

# Terrapin FTP Browser

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## Welcome to Terrapin FTP Browser

What is Terrapin FTP Browser? What can it do for you ?



## Getting Started

The Terrapin FTP interface, introduction to Server Files and making a connection to the FTP Server.



## Navigating An FTP Site

Finding your way around an FTP Site. Moving through folders, links and files.



## Finding Files on the Internet

Finding files on a remote FTP site. Finding files across the Internet.



## Transferring Files

Retrieving files from an FTP Site. Sending Files to an FTP Site.



## Using the Macro Function

Overview of the Macro function. Some tips on how to get the most out of it.



## Making the Most of Terrapin FTP Browser

Cataloguing resources on an FTP Site. Searching for files. Finding the right site and best time to retrieve a file. Viewing remote files off-line.



## Reference

Description of all menu items plus articles suitable for the beginner and expert user.



## Welcome to Terrapin FTP Browser

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There are many thousands of anonymous FTP sites across the Internet. Among them they contain a vast number of freely available resources including works of literature, images libraries, academic treatise, software archives, economic statistics, government and legal papers, electronic magazines etc. etc. etc. The principle limitation to the potential of anonymous FTP is knowing what is available and where to find it.



Terrapin FTP Browser aims to make FTP sites more accessible by automatically collecting information on the resources held at a site whenever the site is visited. The information is retained and can be browsed off-line without incurring connection charges or competing with other users for limited network bandwidth.



Terrapin FTP Browser builds a comprehensive catalogue of a site - Server Site Maps - by accumulating information at each visit. Indexes of a single remote folder or an entire site can be imported and automatically matched to the files which are known to exist there. Folder structures and files can be annotated and searches run against files, indexes and descriptions to find the right resource. Data transfer rates are analysed for each site to help identify the best site and best time to download a much needed but large file.



The transition between working off-line and on-line is seamless. Terrapin FTP Browser will only attempt to make a connection if a request is made for information which is not held locally or where a file is to be transferred. Whether working off-line or on-line Terrapin FTP Browser enables a remote computer to be navigated in much the same way as if its files were held locally.



Terrapin FTP Browser has been specifically designed to integrate with Windows 95/NT. It provides a standard Explorer like interface into a remote computer and supports many of the standard Windows 95/NT shell features such as file drag and drop, right-click context menu's, tree structure representations of folders and icons, list and detail views of folder contents.

## Getting Started

File Transfer Protocol (or FTP) is the primary method of transferring files across the Internet. Terrapin FTP Browser allows access to remote computers anywhere in the world that allow public access through FTP.

Terrapin FTP Browser provides a similar interface to Windows 95's Explorer. Where Explorer displays the folders and files on a local computer, Terrapin FTP Browser displays the folders and files on a remote FTP Server.



The interface comprises six views: (the Local View can be toggled, see [Local File View](#))

- the **Communications Status Window** illustrates the position of the communications process between local and remote computers. For a more comprehensive view of the communications see [Log Window](#) in View Options. See the Article [Understanding Log Information](#) for more information.
- the **Information Window** displays details of the FTP conversation between the local and remote computers. If you double click the Information Window, a copy of the Window along with it's contents will 'jump out' to form a new Window. This Window is expandable and the information contents can be saved for later reference. The Information Window is also where files will be displayed using the [View Files](#) command from the File Menu. If required, a more comprehensive view

of the communications between local and remote computers is available, see [Log Window](#). See the Article [Understanding Log Information](#) for more information.

- the **Folder Window** displays the hierarchy of folders on the remote computer. See [Navigating an FTP Site](#).
- the **File Window** displays the files contained in the currently selected folder on the remote computer. See [Navigating an FTP Site](#).
- the **Local Folder Window** displays all the drives and folders held locally (including network drives if applicable)
- the **Local File Window** displays all the files held locally

Terrapin FTP Browser maintains information on the files and folders on an FTP server in a Server File. Each remote FTP Server is allocated its own Server File. New Server Files can be created, opened and saved in a similar manner to application files.

Example Server Site Map Files are provided with Terrapin FTP Browser. Try the examples by selecting **Server...Open** from the main menu.

Click on a topic below to get help on:

[Connecting to an FTP Server](#)

[Customising Connection Settings](#)

## Connecting to an FTP Server

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1. Select **Server...New Connection** from the main menu to open the New Connection Dialog Box



2. Type the full address of the FTP Server in the Address field of the new connection dialog for example **ftp.doc.ic.ac.uk** or **uiarchive.cso.uiuc.edu**
3. Default values are offered for the user name and password:

User Name: Anonymous

Password: Email Address

These values are the most commonly used by Internet FTP Sites. However, there may be occasions when you need a different login. In particular a user name of Guest is the next most common standard.

Clicking the **....More** button allows for the following additional login options:

4. Selecting Password Protect Site Map option will require the same password used to login to the server to be input before the Site Map can be viewed. When access to the Site Map is attempted a dialog box will appear requesting the password details. If this is not correct then access to the Site Map will be denied.
5. The Retry Connections option continually makes a login request until login process is successful. This option is extremely useful with busy servers or with servers that limit access. The default setting for this option is *On*.
6. If you know the Directory you wish to open, along with the full directory path, you can go straight there by entering the path in the Initial Directory field.
7. Account information is not normally required for most FTP situations. (The option is sometimes used in a corporate workgroup environment).
8. Most publicly accessible FTP servers use port 21. Unless you are certain that a different port is required leave the settings to the default port.

- Once the New Connection dialog is completed Terrapin FTP attempts to connect to the FTP Server. The information returned by the server is shown in the Information Window. Typically the server responds to the connection request with system messages which may describe the structure of the site, access restrictions and contact email addresses All system messages can be viewed by scrolling through the Log Window during or after the connection process. The information is saved with the Server Site Map and will appear even when browsing off-line.

For a more detailed illustration of the communications process open the Log WindowThe Log Window may also provide information on any problems encountered during the connection attempt. See the Article Understanding Log Information for more information.

Terrapin FTP Browser obtains a listing of the root folder as part of the connection process. The subfolders and files in the root folder can be viewed when the connection has completed by double-clicking the Server icon which is displayed in the Folder Window (see Navigating an FTP Site)

The connection process has completed when the green 'Connected - Idle' light is shown in the Communications Status Window and in the status pane above the Folder Window.

## Navigating an FTP Site †

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Whether working off-line (viewing a Server File stored on your local computer) or working on-line (connected to a remote FTP Server) Terrapin FTP Browser provides a standard representation of the folders and files on the FTP Site.

The layout of Terrapin FTP Browser is similar to Windows 95 Explorer. The view on the left of the main window displays the hierarchy of folders on the remote computer. The view on the right of the main window displays the files contained in the currently selected folder.

These views are described in more detail below.

### Folder Window

The Folder Window represents folders in a tree structure. Icons describe the type of folder on the remote site and whether the folder has previously been visited as follows:

-  The root folder of the FTP server
-  A folder which has already been visited (information on files and sub-folders contained in this folder is held locally)
-  A link to a folder which has already been visited. Links are a standard mechanism for simplifying the folder structure on UNIX servers.
-  A folder which has not yet been visited in this session or in previous sessions. If an unvisited folder is clicked while working off-line, Terrapin FTP will attempt to connect.
-  A link to a folder which has not yet been visited.

Terrapin FTP Browser does not need to be connected to the remote FTP Server to view the contents of folders which have previously been visited. The information on files and sub-folders contained within visited folders is held locally. At any time the locally held information can be refreshed to re-synchronize it with the remote server (see [Refreshing Folder Contents](#)). By default Terrapin FTP will request a refresh when the locally held information is 30 days old (see [Customising Site Map Options](#) to change default refresh time scales).

See also

### Viewing Folder Properties

### File Window

All files contained within a folder on the remote server are displayed in the File



Window. Files can be displayed in Detail format, List format, Small Icons or Large Icons. To change the display format select **View** from the main menu or right click in the File Window and select the view format required.

Note that due to the number of files contained in many folders on FTP Servers, the File Window only displays files and not sub-folders which are represented in the Folder Window. It is possible that a folder on an FTP Server may contain no files in which case the File Window will be empty.

All view formats show the icon of the program which is associated with the file on your local computer.

Displaying files in the detail format provides the following information about each file.

- the file name
- the file's size
- the program associated with the file on your local computer
- a description of the file (populated when an index is applied or if manually entered - see Applying Indexes, Viewing File Properties)
- the creation date of the file.

The detail format enables files to be sorted by any of the above properties in ascending or descending order by clicking on the relevant column headings.

See Also

[Retrieving Files](#)

[Viewing Files](#)

[Viewing File Properties](#)

## **File, Folder and Server General Properties**

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General properties include:

- the name of the file, folder or server as known by the remote FTP Server
- the location of the file or folder's parent folder
- the file's size in bytes
- the number of files and sub-folders within a folder
- the date when the file was created on the FTP Server
- the date when the folder's contents was last refreshed
- a description of the file, folder or server.

The description can be modified to include reference information or notes.

## **Making the Most of Terrapin FTP Browser**

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Terrapin FTP offers a number of advanced but easy to use features to facilitate navigating an FTP Site, and cataloguing of available resources. Investing some time getting used to the features pays significant dividends in helping you to access the right resource when you need it.

Select one of the following to get help on:

[Using Indexes](#)

[Viewing Files](#)

[Viewing Transfer Statistics](#)

[Importing Site Listings](#)

## Reference

### Menus

- [Server](#)
- [Folder](#)
- [File](#)
- [View](#)
- [Search](#)
- [Macro](#)
- [Custom](#)
- [Tools](#)
- [Help](#)

### Articles

- [FTP for the Beginner](#)
- [Understanding log information](#)
- [Managing Connection Time](#)
- [Index File Formats](#)
- [Site List File Formats](#)

## FTP for the Beginner

The File Transfer Protocol (FTP) is a standard which enables computers to exchange files. FTP was one of the founding protocols of the Internet as was extensively used and developed by the US Military as the means for moving data between military computer facilities. FTP remains the principal mechanism for getting a large amount of information from A to B.

Since its origins the FTP language has been extensively developed, refined and standardised. To talk FTP requires three elements:

- a computer running FTP Server software (an FTP Server)
- a computer running FTP Client software such as Terrapin FTP (an FTP Client)
- a 'piece of wire' between them (the Internet maybe)

FTP Servers sit listening for an FTP Client to connect to them. Once a client has connected, the server asks that they should login with a user name and password. For the general Internet user, a login request can often be an indication that you're somewhere you shouldn't be. However, many of the computers on the Internet encourage the general public to access their archives and a de-facto standard has emerged that if the FTP Server accepts User Name of 'Anonymous' or sometimes 'Guest' then you are allowed in.

Once the login procedure has been completed the FTP Server is ready to service its clients commands.

Each command that client sends to the server begins a conversation. A simple conversation may be:

1. Terrapin FTP sends command to Server
2. Server responds with information that indicates whether the command was successful or otherwise.

All FTP commands are focused on enabling the client to move through the folders on the server and exchange files.

Examples of commands include:

LIST	- tell me about the files and sub-folders contained in the current folder
CWD x	- change the current folder to x
RETR y	- send me the file named y
SEND z	- I'm going to send you a file called z.

Terrapin FTP formats the commands and manages the conversation with the server for you. However, you can take a look at the sequence of commands and responses by scrolling through the log window see the article [Understanding log information](#).

