

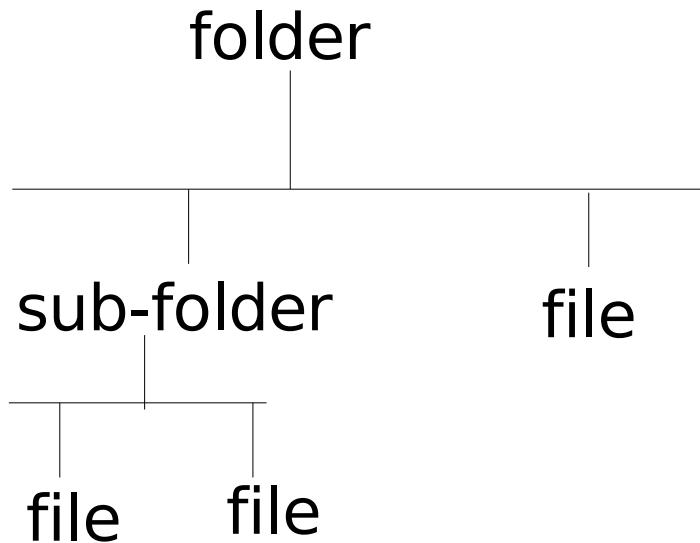
Chapter 3

Files and Folders

We Shall be Covering ...

- Files and folders
- Ownerships and permissions
- Using the File Manager
- The trash can
- Using a text editor (gedit)

Files and Folders



- Data stored in an electronic file
- Folder or directory contains collection of files
- Folder may have sub-folders or sub-directories
- Entire files, folders, sub-folders make up the hierarchical file system
- File manager manages and manipulates file system

Ownership

- Associated with each file or folder are the categories:
 - owner
 - group
 - others
- Each file/folder is owned by the owner. Default owner is the userid of user who creates file or folder
- Group consists of userids associated with owner (default usually empty, need to be added in)
- Others refer to userids which are not in group or owner

Permissions

Each category in a file has one or more of the permissions:

- read (r)
- write (w)
- execute (x)

Each category in a directory has one or more of the permissions:

- read (r)
- write (w)
- access (x)

Default Permissions

- Default permissions for non-executable files

rw- owner

r- - group

r- - others

- Default permissions for executable files

rwX owner

r- X group

r- X others

Default Permissions

- The usual representation of file permissions from a directory listing is as follows:

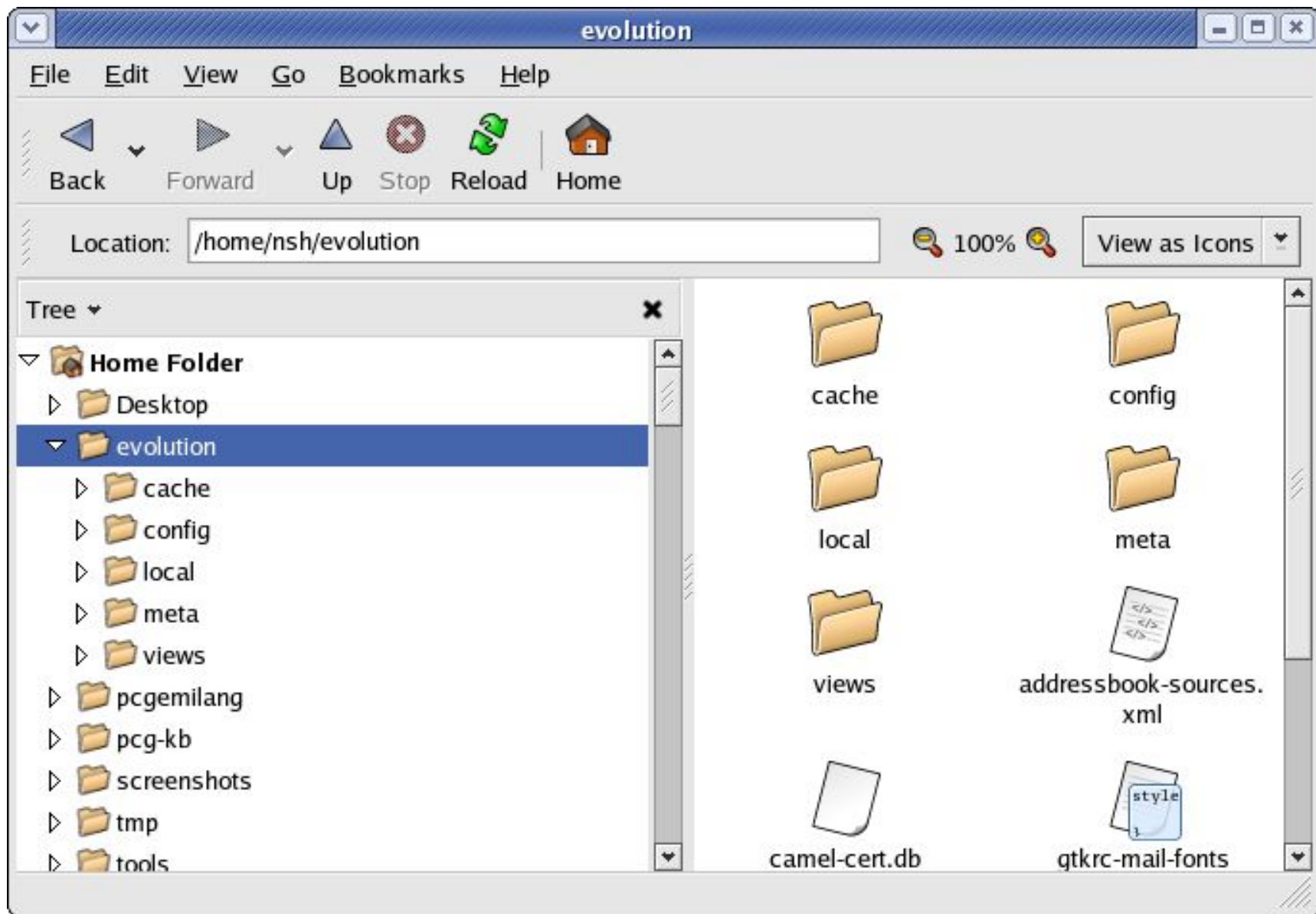
```
rwxr-xr-x  owner group  filename
```

