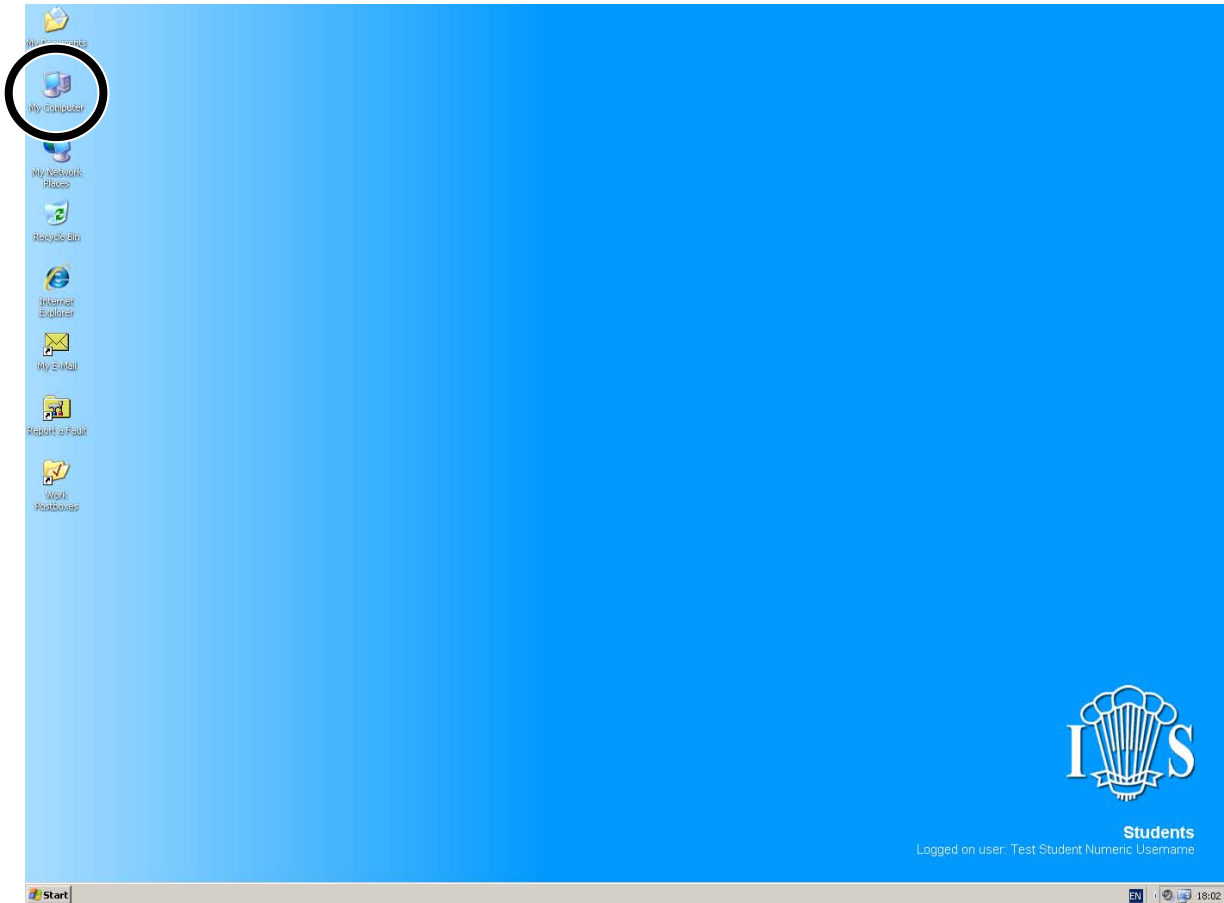


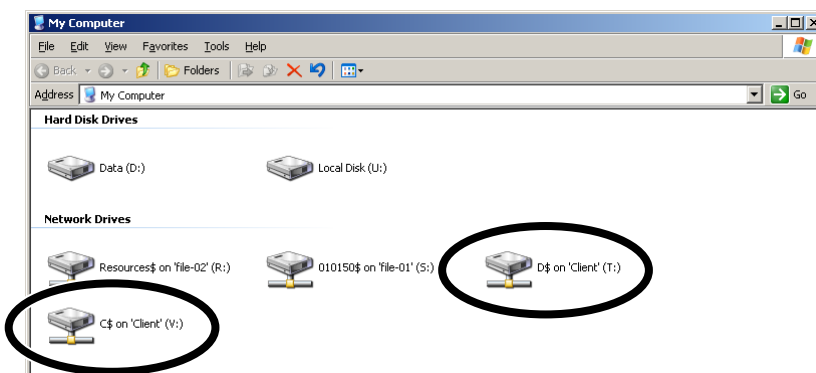
Accessing files on your home computer (Windows XP)

Whilst you are connected to Remote Access you can access files stored on your computer – this allows you to copy files created in school onto your home computer, and to copy files created at home onto the school system.

- 1) Log on to Remote Access as usual
- 2) Double-Click “My Computer”:



- 3) The drives on your home computer will be presented as **X\$ On 'Client' (Y:)**, where X represents the drive letter on your computer at home, and Y is the letter the school system gives it:



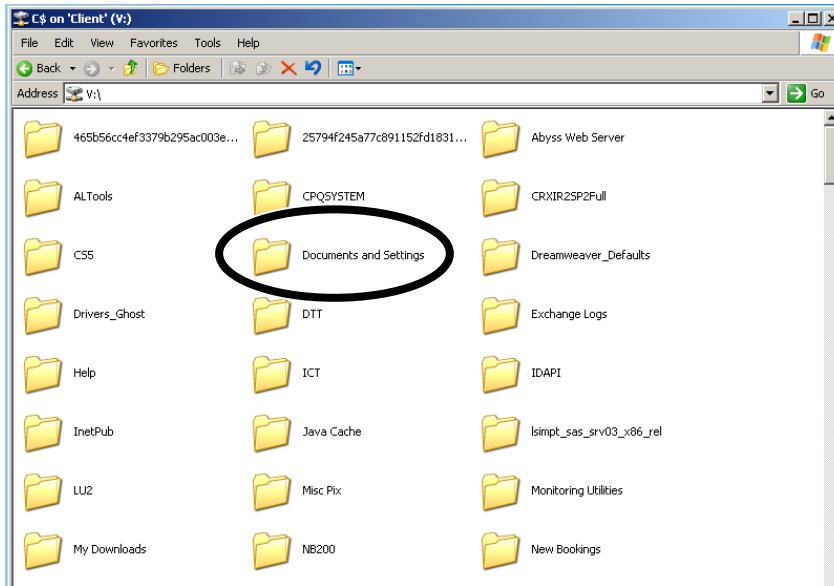
- 4) Unless you know otherwise, you probably need the drive that starts **C\$ on 'Client'**. Double-click this:



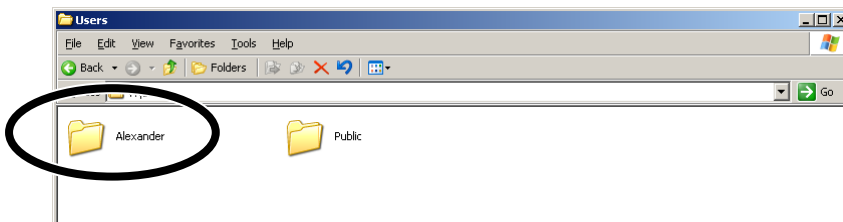
If you don't see any drives with the word “Client” in the name, or you get an “Access Denied” message when you try and open it, please skip to the last page of these instructions.

Accessing files on your home computer (Windows XP)

5) Unless you know otherwise, double-click “Documents and Settings”:



6) Double-click the username you use to login to your home computer – or the only one you recognise!



