

**Fundamentals of UNIX**  
**Lab 7.2.3– Advanced CDE File Manager**  
***(Estimated time: 30 min.)***

**Objectives:**

- Learn to use more advanced features of CDE file managers
- Move files using drag and drop
- Copy files using drag and drop
- Move files using the selected options menu
- Copy files using the selected options menu
- Rename files using the selected options menu
- Put files in workspace using the selected options menu
- Set view menu options

**Background:**

In this lab, you will work with some of the more advanced features and functions of Common Desktop Environment (CDE) File Manager. You will perform more advanced file and directory management tasks such as those that were performed earlier at the command line. You will move and copy files using the drag and drop as well as the menu options methods. You will also rename files and copy them to the desktop. The methods of viewing File Manager will also be covered.

**Tools / Preparation:**

- a) Before starting this lab, review Chapter 7, Section 2 – Advanced Directory and File Management Using File Manager.
- b) You will need the following:
  1. A login user ID (e.g. user2) and password assigned by your instructor.
  2. A computer running the UNIX operating system with CDE
  3. Networked computers in classroom with the class file system installed

**Notes:**

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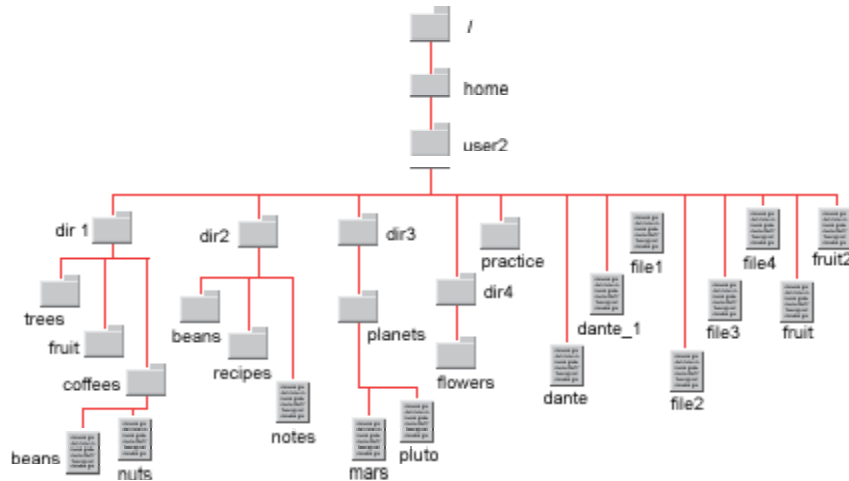
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**Fundamentals of UNIX**  
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**Worksheet**

Use the diagram of the sample Class File System directory tree to assist with this lab.

**Class File Tree Structure**



**Step 1. Log in to CDE**

Login with the user name and password assigned to you by your instructor in the CDE entry box.

**Step 2. Access File Manager**

**File Manager** can be accessed by clicking the **File Drawer** icon on the **Front Panel** or by right clicking on the **workspace desktop** and then on the **Files** menu. The File Manager, by default, opens a view of a folder that is your **home directory** (the term folder is used interchangeably with the terms directory and subdirectory). From that folder, you can change to other folders, both up and down in the hierarchy, to view each directory's contents. The path to the current folder is always displayed in the upper area of the File Manager window.

- a. Click on the **File Drawer** icon on the **Front Panel** to start **File manager**. What is the directory path displayed in the upper area of the panel? \_\_\_\_\_

**Step 3. Move Files Using Drag and Drop**

Moving files can be accomplished using the **Select + Drag + Drop** technique. To move a file from one folder to another, position the mouse pointer over the file icon, hold down the left mouse button and drag the icon to the appropriate folder icon. Once the file icon is positioned over the folder icon, release the mouse button and the file will be moved to that folder. You must have write permissions to the target folder in order to move a file into it.

- a. Create two new **files** in your **home** folder called **myfile1** and **myfile2** using the File Manager **File menu**. Which option did you use? \_\_\_\_\_
- b. Create two new **folders** in your home folder called **mydir1** and **mydir2** using the File Manager **File menu**. What option did you use? \_\_\_\_\_

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**Worksheet – Cont.**

c. Move **myfile1** file into **mydir1** using the select, drag and drop technique. How can you see if the file is in mydir1? \_\_\_\_\_ Return to your home folder. (Double click on the **Go up** icon if necessary.)

d. Move **myfile2** file into **mydir2** using the select, drag and drop technique. Was the file moved?  
\_\_\_\_\_

**Step 4. Copy Files Using Drag and Drop**

Copying files can be accomplished using the **Control + Select + Drag + Drop** technique. If you press the **Control key** before the file icon has been selected and keep it held down while the drag-and-drop process takes place, the file will be copied rather than just moved to the other folder.

