

B E E H I V E

ftp v forms

The fastest, most secure way to send and
receive forms and files across the Internet

Manual for Macintosh Versions

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Part A - Beehive ftp overview

1 Overview

Beehive ftp forms is a drag and drop ftp client that permits html forms to be completed offline and batch uploaded to an ftp server somewhere on the net. The Beehive ftp forms application works as part of a system that includes any standards compliant ftp server and the Beehive ftp manager. All Beehive connections are TCP/IP and may be made directly or through PPP or Multilink PPP.

Beehive ftp forms is equally suitable for environments where a 3rd party Internet Service Provider (ISP) is providing Internet access services and hosting the ftp server or where a company is using it's own Intranet for ftp hosting.

Figure 1 - ISP provides access services and ftp hosting services

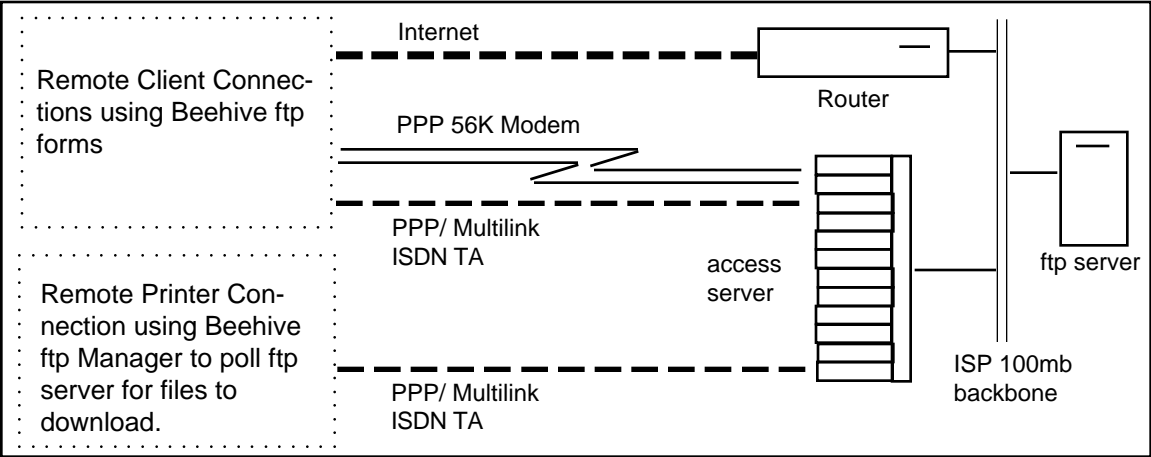
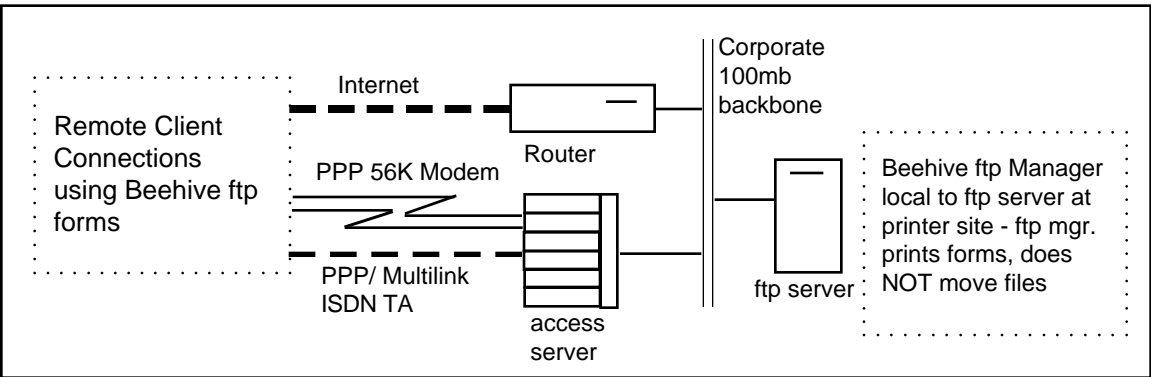


Figure 2 - Company provides access and ftp host services



Setting up a Beehive system has four components:

- 1) the administrator must create the Beehive "send" directory on the ftp server and ensure that there is a userID and password that gives read/write access to this directory;
- 2) the administrator installs the Beehive ftp manager and creates the secure key for access to the ftp site using the read/write UserID and password. Beehive ftp forms uses a "secure key" system that hides the path and log-in information for the ftp site so that many users may send to the same directory without visibility into other people's transactions.
- 3) the administrator creates the customized client installers with custom form, splash screen, site key and serial number (see appendix B). The administrator will usually create one or more custom html forms for inclusion with the client, prior to distributing the client software. After the form is created with any html editor (e.g. Pagemill or BBedit) it is converted into a Beehive form using the Beehive forms converter (see appendix A). The administrator may also change the client "splash" screen using ResEdit.
- 4) the Beehive ftp forms client application is installed at the user's location along with the secure key and any custom forms. Once the Beehive ftp forms client self extracting archive is decompressed, the user must run the Beehive ftp forms application and enter his user information before he may start to send jobs.

Once everything is configured, jobs may be sent using the Beehive ftp forms 1-2-3 procedure:

- 1 - Drag a folder onto the Beehive icon;
- 2 - Fill out the form that pops open;
- 3 - Click send and the job will be sent to the ftp server.

Beehive also uses a simple 1-2-3 receive operation :

- 1 - Open the FTP site list from the FTP menu;
- 2 - Double-click on the site you want to receive files from;
- 3 - Drag files to or from the site listing.

Beehive ftp forms is intended to be used in conjunction with the Beehive ftp manager. The Beehive ftp manager automatically moves the received Beehive folders and forms to the destination folder location of the administrator's choice and prints the received form as a notification.

Part B - Beehive ftp forms user

1 Overview and System Requirements

Beehive ftp forms is a file transfer application that permits html forms, prepared offline, to be batch uploaded to any Internet (or Intranet) ftp server. The Beehive ftp forms application uses a PPP, Multilink PPP, or network TCP/IP connection to make its connection to the ftp server. The TCP/IP connection must be setup and tested prior to installing Beehive ftp forms. If you have any questions about this requirement consult your ISP or network administrator.

Beehive ftp forms is installed by decompressing the "ftp forms.sea" installer. After the installer is decompressed the user must enter information about his name, company and address in the user information window. He is now ready to Drag and Drop folders onto the Beehive ftp forms icon.

