

An Introduction to



Logging In and Out of CITRIX to use SPSS

If you are on a Windows computer use the Internet Explorer (IE) web browser.

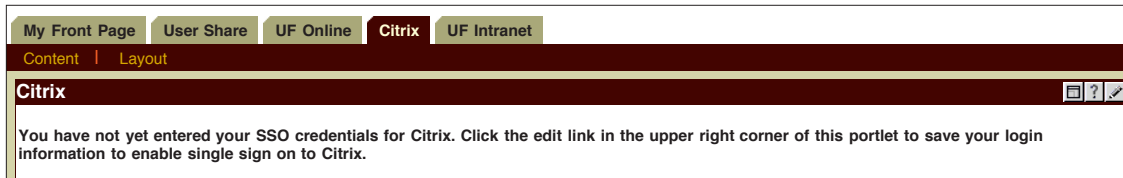
If you are on a Macintosh computer use the Safari web browser.


IMPORTANT

- 1 Go to <http://my.findlay.edu> using the appropriate browser for your computer (IE or Safari).
- 2 Login using your UFnet username and password.
- 3 Click on the Citrix Tab.
 - 3a You may see a Pop-up window asking "Do you want to display the nonsecure items?" Click "Yes". (You may see the window asking if you want to display nonsecure items several times while working with CITRIX, always click "Yes").



4 If this is your first time logging in you will see the following text at the top of the screen:



4a Click on the edit link (Pencil icon ) located in the upper-right corner.

4b Then enter your UFnet password.

4c Click Finished.

4d You may see a Pop-up window asking “Do you want to display the nonsecure items?” Click “Yes”.

(Step 4a-d should only need to be completed once per user)

5 Choose SPSS 14 from the list of applications by clicking on the icon.

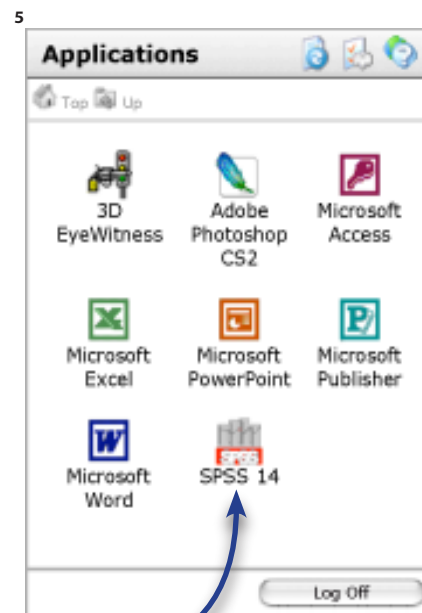
6 A little window will pop up and load a Java applet. It may take a few seconds to load depending on how fast your internet connection is.

7a Click the appropriate Trust/Accept/Allow/Yes button (name varies depending upon what web browser you are using) to indicate that you accept the Certificate signed by Citrix Systems, Inc.

7b There may also be a pop-up window that says something like “Applications Digital Signature has an error. Do you want to run application? If so, Click “Run”.

(Step 7a should only need to be completed once per computer)

8 Wait for SPSS to load. Once it does you can begin using SPSS as you normally would.



SPSS 14 icon

Opening and Saving files while using SPSS thru CITRIX

The easiest place to save your work is onto your “User Share”. This is a networked drive space ITS has provided for you to save your work. It is regularly backed up, and if you lose files located in your “User Share” you can contact Technology Support Services (at xHELP or techsupport@findlay.edu) for assistance in restoring them from backup.

The simplest method of using SPSS thru CITRIX is to use your “User Share” as an intermediary storage place that both your computer and CITRIX can access.



Saving your work while using SPSS thru CITRIX to your User Share

- 1 When you are ready to save work, go to “File” and down to “Save.”
- 2 You can click on either “Desktop” or “My Documents” and save your work there. By saving your work in either place you are placing it onto your User Share. (When using CITRIX both the “Desktop” and “My Documents” are actually the same folder on your User Share)
- 3 Name your work and click the Save button in the “Save data as” window.

Downloading and Saving files from “User Share” to your local computer quickly

Using Internet Explorer on Windows and Safari on the Mac:

- 1 Go to <http://my.findlay.edu/>
- 2 Login using your UFnet username and password.
- 3 Click on the “User Share” tab. (Files and Folders that are saved in your User Share are listed under the [To Parent Directory] Link.)
- 4 Click on the file you would like to download to save it to your local computer.

Uploading files from your local computer to your "User Share" (Mac)

1. Go to the Finder, most likely to be located in the lower-right corner of your screen within the Dock.
2. In the "Go" menu choose "Connect to Server..."
- 3 For the Server Address enter:
`https://ufnet.findlay.edu/username` (replace 'username' with your UFnet username).
- 4 Click Connect
- 5 When the pop-up window below appears, enter your UFnet username and password
- 6 Click OK.
- 7 To open your user share click on your username in the Finder window.
- 8 Your usershare should now be opened in the Finder so that you can save documents to your local computer by dragging them from your UFnet usershare window and dropping them into the appropriate folder on your computer and vice versa.
- 9 When you are done moving files, you must eject your user share by clicking on the eject icon next to the mounted drive.



