



## FTP — File Transfer Protocol as It Relates to ACBL Unit 547

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### FTP Background Information

File Transfer Protocol (FTP) programs are used to transfer files between computers. From a terminal or PC, files are uploaded to a Mainframe or Server. Going the other direction is called downloading. For the Ventura Unit, ACBL Unit 547, game files and hand records are uploaded from your PC to Lunar Pages' server.

On your computer, you launch the FTP program. You have to tell the FTP software the address to upload the file(s) to. This address is a 32-bit number. But since such a number is not user-friendly, a number of alternative expressions are used. One of them is called a URL (Uniform Resource Locator). Another is a Host name.

Some servers allow these file transfers to occur anonymously (hence Anonymous FTP), where no user name or password is required. Most require a user name and password, especially to be able to reach specific directories on the server. Many FTP programs allow this information to be saved and used as the default values for future connections.

### Ventura Unit FTP Choices

There are several freeware and shareware FTP programs available on the internet. However, most Ventura Unit directors are using the Core FTP Lite program discovered and recommended by Tom Ciacio.

This freeware program has drag and drop functionality as well as the highlight and click a "Move" button/arrow functionality. It works for "pdf" files, the format for Hand Records, as well as "txt" or "htm" files. It works on the Vista operating system as well as XP (and up to Windows 8.1 and probably Windows 10). It allows downloading as well as uploading files. And did I mention it's free.

### Downloading the Core FTP Lite Program

To download the free FTP client software go to [www.coreftp.com](http://www.coreftp.com) and click the DOWNLOAD button. When you download the program, be sure to put a shortcut on the desktop or some method to enable you to easily access the program. The shortcut icon is displayed below.



Although the icon spells out Lite, when the program launches, the title bar says Core FTP LE, with LE presumably standing for Lite Edition.

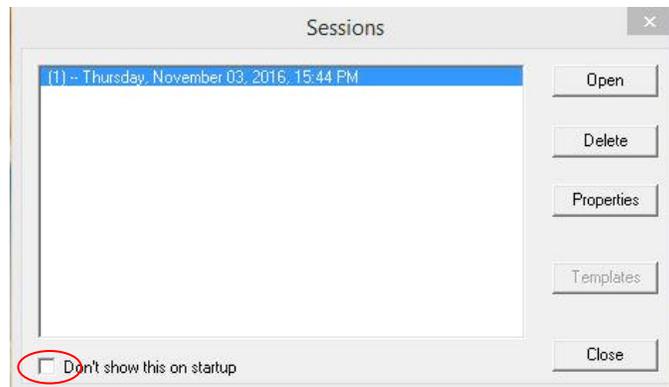


## Setting Up Core FTP LE

The first time you launch the program you'll have to enter some initial setup information, including the password. Be sure you know the password or have obtained it from another Ventura Unit Director before proceeding. Shortly, this paper will provide that initial setup information, which includes:

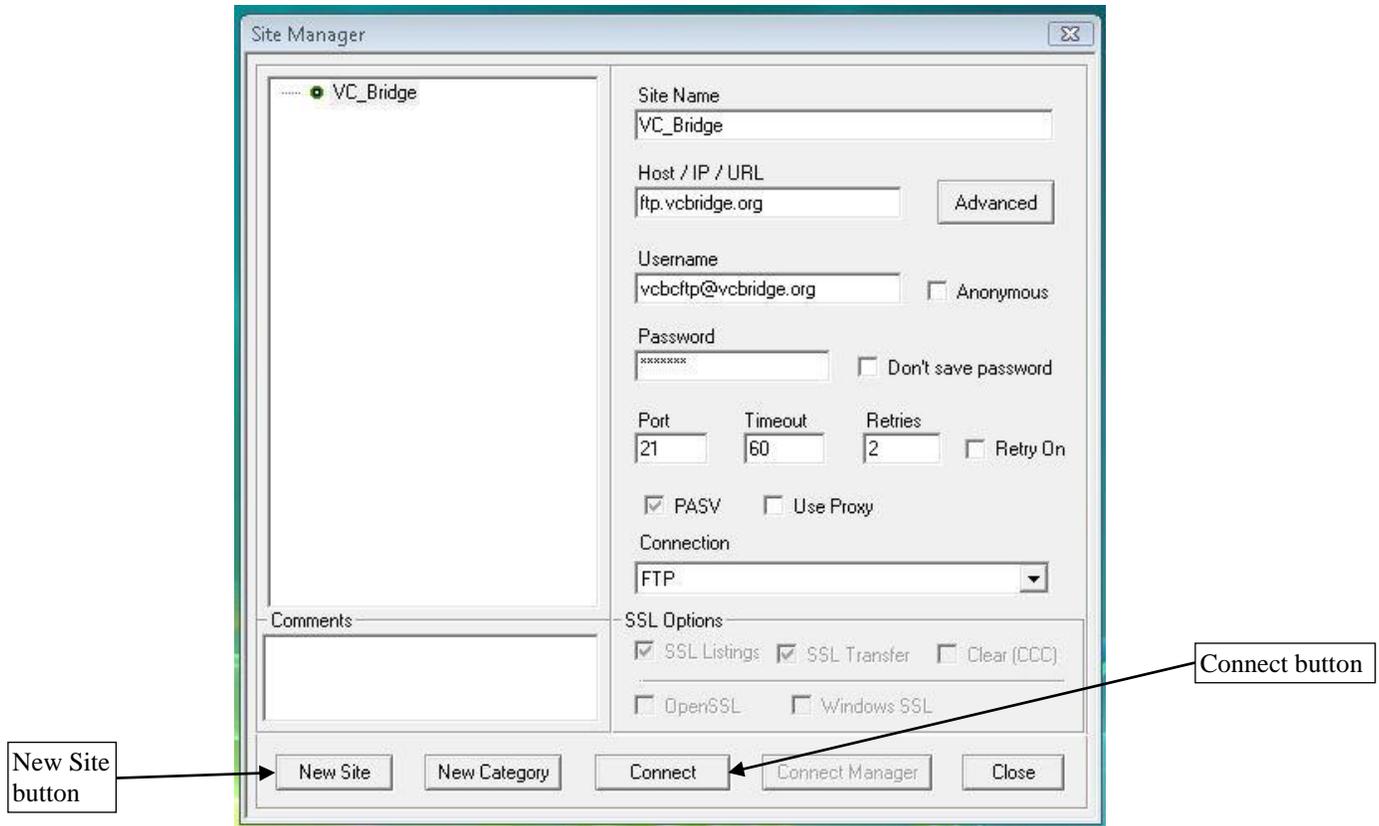
- Site Name
- Host / IP / URL
- Username

When you double click the “Core FTP Lite” shortcut icon on the desktop, a window showing recent sessions is displayed. You may eliminate the display of this window in the future by clicking on “Don't show this on startup” in the lower left of the window. Then click on the “Open” button in the upper right.



Thereafter when you double click the “Core FTP Lite” shortcut icon on the desktop it will bypass the Sessions screen and a small flash screen will appear briefly, followed by the “Core FTP LE” program window, and then quickly by a smaller “Site Manager” window overlaid on top of the program window.

The right half of the Site Manager window is where you enter the information identifying the site/server you wish to connect to. But first, you click the *New Site* button in the lower left to create a Site Name to easily reference this site by name in the future. The screen capture that follows shows the pertinent data.



After clicking the New Site button, the left part of the window will say “New Site” highlighted in gray. The right side of the Site Manager window will also say “New Site,” with a vertical cursor flashing to the left of “New.” Hit the Delete key until all characters have been erased. Then type in whatever name you wish to give this Site. My personal preference is *VC\_Bridge*. From this point forward your entries must exactly match those given.

Tab to Host / IP / URL. Type in *ftp.vcbridge.org*.

Tab to Username. (Requires “tabbing” twice.) Type in *vbcftp@vcbridge.org*.

Tab to Password. (Requires “tabbing” twice.) Type in . . . (the password you knew or obtained from another Director).

Accept the remaining entries. Click on *Connect*.

To summarize the entries, we have:

Site Name	VC_Bridge or whatever name you’ve given this Site
Host / IP / URL	ftp.vcbridge.org
Username	vbcftp@vcbridge.org
Password	. . .
Make sure:	Port = 21, Timeout = 60, Retries = 2
	Connection = FTP

Once this information has been entered and you’ve connected at least once (by clicking on *Connect*), it will be saved under the Site Name you specified.



## Using Core FTP LE

When all the information has been entered, and you've clicked the *Connect* button at the bottom center, the Site Manager screen will disappear (possibly after interacting with the computer Operating System's Password Manager as shown below).



There should be a flurry of messages in the window in the upper roughly  $\frac{1}{3}$  of the Core FTP LE screen as the connection is completed. (Let's call this the [Connect Message Window](#)—see next page.)

The middle third of the screen is split into a left half and right half. The right half is restricted to the directory on the server that contains the "TXT" results files and "pdf" Hand Records files. The left half needs to be set to:

`C:\ACBLSCOR\GAMEFILE\`

or wherever your game files and Hand Records are located on your computer. The path listed above is the default path where ACBLscore stores the gamefiles it creates. It's essential to exactly identify the proper path.

