

Terrapin FTP Browser



Welcome to Terrapin FTP Browser

What is Terrapin FTP Browser? What can it do for you ?



Getting Started

The Terrapin FTP interface, introduction to Server Files and making a connection to an FTP Server.



Navigating An FTP Site

Finding your way around an FTP Site. Moving through folders, links and files.



Finding Files on the Internet

Finding files on a remote FTP site. Finding files across the Internet.



Transferring Files

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Using the Macro Function

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Cataloguing resources on an FTP Site. Searching for files. Finding the right site and best time to retrieve a file. Viewing remote files off-line.



Reference

Description of all menu items plus articles suitable for the beginner and expert user.

Welcome to Terrapin FTP Browser

There are many thousands of anonymous FTP sites across the Internet. Among them they contain a vast number of freely available resources including works of literature, images libraries, academic treatise, software archives, economic statistics, government and legal papers, electronic magazines etc. etc. etc. The principle limitation to the potential of anonymous FTP is knowing what is available and where to find it.



Terrapin FTP Browser aims to make FTP sites more accessible by automatically collecting information on the resources held at a site whenever the site is visited. The information is retained and can be browsed off-line without incurring connection charges or competing with other users for limited network bandwidth.



Terrapin FTP Browser builds a comprehensive catalogue of a site - Server Site Maps - by accumulating information at each visit. Indexes of a single remote folder or an entire site can be imported and automatically matched to the files which are known to exist there. Folder structures and files can be annotated and searches run against files, indexes and descriptions to find the right resource. Data transfer rates are analysed for each site to help identify the best site and best time to download a much needed but large file.



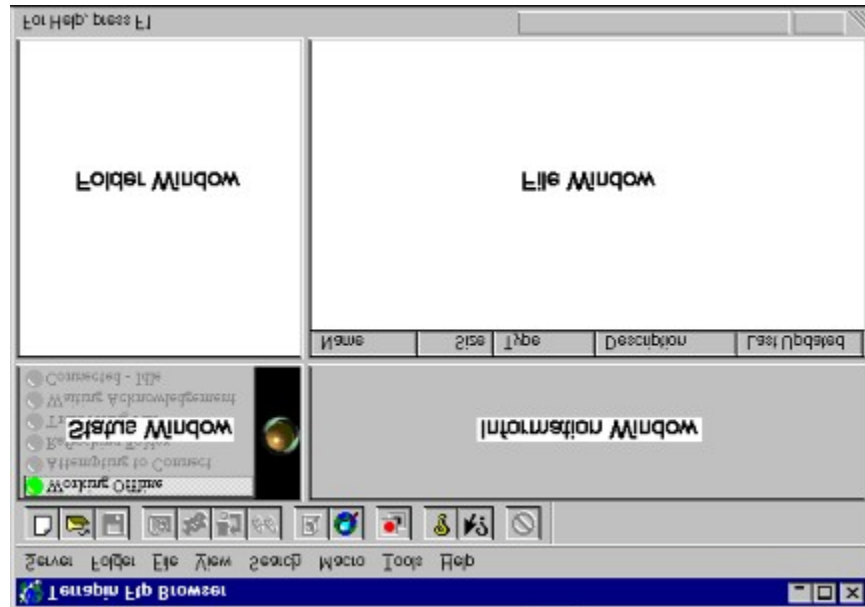
The transition between working off-line and on-line is seamless. Terrapin FTP Browser will only attempt to make a connection if a request is made for information which is not held locally or where a file is to be transferred. Whether working off-line or on-line Terrapin FTP Browser enables a remote computer to be navigated in much the same way as if its files were held locally.



Terrapin FTP Browser has been specifically designed to integrate with Windows 95/NT. It provides a standard Explorer like interface into a remote computer and supports many of the standard Windows 95/NT shell features such as file drag and drop, right-click context menu's, tree structure representations of folders and icons, list and detail views of folder contents.

Getting Started

Terrapin FTP Browser provides a similar interface to Windows 95's Explorer. Where Explorer displays the folders and files on a local computer, Terrapin FTP Browser displays the folders and files on a remote FTP Server.



The interface comprises four main views:

- the **Folder Window** displays the hierarchy of folders on the remote computer. See [Navigating an FTP Site](#).
- the **File Window** displays the files contained in the currently selected folder on the remote computer. See [Navigating an FTP Site](#).
- the **Information Window** displays details of the FTP conversation between the local and remote computers. If you double click the Information Window, a copy of the Window along with it's contents will 'jump out' to form a new Window. This Window is expandable and the information contents can be saved for later reference. The Information Window is also where files will be displayed using the [View Files](#) command from the File Menu. If required, a more comprehensive view of the communications between local and remote computers is available, see [Log Window](#). See the Article [Understanding Log Information](#) for more information.
- the **Communications Status Window** illustrates the position of the communications process between local and remote computers. For a more comprehensive view of the communications see [Log Window](#) in View Options. See the Article [Understanding Log Information](#) for more information.

Terrapin FTP Browser maintains information on the files and folders on an FTP server in a Server File. Each remote FTP Server is allocated its own Server File. New Server Files can be created, opened and saved in a similar manner to application files.

Example Server Site Map Files are provided with Terrapin FTP Browser. Try the examples by selecting **Server....Open** from the main menu.

Click on a topic below to get help on:

[Connecting to an FTP Server](#)

[Customising Connection Settings](#)

Connecting to an FTP Server

1. Select **Server...New Connection** from the main menu to open the [New Connection Dialog Box](#)
2. Type the full address of the FTP Server in the Address field of the new connection dialog for example **ftp.demon.co.uk** or **uiarchive.cso.uiuc.edu**
3. Default values are offered for the user name and password:

User Name: Anonymous

Password: Email Address

These values are the most commonly used by Internet FTP Sites. However, there may be occasions when you need a different login. In particular a user name of Guest is the next most common standard.

4. If you know the Directory you wish to open, along with the full directory path, you can go straight there by entering the Root Directory path in the [New Connection Dialog Box](#)
5. Click **Connect**

- Once the New Connection dialog is completed Terrapin FTP attempts to connect to the FTP Server. The information returned by the server is shown in the [Information Window](#). Typically the server responds to the connection request with system messages which may describe the structure of the site, access restrictions and contact email addresses. All system messages can be viewed by scrolling through the Log Window during or after the connection process. The information is saved with the Server Site Map and will appear even when browsing off-line.

For a more detailed illustration of the communications process open the [Log Window](#). The Log Window may also provide information on any problems encountered during the connection attempt. See the Article [Understanding Log Information](#) for more information.

Terrapin FTP Browser obtains a listing of the root folder as part of the connection process. The subfolders and files in the root folder can be viewed when the connection has completed by double-clicking the Server icon which is displayed in the [Folder Window](#) (see [Navigating an FTP Site](#))

The connection process has completed when the green 'Connected - Idle' light is shown in the [Communications Status Window](#) and in the status pane above the [Folder Window](#).

Navigating an FTP Site †

Whether working off-line (viewing a Server File stored on your local computer) or working on-line (connected to a remote FTP Server) Terrapin FTP Browser provides a standard representation of the folders and files on the FTP Site.

The layout of Terrapin FTP Browser is similar to Windows 95 Explorer. The view on the left of the main window displays the hierarchy of folders on the remote computer. The view on the right of the main window displays the files contained in the currently selected folder.

These views are described in more detail below.

Folder Window

The Folder Window represents folders in a tree structure. Icons describe the type of folder on the remote site and whether the folder has previously been visited as follows:



The root folder of the FTP server



A folder which has already been visited (information on files and sub-folders contained in this folder is held locally)



A link to a folder which has already been visited. Links are a standard mechanism for simplifying the folder structure on UNIX servers.



A folder which has not yet been visited in this session or in previous sessions. If an unvisited folder is clicked while working off-line, Terrapin FTP will attempt to connect.



A link to a folder which has not yet been visited.

Terrapin FTP Browser does not need to be connected to the remote FTP Server to view the contents of folders which have previously been visited. The information on files and sub-folders contained within visited folders is held locally. At any time the locally held information can be refreshed to re-synchronize it with the remote server (see [Refreshing Folder Contents](#)). By default Terrapin FTP will request a refresh when the locally held information is 30 days old (see [Customising Transfer Options](#) to change default refresh time scales).

See also

Viewing and Changing Folder Properties

File Window

All files contained within a folder on the remote server are displayed in the File Window. Files can be displayed in Detail format, List format, Small Icons or Large Icons. To change the display format select **View** from the main menu or right click in the File Window and select the view format required.

Note that due to the number of files contained in many folders on FTP Servers, the File Window only displays files and not sub-folders which are represented in the Folder Window. It is possible that a folder on an FTP Server may contain no files in which case the File Window will be empty.

All view formats show the icon of the program which is associated with the file on your local computer.

Displaying files in the detail format provides the following information about each file.

- the file name
- the file's size
- the program associated with the file on your local computer
- a description of the file (populated when an index is applied or if manually entered - see [Applying Indexes, Viewing and Changing File Properties](#))
- the creation date of the file.

The detail format enables files to be sorted by any of the above properties in ascending or descending order by clicking on the relevant column headings.

See Also

[Retrieving Files](#)

[Viewing Files](#)

[Viewing and Changing File Properties](#)

File, Folder and Server General Properties

General properties include:

- the name of the file, folder or server as known by the remote FTP Server
- the location of the file or folder's parent folder
- the file's size in bytes
- the number of files and sub-folders within a folder
- the date when the file was created on the FTP Server
- the date when the folder's contents was last refreshed
- a description of the file, folder or server.

