Terminal Concepts

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in the recommended order click the >> button.

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in the recommended order click the >> button.

📁——What Is Terminal?
📂——Terminal Basics

Hardware Requirements

Before You Start

⊞——Communications Sessions
⊞——Other Considerations

Terminal Concepts

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in the recommended order click the >> button.

📁———What Is Terminal?
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➕———Other Considerations

Terminal Concepts

Click a folder or topic title. Or to read
in the recommended order click the >> button.

What is Terminal?
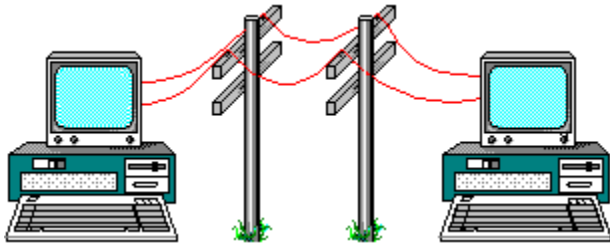
Microsoft Terminal is a communications application. With Terminal you can connect your computer to other computers and exchange information. For example, you can use Terminal to hook up to an online news service or to online bulletin boards.

If you are new to communications applications, you may want to read an introductory book on the subject. The topics presented here assume that you have a basic understanding of telecommunication concepts and terms.

Hardware Requirements

You can connect and transfer files to another computer in the same room or to computers in different offices or buildings.

To connect two computers in the same room, you need a null modem cable or adapter. Each machine must have its own communications application running. Terminal or another communications application will do.

To communicate with computers in different locations, you need the following hardware:

- An unused serial port
- A modem
- A cable to connect the modem to the port

See your hardware manual or computer dealer for more information about these components.

Before You Start

You need to know the communications settings for the other computer before you can connect. The basic settings include:

- Baud rate
- Data bits
- Stop bits
- Parity
- Flow-control method (handshaking)

If you use an online service, this information is in the introductory package you received from the service.

You can also use Terminal settings files (.TRM) created with previous versions of Windows. For example, if you used Windows 2.0 to create a Terminal file that was for connecting to a mail system, you can still use this file to connect to the mail system.

A Sample Session

Suppose you want to hook up to a remote system for online services. You might want to read mail and then download a file from the service. Your session might go like this:

1 Start Terminal.

2 Change settings, such as the phone number to dial.

3 Dial the remote computer.

4 Transfer a file.

5 View a file.

6 End the session.

Your actual sessions might vary. You might not need to transfer or view files, or you might want to use settings that you saved previously.

        Related Concepts

Concepts

remote

Describes a computer that is connected to your computer through a modem and over telephone lines.

How Settings Affect a Session

Each Terminal session requires that you indicate settings for the <u>remote</u> computer. You can save your settings in a file to use again, or you can change settings for a particular session.

The settings include:

- The phone number for the remote computer. The number can include pauses to wait for an outside line.

- Terminal emulation. You can tell Terminal to emulate the type of terminal required by the remote computer, such as VT-100.

- Terminal preferences. You can change the terminal mode, add carriage returns and line feeds, set the number of columns for your monitor, change the cursor shape, set a font for your display, select a language, change the buffer size, and display scroll bars.

- Communications settings. Your baud rate, data bits, stop bits, parity, and flow control must match the remote computer's settings. Check your modem documentation and the information from the remote service.

- Modem commands. Terminal includes commands for several popular modem types. If your modem is not included, you can enter the appropriate commands for it.

- Related Procedure

example

You might need to dial 9, then wait for a tone to dial out from your office. This string 9,,1-800-555-1212 dials the 9, then pauses for 4 seconds before dialing the remaining numbers.

How Terminal Connects to the Remote Computer

Once you specify the settings for a session, you can call the remote system. Terminal uses the phone number you specified, or it prompts you for a phone number.

Terminal dials the modem, then waits for a reponse from the other computer. If you are connecting to a service, the response is usually a request for your log-on name and password.

If you are connected directly to another computer with a cable, you do not need to dial a phone number.

 Related Procedure

How Terminal Transfers Files

Once you have called another computer, you can send or receive files. Terminal sends and receives files using two basic methods: text transfer or binary transfer.

Text transfer works only with unformatted <u>text files</u>. Text transfer can be quicker than binary transfer because there is less error checking.

You use binary transfer for sending text files or <u>binary files</u>, such as program files. Binary transfer checks more rigorously for errors and loss of data. Windows supports XModem/CRC and Kermit protocols.

Once you have specified   text transfer or binary transfer, you can send or receive the file.

text files

Files prepared with a text editor or word processing application and saved unformatted. Text files are sometimes called ASCII files. They contain only printable ASCII characters and control codes such as carriage returns and line feeds.

binary files

Files containing ASCII and extended-ASCII characters. Binary files are not converted or translated during the transfer process. Program, or application,   files are binary files.

Binary Transfers

When you use binary transfer, you need to set the transfer method, then send or receive the file.

Binary transfer uses standard protocols for data transmission. You do not need to know the communications settings for the <u>remote</u> computer, only the protocol. Terminal supports XModem/CRC and Kermit protocols.

When you send a binary files, Terminal sends a copy of the file on your disk. The original file remains on your disk.

When you receive a binary file, Terminal stores a copy on your hard disk. The original file remains on the remote computer.

During file transfer, Terminal displays a status bar to indicate transfer progress. Click [+] to see the status bar for sending a file.

Related Proceduures

Procedures

Stop — Stops transmission

Percentage of file sent

Sending: TERM.TXT — Filename
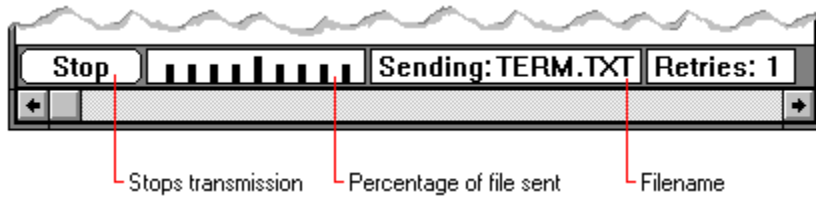
When you send a file, the status bar indicates the current percentage sent. When you receive a file, Terminal does not display the percentage received.

Text Transfers

When you transfer text, you need to choose a transfer method, then send or receive the file.

Terminal provides three methods for transferring text files. The type you use depends on your <u>remote</u> computer.

📂　　Most remote computers use the standard flow controls set in the Communications settings.

📂　　Some remote computers transfer text one character at a time. This method is very slow.

📂　　Some remote computers transfer text one line at a time. This method provides an interactive dialog with the remote computer.

When you send a text files, Terminal sends a copy of the file on your disk. The orignial file remains on your disk.

When you receive a text file, Terminal stores a copy on your hard disk. If a file with the same name already exists on your disk, you can overwrite the file or append the text to the existing file. The original file remains on the remote computer.

During file transfer, Terminal displays a status bar to indicate transfer progress. Click ⊞ to see the status bar for sending a file.

📂　　Related Proceduures

Procedures

| Stop | Pause | ‖‖‖‖‖‖ | Sending: TERM.TXT |

- Stops transmission
- Pauses transmission and changes to Resume
- Percentage of file sent
- Filename

When you send a file, the status bar indicates the current percentage sent. When you receive a file, Terminal does not display the percentage received.

How to View a File

With Terminal you can view a text file on your disk before   you send it or after you receive it. Terminal will display the file one character at a time in the window. Because the file can scroll quickly past, you may need to pause, resume, or stop the display.

You can view a file from disk while connected to a <u>remote</u> computer, but not during a file transfer.

Related Proceduures

Procedures

[Pausing, Resuming, and Stopping Transfers](#)
[Viewing Text Files](#)

How a Session Ends

The recommended steps for ending your session with the <u>remote</u> computer are:

- Allow any ongoing file transfers to finish.
- Disconnect from the remote by typing the exit or log-off command for the remote computer.

Remember to log off the remote computer before you hang up the modem. You can avoid additional phone or line charges for your session with a remote service by logging off and hanging up yourself.

- Hang up the modem.
- Save your settings if you want to use them again.
- Exit Terminal.
- Related Proceduures

Procedures

The Terminal Buffer

Terminal has a buffer area in the window to store the text from a communication session. The text can include the prompts from the <u>remote</u> computer and your responses, text from a file you receive, or text that you paste from the Windows <u>Clipboard</u>. You can scroll through the buffer just as you would scroll through a window in another Windows application.

As you receive or type new text, the buffer fills up. The text at the top of the buffer is deleted to add new text at the bottom. The buffer can hold about 100 lines of text at a time. You can change the buffer to hold up to 400 lines.

When you paste text into the buffer, Terminal sends the text to the remote computer. You can also send text that is already in the buffer. For example, viewing a file from your disk places text in the buffer, but does not send the text. You can select part of the text in the buffer, then send the selected text to the remote computer.

		Related Proceduures

Procedures

Function Keys

With Terminal, you can assign communications commands and keystrokes to <u>function keys</u>. To execute the commands, you press the function key and CTRL+ALT. For example, you could assign your log-on command sequence to F1. Then, you would type CTRL+ALT+F1, and Terminal would execute the log-on command sequence for you.

If you assign function keypad names to the function keys, you can also use the function keypad to execute the commands.

Related Proceduures
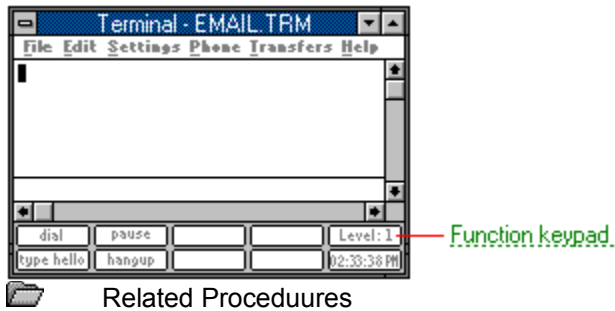
function keypad

Keypad of names for the function keys. To execute a function key, you can click the keypad name. You can assign up to 32 function keys. The keys are grouped into four levels of eight keys each.

Procedures

function keys

The keys starting with "F" at the top of your keyboard.

How Terminal Prints

You can print text in two ways:

 Turn on Printer Echo to send incoming text to the printer and to yourscreen. If you want to print your keystrokes as well, you need to turn on Local Echo when you specify terminal modes.

 Print selected text in the buffer.

 Related Procedures

Procedures

Terminal Commands

Click a menu name or command.

- File
- Edit
- Settings
- Phone
- Transfers

Terminal Commands

Click a menu name or command.

File
Edit
Settings
Phone
Transfers

New
Open...

Save
Save As...

Printer Setup...

Exit

Terminal Commands

Click a menu name or command.

<u>F</u>ile

Edit

<u>S</u>ettings

<u>P</u>hone

<u>T</u>ransfers

<u>C</u>opy
<u>P</u>aste
Se<u>n</u>d
Select <u>A</u>ll

Cl<u>e</u>ar Buffer

Settings

Phone Number...
Terminal Emulation...
Terminal Preferences...
Function Keys...
Text Transfers...
Binary Transfers...
Communications...
Modem Commands...

Printer Echo
Timer Mode
Show Function Keys

Phone

Dial
Hangup

Transfers

Send Text File...
Receive Text File...
View Text File...

Send Binary File...
Receive Binary File...

Pause
Resume
Stop

New Command

File
New
Ope

Creates a new file.

A Terminal file consists of the settings you specify in a communications session.

When you choose this command, Teminal lets you saves changes to the current file.

Related Procedure

Open Command

File
New
Open...

Opens an existing file.

A Terminal file consists of the settings you specify in a communications session.

When you choose this command, Terminal lets you save changes to the current file.

[+]   Related Procedure

Save Command
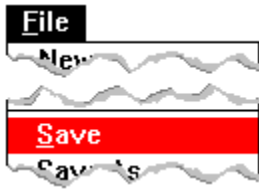
Saves changes to the current file.

A Terminal file consists of the settings you specify in a communications session.

When you choose this command, the file remains open so you can continue working on it.

        Related Procedure

Save As Command

Saves a new file or an existing file under another name.

You might want to rename a file so that you can change an existing file without modifying the original.

If you don't specify an extension, .TRM is automatically assigned to the filename. If you specify an extension, it overrides any automatic extension.

If you name your file TERMINAL.TRM, Terminal will automatically open this file next time you start Terminal from File Manager or Program Manager.

        Related Procedure

Printer Setup Command

Sets printer options for Terminal before printing incoming text.

In the dialog box, you can:

- Select a default printer for Terminal.
- Choose Setup and change options for the printer.

  The available options depend on the type of printer selected.

- Related Procedures

Procedures

Exit Command

Exits Terminal and closes the Terminal window.

If the current file is unsaved, Terminal lets you save it before exiting.

Copy Command

Copies selected text onto the Clipboard.

Once you copy text onto Clipboard, you can send it to a remote computer or paste it into another application.

      Related Procedures

Procedures

Paste Command

Sends a copy of the Clipboard contents to the remote computer.

The contents of the Clipboard remain unchanged.

        Related Procedure

Send Command
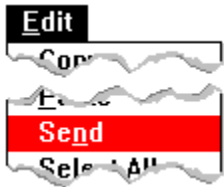
Sends selected text to the remote computer.

The Send command copies selected text from the Terminal window and places it onto the Clipboard, erasing the previous contents of the Clipboard. Then the command sends the Clipboard contents to the remote computer.

In Terminal, choosing this command is the equivalent of choosing both the Copy and Paste commands.

     Related Procedure

Select All Command

Selects all text in the Terminal window and scroll buffer.

After you select the text, you can choose the Send command to send the text to the remote computer . Or, you can choose the Copy command to copy it to the Clipboard, then switch to another application and choose Paste to paste the text into a document.

        Related Procedure

Clear Buffer Command

Clears the contents of the scroll buffer.

By clearing text you received and are storing in the buffer, you can free up memory.

 Related Procedure

Phone Number Command

Settings
Phone Number...
Terminal Emulation

Specifies the phone number and other options for dialing the remote computer.

You can specify:

- The phone number.
- That Terminal wait a specified number of seconds for a connect signal before timing out.
- That Terminal redial after timing out.
- That the system bell sound when you've made a successful connection to the remote computer.
- Related Procedure

Terminal Emulation Command
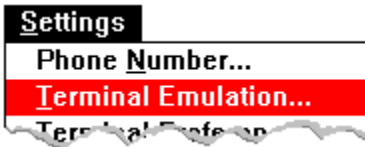
Specifies the terminal emulation type.

You can choose TTY (Generic), DEC VT-100 (ANSI), or DEC VT-52.

 Related Procedure

Terminal Preferences Command
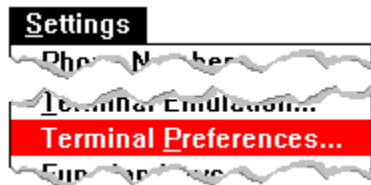
Sets preferences for how your computer terminal behaves during a session.

You can specify:

That Terminal wrap incoming text, display keystrokes in the window, and turn on the system bell for the remote computer.

That Terminal add <u>carriage returns</u> and <u>linefeeds</u> for inbound and outbound transfers.

Whether you select Inbound or Outbound depends on how the remote system handles the end of a line and what it expects from other computers. Click   for an example of how to use these options.

An 80-column or 132-column monitor.

You can specify 132 if you want an 80-column monitor to behave as if it were a wide monitor, and vice versa. If you specify 132, Terminal will reserve 132 columns for text whether or not 132 columns are entered or received. Therefore, specify 132 only if you must receive text in 132 columns.

Cursor type: blinking or solid, and underline or block.

Terminal <u>font</u> and <u>font size</u>.

A country setting for file transfers in a language other than English.

Whether <u>scroll bars</u> show in the Terminal window.

Use Terminal's scroll bars to see information currently not visible in the window.

The number of lines of information Terminal can store in the scroll buffer.

If you type a number higher than available memory permits, Terminal sets the buffer lines to the largest number permitted.

Related Procedures

Procedures

Function Keys Command
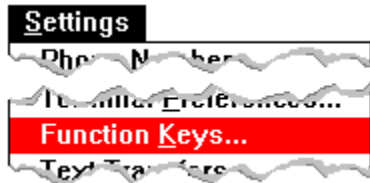
Defines how <u>function keys</u> perform during a Terminal session.

