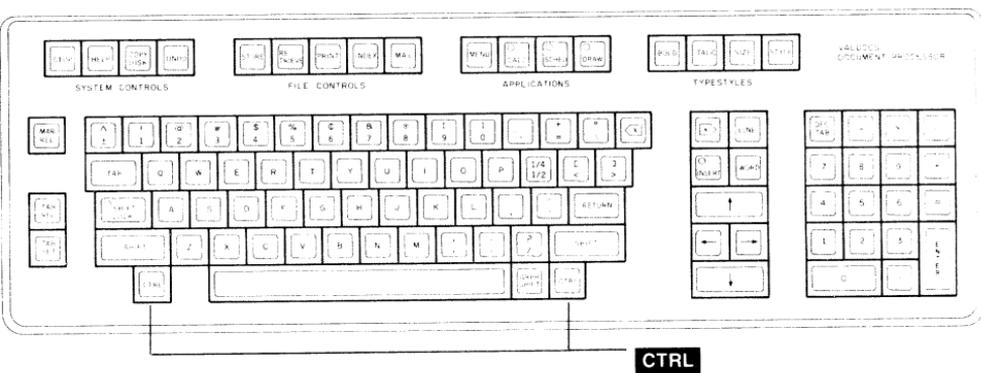


CHAPTER 3

Advanced Editing

Introduction

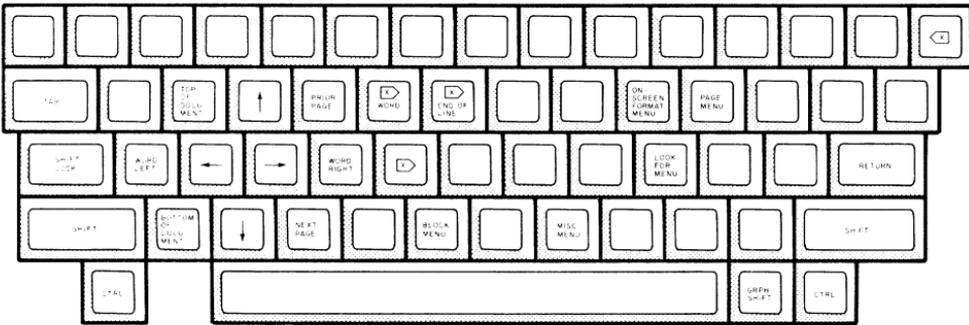
Way back when we started Chapter 1, we told you that for most of the work you'll be doing with Valdoks, everything you need is right there on the Valdoks keyboard. Of course, it's absolutely impossible to have *everything* there. Our purpose in designing Valdoks was to produce a system that's easy to use—with an absolute minimum of memorization. In Chapter 2, we told you how to get going—with procedures that you'll use 95% of the time. But besides the “everyday” things, a word processor must have a number of special features in order to be truly convenient and versatile. In this chapter, we'll take you on a guided tour of the “Control Keyboard.”



We Control the Horizontal . . . We Control the Vertical . . .

(Sometimes it seems that the world of computers *is* indeed the outer limits!) As you see in the illustration, a “control” key is located on each

side of the Valdocs keyboard. They're called *control* because they control special Valdocs functions. Just as pressing **GRPH** or **SHIFT** **GRPH** gives you access to "hidden keyboards," pressing either of the **CTRL** keys gives you yet another "hidden keyboard." Not all of the keys do something when you use them in conjunction with **CTRL**. The figure below shows you the control-keyboard. Don't worry what terms like "PAGE menu" or "ON-SCREEN menu" mean. We'll explain them all as we go along. Both **CTRL** keys are used like shift; you can use either one of them.



If you look at the figure above, you'll see that most of the **CTRL**-accessed keys on the left side of the keyboard have to do with moving the cursor and deleting text. On the right side of the keyboard, the **CTRL**-accessed keys have to do with more advanced functions.

Doing It Faster

As you get more and more familiar with using Valdocs, you'll reach a point (especially if you're a lightning-fast typist) where you won't want to reach over to the right side of the keyboard to move the cursor. You'll also want to edit faster and use the advanced features of Valdocs.

Head 'Em Up—Move 'Em Out

Although you'll probably want to use the arrow keys to move the cursor most of the time, there *is* another way to do it—using the **CTRL** keys.

First, let's summarize what these cursor movement control keys do. Some of them are equivalent to other keys on the Valdocs keyboard, and some of them are unique:

KEY	NAME	EQUIVALENT TO	WHAT IT DOES
CTRL S	Left arrow		Moves the cursor left one character
CTRL D	Right arrow		Moves the cursor right one character
CTRL E	Up arrow		Moves the cursor up one line
CTRL X	Down arrow		Moves the cursor down one line
CTRL A	Word left	 WORD	Moves the cursor left one word
CTRL F	Word right	 WORD	Moves the cursor right one word
CTRL C	Next page	SHIFT 	Moves the cursor to the next visible page
CTRL R	Prior page	SHIFT 	Moves the cursor to the prior visible page
CTRL W	Top document	None	Moves the cursor to the beginning of the document
CTRL Z	Bottom document	None	Moves the cursor to the end of the document
CTRL G	Delete right		Deletes the character at the cursor
CTRL T	Delete word right	 WORD	Deletes the word to the right of the cursor
CTRL Y	Delete line right	 LINE	Deletes from the cursor to the right margin

We suggest that you give these controls a try right now. Either type in a few lines of text, or **RE-TRIEVE** the document that you typed in and stored in the last chapter. If you don't remember the name, type **INDEX** and you'll see a list of the files (documents) on the disk.

Try using **CTRL** in combination with the keys in the table to move the cursor around. It *will* feel a bit awkward at first, but you'll find it very handy to move the cursor around without your fingers leaving the main keyboard.

All right, we'll admit that it's *different*. Perhaps you'll decide that you'd *much* rather use the arrow keys to move the cursor around. That's entirely up to you! If your typing is of the "hunt and peck" variety, you'll probably find that using the arrow keys is much easier.

The Hidden Menus

When you looked at the chart of the "Control Key Keyboard," you probably noticed that a number of the special keys accessed with control are menus. When you press **CTRL** and the menu keys **O**, **P**, **L**, **B**, or **M**, a menu will appear in the interaction window. You use these just like you use menus that appear while you're doing "ordinary" editing.

To summarize, the special menus you get from the Control Key Keyboard are:

KEYS	MENU
CTRL B	BLOCK menu
CTRL L	LOOK FOR menu
CTRL M	MISCELLANEOUS menu
CTRL O	ON-SCREEN menu
CTRL P	PAGE menu

In the rest of this chapter, we'll look at the advanced features available through these menus. You can find the first set of features by pressing **CTRL** and **B**. (As before, we strongly suggest you fire up Valdocs and follow along with us. Especially with advanced editing, the best way to learn is to *do*.)

Handling Blocks — **CTRL B**

One of the most powerful features of Valdocs is the ability to play with blocks. No, we're not reverting to our childhood. When we talk about a *block* of text, we simply mean a group of characters. A block can be any size you want—a few words, a sentence, a couple of paragraphs, all the way up to nearly the entire document. *You* decide how long or short you want it to be.

