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File menu commands

	When connected	When not connected
New folder	Creates a new folder on your ftp site.	N/A
New Connection	N/A	Creates a new connection.
Update files	Updates the files on your remote ftp site with the changes made after a file has been opened.	N/A
Re-connect	Re-establishes the ftp connection. Some ftp servers close the connection after a specified idle period.	N/A
Open selected files	If the selected item is a folder, the contents of the folder are displayed. If the selected item is a file, the associated editor/viewer is opened with the file.	Opens the selected connection and displays the contents of the ftp site.
Rename	Renames the selected file.	N/A
Delete	Deletes the selected files from your ftp site. The contents of directories must be deleted before the actual directory can be deleted.	Deletes the selected connection file(s).
Properties	Displays the file properties for the selected files.	Displays the properties for the selected connection.
Close	Closes the connection and the DesktopFtp window.	Closes the DesktopFtp window.

Edit menu commands

Undo	N/A
Cut	Copies the selected file(s)/folder(s) to the clipboard.
Copy	Copies the selected file(s)/folder(s) to the clipboard.
Paste	Copies the files on the clipboard to the remote ftp site.
Select all	Selects all of the items displayed.
Invert selection	De-selects the selected items and selects the non-selected items.

View menu commands

Toolbar	Shows or hides the Toolbar	
Status bar	Shows or hides the Status bar	
Large icons	Displays the items using large icons.	
Small icons	Displays the items using small icons.	
List	Displays items in a list.	
Details	Displays the details of the displayed items.	
Arrange icons.....	by Name	Sorts the items by the file/folder name
	by Date	Sorts the items by the date last modified.
	by Size	Sorts the items by the file size.
	by Type	Sorts the items by the file type.
	Auto arrange	Automatically arranges the items as the window is resized.
Line up icons	Arranges the items in a grid.	
Refresh	Updates the list of items with the contents of the ftp site.	
Options	Not available in this version.	

Help menu

Help Displays this on-line help.

About.. Displaye the program version and copyright date.

Creating a connection

To create a new connection:

1. Select New Connection from the file menu.
2. Fill in the appropriate entries in the connections properties dialog box.

Connection : The name of your connection. For example: “My Ftp Site”

Server : The address of your ftp server. Can be a domain name, i.e. “myisp.com” or an IP address, i.e. 207.43.170.250.

Name : Your login name provided by you internet service provider or your network administrator.

Password : Your password provided by you internet service provider or your network administrator.

Directory : The directory that you want to initially view. If the ftp server you are connecting to automatically places you into a directory based upon you name and password, this field could contain the name of a directory within the directory you initially log into.

Account : Not used in this version. Maintained for future compatibility.

Port : The port number the ftp server is listening on.

3. When the entries have been entered, select the OK button.

The connection you have just created will then appear in the list of connections.

Establish a connection

To make a connection to an ftp site, double click the connection file in the list of connections, or select the connection file, and then select Open selected files from the file menu.

If a connection can be made to the server, the contents of the ftp site will be displayed.

Some of the possible problems that can keep your from connecting to your server are:

