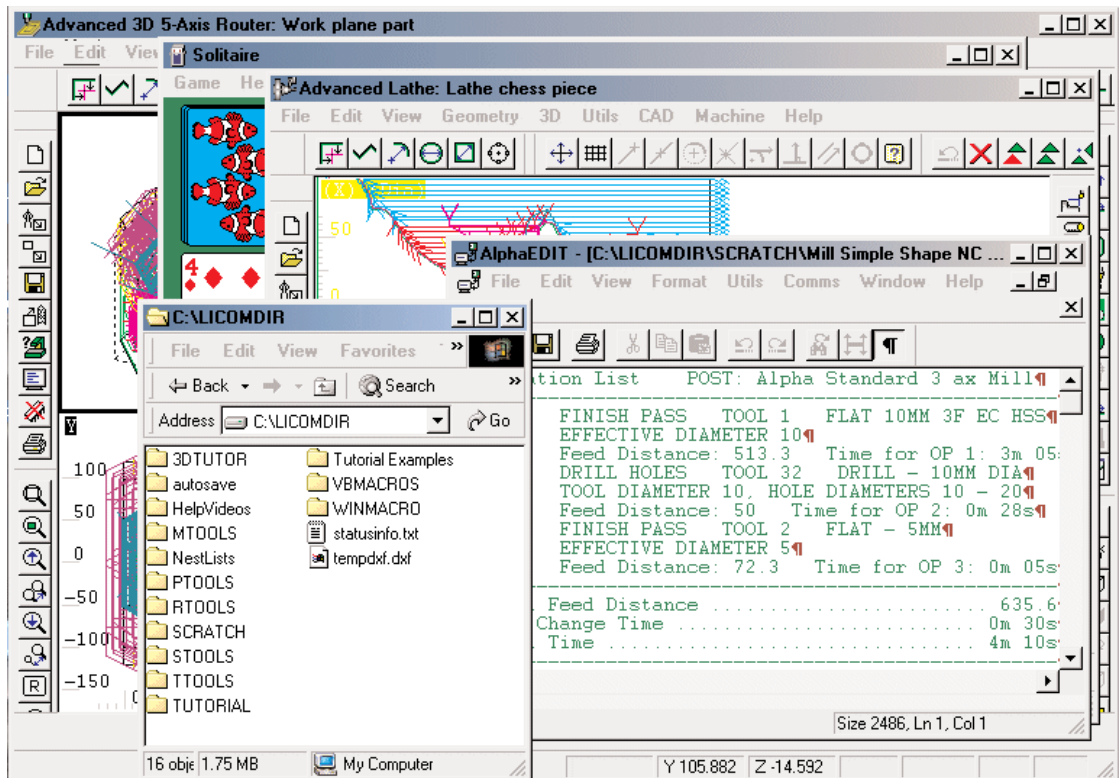


LICOM AlphaCAM

CAD/CAM system for Windows™

Introduction to Windows



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Introduction












To run AlphaCAM effectively the user (that's you) needs to understand the basics of the Windows™ operating system and be capable of the following tasks related to the computer system.

There are several versions of windows currently being used and more to come. It is intended to keep this tutorial as neutral as possible, but Windows by its very nature is user configurable, and in some cases the pictures shown may not match your screen display exactly, though the description should make this of no consequence.

Starting and Stopping the Computer.

Understand the following terms: -

Hardware,	Software,	Programs,
Data,	Text,	Graphics,
Files,	Drives,	Directories / Folders,
Disk Structure,	Backup,	
Log On,	Log off,	
Desktop,	Icons,	Shortcuts,
Taskbar,	Task Switching,	
Drag & Drop,	Click,	Double Click
Menus Types -	Popup, Pull Down and Cascade	
Toolbars,		
Screen Saver,		

Understand the use of these buttons    
and these symbols     |   
Editor

Be able to control the mouse and its buttons.

Be able to create text data, save it and retrieve it for editing.

Manipulate text data using the "Move" "Copy" "Find" and "Replace" functions.

Glossary of terms

Understanding the terminology used in conjunction with computers is important to mastering the system.

Hardware



These are the physical items of equipment, which make up the system. They are similar to the machine, controller, vices, tools fixtures etc., which are the Hardware Items that make up a machine tool

Software

These are the programs sitting inside a computer, which make things happen. They are similar to programs and the controller operating system that makes the CNC machine work.

Programs

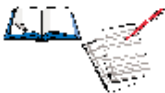





These are lists of instructions written in a language that the computer understands which perform a series of tasks, just as the NC program is a series of instructions that cause the machine tool to perform an action.

Data

This is a general term for information or content, irrespective of format or type.



Text



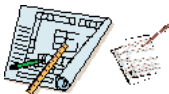
This is data in the form of words, letters and numbers, as in a letter, note, or memo.   



Graphics



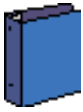
This is data in the form of lines, arcs, and pictures, as in a drawing, sketch or photograph.  



Files



These are general items in which data is stored, as in a sheet of paper or book  

Directories / Folders



These are items in which a group of files can be stored, as in filing cabinet drawers, sections, and folders.  

Directories or **Folders** are the same thing.

Drives



These are designated areas in which Files and Folders are stored. Each drive is allocated a recognition letter as A,B,C,D ... Z. A drive is the computer's equivalent of a filing cabinet.

Disk Structure



This is the organisation of the Drives, Folders, and Files. Each item of data stored on the computer system has a unique position within the disk structure. The disk structure is sometimes displayed like a family tree, the route through the tree is called the path. The disk structure is the same as a normal filing system; ie each piece of information has a set location within the organisation.



E.G The drawings are stored in the drawing filing cabinet. The drawers are labelled A-C ,D-F ... Each drawer has sections marked A B C ... In each section there are folders labelled with the customers name. In the folders are the drawings related to that customer

Backup



This is the process where the accumulated data stored on the computer system is copied on to another data storage device such as, Floppy disks, Optical disks, or Magnetic Tape, which can be stored in a safe place. This is a security procedure to protect the data you have created on the computer system.

