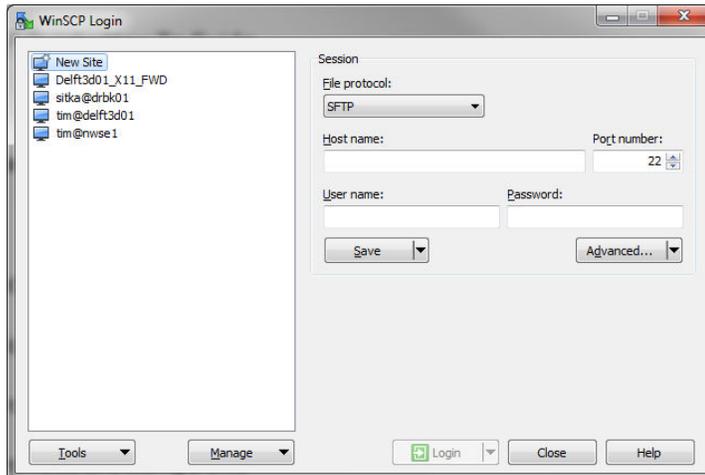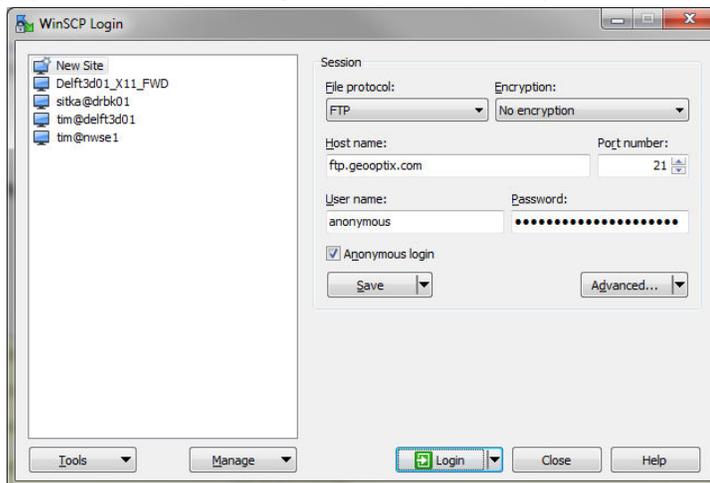# WinSCP: A Quick HowTo Guide

Last update by tim@sitkatech.com 2015.01.19
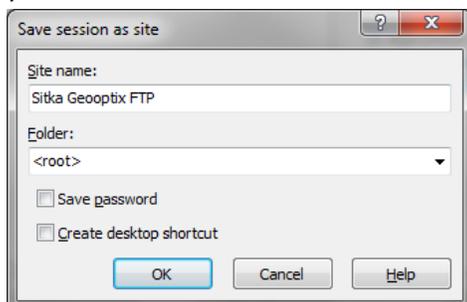
Site Management

1. Launch WinSCP. This will display the Site Management dialog

2. Create a new FTP site by filling in the Session options shown (update fields according to Sitka information provided to you)
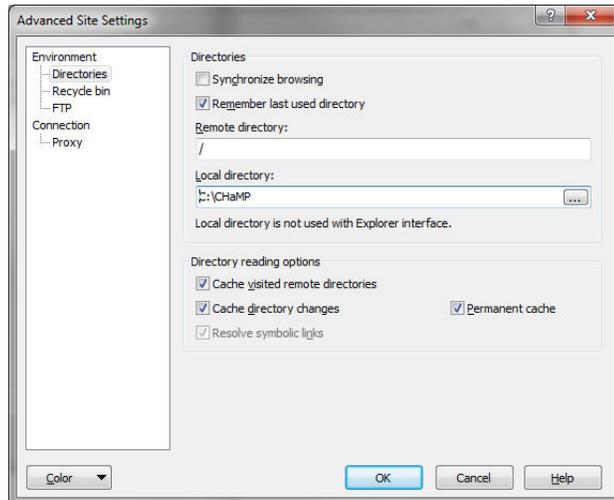

3. Click the Save button and enter a meaningful Site Name. Leave the Folder set as <root> unless you are instructed otherwise. Click OK.

