Click on this button to add a new folder to the site manager.

Add site button

A) Move your mouse pointer to the folder listbox (on the left side), then press and hold the right mouse button. You should see the folders management menu.

A) Move your mouse pointer to the host listbox (on the right side), then press and hold the right mouse button. You should see the hosts management menu.

# Advanced Features

This section will cover every other aspect of CuteFTP in detail, beginning from the site manager, then covering the actual interface, and next the menu bar operations. Click on one of the links below to see detailed help.

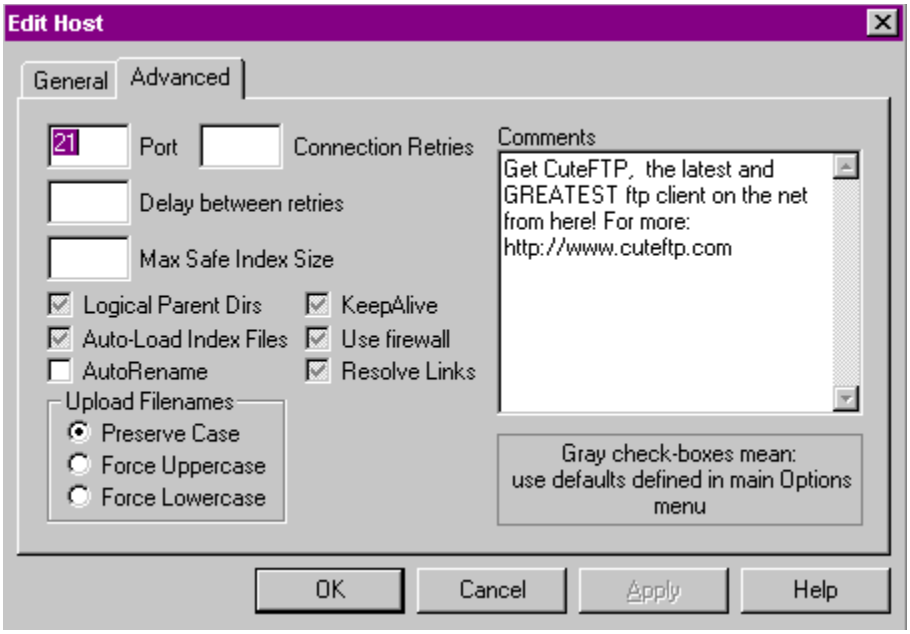
**Site Manager**

**The Main Screen**

**The Menu Bar**

# Advanced Tab

Just click on the area that you want more information on.



This is another one of CuteFTP's excellent features. This box toggles whether CuteFTP will use the auto-rename scheme (located under FTP/Settings/AutoRename scheme on the menu bar.)

This is another of CuteFTP's nifty features. CuteFTP has the ability to rename a file extension automatically during upload. Let us use an example. You create a file on your hard drive called mypage.htm, but your UNIX server demands that all HTML files have the .html extension (not just .htm.) With the AutoRename feature of CuteFTP, you can have your 'mypage.htm' file automatically renamed to 'mypage.html' when you upload the file. You must have the AutoRename checkbox clicked in your FTP Site Edit screen for this to work, however. You can add, remove, or modify file extensions in the AutoRename box.

This box toggles whether or not the index file is loaded automatically every time CuteFTP finds one.

# Basic Operations

This section covers the most frequently asked question of all..."How do I upload my web pages with CuteFTP?" Follow the links below to get the answers step by step.

**I have already made my web pages and installed CuteFTP onto my computer. Now what?**

**I am connected to my ISP, and I have launched CuteFTP as well, now what?.**

**I have connected to my FTP site. What do I do with this Log In Message?**

**OK, I am now at the main screen. What now?**

**The files that I want to upload are in my left window (local drive), now what do I do?**

**I see my files are now on the server. What do I do next?**

**I don't see my web pages (in my browser), that I just uploaded!**

**How to Uninstall.**

If you double click on that arrow, you will be moved up one directory.

# Change file attributes

For advanced users only. This one is applicable to your files stored on the remote server, and is mainly applicable to UNIX servers (feedback welcome if I am wrong). When are you going to be concerned with file permissions? Mostly when you begin to dabble with putting CGI scripts in your web pages, as your CGI programs must have their permissions set correctly for them to function properly.
If you have highlighted a file on the server side, click the Commands/Change file attributes command to bring up the Change Attributes dialog box (which will only accomplish your request if you have permission to change the file attributes, which in turn is determined by the systems administrator). You can then select the read, write, or execute options for each group (Owner, Group and Public) or type in the corresponding CHMOD command in the Help File box. It is out of the scope of this Help File to cover the ins and outs of file permissions; suffice it to say that CuteFTP can do it. Below I have included a small description of CHMOD permissions and how they work. You can learn more about this by reading a book on HTML or CGI/PERL programming.

In order for your CGI program to run by anyone on the Internet, it must be executable by your Internet server. Therefore you must set the permissions so that the server can read or execute your files, which usually means making you CGI programs world executable. You set your file permissions by using the CHMOD commands. The CHMOD's permission mask is a three-digit number. Each digit of the number defines the permission for a different user of the file. The first digit defines the permission for the owner. The second digit defines the permissions for the group. The third digit defines the permissions for everyone else, referred to by CuteFTP as public. Each digit works the same for each group of users: the owner, group, and public. What you set for one digit has no effect on the other two digits. Each digit is made up of the three Read, Write, and Execute permissions. The Read permission value is 4, the Write permission value is 2, and the Execute permission value is 1. You add these three numbers together to get the permissions for a file. If you want a file to only be readable and not writable or executable, set its permission to 4. This works the same for Write and Execute. Executable only files have a permission of 1. If you want a file to have Read and Write permissions, add the Read and Write values together (4+2) and you get 6, the permissions setting for Read and Write. If you want the file to be Read, Write, and Execute, use the value 7, derived from adding the three permissions (4+2+1). Do this for each of the three permission groups and you get a valid CHMOD mask. Suppose that you want your file to have Read, Write, and Execute permissions (4+2+1) for yourself; Read and Execute (4+1) for your group; and Execute (1) only for everyone else. You would set the file permissions to 751.

Need I say more? Anything goes.

Once you have connected to your Internet Service Provider (ISP), and you have highlighted the site that you want to connect to, then just hit this Connect Button, which will launch your connection to that FTP site.

Specifies how many times (Default Retry) and with what intervals (Delay) CuteFTP should attempt to connect to the server. This is useful for connecting to busy sites, which might take more than one try to connect to. The Delay field does not indicate the delay in waiting for the server's welcome message. Some servers that take a very long time to provide a welcome message will cause CuteFTP to timeout before receiving it. This cannot be fixed by changing the Delay field. The Delay option tells CuteFTP how long to wait, after getting rejected by the server, before trying to connect again.

**Introduction and Features**

**Registration**

**The Interface**

**Step by step**

**Trouble-Shooting**

**License Agreement**

**Credits**

## Credits

First off a recognition for the incredible author of CuteFTP... . Thanks to him, tens of thousands of Internet users have had access to an easy to use, yet very powerful FTP client. Many thanks to him for his patience, and programming skills, which have brought CuteFTP this far, and will continue to take it to the next step.

Also, a warm thanks to the team, for their efforts in promoting CuteFTP. They include: , President and brains behind **GlobalSCAPE**, , our director of web services (the guy behind the CuteFTP splash page and much more). To , our HTML guru, amongst a thousand other things he does, to , our sales/tech/order processing lady who has been around since CuteFTP's inception. Also a.k.a 'Mitch', a great tech who single-handedly answers every tech issue under the sun. Also, the many beta testers, for their time and efforts, especially , who proof read this entire help file down to the last tilde. Last...and least, myself, , the author of this help file and head bottle washer, among other duties.

# Custom Commands

FTP protocol standard was established long ago, and hasn't been revised ever since. As a result, many operations, not specified by the original standard, have to be performed through proprietary extensions. The Custom Commands mechanism in CuteFTP is designed specifically to make use of such extensions. It is not intended as a way to send standard commands to the server.
Setting up Custom Commands requires a solid understanding of FTP protocol, as well as specific information on the target FTP server. Therefore, it is not recommended for novice users. However, once everything is set up, usage is simple. Ideally, your Internet Service Provider should create custom commands, applicable to its Web server, and then distribute a COMMANDS.DAT file to its subscribers.
You can choose one of the pre-defined commands by clicking on Commands/Custom Commands, and then choose the command name from the list. You can add custom commands by clicking on Commands/Custom Commands, then Define. This will launch the Custom Commands box. This box contains all currently defined commands. Click on an entry to review/edit its properties.
You can add a custom command by clicking on the Add button, and then editing the label field, this field contains command label. This text is used to identify the command in the Command text box and Custom Commands menu. The command text is the actual FTP command, sent to the server. It can contain any characters, and one or more macros. Macro expressions are a follows:
%[ prompt ] : When this macro is encountered, CuteFTP will display a prompt dialog box with an input field. The user can then type any text in the input field, which will be inserted into the actual command text in place of the macro. prompt can be any text, not containing [ ] (square brackets). It will be used as a title for the prompt dialog box.
%f : This macro will be substituted by the name of the file, currently selected in remote browser. If more than one file is selected, command will be repeated for each file.
%% : A single % character.
The Show server's response switch specifies whether CuteFTP should display the server's response to the command. If set, a dialog box will pop up, containing the command-response sequence for each command executed.
The Hot Key box is a keyboard accelerator, assigned to the command.

Examples (some common commands):

SITE CHMOD %[New Access Mask] %f
This command will prompt the user for a "New Access Mask" and use it for each selected file. For instance, if user enters "=rwx" at the prompt, and FILEA.TXT, FILEB.TXT and FILEC.TXT files are selected, the following sequence of commands will be sent to the server:

SITE CHMOD =rwx FILEA.TXT
SITE CHMOD =rwx FILEB.TXT
SITE CHMOD =rwx FILEC.TXT

SITE INDEX %[Search Text]
This command will prompt for "Search Text" and send a single command to the server. For instance, if user enters "cuteftp" at the prompt, the following command will be sent to the server:
SITE INDEX cuteftp

Specifies how many times (Default Retry) and with what intervals (Delay) should CuteFTP attempt to connect to the server. This is useful for connecting to busy sites that might take more than one try to connect to. The Delay field does not indicate the delay in waiting for the server's welcome message. Some servers that take a very long time to provide a welcome message will cause CuteFTP to timeout before receiving it. This cannot be fixed by changing the Delay field. The Delay option tells CuteFTP how long to wait, after getting rejected by the server, before trying to connect again.