## Understanding Log Information

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The log window displays details of the conversation between Terrapin FTP Browser and the remote FTP Server (See [System Options](#)). Log information is colour coded to facilitate its interpretation:

Green	A command sent from Terrapin FTP to the FTP Server
Black	A response from the server to Terrapin FTP
Blue	Status information
Red	A communications error

Commands sent from Terrapin FTP Browser to a server include:

- USER (user name)
- PASS (password)
- LIST (list current folder)
- CWD (change folder)
- RETR (retrieve file)
- TYPE (set file transfer type)
- PORT (set the communications port on which to send a folder listing or transfer files)

Responses from the server to Terrapin FTP Browser usually begin with a three digit number. The number signifies the type of response which has been made:

000 - 099	Informational only
100 - 199	Status information in response to a request for information
200 - 299	The previous command was successfully executed
300 - 399	The command was not understood because it was incomplete
400 - 499	The command was OK but the server failed to execute it
500 - 599	The command was not understood

Status information provides a report of how a conversation is progressing. A key status to look for is *Connected - Idle*

This indicates that the last set of commands have been completed successfully and Terrapin FTP Browser is ready to receive further instructions.

All communications errors are expanded in a dialog box which gives details of why the error occurred.

## Managing Connection Time

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Terrapin FTP Browser fully supports working off-line, an important consideration if you pay telecoms costs or if your service provider places restrictions on your free on-line time.

All information on the folders and files on an FTP Site are retained locally. As long as a folder has been visited previously whilst on-line then its contents can be browsed off-line. Terrapin FTP Browser allows you to hang-up a connection at any time during a session and continue working. If connection costs are a consideration then this facility is worth getting to know. This article offers some guidelines for getting the most from off-line work.

1. Opening a Server File in Terrapin FTP Browser does not require that you are connected. The files on the server can be browsed and the right resource from the right server can be selected before going on-line. Terrapin recognised that it is working off-line and will automatically establish a connection if you have asked to retrieve a file or have ventured away from folders which you previously visited.

2. At any time when Terrapin FTP Browser is showing a status of *Connected - Idle*, the connection can be hung-up. If you are using dial-up networking then select the Connected to xxxx button from the Windows 95/NT task bar and click 'Hang-Up'.

3. Certain operations such as applying a large index to a large folder, or importing a list file can take time. Terrapin FTP displays the progress of these operations and if they are lengthy then you should hang-up the connection. This will not effect the operation.

4. Do not be surprised if you have hung-up the connection and Terrapin FTP Browser still reports *Connected - Idle*. Terrapin FTP Browser does not poll Windows continuously to verify that a dial-up connection remains valid. At the first attempt to communicate with the server after a dial-up connection has been hung-up Terrapin FTP Browser will recognise that the connection has been lost. The next attempt will cause Terrapin FTP Browser to reconnect. (note that you may need to manually re-establish the dial-up connection with your service provider by selecting *Dial-up Networking* from the Windows 95/NT *Start* menu.

## **Terrapin FTP Window**

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The Terrapin FTP main window is made up of either four or six windows depending on whether you are viewing the local computer as well as a remote ftp server. See [Terrapin FTP Interface](#) for more information on the windows and for a description of what they each can show.



## **Server menu commands**

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The Server menu offers the following commands:

<u>New</u>	Makes connection to a new FTP Server.
<u>Open</u>	Opens an existing Server Site Map File and enables off-line browsing of the FTP Server.
<u>Save</u>	Saves the current Server Site Map File.
<u>Save As</u>	Saves the current Server Site Map File to a specified file name.
<u>Exit</u>	Exits Terrapin FTP.

## **New Connection command (Server menu)**

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Use this command to connect to an FTP Server which you have not previously visited. Enter the address of the Server Address of the server and click ....Connect. (See [Connecting to an FTP Server](#) for more information.)

Clicking the ....**More** button allows you to select additional login options:

1. Password protect the site map created for this server
2. Retry if the connection is rejected by a busy server
3. Select the initial directory path if known
4. Enter any Account name (if required)
5. Select the port to connect to

You can open the local representation of an FTP Server which you have previously visited with the [Open command](#).

### **Shortcuts**

Toolbar:   
Keys: CTRL+N


## **Open command (Server menu)**

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Use this command to open a Server Site Map File containing a local representation of a remote FTP Server which has been previously visited with Terrapin FTP.

You can visit new servers with the [New Connection command](#).

### **Shortcuts**

Toolbar: 


Keys: CTRL+O

## **Save command (Server menu)**

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Use this command to save the active FTP Server to its current name and directory. When you save a server for the first time, Terrapin FTP displays the Save As dialog box so you can name your Server Site Map File. If you want to change the name and directory of an existing Server File before you save it, choose the Save As command.

### **Shortcuts**

Toolbar:   
Keys: CTRL+S

## **Save As command (Server menu)**

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Use this command to save and name the active server.

To save a server with its existing name and directory, use the Save command.

## **1 - 10 command (Server menu)**

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Use the numbers and filenames listed at the bottom of the File menu to open the last ten Server Site Map Files you closed. Choose the number that corresponds with the server you want to open.

## **Exit command (Server menu)**

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Use this command to end your Terrapin FTP Browser session.

### **Shortcuts**

Mouse: Double-click the application's Control menu button.

Keys: ALT+F4

## Folder menu commands

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The Folder menu offers the following commands:

- Refresh Refreshes the current folder.
- Refresh Subfolders Refreshes folders below the current selected folder
- New Folder Creates a new folder on the server,
- Delete Folder Deletes a folder on the server,

## Refresh command (Folder Menu)

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Use this command to refresh the locally held information on the current selected folder. If you are working off-line this command will initiate a connection to the remote Server. See also [Refreshing Folder Contents](#).

### Shortcuts

toolbar 



## Refreshing Folder Contents (Folder Menu)

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### Toolbar Shortcut:

In order to facilitate off-line work Terrapin FTP Browser displays the contents of a previously visited folder from information stored locally. The local representation of the contents of a folder can be re-synchronized with the remote FTP Server at any time either by selecting **Folder...Refresh** from the main menu or by right clicking on the current folder and selecting **Refresh** from the context menu.

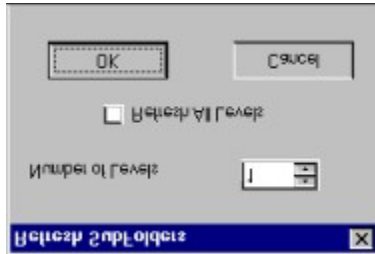
Locally held contents of sub-folders of the refreshed folders will be retained.

See [Customising Site Map Settings](#) for setting up automatic refresh of folder contents.

If you have previously retrieved a file from the folder in question, there will be a 'local indicator' icon next to the file icon. When this indicator is green, it tells you that you have the latest copy of the file. If after refreshing the indicator changes to red, then this tells you that the file has been updated. See [Local File Indicator Icons](#).

## Refresh Subfolders (Folder Menu)

Refresh Subfolders allows you to refresh the folders below the currently selected folder



You can specify the number of levels below the currently selected folder you wish to refresh, or refresh all.

## **New Folder (Folder Menu)**

Provided you have the correct access to the Server, highlight the directory you wish to create a New Folder in, then click New Folder. A folder icon will be created which you can then rename. (See [Rename Folder/File](#)).

## **Rename Folder/File**

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Provided you have the correct access authority to the Server, Folders or Files can be renamed in exactly the same way as using Windows 95/NT Explorer i.e. highlight the folder/file, then click again, then rename.

## **Delete Folder (Folder Menu)**

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Provided you have the correct access to the Server, highlight the folder you wish to delete, click Delete Folder to delete.

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## **Viewing Folder Properties**

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To view a folder's properties.

1. Select the folder in the Folder Window
2. Right click and select Properties

Folder properties include:

- the name of the folder as known by the remote FTP Server
- the linked Folder (if the folder is a logical link to another folder)
- the number of sub-folders and files contained within the folder
- the date when the local representation of the folder was last refreshed
- a description of the folder.

The description of the folder can be modified to include reference information or notes.

## **File menu commands**

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The File menu offers the following commands:

<u>View File</u>	Displays the selected file in the <u>Information window</u>
<u>Retrieve</u>	Retrieves a file from the FTP Server.
<u>Retrieve As</u>	Retrieves a file from the FTP Server to a specified location.
<u>Retrieve Tagged Files</u>	Retrieves all tagged files from a Server.
<u>Send</u>	Sends a file from the local computer to the FTP Server.
<u>Send As</u>	Sends a file from the local computer to the FTP Server with a specified name.
<u>Send Tagged Files</u>	Sends the contents of a specified Folder from the local computer to the FTP Server.
<u>Delete</u>	Deletes a file on the remote FTP Server.
<u>Tag Selected Files</u>	Tags all selected files in the current folder.
<u>Untag Selected Files</u>	Tags all selected files in the current folder.
<u>Tag All</u>	Tags all the files in the current folder.
<u>Untag All</u>	Untags all files on the FTP Server.

## **View Files command (Files Menu)**

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Terrapin FTP has a facility that allows you to view files as they are being downloaded. This allows you to stop the transaction if the file is not of interest. See [View Files in Viewer](#) for more information.

**Shortcuts** Toolbar: 

## **View Files in Viewer**

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Files on a remote FTP Server can be viewed in the Information Window. Double click the Information Window to expand and customise it's size.

Terrapin FTP will retrieve the file before viewing it. Once the file is displayed in the Information Window you have the option to 'Save As'.

The file will be displayed as it arrives allowing time to assess the information to see if you wish to stop retrieving the rest.

To view a file:

1. Click on the file in the File Window

**either**

2. Select **Tools...View** from the main menu

**or**

3. Right click and select **View** from the context menu.

4. Expand the Information Window by double clicking it if required.

5. You can now save the information using the 'Save As' command if required.

Note the Viewing Files command can only view text files in the Information Window



## Transferring Files

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Terrapin FTP enables you to retrieve files from the remote FTP Server to your local computer and to send files from your local computer to a remote FTP Server.

Files are transferred in one of two modes:

- ASCII mode for text based files. Characters are translated from the representation used by the operating system of the remote server to a format readable under Windows 95
- image mode for binary files such as programs and pictures. No translation takes place during the transfer operation

Terrapin FTP Browser automatically determines the optimum mode of transfer for the type of file being retrieved or sent and the transfer mode is normally of little consequence to the Terrapin FTP Browser user. However, in exceptional cases where issues are experienced with file transfer the default rules may be amended to meet the particular needs of a specific server (see Customising Transfer Settings)

See also Multiple File Transfer.

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## Retrieving Files

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### Toolbar Shortcut:

To retrieve a file(s) from the remote FTP Server to your local computer:

- either** Drag the file(s) from Terrapin FTP Browser and drop onto the required folder in the Local File View Window. (You can also drag files to the desktop or to Windows Explorer)
- or** Select **File ...Retrieve** or **File ...Retrieve As** from the main menu
- or** Select the file(s) in Terrapin FTP Browser, right click and select **Retrieve** or **Retrieve As** from the context menu
- or** Select the file(s) in Terrapin FTP Browser, right click and drag to the local file giving the option to **Retrieve**, **Retrieve if Newer** or **Retrieve as**.

The progress of a file transfer operation is displayed in the status bar at the bottom of the Terrapin FTP window.

All file transfer operations are undertaken as background tasks and you will continue to be able to navigate areas of the FTP site which have previously been visited while the operation is in progress.

A file transfer operation may be halted by clicking the toolbar button 

When a file is retrieved, a Local Indicator icon is displayed next to the file icon in the file window of Terrapin FTP Browser. This provides you with a record of which files have been retrieved from the server. Should the file have been updated, the Local Indicator icon will change from green to red. See Local File Indicator Icons.

