

File Management Commands

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What are File Management Commands?

File management commands are used to list, modify, print or delete your files.

Why use File Management Commands?

Files are collections of instructions, text, or data. With file management commands, you can manage the files you create in your account.

How to get Help?

To learn more about the file management commands type HELP at the OpenVMS prompt or select HELP from the menu and type DELETE, DIRECTORY, EVE, PRINT, TRMPRINT or PURGE at the Topic? prompt. For personal help, see the footnote at the bottom of this document.

How to use File Management Commands?

From the OpenVMS prompt (\$), refer to this document's instructions for a specific command.

From the menu, select File Management Commands. The following menu appears:

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File Management Menu

1. Delete all copies of a File (DELETE/LOG)
2. Display a Directory of Your Files (DIRECTORY)
3. Edit a Text File (EVE)
4. File Printing Commands
5. Purge old versions of Files (PURGE/LOG)

Select one of the menu options by moving up and down the list with the arrow keys or pressing the number corresponding to the option you wish to choose and then pressing the <Return> key. Press the letter u key to go back to the main menu.

Deleting files

DELETE permanently deletes a file. From OpenVMS, type DELETE. From the menu, choose the DELETE option on the File Management Commands menu. Press the <Return> key. You are asked for the name of a file. Type in the name of the file. Each time you choose a file to delete, you must specify the filename, extension and version. For example, the file homework.lab;6 has a filename homework, an extension .lab and a version ;6

Displaying a List of Your Files

To display a list your files, select the option Display a Directory of Your Files or at the OpenVMS prompt type DIRECTORY. Press the <Return> key. The list appears in the following format:

```
Directory USER34:[ABC1234]
```

```
LOGIN.COM;1 MAIL.DIR;1 MAIN.TPU$JOURNAL;1 MATH.RECORD;1
```

Editing or Creating a File

To edit or create a file from the menu, select the EVE option. You are asked for a name for the file you wish to modify or create. Type the name of the file.

At the OpenVMS prompt, type EVE and then a file name. For example, if you want to modify or create a file with a filename of mine and an extension .lis type:

```
$ eve mine.lis
```

From the File Management Commands menu, choose the option Edit a Test File . Press the <Return> key. You are prompted for the name of the file you wish to create or modify. Type the filename and extension,. Press the <Return> key. For example:

```
homework.lab
```

The first 20 lines of your file are displayed followed by [End of file]. To add text to the file, begin typing at the point you want the text to appear. You may use the terminal arrow keys to move around the file. Pressing the <Delete> key erases the previous character.

When you are done editing, you can choose whether or not to save the changes you have made. Press the <Control> key and the letter Z at the same time to save the changes. Press the <Control> key and the letter K at the same time to leave the file as it was when you started the editing session.

Printing Files

You have the choice of printing to a printer attached to your computer (if you have one) or to a printer on the campus computer network. From the File Management Commands menu, choose File Printing Commands. From OpenVMS, you type the command.

To print to an attached printer, turn on the printer. Choose TRMPRINT from the menu or type at the OpenVMS prompt:

```
$ trmprint/foreign
```

Press the <Return> key. At the prompt, type in the name of the file you want to print.

To print to a campus printer, you must choose a printer queue.

Choose PRINT/QUEUE from the menu. You are prompted to enter the name of a printer queue. Type in the queue name.

From the VMS prompt, type PRINT/QUEUE=queuefilename filename. Press the <Return> key.

For example, to print the file homework.lab on the printer queue PRTST01, type:

```
$ print/queue=prtst01 homework.lab
```

Purging Old Versions of Files

Purging your files deletes all but the most recent version of each file in the current directory. From the menu, select Purge old versions of Files. To purge a particular file, enter the file's name without specifying the version number. For example:

```
myfile.dat
```

To purge older versions of all files, press <Return> after selecting the purge option.

To purge files at the OpenVMS prompt, type PURGE followed by the name of the file you want purged. To purge all the files in your account, you can type PURGE without a file name. For example, to purge all old versions of a file called MYLIFE.STORY, type:

```
$ purge mylife.story
```

To purge your account, type:

```
$ purge
```

Contacting the ITS HelpDesk

Phone Support: (585) 475-HELP or 475-2810 (TTY)

Email: helpdesk@rit.edu

Web Address: <https://www.rit.edu/its/help/>

In Person: Gannett Building, Room 7B-1113

Contacting the Resnet (Residential Computing) HelpDesk

Phone Support: (585) 475-2600 or 475-4927 (TTY)

Email: resnet@rit.edu

Web Address: <https://www.rit.edu/its/services/resnet/>

In Person: Nathaniel Rochester Hall (Building 43), Room 1034

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