The description can be modified to include reference information or notes.

Making the Most of Terrapin FTP Browser

Terrapin FTP offers a number of advanced but easy to use features to facilitate navigating an FTP Site, and cataloguing of available resources. Investing some time getting used to the features pays significant dividends in helping you to access the right resource when you need it.

Select one of the following to get help on:

[Using Indexes](#)

[Viewing Files](#)

[Viewing Transfer Statistics](#)

[Importing Site Listings](#)

Reference

Menus

[Server](#)

[Folder](#)

[File](#)

[View](#)

[Tools](#)

[Search](#)

[Macro](#)

[Help](#)

Articles

[FTP for the Beginner](#)

[Understanding log information](#)

[Managing Connection Time](#)

[Index File Formats](#)

[Site List File Formats](#)

FTP for the Beginner

The File Transfer Protocol (FTP) is a standard which enables computers to exchange files. FTP was one of the founding protocols of the Internet as was extensively used and developed by the US Military as the means for moving data between military computer facilities. FTP remains the principal mechanism for getting a large amount of information from A to B.

Since its origins the FTP language has been extensively developed, refined and standardized. To talk FTP requires three elements:

- a computer running FTP Server software (an FTP Server)
- a computer running FTP Client software such as Terrapin FTP (an FTP Client)
- a 'piece of wire' between them (the Internet maybe)

FTP Servers sit listening for an FTP Client to connect to them. Once a client has connected, the server asks that they should login with a user name and password. For the general Internet user, a login request can often be an indication that you're somewhere you shouldn't be. However, many of the computers on the Internet encourage the general public to access their archives and a de-facto standard has emerged that if the FTP Server accepts User Name of 'Anonymous' or sometimes 'Guest' then you are allowed in.

Once the login procedure has been completed the FTP Server is ready to service its clients commands.

Each command that client sends to the server begins a conversation. A simple conversation may be:

1. Terrapin FTP sends command to Server
2. Server responds with information that indicates whether the command was successful or otherwise.

All FTP commands are focused on enabling the client to move through the folders on the server and exchange files.

Examples of commands include:

LIST	- tell me about the files and sub-folders contained in the current folder
CWD x	- change the current folder to x
RETR y	- send me the file named y
SEND z	- I'm going to send you a file called z.

Terrapin FTP formats the commands and manages the conversation with the server for you. However, you can take a look at the sequence of commands and responses by scrolling through the log window see the article [Understanding log information](#).

Understanding Log Information

The log window displays details of the conversation between Terrapin FTP Browser and the remote FTP Server (See [System Options](#)). Log information is colour coded to facilitate its interpretation:

Green	A command sent from Terrapin FTP to the FTP Server
Black	A response from the server to Terrapin FTP
Blue	Status information
Red	A communications error

Commands sent from Terrapin FTP Browser to a server include:

- USER (user name)
- PASS (password)
- LIST (list current folder)
- CWD (change folder)
- RETR (retrieve file)
- TYPE (set file transfer type)
- PORT (set the communications port on which to send a folder listing or transfer files)

Responses from the server to Terrapin FTP Browser usually begin with a three digit number. The number signifies the type of response which has been made:

000 - 099	Informational only
100 - 199	Status information in response to a request for information
200 - 299	The previous command was successfully executed
300 - 399	The command was not understood because it was incomplete
400 - 499	The command was OK but the server failed to execute it
500 - 599	The command was not understood

Status information provides a report of how a conversation is progressing. A key status to look for is *Connected - Idle*

This indicates that the last set of commands have been completed successfully and Terrapin FTP Browser is ready to receive further instructions.

All communications errors are expanded in a dialog box which gives details of why the error occurred.

Managing Connection Time

Terrapin FTP Browser fully supports working off-line, an important consideration if you pay telecoms costs or if your service provider places restrictions on your free on-line time.

All information on the folders and files on an FTP Site are retained locally. As long as a folder has been visited previously whilst on-line then its contents can be browsed off-line. Terrapin FTP Browser allows you to hang-up a connection at any time during a session and continue working. If connection costs are a consideration then this facility is worth getting to know. This article offers some guidelines for getting the most from off-line work.

1. Opening a Server File in Terrapin FTP Browser does not require that you are connected. The files on the right resource from the right server can be selected before going on-line. Terrapin recognised that it will automatically establish a connection if you have asked to retrieve a file or have ventured away from folders visited.
2. At any time when Terrapin FTP Browser is showing a status of *Connected - Idle*, the connection can be hung-up. If using dial-up networking then select the Connected to xxxx button from the Windows 95/NT task bar and click the button.
3. Certain operations such as applying a large index to a large folder, or importing a list file can take time. Monitor the progress of these operations and if they are lengthy then you should hang-up the connection. This will not affect the progress of the operation.
4. Do not be surprised if you have hung-up the connection and Terrapin FTP Browser still reports *Connected - Idle*. Terrapin FTP Browser does not poll Windows continuously to verify that a dial-up connection remains valid. At the first attempt with the server after a dial-up connection has been hung-up Terrapin FTP Browser will recognise that the connection is invalid. The next attempt will cause Terrapin FTP Browser to reconnect. (note that you may need to manually reconnect with your service provider by selecting *Dial-up Networking* from the Windows 95/NT Start menu).

Server menu commands

The Server menu offers the following commands:

- New Connection Makes connection to a new FTP Server.
- Open Opens an existing Server Site Map File and enables off-line browsing of the FTP Server.
- Save Saves the current Server Site Map File.
- Save As Saves the current Server Site Map File to a specified file name.
- Exit Exits Terrapin FTP.

New Connection command (Server menu)


Use this command to connect to an FTP Server which you have not previously visited. Enter the address of the Server Address in the [New Connection dialog box](#)



If you know the directory you wish to open, and you also know the directory path to the specified directory, you can input the Root Directory path in the [New Connection dialog box](#)

You can open the local representation of an FTP Server which you have previously visited with the [Open command](#).

Shortcuts


Toolbar: 
Keys: CTRL+N

Open command (Server menu)

Use this command to open a Server Site Map File containing a local representation of a remote FTP Server which has been previously visited with Terrapin FTP.

You can visit new servers with the [New Connection command](#).

Shortcuts

Toolbar: 
Keys: CTRL+O

Save command (Server menu)

Use this command to save the active FTP Server to its current name and directory. When you save a server for the first time, Terrapin FTP displays the Save As dialog box so you can name your Server Site Map File. If you want to change the name and directory of an existing Server File before you save it, choose the Save As command.

Shortcuts

Toolbar: 
Keys: CTRL+S

Save As command (Server menu)

Use this command to save and name the active server.

To save a server with its existing name and directory, use the Save command.

1, 2, 3, 4 command (Server menu)

Use the numbers and filenames listed at the bottom of the File menu to open the last four Server Site Map Files you closed. Choose the number that corresponds with the server you want to open.

Exit command (Server menu)

Use this command to end your Terrapin FTP Browser session.

Shortcuts

Mouse: Double-click the application's Control menu button.

Keys: ALT+F4

Folder menu commands

The Folder menu offers the following commands:

- Refresh Refreshes the current folder.
- Refresh Subfolders Refreshes folders below the current selected folder
- New Folder Creates a new folder on the server,
- Delete Folder Deletes a folder on the server,
- Auto Refresh Terrapin FTP Browser will automatically refresh folders as required.

Refresh command (Folder Menu)

Use this command to refresh the locally held information on the current selected folder. If you are working off-line this command will initiate a connection to the remote Server. See also [Refreshing Folder Contents](#).

Shortcuts

toolbar 

Refreshing Folder Contents (Folder Menu)

Toolbar Shortcut:

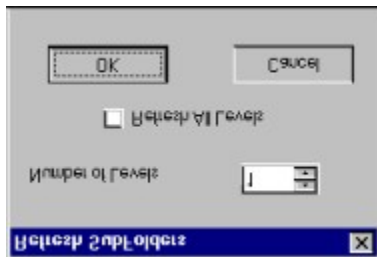
In order to facilitate off-line work Terrapin FTP Browser displays the contents of a previously visited folder from information stored locally. The local representation of the contents of a folder can be re-synchronized with the remote FTP Server at any time either by selecting **Folder...Refresh** from the main menu or by right clicking on the current folder and selecting **Refresh** from the context menu.

Locally held contents of sub-folders of the refreshed folders will be retained.

If you have previously retrieved a file from the folder in question, there will be a 'local indicator' icon next to the file icon. When this indicator is green, it tells you that you have the latest copy of the file. If after refreshing the indicator changes to red, then this tells you that the file has been updated. See [Local File Indicator Icons](#).

Refresh Subfolders (Folder Menu)

Refresh Subfolders allows you to refresh the folders below the currently selected folder



You can specify the number of levels below the currently selected folder you wish to refresh, or refresh all.

New Folder (Folder Menu)

Provided you have the correct access to the Server, highlight the directory you wish to create a New Folder in, then click New Folder. A folder icon will be created which you can then rename. (See [Rename Folder/File](#)).

Rename Folder/File

Provided you have the correct access authority to the Server, Folders or Files can be renamed in exactly the same way as using Windows 95/NT Explorer i.e. highlight the folder/file, then click again, then rename.

Delete Folder (Folder Menu)

Provided you have the correct access to the Server, highlight the folder you wish to delete, click Delete Folder to delete.

