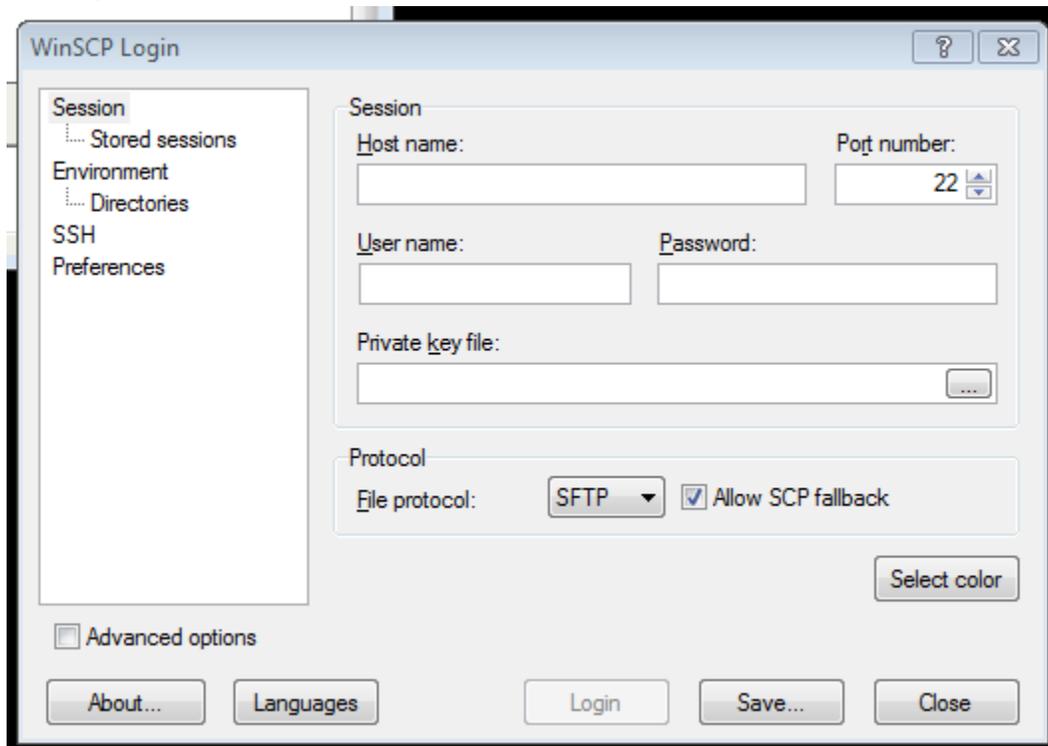
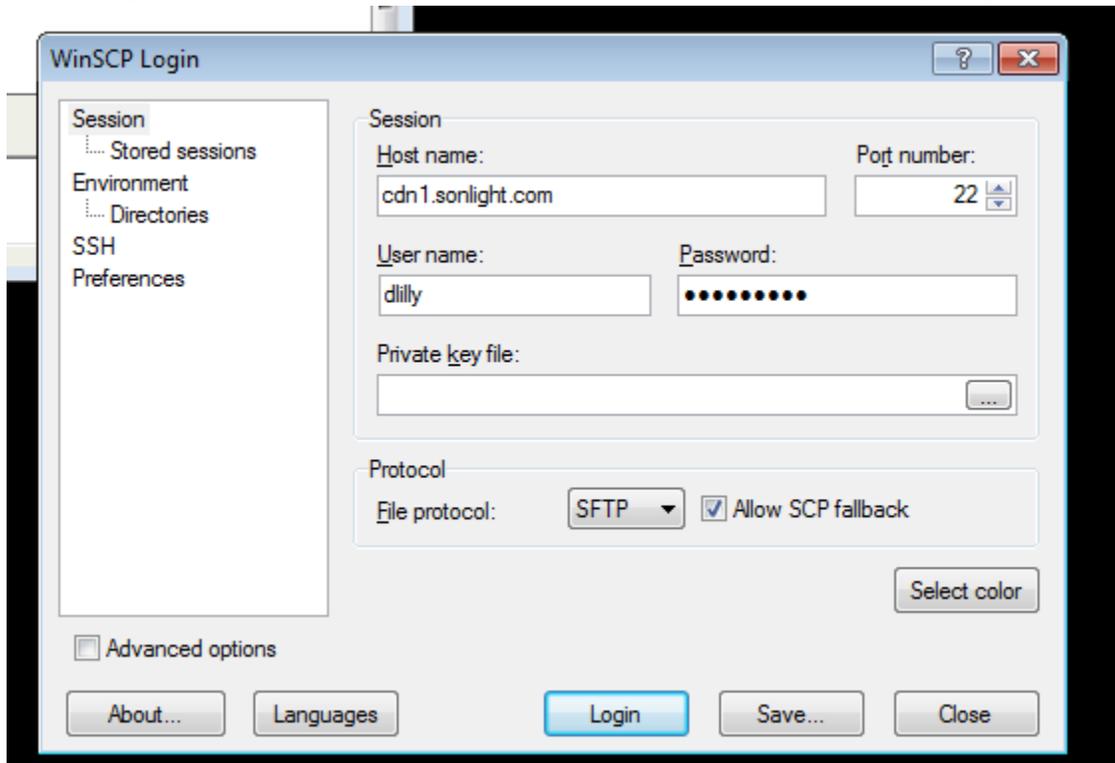


