



# Attachmate® EXTRA! X-treme™ Evaluator's Guide

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## Introduction

Thank you for choosing to evaluate the advanced productivity features of Attachmate® EXTRA! X-treme™, the first application on the market to be certified for Microsoft(R) Windows Vista™. EXTRA! X-treme supports emerging and evolving technologies to ease migration to new platforms and network infrastructures, and is optimized for Windows® XP and Windows 2000.

This guide is designed to equip you with the knowledge and tools you need to effectively evaluate this software and to help you explore the unique features that make EXTRA! the most powerful, comprehensive, and secure host access solution.

### About the Guide

This Guide provides step-by-step instruction for exploring the many advanced productivity features offered by EXTRA! X-treme. Learn how users can take advantage of familiar Microsoft Office features—Spell Check, Auto Expand, Auto Complete, Recent Typing, Screen History, and Scratch Pad—from within their host applications.

This tutorial will demonstrate:

- How to configure and use Spell-checking options
- How to configure and utilize other productivity features including Auto Complete, Auto Expand and Recent Typing
- How to leverage inclusive tools: Built-in Scratch Pad and Screen History
- How to use Microsoft Office tools from within an EXTRA!® session window

### Product Overview

Attachmate EXTRA! X-treme v9 terminal emulation software securely connects Windows users to IBM zSeries (3270), IBM iSeries (5250), and UNIX (VT) systems. Certified for Microsoft Windows Vista, integrated with Microsoft® Office, and enhanced with Reflection® security features, EXTRA! safeguards data in motion, boosts user productivity, and delivers reliable connections from any desktop to any host.

It is the only solution available today that combines innovative emulation technology with a comprehensive, productivity-focused feature set comparable to that found in Microsoft Office

applications. EXTRA! X-treme brings emulation to a whole new level with features such as Spell-check, Auto Expand, Auto Complete, Recent Typing, Screen History, and the convenience of an integrated Scratch Pad. EXTRA! X-treme integrates seamlessly with Microsoft Office applications, allowing users to create mail messages, notes, tasks, appointments, or even launch Microsoft Word directly from within their emulation session window.

With its unique and comprehensive feature set, EXTRA! X-treme increases productivity by drastically cutting down the number of keystrokes required to complete tasks, saving organizations time and money on every transaction every day.

### Getting Started

To begin using various productivity features and tools, you'll want to be sure that all features are enabled. Once you've installed EXTRA! X-treme and created a session, open the session and follow the instructions below:

- 1) From the menu at the top, select **Options**.
- 2) From the Options Menu, select **Settings**.
- 3) Choose **Productivity** from the list of setting categories on the left.
- 4) On the **General** tab, review the list of productivity features and ensure that the box next to each has been checked. Checked boxes indicate that these features are now enabled.
- 5) Click **OK**.
- 6) You are now ready to begin using EXTRA! X-treme Advanced Productivity Features.

### Configure Spell-check Options

EXTRA! helps eliminate errors with fully configurable Spell-check features. Sessions can be configured to check spelling and make suggestions as misspelled words are recognized, or can be pre-set to automatically correct misspelled words as data is entered into various host screen fields. Other available options allow users to configure minimum field sizes on which to perform auto-corrections, or delay a Spell-check until specified field entries are complete.



You can configure the EXTRA! X-treme Spell-check function to ignore certain words, such as those written all in uppercase letters or words that include numbers. You also have the option to build an ongoing custom dictionary of words that should never be flagged as misspelled.

Note: Spell-check features require that Microsoft Office be installed on your desktop.