Note that a file retrieved using the menu item **Retrieve** is placed in the default download folder for the current FTP Server. On installation, the default download folder is set to a sub-folder of the folder in which Terrapin FTP Browser is installed called *Download*.

For example if Terrapin FTP is installed in folder: C:\Program Files\Terrapin FTP then the default download folder is: C:\Program Files\Terrapin FTP\Download.

See Customising General Settings for information on changing the default download directory.

See also Multiple File Transfer.

## **Retrieve command (File Menu)**

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Use this command to retrieve a file from a remote FTP Server to your local computer. The file is placed in your default Download directory with the same file name as used by the remote FTP Server. If you are working off-line this command will initiate a connection to the remote FTP Server. See also [Retrieving Files](#).

### **Shortcuts**

Toolbar: 

You can also retrieve complete directory structures. See [Directory Drag Drop](#)

See also [Right Click Drag Drop](#) for the option to only retrieve newer files.

See also [Multiple File Transfer](#).

See also [Local File Indicator Icons](#).

## **Right Click File Drag Drop Retrieve**

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Using right click drag drop to retrieve files from the server offers the further option of only retrieving newer files. This allows you to multiple select files in a directory that you regularly visit and only retrieve files which have been updated on the server.

See also [Multiple File Transfer](#).

## **Retrieve AS command (File Menu)**

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Use this command to retrieve a file from a remote FTP Server to a specific location and file name on your computer. If you are working off-line this command will initiate a connection to the remote FTP Server. See also [Retrieving Files](#). The file will be retrieved to the default download directory. See [Customising General Settings](#) for information on changing the default download directory.

See also [Multiple File Transfer](#).

## **Retrieve Tagged Files command (File Menu)**

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Use this command to retrieve all Tagged Files (across different directories) from the remote FTP Server. This command will retrieve All the Tagged files, not just the Tagged files in the current open Directory. The files will be retrieved to the default download directory. See [Customising General Settings](#) for information on changing the default download directory.

See [Tagging Files](#). See also [Tag Selected Files](#). See also [Tag All Files](#). [Untag All](#). See also [Multiple File Transfer](#).

## Tagging Files

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Files on a remote FTP Server can be Tagged for later retrieval. There are a number of ways in which a file can be tagged.

- 1) Highlight the file you wish to tag, then click [Tag Selected Files](#) from the Files drop down menu.
- 2) Highlight the file and right click to use the Tag Selected Files command
- 3) Set-up your [Double Click Options](#) to tag files. If you have your [System Options](#) set in this way, a double click will tag a file, then double click to untag a previously tagged file.

There are no limits to the number of files you can Tag. You can also Tag many file in different directories on the same Server. See [Retrieve Tagged Files](#).

See also [Tag All Files](#).

See also [Untag Selected Files](#).

See also [Untag All](#) command.

See also [Multiple File Transfer](#).

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## Sending Files

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To send a file from your local computer to the remote FTP Server:

- either** Drag the file from the desktop, Folder Window or Windows Explorer and drop onto the File or Folder Window of Terrapin FTP
- or** Select **File ...Send** or **...Send As** from the main menu
- or** Select the file(s) you wish to transfer and use the right click menu to Send or Send As
- or** Select the file(s) you wish to transfer and right click drag drop them to the remote server which gives the option of **Copy Here** or **Move Here**.

The progress of a file transfer operation is displayed in the status bar at the bottom of the Terrapin FTP window.

All file transfer operations are undertaken as background tasks and you will continue to be able to navigate areas of the FTP site which have previously been visited while the operation is in progress.

A file transfer operation may be halted by clicking the toolbar button 

Note that the FTP Server must have write permissions granted to for you to send a file to a folder on the remote computer.

See also [Multiple File Transfer](#).



## **File Send command (File Menu)**

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Use this command to send a file from your local computer to a remote FTP Server. If you are working off-line this command will initiate a connection to the remote FTP Server. See also [Sending Files](#). See also [Multiple File Transfer](#).

You can also send complete directory structures. See [Directory Drag Drop](#)

## **Right Click File Drag Drop Send**

---

By selecting the file(s) you wish to transfer and using the right click drag drop option allows you to either Copy or Move the files to the remote server.

See also [Sending Files](#).

See also [Multiple File Transfer](#).

## **File Send As command (File Menu)**

---

Use this command to send a file from your local computer to a remote FTP Server and you want to change the name of the file you are sending. The name of the file will be as it was before on your computer, but the new name will appear on the remote FTP Server. See also [Sending Files](#). See also [Multiple File Transfer](#).

## **Send Tagged Files command (File Menu)**

---

Use this command to send all Tagged Files (across different directories if required) from the local computer to the remote FTP Server. This command will send All the Tagged files, not just the Tagged files in the current open Directory.

See [Tagging Files](#). See also [Tag Selected Files](#). See also [Tag All Files](#). [Untag All](#). See also [Multiple File Transfer](#).

## **Deleting Files command (File Menu)**

---

Provided you have the correct access to the server, you can delete files from the remote FTP Server by firstly clicking the file to highlight it, then click the Delete command from the File Menu drop down bar or use the delete key on your keyboard.

## **Tag Selected Files command (File Menu)**

---

Use this command to Tag all the selected files in a folder on either the local or remote computer. In this way you can send or retrieve all the tagged files. You can select multiple files in the same way as you can with your Windows 95/NT Explorer i.e. using the 'Shift' or 'Ctrl' keys on your keyboard. See [Tagging Files](#). See also [Retrieving Tagged Files](#). See also [Multiple File Transfer](#).

## **Untag Selected Files command (File Menu)**

---

Use this command to Untag all the selected files in a folder from a remote FTP Server. You can select multiple files in the same way as you can with your Windows 95/NT Explorer i.e. using the 'Shift' or 'Ctrl' keys on your keyboard. See [Tagging Files](#). See also [Retrieving Tagged Files](#). See also [Multiple File Transfer](#).

## **Tag All Files command (File Menu)**

---

Use this command to tag all the files in a selected folder on a remote FTP Server. See [Tagging Files](#). See also [Retrieving Tagged Files](#). See also [Multiple File Transfer](#).



## **Untag All Files command (File Menu)**

---

Use this command to untag all previously tagged files on the remote FTP Server. This command will remove ALL tags from ALL folders throughout the whole Server , not just the tags from files in the current open folder. See [Tagging Files](#). See also [Retrieving Tagged Files](#). See also [Multiple File Transfer](#).

## **Viewing File Properties**

---

To view a file's properties.

1. Select the file in the File Window
2. Right click and select Properties

File properties include:

- the name of the file as known by the remote FTP Server
- the location of the files parent folder
- the file's size in bytes
- the date when the file was created on the FTP Server
- a description of the file.

The description of the file can be modified to include reference information or notes.

## **Resume Interrupt File Transfer**

---

If when either sending or retrieving a file the communication link between your local computer and the remote FTP Server should be broken, Terrapin FTP Browser will offer you the option to restart the file transfer at the point at which communications were broken. An 'Error Splash Screen' will be displayed giving you the option to either 'Retry' or 'Cancel'. You will see the amount of the file that has been sent/retrieved in the status bar (the narrow bar at the bottom of the Terrapin FTP Browser window).

As Terrapin FTP Browser supports multi-file transactions, should you be sending/receiving multiple files, an Error Splash Screen will be generated for each error. In this way you can resume file transfers without having wasted any connection time.

This is one reason why you may wish to use Terrapin FTP Browser when downloading FTP files from the Web rather than your Web Browser. See [W.W.W.](#) for more details.

See also [Resume Interrupt File Transfer - Macro](#).

## Multiple File Transfer

---

Terrapin FTP Browser will perform multiple transactions in any situation. From The [Terrapin FTP interface](#) you can multi drag drop/send command upto a Server or perform multi drag drop/retrieve command from the Server. You can make multiple selections in the same way as you would with Windows Explorer i.e. with the 'Shift' and 'Ctrl' keys.

Complete directory structures can be transferred by dragging between the local and remote directory windows. The complete directory structure will be preserved and there are a number of transfer options which make site maintenance simple and stops needless file transfers. See [Directory Drag Drop](#) for details of the options available.

Terrapin FTP Browser employs other functions to further enhance the multi transaction capabilities. There is the option to 'Tag' files across many different folders/directories and then retrieve them all in one on-line operation. [Tagging Files](#). See also [Retrieving Tagged Files](#). In the File Menu, there is the option to Send Folder Contents which automatically sends all the files contained in the folder upto the Server. See [Send Tagged Files](#).

The Macro Function represents the ultimate utility for implementing and carrying out multiple transactions. This functions offers the ability to pre-record an infinite number of transactions across any number of different Servers. The Macro can then be replayed in one on-line operation. See [Using the Macro Function](#). See also [Macro Menu Commands](#).

## Directory Drag Drop

---

Complete directory structures can be transferred by dragging between the local and remote directory windows.

Once the drag drop instruction has been made a dialog will appear before Terrapin FTP performs the operation. Clicking **Yes** will copy the directories. There is also an **Options** button which provides for the follow transfer functions:

- 1) Refresh site map before transfer (default is checked)
- 1) Upload/Download files only if newer
- 1) Upload/Download subdirectories (default is checked)
- 1) Remove files on local/remote computer which don't exist on remote/local computer
- 1) Remove directories on local/remote which don't exist on remote/local computer
- 1) Only upload/download files modified during the previous x day(s)

If you wish to make the local directory structure the same as the remote (or vice-versa) the following options should be set:

- 1), 3) ,4) and 5)

## **Transfer if Newer**

---

Terrapin FTP offers the option to only send or retrieve files if they are newer than files previously transferred.

Drag drop the directory and click Options from the dialog box that will appear before the drag drop function is performed. Then check the Upload/Download only if newer option. See [Directory Drag Drop](#) for a list of all transfer options available.

## **Transfer if modified**

---

Terrapin FTP offers the option to only send or retrieve files if they have been modified within a specified number of days.

Drag drop the directory and click Options from the dialog box that will appear before the drag drop function is performed. Then check the Only upload/download files modified during the previous x day(s). See [Directory Drag Drop](#) for a list of all transfer options available.

## Reconcile Files

---

Terrapin FTP offers the option to reconcile the files between remote and local directories.

Drag drop the directory and click Options from the dialog box that will appear before the drag drop function is performed. Then check the Remove files on local/remote computer which don't exist on remote/local computer. See [Directory Drag Drop](#) for a list of all transfer options available.



## **Reconcile Directories**

---

Terrapin FTP offers the option to reconcile the directories between remote and local computers.

Drag drop the directory and click Options from the dialog box that will appear before the drag drop function is performed. Then check the Remove directories on local/remote computer which don't exist on remote/local computer. See [Directory Drag Drop](#) for a list of all transfer options available.

## **Sending Files Between Servers**

---

You can drag files between two different servers by opening more than one instance of Terrapin FTP and dragging the required files between the two windows.

How the procedure will be performed depends on the set up of the server from which you are dragging the file. Terrapin FTP will always first attempt to transfer the file directly from one server to another. If the server does not allow this operation then the file will need to be transferred via your computer.

If this is the case a dialog box will appear asking you to confirm whether or not you wish to carry out the procedure. It may be quicker to simply send the directories from your local drive if you have a copy.

## **Moving files on a server**

---

You can drag files between directories on a remote server.

How the procedure will be performed depends on the set up of the server. Terrapin FTP will always first attempt to transfer the file(s) directly from one directory to another. If the server does not allow this operation then the file(s) will need to be transferred via your computer.

If this is the case a dialog box will appear asking you to confirm whether or not you wish to carry out the procedure. It may be quicker to delete the file(s) and send them again.