Auto Refresh command(Folder Menu)

Locally held information on a folder's contents is periodically refreshed from the remote FTP Server . Normally Terrapin FTP Browser displays a dialog box requesting the a folder contents be refreshed. If you wish Terrapin FTP Browser to automatically refresh without requesting confirmation then select this command. A check mark appears next to the menu item when selected.

See also:

[Refreshing Folder Contents](#) for information on refreshing folders

[Customising Transfer Settings](#) for information on changing the default refresh frequency.

Viewing and Changing Folder Properties

To view a folder's properties.

1. Select the folder in the Folder Window
2. Right click and select Properties

Folder properties include:

- the name of the folder as known by the remote FTP Server
- the linked Folder (if the folder is a logical link to another folder)
- the number of sub-folders and files contained within the folder
- the date when the local representation of the folder was last refreshed
- a description of the folder.

The description of the folder can be modified to include reference information or notes.

File menu commands

The File menu offers the following commands:

<u>View File</u>	Displays the selected file in the <u>Information window</u>
<u>Retrieve</u>	Retrieves a file from the FTP Server.
<u>Retrieve As</u>	Retrieves a file from the FTP Server to a specified location.
<u>Retrieve Tagged Files</u>	Retrieves all tagged files from a Server.
<u>Send</u>	Sends a file from the local computer to the FTP Server.
<u>Send As</u>	Sends a file from the local computer to the FTP Server with a specified name.
<u>Send Folder Contents</u>	Sends the contents of a specified Folder from the local computer to the FTP Server.
<u>Delete</u>	Deletes a file on the remote FTP Server.
<u>Tag Selected Files</u>	Tags all selected files in the current folder.
<u>Untag Selected Files</u>	Tags all selected files in the current folder.
<u>Tag All</u>	Tags all the files in the current folder.
<u>Untag All</u>	Untags all files on the FTP Server.

View Files command (Files Menu)

Shortcuts Toolbar: 

Files on a remote FTP Server can be viewed in the Information Window. Double click the Information Window to expand and customise it's size.

Terrapin FTP will retrieve the file before viewing it. Once the file is displayed in the Information Window you have the option to 'Save As'.

The file will be displayed as it arrives allowing time to assess the information to see if you wish to stop retrieving the rest.

To view a file:

1. Click on the file in the File Window

either

2. Select **Tools...View** from the main menu

or

3. Right click and select **View** from the context menu.

4. Expand the Information Window by double clicking it if required.

5. You can now save the information using the 'Save As' command if required.

Note the Viewing Files command can only view text files in the Information Window

Transferring Files

Terrapin FTP enables you to retrieve files from the remote FTP Server to your local computer and to send files from your local computer to a remote FTP Server.

Files are transferred in one of two modes:

- ASCII mode for text based files. Characters are translated from the representation used by the operating system of the remote server to a format readable under Windows 95
- image mode for binary files such as programs and pictures. No translation takes place during the transfer operation

Terrapin FTP Browser automatically determines the optimum mode of transfer for the type of file being retrieved or sent and the transfer mode is normally of little consequence to the Terrapin FTP Browser user. However, in exceptional cases where issues are experienced with file transfer the default rules may be amended to meet the particular needs of a specific server (see Customising Transfer Settings)

See also Multiple File Transfer.

Retrieving Files

Toolbar Shortcut: 

To retrieve a file from the remote FTP Server to your local computer:

either Drag the file from Terrapin FTP Browser and drop onto the desktop, Folder Window or Windows Explorer

or Select File **Transfer...Retrieve** or **File Transfer...Retrieve As** from the main menu

or Select the file in Terrapin FTP Browser, right click and select **Retrieve** or **Retrieve As** from the context menu.

The progress of a file transfer operation is displayed in the status bar at the bottom of the Terrapin FTP window.

All file transfer operations are undertaken as background tasks and you will continue to be able to navigate areas of the FTP site which have previously been visited while the operation is in progress.

A file transfer operation may be halted by clicking the toolbar button 

When a file is retrieved, a Local Indicator icon is displayed next to the file icon in the file window of Terrapin FTP Browser. This provides you with a record of which files have been retrieved from the server. Should the file have been updated, the Local Indicator icon will change from green to red. See [Local File Indicator Icons](#).

Note that a file retrieved using the menu item **Retrieve** is placed in the default download folder for the current FTP Server. On installation, the default download folder is set to a sub-folder of the folder in which Terrapin FTP Browser is installed called *Download*.

For example if Terrapin FTP is installed in folder: C:\Program Files\Terrapin FTP then the default download folder is: C:\Program Files\Terrapin FTP\Download.

See [Customising General Settings](#) for information on changing the default download directory.

See also [Multiple File Transfer](#).

Retrieve command (File Menu)

Use this command to retrieve a file from a remote FTP Server to your local computer. The file is placed in your default Download directory with the same file name as used by the remote FTP Server. If you are working off-line this command will initiate a connection to the remote FTP Server. See also [Retrieving Files](#).

Shortcuts

Toolbar: 

See also [Multiple File Transfer](#).

See also [Local File Indicator Icons](#).

Retrieve AS command (File Menu)

Use this command to retrieve a file from a remote FTP Server to a specific location and file name on your computer. If you are working off-line this command will initiate a connection to the remote FTP Server. See also [Retrieving Files](#). The file will be retrieved to the default download directory. See [Customising General Settings](#) for information on changing the default download directory.

See also [Multiple File Transfer](#).

Retrieve Tagged Files command (File Menu)

Use this command to retrieve all Tagged Files (across different directories) from the remote FTP Server. This command will retrieve All the Tagged files, not just the Tagged files in the current open Directory. The files will be retrieved to the default download directory. See Customising General Settings for information on changing the default download directory.

See Tagging Files. See also Tag Selected Files. See also Tag All Files. Untag All. See also Multiple File Transfer.

Tagging Files

Files on a remote FTP Server can be Tagged for later retrieval. There are a number of ways in which a file can be tagged.

- 1) Highlight the file you wish to tag, then click [Tag Selected Files](#) from the Files drop down menu.
- 2) Highlight the file and right click to use the Tag Selected Files command
- 3) Set-up your [Double Click Options](#) to tag files. If you have your [System Options](#) set in this way, a double click will tag a file, then double click to untag a previously tagged file.

There are no limits to the number of files you can Tag. You can also Tag many file in different directories on the same Server. See [Retrieve Tagged Files](#).

See also [Tag All Files](#).

See also [Untag Selected Files](#).

See also [Untag All](#) command.

See also [Multiple File Transfer](#).

Sending Files

To send a file from your local computer to the remote FTP Server:

either Drag the file from the desktop, Folder Window or Windows Explorer and drop onto the File or Folder Window of Terrapin FTP

or Select File ***Transfer...Send*** from the main menu

The progress of a file transfer operation is displayed in the status bar at the bottom of the Terrapin FTP window.

All file transfer operations are undertaken as background tasks and you will continue to be able to navigate areas of the FTP site which have previously been visited while the operation is in progress.

A file transfer operation may be halted by clicking the toolbar button 

Note that the FTP Server must have write permissions granted to for you to send a file to a folder on the remote computer.

See also [Multiple File Transfer](#).

File Send command (File Menu)

Use this command to send a file from your local computer to a remote FTP Server. If you are working off-line this command will initiate a connection to the remote FTP Server. See also [Sending Files](#). See also [Multiple File Transfer](#).

File Send As command (File Menu)

Use this command to send a file from your local computer to a remote FTP Server and you want to change the name of the file you are sending. The name of the file will be as it was before on your computer, but the new name will appear on the remote FTP Server. See also [Sending Files](#). See also [Multiple File Transfer](#).

Send Folder Contents command (File Menu)

Use this command to send the entire contents of a folder to a remote FTP Server. See also [Sending Files](#). See also [Multiple File Transfer](#).

Deleting Files command (File Menu)

Provided you have the correct access to the server, you can delete files from the remote FTP Server by firstly clicking the file to highlight it, then click the Delete command from the File Menu drop down bar or use the delete key on your keyboard.

Tag Selected Files command (File Menu)

Use this command to Tag all the selected files in a folder from a remote FTP Server. You can select multiple files in the same way as you can with your Windows 95/NT Explorer i.e. using the 'Shift' or 'Ctrl' keys on your keyboard. See [Tagging Files](#). See also [Retrieving Tagged Files](#). See also [Multiple File Transfer](#).

Untag Selected Files command (File Menu)

Use this command to Untag all the selected files in a folder from a remote FTP Server. You can select multiple files in the same way as you can with your Windows 95/NT Explorer i.e. using the 'Shift' or 'Ctrl' keys on your keyboard. See [Tagging Files](#). See also [Retrieving Tagged Files](#). See also [Multiple File Transfer](#).

Tag All Files command (File Menu)

Use this command to tag all the files in a selected folder on a remote FTP Server. See [Tagging Files](#). See also [Retrieving Tagged Files](#). See also [Multiple File Transfer](#).

Untag All Files command (File Menu)

Use this command to untag all previously tagged files on the remote FTP Server. This command will remove ALL tags from ALL folders throughout the whole Server , not just the tags from files in the current open folder. See [Tagging Files](#). See also [Retrieving Tagged Files](#). See also [Multiple File Transfer](#).

Viewing and Changing File Properties

To view a file's properties.

