

SECTION 2 - GETTING STARTED

Once your hardware is set up, you are ready to get started, or "boot the system", as computer people call it. Get out the Valdocs Disks that came with this Manual, a box of blank disks to work with, and let's begin.

1. Set the Video Monitor Brightness Control to about the mid-point. (A customer once reported that his computer was broken - his brightness control was turned all the way down....) You can adjust it later as necessary.
2. Insert the Load Disk in the left-hand drive slot. (The Label goes *face up* and *out*.)
3. Insert the Data Disk in the right-hand drive slot.
4. Turn the power ON.

When you turn the power on, the lights on the floppies will go on and off, the disks will whir, and various technical messages will flash on the screen. After a short while, a large "sign-on message" will appear at the top of the screen and a smaller box will be displayed near the bottom. The exact contents of the smaller box depends on whether or not Valdocs+ thinks that the machine is properly set up for it. Before we begin, two definitions are in order.

THE DOCUMENT WINDOW: The large area where the "sign-on message" appears is called the *DOCUMENT WINDOW*. Any document; a letter, address card, painting, drawing, graph, etc., will be displayed in a Document Window.

Each item displayed in a Document Window is the electronic equivalent of a piece of paper. In other words, an *electronic document*. That's where the name of Valdocs comes from: VALuable DOCumentS.

Documents may be as short as one window, like this sign-on message, or as long as your disk space permits - such as a chapter from a book. The Document window is like a *view screen* or a *porthole* through which all, or part of the document is visible at one time.

THE INTERACTION WINDOW: Below the Document window is a smaller rectangular window called the *INTERACTION WINDOW*.

The computer will both give and request information or instructions in the Interaction window. The Interaction window is where you and the computer "speak" to each other *about* documents.

VERIFICATION OF SETUP

Each time that Valdocs is "booted" it first verifies that information stored within the QX-10's or QX-16's built-in clock has not been corrupted. As you might gather from the foregoing, the clock contains more than just the time. It *also* contains technical information upon which Valdocs depends for proper operation. Most (but not all) of the information stored in the clock is provided by *you* in a Program Module named SETUP.

If the information checked appears to be correct, Valdocs loads the remainder of Valdocs. However, if the information appears to be corrupted, Valdocs assumes that some kind of error has occurred, and displays the following Interaction window:

The system is being re-initialized.

Please press RETURN to begin SETUP program >

If RETURN is pressed Valdocs will restore all of the information in the clock to its most basic settings.

CHANGING FROM VALDOCS 1 TO VALDOCS+

Attempting to Run Valdocs in a machine where an error condition (such as a dead battery!) has altered the information in the clock can be *very* hazardous to your documents. Valdocs might fail in bizarre and unpredictable ways.

Because each successive change in Valdocs may add or assign different meanings to the existing information in the clock, the information which Valdocs checks changes with every major change in Valdocs itself. So, when going from Version 1 to Valdocs+, Valdocs *acts as though an error has occurred and resets the information.*

If you then go back to Version 1, it will see Valdocs+'s information, consider it an "error", and try to reset the information, etc. etc. etc. While the safety net is necessary, being wrapped up in it is a nuisance.

You can override the automatic reset of the Clock's SETUP information by momentarily pressing CTRL + C (at the same time) when the preceding menu is displayed.

CAUTION: When you override a safety mechanism you are in effect telling Valdocs: "Yes, I know you've run into something *you* think is an error, but *I'm* telling you it's OK." The responsibility for overriding a safety mechanism lies with you.

Version 1 works just fine with the definitions set by Valdocs+, so, when Valdocs 1 objects to Valdocs+, it is OK to override the reset. However, if Valdocs+ complains, it is much safer to allow the reset to proceed and then use Setup to re-establish your personal preferences. Running SETUP takes only a few minutes, and better safe than sorry.

SETTING BASIC DEFINITIONS

If you allow the reset to proceed, Valdocs will present you with menus in the document and interaction windows which enable you to set the correct date and time, the kind of printer (if any) in use, the kind of modem (if any) and, to identify yourself.

By reading the on-screen instructions, even a beginner should have no difficulty in getting through these choices. In fact, even if you get them *wrong*, no damage is likely to occur. Errors can be corrected later via the SETUP program.

