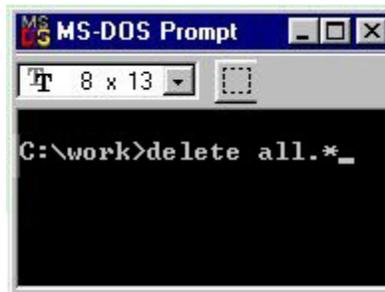


# MS-DOS Command Examples



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## Logging on to a Drive

When you type in MS-DOS commands, your drive letter is shown on the command line. You can log on the A: drive (have the A: drive as your prompt) or on to any valid drive by just typing in the drive letter followed by a colon and then pressing Enter. When you log on to a drive, all your commands will be executed on that drive - unless you specify otherwise.

Here are the steps:

1. Put a floppy disk into your machine.
2. Open an **MS-DOS** window. You will be at the C:\> prompt (you may be inside a directory structure, but you will be on the C: drive)
3. At the prompt, type in **A:** and press Enter.
4. Do a **DIR** to prove you are now on a blank drive (a drive with no files on it).

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## Making A Directory (using MKDIR or MD)

The way you make directories on a disk drive is to use the **MKDIR** command. The **MKDIR** command has a shortened form called **MD** and you can use either command interchangeably. For our examples, we will use **MKDIR** since that command is standard in at least one other operating system (Unix).

For this exercise, we will make a directory called **FREEDOM** on our floppy diskette. Which we will use in follow-on exercises. To make the directory, do the following:

1. Put your floppy disk into the computer.
2. Go to **MS-DOS** and log into the A: drive.
3. Using the **MKDIR** command, make a directory called **FREEDOM**. The syntax will be:

**MKDIR FREEDOM**

(be sure you are on the A: drive when you use the command!)

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## Changing Directories (using **CHDIR** or **CD**)

Directories are containers that are made to hold your files in a nice orderly way. To get to those directories and to see the files in them, you would use a combination of the **CHDIR** (or **CD**) commands and the **DIR** command. Do the following exercise to see how the **CHDIR** (or **CD**) command is used.

1. Put your floppy disk in the drive (be sure you have completed the previous **MKDIR** task)
2. Go to the **MS-DOS** prompt and log on to the A: drive.
3. Use the **CHDIR** command to enter the **FREEDOM** directory that you made previously. (**CD FREEDOM**)
4. Use the **DIR** command to see that there are no files in the directory. (only the . and .. files and those are for **MS-DOS** internal use).
5. Using the **EDIT** command, make two files. Call the first one **AAA.TXT** and the second one **B.TXT**.
6. Exit the **EDIT** program and do a **DIR** of the directory so you can see the files you just made.
7. Use the **CHDIR** command to get back to the root of the A: drive. (**CD \** is the command!)



### Important Shortcuts To Remember:

To change to the **ROOT** directory from any directory or subdirectory type:

**CHDIR \ {ENTER}**

To change to the parent directory of your current directory type:

**CHDIR .. {ENTER}**

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## Adding Parameters to a command

A parameter is a letter typed after a command, that tells the command to carry out an extra task. These parameters are also called 'switches'.

For instance, a command that you've already used is the **DIR** command. The command with a parameter might look like this:

**DIR /S /P**

( The **/S** and the **/P** are the parameters. You can use either one.)

This part	Tells MS-DOS to
DIR	Show the files and directories in the current directory ...
/S	.. and show all the files and directories below this directory (recurse)
/P	.. and show them one page at a time, waiting for the user to press 'Enter' between pages.

Most parameters are optional, however you will discover, over time, ones that you use frequently.

Go to the DOS prompt now and, with your diskette in drive A: do the following:

1. Log on to the A: drive
2. Do a DIR command
3. Do a DIR /S command and note the difference.

## Copying Files (first look)

When you COPY a file, you make an exact duplicate of it. However, no two files in the same directory may have the same name. So you must either COPY the file to another directory, or copy it to another file name. We will look at copying files to another directory in a later lesson, but for this lesson, we want to make some copies of the files we created earlier on our floppy diskette and we want to keep all the files in the same directory called A:\FREEDOM. That means we will have to copy the files to different file names.

We want the following files in our A:\FREEDOM directory: A.DOC; AA.DOC; AAA.TXT; B.DOC; A.TXT; B.TXT. We will use them in the next lesson. Since it doesn't matter what's inside the files for our lesson, we will just copy one of the files we already made to the new filenames.

