Uploading files to the Tallinn University webspace

To upload files to the Tallinn University network, the user must an FTP client such as WinSCP, Filezilla, ws_ftp, etc. The following instructions have been made using the WinSCP programme. It can be downloaded from: <u>http://winscp.net/eng/download.php</u> (portable executable).

NB! Portable executable file does not need installing, it can be started right after downloading.

Use

Start the programme and fill in the required fields:

- Host name: lin2.tlu.ee
- User name: Tallinn University username
- Password: Tallinn University username password
- Make sure 'File Protocol' is set to SFTP
- Click Login

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NB! WinSCP has 2 different user interfaces, one based on 'explorer' and the other on 'commander'. The differences can be seen here: <u>http://winscp.net/eng/docs/interfaces</u>.

These instructions use the explorer-based user interface. To change the user interface, read the chapter "Changing the user interface".

First-time login

When logging in for the first time, a new folder has to be created as '**public_html**' on the server for uploading files. After it has been created, it does not have to be created again. From now on, all public files have to be uploaded into the 'public_html' folder.

public_html folder creation

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Right-click on the white background and choose: New>Directory.

Enter the folder name into the newly opened window: public_html and click OK.

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Uploading files

To upload files, they must be moved into the 'public_html' folder. For example, this can be done by dragging the files into the folder.

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Double-clicking on the 'public_html' folder will open it, displaying its contents. It is possible to copy files into the open folder (by dragging the mouse or copy/paste) or to delete existing files from the folder (right-click and delete).

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After uploading the files, they are accessible at:

http://www.tlu.ee/~kasutajanimi

The Tallinn University user account name is the username.

To exit the programme, use the mouse to click the window close button (X) in the top right corner and in the pop-up window, click OK.

Changing the user interface

After starting the programme, choose preferences from the menu on the left side.

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Then choose the desired user interface and click save.

WinSCP Login		2 🛛
Session Stored sessions Environment Directories SSH Preferences	Interface Commander Image: Commander	 two panels (left for local directory, right for remote directory) keyboard shortcuts like in Norton Commander (and other similar programs as total Commander, Midnight Commander) drag & drop to/from both panels only remote directory keyboard shortcuts like in Windows Explorer drag & drop
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In the newly opened window, use the navigation panel on the left to choose Interface and then pick a user interface. To finish, press OK.