What can you do with a Valdocs block? Quite a few things — move it, copy it, delete it, and more. You might use the BLOCK menu when you review a memo you've just written and decide that a paragraph near the end needs to be moved to the beginning. As you well know, if you typed it on a regular typewriter, you'd be out of luck; but with Valdocs' powerful block manipulation features, it's no problem at all!

When you type **CTRL** and **B**, you'll see the following in the interaction window:

```

Select a function by its letter or moving the cursor then press RETURN
<M>ark Block (beginning or end)           <C>opy block to cursor location
<G>oto placemark 1-9                     <R>elocate block to cursor
<P>lacemark setting                       <D>elete/Unmark block from document
<U>nmark placemark                       <S>tore block as document on disk
< UNDO to resume editing >              < 3:42 P >

```

Let's look at each of these options and see what they do.

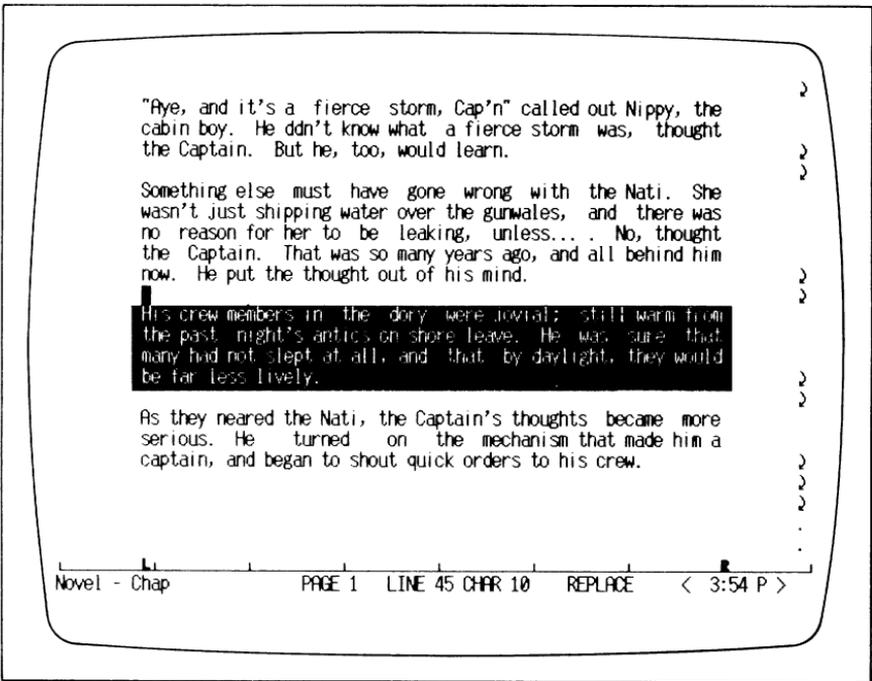
Mark the Block—**CTRL B M**

In order to do some experimenting with blocks, you'll need to have some text on the screen. Either type a few lines in, or **RE-TRIEVE** something you've entered previously.

Using the arrow keys, move the cursor to the beginning of a sentence somewhere in the middle of your text. Press **CTRL** and **B** to get the BLOCK menu on screen. Then press **RETURN** (since the cursor is already on **M**).

Move the cursor past the end of the sentence, type **CTRL B** again, and **RETURN**. Voila—the sentence appears as *reverse text* (green on white).

Every time you mark a block, Valdocs will indicate it in this way.



IMPORTANT: You can only mark (and use) *one* block at a time. Once you've used one of the BLOCK menu options to manipulate that block, you can go on to mark another. You can mark blocks *anywhere* in your document, even *before* existing blocks. However, when you attempt to mark additional blocks, you'll see this message in the interaction window:

WARNING....A block has already been defined.
Do you wish to define a new block (Y/N)?

< UNDO to resume editing > < 4:51 P >

Since you can only mark one block at a time (and marking a new block erases the previous block markers), this message is designed to make sure you're finished with the previous block. If you are, just press **Y** and the beginning block mark will be placed at the position of your cursor.

Changing Your Mind — **CTRL B D**

If you don't like the block you've marked, you can "unmark" the block by choosing the <D>elete/unmark block from document option. When you choose it, you'll see this menu:

```

Select a function by its letter or moving the cursor then press RETURN
<U>nmark Block                                <D>elete Block
-----< UNDO to resume editing >-----< 4:33 P >
  
```

The <U>nmark option deletes the marks that tell Valdocs where the block is located, but it doesn't do anything to the text.

Marking Your Place — Placemark — **CTRL B P**

You can mark your place by pressing **P** and **RETURN**. You'll see this menu:

```

Please select placemark number to set (1-9)? █
Highlighted placemarks are currently in use.
1  2  3  4  5  6  7  8  9
-----< UNDO to resume editing >-----< 4:39 P >
  
```

As you can see, you can place up to nine "markers" in your document. Just type the placemark number you want (in this case **1**). Then press any key to return to the editor. At any point, you can go back and mark additional places.

Unmarking Placemarks — **CTRL B U**

You can delete placemarks by using (surprise!) the <U>nmark placemark option of the **CTRL B** menu.

Finding Placemarks — **CTRL B G**

The <G>o to placemark setting lets Valdocs go directly to a place you've identified using the placemark option. When you press **G** and **RETURN** from the BLOCK menu, you'll be asked which placemark you want to go to. Just type the number, and within a few seconds the cursor will appear at that block.

Working With Blocks

Now that you've marked your block, it's time to take a careful look at what you can do with one. The **CTRL B** menu has a number of options along these lines.

Copy Block—**CTRL B C**

<C>opy block to cursor location takes a *copy* of the block you've marked and inserts it at the cursor position. Go ahead, give it a try. Move the cursor somewhere else in your document and press **CTRL B**. When the *BLOCK* menu appears, type **C** and **RETURN**. In a few seconds, a copy of the block will appear. (It may look a bit strange now, but you'll find numerous uses for it.)

Relocation—**CTRL B R**

<R>elocate block to cursor is similar to copy, except that the original block is *moved* to the cursor location. This feature is handy for moving sentences or paragraphs around when you're editing your Great American Novel.



Deleting Blocks—CTRL B D

We looked at this option a few pages ago, since it can also be used to unmark all the blocks in a document. As we saw, when you choose this option, you'll be asked if you want to delete or unmark a block. The <D>elete option erases the block. (Admittedly, it's often easier to use the delete keys **X** and **X** to delete sections of your document, but if you want to delete a large block in the middle of a document, it's easier to mark it as a block and use the delete option.)

Store Block—CTRL B S

The <S>ore option lets you store the block you've marked as a document. There are numerous uses for this feature. For example, the first time you write a letter on your system, you could mark the closing as a block and store it away as a file named "standard letter ending." All that's required is for you to mark the block as we described above, and then choose the <S> option from **CTRL B**. Valdocs will ask you what name you want the block stored under and will file it away. (You don't have to use the **STORE** key in this instance.) The next time you get to the end of a letter, press **RE-TRIEVE**, type "standard letter ending", and the ending will be inserted.



When you've been using Valdocs for awhile, you'll see many uses for the block <S>ore option. If you're like many people, you tend to say the same things often in letters. Why bother to type all the information in every time? Using the block <S>ore option, you can **STORE** away "standard" paragraphs under a number of different names and **RE-TRIEVE** them to assemble customized letters. The possibilities are endless.

