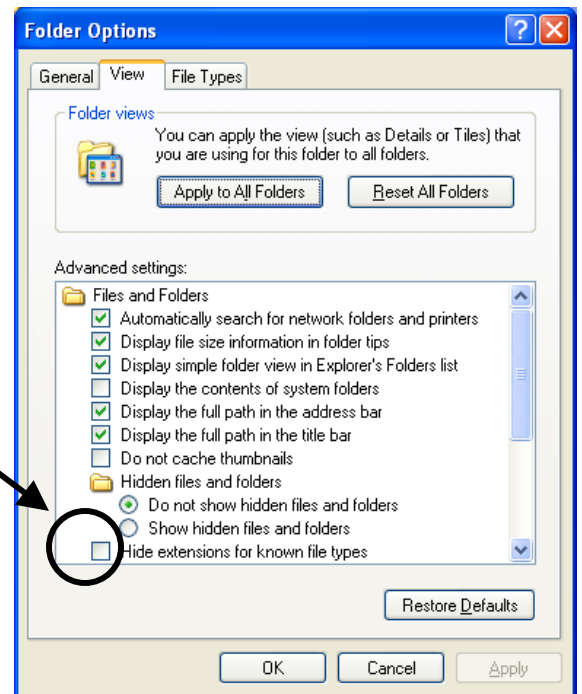


Chapter 7 - Managing Files

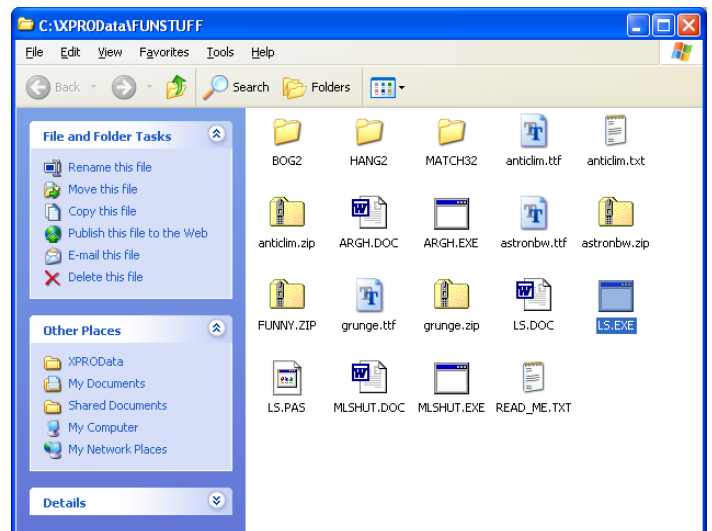
Additional Activities

7.2 ● Activity ● Using My Computer to Launch a Program

- Click **Start**. Click **My Computer**. Double-click **Drive C**.
- Double-click the **XPROData** folder. Click **View**. Click **Icons**.
- Double-click **Funstuff**.
- Click the **Tools** menu. Click **Folder Options...**
- Make sure that the check box next to **Hide extensions for known file types** is unchecked.
- This will allow you to see the file extensions in My Computer or Windows Explorer.

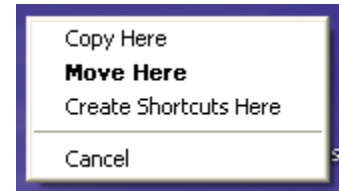


- Double-click **LS.EXE**. This opens the Letter Shift program.
- Click the **Close** button on the menu bar. Click **End Now**.



7.4 ● Activity ● Creating a Shortcut for XPROData and you're A Drive.

- Double-click **My Computer**. Double-click your hard drive (C:) or whatever drive you installed XPROData.
- Size your window so that you can see your desktop.
- Right-drag the XPROData folder to the desktop. This will present you with a shortcut (popup) menu.
- Click **Create Shortcuts Here**.
- Close all open windows.
- Double-click **Shortcut to XPROData**.
- Close the XPROData folder.
- Double-click **My Computer**.
- Size your window so that you can see your desktop.
- Drag the Floppy Drive icon onto the desktop. It automatically creates a shortcut on the desktop. (My Computer is the only place you can drag an icon and automatically create a shortcut.) If you right-drag the icon, you will get the shortcut menu above. Click **Create Shortcuts Here**.

