SECTION 3:
THE BASIC RULES OF VALDOCS

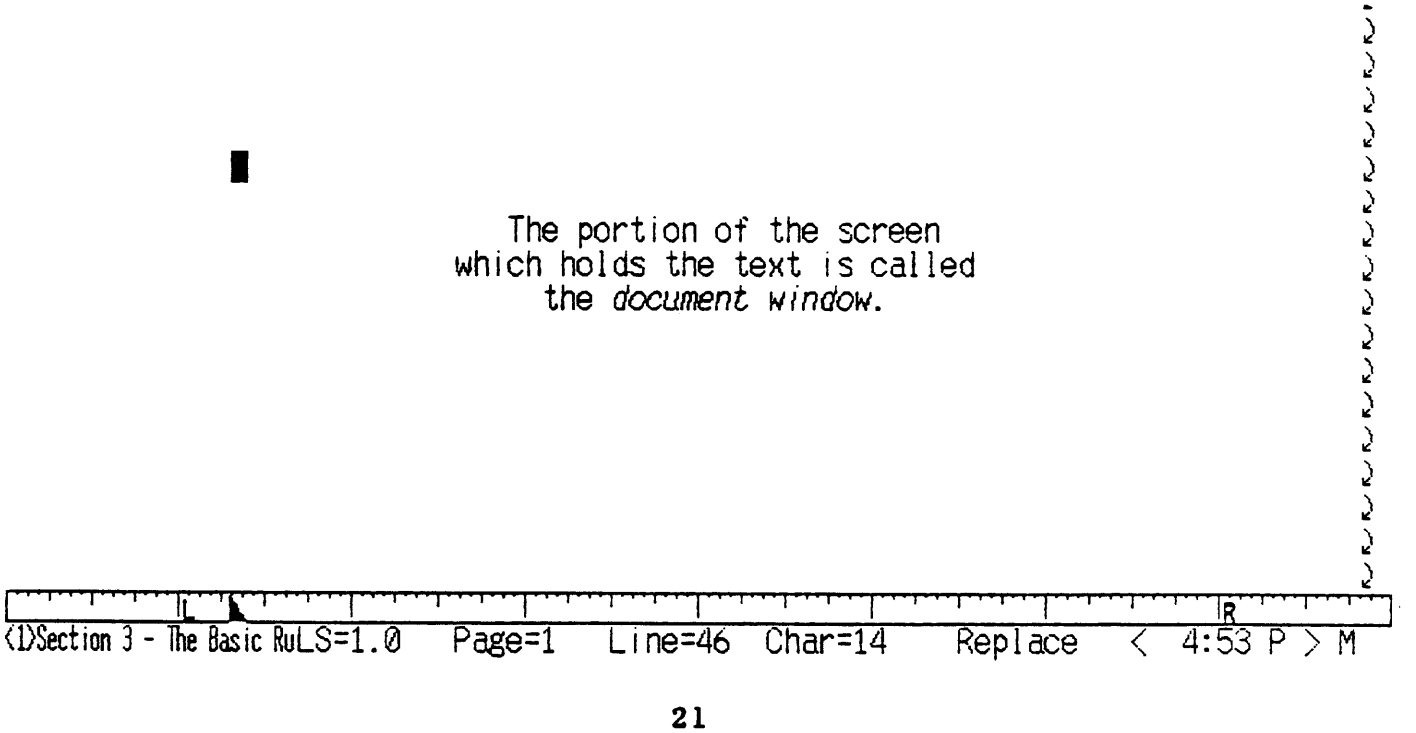
Before starting out on your own I'd like to take you on a guided tour of Valdocs. We'll pass by a few major landmarks; the Editor, Spreadsheet, Draw and Menu. We'll spend *most* of our time in the Editor simply because the principles learned there *apply* elsewhere, and 65% of you spend most of *your* time wordprocessing.

However, this guided tour is *not* intended to teach you the ins and outs of editing, using a spreadsheet, or the details of any modules. The purpose of this tour is to familiarize you with the location and use of the various "controls and switches" of Valdocs, and to introduce the basic principles governing their operation.

