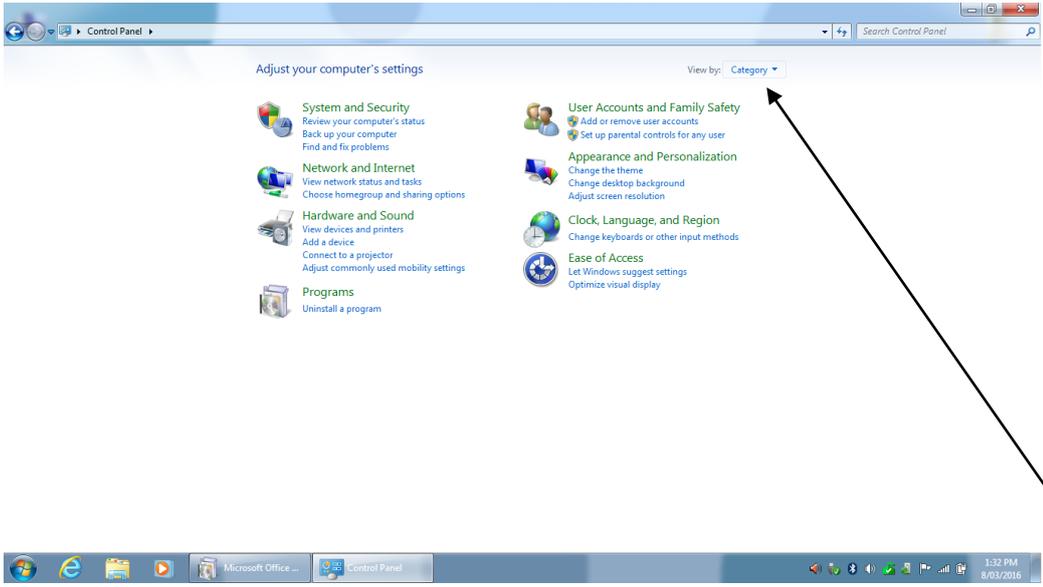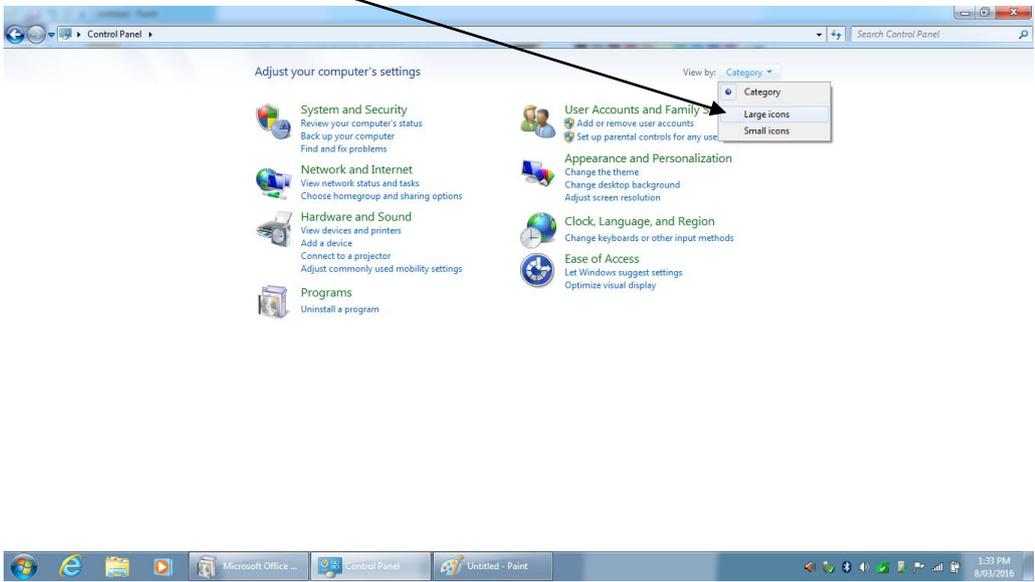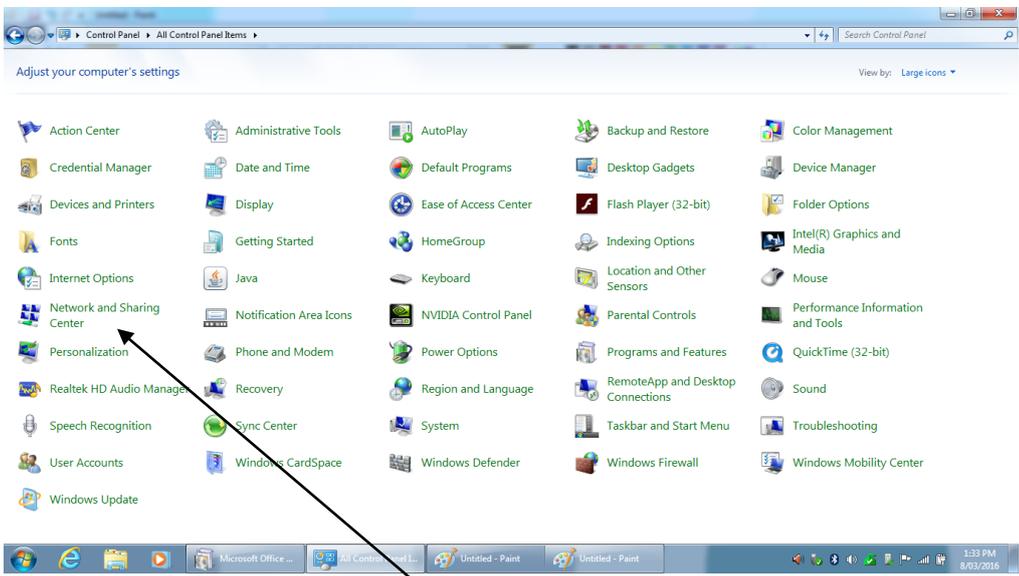# 1 - OPEN UP YOUR CONTROL PANEL

