

FTP Explorer

This is a program that enables file transfers from a remote site to a local site and vice versa. A remote site is the computer or server that you connect to, while the local is referred to as the computer you are using. When building a web page, for example, you need to post your files to the server that sponsors your web page. Our server is called Panther and its address is panther.adelphi.edu. An FTP program also enables you to view the list of files posted on your web page. FTP EXPLORER has the same interface as Windows Explorer, the basic system software that you use to locate and organize files on your C drive.

How to use the FTP EXPLORER

STEP 1 Double click on the FTP EXPLORER icon on your desktop.

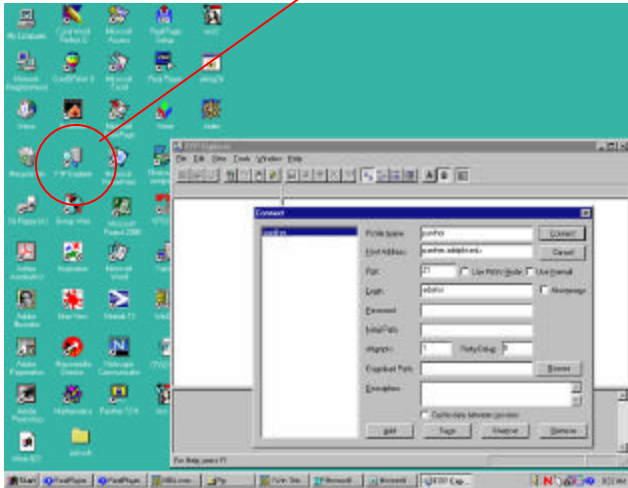


FIG 1

STEP 2 On the dialogue box make sure to fill in the information as it appears on FIG 2 and then click on Connect.

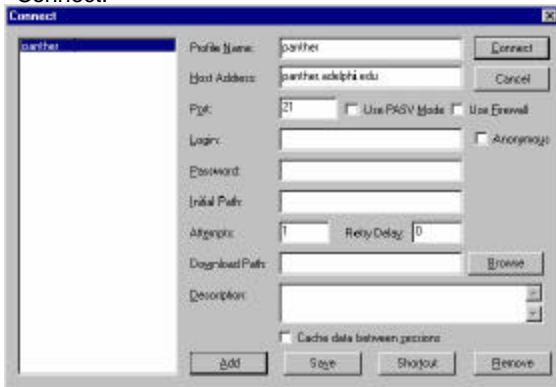


FIG 2

STEP 3 Fill in your user name and password as shown below and click OK

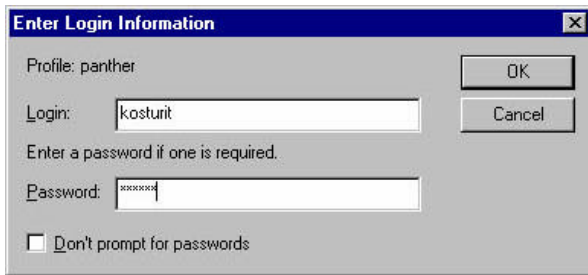


FIG 3

This will connect you to the panther site and here is what you going to see (**FIG 4**):

