WS_FTP is the leading FTP Client program with millions of users worldwide.

IPSWITCH

WS_FTP

Professional

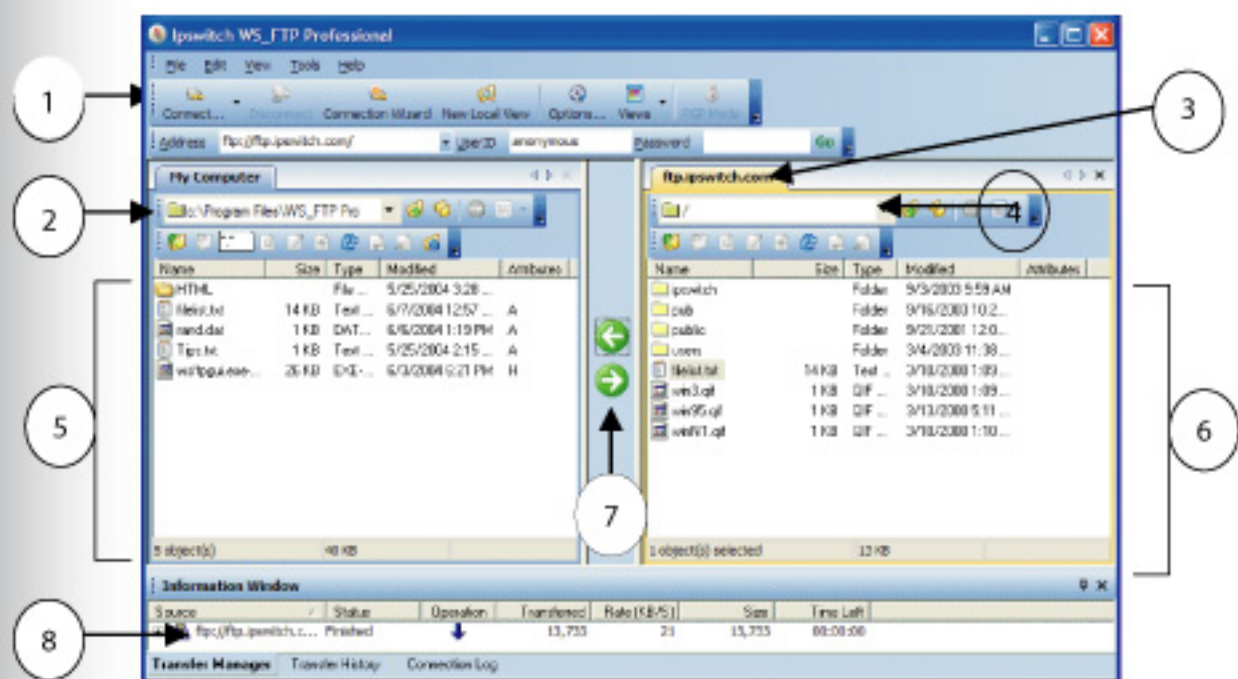**Professional**

Welcome to Ipswitch WS_FTP Professional

Welcome to WS_FTP, which uses FTP (File Transfer Protocol) to quickly and securely transfer files between client computers and FTP servers on the Internet. It especially decreases the time it takes to download large files to your computer.

How WS_FTP Works

When your computer is connected to the Internet, WS_FTP can connect to any system that has a valid Internet address and contains an FTP server program. Once a connection is established, you can upload files/folders to the FTP server, and download files/folders from the FTP server.

The WS_FTP Window

When connected to an FTP server, WS_FTP displays the contents of your local machine on the left, and the contents of the remote FTP server on the right. See below for screen details.

1 - The toolbar.
2 - The current drive path and folder on your computer.
3 - The name you entered for the remote connection in the connection wizard (Site Name).
4 - The current drive path and folder on the remote FTP server.
5 - The files and folders on your local computer. Also called the local system list.
6 - The files and folders on the remote FTP server. Also called the remote system list.
7 - The transfer arrows are used to upload and download files, or you can drag and drop.
8 - The Information Window provides details of each transfer. The Transfer Manager tab displays the status, size and rate transfer. The Connection tab shows the status of the connection with the FTP server.