### Available Spell-check options

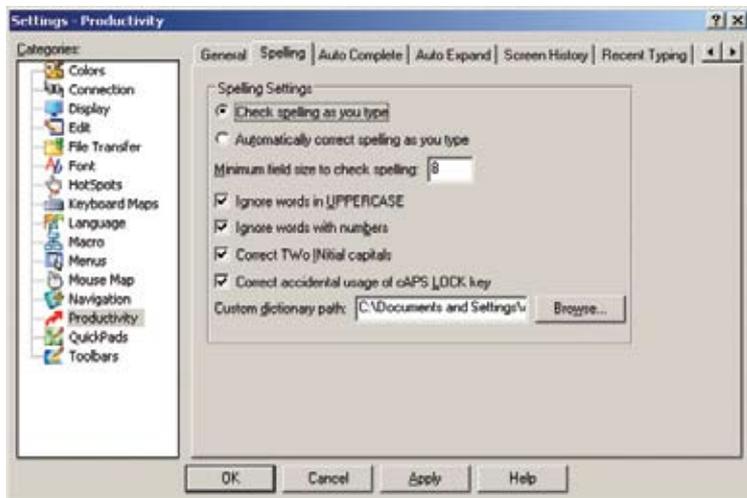
Default mode: When enabled, Spell-check will suggest spelling corrections as you type. A red underline will indicate that a misspelled word has been identified. To view correct spelling suggestions, simply right-click and select from the list provided. EXTRA! X-treme will automatically replace the misspelled word with the word you select.

Often, users need to enter abbreviated words or commands, customer or company names, or other specific terms that may not be recognized by the dictionary on which EXTRA! X-treme's Spell-check technology is based. For this reason, users can conveniently add these words to a custom dictionary. Once a word has been added to the custom dictionary, it will then be recognized and no longer flagged as a misspelled word.

Auto-correct mode: Another available option is to configure EXTRA! X-treme to auto-correct spelling as you type. This option also provides an additional

setting for configuring the minimum file size required in order for auto-correction to initiate. By configuring this setting, you can limit the fields on which auto-correction will be applied.

- 1) From the menu at the top, select **Options**.
- 2) From the Options menu, select **Settings**.
- 3) Choose **Productivity** from the list of setting categories on the left.
- 4) Select the **Spelling** tab.
- 5) Select your preferred Spell-check options.
- 6) Click **Apply** and OK.
- 7) EXTRA! X-treme will now check your spelling as was specified during configuration.



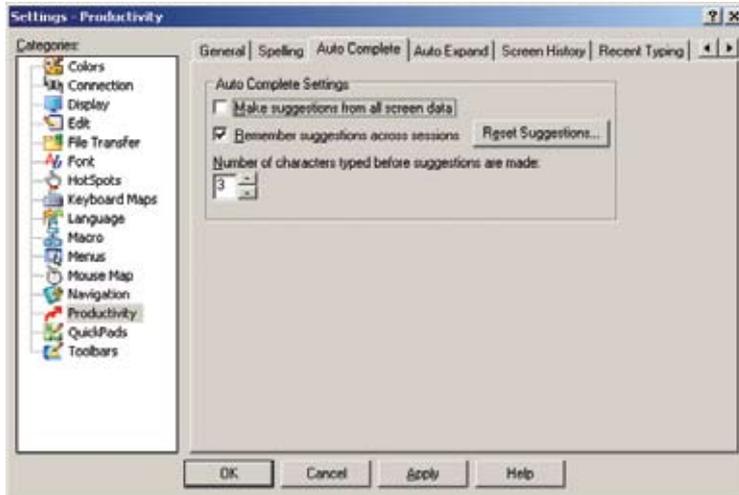
### Configuring Auto Complete

The Auto Complete feature remembers what users type and automatically makes suggestions to auto-populate fields as it learns common commands that are repeatedly used. Once EXTRA! X-treme learns more about your host applications, it will automatically suggest words or commands as you type, saving you keystrokes and valuable time.

You can also preset other preferences, such as defining the number of characters entered into a given field before EXTRA! X-treme's Auto

Complete feature will make suggestions. Users and administrators also have the ability to limit the number of suggestions they would like displayed.

- 1) From the menu at the top, select **Options**.
- 2) From the Options menu, select **Settings**.
- 3) Choose **Productivity** from the list of setting categories on the left.
- 4) Select the **Auto Complete** tab.
- 5) Configure your preferred settings.
- 6) Click **Apply** and **OK**.
- 7) Now as you enter repeat commands, EXTRA! X-treme will recognize and auto-complete entries for you.

