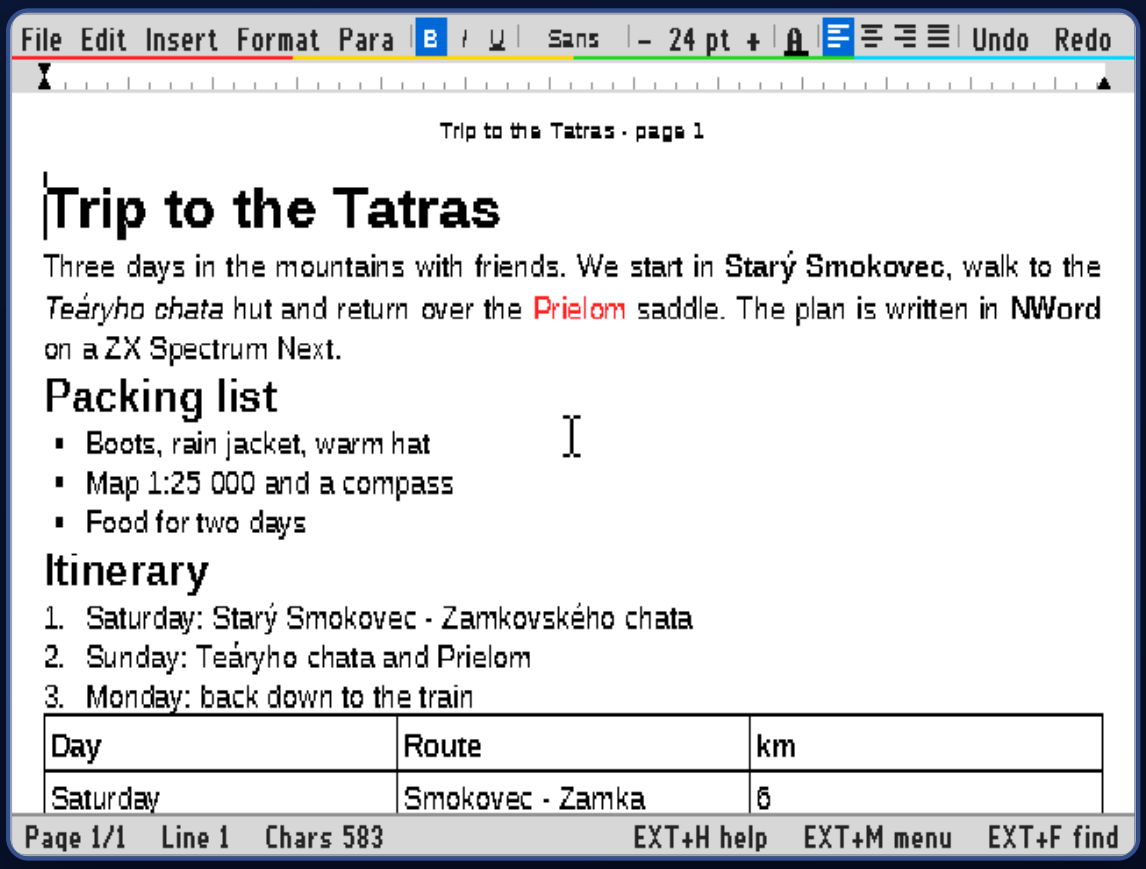
USER MANUAL

# NWord

## Word processor for ZX Spectrum Next

Proportional fonts in 640×256, styles, lists, tables, pictures, header and footer. What you see on the screen is what you get in the PDF; export to Word, RTF and HTML.




Programmed by Shrek / MB Maniax

2026-10-25

# Contents


01 **Introduction**

What you need

Files that NWord creates

02 **The screen**

Keys

03 **Writing and editing**

Find and replace

04 **Fonts and character formatting**

05 **Paragraphs**

Lists

Table of contents

Ruler

Hyphenation

06 **Tabs and tables**

07 **Header, footer and page preview**

Page preview

08 **Pictures**

09 **Files**

Export

Autosave and recovery

Import

10 **Accents and special characters**

11 **Settings and language**

12 **Built-in help**

13 **All shortcuts**

14 **Limits**

# 01 Introduction

**NWord** is a word processor for the ZX Spectrum Next. It shows the document in high resolution (640×256) with proportional fonts, so what you see on the screen is what you get on paper: the PDF has the same fonts, the same line breaks and the same pages. Documents can also be exported to Word (DOCX, RTF), to a web page (HTML) or to plain text, and Word, RTF and text files can be imported.

NWord is controlled with the keyboard (shortcuts with the EXTEND key) and with a mouse (Kempston mouse). Menus, dialogs and the built-in help are in English or Czech.

