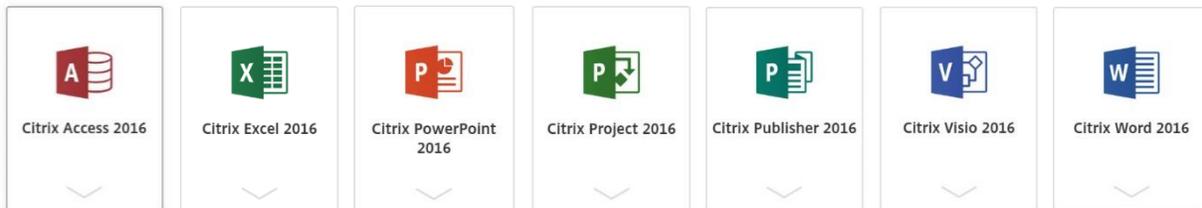


# Saving Work in Citrix Office Apps

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**These instructions outline how files may be saved in Citrix Office apps, but please follow guidelines provided by your instructor.**



The examples below use Citrix Word 2016, but most Citrix Office apps have similar options for saving, with Citrix Project 2016 also having a Sync with SharePoint option.

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For further assistance with Citrix, please contact the CEIT Service Desk at [servicedesk@douglascollege.ca](mailto: servicedesk@douglascollege.ca)

## File Locations Available When Using Citrix Office Apps

Use of Citrix apps involves a computer (the machine a user is physically touching) and a virtualized app running on a server at the college.

Work in a Citrix app, such as Citrix Word 2016, can be saved to various locations. It's a good idea to save to a chosen location as soon as a user starts working and to save regularly while working.

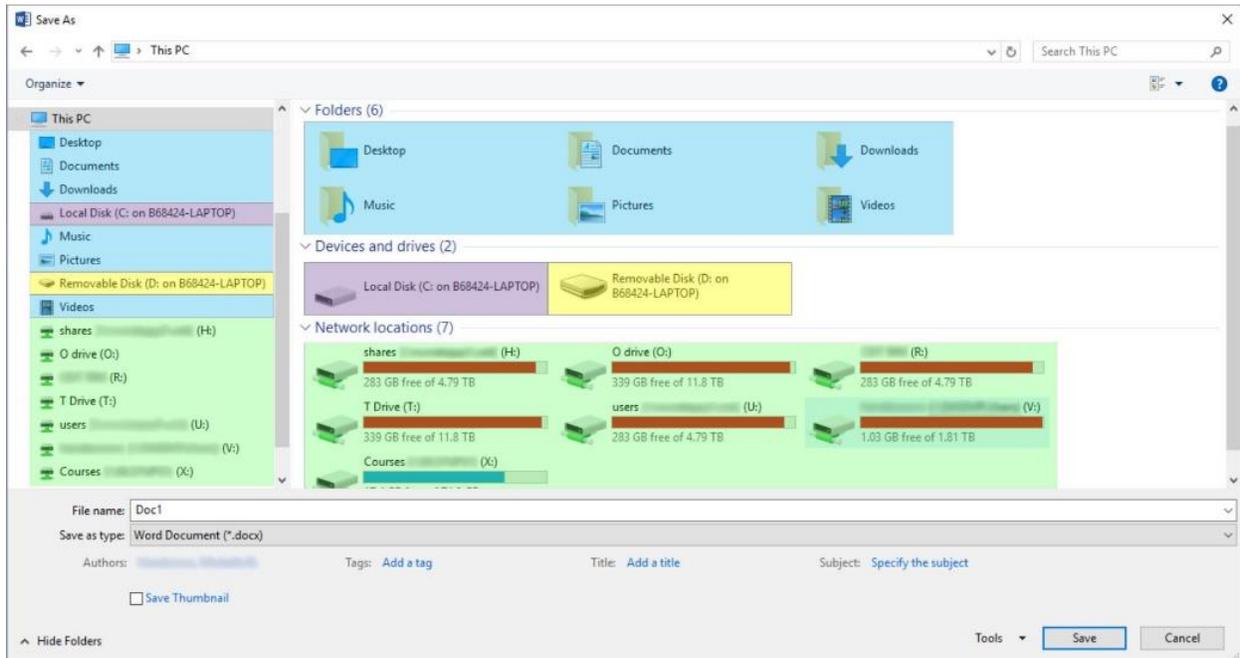


Figure 1. Identify file locations

The locations shaded in blue in *Figure 1* are on the Citrix server. Saving to these locations is not recommended, as the files will be stored temporarily, but will be removed daily and could become unavailable when a user disconnects.

