Accessing

The School Network

via

FTP

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1 What Is FTP

1.1 FTP stands for **F**ile **T**ransfer **P**rogram. It is an industry standard mechanism for moving files between computers on the Internet. It has been in existence for quite some time, is widely used and indeed is the primary means of uploading websites.

1.2 It is a simple mechanism that does one thing only, but that very reliably.

1.3 The purpose of the program is the moving of files between the local computer and the remote computer, in either direction.

2 What Are The Advantages

2.1 Unlike other means of moving data commonly in use this mechanism is less prone to physical failure. Floppy disks are a recipe for disaster and always go wrong at some stage. ZIP disks have larger capacity and are much more robust but are individually expensive, as well as requiring a costly ZIP drive to function. CDROMs are inexpensive and portable but need CD burners and are prone to scratching.

2.2 As long as you have a network connection to the school computer you will have access to the FTP functions of the school. Since the school computers are always on the Internet the connection should be made on your end to the Internet to enable the connection. As long as your modem and phone line are working you should have no problems.

3 What Are The Disadvantages

3.1 As FTP is being used in this case across the Internet, and connecting to the Internet requires an Internet connection, the cost is the cost of your Internet connection! This means that if you are connecting via a dial-up connection to your ISP the cost of the phone call is the cost of the duration of the connection.

3.2 However, for most typically sized files this connection will not be too long; in any case it will be a much smaller amount that you would be willing to pay to recover your major project file from a fried floppy disk the before it is due to be submitted!

3.3 There is also the cost of getting on the Internet in the first place. However, as you are probably going to be connecting to the Internet anyway this is probably a cost you'd face in any case.

3.4 Another more significant issue is the question of whether the local or remote file is the more current. It is not unknown to download an older version of a file and overwrite a newer version – this removing the newer version. Concentrate!

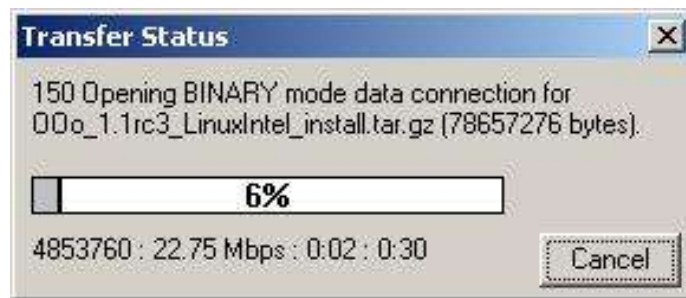## 4 What Do I Need To Use FTP

4.1 You need:

- Functioning Internet Connection

- FTP Client Software

4.2 For anyone with an already functioning Internet connection you already have the first item; you might also have the second. If not, FTP client software can freely be downloaded from the

Internet from: **http://www.ftpplanet.com/download.htm** It is also available on CDROM from the school to save you the time involved with downloading.

5 How Long Does It Take

5.1 FTP is not time-expensive for smaller files. For extremely large files it is very time consuming. But this tends to be true for all files. Most of your files will download fairly quickly unless they contain large numbers of images.

5.2 The dialog below shows a transfer in progress. This file is 78,657,276 bytes in size – that's the same as 52 floppy disks. Because the sample dialog box shown here was made on the Central Technical Institute *internal* network the speed is *very* high; the transfer has so far taken 2 seconds in this image and will complete in 30.

5.3 On a home computer connecting via dial up you will see the same transfer dialog, but the numbers will be different. A typical 100K file would transfer at a rate of over 3K per second – meaning that the transfer would take about half a minute. This figure is approximately correct for a 56K modem.

6 Installation

6.1 **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.

6.2 In order to install WS_FTP LE, you must have the installation file **ws_ftple.exe** on your computer. If you don't have this file get it as described at 4 above.

6.3 Once you have the installation program, you'll need to 'execute' **ws_ftple.exe** to install WS_FTP LE on your computer. This is done by double-clicking the **WS_FTP LE icon** that's on your CD (if you got the program from the school). (Note: depending on your personal Windows settings, you may or may not see the '.exe' following the 'ws_ftple' in the file name).

6.4

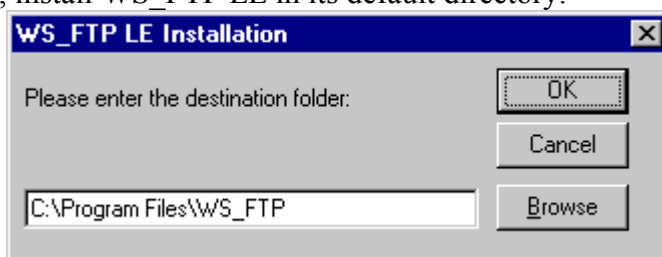6.5 Double-clicking the **WS_FTP LE icon** will start the installation wizard for WS_FTP LE.

