

AppleShare Client 3.8  
User's Manual

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# AppleShare Client User's Manual

## How to Use This Manual

This manual describes how to upgrade and use your AppleShare Client software. You may want to print a copy of this manual so that it is available for easy reference.

## System Requirements

You'll get the best performance from your AppleShare network and access to new features (such as canceling a connection that is taking a long time to establish itself) by installing the AppleShare Client software.

- *For AppleShare Client 3.8.3:* For added enhancements, including much greater performance, Mac OS 8.6 or later is recommended. Mac OS 8.1 or later is required.
- *For AppleShare Client 3.8:* Mac OS 7.6 or later is required.

## Updating Your System Software

To use AppleShare Client 3.8.3, you need to upgrade your system software to Mac OS 8.1 or later and configure your AppleTalk and TCP/IP control panels. Contact your server administrator for more information.

**Note:** If you upgraded from Mac OS 8.1 to a later version, or if you used the Mac OS Setup Assistant and the Internet Setup Assistant after installing Mac OS 8.1, then your AppleTalk and TCP/IP settings are already set up.

**Note:** To determine the system software version your computer is using, choose About This Computer from the Finder's Apple (🍏) menu.

## Updating Your AppleShare Client Software Over a Network

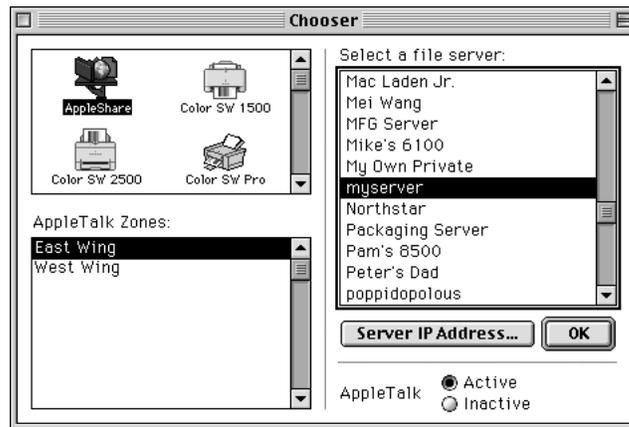
After you have upgraded to Mac OS 8.1 or later, you can update your AppleShare Client software by installing AppleShare Client. If your AppleShare IP administrator has made the software available to you on the network, you can perform the update by logging on to the file server.

**Note:** To determine what version of AppleShare your computer is using, select the AppleShare icon in the Extensions folder inside your System Folder. Then choose Get Info from the Finder's File menu.

To log on to a file server to install AppleShare Client, follow these steps:

- 1 Choose the Chooser from the Apple () menu.
- 2 Select the AppleShare icon in the upper-left box of the window.
- 3 If your network is divided into zones, click the zone in which the file server is located in the AppleTalk Zones list.

Your network administrator should tell you the name of the zone (if any) to select. After you choose a zone or if there are no zones, AppleShare file servers appear in the upper-right corner of the window.



**Note:** Depending on the version of system software that your computer is using, the Chooser window may look slightly different.

- 4 Click the name of the file server that is sharing the AppleShare Client software in the "Select a file server" list.

Your network administrator should tell you the name of the file server to select.

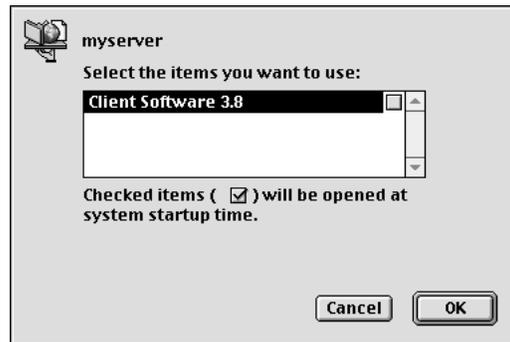
- 5 Click OK.

A dialog box similar to the following appears.



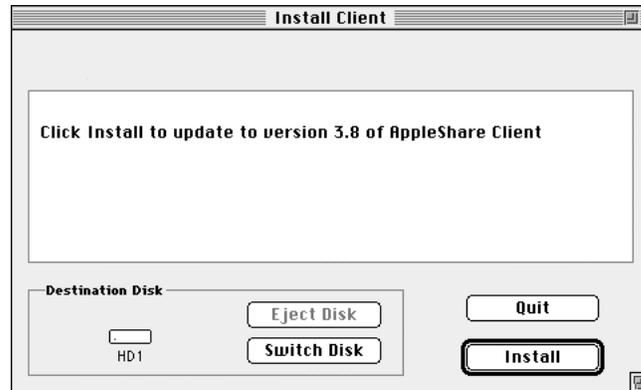
- 6 Click Guest to log on as a guest user. (If guest access isn't allowed on the file server, the Guest button is not available.) Or click Registered User and enter your name and password.
- 7 Click OK.

