

# Module 11: Configuring Windows XP Professional for Mobile Computing

## Contents

|   |    |
|---|----|
| Overview  | 1  |
| Configuring Hardware for Mobile Computing                     | 2  |
| Configuring Power Management Options for Mobile Computing     | 5  |
| Lab 11A: Configuring Power Options                            | 9  |
| Making Files, Folders and Web Pages Available for Offline Use | 10 |
| Lab 11B: Configuring Offline Files                            | 20 |
| Review  | 21 |



Information in this document, including URL and other Internet Web site references, is subject to change without notice. Unless otherwise noted, the example companies, organizations, products, domain names, e-mail addresses, logos, people, places, and events depicted herein are fictitious, and no association with any real company, organization, product, domain name, e-mail address, logo, person, places or events is intended or should be inferred. Complying with all applicable copyright laws is the responsibility of the user. Without limiting the rights under copyright, no part of this document may be reproduced, stored in or introduced into a retrieval system, or transmitted in any form or by any means (electronic, mechanical, photocopying, recording, or otherwise), or for any purpose, without the express written permission of Microsoft Corporation.

Microsoft may have patents, patent applications, trademarks, copyrights, or other intellectual property rights covering subject matter in this document. Except as expressly provided in any written license agreement from Microsoft, the furnishing of this document does not give you any license to these patents, trademarks, copyrights, or other intellectual property.

© 2001 Microsoft Corporation. All rights reserved.

Microsoft, BackOffice, MS-DOS, Windows, Windows NT, Active Directory, ActiveX, BackOffice, DirectX are either registered trademarks or trademarks of Microsoft Corporation in the U.S.A. and/or other countries.

The names of actual companies and products mentioned herein may be the trademarks of their respective owners.

# Instructor Notes

**Presentation:**  
**45 Minutes**

**Labs:**  
**45 Minutes**

This module provides students with the skills necessary to support mobile users of Microsoft® Windows® XP Professional. This module does not cover connecting to a network remotely, or other remote access issues. For information about remote access, see Module 8, “Configuring Remote Access” in Course 2272A, *Implementing and Supporting Microsoft Windows XP Professional (Course Beta)*.

After completing this module, students will be able to:

- Configure hardware for mobile computing.
- Configure power management options for mobile computing.
- Make files, folders, and Web pages available offline.
- Manage the synchronization of offline and network files.

## Materials and Preparation

This section provides the materials and preparation tasks that you need to teach this module.

### Required Materials

To teach this module, you need the Microsoft PowerPoint® file 2272A\_11.ppt.

### Preparation Tasks

To prepare for this module, you should:

- Read all of the materials for this module.
- Complete the labs.
- Anticipate student questions about the material, and prepare answers to those questions.
- Practice each task discussed in the module to prepare for demonstrations.

## Module Strategy

Use the following strategy to present this module:

- **Configuring Hardware for Mobile Computing**

In this section, present the information about creating hardware profiles, but emphasize that the improved hardware recognition and Plug and Play technologies in Windows XP Professional should lessen the need to create hardware profiles. Demonstrate the process for creating a profile, and discuss the need to restart the computer and choose that profile to configure it.

- **Configuring Power Management Options for Mobile Computing**

In this section, emphasize the special power management needs of mobile computers. Demonstrate the processes for selecting and modifying a power scheme, and for using power-saving options. Inform students that because they are not working on mobile computers, the power management options that they see will differ from the interface shown in the course. Discuss the differences between the Standby option, which is available only on mobile computers, and the Hibernation option.

- **Making Files, Folders, and Web Pages Available for Offline Use**

In this section, first, emphasize that there are three components for making files and folders available offline: configuration of the network share, configuration of the client computer, and configuration of the specific files and folders. Demonstrate the processes as appropriate. Next, demonstrate the process for making Web pages available offline. Finally, demonstrate Synchronization Manager and explain the various options available. Emphasize that file conflicts can occur, and discuss ways to handle them.

## Customization Information

This section identifies the lab setup requirements for a module and the configuration changes that occur on student computers during the labs. This information is provided to assist you in replicating or customizing Training and Certification courseware.

### Lab A: Configuring Power Options Setup

There are no lab setup requirements that affect replication or customization.

### Lab B: Configuring Offline Files

The lab has students working in pairs; therefore, each computer requires a user account created on the computer for the user's partner.

### Lab Results

There are no configuration changes on student computers that affect replication or customization.



# Overview

**Topic Objective**

To provide an overview of the module topics and objectives.

**Lead-in**

In this module, you will learn how to help mobile users work more effectively by enabling them to control the power usage of their computers, and by making resources available offline.

- **Configuring Hardware for Mobile Computing**
- **Configuring Power Management Options for Mobile Computing**
- **Making Files, Folders and Web Pages Available for Offline Use**

A growing number of employees regularly perform their work on mobile computers that they use in a variety of locations. Microsoft® Windows® XP Professional addresses the unique requirements of these mobile users by providing a consistent work experience when traveling and working in the office.

Windows XP Professional is designed to make mobile computing more productive for users by including features that make mobile computing easier. Advanced power management capabilities extend the battery life of the mobile computer. By making files, folders, and Web sites available offline, users can work in the same files, folders, or Web sites whether they are connected or disconnected, and can easily manage the synchronization of those resources.

