

# UNIT 2 MANAGING THE FILE SYSTEM

## Structure

### 2.0 Introduction

#### 2.1 Objectives

#### 2.2 Opening Another Directory Window

#### 2.3 Switching between Directory Windows

#### 2.4 Changing View of the Directory Window

##### 2.4.1 Using View Menu

##### 2.4.2 Using Tree Menu

### 2.5 Changing Drives and Directories

### 2.6 Working with Files and Directories

#### 2.6.1 Selecting Files and Directories

#### 2.6.2 Moving and Copying Files and Directories

#### 2.6.3 Renaming Files and Directories

#### 2.6.4 Searching for Files and Directories

#### 2.6.5 Creating Directories

#### 2.6.6 Associating Files with Applications

#### 2.6.7 Changing Files Attributes

### 2.7 Managing Floppy Disks

#### 2.7.1 Formatting a Floppy Disk

#### 2.7.2 To Copy a Floppy Disk

### 2.8 Summary

## 2.0 INTRODUCTION








Microsoft classifies Windows as an operating system. House keeping and maintaining the file system being one of the functions performed by any operating system; Microsoft included an application called File Manager. It can be used to perform some common tasks, including managing the drives, directories and files.

File Manager is present as a Program-item under the Main group in the Program Manager window. The following screen appears on double-clicking the File Manager icon.



In File Manager, the files and directories are displayed in the document window referred as *directory window*. The directory window is divided by the split bar. The left side of the window displays the structure of the current drive, or the directory tree. The right side of the window displays a list of files and sub-directories in the selected directory. In the directory window, each name listed in the right half has an icon next to it, indicating the type of file.

The following table describes the various icons used in the directory window:

Icon	Description
	Displays the contents of the directory one level up in the directory tree.
	Represents a directory
	Represents an open directory
	Represents an application file. These files start applications or run programs.
	Represents a document file associated with an application,. On opening this file, the application associated with it starts.
	Represents a system or hidden file.
	Represents other documents files

The other things to be found in the directory window are :

- The *drive icons* on the *drive bar* for each drive that can be currently accessed. These icons can be used to change to a different drive.
- The *status bar* displays information about the current drive and directory and other information about the task being performed with the File Manager.
- The *menu bar* contains menus listing File Manager commands.

The drive bar or the status bar can be hidden or displayed by choosing the Drivebar or Statusbar command from the Options menu.

## 2.1 OBJECTIVES

After going through this unit, a student should be able to

- switch between directories
- working with menus
- working with files and directories
- formatting a floppy disk

## 2.2 OPENING ANOTHER DIRECTORY WINDOW

Within File Manager, one can open multiple windows to display more than one drive or directory at a time.

**To open a new directory window:**

- From the Window menu of the File Manager window, choose New Window command. The new window initially has the same display as the currently active window, but its contents can be changed.
- Double-click the different drive icon, to open a new window displaying the contents of a different drive.

## 2.3 SWITCHING BETWEEN DIRECTORY WINDOWS

Although many directory windows can be open, only one can be active at a time. A window becomes active when selected.

### To switch between the open directory windows:

- Click anywhere in the desired directory window.
- Cycle through the open directory windows by pressing CTRL+F6 or CTRL+TAB until the desired directory window is not selected.
- Choose a window name from the Window menu of the File Manager window.

## 2.4 CHANGING VIEW OF THE DIRECTORY WINDOW

The way the files and directories are displayed in the directory window can be changed. The overall display of the directory window can be changed using the View menu. The way directory tree is displayed in the left half of the directory window can be changed using the Tree menu.

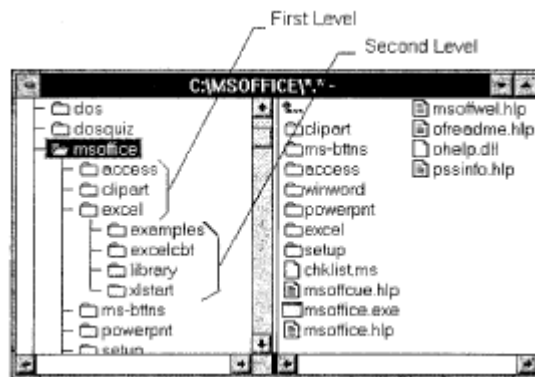
### 2.4.1 Using View Menu

One can choose to display only the directory tree or only the directory contents. The details of the files displayed can also be changed. The following are the options used to change the display :

<b>Use this command</b>	<b>To</b>
<b>Tree and Directory</b>	Display both directory tree and the directory contents.
Tree Only	Display only the directory tree.
Directory Only	Display only the directory contents.
Name	Display only the names of files.
All File Details	Display the name, size, date and time of creation, and attributes of files.
Sort By Type	Display files in alphabetic order, based on the filename extension.
Sort By Size	Display files in order of size, from largest to smallest.
Sort By Date	Display files in order of date, with the most recently modified file listed first.
By File Type	Display the specified types of files

### 2.4.2 Using Tree Menu

The Directory Tree can be expanded or collapsed to view or not to view the subdirectories in a directory. An entire branch, a single level of the branch, or all branches on the drive can be expanded and a directory can be collapsed so that subdirectories are not shown in the directory tree.



