



FTP: File Transfer Protocol

Introduction

FTP is a method of file transfer. In fact, FTP actually stands for **File Transfer Protocol**. In MADGIC we can use a software program called **WS_FTP** to transfer files from our computer hard-drive or diskettes to other computers and file systems such as UNIX accounts. **WS_FTP LE** is the limited edition version of WS_FTP Pro, allowing only multiple file transfers and the auto re-get or resuming feature. WS_FTP LE is shareware, available for free to educational users, government employees (U.S. local, state, federal and military) or to non-business home users only. See **FTPplanet.com** <http://www.ftplanet.com/download.htm>

A typical FTP session begins with a student wishing to have access for a file that is too big for a diskette, even when zipped (ie: over 1,440,000 bytes). These files can sometimes be transferred to multiple diskettes using other software packages that 'slice up' files so they can be stored to more than one disk. This is a time-consuming and frustrating process that increases the chance that data will have errors.

The benefits of FTP are:

it allows you to send a file 'as-is' from your computer to a student's UNIX account, an anonymous FTP site where they can access it from home, a computer lab or across the country; it is a relatively safe means of transferring data with little chance for error; and it is quick and easy to use.

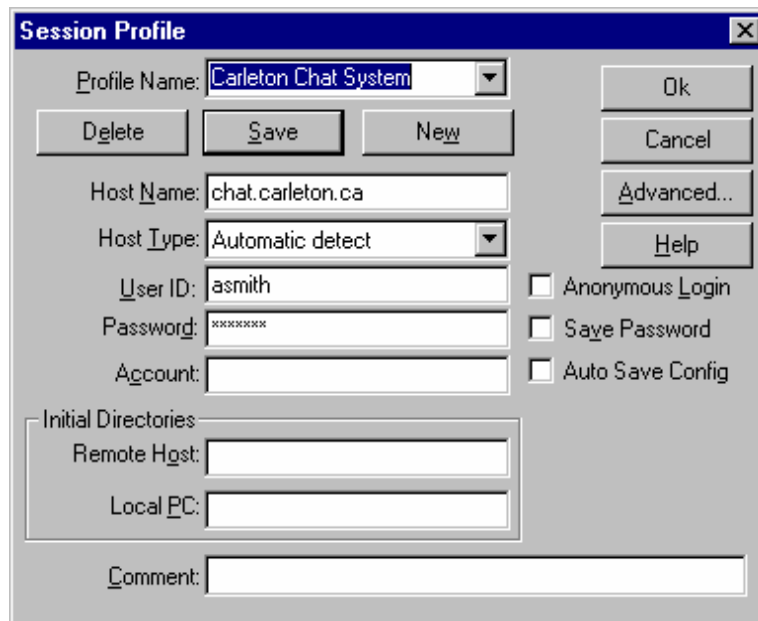
Starting a WS_FTP Session

When you double click on the WS_FTP icon on your desktop, you see this window appear on your screen.

Parts of this form must be completed in order to launch your FTP session, others are optional.

The screenshot shows the 'Session Profile' dialog box with the following fields and controls:

- Profile Name: [dropdown menu]
- Buttons: Delete, Save, New, Ok, Cancel, Advanced..., Help
- Host Name: [text input]
- Host Type: [dropdown menu, set to 'Automatic detect']
- User ID: [text input]
- Password: [text input]
- Account: [text input]
- Initial Directories: Remote Host: [text input], Local PC: [text input]
- Comment: [text input]
- Checkboxes: Anonymous Login, Save Password, Auto Save Config



The screenshot shows a 'Session Profile' dialog box with the following fields and options:

- Profile Name: Carleton Chat System (dropdown)
- Buttons: Delete, Save, New, Ok, Cancel, Advanced..., Help
- Host Name: chat.carleton.ca (text box)
- Host Type: Automatic detect (dropdown)
- User ID: asmith (text box)
- Password: ***** (text box)
- Account: (text box)
- Initial Directories:
 - Remote Host: (text box)
 - Local PC: (text box)
- Comment: (text box)
- Checkboxes: Anonymous Login, Save Password, Auto Save Config

The **Profile Name** is a name you give to a session or profile you create. You can create a new profile by clicking on the **NEW** button. Type a meaningful name for your profile in the box.