After completing this module, you will be able to:

- Configure hardware for mobile computing.
- Configure power management options for mobile computing
- Make files, folders, and Web pages available offline.
- Manage file synchronization.

---

**Note** This module does not address connecting remote users to networks. For information about configuring remote access, see Module 10 “Supporting Remote Users” in Course 2272A, *Implementing and Supporting Microsoft Windows XP Professional (Course Beta)*. Also see Windows XP Professional Help topics about Connection Manager, Remote Desktop, and Remote Assistance.

---

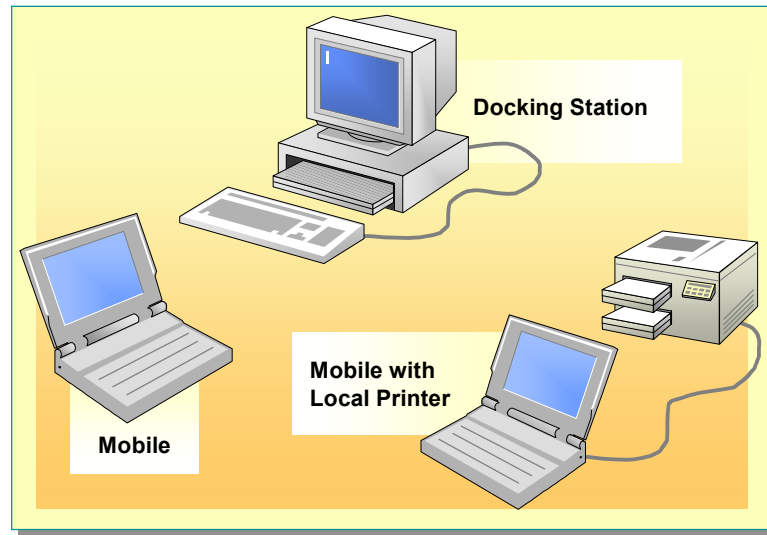
## Configuring Hardware for Mobile Computing

**Topic Objective**

To describe the options and procedures for configuring hardware for mobile computing.

**Lead-in**

Because mobile users use their computers in a variety of configurations, they may need to configure the computer to recognize which hardware to use in a given situation.



Windows XP Professional uses hardware recognition and Plug and Play technologies to automatically detect and install most new and many older hardware devices. As a result, mobile users who use their computers in a variety of locations usually do not need to do anything to make their computers work with different hardware in each location. For example, a mobile user may use network printers and a docking station at the office, a local printer and Ethernet card to connect to the corporate network from home, and a wireless modem to connect while traveling. A *docking station* is a platform into which you can install a portable computer to connect it to peripherals such as a full-sized monitor and keyboard. In most cases, Windows XP Professional will detect the hardware being used, and upon first use of the hardware, install the necessary drivers.

### Creating Hardware Profiles for Mobile Users

Windows XP Professional can automatically detect hardware on newer mobile computers. If Windows XP Professional is unable to automatically detect the hardware for a setting in which the computer is used, you can create a hardware profile for that setting.

Creating a hardware profile designates the devices that the operating system loads when that profile is chosen. For example, you might want to create a profile named Docked for using the computer in the docking station on the network, and one or more profiles for using the computer undocked at home or when traveling.

---

**Note** Whether Windows XP Professional detects hardware correctly depends on the version of the basic input/output system (BIOS) that the computer is running. Consult your computer documentation, manufacturer, or manufacturer's Web site to ensure that you have the latest BIOS.

---



To create a hardware profile for mobile users:

1. Click **Start**, click **Control Panel**, click **Performance and Maintenance**, and then click **System**.
2. On the **Hardware** tab of the **System Properties** sheet, click **Hardware Profiles**.
3. Under **Available hardware profiles**, click **Docked (current)**.  
This profile provides you a model for creating new hardware profiles
4. Click **Copy**, type a new profile name, and then click **OK**.
5. Select a startup option under **When Windows starts**. Select either **Wait until I select a hardware profile** or **Select the first listed if I don't select a profile in x** (where *x* is the number of seconds the computer waits before selecting the default profile).
6. Restart the computer, and then select the new hardware profile at startup.
7. Log on and open the **System Properties** sheet.
8. On the **Hardware** tab, click **Device Manager**, and then double-click a device that you want to enable or disable for the new profile.
9. On the **General** tab, in the list for device usage, select one of the following, and then click **OK**:
  - **Use this device (enabled)**
  - **Do not use this device in the current hardware profile (disabled)**
  - **Do not use this device in any hardware profile (disabled)**

When the user starts the computer, either the default hardware profile will start or the user can manually select a different profile. The only device drivers that load are those that are enabled for the selected hardware profile.

## Using Docking Stations

Explain that applications and hardware must support warm docking.

Ensure that students understand the importance of warm docking.

Windows XP Professional has built-in support for docking stations. Users can dock and undock the computer without restarting it. This procedure is called *warm docking*. Warm docking is helpful when you are moving a portable computer from one environment to another. For example, you can move a portable computer from an office docking station to a conference room for a presentation and then back again without restarting the computer.

**Note** If the docking station is connected to a switch box, the computer may need to be shut down before it is redocked. A *switch box* is a device that enables more than one computer to use the same mouse, keyboard, and monitor. When using a switch box, Windows XP Professional may not be able to directly detect the peripherals connected to the switch box, and is therefore unable to properly enable them during warm docking.

Users can eject their computers from docking stations by using the **Undock PC** command on the **Start** menu. A message appears, indicating that it is safe to undock the computer. If the docking station is motorized, the computer will automatically undock. If not, the user must manually undock the computer.

---

**Note** Some computers also have an eject button on the docking station. Pressing the eject button undocks the computer. For more information about the eject procedure, see the manufacturer's documentation.

---

## ◆ Configuring Power Management Options for Mobile Computing

### Topic Objective

To identify the topics related to configuring power management options.

### Lead-in

Windows XP Professional provides power management options to manage the power state of both portable and desktop computers.

- **Selecting a Power Scheme**
- **Using Power-Saving Options**

Mobile users have special needs for managing the power used by their computers, especially when running the computer on batteries. You can reduce the power consumption of your computer devices or of your entire system by choosing a power-saving scheme, or by adjusting the individual settings in a power scheme. To gain access to power option properties, such as power schemes, click **Start**, click **Control Panel**, click **Performance and Maintenance**, and then click **Power Options**.

When presenting this topic, mention that Windows XP Professional supports both ACPI and APM. If students have questions, refer them to the Web site listed in the student notes.

Windows XP Professional supports a power management technology called Advanced Configuration and Power Interface (ACPI). ACPI enables Windows XP Professional to manage the power state of both portable and desktop computers in response to input from the user, applications, or device drivers. Windows XP Professional also includes support for portable computers that use Advanced Power Management (APM). ACPI compatible computers automatically support APM.

**Note** For more information about ACPI and APM, see the following Web site: <http://www.microsoft.com/hwdev/onnow/>

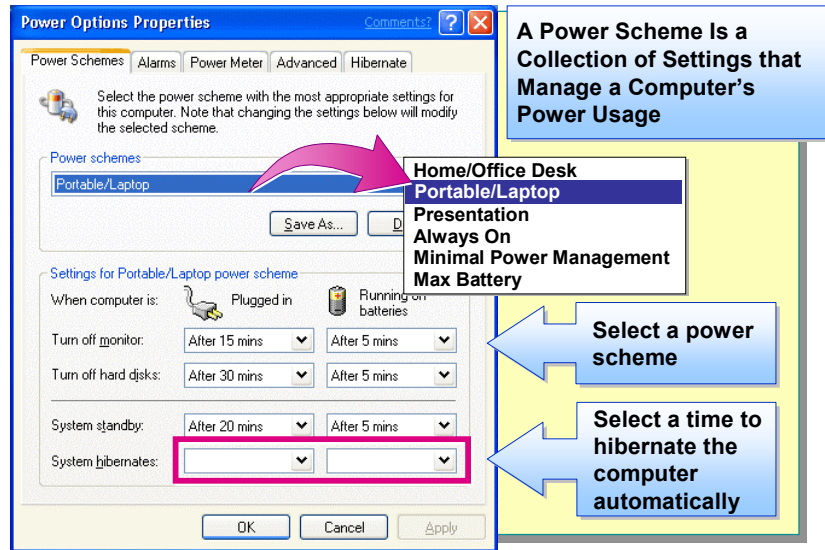
## Selecting a Power Scheme

### Topic Objective

To illustrate the interface for configuring power management options.

### Lead-in

Windows XP Professional helps people make maximum use of their time out of the office by providing power management options that help conserve battery usage.



### Key Point

A power scheme is a collection of settings that manages the power usage of the computer.

### Delivery Tip

Show students where to select a power scheme in **Power Options**, but do not select a new scheme.

To reduce the power consumption of a workstation or mobile computer, you can choose a power scheme. A *power scheme* is a collection of settings that manages the power usage of the computer. Power schemes provide users with the ability to balance their computer's battery life and performance in a way that best meets their needs.

To select a power scheme, perform the following steps:

1. In **Control Panel**, click **Performance and Maintenance**, and then double-click **Power Options**.
2. On the **Power Schemes** tab, under **Power Schemes**, select one of the power schemes described in the following table.

| Power schemes                   | Description  |
|---------------------------------|--|
| <b>Home/Office Desk</b>         | Maintains constant power to the hard disk and system when the computer is plugged in.  |
| <b>Portable/Laptop</b>          | Turns off all settings after 5 to 30 minutes of inactivity.  |
| <b>Presentation</b>             | Maintains constant power to the monitor when the computer is plugged in or running on batteries. Maintains constant power to the hard disk and system when the computer is plugged in. |
| <b>Always On</b>                | Maintains constant power to the system when the computer is plugged in or running on batteries.  |
| <b>Minimal Power Management</b> | Maintains constant power to the hard disk and system when the computer is plugged in.  |
| <b>Max Battery</b>              | Maintains constant power to the hard disk when the computer is plugged in.   |

Preset time settings appear in the **Turn off monitor** and **Turn off hard disks** lists of the **Power Schemes** tab. You can change these settings by clicking the arrow next to the list, and then clicking the time that you want.

