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# 4

## *File Management*

### *In this chapter:*

- *File and Directory Names*
- *File and Directory Wildcards*
- *Creating and Editing Files*
- *Managing Your Files*
- *Printing Files*

Chapter 3 introduced the Unix filesystem. This chapter explains how to name, edit, copy, move, find, and print files.

### *File and Directory Names*

As Chapter 3 explains, both files and directories are identified by their names. A directory is really just a special kind of file, so the rules for naming directories are the same as the rules for naming files.

Filenames may contain any character except `/`, which is reserved as the separator between files and directories in a pathname. Filenames are usually made of upper- and lowercase letters, numbers, `“.”` (dots), and `“_”` (underscores). Other characters (including spaces) are legal in a filename, but they can be hard to use because the shell gives them special meanings. So we recommend using only letters, numbers, dots, and underscore characters. You can also use `“-”` (dashes), as long as they aren’t the first character of a filename, which can make a program think the filename is an option.

If you have a file with a space in its name, the shell will be confused if you type its name on the command line. That’s because the shell breaks command lines into separate arguments at the spaces.

To tell the shell not to break an argument at spaces, put quote marks (`“”`) around the argument. For example, the `rm` program, covered later in this chapter, removes files.