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Windows Terminal is an application that you can use to connect your computer to other computers and exchange information.

To learn how to use Help, press F1.

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## **File Menu Commands**

Use the [scroll bar](#) to see more commands.

### **New**

Opens a new (default) settings file.

If you are already working in a file, you can save any changes you have made to the current settings before the new file opens.

### **Open**

Opens an existing settings file.

If you are already working in a file, you can save any changes you have made to the current settings before the other file opens.

### **Save**

Saves changes to the settings file you have been working on.

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

### **Save As**

Saves a new or existing settings file.

You can assign a name to a new file or save an existing file under a new name.

### **Print Setup**

Sets printer options for Terminal.

You can also select the printer you want to print to. The available options depend on the printer you select.

### **Exit**

Closes the settings file and quits Terminal.

You can save any changes you made to the settings file before quitting.

## **Edit Menu Commands**

Use the [scroll bar](#) to see more commands.

### **Copy**

Copies text from the Terminal window onto the Clipboard, leaving the original text intact and replacing the previous Clipboard contents.

Use the Paste command to send the copied text to the remote computer. Or, if you are in another application, use Paste to insert the text into an open document.

### **Paste**

Sends the Clipboard contents to the remote computer, or inserts them into an open document.

### **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 and the Terminal window.

## **Settings Menu Commands**

Use the [scroll bar](#) to see more commands.

### **Phone Number**

Sets options, such as the phone number, and timeout and redialing options for dialing the remote computer.

### **Terminal Emulation**

Specifies the terminal-emulation type.

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

### **Terminal Preferences**

Customizes your Terminal session.

You can specify how text is displayed, the cursor appearance, scrolling options, country options, and how carriage returns are interpreted.

### **Function Keys**

Assigns tasks and [control codes](#) to function keys.

### **Text Transfers**

Specifies how text files are transferred, including the flow-control method used, when text is wrapped, and whether text is transferred a character or a line at a time.

### **Binary Transfers**

Sets the XModem/CRC or Kermit protocol for [binary transfers](#).

### **Communications**

Sets the communications parameters such as baud rate, data bits, stop bits, parity, flow control, and carrier detect.

### **Modem Commands**

Specifies the type of modem you are using and its settings.

### **Printer Echo**

Specifies whether to print incoming text and your keystrokes.

### **Timer Mode**

Specifies whether to time your Terminal sessions.

### **Show/Hide Function Keys**

Displays or hides the function keypad and the timer or system time along the lower edge of the Terminal window.

## **Phone Menu Commands**

### **Dial**

Dials and connects to the remote computer.

### **Hangup**

Disconnects from the remote computer.

## Transfers Menu Commands

Use the [scroll bar](#) to see more commands.

### Send Text File

Sends a text file to the remote computer.

You can specify the filename and whether to strip or append linefeeds after a carriage return.

### Receive Text File

Receives a text file from the remote computer.

You can specify the filename, whether to append the text to an existing file, whether to save certain [control codes](#), and the format for receiving text.

### View Text File

Displays a text file in the Terminal window before you send or receive it.

You can specify the filename and whether to append or strip linefeeds after carriage returns.

### Send Binary File

Sends a [binary file](#) to the remote computer.

Terminal sends binary files according to the protocol specified by using the Binary Transfers command on the Settings menu.

### Receive Binary File

Receives a binary file from the remote computer.

Terminal receives binary files according to the protocol specified by using the Binary Transfers command on the Settings menu.

### Pause

Pauses a [text-file transfer](#).

### Resume

Resumes a text-file transfer.

### Stop

Stops a text-file or binary-file transfer.

## Specifying the Phone Number

### To specify the phone number that Terminal dials

- 1 From the Settings menu, choose Phone Number.
- 2 In the Dial box, type the phone number.  
If you are using a Hayes-compatible modem, type commas to add pauses. If you are using a different modem, refer to your modem manual for the character to use to add pauses.
- 3 Select any other options, and then choose the OK button.

<b>Use</b>	<b>To</b>
Timeout If Not Connected In	Set the number of seconds Terminal waits for a connect signal from the remote computer.
Redial After Timing Out	Specify that Terminal dial the phone number again if an attempt fails.
Signal When Connected	Specify that the system bell ring when a successful connection has been made.