## Using Power-Saving Options

### Topic Objective

To identify the characteristics of the two available power-saving options.

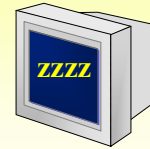
### Lead-in

You can use power-saving options to reduce power consumption, which helps to conserve battery life on portable computers.

### The Power-Saving Options Reduce Power Consumption

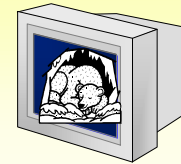
#### ■ Standby

- For short periods of non-use
- Monitor and hard disks turn off automatically
- Operating system continues to run in a low power state



#### ■ Hibernation

- For extended periods of non-use
- The desktop is saved to hard disk
- Monitor and hard disks turn off automatically
- System shuts down



You can use power-schemes to reduce power consumption, which helps to conserve battery life on portable computers. If you plan to be away from your computer for a short time, you can put your computer on *standby*, which puts your entire operating system in a low-power state. If you plan to be away from the computer for an extended time, you can put your computer in *hibernation*. Hibernation saves your desktop to the hard drive, turns off your monitor and hard disk, and then turns off your computer.

**Note** To use **Power Options** in Windows XP Professional, you must have a computer that supports these features. Check the documentation that came with your computer to determine whether your computer supports these options.

### Key Point

Standby does not save the desktop state to disk. Therefore, if a power failure occurs while a computer is in standby, a user can lose unsaved data.

## Configuring Standby

Standby, which is enabled in the computer's BIOS, switches your entire computer to a low power state so that devices such as the monitor and hard disk turn off at specified times, and your computer uses less power. When you log on to the computer again, your desktop is restored to the state in which you left it. If your mobile computer supports APM, then you can configure standby.

**Important** Because standby does not save your desktop state to disk, a power failure while on standby can cause you to lose unsaved data.

To configure standby on a mobile computer, perform the following steps:

1. Open the **Power Options Properties** sheet.
2. On the **Advanced** tab, under **Power buttons**, select one of the following options that determines when standby takes affect:
  - **When I close the lid of my portable computer**
  - **When I press the power button on my computer**
  - **When I press the sleep button on my computer**

---

**Note** The options that appear on the **Advanced** tab vary depending on the computer. For information about the options for your computers, such as the **Sleep** button, see the manufacturer's documentation.

---

3. Click **OK** or **Apply**.

**Key Point**

Hibernation requires an amount of free hard disk space on the boot partition equivalent to the amount of RAM.

## Enabling Hibernation

When you restart your computer, your desktop is restored to the state in which you left it. Hibernation is a good choice if you are working in several documents or programs, and want to continue working in them later without having to close and then reopen all of them. Because the hibernation option saves and restores the computer's exact state, start up time is slightly longer when coming out of hibernation mode.

---

**Important** Hibernation requires an amount of free hard disk space on the boot partition equivalent to the amount of RAM.

---

To enable hibernation, perform the following steps:

1. In the **Power Option Properties** sheet, click the **Hibernate** tab, select the **Enable hibernation** check box, and then click **Apply**.
2. Click the **Power Schemes** tab, and then select a time in **System hibernates**.  
The computer hibernates after it has been idle for the time period specified in **System hibernates**.

To manually put a computer into hibernation:

1. Click **Start**, and then click **Shut Down**.
2. In the **Shut Down Windows** dialog box, click **Hibernate**.

You can use your Windows password to password-protect your computer during standby and hibernation. In the **Power Options Properties** sheet, click the **Advanced** tab, and then click **Prompt for password when computer goes off standby**.

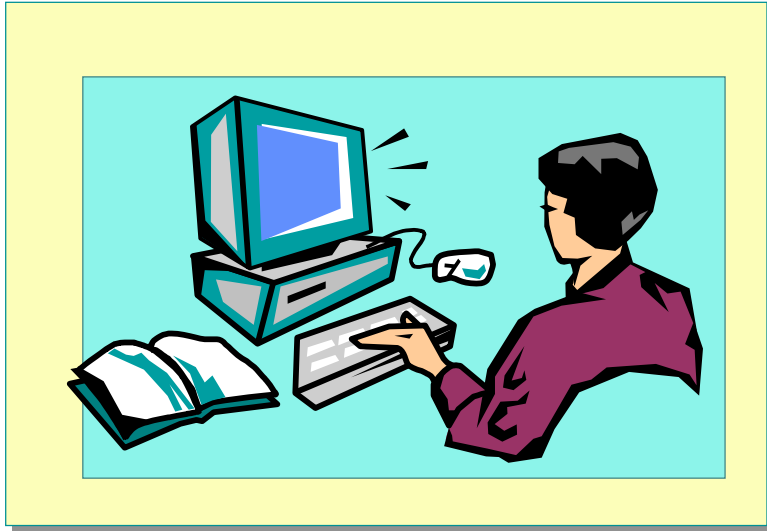
## Lab 11A: Configuring Power Options

**Topic Objective**

To introduce the lab.

**Lead-in**

In this lab, you will create a custom power scheme with hibernation support.



### Objectives

After completing this lab, you will be able to:

- Create a custom power scheme.
- Enable hibernation support.

