

XEROX

Xerox ViewPoint

Host Interfaces Training

XEROX

Host Interfaces Training

610E10200
Version 2.0

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Changes are periodically made to this document. Changes, technical inaccuracies, and typographical errors will be corrected in subsequent editions.

This book was created on the Xerox 6085 Professional Computer System.

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VP Terminal Emulation of TTY Training

610E10200
Version 2.0

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1.

Getting started

Xerox ViewPoint Terminal Emulation of TTY is an optional software application for the 6085 Professional Computer System and 8010 Information System. Using VP Terminal Emulation of TTY, you can communicate with a host like a TTY (Teletype KSR35) terminal, as well as transfer data on the host computer to a ViewPoint document.

When you finish this training guide, you will be able to do the following:

- Retrieve the terminal emulator icon from the Directory.
- Retrieve the port icons from the Directory.
- Set each icon's properties for TTY emulation.
- Start an emulation session.
- Display the TTY virtual keyboard.
- Access the auxiliary menu.
- Copy data from a ViewPoint document to the TTY Emulator window.
- Transfer data from a host computer to a ViewPoint document.
- Stop an emulation session.

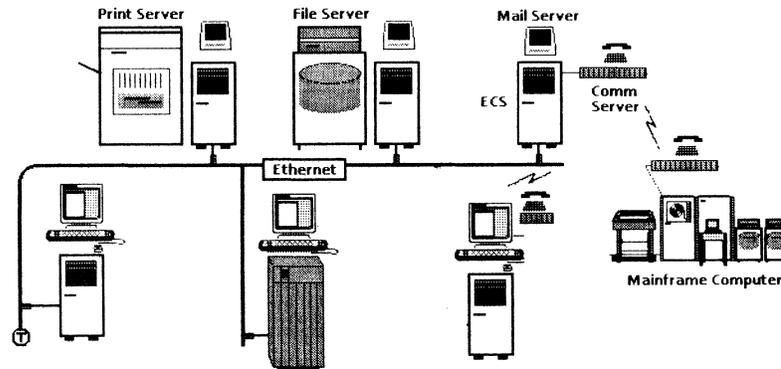
This training guide assumes that you have completed the *ViewPoint QuickStart Training* guide. If you have not yet worked through that guide, complete it now before continuing with this guide. You should also have experience with data communications and your host operating system.

Types of communications

Network Communication

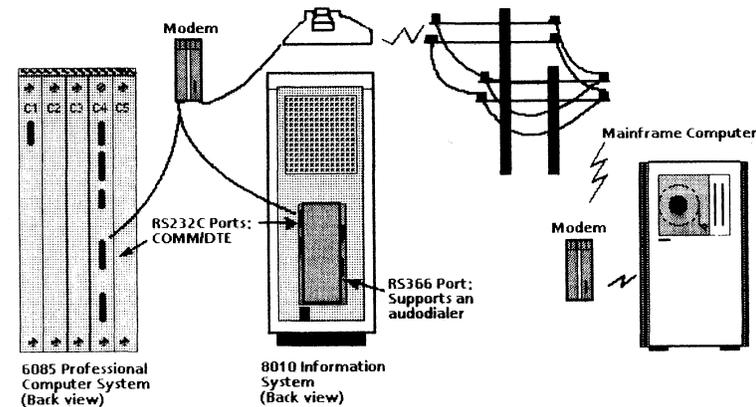
There are two host connections possible with the VP Terminal Emulation of TTY software.

Communication with a host using Ethernet network services. This includes special options which are not purchased with every workstation and network.



Workstation Communication

Direct communication with a host without using network services. This requires the use of a modem, phone line, and VP Local RS232C Communication Access software.



For complete information on VP Terminal Emulation of TTY, refer to the *Host Interfaces Reference* volume of the *VP Series Reference Library*.

Hardware and software you need to begin training

Before you begin your training, make sure you have the following hardware and software:

- An operating 6085 or 8010 workstation with a desktop, a fully qualified user name, and a password. If you have a 6085 or 8010 workstation that is part of a network, you can get help from your system administrator. If your workstation is a StandAlone or Documenter, you can get help from the *Workstation Administration and System Resource Reference* volume.
- Default User Profile settings. The User Profile lists the settings that control your desktop. The procedures in this training guide are designed for desktops using the default User Profile settings. Check with your system administrator to make sure your desktop has the default user Profile Settings, or refer to the *General User Reference* volume.

Check the status of your applications before you begin training; consult with your system administrator or follow the next procedure.

Checking the status of applications



1. **Open** the Directory icon.
2. **Open** the Workstation divider.
3. **Open** the Loader.
4. **Compare** the list of applications in the Loader window with the list of applications here.
 - VP Document Editor
 - Asynchronous Terminal Basic Software

- VP Terminal Emulation of TTY
- VP Terminal Fonts (when transferring the host data into a ViewPoint document using [Make Document] or [Make Screen])
- Local RS232C Communication Access (when using a modem for workstation communication)

Additional applications may be running.

If the Loader lists the applications you need and their STATUS column is set to RUNNING, select [Close All] in the Loader window header.

If the applications you need are not listed in the Loader, consult your system administrator or refer to the *General User Reference* volume for information on installing, enabling, and running the applications in the above sequence.

If the applications you need are listed, but the STATUS column is set to IDLE, change the status of the applications as described next.

Running applications

If the STATUS column of an application you need is set to IDLE, change it to RUNNING.

1. **Select** the application.
2. **Select** [Run] in the Loader window header.
3. **Select** [Close All] in the Loader window header when you are finished setting applications to RUNNING.

You can also set applications to run automatically; refer to the *General User Reference* volume for this procedure.

Two final notes before you begin:

- This training guide uses underlining to indicate information that you type; however, you do not need to underline the information you type.
- As you use this training guide, you will see terms in ***bold italic*** type. You can find more information on these terms in the Glossary, which is located in the *QuickFind Reference* volume.

You are now ready to start training.

2.

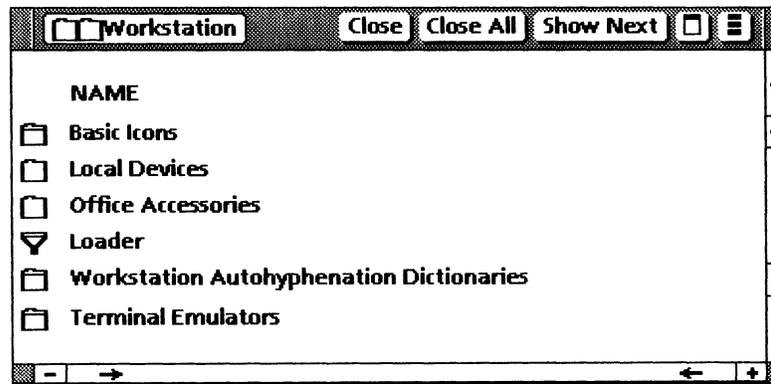
Retrieving the terminal emulation icons

Before you can communicate with a host computer, you need to place a TTY (KSR35) terminal emulator icon and a port icon on your desktop.

Retrieving the TTY (KSR35) terminal emulator icon

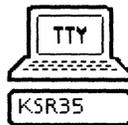
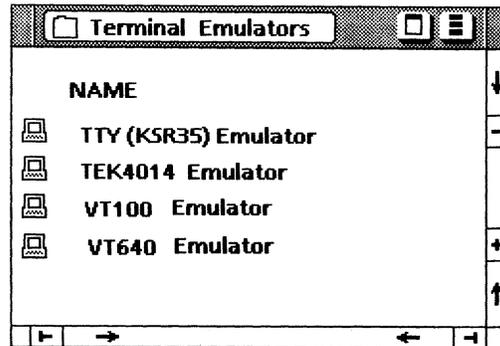
Once a TTY applications folder has been loaded, you must copy the terminal emulator icon out of the Workstation divider in the Directory.

1. Select the Directory icon, and press <OPEN>.
2. Select the Workstation divider, and press <OPEN>.



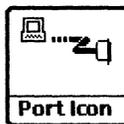
3. **Select** the Terminal Emulators divider, and **press** <OPEN>.

The list of emulator icons that appears varies according to the applications running on your workstation.



4. **Select** the TTY (KSR35) Emulator icon, and **copy** it to your desktop.
5. **Select** [Close All].

Retrieving port icons

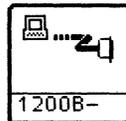
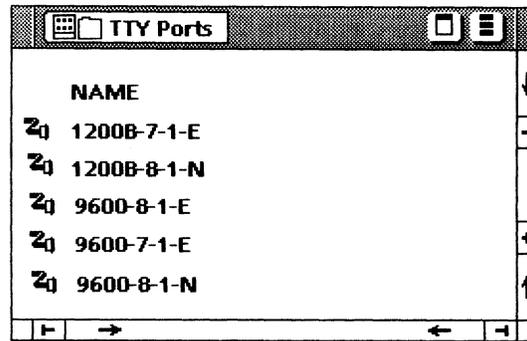


A port icon represents an access path to a host computer by a Communication Interface Unit (CIU) port, an External Communication Service (ECS) Local port, or a workstation Local RS232C port. You must retrieve the appropriate port icon(s) that you need from the Directory divider. For the CIU or ECS Local port, you retrieve a TTY port.

Retrieving a TTY port icon

Complete these steps if you are using Ethernet network services to communicate with the host (network communication).

1. Select the Directory icon, and **press** <OPEN>.
2. Select the Network divider, and **press** <OPEN>.
3. Select the divider with your organizational name, and **press** <OPEN>.
4. Select the divider with your domain name, and **press** <OPEN>.
5. Select the TTY Ports divider, and **press** <OPEN>.

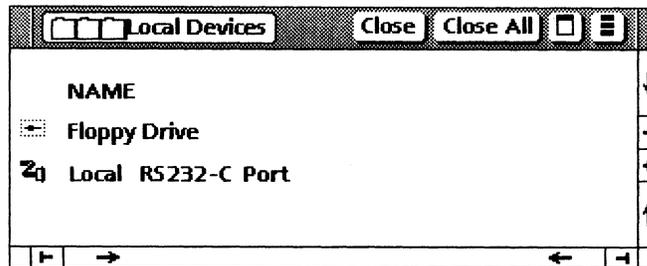


6. Select the appropriate port icon(s) that you wish to use, and **copy** it to your desktop.
7. Select [Close All].

Retrieving a workstation port icon (Local RS232C)

Complete these steps if you are using a modem attached to the RS232C port on the workstation's processor (workstation communication).

1. **Select** the Directory icon, and **press** <OPEN>.
2. **Select** the Workstation divider, and **press** <OPEN>.
3. **Select** the Local Devices divider, and **press** <OPEN>.



4. **Select** the Local RS232-C Port icon, and **copy** it to your desktop.
5. **Select** [Close All].

For additional information on the functionality of port icons, refer to the *Host Interfaces Reference* volume.

3. Setting properties of the terminal emulator and port icons

Because terminal emulation involves remote communication with a host computer, you must set unique properties for your communication system. Each terminal emulator icon has an associated property sheet that allows you to set all the available parameters, including renaming the icon or skipping the option sheet.

Setting the TTY terminal emulator icon properties

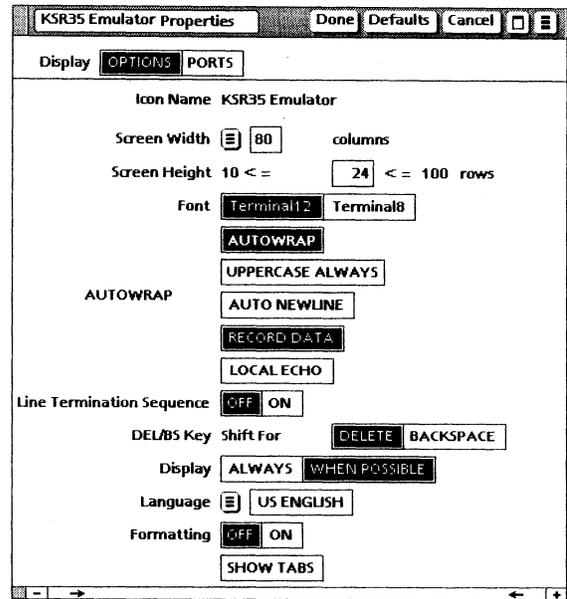
1. **Select** the TTY terminal emulator icon, and **press** <PROP'S>.

All of the properties associated with the particular terminal type are displayed.

2. **Select** [RECORD DATA].

This option saves data for the [Make Document] command and enables you to capture the current session in full or in part. Making documents from host data is discussed in chapter 7.

Your property sheet should look like this.



3. Select [Done].

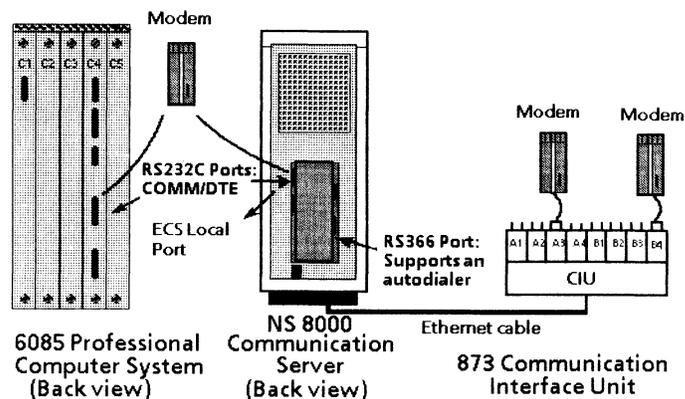
All properties are retained for subsequent sessions.

For additional information on the TTY terminal emulator icon properties, refer to the *Host Interfaces Reference* volume or ask your system administrator for details on setting these properties for your particular host computer.

Setting the port icon properties

1. **Select** the appropriate port icon, and **press** <PROP'S>.

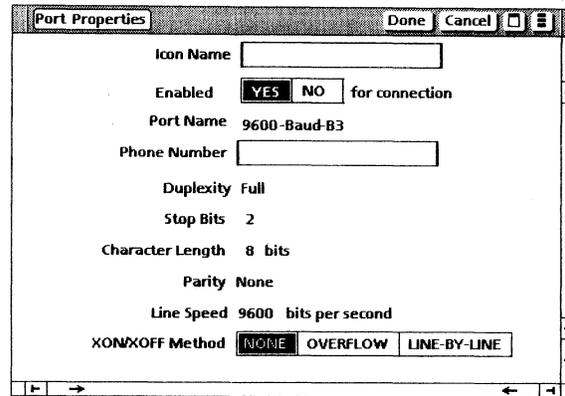
The port property sheet differs based on whether it pertains to a CIU port, an ECS Local port, or a workstation Local RS232C port.



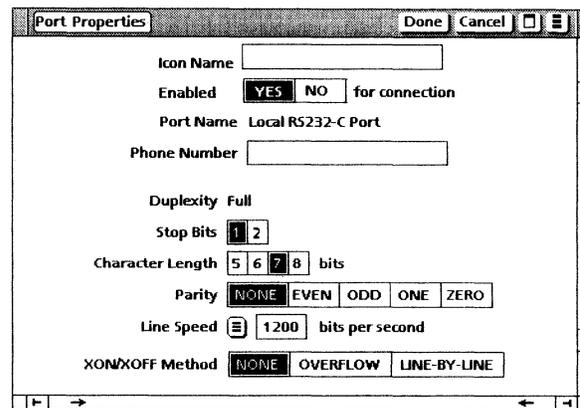
2. **Select** the required parameters (such as Parity and Line Speed).

The property sheets for the CIU and Local RS232C ports contain the same selection items. The major difference is that the network port icons have some preset property sheet items while the local port properties are variables you must configure to match the host's specifications.

The following illustration shows CIU port properties.



The following illustration shows the workstation Local RS232C or ECS Local port properties.



3. Select [Done] when you have finished viewing the properties.

For additional information on these properties, refer to the *Host Interfaces Reference* volume or ask your system administrator for details on setting these properties for your particular host computer.

4. Starting a TTY emulation session

Each terminal icon represents a particular type of emulated terminal. Ports are associated with terminals by moving or copying one or more ports into the terminal emulator icon. Both network and workstation communications are addressed in this chapter.

Copying port icons into the terminal emulator icon

1. **Select** the appropriate port icon(s), and **copy** it into the TTY terminal emulator icon.
2. **Open** the TTY terminal emulator icon.
3. **Select** [PORTS] for the Display option.

The ports display lists ports that have been copied into the terminal emulator icon. This window, which is also known as the terminal container window, displays port and terminal information. It functions like an unsorted folder, and you can copy only port icons into it.

The listing of ports within the window represents the order in which a connection to the host is attempted. You can make multiple attempts through the same port if you have multiple copies of that port icon within the terminal container. In the terminal container window shown on the following page, the connection is attempted first using a 1200-baud port, then a 9600-baud port, and then another 1200-baud port. The fourth port is skipped, since it is disabled, followed by an attempt to connect using the last 300-baud port.

NAME	PHONE NUMBER	ENABLED?
1200-BAUD-A2	213-823-9143	YES
9600-BAUD-B3	213-833-2349	YES
1200-BAUD-B1	916-302-1938	YES
1200-BAUD-B2	323-7805	NO
300-BAUD-A1	702-938-4938	YES

Displaying port and terminal properties in the terminal container window

You can review and change port and terminal items in the terminal container window.

Displaying port properties

1. Select [PORTS] for the Display option.
2. Select a port in the terminal container window.
3. Press <PROP'S>.
4. Select [Done].

Enabling/disabling ports

Once the port is selected, you can enable or disable ports within the terminal container window by either of the following methods:

- Selecting [ENABLE/DISABLE PORT] from the terminal container's auxiliary menu
- Selecting [YES/NO] for the Enable option on the port's property or option sheet

Displaying terminal properties

1. **Select** [OPTIONS] for the Display option.
2. **Change** any of the terminal items as necessary for this session.

The settings you change on the option sheet are used only for the current emulation session. When you close the terminal emulator window, the properties are reset to the settings previously defined on the property sheet.

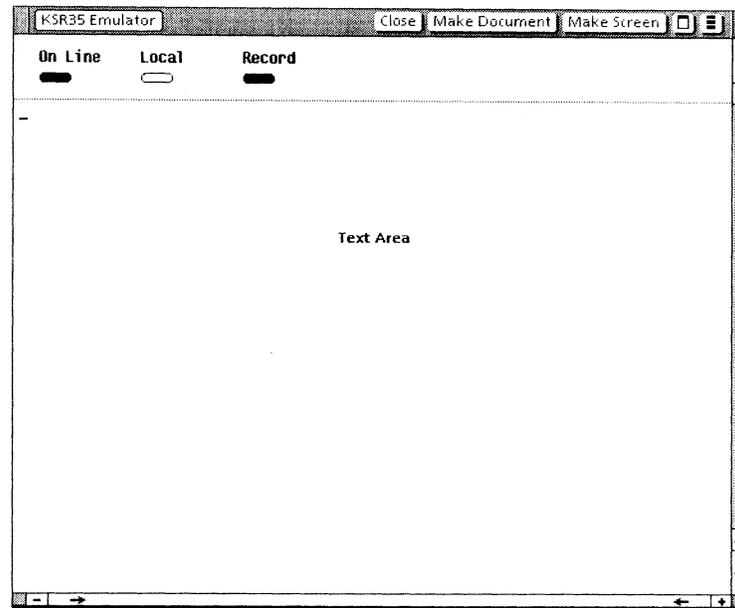
3. **Select** [Done].

Starting a network communication session (CIU port)

Read this section if you are communicating with a host using Ethernet services. If you are dialing into a host using a modem attached to your workstation processor, proceed to the workstation communication section in this chapter

1. **Select** the TTY terminal emulator icon, and **press** <OPEN>.
2. **Select** [Start].

This command instructs the terminal to use each port in turn until a connection with the host is established. If you have a problem establishing a connection with the host computer, try again or consult your system administrator. The KSR35 Emulator window on the following page is displayed when your connection to the host is successful.



3. **Select** within the text area of the KSR35 Emulator window.

The text area is used to send information to, and receive responses from, the remote host. You can enter text directly by typing at the keyboard, or by copying or moving it from a workstation document.

4. **Log on** to the host computer using your logon account information.

For account information, consult your system administrator.

Starting a workstation port communication session (Local RS232C port)

Read this section if you are dialing into a host using a modem attached to the RS232C port of your workstation processor.

1. **Select** the local port in the terminal container window.

2. Press <PROP'S>.

There are two ways you can make the connection with the host computer. If you are using an 8010 workstation, you can use an autodialer for automatic dialing. Manual dialing and modem dialing commands can also be used on both workstations, provided your modem has this capability.

Using automatic dialing

There are two methods of automatic dialing, depending on your equipment configuration.

Using the 8010 with dialing hardware installed

1. **Type** the phone number in the Local Port property sheet.
2. **Select** [Done].
3. **Select** [Start] in the terminal emulator window.

The KSR35 Emulator window opens and the message "Establishing Connection" appears. Wait for the emulator window to appear before proceeding to the next step.

Using any 6085 or an 8010 without dialing hardware installed

1. **Leave** the phone number field blank.
2. **Select** [Start].
3. **Type** the appropriate dialing command for the modem number in the KSR35 Emulator window.

Using manual dialing

1. **Leave** the phone number field blank.
2. **Select** [Start]
3. **Dial** the host's phone number, and **wait** for a carrier tone.

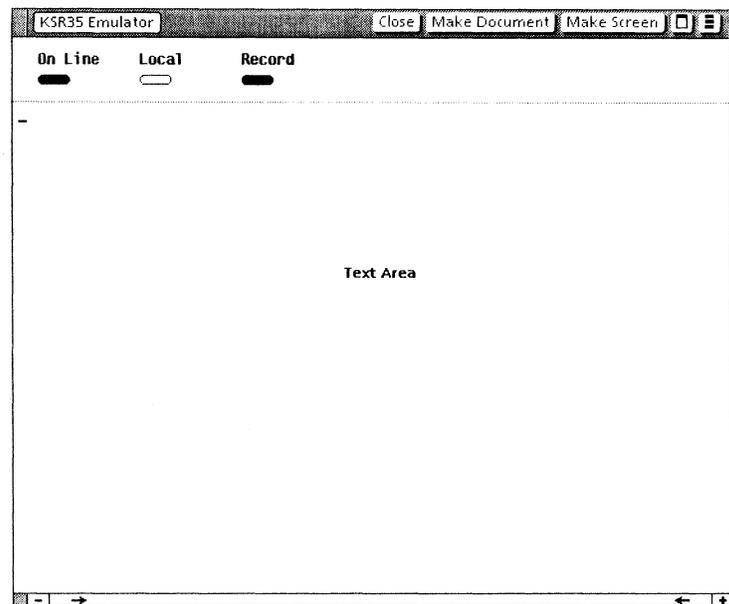
4. **Switch** the modem to Online or to Data.

If you have a problem establishing a connection with the host computer, try again later or consult your system administrator.

Logging on to the host computer

1. **Select** within the text area of the KSR35 Emulator window.

The text area is used to send information to, and receive responses from, the remote host. You can enter text directly by typing at the keyboard, or by copying or moving it from a workstation document.



2. **Log on** to the host computer using your logon account information.

For account information, consult your system administrator.

For the KSR35 Emulator window, the text area can contain from 10 to 100 lines of information. This is controlled by the Screen Height option set on the KSR35 Emulator Options sheet. The number of characters to appear on a line is determined by the Screen Width option set on the KSR35 Emulator Options sheet.

For additional information on the screen parameters of the text area, refer to the *Host Interfaces Reference* volume.

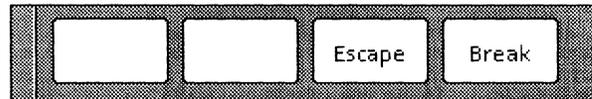
5. Displaying the TTY virtual keyboard and 10-key pad

There is only one keyboard available in TTY emulation. Whenever you select in the KSR35 Emulator window, your workstation's keyboard is redefined as a TTY keyboard and 10-key pad. The function keys across the top of your keyboard are also redefined. This gives you full access to all ASCII control codes, plus the Escape and Break keys.

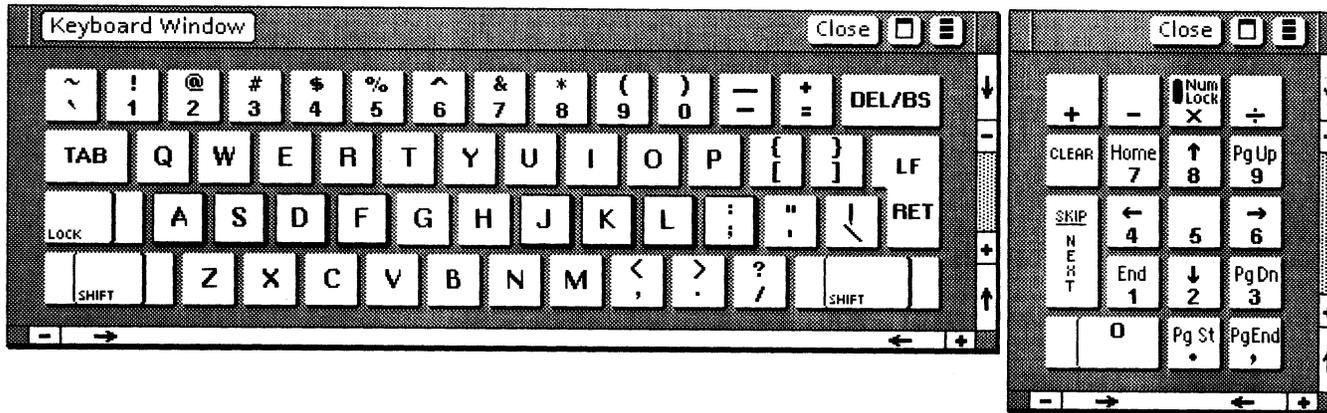
Displaying the TTY virtual keyboard and 10-key pad

1. **Select** within the text area of the KSR35 Emulator window.

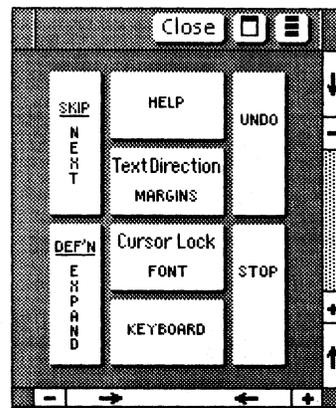
When you select inside the window, the TTY virtual function keys are displayed.



2. **Hold down** <KEYBOARD>, and **press** <SHOW> to display the TTY keyboard and 10-key pad.



All 8010 workstations display an additional keyboard like this.



You can move the TTY keyboards to another location within the display area by selecting any corner of the keyboard and holding down the left mouse button. While in the KSR35 Emulator window, you can use <KEYBOARD> to access other ViewPoint keyboards to type information into the window (if the keyboards are not foreign to the terminal).

3. Select [Close] in the Keyboard Window.

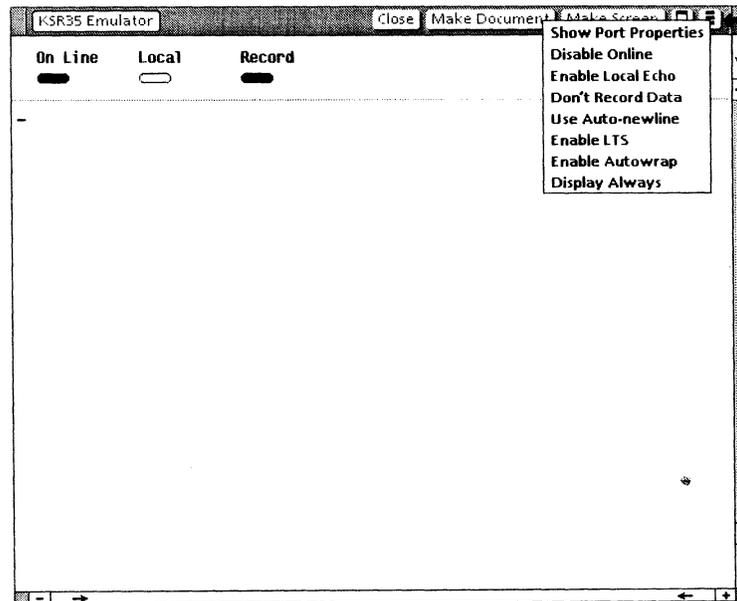
For additional information regarding the keyboard mapping, cursor control, and the soft key layout for the 6085 and the 8010 workstations, refer to the *Host Interfaces Reference* volume.

6. Accessing the auxiliary menu

The KSR35 Emulator window's auxiliary menu contains several items that you can access/manipulate during a terminal emulation session.

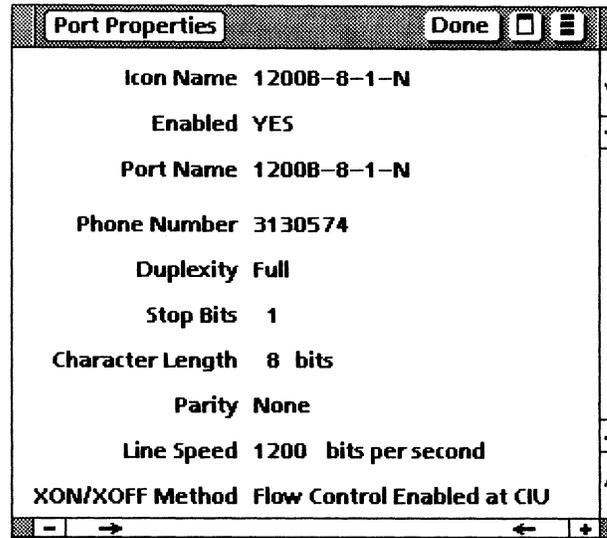
Accessing the auxiliary menu

1. Place the pointer over the KSR35 Emulator window's auxiliary menu symbol, and **hold down** the left mouse button to display the menu.



2. Select [Show Port Properties].

This command displays a sheet identical to the Port Properties sheet, except that all of the items are read-only. This sheet profiles information about the port through which a successful connection was made.



