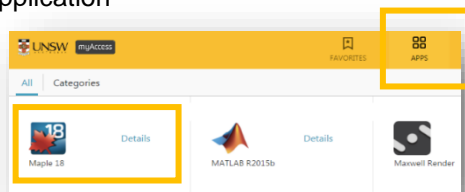


1. Open Maple 18 for the first time

After logging into myAccess, applications will be available to you to add to your Citrix Receiver from the Apps button.

TIP: This guide refers **two distinct "H: Drives"**. The **Cloud H: Drive** refers to the disk drive starting with your **z number** that is located on the cloud server. The **Local Disk :H"** refers to the local disk drive on your own computer containing your local files.

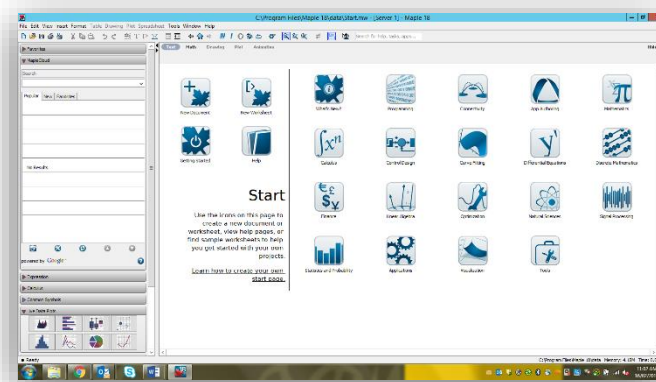
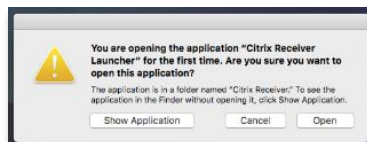
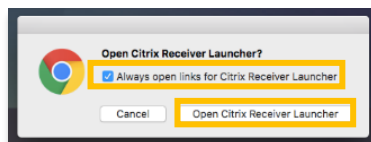
- Click on **Apps** and select **Maple 18** to open the application



TIP: When launching your applications through Chrome, you may receive a one-off request to **Open URL Citrix Receiver**. Click **Always Open** followed by **Open URL: Citrix Receiver**.

You may also receive a one-off request to download and save a **.ica** file. Ensure to click on the small down arrow next to the **.ica** file and select **Always Open Files of This Type**.

Note: The following image is what Google Chrome will display, other browsers could vary in the message displayed.

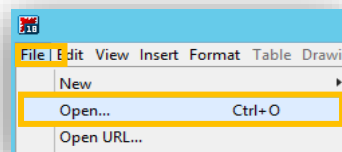


2. Import data into your Maple 18 project file

The following steps assume that you will save your data to the **Cloud H:drive**, if you have saved elsewhere you will need to follow the same steps but look for the drive where your files are saved – see section 3.


TIP: Depending on the size of the data, opening from your local device could take some time (e.g. up to 20 minutes if the file was 100MB) It is highly recommended that you load up your larger datasets on to your **Cloud H: drive** while on campus. Refer to the [Download files from Moodle guide](#) to learn how to do this.

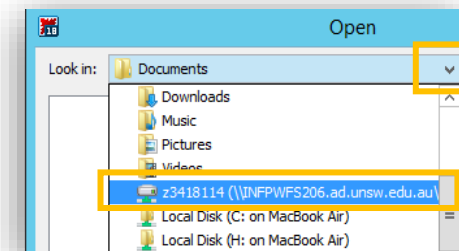
- Click on the **File** menu on the top left of the Maple main window and then click **Open**.



TIP: You may be asked to let Citrix access the Local Drives. Ensure you click on **Don't ask me again** and click on **Read and Write**.



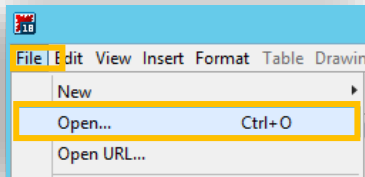
- Click on the arrow icon shown on the screenshot below and click on the link containing  this is the **Cloud H: drive** (it displays your **zID** as part of the name), Find your file then click **Open**



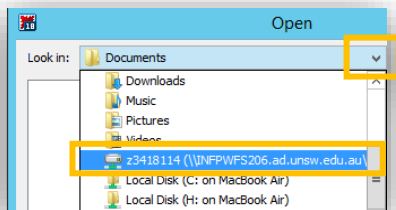
TIP: If you can't find the Cloud H: Drive call the IT Service Centre on (02) 9385 1333

3. Manually locating your data file

- Click on the **File** menu on the top left of the Maple main window and then click **Open**.



- Click on the arrow icon shown on the screenshot below, navigate to **Local Disk (H:)** and then select the folder containing the data set, find your file then click **Open**

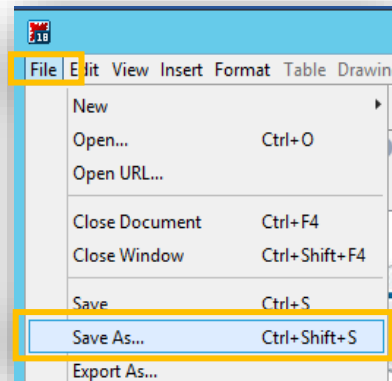


TIP: Sometimes your **Local Disk H:** may not automatically be recognised. You may have to manually locate it. On the **Open** window click on **Local Disk C:**, then the **Users** folder, and select the folder with your account name. You will now see your local file folders.


Locate the folder or file where your data is located in, click **Open**

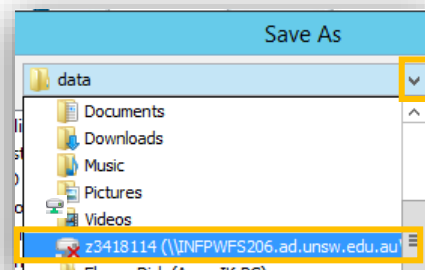
4. Saving your data set

- To save to the Cloud 'H:' drive, got to **File -> Save** (Or **File -> Save As** if the current dataset is not a new dataset/worksheet)

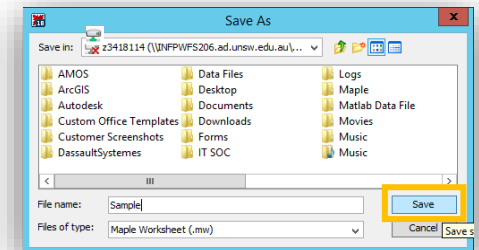


TIP: You may be asked to let Citrix access the Local Drives. Ensure you click on **Don't ask me again** and click on **Read and Write**.


- Click on the arrow icon shown on the screenshot below and click on the link containing  this is the **Cloud H:** drive (it displays your zID as part of the name)



- Browse to the location of where you want to save the file, give it a name and then click **Save**



5. Printing from Maple 18

- Go to **File->Print** or by clicking the  button
- Choose the printer you want to print to in the Print window then click **OK**