## **View menu commands**

---

The View menu offers the following commands:

<u>Toolbar</u>	Shows or hides the toolbar.
<u>Status Bar</u>	Shows or hides the status bar.
<u>Local File View</u>	Shows or hides the Local File View.
<u>Large Icons</u>	Displays files in the <u>File Window</u> using large icons.
<u>Small Icons</u>	Displays files in the <u>File Window</u> using small icons.
<u>List</u>	Displays files in the <u>File Window</u> list format.
<u>Detail</u>	Displays files in the <u>File Window</u> Detail format.
<u>Arrange Icons</u>	Sorts files in the <u>File Window</u> .
<u>Line Up Icons</u>	Rearranges icons in the <u>File Window</u> to best fit current window size.
<u>System Options</u>	Displays system wide property settings.
<u>Server Options</u>	Displays options for the current server.

### **Toolbar command (View menu)**

---

Use this command to display and hide the Toolbar, which includes buttons for some of the most common commands in Terrapin FTP, such as Server Open. A check mark appears next to the menu item when the Toolbar is displayed.

The toolbar can be dragged to any edge of the main Terrapin FTP Browser window or be left floating.

## **Status Bar command (View menu)**

---

Use this command to display and hide the Status Bar, which describes the action to be executed by the selected menu item and file transfer progress information. A check mark appears next to the menu item when the Status Bar is displayed.


## **Local File View command (View menu)**

---

Use this command to display and hide the Local File View. A check mark appears next to the menu item when the Local File View is Displayed.

As well as all the local hard drives network neighbourhood is also supported.

### **Shortcuts**

Toolbar: 

## **Large Icons command(View Menu)**

---

Displays files in the File Window using large icons. File information such as file size, file date and description are not displayed. To access file information see Viewing File Properties. The icons displayed correspond to the program on your local computer which is associated with the file.

## **Small Icons (View Menu)**

---

Displays files in the File Window using small icons. File information such as file size, file date and description are not displayed. To access file information see Viewing File Properties. The icons displayed correspond to the program on your local computer which is associated with the file.



## **List (View Menu)**

---

Displays files in the File Window in list format. File information such as file size, file date and description are not displayed. To access file information see Viewing File Properties. The icons displayed correspond to the program on your local computer which is associated with the file.

## **Detail (View Menu)**

---

Displays files in the File Window using detail format. File information such as file size, file date and description are displayed next to the file icon. The icons displayed correspond to the program on your local computer which is associated with the file. In detail format the files can be sorted using any of the displayed information by clicking the buttons above each column in the File Window. Clicking the header button once causes the files to be sorted in ascending order, clicking a second time causes the files to be displayed in descending order.

## **Arrange Icons (View Menu)**

---

This command causes the files displayed in the File Window to be sorted by name, by file type, by size, by description or by file creation date. Sorting files can be a useful tool for locating the right file in a large folder.

## **Line Up Icons (View Menu)**

---

This command causes the File Window to be redrawn in a manner that best fits the files within the available window

## **System Options command (View Menu)**

---

This command displays the System Options Dialog. The dialog enables you to customise a number of features of Terrapin FTP, including the standards used to connect to a new FTP Server, the standards used for Transferring files, default folders and the look of Terrapin FTP. Many of these options are carried forward to individual Server Files and may be customised individually for each server.

See Server Options command for information on how to change the settings for each individual server.

## **System Options Dialog**

---

The Server Options Dialog enables you customise the default settings of Terrapin FTP. Many of these options are carried forward to individual Server Files and may be customised individually for each server. The dialog comprises six pages:

- General
- Connection
- Transfer
- Site Map
- Firewall
- Sounds

The options which are available under each of these pages are explained below. Items marked with an \* are carried forward to individual Server Files and may be customised separately for each server. See [Server Options command](#)

### **GENERAL**

- Default Server Folder** The folder where Server Files are saved by default. Change by clicking the **Browse** button next to the field.
- Default Download Folder\*** The folder in which retrieved files are placed by default. Change by clicking the **Browse** button next to the field.
- Log FTP Dialog to File** Specifies whether the FTP conversation shown in the log window should be written to a file.
- Show Log Window** Specifies whether the log window should be displayed.
- Log Size** The number of lines of log history which may be viewed through the log window.
- Set-up double click command** Select the appropriate radio button set-up the double click command to your choice.
- Set default launch program** Should you not have an appropriate program capable of launching the file downloaded, you can specify a default program. Default as standard is Notepad.

### **CONNECTION**

- Email Address** Your email address as provided during system set-up

**User Name\*** The User Name used to log into a new remote FTP Server.

**Password\*** The Password used to log into a new remote FTP Server.

**Port\*** The TCP/IP port used to connect to the remote computer.

### **TRANSFER**

**Transfer Options\*** Whether to use ASCII or BINARY transfer modes or whether to decide based on the type of file being transferred.

**Preserve Date Stamp** Keeps the original date stamp of the file as shown on the server.

**Retrieve File with Unique Name** If there is a file on the local computer with the same name as the file being retrieved, the name will be change so as not to overwrite the local file.

**Transfer as ASCII** The rules used to decide whether to transfer as ASCII if the last option is selected above.

### **SITE MAP**

**Refresh folder information** Determines the number of days before Terrapin FTP will prompt you to refresh the folder contents.

**Confirm before refresh** Option for Terrapin FTP to alert you before refreshing.

### **FIREWALL**

**Connect Through Firewall  
Firewall Login** Determines the firewall address and port settings.  
Setup the login name and password.

**Firewall Type** Select the appropriate radio button for

the type of firewall in use.

**PASV Connection**

PASV option if firewall requires.

**SOUNDS**

**On Specified Event**

Sounds can be set to play and any one or all of the following events: on connection, on file transfer, on directory refresh, other ftp event and on an error.

See Server Options command for information on how to change the settings for each individual server.



## Customising General Settings

---

Default general settings are defined in the General page of the System Properties dialog box See [System Options Dialog](#)This is accessed by selecting **View...System Options** from the main menu.

General settings include:

- the default Server Folder in which Server Files are located
- the default Download Folder in which files retrieved from a remote server are saved
- the file to which Log Window output is written (if required)
- instructions as to whether to show the log window and the number of log lines which are shown
- setting the double click options. The default option is 'Retrieve and Launch'
- setting the default launch program

The default Download Folder may be changed for individual Servers. This enables files from different servers to be downloaded to different folders. To change the Download Folder for the current server select **View...Server Options** from the main menu and choose the Connection page of the dialog.

Note: changing the default System Download Directory does not change the Download Directory for Server Files which already exist.

## **Customising Connection Settings**

---

Default connection settings are defined in the Connection page of the System Properties dialog box. This is accessed by selecting **View...System Options** from the main menu.

Connection settings include:

- your Email address
- the user name used to login to an FTP Server
- the password to login to an FTP Server
- the connection port.

System connection options are used by default when connecting to a new server. Connection options can be changed for the current server in the Connection page of the Server Options Dialog. This is accessed either by selecting **View...Server Options** or by selecting and right clicking the Server icon in the Folder Window and selecting **Properties** from the context menu.

## **Customising Transfer Settings**

---

Default transfer options are defined in the Transfer page of the System Properties dialog box. This is accessed by selecting **View...System Options** from the main menu.

Transfer options include:

- the transfer mode to use when Transferring files

Three basic options are supported for the transfer mode:

- transfer all files as ASCII
- transfer all files as binary
- transfer files as appropriate.

The last option uses the file type as registered on your local computer to determine the mode of transfer. The System Transfer Properties dialog enables a list of file types to be defined which will be transferred in ASCII format. It also enables it to be specified that all files without an extension will be transferred as ASCII

e.g.: INDEX

and that files with long extensions will be transferred as ASCII

e.g.: Folder Contents.README.

System default transfer options may be changed for individual Servers. This enables specific transfer rules and refresh periods to be defined to meet the needs of a specific FTP Server. To change transfer options for the current server select **View...Server Options** from the main menu and choose the Transfer page of the dialog.

Note: changing the default System Transfer Options Directory does not change the transfer options for Server Files which already exist.

## **Customising Site Map Settings**

---

Default Site Map options are defined in the Site Map page of the System Properties dialog box. This is accessed by selecting **View...System Options** from the main menu.

Site Map options include:

- the period in days when a folder should be refreshed
- whether or not Terrapin will first prompt you before refreshing the folder or refresh automatically when the site map is opened and a connection is made.

System default Site Map options may be changed for individual Servers. This enables specific Site Map rules and refresh periods to be defined to meet the needs of a specific FTP Server. To change Site Map refresh options for the current server select **View...Server Options** from the main menu and choose the Transfer page of the dialog.

Note: changing the default System Site Map Options Directory does not change the Site Map options for Server Files which already exist.

## **Customising Firewall Settings**

---

Default Firewalls options are defined in the Site Map page of the System Properties dialog box. This is accessed by selecting **View...System Options** from the main menu.

Firewall options include:

- Firewall address, login and type
- PASV connection if

Firewalls are normally only encountered in a business environment and this option is not normally necessary for home users. If you think your organisation or ISP requires you to connect through a firewall contact your system administrator to determine the correct firewall settings.

## **Customising Sound Settings**

---

Default Sound options are defined in the Sounds page of the System Properties dialog box. This is accessed by selecting **View...System Options** from the main menu.

Sound can be set to play on:

- connection
- file transfer
- directory refresh
- other ftp event
- an error

Select the appropriate radio button(s) along with file path to the sound file to play a sound for any one or all of the above events.

## **Server Options (View Menu)**

---

This command displays the Server Options Dialog. The dialog enables you to customise a number of options which are specific to an individual server. It also displays transfer statistics for the current server.

See also:

System Options command

## **Server Options Dialog (View Menu)**

---

The Server Options Dialog provides information on the properties of the current server and certain aspects of Terrapin FTP which are only applicable to this server. The dialog comprises four pages:

- General properties of current server
- Connection options for the current server
- Transfer options for current server
- Statistics for current server

The options which are available under each of these pages are explained below. Items marked with an \* are carried forward to individual Server Files and may be customised separately for each server. See [System Options command](#)

### **GENERAL** (See [Viewing Folder Properties](#))

**Root Directory** Provides information on the root directory of the server.

### **CONNECTION**

**Server Login details** Provides all the information used to login to the server.

**Auto Reconnect** Terrapin FTP will keep on trying to connect if the server is busy.

**Password Protect** The option to password protect the site map. The password required to login to the server will have to be entered before the site map can be viewed.

### **TRANSFER**

**Default Download Directory** Lets you change the default download directory for the specific server.

**Transfer Options** Gives the option to change transfer modes for the specific server.

**Auto Refresh** Sets the number of days when a refresh request folder prompt will be issued.



**STATISTICS** (See Viewing Transfer Statistics)

**Transfer Statistics**      Provides information on the servers  
speed of transfer.

See System Options command for information on how to change the general  
settings for the whole system.

## Viewing Transfer Statistics

---

Terrapin FTP collects information on the rate at which data is exchanged with the remote FTP Server. This data may be useful in managing connection costs. If a file is available from more than one server then selecting the server with the highest transfer rate will reduce the cost of retrieving the file. Transfer rates vary considerably by time of day and even day of week. Terrapin FTP enables you to assess the optimum time to make a connection.

To view the file transfer statistics for a server:

**either**

1. Select **View...Server Options** from the main menu.

**or**

2. Select the Server icon in the Folder Window, right click and select **Properties** from the context menu.
3. Choose the Statistics page on the Properties dialog box.