(SETUP contains many configuration options, some of which are rather technical. Full details are contained in Appendix I.)

SET THE TIME AND DATE

Type the correct date and time below and then press STORE

18:20:41 (HH:MM:SS)

09/02/85 (MM/DD/YY)

< UNDO for prior menu >

Just type in the correct date and time, then press the STORE key. Another Interaction window will appear:

PRINTER CHOICE

Select a printer option and then press RETURN

<D>ot matrix printer

<F>ormed character printer

• <N>o printer

<O>ther printer

< UNDO for prior menu >

If you select <D>ot matrix printer, the system will then present a menu asking you to specify which one you are using.

Select a printer option and then press RETURN

<A> FX-80

<E> FX-100

 MX-80

<F> MX-100

<C> LX-80

<G> LQ-1500

<D> RX-80/100

<H> JX-80

< UNDO for prior menu >

Similarly, if you Select <F>ormed Character Printer, you will get to select one of two Comrex printers.

Select a printer option and then press RETURN

<A> CR-I

 CR-II/III

< UNDO for prior menu >

If you select <O>ther, the system assumes the simplest "plain vanilla" case. While the features and options available are minimal, this choice will allow virtually any "Centronics Interface" equipped printer to function.

The next menu asks you about *modem type*. (A modem is a device that allows your computer to talk over telephone lines to other computers or electronic bulletin boards.)

MODEM CHOICE

Select a modem option and then press RETURN

<A> Hayes

<E> USR Password

 CR-103

<O>ther

<C> CX-20

<N>one

<D> Bell 212A

< UNDO for prior menu >

As before, select the correct item (including *none*).

USER IDENTIFICATION

The questions are self-explanatory. This information allows computer identification of your particular computer. Once entered, you won't see this choice again.

IF VALDOCS WAS RUN BEFORE

After the mini-setup procedure is complete, or if Valdocs+ discovers the information in the clock to be correct, Valdocs will inform you that "The initial system checks are satisfactory", and proceed to load the remainder of the modules from the Load Disk.

After a short while the next interaction window will appear:

Please insert "Run Disk" into LEFT drive.

< Press ANY KEY to continue >-----< 1:20 P > M---

This is one of those times that the system is *telling you to change a disk*. So *go ahead and do it*: remove the Load Disk and replace it with Run Disk #1.

Whenever the clock/information is reset, the *startup program* (program automatically started when Valdocs loads) is the Editor. Since the Editor is on Run Disk #1, insert that disk in the left drive now. (Any Valdocs module can be defined as the startup module in the SETUP program)

After inserting the Run Disk, one last Interaction window will be displayed.

Thank you.

[Working]-----< 1:20 P >-----

The [Working] message indicates that Valdocs is actually loading your startup module (the editor in this case) into the computer.

The Editor will appear in the Document window and that's it: Valdocs is up and running. I'm sure that reading this took longer than doing it.

PROTECTING YOUR DISKS WITH COPYDISK

Sooner or later the cat, the kids, or a stray elbow will knock a cup of coffee on top of you *Most Important disk*. Whether this is a disaster or merely a nuisance will depend on one thing: *did you make a backup of your disk?*

Unfortunately, most people don't seem to really get the hang of this rule until *after* they've lost something important. But it *will* become second nature.

A "backup" is simply a copy: an exact, 100% accurate, character by character copy of the original. It is your "insurance policy" against Murphy's famous law.

Experts backup their work *often*. Most backup their disks every day (or on a hard disk, at least copy their new files to a floppy every day). Others do it weekly, sporadically, or not at all. The choice is yours. It really depends on just how much you value your work - and how many times you've been bitten. *Make backups before you need them.*

Making backups of your work is so important that we've actually placed a key right on the keyboard labeled COPY DISK (or just COPY for short). Find the key right now, and press it. The following menu will appear:

Please select a Copydisk option and then press RETURN

<C>opy a disk	<F>ile copy, delete, rename
<M>ake a data disk	<I>ndexed copy
<H>ard-disk backup	

< EDIT for EDITOR > < 2:59 P >*

Note that this menu also allows you to "Make a data disk" (prepare a brand new disk to accept data or cleans all data off a used floppy), copy, delete and rename both indexed and non-indexed files from one disk to another. If you have a hard disk, a "Hard Disk Backup" option appears.

