

## Finding Files

To quit Help and return to the WorksWizard, choose Exit from the File menu.

### To find a specific file or files

- 1 Type as much of the filename as you remember in the box on the left. If you can't remember any of it, that's OK, you can leave it blank.
- 2 Type as much of the filename extension as you remember in the box on the right. If you only remember the first letter, type that.
- 3 If you don't remember anything about the extension leave it blank, or try using one of the examples below to narrow the search.

### **If it was created with this program    Try using this extension**

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All Files	(leave it blank)
All Works Files	w
Works Word Processor	wps
Works Spreadsheet	wks
Works Database	wdb
Works Communications	wcm
Backup	bak
dBase	dbf
Excel Spreadsheet	xls
Lotus 1-2-3	wks
RTF	rtf
Text	txt
Text and Commas	csv
Windows Write	wri
WordPerfect	doc
Word for Windows	doc
Word for DOS	doc

- 4 If the examples above don't help, leave the extension box blank and the WorksWizard will do the rest.

### Copying a file

### Moving a file to a different directory

**Filename Extension**

The three characters at the end of a filename that indicate the program used to create the file. For example, files with the extension .WPS were most likely created with Works Word Processor, files with the extension .WKS were most likely created with Works Spreadsheet, and those with .WDB were most likely created with Works Database.

**Filename**

The name for the file. In this case, filename refers to the characters before the period. For example, for the file letter.wps you would type "letter".

**File**

Most of the information your computer uses and you use on your computer is stored in files. For example, if you create a letter in Works, it would be stored as a file on a disk. Files can also contain programming instructions for your computer.

## Moving a file to a different directory

To quit Help and return to the WorksWizard, choose Exit from the File menu.

To move a file, the WorksWizard needs to know where to put the copy of the file. The dialog box shows the filename, and the current drive, and directory. You will need to change the directory and perhaps the drive.

Once the drive, and directory are specified, press OK. The WorksWizard confirms the move before carrying it out.

The following procedures explain how to change the drive and directory.

### Changing drives

The Drives box lists the drives currently available on your computer.

#### **To change drives using a mouse:**

- 1 Choose the Drives box to see a list of drives currently available to you.
- 2 Choose the drive you want to switch to.

#### **To change drives using the keyboard:**

- 1 Press TAB to move to the Drives box.
- 2 Use the arrow keys to move through the drives available on your machine.
- 3 To select a drive, press ENTER.

### Changing Directories

The Directories box lists the directories on the drive selected. If you cannot find the directory you're looking for, make sure that you've selected the drive the file is on.

#### **To change directories using a mouse:**

- 1 In the Directories box, double-click the directory where you want to move the file.
- 2 If you don't see the directory where you want your file moved, you can display a list of all the directories on your hard drive by double-clicking the root directory (c:\) located at the top of the directories listed.
- 3 Continue to double-click the directories and their subdirectories until you find the directory where you want to move the file.

**To change directories using a keyboard:**

- 1 Press TAB to move to the Directories box.
- 2 Press the UP ARROW KEY until you reach the root directory (c:\).
- 3 Press ENTER to display a list of all your directories.
- 4 Use the arrow keys to highlight the directory you want.
- 5 Press ENTER to open the directory.
- 6 Repeat steps 4 and 5 until you have switched to the directory you want.

Finding Files

Copying a file



## Copying a file

To quit Help and return to the WorksWizard, choose Exit from the File menu.

To copy a file, the WorksWizard needs to know the filename and where to put the copy of the file. The dialog box shows the current filename, drive, and directory.

To copy the file to the current directory, you will need to type a different filename. If you want to copy the file to a different location, you will need to change the directory and perhaps the drive. You can also type a different filename.

Once the filename, drive, and directory are specified, press OK. The WorksWizard confirms the copy before carrying it out.

The following procedures explain how to change the filename, drive, and directory.

### Naming the File

■ Type a new name for your file if you want your copy to have a different filename. If you are copying a file in the same directory, you must type a different filename.

### Changing drives

The Drives box lists the drives currently available on your computer.

#### To change drives using a mouse:

- 1 Choose the Drives box to see a list of drives currently available to you.
- 2 Choose the drive you want to switch to.

#### To change drives using the keyboard:

- 1 Press TAB to move to the Drives box.
- 2 Use the arrow keys to move through the drives available on your machine.
- 3 To choose a drive press ENTER.

### Changing Directories

The Directories box lists the directories on the drive selected. If you cannot find the directory you're looking for, make sure that you've selected the drive the file is on.

#### To change directories using a mouse:

- 1 In the Directories box, double click the directory where you want to copy the file.
- 2 If you don't see the directory where you want your file copied, you can display a list of all the directories on your hard drive by double clicking the root directory (c:\) located at the top of the directories listed.
- 3 Continue to double-click the directories and their subdirectories until you find the directory where you want to copy the file.

#### To change directories using a keyboard:

- 1 Press TAB to move to the Directories box.
- 2 Press the UP ARROW key until you reach the root directory (c:\).
- 3 Press ENTER to display a list of all your directories.
- 4 Use the arrow keys to highlight the directory you want.
- 5 Press ENTER to open the directory.
- 6 Repeat steps 4 and 5 until you have changed to the directory you want.

## Finding Files



Moving a file to a different directory

**Directory**

To help you keep track of your files, group your files into directories. Organizing your files into directories and subdirectories on a disk is like organizing your documents into file folders and then storing them in draws of a file cabinet.

**Drive**

A disk, like a cassette tape, is a reusable storage device that holds information, such as software and data, in files.

There are two common kinds of disk drives: a hard disk drive and a floppy disk drive. A hard disk drive contains a non-removable disk that is built into your system; a floppy disk drive allows you to save information to floppy, portable disks. Some computers can connect to network drives as well.

To use a disk, its drive must be currently selected. Each disk drive has a letter that identifies it. For example, on many systems the floppy disk drive is called the A drive, and the hard disk drive is called the C drive.

**Filename**

The name for the file. You use the filename to find and open the file.

**Root directory**

The top-most directory on a disk.

**Subdirectory**

A directory within a directory. For example, suppose you have a directory for your correspondence called Letters. You could store the letters by month in subdirectories called Jan, Feb, Mar and so on.

## Up arrow key



In a dialog box, the UP ARROW key moves the highlight up a line at a time.

## Arrow keys



Use the up and down arrow keys to move through the list of directories and drives. There are usually two sets of arrow keys on the keyboard, one of which also types numbers. To use the set that shows both numbers and arrows, NUM LOCK must be inactive so that it will move the cursor instead of typing numbers.



## Tab key



In a dialog box, such as the Moving a File dialog box, the `TAB` key moves the insertion point or highlight from option to option.

