

July 2013

Re: **Saving On Citrix**

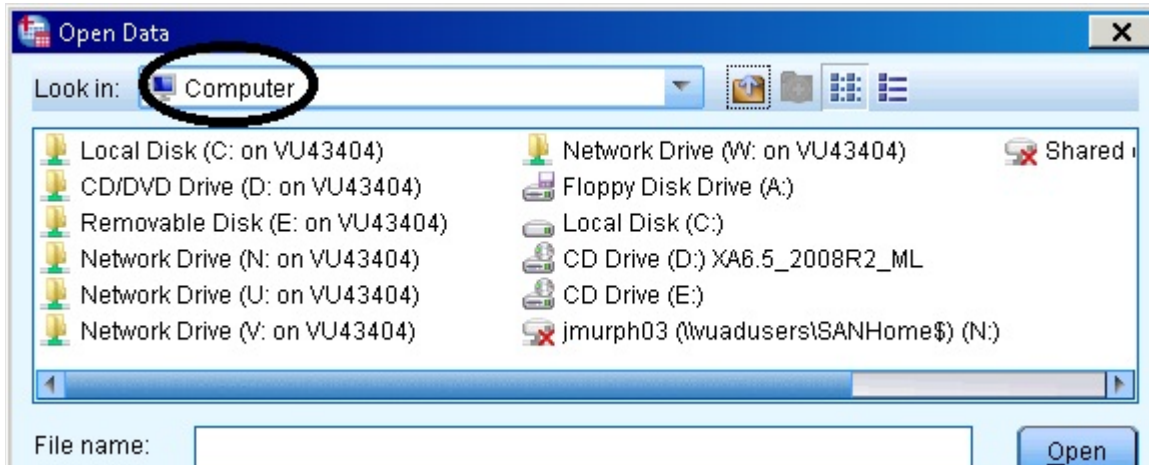
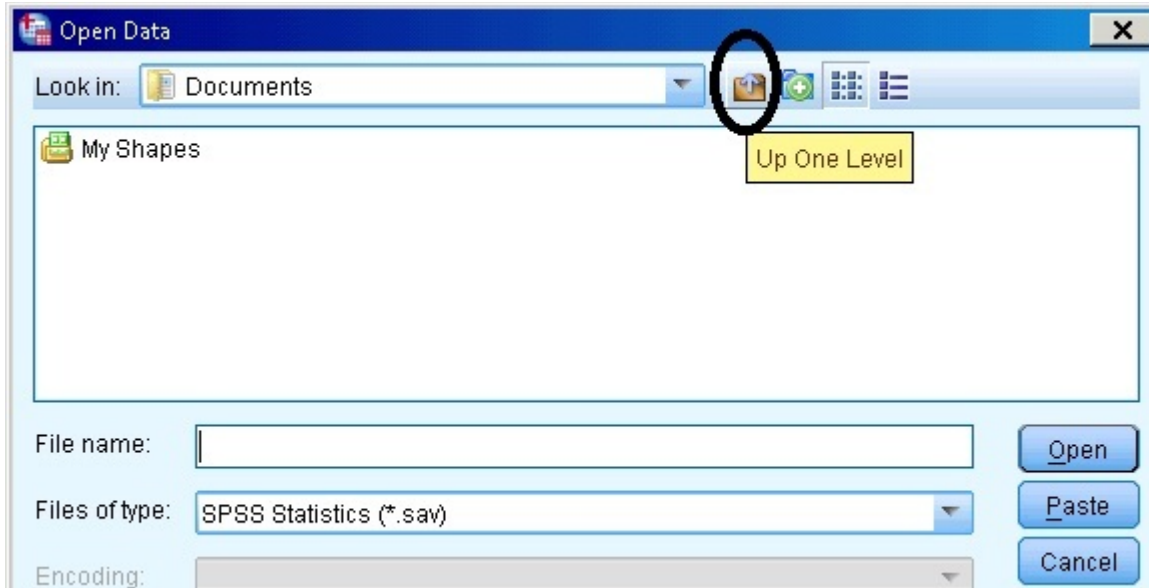
This document discusses the following:

- (a) **Accessing a file** from our space on the network drive, or your own hard drive, or your USB flash drive.
- (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

You can use any web browser to access <http://citrixweb.villanova.edu> After you logon, find the desired application and click on the application's icon.