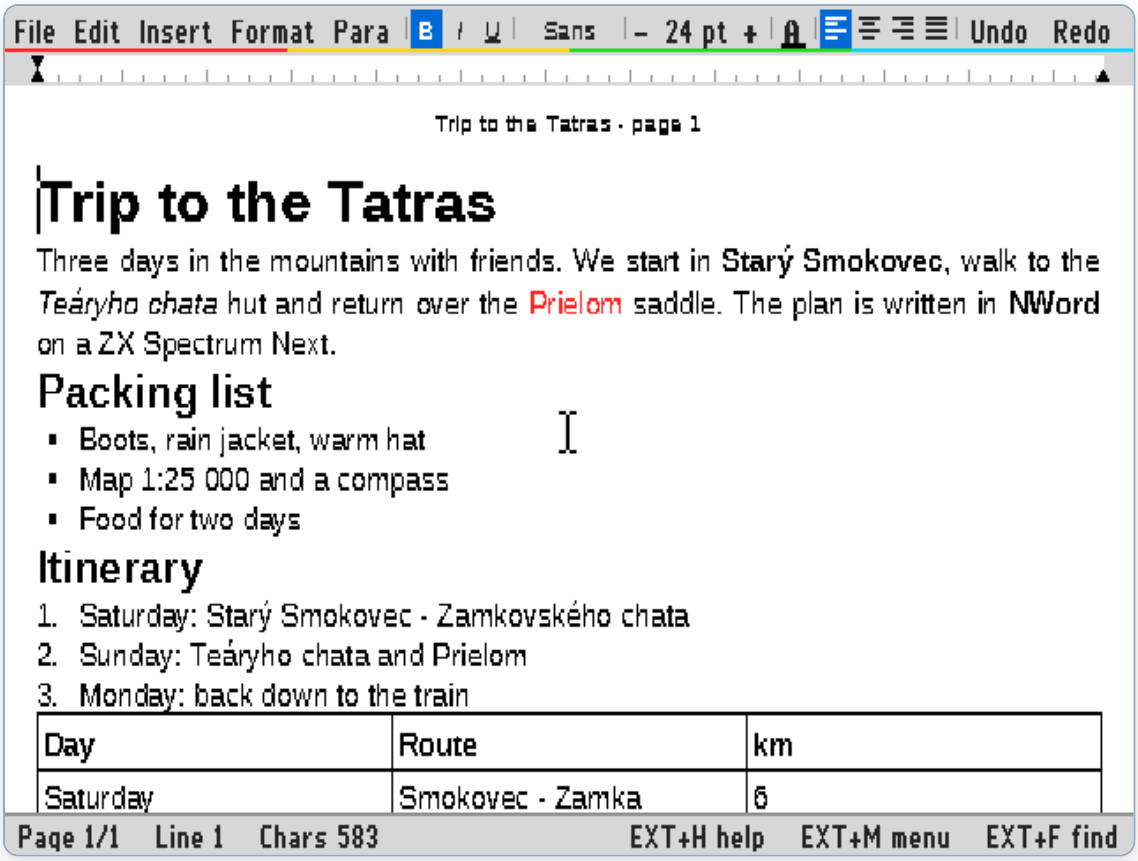
## What you need

- A ZX Spectrum Next (or an emulator). Pictures need a Next with 2 MB of memory.
- An SD card with NextZXOS. Copy `NWORD.NEX` to any folder and start it from the browser.
- A mouse is optional; everything can be done with the keyboard.

## Files that NWord creates

| FILE | MEANING |
|---|---|
| `*.NWD` | NWord document with everything: text, styles, paragraphs, header, footer, tab stops and pictures. |
| `NWORD.CFG` | Settings and the list of recent files, saved next to `NWORD.NEX`. |
| `NWORD.BAK` | Automatic backup of the open document (when autosave is on). |
| `NWORD.BA1`, `.BA2` | Temporary files used when pictures are imported from DOCX. |

# 02 The screen




The main screen with a document

- **Menu bar and toolbar** at the top: the menus File, Edit, Insert, Format and Para, then bold, italic and underline, the font button (it shows the current font), size, text colour `A`, alignment and Undo / Redo.
- **Ruler** under the toolbar: the indents and tab stops of the paragraph with the cursor.
- **Document**: A4 pages, a grey stripe between pages, the header and footer in their bands.
- **Status bar** at the bottom: page, line and number of characters, messages and short hints.

## Keys

**EXT** is the EXTEND MODE key: press CAPS SHIFT and SYMBOL SHIFT together, then the key. In an emulator it is Shift + Ctrl + key. **BREAK** (CAPS SHIFT + SPACE) cancels and closes menus and dialogs. All menus can be opened with `EXT+M` and used with the arrows and ENTER.

# 03 Writing and editing

Type to write. ENTER starts a new paragraph with the same alignment and indents. Text wraps automatically and the pages are counted as you type.