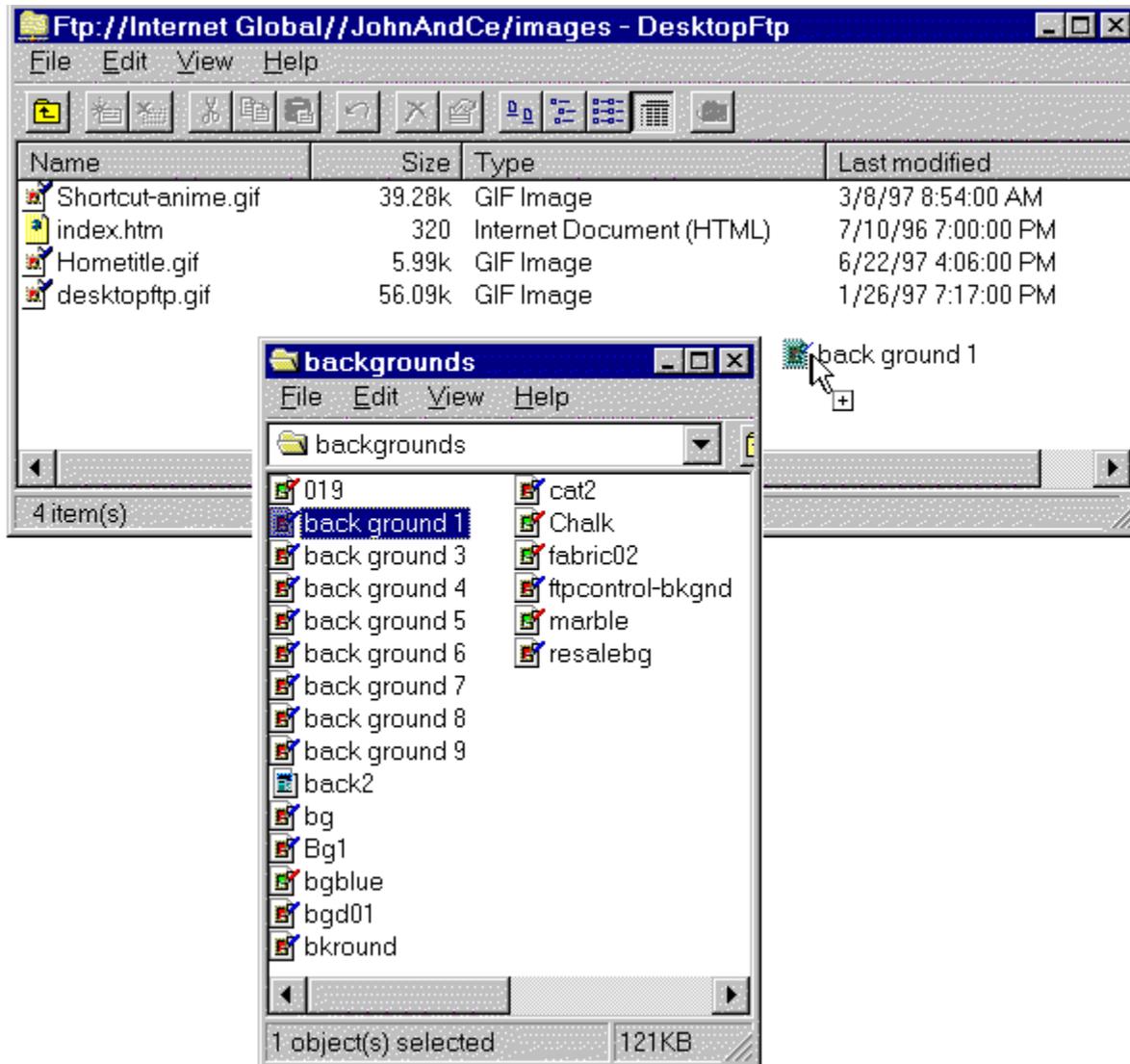
1. Incorrect server address
2. Invalide name and/or password
3. Invalid directory name

Re-establish a connection

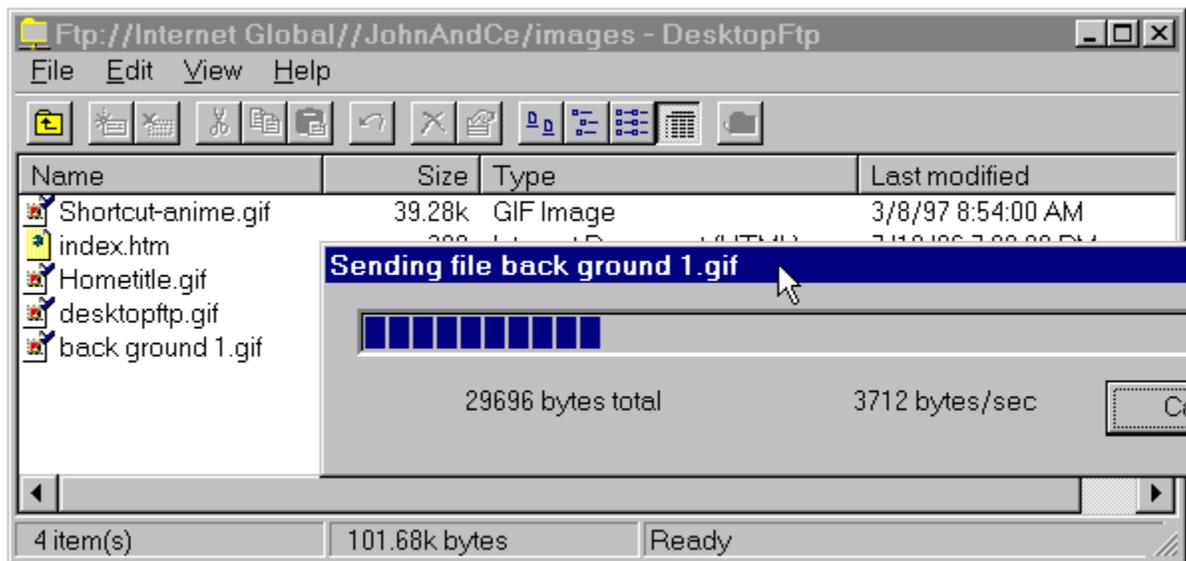
Some ftp servers will automatically close the connection and log you off after a period of inactivity. Should this occur while you are connected to an ftp site, select Re-connect from the file menu.