## Setting Terminal Emulation

### To set the terminal-emulation type

1 From the Settings menu, choose Terminal Emulation.

2 Select a terminal type.

If you're not sure which terminal to select, select DEC VT-100 (ANSI). If you select TTY, the remote computer receives formatting codes for only the carriage return, backspace, and tab characters.

3 Choose the OK button.

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

## Specifying Communications Parameters

### To specify communications parameters

- 1 From the Settings menu, choose Communications.
- 2 Select the options appropriate for your system and the remote computer, and then choose the OK button.

<b>Use</b>	<b>To</b>
Baud Rate	Specify the transfer rate of your modem. Some modems can transmit at more than one baud rate, so check your hardware manual and select one that both systems can handle.
Data Bits	Specify the number of data bits in the data packets sent between the two computers.
Parity	Specify the parity type. If you selected 8 data bits in the previous option, select None here.
Carrier Detect	Use the modem signal to detect a carrier signal that indicates whether the modem is online. When Carrier Detect is selected, Terminal uses the carrier-detect signal to determine whether the modem is online. When Carrier Detect is off, Terminal looks at the modem response string to determine whether the modem is connected. If your modem still doesn't connect to the remote computer after you have set the other options correctly, clear this check box and try connecting again.
Parity Check	See the byte in which a parity error was encountered. Otherwise, you see a question mark (?) where the modem detected an error. A question mark appears at every character not transferred correctly.
Connector	Select the communications port your modem uses.
Stop Bits	Specify the time that elapses between transmitted characters.
Flow Control	Indicate what Terminal should do if the buffer becomes too full to receive more data from the remote computer. Select Hardware if the remote computer uses the hardware method. Select None if the remote computer uses no overflow method. Select XON/XOFF if you don't know which flow-control method is used.

## **Specifying Modem Commands**

### **To specify modem commands**

- 1 From the Settings menu, choose Modem Commands.
- 2 In the Modem Defaults area, select your modem type. If your modem is not one of the modems listed, select None or select the default modem whose commands most closely match the ones used by your modem.
- 3 In the Commands area, enter or change the commands as appropriate.  
If you make a mistake, reset the commands by selecting the modem type again.
- 4 Choose the OK button.

## Timing Terminal Sessions

When you display the function keypad, either the system time or a timer is displayed in a box at the bottom of the Terminal window.

### To time your sessions

- 1 From the Settings menu, choose Timer Mode.  
The timer starts.
- 2 To reset the timer, choose Timer Mode again.  
To switch between the system time and the timer without resetting the timer, click the time display.

See Also

[Showing and Hiding Function keys](#)

## Specifying Terminal Modes

### To specify Terminal modes

- 1 From the Settings menu, choose Terminal Preferences.
- 2 Select the appropriate Terminal Modes check boxes, and then choose the OK button.

<b>Use</b>	<b>To</b>
Line Wrap	Wrap incoming characters that go beyond the last specified column. If the remote terminal is 132 columns wide and you have an 80-column screen, select this option. Otherwise, you will need to use the scroll bars to view incoming characters.
Local Echo	Display your keystrokes on your screen. If the remote computer echoes your keystrokes, leave Local Echo off.
Sound	Turn on the system bell for the remote computer.

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

### **To add a linefeed to carriage returns in incoming files**

- 1 From the Settings menu, choose Terminal Preferences.
- 2 Select the Inbound check box.  
If the remote computer adds linefeeds to carriage returns in files it sends, clear the Inbound check box.
- 3 Choose the OK button.

### **To add a linefeed to carriage returns in outgoing files**

- 1 From the Settings menu, choose Terminal Preferences.
- 2 Select the Outbound check box.  
If the remote computer adds linefeeds to carriage returns in files it receives, clear the Outbound check box.
- 3 Choose the OK button.

## **Specifying Columns for Your Screen**

### **To specify columns**

- 1 From the Settings menu, choose Terminal Preferences.
- 2 In the Columns area, select the 80 or 132 option.  
You can specify that an 80-column screen perform as if it were a wide screen. If you specify 132, Terminal reserves 132 columns for text whether or not 132 columns are entered or received.
- 3 Choose the OK button.

## Selecting Fonts

### To select a font

- 1 From the Settings menu, choose Terminal Preferences.
- 2 In the Terminal Font area, select a font and font size.  
Characters you type or receive appear in the Terminal window in the specified font and size.
- 3 Choose the OK button.