Enter your UFNet username and password



Click on your username



Click on the eject icon

Uploading files from your local computer to your “User Share” (Windows)

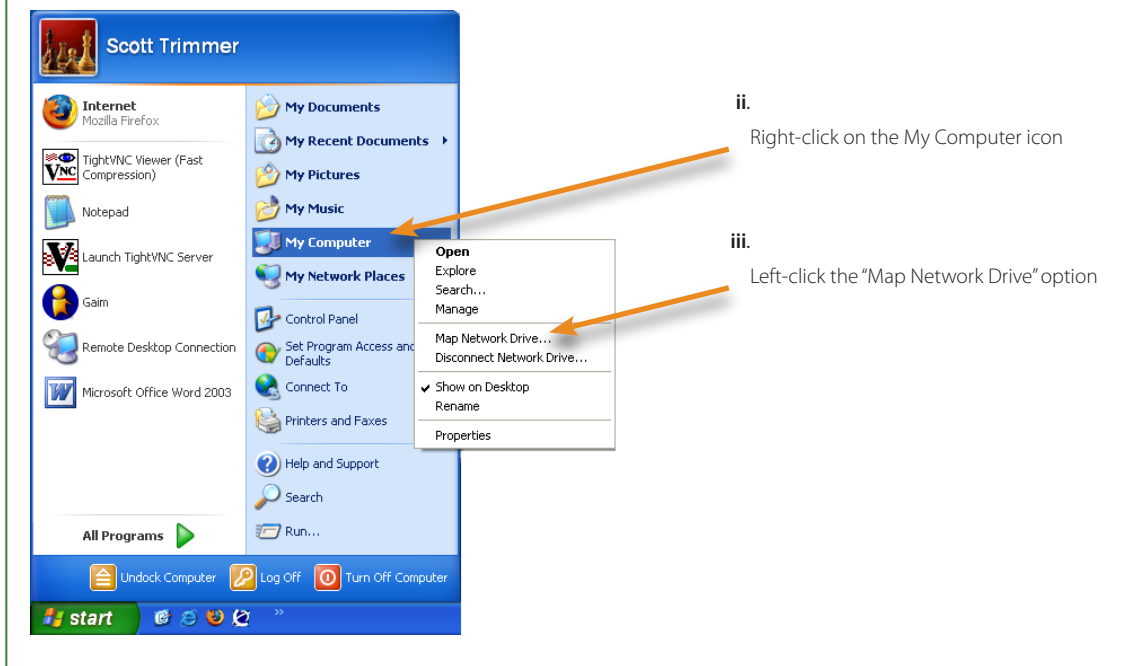
If you are a faculty or staff member logged into your own computer, you should have your User Share mapped as your “H:” drive already. If so, simply open up “My Computer” and select your H: drive, then you can skip to step 8.

The objective is to “Map a Network Drive” and there are several ways to do that. Consequently if option A doesn’t work for you, try option B.

1. Bring up the Map Network Drive Dialog Box using option A or B.

(Option-A)

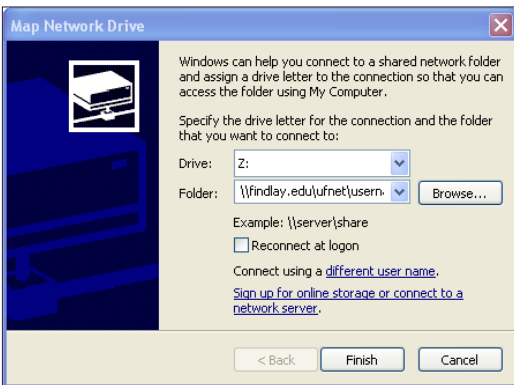
- i. Find the My Computer icon in your Start Menu or on your desktop
- ii. Right-click on the My Computer icon to bring up a menu with “Map Network Drive” as one of the options.
- iii. Left-click the “Map Network Drive” option.



(Option-B)

- i. Press and hold the windows key (picture) and then hit the 'e' key. This should bring up a Windows Explorer window
- ii. Go to the Tools menu and select "Map Network Drive..."

- 2 In the "Folder:" box type '\\findlay.edu\ufnet\username' where username is replaced with your UFnet username.



- 3 Uncheck the "Reconnect at login" checkbox. You can leave the "Drive:" setting at the default letter.

- 4 Click Finish

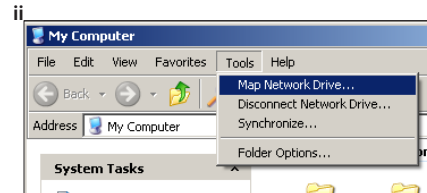
- 5 A window will come up asking you for your username and password.