A dialog box similar to the following appears.



- 8 Select the volume that contains the AppleShare Client software and click OK.  
Your network administrator should tell you the name of the volume to select.  
The icon for the selected volume appears on your desktop.
- 9 Double-click the icon for the volume that appeared on your desktop. Then open the AppleShare Client folder.
- 10 Double-click the Installer icon in the AppleShare Client folder.  
A license agreement appears.

- 11** To display the license agreement in the language that is appropriate for you, choose a language from the pop-up menu.
- 12** Read the license agreement and if you agree to its terms, click Agree.  
The following dialog box appears.



- 13** Verify that your computer's startup disk is named in the Installer window as the destination disk.  
If the wrong disk is shown, click Switch Disk until the name of your startup disk appears.
- 14** Click Install.
- 15** When a message tells you that installation is complete, restart your computer.

## **AppleShare Client Quick Reference**

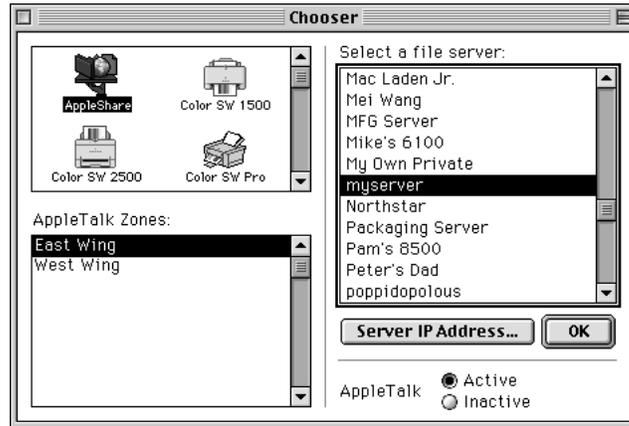
This section provides at-a-glance directions for the most common AppleShare tasks. Your AppleShare IP or network administrator should be able to help you with any of these tasks.

### **Connecting to a Server**

You can use the AppleShare software to connect to a file server on your network.

- 1** Choose the Chooser from the Apple () menu.
- 2** Click the AppleShare icon in the upper-left box of the window.

If your network contains zones, they are listed in the AppleTalk Zones list. (If your network has no zones, this list does not appear.) When you select a zone, AppleShare file servers in that zone are listed in the upper-right portion of the window.



- 3 Click the zone (if any) and the file server you want to connect to.

Your network administrator should tell you the name of the zone (if any) to select.

**Important** A file server may be available in more than one zone. For best performance, connect to a server in the same zone as your own computer. (Your computer's zone is displayed in the "Current zone" pop-up menu in the AppleTalk control panel.)

If your computer and the file server are set up for TCP, the connection is made over TCP automatically. Otherwise, the connection is made over AppleTalk.

**Note:** If the server and client are not on the same AppleTalk network, the server may not appear in the "Select a file server" list. To connect to the server, click the Server IP Address button and enter the server's IP address or DNS name in the dialog box that appears. Then click OK.

- 4 Click OK.

If it takes more than a few seconds to contact the server, a connection status box appears. When your computer is connected to the server, a dialog box similar to the following appears.



- 5 Click Guest to log on as a guest user. (If guest access isn't allowed on the file server, the Guest button is not available.) Or click Registered User and enter your name and password.
- 6 Click OK.
- 7 In the window that appears, click the name of the volume or volumes you want to use.

If you click the checkbox next to the name of a volume, your computer will connect to the volume automatically the next time it starts up.

**Warning** Don't connect to more than one volume with the same name—even if the volumes are in different zones; they may actually represent the same volume located on a server that can be accessed in several zones. If you log on to the same server in two zones and you attempt to copy files or folders from one volume to another, data loss will occur.

**Note:** The files and folders that you can see on the server depend on the access privileges that your administrator has assigned to the volume. For more information about access privileges, ask your administrator or see "About Access Privileges" on page 9.

- 8 Click OK.

When the connection is made, the selected volume appears on your desktop. To see the files and folders it contains, double-click the volume's icon.

**Note:** To determine whether you have connected to a server over TCP or AppleTalk, select a volume's icon and choose Get Info from the Finder's File menu.

- 9 Close the Chooser.

## Disconnecting From a File Server

To disconnect from a file server, drag the icon of the server to the Trash. (Or select the volume and choose Put Away from the File menu.)

