IPSWITCH
FILE TRANSFER

WS_FTP Professional and WS_FTP LE 12

Getting Started Guide

What is WS_FTP?

WS_FTP is the leading file transfer client with millions of users worldwide. You can easily and securely transfer files between your home and office and to and from customers, clients, or vendors.

How WS_FTP Works

When your computer is connected to the Internet, WS_FTP can connect to any computer that has a valid Internet address and is running an FTP, SFTP, or HTTP server program. After a connection is established, you can upload files and folders to the FTP server, and download files and folders from the FTP server.

Using WS_FTP

When connected to a server, WS_FTP displays the contents of your local computer on the left and the contents of the remote server on the right. WS_FTP provides powerful transfer management tools that are easily accessible and customizable.

The main screen for WS_FTP LE and WS_FTP Professional both show the local and remote file lists in separate, side-by-side views. The WS_FTP Professional main screen includes advanced security and productivity features, some of which are highlighted below.

Easily locate and transfer files using integrated Google™, Copernic™, and Windows® desktop search

Safely backup important files and folder to virtually any drive, device, or server

One-time or recurring file transfers can be scheduled to occur

Secure data with OpenPGP file encryption and 256-bit transfer encryption

Simultaneously navigate any two connections with the same tree structure

View multiple local and server connections with the tabbed interface

Transfer multiple files to and from multiple servers quickly and easily

Alert people with email notifications the instant a file transfer occurs

Track the movement of data with detailed logging

12.3 System requirements

Supported operating systems

WS_FTP supports the following Operating Systems:

- Microsoft Windows 7 (32-bit and 64-bit English and German editions)

- Microsoft Windows Vista (32-bit English and German editions); Service Pack 2 (SP2) recommended

- Microsoft Windows XP Professional (32-bit English and German editions); Service Pack 3 (SP3) recommended

- Microsoft Windows 2008 Standard (32-bit English edition); Service Pack (SP2) recommended

- Microsoft Windows 2003 Standard (32-bit English edition); Service Pack (SP2) recommended

Hardware requirements

Minimum requirements based on Windows XP Professional, SP3:

- 233 megahertz (MHz) processor

- 64 megabytes (MB) of memory

2 gigabytes (GB) hard drive and 50 MB free disk space during installation

Installing WS_FTP

If you purchased a WS_FTP CD-ROM, insert the CD in a drive. If the CD does not automatically display a "Welcome" screen, click the Windows **Start** button and select **Run**. Enter the CD-ROM drive letter followed by autorun.exe. For example, *D:\autorun.exe*. Follow the instructions on your screen.

If you downloaded the WS_FTP installation executable, double-click the downloaded file to start the installation. Follow the instructions on your screen.

Activating (All applications)

There are four ways you can make a WS_FTP installation active:

- If you installed WS_FTP using an installation application downloaded from a link in a purchase confirmation email, then the program will be fully functional immediately after installation. No further action will need to be taken.

- If you downloaded the installation application from another source, when you run the installation, it will automatically ask you for your license serial number and attempt to activate.

- If the WS_FTP license is not activated during installation, or if you are upgrading from a previous WS_FTP version, you can manually activate WS_FTP (see below).

- If for some reason you cannot activate your license via Internet connection, you can opt for an offline activation. To force offline activation, on the Activation screen, clear the check mark for **Use active Internet connection**. You will then need to go to www.myipswitch.com, click on **Offline Activation**, and follow the instructions displayed.

To manually activate the license on an existing installation:

> **Note**: Before you start the manual activation process, make sure that you have your product serial number, MyIpswitch account name, and password available for use during activation.

- Click **Start > Programs > Ipswitch WS_FTP > Activate or Refresh WS_FTP License**.

- or -

- If you run the WS_FTP installation, near the end, it will display a License dialog. Enter your serial number and click **Activate** to start the license activation process.

