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## 3.0 INTRODUCTION

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The Windows 95 file system is based on folders. Folders hold files and other folders, so the system is inverted tree-structured. In this unit, we will discuss about the management of files and folders in Windows 95. In previous versions of Windows, folders were called directories. The benefit of creating folders and files under them *is better organisation of your information*.

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### 3.1 OBJECTIVES

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At the end of the unit, you should be able to work with:

the files and folder of Windows 95

basic file operations

the windows explorer

organisational and access related aspects of files

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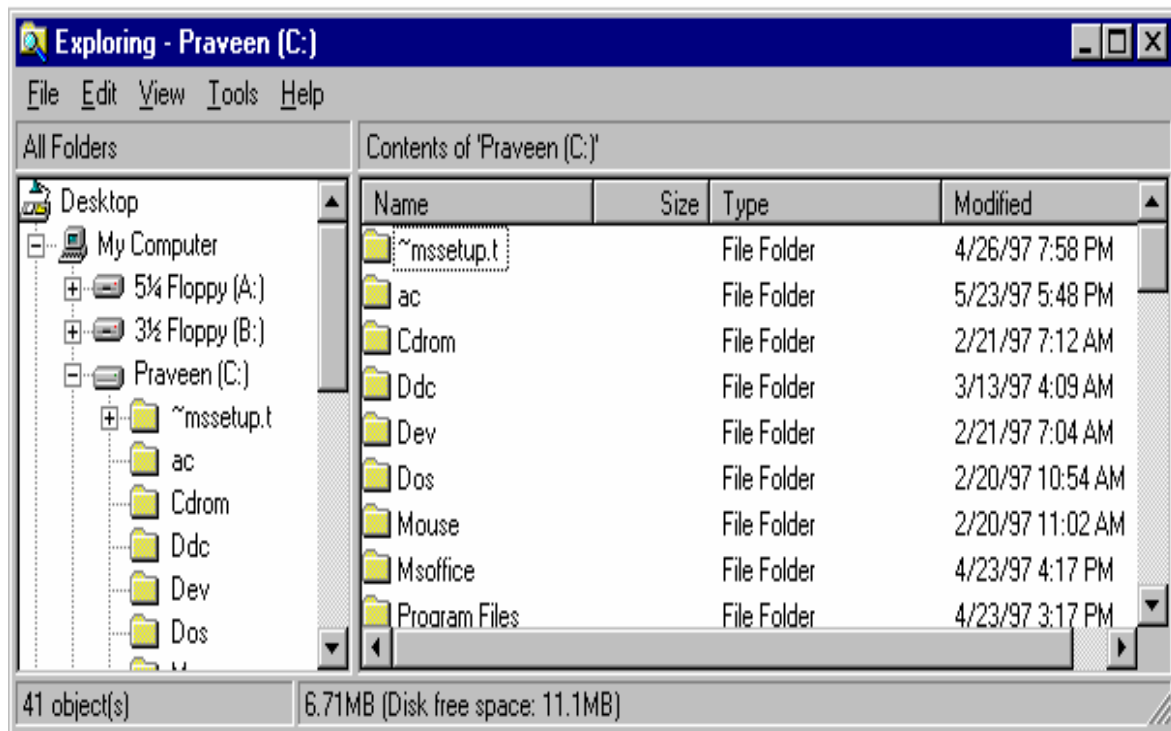
### 3.2 WINDOWS EXPLORER

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Windows Explorer is a file-management utility that provides an alternate method of accessing the Windows 95 file system. This utility is in the place of File Manager that was in the previous versions of Windows. Explorer gives you a view of your entire file system, as well as file systems on other computers if you are connected to a network.

#### To start Explorer

1. Select **Programs** from the **Start** menu.
2. Select **Windows Explorer** from the cascading menu of Programs.



On the left of the Explorer window, you can view the desktop, and drives and folders under **My Computer**. When you click a drive and folder, its contents are displayed on the right part of the window.

From this window, you can easily copy, move files by simply dragging it to the folder where you want to place it. To delete the file, drag it to Recycle Bin heading on the left side of the window.

### 3.3 WORKING WITH FILES

Files contain information like text, graphics, and numeric data. Initially they are created in the memory of the system, but then they are saved to a disk storage device.

