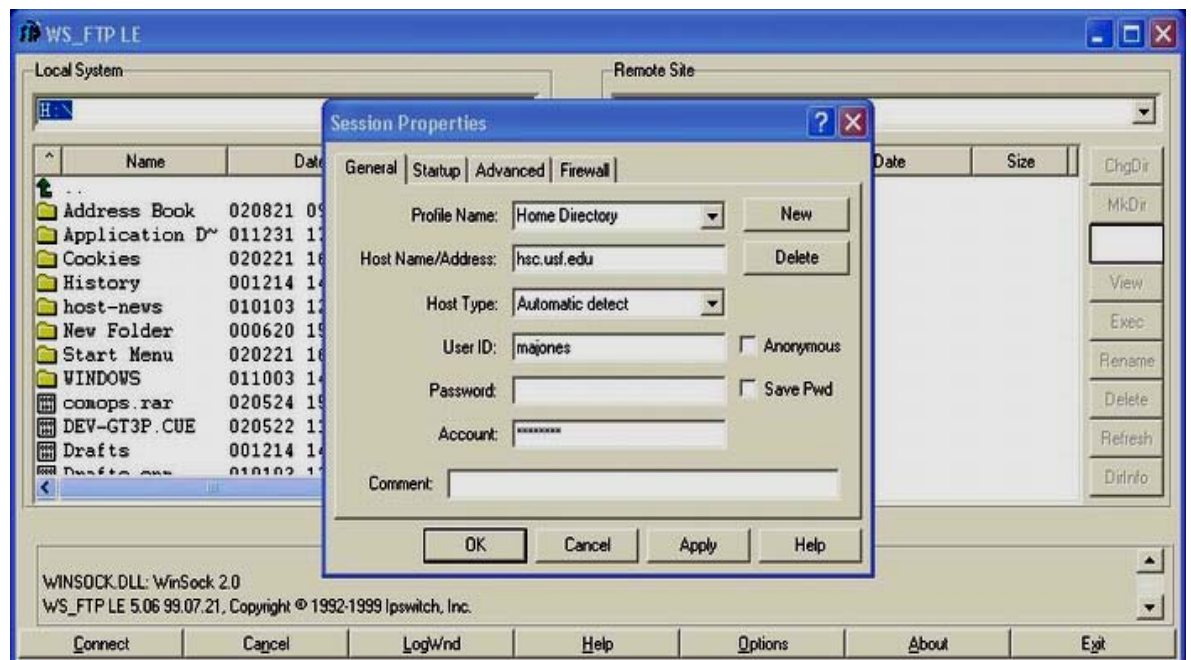


WS-FTP LE How to Guide

To use these instructions you will need Windows 9.x, 2000, XP, WS_FTP LE and a connection to the Internet. If you do not have WS_FTP LE, you can download it from the Windows shareware archive in the Downloads section of our website. You will need a compression utility to unzip the FTP program; if you don't have a compression utility, you can download Zip Central from the same Downloads page, and install it before continuing. After installing WS_FTP LE, begin here:

1. Find WS_FTP LE on your computer and open it. The following screen will appear.
2. WS_FTP LE will open and the active window will be the Profile screen. Fill in the fields as follows:
 - a. Fill in the Profile Name with a name you will associate with the site you wish to connect to.



