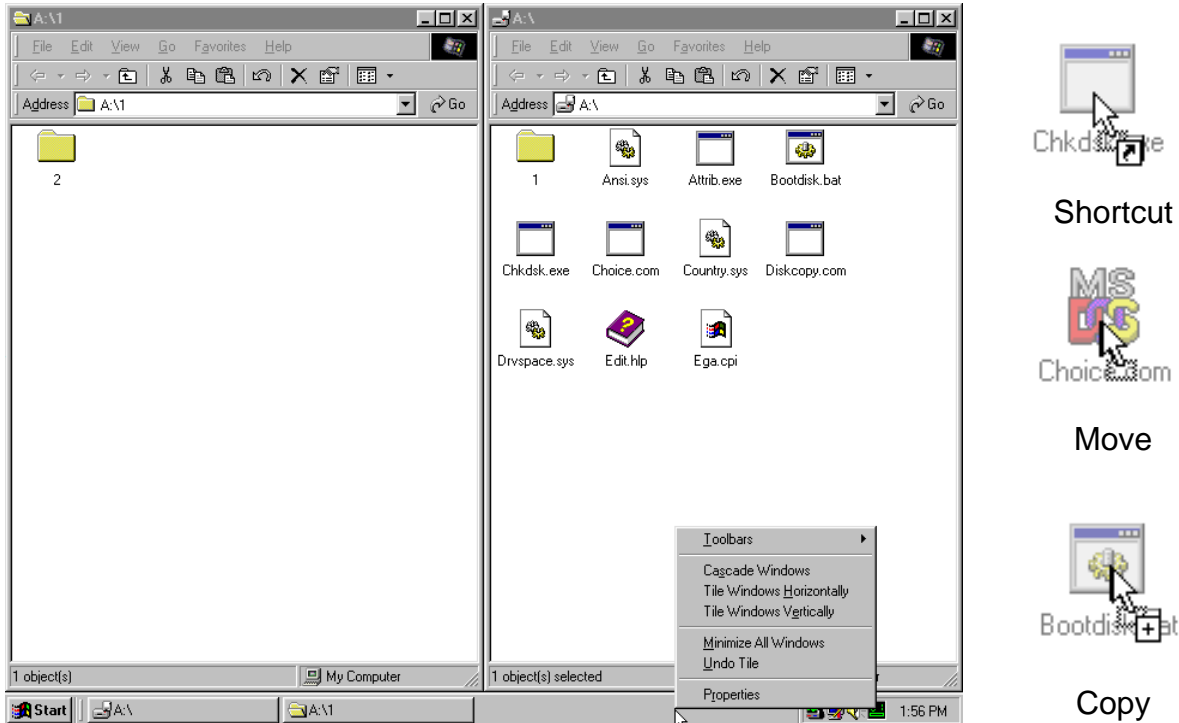


More Moving Around



Up until now we have been transferring files between drives. This allowed a copy operation and no special precautions were needed other than verifying that files were copied. Transferring files between folders on the same drive changes the rules.

It is neither normal nor necessary to create tiled windows to transfer files. We will use tiled windows here to create a better visual platform for training purposes. Tiling windows can be useful when comparing two documents or copying information between documents.

There are several assumptions which are made at this point. 1) You have completed the previous exercises 2) All file extensions are showing 3) Your floppy has the required files. 4) You have read the article “The MSDOS window.” You will need this information if you accidentally double-click on a file in this exercise. 5) You have read the article “Second window instance.” You will need this information if you are having trouble creating the above side by side screen.

When moving files between folders, the cursor will not change appearance until you have dragged the file into the new folder.

We must start by creating the above display:

1. Double-click MY COMPUTER | Floppy A: | folder 1
2. Again Double-click MY COMPUTER | Floppy A;
3. On the taskbar, close all applications except A:\ and A:\1 by right-clicking on a button and selecting Close.
4. Click on A:\ and A:\1 to open both applications.
5. Right-click on an empty area of the taskbar and select option ' Tile Windows Vertically'. (See the above example.)

Note the colored title bar at the top of each window. The colored bar shows you which screen is active. Click anywhere in the white work area which doesn't contain an icon object. These areas are considered "open areas." Clicking in a window panel notifies the Windows that you wish to do something with that panel and that you want to make that panel the active panel. Click in an open area of the opposite window panel. Note that the highlighting switches to the new window.

If the icons in your display don't appear like the ones above:

1. Click on View in the menu bar and select Large Icons.
2. Right-click in an open area of the screen and select Arrange icons | By Name.

