

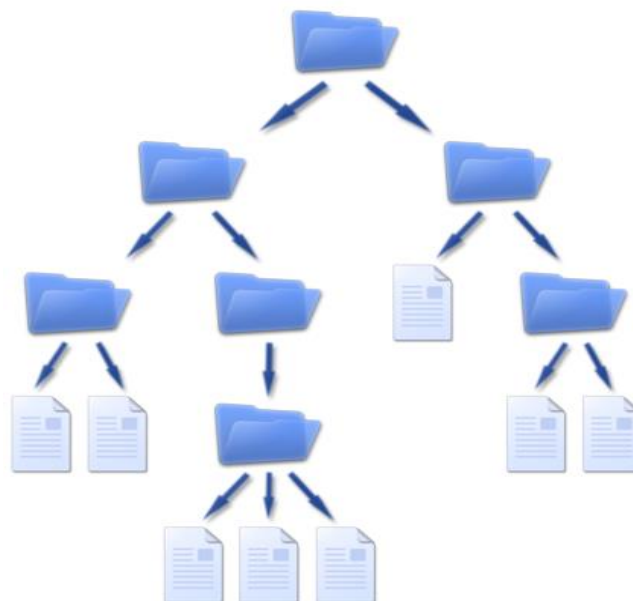
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**CHAPTER
5.3**

ORGANIZING FILES & FOLDERS



COMMAND – LINE INTERFACE (MS-DOS)

COMMANDS THAT DISPLAY THE CONTENTS OF A DIRECTORY (DIR)

DIR	It displays a list of files and subdirectories of the current directory
DIR/W	It displays the contents in wide list format (in columns)
DIR/P	It displays the contents by pausing after each screenful of info
DIR/P/W	It displays the contents in columns by pausing after each screenful of info
DIR *.*	It displays all the contents of the current directory (similar with DIR)
DIR *.txt	It displays only the files with (.txt) extension
DIR test.*	It displays only the files with name test whatever the extension is.

COMMANDS FOR CHANGING A DIRECTORY (CD)

CD name	It goes one directory front (from parent to child)
CD..	It goes one directory back (from child to parent)
CD\	It goes back directly to root directory (C:)
CD C:\Music\Pop	It goes directly to Pop subdirectory of Music directory of hard disk

COMMANDS CREATING OR DELETING DIRECTORIES

MKDIR name	It creates a new empty directory in the current location (Make Directory)
RMDIR name	It deletes an empty directory in the current location (Remove Directory)

COMMANDS FOR DELETING FILES (DEL)

DEL filename	It deletes a file in the current directory
DEL *.*	It deletes all files of the current directory
DEL *.exe	It deletes only the files with (.exe) extension of current directory
DEL C:\windows\filename	It deletes a file placed on Windows directory of disk (direct access)

COMMANDS FOR MANAGING TEXT FILES (EDITOR)

EDIT	It launches Text Editor of Ms-Dos for editing a text file (.txt). Inside text editor to activate menu bar we press the ALT button
EDIT filename.txt	It opens text editor for updating an individual text file
WRITE filename.txt	It opens WordPad of Windows for updating an individual text file
TYPE filename.txt	It displays the contents of a text file without update potentials

COMMANDS FOR CHANGING DISK DRIVE

A:	It changes the prompt to floppy disk drive (A:) since there is a disk inside floppy
D:	It changes the prompt to optical drive (D:) drive since there is a disk inside it
C:	It changes the prompt to hard disk drive (C:)

COMMANDS FOR COPYING OR MOVING FILES AND FOLDERS

COPY source destination	It copies files/folders from a source location to a destination directory e.g. COPY *.* A: COPY autoexec.bat C:\windows COPY C:\My Images\Car.jpg C:\Media\Photos COPY C:\Program Files\Media\Music\Rock C:\My Music
MOVE source destination	It moves files/folders from a source to a destination directory e.g. MOVE C:\Sxoleio\Askiseis*.* C:\My files

COMMANDS FOR MANAGING SCREEN

CLS	It clears the screen from all previous commands
COLOR αριθμός αριθμός	It changes the background color of the screen as well as the font color based on hexadecimal numbers the user selects (the 16 values of hexadecimal system are: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, A, B, C, D, E, F) e.g. COLOR 07 (black background – white fonts) COLOR 16 (blue background – green fonts) COLOR 70 (white background – black fonts) COLOR FC (bright white background – red fonts)
F3	It repeats the last command To navigate to a history of previous commands we use arrow keys ↑↓

COMMANDS FOR LARGER DELETIONS

DELTREE name	It deletes a directory completely (with all of its contents) e.g. DELTREE C:\Windows\Temporary Files DELTREE music
FORMAT disk	It formats a disk (permanent deletion of its contents) e.g. FORMAT C: FORMAT A:

COMMANDS FOR ASKING HELP	
HELP	It displays a list of all available commands of current Windows version providing a short explanation for each one of them
HELP εντολή	It provides helpful information of how to use a specific command covering all cases and giving a short explanation for each one of them
εντολή /?	It is similar to the previous command (not available to all Windows versions)

COMMANDS FOR RENAMING FILES OR FOLDERS (REN)	
REN file1 file2 REN directory1 directory2	It renames a file or directory to a new one
RENAME file1 file2 RENAME directory1 directory2	It is similar to the previous command

COMMANDS FOR CHANGING PROMPT	
PROMPT \$symbol	<p>It changes the prompt according to the selected symbol (criterion)</p> <p>e.g. PROMPT \$Q =</p> <p>PROMPT \$\$ \$</p> <p>PROMPT \$T current time</p> <p>PROMPT \$D current date</p> <p>PROMPT \$P current path</p> <p>PROMPT \$G ></p> <p>PROMPT Hello Hello</p>

COMMANDS FOR MANAGING WINDOWS	
TITLE string	It defines a new window title for command line application (cmd.exe) while it is active
START	It launches a new instance (window) of command line application (cmd.exe) for executing a different group of commands
EXIT	It exits from DOS coming back to Windows environment (termination of command line environment)
SHUTDOWN /symbol	<p>It shutdowns computer from Dos according to symbol (criterion)</p> <p>e.g. SHUTDOWN /S simple shutdown</p> <p>SHUTDOWNS /R shutdown with restart the computer</p> <p>SHUTDOWN /H hibernate the local computer</p> <p>SHUTDOWN /L user log-off</p>

GENERAL COMMANDS

TREE drive:	It displays the contents of a selected drive in tree form e.g. TREE C:
CTRL ^C	It is a shortcut for sudden termination of an executing command
TIME	It displays the current time giving us the potential to update it
DATE	It displays the current date giving us the potential to update it
MEM	It provides a list of information related to system memory
VER	It displays the current version of Windows

For more information about the command-line interface, you can visit the site :

<http://www.computerhope.com/msdos.htm>