You must fill out the **Host Name** box. This is the name of the computer system you wish to connect to. In this example, we have chosen to connect to the CONNECT system.

Host Type is already set at Automatic Detect. This is the safest as it will automatically select the protocol required for your computer to “speak” to the host computer.

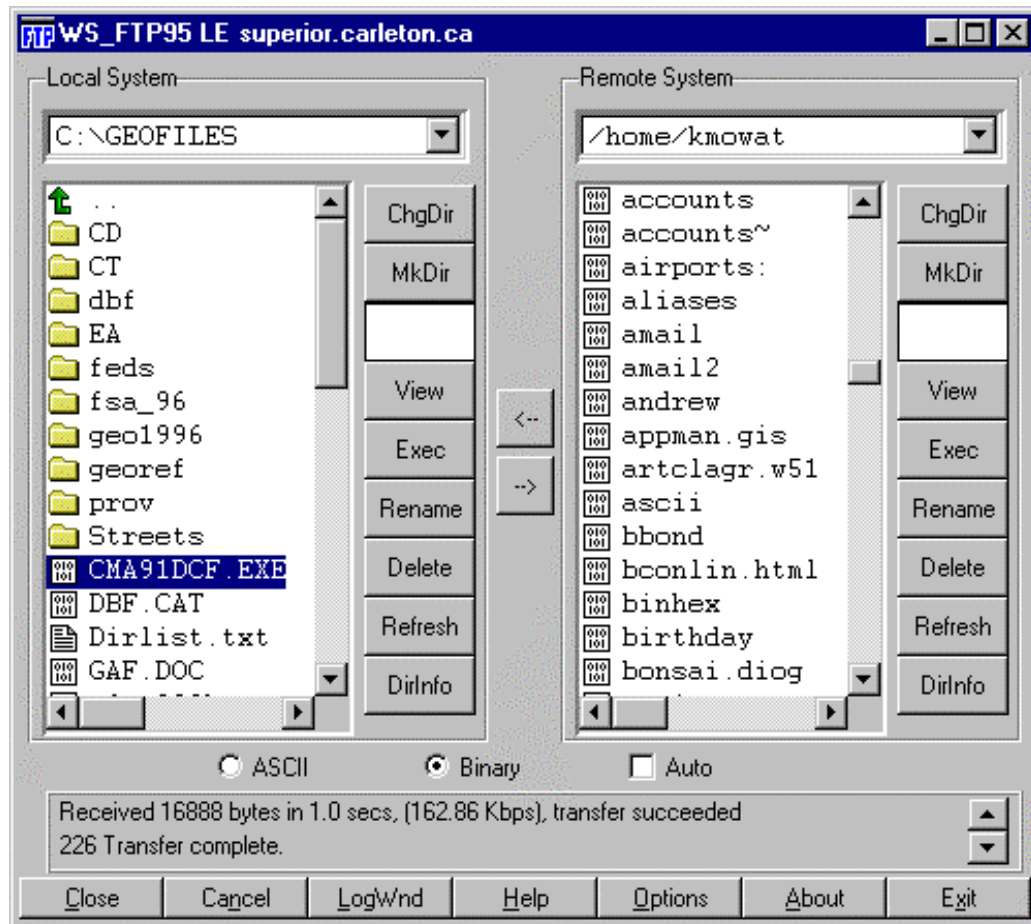
User ID and **Password** are absolutely necessary. This is information the student should fill in. As you can see, the password shows as ***** so as to protect that information.

No other information is necessary but may be filled in if desired.

Once you have entered all the required information, you may click the SAVE button to save your new profile. This will save all the information except the password. If you wish the password to be saved, you must check-mark that option.

