

Fetch – FTP program

Using Fetch to Transfer Files To and From Server

Overview

Fetch is an FTP (File Transfer Protocol) program for Macintosh computers; it allows you to transfer files to and from a computer and various servers, either on-campus or off. Fetch is ideal for transferring Web page files to and from the Web server, and can also be used to access Novell accounts from the residence halls or off-campus locations. This guide covers the basic use of Fetch 4.0.3 for OS X, but the process for using earlier versions of the program is similar.

Getting Started

Establishing an Account

In order to manage files on Ithaca College servers, an account needs to be established for that server (if one doesn't already exist). This can be done by filling out an Account Request form at the ITS Main Office in 102 Muller Center. Ithaca College servers include Nova (the student file server), Pulsar, Memphis, and WWW (the Web server).

Installation

To install Fetch, follow these steps:

1. Click on the link for the version to be downloaded. The installer file, **fetch.sit**, will be saved to the Desktop.
2. The installation of Fetch should start automatically. The installer will open, first creating a file called **fetch.dmg** and then a disk icon called Fetch on the Desktop. A new window should open showing the Fetch folder. If installation does not begin, double-click **fetch.sit**.
3. Once the installation process is complete, the Fetch folder must be copied into the Applications folder on the hard drive. The files created on the Desktop can be erased.

About the Servers

There are several different servers used at Ithaca College. Each server is a storage space for files, much like a hard drive or a flash drive. Memphis, Pulsar, and Nova are file servers, which are used to hold and share personal and departmental files on the Ithaca College network. The WWW server is the space where Web sites and their related files are stored. These files can be accessed over the internet. Finally, the Web Profile Manager is used by academic departments and individual faculty members to manage their Web sites.

Getting Started with Fetch

1. Click **Go → Applications...** from the Finder.
2. Go to the Fetch folder and double-click on its icon (in OS X Fetch can also be added to the Dock). The New Connection Window will appear.
3. In the **Host** field, type the name of the desired server. A connection may be established to any server, either on or off campus, which supports FTP.

Such servers at Ithaca College include:

- www.ithaca.edu*
- memphis.ithaca.edu
- pulsar.ithaca.edu
- nova.ithaca.edu

***Fetch should not be used by students to transfer Web pages to WWW.**



Quick Guide

Using from Off-Campus

Fetch can be used to access the campus file servers as well as WWW. When used to access the file servers from off-campus, Fetch will automatically connect to the personal account associated with the username and password entered in the New Connection dialog box. When accessing a personal account (on Nova, Pulsar, or Memphis), be sure to enter the Novell username and password (not necessarily the same as an Netpass or Web server username and password).

If access to a different file server is needed, such as a Shared space on Memphis or Pulsar, a few additional settings need to be included in the New Connection dialog box. To access server space other than a Personal account, follow these steps:

1. Start Fetch. The **New Connection** dialog box will appear. Enter the information for the server to which a connection is needed (see above for detailed steps). To connect to a file server, be sure to enter the full address, i.e. **memphis.ithaca.edu** or **pulsar.ithaca.edu**.
2. After entering in the appropriate information, click the arrow to the left side of the window, just above the word "Shortcuts." This will expand the options available in the window.
3. In the **Initial Directory** field, enter the full path folder on the file server. The path is case-sensitive, and **must** use forward slashes (/), **not** backslashes. This is an important difference from on-campus.
4. The path should begin with two (2) forward slashes, then a single forward slash between the other folder names, and should end with a forward slash. For example, to connect to a folder called "department forms" on Memphis\Shared, type in the path: **"/memphis/shared/department forms/"** (as opposed to "\\memphis\shared\department forms\" from on-campus which uses backslashes.)
5. Click the **OK** button to connect. Navigation through folders works as normal.

Transferring Files to WWW

Faculty and staff should only use the WWW method for their personal and non-academic department (i.e. administrative) sites. Organizational sites, both student and non-student, should also use the WWW method. This can be done by using WS_FTP. When working on an academic department Web site the Web Profile Manager **MUST** be used to create and edit the content of the site. Note that when using the Web Profile Manager the overall design of the site cannot be changed.