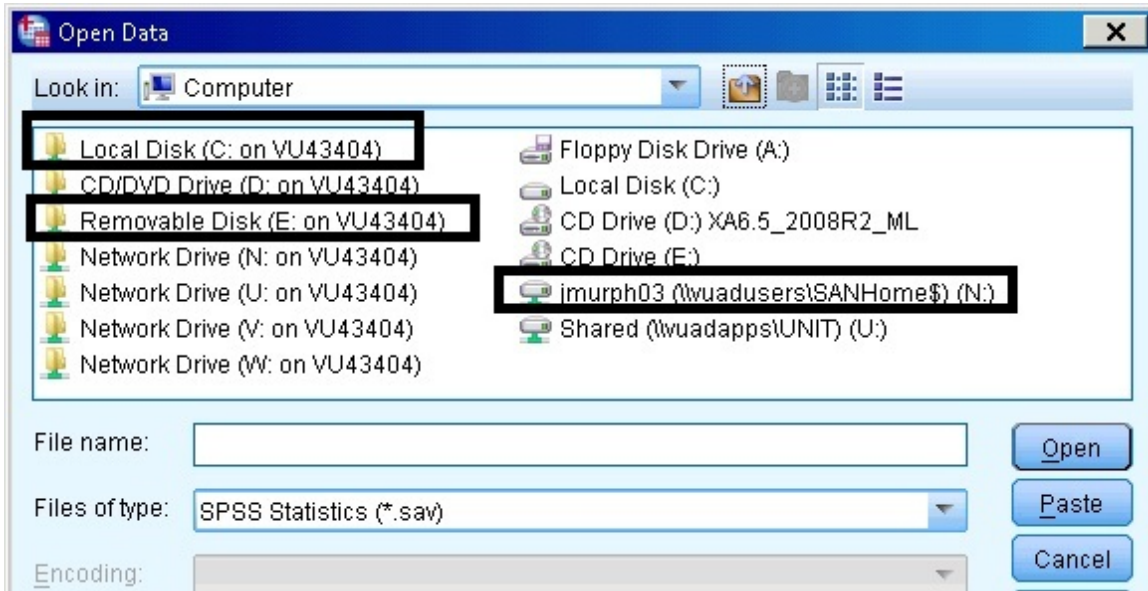
To access a Spss file while using Spss from the Villanova Citrix web server:

As our example, we are using the Spss statistical product accessible from the Villanova Citrix system. Click on File/Open/Data to see the OpenData dialogue, click on the "Up One Level" button until the "Look in" box displays "Computer" . . .

