

Lab 5.1.4: Text Editing and File Management

Estimated time: 30 Minutes

Objective

Upon completion of this lab, you will be introduced to creating a file in Notepad, saving it to your hard drive, then creating a folder on a floppy disk and moving the file from the hard drive to the floppy disk.

Equipment

The following equipment is required for this exercise:

- Lab Computer with Windows 9x Installed
- 3 ½" floppy disk

Scenario

You need to edit a text file for testing a floppy drive that you installed. To do this, you will need to create a file, edit it, and move it from one location to another.

Procedures

Users manage and create files with an operating system. Some of these tasks would include updating, renaming, moving, and deleting.

Step 1

From the Windows desktop, click on the **Start** button, then move the cursor to **Programs** > **Accessories** > and then click **Notepad**.

Step 2

Once Notepad is open and on the desktop, begin typing a message of your choice within the editing area. Type just a few sentences and then click on the **File** menu and select **Save As**. This will open a new window, which will allow you to choose the location of your text file.

The default location is "My Documents". If the My Documents folder is not the default, use the "Save In" drop down box to choose My Documents. With My Documents as your folder, type "testfile.txt" within the "File name" text box and then click the **Save** button.

Step 3

The file is now saved on the computer. Notepad can be closed without losing any data.

To manage files on the computer, open a file manager application, such as Windows Explorer. This is found in the programs menu by clicking on the Start button then selecting Programs and then Windows Explorer.

Note: An alternate way to open Windows Explorer is to right-click on the **Start** button and choose **Explore**.

Step 4

Using the left window pane in Windows Explorer, locate the My Documents folder where the text file "testfile.txt" is saved.

Locate the My Documents folder and click on it to display the contents on the right window pane. As with most things in Windows, there is more than one way to rename a file. We will learn both in this step.

The more conventional way to rename a file is to select the file by clicking on it once. Then, with the file "testfile.txt" selected, go to the File menu of Windows Explorer and select **Rename**. This will outline the filename with a box and highlight the name of the file. Now type a new file name for the file, such as "newname.txt". After the file is renamed, press the enter key to finish the changes.

The other way to rename a file in Windows is to right-click on the filename itself and select "rename" from the drop-down menu. Use this method to rename the file back to the original name testfile.txt.

Both methods work the same. It is merely personal preference as to which way is used.

Step 5

Now, insert a formatted floppy disk into the floppy drive. Navigate Windows Explorer to the 3 ½" floppy drive icon in the left window pane. When selected, the contents of the floppy disk will display in the right window pane. There are two ways to create a new folder on the floppy disk.

The first way is to go to the File menu, select **New** and then in the submenu that appears, click **Folder**. This will create an empty folder that needs to be named. In the same way you renamed the text file, give the folder a name such as "my test folder" and press enter to complete the process.

The second way to create a folder is to right-click in the right window pane and select **New** then select **Folder**.

Step 6

To move a file from one location to another is a simple process. There are several ways to accomplish this.

To move the text file that you created earlier to the folder that was created on the floppy disk, navigate Windows Explorer to the My Documents folder on the computer. From there, select the testfile.txt and then go to the Edit menu and select **Cut**.

Now navigate Windows Explorer to the folder that you created on the 3 ½" floppy. Highlight the folder that was created, go to the Edit menu and select **Paste**.

The file created will be moved from the My Documents folder to the floppy disk. To verify that it worked, navigate Windows Explorer back to the My Documents folder to make sure the file is not there anymore. Then navigate back to the floppy and make sure that the document testfile.txt appears on the floppy.

Troubleshooting

Knowing how to cut, copy, and paste quickly will save a lot of time when working within Windows. There are shortcuts to many of the commands within Windows. To cut a file without clicking on the Edit menu or right-clicking, simply select a file and type the key combination Ctrl-X. Holding the **Control** key and pressing **X** when a file is selected is the same as selecting Cut from the edit menu.

Try this with all the shortcut commands.

Reflection

List a method to copy or move files from one location to another by using the mouse only:
