

## 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

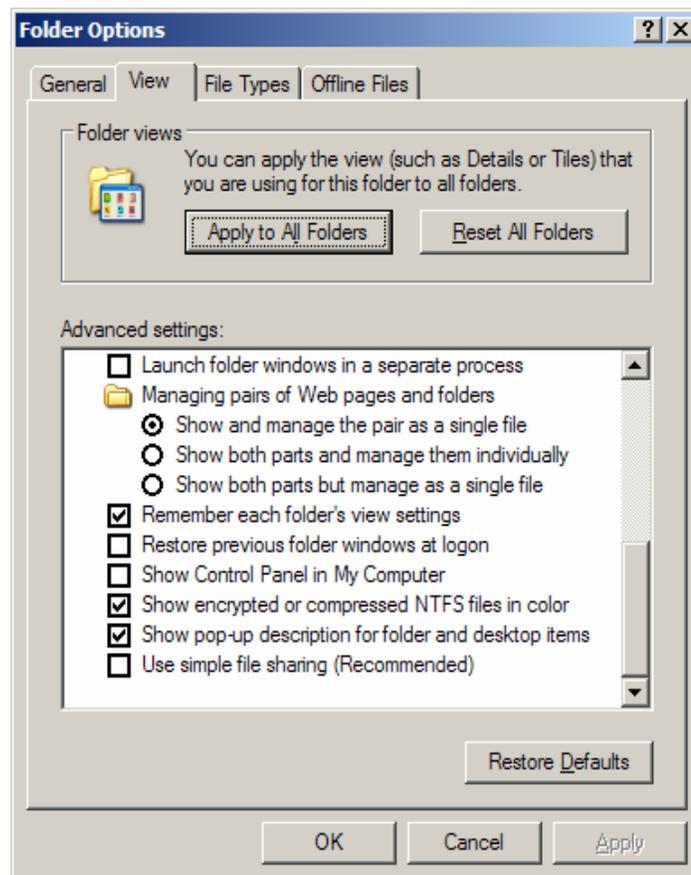
- Two computers running Windows XP that are directly connected to each other or through a switch or hub
- A printer installed on one of the two computers

### Step 1

Choose **My Computer > Tools > Folder Options**

Click the **View** tab.

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



## 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**.



What is the icon of the “Example” folder?

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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?

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## 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?

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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?

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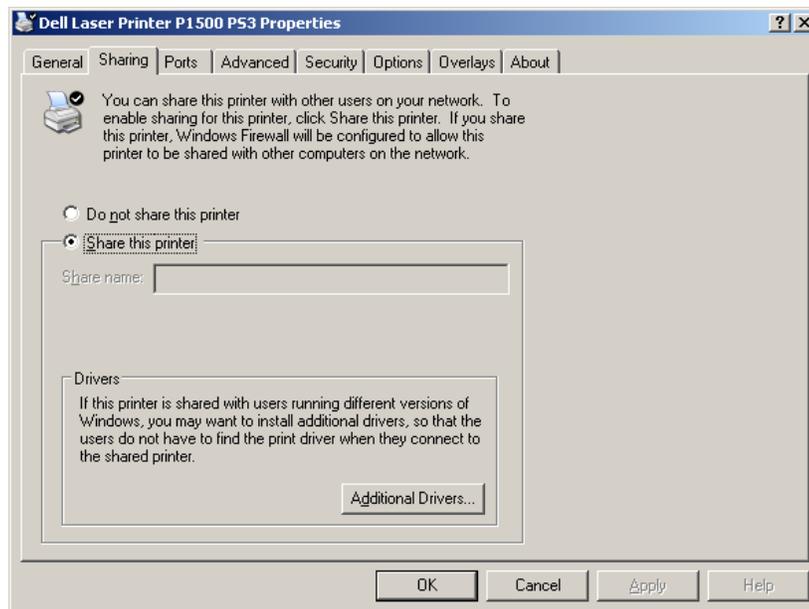
## Step 6

