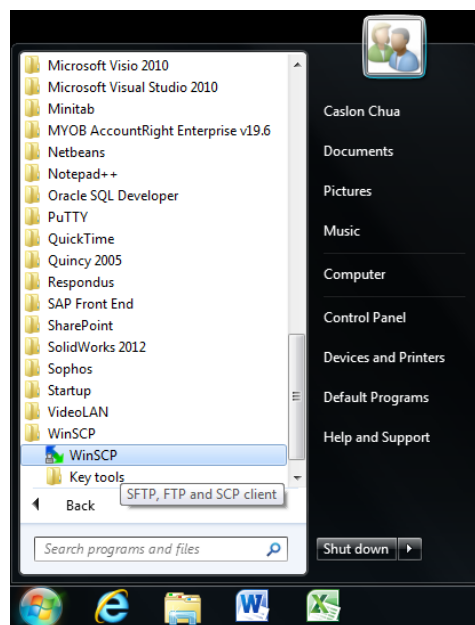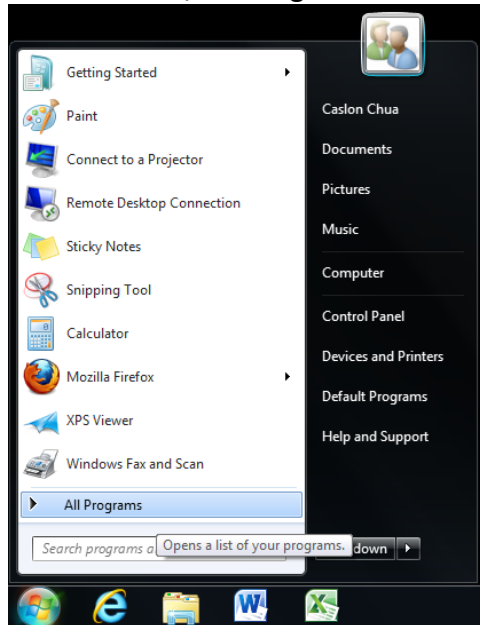# Transferring files to/from `mercury.swin.edu.au`
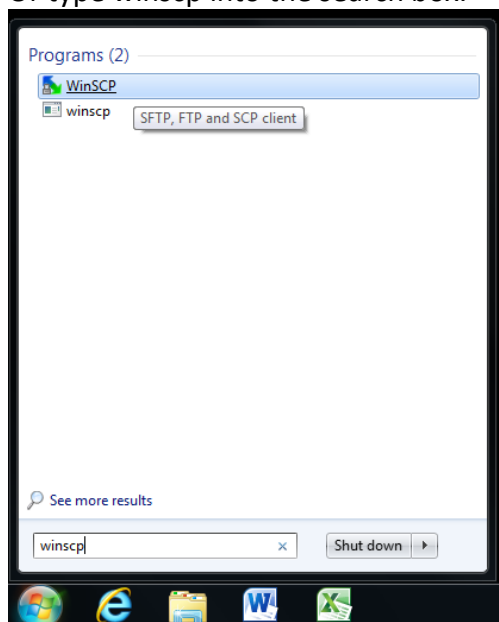
Procedure