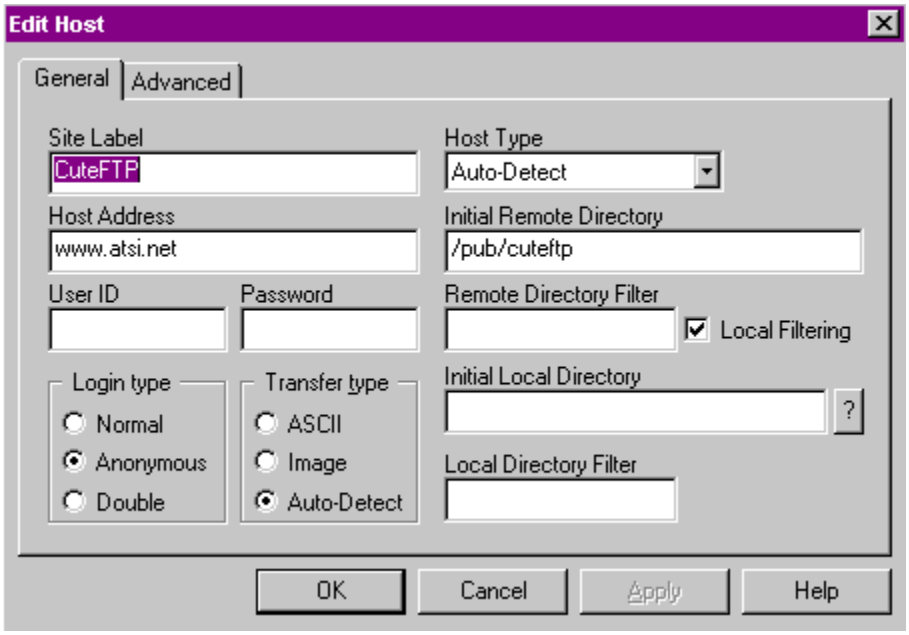
This button will delete the highlighted folder, including all its contents.

This button will delete the highlighted site.

Breaks the connection with the server. Hot key is Ctrl+X.

# Edit Site Screen

The Site Edit screen is invoked by clicking on the Edit Site or Add Site buttons in the Site Manager  Click on the field or box that you want more information about. Also refer to the Step by step section of this help file for walk-through help.



Exits the program. Make sure you are disconnected before you exit.

Exits the Site Manager.

This function lets you choose the method by your files are transferred. CuteFTP does a pretty good job of selecting the right method by itself, so the Auto-detect is selected by default. Of course, if you think a particular file should be transferred in binary or ASCII, and Cuteftp is sending it the wrong way, then you can force CuteFTP to send the file in the desired method by choosing one of the other options.

## Features

The long awaited sequel to version 1.8, **CuteFTP 2.0** has a slew of helpful features, enhancements and bug fixes, and is an improvement over the hard to match 1.8. Only minor enhancements have been made to the interface itself, as we wanted to keep CuteFTP as friendly as possible without cluttering up the interface as many other clients do. This, of course, at the request of our many customers. The interface enhancements consist of an updated toolbar, along with a browser focus bar, which alows users to easiiy identify which side of CuteFTP is on control (local or remote.) Below are a list of its other features.

Directory comparison feature. -**NEW**-

Macro record/playback scripting. -**NEW**-

Keep Alive (NOOP) command. -**NEW**-

Print file list. -**NEW**-

Force upper/lower/preserve file case. -**NEW**-

Directory (tree structure) Upload and download. -**NEW**-

Remote file editing. -**NEW**-

Quickconnect 'remembers' last 5 sites. -**NEW**-

Delete entire remote directories. -**NEW**-

Save filter masks for remote and local. -**NEW**-

Microsoft Explorer style toolbar. -**NEW**-

Drop-down path works for remote. -**FIXED**-

Causes for GPFs. -**FIXED**-

Bookmarking of remote directories. -**SAME**-

Auto-renaming of file extensions. -**SAME**-

Caching of remote directories. -**SAME**-

Resume file downloads. -**SAME**-

Sophisticated masking for index files. -**SAME**-

Right-click change file attributes (chmod.) -**SAME**-

**Tons more features, covered in this help file!**

The lower left section, or left window, is the representation of your local hard drive. By default it should display the contents of your CuteFTP directory. The upper portion of that left window will indicate the exact drive and directory your are in. In this case, it is C:\Program Files\CuteFTP. (In the case of Win95.)

These are files located on the remote computer. This side is where you upload your files to.

# Firewall

This screen contains some predefined folders (meaning that we have included them for you) which in themselves contain FTP sites.

CuteFTP can now **force file case**. You can have CuteFTP force the case of the files being uploaded by checking either of these radio buttons. You can force lower,upper, or even preserve case if you want.

Uses the default options selected under FTP/Settions/Options.

# HTML 101

**I have uploaded my file(s) to the server. When I go to the browser I either see a default server message, or a file hierarchy showing all my files, or the wrong page, or nothing at all. I just want to see my main page!**

The most common beginner mistake (of which I am guilty as well) is with the main page, also called the Index page. When you type in your URL, or web page address, the server automatically looks for a file in your virtual root directory called index.html, or default.html. Sometimes, index.htm as well. So make sure that your main web page which you have uploaded is in one of these formats. If you are not sure which is the format you are supposed to use, then call your server people and ask them. Now, assuming you did upload the file as index.html (preferably in lower case) to your virtual root, and yet you still do not see anything in your browser, then another factor could be in play. Sometimes a sub-directory is created beneath your virtual root called Public_html by your server administrator. You should have seen this directory in CuteFTP's right window when you logged into the server. In that case, you need to store your main web page (index.html) in that folder (sub-directory) rather then in the root. To do that, just double click on the Public_html folder, you will then see the contents of that folder (probably nothing at first). Just upload your index.html page again, and now it should be in stored in the correct directory. Go and reload (or refresh) your browser. You should be in business.

# HTML 101

**I went to my browser and I see my web page loaded but none of the images seem to be displayed.**

There is a three-fold answer to this question. The most obvious and common mistake is that the image files (image files usually have a .jpg or .gif extension) have not been uploaded to the server along with the web page (html files). Open CuteFTP, locate those image files in the left window (local drive) and then upload them to the server. Go back to your browser and hit the reload or refresh button. Are the images displayed now?

**"The image files are located on the server along with the html files, yet no images show in my browser,"** you say. Now it gets a little trickier. When you created your main web page using your editor, or WYSIWYG editor, every instance in which the web page made a reference to an image file, it assigned a **PATH** for the server to look for that image, as well as specifying the **exact** file name and **case** of the image file to be displayed by the browser.

Therefore it is possible that the path that the html file has indicated is not the same path in which the image file is located on the server... So, the server can't locate the image file when it is called by the web page.

The same applies to the referenced image if the web page is making reference to an image that doesn't exactly match the image name or case of the image file that you uploaded to the server.

I hope I didn't lose you on that one. Keep reading as it only gets better.

For example: the web page calls an image in the method <IMG SRC="myimage.gif"> This is a common html tag that calls an image. **--To see the html source code and all of its tags, in Microsoft Explore click on View, then Source, from the menu bar. Same for Netscape. --** Now, when I look at the file I uploaded to the server, I notice that I named it MYIMAGE.GIF. Oops! It is all in upper case. Therefore the web page is calling to an image file that doesn't exist. I need to either fix my html code to read: <IMG SRC="MYIMAGE.GIF"> (which is not covered in this help file) or I need to rename the file on the server to myimage.gif, so as to coordinate with the html page. Renaming files on the server is covered in the menu bar section. Let's look at another example. The html source has a tag like this <IMG SRC="file:///c|/Web_editor\Html\Graphics\myimage.gif">. You look at CuteFTP, on the server side you see your image file there, and the name is myimage.gif.

Interesting, the spelling and case are an exact match, yet your browser still doesn't show the images. In this case, what has happened is that when you created your web page, the editor located the images on your hard drive, in this case, in the C:\Web_editor\Html\Graphics sub-directory. But when you uploaded the images to the server, that reference (file:///c|/Web_editor\Html\Graphics) is no longer a valid location for that image file. Assuming that you have uploaded that image to your virtual root directory on the server, The <IMG SRC> tag needs to point to that location, as follows: <IMG SRC="myimage.gif"> or <IMG SRC="/myimage.gif">. This will require for you to modify your html file to point to the right place. (Again, that is out of the scope of this help file).

A third and last example: You have uploaded your images to a sub-directory that you created off of the virtual root drive called Graphics. (More on creating directories –folders– in the menu bar commands section) and the html IMG tag looks like this: <IMG SRC="myimage.gif"> This means that your html file is looking to the virtual root (or /) and doesn't see myimage.gif there. That is because you have stored myimage.gif in the subdirectory /Graphics (directories are also case sensitive on the server). So your IMG tag needs to read <IMG SRC="/Graphics/myimage.gif"> This would then find your myimage.gif file in that directory. There are more and also combinations of errors that would not enable you to see you images in your browser, but these are the most common.

# HTML Help

**Notice! The following section addresses issues not directly related to CuteFTP but is more in the scope of HTML editing. I will attempt to address the most common beginner mistakes, but this is in no manner a comprehensive course on HTML or web page creation and maintenance. If you are still having problems seeing your web pages in your browser, you will need to find help via a book on HTML, contacting your ISP, or doing a search on the Internet for help.**
**Here are some HTML URLs that could help:**

**I have uploaded my file(s) to the server. When I go to the browser I either see a default server message, or a file hierarchy showing all my files, or the wrong page, or nothing at all. I just want to see my main page!**

**I went to my browser and I see my web page loaded but none of the images seem to be displayed.**

This is the place where you type in the FTP server address, synonymous with host address, FTP address, server address, IP address etc. An example: 204.57.111.10 (IP address) or www.cuteftp.com (domain name.)
Never type in the protocol as you would in your browser using the Protocol:// format. This means you would never type ftp:// or http:// before (preceding) the server address.

