

## FTP - A Beginner's Guide

### What is FTP?

FTP (File Transfer Protocol) is the simplest and most secure way to exchange files over the Internet. Whether you know it or not, you most likely use FTP all the time.

The most common use for FTP is to *download* files from the Internet. Because of this, FTP is the backbone of the [MP3](#) music craze, and vital to most online auction and game enthusiasts. In addition, the ability to transfer files back-and-forth makes FTP essential for anyone creating a Web page, amateurs and professionals alike.

When *downloading* a file from the Internet you're actually *transferring* the file to your computer from another computer over the Internet. This is why the T (transfer) is in FTP. You may not know where the computer is that the file is coming from but you most likely know it's [URL](#) or Internet address.

An FTP address looks a lot like an [HTTP](#), or Website, address except it uses the prefix *ftp://* instead of *http://*.

Example Website address: <http://www.FTPplanet.com>

Example FTP site address: <ftp://ftp.FTPplanet.com>

Most often, a computer with an FTP address is dedicated to receive an FTP connection. Just as a computer that is set up to host Web pages is referred to as a *Web server* or *Website*, a computer dedicated to receiving an FTP connection is referred to as an *FTP server* or *FTP site*.

### What is an FTP Site?

An FTP site is like a large filing cabinet. With a traditional filing cabinet, the person who does the filing has the option to label and organize the files however they see fit. They also decide which files to keep locked and which remain public. It is the same with an FTP site.

The virtual 'key' to get into an FTP site is the *UserID* and *Password*. If the creator of the FTP site is willing to give everyone access to the files, the *UserID* is 'anonymous' and the *Password* is your e-mail address (e.g. name@domain.com). If the FTP site is not public, there will be a unique *UserID* and *Password* for each person who is granted access.

When connecting to an FTP site that allows *anonymous* logins, you're frequently not prompted for a name and password. Hence, when *downloading* from the Internet, you most likely are using an anonymous FTP login and you don't even know it.

To make an FTP connection you can use a standard Web browser (Internet Explorer, Netscape, etc.) or a dedicated FTP software program referred to as an FTP 'Client'.

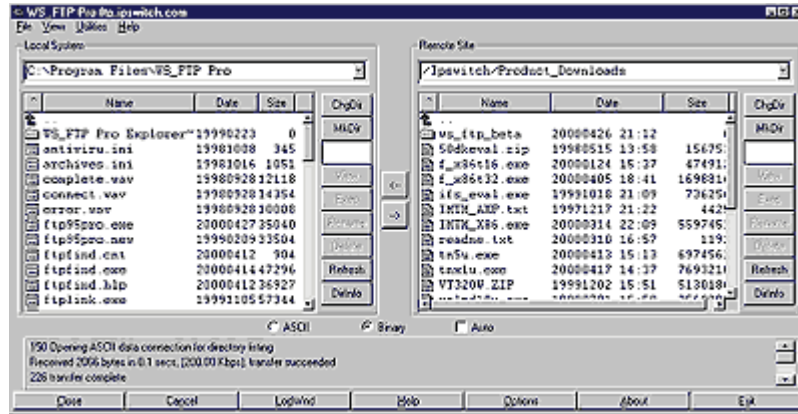
When using a Web browser for an FTP connection, FTP uploads are difficult, or sometimes impossible, and downloads are not protected (not recommended for uploading or downloading large files).

When connecting with an FTP Client, uploads and downloads couldn't be easier, and you have added security and additional features. For one, you're able to *resume* a download that did not successfully finish, which is a very nice feature for people using dial-up connections who frequently lose their Internet connection.

## What is an FTP Client?

An FTP Client is software that is designed to transfer files back-and-forth between two computers over the Internet. It needs to be installed on your computer and can only be used with a live connection to the Internet.

The classic FTP Client look is a two-pane design. The pane on the left displays the files on your computer and the pane on the right displays the files on the *remote* computer.



File transfers are as easy as dragging-and-dropping files from one pane to the other or by highlighting a file and clicking one of the direction arrows located between the panes.

Additional features of the FTP Client include: multiple file transfer; the auto re-get or resuming feature; a queuing utility; the scheduling feature; an FTP find utility; a synchronize utility; and for the advanced user, a scripting utility.