2 - IF YOUR CONTROL PANEL LOOKS LIKE THIS THEN CLICK ON THAT CATEGORY BUTTON AND CHANGE IT TO LARGE ICONS
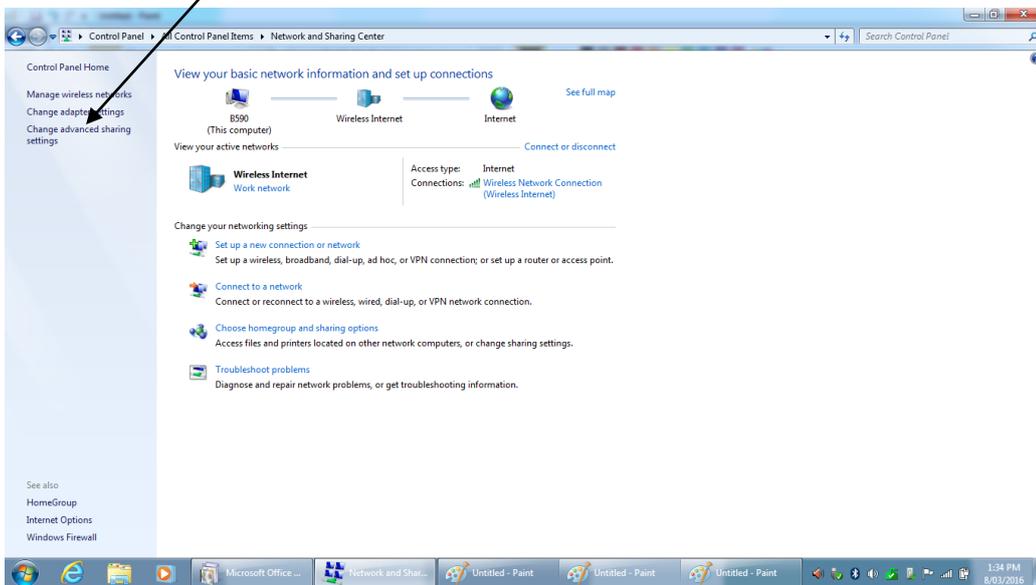