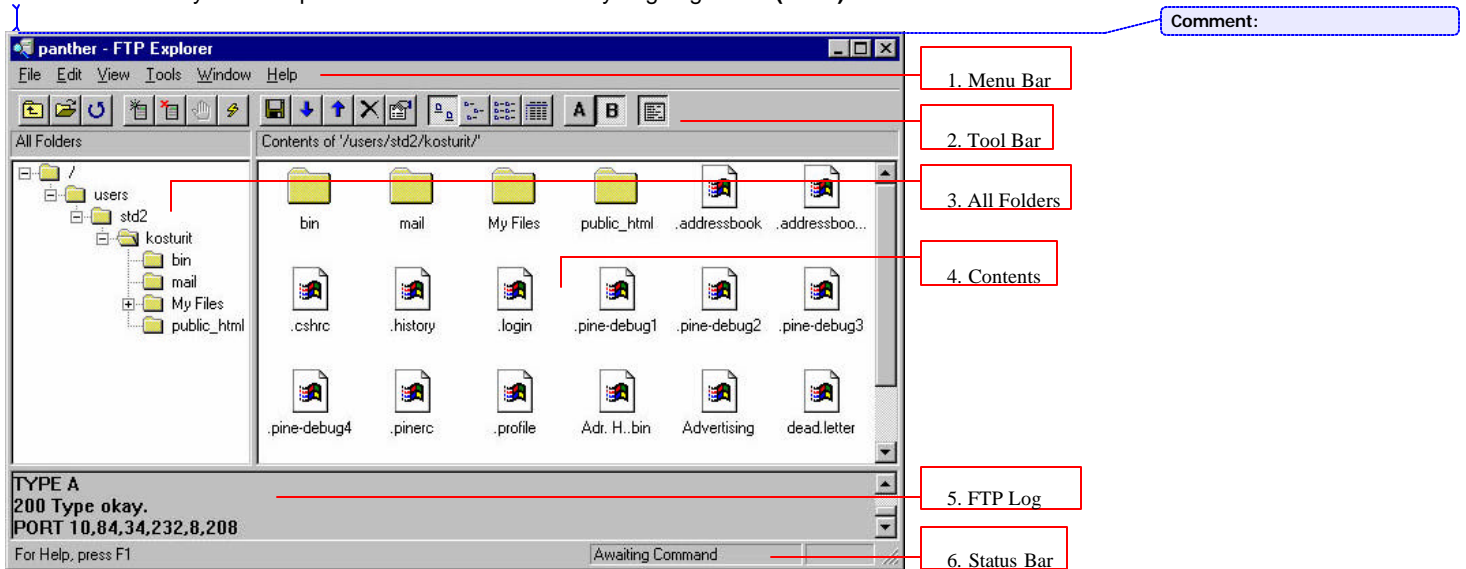


FIG 4

1. All options, functions, and tools are available in the **Menu Bar** under File, Edit, View, etc.
2. The most useful and frequently used tools are placed for your convenience on the **Tool Bar**. (though you can find all of them under the Menu Bar too)
3. The server tree area shows you the list of **all folders** in which your account is being held and a list of folders within your account. For example, the folder "kosturit" is the account and it contains four other folders within it. Wherever you see a rectangle with a minus or a plus to the left of any folder, it means that the folder has more folders in it. To view those folders, click on the + and vice versa click on the -
4. On this area the program shows all folders and files or in other words the **Contents** of the folder you specify (select) on the All Folders area (in the case shown in FIG 4 it is "kosturit," which appears open)

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5. **FTP Log.** In this area the program shows what it is doing when transferring files. Most of the times you might not understand the language shown. However, when you take an action and the text in this area does not move, it might be a helpful indication that the program executing the action.
6. The **Status Bar** also shows you whether the action asked for is being executed but rather in a quite concise and simple language.

Here is a brief description of the tools from the tool bar

**Up One Level**

Functions the same way it does with any folder in windows.

**Open**

To open a certain folder in your account. You do not have to use this option, instead open folders the same way you do in windows.

**Refresh**

If in any case the last few actions do not show change, click this button to refresh the window

**Connect**

If for any reason the connect dialog box does not appear automatically with opening FTP EXPLORER (as explained in the beginning), click on this button to bring the connect dialogue box and follow STEP 2

**Disconnect**

Closing the program will usually disconnect you from the site. If you wish to disconnect without closing the program, click on Disconnect.

**Cancel**

Use this option when you want to cancel a transfer in progress or any other action.

**Quick Connect**

This option is used when wanting to connect to a site that does not require a user name and where you can log on as anonymous. You have to know the address by heart.

**Download**

This button will transfer a selected file from the remote site to the default location in your computer. You can set the default location or as we term it "the default path" by clicking on View / Options- Paths Tab

**Download To**

Use this option when you want to transfer a file to a different location from the one specified as a default location. After clicking on this icon, the "Download to" dialogue box pops up. Chose the desired location and click Save.

**Upload**

Use this option when you want to transfer a file from your computer to the remote site. When you click on "Upload" an "upload dialogue box" pops up asking you where the file you want to transfer is located on your computer. Find the file and click on Open



Delete

Select a file and click on this icon to delete the file from the remote site.



Properties

Select a file and click on this icon to show the file properties of the selected file.



View Icons

large, small, listed, or detailed– respectively. By clicking on one of these icons you change the way the folders are shown in the Contents area.



A – **Ascii mode** transfers files only as text. For e.g. if you transfer a picture file through this mode you'll be seeing text instead of a picture.

B – **Binary mode**, transfers files in the format they are created as. Usually chose the Binary mode.



FTP Log – when this icon is highlighted, the FTP Log area is shown. In order to hide the FTP Log area, click on this icon to de-highlight it

TRANSFERRING FILES

One of the ways to transfer files is to use the download and upload tools from the tool bar as explained above. However, an easier way is “dragging”

DRAGGING

In order to be able to transfer file through dragging you need to open both FTP EXPLORER and the “local folder” (the folder in your computer where the desired files are saved) as shown in FIG 5. Once you have both windows open, select the desired file, click and hold down on it, then drag it over to the other window, finally release the mouse click and the file transfer will execute. The same thing can be done to transfer both ways, from your computer to the remote site and vice versa. FIG 5

NOTE: Each time you transfer a file from one place to another the file is still saved in the original location. For example, when uploading the excel file called “Millenium” by dragging it from the folder “Rabbit” in my computer to the public html folder in the remote site, FTP EXPLORER makes a copy of it from the “Rabbit” folder and transfers the copy to the remote site. The original file remains in the “Rabbit” folder. Same thing happens when downloading the “index.html” file from the remote site to my computer. FIG 5

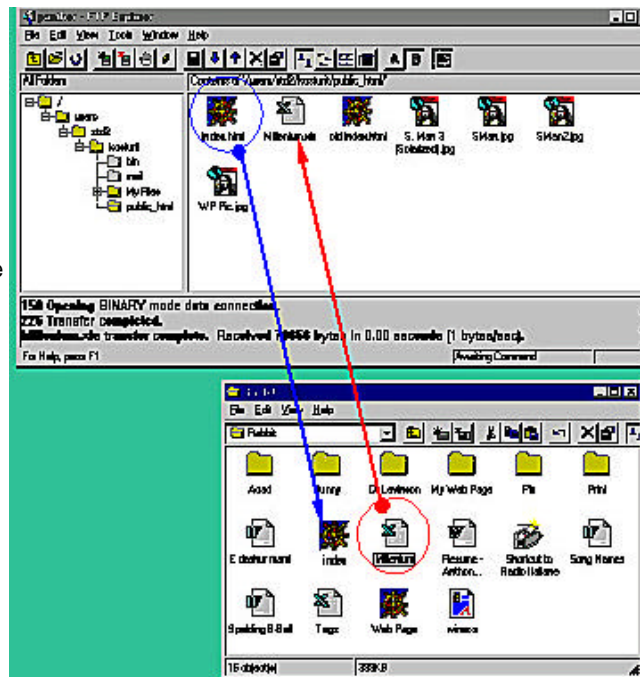


FIG 5