Transfer statistics can be viewed in detail for each connection, or summarized by day of the week or time of day. Click on the radio buttons at the bottom the transfer statistics page to select the required option.

## **Preserve Date Stamp**

---

There is the option to keep the date stamp of retrieved files to the original time and date as shown on the server, rather than the date and time that the file was retrieved.

This is configured in the Server Options Dialog.

## **Unique Name File Retrieval**

---

There is the option to give a retrieved file a new name if there is a file already on the local computer with the same name. This removes the potential problem of overwriting existing.

This is configured in the Server Options Dialog.

## **Search Menu commands**

---

The Search menu offers the following commands

- |                            |  |
|----------------------------|--|
| <u>Find File</u>           | Searches the current server for files.                                   |
| <u>Find Next</u>           | Finds the next file meeting the search criteria.                         |
| <u>Search the Internet</u> | Performs an Archie file search across a number of Archie Search Servers. |

## Find File (Search Menu)

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Terrapin allows you to search for files within Site Maps. See [Searching for Files](#).

### Shortcuts

Toolbar: 

## **Find Next (Search Menu)**

---


The Find Next command can be used in conjunction with the *...Find File* command. See [Searching for Files](#)

## **Search the Internet (Search Menu)**

---

Terrapin FTP comes with an inbuilt Archie Search client which helps you to find files on the Internet. See [Archie Searching](#) and [Archie Options](#) for more information on how to perform an Archie search.

### **Shortcuts**

Toolbar: 





## Searching For Files

---

### Toolbar Shortcut:

Terrapin FTP enables you search areas of the FTP Site which have been previously visited to quickly find the right resource.

Searches can be based on the format of the filename and/or on words contained in the file's description.

To run a search:

1. Click on the folder you wish to search in the Folder Window. If you wish to search in all folders click the Server icon at the top of the Folder Window.
2. Select **Tools...Find File** from the main menu.
3. When the Find Files dialog box is displayed, enter the file name (may contain wildchars) and or a phrase contained in the file's description
4. Deselect the **Include Subfolders** check box if you do not wish to search in the subfolders of the current folder.
5. Click **Find Now**.

Terrapin FTP locates the first file which matches the search criteria.

To find the next file matching the search criteria:

**either**

1. Select **Tools...Find Next** from the main menu.

**or**

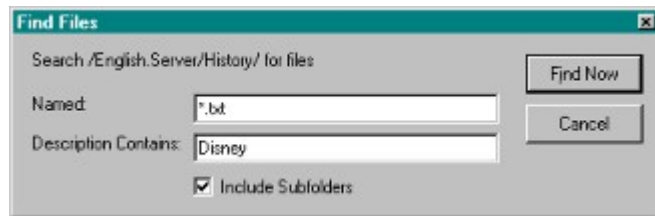
2. Press <F3>

```
{button Example,PI(``,`search_example')}
```

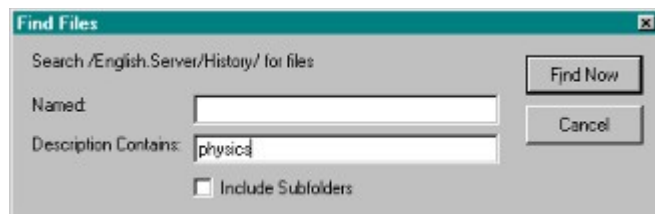
## Search Examples

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Searches for any file with extension 'txt' where the description contains 'Disney'. Looks in the current folder and all subfolders of the current folder.



Searches for any file in the current folder with a description which contains 'physics'



## Search The Internet (Search Menu)

---

**Shortcuts** Toolbar: 

Search the Internet allows you to perform an Archie Search for files/directories contained on FTP Servers throughout the world. By default, the Archie Search will search for the substring, so you do not need to know the whole file/directory name to successfully find a correct match. See [Archie Search Options](#).

To perform an Archie Search;

- 1) Open the Archie search Window from the Search Menu. See also Archie Search Options
- 2) Input the name or part of the file name you wish to find in the 'Search for' section.
- 3) Select an Archie Server from the drop down list 'Using Archie Server' or type in your own Archie Server host address.
- 4) Then click the 'Search' button to start your search. (The 'Search' button will then change to 'Stop' allowing you to terminate the search whenever you wish)
- 5) The search results will be displayed in the main Archie Search window. (Note - The Archie Server does not always provide accurate information regarding the 'File Size'. If the 'File size' appears inaccurate, more often than not it will be correct on the actual host Server.)

Terrapin Archie search then offers you a number of options;

1) If you highlight a file in the main Archie Search window, the 'Get File' command will connect to the Server where the file is held and retrieve the file. The file will be saved in your default download directory. You can also retrieve the file in the same way by dragging it to the shell. ( To change your default download directory see Server Options Dialog).

2) Dragging a chosen file to any part of the Terrapin FTP Browser window initiate a connection with the Server holding the file. Terrapin will then go directly to the directory containing the file, exactly as if you connected to a new Server and put in the directory path in the 'Root Directory' input box. This command will not automatically retrieve the file. It gives you the opportunity to seek further documentation etc. If you then wish to download, retrieve the file in any of the Terrapin FTP Browser's file retrieval methods.

3) You can add to your search results by changing the selected Archie Server. If you search on a different Server, the results will be added to your previous results. Different Archie Server search results will not be duplicated i.e. if the first search locates file xxx.xxx with FTP Server location yyy.yyy.yyy then the next Archie search you carryout will only add new locations to your previous results, thereby not duplicating useless information.

4) The 'Clear Results' command will clear the main Archie Search window allowing you to carryout a fresh Archie Search.

5) You have the option to 'Copy URL's to Clipboard'. The option allows you to then open a suitable program (such as Note or WordPad), and then 'Edit' 'Paste' the URL's from the clipboard into the program. This facility allows you to then annotate the results as required and also to save the Search results.

## Archie Search Options

---

There are four options that can be used when carrying out an Archie search. To enable or disable a search option, click the appropriate radio button on the Archie Search main window.

1) **Search Substring** is the default setting. This option performs a simple substring match. A match occurs when the user entered substring is contained in the file name on the Archer Server's database. e.g. if the substring 'ver' was entered, all files containing the sequence 'ver' would be shown.

2) **Search Substring (case sensitive)**. This option searches the Archie database as above, but the case of the substring is used to match results.

3) **Exact Match**. Matches will only occur when the input string exactly matches a file name.

4) **Regex**. The Regex option allows you to search substrings with the use of special control characters. Without using the special control characters, a Regex search would give the same results as a normal Search Substring. The following examples demonstrate the use of the special characters;

a) with \* following a character means you will get a match if part of the string contains nil or more of that character. For example the input string `a*terra'` would find the files 'terra' 'aterra' 'aaterra' 'aaterra' etc.

b) with a dot in front of the .\* the search will match any number of any characters preceding the string. e.g. the input string `.*terra'` would match any file ending with 'terra'. The .\* can also be placed at the end of the string to form matches based on ending of a file. e.g. `'terra.*'` any file beginning with 'terra'. (Note the input string `.*terra.*'` would therefore give exactly the same result as searching a standard Search Substring with the input string 'terra').

c) the use of square brackets [ ] in string will match files with any characters in the brackets at that point in the string e.g. `'terra[123].*'` would find 'terra1.txt' 'terra2.txt' 'terra3.exe' but would not find 'terra4.txt' (Note the use of the '.\*' at the end of the string finds all files with 'terra[123]'. If you knew that you were looking for a '.txt' file then the input string would look like this `'terra[123].txt'`

d) the use of the ^ symbol matches the exact opposite. e.g. to use the square brackets example above, the input string `'terra[^123].*'` would find 'terra4.txt' but would not find 'terra1.txt' 'terra2.txt' 'terra3.exe'

## **Finding Files on the Internet**

---

Terrapin FTP Browser is equipped with two methods of searching for files both of which are found in the Search Menu.

Method 1) Searching For Files allows you to search a remote FTP Server in the same ways as you would find a file/Directory using Windows 95/NT Explorer. This facility allows you to search all, or any of the directories you have been to. It can therefore be done off-line by opening up the Server Site Map of the server you wish to search.

Method 2) Search The Internet allows you to carryout an Archie Search for a specific file or directory. With the Archie Search function Terrapin FTP Browser places at your finger tips access to a number of Archie databases that contain the location of millions of files across the whole of the Internet.

## **Macro Menu commands**

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Start Recording a Macro Opens the Terrapin FTP Macro window. Start recording a Macro.

Run/Edit Macro Opens the Macro Window which allows you to run and edit previously recorded macros.

### **The list of help available for the Macro functions are as follows:**

Macro Allows you to record a number of transactions and replay in one on-line operation.

### **Macro Tool Bar commands (Macro 'On')**

Pause Recording Pauses recording whilst still leaving the Macro 'On'.

Continue Recording Restarts recording after pausing the Macro.

Stop Recording Stops recording and switches off the Macro.

Edit Macro Allows you to edit the Macro you are currently recording.

Run Macro Starts to run the Macro you are currently recording.

### **General Macro Commands (Macro 'On' or 'Off')**

Editing a Macro The ways in which you can edit your Macros.

Control Groups Control Groups allow you to plan for contingencies.

Resume Interrupt Transfer Macro Resumes the File Transfer at the point communications were broken.

Saving Macros Saving previously recorded Macros to replay.

## **Using The Macro Function**

---

The Terrapin FTP Browser's Macro function allows you to record, **off-line**, an infinite number of operations across many different Servers/directories/subdirectories/folders/files and replay the operation in one on-line transaction.

Not only does this save valuable connection time, but you will find in many cases it is quicker to record and perform a Macro when you wish to carryout multiple tasks. A simple example to test this out would be to pick say three previously unvisited servers and ask the Macro to open each in turn to build the root directory Server Map. You may be surprised how quickly the Macro will perform it's tasks, it's certainly much quicker than it can be done manually, and just see how little time is actually spent on-line!

One way the Macro could be of real benefit is to have it 'On' all the time, but in 'Pause' mode. Then when you are looking at FTP sites, if you find something of interest simply start recording the transaction you wish to carryout, (e.g. retrieve file) then 'Pause' the Macro and carry on browsing. In this way you can build a list of transaction across many Servers and replay in one hit.

The Macro is specifically designed for recording actions that create new Server Site Maps or to alter previously saved Server Site Maps from your archive. If you have used Macros in the past you will be relieved to hear that not every mistake, trivial, or unnecessary action will be recorded. (i.e. during recording, if you click 'View' and change some options, these commands will not be shown in the Macro). With the use of intelligent record filtering, Terrapin makes sure you do not save commands that have no relevance to the Site Map/Maps you are recording

Once recording is activated, you may record any of Terrapin FTP Browser's Server Map manipulating functionality e.g. refresh folder/directories, download file/files, open a new server and refresh to a specified level of sub directories etc.etc.etc.

There are no limits to the number of Server Maps the Macro can open, the number of Steps it performs, or the number of Control Groups it can employ. The Macro is a powerful tool that allows you to program Terrapin FTP Browser to do what you want, when you want it. For more information see the Help sections in Macro Menu command.



## **Start Recording command (Macro Menu)**

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**Shortcuts** Toolbar: 

Click 'Start Recording' from the drop down menu switch on the Macro function. This will automatically open the record Macro Icon Bar, as shown below. (The Macro Icon Bar can be dragged to the icon menu if you wish, or any where that's most convenient to you. So can the Main Icon Bar)



Once the Macro Icon Bar appears you are recording your Macro (note the Continue Recording button is greyed out).

