

## Step-by-Step

# Setting up File Sharing on a Macintosh with System 9.x

Setting up file sharing on your computer will allow you, as well as others, to access information directly off your hard drive. Remember the iBook does not have a floppy drive to transfer files to and from another computer. This information will help you set up a User and allow that person to access a specific folder on your computer.

### Setting up a shared folder

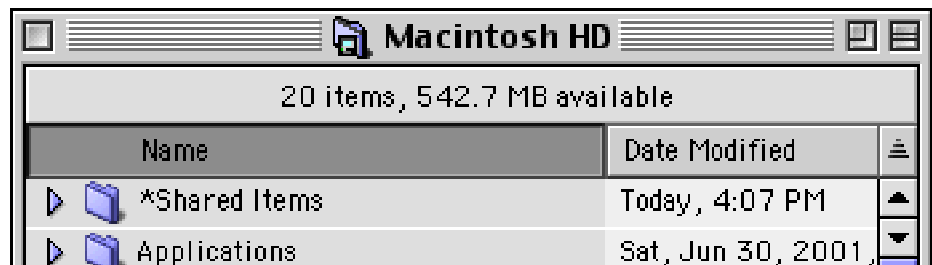
1. In the **Chooser** make sure that AppleTalk is active



2. From the **Apple Menu**, select **Control Panels -> File Sharing**.
3. Click the **'Start'** button under **File Sharing** to start file sharing, then close the window.

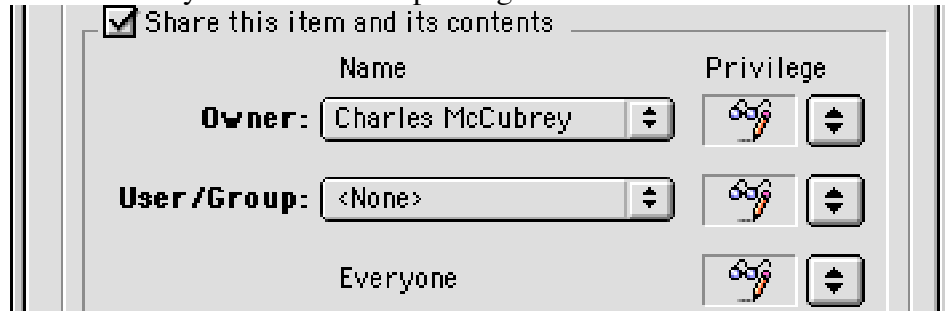


4. Create a new folder on the main level of your hard drive and give that folder a recognizable name, like **'\*Shared Items'**



5. Click on the folder once to select it

6. From the **File Menu**, select **Get Info-> Sharing**
7. Click in the box called 'Share this item and its contents' also click onto the privilege menu for Owner, User/Group, and Everyone so that they have read/write privileges. Then close the window



## Set up a new user

From the **Apple Menu**, select **Control Panels -> File Sharing**.

1. Select the **Users & Groups** tab, then select **New User**.

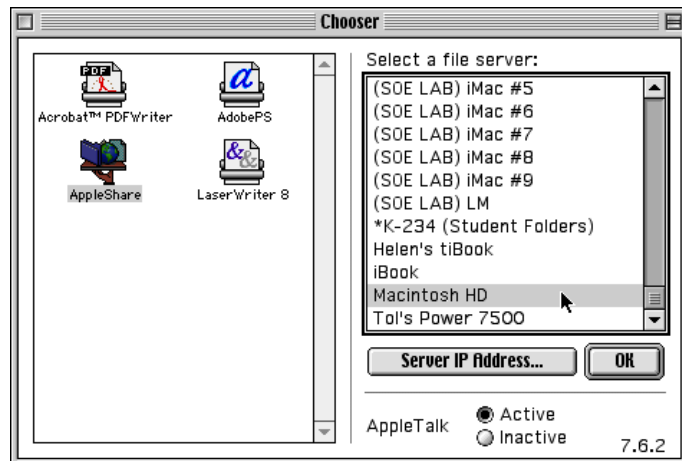


2. Enter a User Name and a password that you would like a person to use to access your shared files. Then close the window
3. To allow guests to connect to your computer, double click on the **Guest** user in the **Users & Groups** window
4. Click on the **Show:** pulldown menu and select **Sharing**
6. Click on the box to check "Allow guests to connect to this computer." Close the window



## Accessing a shared folder

1. Under the **Apple Menu**, in the **Chooser**, make sure that AppleTalk is active
2. In the **Chooser**, select AppleShare from the left side of the window and then double click on the name of the computer that you want to connect to.



3. Once you double click on the file server, a new window will appear for you to type in your name and password which *are* case sensitive  
If you are connecting as a guest, click the guest button without a name and password
4. Once your name and password are entered, click **Connect**.



5. A new window will appear with the folder that you have permission to access. Click on the item and then the 'OK' button. Do not click inside the small box.
6. That folder will now be accessible as a new icon on your desktop.

This document was compiled by Charles McCubrey, based on a tutorial written by Helen Barrett