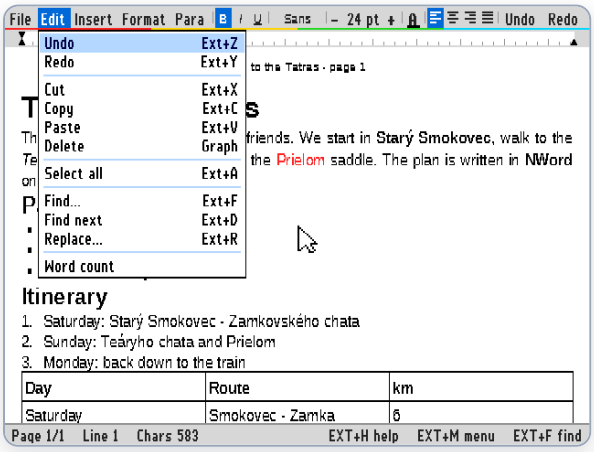
| KEY | ACTION |
|---|---|
| CAPS+5 6 7 8 | cursor left, down, up, right |
| EDIT (CAPS+1) / `EXT+E` | start / end of the line |
| CAPS+3 / CAPS+4 | page up / down |
| `EXT+3` / `EXT+4` | start / end of the document |
| DELETE (CAPS+0) / GRAPH (CAPS+9) | delete left / right |
| CAPS+2 | caps lock |
| `EXT+5 6 7 8` | select with the arrows |
| `EXT+A` | select all |
| `EXT+C` / `EXT+X` / `EXT+V` | copy / cut / paste |
| `EXT+Z` / `EXT+Y` | undo / redo |

With the mouse: click places the cursor, dragging selects, a double click selects a word and a triple click a paragraph. The right button opens the context menu; the wheel scrolls.

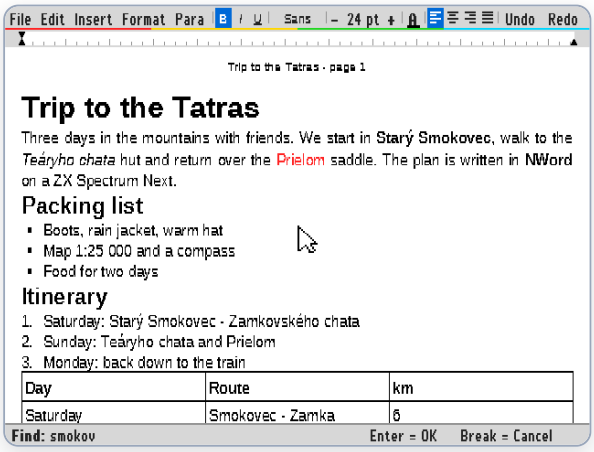
Undo remembers typing, deleting, pasting, styles, colours, pictures and imports. Typing is one step until you press ENTER. The clipboard holds up to 13 000 characters.

## Find and replace

`EXT+F` finds a text (upper and lower case, including Czech letters, are treated the same), `EXT+D` finds the next one and `EXT+R` replaces all occurrences. Replace all is one undo step and keeps the style of the replaced text. Edit › Word count counts the words.




The Edit menu



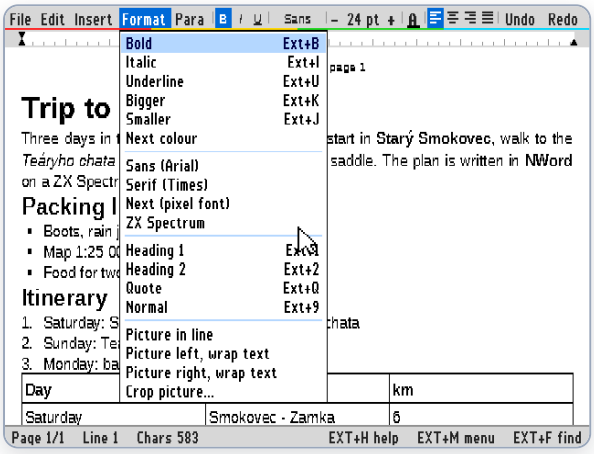

Find: the text is typed in the status bar

# 04 Fonts and character formatting

With a selection, styles, colour, font and size change the selected text. Without a selection they apply to the text you type next.

| KEY | ACTION |
|---|---|
| `EXT+B` `EXT+I` `EXT+U` | bold, italic, underline |
| `EXT+K` / `EXT+J` | bigger / smaller (8, 10, 12, 14, 18 and 24 pt) |
| button `A` | 8 text colours (also Format › Next colour) |