Store a file/folder to your ftp site

1. Select one or more files and/or folders on your local hard drive.
2. Drag the file/folder to the open DesktopFtp window as shown here:

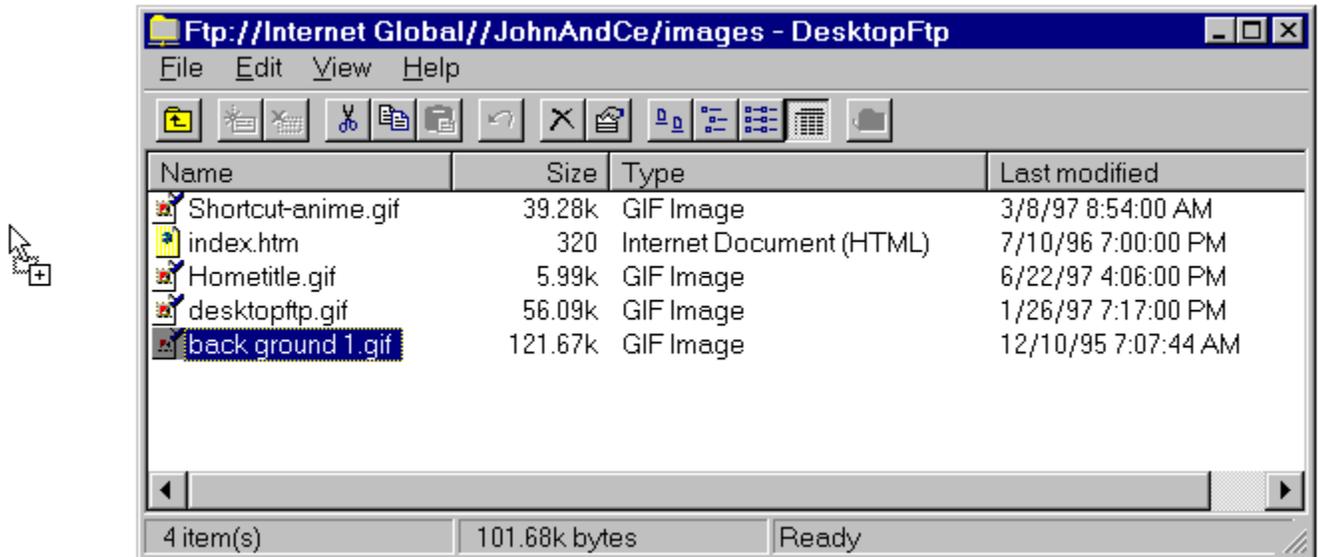


3. Release the mouse button over the DesktopFtp window to start the copying process.

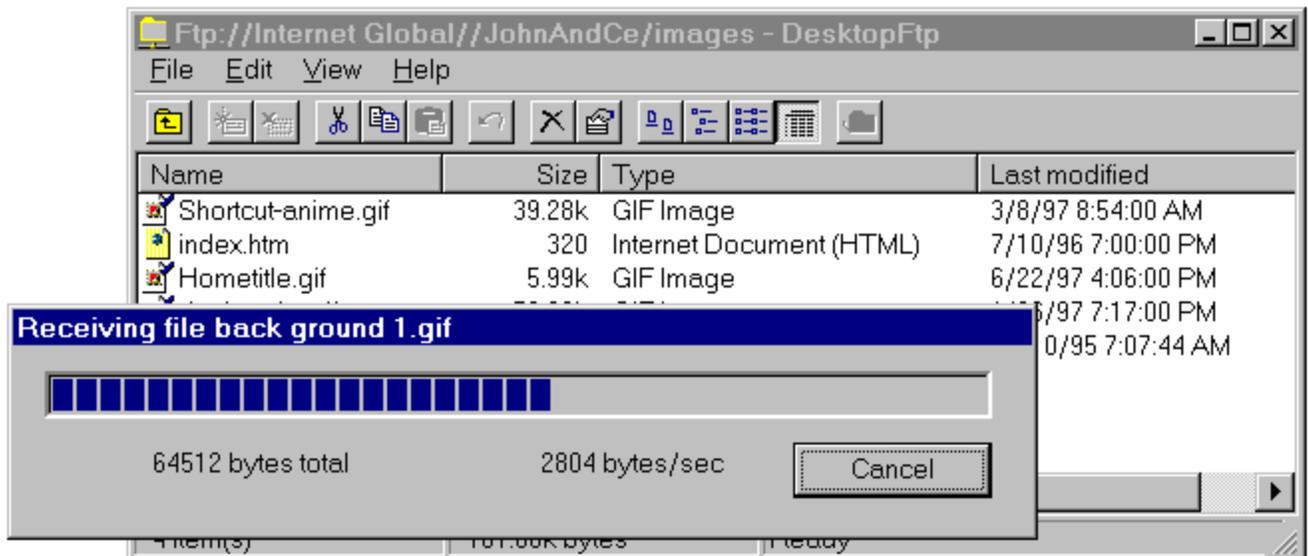


Retrieve a file/folder from your ftp site

1. Select one or more files and/or folders from the items displayed by DesktopFtp.
2. Drag the file/folder to a location on your local computer.