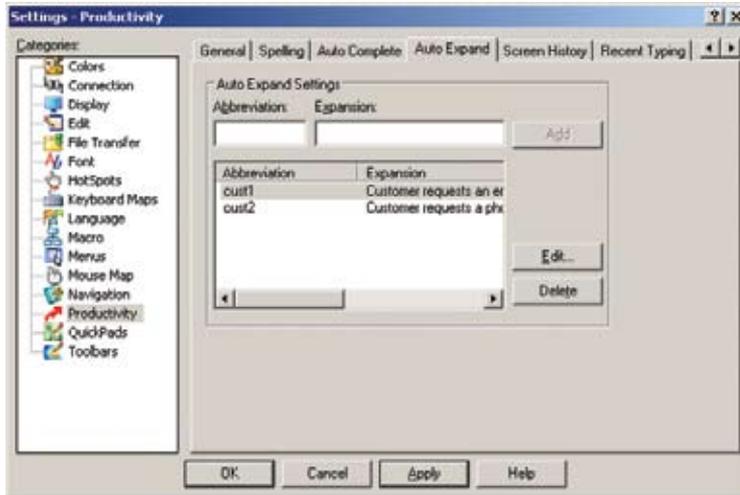


### Configuring Auto Expand

Auto Expand allows users to conveniently pre-set acronyms or shortcuts for long words, phrases, or complex repeat commands. Once configured, every time the pre-configured shortcut has been typed within the host screen, it will automatically expand to the desired word or phrase—dramatically reducing the number of keystrokes required to execute tasks or enter host data.

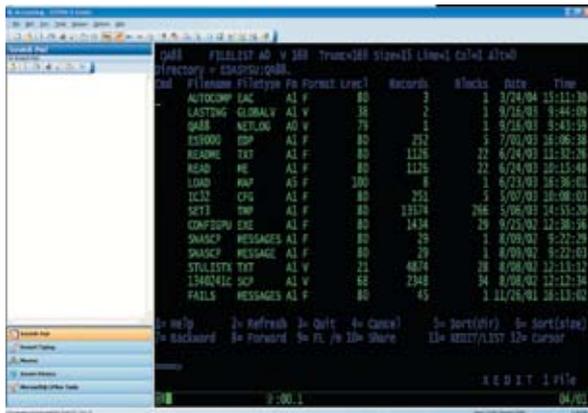
Another convenience offered by this feature is complete support for long entries. There is virtually no limit to the number of characters any one phrase may contain, so users can save hundreds of keystrokes a day by auto populating fields with detailed information that otherwise would have required manual entry. This is especially convenient for call center environments where users encounter the same customer requests repeatedly throughout the day. Repeated and sometimes lengthy data entries can now be keyed in a mere fraction of the time it once took, reducing overall call times, improving service levels, and keeping employees productive.

- 1) From the menu at the top, select **Options**.
- 2) From the Options menu, select **Settings**.
- 3) Choose **Productivity** from the list of setting categories on the left.
- 4) Select the **Auto Expand** tab.
- 5) In the box marked **Abbreviation**, enter the acronym or shortcut phrase you wish to type as you work within your host applications.
- 6) In the box marked **Expansion**, enter the actual word or phrase that your shortcut will represent.
- 7) Click the **Add** button.
- 8) Click **Apply** and **OK**.
- 9) To demonstrate, simply open a session, type your shortcut word in the desired field, and hit the space bar. Your shortcut will automatically expand, revealing the complete word or phrase.



## Keystroke Meter

Auto Complete and Auto Expand features dramatically reduce the number of keystrokes required to execute tasks or enter data. To illustrate the actual number of keystrokes you can save, find the inclusive Keystroke Meter located at the bottom right of your active session screen. This meter calculates the number of keystrokes required for each task performed and then conveniently displays the actual number of keystrokes saved when those tasks are executed using features such as Auto Complete or Auto Expand.



Keystrokes Saved: 44

## Screen History

With traditional emulators, there is no “back button” to navigate to previous screens that may contain information users need to capture and use again. By providing a convenient History feature, EXTRA!