You can:

    Assign text and control codes specifying the functions the keys will perform.

For example, you could type "hello" in the Command box that corresponds to the "type hello" key name. Click for examples of control codes you could assign.

    Assign up to four functions to each function key.

You assign these functions in sets--that is, one group of keys has one set of functions, a second group has another set, and so on.

    Show the function keys in the keypad at the bottom of the Terminal window.

    Assign keypad names to the function keys.

For example, you could type "type hello" as the name of a function key for a prompt command. Names are optional.

To execute the command of a function key, click the keypad name, or press CTRL+ALT and the function key.

    Related Procedures

example

The following are control codes you could use:

Control code	Function
^A to ^Z	Sends control code A to Z to the remote computer.
^$D<NN>	Causes Terminal to delay <NN> seconds before continuing.
^$B	Causes Terminal to transmit a break code of 117 milliseconds in duration.
^$C	Chooses Dial from the Phone menu.
^$H	Chooses Hangup from the Phone menu.
^$L1 to ^$L4	Changes to another level of key groups in which keys are defined.

You can assign a number of codes and text strings to a function key.

Procedures

Text Transfers Command

Settings

~~Phone Number~~
~~Function Keys...~~
Text Transfers...
~~Binary Transfers...~~
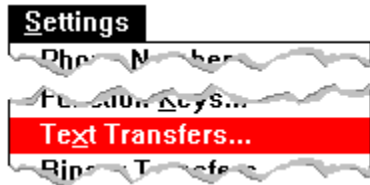
Sets the options for text file transfers.

Your options for flow control include:

- Standard--This option uses the method specified with the Communications commands.
- Character at a Time--This option causes Terminal to delay between characters or wait for a character echo.
- Line at a Time--This option causes Terminal to delay between lines or wait for a prompt string.

You can also specify at what column outgoing text will be wrapped.

- Related Procedures

Procedures

Binary Transfers Command
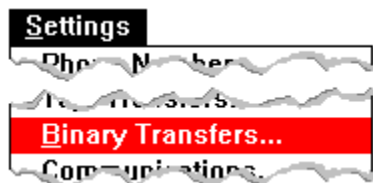
Sets the XModem/CRC or Kermit protocol for binary transfers.

     Related Procedures

Procedures

Communications Command

Settings
~Pho~ ~N~ ~ber~
~Binary Transfer...~
Communications...
~Mod~ ~Command~
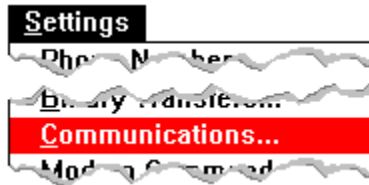
Sets the communications parameters.

You can set:

[+]   Baud Rate--To specify the transfer rate of the two modems.

[+]   Data Bits--To specify the number of data bits in the data packets sent between the two computers.

[+]   Stop Bits--To specify the time between transmitted characters.

[+]   Parity--To specify the parity type.

     Parity refers to the error-checking method used.

[+]   Flow Control--To tell Terminal what to do if the buffer becomes too full to receive more data from the remote system.

[+]   Connector--To select the communications port your modem uses.

[+]   Parity Check--To show the byte in which an error occurred.

[+]   Carrier Detect--To use the modem signal.

     When Carrier Detect is selected, Terminal uses the carrier detect signal to determine whether the modem is on line. When carrier detect is off, Terminal looks at the modem response string to determine if it is connected.

[+]   Related Procedure

Modem Commands Command

Specifies modem commands.

When you choose Modem Commands, Terminal displays some of the commands for a given type of modem. You can change the default modem type and display a different set of commands. If your modem is not one of the types that Terminal lists, you can modify the commands of a modem type, or select None and enter the commands yourself.

     Related Procedure

Printer Echo Command
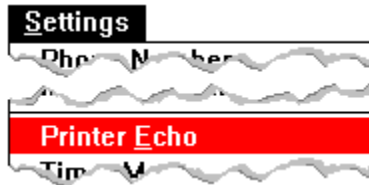
Prints your incoming text and keystrokes.

Printer Echo turns printing mode on and off. When printing mode is on, all information received by Terminal is sent to the printer. If Local Echo is turned on, your keystrokes are also sent to the printer.

Keystrokes and incoming informaton are printed only if you have connected and installed a printer. Keystrokes and informaton are automatically printed on the default printer.

 Related Procedures

Procedures

[Installing New Printers](#)
[Printing Incoming Text](#)
[Specifying Terminal Modes](#)

Timer Mode Command
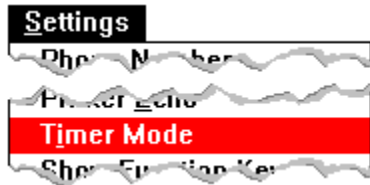
Times your Terminal sessions.

When you show the function keypad, Terminal also displays the system time or timer in a box in the window's lower-right corner. (The system time is the time of day; the timer is for timing the length of your Terminal session.) Use this command to switch from the system time to the timer.

[+]   Related Procedures

Procedures

Show/Hide Function Keys Command
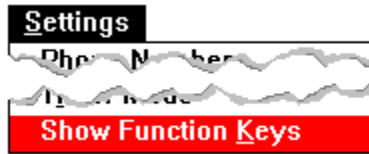
Shows or hides the function keypad, and the timer or system time.

The function keypad is used to choose function keys you assign with the Function Keys command. These function keys execute communications commands you might ordinarily have to type.

The system time is the time of day; the timer is for timing the length of your Terminal session.

Related Procedure

Dial Command

Dials and connects your computer to the remote computer.

Terminal uses the phone number specified with the Phone Number command or prompts you to supply the information.

Related Procedure

Hangup Command

Phone
Dial
Hangup

Disconnects your computer from the remote computer.

CAUTION: You should signal the remote computer with an exit command before choosing this command. If you choose this command first, you will be disconnected from the remote computer, but its phone connection will remain off the hook. Your account might continue to be charged for connect time until the remote system detects that the connection has been dropped.

Related Procedure

Send Text File Command

Sends a text file to the remote computer.

Use this command to send files you have saved in ASCII format (with minimal formatting codes).

In the dialog box, you can specify:

[+]   The filename.

[+]   Whether to strip or append linefeeds after a carriage return.

[+]   Related Procedures

Procedures

[Sending Text Files](#)
[Understanding Text and Binary Transfers](#)

Receive Text File Command

Receives a text file from the remote computer.

Use this command to receive files that were saved in ASCII format (with minimal formatting codes).

You can specify:

- A name and directory for a new or existing file.

  If you don't specify an extension, .TXT is automatically assigned to the filename. If you specify an extension, it overrides any automatic extension.

  If you choose the name of an existing file, Terminal will overwrite the file with the file it receives.

- Whether to append an existing file.

  This option adds incoming text to the end of an existing file.

- Whether to save some control codes in a text file.

  This option lets you retain some of the file's formatting codes rather than save the file in pure ASCII form.

- Whether to receive incoming text in tabular format.

  Terminal will put tab characters between incoming text separated by two or more consecutive spaces.

- Related Procedures

Procedures

View Text File Command

Transfers

~~Send Text File~~
~~Receive Text File...~~
View Text File...

Lets you view a text file before you send or receive it.

Use this command to view files saved in ASCII format (with minimal formatting codes).

In the dialog box, you can specify:

- The filename.
- Whether to append or strip <u>linefeeds</u> after <u>carriage returns</u>.

  If you already specified linefeeds when you received a file, you might want to ignore these options.

- Related Procedure

Send Binary File Command
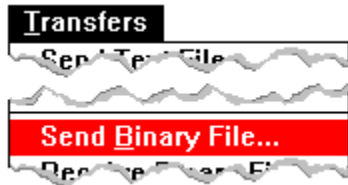
Specifies and sends a binary file to the remote computer.

The binary file is sent according to the protocol specified with the Binary Transfers command.

You cannot pause or resume a binary file transfer. If Terminal is running as an icon during a transfer, the icon will flash when the transfer is either completed or fails. Restore Terminal to a window to continue your communications session.

[+]   Related Procedures

Procedures

[Setting Up Binary Transfers](#)
[Sending Binary Files](#)
[Understanding Text and Binary Transfers](#)

Receive Binary File Command
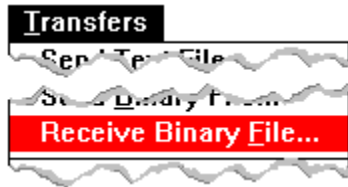
Names and receives a binary file from the remote computer.

If you specify the name of an existing file, Terminal overwrites the file with the file it receives.

You cannot pause or resume a binary file transfer. If Terminal is running as an icon during a transfer, the icon will flash when the transfer is either completed or fails. Restore Terminal to a window to continue your communications session.

Occasionally, a communications error prevents the successful transfer of data. When this occurs, the remote system will try again. When the maximum number of retries has been reached, Terminal cancels the file transfer. The Retries box at the bottom of the Terminal window displays the number of times the remote system has tried to send the data.

Terminal receives a file in binary file format according to the protocol specified with the Binary Transfers command.

     Related Procedures

Procedures

Pause Command

Transfers

Pause

Pauses a text file transfer.

You cannot pause a binary file transfer.

You can also pause a transfer by choosing the Pause button at the bottom of the Terminal window.

Related Procedure

Resume Command
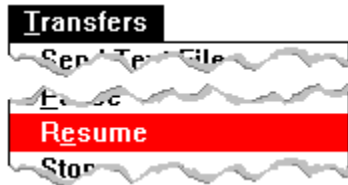
Resumes a text file transfer that has been paused.

You cannot resume a binary file transfer.

You can also resume a transfer by choosing the Resume button at the bottom of the Terminal window.

          Related Procedure

Stop Command

Transfers

~~Send Text File~~

~~Receive~~
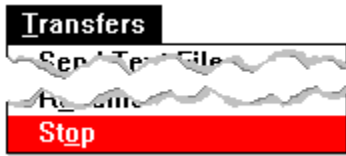
Stop

Stops a text or binary file transfer.

You can also stop a transfer by choosing the Stop button at the bottom of the Terminal window.

[+]   Related Procedure

Terminal Procedures

Click a folder or topic title.

- Basic Settings
- Terminal Preferences
- Function Keys
- Transfer Settings
- Connecting and Disconnecting
- Sending and Receiving Files
- Working with Text
- Printing
- Working with Terminal Files

Terminal Procedures

Click a folder or topic title.

Basic Settings

Specifying the Phone Number

Setting Terminal Emulation

Specifying Communications Parameters

Specifying Modem Commands

Timing Terminal Sessions

Terminal Preferences

Function Keys

Transfer Settings

Connecting and Disconnecting

Sending and Receiving Files

Working with Text

Printing

Working with Terminal Files

Terminal Procedures

Click a folder or topic title.

- **Basic Settings**
- **Terminal Preferences**
  - Specifying Terminal Modes
  - Specifying Carriage Returns and Linefeeds (CR to CR/LF)
  - Specifying Columns for Your Monitor
  - Specifying the Type of Cursor
  - Selecting Fonts
  - Selecting a Different Language
  - Showing the Scroll Bars
  - Setting the Buffer Size
- **Function Keys**
- **Transfer Settings**
- **Connecting and Disconnecting**
- **Sending and Receiving Files**
- **Working with Text**
- **Printing**
- **Working with Terminal Files**

Terminal Procedures

Click a folder or topic title.

- Basic Settings
- Terminal Preferences
- Function Keys

    Assigning Function Keys and Their Commands

    Assigning Codes and Text Strings to a Function Key

    Assigning up to Four Functions to a Key

    Showing and Hiding the Function Keypad

    Using the Function Keys You Assign

- Transfer Settings
- Connecting and Disconnecting
- Sending and Receiving Files
- Working with Text
- Printing
- Working with Terminal Files

Terminal Procedures

Click a folder or topic title.

- Basic Settings
- Terminal Preferences
- Function Keys
- Transfer Settings

  - Understanding Text and Binary Transfers
  - Selecting Standard Flow Control for Text File Transfers
  - Transferring Text Files a Character at a Time
  - Transferring Text Files a Line at a Time
  - Setting Word Wrap for Text File Transfers
  - Setting Up Binary Transfers
- Connecting and Disconnecting
- Sending and Receiving Files
- Working with Text
- Printing
- Working with Terminal Files

Terminal Procedures

Click a folder or topic title.

- Basic Settings
- Terminal Preferences
- Function Keys
- Transfer Settings
- Connecting and Disconnecting

  Connecting to the Remote Computer
  Disconnecting from the Remote Computer
- Sending and Receiving Files
- Working with Text
- Printing
- Working with Terminal Files

Terminal Procedures

Click a folder or topic title.

📁 Basic Settings
📁 Terminal Preferences
📁 Function Keys
📁 Transfer Settings
📁 Connecting and Disconnecting
📁 Sending and Receiving Files

Sending Text Files

Sending Binary Files

Receiving New Text Files

Overwriting Incoming Information to Existing Text Files

Appending Incoming Information to Existing Text Files

Receiving Incoming Text Files in Tabular Format

Saving Control Codes in Incoming Text Files

Receiving Binary Files

Viewing Text Files

Pausing, Resuming, and Stopping Transfers

📁 Working with Text
📁 Printing
📁 Working with Terminal Files

Terminal Procedures

Click a folder or topic title.

- Basic Settings
- Terminal Preferences
- Function Keys
- Transfer Settings
- Connecting and Disconnecting
- Sending and Receiving Files
- Working with Text

    - Selecting Text
    - Selecting All Text
    - Sending Selected Text to the Remote Computer
    - Copying Text onto the Clipboard
    - Sending the Clipboard Contents
    - Clearing the Buffer

- Printing
- Working with Terminal Files

Terminal Procedures

Click a folder or topic title.

- Basic Settings
- Terminal Preferences
- Function Keys
- Transfer Settings
- Connecting and Disconnecting
- Sending and Receiving Files
- Working with Text
- Printing
  - Printing Incoming Text
  - Printing Selected Text
  - Changing Printers and Printer Options
- Working with Terminal Files

Terminal Procedures

Click a folder or topic title.

- Basic Settings
- Terminal Preferences
- Function Keys
- Transfer Settings
- Connecting and Disconnecting
- Sending and Receiving Files
- Working with Text
- Printing
- Working with Terminal Files

Creating New Files

Opening Existing Files

Saving Existing Files

Saving New or Renaming Existing Files

Specifying the Phone Number

You specify the phone number you want Terminal to dial when you choose Dial from the Phone menu.

To specify the phone number that Terminal will dial:

1 Choose Phone Number from the Settings menu.

2 Type the phone number in the Dial text box.

    You can type parentheses and dashes, but they are not required. Type commas to provide any delays needed for the number to be processed by the telephone system. Each comma inserts a delay of approximately 2 seconds.

    Click ⊞ for an example.

3 Select the other options you want and click OK.

Use this option	To
Timeout If Not Connected In	Set the number of seconds Terminal waits for a connect signal from the remote computer. 30 seconds is the minimum waiting time.
	When one modem calls another, the originating modem waits for high-pitched answer tones and data signals. If a remote modem is busy with other calls or is being serviced, it may not answer with signals immediately.
Redial After Timing Out	Dial the phone number again if a previous attempt failed to make a connection.
Signal When Connected	Ring the system bell (beep) when a successful connection has been made.

⊞   Keyboard Procedure

example

The following string first dials a 9, then pauses for 4 seconds before dialing the 11-digit number shown:

9,,1-800-555-1212

Setting Terminal Emulation

With Terminal, your computer can emulate the terminal type required by the remote computer with which you are exchanging data.

To set the terminal emulation type:

1 Choose Terminal Emulation from the Settings menu.

2 Select a terminal type.

   The terminal types shown are the most common ones used by the large, mainframe computers that host online services. If you are not sure which terminal to use, select TTY. If you select TTY, the remote system receives formatting codes for only the carriage return, backspace, and tab characters.

3 Click OK.

   To use the function keys for DEC VT-100 (ANSI) terminal emulation, you must also press the SCROLL LOCK key. If SCROLL LOCK is turned off, the function keys and arrow keys assume normal Windows (not VT-100) functionality, such as F1=Help.

