

back with "FILE NOT FOUND" you have messed up your PATH somewhere, CHECK IT and you will find it.

Relax, you are not the first one to get lost in your system.

### **File searching**

Since everyone loses track of files, it's good to know about the search functions of Windows Explorer or File Manager. In File Manager is found under the File menu (Win3.x). In Windows Explorer you will find it under the Tools menu (Win 9X). In Windows 2000 it's right on the menu "SEARCH". In all cases you will find a dialog box asking you for a name. REMEMBER the wild cards \* and ?. The big one is \*. With this one and some idea of the name you are looking for put in \*nam\*.\*. Use this format until you get familiar with it. The above will find "names.txt", "hisname.doc" etc. etc.. In other words any name with nam in the first part before the period and the extension. The last \* fills in for any extension. If you know part of the extension or all of it, substitute what you know for the \*. Remember that the \* will substitute for any number of characters or none. The ? will substitute for one character. Try it, it will make it easier and raise your comfort level measurably.

You will then be asked about a PATH (location to search). If you don't know where it might be then pick a whole drive e.g. C:/ or D:/ rather than the often suggested My Documents directory.

You can also search for Text strings in a File somewhere. This can take a bit of time since the whole area has to be read but is very powerful.

Practice may not make perfect but at least you'll be going in the right direction and should not lose anymore files. You can also run programs listed with a double click on the name.

**USE THESE METHODS TO RUN  
YOUR COMPUTER AND YOU WILL  
KNOW WHAT YOU ARE DOING.  
EVERYTHING IN A PC THAT YOU  
USE IS A FILE**

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**Quick Guide  
Basic File  
Manipulation  
In Windows  
( The Path)  
What you need  
to know to control  
your System  
and run it better**

Rev. 17

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# WHERE DID THE FILE GO

or

## The Three Ways of the "PATH" (Basic File Management)

A major, if not the major cause of confusion and turmoil for new users of PC and Unix computers is that they do not develop a good understanding of the term and concept PATH, or how files are organized.

The term Path is used in several ways on computers.

1. **First, Every FILE has a UNIQUE and DISTINCT "FILE PATH" to it.**

The File Path is always as follows:

Dr:\SubDir\...\Filename.xxx

Dr= The Drive letter of the hard drive, cd rom, floppy etc. and must be followed by a COLON ":".

\= the **First** "\" (backslash) refers to the **ROOT DIRECTORY**. The **Ones**("\" ) that follow after, such as "\SUBDIR\" are dividing markers for subdirectories that are on the particular drive. and they **also separate the last subdirectory name from the file name.**

As an **example**. "C:\DOS\COMMAND.COM ". The path to the File "COMMAND.COM" is C:\DOS\.

THE SUBDIRECTORY DOS IN THE DRIVE C:

THERE ARE **OTHER WAYS TO LOOK AT THE PATH TO A FILE**

E.G. :

To make it easier to get used to the PATH concept **think of it as**

1. **a tree**; there is the: ROOT Directory ( **the first** "\" ) which refers to **the trunk** or root. **Then** come the **branches** that are equivalent to the **subdirectories** (\subdirectory\). The final part are the leaves. These are equivalent to the files themselves (\filename.xxx).

2. A **second** method or view:

**REVERSE YOUR MAILING ADDRESS FROM THE WAY YOU PUT IT ON ENVELOPES NORMALLY.**

REVERSED MAILING ADDRESS

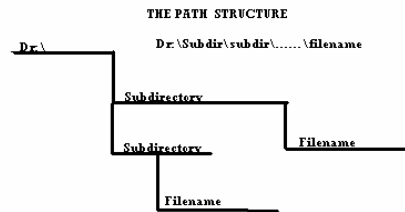
THE EARTH = C: ( **The Drive** )  
 COUNTRY USA = \ ( **Root Directory** )  
 STATE = SUBDIR \ ( **Subdirectory** )  
 CITY = SUBDIR  
 STREET = SUBDIR  
 HOUSE # = FILE NAME

3. A **third way** to look at this:

A **ROAD MAP THAT SHOWS YOUR HOUSE AND THE WHOLE ADDRESS.**

The Road Map. Here the drive name would be the country (C:). The State is the ROOT Directory (First "\"). The city streets would be the subdirectories (\subdirectory\...\). The street number would be the Filename (\filename.XXX), E.G. USA (Root Directory), California( subdirectory), Oxnard (Subdirectory\ ) 137 W. Second St St. (\ filename.xxx).

In the old DOS you had to use line commands to manipulate these files e.g. copy, execute(Run) them de-



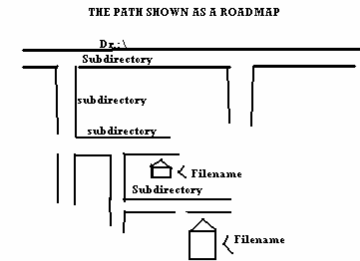
lete etc.

With the advent of Windows or X Windows in Unix/Linux came Windows Explorer and other file managers. These give you full control over everything you can do with your system. Result; learn Explorer and you've learned the rest. The Dialog boxes in Windows Explorer ( X-Windows) are setup just like the trees explained earlier. To move or copy files click on the file(s) you want to affect and go to the Edit Item in the menu. and Click on Copy. Then take the cursor to the drive and subdirectory you want to move the file to and click the Edit menu item and then Paste. To

move items use Cut and Paste. You can also Simply highlight the files you want to affect in Windows ( X-Windows) and move the Cursor to the delivery location but the effects tend to "vary" in ways not explained in this document.

## 2.THE SECOND WAY OF THE PATH

The second use of the PATH concept is the DEFAULT



PATH. In this regard your system maintains a default path which can be changed by programs that are running or yourself when you

are working in WINDOWS . To save keystrokes the Dos/Windows system sets up a default drive and PATH that is used when you give a command such as to copy and do not give one of the path designations required to make the command work.

3. The **THIRD WAY** that PATH is used is as the **SEARCH PATH** Command used in DOS called ( no kidding) PATH.

This command you will usually find as follows in your AUTOEXEC.BAT file.

"PATH=C:\;C:\DOS;C:\windows" In Windows its part or your "environment" variables.

The purpose of this command is to setup a search path to be used by the system to allow you to run a program from anywhere. Normally the System will only execute and run a program that is in the default directory. This command however, makes the system search other subdirectories in the PATH command to find the program and run it. In the event that there are two files in different directories with the same name, the system will run the first one in the search path that it encounters. This is why, when you type install, wanting to install some program, you get a totally different installation utility.

If the program that you are trying to run or the file that you are trying to copy ( or do something else to) comes