15.4.2 Optional Lab: Share a Folder, Share a Printer, and Set Share Permissions in Windows Vista

Introduction

Print and complete this lab.

In this lab, you will create and share a folder, share a printer, and set permissions for the shares.

Recommended Equipment

- Two computers running Windows Vista that are directly connected to each other or through a switch or hub
- A printer installed on one of the two computers

Step 1

Click Start > Control Panel > double-click Folder Options.

Click the View tab.

Uncheck the "Use Sharing Wizard (Recommended)" checkbox, and then click OK.

| Folder Options | × |
|--|------|
| General View Search | |
| Folder views You can apply the view (such as Details or Icons) you are using for this folder to all folders of this type Apply to Folders Reset Folders | |
| Advanced settings: | |
| Remember each folder's view settings Restore previous folder windows at logon Show drive letters Show encrypted or compressed NTFS files in color Show pop-up description for folder and desktop items Show preview handlers in preview pane Use check boxes to select items Use Sharing Wizard (Recommended) When typing into list view Automatically type into the Search Box | E |
| Select the typed item in the view | - |
| Restore Defau | |
| OK Cancel A | pply |

Step 2

Right-click the **desktop**, and then choose **New > Folder**.

Type **Example**, and then press the **Return** key.

Open WordPad. Type "This is an example document.".

Save the file in the "Example" folder with the name "Brief.doc", and then close WordPad.

Step 3

Right-click the **Example** folder, and then choose **Sharing > Advanced Sharing > Continue**.

Click the Share this folder radio button, and then click OK.

| Share this fold Settings | er | | |
|--|--------------------------------|-----------|----|
| Share name: Example Add Limit the numb Comments: | Remove er of simultaneous u | isers to: | 10 |
| Permissions | Caching | | |

What is the icon of the "Example" folder?

On the computer with the shared folder, click **Start >** right-click **Computer > Properties**. What is the name of the computer?

Step 4

On the other computer, choose **Start > Start Search**.

Type **\computername\Example**, where computername is the name of the computer with the "Example" folder, and then press the **Enter** key.

Open the "Brief.doc" file.

Delete the text in the "Brief.doc" file, and then choose File > Save.

What happens?

Click OK.

Close WordPad, and then choose **Don't Save** when prompted to save changes to the file.

Step 5

Return to the computer with the shared folder.

Right-click **Example** folder **> Sharing**, and then click **Advanced Sharing > Continue > Permissions**.

What are the default permissions?

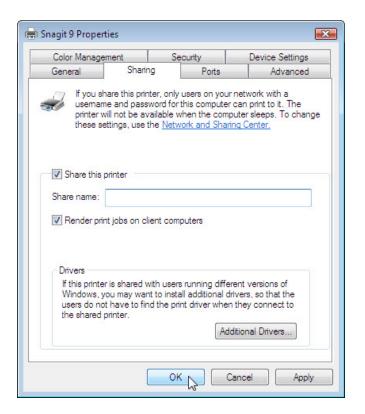
Step 6

Open the **Control Panel** on the computer with the attached printer.

Double click Printers.

Right-click the icon of the installed printer, and then choose **Run as administrator > Sharing > Continue**.

Click the **Share this printer** radio button, and then click **OK**.



Step 7

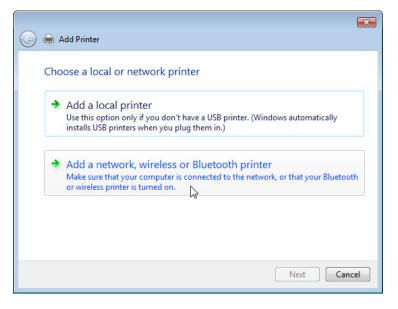
Return to the computer that is not directly connected to a printer.

Open the **Control Panel**. Double click **Printers**. Choose **Add Printer** on the screen below.



The "Add Printer" window appears.

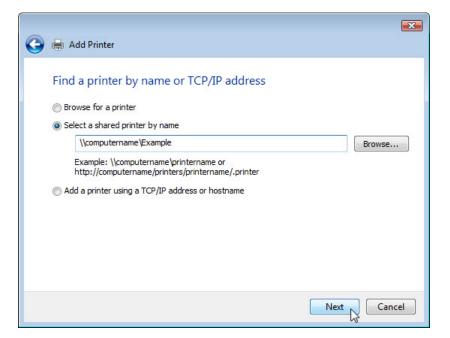
The "Choose a local or network printer" of the "Add Printer" window appears. Click Add a network, wireless or Bluetooth printer.



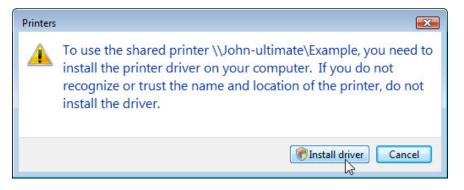
The "Searching for available Printers ..." page appears.

Select **Printer on computername** if it is displayed in the search list.

If the printer was not in the search list, find a printer by name or TCP/IP address. Select **The printer that I want isn't listed** and select the radio button **Select a shared printer by name** and type **\\computername\printer**. Click **Next**.



If prompted to install drivers click **Install drivers**. If User Account Control appears, click **Continue**.



Accept all default setting, click Next then click Finish.

Step 8

Choose Start > Control Panel > Printers.

Right-click the printer you installed, and then choose Properties.

The "Printer Shared Properties" window appears.

| Advanced |
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Choose the General Tab, and then click Print Test Page.

Click **OK** in the confirmation dialog box, and then click **OK** to close the printer properties window.