   Keyboard Procedure

Specifying Communications Parameters

You must specify communications settings before exchanging information with another computer. Check your modem documentation and the remote service package for the correct settings.

To specify communications parameters:

1 Choose Communications from the Settings menu.

2 Select the options appropriate for your system and the remote computer, and then click OK.

Use this option	To
<u>Baud Rate</u>	Specify the transfer rate of the two modems.
	The most common settings are 300, 1200, and 2400 bits per second. Some modems can transmit at more than one baud rate, so check your hardware manual and select one that both systems can handle.
<u>Data Bits</u>	Specify the number of data bits in the data packets sent between the two computers.
	Most characters are transmitted in 7 or 8 data bits. A few computers require a setting of 4, 5, or 6 data bits, but they are rare.
<u>Stop Bits</u>	Specify the time between transmitted characters.
	Stop bits are not actually bits; they're the timing units between characters.
<u>Parity</u>	Specify the parity type.
	If you selected 8 data bits in the previous option, select no parity (None). Mark parity means that the eighth bit is always on (set to 1). Space parity means the eighth bit is always off (set to 0).
	When Odd is chosen, Terminal adds up the individual data bits used to transmit a character and then adds an eighth bit. If the sum of the bits in the character is even, the system will add a 1 bit to make it odd. If the sum is odd to begin with, Terminal will add a 0 bit to leave it unchanged. Even parity works similarly.
	When no parity is used to transmit characters in the standard ASCII code set, the eighth bit is still transmitted, but it is ignored by both Terminal and the remote system.
<u>Flow Control</u>	Indicate toTerminal what to do if the buffer becomes too full to receive more data from the remote system.
	XON/XOFF causes your system to pause when the buffer fills. While this method (known as software handshaking) is the standard method for most systems, it cannot be used with a remote system that is configured for hardware handshaking.
	Select Hardware if the remote system uses the hardware method. Select None if the remote system uses no overflow method. Select XON/XOFF if you don't know what flow control method is used.
Connector	Select the communications port your modem uses.
	If you're using a null modem, select None. Terminal uses COM1 if it is available and then checks COM2, and so forth.
Parity Check	See the byte in which a parity error was encountered.
	Otherwise, you will see question marks (?) where the modem detected an error. The question marks will appear at every character not transferred correctly.
Carrier Detect	Use the modem signal to detect a carrier signal.

When Carrier Detect is selected, Terminal uses the carrier detect signal to determine whether the modem is on line. When Carrier Detect is off, Terminal looks at the modem response string to determine if it is connected.

If your modem still isn't connecting after you have correctly set the other options, clear this check box to use Terminal's method and try connecting again.

Keyboard Procedure

Specifying Modem Commands

You can specify the command settings appropriate for your modem.

When you choose the Modem Commands command, Terminal displays the commands used for several popular types of modems. If your modem is not one of these types, you can enter the appropriate commands for it yourself.

To specify modem commands:

1 Choose Modem Commands from the Settings menu.

2 Select your type of modem from the Modem Defaults area.

   When you select another type of modem, the commands change accordingly. These commands are explained in your hardware manual.

3 Change the commands as appropriate.

   Click [+] for an example.

   If you make a mistake, reset the commands by choosing the type of modem again.

4 Click OK.

[+]   Keyboard Procedure

example

If the Hayes commands are the same ones used by your modem, yet you want to use a phone system that has pulse dialing instead of tone dialing, you would change the Hayes Dial Prefix command from ATDT to ATDP.

Timing Terminal Sessions

When you show the function keypad, Terminal also displays the system time or timer in a box in the window's lower-right corner.

When you choose the timer, it is set to 00:00:00. Terminal then tracks how long you have been connected to the remote system. That way, you can monitor the length of your hook-up time and avoid charges you did not anticipate.

To time your sessions:

1 Make sure the function keypad is visible.
2 Choose Timer Mode from the Settings menu.

   The timer starts.
3 Choose Timer Mode again to reset the timer.

   Or click the time display to switch between the system time and timer without resetting the timer.

   Keyboard Procedure

Specifying Terminal Modes

To specify terminal modes:

▶   In the Terminal Preferences dialog box, select the appropriate Terminal Modes check boxes:

Use this option	To
Line Wrap	Wrap incoming characters to the next line if they are running past the last specified column.
	Click ⊞ for an example of when to use Line Wrap.
Local Echo	Display your keystrokes on your terminal. This option allows you to see the data you are sending to the remote computer as you type it.
	Click ⊞ for an example of when to use Local Echo.
Sound	Turn on the system bell (or beep) for the remote computer.

⊞   Keyboard Procedure

example

If the host terminal uses 132-column lines and you have an 80-column terminal, select this option. When Line Wrap is not selected, incoming characters to the right of the specified column width are lost.

example

If the remote system echoes your characters back to you (known as remote echo), do not select Local Echo or you will see duplicated characters on your terminal. If the remote system is not configured for remote echo, select Local Echo to display the outgoing characters as you type them.

The remote system may operate in half or full duplex. Half-duplex systems cannot echo your keystrokes to your screen. Full-duplex systems can echo your typing.

Specifying Carriage Returns and Linefeeds (CR to CR/LF)

To cause a carriage return to be interpreted as a carriage return plus a linefeed:

▶ In the Terminal Preferences dialog box, select the Inbound and/or Outbound check boxes.

You can select Inbound, Outbound, both, or neither. If you select Inbound, <u>carriage returns</u> in any text coming from the remote computer will be interpreted as carriage returns followed by <u>linefeeds</u>. If you select Outbound, you are assuming that carriage returns you send will be interpreted by the remote computer as carriage returns followed by linefeeds.

Whether you select Inbound or Outbound depends on how the remote system handles the end of a line and what it expects from other computers. Click for an example of how to use these options.

 Keyboard Procedure

carriage return

Moves the print head or cursor to the left margin (depending on the computer type).

linefeed

Moves text on a printer or monitor down one line.

example

If the remote system sends carriage returns only, select Inbound to make all incoming carriage returns act like a carriage return followed by a linefeed. If the remote system sends carriage returns followed by linefeeds, do not select Inbound; if you do, each carriage return will be followed by two linefeeds. The same holds true of Outbound; if the remote system expects to get carriage returns and add its own linefeeds, do not select Outbound.

Specifying Columns for Your Monitor

To specify columns:

▶ In the Terminal Preferences dialog box, click the 80 or 132 option button.

You can specify 132 if you want an 80-column monitor to behave as if it were a wide monitor, and vice versa. If you specify 132, Terminal will reserve 132 columns for text whether or not 132 columns are entered or received. Therefore, specify 132 only if you must receive text in 132 columns.

[+] Keyboard Procedure

Specifying the Type of Cursor

To specify how the cursor will appear:

1 In the Terminal Preferences dialog box, select the Block or Underline option to specify the cursor's shape.

2 Select the Blink check box if you want a blinking cursor.

     Keyboard Procedure

Selecting Fonts

To select a terminal font:

1 In the Terminal Preferences dialog box, select one of the fonts from the Terminal Font box.

2 Select a font size.

Characters you type or receive will appear in the specified font and font size.

Keyboard Procedure

Selecting a Different Language

Use this setting to send and receive data in another language.

To select a different language:

▶   In the Terminal Preferences dialog box, select a setting from the Translation box.

By selecting a country name, you specify which International Standards Organization, 7-bit character set to use. Make sure the host computer recognizes the character set you select.

⊞   Keyboard Procedure

Showing the Scroll Bars

Use Terminal's <u>scroll bars</u> to see information currently not visible in the window.

To show the scroll bars:

▶ In the Terminal Preferences dialog box, select the Show Scroll Bars check box.

 Related Procedure

 Keyboard Procedure

Setting the Buffer Size

To set how many lines of information can be saved in the buffer:

▶ In the Terminal Preferences dialog box, type a number between 25 and 400 in the Buffer Lines text box.

If you type a number higher than available memory permits, Terminal sets the number of buffer lines to the largest number permitted.

⊞ Related Procedure

⊞ Keyboard Procedure

Assigning Function Keys and Their Commands

By assigning <u>function keys</u>, you can automatically execute communications commands that you might ordinarily have to type.

To assign function keys:

1 Choose Function Keys from the Settings menu.

2 Type a name for each function key in the Key Name box.

   For example, you could type "type hello" as the name of a prompt command. Names are optional.

3 Type text and/or codes in the Command box to define each function key.

   For example, you could type "hello" in the Command box that corresponds to the "type hello" key name. Or you could type any of the following codes.

Control code	Function
^A to ^Z	Sends control code A to Z to the remote computer.
^$D<NN>	Causes Terminal to delay <NN> seconds before continuing.
^$B	Causes Terminal to transmit a break code of 117 milliseconds in duration.
^$C	Chooses Dial from the Phone menu.
^$H	Chooses Hangup from the Phone menu.
^$L1 to ^$L4	Changes to another level of key groups in which keys are defined.

   You can assign a number of codes and text strings to a function key.

4 Select the Keys Visible check box to display the function keypad names (if any) in the keypad at the bottom of the Terminal window.

5 Click OK.

   To execute the command of a function key, click the keypad name, or press CTRL+ALT and the function key.

[+]   Related Procedures
[+]   Keyboard Procedure

Procedures

Assigning Codes and Text Strings to a Function Key

You can assign a number of codes and text strings to a <u>function key</u>. For example, you can assign a sequence that includes a number, a name, and a password to log on to a remote computer. A sample log-on command sequence might be:

    ^$C^$D03^M^$D02myname^M^$D04password^M

where myname represents your log-on name or user I.D., and password represents your password to the remote computer. These commands would perform the following actions in order:

1 Dial the number that you specified from the Settings menu (^$C).

2 Wait 3 seconds (^$DO3).

3 Send a carriage return (^M).

4 Wait 2 seconds (^$DO2).

5 Send your log-on name to the remote computer (myname).

6 Send a carriage return (^M).

7 Wait 4 seconds (^$DO4).

8 Send your password (password).

9 Send a carriage return (^M).

The delays are needed to give the remote computer enough time to respond with prompts. For example, an online service would prompt you to enter your log-on name.

Assigning up to Four Functions to a Key

You assign key functions in sets--that is, one group of keys has one set of functions, a second group has another set, and so on.

To specify sets of function keys:

1 Choose Function Keys from the Settings menu.

2 Select a number in the Key Level area.

3 Assign up to eight function key names and commands.

4 Repeat steps 2 and 3 to define other sets.

5 Press OK.

Related Procedures

Keyboard Procedure

Procedures

Showing and Hiding the Function Keypad

You can switch the function keypad at the bottom of the window on and off as you work.

To display or hide the function keypad:

▶ Choose Show Function Keys from the Settings menu to display the keypad.

Or choose Hide Function Keys to hide the keypad.

Related Procedures

Keyboard Procedure

Procedures

Using the Function Keys You Assign

Once you assign function keys, you can use Terminal's function keypad with a mouse if the function keypad is showing.

To use the function keypad:

1 Turn on the function keypad.

2 Click the Level pad to select the level of function keys you want.

3 Click the name of the function key you want.

      Keyboard Procedure

Understanding Text and Binary Transfers

Before you send or receive files by using commands on the Transfers menu, you can specify the transfer rules. You should do so only if you plan to send or receive text or binary files. You need not do so if you are simply going to read or send electronic mail.

Text files are prepared with a text editor or word processing application and saved unformatted. This type of file is known as an ASCII file and contains only the printable ASCII characters and the few control codes needed for minimal formatting, such as carriage returns and linefeeds. Font, style, and size specifications are stripped out. Because most applications can work with text alone, this format is useful for transfers between vastly different systems.

Binary files consist of ASCII characters plus the extended-ASCII character set. These files are not converted or translated during the transfer process.Unlike text transfers, which require you to know the settings needed by the remote computer, binary transfers allow you to use standard protocols for data transmission. You must specify the protocol that the remote computer uses. Terminal gives you the choice of two common protocols--XModem/CRC and Kermit. If you intend to transfer program files, you must use a binary transfer.

The two methods of transfer--text and binary--differ in a number of ways. In general, it is preferable to send both text and binary files using the binary transfer method because this method checks more rigorously for errors and loss of data. However, if you do not need to send formatting codes and you are not worried about the loss of data, the text transfer method can be faster. Some significant differences between binary and text transfers are summarized in the following:

Binary transfers	Text transfers
Automatic retransmission.	Possible suspension of transmission if an error is detected.
Suitable with any type of file.	Suitable for use with ASCII text files only.
System type irrelevant.	Lack of protocol makes system specifics important.
Parity not used for error-checking.	Parity can be used to detect character transmission errors.
Transfer of entire file only.	Transfer of entire or partial file.

When communicating with a system that does not recognize either of the binary protocols supported by Windows (XModem/CRC or Kermit), you will need to do a text transfer. Text transfers are intended for use with ASCII text files only.

Selecting Standard Flow Control for Text File Transfers

To select standard flow control:

▶ In the Text Transfers dialog box, select Standard Flow Control.

The Flow Control Method is the one specified with the Communications command.

⊞ Related Procedures

⊞ Keyboard Procedure

Procedures

[Transferring Text Files a Character at a Time](#)
[Transferring Text Files a Line at a Time](#)
[Understanding Text and Binary Transfers](#)

Transferring Text Files a Character at a Time

To transfer a character at a time:

1 In the Text Transfers dialog box, select Character at a Time.

2 Select Delay Between Characters or Wait for Character Echo.

Use this option	To
Delay Between Characters	Transmit evenly and slowly enough to prevent errors.
	If you select this option, no true verification is done on the transmitted data, and no feedback comes from the remote system.
	In the text box, enter how many tenths of a second you want for the delay between characters.
Wait for Character Echo	Send one character (eight bits) at a time and wait to echo the character back. Terminal then verifies that the two characters are the same before sending the next character. The transfer continues in this manner until the end of the file is reached.
	This method is slow and should be used only with a system that echoes characters reliably.

Related Procedures

Keyboard Procedure

Procedures

Transferring Text Files a Line at a Time

To transfer a line at a time:

1 In the Text Transfers dialog box, select Line at a Time.

2 Specify Delay Between Lines or Wait for Prompt String.

Use this option	To
Delay Between Lines	Transfer evenly and slowly enough to prevent errors.
	If you select this option, no true verification is done on the transmitted data, and no feedback comes from the remote system.
	In the text box, enter how many tenths of a second you want for the delay between lines.
Wait for Prompt String	Send one line and wait until the remote system sends a message string back to Terminal before sending the next line.
	The remote system can assume that this session is occurring interactively and, therefore, sends back "OK, I'm ready for the next line" at the end of each line. This scenario assumes that you are waiting to see this string in the Terminal window before typing in the next line.
	Terminal can also automate this process by allowing you to specify what string of characters it will wait for before sending the next line.
	In the text box, enter an end-of-line code. M is the suggested end-of-line code, because if your remote system actually echoes characters instead of sending a prompt string, it will echo the carriage return (^M) at the end of a line. This code indicates that it received the whole line and is ready for the next.
	This method is faster than character echo and works better if your remote character echo is unreliable. You can find this out by experimenting or by contacting the administrator of the remote system.

 Related Procedures

 Keyboard Procedure

Procedures

Setting Word Wrap for Text File Transfers

To set the word wrap for outgoing text:

1 In the Text Transfers dialog box, select the Word Wrap Outgoing Text at Column check box.

2 Type the number of columns you want.

Use this option if the files were created with a text editor or word processor. You can specify a column up to 132 characters wide, regardless of the size of your terminal. If you don't select this option, outgoing text will be sent as it is currently formatted. To send a file to a 132-column terminal, enter 131. Reducing the column size by one leaves one character space for the end-of-line code (usually ^M).

    Related Procedure

    Keyboard Procedure

Setting Up Binary Transfers

To set up a binary transfer:

1 Choose Binary Transfers from the Settings menu.

2 Select a protocol and click OK.

This protocol	Uses
XModem/CRC	All eight bits as data bits and thus requires the parity option to be set to None.
	Terminal initially assumes the cyclic redundancy check (CRC) scheme for error checking. If the remote system doesn't support CRC, Terminal uses the checksum scheme.
Kermit	Either seven or eight bits as data bits. Thus, the parity option can be set to Even, Odd, or None. Use eight bits when sending information from the ASCII extended character set (from 128 to 255). Use None for eight data bit packets.