Armed with a firm grasp of these basics, many people start using Valdocs productively without any further training. However, a great deal of additional information about the use of Valdocs exists in the remainder of this manual. The INDEX at the back of the manual is probably the easiest way to find areas and features of specific interest.

ON WITH THE TOUR

The tour starts where the previous Section left off: with the Document window of the editor displayed on screen.



THE TYPEWRITER KEYBOARD

It should come as no surprise that the large group of keys that looks like a typewriter is used much like a typewriter. When you want to enter text or numbers, you just type.

1. Notice the solid rectangle near the top of the editor's Document window. That is the *cursor.*

Rule: The cursor points to the place where your actions can cause an effect.

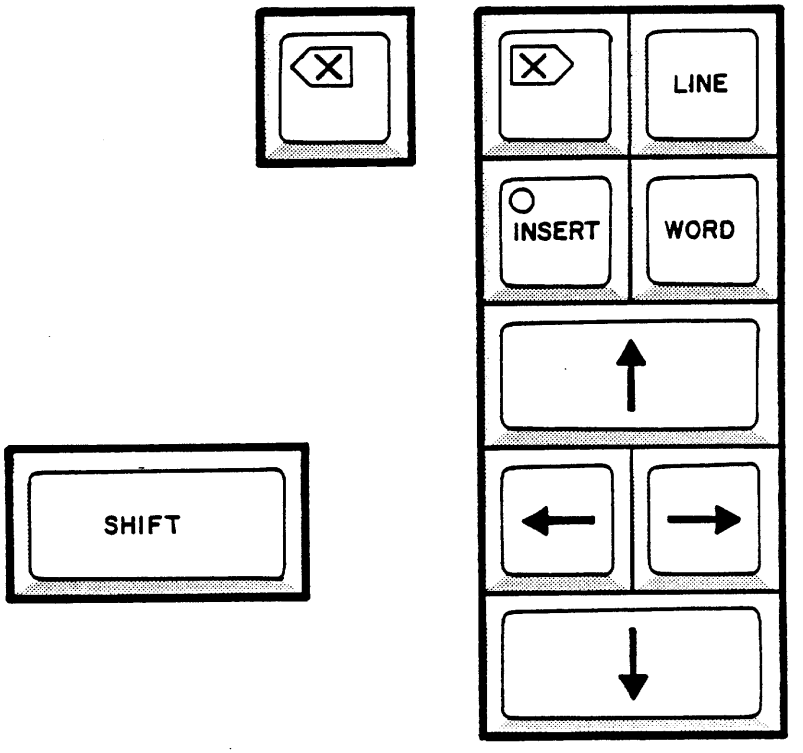
2. Now type a few paragraphs into the editor. Anything will do: a nursery rhyme, the Gettysburg Address, a letter to your Uncle Matt traveling in Tibet, or just pretend to be a "cat walking over the keys", but go ahead and enter a few paragraphs of text. We'll use it during the rest of the tour.

Rule: The cursor continues to point to the place where your actions can cause an effect.

THE EDITING GROUP

Typewriters have been around for a *long time.* If typing were all there were to a computer, nobody would bother. However, a wordprocessor is called an *editor* because it allows you to go back and *change* things you don't like.

3. Locate the separate group of keys to the right of the typing keys. These are called *The Editing Group.* (See the following illustration.) These allow you to change things after you have entered them.



4. Using the *Arrow Keys* in this group, move the cursor around in your text. Go left and right, up and down; move anywhere at all.

Rule: Moving the pointer doesn't cause any effects. It only changes where you are pointing.

Rule: When you want to cause an effect somewhere other than where you are, move the pointer to that place.

5. Using the arrow keys, move the cursor to the beginning of the text you entered.

6. Press the **RIGHT ARROW** key once, then press the **WORD** key. Notice that the cursor moves to the beginning of the next word. Press the **WORD** key again. Note that the cursor moves to the beginning of the *next* word. You can do this word by word all the way through a document if you like.

7. Find the two keys at the top left of the editing group; fat arrows with an "X" inside them. They're the DELETE keys. They erase data in the direction they point.

8. Press the one pointing left. Note that the character under the pointer is deleted. Press the one pointing right. Note that the first letter or space is erased. Press it again, and notice that the next character is erased.