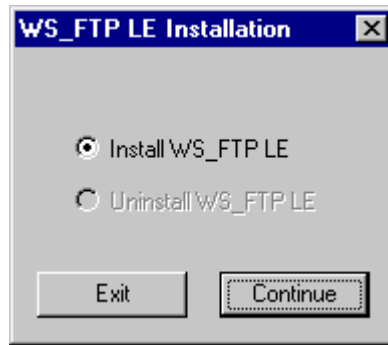
All of these features will be explained in later tutorials. First you need to download and install an FTP Client.

## Installing WS\_FTP LE

**WS\_FTP LE** is a shareware, limited edition, version of **WS\_FTP Pro** that is made available free to educational users, government employees (U.S. local, state, federal and military) or to non-business home users.

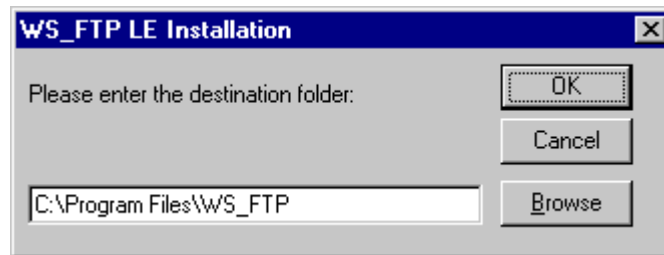
Double-click on **ws\_ftple.exe** to install WS\_FTP LE on your computer.

Double-clicking the **WS\_FTP LE icon** will start the installation wizard for WS\_FTP LE.

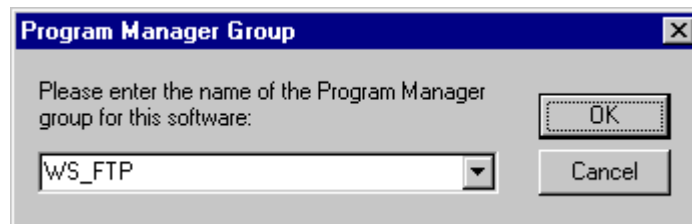


Click on the **Continue** button to install WS\_FTP LE. Follow the directions on each screen, answering the various questions regarding your use of the product.

When prompted, install WS\_FTP LE in its default directory.



Likewise, use the default Program Manager group.



Congratulations, you have successfully installed WS\_FTP LE.

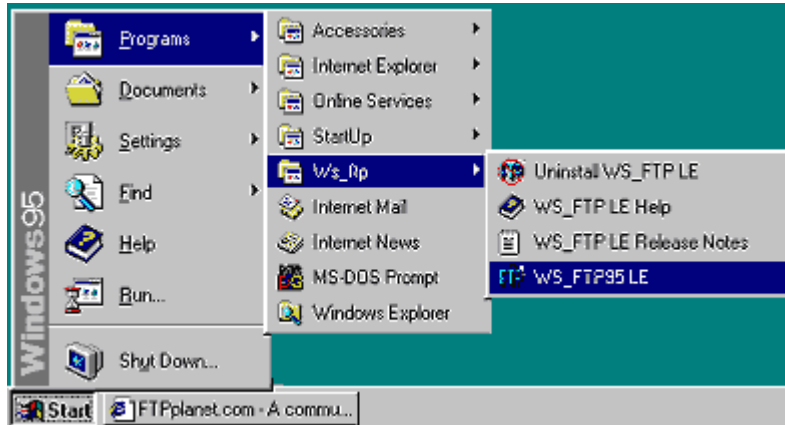


## Connecting with WS\_FTP LE

The fastest, most reliable way to upload or download files is through FTP.

**Step 1** - Connect your computer to the Internet.

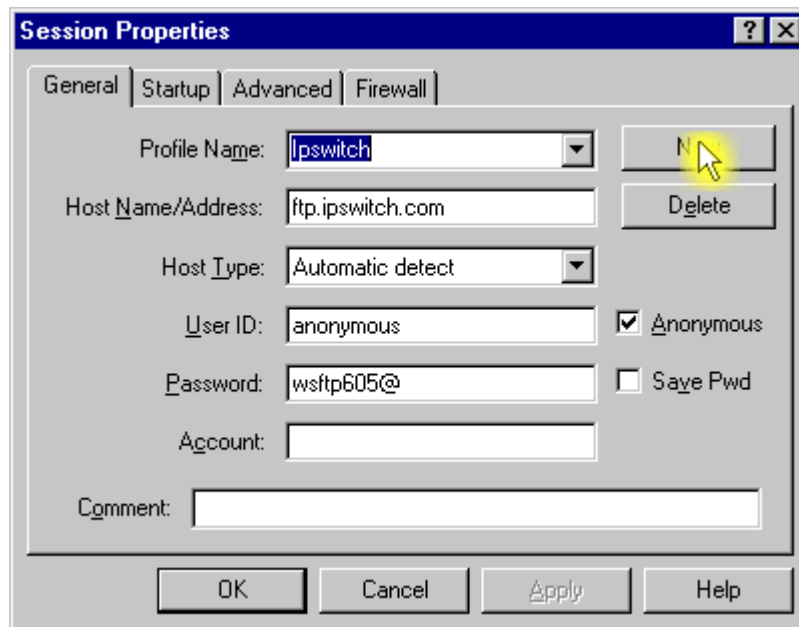
**Step 2** - Launch **WS\_FTP LE** by clicking on the **Start** button and then selecting **Programs**, then **WS\_FTP**, and then **WS\_FTP95 LE**.



