# Vsys and Terminal Services Tips for Mac

Secondary Click

It is important to enable a secondary (right) click option on your Mac, if it is not already enabled, in order to interact with the Windows-based environment of the Terminal Server.

1. Go to System Preferences. This by default should be located on your Dock, but can also be found in Launchpad.

2. Choose Trackpad (MacBook/Pro/Air, Magic Trackpad) or Mouse (Magic or Apple Mouse).
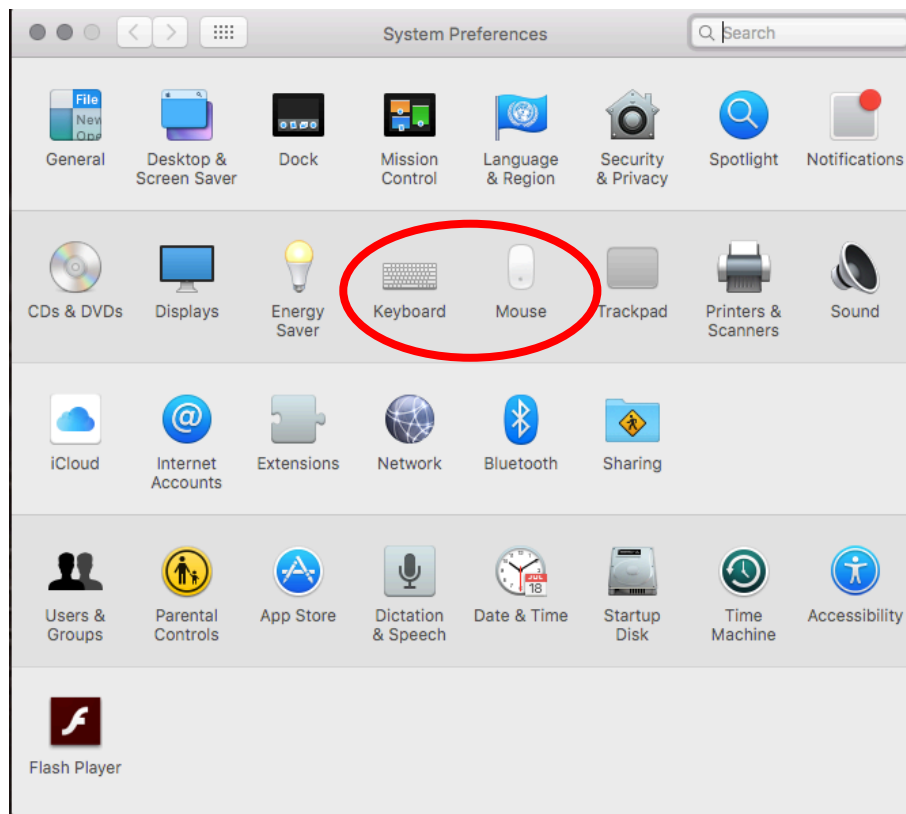
3. Make sure Secondary Click is selected. Trackpad users: choose your preferred form of Secondary Click. Click options are two finger click, bottom right corner click, or bottom left corner click.
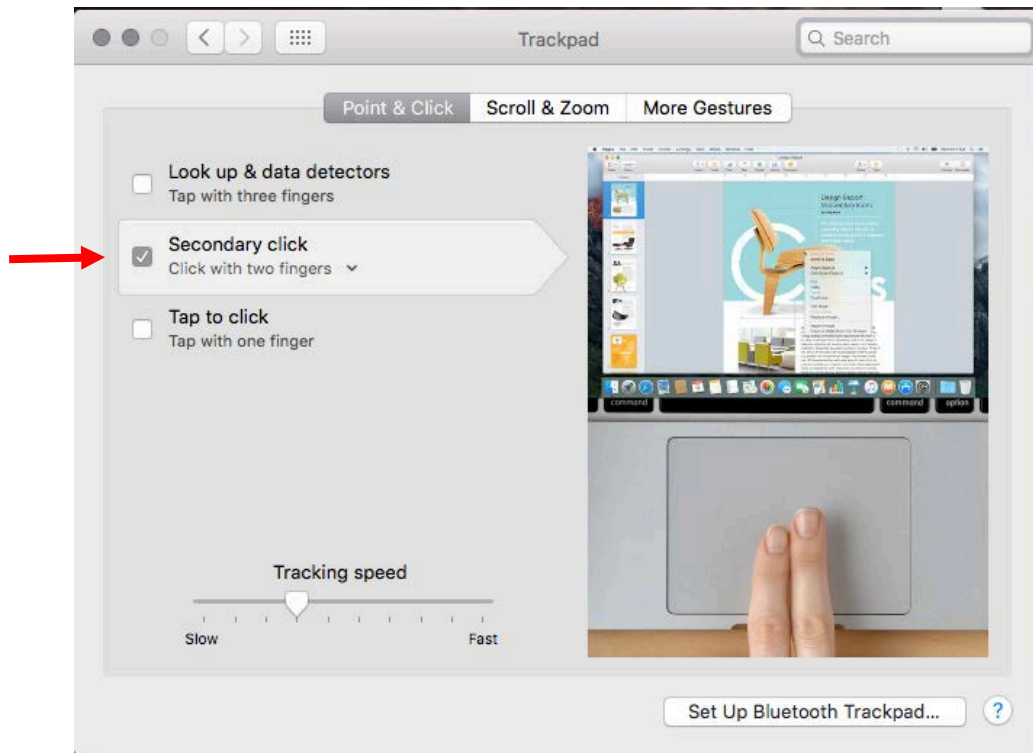