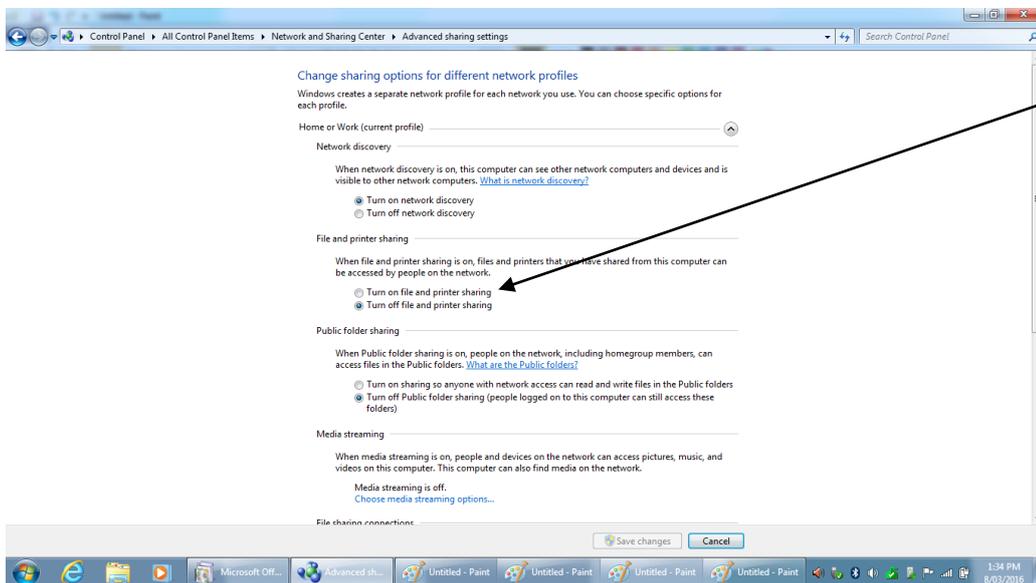# 3 - YOUR SCREEN SHOULD NOW LOOK LIKE THIS

4 - OPEN UP THE NETWORK AND SHARING CENTER

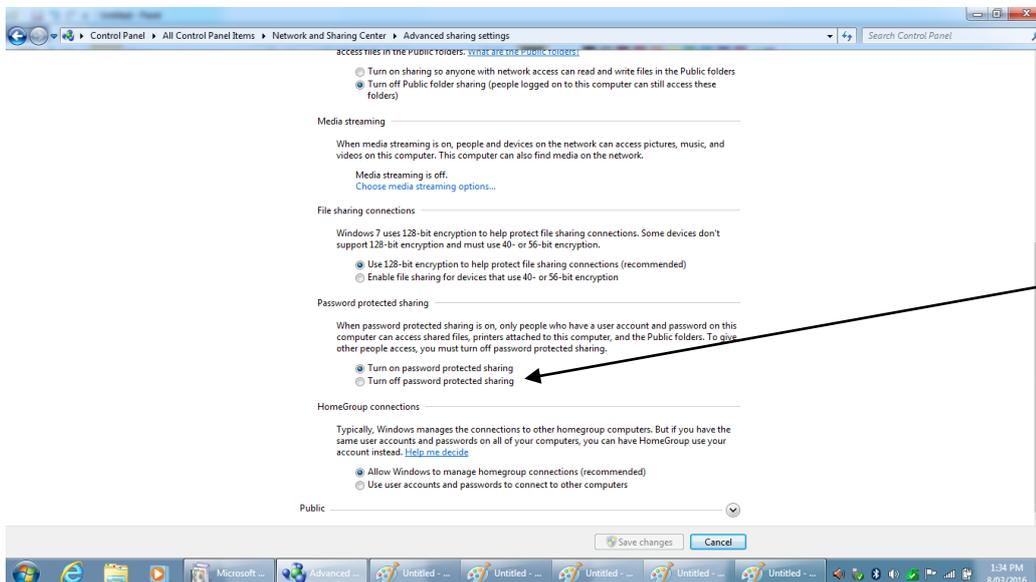**5 - YOU WILL GET THIS SCREEN, CLICK ON CHANGE ADVANCED SHARING SETTINGS**

6 - CHANGE THE FOLLOWING OPTIONS - THERE IS TWO PICTURES AS YOU WILL NEED TO SCROLL DOWN
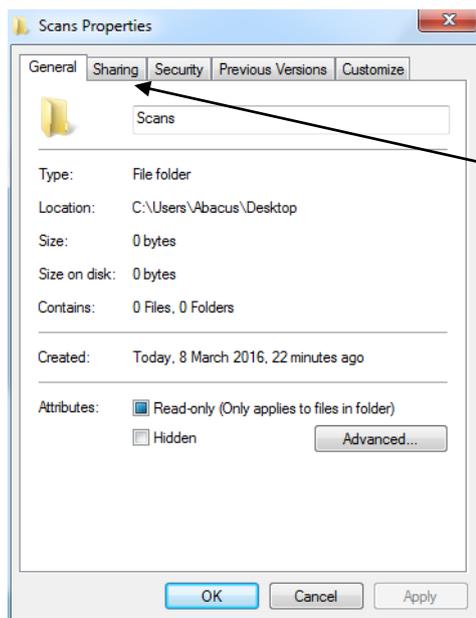

