

This documentation covers using a UWS Mac machine in the current UWS Central environment.

This fact sheet is targeted at UWS staff that access UWS Central with a Macintosh computer. Several of the instructions require good knowledge of installing updates on a Mac.

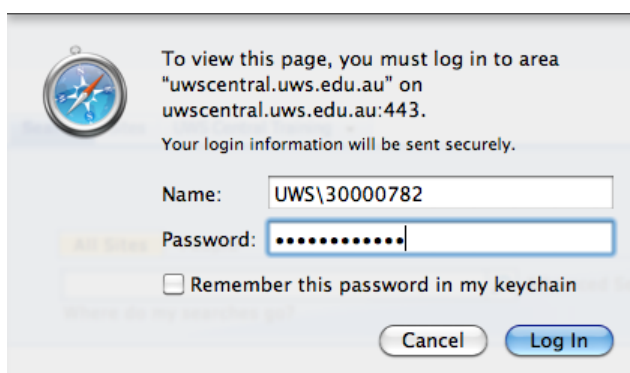
All processes throughout this documentation were performed on a MacBook Pro with OS 10.6.3 and Safari 4.

Please ensure the Mac OS is updated to the latest version, which at the time of documentation was 10.6.3. If any updates are required, you will need the Mac's Administrator password.

Open Safari (or your browser) and go to the following address:

<https://uwscentral.uws.edu.au/Pages/Default.aspx>

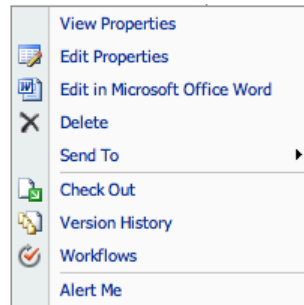
Before you can access UWS Central, you will need to login using your MyUWSAccount credentials, as shown below. Note that you must prefix your staff number with **UWS**.



Prefix your staff number with UWS

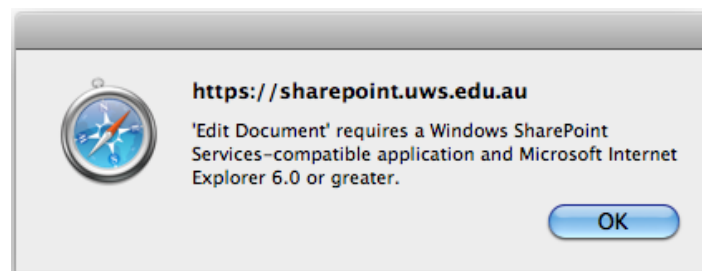
The functionality of UWS Central on a Macintosh computer is limited compared to a Windows PC. Macintosh does not support Microsoft Internet Explorer as a browser, and so browser specific functions such as open and edit do not work.

Below is the usual drop down menu available when clicking on a file (depending on permissions):



drop down menu

An example of these limitations can be seen when trying to access the **Edit in Microsoft Word** option. A Mac user will be greeted with the following error:



If a Mac user attempts to Check Out a file it will download a copy to their **Downloads** folder, and will register as checked out in UWS Central. However, when you edit the downloaded copy and then check it back in, **none of the changes will have been saved**. The only saved copy is the local copy in the Downloads folder.

The Microsoft Document Connection (MDC) application addresses these limitations. This application works like a local explorer and allows more of the functionality that UWS Central can offer.

Note: MDC does not open lists, only document libraries.

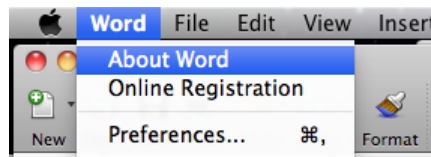
MDC is included with Service Pack 2 for Mac Office 2008.

At UWS, all new Mac machines come with Office 2008, however, Office may not have been updated to the latest service pack.



To check the version of Office installed on the machine and then update if required, please do the following

- Open Word. Select **Word** from the top toolbar, then select **About Word**.



Select Word, then About Word

- You will see the following dialogue box displaying the version of Word.



