

WS-FTP

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What is WS-FTP?

WS-FTP is a file transfer protocol (FTP) program for Windows computers. With FTP, you can transfer files from one computer to another over the Internet. RIT has licensed WS-FTP LE from Ipswitch, Inc. The letters “LE” stand for “Limited Edition”.

RIT students, faculty, and staff can download and install WS-FTP LE for use on either an RIT-owned computer, or their own personal computer. To obtain a full-featured version of WS-FTP, visit the Ipswitch web site at: <http://www.ipswitch.com/>.

Where do I get help on WS-FTP?

For help with WS-FTP LE, you can visit the Ipswitch WS-FTP LE support page at http://www.ipswitch.com/support/ws_ftp_le_support.html. Once you install WS-FTP LE on your computer, you can consult the online help by clicking on the Windows “Start” button and selecting “Programs”, “Ws-ftp”, and “WS-FTP Help”.

For general computer help, including help with WS-FTP, contact the ITS HelpDesk (see contact information on the last page of this document) or consult the ITS HelpDesk documents. The documents are available in the bins across from the ITS HelpDesk, and from the https://www.rit.edu/its/help/help_documents.html web page.

How do I download and install WS-FTP LE?

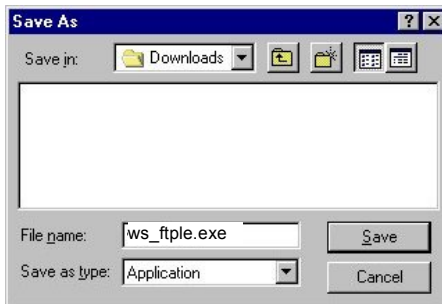
Follow these instructions to download the WS-FTP LE archive file from RIT’s FTP site and install WS-FTP LE on your Windows XP or 2000 computer. Make sure your network connection is working properly, and read this entire document before you begin.

Note: If you are installing WS-FTP LE on a Windows XP or 2000 computer, you must log in to an account that has administrative rights. The standard “RIT User” account has these rights.

1. Create a folder called “Downloads” on the “C:” drive of your computer:
 - Double-click the “My Computer” icon on your desktop.
 - Double-click the “C:” drive icon.
 - Click on the “File” menu and choose “New Folder.”
 - Type the word “Downloads” and press “Enter” to name the folder.
2. Start your web browser (Internet Explorer or Netscape Navigator).

Note: If you are connecting to RIT from off-campus with an outside Internet service provider, disregard steps 3 through 7 below, and instead, type https://www.rit.edu:8080/_proxy_/ritftp/pub/windows/wsftp/ws_ftple.exe in the “Location” or “Address” dialog area of your web browser. Press “Enter”, and then enter your RIT username and password in the dialog box that appears. Click “OK” and a “File Download” dialog box appears.

3. Enter “ftp://ftp.rit.edu” in the “Location:” or “Address” dialog area, and press “Enter.” (Note that “ftp” appears twice.) This takes you to a list of directories on the RIT FTP site.
4. Click or double-click on the “pub” folder or directory.
5. Click or double-click on the “windows” folder or directory.
6. Click or double-click on the “wsftp” folder or directory.
7. Click or double-click on the “ws_ftple.exe” file (this is the WS-FTP LE archive file). A “File Download” dialog box appears.



8. Choose “Save this program to disk” and click “OK”. A “Save As” dialog box appears.
9. Use the “Save As” dialog box to navigate to the “C:\Downloads” directory, that you created, and click the “Save” button. Windows downloads the file.
10. Click “Close” on the “Download

Complete” window, if necessary.

11. Click on the “File” menu and choose “Close” or “Exit” to exit your web browser.
12. Open your Downloads folder and double-click on the “ws_ftple.exe” file. A green screen appears along with a “Welcome” window.
13. Click “Next”. A “Question” window appears asking if you are a student, faculty member, or staff member of an educational institution. If you are, click “Yes” and the license agreement appears.
14. Click “Yes” to accept the terms of the agreement. The “Choose Destination



Location” window appears.

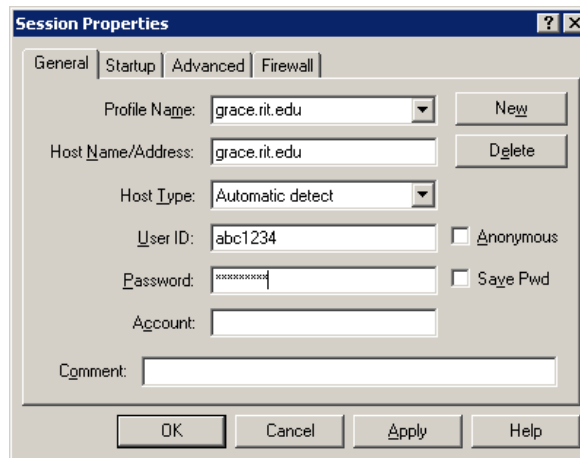
15. Click “Next” and “Next” again to accept the default destination location.
16. Click “Finish” to complete the WS_FTP LE installation.

How do I use WS-FTP LE?

