

## **What is FTP?**

FTP is an acronym for File Transfer Protocol. It is a method of transferring files between computers. It provides facilities for connecting to a remote computer, copying, deleting and renaming files and creating, deleting and renaming folders. ICL FTP provides an Explorer-like user interface for using FTP.

FTP provides two modes for copying files – binary and text. Files copied using binary mode are completely unchanged by the transfer. Files copied using text mode may be modified such that the format of the text file suits the operating system of the destination computer. Typically this involves modifications to the end-of-line markers, because there are a variety of mechanisms used to identify the end of a line.

Because the remote computer may be case sensitive in its handling of file names, ICL FTP allows you to specify how file names should be translated when files are copied to a remote computer. This facility is not needed for copying files onto your local computer, as Microsoft Windows file names are not case sensitive.

ICL FTP also provides a number of options for determining whether you are asked to confirm when files are copied, overwritten or renamed.

## **The FTP Window**

The FTP window is split into four panes. The two panes on the left display the folders and files on your local computer. The panes on the right display the folders and files of the remote computer. You can switch between panes by clicking in the pane you wish to activate, or by using the commands on the Window menu.

You can adjust the sizes of the four panes by dragging the splitter bars that separate the panes.

In the local and remote file panes, you can choose to view just the names of files, or you can display their sizes and modification dates. If you choose to view the file details, the files can be ordered by name, date or size by clicking on the appropriate button. Clicking a button more than once toggles between ascending and descending order.

Copying of files is achieved by selecting a file or folder and dragging it from to a pane on the opposite side (you cannot copy a local file to another local folder or copy a remote file to another remote folder).

## Connecting to a remote computer

First of all you need to define some properties about the remote computer. Select New on the Connection menu. This displays the Connection Properties dialog.

In the Name field, type the name by which you wish the connection to be known. This can be anything you like, though it will probably help if it bears some resemblance to the name of the computer to which you wish to connect.

In the IP Address field, type the name of the remote computer. This can be its numeric address (e.g. 145.225.67.80) or its name (e.g. ftp.microsoft.com).

In the Folder field, type the name of the folder you want to appear at the top level. You can specify any of the following:

- The home folder of the username, by leaving the field blank, or entering ~.
- A sub-folder of the home folder, by entering a relative path (e.g. docs/text).
- The home folder of another username, by entering ~ followed by the username (e.g. ~fred).
- A sub-folder of another username, by entering ~ followed by the username and a folder name (e.g. ~fred/work).
- The root of the file system, by entering /.
- Any folder of the file system by entering its absolute path (e.g. /usr/bin).

The Port field should normally contain 21, unless you wish to connect to a computer which for security reasons uses a different port number.

In the Username field, enter the username you wish to use to log on to the remote computer. If the remote computer allows anonymous FTP, you can use the name anonymous, or leave the field blank.

If you want to save the password, check the Save Password check box, and fill in the Password (you can leave it empty if the username has no password).

If you want more security, uncheck the Save Password check box, you will then be asked for the password each time you connect to the remote computer. For the highest security, uncheck the Save Password box and leave the Username field empty. Each time you connect to the remote computer you will be asked for both a username and password.

When you have entered all the details, click the OK button.

Next select Open on the Connection menu. In the Open Connection window, select the remote computer and click the OK button.

Connecting will probably take around 30 seconds.

## **Sending a file to a remote computer**

Click on a file in the local file view and hold down the mouse button while you drag the cursor to the target folder in the remote folder view. You can also drag a local file to the remote file view, which causes the file to be copied into the active folder of the remote computer.

You can choose whether FTP asks you to confirm that you wish to copy files by using the [View Options](#) command.

If the file cannot be copied, check that you have write access to the destination folder, and that a read-only file of the same name does not exist in the destination folder.

You can also [send multiple files to a remote computer](#).

## **Sending multiple files to a remote computer**

You can use the shift and control keys in conjunction with the left mouse button to select more than one file in the local file view. Use the shift key to select a contiguous range of files. Use the control key to add or remove individual files from the selection.

