

# Organization and Data Management

Your data, movies, documents, photos are considered as files by HandyLinux. These files are organized into folders. Yes ... And then?

We will explain how to navigate through your files, access your files, organize, locate ...

## Organization on HandyLinux

Imagine your computer as a cupboard. Each drawer contains boxes, and each box are your data (movies, pictures, documents, music, ...) or system data (programs, themes appearance, libraries used by programs ...).

**HandyLinux is an operating system** ( The big program that make your computer working ) based on Debian GNU/Linux. Those distributions organize data according to their respective addresses :

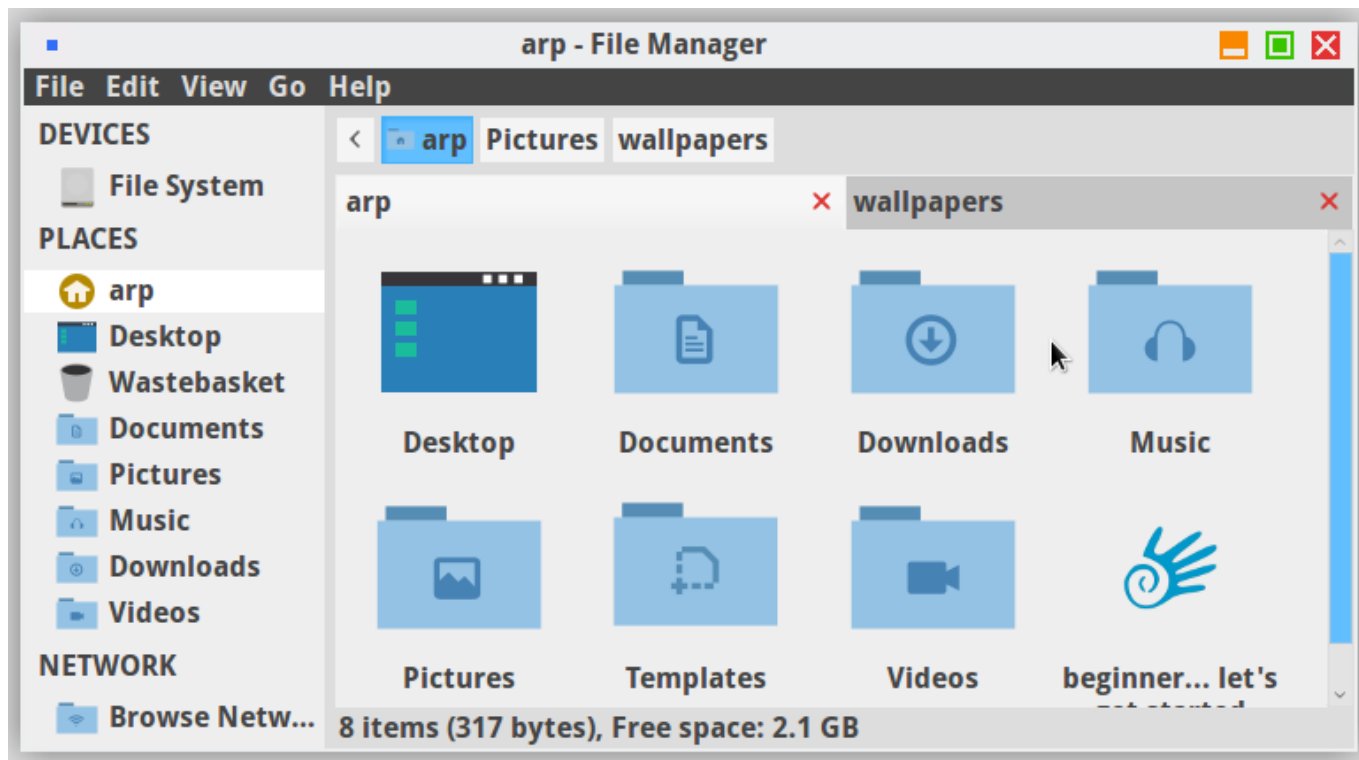
- so your cupboard is identified as `/`,
- your personal data is identified as `/home/your user name`,
- some programs are in `/usr/bin`...

As per our analogie : in the cupboard `/` there is the drawer `/home/` witch contains the box `"your user name"`.

## Your personal data

Your personal data is stored in your personal folder, your box `/home/your user name`. They are organized into folders for ease during the research and consultation by you or some of your programs ( it makes more sense for an image viewer to open it in your `"Pictures"` folder ).

