1st Choice FTPPro2000 Help Topics

Overview: A general description of the entire program.

Profiles: How to configure the **FTP** sites that you will be connecting to.

Panes: The user interface that is used to display Drives, Files and Folders.

Copying Files: How to transfer Files between your computer and an FTP site.

Right-Click Menu: Used to Add New Folders, Rename, and Delete.

Background Processing: You may perform other tasks while Files are being transferred.

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Although this program does not include technical support, you may send comments to the author at the following Email address: comments@ftppro.com

Our Website is located at: http://www.ftppro.com

1st Choice FTPPro2000 Overview

This program will enable you to copy Files and Folders between your local computer and a remote File Server, using the **FTP** protocol. ***Before using this program, you must first establish a connection between your computer and the internet.***

While reading this Overview, you may click onto any underlined **Hyperlink** to view a complete description of that particular Topic. The **Index** contains an alphabetical list of all the Topics contained within this Help File.

1st Choice FTPPro2000 looks and acts like **Windows Explorer**, with the following differences:

FTPPro2000	**Windows Explorer**
1. Has **Four Panes**: Two for your Local Computer, and two for any FTP site.	Has only two Panes.
2. Uses the **Left Mouse Button** to **Copy Files** from one Pane to another.	Uses the **Right Mouse Button** to Copy Files.
3. Only **Copies** Files; does not **Move** Files. (***Moving*** a File causes it to be **Deleted** from it's original location.)	A **Left-Mouse Drag** causes a File to be **Moved**.

You must create a **Profile** for each FTP site that will be accessed.   This program initially contains one **Sample Profile**, which contains the address for Microsoft's anonymous FTP site.

Right-Clicking an icon will display a **Dropdown List,**   which allows you to **Rename** or **Delete** the selected File, or to **Create a New Folder.**

Copying Files

Before reading this topic, you should first be familiar with the **Four Panes** , and the methods which are used to **Select Items**.

Files and Folders may be copied from one Folder, to a different Folder, using the **Drag-and-Drop** method. Each **Drag-and-Drop** operation consists of the following actions:

1. **Select the Source Item(s):**   These are the Files and/or Folders that you wish to copy **From**. Remember that *multiple* Files and/or Folders may be *Selected* on a **ListView**, but only *one* Folder may be *Selected* on a **TreeView**.

2. **Begin the Drag:**   While the pointer is over one of the Selected items, hold down the left mouse button and move the mouse. You will see a *Drag Icon* which indicates the Source of the Drag (**Local Computer** or **FTP Site**).

3.   **Point To the Destination Item:**   While holding down the left mouse button, move the mouse pointer to the **Folder** or **Drive** that you wish to Copy **To**. You will notice that the *Drag Pointer* is displayed as a '**Stop Icon**' (a circle with a slash) until the *Drag Pointer* is over a valid Destination Item.

4. **'Drop' the Files:** The Drag is completed when the left mouse button is released. If the mouse pointer is over a valid Destination Item when the Drag is 'Dropped', then you will be prompted to verify that you wish to copy the Selected Source Items.

If the Source or Destination of a Copy process is an FTP site, then the **Communications Status** screen will be displayed. It's functions are discussed in the following topic: **Background Processing**

Profiles

The **Profiles Screen** will enable you to *Add*, *Edit*, or *Delete* a **Profile** Record for each FTP site that you wish to access.

Displaying the Profiles Screen: Click the **Profiles** option on the Main Menu, or press **[Alt P]**.

Active Profile: The Listbox on the left side of the Profiles Screen will display all of the Profiles that you had previously entered.   After a Profile has been Selected in this Listbox, checking the **Active Profile** box (on the upper-right portion of the Profiles Screen) will cause that Profile to become the **Active Profile**. When the **Profiles Screen** is *Closed* (by clicking the **Close** button, or pressing **[Esc]**), the program will connect to the FTP site of the **Active Profile**, and it's Files and Folders will then be displayed.

When the **Profiles Screen** is *Closed*,   if the Selected Profile had **not** been checked as the **Active Profile**, then the program will ask if you would like for the Selected Profile to become the **Active Profile**.

Default Profile: If this box is checked (on the lower-right portion of the screen), then this Profile will be used whenever the program is initially run.

Editing an Existing Profile: Selecting a Profile in the Listbox will cause it's fields to be displayed for editing on the right side of the Profile Screen.

Canceling Changes While Editing: While you are editing an existing Profile Record, you may click the **Cancel Changes** button to cause all of the Record's fields to revert to their stored values.

Adding a New Profile: Clicking the **New Profile** button will cause a new, blank Profile Record to be displayed. After you have completed all of the required fields, clicking the **Add Profile** button will cause the New Profile's name to be added to the Listbox. If you change your mind and do not wish to Add a New Profile, then simply click onto an existing Profile Name in the Listbox.

Deleting a Profile: As there must always be at least One Profile in the system at all times, the program will only display the **Delete Profile** button when *more than one Profile* is displayed in the Listbox, and when an existing Profile is currently selected. Clicking the **Delete Profile** button will then cause the selected Profile to be Deleted.

Required Profile Fields

The following fields (which are indicated on the screen by an asterisk) are

required, and must always contain valid data before a Profile may be stored:

Profile Name: Although a unique name is not required, it is recommended that you do not assign the identical name to different Profiles.   The **Profile Name** is used only for your reference.

FTP Address: This is the address which is used to connect to the FTP site. Do not confuse an **FTP** address with a **URL** or **Email** address. A **URL** address normally begins with '**http://www**'; an **FTP** address *never* begins with those characters. An **Email** address normally contains the '**@**' character; an **FTP** address *very rarely* contains that character.

