



Shared Folders

User Manual

PENTAD



The following manual goes through how to use Shared Folders with Pentad Systems.

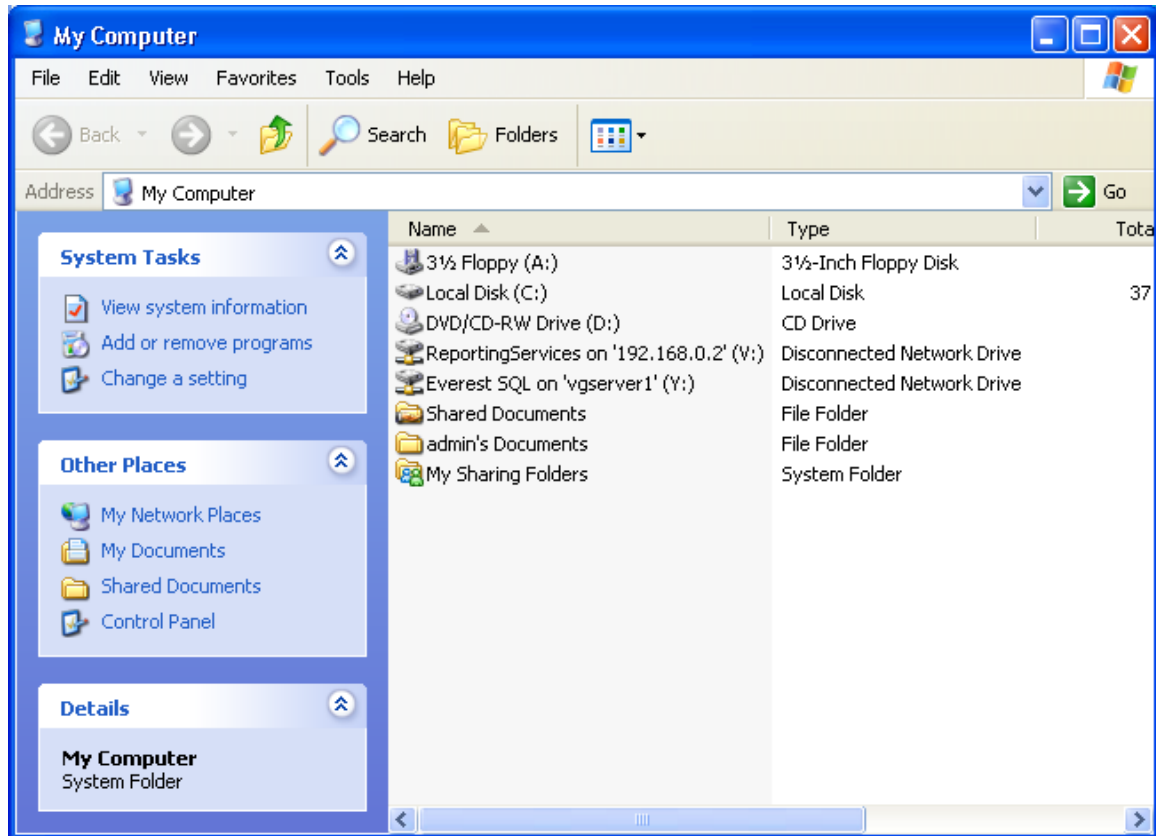
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Shared Folders Connecting

1. Open My Computer



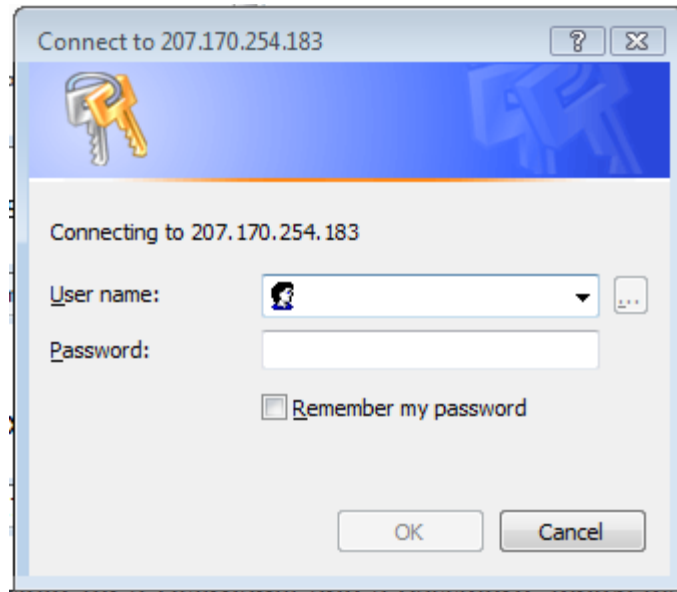
2. In the Address Bar, clear the address that is currently listed:



3. Then type in the address of the Shared Folders that you were given (in the format of \\xxx.xxx.xxx.xxx\NAME, where x = a number):



4. You will be asked for a Username and a Password, which was provided to you in an E-Mail, which you will type in:



5. You now have access to the Shared Folders.



Shared Folders

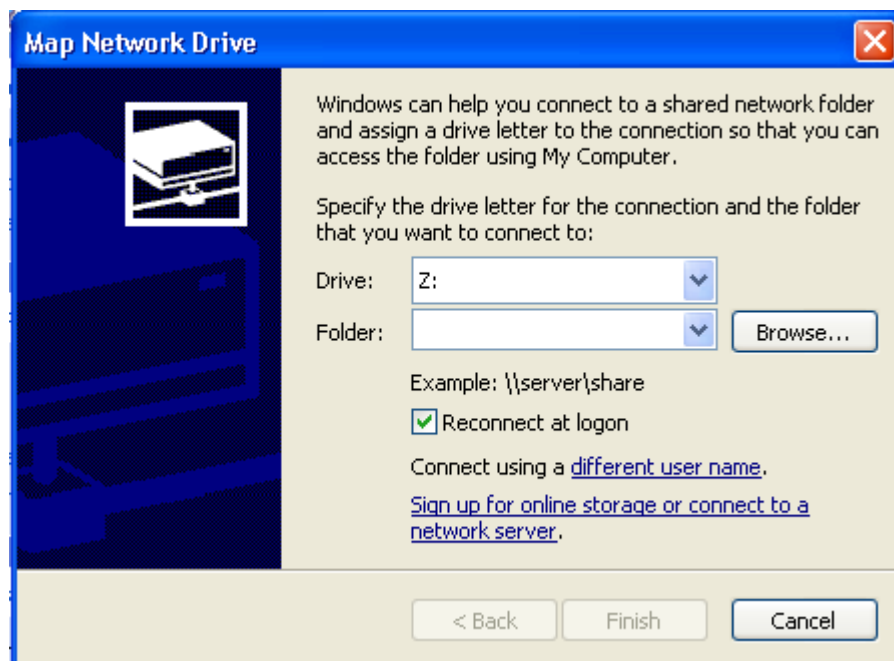
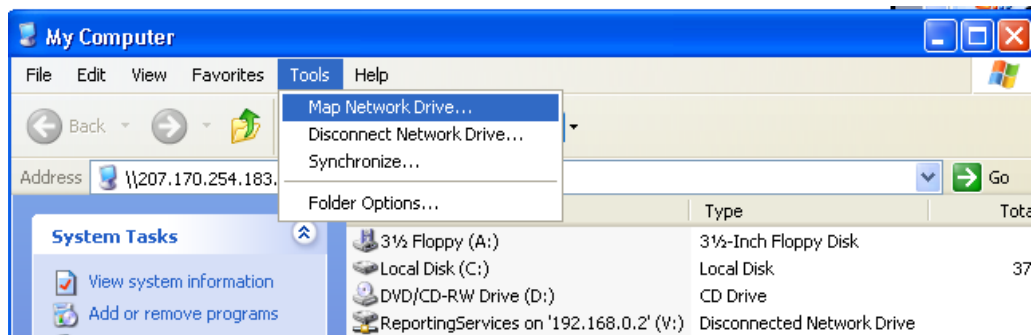
Modifying Documents


1. If there is a document that you have already created that is on your workstation and would like to save it to the Shared Folders, browse to that document and click + drag it to the Shared Folders location.
2. If there is a document on the Shared Folders location that you need to modify, click + drag the document to a location on your computer (the easiest would be your desktop), then open the document and edit it to your leisure. When you are finished, save the document and then click + drag it back to the Shared Folders location. If you get a dialogue box asking if you would like to overwrite the existing document, click "yes".



Shared Folders Mapping the Network Drive

1. To make this Shared Folders location permanent (always available to you without typing in the address every time), on the Windows Explorer (My Computer) Menu, click on Tools, then Map Network Drive:



1. You can keep the "Drive" at its' default letter (V: for this example). Next to Folder, type in the Address that you were given (in the format of \\xxx.xxx.xxx.xxx\NAME, where x = a number), then click . The folder will be opened automatically after you are done configuring the access.