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....**

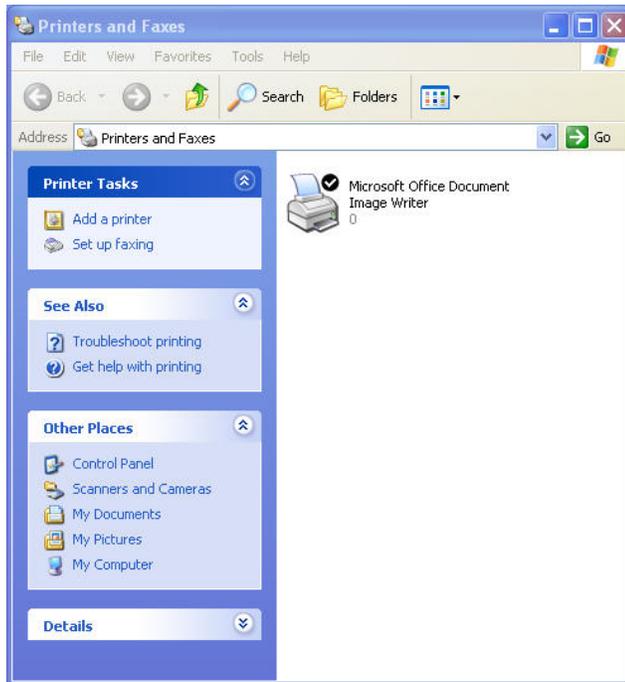
Click the **Share this printer** radio button, and then click **OK**.



## 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.

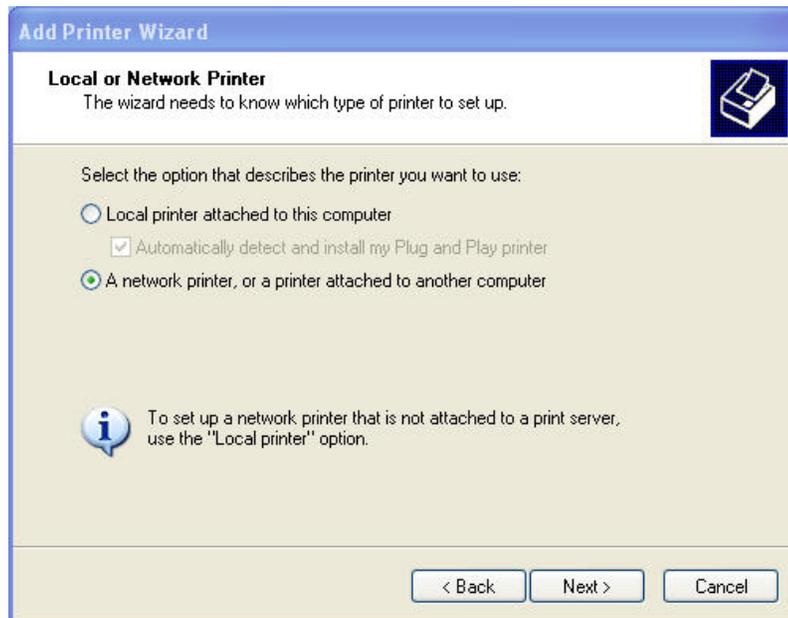


The “Add Printer Wizard” window appears.

Click **Next**.

