

## Working With Your FTP Site

Welcome to your FTP Site! The UnlimitedFTP (UFTP) software will allow you to run from any web page using Netscape, Internet Explorer, Opera, Mozilla or Safari browsers. It can be run from any browser with Java 1.1 or higher enabled. Your FTP site will also run on many operating systems including Windows, Linux, Mac 8.x, 9.x, 10.x and any other platforms with a Java 1.1 or higher. Additionally, the UFTP software will allow you to connect your FTP site and transfer files through firewalls. If you purchased a secure plan you have the optional file transfer via HTTPS tunneling.

Other features of your FTP software include:

- local and remote directory browsing through a Windows-like interface.
- the ability to transfer multiple files and/or directories and directory tree structures.
- data transfer between different platforms with automatic conversion (i.e. UNIX, Windows, Mac, MVS, HPUX).
- Smart file viewing in Windows, in that files with certain file extensions automatically open in the default application.
- ability to use the CHMOD command.
- ability to delete non-empty folders on FTP sites.
- automatic file type detection for ASCII or BIN transfer mode.
- directory synchronization.
- ability to resume broken transfers automatically and recover from several types of transfer errors.
- auto upload / auto download capabilities, with a progress dialog showing transfer speed and cancel button.
- Drag and drop between lists.
- Right click for certain operations (Open, Open With, ..., Delete, Chmod, Rename).

To help you become familiar with the functionality of your FTP site this guide will cover:

- Connecting To Your FTP Site
- The FTP User Interface
- Known Issues

# Connecting To Your FTP Site

## From Admin Web Portal

To access your FTP site from your personal admin web portal look in the bottom left box labeled FTP Login. Then click on the hyperlink "Click here to login to your FTP site".

**FTP WORLDWIDE**

Welcome to baker1.ftpworldwide.com

**Your FTP Server Information**

Domain: baker1.ftpworldwide.com  
IP Address: d8760.u24.ftpworldwide.com

**Control Panel Login**

Login:   
Password:

[LOGIN](#) [LOST PASSWORD?](#)

**FTP Login**

[Click here to login to your FTP site.](#)

You may receive a Java security warning from your browser, indicating that a Java applet is loading. This applet is secure and completely safe to accept. Once accepted, click the "Connect" button to login to your FTP site.

**Need Help?**

FTP Worldwide's control panel will allow you to:

- Set up directories for transferring files.
- Set up individual users and permissions.
- Add and delete users and directories.
- Monitor disk space and bandwidth usage.

**Sales**

For additional information on FTP Worldwide Products contact [Sales](#) or visit our [web site](#).

**Support**

Need additional help? Check out:

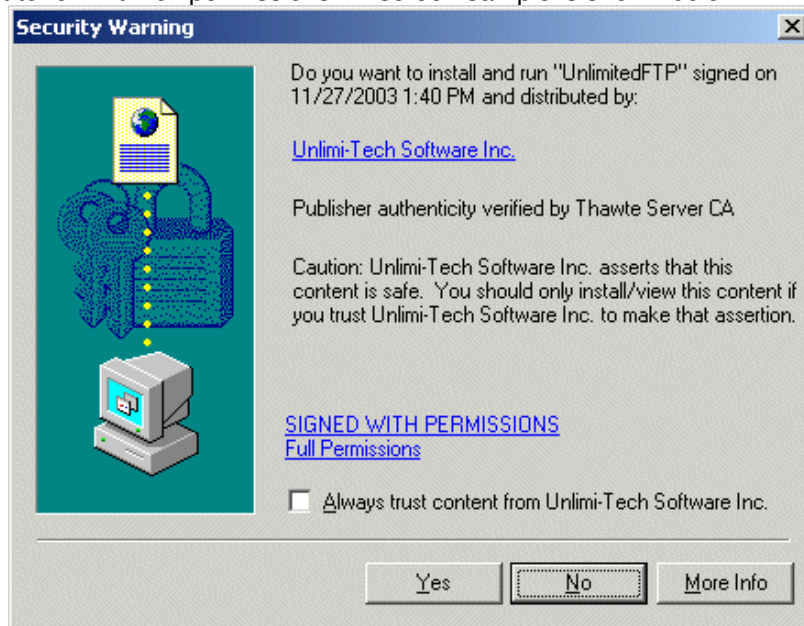
- [FTP Worldwide Support](#) to find Tutorials, FAQ, and contact information.
- [FTP Worldwide User Guides](#), found at [FTP Worldwide User Guides](#)
- [Support Center](#) -> Knowledge Base inside your Control Panel.

