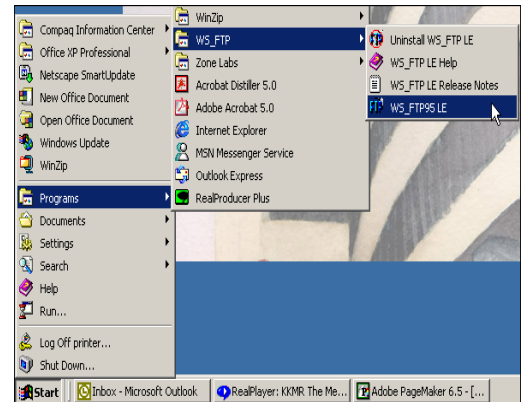


Learning to FTP with WS_FTP

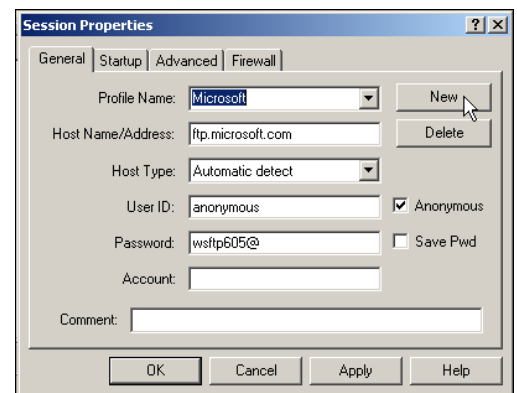
WS File Transfer Protocol, Limited Edition is an easy to use **file transfer program**. File Transfer Protocol (FTP) is a very common method of moving files between two Internet sites. FTP is a special way to login to another Internet site for the purposes of retrieving and/or sending files. Examples of remote sites are **ftp.microsoft.com** or an **IP address like 999.99.999.999 (imaginary number)**. There are many Internet sites that have established publicly accessible repositories of material that can be obtained using FTP, by logging in using the account name anonymous. Thus, these sites are called anonymous ftp servers. One of the sites that WS_FTP is available for download is **http://www.download.com**.

Getting Started with WS_FTP

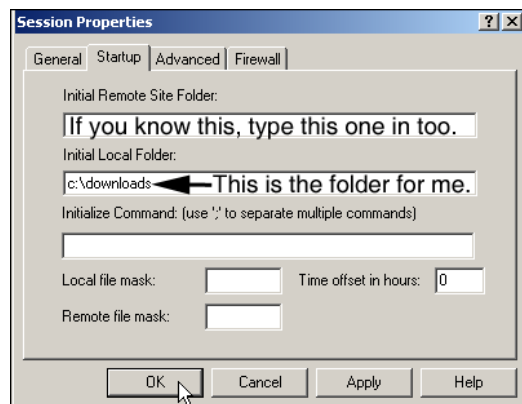
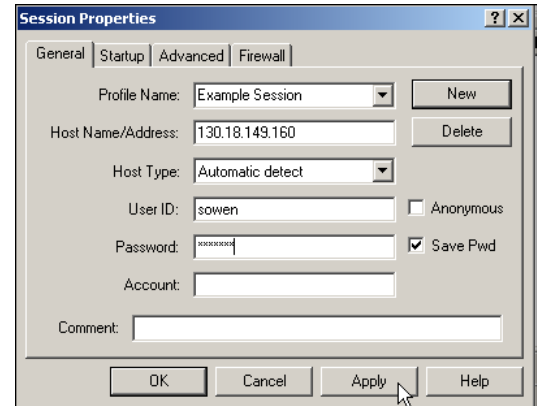
1. After downloading and installing the WS_FTP program, start the program WS_FTP LE by clicking on **START > PROGRAMS > WS_FTP > WS_FTP95 LE**. This program is the limited edition of WS_FTP Pro. So, for educational and personal use, it is considered freeware for users that are not using it for commercial uses.



2. To create a new FTP session, click the **NEW** button in the **SESSION PROPERTIES** window. This window will appear when you open the program. If not, click the **CONNECT** button in the main program window to make this window appear. In this window, you will be able to create, choose, or delete different FTP sessions that you will use on your computer.