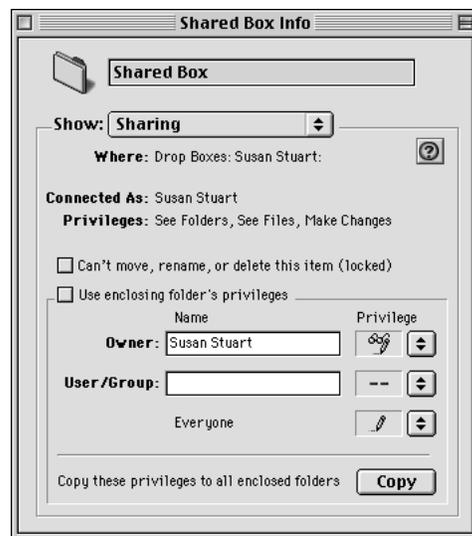
You are disconnected automatically from the server when you shut down your computer. The administrator can also disconnect you from the file server.

## About Access Privileges

Access privileges determine what files and folders you and other users on a file server can see or change. The owner of a folder can set access privileges for three user categories: Owner, User/Group, and Everyone.

- “Owner,” by default, is the user who created a folder that is shared over a network. All files and folders on the file server are owned by the AppleShare IP server administrator. The AppleShare IP server administrator can also change the owner of a folder on the file server.
- “User/Group” is any registered user or group in the Users & Groups List on the file server. Your administrator is responsible for registering users and groups on your network.
- “Everyone” includes anyone on your network (guests, if allowed, and registered users).

To see or change access privileges to an item on your desktop, select the item, then choose Get Info from the Finder’s File menu and Sharing from the Get Info submenu. (In older versions of system software, choose Sharing directly from the Finder’s File menu.)



**Note:** Depending on the version of system software that your computer is using, the sharing window may look slightly different.

Following are brief descriptions of each privilege:

- *Read & Write*: Users can see, open, and copy files and make changes to the contents of the share point (including creating, deleting, moving, and modifying files).
- *Read Only*: Users can see, open, and copy files and folders.
- *Write Only*: Users can change the contents of the share point by moving files and folders in or to it, but don't have access to and cannot see files or folders. A folder to which the Write Only privilege is assigned is also known as a *drop box*.

To copy the privileges you selected to all folders within the current folder, click the Copy button.

**Note:** For more information about the items in these windows, choose Balloon Help from the Finder's File menu and point to the item you're interested in learning about. Or, ask your AppleShare IP server administrator.

### Finding Out What Privileges You Have

There are three ways to find out what access privileges you've been assigned to a shared item on a volume you are connected to.

- Look at the folder icons in the Finder; the icons show your privileges.

**Note:** If you're using an older version of system software, your folder icons look slightly different.



**Tabbed folder**

*You are the owner of the folder.*



**Plain folder**

*You have some access privileges to the folder.*



**Locked folder with arrow**

*You have the Write Only privilege to the folder.*



**Folder with lock**

*You can't move, rename, or delete this folder. (Any folder shown above can have a lock.)*

**Note:** You can't see folders to which you have no access privileges.

- Open the folder. If a crossed-out pencil appears in the top-left corner of the window of an open folder or server volume, you can't make changes.



- Choose Get Info and then choose Sharing from the submenu. (In older versions of system software, choose Sharing from the File menu.) A window shows you who owns the folder and what privileges you have for the folder. If you own the folder, this is also where you can change the privileges you've assigned.

### **Setting Access Privileges**

You can change the access privileges to folders that you own on the file server.

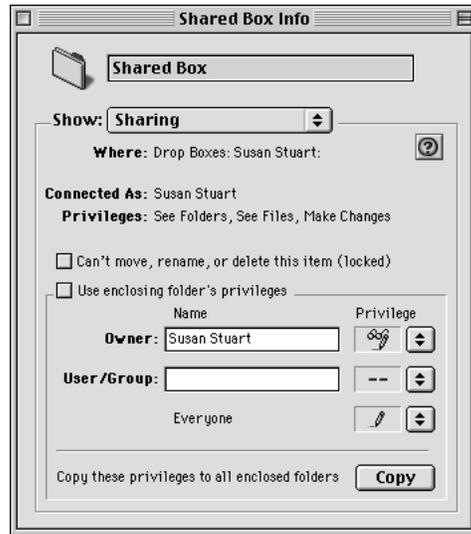
**Note:** You can also set access privileges to items on your hard disk, then make them available to others on your network using the built-in file sharing capabilities of your Macintosh. For more information about file sharing, choose Help from the Finder's Help menu.

- 1 Select a folder that you own on the file server. Choose Get Info from the File menu and then choose Sharing from the submenu (or choose Sharing from the File menu).

The sharing window for the selected item appears. The sharing window may look different depending on the version of system software on your computer. For more information, see "About Access Privileges" on page 9.

**Note:** If you are connected to an AppleShare IP file server, the only combinations that take effect are See Folders and See Files; See Folders, See Files, and Make Changes; and Make Changes.

- 2 Make sure the “Use enclosing folder’s privileges” checkbox is *not* checked. Then choose the Owner, User/Group, and Everyone privileges you want from the pop-up menus to the right.



For more information on the user categories or privileges, see “About Access Privileges” on page 9.

- 3 Close the window and click Save.