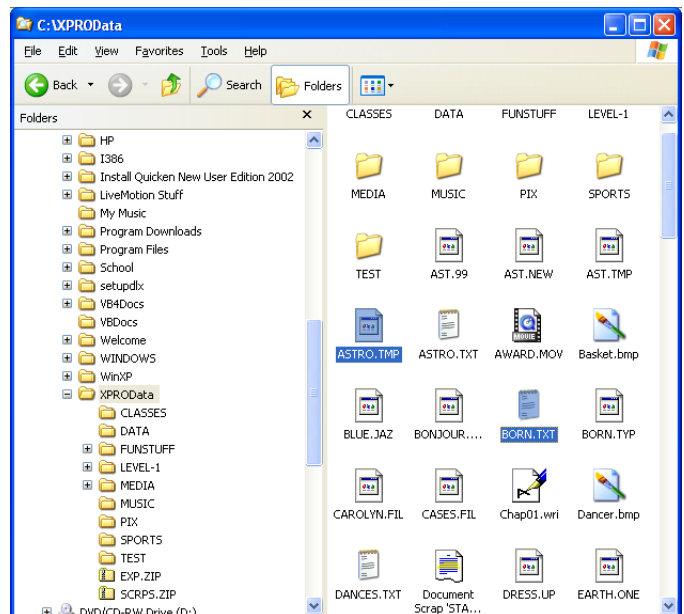
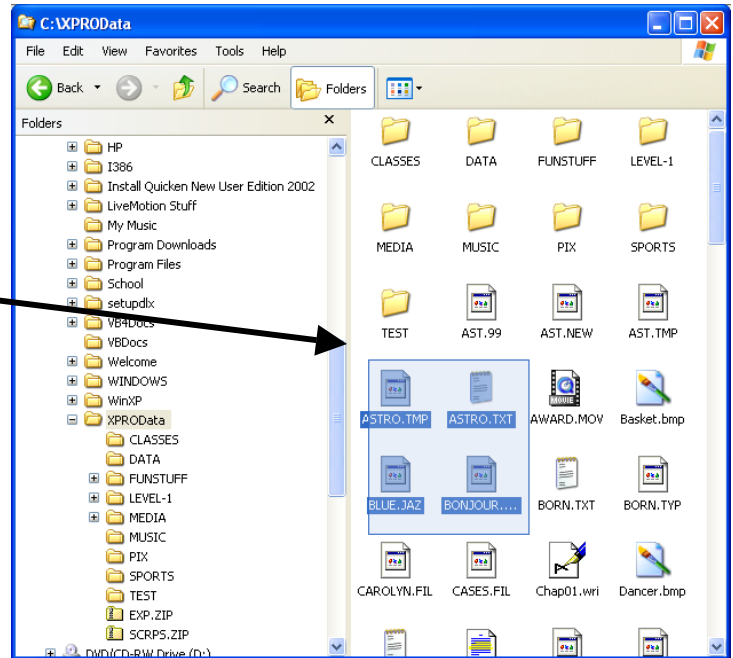


7.6 ● Activity ● Copying Files with Windows Explorer

- Place a Disk in Drive A.
- Double-click **Shortcut to XPROData**. Click the **Folders** icon on the Navigation Bar.
- Click contents side of the pane. Press <Home> key. Press **B** key four times.
- Right-click **Born.txt**. Point to **Send To**.
- Click the **3 ½ Floppy (A)** icon.
- When task is completed, click the **3 ½ Floppy (A)** icon in All Folders (left) pane.
- Should be in List View. In Drive C, click **XPROData** in All Folders pane. Click in the contents side. Press the <Home> key.
- Click **Ast.new** document. Hold <Shift> key, and click **Astro.tmp**. When you click an object, hold the <Shift> key, and click another

object, you are selecting contiguous, or adjacent, objects, that is, you select all objects between the first and the second click.