Beehive ftp forms System Requirements:

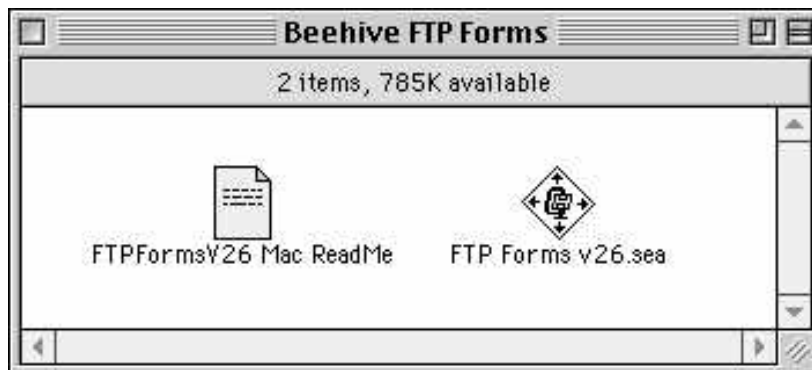
Macintosh 68030, 040 or PPC processor
System 7.1- 7.6 or 8.0 MacOS
2 MB free application memory
2 MB free disk space

2 Installation and Setup

2.1 Running the Installer

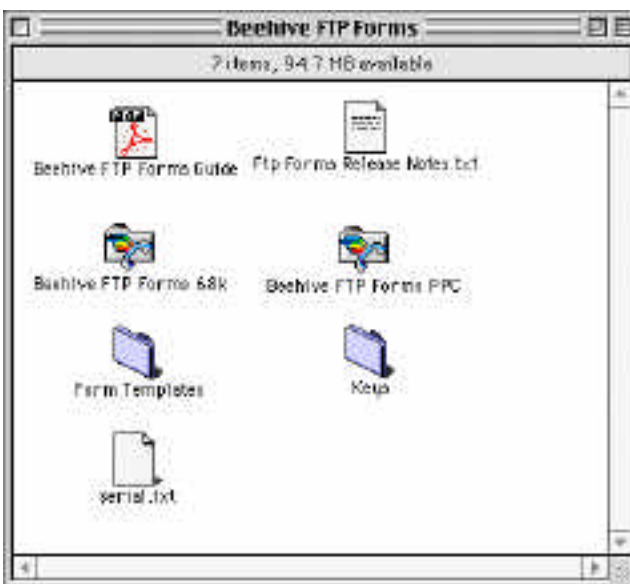
Insert the Beehive Installer diskette into the drive. The diskette contains the self-extracting archive and a read me first file.

Figure 28 - Contents of the Beehive ftp forms diskette



Now, double-click on the "FTP Forms v26.sea" icon and select a destination for the Beehive ftp forms files (presumably the top level of your start-up drive). The "FTP Forms v26.sea" installer will install all of the contents of the Disk onto your destination drive and will create a folder called "Beehive FTP Forms". After the installation the "Beehive FTP Forms" folder should have the following contents:

Figure 29 - Folder Contents after installing Beehive ftp forms

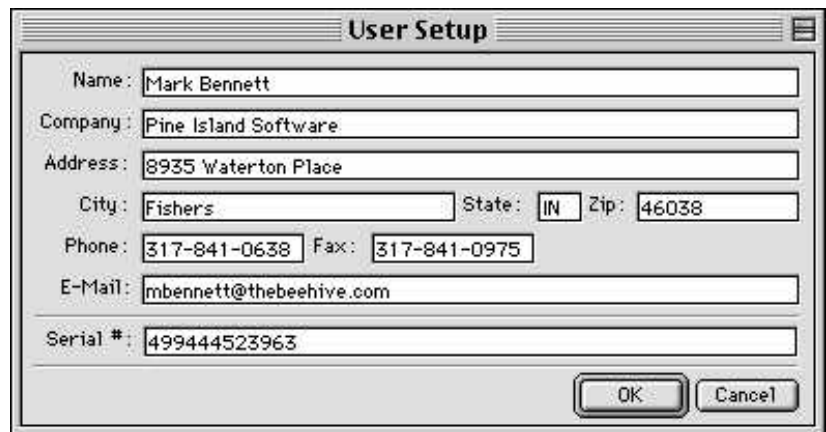


2.2 User Information Setup

The Beehive user must enter user Information into the User Information Window so your messages will automatically carry information about who you are. You must also license the software by entering a valid license serial number.

The User Setup window will pop open on startup if it is not filled out. It will also pop open if the user tries to prepare a new message without having filled in his user information first, and in this case the User Setup window is accompanied by a little warning message that says that the user has to fill in his information before he can send a message.

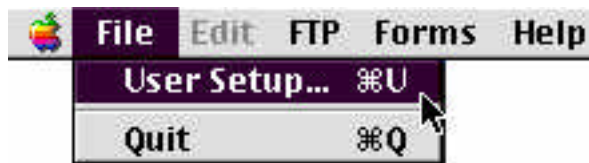
Figure 30 - The Beehive ftp forms User Setup window

A screenshot of the 'User Setup' window. It contains several text input fields: 'Name' (Mark Bennett), 'Company' (Pine Island Software), 'Address' (8935 Waterton Place), 'City' (Fishers), 'State' (IN), 'Zip' (46038), 'Phone' (317-841-0638), 'Fax' (317-841-0975), 'E-Mail' (mbennett@thebeehive.com), and 'Serial #' (499444523963). At the bottom right are 'OK' and 'Cancel' buttons.

Technically, the program only checks for the name in the User Setup. If it is blank, the User Setup window will keep popping open until the user enters at least his name and serial number.

To access the User Setup Window to edit the user fields, Select "User Setup" from the "File menu".

Figure 31 - Opening the User Setup Window



You will be presented with the User Setup window; any information entered here will be entered into the "From" field on all forms you send and will be auto-filled into the user fields in the html forms if the administrators has configured the forms for "Auto-fill".

The fields in the User Info window are obvious, just fill out the appropriate values for your Name, Company, Address, City, State, Zip, Phone, Fax and e-mail. It is important to include the company name because the ftp manager uses the Company name to name the folder that is created on the server when the job is received. It is also important to fill out the e-mail address correctly because the Beehive ftp manager will use this address for sending receipts (confirming successfully transmitted jobs).

Use a tab to move from field to field in the User Setup window.

Licensing the Software with a Serial Number

The bottom of the User Setup window has a field called "Serial#". This is where you must enter the license number provided with your diskette or verbally by your administrator. If Beehive ftp forms is run without a valid license number, it will not transfer the files to the ftp server when the connection is made.

If you are operating Beehive under the site license of your prepress or printing vendor, the license number may already be entered. If the site license file - "serial.txt" was present in the Beehive ftp forms folder when the Beehive ftp forms application is first launched, the license number will be automatically loaded and it will appear in the user information window.

When you are done, you may save your changes by clicking "OK". Clicking "Cancel" closes the window without saving your changes.

2.3 Setting up the connection to the ftp server

After Beehive ftp forms has been installed, you must tell ftp forms how to connect to the server. Select ftp site... from the ftp item in the menubar.

Figure 32 - Opening the ftp site list window



This will open the FTP Site List window.

