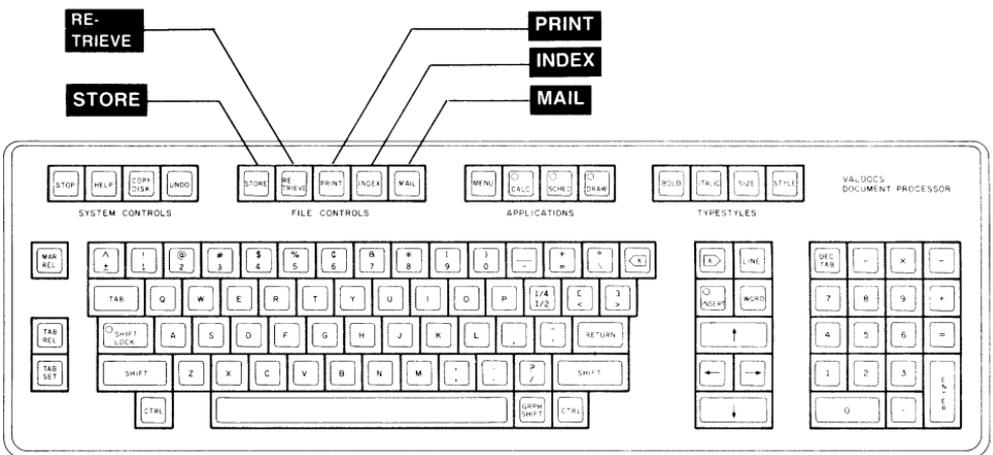


# CHAPTER 5

# File Controls

## Introduction

The second set of keys arranged across the top of the Valdocs keyboard is labeled *file controls*. The file controls allow you to manipulate files.



### What's a File?

You might have noticed that throughout this manual we've used the terms "document" and "file" interchangeably. In Valdocs, they're essentially the same thing. A "file" (or "document") is simply a collection of data arranged in some kind of order—a letter, memo, report, list—or a chapter of your Great American Novel. Valdocs files are similar to the files you'll find crowding your regulation office file cabinet. Every time you **STORE** a file

(we'll talk about **STORE** in detail soon), you're essentially creating a new "file folder" of the electronic variety. File controls allow you to do many useful things with these files.



## **STORE**

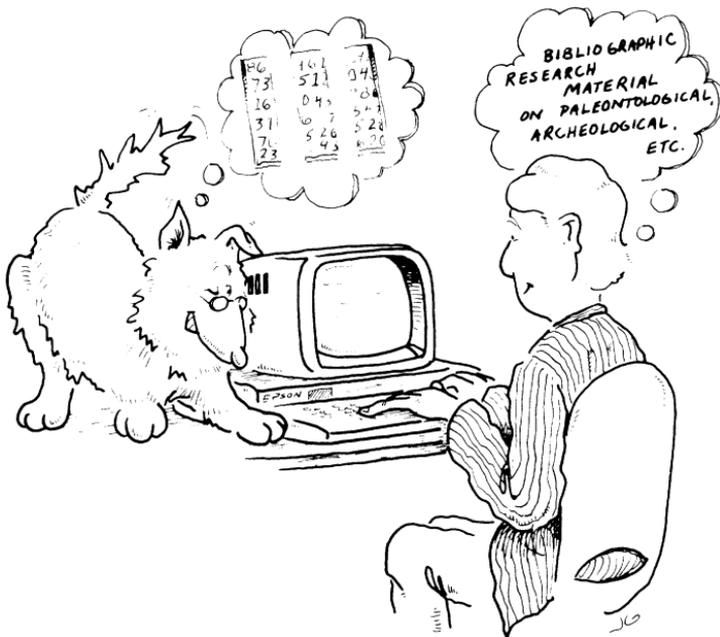
The purpose of **STORE** is to *put a file away* onto a data disk. You might think of a data disk as a compact "electronic filing cabinet." **STORE**ing a Valdocs file is just like creating and filing a standard, paper file folder. When you **STORE** a file, it's put onto one of your data disks, and the document window is "wiped clean," leaving you with a clean slate on which to begin another document.

### **File Names and Index References**

If you've ever used other personal computers, you probably remember having to name your individual documents (or files) with short, cryptic names like MEMOTODW.DOC or LTTR003.TXT. While that may be a compact way of doing things, it doesn't give you much information. (Try remembering what LTTR003.TXT means six months later!) Most of the time, you have to "open" the file and read it to remember what the name meant.

Not so with Valdocs! The system makes sure you can store your documents in a manner that's easy to read, understand, and remember.

It's important for us to make the distinction here between *file names* and *index references*. Because Valdocs is, after all, part of a computer system, it has to use short file names to *internally* keep track of the documents you've stored. But the beauty of Valdocs is that you don't have to worry about giving files a name; it's done for you *automatically*. What does Valdocs name the files? It uses the *date* and the *sequence number* of the document. (Every day, Valdocs keeps track of how many documents you've created that day and numbers them—1 to whatever. That's the sequence number.) Not only is that easy for the system to do, but it gives you exact information on *when* you created that document. When you use **INDEX** (later in this chapter) you'll see not only a listing of your documents as you named them, but also the date and sequence number of each document.



### What's in a Name?

An *index reference* is the name you use to keep track of your documents—and it can consist of words, phrases, or sentences that are meaningful to you. With a few limitations, an index reference can be up to 16 words long and can take up two lines. (Consider the possibilities!) You can use *anything* you like for an index reference, but you'll find after a while that there's a good way to do it so that when you cross reference documents, you'll easily be able to find the one you're looking for.



## Noise Words

In addition to up to 16 words in an index reference, you can use any number of “noise words”—as long as the entire index reference doesn’t go over two lines. How’s that again? Let’s look at noise words.

In the English language, there are 32 “noise words.” All that means is that they’re the most commonly used words in English. Without going into lots of technical detail, Valdocs “stores ’em but ignores ’em.” Here’s a list of the words:

a	by	I	that
an	for	in	the
and	from	is	this
are	had	it	to
as	have	not	was
at	he	of	which
be	her	on	with
but	his	or	you



To put it simply, the index reference for any of your documents can contain up to 16 words—not including noise words.