3. Release the mouse button over the location where you want the file placed to start the copying process.



Open a file on your ftp site

1. To open a file from your ftp site,
 - a. Double click the file displayed by DesktopFtp

OR

 - b. Select a file, and then select Open selected files from the File menu.

2. The associated editor/viewer will be opened with the selected file.
3. The Update files option on the File menu and the Update files button on the toolbar will become available.

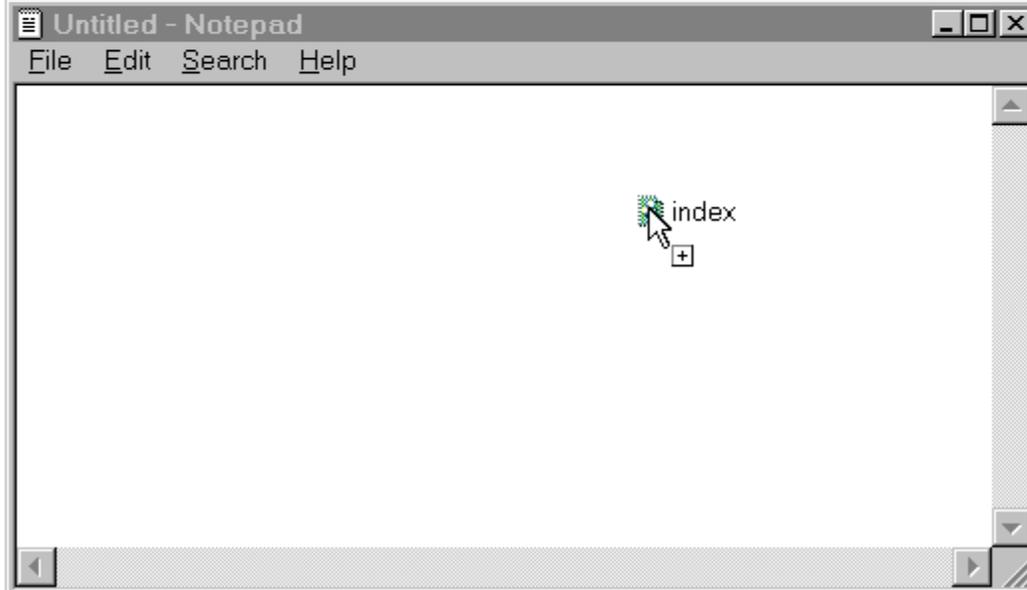
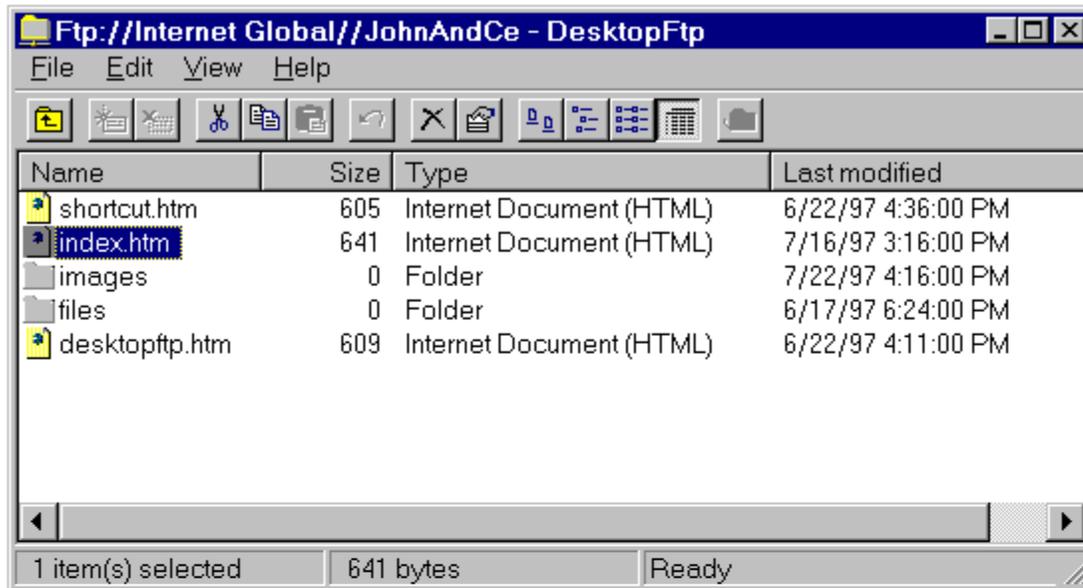