REMEMBER

Hardware and Software can be re-purchased.
The work you do CANNOT.

Logging On

This is the procedure by which you identify yourself to the computer/network system. **Logging On** may also involve entering a password. A password is a security item which endeavours to ensure only you can log in.



Logging On is part of the start up procedure.

REMEMBER:

if you do not “Log On”
you may not be allowed access to parts of the system.

Desktop



The desktop refers to the computer screen on which everything is displayed. Items called shortcuts can be placed on the desktop to allow fast access to programs or files. The desktop may display a background picture.

Icons



These are picture representations of an item, which allow simple access to the data. For example the small pictures shown on the desktop above are icons.

Shortcuts



These are objects, which allow quick access to files or folders. The icons shown on the previous desktop picture are shortcuts.

Drag and Drop

This is a procedure whereby data, text or an item is picked up, dragged, then dropped in a new position, into a program, or onto an icon.

The drag and drop is performed by positioning the mouse cursor over the object to be dragged, holding down the left mouse button, dragging the object to its required position and dropped by releasing the left mouse button.





If the Drag and Drop is performed with the right mouse button a popup menu is displayed when the button is released.

Click, Double Click


To Click on an item position the mouse cursor over the required item then press and release the mouse button in a swift action, being careful not to move the mouse as this is a drag and drop action.

- 1: **Left Click** refers to pressing and releasing the left-hand mouse button.
- 2: **Right Click** refers to pressing and releasing the right-hand mouse button.
- 3: **Double Click** refers to pressing and releasing the mouse button (usually the left) twice in quick succession. This may be activated by a single click on the middle button when a 3-button mouse is used.

Window

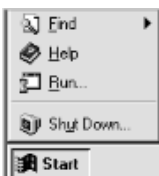
This is an area of the screen in which programs work. A window can cover the whole of the VDU display (A Full Screen Display), or a portion of the display area (Windowed View). The display can be swapped from a window to a full screen by a left double click with the cursor in the title bar of the application.  

Minimise

This is when the display area of a program (a window) is shrunk into a small button on the task bar. The program will still be working and the window can be re-displayed by a left click on the minimised button in the taskbar. 

Taskbar

This is a part of the screen in which the names of all the active programs are displayed. The taskbar is normally stored at the bottom of the screen but can be on any one of the 4 edges. The taskbar can be set to be permanently visible, or only appear when the mouse cursor is moved into it.



The taskbar contains the **Start menu** from which all objects can be accessed.

Task Swapping

Task swapping is the means by which active programs are made current. With Windows, several programs can be running at the same time, but the program being worked on is said to be the current program. There are several ways in which to set the current program.

In the taskbar pick the program which is required.

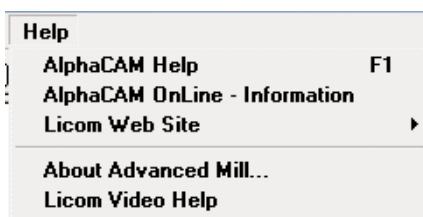
Hold down the keyboard key marked **[Alt]** and press the TAB key marked **[Tab]** a dialog box will be displayed showing the active programs icon.

Each press of the **[Tab]** key will move the indicator to the next item. The program indicated when the **[Alt]** key is released will be made current.

If the required programs' screen is visible on the desktop it can be made active by positioning the cursor in the program screen and clicking the left-hand mouse button.

Menus

These are lists of available commands associated with an application program. Windows displays the actionable commands in bold. Any commands that are not currently valid are displayed using faint characters (the options are greyed out). There are three types of menu:



A Pull Down menu is displayed below the selected menu header. Usually activated by the left mouse button.


A Pop Up menu is displayed at the cursor position. Usually activated by the right mouse button.









A Cascading menu is displayed at the side of a menu item indicated by ►.

Some cascading menus require the cursor to be dragged over the ► before they are displayed.

Toolbars

Toolbars are panels of icons, which provided quick access to  commands. Windows applications provide toolbars for the frequently used commands such as:

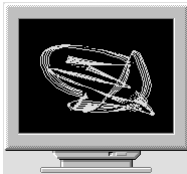
“Save”  “Open”  “Print” 
 “Cut”  “Copy”  “Paste” 

Fast Keys

Fast Keys are letter keys pressed in combination with the control key **Ctrl** that active commands similar to Toolbars.

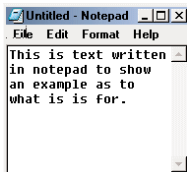
“Save” **Ctrl** + **S** “Open” **Ctrl** + **O** “Print” **Ctrl** + **P**
 “Cut” **Ctrl** + **X** “Copy” **Ctrl** + **C** “Paste” **Ctrl** + **V**

Screen Saver

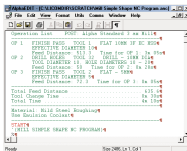


The screen saver is designed to save the screen from damage, which can be caused by constantly displaying the same image. Screen savers can be moving images or cause the screen to be turned off. When a screen saver is active, moving the mouse or pressing any key, preferably the Space Bar, will return the screen to its normal display.

Editors



An editor is a program whose function is to create and/or edit text files. A word processor is an editor with extra functionality for formatting and manipulating text. There are two editors provided with Windows, a basic editor called Notepad and a more advanced editor called Wordpad.



AlphaCAM provides a multi-window editor called **AlphaEdit**, this is a text editor with additional functionality for manipulating NC programs and for communicating to machine tools.

Button Icons



Throughout all windows applications there are common symbols, some of which are explained below:

In the top left corner of an application window is the application icon. When the cursor is positioned over it and left mouse button clicked, the window control pull down menu will be displayed.

In the top right corner of an application are 3 shortcut buttons to control the window.



This icon button minimises the screen into a taskbar button.



These icon buttons swap between a full screen and a windowed display.



This icon button will Close the application.

Cursor Shape

The shape of the mouse cursor is used to indicate the current function.



The arrow cursor is for picking objects.



The double-headed arrow indicates the resizing function.



It appears when the cursor is on the sides or top and bottom edges of a window.



