

Windows Me Command Prompt Navigating

OBJECTIVES

1. Use the DIR command.
2. Manipulate directories and files.
3. Change file attributes.
4. Use the MEM command.

RESOURCES

1. Marcraft 8000 Trainer running Windows Millennium



Operating
System
Technology

DISCUSSION

In hard drive-based systems it is common to organize related programs and data into areas called directories. This makes files easier to find and work with, since modern hard drives are capable of holding vast amounts of information. Most directories can hold up to 512 directories or filename entries.

It would be difficult to work with directories if you did not know which one you were working in. The DOS prompt can be set up to display which directory is currently being used. This directory is referred to as the current, or working directory (i.e., C:\DOS\forms would indicate that you were working with programs located in the directory named forms, which is a subdirectory of the directory named DOS). The first back slash represents the root directory on the C: hard drive. When looking at a directory listing, the presence of two dots (..) near the top identify it as a subdirectory. These dots indicate the presence of a parent directory above the subdirectory that you are currently looking at. A single dot (.) is displayed at the top of the listing to represent the current directory. The format for using DOS commands is:

COMMAND

COMMAND (space) location

COMMAND (space) SOURCE location (space) DESTINATION location

The first example applies to DOS commands that occur in a default location, such as obtaining a listing of the files on the current disk drive. The second example illustrates how single-location DOS operations, such as formatting a diskette in a particular disk drive, are specified. The final example illustrates how DOS operations that involve a source and a final destination, such as moving a file from one place to another, are entered.

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Placing one or more software switches at the end of the basic command can modify many DOS commands. A switch is added to the command by adding a space, a forward-slash (/), and a single letter:

COMMAND (space) option /switch

Common DOS command switches include /P for page, /W for wide format, and /S for system. Different switches are used to modify different DOS commands.

The following is a list of some of the basic DOS commands that you should know in the event that Windows can't boot up.

DIR: The Directory command gives a listing of the files and directories that are in the current directory from which the DIR command is typed. It also lists the size of the individual files, how many bytes the files take up, and how many megabytes of free disk space are left on the hard drive.

MD: Will create a new directory in an indicated spot in the directory tree structure.

CD: Will change the location of the active directory to a position specified with the command.

DELTREE: Removes a selected directory and all the files and subdirectories below it.

COPY: The file copy command copies a specified file or group of files from one place (disk or directory) to another.

XCOPY: This command copies all the files in a directory, along with any subdirectories and their files. This command is particularly useful in copying files and directories between disks with different formats (i.e., from a 1.2 MB disk to a 1.44 MB disk).

ATTRIB: Changes file attributes such as Read-only (+R or -R), Archive (+A or -A), System (+S or -S), and Hidden (+H or -H). The + and - signs are to add or subtract the attribute from the file.

DEL: This command allows the user to remove unwanted files from the disk when typed in at the DOS prompt.

VER: If the current DOS version is not known, typing this command at the DOS prompt will display it on the screen.

EDIT: This command will allow you to edit the contents of many type of files as well as create them.

MEM: This command shows you where your memory is being used.



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PROCEDURE

1. Boot the computer to Windows Me

- ___ a. Turn on the computer and select Windows Millennium from the OS selection menu.

2. Verifying the Operating System's version and viewing a directory listing of the current directory with the VER and DIR commands

- ___ a. Follow the path Start/Programs/Accessories/MS-DOS Prompt.
- ___ b. At the command prompt, type **VER**.
- ___ c. In Table 12-1, enter the operating system name and version number from the screen.
- ___ d. At the command prompt type **DIR** and press ENTER and a listing similar to that shown in Figure 12-1 on the next page scrolls.