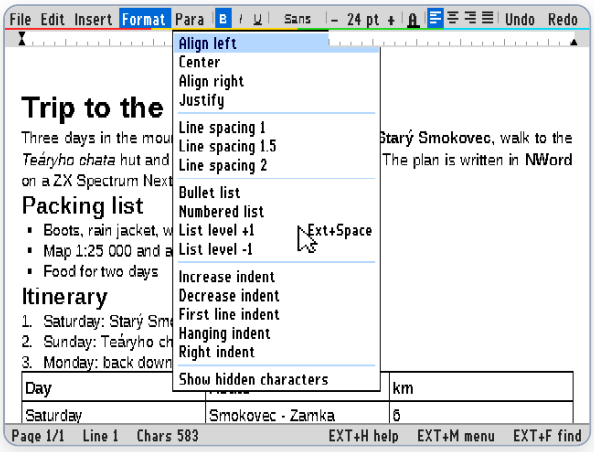
Four fonts: **Sans** (like Arial), **Serif** (like Times), **Next** (the pixel font of the menus) and **ZX** (the ZX Spectrum character set). Next and ZX are pixel fonts: they do not scale smoothly; ZX at size 8 is narrow and from 10 pt it has the real Spectrum width. In the PDF all fonts look exactly like on the screen; RTF and DOCX use Arial, Times New Roman and Courier New.




The Format menu

# 05 Paragraphs

- **Alignment**: left, centre, right, justify (toolbar, Para menu, `EXT+L` cycles).
- **Line spacing** 1, 1.5 and 2 (Para menu).
- **Indents**: left indent in steps of 24 points, first line indent, hanging indent, right indent.
- **Page break**: `EXT+ENTER` (Insert › Page break).
- **Styles**: Heading 1 `EXT+1`, Heading 2 `EXT+2`, Quote `EXT+Q`, Normal `EXT+9`. After ENTER at the end of a heading the next paragraph is Normal.




The Para menu

## Lists

Para › Bullet list or Numbered list turns the paragraph into a list item. `EXT+SPACE` at the start of an item moves it one level deeper (up to four levels, numbered 1. a. 1) a)), Para › List level −1 moves it back. ENTER on an empty item ends the list.

## Ruler

The ruler under the toolbar belongs to the paragraph with the cursor. Drag the top triangle (first line), the bottom left triangle (other lines) or the bottom right triangle (right indent) with the mouse; indents move in steps of 24 points and can be undone. A click on an empty place of the ruler adds a tab stop (an L mark), dragging moves it and dragging it out of the ruler removes it. Tab stops (up to 8) are for the whole document.

## Table of contents

Insert › Table of contents creates a list of all Heading 1 and Heading 2 paragraphs with page numbers and dot leaders at the paragraph with the cursor. To refresh it, undo and insert it again.