## Selecting a Different Language

### To select a different language

- 1 From the Settings menu, choose Terminal Preferences.
- 2 In the Translation area, select a setting.  
By selecting a country name, you specify which International Standards Organization character set to use. Make sure the host computer recognizes the character set you select.
- 3 Select the IBM To ANSI check box if you will be receiving information in a language that includes extended or accented characters.  
This ensures that characters are displayed correctly on your screen.
- 4 Choose the OK button.

## **Displaying the Scroll Bars**

Use the [scroll bars](#) to see information not currently visible in the Terminal window.

### **To display the scroll bars**

- 1 From the Settings menu, choose Terminal Preferences.
- 2 Select the Show Scroll Bars check box.
- 3 Choose the OK button.

See Also

[Setting the Buffer Lines](#)

## Setting the Buffer Lines

### To set the number of lines that can be saved in the buffer

- 1 From the Settings menu, choose Terminal Preferences.
- 2 In the Buffer Lines box, type a number between 25 and 399 if you are using Terminal in 80-column mode, or between 25 and 244 if you are using Terminal in 132-column mode.
- 3 Choose the OK button.

See Also

[Displaying the Scroll Bars](#)

[Specifying Columns for Your Screen](#)

## **Specifying How Function Keys, Arrow Keys, and the CTRL Key Are Used**

The function keys, arrow keys, and CTRL key can either be recognized by Windows or passed to the remote computer.

### **To specify how these keys are used**

- 1 From the Settings menu, choose Terminal Preferences.
- 2 Select the Use Function, Arrow, And Ctrl Keys For Windows check box if you want to be able to use these keys to perform Windows tasks, such as pressing F1 for Help or CTRL+ESC to display Task List.

Clear this check box if you want to pass these keys to the remote computer. For example, if you use CTRL+C often on a remote computer, you should clear this check box. In this case, these keys will respond as they are supposed to according to the software running on the remote computer.

## Assigning Tasks to Function Keys

Function-key assignments are organized into four levels so that you can assign up to four tasks to each function key. You can change key levels when you want to access a different task that has been assigned to a key.

### To assign tasks to function keys

- 1 From the Settings menu, choose Function Keys.
- 2 In the Key Level area, select a level for the group of function keys.
- 3 In the Key Name box, type a name for each function key.
- 4 In the Command box, type text, codes, or both. You can enter up to 41 characters. You can repeat steps 2 through 4 to assign tasks to function keys at the next level.
- 5 Choose the OK button.

<b>Control code</b>	<b>Function</b>
<code>^A to ^Z</code>	Sends control code A to Z to the remote computer.
<code>^\$Dnn</code>	Causes Terminal to delay the specified number of seconds before continuing.
<code>^\$B</code>	Causes Terminal to transmit a break code lasting 117 milliseconds.
<code>^\$C</code>	Chooses the Dial command from the Phone menu.
<code>^\$H</code>	Chooses the Hangup command from the Phone menu.
<code>^\$L1 to ^\$L4</code>	Changes to another key level in which keys are defined.
<code>^^</code>	Sends a caret (^) to the remote computer.
<code>^@</code>	Sends a NULL character to the remote computer.
<code>^[n</code>	Sends one or more escape-code sequences to the remote computer, where <i>n</i> is a variable, representing one or more codes.

You can display the function-key names along the lower edge of the Terminal window.

### To display the function keys

- 1 From the Settings menu, choose Function Keys.
- 2 In the Key Level area, select the level of function keys you want to display.
- 3 Select the Keys Visible check box, and then choose the OK button.

The keys are displayed. To change which level of keys is displayed, select another level in the Function Keys dialog box, or click the Level button at the lower edge of the Terminal window.

Note: The function keys and the Level button will not be visible if you have selected Hide Function Keys from the Settings menu.

To use a command that you have assigned to a function key, press CTRL+ALT plus the function key or, if the function-key pad is displayed at the lower edge of the Terminal window, click the appropriate key.

See Also

[Showing and Hiding Function Keys](#)

## Showing and Hiding Function Keys

You can display the function keypad along the lower edge of the Terminal window.

### **To display the function keypad**

- ▶ From the Settings menu, choose Show Function Keys.

### **To hide the function key pad**

- ▶ From the Settings menu, choose Hide Function Keys.

