15.4.2 Optional Lab: Share a Folder, Share a Printer, and Set Share Permissions in Windows 7

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.
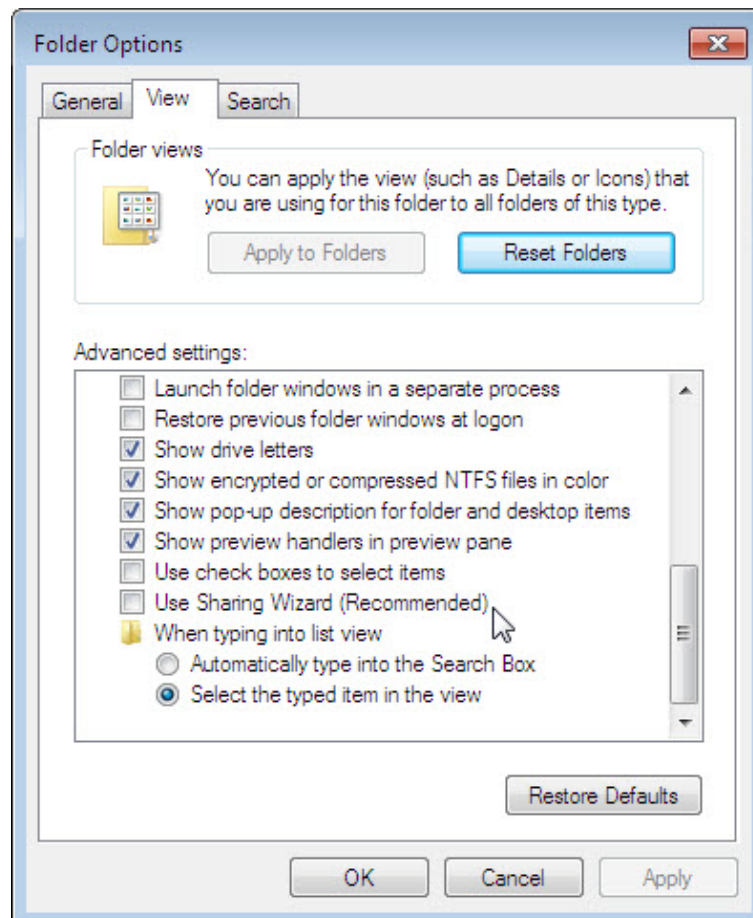
Recommended Equipment

- Two computers running Windows 7 that are directly connected to each other or through a switch or hub
- A printer installed on one of the two computers

Step 1

On one computer click **Start > Control Panel > Appearance and Personalization > 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** to name the folder, and then press the **Enter** key.
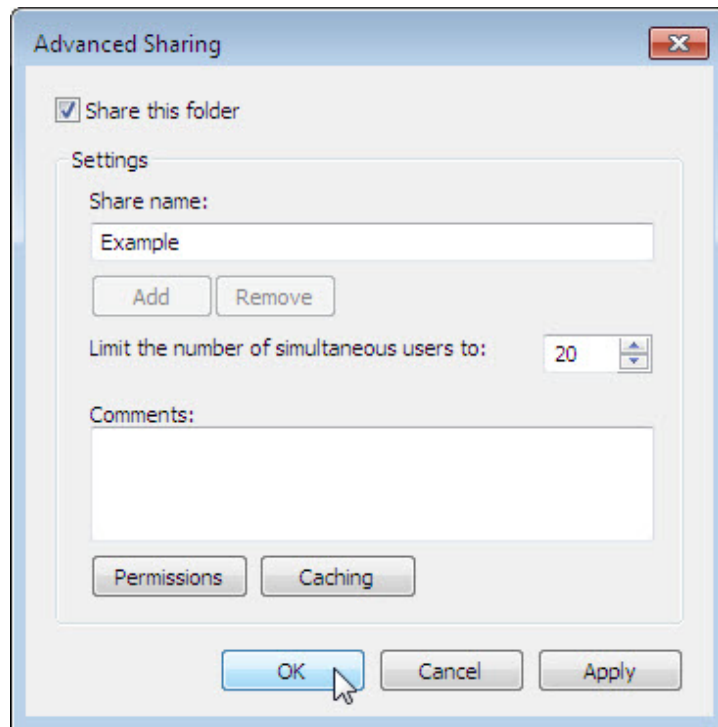
Open Notepad. Type "This is an example document.".

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

Step 3

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

Click the **Share this folder** checkbox, and then click **OK**.