Now you are ready to connect to the host computer - click OK!

Transferring Files



Once you have connected to your selected host, you will see the above window appear. On the **left** side of the window, you will see the file structure for your **local computer**. This is where you would either select the appropriate folder where your files to be transferred are stored or select / create a drive and folder where you wish to place a file.

On the **right** side of the window is the file structure of the **host computer** or **remote system** (the computer you connected to). As on your local computer, you can access various folders and create new folders as desired on the host computer in order to find the file you wish to FTP.

Beside both the local system file structure and the remote system file structure is a button bar which gives you some functionality on either computer.

ChDir allows you to change to a new directory or folder

MkDir allows you to create a new directory or folder on either your local or host computer

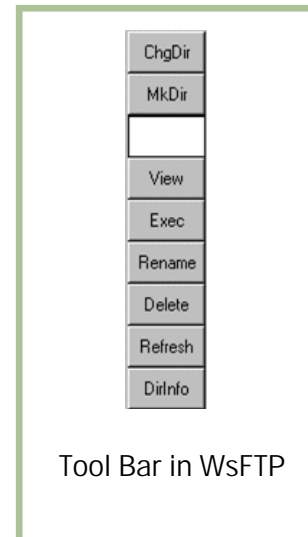
View allows you to view an ASCII file before or after you FTP

Rename allows you to rename files on the fly

Delete allows you to delete files as you go

Refresh reloads the directory structure to reveal any recent changes.

DirInfo gives you information regarding file sizes and date of file creation



Before you send files back and forth, you should pay attention to the ASCII/BINARY bar at the bottom of the window.

ASCII
 Binary
 Auto


Here you must specify what type of file you are sending before you send it. The table below lists the type of files that would fall into each category. Whenever you are unsure of a file's type, send the file as Binary.


What are examples of type of file?

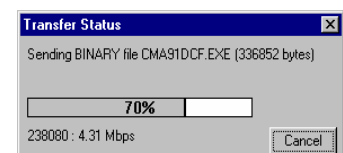
ASCII: Text files that have been written using a text editor such as DOS editor, Notepad or a UNIX editor; HTML files for web publishing

Binary: Zipped or compressed files (.zip, .gz, .Z); Program files (.exe); Any file produced in an application software unless saved as text; Image files such as .gif, .jpg, .tif

Between these two file structure windows, you can see two arrows pointing in both directions. This is the mechanism you use to actually transfer files. If you are sending files from your local

computer to the host computer (a student's CONNECT account), you would press the  as it is the arrow "pointing to" the host computer. Obviously, the opposite holds true; if you wish to FTP a file from the host

computer to your own, you would select the file and press .




Using Anonymous FTP

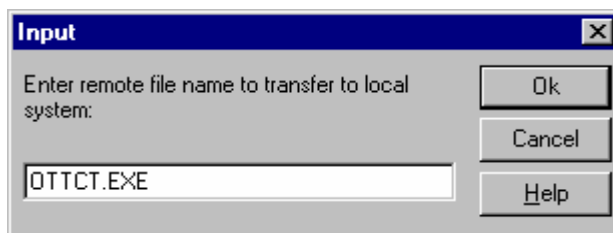
The above FTP example showed how you would transfer a file to a student's UNIX account. This is useful when the student or faculty member is actually present and able to login to their account.

If you are asked to transfer a file to somebody, perhaps a professor at another university, you always have access to Carleton's Anonymous FTP site. The Carleton Anonymous FTP site (<ftp.ccs.carleton.ca>) allows you to place files in its **incoming** directory. You may then contact the person for whom the file is meant and tell them where it is available and how to access it.

To FTP files to the incoming directory, follow the instructions as outlined in the first example. Things are a little different when you wish to retrieve files from a write-only directory.

Because you can't see the files you wish to select by clicking, you must type the filenames of

files you wish to retrieve. To do this, click on the  and a window will appear that will ask you to enter the name of the file you wish to FTP.



