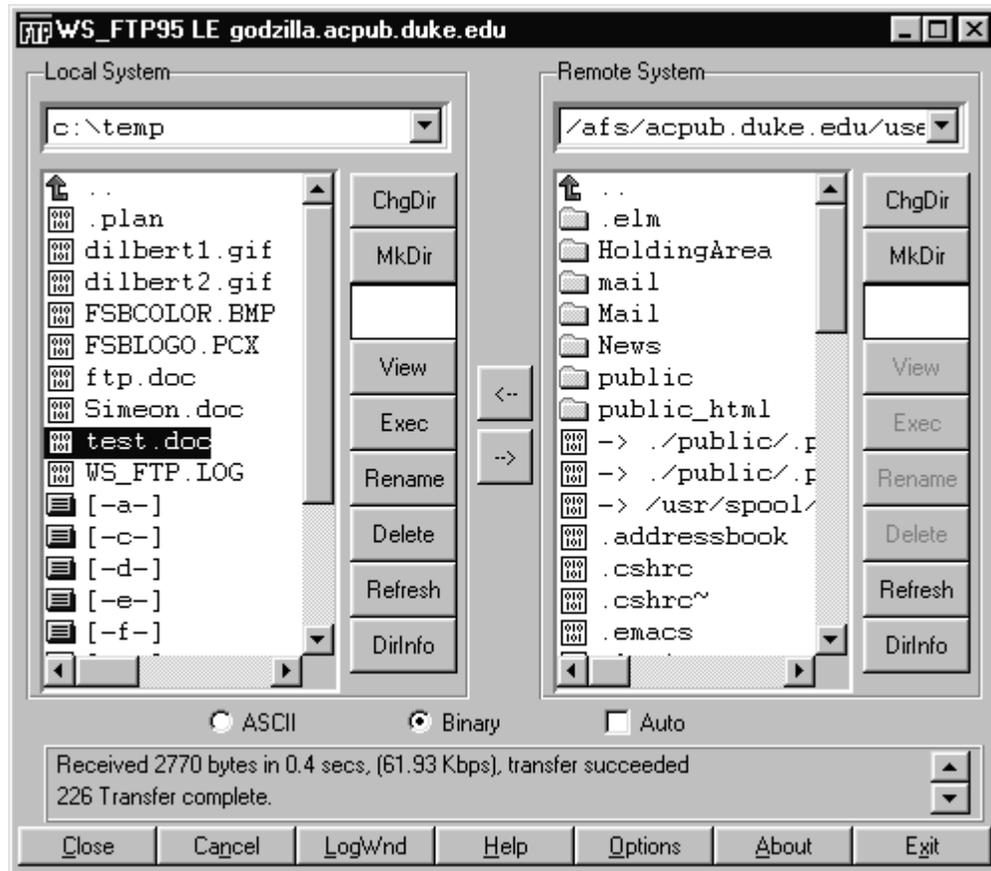


File Transfer Protocol (FTP)

Introduction



With Winsock_FTP



Computing Education
1999-2000

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Overview

What is FTP? What FTP utility is used at Fuqua?

A file transfer protocol (FTP) utility allows you to transfer files from an account on a remote computer to your own local computer and vice-versa. Fuqua distributes the Winsock_FTP utility as part of its Computer Mediated Learning Environment software suite. Winsock_FTP appears with a familiar Windows-type interface and is easy to use. Other FTP utilities are available that can be used as an alternative to the Winsock_FTP program, and many are available for free or for a small charge and can be downloaded from the Internet.

FTP for File Transfer

FTP is particularly useful for transferring files that are too large to conveniently transfer on diskette or as e-mail attachments. Any file larger than a megabyte or so in size is best transferred using FTP. All Fuqua students have space assigned on Duke's UNIX computer system (acpub) as well as personal account space on FuquaNet. These spaces provide convenient online archive space or can serve as "holding areas" for files you want to transfer. For example, you might work on a document while at Fuqua and then want to access the document later on your home PC. No need to put the document on diskette or attach it to e-mail to transfer it. You can instead store the file on your FuquaNet account and then use FTP to access the account from home. Or, you can put the file in your Duke acpub account before you leave Fuqua, then pick it up from your acpub account when you get home.