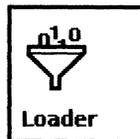
3. Select [Done].

For additional information regarding the auxiliary menu items, refer to the *Host Interfaces Reference* volume.

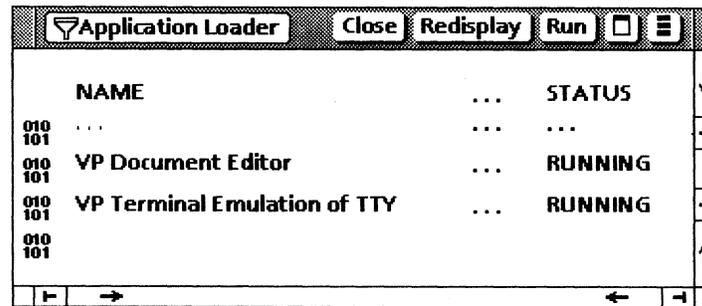
7.

Exchanging data with a host computer

You can use [Make Document] and [Make Screen] to transfer data from the KSR35 Emulator window into a ViewPoint document. Your workstation provides an easy method for transferring information between a document and a host computer utilizing these commands.



If you wish to transfer information to a workstation document, VP Document Editor software must be running on your workstation. You can verify that the software is running by selecting the Application Loader icon and pressing <OPEN>.



Copying data from a ViewPoint document to the KSR35 Emulator window

You can copy text from a ViewPoint document into the KSR35 Emulator window.

1. **Select** the text you wish to copy.
2. **Press** <COPY>.

3. Select a destination inside the KSR35 Emulator window.

The text appears at the last terminal cursor position. The characters appear exactly as if you typed them into the KSR35 Emulator window. Most text properties (such as font or size) are ignored. Characters that are unknown (foreign) to the terminal are converted to question marks. Certain formatting properties are affected by the Formatting option on the emulator's property sheet.

For information on formatting properties and additional information on copying data from a ViewPoint document to the host, refer to the *Host Interfaces Reference* volume.

Transferring data from a host computer to a ViewPoint document

You cannot copy or move information directly out of the KSR35 Emulator window into a document using <COPY> or <MOVE>. Instead, you must select [Make Screen] or [Make Document] in the window.

Using [Make Screen]

[Make Screen] is used to capture the data currently displayed on the screen.

1. Select [Make Screen] in the KSR35 Emulator window.



A ViewPoint document icon appears on your desktop. The new icon is named with the emulator icon's name, followed by a time stamp. For example, a document created from a TTY terminal emulator icon labeled LAX XC might be named as follows:

LAX XC of 26-Oct-87 11:46:52PST

2. Select the icon after it appears on your desktop, and **press** <OPEN> to review the contents.

The icon contains the data from the KSR35 Emulator window. The document icon is the same as any other ViewPoint document. You can rename, open, reformat, and copy or move it.

3. Select [Close] when you are done viewing the contents.

Using [Make Document]

When you select [Make Document], all of the data on the screen and the data that has scrolled off the screen since the last [Make Document] are captured and placed in a ViewPoint document. This allows you to record all or part of your emulation session.

1. **Select** [RECORD DATA] in the KSR35 Emulator window auxiliary menu.

You must make this selection on the emulator property sheet or from the auxiliary menu for the data to be recorded.

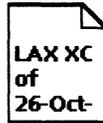
2. **Conduct** the desired session with the host computer.

3. **Select** [Make Document] in the KSR35 Emulator window menu.

A document icon containing the data from the emulation session appears on your desktop. Selecting [Make Document] automatically paginates the document.

4. **Select** the icon after it appears on your desktop, and **press** <OPEN> to review the contents.
5. **Select** [Close].

For additional information regarding [Make Screen] and [Make Document], refer to the *Host Interfaces Reference* volume.



8. Stopping an emulation session

To stop an emulation session, you log off from the host computer and close the KSR35 Emulator window. Merely closing the emulation window does not automatically log you off from the host computer. This is very important because some host computers will continue to charge you for logon time if you fail to log off properly.

Stopping an emulation session

1. **Log off** from the host computer.
2. **Select** [Close] in the KSR35 Emulator window.
3. **Hang up** the phone for the workstation RS232C port emulation.

For additional information on VP Terminal Emulation of TTY software, refer to the *Host Interfaces Reference* volume.

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VP Terminal Emulation of DEC VT100 Training

610E10200
Version 2.0

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Stopping an emulation session	30

1.

Getting started

Xerox ViewPoint Terminal Emulation of DEC VT100 is an optional software application for the 6085 Professional Computer System and 8010 Information System. Using VP Terminal Emulation of DEC VT100, you can communicate with a host like a DEC VT100 terminal, as well as transfer data on the host computer to a ViewPoint document.

When you finish this training guide, you will be able to do the following:

- Retrieve the terminal emulator icon from the Directory.
- Retrieve the port icons from the Directory.
- Set each icon's properties for VT100 emulation.
- Start an emulation session.
- Display the VT100 virtual keyboard.
- Access the auxiliary menu.
- Copy data from a ViewPoint document to the VT100 Emulator window.
- Transfer data from a host computer to a ViewPoint document.
- Stop an emulation session.

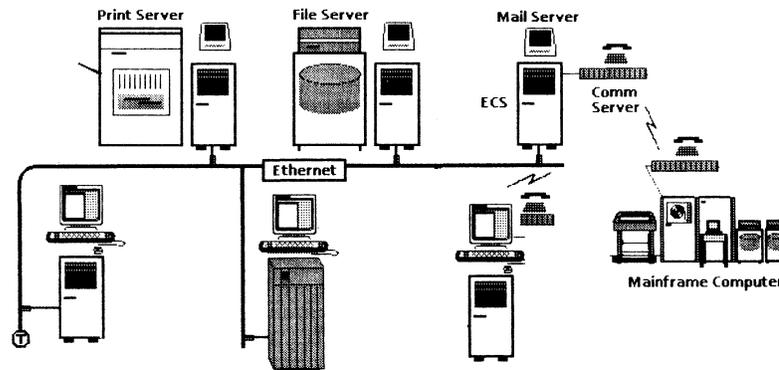
This training guide assumes that you have completed the *ViewPoint QuickStart Training* guide. If you have not yet worked through that guide, complete it now before continuing with this guide. You should also have experience with data communications and your host operating system.

Types of communications

There are two host connections possible with the VP Terminal Emulation of DECVT100 software.

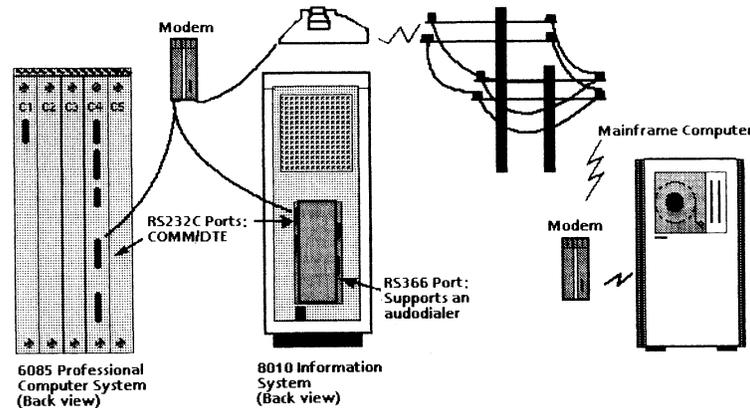
Network Communication

Communication with a host using Ethernet network services. This includes special options which are not purchased with every workstation and network.



Workstation Communication

Direct communication with a host without using network services. This requires the use of a modem, phone line, and VP Local RS232C Communication Access software.



For complete information on VP Terminal Emulation of DEC VT100, refer to the *Host Interfaces Reference* volume of the *VP Series Reference Library*.

Hardware and software you need to begin training

Before you begin your training, make sure you have the following hardware and software:

- An operating 6085 or 8010 workstation with a desktop, a fully qualified user name, and a password. If you have a 6085 or 8010 workstation that is part of a network, you can get help from your system administrator. If your workstation is a StandAlone or Documenter, you can get help from the *Workstation Administration and System Resource Reference* volume.
- Default User Profile settings. The User Profile lists the settings that control your desktop. The procedures in this training guide are designed for desktops using the default User Profile settings. Check with your system administrator to make sure your desktop has the default User Profile settings, or refer to the *General User Reference* volume.

Check the status of your applications before you begin training; consult with your system administrator or follow the next procedure.

Checking the status of applications



1. **Open** the Directory icon.
2. **Open** the Workstation divider.
3. **Open** the Loader.

4. **Compare** the list of applications in the Loader window with the list of applications here.

- VP Document Editor
- Asynchronous Terminal Basic Software
- VP Terminal Emulation of VT100
- VP Terminal Fonts (when transferring the host data into a ViewPoint document using [Make Document] or [Make Screen])
- Local RS232C Communication Access (when using a modem for workstation communication)

Additional applications may be running.

If the Loader lists the applications you need and their STATUS column is set to RUNNING, select [Close All] in the Loader window header.

If the applications you need are not listed in the Loader, consult your system administrator or refer to the *General User Reference* volume for information on installing, enabling, and running the applications in the above sequence.

If the applications you need are listed, but the STATUS column is set to IDLE, change the status of the applications as described next.

Running applications

If the STATUS column of an application you need is set to IDLE, change it to RUNNING.

1. **Select** the application.
2. **Select** [Run] in the Loader window header.
3. **Select** [Close All] in the Loader window header when you are finished setting applications to RUNNING.

You can also set applications to run automatically; refer to the *General User Reference* volume for this procedure.

Two final notes before you begin:

- This training guide uses underlining to indicate information that you type; however, you do not need to underline the information you type.
- As you use this training guide, you will see terms in ***bold italic*** type. You can find more information on these terms in the Glossary, which is located in the *QuickFind Reference* volume.

You are now ready to start training.

2.

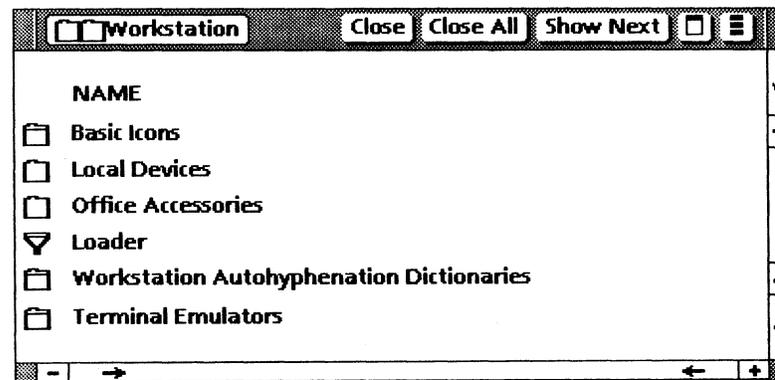
Retrieving the terminal emulation icons

Before you can communicate with a host computer, you need to place a VT100 terminal emulator icon and a port icon on your desktop.

Retrieving the VT100 terminal emulator icon

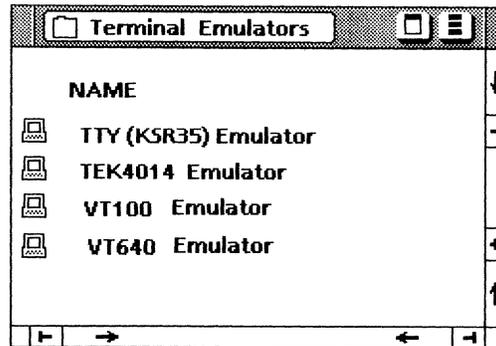
Once a VT100 applications folder has been loaded, you must copy the VT100 terminal emulator icon out of the Workstation divider in the Directory.

1. **Select** the Directory icon, and **press** <OPEN>.
2. **Select** the Workstation divider, and **press** <OPEN>.



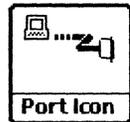
3. **Select** the Terminal Emulators divider, and **press** <OPEN>.

The list of emulator icons that appears varies according to the applications running on your workstation.



4. **Select** the VT100 Emulator icon, and **copy** it to your desktop.
5. **Select** [Close All].

Retrieving port icons

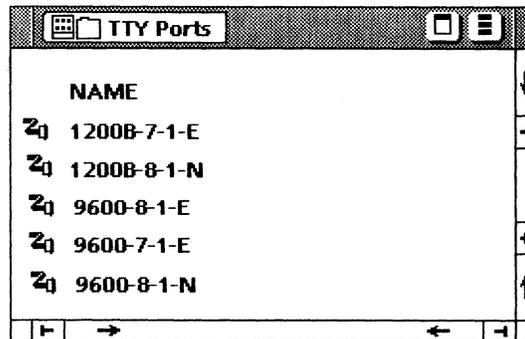


A port icon represents an access path to a host computer by a Communication Interface Unit (CIU) port, an External Communication Service (ECS) Local port, or a workstation Local RS232C port. You must retrieve the appropriate port icon(s) that you need from the Directory divider. For the CIU or ECS Local port, you retrieve a TTY port.

Retrieving a TTY port icon

Complete these steps if you are using Ethernet network services to communicate with the host (network communication).

1. **Select** the Directory icon, and **press** <OPEN>.
2. **Select** the Network divider, and **press** <OPEN>.
3. **Select** the divider with your organizational name, and **press** <OPEN>.
4. **Select** the divider with your domain name, and **press** <OPEN>.
5. **Select** the TTY Ports divider, and **press** <OPEN>.

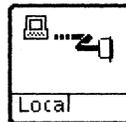
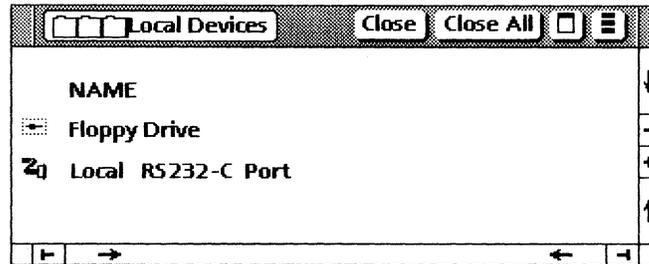


6. **Select** the appropriate port icon(s) that you wish to use, and **copy** it to the desktop.
7. **Select** [Close All].

Retrieving a workstation port icon (Local RS232C)

Complete these steps if you are using a modem attached to the RS232C port on the workstation's processor (workstation communication).

1. **Select** the Directory icon, and **press** <OPEN>.
2. **Select** the Workstation divider, and **press** <OPEN>.
3. **Select** the Local Devices divider, and **press** <OPEN>.



4. **Select** the Local RS232-C Port icon, and **copy** it to your desktop.
5. **Select** [Close All].

For additional information on the functionality of port icons, refer to the *Host Interfaces Reference* volume.

3. Setting properties of the terminal emulator and port icons

Because terminal emulation involves remote communication with a host computer, you must set unique properties for your communication system. Each terminal emulator icon has an associated property sheet that allows you to set all the available parameters, including renaming the icon or skipping the option sheet.

Setting the VT100 terminal emulator icon properties

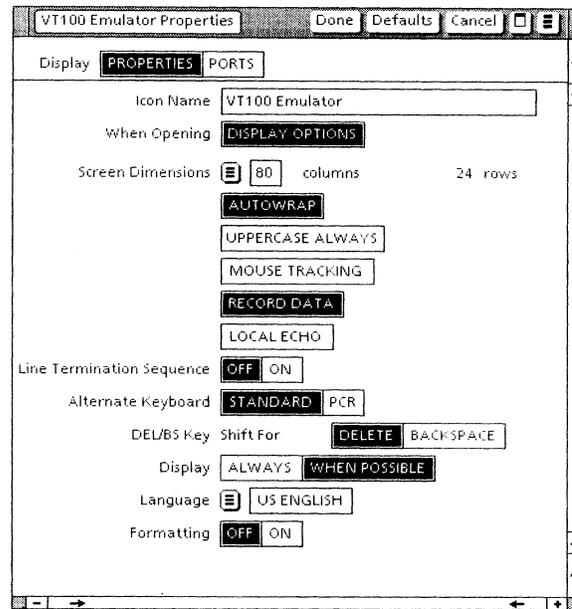
1. **Select** the VT100 terminal emulator icon, and **press** <PROP'S>.

All of the properties associated with the particular terminal type are displayed.

2. **Select** [RECORD DATA].

This option saves data for the [Make Document] command and enables you to capture the current session in full or in part. Making documents from host data is discussed in chapter 7.

Your property sheet should look like this.



3. Select [Done].

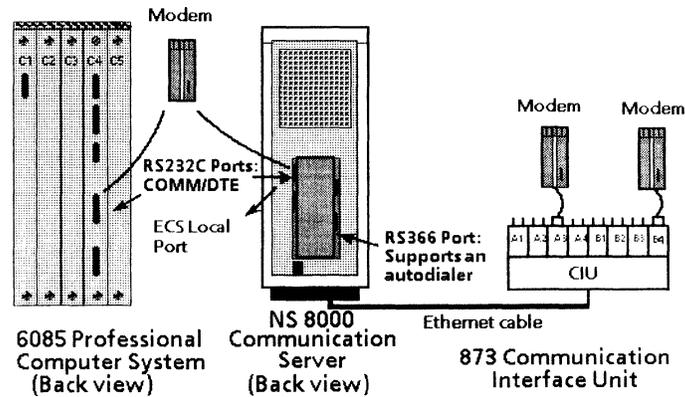
All properties are retained for subsequent sessions.

For additional information on the VT100 terminal emulator icon properties, refer to the *Host Interfaces Reference* volume or ask your system administrator for details on setting these properties for your particular host computer.

Setting the port icon properties

1. Select the appropriate port icon, and **press** <PROP'S>.

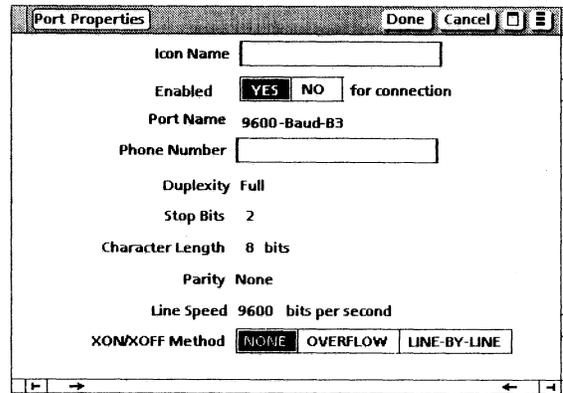
The port property sheet differs based on whether it pertains to a CIU port, an ECS Local port, or a workstation Local RS232C port.



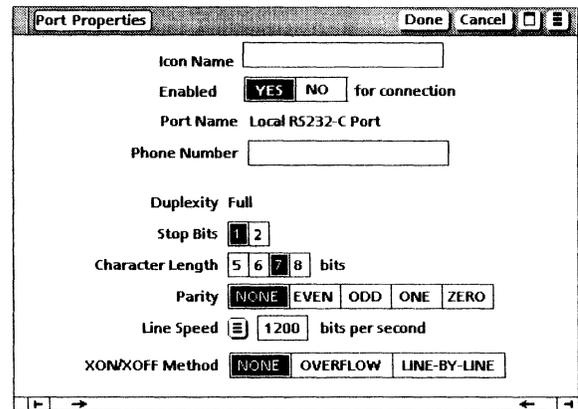
2. **Select** the required parameters (such as Parity and Line Speed).

The property sheets for the CIU and Local RS232C ports contain the same selection items. The major difference is that the network port icons have some preset property sheet items while the local port properties are variables you must configure to match the host's specifications.

The following illustration shows CIU port properties.



The following illustration shows the workstation Local RS232C or ECS Local port properties.



3. **Select** [Done] when you have finished viewing the properties.

For additional information on these properties, refer to the *Host Interfaces Reference* volume or ask your system administrator for details on setting these properties for your particular host computer.

4. Starting a VT100 emulation session

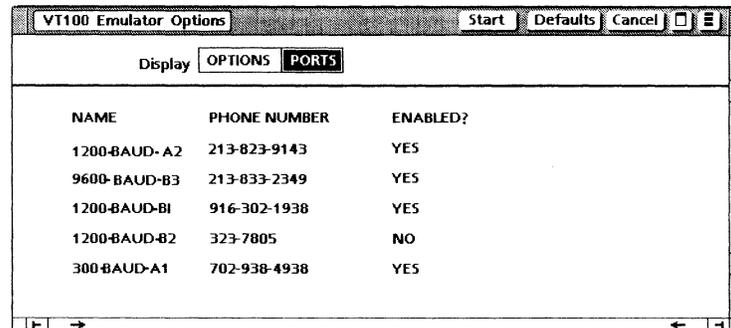
Each terminal icon represents a particular type of emulated terminal. Ports are associated with terminals by moving or copying one or more ports into the terminal emulator icon. Both network and workstation communications are addressed in this chapter.

Copying port icons into the terminal emulator icon

1. **Select** the appropriate port icon(s), and **copy** it into the DEC VT100 terminal emulator icon.
2. **Open** the DEC VT100 terminal emulator icon.
3. **Select** [PORTS] for the Display option.

The ports display lists ports that have been copied into the terminal emulator icon. This window, which is also known as the terminal container window, displays port and terminal information. It functions like an unsorted folder, and you can copy only port icons into it.

The listing of ports within the window represents the order in which a connection to the host is attempted. You can make multiple attempts through the same port if you have multiple copies of that port icon within the terminal container. In the terminal container window shown on the following page, the connection is attempted first using a 1200-baud port, then a 9600-baud port, and then another 1200-baud port. The fourth port is skipped, since it is disabled, followed by an attempt to connect using the last 300-baud port.



Displaying port and terminal properties in the terminal container window

You can review and change port and terminal items in the terminal container window.

Displaying port properties

1. Select [PORTS] for the Display option.
2. Select a port in the terminal container window.
3. Press <PROP'S>.
4. Select [Done].

Enabling/disabling ports

Once the port is selected, you can enable or disable ports within the terminal container window by either of the following methods:

- Selecting [ENABLE/DISABLE PORT] from the terminal container's auxiliary menu
- Selecting [YES/NO] for the Enable option on the port's property or option sheet

Displaying terminal properties

1. **Select** [OPTIONS] for the Display option.
2. **Change** any of the terminal items as necessary for this session.

The settings you change on the option sheet are used only for the current emulation session. When you close the terminal emulator window, the properties are reset to the settings previously defined on the property sheet.

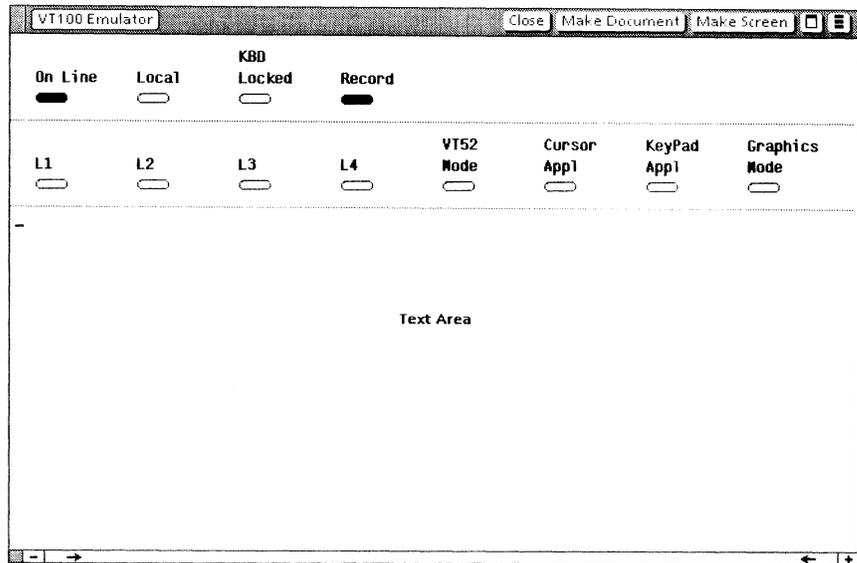
3. **Select** [Done].

Starting a network communication session (CIU port)

Read this section if you are communicating with a host using Ethernet services. If you are dialing into a host using a modem attached to your workstation processor, proceed to the workstation communication section in this chapter.

1. **Select** the DEC VT100 terminal emulator icon, and **press** <OPEN>.
2. **Select** [Start].

This command instructs the terminal to use each port in turn until a connection with the host is established. If you have a problem establishing a connection with the host computer, try again or consult your system administrator. The VT100 emulator window on the following page is displayed when your connection to the host is successful.



3. **Select** within the text area of the VT100 Emulator window.

The text area is used to send information to, and receive responses from, the remote host. You can enter text directly by typing at the keyboard, or by copying or moving it from a workstation document.

4. **Log on** to the host computer using your logon account information.

For account information, consult your system administrator.

Starting a workstation port communication session (Local RS232C port)

Read this section if you are dialing into a host using a modem attached to the RS232C port of your workstation processor.

1. **Select** the local port in the terminal container window.
2. **Press** <PROP'S>.

There are two ways you can make the connection with the host computer. If you are using an 8010 workstation, you can use an autodialer for automatic dialing. Manual dialing and modem dialing commands can also be used on both workstations, provided your modem has this capability.

Using automatic dialing

There are two methods of automatic dialing, depending on your equipment configuration.

Using the 8010 with dialing hardware installed

1. **Type** the phone number in the Local Port property sheet.
2. **Select** [Done].
3. **Select** [Start] in the terminal emulator window.

The VT100 Emulator window opens, and the message "Establishing Connection" appears. Wait for the emulation window to appear before proceeding to the next step.

Using any 6085 or an 8010 without dialing hardware installed

1. **Leave** the phone number field blank.
2. **Select** [Start].
3. **Type** the appropriate dialing commands for the modem and the phone number in the VT100 Emulator window.

Using manual dialing

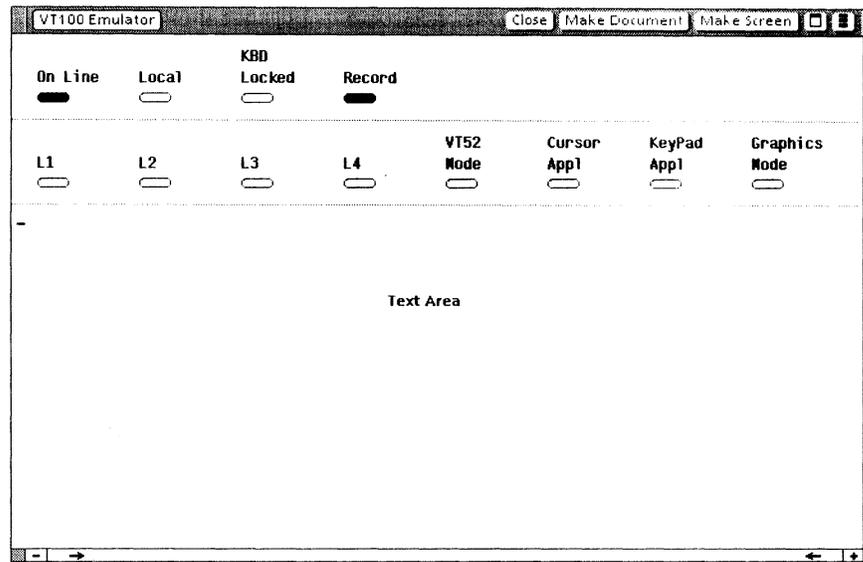
1. **Leave** the phone number field blank.
2. **Select** [Start].
3. **Dial** the host's phone number, and **wait** for a carrier tone.
4. **Switch** the modem to Online or to Data.

If you have a problem establishing a connection with the host computer, try again later or consult your system administrator.

Logging on to the host computer

1. **Select** within the text area of the VT100 Emulator window.

The text area is used to send information to, and receive responses from, the remote host. You can enter text directly by typing at the keyboard, or by copying or moving it from a workstation document.



2. **Log on** to the host computer using your logon account information.

For account information, consult your system administrator.

For the VT100 Emulator window, the text area always contains 24 lines of information. There are two choices of screen widths: 80 or 132 characters. This is determined by the Screen Dimensions option on the VT100 Emulator Options sheet.

For additional information on the screen parameters of the text area, refer to the *Host Interfaces Reference* volume.

5. Displaying the VT100 virtual keyboards and 10-key pad

There are two keyboards available in VT100 emulation. Whenever you select in the VT100 Emulator window, your workstation's keyboard is redefined as the main VT100 keyboard. The function keys across the top of your keyboard are also redefined. This gives you full access to all ASCII control codes, plus the Escape and Break keys.

Displaying the main and alternate VT100 virtual keyboards

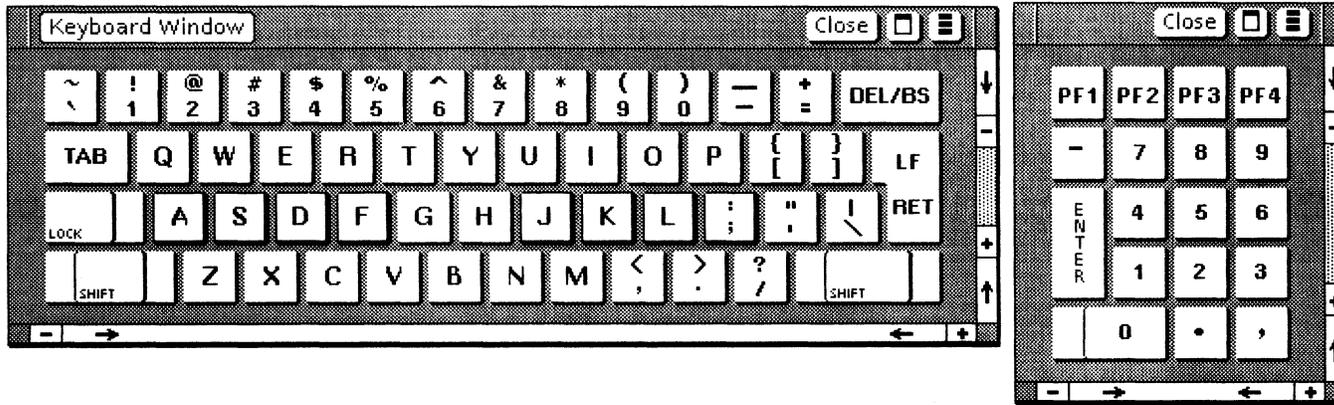
1. **Select** within the text area of the VT100 Emulator window.

