

Using WS_FTP

Transferring Files to and From a Server

Overview

WS_FTP (File Transfer Protocol) is a Windows-based application that allows the transfer of files to and from a server. This guide covers the basics of using WS_FTP to access files stored on the Ithaca College servers; particularly using WS_FTP on computers not owned by the college (i.e. computers used off-campus or in the residence halls). Faculty, staff, and on-campus lab computers have easy access to files on the network through either My Novell Folder (G) (Windows XP), Network Neighborhood (Windows 98, etc.) or My Network Places (Windows XP). However, when accessing files from the residence halls or off-campus locations, WS_FTP is an appropriate choice.

Getting Started

Installation

The WS-FTP installation file is available for download from the ITS Software Download page <http://www.ithaca.edu/its/traindoc/>. Once the download is complete, double-click the installer icon. The Installation Wizard will run through the steps necessary for installation. WS_FTP is a part of the standard software installation on college-owned computers, but staff and faculty may contact the ITS Helpdesk at 4-1000 to request installation if needed.

Establishing an Account

To manage files on Ithaca College servers (Nova, Pulsar, etc.), an account must be established for that server (if one does not already exist). An account can be set up by filling out an Account Request form at the Helpdesk in Job Hall.

About the Servers

There are several different servers used at Ithaca College community. Each server is a storage space for files, much like a hard drive or a flash drive. Memphis, Pulsar, and Nova are file servers, which are used to hold and share personal and departmental files on the Ithaca College network. The WWW server is the space where Web sites and their related files are stored. These files can be accessed over the internet. Finally, the Web Profile Manager is used by academic departments and individual faculty members to manage their Web sites.

Getting Started with WS_FTP

1. Start WS_FTP by clicking **Start > All Programs > WS_FTP > WS_FTP95 LE**. The Session Properties dialog box will appear.

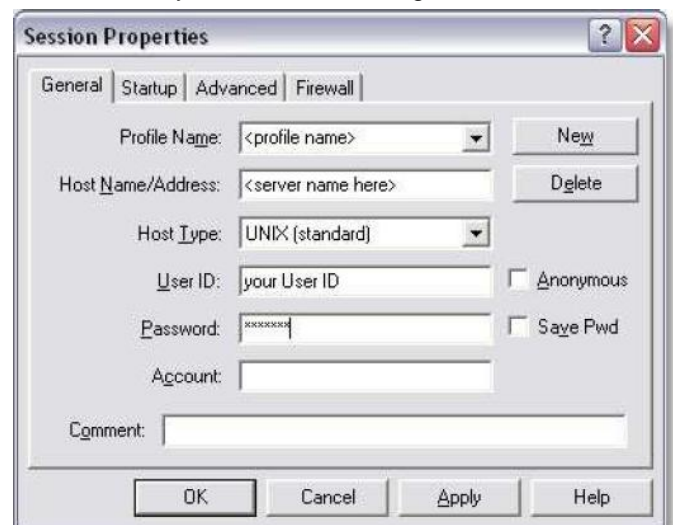
2. Under the **General** tab, the first field is **Profile Name**. A profile is a name given to the connection settings for a particular server *and is only used as a reference within WS_FTP*. This information is saved so it does not need to be reentered every time WS_FTP is used. Click the **New** button and type a name in the **Profile Name** field. *Please note that there are many pre-programmed profiles included with WS_FTP; these are generally unusable by most individuals.*

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Related Guides

Using Fetch



Quick Guide

3. In the **Host Name/ Address** field, enter the address of the desired server, such as:
- | | |
|--------------------|-------------------|
| www.ithaca.edu* | nova.ithaca.edu |
| memphis.ithaca.edu | pulsar.ithaca.edu |

Memphis and Pulsar are both faculty and staff servers while Nova is the student server.

4. For **Host Type** select **UNIX (standard)** from the pull-down menu.
5. Enter the **User ID** and **Password** for the specific server. If logging in from a *personal* computer where security is reasonably guaranteed, the **Save Pwd** (Save Password) box may be checked.
(Note: do not enable the Save Pwd option on a lab computer; doing so may give anyone else who uses that computer access to personal files). The Account and Comment fields should be left blank.
6. Click the **OK** button to connect.

