File System

Purpose: This lecture is intended to introduce the student to creating files on the disk drive and customizing the desktop.

Objectives: After completing this lecture, the student will be able to:

- Describe the OS/2 file system

- Name the three views available for files

- Access files on disk and diskette

- Create your own folder and place on disk

- Shadow your folder to desktop

- Add your own item to your folder on desktop

Time to Complete: 1 hr. including lab

Page 2: Drives Object

A disk is a reusable storage device that holds information, such as software and data, in files. As with random-access memory (RAM), the amount of

space on a disk is measured in bytes. Unlike information stored in random-access memory; however, information stored on a disk is not deleted when you turn off your computer. You can delete the information on a disk, and with proper care you can use the disk over and over again.

Your computer's disk drives move information stored on disks into and out of random-access memory. For example, your computer can read software instructions from a disk into random-access memory, and write your data to a disk for safekeeping.

There are two kinds of disk drives: a hard disk drive and a diskette drive. A hard disk drive contains a non-removable disk that is built into your computer. With a hard disk drive, you can store large amounts of information in one convenient place, instead of storing it on many diskettes.

A diskette drive holds a removable diskette, which has less storage capacity than a hard disk. The hard disk drive can also write and read information to and from your computer much faster than a diskette drive. When your computer writes or reads information to or from a disk, the indicator light for the drive goes on.
Each disk drive has a letter assigned to it so you can direct the computer to find instructions and information. For example, on many computers the diskette drive is called drive A, and the hard disk is called drive C.

Diskettes are removable and come in various sizes. Many computers use 5.25-inch diskettes, which are thin, flexible, and somewhat fragile. Some computers use 3.5-inch diskettes, which are protected by a hard plastic cover that makes them more durable.

One or more files or data-file objects can be placed in a directory or folder on the desktop, which is a collection of files, directories, or both. When you installed the operating system, it copied some of its files from the OS/2* diskette to the root directory, which is the main index for all directories on your system. A directory can have other directories called subdirectories.

 In the following example,

    C:\OS2\BOOK

BOOK is a subdirectory of the OS/2 directory. The location of a file or a directory is specified by its path. A path contains a drive designation and one or more directories, separated by a backslash (\). For example,

    C:\OS2

Sometimes you are asked to provide a path before a file name and its

extension (if it has one). For example, the path name and file name for the OS/2 System Editor, which comes with the operating system, is:

C:\OS2\E.EXE

Page 3-5: Tree View, Details View, Icon View

Icon view arranges the objects randomly within the folder. Tree view displays the objects in a hierarchy. Details view displays the properties of the objects (for example, the date and time created, the full name, and any special attributes).

Page 6: Diskette Icon View

To prepare a diskette for first time use, you must format the disk. Formatting a disk removes any information previously stored on that disk and prepares the disk so it is compatible with the drive on your computer. Be sure to check

the diskette or hard disk before you format it or you may destroy important files.

Page 7-9: My Folder, Rename Folder, My Folder

Explain the My Folder picture as being something that the students will be doing in lab. It is very important that they understand that files, programs, etc. should be placed on the
disk drive and then a shadow made on the desktop. If you change the name of a shadow, then all shadows and the original will be changed.

You can change the names of folders by:

1. Point to the text (title) under the folder that you want to change.

2. Press and hold the Alt key; then click mouse button 1 on the title.

3. Type your changes and use the Backspace key or the Delete key to erase the previous name.

4. Point to an empty area of the Desktop.

5. Click mouse button 1 again.

Or:

1. Point to the folder.

2. Click mouse button 2.

3. Select Settings.

4. Select the General tab.

5. Type your changes in the Title field and use the Backspace key or the Delete key to erase the previous name.

6. Close the Settings notebook.

Page 10: Review Questions

1. Will the drive objects pop-up menu allow you to format the drive and/or diskette?

2. Can you add the drives object to the Launch Pad?

3. Is there a details view of the drive object?

4. Should you make a shadow of a folder that you wish to work with that is located on the disk drive and place it on the desktop?

Page 10: Answers

1. Yes, the drive objects pop-up menu will allow you to format the drive and/or diskette.

2. Yes, you can add the drives object to the Launch Pad.

3. Yes, there is a details view of the drive object.

4. Yes, you should make a shadow of a folder that you wish to work with that is located on the disk drive and place it on the desktop.

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