The vertical bar cursor indicates the position at which text will be displayed when it is typed in.



The beam cursor is the positioning cursor when text entry is required.

Switches

A switch indicates whether an item is active. There are two types of switch, a radio button and a check box.



Radio button switches will only allow one item in a group to be selected.

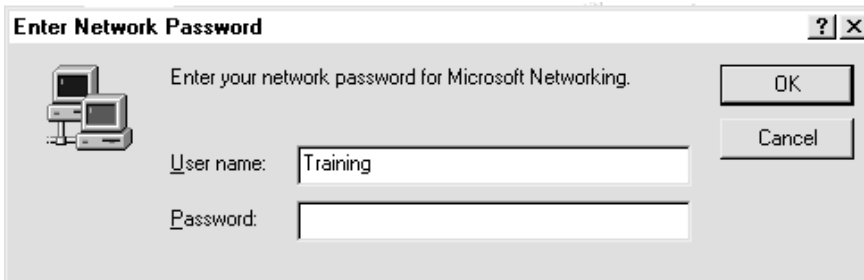


Check box switches allow any or all options in a group to be selected

Starting up and Shutting down the Computer


Starting up



To start up the computer is very simple. Press the “power on button”.
 If the VDU does not start up, press the “power on button” on the VDU.
 The computer may start up and display the **Desktop** or it may display a Login dialog box.



The login screen will display the last login name “**Training**” and the vertical cursor will be flashing in the Password section of the dialog box.

Licom does not use a password for training users. If your system requires a password, Type the password on the keyboard. Type carefully as an * will be displayed in place of each letter. This is so no one can see your password.

If you press a wrong letter, pressing the **Back Space** key, marked  on the top right of the keyboard, will remove the incorrect letter and the correct letter can then be re-typed.

When you have typed in the password, position the mouse over the  button on the dialog box and click the left mouse button .

If you enter an incorrect password
 a re-enter password dialog will be displayed.

When you have logged in correctly the Desktop will be displayed. The Desktop display will be the same as when the system was last shutdown.



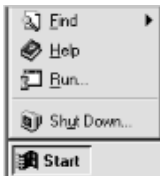
Shutting down


Before the power to the computer is switched off, the operating system needs to be shut down. The procedure of shutting down ensures that all settings are saved and any open files or active programs are closed in a correct manner.


You must NOT simply switch off the power – this will cause problems.

To shut the computer down, pull the arrow cursor to the bottom of the screen where the hidden **taskbar** is usually stored.

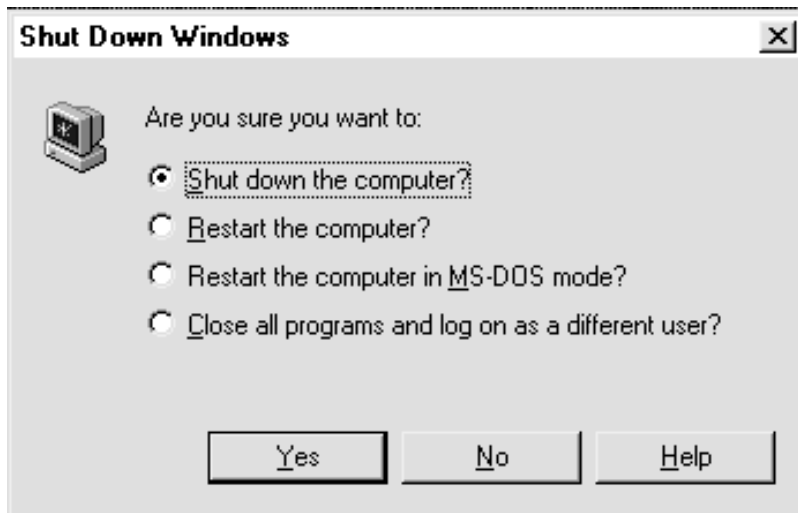
On some systems the taskbar is visible all the time and it may be placed on either the top, bottom, left or right, side of the screen




Position the cursor over the **Start** button and click  the left mouse button. This will cause the **Start Menu** to be displayed.

Position the cursor over the **Shut Down** menu command and click  the left mouse button.

The **Start Menu** and the taskbar will disappear and the **shutdown** dialog box will be displayed.



The “*Shut down the computer*” radio button should be active, if it isn’t, position the cursor on the button and click  the left mouse button.

To shut the computer down, pick the button.

The **desktop** display will be replaced with the **shutdown** display.

When the display shows

It’s now safe to turn off your computer

Press the power off button and the computer will be properly switched off. Some computers automatically switch off on shutdown.


 Try starting and stopping the computer several times.

Accessing Applications

Opening Application Folders

Application folders are where similar application icons are grouped together, eg. the application icons for **Calculator**, **Notepad** and **Paint** are grouped together in the **Accessories** folder.

To open the **Accessories** folder position the cursor over the Start button on the taskbar and right click. A popup menu will be displayed. Pick the **Open** command.

The **Start Menu** folder will be displayed on the desktop. Position the cursor on the **Programs** icon and  Left Double click.

The **Programs** folder will then be displayed on the **desktop**. Position the cursor on the **Accessories** icon and  Left Double click.

The **Accessories** folder will then be displayed on the **desktop**.


 Try opening applications in the **Accessories** folder.

Starting Applications

There are several ways in which to start an application, the most common being:-

Double Click the left mouse button with the cursor on the application shortcut.



Or

Right Click with the cursor on the application shortcut. A popup menu will be displayed. Pick the **Open** command with a single click  of the left mouse button

Or

Select the application command from the menus which cascade from the **Programs** command on the **Start Menu**

Stopping Applications

To Close an application either select the **Close** command from the "**File**" **pull down** menu or  left click with the cursor on the application close button  at the top right of the window.

 Try starting and stopping the following applications,

Calculator,

Notepad


Paint.

All of these applications can be found on the **Accessories** Menu. This menu can be located through **Programs** on the **Start Menu**.


