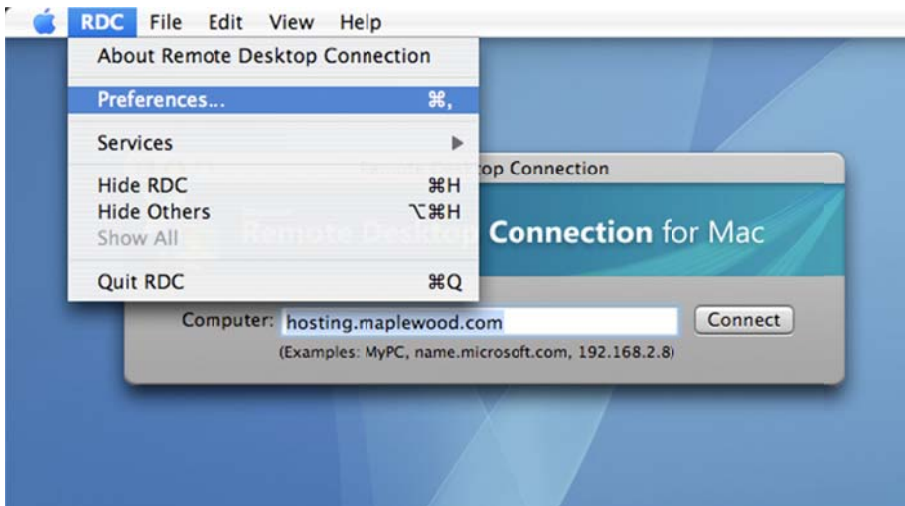


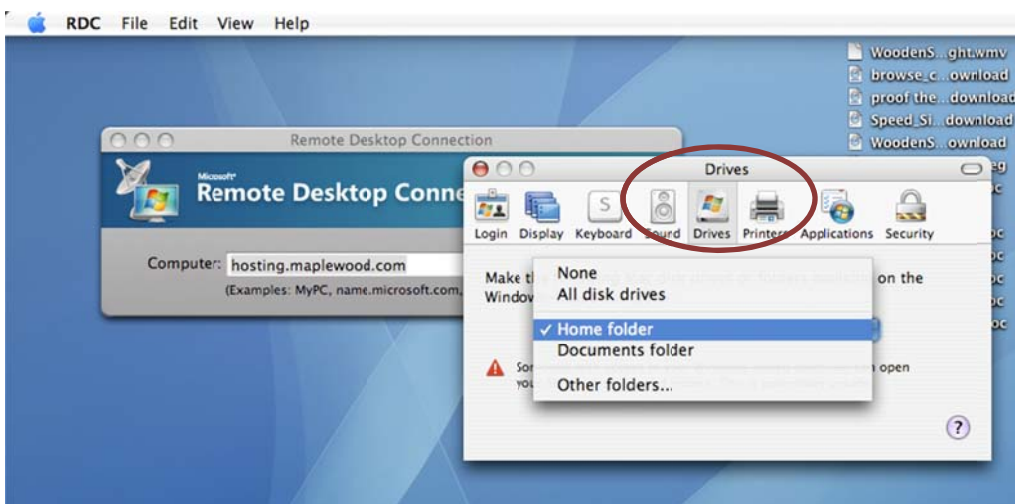
HOW TO MAKE MAC'S HOME FOLDER AVAILABLE ON MAPLEWOOD

This document explains how to make a Mac computer's **Home** folder available on the remote desktop screen in Maplewood. Unlike PC users, Mac users cannot copy files from the remote desktop to the local Mac desktop. This solution will fix that. The benefits of mapping the Home folder to remote desktop: ability to copy PDFs to Home folder for record keeping and for attaching to emails using FirstClass or other email client; printing PDFs from the Mac computer in case printing is not working from the remote desktop directly.

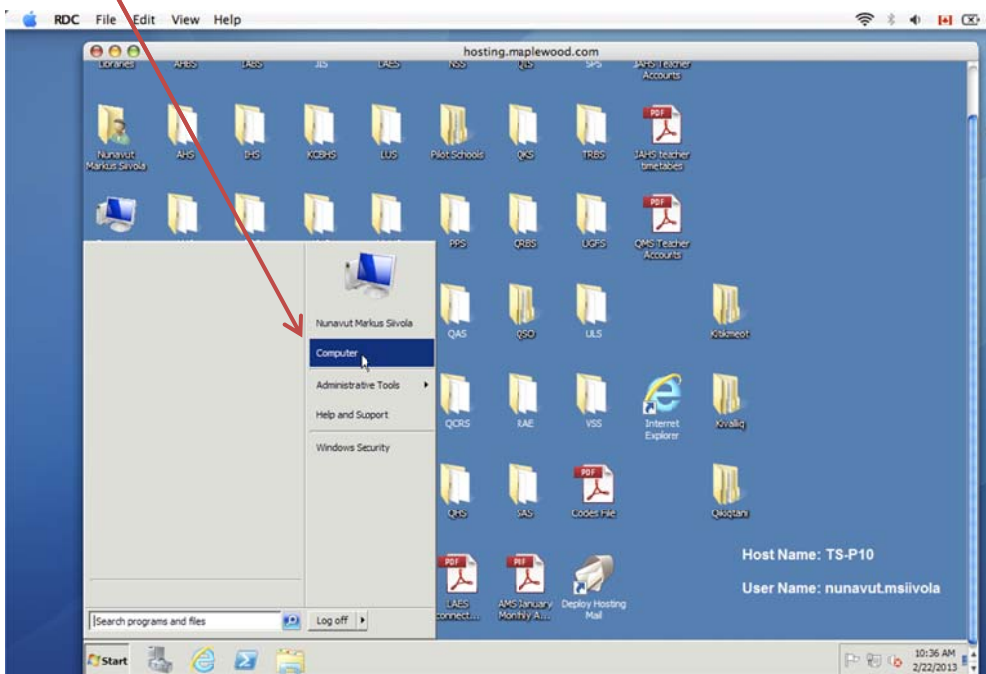
1. Open **Remote Desktop Connection** (these steps should also work with **CoRD**)
2. Select **RDC, Preferences.**



3. Select **Drives** tab. In the popup, select **Home Folder**. This will make Home folder available in the remote desktop for copying files into it. The Home folder is located on your Mac computer's hard drive. Close the **Preferences.**



4. Connect to Maplewood normally. To see the Home folder in the remote desktop, select **Start** and then click **Computer** to see all drives available on the remote desktop.



5. Under **Other** in Computer, you should see a reference to your computer's drive (to Home folder). Double click it to open the folder. After that, you can copy paste PDF reports and other files to it and the files will automatically be copied to your Mac computer's Home folder for printing and attaching to emails.