When you select inside the window, the VT100 virtual function keys are displayed.

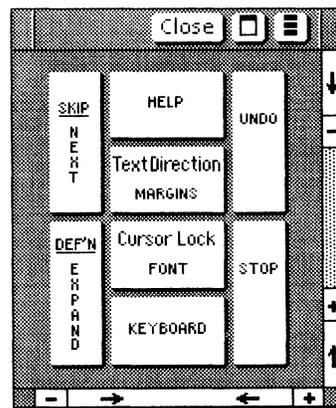


2. **Hold down** <KEYBOARD>.

3. Press <SHOW> to display the main VT100 keyboard and 10-key pad.

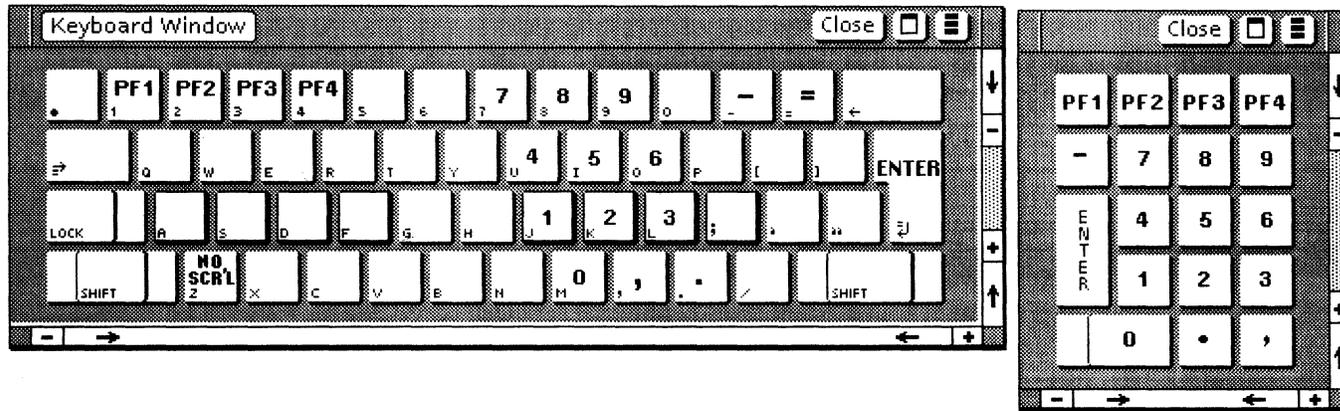


All 8010 workstations display an additional keyboard like this.



You can move the VT100 keyboards to another location within the display area by selecting any corner of the keyboard and holding down the left mouse button. While in the VT100 Emulator window, you can use <KEYBOARD> to access the other ViewPoint keyboards to type information into the window (if the keyboards are not foreign to the terminal).

4. Press <CHG KBD> to display the alternate VT100 keyboard and 10-key pad.



5. Press <CHG KBD> again to return to the main VT100 keyboard.
6. Select [Close] in the Keyboard Window.

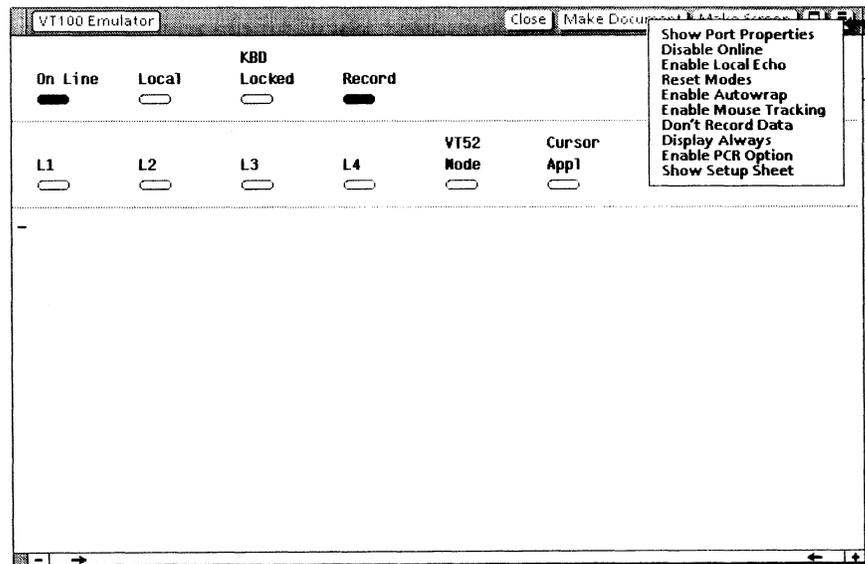
For additional information regarding cursor control, the soft key layout for the 6085 and the 8010 workstations, and how to access the 10-key pad and the PCR keyboard, refer to the *Host Interfaces Reference* volume.

6. Accessing the auxiliary menu

The VT100 Emulator window's auxiliary menu contains several items that you can access/manipulate during a terminal emulation session.

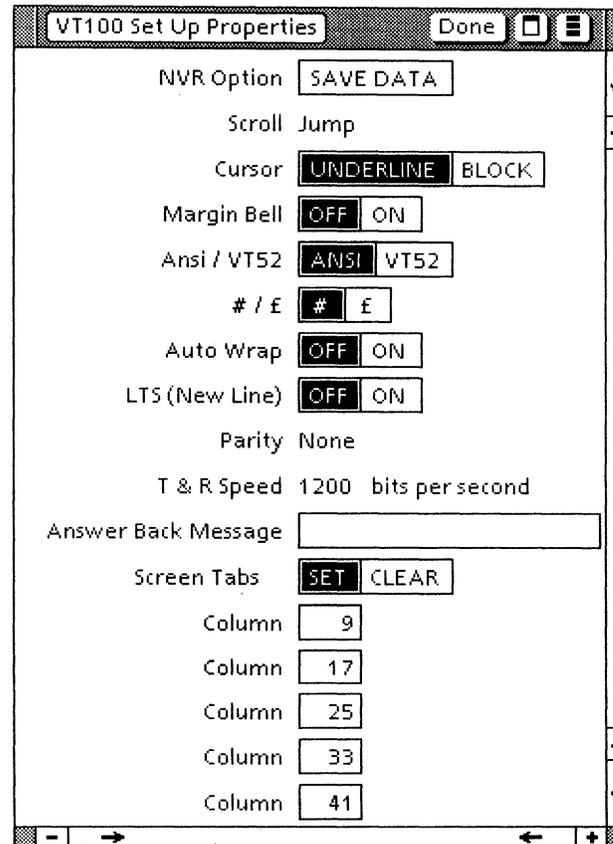
Accessing the auxiliary menu

1. Place the pointer over the VT100 Emulator window's auxiliary menu symbol, and **hold down** the left mouse button to display the menu.



2. Select [Show Setup Sheet].

This command displays the VT100 Set Up Properties. You can set tab stops and other options from this setup sheet.



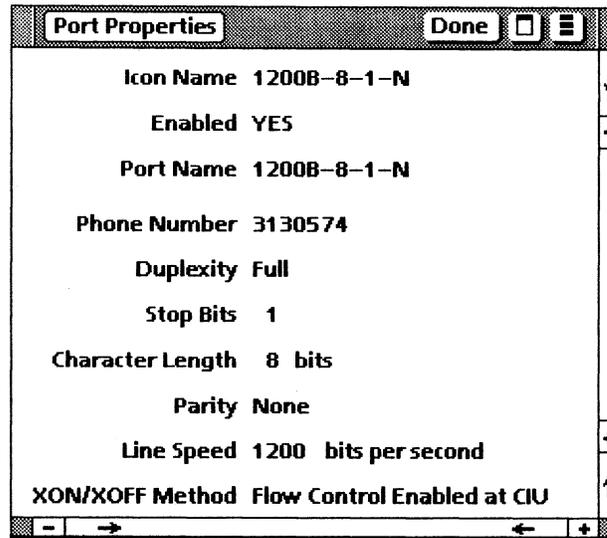
The screenshot shows a window titled "VT100 Set Up Properties" with a "Done" button and window control icons. The window contains the following settings:

- NVR Option: SAVE DATA
- Scroll: Jump
- Cursor: UNDERLINE (selected), BLOCK
- Margin Bell: OFF (selected), ON
- Ansi / VT52: ANSI (selected), VT52
- # / £: # (selected), £
- Auto Wrap: OFF (selected), ON
- LTS (New Line): OFF (selected), ON
- Parity: None
- T & R Speed: 1200 bits per second
- Answer Back Message: (empty text field)
- Screen Tabs: SET (selected), CLEAR
- Column 1: 9
- Column 2: 17
- Column 3: 25
- Column 4: 33
- Column 5: 41

3. Select [Done].

4. Select [Show Port Properties].

This command displays a sheet identical to the Port Properties sheet, except that all of the items are read-only. This sheet profiles information about the port through which a successful connection was made.



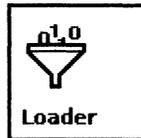
5. Select [Done].

For additional information regarding the auxiliary menu items, refer to the *Host Interfaces Reference* volume.

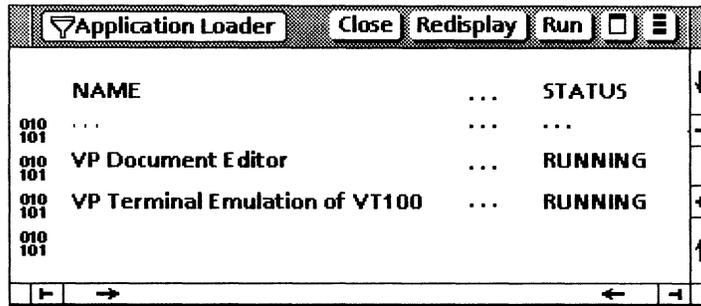
7.

Exchanging data with a host computer

You can use [Make Document] and [Make Screen] to transfer data from the VT100 Emulator window into a ViewPoint document. Your workstation provides an easy method for transferring information between a document and a host computer utilizing these commands.



If you wish to transfer information to a workstation document, VP Document Editor software must be running on your workstation. You can verify that the software is running by selecting the Application Loader icon and pressing <OPEN>.



Copying data from a ViewPoint document to the VT100 Emulator window

You can copy text from a ViewPoint document into the VT100 Emulator window.

1. **Select** the text you wish to copy.
2. Press <COPY>.

3. **Select** a destination inside the VT100 Emulator window.

The text appears at the last terminal cursor position. The characters appear exactly as if you typed them into the VT100 Emulator window. Most text properties (such as font or size) are ignored. Characters that are unknown (foreign) to the host terminal are converted to question marks. Certain formatting properties are affected by the Formatting option on the emulator's property sheet.

For information on formatting properties and additional information on copying data from a ViewPoint document to the host, refer to the *Host Interfaces Reference* volume.

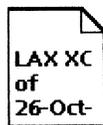
Transferring data from a host computer to a ViewPoint document

You cannot copy or move information directly out of the VT100 Emulator window into a document using <COPY> or <MOVE>. Instead, you must select [Make Screen] or [Make Document] in the window.

Using [Make Screen]

[Make Screen] is used to capture data currently displayed on the screen.

1. **Select** [Make Screen] in the VT100 Emulator window.



A ViewPoint document icon appears on your desktop. The new icon is named with the emulator icon's name, followed by a time stamp. For example, a document created from a VT100 terminal emulator icon labeled LAX XC might be named as follows:

LAX XC of 26-Oct-87 11:46:52PST

2. **Select** the icon after it appears on your desktop, and **press** <OPEN> to review the contents.

The icon contains the data from the VT100 Emulator window. The document icon is the same as any other ViewPoint document. You can rename, open, reformat, and copy or move it.

3. **Select** [Close] when you are done viewing the contents.

Using [Make Document]

When you select [Make Document], all of the data on the screen and the data that has scrolled off the screen since the last [Make Document] are captured and placed in a ViewPoint document. This allows you to record all or part of your emulation session.

1. **Select** [RECORD DATA] in the VT100 Emulator window auxiliary menu.

You must make this selection on the emulator property sheet or from the auxiliary menu for the data to be recorded.

2. **Conduct** the desired session with the host computer.

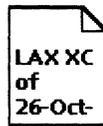
3. **Select** [Make Document] in the VT100 Emulator window menu.

A document icon containing the data from the emulation session appears on your desktop. Selecting [Make Document] automatically paginates the document.

4. **Select** the icon after it appears on your desktop, and **press** <OPEN> to review the contents.

5. **Select** [Close].

For additional information regarding [Make Screen] and [Make Document], refer to the *Host Interfaces Reference* volume.



8. Stopping an emulation session

To stop an emulation session, you log off from the host computer and close the VT100 Emulator window. Merely closing the emulation window does not automatically log you off from the host computer. This is very important because some host computers will continue to charge you for logon time if you fail to log off properly.

Stopping an emulation session

1. **Log off** from the host computer.
2. **Select** [Close] in the VT100 Emulator window.
3. **Hang up** the phone for the workstation RS232C port emulation.

For additional information on VP Terminal Emulation of DEC VT100 software, refer to the *Host Interfaces Reference* volume.

VP Terminal Emulation of Tektronix 4014 Training

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1.

Getting started

Xerox ViewPoint Terminal Emulation of Tektronix 4014 is an optional software application for the 6085 Professional Computer System and 8010 Information System. Using VP Terminal Emulation of Tektronix 4014, you can communicate with a host like a Tektronix 4014 terminal, as well as transfer data on the host computer to a ViewPoint document.

When you finish this training guide, you will be able to do the following:

- Retrieve the terminal emulator icon from the Directory.
- Retrieve the port icons from the Directory.
- Set each icon's properties for Tektronix 4014 emulation.
- Start an emulation session.
- Display the Tektronix 4014 virtual keyboard and 10-key pad.
- Access the auxiliary menu.
- Copy data from a ViewPoint document to the Tek4014 Emulator window.
- Transfer data from a host computer to a ViewPoint document.
- Stop an emulation session.

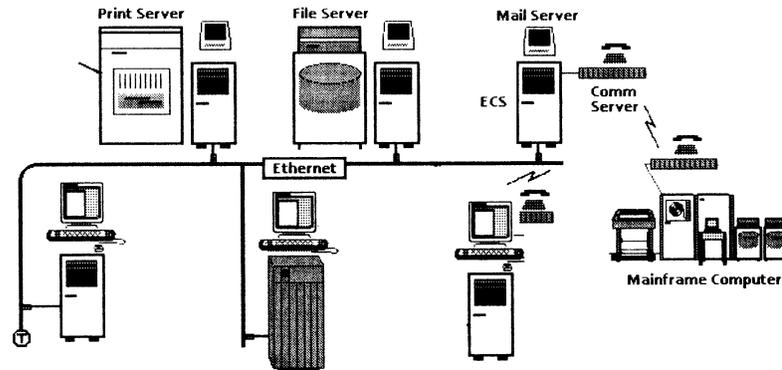
This training guide assumes that you have completed the *ViewPoint QuickStart Training* guide. If you have not yet worked through that guide, complete it now before continuing with this guide. You should also have experience with data communications and your host operating system.

Types of communications

There are two host connections possible with the VP Terminal Emulation of TTY software.

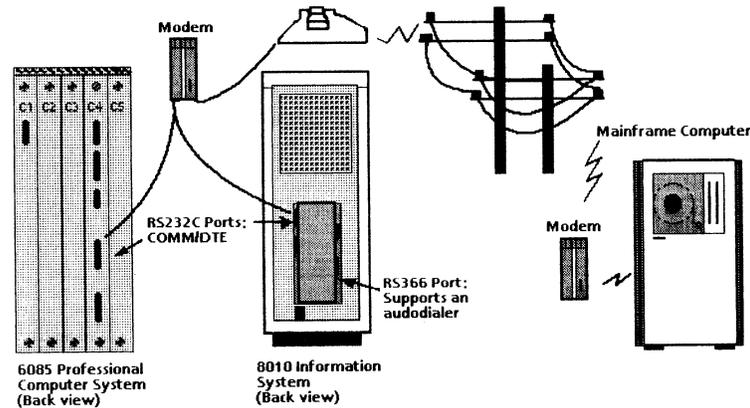
Network Communication

Communication with a host using Ethernet network services. This includes special options which are not purchased with every workstation and network.



Workstation Communication

Direct communication with a host without using network services. This requires the use of a modem, phone line, and VP Local RS232C Communication Access software.



For complete information on VP Terminal Emulation of Tektronix 4014, refer to the *Host Interfaces Reference* volume of the *VP Series Reference Library*.

Hardware and software you need to begin training

Before you begin your training, make sure you have the following hardware and software:

- An operating 6085 or 8010 workstation with a desktop, a fully qualified user name, and a password. If you have a 6085 or 8010 workstation that is part of a network, you can get help from your system administrator. If your workstation is a StandAlone or Documenter, you can get help from the *Workstation Administration and System Resources Reference* volume.
- Default User Profile settings. The User Profile lists the settings that control your desktop. The procedures in this training guide are designed for desktops using the default User Profile settings. Check with your system administrator to make sure your desktop has the default User Profile settings, or refer to the *General User Reference* volume.

Check the status of your applications before you begin training; consult with your system administrator or follow the next procedure.

Checking the status of applications



1. **Open** the Directory icon.
2. **Open** the Workstation divider.
3. **Open** the Loader.
4. **Compare** the list of applications in the Loader window with the list of applications here.
 - VP Document Editor
 - Asynchronous Terminal Basic Software

- VP Terminal Emulation of Tektronix 4014
- VP Terminal Fonts (when transferring the host data to a ViewPoint document using [Make Screen])
- Local RS232C Communication Access (when using a modem for workstation communication)

Additional applications may be running.

If the Loader lists the applications you need and their STATUS column is set to RUNNING, select [Close All] in the Loader window header.

If the applications you need are not listed, consult your system administrator or refer to the *General User Reference* volume for information on installing, enabling, and running the applications in the above sequence.

If the applications you need are listed, but the STATUS column is set to IDLE, change the status of the applications as described next.

Running applications

If the STATUS column of an application you need is set to IDLE, change it to RUNNING.

1. **Select** the application.
2. **Select** [Run] from the Loader window header.
3. **Select** [Close All] in the Loader window header when you are finished setting applications to RUNNING.

You can also set applications to run automatically; refer to the *General User Reference* volume for this procedure.

Two final notes before you begin:

- This training guide uses underlining to indicate information that you type; however, you do not need to underline the information you type.
- As you use this training guide, you will see terms in ***bold italic*** type. You can find more information on these terms in the Glossary, which is located in the *QuickFind Reference* volume.

You are now ready to start training.

2.

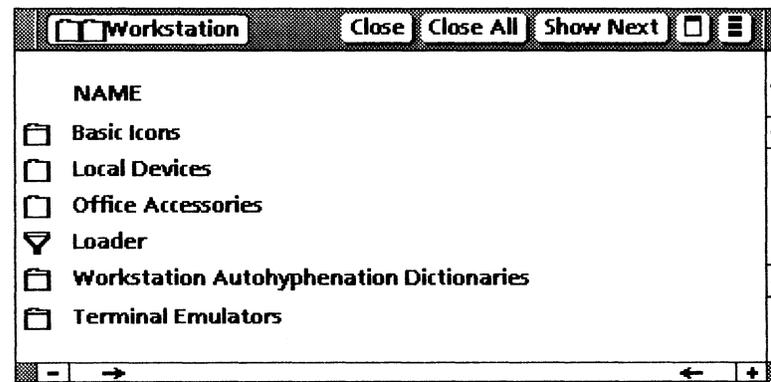
Retrieving the terminal emulation icons

Before you can communicate with a host computer, you need to place a Tektronix 4014 terminal emulator icon and a port icon on your desktop.

Retrieving the Tektronix 4014 terminal emulator icon

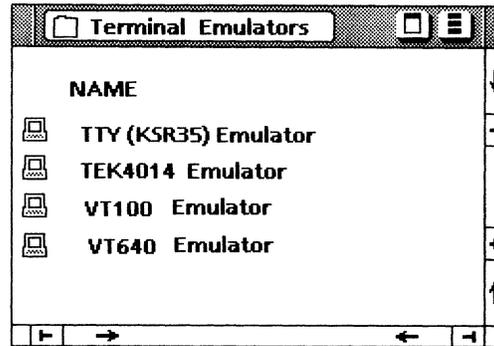
Once a Tektronix 4014 applications folder has been loaded, you must copy the terminal emulator icon out of the Workstation divider in the Directory.

1. **Select** the Directory icon, and **press** <OPEN>.
2. **Select** the Workstation divider, and **press** <OPEN>.



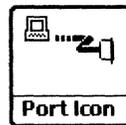
3. **Select** the Terminal Emulators divider, and **press** <OPEN>.

The list of emulator icons that appears varies according to the applications running on your workstation.



4. **Select** the Tektronix 4014 Emulator icon, and **copy** it to your desktop.
5. **Select** [Close All].

Retrieving port icons

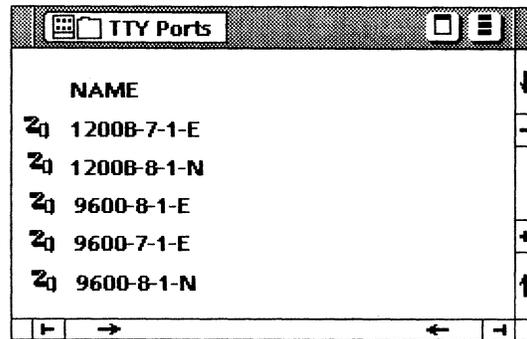


A port icon represents an access path to a host computer by a Communication Interface Unit (CIU) port, an External Communication Service (ECS) Local port, or a workstation Local RS232C port. You must retrieve the appropriate port icon(s) that you need from the Directory divider. For the CIU or ECS Local port, you retrieve a TTY port.

Retrieving a TTY port icon

Complete these steps if you are using Ethernet network services to communicate with the host (network communication).

1. **Select** the Directory icon, and **press** <OPEN>.
2. **Select** the Network divider, and **press** <OPEN>.
3. **Select** the divider with your organizational name, and **press** <OPEN>.
4. **Select** the divider with your domain name, and **press** <OPEN>.
5. **Select** the TTY Ports divider, and **press** <OPEN>.

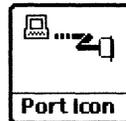
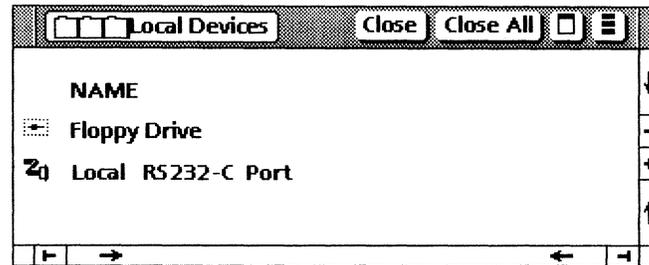


6. **Select** the appropriate port icon(s) that you wish to use, and **copy** it to the desktop.
7. **Select** [Close All].

Retrieving a workstation port icon (Local RS232C)

Complete these steps if you are using a modem attached to the RS232C port of the workstation's processor (workstation communication).

1. **Select** the Directory icon, and **press** <OPEN>.
2. **Select** the Workstation divider, and **press** <OPEN>.
3. **Select** the Local Devices divider, and **press** <OPEN>.



4. **Select** the Local RS232-C Port icon, and **copy** it to your desktop.
5. **Select** [Close All].

For additional information on the functionality of port icons, refer to the *Host Interfaces Reference* volume.

3. Setting properties of the terminal emulator and port icons

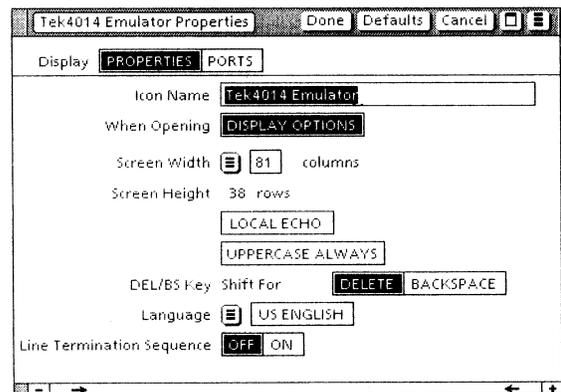
Because terminal emulation involves communication with a host computer, you must set unique properties for your communication system. Each terminal emulation icon has an associated property sheet that allows you to set all the available parameters, including renaming the icon or skipping the option sheet.

Setting the Tektronix 4014 terminal emulator icon properties

1. Select the Tektronix 4014 terminal emulator icon, and press <PROP'S>.

All of the properties associated with the particular terminal type are displayed.

Your property sheet should look like this.



2. Select [Done].

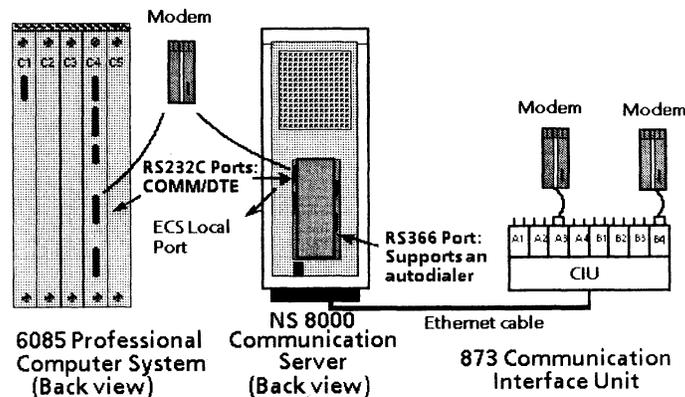
All properties are retained for the current session.

For additional information on Tektronix 4014 terminal emulator properties, refer to the *Host Interfaces Reference* volume or ask your system administrator for details on setting these properties for your particular host computer.

Setting the port icon properties

1. Select the appropriate port icon, and press <PROP'S>.

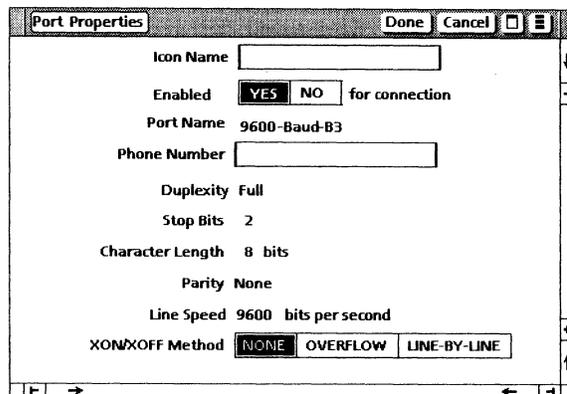
The port property sheet differs based on whether it pertains to a CIU port, an ECS Local port, or a workstation Local RS232C port.



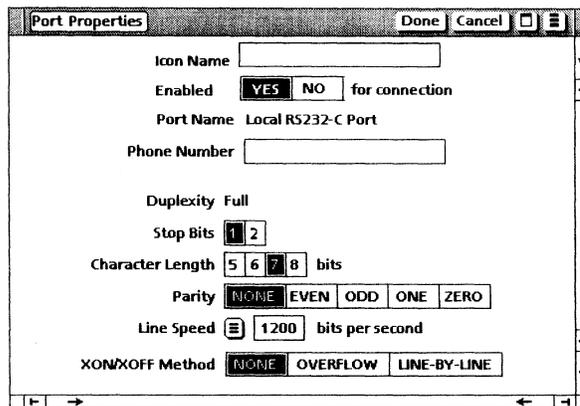
2. Select the required parameters (such as Parity and Line Speed).

The property sheets for the CIU and Local RS232C ports contain the same selection items. The major difference is that the network port icons have some preset property sheet items while the local port properties are variables you must configure to match the host's specifications.

The following illustration shows CIU port properties.



The following illustration shows the workstation Local RS232C or ECS Local port properties.



3. Select [Done] when you have finished viewing the properties.

For additional information on these properties, refer to the *Host Interfaces Reference* volume or ask your system administrator for details on setting these properties for your particular host computer.

4. Starting a Tektronix 4014 emulation session

Each terminal icon represents a particular type of emulated terminal. Ports are associated with terminals by moving or copying one or more ports into the terminal emulator icon. Both network and workstation communications are addressed in this chapter.

Copying port icons into the terminal emulator icon

1. **Select** the appropriate port icon(s), and **copy** it into the Tektronix 4014 terminal emulator icon.
2. **Open** the Tektronix 4014 terminal emulator icon.
3. **Select** [PORTS] for the Display option.

The ports display lists ports that have been copied into the terminal emulator icon. This window, which is also known as the terminal container window, displays port and terminal information. It functions like an unsorted folder, and you can copy only port icons into it.

The listing of ports within the window represents the order in which a connection to the host is attempted. You can make multiple attempts through the same port if you have multiple copies of that port icon within the terminal container. In the terminal container window shown on the following page, the connection is attempted first using a 1200-baud port, then a 9600-baud port, and then another 1200-baud port. The fourth port is skipped, since it is disabled, followed by an attempt to connect using the last 300-baud port.

Tek4014 Emulator Options		
Start Defaults Cancel		
Display	OPTIONS	PORTS
NAME	PHONE NUMBER	ENABLED?
1200-BAUD-A2	213-823-9143	YES
9600-BAUD-B3	213-833-2349	YES
1200-BAUD-B1	916-302-1938	YES
1200-BAUD-B2	323-7805	NO
300-BAUD-A1	702-938-4938	YES

Displaying port and terminal properties in the terminal container window

You can review and change port and terminal items in the terminal container window.

Displaying port properties

1. Select [PORTS] for the Display option.
2. Select a port in the terminal container window.
3. Press <PROP'S>.
4. Select [Done].