Don’t worry—you don’t have to stop and think about how many noise or non-noise words make up your index references. In fact, you’ll find that 99% of the time, whatever you type in as an index reference will be just fine. In fact, in most cases your index references won’t be over eight words

anyway, and Valdocs will tell you (in the interaction window) if you make a mistake.

In addition, each of the individual words can be up to 16 letters long. An example of a maximum-length index entry is:

Bibliographic research material on paleontological, archeological,  
and zoological investigations in Uganda

(How's that for a mouthful? And that's only eleven words!) As you can see, Valdocs gives you numerous options for using index entries.

### Storing an Existing Document

If you wish to **STORE** a document that already has a name (you **RE-TRIEVE** it for editing), the procedure is a bit different, but still simple. When you press **STORE**, you'll see the index references that the document was previously stored under displayed in the space where you type in the index references. At this point, you have two choices:

1. If you want to *replace* the original (unedited) document with the version you've just edited, just press **RETURN**—the edited version will replace the original.
2. If you want to *save* the original (unedited) version along with your new edited version, type in a new index reference and press **RETURN**. You'll have *both* versions stored on your data disk. (It's a good idea to use an index reference that reflects the fact that you've changed the original. Some examples are "Updated April Sales Report" or "Chapter 2—Second Draft.")

**RE-  
TRIEVE**

The **RE-TRIEVE** key allows you "instant access" to any document you've filed away on a data disk. (It's sure handier than walking over to a file cabinet and hunting for an elusive paper file.)

You can use **RE-TRIEVE** in two ways: either to get a document from the data disk so that you can do additional work on it, or to *insert* an existing file anywhere in a document you're already working on.



Valdocs will help you by *cross indexing* the index reference you typed in (if the system can't find a document with the index references you typed in).

Although we'll talk about cross indexing in detail later in this chapter, suffice it to say that Valdocs will give you a list of all the documents that contain the index words you typed in.

Let's use an example. Say you couldn't remember the exact name of a letter you sent to John Smith. If you typed "Letter John Smith" into the RETRIEVE menu, you'd see (assuming there was no document with that exact name) a list of all documents that have "Letter," "John," and "Smith" in their index references. (The same document might appear several times.) Since this would bring you directly into Valdocs' index, you could retrieve the file by moving the cursor to it and using the < R > etrieve option.

This may seem a bit confusing, but give it a try. You'll soon see how handy Valdocs' **RE-TRIEVE** key can be.

### If You Still Can't Find It

If, after all this, you still can't find the document you're looking for, there are two things that can be wrong:

1. The file was never stored.
2. The document is on a different data disk.

There's not much you can do if the file was never stored. If the document isn't on the data disk you're currently using, remove it, find the right one, and insert it into the right-hand drive. (You'll find that it's an excellent idea to keep a printed list of the index of each data disk tucked into the disk's protective envelope along with the disk.)

### Combining Files

The ability to insert entire documents anywhere in an existing document is one you'll use a lot. For instance, you might store a few "standard" paragraphs of a business letter as separate documents and **RE-TRIEVE** them as you go along. Or, you can combine reports, lists, etc. The possibilities are endless!

If you press **RE-TRIEVE** when you already have text in the document window, Valdocs will insert the document you've retrieved at the position of the cursor in your current document. Needless to say, if you don't want the documents combined, **STORE** your existing document before **RE-TRIEVE** ing a new one.

**PRINT**

As you've no doubt discovered by now, the Valdocs system is a handy way of writing and handling your valuable documents. (And we consider that quite an understatement!) But although words on the video screen are great for editing, they're often useless without a "hard copy," a tangible printed version that can be sent through the regular mail or circulated through the office. Someday, when everyone has a computer (the QX-10, of course), there'll be virtually no need for hard copy. You'll file everything away on disks and send it out via electronic mail. But, in the meantime, you'll have to print it out.

The **PRINT** key offers you a handy way to get that hard copy. It offers you a number of options and automatically gets things going. Best of all, **PRINT** is a *background* operation. What that means is that while you're printing out a document, be it a short letter or a book, Valdocs actually makes the QX-10 behave like *two* computers. One takes care of printing the document. The other one lets you do other tasks, such as work on another document, at the same time.



Let's see how the **PRINT** option works. Press **PRINT**. Valdocs will first check to make sure your printer is ready to go. If it isn't, you'll get a message in the interaction window that tells you that the printer is either not ready,



puterese throughout this manual, we'll use this one because it really says it all. "Print time" means *time to print*.

### To Print or Not to Print—That is the Question

Valdocs is optimized for the Epson MX and FX series printers. If you're using a different printer, you'll have to use the SETUP program (see the **MENU** section of Chapter 6) to let Valdocs know you're using a different type of printer. (It's essential for the printing to work correctly.)

You've probably noticed that the PRINT TIME menu looks quite a bit different than the other Valdocs menus we've worked with so far. Instead of choosing letters and pressing **RETURN**, you'll need to answer a few questions. To move through this PRINT menu, use the arrow keys. If you need to change information, just type it in and press **RETURN**. You can keep moving through the menu until it's exactly to your liking. When you're done, press **PRINT** to start the printing process.

Let's look at the options:

**Beginning page number**—Obviously you'll want to start printing most of your documents from the first page. However, should you want to do something else, you can fill in the page number.

**Ending page number**—If you don't want to print all the way to the end, type the last page number you want to print.

**Line spacing**—This means the space between lines of printed text. With most documents, you'll probably use 1, but manuscripts or reports require more space for better readability and editing.

**Number of copies**—If you want to impress everyone in the company by sending them a copy of your memo, type the number of copies you want here.

**Stop after each page**—If you're not using continuous-form paper, make sure this is **Y** so you can load the next sheet into the printer.