See Also

[Assigning Tasks to Function Keys](#)

## Selecting Standard Flow Control for Text-File Transfers

### To select standard flow control

- 1 From the Settings menu, choose Text Transfers.
- 2 In the Flow Control area, select the Standard Flow Control option.  
You specify the flow-control method by using the Communications command on the settings menu.
- 3 Choose the OK button.

See Also

[Specifying Communications Parameters](#)

## Transferring Text Files a Character at a Time

### To transfer one character at a time

- 1 From the Settings menu, choose Text Transfers.
- 2 In the Flow Control area, select the Character At A Time option.
- 3 Select the Delay Between Characters or Wait For Character Echo option.
- 4 Choose the OK button.

<b>Use</b>	<b>To</b>
Delay Between Characters	Transmit evenly and slowly enough to prevent errors. In the text box, type the delay you want between characters, in tenths of a second.
Wait For Character Echo	Send one character (eight bits) at a time, and wait for the remote computer to echo the character back before sending the next character. This method is slow and should be used only with a system that echoes characters reliably.

See Also

[Transferring Text Files a Line at a Time](#)



## Transferring Text Files a Line at a Time

### To transfer one line at a time

- 1 From the Settings menu, choose Text Transfers.
- 2 Select the Line At A Time option button.
- 3 Select the Delay Between Lines or Wait For Prompt String option.
- 4 Choose the OK button.

<b>Use</b>	<b>To</b>
Delay Between Lines	Transfer evenly and slowly enough to prevent errors. In the text box, type the delay you want between lines, in tenths of a second.
Wait For Prompt String	Send one line, and wait until the remote computer sends a message string back to Terminal before sending the next line. In the text box, type an end-of-line code. ^M is a common end-of-line code. This method is faster than waiting for the remote computer to send a character back (the Wait For Character Echo option), and works better if your remote computer's character echo is unreliable.

See Also

[Setting Word Wrap for Text-File Transfers](#)

[Transferring Text Files a Character at a Time](#)

## **Setting Word Wrap for Text-File Transfers**

### **To set the word wrap for outgoing text**

- 1 From the Settings menu, choose Text Transfers.
- 2 Select the Word Wrap Outgoing Text At Column check box, and then type the column number in the text box.

Use this option if the files were created with a text editor or word-processing application. You can specify a column up to 132 characters wide, regardless of the size of your screen. To send a file to a 132-column terminal, type 131. Reducing the column size by one leaves one character space for the end-of-line code (usually ^M).

- 3 Choose the OK button.

## Setting Up Binary Transfers

### To set up a binary transfer

- 1 From the Settings menu, choose Binary Transfers.
- 2 Select a protocol, and then choose the OK button.

<b>Use</b>	<b>To</b>
XModem/CRC	Transfer all eight bits as data bits. This requires that the Parity option be set to None.
Kermit	Transfer either seven or eight bits as data bits. The Parity option can be set to Even, Odd, or None. Use eight bits when sending information from the ASCII extended-character set. Set Parity to None for eight data-bit packets.

To set the Parity option, choose the Communications command from the Settings menu.

See Also

[Specifying Communications Parameters](#)

## **Connecting to the Remote Computer**

### **To connect to the remote computer**

- 1 From the Phone menu, choose Dial.
- 2 Specify the phone number and other options if you did not specify them by using the Phone Number command.
- 3 Choose the OK button.

## **Disconnecting from the Remote Computer**

### **To disconnect from the remote computer**

- 1 Type the remote computer's exit command.  
If you do not know the exit command for the service you are using, see the manual that came with your service package.
- 2 From the Phone menu, choose Hangup.

## **Sending Text Files**

### **To send text files**

- 1 From the Transfers menu, choose Send Text File.
- 2 In the Drive and Directory lists, select the drive and directory that contains the file you want to send.
- 3 In the File Name list, select the file you want to send. Or type the filename.
- 4 To attach a linefeed to the end of each line of text you send, select the Append LF check box.  
Or, to strip out linefeeds, select the Strip LF check box.  
You should strip linefeeds if the remote computer adds them to incoming text.
- 5 Choose the OK button.

See Also

[Pausing, Resuming, and Stopping Transfers](#)

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

## Viewing Text Files

You can view a file in the Terminal window before sending it or after receiving it from the remote computer.

