

This can produce some un-expected results. For example: in the expression $125+2-24\div 6$, 24 divided by 6 would be evaluated first and then the result, 4, would be subtracted from 125 plus 2; giving the answer: 123.

If what you wanted was the sum of $125+2-24$ to be divided by 6, you need to write the expression a bit differently, for example:

$$(124+2-24)\div 6$$

would do it. The fact that $124+2-24$ is enclosed in parens means that these numbers are to be evaluated together; and since the dividend in this expression must be calculated the calculation " $124+2-24$ " is done before the division operation.

Performing Calculations:

So far we have discussed two methods of performing calculations: Scratch-pad math; and Entering formulas. There is another way, "Re-Calculation". Re-Calculation, as the name implies, simply means evaluate the formula(s) again.

In the Valdocs Spreadsheet there are three ways of doing this:

1. Automatic Re-Calc - On the MISCELLANEOUS (CTRL M) Menu you can turn "Automatic Re-Calc "ON". This forces a re-calculation of all of the formulas in a spreadsheet every time any data is entered into a cell of that spreadsheet.
2. Manual Re-Calc - You can force a re-calculation of all formulas in a spreadsheet at any time you choose simply by pressing SHIFT CALC.
3. Selective Re-Calc - You can re-calculate any single formula in a spreadsheet at any time by moving the pointer to the cell containing it and pressing CALC and then RETURN.

Setting up a spreadsheet:

If you were to sit down with an accountants pad and pencil to, say, balance your checkbook; one of the first things you would do is to decide which columns on the pad you would use for recording check numbers, check amounts, account balance; who the checks were to; etc. It's the same with a spreadsheet only you have much more flexibility.

Take for example, the spreadsheet below:

A	B	C	D	E	F
1: TRX	DESCRIPTION	AMOUNT	CLD	BALANCE	O/S AMOUNT
3:b8/20	Balance Forward	\$924.04	1	\$924.04	\$0.00
4: 282	CASH	(\$35.00)	0	\$889.04	(\$35.00)

Notice that the columns are of different widths: Column A is 6 chars wide; B is 20; C, E and F are 12 wide and column D is only 3 chars wide.

There are other differences too: All the titles in row 1 are centered; as is the text in column B and the numbers in column D. The numbers in columns C, D and E are formatted with dollar signs, have two decimal places and negative numbers are enclosed in parens; while the numbers in columns A and D have none of these characteristics.

All of this "On-screen formatting" is accomplished by using the CTRL O (On-screen formatting) Menus below. On the first level menu you select the area that you wish to format, i.e. a row, a column, a block etc. or choose to establish the width of columns.

Please select a Format option and then press RETURN.

<G>lobal format (all positions)	<W>idth of columns
<C>olumn format (current column)	lock of cells format
<R>ow format (current row)	<U>nformat current (none)
<F>ormat current position	

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On the second menu below you can specify the specific formatting characteristics for the area selected on the first menu.

Choose formatting options you wish to use for this spreadsheet.

Press STORE when done.

<A>lignment (L, C, D, or R)	<u>D</u>	<N>umber of decimals (or blank)	OFF
<D>ollar sign	OFF	<M>inus numbers (L CR DR () R)	L
<P>ercent sign after number	OFF	<C>ommas in numbers (xxx,xxx)	OFF
<S>cientific notation	OFF	<W>rite-protection of contents	OFF

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NOTE: There is a hierarchy of format specifications. Higher order formats take precedence over lower ones. From bottom to top the order of precedence is:

GLOBAL - The lowest order format: specifies a format for

every cell in the spreadsheet.
BLOCK - specifies the format for a specified range of cells eg. A1:F23 (A1 thru F23)
ROW or **COLUMN** - specifies a format for the current row or column. This takes precedence over any Global and Block formats for the selected column or row.
CELL - The highest order format.

Thus you can do a Global format setting all cells in the spreadsheet to the format specifications that will be most commonly used; then format columns, rows and/or cells to different formats as needed.

For example, to prepare a spreadsheet form that can be filled in by unskilled personnel, simple PROTECT the entire spreadsheet, then UNPROTECT the individual cells that require user data input.

Spreadsheet Windows and Titles:

It's not at all uncommon for spreadsheets to be larger than can be displayed on-screen all at once making it necessary for you to scroll through the spreadsheet to examine entries and/or make new ones. Often you may be working in one part of the spreadsheet and want to refer to data in a part that is not on-screen at the time.

Therefore, we do windows. In the Valdocs Spreadsheet "Windows" allow you to display two, three or four portions of a spreadsheet on screen at the same time. This is controlled by the CTRL V or <V>iew windows menu below:

Please select a window option and then press RETURN.

<G>o to other window	<O>pen windows
<S>ynchronize windows	<C>lose windows
<U>nsynchronize windows	<T>itle locking

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In View windows you may open windows to locate, view and edit up to four areas within the file on-screen. Using options on this menu you can:

<O>pen windows - up to four of them in which you can examine or update different parts of a spreadsheet.

<S>ynchronize windows - causing the data in all of the windows on screen to scroll when you scroll through the data in one of them.

<U>nsynchronize windows - allowing you to scroll through the data in one window without affecting the data displayed in the others.

<G>o to other window - moves the pointer from the window that it is in to one of the other windows that are open so that you can add or change data in it.

NOTE: YOU can also press the STYLE key to do this.

<T>itle locking - allows you to specify that top row(s) and/or left-most column(s) are not to be scrolled. Thus ensuring that titles contained in those row(s)/column(s) remain on display for reference while you scroll through the data.

<C>lose windows - "closes" all windows on screen except the one in which the pointer is located; it is expanded to fill the screen display.

Moving Data around - CTRL B, the lock Menu:

In laying out and working with spreadsheets you may find find the need to insert a new row or column (or delete one or more columns or rows), copy portions of the data already entered to new areas of the spreadsheet etc. The CTRL B menu supports these functions and more.

Please select an item and then press RETURN.

<M>ove row/column	lank position/row/column/block
<I>nsert row/column	<C>opy position/row/column/block
<D>elete row/column	<R>eplicate position

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One of the most important factors in moving blocks of data around in a spreadsheet is the fact that most of the formulas used will contain references to cell addresses. If the data is moved or copied to a different cell, any cell addresses in formulas will need to be adjusted accordingly. The Valdocs spreadsheet does this for you automatically when you copy, move, insert or delete rows, columns or blocks of data.

This ability to automatically adjust any cell address references in formulas is used to provide another feature: <R>eplicate formula. This feature allows you to:

1. Copy a formula from the cell in which it is located to

another cell or block of cells.

2. Specify whether or not any cell address references in the formula are to be adjusted to reflect the move.
3. Copy the value that the formula evaluated to into another cell or block of cells rather than copying the formula itself. This is also useful in speeding up the spreadsheet. The more formulas you have, the slower the spreadsheet.

Replicating Formulas is very useful stuff. It allows you to, among other things, build "templates" or pre-defined spreadsheet forms into which you will enter data at a latter time. Take the following spreadsheet for example:

:_A_:	B	:_C_:	D	:_E_:	:_F_:
1: TRX	DESCRIPTION	AMOUNT	CLD	BALANCE	O/S AMOUNT
2:					
3:b8/20	Balance Forward	\$924.04	1	\$924.04	\$0.00
4: 282	CASH	(\$35.00)	0	\$889.04	(\$35.00)
5: 283	Shiela Mount	(\$80.00)	0	\$809.04	(\$80.00)
6: 284	Thrifty Drugs	(\$20.52)	0	\$788.52	(\$20.52)
7: 285	Alpha Beta	(\$124.78)	0	\$663.74	(\$124.78)
8:a8/21	Debit for Bncd Chk	(\$502.50)	0	\$161.24	(\$502.50)
9: 286	Walden Books	(\$49.75)	0	\$111.49	(\$49.75)
10:d8/26	D E P O S I T	\$635.74	0	\$747.23	\$635.74
11: 287	Alpha Beta	(\$151.70)	0	\$595.53	(\$151.70)
12:			0	NA	NA
13:			0	NA	NA
14:			0	NA	NA
15:			0	NA	NA

While each cell in columns E and F contains a formula, only two formulas were entered in building this spreadsheet: one in cell E4 and the other in F3.