**IMPORTANT.** You'll have to "cycle" the printer between pages by pressing ON LINE on and off a couple times once the new piece of paper is loaded. This lets Valdocs know that the printer is waiting for it to send more data down the cable.

**Correspondence quality**—Epson printers have an emphasized mode that gives a "cleaner" printed page that looks closer to a typed page than the normal dot-matrix format. (Remember though, that it's half the speed

of Epson's normal mode.) Choose **Y** if you want emphasized printing. (The printer's internal switch that controls emphasized mode must be set to off for this option to be available. If the switch is on, you'll get emphasized printing all the time.)

### Printer Spooling

As soon as the PRINT TIME menu is to your liking and you've pressed **PRINT**, you'll be returned to the editor. If everything is "primed and ready" the printer should start printing within a few seconds. (If it doesn't, cycle the ON LINE button on and off a few times.) As we mentioned earlier, you can work on creating or editing another document while the printer is tirelessly working away. (You'll have to find a different excuse to go for another cup of coffee.) This "split personality" of the Valdocs system is called *spooling*. The system sets aside a special area of its memory to hold the document(s) you want printed. If you're pressed for time, you'll find this feature a lifesaver, especially if you print out long documents.

### Stop That Printer

If for some reason you want to stop the printing process, just press the **STOP** key. The printer will stop and automatically roll to the top of the next sheet of paper (assuming you're using continuous-form paper). Be warned though, that using **STOP** clears the QX-10 spooler of the document. If you want to start printing again, you'll have to go back to the **PRINT** menu and start from scratch!

### Choosing Additional Documents

You can, if you want, choose a number of documents for Valdocs to print out—one after the other. As soon as the first document is printing and you're returned to the editor, press **PRINT** again and make another choice, and so on. You can essentially choose any number of documents to print.

**WARNING!** If you choose more than one document to print, you'll have to cycle the printer between documents (press ON LINE on and off a couple times) to let Valdocs know it can continue printing.

### An Added Extra! Screen Dump

No, a screen dump isn't the final resting place of used up video screens. In this case, a screen dump (admittedly a computerese term) is a printed copy of exactly what's on your video display.

You won't find a screen dump key on your keyboard, but the feature is available (believe us!). Assuming your printer is turned on and "loaded,"

you can press **CTRL** and **PRINT** *anytime* in Valdocs and get a printed copy of everything on the screen—including menus, the status line, and so on. (That's how we included the screen images in this manual.)

There is, however, one difference between **PRINT** and **CTRL PRINT**. The screen dump does not work with the spooler. Once you've started a screen dump, you'll have to wait for the printer to finish before you can do anything else.

Screen dump is an uncommon feature for word processors, and we're sure you'll find lots of uses for this Valdocs "extra."

## INDEX

Although you might not realize it at first glance, **INDEX** is one of the most powerful and useful functions of Valdocs. As we discussed earlier in this chapter, not only can you store and retrieve your documents with *meaningful* names instead of cryptic codes, but you can also take a look at your list of documents in several different ways. That's why we call it an *index*; it's far *more* than just a list of files (often called a *directory* in other systems). You can think of using the Valdocs index as similar to leafing through the tabs of file folders in a file cabinet. But Valdocs' index is much more powerful than that. It lets you look through the "cabinet" in a number of ways: alphabetically, sequentially, and you can even cross reference files (a feature you'll find especially handy). After you've been using Valdocs for a while, you'll find that you have quite a few documents on disks. **INDEX** will help you keep track of them and find *exactly* the one you want.



## Using INDEX

The main purpose of **INDEX** is to let you choose the document you want to work on. Once you've chosen your file, you can edit it, print it, or insert it into another document. When you press **INDEX**, Valdocs will display in the document window the last page of the document list—showing you the most recent files on the data disk. This is the *sequential* index (showing the latest documents you created in order of their creation). To see earlier files on the disk, simply use the PRIOR PAGE commands ( **SHIFT** **↑** ). At the same time, you'll see this in the interaction window:

NEXT PAGE and PRIOR PAGE move the index display.

<R>retrieve a single file.  
<I>index words change.  
<D>delete a file.

<S>sequential display.  
<A>Alphabetic display.  
<C>cross-index display.

< UNDO for prior function >

< 08:54 A >

The index you saw when you first pressed **INDEX** is sequential (it shows the *sequence* of the documents). But there are other ways to “browse around” in your list, too. (If you're immediately ready to retrieve one of the documents from the sequential list, choose <R>. Then, all you have to do is select it and press **RETURN** .)

## A Closer Look

In addition to showing all your files in the order of their creation, Valdocs also lets you choose where you want to start. If you select <S> again, Valdocs then asks you for a date to start. Once again, you can be creative with your dates. Entering “- 14” will show all documents from two weeks ago to the present; entering “Feb” or “2” for the month will show all files from February on.

If (from the main INDEX menu) you decided to go the <A> alphabetical route, Valdocs will ask you where you want to start. If you press **RETURN** , you'll see all the files on the disk in alphabetical order. Otherwise, you can type in any letter or a word.

Finally, if you decide to use a cross index, this is the message you'll see:

Enter the letter or word to position the Cross-Index display,  
then press RETURN.