Again, you must pay attention to case when typing the filename or an error will appear telling you the file is not found.

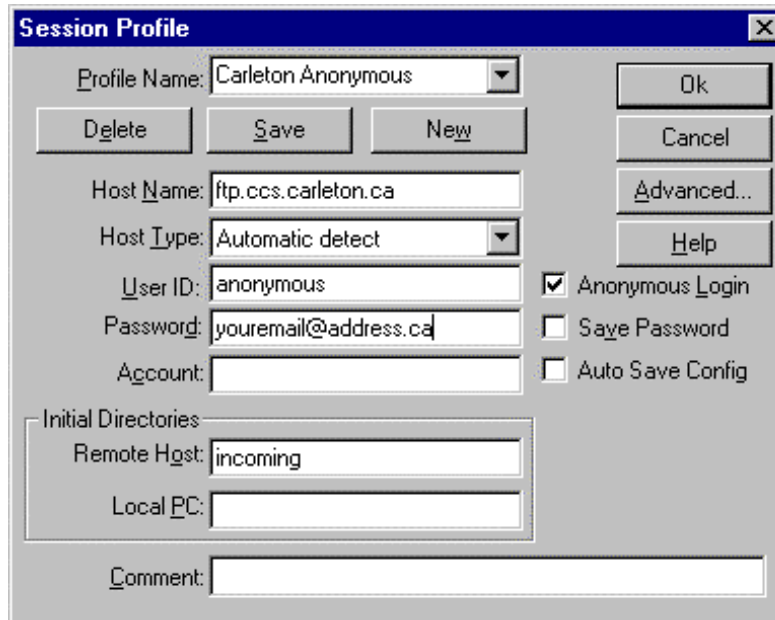
Rules to Follow:

As with anything that seems too good to be true, there are a few rules you must follow.

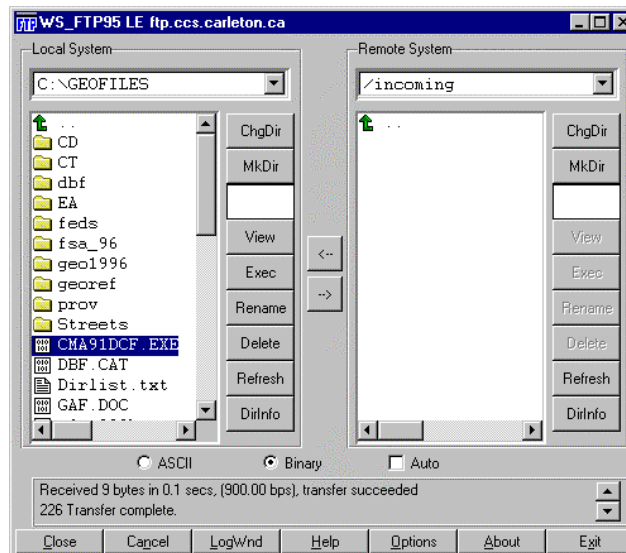
After placing files on the Carleton Anonymous FTP site, you must send an email to CCS at root@ccs.carleton.ca to inform them of the file(s) you placed there. Files will be on the FTP site for 3 days only before being deleted.

Remember that the **Incoming** directory is **write-only**. This means that you can send and retrieve files but you cannot view the directory structure. This makes it very important when notifying the receiving party, to take note of exactly what the file name is (including case) and remind them that they will not be able to view the files on the ftp site.

Accessing the Anonymous FTP Site



The process for accessing the Anonymous FTP site is a little different from accessing any other FTP site. You still have to enter the Host Name information but for the User ID you enter anonymous and for the Password you enter your email address. You will notice also that the Remote Host directory has been set to incoming as that is the only directory to which you can write.



You can see from the window that appears after you connect that the incoming directory appears to be empty. As previously mentioned, this is not the case but it is essential to reassure people who will be retrieving files that their file is indeed there and make sure they know the exact file name (case counts!).