HandyLinux comes with some folders in your personal folder ( few boxes to better organize your data ) : Desktop, Documents, Pictures, Templates, Music, Videos and Downloads.



We will explain how to delete, rename or add files or folders in your personal folder in the subsequent chapter.

## Your hidden files

Some files in your home directory are for the setup of your interface, your display font, your chromium passwords etc. ....

This data type has no need to be displayed on the screen when you view your photos or documents : this is why those folders or files are hidden.

Those files or hidden files are identified as `"/home/your user name/.hidden file"` . Note the `."` before the file name.

## System files

HandyLinux incorporates a series of programs to surf the internet, browse files in your home folder, in your photos, etc.. These programs are located in "System Folder".

These files are write-protected and some are read-protected : this means that you can see some, but you can not change any as a regular user.

To change these folders or files, you must go through the administrator account on the system. More information in the ["adventurers" section](#).

**In normal use, HandyLinux doesn't require any intervention of the system administrator.**

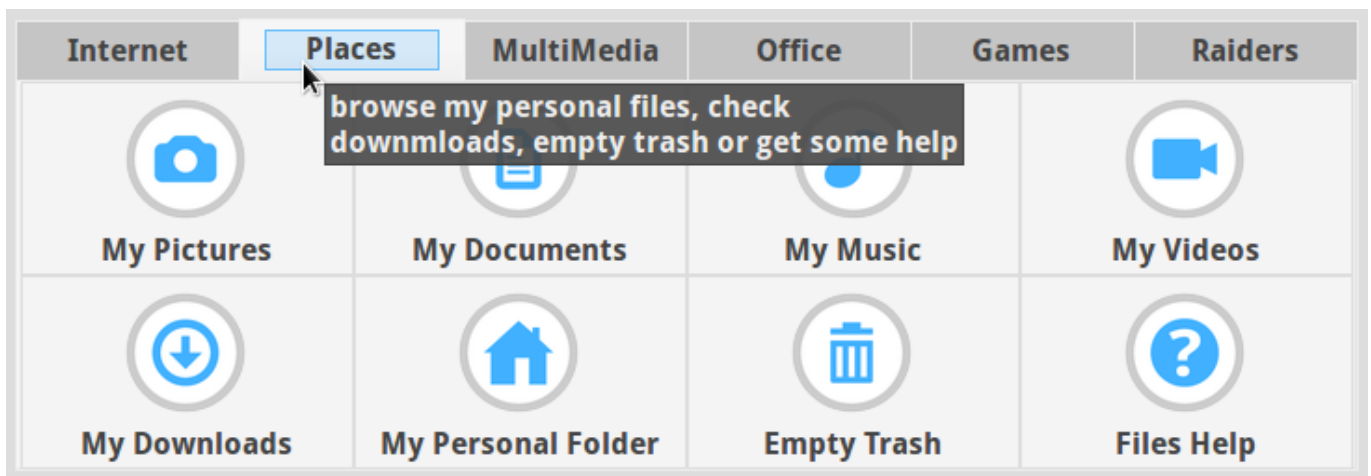
## Thunar : your file manager

Thunar is the program that allows you to navigate in your "Pictures" folders, "Documents", etc.. With

the help of the mouse or keyboard.

His main goal is to display those files on screen: your personal datas.