Creating an Application Shortcut

An application shortcut is used to provide a quick and easy way of starting applications. Shortcuts are usually created on the desktop. The simplest way to create a shortcut is to drag and drop the applications icon using the right mouse button.


This is how to create application shortcuts for **Calculator**, **Notepad** and **Paint**, from the **Accessories** folder, which should still be displayed, onto the desktop.

 Position the cursor over the **Calculator** icon then, while holding down the right mouse button, drag the icon to a new position on the desktop. When the right button is released a popup menu is displayed pick the “**create a shortcut here**” command. If you make a mistake and release the right button with the icon in the wrong position, it is not a problem – you simply select the Cancel command from the menu and try again.

 Try creating short cuts for **Notepad** and **Paint**.

 In addition to **Calculator**, **Notepad** and **Paint** shortcuts create a shortcut on the desktop for the **Solitaire** application which can be found in the **Games** folder.

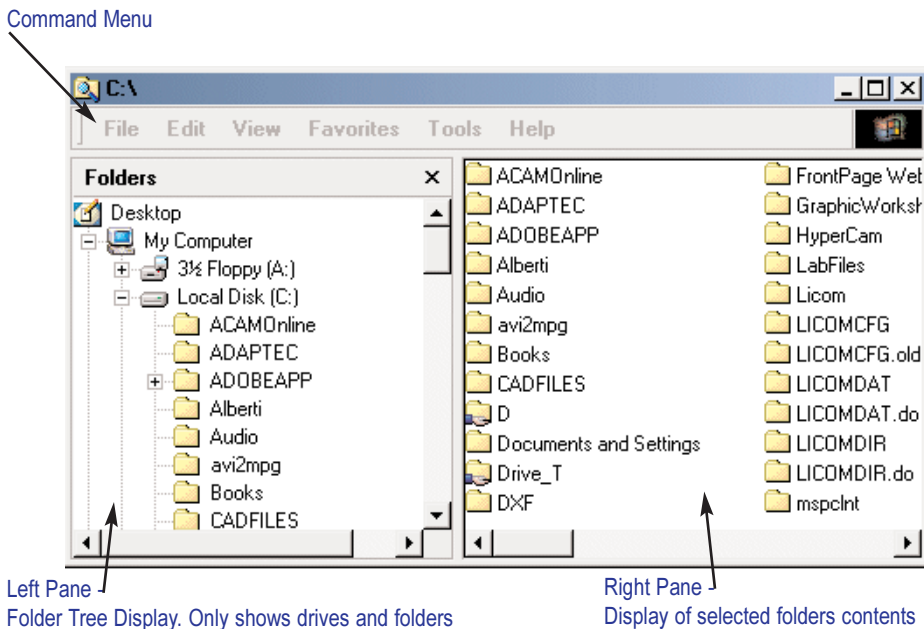
 Close all the open folders.

 Use the **Solitaire** application to become more familiar with selecting and dragging and dropping. Also this application attempts to teach you to look and read from all of the display.

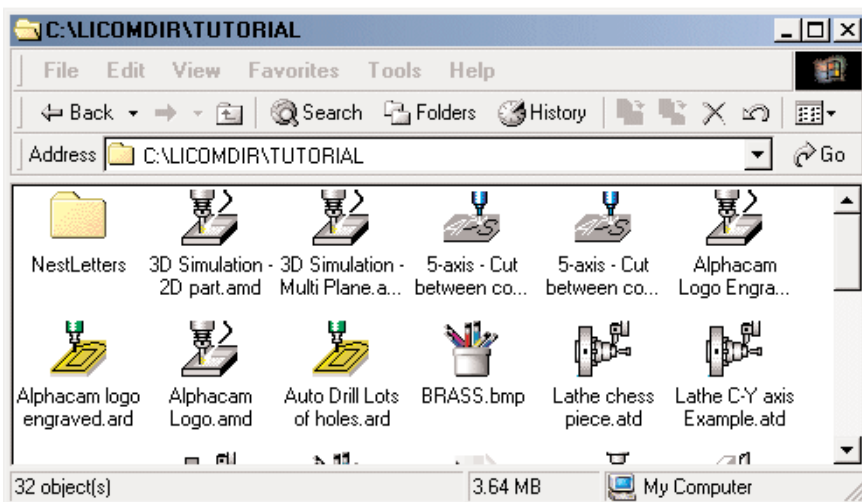
If you are not sure how solitaire works select the **Help Topics** command from the **Help** menu at the top of the solitaire screen.

Windows Explorer

The function of windows explorer is to enable you, to navigate through and display the contents of the file structure. Explorer also allows you to create, manipulate, and delete, files and folders.



The contents of your display will be different to the above picture. This is OK.



The Explorer application window can be configured to display files and folders in different ways. It is also possible to display a tool bar and status bar on the explorer window.



To maintain control of the work you create, it will be necessary to develop a directory structure in which to store your work.




From this page on there are some empty boxes.

Go through the rest of the book now and write


your name in each of the empty boxes. E.G




To start we will create a folder that is labelled with.


 Left click  on the **[C:]** icon in the Left pane. or Address bar

 Left click  on the **File** Menu, or Right click  with the cursor on **[C:]**, slide the pointer to the right (Cascade) from **New** and select the **Folder** command.



A new folder will be created in the Right pane and its default name will be New Folder. The New Folder name will be automatically highlighted, to rename this folder type in then press

If you make a mistake, you can rename a folder at any time. Right click  on the folder and select **rename** from the popup menu and the folder name will be highlighted. Typing a new name will replace the old one. Press to close the rename function.

 To open the folder
Left Double click  on it in the Right pane or
Left click  on it in the Left pane..