7) You will then see the standard view of folders you usually see – your documents usually live in the “Documents” folder.

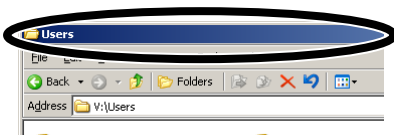
Copying files to/from school

To copy files to/from school:

- 1) Follow steps 1 to 7 above
- 2) Keep the final window open
- 3) Double-click “My Documents”:

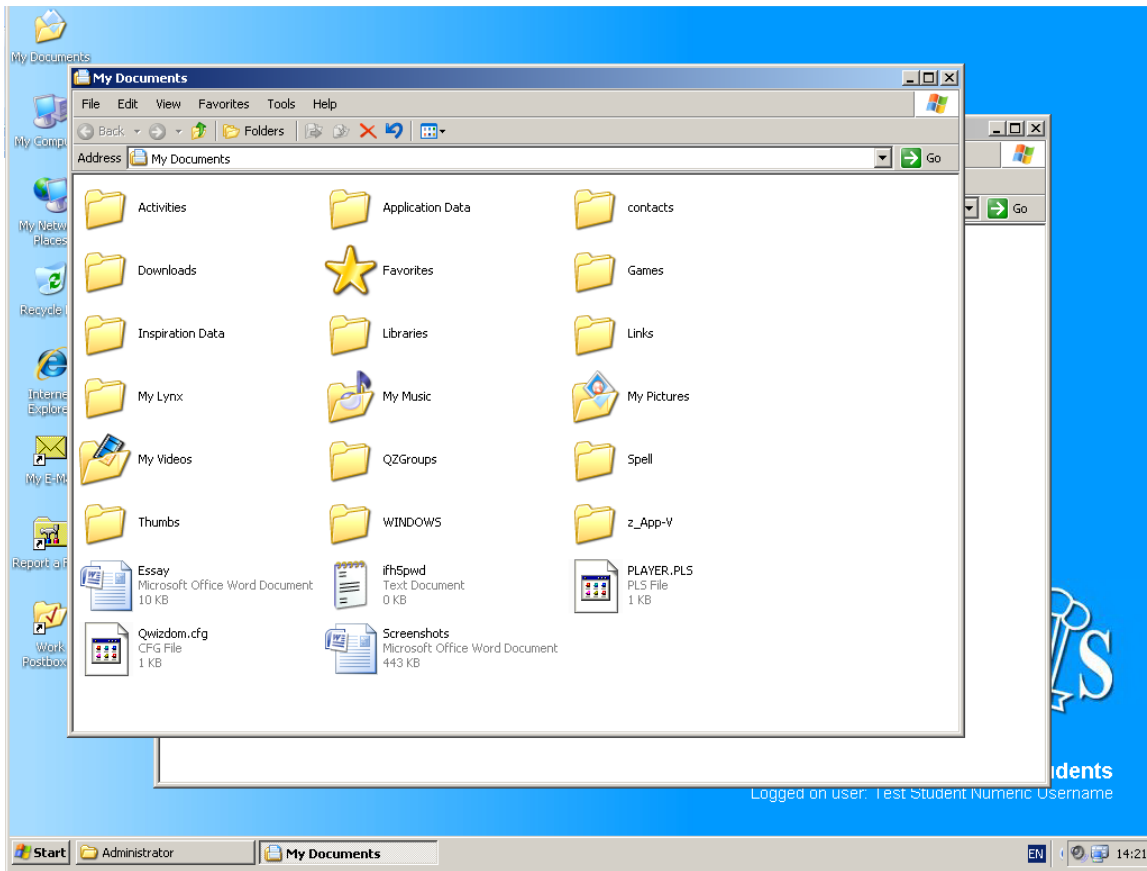


In order to see the “My Documents” folder you may need to move the window showing the files on your computer. To do this, left-click the blue bar at the top of the window, keep the mouse button held down and move the mouse to move the window out of the way:



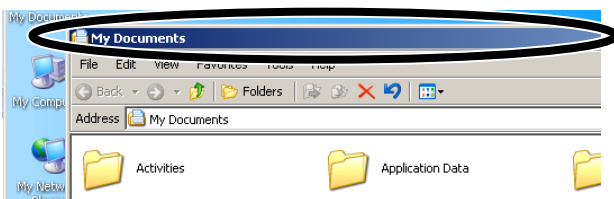
Accessing files on your home computer (Windows XP)

4) You should now see both the files on your computer and your school "My Documents" folder:

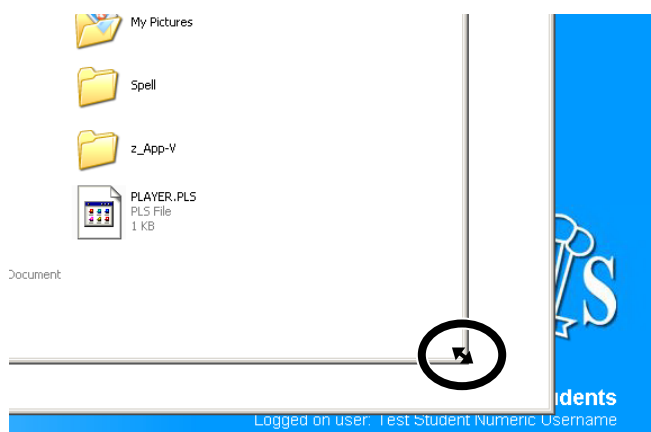


5) Arrange these so you can see them side by side:

a. Move them by clicking the blue bar at the top, holding the left mouse button down, and dragging as required:



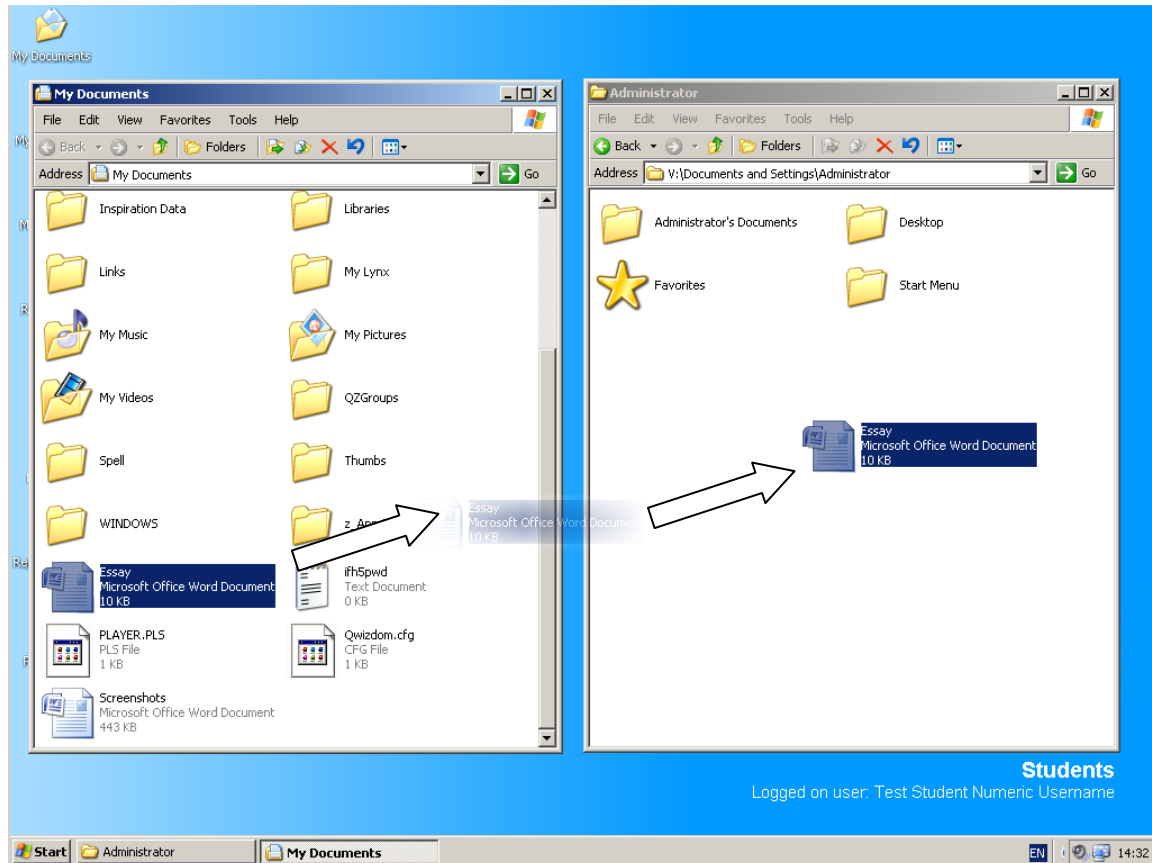
b. You can change the size of the window by hovering over the lower right-hand corner, waiting for a double-headed arrow to appear, then holding the left mouse button down and dragging it to change the window's size:



Accessing files on your home computer (Windows XP)

- 6) Now you can simply drag and drop files from one window to the other – this works in either direction – school to home or home to school.

To drag and drop a file, locate the file you want to move and click on it. Hold the left mouse button down, drag the file to the second window, and release.



Note that these instructions refer to opening your school “My Documents” folder, but if you want to copy documents to or from resources or staff resources, you can – just open “My Computer”, then Resources or Staff Resources instead of “My Documents” at step 3.

I can't see any drives with “Client” in the name!

If you can't see any drives in “My Computer” with “Client” in the name:

- 1) Make sure you're logged into the school system and not looking at your own computer!!
- 2) Once logged into the school system, simultaneously press the Shift and F2 keys on the keyboard:



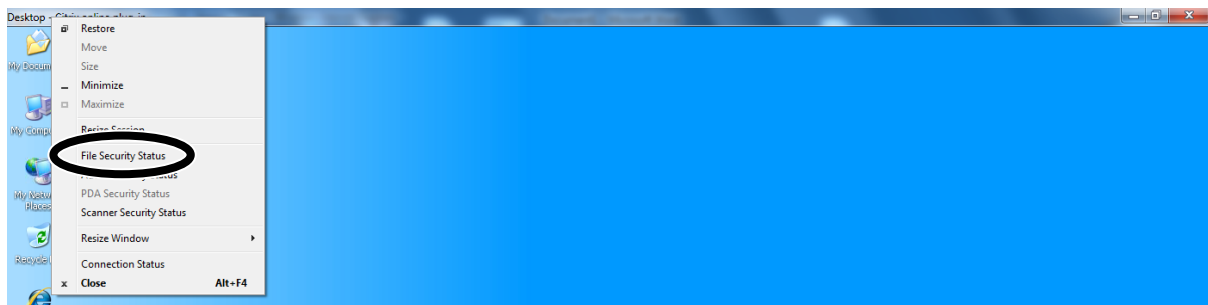
Continued...

Accessing files on your home computer (Windows XP)

- 3) This will reduce your Remote Access session to a window (and make it look a bit weird!)
- 4) Right-click the bar at the top of the screen (around about where it says "Desktop – Citrix online plug-in"):



- 5) Choose "File Security Status":



- 6) Choose "Full Access", then preferably "Never ask me again". Click "OK"



- 7) This will then allow you to follow these instructions from step 1. This alteration takes effect immediately, however you may prefer to log off the school system, then back on again in order to put the school system back to full screen mode.