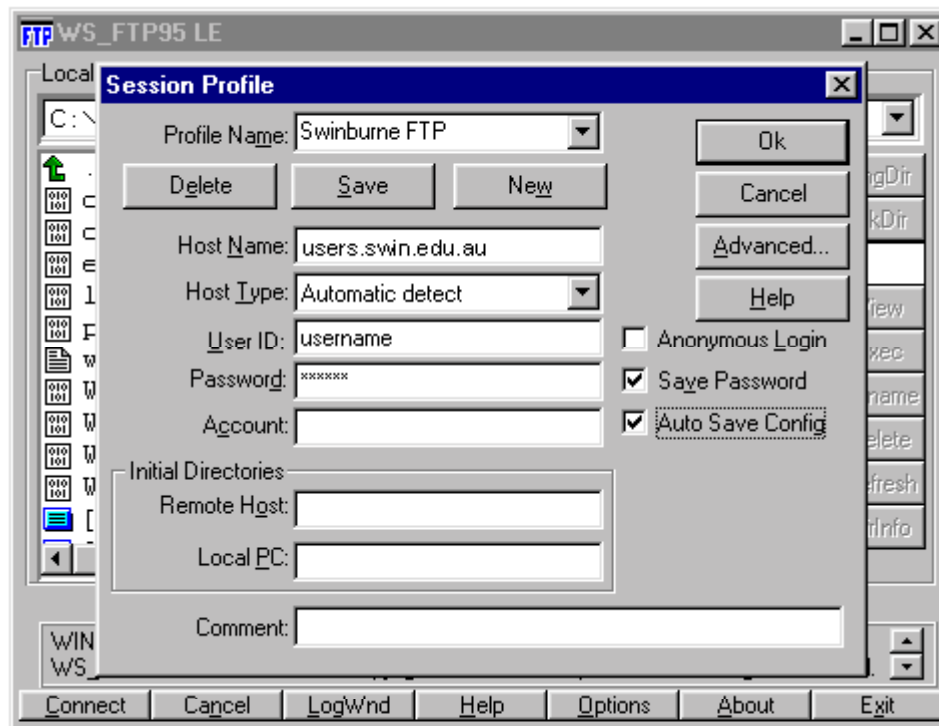


WS-FTP Setup and Usage

Step 1 - Configuring WS_FTP

FTP stands for "File Transfer Protocol." In simple terms, it is a technique for transferring files between computers on the Internet. It is relatively simple to learn to use an FTP program such as WS_FTP. You need enter only a few pieces of information into WS_FTP in order to make any FTP connection.

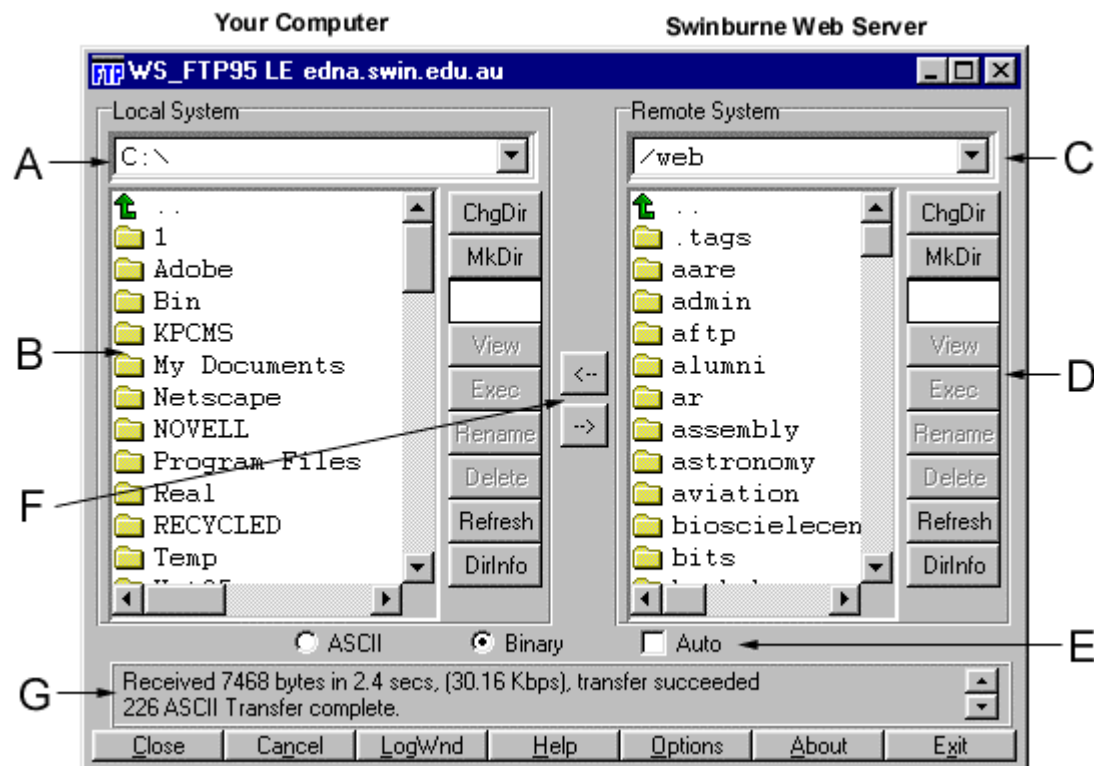
When you first run WS_FTP, you see this dialogue box (note that the fields will contain different information):



