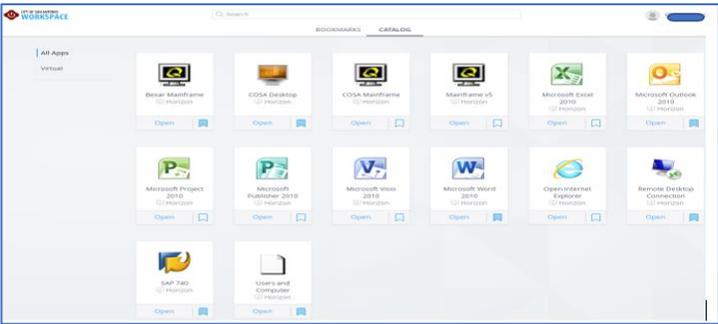
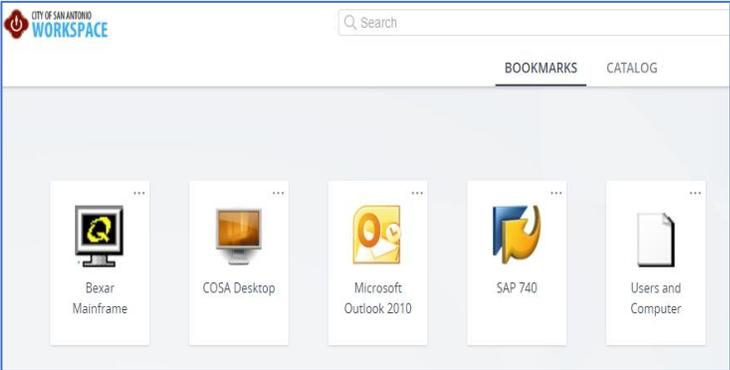


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You can organize your VMware Horizon View Client page using *Bookmarks, Favorites and Shortcuts* so as to easily found your frequently used applications.

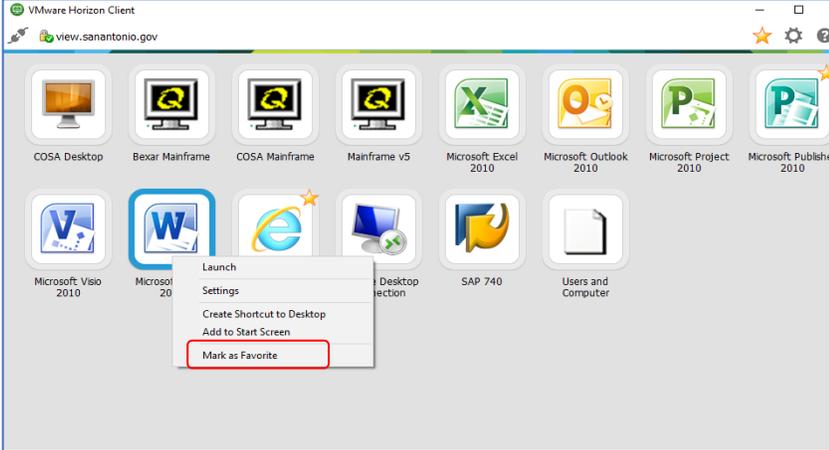
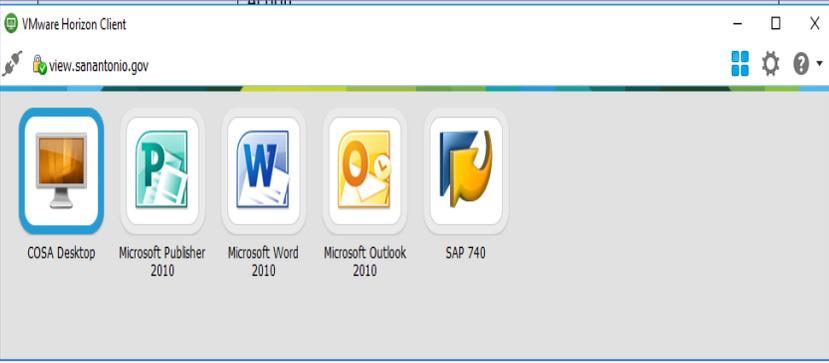
BOOKMARKS ON WORKSPACE

The Workspace portal default view shows a Catalog and Bookmarks page tabs. The Catalog page lists available resources. Users can search, open, launch, and bookmark these resources.

	Action
Bookmark Apps	<p>1. Click the Ribbon tab (Ribbon will be shaded indicating the bookmark status)</p>  <p>2. To see only Bookmark apps, click BOOKMARKS tab.</p> 

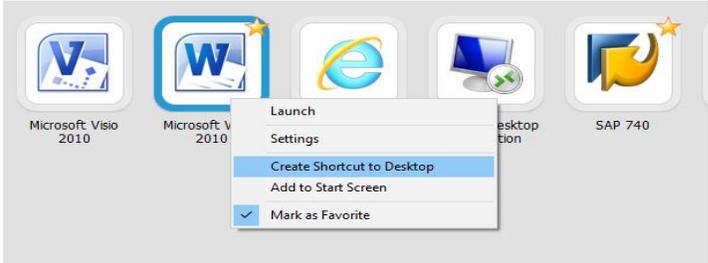
FAVORITES ON VMWARE HORIZON VIEW CLIENT

To make locating your apps faster, you can mark your favorite apps so that they display in your favorites list. Your favorite apps display on any of your devices that can open the app.

