

Send files to Visual Art Services from your MAC using Fetch*

Before beginning the Fetch procedure have your transfer folder ready. Make new folder - named with your name (do not use spaces or exceed 8 characters). This file should contain:

- File(s) for imaging, prepared and saved per VAS instructions* in this folder
- A text file named README that contains your name, department, Stanford Account number, phone number and/or email address

Start the Fetch program.

The first time you start the program go to the **Customize** menu and choose:

•**Preferences** - Upload tab

Set: Default text format: **TEXT**

Default non-text format: **RAW DATA**



•**New Short Cut**

Set: Name: **Visual Art**
Type: **Unknown**
Host: **Visualart-HP.stanford.edu**
(or use: 171.65.28.134)

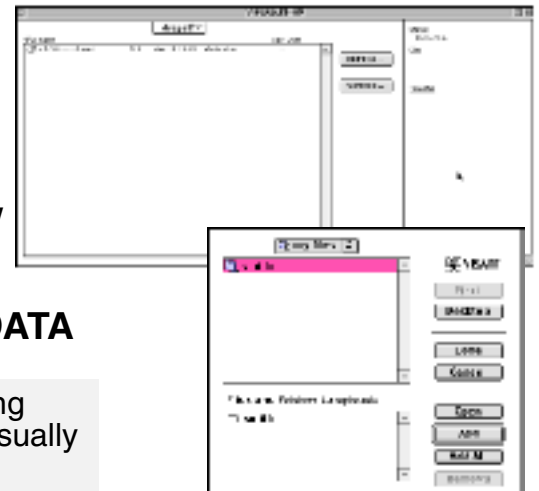
User ID: guest
Password: guest
Directory: (blank)



To connect :

- **File** menu and choose **New Connection**.
- Select the **Visual Art shortcut** from the shortcut pop-up menu then click **OK**.
- Hold down the **option** key click the **Put Files** button.
- Select folder ****** to transfer to VAS, click **add** so that it now appears in the **Upload** box, then click ok.
- **Put file** dialogue should read: text format: **TEXT**
non-text format: **RAW DATA**
- click **OK** - files will now transfer.

** all files to be transferred should be named in strict DOS naming protocol: 8 characters followed by a period then 3 characters (usually the file type extension) - no spaces or symbols



CALL VISUAL ART SERVICES, as soon as you complete your transfer:

Slide or Print orders call 3-3964
Posters orders call 5-3342
All others call 3-6813

* these instructions are written to work for version 3.0.1 or later of Fetch. If you have an older version the steps may be different. See you department's System Administrator about getting the latest version of Fetch or go to www.stanford.edu/group/itss/macstanford/ on the Web.

Visual Art Services • 723-6813 • vas.stanford.edu

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up to date as of 11/02