



## How to... Use Global Transfer

### **Introduction:**

This document provides information about how to use Global Transfer software to send and receive files.

You can use GlobalTransfer software to exchange files with another person who has a computer, a modem, and a telecommunications application. The telecommunications application used by the other person can be GlobalTransfer or another application that supports ZModem file transfers.

ZModem is a file transfer protocol that describes a set of conventions for transmitting a file between computers. A standard protocol in the telecommunications industry, ZModem is supported by most Macintosh and PC telecommunications applications.

### **Sending Files**

To send one or more files:

1. Double-click the GlobalTransfer application icon. If GlobalTransfer software does not recognize the type of modem that you are using, the Modem Setup dialog box appears so that you can provide information about your modem. If the Modem Setup dialog box appears, use the dialog box to identify your modem and then click the OK button. The main window should appear.
2. Click the Send Files button. A directory dialog box appears in which you can select the files to send.
3. Select a file to send, then click the Add button. Repeat this step for each file you want to send. As you add files to the list, GlobalTransfer software displays the total size of all files and the estimated time required to send them, based on the maximum connection speed of your modem.

**NOTE:** To send all the files in a folder, select the folder and click the Add button.

4. When you finish adding files, click the Done button. The Destination Selection dialog box appears so that you can select the recipient of the files. If you have not already added information about the intended recipient, you can do so at this time. You can also modify the information for a file recipient, or delete a file recipient.

NOTE: To send files without adding the recipient to the Destination Selection dialog box, enter the telephone number of the recipient's modem in the Telephone Number text box. In this case, GlobalTransfer software assumes that you are sending the files to a Macintosh user. To send the files to a PC user, add the recipient to the Destination Selection dialog box.

5. To add a new recipient, click New. When you add a recipient, you enter the recipient's name and the telephone number of his or her modem. You also select whether the recipient has a Macintosh or PC computer. If you must dial any prefixes, such as a prefix for long-distance telephone numbers, enter the prefixes as part of the recipient's telephone number.

NOTE: If you are calling from an office telephone system, remember to add the outside-line prefix for the telephone system (typically "9") to the beginning of the telephone number. For instance, if you must dial a "9" to reach an outside line, add "9," to the beginning of the telephone number. The comma, although not required, causes the modem to pause for two seconds while the telephone system connects to an outside line.

6. When you finish adding the recipient, click the OK button. A dialog box appears confirming that you have entered the correct telephone number for the recipient.
7. If the telephone number is correct, click the OK button. Otherwise, click the Revise button and edit the telephone number before continuing. The Destination Selection dialog box reappears.
8. Select the recipient.
9. Click the Send button. A progress indicator appears as the files are sent. GlobalTransfer software notifies you when the recipient receives the files.

## **Receiving Files**

When you use GlobalTransfer software to receive files, you must keep the application open so that it is ready to receive any incoming data calls. During this time, GlobalTransfer software reserves the use of your modem and the port to which it is connected.

From the time you initiate the receive process, you can use other applications on your Macintosh computer, as long as those applications do not require the use of your modem or the port to which it is connected.

To receive one or more files:

1. Double-click the GlobalTransfer application icon. If GlobalTransfer software does not recognize the type of modem that you are using, the Modem Setup dialog box appears so that you can provide information about your modem. If this dialog box appears, use the dialog box to identify your modem and then click the OK button. If GlobalTransfer software recognizes the type of modem that you are using, the main window appears.
2. Click the Receive Files button. A status dialog box appears to indicate that GlobalTransfer software is waiting to receive incoming calls. When GlobalTransfer software detects an incoming call, a status dialog box appears to inform you of the call's progress. GlobalTransfer software is preset to store received files in the Received Files folder in the GlobalTransfer Software folder.