NOTE: Notice that there were files that scrolled by without pausing so that you couldn't see what they were. To be able to see everything in the listing, we need to have a way of controlling the output to the screen so that we can see all of the filenames.

```

MS-DOS Prompt
Auto
SCHEDLOG.TXT      2,246  12-14-00  10:44a SchedLog.Txt
BRNDLOG.BAK       9,512  12-12-00  1:00p brndlog.bak
SETUP             <DIR>      12-12-00  1:07p setup
SETUPACT.LOG      94      12-12-00  1:10p setupact.log
SETUPERR.LOG      0       12-12-00  1:07p setuperr.log
TASKMON.EXE      28,672  06-08-00  5:00p TASKMON.EXE
DIALER.EXE       65,128  06-08-00  5:00p DIALER.EXE
KODAKIMG.EXE     528,384  06-08-00  5:00p KODAKIMG.EXE
KODAKPRV.EXE     114,688  06-08-00  5:00p KODAKPRV.EXE
SNDREC32.EXE     110,592  06-08-00  5:00p SNDREC32.EXE
SNDVOL32.EXE     73,728  06-08-00  5:00p SNDVOL32.EXE
SYSTEM.---       2,005  12-12-00  2:24p SYSTEM.---
WIN.---          7,294  12-12-00  1:00p WIN.---
QTW.---          28      12-12-00  11:49a QTW.---
COMMAND.PIF      967      12-13-00  8:16a command.PIF
MSOFFICE.---     26      12-12-00  11:49a MSOFFICE.---
SYSTEM.BAK       86      12-12-00  12:00p SYSTEM.BAK
POWERPNT.---     60      12-12-00  2:24p POWERPNT.---
RUNONC~1.TXT     24,037  12-12-00  3:14p RunOnceEx Log.txt
FAULTLOG.TXT     550      12-13-00  10:42a Faultlog.txt
UNINST.EXE      298,496  06-13-97  6:46a uninst.exe
213 file(s)      47,558,932 bytes
31 dir(s)        2,883,358,720 bytes free
C:\WINDOWS>

```

Figure 12-1: MS-DOS Prompt Window – DIR Command

3. Modifying the view of the directory listing using various switches

- At the command prompt, type **DIR /p** and press ENTER.
- Press any key to continue viewing the directory listing.
- Repeat step b until the end of the directory listing is reached.
- In Table 12-2, enter the amount of files and directories (dir) in the current directory.
- At the command prompt type **DIR /w** and press ENTER, and a listing similar to that shown in Figure 12-2 scrolls.

```

MS-DOS Prompt
Auto
TELNET.EXE      TRACERT.EXE      TWUNK_32.EXE      WINMINE.EXE      WINFILE.EXE
WINHELP.EXE     WINHLP32.EXE     WININIT.EXE       WINIPCFG.EXE     WINPOPOP.EXE
WINVER.EXE      WRITE.EXE        WUAUBOOT.EXE     WUAUCLT.EXE     WUPDMGR.EXE
WINUPD.TCO      [CONFIG]         IOS.INI           [TASKS]          SCANREG.INI
[SAMPLES]       HOSTS.SAM        LMHOSTS.SAM       ASPI2HLP.SYS     CMD640X.SYS
CMD640X2.SYS    DBLBUFF.SYS      IFSHLP.SYS       KEVB.SYS         NLSFUNC.SYS
SERVICES.TXT    EXPLORER.EXE     TWAIN.DLL         CALC.EXE         MSDFMAP.INI
FREECELL.EXE   HIDCI.DLL        ACCSTAT.EXE       MPLAYER.EXE     MSHEARTS.EXE
PBRUSH.EXE     ACROREAD.INI     PRINTERS.TXT      SOL.EXE          TWUNK_16.EXE
DISPLAY.SYS     COMMAND.COM       CONTROL.INI       SETVER.EXE       WIN.INI
QTW.INI         MSOFFICE.INI     SYSTEM.CB         [TEMP]           WINNT32.LOG
NDISLOG.TXT    TRIANG~1.BMP     MODEMCPL.TXT     SETUPAPI.LOG     TELEPHON.INI
BUBBLES.BMP    [APPLIC~1]       STRAW~1.BMP      [DESKTOP]        CARVED~1.BMP
HOUNDS~1.BMP   BLUE~1.BMP       BLACKT~1.BMP     CHANNE~1.SCR     PROGMAN.INI
[COREL]        [PROFILES]       STI_TR~1.LOG     STI_EV~1.LOG     WIASERV.C
BRNDLOG.TXT     ICCSIG.SAT       IPCONFIG.EXE     [OFFLIN~1]       OEWA.BLOG.TXT
WMSVSPRX.PRX   [ALLUSE~1]       [FAVORT~1]       SCHEDLOG.TXT     BRNDLOG.BAK
[SETUP]         SETUPACT.LOG     SETUPERR.LOG     TASKMON.EXE      DIALER.EXE
KODAKIMG.EXE   KODAKPRV.EXE    SNDREC32.EXE     SNDVOL32.EXE     SYSTEM.---
WIN.---        QTW.---         COMMAND.PIF      MSOFFICE.---     SYSTEM.BAK
POWERPNT.---   RUNONC~1.TXT    FAULTLOG.TXT     UNINST.EXE
213 file(s)     43,364,628 bytes
31 dir(s)       2,887,544,832 bytes free
C:\WINDOWS>