User ID and **Password:** Unless you have checked the **Anonymous** box, the **User ID** and **Password** must be completed. An **Anonymous** FTP site does not require a **User ID** or **Password**.

Optional Profile Fields

Initial Directory: You may select the path which the program will navigate to, whenever a connection is made with that Profile. The **Initial Directory** represents the '*highest branch of the tree*';   you may not navigate to folders which exist 'higher than' the **Initial Directory**.

Comment: This field is used only for your reference.

The Four Panes

The main program screen is comprised of the following **four quadrants**:

1.   Local TreeView (***Upper-Left Pane***)**:** The 'root' of this view is an icon representing your computer. All of the storage devices attached to your computer will be displayed as **Drive** icons. A **TreeView** only displays **Folders** (and ***not*** **Files**).

2.   Local ListView (***Upper-Right Pane***)**:** This view will display a list of all the **Folders** and **Files** which are contained within the path that is currently selected on the **Local TreeView**. Before displaying items on the **Local ListView**, you must first select the desired path on the **Local TreeView**.

3.   FTP TreeView (***Lower-Left Pane***)**:** The 'root' of this view is an icon representing the world. All of the folders contained ***beneath*** the **Initial Directory** (which you will select for each FTP site on the **Profiles** screen) will be displayed.

4.   FTP ListView (***Lower-Right Pane***)**:** This view will display a list of all the **Folders** and **Files** which are contained within the path that is currently selected on the **FTP TreeView**. Before displaying items on the **FTP ListView**, you must first select the desired path on the **FTP TreeView**.

Expanding and Collapsing Nodes On a TreeView

Any Node of a TreeView may be ***expanded*** by either clicking the little '**+**' character to it's left, or by pressing the Plus key on the numeric keypad when that Node has been selected. A Node may be ***collapsed*** by clicking the little '**-**' character to it's left, or by pressing the Minus key on the numeric keypad.

Selecting Items

TreeView: Only one item may be ***Selected*** at a time; either by clicking on the item, or by using the arrow keys to move the focus to the item.

ListView: Using the following techniques, multiple items may be ***Selected*** at the same time.

[Control Click] The item with the focus will be toggled between ***Selected*** and ***Unselected***.
[Shift Click] ***All*** of the items **between** the item with the focus and the ***Last Selected Item*** will become ***Selected.***

Refreshing the Views

Clicking the **Refresh** option on the Main Menu (or pressing **[Alt R]**) will

cause all four Panes to be redrawn to reflect the current contents of your local computer, and of the currently selected FTP site.

This option is useful if file operations are occurring outside of this program, or if your internet connection ever needs to be reestablished after you are disconnected.

Resizing the Panes

When the cursor is moved directly over the border between any two Panes, the icon for the pointer will change to a 'double arrow'. You may then hold down the left mouse button and 'drag' the border in either direction. Moving the pointer directly over the point where all four Panes intersect will cause the pointer icon to change to a '4 headed arrow',   allowing you to change the size of all four Panes at once.

When the program is **Exited**, the currently selected *Pane Sizes* are automatically stored for you.   The Panes will then be the same size the next time the program is run.

Communication Status Screen

The **Communication Status Screen** is displayed while files are being transferred between your local computer and an FTP site.

Background Processing

Clicking the **Hide Program** button on this screen will cause the FTPPro2000 program to be **Minimized**.

While this program is Minimized, you may perform other tasks on your computer. The files will continue to be transferred, even while other programs are running.

After you have minimized this program, you can return to the **Communication Status Screen** at any time by holding down the **[Alt]** key while pressing **[Tab]**, until the **FTPPro2000** icon is selected.

Cancel Communication

You may terminate a Communication session at any time by clicking the **Cancel Communication** button on this screen. The file transfer will be immediately stopped, so if a file is currently being copied then it will **_not_** be an exact replication of it's source.

Right-Click Menu

Clicking the right mouse button will cause a Dropdown Menu to be displayed. Any of the following actions may be performed to the item that is selected on the current view:

1. **New Folder:** A New Folder will be created in the path that is currently selected on the **TreeView**. The New Folder's name will appear in an Editbox at the bottom of the **ListView**, allowing you to replace the Initial Name (i.e. ***New Folder(1)***) with a different Folder Name.

2. **Rename:** The selected File or Folder's name will appear in an Editbox. When you are finished editing the Name, you may press **[Enter]**, or click onto a different item on the screen. Pressing **[Esc]** will cause the Rename process to be terminated, and the old name will remain unaltered.

    You may also perform the* Rename *action by single-clicking an Item's Name after it has been Selected.

3. **Delete:**   In a **ListView** pane, you may select ***Multiple Files*** to Delete. If a **Folder** is selected for Deletion, then all of it's ***Sub-Folders*** will also be Deleted.

    You may also perform the* Delete *action by pressing the* [Del] *key after an Item has been Selected.

FTP : The **File Transfer Protocol** is a method by which files may be copied
between your computer and a remote server. Here is a comparison
between the FTP method, and Email:

FTP Method	**Email**
1. The file is transmitted *immediately*. by the	Is sometimes delayed
Internet Provider.	
2. FTP Files may be accessed by *anyone* who by the	May only be accessed
has the correct **Username** and **Password**.	Recipient.
3. The **file sizes** have virtually no limitation, often limited by	Email file sizes are
other than the size of your hard disk	the Internet Provider.
4. Transmission speeds are generally faster then Email.	