This field is where you can define which type of server you want to connect to. By default the auto-detect option is selected. CuteFTP can automatically detect which type of server (host) it is connecting to. Sometimes, however, if you having difficulty connecting to a specific host, you can choose it from the drop down list (if available.) This will usually fix the problem.

## How to input the registration code

How to extract the file attachment is covered in detail in the e-mail message you received. However, I have included some of that information in the help file…just in case.
The registration file is attached to the BOTTOM of the e-mail message. Please save the attachment to a diskette for future updates and for backup. Each time you update to a newer version of CuteFTP, you will need to copy the registration file into the directory of that version of the program.
The goal is to save the attached file called register.dat to the CuteFTP directory. This will complete the registration process.
You can verify that you are registered by opening CuteFTP, then close the Site Manager, click on Help (from the menu bar) then click on About CuteFTP. The screen that pops up should say: Licensed to: *YOUR NAME*.
Please confirm that the registration information and spelling are correct. Forward any corrections or questions via e-mail to or . If you encounter any installation difficulties you may also call 1-(210) 691-8438 for assistance.
For detaching the registration file (register.dat) from different types of e-mail programs, just refer to the e-mail message that accompanied the registration.

The index file is a file on the server that gives you information about all the directories and files available on that site. It is like an FYI file. Without it, you can get lost out in limbo-land on a server that has lots of files and folders, especially if the names are cryptic.

Index Files NOT Mask box. This box is the second list CuteFTP looks at when determining which files need to be considered index files. If you look at the default Index Files Mask list, you will notice a file name *index* using wildcards CuteFTP will consider any file with the word ‘index’ in it, to be an index file. Well, that could cause a problem, especially since your web page might be called index.htm. So CuteFTP passes the filename through a second filter, the Index Files NOT mask, and sees the *htm extension in the list. It will no longer consider your web page an index file because of the double filtering system, one of CuteFTP’s many abilities.

Index files have been covered in previous sections. CuteFTP uses 2 lists of wildcard masks to identify index files. First, a filename is matched against Index Files Mask list. If any item in the list matches the filename, it is then matched against the Index Files NOT mask. If it doesn't match any of the items in that second list, the file is then considered to be an index file, and is displayed in the default viewer.

This field is similar to the Initial Remote Directory field, except that you determine which directory on your hard drive is the initial one displayed upon login (lower left window). By default CuteFTP will start you out in the CuteFTP directory (c:\Program Files\CuteFTP  in Win95). Any files you download from the server are placed into that directory by default. For example: You have a directory on your hard drive called Download where you like to place your temporary files. In the Initial Remote Directory field you would type: \Download. You can also browse your local directories by clicking on the question mark (?) to the right of the box.

This is where you can determine the exact directory you want to login to. Example: You have created a subdirectory on the server off of your root drive called Graphics. If you wanted to login directly to the Graphics directory on the server, rather than your virtual root, you would type /Graphics in the Initial Remote Directory (IRD) field. Another example: If you wanted to download CuteFTP (using CuteFTP) from our FTP site, you would login anonymously to ftp.cuteftp.com and by default start out in the root directory ( / ), you could then double click on the pub folder, and then the cuteftp folder. You would now be in the CuteFTP directory and able to download the files there. Or… when you edited (or added) ftp.cuteftp.com to the Site Edit screen, you could have typed /pub/cuteftp in the Initial Remote Directory field. You would be logged in automatically to that directory, saving you some unnecessary double clicking.

# Registration

**How do I register CuteFTP?**

**Once you have registered...**

## Introduction and Features

CuteFTP is the most versatile yet easy to use file transfer protocol program ever made. It is used for transferring files via FTP. ”What is FTP?” you might ask.
File Transfer Protocol (FTP) has been around for many years as a standard protocol for transferring files between remote computer systems. Until recently, it was used almost exclusively on UNIX workstations and mainframes, but after PC users gained access to the Internet it became a popular alternative to BBS systems. The biggest limitation was that FTP-compliant software usually used a command line interface, which wasn't easy for beginners to work with. As the Internet grew in popularity, new standards appeared (Gopher, WWW), providing more user-friendly front-end software. FTP, however, still remains the popular choice among power users and computer professionals, who are willing to trade fancy user-interfaces for the straightforward power of serious file sharing.

Then CuteFTP came along, offering a highly customizable user-friendly interface along with the power of the old command line FTP. It has numerous options that other FTP clients don’t. These include: an advanced filter and file masking option for easier file locating and selecting, directory and file caching for faster navigation within the remote site, drag and drop capabilities, resume transfer for those pesky interrupted downloads, advanced auto-renaming of file extensions, bookmarking for remembering all those frequently used subdirectories on the server, directory comparison feature, keep alive, remote editing, and much much more. Never again will users have to learn and mess with those archaic and cumbersome FTP wannabes. Now you can experience the power of serious file sharing with CuteFTP!

For a detailed list of CuteFTP's features, and What's new, click **HERE**.

Keep Alive, is one of CuteFTPs' great new features. With this option turned on, CuteFTP will send a 'noop' command to the server every 90 seconds to let the server know you are still connected. This will help you avoid idle timeouts. Please do not abuse this option, as many network administrators frown on their users who remain connected for no reason...especially if you are not transferring any files, etc.

**GlobalSCAPE CuteFTP EVALUATION AGREEMENT**

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This will filter the directory listing on your local drive, by file extension, or by wildcard, if you supply a wildcard mask. WIld card masks are explained under the menu bar commands/directory/filters.

These two boxes display the current directory of your hard drive. You can change directories by clicking on the drop down boxes and selecting a drive...or previously visited directories.

This is where all the commands are displayed (commands you give CuteFTP -or the server- as well as the server's responses.) CuteFTP logs this information to this window to assist you with trouble-shooting, as well as to inform you when you have completed a transaction successfully, whether it is an upload, download, list etc.

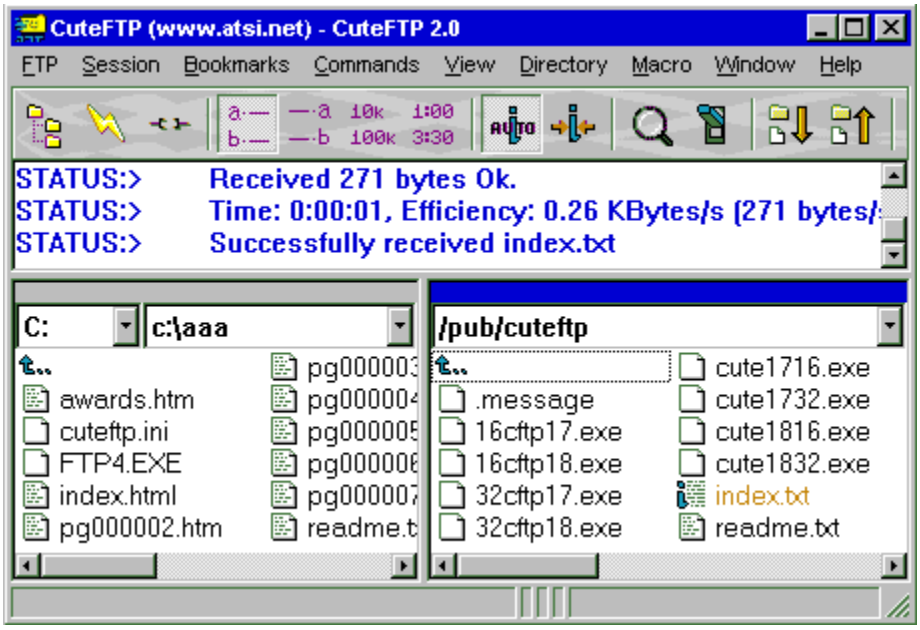
NOTE: You can copy the log to your windows clipboard by clicking on Window from the menu bar, and then click Copy Log Window to Clipboard. This data can then be pasted into a program such as Notepad. This can be stored as a text file (.txt) and can be e-mailed to us at tech support for trouble shooting (if requested).

This box toggles whether or not you want CuteFTP to regard as parent directory the previously visited directory, rather than just a physical parent. It is useful on sites with many inter-directory links.

There are 3 (three) radio buttons to choose from here. By default, the Anonymous radio button is checked. If you start to type in a password in the Password box, the Normal radio button will automatically be selected. When the Normal is checked, you're in essence telling the server that you will be providing a unique user id and password to login. If the Anonymous button is checked, then CuteFTP will automatically supply a user ID and password to the server for anonymous access. Please note that you cannot login anonymously to a server (or to your account on that server) if your server administrator has not set this option up beforehand. There is currently no information available about the Double radio button.

# Main Interface

**Below is a picture of the main interface. You can click on any one of its components to get a description of its function. If you click on one of the Menu Bar commands, you will be taken to the menu bar help screen.**




CuteFTP is divided into 3 windows: The local drive (left window), remote drive (right window) and log (upper window) windows. When you highlight (by left-clicking) a file or folder in one of those windows, you are **shifting the focus** to the selected window (local or server).
Notice that the focus is on the remote side in the above example.

With the focus on the local side (left window) right-click on one of the files or folders. Immediately a pop-up window will displayed with these options:
Upload, View, Execute, Change dir…, Delete, Rename, Make new dir…, Short listing, Long listing, File details, Sorting, Refresh, and Filter.
If you place the focus on the server window and right click a file (after highlighting it), you will see these options:
Download, View, Execute, Edit, Move, Get link as file, manual get, Change dir…, Delete, Rename…, Change file attributes, Make new dir…, Short listing, long listing, File details, Sorting, and Filter.