Related Procedure

Keyboard Procedure

Connecting to the Remote Computer

Once you specify the settings for a session or open a Settings file, you can call the remote system. Terminal uses the phone number specified in the Phone Number option on the Settings menu or prompts you to supply the information.

To connect to the computer:

1 Choose Dial from the Phone menu.

2 Specify the phone number and options if you did not specify them with the Phone Number command. Then click OK.

    Keyboard Procedure

Disconnecting from the Remote Computer

CAUTION: You should signal the remote computer with an exit command before choosing Hangup. If you choose Hangup first, you will be disconnected from the remote computer, but its phone connection will remain off the hook. Your account might continue to be charged for connect time until the remote system detects that the connection has been dropped.

To disconnect from the computer:

1 Type the remote computer's exit command.

   This command hangs up the remote modem.

2 Choose Hangup from the Phone menu.

    Keyboard Procedure

Sending Text Files

If you specified the settings for text transfers, you can send your file. You can use the Send Text File command on the Transfers menu to send files you have saved in ASCII format (with minimal formatting codes).

To send text files:

1 Choose Send Text File from the Transfers menu.

2 If the file is in the current directory, select the name of the file in the Files box.

   If the file is not in the current directory, select the directory you want in the Directories box. Then select the name of the file in the Files box. [+]

3 Select Append LF to attach a <u>linefeed</u> to the end of each line of text you send.

   Or select Strip LF to strip out linefeeds.

   You should strip linefeeds if the remote system adds them to incoming text.

4 Click OK to begin sending the file.

   You will see the file scroll in the Terminal window.

5 Choose a Transfers menu command or click a button at the bottom of the Terminal window to pause, resume, or stop the transfer.

[+]   Related Procedures
[+]   Keyboard Procedure

Procedures

[Browsing Through the Directories List Box](#)

[Specifying Carriage Returns and Linefeeds (CR to CR/LF)](#)

[Understanding Text and Binary Transfers](#)

hint

The current directory is shown below the Filename box. Double-clicking the two periods [..] at the top of the Directories box shows the files and directories located one level closer to a disk's root directory.

Instead of using the Files and Directories list boxes to select a file, you can type the complete pathname in the Filename box.

Sending Binary Files

To send a binary file:

1 Tell the host computer to prepare to receive a binary file, and indicate the type of protocol to use.

   The binary file is sent according to the protocol specified with the <u>Binary Transfers command</u>.

2 Choose Send Binary File from the Transfers menu.

3 If the file is in the current directory, double-click the name of the file in the Files box.

   If the file is not in the current directory, double-click the directory you want in the Directories box. Then select the name of the file in the Files box.   [+]

   The file transfer begins, and the bottom of the window displays the name of the file being sent.

4 Click the Stop button to terminate the file transfer.

   Or choose Stop from the Transfers menu.

   You cannot pause or resume a binary file transfer.

   If Terminal is running as an icon during a binary transfer, the icon will flash when the transfer is either completed or fails. Restore Terminal to a window to continue your communications session.

[+]   Related Procedures
[+]   Keyboard Procedure

Procedures

[Browsing Through the Directories List Box](#)
[Understanding Text and Binary Transfers](#)

Receiving New Text Files

If you specified the settings for text transfers, you can receive a new text file.

To receive a new text file:

1 Choose Receive Text File from the Transfers menu.

2 If you want to receive the file in the current directory, type the filename, including a filename <u>extension</u> if you want to specify one.

The .TXT extension is automatically assigned to the filename if you don't specify an extension. If you specify an extension, it overrides any automatic extension.

If you want to receive the file in a different directory, double-click its name in the Directories box. Then type the filename. ⊞

3 <u>Select Save Controls</u> if appropirate.

4 <u>Select Table Format</u> if appropriate.

5 Click OK. ⊞

6 <u>Choose a Transfers menu command</u> or click a button at the bottom of the Terminal window to pause, resume, or stop the transfer.

⊞   Related Procedures
⊞   Keyboard Procedure

Procedures

hint

Instead of using the Files and Directories list boxes to receive a file, you can type the complete pathname in the Filename box and click OK.

Overwriting Incoming Information to Existing Text Files

If you specified the settings for text transfers, you can overwrite an existing text file.

To overwrite a file:

1 Choose Receive Text File from the Transfers menu.

2 If you want to overwrite a file in the current directory, type the filename, including the filename <u>extension</u>.

   If you want to overwrite a file in a different directory, double-click its name in the Directories box. Then type the filename.

3 Select Save Controls if appropirate.

4 Select Table Format if appropriate.

5 Click OK.

6 Choose Yes to confirm you want to replace the existing file.

7 Choose a Transfers menu command or click a button at the bottom of the Terminal window to pause, resume, or stop the transfer.

         Related Procedures

         Keyboard Procedure

Procedures

[Browsing Through the Directories List Box](#)
[Understanding Text and Binary Transfers](#)

hint

Instead of using the Files and Directories list boxes to overwrite a file, you can type the complete pathname in the Filename box and click OK.

Appending Incoming Information to Existing Text Files

If you specified the settings for text transfers, you can append all incoming information to the end of a specified file.

To append a file:

1 Choose Receive Text File from the Transfers menu.

2 Select the Append File check box.

3 If you want to append a file in the current directory, type the filename, including the filename extension.

   If you want to append a file in a different directory, double-click its name in the Directories box. Then type the filename.   [+]

4 Select Save Controls if appropirate.

5 Select Table Format if appropriate.

6 Click OK.   [+]

7 Choose a Transfers menu command or click a button at the bottom of the Terminal window to pause, resume, or stop the transfer.

[+]   Related Procedures

[+]   Keyboard Procedure

Procedures

hint

Instead of using the Files and Directories list boxes to append a file, you can type the complete pathname in the Filename box and click OK.

Receiving Incoming Text Files in Tabular Format

To receive incoming text in tabular format:

[+]   In the Receive Text File dialog box, select the Table Format check box.

Terminal will put tab characters between incoming text separated by two or more consecutive spaces.

[+]   Related Procedure

[+]   Keyboard Procedure

Saving Control Codes in Incoming Text Files

To save some of the formatting codes:

In the Receive Text File dialog box, select the Save Controls check box.

Many applications, such as word processing or spreadsheet programs, allow you (or the sender) to save files as text. This means most of the formatting codes are stripped out of the file and it can be sent as a text file. However, the file may retain some formatting codes rather than be saved in pure ASCII form. If you select this option, those formatting codes will be received by your system.

Related Procedure

Keyboard Procedure

Receiving Binary Files

To receive a binary file:

1 Tell the host computer to send a binary file, and indicate the type of protocol to use.

   Terminal receives a file in binary file format according to the protocol specified with the Binary Transfers command.

2 Choose Receive Binary File from the Transfers menu.

3 If you want to receive the file in the current directory, type the filename, including a filename extension if you want to specify one.

   If you want to receive the file in a different directory, double-click its name in the Directories box. Then type the filename.   ⊞

4 Click OK.   ⊞

   If you selected an existing file, click OK to confirm that you want to overwrite the file.

   The transfer begins, and the bottom of the window displays the name of the file being sent.

   Occasionally, a communications error prevents the successful transfer of data. When this occurs, the remote system will try again. When the maximum number of retries has been reached, Terminal cancels the file transfer. The Retries box at the bottom of the Terminal window displays the number of times the remote system has tried to send the data. The maximum number of retries for the XModem/CRC protocol is 20. The maximum number of retries for the Kermit protocol is 5.

5 Click the Stop button to terminate the file transfer.

   Or choose Stop from the Transfers menu.

   You cannot pause or resume a binary file transfer.

   If Terminal is running as an icon during a binary transfer, the icon will flash when the transfer is either completed or fails. Restore Terminal to a window to continue your communications session.

⊞   Related Procedures
⊞   Keyboard Procedure

Viewing Text Files

You can view a file in the Terminal window before sending it or after it has been received from the remote system.

To view a text file:

1 Choose View Text File from the Transfers menu.

2 If the file is in the current directory, select the name of the file in the Files box.

  If the file is not in the current directory, select the directory you want in the Directories box. Then select the name of the file in the Files box. [+]

3 Select Append LF to show the file with <u>linefeeds</u>.

  Or select Strip LF to show the file without linefeeds.

  If you already specified linefeeds when you received a file, you might want to ignore these options.

4 Click OK.

5 Choose a Transfers menu command or click a button at the bottom of the Terminal window to control the display of the file.

[+]   Related Procedures
[+]   Keyboard Procedure

Procedures

Pausing, Resuming, and Stopping Transfers

You can pause, resume, and stop text transfers; however, you can only stop binary transfers.

To pause, resume, or stop transfers:

[+]   Choose Pause, Resume, or Stop from the Transfers menu.

Or click the appropriate button at the bottom of the Terminal window.

You can also use the Pause, Resume, and Stop commands and buttons when you <u>view a text file</u>.

[+]   Keyboard Procedure

Selecting Text

To select text:

1 Point to the first character you want to select.

2 Press the mouse button and drag the pointer to the last character you want to select.

3 Release the mouse button.

   The selected text is highlighted.

To cancel a selection:

Click again anywhere in the document to cancel the selection.

Related Procedure

Keyboard Procedure

Selecting All Text

To select all the text in the Terminal window and scroll buffer:

- Choose Select All from the Edit menu.
- Related Procedures
- Keyboard Procedure

Procedures

Sending Selected Text to the Remote Computer

To send text:

1 Select the text.

2 Choose Send from the Edit menu.

When you choose Send, the text is copied onto the Clipboard and then sent to the remote computer.

        Related Procedures

        Keyboard Procedure

Procedures

Copying Text onto the Clipboard

To copy text onto the Clipboard:

1 Select the text.

2 Choose Copy from the Edit menu.

Once you copy text onto the Clipboard, you can <u>send it to a remote computer</u> or paste it into another application.

Related Procedures

Keyboard Procedure

Procedures

Sending the Clipboard Contents

When you paste text from the Clipboard, Terminal sends a copy of the Clipboard contents to the remote system. The contents of the Clipboard remain unchanged.

To send the Clipboard contents to the remote computer:

Choose Paste from the Edit menu.

Related Procedures

Keyboard Procedure

Procedures

Clearing the Buffer

In some communications applications, text you type beyond a full screen is lost. Terminal, however, displays scroll bars on the window when you type more than a screen of information and puts text that does not appear on the screen into a buffer. This way, you can scroll forward and backward to see text you already typed or received. At times, you might want to clear the buffer to free up memory.

To clear the contents of the scroll buffer and window:

[+]   Choose Clear Buffer from the Edit menu.
[+]   Related Procedures
[+]   Keyboard Procedure

Procedures

[Setting the Buffer Size](#)
[Showing the Scroll Bars](#)

Printing Incoming Text

The Printer Echo command turns printing mode on and off. When Printer Echo is on, all information received by Terminal is echoed to the printer. If you plan to print incoming text during the current communications session, choose this command before you receive information.

Information is printed only if you have connected and installed a printer. Information is automatically printed on the <u>default printer</u>.

To print incoming text:

1 Choose Printer Echo from the Settings menu before you receive incoming text.

2 Receive the text file.

   Incoming text is sent to the Terminal printer. If <u>Local Echo</u> is turned on, your keystrokes are also sent to the printer.

3 Choose Printer Echo again to turn printer mode off and eject from the printer any text less than a page long.

     Related Procedures

     Keyboard Procedure

Procedures

[Changing Printers and Printer Options](#)
[Installing New Printers](#)

Printing Selected Text

The best time to print selected text in the Terminal window or scroll buffer is when you are ready to end the communications session.

To print text you already received or entered:

1 Select the text you want to print.

   If you want to select the entire contents of the scroll buffer,choose <u>Select All from the Edit menu</u>.

2 Choose Copy from the Edit menu to place the selected text onto the Clipboard.

3 End the Terminal session by choosing Exit from the File menu.

4 Start a word processor or text editor.

5 Paste the contents of the Clipboard into a text file using the word processor or text editor.

6 Print the text file.

[+]   Related Procedure

[+]   Keyboard Procedure

Changing Printers and Printer Options

If you have several printers connected to your computer and designated as <u>active printers</u>, you can print to one of these printers by selecting it as the <u>default printer</u>.

To change printers:

1 Choose Printer Setup from the File menu.

2 Select the printer that you want to print on.

3 Choose Setup to change printer options.

   In the dialog box that appears, the available options depend on the printer you choose.

4 Select the options you want.

   For more information on the options, click the Help button in the printer's Setup dialog box.

5 Click OK to close the printer's Setup dialog box.

6 Click OK.

[+] Related Procedure

[+] Keyboard Procedure

Creating New Files

To create a new file:

[+]	Choose New from the File menu.
[+]	Related Procedure
[+]	Keyboard Procedure

Opening Existing Files

To open a file:

1 Choose Open from the File menu.

2 If the file is in the current directory, double-click the name of the file in the Files box.

   If the file is not in the current directory, double-click the directory you want in the Directories box. Then double-click the name of the file in the Files box.

Related Procedures

Keyboard Procedure

Procedures

[Browsing Through the Directories List Box](#)
[Creating New Files](#)

hint

The current directory is shown below the Filename box. Double-clicking the two periods [..] at the top of the Directories box shows the files and directories located one level closer to a disk's root directory.

Instead of using the Files and Directories list boxes to open a file, you can type the complete pathname in the Filename box and click OK.

Saving Existing Files

Use the Save command to save changes to an existing file.

To save an existing file:

[+]	Choose Save from the File menu.
[+]	Related Procedure
[+]	Keyboard Procedure

Saving New or Renaming Existing Files

To save a new file or to save an existing file under a different name:

1 Choose Save As from the File menu.

2 If you want to save the file in the current directory, type the filename, including a filename <u>extension</u> if you want to specify one.

   The .TRM extension is automatically assigned to the filename if you don't specify an extension. If you specify an extension, it overrides any automatic extension.

   If you want to save the file in a different directory, double-click its name in the Directories box. Then type the filename. ⊞

   If you name your file TERMINAL.TRM, Terminal will automatically open this file next time you start Terminal from File Manager or Program Manager.

3 Click OK. ⊞

⊞   Related Procedure
⊞   Keyboard Procedure

hint

The current directory is shown below the Filename box. Double-clicking the two periods [..] at the top of the Directories box shows the directories located one level closer to a disk's root directory.

hint

Instead of using the Files and Directories list boxes to save a file, you can type the complete pathname in the Filename box and click OK.

To	Press
Copy the selection onto the Clipboard	CTRL+INS
Send the Clipboard contents to the remote system	SHIFT+INS
Send the selected text to the remote system	CTRL+SHIFT+INS
Execute one of 32 user-defined commands	CTRL+ALT+(F1 through F8)

   Related Procedure

Terminal Keyboard Procedures

Click a folder or topic title.

- Basic Settings
- Terminal Preferences
- Function Keys
- Transfer Settings
- Connecting and Disconnecting
- Sending and Receiving Files
- Working with Text
- Printing
- Working with Terminal Files

Terminal Keyboard Procedures

Click a folder or topic title.

📁 **Basic Settings**

    Specifying the Phone Number

    Setting Terminal Emulation

    Specifying Communications Parameters

    Specifying Modem Commands

    Timing Terminal Sessions

📁 **Terminal Preferences**

📁 **Function Keys**

📁 **Transfer Settings**

📁 **Connecting and Disconnecting**

📁 **Sending and Receiving Files**

📁 **Working with Text**

📁 **Printing**

📁 **Working with Terminal Files**

Terminal Keyboard Procedures

Click a folder or topic title.

[+] Basic Settings
[+] Terminal Preferences

[+] Function Keys
[+] Transfer Settings
[+] Connecting and Disconnecting
[+] Sending and Receiving Files
[+] Working with Text
[+] Printing
[+] Working with Terminal Files

Terminal Keyboard Procedures

Click a folder or topic title.