```

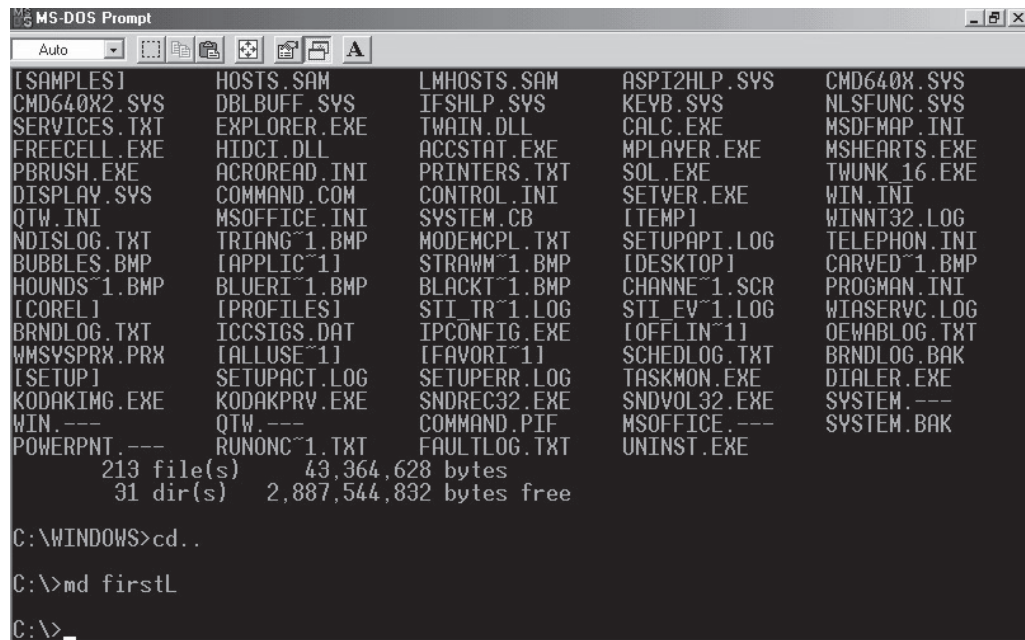
Figure 12-2: MS-DOS Prompt Window – DIR /w/p Command

- At the command prompt, type **DIR /w /p** and press ENTER.
- Continue to press any key until the end of the listing is reached.

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4. Making a directory and changing the current directory to the new directory using MD and CD

- a. Change from the C:\Windows directory to the root directory (C:\) by typing **CD..** and then pressing ENTER at the command prompt.
- b. Create a new directory with your first name and last initial in the root directory by typing **MD "yourname"** and pressing ENTER at the command prompt as shown in Figure 12-3.

