

## WS-FTP

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### To Load WS-FTP

Double click the Internet Access icon on the Windows 95 Desktop and double click the WS-FTP95LE icon from the folder window.

### To Connect to a Remote Server or FTP Site

Launching WS-FTP should automatically open the Session Properties window. In the Session Name/ Address box, type the address of the host you would like to connect to (example: gsaix2.cc.gasou.edu). Type your login id into the User ID box and your login password into the Password box. Click the OK button to connect to the host computer.

### Local System vs Remote System

Once a connection to the host computer has been made, drives and directories from your local workstation are displayed in the left-hand window. The Local System window at the top of the left-hand window displays the contents of the current drive and directory on the local computer (the one you are currently working at). By scrolling down on the left-hand window's scroll bar, you can find other drives on your local computer to switch to. The Remote System window at the top of the right-hand window displays the contents of the current drive and directory of the host computer (the one you connected to). If you are logged into the GSAIX2 computer, you should see a mail folder. This contains any files you may have received through e-mail. If you have requested a World Wide Web page, you may see a public\_html folder. This is where all Web documents and graphics for your home page should be put.

### To Transfer Files

To transfer a file from your local computer to the host computer, select the drive and directory on the local system that contains the file you wish to transfer, open up the folder on the remote system where you would like to transfer the file, click the file one time in the Local System window, and click the right-hand arrow button in the middle of the screen to transfer the file to the selected folder in the Remote System folder.

To transfer a file from the host computer to your local computer, select the folder on the remote system that contains the file you wish to transfer, select the drive and directory on the local system where you would like to transfer the file, click the file one time in the Remote System window, and click the left-hand arrow button in the middle of the screen to transfer the file to the selected folder in the Local System folder.

Multiple files may also be transferred by holding down the <CTRL> key on the keyboard and clicking once with the mouse each file to be transferred. Once the files have been selected, follow the above directions to transfer them.

### To Make Directories

WS-FTP allows you to create directories (also known as folders) on the local and remote systems. To make a directory, select the drive and folder on the local system or just the folder on the remote system where you would like to create the directory, click the Mkdir button in either the Local System or Remote System window, enter the name for the directory, and click the OK button.

### To Rename Files and Directories

WS-FTP allows you to rename files and directories on the local and remote systems. To rename a file or directory, click one time on the file or directory you would like to rename, click the Rename button in either the Local System or Remote System window (wherever the file or directory is located), enter the new name for the file or directory, and click the OK button.

## To Delete Files and Directories

WS FTP allows you to delete files and directories on the local and remote systems. To delete a file or directory, click one time on the file or directory you would like to delete, click the Delete button in either the Local System or Remote System window, and click the Yes button to confirm the delete.

## To Change File Permissions

File permissions can only be changed for files located on the remote system. It is important to check file permissions on any html or graphic files to be viewed via the World Wide Web. To check a file's current permissions, click one time on the file in the Remote System window, point at the file and click the right mouse button, and select the chmod menu option in the pull down menu. Any files to be viewed over the Internet should have the following permissions given (or checked off):

Owner: Read, Write, and Execute

Group: Read and Execute

Other: Read and Execute

NOTE: Do not give the Group or Owner categories "Write" permissions. Click the OK button when all necessary file permissions have been assigned.

## To Download WS-FTP to Your Computer

Open a Web browser (Netscape or Internet Explorer) and go to: <http://www.ipswitch.com/downloads/>

The Limited Edition of WS-FTP is free for anyone using the software for educational purposes. However, you may choose to download the professional version of WS-FTP, evaluate it for 30 days, and then purchase it. Whichever version you choose to download, follow the directions given at the Web site, and download the executable file to a temporary directory on your computer. Once the file is downloaded, click the Start button in the bottom left-hand corner of the Windows 95 desktop, go to Settings and select Control Panel. Double-click the Add/Remove Programs icon, click the Install button, click Next, click Browse to locate the file you downloaded, and click Finish to complete the installation of the program.