- Right-click within blue area of selected files.
- Point to **Send To**. Click **3 ½ Floppy (A)**. (If you do not have the floppy drive in the Send To menu, use Activity 6.11 in the handouts to complete this operation.)
- When copying is complete, click **3 ½ Floppy (A:)** icon in tree side.
- Click **XPROData** folder on tree side.
- Scroll in the contents side (right pane) until you can see both the **Astro.tmp** file and the **Bonjour.tmp** file.
- Place your mouse pointer just above the **Astro.tmp** file, not on the file. Hold down the left mouse button and drag in a downward direction.
- Drag down and to the right until you have four files inside the highlighted box, which is your lasso. When you have lassoed the files you want, release the mouse button.
- Right-click anywhere inside the highlighted area. Point to **Send To**. Click the **3 ½ Floppy (A)** icon.
- Click the **3 ½ Floppy (A)** icon on the tree side.
- Click **XPROData** folder on tree side.
- Scroll in the content pane until you can see **Astro.tmp** and **Born.txt**.
- Click **Astro.tmp**. Hold the **<ctrl>** key and click **Born.txt**. You have selected two noncontiguous files. You can use this technique to select any number of noncontiguous files. If you click a selected file while holding the **<ctrl>**, you will deselect it.



- Right-click on any of the selected files. Point to Sent To. Click the 3 $\frac{1}{2}$ Floppy (A) icon.
- Click the 3 $\frac{1}{2}$ Floppy (A) icon on the tree side.
- Close all open windows.

7.8 ● Activity ● More Techniques for Copying Files

- Open My Computer. Click View. Click Tiles.
- Right-drag the Drive A icon onto the desktop.
- On the shortcut menu, click **Create Shortcuts Here**.
- Close the My Computer window.
- Right-click the **Start** button. Click **Explore**. Click XPROData.
- Size or move the window so that you can see the shortcut to the A Drive.
- Left-drag the file Cases.fil over the shortcut to the A Drive until the icon is highlighted and release the mouse button. This will copy the file to the A Drive.
- Double-click the shortcut to your A Drive.
- Right-click on an empty spot on the taskbar. Click **Tile Windows Horizontally**.
- In the Drive A window, click **View**. Click **Icons**.
- In the XPROData Windows Explorer window in the contents side, select Dancer.bmp.
- Drag Dancer.bmp to the Drive A window. Do not let the mouse button go. As you drag the file out of the XPROData Windows Explorer window you will see an outline of the document with a plus sign. Whenever you see a plus sign as you drag an object, it indicates that you are copying the object. If you do not see a plus sign, the file will be moved.
- Release the mouse button.
- In the XPROData Windows Explorer window in the contents side, select Dress.up. Holding the <ctrl> key, click Dances.txt and Earth.two.
- On the XPROData menu bar, click **Edit**. Click **Copy**. This places the three files in the Clipboard.



- On the 3 $\frac{1}{2}$ Floppy (A:) menu bar, click **Edit**. Click **Paste**.
- All three files are now on the A Drive.
- Close all open windows.

7.10 ● Activity ● Copying Folders and Files

- Double-click the Drive A shortcut.
- Right-click the **Start** button. Click **Explore**. Click **XPROData**.
- Right-click on an empty spot on the taskbar. Click **Tile Windows Horizontally**.
- In the Explorer window, open the **XPROData** folder
- In the **XPROData** folder, locate on the tree pane, and left-drag and drop the **Media** folder to the Drive A window. Do the same with the **Level-1** folder
- This not only copies the folders but all of the folders and files contained in the **Media** folder and **Level-1** folder.
- Check this out by double-clicking each of the folders on the A Drive.