**Step 3** - Connecting to an FTP site:

When **WS\_FTP LE** first launches, it opens the **Session Properties** window. Here is where you select which FTP site you want to connect to for this 'session'.

From this Session Properties window, click on the **New** button.



All fields should go blank. Now you can create a new FTP site 'Profile'. The following information is what you'll need to connect to an FTP site:

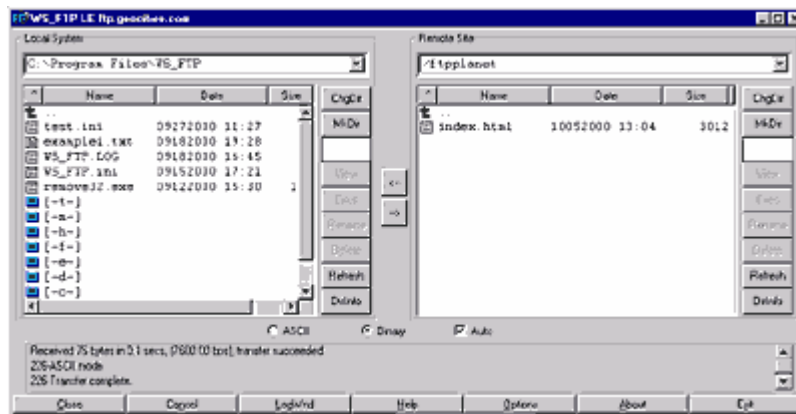
<b>Profile Name</b>	THE FTP SITE NAME
<b>Host Name/Address</b>	THE FTP ADDRESS
<b>User ID</b>	YOUR USER NAME
<b>Password</b>	YOUR PASSWORD

Enter these values into the 'Session Properties'.

Be sure to check 'Save Password' so that you don't have to re-enter it every time you go to connect. Now click the **Apply** button. Congratulations, you have successfully created an 'FTP Profile' in WS\_FTP LE!

Now Click on the **OK** button and WS\_FTP LE will connect you to your site. If you have speakers on your computer, you'll hear a sound when you've successfully connected.

Your screen should now look like this:



The **left-hand side** is a view of the files on your 'Local System' (your computer). The **right-hand side** is a view of the files on the 'Remote System' (Internet site).

To transfer files between the left and right side, highlight a file and click on one of the two arrows located in between the panes.

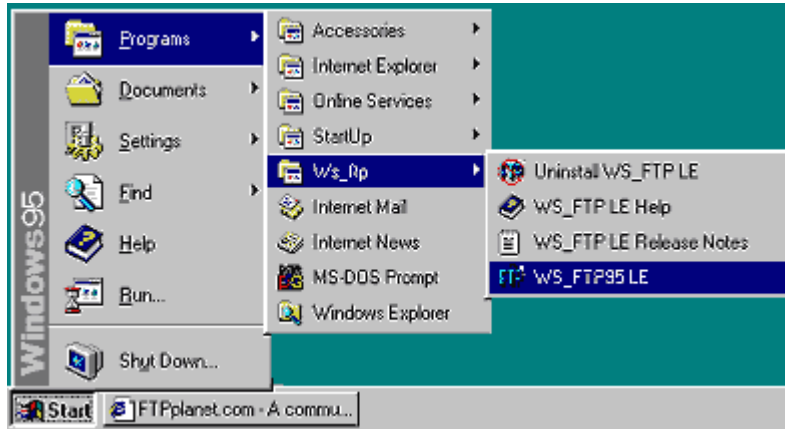


**Note:** The default view of your Local System (left pane) is 'C:\Program Files\WS\_FTP'. You can move up to 'C:\Program Files' by double-clicking the green up-arrow. To move up to 'C:\', double-click the up arrow again. To change to another drive letter, scroll down and double-click on any available drive.

