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WinSCP

WinSCP is a freeware windows client for the SCP (secure copy protocol), a way to transfer files across the network using the ssh (secure shell) encrypted protocol. It replaces other FTP programs on windows clients in cases where SSH is needed to connect to the server. These instructions written in this document are for WinSCP 4.0.5. If we choose a different version some steps may vary.

We can download WinSCP from <http://www.download.com/> or <http://winscp.net/eng/index.php> as shown below .



If we select the Installation Package a Set-up wizard starts after we download and run WinSCP. Click the appropriate button to proceed through the process. We will be asked to accept the license agreement, select the typical installation, and the Norton Commander Interface before confirming that you are ready to install. Be sure the Launch WinSCP option is checked before clicking the Finish button. Once the software

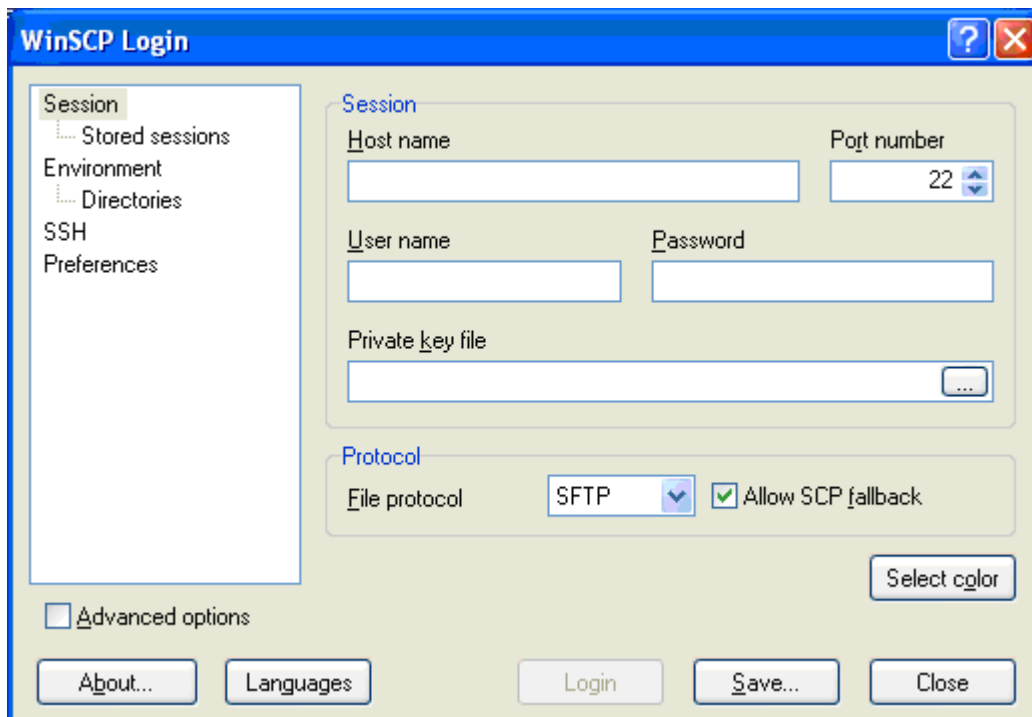
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is installed on your computer, we are ready to configure WinSCP to connect to the server.

Step 1

To connect to Server (erp.com), we need to enter some basic information. Once this information is saved on our computer, it wont be needed to go through the initial steps again when we use the WinSCP software next time. Fill in the text fields on the Session screen shown below.

