
MODULE 15

DOCUMENT DIRECTORY MANAGEMENT

This module explains Document Directory Management. You will use this to delete, rename and copy files.

PREREQUISITES

Completion of Modules 5, 6, 7, and 9.

OBJECTIVES

At the end of this module you will have learned:

1. How to delete documents.
2. How to undelete documents.
3. How to rename and Copy documents.
4. How to detail the Document directory.
5. How to print the Document directory.

DOCUMENT DIRECTORY MANAGEMENT

The Xerox Document System allows you to manage your files. You delete, undelete, rename and copy files by using commands in the document directory menu.

To save space on your disks, you will store documents on the File Server daily. After storing them on the File Server, you will delete them from your working disk.

To get the Document directory menu:

-) Mark Documents in the System menu.

Marking the Detail command in the Document directory menu will open the directory to display all of the commands. It also expands the document directory to show the date and time the document was created and the revision date and time that the present version was created. It names the author of the document and the number of characters in the document.

-) Mark Detail.

Your screen should look similar to the following. The names of your documents will not be the same.

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Document directory menu          Detail Apply
Get Delete Undelete Print directory Old format
Copy to <new title> Rename to <new title> Receive Transmit to <>
Password: <> New password <> Lock form Unlock form

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Budget List.....15-May-80.17:26....16-May-80..8:33   Brown      402
Budget-List-Sort.....1-Jan-01.10:04....1-Jan-01 10:04   Brown      2871
Character-Styles.....28-Jun-80.10:07....29-Jun-80 11:18   Brown      5839
,.....28-Jun-80.11:28..Brown.... 5421
CharacterProperties.BravoX.....29-May-80.14:04    29-May-80 14:04   Brown      27969
Columns.....29-May-80.11:55....29-May-80.13:54.. Brown      1139
CommandsAndLooks.BravoX.....29-May-80 14:06    29-May-80 14:06   Brown      7856
cotamemo.....24-Jun-80..9:24...24-Jun-80..9:24   Brown      1752
CSA.....29-May-80.10:54...29-May-80.10:54..Brown      1609
Disc label.....16-May-80.15:28...16-May-80.15:28. Smith      179
DISPLAY-MODES.....28-Jun-80.10:58...28-Jun-80 10:58   Brown      18649

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To return to an undetailed directory, mark Detail.

-) Mark Detail

To Delete a document, select the document title and mark Delete. When the document has a line through it, mark Apply. To cancel the Delete command, mark Undelete if you have not marked Apply. To Delete the older version, select the dagger, mark Delete and Apply. You can not undelete a file after Apply has been marked.

-) Select the document <EXERCISE-SCREEN>.

-) Mark Delete.

The document is still selected and should have a line through it. It will look like:

~~EXERCISE-SCREEN~~

-) Mark Undelete.

The line through the document has been removed.

You may Select and Delete all the documents you want deleted, then mark Apply.

-) Select and Delete <EDITING>, <PRINTING>, <TEXT-MANIPULATION> and <TABS>.

-) Apply.

These documents have been deleted from the Document directory.

Print a directory of the documents on your disc by marking Print directory. The Print menu will appear for you to mark the desired commands. If the Detailed information appears on the screen, the Detailed information will print.

-) Mark Detail.

-) Mark Print directory.

The Print menu has appeared. You want two copies of the directory with a Time Stamp. Print the Document directory:

-) Mark the the required options in the Print Menu.

-) Mark APPLY.

You can Copy or Rename documents from the Document directory.

-) Dismiss the Print menu if it is still visible.
-) Open the Document directory using the Scroll bar.
-) Select the document <SORT>.
-) Position the cursor in the brackets after Copy to <new title>.
-) Delete the words <new title> and insert your name.
-) Mark Copy to.

The Status Window says it is Copying SORT to your name. The Document directory includes the new title when the copying is completed.

To Rename a document, select the document to be renamed, insert the new name after Rename to, and mark Rename to.

-) Select the document <SORT>.
-) Move the cursor to the brackets following Rename to <new title>.
-) Delete the words new title.
-) Insert <SORT-EXERCISE1>
-) Mark Rename to.

The original title is no longer in the Document directory and the new name has appeared.

-) Close the Document directory by marking the X after Apply.

SUMMARY DOCUMENT DIRECTORY MANAGEMENT

TO DELETE, UNDELETE, COPY, RENAME AND PRINT A DOCUMENT DIRECTORY:

Delete:.....Select the document title to be deleted. Mark Delete, Apply.

Undelete:.....Select the document to be deleted. Mark Delete. A line is drawn through the document title. Mark Undelete. If the Delete command has been applied, Undelete will not recover the document.

Copy to:.....Select the document title. Move the cursor to the brackets following Copy to. Delete the words "new title" and type in new title. Mark Copy to.

Rename:Select the document title. Move the cursor to the brackets following Rename to. Delete the words "new title" and type in the new title. Mark Rename to.

Print Document Directory:....Mark Print Directory. If you want a detailed directory to print, mark Detail. Then mark Print Directory.
