

Terrapin FTP Browser



Welcome to Terrapin FTP Browser

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



Quick Start

Tips on how to get going quickly.



Using Terrapin FTP Browser

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

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

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*. (See System Options to change default settings or Server Options to change the default settings for a saved Site Map.)
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 Window . The 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 †






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-synchronise 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

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

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

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

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

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

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>Connect</u>	Connects to the remote server
<u>Disconnect</u>	Disconnects from the remote server
<u>Publish Web Site</u>	Opens the Web Publishing Wizard
<u>1-10 Command</u>	Lets you select the last 1-10 previous Site Maps
<u>Exit</u>	Exits Terrapin FTP.

New Connection command (Server menu)


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 clickConnect. (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 ([See System Options](#) to change default settings)
- 3) Select or deselect connect through a Proxy
- 4) Setup custom Login scripts
- 3) Enter 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)

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)

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)


Use this command to save and name the active server.

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

Connect (Server menu)

Connects to the remote server.

Shortcuts


Toolbar: 

Keys: CTRL+O

Disconnect (Server menu)

Disconnects from the remote server.

Shortcuts

Toolbar: 

Keys: CTRL+O

Publish Web Site (Server menu)

The Web Publishing Wizard provides step by step instructions and procedures for uploading a web site from your own computer to a remote web server.

Once you have published your site using the wizard the site will be added as a sub-menu. To publish your site again simply select the menu item to open the wizard. The site information may be edited by selecting the Maintain Publishing Details sub-menu item.

The wizard will also check html code for invalid links to pages, images, sound files, backgrounds etc. See Checking HTML Links for more information.

Maintain Publishing Details (Server sub-menu)

Once you have published a site using the [Web Publishing Wizard](#) it will be added as a sub-menu.

The Maintain Publishing Details enables you to view and edit information about each site you have set-up as well as delete them from the sub-menu.

1 - 10 command (Server menu)

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)

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

The Folder menu offers the following commands:

<u>Refresh</u>	Refreshes the current folder.
<u>Refresh Subfolders</u>	Refreshes folders below the current selected folder
<u>New Folder</u>	Creates a new folder on the server,
<u>Delete Folder</u>	Deletes a folder on the server,
<u>Rename Folder</u>	Allows you to rename the selected folder.

Refresh command (Folder Menu)

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)

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-synchronised 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 also [Refresh Subfolders](#) menu command.

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

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.

Rename Folder

Provided you have the correct access authority to the Server, Folders or Files can be renamed.

Either select the folder, then go to **Folder... Rename...** from the main menu or you can rename folders in exactly the same way as using Windows 95/NT Explorer i.e. highlight the folder/file, then click again, then type in the new name.

Delete Folder (Folder Menu)

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

Viewing Folder Properties

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.

Viewing Sever/Folder/File Properties

The Server, Folder or File properties will include the general Windows 95/NT information.

For a more detailed description see:

[Server Properties](#)

[Folder Properties](#)

[File Properties](#)

File menu commands

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>Restart Transfer</u>	Allows you to restart a previously failed transfer from the point of failure even after closing down Terrapin.
<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 Tagged Files from the local computer to the FTP Server.
<u>Delete</u>	Deletes a file on the remote FTP Server.
<u>Rename File</u>	Renames the selected file.
<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)

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

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

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.

If you want to transfer your web site see also Web Publishing Wizard.

Retrieving Files

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)

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

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)

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)

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

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](#).

Sending Files

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](#).

If you want to upload your web site see also [Web Publishing Wizard](#).

File Send command (File Menu)

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](#)

If you want to upload your web site see also [Web Publishing Wizard](#).

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.

Rename File

Provided you have the correct access authority to the Server, Folders or Files can be renamed.

Either select the file, then go to **File.... Rename...** from the main menu or you can rename folders in exactly the same way as using Windows 95/NT Explorer i.e. highlight the folder/file, then click again, then type in the new name.

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. A dialog 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, a dialog will be generated for each error. In this way you can resume file transfers without having wasted any connection time.

See also [Resume Transfer After Closing](#)


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.

To set Terrapin FTP Browser to automatically resume the transfer without first displaying a dialog see [System Options](#)

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

Restart Transfer (File Menu)

Terrapin will give you the option to resume the transfer of a file even after you have closed down the application.

If the communications link between local and remote computers is broken during a transfer half of a local file indicator will be shown. It will be green for upload  and red for download



To resume the transfer highlight the file you wish to restart the transfer and click **FileRestart Transfer** from the main menu.

See also [Local File Indicators](#)

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)
- 2) Upload/Download files only if newer
- 3) Upload/Download subdirectories (default is checked)
- 4) Remove files on local/remote computer which don't exist on remote/local computer
- 5) Remove directories on local/remote which don't exist on remote/local computer
- 6) 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 carryout 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.

Maintaining/converting Case

When sending file(s) to a remote server you can maintain the case of file(s) or you can convert the file name(s) all to lower case. The default setting will convert the file name(s) to lower case.

See [Customising Transfer Settings](#)

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>New or Modified Files</u>	Displays only new or modified files since the Site Map was last refreshed.
<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: 

New or Modified Files (View menu)

This View option lets you view files that have been added to the folder or have been modified since you last visited the directory. First refresh the directory then select ***View.... New or Modified Files***.

This information is saved with the Site Map, so the next time you open and refresh the directory it will compare the current files against the Site Map as was last saved.

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
- Proxy
- 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.
Auto Retry Failed Connections	Sets the system default value on the New Connection Dialog.
Delay between connection retries	Sets the delay in seconds for the Auto Retry Failed Connections option.

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.
Convert file names to lower case	Enables you to automatically convert all file names to lower case when sending files. If this option is not checked the case will be mainatined.
Confirm Recovery of Failed Transfers	Determines whether or not a dialog will appear giving the option to resume the transfer or whether resumption will be automatic.
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.

PROXY

FTP

The settings will be used for all general connections and transfers.

**Connect Through Proxy
Proxy Login**

Determines the proxy address and port settings.
Setup the login name and password.

Proxy Type

Select the appropriate radio button for the type of Proxy in use.

PASV Connection

PASV option if Proxy requires.

HTTP

The settings are only used when performing an external link check using the [HTML Link Checker](#).

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.
- setting the Auto Retry Failed Connections option
- the time delay in which the Auto Retry option will start

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
- preserving the date stamp on retrieved files
- retrieve files only if they have a unique name
- convert file names to lower case (otherwise the case will be maintained)
- show an alert dialog for failed transfers or automatically resume

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 Proxy Settings

Default Proxy 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.