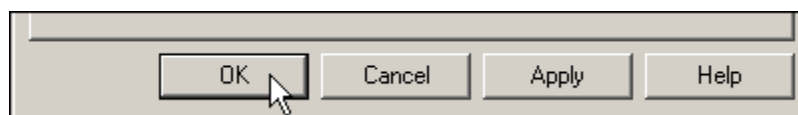


- Click on the **GENERAL** tab and type in a **PROFILE NAME** that you will remember. This is similar to saving your document with certain names. Then, type in the **HOST NAME, USER ID, AND PASSWORD**. Typically, these settings are provided to you by the System Administrator of the FTP location that you are using for this session.

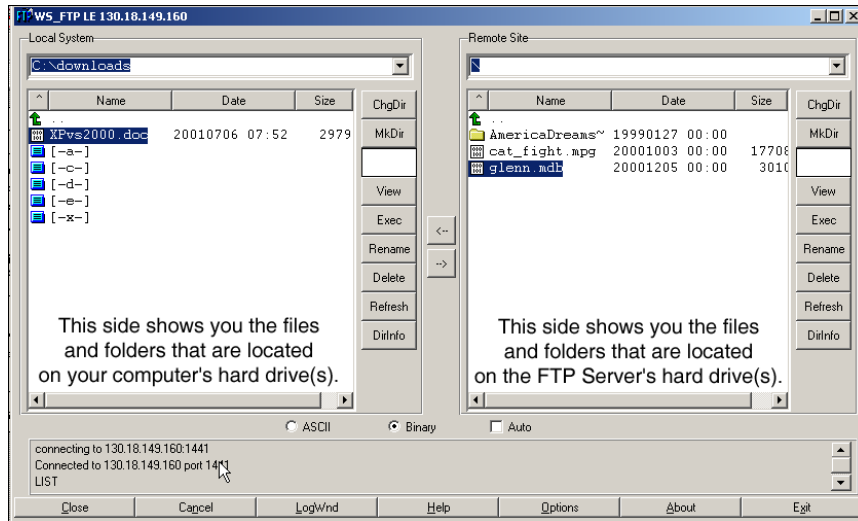


- Click on the **Startup** tab and set : **Initial Remote Site Folder** to a folder on the host site you would like the program to initially open to. Similarly set **Initial Local Folder** to a local folder on your hard drive you would like the program to initially open to. Click on the **Apply** button. Either of these locations can be changed again at any time.

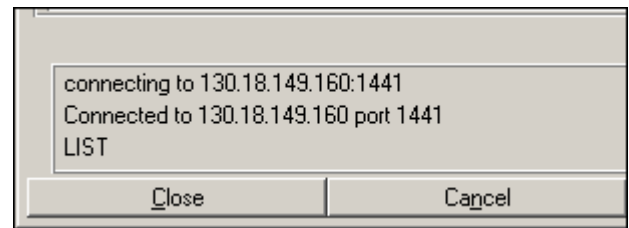
- After you are finished configuring all your settings for your FTP session, click the **OK** button located at the bottom of your **SESSION PROPERTIES** window. This will start the connection to the **FTP SERVER** that you configured in the past few steps.



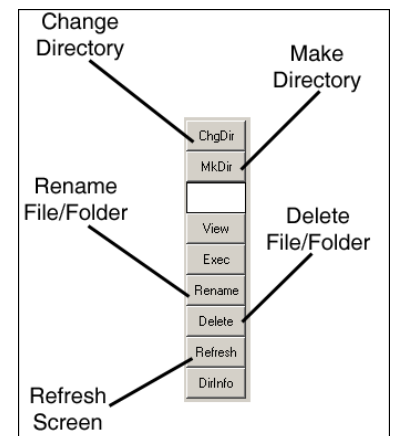
6. After that window closes, you will return to the main program window. The left side of the program window shows you the files and folders that are located on your local system. The right side of the program window will show you the files and folders that are at the remote site. However, the actual window that you will be viewing may appear different based on your account settings allowed by the System Administrator.



7. If you are successful in connecting to the FTP server you will get a status message similar to the image shown to the right.

