



IPSWITCH **WS_FTP**

Professional 2007

Getting Started Guide

IPSWITCH

Welcome

Ipswitch WS_FTP Professional 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 Ipswitch WS_FTP Professional Works

When your computer is connected to the Internet, Ipswitch WS_FTP Professional 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 the Ipswitch WS_FTP Professional Application

When connected to an FTP server, Ipswitch WS_FTP Professional 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.

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

Securely back up important files and folders to virtually any drive, device or server

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

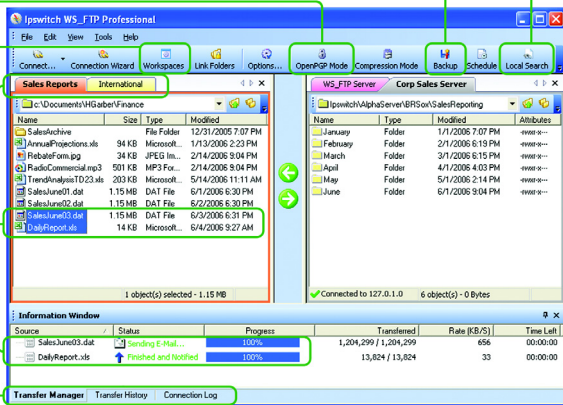
Save and instantly reconnect to frequently used local and server connections

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



System Requirements

- Windows® 2000, Windows® XP, or Windows Server® 2003
- 32 MB minimum RAM
- 32 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 (for example, 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 the application.
- 2 Insert the CD-ROM into a drive or start the downloaded file. If the Welcome screen does not appear, browse to the CD-ROM and execute **autorun.exe**.
- 3 Follow the instructions 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.** 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 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/SSH, and OpenPGP. 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://www.ipswitch.com/ftp07secureen>.

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.
- 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 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.
- 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.
- Customize the look-n-feel with new skins.

For detailed information on the above features, see the *Ipswitch WS_FTP Professional Tools Guide* at <http://www.ipswitch.com/ftp07toolsen>.

For More Assistance

Help is available 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>.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Ipswitch Support Center website. The browser's address bar shows the URL <http://www.ipswitch.com/support/index.asp>. The website has a blue header with the Ipswitch logo and navigation links for International, Contact Us, Site Map, RSS Feeds, and a search box. Below the header is a navigation menu with tabs for PRODUCTS, PURCHASE, DOWNLOADS, PARTNERS, SUPPORT, and COMPANY. The main content area is titled "Support" and features a "Most Recent Update" section for "WS_FTP Server 5.05 Patch" dated April 27, 2006. It also includes sections for "Product Support Centers" and "Customer Service Center". A sidebar on the right contains an "Overview" section with links to Patches & Upgrades, User Guides, Online Forums, Discussion Lists, Utilities, and E-Mail Support Form. Below this is a "Customer Service Center" section with links to various support resources. At the bottom, there is an "eBay Users" section with a link to an eBay Reference Guide.