



# IPSWITCH WS\_FTP

Home 2007

## Getting Started Guide

IPSWITCH

## Welcome

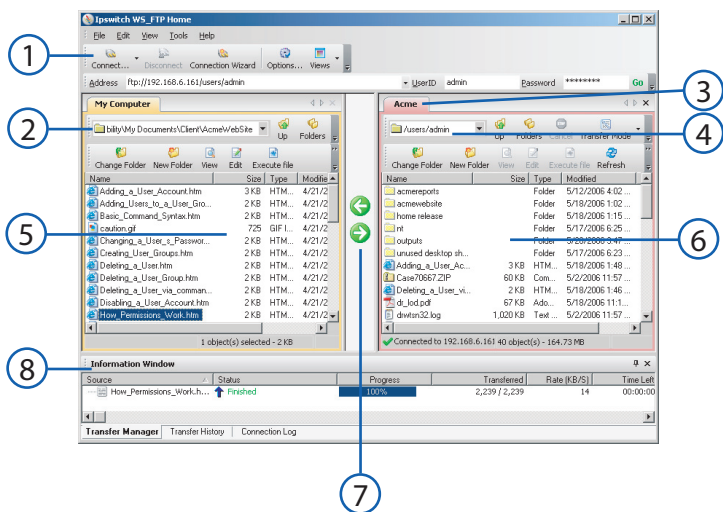
Ipswitch WS\_FTP Home is the leading file transfer client with millions of users worldwide. You can easily and securely transfer files between your home and office and to and from customers, clients, or vendors.

## How Ipswitch WS\_FTP Home Works

When your computer is connected to the Internet, Ipswitch WS\_FTP Home can connect to any computer that has a valid Internet address and is running an FTP 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 Home Application

When connected to an FTP server, Ipswitch WS\_FTP Home 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.



- 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® 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 Home

- 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 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.** 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 Home features listed below to make transferring files even easier and more efficient.

## Using Tools

Ipswitch WS\_FTP Home comes equipped with several tools that allow you to:

- Connect to an FTP server without a complicated set up process.
- View and customize images as thumbnails on remote sites.
- Customize the look-n-feel with new skins.
- Search for files and folders on multiple FTP servers with a remote site search tool.
- Search for files on your local computer with a Microsoft® desktop search tool.
- Create HotDrops (shortcuts) to frequently used FTP servers.
- Use file integrity verification, with encryption for CRC32 and MD5, to validate that transferred files have not been compromised.

For detailed information on the above features, see the *Ipswitch WS\_FTP Home 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 Home. 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>.