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 > Search programs and files**.

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

Open the "Brief" file.

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

What happens?

Click **OK**.

Close Notepad, 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 with > Advanced Sharing > Advanced Sharing > Permissions**.
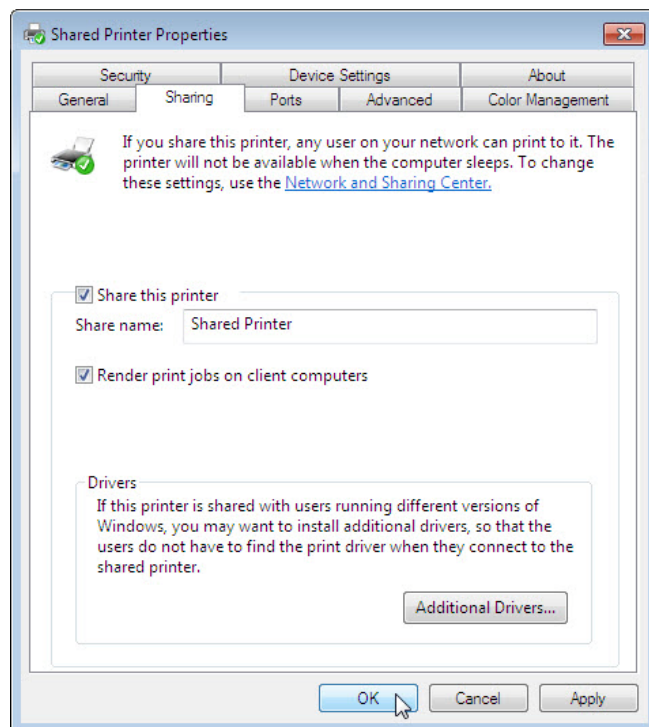
What are the default permissions?

Step 6

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

Click **View devices and printers**.

Right-click the icon of the installed printer, and then choose **Printer properties > Sharing** tab.
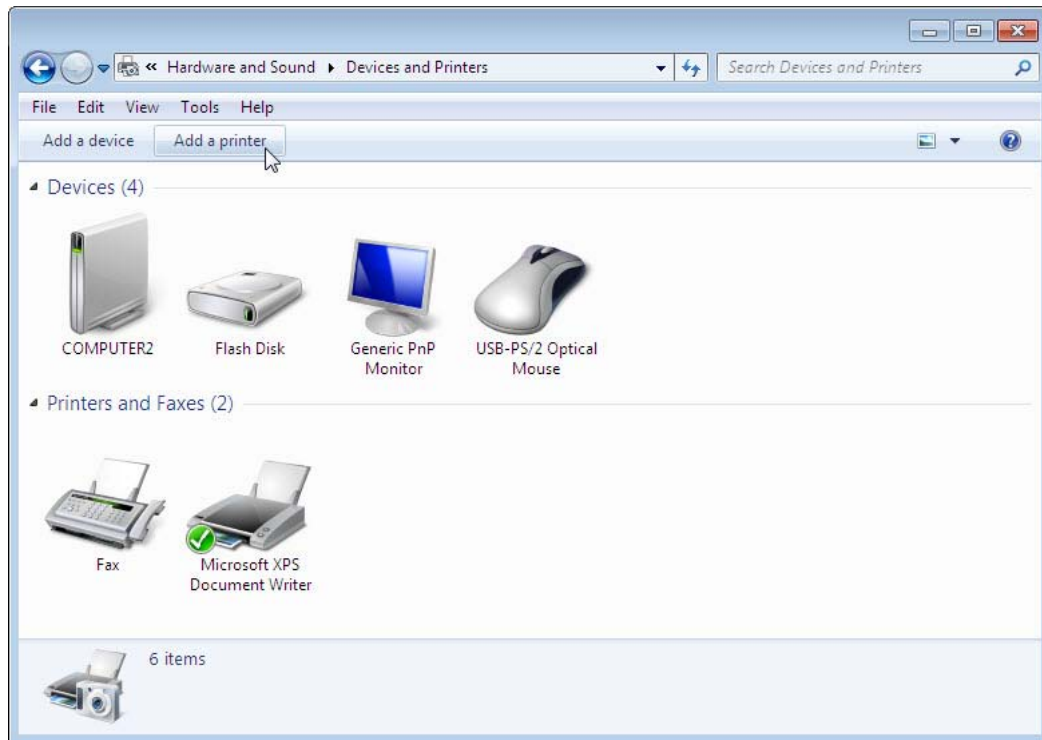
Click the **Share this printer** checkbox, and then click **OK**.
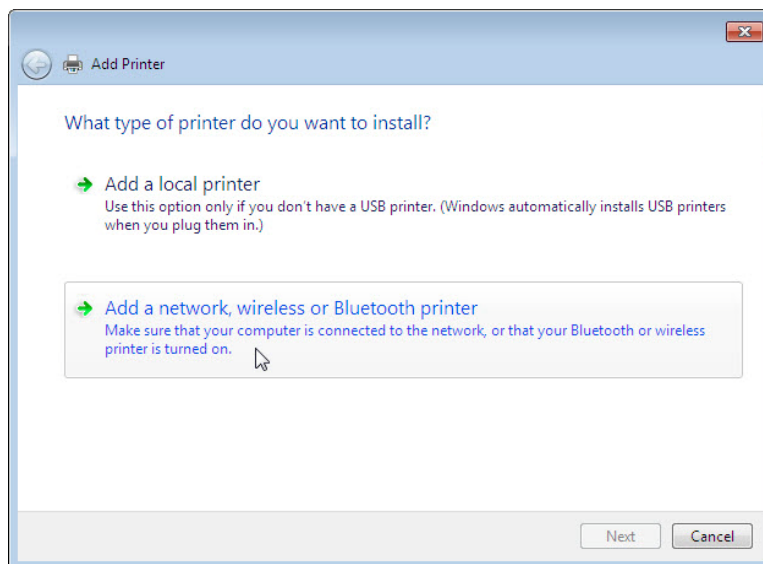
Step 7