## To expand or collapse a directory :

In the directory tree, double-click the icon of the directory to be expanded one level or collapsed, or select it using the arrow keys, and then press ENTER.

The following commands on the Tree menu can also be used to expand or collapse directories :

Use	To
Expand One Level	Display the immediate subdirectories of the selected directory.
Expand Branch	Display all the subdirectory levels below the selected directory.
Expand All	Display all the directories and subdirectories on the drive.
Collapse Branch	Collapse a directory so that all the subdirectory levels below the selected directory are not shown.

---

## 2.5 CHANGING DRIVES AND DIRECTORIES

The files one wants to work on may be on a different drive or in a different directory. File Manager enables one to easily view and work with them.

### To change to the current drive :

- In the drive bar, click the desired drive icon, or double-click it to create a new directory window displaying information for the new drive.
- Press and hold down CTRL key while typing the letter of the drive to be selected. This works even if the drive bar is not displayed.

### To change to another directory:

- Select the directory in the directory tree or select the directory in the list of files, by using the mouse or the arrow keys.

## 2.6 WORKING WITH FILES AND DIRECTORIES

File Manager provides graphical way to organize your files and directories. It also provides all basic file and disk maintenance commands used to move and copy files, rename files, create directories, and format disks, etc.

## 2.6.1 Selecting Files and Directories

To perform tasks with File Manager, the files or directories need to be selected. Mouse can be used to select one or more directories or files.

### *To select a file or directory*

- Click the filename or directory name to be selected.
- Press TAB to move to the list of files, and then use the arrow keys.

### *To select two or more items in sequence*

1. Click the first file or directory to be selected.
2. Press and hold down SHIFT while clicking the last file or directory in the group.

### *To select two or more items out of sequence*

- Press and hold down CTRL and click each file or directory.
- Press SHIFT+F8, use the arrow key to move to each item, press SPACEBAR to select it or to cancel the selection. Then, press SHIFT+F8 again.

### *To cancel a selection*

Press and hold down CTRL while clicking the selected file or directory.

## 2.6.2 Moving and Copying Files and Directories

One or more files or directories can be moved or copied to another directory or drive, either using a mouse by quickly selecting items and then dragging them to their new destination or by using the Copy or Move command. The destination can be a directory window, directory icon, or drive icon.

### *To move or copy a file or directory*

- To move a file or directory to a different drive, press and hold down SHIFT, and then drag the file or directory icon(s) to a directory icon, drive icon, or minimized directory window. If a file or directory is dragged to a drive icon, the file is moved to the current directory on that drive.
- To move a file or directory to a destination on the same drive, drag the file or directory icon without pressing SHIFT.
- To copy a file or directory to a different drive, drag the file or directory icon without pressing CTRL.
- To copy a file or directory to the same drive, press and hold down CTRL and drag the file or directory icon(s) to a directory icon, drive icon, or minimized directory window. If you drag a file or directory to a drive icon, the file is copied to the current directory of that drive.

### *To move or copy file or directory by using the Move or Copy command*

1. In the list of files and directories, select the items you want to move or copy.
2. From the File menu, choose Move or Copy command.
3. In the Move or Copy dialog box, specify the destination directory.
4. Choose the OK button.

## 2.6.3 Renaming Files and Directories

A file or directory can be renamed in File Manager.

### *To rename file or directory*

1. Select the file or directory to be renamed.
2. From the File menu, choose Rename.
3. In the Rename dialog box, specify the new name.
4. Choose the OK button.

While renaming the files, one must take care of the system and hidden files. A system file contains information required for running the operating system. Changing the name of a system file might effect the system and it may not run correctly. A hidden file is a file not intended to viewed in the directory listing.

## 2.6.4 Searching for Files and Directories

To find a file or group of files, the Search command can be used. If files that match the search criteria are found, they are listed in the Search Results window. The items in this window can be selected and perform such tasks as copying, deleting, moving, and printing files. The contents of the Search Results window change when a new search is performed.

