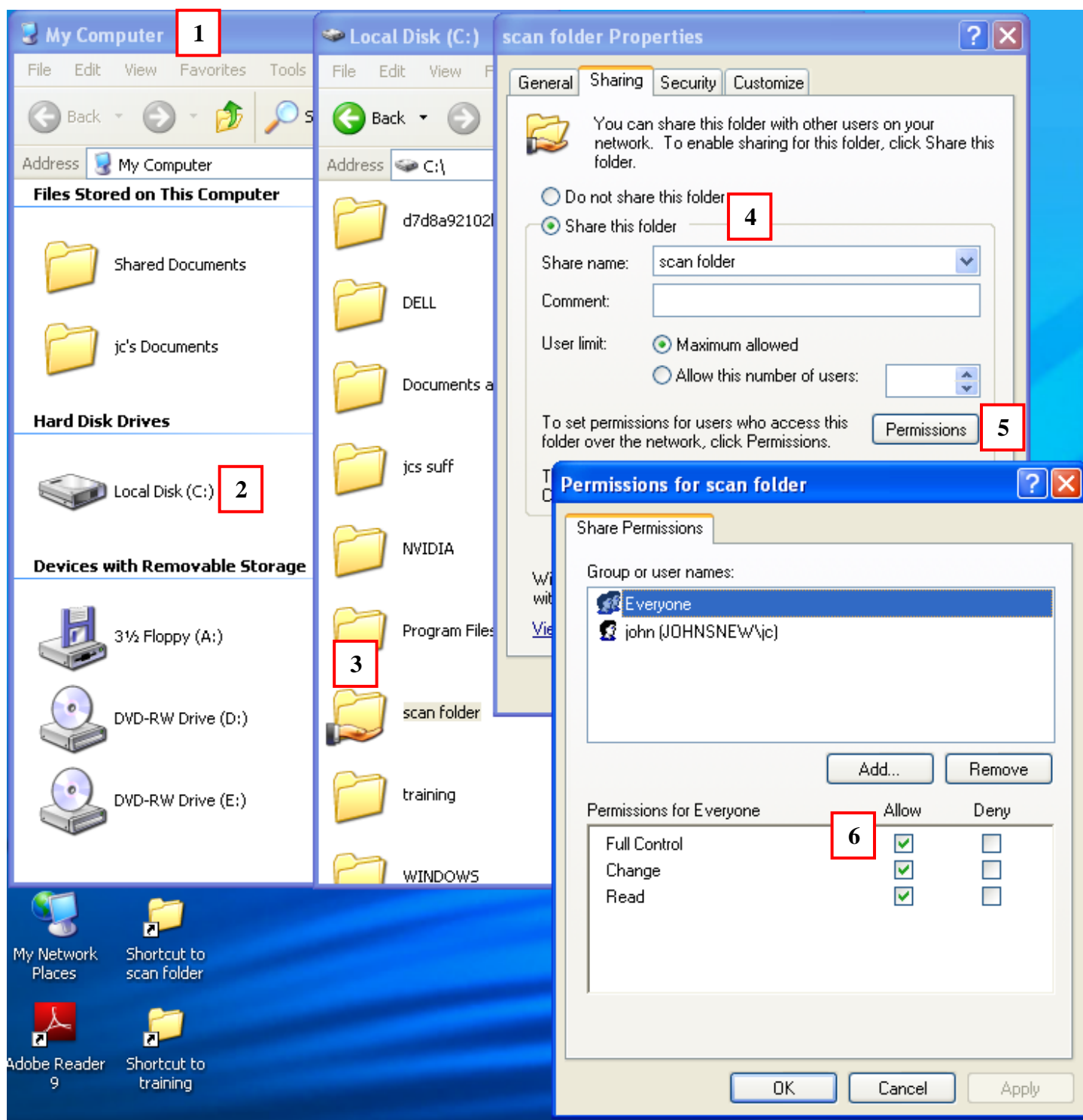
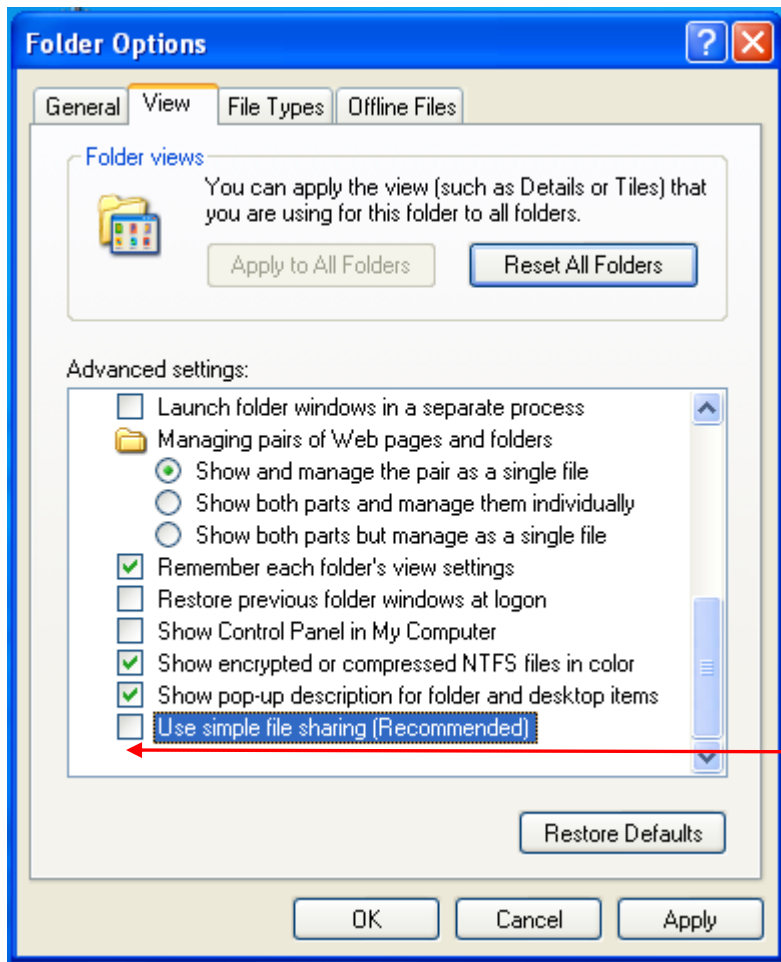