Whew! Those are a lot of options! This is where the power of this program is again displayed. You can control almost every aspect of CuteFTP by a simple right click. Since all these commands are also selectable from the menu bar, I will not attempt to tackle them at this point, but rather just point them out. You can also perform those functions by clicking on one of the buttons located directly beneath the menu bar. If you are not sure which button does what, then place your mouse over it (uh…mouse pointer) and pause for a second. A small tag will appear, showing you that button's function. Again, all of the functions that these buttons perform are covered later, as they also are selectable from the menu bar.

You can perform most commands with their representitive buttons. In the actual CuteFTP program, just leave your mouse pointer over a button for a couple of seconds, and you will see what its function is. For a detailed explanation of everything these buttons can invoke, refer to the menu bar part of this help file

This determines the size (in kilobyte) of the largest index file (not to be confused with index.htm) to load without any prompts. If the index file size exceeds this specified limit, CuteFTP will prompt you to continue. Setting this parameter to 0 (zero) will cause CuteFTP to prompt you for all index files, while setting it to 32000 effectively disables any prompting. It is not advisable to set this parameter too high, because there might be multi-directory index files on the sites, which CuteFTP can't handle. The default is 10 Kbyte.

# Menu Bookmarks

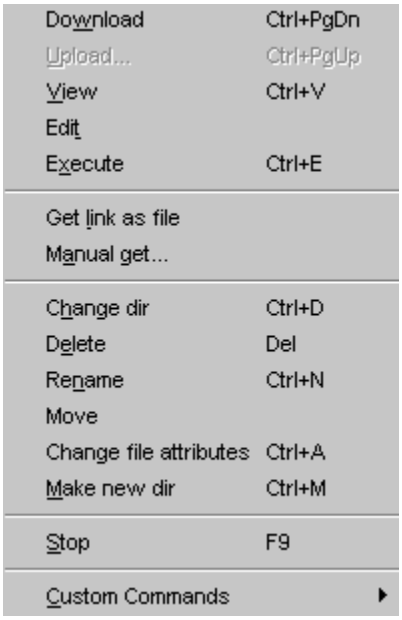
Below is a picture of the bookmarks menu:

**Bookmaks/Add.**
Bookmarks are intended to help you keep track of favorite directories on remote servers. Once you connect to a site and are in a directory that you would like to return to next time you are at the site, click on Bookmarks/Add. You will then give this directory a description. The description will now appear in a list in the bookmark menu (not displayed above). You will not see this bookmark under the Bookmark menu unless you are connected to the **same** site. To go to a bookmarked directory, simply connect to the site then click on Bookmark and then on the bookmark you would like to go to.

**Bookmarks/Edit.**
You can edit (add, remove, rename) your bookmarks from the Bookmarks screen, by clicking on the Bookmarks/edit option.

## Menu bar- Commands

The next menu bar option is Commands. This option has many functions available.




**Commands/Download (Ctrl+PgDn)**
This command will initiate the process of downloading a file. You must have the focus on the server, and the specific file(s) or directories highlighted that you want to download. If they are not highlighted, then this command will not be selectable. When the file is downloading, the bottom part of the CuteFTP screen will display the rate of transfer (speed, time remaining, time elapsed and percentage of completion).

**NOTE:** Another of CuteFTP's great features is tied in to this function. It is called **Resume Download**.

**Commands/Upload (Ctrl+PgUp)**
Opposite of the download function. You can upload multiple files as described under the step by step section. The focus must be on the local side (lower left window) and the file(s) must be highlighter in order to complete this command.

**Commands/View.**
Clicking on this command will launch the highlighted file (either on your remote or local drive) into your selected text file viewer (defined under FTP/Settings/Options/General).

**Commans/Edit**.
This new command will let you edit your HTML files on the server. Just highlight the file and then click on Commands/Edit. This will launch the program assigned to .htm files extensions as determined in the FTP/Options/General screen.

**Commands/Execute.**
Clicking on this command will launch the highlighted file (either on your remote or local drive) into the associated application. Example: You highlight a .wav file (sound file) on your remote drive, and click Commands/Execute. That file is then downloaded to your hard drive and launched in the program associated with that file extension (Sound Recorder by default for .wav files).

**Commands/Get link as file.**

This command will download a symbolic link as a file.

**Commands/Manual get.**
This command will display a box in which you can name a file (including path info) and download it without having to search for that file on the server. Example: You have a directory with 7,000 files in it, and you know the name of the one you want. Instead of scrolling for an hour to find it, you would use this Commands/Manual get command to retrieve it faster and more efficiently.
NOTE: You could use file masks to find files as well.

**Commands/Change dir.**
The change directory command is useful for changing to a directory on your remote or local drive. Depending on which side you have the focus, CuteFTP will display the appropriate box for each, when the Commands/Change dir command is clicked. Example: You have a file on your hard drive called hello.txt that you want to upload to your server. You know that file is located in C:\Windows\Utilities\Temp\Temp2. Instead of clicking the small blue arrow to locate that specific directory, you would click on Commands/Change dir, and in the box type: C:\Windows\Utilities\Temp\Temp2, then hit OK. Your local drive (left window) will now display that directory's content.

**Commands/Delete.**
Not too much gray matter needed for this one. Just make sure the file or directory you want to delete is highlighted. You can also delete a file by right clicking on the file and selecting delete (with the left mouse button) or by hitting the Delete key on your keyboard.
NOTE: You can only delete a remote *directory* that has files in it on some UNIX platforms. On all others, you must delete the files within the directory first, and then delete the directory.

**Commands/Rename.**
Pretty straightforward as well. Highlight the file or directory whose name you want to change, then click Commands/Rename, and type in the new name for that file or directory.

**Commands/Move**.
Another of CuteFTP's new commands. You can move files on the remote server with this command. Just highlight the file(s) you want to move, then click on Commands/Move, and then type in the path relative to your virtual root, and hit OK.

**Commands/Change file attributes.**

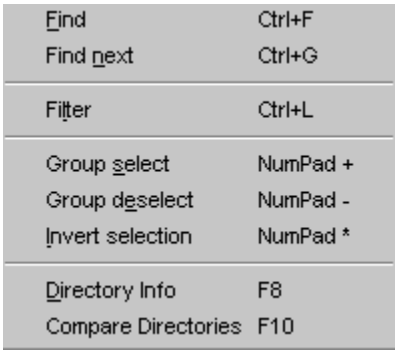
**Commands/Make new dir.**
This command will create a new directory on whichever drive you have selected with the focus.

**Commands/Stop.**
This command will halt any transaction in progress. Example: You are uploading a file when you realize it is the wrong one. You can click on Commands/Stop to halt the transfer. You can then select the appropriate file for upload and start again.

**Commands/Custom Commands.**

# Menu bar- Directory

This is the directory menu. Below are all descriptions for each.




**Directory/Find and Find next.**
The Find command (Ctrl+F) allows you to search for file names and descriptions in the current directory using a piece of text or exact name match. No wildcards will work! The first entry found will be highlighted. Subsequent entries can be found with the Find Next command (Ctrl+G).

**Directory/Filter.**
Filtering directory listings allows you to have CuteFTP display a portion of a directory and hides the unwanted files temporarily. It can be very useful for viewing large directories.
Filtering works by matching each file's name in a directory against a user-defined wildcard mask. If the match is good - the file is displayed, otherwise it's hidden.

Filter Dirs: Specifies whether directories and links should be included in the filtering process. Available only with the Local Filtering method.

**Directory/Group select, deselect, and Invert Selection.**
This option is similar to the filter option. Group selecting allows you to quickly select large groups of similar files, using wildcard masks It is extremely useful for working with large directories, such as a home page directory, as it lets you select hundreds of files in one simple step, instead of going through the listing and clicking on the files manually. These are the commands:

Select Group: Select a group of files
Deselect Group: Deselect a group of files
Invert selection: Invert selection state of each entry
Filter Mask field: Wildcard expression. (For definition of wildcards, see section prior to this one.)
Mask Directories check box: Apply the operation to directories (directories are excluded from the operation, if unchecked)
Remove selection check box: If selecting a group, this option specifies whether the current selection should be cleared before starting the operation.
Some examples:

Task: Select all GIF, but not HTML files.
Operation: Use Group Select, specify *.GIF as filter mask, press OK.

Task: Select all files, except HTML files.
Operation: Use Group Select with * as a filter mask, then use Deselect Group with *.HTML as a filter mask.

Task: Select GIF and JPG files, but not HTML, TXT, DOC, WPG files.
Operation: Use Group Select with *.GIF as a mask. Use Select Group again with *.JPG mask and the

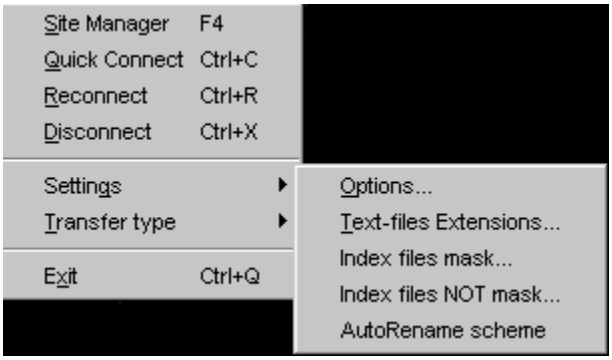
Remove selection check-box cleared.

**Compare Directories.** This is another of CuteFTPs new functions that allows for the comparison of local vs. remote directory contents. Make sure you have the directories on the local and remote in front of you, and then click on the Directory/Compare directories function. You can then set options for CuteFTP to ignore case, and to compare by date and/or size. Files that are different from each other will be highlighted. Files that are the same will not.

**Directory/Directory info**.
When this command is clicked, a box will pop up stating information about your directory, (whichever has the focus) including the path, number of files in the directory, combined size of the files, and other pertinent info.

# Menu Bar-FTP

Click on one of the selections below to get a more detailed description of each function.



## Menu bar- Help

Help menu. Pretty obvious as to what Contents is. Registration will jump to the registration page of this manual.
The about screen will indicate the version number and also display the licensed-to information

# Menu bar- Macro

Recording macro commands.