4. After editing and saving the file, the Update files option or button can be selected to automatically save the changes made back to your ftp site.

Alternate action

If there is no editor associated in your system registry for the file type you wish to open, but you have a program you wish to edit a file with, you can do the following:

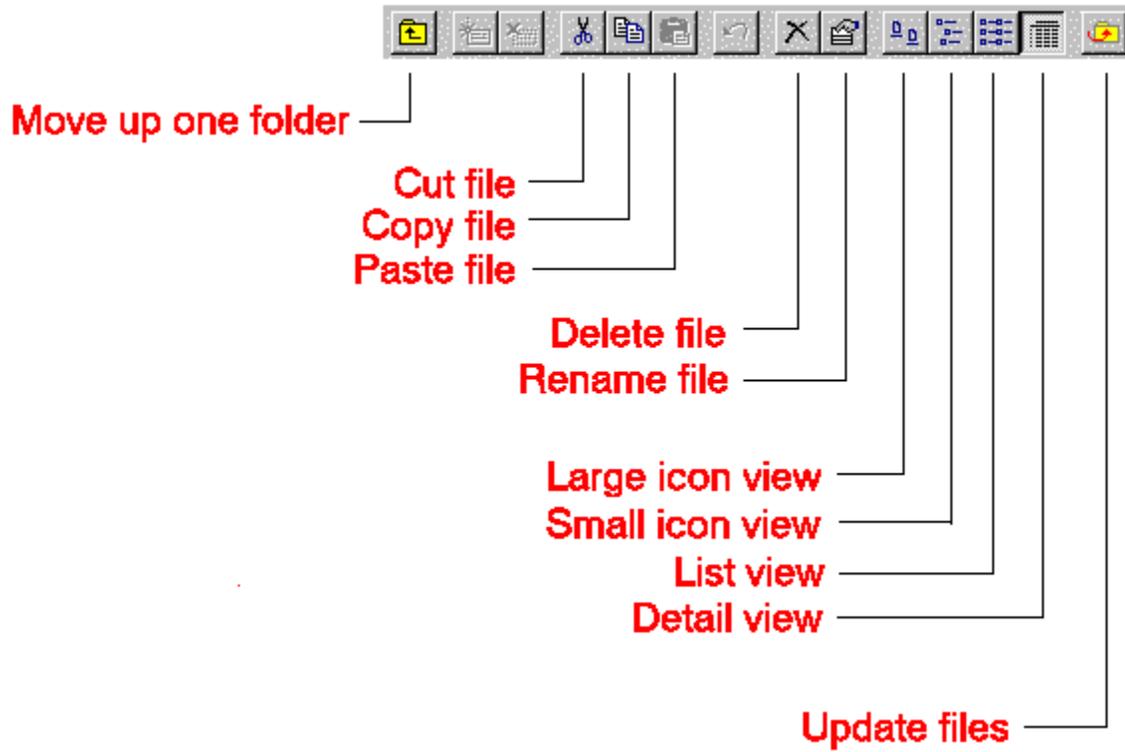
1. Open the editor you wish to use.
2. Select the file displayed by DesktopFtp.
3. While holding the Control key down, drag the file from the DesktopFtp window to the window of the program you want to edit or view the file.