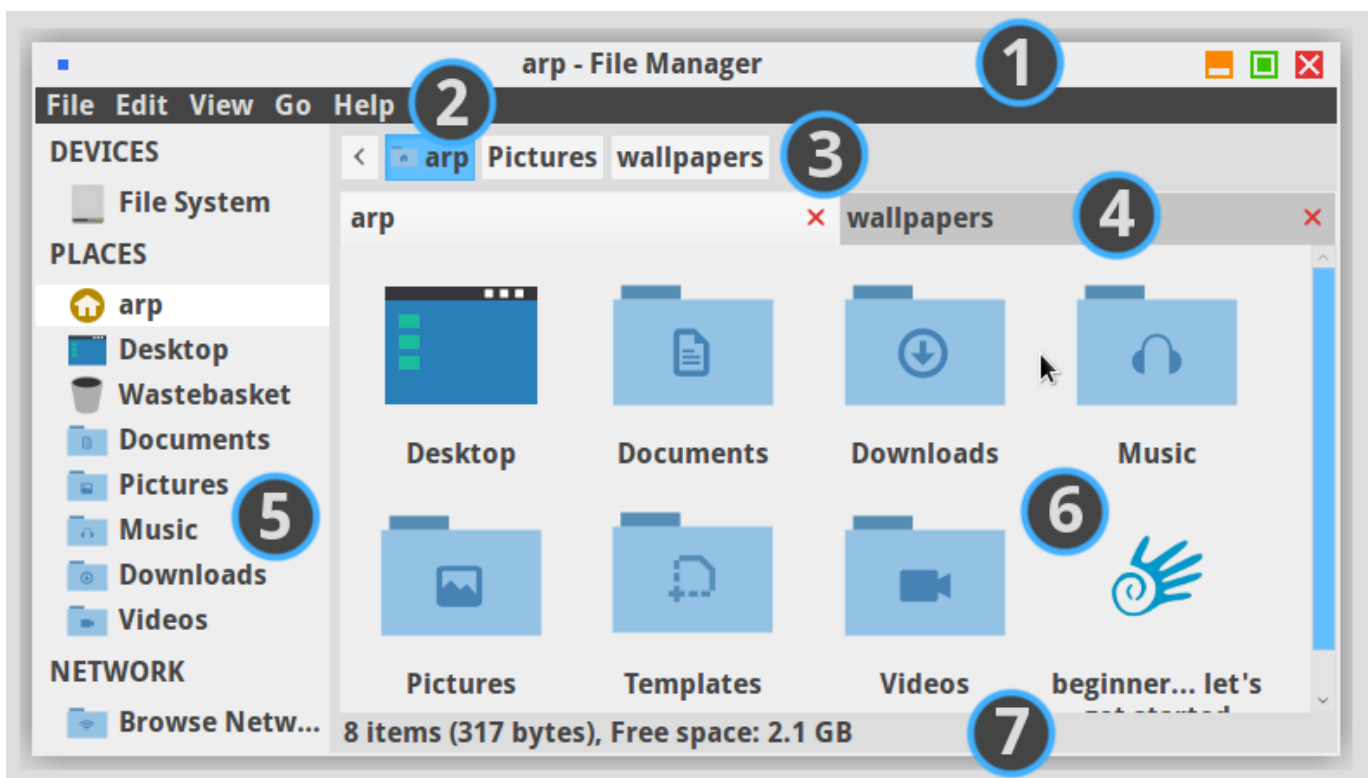
Thunar is accessible from the HandyMenu. Left-click on the icon HandyMenu bottom left of your screen, then select "Files" tab :



Now, you have just to choose which folder you want to see, which box you want to explore. To do this, simply left-click on the folder and its contents will be displayed on the screen.

## Presentation

When Thunar displays your personal file, a number of informations and tools are already available :



- **#1 The title bar** : it provides informations on the program started, the name of the accessed folder. It includes the "action buttons" that allow, in a left-click of the mouse, to minimize the window (then available in the task bar at the bottom of the screen), to maximize the window (it will occupy all screen) or to close the window.
- **#2 The menu bar** : it can act on files or folders (copy/paste/delete/rename, ...), change of

location, display style (in icons, list, compact list), or close the window, still with the left click.

- **#3 The location bar** : it indicates the folder where you are in and if there is enough space, the last(s) visited(s) file(s).
- **#4 the tab bar** where you can view all folders opened in the active window. Those tabs work exactly the same as the web browser tabs.
- **#5 The side panel** : it displays the main folders (personal folder, recycle bin, file system, desktop), your shortcuts (favorite files) and external volumes (USB key or external hard drive connected by USB) . Left-click on a label displays the selected folder. Central-click opens the folder in a new tab (useful for moving or copying data).  
The side panel can also display the directory structure of your system, means that all your files and folders are hierarchically sorted.  
You can hide/show the side panel with the keyboard shortcut [Ctrl] + [b]
- **#6 The main frame** : it displays the contents of the folder. If the selected folder contains other folders, they will be displayed prior to the "simple" files (photos, PDF documents, etc.) and sorted in alphabetical order by default.
- **#7 the status bar** : it displays the number of items in the folder, indicates whether one or more files are selected and the remaining space on the file system.