Proxy options include:

- Proxy address, login and type
- PASV connection

Proxies 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 proxy contact your system administrator to determine the correct proxy settings.

There is an Advanced Topic on proxies which provides more information. See [Proxy Settings \(Advanced Topic\)](#)

Proxy Settings (Advanced Topic)

If you are connecting to an FTP site from a LAN it may be that the connection will be controlled by a Proxy server or Firewall. Terrapin FTP needs to know certain details about how the connection will be made.

This help topic is designed to give you an idea of what the setting within Terrapin FTP should be. However, there are a number of possible variables and it is impossible for us to pre-guess your network configuration. If you have problems connecting through a proxy or firewall then we will be happy to help. Email:

support@terra-net.com

If you email support with a query regarding proxies please also email the communications Log File. This will enable us to see where the communications are failing. To switch the Log File option on go to **View...System Options** See [Customising General Settings](#)

Proxy Option Settings

To open the Proxy settings dialog, click **View...System Options** and select the Proxy tab.

There are 2 broad types of proxy. For both types you will need to enable the 'Connect to the Internet Through a Proxy' option, and you will need to input the IP address of the proxy along with the Port number to connect for Terrapin FTP to connect to (for FTP proxies this is normally port 21, for HTTP proxies this is normally port 8080).

1) An **FTP Proxy**. With this type of proxy Terrapin FTP connects to the proxy and optionally issues the proxy with a username and password and then instructs the proxy to connect to the requested FTP site, using one of 3 defined methods i.e. the options of SITE, OPEN, and <users> radio buttons.

2) An **HTTP Proxy**. This is the proxy for general web access. For Terrapin FTP to be able to connect through this and for it to be able to off users the full FTP command set the proxy must be configured to allow TCP tunnelling. To use an HTTP proxy select the HTTP radio button.

The 'Use Passive Data Connection (PASV)' option will more than likely need to be selected. This option will force the FTP conversation to only use connections from the users PC to the FTP server, and not from the FTP server to the users PC.

The 'Use the Proxy as Default' option sets whether or not the system default will be to use a Proxy on the [New Connection Dialog](#). This information will be saved with the Site Map. If most connections are made internally do not select this option, but you will be required to select it on the [New Connection Dialog](#).

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.

ADVANCED (See [Server Options \(Advanced Topic\)](#))

List Command Extensions Lets you manually type in the List command extension for a specific server.

Enclose pathnames with spaces Gives the option to enclose pathnames with spaces with a predefined character specific to the server.

Resolve Links Sets the default List command extension to resolve links to folders or files.

List Hidden Directories Sets the default List command to show hidden directories.

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 summarised 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.

Server Options (Advanced Topic)

This Advanced Topic allows you to customise the List command extension for a specific server. This is only recommended for advanced users who are aware of the type of UNIX server they are connected to and the list command extensions that the server supports.

Note - If the wrong List commands are used it can make viewing the contents of the server impossible.

List Command Extension - If you know the correct command extension then simply type in the correct extension to be added to the List command in the input box. For example, on most UNIX systems the command extension `-lp` resolves links (see Resolve UNIX Links defaults below.)

Enclose pathnames with spaces with - Some servers do not display pathnames with spaces unless they are enclosed with specific characters, normally the characters used are quotation marks. If required, input the correct characters for the specific server in the input box provided to set this option.

Resolve UNIX Links - if checked, this sets the default setting for the List Command Extension to resolve links on UNIX servers. There is unfortunately no standard. The default setting is `-lp` which is the most common. If this option does not resolve links you are advised to contact the system administrator to find out the correct command extension. You can then manually input this in the List Command Extension input box discussed above.

List Hidden Directories - if checked, this sets the default setting for the List Command Extension to List Hidden Directories on UNIX servers. As with Resolve UNIX Links above, the default setting is the most common command extension. If this option does not List Hidden Directories you are advised to contact the system administrator to find out the correct command extension. You can then manually input this in the List Command Extension input box discussed above.

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)

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.

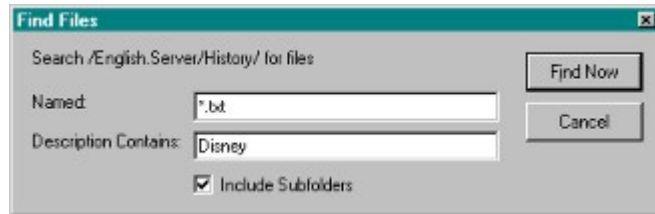
or

2. Press <F3>

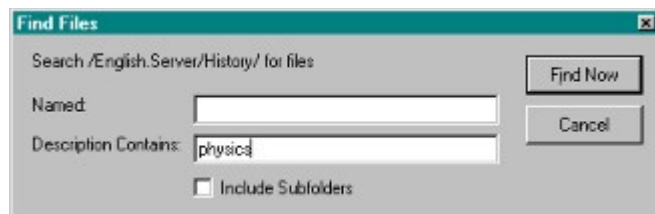
```
{button Example,PI(``,`search_example')}
```


Search Examples

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' 'aaaterra' 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

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)

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)



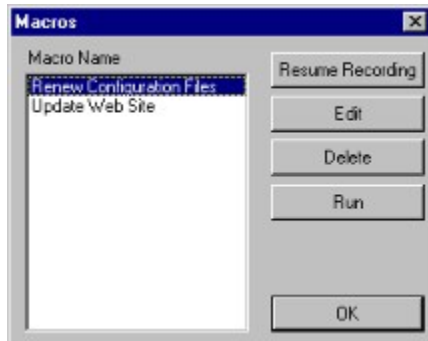
Once the Macro Icon Bar appears you are recording your Macro (note the Continue Recording button is greyed out).