4. Edit your file as you normally would.
5. When editing is complete, select Save from the File menu of your editor.
6. Using DesktopFtp, select Update files from the File menu, or select the Update files button on the toolbar. The files that you edited will then be sent back to your ftp site.

Toolbar

The toolbar can be displayed or hidden by selecting **Toolbar** from the **View** menu.



Status bar

The status bar can be displayed or hidden by selecting Status bar from the View menu.



**Total size of items displayed
or
total size of items selected**

**Number of items displayed
or
number of items selected**

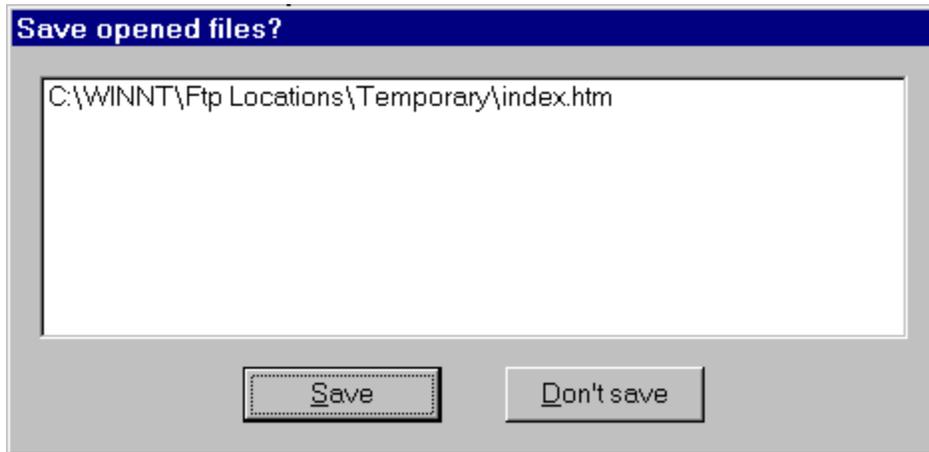
Help messages

Updating opened files

After opening and editing one or more files, the file(s) on your ftp site can be updated with your changes by selecting Update files from the File menu, or by selecting the Update files button from the Toolbar.



If the DesktopFtp window is closed, or you attempt to change directories after files have been opened for editing, DesktopFtp will prompt you to save your changes before closing or changing to the new directory as shown here.....