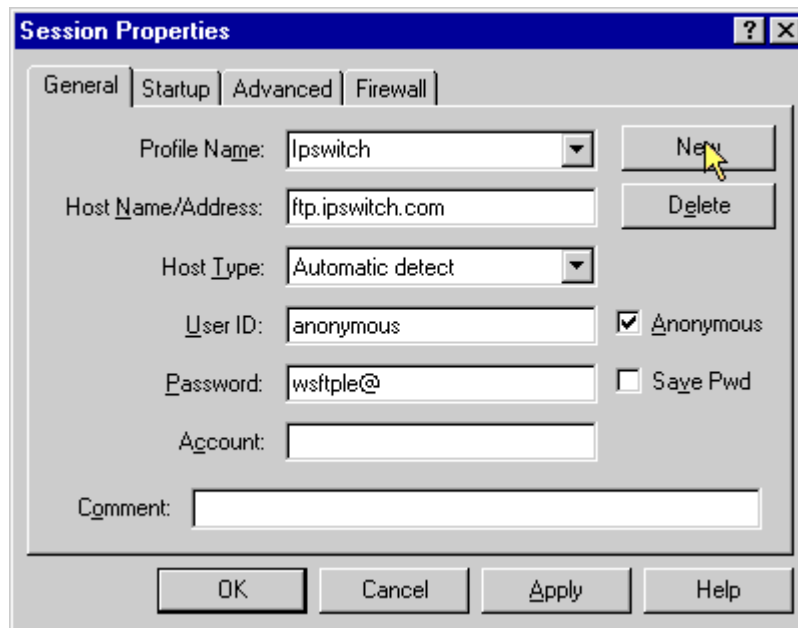
**WEB TIP:** Always name your 'homepage' **index.html**.

## WS\_FTP LE Interactive Transfer Tutorial

Let's start by opening *WS\_FTP LE*. This is done by clicking on the **Start** button and then select **Programs**, then **WS\_FTP LE**, and then **WS\_FTP LE**.



When you open *WS\_FTP LE*, you're taken directly to the **Session Properties Window**. This is where you select which FTP site you'd like to connect to. For this tutorial, we're going to connect to a new FTP site so please click on the **New** button located near the top right-hand side of the *Session Properties Window*.



When you click the *New button*, all the fields will go blank. To connect to a new FTP site, you'll need to know the following information:

**Profile Name:** This is a nickname of sorts, use for storing all the information of your FTP site. It can be anything you like.

**Host Name/Address:** This is the Internet address of the FTP site you want to connect to.

**User ID:** This is a security feature for gaining access to an FTP site.

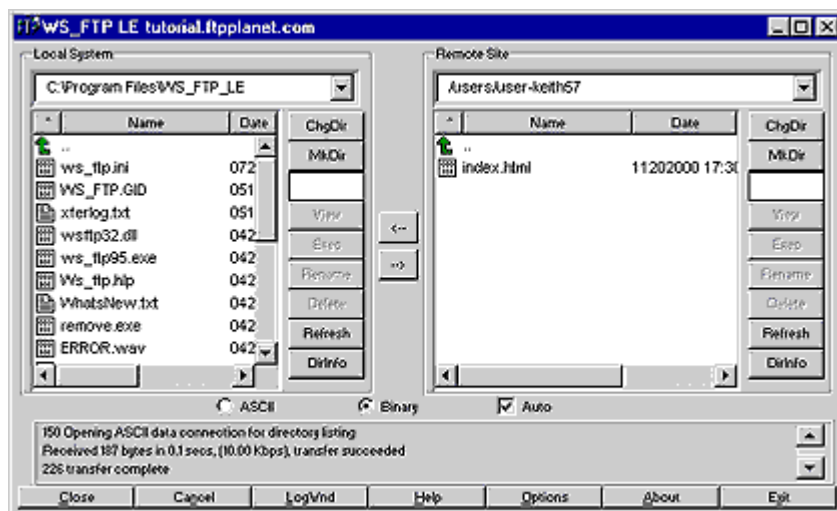
**Password:** This is a security feature for gaining access to an FTP site.

This information depends on your website and must be supplied by your service provider.

When your *Session Properties Window* has the appropriate values entered, you're ready to connect!

Click the **OK** button and *WS\_FTP LE* will connect you to the FTP site. If you have speakers on your computer, you'll hear the sound when you've successfully connected.

