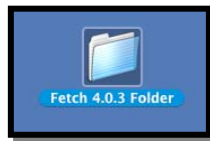


How to Use Fetch

Step 1

Open the Fetch folder



Step 2

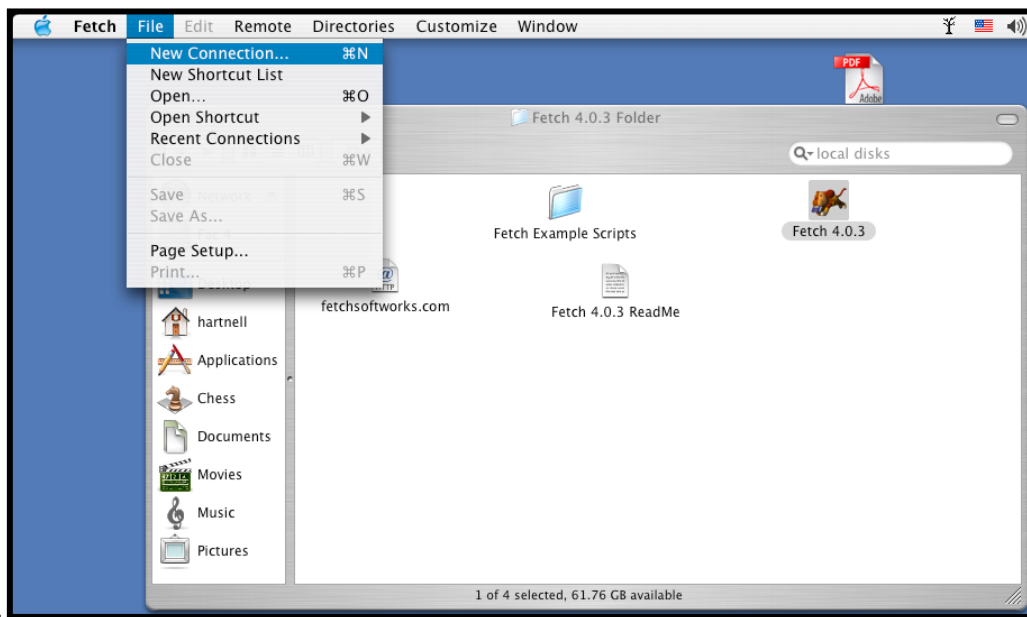
Double click the Fetch 4.0.3 version



Step 3

If the "New Connection" dialog box appears, skip to step 4

If not chose File New Connection



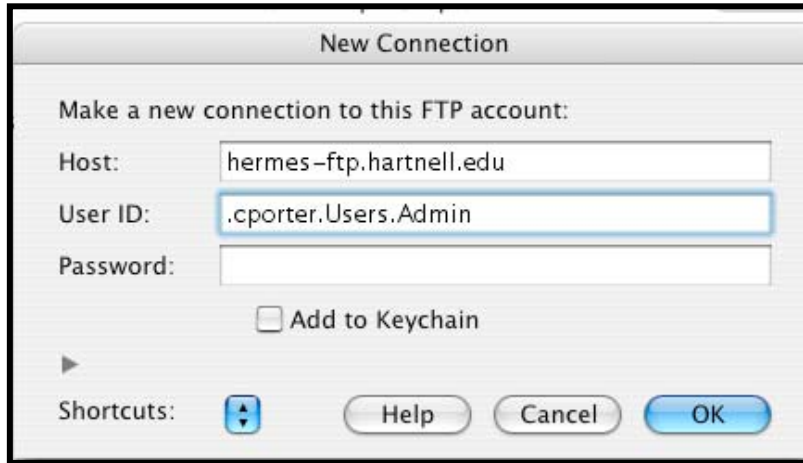
Step 4

How to Use Fetch

Use this example below if you are Admin

For the User ID use “.yourlogin.Users.Admin”

*Use your Novell login name in place of cporter



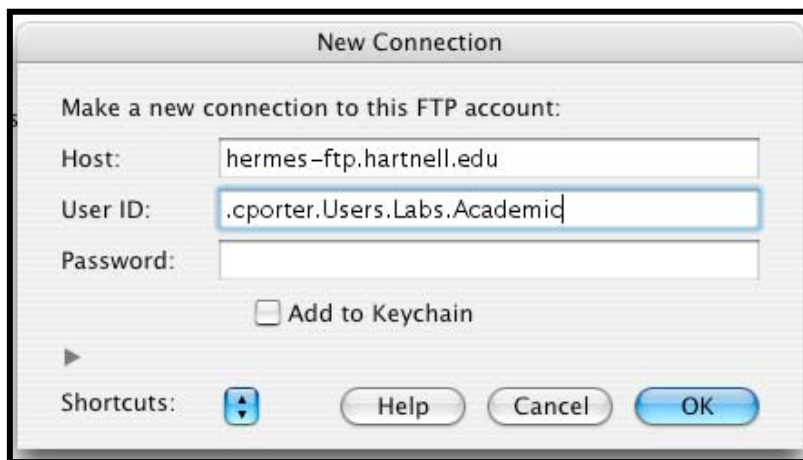
The screenshot shows a 'New Connection' dialog box with the following fields and options:

- Host: hermes-ftp.hartnell.edu
- User ID: .cporter.Users.Admin
- Password: (empty)
- Add to Keychain
- Shortcuts: (dropdown menu)
- Buttons: Help, Cancel, OK

Use this example below for Academic

For the User ID use “.yourlogin.Users.Labs.Academic”

*Use your Novell login name in place of cporter



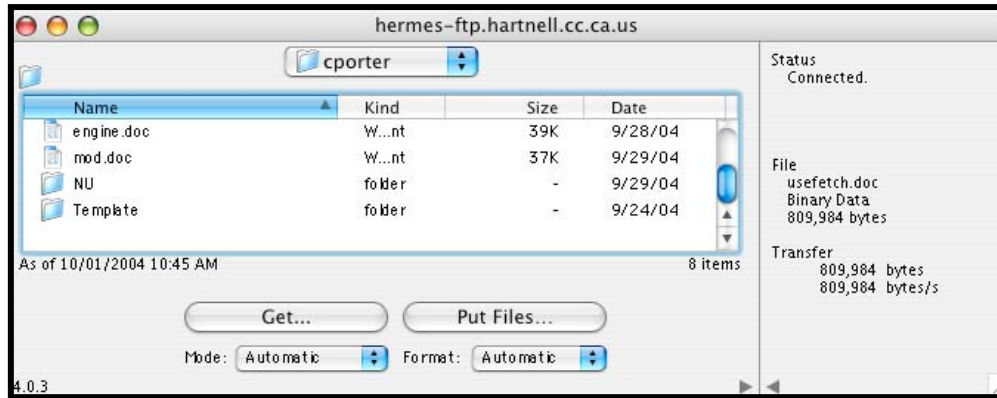
The screenshot shows a 'New Connection' dialog box with the following fields and options:

- Host: hermes-ftp.hartnell.edu
- User ID: .cporter.Users.Labs.Academic
- Password: (empty)
- Add to Keychain
- Shortcuts: (dropdown menu)
- Buttons: Help, Cancel, OK

How to Use Fetch

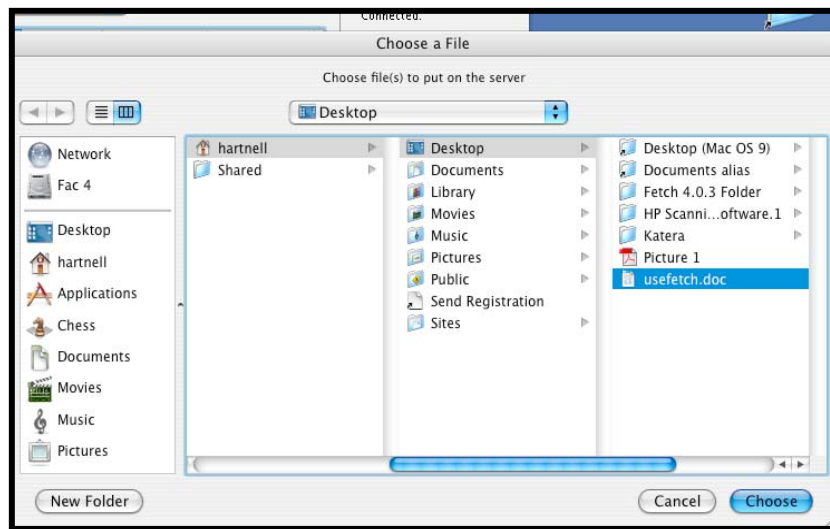
Step 1

Chose “Put Files”



Step 2

Navigate to where you saved the file and click “Choose”



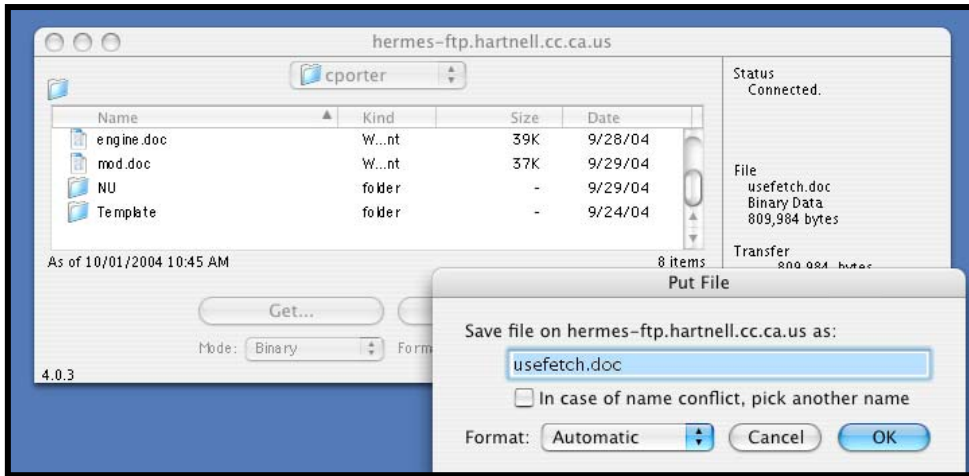
How to Use Fetch

Step 3

Click OK

*Make sure that you do not have two files named the same, if you think you might click the box “In case of name conflict, pick another name”

