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# Using TEMPO™ through the Citrix® Server:

## A Guide for Macintosh Users

Prepared by



Version 4.2

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# Minimum System Requirements

To access TEMPO™ through the Citrix® server, your Macintosh must have:

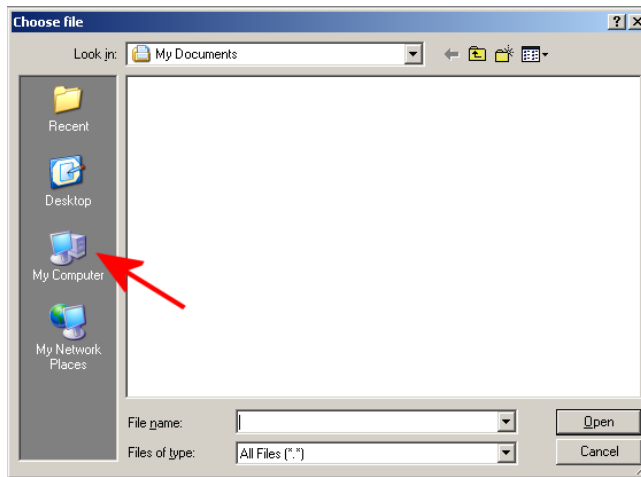
- An internet connection
- 128MB of RAM
- 4MB of free disk space
- A Power PC processor
- A Mac OS X operating system or greater

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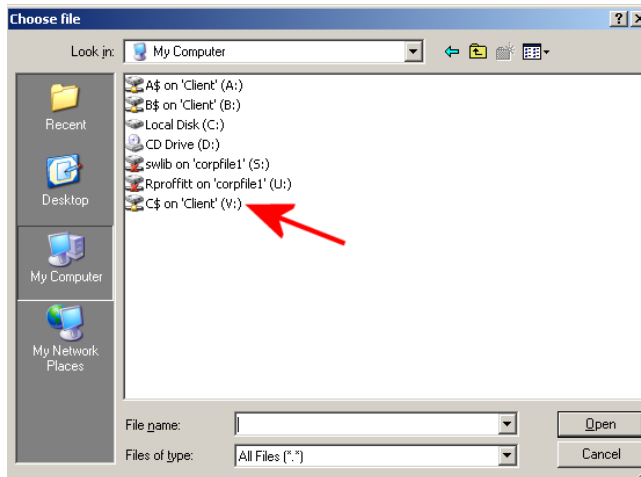
# Uploading Pictures through Citrix®

**Note: Be sure that your pictures are saved to your Desktop *before* you begin...**

1. When you are ready to upload your picture, click the *Browse* button on the TEMPO™ screen. The following screen will appear.
2. Click the *My Computer* icon.



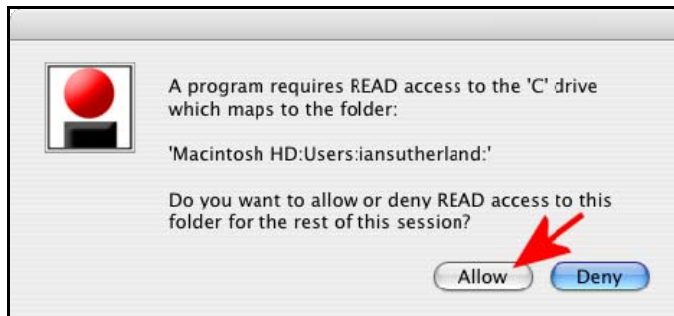
3. Double-Click *C\$* on 'Client'.



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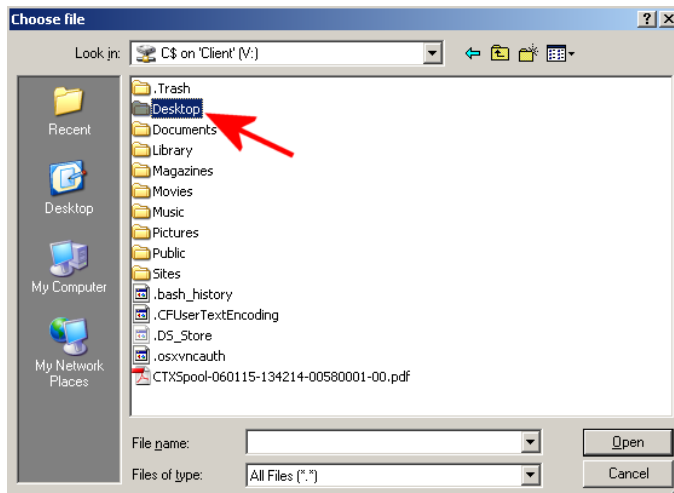
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4. Click *Allow* when the following prompt appears.



5. Select your picture as follows:

a. Double-click the Desktop folder.



b. Select the file that you want to upload from the contents of your Desktop.

c. Click the *Open* button.

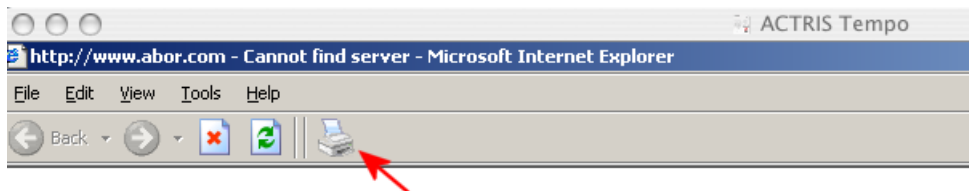
The file will now upload to TEMPO™.

