

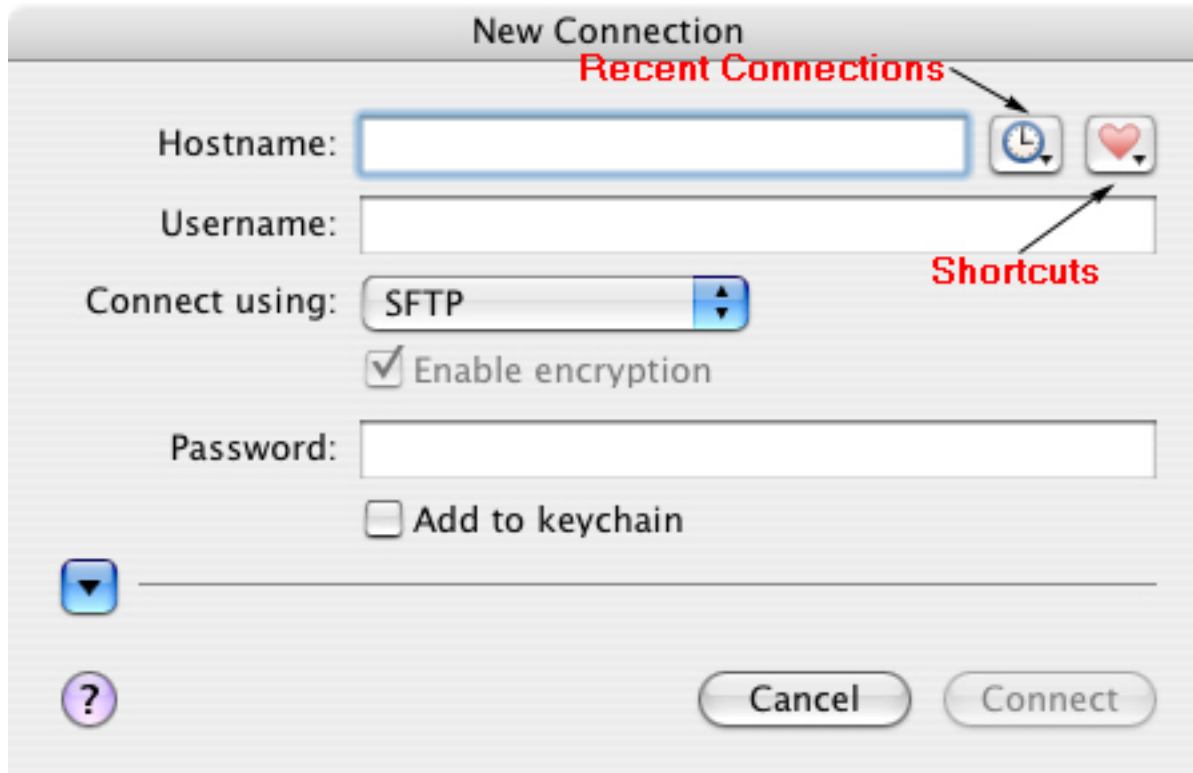
Holy Cross

Using Fetch for SFTP

Before opening Fetch: *If you are creating a new web page or if you are editing a page and have saved a new version, you should make sure you have the files you need to publish organized in a folder you can easily access. You will need to access these files as you work in Fetch.*

1. Configure **SFTP**

After you have installed or upgraded Fetch 5 from the Mac server, you will need to open a connection to the server for publishing. The following dialog box should appear when you open Fetch, but you can also access it by going to **File, New Connection**.



The first time you use Fetch you will have to enter the following information:

Enter the Hostname: **publish.holycross.edu**

Enter your Username: **This is your Network username**

Enter your Password: **This is your Network password**

Hit the "Connect" button.

After you connect to the server, the Fetch window will be displayed. This is the window you will use to access your published files,
to save files to your hard drive and to publish new files.

