

Appendix 4: FTP “How To” Manual

1. What is an FTP server?

An FTP (File Transfer Protocol) server enables users to open a connection to a host computer and log in (often anonymously, by using “anonymous” as the user’s name). Once logged in, files can be transferred between the host computer and the remote computer (the computer to which the host has been connected.) FTP is useful for transporting large files, such as Specialized Registers, that cannot easily be transferred using E-mail or floppy disks. You will be transferring your Specialized Register from your host computer to a remote computer, so that it can be accessed by USCC staff. There are many different methods of using FTP. For instance, a Web browser, a UNIX based system, and NETTERM may all be used for this purpose. This document describes using FTP with Internet Explorer and with the WSFTP and WINFTP programs.

2. How to use Internet Explorer for FTP access

Start Internet Explorer and enter the UserID and the URL of the desired FTP site in the following format:

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ftp://userid@ftp_site_name
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For instance, to access the TSCs area of the UKCC FTP site, enter:

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ftp://tscs@ftp.cochrane.co.uk
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You will then be prompted for the password.

Go to the appropriate folder on the FTP site, e.g., in the TSCs area of the UKCC FTP site, double click on the “registers” folder.

The simplest method to transfer files is to use the ‘drag and drop’ technique. Reduce the size of the Internet Explorer window that is displaying the upload folder and open Windows Explorer. Size both windows so that you can see the contents of each. To upload your file, go to the appropriate folder in Windows Explorer, select the file, and holding the left mouse key down (right key for left-handed users), drag and drop the file into the correct folder on the FTP site.

Close down Internet Explorer and Windows Explorer.

3. How to obtain other FTP client software (e.g., WSFTP and WINFTP)

In order to upload your Specialized Register on a remote computer, you can use an FTP software program. At least two Internet Websites (www.shareware.com and ww.download.com) offer several different FTP software programs that can be downloaded. With these Websites, you may sample software programs for a period of time, and later pay a fee for those that you chose to register. Two commonly used FTP programs available are WSFTP and WINFTP. A number of other FTP programs are available; we are explaining the use of FTP in the context of these two programs only because they are probably most commonly used. This appendix is only intended as a guide for uploading Specialized Registers to an FTP site, and is not intended as a comprehensive set of guidelines to using FTP programs.

4. How to use an FTP client (e.g., WSFTP and WINFTP)

4.1 FTP screens

After you have installed the FTP software to a directory on your hard drive, you are ready to begin to examine the FTP screens. Double click the FTP icon on your computer desktop, and you will be presented with the opening screen,

which will be either the “main” FTP program screen or the Session Profile/Host Screen.

4.1.1 The “main” FTP program screen

The main FTP program screen shows information about your local computer and the remote FTP site on which you will upload the Specialized Register. The left half of the screen contains information about your local computer. For example, if you double-click “c” in the large top left window of the main FTP screen, this window will list all of the directories on your computer hard drive. After you have connected to a remote FTP site, the right half of the screen will list information about the remote site.

4.1.2 The Session Profile/Host Screen

The Session Profile/Host screen is the screen in which you enter the information about the remote FTP site on which you will upload your Specialized Register.

4.2 How to connect to a remote FTP site

4.2.1 Select the connect button, usually in the lower left corner of the main FTP program screen. The Session Profile/Host screen should appear. For some FTP programs, the Session Profile/Host screen is the first screen shown when the FTP program is opened.

4.2.2 In the Config/Profile Name dialog box of the Session Profile/Host screen, enter a name for the remote FTP site to which you will connect. For example if you wish to connect to the UK Cochrane Centre’s FTP site, you could type “UK Cochrane Centre” or simply “UKCC” in this dialog box.

4.2.3 In the Host/Host Name, UserID, and Passwd dialog boxes, enter the information specific to the remote FTP site to which you wish to connect. The host names for the Cochrane Collaboration FTP sites are listed in Section 5 of this appendix.

4.2.4 For host type, choose Auto Detect/Automatic Detect from the drop down list of options, if it is not already selected.

4.2.5 Do not check or enter information in any of the other dialog boxes.

4.2.6 After you have entered the appropriate information, select the Save Cfg/Save button. This will save the information that you have entered so that the next time you connect to this FTP site you will not need to reenter it. To retrieve this information in the future, you simply select the Config/Profile name that you gave to this remote host (Section 4.2.2 above).

4.2.7 Select the connect button, generally located in the lower right corner of the Session Profile/Host screen. You will again be presented with the main FTP program screen and the right half of this should now list the directories on the remote FTP site on which you can upload your Specialized Register.

4.3 How to upload the specialized register

4.3.1 Double click on the directory, in the top right window of the screen, into which you wish to upload your register. This will open the directory. The right half of the screen should then list the files already in that directory on the FTP site.

4.3.2 The left half of the screen should list the files contained within the selected directory on your computer hard drive. Double-click on the directory which contains your Specialized Register.

4.3.3 To copy the file containing the Specialized Register from your computer to the FTP site, highlight the file and then click on the arrow pointing to the right. This will copy the file from your computer to the FTP site. It is very

important to distinguish between the ASCII and Binary options on the lower portion of the screen. Always select the ASCII button if you are transferring a text file (i.e., a file with the extension txt) and select the Binary button if you are transferring any other type of file (i.e., any program file such as a ProCite or Reference Manager database file).

4.3.4 Complete a Submission Form for Specialized Registers and fax this to the USCC (+1-401-863-9944).

5. Cochrane FTP sites that are available for uploading Specialized Registers, and their designated UserIDs (logins).

United Kingdom Cochrane Centre TSCs' FTP site

Host: <ftp.cochrane.co.uk>

UserID: tscs

(Please upload your Specialized Register to the "registers" folder of this site.)

Canadian Cochrane Center

Host: hiru.mcmaster.ca

UserID: Cochrane

(Please contact the relevant Cochrane Center Administrator for password information.)

You can use other FTP sites but the relevant host, UserID and password must be notified to the USCC. (Please be cautious in disclosing passwords.) Do not upload your Specialized Register on an FTP site in which files might be deleted after a short period of time.

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