*******Warning*******

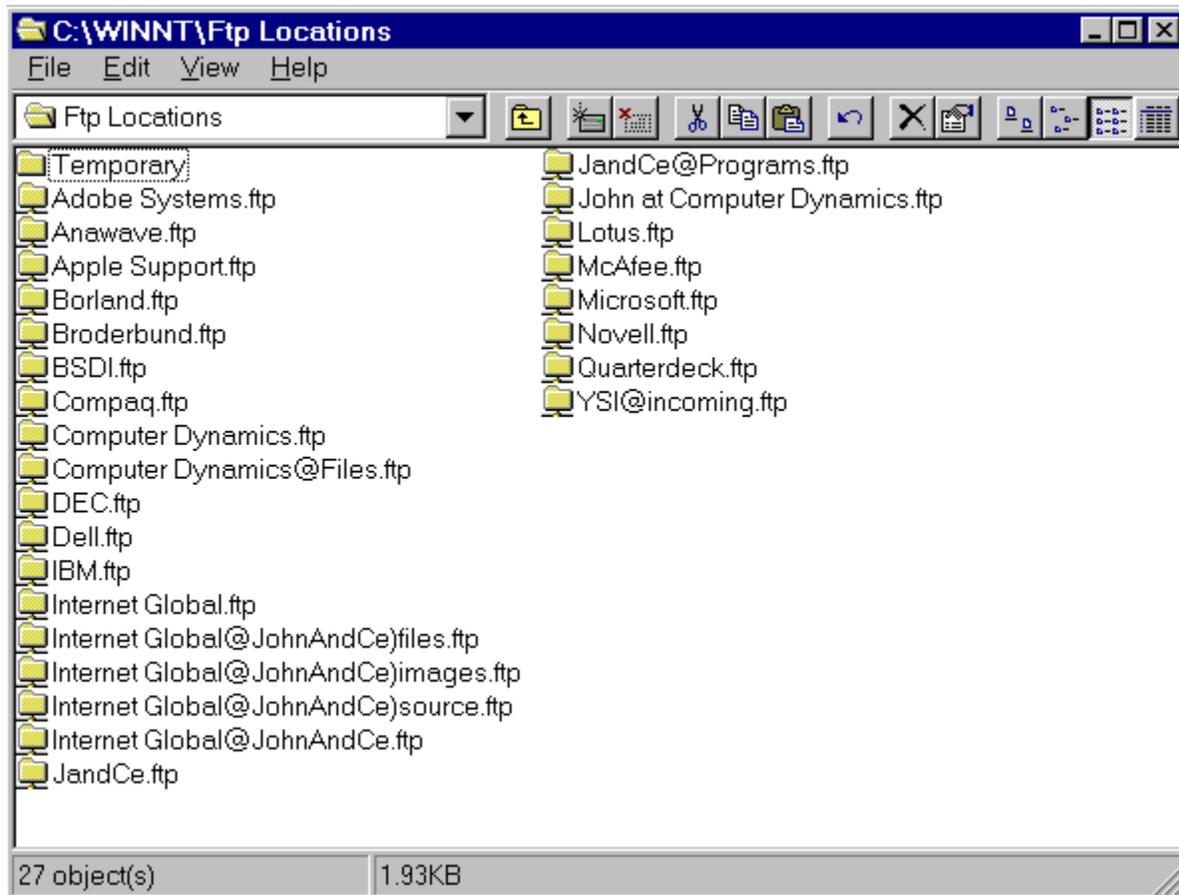
If you select not to save your changes, any changes that you made will be lost and you will have to revisit the ftp directory and re-edit the files.

*******Warning*******

Using DesktopFtp Connection Files

DesktopFtp stores connection information for each ftp server and directory in the Windows folder (or Winnt folder for Windows NT machines) in a folder titled “Ftp Locations”.

Here is what the folder may look like:



The file above titled “Computer Dynamics@files.ftp” refers to the connection titled “Computer Dynamics” and the directory “files” on that site. A shortcut can be made to this file and placed on your desktop or in your Start Menu folder to provide quick access to the folders you use most often.

Opening a directory in a new window

To open an ftp folder in a new window, you can press and hold the control key while double clicking the folder icon in the DesktopFtp view,

OR

You can select an ftp folder and then press and hold the control key while selecting Open selected files from the File menu.

OR

You can select and hold the control key while selecting the Up directory button from the toolbar.

How to register DesktopFtp

If you like DesktopFtp and plan to continue to use DesktopFtp beyond the 30 day evaluation period, you are required to register DesktopFtp.

To register DesktopFtp, you can send a check or money, or credit card information to the following address:

Computer Dynamics
DesktopFtp Registration
1905 Wisteria
Denton, TX 76205

Or you can fax your credit card information to:

940.382.5089

When you enter the registration code for your copy of DesktopFtp, the registration dialog will no longer appear when ever you start DesktopFtp.

You will also receive notifications of product updates. Future versions of DesktopFtp will use the same serial number.

You can print a [form](#) if you would like to mail in your order.

DesktopFtp Registration Form

Name: _____

Company: _____

Address: _____

City/St/Zip: _____, _____ _____

E-mail: _____

Credit card (circle one): MC Visa

Account: _____

Exp. Date: _____

Name on card: _____

Please send me a serial number for _____ copies of DesktopFtp at **\$25.00** per copy.

Enclosed is \$_____.00