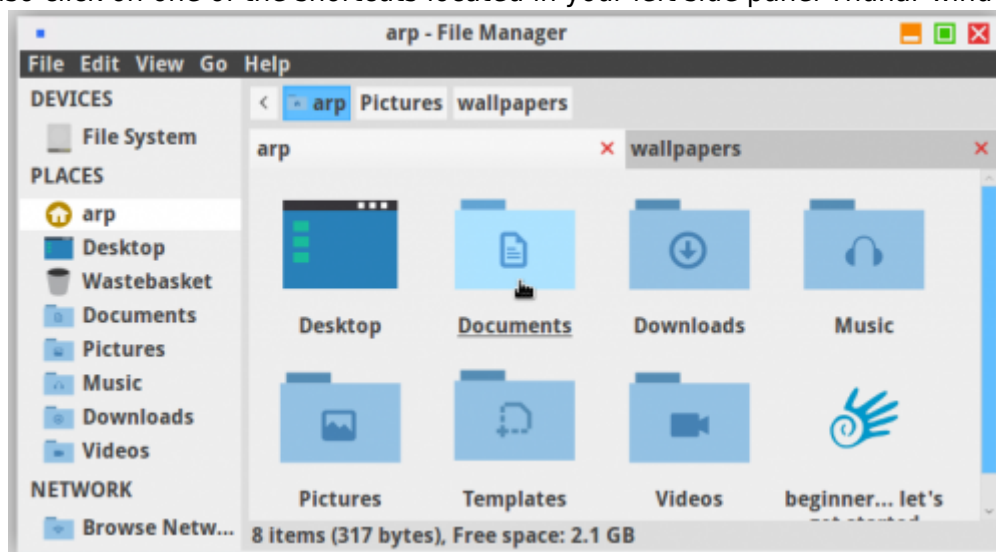
## Thunar features

**Thunar will allow you to view, classify and edit your data.**

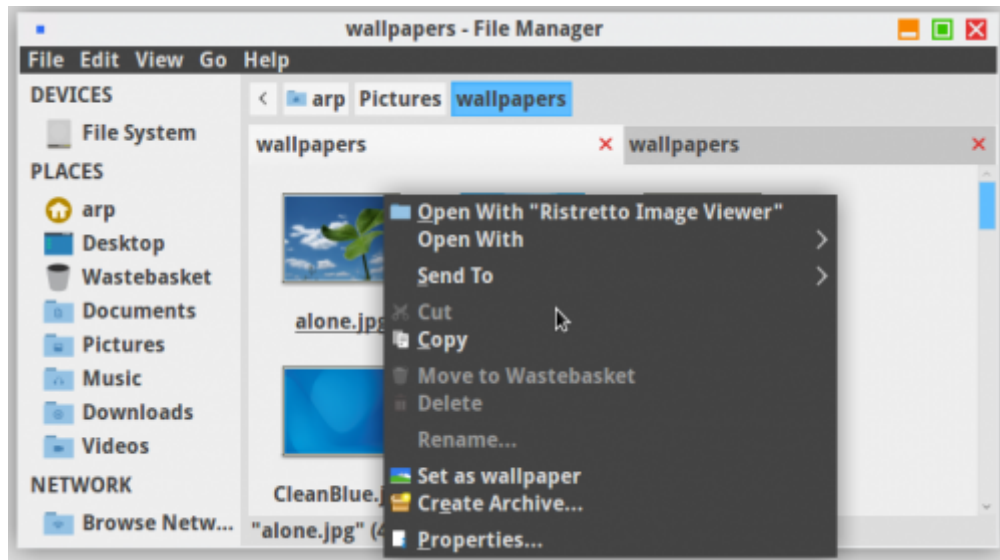
### Consult datas

Consultation of your data is simple. Start **HandyMenu** section "**Files**". Then you can choose to open your personal or any other specific folder depending on the nature of the data to be accessed.

- **To visit, open a folder**, place your mouse pointer over : one left-click will open the folder in the same window. Middle-click the selected file/folder open it in another tab of the active window.  
You can also click on one of the shortcuts located in your left side panel Thunar window.



