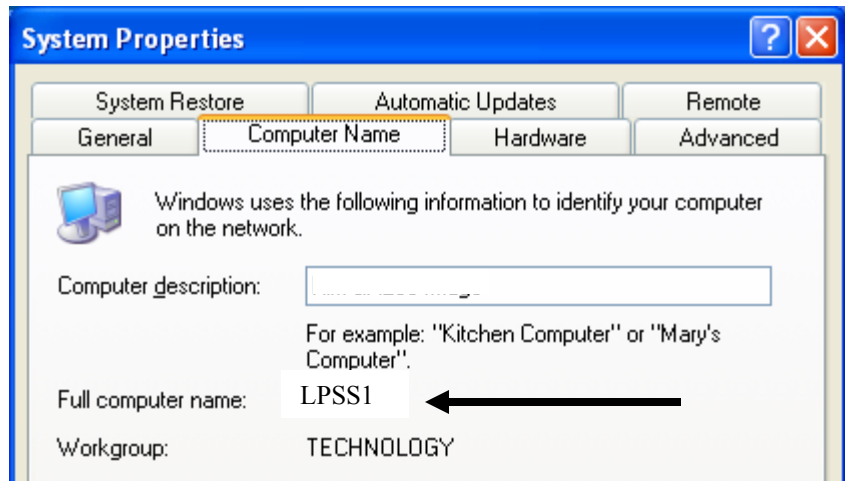


SHARING XP FILES

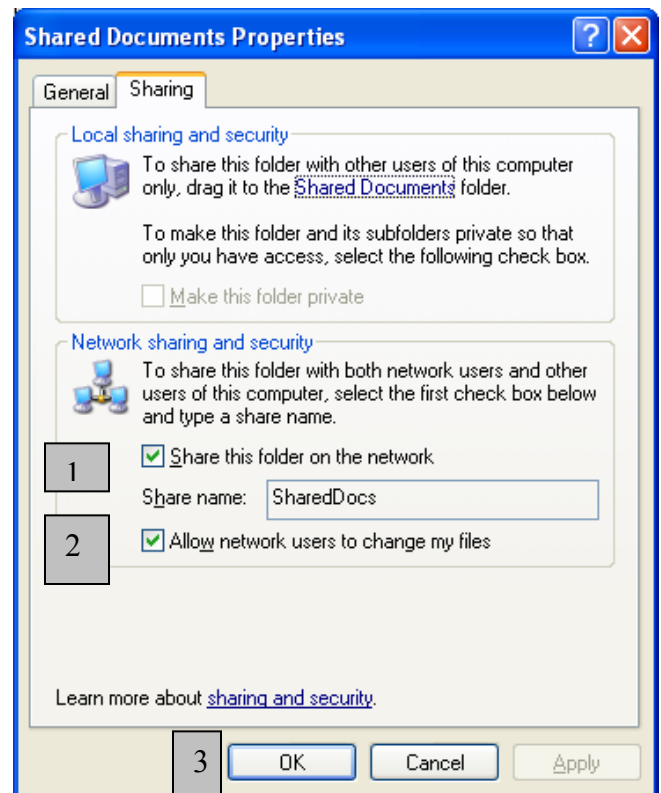
The laptop SUITcases have Deep Freeze installed so data cannot be saved to the hard drive of the laptops. The following are instructions that will allow students using the laptops to save their files in a folder on the teacher's XP machine (useful for large files, such as PowerPoint or for whole class presentation using the teacher's Averkey).

You will need to know the name of the teacher's computer. On the desktop, right click on My Computer and choose Properties. The System Properties window opens. Click the Computer Name tab. The second line will show Full computer name. Make a note of the name. Close this window.



On the desktop double click My Computer and navigate to the folder you want to share. It is recommended to use the Shared Documents folder that comes on all XP Machines--you will see it in the list. In that folder, the teacher can add folders with students' names if desired. Right click on the Shared Documents folder and choose Sharing and Security.

1. Click "Share this folder on the network" box and the Share name will automatically appear in the Share Name box.
2. In order for students to make changes to their files, click the next box, otherwise files will be "Read Only".
3. Click OK button once all choices are made.



OPENING or SAVING TO SHARED DOCUMENTS FOLDER on XP machine:

On laptop machines: In any program (Word, PowerPoint, etc.), choose Open or Save As command.

1. In the Look In box, use the drop down arrow and choose Network Neighborhood.
The name of the teacher machine may appear in the list--proceed to Step 3. If it does not appear, go to Step 2.
2. Click Entire Network icon.
3. Double click on teacher's computer name that contains shared folder.
4. The shared folder will be listed.
5. Choose either to Open a file in the Shared folder or Save, depending on which operation you are performing.