Optional: Update settings for your local folder (where you want the files to be downloaded)

1. Right click the site you just made and select Edit.
2. Click the Advanced button.
3. Click the Directories sub-element on the right and change the Local Directory setting to a directory of your choice.
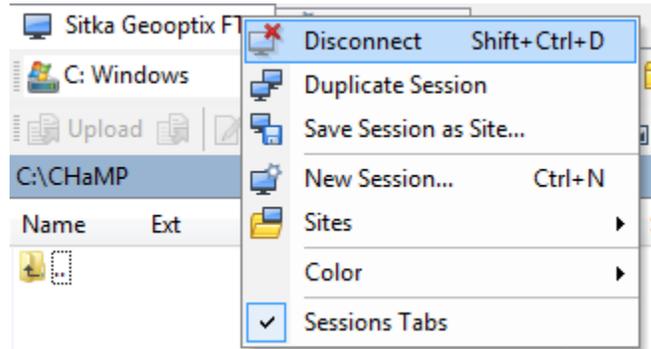

4. Click OK. Click Save

Connecting to a Site

1. Launch WinSCP (as necessary)
2. Select the Site by clicking it once.
3. Click the Login button

Disconnecting from a Site

1. For multiple open sites, locate the tab of the connected site, right click and select "Disconnect"
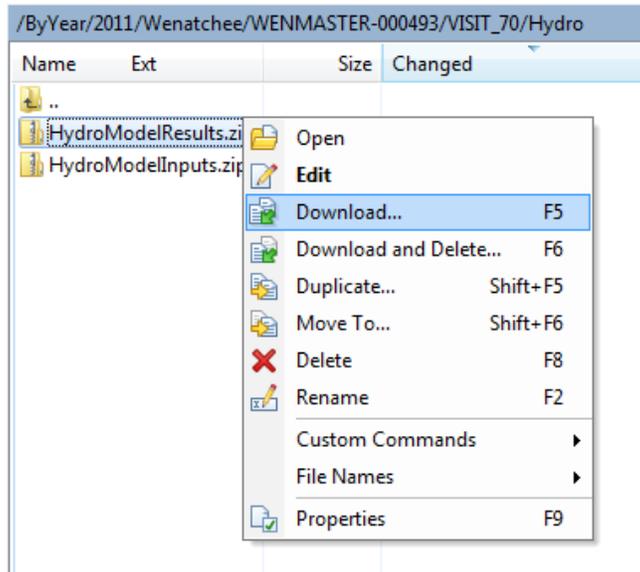

2. If you have no other sites open, you will be shown the Site Manager. Click close to exit the application.

Alternately, you may exit the app by simply closing the main window.
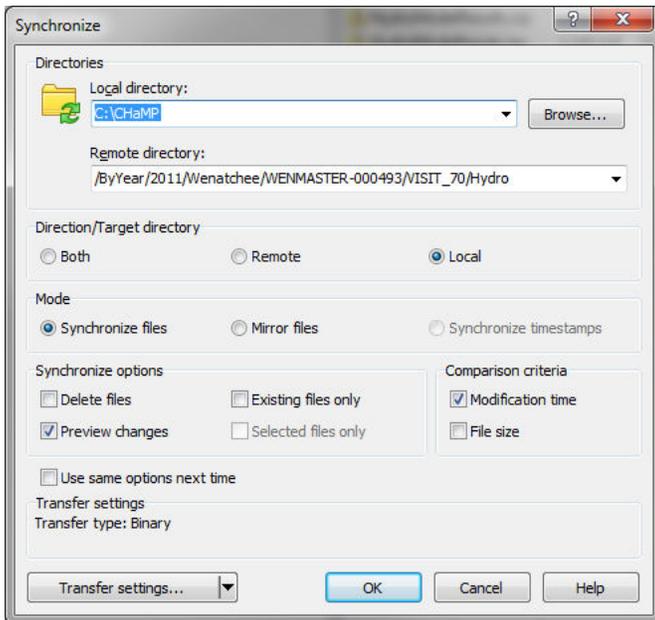
Downloading from a Site