Enabling/disabling ports

Once the port is selected, you can enable or disable ports within the terminal container window by either of the following methods:

- Selecting [ENABLE/DISABLE PORT] from the terminal container's auxiliary menu
- Selecting [YES/NO] for the Enable option on the port's property or option sheet

Displaying terminal properties

1. **Select** [OPTIONS] for the Display option.
2. **Change** any of the terminal items as necessary for this session.

The settings you change on the option sheet are used only for the current emulation session. When you close the terminal emulation window, the properties are reset to the settings previously defined on the property sheet.

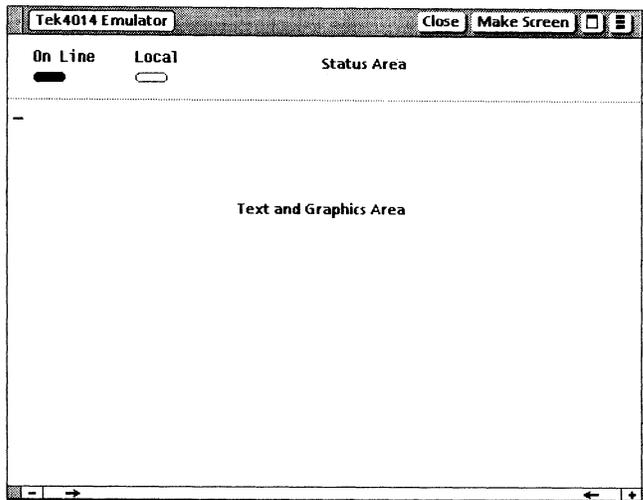
3. **Select** [Done].

Starting a network communication session (CIU port)

Read this section if you are communicating with a host using Ethernet services. If you are dialing into a host using a modem attached to your workstation processor, proceed to the workstation communication section in this chapter.

1. **Select** the Tektronix 4014 terminal emulator icon, and **press** <OPEN>.
2. **Select** [Start].

This command instructs the terminal to use each port in turn until a connection with the host is established. If you have a problem establishing a connection with the host computer, try again or consult your system administrator. The Tek4014 Emulator window is displayed when your connection to the host is successful.



3. **Select** within the text and graphics area of the Tek4014 Emulator window.

The window is divided into two areas: the status area and the text and graphics area. You can use the text and graphics area to send information to, and receive responses from, the remote host. You can enter text directly by typing at the keyboard, or by copying it or moving it from a workstation document.

4. **Log on** to the host computer using your logon account information.

For account information, consult your system administrator.

Starting a workstation port communication session (Local RS232C port)

Read this section if you are dialing into a host using a modem attached to the RS232 C port of your workstation processor.

1. **Select** the local port in the terminal container window.
2. **Press** <PROP'S>.

There are two ways you can make the connection with the host computer. If you are using an 8010 workstation, you can use an autodialer for automatic dialing. Manual dialing and modem dialing commands can also be used on both workstations, provided your modem has this capability.

Using automatic dialing

There are two methods of automatic dialing, depending on your equipment configuration.

Using the 8010 with dialing hardware installed

1. **Type** the phone number in the Local Port property or option sheet.
2. **Select** [Done].
3. **Select** [Start] in the terminal emulator window.

The Tek4014 Emulator window opens and the message "Establishing Connection" appears. Wait for the emulator window to appear before proceeding to the next step.

Using any 6085 or an 8010 without dialing hardware installed

1. **Leave** the phone number field blank.
2. **Select** [Start].
3. **Type** the appropriate dialing commands for the modem and the phone number in the Tek4014 Emulator window.

Using manual dialing

1. **Leave** the phone number field blank.
2. **Select** [Start].
3. **Dial** the host's phone number, and **wait** for a carrier tone.

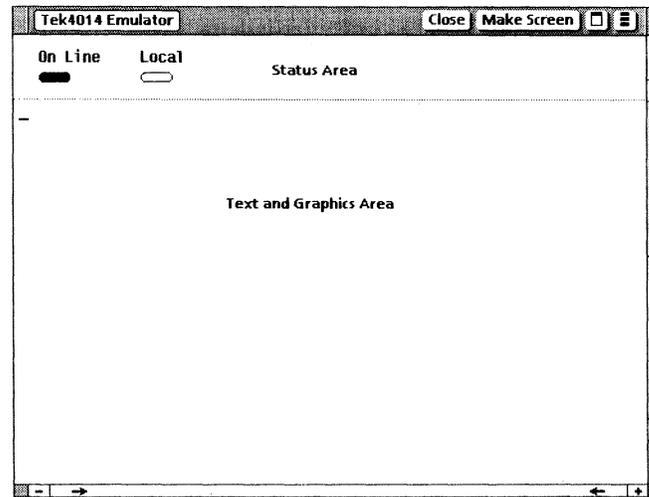
4. Switch the modem to Online or to Data.

If you have a problem establishing a connection with the host computer, try again later or consult your system administrator.

Logging on to the host computer

1. Select within the text area of the Tek4014 Emulator window.

The window is divided into two areas: the status area and the text and graphics area. You can use the text and graphics area to send information to, and receive responses from, the remote host. You can enter text directly by typing at the keyboard, or by copying or moving it from a workstation document.



2. Log on to the host computer using your logon account information.

For account information, consult your system administrator.

For the Tek4014 Emulator window, the text area can contain 35 to 64 lines of information. This is controlled by the Screen Width option set on the Tek4014 Emulator Options sheet. The number of characters to appear on a line is determined by the Screen Width option and has a one-to-one correspondence with the number of display lines selected.

For additional information on the screen parameters of the text area, refer to the *Host Interfaces Reference* volume.

5. Displaying the Tektronix 4014 virtual keyboard and 10-key pad

There is only one keyboard available in Tektronix 4014 emulation. Whenever you select in the Tek4014 Emulator window, your workstation's keyboard is redefined as the Tektronix 4014 keyboard and the 10-key pad. The function keys across the top of your keyboard are also redefined. This gives you full access to all ASCII control codes, plus the Reset, Page, Escape, and Break keys.

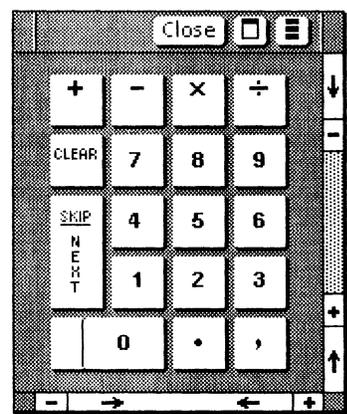
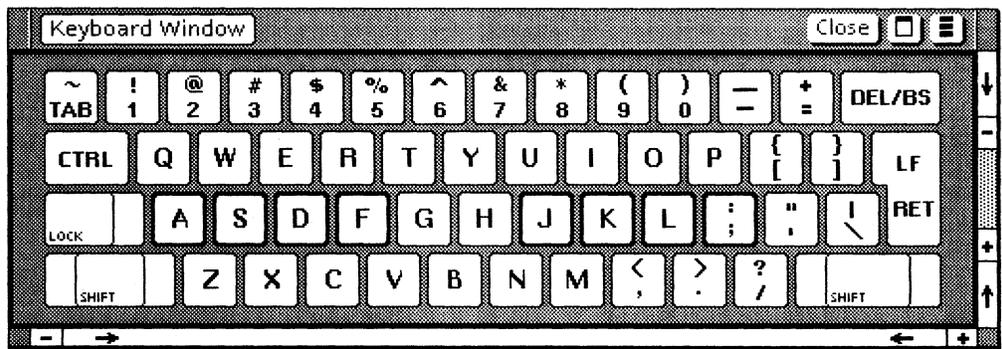
Displaying the Tektronix 4014 virtual keyboard and 10-key pad

1. **Select** within the text area of the Tek4014 Emulator window.

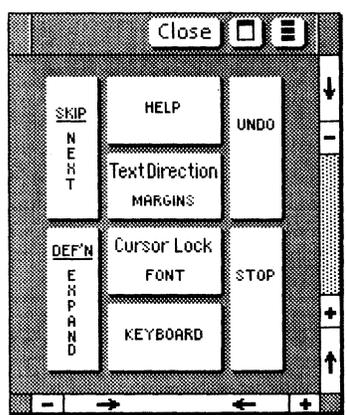
When you select inside the window, the Tektronix 4014 virtual function keys are displayed.



2. **Hold down** <KEYBOARD>, and **press** <SHOW> to display the main Tektronix 4014 keyboard and 10-key pad.



All 8010 workstations display an additional keyboard like this.



You can move the Tektronix 4014 keyboards and 10-key pad to another location within the display area by selecting any corner of either window and holding down the left mouse button. While in the Tek4014 Emulator window, you can use <KEYBOARD> to access other ViewPoint keyboards to type information into the window (if the keyboards are not foreign to the terminal).

3. Select [Close] in the Keyboard Windows.

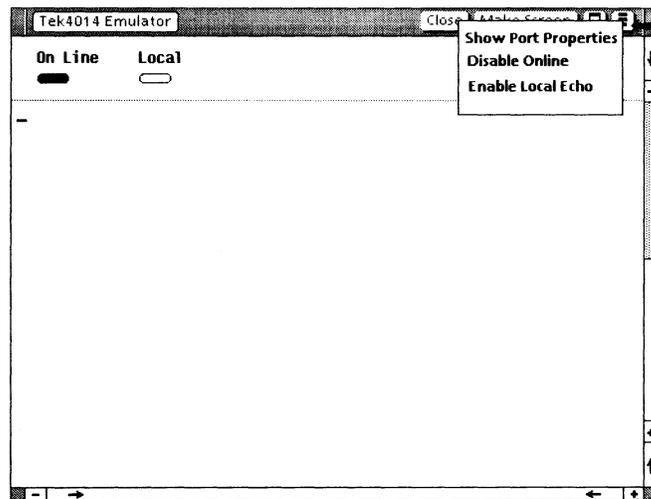
For additional information regarding cursor control, differences in how to access the 6085 and 8010 10-key pad, the soft key layout for the 6085 and 8010 workstations, and other variations in the 4014 keyboard, refer to the *Host Interfaces Reference* volume.

6. Accessing the auxiliary menu

When terminal emulation is used to emulate a Tektronix 4014 terminal, you can use the auxiliary menu to change various terminal properties any time during an actual session.

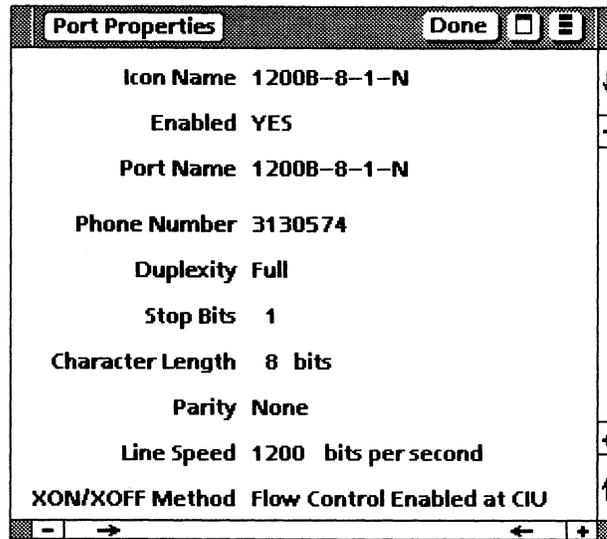
Accessing the auxiliary menu

1. Place the pointer over the Tek4014 Emulator window's auxiliary menu symbol, and **hold down** the left mouse button to display the menu.



2. Select [Show Port Properties].

This command displays a sheet identical to the Port Properties sheet, except that all of the items are read-only. This sheet profiles information about the port through which a successful connection was made.



3. Select [Done].

4. Select [Enable/Disable Local Echo].

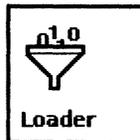
This controls whether or not the emulator will display each character when it is sent to the host. Note the change to "Local" in the status area.

For additional information regarding the auxiliary menu items, refer to in the *Host Interfaces Reference* volume.

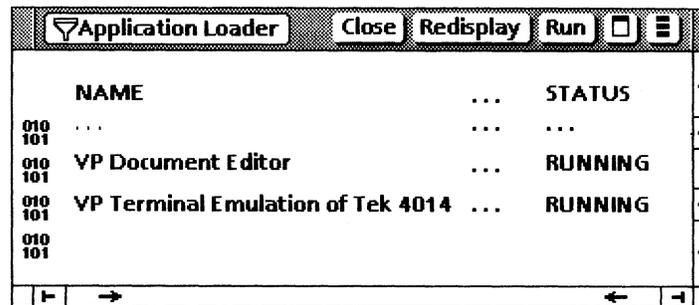
7.

Exchanging data with a host computer

You can use [Make Screen] to transfer data from the Tek4014 Emulator window into a ViewPoint document. Your workstation provides an easy method for transferring information between a document and a host computer utilizing this command.



If you wish to transfer information to a workstation document, VP Document Editor software must be running on your workstation. You can verify that the software is running by selecting the Application Loader icon and pressing <OPEN>.



Copying data from a ViewPoint document to the Tek4014 Emulator window

You can copy text from a ViewPoint document into the Tek4014 Emulator window.

1. **Select** the text you wish to copy.
2. **Press** <COPY>.
3. **Select** a destination inside the Tek4014 Emulator window.

The text appears at the last terminal cursor position. The characters appear exactly as if you typed them into the Tek4014 Emulator window. Most text properties (such as font or size) are ignored. Characters that are unknown (foreign) to the host terminal are converted to question marks. Certain formatting properties are affected by the Formatting option on the emulator's property sheet.

For information on formatting properties and additional information on copying data from a ViewPoint document to the host, refer to the *Host Interfaces Reference* volume.

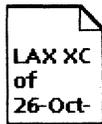
Transferring data from a host computer to a ViewPoint document

You cannot copy or move information directly out of a Tek4014 Emulator window into a document using <COPY> or <MOVE>. Instead, you must select [Make Screen] in the window.

Using [Make Screen]

[Make Screen] is used to capture data currently displayed on the screen.

1. **Select** [Make Screen] in the Tek4014 Emulator window.



A ViewPoint document icon appears on your desktop. The new icon is named with the emulator icon's name, followed by a time stamp. For example, a document created from a Tektronix 4014 terminal emulator icon labeled LAX XC might be named as follows:

LAX XC of 26-Oct-87 11:46:52PST

2. **Select** the icon after it appears on your desktop, and **press** <OPEN> to review the contents.

The icon contains a graphics frame with graphics and text data from the Tek4014 Emulator window. The document icon is the same as any other ViewPoint document. You can rename, open, reformat, and copy or move it into a folder.

3. **Select** [Close] when you are done viewing the contents.

For information regarding [Make Screen], refer to the *Host Interfaces Reference* volume.

8. Stopping an emulation session

To stop an emulation session, you log off from the host computer and close the Tek4014 Emulator window. Merely closing the window does not automatically log you off from the host computer. This is very important because some host computers will continue to charge you for logon time if you fail to log off properly.

Stopping an emulation session

1. **Log off** from the host computer.
2. **Select** [Close] in the Tek4014 Emulator window.
3. **Hang up** the phone for the workstation RS232C port emulation.

For additional information on VP Terminal Emulation of Tektronix 4014 software, refer to the *Host Interfaces Reference* volume.

XEROX

VP Terminal Emulation of VT640 Training

610E10200
Version 2.0



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1.

Getting started

Xerox ViewPoint Terminal Emulation of VT640 is an optional software application for the 6085 Professional Computer System and 8010 Information System. Using VP Terminal Emulation of VT640 you can, communicate with a host like a VT640 terminal, as well as transfer data on the host computer to a ViewPoint document.

When you finish this training guide, you will be able to do the following:

- Retrieve the terminal emulator icon from the Directory.
- Retrieve the port icons from the Directory.
- Set each icon's properties for VT640 emulation.
- Start an emulation session.
- Display the VT640 virtual and alternate keyboards.
- Use the PF keys to transfer between the graphics and transparent windows.
- Access the auxiliary menus.
- Copy data from a ViewPoint document to the emulation VT640 window.
- Transfer data from a host computer to a ViewPoint document.
- Stop an emulation session.

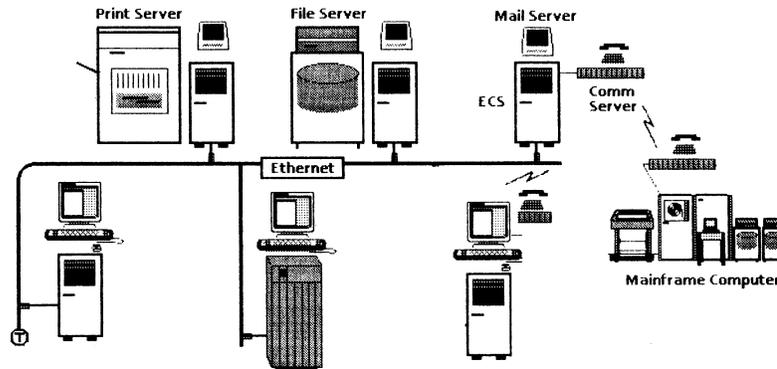
This training guide assumes that you have completed the *ViewPoint QuickStart Training* guide. If you have not yet worked through that guide, complete it now before continuing with this guide. You should also have experience with data communications and your host operating system.

Types of communications

There are two host connections possible with the VP Terminal Emulation of VT640 software.

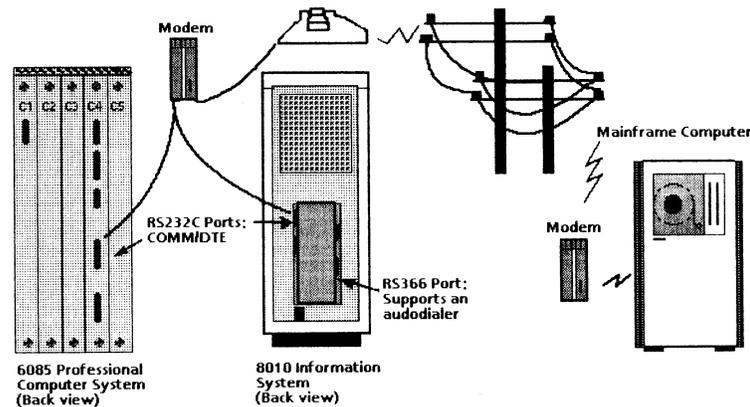
Network Communication

Communication with a host using Ethernet network services. This includes special options which are not purchased with every workstation and network.



Workstation Communication

Direct communication with a host without using network services. This requires the use of a modem, phone line, and VP Local RS232C Communication Access software.



For complete information on VP Terminal Emulation of VT640, refer to the *Host Interfaces Reference* volume of the *VP Series Reference Library*.

Hardware and software you need to begin training

Before you begin your training, make sure you have the following hardware and software:

- An operating 6085 or 8010 workstation with a desktop, a fully qualified user name, and a password. If you have a 6085 or 8010 workstation that is part of a network, you can get help from your system administrator. If your workstation is a StandAlone or Documenter, you can get help from the *Workstation Administration and System Resource Reference* volume.
- Default User Profile settings. The User Profile lists the settings that control your desktop. The procedures in this training guide are designed for desktops using the default User Profile settings. Check with your system administrator to make sure your desktop has the default User Profile settings, or refer to the *General User Reference* volume.

Check the status of your applications before you begin training; consult with your system administrator or follow the next procedure.

Checking the status of applications



1. **Open** the Directory icon.
2. **Open** the Workstation divider.
3. **Open** the Loader.

4. **Compare** the list of applications in the Loader window with the list of applications here.

- VP Document Editor
- Asynchronous Terminal Basic Software
- VP Terminal Emulation of VT640
- VP Terminal Fonts (when transferring data into a ViewPoint document using [Make Document] or [Make Screen])
- Local RS232C Communication Access (when using a modem for workstation communication)

Additional applications may be running.

If the Loader lists the applications you need and their STATUS column is set to RUNNING, select [Close All] in the Loader window header.

If the applications you need are not listed in the Loader, consult your system administrator or refer to *General User Reference* volume for information on installing, enabling, and running the applications in the above sequence.

If the applications you need are listed, but the STATUS column is set to IDLE, change the status of the applications as described next.

Running applications

If the STATUS column of an application you need is set to IDLE, change it to RUNNING.

1. **Select** the application.
2. **Select** [Run] from the Loader window header.
3. **Select** [Close All] in the Loader window header when you are finished setting applications to RUNNING.

You can also set applications to run automatically; refer to the *General User Reference* volume for this procedure.

Two final notes before you begin:

- This training guide uses underlining to indicate information that you type; however, you do not need to underline the information you type.
- As you use this training guide, you will see terms in ***bold italic*** type. You can find more information on these terms in the Glossary, which is located in the *QuickFind Reference* volume.

You are now ready to start training.

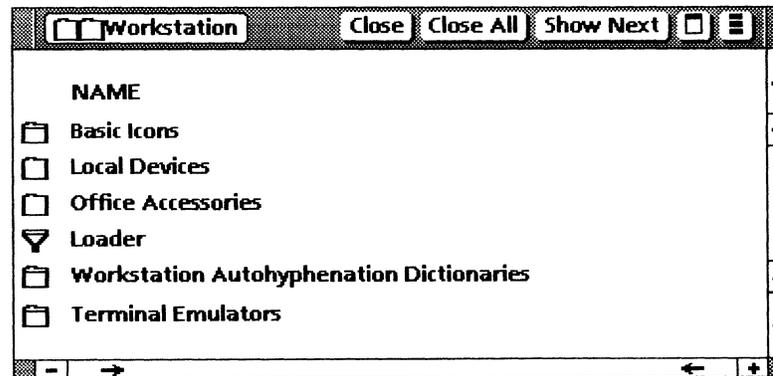
2. Retrieving the terminal emulation icons

Before you can communicate with a host computer, you need to place a VT640 terminal emulator icon and a port icon on your desktop.

Retrieving the VT640 terminal emulator icon

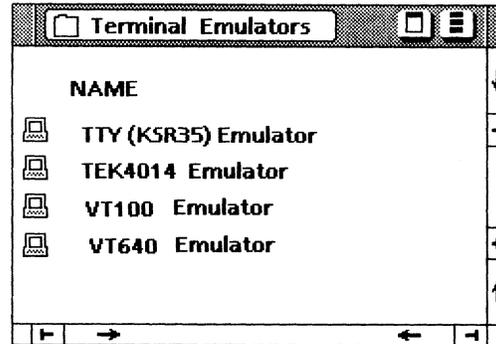
Once a VT640 applications folder has been loaded, you must copy the VT640 terminal emulator icon out of the Workstation divider in the Directory.

1. Select the Directory icon, and **press** <OPEN>.
2. Select the Workstation divider, and **press** <OPEN>.



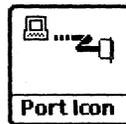
3. **Select** the Terminal Emulators divider, and **press** <OPEN>.

The list of emulator icons that appears varies according to the applications running on your workstation.



4. **Select** the VT640 Emulator icon, and **copy** it to your desktop.
5. **Select** [Close All].

Retrieving port icons

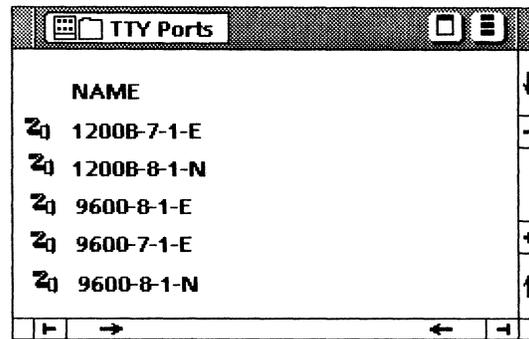


A port icon represents an access path to a host computer by a Communication Interface Unit (CIU) port, an External Communication Service (ECS) Local port, or a workstation Local RS232C port. You must retrieve the appropriate port icon(s) that you need from the Directory divider. For the CIU or ECS Local port, you retrieve a TTY port.

Retrieving a TTY port icon

Complete these steps if you are using Ethernet network services to communicate with the host (network communication).

1. **Select** the Directory icon, and **press** <OPEN>.
2. **Select** the Network divider, and **press** <OPEN>.
3. **Select** the divider with your organizational name, and **press** <OPEN>.
4. **Select** the divider with your domain name, and **press** <OPEN>.
5. **Select** the TTY Ports divider, and **press** <OPEN>.

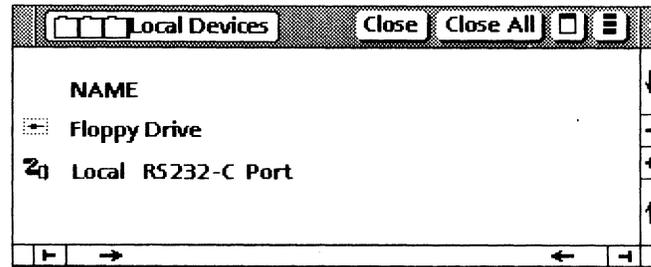


6. **Select** the appropriate port icon(s) that you wish to use, and **copy** it to the desktop.
7. **Select** [Close All].

Retrieving a workstation port icon (Local RS232C)

Complete these steps if you are using a modem attached to the RS232 C port on the workstation's processor (workstation communication).

1. **Select** the Directory icon, and **press** <OPEN>.
2. **Select** the Workstation divider, and **press** <OPEN>.
3. **Select** the Local Devices divider, and **press** <OPEN>.



4. **Select** the Local RS232-C Port icon, and **copy** it to your desktop.
5. **Select** [Close All].

For additional information on the functionality of port icons, refer to the *Host Interfaces Reference* volume.

3. Setting properties of the terminal emulator and port icons

Because terminal emulation involves remote communication with a host computer, you must set unique properties for your communication system. Each terminal emulation icon has an associated property sheet that allows you to set all the available parameters, including renaming the icon or skipping the option sheet.

Setting the VT640 terminal emulator icon properties

1. **Select** the VT640 terminal emulator icon, and **press** <PROP'S>.

All of the properties associated with the particular terminal type are displayed.

2. **Notice** [Transparent] for the Entry Mode option.

The Entry Mode option defines which mode, transparent or alpha, is active at the start of your emulation session. If you choose transparent mode, the emulator opens with the transparent mode window active and on top of the screen. If you choose alpha mode, the emulator opens with the graphics window active and on top.

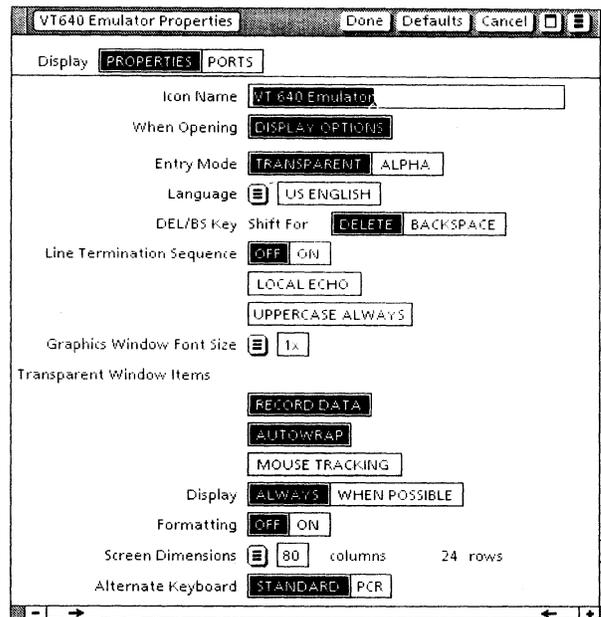
3. Notice [RECORD DATA] under Transparent Window Items.

This option saves data for the [Make Document] command and enables you to capture the current session in full or in part. Making documents from host data is discussed in chapter 7.

4. Notice [STANDARD] for the Alternate Keyboard property.

This sets which keyboard appears when you select [CHG KBG] while operating in the transparent mode window.

Your property sheet should look like this.



5. Select [Done].

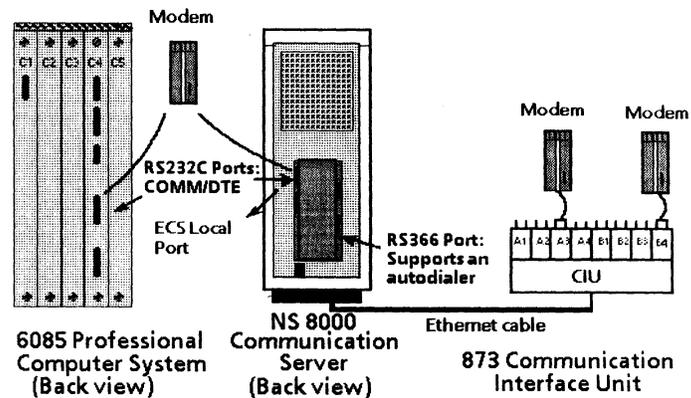
All options are retained for subsequent sessions.

For additional information on the entry modes, VT640 keyboards, and other terminal emulator properties, refer to the *Host Interfaces Reference* volume or ask your system administrator for details on setting these properties for your particular host computer.

Setting the port icon properties

1. Select the appropriate port icon, and **press** <PROP'S>.

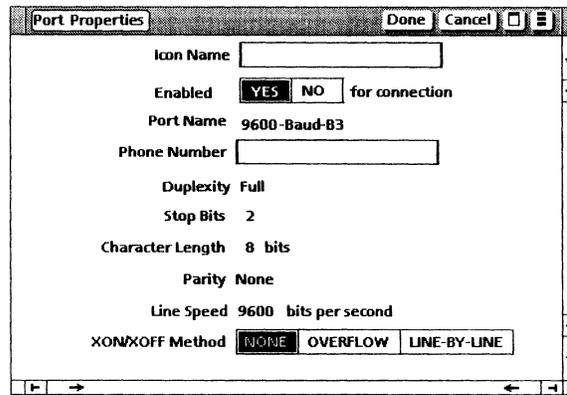
The port property sheet differs based on whether it pertains to a CIU port, an ECS Local port, or a workstation Local RS232C port.