Do the following exercise:

1. Put your floppy disk in drive A:
2. Go to the **MS-DOS** prompt and log onto Drive A:
3. Go to the **FREEDOM** directory
4. In this directory, you already have **AAA.TXT** and **B.TXT**. Do the following **COPY** commands:

**COPY AAA.TXT A.DOC**

**COPY AAA.TXT AA.DOC**

**COPY AAA.TXT B.DOC**

**COPY AAA.TXT A.TXT**

5. Do a **DIR** to see the result.

# Wildcards

Wildcards are symbols that enable you to perform an MS-DOS operation on more than one file at a time. A file specification that contains wildcards can refer to more than one file because it gives MS-DOS a pattern to match.

MS-DOS searches for any file whose filename or extension matches the pattern. There are two wildcard characters:

- ? A question mark in a filename or extension means that up to a maximum of ONE character/letter/number can occupy that position.
- \* An asterisk in a filename or extension means that any number of characters/letters/numbers, (up to maximum of EIGHT before the dot, and up to a maximum of THREE after the dot) can occupy that position.

NOTE:- There can be LESS than the maximum number of characters/letters/numbers

For example suppose you had a directory containing the following files,

A.DOC  
AA.DOC  
AAA.TXT  
B.DOC  
A.TXT  
B.TXT

The following command and file patterns match some or all the above files:-

DIR *.DOC	Is the equivalent to DIR ????????.DOC and matches the first four files (those with the DOC extension)
DIR *.*	Is the equivalent to DIR ????????.??? and matches ALL files. Use *.* with care e.g. DEL *.* deletes ALL files in the current directory, regardless of extension!!
DIR ?.DOC	Matches A.DOC and B.DOC
DIR ?.*	Matches A.DOC, B.DOC, A.TXT and B.TXT
DIR A?.DOC	Matches A.DOC and AA.DOC
DIR A*.DOC	Matches A.DOC, and AA.DOC

Let's Practice! Do the following:

1. Put your floppy disk in the A: drive.
2. Go to MS-DOS and log on to the A: drive
3. Go to the FREEDOM directory (CD FREEDOM)
4. Issue the following commands and record the result:
  - a. DIR \*.DOC
  - b. DIR \*.\*
  - c. DIR ?.DOC
  - d. DIR ?.\*
  - e. DIR A?.DOC
  - f. DIR A\*.DOC

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## Formatting a Diskette (review)



**DANGER: BE SURE YOU ONLY FORMAT FLOPPIES! NEVER FORMAT YOUR C: DRIVE WHEN DOING THESE LESSONS ELSE YOU WILL LOSE EVERYTHING ON YOUR HARD DRIVE!!**

You use the FORMAT command to format a diskette. We did that in our previous lesson.

*Formatting a diskette you have previously used erases any data on the diskette, so only reformat a diskette if you are very sure you don't need any of the data on it.*

1. Type:

**FORMAT A: {ENTER}**

Note: To put the MS-DOS operating system files onto the diskette you are formatting, add the /S switch to the command

**FORMAT A: /S {ENTER}**

Putting the operating system on the diskette enables you to BOOT-UP the computer from the diskette. This disk is now known as a SYSTEM DISK. **NOTE THAT THIS COMMAND DOESN'T WORK ON WINDOWS 2000 or XP!!! The Windows 2000 or XP operating system is too big to fit on a diskette.**

2. When this prompt appears on the screen.  
**Insert new diskette for drive A: and strike ENTER when ready**  
insert the diskette you want to format into drive A:  
Press the { Carriage Return } or { ENTER } key.
  3. When formatting is complete, and this prompt appears:  
**Format another (Y/N) ?**  
Type Y (for yes) to format another diskette, N (for no) to exit from the FORMAT command.
- 

## Copying a Diskette

You use the DISKCOPY command to make a copy of a diskette. Before you run DISKCOPY bear in mind:

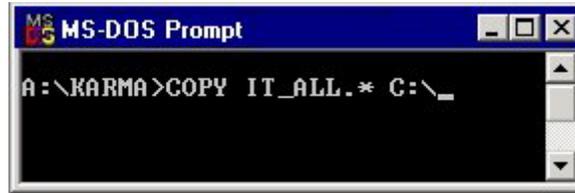
- The diskette you are copying FROM is the SOURCE diskette. The diskette you are copying TO is the TARGET diskette.
- You don't need to format the target diskette - DISKCOPY does it for you.
- DISKCOPY erases any information you already had on the target diskette.

Let's use DISKCOPY! From your C drive MS-DOS Prompt, do this:

1. DISKCOPY A: A: {ENTER}
2. When this message appears:  
Insert SOURCE diskette in drive A:  
Press any key when ready...  
Insert the source diskette and press any key when ready!
3. When this message appears:  
Insert TARGET diskette in drive A:  
Press any key when ready...  
Remove the SOURCE diskette and insert the TARGET diskette into drive A:  
and press any key again.
4. When copying is complete this prompt appears:  
Copy another diskette (Y/N) ?  
Type Y (for yes) to copy another diskette, N (for no) to exit from the DISKCOPY command.