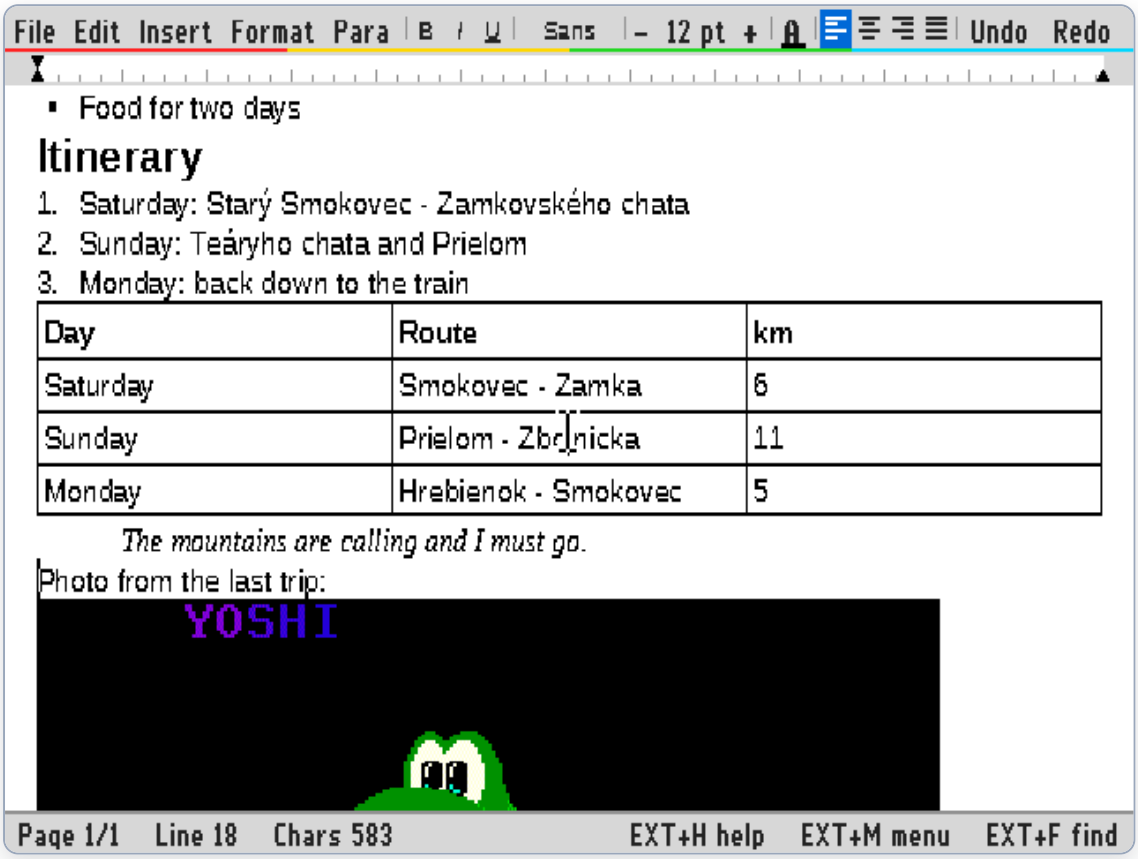
## Hyphenation

With Hyphenation on in Settings, a long word at the end of a line is split with a hyphen (a simple Czech rule: before a consonant followed by a vowel, at least two letters on each side, never inside “ch”). The hyphen is only on the screen and in the PDF; the word stays whole in the text.

# 06 Tabs and tables

`EXT+SPACE` inserts a tab: to the next tab stop of the ruler, or every 48 points.

Insert › Table (2, 3 or 4 columns) inserts three rows. Each row is a paragraph and the cells are separated by tabs: move between cells with the arrows, `EXT+SPACE` adds a cell boundary and ENTER at the end of a row adds a new row. The **column widths** follow the tab stops on the ruler (one less than the number of columns); without them the columns are equally wide.

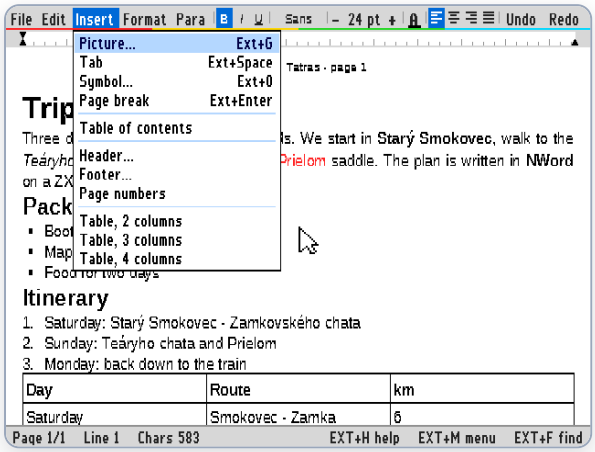



A table, a quote and a picture

A cell holds one line of text. A longer text is cut off on the screen and in the PDF; RTF, DOCX and HTML keep all of it.

# 07 Header, footer and page preview

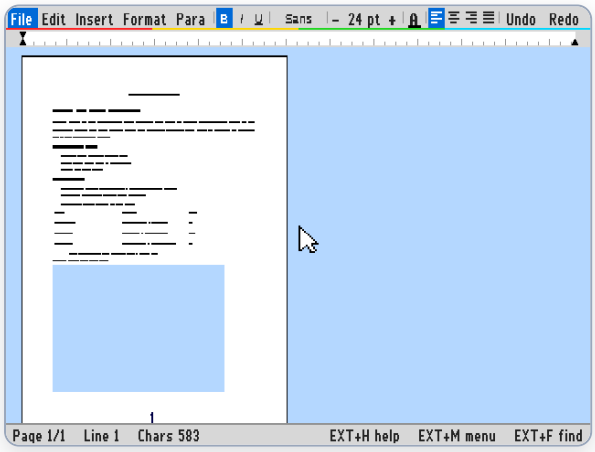
Insert › Header… and Insert › Footer… set a text of up to 32 characters, centred on every page. The character `#` is replaced by the page number; an empty text removes the header or footer. Insert › Page numbers puts the page number in the footer.




The Insert menu

## Page preview

File › Page preview shows two whole A4 pages side by side, with words as bars and pictures as rectangles. CAPS+3 / CAPS+4 or the arrows turn the pages, ENTER or a click opens the page in the document and BREAK closes the preview.