Just to the right of the [Up Directory](#) icon (see the screen capture on the next page) is a small, white window where the proper path is specified, either by typing it in or by using the Navigation keys to the window's left.



Annotations on the screenshot:

- Connect Message Window**: Points to the top log window.
- Drives / Folders**: Points to the 'Drives / Folders' icon in the Directory Tree.
- Directory Tree**: Points to the 'Directory Tree' icon in the Directory Tree.
- Up Directory**: Points to the 'Up Directory' icon in the Directory Tree.
- PC Files Window**: Points to the left pane showing local files.
- Server Files Window**: Points to the right pane showing remote files.

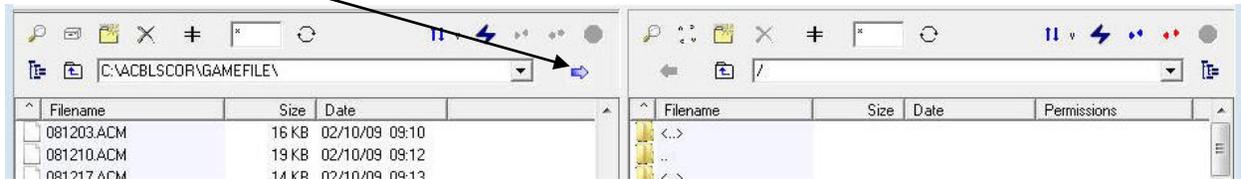
### Navigation Buttons

There are 3 buttons to help navigate to the desired Directory (sometimes called a Folder) on your PC: a) **Drives / Folders**, b) **Directory Tree**, and c) **Up Directory**. The discussion that follows assumes your files are in the C:\ACBLSCOR\GAMEFILE directory.

Although these buttons may be combined and used in several different ways, we can specify the path using only the **Directory Tree** icon. First, click on that icon. As needed, use the scroll bar on the right of the small window, to scroll until **+ C:** is visible. The **+**  icon is used to expand the tree below the selected drive or folder. If the icon shows **-**, the tree is already expanded and the minus icon is used to collapse it. As needed, click on the **+**  icon to expand the tree below C:. At or near the top of the expanded directory tree should be ACBLSCOR with a **+**  icon to its left. As needed, click on the **+**  icon to expand the directory tree below ACBLSCOR. In the list of folder names that appears, click on GAMEFILE itself, not on the icon. The PC Files Window should fill with the list of files in the GAMEFILE directory.

### Uploading the File

As previously noted, you may drag and drop a file from the left half to the right half of the screen. If you highlight a file, notice that an arrow near the middle turns from gray to blue. (See next page.) Clicking that arrow copies the file from one half to the other.



### Hand Records File Not Co-located with the Gamefile's TXT File

If you have a Hand Records “pdf” file for that day’s game, but it’s not co-located in the same directory as the gamefile’s “TXT” file, you have 2 choices:

- 1) Use a program such as Windows Explorer—do not confuse with Internet Explorer—to move the Hand Records file to the directory containing the “TXT” file, or
- 2) Use Core FTP LE’s navigation buttons to change to that directory (on the left half of the screen) and then upload the “pdf” file using the method you’re comfortable with.

For most people, option 1) is easiest in the long run.

### File Naming Convention

The text (TXT) files created by ACBLScore automatically use a naming convention of:  
YYMMDDx.TXT, where

- YY = the last 2 digits of the calendar year,
- MM = 2 digits for the month, using a leading zero (0) for the 1<sup>st</sup> 9 months,
- DD = 2 digits for the day of the month, again, using a leading zero (0) if needed,
- x = M, A, E, or L standing for morning, afternoon, evening or late.
- TXT = the literal text “TXT”

The Ventura Unit website requires a similar format for the Hand Records file, but the extension is “pdf” not “TXT,” yielding:

YYMMDDx.pdf

If you have a Hand Records file that you want to upload to the Unit’s website and it doesn’t follow this naming convention, you must rename it before uploading it or it won’t be available to users of the website.

### Downloading Files

Normally, we upload files from the left half of the screen to the right half. But going the other way is useful if we want to copy an old file onto our laptop to be available to print out at the next game we will be directing.

### Exiting Core FTP LE

When done transferring files, click the “X” in the upper right of the Core FTP LE screen.

Future launches of Core FTP Lite should have all the pertinent information already entered, with the possible exception of the password. When that’s entered, you’ll just need to click the Connect button to be ready for your file transfers.