## **Run/Edit Macro (Macro Menu)**

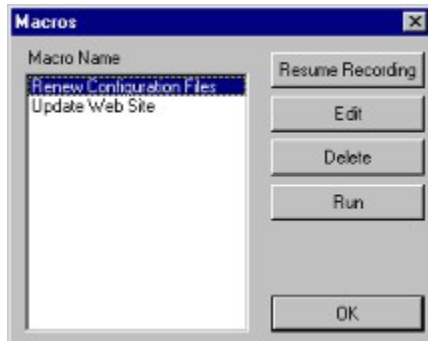
---

Previously recorded Macro's may Run or Edited at any time. Select **Macro ...Run/Edit Macro** from the menu. See Running and Editing Macro's for more information.

## Running and Editing Macro's

---

Clicking 'Run/Edit Macro' from the drop down menu opens the Macro Window.



Displayed will be the list of Macros previously recorded. Select the Macro you wish to perform an operation on (i.e. Renew Configuration Files is selected in the above example). Then choose the appropriate command using the buttons on the right of the window.

**Resume Recording** 'Resume Recording' will restart recording the selected Macro.

**Edit** 'Edit' will allow you to edit the macro. See [Editing Macros](#).

**Delete** 'Delete' will remove the Macro.

**Run** 'Run' will start the Macro that is highlighted.

## Pause Recording (Macro Tool Bar)

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The Pause Recording allows you to temporarily pause the Macro recording without actually stopping the Macro recording function. For example, it may be useful when you want to check the contents of an archived Server Map that may become part of the Macro, but you do not wish the opening of the Server Map to be recorded at this time.

It also allows you to have the Macro function Open, but Paused so that when browsing you can Start recording again to add the transaction to the list. See [Using the Macro Function](#)

The Pause Recording function does not need to be used if you want to edit the macro during recording. All the edit commands carried out when working in the Edit Macro Window will not form part of the Macro command structure, only your intended results will be recorded. See [Editing a Macro](#)

## **Continue Recording (Macro Tool Bar)**

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The Continue Recording allows you to restart recording the same Macro after the Pause Recording function has been used. See [Start Recording a Macro](#). See [Pause Recording](#)

## **Stop Recording (Macro Tool Bar)**

---



Stop Recording will stop recording the current Macro and switch off the Macro Function. You will still be able to Run or Edit the Macro. See [Editing a Macro](#).

## **Edit Macro (Macro Tool Bar)**

---



Edit Macro from the Macro Tool Bar allows you to edit the Macro you are currently recording without switching off the Macro Record Function. There is no need to 'Pause' the Macro first although it does not matter if you do so. If you have 'Paused' the macro simply click 'Continue Recording' when you have finished that particular edit session. See [Pause Recording](#). See [Continue Recording](#).

If you wish to edit a Macro you have previously recorded, see [Run/Edit Macro](#).

Once you have established the mode for editing, then see [Editing Macros](#).

## **Run Macro (Macro Tool Bar)**

---



Run Macro from the Macro Tool Bar allows you to run the Macro you are currently recording without switching off the Macro Record Function.

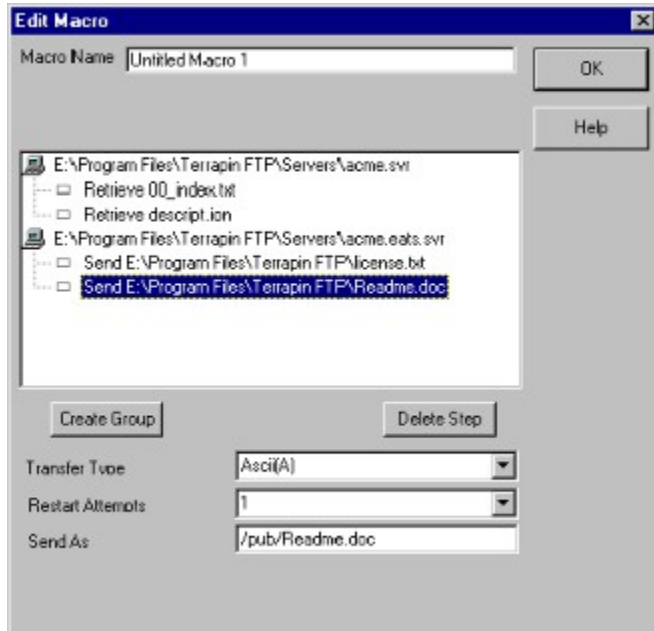
If you wish to run a previously recorded Macro see [Run/Edit Macro](#).



## Editing Macros

---

To open the Edit Macro window as shown below, see either [Edit Macro](#) or [Run/Edit Macro](#).



The Edit Macro dialog enables you to refine the sequence and properties of the steps which were recorded in a macro. Each step is associated with a server file. The order in which steps are performed can be changed by dragging and dropping within a server. The sequence in which server files are opened can be changed in a similar manner.

Each step has a number of associated properties. Properties can be modified by highlighting a step and selecting the property to modify.

Control groups can be introduced which enable actions to be taken based on the success or failure of a step when the macro is run. See [Control Groups](#) for more information.

The example above shows a simple Macro that when run will open the Server Site Map *acme.svr* and retrieve the two files shown below the server. The Macro will then open Server Site Map *acme.eats.svr* and send two files to the server.

Note Restart Attempts is a Mandatory Property. Some value must be entered when either sending or retrieving files. The default value is three. [Resume Interrupt Transfer Macro](#).

All the Steps in the Macro can be edited or deleted. Simply click on the Step to be edited (in the above screen shot 'Send E:\Program Files\Terrapin FTP\Readme.doc' is highlighted ready for editing). The Step can then be dragged to a different position

or deleted using the 'Delete Step' button.

As a safe guard, it is impossible to drag a specified file (Step) outside its appropriate Server Site Map location i.e. to try and drag 'Retrieve 00\_index.txt' into the *acme.eats.svr* Map location will not succeed as the file does not exist on that server. You can however drag the Server Map complete with all the steps to alter the order in which the Server Maps are opened. There is also no limit to the number of times the same Server Map may be opened in the one Macro.

Once highlighted, the appropriate 'Transfer Type' will automatically be selected, you can however manually override if so required (remember as a rule choose *Ascii(A)* for any documents that are readable to humans and *Image(I)* for documents that are in some form of computer code.)

If necessary, the 'Send As' or 'Retrieve As' file paths can also be changed.

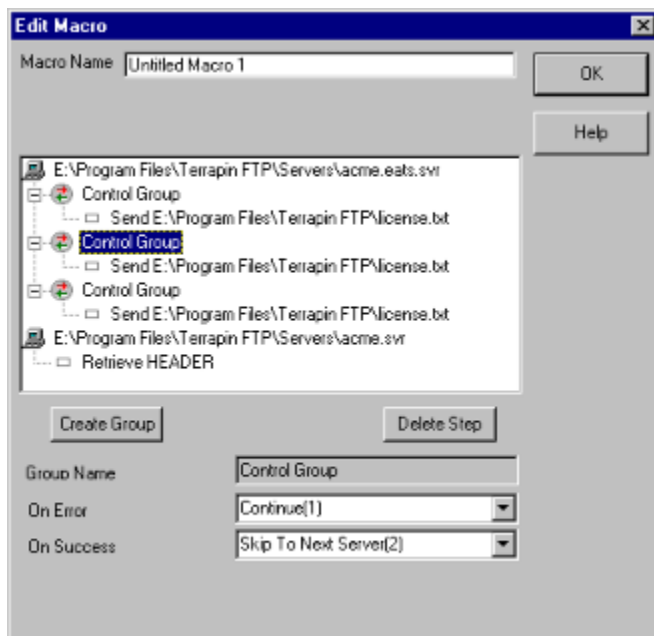
## Control Groups (Macro)

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The use of the 'Control Group' icon further allows you to customise your Macro and insert commands to allow for contingency situations.

To create a control group, highlight the step you wish the control group to start from by clicking it. The 'Create Group' button will then be activated and when pressed the control group icon will appear directly above the step highlighted. Then simply drag the Step (or Steps) you want the control group to monitor on to the Control Group itself. When the Macro Step appears from a branch of the Control Group, the relevant Step (or Steps) will be monitored by the Control Group when the Macro is run.

The following example demonstrates how the Edit Macro Window should look with correctly positioned Control Groups.



This simple example contains three 'Control Groups' that all relate to the *acme.eats.svr* and all are to control the sending of the same file 'license.txt'. In our hypothetical example license.txt is an important document that must be sent even if all other steps fail e.g. due to the other server (*acme.svr*) being down.

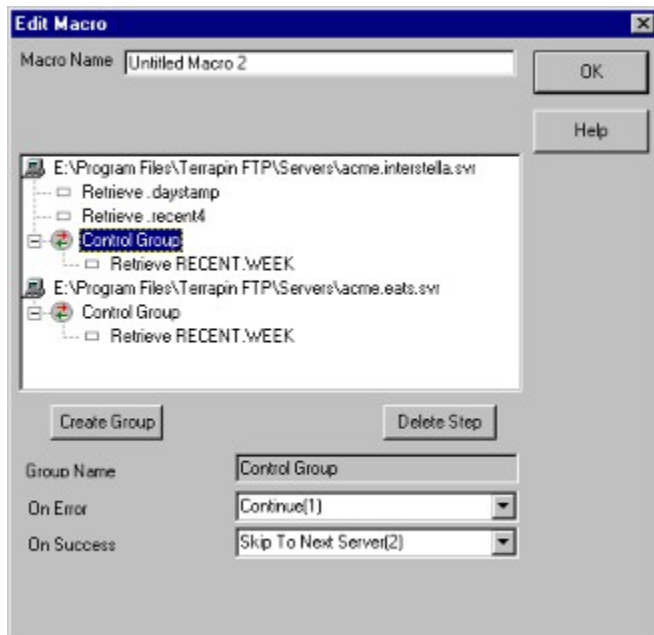
The 'Control Group' dictates what Step the Macro will jump to depending on whether the transfer is successful or not. In the above screen shot, the second 'Control Group' is highlighted and it can be seen that 'On Error' the Macro will continue to the next step i.e. send 'license.txt' again. On success however, the Macro would 'Skip to Next Server(2)' (in this case *acme.svr*) so as not to perform the same operation twice.

To finish the explanation of the example above, the first Control group would say exactly the same as the second i.e. if error continue to next step, if success then

next server. The third control group would tell the Macro to go to the next Server Map regardless i.e. both boxes would state 'Continue(1)'.

So far the example depicts Control Group's being used to monitor the sending of a file, the Control Groups can be used to monitor actions that either send or receive

The following example demonstrates the operation.



In this example, retrieving 'RECENT.WEEK' from *acme.interstella.svr* is the priority, and we know that RECENT.WEEK is mirrored on *acme.eats*. However, we also want to retrieve 'daystamp' and 'recent4' from the first server (*acme.interstella.svr*).

Placing the 'Control Group' in the appropriate place allows this to be done, and should we fail to receive RECENT.WEEK from the first Server Map the Control Group tells the Macro to 'Continue(1)' i.e. to continue to the next Server Map. Should we have been successful, then by the command 'Skip To Next Server(2)' the Macro will end as there is no such server.

## **Resume Interrupt File Transfer Macro**

---

The Resume File Interrupt Transfer in a Macro allows you to pre-program the number of times you wish to invoke the Resume Interrupt File Transfer command when the Macro is run.

The function is set-up when Editing a Macro.

## **Saving Macros**

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Macros will automatically be saved when you exit Terrapin FTP Browser. Macros can be removed by clicking the Delete button in the Macro Window. See [Run/Edit Macro](#).