1. Connect with **SCP / WinSCP** to **mercury.swin.edu.au**
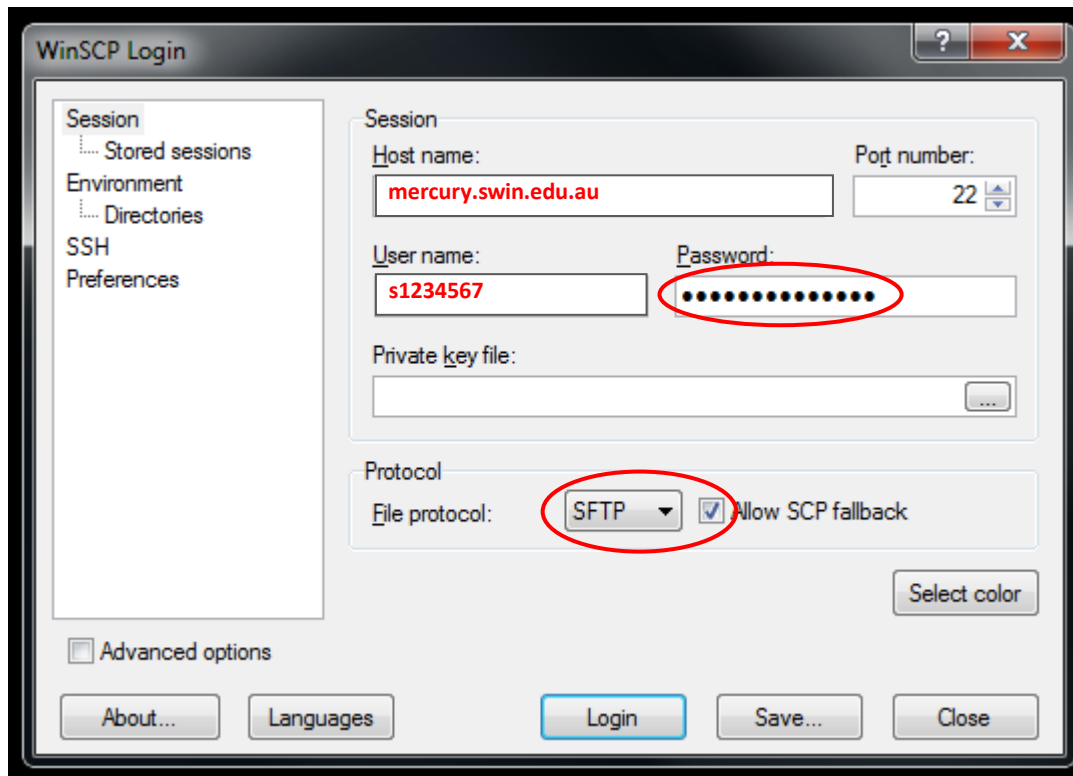
Click on Start / All Programs then WinSCP
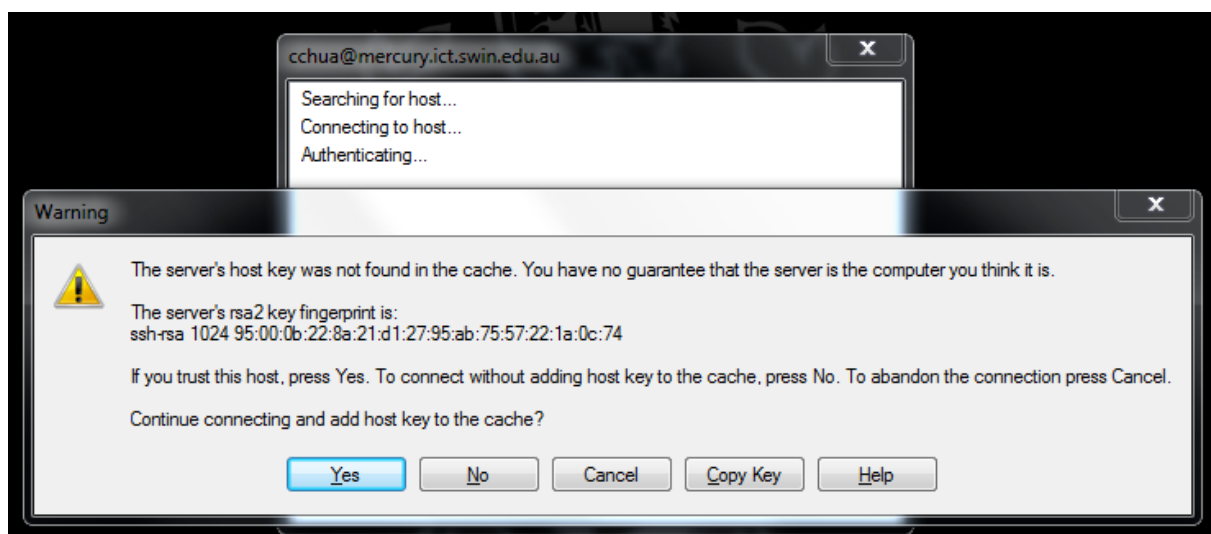

Or type winscp into the search box.