[ ]

]

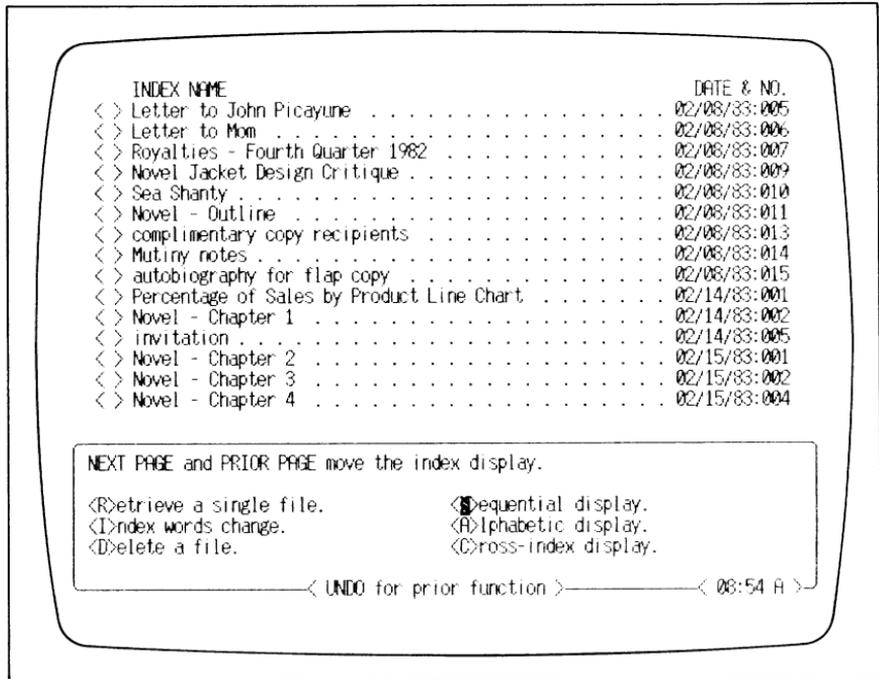
< UNDO for prior menu >

< 08:59 A >

As in an alphabetical display, type in the letter or word where to start the index.

### What Does it All Mean?

Let's take a look at an example of each of the index displays. Here's what a typical sequential display might look like:



This list is meant to show you the enormous range of things you can store under index words. The possibilities are almost endless.

It's a simple matter to choose which document you want to work on: Use the < R > option, just move the cursor to the one you want (using the **↓** or **↑** key), and press **RETURN**. In a few seconds, the document will appear on the screen, ready for more "word sculpture."

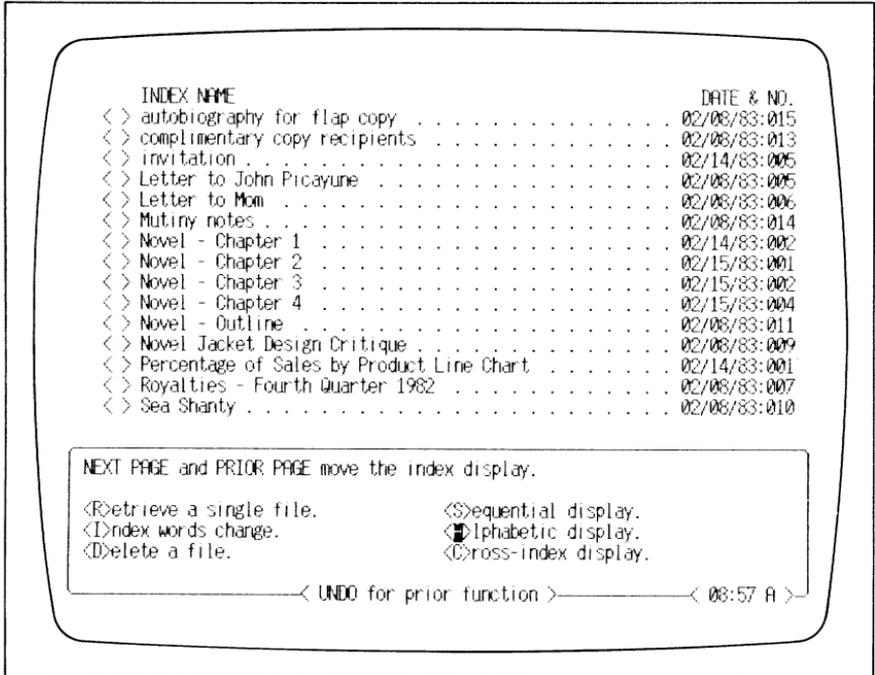
**IMPORTANT NOTE:** The number following the colon just to the right of the date is the *sequence number*. It shows the document number for that date. (See the first section of this chapter for a more detailed explanation.)

Take careful note that some of the entries can be exactly the same. That's another special Valdocs feature. Because Valdocs actually stores the document under the date and sequence rather than under the index reference, you can have several identical index references. This feature is handy in many

applications. For instance, if you have to do a weekly progress report, you can store them all under the index reference “progress report,” and tell them apart by their dates.

## Alphabetical Order

Let’s take a look at what the same index would look like if you’d chosen to look at it in alphabetical order:



Perhaps the most unusual method of displaying the index is cross referencing. In this method, Valdocs takes the main words that appear in your index, sorts them alphabetically, and provides you with a cross-referenced index. Although it’s quite a bit longer than either the sequential or alphabetical entries, it can give you a great deal of information. When you’re using a floppy disk with only a few documents, you probably won’t need to cross reference files, but as you fill up disks (or perhaps buy a hard disk), you’ll find it a remarkably powerful tool for organizing the contents of your “electronic mind.”

Here’s what the same index would look like when cross indexed. (Since the whole thing wouldn’t fit on the document window at once, you’d have to scroll it using **SHIFT** . We’ll show you what all the screens would look like.)

	INDEX NAME	DATE & NO.
1	<> Novel - Chapter 1 . . . . .	02/14/83:002
1982	<> Royalties - Fourth Quarter 1982 . . . . .	02/06/83:007
2	<> Novel - Chapter 2 . . . . .	02/15/83:001
3	<> Novel - Chapter 3 . . . . .	02/15/83:002
4	<> Novel - Chapter 4 . . . . .	02/15/83:004
	AUTOBIOGRAPHY	
	<> autobiography for flap copy . . . . .	02/06/83:015
	CHAPTER	
	<> Novel - Chapter 1 . . . . .	02/14/83:002
	<> Novel - Chapter 2 . . . . .	02/15/83:001
	<> Novel - Chapter 3 . . . . .	02/15/83:002

NEXT PAGE and PRIOR PAGE move the index display.

<R>retrieve a single file.

<S>sequential display.

<I>index words change.

<A>alphabetic display.

<D>delete a file.

<C>cross-index display.

