

The logo is a circular emblem with a gear-like outer border. Inside, there is a stylized graphic of a computer mouse and a document with a pencil, set against a background of a globe or sphere.

Software Educational Resources Ltd

Using meaningful file names and printing a file list

Software Educational Resources Ltd

Unit 1, 45 Paul Matthews Road
North Harbour, Auckland
New Zealand 1330

Phone: (09) 415 5666 Fax: (09) 415 5667

Email: books@softwareeducation.co.nz

All rights reserved. No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, scanning, recording, or any information storage and retrieval system, without permission in writing from Software Educational Resources Ltd. No patent liability is assumed with respect to the use of the information contained herein.

© Copyright Software Educational Resources Ltd

Using Meaningful File Names

Depending on the company/organisation that you will be working for, it is useful to implement a system for naming files.

Office 95, 97 and 2000 allow 255 characters in a file name.

File names are listed alphabetically according to the first word that is typed in. It is therefore important that the first word is meaningful. An example is shown below.

A letter to Tim Smythe re Word training

would be better saved as -

Smythe, Tim - letter re Word training

or document type first -

Letter - Smythe, Tim re Word training

- **Name, Document Type, Description and Version Number**

Type the surname, or company name first followed by the document type (eg letter, fax, memo etc), version number (if desired), then description.

Example: The second letter typed to Deltron Electrical Ltd would be saved as
Deltron, letter 1 - electrical repairs

- **Document Type, Name, Version Number, Description**

Type the document type (eg letter, fax, memo etc), surname or company name, version number (if desired), then description.

Example: The third fax sent to Enerco Gas Ltd would be saved as
Fax - Enerco 3, gas installation

The second letter sent to Micro Services Ltd would be saved as
Letter - Micro Services 2 - Overdue account

- **Date, Name, Description**

If the date is used in the format shown below at the beginning of the file name, all files will be listed in date order and within date order by name. (Document type and version can also be included if desired).

Example: **12-2-99, Ergonomics** indicates that the document was on Ergonomics and created on 12th February, 1999.

22-1-99, Seiko - Watch repair indicates that the document was sent to Seiko on 22 January 1999 regarding watch repair.

The file name can be displayed with the date shown next to it in the [File] Open or [File] Save dialog boxes by clicking on the Details button.

- **File Name with Numbers**

Some organisations use a numbering system whereby each file created assumes the next recorded number, or a number is given from a deleted file.

Example: A policy could be saved as
00100 - Brown, J - Property Insurance

A report could be saved as
109866 - Chin, P - Subdivision Report

- If you are working on one document for a period of time, if you type an exclamation mark in front of the file name then that file name will appear at the top of the file name list (in any computer program), eg


!Section 1 - Module NOS214 Word 2000, Theory

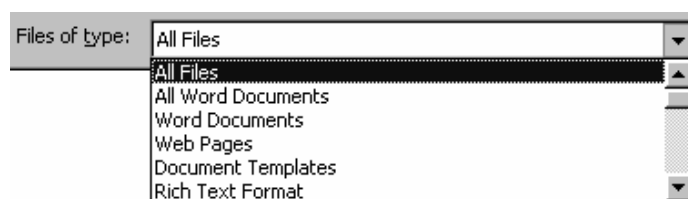
- Practice using one of the above methods for file names for future exercises. Alternatively you may wish to use your own system.

Saving files for use in other programs

Although you can give files lengthy file names in Office 95, 97 and 2000, if the file is to be used in another program, eg Word for Windows 6.0 (or printing a file list in MS-DOS) then that program will place tildes shown as **OLYMPI~1** in a file that was saved as **Olympic Games**. If you do this often it is better to save files with an eight letter file name otherwise they could be hard to recognise.

Using files from other programs

If you are using files from other programs, in the Open dialog box click on the Files of type:  and select All Files.



All files will be listed now but extensions used in other programs such as .doc, .wks are not usually displayed.

Saving

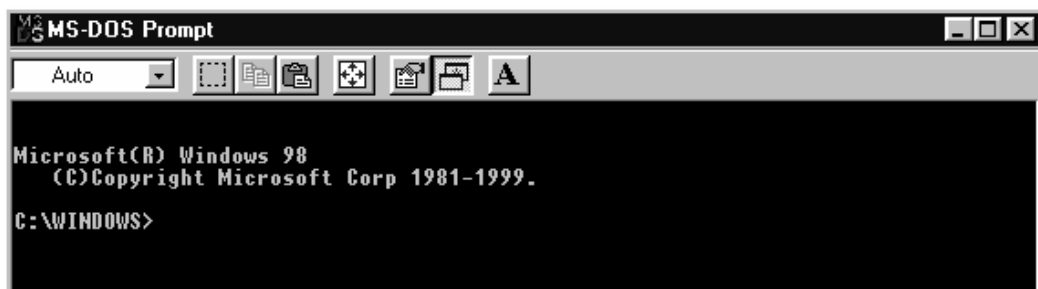
Remember to save your work often, usually every 10-15 minutes depending on how fast you type and how much work you have done. Use one of the following:

Ctrl S OR Click on the Save button  OR Choose [File] Save

Saving regularly prevents loss of work due to power failure, the computer “hangs”, or a network crashes.

Printing a File List

- 1 Click on the Start button, select Programs, then **MS-DOS Prompt**.



- 2 Go to the root directory by typing **cd** (then type **a:** if printing a floppy disk directory).
- 3 Press Enter.
- 4 Type in the name of the folder you wish to print, eg **cd Mydocu~1** (cd stands for “Change Directory”).

Note that folder names and file names in Windows 95/98 will only show eight letters with tildes, eg **Mydocu~1** and must be typed in like that but will show as the full name when you press Enter.

- 5 Press Enter.

If you cannot remember the folder name, at the DOS prompt C:\ type **dir/w** then press Enter.

- 6 To print the directory listing type the following:

dir *.* /o:n >prn

dir *.* means to list all files with all extensions;
/o:n instructs the computer to list the files in alphabetical order;
>prn instructs the computer to send the files to the printer.

If you have subfolders you can use the following switch, **/s** to print all files in subfolders.

dir *.* /s /o:n >prn

- 7 Press Enter.
- 8 On some computers printing from DOS will only work when the printer is taken off line. Do this by pressing the On Line button (light will not show) then press the Form Feed button.
- 9 Remember to press the On Line button again when finished.
- 10 Type **exit** when finished to end using DOS.