Cannon FTP Site Instructions

You can view, download or upload files through the WEB interface or FTP link depending on Type of access you have been granted.
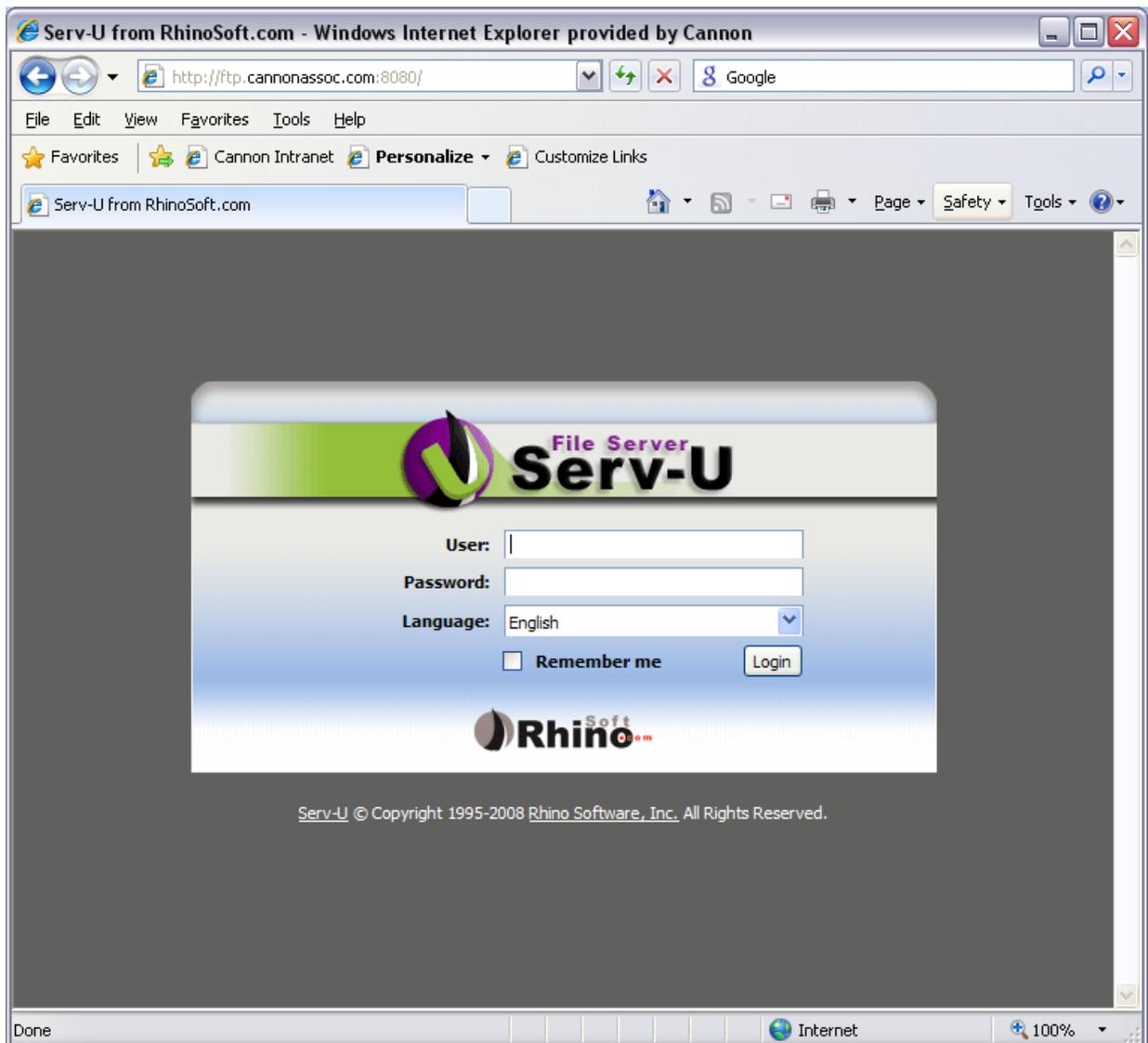
The typical rights assigned are:
Read Only – Allows downloading and viewing files.
Read and Write – Allows downloading and uploading files.

This first link is a Web Front-End designed to ease use of the Cannon FTP site and is the preferred method to transfer files.

Basic Web Client link http://ftp.cannonassoc.com:8080

Once logged in you will see the following "Basic" web client. From here you can select and download files, create directories (only if you have Read and Write access) and view files. Click the help icon if you need additional instructions or guidance.

You may also use traditional FTP if you prefer to use an FTP client or a web browser that supports FTP. You can get a free FTP client here http://www.coreftp.com/

Traditional FTP address: ftp://ftp.cannonassoc.com

If you require assistance please e-mail HELPDESK@CannonAssoc.com or call 805-544-7407 and ask for the HELPDESK.