6.6

6.7 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.
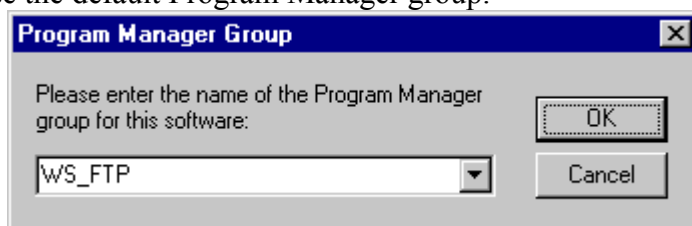
6.8 When prompted, install WS_FTP LE in its default directory.

6.9

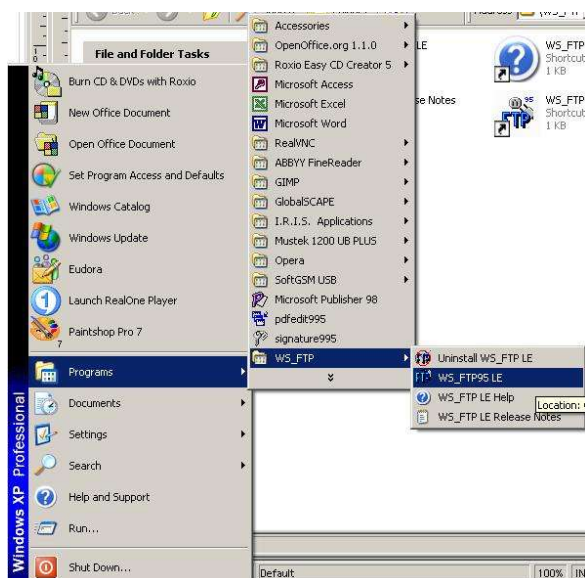**6.10** Likewise, use the default Program Manager group.

6.11

6.12 When you see this you have successfully installed WS_FTP LE:

6.13

7 Starting FTP

7.1 Click on **Start** and then on **Programs.** Click on the **WS_FTP** group and choose **WS_FTP_LE**
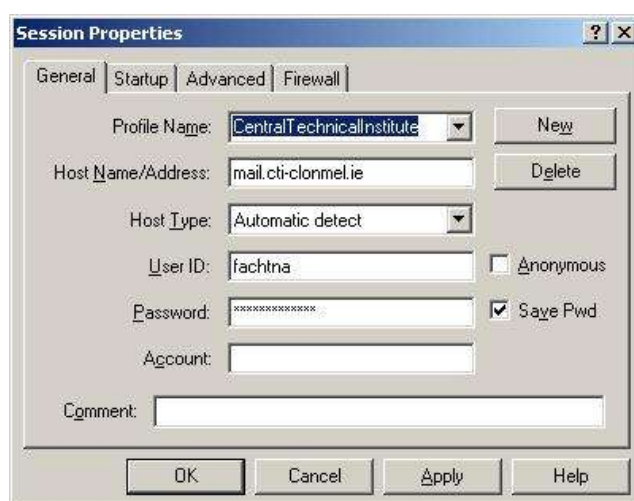

7.2 For simplicity you can just refer to the program as **FTP**.

8 Configuration

8.1 You are required to provide details of the computer you intend connecting to. You must provide the following:

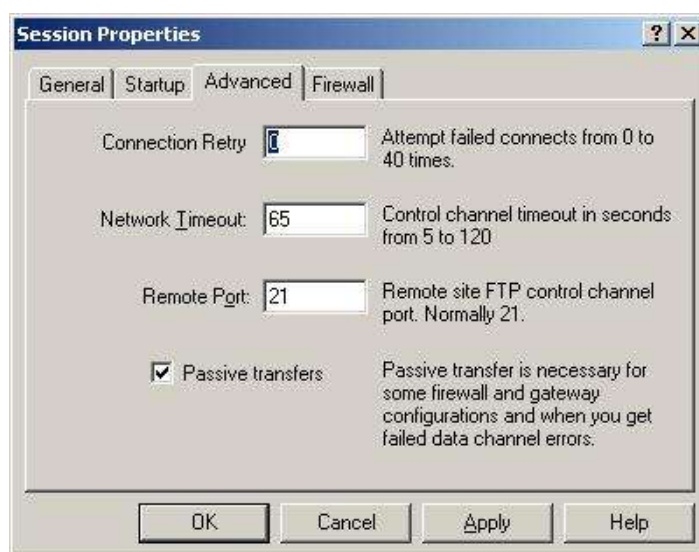| Profile Name	Any meaningful name (in the example below: **CentralTechnicalInstitute** has been used)
Host Name	mail.cti-clonmel.ie
User ID	Your regular username used when logging in
Password	Your regular password used when logging in
Save Pwd	Should be checked if you want the program to remember your password. This is a security risk under Windows if other people use the same computer.