The locations shaded in purple in *Figure 1* are on the user's computer. In this example, the computer is a Douglas College laptop named B68424-LAPTOP. When saving to this location,

- save to the Local Disk C:\Temp folder and then move the file to the desired location when ready, or
- navigate to Local Disk C:\Users, choose the folder that matches your username, and choose a destination folder.

The locations shaded in yellow in *Figure 1* refer to the flash drive (aka USB or thumb drive) plugged into the user's computer. The drive will typically be named Removable Disk and will often show as the D: drive. A user should insert their flash drive before connecting to Citrix, if possible, and should verify that they can see files on that drive before proceeding.

The locations in green in *Figure 1* refer to network drives. Employees should see shared drives as well as the drive with their CNA username (e.g. U:\smithj).

## Saving as a Word Document in Citrix Word 2016

Below are the general instructions for saving a Citrix Word 2016 document, followed by instructions for saving to specific locations.

1. Click File. (*not shown*)
2. Click Save As. (*Fig. 2*)
3. Click Browse. (*Fig. 2*)

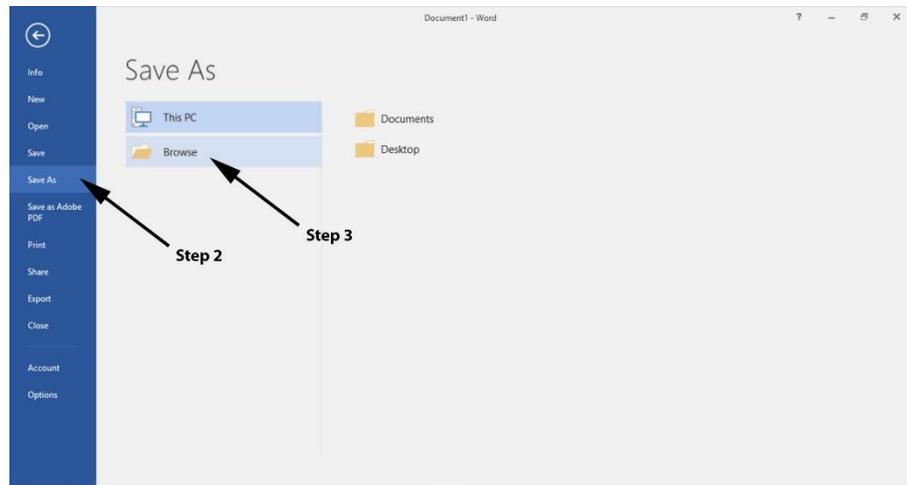


Figure 2. Backstage view - Saving As

## Save as a Word Document to the Computer's Desktop

The steps below save the file to the local computer (the computer that the user is touching).

1. Click the arrows (>) to the left of Local Disk, Users, and your username.
2. Click Desktop.
3. Name the file and click Save.