FTP for File Sharing

Using your Duke acpub account, you can also locate files you want to share with others in the **public** folder that's automatically established in that account, letting you conveniently share files with colleagues.

FTP for Web Publishing

Your Duke acpub account also provides a place for you to publish pages on the World Wide Web. FTP is the tool you use to transfer your HTML-formatted files to the **public_HTML** subfolder that's pre-established on your acpub account. Once your HTML files are in this location, they're visible on the Internet. The URL of your page(s) is:

`http://www.duke.edu/~Your USERID/Your filename.html`

Note that your userid is the ID you use for e-mail and it's preceded in the URL by a tilde symbol (~). An example for a user with the ID jdoe:

`http://www.duke.edu/~jdoe/MyPage.html`

Starting WinSock_FTP

Open the WinSock_FTP program by double-clicking its icon or finding it in your program list. The program presents you with a *Session Profile* display that looks something like the one below. In this dialog you indicate what remote computer (or host) you want your FTP program to access.

In the illustration at right I'm pointing to Duke's acpub computer, named `godzilla.acpub.duke.edu`. If I wanted instead to access my personal account on FuquaNet, I'd enter `mba.fuqua.duke.edu` in the *Host Name* text box.

A number of other built-in server locations can be accessed by clicking the drop-down arrow to the right of the *Profile Name* box. Some remote servers are open to anyone and permit "anonymous login". In these cases, you use *anonymous* as your user id and your e-mail id as your password.

However, many remote hosts are more restricted and require you to log in with your own ID and password. Both Duke's acpub computer and Fuqua's MBA computer require you to provide your own ID and password; they do not permit anonymous login.

In summary, to use the FTP program to access¹

Your personal Duke acpub account (for file archiving, sharing, and web publishing) complete the *Session Profile* dialog like this:

<u>For:</u>	<u>Do the following:</u>
Host name	Enter godzilla.acpub.duke.edu
Host Type	Leave at Automatic detect
User ID	Enter your ID
Password	Enter your Duke e-mail password

Then click the *OK* button.

¹ When using Winsock_FTP on Fuqua's Network, you'll notice that several Fuqua host locations are pre-configured for your convenience and are available from the drop-down menu. For example, you'd choose the `mba.fuqua.duke.edu` location to access your FuquaNet account space and the `courses.fuqua.duke.edu` to access FuquaNet course file locations.

Your personal FuquaNet account space

complete the *Session Profile* dialog like this:

<u>For:</u>	<u>Do the following:</u>
Host name	Enter mba.fuqua.duke.edu
Host Type	Leave at Automatic detect
User ID	Enter your ID
Password	Enter your FuquaNet password

Then click the *OK* button.