9 Preferred Settings

9.1 You might prefer to have the computer change to specified directories when you log in. If so, click on **Startup** and indicate the directories (folders) you prefer. In the example below, the folder **C:\Documents And Settings\Active Files** has been specified. Under Microsoft Windows 2000 the Documents And Settings folder is where user files are stored. Under other versions of Windows, such as Windows 95/98 the folder My Documents is used. You need not specify any folder here, but if you find yourself regularly changing to the same folder on either the local or remote side you can automate the process by specifying that folder here.
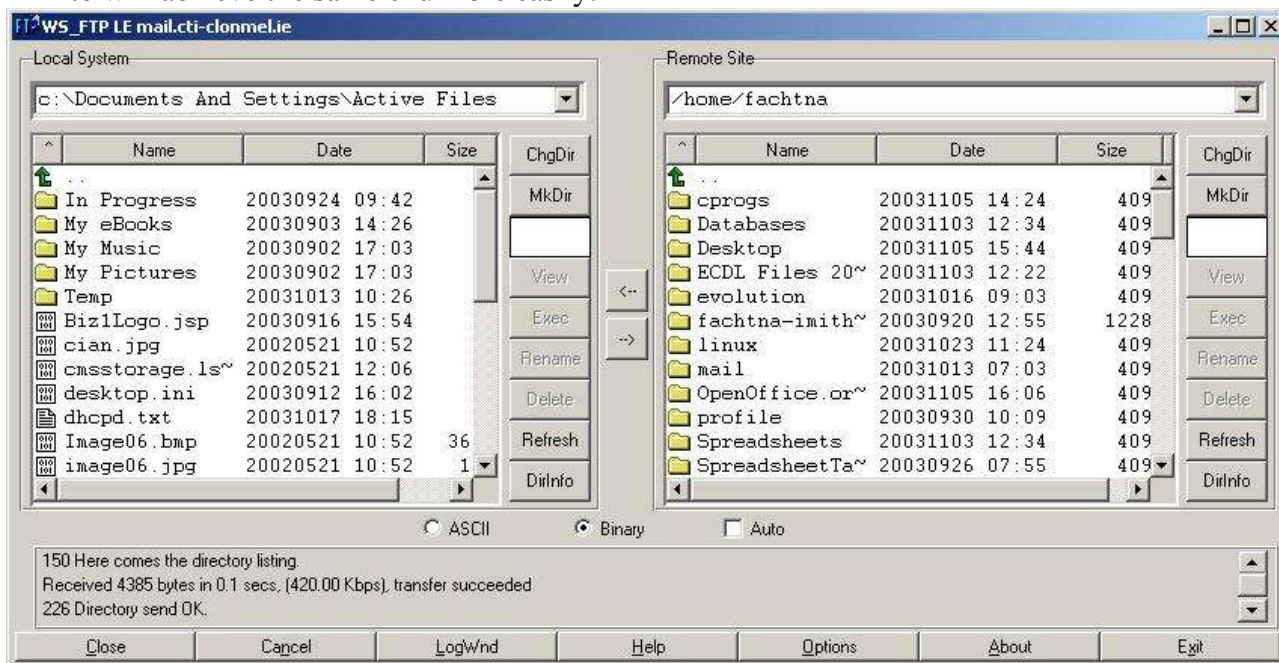
10 Gotcha!

10.1 One common problem that can occur (apart from having the wrong username/password) is the transfer mode. For 90% of the connection problems that occur, changing the transfer mode to or from **Passive** will resolve the problem. Some FTP servers want passive, others don't. This option is available from the **Advanced** tab as shown here:

11 The FTP Screen

11.1 A sample screen is shown below. On the left is the **Local System** and on the right is the **Remote Site**. For each file system there is a scrollbar to move the window contents. There is a **ChgDir** button for changing directory but double-clicking on the directory you wish to change to will achieve the same end more easily.
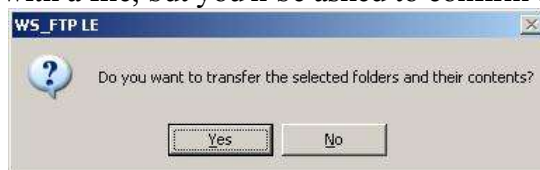

12 Downloading A File

12.1 To download a file drag it from the list on the right to the list on the left. *Do this to take a copy of the file onto your home computer in order to work with it.*

13 Uploading A File

13.1 To upload a file drag it from the list on the left to the list on the right. *Do this after you have worked with the copy of your file and want to put the copy onto the school network.*

14 Uploading/Downloading A Directory

14.1 This is the same as with a file, but you'll be asked to confirm the transfer.

15 Resuming A Transfer

15.1 An interrupted transfer can sometimes be resumed. Just navigate to the same directories and request the transfer again. You should see this type of dialog: