# WinSCP: A Quick HowTo Guide

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#### **Site Management**

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

Sa WinSCP Login		
Vew Site Delft3d01_X11_FWD sitka@drbk01 tm@delft3d01 tm@nwse1	Session Ele protocol: SFTP Host name:	Port number:
	User name: Pass Save ▼	aword: A₫vanced ▼
Iools V Manage V	Login V	Close Help

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

WinSCP Login	Session Eile protocol: Enc	ryption:
im@delft3d01 ☐ tim@nwse1	Host name: ftp.geooptix.com	Port number:
	User name: E anonymous ☑ Anonymous login Save ▼	2assword: Advanced  ▼
Tools  Manag	e V Login V	Close Help

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

Save session as site		? ×
Site name:		
Sitka Geooptix FTP		
Eolder:		
<root></root>		-
Save password		
Create desktop shortcut		
ОК	Cancel	Help

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.

Environment Directories — Recycle bin — FTP Connection — Proxy	Directories Synghronize browsing Remember last used directory Remote directory: Local directory: C:QHaMP Local directory is not used with Explorer interface. Directory reading options Coche using directories					
<u>C</u> olor ▼	Cancel Help					

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"

			hei	
Sitka	Geoopt	IX FI	Disconnect	Shift+Ctrl+D
🚢 C: Wi	ndows	₽	Duplicate Ses	sion
🗐 🛃 Uplo	ad 🗊	2 🖥	Save Session a	as Site
C:\CHaM	Р	<b></b>	New Session	. Ctrl+N
Name	Ext		Sites	•
₹.			Color	•
		~	Sessions Tabs	

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)

/ByYear/2011/Wenatchee/W	ENMASTER-	000493/VISIT_70/H	lydro
Name Ext	Size	Changed	
<u>.</u>			
🚹 HydroModelResults.zi 🗗	) Open		
🚮 HydroModelInputs.zir 📝	r Edit		
	Download	d	F5
	Download	d and Delete	F6
	Duplicate	Shift+	-F5
	Move To.	Shift+	-F6
>	C Delete		F8
IX.	🖞 Rename		F2
	Custom C	Commands	•
	File Name	25	•
D,	Properties	5	F9

# 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.

Directories —— Local directory:		
		Browse
Remote director	/:	
/ByYear/2011/V	/enatchee/WENMASTER-000493	3/VISIT_70/Hydro ▼
Direction/Target director	/	
🔘 Both	Remote	Occal
Mode		
Synchronize files	Mirror files	🔘 Synchronize timestamps
Synchronize options		Comparison criteria
Delete files	Existing files only	Modification time
Preview changes	Selected files only	File size
Use same options ne	kt time	
Transfer settings Transfer type: Binary		

 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.

Size 6,488 KiB	Type Parent directory	Changed 1/19/2015 2:13:27	Attr		Name Ext	Size	Changed
6,488 KiB	Parent directory	1/19/2015 2:13:27					
	Compressed (z	1/1/2015 7:07:00	a		 HydroModelResults.zip	6,488 KiB 3,189 KiB	1/1/2015 7:07 AM 11/29/2014 6:31 AM
dire	Size Char	nged	Remote d	Size Cha	naed	×	
		400	1	3,189 KiB 11/2	9/2014 6:31 AIV		
	l dire	I dire Size Char	I dire Size Changed	I díre Size Changed Remote d ∢•• √	I dire Size Changed Remote d Size Chan 4== / 3,189 KiB 11/2	I díre Size Changed Remote d Size Changed OK 4 / 3,189 KiB 11/29/2014 6:31 AV Help	I díre Size Changed Remote d Size Changed OK dee / 3,189 KiB 11/29/2014 6:31 AM Cancel Help

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

C:\CHaMP							/ByYear/20	)11/Wenatchee/V	VENMASTER-	000493/VISIT_70
Name Ext	Size	Туре	Changed	Attr			Name	Ext	Size	Changed
🎍 ]] Hydro		Parent directory File folder	1/19/2015 2:42:36 1/19/2015 2:42:36				🕹 ]) Topo ]) Hydro			1/8/2015 4:13 PM 1/8/2015 4:13 PM
Synchronization checklist										
Name	Local directory		Size Changed		Remote d	Size	Char	ОК		
🔲 퉬 Topo\	$\Lambda$			4	./		1/8/.			
🛛 📝 🚮 HydroModelInputs.zip	.\Hydro\			400	./Hydro/	3,189 KiB	11/2	Cancel		
🛛 🔀 HydroModelResults.zip	.\Hydro\			4	./Hydro/	6,488 KiB	1/1/.	Help		

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.

C:\CHal	C:\CHaMP					/ByYear/2011/Wenatchee/WENMASTER-000493/VISIT_70					
Name	Ext	Size	Туре	Changed	Attr		Name	Ext	Size	Changed	Rights
<u>.</u> .			Parent directory	1/19/2015 3:00:12			al				
🌗 Hyd	o		File folder	1/19/2015 3:00:14			🔒 Торо			1/8/2015 4:13 PM	
퉬 Тор	0		File folder	1/19/2015 3:00:13			🔒 Hydro			1/8/2015 4:13 PM	

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

Con	nmands Session Options Remote	Help						
•	Compare Directories	Shift+F2						
2	Keep Remote Directory up to Date	Ctrl+U						
5	Synchronize	Ctrl+S						
	Synchronize Browsing	Ctrl+Alt+B						
-	Find Files	Alt+F7						
	Queue	•						
>	Open Terminal	Ctrl+T						
₽	Open in PuTTY	Ctrl+P						
i	Server/Protocol Information							
	Clear Caches							
	Quit	F10						

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/W	ENMASTER-	000493/VISIT_70/Topo				
Name Ext	Size	Туре	Changed	Attr	Name Ext	Size	Changed
🛃		Parent directory	1/19/2015 3:00:13		<b>L</b> .		
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
引 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!

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