

File Transfer

You can share files with other people using the File Transfer features. You can "attach" a file that is on your disk to a message and send it along with the message to one or more users. The recipients can then save the attached file onto their disk. The message can contain descriptive information about the attached files.

Files can also be placed on the server directly, without being attached to a message. You can transfer these files to your computer using the Download feature. If you have a file which you wish to make available to others then you can Upload this file. Although these features can be useful, most users will find the attachment feature easier to use, since attached files can be described in the message that they are attached to.

When files are transferred via phone lines the system takes care of the file transfer protocol so that you don't have to worry about it.

Any file that can be created on a Macintosh can be transferred without loss of information. This includes graphics, sound and special application dependent files (spreadsheets, word processor documents etc.).

About File Transfer

You can share files with other people using the File Transfer features. You can "attach" a file that is on your disk to a message and send it along with the message to one or more users. The recipients can then save the attached file onto their disk. The message can contain descriptive information about the attached files.

Files can also be placed on the server directly, without being attached to a message. You can transfer these files to your computer using the Download feature. If you have a file which you wish to make available to others then you can Upload this file. Although these features can be useful, most users will find the attachment feature easier to use, since attached files can be described in the message that they are attached to.

When files are transferred via phone lines the system takes care of the file transfer protocol so that you don't have to worry about it.

Any file that can be created on a Macintosh can be transferred without loss of information. This includes graphics, sound and special application dependent files (spreadsheets, word processor documents etc.).

Attachments: Sending Files by Mail

The "attachment" feature lets you mail files to other users, or conferences by "attaching" the files to a message. You then address and send the message as usual and the text of the message can describe the attached files. The recipients can save any or all of the attached files onto their own disk.

Sending a File to a User or Conference

To send a file to another user or conference, first create and address a message as usual. If you have not created a message before refer to the Help section on Messaging. To attach a file to the new message, pull down the Message menu and choose Attach. A standard file dialog will appear to let you pick a file to be attached. When you click on the Attach button the file will be transferred to the server (if you are connected by phone this may take a while). The attachment is shown in the header or envelope of the message. There is no limit to the number of files that you may attach.

You should add some descriptive text to the message to describe the attached file and then you can send the message. A copy of the message is delivered to each recipient and they may each save a copy of the attachment to their own disk.

Saving an attached file


To save a copy of an attached file on your own computer, open the message which contains the attached file and use the mouse to click on the attachment you wish to save. Pull down the Message menu and choose Save Attachment and the file will be transferred from the server to your computer (if you are connected by phone this may take a while).

Transferring Files to the Server

You can transfer files directly from your computer to the server and place them in a folder or conference. Please note that it is often preferable to enclose the files in a message as attachments so that descriptive information may also be included. See "Attaching Files" for more information.

To upload a file first open the folder or conference that you wish to upload to. Next pull down the "File" menu and select "Upload". You will be presented with a dialog box which allows you to pick the file to be uploaded. When you click on the "Save" button the file transfer will begin. You are free to read your mail, browse conferences etc. while the transfer is taking place and a small file transfer status window will show the progress of the upload. When the transfer is complete the status window is removed and the file appears. You may also wish to use the "Get Info..." command under the File menu to add a descriptive subject to the file.

Transferring files to your Computer

If  the icon and subject of a file indicate that it can be downloaded you may use the Download feature to copy this file to your computer.

To download a file, either double click on it or select it and pick the "Download" command from the "File" menu. You will be presented with a dialog box which allows you to select the name of the file to create on your local machine. When you click on the "Save" button the file transfer will begin. You are free to read your mail, browse conferences etc. while the transfer is taking place and a small file transfer status window will show the progress of the upload. When the transfer is complete the status window is removed and the file appears. You may also wish to use the "Get Info..." command under the File menu to add a descriptive subject to the file.

Accessing CD-ROMS using FirstClass

Your administrator can make CD-ROM disks available to you via FirstClass. The CD-ROM appears as a folder, which can be opened by double-clicking or using the Open command under the File menu. You may navigate the CD-ROM as in the Apple Finder®. Each folder on the CD-ROM that you open is displayed using a summary window, with two panels. The upper panel contains sub-folders, while the lower panel contains any files found in the folder. If the file is a text file it may be viewed online by double-clicking. Other files may be downloaded to your local disk, also by double-clicking.

