdegree{} Erase - Erase the selected text or object.

Once text or objects have been placed on the clipboard, you can repeatedly paste the contents into the same document, or another Wordworth document.

Using the keyboard:

\textdegree{} Right Amiga-X	Cut selected text or object to clipboard
\textdegree{} Right Amiga-C	Copy selected text or object to clipboard
\textdegree{} Right Amiga-V	Paste clipboard contents at insertion point
\textdegree{} Del	Erase selection
\textdegree{} Backspace	Erase selection

Using the toolbar:

Cut, Copy and Paste can also be selected from the toolbar by clicking on the appropriate icon.

The paragraph format can also be copied and pasted to subsequent paragraphs by pressing Right Amiga Shift-C and Right Amiga Shift-V.

Cutting and pasting Text Frame objects only pastes the object and not the text inside.

## 1.4 Typing And Editing

### Erasing Text And Objects

You can erase any selected text or objects by pressing either the Backspace or Del keys, or choosing Erase (Edit menu).

To erase text, you press the Del key to delete the character to the right of the insertion point, and the Backspace '<-' key to delete the character to the left.

If you wish to delete selections of text, highlight the text using the mouse select key and either press the Del or Backspace keys, or

---

choose Erase (Edit menu).

Any object can be deleted by selecting it with the mouse pointer then pressing the Del or Backspace key, or choosing Erase (Edit menu).

Groups of objects can be deleted by multiply selecting the objects with the Shift key and pressing the Del key.

## 1.5 Typing And Editing

### Finding And Replacing Text

Choose Find command (Edit menu) to find and replace occurrences of text with new text you specify.

The Find requester may be left open whilst editing the document.

To the left of the Find and "Replace With" text gadgets, there are popup buttons (a button with a triangle in it) which when selected will display the previous entries. The item you select from the popup list will be placed into the text gadget for editing.

Special codes may also be searched for and replaced by choosing from 'Special Codes' pop-up to the right of the text gadget.

### Find Again

Choose "Find Again" (Edit menu) to find the next occurrence of the text you specified using the Find command.

NOTE: The Find and "Find Again" commands only operate within the current text frame.

## 1.6 Typing And Editing

### Repeat

Choose Repeat (Edit menu) to repeat the last command from the Format menu.

---

This command is extremely useful for repeating the last font or paragraph change, to other selections of text.

## 1.7 Typing And Editing

### Selecting Text And Objects

You can select any number of objects or text with either the mouse or keyboard.

For information on how to the select objects with the mouse or keyboard, see [Selecting And Sizing Objects](#) , or on the selection of text, see [Selecting Text](#)

## 1.8 Typing And Editing

### Typing Text Into Your Document

To type text into your document, just activate the main document page by clicking on it and start typing.

Text frames need to be selected (by clicking on them) before you can start typing in them.

### Foreign Characters

The Amiga has a facility called 'dead keys' which enable you to type foreign characters like ä and é.

To do this, hold down the Left-Alt key and then press one of the dead keys - F, G, H, J, or K. The next letter that you type will then appear with a foreign accent above it.

For example, if you press Left-Amiga K and then A, the character ä appears.

```
\textdegree{} F dead key produces ´
\textdegree{} G dead key produces `
\textdegree{} H dead key produces ^
\textdegree{} J dead key produces ~
\textdegree{} K dead key produces ¨
```

## 1.9 Typing And Editing

---

## Undoing Your Last Action

Choose Undo (Edit menu) or press Right Amiga-Z to undo your previous deletion.

When not available, the Undo command will be dimmed.

## 1.10 Typing And Editing

### Inserting A Page Break

Wordworth automatically paginates your document as you type past the end of a page and on to the next page.

You can manually paginate (before you get to the bottom of the page) by choosing the Insert command (Edit menu) and selecting "Page Break" from the list.

## 1.11 Typing And Editing

### Inserting The Date And Time

Choose Insert (Edit menu) and select one of the date or time options:

```
\textdegree{} Current Date - Inserts the current date at  
the insertion point.
```

```
\textdegree{} Updating Date - Inserts a date command,  
'{-DATE-}', at the insertion  
point, which is replaced by  
the current date at the time  
of printing.
```

```
\textdegree{} Current Time - Inserts the current time at  
the insertion point.
```

```
\textdegree{} Updating Time - Inserts a time command,  
'{-TIME-}', at the  
insertion point, which is  
replaced by the current time  
at the time of printing.
```

The date and time format can be set from the Options button on the "Document Format" requester (Document command, Format menu).

---

## 1.12 Typing And Editing

Going To A Specific Part Of A Document

Choose "Go To" command (Edit menu) to move to a chosen page.

Just type the page number into the text gadget and click "Go To".

## 1.13 Typing And Editing

Moving The Insertion Point

The insertion point can be moved by using the cursor keys Up, Down, Left or Right.

You can also use the mouse to position the pointer in the text and then click to place the insertion point there.

## 1.14 Typing And Editing

Using The Spell Checker

Spell Checker is not available on this disk, contact Digita for details on upgrading to Wordworth 3.1SE which includes an English Collins Dictionary and Thesarus.

Choose "Spell Check" (Tools menu) to check the spelling of the entire document from the position of the insertion point, against the English Collins dictionary.

To spell check a word, first select it and then choose "Spell Check" (Tools menu).

You can add a word to the User Dictionary by clicking Learn from the "Spell Check" requester.

You can also add your own words, delete or edit words in your User Dictionary, which supplements the Collins Dictionary, by choosing Spell from the Change Settings command (Settings menu).

NOTE: "Spell Check" only checks the words in the current text frame.

---

## 1.15 Typing And Editing

### Using Auto Correct

Choose "Auto Correct" (Tools menu) to automatically replace commonly misspelt words.

You can then edit the words from the list. For example, you may commonly misspell the word 'the' by transposing the two first letters, 'hte'. This mistake will be deleted by Wordworth as you type and corrected automatically.

To turn on "Auto Correct", select the "Auto Correct as You Type" option.

This command can also be used for abbreviations. For example, if you typed 'Digita International Limited' in your document many times, it would be easier to add the words to the Auto Correct list for 'di' to be replaced with 'Digita International Limited'.

Additionally, Auto Correct can be used to automatically correct the capitalisation of the days of the week, and months of a year.

---