—————< UNDO for prior function >—————< 09:00 A >—————

	INDEX NAME	DATE & NO.
	CHAPTER	
	<> Novel - Chapter 3 . . . . .	02/15/83:002
	<> Novel - Chapter 4 . . . . .	02/15/83:004
	CHART	
	<> Percentage of Sales by Product Line Chart . . . . .	02/14/83:001
	COMPLIMENTARY	
	<> complimentary copy recipients . . . . .	02/06/83:013
	COPY	
	<> autobiography for flap copy . . . . .	02/06/83:015
	<> complimentary copy recipients . . . . .	02/06/83:013
	CRITIQUE	
	<> Novel Jacket Design Critique . . . . .	02/06/83:009
	DESIGN	
	<> Novel Jacket Design Critique . . . . .	02/06/83:009
	FLAP	
	<> autobiography for flap copy . . . . .	02/06/83:015

NEXT PAGE and PRIOR PAGE move the index display.

<R>retrieve a single file.

<S>sequential display.

<I>index words change.

<A>alphabetic display.

<D>delete a file.

<C>cross-index display.

—————< UNDO for prior function >—————< 09:02 A >—————

	INDEX NAME	DATE & NO.
FLAP		
	<> autobiography for flap copy . . . . .	02/08/83:015
FOURTH		
	<> Royalties - Fourth Quarter 1982 . . . . .	02/08/83:007
INVITATION		
	<> invitation . . . . .	02/14/83:005
JACKET		
	<> Novel Jacket Design Critique . . . . .	02/08/83:009
JOHN		
	<> Letter to John Picayune . . . . .	02/08/83:005
LETTER		
	<> Letter to John Picayune . . . . .	02/08/83:005
	<> Letter to Mom . . . . .	02/08/83:006
LINE		
	<> Percentage of Sales by Product Line Chart . . . . .	02/14/83:001

NEXT PAGE and PRIOR PAGE move the index display.

<R>retrieve a single file.                      <S>sequential display.  
 <I>index words change.                      <A>alphabetic display.  
 <D>delete a file.                              <X>cross-index display.

—————< UNDO for prior function >—————< 09:06 A >—————

	INDEX NAME	DATE & NO.
LINE		
	<> Percentage of Sales by Product Line Chart . . . . .	02/14/83:001
MOM		
	<> Letter to Mom . . . . .	02/08/83:006
MUTINY		
	<> Mutiny notes . . . . .	02/08/83:014
NOTES		
	<> Mutiny notes . . . . .	02/08/83:014
NOVEL		
	<> Novel - Chapter 1 . . . . .	02/14/83:002
	<> Novel - Chapter 2 . . . . .	02/15/83:001
	<> Novel - Chapter 3 . . . . .	02/15/83:002
	<> Novel - Chapter 4 . . . . .	02/15/83:004
	<> Novel - Outline . . . . .	02/08/83:011
	<> Novel Jacket Design Critique . . . . .	02/08/83:009

NEXT PAGE and PRIOR PAGE move the index display.

<R>retrieve a single file.                      <S>sequential display.  
 <I>index words change.                      <A>alphabetic display.  
 <D>delete a file.                              <X>cross-index display.

—————< UNDO for prior function >—————< 09:09 A >—————

	INDEX NAME	DATE & NO.
NOVEL	< > Novel Jacket Design Critique . . . . .	02/08/83:009
OUTLINE	< > Novel - Outline . . . . .	02/08/83:011
PERCENTAGE	< > Percentage of Sales by Product Line Chart . . . . .	02/14/83:001
PICAYUNE	< > Letter to John Picayune . . . . .	02/08/83:005
PRODUCT	< > Percentage of Sales by Product Line Chart . . . . .	02/14/83:001
QUARTER	< > Royalties - Fourth Quarter 1982 . . . . .	02/08/83:007
RECIPIENTS	< > complimentary copy recipients . . . . .	02/08/83:013
ROYALTIES	< > Royalties - Fourth Quarter 1982 . . . . .	02/08/83:007

NEXT PAGE and PRIOR PAGE move the index display.

<R>retrieve a single file.	<S>sequential display.
<I>index words change.	<A>alphabetic display.
<D>delete a file.	<C>cross-index display.

← UNDO for prior function → ← 09:11 A →

	INDEX NAME	DATE & NO.
ROYALTIES	< > Royalties - Fourth Quarter 1982 . . . . .	02/08/83:007
SALES	< > Percentage of Sales by Product Line Chart . . . . .	02/14/83:001
SEA	< > Sea Shanty . . . . .	02/08/83:010
SHANTY	< > Sea Shanty . . . . .	02/08/83:010

NEXT PAGE and PRIOR PAGE move the index display.

<R>retrieve a single file.	<S>sequential display.
<I>index words change.	<A>alphabetic display.
<D>delete a file.	<C>cross-index display.

← UNDO for prior function → ← 09:14 A →

How's that for comprehensive? Whew! It would be pretty hard *not* to find what you're looking for.

### Working on a File

Use the <R>etrieve option to choose the files you want to work on, and press **RETURN** . At that point, all you have to do is move the cursor to the file you want, press **RETURN** again, and it will appear on the screen—ready to work on.



### Looking at Your Options

The <D>elete option will let you erase the file and will ask you if you're *sure* you want to.

<I>ndex words change lets you change the index words used for the file, just like **STORE** . (In fact, choosing this option takes you directly to the **STORE** menu we talked about at the beginning of this chapter.)

## MAIL

**MAIL** is one of the most powerful keys you'll find on the Valdocs keyboard. It allows you to connect your computer to the world—and communicate with other computers and other people. It doesn't matter whether the person (or the computer) is across the hall or across the country; you can send them, by "electronic mail," any document you have stored on the system. You can also connect the QX-10 to "information utilities" that provide a wide range of information and entertainment over the wires.

Valdocs' **MAIL** is designed to work at ultra high speeds in local networks (a group of QX-10s that are connected together in an office or building) or at the (comparatively) low speeds you must use over standard telephone lines. In addition, **MAIL** contains a comprehensive name and address book system that lets you keep records on friends, clients—you name it! The **MAIL** system will let you send mail to specific people in your address book or even print labels.

