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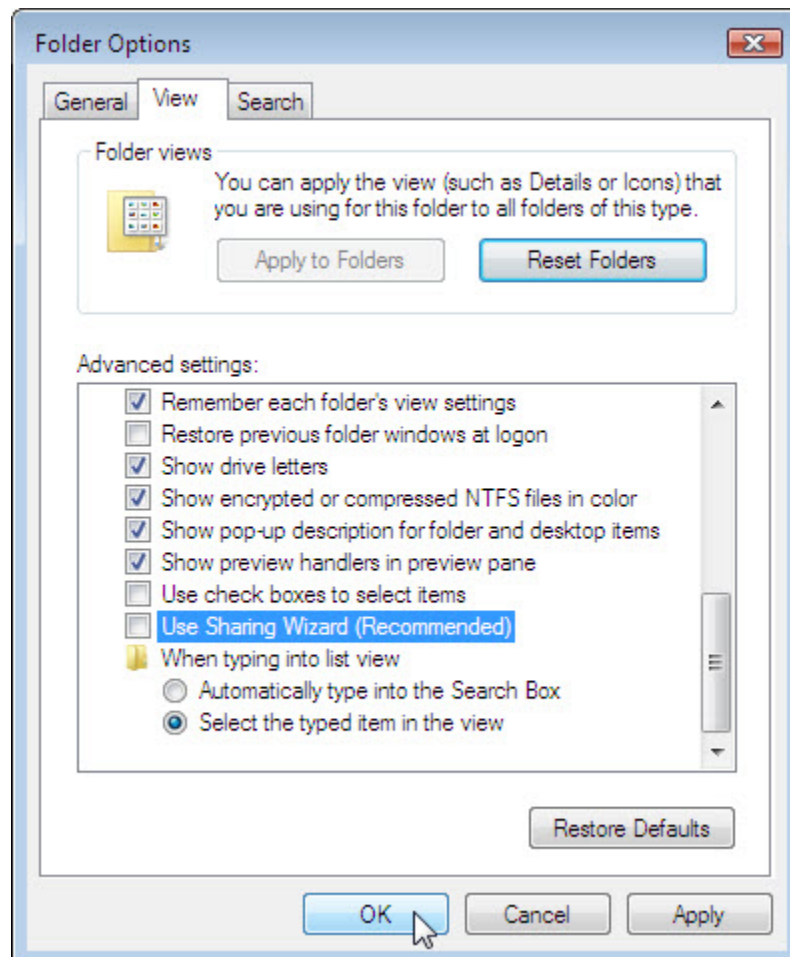
Recommended Equipment
- Two computers running Windows Vista that are directly connected to each other or through a switch or hub
- A printer installed on one of the two computers

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**.

Step 2

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

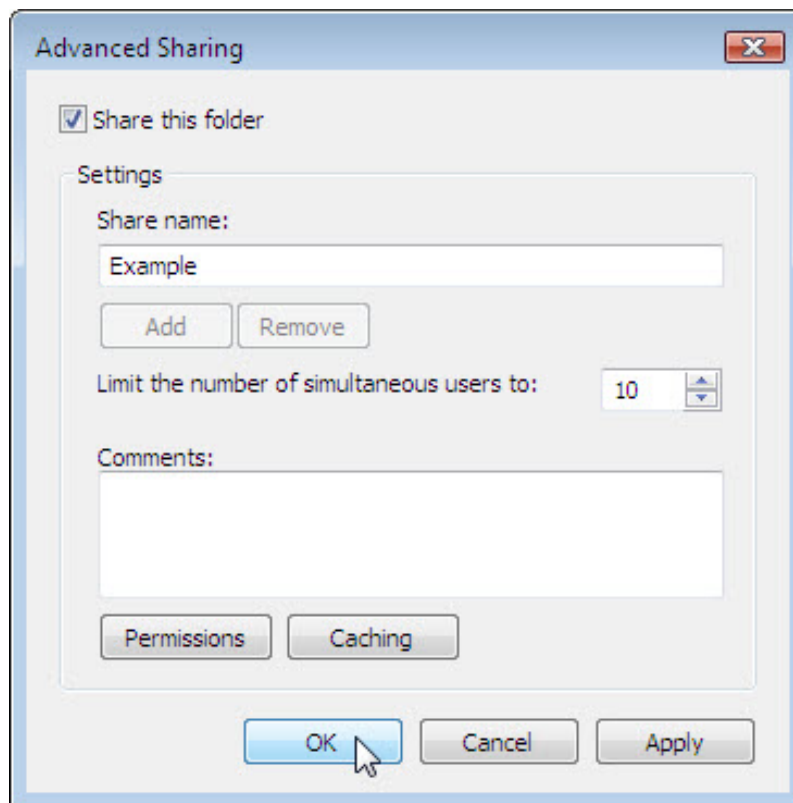Type **Example**, and then press the **Return** key.

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**.