The LOOK FOR Menu—**CTRL L**

CTRL L gets you to the LOOK FOR menu. (Isn't it clever how we've used the same letter the menu begins with? Don't laugh—many systems don't do that!) You'll see the following in the interaction window:

```

Select a function by its letter or moving the cursor then press RETURN
<A>gain repeat LOOK-for or REPLACE      <B>eginning of document
<L>ook-for text                          <E>nd of document
<C>onditionally replace text            <R>eplace text
< UNDO to resume editing > < 5:57 P >

```

Valdocs' LOOK FOR functions are powerful. They turn your computer into automatic (and much faster) extensions of your eyes.

Look For Options

The first choice on the **CTRL L** menu is unlike other Valdocs menus, since it's *never* the first thing you'll use. <A>gain repeat is used to repeat the *last* LOOK FOR option.

Look For—**CTRL L L**

Let's say you have a long document (a chapter of the Great American Novel) and want to locate a specific section in order to rewrite it. As long as you can remember some text from that section, you can go *directly* to it without having to scan the whole thing. After the LOOK FOR menu has appeared in the interaction window, press **L** and **RETURN**, and the following will appear in the interaction window:

```

Please type the text you want me to find, then press return
|_____
< UNDO to resume editing > < 6:38 P >

```

All you need to do is fill in the blank. It can be a single word, a phrase, a sentence, etc. As soon as you press **RETURN**, Valdocs will find that section of the text and place the cursor there. (Pretty neat!)

IMPORTANT: Valdocs searches only from the cursor position *forward*. So it's a good idea to put the cursor at the beginning of the document before using any of the **CTRL L** options.

Conditional Replace— **CTRL L C**

Anything “conditional” simply means that you’re setting a condition. Using the **<C>** option of the LOOK FOR menu puts the use of a very powerful feature at your fingertips. It tells the system to find every place a specific word or phrase occurs and replace it with something else.

When you choose **<C>** from the LOOK FOR menu, you’ll see the same menu as shown above. But as soon as you type in your text and press **RETURN**, a new line will appear:

Please type the text you want me to find, and press return
 The Rain in Spain_____

Please type the text you want me to replace it with, and press return
 The Rain in Peterborough█

< UNDO to resume editing > < 6:47 P >

It’s important to note that the text you want put in place of the original doesn’t have to be exactly the same length. Valdocs will move all the other words around so that everything is lined up.

It’s also possible to *erase* something from the document by using **<C>**—just don’t enter anything on the second line. Valdocs will find the original text, erase it, and close up the spaces.

As soon as you press the second **RETURN**, Valdocs will scan through the text and find the first occurrence of what you told it to find. At that point, it will stop, and display the following in the interaction window:

Replace text (Y/N)█

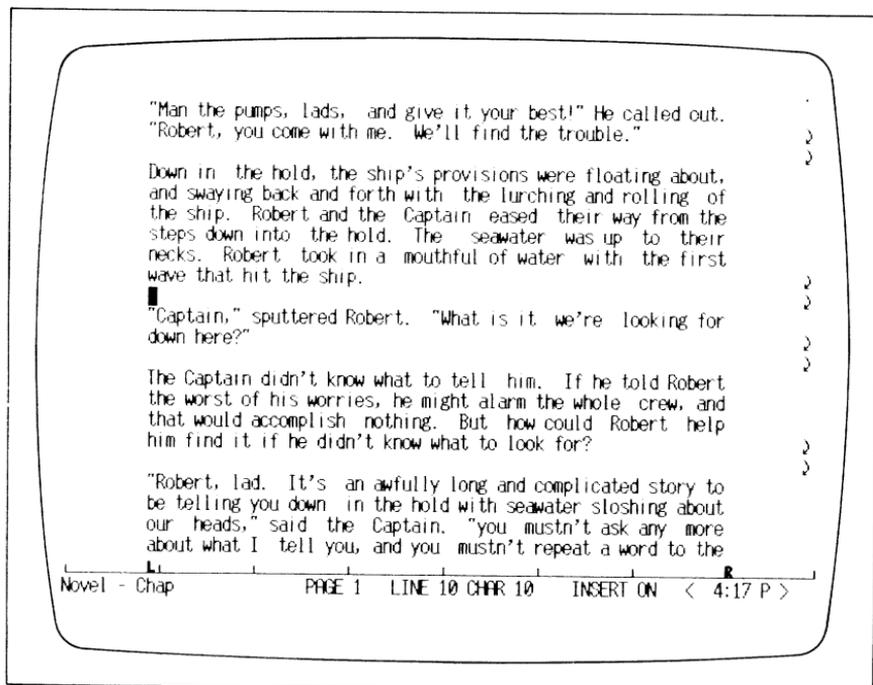
< UNDO to resume editing > < 6:52 P >

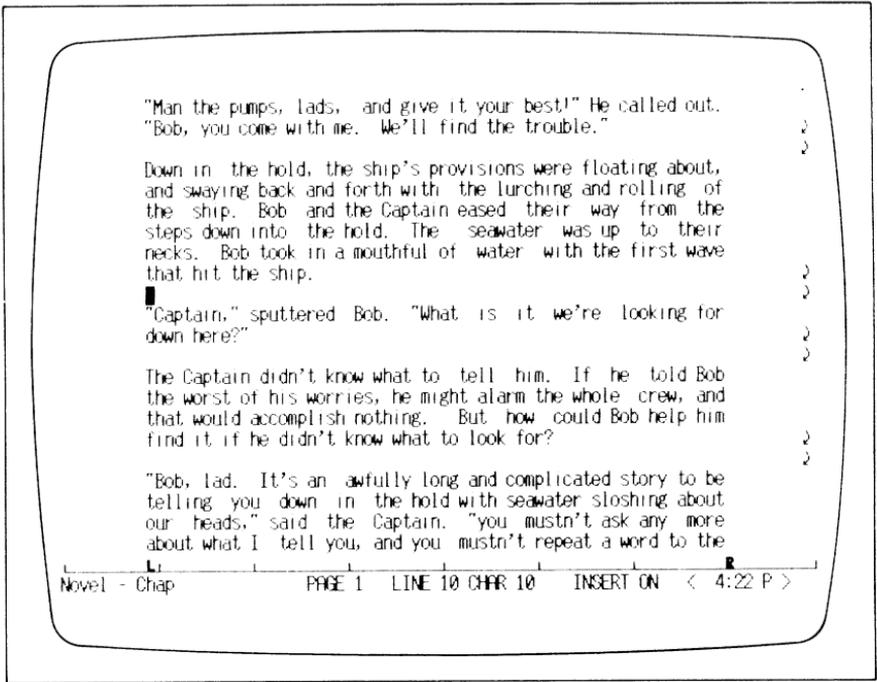
Once again, Valdocs gives you the chance to make sure replacing is what you want to do. If you press **N**, it will leave the text alone and return to editing. If you press **Y**, the text will be replaced. (In both the <L> and <C> options, Valdocs will return to editing if it doesn't find the text you typed in.)

Replace— **CTRL L R**

LOOK FOR's last option is similar to <C> with one major difference. Instead of *stopping* every time it finds the text you're looking for and *asking* you whether you want it replaced, <R> replaces every occurrence of the text you've typed in with the replacement text.