1. Select the file in the File Window
2. Right click and select Properties

File properties include:

- the name of the file as known by the remote FTP Server
- the location of the files parent folder
- the file's size in bytes
- the date when the file was created on the FTP Server
- a description of the file.

The description of the file can be modified to include reference information or notes.

Resume Interrupt File Transfer

If when either sending or retrieving a file the communication link between your local computer and the remote FTP Server should be broken, Terrapin FTP Browser will offer you the option to restart the file transfer at the point at which communications were broken. An 'Error Splash Screen' will be displayed giving you the option to either 'Retry' or 'Cancel'. You will see the amount of the file that has been sent/retrieved in the status bar (the narrow bar at the bottom of the Terrapin FTP Browser window).

As Terrapin FTP Browser supports multi-file transactions, should you be sending/receiving multiple files, an Error Splash Screen will be generated for each error. In this way you can resume file transfers without having wasted any connection time.

This is one reason why you may wish to use Terrapin FTP Browser when downloading FTP files from the Web rather than your Web Browser. See [W.W.W.](#) for more details.

See also [Resume Interrupt File Transfer - Macro](#).

Multiple File Transfer

Terrapin FTP Browser will perform multiple transactions in any situation. From your Windows Explorer you can multi drag drop/send command upto a Server or perform multi drag drop/retrieve command from the Server to Windows Explorer. You can make multiple selections in the same way as you would with Windows Explorer i.e. with the 'Shift' and 'Ctrl' keys.

Terrapin FTP Browser employs other functions to further enhance the multi transaction capabilities. There is the option to 'Tag' files across many different folders/directories and then retrieve them all in one on-line operation. [Tagging Files](#). See also [Retrieving Tagged Files](#). In the File Menu, there is the option to Send Folder Contents which automatically sends all the files contained in the folder upto the Server. See [Send Folder Contents](#).

The Macro Function represents the ultimate utility for implementing and carrying out multiple transactions. This functions offers the ability to pre-record an infinite number of transactions across any number of different Servers. The Macro can then be replayed in one on-line operation. See [Using the Macro Function](#). See also [Macro Menu Commands](#).

View menu commands

The View menu offers the following commands:

<u>Toolbar</u>	Shows or hides the toolbar.
<u>Status Bar</u>	Shows or hides the status bar.
<u>Large Icons</u>	Displays files in the <u>File Window</u> using large icons.
<u>Small Icons</u>	Displays files in the <u>File Window</u> using small icons.
<u>List</u>	Displays files in the <u>File Window</u> list format.
<u>Detail</u>	Displays files in the <u>File Window</u> Detail format.
<u>Arrange Icons</u>	Sorts files in the <u>File Window</u> .
<u>Line Up Icons</u>	Rearranges icons in the <u>File Window</u> to best fit current window size.
<u>System Options</u>	Displays system wide property settings.
<u>Server Options</u>	Displays options for the current server.

Toolbar command (View menu)

Use this command to display and hide the Toolbar, which includes buttons for some of the most common commands in Terrapin FTP, such as Server Open. A check mark appears next to the menu item when the Toolbar is displayed.

The toolbar can be dragged to any edge of the main Terrapin FTP Browser window or be left floating.

Status Bar command (View menu)

Use this command to display and hide the Status Bar, which describes the action to be executed by the selected menu item and file transfer progress information. A check mark appears next to the menu item when the Status Bar is displayed.

Large Icons command(View Menu)

Displays files in the File Window using large icons. File information such as file size, file date and description are not displayed. To access file information see Viewing and Changing File Properties. The icons displayed correspond to the program on your local computer which is associated with the file.

Small Icons (View Menu)

Displays files in the File Window using small icons. File information such as file size, file date and description are not displayed. To access file information see Viewing and Changing File Properties. The icons displayed correspond to the program on your local computer which is associated with the file.

List (View Menu)

Displays files in the [File Window](#) in list format. File information such as file size, file date and description are not displayed. To access file information see [Viewing and Changing File Properties](#). The icons displayed correspond to the program on your local computer which is associated with the file.

Detail (View Menu)

Displays files in the File Window using detail format. File information such as file size, file date and description are displayed next to the file icon. The icons displayed correspond to the program on your local computer which is associated with the file. In detail format the files can be sorted using any of the displayed information by clicking the buttons above each column in the File Window. Clicking the header button once causes the files to be sorted in ascending order, clicking a second time causes the files to be displayed in descending order.

Arrange Icons (View Menu)

This command causes the files displayed in the File Window to be sorted by name, by file type, by size, by description or by file creation date. Sorting files can be a useful tool for locating the right file in a large folder.

Line Up Icons (View Menu)

This command causes the File Window to be redrawn in a manner that best fits the files within the available window

System Options command (View Menu)

This command displays the System Options Dialog. The dialog enables you to customise a number of features of Terrapin FTP, including the standards used to connect to a new FTP Server, the standards used for Transferring files, default folders and the look of Terrapin FTP. Many of these options are carried forward to individual Server Files and may be customised individually for each server.

See also:

[Server Options command](#)

System Options Dialog

The Server Options Dialog enables you customise the default settings of Terrapin FTP. Many of these options are carried forward to individual Server Files and may be customised individually for each server. The dialog comprises three pages:

- General
- Connection
- Transfer

The options which are available under each of these pages are explained below. Items marked with an * are carried forward to individual Server Files and may be customised separately for each server.

GENERAL

Default Server Folder	The folder where Server Files are saved by default. Change by clicking the Browse button next to the field.
Default Download Folder*	The folder in which retrieved files are placed by default. Change by clicking the Browse button next to the field.
Log FTP Dialog to File	Specifies whether the FTP conversation shown in the log window should be written to a file.
Show Log Window	Specifies whether the log window should be displayed.
Log Size	The number of lines of log history which may be viewed through the log window.
Set-up double click command Set default launch program	Select the appropriate radio button set-up the double click command to your choice. Should you not have an appropriate program capable of launching the file downloaded, you can specify a default program. Default as standard is Notepad.

CONNECTION

Email Address	Your email address as provided during system set-up
User Name*	The User Name used to log into a new remote FTP Server.
Password*	The Password used to log into a new remote FTP Server.
Port*	The TCP/IP port used to connect to the remote computer.

TRANSFER

Transfer Options*

Whether to use ASCII or BINARY transfer modes or whether to decide based on the type of file being transferred.

Transfer as ASCII

The rules used to decide whether to transfer as ASCII if the last option is selected above.

Request Folder Refresh after x Days*

The number of days old a local representation of a folder on a remote FTP Server may be before Terrapin FTP requests a refresh.

See also:

[Server Options command](#)

Server Options (View Menu)

This command displays the Server Options Dialog. The dialog enables you to customise a number of options which are specific to an individual server. It also displays transfer statistics for the current server.

See also:

System Options command

Server Options Dialog (View Menu)

The Server Options Dialog provides information on the properties of the current server and certain aspects of Terrapin FTP which are only applicable to this server. The dialog comprises three pages:

- General provides information on the properties of the root folder of Server (see [Viewing and Changing Folder Properties](#) for more information)
- Connection provides customisable options for the current server.
- Transfer displays transfer statistics for the current server (see [Viewing Transfer Statistics](#) for further information)

The customisable connection properties are explained below.

Server Address	The full Internet address of the FTP Server. This should only be changed if the server is renamed.
User Name	The User Name used to log into the FTP Server.
Password	The Password used to log into the FTP Server.
Port	The TCP/IP port used to connect to the remote computer.
Default Download Folder	The folder in which retrieved files are placed by default. Change by clicking the Browse button next to the field.
Transfer Options	Whether to use ASCII or BINARY transfer modes or whether to decide based on the type of file being transferred.
Request Folder Refresh after x Days*	The number of days old a local representation of a folder on a remote FTP Server may be before Terrapin FTP requests a refresh.

See also:

[System Options command](#)

Viewing Transfer Statistics

Terrapin FTP collects information on the rate at which data is exchanged with the remote FTP Server. This data may be useful in managing connection costs. If a file is available from more than one server then selecting the server with the highest transfer rate will reduce the cost of retrieving the file. Transfer rates vary considerably by time of day and even day of week. Terrapin FTP enables you to assess the optimum time to make a connection.

To view the file transfer statistics for a server:

either

1. Select **View...Server Options** from the main menu.

or

2. Select the Server icon in the Folder Window, right click and select **Properties** from the context menu.
3. Choose the Transfer Statistics page on the Properties dialog box.

Transfer statistics can be viewed in detail for each connection, or summarized by day of the week or time of day. Click on the radio buttons at the bottom the transfer statistics page to select the required option.

Customising Connection Settings

Default connection settings are defined in the Connection page of the System Properties dialog box. This is accessed by selecting **View...System Options** from the main menu.

Connection settings include:

- your Email address
- the user name used to login to an FTP Server
- the password to login to an FTP Server
- the connection port.

System connection options are used by default when connecting to a new server. Connection options can be changed for the current server in the Connection page of the Server Options Dialog. This is accessed either by selecting **View...Server Options** or by selecting and right clicking the Server icon in the Folder Window and selecting **Properties** from the context menu.

Customising General Settings

Default general settings are defined in the General page of the System Properties dialog box. See [System Options Dialog](#). This is accessed by selecting **View...System Options** from the main menu.