**Note:** You cannot move or copy file icons to the path icon display in the top part of the File Manager window display. If you want to move or copy files to the parent directory of the current folder, you can drag and drop the file icon to the (go up) icon.

a. Create two new **files** in your **home** folder called **myfile3** and **myfile4** using the File Manager **File menu** options. Which option did you use? \_\_\_\_\_

b. Create two new **folders** in your home folder called **mydir3** and **mydir4** using the File Manager **File menu** options. What option did you use? \_\_\_\_\_

c. Copy **myfile3** file into **mydir3** using the control + select, drag and drop technique. Is the file in mydir3? \_\_\_\_\_ Is it still in your home folder?  
\_\_\_\_\_

d. Copy **myfile4** file into **mydir4** using the control + select, drag and drop technique. Is the file in mydir4? \_\_\_\_\_

**Step 5. Move Files Using the Selected Options Menu**

Moving files can also be accomplished using the **Selected** menu in File Manager. To move a file from one folder to another, click on the **File** icon to **select** it. Click on the **Selected** menu and then on the **Move to** option.

a. Move **myfile1** from **mydir1** back to your **home** folder using the **Selected** menu option **Move to**. What did you enter for a **Destination folder**?  
\_\_\_\_\_

b. Move **myfile2** file from **mydir2** to the **mydir3** folder using **Selected** menu option **Move to**. What did you enter as the Destination folder?  
\_\_\_\_\_

**Step 6. Copy Files Using the Selected Options Menu**

Files can also be copied using the **Selected menu** in File Manager. To copy a file from one folder to another, click on the file icon to **select** it. Click on the **Selected** menu and then on the **Copy to** option.

a. Copy **myfile1** from your **home** folder to **mydir1** folder using the **Selected** menu option **Copy to**. What did you enter for a **Destination folder**? \_\_\_\_\_

b. From within the **mydir3** folder, copy **myfile3** to the **mydir4** folder using **Selected** menu option **Copy to**. What did you enter for a Destination folder?  
\_\_\_\_\_

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**Worksheet – Cont.**

**Step 7. Rename Files Using the Selected Options Menu**

Files can also be renamed using the **Selected menu** in File Manager.

- a. Rename **myfile3** to **newmyfile3**. What happened to the icon when you choose **Rename** from the **Selected** menu? \_\_\_\_\_
- b. Right click on **myfile3** to bring up a small menu of options. Can you rename the file from here? **No.** What can you do with the file using this menu?  
\_\_\_\_\_
- c. What is the command used to **rename** a file when at the command line in a terminal window?  
\_\_\_\_\_

**Step 8. Put Files in Workspace Using the Selected Options Menu**

- a. From within the **mydir3** folder, copy **myfile3** to the **workspace** (or desktop) using **Selected** menu option **Put in Workspace**. Do you see the file on your desktop? \_\_\_\_\_ Is the file still in the **mydir3** folder? \_\_\_\_\_
- b. Double click on **myfile3** on the desktop. What application was activated to open this file?  
\_\_\_\_\_
- c. Right click on **myfile3** on the desktop and select **Remove from Workspace**. Do you see the file on your desktop? \_\_\_\_\_ Is the original file still in the **mydir3** folder?  
\_\_\_\_\_

**Step 9. Set View Menu Options**

The **View** menu allows you to customize your File Manager windows. There are a number of options available on the View menu. The **Set View Options** menu allows you to change the way File Manager displays the files and folders in its windows. You can also change the ordering of the display by name, file type, date, or size. Using **Set View Options** The file system can be displayed by single folder or as a hierarchical tree. By using the Tree display for your folders, it becomes easier to move around the file system hierarchy.

- a. Use **Set View Options** to change the **representation** of files and folders from **Large icons** to **Name, Date and Size listing**. How does this listing differ from the listing you would get in a terminal window with the **ls -l** command?  
\_\_\_\_\_ Change the view to whatever you prefer.
- b. Use **Set View Options** to change the view of files and folders to a **Tree view** showing **folders first** and **then files**. What is the default **representation** of files and folders when in the tree view?  
\_\_\_\_\_

**Step 10 – Remove Files and Directories Created in this Lab**

Refer to the Class file system tree structure and **remove all files** and **directories** created in your home directory during this lab (including those created under the practice directory).

**Step 11. Close CDE File Manager and Logout**

Double click on the dash button in the upper left corner of the screen, then click the **EXIT** icon on the front panel.