## From Assigned HTTP or HTTPS URLs

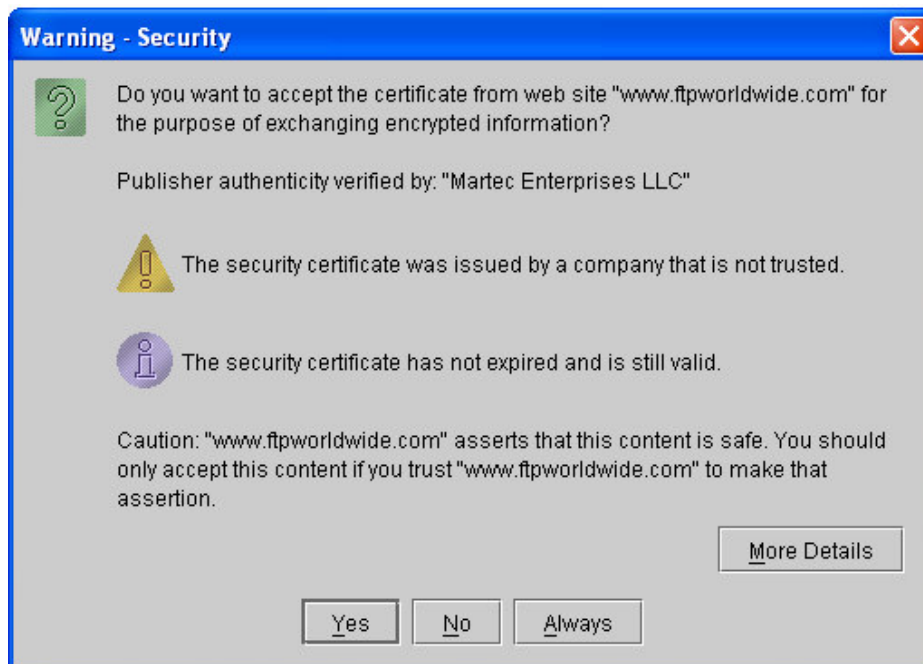
Your users, customers, colleagues, etc. should be given the http or https URL received in your Account Activation Message. It is not recommended that you share the above portal site with your users, since this includes your Control Panel login and other administrative information. If you have your own web site, you could give your users access by creating a link to your assigned http / https URL.

## Security Warning

As the FTP site uploads a dialog box will be presented, similar to the one shown below, asking you to confirm that you trust the certificate used to sign the applet. (The dialog may vary depending on the browser you use.) You must accept this dialog for the applet to continue loading. To avoid this dialog from being displayed each time you connect click on the "Always trust content from Unilimi-Tech Software, Inc", check box in IE or on the "Always" button if you use Sun's Java Plug-in. This dialog ensures that UnlimitedFTP is a trusted application, and you wish to allow it to run with full permissions. A screen sample is shown below:



Internet Explorer with Microsoft VM security warning



Sun Java Plug-in security warning

## Security Alert

If you have a Premium Plan, when connecting to HTTPS the following screens will appear as the FTP applet loads in your browser. You must click on “Yes” to continue loading the applet.