Using from Off-Campus

WS_FTP can be used to access the campus file servers as well as WWW. When used to access the file servers from off-campus, WS_FTP will automatically connect to the personal account associated with the username and password entered in the Session Properties dialog box. When accessing a personal account (on Nova, Pulsar, or Memphis), *be sure to enter the Novell username and password (not necessarily the same as a Netpass username and password, or the Web server username and password).*

If access to a *different* file server is needed, such as a Shared space on Memphis or Pulsar, a few additional settings need to be included in the Session Properties dialog box. To access server space other than a Personal account, follow these steps:

1. Start WS_FTP. The **Session Properties** dialog box will appear. Enter the information for the server to which a connection is needed (see above for detailed steps). To connect to a file server, be sure to enter the full address, *i.e. **memphis.ithaca.edu or pulsar.ithaca.edu.***
2. After entering in the appropriate information, click the **Startup** tab.
3. In the **Initial Remote Site Folder**, enter the full path folder on the file server. The path is case sensitive, and must use forward slashes (/), **not** backslashes. *This is an important difference from on-campus using My Network Places.*
4. The path should begin with two (2) forward slashes, then a single forward slash between the other folder names, and should end with a forward slash. For example, to connect to a folder called "department forms" on Memphis\Shared, type in the path:
"//memphis/shared/department forms/"
 (As opposed to "\\memphis\shared\department folders\I in My Network Places which uses backslashes.)
5. Click the **OK** button to connect. Navigation through folders works as normal.

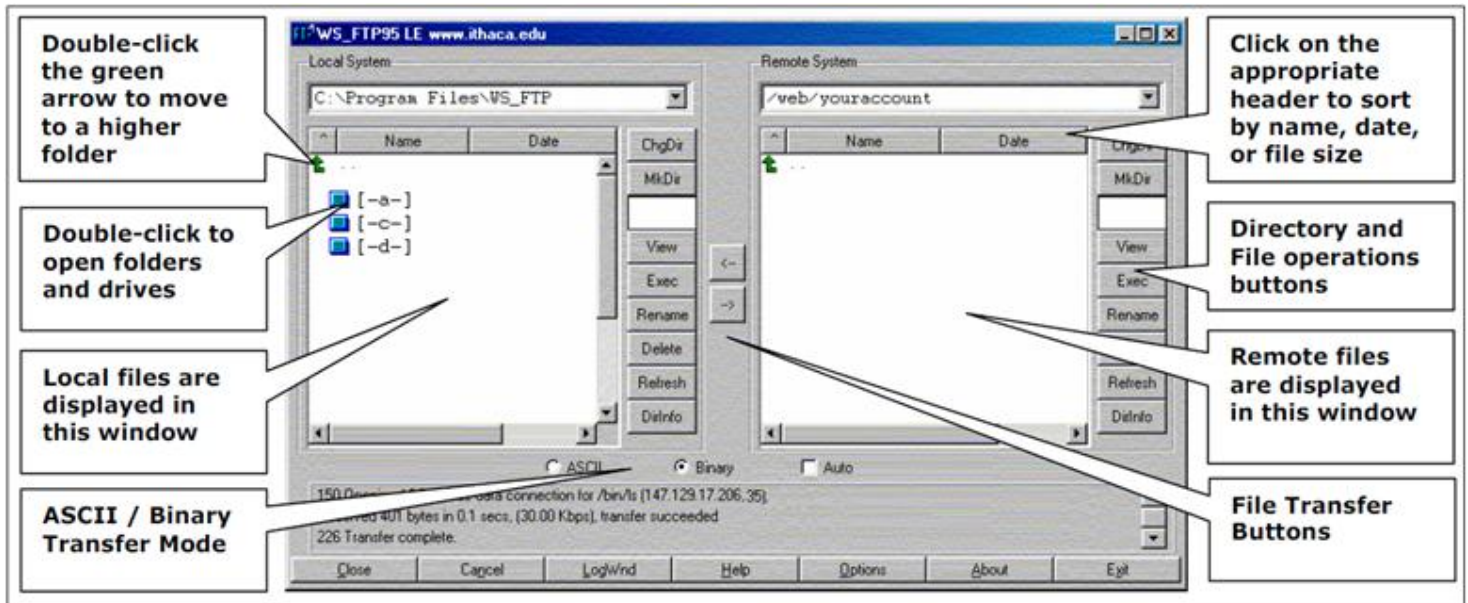
Transferring Files from WWW

Faculty and staff should only use the WWW method for their personal and non-academic department sites. Organizational sites, both student and non-student, should also use the WWW method. This can be done by using WS_FTP. When working an academic department Web site, the Web Profile Manager **MUST** be used to create and edit the content of the site. Note that when using the Web Profile Manager the overall design of the site cannot be changed.

WWW Method	Faculty and Staff	Personal and Non-Academic
Web Profile Manager	Faculty and Staff, Students	Academic and Organizational

The Main WS_FTP Window

Once a connection has been established, the main WS_FTP window will appear. This window is divided into two parts, showing the local directories and files on the left side (files on the computer being used), and the remote directories and files on the right side (files on the server). This window is used to transfer and manipulate files on the local computer and on the server. Navigating through these directories is very similar to navigation through folders in other Windows applications.