Figure 33 - The ftp site list



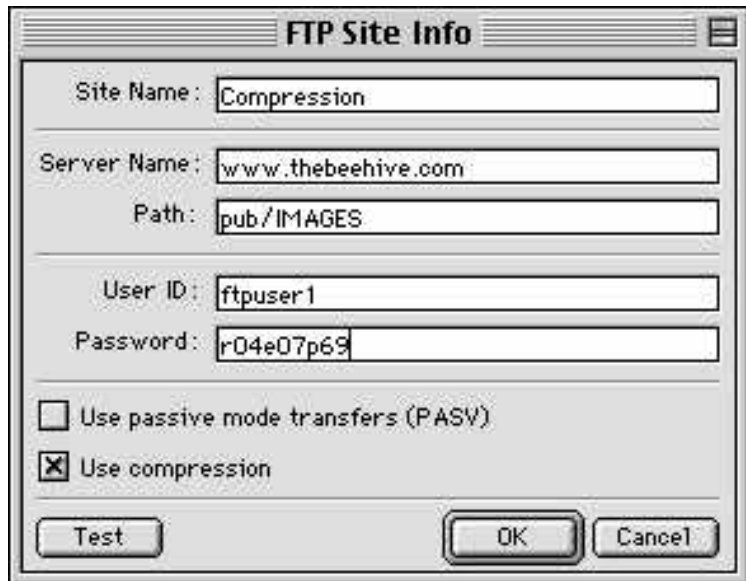
If the administrator has preconfigured the installer with one or more ftp sites, they should be listed in the window. If the sites are "secure" they will have a red "Stop hand" icon and will only display the Name (the Server, Path, UserID and Password info is encrypted). If the site is "open" then all of the site parameters will be displayed.

You may select a default send site by highlighting a name in the site window and then clicking on the "Default Send Site" button. The default site will be chosen as the destination for all forms unless the user changes the "To: field in the forms window when they are preparing a form.

Adding an ftp site

Your administrator will usually preconfigure Beehive ftp forms with a secure site key as the default send site but you may also want to add some other "non-secure" destinations for other ftp workflows that you may need.

Figure 34 - Adding an ftp site



To add a site to the list:

- Press the "Add FTP Site" button
 - Fill out the service name, machine name, path, UserID and password fields
 - Click on the "Test" button to confirm parameters are valid
 - If the Test produces "no error", then click "OK" to save changes.
 - Select passive mode if you are having problems connecting.
 - Select Compression if you are transferring files for speed (not web pages)
- "Cancel" will exit the window without any changes.

2.4 Firewalls and Proxies

In some Internet configurations, most notably, those with an Internet Firewall installed, you may have to name an Internet proxy for the connection. On both Mac and windows the proxy can be entered as a name (proxy.thebeehive.com) or in dotted decimal format (128.10.200.18).

Beehive, like most other Macintosh Internet programs open up the

Proxy page of "Internet Config" when the "Proxy Settings" is selected. The only relevant fields in that window are the "Use FTP Proxy"

Figure 35 - Opening the Proxies page of Internet Config



checkbox, determining whether a proxy is to be used, and the edit field right next to it for the name/IP address of the proxy. The ftp proxy username/password/account are not used by beehive,

Figure 36 - FTP parameters in Firewalls and Proxies Window of Internet Config

| | |
|--|----------------------|
| <input checked="" type="checkbox"/> Use FTP Proxy: | <input type="text"/> |
| FTP Proxy Username: | <input type="text"/> |
| FTP Proxy Password: | <input type="text"/> |
| FTP Proxy Account: | <input type="text"/> |
| <input type="checkbox"/> FTP Using Passive Mode (PASV) | |

because this information is already given in the site list in beehive. Those fields don't really make sense because this information is different for every site anyway.

Note: any domains entered in the "No Proxy For" text box are also honored by Beehive ftp programs. If a connection is made to one of those domains, the ftp proxy is not used, even if the "use ftp proxy" checkbox is checked. (Sometimes people may not want to use the proxy for certain domains, i.e. local domains.)

The default port that beehive uses for the FTP proxy is 80. This is the port that is most commonly used for proxies. In case the proxy is on a port other than port 80, the user can add a colon or a space after the server name/IP address and then enter the port number; for example, if the proxy is on port 100, the user can type:

"proxy.thebeehive.com:100" or "proxy.thebeehive.com 100"

Be sure to consult with your network administrator to determine if a proxy is being used. ISP based configurations rarely use a proxy.

3 Program Operation

3.1 Launching the program and selecting forms

Beehive ftp forms may be launched one of two ways: either by dragging files or folders onto the Beehive ftp forms icon or by double-clicking on the icon.



Beehive FTP Forms

Dragging and Dropping with a Default form selected

In many environments, the Beehive ftp forms sender is using the same form over and over. In cases like this, it is efficient to select a default form for auto-selection whenever files or folders are dragged and dropped onto the Beehive ftp forms icon.

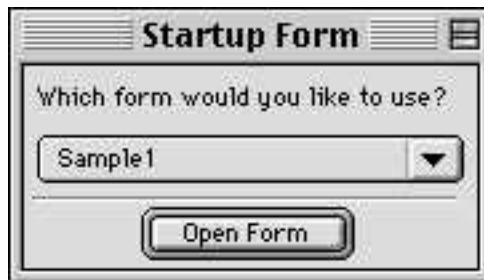
If Beehive ftp forms has a default form selected - when you drag files or folders onto the Beehive ftp forms icon, the program will open directly to the default form window with the default ftp site name in the "To:" field and the dragged and dropped folders listed as attachments. Just fill out the form and click "send" to complete the transfer. If you want to select a default form:

- open the application by double-clicking, this will open the "Beehive ftp forms" window;
- select the form you want as the default (in the popup list);
NOTE: Any html form template that is loaded into the forms template folder of the Beehive ftp forms folder will be available for selection in the popup list.
- click the "Set Default Form" button;
- turn the Default option ON by clicking the "Default" radio button at the bottom of the "Beehive FTP Forms" window.

Dragging and Dropping in multiple form environments

In some multiple forms environments, the Beehive ftp forms sender needs to make a choice of which form he needs to use after he has dragged files onto the Beehive ftp forms icon. Beehive ftp forms has an "Ask User" option that will prompt the user for which form to use after they have dragged a folder onto the icon.

Figure 37 - The "Ask User" Startup Form Window



After the user selects the form from the "Startup Form" window that pops open - Beehive ftp forms will open directly to the selected form window with the default ftp site name in the "To:" field and the dragged and dropped folders listed as attachments. Just fill out the form and click "send" to complete the transfer.

If you want to enable the "Ask User" forms selection function:

- open the application by double-clicking, this will open the "Beehive ftp forms" window;
- turn the "Ask User" Startup Form option ON by clicking the "Ask User" radio button at the bottom of the window.

Figure 38 - The Beehive FTP Forms Window (Image may vary due to customization)



The Beehive FTP Forms window also has an “Auto Quit after send” checkbox that will automatically quit the application when it is done sending files.