When you have selected the files you wish to send in the local file view, while pressing the mouse button, drag the cursor to the target folder in the remote folder view. You can also drag the files to the remote file view, which causes them to be copied into the active folder of the remote computer.

You can choose whether FTP asks you to confirm that you wish to copy files by using the [View Options](#) command.

If a file cannot be copied, check that you have write access to the destination folder, and that a read-only file of the same name does not exist in the destination folder.

### **Sending a folder and all its contents to a remote computer**

Click on a folder in the local folder view and hold down the mouse button while you drag the cursor to the target folder in the remote folder view. You can also drag the folder to the remote file view, which causes it to be copied into the active folder of the remote computer.

You can choose whether FTP asks you to confirm that you wish to copy folders by using the [View Options](#) command.

If a file or folder cannot be copied, check that you have write access to the destination folder, and that a read-only file of the same name does not exist in the destination folder.

### **Fetching a file from a remote computer**

Click on a file in the remote file view and hold down the mouse button while you drag the cursor to the target folder in the local folder view. You can also drag a local file to the local file view, which causes the file to be copied into the active folder of the local computer.

You can choose whether FTP asks you to confirm that you wish to copy files by using the [View Options](#) command.

If the file cannot be copied, check that you have write access to the destination folder, and that a read-only file of the same name does not exist in the destination folder.

You can also [fetch multiple files from a remote computer](#).

### **Fetching multiple files from a remote computer**

You can use the shift and control keys in conjunction with the left mouse button to select more than one file in the remote file view. Use the shift key to select a contiguous range of files. Use the control key to add or remove individual files from the selection.

When you have selected the files you wish to fetch from the remote file view, while pressing the mouse button, drag the cursor to the target folder in the local folder view. You can also drag the files to the local file view, which causes them to be copied into the active folder of the local computer.

You can choose whether FTP asks you to confirm that you wish to copy files by using the [View Options](#) command.

If a file cannot be copied, check that you have write access to the destination folder, and that a read-only file of the same name does not exist in the destination folder.



### **Fetching a folder and all its contents from a remote computer**

Click on a folder in the remote folder view and hold down the mouse button while you drag the cursor to the target folder in the local folder view. You can also drag the folder to the local file view, which causes it to be copied into the active folder of the local computer.


You can choose whether FTP asks you to confirm that you wish to copy folders by using the [View Options](#) command.

If a file or folder cannot be copied, check that you have write access to the destination folder, and that a read-only file of the same name does not exist in the destination folder.

## Creating a new folder

You can create a folder either on the local computer or the remote computer.

Either

Select the folder into which you wish to add the new folder and click the  button on the Toolbar

Or

Right Click on the folder or drive into which you wish to add the new folder.

When the pop up menu appears, select New Folder.

The new folder is given a default name. The name is displayed in an edit box and is selected to enable you to change it. Simply type in the new folder name and then press the Return key.

If the folder cannot be created, check that the folder or drive in which it is being created is not read only.

## Deleting a file or folder

You can delete files or folders either on the local computer or the remote computer. Deleting a folder also deletes all the files and sub-folders it contains. You can choose whether FTP asks you to confirm that you wish to delete files or folders by using the [View Options](#) command.

Either

Select the files or folder that you wish to delete and click the  button on the Toolbar

Or

Right Click on the file or folder that you wish to delete.

When the pop up menu appears, select Delete.

If the folder or file cannot be deleted, check that the folder or drive from which it is being deleted is not read only.

## **Renaming a file or folder**

You can rename files and folders on the local computer and the remote computer.

Either

Select the file or folder that you wish to delete and click the  button on the Toolbar

Or

Right Click on the file or folder that you wish to rename.

When the pop up menu appears, select Rename.

The existing name is displayed in an edit box and is selected to enable you to change it. Simply type in the new folder name and then press the Return key.

If the file or folder cannot be renamed, check that the folder or drive in which it is being created is not read only.