Transferring Files

Before transferring files from one system to another, first verify that the transfer mode is on the correct setting. Text files must be transferred in ASCII mode, graphic files and other types of files in Binary mode. Choose the appropriate mode by clicking "ASCII" or "Binary." Next, click on the file(s) to transfer. Then click the appropriate **File Transfer Button** (the arrows in the center of the WS_FTP window). The arrow pointing left will move the selected file from a server to the current location in the Local System window. The arrow pointing right will move files from the Local System to the server. As in most Windows programs, hold the **Control** key while clicking on files to select multiple files, and use the **Shift** key to select a continuous range of files. Double-clicking on a file on one system will automatically transfer it to the other system. It is important to note that when files are transferred, they are *copied* from one system to another, not *moved*; the original file will remain in its current location.

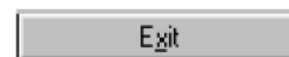
Close & Connect

The **Close** button, in the lower left corner, closes the current connection and changes to a **Connect** button once clicked. Use the **Connect** button to open a new connection to the same server, or to a new server.



Exit

The **Exit** button closes the connection and exits WS_FTP.

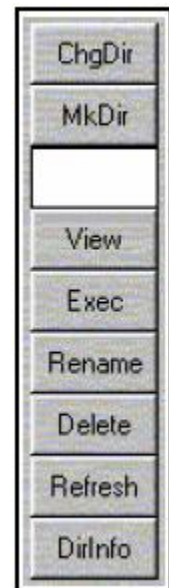


The Operation Buttons

The operations buttons are located on the right side of each half of the W5_FTP window. One set of buttons is for performing actions on local files and folders and one set is for files stored on the server. To perform an action on a file, click the file icon once to select it, then click the button for the appropriate action. The available actions are:

ChgDir	Change Directory: This is not an action specifically for files. ChgDir opens a prompt to enter a directory name and allows direct connection to the specified directory (rather than having to navigate to it through other directories).
MkDir	Make Directory: Click MkDir to make a new directory (new folder) inside the current folder.
View	Select a file, then click View to view the contents as a text file. This should only be used on text documents (files with the .txt, or .rtf extension).
Exec	Execute: Select a file, then click Exec to execute a program. If the computer supports the file type, WS_FTP launches the appropriate program and opens the file.
Rename	Select a file, then click Rename to change the name.
Refresh	Updates the contents of either the local or remote window to reflect recent changes.
Delete	Select a file, then click Delete to delete the selected file.
DirInfo	Directory Information: Displays information about the directory in a text file.

Operations Buttons



Tips & Tricks

Using WS_FTP in the General Access Computer Labs

WS_FTP profiles should not be created on general access computers (lab or public computers). If a general access computer is being used, leave the Profile Name blank. The Profile Name will default to the Host Name/Address. If an on-campus lab computer is being used, navigate through My Novell Folder (G), Network Neighborhood (Windows 98, etc.) or My Network Places (Windows XP) to access network storage space.

Setting the Initial Local Directory

When opening a connection through WS_FTP, the initial local system directory (the left side of the window) will be C:\Program Files\WS_FTP. It is possible to change this directory to a folder where specific files are kept, or to the Desktop. To change the default directory, start WS_FTP and click the Startup tab in the Session Properties window. Enter the path to the directory in the Initial Local Folder field (such as C:\My Documents\). Each time this profile is used, the directory specified will be the default startup location on the local system.

Accessing Files on the Network File Servers (such as Nova, Memphis or Pulsar)

When using WS_FTP with on-campus computers, Novell folders cannot be accessed by clicking and opening desktop shortcuts in the Local System window. To access files in a Novell account, use the ChgDir button and enter the path to the server and home directory. For example, to access a Novell folder on Pulsar, click ChgDir (in the Local System window) and enter \\Pulsar\Personal\ in the dialogue box.

For More Information

A variety of support services are available from ITS if you would like additional help:

Computer training on a variety of topics is available to faculty, staff, and students at no charge through the Technology Learning Center (TLC). Check out the current TLC training schedule online at <https://www.ithaca.edu/its/workshops>

Online documentation and tutorials on IC-supported computing software and systems are available at <https://www.ithaca.edu/its/traindoc>

Frontline computing support is available through the ITS Helpdesk in 104 Job Hall; send e-mail to helpdesk@ithaca.edu or call 607-274-1000.

Backline consulting support is available in the Technology Learning Center, room 101 Friends Hall.

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