TURN ON FILE AND PRINT SHARING

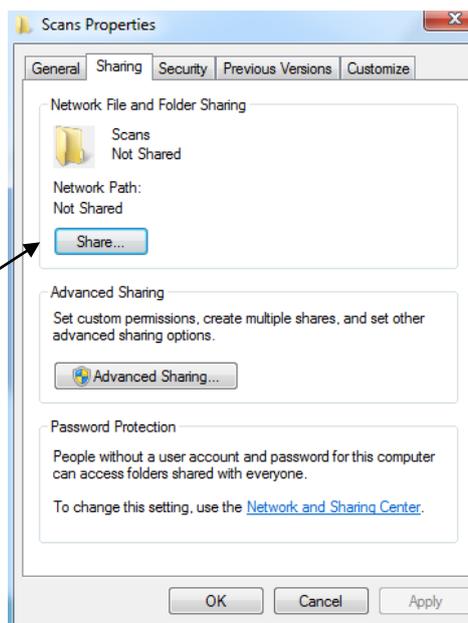**7 - SCROLL DOWN TO GET TO THE NEXT OPTIONS**

TURN OFF PASSWORD PROTECTED SHARING

8 - CREATE A FOLDER THAT YOU WISH TO GET THE SCANS TO GO TO - FOR THIS EXAMPLE I WILL CREATE A FOLDER ON MY DESKTOP AND CALL IT SCANS
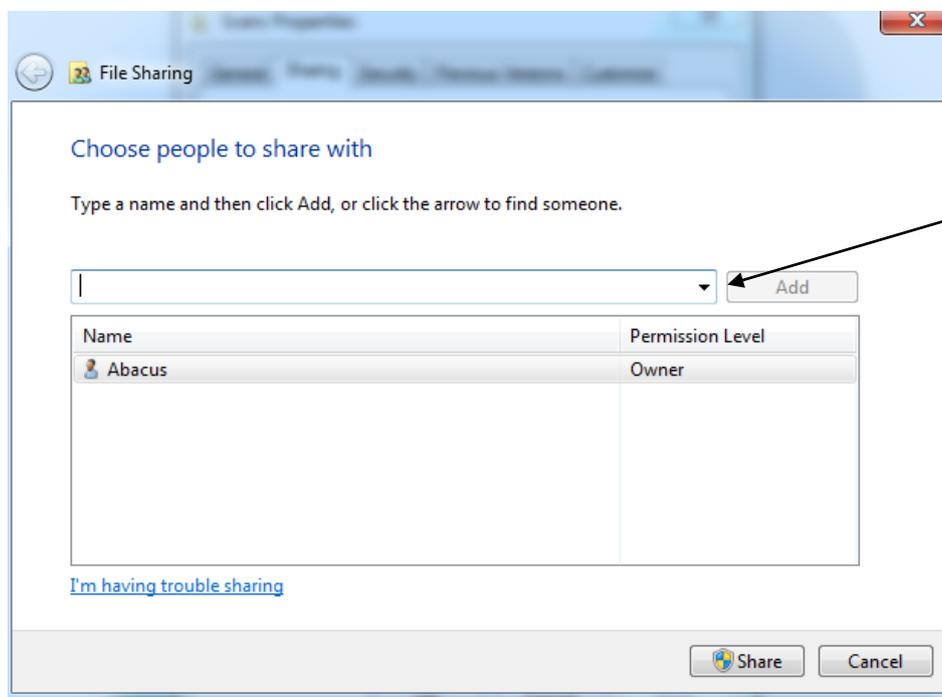
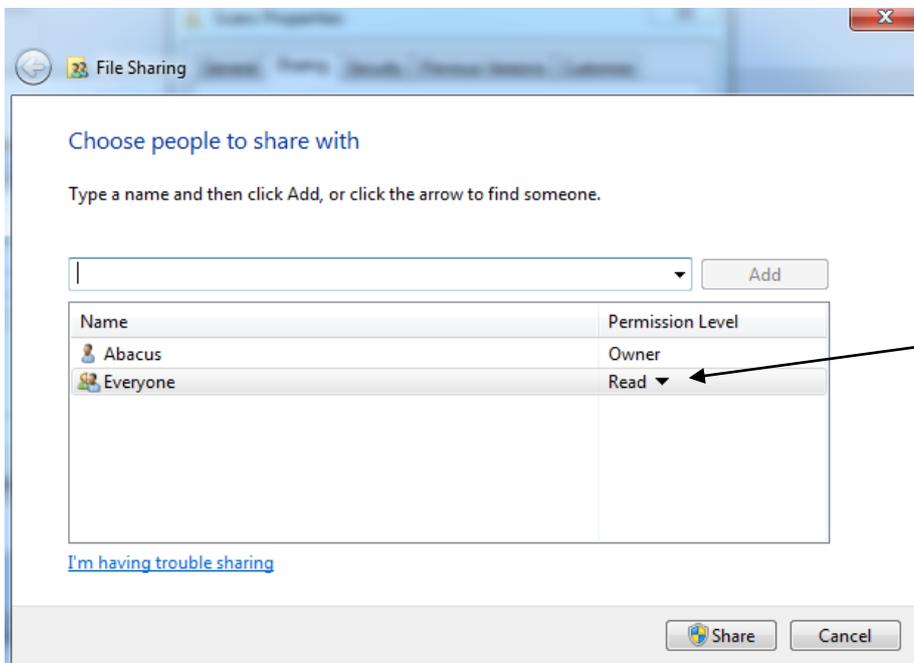**ONCE THE FOLDER IS CREATED RIGHT CLICK ON IT AND CLICK ON PROPERTIES**