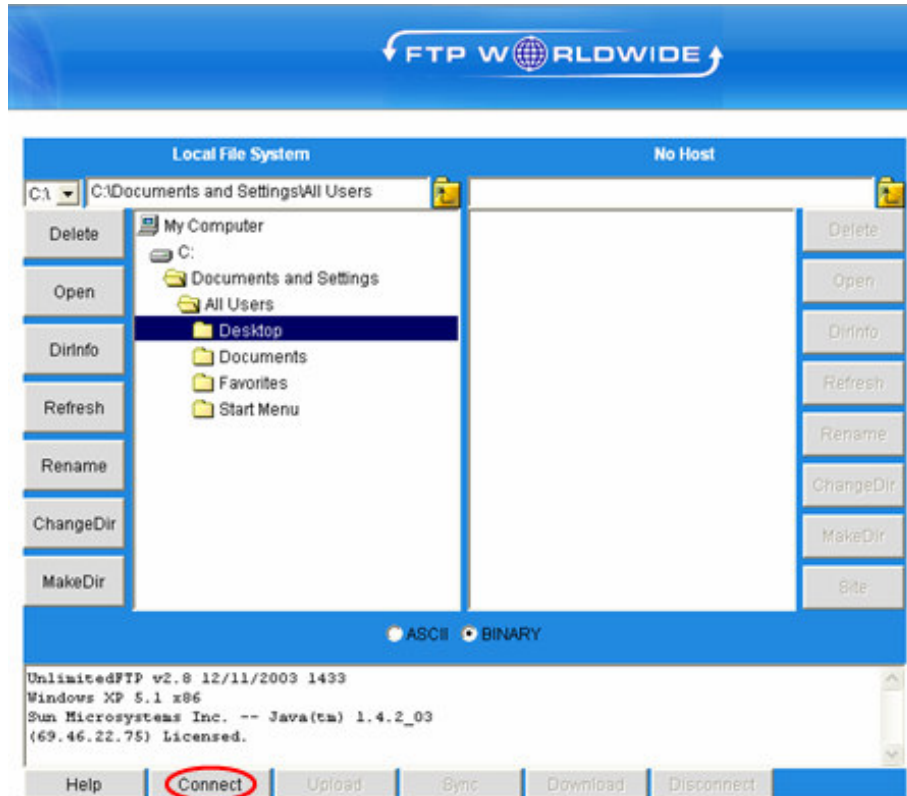
At this time you will also get this HTTPS warning, click on “Yes” to continue loading the applet. We are in the process of getting this corrected.



Once you have accepted the certificate dialog, and clicked “Yes” to the warning screens, your FTP applet will finish loading - bringing you to the User Interface.

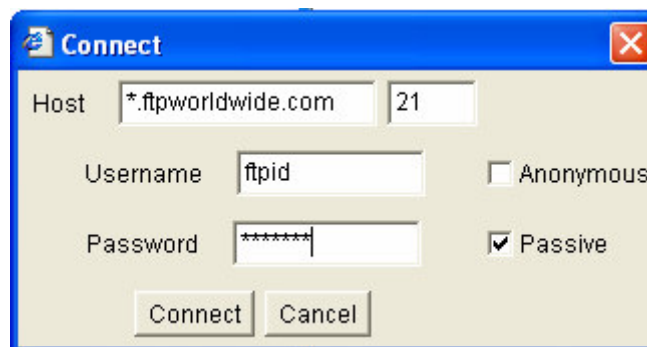
## FTP User Interface

Below is a screen shot of your FTP site user interface. Depending on your Operating System and browser, your display may differ slightly. To Connect, click on the “Connect” button.



## Connect

The following dialog box will be displayed prompting you for hostname, port, username and password.