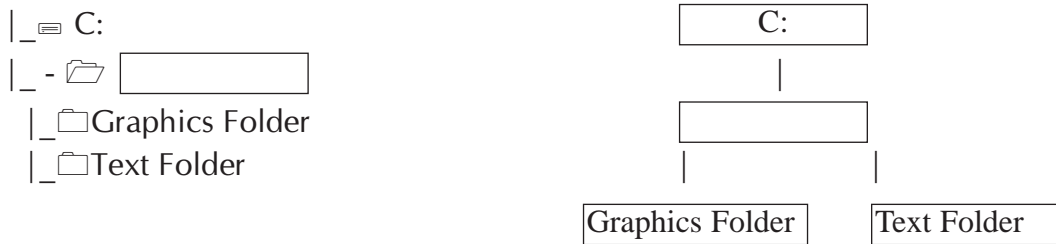
To make sure that directory is active you can look at either the Left pane where the display will show an open  folder, or the title displayed at the top of the Right pane. or in the Address Bar.

 Now create 2 new folders and give them names
Text Folder and **Graphics Folder**.

In the left pane the display should show a minus sign in front of the  folder and the 2 sub folders will be displayed cascading below it. If a plus sign is shown left click on it to display the sub folders. To open a folder Left click  on the folder name in the Left pane.

 Try moving between the folders you have created.

You have created a folder structure, which would be symbolised by the following diagrams.




Now that you have a filing structure we will create some text and graphics files.

Creating Text Files

To create text files you use a text editor or word processor. For this example we will use **AlphaEdit**.

If you do not yet have **AlphaEdit** installed, **Notepad** can be used to create the example text files.

Creating a text file is very simple. Firstly start up the application **AlphaEdit**.

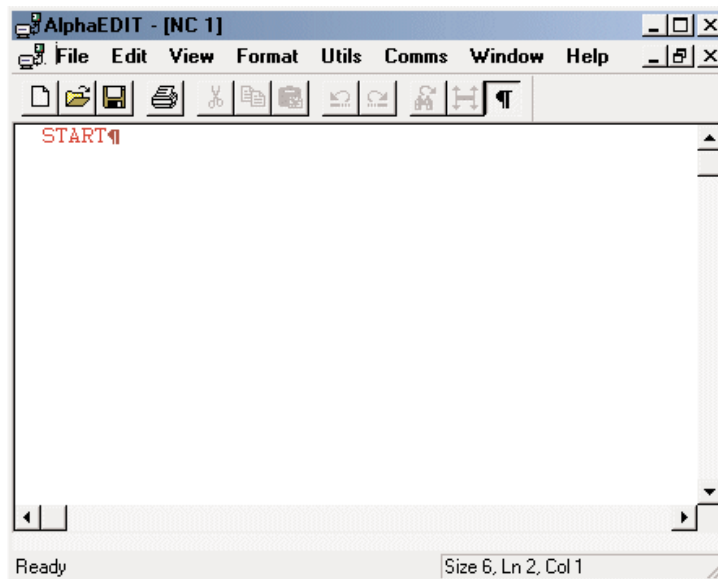
Left Click  on the **AlphaEdit** command by cascading through the menus as shown. **Start | Programs | AlphaCAM ???? | AlphaEdit + RS232 Comms**

Or

Left Double Click  on the Desktop or AlphaCAM folder Shortcut .




When the AlphaEdit application starts you will see the following screen.



AlphaEdit always puts a **START** line as the first line. This is because it is required for all AlphaCAM NC programs, which are to be downloaded onto the machine tool using AlphaEdit's communication commands.


The START line separates comments and notes from the NC program.

As this example is not an NC program, you can delete the START line by pressing the  Back Space key until it has been removed.


Editors allow mistakes to be corrected after you have finished typing *ie edited*.

Rules for using an editor.


The text will be entered into the file at the position of the **Vertical Cursor** |.



To reposition the vertical cursor either use the **keyboard arrow** keys or the mouse with a left click  to indicate the position required.

To insert text in a file, position the vertical cursor at the insert position, then type in the text required.

To insert a new line in a file, position the vertical cursor at the insert position, then press the enter or return key .

To highlight a word, position the **I** cursor on the word and left double  click.

To highlight a section, position the **I** cursor at the start or end of the section, hold down the left mouse button  whilst moving the mouse to the end or start of the section, then release the mouse button.

To highlight a line, position the cursor at the beginning of the line in the page margin the cursor will change to . Left click  to select the line..

A right click when the arrow cursor is over a highlighted section will display the options menu.

Highlighted items can be: -

- Replaced** by typing in the replacement text.

- Deleted** by pressing the Del/Delete key.

- Moved** to a new location using Cut and Paste or Drag and Drop.

- Copied** to another location using Copy & Paste or Ctrl+ Drag and Drop.

- Case Change** through Capitalised Uppercase Lowercase using Ctrl + U


For **global changes**, ie. the same piece of text that needs to be changed in several places throughout the file, use the **Find** and **Replace** options.

Searches will be restricted to a highlighted section.

Character case. This refers to the use of UPPER case characters (capital letters) and lower case character (small letters). Some editors like AlphaEdit allow case conversion, (swapping between upper and lower case characters) others like NotePad do not. To type in mixed case characters AlphaEDIT needs to be configured to allow lower case letters.

Below is a simple text file. Start up AlphaEdit or Notepad and type in this text. Don't worry if you make any mistakes as these can be corrected later. Do not type the line *END OF FILE*, as this is to show you where to stop typing.

REMEMBER

AlphaEdit or NotePad does not automatically wrap the text round to the next line to start a new line. Press  the enter key at the end of each line.

Sample text file

You can use Notepad to create or edit text files that do not require formatting and are smaller than 64K.

Notepad opens and saves text in ASCII (text-only) format only. To create or edit files that require formatting or are larger than 64K, use WordPad.

WordPad is a text editor for short documents. You can format documents in WordPad with various font and paragraph styles.

