

Using SSH® Secure FTP Client

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About SSH[®] Secure FTP Client

SSH[®] Secure FTP Client enables users to securely transfer files to and from a remote computer. Most often, this needs to be done for synchronization purposes or because of the difficulties of transferring large files using portable storage media. The technology used in the process of file transferring is called FTP, or File Transfer Protocol. SSH[®] Secure FTP Client has a graphical user interface which makes it easy to use. The program has buttons similar to those you see in Windows, allowing you to manage the files and folders as easily as you would do in Windows.

Starting SSH[®] Secure FTP Client

SSH[®] Secure Shell Client is available on campus workstations with the latest Desktop Services Software (DSS).

To start SSH[®] Secure FTP Client:

1. Click the **Start** button.
2. Select **All Programs**.
3. Select **Internet apps - Utils**
4. Select **Secure - SSH FTP**.
5. Click **Secure File Transfer Client** or an NIS Server name you would like to connect to. The SSH[®] Secure File Transfer window opens (see Figure 1).

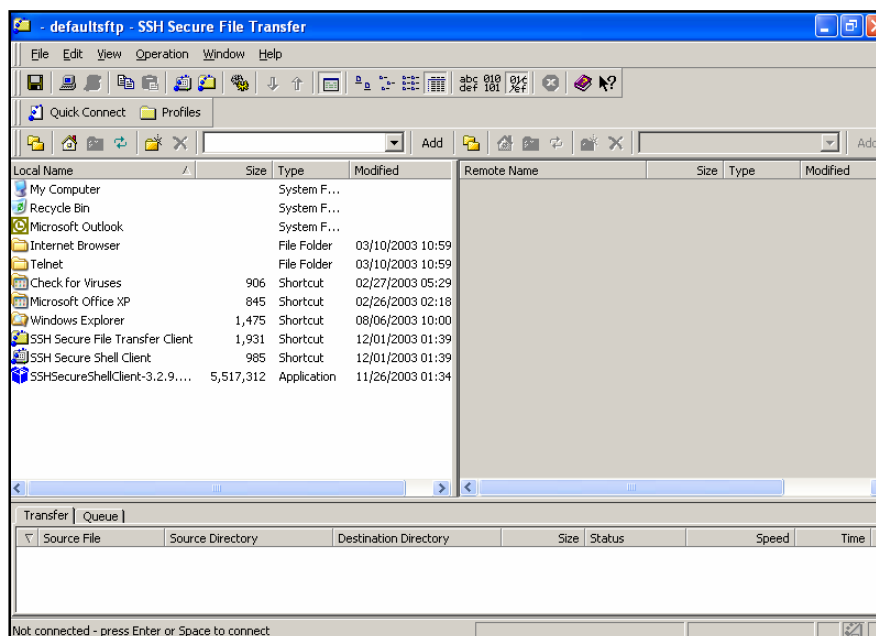












Figure 1 - SSH Secure File Transfer Window

Exploring SSH[®] Secure FTP Client








To understand the basic function of the program, you need to know the functionality of several important buttons explained in the following tables (see Table 1 and Table 2). In most cases, processes carried out by the buttons are reversible.

Table 1 - SSH® Secure FTP Client Toolbar Buttons

Button	Name	Description
	Save	Allows you to save any changes you have made to your current settings (e.g., your directory path, connection type).
	Connect	Connects to the pre-specified remote location.
	Disconnect	Disconnects from the current remote location.
	Copy	Makes a temporary copy of the selected text or files.
	Paste	Places a copied file to a new location.
	New Terminal Window	Opens a new window for UNIX commanding.
	New File Transfer Window	Opens a new file transferring window.
	Settings	Allows you to make changes to the current connection.
 Quick Connect	Quick Connect	Allows you to make a new connection to a new location in the current window.
 Profiles	Profile	Stores previously used connection paths.

NOTE: There are two sets of the same buttons in your file transfer window. The set on the left is to control the local location; the set on the right is for the remote location.

Table 2 - SSH® Secure FTP Client File Bar Buttons

Button	Name	Description
	Show/Hide Folders	Shows or hides the computer's folder hierarchical structure.
	Home	Takes you to the default directory.
	Up	Takes you to the parent directory of the current folder.
	Refresh	Refreshes the content of the current folder.
	New Folder	Makes a new empty folder in the current directory.
	Delete	Deletes the selected item in the current directory.
<input type="text" value="C:\"/>	Current Location	Shows the current location path.
	Add to Favorite Folders	Adds the current location path to the current location drop-down box.

Connecting to a Remote Location

In order to connect to a remote location, you must know the host name of the remote computer or server. In some cases, you may also need to know a folder path to access a specific location in the remote location you are trying to connect to.

For the Cal State L.A. Web Server, if you are trying to connect to a web site, the host name will be one of the NIS servers on campus (e.g., jupiter.calstatela.edu). If you are a faculty member trying to access your Instructional1 web site, the host name will be instructional1.calstatela.edu. In both cases, once you are connected, you will need to navigate to the site's directory by entering the appropriate folder path. If you do not know the path to your web site, contact the Web Administrator at wwwadmin@calstatela.edu.

NOTE: An NIS account is required in order to connect to any of the Cal State L.A. web servers. If you do not have an NIS account or have forgotten your password, you need to contact the ITS Help Desk. For location, hours, and contact information, please visit <http://www.calstatela.edu/helpdesk>.

To connect to a remote location:

1. Click the **Quick Connect** button from the Profiles bar (see Figure 2).

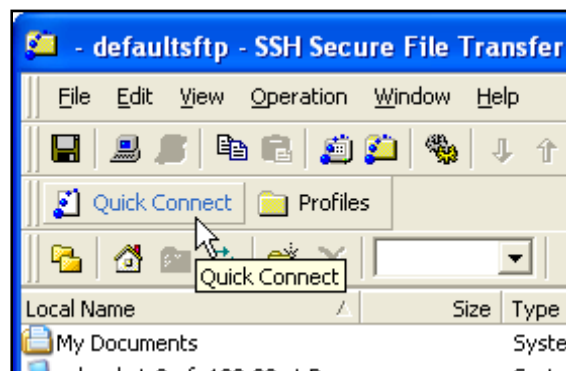


Figure 2- Profiles Bar

2. Enter the name of any NIS Server (e.g., jupiter.calstatela.edu) in the **Host Name** box (see Figure 3). Next, enter your NIS User ID in the **User Name** box.

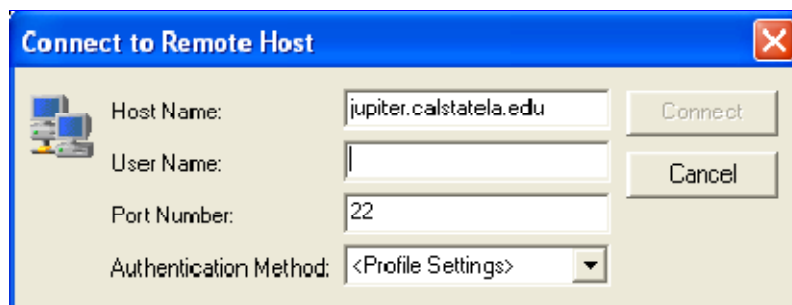


Figure 3 - Connect to Remote Host Dialog Box

3. Click the **Connect** button.

4. If a *Host Identification* dialog box appears (see Figure 4), click **Yes**. This dialog box will only appear once for each unique host.

