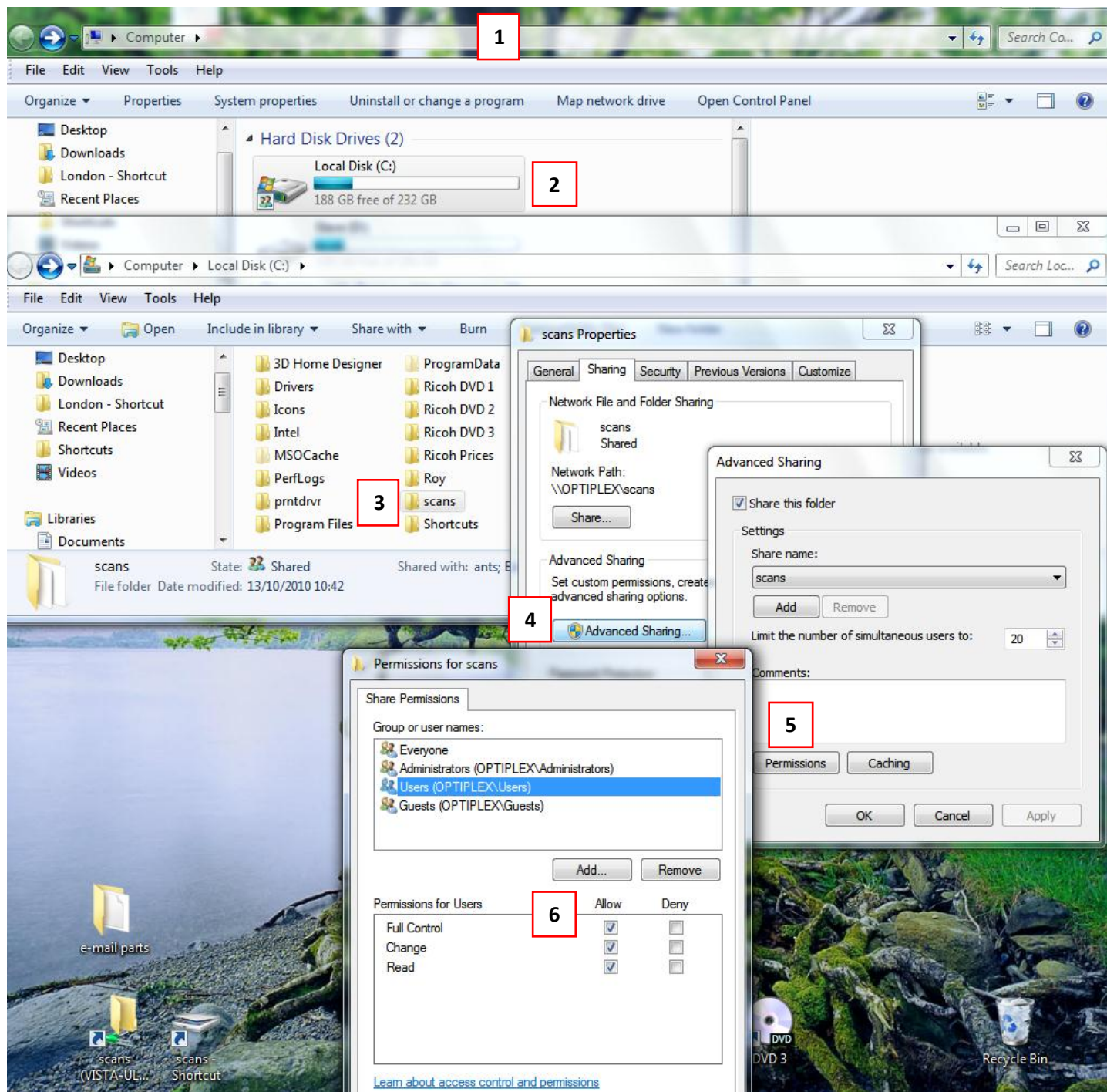


Folder Sharing and Permissions: Windows 7 and Windows Vista



1 – Double click “MyComputer”