Double-clicking to Launch the program

If you double-click on the Beehive ftp forms icon, then the application will open and display the "Beehive FTP Forms" Window. To proceed into offline form preparation, select a form from the popup button and then click on "Open Form" - the selected form window will open with the default ftp site selected as the destination in the "To:" field and with no files attached.

Selecting Forms from the Menu bar

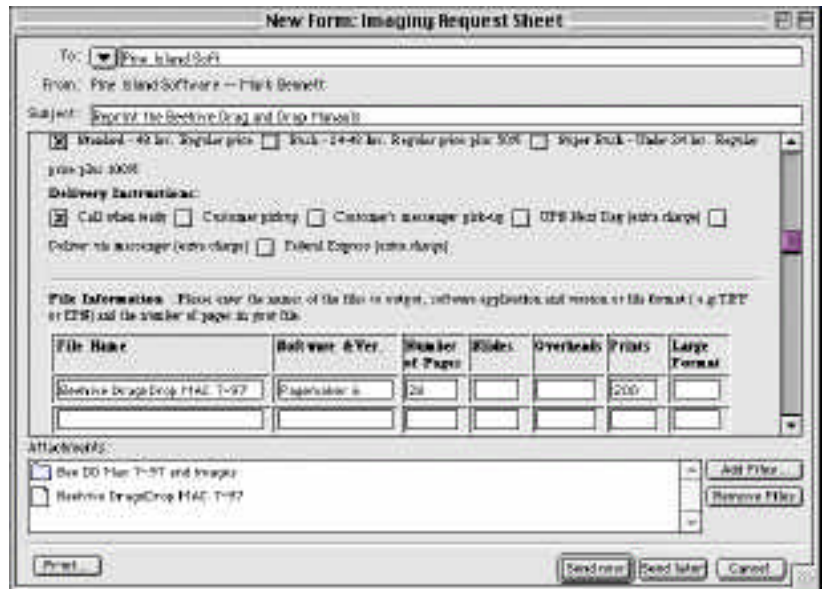
You may also launch forms by selecting "New " from the "Forms" menu. If multiple forms are available they will be listed in a hierarchical list.

Figure 39 - Selecting Forms from the Message Menu



After the form has been selected, either from the menu, or by default during drag and drop, or by selection from the popup list of the welcome window.. the Beehive form window will open and display the selected form in a scrollable panel.

Figure 40 - A new form window in Beehive ftp forms. Any displayed form may be printed by clicking on the "Print" button.

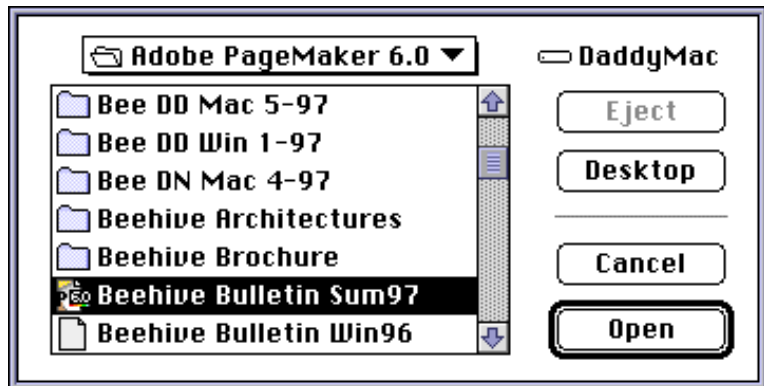


3.2 Attaching Files

Attaching Files to your Beehive ftp forms job may be accomplished two ways:

- 1) you may launch the program by dragging file(s) or folder(s) directly onto the Beehive ftp forms icon. Any file(s) or folder(s) dropped on the icon will appear in the Attached files list.
- 2) if you have opened a form from the Beehive FTP Forms window or using Forms/New menu item the form will open with no attachments. However once a form is open you may click on the “Add Files..” button on the bottom of the form. You will be presented with the standard File Attachment dialog box.

Figure 41 - Attach Files
Dialog for Beehive ftp forms



To remove an unwanted file(s) from your attachment list, just highlight the file and then select the “Remove Files” button on the bottom of the form window.

3.3 Sending a Form

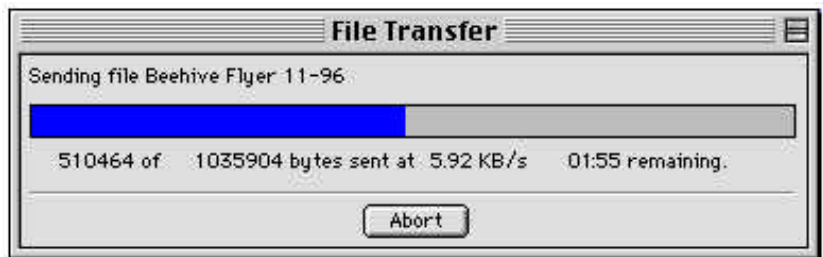
Once you have filled out a new message form and attached the files, you may immediately send the job if you choose. Just click on the "Send now" button. The job will be moved into the "FTP Outbox" and then immediately sent to the ftp site destination chosen with the "To" button on the form. You may change the ftp site destination by selecting from the list in the "To:" field popup.

Figure 42 - Changing the ftp destination site



Once the job starts sending, the file transfer window will be displayed.

Figure 43 - File transfer window



After the job is completed sending, the icon in the "FTP Outbox" window will change from an open envelope to a closed envelope.

Holding a Form

You may prepare several jobs and hold them until you are done preparing them all, and then send them all together. After you have finished preparing each job, just click on the "Send later" button. A copy of the job will be held in the FTP outbox (it will have an open envelope icon until it is successfully sent).

3.4 Working with the FTP Outbox Window

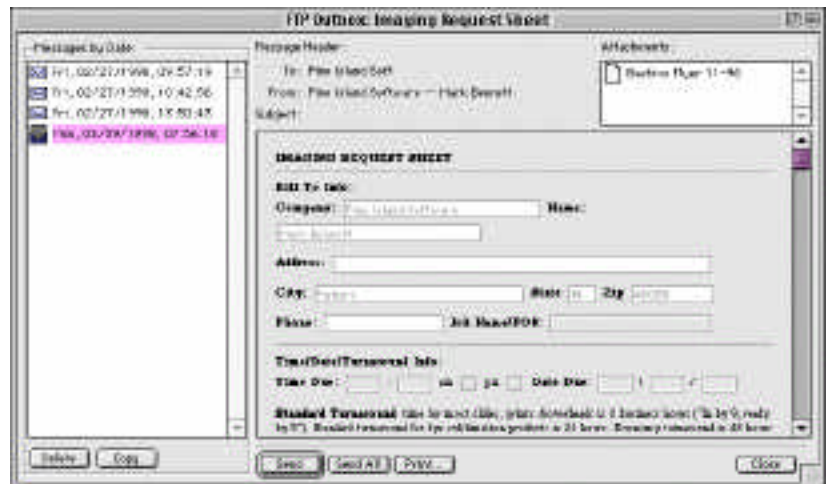
The "FTP Outbox" window displays all jobs both unsent and sent. It allows you to accomplish 2 basic operations: 1) to select unsent jobs and send them and 2) to review previously sent jobs and copy them into new forms for reuse.