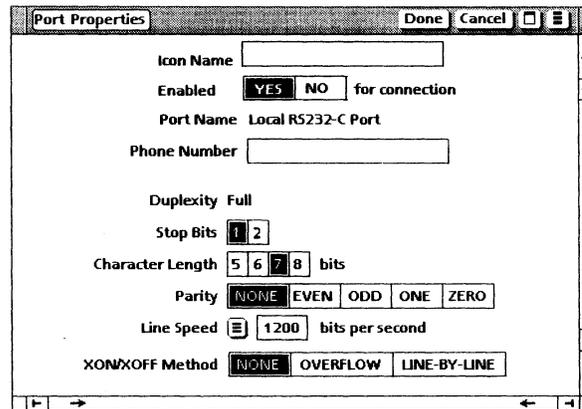
2. Select the required parameters (such as Parity and Line Speed).

The property sheets for the CIU and Local RS232C ports contain the same selection items. The major difference is that the network port icons have some preset property sheet items while the local port properties are variables you must configure to match the host's specifications.

The following illustration shows CIU port properties.



The following illustration shows the workstation Local RS232C or ECS Local port properties.



3. **Select** [Done] when you have finished viewing the properties.

For additional information on these properties, refer to the *Host Interfaces Reference* volume or ask your system administrator for details on setting these properties for your particular host computer.

4. Starting a VT640 emulation session

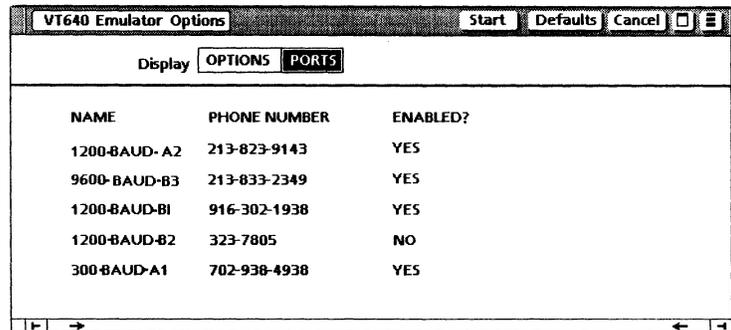
Each terminal emulator icon represents a particular type of emulated terminal. Ports are associated with terminals by moving or copying one or more ports into the terminal emulator icon. Both network and workstation communications are addressed in this chapter.

Copying port icons into the terminal emulator icon

1. **Select** the appropriate port icon(s), and **copy** it into the VT640 terminal emulator icon.
2. **Open** the VT640 terminal emulator icon.
3. **Select** [PORTS] for the Display option.

The ports display lists ports that have been copied into the terminal emulator icon. This window, which is also known as the terminal container window, displays port and terminal information. It functions like an unsorted folder, and you can copy only port icons into it.

The listing of ports within the window represents the order in which a connection to the host is attempted. You can make multiple attempts through the same port if you have multiple copies of that port icon within the terminal container. In the terminal container window shown on the following page, the connection is attempted first using a 1200-baud port, then a 9600-baud port, and then another 1200-baud port. The fourth port is skipped, since it is disabled, followed by an attempt to connect using the last 300-baud port.



Displaying port and terminal properties in the terminal container window

You can review and change port and terminal items in the terminal container window.

Displaying port properties

1. Select [PORTS] for the Display option.
2. Select a port in the terminal container window.
3. Press <PROP'S>.
4. Select [Done].

Enabling/disabling ports

Once the port is selected you can enable or disable ports within the terminal container window by either of the following methods:

- Selecting [ENABLE/DISABLE PORT] from the terminal container's auxiliary menu
- Selecting [YES/NO] for the Enable option on the port's property or option sheet

Displaying terminal properties

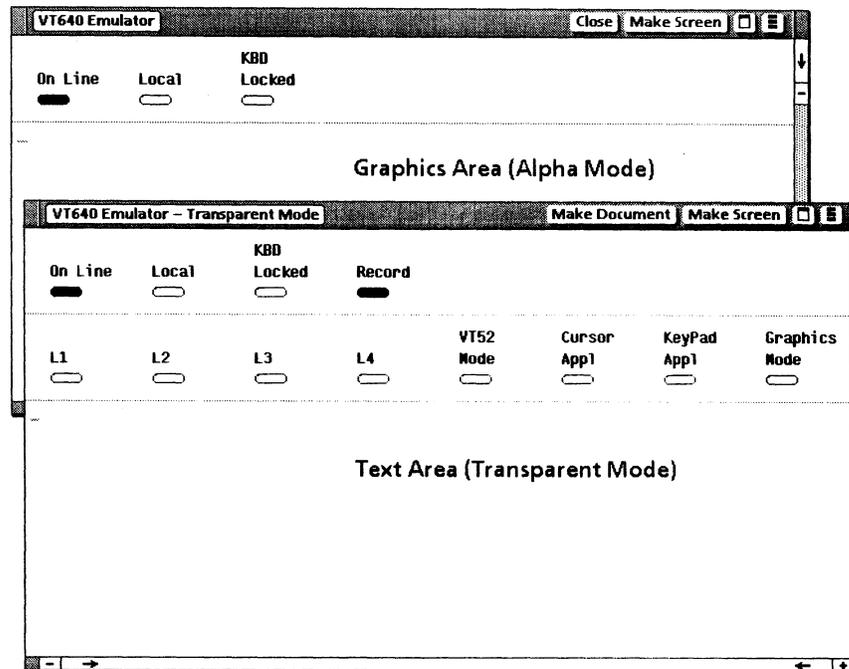
1. **Select** [OPTIONS] for the Display option.
2. **Change** any of the options as necessary for this session.
The settings you change on the option sheet are used only for the current emulation session. When you close the terminal emulator window, the properties are reset to the settings previously defined on the property sheet.
3. **Select** [Done].

Starting a network communication session (CIU port)

Read this section if you are communicating with a host using Ethernet services. If you are dialing into a host using a modem attached to your workstation processor, proceed to the workstation communication section in this chapter.

1. **Select** the VT640 terminal emulator icon, and **press** <OPEN>.
2. **Select** [Start].

This command instructs the terminal to use each port in turn until a connection with the host is established. If you have a problem establishing a connection with the host computer, try again or consult your system administrator. The VT640 Emulator window on the following page is displayed when your connection to the host is successful.



3. **Select** within the text area of the transparent mode emulation window.

The VT640 displays two emulation windows: transparent mode and graphics (alpha) mode. Each emulation window is divided into two areas: the status area and the text or graphics area. You can use the text or graphics areas to send information to, and receive responses from, the remote host. You can enter text directly by typing at the keyboard, or by copying or moving it from a workstation document.

4. **Log on** to the host computer using your logon account information.

For account information, consult your system administrator.

Starting a workstation port communication session (Local RS232C port)

Read this section if you are dialing into a host using a modem attached to the RS232C port of your workstation processor.

1. **Select** the local port in the terminal container window.
2. **Press** <PROP'S>.

There are two ways you can make the connection with the host computer. If you are using an 8010 workstation, you can use an autodialer for automatic dialing. Manual dialing and modem dialing commands can also be used on both workstations, provided your modem has this capability.

Using automatic dialing

There are two methods of automatic dialing, depending on your equipment configuration.

Using the 8010 with dialing hardware installed

1. **Type** the phone number in the Local Port property or option sheet.
2. **Select** [Done].
3. **Select** [Start] in the terminal emulator window.

The VT640 Emulator window opens, and the message "Establishing Connection" appears. Wait for the emulator window to appear before proceeding to the next step.

Using any 6085 or an 8010 without dialing hardware installed

1. **Leave** the phone number field blank.
2. **Select** [Start].
3. **Type** the appropriate dialing commands for the modem and the phone number in the VT640 Emulator window.

Using manual dialing

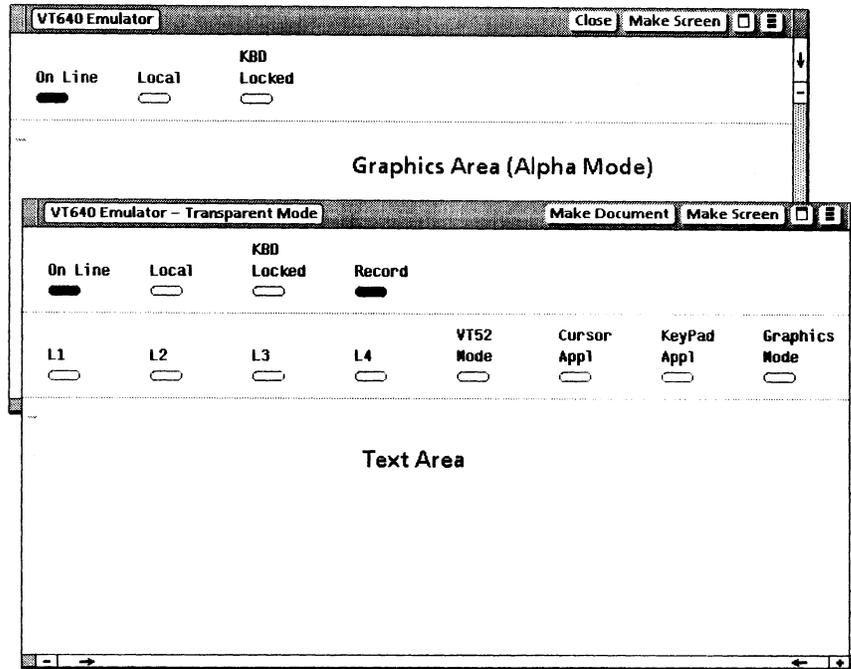
1. **Leave** the phone number field blank.
2. **Select** [Start].
3. **Dial** the host's phone number, and **wait** for a carrier tone.
4. **Switch** the modem to Online or to Data.

If you have a problem establishing a connection with the host computer, try again later or consult your system administrator.

Logging on to the host computer

1. **Select** within the text area of the transparent mode window.

The VT640 displays two emulation windows as shown on the following page: transparent mode and graphics mode. Each emulation window is divided into two areas: the status area and the text or graphics area. You can use the text or graphics areas to send information to, and receive responses from, the remote host. You can enter text directly by typing at the keyboard, or by copying or moving it from a workstation document.



2. Log on to the host computer using your logon account information.

For account information, consult your system administrator.

For the VT640 Emulator window, the number of screen rows is always set to 24 lines of information. There are two choices of screen widths: 80 and 132 characters.

For additional information on the screen parameters of the text area, refer to the *Host Interfaces Reference* volume.

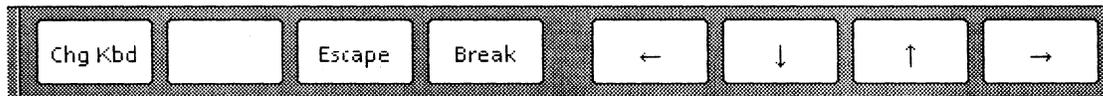
5. Displaying the VT640 main and alternate virtual keyboards

There are two keyboards and a 10-key pad associated with VT640 terminal emulation. Whenever the selection is in either VT640 emulation window, your workstation's keyboard is redefined as the main VT640 keyboard. The function keys across the top of your keyboard are also redefined. This gives you full access to all ASCII control codes, plus the Escape and Break keys.

Displaying the VT640 main keyboard and 10-key pad

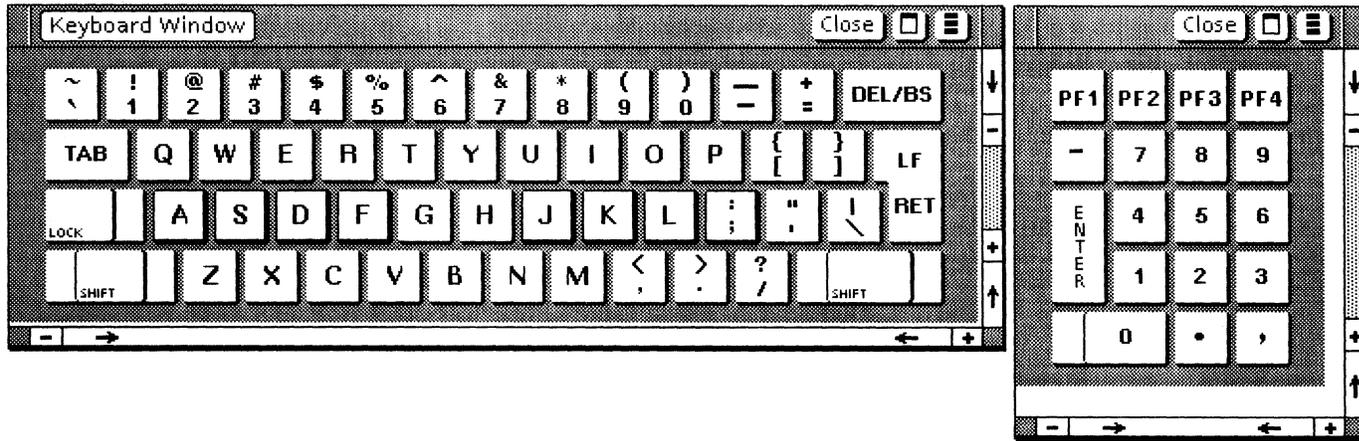
1. **Select** within the text area of the transparent emulation window.

When you select inside the emulation window, the VT640 virtual function keys are displayed.

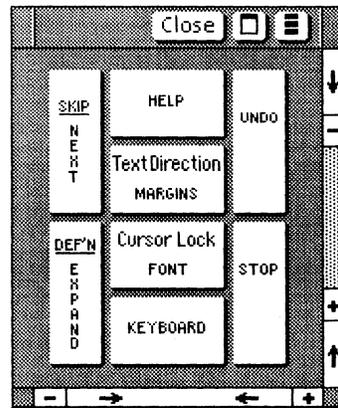


2. **Hold down** <KEYBOARD>, and **press** <SHOW> to display the main VT640 keyboard and 10-key pad.

The 10-key pad provides some of the same functionality as the alternate keyboard.



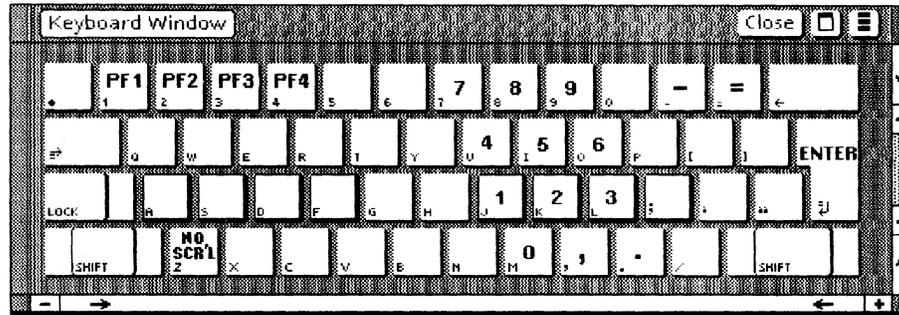
All 8010 workstations display an additional keyboard like this.



You can move the VT640 keyboards and 10-key pad to another location within the display area by selecting any corner of the window and holding down the left mouse button. While in the VT640 transparent window, you can use <KEYBOARD> to access the other ViewPoint keyboards to type information into the window (if the keyboards are not foreign to the terminal).

Displaying the alternate keyboard

1. Select <Chg Kbd> to display the alternate keyboard.



Moving between the transparent and graphics windows

The PF keys can be used to toggle between the different modes for the VT640. The mode determines which window is active. Only the active window can be used.

1. Select [PF1].

This function key clears the screen and moves the cursor to the graphics (alpha) window.

2. Select [PF2].

This function key returns you to the transparent window.

3. Select [PF3].

This function displays the VT640 local mode menu.

4. Select <Chg Kbd> to return to the main keyboard.

5. Select [Close] in the Keyboard Window.

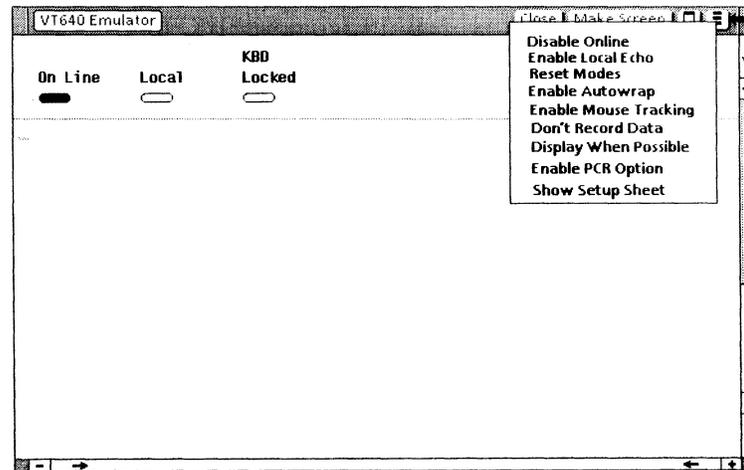
For additional information on the PF keys, PCR options, cursor control, differences in how to access the 6085 and 8010 10-key pad, the soft key layout for the 6085 and 8010 workstations, and other variations in the VT640 keyboard for the 6085 and the 8010, refer to the *Host Interfaces Reference* volume.

6. Accessing the auxiliary menus for transparent and graphics modes

When you use terminal emulation of a VT640 terminal, you can access two separate auxiliary menus: one for the transparent mode and one for the graphics (alpha) mode. You can use each menu to change various terminal properties any time during a session.

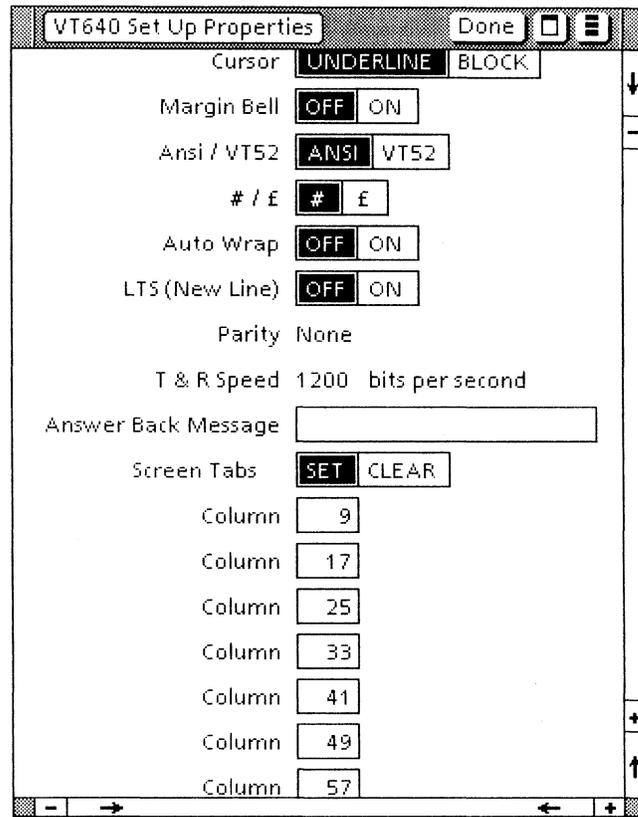
Accessing the auxiliary menu in transparent mode

1. Place the pointer over the transparent mode emulation window's auxiliary menu symbol, and **hold down** the left mouse button to display the menu.



2. Select [Show Setup Sheet].

This command displays the VT640 Set Up Properties sheet. You can set tab stops and other options from this setup sheet.



3. Select [Done].

Accessing the auxiliary menu in graphics mode

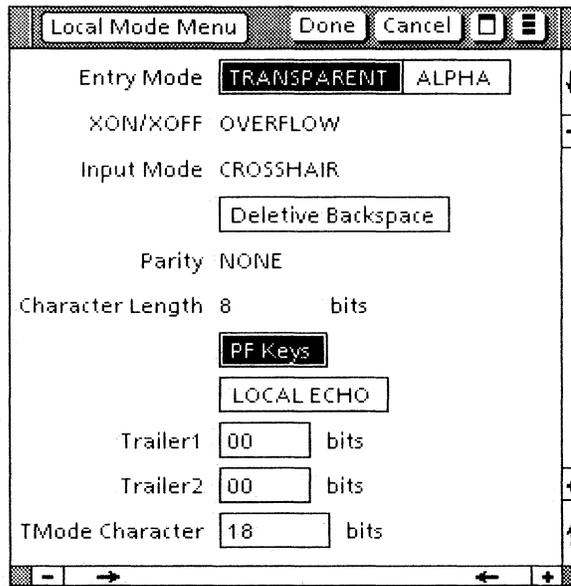
1. Select [PF1] on the 10-key pad to access the graphics window.

2. **Select** [Enable/Disable Local Echo] on the emulation auxiliary menu.

This controls whether or not the emulator will display each character when it is sent to the host.

3. **Select** [Show Local Mode Menu] on the emulation auxiliary menu.

This allows you to view certain terminal options and to change others any time during an emulation session. The options you set here affect only the graphics window and are retained for subsequent sessions.



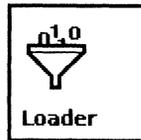
4. **Select** [PF2] on the alternate keyboard to return to the transparent window.

5. **Select** [Done].

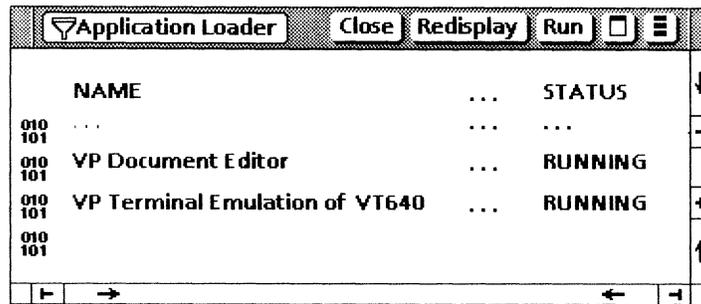
For additional information regarding the auxiliary menu items, refer to the *Host Interfaces Reference* volume.

7. Exchanging data with a host computer

You can use [Make Document] and [Make Screen] to transfer data from the VT640 Emulator window into a ViewPoint document. Your workstation provides an easy method for transferring information between a document and a host computer utilizing these commands.



If you wish to transfer information to a workstation document, VP Document Editor software must be running on your workstation. You can verify that the software is running by selecting the Application Loader icon and pressing <OPEN>.



Copying data from a ViewPoint document to the VT640 Emulator window

You can copy text from a ViewPoint document into the VT640 Emulator window.

1. **Select** the text you wish to copy.
2. **Press** <COPY>.

3. Select a destination inside the VT640 Emulator window.

The text appears at the last terminal cursor position. The characters appear exactly as if you typed them into the VT640 Emulator window. Most text properties (such as font or size) are ignored. Characters that are unknown (foreign) to the host terminal are converted to question marks. Certain formatting properties are affected by the Formatting option on the emulator's property sheet.

For information on formatting properties and additional information on copying data from a ViewPoint document to the host, refer to the *Host Interfaces Reference* volume.

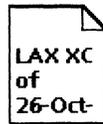
Transferring data from a host computer to a ViewPoint document

You cannot copy or move information directly out of the VT640 Emulator window into a document using <COPY> or <MOVE>. Instead, you must select [Make Screen] or [Make Document] in the transparent window and [Make Screen] in the graphics window.

Using [Make Screen]

You can use the [Make Screen] feature in either window. [Make Screen] is used to capture data currently displayed on the screen.

1. Select [Make Screen] in the VT640 Emulator window.



A ViewPoint document icon appears on your desktop. The new icon is named with the emulator icon's name, followed by a time stamp. For example, a document created from a VT640 terminal emulator icon labeled LAX XC might be named as follows:

LAX XC of 26-Oct-87 11:46:52PST

2. Select the icon after it appears on your desktop, and press <OPEN> to review the contents.

The icon contains the data from the VT640 Emulator window. The document icon is the same as any other ViewPoint document. You can rename, open, reformat, and copy or move it. [MAKE SCREEN] in the graphics window yields a document containing the graphics frame.

3. **Select** [Close] when you are done viewing the contents.

Using [Make Document]

You can use the [Make Document] feature only in the transparent mode window. When you select [Make Document], all of the data on the screen and the data that has scrolled off the screen are captured and placed in a ViewPoint document. This allows you to record all or part of your emulation session.

1. **Select** [RECORD DATA] in the VT640 Emulator window auxiliary menu.

You must make this selection on the emulator property sheet or from the auxiliary menu for the data to be recorded.

2. **Conduct** the desired session with the host computer.

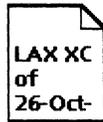
3. **Select** [Make Document] in the VT640 Emulator window menu.

A document icon containing the data from the emulation session appears on your desktop. Selecting [MAKE DOCUMENT] automatically paginates the document.

4. **Select** the icon after it appears on your desktop, and **press** <OPEN> to review the contents.

5. **Select** [Close].

For additional information regarding [Make Screen] and [Make Document], transparent and graphics input modes, control sequences, commands, and features, refer to the *Host Interfaces Reference* volume.



8. Stopping an emulation session

To stop an emulation session, you log off from the host computer and close the VT640 Emulator window. Merely closing the window does not automatically log you off from the host computer. This is very important because some host computers will continue to charge you for logon time if you fail to log off properly.

Stopping an emulation session

1. **Log off** from the host computer.
2. **Select** [Close] in the VT640 Emualtor window.
3. **Hang up** the phone for the workstation RS232C port emulation.

For additional information on VP Terminal Emulation of VT640 software, refer to the *Host Interfaces Reference* volume.

XEROX

VP Data Capture Training

610E10200
Version 2.0

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1.

Getting started

Xerox ViewPoint Data Capture is an optional software application for the 6085 Professional Computer System and 8010 Information System. Using VP Data Capture, you can transfer document data into a formatted table in a separate document.

When you finish this training guide, you will be able to do the following:

- Capture data from a source document.
- Modify a preamble to create different tables.
- Set a preamble for use with several documents.

This training guide assumes that you have completed the *ViewPoint QuickStart Training* guide and the appropriate terminal emulation training guides. If you have not yet worked through those guides, complete them now before continuing with this guide.

Training guide exercises

This training guide provides exercises that illustrate typical ways of working with VP Data Capture. In these exercises, you use existing preambles and modify them to create different tables from the same source document. You also use the same preamble with different source documents.

You can apply the techniques presented here when capturing your own data with VP Data Capture. For complete information on VP Data Capture, refer to the *Host Interfaces Reference* volume of the *VP Series Reference Library*.

Hardware and software you need to begin training

Before you begin your training, make sure you have the following hardware and software:

- An operating 6085 or 8010 workstation with a desktop, a fully qualified user name, and a password. If you have a 6085 or 8010 workstation that is part of a network, you can get help from your system administrator. If your workstation is a Standalone or Documenter, you can get help from the *Workstation Administration and System Resources Reference* volume.
- Default User Profile settings. The User Profile lists the settings that control your desktop. The procedures in this training guide are designed for desktops using the default User Profile settings. Check with your system administrator to make sure your desktop has the default User Profile settings, or refer to the *General User Reference* volume.

Check the status of your applications before you begin training; consult with your system administrator or follow the next procedure.

Checking the status of applications



1. **Open** the Directory icon.
2. **Open** the Workstation divider.
3. **Open** the Loader.
4. **Compare** the list of applications in the Loader window with the list of applications here.
 - VP Document Editor
 - VP Data Capture

Additional applications may be running.

If the Loader lists the applications you need and their STATUS column is set to RUNNING, select [Close All] in the Loader window header.

If the applications you need are not listed in the Loader, consult your system administrator or refer to the *General User Reference* volume for information on installing, enabling, and running the applications in the above sequence.

If the applications you need are listed, but the STATUS column is set to IDLE, change the status of the applications as described next.

Running applications

If the STATUS column of an application you need is set to IDLE, change it to RUNNING.

1. Select the application.

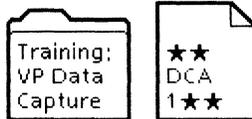
The VP Document Editor must be running before you install and run VP Data Capture.

2. Select [Run] in the Loader window header.

3. Select [Close All] in the Loader window header when you are finished setting applications to RUNNING.

You can also set applications to run automatically; refer to the *General User Reference* volume for this procedure.

Training exercise document



To assist you in completing the training exercises, a training folder named "Training: VP Data Capture" accompanies this training guide. This folder is located on the floppy disk titled "VP Training Exercises."

If the training folder and exercise document are not already on your desktop, copy them there now. If you need help, refer to the following procedures.

Copying the training folder to the desktop



1. **Insert** the "VP Training Exercises" disk in the floppy disk drive, and **close** the door.
2. **Open** the Floppy Drive icon.

The Floppy Drive window lists the contents of the floppy disk.

If you do not have a Floppy Drive icon on your desktop, refer to the *General User Reference* volume for the procedure to copy the icon, or ask your system administrator.

3. **Select** the "Training: VP Data Capture" folder, and **press** <COPY>.
4. **Select** a location on the desktop.
5. **Select** [Close] in the Floppy Drive window header.
6. **Remove** the floppy disk from the floppy disk drive, and **put** it in a safe location.

Copying the exercise document to the desktop



Do not work with the exercise document inside the training folder. Copy the exercise document to the desktop.

1. **Open** "Training: VP Data Capture," and **select** the document in the folder.
2. **Press** <COPY>, and **select** a location on the desktop.
3. **Select** [Close] in the "Training: VP Data Capture" folder window header.



The exercise document is now on the desktop.

Two final notes before you begin.

- This training guide uses underlining to indicate information that you type; however, you do not need to underline the information you type.
- As you use this training guide, you will see terms in ***bold italic*** type. You can find more information on these terms in the Glossary, which is located in the *QuickFind Reference* volume.

You are now ready to start training.

2.

Capturing data from a source document

This chapter introduces you to VP Data Capture. You will examine the exercise document line by line and use it to make your first table.