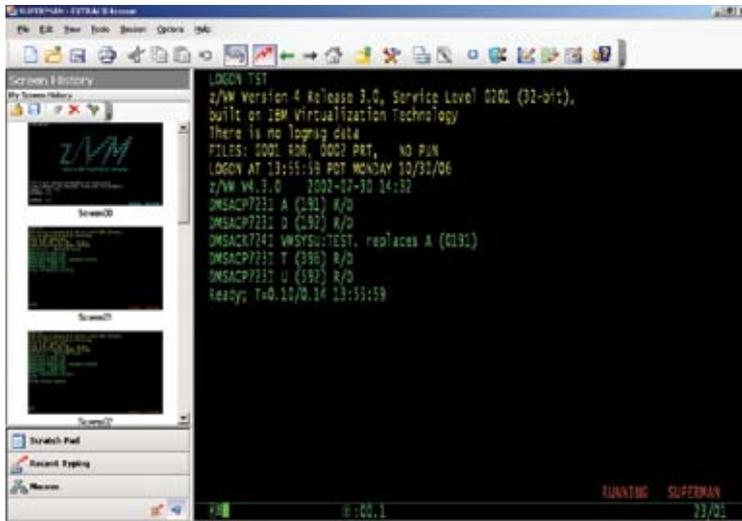
X-treme clients enable users to quickly jump from active screens to previous screens with one-click ease. Users can view, copy, and paste information from previous screens into the active session screen they are currently working within. You can even configure how many screens you would like the History to display. The ability to copy and paste desired information from previous screens eliminates tedious data entry redundancies.

To configure the number of screens you would like displayed at any one time, follow these steps:

- 1) From the menu at the top, select **Options**.
- 2) From the Options menu, select **Settings**.
- 3) Choose **Productivity** from the list of setting categories on the left.
- 4) Select the **History** tab.
- 5) Enter the number of screens you'd like displayed.
- 6) Click **Apply** and **OK**.

To see Screen History in action:

- 1) From the menu at the top, select **View**.
- 2) While in the View menu, ensure that **Productivity Pane** has been enabled. When enabled, a checkmark is present and your Productivity Pane will be displayed to the left of your session screen.
- 3) On the Productivity Pane, click on **Screen History**.
- 4) You can now scroll through thumbnail representations of previous screens to locate the precise screen you wish to view.
- 5) Once you have located the desired screen, simply click on it to auto populate the active session viewing pane.
- 6) From here, you can easily select and copy desired fields screen data.
- 7) To return to your active screen, simply double-click on the last screen appearing in the **Productivity Pane** or from the menu located at the top of the screen, choose **Session and Live Screen**.
- 8) You may now paste copied data into the fields located within your active session screen.



- 2) From the Options menu, select **Global Productivity Settings**.
- 3) Choose Productivity from the list of setting categories on the left.
- 4) Select the **General** tab.
- 5) Click on **Information Privacy Settings**.
- 6) Configure filters as desired.
- 7) Click **Add** and **OK**.
- 8) Click **Apply** and **OK**.

To view and copy from **Recent Typing**:

- 1) From the Productivity Pane on the left side of your screen, select **Recent Typing**.

## Recent Typing

Typical legacy applications often require that data and commands be manually entered more than once. With the Recent Typing feature, users can quickly view, select, and auto-populate fields with repeat words and commands, eliminating the need to manually re-enter information.

- 2) Mouse over to the **Recent Typing** pane and select the desired word or phrase by double-clicking on it. Once a word or phrase has been selected, it will auto-populate the host screen field in which the cursor is currently located within the active session screen

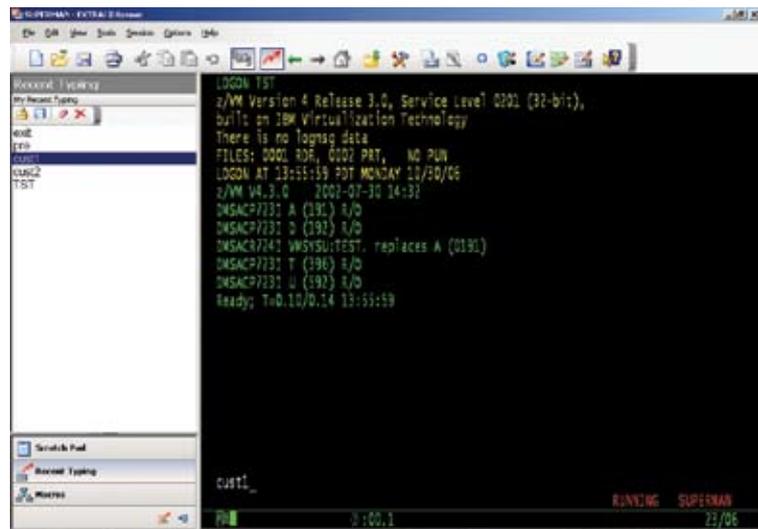
The Recent Typing feature can be pre-configured not to retrieve and display sensitive information. Convenient security filters allow users and administrators to configure Recent Typing to recognize and refrain from displaying certain types of data entries, such as social security or account numbers, keeping your most sensitive data protected.