	Action
<p>Mark Apps as Favorites</p>	<ol style="list-style-type: none"> 1. On your My Apps page, right-click the app. 2. Click Mark as Favorite.  <p>(A Star displays on apps that are marked as favorites)</p> <ol style="list-style-type: none"> 3. To see only favorite apps, click the Star icon  on the right top menu bar 
<p>COSA Desktop IE Favorites</p>	<p>You can also import or add your Internet links into your Favorites on your IE browser. Your Favorites will be saved and will be available whenever you login to your COSA virtual Desktop.</p>

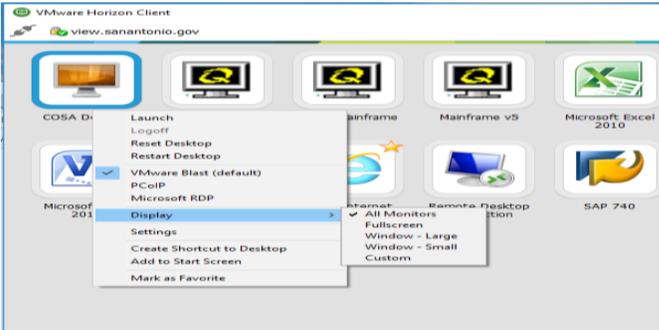
SHORTCUTS

You can create a shortcut for your COSA virtual Desktop or application. The shortcut appears on your device desktop, just like shortcuts for locally installed applications.

	Actions
Creating Shortcut	<ol style="list-style-type: none"> 1. Start Horizon Client and log in to the server. 2. In the desktop and application selection window, right-click an application or desktop and select Create Shortcut or Add to Start Menu from the context menu that appears. 
Within COSA Desktop	You can also personalize your virtual COSA Desktop by creating shortcuts within your COSA virtual Desktop just like you would with your local PC.

MONITORS AND SCREEN RESOLUTION

You can extend a remote desktop to multiple monitors. If you have a high-resolution monitor, you can see the remote desktop or application in full resolution.

	Action
Horizon View Client	<p>From the Horizon Client desktop and application selection window, you can Right-Click COSA Desktop icon and select Display to choose whether to have the desktop window use:</p> <ul style="list-style-type: none"> • All monitors • Fullscreen • Windows –Large • Windows – Small • Custom 

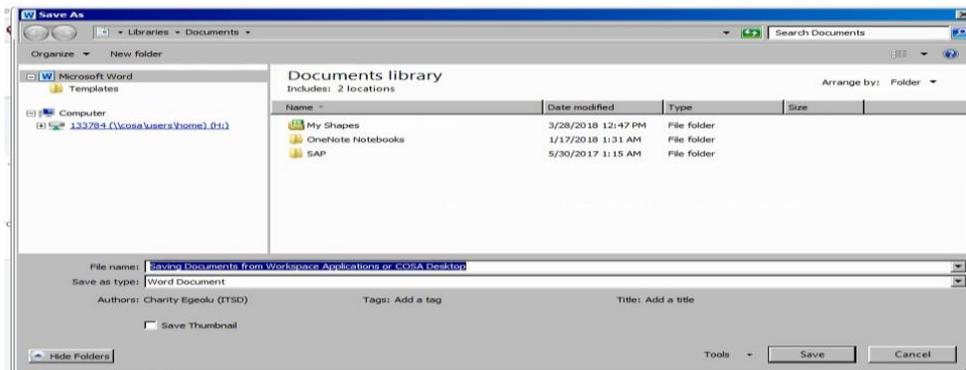
USING YOUR AUTHORIZED APPLICATIONS

Remote applications look and feel like applications that are installed on your client PC or laptop.

- You can minimize and maximize a remote application through the application. When a remote application is minimized, it appears in the taskbar of your client system. You can also minimize and maximize the remote application by clicking its icon in the taskbar.
- You can quit a remote application through the application or by right-clicking its icon in the taskbar.
- You can press **Alt+Tab** to switch between open remote applications.
- If a remote application creates a Windows System Tray item, that item also appears in the system tray on your Windows client computer. By default, the system tray icons only appear to show notifications, but you can customize this behavior just as you do with natively installed applications.

SAVING DOCUMENTS IN A REMOTE APPLICATION

You can create and save documents on your **COSA Home Directory: 'H' Drive** from your Workspace applications or from COSA Desktops.



COPYING AND PASTING TEXT AND IMAGES

You can copy and paste text from your client system to a remote desktop or application. You can also copy and paste text from a virtual COSA Desktop or application to your client system or between two remote desktops or applications. Supported file formats include text, images, and RTF (Rich Text Format). *Some Restrictions Apply.*

PRINTING FROM A REMOTE DESKTOP OR APPLICATION

Horizon Client automatically adds the printers that you already have on your local client device to the list of available printers on the COSA Desktop. No further configuration is required.

From your COSA Desktop or your Workspace:

- You can print to a virtual printer or to a USB printer that is attached to your client computer. Virtual printing and USB printing work together without conflict.
- You can use the virtual printing feature with the following types of remote desktops and applications:
 - Remote desktops that run Windows Server operating systems
 - Session-based desktops (on virtual machine RDS hosts)
 - Remote hosted applications

COSA DESKTOP PERSONALIZATION

You can personalize your virtual COSA Desktop just like you would with your local device by creating Shortcuts on your Desktop and importing or adding your internet links to your favorites.

Shortcuts and Favorites you created in your virtual COSA Desktop will be saved in your persona profile and will be available whenever you login again.