9 - THE FOLLOWING BOX WILL APPEAR
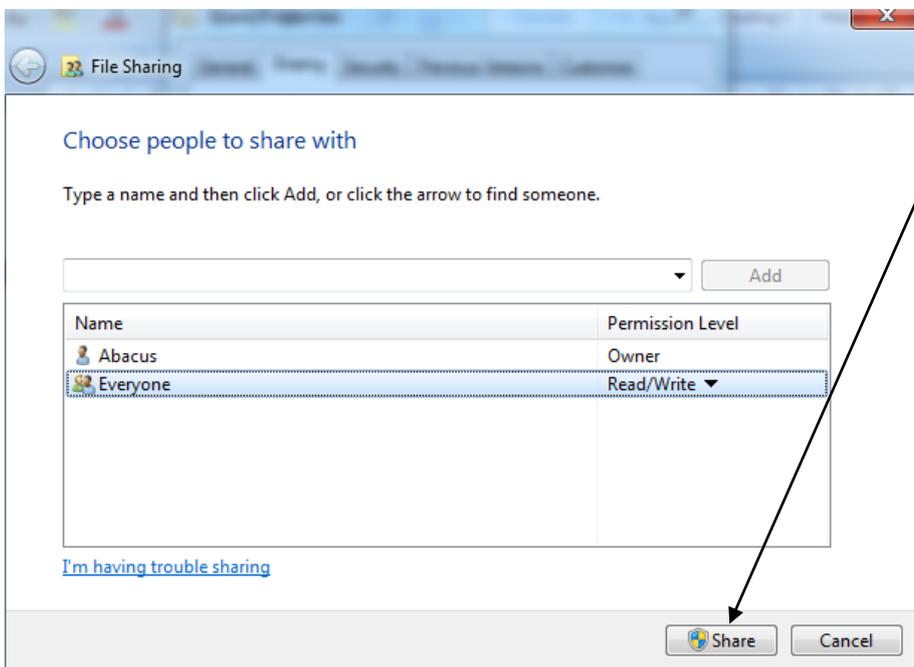
NOW CLICK ON THE SHARING TAB

10 - CLICK ON THE SHARE BUTTON

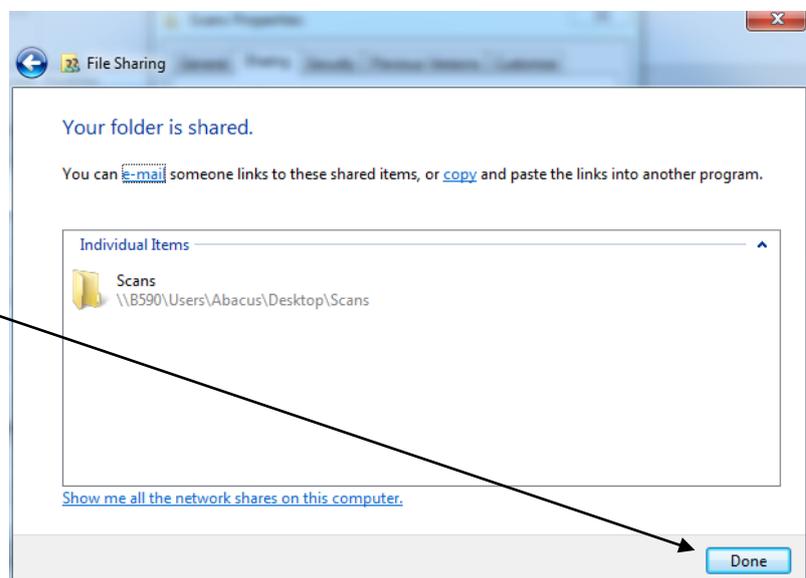**11 - CLICK ON THE DROP DOWN BOX AND SELECT EVERYONE**

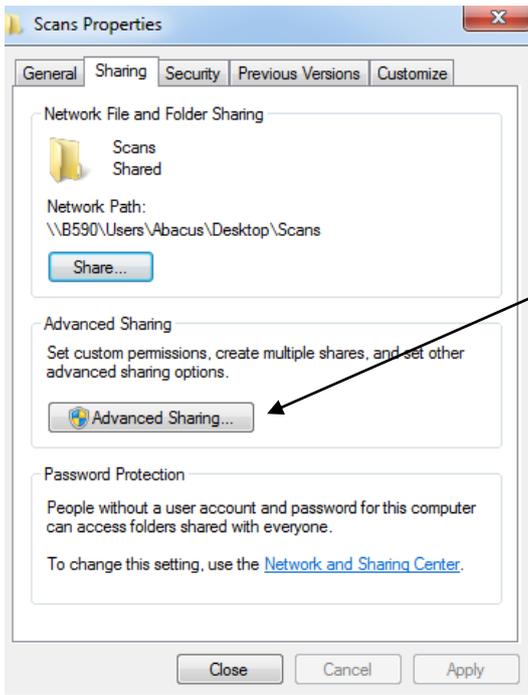**12 - CLICK ON THE DOWN ARROW BESIDE READ AND CHANGE TO READ/WRITE**

