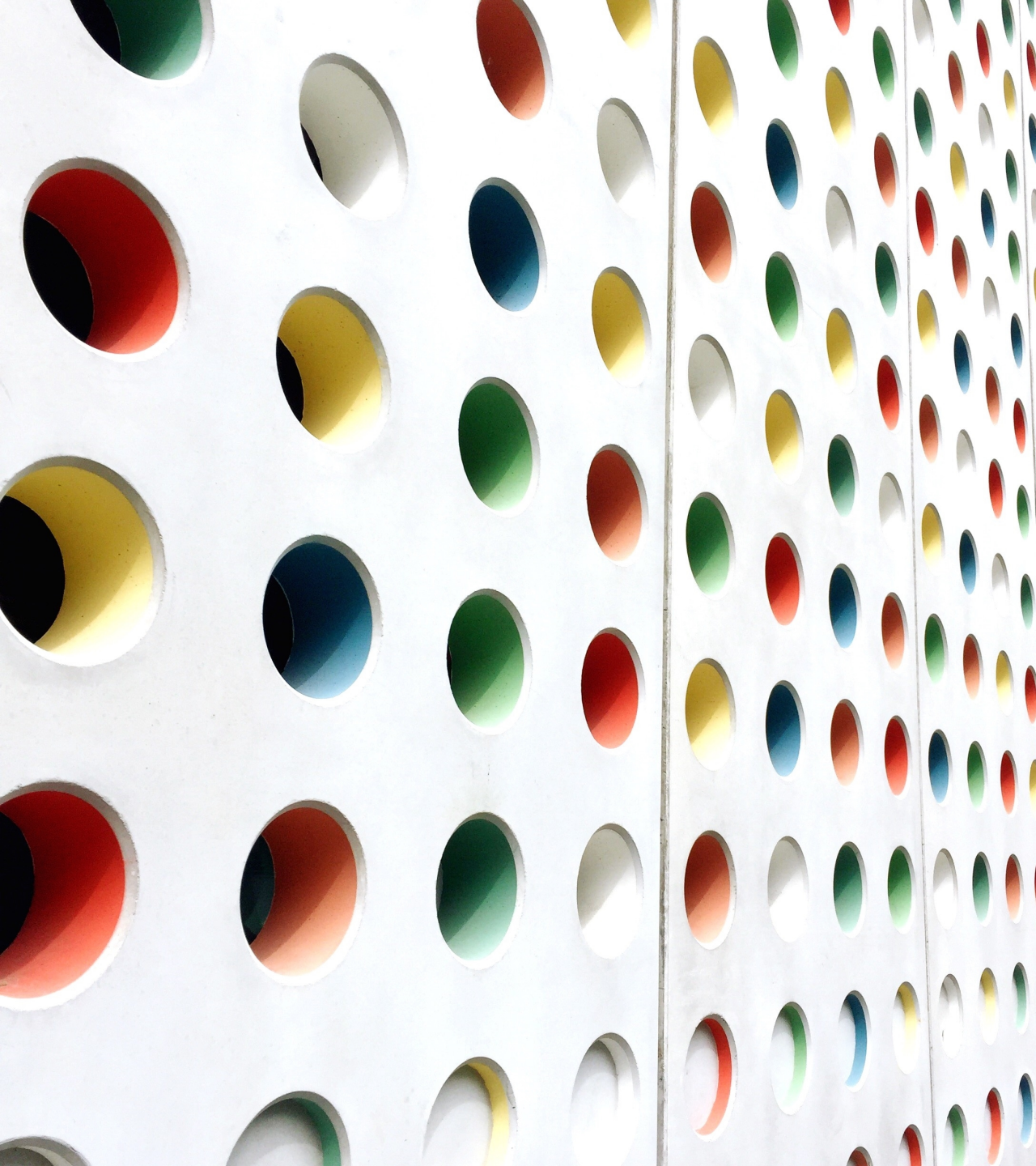




File Attributes

BY MARK GILLAN

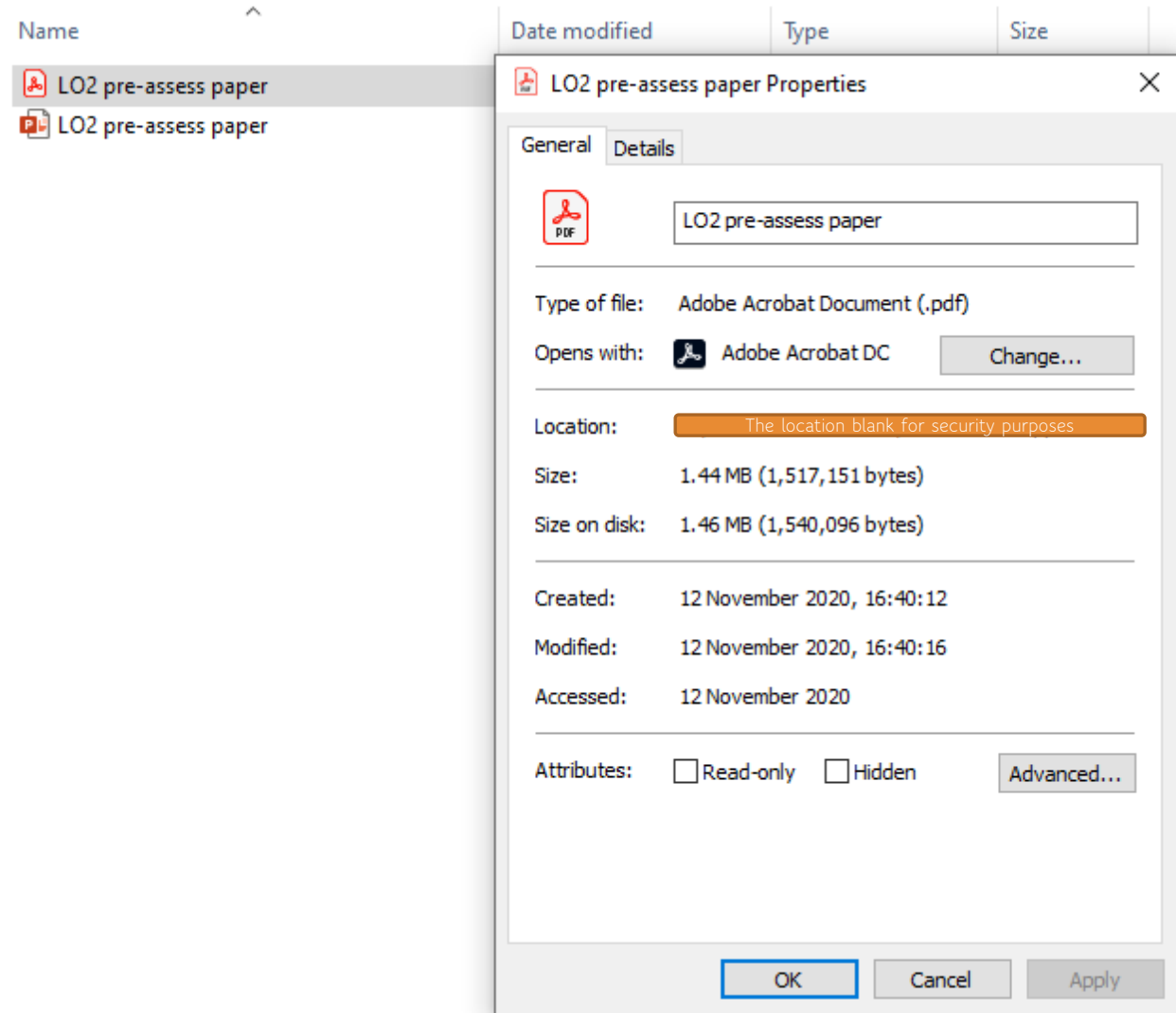
File Properties

Right hand click on a file, then select Properties from the list of commands.

The number of tabs that appear depends upon the type of file.

Click on the General tab if not already selected.

Notice the Attributes section at the bottom of the box.