### Prerequisites

Before working on this lab, you must have:

- Completed Lab 1C Upgrading Windows 98 to Windows XP Professional.
- A computer running Microsoft Windows XP Professional operating in a workgroup.

### Scenario

Your supervisor has asked you to demonstrate how to create a custom power scheme with hibernation support. The supervisor has also asked you to demonstrate hibernation.

**Estimated time to complete this lab: 15 minutes**

## ◆ Making Files, Folders and Web Pages Available for Offline Use

### Topic Objective

To describe the benefits of and procedures for making files and folders available offline.

### Lead-in

Mobile users cannot always be connected to the network. Without offline files and folders, the inability to connect to the network can severely affect users' productivity.

- **Examining Offline Files and Folders**
- **Configuring Files and Folders for Offline Use**
- **Configuring Caching Options for Offline Files**
- **Configuring Web Pages for Offline Use**
- **Managing File Synchronization**

---

Mobile users are frequently not connected to the network where file and folder resources reside. Making files and folders available to these users when they are not connected to the network enables them to ensure that they are working with the most current versions of network files, and that their offline work will be synchronized when they reconnect to the network.

When a file is made available offline, the user works with a copy of the file cached on the local hard drive. Caching occurs when a copy of an online file is automatically saved on a hard drive. When the user reconnects to the network, the user can have the local cached copy of the file synchronized with the network version.

You can gain access to the Synchronize tool in two ways:

- Click **Start**, click **All Programs**, click **Accessories**, and then click **Synchronize**.
- or—
- Click **Start**, click **My Computer**, click **Tools**, and then click **Synchronize**.

By using the Synchronize tool, a user can configure a synchronization schedule and select options to perform synchronization when the computer is idle, when logging off, or when logging on.



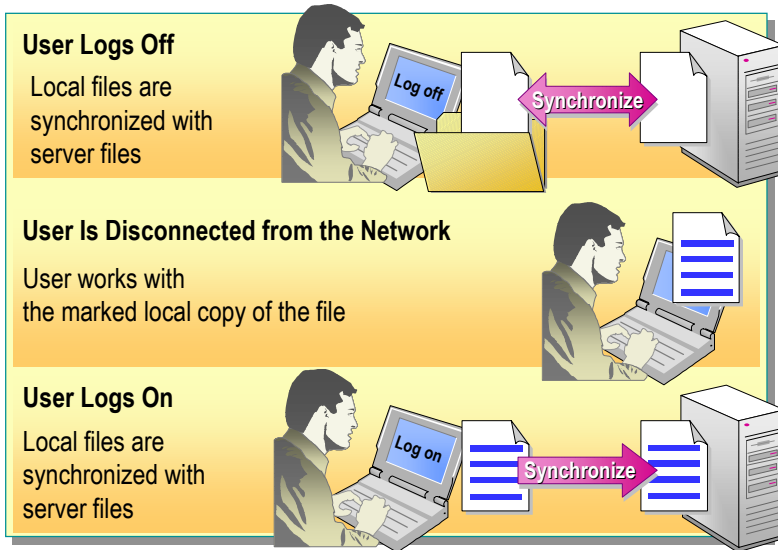
## Examining Offline Files and Folders

### Topic Objective

To illustrate how offline files work for users.

### Lead-in

Offline files provide users with continuous access to network files and programs, even when those users are not connected to the network.



A file on a network can be configured for offline use, provided that the folder in which it resides has offline files enabled. When users configure files for offline use, they work with the network version while they are connected to the network, and with a locally cached version when they are not connected to the network.

Mention that when a user logs on to the network and both the network and cached files have changed, Windows XP Professional prompts the user to choose which version to keep or allows the user to rename one of the versions and keep both files.

When a user configures a file to be available offline, the following events occur when the user disconnects from the network:

- When the user logs off the network, Windows XP Professional synchronizes the network files with a local cached copy of the file.
- While the computer is disconnected from the network, the user works with the local cached copy of the file.
- When the user again logs on to the network, Windows XP Professional synchronizes any offline file that has been modified by the user with the network version of the file. If the file has been modified on both the network and the user's computer, Windows XP Professional prompts the user to choose which version of the file to keep, or the user can rename one file and keep both versions.

**Important** Using offline files is not a substitute for document version control. If two users work with the same offline file at the same time, and then synchronize the file with the network version, one of the users' work may be lost.

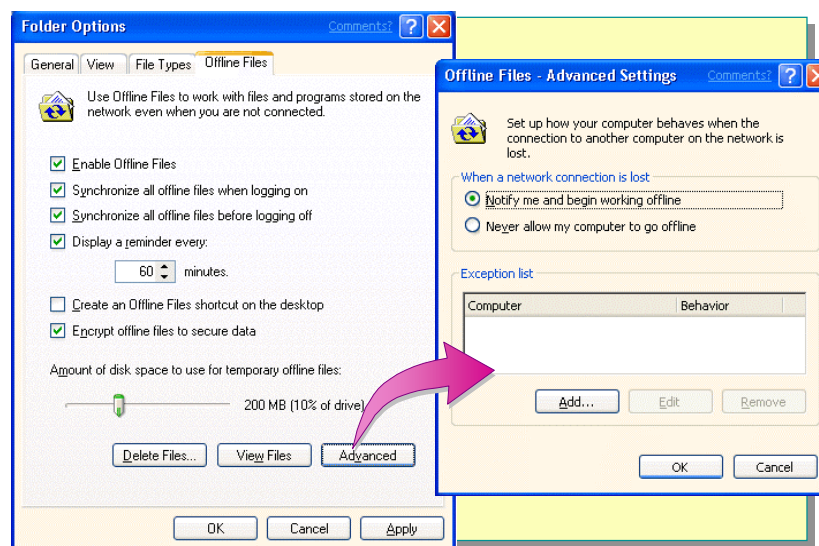
## Configuring Files and Folders For Offline Use

### Topic Objective

To describe the processes involved in configuring offline files.