This is another of CuteFTP's exciting new features. With the macro recorder, you can record login to sessions, transfers and file deletions, and then 'play' the macro back.

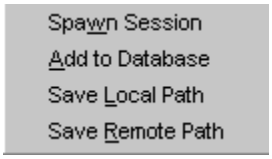
To do this, connect to your ISP, launch CuteFTP, close the site manager, and then click on Macro/Start Recording. Now, open the site manager, connect to a site, change directories, upload or download files etc. and then hit Macro/Stop Recording to save those commands.
To play back the macro, you can do it from within CuteFTP, by going to Macro/Execute Macro. This will play back the previously recroded commands.

You can also launch the Macro from a command line. To do so, type: [path to CuteFTP](a space)Macro=[complete path to saved macro]
Example: C:\Program Files\CuteFTP\CutFTP32.exe Macro=c:\Program Files\CuteFTP\Scripts\my_scrpt.scr

Important! The macro commands that can be recorded are currently limited to upload, download, delete, change dir.

## Menu bar Session

The next menu bar command is Session. This command doesn't hide too many things, but we will cover them here anyway.




**Session/Spawn session.**
Opens a new instance of CuteFTP.

**Session/Add to Database.**
This function is useful for adding the contents of Quick Connect to your Site Manager. Example: Your friend gives you a list of sites where you can download some cool programs. Since that list is old, half the sites on that list are most likely non-existent any more. So, you race to your computer, connected to the net, launch CuteFTP and instead of spending hours adding all these sites to the Site Manager, you use the Quick Connect option (Ctrl+C) and login to those sites one by one. Let us assume you found one that worked. You can now click on Session/Add to Database, and a screen will pop up asking you for a name. Call it whatever you want, then hit OK. That site will now be added to your Site Manager screen. Next time you open CuteFTP, that site will be there, for easy access.

**Session/Save Local Path and Save Remote Path.**
These are two really cool options. Remember my description of Initial Remote and Initial Local Directory? Well, what these to options do is save the path information into your FTP Site Edit screen for whatever directory you are currently in. Example: you would login anonymously to ftp.cuteftp.com and by default start out in the root directory ( / ), you could then double click on the pub folder, and then the cuteftp folder. You are now in /pub/cuteftp. Since you want to check back once a month to see if a new version is released, and want to save some extra keystrokes, you would click on Session/Save Remote Path. Now, /pub/cuteftp is stored (saved) into the Initial Remote Directory field under FTP Site Edit in the Site Manager.

## Menu bar- View

The view menu. Below are descriptions of each of its functions.

**View/Short, Long, listing**.
This command will tell CuteFTP whether to display a long file listing in the focused browser (remote or local) or a short listing. Short, meaning just the file name is displayed. Long, means the file name and whatever is selected in the next command (View/File details) is displayed.

**View/File details.**
From this menu you can select the details that you want to be displayed when View/Long file listing is selected. Your choices are: size, date, time, attributes, and description. These are pretty much self-explanatory.

**View/Sorting.**
With this option you determine in which way CuteFTP will display the files on your screen. You can sort by name, extension, size, date and then ascending, and descending. Example: If you choose sort by name, and ascending, your files will be displayed in alphabetical order with the letter 'a' starting at the top of the screen.

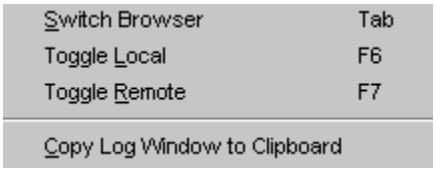
**View/Auto load index.**
You might recall that this setting is also under FTP/Settings/Options/General. It is repeated here.

**View/Retrieve index.**
Displays the index file in the selected viewer. You need to highlight the particular file that you know is the index.

**View/Refresh.**
The refresh function was covered earlier in this document. I have pasted it again below to "refresh" your memory.
**Auto-refresh remote dir**. If this switch is on, CuteFTP will reload directory listing from the server after every file management operation (e.g. rename, delete, etc.) If you have a directory with many files in it, you might want to leave this option off (unchecked) so as to save yourself the time of doing the list refresh (which could take a while if the directory is large). You can manually refresh the directory list by hitting the F5 key on your keyboard.
If you have disabled the auto-refresh option, you can manually refresh as stated above or by clicking on View/Refresh from the menu bar.

## Menu bar- Window

Windows menu. Make reference to the descriptions below.




**Window/Switch Browser.**
This command will shift the focus from one drive to the other (e.g. Local to Remote).
**Window/Toggle Local and Toggle Remote.**
This will make CuteFTP use both the left and right windows (local and server) to display the contents of what used to be displayed in only one of those windows.
If by accident you select one of these commands, effectively eliminating one of your windows (be it the local or remote), don't panic. Take your mouse pointer right next to one of the CuteFTP screen borders (right border for Toggle Remote, left border for Toggle local) until it turns in to a double arrow, and then drag (left mouse button pressed down) that border toward the middle of your screen. This will in essence 'bring back' the departed window.

**Window/Copy Log Window to Clipboard.**
This command will copy the entire contents of the log window to your windows clipboard. You can then Paste (Ctrl+v) this information into your favorite text editor for keep sakes, or if we have requested for you to send us that information when trouble-shooting.The last menu command is the Help menu command.

# Menu Bar Commands

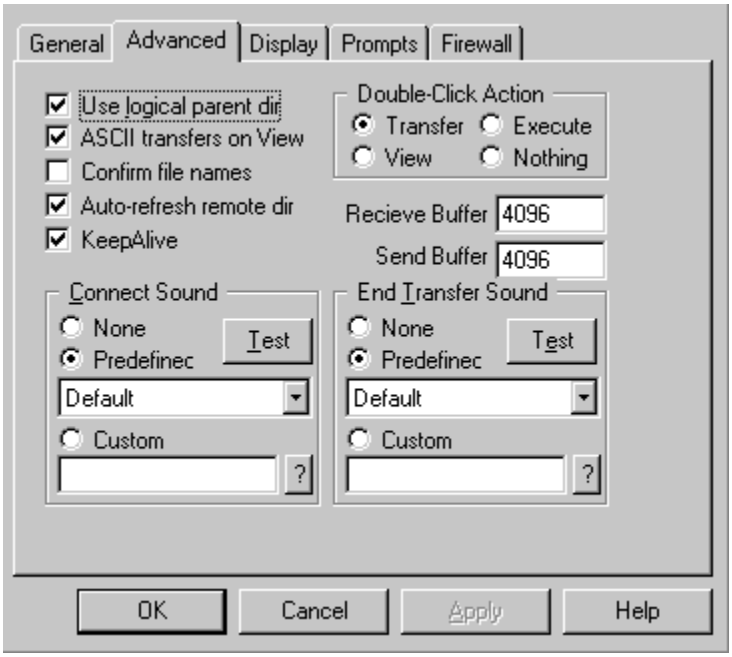
The menu bar is divided into eight topics. Click on one of the topics below to see more information.

## New version definition

Any updates to the program are free. Updates are portrayed as a change to the (x) part of the version number. i.e. 1.1, 1.2, 1.3 etc. Any upgrade to the program consists of a major change to the program, and would incur an additional charge. Major upgrades are depicted by a change in the left part of the version number. i.e. 1.0, 2.0, 3.0 etc.The current version of CuteFTP is 2.0. and cost $34.95. Previously registered users of older versions of CuteFTP would have to pay a $4.95 upgrade fee to receive the 2.0 version.

# Options Advanced

This is the second tab under options. Click on any other tab to see it. Below are descriptions of everything on this screen.

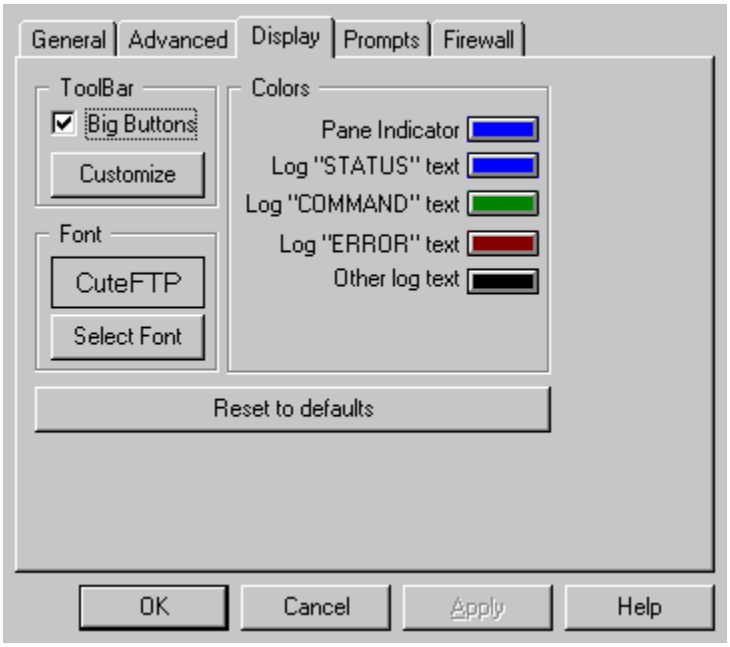



**Use logical parent dir**. This box toggles whether or not you want CuteFTP to regard as parent directory the previously visited directory, rather than just a physical parent. It is useful on sites with many inter-directory links. Default is YES. More information will be available in the future, regarding this box.
**ASCII transfers on View**. This switch allows CuteFTP to switch to ASCII transfer mode whenever you wish to view a remote file. You should keep that option ON, unless you are using a custom file viewer, which can view something besides plain text files.
**Confirm file names.** Having this switch checked makes CuteFTP confirm the name of the file that is being transferred.
**Auto-refresh remote dir**. If this switch is on, CuteFTP will reload the directory listing from the server after every file management operation (e.g. rename, delete, etc.).
If you have a directory with many files in it, you might want to leave this option off (unchecked) so as to save yourself the time of doing the list refresh (which could take a while if the directory is large.) You can manually refresh the directory list by hitting the F5 key on your keyboard.
**Keep Alive**. Keep Alive, is one of CuteFTPs' great new features. With this option turned on, CuteFTP will send a 'noop' command to the server every 90 seconds to let the server know you are still connected. This will help you avoid idle timeouts. Please do not abuse this option, as many network administrators frown on their users who remain connected for no reason...especially if you are not transferring any files, etc.
**Receive and Send Buffer fields**. These fields are similar to the file and buffer fields in Windows 3.x config.sys. It has something to do with caching and memory allocation. If you have more that 8 megs of ram, you might want to increase these two numbers from the default 4k to say, 16000 apiece, especially if you are having any trouble uploading or downloading partial files. More on this in the Trouble-Shooting section.
**Double-Click Action radio buttons**. These buttons lets you choose the action you want to process when you double-click on a file name. If **Transfer** is selected, files are uploaded or downloaded when they are double-clicked. If **Execute** is selected, the double-clicked file will be launched into whatever application is associated with it. If **View** is selected, the double-clicked files will be launched into your text editor. If **nothing** is selected, then nothing happens when a file is double-clicked.