The Rename command is not available if you have selected more than one file.

## Removing the connection information for a remote computer

Either

Select the Properties option on the Connection menu.

Or

Click the  button on the Toolbar.

Select the name of the connection you wish to delete from the drop-down list of the Connection Properties dialog.

Click the Remove button.

If you wish to delete another connection, select another connection name from the drop-down list. If you have finished deleting connections, click the OK button.

## Modifying the information for connecting to a remote computer

Either

Select the Properties option on the Connection menu.

Or

Click the  button on the Toolbar.

Select the name of the connection you wish to modify from the drop-down list of the Connection Properties dialog.

Enter the new details for the connection.

If you wish to modify another connection, click the Apply button, then select another connection name. If you have finished modifying connections, click the OK button.

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

Use this command to specify the details used when connecting to a remote computer. The Connection Properties dialog allows you to specify the name of the remote computer, the username and password used to log on, and the folder you wish to open.

### **Open command (Connection menu)**

Use this command to connect to a remote computer. It displays the Open Connection dialog, from which you can select the computer to which you wish to connect.

#### **Shortcuts**

Keyboard: Ctrl + O

Mouse: Click the dropdown menu to the right of the Open button in the toolbar.





### Properties command (Connection menu)

Use this command to view or modify the details used when connecting to a remote computer. The Connection Properties dialog allows you to specify the name of the remote computer, the username and password used to log on, and the folder you wish to open.

### Shortcuts

Mouse: Click the Connection Properties button in the toolbar.



## Connection Properties dialog

The Connection Properties dialog allows you to specify the details required for connecting to remote computers.

The **Name** field contains the name by which you wish the connection to be known.

The **IP Address** field contains the address of the remote computer. This can be its numeric address (e.g. 145.225.67.80) or its name (e.g. ftp.microsoft.com).

The **Folder** field contains the name of the folder you want to appear at the top level. You can specify any of the following:

- The home folder of the username, by leaving the field blank, or entering ~.

- A sub-folder of the home folder, by entering a relative path (e.g. docs/text).

- The home folder of another username, by entering ~ followed by the username (e.g. ~fred).

- A sub-folder of another username, by entering ~ followed by the username and a folder name (e.g. ~fred/work).

- The root of the file system, by entering /.

- Any folder of the file system by entering its absolute path (e.g. /usr/bin).

The **Port** field should normally contain 21, unless you wish to connect to a computer that for security reasons uses a different port number.

The **Username** field contains the username you wish to use to log on to the remote computer. If the remote computer allows anonymous FTP, you can use the name anonymous, or leave the field blank.

If you want to save the password, check the **Save Password** check box, and fill in the **Password** (you can leave it empty if the username has no password).

If you want more security, uncheck the **Save Password** check box, you will then be asked for the password each time you connect to the remote computer. For the highest security, uncheck the **Save Password** box and leave the **Username** field empty. Each time you connect to the remote computer you will be asked for both a username and password.

**Exit command (Connection menu)**

Use this command to end your ICL FTP session. If you have an open connection to a remote computer, this will be closed.

### **Reconnect command (Connection menu)**

Use this command to reconnect to the most recently connected remote computer.

### **Shortcuts**

Mouse: Click the Open button in the toolbar.



### **Close command (Connection menu)**

Use this command to close the connection to the remote computer.

### **Shortcuts**

Mouse: Click the Close Connection button in the toolbar.



### **Copy command (Edit menu)**

Use this command to copy the selected files or folder to the clipboard.

### **Shortcuts**

Keyboard: Ctrl + C

Mouse: Click the Copy button in the toolbar.



### **Paste command (Edit menu)**

Use this command to paste the files or folder on the clipboard to the selected folder. Note that you cannot paste local files or folders to a local folder. Similarly, you cannot paste remote files or folders to a remote folder.

### **Shortcuts**

Keyboard: Ctrl + V

Mouse: Click the Paste button in the toolbar.



## Rename command (Edit menu)

Use this command to rename a file or folder.