2. In the WinSCP dialog box:
    Enter the host name as `mercury.swin.edu.au`, your username, this is **s** followed by
    your 7-10 digit ID number, then enter your **SIMS** password, then click **Login**.

    Note: This step will only work if you have successfully set up your mercury account.
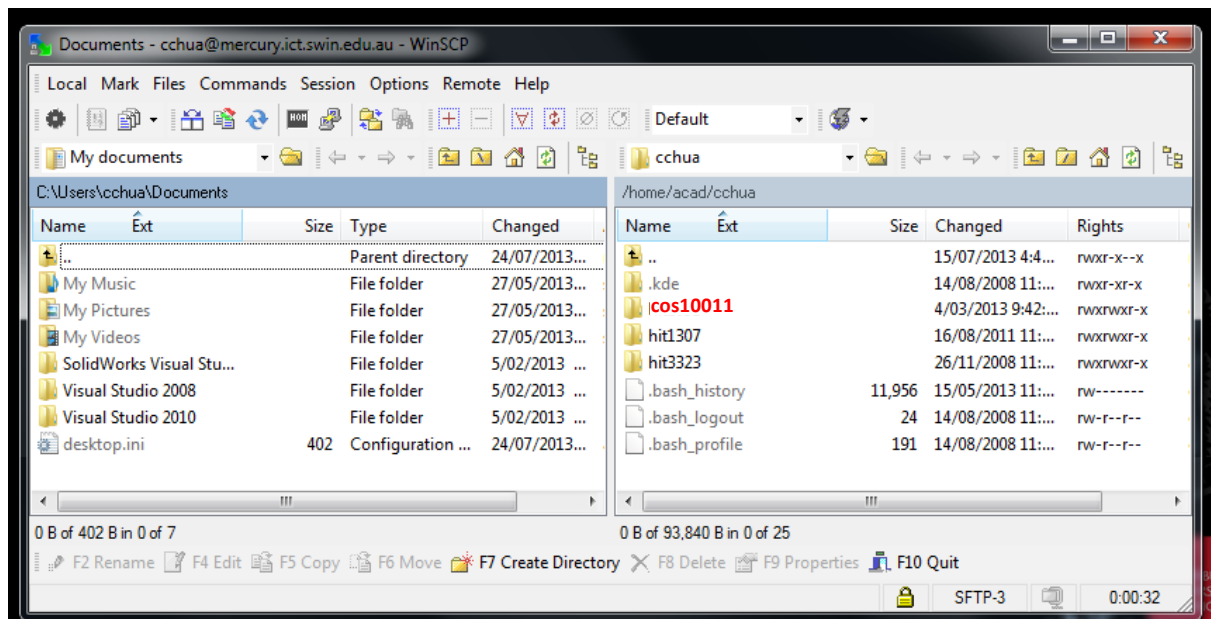

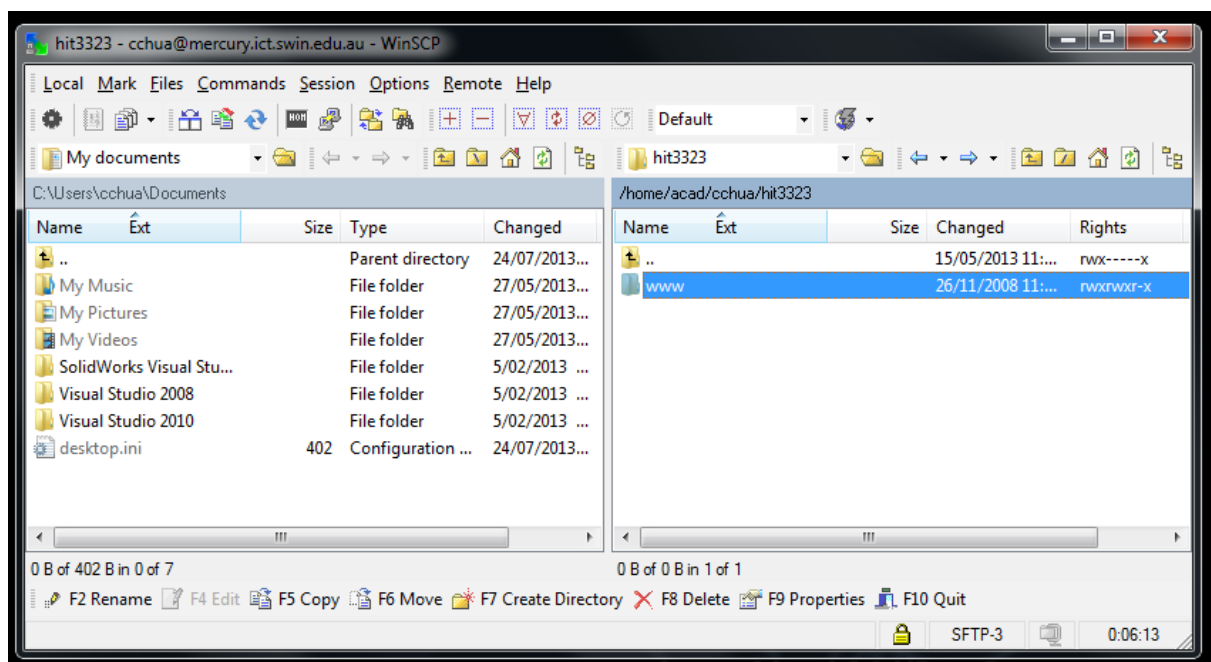3. A dialog box may pop-up. Click **Yes** to proceed.