**Connect Sound and End Transfer Sound.** These are extra little goodies packed with CuteFTP that enable CuteFTP to play some cool sounds when you connect and successfully transfer (a) file(s). You can use the defaults or choose your own sounds by clicking on the question mark and selecting a .WAV file on your system.

# Options Display

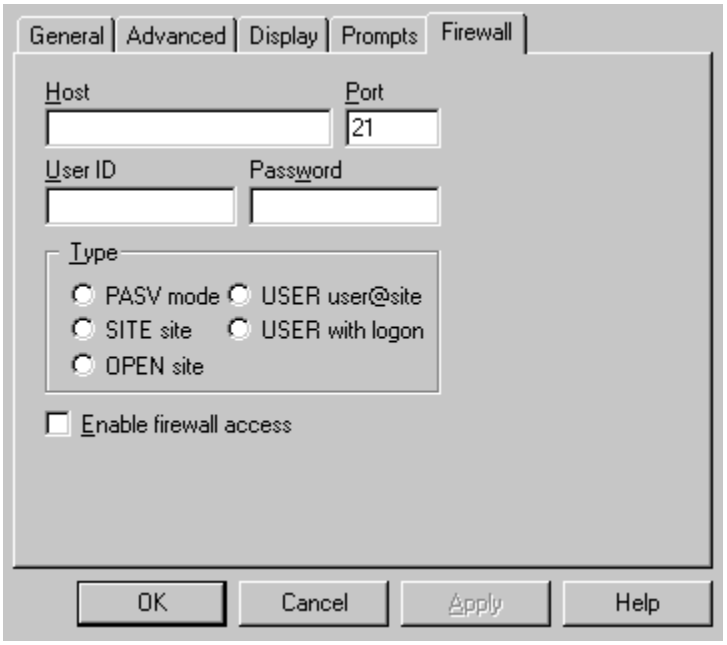
This is the third tab under options. Click on any other tab to see it. Below are descriptions of everything on this screen.




**Big Buttons** check box. This lets you choose the larger or smaller buttons for the toolbar. The smaller buttons are recommended if you are using a resolution of less than 1024x768, or if you don't wish to display CuteFTP full screen.
**Customize button**. Click here to bring up the **Customize Toolbar** screen. You can add and remove buttons to the CuteFTP main window from this screen. Note: If you have to many buttons selected, CuteFTP may not be able to display them all on the screen.
**Select Font button**. Click on this button to customize the font, and style of the program.
**Colors menu**. You can click on any one of the colors, and select a different one, or even customize your own.

## Options Firewall

This is the last tab under options. Click on any other tab to see it. Below are descriptions of everything on this screen.

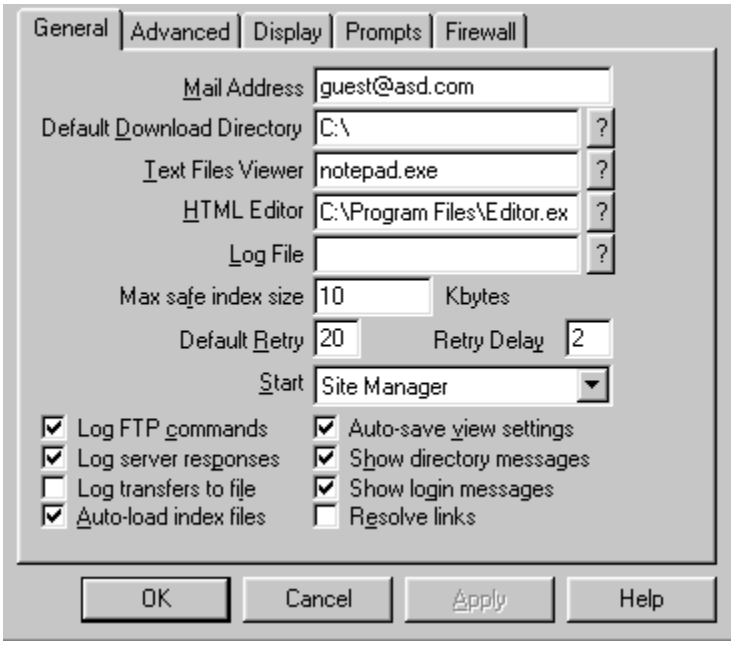



This tab controls every aspect of CuteFTP's setup for bypassing a firewall, otherwise called proxy server. I will attempt to cover most of its settings and configuration here, as well is in the Trouble-Shooting area of this document. I say Trouble-Shooting because firewalls are almost always different, and very much a pain. When do you have to modify these settings? Only when you are on a LAN or WAN and have to go through a proxy server to connect to the Internet. (If you don't know what a LAN or WAN or firewall means, then you are most likely not on one.) Anyway, the firewall acts as a security man, not letting bad people in while at the same time letting good people (you) get out of your network. When you first try to use CuteFTP, (even if you know you are behind a firewall,) leave all these settings as they are, and try to connect to some of the predefined sites in the Site Manager. If every site you try to connect to prompts you with the same message, " can't connect" or "can't login, still trying," then you know you might have to configure these firewall settings. The first thing you should do is this:
Ask you server administrator if the firewall supports FTP Proxy protocol. If he (she) says no, you are flat out of luck. If they say yes, then:
Find out what is the IP address for your firewall host, and what is the port number for the FTP proxy server. This port is 21 by default, but they could have assigned a different port under special circumstances. The most common novice mistake when editing these settings is to place the number 80 (eighty) in the Port field, just because Netscape, or Explorer has that port specified for accessing the net. Remember, FTP protocol is not the same as HTTP protocol.
In some instances, you will also need a user name and password to bypass your firewall. Type these in their respective fields, then click the USER user@site radio button and the Enable firewall access box at the bottom of the tab.
Now, try connecting to one of the predefined sites. Still having trouble? Go back to the firewall tab, and click on one of the other radio buttons (USER with logon, SITE site, OPEN site). Try to connect using each one. What about the PASV mode radio button? Normally, when a data transfer is initiated, the server side of the link requests connection from the client side (CuteFTP). This may pose problems for some security-enforced networks. Passive mode specifies that CuteFTP will initiate all connections and the server will only wait for requests, therefore avoiding the conflict with the security system. It's not

recommended that you turn this feature on unless you are experiencing problems with the default settings. Default is OFF. Also use this setting along with the Enable firewall access box checked (and nothing else) if you are having trouble displaying a directory list on a particular site.

# Options General

Click on one of the tabs, in order to see all the option screens. Below is a description of everything in the General tab.

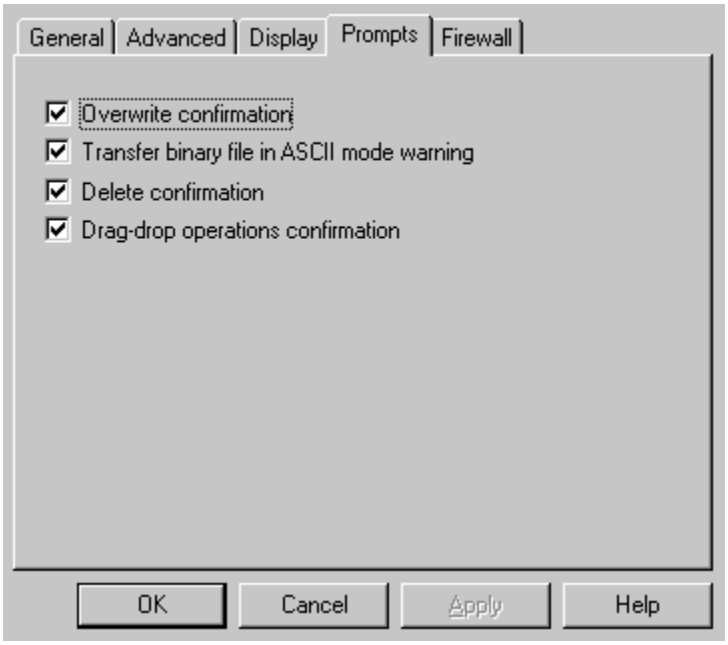



**Mail Address** field is where you place the email address you want to use for anonymous login. You can use your real e-mail here, or a fake one.
**Default Download Directory** is a field where you can determine which directory is displayed by default upon login in the local drive (left window.) you can click on the question mark to search for a specific drive and directory.
**Text Files Viewer**. When an index files is viewed, the default viewer is your Windows Notepad. You can have any word editing application you want, as the viewer. You can locate that application (Wordpad.exe for example) by clicking on the question mark.
**Html editor**. When you select a file on the server, and use the edit function. Your default application associated with .html files is launched. By defining the path to your html editor in this field, CuteFTP will launch that editor, when you use the edit function.
**Log File.** This field shows the filename you specify to optionally record, as a text file, the FTP commands, server responses, and transfers. Use the question mark button or enter the full path and file name of the log file. You can choose which items to include by clicking on the check boxes in the lower section of the General tab.
**Max safe index size.** This determines the size (in kilobyte) of the largest index file (not to be confused with index.htm) to load without any prompts. If the index file size exceeds this specified limit, CuteFTP will prompt you to continue. Setting this parameter to 0 (zero) will cause CuteFTP to prompt you for all index files, while setting it to 32000 effectively disables any prompting. It is not advisable to set this parameter too high, because there might be multi-directory index files on the sites, which CuteFTP can't handle. The default is 10 Kbyte.
**Default Retry** and **Retry Delay** fields. Specifies how many times (Default Retry) and with what intervals (Retry Delay) CuteFTP should attempt to connect to the server. This is useful for connecting to busy sites that might take more than one try to connect to. The Delay field does not indicate the delay in waiting for the server's welcome message. Some servers that take a very long time to provide a welcome message, will cause CuteFTP to timeout before receiving it. This cannot be fixed by changing the Delay field. The Delay option tells CuteFTP how long to wait, after getting rejected by the server, before trying to connect again.