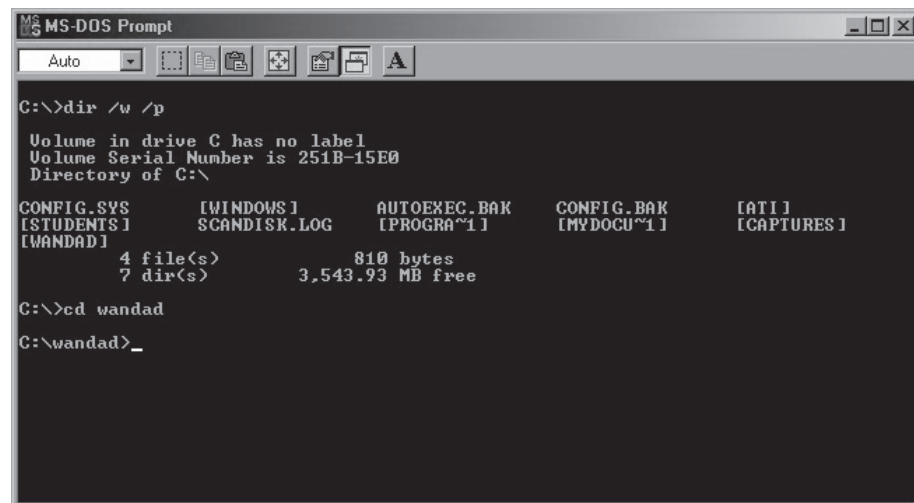


```
MS-DOS Prompt
Auto
[FILES] HOSTS.SAM LMHOSTS.SAM ASPI2HLP.SYS CMD640X.SYS
CMD640X2.SYS DBLBUFF.SYS IFSHLP.SYS KEYB.SYS NLSFUNC.SYS
SERVICES.TXT EXPLORER.EXE TWAIN.DLL CALC.EXE MSDFMAP.INI
FREECELL.EXE HIDCI.DLL ACCSTAT.EXE MPLAYER.EXE MSHEARTS.EXE
PBRUSH.EXE ACRORREAD.INI PRINTERS.TXT SOL.EXE TWUNK_16.EXE
DISPLAY.SYS COMMAND.COM CONTROL.INI SETVER.EXE WIN.INI
QTW.INI MSOFFICE.INI SYSTEM.CB [TEMP] WINNT32.LOG
NDISLOG.TXT TRIANG~1.BMP MODEMCPL.TXT SETUPAPI.LOG TELEPHON.INI
BUBBLES.BMP [APPLIC~1] STRAWM~1.BMP [DESKTOP] CARVED~1.BMP
HOUNDS~1.BMP BLUERIT~1.BMP BLACKT~1.BMP CHANNE~1.SCR PROGMAN.INI
[COREL] [PROFILES] STI_TR~1.LOG STI_EV~1.LOG WIASERVC.LOG
BRNDLOG.TXT ICCSIGS.DAT IPCONFIG.EXE [OFFLIN~1] OEWABlog.TXT
WMSYSPRX.PRX [ALLUSE~1] [FAVORI~1] SCHEDLOG.TXT BRNDLOG.BAK
[SETUP] SETUPACT.LOG SETUPERR.LOG TASKMON.EXE DIALER.EXE
KODAKIMG.EXE KODAKPRV.EXE SNDREC32.EXE SNDVOL32.EXE SYSTEM.---
WIN.--- QTW.--- COMMAND.PIF MSOFFICE.--- SYSTEM.BAK
POWERPNT.--- RUNONC~1.TXT FAULTLOG.TXT UNINST.EXE
213 file(s) 43,364,628 bytes
31 dir(s) 2,887,544,832 bytes free

C:\WINDOWS>cd..
C:\>md firstL
C:\>_
```

Figure 12-3: MS-DOS Prompt Window – Making a Directory Command

- c. Verify that the new directory was created by typing **DIR /w /p** and pressing ENTER at the command prompt.
- d. Change the current directory to your new directory by typing **CD "yourname"** and pressing ENTER at the command prompt. You should now have a window that looks similar to Figure 12-4.



```
MS-DOS Prompt
Auto
C:\>dir /w /p
Volume in drive C has no label
Volume Serial Number is 251B-15E0
Directory of C:\

CONFIG.SYS      [WINDOWS]      AUTOEXEC.BAK    CONFIG.BAK      [ATI]
[STUDENTS]      SCANDISK.LOG    [PROGRA~1]      [MYDOCU~1]      [CAPTURES]
[WANDAD]
4 file(s)       810 bytes
7 dir(s)        3,543.93 MB free

C:\>cd wanda
C:\wanda>_
```