There are different types of files that are categorised by the type of information they hold. These categories are :

| FILES            | TYPE OF INFORMATION   | EXAMPLE                                      |
|------------------|---|--|
| Program Files    | Contain computer-readable code written by programmers.  | Calc.exe, Clock.exe, Dialer.exe, Winword.exe |
| Support Files    | Some programs store information in these files, but they cannot be executed or started. These files have the extension names as .OVL, .SYS, .DRV, and .DLL. | Wphelp.hlp, Config.sys                       |
| Text Files       | Contain alphanumeric characters that follow the ASCII format.   | Relnotes.rtf, Sample.txt<br>Autoexec.bat,    |
| Graphics Files   | Contain visual or graphic information.  | Rivets.bmp, Thatch.bmp                       |
| Multimedia Files | Hold sound and video information in digital form.   | Passport.mid, Tada.wav                       |

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|                  |  |                       |
|------------------|--|-----------------------|
| Font Files       | Contain information about various fonts.   | Coure.fon, Courbd.ttf |
| Other Data Files | Contain numbers, names, addresses, and other information created by database and spreadsheet programs. |                       |

### 3.3.1 File Naming Conventions in Windows 95

There are certain guidelines to be followed while working with files in Windows 95. These are :

1. Files in the same folder cannot have the same name.
2. Windows 95 supports 256-character filenames in both upper and lower case.
3. The drive and folder location of the file is important.
4. You can use multiple period-separated extensions, like **Budget.Sales.1997**. This is also a strategy for long filenames.
5. Names can include spaces but not the special symbols as shown  
? \ \* “ | < >
6. Windows 95 does not use uppercase or lowercase formats to distinguish filenames.
7. Wildcard characters can be used to search for filenames.

### 3.3.2 Finding a File

To find a file or folder, follow the given steps :

1. Click the **Start** button, and then point to **Find**.
2. Click **Files Or Folders**.
3. In the **Named** box, type all or part of the file's name.
4. If you do not know the name of a file or want to refine the search, click the **Date Modified** or **Advanced** tabs.
5. If you type upper- and lowercase letters in the **Containing Text** box on the **Advanced** tab, and you want the search to be case-sensitive, click the **Options** menu and make sure the **Case Sensitive** box is checked.
6. If you want to specify where Windows should begin its search, click **Browse....**
7. Click **Find Now**.
8. If you want to save the results of a search along with the search criteria, click **Options**, and then click **Save Results**.
9. If you want to save only the search criteria, make sure the **Save Results** box is clear.
10. Click the **File** menu, and then click **Save Search**. An icon representing the search results or search criteria appears on your desktop.

### 3.3.3 Creating a File

You can use Notepad to create or edit text files that do not require formatting and are smaller than 64K. Notepad opens and saves text in ASCII (text-only) format only. To create or edit files that requires formatting or is larger than 64K, use WordPad.

WordPad is a text editor for short documents. You can format documents in WordPad with various fonts and paragraph styles.

We will learn to use Notepad and WordPad in the next unit.

### 3.3.4 Copy/Move Files

The files can be copied or moved from one destination to another. This can be done either through menus using cut and paste technique or by using drag and drop technique.

**To copy a file, follow the given steps:**

1. In **My Computer** or **Windows Explorer**, click the file you want to copy. To select more than one file to copy, hold down the **CTRL** key, and then click the items you want.
2. On the **Edit** menu, click **Copy**.
3. Open the folder or disk where you want to put the copy.
4. On the **Edit** menu, click **Paste**.

**To copy a file to a floppy disk, the steps are:**

1. Insert the disk in the floppy disk drive.
2. In **My Computer** or **Windows Explorer**, click the file you want to copy.
3. On the **File** menu, point to **Send To**, and then click the drive you want to copy the file to.

**To move a file, the steps are:**

1. In **My Computer** or **Windows Explorer**, click the file or folder you want to move. To select more than one file to move, hold down the **CTRL** key, and then click the items you want.
2. On the **Edit** menu, click **Cut**.
3. Open the folder where you want to put the file.
4. On the **Edit** menu, click **Paste**.

In drag and drop technique, you use the mouse to click a file or folder and drag it to new location. This technique is used when both the source file and the destination folder, drive or other object to move the source to are visible.