See [Section 8: Creating Shortcuts](#) for additional information

2. The Fetch Window

publish.holycross.edu — website

Back Path Recent Get Put View Edit Get Info New Folder Refresh Delete

Download Files **Publish Files** **Delete Files or Folders**

Navigate to your site on the remote server

Remote location

Name	Kind	Size	Date
arthis	Folder	-	7/25/03
ArtHist images	Folder	-	11/11/03
Awards_AH.htm	HTML document	13.4 KB	4/28/05
Awards_SA.htm	HTML document	16.8 KB	4/28/05
creative.html	HTML document	1.1 KB	8/15/01
eventimages	Folder	-	8/29/05
faculty	Folder	-	7/25/03
faculty.html	HTML document	20.9 KB	1/10/06
images	Folder	-	11/11/03
index.html	HTML document	16.5 KB	4/28/05
Millard Pages	Folder	-	2/17/05
millard.html	HTML document	19.1 KB	3/19/05
parkh	Folder	-	7/25/03
Require.htm	HTML document	26.0 KB	1/10/06
schmidt	Folder	-	7/25/03
slidelib.html	HTML document	23.2 KB	3/19/05
studio	Folder	-	4/28/05
VAevents.htm	HTML document	19.5 KB	11/16/05
visualarts.html	HTML document	18.8 KB	3/19/05

1 of 19 selected

Connected.

Click the **Path** icon to navigate to the appropriate folders for your websites.

The window title bar tells you where you are on the server (directory) – you will need to navigate to *your* web folders. (See [Section 3: Finding your web folders.](#))

Use the “**Get**” button to download files from your web folders on the server. Use the “**Put**” button to upload your files to the server. (“Publish” your files!)

At the bottom of the window you will see the status of your connection and you will see (briefly) which file is being transferred.

When you first use Fetch you will have to navigate to *your* folders. After you have used Fetch, you can set up a “shortcut” which will take you directly to your web files next time you connect to the server.

3. Finding your web folders

When you receive your web account, you are assigned server space on one of four main web servers. These servers correspond to the following directories:

www.holycross.edu	docs-www
intranet.holycross.edu	docs-intranet
college.holycross.edu	docs-college
stage.holycross.edu	docs-stage

Typically, when publishing college-related documents the path that you will publish to will follow one of a few basic conventions -

1. If you are publishing to your departmental web site:

/web/*server-name*/departments/*department_name*/website/

Ex. /web/docs-www/departments/physics/website/

2. If you are publishing to your course website:

/web/*server-name*/departments/*department_name*/*username*/

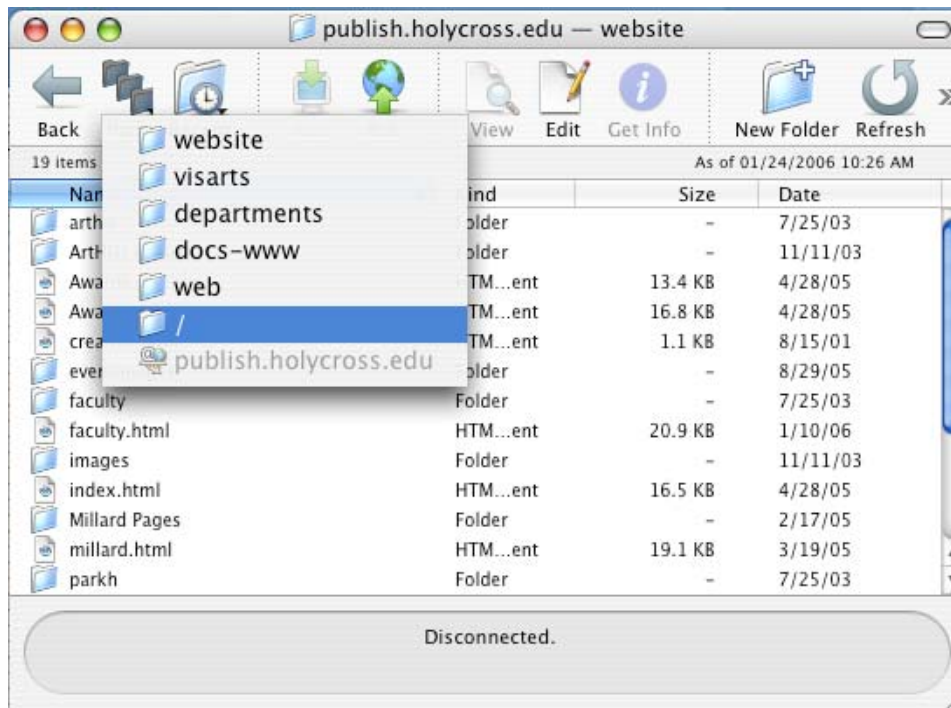
Ex. /web/docs-www/departments/physics/tsmith/ **or**