**Start**. By selecting one of the options from this drop down list, you can have CuteFTP start the Site Manager, your Quick Connect screen, or nothing at all, when CuteFTP is launched.
The following are checkboxes.
**Log FTP commands, Log server responses, Log transfers to file**. These 3 check boxes define what information is stored to your log file (defined above.) Each one does as its name implies.
**Auto-load index files**. This box toggles whether or not the index file is loaded automatically every time CuteFTP finds one.
**Auto-save view settings**. This check box causes CuteFTP to save all display options to be saved on exit and restored next time you start the program. This includes the browsing mode selected, long listing mode configuration and window position and size.
**Show directory messages**. Some sites show you a welcome message, not only when you first login, but also when you go to a particular directory. You can override that with this switch.
**Show login messages**. Does the same as the above, except that it kills the first welcome message you receive when you first log in.
**Resolve Links**. This switch controls a UNIX-specific option, which asks the server to resolve symbolic links to either file or directory. It's a good idea to use this option on Unix-based sites, but can cause problems with non-UNIX server. If you are having trouble displaying a list of the files located on the server, then un-check this option. More info on this box will be available later.

## Options Prompt

This is the fourth tab under options. Click on any other tab to see it. Below are descriptions of everything on this screen.




**Overwrite confirmation checkbox**. If this box is checked, CuteFTP will prompt you to confirm if your transfer operation is about to overwrite a file, giving you the option of canceling that operation. Note: Works only on uploaded.
**Transfer binary file in ASCII mode warning**. This prompt will warn you if you are about to transfer a binary file (.exe, .wav etc.) in ASCII mode.
**Delete confirmation**. When you delete a file, CuteFTP will ask you if you are sure, if you have this box checked. (I recommend you leave it checked.)
**Drag-drop operations confirmation**. When you drag and drop files (covered in the Basic Operations section) CuteFTP will prompt you for confirmation if this box is checked.

Your server provides this unique password. It is case sensitive. If you do not know what your user password is, then you need to contact your server administrator for that information.

This is the field where you can define which port to connect to on the server. By default this is set to port 21, as this is the default port for file transfer protocol. Only change this number if your server administrator has specifically told you to connect to a different port. On occasion people change this port to 80 (eighty) thinking that is should be the same as the browser. This is not always correct, and should be left alone most of the time.

Exits the program?

Clicking on this will bring up the Quick Connect screen. This screen is like a small FTP Site Edit screen, except that you can't label the site here. It will however, save the last 5 visited sites in the current session. It enables you to connect to a site without having to enter it into the Site Manager. This is good for sites you might want to connect to only once, therefore freeing up your Site Manager from clutter. Its hot key is Ctrl+c (Control and c).

This option will reconnect you to the server once you have been disconnected (not automatically). The hot key is Ctrl+r.

# Register via other methods and shipping costs

If the above methods can not be utilized to register, you can call us for more options. We have received payments in the past via money orders and even cash. We currently do not bill.

The shipping charges are as follows:
In the USA and Canada,
regular mail $4.00*
certified mail $6.00*
DHL overnight $10.00*

International orders
$10.00* (prices may vary by country).

*$1.00 for each additional disk.

# Register via wire transfers

For those of you that are registering from overseas, and can't register using one of the other methods, we offer bank to bank wire transfers.
Our account number and information for wire transfers is as follows:

Bank Name: Frost National Bank (not first national...)
ABA #: 114000093
Account #: 010392979
Location: San Antonio, Texas

In order for us to provide the registration files, we also need to have your address, company, and contact name. The registration key is sent as an attachment to the recipients E-mail address.

# Registering by check

If you want to register by send us a check, please make the check out to GlobalSCAPE Inc. our address to send the check to is:

GlobalSCAPE Inc.,
125000 Network Blvd. Suite 402
San Antonio, TX 78249

(as an attachment to an E-mail message).

If you would like to receive a floppy disk instead (which contains that same file), then make sure that you add an additional US$4.00 to cover shipping and handling (for DHL-overnight, and international orders, please add an additional US$10.00).

# Registering using a Purchase Order

If you are a company, and want to register with a purchase order, you can do so by mailing or faxing us a copy of the same. The purchase order must contain an authorized signature, PO number, and must include your E-mail address in order for us to E-mail you the registration key. If you prefer to receive a disk (containing the key), then please include and additional US$4.00 to cover s&h (include an additional $10.00 for DHL- overnight or international orders). Please do not send us requisition forms.

Our address and Fax number are as follows:

GlobalSCAPE Inc.,
125000 Network Blvd. Suite 402
San Antonio, TX 78249

# Registering via E-mail

To register via E-mail, please send us your credit card information, including card number, expiration date, and card holder name, as well as your contact name, company name, and telephone number. We will then process your order and send you the registration key as an attachment to an E-mail message usually within 24 to 48 hours.

Our E-mail address is sales@cuteftp.com

Please include the words "Registration" in the subject field for faster processing.

# Registering via the Internet

To register on our **Secure** Site on the Internet, you can go to http://www.cuteftp.com and follow the links to the registration page, or go directly to https://secure.otginc.com/96013/96013.htm

Once you have submitted your credit card information and the order has been approved, you should receive a confirmation number on your browser window (write it down for future reference). Within 24 to 48 hours, you should receive an E-mail message containing the registration key for CuteFTP. Just follow the instructions in that message to register the program.

# Registration

The price of the software is , payable to GlobalSCAPE. We have great rates for site licenses and multiple copy, as well as educational discounts (if you use CuteFTP for school.) Click on one of the links below for a brief description on how to register the program with that particular method.

Via E-mail

Via the Internet

By check

With a Purchase Order

Wire transfers

Other methods and shipping costs

GlobalSCAPE Inc.,
125000 Network Blvd. Suite 402
San Antonio, TX 78249
Fax: 1-210-641-2851
Telephone for sales: 1-800-290-5054
Telephone for tech support 1-210-691-8438

What we do once you register (unless you requested a floppy disk) is send you the registration file as an attachment to an e-mail message. We use the standard MIME type for file attachments, as it is the most common. We can also send you the registration file as a UUENCODED attachment if requested (good for some of the older e-mail packages that have trouble with MIME).

This box lets the remote host do the filtering when local filtering is checked. You can produce filtered listings (useful when trying to get a small piece of a large directory) by typing in a file extension or a wildcard. More on that under menu bar commands/directory/filters.

This is the current directory that you are in on the server. In this case, it displays the path as /pub/cuteftp Notice that instead of a backslash ( \ ), the server (or host) uses a forward slash ( / ). This is so because most servers are based upon UNIX operating systems, (or mimic them, such as WinNT) and they use this type of directory structure.

NOTE: It is possible that the remote directory display window just shows you a / (forward slash) all by itself. That is because when you login to your server, it determines by your user name and password what your HOME directory is. This is also called the VIRTUAL ROOT. Why is it called that? Because to you it seems like it is the highest directory or root directory on the server, when in reality there could be many more directories above yours. Since you are limited,however, to your directory and to any subdirectories you create beneath your virtual root, the server normally doesn't let you see any of those directories above yours.

This button will effectively rename the current directory.

This switch controls a UNIX-specific option, which asks the server to resolve symbolic links to either file or directory. It's a good idea to use this option on Unix-based sites, but can cause problems with non-UNIX servers. If you are having trouble displaying a list of the files located on the server, then un-check this option. If on a UNIX server, you are having trouble downloading links as files, then uncheck the resolve links box. The box is grayed by default.

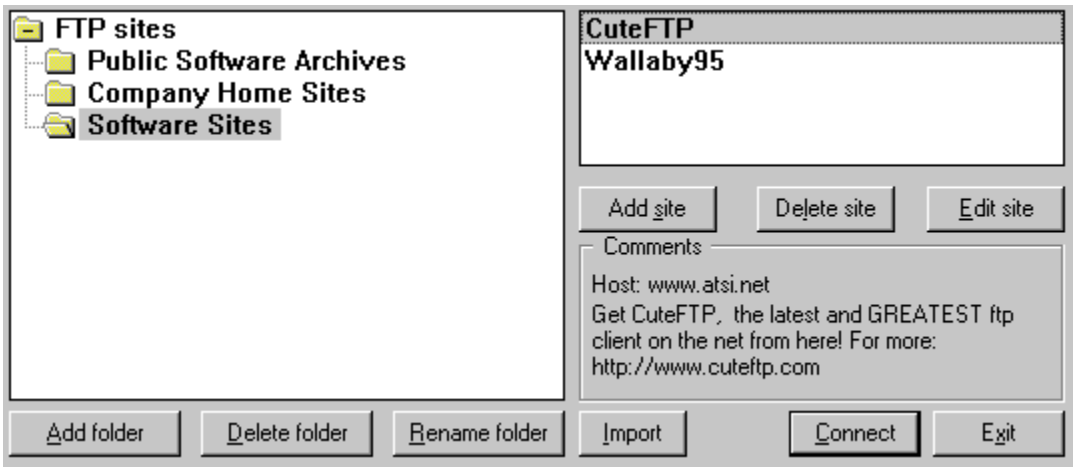
CuteFTP has the ability to resume downloading incomplete files. This feature works with all FTP sites that implement this feature. If you need to resume an aborted download simply attempt to download the file into the same directory you did the first time. CuteFTP will then prompt you and ask if you wish to Resume, OverWrite, Rename, or Cancel.
To check if the FTP site can resume an aborted download watch the log window (upper window) for a message that reads "This site can resume aborted downloads." If the site cannot resume the download you will get a message like this: "This site cannot resume aborted downloads."

