

2.1.5 Organize Your Hard Disk!

Ahh!!! The wonders of modern technology! Aren't hard disks terrific? Programs and data load from hard disk into memory 15 times faster than with floppies. No more flipping floppies in and out; thousands of files will fit on a hard disk. Floppy storage is measured in Kilobytes, hard disk storage in Megabytes. You can store ALL your programs and data on a hard disk. Because of this very fact, it is imperative to organize and maintain your hard disk. Without organization, you will have great difficulty using the programs and even more trouble finding all the data files.

Once the hard disk has been organized effectively, a maintenance scheme becomes necessary to keep it that way. An hour or two per week spent on maintenance will keep your disk clean. USE your tape subsystem to make backups on a regular basis (See Section 2.2.2 for further details). Delete temporary, duplicate and obsolete files. If you wait months, you will likely forget which files are which (an 8 letter filename can't be particularly descriptive), and it will take much longer to find and delete unwanted files. You may even find that your hard disk has become full.

FASTFACTS

Murphy's Corollaries 1 & 2

- Files Multiply To Fill The Available Storage Space.
- The Hard Disk Will Become Full Just Prior To Saving a Critical File.

Rule: Only your active data files should reside on the hard disk. Archival (non-active) files should be copied onto floppies, then deleted from the hard disk. All files should then be backed up regularly using the tape subsystem.

2.1.5.1 The Directory Structure

A hard disk may be subdivided into logical units called Directories. Each directory may hold as many files as there is space available on the hard disk (except the ROOT, which may hold a maximum of 512 files). When the hard disk is formatted, the ROOT directory is automatically created. All other directories must branch off from the ROOT, thus the term «Tree Structured» is applied to the directory system on a DOS hard disk.

You have complete freedom to set up the Tree in any way (within the structure), but some ways are better than others. If you make many levels of directories, navigating becomes a chore. If you have too few directories, it becomes difficult to organize your files. A happy medium can be found between these two extremes.