1. Launch WinSCP, connect to a site. Navigate to the file/folder you wish to download using the right content pane.
2. (as needed) Navigate in the left content pane to the destination for your download.
3. Select the contents to be downloaded in the right pane. Drag and drop to the left pane. (alternately, right click on any selected item and choose Download)
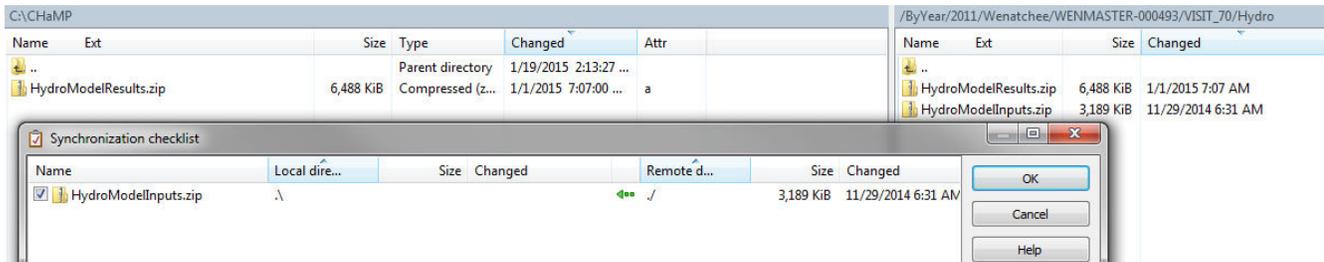

Synchronized Downloading from a Site

1. Launch WinSCP, connect to a site, use the right content pane to locate the files to download.
2. Use the left content pane to locate the files that have been downloaded, but require updating/refreshing.
3. Click the Commands menu and select Synchronize.
4. Look over the settings displayed, in general, no changes should be required. Click OK to see a list of files to be updated/transferred.
   Note: Always be sure that the Direction/Target Path is set to "Local" or data may be deleted from your system.
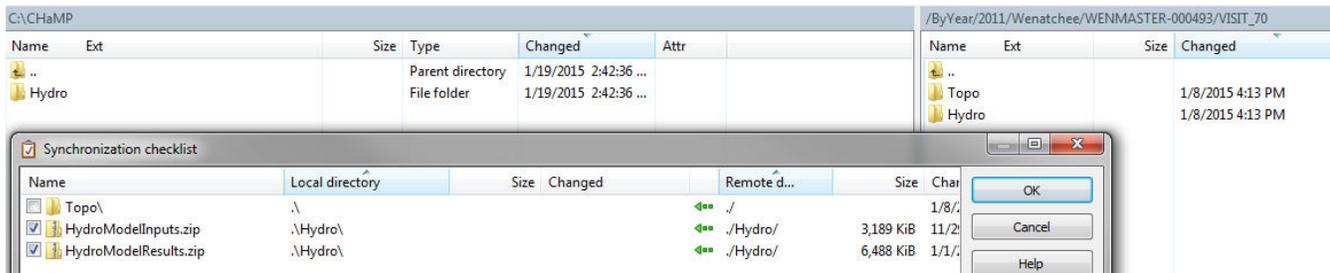
5. Example list of files to synchronize from the site to workstation.
   Notice that the file found on the right (remote), but not existing on the left (local) has been automatically selected for download.
   Click OK to initiate the download of all files listed.