2 – Double click the Main Hard Disk Drive [eg. Local Disk(C:)]

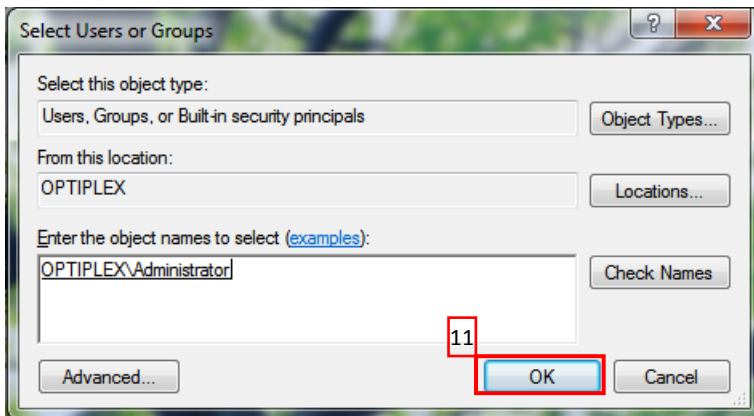
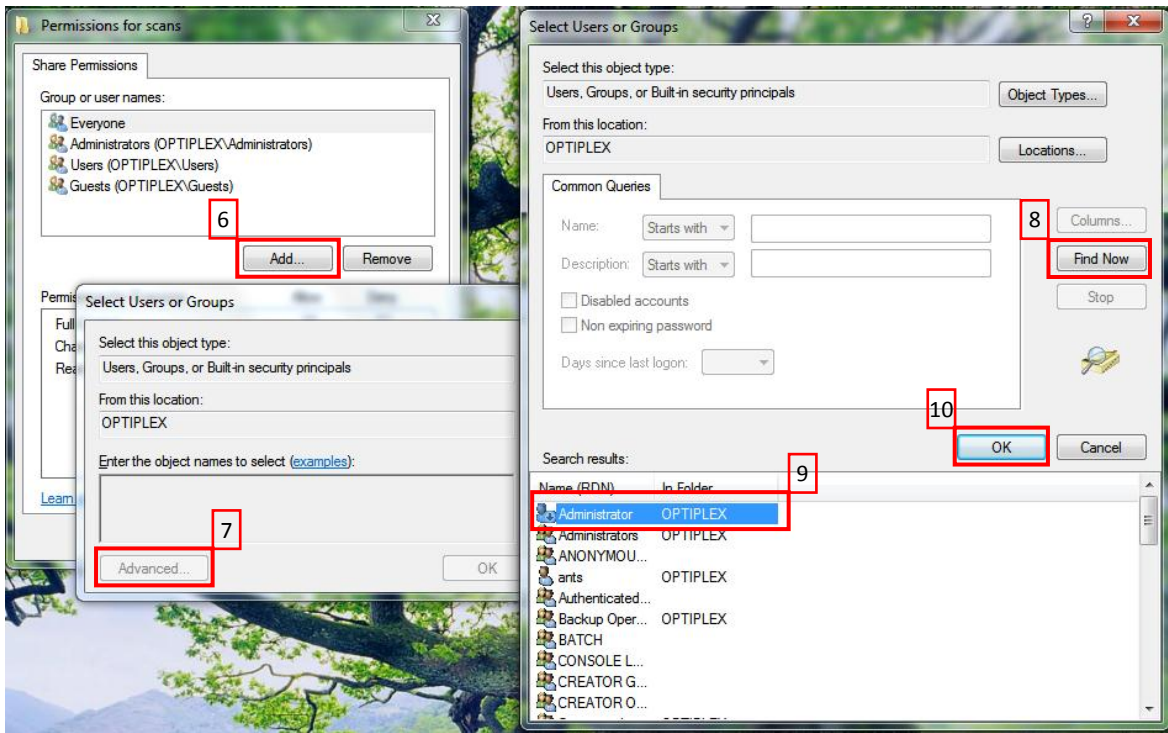
3 – Right click in empty space, and create a “New>Folder”, name it [eg.scans]