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)



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)



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)

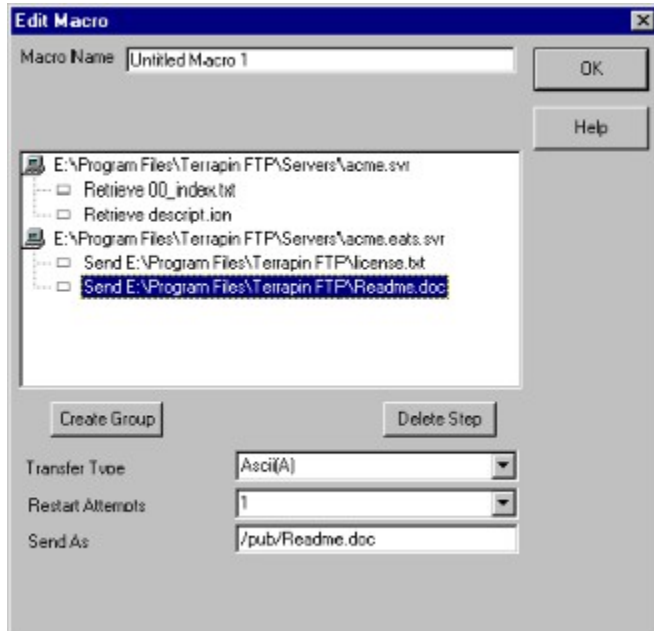


Run Macro from the Macro Tool Bar allows you to run the Macro you are currently recording without switching off the Macro Record Function.

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.)

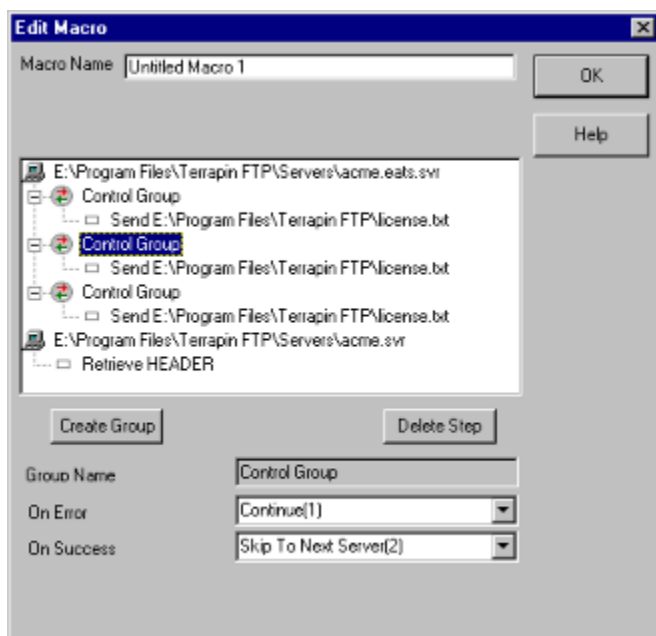
If necessary, the 'Send As' or 'Retrieve As' file paths can also be changed.

Control Groups (Macro)

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 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.

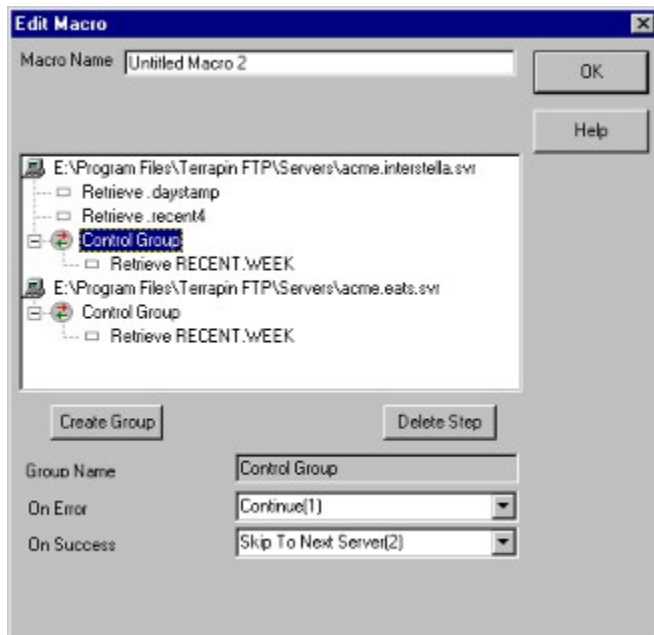
The 'Control Group' dictates what Step the Macro will jump to depending on whether the transfer is successful or not. In the above screen shot, the second 'Control Group' is highlighted and it can be seen that 'On Error' the Macro will continue to the next step i.e. send 'license.txt' again. On success 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

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

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

The Tools menu offers the following commands:

<u>Check Links</u>	Opens the HTML Link Checker to check the links in a web site.
<u>Use As Index</u>	Uses the currently selected file on the remote FTP Server as an index to the current folder.
<u>Use As Master Index</u>	Uses the currently selected file on the remote FTP Server as an index to the current folder and its sub-folders.
<u>Apply Local Index</u>	Uses a file on the local computer as an index to the current folder.
<u>Apply Local Master Index</u>	Uses a file on the local computer as an index to the current folder and its sub-folders.
<u>Custom Commands</u>	Allows you to predefine custom commands to the server.
<u>Apply Local List File</u>	Imports folder and file information from a file on the local computer.
<u>Get File Manually</u>	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

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)

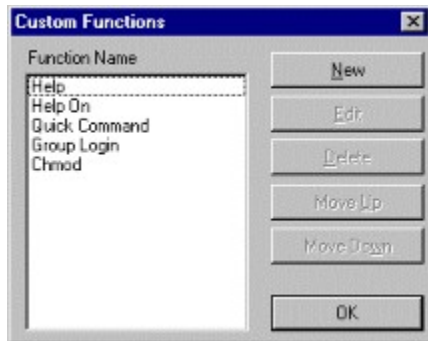
Allows you to predefine specific custom commands to the server.

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.

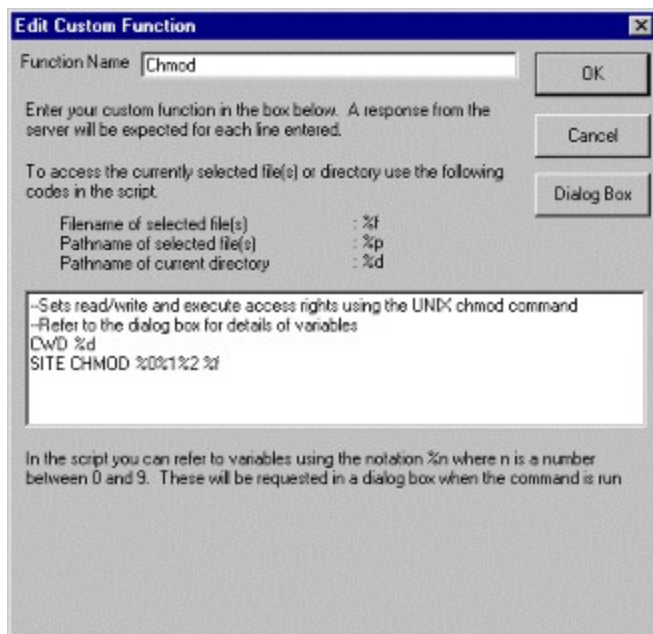
Once you have created a new command the command name will automatically be added to the **Custom...** menu.