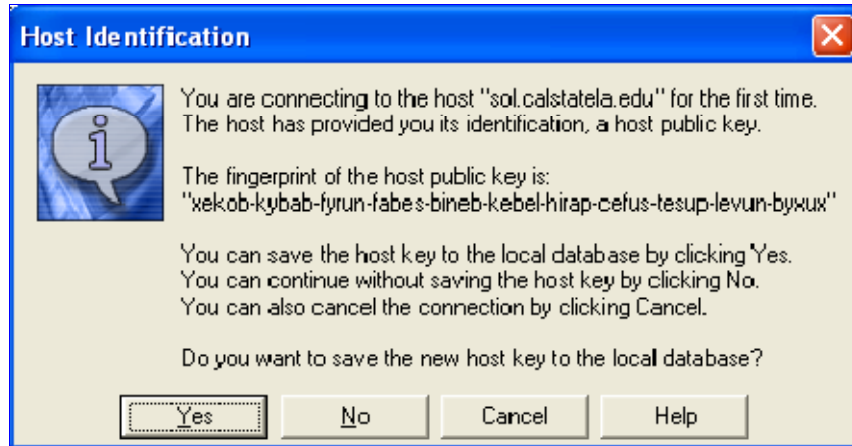


Figure 4 - Host Identification Dialog Box

5. Finally, enter your password in the *Password* box when prompted (see Figure 5).



Figure 5 – Enter Password Dialog Box

Once you are logged onto the server, the FTP interface will display the directory structure of your local hard drive (e.g., C:\ drive) in the left panel, and the directory structure of the remote server (e.g., the NIS server) in the right panel.

To upload content to a web site on the Cal State L.A. web server, you need to modify the location in the remote server address box (see Figure 6). Change the remote directory path to a web site's web directory path (e.g., /www/www/faculty/userid) as provided to you by the Web Administrator. If you do not know your site's directory path or URL, contact the Web Administrator at wwwadmin@calstatela.edu.

How Directory Paths Relate to a Web Site's URL

When you are provided with the path to a web directory by the Web Administrator, the path will look similar to the following: /www/www/faculty/jdoe

/www/www/ is the web directory root that corresponds to the URL: <http://www.calstatela.edu>. Thus, the path in the example above would correspond to the following URL: <http://www.calstatela.edu/faculty/jdoe>

If you do not know a directory path, you should be able to determine the path by a site's URL.

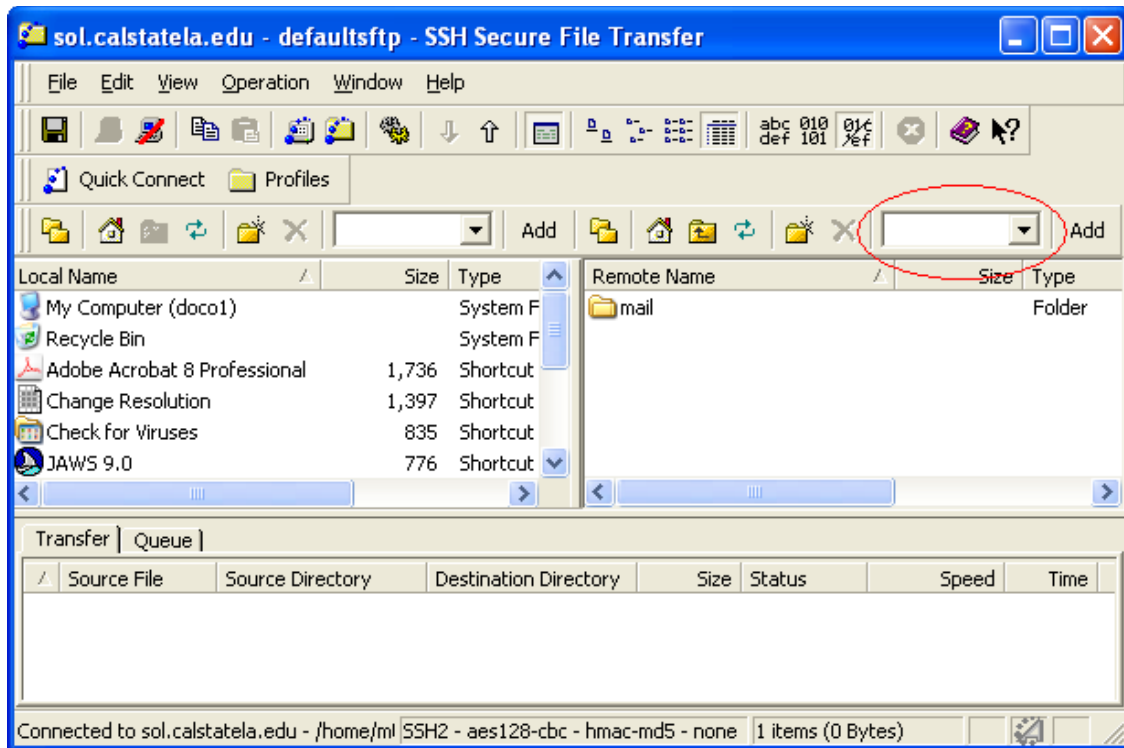


Figure 6 – Remote Server Address Box

Transferring Your Documents

The SSH[®] Secure FTP Client file transfer window is separated into two parts. The left side shows your local computer (the actual computer you are using) and the right side shows the remote computer (the computer you have connected to). Moving a document from one side to the other means you are transferring a copy of the document.