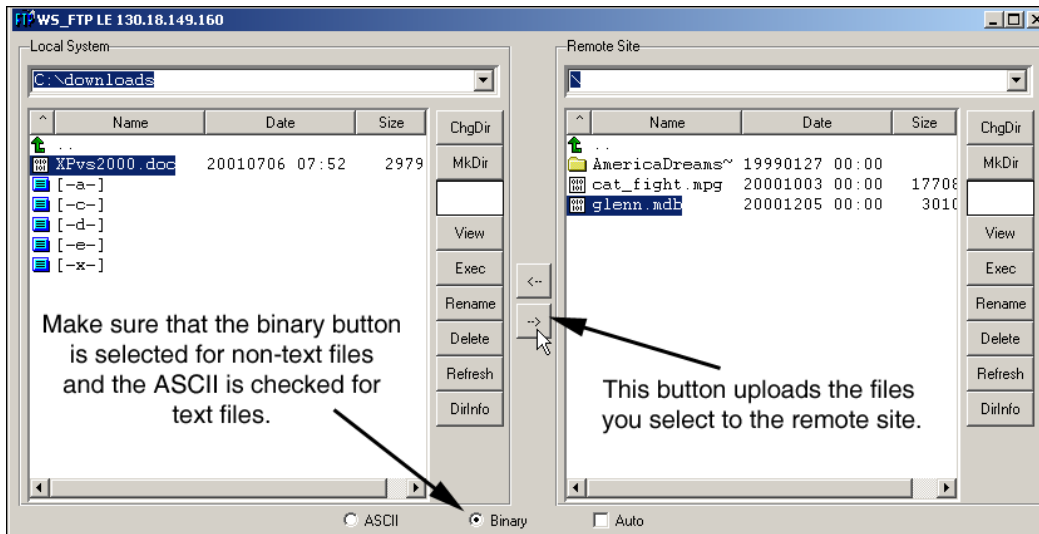


8. For both the remote site and the local site, there are respective vertical toolbars in the program with similar commands. The **CHGDIR** command allows a user to change directories. You can also do this by clicking the **GREEN UP ARROW**. The **MKDIR** command allows a user to make directories. The **RENAME** command allows a user to rename files or folders. The **REFRESH** command allows a user to refresh the folders that he or she is viewing on the screen. This helpful if other users are accessing the directories at the same time.

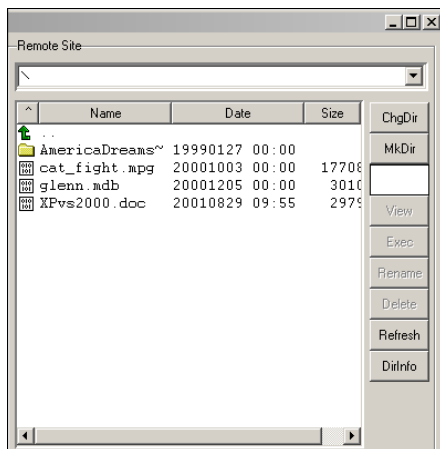
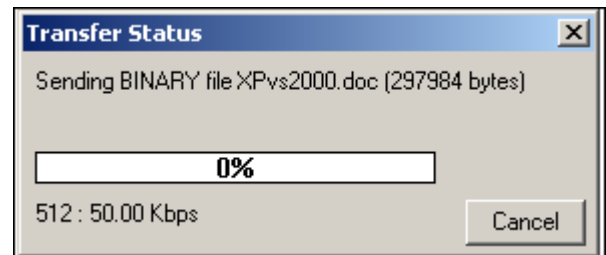


Uploading Files Using WS_FTP

1. Select the file or files on your local system that you want to upload. Click the **RIGHT ARROW** button located in the middle of the program window. This will start the upload process. Make sure that you are in right directory both locally and remotely to prevent placing the file in the wrong folder.