When filling in this Connect window, use the following guidelines:

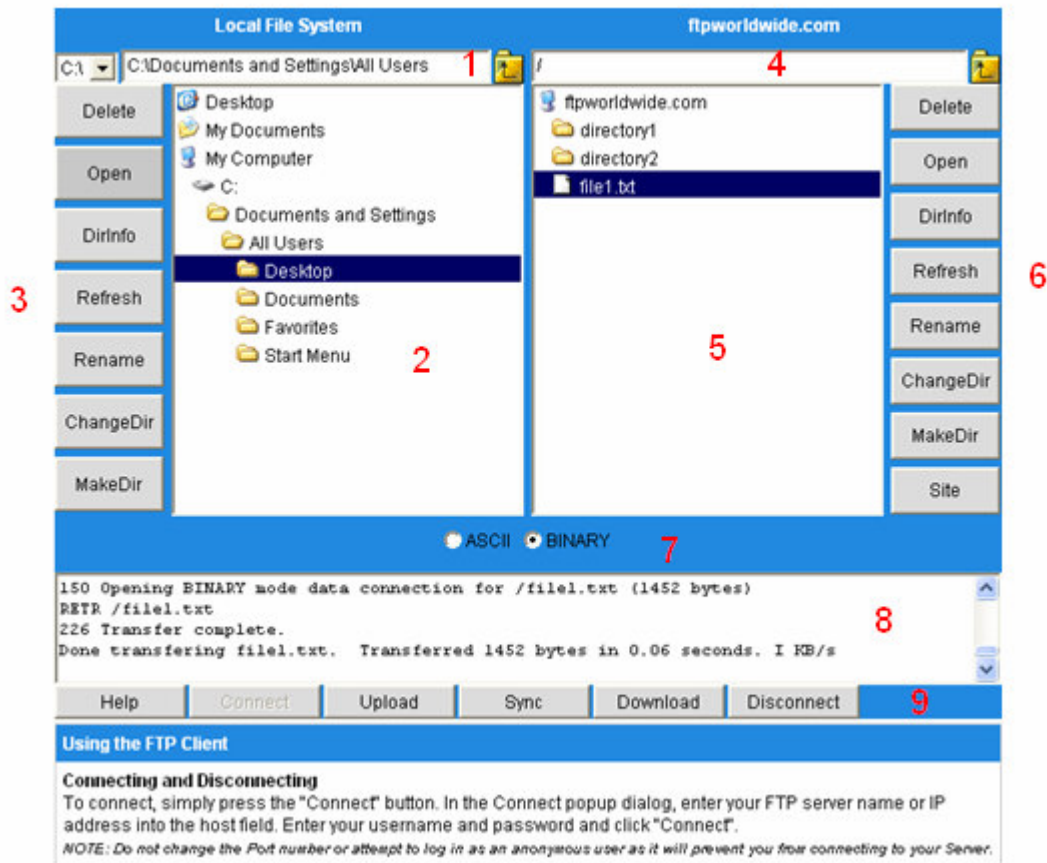
1. *Host* – refer to the Account Activated message to obtain your correct hostname.
  - a. For Select Plans you will always replace the \* in the above picture with your 3<sup>rd</sup> level domain name (i.e. 3ldomain.ftpworldwide.com).

- b. For Premium admin level and FTP Sub-Accounts leave off the 3<sup>rd</sup> level domain name (i.e. ftpworldwide.com)
  - c. For Premium VFTP Accounts always replace the \* in the above picture with your 3<sup>rd</sup> level domain name (i.e. 3ldomain.ftpworldwide.com).
2. *Port* – will always be 21. Never change this field or you will not be able to connect to the server.
  3. *Username* – admin FTP login, Sub-Account login, or VFTP login IDs.
  4. *Password* – password matching the appropriate username.
  5. *Anonymous* – should never be checked. It has been disabled for security reasons and you will not be able to connect to the server.
  6. *Passive* – if you are behind a firewall or proxy server click the “Passive” checkbox.

Then click on the “Connect” button to connect to the FTP server.

## Working with the User Interface

Once a connection has been established the remote directory listing will be loaded with the files and directories from your FTP server. As seen in the next screen sample.