9. Now press the key labeled **WORD**. Note that the whole *word* to the right disappears. If you are at the end of a line, the following line will be pulled up. Press the **WORD** key again, and notice that the *next* word is deleted.

10. Now try the **LINE** key; the results should be getting predictable. (And here's a hint, **SHIFT + WORD** = Sentence. **SHIFT + LINE** = Paragraph. Any bets on what *they* do?)

Rule: The Arrow keys are the verb "to MOVE".
The fat arrows are the verbs "to Delete Left or Right"
The LINE and WORD keys say how far or how much to move or delete.
After an arrow or delete key is pressed a single time, the WORD and LINE keys continue to say how much until some other key is entered.

11. Look at the key labeled **INSERT**. Is the little red light on? If not, press the key. The light will go on, and the word *Insert* appears on the status line.

    Type a bit more text and note that the existing text moves over to the right. That's *Insert Mode.*

    Type a few underlines. (SHIFT + the key to the right of the 0). Note that the underlines also push the text ahead of them.

Rule: When existing data is pushed ahead as you enter, you are in INSERT MODE.

12. Now press **INSERT** again, and note that the light goes off and the word *Replace* appears on the status line. Type a little bit. Note that it goes right over text which is already there, replacing it.

    Type a few underlines. Note that the text already there is actually underlined.

Rule: When existing data is replaced or combined with what you enter, you are in REPLACE MODE.

13. Note that the front of the **UP** and **DOWN** arrow keys are labeled *Prior Page* and *Next Page*. (**SHIFT + UP ARROW** or **SHIFT + DOWN ARROW**).

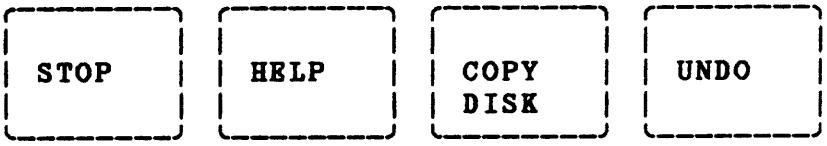
RULE: When the current document is longer than one screen, PRIOR and NEXT page scroll the document up or down by one screen.

14. Notice the lines at the bottom of the screen. The upper line is called the RULER LINE.

"L" = Left Margin
"R" = Right Margin
"T" = A Tab Stop (There can be many.)
Triangle = Position of pointer within margins.

15. The bottom of the two lines is called the STATUS line. It provides the following information: document name, linespacing, position of the pointer within the document, Replace versus Insert mode, time of day, and a single cryptic letter for modem status (See Appendix I).

THE SYSTEM CONTROLS



16. At the left top of the keyboard you'll find the *System Controls*. You already used the **COPY DISK** key when you made backups of your master disks.

17. Press **UNDO** a few times and notice that the text you deleted will be inserted back at the cursor location.

You can use this to fix an "oops" when you accidentally delete something (which happens to *everybody*), or you can use it deliberately to move something. Just delete what you want to move, move the cursor to where you want it, and press **UNDO**. Works like a charm.

Rule: UNDO allows you to recover any deletion made in the Editor with the DELETE keys.

18. Now press **HELP**.

Notice that an Interaction window appears which provides you with a choice of advanced operating functions.

Rule: In modules which allow the creation of a document via the keyboard, mouse or other means, press HELP to see the major options which are not on the keyboard.

19. Press the letter "O" and then RETURN. One of the advanced menus (On-screen formatting) is now displayed. By reading the menu you should be able to get a pretty fair idea of what the choices mean, but for now, press HELP.

Because the HELP files are on a different disk (unless you're using a copy of the HELP disk as a practice Data disk as we suggested earlier), the system will not find the help files, so it will ask for the master Help disk. Follow the directions on-screen.

Rule: When the system needs or wants a disk, it will ask for it. Never change a disk unless the system says that it is ok to do so.

20. Examine the HELP messages. A great deal of information will be displayed in the Document window.

Rule: HELP gives you information about the choices available at any point.

21. No need to go over the particular HELP file in great detail. When you see how it works, follow the instructions on how to return to the Editor.