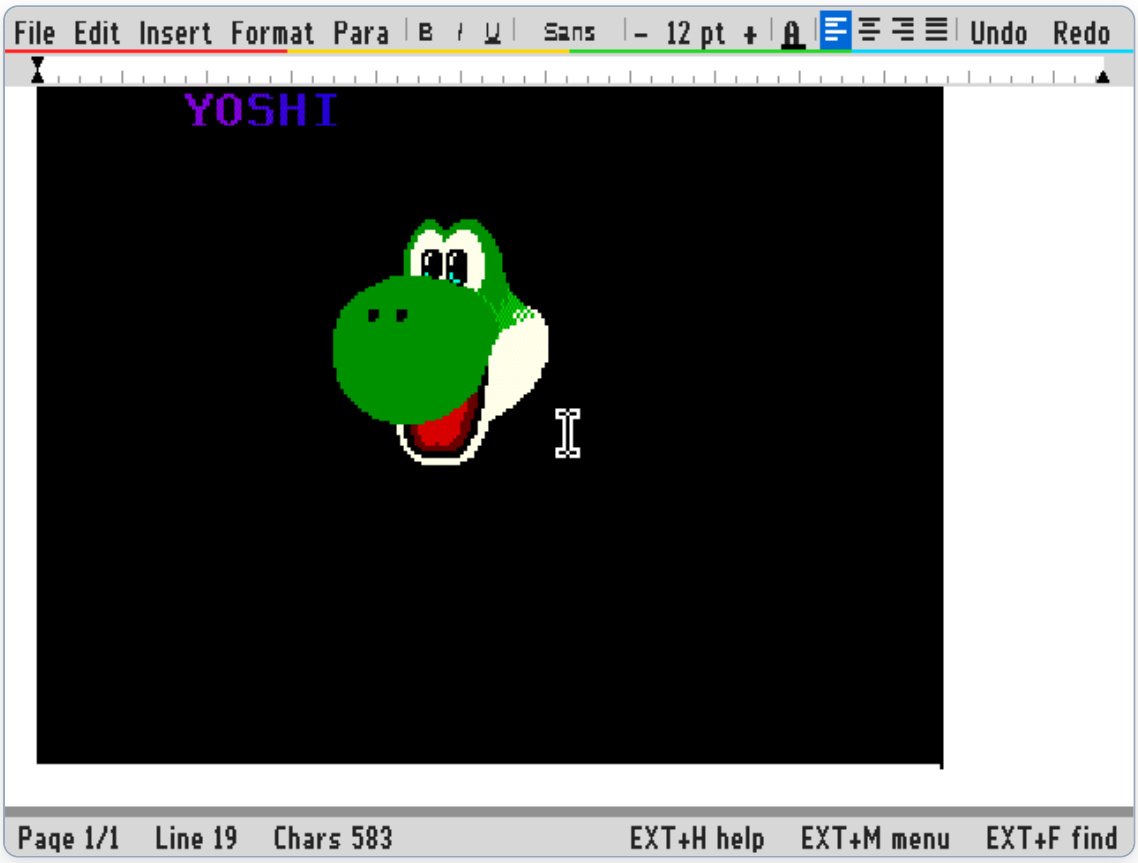



Page preview

# 08 Pictures

Insert › Picture (`EXT+G`) inserts a picture at the cursor: **NXI** (from NXPaint) or **BMP** with 4, 8 or 24 bits, up to 640×512 points. A picture behaves like a big letter: it moves with the text and with the page. Up to 15 pictures fit in a document.

- Click a picture to select it, the right button opens its menu: cut, copy, delete, bigger, smaller, crop, in line or wrapped on the left / right.
- Size: `EXT+K` / `EXT+J` with a selected picture (25 to 100 %).
- Crop: drag a rectangle over the picture; the rest is cut away (undo brings it back).
- On the screen each picture has its own palette of 14 colours; in the PDF it is in full colour and resolution.

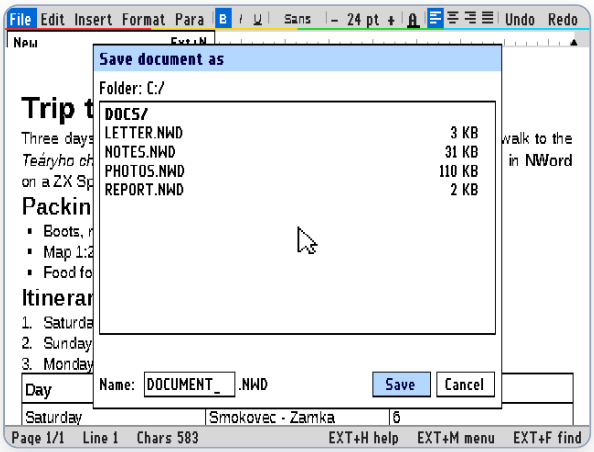



A picture in the text

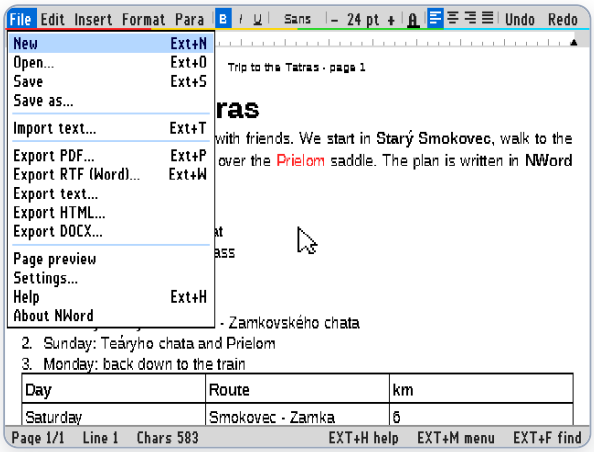
# 09 Files

| KEY | ACTION |
|---|---|
| EXT+N twice | new document |
| EXT+O | open |
| EXT+S | save (under the last name without asking) |
| File › Save as… | save under a new name |
| EXT+T | import a TXT, RTF or DOCX file at the cursor |

The file window: click to select, double click to open a file or folder, DELETE goes one folder up, typing jumps to a name (or writes the name when saving), BREAK cancels. The File menu also lists the last 4 documents.