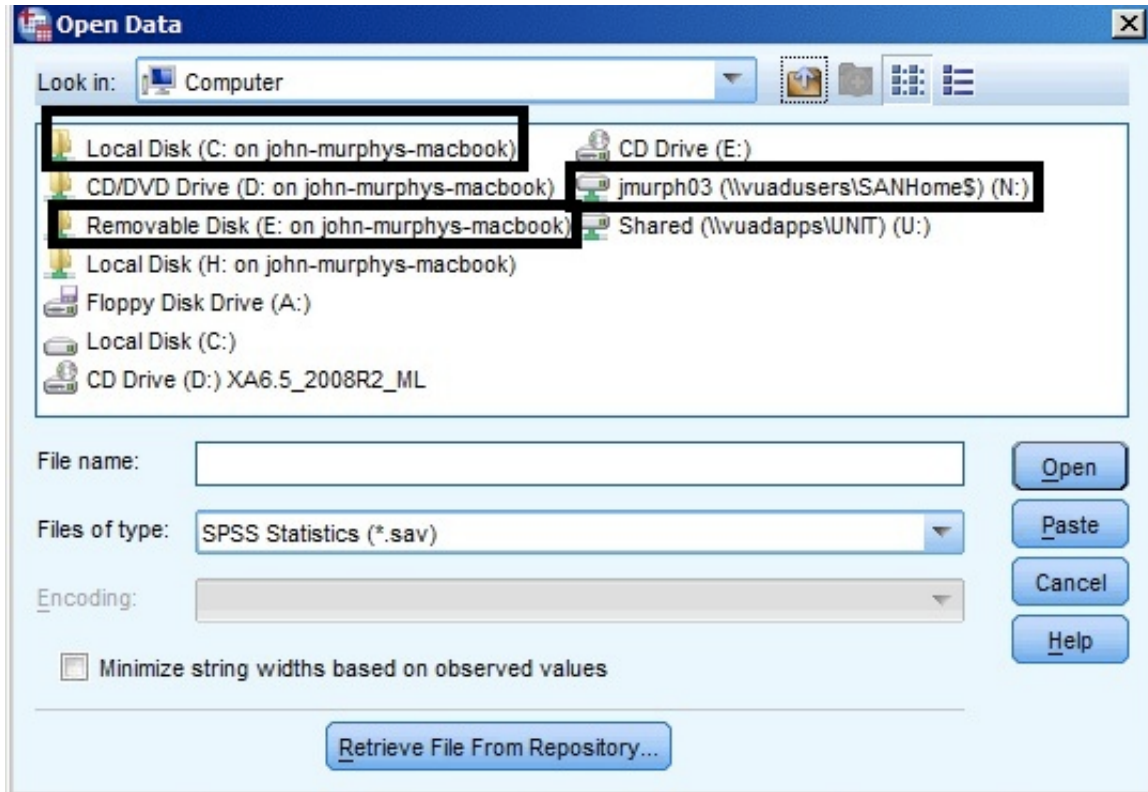


With your “Look in” box set to “Computer,” you will see the drives available to you. Notice that you will see your own computer’s name associated with your drives.

The Villanova laptop



And the Villanova Macbook . . .



There are three drives that we are interested in: 1) the hard drive on my own computer; 2) the USB drive that I may have plugged into my computer; 3) my network space at Villanova.

We usually access and save files to one or more of these three drives.

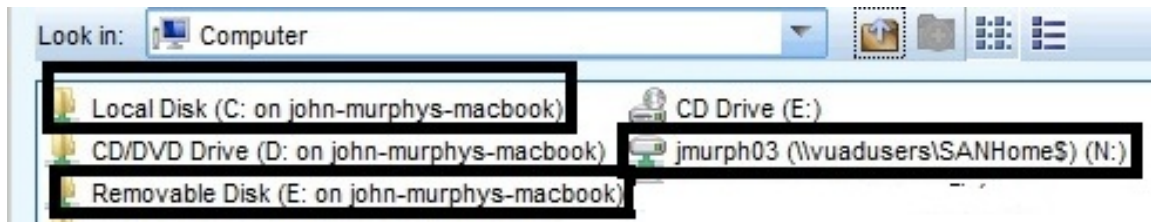
Your network drive becomes available to you whenever you logon to the Villanova Citrix system and you begin to use an application. The advantage to using your network space is the fact that it will always be there, no matter where you are using Citrix, whether on-campus or from home!

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 “Computer”:

<your userID> on ‘vuadusers\SANHome’ (N:)

To save a Spss file while using Spss from the Villanova Citrix web server:

Use the “Save As” function and follow the same logic as above, and save your work to the desired location. Just remember that your computer’s hard drive and USB drive are referenced by your computer’s name:



Important note: the “Desktop” and “Documents” locations that you may see, are actually located on the Citrix file server. We highly recommend that you do not use them. They do not refer to your own computer. *Any documents saved in these locations may not be there the next time you use the Citrix system.*