### Shortcuts

Keyboard: Ctrl + R

Mouse: Click the Rename button in the toolbar.





### **Delete command (Edit menu)**

Use this command to delete a file or folder.

#### **Shortcuts**

Keyboard: Del

Mouse: Click the Delete button in the toolbar.



**Read Only command (Edit menu)**

Use this command to set the selected files to be read only. Read only files cannot be overwritten or deleted. (Note that this command can only be applied to local files.)

**Read Write command (Edit menu)**

Use this command to set the selected files to be read write. (Note that this command can only be applied to local files.)

### **New Folder command (Edit menu)**

Use this command to create a new folder in the current folder.

### **Shortcuts**

Mouse: Click the New Folder button in the toolbar.



**Select All command (Edit menu)**

Use this command to select all the files in the current folder.

**Shortcuts**

Keyboard: Ctrl + A

### Binary command (Mode menu)

Use this command to set the FTP transfer mode to binary. This is the safest method of transfer as it works no matter what type of computer you are connecting to. Files transferred using this mode are completely unchanged by the file transfer.

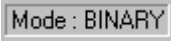
### Example Binary Files

.exe files

.doc files

### Shortcuts

Keyboard: Ctrl + B

Mouse: Click the Mode box  in the status bar to toggle between Binary, Text and Auto.

### Text command (Mode menu)

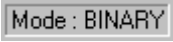
Use this command to set the FTP transfer mode to text. Use this method of transfer if the files being sent or received are **text only**. Files transferred using this mode may be converted between DOS and UNIX text formats, depending on the operating system of the remote computer.

### Example Text Files

.txt files  
.html files



### Shortcuts

Keyboard: Ctrl + T

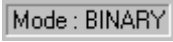
Mouse: Click the Mode box  in the status bar to toggle between Binary, Text and Auto.

### Auto command (Mode menu)

Use this command to have FTP set the transfer mode as it sees fit. You use the Auto Setup command to define the types of file that are considered to be text. If you transfer several files at the same time, each file is considered separately and the transfer mode set appropriately.

You can determine how FTP will transfer files by examining the icons to the left of the file names in the local and remote file windows. Files that will be transferred as text have the  icon, those using binary mode have the  icon.

### Shortcuts

Mouse: Click the Mode box  in the status bar to toggle between Binary, Text and Auto.



### **Auto Setup command (Mode menu)**

Use this command to define the types of file that are considered to be text. It displays the Text File Types window.

All file types that are not listed are considered to be binary.

Click the **Add** button to add another file type to the list. File types should be entered with a leading full stop and no asterisk (e.g. .txt).

Select one or more file types in the list and click the **Remove** button to have these types of file considered to be binary.

**Toolbar command (View menu)**

Use this command to show or hide the toolbar.

## Toolbar



The toolbar is displayed across the top of the application window, below the menu bar. The toolbar provides quick mouse access to some of the commonly used commands.

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Connects you to the currently selected remote computer.



Disconnects you from the remote computer.



Opens the Connection Properties dialog.

**Status Bar command (View menu)**

Use this command to show or hide the status bar.

## Status Bar



The status bar is displayed at the bottom of the ICL FTP window.

The left area of the status bar describes actions of menu items as you use the arrow keys to navigate through menus. This area similarly shows messages that describe the actions of toolbar buttons as you depress them, before releasing them. If after viewing the description of the toolbar button command you wish not to execute the command, then release the mouse button while the pointer is off the toolbar button.

While commands are being executed, the left area displays progress messages to inform you what the program is busy doing.

The right area of the status bar displays the current transfer mode:

Indicator	Description
BINARY	Binary transfer mode is currently selected.
TEXT	Text transfer mode is currently selected.
AUTO	Transfer mode depends on the file type.

You can toggle the transfer mode by clicking on the transfer mode indicator.

### List command (View menu)

Use this command to display just the filenames in the local and remote file panes.

### Shortcuts

Mouse: Click the View List button in the toolbar.