/web/docs-intranet/departments/physics/tsmith/

3. If you are publishing to your professional website -
/web/*server-name*/users/*group_name*/*username*/
Ex. /web/docs-college/users/faculty/tsmith/

First, you will need to use the **Path icon** to select the folder “/” only.

On the left locate the folder labeled “web”. Double click on that folder to open it. Within the Web folder you need to open the appropriate folder for your site - “docs-www, docs-intranet or docs-college.”



Then open the folder labeled “**departments.**”

At this point you will navigate to your own department folder, for example, “biology” and then to *your personal* folder, usually labeled with your **network username**. If you are working on a departmental website then you will probably need to go to the “website” folder under your department folder.

publish.holycross.edu — website

Back Path Recent Get Put View Edit Get Info New Folder Refresh Delete

1 of 19 selected

Name	Kind	Size	Date
arthis	Folder	-	7/25/03
ArtHist images	Folder	-	11/11/03
Awards_AH.htm	HTML document	13.4 KB	4/28/05
Awards_SA.htm	HTML document	16.8 KB	4/28/05
creative.html	HTML document	1.1 KB	8/15/01
eventimages	Folder	-	8/29/05
faculty	Folder	-	7/25/03
faculty.html	HTML document	20.9 KB	1/10/06
images	Folder	-	11/11/03
index.html	HTML document	16.5 KB	4/28/05
Millard Pages	Folder	-	2/17/05
millard.html	HTML document	19.1 KB	3/19/05
parkh	Folder	-	7/25/03
Require.htm	HTML document	26.0 KB	1/10/06
schmidt	Folder	-	7/25/03
slidelib.html	HTML document	23.2 KB	3/19/05
studio	Folder	-	4/28/05
VAevents.htm	HTML document	19.5 KB	11/16/05
visualarts.html	HTML document	18.8 KB	3/19/05

Connected.

The top of the Fetch window will indicate the current working folder. Under your folder you should see html files, jpegs, gifs or any other items you have published to your website.