Figure 12-4: MS-DOS Prompt Window – Change Directory Command

5. Copying files and directories to new locations using COPY and XCOPY commands

- a. Copy all the files in the C:\My Documents\My Pictures directory to your new directory by typing **COPY C:\MYDOCU~1\MYPICT~1** and pressing ENTER at the command prompt.

NOTE: DOS does not understand filenames that are longer than 8 characters with a 3 character extension. Windows 9x and Windows Millennium, however, do understand long filenames. Any file or directory names that are longer than the 8 characters will automatically be truncated in DOS by shortening the name and using the tilde (~) and usually the number 1 afterward.

- ___ b. In Table 12-3, enter the number of files that were copied to your directory.
- ___ c. Verify that the files were copied to your directory by typing **DIR** and pressing ENTER at the command prompt.
- ___ d. Copy the directory C:\My Documents\My Music and its contents to your directory by typing **XCOPY C:\MYDOCU~1\ /E** and pressing ENTER.

NOTE: The above XCOPY command will also copy any subdirectories and replace the files that were copied in Step 5a.

- ___ e. Type **DIR** and press ENTER to verify that the files and their directory were transferred.
- ___ f. At the command prompt, type **CD MYMUSI~1** and press ENTER.
- ___ g. Type **DIR** to verify the files were copied.
- ___ h. Type **CD..** and press ENTER to switch to your directory.

6. Deleting files and removing directories using the DEL and DELTREE commands

- ___ a. Delete the file called SAMPLE.JPG from your directory on the hard drive by typing **DEL SAMPLE.JPG** and pressing ENTER at the command prompt.
- ___ b. Verify that the file is removable by typing **DIR** and viewing the remaining contents of your directory.
- ___ c. Delete the “My Music” directory and all its contents by typing **DELTREE MYMUSI~1** and pressing ENTER.
- ___ d. When asked to confirm the removal of this directory and its contents, press the Y key and then ENTER, as shown in Figure 12-5.
- ___ e. Type **DIR** and press ENTER to verify the deletion of the directory.
- ___ f. Delete all of the remaining files in your directory by typing **DEL *.*** and pressing ENTER at the command prompt.
- ___ g. When asked to confirm the deletion of all the files in the directory, press the Y key and then ENTER.
- ___ h. Repeat Steps c-e for MYPIC~1.
- ___ i. At the command prompt, type **DIR** and press ENTER to confirm that the files have been deleted.

```

MS-DOS Prompt
Auto
Volume Serial Number is 4333-12E9
Directory of C:\firstL

<DIR>                12-14-00  10:50a  .
<DIR>                12-14-00  10:50a  ..
CLIFFI~1.JPG         125,263  12-12-00  3:12p  Cliff in Clouds.jpg
ICEBERG.JPG          182,008  12-12-00  3:12p  Iceberg.jpg
DIAGON~1.JPG         129,083  12-12-00  3:12p  Diagonal Sand.jpg
SHEDIN~1.JPG         176,398  12-12-00  3:12p  Shed in Field.jpg
SMOKEY~1.JPG         146,935  12-12-00  3:12p  Smokey Light.jpg
VINCA.JPG            121,290  12-12-00  3:12p  Vinca.jpg
YOSEMITE.JPG         152,006  12-12-00  3:12p  Yosemite.jpg
BECK.ASF             484,920  06-08-00  5:00p  beck.asf
BECK.ASX              555      06-08-00  5:00p  Beck.asx
BECK.BMP              7,352  06-08-00  5:00p  beck.bmp
MYPIC~1              <DIR>      12-14-00  11:09a  My Pictures
MYMUSI~1             <DIR>      12-14-00  11:09a  My Music
10 file(s)           1,525,810 bytes
4 dir(s)             2,880,163,840 bytes free

C:\firstL>deltree mymusi~1
Delete directory "My Music" and all its subdirectories? [yn] y
Deleting My Music...

C:\firstL>
  
```

Figure 12-5: MS-DOS Prompt Window – Confirming the Deleting of a Directory

*NOTE: Typing DEL *.* in any directory will cause the operating system to permanently remove every file that is in the current directory, so do not use *.* unless you intend to remove all files.*

7. Changing file attributes of files to make them hidden or not, read only or not, and system files or not, using the ATTRIB command.