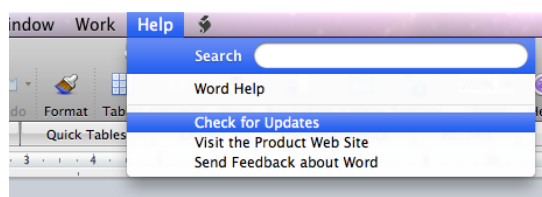
Word 2008 version 12.0.0

The above example shows version 12.0.0 – it has not been updated at all.. **The required version is 12.2.0**. If the version shows 12.1.0 you have Service Pack 1 installed and will still need Service Pack 2.

To update Office you can either **1) use Microsoft Auto Update** or **2) go to the Office update site and download the latest update**.

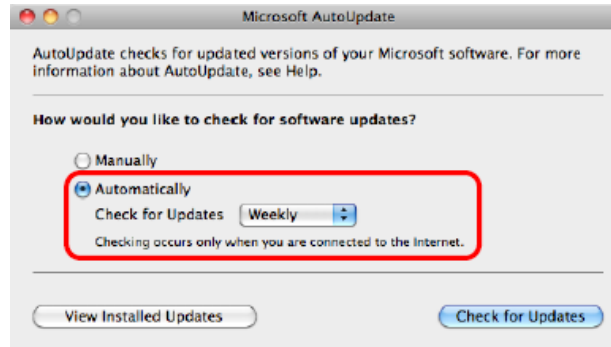
- 1) To use Microsoft Auto Update:

- Select **Help** from the top toolbar, then select **Check for Updates**.



Check for Updates

- The following screen will display:



ITS recommends that you set updates to **Automatically**, and check for updates **Weekly**.

- Select **Check for Updates** and follow the installation prompts. You will be asked for the Mac's Administrator password.

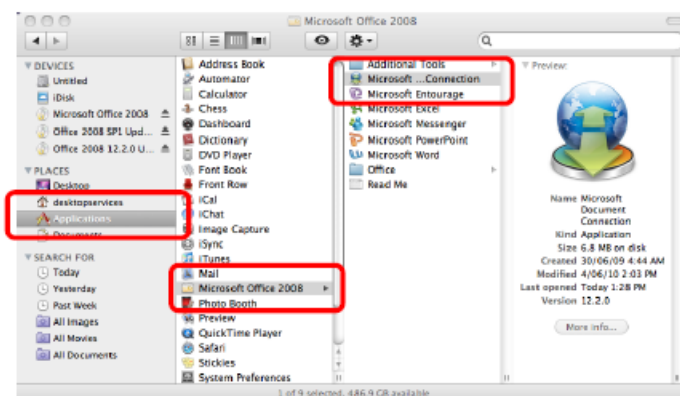
2) To install using the Office Update site (Mactopia):

- Please go to the following site:

<http://www.microsoft.com/mac/downloads.mspx>

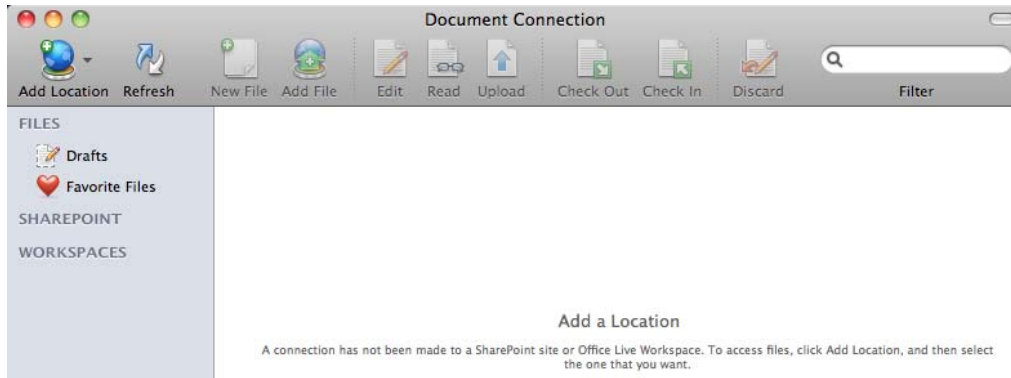
- Download Microsoft Office Service Pack 1 and Service Pack 2, as required.
Note: You will need to install Service Pack 1 before you can install Service Pack 2.
- After downloading is complete, open the **Downloads** folder and run **Office 2008 SP1 Update (12.1.0)** (if required) and follow the prompts. You will need the Mac's Administrator password to install this update.
- Repeat these steps to install the **Office 2008 12.2.0 Update**.