When transferring a file, the bottom right corner will display the time elapsed, time remaining, and percent done rate of transfer (not seen here).

The Site Label box is simply identification for your site so that you can easily access your FTP server from the Site Manager. In other words, name it whatever you want.

# Site Manager

When CuteFTP is launched, the first thing that is displayed is the Site Manager. The Site Manager is where you will enter your FTP server information, in order to connect to the remote computer where your files will reside. The Site Manager is covered in even more detail under the Step by step section of this manual.




The Site Manager is split into 2 sections. The left window contains a bunch of pre-defined folders. In the right window, the contents of the selected folder are displayed. These are pre-defined FTP sites. Pre-defined sites means that we have obtained some anonymous FTP sites (that usually contain shareware) and included them with CuteFTP.
You can connect to any of these sites by clicking on the folder you want, then highlight the site you want (in the right window) and click on the Connect button. You can create (or modify) your own site by clicking on the Add site or Edit site buttons..

These are sites you can connect to. Just highlight one, and hit the Connect button to login to that corresponding site (assuming you are connected to your ISP).

## Basic operations- step 1

First off, before you can establish a successful connection to your FTP site, you MUST be connected to your Internet Service Provider (ISP). Make sure you are connected to your ISP **before** you launch CuteFTP, or it will **not** successfully connect to your FTP site. Remember that some ISPs will time you out after a few minutes of idle time. Next step.

# Basic operations step 2

When CuteFTP is launched, the first thing that is displayed is the Site Manager. You can connect to any of the displayed sites by clicking on the folder you want, then highlight the site you want (in the right window) and click on the Connect button.
What you will mainly be interested in, however, is your own private site, as you would probably like to upload your web pages. First select a folder from the left window in which you would like your site to reside, or create a new folder by clicking on the Add Folder button. Enter a folder name (anything you want) then click OK. Next, highlight the newly created or selected folder, and click on the Add Site button. This will bring up a very important screen called the FTP Site Edit screen, as this is the screen where all your server information is stored. The 4 (four) main things you need to be concerned about in this screen are the Label box, Host Address box, User ID box, and Password box. The other options and fields will be covered in the Site Edit section.
The Label box is simply identification for your site so that you can easily access your FTP server from the Site Manager. In other words, name it whatever you want. The next box is the Host Address box. This is the place where you type in the FTP server address. Say your service provider is Erols. You would type in that box: www.erols.com or ftp.erols.com or even their IP address, like 205.252.116.13. Each server's address is unique. You must obtain that address from the service provider who will be hosting your web pages.
The next two fields are also important. The first is the User ID. Your server provides this unique ID. It is case sensitive. If you do not know what your user ID is, then you need to contact your server administrator for that information. The same goes for the Password box. It is unique, case sensitive, and also provided by your server. As you cannot see what you are typing into that field, you must use special care not to make any mistakes.
Note: If you want to access a server anonymously, then click the anonymous radio button. You will only be able to connect to that server anonymously if the server administrator has enabled this type of access beforehand.
Once you have entered this information, click on the OK button. You should be back out to the Site Manager, and your site should be in the right window. You can now highlight the site you have created (unless it is already highlighted) and click on the Connect button to connect to your server. NOTE:
Any time you want to modify your site entry (server information), you would just highlight your site in the Site Manager and click on the Site Edit button. Then just make your modifications and click OK. You can also rename and delete sites and folders from the Site Manager with the corresponding buttons. Just be careful! Next step.

# Basic operations step 3

**OK, I have connected. I have this welcome message that came up, now what?**
Well... read it if you want. It is a message that your service provider placed there to inform you of rules and regulations of the server, information about the server, idle timeout, and other info.
Hit the OK button at the bottom of that screen to make that message go away. You can avoid that welcome message getting displayed every time you login by removing the corresponding option. You will find it in the Settings submenu under FTP from the menu bar. Next step.

# Basic operations step 4

**I hit the OK button, that welcome screen went away. Now, what is all this stuff?**

You are now at the main screen.

The **main CuteFTP screen** that you will be working with is now displayed. It is divided into 3 (three) portions, or windows. The upper window is called the log.
The lower left section, or left window, is the representation of your local hard drive. By default it should display the contents of your CuteFTP directory. The upper portion of that left window will indicate the exact drive and directory your are in. Example: C:\Program Files\CuteFTP. (In the case of Win95.)
Directly beneath and to the left of the directory information is a small blue arrow. If you double click on that arrow, you will be moved up one directory on your local hard drive. From our previous example of C:\Program Files\CuteFTP, if you double click that blue arrow, you will be moved to C:\Program Files. If you double click again, you would be moved up to C:\, your main root (that is if your drive is called C.)
Now, locate the directory beneath the root where your HTML files (or whatever files you want to upload) are located, then just double click on that directory. Example: C:\Webpage_editor. If your files are located in a subdirectory beneath that directory, then double click it as well. Once you are in the directory you saved your files to, you should see them displayed in that left window. Next step.

# Basic operations step 5

**OK, I see the files that I want to upload in my left window (local drive), now what?**

Now look at the right window. This window shows you the files and directories on your server. In essence, you are viewing the hard drive contents of a remote computer. In the upper portion of the right window, it might display a directory name in this format: /Robert
Note:
Now comes the fun part. This is what CuteFTP was made for. There are a few different ways to transfer your files from your system to the server. I will cover them all in detail. Another note.
The easiest way to upload files is this: Highlight the file you want to upload on your local drive. You can use the keyboard Control and Shift keys, if you want, to grab more than one file at a time. Then with your left mouse button still held down, DRAG that (those) file(s) over onto the right window (server side) and just drop it (them) anywhere in that window. By default you will receive a prompt that says **Upload selected file?** Hit the OK button after you have verified the file name. You will notice the log screen (upper window) displaying Commands, Statuses, and the server's response to your commands. Walla! The file(s) have (has) been uploaded! Because CuteFTP by default auto-refreshes the remote directory (more on that later), you should now see your files on the right side (server side) of the screen. Do you see your files? If you do, then go to the next step. If you don't, then read the this.
To see the other methods for transferring files, click here.

# Basic operations step 6

**OK I see my files are now on the server. What do I do next?**

That's it! In essence CuteFTP has completed its basic purpose. Sure you can do a lot more, including downloading, renaming, modifying files among other things. These are all covered in the menu commands section. Now, assuming you have just uploaded your newly created web pages, just launch your browser, type in your URL or web page address. You should now see the web page corresponding to the HTML file(s) you uploaded. If you see your pages, then you can skip along to the other sections that will cover in detail every other aspect of CuteFTP not directly related to uploading files (which has already been covered). If you don't see your web page correctly then read on.

ASCII file extensions box. This box is where you can define all the file extensions you want CuteFTP to consider as ASCII (plain-text) for transferring. Most are already pre-defined in this box, (.txt, .html, .bat, .c, etc.) if you work with a specific file type that you want to always be considered ASCII, you can add it to this box.

Displays the session you are currently connected to.

CuteFTP has now incorporated a new Microsoft style tool bar. To display the toolbar properly, you need to have the most updated Comctl32.dll file under your Windows\System\ directory. If you do not have the latest, or the toolbar does not display properly, then go to

You can locate the latest update pack there.

In this box there are three radio buttons, which will determine the method in which files are transferred. This same method can be determined globally (affecting all your ftp sites.) from the FTP main options menu. The Auto-Detect radio button is selected by default, letting CuteFTP decide if to transfer your files in Binary or ASCII mode. It is best to leave the Auto-Detect button selected unless your are an advanced user and have a specific reason to ‘force’ the file using the ASCII or Image (Binary) modes.

# Trouble Shooting

For the most up to date and accurate assistance with problems you might have using CuteFTP, please refer to our web page at:

If the answers for your questions are not available on our web pages, please contact us at support@CuteFTP.com. You can also call us for support at our toll line at 1-210-691-8438. You can reach us at this number between 8AM and 6PM CNT.

## Uninstall

If you want to remove CuteFTP from your system (God forbid), you can use the add/remove programs function in Win95 (located in your control panel) or by running the Unwise.exe program located in the CuteFTP directory (works for both Win3.1 and Win95).

This box determines whether CuteFTP will use the firewall settings defined under FTP/Settings/Options/Firewall tab. This box is gray-checked by default.

User ID. Your server provides this unique ID. It is case sensitive. If you do not know what your user ID is, then you need to contact your server administrator for that information.

# Wildcard masks

## Wildcard Masks

Wildcard masks are patterns of special characters, used for filtering file names. When a wildcard mask is matched against a filename, the two patterns are compared letter-by-letter from left to right until a mismatch occurs. If all the characters in both patterns compare positively, the filename matches the wildcard mask.

A wildcard mask can contain the following characters:

? Match any singe character (e.g. ? will match a,b,c,d,e...)

* Match any sequence of characters (including no characters at all), terminated by the next character in the mask. (e.g. *a will match cutea, wwwa, zzza, a etc).

[ ] Match any character in the character set, enclosed in the brackets.
Can also be a range of characters (e.g. [ A - Z ] )

If the opening bracket is followed by !, matches any character NOT in the set. (e.g. [abc] will match a,b or c only. [!abc] will match any character except a,b,c).

Some examples:

| Mask | Will match |
|---|---|
| * | Any filename |
| *.bmp | sample.bmp, xyz.bmp, but not sample.gif |
| x?z | xyz, xaz, but not xyy |
| a[xyz]c | axc, ayc, azc, but not abc |
| a[!xyz]c | abc, adc, afc etc, but not axc |
| a[a-c]d | aad, abd, acd, but not axd |

Wildcard masks are case-sensitive, so *.bmp will match abc.bmp, but not abc.BMP.