- Basic Settings
- Terminal Preferences
- Function Keys

    Assigning Function Keys and Their Commands

    Assigning up to Four Functions to a Key

    Showing and Hiding the Function Keypad

    Using the Function Keys You Assign

- Transfer Settings
- Connecting and Disconnecting
- Sending and Receiving Files
- Working with Text
- Printing
- Working with Terminal Files

Terminal Keyboard Procedures

Click a folder or topic title.

📁 Basic Settings
📁 Terminal Preferences
📁 Function Keys
📁 Transfer Settings

       Understanding Text and Binary Transfers

       Selecting Standard Flow Control for Text File Transfers

       Transferring Text Files a Character at a Time

       Transferring Text Files a Line at a Time

       Setting Word Wrap for Text File Transfers

       Setting Up Binary Transfers

📁 Connecting and Disconnecting
📁 Sending and Receiving Files
📁 Working with Text
📁 Printing
📁 Working with Terminal Files

Terminal Keyboard Procedures

Click a folder or topic title.

- Basic Settings
- Terminal Preferences
- Function Keys
- Transfer Settings
- Connecting and Disconnecting

    Connecting to the Remote Computer
    Disconnecting from the Remote Computer

- Sending and Receiving Files
- Working with Text
- Printing
- Working with Terminal Files

Terminal Keyboard Procedures

Click a folder or topic title.

- 📁 Basic Settings
- 📁 Terminal Preferences
- 📁 Function Keys
- 📁 Transfer Settings
- 📁 Connecting and Disconnecting
- 📁 Sending and Receiving Files

  - Sending Text Files
  - Sending Binary Files
  - Receiving New Text Files
  - Overwriting Incoming Information to Existing Text Files
  - Appending Incoming Information to Existing Text Files
  - Receiving Incoming Text Files in Tabular Format
  - Saving Control Codes in Incoming Text Files
  - Receiving Binary Files
  - Viewing Text Files
  - Pausing, Resuming, and Stopping Transfers

- 📁 Working with Text
- 📁 Printing
- 📁 Working with Terminal Files

Terminal Keyboard Procedures

Click a folder or topic title.

- 📁 Basic Settings
- 📁 Terminal Preferences
- 📁 Function Keys
- 📁 Transfer Settings
- 📁 Connecting and Disconnecting
- 📁 Sending and Receiving Files
- 📁 Working with Text

    Selecting Text

    Selecting All Text

    Sending Selected Text to the Remote Computer

    Copying Text onto the Clipboard

    Sending the Clipboard Contents

    Clearing the Buffer

- 📁 Printing
- 📁 Working with Terminal Files

Terminal Keyboard Procedures

Click a folder or topic title.

- Basic Settings
- Terminal Preferences
- Function Keys
- Transfer Settings
- Connecting and Disconnecting
- Sending and Receiving Files
- Working with Text
- Printing

  Printing Incoming Text

  Printing Selected Text

  Changing Printers and Printer Options
- Working with Terminal Files

Terminal Keyboard Procedures

Click a folder or topic title.

- Basic Settings
- Terminal Preferences
- Function Keys
- Transfer Settings
- Connecting and Disconnecting
- Sending and Receiving Files
- Working with Text
- Printing
- Working with Terminal Files

Creating New Files

Opening Existing Files

Saving Existing Files

Saving New or Renaming Existing Files

Keyboard: Specifying the Phone Number

To specify the phone number that Terminal will dial:

1 Press ALT and then S.

2 Press N.

3 Type the phone number in the Dial text box.

4 Press TAB and type the number of seconds you want for the Timeout If Not Connected In option.

5 Press TAB and then press the SPACEBAR to select or clear the Redial After Timing Out option.

6 Press TAB and then press the SPACEBAR to select or clear the Signal When Connected option.

7 Press ENTER.

Mouse Procedure

Keyboard: Setting Terminal Emulation

To set the terminal emulation type:

1 Press ALT and then S.

2 Press T.

3 Use the UP ARROW or DOWN ARROW key to select a terminal type.

4 Press ENTER.

  Mouse Procedure

Keyboard: Specifying Communications Parameters

To specify communications parameters:

1 Press ALT and then S.

2 Press C.

3 Press ALT+the underlined letter associated with an option you want to change.

4 Use the <u>arrow keys</u> to select the setting you want if the option has <u>option buttons</u> or a <u>list box</u>.

5 Press ENTER.

⊞   Mouse Procedure

Keyboard: Specifying Modem Commands

To specify modem commands:

1 Press ALT and then S.

2 Press D.

3 Press ALT+M.

4 Use the UP ARROW or DOWN ARROW key to select a modem type.

5 Press TAB until you select an option you want to change.

6 Type the modem command.

7 Press ENTER.

⊞   Mouse Procedure

Keyboard: Timing Terminal Sessions

To time your sessions:

1 Make sure the function keypad is visible.

2 Choose Timer Mode (press ALT and then S, and then press I).

3 Choose Timer Mode again to reset the timer.

⊞   Mouse Procedure

Keyboard: Specifying Terminal Modes

To specify terminal modes:

1 In the Terminal Preferences dialog box, press ALT+W to select Line Wrap.

2 Press ALT+E to select Local Echo.

3 Press ALT+S until you select the Sound option and then press the SPACEBAR to select the option.

      Mouse Procedure

Keyboard: Specifying Carriage Returns and Linefeeds (CR to CR/LF)

To cause a carriage return to be interpreted as a carriage return plus a linefeed:

1 In the Terminal Preferences dialog box, press ALT+I to select Inbound.

2 Press ALT+O to select Outbound.

[+]   Mouse Procedure

Keyboard: Specifying Columns for Your Monitor

To specify columns:

In the Terminal Preferences dialog box, press ALT+8 to select 80 or press ALT+1 to select 132.

Mouse Procedure

Keyboard: Specifying the Type of Cursor

To specify how the cursor will appear:

1 In the Terminal Preferences dialog box, press ALT+B to select Block or press ALT+U to select Underline.

2 Press ALT+K to select Blink if you want a blinking cursor.

Mouse Procedure

Keyboard: Selecting Fonts

To select a font:

1 In the Terminal Preferences dialog box, press ALT+F.

2 Use the UP ARROW or DOWN ARROW key to select one of the fonts from the Terminal Font box.

3 Press TAB and use the UP ARROW or DOWN ARROW to select one of the font sizes for the font you choose.

[+]   Mouse Procedure

Keyboard: Selecting a Different Language

To select a different language:

1 In the Terminal Preferences dialog box, press ALT+T.

2 Use the UP ARROW or DOWN ARROW key to select a setting from the Translation box.

 Mouse Procedure

Keyboard: Showing the Scroll Bars

To show the scroll bars:

1 In the Terminal Preferences dialog box, press ALT+S until you select Show Scroll Bars.

2 Press the SPACEBAR to select the Show Scroll Bars check box.

Related Procedure

Mouse Procedure

Keyboard: Setting the Buffer Size

To set how many lines of information can be saved in the buffer:

1 In the Terminal Preferences dialog box, press ALT+L.

2 Type a number between 25 and 400 in the Buffer Lines text box.

[+]   Related Procedurde

[+]   Mouse Procedure

Keyboard: Assigning Function Keys and Their Commands

To assign function keys:

1 Press ALT and then S.

2 Press K and then ENTER.

3 Press TAB until the insertion point reaches the box for a function key you want to assign.

4 Type a name if you want to assign a name to the key.

5 Press TAB and type text and/or codes to define the function key.

Control code	Function
^A to ^Z	Sends control code A to Z to the remote computer.
^$D<NN>	Causes Terminal to delay <NN> seconds before continuing.
^$B	Causes Terminal to transmit a break code of 117 milliseconds in duration.
^$C	Chooses Dial from the Phone menu.
^$H	Chooses Hangup from the Phone menu.
^$L1 to ^$L4	Changes to another level of key groups in which keys are defined.

You can assign a number of codes and text strings to a function key.

6 Press ALT+V if you want to select Keys Visible.

7 Press ENTER.

[+]   Related Procedures

[+]   Mouse Procedure

Procedures

Keyboard: Assigning up to Four Functions to a Key

To specify sets of function keys:

1 Press ALT and then S.

2 Press K and then ENTER.

3 Press ALT+L.

4 Use the arrow keys to select a number in the Key Level area.

5 Assign up to eight function-key names and commands.

6 Repeat steps 3 through 5 to define other sets.

7 Press ENTER.

⊞   Related Procedures

⊞   Mouse Procedure

Procedures

Keyboard: Showing and Hiding the Function Keypad

To display or hide the function keypad at the bottom of the Terminal window:

1 Press ALT and then S.

2 Press K until you select Show Function Keys or Hide Function Keys.

3 Press ENTER.

  Related Procedures

  Mouse Procedure

Procedures

Keyboard: Using the Function Keys You Assign

To use function keys:

1 Press ALT and then S. Then press K, ENTER, ALT+L, use the arrow keys to select a level, and press ENTER.

   Or skip this step to use the current <u>level of function keys</u>.

2 Press CTRL+ALT and the function key you want.

 Related Procedures

 Mouse Procedure

Procedures

Keyboard: Selecting Standard Flow Control for Text File Transfers

To select standard flow control:

[+] In the Text Transfers dialog box, press ALT+S to select Standard Flow Control.

[+] Related Procedures

[+] Mouse Procedure

Procedures

[Transferring Text Files a Character at a Time](#)
[Transferring Text Files a Line at a Time](#)
[Understanding Text and Binary Transfers](#)

Keyboard: Transferring Text Files a Character at a Time

To transfer a character at a time:

1 In the Text Transfers dialog box, press ALT+C to select Character at a Time.

2 Press ALT+D to select Delay Between Characters. Then press TAB and type the number of tenths of a second you want for the delay.

   Or press ALT+E to select Wait for Character Echo.

Related Procedures

Mouse Procedure

Procedures

Keyboard: Transferring Text Files a Line at a Time

To transfer a line at a time:

1 In the Text Transfers dialog box, press ALT+L to select Line at a Time.

2 Press ALT+B to select Delay Between Lines. Then press TAB and type the number of tenths of a second you want for the delay.

   Or press ALT+P to select Wait for Prompt String. Then press TAB and type an end-of-line code.

   Related Procedures

   Mouse Procedure

Procedures

Keyboard: Setting Word Wrap for Text File Transfers

To set the word wrap for outgoing text:

1 In the Text Transfers dialog box, press ALT+W to select the Word Wrap Outgoing Text at Column check box.

2 Type the number of columns you want.

 Related Procedure

 Mouse Procedure

Keyboard: Setting Up Binary Transfers

To set up a binary transfer:

1 Press ALT and then S.

2 Press B.

3 Use the UP ARROW or DOWN ARROW key to select XModem/CRC or Kermit.

4 Press ENTER.

Related Procedure

Mouse Procedure

Keyboard: Connecting to the Remote Computer

To connect to the computer:

1 Press ALT and then P.

2 Press D.

     Mouse Procedure

Keyboard: Disconnecting from the Remote Computer

To disconnect from the computer:

1 Type the remote computer's exit command.

2 Press ALT and then P.

3 Press H.

 Mouse Procedure

Keyboard: Sending Text Files

To send text files:

1 Press ALT and then T.

2 Press S.

3 If the file is in the current directory, press ALT+F and use the UP ARROW or DOWN ARROW key to select the file.

  If the file is not in the current directory,press ALT+D, use the UP ARROW or DOWN ARROW key to select a drive or directory, and press ENTER. Then press ALT+F and use the UP ARROW or DOWN ARROW key to select the file.

4 Press ALT+A to attach a linefeed to the end of each line of text you send.

  Or press ALT+S to strip out linefeeds.

5 Press ENTER to begin sending the file.

6 Choose a Transfers menu command to pause, resume, or stop the transfer.

  Related Procedures

  Mouse Procedure

Procedures

Keyboard: Sending Binary Files

To send a binary file:

1 Tell the host computer to prepare to receive a binary file, and indicate the type of protocol to use.

2 Press ALT and then T.

3 Press B.

4 If the file is in the current directory, press ALT+F and use the UP ARROW or DOWN ARROW key to select the file.

 If the file is not in the current directory, press ALT+D, use the UP ARROW or DOWN ARROW key to select a drive or directory, and press ENTER. Then press ALT+F and use the UP ARROW or DOWN ARROW key to select the file.

5 Press ENTER.

6 Press ALT+F and use the UP ARROW or DOWN ARROW to select the file.

7 Press ALT and then T, and then press O to terminate the file transfer.

Related Procedures

Mouse Procedure

Procedures

hint

Instead of using the Files and Directories list boxes to send a file, you can type the complete pathname in the Filename box and press ENTER.

Keyboard: Receiving New Text Files

To receive a new text file:

1 Press ALT and then T.

2 Press R.

3 If you want to receive the file in the current directory, type the filename, including a filename extension if you want to specify one.

 If you want to receive the file in a different directory, press ALT+D and use the UP ARROW or DOWN ARROW key to select a directory, and press ENTER. Then press ALT+N and type the filename.

4 Select Save Controls to save control codes.

5 Select Table Format to receive the file in tabular format.

6 Press ENTER.

7 Choose a Transfers menu command to pause, resume, or stop the transfer.

 Related Procedures

 Mouse Procedure

Procedures

hint

Instead of using the Files and Directories list boxes to receive a file, you can type the complete pathname in the Filename box and press ENTER.

Keyboard: Overwriting Incoming Information to Existing Text Files

To overwrite a file:

1   Press ALT and then T.

2   Press R.

3   If you want to overwrite the file in the current directory, type the filename, including a filename extension if you want to specify one.

   If you want to overwrite the file in a different directory, press ALT+D and use the UP ARROW or DOWN ARROW key to select a directory, and press ENTER. Then press ALT+N and type the filename.   [+]

4   <u>Select Save Controls</u> to save control codes.

5   <u>Select Table Format</u> to receive the file in tabular format.

6   Press ENTER.   [+]

7   Press ENTER to confirm that you want to replace the existing file.

8   <u>Choose a Transfers menu command</u> to pause, resume, or stop the transfer.

[+]   Related Procedures
[+]   Mouse Procedure

Procedures

hint

Instead of using the Files and Directories list boxes to overwrite a file, you can type the complete pathname in the Filename box and press ENTER.

Keyboard: Appending Incoming Information to Existing Text Files

To append a file:

1 Press ALT and then T.

2 Press R.

3 Press ALT+A.

4 If you want to append the file in the current directory, type the filename, including a filename extension if you want to specify one.

 If you want to append the file in a different directory, press ALT+D and use the UP ARROW or DOWN ARROW key to select a directory, and press ENTER. Then press ALT+N and type the filename.

5 Select Save Controls to save control codes.

6 Select Table Format to receive the file in tabular format.

7 Press ENTER.

8 Choose a Transfers menu command to pause, resume, or stop the transfer.

 Related Procedures

 Mouse Procedure

Procedures

[Browsing Through the Directories List Box](#)
[Understanding Text and Binary Transfers](#)

hint

Instead of using the Files and Directories list boxes to append a file, you can type the complete pathname in the Filename box and press ENTER.

Keyboard: Receiving Incoming Text Files in Tabular Format

To receive incoming text in tabular format:

- In the Receive Text File dialog box, press ALT+T.
- Related Procedure
- Mouse Procedure

Keyboard: Saving Control Codes in Incoming Text Files

To save control codes:

☐ In the Receive Text File dialog box, press ALT+C.
☐ Related Procedure
☐ Mouse Procedure

Keyboard: Receiving Binary Files

To receive a binary file:

1 Tell the host computer to send a binary file, and indicate the type of protocol to use.

2 Press ALT and then T.

3 Press F.

4 If you want to receive the file in the current directory, type the filename, including a filename extension if you want to specify one.

   If you want to receive the file in a different directory, press ALT+D and use the UP ARROW or DOWN ARROW key to select a directory, and press ENTER. Then press ALT+N and type the filename.