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

Custom Script Parameters

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 FTP.)

See also [Custom Command Tags](#) for a list supported command tags and their values.



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

CWD %d

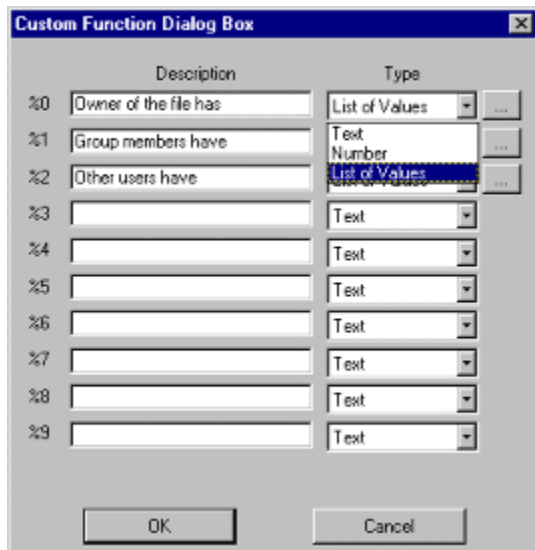
where %d is the directory in which the file is contained. This would enable you to start the command off-line or record the command as a step in a Macro and would guarantee that the correct working directory was set before the command function was performed. As will be come clear this may not be strictly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

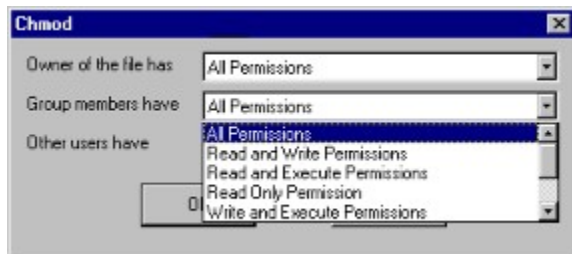
The 'Type' relates to values of the chmod command relative to the three variables above. If the 'Number' option is selected then a numeric value will be required to perform the task. The 'Text' option would require an alpha numeric string. The 'List of Values' allows for a predetermined drop down list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

Custom Command Tags

%d	- current directory
%f	- currently selected file
%p	- full path of currently selected file
%a	- server address (new connection dialog)
%c	- server account (new connection dialog)
%q	- server password (new connection dialog)
%t	- server port (new connection dialog)
%u	- server username (new connection dialog)
%A	- proxy address (proxies)
%E	- users email address (general)
%N	- users full name (general)
%Q	- password (proxies)
%T	- proxy port (proxies)
%U	- user name (proxies)

Apply Local List File (Tools Menu)

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

See [Importing Site Listings](#)

Get File Manually command (Tools Menu)

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)

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)

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)

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

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

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

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 maximise 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 maximise the window.

Shortcut

Keys: CTRL+F7

Minimise command (System menu)

Use this command to reduce the window to an icon.

Shortcut

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

Maximise command (System menu)

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

Shortcut

Mouse: Click the maximise 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

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

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)

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

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.

See also File Indicators for [Resume Transfer After Closing](#)

Registering Terrapin FTP Browser

Registering Terrapin FTP Browser is easy and can be completed in a number of ways.

We accept payments by cheque or credit card in any currency. All transactions undertaken on the World Wide Web will be using the Secure Sockets Layer Protocol (SSL) and will be sent using PGP encrypted email. All major credit cards are accepted.

For more information on registration procedures see:

[Registering Terrapin in Europe](#)

[Registering Terrapin in the US and Canada](#)

[Registering Terrapin in the rest of the world](#)

Registering Terrapin FTP Browser in Europe

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 **HelpRegister** 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 530 860

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

Cheques should be made payable to:

Terrapin Internet Limited

and should be sent to:

**Terrapin Internet Limited
Salisbury Chambers
2 Albert Street
Harrogate
North Yorkshire
HG1 1JG
England**

Registering Terrapin FTP Browser in the US/Canada

Registering Terrapin FTP Browser is easy. It only costs \$34.95 US Dollars 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 **HelpRegister** 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.us.terra-net.com>

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

+1 (402) 464 6459

5) By check. Checks should be made payable to:

Terrapin USA

and should be sent to:

**Terrapin USA
4140 Greenwood St
Lincoln
NE 68504 - 1962
USA**

Registering Terrapin FTP Browser World Wide

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 **HelpRegister** 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 530 860

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

Cheques should be made payable to:

Terrapin Internet Limited

and should be sent to:

**Terrapin Internet Limited
Salisbury Chambers
2 Albert Street
Harrogate
North Yorkshire
HG1 1JG
England**

Uninstalling Terrapin FTP Browser

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.

keyboard Shortcuts

Ctrl + N	- New Connection - Server Menu
Ctrl + O	- Open - Server Menu
Ctrl + S	- Save - Server Menu
F1	- help
F2	- Context sensitive help - Folder menu
F3	- Find next file
F5	- Refresh directory - Folder menu
Left Arrow	- Collapse the current selection if it is expanded
Right Arrow	- Expand the current selection if it is collapsed
Num Lock + Minus Sign (-)	- Collapse the current selection if it is expanded
Num Lock + Plus Sign (+)	- Expand the current selection if it is collapsed

Quick Start

Connecting to a new Server

To connect to a new server select **ServerNew Connection** from the menu or use the Toolbar short cut. Then type in the address of the server. You can set the User Name and Password as required if anonymous login is not appropriate. See [New Connection Command](#)

Web Upload Wizard

If you want to publish a web site on the Internet then Terrapin FTP has a complete upload wizard that will take you through all the steps necessary to publish your site. Select **Server... Publish Web Site...** from the menu.

The wizard also has an HTML Link Checker which will inform you if links to other pages or images have errors. If errors are found you will be given the opportunity to fix them before transferring the files. See [Web Publishing Wizard](#) and [HTML Link Checker](#)

Terrapin Site Maps

Terrapin FTP Browser introduces the concept of remote server Site Maps. Every time you connect to a server the directory information can be saved allowing you to browse the contents whenever you wish - **off-line!**

You will be prompted at the end of each connection to a server whether or not you wish to save the Site Map allowing you the choice.