To specify how many fields you would like Recent Typing to recall and display:

- 1) From the menu at the top, select **Options**.
- 2) From the Options menu, select **Settings**.
- 3) Choose **Productivity** from the list of setting categories on the left.
- 4) Select the **Recent Typing** tab.
- 5) Enter the fields you'd like recalled and displayed at any given time by Recent Typing.
- 6) Click **Apply** and **OK**.

To configure security filters for Recent Typing:

- 1) From the menu at the top, select **Options**.



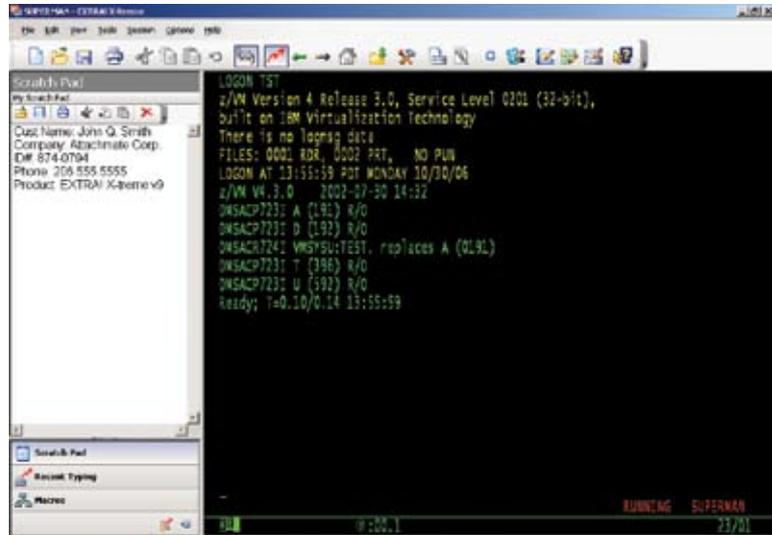
## Utilizing the Scratch Pad

EXTRA! X-treme also features a handy Scratch Pad that allows users to take notes as they work within their host applications. It also provides a convenient way for an administrator to share host application-related information with those on the network. Easy-to-identify icons for cut, paste, print, and save let users reuse pertinent note data as needed, improving productivity.

## Examples for Scratch Pad use

### **Example One:** **Customer Service Employees**

The Scratch Pad is ideal for customer service employees. Call center employees often handle many calls in a short period of time, and do the cleanup work—such as interacting with the host and documenting the call—at a later time. By providing a Scratch Pad area alongside the host application itself, the call center employee can easily maintain the correlation between his or her notes and the applications they are working with, improving service, reducing errors, and ensuring that imperative information is captured and saved as needed.



### **Example Two:** **Administrative Note Sharing**

The Scratch Pad can also be used to push viable information out to users on the network. For example, an administrator can use the Scratch Pad to aid new employees in performing daily tasks or navigating host applications. Detailed step-by-step instruction or training tips can easily be saved within the Scratch Pad as part of the overall session configuration performed by the administrator. Once configured sessions have been deployed, users can open the Scratch Pad to reveal the notes provided by the administrator.

To use the Scratch Pad:

- 1) From the **Productivity Pane** on the left side of your screen, select **Scratch Pad**.
- 2) Simply click on the **Scratch Pad** and begin typing your notes.
- 3) Once notes have been created, users can reuse note information by cutting and pasting into desired host screen fields, print notes from their desktop, or save the information to disk for future reference.