The formula in E4 states $E4=E3+C4$ - meaning that the Balance of line 4 calculated by adding the balance from line 3, [E3] to the amount of the transaction on line 4 [C4]).

The formula in F3 states $F3=@IF(D3=0,C3,0)$ - meaning IF cell D3 contains a zero cell F3 will contain the same value as cell C3, otherwise F3 will be set to zero.

Explanation: Column D is used to "Check off" transactions that appear on your bank statement. Items are checked off, when the statement is received, by typing a "1" in this column; then, when you do a re-calc, column F will add up to the value of all outstanding transactions.

The formulas in F3 and E4 and the value in D3 (0) were replicated, with adjustment, through all of the cells in their respective columns thus creating a template, or form. As checks are entered and re-calculations done, the "Balance" and "O/S Amount" columns are updated to the correct values automatically.

Notice that, from row 12 on, columns E and F contain "NA" indicating that data necessary to evaluate the formulas in those cells is Not Available; it hasn't been entered yet.

Using one of the options from the CONTROL + M menu, this can be changed so that an empty cell is treated as though it contained a zero. which is correct will depend upon your exact needs.

Partial Adjustment of Formulas:

Depending on your spreadsheet and the job you want to do, you may wish to hold elements of a formula constant while other parts are adjusted during replication, moves or copy operations. This is specified in the formula itself by placing a pound-sign (#) preceding the part that is not to be adjusted. For example:

#A#1+B1 - when adjusted, "A1" would remain constant; the B1 reference would be adjusted.

#A1+B1 - only "A" would be held constant, "1" and "B1" would be adjusted.

Setting operating features - The CTRL M, Miscellaneous Menu:

Like it's counterpart in the Editor, the Spreadsheet's CTRL M Menu allows you to <C>hange data disks, <L>og in a different disk drive, <E>rase screen... and <D>elete to end. But it also provides some options that can greatly enhance performance of a given spreadsheet if they are set correctly.

Please select an item and then press RETURN.

<C>hange data disk		<D>elete to end of spreadsheet	
<L>og in a different disk drive	BO:	<A>utomatic recalculation	OFF
<E>rase screen, refile document		<O>rder of recalculation	COL
<P>ointer motion style	EDIT	<N>onexistent cell in formula =	NA
<hr/> < UNDO to resume entry > — A1 — < 8:15 P > —			

These performance features are:

1. <P>ointer motion style - can be set to either "SPRD" or "EDIT"

"SPRD" means that when the RETURN key is pressed the pointer will move *in the same direction it last moved*. The direction of motion is indicated by an arrow on the far left side of the Status Line.

"EDIT" means that when the RETURN key acts like a carriage return: the pointer moves down one row and over to the far left of column of the display.

2. <A>utomatic recalculation - can be turned "ON" or "OFF".

"ON" means that each time data is entered into a cell all formulas in the spreadsheet are re-evaluated. This is great for a beginner, but tends to be terribly slow.

"OFF" means that automatic recalculation is not done - you must initiate recalculation manually by pressing SHIFT CALC.

3. <O>rder of recalculation - can be set to either "ROW" or "COL". *The setting of this function can very dramatically affect speed with which re-calcs occur.*

Tip: select "COL" if the majority of formulas in this spreadsheet are in column order

Select "ROW" if most of the calculations deal with data or cells that are on the same line.

4. <N>on-existent cells in spreadsheet 0/NA. This choice allows you to tell the spreadsheet how to treat a cell which contains *nothing*. It could be an error, or you could just want it to mean a numeric value of *zero*.

Setting these parameters up correctly for the form of each spreadsheet you prepare can save you a very great deal of time.

Printing Spreadsheets:

Pressing the PRINT key brings up the menu below:

```
To change an option, position the cursor and press RETURN.
Press PRINT to start printing.
<B>lock to be printed:      Al:H23    <L>ist Formulas and Values?      N
<R>ulers or No rulers      N      <N>ormal or Compressed print    N
<C>orrespondence Quality   OFF    <W>idth of paper in inches     8
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```

Most of the options here are self explanatory. Three, however, deserve further comment.

1. lock to be printed - the default block displayed here is the block currently displayed on screen. If you wish to print more or less data than that currently displayed change this specification.

Selecting this option brings up a sub-menu from which you can, if you wish, use Pointer-math mode to define a block to be printed.

2. <L>ist Formulas and Values - *THE AUDIT TRAIL*. Select this option to print the formulas and values used to make the calculations in the spreadsheet.

This style of printout is the "proof" of the validity of the spreadsheet figures.

3. <W>idth of paper - This option only appears if you have a wide-carriage printer. Choose 8 inch or 14 inch paper as appropriate.

The format of printed spreadsheets

The printing of spreadsheets is, in some ways, very different from printing other documents. For one thing, spreadsheets can be large, very large; up to 50,000 chars wide in fact. Your Valdocs deals with spreadsheets that are too wide for the printer attached by doing "Page wraps".

If the spreadsheet being printed is too wide to fit on a single page, the first page-width of it is printed on the first page of the printout; the second page-width on the second printer page and so on. Pages from the resulting printout can then be pasted up side-by-side to accurately reflect the whole.

Control L: "<L>ook-for"

Please select an item and then press RETURN.

<A>gain (repeat look-for)	<G>o to position
<T>ext look-for	eginning of spreadsheet
<N>umber look-for	<E>nd of spreadsheet
<F>ormula look-for	

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The look-for option is used similarly in the spreadsheet and the editor, to locate, text or numeric information.

However, the functions work rather differently. For technical reasons, the searches must match the *entire* contents of the cell *perfectly*. In other words, if the cell contains: "a the" and you look for either "a" or "the", you will not find it. Substantial enhancements to the lookfor functions are in the works.

Control U: "User-defined keys" menu.

Please select an item and then press RETURN.

<D>efine/Change a command
<U>se a command

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Through this menu, the user can pre-program up to 10 often-used commands, using the number keys 0 to 9 on the typewriter keyboard.

NOTE: The numbers on the numeric keypad, when pressed while the CTRL key is held down execute DEFKEY definitions just as in all other Valdocs Applications.

But pressing CTRL U in the Spreadsheet gives access to the Spreadsheet's *own* User-defined keystroke option, not DEFKEY.

The nicest feature is that CONTROL + "-" opens a buffer that will "record" up to 64 keystrokes while you are making them. Then, CONTROL + "0" plays them back. They can be played back as often as needed. The spreadsheet's own CONTROL + U function will remain until this is available in DEFKEY.

DRAW

The graph is a powerful tool. It allows you to present information in an easy to understand visual fashion..

The Valdocs DRAW utility (not to be confused with *Valdraw*) can be used to create the following types of graphs:

1. Pie charts.
2. Bar graphs.
3. Line graphs.
4. Scientific graphs.

Each of the above graphs show data from a different perspective.

Lets make a graph!

Press DRAW. Choose <C>reate a new graph, RETURN. Choose the type,..."PIE" is fun. Now type in the name of your graph,..."GRAPH" is an easy name to remember. Choose where you want the name to appear on the graph. Press RETURN. Do you want the percentage of each slice to appear? Sure, Why not. Now give each slice a name,..."A,B,C,D and E" press RETURN after each name so you will be on the next line down for the next name.

Now enter some data in the DATA column, (any random numbers will do) as with the names, press RETURN after each one.

Now press DRAW. There, you just made a graph.

You can STORE your graph if you want, by pressing STORE as normal.

When you pressed DRAW, you called out the DRAW options menu from which one can either create a new graph, (as we did) or retrieve a graph from the DRAW index. You also get miscellaneous options.

Please select a Draw option and then press RETURN.

<C>reate a new graph
<R>etrieve a graph

<M>iscellaneous

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To leave DRAW

Press the EDIT key.

You may have to press UNDO a few times, to get to a prompt that tells you to use the EDIT key for the Editor.

To delet a DRAW file

From the Editor,

1. Press the INDEX key, twice.
2. Select <D>raw
3. Then choose to <D>elete documents.
4. Use RETURN to select the graph you want to delete, and press STORE.

To re-enter DRAW

From the above menu, choose <S>elect document to Edit.

NOTE: All graphs are Storable and printable, and can also be merged into Editor files.

To Create a new graph

This option is self explanatory and we also covered most of the steps when we made our graph. If you didn't make a graph as in the above paragraphs asked you to,...this option is used to start the process of creating a new graph.

To Retrieve a graph

This option will retrieve any graphss you have previously created. You can also access STOREd graphs through RETRIEVE and INDEX.

Miscellaneous

This option gives you a VERY abbreviated version of the Misc. (CTRL M) menu. Which allows you to either change disks or log into a different drive.

SPECIAL NOTE: At any stage, in any graph process you can press the DRAW key and see how your graph is progressing.

At the present time the graphs can be printed only on a DOT-Matrix printer. They will be available for plotter, see the Valdocs Enviroment Chart.

THE PIE CHART:

Without doubt, the Pie chart is the first choice of anyone who wishes to demonstrate, visually, how the part relates to the whole. That is, to show percentages.,

To Draw a Pie Chart

Well, we've already gone through it once but now lets add some detail.

1. Press the DRAW key.
2. Choose: <D>raw/Pie/Bar/Line Graph, then <C>reate a new graph.
3. Press RETURN.
4. The cursor will "land" on <P>ie, so leave it there. Press the DOWN arrow.
5. Type in the name of this graph, and decide where to place the name. This name will be printed with the graph, where you choose it to be up, <T>op, ottom, or not at all if you choose to <O>mit it.
6. Press RETURN, this calls out the <D>ata collection page. Decide if you want the slice percentages.
7. In the appropriate spaces type in the facts or data, after each entry, use the RETURN key. After you begin to entere data, you can use prior/next page keys to page through all data collection pages. Enter name, RETURN, new shade #, RETURN, pullout or not, RETURN, data, RETURN, etc.
8. Press the DRAW key.

IMPORTANT NOTES: Any time a graph is on-screen, a print-out of the graph-in-progress can be made by pressing the PRINT key (or, use CTRL PRINT.) To cancel (abort) printing, press the red STOP key.

You may convert most data sets from one graph type to another. For example, you can change a pie graph to a bar graph, but you CANNOT convert data from a scientific graph.

9. After the file has been examined, press UNDO.
* this calls out the DRAW ooptions menu.

Please select a Draw option and then press RETURN.

<E>dit the current graph	<M>iscellaneous
<C>reate a new graph	<Q>uirks
<V>alpaint	

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To EDIT the Current Graph

Through the "Main Definitions" menu, you may go back to the beginning of the DRAW procedure.

Through "Data Value Collection," you may enter, or change the data.

Through "Data Display Options," you may change the size of the on-screen graph;

- * if the default 100(full-screen size) is changed to 25, the size of the graph decreases to 1/4 of the full size.

You can also change the position (of a reduced graph) on the screen.

- * 50 is center screen.
Horizontally, 00=left edge of the screen, and 100=right edge of the screen.
Vertically, 00=top of the screen, and 100=bottom of the screen.

Create a new graph

This is self explanatory. You must first go through, before creating any new graphs, and STORE or THROW AWAY the one you were working on.

Miscellaneous

Change data disk or disk drive safely. Use to throw away graph in memory.

Quirks

This will add to the final design of a graph. Select to eliminate the "box" around the graph. Minor tick marks can be added to the horizontal or vertical axis. (This last option is available only in the expert mode.)

The Bar Graph

The Bar graph is used to compare the totals of several values to each other. It can compare similar information at intervals.

Useful Definitions;

set is a group of items which are related to each other, in one or more ways.

:turnips, beets, onions, potatoes.
:Fords, Chevrolets, Toyotas.

dataset is a numerically described set.

:3 lbs beans, 2 lbs onions, 10 lbs potatoes.
:the values of x and y that determine a point on a graph (3,-7); or, a group of x-y points that describe a graph or, a geometric figure.

NOTE: Unless otherwise formatted by the user, the computer will display a graph to the best advantage, depending upon the options that the bar, indicates that this is the first member of Dataset #1, as selected in item #4 in the Main definition menu. The greater the number of members in a set, the narrower each bar will be drawn. The width of the bars can also be changed through item 6 of the Data Display options.

Line Graph

Line graphs are used to show change and, to predict trends. It shows change over a period of time.

Dataset identification, removal and insertion of horizontal lines, vertical lines, etc. can be entered or changed through the Main DRAW Edit menu.

How to construct a Grid On-Screen

By ruler measurement, the aspect-ratio of a bare chart is 1.75 to 1 (width to height.) Thus, after horizontal and vertical grid lines are in place, each square is a horizontal rectangle with an aspect ratio of 1.75 to 1. To convert the screen to a grid (which resembles square graph paper);

1. Press DRAW
2. Select <C>reate a new graph
3. Select <S>cientific
4. Name='Blank Grid'
5. " Top "
6. Sets of data 1
7. UNDO
