

To share a printer, follow these steps:

1. Open the Control Panel.

- *Windows 10, 8.1, and 8:* Press the Windows key, type **Control**, and then click the Control Panel icon.
- *Windows 7:* Choose Start ⇨ Control Panel.

2. Click Devices and Printers.

3. Right-click the printer that you want to share and choose Printer Properties.

The Properties dialog box for the printer appears.

4. Click the Sharing tab.

The Sharing tab appears, as shown in Figure 4-4. Notice that the options for sharing the printer are disabled.

5. Select the Share This Printer option.

6. (Optional) Change the share name if you don't like the name suggested by Windows.

Because other computers will use the share name to identify the shared printer, pick a descriptive name.

7. Click OK.

You return to the Printers folder. The icon for the printer is modified to indicate that it has been shared.

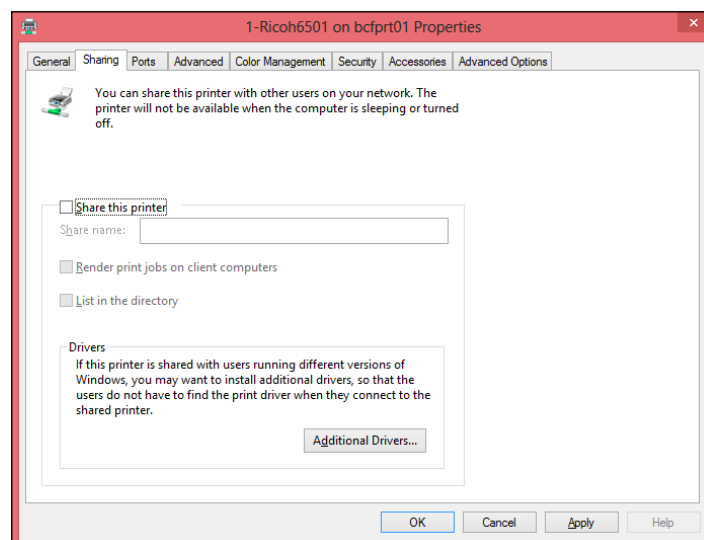


FIGURE 4-4:
Sharing a printer.