Sharing Documents

Sharing documents located on local computer to Terminal Services.

1. Save documents in a place that is easy to locate.
2. Select needed document(s) and copy (secondary click/⌘+click + c).
3. Open Terminal Services and log in.
4. Paste (secondary click + p) onto the Terminal Services Desktop. Note: Terminal Services is a Windows-based environment and Command (⌘) shortcuts will not work. This is why it is important to enable Secondary Click. You can use Windows accepted Control shortcuts as you would on a Windows-based computer.
5. The document will now be available to upload to Vsys and can be found on the Terminal Services Desktop.

Sharing documents located on Terminal Services to local computer. **Note:** The most recent version of Microsoft Remote Desktop for Mac does not support clipboard redirection. In order to share documents from Terminal Services to a local OS-based computer, a document sharing service, such as Google Drive, must be used. Google Drive is available to everyone with a Gmail account. Gmail accounts are free to create and use.
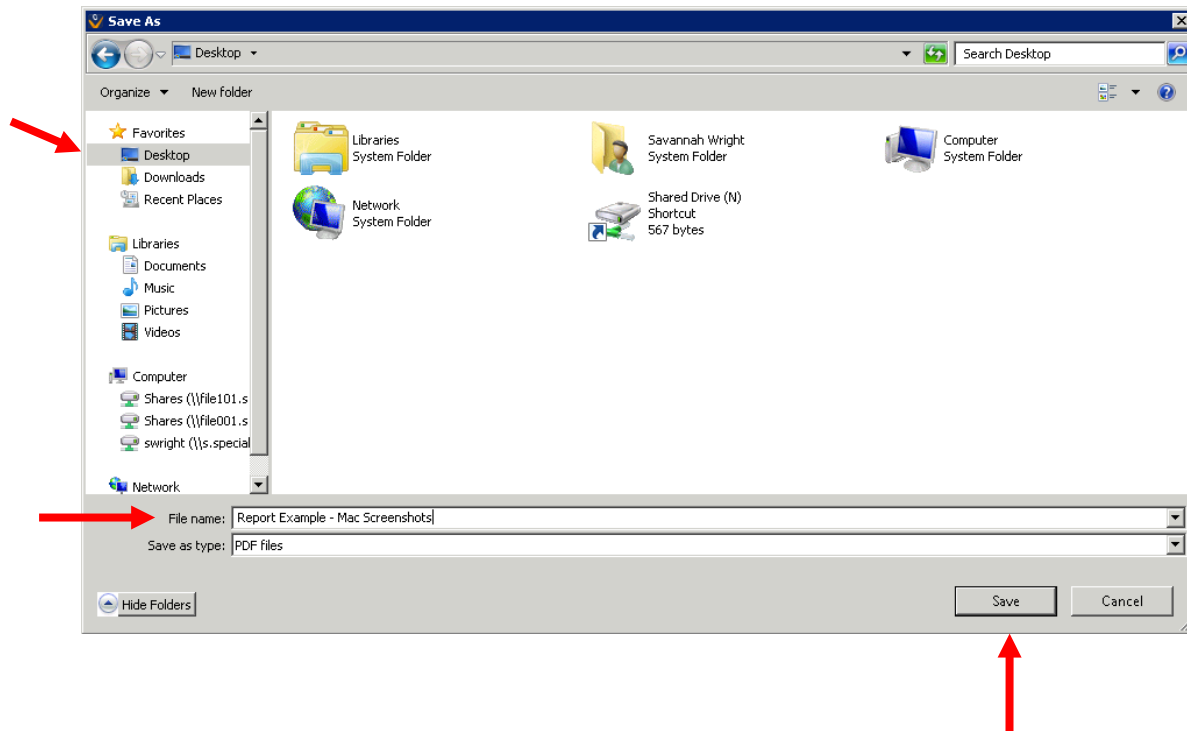
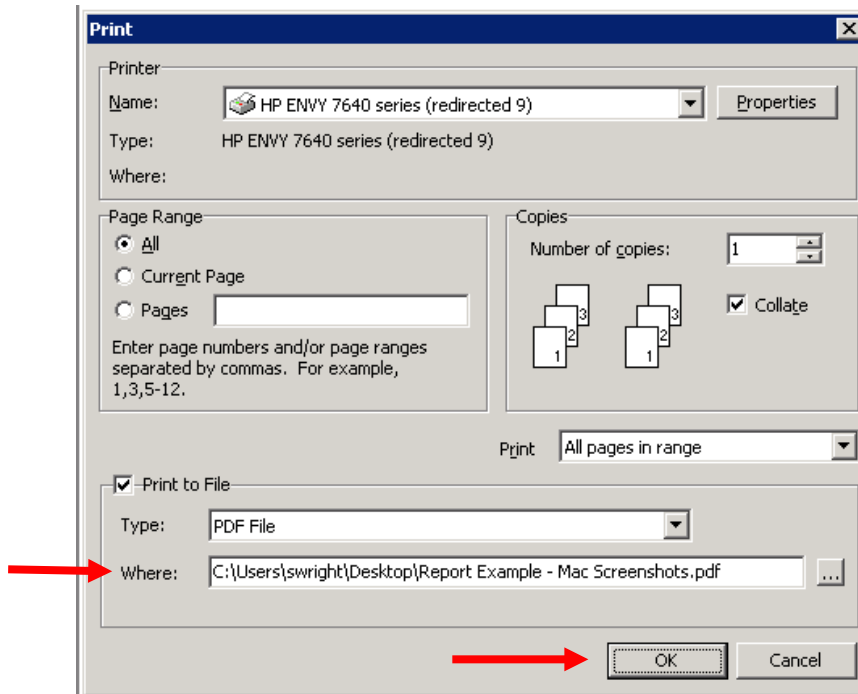1. Run required report. Select Print > Other Devices > PDF or Excel File.
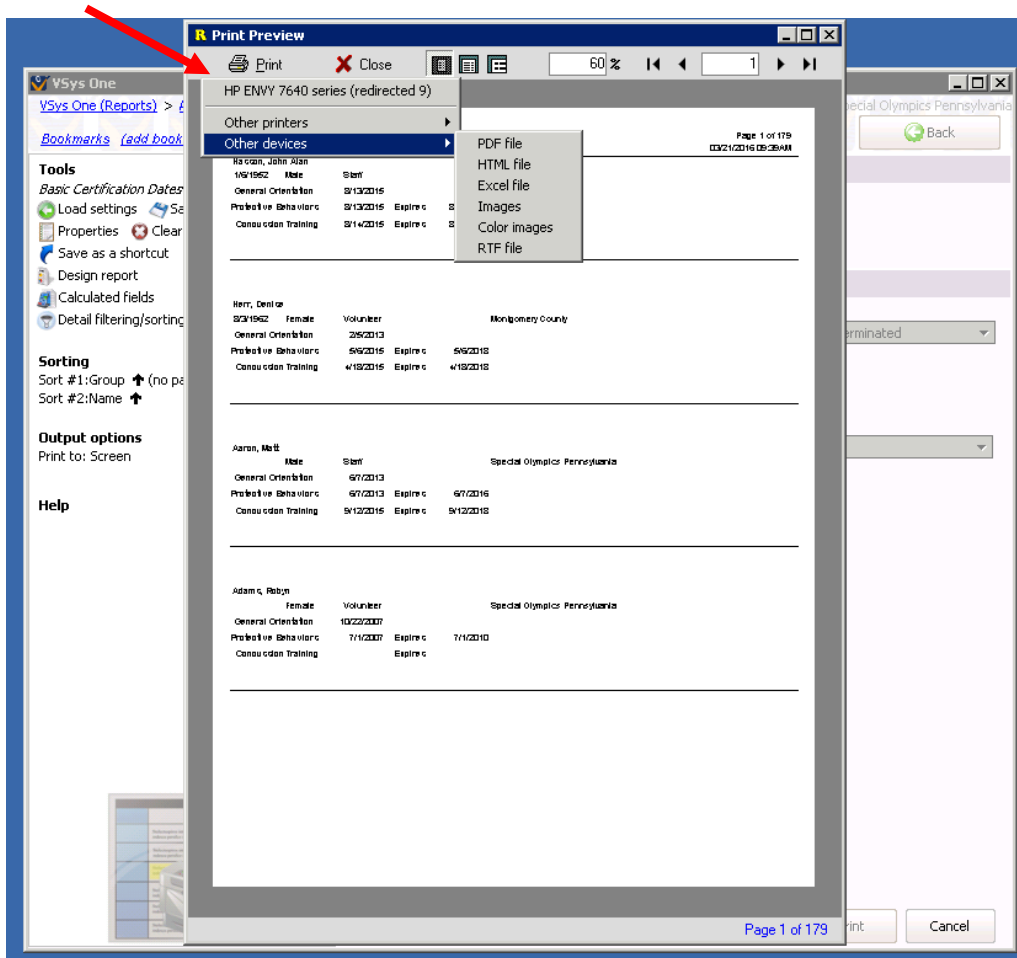
2. Choose Where at the bottom of the Print Option Screen.
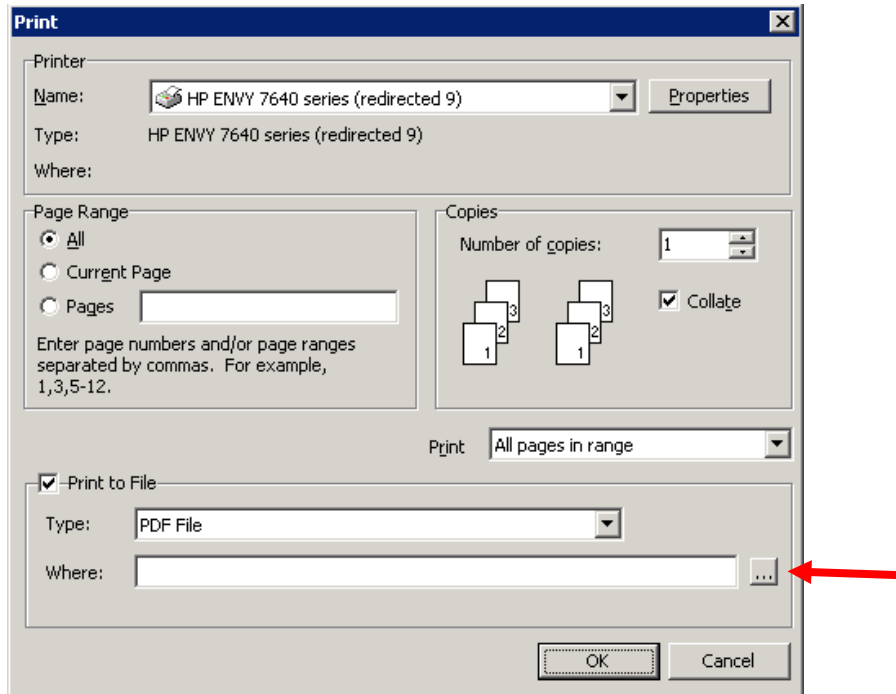
3. Choose Desktop, designate a File name, and select Save.