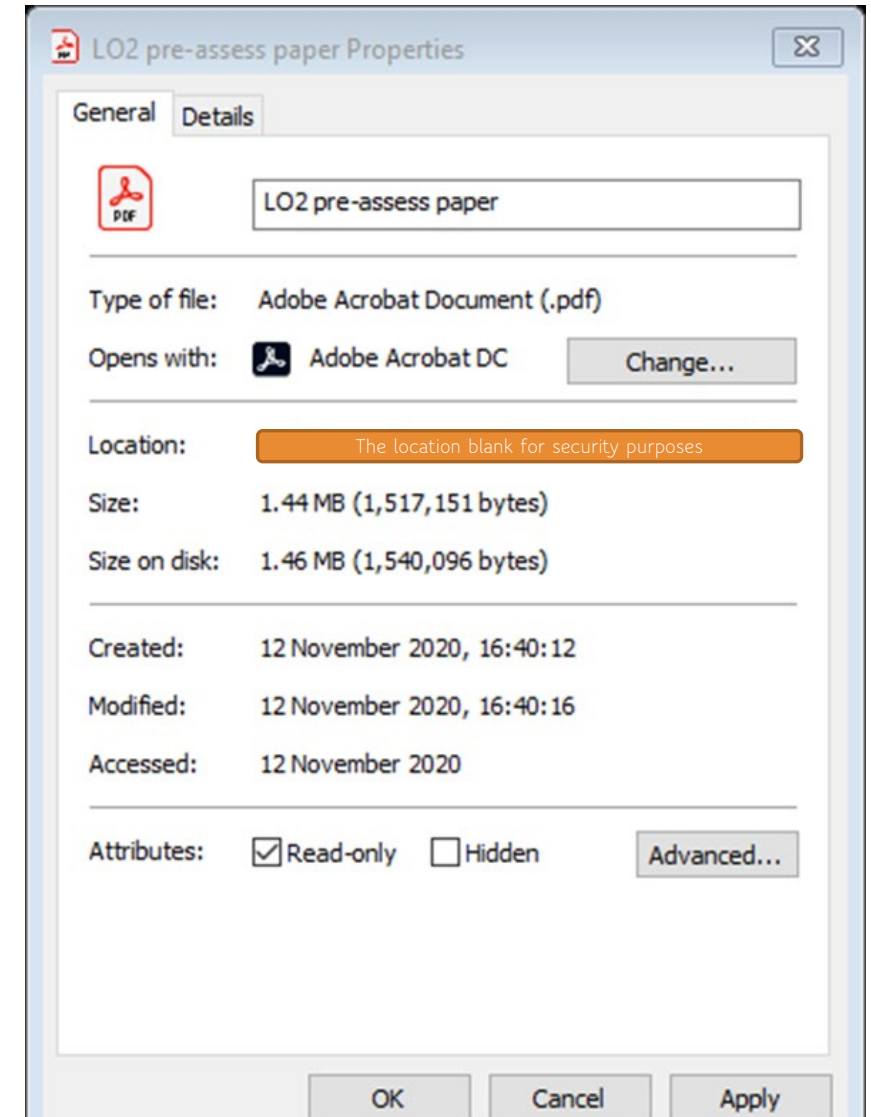


Read-only

Clicking on the Read-only check box will activate the Read-Only protection of a file, when the Apply button is clicked. To complete, click the OK button. Operation done and file properties now closed.