Opening WS-FTP LE and logging on to a remote host

1. Click on the Windows “Start” button.

2. Click on “Programs”, “Ws-ftp”, and finally the WS-FTP LE icon. A “Session Properties” window appears.



3. Type the name of the host (destination) computer in the “Profile Name:” area or select it from the drop down list. If you don’t know the name of the host computer, you can leave the field blank.

4. Type the Internet address of the host computer in the “Host Name/Address:” area.

5. Make sure “Automatic detect” is in the “Host Type:” area.

6. Type your user ID and password in the appropriate areas. If you are connecting to one of RIT’s OpenVMS systems (e.g. ritvms.rit.edu) or RIT’s Digital Unix system (grace.rit.edu), you must use your RIT username and password. For more information about RIT accounts, consult the ITS HelpDesk documents available in the bins across from the HelpDesk, or the ITS HelpDesk Documents web site: http://www.rit.edu/its/help/help_documents.html.

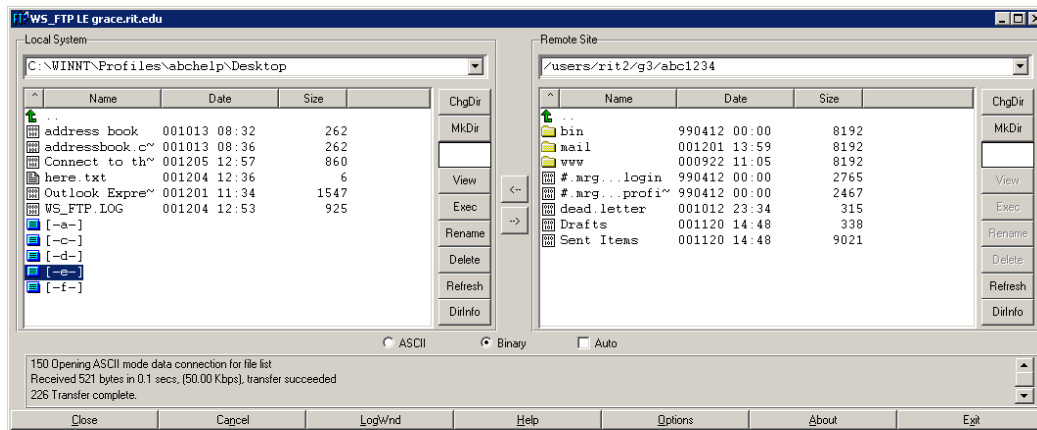
Note: Many public FTP sites are accessible to you even if you don’t have your own account on that site. Often times you can gain access by typing in the word “anonymous”, “public”, “guest”, or “ftp” in the “User ID:” area, and typing in your e-mail address in the “Password:” area. Checking the “Anonymous” box next to the User ID area will automatically enter anonymous as your User ID and your e-mail address as the password. Also, you can check the “Save Pwd” box next to the Password area if you want WS-FTP LE to remember your password.

7. Click “OK”. A “Password” window appears.
8. Type your RIT password again and click “OK”.

Transferring Files

After you log on to a remote host, a session window appears. The left side of the window lists the files on your local computer, and the right side lists the files in your account on the remote host computer.

1. Navigate through the list on the right or left side of the session window to find the file you wish to transfer. Use the drop-down list, the up arrow, or the “ChgDir” button to do this. Or, double-click on a drive or folder to open it.



2. Click on the file you want to transfer to highlight it.
3. Select the appropriate format to use by clicking on the “ASCII”, “Binary”, or “Auto” options just below the file lists windows. The Binary format is the default setting, and it is best for transferring multimedia and formatted text. The ASCII format is best for transferring unformatted text. If you select the “Auto” option, WS-FTP LE will determine the format to use based on the file type.
4. Navigate through the list on the other side of the session window and open a destination folder. Or, create a new folder by clicking on the “MkDir” button and entering a name for the folder in the resulting text box.
5. Click on the arrow button that signifies the direction for the file transfer. The file is copied to the folder you opened in step 4 above. Instead of clicking on the arrow button, you can double click on the file you want to transfer. This will also copy the file to the destination folder.
6. Read the messages in the bottom left portion of the screen to see if the file transfer was successful - error messages show up in red. Click on the “Refresh” button, if necessary, to update your folder list.
7. Click the “Close” button when you want to end your session.

Note: You can select a range of files to transfer by holding down the “Shift” key and clicking on the first and last file in the range to highlight them. Or, hold

down the “Ctrl” key and select multiple individual files to highlight each one of them.

Note: You can click on the “Refresh” button anytime to update your file and folder list.

Contacting the ITS HelpDesk

Phone Support: (585) 475-HELP or 475-2810 (TTY)

Email: helpdesk@rit.edu

Web Address: <https://www.rit.edu/its/help/>

In Person: Gannett Building, Room 7B-1113

Contacting the Resnet (Residential Computing) HelpDesk

Phone Support: (585) 475-2600 or 475-4927 (TTY)

Email: resnet@rit.edu

Web Address: <https://www.rit.edu/its/services/resnet/>

In Person: Nathaniel Rochester Hall (Building 43), Room 1034

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