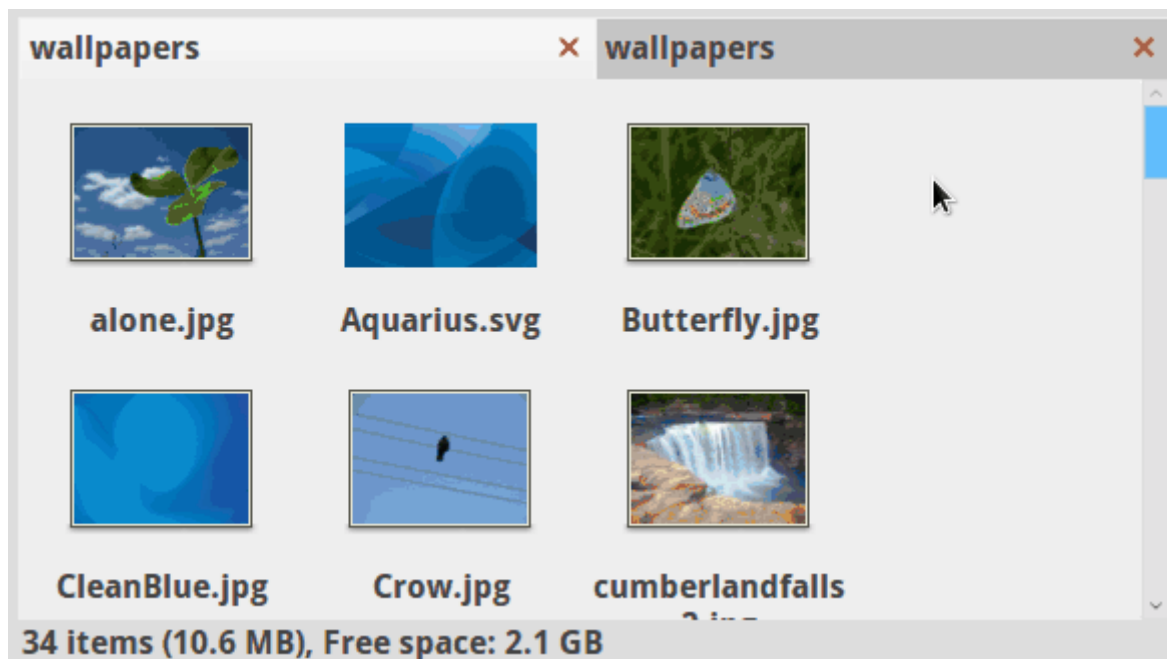
- **To open a file**, place the pointer over: one left-click will open the file with the application assigned by default. A right-click opens a context menu that will allow you, among other things, open the file with the application of your choice.



## Select datas

**HandyLinux** is configured to open files/folders with **a single left-click**.

To select multiple items, you must place your cursor in an empty space of your window and then a maintained left-click to select the desired elements, then release your mouse. To remove one or more elements of the selection, you can point the item, then left-click while pressing the [Ctrl] key on your keyboard.



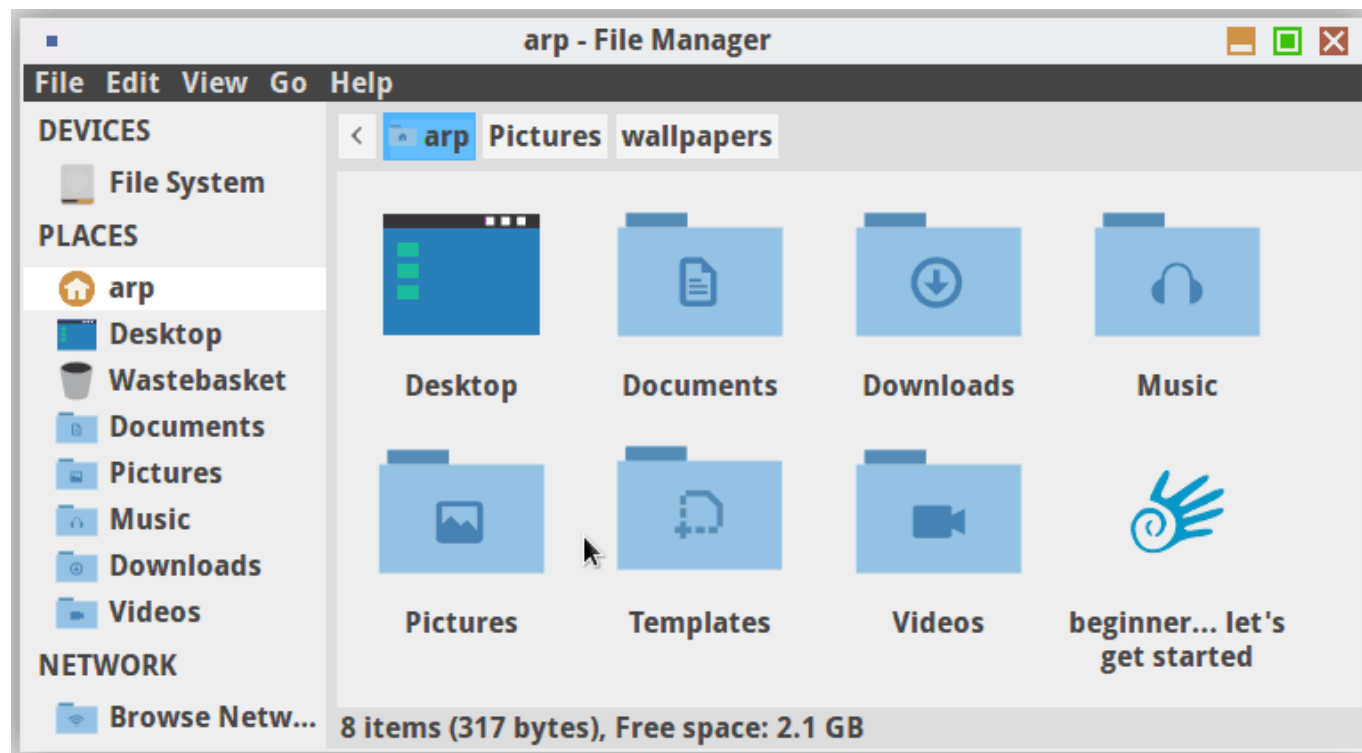
Once selected, you can perform editing actions detailed in the below section “Changes” in this page.