4. Getting Files



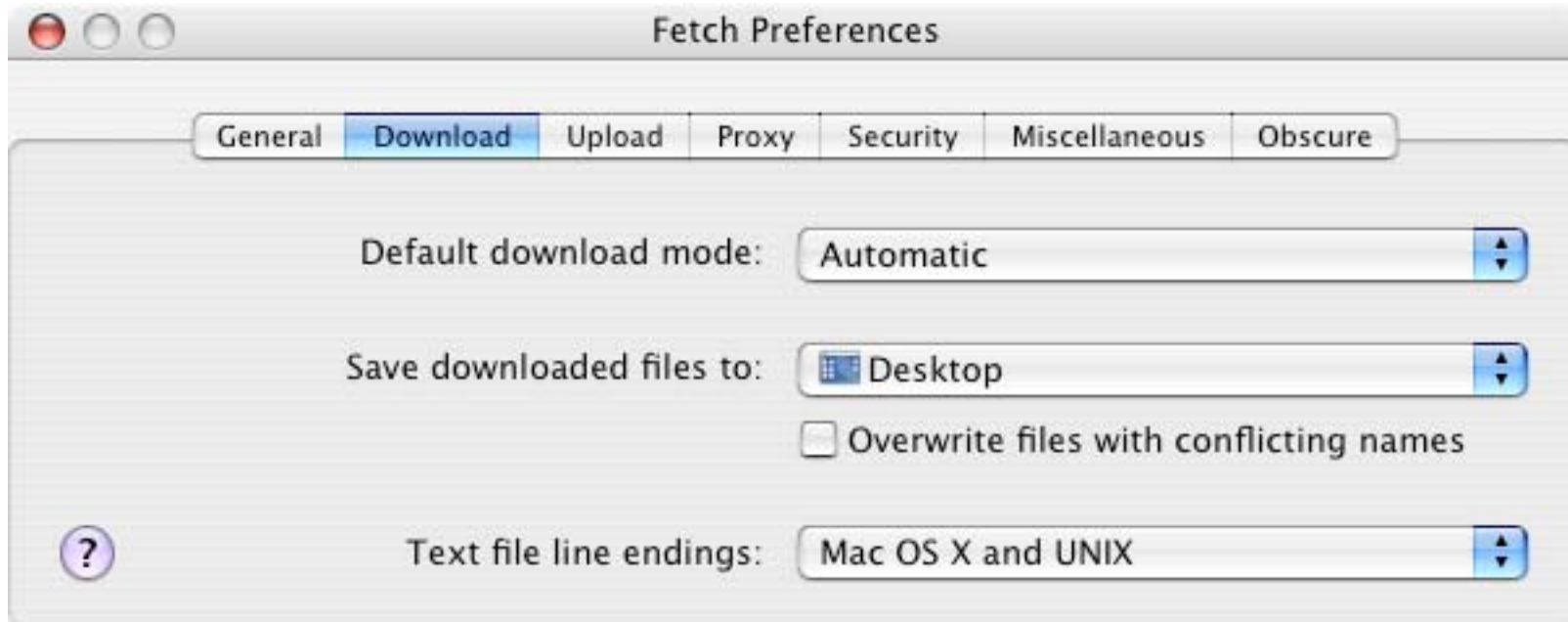
Once you have located your web files you will probably want to see what your files actually look like in a browser or on the web. You can easily download any of these files by double clicking on the file name in the Fetch window or by highlighting the file and then clicking "**Get.**"

When you "Get files" they are downloaded directly to a location on your computer. The default location is your desktop, but you can specify a location in the download preferences.

Once the files are on your desktop you can just double click the file and it will open in your default browser, usually Safari. You can then edit it for publishing later.

Changing the Download Preferences

Under the Fetch Menu, choose **Preferences**. Click on the Download tab.



The Default download mode can remain at Automatic.

You can choose a download folder by using the drop-down menu next to “**Save Downloaded files to:**”

When you have edited your web pages, images, etc. and have saved them to a folder, you can then transfer your files to the web for publishing using the “**Put Files**” command.

5. Putting Files on the Server (Publishing)



In the Fetch window, you need to make sure you are in the correct directory (folder) before you transfer files. Any files you select for “putting” will automatically be put in the **currently open folder (shown in the Fetch window title bar)**.

In Fetch, click on the “**Put Files**” button. You will then see a dialog box, which will let you choose the files for publishing.

Choose items to put on publish.holycross.edu :

Navigation icons: back, forward, menu, view as icons

Address bar: mywebfiles

Search bar: search

Administrator's...	AppleInternal	images
Network	Applications	index.html
Macintosh HD	Burn	VAevents.htm
Student	HP Desig...r Log File	
	HP Printe... Installer	
	Installer Log File	
	Library	
	mywebfiles	
Desktop	Previous Systems	
admin	System	
Applications	templog.txt	
Documents	Updaters	
Movies	User Gui...rmation	
Music	Users	
Pictures		

Put as: mywebfiles

Format: Automatic

If a file already exists: Replace existing file

Show hidden files

New Folder

Cancel

Put