When would you need that? Easy! A typical example is the novel you're writing. If you decided you didn't like the name of your hero, you could use <R> to change his name *every time* it appears. (From "Richard" to "Lance"—instantly!)





Back to Again—Again!—CTRL L A

As we mentioned at the beginning of this section, the first choice in the LOOK FOR menu isn't the one you'll use first *ever*. <A>gain repeat is used to repeat the last <L> or <C> command. You'll find this feature a handier version of <R>eplace when you don't want to replace *every* occurrence of certain text.

Here's how it works: Using the <C> option of the LOOK FOR menu, enter the text to look for and what you want to replace it with. As soon as Valdocs has found the first occurrence, press **Y** if you want to replace it or **N** if you don't. Then press **CTRL L** and **RETURN** (since the cursor is already at the <A>gain option). Presto! Valdocs finds the next occurrence of the text and asks you again. You can keep repeating these steps until you've gone through your entire document. (Give it a try with a document you've created. Although it sounds like it's time consuming, you can move through a document very quickly.)

The Beginning and the End—CTRL L B and CTRL L E

The final options on the LOOK FOR menu are a bit different. They allow you to look for the beginning or the end of your document. (A lifesaver if you've created a *long* document.)

No matter where you are in your document, you can use the option of **CTRL L** to move the cursor to the beginning of the document or the <E> option to move the cursor to the end.

And that's the <E>nd—of **CTRL L**

The MISCELLANEOUS Menu—**CTRL M**

Miscellaneous is a great term. It can mean just about anything that doesn't fit easily into certain categories. That's *exactly* what Valdocs' MISCELLANEOUS menu is. We've bunched all those miscellaneous functions you'll need from time to time under this category. To access the MISCELLANEOUS menu, press **CTRL M**. It looks like this:

```

Select a function by its letter or moving the cursor then press RETURN
<S>pace available on data disk          <J>ustify on/off
<R>eformat entire document            <W>ord-wrap on/off
<E>rase screen, refile document.     <C>hange data disk
<D>elete to end of document
< UNDO to resume editing >          < 10:10 A >

```

There's a lot to cover here, so let's take a quick look at each of the choices:

Space on the Data Disk—**CTRL M S**

The MISCELLANEOUS menu's first option tells you how much space you have left on the data disk in the QX-10's right-hand disk drive. Here's an example of a typical message:

```

296 ,000 Characters ( 98 full pages) unused on data disk
Current document contains 2 ,000 characters (0 full pages)█
< UNDO to resume editing >          < 7:40 P >

```

As you can see, this disk has quite a bit of space left on it. But notice that the "current document" contains 2000 characters in 0 pages! What's that supposed to mean? Well, that's the message you'll get when you look at the space on the disk when you haven't started editing a document yet. The reason is simple. When you start a new document, Valdocs automatically sets aside 2000 characters for your text. If your document gets longer, more space is set aside.

Reformat Document—CTRL M R

If you've decided to change the width of a document by resetting the margins (using the **CTRL O** menu), this option will format the document so that it fits into the new margins.

ONE WORD OF WARNING: If you're reformatting a long document, it can take a long time (a few minutes) for Valdocs to set up the new format. Don't panic if the QX-10 just sits there for a while; it has to "look" at every line and character, calculate the space needed, and then do the reformatting. (It might be a good time to go and refill your coffee cup.)

Erase and Refile—CTRL M E

This option allows you to abandon the editing job you're doing on a document. But it's important to remember that it works in two ways.

1. If you haven't stored the document yet, this option completely erases all your work. It's gone for good.
2. If you're editing a document you've retrieved (which was previously stored), the original version will still be on your data disk.

You'll be happy to know that Valdocs does give you an out. You'll see a message in the interaction window that asks if you *really* want to erase the document. You can then answer **Y** or **N**.

Delete to the End—CTRL M D

The delete we're talking about here is a much more powerful version of the delete keys. This delete is a powerful eliminator, erasing huge chunks of text instantly.

This option deletes *everything* from the cursor to the end of your document—no matter how much text there is. To use it, place the cursor at the beginning of the text you want to delete. Press **CTRL M** to get to the MISCELLANEOUS menu, and choose <D>. As soon as you press **RETURN**, everything from the cursor forward will disappear. (Don't worry though—you can get it all back by pressing **UNDO**.)

Justify On/Off—CTRL M J

Remember, *justified* text is lined up along both the left and right margins. Every time you start Valdocs, justify is automatically *off*. If you want to use it, use this option to turn it on—spaces will be inserted between words and sentences to fill out the lines to the right margin.

Whether you want your text justified or "ragged right" is a personal decision. For example, most people prefer business letters to be flush left,

ragged right. Also, you *don't* want justification on when you're doing things like columns or lists of figures—they'll get moved all around the screen. You can turn justify on and off using this option. If you want justify off, just choose this option, press **RETURN**, and it will be off. Choose it again, and justify will be back on again. (You can turn it on or off at any time.)

IMPORTANT: Be careful when you're editing justified text; the first space *after* the last word in a justified line is a "hard space" that the system stores. If you delete it and reformat text, you might end up with words that are strung together. (Confused? Do some experimenting!)

Word Wrap On/Off—**CTRL M W**

We also covered word wrap in the last chapter; it lets you type along without worrying about having to press **RETURN** as you near the end of the line. This "miscellaneous" option turns word wrap off (or back on). With word wrap off, the characters you type will just keep moving to the right. As they do, the screen will scroll off to the right (unless you press **RETURN**). And just as with justify, choosing the <W> option again turns word wrap back on. (You might want to use this option for lining up long and wide columns of numbers.)

Change Data Disk—**CTRL M C**

The last option on the MISCELLANEOUS menu is an important one that you'll be using often. It's important to remember that you should *never* change data disks without using this option. It lets Valdocs know that you're going to put in a new data disk and lets it "clean up" the files on the current data disk (something that happens every time you shut down the system).

When you choose the <C> option, you'll see this message in the interaction window:

You may now safely change disks

Press ANY key to continue

< UNDO to resume editing > < 9:49 P >

At this point, you can put a new data disk in the right-hand drive and (as it says) press any key to continue.

One of the many “extras” in Valdocs is the ability to change data disks while you’re *in the middle* of an editing session. You don’t have to store the document you’re working on—just change disks. Later, when you use the <C>hange data disk option and put in your original disk, the document you were working on will reappear—right where you left off. (How’s that for class?)

On-Screen Formatting—**CTRL O**

The ON-SCREEN FORMATTING menu allows you to “customize” how the text will look on the screen.