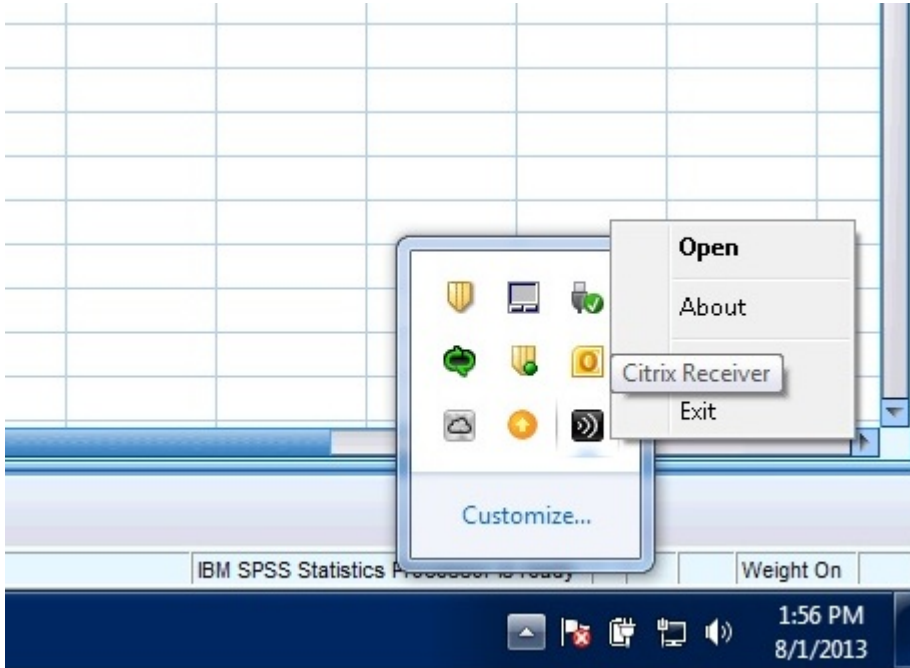
Also, you may notice that there are two “Local Disks” that reference the C: drive. If you plan to save to your computer’s local hard drive, remember to click on the **Local Disk (C: on <your computer>)** because the other “Local Disk (C:)” drive actually points to the file server. *Any documents saved in the server’s local drive may not be there the next time you use the Citrix system.*

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

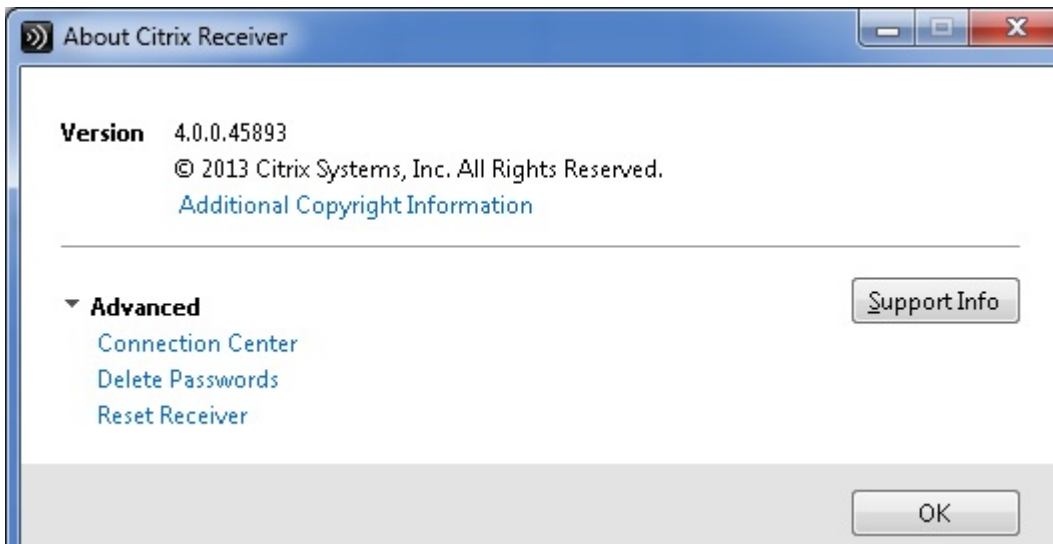
For Windows users . . . laptops or workstations . . .