### A Few Ground Rules

**MAIL** is one of the few Valdocs features for which you'll need some extra hardware. In order to exchange mail with other computer systems or access "information utilities," your QX-10 system must be hooked up to an "intelligent modem" (a special box that connects your QX-10 system to the telephone line). Although you may already have a modem, Valdocs' **MAIL** function will *only* work with a D.C. Hayes Smartmodem™ 300 or Smartmodem 1200, or with the QX-10 plug-in modems available from COMREX. These modems can automatically dial numbers and "auto-answer" an unattended telephone line. (See your dealer for details.) In addition, in order to exchange electronic mail using the telephone lines, the person at the other end will have to have a QX-10 and another intelligent modem, or *any* computer that uses the CP/M operating system and is running the popular public domain MODEM program available from CP/M users groups.

**IMPORTANT:** You shouldn't use **MAIL** or any other modem or communications program on a telephone line that has a "call waiting" feature. The extra tones on a call waiting line will cause problems with information sent and received by **MAIL**. If you'll be using **MAIL** a lot, you might even consider getting a second, "dedicated," telephone line.

### Using **MAIL**

Pressing the **MAIL** key brings the power of the mail system to your fingertips.

If this is the first time you've used **MAIL**, you'll see this menu:

You currently do not have a card file on your disks. Which disk should I put it on?

<S>system disk (left side)

<D>ata disk (right side)

< UNDO to return to editor >

< 09:08 A >

As you'll soon see, you'll be able to store names and addresses on a Valdocs Card File—of the electronic variety. If you'll be storing lots of names and addresses, your best bet will be to keep your “cards” on a data disk, since you can store a large number of them. On the other hand, if your card file is small, it's handy to store it on the system disk. That way, you won't have to switch disks every time you want to use **MAIL**.

The first time you sent up your Address Book, Valdocs will also ask you for the maximum number of address cards you want to create. You'll see a menu something like this:

You can have up to 00752 names on this disk. How many do you want?  
 █ \_\_\_\_\_ (Enter RETURN alone for the maximum)

< UNDO for prior menu >

< 7:02 A >

752 is the maximum number of address cards you can put on a blank data disk. However, if you choose this number, you won't have any space left for documents. (Valdocs sets aside the space to hold the cards.)

We suggest that you make an honest estimate of the maximum number of cards you'll need (count the cards in your desk card file) and then add 50 or so. This should leave you with a comfortable “safety margin.” (You can, of course, create a new, larger address book later.)

If Valdocs finds a card file on one of the disks, you'll see the following menu:

Please choose which mail function you wish to use and then press RETURN

<S>end Mail

<A>ddress Book

<P>erson to person or network

<I>nbasket - Examine Log

<O>utbasket - Examine Log

< UNDO to return to editor >

< 09:11 A >

Let's look at each of the options:

### Send Mail

The <S>end mail option lets you send a document or message to another computer, either locally or through the telephone lines. The first thing to do is *write* the document you want to send (if it isn't written already). You do this in the usual way, using the word processor that comes on the screen when you switch on the Valdocs system. (Just press **UNDO** to return to the editor if you're in **MAIL**.) Valdocs can send *any* document as electronic mail—a memo, letter, report, or the entire Great American Novel.

You'll see the following when you choose <S>:

```

What file do you wish to send?

<I>Indexed file
<N>on VALDOCS file (not indexed)

< UNDO for prior menu > < 09:14 A >

```

Confused? An indexed file is any document you've typed in an index reference for; a non-Valdocs file is a document that's stored *only* as a TPM file (perhaps—heaven forbid—a document created on another word processor). See the **MENU** section of the next chapter for a discussion of TPM files.

For the moment, let's assume you'll be "mailing" a Valdocs file, so just press **RETURN**. Valdocs will then take you into the index. Use the <R>etrieve option to choose the document you want to send.

The next menu you'll see is:

```

Who are you sending this to (LAST NAME only)?
■ _____ (RETURN alone will enter list of names)

< UNDO for prior menu > < 09:18 A >

```

At this point, you can enter the name of the person (or company, etc.) you want to send the mail to. If the name isn't in the *address book* (see below), Valdocs will ask you for the number to dial.

You can also press **RETURN** to see a list of the names you have in your address book. You can then choose the recipient by moving the cursor to the name and pressing **RETURN**.

Once you've entered the name of the recipient to whom you want the mail sent, Valdocs will pull the recipient's computer phone number out of the address book, list the number, and ask if you're sure it's the correct number; if it's correct, just press **RETURN** and the system will ask:

```

FIRST NAME      : John
LAST NAME       : Pricayune
COMPANY NAME    : InkSlinger Publishing
TITLE          : Editor
STREET ADDRESS  : Publisher's Row
P.O. BOX #     :
SUITE #        :
CITY           : Peterborough
STATE          : NH
ZIP            : 03458
VOICE TLF. #   : (603) 555-1632
COMPUTER TLF. # : (603) 555-1000
NOTES         :
0=300/1=1200 BRUD : 1
  
```

Should I place the call:

```

<N>ow
<L>ater
  
```

< UNDO for prior menu > < 09:23 A >

If you choose **<N>ow**, the system will dial the number, send the mail (assuming the other person's computer is connected to the telephone line and ready to receive), and hang up. If you choose **<L>ater**, you can tell the system *when* to dial the number and send the mail. (Needless to say, you can save quite a bit of money by having the system dial the number late at night or over the weekend, when the rates are low.)