4 – Right click the folder and click “Properties”, click on “Advanced Sharing”

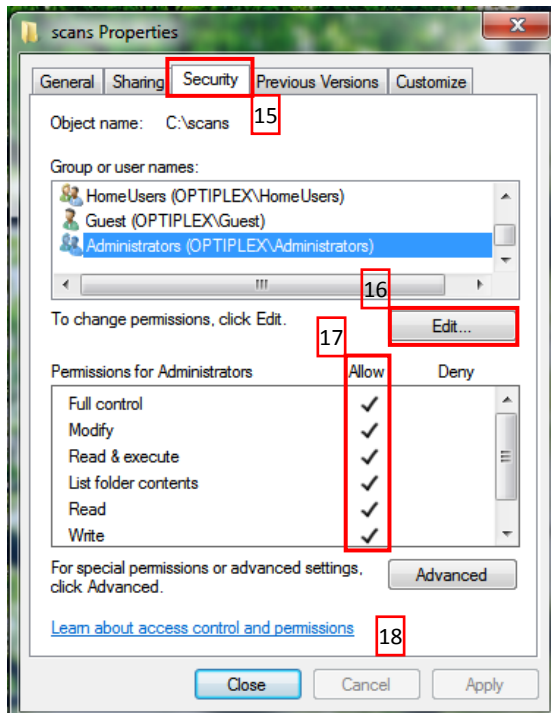
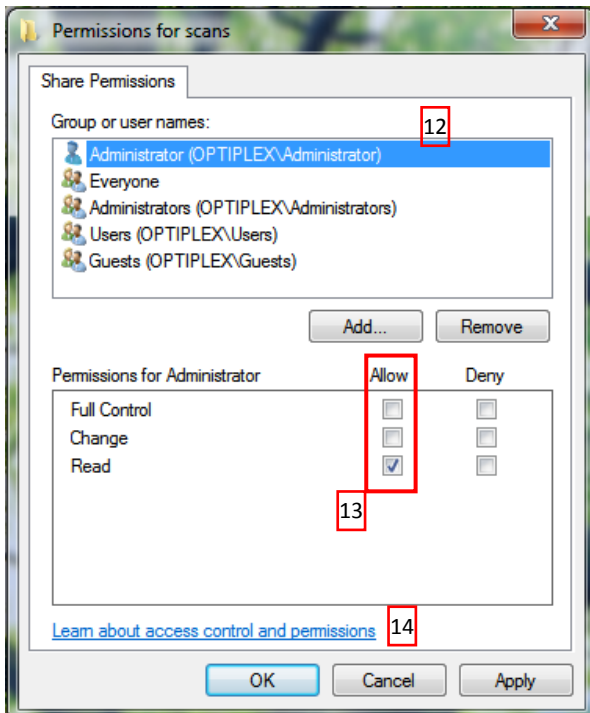
5 – Put a tick in the “Share this folder” box, then click “Permissions”

6 – Grant “Full Control” to selected Groups and Users

[to add other “Groups and Users” see next page]



- From STEP 6 on the previous page click:
- 6 - Add
 - 7 - Advanced
 - 8 - Find Now
 - 9 - Select Group/User
 - 10 - OK
 - 11 - OK
 - 12 - Select the newly added group/user
 - 13 - Allow [tick all box's]
 - 14 - Then 'Apply' and 'OK'



- 15 - Select the 'Security Tab
- 16 - highlight groups/users individually to check that they have 'Full Control' - IF NOT-
- 17 - click 'Edit' and click the 'Full Control' tick box [do this for all Groups/Users] - [click ADD to add other Groups/Users to security, follow steps 6>14]
- 18 - then 'Apply' and 'OK'