Use of FileZilla with the FTP Server of the Pallas Group

The Pallas Group recommends the programme FileZilla for the use of its FTP Server. Extract from the Homepage of the programme: "*FileZilla is a modern, high-performance FTP programme for Windows, MAC and Linux operating systems. FileZilla was developed with a view to simple operation and availability free of charge, whilst at the same time supporting as many useful features as possible. FileZilla is an "Open Source" under GPL Licence.*"

The correct use of the programme with the FTP Server of the Pallas Group is described below on the basis of brief instructions, retrievable on the home page.

In standard use, FileZilla does not need to be configured; you can therefore start working with the programme straight away. Please note that the following screenshots were prepared with the English programme version, and that when changing to a German programme surface you will instead see German labels.

1. Connecting with the FTP Server

Please enter the address of the server "ftp.pallas-group.de*"* in the corresponding address field of the quick-connect tool bar. Simply enter your *"User name"* and "*Password*" in the corresponding input fields, then click on *"Connect"* or press the [Enter] key in order to establish the connection to the server.
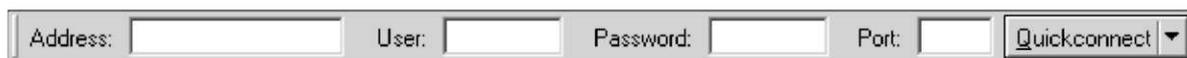
2. Navigation on the FTP Server

Following a successful connection attempt, a list with file and folder names will appear on the right hand side of the main window. The name of the current folder is displayed in the "*Server*" input field above the list. The folder name " / " in this case represents the top index to which you have access as a user. You may change the current folder by double clicking a folder name or by entering the folder name in the input field and then pressing the [Enter] key. You may also click on a file or folder name with the right mouse button and select "Open" from the context menu in order to open the file or folder. The folder name ".." has a special peculiarity: the folder ".." always designates the superior folder; accordingly, with ".." you can always change to the folder which is superior to the current folder.
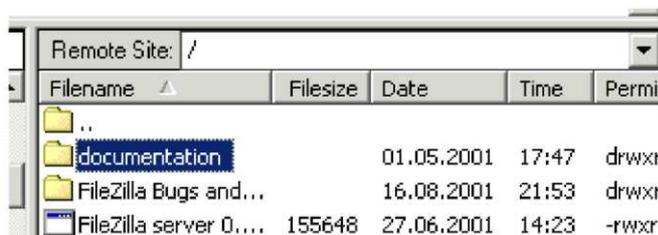
3. Navigation on the local computer

Navigation in the folders and files of the local computer functions very similar to navigation on the FTP server, with the following difference: the folders on the local computer are presented in a tree structure for faster navigation. A tree structure is actually also available on the FTP server (Remote Host), but is initially hidden. In order to make the tree structure of the folders visible on the FTP server, you can click the tree structure symbol in the tool bar at any time.

In order to change the current folder on either the local computer or the server, simply select the desired folder by mouse click within the respective tree structure.
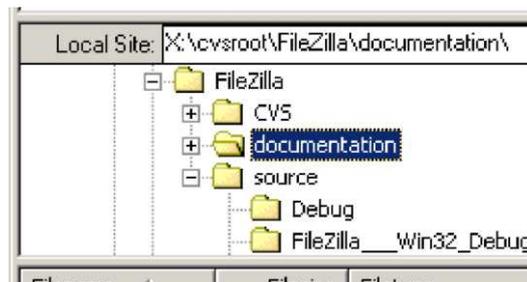
4. Transfer (download, upload) of files

You can transfer an individual file by double clicking on the file name. The file is thereby loaded into the list of the files to be transferred, and the FTP transfer starts automatically. In order to transfer folders and/or several files, please select the same and click with the right mouse button on the selection: simply select upload or download in the pop-up menu which will then appear.
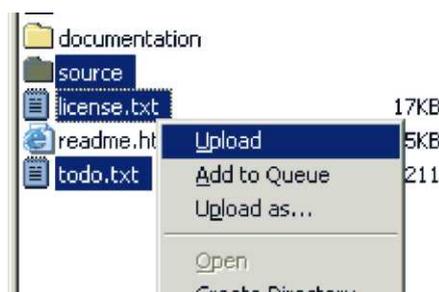
You can also transfer files from one side to the other by a drag and drop mouse action. In order to add files for a later transfer of the queue, first select the desired files with the mouse and then select *"Add to queue"* from the pop-up menu.
You may also move file names directly into the queue. If the queue has been prepared, you click on the -button in order to start the transfer of the files.

(Be sure to avoid German umlauts and special characters with files and folders!)