

The FTP Application - Table of Contents

The FTP application lets you transfer files between your PC and a remote computer using the ARPANET standard File Transfer Protocol.

Menus

Select a menu item below to learn more about the contents of the menu.

Server menu

Options menu

Help menu

Topics

Overview

Summarizes the steps in a transfer

Procedure List

Shows a list of all procedures related to FTP

See Also

Map of Commands For the FTP command line user, describes how to use the Windows application

Server menu

<u>Disconnect</u>	Closes a connection with an FTP Server
<u>New Folder</u>	Makes a directory on the Remote/Local Host
<u>Remove Folder</u>	Deletes a selected folder.
<u>Copy Directory</u>	Copies a directory to or from a host.
<u>File function menu</u>	
Update	Refresh the contents of the panels
Exit	Exit the application

Options menu

<u>ASCII type</u>	Toggles to ASCII transfer type
<u>Binary type</u>	Toggles to binary transfer type
Save Settings on Exit	Settings will be saved on exit
Enable save password	Toggles enabling to save password
Save Settings Now	Settings are saved immediately

File function menu

<u>Copy</u>	Perform copying files
<u>Copy As</u>	Copy with name changing
<u>reTransfer</u>	Reget or reput a file
<u>Append</u>	Append one file to another
<u>Rename</u>	Rename a selected file
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<u>Preview</u>	View a selected file

Help menu

<u>Contents</u>	FTP Help Table of Contents
<u>Search for Help On</u>	Search functionally in the Help System
About	Shows the About dialog

FTP - Map of FTP commands

This section is for the FTP user familiar with the syntax of the FTP command line. It provides mapping between the FTP commands and the FTP applications user interface.

FTP command	Topic
append	Appending one File to another
ascii	Transfer Options
bell	Transfer Options
binary	Transfer Options
bye	Use Exit to exit the FTP application
cd	Change the working directory in a remote machine
close	Closing an FTP session
delete	Deleting a File
debug	Toggle debugging mode
dir	List of the current remote directory is displayed
form	Set to "non-print"
get	Copying files
glob	List boxes display files
hash	Status of transfer will always be displayed
help	Use the Help system
lcd	Change local directory via ftp tools.
ls	List of the current remote directory is displayed
mdelete	Deleting a File
mget	Copying files
mdir	List of the current remote directory is displayed
mkdir	Make a Directory
mls	List of the current remote directory is displayed
mode	Is set to stream
mput	Copying files
open	Connecting to an FTP server
prompt	Setting Confirmation Options
!(go to DOS)	Use Windows to go to DOS
put	Copying files
pwd	Current directory is displayed in statusbar.
quit	Use Exit to exit the FTP application
quote	Sending a string to a server
reget	Retransfer files partially
recv	Copying files
remotehelp	Determining what commands a server supports
rename	Renaming Files
rmdir	Deleting Files and Directories
status	Show current settings
sendport	Connecting to an FTP server
struct	Set to file
take	Not supported in Windows
tenex	Not supported in Windows
type	Transfer Options
user	Changing User id
verbose	All responses from the server are displayed
?	Use the Help system

FTP - Search for Help On command

This topic gives help by using the Search dialog box in WinHelp.

FTP - How to Use Help

This topic gives help by using the main commands in WinHelp.

FTP - Procedures

[Appending one file to another](#)

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[Setting Transfer Options](#)

FTP - Setting Transfer Options

You can configure the format of the file transfer. You can also configure the program to beep upon completing a transfer.

Setting transfer format

1. Choose one of the two transfer formats:

ASCII - a plain text file format. This is the default type.

Binary - preserves special characters (should be used to transfer executables, *.com, etc. files).

There is no special checking on the selections to determine if this is appropriate. For example, if you select a **.exe** file and select ASCII as the transfer type, you will not be notified.

This format will be in effect until you change it or close the connection.

Beep on end of transfer

If you wish to be notified at the end of the transfer:

1. Press the Beep button on page.

FTP - How to perform a transfer

A file transfer moves files from remote machine to your local machine or sends files from your machine to a remote machine. You can also delete files on and append files to the remote machine.

