

**STUDENT ACTIVITY 4.2\_KEY: UNDERSTAND FILE AND PRINT SHARING**

MTA Course: 10753 Windows Operating System Fundamentals

Topic: Understand file and print sharing

File name: 10753\_WindowsOS\_SA\_4.2\_key

**Lesson Objective**

**4.2:** Understand file and print sharing. *This objective may include but is not limited to:* understanding NTFS and share permissions, HomeGroup, print drivers, and effective permissions; creating public, basic, and advanced shares; mapping drives.

**Resources, software, and additional files needed for this lesson:**

- A workstation with Microsoft® Windows® 7 Professional or Enterprise edition installed
  - All workstations should be on the same network.
- A locally attached printer
- Alternative option:
  - A virtual machine with Windows 7 Professional or Enterprise edition installed

**Directions to the student:**

Complete the following hands-on activities. For some portions of this activity, you will work with a partner. Answer the questions as you work throughout the activity. Note that the screenshots in the activity may look different from your system. Request assistance from the instructor as needed.

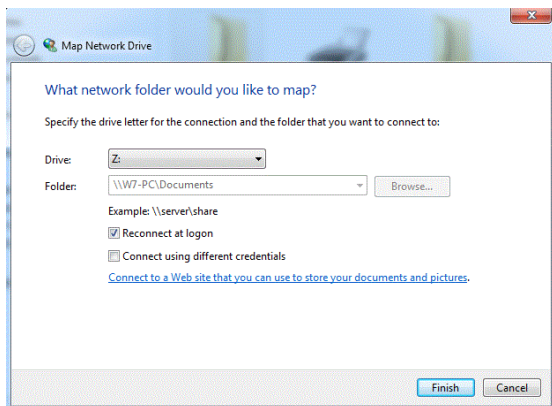
**Create a file share:**

1. Authenticate into your system using the credentials provided by your instructor.
2. Open Windows Explorer. Double-click your secondary drive (if available; otherwise, double-click your system drive).
3. Click the New Folder button on the menu bar and name the folder **Documents**.
4. With the Documents folder selected, click the Share With button on the menu bar and select Specific People.
5. Type in the user name that you logged on with and click Add.

6. Set the permission level by selecting Administrator, clicking the drop-down arrow, and selecting Read/Write. Click Share.
7. Click Done on the next page to confirm that the folder has been shared successfully.

**Work with a partner for the following steps:**

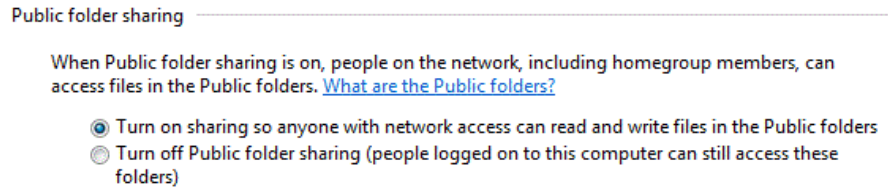
8. Exchange computer names with your partner.
9. With Windows Explorer open, expand the Network option and locate your partner's computer. An Information bar will prompt you to turn on Network Discovery. Enable Network Discovery.
10. Double-click your partner's computer. (You may be asked to provide credentials if you are logging on with a different user account name. If so, provide your partner's credentials.)
11. Locate the Documents share that your partner created.
12. Right-click the Documents share and select Map Network Drive.
13. Review the default settings as shown here. Do not change the settings.



14. Click Finish.
15. You should now see a Z: drive added to your computer in Windows Explorer.
16. Double-click the Z: drive to open the shared folder.
17. Create a text document in the folder and save the file, using your name as the file name.
18. On your own system, open up the shared folder and see if your partner's file has been created.
19. Ask the instructor to verify your work.

**Allow public folder sharing:**

1. Allow public folder sharing by clicking Start, opening Control Panel, clicking Network And Internet, Network And Sharing Center, and Change Advanced Sharing Settings in the left panel.
2. Turn on Public Folder Sharing, as shown here.



3. Click Save Changes.
4. Return to Windows Explorer and browse to your partner's computer.
5. You should see a share named Users.
6. Double-click the Users share.
7. Double-click the Public folder.
8. What folders are available under the Public folder?
  - a. Public Documents
  - b. Public Downloads
  - c. Public Music
  - d. Public Pictures
  - e. Public Videos
  - f. Public Recorded TV (if Media Center is available)
9. Open the Public Documents folder.
10. Create a folder and name it, using your name.