4. In the **WinSCP** window:
   In the right hand panel, the view of the server folders and files, locate and select your appropriate subject code, e.g. cos10011, then double click on it.

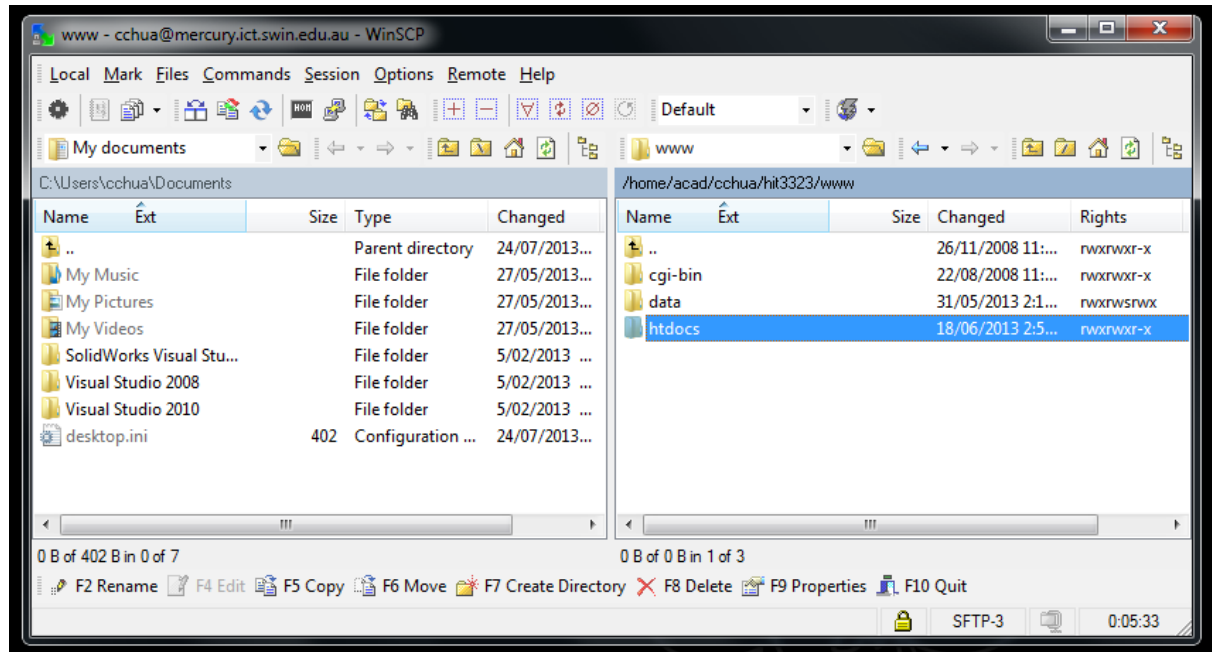5. Double click on the folder named "**www**".