The system will look for the EDITOR on the disk, fail to find it, and once again instruct you to swap to the appropriate disk (a hard disk makes all this a *lot* faster). Just insert the correct disk, press and press UNDO. You will be returned to the "Help" menu of the Editor.

22. Press UNDO. You are now returned to the editor.

Rule: When a choice on a menu is selected, it will either give you sub-choices, or it will "execute". Prior to "execution" UNDO allows you to change your mind and back out to the prior level.

23. Locate the Red STOP key. If something is going on that you don't want, press STOP. In certain cases it will be able to interrupt a long process and save unnecessary time.

THE FILE CONTROLS

24. In Valdocs, files are stored in date order, in an INDEX from which they may be RETRIEVED, PRINTED, MAILED or COPIED.

Rule: Documents are accessed via the file controls.

Rule: When you shift modules, the file controls automaticly shift to the correct type of document.

25. Press the **PRINT** key. As you can see from the menu, you have the choice of printing a document from the index, or printing the displayed document. If you have a printer attached, go ahead and print the displayed document.

26. After printing starts (there is no need to wait for the printing to stop) press **STORE**. A menu will appear allowing you to name the file. Go ahead and give a name to your file, and then press **STORE** again. For example:

"Letter from Uncle Matt about Tibetan Radishes"

Try confusing *that* with a letter to your banker about a second mortgage on the old homestead!

When you have only a few documents, this capability may not seem too important. But when you have a hard disk, or dozens of floppies with hundreds of documents, the indexed filing system may prove to be one of Valdocs' most valued features.

27. After storing your file, the editor puts a new "blank" document up, ready for you to create another document.

28. Press **RETRIEVE**. The most recently stored file will be offered to you by name. (If you press **INDEX** you can select from the list of files - which right now is a total of one....). Press **RETRIEVE** a second time.

Rule: You can start working on the document as soon as the cursor reappears on screen. There is no need to wait for the

screen to repaint or the disks to stop. The cursor will be right where you left it for added convenience.

29. When retrieving a document, Valdocs actually makes a *temporary file.* The original is never touched. While the temporary file is being made, operation of the system will be slower than usual, and you cannot leave one module for another until the copy procedure is completed. The length of time is proportional to the length of the file and the speed of your disks.

30. Press the **INDEX** key. The document window contains a list of the files you have Stored. You can select documents to edit, delete documents, or rename documents. Cross referencing allows you to find specific documents or sets of documents when your lists grow large. For example, you could tell the index to display only letters from good old Uncle Matt.

    Chose *<S>elect document to edit*, and by following the instructions, **RETRIEVE** it into the editor again.

31. Note that the document you just retrieved is inserted *right in the middle of the document that was already there.* This is called *merging.* In both cases, the original documents are untouched - only the temporary file is changed. Since the new document exists only as a temporary file, you must STORE it if you want to save it.

Rule: When <u>any</u> change is made to a document, that change is temporary unless the document is STORED. If the temporary file is erased, the changes are gone.

32. Press **STORE.** Note that the name of the first document remains on the "Store as" line for convenience.

Rule: When a document is Retrieved and then stored with <u>exactly</u> the same name, the original is erased. If even one letter of the name is changed, the original is untouched and the temporary becomes a second PERMANENT document in the index.

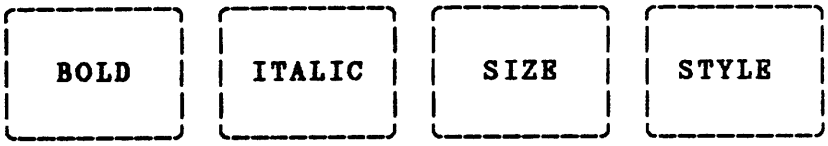
(Two documents can have the same name. The above rule only applies when a file is retrieved, edited and stored again.)

33. Press **UNDO.** You will be back in the editor, and the document will *not* have been stored. **UNDO** allowed you to change your mind.

34. The last key in the FILE CONTROLS is **MAIL**. It allows access to an "Electronic Mail" system. If your computer is equipped with a "modem" you can send and receive documents to or from other computers and access a wide variety of information services. Some major banks even let you pay your monthly bills via electronic mail.

