

# Files

File Management

# Topics:

- Drives
- Extensions
- Move, create, copy, paste, delete
- File select & Check Boxes
- Sorting Files
- File & Directory placement
- Use of the Clipboard
- File Layout Views
- Forbidden Characters in Names
- File Extensions

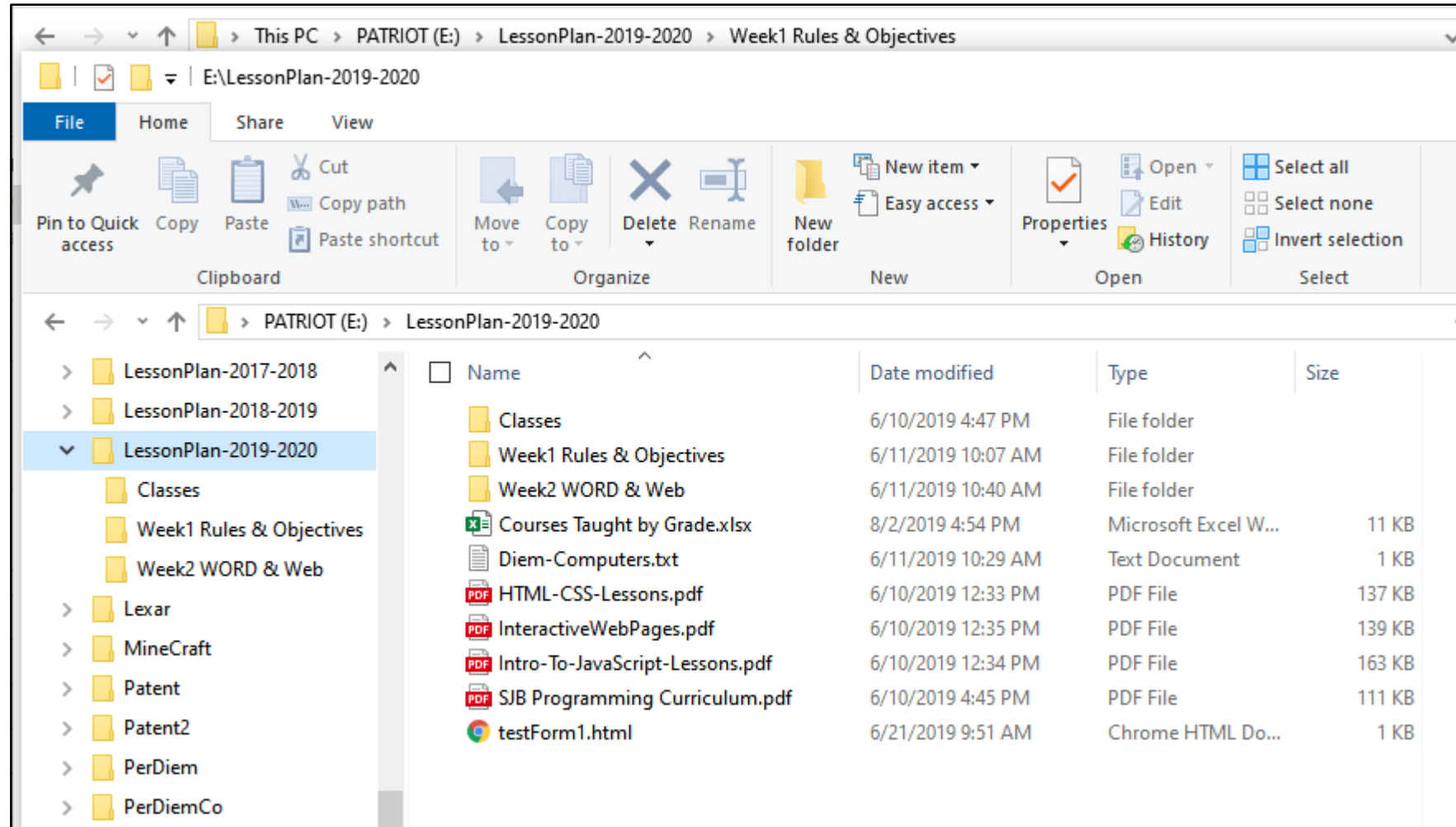
# Drives:

- Drive a: & drive b: (floppy drives)
- Drive c: hard drive
- USB drives & ID's
- External drives (terabyte drives)
- Backup & sneaker net
- Hacks wrt flash drives