5 Press ENTER.

6 Press ALT and then T, and then press O to terminate the file transfer.

 Related Procedure

 Mouse Procedure

Keyboard: Viewing Text Files

To view a text file:

1 Press ALT and then T.

2 Press V.

3 If the file is in the current directory, press ALT+F and use the UP ARROW or DOWN ARROW key to select the file.

   If the file is not in the current directory, press ALT+D, use the UP ARROW or DOWN ARROW key to select a drive or directory, and press ENTER. Then press ALT+F and use the UP ARROW or DOWN ARROW key to select the file. [+]

4 Press ALT+A to show the file with linefeeds.

   Or press ALT+S to show the file without linefeeds.

5 Press ENTER to begin viewing the file. [+]

6 [Choose a Transfers menu command](#) to control the display of the file.

[+]   Related Procedures
[+]   Mouse Procedure

Procedures

Browsing Through the Directories List Box

Specifying Carriage Returns and Linefeeds (CR to CR/LF)

Understanding Text and Binary Transfers

Keyboard: Pausing, Resuming, and Stopping Transfers

To pause, resume, or stop transfers:

1 Press ALT and then T.

2 Press P (Pause), E (Resume), or O (Stop).

Mouse Procedure

Keyboard: Selecting Text

To select text:

1 Press the ARROW keys to move the <u>insertion point</u> to the first character you want to select.

2 Press SHIFT.

3 Press the arrow keys to move the insertion point to the last character you want to select.

4 Release SHIFT.

To cancel a selection:

Press an arrow key.

Related Procedure

Mouse Procedure

Keyboard: Selecting All Text

To select all the text in the Terminal window and scroll buffer:

1 Press ALT and then E.

2 Press A.

[+]   Related Procedures

[+]   Mouse Procedure

Procedures

Keyboard: Sending Selected Text to the Remote Computer

To send text:

1 Select the text.

2 Press CTRL+SHIFT+INS.

[+]   Related Procedures

[+]   Mouse Procedure

Procedures

Keyboard: Copying Text onto the Clipboard

To copy text onto Clipboard:

1 Select the text.

2 Press CTRL+INS.

[+]   Related Procedures

[+]   Mouse Procedure

Procedures

[Selecting All Text](#)

[Sending Selected Text to the Remote Computer](#)

Keyboard: Sending the Clipboard Contents

To send the Clipboard contents to the remote computer:

Press SHIFT+INS.

Related Procedures

Mouse Procedure

Procedures

Keyboard: Clearing the Buffer

To clear the contents of the scroll buffer and window:

1 Press ALT and then E.

2 Press E.

    Related Procedures

    Mouse Procedure

Procedures

[Setting the Buffer Size](#)
[Showing the Scroll Bars](#)

Keyboard: Printing Incoming Text

To print incoming text:

1 Choose Printer Echo (press ALT and then S, and then press E) before you receive incoming text.

2 Receive the text file.

3 Choose Printer Echo again to turn printer mode off and eject from the printer any text less than a page long.

[+]   Related Procedure

[+]   Mouse Procedure

Keyboard: Printing Selected Text

To print text you already received or entered:

1 Select the text you want to print.

2 Press CTRL+INS to place the selected text onto the Clipboard.

3 End the Terminal session by pressing ALT and then F, and then pressing X.

4 Start a word processor or text editor.

5 Paste the contents of the Clipboard into a text file using the text editor or word processor.

6 Print the text file.

     Mouse Procedure

Keyboard: Changing Printers and Printer Options

To change printers or printer options:

1 Press ALT and then F.

2 Press R.

3 Use the UP ARROW or DOWN ARROW to select the printer that you want.

4 Press ALT+S to change printer options.

5 Select the options you want and press ENTER.

6 Press ENTER.

    Mouse Procedure

Keyboard: Creating New Files

To create a new file:

1 Press ALT and then F.

2 Press N.

[+]   Related Procedure

[+]   Mouse Procedure

Keyboard: Opening Existing Files

To open a file:

1 Press ALT and then F.

2 Press O.

3 If the file is in the current directory, press ALT+F and use the UP ARROW or DOWN ARROW key to select the file.

   If the file is not in the current directory, press ALT+D, use the UP ARROW or DOWN ARROW key to select a drive or directory, and press ENTER. Then press ALT+F and use the UP ARROW or DOWN ARROW key to select the file.

4 Press ENTER.

   Related Procedure

   Mouse Procedure

hint

The current directory is shown below the Filename box. Choosing the two periods [..] at the top of the Directories box shows the files and directories located one level closer to a disk's root directory.

hint

Instead of using the Files and Directories list boxes to open a file, you can type the complete pathname in the Filename box and press ENTER.

Keyboard: Saving Existing Files

Use the Save command to save changes to an existing file.

To save an existing file:

1 Press ALT and then F.

2 Press S.

   Related Procedure

   Mouse Procedure

Keyboard: Saving New or Renaming Existing Files

To save a new file or to save an existing file under a different name:

1 Press ALT and then F.

2 Press A.

3 If you want to save the file in the current directory, type the filename, including a filename extension if you want to specify one.

   If you want to save the file in a different directory, press ALT+D and use the UP ARROW or DOWN ARROW key to select a directory, and press ENTER. Then press ALT+N and type the filename.

4 Press ENTER.

Related Procedure

Mouse Procedure

hint

The current directory is shown below the Filename box. Choosing the two periods [..] at the top of the Directories box shows the directories located one level closer to a disk's root directory.

hint

Instead of using the Files and Directories list boxes to save a file, you can type the complete pathname in the Filename box and press ENTER.

status bar   `[ Stop ][ Resume ]`▐▌▌▌▌▌▌▌▌`Viewing: PICNIC.TXT`

Shows status information when you view or transfer a file.

Depending on the type of file or tranfer, the status bar might show:

- Stop, Pause, and Resume buttons.
- A ruler indicating how much of the file has been received, sent, or shown.
- The filename.

Terminal

The Windows communications application. With Terminal, you can connect your computer to other computers and exchange information. For example, you can use Terminal to hook up to an online news service or to online bulletin boards.

application Control-menu

Restore	Restores the application window to its former size.
Move	Moves the application window to another location.
Size	Changes the size of the application window.
Minimize	Shrinks the application window to an icon.
Maximize	Enlarges the application window to its maximum size.
Close	Closes the application window.
Switch To...	Starts Windows Task List.

title bar
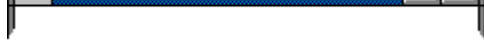
Contains the title of the application running in the window, in this case Terminal.

Drag the title bar to move the window.

Minimize button

Click the Minimize button to shrink the Terminal window to an icon.

Maximize button

Click the Maximize button to enlarge the Terminal window to its maximum size.

File Menu

File	
New	Creates a new file.
Open...	Opens an existing file.
Save	Saves changes to the current file.
Save As...	Saves a new file or an existing file under a new name.
Printer Setup...	Sets printer options for Terminal before printing.
Exit	Exits Terminal and closes the Terminal window.

Edit Menu

Edit	
Copy	Copies selected text onto the Clipboard.
Paste	Sends the Clipboard contents to the remote computer.
Send	Sends selected text to the remote computer.
Select All	Selects all text in the Terminal window and scroll buffer.
Clear Buffer	Clears the contents of the scroll buffer.

Settings Menu

Settings	
Phone **N**umber...	Specifies the phone number and dialing options.
Terminal Emulation...	Specifies the terminal emulation type.
Terminal **P**references...	Sets session preferences for your terminal.
Function **K**eys...	Defines how function keys perform during a Terminal session.
Te**x**t Transfers...	Sets the options for text file transfers.
Binary Transfers...	Sets the XModem/CRC or Kermit protocol for binary transfers.
Communications...	Sets the communication parameters.
Mo**d**em Commands...	Specifies modem commands.
Printer **E**cho	Prints your incoming text and keystrokes.
T**i**mer Mode	Times your Terminal sessions.
Show Function **K**eys	Shows or hides the function keypad, and the timer.

Phone Menu

Phone
Dial
Hangup

Dials and connects to the remote computer.

Disconnects from the remote computer.

Transfers Menu

Transfers	
Send Text File...	Sends a text file to the remote computer.
Receive Text File...	Receives a text file from the remote computer.
View Text File...	Lets you view a text file before you send or receive it.
Send **B**inary File...	Specifies and sends a binary file to the remote computer.
Receive Binary **F**ile...	Names and receives a binary file from the remote computer.
Pause	Pauses a text file transfer.
Resume	Resumes a text file transfer.
St**o**p	Stops a text or binary file transfer.

Help Menu

Help	
Index	Displays an alphabetical list of all Help topics.
Keyboard	Displays Help on Terminal key combinations.
Commands	Displays Help on Terminal commands.
Procedures	Displays Help on Terminal procedures.
Using Help	Displays information about Windows Help.
About Terminal ...	Displays important information about Terminal.

menu bar

| File | Edit | Settings | Phone | Transfers | Help |
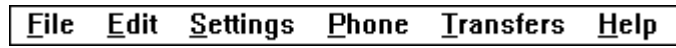
Contains the names of all the Terminal menus.

Click a menu name to display commands.

scroll arrow

An arrow on either end of a scroll bar used to move the contents of the window or list box into view.

Click a scroll arrow to move the contents into view.

scroll bar

A bar that appears at the right and/or bottom edge of a window whose contents aren't completely visible. Each scroll bar contains two scroll arrows and a scroll box for moving the contents of the window or list box.

In Terminal, you can turn scroll bars on or off.

Click a scroll bar to move the contents one screen.

scroll box

A box used to move quickly to a particular location in a file or list.

Drag the scroll box to move to another location.

Terminal cursor ▮

Indicates where text will appear. The cursor appears blinking, block, or underlined, depending the options you specify.

Text appears in the window when you view, send, and receive information.

text

Appears in the Terminal window when you view, send, and receive information.

 Select text by dragging the pointer across it.

function keypad   [type hello][hangup][   ][   ]

Enters text you assign or executes communications commands.

You can assign text such as a password or control codes to each key in the keypad.

[+]   Click the key in the keypad to choose a function.

level key   Level: 1

Switches to the next level of keys you've assigned in your function keypad. You can specify up to four levels of keys.

Click the level key to see a different set of keys in your function keypad.

time key   04:52:36 PM

Shows the time or the timer.

Use the timer to show how long your communications session is lasting.

Click the time key to switch between the time and the timer.

application window

The main window for an application, in this case the Terminal window. The Terminal application window contains text you are viewing, sending, or receiving.

window border

The outside edge of a window.

Drag the window border to change the size of the window.

Windows Glossary

Click a button or term.
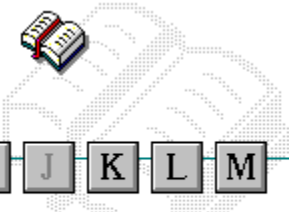
A B C D E F G H I J K L M

N O P Q R S T U V W X Y Z

Windows Glossary

Click a button or term.

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

A

386 enhanced mode
active
active printer
animation
application
application icon
application window
arrow keys
associate
AUTOEXEC.BAT

Windows Glossary

Click a button or term.

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
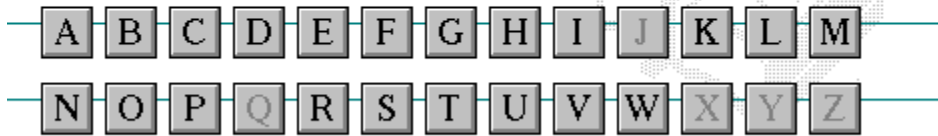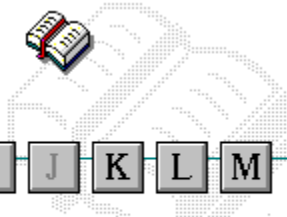
B

<< button
>> button
Back button
base-level synthesizer
batch file
baud rate
bitmap
branch
browse
byte

Windows Glossary

Click a button or term.

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

C

cascading menu
CD-ROM
channel
check box
choose
Clipboard
close
collapse
command
command button
command line

complementary color
compound device
CONFIG.SYS
Contents button
Control menu
Control-menu box
conventional memory
cutout

Windows Glossary

Click a button or term.
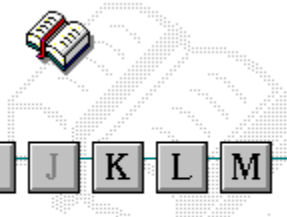
A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

D

data bits

default button

default printer

desktop

desktop pattern

destination directory

device contention

device driver

dialog box

directory path

Directory Tree

Directory Tree window

directory window

disk-drive icon

display box

document

document file

document window

DOS

drag

drop-down list box

Windows Glossary

Click a button or term.

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

E

error-checking
expand
expanded memory
extended memory
extended synthesizer
extension

Windows Glossary

Click a button or term.

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

F

file

file information line

flow control

font
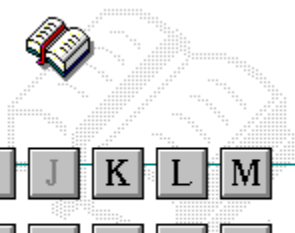
font size

format

full-screen application

Windows Glossary

Click a button or term.

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
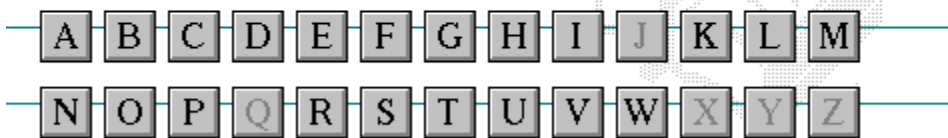
G

General MIDI Mode standard
group
group icon
group window

Windows Glossary

Click a button or term.

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

H

History button

hotspot

hue

HyperGuide button bar

Windows Glossary

Click a button or term.

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
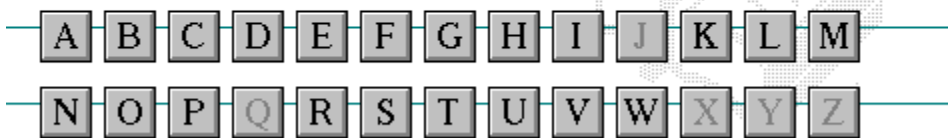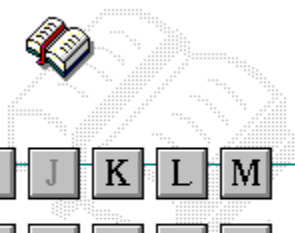
I

icon
insertion point
International MIDI Association

Windows Glossary

Click a button or term.
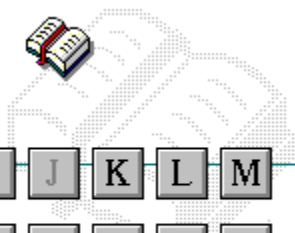
A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

J

No defined terms.

Windows Glossary

Click a button or term.

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

K
keymaps
keyword
kilobyte

Windows Glossary

Click a button or term.
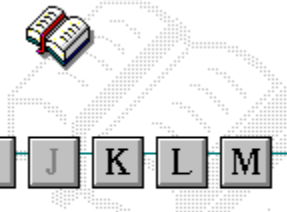
A B C D E F G H I J K L M

N O P Q R S T U V W X Y Z

L

list box
local printer
local queue
luminosity

Windows Glossary

Click a button or term.

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

M

maximize

Maximize button

Media Control Interface

memory

menu

menu bar

menu command

menu name

menu title

MIDI

MIDI file

MIDI Mapper

MIDI sequencer

MIDI Manufacturer's Association (MMA)

minimize

Minimize button

movie file

MSCDEX

multimedia extensions

Multimedia PC

multitasking

Windows Glossary

Click a button or term.

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
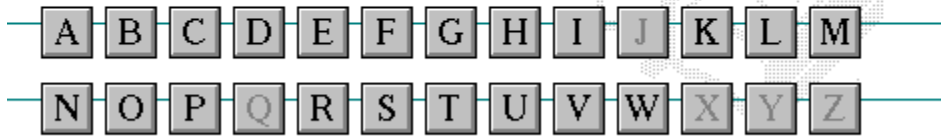
N
network printer
network queue
network server
non-Windows application

Windows Glossary

Click a button or term.

A B C D E F G H I J K L M

N O P Q R S T U V W X Y Z

O

open

option button

Windows Glossary

Click a button or term.

P

parity	print option
palette	printer-driver file
patch	printer font
patchmaps	printer queue information line
pathname	program file
picture elements	program information file (PIF)
pixels	program item
playlist	program item icon
pointer	
port	

Q

No defined terms.

