



Sharing Files and Printers

Windows for Workgroups 3.11

Introduction

Windows for Workgroups (WFW) is Microsoft's Windows operating system with integrated networking. Networking allows you to share information and resources with a workgroup of connected computers.

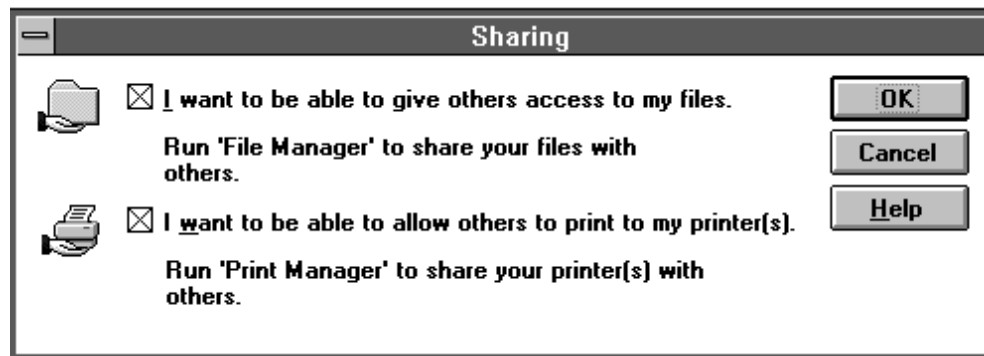
Starting the Sharing Process

From the Network group, select **Network Setup**.



Within the Network Setup dialog box, click on **Sharing**.

Next, the Sharing dialog box appears. Select which sharing options you wish to enable: files, printers, or both. Click **OK**. Click **OK** again.



Note that this is only the first step in sharing files and/or printers. In order to activate sharing, you must complete the steps shown below.

Sharing Files

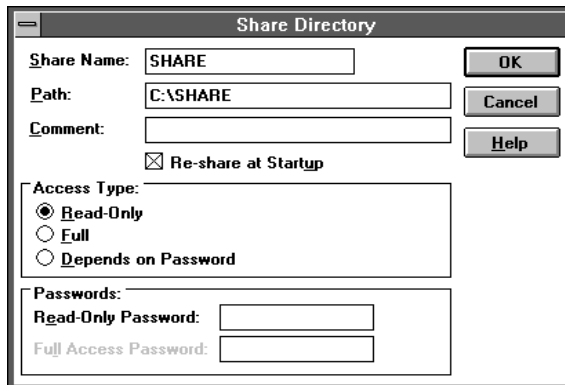
In order to allow someone to access files on your system, you must first go through the following steps to “Share” them on the network. This sharing process allows you to define specific directories within which you may place files for others to access from another computer that is connected to the network.

You will define a password to control access to these shared files. You must then tell the other person this password in order for them to connect to your shared files.

Initially, it is advised that you create a **new** directory to be shared. This way, you will only allow access to documents or files that you place within this directory. Windows for Workgroups allows two types of access to files within the directory that you share: read-only and full-access. Again, you determine which type of access a person may have by using passwords.

To Start File Sharing:

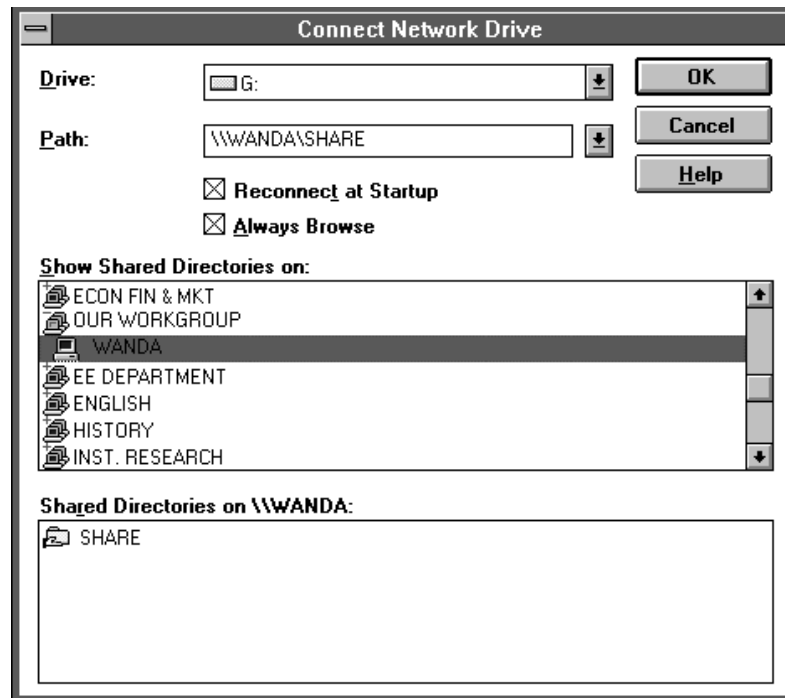
1. Open **File Manager** from the Main program group
2. Select **File–Create Directory**
3. Type the name of the directory you wish to create for sharing. You may even wish to name it *Share*
4. Click **OK**
5. Select this newly created directory from the File Manager window
6. Select **Disk–Share As**



