

Quick Guide to Using WS_FTP

File Transfer Protocol and WS_FTP

File Transfer Protocol (FTP) is used to transfer files between your personal computer and another computer on the Internet.

To start an FTP session, open the Internet program group. Double-click on the **WS_FTP**. You will automatically be taken to the Session Profile window.

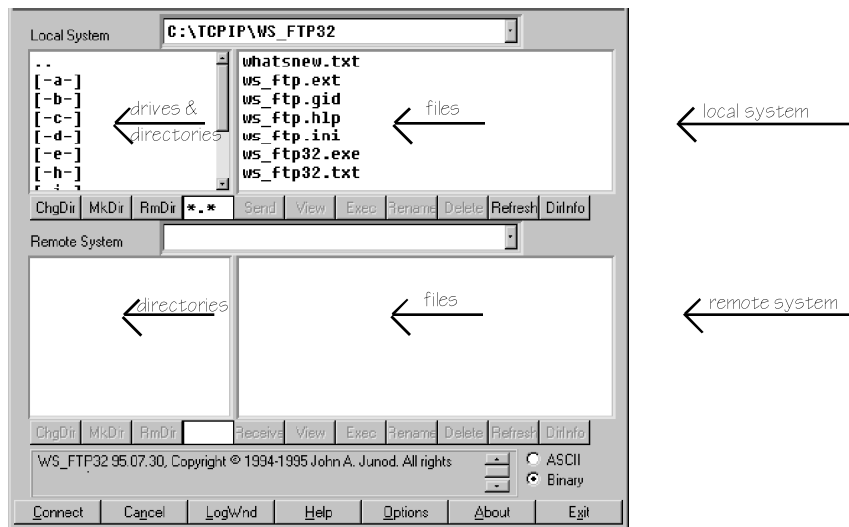
To select one of the predefined profiles, click on the drop-down arrow next to **Profile Name**. The profiles for connecting to Gemini and to TTU's anonymous FTP server are included.

To access your Gemini account:

1. Select Gemini from the Profile Name drop-down list.

The screenshot shows the WS_FTP Session Profile dialog box. It has a grey background and several input fields and buttons. At the top left is a 'Profile Name' dropdown menu. Below it are three buttons: 'Delete', 'Save', and 'New'. To the right of these are 'OK', 'Cancel', 'Advanced...', and 'Help' buttons. The 'Host Name' field contains 'gemini.tntech.edu'. The 'Host Type' dropdown is set to 'Automatic detect'. Below that are fields for 'User ID', 'Password', and 'Account'. To the right of these are three checkboxes: 'Anonymous Login', 'Save Password', and 'Auto Save Config'. At the bottom are fields for 'Initial Directories', 'Remote Host', and 'Local PC'.

2. Click in the box for User ID, and type your user name (e.g. **abc1234** or **xyz6789**)
3. Click in the box for Password, and type your Gemini password.
4. Click **OK**.



Once connected, your window will look similar to the one below. The window is divided, showing the *local system* (your computer) at the top, and the *remote system* at the bottom.

Within each division, directories are shown on the left, and files on the right. You may double-click on a directory name to move into that directory. To move back up one directory level, double-click on the .. shown at the top of the list of directories in the remote system.

To a file from another computer to your PC or from your PC to another computer:

1. Locate the file(s) that you wish to retrieve or send. If there are multiple files within a given directory that you wish to transfer, hold the **CTRL** key as you click on each file you wish to select.
2. After selecting the files, select the **type of file(s)** you are transferring: **ASCII** or **Binary**. The chart below shows common file types, and whether ASCII or Binary is appropriate.

Common File Formats		
.asc	ASCII	ASCII text document
.exe	Binary	IBM PC executable
.gif	Binary	GIF file
.ps	ASCII	Postscript document
.tif	Binary	TIFF file
.txt	ASCII	Plain text document
.zip	Binary	DOS file compressed with PKZIP

3. Once you have the files and the file type selected, click the **Receive** button to begin the process of transferring the files from the other computer to your PC, or click the **Send** button to transfer files from your PC to another computer.

You may also view an ASCII file on screen without retrieving it. To do this, single-click on the text file you wish to view, then click the **View** button.

To disconnect from a remote site and end the FTP session, click the **Close** button. To exit WS_FTP, click **Exit**.