If changes have been made on the server you can automatically update the Site Map by using the [Refresh Menu Command](#) or the Toolbar short cut. You can also set default refresh periods under [System Options](#) or set the default refresh period for specific servers under [Server Options](#)

Opening a Site Map

To open a Site Map click ServerOpen from the main menu and select the desired server Site Map. You can also use the Toolbar short cut command.

Building Site Maps

Whenever you navigate through directory structures on the remote server you will automatically be building the Site Map for you to save if you wish.

You can also build site maps using the FolderRefresh Subfolders command from the menu. You can then select the number of folders below the selected folder to refresh.

Terrapin also allows you to build Site Maps from the standard UNIX ls-lr files. See the advanced topic [Importing Site Listings](#) for more information.

Transferring Files

Transferring files is no more than a simple drag drop operation. Select the file you wish to transfer and drag it to the appropriate destination folder. You can also use the menu commands under ***File*** to send or retrieve files. See [Transferring Files](#)

You can also 'Tag' any number of files in many different directories to download.

Resume Interrupt File Transfer - even after shut down!

If the communications link between your computer and the remote server is broken Terrapin FTP will offer you the option to resume the transfer from the point at which the communication was broken if the server supports the command. See [Resume Interrupt File Transfer](#)

This option saves valuable connection time and Terrapin will also allow you to resume transfer even after shutting down and restarting. See [Resume Transfer After Closing](#)

Terrapin FTP Browser has many more features which can help you greatly.

Do you want to learn more about:

- [Surfing FTP sites more efficiently](#)
- [Web/Site Maintenance](#)
- [Terrapins Features](#)

Surfing FTP Sites More Efficiently

Browse Off-Line - Terrapin FTP Browser builds a site map each time you visit a server. Site maps can be browsed off-line. Terrapin will only try to connect when you transfer a file, refresh a directory or move outside the area which the site map covers. The folders are colour coded to indicate whether the contents are held locally, or whether a connection needs to be made.

Tag Files/Macro record - Armed with the off-line Site Map you can now browse and chose the files you wish to down load. You can tag many files in any number of directories and then retrieve the lot in one on-line operation. There is also a Macro function which allows you to record any number of FTP transactions across any number of sites and then once again replay in one on-line session. See [Tagging Files](#) and [Using The Macro Function](#) for more information.

Apply Indexes - Rather than try to navigate abstract file names Terrapin gives you the option to apply indexes to give the files meaningful descriptions. Terrapin also allows you to apply a local index as not all index files conform to the same standard. See [Using Indexes](#) for more information.

Finding Files - Terrapin comes with its own Archie Search engine which enables you to search the Internet for the file you want. There is also a ...**Find File** menu item which searches Site Maps for the file. See [Search The Internet](#) and [Searching for Files](#) for more information.

WWW and FTP - Terrapin will accept ftp URL's dragged from the leading Web Browser's. Retrieving a file using Terrapin FTP is likely to be faster, FTP after all was specifically designed for transferring files. Should the connection be broken you can the transfer may be restarted from the point of failure. There may also be other files on the site that interest you and the site map will be available for off-line reference. See [WWW and Terrapin FTP Browser](#)

General - Terrapin FTP Browser has many other features which increase efficiency and make navigating FTP sites so easy. For example, by representing the remote Server in a Win95 Explorer file tree format you can instantly see where you are removing the old problems of disorientation. Terrapin FTP is multi threading which allows for more than one task to be undertaken at a time. Transfer statistics are kept giving the performance of Servers. If a large file is available from many sites (use the Search Engine to find out), save money and time and get it from the site which offers the best transfer times.

Web/Site Maintenance

Web Upload Wizard - If you want to publish a web site on the Internet then Terrapin FTP has a complete upload wizard that will take you through all the steps necessary to publish your site. Select **Server... Publish Web Site...** from the menu.

The wizard also has an HTML Link Checker which will inform you if links to other pages or images have errors. If errors are found you will be given the opportunity to fix them before transferring the files. See [Web Publishing Wizard](#) and [HTML Link Checker](#)

Directory Drag Drop - You can build the site locally on your own computer and then upload the whole contents of the directory including all subfolders and files. This allows you to test all links within the site locally and the links will work on the server as the exact same relative paths will be maintained. See [Directory Drag Drop](#)

Transfer if Newer - One option when either sending or receiving files is to only transfer files which are newer. See [Transfer if Newer](#)

Transfer if Modified - You can set the specified period and only transfer files that have been modified in that period. See [Transfer if Modified](#)

Reconcile Directories - Within the drag drop directory function you can reconcile remote and local directories. Whether uploading or downloading you can make the remote server exactly the same as your local computer and vice versa. See [Reconcile Directories](#)

Move Files Remotely - You can drag file(s) between folders on the 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. See [Moving Files](#)

Transfer Between Servers - You can drag files between two different servers by opening more than one instance of Terrapin FTP and dragging the required file(s) between the two windows. (As above the server will need to support the command). See [Transferring Files Between Servers](#)

Macro Record - If you regularly maintain the contents of a remote server or regularly download updates recording the transfers in a Macro will save considerable time. To perform the operation in the future all that needs to be done is to run the Macro. See [Using The Macro Function](#) for more information.

Recursive Delete - The standard FTP protocol does not allow you to delete a directory on a remote server unless it is empty. This can be a bit tiresome as many of our customers have explained. Terrapin will now recursively delete in one operation.

Terrapin FTP Feature List

- work off-line - Terrapin Server Site Maps
- Windows 95/NT look and feel
- view of the local file system and all that it entails
- restart failed transfers
- restart failed transfers after close
- drag drop directories
- recursive delete of sub-folders
- reconcile local and remote directories
- local file indicators
- view files whilst downloading
- tag many files for download
- record Macros
- search the Internet - Archie Search
- search - Find File
- co-operation with your web browser
- file transfer statistics
- apply indexes to files
- Proxy support
- custom or quoted commands
- sounds
- file date optionally preserved on retrieval
- optionally use external viewer to view files
- optionally password protect site maps
- optionally keep retrying if connection fails
- blank initial directory logs into server specified home directory
- support for login Account
- drag drop between servers (transfers directly if allowed)
- move/copy files between directories on a server
- right click drag drop with additional transfer options

Web Building Tips - Introduction

This document is not intended to be a guide to HTML (Hyper Text Markup Language - the language that tells your web browser how to display the page). What this document is intended to do is give a few pointers on building your site, explain how to 'publish' your web site and how to maintain it thereafter.

