

Using Fetch for File Transfers

What is Fetch?

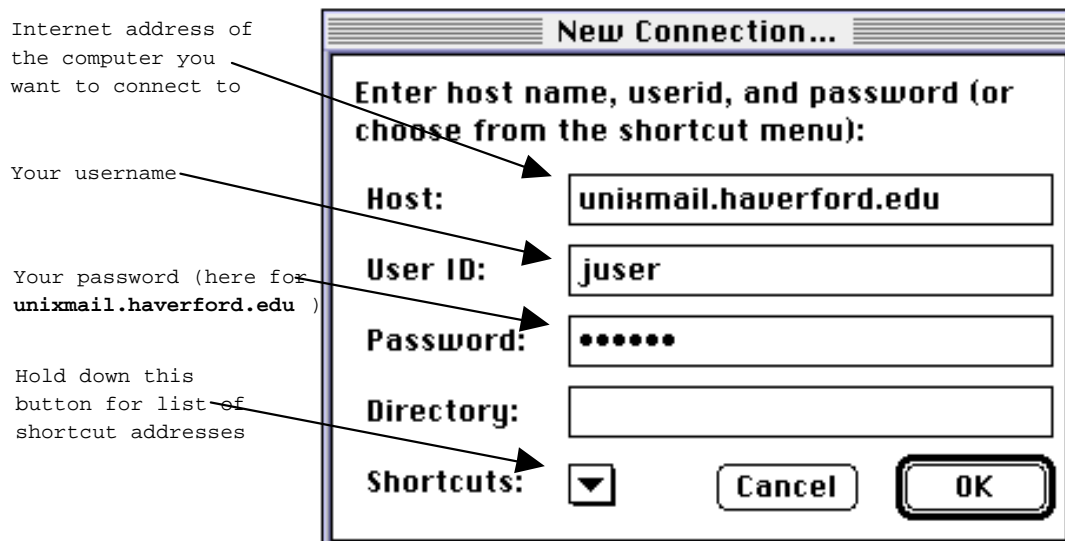
Fetch is a program which allows you to transfer files over the Internet. Dartmouth College, the copyright holder, allows Fetch to be distributed at no charge for non-commercial purposes. It uses File Transfer Protocol (FTP), so you can use Fetch to connect to any FTP server site (including Haverford's). Fetch provides a more elegant user interface than the FTP client included with NCSA Telnet, and is much easier for looking through directories on remote machines.

Installing Fetch

Log on to the Academic Computing Server as a Guest (if you're not sure how to do this, see the document *Using Chooser with the Network*.) Open the **Public Software** folder; there is a folder called **Fetch** inside. Double click on the *Fetch 3.0.3 Installer* icon. After you have read the installation notes and have quit any applications you are running, click the **Install** button.

Opening a Connection

Before you can transfer any files, you must start Fetch and establish a connection with another computer. To start Fetch, double-click the Fetch 3.0.3 icon on your desktop. You should see a dialog box like this:

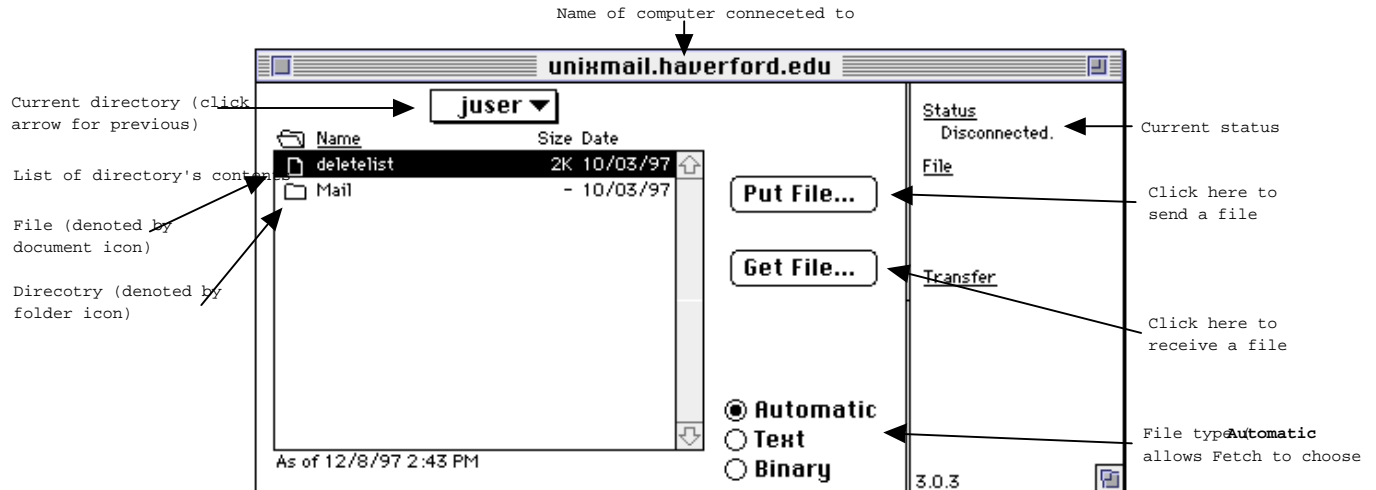


In this example, Joe User is connecting to Haverford's UNIX server. (If you wish to connect to another computer, you can fill in the **Host**, **User ID**, and **Password** fields appropriately. You can also choose from a list of shortcuts by holding your mouse button down on top of the Shortcuts button and choosing a computer. If there is an FTP site you contact frequently, you can put its address on the shortcut list by choosing **Edit Shortcuts...** from the **Fetch** menu. Note, however, that you should never save your password as part of a shortcut.) Fill in your username and password (for that server: if you are connecting to Haverford's UNIX server, you will need/use your unixmail password), and click the **OK** button. You will see the main Fetch window, shown on the following page. As Fetch connects to the server you will see various messages under the word **Status** in the upper right corner of the Fetch window. When the connection is established, the **Status** line will say so, and you will see a directory listing of your account in the browser window.