Download the app: <http://winscp.net/download/winscp435setup.exe> (An admin like Kurt or Erdem will have to install it for you.) During installation, it'll ask "commander interface" or "explorer interface", Bo recommends changing to "explorer interface" because it works more like a folder (drag drop) and is WAY less cluttered. If you're used to/like better having two windows (local/remote) then stay with "commander".

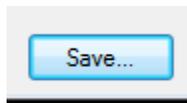
- 1.) Launch the app
- 2.) It will open a window like this:



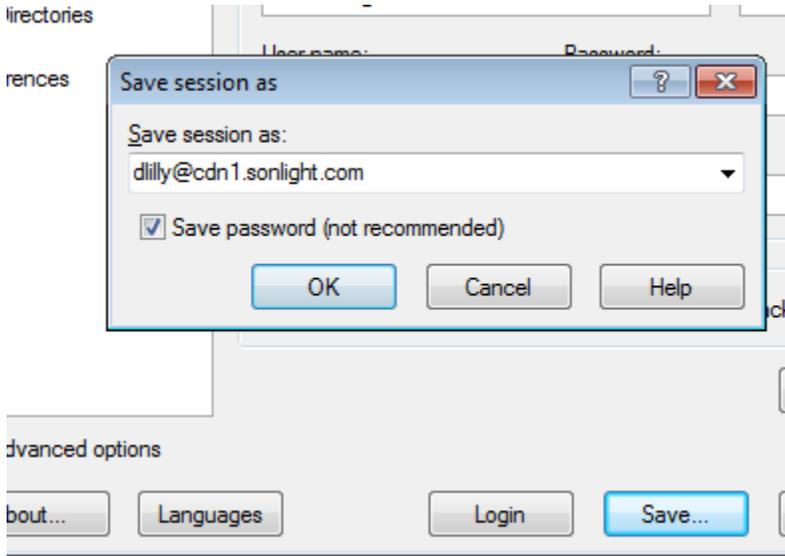
3.) Login using hostname: cdn1.sonlight.com and the UN & PW that Bo has set up for you.



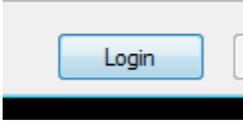
4.) Click "Save" button



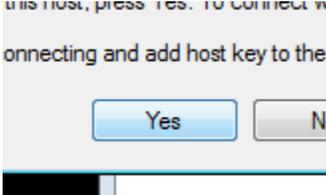
5.) This will pop up (I left my "Save session as:" field as default), check the "Save password" box so you don't have to log in like this every time. Then click the "OK" button



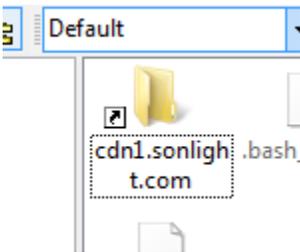
6.) Click the “Login” button



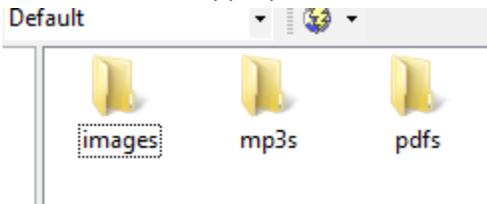
7.) Then click the “Yes” button  
this host, press Yes. To connect w  
onnecting and add host key to the