If help with the actual HTML is what you are after then here are a few suggestions. Firstly there are number of authoritative books on the subject. To name but two, try "*HTML for Dummies.*" E Tittel et al. IDG Publishing, Inc. 3rd Edition 1997 or for a more in depth approach try "*HTML The Definitive Guide.*" C Musciano & Bill Kennedy, O'Reilly & Associates, Inc. 2nd Edition 1998.

Secondly the Internet itself is a valuable resource for HTML editors in it's own right. There are numerous articles and documents published on the Internet which will provide massive amounts of information on the subject. Try any one of the big search engines like <http://www.yahoo.com> and search on HTML.

The newsgroups can also prove extremely useful. If you are having problems one thing is for certain, you will not be the first. You will probably find the answers to every question you might have by reading through other peoples queries. There are a number of newsgroups devoted to web authoring but try comp.infosystems.www.authoring.html, or alt.html.writers. You will need to use your newsgroups client to access them (this is normally also your email client).

The other topics in the section are:

[Build it Locally](#)

[Use Relative Links](#)

[Use Lower Case](#)

[Uploading Your Web Site](#)

[Web Site Maintenance](#)

Web Building Tips - Build It Locally

It is possible to build and maintain a web site remotely on the server itself. This is however a time consuming method of web maintenance and can lead to problems with version control i.e. what do you actually have on your web site.

Therefore we would suggest you build your whole site on your own PC. This will enable you to view and check your own pages before you unleash them on the rest of the world. Better to make sure they work first before others tell you.

To build your site locally, simply create a directory called 'www' for example. You will now treat this as the first directory on your ISP's FTP server, i.e. the directory you will upload your finished web site into.

Depending on how big your web site is going to be, to make life easier for yourself we suggest you create subdirectories within this which will contain the various sections of your web site. Even if it's small, you may wish to keep graphics separate from the html pages, so create at least one subdirectory called say 'graphics' in which to put your images. In which case the directory tree of your web site would look like this:



The first page of your web site, or the 'home page' should nearly always be titled *index.html* or *index.htm*. Save this in your www directory as your www directory is your local copy of the first directory on the server.

Most servers are configured to issue the 'index' page whenever the site is accessed if no file path is given. This makes a lot of sense as it means that visitors do not need to know what you called your home page, they can just access it automatically by typing in just your web address. Check with your ISP if you are not sure but this is very common practice.

The Other topics in this section are:

[Introduction](#)

[Use Relative Links](#)

[Use Lower Case](#)

[Uploading Your Web Site](#)

[Web Site Maintenance](#)

Web Building Tips - Use Relative Links

When building your site locally use relative links wherever possible. To explain, a complete URL (Universal Resource Locator) can be made up of a number of components, although three are of importance here. The first part defines the protocol i.e. *http://*. The second part is the address of the computer to connect to i.e. *www.name.com*. The third part is everything after the first forward slash which defines the file path to the relevant file i.e. */information/product1.html*.

So if your index page wants to show an *image1.gif* that is in your subfolder '*graphics*' the relative URL to it from the index page would be:

./graphics/image1.gif

When using relative URL's it is important to understand some simple DOS directory navigation commands.

./ means current directory
../ means go back a directory

In the above therefore the *./* means from the current directory, go forward in to the folder *graphics*, and then get the file *image1.gif*. If you decide to keep all your files in the one directory then the relative URL would simply be the file name on it's own as you won't have to go anywhere to get it (metaphorically speaking).

The full URL to the graphic when your web page is on your ISP's server would actually be:

http://www.name.com/graphics/image1.gif

but if you use this URL in your HTML code you will not be able to test that the image displays until your web site is on the server.

With these two simple commands of *./* and *../* (you can omit the *./* from your syntax but it is good practice to use it) it is possible to show graphics and set up relative links to every document on your web site. For example, if the directory structure of your web site looked like this:



and *index.html* wanted to link to *file1.html* in the directory '*information*', the relative URL would be:

./information/file1.html

If *file1.html* wanted to display *image2.gif* contained in the '*graphics*' directory then the URL would be:

../graphics/image2.gif

To explain, the *../* instructs the server to go back to the *www* directory, then go forward into the *graphics* directory and retrieve the file *image2.gif*.

If *file2.html* wanted to link back to *index.html* (linking subpages back to your home page is common practice) then the URL would simply be to go back a directory and display *index.html* as follows:

```
../index.html
```

It will pay dividends to understand these principles even if at first sight this may appear complicated. Incorrect URL's are the most common reason why graphics do not display. HTML is after all a computer language. Computers are dumb, they do exactly what they are told. Tell them to do something wrongly and they will do exactly that.

You may of course use some form of HTML editor, in which case it may do all of this for you. However, there is no substitute for understanding the code behind your web page. It is not uncommon for even the leading HTML editors to insert code at their own behest.

Depending on how complicated your web site is, it is very common for some WYSIWYG (What You See Is What You Get - but not always) editors to display the web page in a completely different manner than how your web browser will actually show it. If you do not take the time to understand HTML it will be difficult to correct any errors should they occur.

If you follow these principles once you have written your web site on your PC it's time to make sure all the links work and all your graphics display. You can view it locally by simply double clicking *index.html* which will then be displayed by your web browser. If you have used relative links you will also be able to navigate throughout the site to make sure it all works.

The other topics in the section are:

[Introduction](#)

[Build it Locally](#)

[Use Lower Case](#)

[Uploading Your Web Site](#)

[Web Site Maintenance](#)

Web Building Tips - Use Lower Case

The case of file names is one of the most critical things when building your web site. In most situations the computer that will host your site will be case sensitive.

This can be confusing as your own computer is completely case insensitive. For example, when working on your local computer either of these URL's will display the graphic *image1.gif*.

/graphics/Image1.gif

or

/graphics/image1.gif

However, once you have uploaded the site if your file name is actually *Image1.gif* (note capital I) then the second URL simply will not work.

For this reason it has become common practice when building web sites to only use lower case for file and directory names, unless there is a very good reason not to. For the very same reason, the default option when sending files using Terrapin FTP Browser is to convert files to lower case automatically.

This option can be switched off so that the case is maintained as it was saved on your local computer (see **View... System Options.... Transfer Tab**), but this can be dangerous. As your computer is case insensitive, there is no guarantee that the file will actually be saved with the case you type. Therefore it may be prudent to adopt a common standard of only referencing files in your HTML code using lower case

The other topics in the section are:

[Introduction](#)

[Build it Locally](#)

[Use Relative Links](#)

[Uploading Your Web Site](#)

[Web Site Maintenance](#)

Web Building Tips - Uploading for the First Time


If everything is working locally then you are ready to 'publish' your web page on the Internet. What this entails is uploading the files from your PC to your ISP's FTP server so that the world can connect to your web site.

