

CHAPTER 3: Managing Files and Directories

Introduction:

By now, you are familiar with the concept of the home directory where the users' files are stored. Working with your computer would mean that you will inevitably store a lot of files for research, projects, personal, etc. This will lead to a cluttered directory which would be hard to manage.

In this chapter, you will learn how to:

- Create directories
- Move files from one directory to another

Situation:

After the first week of class, your teachers have briefed you about your requirements for this school year. In other words, you have to do a lot of research and produce a lot of term papers!

You want to ensure that you can still manage your directory regardless of storing many files in your computer.

Tasks:

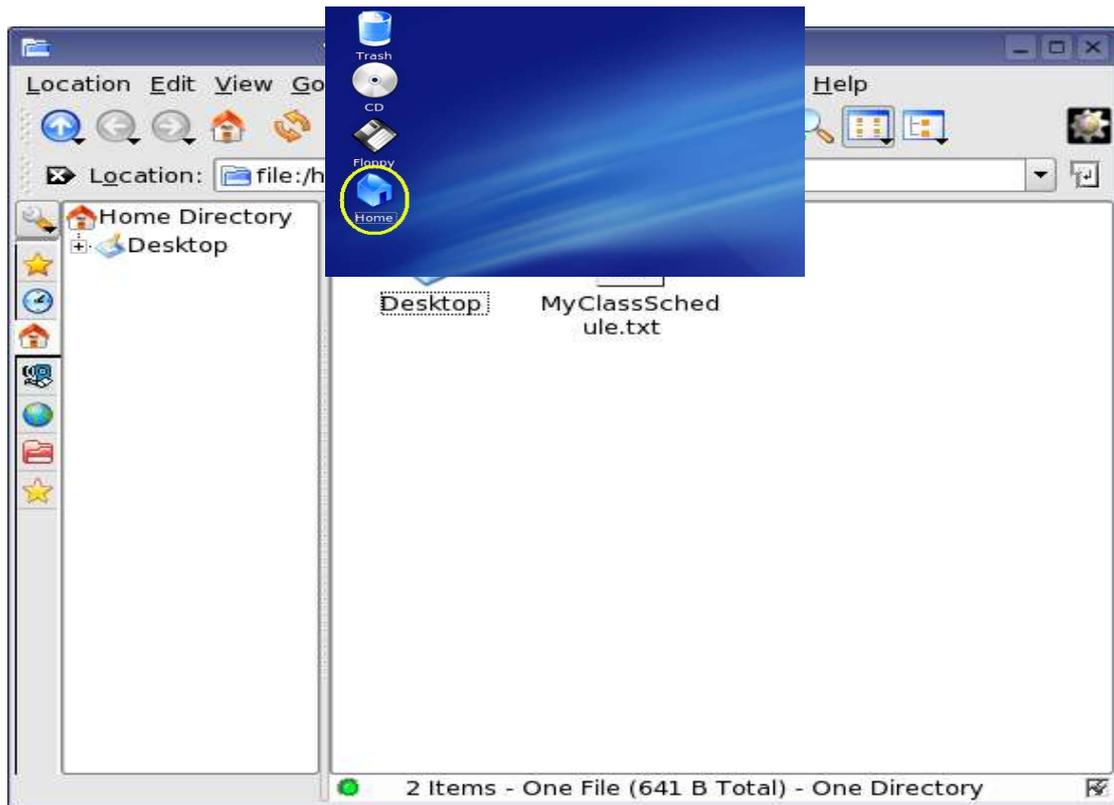
1. Create directories for the following subjects:
 - Homeroom
 - Math
 - Filipino
 - Social Studies
 - English
 - Science
 - Home Economics
 - Computer
 - Physical Education
2. Move your class schedule document in your homeroom directory.

Solution:

1. To organize your files, you should place them in a directory. A directory is basically a collection of files with similar functions or purpose. In your case, you will be creating directories for every subject and moving files that can be classified on those directories.