To perform a transfer of files, you must first Connect to an FTP server. This establishes a connection between the machines.

Next you must Select Files to Transfer. Based on the files you have selected, set up Transfer Options. Transfer Options control the format of the file transfer, and whether you will be prompted during the transfer of files. Having set your transfer options, you can Transfer your Files. You may repeat this sequence as well as copying, deleting, and appending files.

While you are connected, you can perform a number of tasks on the FTP server, using various server options.

When you are done, you can Disconnect from the FTP server.

FTP - Appending one File to another

Appending a file concatenates the selected file to another file. You may append a local file to a remote one.

To append a file

1. Select a file. An arrow will appear to indicate the direction of the proposed transfer.
2. Verify that the Transfer Options(beep, Transfer As) be configured appropriately.
3. Choose the **Append** button.
4. If confirmation is turned on for Append, you will be asked to confirm the directory and name of the file targeted for the append operation. The default is to use the same file name in the current directory on the file system to which you are moving the file.

See Also

Selecting Multiple Files

Setting Confirmation Options

FTP - Selecting multiple file names

You can select more than one file at a time. You can do so by using either the mouse or the keyboard. Position your cursor within the list box, and use one of the following procedures:

Using the mouse

To select two or more items in sequence

1. Click the first file or directory you want to select.
2. Press and hold down SHIFT while you click the last file or directory in the group.

To select two or more items out of sequence

Press and hold down CTRL while you click each file or directory.

To cancel a selection

Press and hold down CTRL while you click the selection file or directory.

Using the keyboard

To select two or more items out of sequence:

1. Use the arrow keys to move to the first file or directory you want to select
2. Press and release SHIFT + F8. The selection cursor begins to blink
3. Move to the next item you want to select
4. Press the SPACEBAR to select each file or directory
5. Press SHIFT + F8 when you finish selecting files.

To cancel a selection

1. Press and release SHIFT + F8 so that the selection cursor begins to blink
2. Move to the selection you want to cancel and then press the SPACEBAR
3. Press SHIFT + F8 when you finish canceling selections.

FTP - Disconnecting From an FTP Server

To close a connection to the current FTP server, you have to choose Disconnect from the Server menu or press the Disconnect button on the toolbar.

FTP - connecting to an FTP Server

To establish the link between your PC and a remote computer running a server implementation of FTP, fulfil the following actions:

On the **Login as** page

1. Select an FTP server from the list of hosts defined in your hosts file by clicking on it. If you do not have a list of hosts and you know the IP address of the FTP server, you can enter it in the edit field.
2. Enter a username and password.

Note: Check **Use Anonymous Login** if you wish to log in with the name "anonymous".

3. If you wish to communicate via a specific port on the FTP server, enter a Port Number in the **Send Port** field. Otherwise, leave this field's default as 21.
4. Select the operating system type that uses the FTP server. The **UNIX** system type is used by default.
5. Click the **Connect** button to establish the connection.

To cancel an attempt to connect, click on **Cancel**. The information you have entered is discarded, and you are returned to the main TabForm.

FTP - Making a new Directory

You may create a directory on the FTP server or on one of your local drives.

To create a directory locally

1. From the **Server** menu, choose **Make Directory**, then choose the menu item **Local**
2. Enter a path to the directory you wish to create
3. Press **Enter** or click left mouse button on the empty area.

To create a directory on the FTP server

To do so, your PC must be connected to a server.

1. From the **Server** menu, choose **Make Directory**, then choose the menu item **Remote**
2. Enter a path to the directory you wish to create
3. Press **Enter** or click left mouse button on the empty area.

FTP - Changing Directory

You may change a directory on the FTP server or on one of your local drives.

To change a directory locally

1. Selecting and changing a working directory is the same as for the Windows Explorer.

To change to a different directory on the FTP server

To do so, your PC must be connected to a server.

1. From the **Server** menu, choose **Change directory**, then choose the menu item **Remote**.
2. Enter a path to the directory to which you wish to change. The path you enter should be in the syntax appropriate for the server to which your PC has a connection. For example, for a **UNIX** server, you might enter

/server/unix/directory

3. Choose **OK**.

There are another way of changing to a different directory on the FTP server:

- If you double-click your mouse button on the name with a folder icon, FTP will change to that directory.