System Requirements

> Windows 98/SE/Me/NT/2000/XP, Windows 2003 Server
> 16MB of RAM for Windows 98/SE/Me; 32MB of RAM for Windows NT/2000/XP
> 8MB of Disk Space

What Do You Need?
You must obtain the following information, usually from the FTP server administrator or your ISP, to make a connection:

Server Address: Every FTP server has a name, also called a hostname, (ftp.ipswitch.com, and an IP address (156.21.50.255). You can connect using either.

User Name: To connect to an FTP server, you must login with a userID (User Name)

Password: You must also have a valid password.

Installation
The following process is the same for first-time installation, upgrades and for replacing an evaluation version with a purchased version.

1. If you currently have WS_FTP installed, close all instances of it.
2. Insert the CD-ROM into a drive. If the Welcome screen does not appear, select Start > Run, and enter the drive path followed by autorun.exe. Example: D:\autorun
3. Follow the instructions on each screen.

Notes: If you are upgrading, or replacing an evaluation version with a purchased version, be sure to install the new version in the same location as the previous version.

Getting Started
The following section explains how to make a connection to a remote FTP server, and walks you through the precess of transferring a file.

Step 1 - Making the First Connection
When WS_FTP is first opened, the New Connection wizard helps you connect to an FTP server, providing instructions and examples on each screen. The wizard also saves the connection, similar to saving a favorite, so that you can easily re-connect later. (If the wizard is not displayed, select Connection Wizard in the toolbar.)

Some servers allow anonymous logins, which allow you to enter "anonymous" as a User Name and an email address as the password. You can test this by connecting to the Ipswitch FTP server (ftp.ipswitch.com). FTP servers that allow you to upload files usually require you to enter a User Name, Password, and sometimes an account number or name.

Step 2 - Transferring a file
Once you have connected to a server, you can transfer files in one of 3 ways:

Transfer Arrows
- Download files to your computer
- Upload to an FTP server

Drag and Drop Click on a file and hold the left mouse button while you drag the file to where you want to transfer it. Select multiple files by holding down the Ctrl button while selecting. As you drag the files, the cursor changes as shown:

Copy and Paste Select a file, right click, then select Copy. Then, right-click where you want to transfer the file, and select Paste.

The following section explains how to transfer files using the transfer arrows...

Downloading a file

1. Select the directory you want to download the file to in the Local System list (My Computer).
2. In the Remote System list (ftp server), browse to the file by clicking the folder it is stored in.
3. Select the file you want to download.
4. Click the download transfer arrow.
5. When the file download is complete, it appears in the Local System list.

Uploading a file

1. Select the directory you want to upload the file to in the Remote System list.
2. In the Local System list, select the file you want to upload.
3. Click the upload transfer arrow.
4. When the upload is complete, the file appears in the Remote System list.

What's Next?

Now that you know how to connect to a server, and make a transfer, you can use some of the other WS_FTP features listed below to make transferring files even easier and more efficient.

Securing your File Transfers

WS_FTP provides the following ways to secure and protect your files while they are being transferred: SSL, SFTP, PGP. For detailed information on each of these as well as other ways to secure your files, see the WS_FTP Security Guide.

Using tools

WS_FTP comes equipped with several tools and utilities that allow you to:

- automate transfers, for example if you update a website everyday.
- synchronize files and folders, so that the most recent versions are maintained in multiple locations.
- search for files and folders on FTP servers, and then transfer them to your computer.
- integrate WS_FTP into your web browser, so when you enter an FTP URL into the address bar of a browser, WS_FTP handles the transfer.
- create shortcuts (HotDrops) to frequently used FTP servers.

For detailed information on the above features, see the WS_FTP Tools Guide.

For More Assistance

- Application Help is available on all screens by clicking Help, pressing F1, or by selecting Help-> Help Topics.
- A New User's Getting Started Tour provides a video-based introduction to the WS_FTP application. You can view it by selecting Help->Tutorials in the WS_FTP application.
- The online Security and Tools Guides are located on the Ipswitch website at:

http://visit.ipswitch.com/2wsftppro