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**.
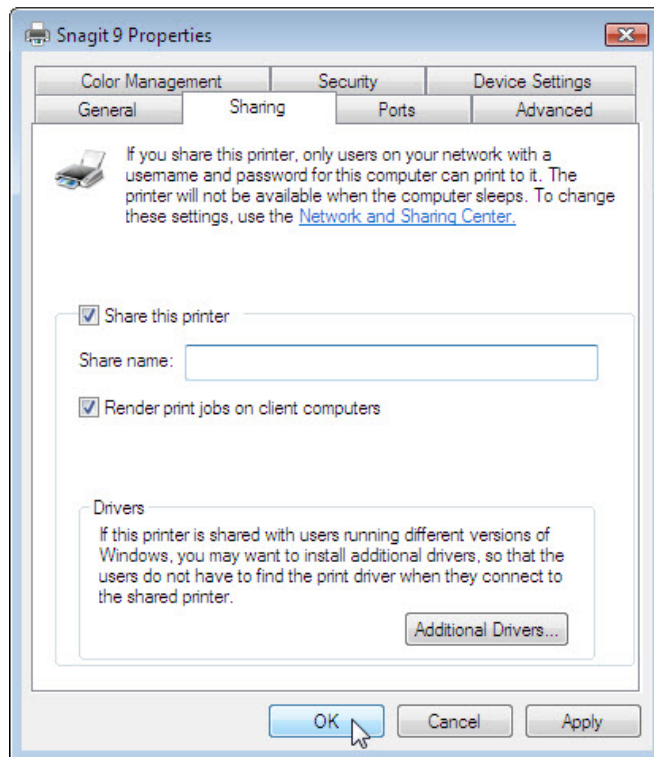
What are the default permissions?

Step 6

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

Double click **Printers**.

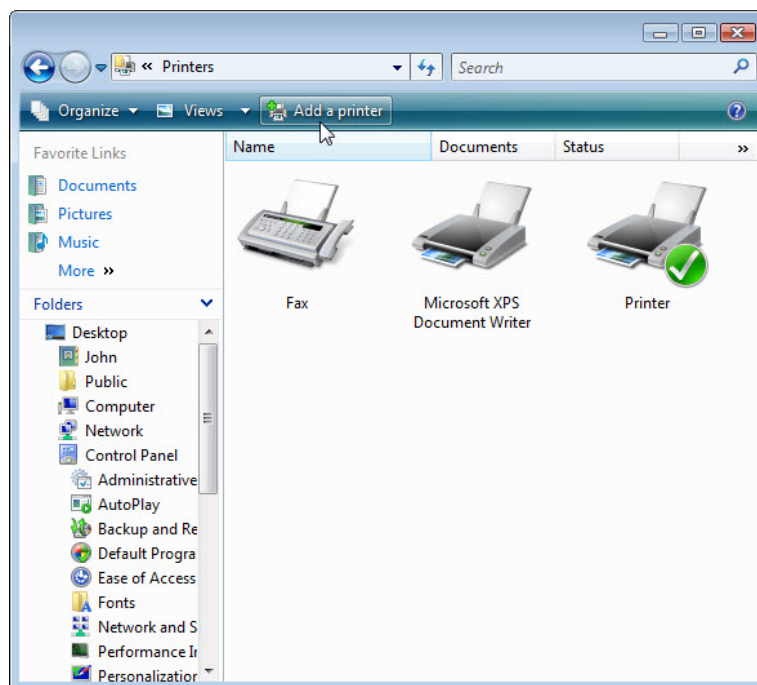Right-click the icon of the installed printer, and then choose **Run as administrator > Sharing > Continue**.

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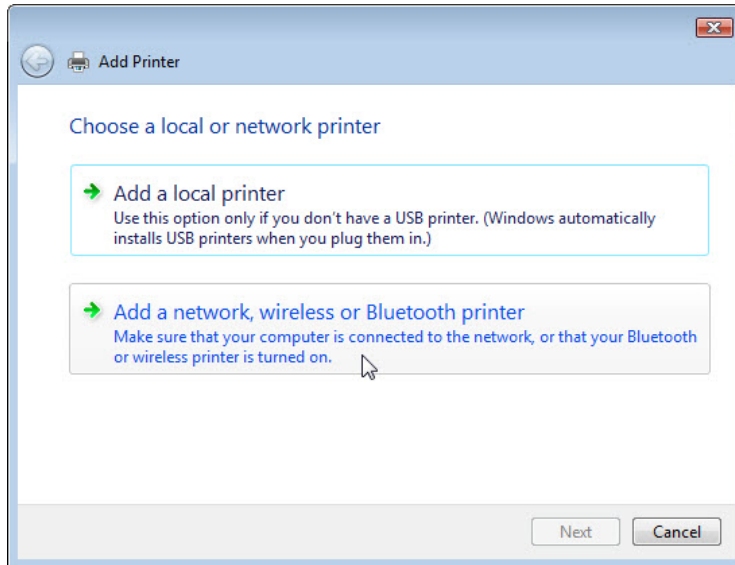
The "Searching for available Printers …" page appears.