- 6 In the "User Name:" box enter 'username@findlay.edu' where username is replaced with your UFnet username.

- 7 Fill in your UFnet password and Click "OK"

- 8 A window will appear displaying the contents of your User Share.

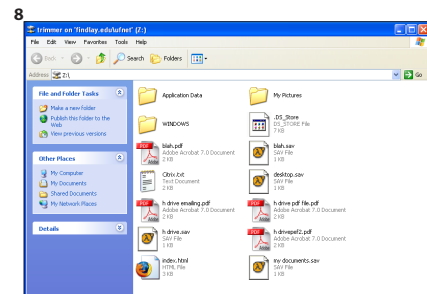
You can drag files back and forth in and out of this window to copy files onto and off of your User Share.



Select "Map Network Drive..."



Enter your username and password



The contents of your User Share

To print while using SPSS thru CITRIX (Windows)

- 1 Go to “File”, Click “Print”.
- 2 It ‘should’ list the printers that are on your local computer in the Name: drop-down list. (this feature does not always work smoothly, contact xHELP if it does not work for you or use the alternative printing method listed below)
- 3 Click “Ok”

To print while using SPSS thru CITRIX (Mac and if the Windows-mapped printers aren’t working)

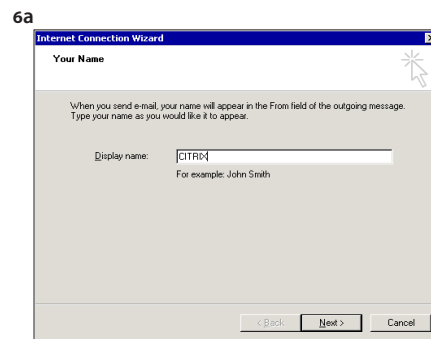
If none of your local printers appear in the list, you can make a PDF file of the document you would like to print. You will then save that PDF or email it to yourself. Once you have that PDF on your local computer you can then open and print it.

- 1 Go to “File”, Click “Print”.
- 2 Select “PDF Creator” from the “Name” drop-down list.
- 3 Click OK.
- 4 A window will appear asking you to Title the Document and fill in other properties of the PDF file. The easiest method is to click Save.

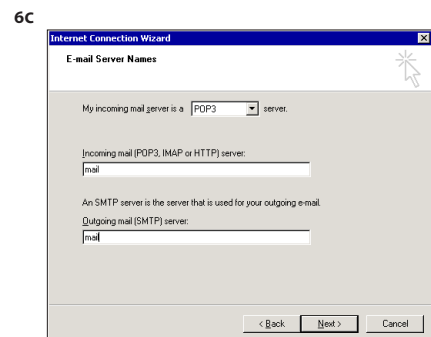
Choose where on your User Share you would like to save your PDF. Then use the steps listed above as “Downloading and Saving files from User Share to your local computer quickly” to download that PDF to your local computer so you can print it.

To email yourself a PDF of something you would like to print while using CITRIX

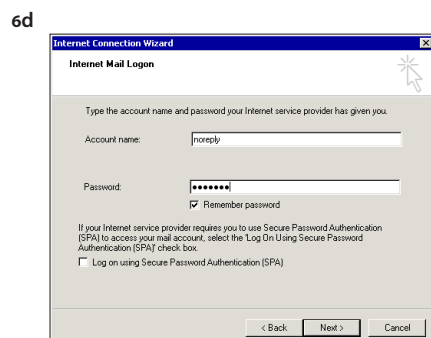
- 1 Go to “File”, Click “Print”.
- 2 Select “PDF Creator” from the Name list.
- 3 Click OK.
- 4 A window will appear asking you to Title the Document and fill in other properties of the PDF file. Click eMail.
- 5 You must save the file before you can email it, click the save button & choose where you would like to save it on your user share.
- 6 If this is the first time you have sent an email while using CITRIX follow these steps, otherwise you can skip to step 7. Step 6 details how to setup CITRIX to have the proper settings needed to email yourself PDF files.
 - 6a In the “Display name” text box type ‘CITRIX’
 - 6b In the “Email address” text box type in ‘noreply@findlay.edu’.
 - 6c In the “Incoming” and “Outgoing mail server” text boxes type ‘mail’
 - 6d For the account name and password, use ‘noreply’. (Leave the remember password checked)
 - 6e Click Finish.
- 7 In the email message window that appears in the “To:” box insert the email address where you would like to send the PDF.
- 8 Type in a subject if you would like.
- 9 Click Send.
- 10 You should receive an email with a PDF of your printout attached.



Type ‘CITRIX’ in the “Display name” text box



Type ‘CITRIX’ in the “Display name” text box



For the account name and password, use ‘noreply’.