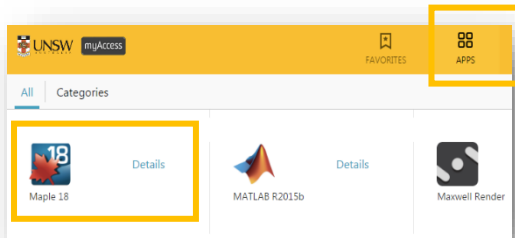


1. Open Maple 18 for the first time

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

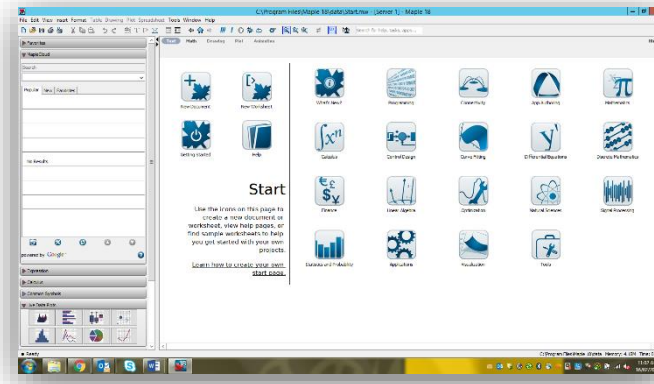
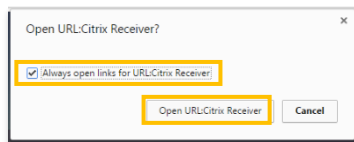
- ▶ Click on **Apps** and select **Maple 18** to open the application



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.



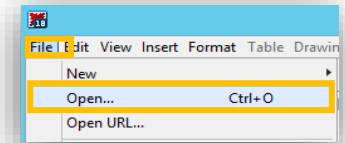
- ▶ You have successfully opened **Maple 18**.

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**.

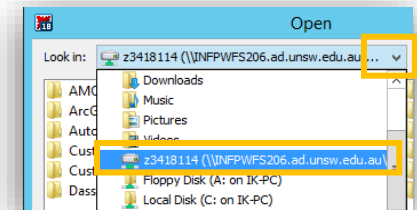


TIP: You may get a **Citrix Receiver – Security Warning**, click on **Permit All Access**.

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



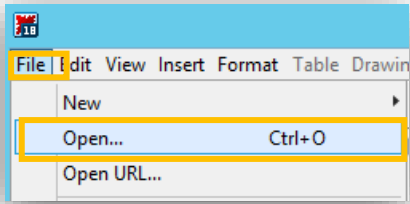
- ▶ Click on the arrow icon shown on the screenshot below and click on the link containing this is the **Cloud H: drive** (it displays your zID as part of the name), Find your file then click **Open**



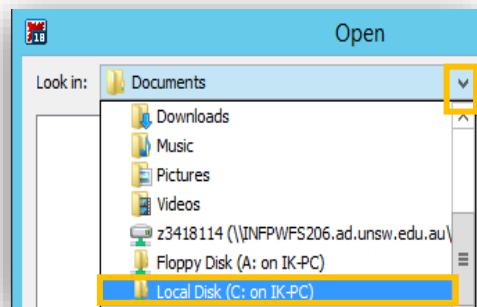
TIP: If you can't find the Cloud H: Drive call the IT Service Centre on (02) 9385 1333

3. Import data from your Local C: Drive

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

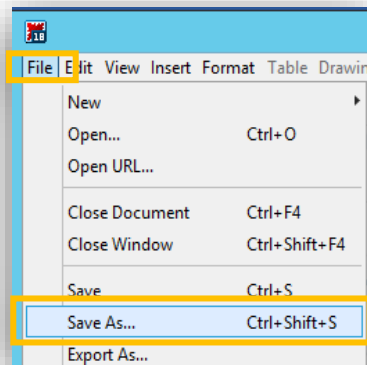


- ▶ Click on the arrow icon shown on the screenshot below, navigate to **Local Disk (C:) -> Users**, select the folder containing the data set, find your file then click **Open**

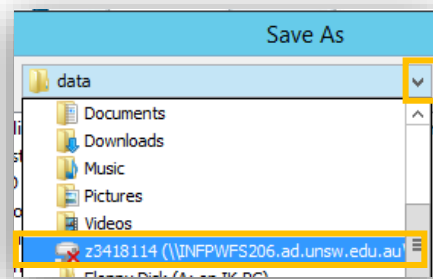


4. Saving your data set

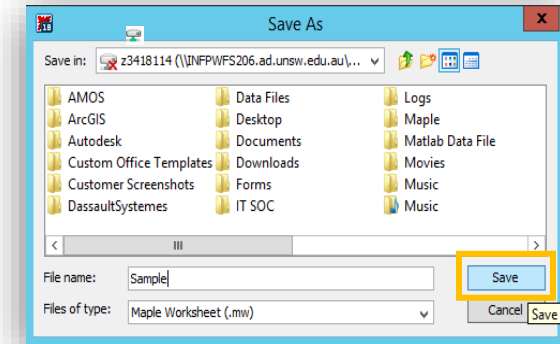
- ▶ To save to the Cloud 'H:' drive, got to **File -> Save** (Or **File -> Save As** if the current dataset is not a new dataset/worksheet)



- ▶ 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**