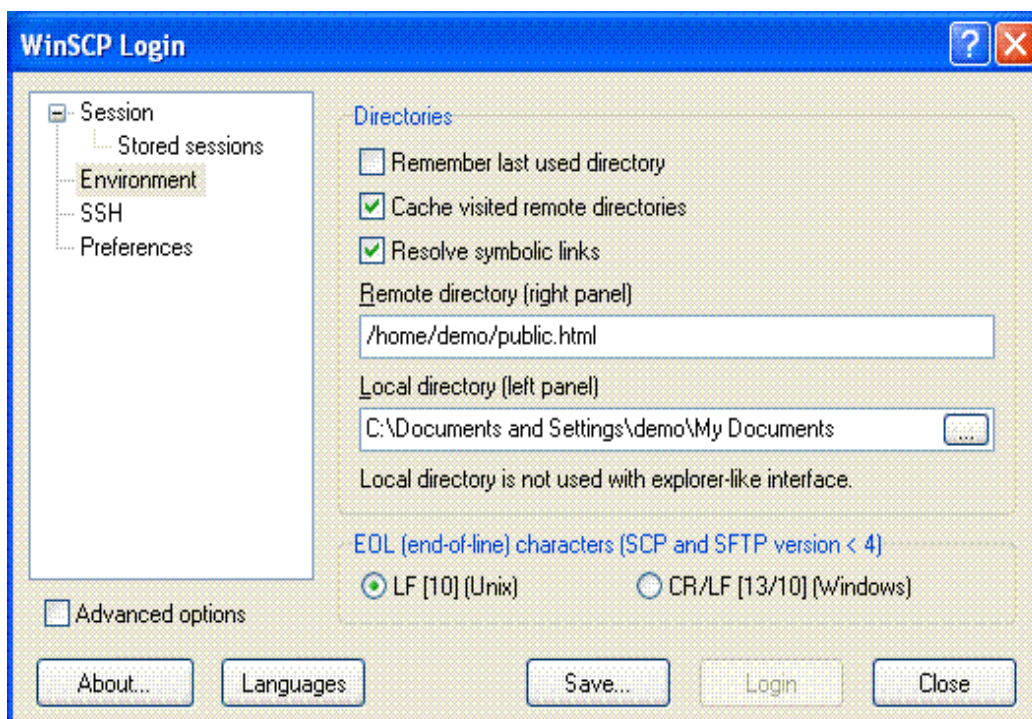
Host Name: erp.com
Port Number: 22 (default)
Username: oracle



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Step 2 :

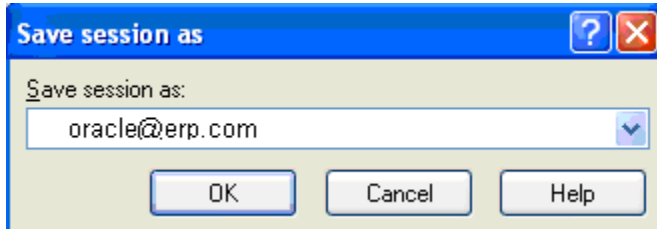
Now click Directories under Environment in the left panel as shown above. Remote directory is the directory of the server erp.com as shown in below. Type directory path into the box. Our directory path will be similar to the following: /home/demo/public_html (replace demo with directory name). Local directory is our computer. We can enter the location on our computer where our working files are stored. By clicking the ellipsis button (the box with the 3 periods), we can browse to the location as well. We should keep a backup of our on our own computer.



Step 3 :

Now click save on the lower right side of this window shown as above. WinSCP automatically assigns a name to your session, as shown below ,click OK. If we want to maintain several sites with our server, we may follow these step by step instructions to create a stored session for each organization.

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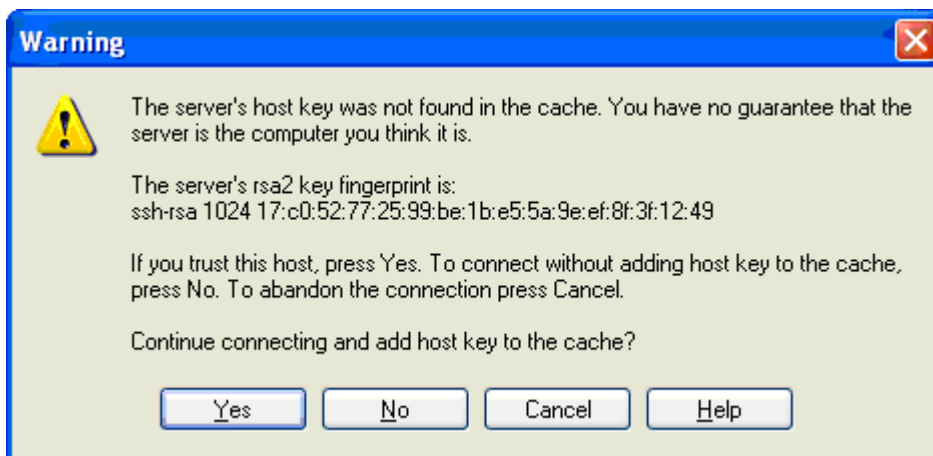


Step 4 :

When we wish to connect to the server (erp.com), highlight the session we just created and press login. Enter password when prompted.