6. Double click on the folder named "**htdocs**".
    Note that all files that you want to access via a client web browser and http
    must *be placed in the htdocs folder.*
    The htdocs folder is mapped to the URL:
       eg. http://mercury.swin.edu.au/s10011/s1234567/

7. Create sub- folders as needed, for example. lab01, lab02, assign1, etc. See below
    Remember that in an Apache server, folder or filenames are -
    thus you could have 3 folders with the same spelling is named as Lab1, lab1, LAB1 ☹..
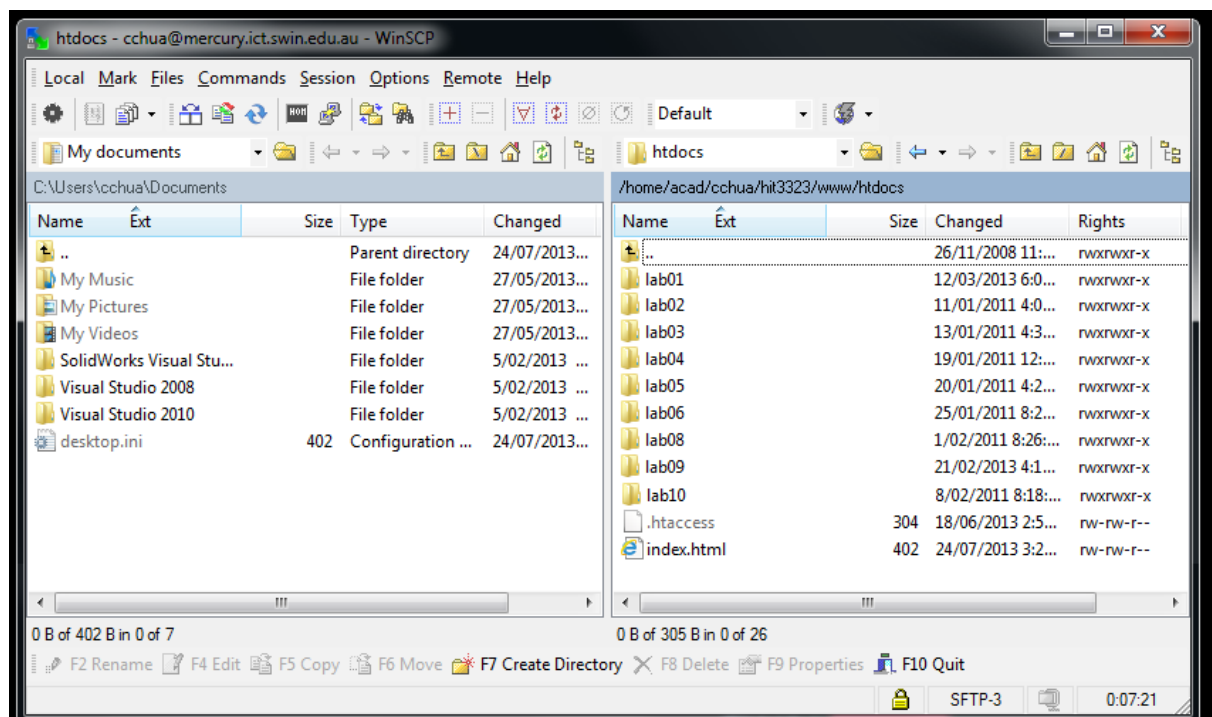
8. You can drag and drop, or copy and paste, any files from the left panel (your local computer), to the right panel (the Apache server computer).
9. You can perform file operations, like copy, move, rename, and delete, and you can also create and delete folders.

10. **Do not delete your htdocs folder ☹.**
    Apart from 'htdocs' there are also folders 'cgi-bin' and 'data'.
    Use of these will be explained in your subject as necessary.

11. **Want your own copy of WinSCP?**
    You can download and install **WinSCP** onto your own computer, access it from:
    http://winscp.net/

12. **You can also change the preferences in WinSCP**
    For example, to change the default Editor to NotePad++
    Select **Options/Preferences** and
    then selecting **Editors**.
    'Add' **Notepad++**
    move it 'Up' so that it is the default editor.