Anthology

Editing RDP files to share local drives

Your Visual Anthology Cloud software is accessed from a Remote Desktop Protocol (RDP) file. These files allow you to attach to the Visual Anthology Cloud server and open a session in which you work. RDP allows you to share local devices with the "host" server but by default drives are not shared. The steps below explain how to share your drives so Visual Anthology Cloud will have access to these local resources when saving files.

- Locate the RDP file that Anthology sent you.

- Right Click on the file and choose "Edit"
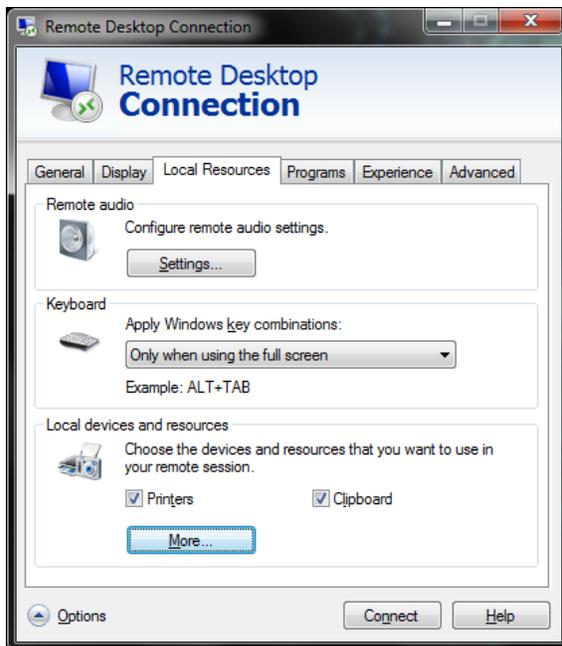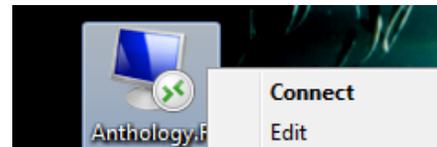
- Choose the "Local Resources" tab.

- You should already have the Printers and Clipboard selected. If not do so now.

- Choose the "More" button
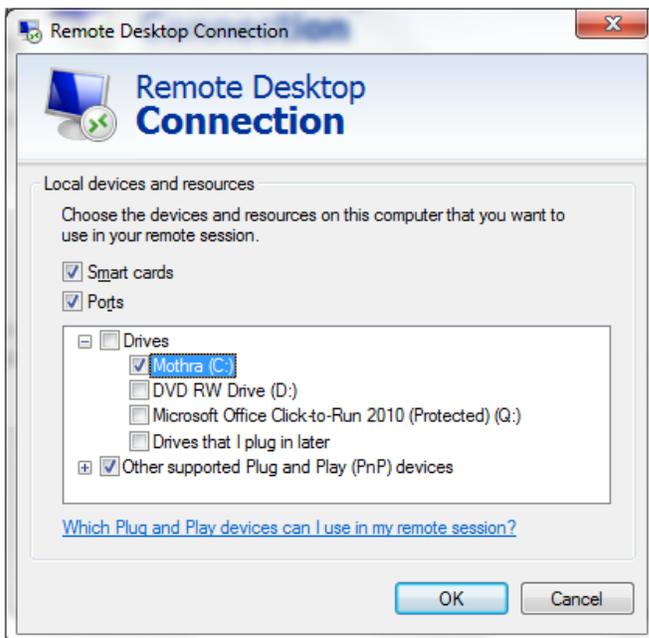
- In this screen notice that I have selected the C:\ drive for my computer. This is my local C:\ drive and not the one on the Visual Anthology Cloud server. Note that the computer name of Mothra is listed to help distinguish between the two.

- Choose OK

- Go back to the General tab and click Save.

- The next time you log in to your Visual Anthology Cloud session you will have your local C drive available to you. You will see your local computer name to help distinguish between and your local C drive and the cloud server's C drive.

- When you save the file for use in Visual Anthology (Thrid-party Upload, Quickbooks Links, etc.) you will need to pick your local C drive to save in. Note that browsing down into the My Documents folder on your local machine requies special permissions. It may be easiest to save any files right to the C drive on your local computer, or create a special folder directly under the C drive on your local machine.