

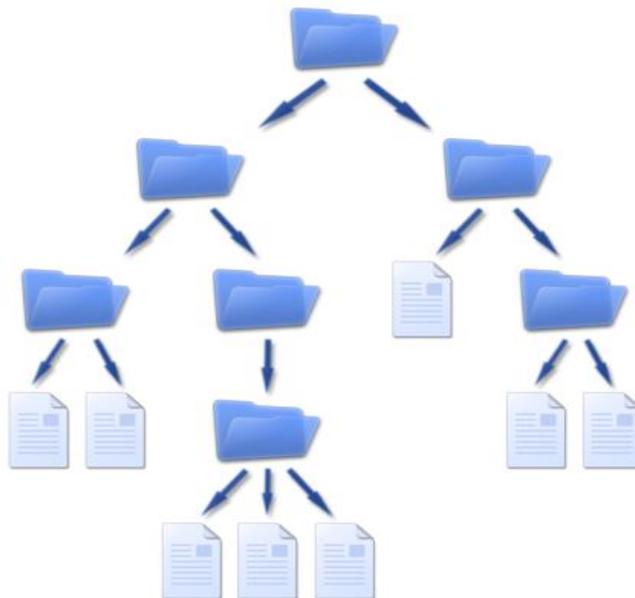
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**CHAPTER  
5.3**

**ORGANIZING FILES & FOLDERS**



## COMMAND – LINE INTERFACE (MS-DOS)

### COMMANDS THAT DISPLAY THE CONTENTS OF A DIRECTORY (DIR)

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

### COMMANDS FOR CHANGING A DIRECTORY (CD)

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

### COMMANDS CREATING OR DELETING DIRECTORIES

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

### COMMANDS FOR DELETING FILES (DEL)

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

### COMMANDS FOR MANAGING TEXT FILES (EDITOR)

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

### COMMANDS FOR CHANGING DISK DRIVE

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

### COMMANDS FOR COPYING OR MOVING FILES AND FOLDERS

<b>COPY</b> 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
<b>MOVE</b> 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

<b>CLS</b>	It clears the screen from all previous commands
<b>COLOR</b> 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)
<b>F3</b>	It repeats the last command To navigate to a history of previous commands we use arrow keys ↑↓

### COMMANDS FOR LARGER DELETIONS

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

### COMMANDS FOR ASKING HELP

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

### COMMANDS FOR RENAMING FILES OR FOLDERS (REN)

<b>REN file1 file2</b> <b>REN directory1 directory2</b>	It renames a file or directory to a new one
<b>RENAME file1 file2</b> <b>RENAME directory1 directory2</b>	It is similar to the previous command

### COMMANDS FOR CHANGING PROMPT

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

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

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