A Sample Winsock_FTP Session: Local to Remote

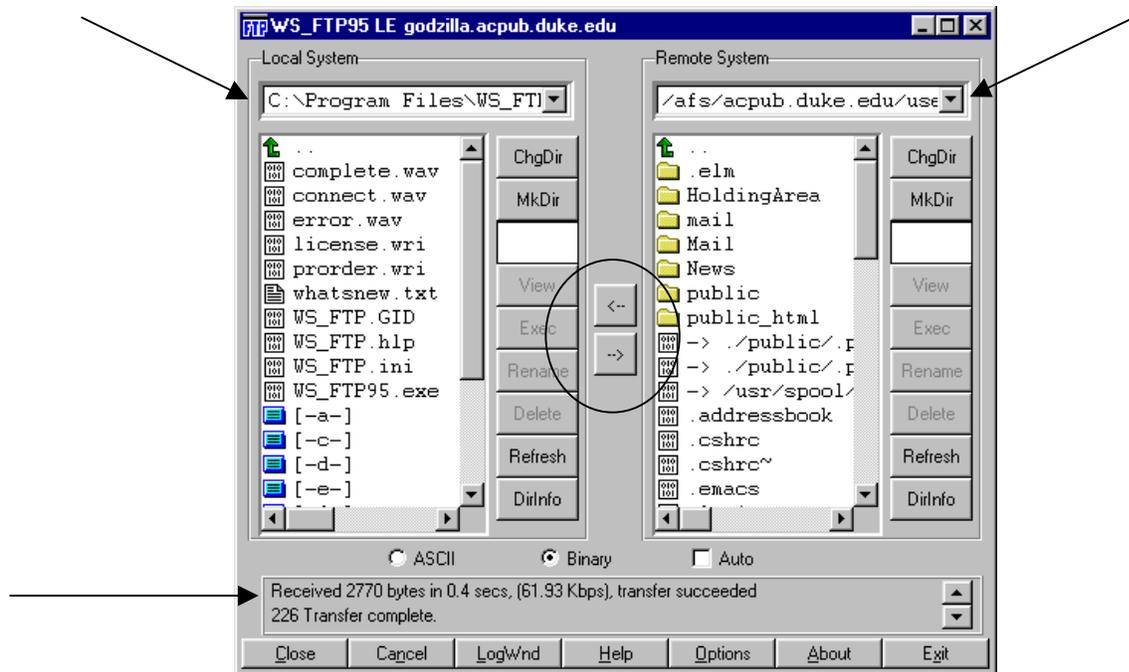
When you point Winsock_FTP to a remote host computer and log in as described above, Winsock_FTP presents you with a new session window. This window is divided into three parts:

At the left of the window is your local file location (*Local System*). It shows your local diskette or hard drive.

At the right of the window is the remote location (*Remote System*) to and from which you'll copy files.

At the bottom and stretching across the entire window is a status area. Watch this area for information about the status of your session and of the Winsock_FTP commands you enter.

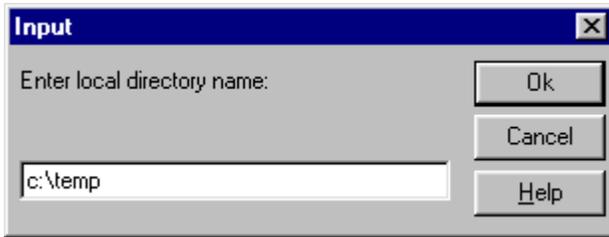
Also important are the left- and right-facing arrow buttons between the *Local System* and *Remote System* parts of the window. These buttons let you copy files between your local PC and remote host.



In the illustration above, the left-hand portion of the window currently shows a folder on the local PC's C: drive. The right-hand portion of the window shows a location on the Duke acpub account.

For the purposes of this description of Winsock_FTP, imagine that you want to copy a file called **test.doc** from the C:\TEMP drive on your local PC to your Duke acpub account.

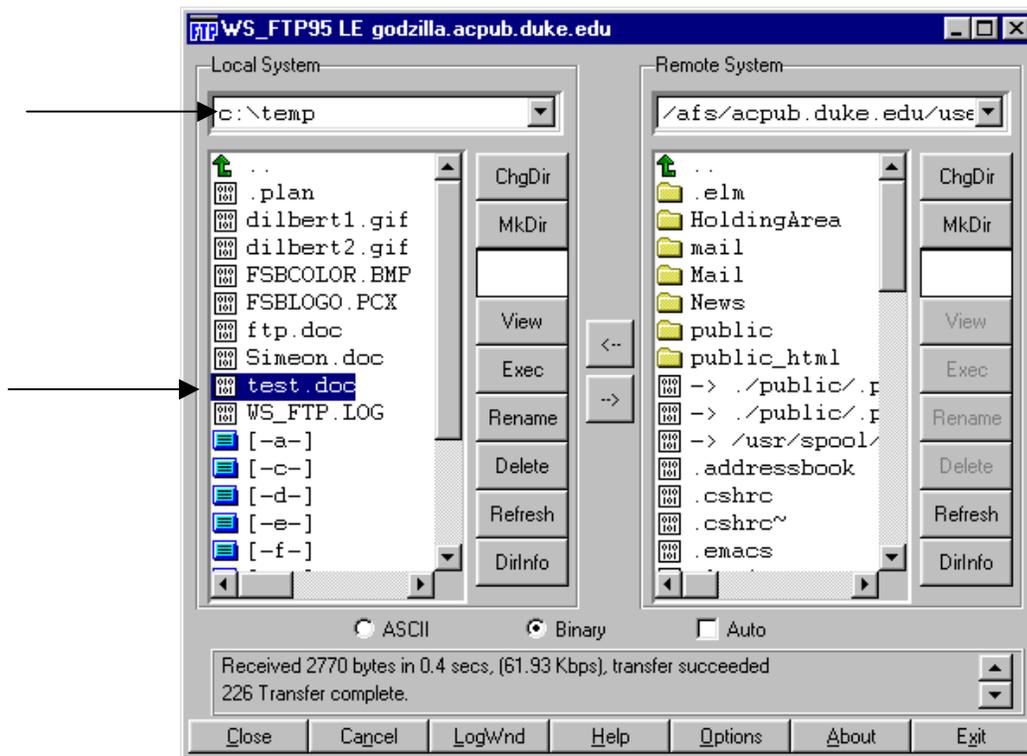
Step One: Change the *Local System* to reflect the location of **test.doc**.



Click the **ChgDir** button to the immediate right of the *Local System* part of the display. An *Input* dialog box appears that prompts you to name the local directory you want. Enter C:\TEMP in this dialog and click OK.

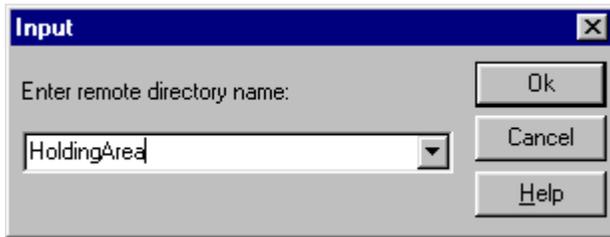
Alternatively, click the down-arrow to the right of the Local System drive location and click **c:** to see a listing of all the folders on your C: drive. Scroll down the list if necessary to find C:\TEMP in the list. Then double-click C:\TEMP to make it the current folder.

Whichever method you use, the result is that your *Local System* shows C:\TEMP as the current folder and you can see the **test.doc** file in the file list for that folder.



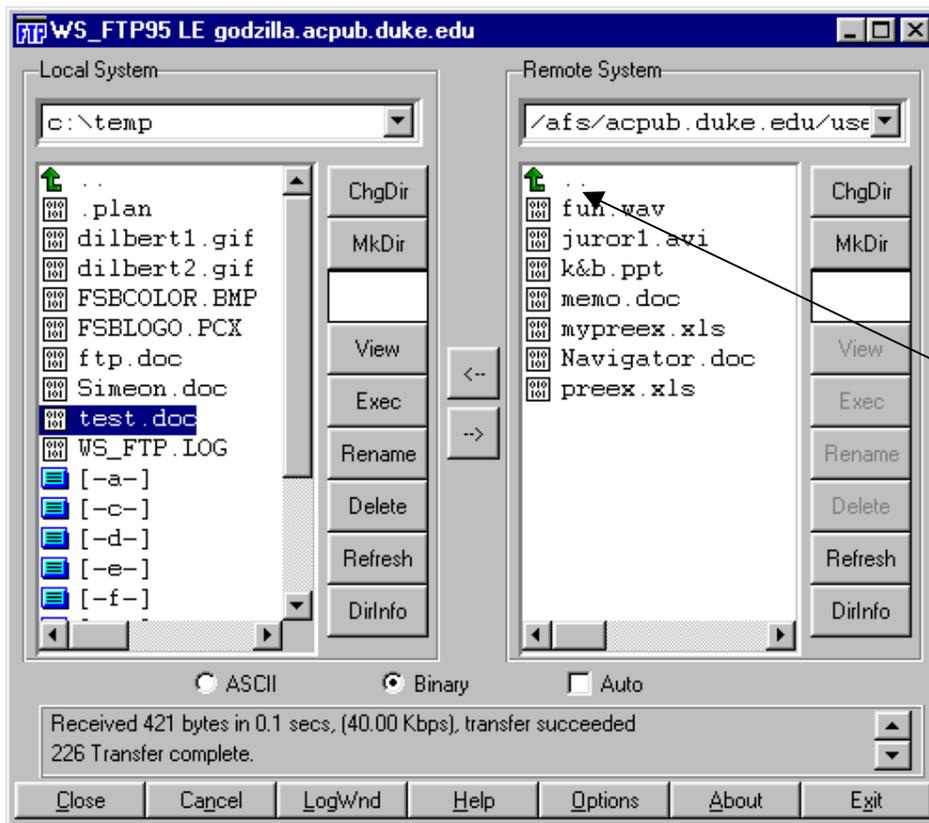
Step Two: Change the *Remote System* to point to the location on your Duke acpub account where you want to put the copy of **test.doc**.