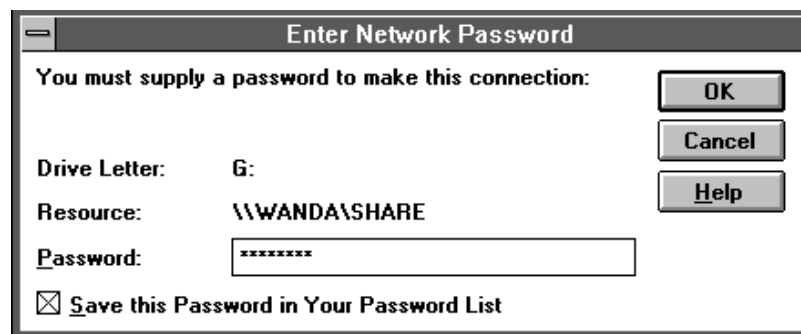
7. Select the type of access you wish to grant.
 - Read-Only** *Users may read the files*
 - Full** *Users may read, create, and delete files*
 - Depends** *Some users may have Read-Only, and some users have may Full; you determine what access users have by the password you give them*
8. Type a password for *Read-Only* access. You will then give this password to those who will be able to only read files in your shared directory.
9. If you have chosen *Full* or *Depends on Password*, select a different password for this access. Give this password to those who will be able to read, create, and delete files in your shared directory.
10. Click **OK**

To connect to someone else's shared directory:

1. From File Manager, select **Disk–Connect Network Drive**
2. Choose the computer that you wish to connect to from the list under Show Shared Directories
3. From the list of Shared Directories, select the directory you want and click **OK**

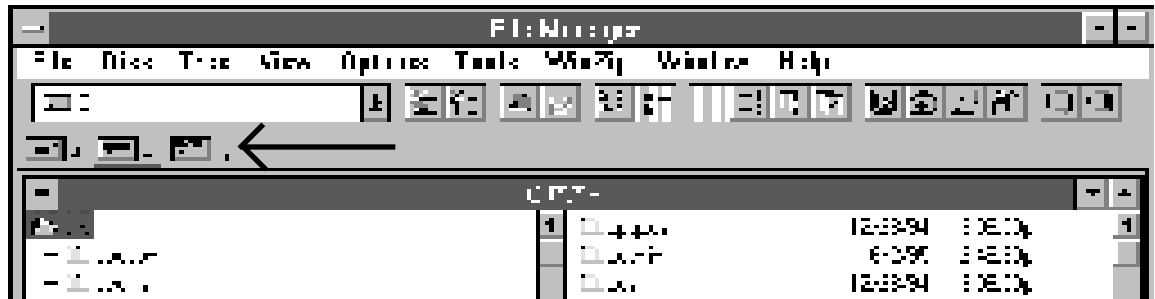


4. You must then supply the password that was provided to you by the person sharing the directory



5. You may choose to have this password saved in your password list for the next time you wish to connect to this directory
6. Click **OK**

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- This process creates a new virtual link to this shared directory. You may now select this drive from within any Windows application or from File Manager to access the files that have been shared.



Sharing Printers

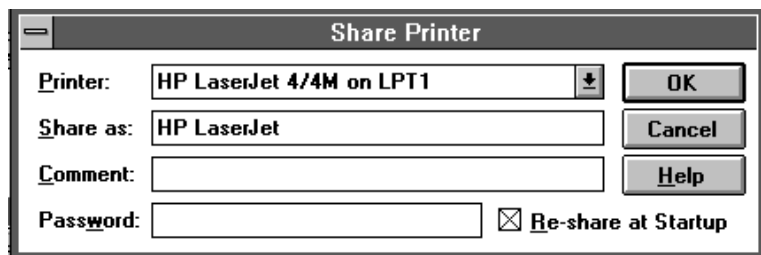
In order to allow someone to use a printer that is attached to your system, you must first go through the following steps to “Share” it on the network. This sharing process allows you to define which printer(s) will be accessible to others on the network.

You may control access to shared printers with a password which you define. You must then tell others this password in order for them to connect to your shared printers.

While no password is required for sharing a printer, it is advised that you put one on the printer to restrict access. This will prevent unauthorized people from printing documents to your printer.

Creating a Shared Printer

- Open Print Manager from the Main program group
- Select the printer you wish to share
- Select **Printer–Share Printer As**



- Select a password for sharing your printer. Give this password to those people who may share your printer
- Click **Re-share at Startup** to continue to share this printer
- Click **OK**

To Connect to a Shared Printer:

1. Open Print Manager
2. Select **Printer–Connect Network Printer**
3. Open the drop-down list and select the port you want to use to connect to the network printer. If a port is already in use, the computer and shared name of the printer using that port appear next to it. If you want to use a port that is already in use, you can replace your old connection with the new one you are making. Most of the time, however, you should select a port that is **not** already in use.
4. Select the printer that you wish to connect to from the list of shared printers
5. Click **OK**
6. Supply the password given to you by the printer's owner
7. Save this password
8. Click **OK**
9. This creates another printer that you can access through the LPT: port you have specified. You may print to this printer by selecting it from within any Windows application

To Stop Sharing Files or Printers

For Files

1. Open File Manager
2. Select the shared directory
3. Select **Disk-Stop Sharing**
4. Click **OK**

For Printers

1. Open Print Manger
2. Select the shared printer
3. Select **File-Stop Sharing Printer**
4. Click **OK**