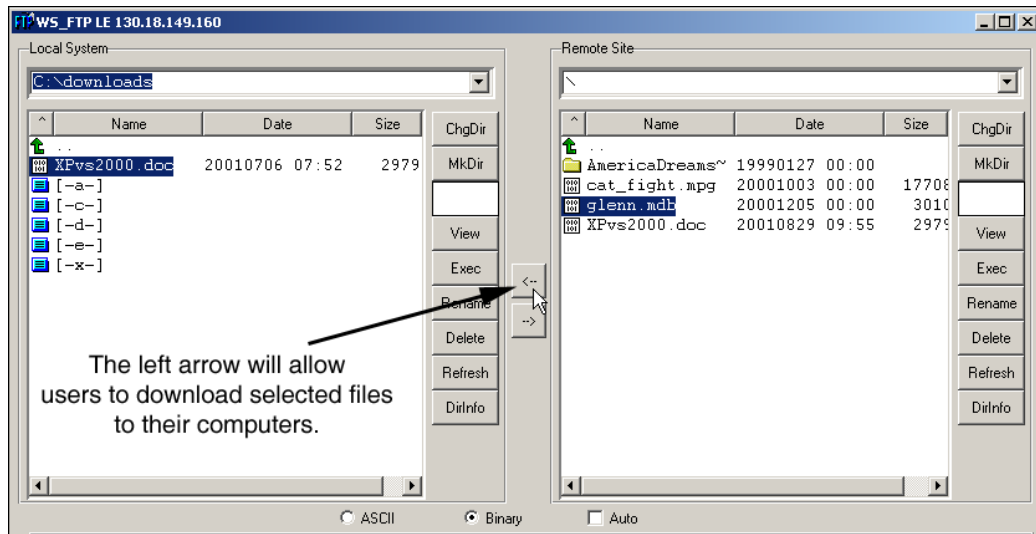
2. A **TRANSFER STATUS** window will appear showing you the progress of the upload.



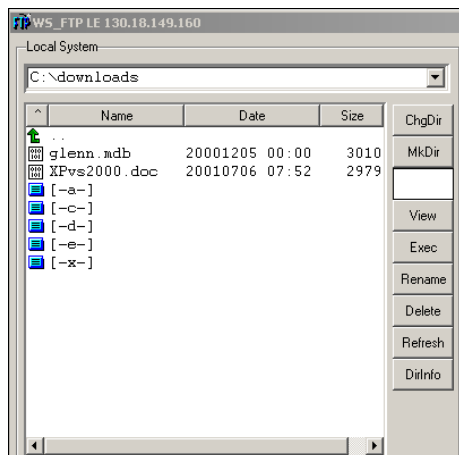
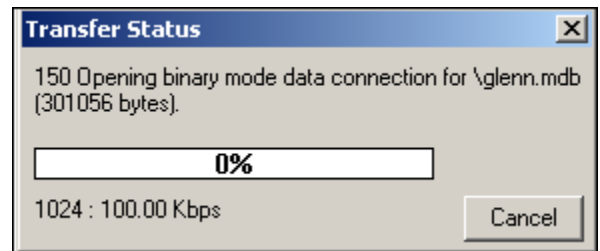
3. Your file should now have appeared in the remote site window. You can see that this did take place on the image shown on the left.

Downloading Files Using WS_FTP

1. Select the file or files on your local system that you want to upload. Click the **LEFT ARROW** button located in the middle of the program window. This will start the download process. Make sure that you are in right directory both locally and remotely to prevent placing the file in the wrong folder.



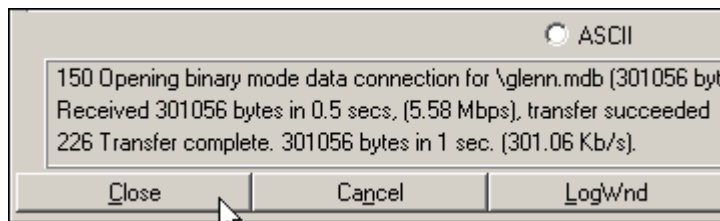
2. A **TRANSFER STATUS** window will appear showing you the progress of the download.



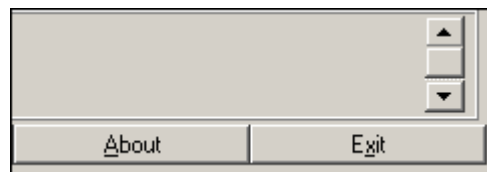
3. Your file should now have appeared in the remote site window. You can see that this did take place on the image shown on the left.

Finishing Your WS_FTP Session

1. When you have completed your FTP session, all you have to do to end the session is click the **CLOSE** button. You will get a message in the status window telling you that you have disconnected from the server that you had been using for this session.



2. After completing all WS_FTP activities, click the **EXIT** button to close the WS_FTP program. Remember FTP is a great tool to transfer files safely and efficiently. This protocol allows users to circumvent problems they encounter when attaching files to email messages, etc. So, have fun and like WS_FTP states after their installation, "Happy FTP'ing!".



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