The upload procedure for ISP's does obviously vary, although most follow some similar methodologies.

The first thing you will need to know is the address of the FTP server. This may or may not be your ISP's publicly accessible FTP server which will normally have the address of *ftp.ispname.com* or *.co.uk*. However, it is more common that the 'ftp' at the beginning will have been replaced by some prefix to illustrate that it is their FTP server for web sites. For demonstration purposes here we will therefore replace 'ftp' with 'prefix' and assume that your ISP's server address is something similar to:

prefix.ispname.com

You will not be able to connect to this server using the 'anonymous' login (the anonymous login is simply a standard used for connecting to publicly accessible sites). You will normally need to connect using a username and password. Nine times out of ten this will be the same username and password that you use to connect to the Internet generally.

Using Terrapin FTP Browser, the new connection dialog (click **Server.... New Connection** from the menu or  from the toolbar) should look something like this:



Most often, the server will automatically place you in your own private directory, so you will not need to know the file path. The 'Ftp Site' window in Terrapin FTP Browser will look something like this:




Then open the file tree in the local view to your www folder and then copy the files up to the server by selecting them and dragging them across.

If your site is quite large and has a number of subdirectories you may wish to use the directory drag drop functionality of Terrapin FTP Browser. If you do, remember to drag the www directory to the root of your ISP's FTP server as shown here.



If you drag it to the yellow www directory then you will create your whole web site one directory down from where it should be. This works in exactly the same way as Windows® Explorer so try some directory drag drops locally first if you are unsure.

One other point if you are dragging your whole site up in this way, if needed, make sure you change the name of your local www directory to exactly the name that your ISP has set as the first directory on the server. This is important as your ISP may have a naming convention that you need to follow or it may be that you do not have the correct permissions to change the first directory name.

Once you have uploaded, if nothing else than for peace of mind, refresh the view on your FTP site (either select **Folder... Refresh** from the menu or click  from the tool bar) if you can see all of your web site files, including all .html files and your graphics files then you know that you have uploaded your site successfully.

You may wish to save the Site Map for later reference (you will automatically be prompted at the end of each session). This is a unique feature of Terrapin FTP Browser and can be very useful. Firstly it will provide you with a record of what your web site contains, and will enable you to browse it off-line whenever you wish. This will come into it's own when maintaining your web site as you will always be able to check for differences between your local copy and that on your ISP's server.

What happens from here depends on your ISP. With some you can view your web page immediately with your web browser. With some others it may take a day or two for the update to take effect. Some may even have a special procedure to 'switch on' your site. If you are having problems viewing your web page on the Internet check with your ISP to see if there is some special procedure you need to undertake. But that's it, once that is done, you and the rest of the world will be able to view your web site.

The other topics in the section are:

[Introduction](#)

[Build It Locally](#)

[Use Relative Links](#)

[Use Lower Case](#)

[Web Site Maintenance](#)

Web Building Tips - Web Maintenance

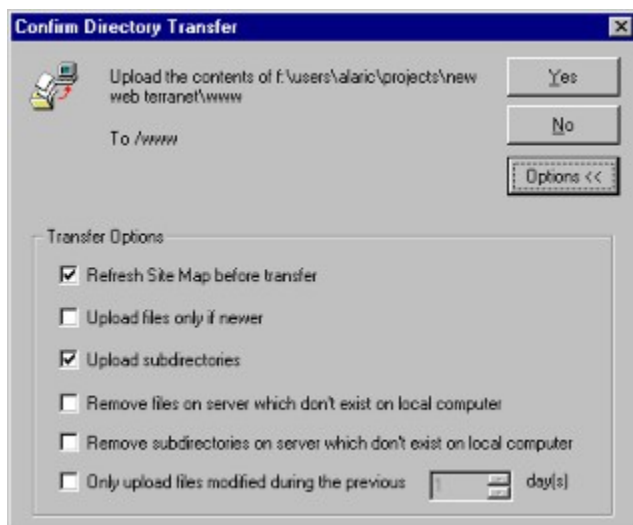
Once you have got your web site live and working properly, you will then have to maintain it. This could be updating the information contained on it or simply improving the site as your HTML skills improve.

Whatever the reason for updates, we would recommend you make changes first to your local site. Treat it as your 'test bed' so that you can always try and avoid putting things on your web site that do not work.

Another important reason to do this is version control. If you have a local site but make changes to your web site directly, then the two will necessarily be out of sync. The next time you make a change by uploading your site again it is all too easy to forget to make that change locally first so you will be putting back some old HTML.

With Terrapin FTP Browser you also do not have to upload everything all the time. Obviously you can simply drag the new or updated files directly to the relevant folders, but one useful option within directory drag drop is to only transfer files which are newer.

Once you have performed the directory drag drop a confirm dialog will appear, on which you will see a button which says **Options**. By clicking this a series of options will be available.



You can immediately see the option to 'Upload files only if newer', but if the first 5 options are selected together Terrapin FTP Browser will then perform a complete reconciliation of your local and remote files. In other words, it will make your remote web site exactly the same as your local one.

It can save a lot of time wading through large sites and manually deleting things you no longer need or only uploading files which have changed. It also removes any margin for error, it is all too easy to delete something you need or forget to upload something that has changed. It really can prove to be a godsend.

The other topics in the section are:

Introduction

Build It Locally

Use Relative Links

Use Lower Case

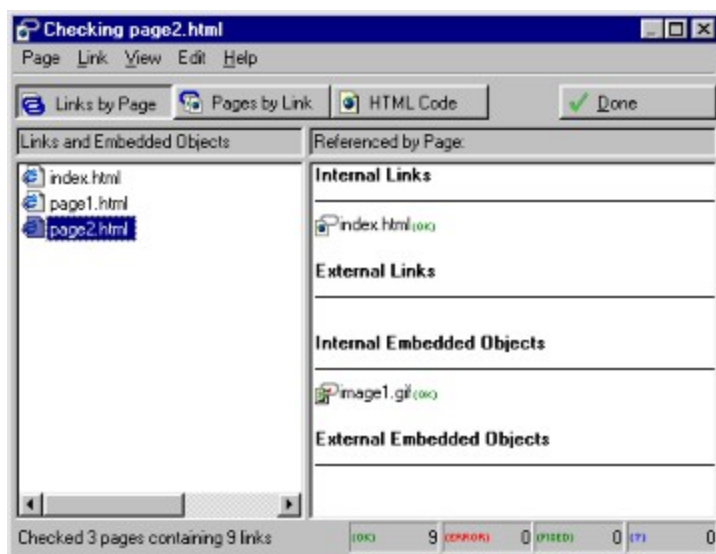
Uploading Your Web Site

HTML Link Checker

The Link Checker passes your html files and can check all internal links to files within your web site as well as any external links to other Internet sites.