Moving Around Directories

Directories on the host machine will appear as folders in your Fetch browser window. For instance, in the figure below, the directory `/home/unixmail/juser` appears as a folder. The format of the directory name itself may vary from computer to computer.

To see the contents of a directory, double-click on its folder icon. Fetch will retrieve the contents of the new directory.

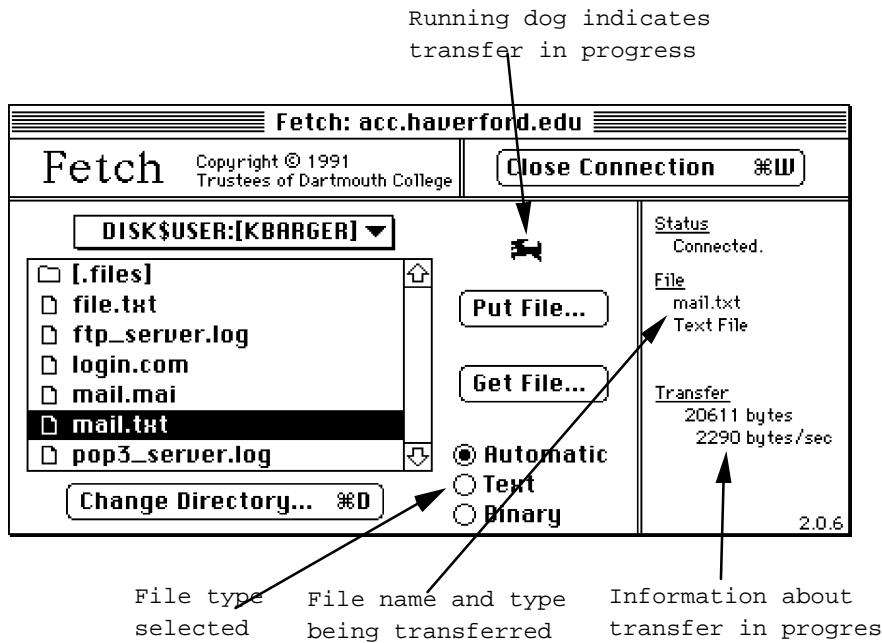


In addition, when you change directories, Fetch remembers your old directory. If you hold down your mouse button on top of the directory pop-up menu, you will see a list of all directories you have viewed so far, and can choose a directory from the list.

Alternatively, if you know the exact name of the directory you want to view, you can type it in directly by selecting **Change Directory** from the **Directories** menu.

Retrieving Files

First of all, you should be able to see the name of the file you want to retrieve in the Fetch browser. If you cannot, move to the proper directory and use the scroll bar to move the filename into view. Then, click on the filename to select it. (You can select multiple files by holding down the **Option** key and clicking on each file. To select a range of files, hold down the shift key and click on the first and last files. These two files, and all the ones in between, will be selected.) At this point, you should give some thought to the file type of your file. The FTP protocol distinguishes between binary files and text (or ASCII) files. If the file type is not chosen correctly, your file will most likely be unusable. So you must choose either **Binary**, **Text**, or **Automatic** in the lower part of the Fetch screen. Choosing the **Automatic** selection allows Fetch to choose between Binary and Text formats. This setting will usually work if you are transferring a Macintosh file. If, however, you are transferring another kind of file, you will probably need to choose for yourself. In general, any kind of program file, archive (such as **.ZIP** or **.ARC** or **.Z**), or word processor document will be a binary file. Anything else can usually be transferred with the **Text** setting. If, however, you transfer a file and find that it is unusable, you should try again with a different file type. Once you have selected the file type, just click the **Get File** button. (If you have selected more than one file, the button will say **Get Files**, and clicking it will retrieve all the selected files.) You will see a dialog box asking you to choose a folder and filename for the file on your Macintosh. Choose the folder and filename exactly as you would in any other application, such as Microsoft Word. After you enter the filename and click the **Save** button, Fetch will begin the file transfer. The Fetch window will look something like this:



Sending Files

To send a file to the remote computer, you must first choose the directory on the remote computer where the file will be stored. You should use the Fetch browser to move to the proper directory. Next, make sure you have chosen the correct file type (**Binary**, **Text**, or **Automatic**—the same guidelines apply as for retrieving files) and click the **Put File** button. You will see a dialog box listing the files and folders on your Macintosh. Select the file you want to send and click the **Open** button. (Note that you cannot select multiple files to send. If you wish to transfer more than one file, you must send them individually.) You will see one more box, asking for the filename which you want the file to have on the remote computer. You may accept the name that Fetch suggests or enter a different name. When you click the **OK** button, the file transfer will begin. As before, you will see status messages as the file is transferred.

Closing a Session

When you have finished transferring files, click the **Close Connection** button in the upper right of the Fetch window. This will log you off from the remote FTP server. You may then exit Fetch by choosing **Quit** from the **File** menu, or click the **Open Connection** button to begin a new session.