8. Choose "Horizontal Axis Options"
9. RETURN
10. Enter name=x axis
11. Beginning number =-10 ending =10
12. Number of divisions =20
13. Use PIPS? yes.
14. Place grid lines -yes
15. Leave this last space blank.

Press DRAW

press UNDO

16. select <E>dit the current graph.
17. RETURN
18. select <V>ertical Axis operation
19. RETURN
20. enter Name=Y axis
21. Beginning number=-5, ending =5
22. Number of divisions=10
23. Use PIPS?- yes
24. Place grid lines? yes
25. Leave this last space blank.

Press DRAW. There now you've made a grid. Store this graph as we will need it later in our building or other graphs.

NOTE: While these squares are not perfectly square (aspect ratio $W=.97$ to $H=1$,) for practical purposes they are close enough.

The Scientific Graph

Scientific graphs plot x/y coordinate values and individual points. In most cases, scientific graphs are used to plot mathematical equations, or geometric figures.

To Draw a Linear Curve;

Problem 1 : $y = x + 2$.

Steps;

1. Retrieve the Blank Grid we made early. When its on screen...
2. Press RETURN, twice.
3. Select <D>ata Value Collection.
4. RETURN
5. Name this, " Linear Curve"
6. Choose <S>olid
7. Next choose <C>ircle
8. Enter the following data;

On line # 1	enter 0	on the left	and -2	on the right.
# 2	2		0	
# 3	-2		-4	
# 4	6		4	

Press DRAW. You can STORE this if you want, by pressing STORE.

To Draw a Parabola

Problem 2 ; $y = x^2 - 4$

Steps;

1. Retrieve the Blank Grid.
2. Press RETURN, twice.
3. Select <D>ata Value Collection
4. RETURN
5. Name this one; Parabola
6. Choose <S>olid
7. Select <C>ircle
8. enter the following;

On line # 1 enter 3 on the left and 5 on the right

# 2	2	0
# 3	1	-3
# 4	0	-4
# 5	-1	-3
# 6	-2	0
# 7	-3	5

Press DRAW. As with all graphs you can now STORE this by pressing STORE.

These were "fun" graphs, now that you have the basics you can get to work and do some "real" graphs of your own. The following are extra notes to help make things clear.

Graph Notes

Up to eight (8) sets of data can be entered on any sheet, but only on, BAR charts, Line graphs, and SCIENTIFIC graphs.

Titles can be up to 78 characters long. Labels on PIE charts can be, up to 60 in number (total) up to 15 characters long, and percentage labels are optional.

All graphs can be reduced in size through the Data Display Options menu. Graphs, which have been reduced in size, can be moved around on-screen using x-y coordinates through the Data Display Options.

In the absence of data to the contrary, the system sizes the elements in a graph for the best possible display format on-screen.

The INDEX key, and the DRAW key can be depressed at any time.

MAIL

Mail is your in-house mailroom. Very much like the mailroom duties of a company, in here we have in-coming (electronic) "mail", out-going (electronic)"mail", the address filing system, labels, and some miscellaneous options which are needed to perform the above duties.

Press MAIL,

Please select a Mail option and then press RETURN.

<S>end message(s)	<I>n Basket
<A>ddress Book	<O>ut Basket
<P>erson-to-person	<M>iscellaneous

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For the ADDRESS BOOK

From MAIL,

1. Choose <A>ddress Book
2. RETURN

Please select an Address Book option and then press RETURN.

<V>iew a name card	<A>dd a name card
<D>elete a name card	<E>dit a name card
<M>ail labels/merge	<C>hange mailing list titles
<T>urn log card protection ON	

< UNDO for prior menu > 3:11 P >

3. Choose an option;

A. <V>iew a name card

(1) RETURN

(2) Type in the last name of the card you want to see

NOTE; You don't have to match exactly the name, just come close. Then you can page up or down with SHIFT up or down arrows.

- (3) Press INDEX if you want to select from a list
 - a. move the cursor with the up and down arrows
 - b. use SHIFT arrows for next and prior page
 - c. press RETURN when you've selected
- B. <D>elete a name card
 - (1) RETURN
 - (2) Type in the last name of the card you want to delete
 - (3) Press INDEX to directly select
 - a. move the cursor with the up and down arrows
 - b. use SHIFT arrows for next and prior page
 - c. press RETURN when you've selected
 - d. look at the card, if it is not the correct card choose <N>o and select again, if it is the card choose <Y>es
- C. <M>ailing Labels

Please select a a Label or Mailmerge option and then press RETURN.

<V>iew a design	<A>dd a new design
<D>elete a design	<E>dit a design
<F>repare label/merge data	<C>heck address book
<M>iscellaneous	

< UNDO for prior menu > < 3:12 P >--*

- (1) RETURN
- (2) Select on which disk you want the label file.
 - a. RETURN
- D. <A>dd a name card
 - (1) RETURN
 - (2) Type in the information on the card
 - (3) Press STORE to add the card to the address Book
 - (4) Press UNDO if you don't want to add a card
 - (5) Press INDEX to see the mailing list titles
 - (6) Press STYLE to set the Address book defaults
 - (7) Press STYLE twice to select a log card
- E. <E>dit a name card
 - (1) RETURN
 - (2) Type in the last name of the card you want to edit
 - (3) Press INDEX to select directly from the list
 - (4) RETURN

- F. <C>hange Mailing list titles
 - (1) RETURN
 - (2) Type in the mailing list titles
 - (3) Press STORE to save the titles
 - (4) Press UNDO to cancel the changes
- G. <T>urn log card protection ON
 - (1) RETURN
 - (2) Type in a password *
 - (3) RETURN
- H. <T>urn log card protection OFF
 - (1) RETURN
 - (2) Enter password
- I. Press UNDO (twice) then EDIT for editor

* SPECIAL NOTE: Select your password carefully and make a note of it and place the note in a secured area like SCHEDULAR, in case you forget it.

For PERSON-TO-PERSON

Please select a person-to-person option and then press RETURN.

<D>ial a number from card	<A>nswer phone
<E>nter phone number to dial	<O>ther computer will answer
<S>elect voice number from card	<I>nput voice number to dial

< UNDO for prior menu > < 3:33 P >

From MAIL,

- 1. Choose Person-To-Person
- 2. Return
- 3. Choose an option,
- 2. RETURN

For the In Basket log

From Mail,

- 1. Choose <I>n Basket
- 2. RETURN
 - A. This is a list of all in-coming "Mail" for the day
- 3. Use EDIT for the Editor

For the Out Basket log

From Mail,

- 1. Choose <O>ut Basket
- 2. RETURN
 - A. This is a list of all out-going "Mail" for the day

3. Use EDIT for the Editor

For <M>iscellaneous

Please select an item and then press RETURN.

<C>hange disks	<U>ser Identification
<L>og in a different disk drive	<A>ddress book conversion
<D>efine keystrokes (Defkey)	

< UNDO for prior menu > 3:28 P >*

From MAIL

1. Choose <M>iscellaneous
2. RETURN
3. Choose an option
 - A. <C>hange disks
 - (1) RETURN
 - (2) Change disks and then press any key
 - B. <L>og in a different drive
 - (1) RETURN
 - (2) Type in the name of the drive, then press RETURN
 - C. <I>nitialize modem
 - (1) RETURN
 - (2) Check to see if the modem is turned on and the lights are lit
 - (3) Press any key to begin modem initialization
 - D. <U>ser Identification
 - (1) Type in your information
 - a. Your name
 - b. Your voice phone #
 - c. Your computer phone #
 - * your modem line
 - d. Current area code
 - e. Long distance prefix/suffix
 - * type in the number, or codes
 - f. Local dialing prefix/suffix
 - * # or * can be used as part of the dialing protocol
 - g. Pulse or Tone dialing
 - * tone for push button and pulse for a dial phone
 - h. Initial top window
 - * This allows you to have any of these appear in the first window that comes up when the MAIL key is pushed
 - i. New log entries should be
 - * this is where in the In basket you want the newest entries to be added
 - j. Auto LF w/CR in Answer mode *

- * When enabled, this will automatically go down a line (linefeed) when the RETURN key is pressed. This occurs in person-to-person mode
- k. Alternate SEND menu
 - * This allows you to prepare, send, or forward material to another computer while being connected to one.
 - * The options this gives you are
 - <S>end to person connected to now
 - <G>et name from address book
 - <E>nter name and #
- l. Retry sending message ___ times if fails
 - * If an error is detected in the process of sending a file (a busy signal, etc.) then the system will automatically retry to send it
- m. Try sending every (HH:MM)
 - * This is the interval between tries
 - (2) Use RETURN to select items
 - (3) Press STORE to save the information
 - (4) Use UNDO to cancel any changes you've just entered
- E. <A>ddress book conversion
 - (1) Insert the Utility Disk into the left disk slot
 - (2) Confirm the conversion request
 - (3) Decide if you want to keep the original or throw it away
- F. <D>efine keystrokes (Defkey)
- G. Press UNDO (twice) then EDIT to return to the editor.

* SPECIAL NOTE: LF=Line feed, CR=Carriage return

<><><>

MENU

The MENU key is the gateway to many programs, Valdocs and, non-Valdocs.

To Enter MENU:

Press the MENU key.

To Leave MENU:

Press one of the Valdocs APPLICATION keys or MAIL or COPYDISK.

Please select a Menu option and then press RETURN. System A0:

<M>enu of Applications
<S>etup system

<E>xit Valdocs to TPM-III
<R>un specific program

Data B0:

< EDIT for EDITOR > < 3:35 P >*

MENU OF APPLICATIONS;

Shows a list of all Valdocs Utilities and/or non-Valdocs programs that are on a selected disk and allows one of them to be selected and run.

To view the list of Applications on "A" drive*:

From MENU;

1. Select: <M>enu of Applications.
2. RETURN
3. press [A]
4. RETURN
5. You will be given the opportunity to change diskettes; if the desired application is not on the diskette currently on "A" drive insert the correct diskette now.
6. RETURN

* An application may be on any drive; to view applications on "B" drive press [B] at step 3 above.

To "RUN" an Applications Program on "A or B" drive:

From MENU

1. Select, <M>enu of Applications.
2. RETURN.
3. Type in A or B
4. RETURN.
5. Move the cursor to the desired application
6. RETURN.
7. RETURN.(there is additional space here to give a command to the application program)
8. You are now in the application.

SETUP SYSTEM

This is the utility which permits you to customize Valdocs to your hardware configuration and the operating characteristics you wish prefer.

To Setup system

From MENU

1. Select: <S>etup system.
2. RETURN.

Now, you can set any of the options:

Please select a Setup option and then press RETURN.

<D>ate and Time	<C>ommunication Characteristics
<V>aldocs System Characteristics	<T>erminal Characteristics
<P>rinter Characteristics	<M>iscellaneous peripherals
<E>xpert options	<U>ser Identification

< UNDO for prior menu > 3:54 P >