Once both service packs are installed, open **Microsoft Document Connection** in **Applications** → **Microsoft Office 2008** folder.



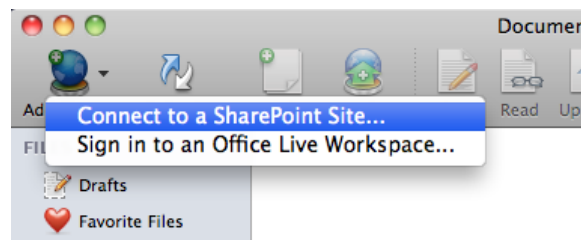
Open Microsoft Document Connection

Using Microsoft Document Connection (MDC)



Microsoft Document Connection

Add UWS Central to MDC. Select **Add Location** in the top toolbar and select **Connect to a SharePoint Site...**

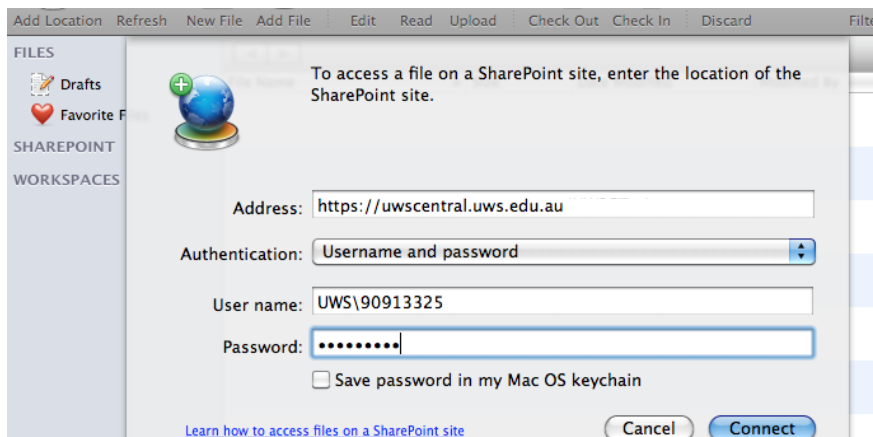


Connect to a SharePoint Site



At this point, have UWS Central open in Safari or Firefox so you can copy and paste the address into the following dialogue box

You will be presented with the connection page. Enter the details as per the example below and press **Connect**:

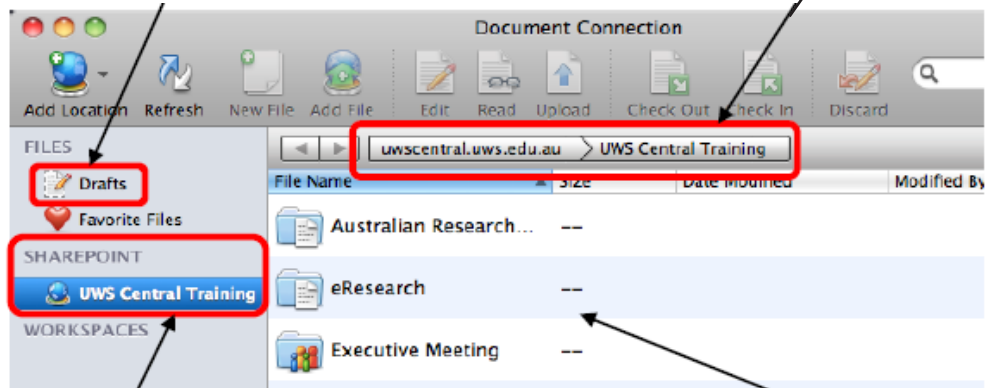


Complete all details and press Connect

The Microsoft Document Connection Console:

Checked out files remain in this folder until checked back in.

These are 'breadcrumbs' which will allow you to navigate back to the top sites.

