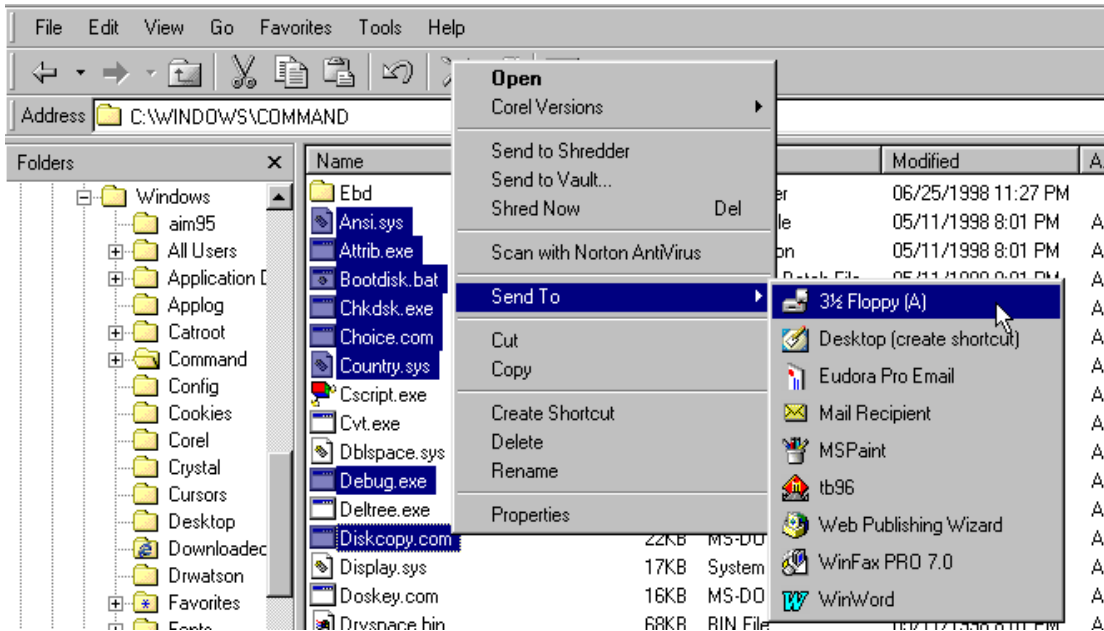


Copying Files



To open folder C:\WINDOWS\COMMAND, follow these steps: Click on the '+' in front of drive [C:], click on the '+' in front of the Windows folder, then click on the Command folder .

Verifying current folder: You can verify the currently opened folder by reading the Address bar [Win 98] or Contents of [Win 95] in the toolbar area.

Although drag & drop is an easy way to move files and folders, it is also easy to make mistakes. We will practice drag and drop in the next section once we have created a controlled environment on the floppy disk.

The bird and the worm. I was sitting on my front porch one spring day after a soaking rain watching a bird pulling a worm from the ground. After extracting the worm, the small bird with the large worm in its beak flew away. The bird flew above tree top level before losing control of the worm and dropping it. Where did the worm land? In a tree? On the grass? The bird couldn't find the worm again.

This same problem can happen when an operator loses control of the mouse while dragging files. The dragged files may fall into a folder and appear to be lost. If the files were critical to an application's operation, the application may no longer run. Read the article in the advanced section; 'Finding Files' to learn how to use this feature.

Before we can do anything to an object such as move, copy, rename or change properties, we must select the object. Selecting an object is done by clicking once (and only once) on the object.

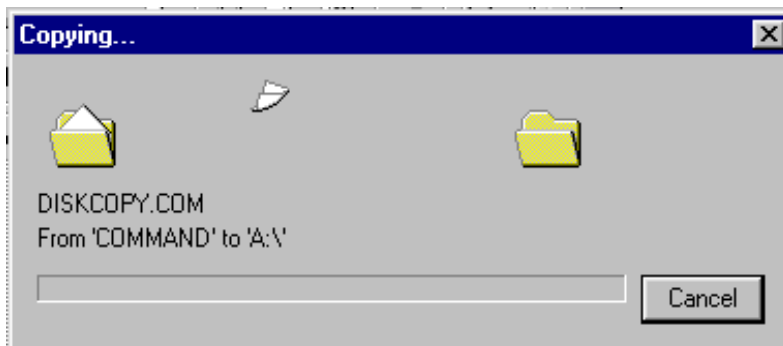
Let's take a moment to review the *Rename Mode*. To do this, we will force the Windows into rename mode then safely exit rename mode. First, in the right panel which shows all the file names, click on any file. Second, wait 2 seconds and click once on the same file again. The Windows responds by placing the highlighted file name in a box. BE CAREFUL! The next key you type will replace the file name. Third, to escape from rename mode without changing the file's name, press the ESC key on the keyboard or click on an empty area of the screen.