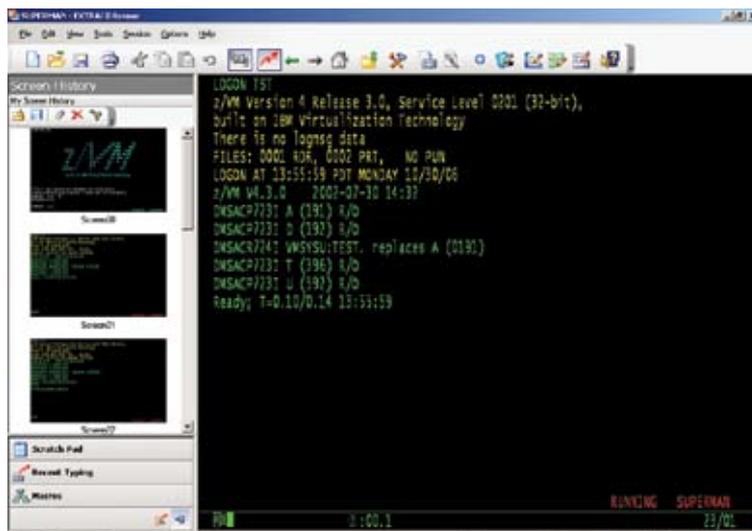
## Using Microsoft Office Tools from within an EXTRA! session Window

From within the EXTRA! X-treme session window, users can quickly select Microsoft Office Tools from the convenient productivity bar at the left of the screen. Users then have the option to create and send mail messages, create tasks, notes, and appointments, or launch Microsoft Word.

By selecting the “Include Screen Information” checkbox, users can either include an entire mainframe screen, or have the option of highlighting select data to include in Outlook mail messages or Word documents. The seamless integration of legacy data and Microsoft Office allows users to use multiple applications at once without disrupting workflow, because they no longer have to “toggle” back and forth between applications.

- 1) From the **Productivity Pane** on the left side of your screen, select **Microsoft Office Tools**.
- 2) From the menu that appears in the productivity pane, simply click on the desired option. From this menu, you may create and send a mail message, create appointments, tasks, and notes, or launch Microsoft Word.

- 3) If you wish to incorporate host application data within your mail message, appointment, task, note, or Word document, simply check the **Include Screen Information** box. Checking this box will automatically paste your current host screen in the message or document you are creating.
  - 4) If you do not need the entire screen incorporated, simply select and highlight the desired screen data you wish to include and then create your message or document. As a result, only your selected data will be incorporated.
- Fulfill your current multi-host access requirements and achieve your long-term business objectives.
  - Significantly increase employee productivity by lending Microsoft Office functionality to legacy applications with features such as Spell-check, Auto Expand, and Screen History.
  - Create mail messages, appointments, tasks, or contacts - or even launch Microsoft Word – all from within the EXTRA! framework.



Saved keystrokes, lower training costs, increased productivity, and Microsoft Office integration all translate into dollars saved and costs reduced. EXTRA! X-treme can do it all.

### Call today for more information

Thank you for evaluating EXTRA! X-treme. If you would like to purchase this product, or if you would like more information about other Attachmate products and services, please contact your local Attachmate sales office or call 800.872.2829 or 206.217.7100. For international information visit our Web site at [www.attachmate.com](http://www.attachmate.com).

### EXTRA! gives you the power of productivity

We hope you enjoy evaluating EXTRA! X-treme, which gives you the power to:

In addition, we offer free technical support during the 60-day evaluation period of EXTRA! X-treme. If you have technical questions please contact our technical support department at (800) 688-3270, or you can submit a support request online: <http://support.wrj.com/request/na/evaluating.html>.



**Corporate Headquarters**  
1500 Dexter Avenue North  
Seattle, Washington 98109  
TEL 206 217 7500  
800 872 2829  
FAX 206 217 7515

**EMEA Headquarters**  
The Netherlands  
TEL +31 71 368 1100  
FAX +31 71 368 1181

**Asia Pacific Headquarters**  
Australia  
TEL +61 3 9825 2300  
FAX +61 3 9825 2399

**Latin America Headquarters**  
Mexico  
TEL +52 55 9178 4970  
FAX +52 55 5540 4886

WEB [attachmate.com](http://attachmate.com)  
E-MAIL [info@attachmate.com](mailto:info@attachmate.com)

For regional office information, visit [www.attachmate.com](http://www.attachmate.com).