NOTE: For more detailed information on SETUP see
APPENDIX I

CARDFILE

The cardfile program allows you to make your own indexed card files. These can be used for mailing lists, recipes, speeches, reports, etc. Card file is a group of 3X5 cards. These can be used as normal index cards.

Press the MENU key.

1. Choose <R>un specific program.
2. RETURN
3. Type in: CARDFILE.
4. RETURN
5. There are no commands needed at this point, the program should now read "CARDFILE.SYS".
6. Press RETURN.

Please select a Card File option and then press RETURN.

<U>se a card file	<M>iscellaneous support
<C>reate a new card file	<R>ename or delete a card file

← UNDO for prior menu → ← 8:19 P →*

To Use a card file

From the Card File menu,

1. Choose <U>se a card file
2. RETURN

* Note; Before you can "use" a card file, there must first be one to "use". See <C>reate a new card file.

3. Type in the name of the card file you wish to use
4. Press RETRIEVE

[Card file activated]

Please select an item and then press RETURN.

<A>dd a card	<P>rint/Merge card data
<M>odify card file design	<C>hange index list titles
<U>se last card as a new card	

← UNDO for prior menu → ← 2:48 A →*

5. Choose an option

- A. <A>dd a card-
Is used to add a new card
(1) RETURN

- (2) Type in the data for the new card
- (3) Press STORE to add the card to card file
- (4) Use UNDO to exit without adding a card
- (5) Press INDEX to see the index list titles
- (6) Use UNDO (twice), then close the current file, UNDO again, then EDIT for the editor

B. <M>odify card file design-

Each card is divided into lines. Each line has a title you can name and a size to define.

- (1) RETURN
- (2) Choose the option

[Card file activated]

Please select an item and then press RETURN.

<C>ard file description	<V>iew size of lines
<E>dit titles on card	<D>efine size of lines
<M>odify printout titles	

< UNDO for prior menu >

< 2:59 A >

- a. <C>ard file description-
this is a storage center for you to add to and consult for information on your card file
- b. <E>dit titles on card-
used to modify card. Here you can edit, add or subtract line titles. Remember, these are the titles you see, these are not printed when the card is printed.

SAMPLE CARDLINE TITLES;

FOOD CATAGORY _____

RECIPE NAME _____

INGREDIENTS _____

DIRECTIONS _____

PREP. TIME _____

OF SERVINGS _____

SOURCE _____

- c. <M>odify printout titles-
Add or edit the line titles which will be printed when the card is printed.

- d. <V>iew size of lines-
this will tell you how many characters
on each line.
- e. <D>efine size of lines-

* NOTE; Type in the number of spaces per
line you want. Be sure the shift
key is not in the shift lock
mode, this will type
characters other than numbers,
number entries are the only
entries allowed.

- (3) Use UNDO (twice), then close the current
file, UNDO again, then EDIT to return to
the editor

C. <U>se last card as a new card-

This is useful if the data on the cards are
similar or repetitive. It saves alot of time
that would be spent retyping. This can also be
used to restore a card accidentally deleted, if
you use this before you use another card.

- (1) RETURN
- (2) This gives you the last card, now you
can go in and make any changes.
- (3) Use STORE to add the edited card to the
file.
- (4) Press UNDO to exit without adding a card
- (5) Use INDEX to see the index of list titles
- (6) Use UNDO (twice), then close the current
file, UNDO again, then EDIT to return to
the editor.

D. <P>rintout design and printing-

This creates print designs.

- (1) RETURN
- (2) Choose <A>dd a new print design
- (3) RETURN
- (4) Now, you can add to, or change the meaning
of the categories.
 - a. first you must design the shape and
size of the card. When you enter
changes you will see the results on
the sample lines shown below the items

NOTE: This is the same label(card design) menu and
program that is used in the label section of
the Addressbook found under the MAIL key.
This is the program used when you want to
print up sheets of mailing labels.

* Design Name-the name of the
cardfile.

- * Labels per row-this is how many labels you want the printer to print per row. If you are not printing on labels and you are printing on regular printer paper you may want to say 1 label per row, this will print up one (1) card then another below it , etc.
 - * Label width in characters-how many characters make up the width of the label you are using. If you are not using labels then you can say the maximum number of 80.
 - * Label length in lines- how many lines make up the width of the length of the label. Again if no label then you can use 9.
 - * Space before first label- how many spaces are there before you want the first label to begin printing.
 - * Spaces between labels-how many spaces are there between the labels.
 - * Lines between label rows-how many lines are there between the label rows.
- (5) If there is any text on the cardfile which you want to appear on the printout , go to the line (on the sample lines) on which the text appears on the card and press the WORD key. Or you can type in the text you want to appear.
- a. select which line you want to appear on the printout.
 - b. RETURN
- (6) Go to the next line you want text on and follow # 5 again, and so on until the card appears as you want the blank card to be printed up. (later you can enter individual data on the different cards).
- (7) Press Store when all the changes have been made.
- (8) Use UNDO to cancel the changes.
- (9) Use UNDO (twice), then close current file, UNDO again, then EDIT for the editor.
- OR
- (10) Choose another option from the above menu
- a. <V>iew a print design-
 - * select which card design you want then press RETURN.
 - b. <D>elete a print design-
 - * select which card design you want then press RETURN.

- * select whether or not this is the card you want to delete
- c. <A>dd a new print design-
 - * as above enter the changes, then put in the text you want, if any, press STORE when you are done.
- d. <E>dit a print design-
 - * select which card design you want to edit, then press RETURN
 - * select whether you want this card or not, you can change cards by pressing NEXT/PRIOR PAGE.
 - * edit the card as you would in step D above in Printout design and printing.
- (11) Use UNDO (twice), then close the current card file, then UNDO again, then EDIT for the editor.
- E. <C>hange index list titles
 - (1) RETURN
 - (2) Type in additions or changes to the list categories.
 - (3) Press STORE when finished, use UNDO to cancel the changes

To Create a new card file

From CARDFILE,

1. Choose <C>reate a new card file
2. RETURN
3. Give the card a name. Type it in.
4. Press STORE

* NOTE: You have just created a new card file, if you to put data on the card you must now select <U>se a card file and follow the above steps

To Rename or Delete a card file

From CARDFILE,

1. Choose <R>ename or delete a card file
2. RETURN

* NOTE: Rename or Delete a card file can ONLY be used on a card after you have stored the card in the index.

3. This is the same type of index as the editor index use the options the same.

Miscellaneous Support

From CARDFILE,

1. Choose <M>iscellaneous support
2. RETURN

Please select an item and then press RETURN.

<C>hange disks	<I>ndex a non-indexed card file
<L>og in a different disk drive	<U>se a TPM card file
<C>reate a TPM card file	<D>isplay TPM cardfiles on this disk
<D>efine Keystrokes (DEFKEY)	

< UNDO for prior menu > 8:31 P >*

3. Choose an option

- A. <C>hange disks-same as always
- B. <L>og in a different drive-type in which drive you want to use.
- C. <C>reate a TPM card file, this works the same as creating a card file except you are using non-indexed card files
- D. Define Keystrokes(DEFKEY)-choose which area you want the keystrokes to work in.
 - (1) <T>PM, type in what you want to happen when you hit the keys when you are in TPM. example; Edit: RESTART EDIT(RETURN)
When you are in TPM and you press Edit, you will leave TPM and the edit program will start again, automatically when STORE is finished.
 - (2) <N>on-Valdocs applications-
 - (3) <V>aldocs applications-type in next to the number what you want to happen when you push CTRL + the number. Type in exactly as if you where going through the steps. Note that this will put symbols on the screen next to the number-this is telling the computer what to do. STORE when done.
- E. <I>ndex a non-indexed card file
Places a TPM card file into the Valdocs Card File Index.
 - (1) Type in the name of a non-indexed card file you want to index
- F. <U>se a TPM card file
Accesses a TPM card file.
- G. <D>isplay TPM cardfiles on this disk
this will show you a list of the TPM cardfiles.

4. Press UNDO (twice), then press EDIT for the editor.

<><><><>

COPYDISK

COPYDISK is used to copy a disk, make a data disk, transfer one or more *copies* of specific files, (indexed and non-indexed) to other disks; it is used to delete, or rename files; it is used to build a unique list of files (such as chapters in the proper order). Hard Disk users can copy the entire contents of a User Area to floppy disks.

To enter COPYDISK:

Press the COPYDISK key.

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 >*

To leave COPYDISK:

Press the EDIT or UNDO keys.

To ABORT COPYDISK in Operation;

Press the red STOP key. If you wish to RESUME the process, go back to the BEGINNING of COPYDISK.

THE COPYDISK OPTIONS

To <C>opy a Disk

From COPYDISK;

1. Select <C>opy a disk
2. RETURN
3. Remove the disk from the left disk slot, insert the disk to be copied from.
4. RETURN
5. Remove the disk from the right disk slot, insert the disk to be copied onto.
6. RETURN
7. If there is no data on the disk in the right, then the copying will begin .

If there is data on the disk then you will have the options of;

RIGHT disk contains DATA

<U>se disk
<I>nsert another disk
<S>how directory of disk

< UNDO for prior menu > < 11:36 P >

- A. <U>se disk
 - 1. this writes over any data on the disk.
- B. <I>nsert another disk
 - 1. RETURN
 - 2. Remove disk from the right slot and replace with another disk.
 - 3. RETURN
- C. <S>how directory of disk
 - (1) Choose one of the following options.
 - <V>aldocs Indexed File:
 - a. RETURN.
 - b. Choose the document type.
 - c. RETURN
 - d. To get back in to the COPYDISK press UNDO.
 - <N>on-Indexed File:
 - a. RETURN.
 - b. Press UNDO to continue.
- 8. When the copying is through you can choose to select another COPYDISK function or return to the editor.
- 9. When you are through with COPYDISK, press UNDO and replace your sytem disk and your data disk.