Let’s take a look at what’s available. Press **CTRL O** and you’ll be greeted with the following message in the interaction window:

```

Select a function by its letter or moving the cursor then press RETURN
<D>enter line                                <R>ight margin setting
<N>on-break space                            <T>op of page margin
<L>eft margin setting                         <B>ottom of page margin
< UNDO to resume editing >                  < 6:01 P >

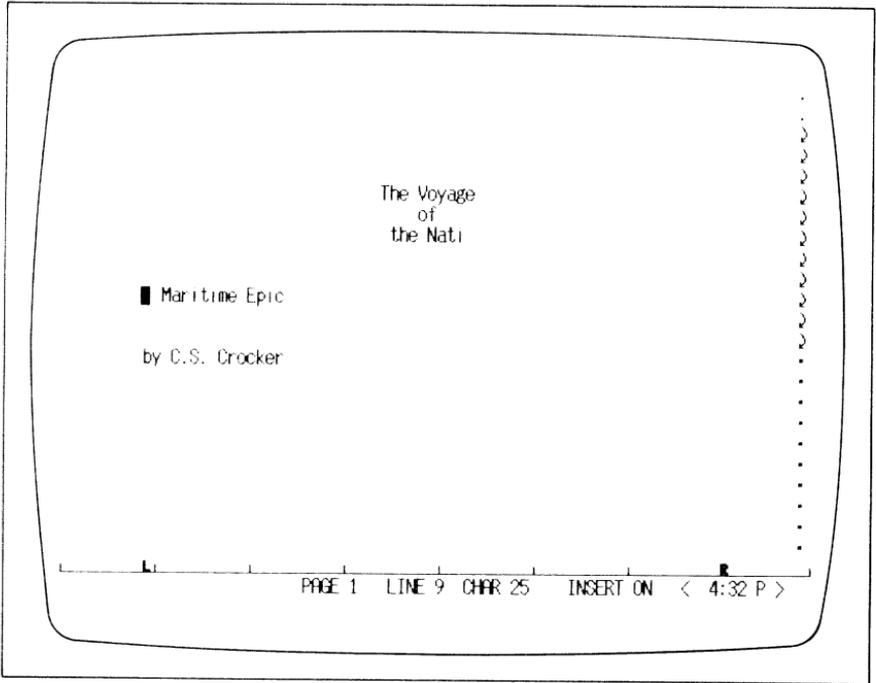
```

Front and Center!—**CTRL O C**

Remember, in the old days, the hassle of centering text on a typewriter? You had to center the carriage, and press the back space key once for every two characters of your heading. Despite all that, it still didn’t always work.

Forget the old ways! There’s a simple way to *automatically* center text on a line with Valdocs. Centering works on *one line only* for obvious reasons. And centering text is simple. All you do is type the text you want

centered, press **RETURN** and move the cursor to the beginning of the text, then press **CTRL O** and choose the **<C>** option. The line will automatically be centered.



Don't Break That Space— **CTRL O N**

When justification is on, Valdocs adds spaces between words to get the columns to line up. Unfortunately, there are times when two words you'd like to have together get moved slightly apart. For instance, JOHN SMITH might appear in a sentence with the two names separated by several spaces. The **<N>** option of the ON-SCREEN menu lets you make sure John isn't separated from his last name. It tells the system to "see" the phrase as one word. That way, it's neither broken between two lines by a word wrap nor separated by several spaces.

To tell the system *not* to break a space, move the cursor to the space between the two words you don't want broken and press **CTRL O**. Choose the **<N>** option, press **RETURN**, and the words will be "locked" together.

You can also use this function to lock several words together by using it repeatedly in the spaces between the words. Note: To "unlock" words, follow the same procedure.

Margins— CTRL O L and CTRL O R

When you first bring up the Valdocs system, the left margin is set at 10 and the right margin at 70. This gives you a standard 60-character line that will print out squarely in the middle of a standard 8½" × 11" piece of paper. Most of the time, you'll find this the best setting. However, there will be times when you'll want to reset the margins to give a wider or narrower printout. As we explained in Chapter 2, you can do it easily *for the line you're working on only* by using the **MAR REL** key.

If you want to set the margins differently for an entire document, you can do it using the <L> and <R> options of the ON-SCREEN menu. To set the columns, choose either the <L> or <R> options of the ON-SCREEN menu and—when Valdocs prompts you—type in the column *number* where you want the margin to appear.

To give you a better idea of what it looks like, let's try it. When you press **CTRL O** and choose the <L> option, the following message will appear on the screen:

```

PLEASE ENTER YOUR NEW VALUE █
PRESENT LEFT MARGIN IS 10
< UNDO to resume editing > < 10:32 P >

```

“What happens if I try to put the left margin to the right of the right margin?” you may ask. Give it a try and see what happens. Valdocs won't let you make a major mistake.

A Word About Column Width

If your printer handles 14" wide paper, you'll probably want to go out to the next “standard”—132 columns. That's handy for things like reports with lots of numbers. Spreading them out makes them much more readable.

The problem with horizontal scrolling is that not all of your text is visible on the screen at one time. So you'll want to use the narrower width most of the time. As long as you use the “default” margins (columns 10 and 70) or have the margins set somewhere within the 80-column visible screen, everything you have (horizontally) will be on the screen at the same time.

Top of Page Margin—CTRL O T

The top margin is simply the distance from the top of the paper to the first line of text or the heading. Valdocs automatically sets the margin to five lines when it's turned on. If you want to change that and leave *lots* of space at the top of the page, you use the <T> option of the ON-SCREEN FORMATTING menu. You'll see the following message in the interaction window:

```

PLEASE ENTER YOUR NEW VALUE █
PRESENT TOP MARGIN IS 5
.
< UNDO to resume editing > < 7:03 A >

```

Bottom of Page Margin—CTRL O B

You guessed it! The option of the ON-SCREEN FORMATTING menu lets you set the distance from the bottom of the page to the last line of text.

The PAGE Menu—CTRL P

As the name implies, Valdocs' PAGE menu lets you work with pages. In this case, we're talking about *actual* (as opposed to *visible*) pages.

Let's take a look. Pressing **CTRL P** gives you the following message in the interaction window:

```

Select a function by its letter or moving the cursor then press RETURN
<N>ew page (go to top of new page)
<G>oto specific page number
<I>f within 'N' lines of end, new page
<S>et length of paper to 'N' lines
< UNDO to resume editing > < 10:53 P >

```

New Page—CTRL P N

If you choose the <N> option from the PAGE menu, a new page will be started, with the cursor set to its top line. The ability to start a new page is particularly handy if you've reached the end of a section (like a

chapter) which you want to separate physically from the next section. If you didn't use the new page option, the new section would start directly below the old section—on the same page.

Go To Page— **CTRL P G**

If your document is only a few pages long, you can easily scroll back and forth from page to page by using **SHIFT ↑** and **SHIFT ↓**. But that's not very handy if your document is longer than 10 pages or so. The <G> option of the PAGE menu lets you go to a certain page directly.

PLEASE ENTER YOUR NEW VALUE █

WHAT PAGE DO YOU WANT TO GOTO, NOW ON PAGE 1

< UNDO to resume editing > < 10:57 P >

If you don't remember the page number, you'll still find the <G>o to page function handy. You can go to the middle of your document and then flip backward or forward a few pages at a time until you find the page you want.

If— **CTRL P I**

A "widow" is an old printer's term that refers to having the first one or two lines of a new paragraph "hanging" at the bottom of a page. It's technically O.K. but not aesthetically pleasing.

