# Maintain Your Files Utility

Maintain Your Files

• A utility to manage the files on the G: drive as well as accessing files in shared drives such as the M: (S: T:) (Please see School Network Drives section for further explanation of these drives.)

Please note: The terms "Directory" and "Folder" are used interchangeably. They mean the same thing. "Directory" is simply an old DOS term which has been more recently replaced with the name "Folder". Many people, however, still refer to folders as directories.

• you can use the Maintain Your Files to:

• create folders (directories), rename folders or delete folders.

• copy files, move files, rename files and delete files either one by one or in groups.
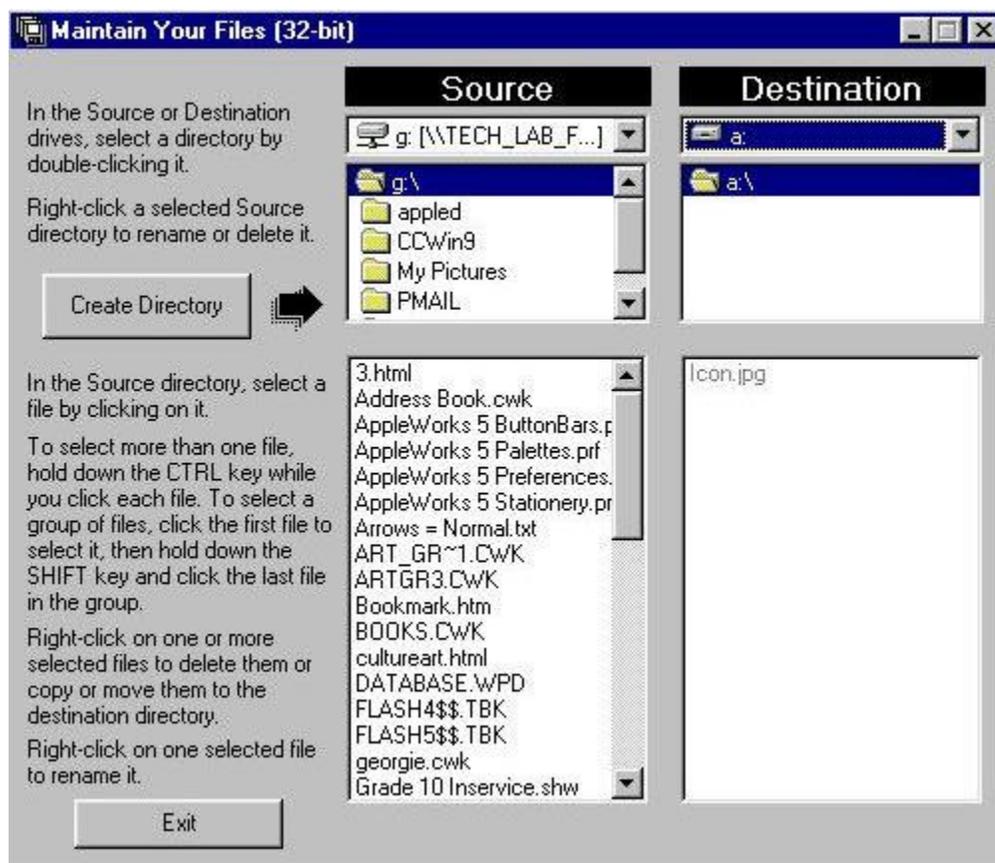
The instructions written along the left hand side of this window explain all of the features that are available through this utility. These instructions also explain how you execute the available features. Other than the Create Directory button and the Exit button, all of the features this utility offers are activated by a right mouse click menu.

Working with Directories (Folders)

If you left mouse click on a directory to select it, it will appear highlighted in blue. Now click once with the right mouse button and a menu will pop up that will give you the following options:

Rename Directory, Delete Directory, and Format Floppy disk

NOTE: This menu can only be activated from the **Source window**.

To **Rename** the directory, select the directory you would like to rename then click once with the right mouse button. A menu will pop where you can choose the feature Rename directory. Click on this and a window will pop up where you can type a new name for your directory.

To **Delete** a directory, select the one you would like to delete then click once with the right mouse button and a window will pop asking you to confirm the delete action.

Working with Files

If you left click on a file to select it and then right click, a menu will pop up that will give you the following
options:

Copy file(**s**) to Destination (makes a copy of a file to place on another drive or in a different directory. After copying you will have the two copies of the file in two different places.)

Move files(**s**) to Destination (moves a file from one drive and places it on another drive or in a different directory.)

Rename file(**s**) and **Delete file**(**s**)

To Copy or Move a file, make the file visible in the **Source** window. To do this, choose the drive where the file resides and if necessary the directory. In the **Destination** window, make the drive and if necessary the directory where you want to copy the file visible. Select the file from the **Source** window and right click to activate the menu from which you can choose the move or copy function. The file will be moved or copied to whatever drive and/ or directory is visible in the **Destination** window.

To Rename a file, make the file visible in the **Source** window, select the file and click once with the right mouse button to activate the menu from which you can choose the rename option. A window will pop where you can type a new name for your file.

To Delete a file, make the file visible in the **Source** window, select the file, right click to activate the menu and chose delete. A window will appear asking you to confirm the delete action.

To move a file, copy or delete more than one file at a time you can use the SHIFT or CTRL key.

Use the **SHIFT** key to select a group of files in a series. You hold down the **SHIFT** key, click on the first file and then click on the last. This will select the first and last file as well as all the files in between.

You can use the **CTRL** key to select files that are not in a series. Just hold down the **CTRL** key and click once on each of the files that you would like to select. Once you have the files that you want selected, you can right click to activate the file menu and make your choice.

Using Maintain Your Files to share files with students

Save/copy/move the file you want to share with students to the **M:\Student**. If you wish you can use **Maintain Your Files** to create a new folder in the **M:\Student** into which you can then place the file. This will help students find the necessary file if there are many files and folders in the M: drive.

Once the file is saved in the M:\Student drive, simply tell students to use **Maintain Your Files** to copy the file to their own G: drive. Students cannot move or delete this file from the M:\Student drive because they do not have the rights to do this.

In much the same way, teachers can also share files on the M:\Teacher drive. Any file that is placed in this drive can be copied to another teacher drive. Students have no access to the M:\Teacher drive, in fact, they cannot even see the M:\Teacher drive so this is a great way for teachers to share tests and other more sensitive information.