

Chapter 7

Managing Files

Program Files

When using the computer you will accumulate programs for different purposes.

Not all programs appear on the Start/Program menu.

You do not want all programs on the Start/Program menu; hard to locate a specific program.

Small Program menu is better - more efficient.

Put most frequently used programs on Program menu.

Start little used programs using My Computer or Explorer.

You must be able to recognize program files from data files.

You must be able to recognize what other files belong to a program.

Creating Shortcuts

An advantage of Windows XP is that it has the ability to be customized to meet your needs.

You can create a shortcut for a program.

1. You must know where the .exe file is physically located.
2. Support files (including hidden) needed for program execution.
3. You must be sure not to move or copy the program when creating a shortcut.

If you moved a program, you would have to move all the support (including hidden) files also. Therefore, it is best not to move programs, if at all possible, but create shortcuts to them.

Moves are not reflected in the Registry.

Manipulating Files with Windows Explorer

Windows Explorer commonly handles file management tasks.

1. Copy files/folders.
2. Rename files/folders.
3. Delete files/folders.
4. Move files/folders.

Most of a user's time is manipulating data files.

Work with files to maintain control over the hard disk.

1. Make backup copies of current data files.
2. Delete out of date files to free disk space.
3. Create new folders as needed.

Other Ways to Copy Files

Many ways to select files.

Many ways to copy files. Can select files(s) and use SendTo pop up menu.

To see both source and destination of file you wish to copy - can use Drive A shortcut on desktop.

Folders and Files

You can select files in a variety of ways.

You can use the same techniques to select folders.

When manipulating a folder you are also dealing with all of the files and subfolders in the folder.

Use same file commands with folders/files.

Can use Copy to folder and Move to folder commands on Edit Menu.

Copying and Moving Folders and Files

Copying:

1. When you drag and drop from one drive to another the default operation is **always Copy**.
2. File/folder left in original location and create duplicate. (End up with 2 files.)
3. Copy and Paste from the Edit menu is Copying.

Moving:

1. The operation becomes a **Move** if you drag and drop to the **same drive**.
2. Moving removes the file from one location and puts it in another location. (End up with 1 file.)
3. Cut and Paste from the Edit menu is Moving.

Copying and Moving files:

Every file in a folder must have a unique name.

Files with the same names in different directories are still considered unique as paths make unique file names.

Making Folders and Other File Management Commands

Windows Explorer and My Computer share many commands.

1. You can copy and move files and folders from one drive to another.
2. You can copy and move files and folders on the same drive.
3. Rename files and folders
4. Create folders to store similar files in one location

When working with the computer, you will most likely be working with the hard disk.

Copying Files to a CD

CD: holds more data than floppy or ZIP drive.

CD burner needed to copy or record data or play or copy music.

Recordable and rewrite compact drives - common hardware.

DVD - RAM available - more costly and less common.

CD drives sold today are CD Rewritables (CD-RW)

1. Can burn CD-Recordable (CD-R) discs.
2. Advantage of being able to be erased and reused.
3. May not play in other devices.

Copying files to CD not much different from copying files to a floppy disk.

Removing Files and Folders

An important task handled by My Computer and Windows Explorer is deleting files and folders you no longer need.

Deleting files on hard disk:

1. Not **deleted** but **copied** to Recycle Bin.
2. The hard disk files can be retrieved from the Recycle Bin.
3. If the Recycle Bin gets full, it starts deleting files, oldest first.

Deleting files from floppy disk, removable disk, or network drive:

1. Are not copied to Recycle Bin.
2. Are deleted and cannot be recovered except with special utility programs.

Deleting files one at a time is laborious.

Can use Search command from Start menu to locate folders that will be manipulated.