## **Custom menu commands**

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The Custom menu is created when a custom command(s) is defined. If no custom commands are configured then the menu item will not appear.

Terrapin FTP is pre-configured with a few custom commands as standard. For example, the command "Help" will request from the server the list of commands that are supported for the level of login authority. The command "Help on" requests the list of commands supported by the server for a specified command. An input box will appear so that "Help on" the specified command can be requested.

Some commands require files or folders to first be selected. In these cases the menu items will be greyed out until a selection has been made.

Custom Commands can be defined under the [Tools Menu commands](#)

See [Tools Custom commands](#) for information on how to create/edit custom commands and script parameters.

## **Tools menu commands**

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The Tools menu offers the following commands:

Use As Index      Uses the currently selected file on the remote FTP Server as an index to the current folder.

Use As Master Index      Uses the currently selected file on the remote FTP Server as an index to the current folder and its sub-folders.

Apply Local Index      Uses a file on the local computer as an index to the current folder.

Apply Local Master Index      Uses a file on the local computer as an index to the current folder and its sub-folders.

Custom Commands      Allows you to predefine custom commands to the server.

Apply Local List File      Imports folder and file information from a file on the local computer.

Get File Manually      Retrieves files from a remote site manually.

## **Use As Index (Tools Menu)**

---

Uses the currently selected file on the remote FTP Server as an index to the current folder. If you are working off-line Terrapin FTP will attempt to connect at this point.

See [Using Indexes](#)

### **Shortcuts**

Toolbar: 



## **Use As Master Index (Tools Menu)**

---

Uses the currently selected file on the remote FTP Server as an index to the current folder and its sub-folders. If you are working off-line Terrapin FTP will attempt to connect at this point.

See [Using Indexes](#)

## **Apply Local Index (Tools Menu)**

---

Uses a file on the local computer as an index to the current folder.

See [Using Indexes](#)

## **Apply Local Master Index (Tools Menu)**

---

Uses a file on the local computer as an index to the current folder and its sub-folders.

See [Using Indexes](#).

## Using Indexes

### Toolbar Shortcut:

An index is a file which describes the contents of a folder. Typically an index contains a textual description of each file contained in a folder and potentially its sub-folders. The majority of FTP sites provide indexes for any folders where the filenames alone are not sufficient to identify the file's contents.

Indexes are usually given a readily identifiable filename. Examples include:

- INDEX
- 00INDEX
- .index
- contents

Terrapin FTP enables indexes to be retrieved from a remote FTP Site and automatically matched to files which are known in the current folder (and if required sub-folders). The textual descriptions are displayed against files in the Detail format of the [File Window](#).

Indexes can either be retrieved and applied directly from the remote FTP Site or a file on the local computer can be applied as an index.

#### To retrieve and apply an index from the remote FTP Server

1. Select the index file in the [File Window](#). The file must be in uncompressed format (i.e.: not with the extension .zip, .tz, .z or .tar - see [why use local indexes](#) for further information)

#### **either**

2. Select **Tools...Use As Index** from the main menu or right click and select **Use As Index** from the context menu. This approach applies the index only to files contained in the current folder

#### **or**

3. Select **Tools...Use As Master Index** from the main menu or right click and select **Use As Master Index** from the context menu. This approach applies the index to files contained in the current folder and any files known to exist in sub-folders of the current folder (these folders must have been previously visited before the index is applied)

For large indexes a dialog box is displayed indicating progress. A dial-up connection can be safely hung-up when this dialog box is visible.

#### To apply an index held on the local computer

**either**

1. Select **Tools...Apply Local Index** from the main menu. This approach applies the index only to files contained in the current folder

**or**

2. Select **Tools...Apply Local Master Index** from the main menu. This approach applies the index to files contained in the current folder and any files known to exist in sub-folders of the current folder (these folders must have been previously visited before the index is applied)
3. A File Open dialog box is displayed. Select the appropriate file and click **Open**

Terrapin FTP does not need to be connected to the remote computer to apply a local index.

See also: [why use local indexes](#)

## Why Use Local Indexes

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Local indexes (files held on your local computer which are used to index a folder on a remote FTP Server) can be used to manage the following situations:

- the site offers only compressed indexes (files with extensions zip, z, tz, tar) which must be downloaded and uncompressed before using as an index
- the site offers a single index of all files in the site (or area of the site) which you wish to retain and apply selectively to folders as you visit them
- the index is in a format which cannot be interpreted directly by Terrapin FTP and you wish to edit the file before using it (see [Index File Formats](#) in the Reference section for more information)

The process for managing any of these circumstances is similar:

1. Use Terrapin FTP to retrieve the file which you wish to use as an index (see [Retrieving Files](#))
2. Uncompressed or edit the file if required.
3. Apply the local file as an index (see [Using Indexes](#))

## **Custom Commands (Tools Menu)**

---

Allows you to predefine specific custom commands to the server.

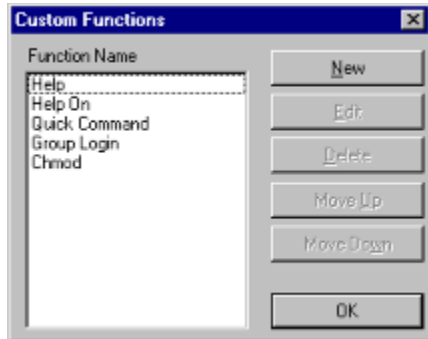
See [Creating/Editing Custom Commands](#)

See [Custom Script Parameters](#)

## Creating/Editing Custom Commands

---

To create or edit a custom command select **Tools...Custom Commands...** the following dialog box will appear



to create a new command select **...New** and type in the specified command in the new dialog.

Selecting a previously defined command allows you to edit or delete the command and to move the commands position on the drop down menu either up or down.

Once you have created a new command the command name will automatically be added to the **Custom...** menu.

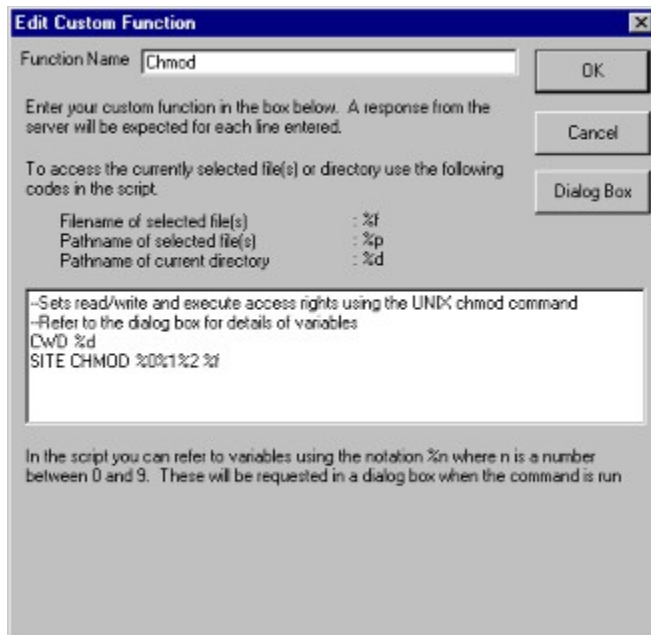
See [Custom Script Parameters](#) for information on the variables available when writing custom scripts.



## Custom Script Parameters

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There are a number of parameters that can be determined to make the command menu items more user friendly. The script can consist of multiple lines enabling a series of commands to be executed in one hit. The following example will illustrate the point using the UNIX chmod command. (A line starting -- is for the programmers reference and is ignored by Terrapin.)



In this Chmod custom command the first command sets the working directory;

CWD %d

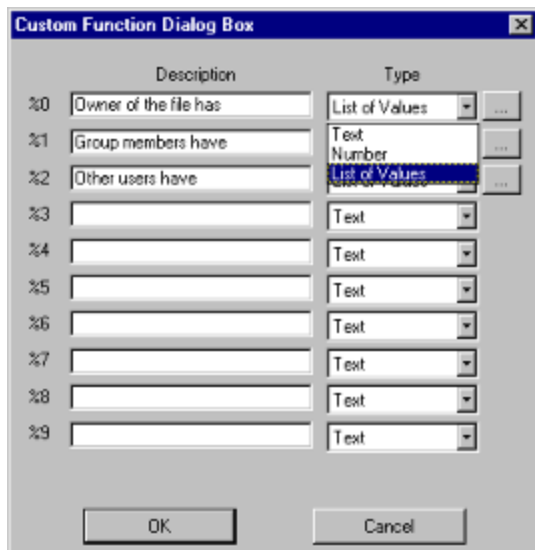
where %d is the directory in which the file is contained. This would enable you to start the command off-line or record the command as a step in a Macro and would guarantee that the correct working directory was set before the command function was performed. As will become clear this may not be strictly necessary depending on the command to be performed and the circumstances in which it is performed.

The script then refers to 3 possible variables, and the selected file(s)

SITE CHMOD %0%1%2 %f

Where %0%1%2 are the variables and %f is the file(s). It may be possible to use the parameter %p which would give the full path to the file. In this case it would be unnecessary to use the CWD %d parameter. It depends on whether both the command and server in question require an absolute or relative path, or whether either is allowed.

The three variables can now be defined by clicking the **...Dialog Box** option.




In this example the 'Description' provides for three variables:

- Owner of the file
- Group members
- Other users

(These options will then appear in the Dialog box when the command is run as shown below)

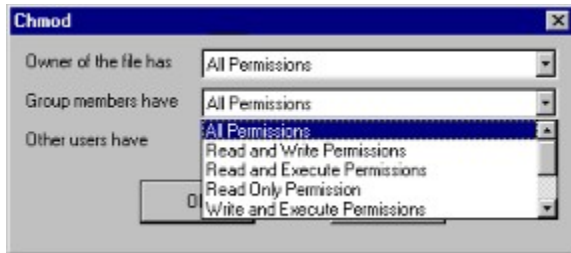
The 'Type' relates to values of the chmod command relative to the three variables above. If the 'Number' option is selected then a numeric value will be required to perform the task. The 'Text' option would require an alpha numeric string. The 'List of Values' allows for a predetermined drop down list to appear to allow the user to make their selection.

If the 'List of Values' option is selected then the following icon appears next to the relevant variable . This allows a list of values to be defined as shown below.



With the chmod command the server is expecting a numeric value. To make the command more intuitive to the user the display value has been set in words. Each display value relates to the required numeric value and this is done with the use of a semicolon ;.

When the custom command is now run from the **Custom...Chmod...** menu item the following dialog appears.



The user can then set the properties of the file(s) from the drop down box relative to the login authority.

## **Apply Local List File (Tools Menu)**

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Imports a file on the local computer as a site listing.

See [Importing Site Listings](#)

## **Get File Manually command (Tools Menu)**

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In the rare circumstances that you wish to retrieve a file which is 'hidden' by the server, this function allows you to type in the name of the file and manually retrieve it. The file will be retrieved to the default download directory. See [Customising General Settings](#) for information on changing the default download directory.

## Importing Site Listings (Advanced Topic)

Some FTP Sites provide textual listings of the folders and files contained in the site or area of the site. Terrapin FTP allows a textual listing to be used to build a complete representation of a site without needing to visit every folder.

### Identifying Site Listing files

Site listings are usually created by the site administrator using the UNIX command ls-lr or equivalent in other operating systems.

An unwritten standard for FTP sites is for the site listing file to be named LS-LR and to be located in the folder from where the site listing applies. The file may carry an extension (zip, z, tz etc.) to indicate the file is compressed.