Change folders on the *Remote System* the same way you changed folders for the *Local System*.



In this example, we make a folder called "HoldingArea"² the default folder. (If you wanted to copy a file to your account to publish it on the web, you'd make the "Public_HTML" folder the default folder.)

The result is that the *Remote System* portion of the window displays the contents of the "HoldingArea" folder on your Duke acpub account. In the illustration below, seven files are currently stored in that folder.



Clicking the up-arrow moves up the hierarchy of folders.

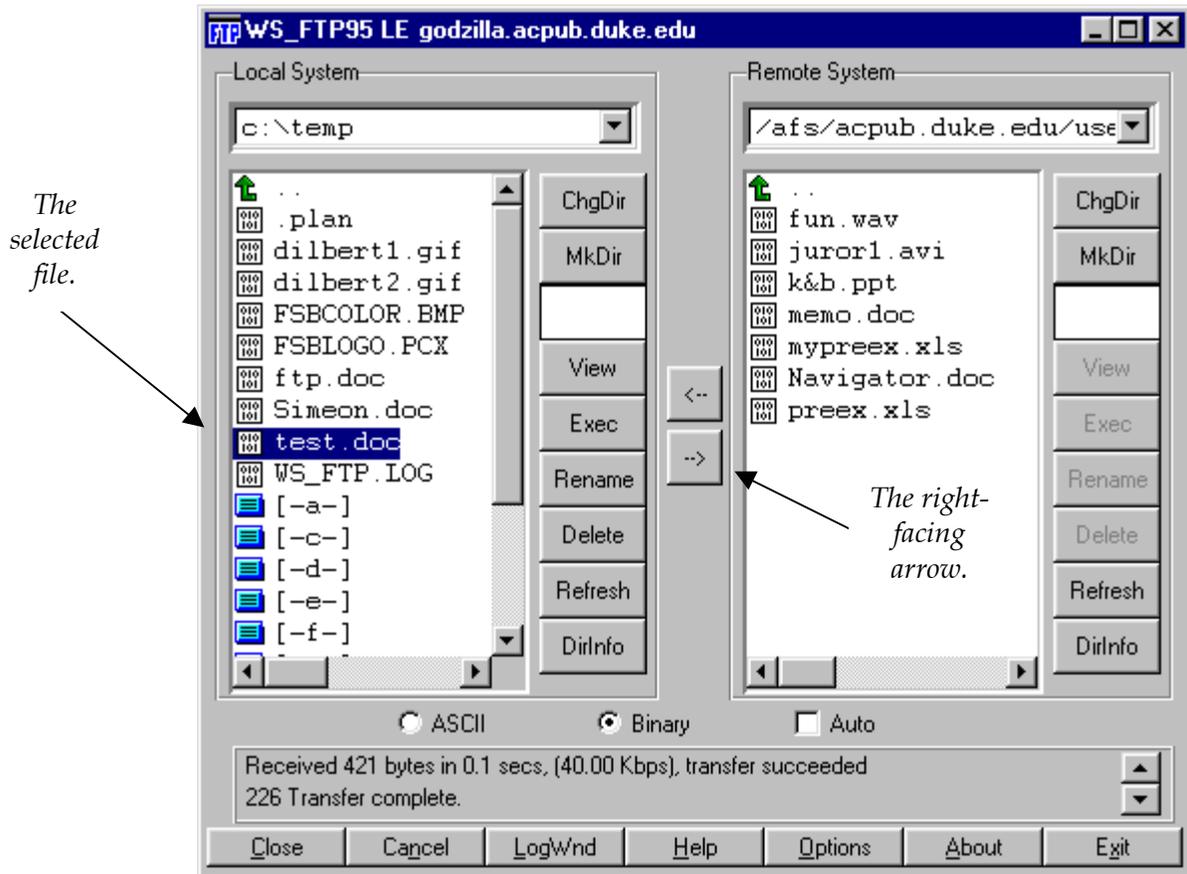
² You might want to create a folder on your acpub account with a name like "HoldingArea" that you reserve just for transferring copies of files. To create a new folder in your account using Winsock FTP, use the **MkDir** button that's located to the immediate right of the *Remote System* part of the display. Winsock FTP displays a dialog box that prompts you for a new folder name for the folder.