FTP - Remove a Directory

You may remove a directory on the FTP server or on one of your local drives. You can delete a file directory only if it is empty.

To remove a directory locally

1. Select a folder to be removed on local tree view.
2. From the **Server** menu, choose **Remove Folder**. If confirm is on, a dialog box will bring up.
3. Choose **OK**.

You can also just press the **Delete** key after the step #1.

To remove a directory on the FTP server

To do so, your PC must be connected to a server.

1. Select a folder to be removed on the remote list view.
2. From the **Server** menu, choose **Remove Folder**. If confirm is on, a dialog box will bring up.
3. Choose **OK**.

You may also just press the **Delete** key after the step #1.

FTP - Determining What Commands an FTP server Supports

Each FTP server may support a different subset of FTP commands. This may cause the server to be unable to execute certain features. If you need to determine what commands your current FTP server supports, you can do so by using the Remote Help feature. You can also get help for an individual command.

To determine what commands an FTP server supports

1. If you have not already done so, Connect to the Server
2. Choose the **Quote** page from the main TabForm.
3. Choose **Show Commands Supported by the Server**.
4. Choose **OK**. A list of the commands supported by that server will be displayed.

To get help for a specific FTP command

1. If you have not already done so, Connect to the Server
2. Choose the **Quote** page from the main TabForm.
3. Choose **Get Help for Commands** and enter the name of the command in the input field. For example, enter "pwd"
4. Choose **OK**. The FTP server's help for that command will be displayed.

FTP - Change User command

During an FTP session you may want to change your user name without disconnecting from the session. To do so, you must be connected to a sever.

To change user name

1. Select the **Login as** page from the TabForm. This will bring up a Login dialog box.
2. Enter the new user name and password.
3. Choose **Change User** to confirm your Login. If there is a problem with your Login, you will be returned to the Login dialog box and given another chance to Login. If your Login is successful, you will be returned to the session.

To cancel changing user name

1. Just select another page from the TabForm.

FTP - Quote command

You may send a direct command to the FTP server. To do so, your PC must be connected to a server.

To send a string

1. From the **Options** Menu, choose **Quote**. This will bring up the Quote dialog.
2. Enter the string you want to send in the input field, and choose Quote to send the string. The response from the server will be displayed. (Quote commands that require a data connection, such as STOR, NLST and LIST, will not work with current version of FTP.)

To dismiss the Quote dialog

Just select another page from the main TabForm.

FTP - Set Confirmation command

You can set whether or not you will be asked to confirm a transfer on Copy, Delete, Append, and file Overwrites. To change the confirmation settings, choose the **Settings** page from the main TabForm.

Then

1. Select Copy, Append, Delete, or Overwrite if you want to be asked to confirm whether to continue when you are performing a file operation.
2. Remove the selection if you don't want to be prompted.

FTP - Display Current Settings command

You may get a summary of Current Settings for this session of FTP. You do not have to be connected to a server.

To view current settings

1. Select the **Settings** tab from the main TabForm. This will bring up a page that displays the current status of your FTP session.
2. To toggle debugging mode click right mouse button on status view area. The menu will pop ups. Select **Debug**. When debugging is on, ftp prints each command sent to the remote machine, preceded by the string -->.

FTP - Copying directories

You may copy a directory on the FTP server or on one of your local drives. You can copy a full subtree (all files from all subdirectories) or the first-level files only.

To copy a directory

1. If you have not already done so, Connect to the Server
2. From the **Server** menu, choose **Copy Directory...** A dialog box will appear on your screen prompting you to specify a destination directory and a mode of operation.
3. Specify the destination directory if it differs from the current one.
4. Check the **Include Subdirectories** check box as you need. If checked, this check box enables copying the selected directory subtree and all files from all subdirectories. Otherwise, only the selected directory and its files will be copied.
5. Click **OK** to confirm copying, or **Cancel** to cancel the Directory operation.