To open the FTP Outbox window select "FTP Outbox" from the FTP menu item:

Figure 44 - Opening the ftp outbox window



Figure 45 - The ftp Outbox Window



To select any message just click on the item in the list; it will display the form and the message header info.

Once you have selected and displayed a message, you may:

Send - this will send all the selected (unsent) jobs in the FTP Outbox to the ftp server; it will also flag the jobs as "sent" (closed envelope).

Send All - this will send all the unsent jobs in the FTP Outbox to the ftp server; it will also flag the sent jobs as "sent" (closed envelope).

Copy - this will copy the job into a new form so it may be used as a starting point for a new job.

Delete - this will remove the job from the FTP Outbox.

Print - this will print the selected form to the currently chosen printer.

When you are done with the FTP Outbox window select **Close**.

3.5 Receiving and Sending Files with the FTP Site List

The FTP site List window displays all of the ftp sites for which you have access. This listing can be displayed by selecting the "FTP Site List" menu item from the FTP menu.

Figure 46 - Selecting the FTP Site List



This will open the FTP Site List Window:

Figure 47 - The FTP Site List Window



You may either add or edit listings; in either case, the FTP Connection Setup window is opened - where you enter all of the ftp parameters necessary for accessing a ftp server: server name (or TCP/IP address), directory path, UserID and Password. The name you enter into the "Site Name" field will appear in the Beehive ftp forms client in the drop down address list when you open a form.

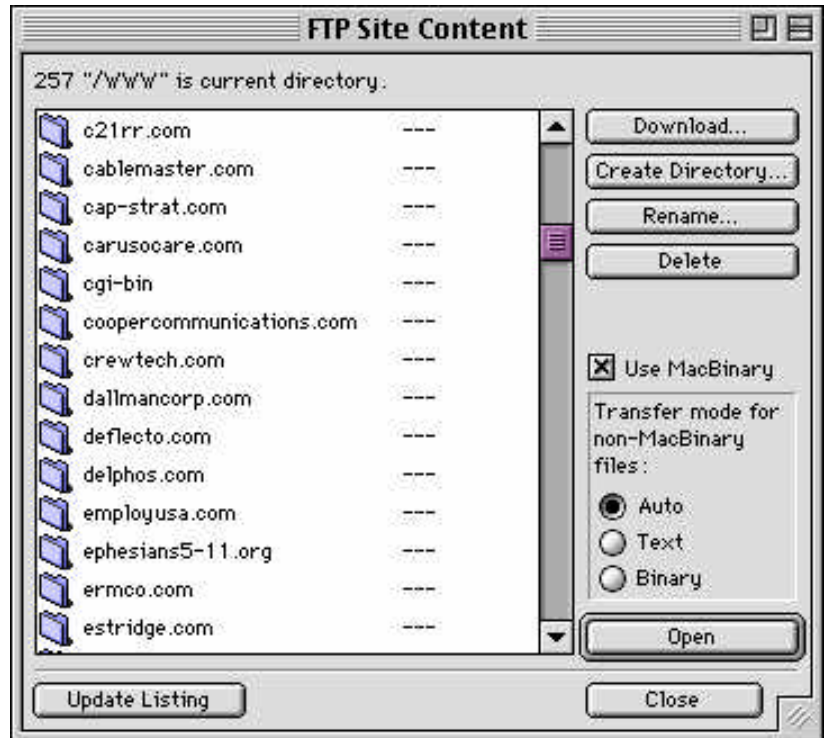
Figure 48 - Editing Site List Parameters



The FTP Connection Window has a "Test" button which logs into the FTP server and confirms that the access parameters are correct. Once you have confirmed that a Site Listing is valid, you may save it by pressing "OK". "Cancel" will quit the FTP Connection Window without saving.

From the site list, you can open any of the non-secure sites merely by double-clicking on their name in the site list. The client will immediately make a connection to the server and open a listing of the directory/path defined in the FTP Connection Setup Window.

Figure 49 - FTP Site Listing



You can navigate through the directories in the usual fashion, namely by double clicking on a directory, or by using the keyboard to highlight a directory and pressing the enter key. The operation of this window is consistent with other Internet programs.

The directory list has full drag and drop functionality. Select an item from the list, or shift-select multiple items, and then drag them anywhere in the finder to download them to that location. This works for files and folders. Dragging items to the trash will delete them. A confirmation message will be displayed. Also, files or folders can be dragged from the Finder into the FTP Site Content window, to upload those items in the current directory.

The "Update Listing" button updates the file listing. The only time this is necessary is when somebody else makes changes to the directory on the FTP site and Beehive doesn't know about it.

The "Open" button performs the default action for the selected item in the directory list. Using this button has the same effect as double clicking on an item in the list, or highlighting it with the keyboard and pressing enter. "Opening a directory" means changing into that directory and obtaining a new file listing. "Opening a file" means downloading that file. If the user tries to open a file by double-clicking on it, or by selecting it and pressing the open button, he will be prompted for a folder to download the file in.

The "Download..." button downloads the selected items from the file list. The user is prompted for a folder to download the items into, then the file transfer is started. This is equivalent to dragging the selected items into the finder.

The "Create Directory..." button prompts the user for a name of a new directory, and then creates that directory on the FTP site.

The "Rename..." button can be used to rename the selected item. The user will be prompted for a new name for the item, and then the item will be renamed on the FTP site. Note that some FTP servers allow directories to be renamed, and some don't. In the latter case, the user will just get an error message saying that the rename operation has failed.

The "Delete" button lets the user delete the selected items in the file list. A confirmation message will be displayed, asking the user if he really wants to delete the items. This is equivalent to dragging the selected items to the trash.

File Transfer Options

The "Use MacBinary", "Auto", "Text" and "Binary" controls specify the mode in which files will be transferred to and from the FTP site. Normally, the user will not have to deal with this. He can just maintain the default settings, and all the files sent to the FTP site will be MacBinary encoded so the resource forks won't be lost, and on download, all MacBinary files will be decoded so they will get their resources back on the local machine. The only time the user really has to deal with this is when the FTP site is also accessed by "non-Beehive" clients that do not handle MacBinary files. The controls have slightly different meanings for upload and download.

Upload

If the "Use MacBinary" button is checked, any file that is uploaded from the local machine to the FTP server will be MacBinary encoded. In that case, "Transfer mode for non-MacBinary files" does not apply, and the radio buttons in that group are ignored.