- General settings include:
- the default Server Folder in which Server Files are located
- the default Download Folder in which files retrieved from a remote server are saved
- the file to which Log Window output is written (if required)
- instructions as to whether to show the log window and the number of log lines which are shown
- setting the double click options. The default option is 'Retrieve and Launch'
- setting the default launch program

The default Download Folder may be changed for individual Servers. This enables files from different servers to be downloaded to different folders. To change the Download Folder for the current server select **View...Server Options** from the main menu and choose the Connection page of the dialog.

Note: changing the default System Download Directory does not change the Download Directory for Server Files which already exist.

Customising Transfer Settings

Default transfer options are defined in the General page of the System Properties dialog box. This is accessed by selecting **View...System Options** from the main menu.

Transfer options include:

- the transfer mode to use when Transferring files
- the default number of days old which locally held information on a folder's contents may be before Terrapin FTP prompts for a refresh.

Three basic options are supported for the transfer mode:

- transfer all files as ASCII
- transfer all files as binary
- transfer files as appropriate.

The last option uses the file type as registered on your local computer to determine the mode of transfer. The System Transfer Properties dialog enables a list of file types to be defined which will be transferred in ASCII format. It also enables it to be specified that all files without an extension will be transferred as ASCII

e.g.: INDEX

and that files with long extensions will be transferred as ASCII

e.g.: Folder Contents.README.

System default transfer options may be changed for individual Servers. This enables specific transfer rules and refresh periods to be defined to meet the needs of a specific FTP Server. To change transfer options for the current server select **View...Server Options** from the main menu and choose the Connection page of the dialog.

Note: changing the default System Transfer Options Directory does not change the transfer options for Server Files which already exist.

Tools menu commands

The Tools menu offers the following commands:


<u>Use As Index</u>	Uses the currently selected file on the remote FTP Server as an index to the current folder.
<u>Use As Master Index</u>	Uses the currently selected file on the remote FTP Server as an index to the current folder and its sub-folders.
<u>Apply Local Index</u>	Uses a file on the local computer as an index to the current folder.
<u>Apply Local Master Index</u>	Uses a file on the local computer as an index to the current folder and its sub-folders.
<u>Apply Local List File</u>	Imports folder and file information from a file on the local computer.
<u>Get File Manually</u>	Retrieves files from a remote site manually.

Use As Index (Tools Menu)

Uses the currently selected file on the remote FTP Server as an index to the current folder. If you are working off-line Terrapin FTP will attempt to connect at this point.

See [Using Indexes](#)

Shortcuts

Toolbar: 

Use As Master Index (Tools Menu)

Uses the currently selected file on the remote FTP Server as an index to the current folder and its sub-folders. If you are working off-line Terrapin FTP will attempt to connect at this point.

See [Using Indexes](#)

Apply Local Index (Tools Menu)

Uses a file on the local computer as an index to the current folder.

See [Using Indexes](#)

Apply Local Master Index (Tools Menu)

Uses a file on the local computer as an index to the current folder and its sub-folders.

See [Using Indexes](#)

Using Indexes

Toolbar Shortcut:

An index is a file which describes the contents of a folder. Typically an index contains a textual description of each file contained in a folder and potentially its sub-folders. The majority of FTP sites provide indexes for any folders where the filenames alone are not sufficient to identify the file's contents.

Indexes are usually given a readily identifiable filename. Examples include:

- INDEX
- 00INDEX
- .index
- contents

Terrapin FTP enables indexes to be retrieved from a remote FTP Site and automatically matched to files which are known in the current folder (and if required sub-folders). The textual descriptions are displayed against files in the Detail format of the File Window.

Indexes can either be retrieved and applied directly from the remote FTP Site or a file on the local computer can be applied as an index.

To retrieve and apply an index from the remote FTP Server

1. Select the index file in the File Window. The file must be in uncompressed format (i.e.: not with the extension .zip, .tz, .z or .tar - see why use local indexes for further information)

either

2. Select **Tools...Use As Index** from the main menu or right click and select **Use As Index** from the context menu. This approach applies the index only to files contained in the current folder

or

3. Select **Tools...Use As Master Index** from the main menu or right click and select **Use As Master Index** from the context menu. This approach applies the index to files contained in the current folder and any files known to exist in sub-folders of the current folder (these folders must have been previously visited before the index is applied)

For large indexes a dialog box is displayed indicating progress. A dial-up connection can be safely hung-up when this dialog box is visible.

To apply an index held on the local computer

either

1. Select **Tools...Apply Local Index** from the main menu. This approach applies the index only to files contained in the current folder

or

2. Select **Tools...Apply Local Master Index** from the main menu. This approach applies the index to files contained in the current folder and any files known to exist in sub-folders of the current folder (these folders must have been previously visited before the index is applied)
3. A File Open dialog box is displayed. Select the appropriate file and click **Open**

Terrapin FTP does not need to be connected to the remote computer to apply a local index.

See also: [why use local indexes](#)

Why Use Local Indexes

Local indexes (files held on your local computer which are used to index a folder on a remote FTP Server) can be used to manage the following situations:

- the site offers only compressed indexes (files with extensions zip, z, tz, tar) which must be downloaded and uncompressed before using as an index
- the site offers a single index of all files in the site (or area of the site) which you wish to retain and apply selectively to folders as you visit them
- the index is in a format which cannot be interpreted directly by Terrapin FTP and you wish to edit the file before using it (see [Index File Formats](#) in the Reference section for more information)

The process for managing any of these circumstances is similar:

1. Use Terrapin FTP to retrieve the file which you wish to use as an index (see [Retrieving Files](#))
2. Uncompressed or edit the file if required.
3. Apply the local file as an index (see [Using Indexes](#))

Apply Local List File (Tools Menu)

Imports a file on the local computer as a site listing.

See [Importing Site Listings](#)

Get File Manually command (Tools Menu)

In the rare circumstances that you wish to retrieve a file which is 'hidden' by the server, this function allows you to type in the name of the file and manually retrieve it. The file will be retrieved to the default download directory. See [Customising General Settings](#) for information on changing the default download directory.

Importing Site Listings (Advanced Topic)

Some FTP Sites provide textual listings of the folders and files contained in the site or area of the site. Terrapin FTP allows a textual listing to be used to build a complete representation of a site without needing to visit every folder.

Identifying Site Listing files

Site listings are usually created by the site administrator using the UNIX command ls-lr or equivalent in other operating systems.

An unwritten standard for FTP sites is for the site listing file to be named LS-LR and to be located in the folder from where the site listing applies. The file may carry an extension (zip, z, tz etc.) to indicate the file is compressed.

To import a site listing:

1. Locate the list file on the remote FTP Server and retrieve to your local computer (select a compressed version of the file if possible as most site listing files can be many megabytes in length)
2. Uncompress the file if necessary
3. Select the folder from which the folder structure contained in the list file will be appended. This will usually be the folder containing the list file on the remote computer.
3. Select **Tools...Apply Local List File**
4. Choose the uncompressed list file from the file open dialog box and click **Open**
5. A dialog box will be displayed indicating progress.

Note that once the list file has been retrieved then a dial-up connection can be safely hung-up and the list file imported off-line.

Terrapin FTP requires the list file to be in the format which is usually produced by a UNIX ls-lr command. If the file is any other format then the import will fail and the file may need to be edited using a word processor before it can be successfully imported. See [List File Formats](#) for information on the required format.

Index File Formats (Advanced Topic)

Terrapin FTP will successfully import a wide range of index file formats as used by the major FTP Sites. As there are no standards for the format of index files there will inevitably be circumstances when indexes are encountered in a format which cannot be successfully read by Terrapin FTP. The purpose of this article to provide guidance to the advanced user who wishes to be able to manually edit such files to place them in a format which Terrapin FTP is able to interpret.

Terrapin FTP requires indexes to be in plain ASCII format. If an index is prepared using a word processor then the user should remember to save the file as a Text (*.txt) file.

Location of filename and description information in an index

Indexes may either be in columnar format in which case Terrapin FTP assumes the filename will be found in the left hand column and the file's description in the right hand column or in non-columnar format in which case Terrapin FTP assumes the filename to be the first word of each line and the description the remaining words. Terrapin FTP supports columnar indexes containing headings and other information which break the column format as long as such information occupies less than 30% of the file.

Multiline descriptions

Terrapin FTP supports multiline descriptions for columnar format index files. A description is deemed to end when a new filename is found in the left-most column of the file. For non-columnar index files, second and subsequent lines of a description are ignored.

File Name Formats

Terrapin FTP supports a number of file name formats with varying degrees of preference. Each file referenced in the index is tested against every known file and the description is assigned to the file with a filename match of the highest level of preference.

Filename matching rules comprise (in descending levels of preference):

- a full match - the filename and file extension match completely. For example an index filename ILLUSTRATION.TXT matches the known filename ILLUSTRATION.TXT
- filename match - filenames match but extensions differ or a not provided in the index. For example an index filename ILLUSTRATION.TXT matches the known filename ILLUSTRATION.DOC
- wildchar match - the filename in the index includes wild characters (*,_,?,\$,%,-,@,~,#) and a filename match is achieved if the wild characters are taken into account. For example an index filename ILLUS*TION.TXT matches the known filename ILLUSTRATION.TXT
- sub-folder match - the index filename includes the name of subfolders which are appended to the left of the filename but exclude folder delimiters (/) For example an index filename ILLUSTRATION.TXT matches the known filename RATION if RATION is in a folder/ILL/UST/
- partial match - the index filename matches the rightmost or leftmost part of the known filename. For example an index filename ILLUST matches the known filename ILLUSTRATION.TXT

If the index includes path details then the path must match the path of the known file (relative to the folder to which the index is applied) in addition to one of the above tests being successful.