Your *WS\_FTP LE* screen should now look similar to this:



The left side (or left pane) is a view of the files on your computer, or your **Local System**. The right side is a view of the files on your personal Web space or **Remote Site**.

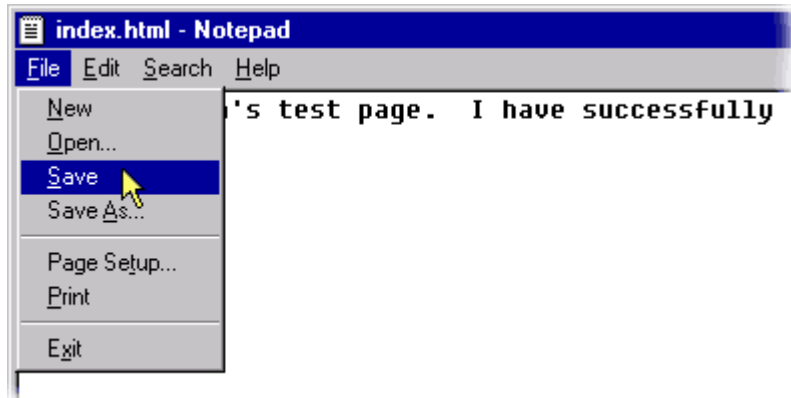
For this tutorial we will create a file called **index.html**, which is the default "home page" file for all websites. This means that when users type the web address of your site in, this is the first file which is loaded and displayed.

At this point you might want to create a folder on your harddrive to store your website files.

Now open Notepad by clicking on Start, selecting accessories and selecting Notepad.

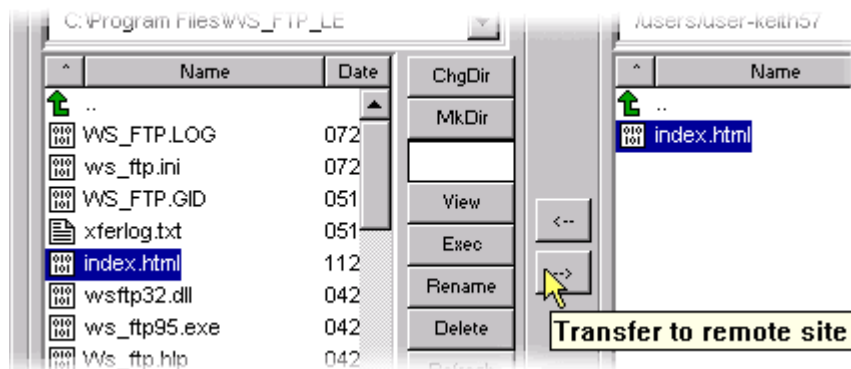
Now, type the following text in Notepad: "This is my test page. I have successfully transferred a file over the Internet using WS\_FTP LE."

Save your changes in *Notepad* by clicking **File** from the menu and then selecting **Save as**. Save the file on your c-drive in the folder where you want your website files to be located, and make a note of where you saved it. Then exit *Notepad* by clicking **File** from the menu and then selecting **Exit**.

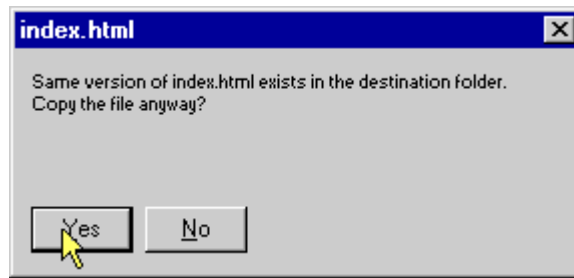


With your changes saved to your *index.html* file on your *Local System*, it's time to transfer the file up to the *Remote Site*.

Navigate to the folder where your file is stored by double-clicking and (..) and the various folder names until the contents of the folder where your file is located appears in the left pane. Highlight the file *index.html* on your *Local System* by clicking on it once. Then click the right transfer arrow located between the right and left panes.



WS\_FTP LE will then transfer *index.html* file from your *Local System* to your *Remote Site*. WS\_FTP LE might inform you that there is already a file on your *Remote Site* named *index.html*, and ask you if sure you'd like to overwrite it.



Click the **Yes** button, which will overwrite the existing *index.html* file that is already on your *Remote Site* with the modified *index.html* file you're uploading from your *Local System*. If you have speakers on your computer, you'll hear the sound when you've successfully transferred.

You can now test your new website by opening Internet Explorer and typing your web address in the Address bar. The text you typed in Notepad should appear as your first web page!