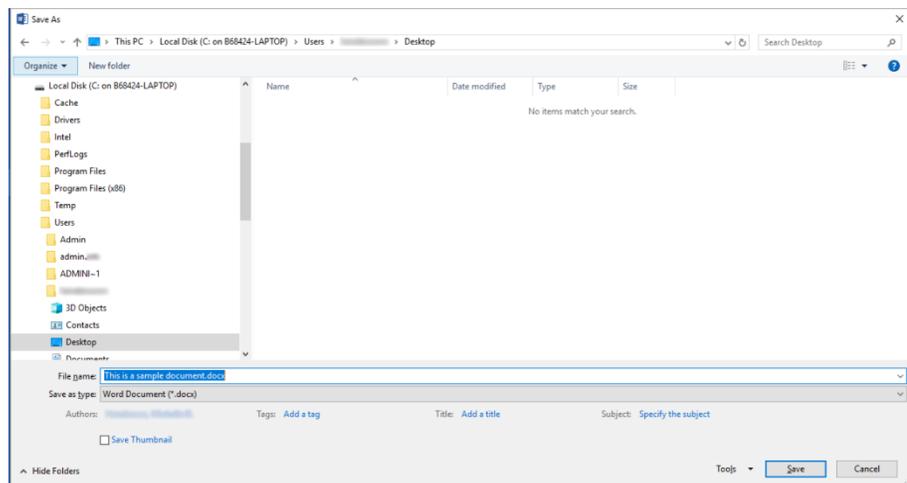


Figure 3. Saving as a Word document to the computer's desktop

## Save as a Word Document to a Flash Drive

1. Click Removable Disk.
2. (optional) Select a folder.
3. Name the file and click Save.

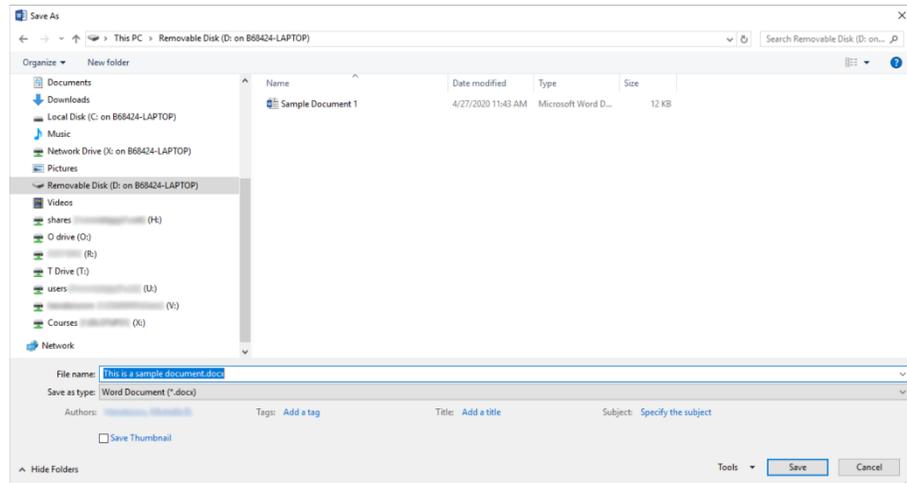


Figure 4. Saving as a Word document to a flash drive

## Save as a Word Document to a Network Drive (Employees)

1. Click the arrow ( > ) to the left of users.
2. Choose to either
  - a. click your CNA username, or
  - b. click the arrow to the left of your username and select a subfolder.
3. Name the file and click Save.

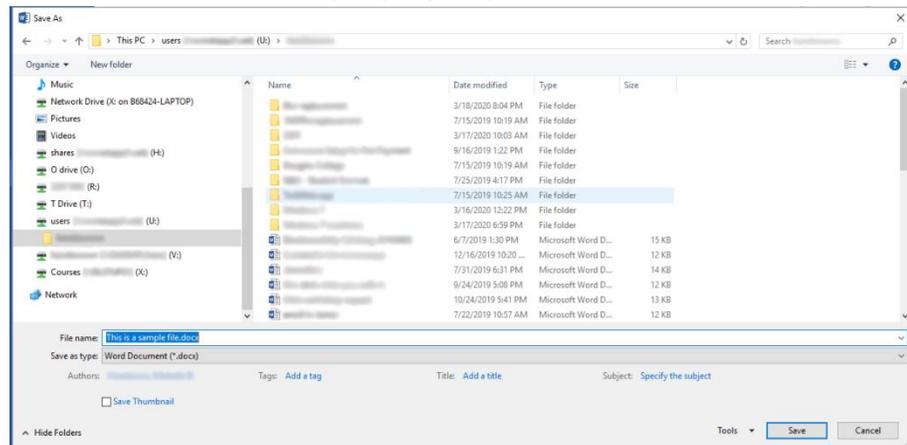


Figure 5. Saving as a Word document to a network drive

## Saving as a PDF in Citrix Word 2016

Below are the general instructions for saving a Citrix Word 2016 document as a PDF, followed by instructions for saving to specific locations.

