



<http://fetchsoftworks.com/fetch>

Support

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When you first start Fetch, the New Connection dialog appears. You can choose **New Connection** from the **File** menu to display the dialog at other times.



The New Connection dialog has fields for entering the following pieces of information:

- Hostname: the name of the server you want to transfer files from or to
- Username: the name of your account on that server
- Connect using: how you're going to connect to the server (usually FTP or SFTP)
- Password: the password for your account

Usually you'll be entering information about an account you have with a service provider, such as your Internet service provider or a web hosting service. You get the hostname, username and password from that service provider. Fetch Software Works is not a service provider. For more information, see the [What do I enter in the hostname, username, and password fields?](#) topic. After you enter the information, you can save it in a shortcut so that you don't have to type it again in the future.

The New Connection dialog also has two ways to quickly fill out some or all of these fields. To the right of the Hostname field, there are two pop-up menus — the Recent Connections  pop-up menu and the Shortcuts  pop-up menu. The Recent Connections pop-up lists the last 10 connections you've made, whereas the Shortcuts menu list shortcuts to servers (similar to bookmarks in web browsers). The example below shows how to connect and create your own shortcuts.

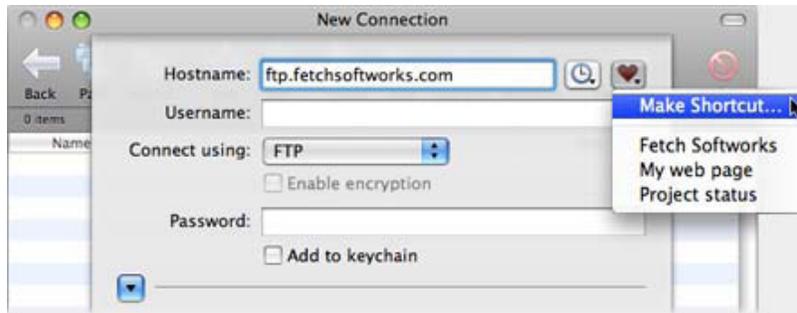
Example:

Choose **New Connection** from the **File** menu to display the New Connection dialog, if it's not already displayed.

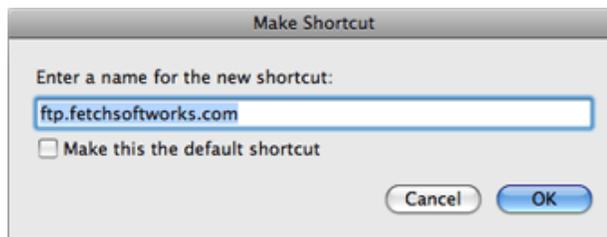
In the Hostname field, type "ftp.fetchsoftworks.com" (without the quotes).

Normally you would also type your account's username and password into their respective fields, but for this example you are using what's called "anonymous" FTP — you are connecting to ftp.fetchsoftworks.com as a guest with limited ability to make changes. No username or password is required for anonymous FTP.

Click the Shortcuts  pop-up menu, and choose **Make Shortcut**.



The Make Shortcut dialog appears.



You can either keep the suggested name, or enter a new one, such as "Tutorial Shortcut." If you wanted Fetch to always start with the information in this shortcut, you would check the **Make this the default shortcut** box. You probably don't want to make this tutorial shortcut the default, though, so don't check the box this time. Click the **OK** button to confirm the shortcut name.

Finally, click the **Connect** button to open the connection. The Fetch transfer window and file list will appear, and the shortcut will be saved for future use.

You do not have to make a shortcut each time you make a connection — usually you only make one if you think you will be connecting to the same server repeatedly.

When you want to make a connection, follow the steps in the example, but type in the information for your account and Internet provider instead, including your username and password. Whenever you want to use a shortcut you've created, choose it from the Shortcuts  pop-up menu in the New Connection dialog, or from the **Shortcuts** menu.

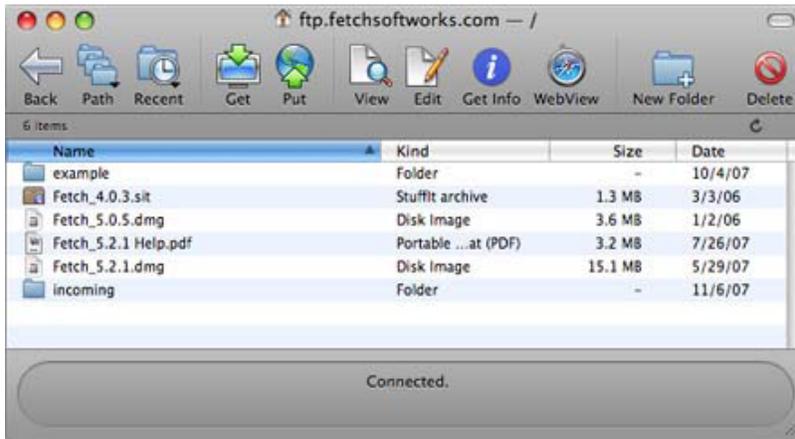
For more information about the New Connection dialog, see the [introductory](#) or [in-depth](#) help topics about it.

Fetch Help > Fetch Tutorial > Finding Files and Folders

Most servers organize their files among folders just like the Macintosh (although on other operating systems folders are often referred to as directories). Unless the file you want to download is in the first folder displayed by the server when you connect — which is usually either your home folder or the root folder (denoted by "/") — you'll have to navigate to the folder where the file is located. The name of the current folder is displayed in the title bar of the transfer window. The central part of the transfer window, the file list, contains the names of the files and subfolders for the current folder.