The file window




The File menu

## Export

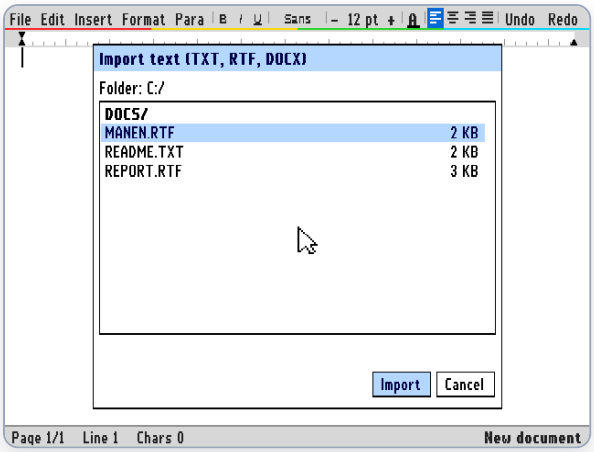
| FORMAT | HOW | WHAT IT CONTAINS |
|---|---|---|
| PDF | EXT+P | Exactly like the screen: fonts, pages, header, footer, pictures in full resolution. |
| RTF | EXT+W | For Word, LibreOffice and WordPad: styles, lists, tables, header, footer, pictures. |
| DOCX | File › Export DOCX | Word document: styles, headings, lists, tables with column widths, tab stops, header and footer with page numbers, pictures. |
| HTML | File › Export HTML | One web page with headings, lists, tables and the pictures inside the file. |
| Text | File › Export text | Plain text in UTF-8. |

## Import

EXT+T (File › Import) inserts a file at the cursor; the kind is recognised by its content.

- **TXT**: UTF-8 or Windows-1250.
- **RTF**: fonts, sizes, bold, italic, colours, alignment, indents, headings, lists, tables, page breaks, header and footer.

- **DOCX**: the same plus pictures in PNG and BMP (up to 8; big ones are made smaller). JPEG pictures are skipped. In the file window a DOCX file has its short name, for example `REPORT~1.DOC`.




Import

## Autosave and recovery

With autosave on, NWord saves the document every few minutes to `NWORD.BAK` (only when something changed). Saving the document deletes the backup. If NWord finds the backup at start (after a crash or a reset), it offers to recover it.

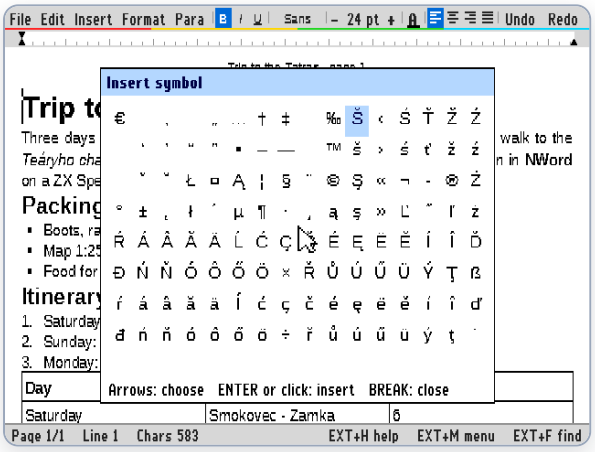
# 10 Accents and special characters

Accents are typed with dead keys: press the accent key, then the letter. Pressing the accent key again switches to the next accent (the status bar shows which one).

| KEY | ACCENTS |
|---|---|
| SYM+Q | ´ acute, then ˝ double acute |
| SYM+W | ˇ caron, then ˘ breve |
| SYM+E | ° ring, ¨ umlaut, ^, ¸ cedilla, ˛ ogonek, ˙ dot |
| accent + SPACE | the accent alone |

Examples: SYM+Q A = á, SYM+W R = ř, SYM+E E = ů, SYM+E SYM+E O = ö. Czech, Slovak, German, Polish and Hungarian work completely (documents use the Central European code page Windows-1250).

`EXT+0` (Insert › Symbol…) opens a table of all special characters. Typing `"` gives Czech quotes „ and “ automatically (this can be switched off in Settings).