13 - CLICK ON THE SHARE BUTTON

14 - IF YOU GET ANY DIALOGUE BOXES ASKING IF YOU REALLY WANT TO DO THIS JUST DO SO AND PROCEED AHEAD
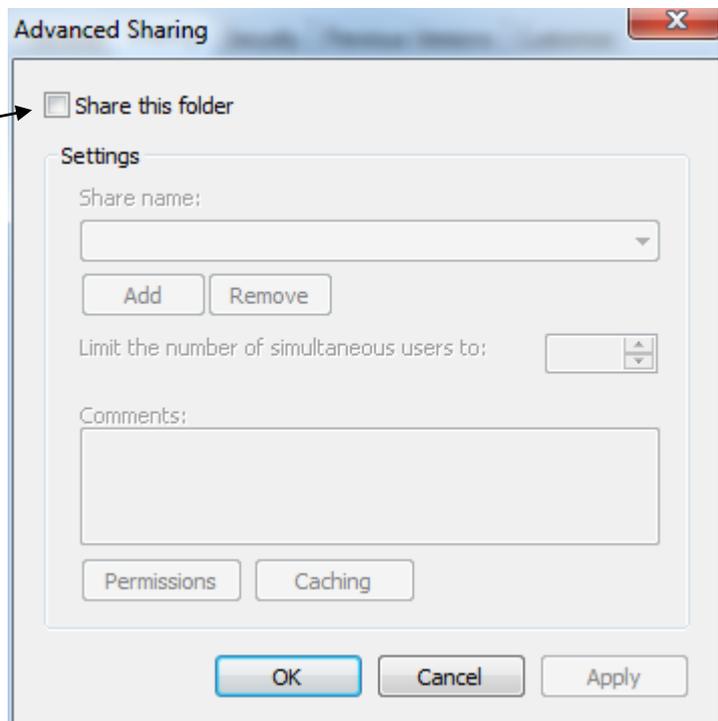
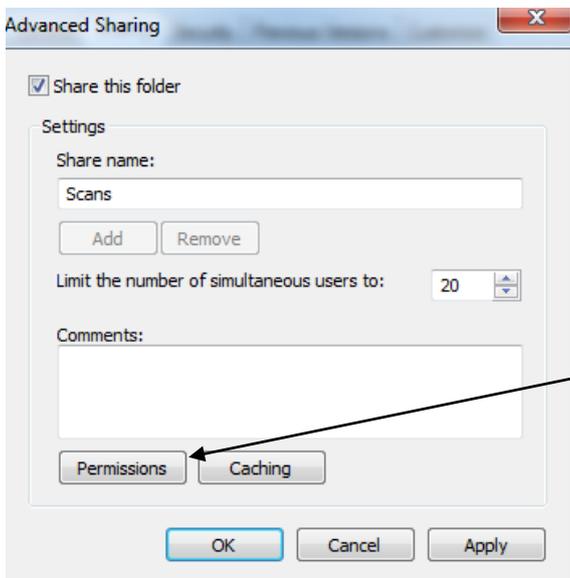**15 - YOU WILL GET THE FOLLOWING BOX - CLICK ON DONE**