If the "Use MacBinary" button is NOT checked, the files being uploaded will not be encoded. The resource fork is stripped from these files, and resources

are lost. The application then checks the file mappings to determine the windows extension corresponding to the file's Macintosh file type and creator code. If the file name does not already have this extension, Beehive adds the extension to the file name on the FTP server. For example, if somebody tries to upload a Beehive Form Template named "Form", Beehive will rename the file to "Form.bft" on the FTP server so the file can also be accessed by windows clients. Then, Beehive checks the settings of the three radio buttons in the "Transfer mode for non-MacBinary files" group to determine whether to transfer the file as a text file or a binary file. Normally, "Auto" will be selected. In that case, Beehive again looks at the file mappings and determines the appropriate transfer type from there, so the user won't have to deal with it. In some cases the user may select "Text" or "Binary" to force the file to be sent in that mode.

Download

If the "Use MacBinary" button is checked, Beehive determines if the file on the FTP site is a MacBinary file, in which case, Beehive will decode the file as it downloads it, and all resources will be restored on the local machine, and again the three radio buttons will be ignored. This is the default behavior.

If the file on the FTP site is NOT a MacBinary file, or if the "Use MacBinary" button is NOT checked, the file will not be decoded as it is downloaded. In that case, Beehive will look at the File Mappings to obtain the Macintosh file type and creator code that corresponds to the windows extension of the file's name on the FTP site. For example, if the user tries to download a file named "Form.bft", and it is not a MacBinary file, beehive will associate this file with the Beehive Forms Viewer on the local machine, and it will receive the appropriate icon. Then, Beehive looks at the settings of the three radio buttons in the "Transfer mode for non-MacBinary files" group to determine whether to transfer the file as a text file or a binary file. If "Auto" is selected, Beehive looks at the file mappings and determines the appropriate transfer type from there, so the user won't have to deal with it. In some cases the user may again select "Text" or "Binary" to force the file to be downloaded in that mode.

4 Beehive ftp forms Help

Beehive ftp forms has an online help function which opens the manual in .pdf format from within the program. You need to have Acrobat or some other .pdf viewer to access this help.

When the .pdf help file opens, it will have an index of topics on the left side - just click on the appropriate topic and Acrobat will go to the page.

5 Ftp Forms Troubleshooting

Beehive ftp forms was designed to eliminate a number of typical ftp file transfer problems experienced by users. If a problem occurs, it usually means that something is improperly configured in the ftp site setup. To test the connection, just launch Beehive ftp forms and open the FTP site window from the FTP menu. Select the site you want to test by highlighting it in the list. Now select "Edit site", this will open a window which contains a "Test" button that can check if the connection is properly setup. If the connection is OK a dialog box will return a "No error" message. If an error dialog occurs, then you must fix the site setup, then save and test again:

Error Description: When you click on the "Test" button in the FTP site setup window and you get a connection error message.

Solution: this means that one of the ftp parameters for your ftp site is not properly configured. Check with your admin for the correct Internet name of the ftp server (or TCP/IP address), path, UserID and Password. Also remember that ftp is case sensitive.

The "unable to connect to ftp server" error usually means that either the TCP/IP connection to the Internet is faulty or the "server name" (usually the site domain name or the TCP/IP address of ftp server) is incorrect.

When the "Command: MKD XXXXXX.com" fails, it means that the userID and password does not provide write access, i.e. the Beehive ftp forms client cannot create the directory for the job on the destination ftp server. Beehive ftp forms will typically not work with anonymous ftp rights because this typically only provides read and retrieve privileges.

The "FTP log on error" is obvious, check that you have the ftp connection parameters entered correctly, especially the UserID and password.

Error Description: When you click on the "Send" button the job is not sent and you receive a user licensing message.

Solution: this means that the serial number entered in the User Setup Window is invalid; contact your administrator and receive a valid number.

Error Description: When a form opens up, the user information fields are not being auto-filled.

Solution: the administrator probably did not set up the forms template correctly. The template must contain the correct field names in all caps in the form fields to enable auto-fill.

Error Description: There are no destination options in the "To:" field of the forms.

Solution: the administrator probably did not distribute a secure key for the destination site in the installer archive. Contact the administrator to obtain a secure key file or create a non-secure key with the client.

Error Description: There are no forms available for selection.

Solution: the administrator probably did not distribute a form in the forms template folder of the installer. Contact the administrator to obtain the form(s). OR in some cases where the client was downloaded from the Internet, the forms may have been corrupted by Stuffit Expander. If the Stuffit Expander preferences are set to convert all text files to Mac text format, this error may occur. Turning off this text conversion in the Expander preferences will fix this problem. Version 2.4 of the client works around this problem by allowing the Beehive client to read the forms even if they were converted to a new format by the Expander.

Error Description: The Beehive ftp forms program unexpectedly quits or displays: "Type 1 error".

This typically indicates that a memory error has occurred. This error will usually disappear after more memory is allocated to the application and the computer is restarted. Highlight the Beehive ftp forms application and then select File/Get Info from the menu bar. Adding an extra 512K to the preferred memory is probably sufficient. Restart.

Error Description: The Beehive ftp forms program displays a -192 error when you attempt to launch it.

Solution: This error is displayed when PPC code is launched on a 68K (030/040) machine. Obtain the 68K version of Beehive ftp forms from your administrator.

Error Description: After the Beehive ftp forms client is done sending its files it returns the following two line error message:

Command RNFR form.inc

Reply 550 RNFR command failed (file/folder not found)

Solution: This error is caused by a redundancy between the MacBinary operations of the ftp server and the MacBinary conversion performed by the Beehive ftp client. Some ftp servers (principally MacOS based) will automatically perform a MacBinary conversion and they may also give the file a temporary name to indicate that the file is MacBinary. This renaming will confuse the Beehive client, causing the file/folder not found error. Just turn off the auto-MacBinary function on the ftp server and the problem will go away. Version 2.4 of the client will perform this special handling automatically, without turning off Macbinary on the server.

Error Description: The Beehive ftp forms program will only send one job correctly. The second job form overwrites the first and all of the attachments for all the jobs are lumped into one attachment folder.

Solution: This error is caused by the ftp server returning a non-UNIX ftp listing. When the Beehive client requests information from the server, it receives a file listing - the Internet standard for this listing is UNIX but some NT based servers return a Microsoft NT listing as their default. There are two solutions to this problem:

- 1: select the UNIX style listing option on the ftp server
- 2: ensure that the Beehive ftp forms client is version 2.3.1 or later and that the Beehive ftp manager is version 2.4.1 or later. All versions after these support NT and UNIX listing types.

If any other problem occurs contact your system administrator or call Pine Island Software Technical Support at 317-841-0638.

Appendix A - Beehive html Forms

The Beehive forms viewer and html forms converter discussed in this Appendix are distributed on the Beehive ftp manager diskette. Contact the system admin to obtain these programs.

A.1 Forms Viewing

Beehive forms may be viewed merely by double-clicking on them. The Beehive Forms viewer is the creator of the received forms and will automatically be linked to view them. If the forms viewer is missing then you will not be able to view the forms.