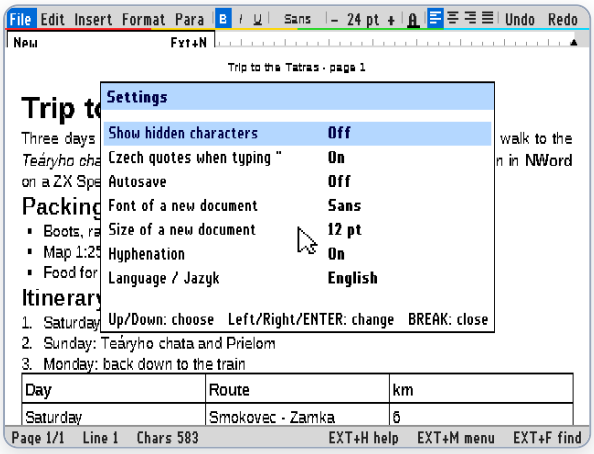



Insert symbol

# 11 Settings and language

File › Settings…: Up/Down chooses an item, Left/Right or ENTER changes it, BREAK closes the window. The settings are saved in `NWORD.CFG` next to `NWORD.NEX`.

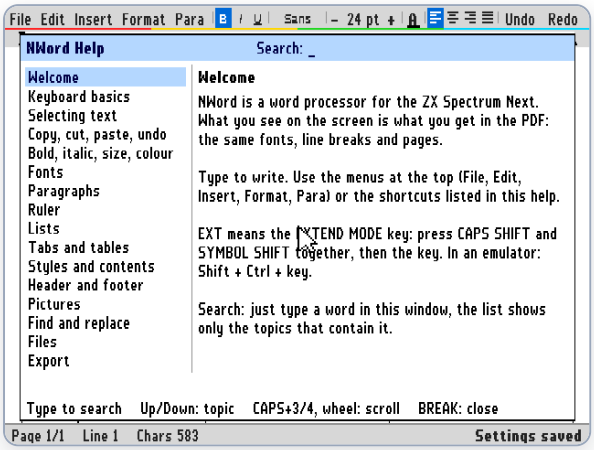
| ITEM | MEANING |
|---|---|
| Show hidden characters | ¶ at paragraph ends, arrows for tabs, dots for spaces, a dashed line for page breaks (screen only) |
| Czech quotes | `"` types „ and “ |
| Autosave | off, every 1, 3, 5 or 10 minutes |
| Font, size of a new document | the font used after File › New |
| Hyphenation | split long words at the end of a line |
| Language / Jazyk | English or Czech menus, messages, dialogs and help; changes immediately |



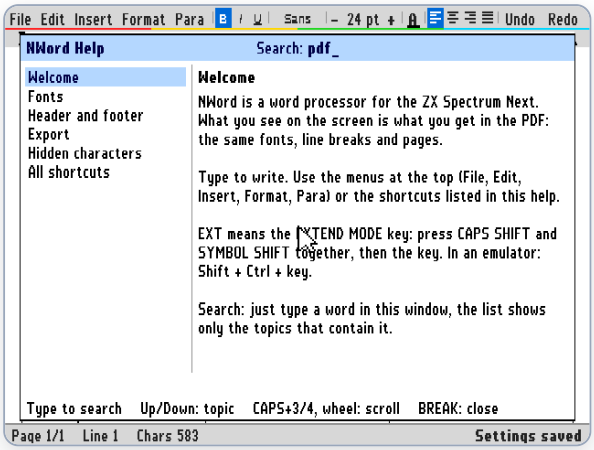

Settings

# 12 Built-in help

EXT+H (File › Help) opens the help: topics on the left, text on the right. Type a word and the list shows only the topics that contain it. Up/Down chooses a topic, CAPS+3/4 or the mouse wheel scroll the text.




Help




Searching in the help

# 13 All shortcuts

| KEYS | ACTION |
|---|---|
| `EXT+M` | menu (arrows, ENTER, BREAK) |
| `EXT+B` `I` `U` | bold, italic, underline |
| `EXT+K` / `EXT+J` | bigger / smaller |
| `EXT+1` `2` `Q` `9` | Heading 1, Heading 2, Quote, Normal |
| `EXT+L` | next alignment |
| `EXT+SPACE` | tab, list level |
| `EXT+ENTER` | page break |
| `EXT+5 6 7 8` | select |
| `EXT+A` | select all |
| `EXT+C` `X` `V` | copy, cut, paste |
| `EXT+Z` `Y` | undo, redo |
| `EXT+F` `D` `R` | find, find next, replace all |
| `EXT+G` | insert picture |
| `EXT+0` | insert symbol |
| `EXT+T` | import |
| `EXT+O` `S` `N` | open, save, new (twice) |
| `EXT+P` `W` | export PDF, RTF |
| `EXT+3` `4` | start, end of the document |
| `EXT+E` | end of the line |
| `EXT+H` | help |
| SYM+Q W E | accents |
| BREAK | close, cancel |

# 14 Limits

- A document holds up to 65 000 characters and 2 048 lines.
- Up to 15 pictures in a document; on the screen a picture is at most 216 points high.
- A table cell holds one line of text on the screen.
- The header and the footer have up to 32 characters.
- Documents use the Windows-1250 code page; French letters à è ù ê û are not available.
- Pictures from RTF and JPEG pictures from DOCX are not imported.