NOTE:- Later versions of MS-DOS may ask if you wish to make another copy of the diskette, this makes another copy WITHOUT having to insert the SOURCE diskette again.

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## Additional MS-DOS Commands

### Checking the Condition of a Disk

You use the CHKDSK command to:

- Check a disk to see how much space there is available, and how much is in use.
- Fix some disk errors, such as files that show a non-zero size but that really have no data in them
- Display information about the disk, including the total disk space, the number and size of files.

The command:

**CHKDSK A: /F {ENTER}**

**Checks the disk in drive A: for errors and fixes any errors it can.**

**If CHKDSK finds no errors it displays a report like this:**

```
C:\>chkdsk A: /F
The type of the file system is FAT.
Volume Serial Number is 11EC-3150
Windows is verifying files and folders...
File and folder verification is complete.
Windows has checked the file system and found no problem.
```

```
1,457,664 bytes total disk space.
  512 bytes in 1 folders.
  3,072 bytes in 6 files.
1,454,080 bytes available on disk.
```

```
  512 bytes in each allocation unit.
2,847 total allocation units on disk.
2,840 allocation units available on disk.
```

C:\>

If the CHKDSK command reports any errors on the disk, it displays a message such as:

**xxx lost clusters found in xxx chains**

and asks you whether you want to correct the errors.

**Type Y (for yes) and then press the {ENTER} key.**

NOTE:-This procedure can cause you to lose some of the information on your disk, however, not fixing the disk can cause you to lose even more!!

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## Copying a file - revisited

You use the COPY command to copy a file from one disk or directory to another.

Copying from a diskette to a Hard disk **1. Insert the diskette containing the file you want to copy into drive A: 2. Type COPY A:\{filename} C:\{pathname} {ENTER}** {Filename} is the full name of the file on the diskette.

{Pathname} is the directory (path) on drive C: (the hard drive) to which you want to copy the file.

If you do not specify the pathname, the file would be copied to the root directory on drive C: For example, if you wanted to copy a file called AAA.TXT from drive A:\FREEDOM to the root directory on drive C: you would type:

```
COPY A:\FREEDOM\AAA.TXT C:\{ENTER}
```

**If you wish to do the following demonstration, be sure you diskette that you made in the previous lessons is in Drive A.**

**To copy all the files on the diskette to a directory on drive C: called MEMOS, you would type:**

```
COPY A:*. * C:\MEMOS {ENTER}
```

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## Copying from a Hard disk to a diskette

1. Insert the diskette to which you want to copy into drive A:

2. Type:

```
COPY C:\{pathname}\{filename} A:{filename}
```

```
{ENTER}
```

{pathname} is the directory (path) on drive C: from which you want to copy the file.

{filename} is the name you want for the copy on the diskette. If you do not specify a new name, the file retains its old name.

This could be used to change the name of a file, by copying it and renaming it at the same time:

```
COPY C:\MEMOS\MEMO.JUN C:\MEMOS\MEMOCOPY.JUN {ENTER}
```

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## Displaying the contents of a file

The TYPE command enables you to display the contents of a file on your screen.

NOTE: There are some files, for example, operating system commands or applications software, which you may not be able to read because they contain non-alphabetic and non-numeric characters.

This command:

**TYPE APRIL.DOC {ENTER}**

Displays the contents of the file APRIL.DOC.

If you want to display a long file, you can use the MORE command to display information one screenfull at a time.

For example:

**TYPE APRIL.DOC | MORE {ENTER}**

Type pauses and displays the prompt --- More --- at the bottom of the screen, to view more, press any key.

**NOTE: The pipe (|) switch can usually be found by holding down the SHIFT key and pressing the backslash (\) key. It is also on all U.S. keyboards somewhere around the 'Enter' key.**

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## Renaming a File

You use the RENAME command ( REN for short) to change the name of a file. The general format is:

**REN {oldname} {newname} {ENTER}**

**This will not work if a file with the new name already exists in the current directory.**

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## **Deleting a File**

You use the DEL (ERASE if you need the typing practice) command to delete files that you no longer need.

Deleting old files makes room for new ones. BUT remember that, once you delete a file, you cannot get it back!

To delete a file use the following :

**DEL A:\{pathname}\{filename} {ENTER}**

If used VERY carefully WILDCARDS can also be employed.

For example:

**DEL A:\\*.\* {ENTER}**

**Would DELETE ALL the files on the root directory of A: !!!**