6. This operation applies recursively to directories as well. Uncheck any directories/files that are not of interest.
   In the example below we do not want to download 'Topo', so it is unchecked.
   Notice also that the 'Hydro' directory exists in both the left and the right panes. Therefore the contents of the local Hydro directory will be updated with the contents of the remote Hydro directory.
   If there Directories that do not exist on the left, will be created as needed. If the Topo directory
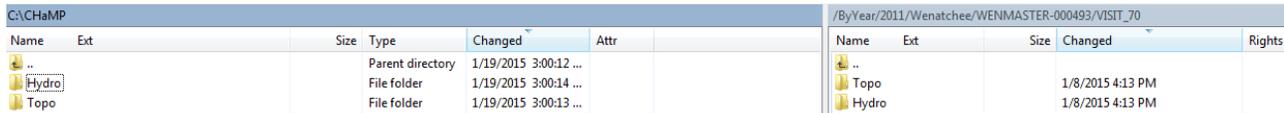
was checked, because it does not exist locally, it will be created and all contents downloaded.
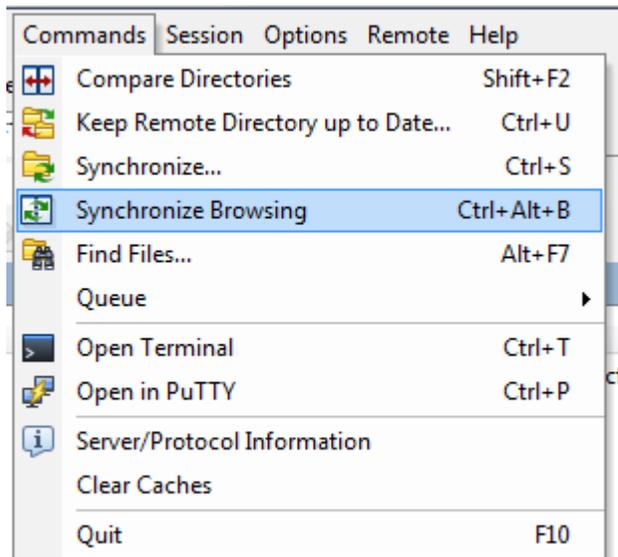

Synchronized Browsing a Site

About: If you have downloaded an entire directory tree from an FTP host, synchronized browsing is a convenient way to save time navigating to a file or folder of interest.

1. As usual, launch WinSCP, connect to a site.
2. Start each pane at the top level of the directory tree you have previously downloaded such that each side has the same starting point for browsing.

3. Click the Commands menu and select "Synchronized Browsing"

4. Now navigate in either the left or right pane and you will notice that the opposite pane will be automatically updated to match.
   In the example below, we have navigated into the Topo folder.
   In the file listing header which shows the path, we can see that both the left and right panes are in the Topo folder.

C:\CHaMP\Topo						/ByYear/2011/Wenatchee/WENMASTER-000493/VISIT_70/Topo			
Name	Ext	Size	Type	Changed	Attr		Name	Ext	Size	Changed
..			Parent directory	1/19/2015 3:00:13 ...			..			
SurveyGDB.zip		1,327 KiB	Compressed (z...	10/24/2013 8:14:0...	a		SurveyGDB.zip		1,327 KiB	10/24/2013 8:14 PM
TIN.zip		29,274 B	Compressed (z...	2/14/2012 5:25:00 ...	a		WettedSurfaceTIN.zip		9,755 B	2/14/2012 5:25 PM
WettedSurfaceTIN.zip		9,755 B	Compressed (z...	2/14/2012 5:25:00 ...	a		TIN.zip		29,274 B	2/14/2012 5:25 PM

Notice that that the folders above the Topo folder do not match. That is not necessary. So a key point with this feature is that only the folders you navigate need to match.
(Also, the files of the folders do not need to match either even though they do in this example).

Final Notes

WinSCP is a feature rich free tool that can be used for FTP, SFTP, and SCP (Linux) copying, updating, and synchronizing of files. The help pages are very user friendly as well. If you have questions this guide does not answer, the first place to look is the online help. Just click the Help button in whatever task you are doing or select "Contents" from the Help menu.

Enjoy!

Sitka Technology Group - Operations Dept.