COPYING AND MOVING FOLDERS AND FILES

- **Copying.**
 - File/folder left in original location and create duplicate (end with two files).
 - Drag and drop from **one drive to another** - default operation is always **Copy**.
 - Copy and Paste from Edit menu
 - Drag and drop on same drive holding down the <ctrl> key while dragging.
- **Moving.**
 - Removes file/folder from one location and places it in another location (end up with one file).
 - Drag and drop on **same drive** default operation is **Move**.
-Unless file is **executable** then default is **Shortcut**.
 - Drag and drop on same drive holding down the <shift> key while dragging.
 - Cut and Paste from Edit menu.
- Copying and Moving files.

- Every file in folder must have unique name.
- Files with same names in different directories are still considered unique as paths make unique file names.

7.12 ● Activity ● Copying and Moving Files on the Same Drive

- Right-click the **Start** button. Click **Explore**. Click **XPROData**.
- Make sure you can see the A Drive in the left pane. Expand all the folders. (Click on all the plus signs)
- Begin to drag **Dances.txt** from contents side to tree side over the **Level-1** folder under the Drive A icon.
- Drop the **Dances.txt** icon onto the Level-1 folder under Drive A icon on tree side.
- Double-click **Level-1** folder on contents side.
- On contents side, right-drag **Dances.txt** to **3 ½ Floppy (A:)** icon on tree side. Release right mouse button.
- Click **Move Here**.
- Click **Up** button on toolbar. Click contents pane to make it active.
- Left-drag **Dances.txt** from contents pane and drop it on **3 ½ Floppy (A:)** icon in tree pane.
- Click **OK**.
- Right-drag **Dances.txt** from contents pane and drop it on the **3 ½ Floppy (A:)** icon in the tree pane.
- On the shortcut menu, click **Copy Here**.
- In contents pane, click **Dances.txt/Edit/Copy**.
- Click **Edit/Paste**.
- In contents pane, right-click **Dances.txt**. Click **Copy**.
- Right-click an empty area in the contents pane. Click **Paste**.
- Close the window.

7.14 ● Activity ● Creating Folders and Copying Files

- Right-click the **Start** button. Click **Explore**. Double-click Drive A icon on the tree. Click **View**. Click **List**.
- Right-click an empty area on the contents side. Point to **New**.
- Click **Folder**.

- Key in: **TEST1**
- Right-click **Test1** icon. Click **Rename**.
- Key in: **MY TEST1 FILES**.
- Click **Earth.two**.
- Click **Earth.two** again. (Click file name, not icon.)
- Key in: **ACADEMY AWARD MOVIES**.
- Click **Yes**.
- Click the Views button until you are in Large Icons view.
- Click **View**. Point to **Arrange Icons**. Click **by Name**.
- Click the **Views** button so your window is in List view.
- In tree pane, fully expand **3 ½ Floppy (A:)**.
- In tree pane, double-click **XPROData** folder on Drive C. Click the **Funstuff** folder. Right-click **MLSHUT.exe**. Point to **Send To**. Click **3 ½ Floppy (A)**.
- After file is copied, click **3 ½ Floppy (A:)** icon on the tree side.
- On contents side, select two files. Drag and drop them on top of the **MY TEST1 FILES** folder.
- On tree side, double-click **MY TEST1 FILES**.
- Right-drag and drop **MLSHUT.exe** to **3 ½ Floppy (A:)** icon on the tree side. Release the right mouse button.
- Click **Create Shortcut(s) Here**.
- Click the **3 ½ Floppy (A:)** icon on tree side.
- Click **Dances.txt** to select it.
- Hold the <Ctrl> key and drag file across the split bar to **MY TEST1 FILES** in the tree pane.
- Drop the Dances.txt file onto the **MY TEST1 FILES** folder.
- Open **MY TEST1 FILES**. Select **Dances.txt**. Drag to root of Data disk. Click **Yes** in the **Confirm File Replace** dialog box.
- On tree side, double-click **3 ½ Floppy (A:)** icon to collapse it to its highest level.
- Click the minus sign next to the **XPROData** folder to collapse it to its highest level.
- Close all open windows.