e.g.

```
rw-r--r--  nsh  nsh  userguide.sxw
```

```
rwxr-xr-x  root admin prog1
```

The File Manager



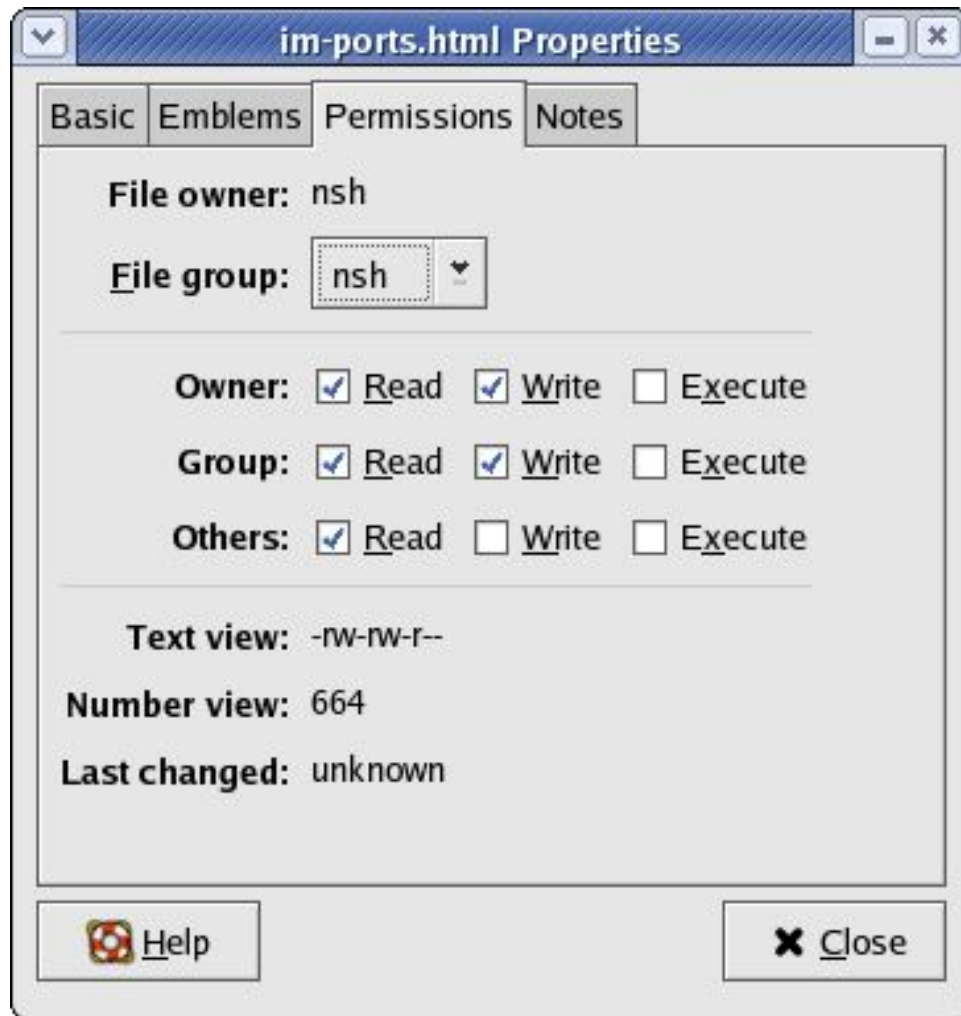
The File Manager

- A GUI for management and manipulation of files, folders and the file system
- Files and folders can be created, copied, moved and deleted
- Folders are organised in a hierarchical manner
- Each user given a home directory
- Upon logging in placed in her home directory

