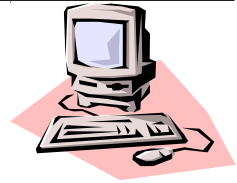


# Quick Guide to Using WS\_FTP to Transfer Files

Academic  
Computing  
Support



Information Technology Services  
Tennessee Technological University  
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## 1. Introduction

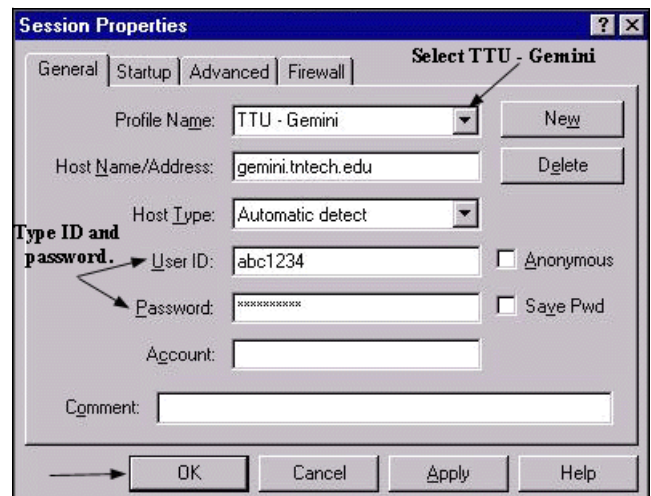
**WS\_FTP** is a file transfer program available in the PC labs and on campus office machines. It allows you to move files, using a method known as **ftp** (file transfer protocol), from your computer to another computer connected to the Internet, such as **Gemini**. If you are creating a web page on your **Gemini** account, you may wish to use **WS\_FTP** to transfer files created on your PC or in the university PC labs.

## 2. Opening the program

In the PC Labs, from the **Start** menu, select **Programs → Internet → WS\_FTP95LE**

To connect to Gemini:

- ◆ In the **Session Properties** window, from the pulldown menu, select the predefined profile for Gemini: **TTU - Gemini**
- ◆ Enter your **User ID**. (*For students this is the initials of your first, middle, and last name and the last four digits of your social security number. For faculty and staff, this is usually your first initial and last name.*)
- ◆ **Tab twice** or **click** into the password box and type your **Gemini password**.
- ◆ Click **OK**.



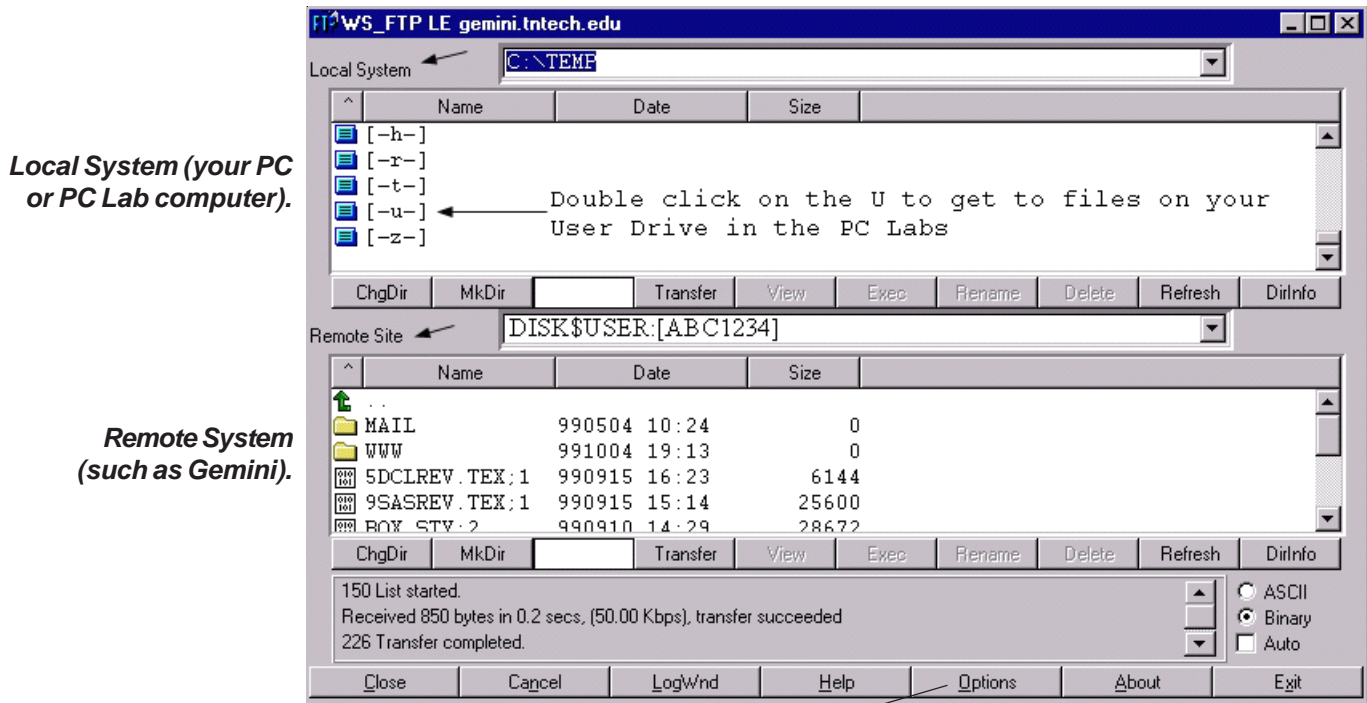
To create a new profile:

- ◆ Click the **New** button.
- ◆ Type a descriptive phrase for the **Profile Name**, such as **TTU - Eagle**.
- ◆ In the **Host Name/Address** box, type the host name as shown here →
- ◆ Type your **User ID**.
- ◆ Type your **Password**.
- ◆ Click **Apply** to save the profile.
- ◆ Click **OK** to connect to that host.

