



IPSWITCH
WS_FTP

Home

Getting Started Guide

Welcome

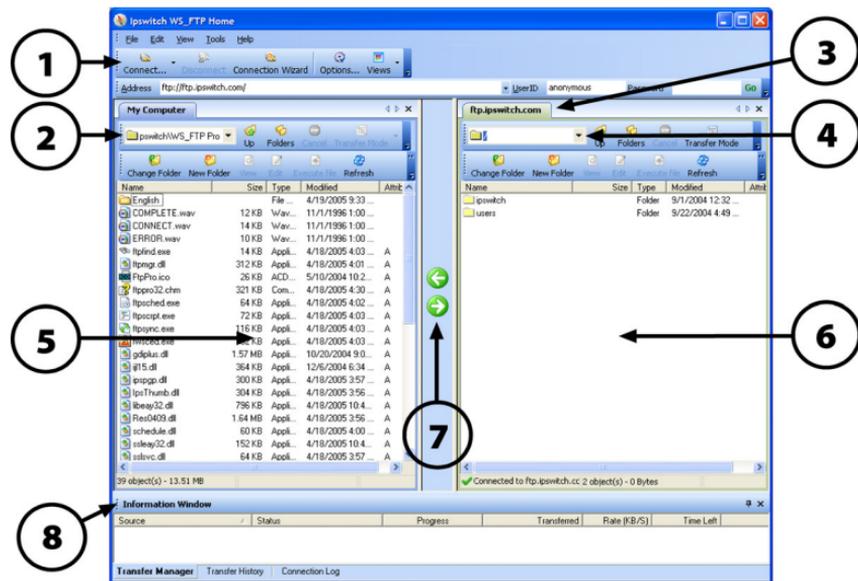
Ipswitch WS_FTP Home lets you update your Web site, share pictures with friends and family, easily download large MP3 files or other files with a single click. You can affordably, easily and securely transfer files between your home computer and the Internet.

How Ipswitch WS_FTP Home Works

When your computer is connected to the Internet, Ipswitch WS_FTP Home 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 Home Window

When connected to an FTP server, Ipswitch WS_FTP Home 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** and **Password**

Installing Ipswitch WS_FTP Home

- 1 If you currently have WS_FTP Home installed, close all instances of it.
- 2 Execute the install program.
- 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 Home 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**.

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 Home. You can view it by selecting **Help > Tutorials**.

The Ipswitch Support Center includes Knowledge Base articles, peer support forums, patches and documentation downloads, Technical Support contact information, support hours, and information about service agreements. You can access the support center at <http://support.ipswitch.com>.