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

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

Step 1

Choose My Computer > Tools > Folder Options

Click the View tab.

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

Folder Options
General View File Types Offline Files
Folder views You can apply the view (such as Details or Tiles) that you are using for this folder to all folders. Apply to All Folders Reset All Folders
Advanced settings:
Restore <u>D</u> efaults
OK Cancel Apply

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 and Security

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

kample Properties
General Sharing Security Customize
You can share this folder with other users on your network. To enable sharing for this folder, click Share this folder.
O Do not share this folder
• Share this folder
Share name: Example
Comment: This is the Example folder.
User limit: <u>M</u> aximum allowed
C Allow this number of users:
To set permissions for users who access this folder over the network, click Permissions.
To configure settings for offline access, click Caching Caching
Windows Firewall will be configured to allow this folder to be shared with other computers on the network. <u>View your Windows Firewall settings</u>
OK Cancel Apply

What is the icon of the "Example" folder?

On the computer with the shared folder, right-click **My Computer**, and then click the **Computer Name** tab.

What is the name of the computer?

Step 4

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

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 **NO** when prompted to save changes to the file.

Step 5

Return to the computer with the shared folder.

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

What are the default permissions?

Step 6

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

Choose Printers and Other Hardware > Printers and Faxes.

Right-click the icon of the installed printer, and then choose Sharing....

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

🏅 Dell Laser Printer P1500 P53 Properties	? X
General Sharing Ports Advanced Security Options Overlays About	
You can share this printer with other users on your network. To enable sharing for this printer, click Share this printer. If you share this printer, Windows Firewall will be configured to allow this printer to be shared with other computers on the network. Do not share this printer Share this printer Share name:	
Drivers If this printer is shared with users running different versions of Windows, you may want to install additional drivers, so that the users do not have to find the print driver when they connect to the shared printer. Additional Drivers	
OK Cancel Apply H	elp

Step 7

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

Open the Control Panel. Choose **Printers and Other Hardware > Printers and Faxes**. Choose **File > Add Printer** on the screen below.

🝓 Printers and Faxes		🗙
File Edit View Favorites	Tools Help	1
🜀 Back - 🕥 - 🏂	🔎 Search 🜔 Folders 🛛 🛄 🗸	
Address 월 Printers and Faxes		🖌 🄁 Go
Printer Tasks Add a printer Set up faxing	Microsoft Office Document Image Writer 0	
See Also	۲	
? Troubleshoot printingØ Get help with printing		
Other Places	(*)	
 Control Panel Scanners and Cameras My Documents My Pictures My Computer 		
Details	8	

The "Add Printer Wizard" window appears.

Click Next.



The Local or Network Printer of the Add Printer Wizard window appears. Click the **A network printer, or a printer attached to another computer** radio button, and then click **Next**.

dd Printer Wizard	
Local or Network Printer The wizard needs to know which type of printer to set up.	Ŷ
Select the option that describes the printer you want to use:	
O Local printer attached to this computer	
Automatically detect and install my Plug and Play printer	
 A network printer, or a printer attached to another computer 	
To set up a network printer that is not attached to a print server, use the "Local printer" option.	
K Back Next > Can	cel

The "Specify a Printer" window appears.

Click the **Connect to this printer** radio button, and then click **Next**.

Add Printer Wiz	zard
Specify a Prin If you don't that meets y	nter know the name or address of the printer, you can search for a printer your needs.
What printe O Find a pr O Connect	r do you want to connect to? inter in the directory to this printer (or to browse for a printer, select this option and click Next):
Name:	\\computername\printer
◯ Connect URL:	to a printer on the Internet or on a home or office network: Example: http://server/printers/myprinter/.printer
	< Back Next > Cancel

The Browse for a Printer window appears.

Add Print	er Wizard
Browse Whe	for Printer en the list of printers appears, select the one you want to use.
Printer:	\\computername\printer
Shared	printers:
- 🙏 N	ficrosoft Windows Network
Printe	rinformation
Com	ment
Stati	us: Documents waiting:
5	
	Kerkel (Kerkel)

Expand "Shared printers".

Choose the printer from the list, and then click **Next**.

The "Default Printer" screen of the "Add Printer Wizard" appears.

Click Next.

Add Printer	Wizard
Default Pr Your co otherwi	inter mputer will always send documents to the default printer unless you specify se.
Do you	want to use this printer as the default printer?
💽 Yes	
🔿 No	
	K Back Next > Cancel

The "Completing the Add Printer Wizard" window appears.

Click Finish.

	Completing the Add Printer Wizard You have successfully completed the Add Printer Wizard. You specified the following printer settings:		
	Name: Printer Default: Yes Location: Home Comment:		
	To close this wizard, click Finish.		

Step 8

Choose Start > Printers and Faxes.

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

The "Printer Properties" window appears.

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

Security	Dev	rice Settings	Configuration
General	Sharing	Ports	Advanced
P	rinter		
Location: FM	11004		
Comment:			
∟ Model: Gen ∕Features	eric Model Prir	iter	
Color: No		Paper available:	
Double-sided	Yes	Letter	~
Staple: Yes			
Speed: 38 pp	m		
Maximum res	olution: 600 dpi		<u>×</u>
	Printing	Preferences	Print Test Page
	(ок (Cancel Apply

Click \mathbf{OK} in the confirmation dialog box, and then click \mathbf{OK} to close the printer properties window.