The PAGE menu's <I> option tells the system how many lines to leave hanging at the bottom of the page. Here's what the menu looks like:

PLEASE ENTER YOUR NEW VALUE █

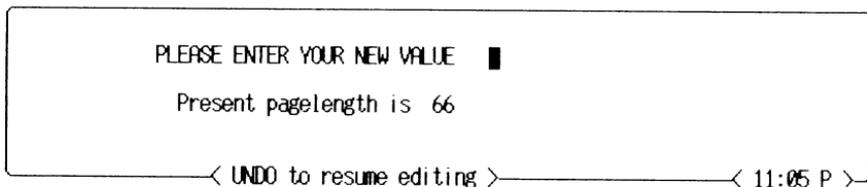
SMALLEST WIDOW AT END OF PAGE

< UNDO to resume editing > < 11:02 P >

If you type 2, and your paragraph is one or two lines long at the end of the page, the system will automatically move the entire paragraph to the beginning of the next page.

Set Length of Paper— **CTRL P S**

The last option on the PAGE menu lets you tell Valdocs the length in lines of the *paper* you'll be using to print out your document. A standard 8½" × 11" sheet of paper is 66 lines long. Here's the menu you'll see:



If you'll be using longer (or shorter) paper, enter the length here. (But remember to change it, if you go back to "normal" paper.)

The End?—Or the Beginning?

If you've carefully read up to this point in the manual, you're well on your way to becoming a Valdocs expert. Admittedly, we've covered the *editing* aspects of Valdocs in great detail. But as we told you right at the beginning, there's *much* more to Valdocs than word processing.

The rest of this manual introduces new concepts and reviews old ones. The remaining four chapters each cover one of the four groups of keys at the top of your Valdocs keyboard. Since many of them have to do with editing, some of the material you'll be reading will be familiar. But many of the keys cover areas we haven't discussed yet (like **CALC**, **SCHED**, and **DRAW**).

If you're anxious to find out how to use these new functions, you can flip right to the tab marked with the key. (Once again, there's no reason why you have to read this manual in "front to back" order.)

Or experiment! Try the new keys and see what happens. If you're stumped, the rest of the manual will help clear the fog.

As with all the specially marked keys at the top of the Valdocs keyboard, the functions of these *system controls* are self-evident. However, in this chapter we'll look at each of them individually and introduce you to some of their nuances.

NOTE: When you press many (though not all) of the keys across the top of the Valdocs keyboard, you'll see an interaction window message that says "STORING DOCUMENT ON DISK—PLEASE WAIT." This is Valdocs' "safety net." Whenever you exit from the editor to do something else, the document you're working on is stored away. It is brought back when you return to the editor.

STOP

You can think of **STOP** as a panic button. When you press it, it gives the system a "red light" which *immediately* halts whatever is being done. Valdocs then waits for further instructions from you. If you've used other computer keyboards, you've undoubtedly used keys marked "ESCAPE" or "BREAK" to do essentially the same thing. In Valdocs, **STOP** is a more powerful version of these.

Stop Now!

Depending on what the system is doing, **STOP** works in one of two ways. If you're printing a document or making a back-up copy of a disk, **STOP** halts the system *at that very moment*. With other operations—such as storing a document on disk—**STOP** waits until the operation is finished before bringing things to a halt and waiting for instructions from you.

The operations brought to an immediate halt can usually be started again. A good example is printing. Suppose you ran out of paper while printing or decided it was time to change the ribbon. Pressing **STOP** stops the printer *immediately*.

You'll get a message on the screen when you stop most Valdocs operations. Once again, we've been careful to make the system as friendly and easy to use as possible.

A Few Words of Warning!

STOP is a powerful key, and it must be used *carefully*! It stops whatever is happening *immediately*! Although some operations, like printing, can be resumed directly after a **STOP**; other operations, such as copying a disk, must be started over again for various reasons.

HELP

HELP is a variation of **STOP**. But instead of a panic button, you can think of it as an *information* button. Instead of stopping whatever is going on, it gives you messages that “clear the haze” about what’s going on and gives you suggestions as to how to proceed.

There really aren’t that many occasions when you’ll need to press **HELP**—we’ve included most of the help you’ll ever need in the many menus that are scattered through Valdocs.

In the editor, **HELP** has several functions:

```

Select a function by its letter or moving the cursor then press RETURN
<H>HELP with using this editor          <L>LOOK-FOR (find, replace, etc.)
<O>ON-SCREEN (centering, margins etc.) <P>PAGE (goto #, new page, etc.)
<B>LOOK (move, copy, store, etc.)     <M>MISCELLANEOUS
<U>UNDO to resume editing              <T>TIME 07:34 AM

```

In this case, **HELP** will explain the advanced editing features we talked about in Chapter 3, and will allow you to go *directly* to the advanced editing features that can also be called up by the **CTRL** keys (see Chapter 3).

Canceling HELP

With so many help messages, will you always be able to remember where you were, or how to get back to the editor? No problem, if you remember these three points:

1. As soon as you choose one of the **HELP** menu options, you’ll automatically be returned to a “ready for more editing” point.
2. If you don’t see what you want in the **HELP** menu currently on screen, pressing **UNDO** will return you to the prior menu if there was one. If there wasn’t one, you’ll be returned to the editor.
3. In some cases, Valdocs will tell you to “press any typing key to continue”, which will automatically return you to wherever you were last.

**COPY
DISK**

The **COPY DISK** function is one you’ll be using extensively. It lets you make an *exact* copy of a disk. We emphasized in Chapter 1 that it’s *essential* to make

regular back-up copies of your data. In that way, you won't be up the creek if a disk is accidentally damaged or destroyed.

Anything from a spilled cup of coffee to a mischievous pet could destroy a disk that contains irreplaceable data. **COPY DISK** is your protection.

A Few Pointers

It's important to remember that since **COPY DISK** uses *both* of your disk drives, you won't be able to do anything else with the QX-10 while it's copying.

In keeping with the "friendly" way we've designed Valdocs, **COPY DISK** provides you with a number of automatic safeguards that prevent you from accidentally erasing something you really wanted to save. When you press **COPY DISK**, all the text (or data) you're working on is first automatically saved on the disk. After you're done with copying, Valdocs will return you to where you were so that you can continue.

Using **COPY DISK**

When you press **COPY DISK**, there'll be a slight delay while Valdocs loads additional software from the Valdocs disk. After a few seconds, you'll see the following message in the interaction window:

```

                                - VALDOCS COPYDISK -

<C>opy a Disk
<M>ake a Data Disk.                <S>ingle File Copy

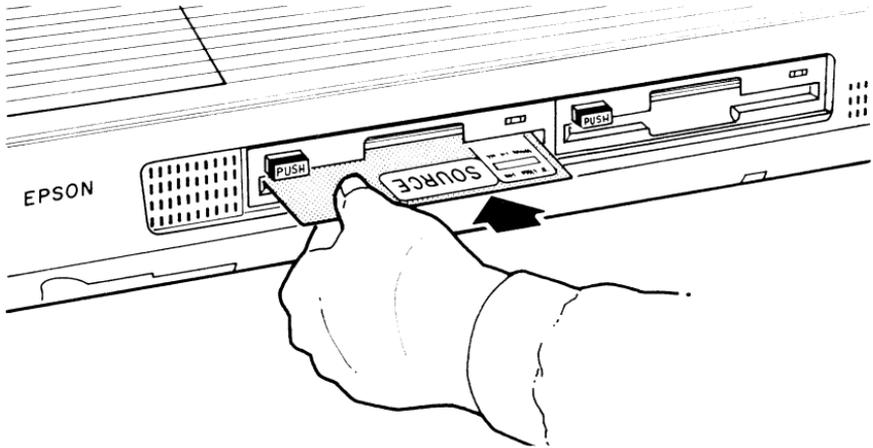
< Press UNDO to return to Editor >                < 2:26 P >
```

If you want to make an exact copy of a disk, you'll choose **<C>**. Since the cursor is already there, all you have to do is press **RETURN**. The **<M>** option sets up a blank disk so it can store your documents. It checks out the disk to make sure it's good, and electronically divides it into *tracks* and *sectors* where data is stored. You *must* do this before you can use a blank disk as a data disk. The **<S>**ingle file copy option is a handy option for doing disk "housekeeping." We'll cover it in detail in a while.

