




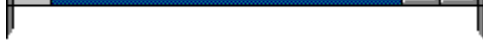
**Terminal**

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

	
<b>R</b> estore	Restores the application window to its former size.
<b>M</b> ove	Moves the application window to another location.
<b>S</b> ize	Changes the size of the application window.
<b>M</b> inimize	Shrinks the application window to an icon.
<b>M</b> aximize	Enlarges the application window to its maximum size.
<b>C</b> lose	Closes the application window.
<b>S</b> witch 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

<b>File</b>	
<b><u>N</u>ew</b>	Creates a new file.
<b><u>O</u>pen...</b>	Opens an existing file.
<b><u>S</u>ave</b>	Saves changes to the current file.
<b><u>S</u>ave <u>A</u>s...</b>	Saves a new file or an existing file under a new name.
<b><u>P</u>rinter Setup...</b>	Sets printer options for Terminal before printing.
<b><u>E</u>xit</b>	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 Number...**

Specifies the phone number and dialing options.

**Terminal Emulation...**

Specifies the terminal emulation type.

**Terminal Preferences...**

Sets session preferences for your terminal.

**Function Key...**

Defines how function keys perform during a Terminal session.

**Text 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.

**Modem Commands...**

Specifies modem commands.

**Printer Echo**

Prints your incoming text and keystrokes.

**Timer Mode**

Times your Terminal sessions.

**Show Function Key**

Shows or hides the function keypad, and the timer.

## Phone Menu

### **Phone**

**Dial**

Dials and connects to the remote computer.

**Hangup**

Disconnects from the remote computer.

## Transfers Menu

### **Transfers**

**Send Text File...**

Sends a text file to the remote computer.

**Recieve 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 Binary File...**

Specifies and sends a binary file to the remote computer.

**Receive Binary File...**

Names and receives a binary file from the remote computer.

**Pause**

Pauses a text file transfer.

**Resume**

Resumes a text file transfer.

**Stop**

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**

<u>F</u> ile <u>E</u> dit <u>S</u> ettings <u>P</u> hone <u>T</u> ransfers <u>H</u> elp
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Contains the names of all the Terminal menus.

- ▶ Click a menu name to display commands.

**text**

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

- ▶ Select text by dragging the pointer across it.

**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.

**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.



### status bar



Shows status information when you view or transfer a file.

Depending on the type of file or transfer, 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.

**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.

### function keypad

type hello	hangup		
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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.

## **window border**



The outside edge of a window.

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