### 3.3.5 Associating Files & Programs

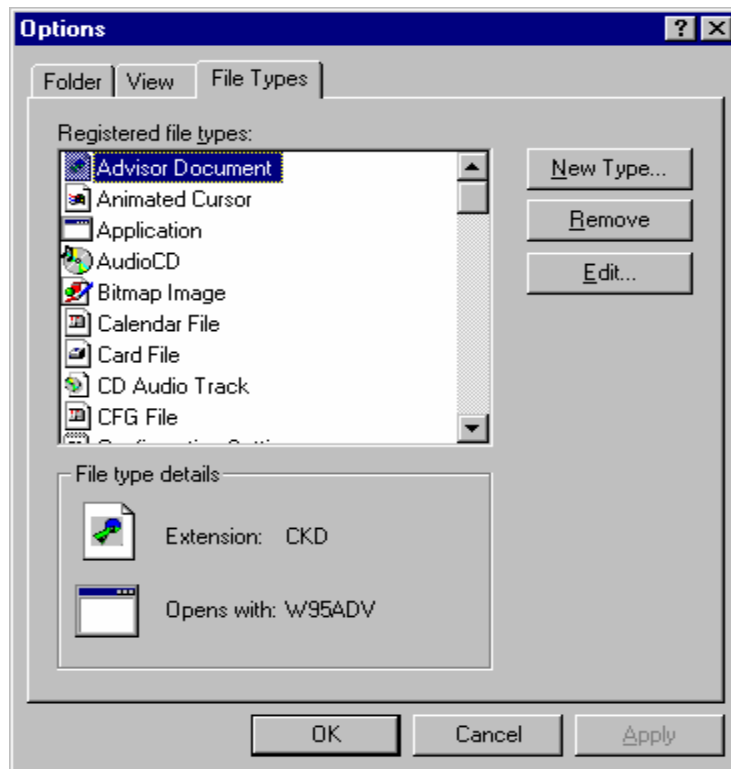
While saving the document file, most of the programs automatically add a filename extension to it. In Windows 95, certain extensions are associated with programs, so if you double-click a document with a certain extension, the program in which it was created starts and loads the document in its workspace. For Example, .DOC files are associated with Microsoft Word.

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You can also create your own associations. If you have all your data files in Excel, you can save these files in Excel with the extension .DAT, then associate this extension with MS-Excel. After that, whenever you will double-click the file with the .DAT extension, Excel will start and load the document in its workspace.

To change which program starts when you open a file, follow the instructions given:

1. In **My Computer** or **Windows Explorer**, click the **View** menu, and then click **Options....**
2. Click the **File Types** tab.
3. Click the **New Type...** button to display the **Add New File Type** dialog box.



4. Type the description in the **Description of type** box.
5. Then type the new extension in the **Associated extension** box.
6. Click the **New...** button. This will open the **New Action** dialog box.
7. Type **Open** in the field **Action** and locate the application associated with the extension name by clicking on **Browse...** button.
8. Click **OK**.
9. In the **Add New File Type** dialog box, click the two lower check boxes to enable these features.
10. Click **OK**.

### 3.3.6 Delete Files

To delete a file or folder, follow the steps given below :

1. In **My Computer** or **Windows Explorer**, locate the file you want to delete.
2. Click the file.

- On the **File** menu, click **Delete**.

If you want to retrieve a file you have deleted, look in the Recycle Bin. Your deleted file remains in the Recycle Bin until you empty it.

You can also drag file or folder icons onto the Recycle Bin icon. If you press **SHIFT** while dragging, the item will be deleted from your computer without being stored in the Recycle Bin.