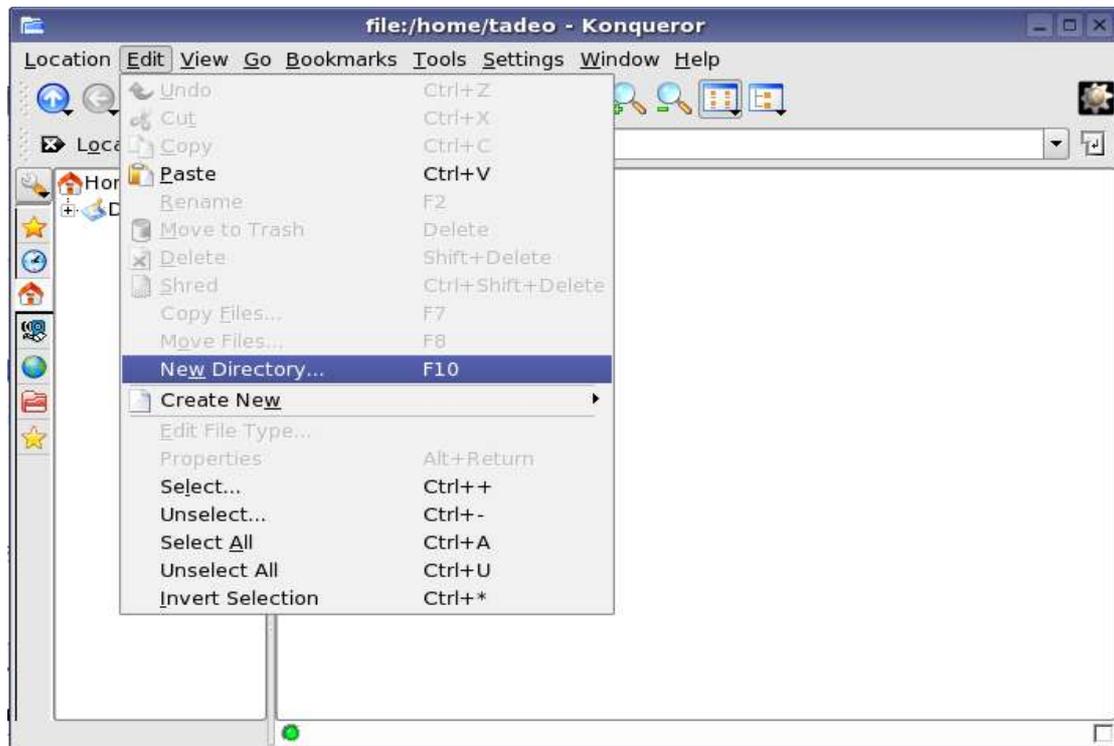
To manage files and directories, you need to use a file management tool such as Konqueror.

Go to your home directory by double-clicking the "Home" icon in the desktop. The Konqueror program will appear and display the contents of your home directory.