SPECIAL NOTE: If, during COPYDISK, Valdocs encounters an error it maybe a crease or puncture, in which case you will be so informed. If this happens, remove the disk from the drive and make sure the disk is centered in the dust jacket. Replace the disk into the drive, push in the button, slowly; then try again. If it still cannot copy, or format, **THROW THE DISKETTE AWAY!**

To Make a data disk

From COPYDISK

1. Select <M>ake a data disk
2. RETURN
3. Remove the disk from the right slot, replace with the disk you want to make blank.
4. RETURN
5. If there is data on the disk you have several options see step 7 under <C>opying a disk. If there is no data on the disk then a data disk will be made.
6. If you choose to continue, then you need to select;
 - a. <E>pson TPM III 376K
For VALDOCS + and later versions.
 - b. <E>pson TPM II 376K
For Version 1 VALDOCS
 - c. <S>pecial 300K density
ONLY used by programmers!!
7. When it is through you can either make a second data disk or press UNDO to return to the editor.

To File copy, delete, rename

From COPYDISK

1. To make a <F>ile copy
 - a. From the COPYDISK menu, choose <F>ile copy, delete, rename
 - b. RETURN
 - c. Type in the name of which disk slot you want the file(s) taken from
 - d. RETURN
 - e. If the disk does not contain the file you want, remove the disk and insert another.
 - f. RETURN
 - g. A list of the files on the disk will appear, on the top of the screen. This is all non-indexed files. If the file(s) to be copied are not on the disk, choose <L>ook at/select another disk.
 - (1) RETURN
 - (2) Repeat step C. under COPYDISK.
- For one file;
- (1) Choose <S>ingle file copy
 - (2) Move the cursor to the file
 - (3) RETURN
- For more than one file;
- (1) Choose <M>ore than one file
 - (2) Move the cursor to each file, press RETURN at each file to select (or unselect) the files (to select ALL the files press RETRIEVE)
 - (3) Press STORE

- h. Type in the name of the disk slot you want the file sent to
- i. RETURN
- j. Choose which type of file you want it stored as:
 - (1) <I>ndexed Valdocs file-can be accessed through the INDEX
 - (2) <N>on-Indexed file-can be accessed through CTRL Q, COPYDISK, MENU or directly through TPM.
- k. RETURN
- l. When the copy is done-Type in the name of this new file.
- m. STORE
- n. UNDO (twice) to return to the EDITOR

2. To delete a file.

- a. Choose <F>ile copy, delete, rename
- b. RETURN
- c. Type in the name of the disk slot the file should be deleted from
- d. RETURN
- e. Put in the appropriate disk
- f. RETURN
- g. Choose <D>elete file
- h. RETURN
- i. Select the file(s), press RETURN after each selection
- j. Press STORE
- k. Look at your selections, if they are correct select <Y>es. If they are not correct select <N>o This option will allow you to select again. When you are satisfied choose <Y>es
- l. RETURN
- m. UNDO (twice) to return to EDITOR

3. To rename a file

- a. Choose <F>ile copy, delete, rename
- b. RETURN
- c. Type in the name of the disk slot the file to be renamed is in.
- d. RETURN
- e. Place the proper disk into the slot
- f. Press any key
- g. Choose <R>ename a file
- h. RETURN
- i. Select the file to be renamed
- j. RETURN
- k. Type in new file name-this must be a TPM filename (TPM compatible).
- l. RETURN
- m. UNDO (twice) to return to the editor

4. To copy all files

- a. Choose <F>ile copy, delete, rename
- b. RETURN
- c. Type in the name of the disk slot the files are to be copied from
- d. RETURN
- e. Place proper disk in slot
- f. Press any key
- g. Choose <C>opy all files
- h. Type in the name of the disk slot you want to copy the files to
- i. RETURN
- j. Put the disk you want the files on into the slot
- k. Press any key
- l. To copy over the data on the disk choose;
 <E>rase data and use disk
 To look over the disk directory choose;
 <L>ook at directory
 To add the new files to the ones already on the disk choose;
 <U>se disk and keep data
- m. RETURN
- n. UNDO (twice) to return to the EDITOR

To make an Indexed copy

From COPYDISK

1. Choose <I>ndexed copy
2. RETURN
3. Choose <S>ingle file or <O>ne or more
4. RETURN
5. Type in the name of the disk slot the file is to be copied from
6. RETURN
7. Put in the appropriate disk
8. RETURN
9. Select the document type
10. RETURN
11. The screen is displaying the last file edited, if this is the file then press RETRIEVE.
 - a. If this is not the file to be copied;
 - (1) press INDEX
 - (2) move the cursor to the file you want to copy
 - (3) RETURN
12. Type in the name of the disk slot you want the file to be copied to
13. RETURN
14. Put the appropriate disk into the slot

15. Press any key
16. Choose how you want the file stored;
 - a. As <I>ndexed Valdocs File
 - b. As <N>on-Indexed File
17. RETURN
18. Press EDIT to return to the EDITOR

* Note: An indexed file can only be copied onto a used or formatted data disk, not a completely blank disk. Use COPYDISK to " make a data disk " then do your indexed file copy.

"DISK FULL" CONDITION:

At some point, when a diskette is nearly FULL, the application you are working on will prompt you with a FULL DISK message:

In COPY DISK, copy document(s) from full disk, and then delete them.

Indexed (Valdocs) documents: select <I>ndexed copy - then <D>ne or more files.

Non-Indexed documents: select <F>ile copy, delete, rename - then <L>ook at drive D0:

< Press ANY KEY for COPY DISK > < 12:17 A >

At this point, ANY key you press will give you COPYDISK. You can handle this with either of two solutions;

Through COPYDISK, following the above steps either:

- a. Move some files off the full disk to another disk, to make room, or,
- b. Delete some of the files from the full disk.

<><><><>

SCHEDULER

This schedule utility is a useful time manager. In addition to two "books," the Schedule utility includes 4 other useful time-management features:

1. An appointment book
2. A notebook (jot pad)
3. A method of going to a specific date
4. An event timer
5. A general purpose clock and timer
6. An itinerary printer

To Enter the SCHEDULER:

1. Press the SCHED key.
2. This calls out the Appointments Page (daybook), which lists the day of the week and the current date. Also all the Sched options are listed here.

To Leave the SCHEDULER:

1. Press the EDIT key.
(depending on how far you have gone into the SCHED. module you may have to press UNDO a few times)

To "Leaf" Through the Appointment Pages:

1. Hold down either SHIFT key;
2. Press the appropriate UP or DOWN arrow for NEXT PAGE or PRIOR PAGE.

Please select a Schedule option and then press RETURN.
PRIOR PAGE gives prior day, NEXT PAGE gives next day.

<E>nter Appointment book	<D>isplay Note page
<G>oto a specific date	<S>et clock/calendar/time divisions
<I>imer for meeting or event	<I>tinerary printing

< EDIT for EDITOR >

3:17 A >

To <E>nter Appointment Book

From SCHED,

1. Choose <E>nter Appointment book
2. Press RETURN
3. Choose an option;
 - A. <E>nter or change appointment
 - (1) Press RETURN
 - (2) Type in your entries or changes
 - (3) Press STORE

- B. <U>n-reserve a block of time
 - (1) Press RETURN
 - (2) Position the cursor on the beginning of the block
 - (3) Press RETURN
- C. <R>eserve a block of time
 - (1) Press RETURN
 - (2) Put the cursor at the time which will be where the reserved time starts
 - (3) Press RETURN
- 4. Press UNDO (twice) then EDIT to return to the editor

*NOTE: Once created, the reserved time-slots cannot be written into, unless the time reservation is first cancelled.

To <G>oto a specific date

From SCHED,

- 1. Choose <G>oto a specific date
- 2. RETURN
- 3. Type in the; Day-number and/or name, Month number or name, Year-19--
- 4. RETURN

To Use the <T>imer for meeting or event

From SCHED,

- 1. Choose <T>imer for meeting or event
- 2. RETURN
- 3. Choose an option;
 - A. <D>isplay time as hours.000
 - (1) this will change the clock displayed to show only hours (.000)
 - (2) this will also change the option to read <D>isplay time as hours/minutes/sec
 - (3) press RETURN
 - B. <D>isplay time as hours/minutes/sec
 - (1) this will change the displayed clock to show hours/minutes/sec
 - (2) this will also change the option to read <D>isplay time as hours.000
 - (3) press RETURN
 - C. <S>tar/Stop timing
 - (1) press RETURN to start the timer, press RETURN to stop the timer.
 - D. <R>eset timer to ZERO
 - (1) one RETURN will reset the timer
- 4. UNDO then EDIT to return to the editor
 - A. Then choose to <P>ass displayed page to the editor, or <G>o to the editor

To <D>isplay Note page

From SCHED,

1. Choose <D>isplay Note page
2. RETURN
3. Choose any of the options;
 - A. <W>rite on today's Note page
 - (1) RETURN
 - (2) Type in your notes
 - B. <G>oto a specific date
 - (1) RETURN
 - (2) Type in the day, month, and year
(use the TAB key to access the next blank)
 - (3) RETURN
 - C. <T>imer for meeting or event
 - (1) This option works the same as it did in the last option
 - D. <D>isplay Appointment page
 - (1) RETURN
 - E. <S>et clock/calender/time divisions
 - (1) RETURN

a. choose an option

- * <A>lter calender date
 - * RETURN
 - * type in the current date
 - * RETURN
- * <S>et clock
 - * RETURN
 - * type in the time use the next minute
- * <C>hange time divisions
 - * RETURN
 - * Type in the time divisions you want
 - * press STORE

(2) Use UNDO and EDIT to return to the editor

*NOTE-You are limited to 32 time-slots per day-book page.
If you need more space, type in two names per entry line.

To Use <I>inerary printing

From SCHED,

1. RETURN
2. Make the first day of the itinerary displayed,
 - A. Choose <C>orrect day is visible
 - (1) RETURN
 - or B. <G>oto specific date
 - (1) RETURN
 - (2) Type in the date
 - (3) Press RETURN
3. Make the last day of the itinerary displayed
 - A. options are the same as the above options
4. Check the itinerary if it is correct press RETURN
press UNDO and start over if its not correct.
5. Use UNDO and EDIT to return to the editor

****NOTE:** In SCHED if you press UNDO to return to the Editor without STOREing the entries, the entries will be deleted automatically.

To Make An Appointment; a set number of Days From Today

1. Depress the SCHED key.
2. Select, "<G>oto a specific date."
3. Press RETURN.
4. In the "Day" block, enter: +?? (for two weeks enter +14) (to go backward use -)
 - * :No space between the plus (+) sign and the number.
5. Press RETURN.
 - * :Instead of a number preceded by a plus or minus sign, you can also type in, " ## "--this will take you to the 29th of the current month.
 - Or, you could type in, "3rd Friday"--to go to the 3rd Friday of the current month.