The Link Checker is automatically run as one of the steps in the [Web Publishing Wizard](#). However, you can check your web site, or parts of it, at any time by running the Link Checker independently.

To open the Link Checker dialog select the appropriate .html file and click **Tools... Check Links...** from the main menu or right click the file and choose the **Check Links** menu option (note, the menu options will only be active if a .htm or .html file is selected).



Should any errors be found then you will be given the opportunity to correct them. For a list of the errors that are tested for and for details on repairing them see [Repairing HTML Links](#).

See also [HTML Link Checker Menu Items](#).

Link Checker Menu

The Link Checker offers the following menu items:

Page Menu Commands

Save	Saves any changes that may have been made when editing the html.
Open	Opens the selected link or file with the default system application.
Quick Edit	Opens the html document for editing. If a link is selected then the link in the html will be highlighted when the document is opened.
Recheck	Rechecks the links on the selected html document. If links are found that have not already been checked then these links will be followed and checked accordingly.
Show Links on this Page	Displays the links on the selected page
Add to Site	Adds the selected item(s) to the whole site. The links on added items are automatically checked on inclusion as part of the site.
Properties	Displays the system properties for the selected file.

Page Menu Commands

Open	Opens the selected link or file with the default system application.
Quick Edit	Opens the html document for editing. If a link is selected then the link in the html will be highlighted when the document is opened.
Show Pages Referencing this Link	Displays the complete list of pages in the site that reference the selected item.
Follow Link	Follows the link back to the referring document.

View Menu Commands

Links by Page	Displays all the links on the selected page.
Pages by Link	Displays all the pages that link to the selected link.

HTML Code Displays the html source code of the selected page.

Edit Menu Commands

Undo Undoes the last edit. All changes made to a document can be Undone before the document is saved.

Cut Cuts the selected content to the clipboard.

Copy Copies the selected content to the clipboard.

Paste Pastes the contents of the clipboard.

Insert Menu Commands (shown when html source code is viewed)

HTML Tags Displays a list of html tags that can be inserted in to the html code. The list of tags, and the contents of each tag may be customised. See [Customising Insert Menu](#) for more information.

Insert Menu Commands

Help Displays the Link Checker help topic

Repairing HTML Links

The Link Checker passes your html files and can check all internal links to files within your web site as well as any external links to other Internet sites. Internal and external links are categorised in to standard links (which are usually links to other pages) and imbedded objects (which are usually graphics or frames etc. that will be displayed in the page).

The following table illustrates what the Link Checker can find and how errors with links will be repaired. A backup of the original file is created in all instances where html is edited. Users can elect not to save the backup if they so choose.

Type of error in link	User prompts	Actions taken to cure error
The link is to a file that does not exist.	The user is asked to browse to find the file or search for it.	The relative path to the file is inserted into the html code.
The link is to a file outside the folder structure of the site.	The user is informed that the file is out side the site.	A copy of the file is placed in a user specified folder within the site and the relative path to it is inserted in the html code.
The link is expressed as “file:///C:....” but is still inside the site.	The user is informed that the link will not work after transferring to the Internet.	The relative path to the file is inserted in the HTML code.
The link is expressed as “file:///C:....” and is also outside the site.	The user is informed that the link will not work after transferring to the Internet and the file is outside the folder structure of the site.	The file is copied to a user nominated folder within the site and the relative path to the file is inserted in the html code.
There are case errors in the file name.	The user is warned that there are case conflicts between the path expressed in the html and the file name.	The case issue is corrected with the following rules: 1) The default transfer options of Terrapin FTP are assessed, then; 2) If the transfer is to convert file names automatically then the

html is changed, or

3) If the transfer is to maintain case then the file name is changed to reflect the html.

The link contains reserved characters (e.g. spaces)

The user is warned that the link may not work with some web browsers.

The link in the html is corrected as needed depending on the reserved character in question.

An external link cannot be found.

The user is informed that the link may not be valid.

The user is given the opportunity to edit the link directly.

Customising the Link Checker Insert Menu

The list of menu items shown under **Insert...** when the html source code is viewed by default contains all of the common HTML tags.

However, the menu list may be customised to user specific requirements by editing the `htmltags.dat` file found in the Terrapin FTP program directory.

The formatting of `htmltags.dat` file follows html code practises and is similar to html code in it's construction. However, the following format must be adhered to for the menu items to work properly.

Each menu item starts with a `<menu>` tag and is closed by a `</menu>`. The text that is displayed under the **Insert...** menu is inserted between the opening and close `<text></text>` tags. Sub-menu items can be created by separating the headings with a full stop or period .

Hot Keys can be defined by inserting the appropriate key reference between the `<key></key>` tags. The actual contents of the insertion is placed between the `<syntax></syntax>` tags. The final property that can be set is the position of the cursor in the syntax tag by using the `^` symbol to specify where the cursor will be placed.

The example menu item of the html Body tag illustrates how a menu item is created below.

```
<menu><text>Page Tags.Body</text>
<key>Ctrl+Y</key>
<syntax><body background="" bgcolor="" bgproperties="" link="" vlink=""
alink="" topmargin="">^</body></syntax></menu>
```

See [HTML Link Checker](#).

Case Errors

The Link Checker will report any potential conflicts with the case of file names and be able to fix any errors found.

Find File - Link Checker

The Link Checker search your computer to find the file. You can cancel the operation at any time by clicking the Stop button.

HTML Error Reporting - Link Checker

The Link Checker will report any errors in html links. Should errors be found the Link Checker will offer to fix them for you.

Error with External Links - Link Checker

The Link Checker can also be used to check external links to other sites. Errors with external links will be reported with the option for the user to manually edit the link.

HTML Link Checker Options

The Link Checker can check all internal and external links depending on which checkboxes are selected.

Backing Up - Link Checker

The Link Checker will take copies and back-up and html document that is altered in the process of fixing an error with a link. By default the back-up file will be placed in Terrapin FTP/Backup and will be given the date as it's name.