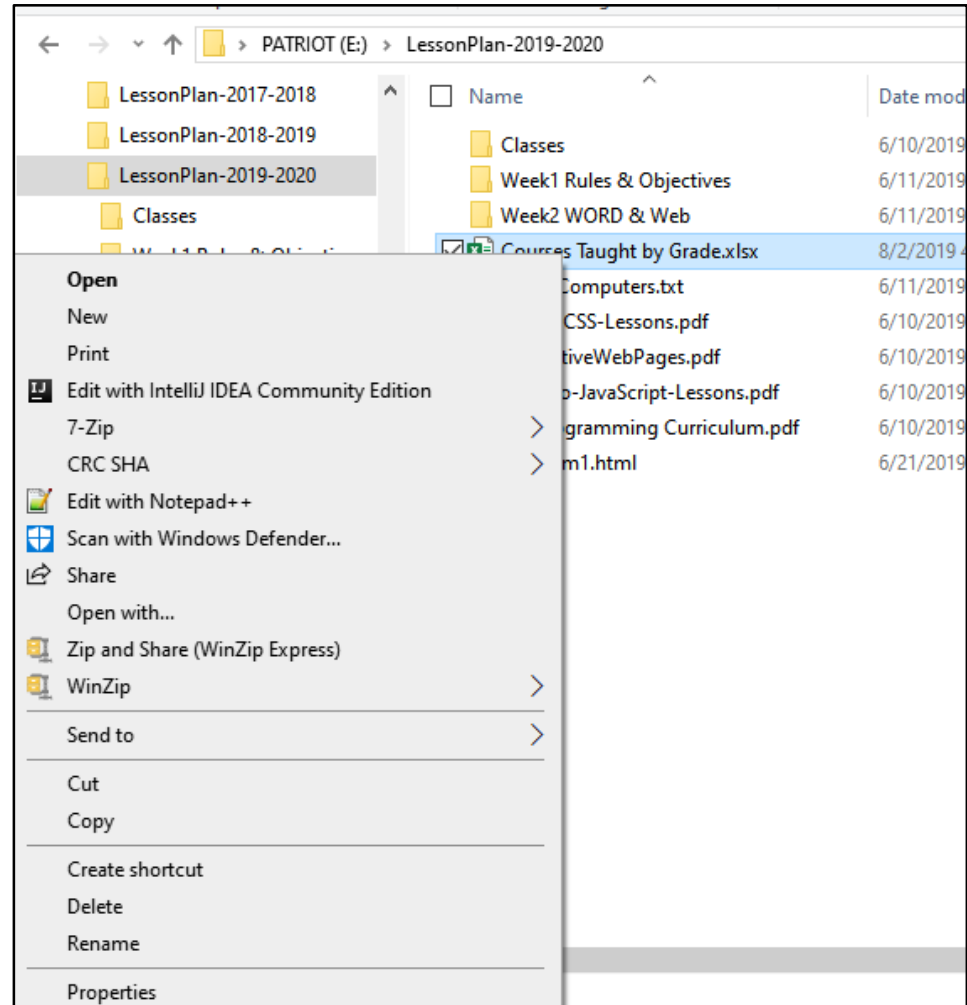
# File Extensions:

- filename.ext
- The extension indicates a characteristic of the file contents (type)
- Showing & knowing extensions is important!
- [Wikipedia](#)