## Folder Sharing and Permissions: XP Pro



- 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]  
Right click this new folder and open the Properties, open the Sharing Tab
- 4 – Tick “Share this folder”
- 5 – Tick “Permissions”
- 6 – Highlight each Group or User and “Tick” the “Full Control” tick box > apply > ok.

Note: If you don't see the Properties window in step 3 in the above format see next page

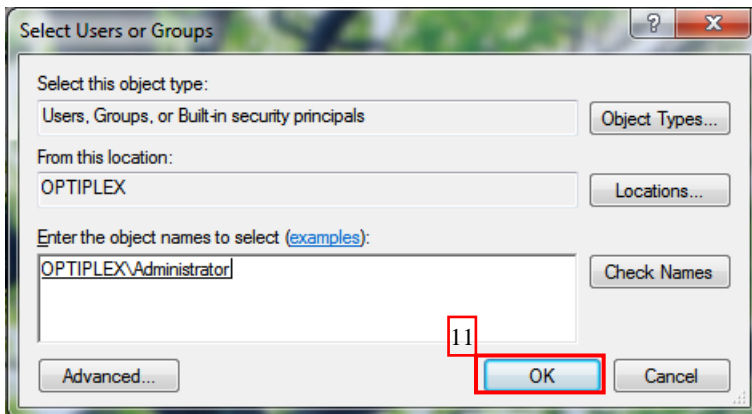
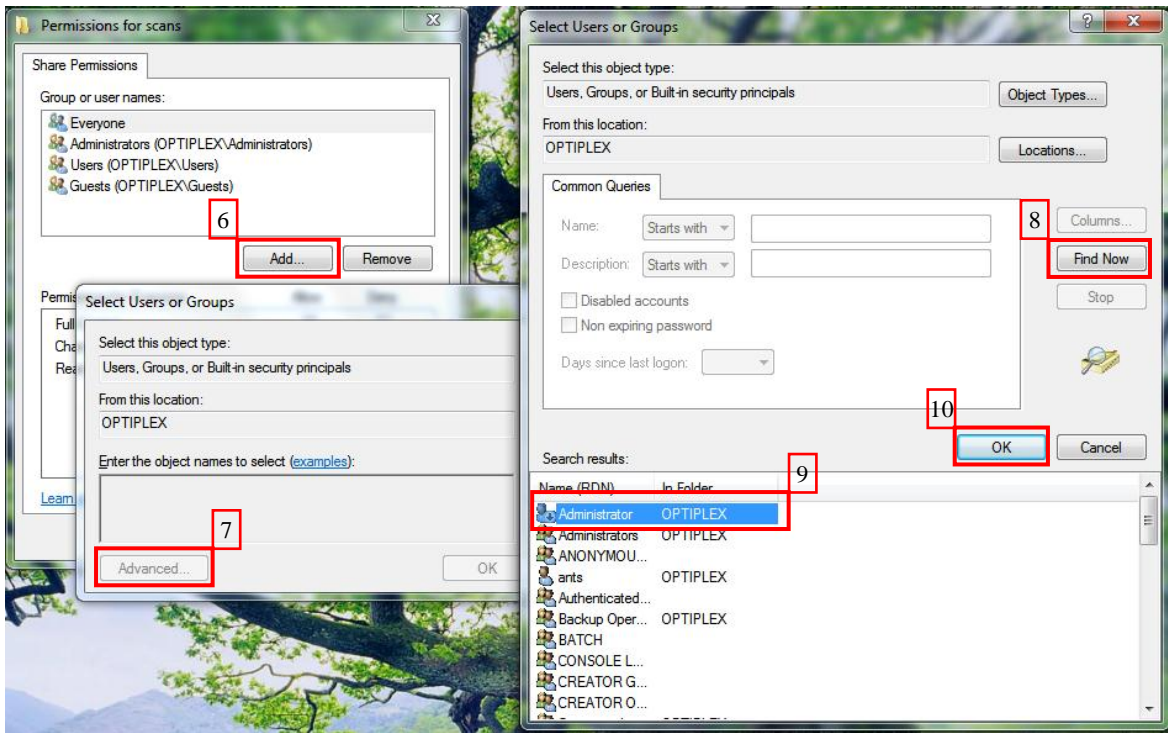


