

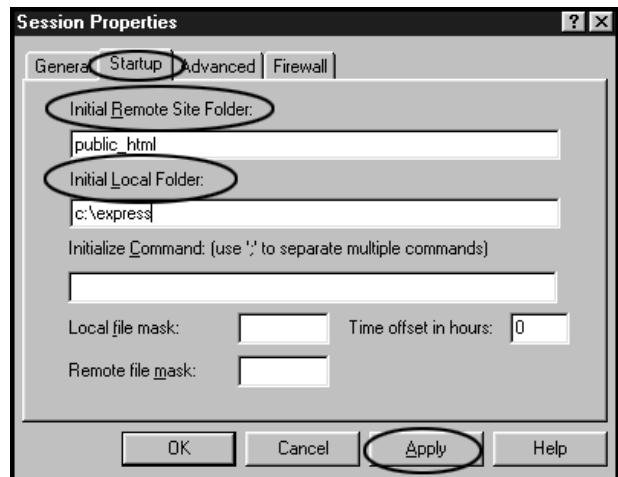
# User Services

**September 2000**

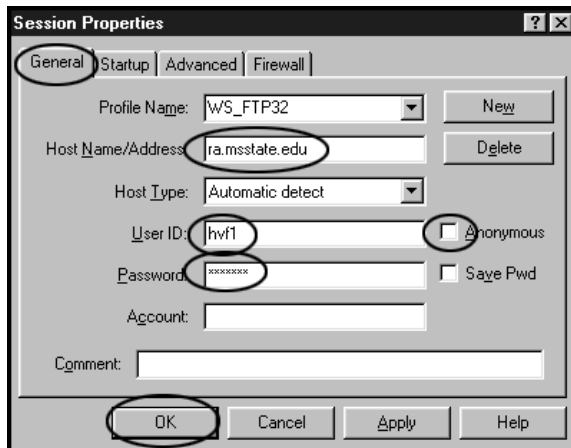
## Ipswitch WS\_FTP LE , A File Transfer Program

**WS File Transfer Protocol, Limited Edition** is an easy to use **file transfer program**. Its main use is for transferring files from a local folder on your hard drive to a remote site or the reverse, transferring files from a remote site to a local folder on your hard drive. Examples of remote sites are **ra.msstate.edu** or **archive.msstate.edu**.

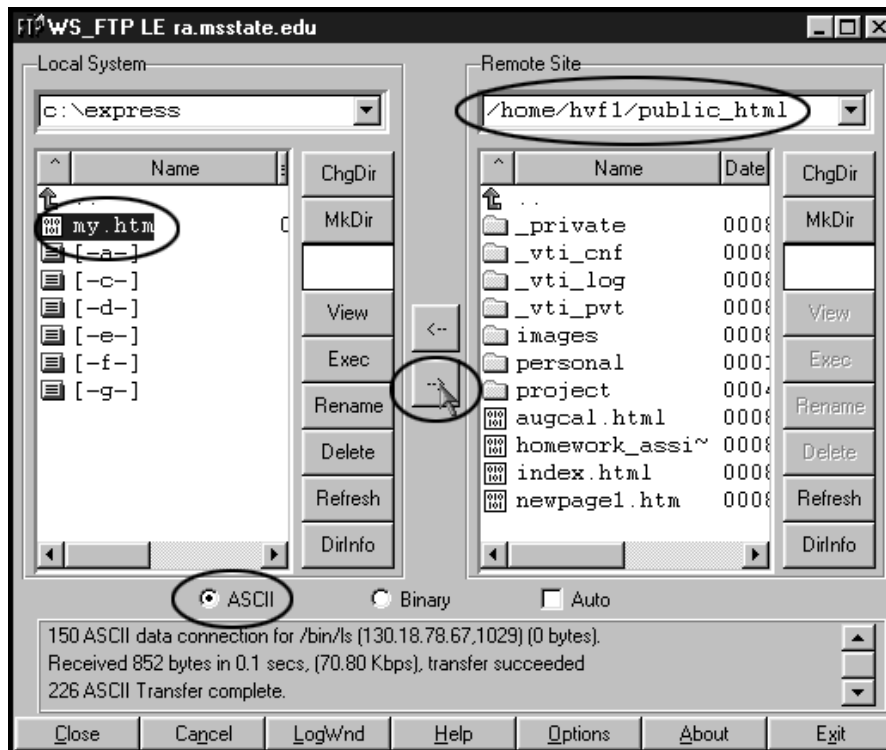
1. Start the program WS\_FTP LE. Click on the **Startup** tab and set : **Initial Remote Site Folder** to a folder on the host site you would like the program to initially open to. Similarly set **Initial Local Folder** to a local folder on your hard drive you would like the program to initially open to. Click on the **Apply** button. Either of these locations can be changed again at any time.



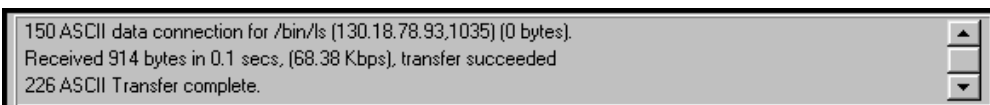
2. Click on the **General** tab and type in the **Host Name/Address** you are currently transferring files to. Type in your **User ID** and **Password** for the Host you choose. Deselect **Anonymous** and click **OK**.



- After a connection to the remote site is made , the contents of the folders you specified in step 1 will be listed. You can navigate to other folders by single clicking a **ChgDir** button or double-clicking an **up-arrow** or a **folder icon**. When you are transferring file(s) from the **Local System** to the **Remote Site** click on a file in the **Local System** (left side). It will become highlighted. More than one file at a time can be transferred by holding down the shift key and clicking on additional files. If your file is a text file click on **ASCII**. Then click on the center arrow button to move the file(s) from the **Local System** to the **Remote Site**. For your non-text files, leave it on **Binary** or click **Auto** for the program to automatically detect the correct type.



- In the lower section of the above screen you are notified if the transfer was successful.



- WS\_FTP LE can also be used for making directories, deleting files and directories, viewing files and more. Close the dialogue box when finished.

### Contact Information:

Voice: 325-0631

E-mail: [helpdesk@msstate.edu](mailto:helpdesk@msstate.edu)

Web: [www.its.msstate.edu](http://www.its.msstate.edu)