 - Or, type in any Month to go to the same date of that month. Etc.

[[[

VALDOCS+ CONVERT UTILITY

The Valdocs CONVERT Utility provides a means to port data files, in delimited ASCII format, from external programs into the Valdocs environment. Currently, delimited ASCII files produced by the following system can be converted:

1. dBASE II^(TM) - by Ashton Tate.
2. Friday!^(TM) - by Ashton Tate.
3. PeachTree List Manager^(TM) - Peachtree Software.
4. DIF - the "standard" Data Interchange Format.

More systems and data formats will be supported in future releases.

You begin on "The other side":

The first step in porting external data into the Valdocs environment involves, in most cases, running the system from which you intend to export information and producing a file containing the information you wish to import to Valdocs. Remember, the Valdocs CONVERT Utility expects to receive a delimited ASCII file produced by the exporting system.

The exact procedure for producing an export file differs with each system and, in some cases, with different versions of the same system. Therefore only general comments are made here.

CONSULT THE MANUAL FOR THE EXPORTING SYSTEM FOR DETAILS

Some general guidelines are:

DIF files are, by definition, delimited ASCII files of standardly defined format. Most popular spreadsheets provide the option of "exporting" files in DIF format. These require no special handling, the Valdocs CONVERT Utility handles them directly.

PeachTree List Manager - produce the "export" file by defining a "VIF" label form and printing labels to a disk file. The resultant disk file will be your

"export" file.

VIF Label Format = 1 label across, 1 line between labels and the remaining options left a default value.

Print-time options - The only options that need to set to specific values are:
Label Format: = VIF -and-
Compress blank lines: = N

The resulting "filename.DOC" file will be exported.

dBASE II - Use the COPY TO form of the Copy command in dBASE II to produce a delimited ASCII file. You can specify either double quotes (") or single quotes (') as the delimiter depending on the nature of your data. Other variables in the command structure will depend on the form of your dBASE files - see your dBASE Manual under "COPY".

Friday! - from the top-level menu select "Other Activities", then "Copy Data Files", select "Text File" and specify "Use comma delimiters = YES" (all other text file parameters are optional for this purpose - set them as you wish).

Running the Valdocs CONVERT Utility:

To run the CONVERT Utility press MENU and:

1. select <R>un a specific program
2. RETURN
3. Type the program name CONVERT
4. RETURN
 - * Follow the disk mounting instructions (if any) displayed on the screen.
5. press RETURN when the "command line entry option" screen is displayed - CONVERT does not accept a command line.

The following menu will be displayed:

Please select a Convert Utility option and then press RETURN.

<C>onvert ASCII file to VIFormat <M>iscellaneous

< UNDO to Exit > < 1:05 A >

Selecting "<M>iscellaneous" gives you the usual CTRL M options to change diskettes or log in a different drive.

Choosing "<C>onvert ASCII file to VIFormat" brings up the following menu:

Please select the file type to convert

<P>eachtree Mailing List Manager <F>riday! / dBASE II ASCII file
<D>ata Interchange Format (DIF)

_____ < UNDO for prior menu > _____ < 1:05 A > _____

Select the system whose export file you wish to convert and press RETURN

You will be asked to type in the non-indexed file name of the export file you are converting. (By pressing INDEX at this time you can view a directory of non-indexed files on the currently logged drive.) Type in the selected file name and press RETURN.

When the conversion is complete the following menu is presented:

Store the converted file as an

<I>ndexed document

<N>on-indexed document

_____ < UNDO for prior menu > _____ < 7:55 A > -M

Select whether you want to store the converted file under a non-indexed file name or store it in the .VIF Index.

If you choose:

<I>ndexed - you can enter an index-name and store the file in the usual manner.

<N>on-indexed - Type in a non-indexed name of your choice and press RETURN. Or press INDEX to see a directory of existing non-indexed files.

EXPERT TIP: If you wish to Data-merge the converted file into a Valdocs Editor document the file must be stored under the non-indexed name MAILMERG.INF. It is often handy, however, to store converted files in the .VIF Index for later use. They can be easily "moved" form the index and re-named MAILMERG.INF for use with the Editor at some future

time by using the Valdocs SORT Utilities <M>iscellaneous Menu. (see Valdocs SORT Utility Tutorial.)

TECHNICAL SPECIFICATION - The VIF File Format

For technical reference, the Valdocs Interchange Format (VIF) produced by the Valdocs CONVERT Utility and used within the Valdocs system is documented here.

Definition of file (relative to BOF)

- +0 Standard file header (256 bytes defined elsewhere)
- +256 *n*MailMerG (*n=8*, counted internal ID string)
- +265 5 reserved bytes.
- +270 1 byte flag (indirection)
 - 0 = actual data found in this file
 - 1 = data found in file pointed to by FILENAME.
(value may actually be any non-zero number)
- +271 29 byte FILENAME field
 - Name should be a counted string with unused positions null filled. Extra space is just in case it is needed in future uses.
- +300 1 byte field (data structure)
 - 0 = default provide from MAIL and/or CARDFILE program. Assuming for now that each field will be delimited by a comma or CR and each record will be delimited by a CR. 1Ah will be EOF character. Fields are all ASCII and may be surrounded by quotes which will be stripped off.
- +301 1 byte field (search/replace mode)
 - 0 = default, look for any of the give search strings, and replace with proper data string from current record.
- +302 1 byte field (number of fields, 255 maximum)
- +303 4 byte pointer (lookfor strings)
 - 32bit address relative to beginning of this file that begins the lookfor strings. There must be at least on string for each field delimited as prescribed by the data structure. The strings may be null if the field is not to be used in this particular merge or if the users are supposed to fill in strings of their own preference.

- +307 4 byte pointer (dummy replace strings)
32bit address relative to beginning of this file.
If address is 0 first actual data record will be
used. This allows display of field names when
showing user a list of what will be replace with
what from the data file. Number and format of
strings follow same format as lookfor strings.
- +311 4 byte pointer (first data record)
32bit address relative to the beginning of this or
the specified indirect file. Points to the first
record of the specified type. Each record must
have at least the number of fields specified. If
it contains more than the specified number of
fields a different delimiter should be used for
fields and records.
- +315 1 byte charater (field delimiter)
- +316 1 byte charater (record delimiter)
- +317 1 byte charater (end of file delimiter)
- +318 1 byte flag (allow quoted strings)
zero = yes
non-zero = no
- +319 The rest of these bytes thru 511 are reserved for
any future information.
- +512 If the data is to be contained in this file,
it should be located here.

Note: Any non-displayable character in data string will
be inserted but may be removed by reform routines.

VALDOCS SORT UTILITY

The Valdocs SORT Utility sorts records in Valdocs Interchange Format (VIF) to user specifications. It was designed originally to support the sorting Mailmerge data files prepared by either Cardfile or the Valdocs MAIL program into ZIP Code (or any other) sequence for use with the Editors' Data-merge feature. However, the SORT Utility does provide other capabilities as well:

1. Sorting of any VIF file into any sequence.
VIF files are prepared by:
 - * MAIL and Cardfile as the result of printing labels as a <M>ailmerge data file
 - * The Valdocs CONVERT Utility
2. Storing and manipulating VIF files in their own special INDEX allowing you to:
 - * Store a converted and sorted PeachTree, dBase II, Friday!, or DIF (Data Interchange Format) as an Indexed File for later use.
 - * Store a sorted Mailmerge file as an Indexed file for later use.
 - * Prepare an Editor Data-merge file from an Indexed VIF file.

Running the Valdocs SORT Utility:

To run the SORT Utility press MENU and:

1. select <R>un a specific program
2. RETURN
3. Type the program name SORT
4. RETURN
 - * Follow the disk mounting instructions (if any) displayed on the screen.
5. press RETURN when the "command line entry option" screen is displayed - SORT does not accept a command line.

The following menu will be displayed:

Please select a Sort Utility option and then press RETURN.

<S>ort an Indexed VIF file <E>ditor Data Merge sort
<N>on-Indexed VIF sort <M>iscellaneous

-----< UNDO to Exit >-----< 1:15 A >-----

Select the option desired and press RETURN. The options and their implications are explained below.

<S>ort an Indexed VIF file - if chosen, the Indexer will display a list of all VIF files that have been indexed. Select the one you wish to sort by the normal means.

<N>on-indexed VIF sort - if selected you can enter the non-indexed file name of the file to be sorted.

<E>ditor Data Merge sort - choose this option if you have just printed labels in Mailmerge format from either MAIL or Cardfile and wish to sort them before doing mailmerge in the editor.

NOTE: Both Mail and Cardfile produce a mailmerge file named MAILMERG.INF. The Editor reads MAILMERG.INF when doing a <D>ata merge operation. This option sorts MAILMERG.INF and stores the sorted file under the name MAILMERG.INF, ready for the Editor's use.

<M>iscellaneous - selects the Miscellaneous Menu.

Once you have selected the appropriate option and specified a file to be sorted, the following display appears:

-----< VIF Sort Utility >-----

<■> Mike_____
< > Johnson_____
< > 218 N. Main Street_____
< > Pleasantville_____
< > NJ_____

< > 21204_____

Please select the sorting order, then press STORE.

-----< UNDO for prior menu >-----

The information displayed on the screen is the contents of the first label in the mailmerge file. The data is shown in the order that was specified in the label design.

Choose the order in which you want the file sorted. For example: If you wanted the file sorted by ZIP Code, move the cursor to the ZIP code in the record that is displayed and press RETURN. The display would then show:

-----< VIF Sort Utility >-----

