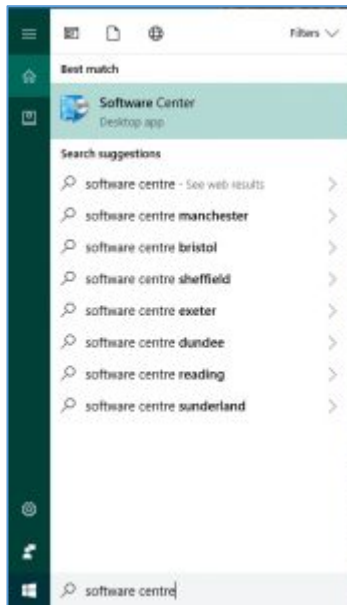


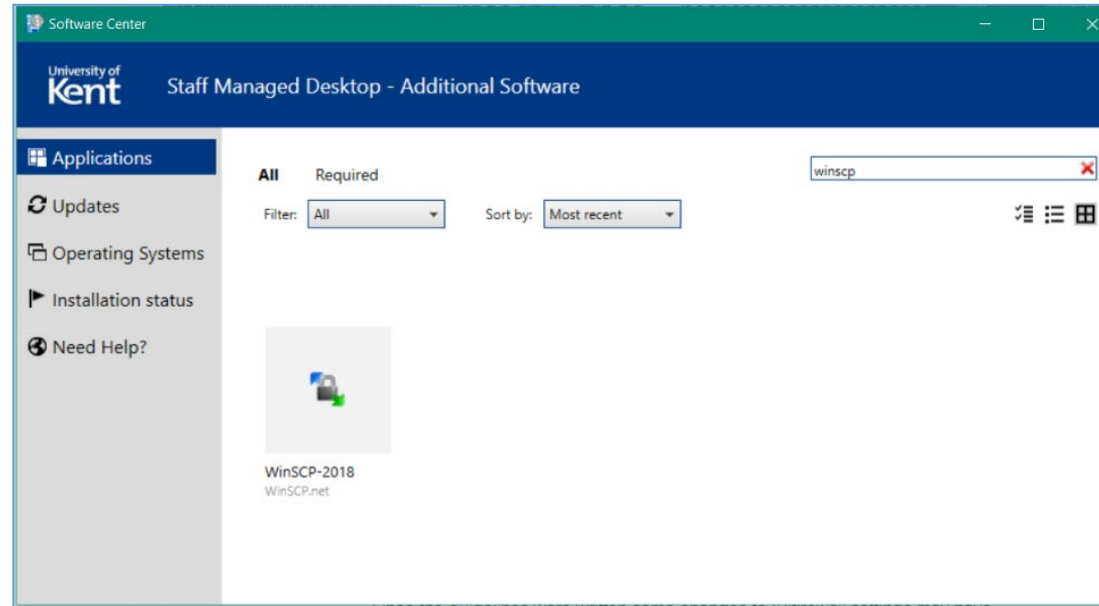
# Using WinSCP to move files from local location/s to server/s

1. Install the software using the Software Center.

Find this using Windows search facility, as illustrated below.

