

Path and Properties

The concept of a PATH or route that Windows must follow to locate or save files has been referenced from several chapters. Graphics showing the path can be found in chapters Org 4, 5 & 6.

In chapter Org 4, the path to folder 6 requires that we start from the root directory, (symbolically stated with the backslash '\ ' following the drive designation letter) and follow the dotted line through folder '1' then through folder '2'... , finally through folder '5' to get to folder '6'. **Unlike most other subjects we have discussed, there are no exceptions to following the PATH.**

The Shortcut chapter used the Look in: text box of Browse to follow the path.
The 'What's in a name' chapter used the Look in: text box of Open to follow the path.
The 'What's in a name' chapter used the Save in: text box of Save As to follow the path.

There are times when you are given a written command which describes the path you must follow. As examples consider:

```
L:\Students\Office\2000\Word\your data files
```

or

```
C:\Windows\System\shell32.dll
```

The first reference might be given by an instructor to indicate the location of data files needed by students attending a word processing course.

The second is a reference to a Windows system file which contains icons you could use to change the default desktop icons. (See the Viewing chapter)

The first step is always to locate the device used for storage. It is indicated by a letter followed by a colon ': '.

Next, using the second example, find the folder Windows and open the folder.

If you are using Windows Explorer, click on the '+' in front of the folder.
If you are using the Browse or Open dialog boxes, double-click on the folder.

Repeat the process of opening folders until the last item in the path is reached.

The last item in the path statement is the data file.

Helpful shortcuts

A couple of reminders about shortcuts we have used might be helpful here. Remember when we used the keyboard to enter the first letter in the month to select months from the list in Screens 3, or when we were searching for SOL.EXE using Windows Explorer in Org 6? This same approach can be used on a dialog box such as Browse, Open or Save As. Once the drive letter has been located in the Look in: box, click once on any file or folder in the Folder/File window. (Note: this area isn't labeled, but it is the central part of the dialog box.)

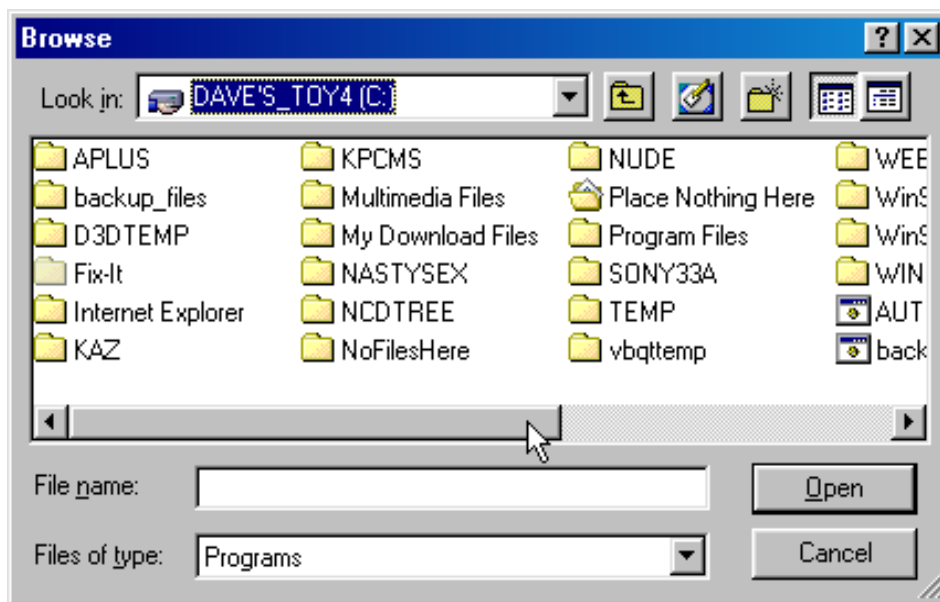
Next, suppose that we were looking for the Windows folder on C:. Type the key 'W'. If the Windows folder is highlighted, you can press Enter to open the folder.

Note that the File/Folder area has changed reflecting items found in the Windows folder. Type 'S' until the SYSTEM folder is highlighted. Open the folder.

Finally, to locate the file, type 'S' until the file is highlighted. (Shell32.dll)

Using the Mouse

It seems kind of silly to be talking about mouse usage this late in the book, but there is good reason. The display window of the Browse, Open and Save As window is a little unique. Until now, most scroll bars have been in the vertical plane, meaning that they are along the right side of the screen. Since this dialog box can't be maximized, Windows has not given the operator the option of having vertical scroll bars. Only a horizontal scroll bar might appear if it is needed.



Note the scroll bar indicated in the figure by the arrow cursor. As you would expect, sliding the scroll bar displays additional folders and files.

Since the Windows folder can contain hundreds of objects, using the keyboard to aid in object searches is quite helpful.

Properties

All storage devices, folders and files have properties. You can view the objects properties by right-clicking on the object and selecting properties from the pop-up menu.

Alternatively, you can access properties from the File menu or icon in My Computer or Windows Explorer.

Data files distributed with training manuals often have the 'read-only' attribute set. When the read-only attribute is set, the file's data cannot be changed. If there is a need to change the data, there are two alternatives. 1) remove the read-only attribute. 2) save the changed data to a file with a different name.



Other attributes associated with files are hidden, archive and system.

A Checkmark next to an attribute shows that the file or folder has that attribute set.

If multiple files are selected, a checkmark means that all the files have that attribute set. A shaded check box means that some files have that attribute set and some do not.

Archive shows whether the file or folder will be archived. Some programs use this option to control which files are backed up.

System files are required by Windows to run properly. By default, system files are not shown in folder listings. Do not

delete system files.

Hidden files cannot be 'seen' in display lists. Hidden files can be run from command lines if the file's name is known and they are executable files. (Executable files have extensions of .EXE, .COM or .BAT.)

Read-only files cannot be changed or accidentally deleted. Attempting to delete a read-only file will generate an error message.

