



AppleShare Client User's Manual

How to use this manual

This manual describes how to upgrade your system software and AppleShare Client software and also provides instructions on how to use your AppleShare Client software. 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 be able to use new AppleShare IP features (such as using TCP/IP to connect to a file server) by installing the following software:

- System 7.5.3 or later
- Open Transport 1.1.2 or later
- AppleShare Client 3.7

Note: You cannot use MacTCP to make a TCP connection to an AppleShare IP Web & File Server.

Updating your system software

To take advantage of performance improvements and new AppleShare IP features, you need to upgrade your system software. You should upgrade to system software version 7.5.3 or later.

To determine the version of system software your computer is running, choose About This Macintosh from the Apple () menu.

Contact your AppleShare administrator for more information about upgrading your system software.

After you upgrade to System 7.5.3 or later, you need to install Open Transport 1.1.2. Contact your AppleShare administrator for information about installing it.

Note: After you upgrade the system software of a NuBus™-based computer, you need to turn on Open Transport by using the Network Software Selector in the Apple Extras folder on your startup disk. If your computer has a small amount of memory, you must enable virtual memory before you can turn on Open Transport. Use the Memory control panel to enable virtual memory.

Once you've completed the installation of Open Transport 1.1.2, you'll need to configure your AppleTalk and TCP/IP control panels. Contact your AppleShare administrator for information that is specific for your network.

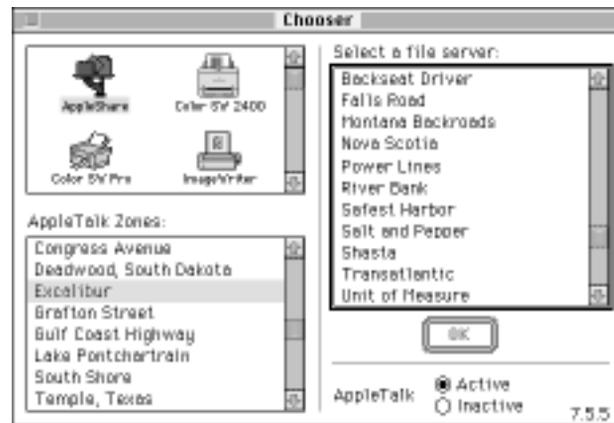
Updating your AppleShare Client software

After you have upgraded to system software version 7.5.3 or later and Open Transport 1.1.2 or later, you are ready to update your AppleShare Client software by installing AppleShare Client 3.7. You can perform the update by logging on to a file server that is sharing the folder that contains the AppleShare Client 3.7 software.

To install AppleShare Client 3.7, follow these steps:

- 1 **Open the Chooser and select the AppleShare icon in the upper-left corner of the window.**

If your network is divided into zones, they are listed in the lower-left corner of the window. When you select a zone, any AppleShare file servers in that zone are listed in the upper-right corner of the window.



- 2 **Select the name of the file server that is sharing the AppleShare Client 3.7 software.**

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

3 Click OK.

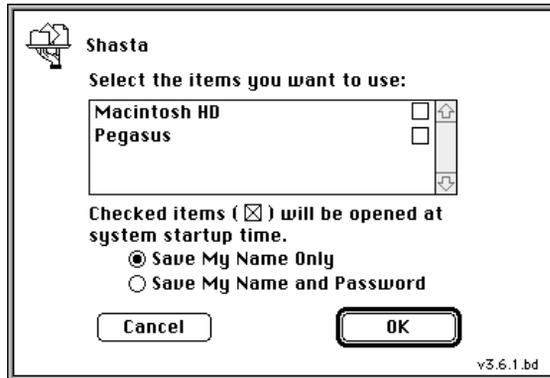
A dialog box similar to the following appears.



4 If you have a password, type it in the Password box.

5 Click OK.

A dialog box similar to the following appears.



6 Select the volume that contains the AppleShare Client 3.7 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.

- 7 Double-click the icon for the volume you selected in step 6 and open the AppleShare Client 3.7 folder.
- 8 Double-click the Installer icon.
A dialog box containing a license appears.
- 9 To display the license agreement in the language that is appropriate for you, select a language from the pop-up menu.
- 10 Read the license agreement and if you agree to its terms, click Agree.
The following dialog box appears.



- 11 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.
- 12 Click Install.
- 13 When you see a dialog box telling you that installation is complete, restart your computer.

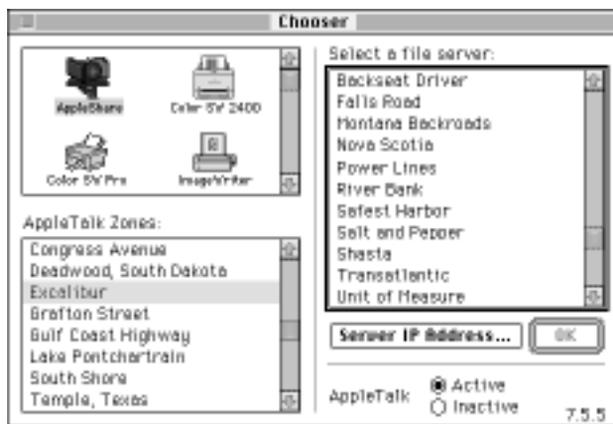
AppleShare Client quick reference

This quick reference provides at-a-glance directions for the most common AppleShare tasks.