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# Printing through Citrix®

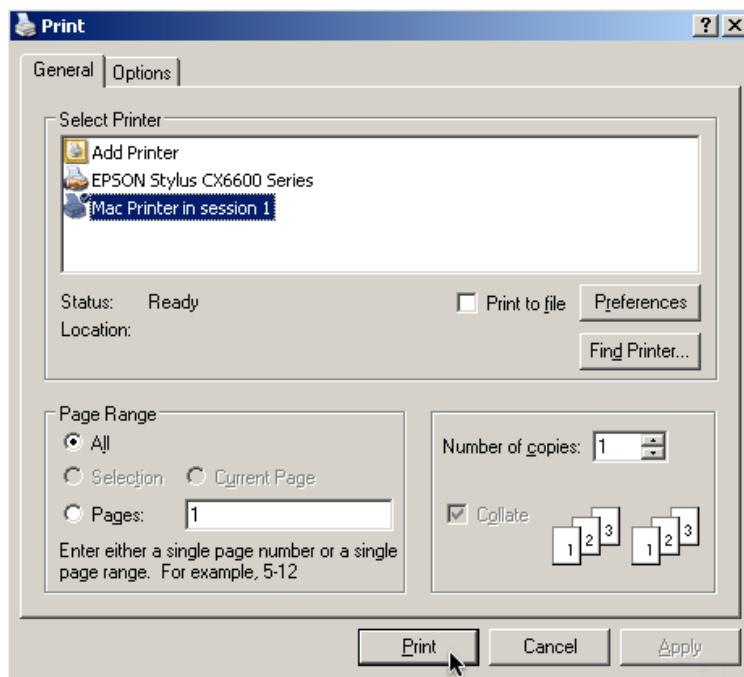
**Note:** When you print, Citrix® will always use your default printer. If you want to use a different printer, simply make it your default printer. You may also change your print margins on a per-session basis. See page 5 for more information.

To print, click the printer icon as shown below.



**-or-**

1. Select **File > Print** from the menu shown above.
2. Select **Mac Printer** as shown below.
3. Click the **Print** button.



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**At the time of this writing, Citrix's default print settings are as follows:**

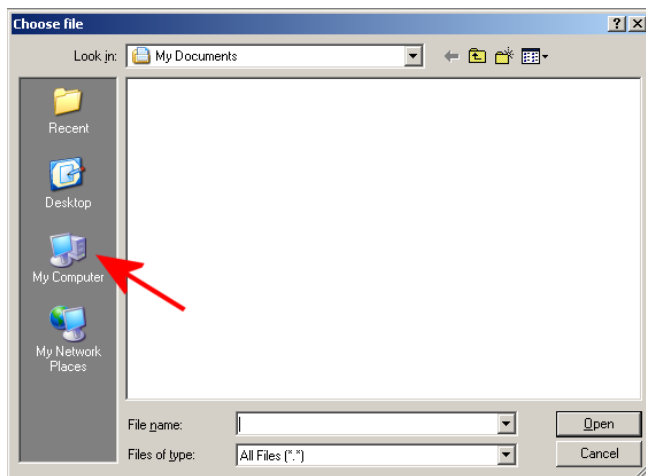
- **Header:** Includes report name, page number, and date
- **Left margin:** 0.25
- **Right margin:** 0.25
- **Bottom margin:** 0.25 (No footer)

**If you want to change these settings, you can do so through your browser's print options. However, Citrix® will restore the default print settings each time that you log in.**

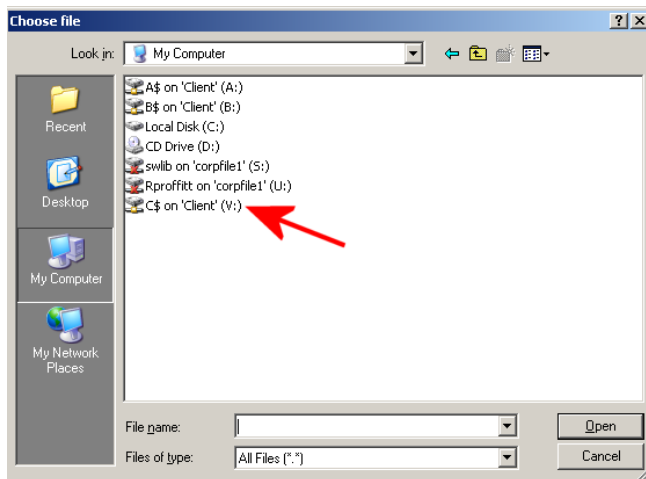
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# Downloading through Citrix®

1. Complete these steps to download a report:
  - Fill out a quick search form, then click the *Download* link on the left-hand side.
  - or-
  - Select a custom search or a custom report, then click the *Download* button.
2. Click *Save* at the prompt, then the following screen will appear.
3. Click the *My Computer* icon.



4. Double-Click *C\$* on '*Client*'.



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5. Click *Allow* when the following prompt appears.



6. Open the folder where you want to save the report, then click *Save*. The report will now download to the location that you have selected.