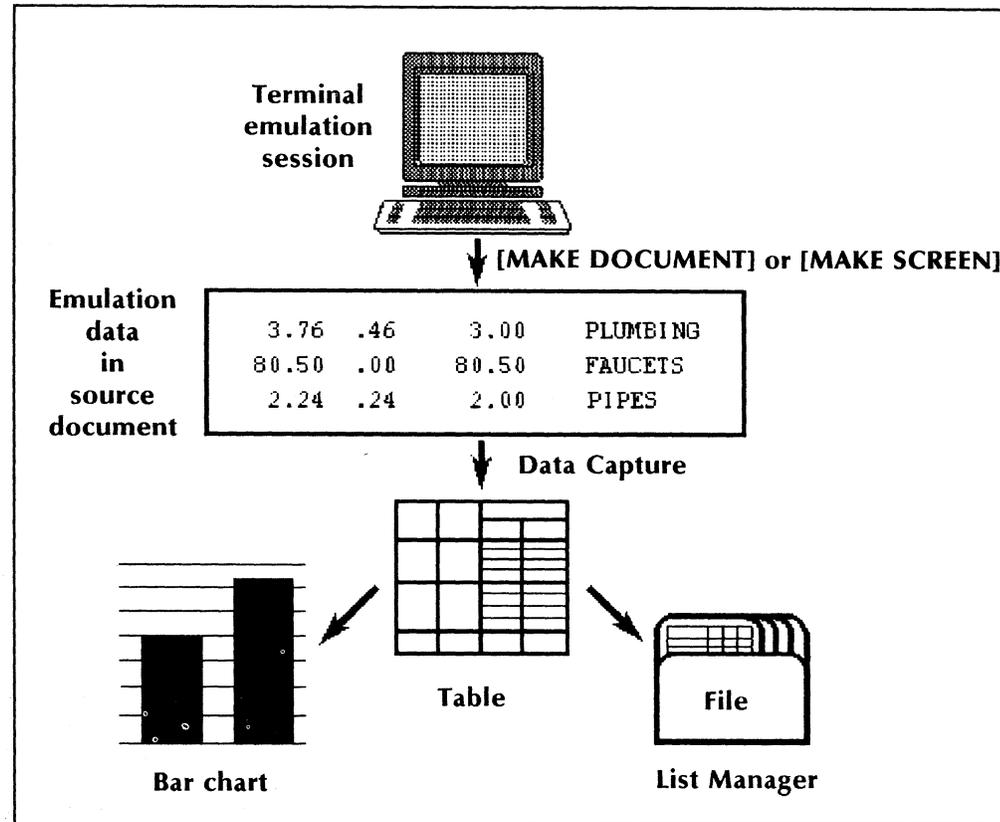
Source document

The exercise document is a sample *source document* that contains the data to be used in a data capture operation.

You frequently use source documents created from terminal emulation sessions with host computers. You create a source document from a terminal emulation session with the [Make Document] or [Make Screen] command in the terminal emulation package you are using. The resulting document contains only data, with spaces and new-line characters to separate data.

VP Data Capture enables you to capture that data and reformat it into a table. You can use the table as is, reformat it, use it to drive a VP Data-Driven Graphics chart, or store it as a VP List Manager file.

The illustration below shows the flow of data in a terminal emulation session.



You can also create your own documents containing data to be captured. To make the data easier to work with, you can use a monospaced (or fixed pitch) font and include no tabs or margins. In a monospaced font, each character takes the same amount of space. Pica and Elite are examples of monospaced fonts.

Examining the source document

The sample source document used for these exercises contains data, a preamble, and a character counter.



1. **Open** source document ★★DCA 1★★.
2. **Examine** the data.

The data consists of personnel report information presented in columns.

Personnel Report 12/23/87				
EMPLOYEE	HIRED	YTD EARNINGS	DEPARTMENT	TITLE
Smith,A.	02-11-68	12,778.23	Mrktg	Secretary
Jones,E.	07-12-82	23,718.11	Admin	Accountant
Price,W.	12-11-77	45,323.78	Sales	President
Waters,K.	09-23-79	16,786.55	Admin	Bookkeeper
Tobin,T.	05-23-84	26,874.98	Mrktg	Cust. Rep.
Quail,N.	09-04-86	19,673.22	Sales	Assistant
Roberts,J.	03-11-80	24,333.69	Mrktg	Cust. Rep.
Young,M.	07-01-78	32,656.79	Mrktg	Manager
Alberts,W.	01-11-81	27,278.43	Sales	Secretary
Zilka,P.	02-12-77	23,789.14	Admin	Bookkeeper

Column Field

Each column of the source data is a **column**, and each single element of that column is a **field**. In the source document, "Smith,A." is a field in the EMPLOYEE column.

3. **Examine** the preamble, which comprises the first three lines of the source document.

(Character 1) (Type text) (Format xxxxxxxxxxxx).
(Character 23) (Type amount) (Format bb,bb9.99).
(End of Preamble).

Preamble The *preamble* contains instructions on how to create a table containing some or all of the data in the document. It specifies which columns and rows should be copied to the table. (You do not have to copy all the data.)

You can write your own preambles or use existing preambles. The exercise document contains this preamble to help you get started.

Sentence Preambles are composed of *sentences*, which are composed of one or more clauses. Each sentence ends with a period and describes a column to be captured.

Clause A *clause* is composed of a property and its value, enclosed in parentheses.

Property The *property* is a keyword that has special meaning. Commonly used keywords and their meanings are:

- *Character*, to indicate the column position.
- *Length*, to indicate the field length.
- *Type*, to indicate the type of data.
- *Format*, to specify the field format.

4. Examine the character counter, which is the line below the preamble.

123456789012345678901234567890123456789

Character counter

When writing a preamble, you can include a *character counter* to help you determine the position of the various columns. For example, if you want to include the third column in your table, you need a clause in the preamble indicating its location, such as "(Character 23)." (The character counter is useful only if it and your data are in the same monospaced font.)

To determine the position of the third column, find the number in the character counter (3 in this case) directly above the first character in the column. Then add to it ten times the number of zeros to the left of the 3 (20 in this case).

Interpreting the source document preamble

The preamble in the source document instructs VP Data Capture to copy the contents of the EMPLOYEE and YTD EARNINGS columns of the source document data to a table. The character properties of the first visible character (the first left parenthesis) of the preamble are used for all the characters in the table.

1. **Examine** the first sentence, which contains three clauses that identify the EMPLOYEE column.

(Character 1) (Type text) (Format xxxxxxxxxxx).

(Character 1) indicates that the field to transfer to the table starts at the first character of each line.

(Type text) indicates that the contents of the field can contain letters, digits, and symbols.

(Format xxxxxxxxxxx) indicates that the field is 11 characters long. The x's indicate that the character positions in the field can contain any type of character.

The *period* at the end of the format clause indicates the end of the sentence.

2. **Examine** the second sentence, which contains three clauses that identify the YTD EARNINGS column.

(Character 23) (Type amount) (Format bb,bb9.99).

(Character 23) indicates that the field to transfer to the table starts at the twenty-third character of each line.

(Type amount) indicates that the contents of the field can contain numbers as well as characters such as: +, -, \$, *, ., ,, (), and space. Refer to the *Host Interfaces Reference* volume for a complete list.

(Format *bb,bb9.99*) indicates that the field is nine characters long, one for each character in the format value. In addition, it specifies the following format:

- *b* indicates that the first, second, fourth, and fifth character positions can contain a digit, blank, comma, or decimal point.
- The *comma* indicates that the third position in the field must be a comma or a blank.
- *9* indicates that the sixth, eighth, and ninth character positions must contain a digit.
- The *decimal point* indicates that the seventh character position must contain a decimal point.

3. Examine the third sentence.

(End of Preamble).

(*End of Preamble*) indicates the end of the preamble. All preambles must end with this sentence.

4. Select [Close] in the document header.

Creating a table from the source document

1. With the source document icon selected, **select** [Copy Text to Table] in the desktop auxiliary menu (in the far upper right corner of the desktop).
2. **Watch** the messages in the message area.

The messages indicate the major steps of the copy operation. The last message is "Concluding copy of text to table."



3. Find the new document icon named “★★DCA 1★★ COPIED TO TABLE” on the desktop.

The document icon appears highlighted on the desktop. VP Data Capture assigns a name to the new document by appending to the source document name the words “COPIED TO TABLE,” followed by the current date and time. Depending on the length of the name of the original file, you may not see the appended words on the document icon on the desktop. To see the full name, press <PROP’S> with the document icon highlighted.

4. Open the new document.

The document contains the following table.

Smith,A.	12,778.23
Jones,E.	23,718.11
Price,W.	45,323.78
Waters,K.	16,786.55
Tobin,T.	26,874.98
Quail,N.	19,673.22
Roberts,J.	24,333.69
Young,M.	32,656.79
Alberts,W.	27,278.43
Zilka,P.	23,789.14

Notice that the characters of the table have the same character properties as the first character in the preamble (12-point Modern). The character counter, blank lines, and column headings do not appear in the table because those lines do not match all the conditions specified in the preamble.

5. Select [Close].

6. Delete the document named ★★DCA 1★★ COPIED TO TABLE.

You will create more table documents in this training.



Change the character properties of the first character (the left parenthesis) of the preamble. Then create the table again to see the change in the character properties of the table. Be sure to return the character properties to 12-point Modern when you are done.

Refer to the *Host Interfaces Reference* volume for more information.

3.

Modifying a preamble to create different tables

You can write your own preambles or modify existing preambles to create the table you want. In this chapter, you use several techniques to modify the existing preamble in the exercise document.

Saving a copy of the source document

Before you modify the source document, you need to save a copy of it. You will need the preamble of the original source document to perform the exercises in chapter 4.



1. **Select** source document **★★DCA 1★★**, and **press** **<COPY>**.
2. **Select** another location on the desktop.
3. With the copied document selected, **press** **<PROP'S>**.
4. **Change** the 1 in the Name property to a 2.
5. **Select** [Done].

The copied document is renamed **★★DCA 2★★**.

Capturing a third column of data



1. **Open** the copied document **★★DCA 2★★**, and **select** [Edit].
2. **Select** the last character of the first line (the period).
3. **Press** the return key.
4. **Type:** (Character 37)(Type text)(Length 10).

Be sure to type a period at the end of the line.

The preamble now looks like this.

(Character 1) (Type text) (Format xxxxxxxxxxxx).
(Character 37) (Type text) (Length 10).
(Character 23) (Type amount) (Format bb,bb9.99).
(End of Preamble).

You can use the Length clause in place of the Format clause to limit the field length when all characters have the "x" format.

5. **Select** [Close].
6. **Select** [Copy Text to Table] in the desktop auxiliary menu.



7. **Open** the document containing the table.

The table consists of three columns.

Smith,A.	Mrktg	12,778.23
Jones,E.	Admin	23,718.11
Price,W.	Sales	45,323.78
Waters,K.	Admin	16,786.55
Tobin,T.	Mrktg	26,874.98
Quail,N.	Sales	19,673.22
Roberts,J.	Mrktg	24,333.69
Young,M.	Mrktg	32,656.79
Alberts,W.	Sales	27,278.43
Zilka,P.	Admin	23,789.14

8. **Select** [Close].

9. **Delete** the table document.

Inserting a comment, adding column headings, and reversing columns

You can edit the preamble to include an identifying comment, column headings for the table, and a different order for table columns.

Inserting a comment



1. **Open** the document ★★DCA 2★★, and **select** [Edit].
2. **Select** [Show Non-Printing with Spaces] in the document auxiliary menu, if it is not already selected.
3. **Select** the new-paragraph character in the first line.

4. Type: (Comment Created

Comment clauses help identify preambles and explain major steps of long or complicated preambles. VP Data Capture ignores comment clauses.

5. Enter a space and today's date; then **type:** by

6. Enter a space and your name; then **type:**)

7. Press the return key twice.

VP Data Capture ignores blank lines, spaces, and tabs surrounding clauses or sentences in preambles.

The preamble now looks like this.

(Comment Created [DATE] by [NAME]).

(Character 1) (Type text) (Format xxxxxxxxxxxx).

(Character 37) (Type text) (Length 10).

(Character 23) (Type amount) (Format bb,bb9.99).

(End of Preamble).

Creating headings for columns

1. Select the new-paragraph character in the line that starts with (Character 1).

2. Type: (Name Employee)

The word following "Name" in a Name clause appears as the column heading in the table.

3. Select the new-paragraph character in the line that starts with (Character 37).

4. Type: (Name Department)

5. Select the new-paragraph character in the line that starts with (Character 23).

6. Type: (Name Earnings)

The new clauses are shown in bold below.

(Comment Created [DATE] by [NAME]).

(Name Employee) (Character 1) (Type text) (Format xxxxxxxxxxxx).

(Name Department) (Character 37) (Type text) (Length 10).

(Name Earnings) (Character 23) (Type amount) (Format bb,bb9.99).

(End of Preamble).

Changing the order of columns

Columns appear in the table in the same order they appear in the preamble. You change the order of columns by switching the order of sentences in the preamble.

1. **Select** the new-paragraph character in the (Name Department) line.
2. **Select** the period at the end of the line, using the right mouse button.

The entire line is highlighted.

3. **Press** <MOVE>.
4. **Select** the space after the period at the end of the (Name Earnings) line.

The preamble looks like this.

(Comment Created [DATE] by [NAME]).

(Name Employee) (Character 1) (Type text) (Format xxxxxxxxxxxx).

(Name Earnings) (Character 23) (Type amount) (Format bb,bb9.99).

(Name Department) (Character 37) (Type text) (Length 10).

(End of Preamble).

Executing the revised preamble

1. **Select** [Close].
2. **Select** [Copy Text to Table] in the desktop auxiliary menu.
3. **Open** the document containing the table.



The table now contains column headings, and the order of the second and third columns is reversed.

Employee	Earnings	Department
Smith,A.	12,778.23	Mrktg
Jones,E.	23,718.11	Admin
Price,W.	45,323.78	Sales
Waters,K.	16,786.55	Admin
Tobin,T.	26,874.98	Mrktg
Quail,N.	19,673.22	Sales
Roberts,J.	24,333.69	Mrktg
Young,M.	32,656.79	Mrktg
Alberts,W.	27,278.43	Sales
Zilka,P.	23,789.14	Admin

4. **Select** [Close].
5. **Delete** the table document.

Creating a subcolumn



1. **Open** the document ★★DCA 2★★, and **select** [Edit].
2. **Select** the new-paragraph character in the blank line.
3. **Press** the return key.

4. **Type:** (Comment Creating a subcolumn for Employee Name and Title)., and **press** the return key.

The preamble now looks like this.

```
(Comment Created [DATE] by [NAME]).  
  
(Comment Creating a subcolumn for Employee Name and Title).  
  
(Name Employee) (Character 1) (Type text) (Format xxxxxxxxxxxx).  
(Name Earnings) (Character 23) (Type amount) (Format bb,bb9.99).  
(Name Department) (Character 37) (Type text) (Length 10).  
(End of Preamble).
```

5. **Type:**

```
(Type group)(Name Employee).  
(Name Name)(Character 1)(Length 11).  
(Name Title)(Character 51)(Length 11).  
(End of group).
```

When you type these sentences, press the return key after each sentence, and indent the second and third sentences to make the preamble easier to read.

The word “group” in the Type clause indicates that the table will contain a column divided into subcolumns. The sentence containing the (Type group) clause is followed by a sentence for each subcolumn and is concluded by a sentence containing just an (End of group) clause.

6. Press the return key.

The preamble now looks like this.

(Comment Created [DATE] by [NAME]).
(Comment Creating a subcolumn for Employee Name and Title).
(Type group) (Name Employee).
 (Name Name) (Character 1) (Length 11).
 (Name Title) (Character 51) (Length 11).
(End of group).
(Name Employee) (Character 1) (Type text) (Format xxxxxxxxxxx).
(Name Earnings) (Character 23) (Type amount) (Format bb,bb9.99).
(Name Department) (Character 37) (Type text) (Length 10).
(End of Preamble).

7. Delete the lines containing the (Name Employee) and (Name Department) sentences, shown in bold below.

These sentences, shown in bold below, define separate Employee and Department columns that will not be included in this table.

(Comment Created [DATE] by [NAME]).
(Comment Creating a subcolumn for Employee Name and Title).
(Type group) (Name Employee).
 (Name Name) (Character 1) (Length 11).
 (Name Title) (Character 51) (Length 11).
(End of group).
(Name Employee) (Character 1) (Type text) (Format xxxxxxxxxxx).
(Name Earnings) (Character 23) (Type amount) (Format bb,bb9.99).
(Name Department) (Character 37) (Type text) (Length 10).
(End of Preamble).

8. Select [Close].

9. Select [Copy Text to Table] in the desktop auxiliary menu.



10. Open the document containing the table.

The table looks like this.

Employee		Earnings
Name	Title	
Smith,A.	Secretary	12,778.23
Jones,E.	Accountant	23,718.11
Price,W.	President	45,323.78
Waters,K.	Bookkeeper	16,786.55
Tobin,T.	Cust. Rep.	26,874.98
Quail,N.	Assistant	19,673.22
Roberts,J.	Cust. Rep.	24,333.69
Young,M.	Manager	32,656.79
Alberts,W.	Secretary	27,278.43
Zilka,P.	Bookkeeper	23,789.14

Notice the new subcolumns within the Employee column.

11. Select [Close].

12. Delete the table document.

Refer to the *Host Interfaces Reference* volume for more information.

4. Setting a preamble for use with several documents

After you write a preamble describing the data you want to capture, you can keep using the same preamble to capture data from other source documents. This feature is useful when you maintain a database on a host computer and periodically need to capture data to manipulate at your workstation.

This chapter describes how to set a preamble for repeated use, using the [Set Preamble] and [Discard Preamble] commands.

Setting the preamble from the modified source document



1. **Select** the modified document ★★DCA 2★★.
2. **Select** [Set Preamble] in the desktop auxiliary menu.
3. **Watch** the messages in the message area.

This preamble will be used whenever you select [Copy Text to Table].

Creating a table from the original source document data



1. **Select** the document ★★DCA 1★★.
This document contains the original three-line preamble discussed in chapter 2.
2. **Select** [Copy Text to Table] in the desktop auxiliary menu.

3. **Note** the message in the message area, indicating that the preamble of the document will be ignored.



4. **Open** the new table document.

The table is identical to the table created at the end of chapter 3.

5. **Select** [Close], and **delete** the table document.

The preamble remains set until you discard it. You can use the same preamble with any source document whose column structure (for those columns specified in the preamble) matches the same column structure as ★★DCA 1★★ and ★★DCA 2★★.

Discarding the preamble and creating other tables

1. **Select** [Discard Preamble] in the desktop auxiliary menu.

2. **Select** [Yes] in the message area to confirm the deletion.



3. **Select** ★★DCA 1★★.

4. **Select** [Copy Text to Table] in the desktop auxiliary menu.



5. **Select** ★★DCA 2★★.

6. **Select** [Copy Text To Table] in the desktop auxiliary menu.

Comparing the tables

1. **Open** both table documents, and **look** at how the different preambles produced different tables from the same data.

The table created with ★★DCA 1★★ looks like this.

Smith,A.	12,778.23
Jones,E.	23,718.11
Price,W.	45,323.78
Waters,K.	16,786.55
Tobin,T.	26,874.98
Quail,N.	19,673.22
Roberts,J.	24,333.69
Young,M.	32,656.79
Alberts,W.	27,278.43
Zilka,P.	23,789.14

The table created with ★★DCA 2★★ looks like this.

Employee		Earnings
Name	Title	
Smith,A.	Secretary	12,778.23
Jones,E.	Accountant	23,718.11
Price,W.	President	45,323.78
Waters,K.	Bookkeeper	16,786.55
Tobin,T.	Cust. Rep.	26,874.98
Quail,N.	Assistant	19,673.22
Roberts,J.	Cust. Rep.	24,333.69
Young,M.	Manager	32,656.79
Alberts,W.	Secretary	27,278.43
Zilka,P.	Bookkeeper	23,789.14

2. Delete both table documents and both source documents.

You are now ready to write your own preambles for data you need to capture. Refer to the *Host Interfaces Reference* volume for any additional VP Data Capture information. The volume contains descriptions of several other clauses to help identify your data, as well as examples and debugging procedures.

XEROX

VP Terminal Emulation of IBM 3270 Training

610E10200
Version 2.0

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1.

Getting started

Xerox ViewPoint Terminal Emulation of IBM 3270 is a software application for the 6085 Professional Computer System and 8010 Information System. Using VP Terminal Emulation of IBM 3270, you can communicate with a host like an IBM 3270 terminal, as well as transfer data on the host computer to a ViewPoint document.

When you finish this training guide, you will be able to do the following:

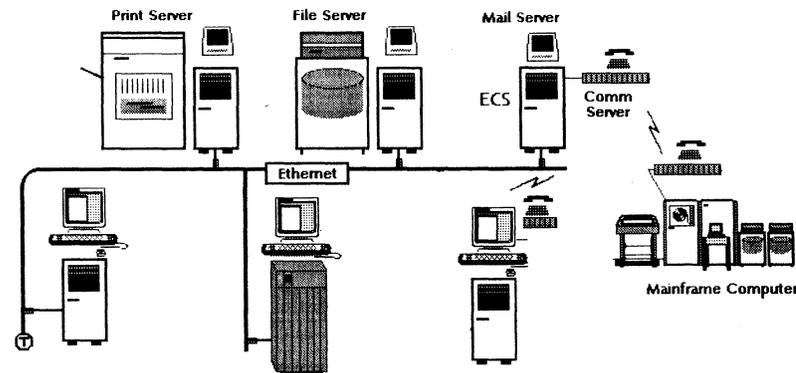
- Retrieve an IBM 3270 terminal emulator icon from the Directory.
- Set the properties of the IBM 3270 terminal emulator icon.
- Start an emulation session.
- Display the IBM 3270 main and alternate keyboards.
- Copy data from a ViewPoint document to the emulation window.
- Transfer data from a host computer to a ViewPoint document.
- Make a snapshot of the emulation window.
- Stop an emulation session.

This training guide assumes that you have completed the *ViewPoint QuickStart Training* guide. If you have not yet worked through that guide, complete it now before continuing with this guide. You should also have experience with data communications and your host operating system.

Types of communications

VP Terminal Emulation of IBM 3270 software interfaces with both IBM's System Network Architecture (SNA) and Binary Synchronous Communication (BSC) protocols. The software accepts presentation data for IBM 3278, model 2, 3, 4, or 5 terminals.

The following illustration shows the network configuration necessary to run IBM 3270 emulation. Such communication with the host uses Ethernet network services. This includes special options, which are not purchased with every workstation and network.



For complete information on VP Terminal Emulation of IBM 3270, refer to the *Host Interfaces Reference* volume of the *VP Series Reference Library*.

Hardware and software you need to begin training

Your workstation must be configured as a networked or remote device. Before you begin your training, make sure you have the following hardware and software:

- An operating 6085 or 8010 workstation with a desktop, a fully qualified user name, and a password. If you have a 6085 or 8010 workstation that is part of a network, you can get help from your system administrator. If you are using a remote workstation, you can get help from the *Workstation Administration and System Resources Reference* volume.
- Default User Profile settings. The User Profile lists the settings that control your desktop. The procedures in this training guide are designed for desktops using the default User Profile settings. Check with your system administrator to make sure your desktop has the default User Profile settings, or refer to the *General User Reference* volume.

Check the status of your applications before you begin training; consult with your system administrator or follow the next procedure.

Checking the status of applications



1. **Open** the Directory icon.
2. **Open** the Workstation divider.
3. **Open** the Loader.
4. **Compare** the list of applications in the Loader window with the applications listed here.
 - VP Document Editor
 - VP Terminal Emulation of IBM 3270
 - VP Terminal Fonts (when transferring the host data to a ViewPoint document using [Make Screen])

Additional applications may be running.

If the Loader lists the applications you need and their STATUS column is set to RUNNING, select [Close All] in the Loader window header.

If the applications you need are not listed in the Loader, consult your system administrator or refer to the *General User Reference* volume for information on installing, enabling, and running the applications in the above sequence.

If the applications you need are listed, but the STATUS column is set to IDLE, change the status of the applications as described next.

Running applications

If the STATUS column of an application you need is set to IDLE, change it to RUNNING.

1. **Select** the application.
2. **Select** [Run] from the Loader window header.
3. **Select** [Close All] in the Loader window header when you are finished setting applications to RUNNING.

You can also set applications to run automatically; refer to the *General User Reference* volume for this procedure.

Two final notes before you begin:

- This training guide uses underlining to indicate information that you type, however, you do not need to underline the information you type.
- As you use this training guide, you will see terms in ***bold italic*** type. You can find more information on these terms in the Glossary, which is located in the *QuickFind Reference* volume.

You are now ready to start training.

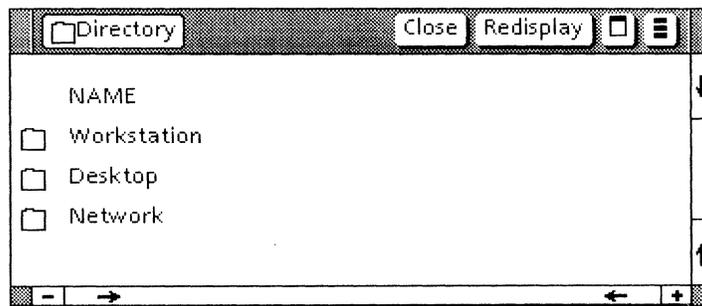
2. Retrieving the 3270 terminal emulator icon

Before you can communicate with a host computer, you need to copy a 3270 terminal emulator icon to your desktop. Each 3270 terminal emulator icon represents an access path from your network to a particular port.

Retrieving the 3270 terminal emulator icon

Once a 3270 applications folder has been loaded, you must copy the terminal emulator icon out of the Network divider in the Directory. If this is your first emulation session, ask your system administrator for the organization, domain, and the name of the 3270 terminal emulator icon you should use.

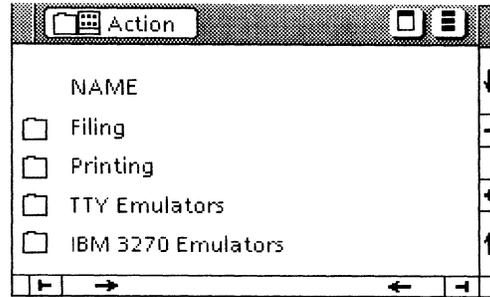
1. Select the Directory icon, and press <OPEN>.



2. Select the Network divider, and press <OPEN>.

3. **Select** the appropriate organization divider, and **press** <OPEN>.
4. **Select** the appropriate domain divider, and **press** <OPEN>.

A list of dividers appears.



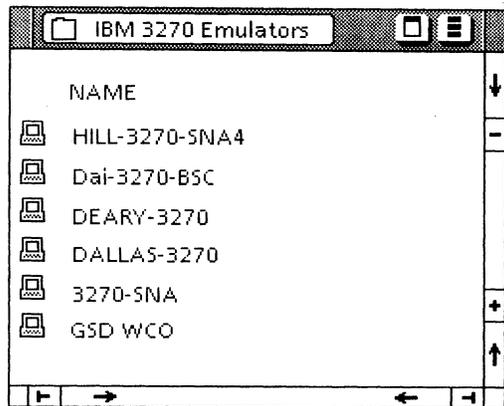
5. **Select** the IBM 3270 Emulators divider, and **press** <OPEN>.

If the IBM 3270 Emulators divider does not appear, refer to the *Host Interfaces Reference* volume.



6. **Select** the 3270 terminal emulator icon you wish to use, and **copy** it to your desktop.

Each icon represents one physical line/path to a host. If you do not see the icon you wish to use, ask your system administrator for help. The illustration on the following page shows a sample IBM 3270 Emulator divider.



7. **Select [Close All].**

3. Setting properties of the 3270 terminal emulator icon

You can use the 3270 Properties sheet to display and modify the properties of the 3270 terminal emulator icon.

Setting properties of the 3270 terminal emulator icon

1. Select the 3270 terminal emulator icon.
2. Press <PROP'S>.

This displays all of the properties associated with the 3270 terminal. All information you enter on this property sheet is retained until you change or delete the icon.

3270 Properties Done Cancel

Icon Name GSD WCO

When Opening DISPLAY OPTIONS

Host Computer Name GSD WCO;TORR702;Xerox

Host Language US English

Terminal Address ANY 0 1 2 3 4 5 6 7

3. Select [DISPLAY OPTIONS] for the When Opening property.

When you select [DISPLAY OPTIONS], the option sheet is displayed each time you open the 3270 terminal emulator icon. This allows you to change options before starting the emulation session. If you open the 3270 terminal emulator icon with [DISPLAY OPTIONS] deselected, the 3270 Options sheet does not appear and the properties you set on the 3270 Properties sheet are used in the emulation session.

4. Change the Terminal Address property, if needed.

This property specifies the terminal (device) address used when establishing a connection to the host. Selecting [ANY] requests the first available address to be assigned.

5. Select [Done].

For additional information on terminal emulator properties, refer to the *Host Interfaces Reference* volume or ask your system administrator for details on setting these properties for your particular host computer.

4. Starting a 3270 emulation session

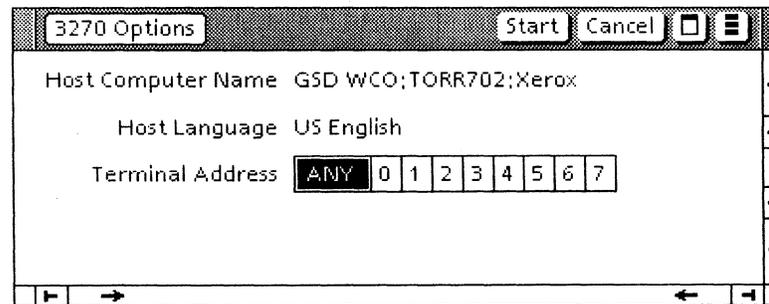
Once you have retrieved an IBM 3270 terminal emulator icon and viewed its property sheet, you are ready to start an emulation session.

Starting an emulation session

1. **Select** the 3270 terminal emulator icon, and **press** <OPEN>.

The 3270 Options sheet is displayed.