Let's assume that you're ready to make a copy. After choosing **<C>** and pressing **RETURN**, you'll be asked to insert the disk you're copying *from* in the left-hand drive.

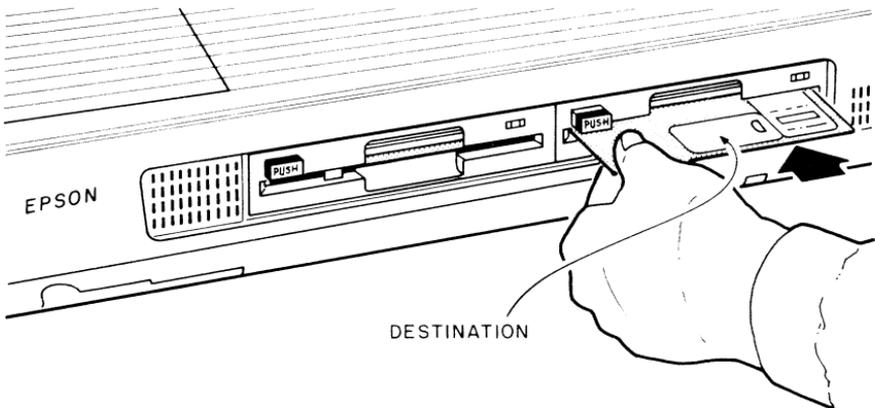
If you want to make a copy of your Valdocs disk, you don't have to do anything—just press **RETURN**. If on the other hand you're making a copy of a data disk (one that contains your documents), take the Valdocs disk

out of the left-hand drive, and put your “original” into the left-hand drive. (Be sure you press the **PUSH** button on the front of the drive to lock it in.)



Once you're ready, press **RETURN** again, and you'll be asked to insert a disk to be copied to in the right-hand drive.

Now, put a blank disk (or one you're sure doesn't have anything you want to save) into the right-hand drive. Remember that *everything* already on the disk in the right-hand drive will be destroyed during the copying process.



(Once you're done copying, there's *no way* to “undo” things if you've erased something you didn't want to.)

But (as always) Valdocs leaves you an “out.” Before copying, it checks whether the disk you want to copy onto already has data on it—and stops if there is. (We'll talk more about that in a minute.) If you've inserted a blank disk, Valdocs will go right on with the copy process. While copying is underway, you'll see certain messages flashing in succession in the interaction window. To give you an idea of what's happening, here's what they mean:

FORMATTING—Divides the disk into tracks and sectors for the data

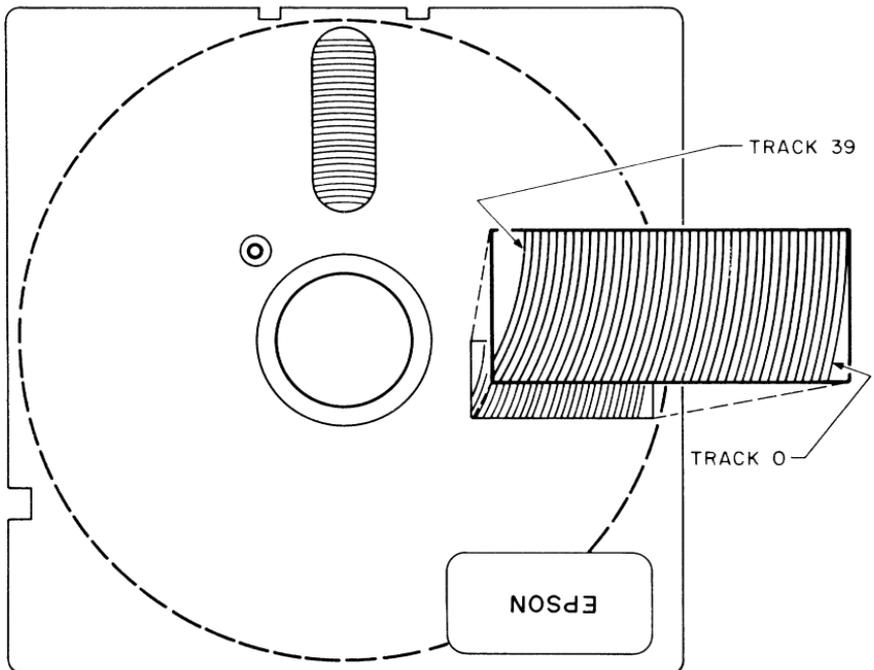
READING—Gets a copy of the original information from the left disk

COPYING—Puts a copy of the information on the new disk

VERIFYING—Checks to make sure the data on the new disk is identical to the original



One of the strange quirks of computers is that they start their numbering at 0 instead of 1. You'll notice that the system works on "tracks" 0 through 39 (a total of 40). Tracks can be thought of as concentric circles around the center of the disk, on both sides of the disk. Tracks are magnetically coded (you can't see them).



If There's Something There

If, in the process of checking the disk in the right-hand drive, Valdocs finds data already present, it will pause and give you the following message:

```

                                RIGHT disk contains DATA.

    <I>se disk.
    <I>insert another disk.
    <S>how directory of disk.

-----< Press UNDO to Return to Previous Menu >-----< 07:43 A >-----
```

If the disk you're copying onto is a "back-up" disk that you use regularly for copying (as we suggested in Chapter 1), then all you have to do is press **U** and **RETURN** and the copying process will continue. On the other hand, if you suddenly realize that the disk you put in the right-hand drive has data you want to save, press **I** and **RETURN** and follow the directions on the screen for using a different disk.

What if You're Not Sure?

Since disks all look exactly alike, and it's easy to get confused when you have a lot of them around, you might accidentally be trying to copy onto a disk that already contains something you really want to save.

If you haven't marked the label on the disk (shame on you!), you can check what's on the disk by pressing **S** and **RETURN**. This will cause the index of the disk to display in the document window.

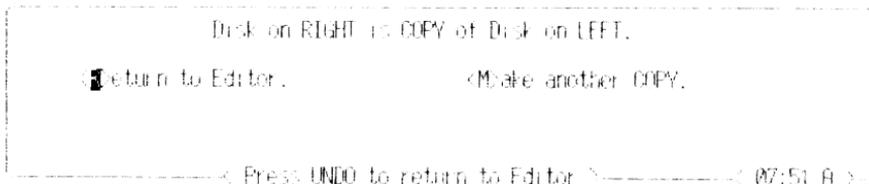
If you choose to write on it anyway, Valdocs will continue with the copying process. If, on the other hand, you choose to use another disk, you'll be given a message and Valdocs will wait for you to insert a new disk before copying.