Site List File Formats (Advanced Topic)

Terrapin FTP requires the list file to be in the format which is usually produced by a UNIX ls-lr command. If the file is any other format then the import will fail and the file may need to be edited using a word processor before it can be successfully imported. The purpose of this article is to provide guidance to the advanced user who wishes to make extensive use of the import list file facilities offered by Terrapin FTP. It is unlikely that the information contained within this article will be required by the majority of users.

Terrapin FTP requires site list files to be in plain ASCII format. If a site listing is prepared using a word processor then the user should remember to save the file as a Text (*.txt) file.

The site list file should contain a sequential list of the contents of one or more folders in the following format:

{Folder Name}:

{total x} (optional)

{File Attributes} {Number} {File Owner} {Created By} {File Size} {Created Date} {File or Folder name}

.

.

.

{File Attributes} {Number} {File Owner} {Created By} {File Size} {Created Date} {File or Folder name}

The {Folder Name} may be absolute or relative to the folder to which the list file is to be imported.

The first digit of the {File Attributes} signifies a file (-), folder (d) or link (l).

For a link the {File or Folder Name} should be in the format {Link Name} {->} {Link Path}

The site list file may contain any number of blocks in the following format. A block may be separated by blank lines,

Search Menu commands

The Search menu offers the following commands

- | | |
|----------------------------|--|
| <u>Find File</u> | Searches the current server for files. |
| <u>Find Next</u> | Finds the next file meeting the search criteria. |
| <u>Search the Internet</u> | Performs an Archie file search across a number of Archie Search Servers. |

Find File (Search Menu)

See [Searching for Files](#)

Shortcuts

Toolbar:



Find Next (Search Menu)

See [Searching for Files](#)

Searching For Files

Toolbar Shortcut:

Terrapin FTP enables you search areas of the FTP Site which have been previously visited to quickly find the right resource.

Searches can be based on the format of the filename and/or on words contained in the file's description.

To run a search:

1. Click on the folder you wish to search in the Folder Window. If you wish to search in all folders click the Server icon at the top of the Folder Window.
2. Select **Tools...Find File** from the main menu.
3. When the Find Files dialog box is displayed, enter the file name (may contain wildchars) and or a phrase contained in the file's description
4. Deselect the **Include Subfolders** check box if you do not wish to search in the subfolders of the current folder.
5. Click **Find Now**.

Terrapin FTP locates the first file which matches the search criteria.

To find the next file matching the search criteria:

either

1. Select **Tools...Find Next** from the main menu.

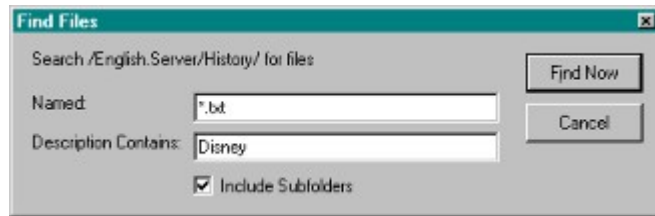
or

2. Press <F3>

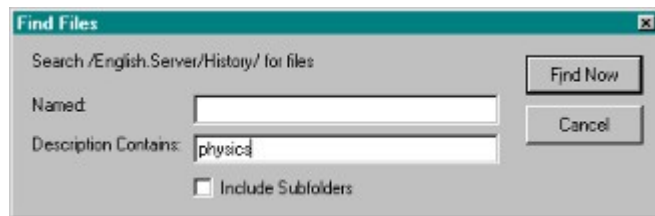
```
{button Example,PI(``,`search_example')}
```

Search Examples

Searches for any file with extension 'txt' where the description contains 'Disney'. Looks in the current folder and all subfolders of the current folder.



Searches for any file in the current folder with a description which contains 'physics'



Search The Internet (Search Menu)

Shortcuts Toolbar: 

Search the Internet allows you to perform an Archie Search for files/directories contained on FTP Servers throughout the world. By default, the Archie Search will search for the substring, so you do not need to know the whole file/directory name to successfully find a correct match. See [Archie Search Options](#).

To perform an Archie Search;

- 1) Open the Archie search Window from the Search Menu. See also Archie Search Options
- 2) Input the name or part of the file name you wish to find in the 'Search for' section.
- 3) Select an Archie Server from the drop down list 'Using Archie Server' or type in your own Archie Server host address.
- 4) Then click the 'Search' button to start your search. (The 'Search' button will then change to 'Stop' allowing you to terminate the search whenever you wish)
- 5) The search results will be displayed in the main Archie Search window. (Note - The Archie Server does not always provide accurate information regarding the 'File Size'. If the 'File size' appears inaccurate, more often than not it will be correct on the actual host Server.)

Terrapin Archie search then offers you a number of options;

- 1) If you highlight a file in the main Archie Search window, the 'Get File' command will connect to the Server where the file is held and retrieve the file. The file will be saved in your default download directory. You can also retrieve the file in the same way by dragging it

to the shell. (To change your default download directory see [Server Options Dialog](#)).

2) Dragging a chosen file to any part of the Terrapin FTP Browser window initiate a connection with the Server holding the file. Terrapin will then go directly to the directory containing the file, exactly as if you connected to a new Server and put in the directory path in the 'Root Directory' input box. This command will not automatically retrieve the file. It gives you the opportunity to seek further documentation etc. If you then wish to download, retrieve the file in any of the Terrapin FTP Browser's file retrieval methods.

3) You can add to your search results by changing the selected Archie Server. If you search on a different Server, the results will be added to your previous results. Different Archie Server search results will not be duplicated i.e. if the first search locates file xxx.xxx with FTP Server location yyy.yyy.yyy then the next Archie search you carryout will only add new locations to your previous results, thereby not duplicating useless information.

4) The 'Clear Results' command will clear the main Archie Search window allowing you to carryout a fresh Archie Search.

5) You have the option to 'Copy URL's to Clipboard'. The option allows you to then open a suitable program (such as Note or WordPad), and then 'Edit' 'Paste' the URL's from the clipboard into the program. This facility allows you to then annotate the results as required and also to save the Search results.

Archie Search Options

There are four options that can be used when carrying out an Archie search. To enable or disable a search option, click the appropriate radio button on the Archie Search main window.

1) **Search Substring** is the default setting. This option performs a simple substring match. A match occurs when the user entered substring is contained in the file name on the Archer Server's database. e.g. if the substring 'ver' was entered, all files containing the sequence 'ver' would be shown.

2) **Search Substring (case sensitive)**. This option searches the Archie database as above, but the case of the substring is used to match results.

3) **Exact Match**. Matches will only occur when the input string exactly matches a file name.

4) **Regex**. The Regex option allows you to search substrings with the use of special control characters. Without using the special control characters, a Regex search would give the same results as a normal Search Substring. The following examples demonstrate the use of the special characters;

a) with * following a character means you will get a match if part of the string contains nil or more of that character. For example the input string 'a*terra' would find the files 'terra' 'aterra' 'aaterra' 'aaaterra' etc.

b) with a dot in front of the .* the search will match any number of any characters preceding the string. e.g. the input string '.*terra' would match any file ending with 'terra'. The .* can also be placed at the end of the string to form matches based on ending of a file. e.g. 'terra.*' any file beginning with 'terra'. (Note the input string '.*terra.*' would therefore give exactly the same result as searching a standard Search Substring with the input string 'terra').

c) the use of square brackets [] in string will match files with any characters in the brackets at that point in the string e.g. 'terra[123].*' would find 'terra1.txt' 'terra2.txt' 'terra3.exe' but would not find 'terra4.txt' (Note the use of the '.*' at the end of the string finds all files with 'terra[123]'). If you knew that you were looking for a '.txt' file then the input string would look like this 'terra[123].txt'

d) the use of the ^ symbol matches the exact opposite. e.g. to use the square brackets example above, the input string 'terra[^123].*' would find 'terra4.txt' but would not find 'terra1.txt' 'terra2.txt' 'terra3.exe'

Finding Files on the Internet

Terrapin FTP Browser is equipped with two methods of searching for files both of which are found in the Search Menu.

Method 1) Searching For Files allows you to search a remote FTP Server in the same ways as you would find a file/Directory using Windows 95/NT Explorer. This facility allows you to search all, or any of the directories you have been to. It can therefore be done off-line by opening up the Server Site Map of the server you wish to search.

Method 2) Search The Internet allows you to carryout an Archie Search for a specific file or directory. With the Archie Search function Terrapin FTP Browser places at you finger tips access to a number of Archie databases that contain the location of millions of files across the whole of the Internet.

Macro Menu commands

Start Recording a Macro Opens the Terrapin FTP Macro window. Start recording a Macro.

Run/Edit Macro Opens the Macro Window which allows you to run and edit previously recorded macros.

The list of help available for the Macro functions are as follows:

Macro Allows you to record a number of transactions and replay in one on-line operation.

Macro Tool Bar commands (Macro 'On')

Pause Recording Pauses recording whilst still leaving the Macro 'On'.

Continue Recording Restarts recording after pausing the Macro.

Stop Recording Stops recording and switches off the Macro.

Edit Macro Allows you to edit the Macro you are currently recording.

Run Macro Starts to run the Macro you are currently recording.

General Macro Commands (Macro 'On' or 'Off')

Editing a Macro The ways in which you can edit your Macros.

Control Groups Control Groups allow you to plan for contingencies.

