
Lab 11B: Configuring Offline Files

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

For More Information

Estimated time to complete this lab: 30 minutes

Exercise 1

Configuring a Client Computer for Offline Files

Scenario



You need to demonstrate the concept of offline files to the Human Resources managers and their staff.


Goal




In this exercise, you will:

- Create an offline file manually.
- Create a shared folder and configure caching options on the shared folder.
- Disconnect from the network and then modify both the manual offline document and the automatic offline document.
- Verify synchronization by viewing the modifications in offline documents.

Tasks	Detailed Steps
1. Log on to your computer as Administrator with a password of password and then create a shared folder. This folder will be used by your partner to store the offline files.	<ol style="list-style-type: none">a. Log on as Administrator with a password of password.b. Click Start, right-click My Computer, and then click Manage.c. Expand Shared Folders, right-click Shares, and then click New File Share.d. In the Create New File Share Wizard, in the Folder to share box, type C:\Your_Partner's_Computer, in the Share name box, type Your_Partner's_Computer, and then click Next.e. Click Yes on the message, The system cannot find the specified path "C:\Your_Partner's_Computer". Do you want to create it?f. Verify that All users have full control is selected, and then click Finish.g. Click No on the message Do you want to create another shared folder.
2. Enable offline files.	<ol style="list-style-type: none">a. Click Shares, right-click Your_Partner's_Computer, and then click Properties.b. In the Your_Partner's_Computer Properties sheet, on the General tab, click Caching.

Tasks	Detailed Steps
<p> What four options can be set on a shared folder?</p> <p>Allow caching of files in this shared folder (if this is unchecked, then the next three are not available)</p> <p>Automatic Caching for Documents</p> <p>Automatic Caching for Programs and Documents</p> <p>Manual Caching for Documents</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>2. (continued)</p>	<p>c. Verify Manual caching of documents is selected, and then click OK.</p> <p>d. Click OK to close the <i>Your_Partner's_Computer Properties</i> sheet and then close Computer Management.</p>
<p>3. Connect to \\Your_Partner's_Computer\Your_Computer create a file and save it to the shared folder.</p>	<p>a. Click Start, and then click Run.</p> <p>b. In the Open box, type \\Your_Partner's_Computer\Your_Computer (where \\Your_Partner's_Computer is the computer and \Your_Computer is the shared folder) and then click OK.</p> <p>c. Click Start, point to All Programs, point to Accessories, and then click WordPad.</p> <p>d. In WordPad, type This is a test of offline files and folders.</p> <p>e. On the File menu, click Save As.</p> <p>f. In the Save In box, click My Network Places, and then double-click Entire Network.</p> <p>g. Double-click Microsoft Windows Network, double-click Workgroup, double-click <i>Your_Partner's_Computer</i>, and then double-click <i>Your_Computer</i>.</p> <p>h. In the File name box, type xxx Offline File (where xxx is the first three letters of your computer name) and then click Save.</p> <p>i. Close WordPad, and restore the <i>Your_Computer on Your_Partner's_Computer</i> window</p> <p>j. On the View menu, click Refresh.</p>
<p>4. Make the file available offline.</p>	<p>a. Right-click the file that you just saved, and then click Make Available Offline.</p> <p>b. The Offline Files Wizard starts, click Next.</p> <p>c. Verify that Automatically synchronize the Offline Files when I log on and log off my computer is not selected, and then click Next.</p> <p>d. Verify that Enable reminders is selected, select Create a shortcut to the Offline Files folder on my desktop, and then click Finish.</p> <p> Synchronization occurs. Notice the offline symbol on the Offline file.</p> <p>e. Close the <i>Your_Computer on Your_Partner's_Computer</i> window.</p>

Tasks	Detailed Steps
5. On the desktop, double-click the Shortcut to Offline Files . Open the file, and then close the file to create an offline file automatically.	<ol style="list-style-type: none"> On the desktop, double-click Shortcut to Offline Files. Double-click xxx Offline Files. Close xxx Offline Files.
i Note: Because you selected the Automatic Caching for Documents option for the shared folder, opening the file automatically marks the file as offline.	
6. Disconnect from the network.	<ol style="list-style-type: none"> Click Start. If Connect to appears on the Start Menu, point to Connect to, and then click Show all connections. –Or– If Network Connections does not appear on the Start menu, click Control Panel, click Network and Internet Connections, and then click Network Connections. Right-click Local Area Connection, and then click Disable. When Local Area Connection shows Disabled, minimize Network Connections.
i Note: Task 6 has the same effect as physically removing the computer from the network.	
7. While disconnected from the network, make changes to the xxx offline file.	<ol style="list-style-type: none"> On the desktop, double-click Shortcut to Offline Files. Double-click xxx Offline Files. In your WordPad document type, This is another test of Offline Files. Save the changes to your WordPad document.
? Where were the changes to your WordPad document saved? There were saved to the locally cached version of the document. <hr/> <hr/>	
7. (continued)	<ol style="list-style-type: none"> In the system tray, at the lower-right side of the desktop, click the Offline Files Status icon, which resembles a computer.  <i>The Offline File Status dialog box appears. If you click OK at this point, the files will attempt to synchronize.</i> Click Work online without synchronizing changes, and then click OK. Close WordPad. On the desktop, double-click Shortcut to Offline Files, and then open the xxx offline file.

Tasks	Detailed Steps
<p> Do the changes appear in the document, and why?</p> <p>Yes, because the locally cached version was opened.</p> <hr/> <hr/>	
<p>8. Reconnect to the network and complete the synchronization process.</p>	<p>a. Restore Network Connections.</p> <p>b. Right-click Local Area Connection, click Enable, and then close Network and Dial-up Connections.</p>
<p> Note: Because you configured the Automatic Caching of Documents option, the file was automatically synchronized as soon as the network connection was reestablished.</p>	
<p> When connected to the network and opening an offline file, which file is opened: the locally cached copy or the version of the file on the network shared folder?</p> <p>The version of the file on the network shared folder.</p> <hr/> <hr/> <hr/> <hr/>	
<p>9. Disable offline files.</p>	<p>a. In Control Panel, click Appearance and Themes, and then click Folder Options.</p> <p>b. In the Folder Options dialog box, on the Offline Files tab, clear the Enable Offline Files check box, and then click OK.</p> <p>c. Close Control Panel, and then log off.</p>