R

S

sample

saturation

scaled font size

screen font

screen saver

scroll arrow

scroll bar

scroll box

Search button

select

selection cursor

serial port

shortcut key

shrink

simple device

solid color

source directory

spin box

standard mode

status bar

stop bits

synthesizer

Up button

V

[vector font](#)
[virtual memory](#)
[volume label](#)

W

X

No defined terms.

Y

No defined terms.

Z

No defined terms.

386 enhanced mode

Provides access to the virtual memory capabilities of the Intel 80386 processor. With virtual memory capabilities, Windows applications can use more memory than is physically available. Enhanced mode also allows for multitasking of non-Windows applications.

active

Describes the selected window or icon that you are currently working with. Windows always applies the next keystroke or command you choose to the active window. If a window is active, it appears in front of all other windows on the desktop, and its title bar changes color to differentiate it visually from other windows. If an icon is made active, its Control menu appears.

Inactive is the opposite of active and describes windows or icons on the desktop that are not selected.

active printer

An installed printer that has been assigned to a printer port using Setup or Control Panel. More than one printer can be set up to work on a single port, but only one can be active, since only one printer can be physically connected to the port at a time.

An inactive printer is an installed printer that is not currently connected to the printer port.

animation

The display of a series of graphic images, simulating motion. You can play animation files (for example, files with the.MMM extension) with the Media Player accessory. Animations are also called movies.

application

A computer program used for a particular kind of work, such as word processing. This term is often used interchangeably with "program."

application icon   Alarm Clock

An icon that represents an application that is running.

application window

The main window for an application. It contains the application's menu bar and main workspace. An application window may contain multiple document windows.

arrow keys

The four arrow keys on your computer keyboard. These keys move the cursor or pointer on your screen to locations you choose. Each arrow key moves the cursor or pointer in the direction of the arrow on the key. Each arrow key is named for the direction in which arrow points: UP ARROW, DOWN ARROW, LEFT ARROW, and RIGHT ARROW.

associate

To assign files that have the same extension to a program. When you choose a file with the specified extension, the associated application runs with the file loaded.

AUTOEXEC.BAT

Batch file that lists MS-DOS commands. MS-DOS automatically carries out the commands in your AUTOEXEC.BAT file when you turn on your computer. The file is located in the root directory of your first hard disk, which is usually drive C.

Typically, an AUTOEXEC.BAT file starts memory-resident utilities such as a network and sets up environment variables that are used later by applications. In addition, your AUTOEXEC.BAT file might set your MS-DOS prompt or start pop-up programs such as Borland's SideKick.

<< button

Displays the previous topic in a series of topics, until you reach the first topic in the series. Then the button is dimmed. Use this button when you want to backtrack through topics the way they are organized in HyperGuide.

>> button   `>>`

Displays the next topic in a series of topics, until you reach the last topic in the series. Then the button is dimmed. Use this button to move from topic to topic in the recommended order.

Back button

Displays the last topic you viewed. HyperGuide moves back one topic at a time, in the order in which you viewed them.

base-level synthesizer

One of the two types of synthesizers accommodated by Windows.

MIDI files authored for Windows include two versions of a song: one version for base-level synthesizers and another version for extended synthesizers. The distinctions between base-level and extended synthesizers are based on the number of instruments and notes the synthesizer can play.

batch file

A file that runs a sequence, or "batch," of commands when you type its filename. All filenames of batch files end with the extension .BAT, even though you don't have to type this extension to run the batch file.

baud rate

Signalling speed measured by the number of signals per second.

bitmap

An image stored as an array of bits.

branch

└─🗀 LETTERS

A segment of the Directory Tree, representing a directory and any subdirectories it contains.

browse

To look through files and directories. In some dialog boxes, the Browse button shows a list of files and directories from which you can choose.

byte

The amount of memory space (normally 8 bits) that a computer needs to represent a single character or word.

cascading menu

Scroll

A menu that opens from a command on another menu.

CD-ROM

Compact Disc-Read Only Memory. An optical data-storage technology that allows large quantities of data (such as animations, images, music, and sound) to be stored on a compact disc similar to discs used by the music industry.

channel

MIDI uses channels to send messages to individual devices within a MIDI setup. There are 16 MIDI channel numbers. Devices in a MIDI setup can be directed to respond only to messages marked with a channel number specific to the device.

check box ☐
☒

A small square box that appears in dialog boxes and can be selected or cleared. When the check box is selected, an X appears in the box.

choose

To use key combinations or your mouse to carry out a command in Windows. You often choose a command after you have selected an item or made it active.

Clipboard

A temporary storage area in memory, used to transfer information. You can cut or copy information onto the Clipboard and then paste it into another document or application.

close

To reduce a document window or application window to an icon or, in some cases, to remove it from the desktop. You close a window by double-clicking the Control-menu box or choosing the Close command from the Control menu. When closing an application window, you can choose to save or abandon changes to the current document before you close it.

collapse

To hide a level of directory information in the Directory Tree window. When you first start File Manager, all directories but the root directory are collapsed.

command
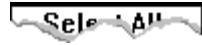
A word or phrase, usually found in a menu, that you choose to carry out an action.

command button   `OK`

A button in a dialog box that carries out or cancels the selected action. Two common command buttons are OK and Cancel. The button that carries out the action will often have a label that describes it (for example, Open, Create, Install). Another dialog box appears when you choose a command followed by ellipses.

command line

Information given to MS-DOS that specifies a command and all the pertinent information to carry it out. For example, to start Windows, you type **win** at the MS-DOS prompt.

complementary color

The color exactly opposite a color on the RGB color wheel. For example, the complementary color of blue is yellow.

compound device

Devices, such as the waveform audio driver, that have an associated file and require a filename specification when opened.

CONFIG.SYS

A file that defines device drivers and specifies your MS-DOS configuration. For example, a typical CONFIG.SYS file might specify the location of the MS-DOS file COMMAND.COM, define an extended memory manager, and specify how many files an application can have open at once. MS-DOS runs the commands in the CONFIG.SYS file each time you turn on your computer. Your CONFIG.SYS file is located in the root directory of your first hard disk, which is usually drive C.

Contents button   Contents

Displays the HyperGuide contents.

Control menu   Switch To

The menu in the upper-left corner of a window. The Control menu appears on every application that runs in a window and on some non-Windows applications. Document windows, icons, and some dialog boxes also have Control menus.

Control menu commands move, change the size of, and close windows. You can also switch to Task List by using the Control menu. For non-Windows applications, Control menu commands transfer information and perform other functions, depending on the application.

Control-menu box

The box located in the upper-left corner of a window. Clicking the Control-menu box opens the Control menu for the window.

Application Control-menu box

Document Control-menu box
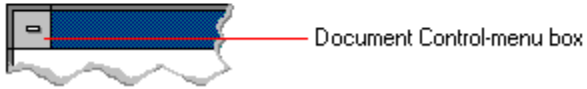
conventional memory

The first 640K of memory that MS-DOS uses to run applications. Most computers have at least 256K of conventional memory and can accommodate up to 640K of conventional memory.

cutout

A portion of a Paintbrush drawing you select with the Scissors or Pick tool.

data bits

The bits in each package of data sent between two computers during telecommunication. Most characters are transmitted in 7 or 8 data bits.

default button   OK

The command button in some dialog boxes that is automatically selected or chosen by Windows as the most logical or safest choice. The default button has a bold border, indicating that it will be chosen if you press ENTER. You can override a default button by choosing Cancel or another command button.

default printer

The printer that Windows applications automatically use when you choose the Print command. You can have only one default printer, which must also be the active printer on the port. The printer you use most often should be made the default printer.

desktop

The background of your screen, on which windows, icons, and dialog boxes appear.

desktop pattern

A geometric pattern that appears across your desktop. You can design your own pattern or choose one of the patterns provided by Windows.

destination directory

The directory to which you intend to copy or move one or more files.

device contention

When several applications simultaneously request use of a peripheral device, such as a printer or modem.

Windows automatically handles device contention when all the applications are Windows applications. When one of the applications is a non-Windows application, however, the conflict is handled according to the options you select in the 386 Enhanced dialog box. This dialog box appears when you choose the 386 Enhanced icon in Control Panel.

device driver

Tells Windows how to control a piece of hardware. Using Control Panel, you can install device drivers for your:

[+]	Display (monitor)
[+]	Keyboard
[+]	Mouse
[+]	Network

dialog box

A rectangular box that either requests or provides information. Many dialog boxes present options that you must choose from before Windows can carry out a command. Some dialog boxes present warnings or explain why a command can't be completed.

directory path

Directory path

The directions to a directory or file within your system.

In the illustration, C:\ART stands for the ART directory on drive C. Any commands you use affect the files and subdirectories in this directory.

When you want to specify a file, make sure the filename follows the directory path.

Directory Tree

A graphic display of a disk's directory structure. The directories on the disk are shown as branching from the disk's root directory.

Directory Tree window

A File Manager window that shows the complete branching structure of the selected disk drive.

directory window

A File Manager window that lists the contents of a specific directory. The directory window shows all the files and subdirectories contained in the directory.

disk-drive icon

An icon in the Directory Tree window of File Manager that represents a disk drive on your system. Different icons depict floppy disk drives, hard disk drives, RAM drives, CD-ROM drives, and network disk drives.

display box
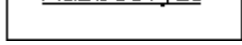
A display box is not an option, but a type of text box that shows an example of another option you have selected, in this case a sample of the 10 pt, underlined, Helvetica font.

document

Whatever you create with an application, including information you enter, edit, view, or save. A document can be a business report, a spreadsheet, a picture, and so on.

document file

Files that are associated with an application. You can start an application and open the associated file by choosing a document file icon.

document window

A window inside an application window. Each document window contains a single document or other data file. There can be more than one document window inside an application window.

DOS

Disk Operating System, typically known as MS-DOS (Microsoft) or PC-DOS (IBM). This is the underlying software that must exist for your PC to operate.

drag

A mouse move. You drag a Windows element by pointing to it, holding down the mouse button, and sliding the mouse from one spot on the surface of your desk to another and releasing the mouse button.

drop-down list box

A list box that opens and closes in dialog boxes.

Before you open a drop-down list box, it looks like this:

International

| United States | ▼ |

When you click this arrow, the list box opens.

After the list box is open, it looks like this:

International

United States	▼
Sweden	▲
Switzerland (French)	
Switzerland (German)	
Switzerland (Italian)	
Taiwan	
United Kingdom	
United States	
Other Country	▼

When you click this arrow the box closes.
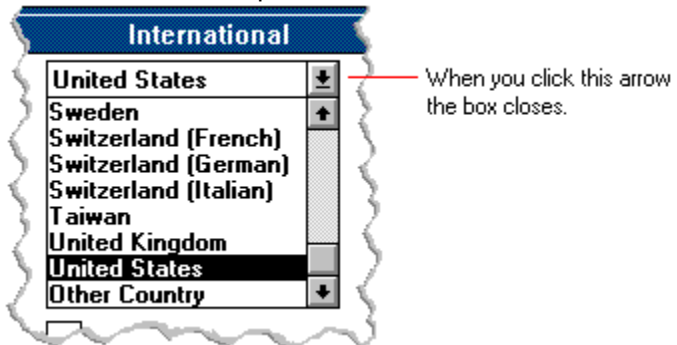
NOTE: When the list is longer than the box, scroll bars are provided.

error checking

A method for validating transmissions.

expand

To show hidden directory levels in the Directory Tree. With File Manager, you can expand a single directory level, one branch of the Directory Tree, or all branches at once.

expanded memory

Memory in addition to conventional memory that is available to applications. It is allocated in 16K blocks. Windows makes use of expanded memory only if the /r switch is used at startup. Windows running in 386 enhanced mode simulates expanded memory for the applications that need it. Windows running in standard mode or 386 enhanced mode allows applications to use expanded memory, but does not use expanded memory itself in managing applications.

extended memory

Memory in addition to conventional memory that is not readily accessible to MS-DOS or MS-DOS applications. Extended memory cannot be used on 8086 and 8088 computers. Windows running in standard mode or 386 enhanced mode uses extended memory to manage and run applications.

extended synthesizer

One of the two types of synthesizers accommodated by Windows.

MIDI files authored for Windows include two versions of a song: one version for base-level synthesizers and another version for extended synthesizers. The distinctions between base-level and extended synthesizers are based on the number of instruments and notes the synthesizer can play.

extension

Part of a file or directory name that appears after a period and provides additional information. It usually indicates the type of file or directory. For example, program files have default extensions of .COM or .EXE .

Many applications include a default extension automatically when you save a file the first time. For example, Notepad adds a .TXT extension to all filenames unless you specify otherwise.

file

A document or application that has been given a name. All documents are stored as files in Wiindows.

file information line 🖳 Write - REPORT.TXT 12% of 101K 12:08 AM 2-6-91

Information specific to each file in a print queue. The information can include these details:

- The file's position in the queue or a printer icon if the file is printing.
- The title of the print job assigned by the application (if your network software supports this).
- What percentage of the file has printed so far.
- The size of the file in kilobytes (if the Print File Size command on the View menu is selected).
- The time and date you sent the file to Print Manager (if the Time/Date Sent command on the View menu is selected).

If you are connected to a network printer, the printer queue information line shows the network server connection. Any detailed information the network can provide appears in the message box at the upper-right corner of the Print Manager window. Networks can provide varying degrees of detailed information.

flow control

The method for controlling the flow of information.

font   Water **Water** *Water* Water Water

A graphic design applied to all numerals, symbols, and characters in the alphabet. A font usually comes in different sizes and provides different styles, such as bold, italic, and underlining for emphasizing text.

font size

The height of a printed character, measured in points. One inch equals 72 points. For example, 12-point Helv is 12 points high.

Helv

Helv 8 ABCDEFGHIJKL

Helv 10 ABCDEFGHIJKL

Helv 12 ABCDEFGHIJKL

Helv 14 ABCDEFGHIJKL

The font and font size you use determine the amount of text that fits on one page.

format

(1) The appearance of text on the pages of a document. (2) To prepare a disk so it can hold information. Formatting a disk erases all information that was previously on it.

full-screen application

A non-Windows application that uses the entire screen--rather than a window--to run in the Windows environment.

General MIDI Mode standard

A MIDI specification controlled by the MIDI Manufacturers Association (MMA). The purpose of this specification is to enable MIDI file authors to create files that sound the same across a variety of different synthesizers.

group

A collection of applications within Program Manager. Grouping your applications makes them easier to find.

group icon

A group window you have reduced to an icon in Program Manager.

group window

A window that displays the items in a group within Program Manager. These items can be applications, files associated with applications, or a combination of both.

History button   History

Displays a list of the HyperGuide topics you have viewed. Use this button to revisit any of the last 40 HyperGuide topics you have viewed. The most recent topic appears first.

hotspot

Text, graphics, or parts of graphics that provide links to other HyperGuide topics or more information about the current topic.

Whether text or graphics, the pointer changes to the shape of a hand whenever it is over a hotspot. If you click a hotspot that is linked to another topic, that topic will appear in the HyperGuide window. If the hotspot is linked to more information, HyperGuide displays the information in a popup window on top of the HyperGuide window.

hue

The position of a color along the color spectrum.

HyperGuide button bar   Contents | Search | Back | History | Up | << | >>

Contains the HyperGuide buttons you use to move among topics and contents screens. It is located near the top of the HyperGuide window.

icon

A graphic representation of a disk drive, directory, group, application, document, and so on. You can restore an application icon to a window when you want to use the application.

insertion point

The place where text will be inserted when you type.The insertion point usually appears as a flashing vertical bar in an application's window or in a dialog box. The text you type appears to the left of the insertion point, which moves to the right as you type.