# Managing Files & Directories



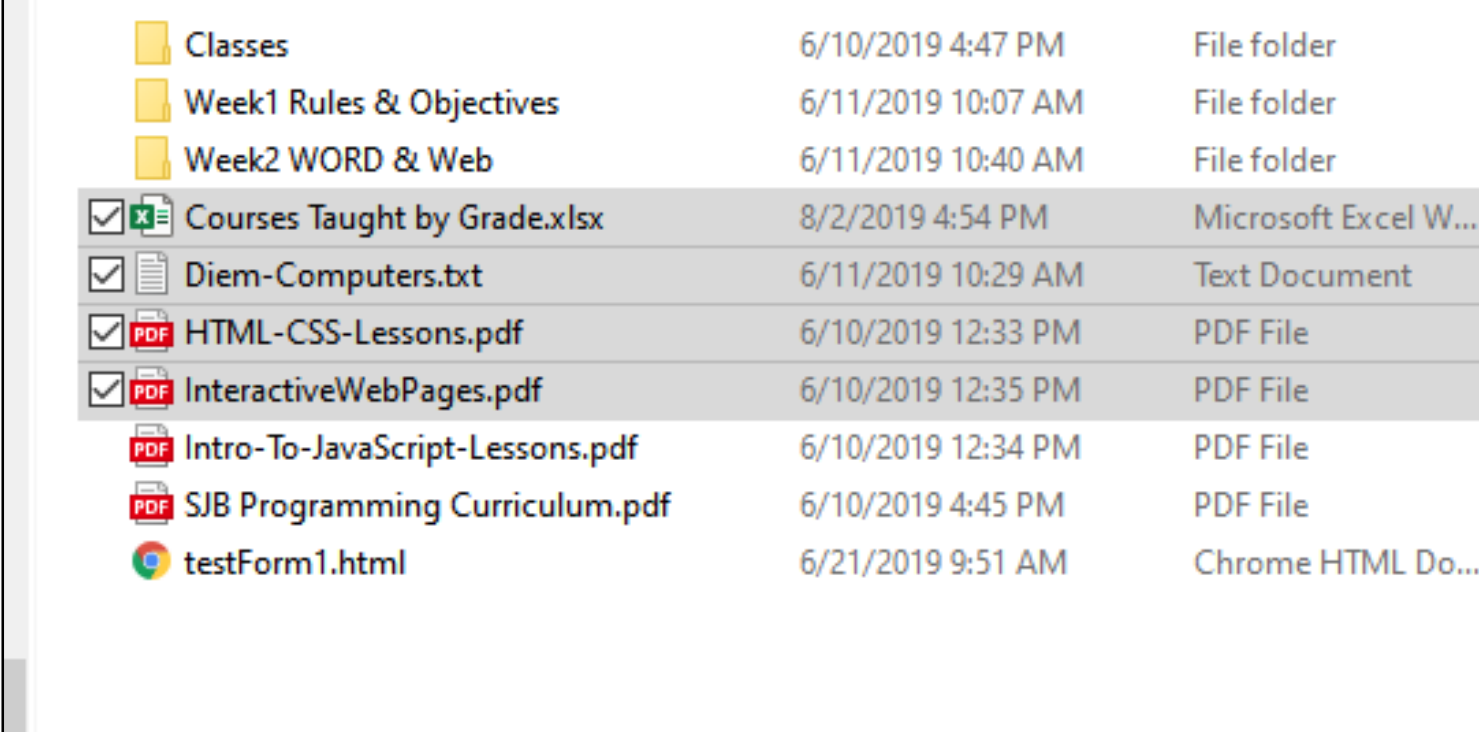
# Right click on a file or Directory













# Shortcuts: cursor location is critical!

- Copy: place cursor & ctl-c
- Paste: place cursor at destination & ctl-v
- Delete: place cursor & ctl-x
- Undo: ctl-z repeats last action *in backward sequence*











# Check boxes: shift key plus mouse



	Classes	6/10/2019 4:47 PM	File folder
	Week1 Rules & Objectives	6/11/2019 10:07 AM	File folder
	Week2 WORD & Web	6/11/2019 10:40 AM	File folder
<input checked="" type="checkbox"/> 	Courses Taught by Grade.xlsx	8/2/2019 4:54 PM	Microsoft Excel W...
<input checked="" type="checkbox"/> 	Diem-Computers.txt	6/11/2019 10:29 AM	Text Document
<input checked="" type="checkbox"/> 	HTML-CSS-Lessons.pdf	6/10/2019 12:33 PM	PDF File
<input checked="" type="checkbox"/> 	InteractiveWebPages.pdf	6/10/2019 12:35 PM	PDF File
	Intro-To-JavaScript-Lessons.pdf	6/10/2019 12:34 PM	PDF File
	SJB Programming Curriculum.pdf	6/10/2019 4:45 PM	PDF File
	testForm1.html	6/21/2019 9:51 AM	Chrome HTML Do...



# Check Boxes: control key plus mouse

	Classes	6/10/2019 4:47 PM	File folder
	Week1 Rules & Objectives	6/11/2019 10:07 AM	File folder
	Week2 WORD & Web	6/11/2019 10:40 AM	File folder
	Courses Taught by Grade.xlsx	8/2/2019 4:54 PM	Microsoft Excel W...
<input checked="" type="checkbox"/>	 Diem-Computers.txt	6/11/2019 10:29 AM	Text Document
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	InteractiveWebPages.pdf	6/10/2019 12:35 PM	PDF File
<input checked="" type="checkbox"/>	 Intro-To-JavaScript-Lessons.pdf	6/10/2019 12:34 PM	PDF File
	SJB Programming Curriculum.pdf	6/10/2019 4:45 PM	PDF File
<input checked="" type="checkbox"/>	 testForm1.html	6/21/2019 9:51 AM	Chrome HTML Do...

# Sorting Files

- By Name
- By Type
- By Size
- By Date
- By Date Modified

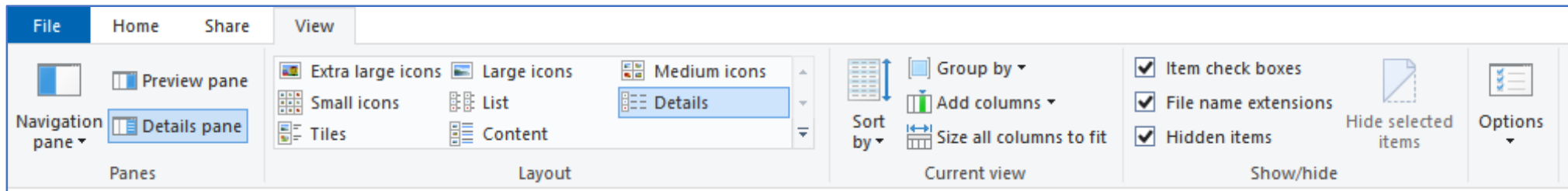
# Cursor placement

- See slide #7

# Clipboard

- Copy and paste
- Clipboard history can roam and be accessible across all your devices
- [Clipboard guide](#)

# Layout Views



# File Names

- Max Size:
- MAX\_PATH, which is defined as **260 characters**
- Forbidden characters ----->

Character	Name
/	slash
\	backslash
?	question mark
%	percent
*	asterisk or star
:	colon
	vertical bar or pipe
"	quote
<	less than
>	greater than
.	period or dot
	space

# File Extensions:

- See slide #4