Server	Host Name
TTUMIS	ttumis.tntech.edu
EAGLE	eagle.tntech.edu
ATLAS	atlas.tntech.edu
TTUWEB	ttuweb.tntech.edu
TTUWEB (Student Orgs)	orgs.tntech.edu
IWEB	iweb.tntech.edu

## 2. Transferring Files

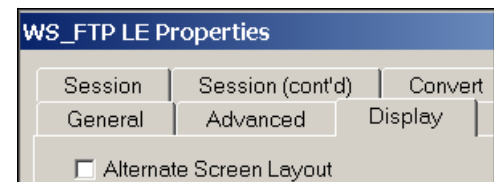
A window will open showing the files on your local machine at the top (*PC Lab machine here*) and the files on the remote machine at the bottom (*Gemini in this example*).



**Local System (your PC or PC Lab computer).**

**Remote System (such as Gemini).**

If you prefer a side by side view, press the **Options** button at the bottom of the window, select the **Display** tab, uncheck **Alternate Screen Layout**.



Locate the files you wish to transfer:

- ◆ Move to the location that your files are stored on your local machine.
- ◆ Use the green **Up arrow** to move up in the directory structure or double click on a folder or disk to move down into it. In the PC Labs, double click on the **U: User drive** to see the files you stored there which you may wish to transfer.

Locate the directory on the remote machine into which you want to move the files.

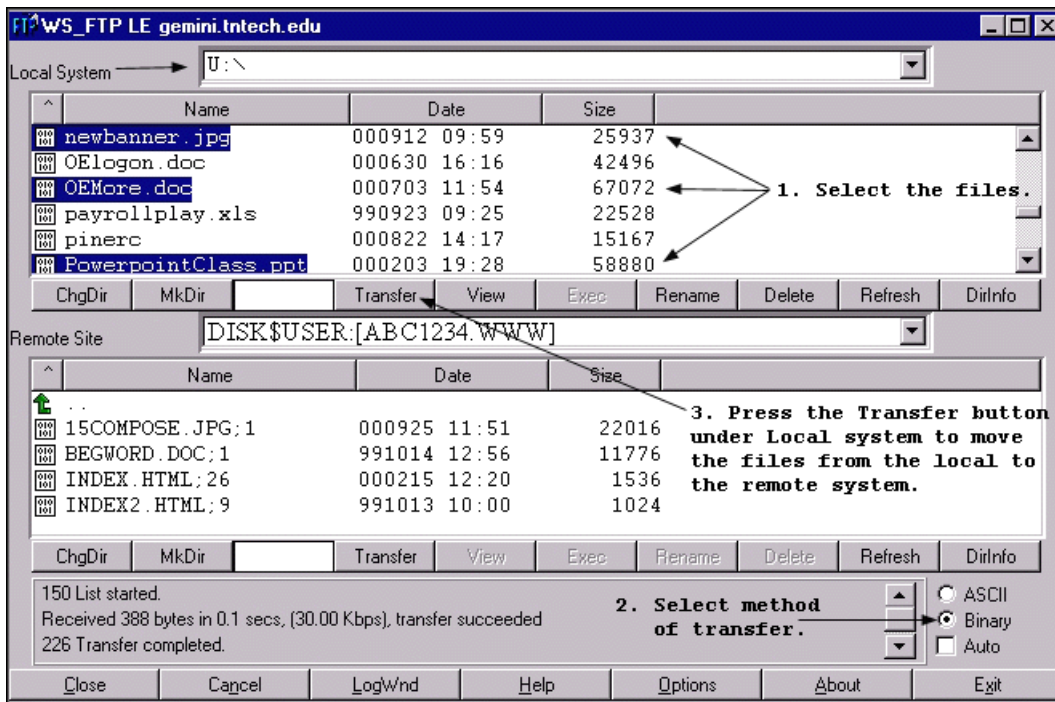
- ◆ If you are working on a web site, look for the **www** directory on Gemini and **double-click** on it.

Select the files to transfer from your local machine.

- ◆ If you have multiple files, hold the **CTRL** key down as you click to select each file.

## 2. Transferring Files (cont.)

- ◆ After selecting the files, consider if you wish to transfer them as **Binary** or **ASCII**. (It is generally safer to use binary mode. Use ASCII if the files contain **just plain text** and you want them to be converted to be fully compatible with the remote system.)



- ◆ Click on the **Transfer** button under the **Local System** window to transfer the files **from the local system to the remote system**.

Click on the **Transfer** button under the **Remote System** to transfer files **from the remote system to the local system**.

## 3. Exiting

- ◆ Click **Close** to logoff the remote site.
- ◆ Click **Exit** to exit the WS\_FTP program.

## 4. For Additional Help

- ◆ Consult the online help by clicking on the **Help** button at the bottom of the window.
- ◆ Students may call the Helpdesk at 372-3975 or get assistance in the PC labs in person.
- ◆ Staff may contact the Microcomputer Support Office (*MicroSupport@ntech.edu*) or your college contact.
- ◆ Handouts on using selected software packages are available on the web from the TTU home page under **Computing** → **Documentation** ([www2.ntech.edu/its/pubs/](http://www2.ntech.edu/its/pubs/)).