Example:

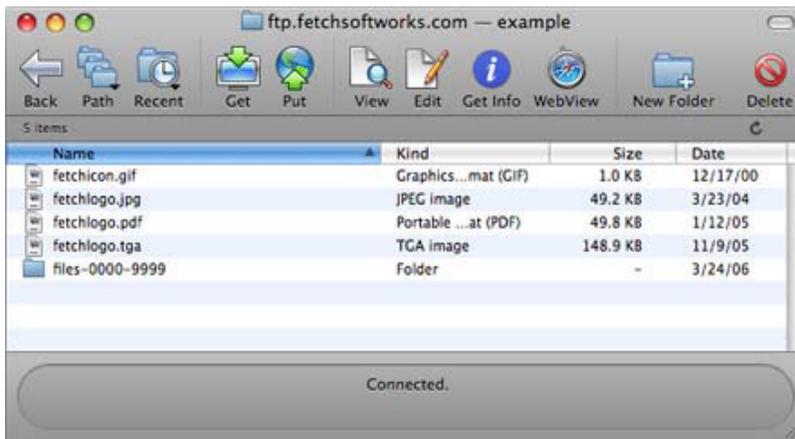
As in the [previous](#) step, open a connection to ftp.fetchsoftworks.com. You should see the transfer window. Your current folder will be "/", and you will see some folders in the file list.



For the purposes of this tutorial, we'll navigate to one of the folders.

You can change the current folder in several ways:

- The simplest is to double-click the name of a folder in the file list. You can try this by double-clicking the name "example" in the current file list. The current folder will become "example" and the file list will show the items in that folder.



- You can see folders you have recently visited in the **Go** menu, or by clicking the **Recent** button in the transfer window toolbar. Choose one of the folders listed to make it the current folder.



- If you click the **Path** button in the transfer window toolbar, a pop-up menu shows a list of folders containing the current folder (similar to clicking the title of a Finder window while pressing the Command key). Choose one of the folders listed to make it the current folder. (In the root folder, you won't see any other folders listed in the **Path** pop-up because you're at the top folder.)



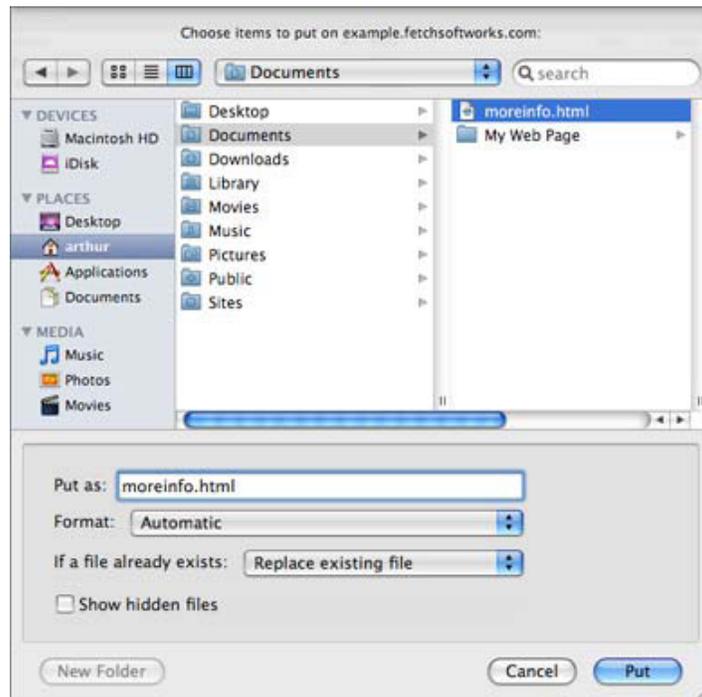
In order to put (upload) a file on an FTP or SFTP server, you must have write permission for a folder on the server (that is, the permission to create, rename, and delete files). Most anonymous FTP sites do not give guests write permission, so you will probably need to use a personal account for this part of the tutorial.

To upload a file to your FTP or SFTP server, first enter the hostname, username and password in the [New Connection dialog](#) and connect to the server.

Then click the **Put** button in the transfer window toolbar.



You will be prompted to select the file you want to transfer; since this is just a tutorial, you can pick any file, though you probably want to avoid very large files.



The file put prompt also asks you to provide a name to give the file on the server, and gives you a chance to pick an upload format from a pop-up menu. Fetch almost always picks an appropriate name and format so you can simply click the **Put** button.

You can select multiple files and folders to upload by holding down the Shift or Command keys when clicking on items, as you would in the Mac OS Finder.

If you can see the Finder icon for the file you want to upload, another way to upload it is to simply drag the file's icon to the Fetch transfer window. In that case, Fetch will use the upload format specified by the **Remote > Format** submenu and name the file automatically.

The file will be transferred to the server and you will be able to watch its progress in the status pane at the bottom of the Fetch transfer window. When the transfer is complete, the name of the uploaded file will appear in the file list. If you do not want to leave the file there, select it and click the **Delete** button in the toolbar (or press Command-Delete).

Congratulations — you have just transferred files to and from your Macintosh! You can learn more about Fetch by consulting the [Using Fetch](#) and [Reference](#) sections of the help which can be found at <http://fetchsoftworks.com/fetch/help/FetchHelp.html>.