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



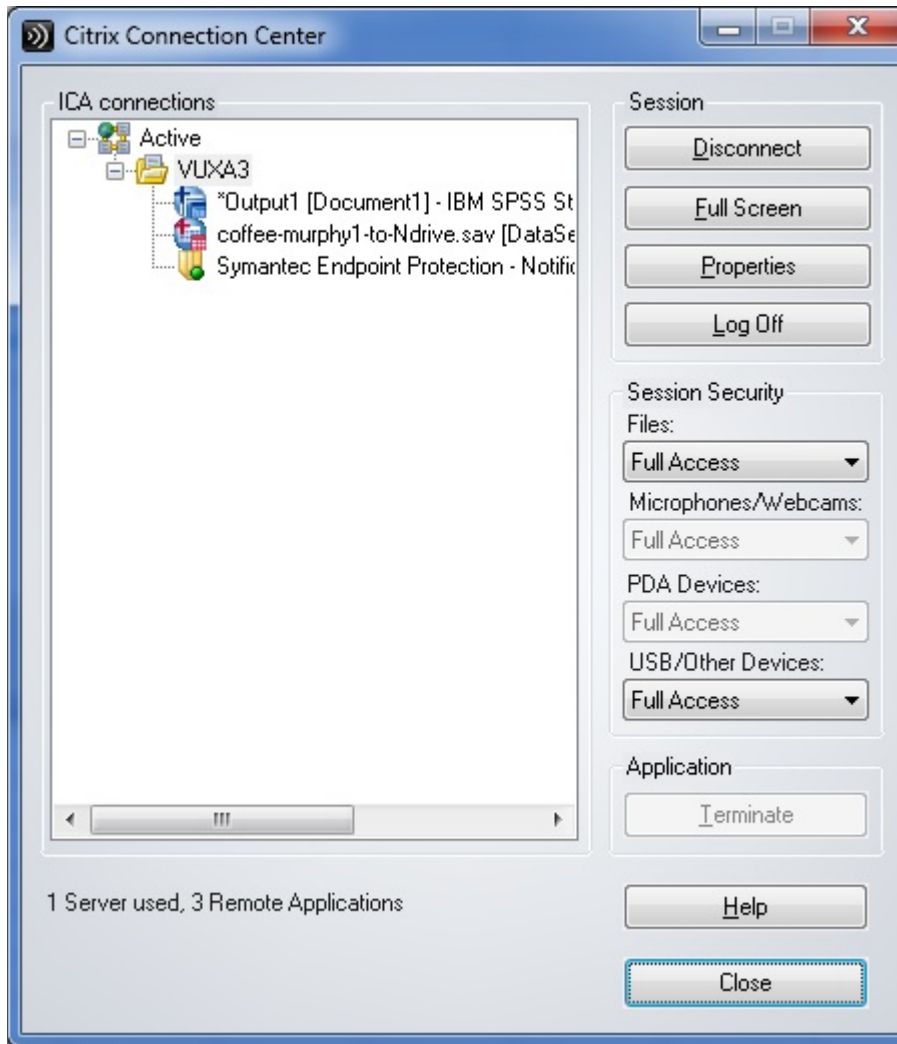
Most users will be running the Citrix Receiver client.

In the Windows system tray in the lower right-hand corner of your screen, the Citrix Receiver is represented by a black icon. Do a Left-click on that icon and then do a Right-click on the About option.



And then click on the Connection Center.

The Connection Center allows you to set file-access rights on both your hard drive and on your USB drives:



We usually set permissions to “Full Access” for both the hard drive and the USB devices.

For Apple computer users

On Apple computers, with the desired application open, find the Citrix Viewer task bar, usually at the top of the screen. Click on Preferences to open the “General-Devices-Mic&Webcam-Keybaord-Accounts” window. Click on the Devices option and make the desired access selection, usually “Read and Write.”

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