Basic Web Client Layout

The Basic Web Client is presented as a standard web page containing a list of the files and directories available from the current remote path and clickable links that perform various file transfer related actions. All available functionality of the Basic Web Client is available from this single page to keep interactions quick and easy to perform.

The Utility Bar

At the top of the page is the utility bar that contains buttons to perform various utility tasks. Some of these tasks are only available if an administrator has enabled this feature for your user account. These tasks are denoted with **(*)**. Additional information on each available task is found below.

Current Directory

The first thing displayed on the utility bar is the name of the server you're connected to and your current location on the server. As you navigate the different directories on the server, this location updates so you always know where you are.

Management Console (*)

If you are logged in using an account with administrative privileges, the **Management Console** button can be pressed to return to the Serv-U Management Console's main page.

Change Password (*)

If the administrator allows users to change their account's password, this option is available. Clicking the **Change Password** button brings up a new dialog that asks for your current password and a desired new password. After entering the appropriate information, click the **OK** button to change the account's password. If the new password does not meet the administrator's security settings for passwords, a message is displayed that explains how the new password doesn't meet these security requirements.

Support (*)

This link is available if the administrator has configured an optional support link for assistance with using their Serv-U File Server. Clicking this link takes you to the administrator's preferred method of providing support, which may include opening another Web page, sending an email to an administrator address, or even starting an Instant Messenger session.

Help

This link launches the Serv-U Basic Web Client Help documentation, which you are reading right now.

Logout

When you are finished with the Basic Web Client, click the **Logout** button to terminate your session.

Directory Listing & Actions

Below the Utility Bar is the directory listing returned by the server for the current directory. Above and below the directory listing are the various actions that can be performed to navigate the server, transfer files, or change the layout of the listings. For more information

on these actions, see the appropriate Help documentation on [Directory Management](#), [File Management](#), or [Thumbnails & Slideshows](#).

In the bottom right-corner of the directory listing is a summary of the contents of the current directory. Listed here is the number of directories, the number of files, and the total size of the files contained in the current directory.

Directory Management

The majority of the Basic Web Client's view is dedicated towards displaying the contents of the current directory being browsed on the server. This directory listing shows all the files and folders contained in the current directory. Depending on the access rights granted to your user account by the administrator, various actions can be performed on the files and folders in this listing.

Navigating Directories

There are various ways the current directory can be changed. Changing the current directory updates the contents of the directory listing. The easiest method to change the current directory is to use your mouse to double-click a directory in the listing. Additionally, a directory can be right-clicked and the **Open** option selected. A final method to change the current directory is to select a directory in the listing and click the **Open** button found below the listing.

Parent Directory

If your user account is locked in your home directory and the current directory is your home directory, then this button is not available. Clicking the button changes the current directory to the parent directory. For example, if your current directory is **/public/files**, clicking the button changes the current directory to **/public**.

Refresh

Refreshing the current directory listing causes the Basic Web Client to retrieve the directory listing again and update the displayed files and folders.

Thumbnails

Clicking the **Thumbnails** button changes the view from a detailed view to a thumbnails view. While in thumbnails view, the Basic Web Client retrieves and displays small versions of any image files in the current directory. Additional options are available while in thumbnail view mode. For more information on thumbnails, see the Help documentation on [Thumbnails & Slideshows](#).

Details

When the current view is in thumbnail mode, the **Details** button is available. Clicking the button returns the current view to a detailed listing of the contents of the current directory without any thumbnail images.

Create Directory

New directories can be created on the server by clicking this button. Once clicked, a new dialog is displayed that asks for the name of the new directory that should be created. If your user account does not have the ability to create directories or there is a conflict with the new directory name, an error message is displayed.

Rename

To rename a directory, select the directory you want to rename in the directory listing and click this button. This option is also available by right-clicking on the desired directory. The current name is displayed in a new dialog. Change this name to the desired new name and click **OK**. If your user account does not have the ability to rename directories or there is a conflict with the new directory name, an error message is displayed.

Delete

A directory can be deleted by selecting the desired directory from the listing and clicking the **Delete** button. This option is also available by right-clicking on the desired directory. If your user account does not have the ability to delete directories, an error message is displayed. **NOTE:** Deleting a directory deletes all files and folders that are contained in the directory. This action cannot be undone on the server.

File Management

The majority of the Basic Web Client's view is dedicated towards displaying the contents of the current directory being browsed on the server. This directory listing shows all the files and folders contained in the current directory. Depending on the access rights granted to your user account by the administrator, various actions can be performed on the files and folders in this listing.

Upload

If your user account has permission to upload new files, you may upload a single file at a time to the server using this button. Clicking the **Upload** button opens a new window from which you can **Browse** your system for the file you want to upload. Once you've selected the appropriate file, click **Upload** to begin the transfer.

