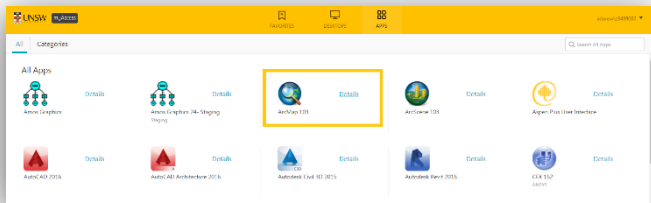




1. Open Arc Map for the first time

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

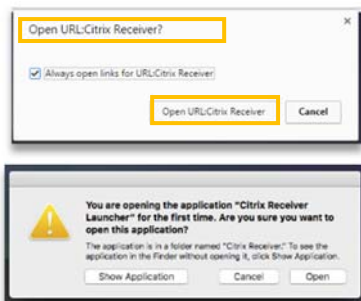
- ▶ Click on **Apps** and select **Arc Map** to open the application



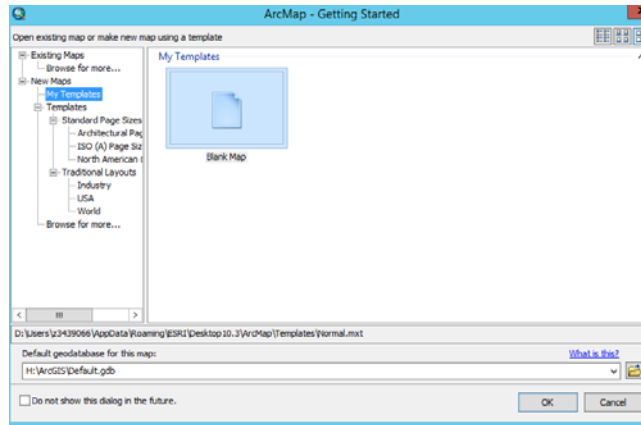
TIP: When launching your applications through Chrome, you may receive a one-off request to **Open URL Citrix Receiver**. Click **Always Open** followed by **Open URL: Citrix Receiver**.

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.



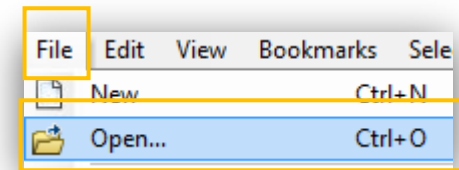
- ▶ You have successfully opened Arc Map



TIP: Larger file sizes will take up more time to load the data set (possibly 20 minutes to open a 100MB file). It is highly recommended that when loading larger datasets you save the dataset onto 'Cloud H: Drive' while on campus – this is the drive that starts with your zID.

Refer to [Downloading files from Moodle](#) guide for more information.

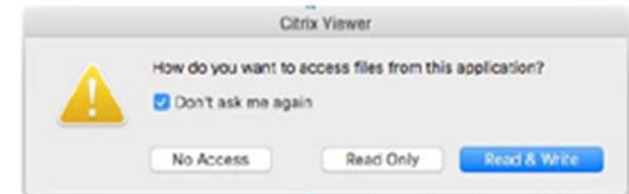
- ▶ Navigate to **File > Open**



2. Creating a new document in Arc Map

- ▶ On the homescreen click on **OK** OR navigate to **File > New** to create a new document

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**.



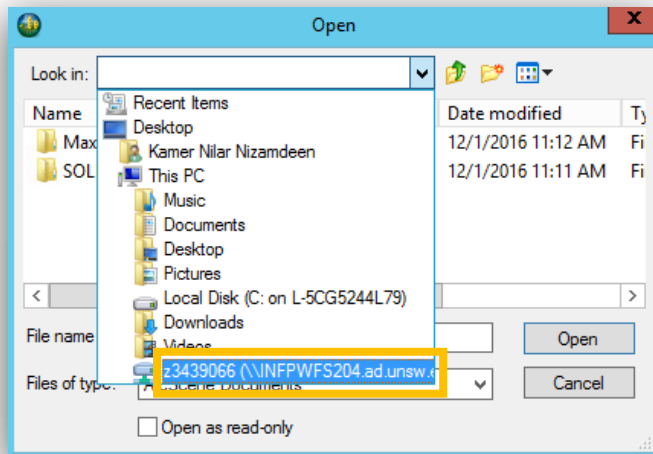
3. Opening an existing document in Arc Map

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: Remember to always save downloaded files straight to your **Cloud H:drive**



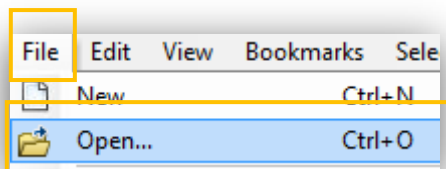
- ▶ From the drop down menu find your **Cloud H:drive**



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

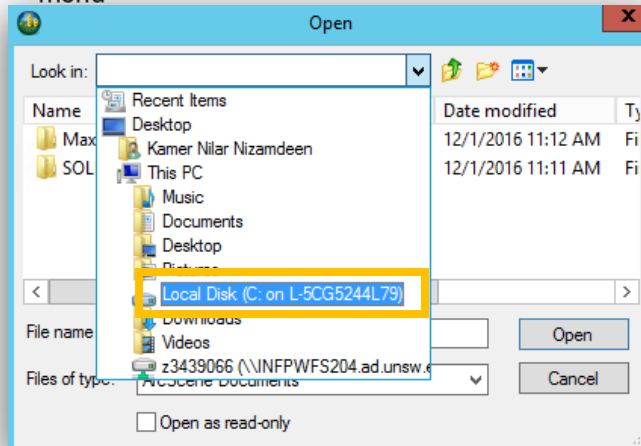
4. Manually locating your files

- ▶ Navigate to **File > Open**



- ▶ If prompted, select **Permit all access** when the **Citrix Receiver- Security Warning** appears.

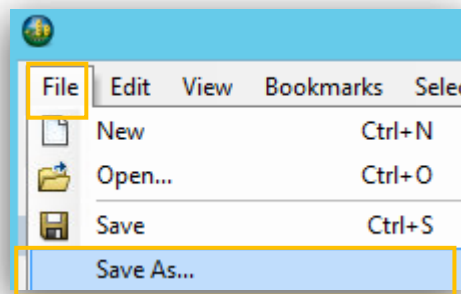
- ▶ Select your Local **C:drive** from the drop down menu



- ▶ Once you find your data files in the **C:drive**, double click on them OR click **Open** and Arc Map will open your data files.

5. Saving your data set

- ▶ To save navigate to **File > Save As**

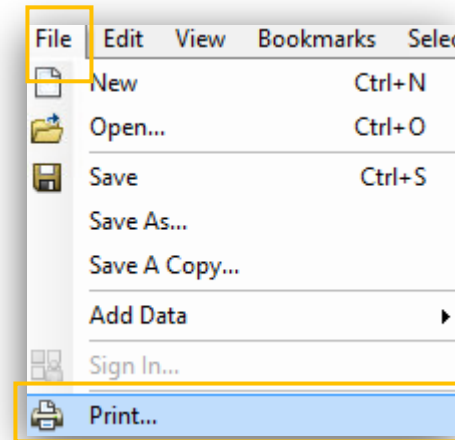


- ▶ Arc Map will automatically save to your **Cloud H:drive**. Please ensure you do not save to the **Temporary Storage D:drive** as your data will be

lost if you do so

6. Printing from Arc Map

- ▶ Navigate to **File > Print**



- ▶ Choose the printer you want to print to in the **Print window** then click **OK** to print your work