There are two methods available to change the location of files. Copy and Cut. Copy is like making a Xerox copy. You start with an original and wind up having the original and an exact duplicate. Cut on the other hand is like a Move. If you move a chair from one place to another, you don't create extra chairs.

As we will soon see, Windows adds an additional option depending on the type of file being copied and the location to which the file is copied. This third option is a shortcut.

Three methods to copy or cut files:

- 1) Drag and drop, which will be covered in the next section.
- 2) Selecting a file(s) and right-click for the option menu.
- 3) Selecting a file(s) and using Edit menu options.



It is assumed that you have the view options selected from the previous section to "show all files" and unchecked "hide extensions for known file types".

Be sure you have inserted your floppy disk before completing the next step.

Select the file named DISKCOPY.COM.

The next step will work ONLY if you have the tip of the cursor over a highlighted file name. With the file DISKCOPY highlighted, right-click and select Send To | 3-1/2 floppy (A:).

If all went well, you should see a screen verifying the copy process.

This process works well for copying files individually, but it is very slow, and repetitive when several files must be copied. Let's take a look at ways to work with groups of files.

If you want to add additional files to the selected list, press and hold the CTRL key - then click on another file name. Now both files are selected or highlighted.

CTRL adds a toggle feature. Click a file once to select the file. Click a second time to "unselect" a file. On your own, use CTRL to add/remove selections.

Two methods to select groups of files.

- 1) Click Edit | Select all. The shortcut is (CTRL + A)
- 2) Using SHIFT to select a group: Select first file. Press and hold the SHIFT key. Select second file. The range of files between the two selected files is now highlighted.

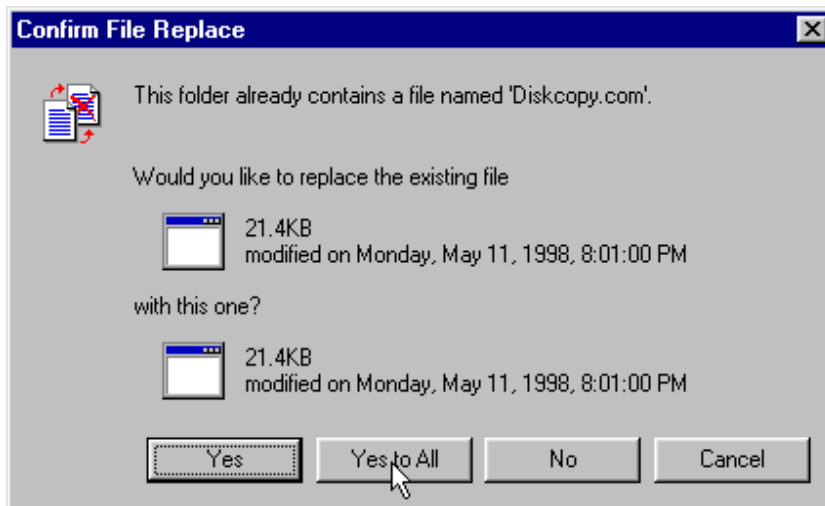
Try using CTRL to de-select files from the group.

Next we'll select a couple of files which have the following file extensions.

.BAT, .COM, .SYS, .EXE, .BIN and send them to A:

Click on ANSI.SYS. Press and hold SHIFT. Click on DRVSPACE.SYS

Before sending these files to A:, look at the **Status bar** at the bottom of the screen. This area shows the number of object(s) selected and the storage space they require. Before transferring files, it is the operator's responsibility to ensure that there is enough storage space in the receiving location.



Transfer these files to A: using the right-click method. The Copy Message screen appears. The message screen will show the name of the file(s) being transferred.

We created an error.

³ This error message box will appear if you try to copy a file which already exists in the destination folder. We have already sent this file to A:.