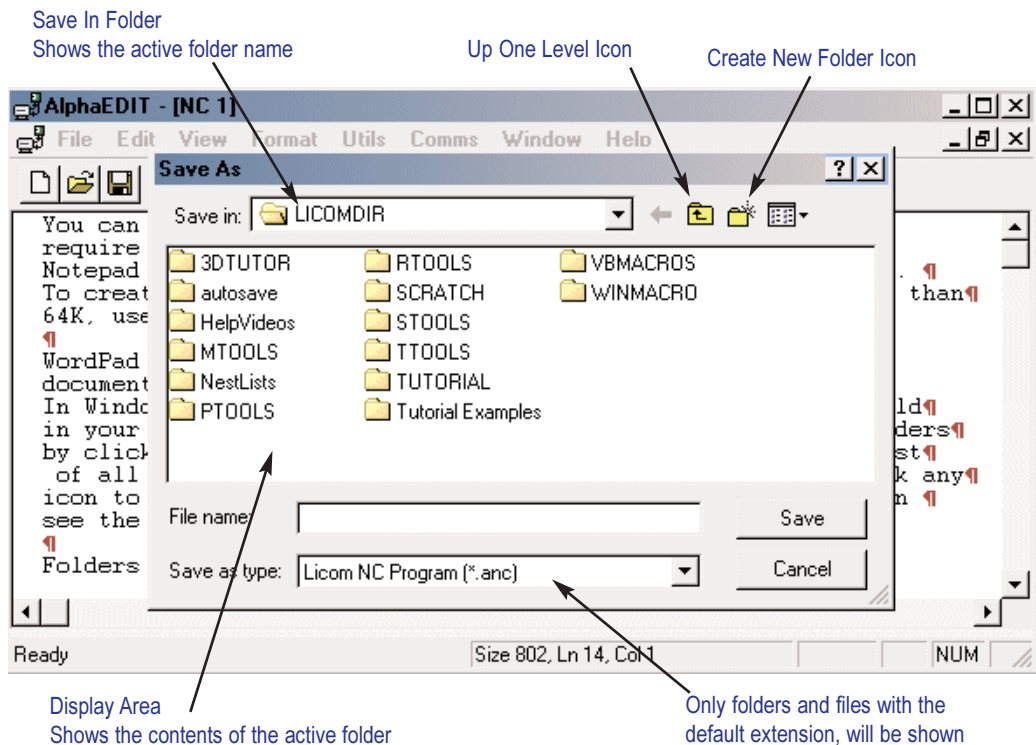
In Windows, you store your work in folders, just like you would in your office or at home. You can look at your files and folders by clicking My Computer. Inside My Computer, you can see a list of all of the disk drives on your computer. Just double-click any icon to see what's inside. When you open a disk drive, you can see the files and folders that it contains.

Folders can contain files, programs, and other folders.

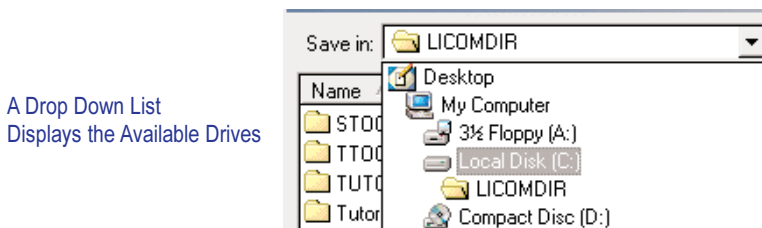
END OF FILE


Saving Files to Disc

To save this file to disc, select the **Save as NC/Text** command from the **File** menu and the Save As dialog will be displayed.







When saving files, it is **MOST IMPORTANT** to set the Save In directory to the correct location, before saving the file. To change the Save In directory, position the cursor into the save in field and left click. The Save In drop down directory list will be displayed.




 Select the **[C:]** drive. The contents of the selected drive will be shown in the display area.

To move to the folder above the current **Save In** folder the **Up One Level** button can be used.

 Select the  folder in the display area and the **Save** button will automatically change to an **Open** button. Pick the **Open** button and the folder's contents will be shown in the display area.

 Select the  **Text Folder** folder in the display area and the **Save** button will automatically change to an **Open** button. Pick the **Open** button and the folder's contents will be shown in the display area.

When the correct folder name, *Text Folder*, is displayed in the Save In field, the File Name field needs to be activated. To activate the *File Name* field, position the cursor in the *File Name* field and  left click. The vertical text cursor will then be displayed and the name of the file can typed in. For this example use the file name "**Sample Text File.txt**".

Don't forget to use the quote marks otherwise the file will end up with the name Sample Text File.anc. However it is not necessary to use the quote marks and txt extension if NotePad is used as this is the file extension associated with Notepad.

A file name extension is the part of the file name denoting the type of file. File name extensions are historically 3 letters that follow a dot at the end of the file name. It is the file extension that is associated with different applications Some typical file name extensions are:

.txt	Text files (Notepad).
.doc	Word for windows and WordPad files.
.qic	Microsoft Backup files
.anc	AlphaCAM NC Program
.amd	AlphaCAM Milling Drawing

A File extension identifies the type of data it contains and the system also knows what software application uses such data.

If you use extensions to identify a particular type of file it is possible to register it so that Windows knows which programs are used to Open Edit, Print the files of this type.

Files of a registered type can be opened by a left double click on the file icon.



E.G. Files that are read back from the machine tool as proved programs could be given the extension "**.ncp**". This extension can be registered with windows and AlphaEdit can be associated to Open these files.

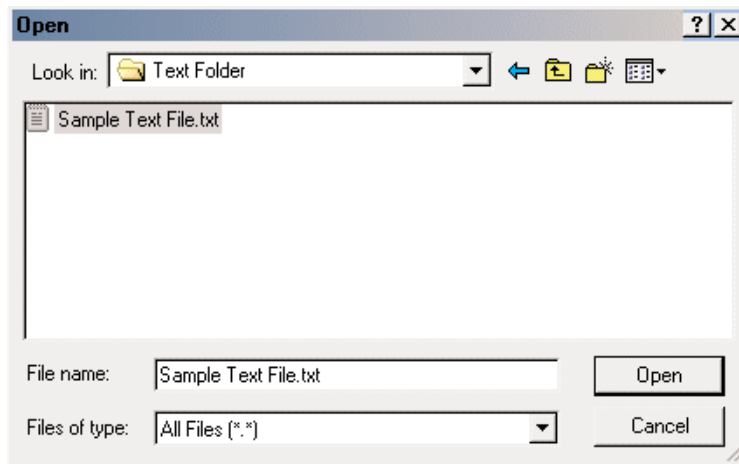
To find out how to register file types select **Start | Help** and type reg then select the option registering file types from the list of options.