## Classify datas

You can tell me .. *“I do what I want with my data”* .. and **you are right** !

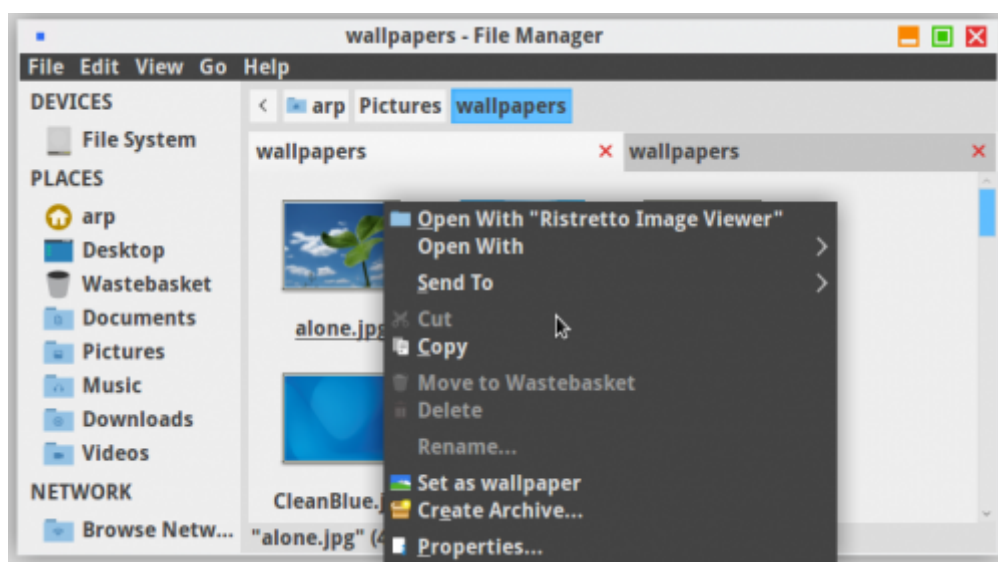
However, some applications will go more easily search your data in their specific folders. for exemple the [screenshooter](#) will save in the “pictures” folder, your [browser](#) will save your data in the “Donloads” folder, your [player Clementine](#) will look in your “Music” folder ... And so on.

**Thunar** allows you to create shortcuts to facilitate access, classification and therefore research, data. **To create a shortcut**, simply “drag and drop” the desired folder in the side panel as shown below : left-click on the selected folder maintained, then move your pointer in the side panel. Your file will be always accessible with a single click :



## Modify datas

The triggered by right-clicking a folder or a file context menu, will you perform a series of changes to the selected folder or file.