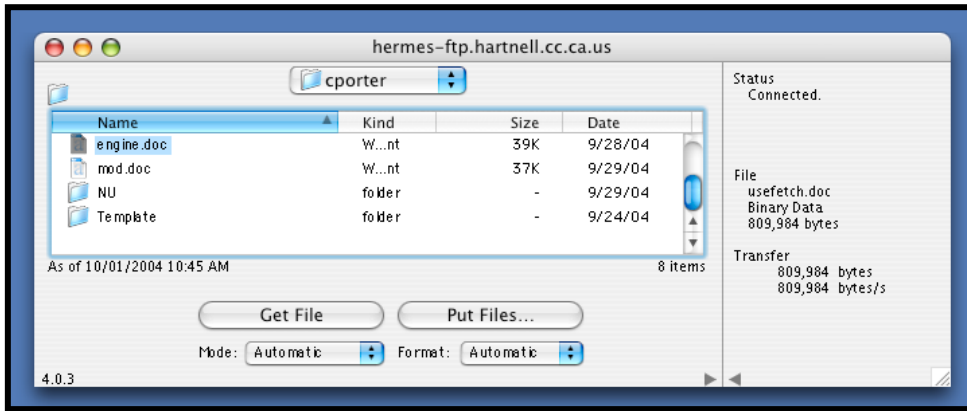
*Make sure that you file has an extension like .doc for Word xls for Excel or .ppt for PowerPoint



How to Use Fetch

Downloading a File

Simply double-click the file you want.

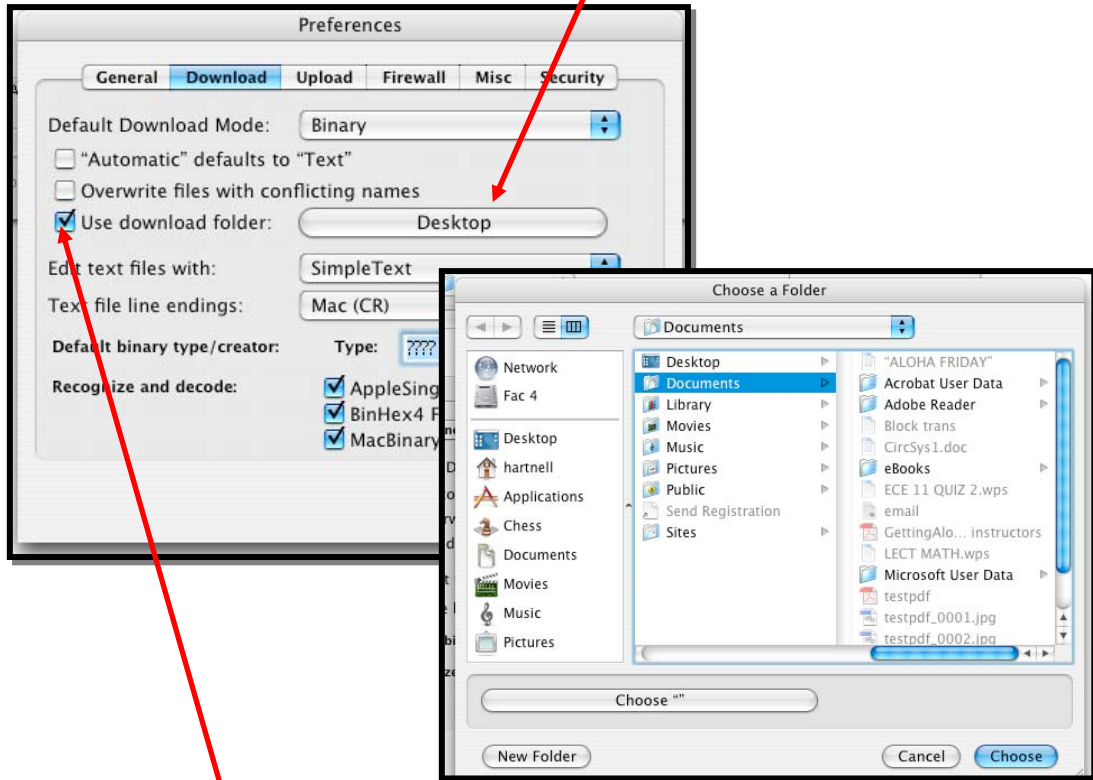


*The download location is set in the preferences, to change them, chose Fetch from the menu bar and preferences. Then under the download tab change the location. (see next page)

How to Use Fetch

Change the Default Download Location

If you want to change the default location of your downloaded files, simply click on the current location. (in this case it is the desktop)



The computer will then ask you to choose a new location:

If you uncheck the “Use Download folder” option, every time you double-click a file to download it, the computer will ask you where you want to save the file to.