### **Details command (View menu)**

Use this command to display the file sizes and modification dates along with the filenames in the local and remote file panes.

### **Shortcuts**

Mouse: Click the View Details button in the toolbar.



### Options command (View menu)

This command displays the Options dialog. The Options dialog allows you to specify whether you should be asked to confirm whether files are copied, deleted or overwritten. It also allows you to specify whether files copied to a remote computer use exactly the same filename as on your local computer, or whether they are translated to upper or lower case.

The **Keep Connection** option causes ICL FTP to send a message to the remote computer approximately once a minute. This is to ensure that the remote computer does not disconnect when it considers the connection to be no longer in use. Most FTP servers have a time out of a few minutes – if no messages are received for this period then the FTP server breaks the connection. Note that although a message will be sent to the remote computer when ICL FTP is idle, it is not sent while a confirmation message box is being displayed. Hence you may get disconnected if you leave FTP unattended when it asks you to confirm the overwriting, deleting or copying of a file.




### **Back command (Go menu)**

Use this command to view the folder that you viewed before the current folder. You can then use the Forward command to return to the current folder.

### **Shortcuts**

Keyboard: Alt + Left Arrow

Mouse: Click the Go Back button  in the tool bar.

**Forward command (Go menu)**

Use this command to view the folder that you viewed before you used the Back command.

**Shortcuts**

Keyboard: Alt + Right Arrow


Mouse: Click the Go Forward button  in the tool bar.

### **Up command (Go menu)**

Use this command to view the parent folder of the current folder.

### **Shortcuts**


Keyboard: Alt + Up Arrow

Mouse: Click the Go Up button  in the tool bar.

### Root Folder command (Go menu)

Use this command to view the root (top-level) folder. For the local folder view, this command views the root folder of the current drive.

### Shortcuts

Mouse: Click the Go To Root Folder button  in the tool bar.

**Set Root Folder command (Go menu)**

Use this command to define the remote folder that should be used as the root (top-level) folder. You can use this command to change to a different drive of a remote computer using DOS type file names.

You cannot set the local root folder.

**Local Folders command (Window menu)**

Use this command activate the local folders window. You can also activate it by clicking the mouse anywhere within the window.

**Local Files command (Window menu)**

Use this command activate the local files window. You can also activate it by clicking the mouse anywhere within the window.

**Remote Folders command (Window menu)**

Use this command activate the remote folders window. You can also activate it by clicking the mouse anywhere within the window.



**Remote Files command (Window menu)**

Use this command activate the remote files window. You can also activate it by clicking the mouse anywhere within the window.

### **Print command (Window menu)**

Use this command to print the contents of the activate window. Note that this prints the names of the files, not their contents.

### **Shortcuts**

Mouse: Click the Print button in the toolbar.



**Refresh command (Window menu)**

Use this command to redraw the active window. Note that if the active view is the local folder or remote folder view, the corresponding file view is also refreshed. It is useful if files have been created or deleted by another process.

**Refresh All command (Window menu)**

Use this command to redraw all the views, showing the top-level folders. It is useful if files have been created or deleted by another process.

**Contents command (Help menu)**

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

Once you open Help, you can click the Contents button whenever you want to return to the opening screen.

**About FTP command (Help menu)**

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

### **Context Help command**



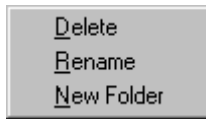
Use the Context Help command to obtain help on some portion of ICL FTP. When you choose the Toolbar's Context Help button, the mouse pointer will change to an arrow and question mark. Then click somewhere in the ICL FTP window, such as another Toolbar button. The Help topic will be shown for the item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

### **Shortcut**

Keys:       SHIFT+F1

## The pop-up menu

A context sensitive pop-up menu is displayed when you click the right mouse button on a file or folder. It displays commands that are commonly used.



For more information see:

[Creating a new folder](#)

[Deleting a file or folder](#)

[Renaming a file or folder](#)



## **No Help Available**

No help is available for this area of the window.

**No Help Available**

No help is available for this message box.