When using Save As remember to look at where you are saving the file.

Open an Existing file.


Simple

- 1 Start up the software application by left double clicking  on the program icon.
- 2 Select the **Open** command from the programs **File** menu or  button from the toolbar.
- 3 From the **Open** dialog, if necessary, change the **Look In** to the folder that contains the required file.



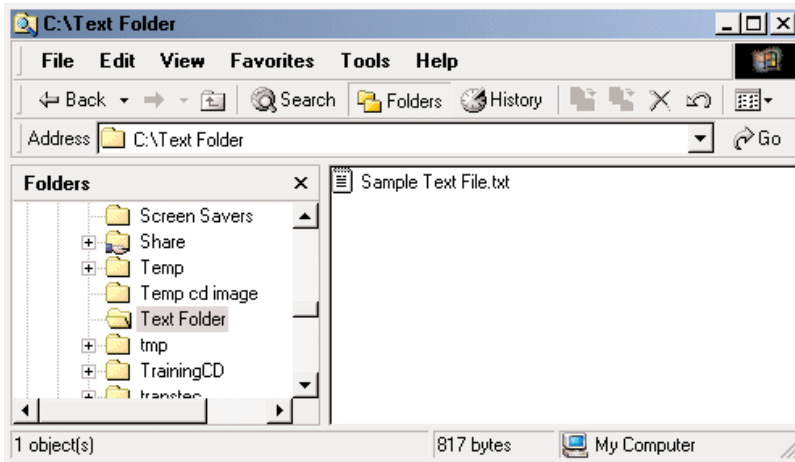
- 4 To see files with extensions that are different to the default extension, alter the default file type from the **File Types** pull down display.
- 5 Select the required file name from the display area and then select the **Open** button.



Note –

When you left Double Click  on the filename in the open dialog it is the same as selecting the file then selecting the Open button

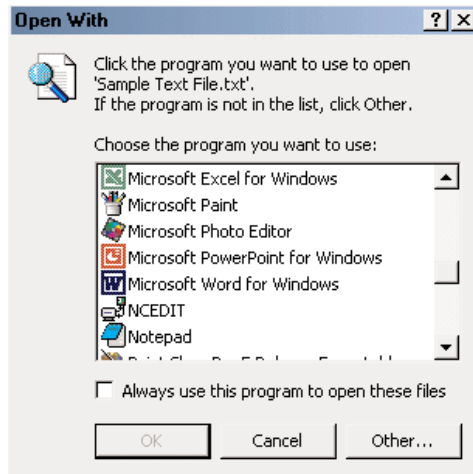
Advanced

Using Windows Explorer locate the required file.



Left double click  on the file icon or Right click  on the file name and select **Open** from the popup menu. This will start up the application associated to the file type and display the files contents for editing.

If the file type has not been registered an “Open With” dialog will be displayed allowing you to select the program that is to be used to open files of this type.



Some applications like AlphaCAM allow you to drag and drop a file from Explorer, into the open application to load the file, or onto the application icon. Once the file is open it can be changed, modified and manipulated as required. Having modified the files contents the **Save** option is used to update the file in its original position and the **Save As** option is used to save the file in a new location and/or change its name.

When using Save As remember to look at where you are saving the file.


Creating and Saving Graphics Files

The principle of creating and saving files, covered previously, applies irrespective of its type. The differences in file type are to do with the software application used to create them and the format in which they are stored on the disk.

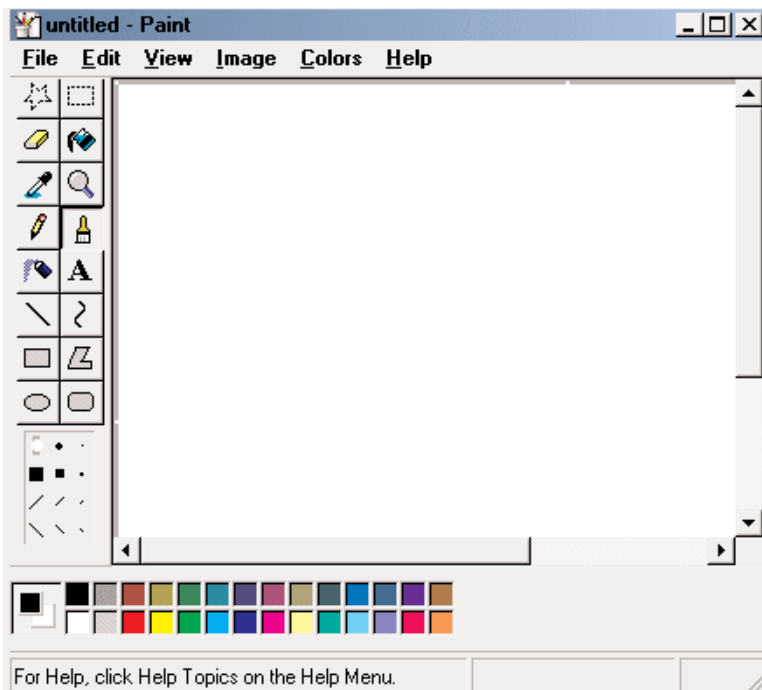
To create graphics files you use graphic applications such as AlphaCAM a Vector Graphics application or Paint a Bitmap Graphics application.

For this example we will use Paint and create a bitmap picture file.