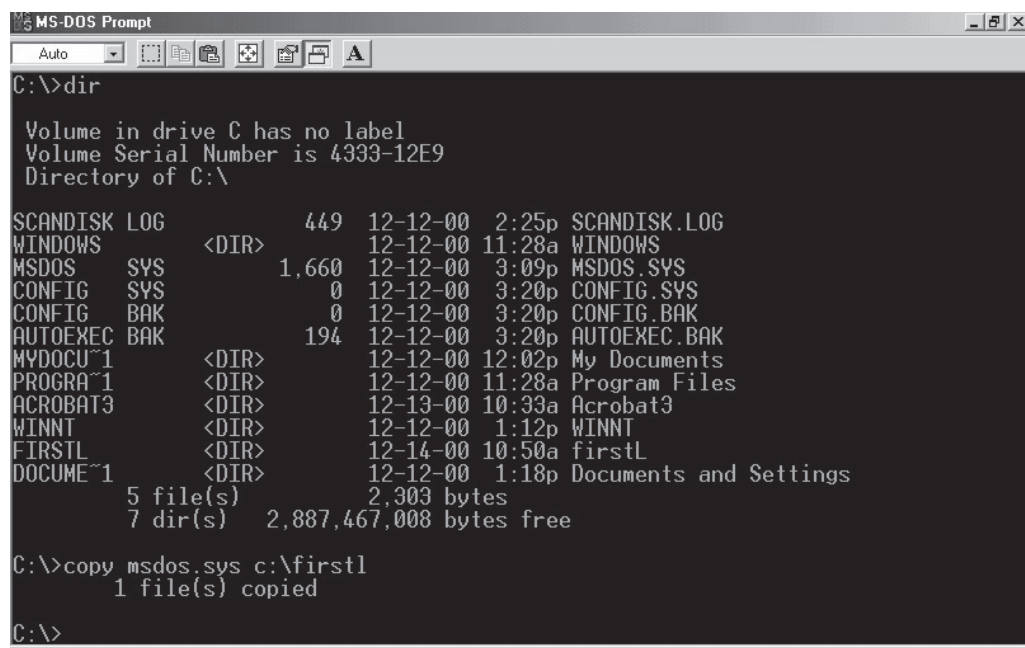
- ___ a. At the command prompt, type **CD..** and press ENTER to return to the root directory.

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- ___ b. View a directory listing of the root directory using the DIR command.
- ___ c. In Table 12-4 enter the amount of files and directories in the root directory.
- ___ d. Type **ATTRIB MSDOS.SYS** to see what attributes this file has.