While an item is downloading you may continue to do other things such as browsing other folders on the CD-ROM or reading your mail.

Note that CD-ROMS are much slower than hard disks, and if you open a large folder, it may take several seconds for the disk to respond.

See also: Downloading Files.

Using "Get Info..."

All messages, conference items and files have properties which can be displayed and in some cases changed by you. The obvious properties are the name and subject information, while other information includes the item's icon (picture) and the expiry date.

This information is displayed and changed by selecting the item using the mouse (click once) and then by pulling down the "File" menu and selecting "Get Info...". The properties of the selected item are then displayed. If the item is a message in your mailbox then you can change the name, subject, icon and expiry date. The name and subject are displayed in the mailbox or conference summary.

On FirstClass every item is assigned an expiry date when it is created. On the expiry date the item "expires" and it is removed from the system soon after (usually at night). This is done to keep the system from becoming cluttered with large numbers of old messages. If you have an item which you wish to keep from expiring then click on the expiry date and the item will no longer expire. You are responsible for making sure this item is deleted when it is no longer needed - so use this feature with discretion.

View and Sorting Options

Summary Windows & Panels

FirstClass provides various ways of viewing the information in your Mailbox, in Conferences and in Folders. The summary windows for each of these objects is usually split into two panels, the upper panel which contains sub-lists, and the lower panel which contains files and messages. Each panel may be viewed and sorted independently.

View by Icon

The View menu allows you to change the way the information in a summary list appears. View "By Icon" shows a large icon for each object. If you have the appropriate permissions, you may drag the icons around and FirstClass will remember the positions of the icons. By default the upper panel is displayed by icon.

Sorting Options

The other view options all provide a one-line summary of each object, showing the name/sender/recipient, subject and date. The views differ in the way the items are sorted: "by Date" sorts the items according to the date of last modification, "by Name" sorts according to the file name or sender/recipient, "by Subject" sorts by the subject of a message, and "by Size" sorts by the size of the file or message. The "Reverse Sort" option may be used with any of these views to reverse the order of the sort.

If you have write permission then the view and sort options will be remembered (similar to the Finder®). All users can change the view and sorting for their desktop, mailbox and any folders they have created.

Note: To reverse the sort order for conferences that you do not have write access to see help on "Preferences".

Partial File Transfers

FirstClass allows you to resume a file transfer in the event that your connection fails. If you are connected via modem a file transfer may take a long time, and occasionally the connection is lost due to telephone

line noise. If this happens, you may continue the file transfer the next time you connect.

Resuming a Download (Save Attachment)

When you download a file and it is interrupted, a partial file will be left on your local disk. The file will have the name you selected, but will have an icon which looks like a half-filled FirstClass Settings document. Do not rename this file; FirstClass checks that the names match when attempting to restart the transfer.

To resume a transfer after downloading a file or saving an attachment, follow the following steps:

- Open the message containing the attachment or find the file you were downloading.
- Begin the transfer by double clicking on the attachment/file.
- Select the partial file on your local disk. You will be asked if you wish to Replace this file; confirm by pressing the Replace button.
- The file transfer will resume at the point it left off.

Resuming an Attach or Upload transfer

When you attach/upload a file and it is interrupted, a partial file will be saved on the FirstClass Server. The attachment/file will have the name you selected, but will have an icon which looks like a half-filled document. Do not rename your original file; FirstClass checks that the names match when attempting to restart the transfer.

To resume a transfer after attaching/uploading a file, follow the following steps:

- Open the message containing the attachment or find the file you were uploading. If the partial file is an attachment, select it within the message. If it is a file in a file list, select the file.
- Choose Attach or Upload and select the original file on your local disk.
- The file transfer will resume at the point it left off.

Deleting a Partial Attachment

If you wish to delete a partially transferred file from a message, select it and press the Delete key.