

File Sharing



If you were working in another room and saved your work on that machine you would have to go back to that machine to carry on working. But with file sharing you can link to or share the hard drive of that mac from the mac you are using. To do this you need to select the apple pull down menu on the top left of the screen. Then select CHOOSE and highlight APPLE-SHARE in the top left window of the chooser. Then select ACADEMIC CAERLEON in the AppleTalk Zones window below. A list of all Macs that are online will then appear in the Select a file server window on the right.

A window will then open asking you for a registered user name and a password, these will both be the same - the name of the Mac you wish to access and then click ok. After confirming the Mac hard drive the icon should appear on your desktop. Then simply locate your work and copy across to the Mac you are working on. Once copying is complete, and you do not need the shared drive, disconnect by dragging the icon to the wastebasket icon on your desktop.

Do not open a file via AppleShare located on another Mac. Always copy it first, otherwise performance will be affected and system errors may occur

Problems solved

The Mac you need to share is not in the list. Is it switched on? Check the folder icon on the control strip states file sharing is on. Check AppleTalk is set to ethernet in the AppleTalk control panel. Make sure Academic Caerleon is the zone selected. If no zones available appears seek help from staff.

The user name and password is wrong! Use lowercase only, make sure caps lock is off on the keyboard.

I can't copy from one computer to another! You can only copy files you have created from one Mac to another. You can't copy fonts or applications.

My Mac is taking ages to do anything! You are still linked to the Mac you were copying from. Quit all applications and drag the shared disk icon to the bin to disconnect. Then re-open your document to work on it.

Somebody else may be sharing your Mac to copy their work from the disk on your machine.