NOTE: S=System, H=Hidden, and R=Read Only

- ___ e. Remove the system and hidden attributes from the file by typing **ATTRIB -s -h MSDOS.SYS** and pressing ENTER.
- ___ f. Type **DIR** at the command prompt and see that MSDOS.SYS is now visible, and the amount of files in this directory has changed from what you entered in Table 12-4.
- ___ g. Copy MSDOS.SYS to another location as a backup by typing **COPY MSDOS.SYS C:"yourname"** (yourname being the name of the directory you made in the previous steps) and press ENTER, as shown in Figure 12-6.



```
MS-DOS Prompt
Auto
C:\>dir

Volume in drive C has no label
Volume Serial Number is 4333-12E9
Directory of C:\

SCANDISK LOG          449  12-12-00  2:25p  SCANDISK.LOG
WINDOWS               <DIR>    12-12-00  11:28a  WINDOWS
MSDOS SYS             1,660  12-12-00  3:09p  MSDOS.SYS
CONFIG SYS              0  12-12-00  3:20p  CONFIG.SYS
CONFIG BAK              0  12-12-00  3:20p  CONFIG.BAK
AUTOEXEC BAK           194  12-12-00  3:20p  AUTOEXEC.BAK
MYDOCU~1               <DIR>    12-12-00  12:02p  My Documents
PROGRA~1               <DIR>    12-12-00  11:28a  Program Files
ACROBAT3               <DIR>    12-13-00  10:33a  Acrobat3
WINNT                  <DIR>    12-12-00  1:12p  WINNT
FIRSTL                 <DIR>    12-14-00  10:50a  firstL
DOCUME~1               <DIR>    12-12-00  1:18p  Documents and Settings

5 file(s)                2,303 bytes
7 dir(s)  2,887,467,008 bytes free

C:\>copy msdos.sys c:\firstl
1 file(s) copied

C:\>
```

Figure 12-6: MS-DOS Prompt Window – Copying a File

- ___ h. Try deleting the MSDOS.SYS file now by typing **DEL MSDOS.SYS** and pressing ENTER.
- ___ i. In Table 12-5, document the results.
- ___ j. Remove the Read Only attribute from MSDOS.SYS by typing **ATTRIB -R MSDOS.SYS** and pressing ENTER.
- ___ k. Now repeat Step h above.
- ___ l. Type **DIR** and see if the file is still there.
- ___ m. Copy MSDOS.SYS from your directory back to the root directory by typing **COPY C:"yourname"\MSDOS.SYS** and pressing ENTER.
- ___ n. View the directory listing to verify that the file is now back.
- ___ o. Reset the file's attributes by typing **ATTRIB +R MSDOS.SYS** and pressing ENTER.
- ___ p. Try to delete the file again by typing **DEL MSDOS.SYS** and pressing ENTER.
- ___ q. Reset the file's other two attributes by typing **ATTRIB +S +H MSDOS.SYS** and pressing ENTER.
- ___ r. Check the directory listing to verify that the file is hidden again.

8. Viewing how the system is using the different segments of memory using the MEM command

- ☐ a. At the command prompt, type **MEM** and press ENTER.
- ☐ b. In Table 12-6, fill in all the information from the screen in the appropriate spot on the table.
- ☐ c. Show memory usage by program classification by typing **MEM /C /P** and pressing ENTER.
- ☐ d. In Table 12-7, list the name of each program module and its Total Memory Usage.
- ☐ e. Close the MS-DOS Prompt windows by typing EXIT, and pressing the ENTER key.

TABLES

Table 12-1

DOS VER Command	
Operating System:	
Version Number:	

Table 12-2

Current Directory Listing	
Number of Directories:	
Number of Files:	

Table 12-3

Number of Files Copied to Your Directory:	
---	--

Table 12-4

Listing of Root Directory	
Number of Files:	
Number of Directories:	

Table 12-5

--

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Table 12-6

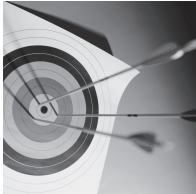
Memory Type	Total	Used	Free
-----	-----	-----	-----
Conventional			
Upper			
Reserved			
Extended (XMS)			
-----	-----	-----	-----
Total memory			
Total under 1 MB			
Total Expanded (EMS)			
Free Expanded (EMS)			
Largest executable program size			
Largest free upper memory block			
MS-DOS is resident in the upper memory area.			

Table 12-7

Name	Total		Conventional		Upper Memory	
-----	-----		-----		-----	

LAB QUESTIONS

- 1. How does XCOPY differ from COPY?
- 2. What command would you use to verify the amount of free space on the drive?
- 3. What command would you use if you wanted to delete the directory that you created and all of the files it contained?
- 4. What command would you use if you wanted to view the memory usage per program file?
- 5. What switch would you use in conjunction with the DIR command to get the screen to pause?
- 6. What command would you use to find out the version of the operating system?
- 7. What command would you use to change the current directory to another directory?



Feedback

