IT guide

Putty

A Windows interface to the Student Data System.

University of
Kent

Installing Putty

Download it from the web

1. **www.chiark.greenend.org.uk/~sgtatham/putty/download.html**
2. Select **putty.exe**. Contact us if admin rights are needed.

Using a staff managed desktop

Putty is already installed and ready to use.

Set up a new session

1. Open Putty (Click **Start** and search for/find **Putty**)
2. In 'Saved Sessions' type a useful name for the connection, eg `Cressida`
3. In the Protocol section, ensure that the **SSH button** is selected
4. If you want to change the appearance, see below: this must be done before step 5
5. Enter the Host Name', eg `cressida.kent.ac.uk` or `falstaff.kent.ac.uk`, then **Save**. This will add the name to the list of saved sessions.

Optional: change the appearance

Number of rows and columns

Select **Window** in the Category section and follow the on-screen instructions.

Window size

Select **Appearance** in the category column, press **Change** in the 'Set the font used in the terminal' section, select a style and click **OK**. The screen size will automatically change to be in proportion.

Style of cursor

Select **Appearance** in the Window section of the categories column, and select the appropriate option in the 'Adjust the use of the cursor' section.

Colours of backgrounds, foregrounds (fonts) and Cursor

1. Select **Colours** from the Window section of the Categories column.
2. In the **Adjust the Precise Colours Putty Displays** section, select an element to be changed (e.g.Default Foreground) and click **Modify**.
3. Choose a colour from either the basic colours section or by clicking on the hue chart. The colour is shown in the Color/Solid box beneath the hue chart. To choose a darker or paler version of the colour click higher or lower in the column to the right of the hue chart. Be careful not to set colours too close to each other. A dark cursor will not show on a dark background. Ideally make either the background pale and the text light, or vice versa, with the cursor a suitably different colour to remain visible.
4. When you are happy with your choice click **OK**. Repeat as required for the other elements.

Using the session

When you next open Putty, the session you have saved is in the 'Saved Sessions' section. Click on a session name (e.g. Cressida or Falstaff) and select **Open.** A new window with your saved settings will appear.

If the settings aren't suitable, reopen Putty, change the required settings, enter a session name in the top of the Saved Sessions area, then click **Save**.

Course Management & Student Data System website: **www.kent.ac.uk/cmsds-local/**

Printing

Print from the buffer

Facilities for screen-printing from Putty are very limited and not very successful if the document is in table format (the copy does not always include the whole of a table). However, it can be done:

1. Right-click on the Putty icon (top right of the Putty window) and select '**Copy all to Clipboard**'.
2. Paste the selection into Word (or other if preferred) and print from Word.

Print Screen

1. Ensure the Putty screen is in the foreground (on top and highlighted).
2. On the keyboard, press <ALT> and <PRINTSCREEN> together.
3. Open a new document in Word. Right-click, and select **Paste**.
4. Print from Word as normal. Changing the page orientation to landscape will allow for larger images.

Printer details within the current screen

Highlight the section to be copied (this will be automatically copied to the clipboard, do NOT select copy by typing <CONTROL> <C>). Open a new document in Word, right-click the mouse and select **Paste**. If displaying a table, it may be useful to change the font to Courier, size 8 for it to display correctly.

Viewing the Student Data System

There is a slight problem when viewing Cressida and trying to access the Student Data System: option 1 of the Cressida Student Data System menu (second menu). On selecting option 1 press return 7 times to get past the strange bits of code that appear and proceed to the Menu Second Screen.

Key commands

These are different from Exceed Telnet commands. The commands at the bottom of Putty screens are wrong.

Instructions shown on Putty session	Instructions used on Exceed Telnet Session	Instructions to follow on Putty (All on keypad, not keyboard)
PF1	F1	NumLock
PF2	F2	/
PF3	F3	*
PF4	F4	-

Copy and paste within Putty

1. To copy: use the mouse to select the data (highlight it)
2. To paste: right-click in the place the data is to be displayed.

Exit Putty

To exit the system, type **exit** and press <RETURN>.

Troubleshooting formatting issues

If the formatting breaks on Cressida (lines turn into xxxxxx): under 'translation' in Putty, set the character set to 'ISO-8859-1:1998 (Latin-1, West Europe)'.

Help

- **Email:** helpdesk@kent.ac.uk
- **Phone:** (01227 82) 4888