16 - YOU WILL NOW GET THE FOLLOWING BOX - YOU WILL NOW ALSO NEED TO CLICK ON ADVANCED SHARING
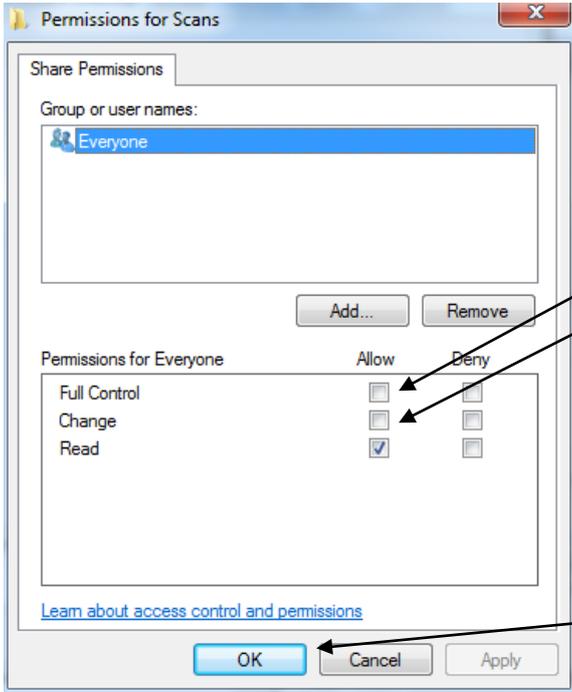

17 - CLICK ON SHARE THIS FOLDER

18 - THE PERMISSIONS BOX WILL NOW BECOME ACTIVE
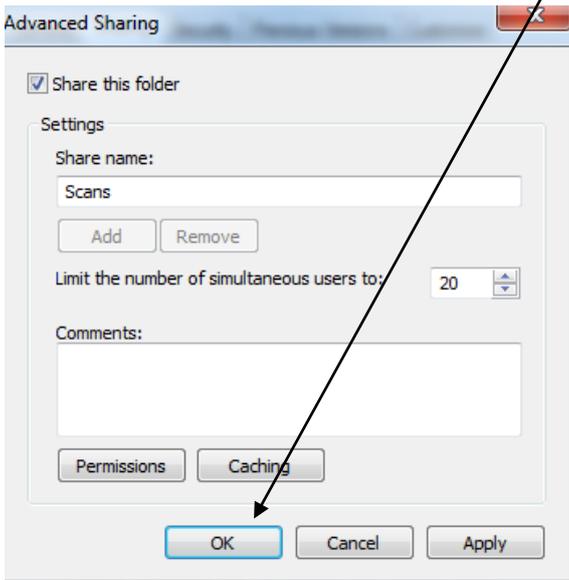
CLICK ON IT

19 - THE FOLLOWING BOX WILL NOW APPEAR

20 - TICK THESE TWO BOXES

21 - THEN CLICK OK

22- YOU WILL COME BACK TO THIS BOX - CLICK OK

23 - FINALLY YOU WILL COME BACK TO THIS BOX

THE FOLDER IS NOW SHARED - THIS IS THE SHARED PATH