Should you want to return to the “top level” of your account that shows all folders, click the “up arrow” at the top of the file display. If you have nested folders, the up-arrow moves you up one folder-level at a time.

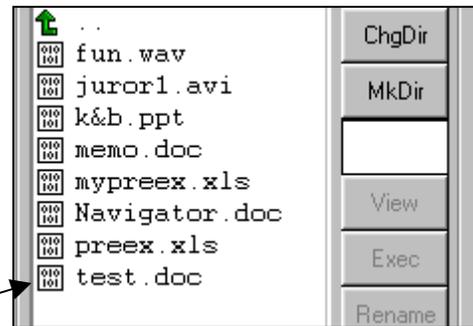
Step Three: Transfer a copy of the **test.doc** file from the *Local System* at left to the *Remote System* at right.

Single-click the entry for **test.doc** in the *Local System* part of the display. Single-clicking selects the file.

Then click the right-facing arrow between the *Local System* and the *Remote System* to transfer a copy of the file.



Note that FTP transfers a *copy* of the file. When the operation is complete, you'll see a listing for the **test.doc** in both the *Local System* and the *Remote System* file lists.



The Remote System file list showing a copy of **test.doc**.

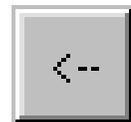
Step Four: Check Winsock_FTP's status area to confirm that the transfer was successful.



The status area at the bottom of the Winsock_FTP window displays a *transfer succeeded* or *transfer complete* message to confirm that the operation worked OK.

Winsock_FTP: Remote to Local

Copying a file from a remote computer to your local computer works the same way as described above, just reversed. To move a file from remote to local, use the left-facing arrow button between the remote and local displays in the FTP window.



Using Winsock_FTP to Exchange Files with Other Users

Winsock_FTP provides a convenient way for you to exchange files with other users on the Internet. For example, if you're working with a classmate or colleague and want to share a file you can FTP your file in a special location in your Duke acpub account. Then your colleague can access and get a copy of the file using FTP. (Note that you can also use the FuquaNet common drives as a perhaps more-convenient alternative.)

This is especially useful when:

- Your file is too large to fit on a diskette (larger than 1.44 megabytes).
- Physically handing over a diskette isn't convenient.

- Your file is too large (over 1 megabyte in size) to include as an efficient e-mail attachment.
- Your colleague doesn't have an e-mail system that uses MIME-compliant attachments and wouldn't be able to read an e-mail attachment from you anyway.
- You want several other people to have access to a copy of the file, not just one person.

To make a file available to anyone on the Internet, use your Duke acpub account and FTP your file to this specially-named folder: **public**. A folder with this name is automatically established for each Duke acpub account so you need not worry about having to create a folder with this name.

Most of the files on your Duke acpub account aren't visible to outsiders. They're only available to you when you log in directly to your account with your id and password using one of the UNIX computers on campus or when you FTP remotely to your account as described here. However, the two exceptions to the secure environment on your account are two folders named **public** and **public_HTML**.