## Address Book

The address book allows you to build a personal file of people, companies, and on-line information services that you'll be sending mail to. It's the electronic equivalent to the well-known card file that most people have on their desks. In fact, each individual entry is called a *name card*. But the Valdocs

address book is *much* more than just a list of names, addresses, and telephone numbers; it's a powerful *data base* that Valdocs can use to *automatically* communicate with the rest of the world. When you choose the <A>ddress book option, you'll see this:

```

Please type the letter of your choice and press RETURN

<V>iew a name card           <A>dd a name card
<D>elete a name card        <W>ho am I
<E>dit a name card          <M>ailing labels

< UNDO for prior menu >           < 09:26 A >

```

### Who Am I?

That strange option is something that you should look at first. "Who Am I?" tells Valdocs' mail information what it needs to know in order to complete outgoing calls with a minimum of fuss. Press **W** and **RETURN** and you'll see this in the document window:

```

Your Name.....: █
Current Area Code.....: _
One Digit Area Code Preface.....: _
Dial This to Call "Out".....: _
Pulse or Tone Dialing (Enter P or T)...: _

Use cursor keys to position. Add or change the information
as you wish. Press STORE to save, or UNDO to cancel changes.

< UNDO for prior menu >           < 09:32 A >

```

Your name and area code are clear enough, but the rest of the entries require a bit more explanation:

The "One Digit Area Code Preface" is the number that you must use to dial a long distance call. In most areas, it's a 1. When you fill in the numbers

for the QX-10 to dial in your address cards make sure you *don't* enter a 1 at the beginning of the number. MAIL will "look" at the "Who Am I?" section and automatically dial the 1. Also make sure you enter an area code in *every* number in your address cards. That way, if you move your Valdocs system to another area code and change the area code in "Who Am I?" you won't have to go through your address cards and change the ones for the area code you came from. (Confused? Think about it!)

"Dial This To Call Out" is the "outside access" code you have to dial in an office to get an outside line. It might be a 9 for a general outside line, or a longer code for a specific WATTS line.

Finally, "Pulse or Tone Dialing" tells the system whether or not you have Touch-Tone™ service available.

After you've filled in the blanks, press **STORE** and the system will file away the entries for reference every time you make a call. (You can also change any or all of them at any time by going back to "Who Am I?").

Now let's look at a name card. Press **A** (add a name card) and **RETURN** and the screen will look like this:

The screenshot shows a terminal window with a name card form. The form consists of the following fields, each followed by a colon and a blank line for input:

- FIRST NAME
- LAST NAME
- COMPANY NAME
- TITLE
- STREET ADDRESS
- P.O. BOX #
- SUITE #
- CITY
- STATE
- ZIP
- VOICE TLF. #
- COMPUTER TLF. #
- NOTES
- 0=300/1=1200 BAUD

Below the form is a rectangular box containing the following text:

Cards are filed by LAST NAME. Other fields may be blank. Proceed using editing keys. When done, press STORE. Press PRINT to save on printer.

At the bottom of the terminal window, there is a status bar with the text: < UNDO for prior menu > < 09:29 A >

Making a card is a simple matter of typing in the information. You can use all the Valdocs editing functions, including cursor controls and delete keys. As the menu says, you can leave anything blank *except* the name.

## A Few Important Words about Telephone Numbers

You'll notice that there are a few blanks for both the *voice* and *computer* telephone number. The computer telephone number is the number Valdocs will automatically dial when you want to send mail to that person.

If you're in an office with a centralized telephone system, you might need to dial an outside access digit (such as a 9) and then wait for a second dial tone. That's no problem with Valdocs' electronic mail system; a comma (,) inserted in a telephone number tells the system to pause for one second. If that's not enough, use two (or more) commas to "program in" a longer pause. For example, you could enter a number on an address card as follows:

9,1-413-555-3454

By the way, you can enter a number in many different ways. For example:

14135553454  
1-413-555-3454  
1\*413\*555\*3454

Except for the comma (pause), Valdocs ignores all non-numeric characters in a telephone number.

## More on Address Cards

Note that the "COMPUTER TLF.#" is the number that MAIL will dial when you want to send a document. (You can also keep track of a voice telephone number—if it's different.)

The speed at which data is sent down the line is either 300 or 1200 baud. Although 300 is the "standard," it's relatively slow. Set this to 1 or 0 depending on which speed modem you have.

You can make a printed copy of your address card by pressing **PRINT** as soon as all the information is filled in.

*Remember!* You *must* press **STORE** to store the address card on the disk. As soon as you do, the name card menu will appear again in the interaction window. You can also edit a card, delete a card, and view any card you've stored away.



The first five lines contain the information that tells Valdocs how to space the labels when they're printed out. If you're just going to print the labels on a regular sheet of paper and cut them out, the values set will be fine. We've also set the values for "standard" sheets of peel-off labels that come two across. If you're using narrower or wider label sheets or other nonstandard labels, you'll have to do some experimenting to get the spacing correct. (Many packages of labels come with templates to help you out.) You can change any of the spacing values by simply typing in the new values and pressing **RETURN** .

### Designing the Label

The label format that you see in the middle of the screen is one that will do nicely for most uses. However, we've given you the freedom to design the label format so that it's *exactly* the way you want it.

To "redesign" a label, just use the four arrow keys to move the cursor around the label design. Erasing any of the individual entries is a simple matter of using the **X** key. You can then insert new entries in the label by pressing the single characters you see listed underneath the label format. (For example, pressing **F** inserts the first name field; pressing **A** inserts the street address field.)

**IMPORTANT NOTE:** If the label you'll be designing has more or fewer lines than the five in the design we've included, you'll have to change the number in the third line of the screen (marked "number of lines per label") to match the number in your new design. If you don't change this number, you won't be able to erase whole lines in the format.

We suggest that you do some experimenting in how labels are designed. Move a few entries around. When you have the label exactly the way you want it (assuming you had to change the one we've supplied), press **STORE** and it will be stored away. The next time you call up the mailing label program, the label format you designed will be there waiting for you. (You can, of course, change it at any time.)

### Printing Labels

Once you've **STORE** d the label format you designed, you'll be returned to the DESIGN/PRINT menu. (If you didn't change the format, that's the point you'll start at.) To print labels, press **P** and **RETURN** .

You have the option to print labels for all the names in your address book or single labels. If you want them all, just press **RETURN** . Valdocs will ask you to make sure that the labels in the printer are set correctly, and off you go!