Connecting to a server

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

If your network contains zones, they are listed in the lower-left corner of the window. When you select a zone, AppleShare file servers in that zone are listed in the upper-right portion of the window.



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

IMPORTANT A file server may be available in more than one zone. For best performance, connect to the server that is 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 is set up for TCP and if the file server you selected is set up for TCP, the connection is made over TCP automatically. Otherwise, the connection is made over AppleTalk.

Note: If AppleTalk is not active or if you are trying to connect to a file server over a network segment on which AppleTalk is not active, the server you want to connect to may not appear in the “Select a file server” list. To connect, click the Server IP Address button and enter the server’s IP address in the dialog box that appears. Then click OK.

4 Click OK.

A dialog box similar to the following appears.



5 Click Guest to log on as a guest user (if guest access is permitted on the file server you’re connecting to). Or click Registered User and enter your name and password (if you have one).

6 Click OK.

7 In the window that appears, select the name of the volume or volumes you want to use.

If you click the checkbox next to the name of a volume, you can connect to the volume automatically the next time (and any time) you start up your computer.

WARNING Be especially cautious when connecting to volumes with the same name in different zones; the volumes may actually represent the same volume that is 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 the same files or folders from one icon representing a volume on the server to another icon representing the same volume, data loss will occur.

8 Click OK and close the Chooser.

The selected volumes appear on your desktop. To see the files and folders it contains, double-click a volume's icon.

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.

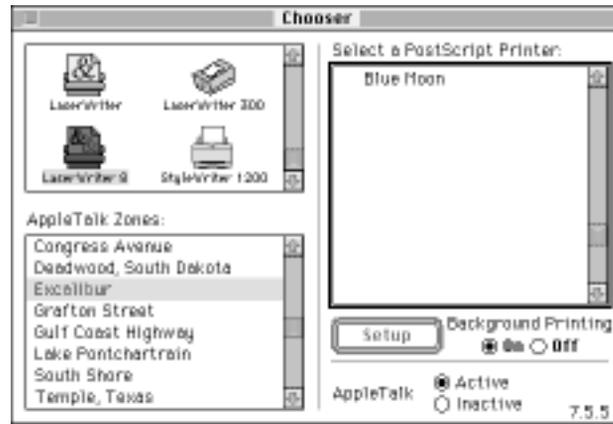
Disconnecting from a file server

To disconnect from a file server, drag the icon of the server volume to the Trash.

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

Selecting a print server

- 1 Choose the Chooser from the Apple () menu.



- 2 Make sure that AppleTalk is active (the Active button should be selected).
- 3 Select a LaserWriter icon in the upper-left corner of the window.

You can select the LaserWriter or the LaserWriter 8 icon.

If your network contains zones, they are listed in the lower-left corner of the window. When you select a zone, available printers in that zone are listed in the upper-right portion of the window.

- 4 Select the name of a printer (actually a print queue) you want to use.
- 5 Close the Chooser.

To print any document, open the document and choose Print from its File menu.

About access privileges

Access privileges govern what you and other users of a file server can see or alter. The following lists the access privileges (See Folders, See Files, or Make Changes) that you must have in order to perform the listed actions:

- *Copy a file to a folder*—Make Changes
- *Copy a file from a folder*—See Folders, See Files
- *Copy a folder to a folder*—See Folders, Make Changes
- *Copy a folder from a folder*—See Folders
- *Create a file*—See Folders, See Files, Make Changes
- *Create a folder*—See Folders, Make Changes
- *Delete a file*—See Files, Make Changes
- *Delete a folder*—See Folders, Make Changes
- *Move a folder to a folder*—See Folders, Make Changes
- *Move a folder from a folder*—See Folders, Make Changes
- *Open and use a file*—See Files
- *Save changes to a file*—See Files, Make Changes

Finding out what privileges you have

There are three ways to find out your access privileges:

- Look at the folder icons; icons are displayed differently according to your privileges for each folder.

Tabbed folder—You are the owner of the folder.



Plain folder—You have some access privileges to the folder.



Locked folder—You do not have any access privileges to the folder.

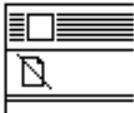


Locked folder with arrow—You only have the Make Changes privilege to the folder.

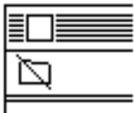


- Look at the access privilege icons in the top-left corner of the directory window of a folder. They can tell you what privileges you do not have.

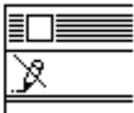
A crossed-out file icon—You can't see files.



A crossed-out folder icon—You can't see folders.



A crossed-out pencil—You can't make changes.



- Select a folder and choose Sharing from the File menu of the Finder. A window similar to the following one appears, showing you who owns the folder and what privileges you have for the folder.



Setting access privileges

- 1 Select a folder that you own on the file server and choose Sharing from the File menu.
- 2 In the window that appears, click the checkboxes of the privileges you want to assign. When a checkbox has an X in it, that privilege is selected. To copy the privileges you selected to all folders within the folder, click the "Make all currently enclosed folders like this one" checkbox.

Note: If you are connected to an AppleShare IP file server, you can select any combination of access privileges, but the only combinations that take effect are See Folders and See Files; See Folders, See Files, and Make Changes; and Make Changes.

- 3 Close the window and, in the alert box that appears, click Save.