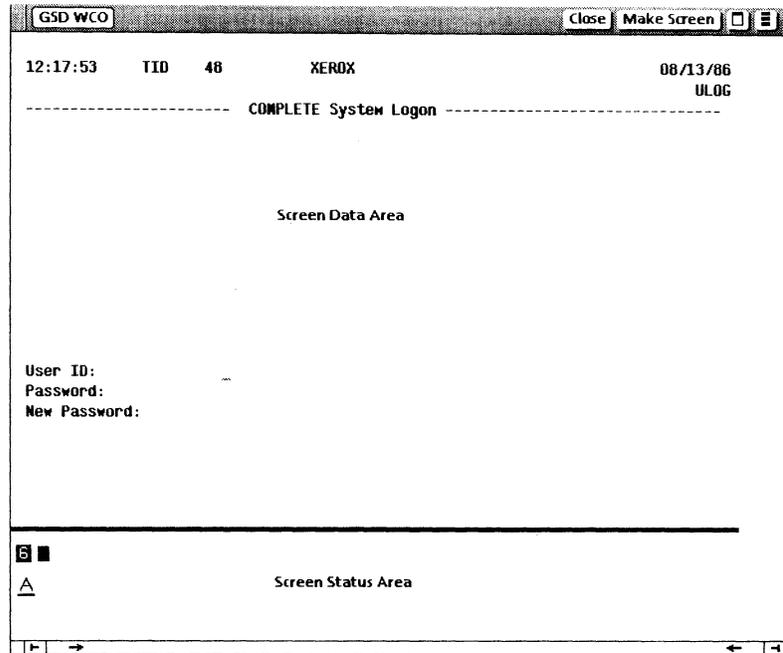
The 3270 Options sheet has the same contents as the 3270 Properties sheet, except for the Icon Name and the When Opening options.



2. **Change** the Terminal Address option, if necessary for this session.
3. **Select** [Start].

The system attempts to connect with the host. When a connection is made, the emulation window on the following page opens.

If you experience difficulty establishing a connection with the host computer, try again or consult your system administrator.



The emulation window is divided into two areas: screen data and screen status.

Screen data area

The large central area is the screen data area, which consists of 24 lines of 80 characters each. This area is used to exchange data with the host.

Screen status area

The small area beneath the screen data area is the screen status area, which contains all the status indicators and messages.

Using the cursor

- 1. Select** inside the emulation window.

Note the solid appearance of the cursor. Otherwise the cursor is gray.

- 2. Position** the cursor using the left mouse button.

For additional information on the 3270 emulation window and cursor control, refer to the *Host Interfaces Reference* volume.

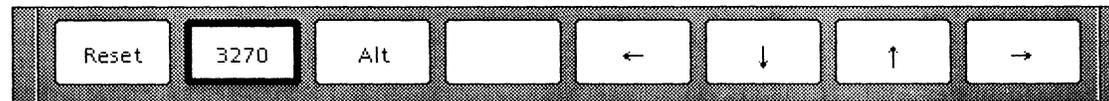
5. Displaying the main and alternate keyboards

Whenever the selection is in the emulation window, your workstation's keyboard is redefined as a 3270 keyboard. The function keys across the top of your keyboard are also redefined. This gives you full access to all characters available on the 3270 keyboard.

Displaying the main 3270 keyboard

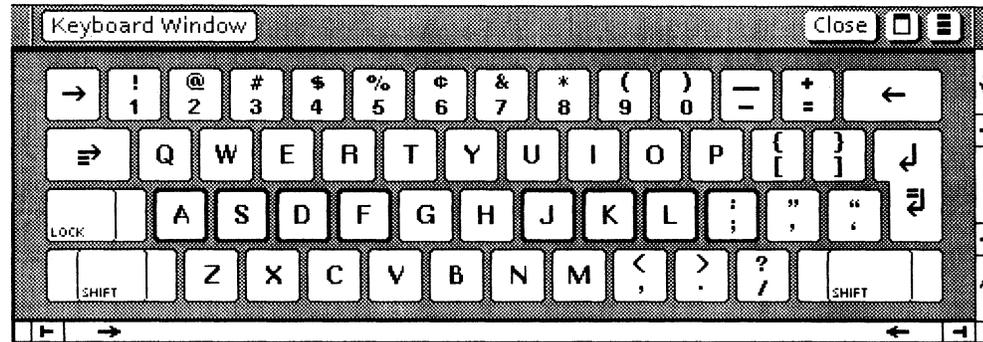
1. **Select** within the text area of the emulation window.

When you select inside the emulation window, the 3270 virtual function keys are displayed.



2. Hold down <KEYBOARD>.
3. Press <SHOW>.

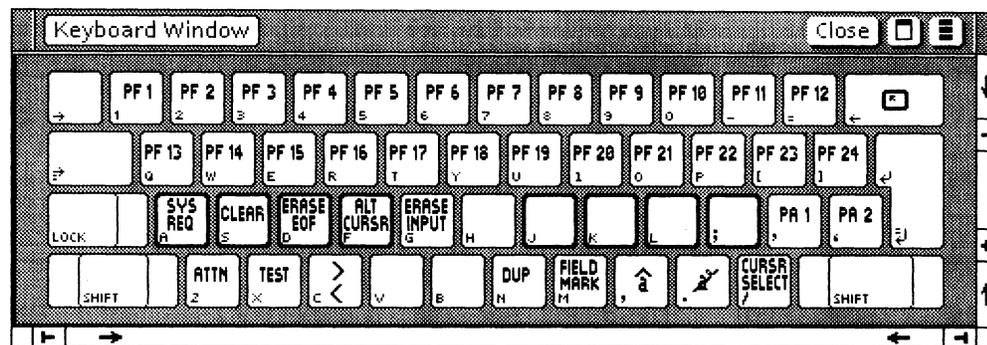
The main 3270 keyboard window appears. You can move the 3270 keyboard to another location within the display area by selecting either top corner of the keyboard and holding down the left mouse button.



Displaying the alternate 3270 keyboard

1. Press <ALT>.

The alternate keyboard is displayed and becomes the primary keyboard.



2. Press <3270> to set the keyboard back to the main keyboard.

Toggling between the main and alternate keyboards

1. Hold down <KEYBOARD>.

The 3270 alternate keyboard is active. You can also press a PF key from the main keyboard to access the alternate keyboard without locking it in.

2. Release <KEYBOARD>.

The 3270 main keyboard is once again the primary keyboard.

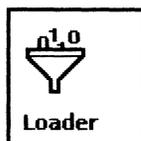
3. Select [Close] in the Keyboard Window.

For additional information regarding keyboard mapping, refer to the *Host Interfaces Reference* volume.

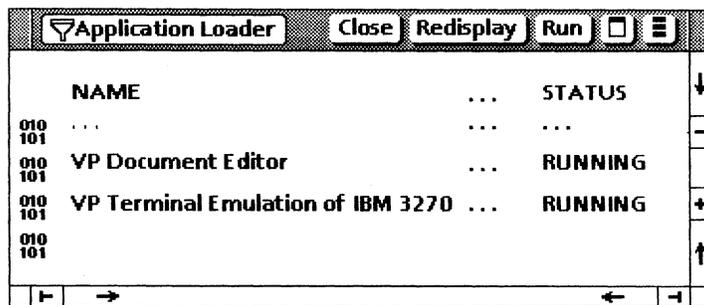
6.

Exchanging data with a host computer

You can use [Make Screen] to transfer data from the emulation window into a ViewPoint document. Your workstation provides an easy method for transferring data between a document and a host computer utilizing this command.



If you wish to transfer information to a workstation document, VP Document Editor software must be running on your workstation. You can verify that the software is running by selecting the Application Loader icon and pressing <OPEN>.



Copying data from a ViewPoint document to the emulation window

You can copy text from a ViewPoint document into the 3270 emulation window.

1. **Select** the text you wish to copy.
2. **Press** <COPY>.
3. **Select** a destination inside the emulation window.

The text appears at the last terminal cursor position. The characters appear exactly as if you typed them into the 3270 emulation window. Most text properties (such as font or size) are ignored and assume the properties of the 3270 destination field. Characters that are unknown (foreign) to the host are converted to dashes (-).

For additional information on structured and unstructured text selections, protected and unprotected fields, and methods of copying data from a ViewPoint document to the host, refer to the *Host Interfaces Reference* volume.

Transferring data from a host computer to a ViewPoint document

You can copy information directly out of a 3270 emulation window into a document using <COPY> (you cannot move data from the 3270 window using <MOVE>). A more efficient method of transferring data is to select [Make Screen] in the emulation window header.

Using [Make Screen]



1. Select [Make Screen] in the emulation window.

A ViewPoint document icon appears on your desktop. The new icon is named with the emulator icon's name, followed by a time stamp. For example, a document created from a 3270 terminal emulator icon labeled LAX XC might be named as follows:

LAX XC of 26-Oct-87 11:46:52PST

2. Select the icon after it appears on your desktop, and press <OPEN> to review the contents.

The icon contains the data from the emulation window. The document icon is the same as any other ViewPoint document. You can rename, open, reformat, and copy or move it.

3. Select [Close] when you are done viewing the contents.

For additional information on selecting, extending, and copying 3270 fields to a ViewPoint document, refer to the *Host Interfaces Reference* volume.

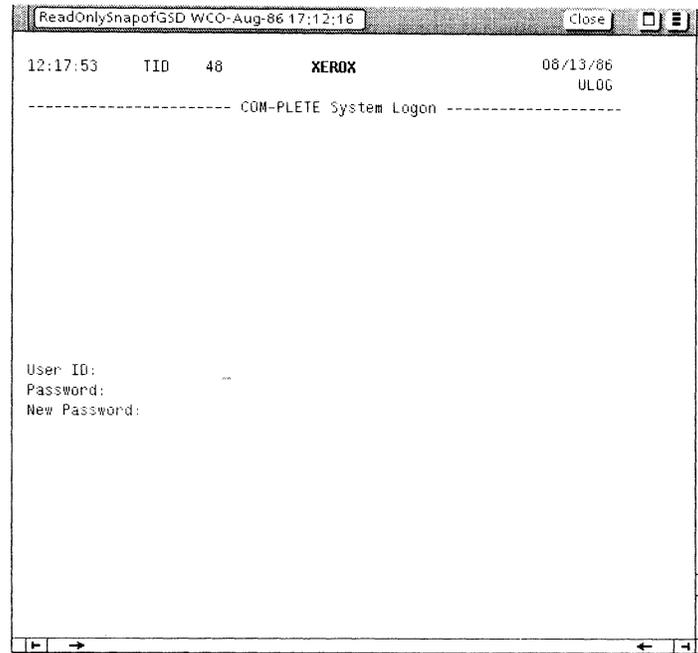
Making a snapshot of the emulation window

The [Snapshot] command allows you to create a read-only display of the current emulation screen. This feature reduces the steps required to display previously viewed data. There is no limit to the number of snapshot windows you can create or open on your workstation.

You cannot copy or move data into the snapshot window since it is read-only. However, you can copy data out of a snapshot window to a VP document or to an emulator window. Closing the 3270 emulation window automatically closes the snapshot window(s).

1. Select [Snapshot] in the emulation window.

Study the snapshot display.



Notice that the status display is absent and the only command on the window header is [Close]. Since the snapshot window is read-only and the communication link has no effect on it, no status display area is shown. The window's title is "ReadOnlySnapOf," followed by the title of the 3270 display window from which the snapshot was made with the time and date stamp. Both the text and the attributes of the 3270 display are preserved in the snapshot.

2. Select [Close].

For additional information regarding the snapshot command, refer to the *Host Interfaces Reference* volume.

7. Stopping an emulation session

To stop an emulation session, you log off from the host computer and close the emulation window. Merely closing the emulation window does not automatically log you off from the host computer. This is very important because some host computers will continue to charge you for logon time if you fail to log off properly.

Stopping an emulation session

1. **Log off** from the host computer.
2. **Select** [Close] in the emulation window.

For additional information on VP Terminal Emulation of IBM 3270 software, refer to the *Host Interfaces Reference* volume.

XEROX

VP IBM 3270 File Transfer Training

610E10200
Version 2.0

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1.

Getting started

Xerox ViewPoint IBM 3270 File Transfer is an optional software application for the 6085 Professional Computer System and 8010 Information System. Using VP IBM 3270 File Transfer, you can send and receive files via the IBM 3270 emulation window while accessing your ViewPoint desktop. You can transfer files for storage to a host computer and then retrieve them at a later date for processing.

Files can be transferred to and from the following host environments:

- Customer Information Control System/Virtual Storage (CICS/VS)
- Virtual Machine/Conversational Monitor System (VM/CMS)
- Multiple Virtual Storage/Time Sharing Option (MVS/TSO)

When you finish this training guide, you will be able to do the following:

- Retrieve a 3270 icon.
- Set file transfer send and receive properties.
- Conduct an emulation session.
- Append text files on the host.
- Use the file transfer modes.

This training guide assumes that you have completed the *VP Terminal Emulation of IBM 3270 Training* guide and its prerequisites. If you have not yet worked through this guide, complete it now before continuing with this guide. You should also have experience with data communications and your host operating system.

For complete information on VP Terminal Emulation of IBM 3270 File Transfer, refer to the *Host Interfaces Reference* volume of the *VP Series Reference Library*.

Hardware and software you need to begin training

Your workstation must be configured as a networked or remote device. Before you begin your training, make sure you have the following hardware and software:

- An operating 6085 or 8010 workstation with a desktop, a fully qualified user name, and a password. If you have a 6085 or 8010 workstation that is part of a network, you can get help from your system administrator. If you are using a remote workstation, you can get help from the *Workstation Administration and System Resource Reference* volume.
- Default User Profile settings. The User Profile lists the settings that control your desktop. The procedures in this training guide are designed for desktops using the default User Profile settings. Check with your system administrator to make sure your desktop has the default User Profile settings, or refer to the *General User Reference* volume.

Check the status of your applications before you begin training; consult with your system administrator or follow the next procedure.

Checking the status of applications



1. **Open** the Directory icon.
2. **Open** the Workstation divider.
3. **Open** the Loader.
4. **Compare** the list of applications in the Loader window with the list of applications here.
 - VP Document Editor

- VP Terminal Emulation of IBM 3270
- VP IBM 3270 File Transfer

Additional applications may be running.

If the Loader lists the applications you need and their STATUS column is set to RUNNING, select [Close All] in the Loader window header.

If the applications you need are not listed in the Loader, consult your system administrator or refer to *General User Reference* volume for information on installing, enabling, and running the applications in the above sequence.

If the applications you need are listed, but the STATUS column is set to IDLE, change the status of the applications as described next.

Running applications

If the STATUS column of an application you need is set to IDLE, change it to RUNNING.

1. **Select** the application.
2. **Select** [Run] from the Loader window header.
3. **Select** [Close All] in the Loader window header when you are finished setting applications to RUNNING.

You can also set applications to run automatically; refer to the *General User Reference* volume for this procedure.

Two final notes before you begin:

- This training guide uses underlining to indicate information that you type; however, you do not need to underline the information you type.
- As you use this training guide, you will see terms in ***bold italic*** type. You can find more information on these terms in the Glossary, which is located in the *QuickFind Reference* volume.

You are now ready to start training.

2. Retrieving the 3270 icon



Once the VP IBM 3270 File Transfer software is installed, enabled, and running on your workstation, you must place a new 3270 emulator icon on your desktop before you can use the file transfer software.

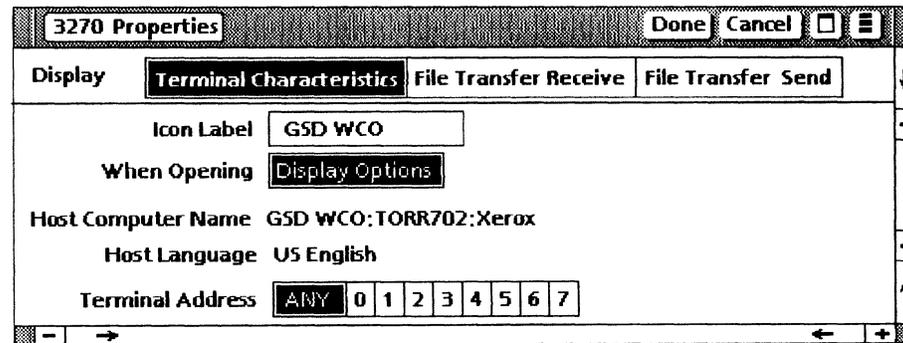
Retrieving the 3270 icon

1. **Delete** the old 3270 emulator icon from your desktop.
2. **Select** the Directory icon, and **press** <OPEN>.
3. **Select** the Network divider, and **press** <OPEN>.
4. **Select** the appropriate organization divider, and **press** <OPEN>.
5. **Select** the appropriate domain divider, and **press** <OPEN>.
6. **Select** the IBM 3270 Emulator divider, and **press** <OPEN>.
7. **Select** the emulator icon you wish to use, and **copy** it to your desktop.
8. **Select** [Close All].

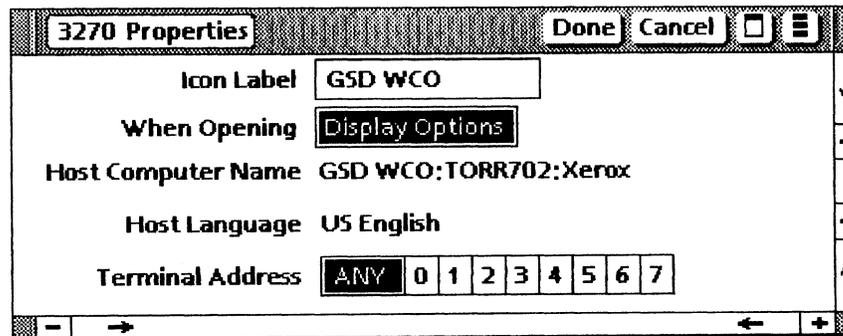
Displaying the 3270 Properties sheet

1. Select the 3270 emulator icon.
2. Press <PROP'S>.

When the file transfer software has been properly installed and is running on your workstation, selecting <PROP'S> displays this 3270 Properties sheet.



Otherwise, this 3270 Properties sheet appears.



For more information on retrieving the 3270 emulator icon, refer to the *Host Interfaces Reference* volume.

3. Setting file transfer send and receive properties

Your 3270 Properties sheet is used to set the file transfer properties of the 3270 emulator icon. The options you choose are the permanent settings used during a file transfer session unless you change the selections on the send or receive option sheet in the 3270 emulation window.

Since VP IBM 3270 File Transfer can be used in three different environments (TSO, CICS, and CMS), instructions for setting the property sheet items for each environment are provided.

Setting MVS/TSO send properties

You can set the 3270 Properties sheet to send and receive a ViewPoint text document to a host in MVS/TSO.

1. **Select** [File Transfer Send] for the Display option.
2. **Select** [NONE] for the Timeout Period option.

This option allows you to set the timeframe in which the host file transfer program must respond when you select a file transfer operation.

3. **Select** [MVS/TSO] for the Host Environment option.

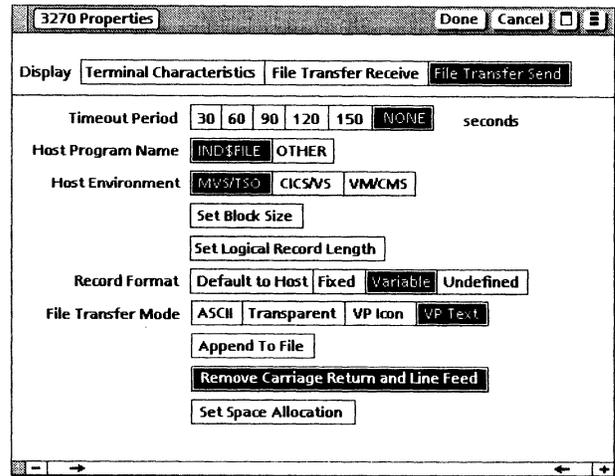
The Host Program Name defaults to [IND\$FILE]. [IND\$FILE] is the file transfer program on the host. [OTHER] allows you to specify the name of the file transfer program if [IND\$FILE] is not used.

4. **Select** [Variable] for the Record Format option, and **select** [VP Text] for the File Transfer Mode option.

The host translates the ViewPoint text into the EBCDIC character set.

5. **Select** [Remove Carriage Return and Line Feed].

Your 3270 Properties sheet should now match this MVS/TSO send property sheet.



6. **Select** [Done].

Consult your host program support group on the requirements for the [Set Block Size], [Set Logical Record Length], and [Set Space Allocation] parameters, if applicable.

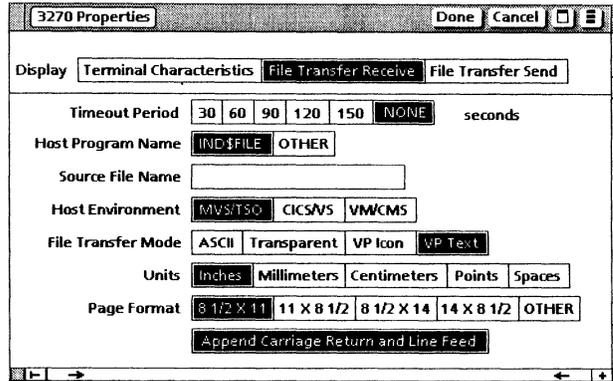
Setting MVS/TSO receive properties

The file transfer mode you use to send a file to the host is the same mode that you must set to receive it.

1. **Select** [File Transfer Receive] for the Display option.
2. **Select** [NONE] for the Timeout Period option.
3. **Select** [IND\$FILE], [MVS/TSO], [VARIABLE], and [VP Text].
4. **Select** [Inches] for the Units option, and **select** [8½ X 11] for the Page Format option.

5. **Select** [Append Carriage Return and Line Feed].

You complete the Source File Name option in the next chapter. Your 3270 Properties sheet should match this MVS/TSO receive property sheet.



6. **Select** [Done].

Refer to in the *Host Interfaces Reference* volume for a complete description of the MVS/TSO property sheet items. In addition, consult your *MVS/TSO User's Manual* and host program support group for more information on the MVS/TSO features.

Setting CICS/VS send properties

You can set the 3270 Properties sheet to send a ViewPoint text document to a host in CICS/VS.

1. **Select** [File Transfer Send] for the Display option.
2. **Select** [NONE] for the Timeout Period option.

This option allows you to set the timeframe in which the host file transfer program must respond when a file transfer operation is requested.

3. Select [CICS/VS] for the Host Environment option.

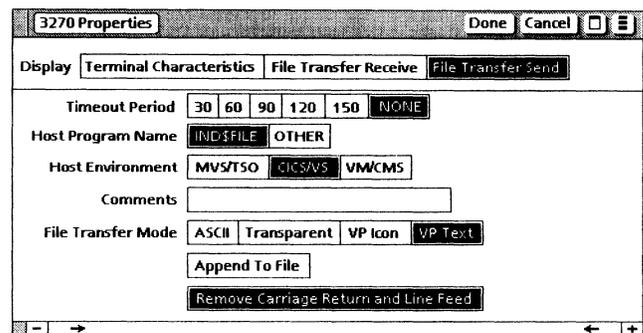
The Host Program Name defaults to [IND\$FILE]. [IND\$FILE] is the file transfer program on the host. [OTHER] allows you to specify the name of the host file transfer program that is equivalent to IND\$FILE.

4. Select [VP Text] for the File Transfer Mode option.

The host translates the ViewPoint text into the EBCDIC character set.

5. Select [Remove Carriage Return and Line Feed].

Your 3270 Properties sheet should now match this CICS/VS send property sheet.



6. Select [Done].

Setting CICS/VS receive properties

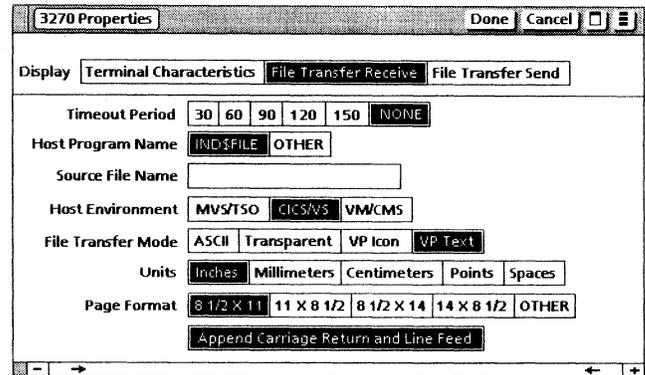
The file transfer mode you use to send a file to the host is the same mode that you must set to receive it.

- 1. Select [File Transfer Receive] for the Display option.**
- 2. Select [NONE] for the Timeout Period option.**
- 3. Select [IND\$FILE], [CICS/VS], and [VP Text].**

4. Select [Inches] for the Units option, and select [8½ X 11] for the Page Format option.

5. Select [Append Carriage Return and Line Feed].

You complete the Source File Name option in the next chapter. Your 3270 Properties sheet should now match this CICS/VS receive property sheet.



6. Select [Done].

Refer to the *Host Interfaces Reference* volume for a complete description of the CICS/VS property sheet items. In addition, consult your *CICS/VS User's Manual* and host program support group for more information on the CICS/VS features.

Setting VM/CMS send properties

You can set the 3270 Properties sheet to send a ViewPoint text document to a host in VM/CMS.

1. **Select** [File Transfer Send] for the Display option.
2. **Select** [NONE] for the Timeout Period option.

This option allows you to set the timeframe in which the host file transfer program must respond when a file transfer operation is requested.

3. **Select** [VM/CMS] for the Host Environment option.

The Host Program Name defaults to [IND\$FILE]. [IND\$FILE] is the file transfer program on the host. [OTHER] allows you to specify the name of the host file transfer program if [IND\$FILE] is not used.

4. **Enter** File Type and File Mode parameters.

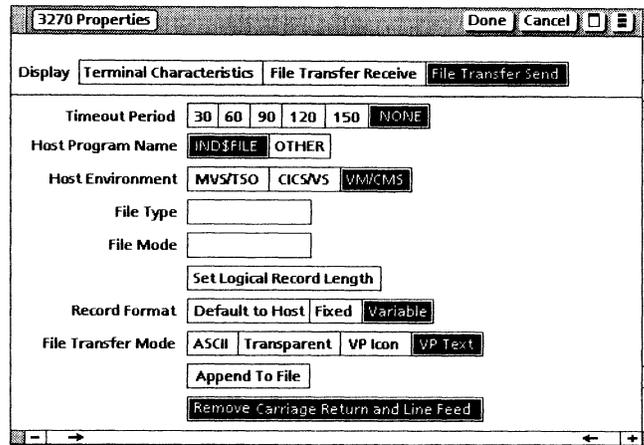
These parameters are required for all VM/CMS send operations. Refer to your *CMS User's Manual* for a detailed discussion of their use.

5. **Select** [Variable] for the Record Format option, and **select** [VP Text] for the File Transfer Mode option.

The host translates the ViewPoint text into the EBCDIC character set.

6. **Select** [Remove Carriage Return and Line Feed].

Your 3270 Properties sheet should now match the VM/CMS send property sheet on the following page.



7. Select [Done].

Consult your host program support group for the [Set Logical Record Length] parameter, if applicable.

Setting VM/CMS receive properties

The file transfer mode you use to send a file to the host is the same mode that you must set to receive it.

1. **Select** [File Transfer Receive] for the Display option.
2. **Select** [NONE] for the Timeout Period option.
3. **Select** [IND\$FILE], [VM/CMS], and [VP Text].
4. **Enter** File Type and File Mode parameters.

These parameters are required for all VM/CMS receive operations. Refer to your *CMS User's Manual* for a detailed discussion on the use of file types and file modes.

5. **Select** [Inches] for the Units option, and **select** [8½ X 11] for the Page Format option.

6. Select [Append Carriage Return and Line Feed].

You complete the Source File Name option in the next chapter. Your 3270 Properties sheet should match the VM/CMS receive property sheet on the following page.

The screenshot shows the '3270 Properties' dialog box with the 'File Transfer Receive' tab selected. The 'Display' section at the top has three tabs: 'Terminal Characteristics', 'File Transfer Receive', and 'File Transfer Send'. The 'File Transfer Receive' tab is active. The dialog contains several fields and buttons:

- Timeout Period:** A row of buttons with values 30, 60, 90, 120, 150, and NONE.
- Host Program Name:** A row of buttons with values IND\$FILE and OTHER.
- Source File Name:** An empty text input field.
- Host Environment:** A row of buttons with values MVS/TSO, CICSVS, and VM/CMS.
- File Type:** An empty text input field.
- File Mode:** An empty text input field.
- File Transfer Mode:** A row of buttons with values ASCII, Transparent, VP Icon, and VP Text.
- Units:** A row of buttons with values Inches, Millimeters, Centimeters, Points, and Spaces.
- Page Format:** A row of buttons with values 8 1/2 X 11, 11 X 8 1/2, 8 1/2 X 14, 14 X 8 1/2, and OTHER.
- Append Carriage Return and Line Feed:** A button located below the Page Format row.

The dialog box has a title bar with '3270 Properties', 'Done', and 'Cancel' buttons. It also features standard window controls (minimize, maximize, close) and scroll bars on the right and bottom.

7. Select [Done].

Refer to the *Host Interfaces Reference* volume for a complete description of the VM/CMS property sheet items. In addition, consult your *VM/CMS User's Manual* and host program support group for more information on the VM/CMS features.

4. Conducting an emulation session

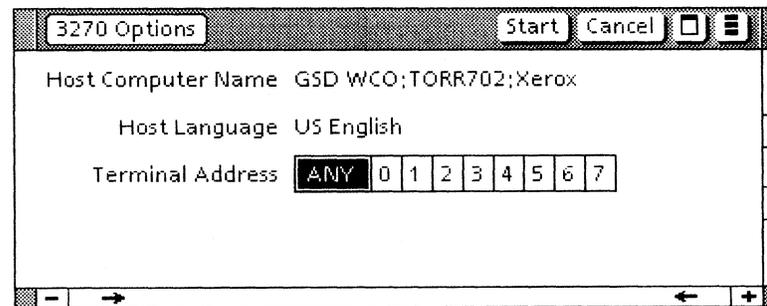
You have set the options on the 3270 Properties sheet for a file transfer send and receive operation. Files are transferred using the 3270 emulation window.