1. Click File.
2. Click Save As. (*Fig. 6*)
3. Click Browse. (*Fig. 6*)

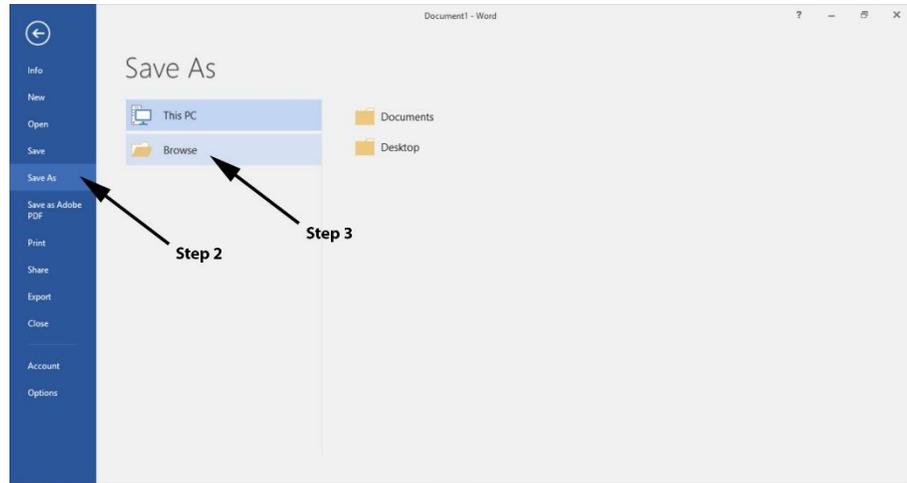


Figure 6. Backstage view - Save as

4. Choose your location. (*not shown*)
5. Click the Save as type: drop-down, select PDF (\*.pdf).
6. (optional) Click Options or select from the Optimize options to adjust the settings of the PDF.
7. Name the file and click Save.

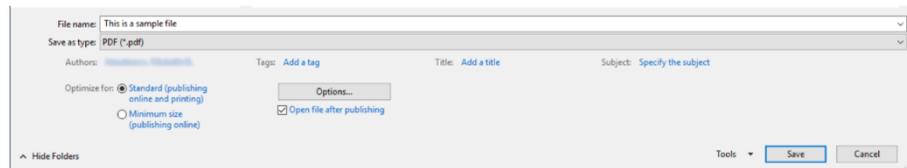


Figure 7. Selecting PDF options, naming, and saving

After saving, users should open files in Adobe Reader or alternative to check that the file format meets their needs. For example, hyperlinks may be visible, but they may not be clickable in the PDF created using this option.

## Save as a PDF to the Computer's Desktop

The steps below save the file to the local computer (the computer that the user is touching).

1. Click the arrows (>) to the left of Local Disk, Users, and your username.
2. Click Desktop.
3. Click the Save as type drop-down and select PDF (\*.pdf).
4. Name the file and click Save.