Resume Interrupt Transfer Macro Resumes the File Transfer at the point communications were broken.

Saving Macros Saving previously recorded Macros to replay.

Using The Macro Function

The Terrapin FTP Browser's Macro function allows you to record, **off-line**, an infinite number of operations across many different Servers/directories/subdirectories/folders/files and replay the operation in one on-line transaction.

Not only does this save valuable connection time, but you will find in many cases it is quicker to record and perform a Macro when you wish to carryout multiple tasks. A simple

example to test this out would be to pick say three previously unvisited servers and ask the Macro to open each in turn to build the root directory Server Map. You may be surprised how quickly the Macro will perform it's tasks, it's certainly much quicker than it can be done manually, and just see how little time is actually spent on-line!

One way the Macro could be of real benefit is to have it 'On' all the time, but in 'Pause' mode. Then when you are looking at FTP sites, if you find something of interest simply start recording the transaction you wish to carryout, (e.g. retrieve file) then 'Pause' the Macro and carry on browsing. In this way you can build a list of transaction across many Servers and replay in one hit.

The Macro is specifically designed for recording actions that create new Server Site Maps or to alter previously saved Server Site Maps from your archive. If you have used Macros in the past you will be relieved to hear that not every mistake, trivial, or unnecessary action will be recorded. (i.e. during recording, if you click 'View' and change some options, these commands will not be shown in the Macro). With the use of intelligent record filtering, Terrapin makes sure you do not save commands that have no relevance to the Site Map/Maps you are recording

Once recording is activated, you may record any of Terrapin FTP Browser's Server Map manipulating functionality e.g. refresh folder/directories, download file/files, open a new server and refresh to a specified level of sub directories etc.etc.etc.

There are no limits to the number of Server Maps the Macro can open, the number of Steps it performs, or the number of Control Groups it can employ. The Macro is a powerful tool that allows you to program Terrapin FTP Browser to do what you want, when you want it. For more information see the Help sections in [Macro Menu command](#).

See [Macro Menu Commands](#) for more information on the functionality of Macros.

Start Recording command (Macro Menu)

Shortcuts Toolbar: 

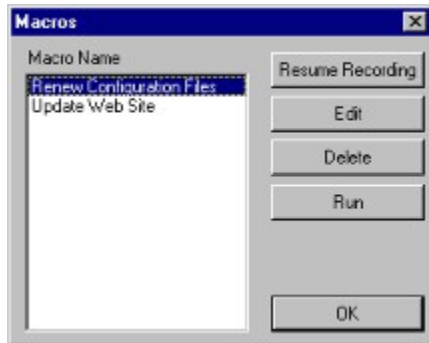
Click 'Start Recording' from the drop down menu switch on the Macro function. This will automatically open the record Macro Icon Bar, as shown below. (The Macro Icon Bar can be dragged to the icon menu if you wish, or any where that's most convenient to you. So can the Main Icon Bar)



Once the Macro Icon Bar appears you are recording your Macro (note the Continue Recording button is greyed out).

Run/Edit Macro (Macro Menu)

Clicking 'Run/Edit Macro' from the drop down menu opens the Macro Window.



Displayed will be the list of Macros previously recorded. Select the Macro you wish to perform an operation on (i.e. Renew Configuration Files is selected in the above example). Then choose the appropriate command using the buttons on the right of the window.

Resume Recording

'Resume Recording' will restart recording the selected Macro.

Edit

'Edit' will allow you to edit the macro. See [Editing Macros](#).

Delete

'Delete' will remove the Macro.

Run

'Run' will start the Macro that is highlighted.

Pause Recording (Macro Tool Bar)



The Pause Recording allows you to temporarily pause the Macro recording without actually stopping the Macro recording function. For example, it may be useful when you want to check the contents of an archived Server Map that may become part of the Macro, but you do not wish the opening of the Server Map to be recorded at this time.

It also allows you to have the Macro function Open, but Paused so that when browsing you can Start recording again to add the transaction to the list. See [Using the Macro Function](#)

The Pause Recording function does not need to be used if you want to edit the macro during recording. All the edit commands carried out when working in the Edit Macro Window will not form part of the Macro command structure, only your intended results will be recorded. See [Editing a Macro](#)

Continue Recording (Macro Tool Bar)



The Continue Recording allows you to restart recording the same Macro after the Pause Recording function has been used. See [Start Recording a Macro](#). See [Pause Recording](#)

Stop Recording (Macro Tool Bar)



Stop Recording will stop recording the current Macro and switch off the Macro Function. You will still be able to Run or Edit the Macro. See [Editing a Macro](#).

Edit Macro (Macro Tool Bar)



Edit Macro from the Macro Tool Bar allows you to edit the Macro you are currently recording without switching off the Macro Record Function. There is no need to 'Pause' the Macro first although it does not matter if you do so. If you have 'Paused' the macro simply click 'Continue Recording' when you have finished that particular edit session. See [Pause Recording](#). See [Continue Recording](#).

If you wish to edit a Macro you have previously recorded, see [Run/Edit Macro](#).

Once you have established the mode for editing, then see [Editing Macros](#).

Run Macro (Macro Tool Bar)

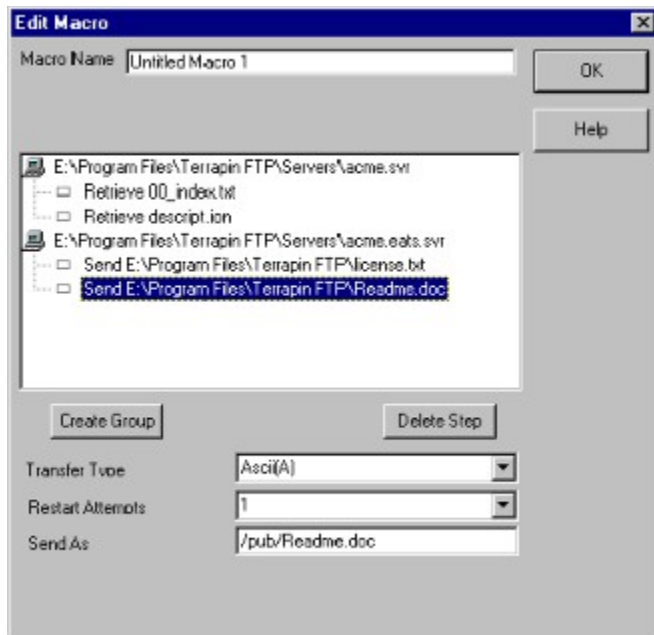


Run Macro from the Macro Tool Bar allows you to run the Macro you are currently recording without switching off the Macro Record Function.

If you wish to run a previously recorded Macro see [Run/Edit Macro](#).

Editing Macros

To open the Edit Macro window as shown below, see either [Edit Macro](#) or [Run/Edit Macro](#).



The Edit Macro dialog enables you to refine the sequence and properties of the steps which were recorded in a macro. Each step is associated with a server file. The order in which steps are performed can be changed by dragging and dropping within a server. The sequence in which server files are opened can be changed in a similar manner.

Each step has a number of associated properties. Properties can be modified by highlighting a step and selecting the property to modify.

Control groups can be introduced which enable actions to be taken based on the success or failure of a step when the macro is run. See [Control Groups](#) for more information.

The example above shows a simple Macro that when run will open the Server Site Map *acme.svr* and retrieve the two files shown below the server. The Macro will then open Server Site Map *acme.eats.svr* and send two files to the server.

Note Restart Attempts is a Mandatory Property. Some value must be entered when either sending or retrieving files. The default value is three. [Resume Interrupt Transfer Macro](#).

All the Steps in the Macro can be edited or deleted. Simply click on the Step to be edited (in the above screen shot 'Send E:\Program Files\Terrapin FTP\Readme.doc' is highlighted ready for editing). The Step can then be dragged to a different position or deleted using the 'Delete Step' button.

As a safe guard, it is impossible to drag a specified file (Step) outside its appropriate Server Site Map location i.e. to try and drag 'Retrieve 00_index.txt' into the *acme.eats.svr* Map location will not succeed as the file does not exist on that server. You can however drag the Server Map complete with all the steps to alter the order in which the Server Maps are opened. There is also no limit to the number of times the same Server Map may be opened

in the one Macro.

Once highlighted, the appropriate 'Transfer Type' will automatically be selected, you can however manually override if so required (remember as a rule choose *Ascii(A)* for any documents that are readable to humans and *Image(I)* for documents that are in some form of computer code.)

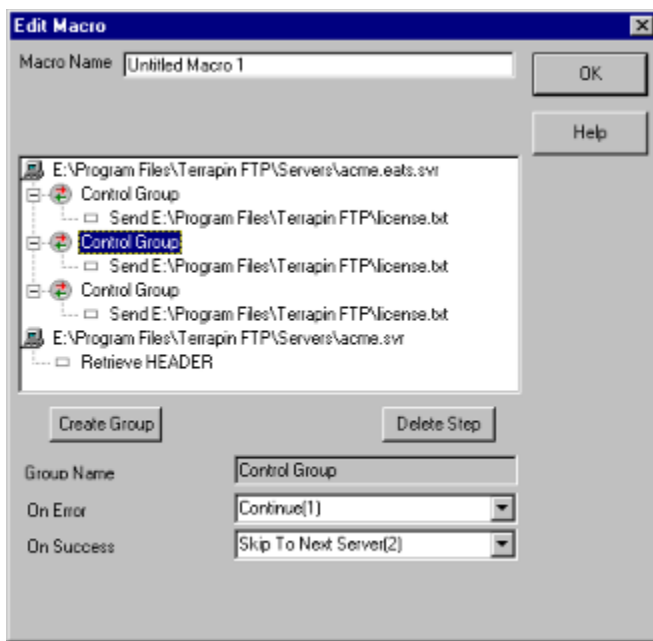
If necessary, the 'Send As' or 'Retrieve As' file paths can also be changed.

