Files Session Exercises

Part 1: Reviewing what is currently on your local & cloud drives

1. Explore your local storage drive using your device's file manager.
    1. On macOS: What is the folder structure inside your Documents folder?
    2. On macOS: Are there any files stored outside of your Documents folder?
    3. iOS
        1. You should most likely see folders that match apps you have installed. Do you have any files *outside of* these folders?
        2. Do you have any folders that do not match apps you have installed?
2. Explore your iCloud storage drive using your device's file manager.
    1. What is the folder structure of your iCloud drive?
    2. How does the folder structure of your iCloud drive compare to the folder structure of your local drive?
    3. Can you identify files that are both your local and iCloud drives? If so, ask yourself if/why you need/want those files stored on both drives.
3. If you have a macOS device and an iOS device, spend a few minutes exploring Finder (on macOS) and Files (on iOS) apps to observe the differences and similarities with their user interfaces.

Part 2: Common file operations done with file managers

Do this first
- Enter this URL in your browser: https://drive.google.com/file/d/ 1ZaQdGdWcX38W54ZXyQsQNlE0oRf5CRWF/view?usp=drive_link
- Click/tap the download icon
- Using your file manager, navigate to the "Downloads" folder
- Click/tap on the desig-file-lab.zip file
- You will now have a folder named "desig-file-lab" in your "Downloads" folder; the "desig-files-lab" folder contains the files and folders referenced in the exercises in this section
- Take a moment to review the contents of the files and folders inside the "design-files-lab" folder

Files Session Exercises

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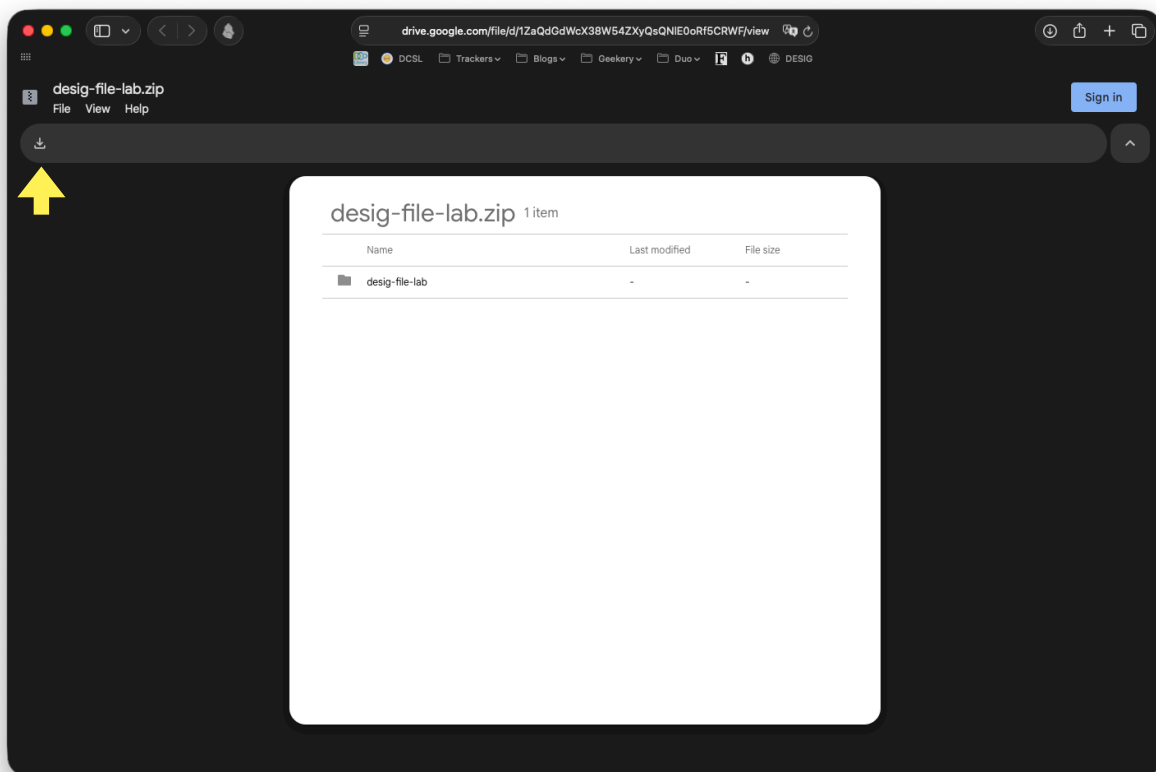