### *To search for files or directories*

1. Select the directory from which the search is to be started.
2. From the File menu, choose Search command.
3. In the Search dialog box, specify a file name or use wildcards (\* or ?) for a group of files in the Search For text box and Mark the option for searching all subdirectories.
4. Choose the OK button.

To cancel the search, press ESC.

## 2.6.5 Creating Directories

1. Select the directory in which the new directory is to be created.
2. From the File menu, choose Create Directory command.
3. In the Name box, type the name of the new directory.

4. Choose the OK button.

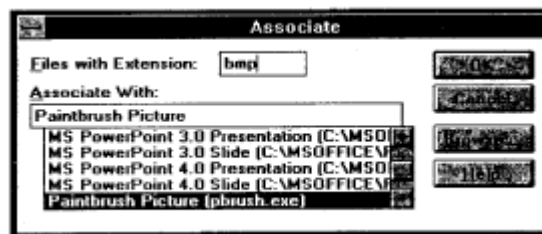
## 2.6.6 Associating Files with Applications

When a file is associated with an application, one can open the file and start the application at the same time. If a file is associated with an application, there is a document-file icon next to the filename in the directory window.

When File Manager is started, some files are already associated with applications.

### *To associate a file not associated with an application*

1. Select the name of the file to be associated with an application.



2. From the File menu, choose Associate command.
3. In the Associate dialog box, select the application with which the file is to be associated.
4. Choose the OK button.

## 2.6.7 Changing File Attributes

By using File Manager, the properties of a file or directory can be changed. These properties include file attributes, such as read-only, archive, hidden, and system.

### *To change file or directory properties*

1. In the directory window, select the item(s) for which the properties are to be changed.
2. From the File menu, choose Properties command.
3. In the Properties For dialog box, select the file properties. For a file or directory more than one property can be selected.
4. Choose the OK button.

## 2.7 MANAGING FLOPPY DISKS

Some of the DOS equivalent disk-level commands are available on the Disk menu. These commands help in managing the disks by performing the following tasks:

- Copying a Disk
- Formatting a Disk

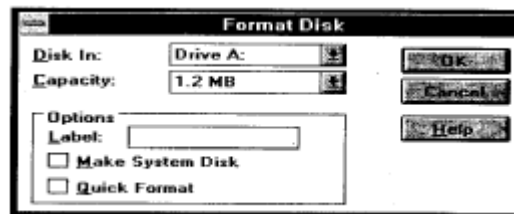
- Labeling a Disk
- Making a System Disk

## 2.7.1 Formatting a Floppy Disk

Before using a disk, it must be formatted. Formatting prepares the disk for use with the computer and deletes any previous information stored on it.

### *To format a disk*

1. Insert a floppy disk in a drive.
2. From the Disk menu, choose Format Disk command.
3. In the Format Disk dialog box, specify the drive letter, disk capacity, volume label, and other options.



- The Label box assigns a volume label to a floppy disk at the time of formatting. The same can be done later by using the Label Disk command. in the Disk menu.
- The Make System Disk copies MS-DOS operating-system files to a floppy disk at the time of formatting, whereas, the Make System Disk command copies the files to a formatted floppy disk. The system disk to start a computer that uses the MS-DOS operating system.,
- The Quick Format option quickly formats a previously formatted floppy disk without scanning for the bad sectors.

4. Choose the OK button.

## 2.7.2 To Copy a Floppy Disk

The contents of one floppy disk can be copied to another, but both the disks must have the same storage capacity. To perform this task, Copy Disk command on the Disk menu can be used. This command is same as the MS-DOS DISKCOPY command. This command makes a true replica of a disk by performing track-for-track and sector-to-sector copy.

### *To copy a disk*

1. Insert the source disk in the drive from which the data is to be copied. If there are two floppy disk drives, insert the destination disk in the drive to which the data is to be copied.
2. In the drive bar, select the drive icon for the source disk.
3. From the Disk menu, choose Copy Disk command.



4. If the computer has two floppy disk drives, the Copy Disk dialog box appears. Select the letter of the destination drive, and then choose the OK button. If the computer has only one floppy disk drive, the Copy Disk dialog box appears when the disks need to be changed.

### ***Check Your Progress***

1. What is a File Manager?
2. Give the purpose for what the following commands are used.
  - a. File menu -- Copy command
  - b. View menu -- Split command
  - c. View menu -- Select Drive command
3. Give the menu commands to :
  - Open a new directory window.
  - Display both Tree and Directory in the directory window.
  - Sort the files in the right half by type.

## **2.8 SUMMARY**

This hands-on session has been a guide throughout learning the use of File Manager. Instead of using DOS for disk-management and file system management tasks, you can now perform these tasks with the help of the File Manager. This feature of File Manager categorizes it among the important utilities packaged along