If you want just a single label, press **S** and **RETURN**. *Hint:* You can use this option to print on a standard envelope.) This is the menu you'll see:

```

Enter LAST NAME of the card you want to print a label of.
█————— (RETURN alone will enter list of names)

                                     < UNDO for prior menu >
                                     < 09:51 A >
  
```

You can enter the last name of the person you want a label printed for. If you don't remember the name, press **RETURN** for a list of the names in your card file. You can then choose the name by moving the cursor to it and pressing **RETURN**. Once again, Valdocs will ask you to make sure the paper in the printer is aligned correctly. If you answer yes, the label will be printed. Of course, if you want to print more than one label (but not all of them), you'll have to go through the series of address label printing menus a few times.

### A Few Final Thoughts on Address Labels

If you've managed to stay with us this far, you might think that creating and printing address labels is a complicated business. But putting it in words (as we've done here) makes it more cumbersome than it really is. You'll find numerous uses for address labels, so start using this Valdocs "extra" right away!

## The Inbasket and Outbasket

Just as Valdocs' address book is the electronic equivalent of an everyday card file, so the **<I>**nbasket and **<O>**utbasket options are the electronic equivalent of the infamous inbasket and outbasket found on most managers' desks.

The **<I>**nbasket option simply gives you a list of the electronic messages that *your* system has *received* for you from other systems. The Outbasket is a list of messages that you chose using the **<S>**end mail option which haven't been sent out yet. Let's look at them a bit more closely.

### The Ins

When you choose the **<I>**nbasket-Examine Log option, Valdocs will pause for a few seconds and then present you with a list of messages waiting to be read.

You'll see the message "Empty Log" if there isn't anything waiting for you. (It's as disappointing as going out to the mailbox and finding it empty.)

In brief, the log gives you the following information:

1. The name of the person who sent the mail to you.
2. The time the message was sent.
3. The date it was sent.
4. Its status (arrived ok, lost, incomplete, etc.).
5. The name of the document sent to you.

### Inbasket Options

At this point, you can select the mail you want to read by choosing the <V>iew option, moving the cursor to the message you're interested in, and pressing **RETURN**. The text of the message will appear in the document window.

As you can see, there are a number of additional options under the IN-BASKET menu: The <S> option lets you store the message permanently (until you decide to erase it) as a Valdocs document; <D> erases the message and the listing on the log; <F> lets you send the message to another person by returning you to the SEND MAIL menu. Finally, if you see that, according to the "time" on your inbasket, a message is being received *right now*, you can choose <W> to watch the message as it's being received. (It will still be stored automatically.)

### The Outbasket

As you might guess, the <O>utbasket option lets you see a list of the mail that you've ordered the system to send out over the telephone lines and/or the local network. The log that you'll see is virtually identical to the inbasket log, except that it shows the mail Valdocs has sent or will send.

There are two options available:

<W> lets you see the message the system is currently sending (if it's sending anything).

<S> lets you "clean up" your outbasket by deleting entries that have already been sent, as well as canceling any upcoming messages that haven't been sent yet.

## The Person-to-Person/Network Connection

---

The last option of Valdocs' powerful electronic mail menu is marked <P>erson-to-Person or Network. It works very much like <S>end Mail, except it allows *direct* connection with another person's computer or lets you connect your computer to information utilities such as The Source™, CompuServe™, Dialog™, or the many other services available to QX-10 users over the telephone lines.

A person-to-person contact lets two people “talk” to one another by typing on their keyboards. It’s quite a bit different from the normal telephone contact but can be quite useful for exchanging specific information on a one-to-one basis. (Remember, though, that the person at the other end must have his or her computer and modem set up to “auto answer” the phone.)

When you’re connected to one of the information utilities, the QX-10 is essentially turned into a “dumb terminal” that lets you communicate with the other system.

### Using Person to Person/Network

When you choose the <P> option from the main MAIL menu, you’ll see the following menu:

```
To connect to someone now on the phone, one of you must ORIGINATE and the
other must ANSWER. Both can send or receive. Otherwise choose DIAL.
```

```
<D>ial a number
```

```
<A>nswer the Originator
```

```
<O>riginate to the Answerer
```

```
< UNDO for prior menu >
```

```
< 09:54 A >
```

If you’ll be hooking up to one of the information utilities or to a computerized bulletin board system (CBBS), just press **RETURN**. You’ll be asked for the last name of the person (or computer system) you want to dial. (It’s a good idea to set up address cards for computer systems—it will save you the trouble of having to type in the number every time.) If the system doesn’t find a number for the name you’ve typed in, it will ask you to type in the number, confirm that it’s correct, and dial the number *right away*. (Unlike other options in MAIL, you can’t tell the system to dial the number later if you’re using person-to-person/network.)

### <A> nswer / <O> riginate Options

The other two options on the Person-to-Person/Network menu are used when you’re setting up a modem connection with another person who’s using a personal computer and modem. You have to decide beforehand which side will be the “originator” and which side will be the “answerer.” (You can also use these options if you’re already talking to someone on the telephone and then want to exchange documents using your computers.)

It’s easy to get confused here, since it *really doesn’t matter* which side of the “computer conversation” answers or originates, as long as both sides aren’t the same—you can flip a coin if you’re undecided. Essentially, choosing “answer” or “originate” tells your modem which set of tones it should use to send and receive data.

Once you've made your choice, the modem will be connected and ready to go.

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## Getting It All Together

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If you've managed to stay with us this far, you can see that **MAIL** is one of the most powerful keys on your Valdocs keyboard, opening up a whole new world of electronic communications to save you time and money. In fact, MAIL is such a comprehensive system that we've only just scratched the surface in this chapter. *Exactly* how you use it will depend on the modem you have, how many people you send mail to, etc.

If you didn't purchase a modem with your Valdocs system, we *strongly* suggest that you invest in one. A modem, in conjunction with Valdocs MAIL program, opens up a whole new world of computer discovery. Try it! You'll soon see what we mean.