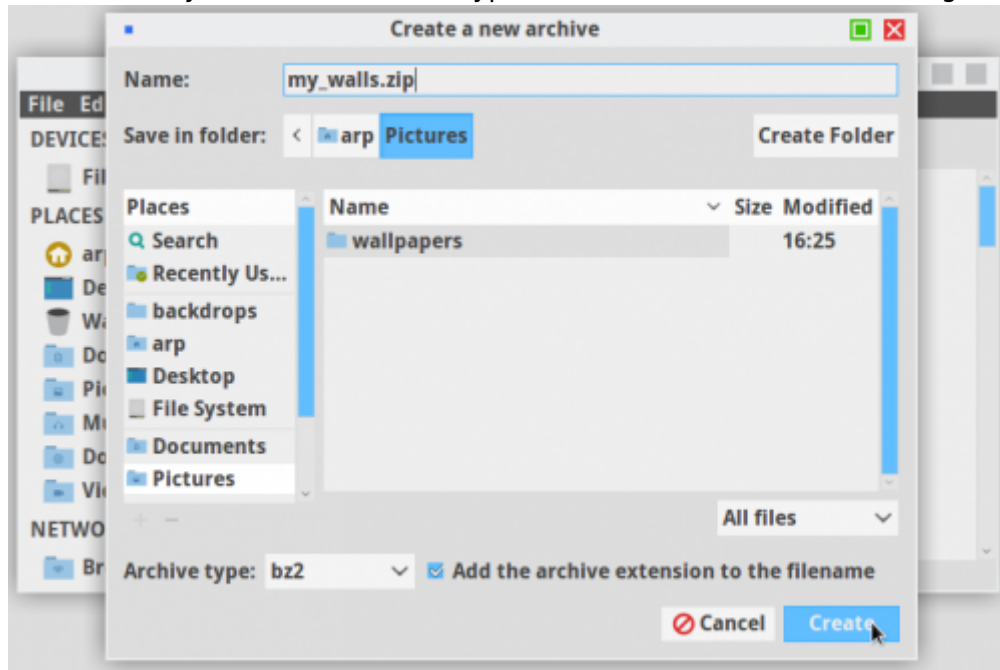


In our example, the context menu offers the following :

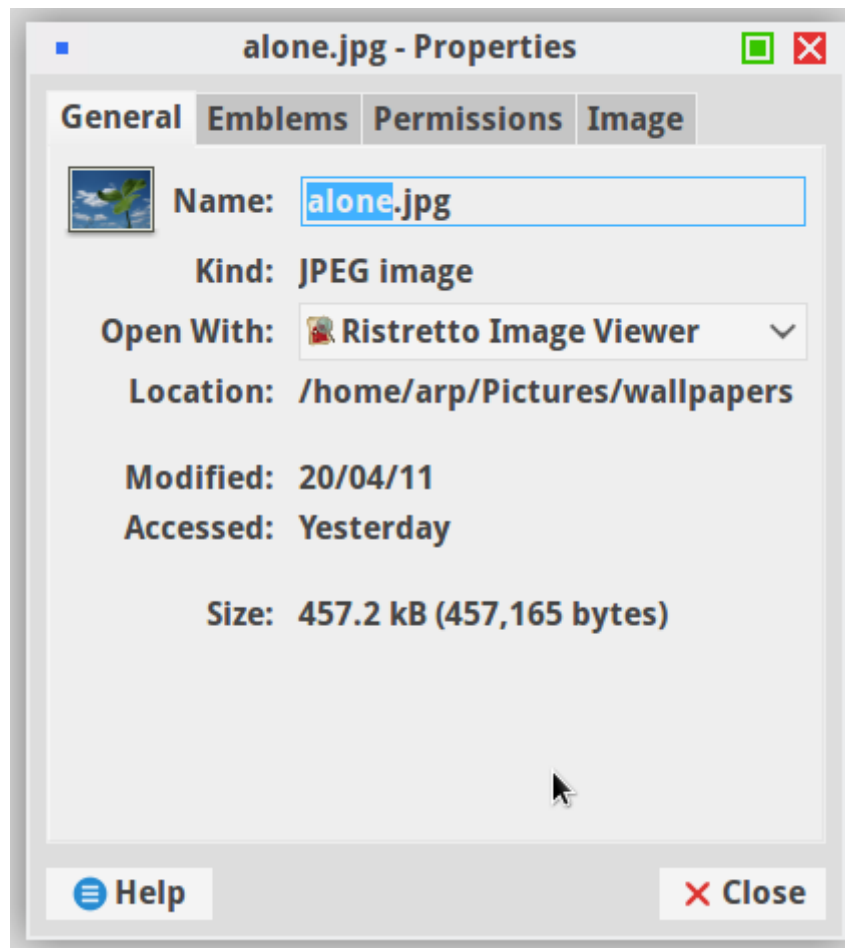
- **Open** with default application, here the Ristretto image viewer.
- **Open with** another application : If you choose this option, a window will allow you to browse your system to select a different application.
- **Send to** a friend via mail, to the desktop to create a link or other useful options.
- **Cut** : this action will **delete** the selected file/folder in order to be **pasted** somewhere else. Then

simply navigate to the **destination folder**, perform a right-click in the window of the destination folder and select “**paste**”.