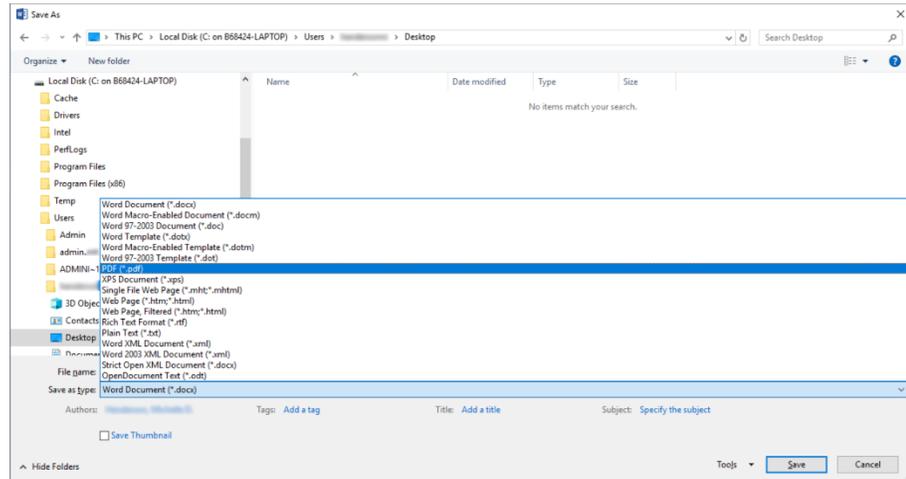


Figure 8. Saving as a PDF to the computer's desktop

## Save as a PDF to the Flash Drive

1. Click Removable Disk.
2. (optional) Select a folder on the drive.
3. Click the Save as type drop-down and select PDF (\*.pdf).
4. Name the file and click Save.

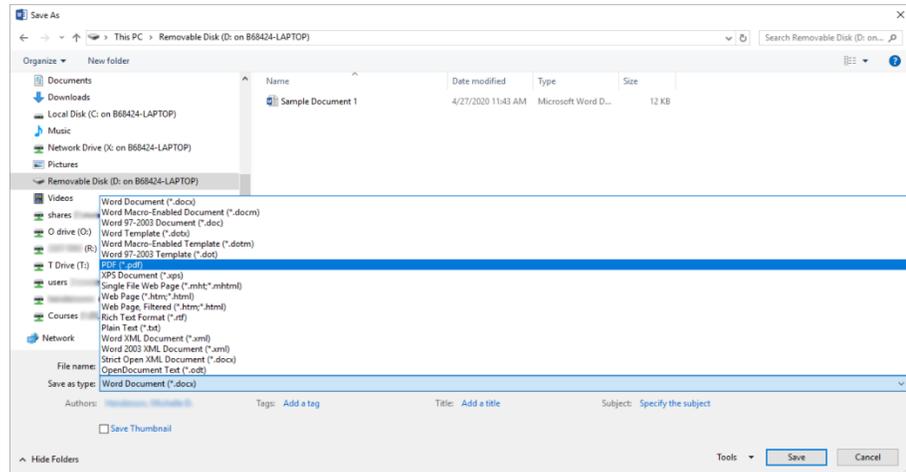


Figure 9. Saving as a PDF to the flash drive

## Save as a PDF to a Network Drive (Employees)

1. Click the arrow (>) to the left of users.
2. Click your CNA username or click the arrow to the left of your username and select a subfolder.
3. Click the Save as type drop-down and select PDF (\*.pdf).
4. Name the file and click Save.

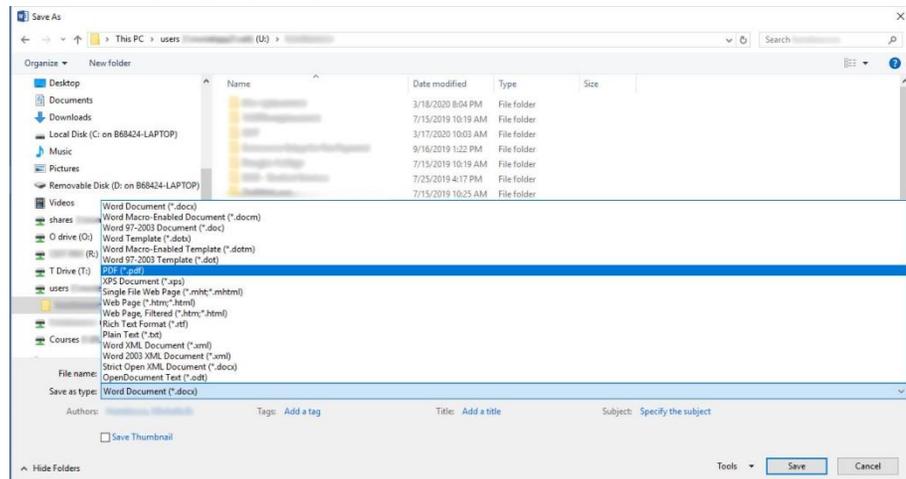


Figure 10. Saving as a PDF to a network drive

## Alternatives to Saving as a PDF using Save As

PDF files may be created with Citrix Word 2016 using Export > Create PDF/XPS Document. However, this may depend on current Citrix or computer setup.