Were you able to accomplish this? \_\_\_\_ Yes \_\_\_\_ No

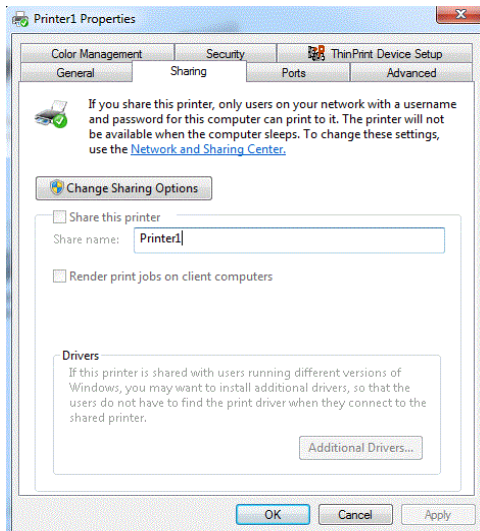
Why or why not? Users have complete access to Public Folders.

11. Click your local libraries. Open Documents, and then open Public Documents.
12. Is your partner's folder created? \_\_\_\_ Yes \_\_\_\_ No
13. Ask the instructor to verify your work.

**Sharing printers:**

1. Verify that the File And Printer Share option is enabled for your firewall profile. Use what you have learned by turning on Public Folders to verify if your printer sharing is enabled. This setting must be enabled for you to continue this activity.

2. Access the Devices and Printers window by clicking Start, then clicking Devices And Printers.
3. Locate your locally attached printer.
4. Right-click your printer and select Printer Properties.
5. Click the Sharing tab, as shown here.

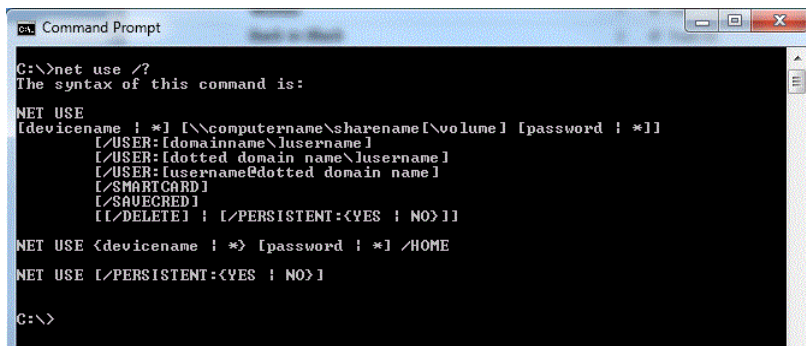


6. Click Change Sharing Options.
7. Check Share This Printer.
8. Use your name for the Share Name.
9. Click OK to close the printer Properties dialog box.
10. Using what you have learned, browse to your partner's computer and locate the shared printer.
11. Right-click the printer and select Connect. This will download and install any necessary drivers to allow you to print to the shared printer.
12. You may be asked if you trust this printer. Click Install Driver.
13. Open your Devices And Printers console.
14. Is your partner's printer installed? \_\_\_\_ Yes \_\_\_\_ No
15. Open the text file that you created in your partner's share.
16. Add the following text to the document: **Hello Partner!**
17. Print this text file to your partner's printer by choosing File and then Print.
18. Select the printer that you installed from your partner's computer.
19. Did the document successfully print? \_\_\_\_ Yes \_\_\_\_ No

20. Have your instructor verify your work by checking your devices and printers and printed documents.

### Command-line drive mapping (time permitting):

1. You can map network drives to shares using the command line.
2. Open a command prompt by clicking Start, typing **command** in the Search Programs And Files box, and pressing ENTER.
3. At the command prompt, type the following:
  - a. `net use /?`
4. This will display the syntax for using the `net use` command, as shown here.



```

C:\>net use /?
The syntax of this command is:

NET USE
[deviceName : *] [\\computername\sharename[volume] [password : *]]
[\\USER:[domainname\username]
[\\USER:[dotted domain name\username]
[\\USER:[username@dotted domain name]
[\\SMARTCARD]
[\\SAUCREDD]
[\\DELETE] | [/PERSISTENT:<YES | NO>]]

NET USE <deviceName : *> [password : *] /HOME
NET USE [/PERSISTENT:<YES | NO>]

C:\>
  
```

5. At the command prompt, type **net use** and press ENTER.
6. What is displayed?  
Network mapped drives should be present. Z:
7. Now type the following:  
`net use y: \\partnerscomputername\documents` and press ENTER.  
Hint: `net {space} use {space} y: {space} \\partnerscomputername\documents`  
Be sure to put spaces between commands and arguments.
8. Open Windows Explorer. Do you have a Y: drive now mapped to your partner's document share? \_\_\_\_ Yes \_\_\_\_ No
9. Type the following:  
`net use *\\partnerscomputername\documents` and press ENTER.
10. Return to Windows Explorer. What just happened?  
A drive should now be mapped to X:. The \* uses the first available drive letter starting at Z:
11. At the command prompt, type **net use** and press ENTER.
12. You should now have drives mapped to X:, Y:, and Z:
13. Ask the instructor to verify that you have mapped all the drives correctly.