The areas of the user interface are:

1. *Current local directory* - Displays the full path of your current local directory.
2. *Local file listing* - Displays files and child folders in your current local directory.
3. *Local toolbar* - Buttons for performing actions on your local directory.
4. *Current remote directory* - Displays the path of your current remote directory.
5. *Remote file listing* - Displays files and child folders in your current remote directory.
6. *Remote toolbar* - Buttons for performing actions on your remote directory.
7. *Transfer mode* - Switch between ASCII and Binary transfer modes
8. *FTP message display* - Displays messages sent to and received from the FTP server.

9. *Upload / Download/Connect/Disconnect* - These buttons allow you to connect, disconnect, as well as upload and download files.

### **Directory Browsing**

The remote and local file list displays the files and folders in your current working directory. Folders are identified by the folder icon  and files are identified by the file icon . To see the contents of a sub folder, double click on its icon. You may return to a parent folder by clicking on the parent folder icon . The parent folder icon is shown at the top of the remote and local lists at all times for easy access.

Directory browsing may also be done with the keyboard using the up/down arrows and the Enter key. You may quickly move the list to a file beginning with a certain letter by pressing the first letter of that file on your keyboard. Pressing enter on a folder will automatically enter that folder for browsing. Pressing enter with a file selected will initiate an upload or download depending on which list, local or remote, you are browsing.

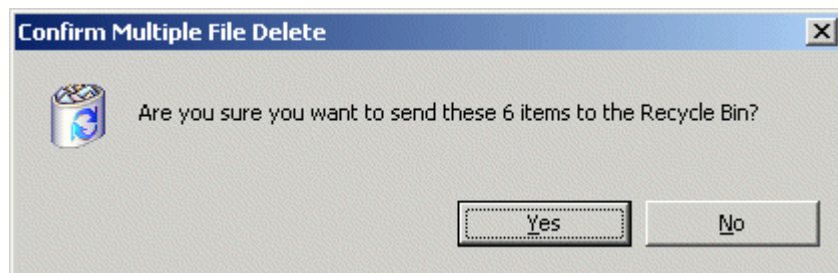
UnlimitedFTP also provides quick access to the Desktop and My Documents folders on Windows, and the Home and Finder folders on Mac platform.

### **Selecting files and directories**

To select a file or folder, click on the item in the directory listing using your mouse. You may select multiple files by holding down the SHIFT key and selecting the first and last file in the desired range. Alternatively, you may select multiple items by holding the CTRL key and selecting each item using your mouse. You may also select all files in the current working directory by right clicking and choosing the "Select All" Option.

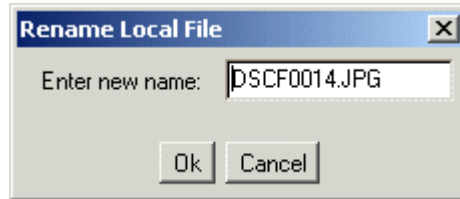
### **Deleting files and directories**

To delete one or more items in a directory listing, select the items you wish to delete and click on the Delete button or press the delete key on your keyboard. A confirmation dialog will be displayed asking you to confirm this action. Click Yes to confirm or No to abort this operation. Internet Explorer users will see the familiar Recycle bin dialog when they attempt to delete files from the local file system. These files will be recoverable after they are deleted. All other users not seeing the recycle bin dialog will be deleting files permanently and they will not be recoverable. Please take care when deleting files or folders.