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

Open the **Control Panel > View devices and printers**.
Choose **Add a Printer**.

The "Add Printer" window appears.

The "What type of printer do you want to install" of the "Add Printer" window appears.
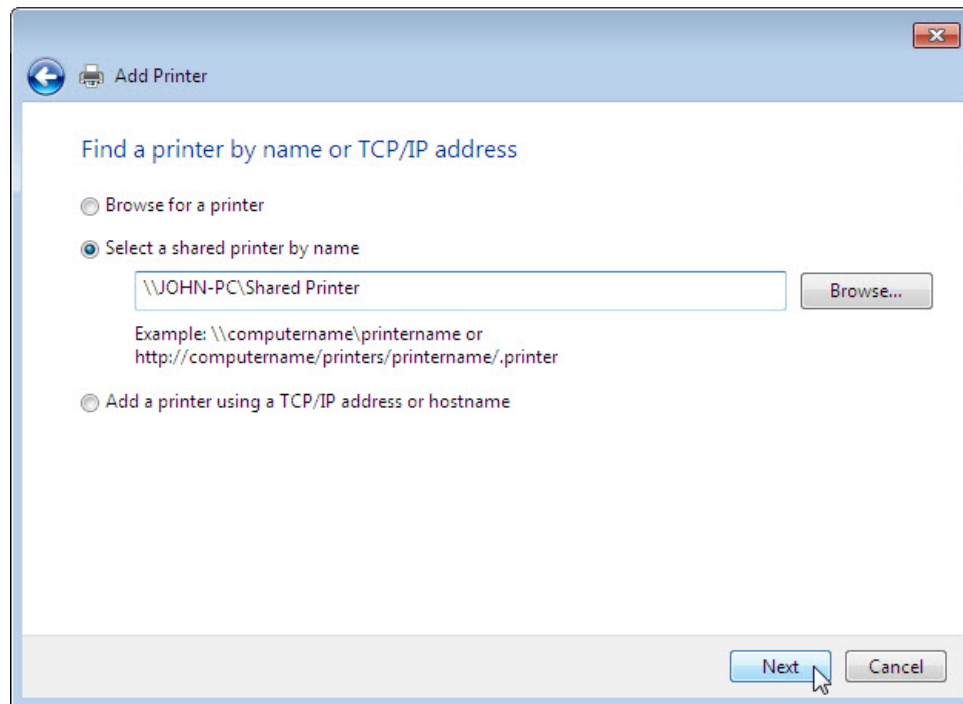Click **Add a network, wireless or Bluetooth printer**.

