

VALDOCS KEYBOARD REFERENCE GUIDE

EPSON
EPSON AMERICA, INC.

No. GD-003
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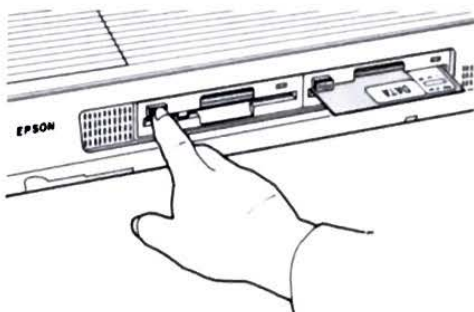
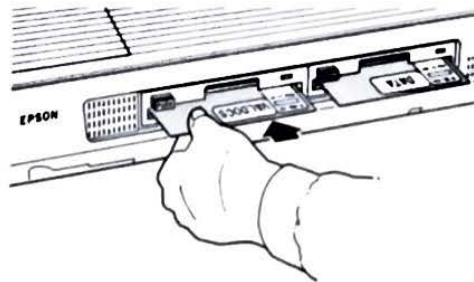
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Getting Started

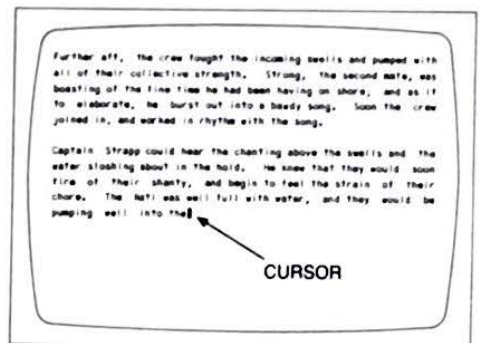
1. Insert the Valdocs disk into the left-hand disk drive.
2. Press the button on the left disk drive marked "PUSH".
3. Insert your Data disk into the right-hand disk drive.
4. Press the button on the right disk drive marked "PUSH".
5. Turn the power on.
6. Follow the directions that appear on the screen.



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: , , , .



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**.

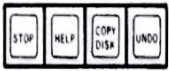
Depending on what action you've chosen, Valdocs will either perform the action or show you another menu, as many Valdocs functions have several levels of menus.

If You're Puzzled

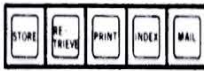
- ▶ Press **HELP** at any time for additional information.
- ▶ Press **STOP** to stop what's happening.
- ▶ Press **UNDO** to reverse your last decision.

REFERENCE GUIDE

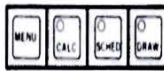
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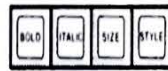
SYSTEM CONTROLS



FILE CONTROLS



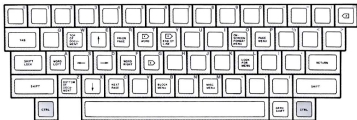
APPLICATIONS

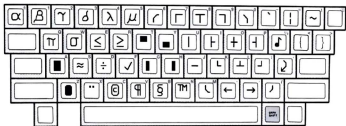
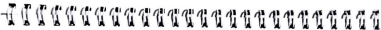


TYPESTYLES

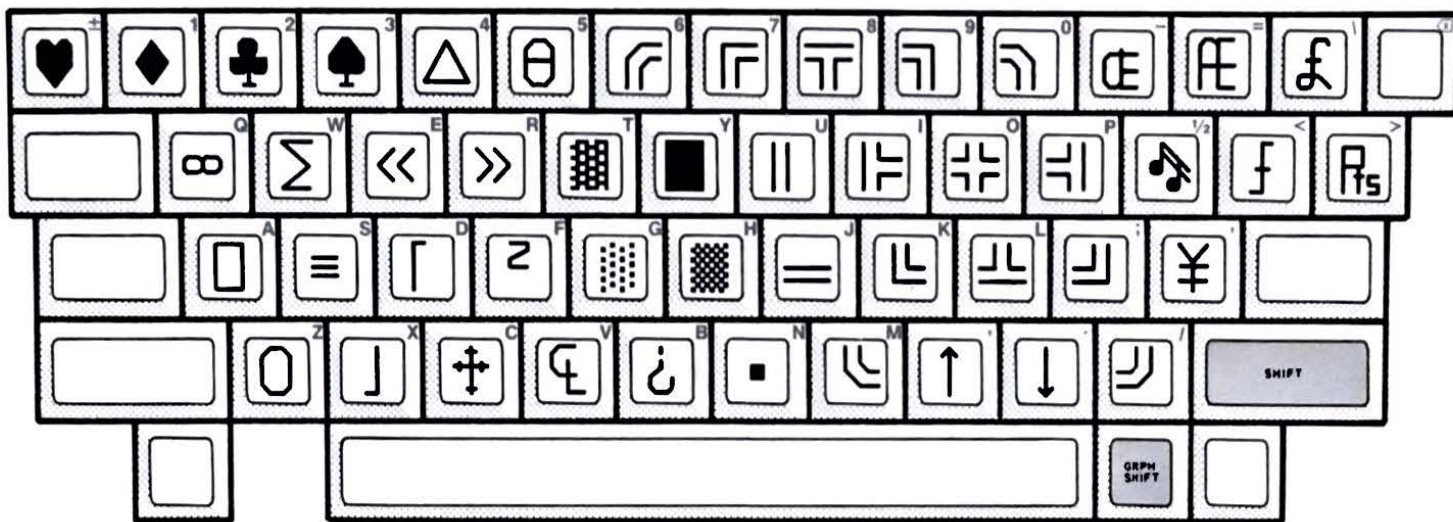
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GRAPHICS KEYBOARD



SHIFTED GRAPHICS KEYBOARD