

WinSCP: Secure File Transfer

Using WinSCP for Secure File Transfer on Windows

Overview

WinSCP is an SFTP (Secure File Transfer Protocol), FTP (File Transfer Protocol), and SCP (Secure Copy Protocol) application compatible with Windows operating systems. Its main function is safely copying files between local and remote computers.

WinSCP is the recommended secure FTP program for users who maintain a site directly on the WWW server.

This guide describes the steps for free download, installation, and secure file transfer using your WWW account.

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Related Guides

Using WS_FTP

Download WinSCP

1. Open the browser of your choosing and navigate to **download.cnet.com**.
2. Make sure **Windows Software** is selected.
3. Search **WinSCP** at the top of the page and press enter.
4. Click on **Download Now** next to the first search result, which should be "WinSCP."

Internet Explorer users:

- a. If you are using Internet Explorer, you may have to click the bar that appears at the top of the page reading "Internet Explorer has blocked this site from downloading files to your computer."
- b. Select **Download File**.
- c. Select **Run** twice.

Firefox users:

- a. Click **Save File** in the pop-up window.
- b. Double-click the **setup** file from the Downloads folder or the desktop.

Quick Guide

Install WinSCP

Follow the steps on your computer to install the program:

1. Select **OK** for English.
2. Click **Next** when the Setup Wizard opens.
3. Click **Next** again on the License Agreement.
4. Click **Next** again for Typical Installation.
5. Select **Do not install** for any extra software (e.g. Google Chrome, Bing Bar, etc.) and click **Next**.
6. Click **Next** for the Commander interface.
7. Click **Install**.
8. Click **Finish**.

The program will now open.

Logging In

Open the program by double-clicking the desktop icon, if it is not already open.

1. Type "icweb.ithaca.edu" into the **Host name** field (as opposed to "www.ithaca.edu" in WS_FTP).
2. Type in your WWW account username and password.
3. Make sure **SFTP** is selected from the drop-down menu.
4. Click **Login**.
5. Click **Yes** to accept the warning message. This warning will only appear the first time you connect to the server.

Navigating WinSCP

The WinSCP window is split into two sections. The left shows files on your local computer. The right shows files in your WWW directory (see **Figure 1**).

To locate and securely transfer a file to your WWW directory:

1. Click the arrow on the drop-down menu on the second toolbar above the left panel.
2. Select the location of the file.

3. If needed, browse through folders in the left panel by double-clicking them until you find the file.
4. Select the file by clicking on it once.
5. Click **F5 Copy** at the bottom of the screen (or you can simply press **F5** on your keyboard).

NOTE: You want to select **Copy** rather than **Move**, or the file will be removed from your local computer.

