

# File and Directory Management

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Planning Utilization of the  
2000 Round Census Results

*Workshop 2*

*29th Summer Seminar on Population*

# Why Management is Necessary

- Even simple projects generate scores or hundreds of computer files
- Work is facilitated by conscious attention to organizing these files
- These notes provide practical suggestions based on experience with many projects

# The Tools

- **Explorer** in Windows 95 or **File Manager** in Windows 3; learn to use the ‘drag and drop’ interface for moving files and directories
- A **DOS Window** will also be useful if you are familiar with the more powerful command line switches

# Rule Number 1: Limit the Number of Items in a Directory

- A good rule of thumb is to keep no more than a screen full of files and/or directories in any one directory
- This avoids scrolling in windows to find what you want
- Of course there are exceptions, as to every rule, but this is a good “rule of thumb”

# Rule Number 2: Exploit the hierarchical file system

- If you find that a directory is getting too full, find a basis for subdivision and move subgroups of files to subdirectories
- At 20 lines per screen, one level of subdirectories will accommodate 400 files, two levels 8000 files, and three levels 160,000 files

# Rule Number 3: Think through a logical organization

- Organize files by file type, by time period, by geographical location, by stages of project, by people involved in project
- Many different organizations are possible, and often several will compete and show tradeoffs
- Organization typically needs to be revised as project proceeds

# Rule Number 4: Use 'readme' files

- By tradition, a *readme* file is a text file that provides information about the directory in which it is located
- Use readme files to record information that will be useful to others or that you are likely to forget in the future
- Create readme file with a text editor, **edit** (DOS), **notepad**, **TextPad**, etc.

# Useful Utility Programs

- It is often useful to know how much space various files and directories are taking
- Windows 95 Explorer support for this is very poor
- Use the freeware disk usage utilities *windu* (for a single directory) and *duw* (for more than one directory).



# The Importance of File and Directory Management

- *Productivity*: if you don't manage files and directories, you will end up losing work and having to do it over again
- *Quality*: without proper management, old files will become confused with newer versions and errors will be introduced into work

Questions?  
Comments?  
Discussion?