### Lead-in

The client computer must be configured to use offline files, and then the files must be made available offline.



You can make individual files in a shared network folder, or an entire shared network folder available for offline use. Once offline files are enabled on the server, you must configure the client computer to use offline files.

### Configuring the Client Computer for Offline Files

You must set up the computer to use offline files before you can make specific files and folders available offline. To configure your computer to use offline files, perform these steps:

1. Click **Start**, click **My Computer**, click **Tools**, and then click **Folder Options**.
2. On the **Offline Files** tab, note that **Enable Offline Files** is enabled by default.

**Key Points**

Best practices for configuring offline files include: synchronizing when logging on and logging off, and encrypting offline files.

3. Select from the options listed in the following table.

| Option  | Select when you want   |
|---|--|
| <b>Synchronize all offline files when logging on.</b> (Enabling this option is a best practice.)  | Changes made to the locally cached copy of the file synchronized with the network version upon logon.          |
| <b>Synchronize all offline files when logging off.</b> (Enabling this option is a best practice.) | To ensure that the latest network version is cached on the local computer when disconnecting from the network. |
| <b>Display a reminder every xx minutes.</b>   | To be reminded that you are working on an offline file. Set the number of minutes between reminders.           |
| <b>Create an offline files shortcut on the desktop.</b>   | To create a shortcut to offline files on the desktop   |
| <b>Encrypt offline files to secure data.</b> (Enabling this option is a best practice.)           | To keep offline files safe from intruders who may gain unauthorized access to your computer.                   |

4. Set the **Amount of disk space to use for temporary offline files**, and then click **OK**.

## Making Files Available Offline

After configuring the client computer to use offline files, you must specify which folders and files you want to use offline. To make files and folders available offline, perform the following steps on the computer where the files or folder resides:

1. In My Computer or My Network Places, select the shared network file or folder that you want to make available offline.
2. On the **File** menu, click **Make Available Offline**.

---

**Note** **Make Available Offline** appears on the **File** menu only if the computer was previously set up to use offline files.

---

**Delivery Tip**

Emphasize that this procedure and the following procedure are performed on the computer where the files reside.

## Configuring How Offline Files Respond to Network Disconnection

When the client computer is disconnected from the network, the user can then work with the offline versions of network files. Windows XP Professional can be configured with a default warning to notify users when they begin to work offline, or to prevent files on a specific server from being used offline. The notification is configured for each remote computer that hosts the files that the user works with offline.

To configure how offline files respond to network disconnection, perform these steps on the computer where the folder resides:

1. Click **Start**, click **My Computer**, click **Tools**, and then click **Folder Options**.
2. On the **Offline Files** tab, click **Advanced**.
3. Under **When a network connection is lost**, configure the computer's default behavior by selecting one of the following:
  - **Notify me and begin working offline** to receive notification of the lost connection and continue working with offline files.
  - **Never allow my computer to go offline** to make offline files and folders unavailable if you lose connectivity.
4. To make an exception to the default behavior that you established in step 3, under **Exception list**, click **Add**, name the network computer for which you want to make the exception, select a disconnection option for that computer, and then click **OK** twice.

### Key Points

You add a computer to the Exception list when you want the offline files on the computer that you use to respond differently than your other offline files. For example, you may want to be notified of disconnection in most cases, but disable access to files on a certain server.

## Configuring Caching Settings for Offline Files

**Topic Objective**

To illustrate the caching options available for offline files.

**Lead-in**

There are three options for caching shared files and folders.

|                          |   |
|--------------------------|---|
| <b>Manual Caching</b>    | Only Files Specifically Marked by the User Will Be Cached               |
| <b>Automatic Caching</b> | Files Will Automatically Be Cached When They Are First Opened           |
| <b>Program Caching</b>   | Read-Only Files Will Be Cached Once; Then the Local Copies Will Be Used |

By default, any folder that you share on a computer running Windows XP Professional is enabled for offline file use. However, you must designate the folder as a shared folder before you can specify what method of caching will be enabled. You can also elect to turn off caching on a shared folder.

**Delivery Tip**

Demonstrate how to set caching options for a shared folder, and emphasize that this procedure is performed on the computer where the files reside.

Mention the different options for caching offline files. Make it clear that the files are cached on the user's local hard drive, not in the shared folder.