Even if you *don't* have a "modem" you will find that MAIL's "Address Book" feature is VERY powerful; it replaced the Rolodex on *my* desk long ago.

TYPESTYLES



35. Move to the beginning of your text file, and press the key labeled **BOLD**. Notice that after a few seconds everything after the cursor changes to bold. Press it again and notice that everything returns to normal. Press it once more, move the cursor to the right a few words and then press **BOLD** one last time. Everything between the place where you turned Bold ON and where you turned Bold OFF *remains* Bold.

Rule: Typestyle keys toggle characteristics on and off. Everything between the physical position of the ON and the OFF retains the characteristic.

36. Now press the **ITALIC** key. It works the same way.

37. Press the **SIZE** key. Notice that the cursor changes width to reflect the size of the characters that will be displayed. Four sizes are available. Repeatedly pressing the SIZE key rotates among them.

38. Similarly, the **STYLE** key allows you to rotate among normal, superscript and subscript.

39. Try underlining. As on a typewriter, simply type underlines in replace mode. The **CTRL** (Control) Key + **UNDERLINE** erases underlines but leaves the characters.

Here are a few examples of the typestyles you can generate on Epson compatible dot-matrix printers.

This is normal

This is enlarged italic

This is Double wide normal

This is compressed

This is normal, bold, italic

This is double wide bold

This is compressed superscript

This is compressed italic

This is normal subscript

As you can see, the range of typestyles provides great opportunity for creative expression.

APPLICATIONS

40. Press the key labeled **SCHED**. The scheduler is not on the same disk as the editor, so you will be asked to insert the disk which contains it (It is on Run Disk #2).

Rule: To access any module in Valdocs, press the key which bears its name. If its name is not on a key, press **MENU**.

41. The Scheduler is an electronic appointment book. As the menu states, you can customize the time divisions in your own book, start and stop a timer for meetings or events, and print out itineraries complete with notes.

42. Now Press the **CALC** key. (The Spreadsheet is on the same disk as the Scheduler, so you won't have to change disks this time.)

A new kind of document called a spreadsheet appears. A spreadsheet is divided into columns labeled from A to ZZ and lines numbered from 1 to 999. (We rarely think about it, but Editor documents are divided into *characters and lines*.)

Every position on the spreadsheet is called a "Cell". Cells are identified by their column letter and row number. For example, a cell on the fourth column in from the left, (D) on the fourth row would be called "D4".

43. Use the arrow keys to move the cursor (called the "pointer" in a spreadsheet) around the screen. It is very much like the editor, but its size changes to match the width of whatever column it occupies.

44. Type in some text; "mary had a little lamb" or some such. Notice that the text fills each column and the pointer automatically advances to the next column when one column is full.

45. Press the **HELP** key. Notice that a list of advanced functions, very much like those of the editor, appears in an Interaction window. (As I said, the *basics* apply in more than one place.)

46. Press **UNDO** and the window goes away.

47. Locate the "Numeric Keypad" to the right of the editing group.

48. Using these keys, enter a column of numbers, pressing "+" or "-" between the numbers just as you would on a calculator.

49. After you type the last number, press the larger **ENTER** key. The total of the numbers you entered will be automatically placed at the bottom of the column.

50. Look at the left of the Spreadsheet's status line and notice something that looks like this:

    @SUM(A4:A13)

    This is called a *formula.*

Definition: (A4:A13) means "Cell A4 through Cell A14, including both ends". This is called a RANGE of cells.

51. Use the arrow keys to move the pointer into the range of cells contained in *your* formula and type a new number in one of the cells. Press **SHIFT** + **CALC** keys, and *the total at the bottom of the column recalculates automatically.* This is an example of the power that makes spreadsheets so popular.

52. Now press the **DRAW** key. Notice that you are given the option of just "going" to Draw, *or* of making a "Bar, Line, or Pie" graph out of spreadsheet data. Select *<B>ar/line/pie graph.*

Rule: If appropriate, when pressing an Application key, you will be given the choice of simply going to that module, or of passing data to that module.

