

September 2007

Re: **Saving On Citrix** using **Maple** as an example

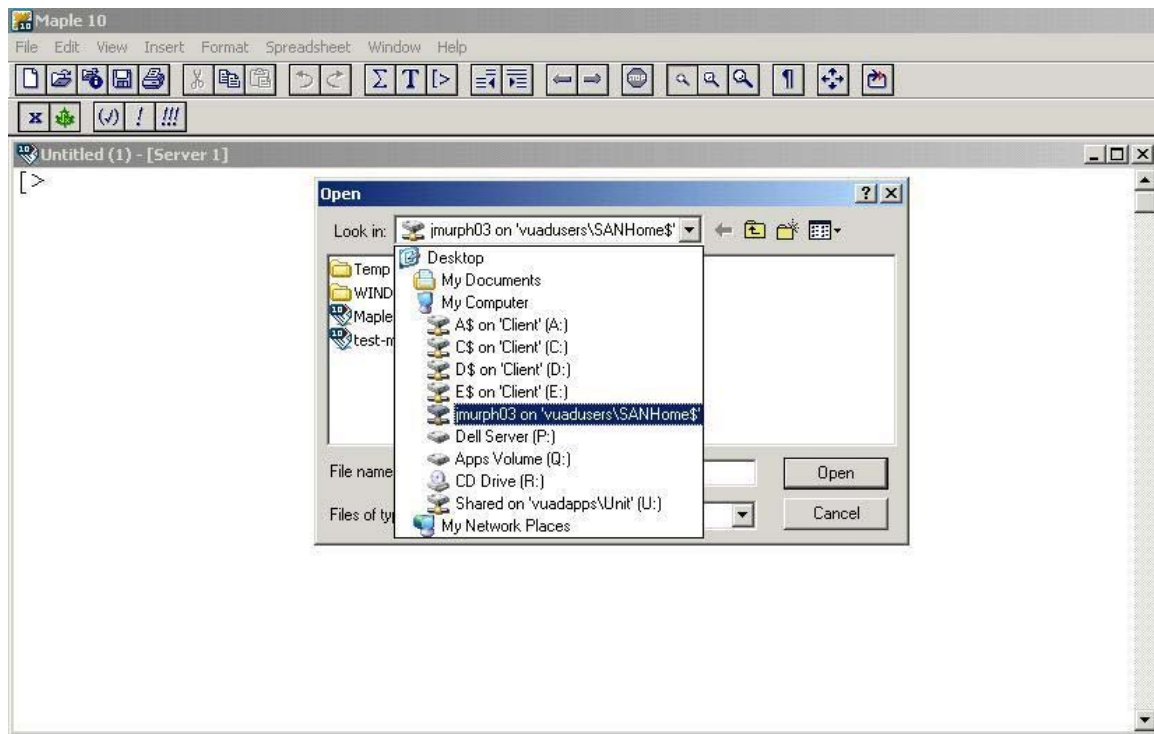
This document discusses the following:

- (a) **Accessing a file** from our space on the network drive, or your own hard drive, or your USB flash drive. As our example, we are using the Maple math product accessible from the Villanova Citrix system. Use the Internet Explorer to access <http://citrixweb.villanova.edu>
- (b) **Saving files** to our space on the network drive, or to your own hard drive or to your USB flash drive
- (c) **Changing your file access settings** using your Citrix Client

The network drive becomes available to you whenever you logon to the Villanova Citrix system.

The network drive is also known as the N: drive. You will be able to identify your network space by looking for your userID in the list of drive resources available in My Computer:

**<your userID> on 'vuadusers\SANHome' (N:)**



**a) To access a Maple file on your network space while using Maple from the Villanova Citrix web server:**

After accessing Maple on the Citrix system, just click on File/Open to see the Open box. Then drill down to your network space, and find the file you wish to open (see above). The advantage to using your network space is the fact that it will always be there, no matter where you are using Citrix . . . whether on-campus or from home!