Control Groups (Macro)

The use of the 'Control Group' icon further allows you to customise your Macro and insert commands to allow for contingency situations.

To create a control group, highlight the step you wish the control group to start from by clicking it. The 'Create Group' button will be activated and when pressed the control group icon will appear directly above the step highlighted. Then simply drag the Step (or Steps) you want the control group to monitor on to the Control Group itself. When the Macro Step appears from a branch of the Control Group, the relevant Step (or Steps) will be monitored by the Control Group when the Macro is run.

The following example demonstrates how the Edit Macro Window should look with correctly positioned Control Groups.



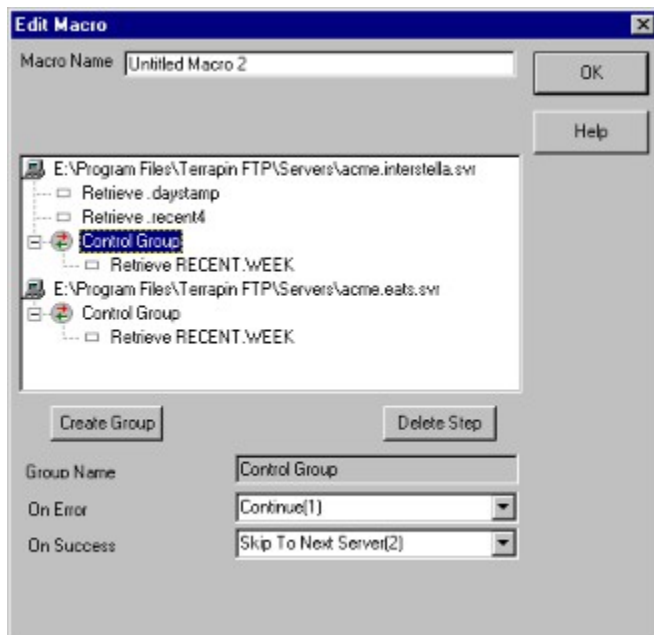
This simple example contains three 'Control Groups' that all relate to the *acme.eats.svr* and all are to control the sending of the same file 'license.txt'. In our hypothetical example license.txt is an important document that must be sent even if all other steps fail e.g. due to the other server (*acme.svr*) being down.

The 'Control Group' dictates what Step the Macro will jump to depending on whether the transfer is successful or not. In the above screen shot, the second 'Control Group' is highlighted and it can be seen that 'On Error' the Macro will continue to the next step i.e. send 'license.txt' again. On success however, the Macro would 'Skip to Next Server(2)' (in this case *acme.svr*) so as not to perform the same operation twice.

To finish the explanation of the example above, the first Control group would say exactly the same as the second i.e. if error continue to next step, if success then next server. The third control group would tell the Macro to go to the next Server Map regardless i.e. both boxes would state 'Continue(1)'.

So far the example depicts Control Group's being used to monitor the sending of a file, the Control Groups can be used to monitor actions that either send or receive

The following example demonstrates the operation.



In this example, retrieving 'RECENT.WEEK' from *acme.interstella.svr* is the priority, and we know that RECENT.WEEK is mirrored on *acme.eats*. However, we also want to retrieve 'daystamp' and 'recent4' from the first server (*acme.interstella.svr*).

Placing the 'Control Group' in the appropriate place allows this to be done, and should we fail to receive RECENT.WEEK from the first Server Map the Control Group tells the Macro to 'Continue(1)' i.e. to continue to the next Server Map. Should we have been successful, then by the command 'Skip To Next Server(2)' the Macro will end as there is no such server.

Resume Interrupt File Transfer Macro

The Resume File Interrupt Transfer in a Macro allows you to pre-program the number of times you wish to invoke the Resume Interrupt File Transfer command when the Macro is run.

The function is set-up when Editing a Macro.

Saving Macros

Macros will automatically be saved when you exit Terrapin FTP Browser. Macros can be removed by clicking the Delete button in the Macro Window. See [Run/Edit Macro](#).

Help menu commands

The Help menu offers the following commands, which provide you assistance with this application:

Index Offers you an index to topics on which you can get help.

Using
Help Provides general instructions on using help.

About Displays the version number of this application.

Index 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 Terrapin FTP and various types of reference information.

Using Help command (Help menu)

Use this command for instructions about using Help.

About command (Help menu)

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

Context Help button

Use the Context Help button to obtain help on some portion of Terrapin 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 Terrapin FTP window, such as another Toolbar button. The Help topic will be shown for the item you clicked.

Shortcut

Keys: SHIFT+F1

Stop Communications Button

Breaks the current conversation between Terrapin FTP and the remote FTP Server. The transaction which is in progress when this button is pressed will complete with an error.

Title Bar

The title bar is located along the top of a window. It contains the name of the application and document.

To move the window, drag the title bar. Note: You can also move dialog boxes by dragging their title bars.

Size command (System menu)

Use this command to display a four-headed arrow so you can size the active window with the arrow keys.



After the pointer changes to the four-headed arrow:

1. Press one of the DIRECTION keys (left, right, up, or down arrow key) to move the pointer to the border you want to move.
2. Press a DIRECTION key to move the border.
3. Press ENTER when the window is the size you want.

Note: This command is unavailable if you maximize the window.

Shortcut

Mouse: Drag the size bars at the corners or edges of the window.

Move command (Control menu)

Use this command to display a four-headed arrow so you can move the active window or dialog box with the arrow keys.



Note: This command is unavailable if you maximize the window.

Shortcut

Keys: CTRL+F7

Minimize command (application Control menu)

Use this command to reduce the window to an icon.

Shortcut

Mouse: Click the minimize icon on the title bar.

Keys: ALT+F9

Maximize command (System menu)

Use this command to enlarge the active window to fill the available space.

Shortcut

Mouse: Click the maximize icon on the title bar; or double-click the title bar.
Keys: CTRL+F10 enlarges a document window.

Close command (Control menus)

Use this command to close the active window or dialog box.

Double-clicking a Control-menu box is the same as choosing the Close command.

Shortcuts

Keys: CTRL+F4 closes a document window
 ALT+F4 closes the Terrapin FTP window or dialog box

No Help Available

No help is available for this item.

No Help Available

No help is available for this item.

WWW and Terrapin FTP Browser

Whenever you come across a link on the World Wide Web that starts with ftp:// the link will be taking you to an FTP site. FTP is the standard for transferring files across the Internet. In fact, using the http:// protocol to download files is somewhat inefficient and is slower. For this reason most links that actually download files, especially large files, will be links to FTP sites.

Whenever you find a link starting with ftp:// there may be advantages to using Terrapin FTP Browser to connect to the FTP Server:

- Terrapin FTP Browser is dedicated to supporting the FTP protocol standards
- By using Terrapin FTP Browser you can then view the Directory structure of the FTP site
- You can then save the Server Site Map and browse it off-line
- There may be more of interest to you on the FTP Server than just the link from the web page
- You will probably find that your web browser does not support Resume Interrupt File Transfer

There a number of ways you can use Terrapin FTP Browser. If you want to 'open up' the Sever, just type the FTP Server address in to the New Connection dialog box. If you want to go straight to the directory in question, also type in the Root Directory path.

Alternatively, dragging the URL of the file from your Web Browser to the Terrapin FTP Browser Window will start the connection (this function works with most Web Browsers that support drag drop). Terrapin FTP Browser will open the directory in exactly the same way as if you manually typed in the Server address and Root directory file path. All the files contained in the directory will then be displayed allowing you to see what else is there before you download.

Defining Double Click Options

Terrapin FTP Browser allows you to customise the response to a double click. The options are;

- 1) Download and launch the program, this is the default setting. See [Download and Launch](#).
- 2) Tag a file, or untag a previously tagged file [Tagging Files](#).
- 3) View the file. See [View Files command](#).

For information on how to change the default double click setting see [System Options Dialog](#).


Download and Launch (double click)


This is the default setting for a double click of the left mouse button. With this option, if you double click a file on a remote Server, the file will be retrieved and launched in the appropriate program on the your computer. For example, if the file ends in .doc, then the file will be displayed in whatever program your computer normally displays .doc files e.g. Word, WordPad etc. Similarly, if the file is a bitmap or a GIF file, then your graphics package will be launched and the file displayed etc.

Should you download a file with an unusual or unknown file ending the default program will be launched. The default program is Notepad. If you wish to change your default program see System Options Dialog from the View menu.

Local File Indicator Icons

To help navigation of your Server Site Maps, when a file is retrieved, a Local Indicator icon is displayed next to the file icon in the file window of Terrapin FTP Browser. This provides you with a record of which files have been retrieved from the server.

Whenever you refresh the folder, the Local Indicator icon will be updated. If it stays green  then this tells you that the file is the same as the one you previously downloaded. If the Local Indicator Icon turns red

 then the file on the remote Server has been updated.

Should you download a file that you have previously downloaded and that has not been updated (i.e. the Local Indicator is green after refresh) then the file will be retrieved from your local computer to save making a needless connection.