6. Click **Copy** in the pop-up window.

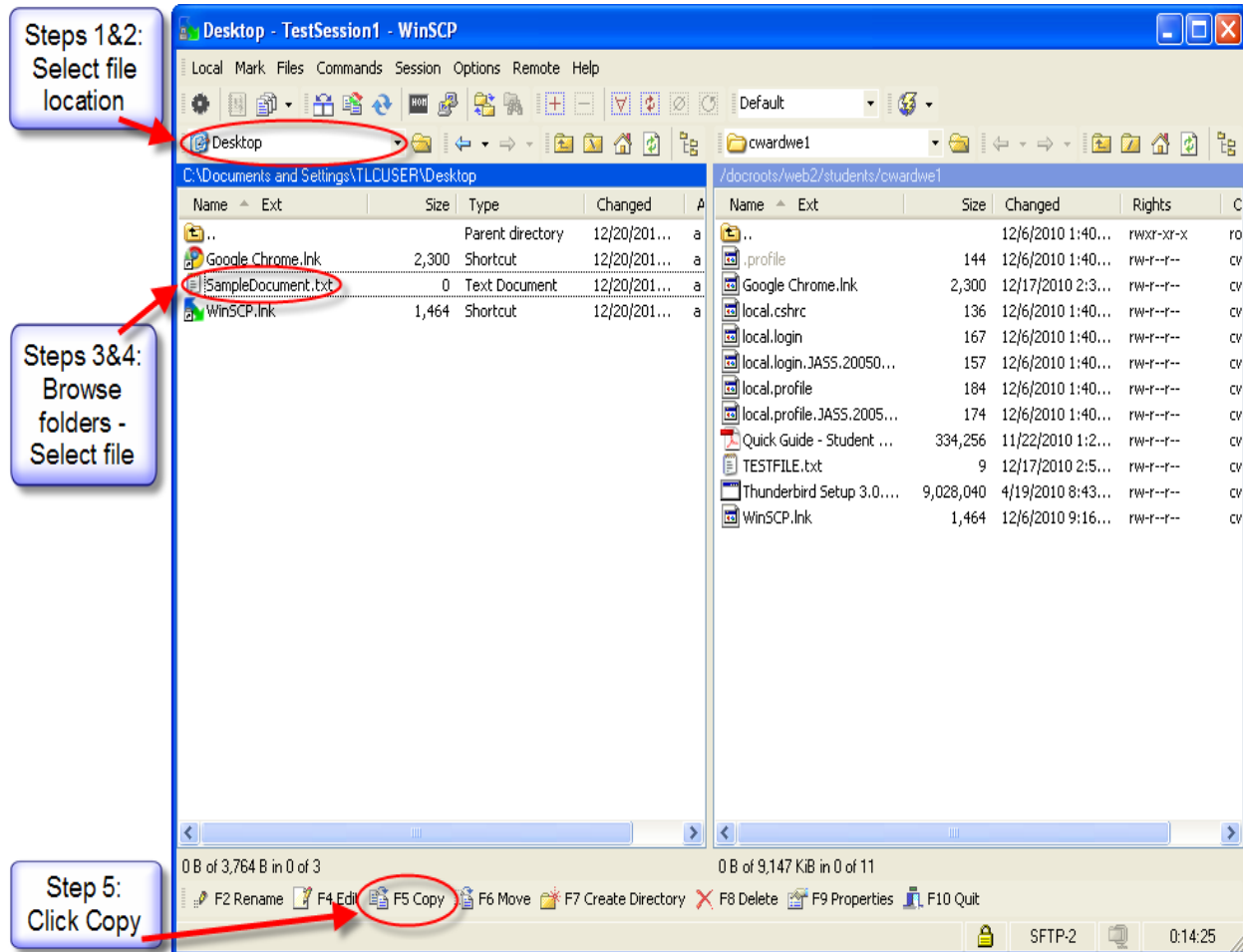


Figure 1

The file has now been securely transferred to your WWW directory.

Alternative method for transfer:

1. Click and drag the file from the left-hand pane to the right-hand pane.
2. Click **Copy** in the pop-up window.

Bookmarks

If there is a particular folder in which you frequently store files for transfer, you can create a bookmark to take you back to that folder instead of locating it from the drop-down menu or tree.

1. Navigate to the folder you wish to bookmark by selecting the path from the drop-down menu and navigating within the left panel.
2. Select the folder you wish to bookmark and press **Ctrl+B** or continue to Step 3.
3. Open the **Local** menu.
4. Select **Add to Bookmarks**.

NOTE: Be sure to save your session (instructions on Page 4).

To access your bookmarks, press **Ctrl+O** or follow these steps:

1. Open the **Local** menu.
2. Highlight **Go To**.
3. Select **Open Directory/Bookmark...**
4. Select the bookmark and click **OK**.

Save & End Session

To save the configuration of a session:

1. Open the **Session** menu.
2. Click **Save Session...**
3. Type in a name for your session and click **OK**.

NOTE: To save in the future, select the same name from the drop-down menu to overwrite the previously saved version. This will save you from a long list of sessions to decide which is the correct one to open.

To end the session, exit out of the WinSCP window or hit **F10** and click **OK** to terminate the session.

To open a saved session when logging in:

1. Click **Stored Sessions** on the left of the WinSCP Login window.
2. Select the session and click **Login**.
3. Type in your WWW account password.

Common Command Shortcuts

Navigation:

- Tab – change active panel
- Backspace – open parent directory
- Ctrl+\ - open root directory
- Ctrl+H – open home directory
- Alt+Left – go back
- Alt+Right – go forward
- Alt+F1 – open path change menu for left panel
- Alt+F2 – open path change menu for right panel
- Ctrl+B – bookmark current directory
- Ctrl+O – display bookmark window
- Ctrl+Alt+T – toggle tree panel

File Selection:

- Insert – select/deselect file
- Ctrl+A – select all files
- Ctrl+L – deselect all files

File Management:

- F5 – copy selected files (upload when local panel is active, download when remote panel is active)
- Shift+F5 – duplicate selected files (remote panel only)
- F6 – move selected files (upload when local panel is active, download when remote panel is active)
- Shift+F6 – move/rename selected files (remote panel only)
- F7 – create new folder
- Shift+Delete – delete selected files
- Ctrl+V – paste files

For More Information

For more information on WinSCP, visit the Help menu within the program. If you have any questions about using the program, please call the ITS Help Desk at (607) 274-1000 or email your question to helpdesk@ithaca.edu.

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