To set caching options for a shared folder, perform the following steps on the computer where the shared folder resides:

1. In Windows Explorer, right-click the folder for which you want to set caching options, click **Sharing and Security**, on the **Sharing** tab select **Share this folder**, and then click **Caching**.
2. If you do not want the contents of this folder cached, clear the **Allow caching of files in this shared folder** check box. (For example, clear this check box to disable offline file use for a public folder that many users share.)

—or—

If you want to enable offline files, leave the check box selected, choose one of the options described in the following table, and then click **OK**.

| Option   | Description  |
|--|--|
| <b>Automatic caching of documents</b>              | Recommended for folders containing user documents.<br><br>Opened files are automatically downloaded and made available when working offline. Older copies of files are automatically deleted to make way for newer and more recently accessed files. To ensure proper file sharing, the server version of the file is always open. |
| <b>Automatic caching of programs and documents</b> | Recommended for folders with read-only data or run-from-the-network applications.<br><br>File sharing is not ensured. Opened files are automatically downloaded and made available when working offline. Older copies of files are automatically deleted to make way for newer and more recently accessed files.                   |
| <b>Manual caching for documents</b>                | Recommended for folders containing user documents.<br><br>Users must manually specify any files that they want available when working offline. To ensure proper file sharing, the server version of the file is always open.   |

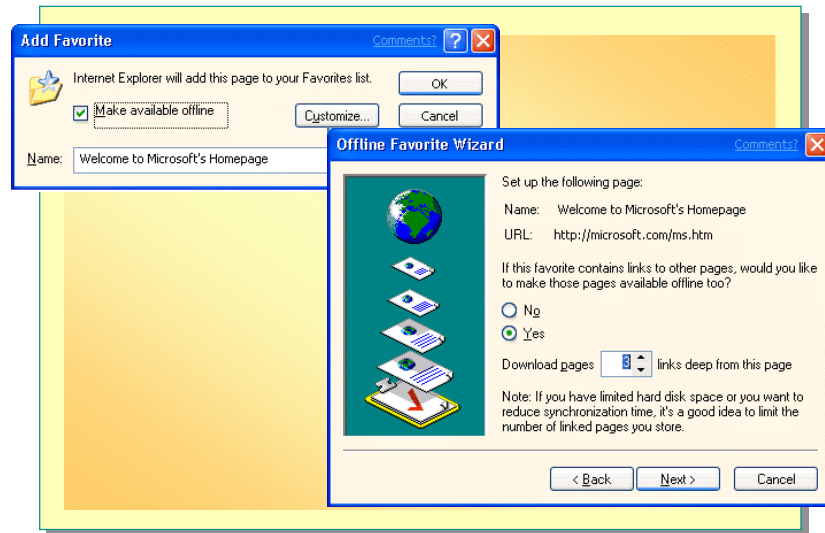
## Making Web Pages Available for Offline Use

### Topic Objective

To describe the benefits of and procedure for making Web pages available offline.

### Lead-in

By using Internet Explorer, you can make Web pages or entire Web sites available for offline use.



In many organizations, Web pages contain information that is vital to the job performance of the organizations' employees. When employees are working offline, they cannot access this vital information unless those Web pages are configured for offline use.

By using Microsoft Internet Explorer, you can make Web pages, entire Web sites, and related links available for offline viewing. A wizard prompts you to specify how much content to make available offline. You can also set up a schedule to synchronize content automatically.

To make Web pages available for offline use:

1. Open Internet Explorer.
2. Access the Web page or Web site that you want to make available offline.
3. On the **Favorites** menu, click **Add to Favorites**.
4. Select the **Make available offline** check box.
5. To specify a schedule for updating that page, and how much content to download, click **Customize**.
6. Follow the instructions in the wizard.

## Managing File Synchronization

**Topic Objective**

To describe the synchronization options available for offline files.

**Lead-in**

You can manage the ways in which offline files synchronize with their network counterparts.

### To Configure Synchronization Settings

**1 Start Synchronization from the Accessories Menu****2 Select Offline Items to Synchronize****3 Choose Network Connection**

- LAN
- Dial-Up

**4 Choose When to Synchronize**

- When a particular connection exists
- At logon or logoff
- When prompted
- At a scheduled time

When you configure your computer to use offline files, you can specify whether files are synchronized at logon, at logoff, or both. You can further manage your synchronization by choosing which connections to use, and when to synchronize. To manage synchronization of your offline files, use the **Synchronize** tool on the **Accessories** menu. You can also synchronize offline Web pages.

Synchronization quickly scans the local and network versions of files, and if it detects changes, it automatically updates the resources, which speeds up the synchronization process.

To better manage files on the computer and on the network, you can choose when offline files are synchronized. For example, a user can save time by specifying that large database files be synchronized only when the computer is using a high-speed connection; or that all personal documents stored in a specific file are synchronized every time the local computer is connected to the corporate local area network (LAN).

To open Synchronization and configure synchronization settings, perform the following steps:

**Delivery Tip**

Demonstrate the steps for synchronizing files. Point out the different options.

1. Click **Start**, point to **All Programs**, point to **Accessories**, and then click **Synchronize**.
2. In the **Items to Synchronize** dialog box, select the check boxes for the offline items that you want to synchronize.
3. Click **Setup** to display the **Synchronization Settings** page and on the **Logon/Logoff** page, select either a LAN or a dial-up connection.