The Confirm File Replace screen displays the name of the file being transferred on the first line.

Next to the first file icon, the size of the file and creation date of the file being replaced is displayed. The second file icon shows information about the replacement file.

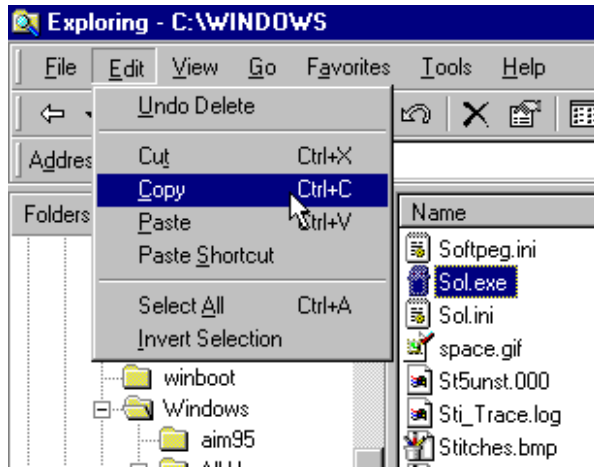
I know this is going to be a little hard, but you have to make a decision. You will have to decide if you want the new file to replace the old file. If you want to replace the existing file, click Yes (The purpose of the No option should be obvious.)

Yes to All. The option is very useful if you are intentionally replacing several files. Yes to All will by-pass this message box for the remaining duplicate files.

Cancel cancels file transfer operations. If you are transferring (or copying) several files, clicking cancel will end the transfer operation. Any files which have not yet been transferred will not be transferred.

Another method to transfer files - Using the clipboard.

Before selecting the next file, we will have to move to a different folder.



Click on the Windows folder in the LEFT panel. Verify that the *Address tool bar* shows C:\Windows

The file we will be looking for is SOL.EXE. Before you waste time using the scroll bar to slide down the list of folders and files in the right hand panel, let's use a speed search method.

Click on any file or folder in the right panel. This tells (or sets the focus) of the Windows to look in the right panel. When we clicked

on the Windows folder, we set the focus of the Windows to the Left-hand panel. Clicking in the right-hand panel resets the focus.

Using the keyboard, press 's'. The first object starting with the letter 's' is highlighted. If the highlighted object is not SOL.EXE, press 's' again. Continue pressing 's' until SOL.EXE is highlighted.

We will use the clipboard to transfer the file this time.

What is the clipboard? It is an area of memory that applications can access to share information. When items are sent to the clipboard using a Copy or Cut , a copy of the item is sent. Those items will remain in the clipboard until replaced by another Copy or Cut operation, the clip board is cleared or the computer is restarted.

Once SOL.EXE is selected, right-click or click Edit on the File menu bar and select Copy. (Remember that the tip of the cursor must be over the highlighted file.)

Did you see anything happen? Did the file get copied?

Let's see if all our files are on the floppy.

In the LEFT panel select the 3 ½" floppy A:. The right panel will display all the files which were transferred. Is SOL.EXE included in this list? It shouldn't be.

The COPY command requires three pieces of information to be successful.

- 1) The Windows must know what you want to copy. This is done by selecting files. If you try to copy before making a selection, the Copy and Cut options are '*grayed*'.
- 2) Where the folder or file is located. This is accomplished automatically when you click on the object.
- 3) Where you want to place the file.

So far, we have not told the Windows where we want to place SOL.EXE. With the floppy A: still highlighted, right-click or click on Edit on the File menu bar and select paste. Now you will see the COPY screen and the process is complete.

Close Windows Explorer

You should now be viewing the desktop. Open MY COMPUTER and 3-1/2 Floppy A:

You should now see all the files which were copied.

Use the PASTE again. You will get the "Confirm Replace" error message.

I have used this second paste to confirm that last copied file stayed on the clipboard. It will stay on the clipboard until replaced by another object or the computer is turned off.

One last file selection option.

There may be a time you want to transfer all but a couple of objects in a folder. Using our floppy disk as a demo, let's suppose we wanted to transfer everything except items contained in folder 1. The Edit option 'Invert Selection' is the method to use.

Select 'Folder 1'.

Click Edit on the File Menu Bar and select option 'Invert Selection' . Note which files are now highlighted.