How Long Does It Take?

Be patient! Valdocs' disk copy program is fast and accurate. If the disk you're copying from is full, the whole process will take about 3 1/2 minutes—or less than that if it's partially full. In the *QX-10 Operations Manual* (which we assume you read carefully), we explained that the disk drives in the QX-10 use *both sides* of a floppy disk. One of the reasons the copying process is so fast is that Valdocs works on both sides of the disk *at the same time*. Computers, unlike most humans, are capable of doing more than one thing at a time.

Finished

When the copying process is done, you'll have the choice of making additional copies (or data disks) or returning to the point where you left off:



If you're all done copying, label your newly copied disk. (In fact, it's a good idea to label the disk *before* you copy it.) Place it in storage, and replace the Valdoks disk in the left-hand drive and the data disk you want to use next in the right-hand drive. Then press **RETURN** or **UNDO**. Presto! In a few seconds, the system will return you to the document you were working on before you started copying.

If you want to make additional copies, press **M** and return. You'll be back to the beginning of the copying process.

Don't worry if you forget to replace the disks in the correct drives when you <R>eturn to Valdoks. The system will tell you if you don't have the Valdoks disk in the left-hand drive.



Making Data Disks

The second option you have when you press the **COPY DISK** key is <M>ake a data disk. If you choose this one, Valdoks will lead you through the same process of inserting a blank disk into the right-hand drive and checking it for data. However, instead of copying the left-hand disk, this option divides

the disk into tracks and sectors and checks it out to make sure there aren't any bad areas on the disk. Since this option doesn't do any copying of files, it works much more quickly than the copy option.

Once it's done, the disk is all set to use as a data disk in the right-hand drive. It's a good idea to make a bunch of data disks to have on hand. Even though a Valdocs data disk holds a great deal of data, you'll be surprised at how fast you'll fill them up if you use your document processor on a regular basis.

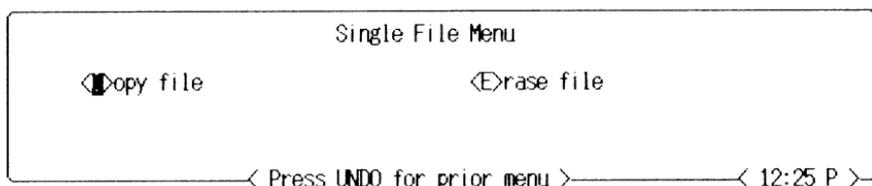
A REMINDER: Make sure you mark the disks as "data disks" once you've formatted them. It will save time and guesswork later.

Copying a Single File

The third option on the main **COPY DISK** menu is <S>ingle file copy. As you might guess, this option lets you copy individual documents or other files from one disk to another. This option is handy for doing "housekeeping" on your data disks—moving and erasing files, consolidating documents on disks, and so on. You'll also need to use this option when you receive updated Valdocs software. (Specific instructions will be packaged with the software.)

But it can also be dangerous to move single files unless you know what you're doing. So read the following *very carefully*.

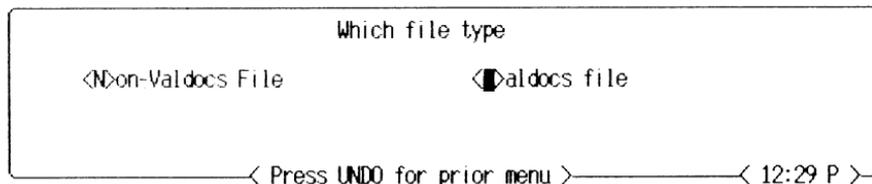
When you choose the <S> option, you'll see this menu:



If you want to erase a file, choose <E> and follow the directions.

IMPORTANT! Don't erase the individual files unless you're *absolutely sure* you know what you're doing. (See the **MENU** section of Chapter 6 for an explanation of how files are stored in the QX-10.)

If you choose the <C>opy option, you'll see the following menu:



TPM vs. Valdocs

TPM is Valdocs' *operating system*—the “traffic cop” software that coordinates the flow of information through the QX-10. TPM files are *not* documents you've created, but other software.

WARNING! *Don't move non-Valdocs files* unless you're sure of where and why you're moving them. If you move the wrong files, the whole system could “crash” (stop working completely).

Valdocs files are the documents (or graphs) that you've created using the editor. When you move a Valdocs file from one disk to another, you move its *index reference* as well. (See **STORE** in Chapter 5.) Once you've moved a Valdocs file from one disk to another, it will show up when you press the **INDEX** key.

Copying Valdocs Files

Let's assume you want to move Valdocs (document) files. Press **V** and **RETURN** and you'll be asked for the name of the *source drive*—the disk drive you're copying from. Type in either right or left. (As you know by now, the data disk with the documents on it is in the right-hand drive.) There'll be a delay of a few seconds, and you'll see a list of documents you've stored on your disk.

At this point, you have two options:

1. Type in the exact words (index reference) the document is stored under and press **RETURN** .
2. Press **INDEX** , choose the <R> etrieve option in the INDEX menu, and press **RETURN** .

Once you've chosen the document you want to move, it will be highlighted, and you'll be asked for the *destination drive*—the disk drive you're copying to. At this point, insert the disk you're copying to into the left-hand drive, type left, and press **RETURN** . (Remember, you *can't* copy to the same disk.)

You'll see a “working” message in the interaction window as Valdocs copies the document. A few seconds later (how long depends on the size

ly means “undelete.” It’s important to realize that **UNDO** won’t undo *everything*, nor would you want it to. For instance, suppose you’ve been typing away for an hour or two and then press **UNDO**. You certainly wouldn’t want it to erase everything you’ve just typed. In general, **UNDO** works only on the page you’re working on. If you’ve just deleted a paragraph or a sentence or two, **UNDO** will bring it right back! As you’ve done with other Valdocs functions, you should do some experimenting to find out exactly how **UNDO** does its stuff.



UNDO in Menus

As you’ve undoubtedly noticed, **UNDO** works a bit differently in menus. In first-level menus, it normally returns you to the point at which you were editing. If you decide somewhere in the middle of a series of menus that you’re not where you want to be, **UNDO** returns you to the previous menu. (In fact, repeatedly pressing **UNDO** will eventually get you back to the point at which you were editing.) You might think of all the Valdocs menus as a “decision tree” with a few menus at its top and many at the bottom. **RETURN** brings you down toward the base of the tree, while **UNDO** brings you to the top and eventually to the editor itself.

What **UNDO** Won't Do

Just as in life, where we are sometimes called upon to make irrevocable decisions (a little philosophy here), so from within Valdocs you can make decisions that can't be reversed. Obviously, if you've just **STORE** d a file away, you can't "unstore" it. Neither can you "unretrieve" a file once you have it up on the screen. And, of course, you couldn't possibly "unprint" a file—unless you can think of a way to make the ink evaporate from the paper.

In cases like these, quite logically, **UNDO** just plain won't function.

Onward and Upward

Whew! We've managed in this chapter to give you (we hope) a solid grounding in Valdocs' *system controls*. The next group of keys is the *file controls*. We'll dig right in in the next chapter.