The first thing you are going to do is to make backup copies of all the original disks that came with Valdocs. Why? If your working copies are accidentally destroyed (which always happens right after our closing time, by the way), you will still have your masters; just make another set and continue.

So, the first work you should do with Valdocs is to make copies of the Valdocs Disks you received and then put the originals away somewhere safe. Some people actually get a

special fireproof metal box just for their backup disks; not a bad idea actually.

Other than the brief exposure to a few menus during the initial setup, this may be your first real work with Valdocs. The single most important rule in using Valdocs is this: *Read the menus and messages on the screen.* When the screen says "put the disk in now", *do it then.* Valdocs goes out of its way to give you plenty of clues, hints, nudges and direct orders, but if you don't *read them.....* For now, all you really need do is follow along the steps below, and read the messages on the screen.

1. Make sure you have a box of Double-sided Double Density 5 & 1/4" diskettes with which to work.
2. Select *<C>opy a disk* from the COPY DISK main menu, by pressing the letter in brackets "*<C>*", or moving the blinking pointer (the cursor) with the arrow keys. Then press RETURN to "execute" your selection.
3. Remove the Run Disk from the left drive, and insert the Load Disk. Then press the RETURN key again.
4. Remove the Data Disk from the right drive and insert a brand new blank disk in its place. Then press RETURN.
5. The system will first check that no data will be accidentally destroyed by copying onto the disk you provided. It will then proceed to copy the disk in the left drive, with 100% accuracy, to the disk in the right drive. (Incidentally, while copying, it also performs the "make a data disk" function automatically).

Tip: If errors are encountered while copying, the system will inform you of the fact. The bad disk should be discarded, and the COPY repeated on another disk.

6. When the copy is complete, a menu will be on the screen. First, remove the copy from the right drive and label it "Load Disk" RIGHT NOW.

Tip: Get yourself some fast drying felt-tip pens for disk labeling. Put the label on the disk first, to avoid smearing the ink while applying the label, then gently write the data. If you write directly on a disk with a ball point, indentations can ruin the disk.

7. Select *<M>ake another COPY* from the menu. You will be instructed to insert the disk to copy as before.
8. Repeat the above procedure until you have made working copies of all the system disks you've received.
9. After the last copy, select *<R>eturn to top menu.*

10. Select *<M>ake a data disk* from the top menu.

Tip: When disks come from the manufacturer they are completely blank - like a blank sheet of paper. "Making A Data Disk" writes a "format" on the disk - which is equivalent to drawing lines and borders on paper before using it. A data disk is may be "empty" of data, but is no longer "blank".

If you "Make a data disk" from a disk that already has data on it, that data is utterly and totally erased.

11. Insert a blank disk into the right drive and allow the system to make it into a Data disk.
12. Select *<C>opy disk function* from the menu.
13. Return all your original disks to their envelopes and store them in a safe place.
14. Insert your working copy of Run Disk #1 in the left drive.
15. Press the EDIT key (or CONTROL + WORD on earlier keyboards) to go to the editor program. Notice that copydisk actually recognizes that the System and Data disks are not the *same ones* with which it started. Go ahead and press UNDO now.

Tip: This is a safety and convenience feature. When copying disks and files it is very easy to forget which disk was where - if you had just copied a system disk the copy might be in the right drive. This gives you the opportunity to put in whatever system and data disk you might wish.

Now that you have made backups, it is safe to start exploring the rest of Valdocs.

Experimentation is the *best* way to learn. Read the menus, try to guess what an item might do, and try it. If you guessed right - great. If not, just go back and guess again. (Words can have two or more meanings - which means that menu choices can have two or more meanings - only one of which will be correct!) When you learn something in this way, you will not soon forget it.

However, while experimentation is a great technique, we can improve your ability to guess right *the first time* by demonstrating some of the basic rules which govern Valdocs during a "guided tour". Which, of course, is the subject of the next section in this manual.