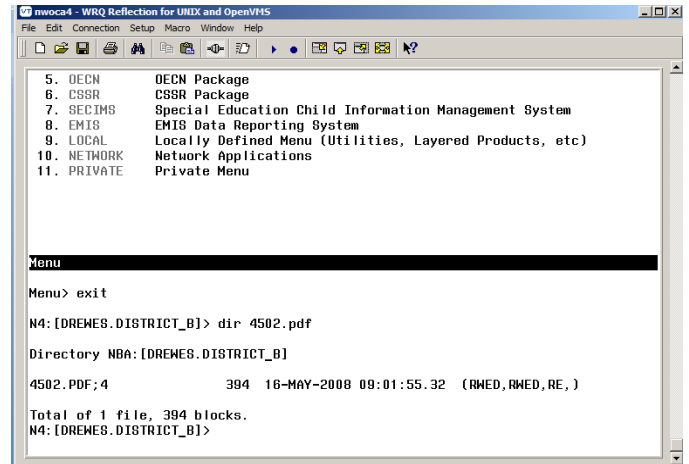


## Using Fetch to File Transfer for MACs

**Step 1** Generate the file you want to transfer. (examples: .CSV or .TXT)  
If you are generating a .TXT file and would like to convert it to .PDF format, please use the VFC2PDF utility. Once the file has been generated, you are ready to begin your file transfer.



```
nwoca4 - WRQ Reflection for UNIX and OpenVMS
File Edit Connection Setup Macro Window Help

5. DECN      DECN Package
6. CSSR      CSSR Package
7. SECIMS    Special Education Child Information Management System
8. EMIS      EMIS Data Reporting System
9. LOCAL     Locally Defined Menu (Utilities, Layered Products, etc)
10. NETWORK  Network Applications
11. PRIVATE  Private Menu

Menu
-----
Menu> exit

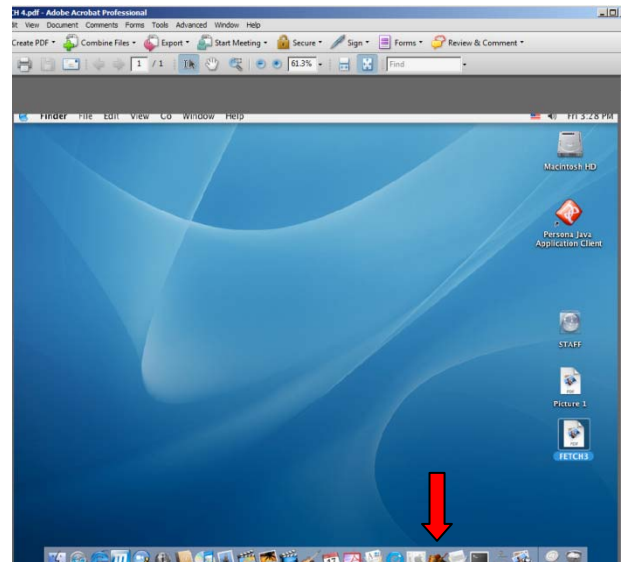
N4: [DREWES.DISTRICT_B]> dir 4502.pdf

Directory NBA: [DREWES.DISTRICT_B]

4502.PDF;4          394 16-MAY-2008 09:01:55.32 (RWED,RMED,RE, )

Total of 1 file, 394 blocks.
N4: [DREWES.DISTRICT_B]>
```

**Step 2** Access the **FETCH** program located on your **MAC**. If you do not have the **FETCH** program installed, you can download it from the **NWOCA** homepage by clicking on “**HARDWARE**”, then **SOFTWARE DOWNLOADS**, then **MAS OS X**, then “**FETCH\_5.0.4.dmg**” or enter the following URL address:  
<http://xstream.nwoca.org/downloads.html>  
and follow the steps to install **FETCH**.



**Step 3** After selecting **FETCH**, it will **prompt you for a host, username and password**. The host is **NWOCA.ORG** and you will need to enter the username/password of the account that the file was generated from. (i.e. If you generated the file from your archive account, you need to enter in your archive username and password).



**Step 4** Once you are logged in, it displays the files stored in whichever NWOCA account you are currently logged into (i.e. live data, \_B account, archive account, etc). **Find the report you want to transfer by clicking on it once to highlight it. Then click on the GET FILE button**

**NOTE: Make sure that the transfer format is AUTOMATIC (as opposed to TEXT or BINARY).**

**A SAVE box will appear prompting you to enter in a filename and where you want the report saved on your MAC. Once you enter the filename and where you want it saved, click on SAVE.**