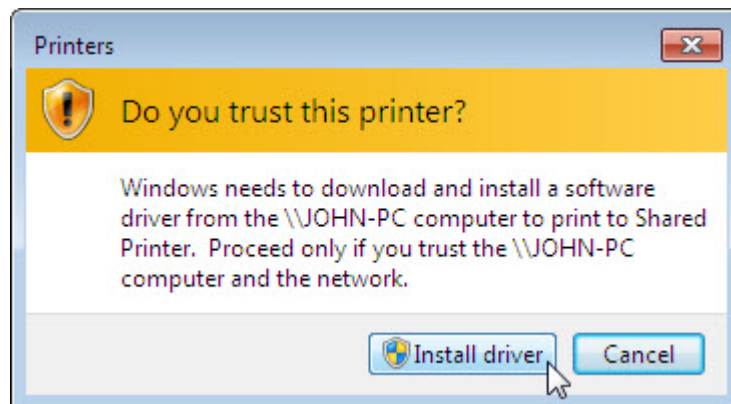The "Searching for available Printers …" page appears.

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 driver**. If User Account Control appears, click **Continue**.

After the drivers install, click **Next** then click **Finish**.
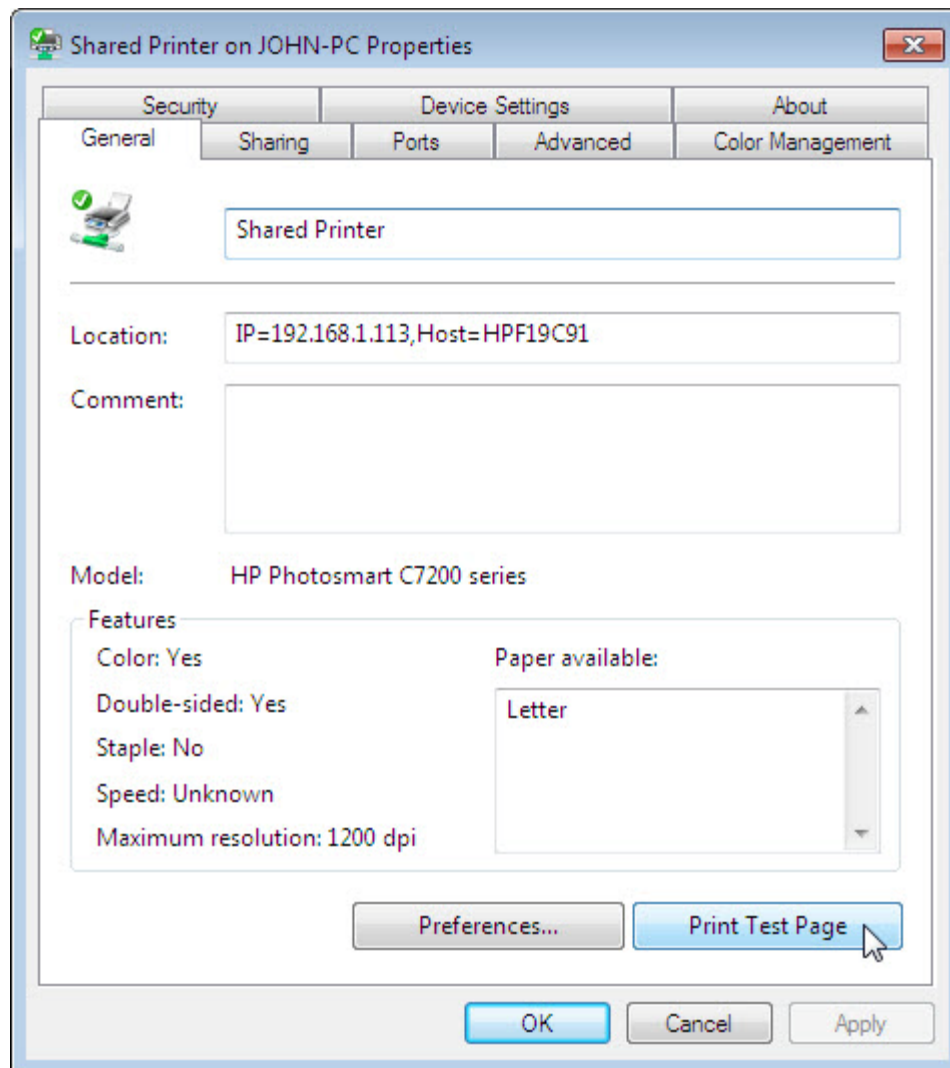
Step 8

Choose **Start > Control Panel > View devices and printers**.

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

The "Shared Printer Properties" window appears.

Choose the **General** tab, and then click **Print Test Page**.

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