

Using 'Offline Files' in Windows XP Professional

The 'Offline Files' feature in Windows XP Professional is a much under used feature which can help you be more productive.

You can use this feature on a portable computer or on a desktop computer that occasionally connects to your workplace network. For example, this feature is useful if you are working at home on a desktop computer, and need to automatically get files off the network whenever you connect.

The files that you select are automatically downloaded from shared folders on the network and stored on your computer. When you disconnect, the files are available to use 'off-line' as stand alone items. When you reconnect to the network, your changes are added to the files on the network in a process called synchronization. If someone else on the network made changes to the same file, you can save your version, keep the other version, or save both.

You need to confirm that you are using Windows XP professional. You can do this by Right clicking on My Computer, select properties the system page will tell you which operating system you are using. If you are not using this operating system and you think your business would benefit from this functionality Bronte would be happy to give you a quote for installing Windows XP Professional. Contact Bronte Business Networks on 0121 506 9230.

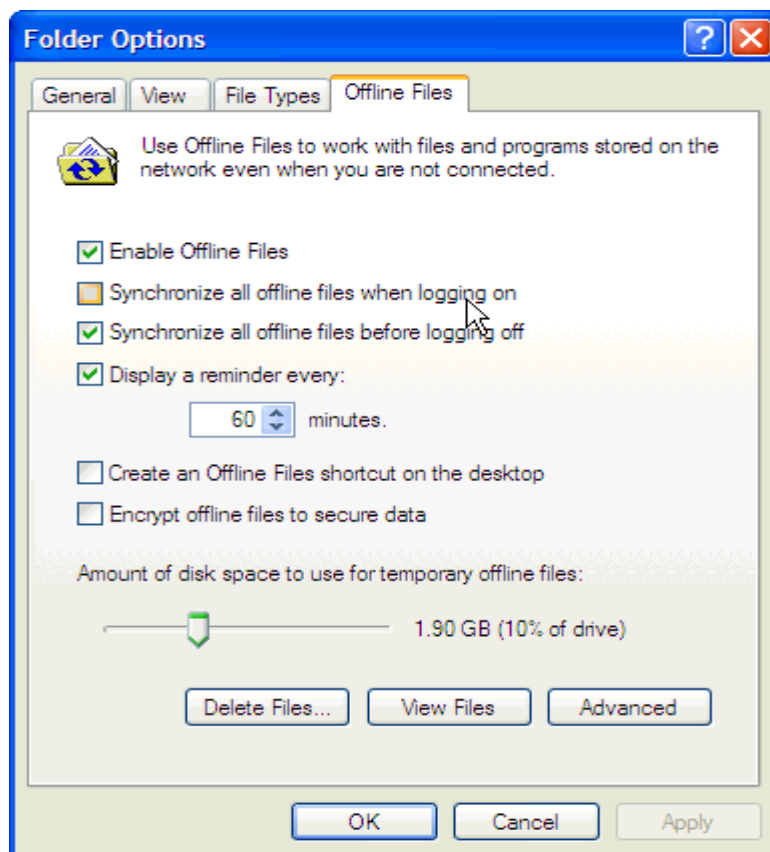
How to set up your computer to use Offline Files

1. Open My Computer. (Click **Start** and then click **My Computer**.)
2. On the **Tools** menu, click **Folder Options**.
3. On the **Offline Files** tab, make sure that the **Enable Offline Files** check box is selected as shown below.
4. Select **Synchronise all offline files before logging off** to get a full synchronisation. Leave it unselected for a quick synchronisation. A full synchronisation ensures that you have the most current version of every shared network file that you work with offline. A quick synchronisation ensures that you have complete versions of your offline files, although

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they may not be the most current versions. You might select a quick synchronisation if you are the only person working on a file or if you do not need the most current version of a file.

If you want to control which offline files are synchronised, when they are synchronised, and whether Windows prompts you before synchronising your files, you can use Synchronisation Manager.



To make a file or folder available to you offline

After you set up your computer to use offline files, you need to make shared network files available to you offline.

1. Open My Computer. (Click **Start** and then click **My Computer**.)

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2. Double-click a network drives to view its contents. If My Computer does not contain links to any network drives, you need to assign a drive letter to a shared network resource.
3. Click the shared network file or folder that you want to make available offline.
4. On the **File** menu, click **Make Available Offline**. This option appears on the **File** menu only after you set up your computer to use offline files as described above.
5. To make a network file or folder *unavailable* offline, right-click the item, and click **Make Available Offline** again to clear the check mark.

To view a list of all of the shared network files that is available offline

1. On the **Tools** menu, click **Folder Options**.
2. On the **Offline Files** tab, click **View Files**.