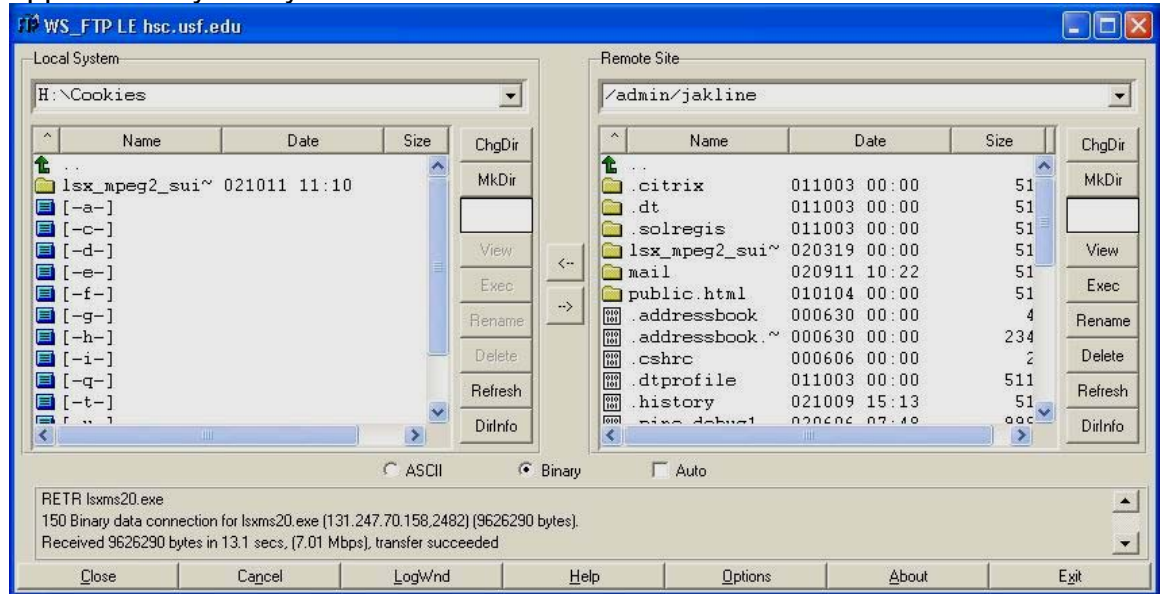
- b. Make sure the Host Type is set to automatic detect.

- c. Fill in user ID with your HSC account login ID. Your login ID is the part of your e-mail address before the @ sign. (ex. jdoe, jsmith, bjones, etc) and must be typed in all lowercase letters.
- d. Fill in Password with your HSC account password (the same password you use for e-mail & dialup).
- e. Check the Auto Save Config box (this is optional, but it allows you to save the profile so you only have to enter in your password when logging in at another time).

This is a sample of how your screen should look:

3. Click the OK button. The session profile screen will disappear and you will see the main FTP screen, divided into two parts; the left side is the local system directory (your hard drive unless you have changed to another local drive), and the right side is your directory on the HSC server. On the server you are in your home directory; when you connect to it, the right side of the FTP screen will become active, displaying directory paths and files, and assuming you have sound, you will hear a locomotive sound. (If the right side remains empty and you hear an uh-oh sound, hit the connect button on the lower left side of the FTP screen to bring back the session profile screen. Be sure that all information is correctly entered and try again. If you still get the error, check to make you are still connected to USF; if your PPP connection to USF has timed out, you will need to redial before you can connect the the remote host.)
4. You are now in the WS_FTP screen with both sides of the screen active. In either the local or remote system, you can navigate to the directories you need by double-clicking on the green up-one-level arrow in the top left corner to move up a level; to move down a level, just double-click on the individual directory of your choice. On the server side, you will not be able to choose directories for which you are not authorized. This is

approximately how your screen will look:



5. Choose the type of file transfer you need. Normally this is already at Binary, and should be left there; this is the transfer type you need if you are transferring programs, web pages, pictures, Word documents and almost all other kinds of files. If you are transferring text-only files, such as Notepad files or other formats generated by a plain-text editor, you can choose ASCII. Don't use ASCII for word-processing documents created by Word or WordPerfect, even if they contain "only text" without pictures, graphs, or other extras; you will lose all the formatting in the document and probably have garbage characters in your document that used to be formatting codes.
6. Now you're ready to transfer files. Navigate until you have the directory you want to transfer files *from* on one side, and the directory you want to transfer files *to* on the other side. Then click on the file you want to transfer to highlight it, and click on the arrow pointing to where you want to send it. For example, in the above picture, if you wanted to upload the file complete directory from the local drive to the remote drive, you would click on it, and click on the bottom arrow pointing to the right. To download the file "cshrc" from the remote system to your hard drive, click on the file and then on the top button pointing the left. "Uploading" files refers to transferring files from your own machine "up" to the server, and "downloading" is of course the opposite. Be aware that unless you are uploading to your own home directory, you may not be able to upload a file to a directory on the server, as access of this kind is usually restricted to the owner of the directory.
7. When finished transferring files, close the ftp session by clicking the Close button at lower left, and then close the program. If you chose the Auto save configuration setting, you should see the same profile pop up next time you start WS-FTP; otherwise just follow the opening instructions again to log back in to your account.

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