In the 'Session Profile..' dialogue box.

1	'Profile Name' is a word or phrase used to identify the computer that you will be connecting to, eg 'Swinburne FTP...'
2	'Host Name' is the Internet address of the computer to which you will be connecting, eg 'users.swin.edu.au'
3	'Host Type' is the type of operating system running the computer you are going to connect to. If 'Automatic detect' isn't selected then click on the down arrow and select it.
4	'User ID', when FTP-ing to your personal account, it will be your username.
5	Your 'Password' When FTP-ing to your 'edna.swin.edu.au' account.
6	'Save Password' should be activated. Click on the text of this option, or in the box to the left of it. The 'Save Password' option will--as its name implies--remember your password the next time you use this particular profile. If you're worried about other people being able to sneak into your account, you may want to leave this unchecked, but that's probably not a big concern for most people.
7	The 'Account' and 'Initial Directories' are items that need not be filled out, so there's no need to worry about setting them
8	Go to http://www.swin.edu.au/corporate/webmanager/ftp2.htm for instructions on how to transfer files using WS_FTP

Step 2 – Using WS_FTP



1	Locate the file(s) to be uploaded onto the server. Pointer A tells you what directory the WS-FTP application is looking in on the PC.
2	To change directories on your PC (Pointer B is the directory options and files available on the local PC), double-click on the directory or on the two dots (..) will take the WS-FTP application back one directory OR highlight the directory and click on the "ChgDir" button. If the file to be transferred appears, highlight it and continue.
3	Locate the directory into which you want to place the file(s). Pointer C shows what directory the WS-FTP application is looking at on the remote host machine.
4	To change directories on the HOST computer (Pointer D is the directory options and files available on the host computer), double-click on the directory or on the two dots (..) will take the WS-FTP application back one directory OR highlight the directory and click on the "ChgDir" button. If the file to be transferred appears, highlight it and continue.
5	Selecting the type of file to be transferred (Pointer E). Check to see it is Binary, if not click on the 'binary' word or in the check box next to it.
6	Select the arrow of which direction the file is being transferred (Pointer F).
7	Message box. Will tell when the transfer is complete and if it was successful (Pointer G).

Tips, Tricks and Traps

Check to make sure the path shown in either **Pointer A** or **Pointer C** is the destination of where the file is to be transferred.

Acknowledgement:

This help documentation is based upon FTP help documentation kindly supplied by the following organisations:

- Infostructure <http://www.mind.net/>
- University of Idaho <http://www.uidaho.edu/>

http://www.swin.edu.au/corporate/webmanager/ws_ftp/index.html

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