- **Copy** ; this action will leave a copy of the selected file/folder on the spot and make a **copy** in the destination folder using the same procedure as for “cut”.
- **Move to wastebasket** is explicit
- **Delete** : this action will **supress** the selected file/folder to move it directly in the **trash** (see next chapter)
- **Rename** : this action allow you to modify selected file/folder's name.
- **Set as wallpaper** set a pictures as wallpaper. This option is only displayed with images.
- **Create an archive** : This action allows you to compress one or more selected file(s) or folder(s). In the window that appears, choose a destination folder by clicking in the side panel, then enter the name of your archive with its type. Click on “New” to start creating the archive :

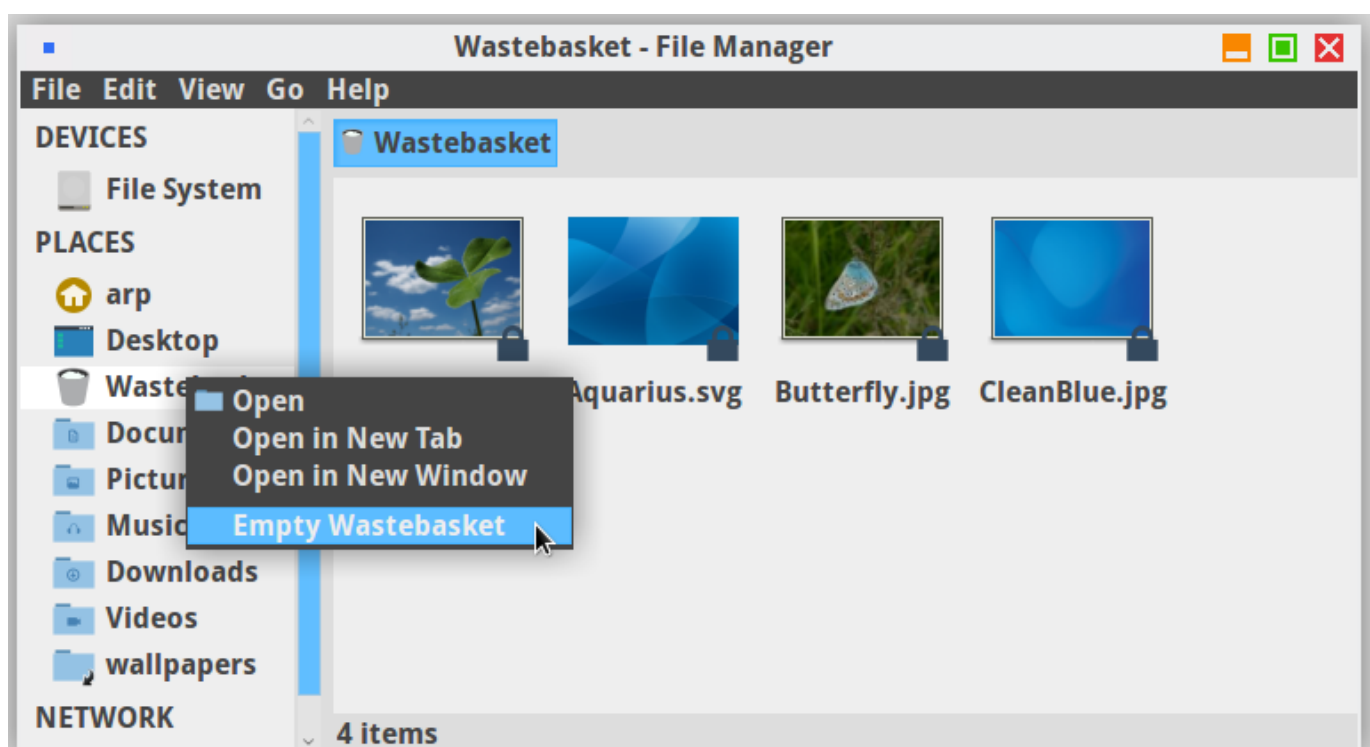


- **Properties** : This action allows you to change the file name, the default application to open this file, assign an “emblem” or manage rights et “[access permissions](#)” of the selected file/folder.



## Delete datas

The famous “trash”. It is accessible from the **HandyMenu** Section “**Files**” button “**Empty Trash**” or directly from the side panel of your Thunar window. A red icon indicates that the items are in the basket.





**To empty trash** and definitively suppress all items inside, left-click on “empty trash” icon. You can also go through “File” menu in the Thunar tool bar and select “Empty Trash”.

## Search for files

To retrieve your lost data, visit the [dedicated page](#)

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Last update: **2015/03/23 13:30**