```
< > Mike_____
< > Johnson_____
< > 218 N. Main Street_____
< > Pleasentville_____
< > NJ_____
<1> 21204_____
```

Do you wish to sort this field by:

<A>scending order

<D>escending order

-----< UNDO for prior menu >-----

Choose the desired order: <A>scending (1,2,3,4 etc.); or <D>escending (9,8,7,6, etc.) and press RETURN, an arrow will be displayed to the left of the field to document your choice; pointing up (for ascending) or down (descending).

Now suppose that, in addition to being in ZIP Code order, you wanted the file sorted by Last Name too. Then when you printed mailmerge letters all last names within the same ZIP Code would be in alphabetical order. Move the cursor to the last name field, press RETURN and choose <A>scending or <D>escending order for this field.

The document window would then show:

-----< VIF Sort Utility >-----

< > Mike _____
↑ <2> Johnson _____
< > 218 N. Main Street _____
< > Pleasantville _____
< > NJ _____
↑ <1> 21204 _____

When you have specified the priority of sort fields (and whether each field to be sorted is to be in ascending or descending order) press STORE to start sorting.

A Note about MailMerge Label Designs:

When designing labels in either Mail or Cardfile for printing data to be merged into an editor document it is best to *put only one data field on a label line*. This permits the editor maximum format control during it's Data-merge operation.

When the sort is completed:

Depending on the option you selected at the start of the sort one of two menus will be presented to you.

1. If you selected <E>ditor Data Merge sort, the SORT utility will have already stored the sorted file and named it MAILMERG.INF, ready for the Editor's Data-merge. You will be returned to the top-level SORT menu.

You can now choose another sort option or press EDIT to continue a Data-merge operation.

2. If you selected any other option this menu appears:

Store the file as an

<I>ndexed document

<N>on-Indexed document

< UNDO for prior menu >

< 8:05 A >40

Select whether you want to store the sorted file under a non-indexed file name or store it in the .VIF Index.

If you choose:

<I>ndexed - you can enter an index-name and store the file in the usual manner.

<N>on-indexed - the following menu will appear:

Please enter the name of the Non-Indexed file:

Press INDEX to see a directory of the existing files.

< UNDO for prior menu > < 8:04 A >

Type in a non-indexed name of your choice and press RETURN.
Or press INDEX to see a directory of existing non-indexed files.

The Miscellaneous Menu:

In addition to providing the typical "<C>hange data disks" and "<L>og in a different data drive" options this menu provides two additional capabilities, They are:

<I>ndex and non-indexed VIF file

This option allows you to "move" a VIF file that is stored under an non-indexed name into the VIF Index and assign it a full indexed file name.

* select this option

* type in the non-indexed name of the file you wish to Index - (press INDEX to see a directory on non-indexed files)

* type the Indexed name fro the file and press STORE.

<S>tore a VIF file as non-indexed

Note Well - This is a useful option. It allows you to "move" a file from the VIF Index and store it under a non-indexed file name.

* select the option

* chose the Indexed file you wish by the usual means

* type in the non-indexed name under which you wish this file to be stored**

**** NOTE:** The most frequent use for the "<S>tore a VIF file as non-indexed" will be in re-naming an Indexed file to MAILMERG.INF so that it can be used by the Editor's Data-merge feature.

RULE: The non-indexed filename MAILMERG.INF is the only file the Editor will work with.

EXPERT TIP: In spite of the fact that the Editor only data merges from the file MAILMERG.INF, the VIF index of *potential* merge files can be quite handy. It allows you to print labels from different mailing lists in both CardFile and Mail and save them as Indexed files for future Data-merge use.

You can also use the Valdocs Convert Utility to convert dBase II, PeachTree, Friday! and any DIF file to VIF format and Index them for future use.

The two options of the Valdocs SORT Utilities CTRL M Menu described above provide the means for placing these files in the VIF index and for "moving" them out to MAILMERG.INF for use by the editor.