### To view a text file

- 1 From the Transfers menu, choose View Text File.
- 2 In the Drive and Directory lists, select the drive and directory that contains the file you want to view.
- 3 In the File Name list, select the file you want to view. Or type the filename.
- 4 To view the file with linefeeds, select the Append LF check box.  
Or, to view the file without linefeeds, select the Strip LF check box.  
If you specified linefeeds when you received the file, you might want to ignore these options.
- 5 Choose the OK button.

See Also

[Pausing, Resuming, and Stopping Transfers](#)

## **Sending Binary Files**

### **To send a binary file**

- 1 From the Transfers menu, choose Send Binary File.
- 2 In the Drive and Directory lists, select the drive and directory that contains the file you want to send.
- 3 In the File Name list, select the file you want to send. Or type the filename.
- 4 Choose the OK button.

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

See Also

[Pausing, Resuming, and Stopping Transfers](#)

[Setting Up Binary Transfers](#)



## **Pausing, Resuming, and Stopping Transfers**

You can pause, resume, and stop a text-file transfer. However, you cannot pause or resume a binary-file transfer; you can only stop it.

### **To pause, resume, or stop a transfer**

- ▶ From the Transfers menu, choose Pause, Resume, or Stop.  
Or click the appropriate button along the lower edge of the Terminal window.

## **Creating New Text Files for Incoming Information**

### **To create a new text file**

- 1 From the Transfers menu, choose Receive Text File.
- 2 In the Drive and Directory lists, select the drive and directory where you want to store the new text file.
- 3 In the File Name box, type a name for the file.
- 4 Choose the OK button.

See Also

[Pausing, Resuming, and Stopping Transfers](#)

## **Replacing Incoming Information in Existing Text Files**

### **To replace a file**

- 1 From the Transfers menu, choose Receive Text File.
- 2 In the Drive and Directory lists, select the drive and directory where the text file you want to replace is stored.
- 3 In the File Name list, select the file. Or type the filename.
- 4 Choose the OK button.
- 5 To confirm that you want to replace the existing file, choose the Yes button.

See Also

[Pausing, Resuming, and Stopping Transfers](#)

## **Appending Incoming Information to Existing Text Files**

### **To append to a file**

- 1 From the Transfers menu, choose Receive Text File.
- 2 Select the Append File check box.
- 3 In the Drive and Directory lists, select the drive and directory where the text file you want to append to is stored.
- 4 In the File Name list, select the file. Or type the filename.
- 5 Choose the OK button.

See Also

[Pausing, Resuming, and Stopping Transfers](#)

## **Receiving Incoming Text Files in Tabular Format**

### **To receive incoming text in tabular format**

- 1 From the Transfers menu, choose Receive Text File.
- 2 Select the Table Format check box.
- 3 Choose the OK button.

See Also

[Pausing, Resuming, and Stopping Transfers](#)

## **Saving Control Codes in Incoming Text Files**

### **To save control codes**

- 1 From the Transfers menu, choose Receive Text File.
- 2 Select the Save Controls check box.  
Some text files may not have all formatting codes stripped out. This option saves the remaining codes in the incoming text file.
- 3 Choose the OK button.

See Also

[Pausing, Resuming, and Stopping Transfers](#)

## Receiving Binary Files

### To receive a binary file

- 1 From the Transfers menu, choose Receive Binary File.
- 2 In the Drive and Directory lists, select the drive and directory where you want to store the binary file.
- 3 In the File Name box, type a name for the file.
- 4 Choose the OK button.

If you specified an existing filename, choose the OK button again to confirm that you want to replace the existing file with the incoming data.

Terminal receives a binary file according to the protocol specified by using the Binary Transfers command on the Settings menu.

Occasionally, a communications error prevents the successful transfer of information. When this occurs, the remote computer tries again. When the maximum number of retries is reached, Terminal cancels the file transfer.

- 5 To stop the transfer, choose the Stop button or the Stop command on the Transfers menu.

You cannot pause or resume a binary-file transfer.

See Also

[Setting Up Binary Transfers](#)

## **Sending Selected Text to the Remote Computer**

### **To send text**

- 1 Select the text you want to send.
- 2 From the Edit menu, choose Send.

The selected text is copied onto the Clipboard, and then sent to the remote computer.



## **Printing Incoming Text**

### **To print incoming text**

- 1 From the Settings menu, choose Printer Echo.  
All incoming text is sent directly to the printer.
- 2 If the incoming text is less than a page long and you want to eject the partial page from the printer, choose Printer Echo again.