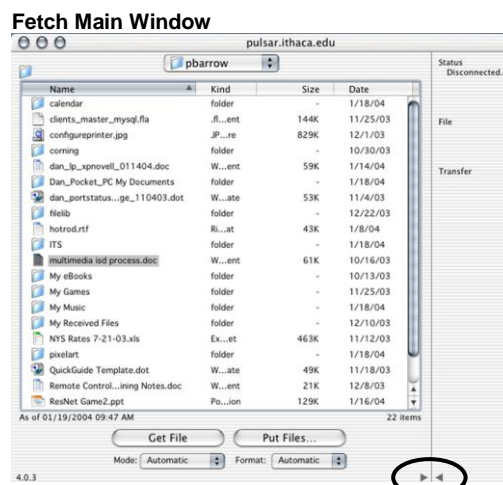
WWW Method	Faculty and Staff	Personal and Non-Academic
Web Profile Manager	Faculty and Staff, Students	Academic and Organizational

The Main Fetch Window

Once a connection has been established, the main Fetch window will appear. This window is used to transfer and manipulate files on both the local computer and on the server. By default, Fetch will be directed to the contents of the user's home directory on the specified server.

At the top of the Fetch window is a pull-down menu; this menu is used to move **up** the directory structure. This menu may not be necessary, unless a user has access to multiple accounts or areas on the same server.

Another feature to note is the arrow in the lower right corner of the window. Clicking on this arrow will expand the window and open a side panel. This panel lists several pieces of information that can be helpful.



Below the **Get...** and **Put...** buttons are pull-down menus used to select how Fetch will transfer the selected files and in what format the files will be transferred. These should both be left at **Automatic**.

To Transfer a File from the Server to the Macintosh

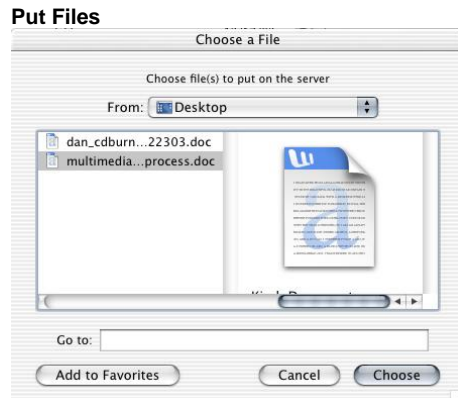
Navigation in Fetch works similar to navigating folders and files in any other Macintosh window. To copy a file from a server to the local hard drive, follow these steps:

1. Highlight the file by clicking on it once.
2. Click **Get...**
3. Fetch will download the file to the Desktop by default. Once the transfer is complete, you may transfer another file, or disconnect from the server.

To Transfer a File from the Macintosh to the Server

The process to copy files from your local hard drive to a server is nearly identical to copying files from a server. To send files to a server, follow these steps:

1. Connect to the server.
2. Click **Put File...**
3. Within the dialog box, navigate to the file you wish to transfer.
4. Highlight the file. Click **Choose**.
5. In the new dialog box, enter a file name or accept the supplied name.
6. Under the **Format:** pull-down menu, select **Automatic**.
7. Click **OK**.
8. As the file is transferred, Fetch will display the transfer status in the right-side panel of the Fetch window. If the right-side panel is not visible, click the arrow in the bottom right of the Fetch window. Once the file is transferred, it will be listed in the Fetch window.



For More Information

For more information on using Fetch, select Fetch Help from the Window menu. A variety of support services are available from ITS if you would like additional help:

Computer training on a variety of topics is available to faculty, staff, and students at no charge through the Technology Learning Center (TLC). Check out the current TLC training schedule online at <https://www.ithaca.edu/its/workshops>

Online documentation and tutorials on IC-supported computing software and systems are available at <https://www.ithaca.edu/its/traindoc>

Frontline computing support is available through the ITS Helpdesk in 104 Job Hall; send e-mail to helpdesk@ithaca.edu or call 607-274-1000.

Backline consulting support is available in the Technology Learning Center, room 101 Friends Hall.

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