While we highly recommend using the network space available to you, we also have the ability to access our Maple work files stored on our hard drive or flash drive (or diskette). In the screen shot above, the Client C: drive is the hard drive on the user's computer, while the Client E: drive is the user's flash drive. Please note that the flash drive letter may be different on your computer. Also note that if you plan to use the flash drive to save your work, it must be inserted into the USB port before you click on the desired the application icon.

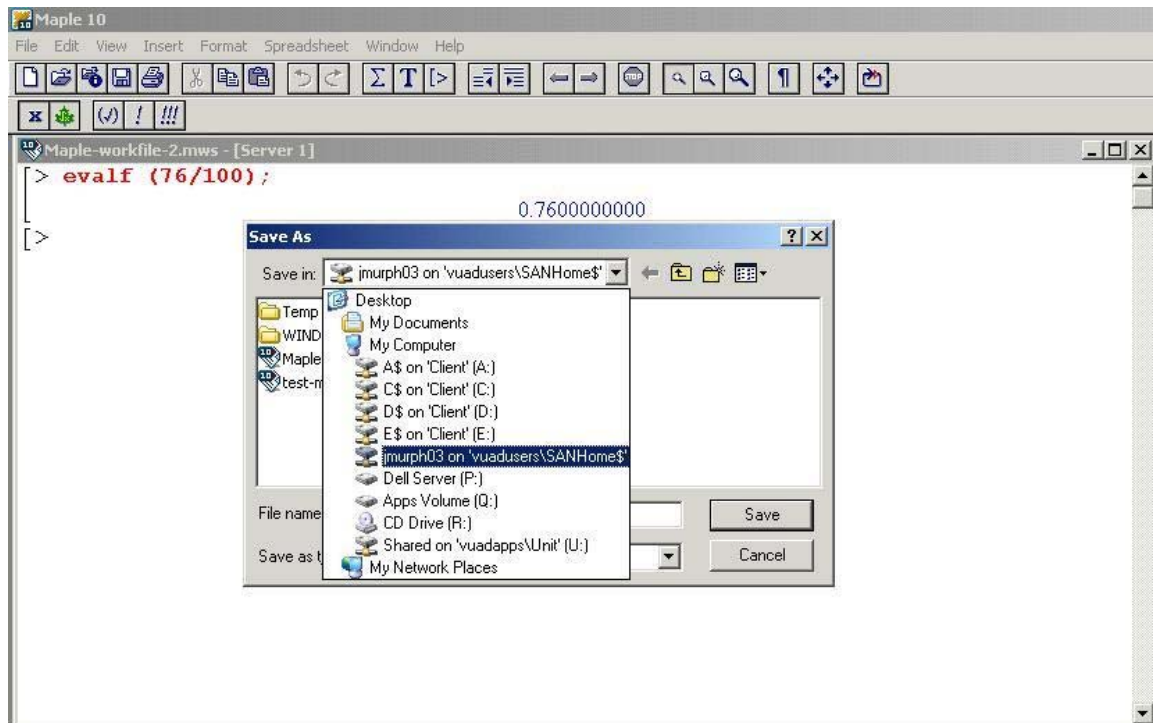
After you have positioned to the appropriate drive, find the Maple work file you want to open.

**Important note:** the "Desktop" and "My Documents" in the screen shot above are actually located on the Citrix file server. They do not refer to your own computer!

**b) To save files created in Maple while using Maple from the Villanova Citrix web server:**

We have the ability to save files to our own network space. In the screen shot below, we are saving a Maple work file to our network space on <your userID> on 'vuadusers\SANHome' (N:)

