VALDOCS KEYBOARD REFERENCE GUIDE

Contents

Getting Started

1. Insert the Valdocs disk into the left-hand disk drive.
2. Press the button on the left disk drive marked "PUSH".
3. Insert your Data disk into the right-hand disk drive.
4. Press the button on the right disk drive marked "PUSH".
5. Turn the power on.
6. Follow the directions that appear on the screen.
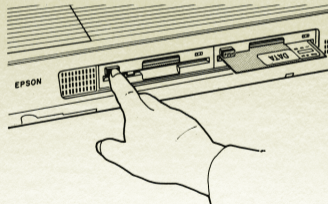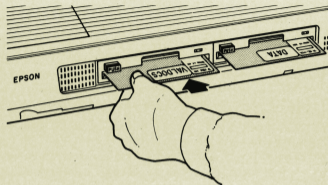
The Cursor

The cursor is a blinking solid block on the screen that indicates the position in which you're working. It's also used to make choices from *menus*.

Depending on what you're doing, the cursor will appear in different areas of the screen. You move the cursor by using the four arrow keys: ⬇, ⬆, ➡, ⬅.


```
Further aft,  the crew fought the incoming swells and pumped with
all of their collective strength.  Strong,  the second mate, was
boasting of the fine time he had been having on shore;  and as it
to  elaborate,  he  burst out  into a bawdy song.   Soon the  crew
joined in, and worked in rhythm with the song.

Captain  Strapp could hear the chanting above the swells and  the
water sloshing about in the hold.   He knew that they would  soon
tire  of  their shanty,  and begin to feel the strain  of  their
chore.   The  Nati was well full with water,  and they  would  be
pumping  well  into the
```

CURSOR

REFERENCE GUIDE

Menus

Menus (like their restaurant counterparts) are used to make choices. Menus will appear on the screen from time to time, depending on what you're doing. When they appear, the cursor will move into the menu. A typical menu will look like this:

```
Select a function by its letter or by moving the
cursor then press RETURN.


<L>OOK-for text                <B>EGINNING of document
<R>EPLACE text                 <E>ND of document
<A>GAIN repeats last search


        <Press UNDO to resume editing>
```

Choosing Your Options

In many cases, the first menu choice will be the one you want to use. Just press RETURN to select the first choice.

Otherwise, you can select your choice in either of the following ways:

1. Press the letter key corresponding to the first letter of your choice. The cursor will move to that option. When the cursor is on the correct option, press RETURN .
2. Use the arrow keys to move the cursor to your selection. When the cursor is on the correct option, press RETURN .

Depending on what action you've chosen, Valdocs will either perform the action or show you another menu, as many Valdocs functions have several levels of menus.

If You're Puzzled

► Press HELP at any time for additional information.

► Press STOP to stop what's happening.

► Press UNDO to reverse your last decision.

EPSON
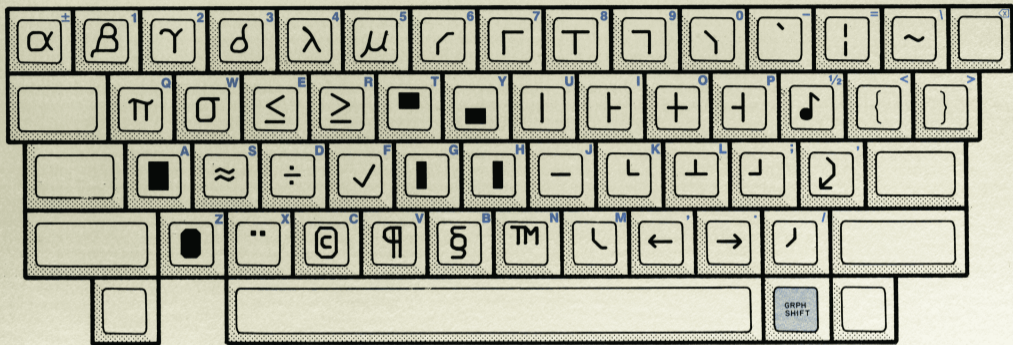
SYSTEM CONTROLS

FILE CONTROLS

APPLICATIONS

TYPESTYLES

VALDOCS
DOCUMENT PROCESSOR

STOP HELP COPY DISK UNDO

STORE RE-TRIEVE PRINT INDEX MAIL

MENU CALC SCHED DRAW

BOLD ITALIC SIZE STYLE

MAR REL TAB REL TAB SET

SHIFT LOCK SHIFT CTRL

TAB RETURN GRPH SHIFT CTRL

LINE INSERT WORD

DEC. TAB ENTER

HASCI KEYBOARD

EDITOR CONTROL KEYBOARD

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GRAPHICS KEYBOARD

SHIFTED GRAPHICS KEYBOARD

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