IPSWITCH WS_FTP

Professional 2006
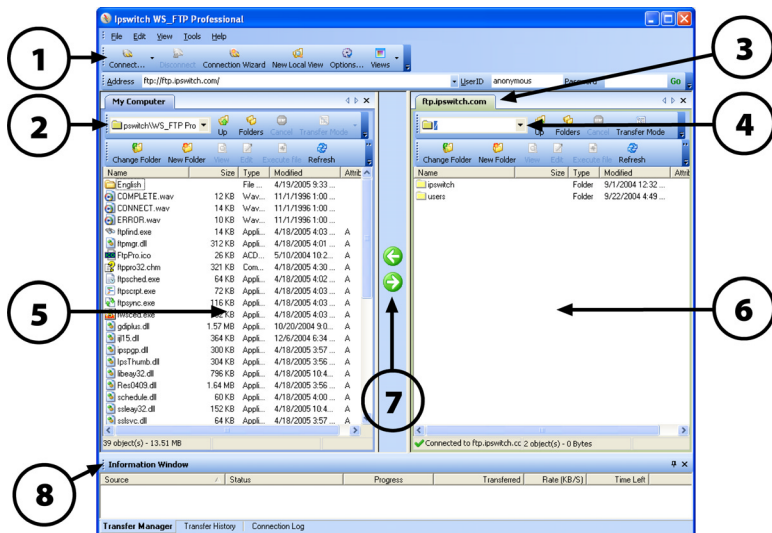
Getting Started Guide

Welcome

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

How Ipswitch WS_FTP Professional Works

When your computer is connected to the Internet, Ipswitch WS_FTP Professional can connect to any system that has a valid Internet address and contains an FTP server program. Once a connection is established, you can upload files and folders to the FTP server, and download files and folders from the FTP server.

The Ipswitch WS_FTP Professional Window

When connected to an FTP server, Ipswitch WS_FTP Professional displays the contents of your local machine on the left, and the contents of the remote server on the right.

1   The toolbar.
2   The current drive path and folder on your computer.
3   The name you entered for the remote connection in the Connection Wizard.
4   The current drive path and folder on the remote server.
5   The files and folders on your local computer.
6   The files and folders on the remote FTP server.
7   The transfer arrows are used to upload and download.
8   The Information Window, which includes:

   •   The Transfer Manager tab, which shows information about transfers in progress

   •   The Transfer History tab, which show information about completed transfers

   •   The Connection Log tab, which displays a log of commands exchanged with the server

System Requirements

- Windows® 98 Second Edition, Windows Millennium Edition, Windows 2000, Windows NT®, Windows XP or Windows Server 2003
- At least 16 MB of RAM for Windows 98 Second Edition or Windows Millennium Edition
- At least 32 MB of RAM for Windows NT, Windows XP, Windows 2000 or Windows Server 2003
- 8 MB of disk space

What Do You Need?

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 (ftp.ipswitch.com) or the IP address (156.21.50.255) of the server.
- **User Name**
- **Password**

Installing Ipswitch WS_FTP Professional

1. If you currently have WS_FTP installed, close all instances of it.
2. Insert the CD-ROM into a drive. If the Welcome screen does not appear, browse to the CD-ROM and execute **autorun.exe**.
3. Follow the instruction on each screen to complete the installation.

Note: If you are upgrading, be sure to install the new version in the same location as the previous version.

Getting Started

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

1. **Making the First Connection**. When Ipswitch WS_FTP Professional is first opened, the New Connection wizard helps you connect to an FTP 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, select **Connect** in the toolbar.)
2. **Transferring a File**. Once you have connected to a sever, 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 Ipswitch WS_FTP Professional features listed below to make transferring files even easier and more efficient.

Securing Your Transfers

Ipswitch WS_FTP Professional can secure and protect your files while they are being transferred using SSL, SFTP, and PGP. For detailed information on each of these, as well as other ways to secure your files, see the Ipswitch WS_FTP Professional Security Guide at http://visit.ipswitch.com/f05secen.

Using Tools

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

- Automate transfers to run unattended.
- Synchronize files and folders so that the most recent versions are maintained in multiple locations.
- Search for files and folders on multiple FTP servers.
- Integrate Ipswitch 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, Ipswitch WS_FTP Professional handles the transfer.
- Create Hotdrops (shortcuts) to frequently used FTP servers.

For detailed information on the above features, see the Ipswitch WS_FTP Professional Tools Guide at http://visit.ipswitch.com/f05toolsen.

For More Assistance

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

A Getting Started Tour provides a video-based introduction to Ipswitch WS_FTP Professional. You can view it by selecting **Help > Tutorials** from the menu.

The Ipswitch Support Center provides a multitude of 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. You can access the support center at http://support.ipswitch.com.