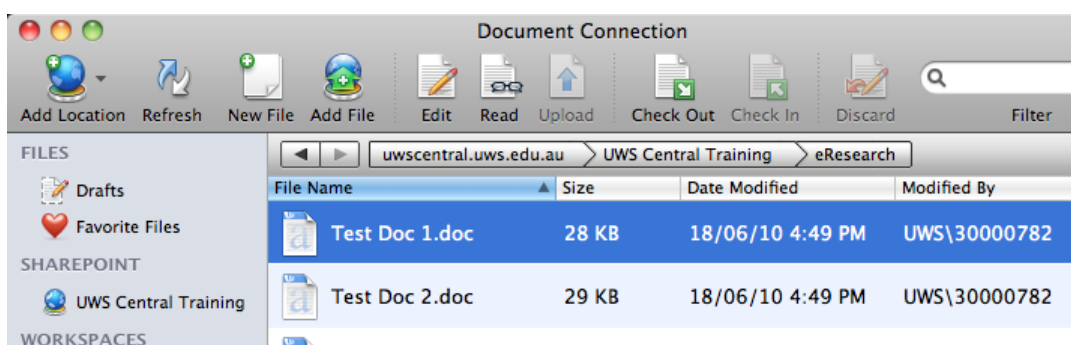


Once connected, the requested site's name appears here. You can open multiple sites.

All libraries, sites and files are shown here.

How to use Microsoft Document Connection

Select a library to browse. Once you select a file you will notice that all the options in top toolbar will be usable, as shown below:



Select a file

These options are described below:



Creates a new file within the current document library. The default editor for the document library (usually Microsoft Word) will open a new document.



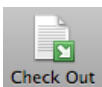
Opens the finder window so that you can browse and upload files.



Allows you to edit the selected file. You will be given the option to Read-Only or Check Out.



Opens a read only copy of the file



Automatically checks out the file.

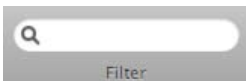


Checks the document back in.

Note: Documents cannot be checked in from within the application, e.g. Word, Excel, so save and close the document and then check it back in using this function. Remember, documents are saved in MDC's 'Drafts' folder until checked back in.

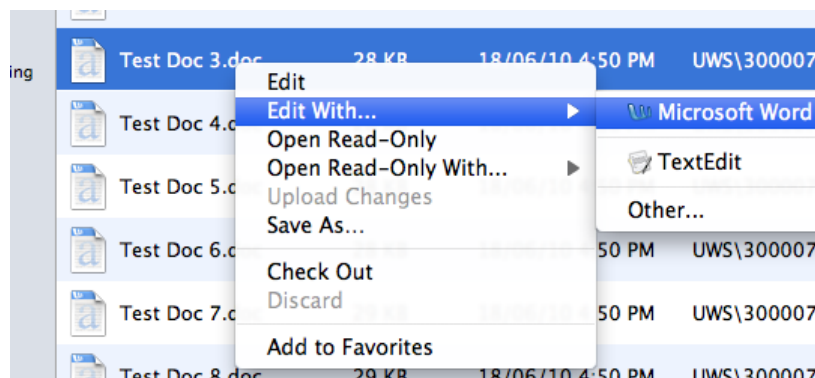


Automatically discards all changes made to the document while it has been checked out.
Note: All changes will be lost and there are no prompts to ask if you are sure.



Allows you to filter the contents of the document library by name, allowing quicker access to specific documents.

Alternatively, many of these functions can be accessed using **Command + mouse click**.



Command + mouse click allows access to functions

Other features that can be accessed from the MDC top menu bar:



- Editing the properties of a file
Note: The file will have to be checked out before you can edit its properties.
 Go to **File** → **Properties**, which will open your browser and take you to the online properties page of the item. An error will appear if you have not checked the file out.
- Version information can be accessed by going to **File** → **View Document History....** A new browser window will open, showing the different versions of that file; however you are only able to view the properties of the versions. Errors appear if you attempt to restore or delete a previous version.
- You can save a copy of a file locally by going to **File** → **Save As...** which opens the **Finder** window.

Functions that cannot currently be performed in MDC:

- Delete files from a library
- Create folders within a library
- Document Libraries and Calendars cannot be connected to Entourage or Mail
- Send To → E-mail a link does not connect directly to Entourage or Mail.

If you have any further queries about using a Mac with UWS Central please contact the IT Service Desk on ext 5111.



IT Service Desk	
Phone:	02 9852 5111 (ext 5111)
Email:	itservicedesk@uws.edu.au
Web:	http://www.uws.edu.au/itservicedesk
Self Service job logging:	http://itsm.uws.edu.au
UWS IT Services Catalogue:	http://www.uws.edu.au/its
ITS Fact Sheets	http://www.uws.edu.au/itfactsheets