53. The system now asks you to enter the "Column, Row or portion thereof" for up to 8 sets of data to graph.

54. Enter the range of your formula. Type in the column and row of the first cell, a colon (:) and then the ending cell.

55. Press **DRAW**. After a few seconds a bar graph of your data will be drawn automatically! Then press the spacebar.

Rule: Once data (the numbers) is entered, manually or via the spreadsheet, press DRAW and the software will draw a graph. All other definitions are completely optional.

56. You are now in the main menu of the business graphics module. Select EDIT the current graph.

57. The "Graph Editing" menu options allow you to control the appearance of the graph on screen.

58. Select MAIN DEFINITION

59. Use the Arrow keys to position the cursor to either the PIE or LINE graph type (Spreadsheet data cannot be passed to a scientific graph yet.) and press **RETURN**. Then press **DRAW**. Notice that your graph is redrawn *fast*. It couldn't be easier.

Rule: The key which selects an application updates the document inside that application. I.E. To redraw any drawing press **DRAW**. *To reform in the editor press* **EDIT**. *To recalculate in the spreadsheet press* **SHIFT + CALC**.

60. Press the spacebar. Once again, select *<E>dit the current graph,* but this time, select *<D>ata display options.*

61. Change the percentage size from 100 (full screen) to 25, and once again press **DRAW**. Note that the graph is redrawn in the size you specified.

62. Press the **EDIT** key again. You will be asked if you want to pass the current graph to the Editor, or just GO to the Editor.

63. Go ahead and select <P>ass current graph. In general the graph should be about 55% scale to fit between the editor's margins.

The graph will be redrawn on screen, a file of the image will be made, and you will again be asked to place the disk containing the Editor in the system. Re-insert Run Disk #1.

64. The system will copy the picture file into the document you made earlier and display it on the screen. The exact position of the picture is determined by the position of the cursor when you last left the editor,

65. Press **MENU**. Select <M>enu of Applications.

66. The system asks on which drive you wish it to look for applications. There is some "computerese" here because menu is like a door to the world outside Valdocs. However, you only need to press **RETURN**. The system will ***assume*** you mean the LEFT drive - which is the "normal" place for system disks.

67. As usual, the system instructs you when to change disks. But it didn*'t* say you ***have to change disks***. There are applications on RUN Disk #1 which is *already* in the drive, so just press RETURN.

Rule: Any module, on any disk, which is not accessed by one of the main Application Keys, is accessible under MENU.

68. The Document window shows a list of the application modules which exist on the Run disk. Note that the modules which *do* have their own key are *not* listed.

    Select CARDFILE.

69. If the module needs any "commands", you can enter them now. Cardfile needs no extra commands, so just press **RETURN.**

70. We won't go into this module right now - but you get the idea. **MENU** allows access to a wide variety of modules. Press **EDIT.**

71. Notice that Cardfile, because it is part of Valdocs returns you to the editor.

Rule: All Valdocs modules know about other Valdocs modules and allow you to switch to them at almost any time. The Main Exception: the indexer only allows you to return to the module from which you entered it.

72. You will be back in the editor, and that little document you started with is back again - complete with the graph you inserted a few steps back.

Rule: When you are working on a document and exit that module, the temporary file is protected and will REAPPEAR when you return to that module.

73. Press **HELP**, and then select MISCELLANEOUS. One of the choices is <E>rase screen, refile original document. Select it. Notice that you are given the choice of keeping or throwing away the temporary document. This Miscellaneous choice exists in almost every Valdocs module.

74. Press **UNDO**. You will return to the Editor. Press **HELP** and once again select Miscellaneous. Notice that the *first* choice is CHANGE DATA DISK. Select this when *you* want to put a different data disk in your computer.

Rule: Never Never Never change a Data disk without telling the system you are doing so. If you fail to do this you will destroy documents.

75. Press **UNDO** one last time. You are again back in the editor. Notice that your document is still there.

Rule: "Temporary" documents continue to be displayed by their module until Stored, Thrown away, or the Data Disk is changed.

Well, that completes your guided tour. You might consider taking this tour a few more times to get comfortable with the procedures and rules: just about everything is built upon the basics presented here.

But *these* are the most basic rules:

a. ***Read the keycaps.***

b. ***When a menu comes up, READ IT.***

c. ***When in doubt, press HELP***, and ***READ THAT.***