Follow the on-screen instructions, entering your product serial number, MyIpswitch account name, and password.

> **Note**: When the activation is complete, a confirmation page indicates the license has been activated. If the activation does not complete successfully, you may be behind a proxy or firewall that is blocking the activation request. In this case, click the Offline button, then follow the onscreen instructions.

For more help and information about licensing, go to the MyIpswitch (www.myipswitch.com) licensing portal.

For information about unattended, or "silent" installations, see the WS_FTP Release Notes.

Uninstalling (All Applications)

The uninstall function removes all files associated with WS_FTP from your computer, including your configured sites. It also removes the WS_FTP icon from your desktop. To uninstall WS_FTP, you need to use the "Add/Remove Programs" function located in the Control Panel. Select WS_FTP Professional 12 (or WS_FTP LE 12) from the program list and click the "Change/Remove" button.

What do you need to start?

You must obtain the following information, usually from the FTP server administrator or your Internet service provider, to make a connection:

- **Server Address** can be either the host name (for example, ftp.ipswitch.com) or the IP address (156.21.50.255) of the server.
- **User Name**
- **Password**

Getting started

To make a connection to a remote server and transfer a file:

1   **Making the First Connection**. When WS_FTP is first opened, the New Connection wizard helps you connect to an FTP, SSH, or HTTP/S server, providing instructions and examples on each screen. The wizard also saves the connection, similar to saving a favorite, so that you can easily re-connect later. (If the wizard is not displayed, from the Connections menu, select **New Connection**).

2   **Transferring a File**. After you have connected to a server, you can transfer files in one of three ways:

- **Transfer Arrows**. Select a file, then click the arrow that points away from the pane that file is in to transfer it.

- **Drag and Drop**. Click on a file and hold the left mouse button while you drag the file to where you want to transfer it. Select multiple files by holding down the **Ctrl** key while selecting.

- **Copy and Paste.** Right-click on a file and select **Copy**. Then, right-click where you want to transfer the file and select **Paste**.

What's next?

Now that you know how to connect to a server and make a transfer, you can use some of the other WS_FTP features listed below to make transferring files even easier and more efficient.

Securing your transfers

WS_FTP can secure and protect your files while they are being transferred using SSL, SFTP/SSH, and OpenPGP. For detailed information on each of these, as well as other ways to secure your files, see the WS_FTP Security Guide http://www.ipswitch.com/ftp123secureen.

Using tools

WS_FTP Professional comes equipped with several tools and utilities that allow you to:

- When a transfer has completed, use post transfer actions to delete, move, or rename the source files.

- Automate transfers to run unattended.

- Synchronize files and folders so that the most recent versions are maintained in multiple locations.

- Back up files to local and remote drives.

- Search for files and folders on multiple FTP servers with a remote site search tool.

- Search for files and file content on your local computer, with a Microsoft® desktop search tool, Google™ Desktop Search, or Copernic Desktop Search™.

- Integrate WS_FTP Professional into your Web browser, so that when you enter an FTP URL into the address bar of a browser or click on a link to an FTP server, WS_FTP Professional handles the transfer.

- Create HotDrops (shortcuts) to frequently used FTP servers.

- Use file integrity verification, with encryption for CRC32, MD5, SHA1, SHA256, and SHA512, to validate that transferred files have not been compromised.

- Use the skip unmodified files content comparison option to determine whether files should be updated between sites. Files are transferred only when they are not the same on the source and target sites.

For detailed information on the above features, see the WS_FTP Tools Guide http://www.ipswitch.com/ftp123toolsen.

For more assistance

Help is available by clicking **Help**, pressing **F1**, or selecting **Help > Help Topics**.

The WS_FTP Support Center http://www.ipswitchft.com/support/ws_ftp_professional/index.asp provides product-related resources such as Knowledge Base articles, peer support forums, patches and documentation downloads. It also lists the Technical Support contact information, support hours, and information about service agreements.