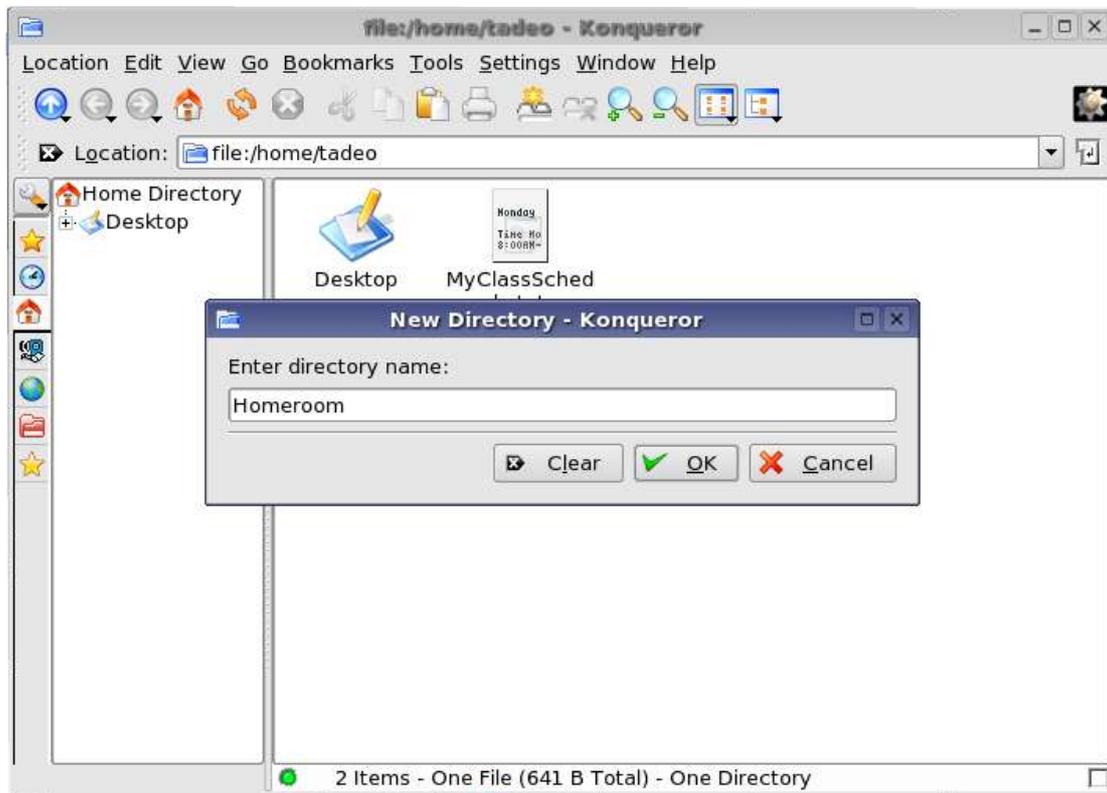


The Konqueror is a file manager, Internet browser and a universal file viewer in just one application. In this case, we will be using Konqueror as a File Manager.

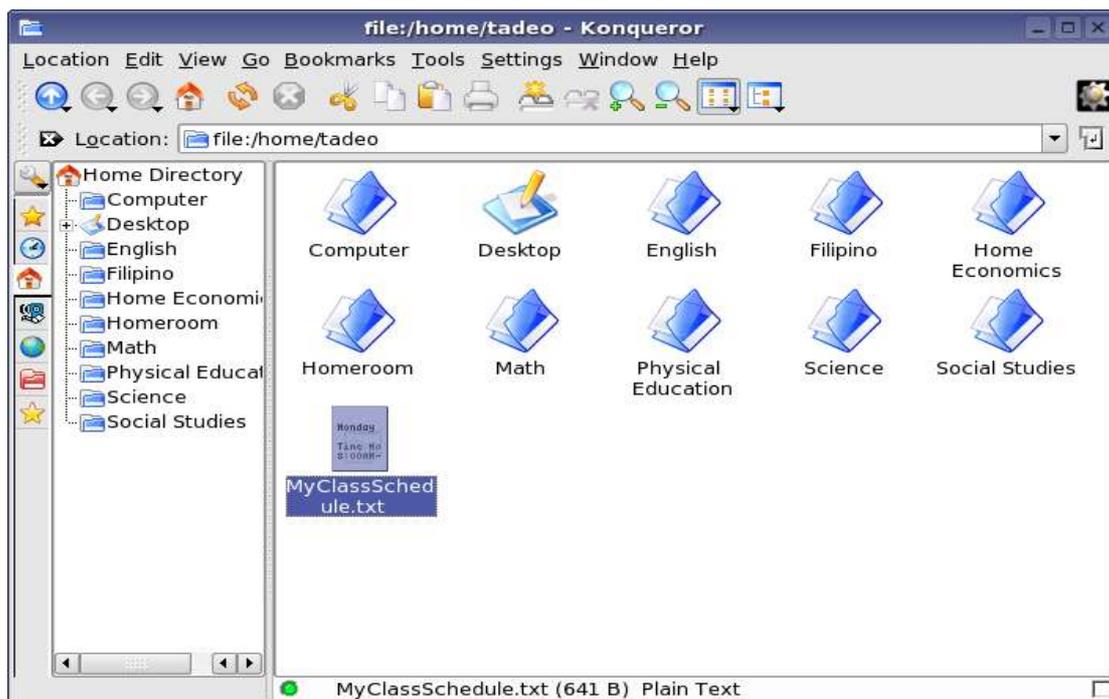
2. Select *Edit->New Directory* or click F10.



