

This chapter shows you how to turn your humble Windows client computer into a server computer so that other computers on your network can use your printer and any folders that you decide you want to share. In effect, your computer functions as both a client and a server at the same time. A couple of examples show how:

- » It's a **client** when you send a print job to a network printer or when you access a file stored on another server's hard drive.
- » It's a **server** when someone else sends a print job to your printer or accesses a file stored on your computer's hard drive.

Enabling File and Printer Sharing

Before you can share your files or your printer with other network users, you must set up a Windows File and Printer Sharing feature. Without this feature installed, your computer can be a network client but not a server.

If you're lucky, the File and Printer Sharing feature is already set up on your computer. To find out, open Windows Explorer and right-click Desktop in the Navigation pane. If the menu includes a Share With command, File and Printer Sharing is already set up, so you can skip the rest of this section. If you can't find a Share With command, follow these steps:

- 1. Click the Start button, type Network and Sharing Center, and press Enter.**

This step opens the Network and Sharing Center.

- 2. Click Change Advanced Sharing Settings.**

The Advanced Sharing Settings page is displayed.

- 3. Click the down arrow next to the network you want to enable file and printer sharing for.**

- *For a home computer:* Click the down arrow next to Home or Work (Windows 7) or Private (Windows 8 and later).
- *For a computer in a public location:* Click the down arrow next to Guest or Public.
- *For a computer connected to a domain network:* Click the down arrow next to Domain.

Figure 4-1 shows the settings for a Domain network. The settings for a Home, Guest, or Public computer are the same.