

G.P.SOLAPUR

Practical 6

1) Share a printer and file on a network.

1) What is file sharing?

→ File sharing is the practice of distributing or providing access to the digital media such as computer programs, multimedia files, documents, presentations or electronic books.

2) What is printer sharing?

→ Printer sharing is the process of allowing multiple computers & devices connected to the same network to access one or more printers.

3) What are the advantages of file sharing?

→ Saves time
Eliminates multiple file versions
Saves money
Prevents data loss.

4) Advantages of printer sharing

→ 1) Saves money
2) Reduced maintenance

☛ Steps to share file in network.

- 1) create file
- 2) Right click → properties → sharing tab → advanced check box ☒ share this file/folder.
- 3) select permission
- 4) → control panel → Network & internet → Network & Sharing Centre.
- 5) Advanced sharing centre setting and turn on sharing
- 6) Ensure you can connect to another PC
- 7) Access the file.

☛ Steps to share printer.

- 1) settings → ~~printer~~ devices → printers & scanners.
- 2) click on printer you want to share.
→ manage → properties → sharing tab
- 3) → share this printer.
- Done.