To move documents from your local computer:

1. Click and drag the desired file from the local computer (left hand side of the window) to the remote computer (right hand side of the window) (see Figure 7). You will see an exact copy at the new location.

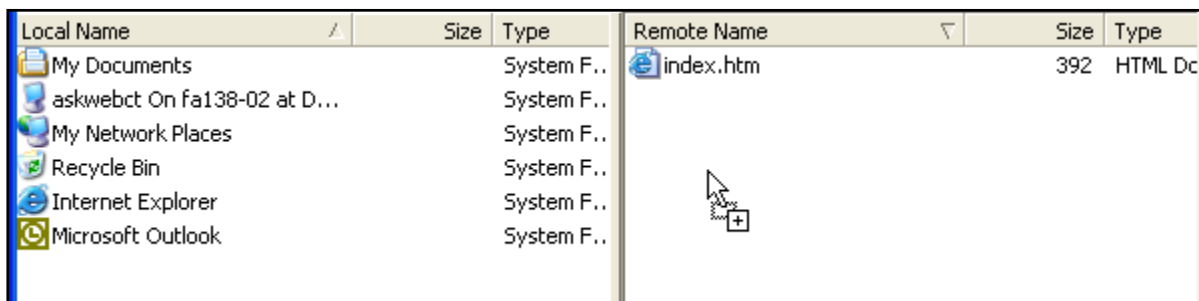


Figure 7 - Accessing Your Documents View

Once you see your file displayed at the remote computer (right hand side of the window), you have successfully transferred a file.

Changing File Permissions

In order for a file to be viewable on the Web, it must contain certain permissions. If you are the sole web author of a web site, you will want your permission to be 755. If you are the web author of a web site that is also maintained by other campus individuals, then you will want your file permissions to be 775.

NOTE: If you do not have permissions to edit these settings and need the file permissions to be modified, please contact the Web Administrator at wwwadmin@calstatela.edu. Dictate in your e-mail which file or directory needs the corrected permissions and the settings you would like the permissions to be set too. You must e-mail the Web Administrator from a campus account.

To change permissions on a file:

1. Right-click the file and select **Properties** from the shortcut menu (see Figure 8).

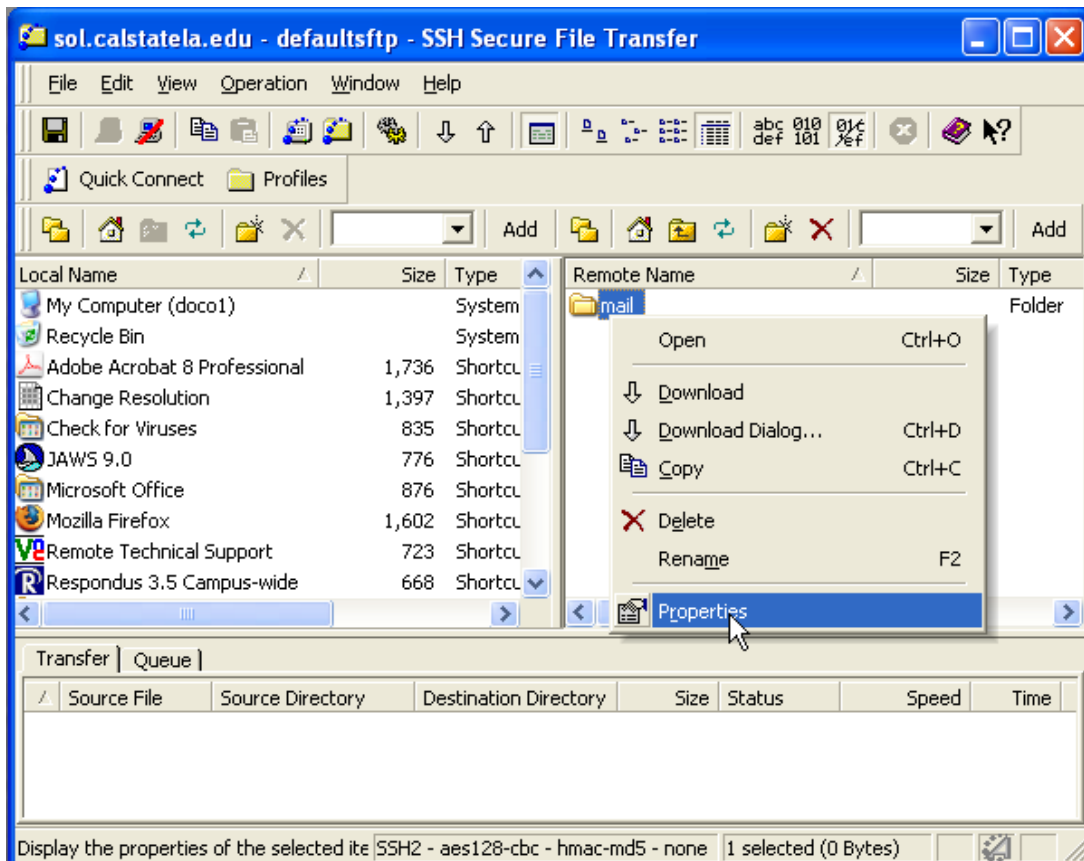


Figure 8 - Properties of the Selected Item

2. Set the file's permissions by selecting the appropriate check boxes (see Figure 9) or by entering the relevant three digit value code (775 or 755).

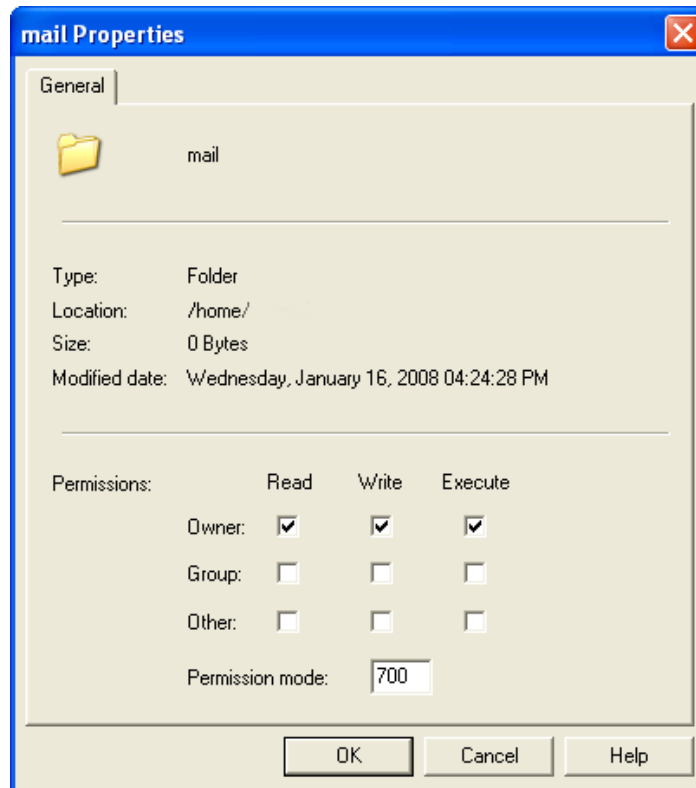


Figure 9 - Properties Dialog Box

3. Click the **OK** button.

NOTE: Never give “Other” the ability to write or make the last digit a 7 (e.g., 777, 747 or 757) in the three digit permission code setting. A 7 setting for the last digit will allow anyone who connects to the web server the ability to edit your file. If you discover a file with the 7 setting for the last digit, change it immediately to a 4 or a 5.

Disconnecting

It is important to properly close the connection after you have finished transferring files.

To terminate the current connection:

1. Click the **Disconnect** button from the Profiles bar (see Figure 10).

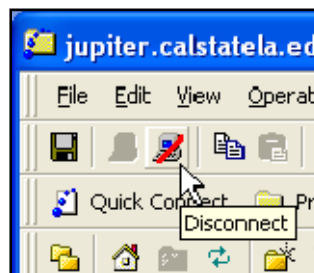


Figure 10 - Disconnect Button

2. You can now safely close the program by clicking the **Close** button .