4. To accomplish the tasks in the following table, perform the actions described.

| To   | Perform this action  |
|--|--|
| Select files to synchronize for a particular connection                | On the <b>On/Idle</b> tab, click the network connection that you want to use in the <b>When I am using this network connection</b> list, and then select the check boxes beside the offline items that you want to synchronize in the <b>Synchronize the following checked items</b> list. |
| Synchronize when logging on  | On the <b>Logon/Logoff</b> tab, click <b>When I log on to my computer</b> .  |
| Synchronize when logging off   | On the <b>Logon/Logoff</b> tab, click <b>When I log off my computer</b> .  |
| Prompt user before automatically synchronizing offline items           | On the <b>Logon/Logoff</b> tab, select the <b>Ask me before synchronizing the items</b> check box.   |
| Schedule synchronization when the system is idle or for specific times | On the <b>Scheduled</b> tab, click <b>Add</b> to start the Scheduled Synchronization Wizard. The wizard assists you in creating a synchronization schedule.  |

5. After selecting appropriate options, click **OK**.

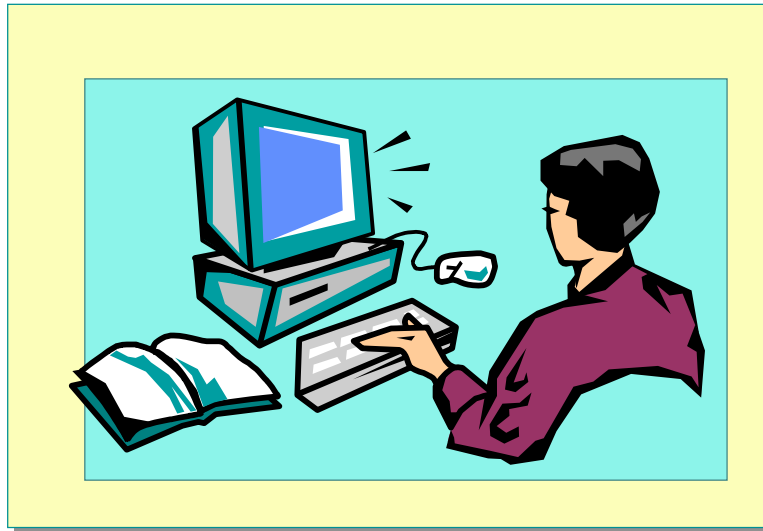
## Lab 11B: Configuring Offline Files

**Topic Objective**

To introduce the lab.

**Lead-in**

In this lab, you will configure a computer to use offline files, and configure files for offline use.



### Objectives

After completing this lab, you will be able to:

- Create offline files.
- Configure a shared folder for offline support.
- Synchronize offline files.

### Prerequisites

Before working on this lab, you must have completed Lab 1C Upgrading Windows 98 to Windows XP Professional.

### Lab Setup

To complete this lab, you need the following:

- A computer running Windows XP Professional configured as a member of a workgroup.
- A user account created on your computer for your partner.

**Estimated time to complete this lab: 30 minutes**

## Review

**Topic Objective**

To reinforce module objectives by reviewing key points.

**Lead-in**

The review questions cover some of the key concepts taught in the module.

- **Configuring Hardware for Mobile Computing**
- **Configuring Power Management Options for Mobile Computing**
- **Making Files, Folders, and Web Pages Available for Offline Use**

1. A mobile user is reporting that when he uses his mobile computer at home, some of the applications are unusable because of resolution settings. What is a possible solution?

**Create a docked and undocked hardware profile; specify the correct resolution for each situation.**

2. A user complains that when she uses her mobile computer in an undocked state and then shuts it down, the next time she tries to use it, the battery is weak or dead. What are the possible problems, and what are the possible solutions?

**To help assess the power usage problem, check the power options to determine which power scheme she is using and the settings for that power scheme.**

**It could be that her computer is not going into standby or hibernation quickly enough, which could cause the battery to drain. Check the Power buttons options on the Advanced tab of the Power Options property sheet.**

**It could be that the user believes that she is shutting down the computer by closing the lid or pressing a certain button, when in fact she is actually putting the computer in standby. When a computer is in standby or left on, and the power drains, any unsaved work will be lost.**

3. A user is trying to make certain files available for offline use. However, in the folder view, the **Make Available Offline** option does not appear. Why does the **Make Available Offline** option not appear, and what is the solution?

**The Make Available Offline option appears only after the computer has been configured for offline files, and only if the file or folder is online. To enable this option, help the user configure the computer for offline files.**

4. A recent network problem disconnected a group of users from the network, but they did not realize that they were disconnected. They continued working on locally cached documents that they thought were on a network share. When they realized that they were not connected to the network, they called you asking how to avoid this issue in the future. What would you advise them to do?

**To avoid this issue, change the way that offline files respond to network disconnection so that users are notified when they become disconnected, and are reminded of their disconnected status at set intervals.**

5. A mobile user has configured his computer to use offline files. He has complained that the files are not being updated after making changes offline and then connecting to the network. What settings would you check?

**In Synchronization Manager, check that the When I log on to my computer and When I log off my computer check boxes are selected. Otherwise, the user will need to manually synchronize files.**