Click on control panel

- Folder Options
- View Tab
- At the bottom of the Advanced settings: list
- Un-tick Use simple file sharing
- Apply > OK

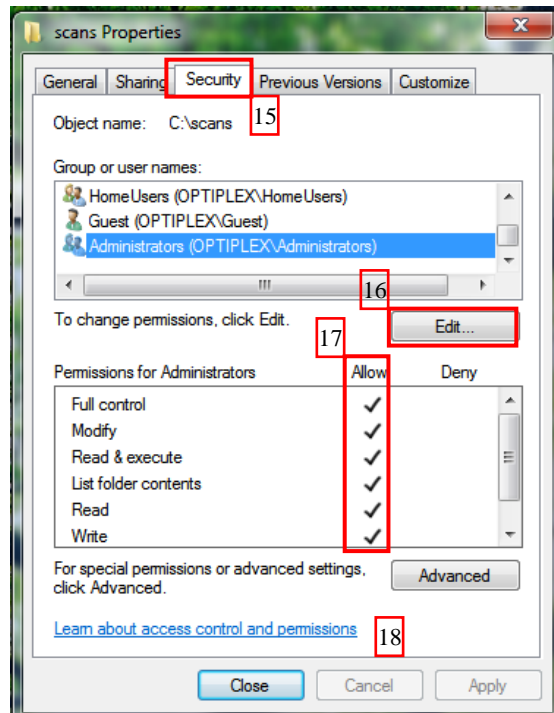
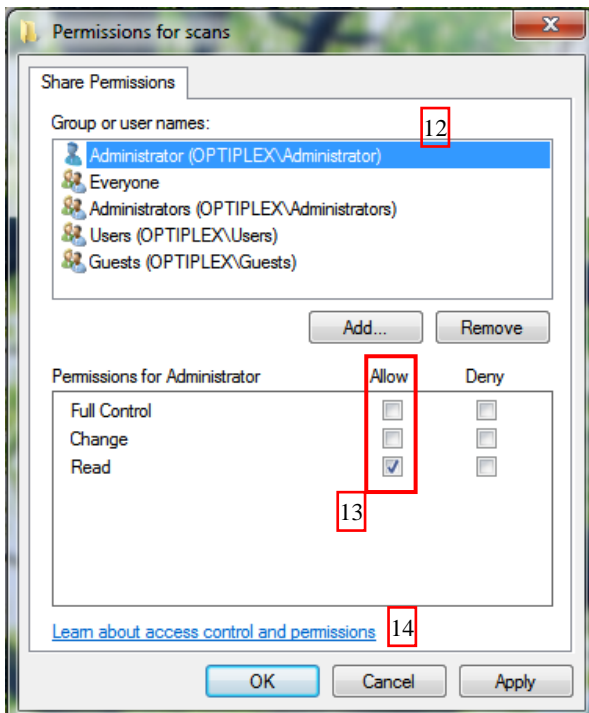
[If ticked the sharing options are the same as those of XP Home]

[to add other "Groups and Users" see the 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'