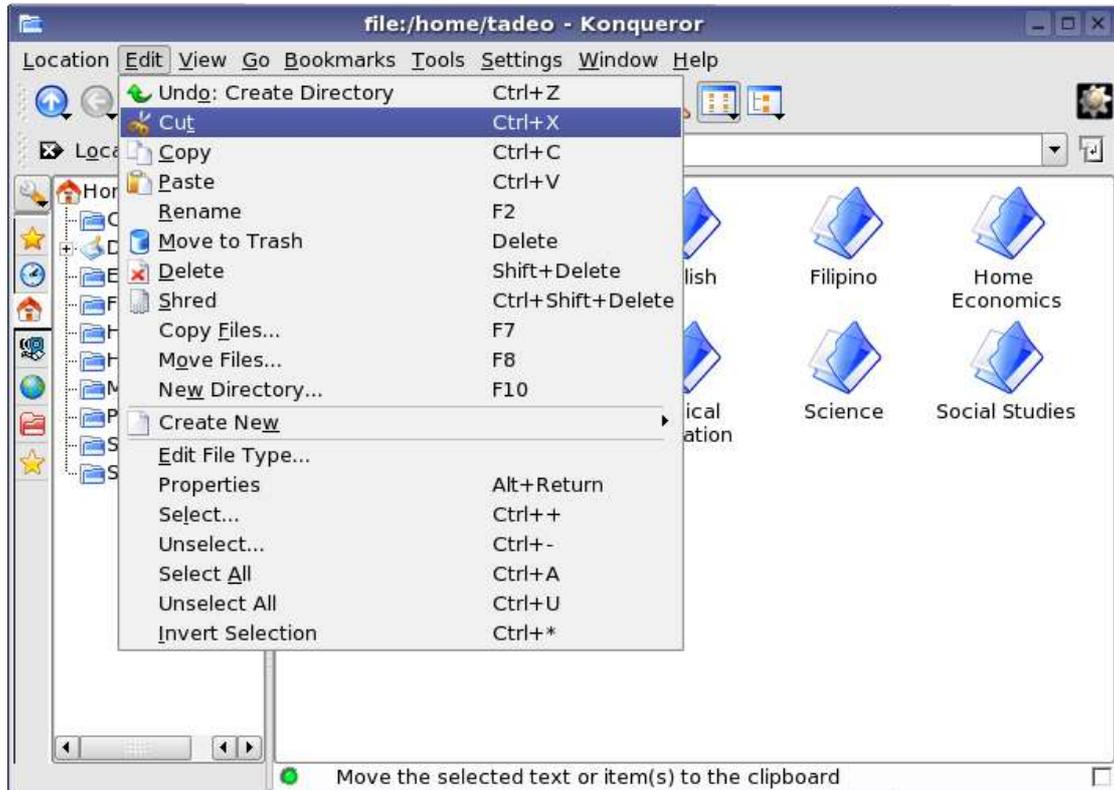
3. Type "Homeroom" in textbox and click the "OK" button. This will create the "Homeroom" directory.



4. Repeat steps 2 and 3 for the rest of the subjects.
5. The file "MyClassSchedule.txt" needs to be reclassified. It must be stored in the "Homeroom" directory to keep your files in order. Highlight (select) "MyClassSchedule.txt"



6. Select *Edit->Cut* from the menu.



7. Double-click the "Homeroom" directory.

8. Select *Edit->Paste* from the menu. Your file "MyClassSchedule.txt" has been moved in the "Homeroom" directory.



Summary:

You are now able to:

- Create directories
- Move files from one directory to another