Opening the 3270 emulator icon



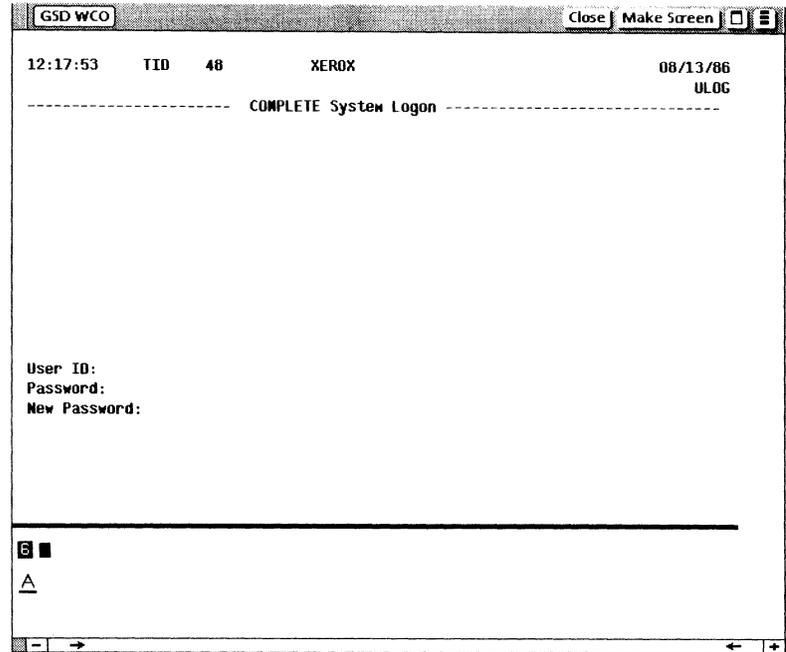
1. Select the 3270 emulator icon, and press <OPEN>.

The 3270 Options sheet is displayed.



2. **Change** the Terminal Address option if necessary.
3. **Select** [Start] on the 3270 Options sheet.

The system attempts to connect with the host. When a connection is made, the 3270 emulation window opens.



4. **Log on** to the host in TSO, CMS, or CICS.

You must be logged on in command mode and the 3270 emulation window must be active with the "Ready" or "Running" prompt displayed before you can use the VP IBM File Transfer software.

Sending files

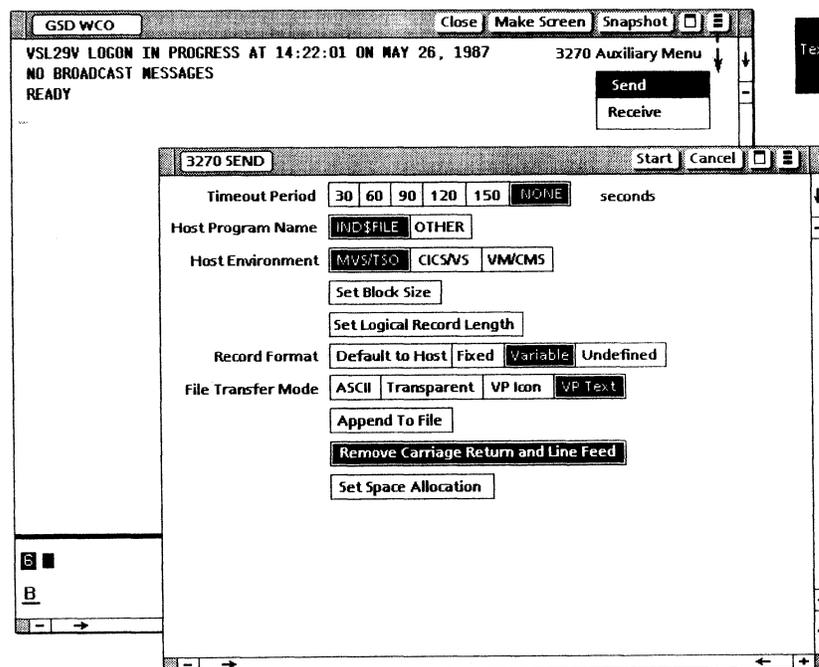
1. **Select** a ViewPoint text document, and **rename** it accordingly (e.g., Text.FT).

Before you can transfer a ViewPoint icon to the host, you must make sure the icon's name conforms to the host's file name syntax. If an icon is labeled incorrectly, an error message is displayed in the emulation window and your file transfer send or receive operation is aborted.

Refer to the *Host Interfaces Reference* volume for more information on the host file naming conventions.

2. **Select** [Send] in the 3270 auxiliary menu.

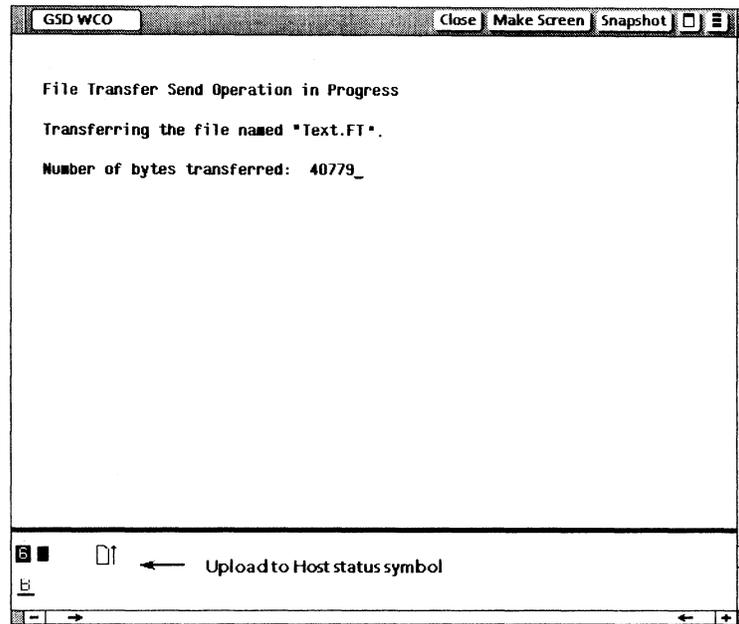
The 3270 Send option sheet using TSO is displayed.



3. Select [Start] on the 3270 Send option sheet.

The 3270 Send option sheet closes and the file transfer operation begins. All files you selected for transfer are barred from any desktop manipulation. Your original source file on your desktop is retained because a copy of the file is transferred during uploading. The file transfer operation occurs as a background activity, allowing you to access other desktop functions.

The send status message in the 3270 emulation window contains an ongoing posting of the bytes transferred. An audible alarm notifies you on completion of the file transfer, and the Upload to Host status symbol disappears.



4. List your files stored under your account to verify that the file was received.

Refer to the *Host Interfaces Reference* volume for information on sending the contents of folders and PC emulation virtual floppy disks.

Receiving files

You must be logged on in command mode and the 3270 emulation window must be active before you can download files.

You now retrieve your file previously sent to the host. The steps are almost identical to the send operation.

1. **Select** [Receive] in the 3270 auxiliary menu.

The 3270 Receive option sheet using TSO is displayed.

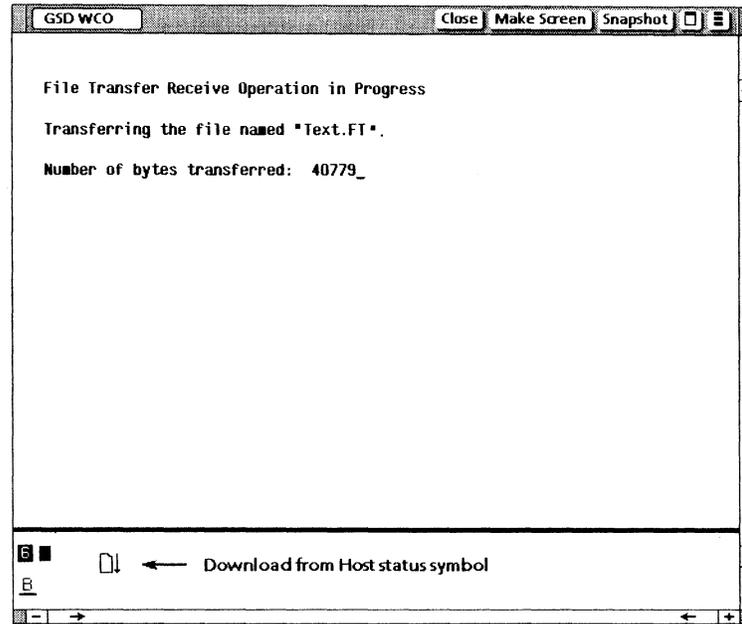
The screenshot shows a 3270 terminal window with a main display area and a 3270 Auxiliary Menu. The main display area contains the text: "VSL29V LOGON IN PROGRESS AT 14:22:01 ON MAY 26, 1987", "NO BROADCAST MESSAGES", and "READY". The Auxiliary Menu has "Send" and "Receive" buttons. The "3270 RECEIVE" dialog box is open, showing the following options:

- Timeout Period: 30, 60, 90, 120, 150, NONE (seconds)
- Host Program Name: IND\$FILE, OTHER
- Source File Name: TextFT
- Host Environment: MVS/TSO, CICS/VS, VM/CMS
- File Transfer Mode: ASCII, Transparent, VP Icon, VP Text
- Units: Inches, Millimeters, Centimeters, Points, Spaces
- Page Format: 8 1/2 X 11, 11 X 8 1/2, 8 1/2 X 14, 14 X 8 1/2, OTHER
- Append Carriage Return and Line Feed (checkbox)

2. **Type** the file name in the Source File Name option.
3. **Select** [Start].

The 3270 Receive option sheet closes and the file transfer operation begins. Your original source file on the host is retained because a copy of the file is transferred during downloading. The file transfer operation occurs as a background activity, allowing you to access other desktop functions.

The receive status message contains an ongoing posting of the bytes transferred. An audible alarm notifies you on completion of the file transfer, and the Download from Host status symbol disappears. The file icon is placed at the bottom area of your desktop.



Terminating a file transfer operation

While the file transfer operation is in progress, your keyboard input is ignored inside the 3270 emulation window except for <STOP>. You now abort the file transfer operation.

1. **Select** inside the 3270 emulation window.
2. **Press** <STOP>.

This terminates your file transfer operation currently in progress. A status message is displayed in the 3270 emulation window when the abort operation is complete.

5. Appending text files on the host

You use the [Append To File] option to append a file to the end of an existing file on the host. This option only appears when you are sending files.

Using [Append To File]

[Append To File] can be used with [ASCII], [Transparent], or [VP Text], but not with [VP Icon].

1. **Select** the ViewPoint text icon to be appended to another host file.
2. **Select** [Send] in the 3270 auxiliary menu.
3. **Select** [Append To File].



[Append To File] can also be set on the file transfer property sheet.

4. **Type** the file name of the host's file in the File Name option.
5. **Select** [Remove Carriage Return and Line Feed].
6. **Select** [Start].

Refer to the *Host Interfaces Reference* volume for more information on appending text files.

6. Using the file transfer modes

The file transfer modes are used to transfer ViewPoint files and non-ViewPoint files to a host computer. You use the same transfer mode to send and receive files to ensure predictable results. The host is used as the point of exchange for files. You must notify the end user of the parameters you chose when storing the file.

Consider the following when you choose a file transfer mode:

- Who is the end user/recipient of the file?
- Will the file be edited on the host?

Using [VP Icon]

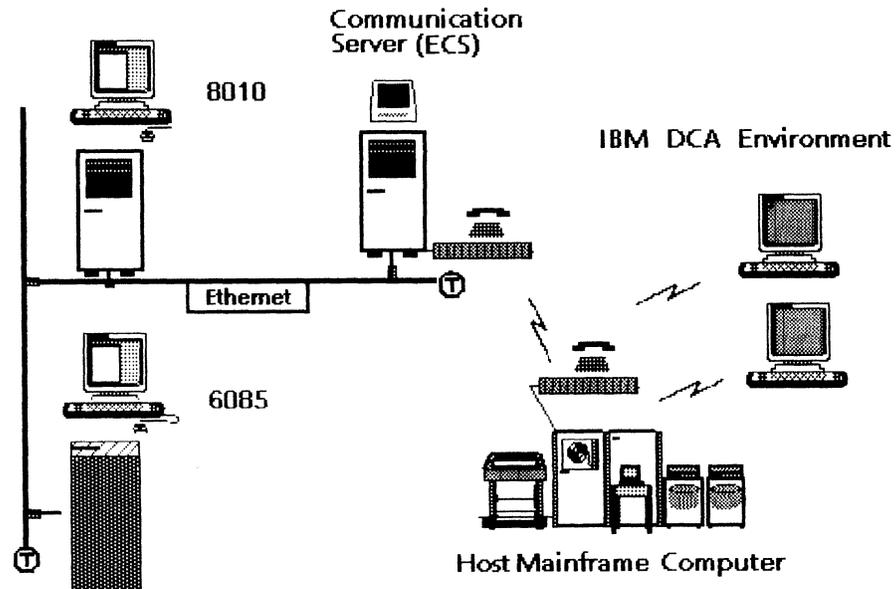
You can use [VP Icon] to transfer a ViewPoint icon file for storage on a host computer without any loss of the icon's properties. The file can then be retrieved by you or another ViewPoint user running VP IBM 3270 File Transfer software.

Once the icon is stored on the host, the contents of the file must not be altered in any way. Changing the contents will destroy critical components and cause unpredictable results when the file is transferred back to your workstation. There is no EBCDIC translation of the file on the host.

Using [Transparent]

You can use [Transparent] to transfer non-ViewPoint objects, such as WordStar® text files, Lotus 1-2-3® files, graphic data files, DCA Revisable Form Text (RFT) files, and MS-DOS programs. There is no EBCDIC translation of the file.

Suppose you are sending a file to an IBM DCA environment.

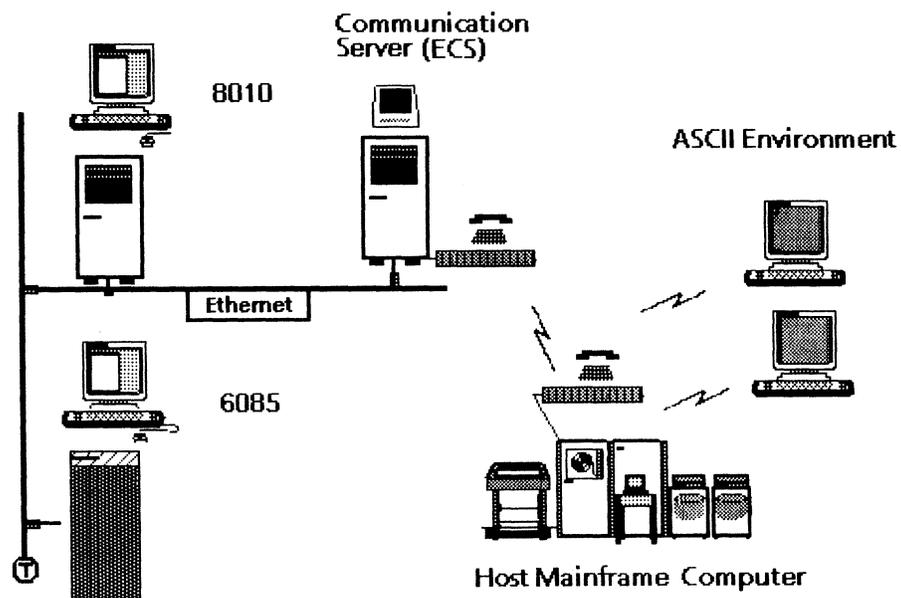


1. **Convert** the ViewPoint document into a DCA Revisable Form Text document using the converter icon and VP File Conversion of IBM DCA Documents software.
2. **Name** the file using the required host naming convention.
3. **Select** [Transparent] on the property sheet for the File Transfer Mode option.

Using [ASCII]

You can use [ASCII] to transfer text files that consists of standard 7-bit or 8-bit ASCII character codes. The host translates the ASCII text into the appropriate EBCDIC character codes. A WordStar text file is an example of an ASCII text file. This file mode should only be used with ASCII text files.

Suppose you are sending a ViewPoint text file to a 7-bit or 8-bit ASCII format environment.



1. **Convert** the ViewPoint document into a 7-bit or 8-bit ASCII document using the converter icon and VP File Conversion of ASCII Documents software.
2. **Name** the file using the required host naming convention.
3. **Select** [ASCII] on the property sheet for the File Transfer Mode option.

Refer to the *Host Interfaces Reference* volume for more information on using the file transfer modes to send and receive files.

XEROX

Remote Batch Training

610E10200
Version 2.0



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1.

Getting started

The Xerox Remote Batch Service provides document interchange and file transfer facilities between Xerox products and devices that support the IBM Binary Synchronous Communication (BSC) protocols. Using the Remote Batch Service, you can exchange information with non-Xerox data processing and word processing devices using your 6085 Professional Computer System or 8010 Information System. You can also store and/or process data on data processing systems.

When you finish this training guide, you will be able to do the following:

- Create an instruction document.
- Create a JCL document.
- Copy a Converter icon to your desktop.
- Convert the instruction and JCL documents.
- Create a task folder.
- Assemble a task folder.
- Submit a task folder for processing.
- Retrieve a file.

The Remote Batch Service performs the following types of tasks:

- Translating between document formats while interchanging documents
- Acting as a third-party transfer agent to send and receive files
- Sending documents and folders to a mainframe computer for archiving or for processing without changing the data or structure

Training guide exercises

This training guide provides exercises that illustrate typical ways you can exchange documents using the Remote Batch Service.

For complete information on the Remote Batch Service, refer to the *Host Interfaces Reference* volume of the *VP Series Reference Library*.

Hardware and software you need to begin training

Your workstation must be configured as a networked or remote device. Before you begin your training, make sure you have the following hardware and software:

- An operating 6085 or 8010 workstation with a desktop, a fully qualified user name, and a password. If you have a 6085 or 8010 workstation that is part of a network, you can get help from your system administrator. If you are using a remote workstation, you can get help from the *Workstation Administration and System Resources Reference* volume.
- Default User Profile settings. The User Profile lists the settings that control your desktop. The procedures in this training guide are designed for desktops using the default User Profile settings. Check with your system administrator to make sure your desktop has the default User Profile settings, or refer to the *General User Reference* volume.

Check the status of your applications before you begin training; consult with your system administrator or follow the next procedure.

Checking the status of applications



1. **Open** the Directory icon.
2. **Open** the Workstation divider.
3. **Open** the Loader.
4. **Compare** the list of applications in the Loader window with the list of applications here.
 - VP Document Editor
 - Reference Icons
 - Mail
 - VP File Conversion of 860 Documents

Additional applications may be running.

If the Loader lists the applications you need and their STATUS column is set to RUNNING, select [Close All] in the Loader window header.

If the applications you need are not listed in the Loader, consult your system administrator or refer to the *General User Reference* volume for information on installing, enabling, and running the applications in the above sequence.

If the applications you need are listed, but the STATUS column is set to IDLE, change the status of the applications as described next.

Running applications

If the STATUS column of an application you need is set to IDLE, change it to RUNNING.

1. **Select** the application.
2. **Select** [Run] from the Loader window header.
3. **Select** [Close All] in the Loader window header when you are finished setting applications to RUNNING.

You can also set applications to run automatically; refer to the *General User Reference* volume for this procedure.

You can also set applications to run automatically; refer to the *General User Reference* volume for this procedure.

Two final notes before you begin:

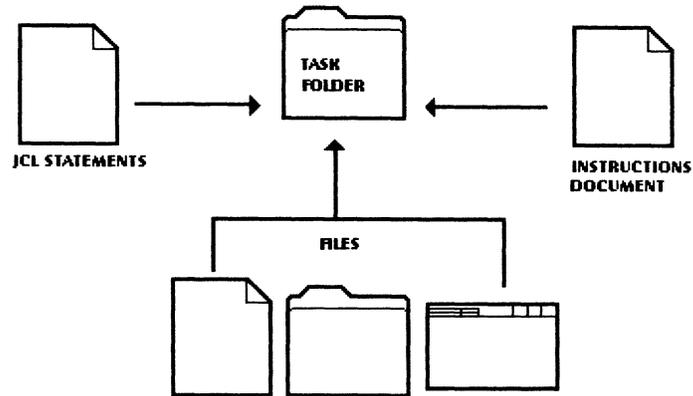
- This training guide uses underlining to indicate information that you type; however, you do not need to underline the information you type.
- As you use this training guide, you will see terms in ***bold italic*** type. You can find more information on these terms in the Glossary, which is located in the *QuickFind Reference* volume.

You are now ready to start training.

2.

Writing the instructions

Task folder You prepare and submit tasks to the Remote Batch Service at your workstation by preparing a *task folder*. A task folder is a Xerox 6085/8010 folder that contains a special 860-formatted document labeled *Instructions*, a Job Control Language (JCL) statement document that is 860-formatted (if required), and one or more files being processed.



Creating an instruction document

- Instruction document** The *instruction document* contains instructions for each of the documents to be processed with a task folder.
- Instruction statements** The instruction document contains *instruction statements*, which specify the order of transmission of each file in the task folder and any special format conversions that may be required.

Creating the blank instruction document

Before you can type the instruction statements, you must create a blank instruction document by copying a Blank Document icon and labeling it *Instructions*.

1. **Open** a Blank Document icon.
2. **Press** <PROP'S>.
3. **Delete** the label: Blank Document.
4. **Type:** Instructions.
5. **Select** [Done].

Writing the instructions

Instruction statements are written in the following form:

Destination format : File Name

Destination format The *destination format* specifies the format of the file being sent. There are four destination formats, as follows:

- DP EBCDIC data processing format
- WP EBCDIC word processing format
- XNS Xerox Network Services format
- FOREIGN Non-Xerox recipient, no change in document format

The file name specifies the name of the file being sent.

1. **Select** the Instructions icon, and **press** <OPEN>.
2. **Select** [Edit].
3. **Type:** DP:JCL
WP:SalesReport
DP:End of job JCL

The order in which files are transmitted by the Remote Batch Service is the order in which they appear in the instruction document, not their order of appearance in the task folder. The Remote Batch Service always gets its instructions from the instruction document.

4. **Select** [Close].

For more information on writing instruction statements, refer to the *Host Interfaces Reference* volume.

Specifying the name of the received data file

You can specify the document name for retrieval purposes by using the following command in the document:

```
RBSRECEIVEDFILENAME:(number of characters)  
NAME
```

This command should be inserted on the first line of the document. If you want the data file Sales Report to be titled when it is retrieved from the output file drawer, you enter the following in the first line of the document:

```
RBSRECEIVEDFILENAME:(12)SalesReport
```

For more information on the RBSRECEIVEDFILENAME command, refer to the *Host Interfaces Reference* volume.

Creating a JCL document

JCL If the task is going to a data processing host, you must also create and include a ***Job Control Language (JCL)*** document in the task folder.

A JCL document is an 860-formatted document that contains JCL instruction statements required by some host computers. The JCL statements tell the host computer what tasks to perform with your files. The contents of the JCL document depend on the programs resident on the host computer.

Check with your system administrator or data processing center for more information on creating a JCL document.

3. Preparing the task folder

The Remote Batch Service cannot read instructions written in ViewPoint format; therefore, the instruction document and the JCL document must be converted to 860 format. Once the instruction documents are converted, they can be assembled in a task folder along with the data files.

Copying the Converter icon to your desktop

The Converter icon is used to change the format of all instruction and JCL documents to 860 format. To convert documents, the Converter icon must appear on your desktop. To retrieve the Converter icon, you copy it to your desktop from the Office Accessories divider, which is located in the Workstation divider of the Directory.

1. **Select** the Directory icon, and **press** OPEN>.
2. **Select** the Workstation divider, and **press** <OPEN>.
3. **Select** the Office Accessories divider, and **press** <OPEN>.
4. **Select** the Converter icon, and **copy** it to the desktop.
5. **Select** [Close All].

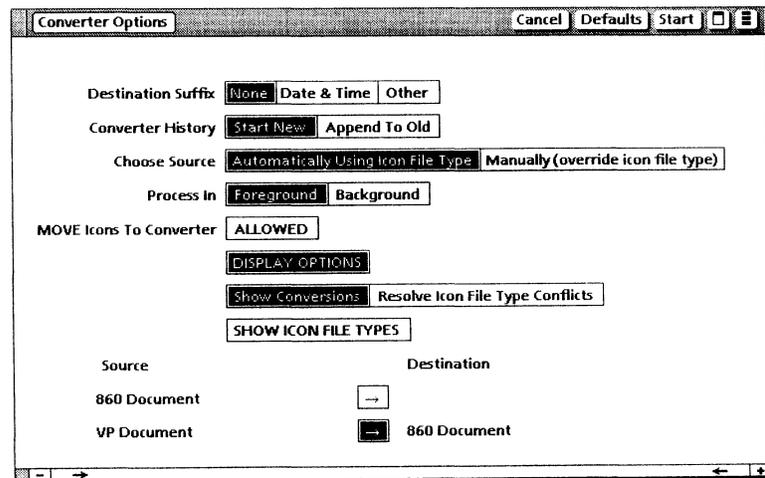


Converting the document to 860 format

To convert the instruction and JCL documents to 860 format, you copy them to the Converter icon.

1. **Select** the ViewPoint instruction document, and **copy** it to the Converter icon.
2. **Select** the Source and Destinations parameters as VP Document to 860 Document.

Your Converter Options sheet should look like this.



3. **Select** [Start].



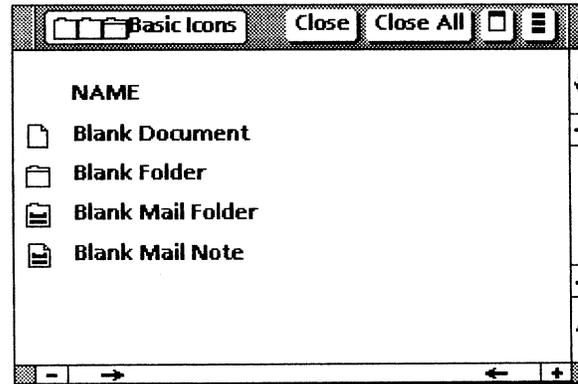
When the conversion is complete, the system places the newly converted icon on your desktop close to the original icon. The number "860" appears on the icon.

For more information on 860 format conversion, refer to the *File Conversions Reference* volume.

Assembling the task folder

Once all the necessary documents are converted to 860 format, you can assemble the task folder. To assemble a task folder, you create a new folder and move or copy the converted instruction document, JCL document, and data files to the task folder.

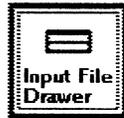
1. **Open** the Directory icon.
2. **Open** the Workstation divider.
3. **Open** the Basic Icons divider.



4. **Select** the Blank Folder icon, and **copy** it to your desktop.
5. **Select** [Close All] in the Directory window header.
6. **Rename** the folder with an easily recognized label.
7. **Select** the converted instruction document, and **copy** it to the task folder.
8. **Select** the converted JCL document, and **copy** it to the task folder.
9. **Select** the data file(s) to be processed, and **copy** it to the task folder.

4. Submitting a task folder for processing

Input file drawer



Once the task folder is assembled, you submit it to the Remote Batch Service for processing. To submit a task folder, you must copy or move it to an **input file drawer**.

Input file drawers are defined by the system administrator. If you cannot locate an input file drawer, check with your system administrator.

Submitting a task folder for processing

The Remote Batch Service periodically copies task folders from the input file drawers, interprets the instruction documents in each task folder, and submits the data to the appropriate destination partner.

1. **Select** the task folder to be processed.
2. **Copy** it to the Input File Drawer icon.

Once a job is submitted, it is deleted from the input file drawer.

For more information on using the Remote Batch Service, refer to the *Host Interfaces Reference* volume.

5.

Retrieving a file

Once you have sent files to or archived them on another system through the Remote Batch Service, there will be times when you will want them back to use or edit.

Creating an instruction document

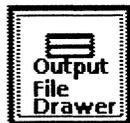
To retrieve a file from a host or mainframe partner, you first write an instruction document to tell the system what it is you want done.

You also need to create a task folder for the instruction document.

The RBSRECEIVEDFILENAME can be used with a JCL statement for the job to name a retrieved file.

Using the output file drawer

Output file drawer



Files that are retrieved are placed in the *output file drawer* assigned to that partner. Word processing workstations can send data directly to the Remote Batch Service and retrieve it from the input file drawer when needed.

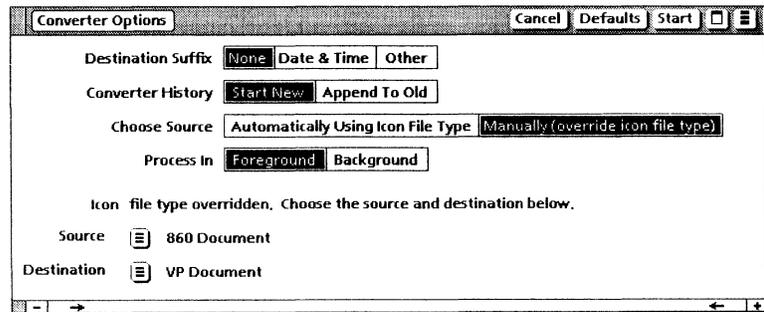
It is important to give your files unique names to distinguish them from other files in the drawer. Without unique identification, you may spend a lot of time reviewing other files before finding your own.

Converting files

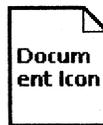
Files retrieved by the Remote Batch Service are in 860 format. To be usable on your workstation, you need to convert them to ViewPoint document format.

1. **Select** your file(s).
2. **Copy** the file into the Converter icon.

Conversion options may vary, depending on the conversion applications running on your workstation.



3. **Select** 860 Document for the Source option, and VP Document for the Destination option.
4. **Select** [Start].



Once the document has been converted to ViewPoint format, a converted icon appears on your desktop.

To find out more about 860 document conversion, refer to the *File Conversions Reference* volume.

XEROX

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