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**.
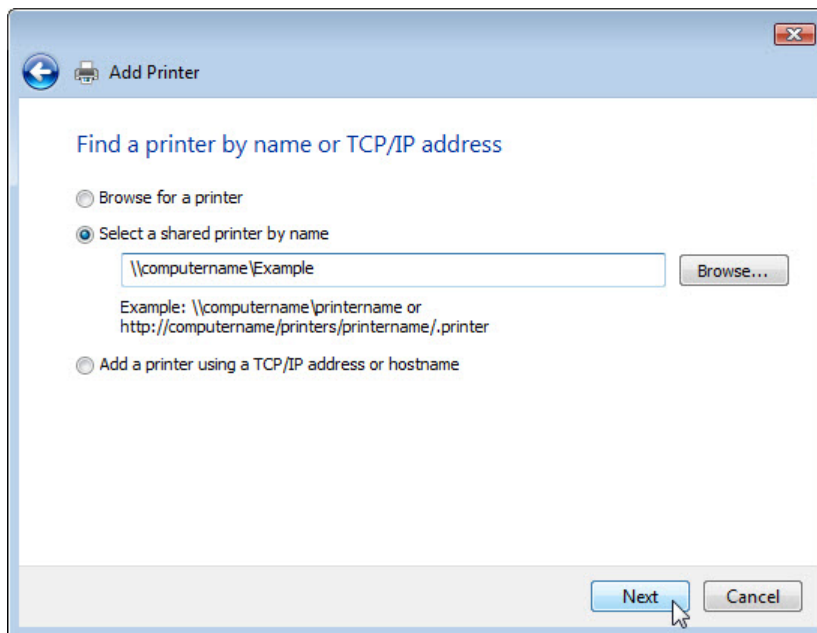
If prompted to install drivers click **Install drivers**. If User Account Control appears, click **Continue**.
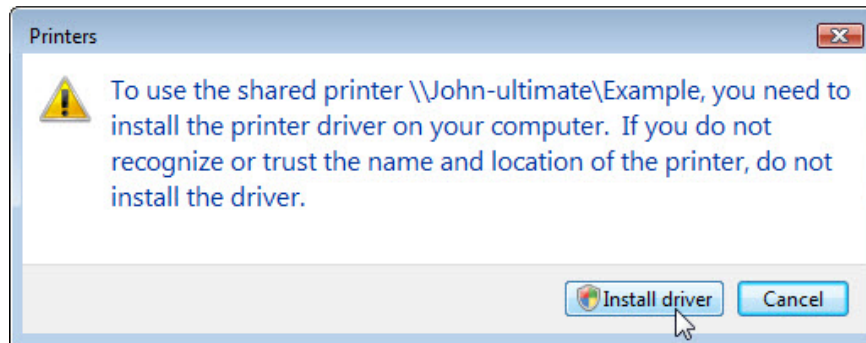
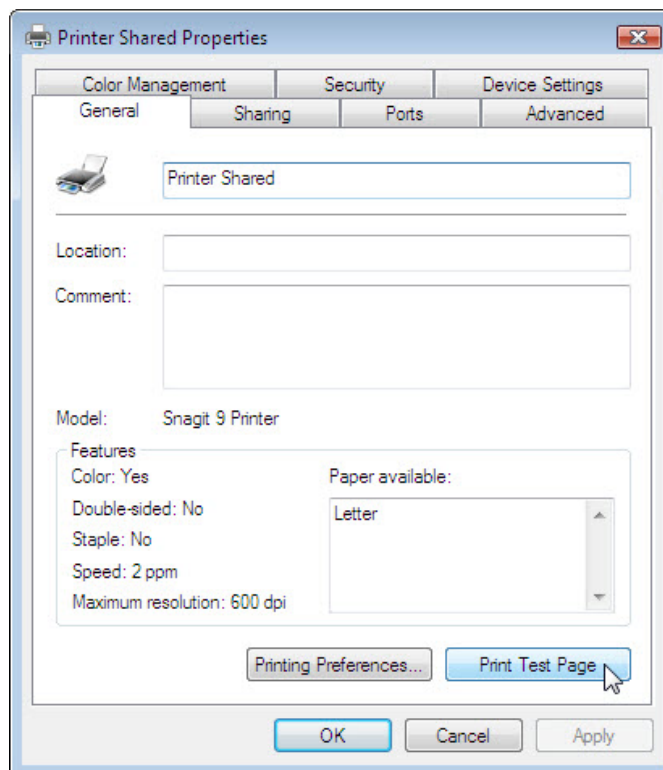Accept all default setting, click **Next** then click **Finish**.

Step 8

Choose **Start > Control Panel > Printers**.

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

The "Printer Shared Properties" window appears.

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.