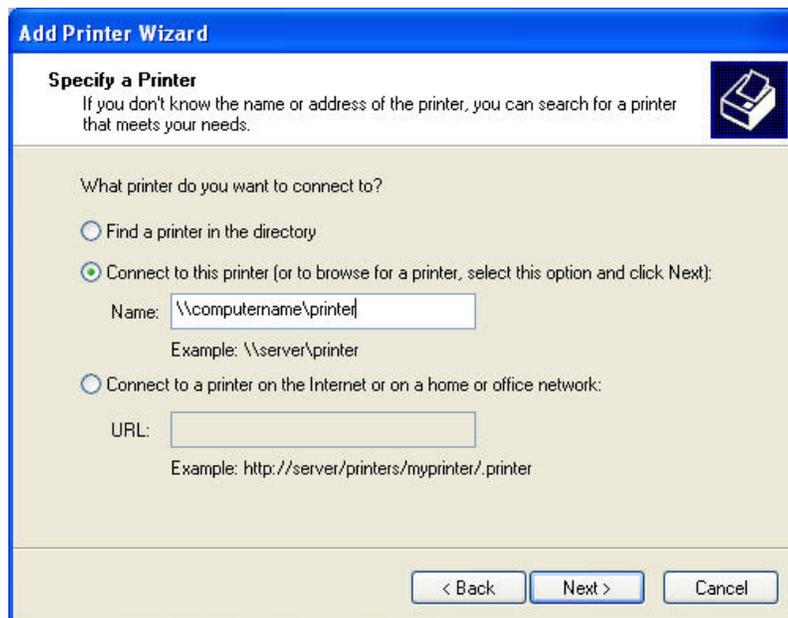


The Local or Network Printer of the Add Printer Wizard window appears. Click the **A network printer, or a printer attached to another computer** radio button, and then click **Next**.

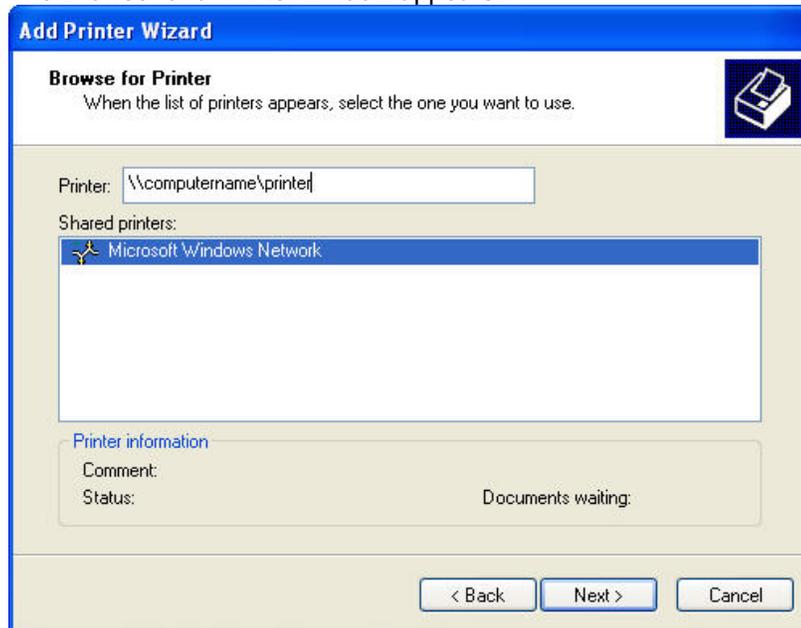


The "Specify a Printer" window appears.

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



The Browse for a Printer window appears.



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**.



The “Completing the Add Printer Wizard” window appears.

Click **Finish**.



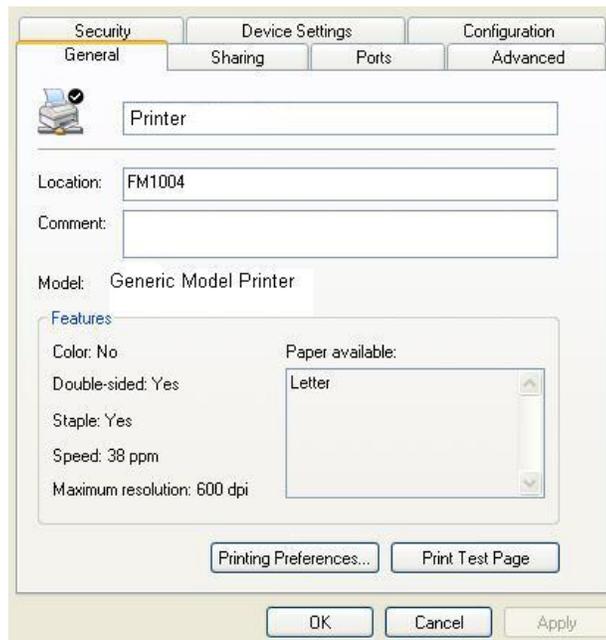
## Step 8

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**.



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