International MIDI Association (IMA)

The non-profit MIDI organization that circulates information about the MIDI specification.

keymaps

Percussion instruments are key-based--each note plays a different percussion instrument. Keymaps translate MIDI key values to ensure the proper percussion instruments are used to play MIDI files. All MIDI files for Windows are authored using standard key assignments based on the General MIDI Mode standard.

keyword

Words in the HyperGuide Search dialog box that are associated with topics. Each application's documentation has its own keyword list, including the glossary words in HyperGuide. You select from the list of keywords or type a keyword to see the list of topics associated with that keyword.

kilobyte

The measurement used for the size of a computer's memory, where 1 kilobyte (K) = 1,024 bytes.

list box   `sysini.txt ▼`
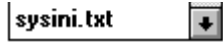
A box within a dialog box that lists available choices--for example, the list of all available files in a directory. If all the choices don't fit in the box, there will be a vertical scroll bar to the right of the list box. In some list boxes, you can select more than one item.

local printer

A printer that is directly connected to your printer by a cable.

2   Calendar - SCHEDULE.CAL   6K   12:10 AM 2-6-91

local queue

Lists the files that you directed to any active printer connected to your computer. The computer and printers are connected locally by a cable.

When Print Manager starts printing on a local printer, its icon appears at the bottom of your screen. If you restore the icon to a window, you see the print queue for any active printer connected to your computer. You can use the Print Manager window to check the status of files in the print queue or to interrupt or cancel a print job.

luminosity

The brightness of the color on a scale from black to white.

maximize

To enlarge a window to its maximum size by using the Maximize button or the Maximize command.

Maximize button

The small button at the upper-right corner of a window that contains an Up arrow. Mouse users can click the Maximize button to enlarge a window to its maximum size. Keyboard users can use the Maximize command on the Control menu.

Media Control Interface (MCI)

A standard control interface for multimedia devices and files. MCI allows a multimedia application to easily control a variety of multimedia devices and files.

memory

The space in a computer where information is stored while you are working with it. Most PCs have a small amount of read-only memory (ROM), containing the built-in programs that start the operation of the computer when it is turned on, and a large amount of random-access memory (RAM) for users' programs and data.

menu | √ <u>M</u>inimize on Use |

A list of available commands in an application window. Menu names appear in the menu bar near the top of the window. The Control menu, represented by the Control-menu box at the left end of the title bar, is common to all Windows applications. You use a command on a menu by selecting the menu name, then choosing the command you want.

menu bar   File   Options   Window   Help
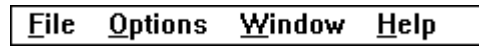
The horizontal bar containing the names of an application's menus. It appears just under the title bar.

menu command

A word or phrase in a menu that you choose to carry out an action, such as copying a file.

menu name

The name for a particular menu that appears in the menu bar and opens a menu when you choose it.

menu title

A word or phrase in the menu bar that identifies a group of commands. Selecting the menu title causes the title to be highlighted and its menu of commands to appear below it.

MIDI

Musical Instrument Digital Interface. MIDI sets a communications standard for transferring data between musical instruments and associated devices.

MIDI file

A file format for storing MIDI songs. In Windows, MIDI files have a .MID filename extension.

MIDI Mapper

A Control Panel option that lets you create and edit MIDI setup maps. Windows uses these maps to translate and redirect MIDI data.

MIDI Sequencer

Software that creates or plays songs stored as MIDI files. When a sequencer plays MIDI files, it sends MIDI data from the file to a MIDI synthesizer that produces the sounds. Windows provides a MIDI sequencer to play MIDI files.

MIDI Manufacturer's Association (MMA)

A collective organization composed of MIDI instrument manufacturers and MIDI software companies. The MMA works with the MIDI Standards Committee to maintain the MIDI specification.

minimize

To reduce a window to an icon using the Minimize button or the Minimize command. The document or application remains open (or running), and can be the active application or document.

Minimize button

The small button at the upper-right corner of a window that contains a Down arrow. Mouse users can click the Minimize button to reduce a window to an icon. Keyboard users can use the Minimize command on the Control menu.

movie file

A multimedia data file (for example, a file with the .MMM extension). You can play movie files with the Media Player accessory. Movie files are also called animations.

MSCDEX

Microsoft Compact Disc Extensions. MSCDEX is software that makes CD-ROM drives appear to DOS as network drives. You must have MSCDEX installed on your computer for the CD-ROM drive to work.

multimedia extensions

Additional features added to Windows version 3.0 that enable your computer to run animations, play sound and MIDI files, and display high-quality images.

Multimedia PC

Multimedia personal computer. A multimedia computer satisfies a minimum set of hardware/software requirements necessary for multimedia computing. The requirements include:

- An 80286/386/486 microprocessor running at 10MHz or faster
- 2MB or more of RAM
- 30MB or larger hard disk
- VGA display
- A digital audio subsystem
- A CD-ROM drive
- Systems software compatible with Microsoft Windows version 3.0 with multimedia extensions

multitasking

The ability of a single computer to perform several tasks simultaneously.

Multitasking makes it possible to print one document while editing another, or to perform lengthy computations while you work on something else.

network printer

A printer that is accessible to your computer only through a network.

network queue

Lists the files on the network server if you are using a network printer.

network server

A computer on a network that provides a particular service to other computers. For example, a disk server manages a large file server, and a print server manages a printer.

non-Windows application

An application that was not designed to run in Windows. Generally, non-Windows applications do not conform to Windows user-interface standards.

open

To display the contents of a directory or file in a window, or to enlarge an icon to a window.

option button   ○
◉

A small round button that appears in a dialog box and is used to select an option. Within a group of related option buttons, you can select only one button.

palette

Defines the colors used in a bitmap image. Every device independent bitmap (DIB) has an associated color palette.

parity

The method of detecting errors in data transmission.

patch

A specific sound created by a synthesizer. A synthesizer plays notes using sounds defined as patches.

patchmaps

A patch is a specific sound created by a synthesizer. A synthesizer plays notes using sounds defined as patches. Patchmaps translate MIDI patch changes to ensure the proper instruments are used to play MIDI files. All MIDI files for Windows are authored using standard patch assignments based on the General MIDI Mode standard.

pathname

The directions to a directory or file within your system. For example, C:\WINDOWS3\APPTS\JUNE.CAL is the pathname of the JUNE.CAL file in the APPTS subdirectory in the WINDOWS3 directory on drive C.

picture elements

The smallest graphics unit on the screen. Also known as pels.

pixels

The smallest graphic units on the screen. Also known as picture elements (pels).

playlist

A list of compact disc titles and tracks that determines the order in which the tracks on the disc are played. Playlists are only used in Music Box.

Use the Program button to assign or edit titles, and to change the playlist.

pointer

In Windows, the shape of the pointer indicates its function.

For selecting Windows items, scrolling, resizing windows, and moving windows and dialog boxes with your mouse. This is the pointer you will see most often.

For choosing a HyperGuide hotspot.

For selecting text with your mouse.

For changing the size of a window with your mouse.

For changing the location or size of a window with your keyboard.

For indicating the application is processing your request.

port

A connection on a computer where you plug in a cable that carries data to a device.

LPT ports are parallel ports. COM ports are serial ports. EPT is a port used for certain printers, such as the IBM Personal Pageprinter. You can use the EPT port only if you have installed a special card in your computer.

Multimedia PCs also have a port for a MIDI sequencer.

print options

Printer-specific settings such as page orientation--portrait or landscape--or the manner in which paper feeds through the printer. These options vary from printer to printer.

printer-driver file

A file that gives Windows important information about how to control your printer, including details about printer features and the printing interface, descriptions of fonts (such as sizes and styles), character translations, and control sequences the printer uses to achieve various formats. Windows has printer-driver files for most commonly used printers.

printer font

A series of dots connected by lines that can be scaled to different sizes. Another name for printer fonts is vector (or stroke) fonts. Plotters typically use vector fonts.

printer queue information line `PCL/HP LaserJet on LPT1 [Printing]`

Indicates the following:

- The name of the printer.
- Where the printer connects to your computer.
- The current status of the printer.

program file

A file that contains information that controls an application. In File Manager, each program file is represented by an icon. You can start the application by choosing the icon. Filenames for program files can have these extensions: .EXE, .COM, .PIF, and .BAT.

program information file (PIF)

A file that provides important information that Windows needs to run a non-Windows application. PIFs contain information such as the name of the file, a startup directory, whether the program writes directly to the screen or to memory, and multitasking options for applications running in 386 enhanced mode.

program item

A program file or associated document represented by an icon in Program Manager. The program item provides the instructions Windows needs to start an application and open a document (if specified) when you choose the icon.

program item icon

An icon representing an application you can start or an associated document you can open from a group in Program Manager. The program item provides the instructions Windows needs to start an application and open a document (if specified) when you choose the icon.

RGB components

The amount of each of the three primary colors--red, green, and blue--present in a color. Every color and pattern is made by varying the three primary colors. This is true even in monochrome (black and white) mode. For instance, white is made by mixing together 255 parts of red, 255 parts of green, and 255 parts of blue. Black, on the other hand, is 0 red, 0 green, and 0 blue.

read-only

Describes a file or CD-ROM disc that can only be opened and read. You cannot edit a read-only file or CD-ROM disc and save your changes.

real mode

An operating mode that Windows runs in to provide maximum compatibility with versions of Windows applications released prior to Windows version 3.0. Real mode is the only mode available for computers with less than 1 MB of extended memory.

Restore button

The small button at the upper-right corner of a window that contains both an Up arrow and a Down arrow. The Restore button appears only after you have enlarged a window to its maximum size. Mouse users can click the Restore button to return the window to its previous size. Keyboard users can use the Restore command on the Control menu.

root directory

The main directory on a disk. The root directory is created at the first level when you format a disk. The symbol used to indicate the root directory of a disk is the backslash (\). For example, the root directory for drive C is noted as C:\.

sample

A piece of waveform data represented by a single numerical value. You convert sound into digital form by taking samples of the sound at specific time intervals and converting them to numeric values.

saturation

The purity of a hue, moving from gray to the pure color.

scaled font size

A font size that approximates a specified font size for use on the screen. Windows scales larger font sizes when a size that is available for the printer is not available for the screen. Scaled fonts may look slightly different from unscaled fonts. When you choose a smaller font size that is available for the printer but not for the screen, Windows substitutes the correct size from a precision-drawn font that resembles the selected font as closely as possible.

screen font

A font that duplicates a printer font on your screen.

If you choose a printer font that does not have a corresponding screen font, Windows substitutes a screen font that closely resembles the printer font. The substitute font duplicates the line lengths and page breaks of the font you selected.

When you purchase extra fonts from a printer or font manufacturer, ask about the availability of screen fonts to match.

screen saver

An image or pattern that is shown on your computer screen during periods of inactivity. Screen savers hide information currently on the screen; by changing patterns they can also save wear on the electronics in the display.

scroll arrow

An arrow on either end of a scroll bar that is used to scroll through the contents of a window or list box. Clicking a scroll arrow moves the contents one line. Holding down a scroll arrow scrolls the contents continuously.

Scroll arrows also control the playing of media in some applications, such as Media Player and Sound Recorder.

scroll bar

A bar that appears at the right and/or bottom edge of a window whose contents aren't completely visible. Each scroll bar contains two scroll arrows and a scroll box, which allow you to scroll within the window or list box.

A scroll bar is also used to control playing of media in some applications, such as Media Player and Sound Recorder.

scroll box

The square or rectangular box within a scroll bar that indicates your relative position within a document or list box. Mouse users can drag the scroll box up or down quickly through long documents.

A scroll box is also used to control playing of media in some applications, such as Media Player and Sound Recorder.

Search button   ![Search]

Displays the keywords you can use to search for topics. Use this button to look for topics related to a keyword.

select

To mark an item by highlighting it with key combinations or with a mouse. Selecting does not initiate an action. After selecting an item, you choose the action that affects or involves the item. For example, you can select text and then choose the Copy command to copy the text onto the Clipboard.

selection cursor

The marking device that shows where you are in a window, menu, or dialog box and what you have selected. The selection cursor appears as a dotted box around the text in a dialog box option.

serial ports

Ports used by your system, named COM1, COM2, and so on. Serial ports are typically used for connecting modems, mouse devices, and some kinds of printers.

shortcut key

A key or key combination, available for some commands, that you can press to carry out a command without first selecting a menu. The shortcut key for a command is listed to the right of the command name on the menu.

shrink

To reduce a window to an icon using the Minimize button or the Minimize command. The document or application remains open (or running), and can be the active application or document.

simple device

Devices, such as audio compact-disc players, that don't have an associated file and can be opened without a filename specification.

solid color

A color directly supported by your display.

source directory

The directory containing the file or files you intend to copy or move.
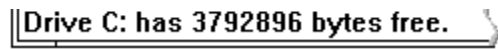
spin box

A spin box shows one item in a range of possible choices. Clicking the Up or Down arrow to the right of the entry lets you "spin" through the available choices until your choice appears in the display rectangle.

standard mode

The normal operating mode for running Windows. This mode provides access to extended memory. In standard mode, you can also switch among non-Windows applications.

status bar   Drive C: has 3792896 bytes free.

A line of information located at the top or bottom of a window. For example, in a directory window the status bar tells how many files are selected, how much disk space they occupy, and the total number of files in the directory. In the Directory Tree window, the status bar shows the number of bytes available on the disk and the total disk capacity. Not all windows have a status bar.

stop bits

The timing unit between characters.

Stop bits are not actually bits; they determine the time between transmitted characters.

synthesizer

An electronic instrument able to make music and sounds by creating its own audio waveforms and sending them out to an audio system. A synthesizer can play back MIDI files.

Task List

A window that shows all the applications you have running so you can switch among them. You can open the Task List window by choosing Switch To from the Control Menu or by pressing CTRL+ESC.

text box   Filename: [*.TXT   ]

A box within a dialog box where you type the information needed to carry out a command. When the dialog box appears, the text box may be blank or may contain text.

text file

A file containing only plain text, numbers or symbols. The text in a text file is uniform and does not contain any formatting, such as bold, underline, or different fonts and font sizes. A text file usually consists of characters coded from the ASCII character set.

The advantage of a text file is that it can be transferred to almost any text editor or word processor. Also, MS-DOS and Windows use text files, such as AUTOEXEC.BAT, CONFIG.SYS, and WIN.INI.

title

Another name for a software application written to run on a Multimedia PC.

title bar

The horizontal bar at the top of a window that contains the title of the window or dialog box. On many windows, the title bar also contains the Control-menu box and Maximize and Minimize buttons.

topic

The level in the HyperGuide hierarchy at which you see information in the main window. This information can be in the form of a Quick Look graphic, an explanation of a command, a conceptual overview, a procedure, or a table of keys. Information in pop-up windows and contents screens are not considered topics.

track

A sequence of sound on a CD disc, which usually corresponds to a song.

Up button

Moves up one level in the HyperGuide hierarchy.

vector fonts

A series of dots connected by lines that can be scaled to different sizes.

virtual memory

A memory management system used by Windows running in 386 enhanced mode, which allows Windows to behave as if there were more memory than is actually present in the sytem. Virtual memory equals the amount of free RAM plus the amount of disk space allocated to a swap file that Windows uses to simulate additional RAM.

volume label Volume label

The name you give a disk by using the Label command. Disk labels are optional. You see this information in File Manager only if you assigned a label to your disk. You can change or add a disk label through File Manager.

WAVE format

Microsoft's format for digitized waveform files. These files have a .WAV extension.

waveform

A sound waveform displays variances in air pressure over time. An audio signal waveform displays variances in voltage over time.

wildcard characters

Two MS-DOS characters you can substitute for all or part of a file or directory name when you want to find similarly-named files or want one command to affect a number of files or directories.

An asterisk (*) substitutes for all characters. A question mark (?) substitutes for a single character.

For example, this entry covers all files with a .DOC extension in the current directory:

*.DOC

And this entry covers everything named with FY, three other characters, and the extension .90:

FY???.90

window

A rectangular area on your screen in which you view an application or document. You can open, close, and move windows, and change the size of most windows. You can open several windows on the desktop at the same time and you can shrink windows to icons or enlarge them to fill the entire desktop.

window border

The outside edge of a window. You can lengthen or shorten each border. You can also change the width of the border with Control Panel's Desktop command.

Windows application

An application that was designed for Windows and will not run without Windows. All Windows applications follow the same conventions for arrangement of menus, style of dialog boxes, use of the keyboard and mouse, and so on.

wrap

The automatic movement of the insertion point from the end of one line to the beginning of the next line as you type. When text wraps, you do not need to press ENTER at the end of each line in a paragraph.