Step 5 :

The first time we log into a server, we may get a dialog box as shown below which tells that the server's host key isn't cached in the registry.



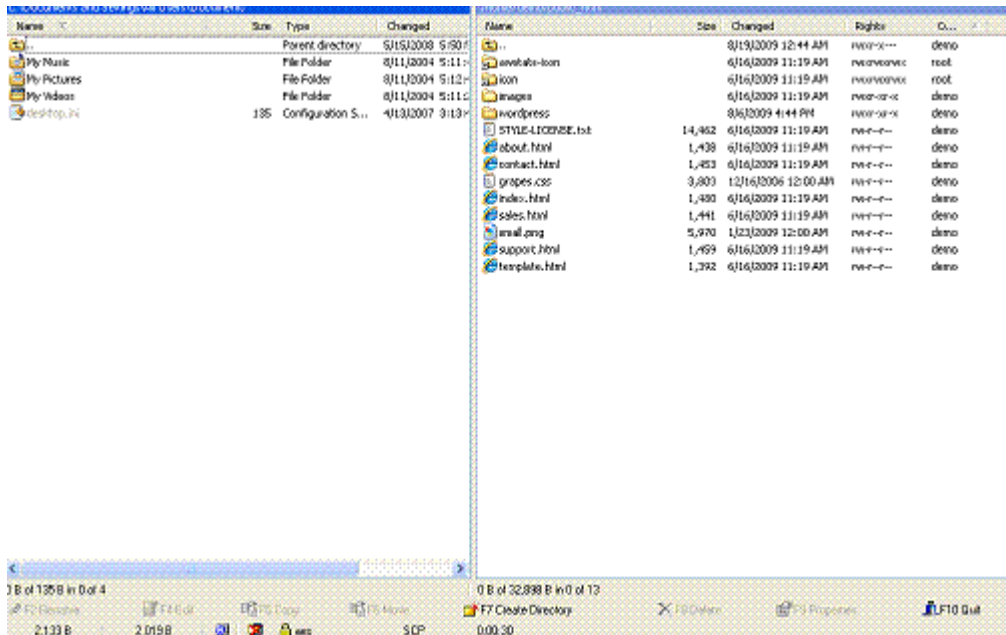
Click Yes.

Step6 :

Before we start moving files, first we need to sure that we are where we want to be. As you can see, the panel on the left as shown below, displays the contents of our C: drive (or where you specified in the local directory setup step), this is referred to as the local side. The right panel displays the contents of our server (erp.com) directory, also referred to as the remote side. Now we can use the mouse to click, select and then drag

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and drop files to and from your directory on the server. The dark blue bar indicates which is the active window.



Note: when copying files. Remember, mistakes on the local side, only we can see but mistakes on the remote side, everyone can see.

Using WinSCP


WinSCP is an extremely feature rich program. This document only covers the basics.

Remember, the list of our Local files, the ones on the hard drive of the machine at which we're sitting, is on the Left. The list of files on the erp.com server, or the remote host, is on the right. The actions taken depend on which files we have selected. So if we want to move a file from our local machine to the server, click once on that file on the left hand side to select it, and hit the F5 key to copy it to the remote server.

To select multiple files or folders, which are next to each other, hold down the shift key, and to multi-select individual files or folders, hold down the ctrl key while clicking.

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Navigation

Use the arrow keys to move the cursor up and down within a panel. The Enter key will open the folder the cursor is currently on, if we move the cursor to the top of the list on the  and then press Enter we will go up one level in the directory structure.

Tab: Pressing Tab switches panels, you'll see that the blue bar moves from left to right if you press Tab.

Insert : You can use the Insert key to select multiple files and folders. Selected items will be displayed with a blue background.

F2 : Rename : F2 enables you to rename a file or folder. Fill out the new name and press Enter.

F5 : Copy : F5 will copy the selected files and folders to the other panel.

F6 : Move : F6 moves the selected files and folders to the other panel.

F7 : Create Directory : F7 will create a new folder in the active panel.

F8 : Delete : F8 removes the selected files and folders from the active panel.

F10 : Exit : F10 shuts down WinSCP

Disconnect WinSCP

Close WinSCP when we are finished and it disconnects from server (erp.com) automatically. (If we are using a modem for Internet connection, we will still have to follow the normal steps to disconnect from the Internet.