### To import a site listing:

1. Locate the list file on the remote FTP Server and retrieve to your local computer (select a compressed version of the file if possible as most site listing files can be many megabytes in length)
2. Uncompress the file if necessary
3. Select the folder from which the folder structure contained in the list file will be appended. This will usually be the folder containing the list file on the remote computer.
3. Select **Tools...Apply Local List File**
4. Choose the uncompressed list file from the file open dialog box and click **Open**
5. A dialog box will be displayed indicating progress.

Note that once the list file has been retrieved then a dial-up connection can be safely hung-up and the list file imported off-line.

Terrapin FTP requires the list file to be in the format which is usually produced by a UNIX ls-lr command. If the file is any other format then the import will fail and the file may need to be edited using a word processor before it can be successfully imported. See [List File Formats](#) for information on the required format.

## **Index File Formats (Advanced Topic)**

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Terrapin FTP will successfully import a wide range of index file formats as used by the major FTP Sites. As there are no standards for the format of index files there will inevitably be circumstances when indexes are encountered in a format which cannot be successfully read by Terrapin FTP. The purpose of this article to provide guidance to the advanced user who wishes to be able to manually edit such files to place them in a format which Terrapin FTP is able to interpret.

Terrapin FTP requires indexes to be in plain ASCII format. If an index is prepared using a word processor then the user should remember to save the file as a Text (\*.txt) file.

### Location of filename and description information in an index

Indexes may either be in columnar format in which case Terrapin FTP assumes the filename will be found in the left hand column and the file's description in the right hand column or in non-columnar format in which case Terrapin FTP assumes the filename to be the first word of each line and the description the remaining words. Terrapin FTP supports columnar indexes containing headings and other information which break the column format as long as such information occupies less than 30% of the file.

### Multiline descriptions

Terrapin FTP supports multiline descriptions for columnar format index files. A description is deemed to end when a new filename is found in the left-most column of the file. For non-columnar index files, second and subsequent lines of a description are ignored.

### File Name Formats

Terrapin FTP supports a number of file name formats with varying degrees of preference. Each file referenced in the index is tested against every known file and the description is assigned to the file with a filename match of the highest level of preference.

Filename matching rules comprise (in descending levels of preference):

- a full match - the filename and file extension match completely. For example an index filename ILLUSTRATION.TXT matches the known filename ILLUSTRATION.TXT
- filename match - filenames match but extensions differ or a not provided in the index. For example an index filename ILLUSTRATION.TXT matches the known filename ILLUSTRATION.DOC
- wildchar match - the filename in the index includes wild characters (\*,\_,?,\$,%,-,@,~,#) and a filename match is achieved if the wild characters are taken into account. For example an index filename ILLUS\*TION.TXT matches the

known filename ILLUSTRATION.TXT

- sub-folder match - the index filename includes the name of subfolders which are appended to the left of the filename but exclude folder delimiters (/) For example an index filename ILLUSTRATION.TXT matches the known filename RATION if RATION is in a folder .../ILL/UST/
- partial match - the index filename matches the rightmost or leftmost part of the known filename. For example an index filename ILLUST matches the known filename ILLUSTRATION.TXT

If the index includes path details then the path must match the path of the known file (relative to the folder to which the index is applied) in addition to one of the above tests being successful.



## Site List File Formats (Advanced Topic)

---

Terrapin FTP requires the list file to be in the format which is usually produced by a UNIX ls-lr command. If the file is any other format then the import will fail and the file may need to be edited using a word processor before it can be successfully imported. The purpose of this article to provide guidance to the advanced user who wishes to make extensive use of the import list file facilities offered by Terrapin FTP. It is unlikely that the information contained within this article will be required by the majority of users.

Terrapin FTP requires site list files to be in plain ASCII format. If a site listing is prepared using a word processor then the user should remember to save the file as a Text (\*.txt) file.

The site list file should contain a sequential list of the contents of one or more folders in the following format:

{Folder Name}:

{total x} (optional)

{File Attributes} {Number} {File Owner} {Created By} {File Size} {Created Date} {File o

.

.

.

{File Attributes} {Number} {File Owner} {Created By} {File Size} {Created Date} {File o

The {Folder Name} may be absolute or relative to the folder to which the list file is to be imported.

The first digit of the {File Attributes} signifies a file (-), folder (d) or link (l).

For a link the {File or Folder Name} should be in the format {Link Name} {->}  
{Link Path}

The site list file may contain any number of blocks in the following format. A block may be separated by blank lines,

## Help menu commands

The Help menu offers the following commands, which provide you assistance with this application:

- Index      Offers you an index to topics on which you can get help.
- Using Help      Provides general instructions on using help.
- About      Displays the version number of this application.

## **Index command (Help menu)**

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Use this command to display the opening screen of Help. From the opening screen, you can jump to step-by-step instructions for using Terrapin FTP and various types of reference information.

## **Using Help command (Help menu)**

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Use this command for instructions about using Help.

## **About command (Help menu)**

---

Use this command to display the copyright notice and version number of your copy of Terrapin FTP.

## **Context Help button**

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Use the Context Help button to obtain help on some portion of Terrapin FTP. When you choose the Toolbar's Context Help button, the mouse pointer will change to an arrow and question mark. Then click somewhere in the Terrapin FTP window, such as another Toolbar button. The Help topic will be shown for the item you clicked.

### **Shortcut**

Keys: SHIFT+F1

## **Stop Communications Button**

---

Breaks the current conversation between Terrapin FTP and the remote FTP Server. The transaction which is in progress when this button is pressed will be stopped. A dialog will appear giving the option to retry if the function is available. See also [Kill Job](#)

## **kill Job**

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After clicking the Stop Button a dialog box will appear. If you have requested multiple files to be transferred there will be the option to Kill Job which will stop any further files being transferred. If you click Ok, then all the other files in the queue will still be transferred.



## **Title Bar**

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The title bar is located along the top of a window. It contains the name of the application and document.

To move the window, drag the title bar. Note: You can also move dialog boxes by dragging their title bars.

## **Size command (System menu)**

---

Use this command to display a four-headed arrow so you can size the active window with the arrow keys.



After the pointer changes to the four-headed arrow:

1. Press one of the DIRECTION keys (left, right, up, or down arrow key) to move the pointer to the border you want to move.
2. Press a DIRECTION key to move the border.
3. Press ENTER when the window is the size you want.

Note: This command is unavailable if you maximize the window.

### **Shortcut**

Mouse: Drag the size bars at the corners or edges of the window.

## **Move command (System menu)**

---

Use this command to display a four-headed arrow so you can move the active window or dialog box with the arrow keys.



Note: This command is unavailable if you maximize the window.

### **Shortcut**

Keys: CTRL+F7

## **Minimize command (System menu)**

---

Use this command to reduce the window to an icon.

### **Shortcut**

Mouse: Click the minimize icon on the title bar.  
Keys: ALT+F9

## **Maximize command (System menu)**

---

Use this command to enlarge the active window to fill the available space.

### **Shortcut**

Mouse: Click the maximize icon on the title bar; or double-click the title bar.  
Keys: CTRL+F10 enlarges a document window.

## **Close command (System menu)**

---

Use this command to close the active window or dialog box.

Double-clicking a Control-menu box is the same as choosing the Close command.

### **Shortcuts**

Keys:     CTRL+F4 closes a document window  
          ALT+F4 closes the Terrapin FTP window or dialog box

**No Help Available**

No help is available for this item.

**No Help Available**

No help is available for this item.



## WWW and Terrapin FTP Browser

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Whenever you come across a link on the World Wide Web that starts with ftp:// the link will be taking you to an FTP site. FTP is the standard for transferring files across the Internet. In fact, using the http:// protocol to download files is somewhat inefficient and is slower. For this reason most links that actually download files, especially large files, will be links to FTP sites.

Whenever you find a link starting with ftp:// there may be advantages to using Terrapin FTP Browser to connect to the FTP Server:

- Terrapin FTP Browser is dedicated to supporting the FTP protocol standards
- By using Terrapin FTP Browser you can then view the Directory structure of the FTP site
- You can then save the Server Site Map and browse it off-line
- There may be more of interest to you on the FTP Server than just the link from the web page
- You will probably find that your web browser does not support Resume Interrupt File Transfer

There a number of ways you can use Terrapin FTP Browser. If you want to 'open up' the Sever, just type the FTP Server address in to the New Connection dialog box. If you want to go straight to the directory in question, also type in the Root Directory path.

Alternatively, dragging the URL of the file from your Web Browser to the Terrapin FTP Browser Window will start the connection (this function works with most Web Browsers that support drag drop). Terrapin FTP Browser will open the directory in exactly the same way as if you manually typed in the Server address and Root directory file path. All the files contained in the directory will then be displayed allowing you to see what else is there before you download.

## **Defining Double Click Options**

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Terrapin FTP Browser allows you to customise the response to a double click. The options are;

- 1) Download and launch the program, this is the default setting. See [Download and Launch](#).
- 2) Tag a file, or untag a previously tagged file [Tagging Files](#).
- 3) View the file. See [View Files command](#).

For information on how to change the default double click setting see [System Options Dialog](#).

## **Download and Launch (double click)**

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This is the default setting for a double click of the left mouse button. With this option, if you double click a file on a remote Server, the file will be retrieved and launched in the appropriate program on the your computer. For example, if the file ends in .doc, then the file will be displayed in whatever program your computer normally displays .doc files e.g. Word, WordPad etc. Similarly, if the file is a bitmap or a GIF file, then your graphics package will be launched and the file displayed etc.

Should you download a file with an unusual or unknown file ending the default program will be launched. The default program is Notepad. If you wish to change your default program see [System Options Dialog](#) from the View menu.

## Local File Indicator Icons

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To help navigation of your Server Site Maps, when a file is retrieved, a Local Indicator icon is displayed next to the file icon in the file window of Terrapin FTP Browser. This provides you with a record of which files have been retrieved from the server.

Whenever you refresh the folder, the Local Indicator icon will be updated. If it stays green  then this tells you that the file is the same as the one you previously downloaded. If the Local Indicator Icon turns red  then the file on the remote Server has been updated.

Should you download a file that you have previously downloaded and that has not been updated (i.e. the Local Indicator is green after refresh) then the file will be retrieved from your local computer to save making a needless connection.

## **Registering Terrapin FTP Browser**

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Registering Terrapin FTP Browser is easy. It only costs £19.95 UK pounds and can be completed in a number of ways.

1) On the opening splash screen there is an option to Register. This form will be submitted using the Secure Sockets Layer Protocol (SSL) and will be sent to us using PGP encrypted email. All major credit cards are accepted.

2) Select **Help ....Register** from the main menu.

3) Register at our web site. There is an on-line registration form which also uses SSL and PGP.

**<http://www.terra-net.com>**

4) By phone. If you would prefer to register by telephone Terrapin Internet Limited can be contacted on:

**+44 (0) 1423 872 382**

5) By cheque. We will accept cheques in your local currency. A £5 administrative charge is added to registrations by cheque due to the additional costs involved. A list of major currency conversions is available on our web site by taking the 'Register' link. If your currency is not listed then please email us at:

**[sales@terra-net.com](mailto:sales@terra-net.com)**

Cheques should be made payable to:

**Terrapin Internet Limited**

and should be sent to:

**Terrapin Internet Limited  
33 Hookstone Road  
Harrogate  
North Yorkshire  
HG2 8BT  
England**

## **Uninstalling Terrapin FTP Browser**

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To uninstall Terrapin FTP Browser go to **My Computer** and open **Control Panel**. Select **Add/Remove Programs**. Highlight Terrapin FTP and click the uninstall button.

