

## How to Share Files in Windows 7

Set a Password for your Admin on the computer you will be sharing files from, what I call your Hosting Computer. If you don't like to enter a password each time you logon, there will be information on how to accommodate this further below.

### Step 1 - Set Your Password:

- 1) From the Start Globe, Go to the Control Panel, and access User Accounts.
- 2) Set your Password to something you will remember.

### Set your Computer so that you don't have to enter your Password each time you logon:

- 1) Select the Start Globe and in the Search field at the bottom of the panel enter "run" and press enter.
  - 2) In the Open field enter "control userpasswords2" and press enter.
  - 3) In the User Accounts panel, uncheck the box stating that "Users must enter a user name and password to use this computer", press Apply and then OK.
- Now you will not have to enter a password each time you start the computer.

### Step 2 - Name your Computer and Work Group:

- 1) Select the Start Globe and Right Click on Computer
- 2) Select on the Properties option.
- 3) In the Computer Name, Domain, and Work Group area, click on the "Change Settings" link on the right.
- 4) In the System Properties panel with the Computer Name Tab selected, press the Change button in the lower center of the panel.
- 5) In the Computer Name/Domain Changes panel, enter a **Unique** Computer Name, avoid using spaces or special characters. Also, you will need to enter your Work Group Name. This too should be a simple name for you to remember, and I would avoid spaces and special characters. Not a requirement, just a better practice.
- 6) Press OK on the Computer Name/Domain Changes panel, and the Apply and OK on the System Properties panel.
- 7) You will then have to reboot your computer to register the changes.
- 8) Then you will need to perform the above 7 items for each computer you want to share files with, making sure each computer has a **Unique Name** and the **exact same Work Group Name** for each computer.

### Step 3 - Set the Sharing Settings on the RVPark folder to share the files:

**NOTE:** I typically recommend if you are going to Network computers to share the RV Park license, that the RVPark directory is in the Root directory structure (like: C:\RVPark) as opposed to the Program Files area (Like: C:\Program Files (x86)\RVPark).

- 1) On the Hosting Computer that has the RV Park License, select the Start Globe and Right Click on Computer.
- 2) Navigate to be able to see the RVPark folder. Generally, in the Left side of the panel select the (C:) drive under the Computer icon, which should show all of the folders in the Right side.

- 3) Right click on the RVPark folder and select the Properties option at the bottom of the list.
- 4) In the RVPark Properties panel, select the Sharing Tab. Press the Advanced Sharing button. Click on the Share this folder, use RVPark for the Share Name, press the Permissions button, click on the Full Control Allow box, and press the Apply and OK buttons. Click on the Apply and OK buttons on the Advanced Sharing panel.
- 5) Now you can see the Network Path for the directory and you are ready to go to the other computer and connect to the folder. You may want to notate the Network Path before closing the panel.

#### **Step 4 - Connect the Second Computer to the Shared Folder RVPark**

**NOTE:** There are 2 ways to set your Path for the Database in RV Park Software. a) In the RV Park Setup Park Information area; or b) directly edit the Path.txt file in the RVPark folder. You can also use the Network Path you copied down from the Hosting Computer; or you can Map a Network Drive to the folder on the Hosting Computer.

- 1) On the second computer, launch the RV Park Software. Press the Setup button. Press the 1) Campground Information button.
- 2) Midway down on the Left side of the panel is the Database Path field. Enter the Network Path from the Hosting Computer or the Mapped drive name and Save the update. Press Yes and restart the program. You should be linked to the Hosting Computer.
- 3) Be sure you set the Running Multiple Computers option in the Network Settings area of the 1) Campground Information panel and Save the changes on both computers.

**NOTE:** The Hosting Computer must be turned on and on the Network for this to work.

Please provide any feedback on these procedures.