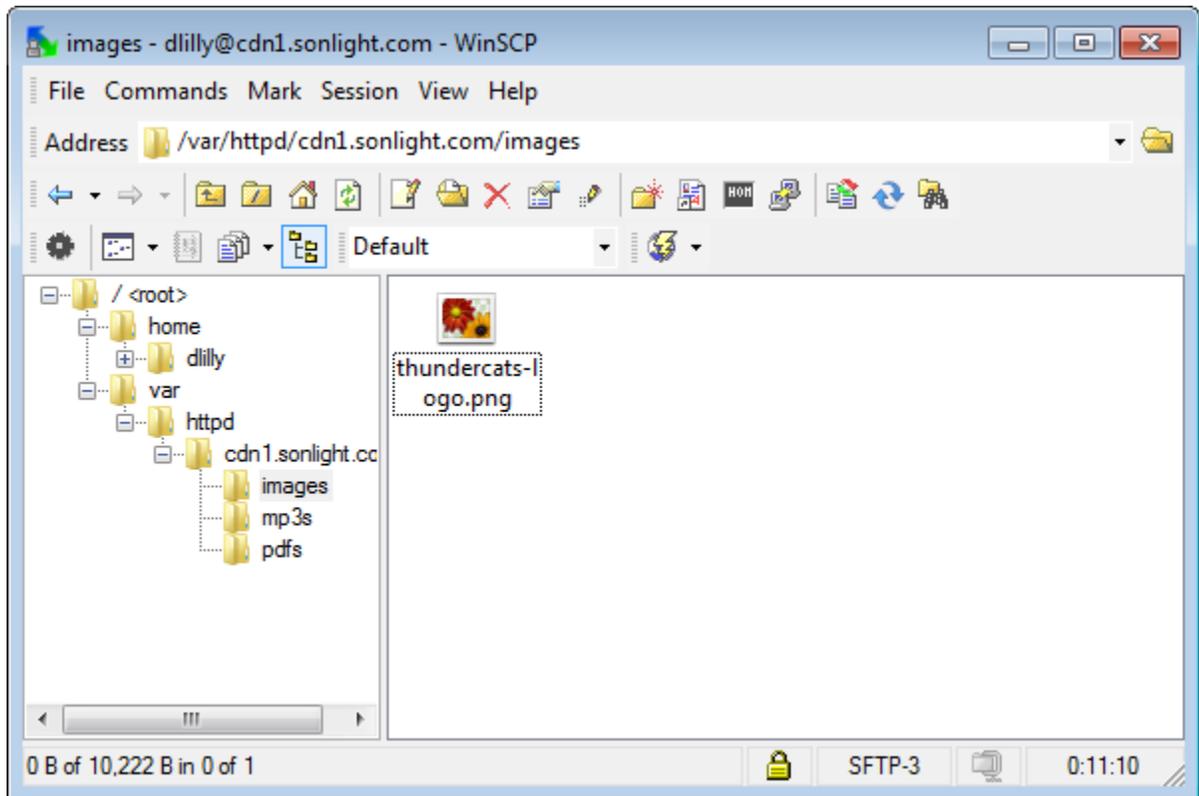
8.) Double click the “cdn1.sonlight.com” folder (in here is where we’ll keep files)



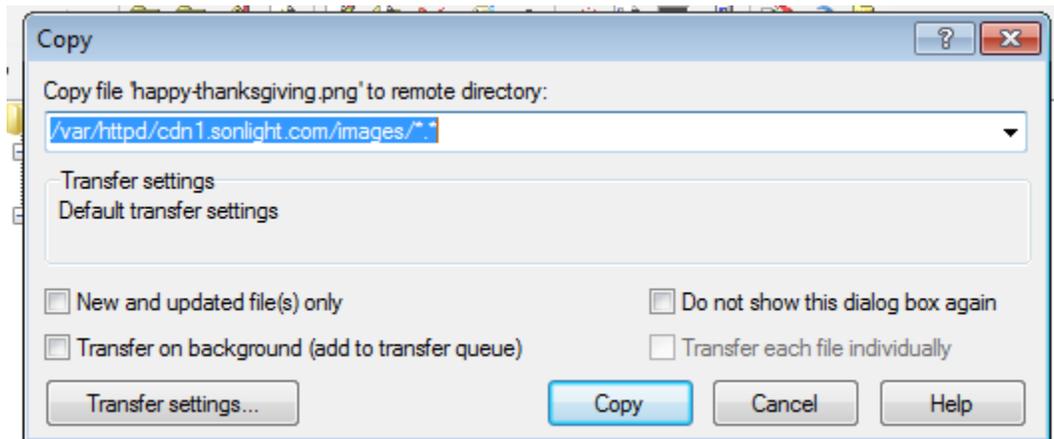
9.) Double click the appropriate folder in which you want to store your file(s) (image, PDF, etc)



10.) Now drag (from your PC) the file you want to drop in the folder you've just opened.



11.) This window will pop up. Click the "Copy" button



12.) Now to link to the file you just uploaded, it's like what Bo said (Note: always use lowercase and always use hyphens in place of spaces): <http://cdn1.sonlight.com/folder-name/name-of-file>  
EG: <http://cdn1.sonlight.com/images/thundercats-logo.png>