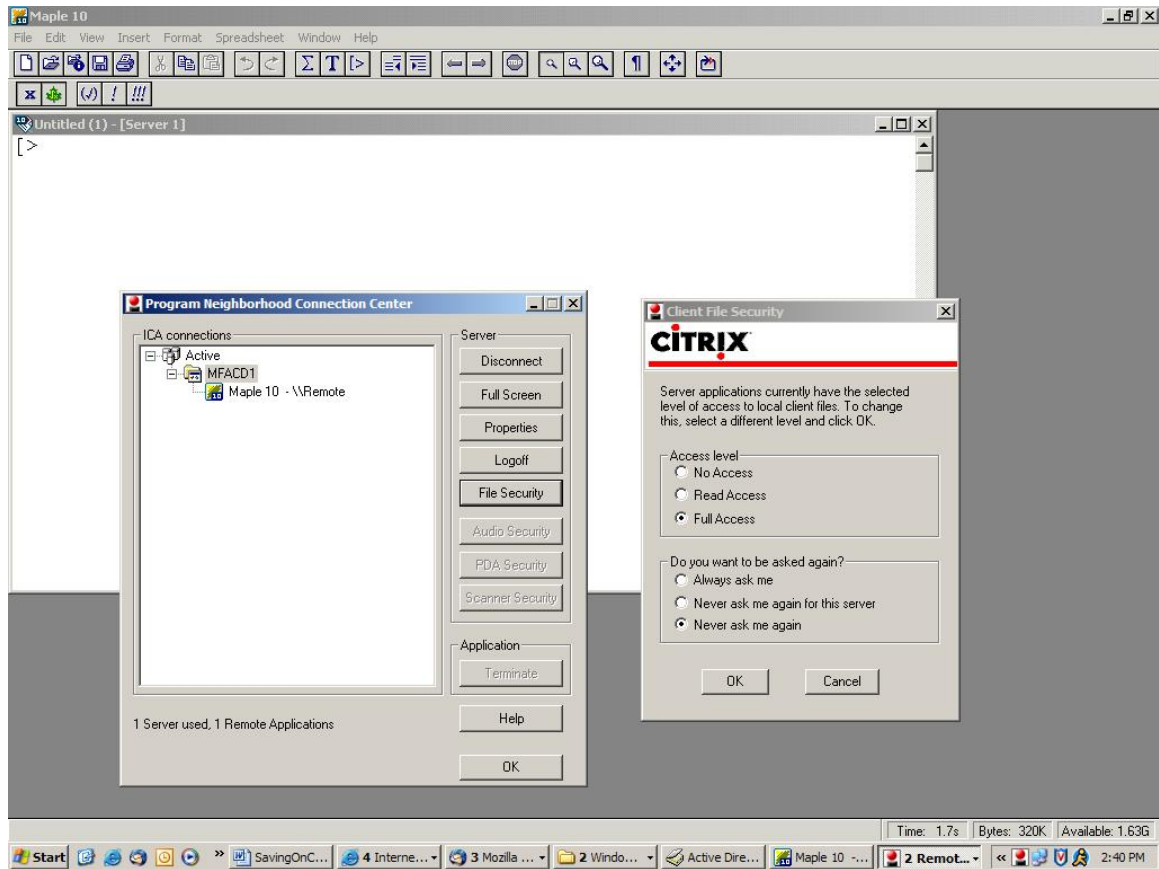
Please note that “Desktop” and “My Documents” in the screen shot below are actually located on the Citrix file server . . . do not save your work in either of those locations, nor on the P: and Q: drives. You may not find it again. Thanks!



If you are having trouble saving your file, it may be that your Citrix ICA Client does not have the proper file access settings. We have the ability to change our file access settings. See below for how to make the change.

### c) To change your file access settings

Your ICA Client's Security settings determine your ability to save documents.



### Program Neighborhood Connection Center

Using the Connection Center icon (a multi-colored icon, usually a red ball on a black box) in the system tray in the lower right-hand corner of the screen, we have the ability to change our ICA Client's security settings. Just position your mouse-pointer to the Connection Center icon and double-click to view the Connection Center window. Within the Connection Center window, click on the File Security button to display the ICA Client File Security window. To enable your ability to save files, click on the "Full Access" option, and click on the "Never ask me again" option. Then click the OK buttons on both windows.

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