Using the File Manager

- File manager may be used to:
 - Open, copy, move, rename, delete files and folders
 - Create new folders
 - Launch applications
 - Navigate the file system
 - View and/or modify file/folder permissions
- To start using the File Manager double-click on the home directory icon on the Desktop

View/Modify Permissions

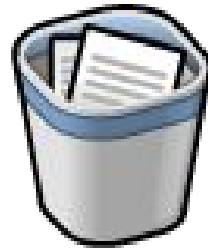


From File Manager,

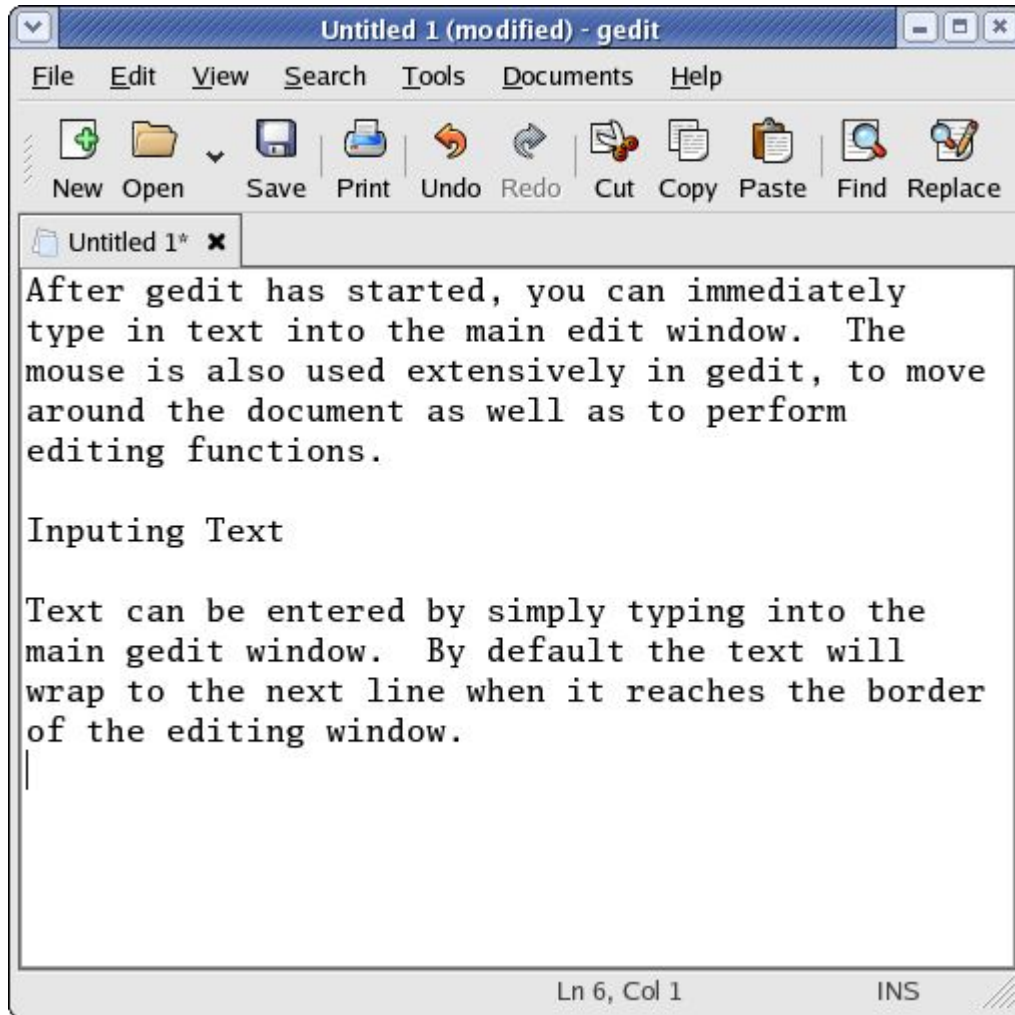
- Select file
- File --> Properties
- Click on Permissions
- Edit check boxes if need to modify permissions
- Do not modify permissions unless you know what you are doing!!

The Trash Can

- A special folder
- Accessible from the Desktop
- Holds items deleted by the File Manager
- Restore deleted files (undelete) by moving them to the desired folder
- Periodically empty trash



Using a Text Editor



- Often necessary to create and/or edit text files
- Gedit text editor
- Main Menu --> Accessories --> Text Editor

Using GEDIT

- Enter text by typing into the main window
- Editing operations
 - delete using DEL and BACKSPACE keys
 - mark block of text using mouse
 - use menu buttons for cut, copy, paste
 - undo button to undo changes
- File operations using new, open, save, print menu buttons

End of Chapter 3