### ***Renaming files and directories***

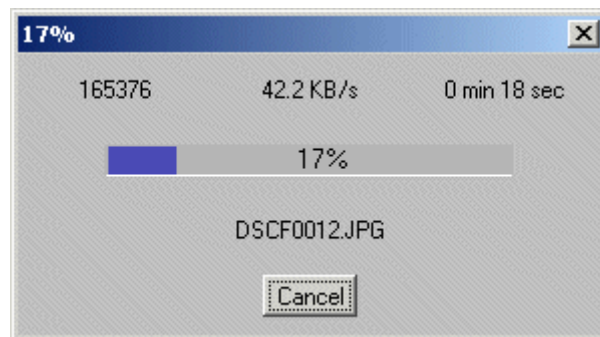
To rename a file or directory, select the file you wish to rename and click the Rename button. The rename dialog will appear (Fig. 3.6) and will be pre-populated with the current file name. Type in the new name and click Ok to confirm or Cancel if you do not want to rename the file.



### ***Transferring files and directories***

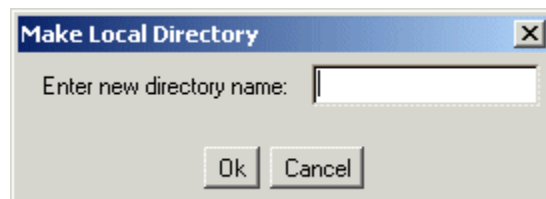
To upload or download files and directories, select the items you wish to transfer and check to make sure the proper transfer mode is selected. (See [Setting transfer mode](#)). To upload selected items from your local directory listing, click on the Upload button. To download selected items from your remote directory listing, click on the Download button.

Once you initiate a file transfer, a progress dialog will appear (Fig. 3.7) and display the percentage complete, the current rate of transfer, and the estimated time to completion. To cancel the transfer click the "Cancel" button. Canceling the transfer will not delete any files already transferred. If you restart the transfer, you will be prompted to resume any files that were not completed in the previous transfer.



### ***Creating a directory***

To create a directory, click on the Makedir button. A dialog will be displayed prompting you for the name of the new directory. Click the Ok button to create the directory.



### ***Setting transfer mode***

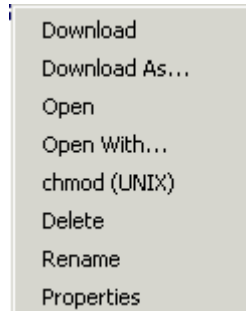
The transfer mode may be controlled using the ASCII and BINARY transfer mode options. See [User interface](#). The default transfer mode setting is BINARY. There is really no need to transfer files in ASCII mode unless you are transferring text files from one OS to another and it must remain human readable. For example, if you wish to upload/download a .txt file that you will view

with Notepad, you should transfer in ASCII mode. However, for most purposes, BINARY mode works fine.

Alternatively the file transfer mode may be set by setting the mode parameter .

### **Popup Menu**

UnlimitedFTP provides a convenient way to access various functions that are applicable to the files or folders that you have selected. To access these functions, simply select the file(s) and or folder(s) you wish to work with, and right click on them. You will be presented with a popup similar to the one below. The popup you see will vary if you click remote or local files or directories, and depending on how many files you select.



Some of the options do the same as their Button counterpart. However, here is a description of the functions that are only in the right click popup menu.

**Download/Upload As...** options will upload or download the selected file but will save it under the name you specify rather than using the current name of the file. This is useful if you know the filename already exists, and you do not wish to overwrite.

**Open With...** is a Windows specific option that will allow you to choose the application with which you would like to Open the selected file.

**Chmod (UNIX)** is a Unix specific command, and allows you to set the file permissions on files on your FTP server. This is sometimes required when you upload HTML pages for a website.

**Command Prompt Here** will open a Windows Command prompt and automatically place you in the selected directory.

**Windows Explorer Here** will open a Windows Explorer window and automatically place you in the selected directory.

**Properties** will display the Filename, Size, and Last modified date of the selected file.

**Select All** will select all files in the current working directory.

**NOTE:** To access the popup on Mac systems with a single button mouse, hold down the CTRL key when the mouse is clicked.

### **Known Issues**

1. Scrolling file list in Mac OS 9 doesn't repaint the list until scrolling is stopped.
2. Drag and drop on Mac OS X Jaguar and Panther not functional.