To create a graphics file we will use the Paint application. Start up the paint

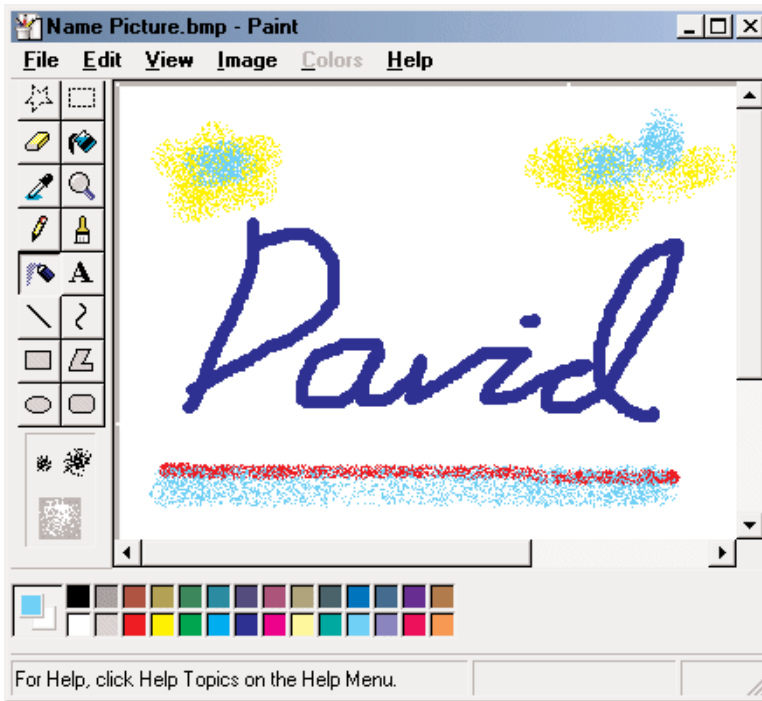
application using the desktop shortcut  or the command from the **Start | Programs | Accessories** menu.

The paint application screen will be displayed. This may only display as a small screen but it can be made bigger by either stretching the window edges or picking the button at the top right of the paint screen or Double click on the title bar



Using the Brush tool in a round format draw your name on the display area. A different colour can be used by selecting the colour required from the colour pallet at the bottom of the screen.

Using the Spray tool and several colours create a pattern around your name or any of the other tools to create a picture.



To save the file, select the **Save As** command from the **File** menu. Make sure that the save in folder is **Graphics Folder**, which is under folder on the **C: Drive**. Use the file name **Name Picture**.

Note:- This time there are no quote marks as the default **.bmp** file extension is required to be automatically assigned to the file name.

This picture could be use as the background for your desktop display. To set the desktop display use **Help** on the **Start Menu** and search the index for "Desktop" items.

Backup and Restore

Backup is a procedure to make a copy of your work in case anything goes wrong with the computer system.

Why backup

Computer systems are electro-mechanical devices with moving parts, which sometimes fail or wear out. They are also valuable and this makes them a target for theft. Backing up is a way of storing all the work you create in an alternative safe place.

Backup storage

Backups should be stored near to the computer for ease of access and also off site for added security.

Backup media

There are many different backup devices ranging from standard 1.44Mb floppy disks, high volume floppy disks 100-120Mb, writable CD 640Mb, Optical disk 600Mb, Standard Tape devices 400Mb 4Gb and Dat tapes 2Gb +.

Note:- 1Kb = 1 Kilobyte = approx. 1 thousand characters
1Mb = 1 Megabyte = approx. 1 million characters
1Gb = 1 Gigabyte = approx. 1000 million characters.

The backup device should be chosen with respect to

The amount of data likely to be backed up, (remember your system will grow).

The speed of the backup device,

Will there be somebody available during the backup process.

Backup Software

There are different backup programs. Some require operator intervention, others are automatic. They all work in a similar manner, usually compressing and comparing the data as it is saved and allowing the data to span more than one disk or tape.

Backing up can be as simple as to copy the data to another disk (usually a removable one) but it could be another hard disk on your network.

The backup software is Microsoft Backup as supplied with Windows 95. The backup media will be a floppy disk.

If you use NT you can only backup to tape.

Backing up the work to date.

If you use Windows 95 try backing up you work to the floppy disk

If you use NT copy your folder to the floppy disk.








Manipulating Data

Moving and copying file is required when data is saved in an incorrect location or a duplicate file is required for amendment to create a new data file.

Windows Explorer is used to manipulate files and folders. There are several ways in which files and folders can be moved or copied.




Selecting the files and folders

Usually the data to be manipulated is selected in the right pane of the explorer display. Files and folders may be selected by different means.

- 1 To select an individual file or directory left click  on the file icon.
- 2 To select a list of files which are displayed together, left click on  the file name at either the top or bottom of the list then left click  whilst holding down the Shift Key  on the file name at the end of the list. All the files between the two files picked will be selected.
- 3 To select several independent files left click on  the first file name then hold down the Ctrl Key  whilst left clicking on  the other files.

Manipulating Files and folders

Firstly select the files or folders to be moved or copied.

- 1 Whilst the cursor is on a selected item press the right mouse button and, holding down the mouse button, drag  the selection so that the new location for the data is highlighted. Release the button and a popup menu will be displayed from which you can select the manipulation required.
- 2 Whilst the cursor is on a selected item right click  and a popup menu will be displayed from which you can select the manipulation required. Right click on  the new location for the data. The popup menu will be displayed, and the **Paste** command can be selected.

Searching for Data files

The **Find/Search** command is located in either **Start Menu** on the taskbar or the **Tools** menu in the Windows Explorer application.

When searching for files or folders special characters can be used so that it is not necessary to enter the full name. The asterisk * is used to represent any number of unknown characters and the question mark ? is used to represent a single character.

- *.bmp** would locate all files that end with .bmp on the search path.
- *1*** would locate all files with a number 1 any where in the filename on the search path.
- ??1*** would locate all files with a number 1 as the third character in the filename on the search path.

Notes

The Quiz

What is meant by logging on and off?

Name a program you use and describe your way of starting it?

What is a shortcut and how do you create them?

Design a simple folder diagram suitable for storing the Jobs data for the following company:-

J.B. Eng. Sub Contract Engineers. They need to access information for both Milling and Turning programs relating to specific Order Numbers for particular Customers.

What program is used to create a folder structure?

What program is used to manipulate data files?

Name an Editor and describe its function?

What is your Company's Backup device?

How Often is your data backed up?

Who is responsible for backing up your data?

What AlphaCAM modules have your company purchased.