Beehive Forms Viewer

A.2 Using the Beehive html converter

Any html editor may be used to create a Beehive form but it should be noted that Beehive does not display html in a native mode, it must first convert the html text to a Beehive extended-html format. This is done by dragging the raw html form file onto the Beehive forms converter icon.



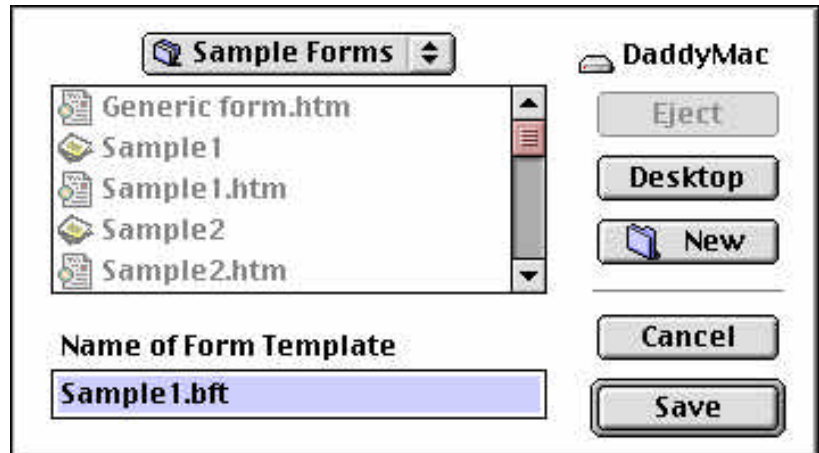
Beehive Forms Converter

*Figure - A1
The Beehive Html
Converter*

You will be prompted for a name and location for the resulting Beehive form template file.

Select the Forms Templates folder in the Beehive ftp forms folder.

*Figure - A2
Saving completed form
template*



After the conversion is complete, the forms converter will call the forms viewer and display the converted form. You should inspect the displayed form for unsupported html tags of the form <>. Beehive will pass through any unsupported tags to let you know that it doesn't handle them.

*Figure - A3
Unsupported html tags
displayed in the Bee-
hive forms viewer*

A screenshot of a form viewer displaying a form with several input fields. The form contains unsupported HTML tags, which are displayed as "<DT>". The form fields are: "Bill To Info: <DT> Company:", "Address:", "State", "Zip", "<DT> Job Name/PO#:", and "<DT> Time/Date/Turnaround Info: <DT> Time Due:". The form is displayed in a window with a light gray background.

When you see the html tags in the viewer, go back into your html editor and edit (or remove) the unsupported code.

Figure - A4
Unsupported Html
Tags shown as text in
Html editor

```
<DL>
<DT><B>IMAGING REQUEST SHEET - Micro Management A
To Info:</B>
<DT><B>Company:</B><INPUT NAME="name" TYPE="text"
<DT><B>Name:</B><INPUT NAME="name" TYPE="text" SI
<DT><B>Address:</B><INPUT NAME="name" TYPE="text"
<DT><B>City:</B><INPUT NAME="name" TYPE="text" SI
NAME="name" TYPE="text" SIZE="5"><B>Zip</B><INPUT
SIZE="16">
<DT><B>Phone:</B><INPUT NAME="name" TYPE="text" S
<DT><B>Job Name/PO#:</B><INPUT NAME="name" TYPE="
```

Then save your edited html text file and drop the raw html file back onto the converter and see if the form is displayed properly.

A.3 Forms Templates

After you have created and tested your forms, you may want to preset some of the values in the form as defaults and you may also want to auto-fill some of the text fields with data from the user information setup fields (this saves the user from having to constantly double-enter his user info on the form). Both of these types of preset values can be set up using the Template function of the forms viewer.

Figure - A5
Presetting Checkbox,
popup and text fields
in forms template

The screenshot shows a forms template editor interface. On the left, there are two checkboxes: 'Encad NovaJet Plotter' (checked) and 'HP design Jet 650 Plotter' (unchecked). In the center, there are two text input fields; the first contains the text 'Size D format'. On the right, there is a dropdown menu currently showing 'gloss', with a mouse cursor hovering over it. The dropdown menu is open, displaying three options: 'gloss', 'white film', and 'film'.

Double-click on the your form after it has been converted by the Beehive html converter; it will automatically open in the forms viewer. If you have fields that you want to preset defaults for, just make the changes on the form, e.g. you may check checkboxes, enter values in text fields and select specific values in popups.

You may also use data from the User Information Setup window to auto-fill a form text box. This is done by entering the user info data field names into the desired text fields on the viewer displayed form prior to saving it as a template. The Beehive ftp forms application will then automatically fill the text field(s) with data in the correspondingly named field in the User Info Setup window. The following user information fields are available for auto-fill (they must be spelled and capitalized exactly as shown):

Figure - A6
User Information fields
available for forms
template auto-fill

| | | |
|---------|---------|-----|
| NAME | COMPANY | |
| ADDRESS | EMAIL | |
| CITY | STATE | ZIP |
| PHONE | FAX | |

After you have preset the default values of the form and appropriately placed the auto-fill data fields, you need to save the displayed results as a template.

Figure - A7
Auto-fill fields placed
into forms template

User Info (bill to):
Name: Company
Address:
City: State Zip
Phone: Fax: E-mail:

Select File/Save as Template from the menu of the Forms Viewer. You will be prompted for the name and location for the finished template. Typically you will just save the template over the form that it was derived from.

Note: the size of the form is saved along with the other template information. The Beehive ftp forms client will open the form with this size as the default. Be sure that the default size is not larger than the smallest screens that you will be supporting.

A.4 Proper Forms Structure and Unsupported html Tags

Along with version 2.6 of the Beehive ftp manager software, Pine Island has released version 1.8 of the forms converter software for Mac and Windows. The primary improvements include faster forms compiling and the simplification of the conversion process. We have also included a few notes about html support in Beehive to further assist administrators in creating Beehive forms.

The following shows the proper html structure for Beehive forms headers and footers.

Proper Header

```
<HTML>
<HEAD>
  <META NAME="GENERATOR" CONTENT="Adobe
    PageMill 2.0 Mac">
  <TITLE>Page One Output Order Form</TITLE>
</HEAD>
<BODY>
<FORM>
```

Proper Footer

```
</FORM>
</BODY>
</HTML>
```

The following tags are not supported in the forms converter:

Alignment commands: <P ALIGN=CENTER>

Column span: <TD ALIGN="CENTER" COLSPAN="3">

Font commands:

Appendix B - Preparing the Beehive ftp forms installer for Distribution to Users

Most sites distribute the Beehive ftp forms application to their customers one of 2 ways:

- 1) sending the customers a disk
- 2) putting the Beehive ftp forms application on their web site for download

Beehive allows you to customize the ftp forms application by creating your own html forms, changing the splash screen logo and adding your own list of ftp sites (secure or visible). Customizing the customer's diskettes will make their installation easier.