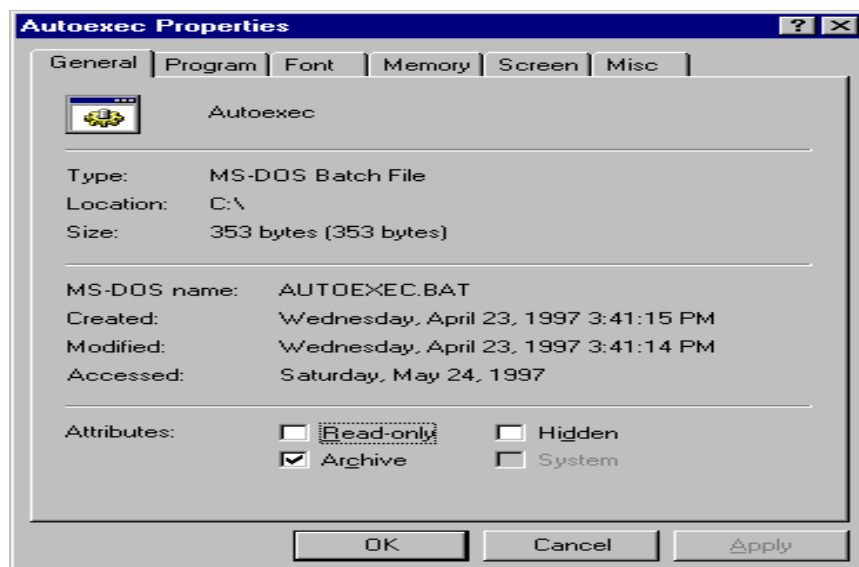
### 3.3.7 Find Information on a File

At some point of time you may need to get information about certain files, like :

- What type of file is this ?
- What is its size ?
- When was it created or last modified ?
- What are the attributes of the file ?

#### To get all this information

- Right-click the file on which you want the information.
- Select Properties from the short-cut menu that is displayed.



A dialog box appears that displays the information on the selected file.

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## 3.4 WORKING WITH FOLDERS

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Till now, we have done a lot of work with folders. The concept, being same as of directories, is not difficult to understand. Now, we will get to know better by creating, naming, deleting, controlling access to folders.

### 3.4.1 Creating and Renaming Folders

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You can create a new folder directly on the desktop, at the root level of a disk drive, or within another folder.

To create a new folder, follow the steps given below :

1. In **My Computer** or **Windows Explorer**, open the folder in which you want to create a new folder.
2. On the **File** menu, point to **New**, and then click **Folder**. The new folder appears with a temporary name.
3. Type a name for the new folder, and then press **ENTER**.

To change the name of a file or folder, the steps are:

1. In **My Computer** or **Windows Explorer**, click the file or folder you want to rename. You do not need to open it.
2. On the **File** menu, click **Rename**.
3. Type the new name, and then press **ENTER**.

The name can contain up to 255 characters, including spaces. But, it cannot contain any of the following characters: \ / : \* ? " < > |

### 3.4.2 Deleting Folders

Deleting a folder removes all files and subfolders within it.

To delete a file or folder, follow the given steps:

1. In **My Computer** or **Windows Explorer**, locate the folder you want to delete.
2. Click the folder.
3. On the **File** menu, click **Delete**.

**OR**

Right-click the folder and select **Delete** from the menu.

**OR**

Right-click and drag the folder to the **Recycle Bin**.

The deleted folders can be retrieved from the Recycle Bin. But if they are removed from there also, then it is not possible to recover the deleted folders.

### 3.4.3 Viewing Folders

To see the hierarchy of folders on a disk drive, the steps are :

1. Click the **Start** button.
2. Point to **Programs**, and then click **Windows Explorer**.
3. Click a folder on the left side of the window to display its contents on the right.
4. Click the plus signs (+) to display more folders.

To change the size of either side of the window, drag the bar that separates the two sides. To quickly open a folder and display its subfolders, double-click the folder on the left side of the window.

### 3.4.4 Organising Files with Folders

Folders are created within other folders to organise the file system. The advantages of doing this are :

- Most programs, when you install them, are automatically placed in their own folders.
- Creating separate document folders helps keep document files separate from program files.
- Backing-up files is easy.

### 3.4.5 Controlling Access to a Folder

You can control access to your folders by using passwords or by listing names of people you want to have access to these resources.

To control access to a folder, the steps are:

1. In **My Computer**, click the shared folder you want to limit access to.
2. On the **File** menu, click **Properties**.
3. Click **Sharing**.
4. If you are using user-level access control, click **Add** to specify the people you want to be able to use your resources.
5. If you are using share-level access control, type the **password** you want to use for the folder.