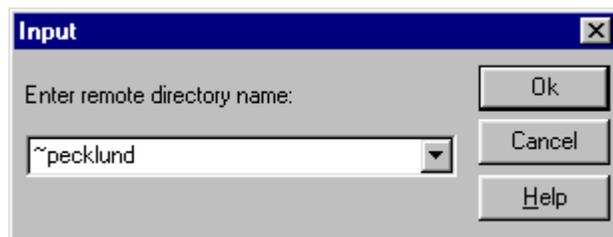
The contents of these folders are *visible* to (but not modifiable by) outsiders, either using the account access method described below (for the **public** folder) or via the World Wide Web (for Web pages you publish by locating them in your **public_HTML** folder).

Example Scenario

If you transferred a file to your **public** account for a colleague, here's how they'd get a copy of the file:

1. They'd log in to their own Duke acpub account on **godzilla.acpub.duke.edu** using their own e-mail id and password, as usual.

2. For *Remote System* they'd use the **ChDir** command and enter a tilde symbol (~) and *your* e-mail userid.



3. They'd see *your* **public** folder (and the **public_HTML** folder) visible in the *Remote System* part of the Winsock_FTP window. Double-clicking the **public** folder displays its contents.
4. They'd transfer a copy of your file from your **public** folder to their own local PC shown in the *Local System* part of the window.

Note that users can only *copy* files from your **public** and **public_HTML** folders. They can't delete or modify these folders or their contents in any way, nor can they add files to these folders on your account.

Using Your Acpub Account and FTP for Web Publishing

The **public_HTML** folder is the only other "visible" folder on your Duke acpub account. This is the place to locate any HTML-format files you want to make visible on the World Wide Web. For example, if you create a Home Page, you'd "publish" it on the Web by copying your Home Page file to the `public_html` folder on your Duke acpub account.

Note that if you refer to images, files to download, etc. in a web page, you must also locate the image files and files to download in the `public_html` folder on your acpub account.

Exiting Winsock_FTP

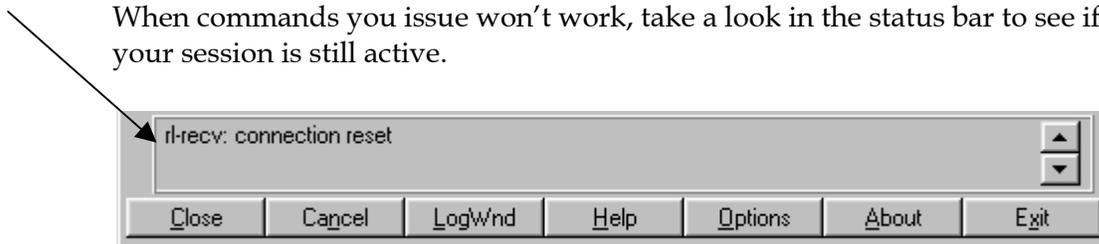
Exit WinSock_FTP in any of these ways: By

- Clicking the *Exit* button at the bottom right of the window.
- Double-clicking the icon at the upper-left corner of the window.
- Clicking the Windows X icon at the upper-right corner of the window.

Miscellaneous Winsock_FTP Notes

On the Duration of Your FTP Session

If you open Winsock_FTP but then don't use it for several minutes, the program will drop your connection. Unless you keep a close eye on Winsock_FTP's status bar, you'll see no obvious indication that your connection is no longer active. When commands you issue won't work, take a look in the status bar to see if your session is still active.



If it's not, you need not close down the Winsock_FTP application to restart. Instead, click the *Close* button below the status bar. Its label changes to *Connect*. Then click *Connect* and Winsock_FTP will redisplay its log in window. Log in again.

On Account Sizes

Each Duke user is issued an acpub account that's 10 megabytes in size. Ten megabytes is enough space to publish some nice web pages and still leave room left over for file transfer operations. However, it's obviously not enough for the permanent storage of lots of large files. Delete files you don't need from your account and use this space efficiently. Fuqua issues you 50 megabytes of account space on the FuquaNet H: drive. Fuqua's IT department monitors account usage and may adjust account sizes as required.