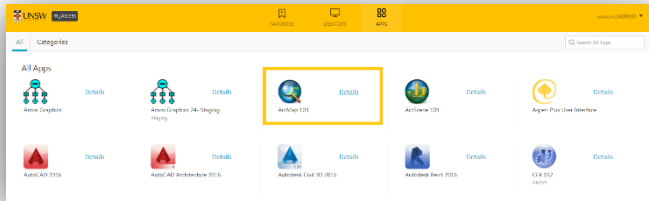




## 1. Open Arc Map for the first time

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

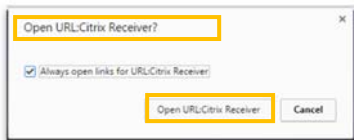
- ▶ Click on **Apps** and select **Arc Map** to open the application



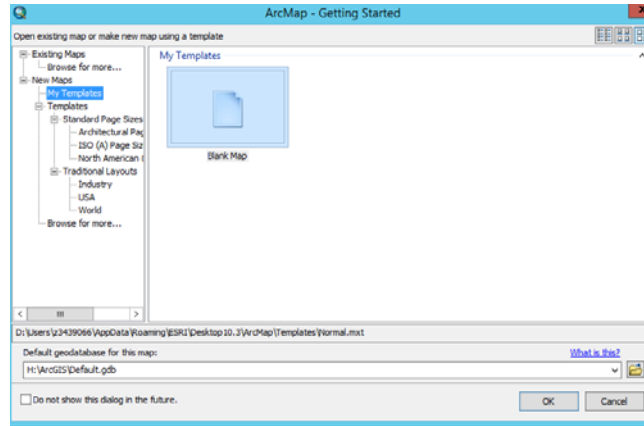
**TIP:** When launching your applications through Chrome, you may receive a one-off request to **Open URL Citrix Receiver**. Click **Always Open** followed by **Open URL: Citrix Receiver**.

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**



## 2. Creating a new document in Arc Map

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

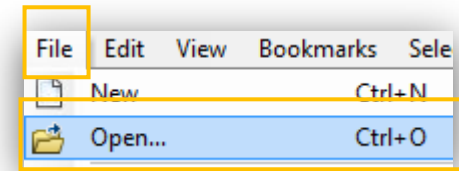
## 3. Opening an existing document in Arc Map

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:** 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**



**TIP:** You may be get a **Citrix Receiver – Security Warning**, click on **Permit All Access**.

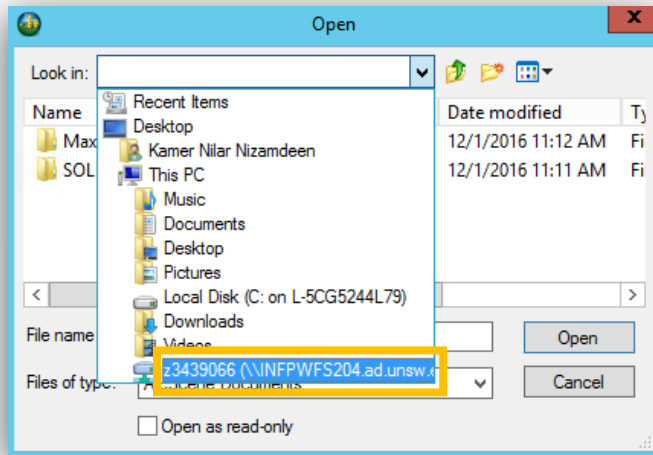
Please note that the Security Warning window could slightly vary depending on which version of windows you have installed.



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



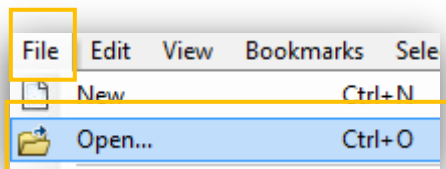
- ▶ From the drop down menu find your **Cloud H:drive**



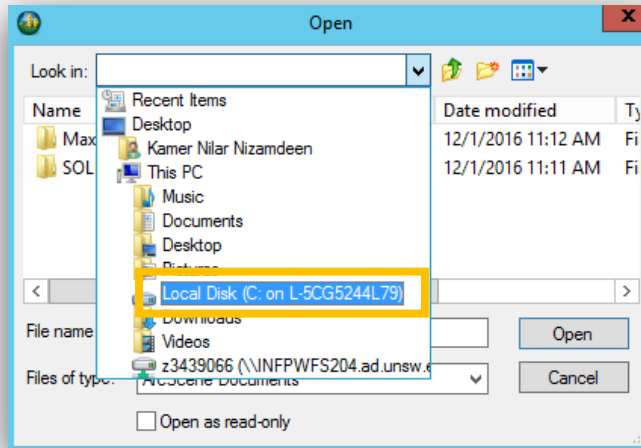
**TIP:** If you can't find the Cloud H: Drive call the IT Service Centre on (02) 9385 1333

## 4. Manually locating your files

- ▶ Navigate to **File > Open**



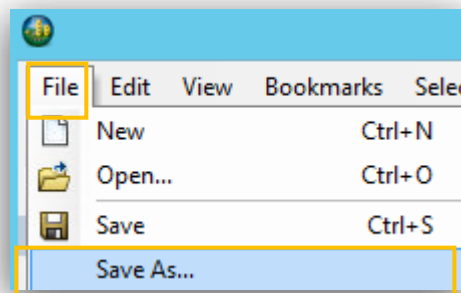
- ▶ If prompted, select **Permit all access** when the **Citrix Receiver- Security Warning** appears.
- ▶ Select your Local **C:drive** from the drop down menu



- ▶ 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

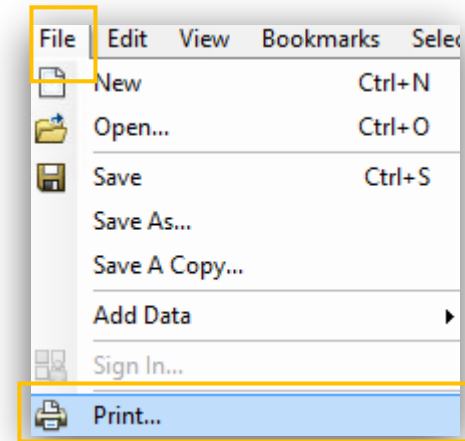
- ▶ To save navigate to **File > Save As**



- ▶ 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