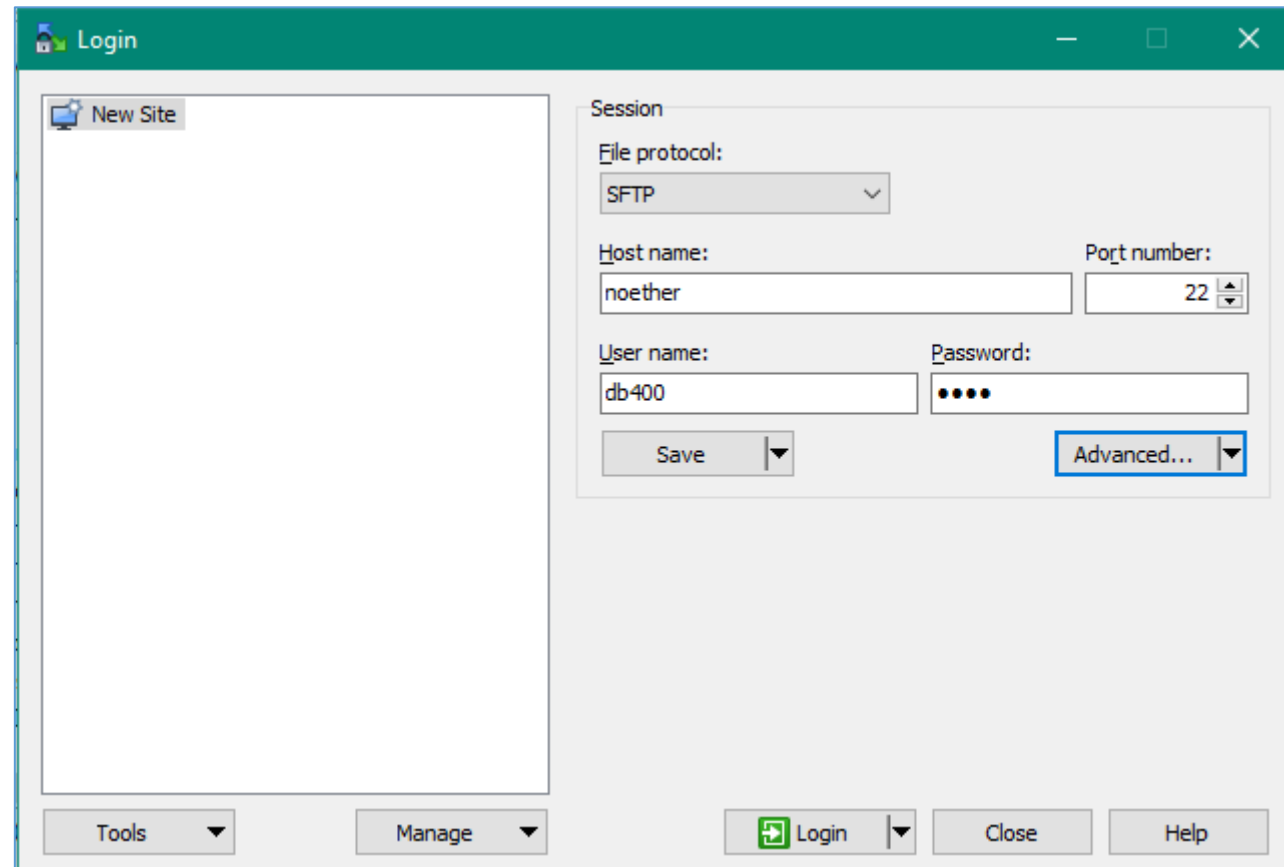
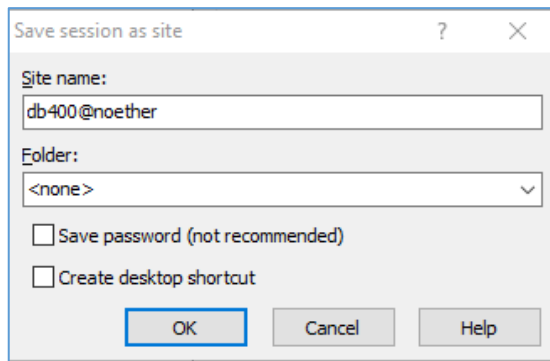


2. Search (box at top-right) for WinSCP. Highlight the resulting icon and select **Install**



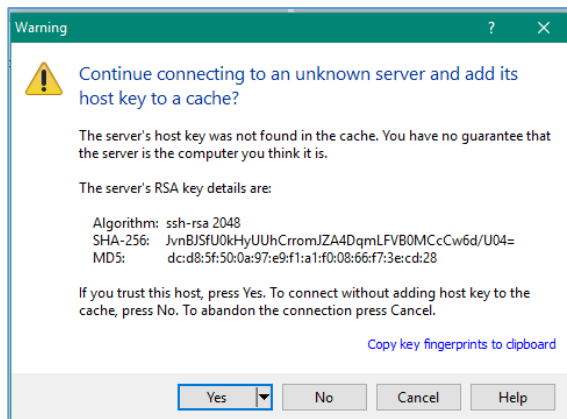
3. WinSCP has lots of settings but you can ignore nearly all of these and simply enter the server name (e.g. noether) and your user name and password, like this →

You have the option to save the connection for future use. If you choose to do this, click **Save** and you will see further options similar to those shown below:



4. Click **Login**

5. The following warning (below) may appear when you use the connection for the first time.



Proceed by clicking **Yes**

6. WinSCP will then open a two-pane layout. Conventionally this will appear with a remote folder on the right-hand side (R=right=remote) ...

... and your local folder on the left (L=left=local)

7. You can drag and drop files across from left-to-right thus copying from local→remote location(s).