When the upload has started, a progress dialog is displayed that is regularly updated with live information, including the current transfer rate, how much data has been sent, how much data remains to be sent, and the estimated time until completion of the transfer. While a file is being uploaded, no other action can be taken including changing the current directory or transferring another file. The upload can be terminated at any time by clicking the **Cancel** button. Cancelled file transfers cannot be resumed and must be started over.

After the upload has completed, the progress dialog disappears and the directory listing is refreshed to show the new file.

Download

To begin a file download, simply select the desired file and click the **Download** button. This option is also available by right-clicking on the desired file. The browser prompts you for a location on your system to save the file. Some browsers may also offer the option to open the file instead of saving it to a permanent location. While a file is being downloaded, the Basic Web Client is free to perform other actions.

Rename

To rename a file, select the file you want to rename in the directory listing and click this button. This option is also available by right-clicking on the desired file. The current name is displayed in a new dialog. Change this name to the desired new name and click **OK**. If your user account does not have the ability to rename files or there is a conflict with the new file name, an error message is displayed.

Delete

A file can be deleted by selecting the desired file from the listing and clicking the **Delete** button. This option is also available by right-clicking on the desired file. If your user account does not have the ability to delete files, an error message is displayed. **NOTE:** Files are permanently deleted on the server. This action cannot be undone.

Thumbnails, Slideshows & Media Player

The Basic Web Client, combined with advanced features in Serv-U, is a perfect platform for sharing photos with friends, family, or clients. Using advanced on-the-fly compression techniques, the Basic Web Client can request a custom sized thumbnail image for virtually any type of image file. This thumbnail image is generated by the server upon receiving the request and sent back to the client. In this way, you can view a smaller version of an image file in a fraction of the time it would take to download the entire file and open it up locally. This also minimizes the amount of bandwidth used by the server to send these image files.

The Basic Web Client supports two image viewing modes: thumbnails and slideshows. Slideshows can be viewed when in either the detailed or thumbnail view mode.

Thumbnails

The thumbnail view replaces the detailed directory listing with one that allows a thumbnail image to be displayed for each file. If the file isn't of a supported image type, then the appropriate icon for the file type is displayed instead. While in thumbnail view mode, a set of buttons appears below each thumbnail that replaces the standard action buttons that are usually found below the directory listing. These buttons let you **Open**, **Download**, **Rename**, and **Delete** files and folders like normal. For image files, there is an additional option available to preview the image.

Thumbnail Size

The size of each image thumbnail can be customized from the **Thumbnail Size** drop-down box. Five sizes are offered to help you find a balance between the size of the thumbnails

and the time it takes to retrieve them. While the available sizes are displayed as square values, the actual aspect ratio of the image is preserved when creating a thumbnail to avoid distorting the original image.

Preview Image

Images can be previewed in both the thumbnail and detailed view mode. An image that is previewed is displayed in a new dialog as if in a slideshow, however it is paused on the previewed image. Images are shown at a maximum width of 600 pixels. If the previewed image is smaller than this size, then the image is shown using its actual dimensions. While previewing an image, a slideshow can be started by clicking the appropriate buttons located above the image. For more information on slideshows, continue reading.

Slideshows

Slideshows are a way to automatically preview the images contained in the current directory. While viewing an image in slideshow mode, standard actions can be performed on that file including **Download**, **Rename**, and **Delete** by clicking the appropriate button below the image.

Controlling a Slideshow

The slideshow can be controlled manually using the buttons at the top of the slideshow dialog. From left to right, the controls go to the previous image, pause, start, and go to the next image in the slideshow, respectively. Next to these controls is a counter showing the position of the current image along with the total number of images in the slideshow.

The speed at which the images are displayed in the slideshow can be controlled using the slider at the bottom of the dialog. Adjusting the slider to the left towards **Slow** causes the images to be advanced at a slower pace. Adjusting the slider towards **Fast** increases this pace. On some servers, a loading image may be displayed when advancing to the next image if the current pace is faster than the server is capable of generating the slideshow image.

When you are finished viewing the slideshow, use the **Close** button to dismiss the slideshow dialog.

Media Player

The Media Player allows users to play most common media formats instantly using the Media Player dialog in the Basic Web Client. This feature allows user to conveniently preview audio & video files before downloading as well as build playlists to stream audio straight from the Basic Web Client.

Playlists

Playlists are dynamically generated by Serv-U to play all audio files located in the user's current directory. If audio files are detected in the current directory, a "Play List" option is made available. Simply click the button to begin successively streaming all audio files in the user's current directory to the built-in Media Player.

Media Player Controls

The Media Player can be controlled manually using the previous and next buttons located above the player. Next to these controls is a counter showing the position of the current media file along with the total number of media files in the current directory. **Note:** These controls manually change to the previous or next media file in the current directory. Once the media file has been played, the Media Player does not automatically move on to the next media file.

To play multiple audio files in succession, you must use the "Play List" option. When utilizing this feature, the controls in the appropriate media player plug-in can be used to change the current track. While streaming a playlist from Serv-U, the download, delete, and rename actions are hidden.