4. Check that the location designated in the Where box is correct and click OK on the Print Option Screen.

5. Open Internet Explorer from the Start Menu or Desktop on Terminal Services.
6. Go to https://www.google.com/drive/, click Go to Google Drive, and sign in to your account. Note: you can use any file sharing service for this. Google Drive is used as an example.
7. Select New > File Upload. Find the document(s) you would like to upload and choose Open.
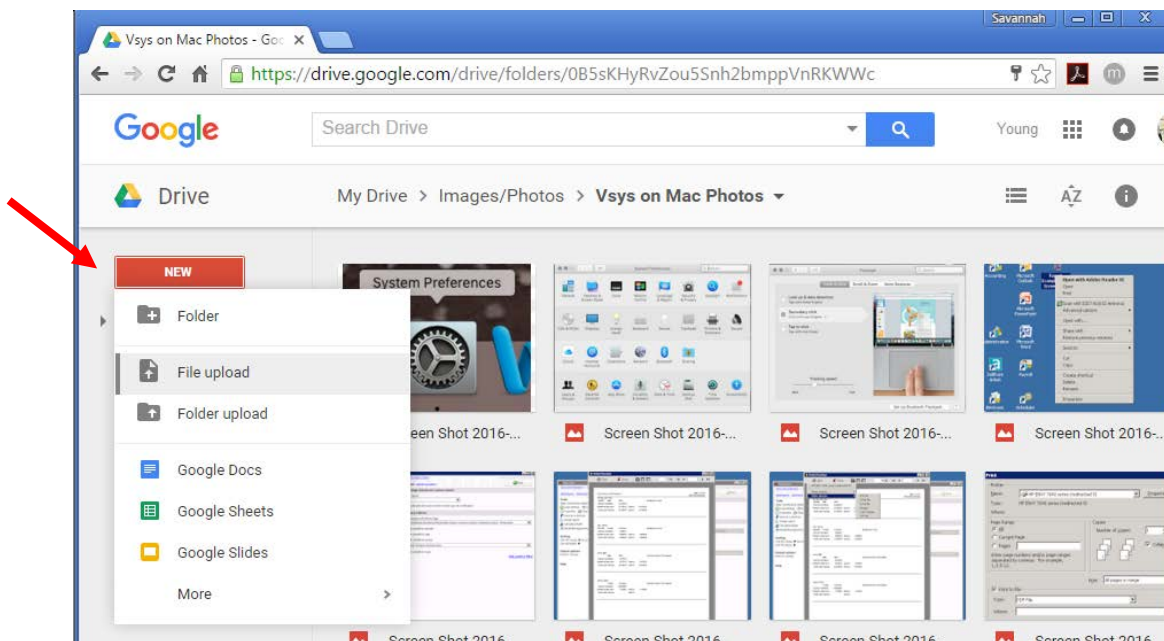
8. Minimize or exit Terminal Services. Open Safari (or another preferred internet browser) and go to your Google Drive.
9. From Google Drive, documents can be downloaded by secondary clicking on a document and choosing Download. Save the document to a desired location.