

2. Right-click the folder and choose Properties from the contextual menu.

This action brings up the Properties dialog box for the folder.

3. Click the Sharing tab.

The Sharing tab comes to the front, as shown in Figure 13-9.

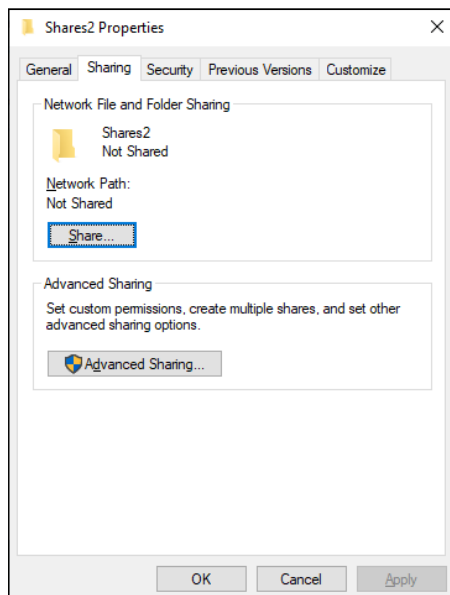


FIGURE 13-9:
Manually
share a folder.

4. Click the Advanced Sharing button.

The dialog box shown in Figure 13-10 appears.

5. Select the Share This Folder check box to designate the folder as shared.

The rest of the controls in this dialog box are unavailable until you select this check box. (In Figure 13-10, I had already checked the Share This Folder box.)

6. Enter the name that you want to use for the share in the Share Name field and then enter a description of the share in the Comments field.

The default name is the name of the folder being shared. If the folder name is long, you can use a more succinct name here.

The description is strictly optional but sometimes helps users determine the intended contents of the folder.