

Files & folders metaphor

files → data

folders (directories) → files & folders

→ files & folders organize info as a hierarchy

- root folder (simply root) = topmost folder. Contains all files & folders

File & folder names = labels given by users

purpose / mnemonic: remind users what info is about

suffix = extension tells the type of info

text (.txt) simple text

Word document (.doc)

Sound file .mp3, .wma

image .jpg, .bmp, .png

Program file .exe

- if folder named A contains a folder named B, A = parent of B

- Sequence of folders (starting @ root) that contain a particular file = path of file.

(see ex).

- Exploring other storage devices
 - CD-ROM / DVD-ROMS
 - USB memories
 - other memory cards (from digital cameras)
 - network drives

- drive → different storage devices are identified by letters + :

- each drive → has a structure of files & folders (file system).

(example) - USB memory with lecture slides.

Location for a file

- complete path could be:

C:\Documents\Courses\1000\w1d1.ppt

↑ ↑ ↑ ↑ ↑ ↑

drive root folder folder folder file

folder

OBS Drive - notion specific to Windows platforms.
Mac OS - different devices appear as folders inside a special folder called "Volumes"

- We browse content of a HDD using a computer program (file explorer) (called Finder in Apple computers)
→ it is possible to "hide" files, so that explorer doesn't show them (ex special system files)

Operations on files

→ provided by file explorer.

- a) via Edot menu & selectors
 - b) via mouse → dragging
- pull down menus
pop-up window (R-click)
dragging with "modifier key" (escape)

pressing the key escapes the normal interpretation of mouse action.

→ look for visual feedback

Fact

All "file explorer" applications ^{on Mac Computers or Windows computers} will provide operations on files similar to these & the operations can be started in similar ways (not identical).

This fact = illustration of principle "Form Follows Function".

FFF: computer programs that provide same functions (e.g. all text editors / all slide preparation applications...) will provide similar fct that are invoked in a similar way

→ main obs that experienced user exploit when working with new program / computer

- typical tasks on files

- a) copying your work saved on a computer (eg on lab) to your USB memory;
- b) copy work from USB memory -> home computer.
- c) copy work to/your network drive from
- d) copying / renaming a template ".doc" file
eg: you write a template file for English class (arrangements require a title page you don't want to type everytime).

= rename a file — select file
| — 1 click on file
| — (feedback = cursor) —> type new name
| — edit / rename

Copy via Edit menu

Copy via dragging with mouse

— press $\left\{ \begin{array}{l} \text{shift} \\ \text{alt} \\ \text{ctrl} \end{array} \right.$, look for visual feedback.