Sample Files and Folders

I have created a set of files and folder you can download to your device(s) and use to practice file manager operations. Do the following to get a copy of these sample files on your device:

1. Enter the following URL in your browser:

   https://drive.google.com/file/d/1ZaQdGdWcX38W54ZXyQsQNlE0oRf5CRWF/view?usp=drive_link

   Note that if you have this file on your device when you come to class, you can open it on your machine and click/tap on the above URL to get the file without having to type that crazy string into your browser.

2. Once the page for the above URL has loaded in your browser, your browser window should look similar to the image below. Click the download icon (highlighted with a yellow arrow). Your browser will then download a file named "design-file-lab.zip" to your Downloads folder. Depending on the browser you use, you may get see a prompt dialog asking you to confirm you want to download the file; if you do, click whatever button indicates "yes". You may instead see a save file dialog; if so, confirm that Downloads is set to the current folder in the save dialog and then click the save button.

3. Once you have downloaded the file, open the file manager app on your device and navigate to the Downloads folder. In your Downloads folder you will either see a file named "design-file-labs.zip" or a folder named "desig-files-lab"; which you see will depend on what browser you used to download the file.

   If you see a folder named "desig-files-lab", you are down getting the sample files and folders on your device; they are inside the "desig-files-lab".

   If you see a file named "desig-file-lab.zip", double-click (if you are using a macOS or Windows device) or tap (if you are using an iOS device) on it. You should then see a folder named "desig-files-lab" folder in your Downloads folder.

Discover what is in the desig-file-lab folder

Spend some time using your devices file manager to explore what is inside the desig-files-lab folder.

• How many total files and folders are there?
• How are the folders arranged? Try drawing the hierarchy of folders inside design-files-lab?
• What types (or "kinds") of files are in these folders?

Practice File Manager Operations

Using the files and folders inside the desig-files-lab folder…

• Make a copy of a file

• Rename the file copy you just made
  The name of the file copy you just made should end with the word "copy"; try just removing the word "copy" from the file name to see what happens. Spoiler alert: you'll get an error message. Try renaming the file again and choose a name that is different than the names of the other files of the same type in the folder.

• Delete the file you just renamed

• Make a copy of a folder

• Rename the folder copy you just made
  The name of the file copy you just made should end with the word "copy"; try just removing the word "copy" from the file name to see what happens. Spoiler alert: you'll get an error message. Try renaming the file again and choose a name that is different than the names of the other files of the same type in the folder.

• Delete the folder you just renamed
• Move a file from the folder it is currently in to another folder
• Move a file from the folder it is in to another folder

- Find a folder that contains a Pages file and a Keynote file that have the same name. Double-click (on macOS) or tap (on iOS) on each of the files and note what happens.
- Open the Pages app and create a new document (`File ▶ New` or `CMD+N`). Type something into the document and then start to save the file (`File ▶ Save` or `CMD+S`). In the save file dialog, navigate to a folder in the desig-files-lab that already contains a Pages file. Type the name of the already existing Pages file into the "Save as" textbox and then click the save button. What happens?

App Open & Save dialogs

- Open the Pages app and create a new document
- Type something in the document
- Click `File ▶ Save`
- Type some value into the "Save as" textbox
- Click the "Desktop" item in the side panel of save dialog window
- Click the "Save" button
- Quit the Pages app
- Look on your devices desktop for the file you just created
- Drag-and-drop that file to the Trash can on the Dock to delete it

Review your local drive and iCloud Drive

If you have struggled finding files you created in the past, spending some time exploring your local and iCloud drives using the file manager could be very helpful. When you complete the exercises above, you will have practiced all the basic/core operations you can do with a file system and a file manager; exploring what you currently have stored on your local and iCloud drives will give you additional practice, and give you insight into what you currently have stored where on your drives. I.e., if you have "lost" files in the past after you saved them, you now have new tools/skills that can help you find them again. 🙂