PDF files cannot be created consistently with Citrix Word 2016 using the Export > Create Adobe PDF option.

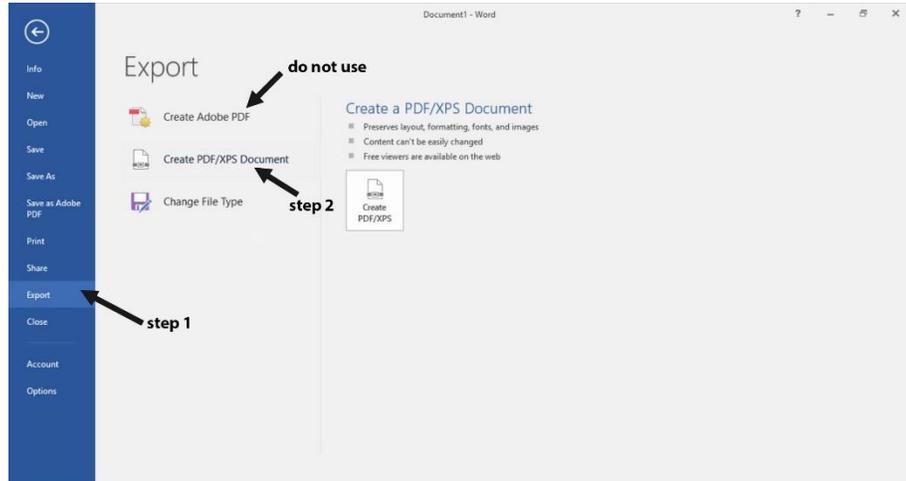


Figure 11. Backstage view - Export options

PDF files cannot be created consistently with Citrix Word 2016 using the Save as Adobe PDF option.

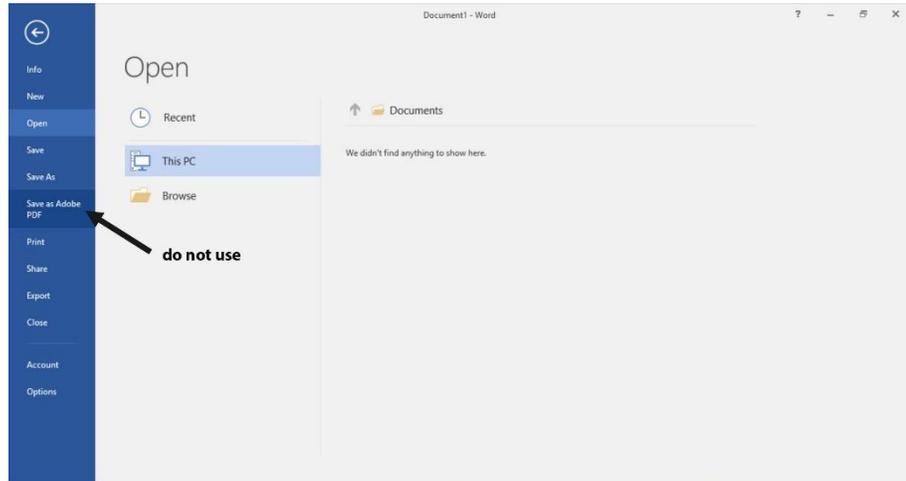


Figure 12. Backstage view - Save as Adobe PDF

For further assistance with Citrix, please contact the CEIT Service Desk at [servicedesk@douglascollege.ca](mailto:servicedesk@douglascollege.ca)