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## 3.5 RECYCLE BIN

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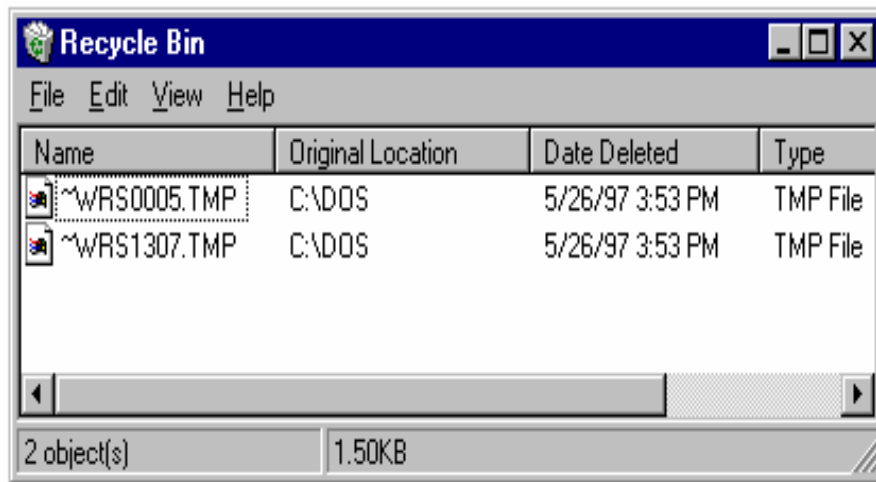
The Windows 95 Recycle Bin protects you from accidentally deleting files. This is located on the desktop. You can use it to retrieve files you deleted by mistake, or empty it to create more disk space.

If you have opened too many windows, and you cannot see the Recycle Bin, use right mouse button to click a blank area of the taskbar, and then click **Minimize All Windows**.

The Recycle Bin holds deleted files in a queue, with the most recently deleted files on the top. The oldest file is permanently deleted when the queue becomes full, as Recycle Bin has a limited amount of space.



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The deleted files can be recovered by dragging them out of the Recycle Bin to an appropriate drive and folder.

The Recycle Bin folder has a menu with many familiar options, for example, the **View** option is to change the way files are listed or rearrange the order of files.

You can also click the buttons above each column to sort the file list on that column. If the width of the column is not enough to accommodate the entries, then point the mouse to the left or right side of a column button, and then click and drag to widen the button.

To clear out the Bin, choose **Empty Recycle Bin** from the **File** menu. Individual files can also be deleted by selecting them and choosing Delete on the File menu. This will permanently delete the files without any chance of recovering them.

### To change the amount of disk space set aside for storing deleted files:

1. Right-click the **Recycle Bin** object and choose **Properties**.
2. In the **Properties for Recycle Bin** dialog box, you can adjust the amount of disk space to hold deleted files. The default disk space is 10% of the disk drive's total size. Decrease this value if you are running out of disk space, or increase it if you have a lot of disk space and want to make sure you can recover more files.

### Check Your Progress

1. What was the name given to folders in the earlier versions of Windows?

.....  
.....

2. What is the function of Windows Explorer?

.....  
.....

3. What is a Recycle Bin?

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### 3.6 SUMMARY

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In this session, you learned:

1. The Windows 95 file system is based on folders.
2. Folders hold files and other folders, so the system is inverted tree-structured.
3. Windows Explorer is a file-management utility that provides an alternate method of accessing the Windows 95 file system.
4. Files contain information like text, graphics, and numeric data.
5. Notepad can be used to create or edit text files that do not require formatting and are smaller than 64K.
6. WordPad can be used to create or edit files that require formatting or are larger than 64K.
7. The files can be copied or moved from one destination to another either through menus using cut and paste technique or by using drag and drop technique.
8. In Windows 95, certain extensions are associated with programs, so if you double-click a document with a certain extension, the program in which it was created starts and loads the document in its workspace.
9. The deleted file remains in the Recycle Bin until you empty it.
10. Folders are created within other folders to organise the file system.
11. You can create a new folder directly on the desktop, at the root level of a disk drive, or within another folder.
12. Deleting a folder removes all files and subfolders within it.
13. You can control access to your folders by using passwords or by listing names of people you want to have access to these resources.
14. The Windows 95 Recycle Bin is located on the desktop.
15. The Recycle Bin protects you from accidentally deleting files, as you can use it to retrieve files you deleted by mistake, or empty it to create more disk space.

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### 3.7 MODEL ANSWERS

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The questions given in the 'Check Your Progress' have been designed only at the conceptual level and the answers to these questions are directly available in the unit. Therefore, Model Answers have not been provided. However, as this block is more practical oriented, therefore, students are advised to try the commands given, on their terminals.