Beehive ftp forms does not require a complex installer, in fact, the installer is just a simple archive created with Stuffit - "FTP Forms v26.sea". To customize the Beehive ftp forms settings for your customers: just open "FTP Forms v26.sea" with Stuffit, and add your customizations into the simple Stuffit installer archive.

Specific Customizations

You may change the graphic that appears in the welcome window when the Beehive ftp forms application starts up. Just open the Beehive ftp forms application with ResEdit and paste the image of your choice over the Pine Island Bee. Your graphic is now embedded in the Beehive ftp forms application file. Now replace the Beehive ftp forms application in the Stuffit file with the customized Beehive ftp forms copy you just made.

There is also an opportunity to put your own custom form(s) into the installer. Follow the procedures for creating a custom form in Appendix A and place the finished form files into the "Form Templates" folder of the Beehive FTP Forms Stuffit archive.

Figure B1 - Beehive ftp forms Installer Archive contents

| Name | Kind | Date | Expanded | Stuffed | Saved |
|-----------------------------|----------------------|---------|----------|----------|-------|
| Form Templates | 3 items | 7/7/98 | 57K | 4K | 93% |
| Beehive FTP Forms Guide | Acrobat PDF Exchange | 3/23/98 | 481K | 306K | 36% |
| Keys | 1 item | 7/27/98 | under 1K | 1K | 0% |
| FTPForms.txt | SingleText/text doc | 7/28/98 | 5K | 2K | 57% |
| Beehive FTP Forms.BIN | application program | 7/27/98 | 462K | 190K | 59% |
| Beehive FTP Forms.PPD | application program | 7/27/98 | 584K | 213K | 62% |
| serial.txt | Text document | 7/28/98 | 1K | under 1K | 34% |
| Self-Extracting Comments... | | | 1,260K | 716K | 54% |

You may also want to add your site information to the installer. After you have generated a "secure key" for your site using the Beehive ftp manager, just copy that secure key file into "Keys" folder in the Beehive ftp forms.sea file using Stuffit.

Lastly, if you have a Beehive ftp forms site license, you may distribute the site license number with the installer archive so that it is autoloaded when the Beehive ftp forms application is installed and run for the first time. Just put a text file into the archive containing the Beehive serial number. This text file must be called "serial.txt".

NOTE ON INTERNET DISTRIBUTION OF CLIENT INSTALLER: If you plan on distributing your Macintosh client via the Internet, i.e. you want to have it downloadable from your website, don't forget to Binhex or MacBinary encode the file before you load it on your website. Remember that Macintosh files (even Stuffit files created on a Mac) have a resource fork that contains the icon, version information, creator code etc. Many Internet servers will NOT store the Mac files in a way that will preserve the resource, so you must first convert the file to "hexadecimal" or "Macbinary" format prior to loading it on your website. Stuffit has both Macbinary and binhex encoding options in the translation menu, which performs this encoding very well. If you leave the .bin or .hqx extension on the encoded file name (e.g. "ftpforms.sea.bin" or "ftpforms.sea.hqx") then Netscape will usually know to decode the file automatically when the customer subsequently downloads the encoded installer from your website. As a final note, Macbinary (.bin) encoding usually makes a smaller file than hexadecimal (.hqx) encoding.

Beehive FTP Forms for Macintosh Release Notes

Version - Features and Fixes

2.0

- first FTP Forms release (superseded Beehive Drag'n Drop) with basic FTP functionality

2.1

- added Proxy support (starting at this release, customer should always have the latest version of Internet Config with the software)

2.2

- ability to print forms
- retry on error.

This is transparent to the user. When an error occurs as a job is being sent, the job is put into the FTP outbox as an unsent message, along with information on where the job was uploaded on the FTP server. When the user tries to send the job again, the client looks in that directory on the FTP server, uploads the form again, and then uploads only those attachments that are not already there. Also, if the FTP server supports the REST command, and a file has been partially sent, it resumes the transfer of that file at the point where the error occurred. This is very useful when the transfer of a large file gets interrupted, but not all FTP servers support it.

2.3

- added support for SMTP receipts
- automatically resizes the message window for different form sizes, like on Windows
- added horizontal scrollbar to forms
- added ability to let the user select the form that is opened when files are dropped on the icon. On the Welcome window there are now two radio buttons labeled "Startup Form". The user may select "Default" to open the default form, or "Ask User", in which case a dialog box will pop up when files are dragged on the icon, and the user can then choose which he wants to open.
- added support to auto-configure FTP keys. The Key-files must be placed in the Keys subdirectory, and the key files must be of type 'BHSK'. (they are when the Mac FTP Manager is used to generate them.) Whenever the client is run, it looks in the Keys directory for any key files, and appends them to the FTP Site List. It then deletes the key file from the Keys directory, so it won't include it again the next time it runs. It also deletes the Keys subdirectory after it includes the keys.
- added support to auto-configure serial numbers. A text file called "Serial.txt" can be placed in the main executable directory, and it may contain a serial number which is to be used by default in the user information window. The 12-digit serial number must be typed in the very beginning of the file. When the client runs and it finds a Serial.txt file, it reads the serial number from it and puts it with the user information, and then it deletes the "Serial.txt" file.

2.3.1

- improved the file listing analyzer algorithm so now it will work with NT file listings in addition to UNIX support.
- modified the algorithm that tests whether a server supports the REST command, and will disable REST in situations where the server confirms that it supports it but fails the test.

2.3.2

- added support for the MACB command on Mac FTP servers. This will eliminate the "RNFR" error returned by NetPresenz servers that can't turn this feature off.

2.4

- added support for radio buttons
- changed the widths of text fields
- print settings are saved when app quits, and restored on app startup.
- added FTP site content window with full upload and download functionality
- User Setup window pops open on startup when it is not filled out. User can no longer send a new message until he has filled out the User Setup window
- improved performance
- fixed a bug that would cause a crash if the FTP server drops the connection
- fixed a bug in the progress window which would cause the "time remaining" display to show nonsense values on 68k's with large files
- fixed the top margin in the forms
- fixed memory bug in beta version popup menu code
- fixed minor bug in beta when doing text file downloads
- fixed minor bug in beta of FTP Site Content window.
- uploaded files are no longer auto-renamed when text or binary transfer is checked. Only when Auto transfer is checked, an extension may be added to the file name, as specified in the File Mappings. This is just a very minor change but I thought it will make things just a little bit less confusing than the version 2.4 beta.

2.6

- added zlib streaming file compression
- file dates are displayed in file listings.
- fixed ugly display in site content window (long filenames no longer overlap file size)
- added support for the distribution of public ftp site keys
- UNIX links now show up as directories in file listings

NOTE: the manual in a file called Beehive FTP Forms Guide must reside in the executable directory, or else the help menu won't work.