FTP - Copying Files

Copying a file duplicates the selected file to the other file system. You may copy a local file to a remote one, or a remote file to a local one. Copy can be accomplished by using **Copy**, which assumes that you want to use the same name, or **Copy As**, which will prompt you for a new name for the file. Use **Copy As** to transfer a **UNIX** file that uses a file name not conforming to DOS file naming conventions. Specify a DOS-conforming file name in the destination file input box.

NOTE: Copy, Copy As, Append, Delete, and Rename can only be used with files, not directories.

To copy a file

1. Select a file in either the local or remote list of files. A status bar letter will appear to indicate the current working panel.

Note: **Copy As** can only be used with one file at a time.

2. Verify that the Transfer Options (Transfer As, beep) be configured appropriately.
3. Choose the **Copy selected file(s)** or **Copy file with another name** button from the toolbar, or from the Server/File functions menu, choose **Copy** or **Copy As...** item.
4. If confirmation is turned on for Copy, you will be asked to confirm the directory and name of the file you have selected. If you are doing a **Copy As**, you are always prompted for a new name and the **Copy As**-dialog brings up.
5. While the transfer is in progress, the status of the transfer is displayed.

You can perform the **Copy**, not **Copy As**, by just dragging the selected files and dropping them on the target panel.

To cancel a copy

If you are copying multiple files, you can cancel the Copy operation.

1. If prompting is on, you can either choose **Cancel** to cancel the copying of the remaining files, or choose **NO** to skip copying this file.
 2. If prompting is off, you can choose the **Cancel** button on the progress dialog.
- The copy will be canceled, but any files that have already been copied will exist on the target file system.

See Also

Selecting Multiple Files

Rename

Setting Confirmation Options

FTP - Reget or reput files partially

Retransfer acts like Copy except that if a selected file exists and is smaller than the file on another side, the file is presumed to be a partially transferred copy of the file from another side and the transfer is continued from the apparent point of failure. This command is useful when transferring very large files over networks that are prone to dropping connections.

To retransfer a selected file

1. Select file.
2. Choose **reTransfer** from the Server/File functions menu or press the appropriate button on the toolbar.

See Also

[Appending one file to another](#)

FTP - Renaming Files

Renaming a file changes the name of the file. Rename does not support simultaneous moving that file. You may rename both local and remote files.

To rename a file

1. Select a file. You may not select multiple files for Rename.
2. Click on a selected file.
3. Enter a new name for the file.

To cancel a Rename

You can cancel a Rename by pressing the ESC key.

See Also

[Selecting Multiple Files](#)

[Copy, Copy As](#)

FTP - Deleting files

Deleting a file removes it from its file system. You may delete local and remote files.

To delete files

1. Select one or several files
2. Press the **Delete selected files** toolbars button or the **Delete** key on a keyboard, or select the **Server/File functions/Delete** menu
3. If confirmation is turned on for Delete, you will be asked to confirm the deletion.

To cancel a delete

If you are deleting multiple files, you can cancel the delete.

1. Choose **Cancel**.

The delete will be canceled, but any files that have already been deleted cannot be restored.

See Also

[Selecting Multiple Files](#)

[Setting Confirmation Options](#)

FTP - Setting a Port

You can set a Port Number when you Connect to the Server

While performing the Connection, enter a Port number in the Send Port field. This Port number will be used throughout the session. An optional port number may be supplied, in which case **FTP** will attempt to contact an **FTP server** at that port. Many services take advantage of well-known ports for their activity. Port number 21 usually used for FTP client.

Port Number

The number of a port or logical communication channel on the network. Many services take advantage of well-known ports for their activity.

FTP - Previewing Files

FTP allows you to display a portion (up to the first 32K) of specified client or server files in the Preview window.

To view file

The simplest way to preview a file is to select it from the Client or Server File Names list box and click the button on the toolbar (or choose **Preview** from the **Server/File operations** menu). You can preview multiple files the same way. If you are previewing a server file, FTP transfers data from the server file to a temporary file on your PC, cancels the transfer after receiving 32K, and then displays the contents of the temporary file in the Notepad. When you close the window, the temporary PC file is deleted. FTP always uses the ASCII file transfer method for previewing server files. Undisplayable characters in a binary file are changed to a period.