If file extensions don't appear, go back to article Org 5 and complete the steps on the first two pages. (File extensions are the letters following the period in the file's name.)

Remember: a DRAG operation requires that you click on an object (in this case a file icon) and hold down the left mouse button while you move (drag) the file icon to a new location (which in this case is the folder in the opposite window panel).

When dragging icons, place them in an empty area of the screen. DO NOT place them on top of another icon or on the folder named '2'.

Let's MOVE things around

Drag ANSI.SYS to the opposite panel.

Once you have dragged a file into the opposite panel, note the cursor's appearance. Note no "hooked arrow" or "+" symbol shows below the cursor. (See above examples) You can let go of the mouse button once the file is in the other panel.

You have moved the file. It is no longer in its original location. A *move* is the same thing as a *cut*. You have cut the file out of its original location and pasted it in a new location.

CTRL and SHIFT keys are used to alter the file movement process.
REMEMBER - release the MOUSE button before releasing the Shift or CTRL keys.

Now a COPY

Repeat the above operation to place the ANSI.SYS icon back where it came from *BUT* this time, before you let go of the mouse button, press and hold down the CTRL key until after you have released the mouse button. Note: after pressing the CTRL key a “+” appears under the arrow cursor. This is the signal from Windows that a COPY progress will occur. After the copy process, you will have an exact copy of the file in both folders. You have created a *backup* of the original object.

ANSI.SYS has a file extension of sys.

Note: Windows gives special treatment to files with .EXE, .BAT, and .COM extensions. In the next step we will use a file with an extension of .EXE.

Now a SHORTCUT

Drag ATTRIB.EXE to the opposite panel.

Once in the other panel, note the appearance of the cursor.

Note the “hooked arrow” indicating a “SHORTCUT” process will occur.

You can let go of the mouse button once the file is in the other panel.

A drag operation for ANSI.SYS created a move. A drag operation for ATTRIB.EXE created a shortcut. Take careful note of a file's extension before dragging the file.

Shortcuts will be explained shortly.

Now a Copy using CTRL

Select and drag a different .EXE, .COM or .BAT file to the opposite panel.

Press the CTRL key before releasing the mouse button. Note the “+” symbol.

After releasing the mouse button, you will notice that there is an exact copy of the file in both folders.

Anytime that the cursor of a drag operation includes a ‘+’ symbol, it means a copy process will occur.

Last, a MOVE using Shift

Select and drag a different .EXE, .COM or .BAT file to the opposite panel.

Press the SHIFT key before releasing the mouse button. Note the absence of a shortcut or copy symbol. After releasing the mouse button, you will notice that the file was deleted from the original folder and placed in the new folder.

Any time that Windows does not include a ‘+’ or hooked arrow during a drag operation,

you can assume that it is a move (or cut) operation.

Can't make up your mind?

Select and drag a different .EXE file to the opposite panel. Until you release the mouse button, no action will take place.

Press the SHIFT key. Note the symbol change.

Press the CTRL key. Note the symbol change. Don't release the mouse button yet.

Move it back to the original folder and position before releasing the mouse button.

Moving the file to a new position can create an error condition causing an error message to display. See chapter Screens 2 to view error messages.

Make a shortcut to Solitaire

Let's make a shortcut to Solitaire in the A:\ folder.

Right-click on SOL.EXE and select Create Shortcut from the menu options.

To look at the properties for the shortcut, right-click on the new shortcut and select properties from the menu options. In the resulting screen select the General tab if it is not already selected. Look for Type: Shortcut to MSDOS program. This explains what type of shortcut we have created. Look for Location: A:\ This explains the location of the shortcut's target.

Leave this shortcut. It will be used again later.

What is a shortcut anyway?

It is simply a pointer. It points the Windows to the location of the actual (or target) file. A shortcut is not a copy of the original file. If you double-click on SOL.EXE, it will cause the program to run. If you click on the shortcut to SOLITAIRE it will also cause the SOL.EXE program to run *so long* as the file still resides where the pointer points. Moving or deleting the target program will prevent the shortcut from working.

Shortcuts are used because they take very little storage space. Generally, shortcuts take about 1000 bytes (1KB) of memory space. The SOL.EXE file requires 168,000 bytes of storage space. (168KB) Making several copies of an executable file wastes storage space. Shortcuts do the same job while conserving space.

For more information on making shortcuts, refer to the chapter 'Making Shortcuts'.

Several applications such as Corel's office suite and MS Office allow the operator to drag text. The move and copy symbols presented in this article apply when dragging text in these applications.