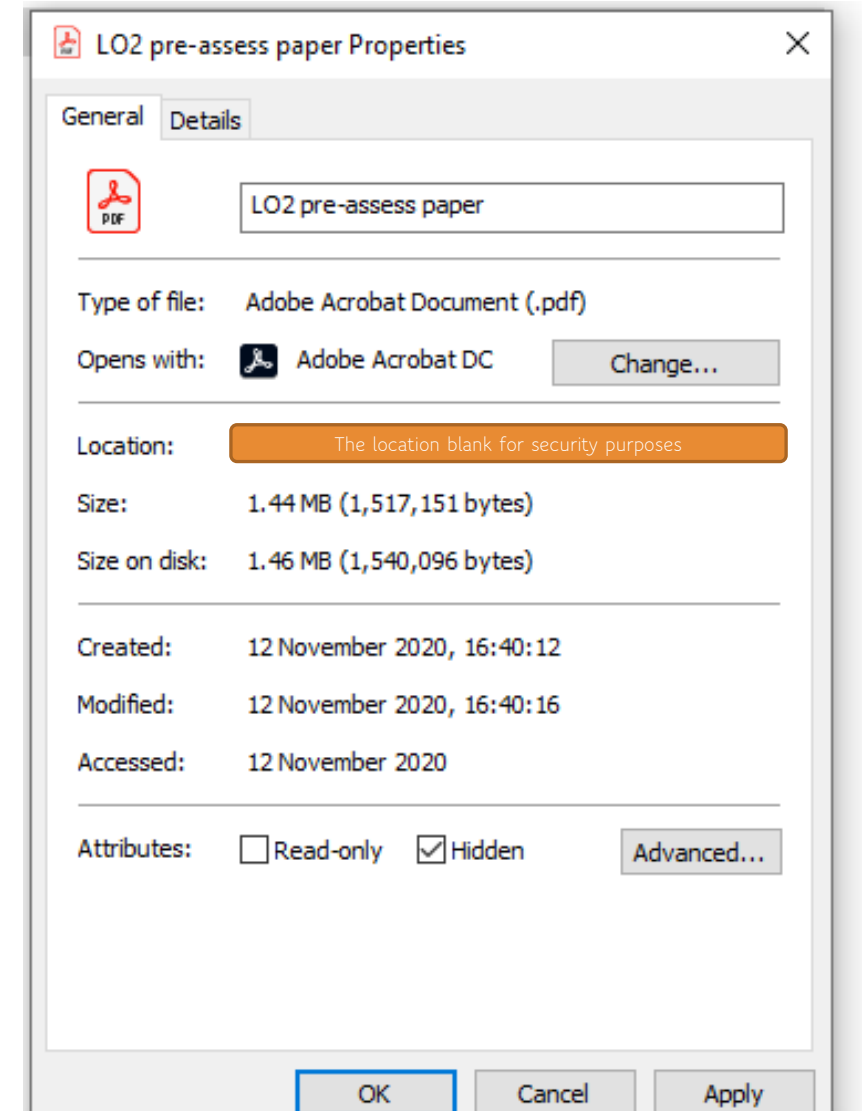
Meaning, the file can only be read and not edited in any way. It protects the file from file attributes as opposed to application software option.

If a file is Read-only, the checkbox can be changed back to the default by clicking the tick – it is an on/off selection.



Hidden

Clicking on the Hidden check box will place the file into a hidden from view state within the window containing the file, after the Apply button is clicked and the File Properties dialog box is closed by clicking the OK button to confirm the operation as complete.



Hidden file

The file will not be shown in the folder view / File Explorer view of the folder whilst in Hidden state.

Notice the file LO2 pre-assess paper only has the PowerPoint file remaining, the PDF that is in hidden state is not viewable.

It has indeed been hidden.

Name



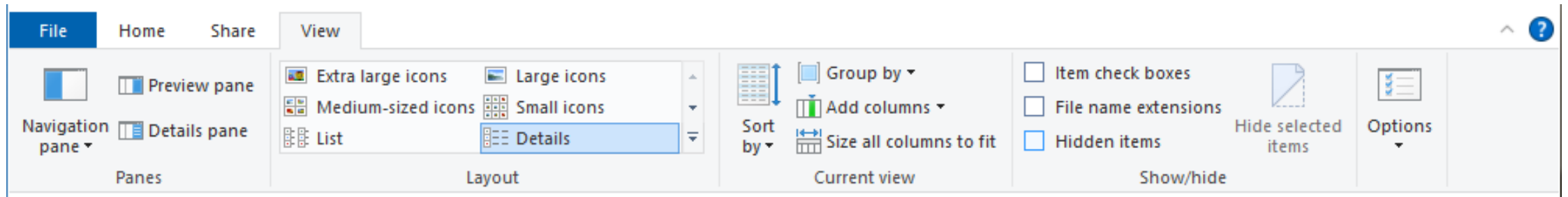
LO2 pre-assess paper

Viewing 'Hidden' files

To view hidden files, use the View ribbon from within the folder view (otherwise known as the File Explorer view of folders). Note the 'Hidden items' checkbox within the Show/Hide grouping.

This is an on/off button to show or hide hidden files. Returning files to being on show. Reversing the 'hidden' operation, for example, right click on the 'hidden' file that is now displayed, un-checking the 'Hidden' checkbox to relieve the file Properties of the hidden attribute, click Apply and then OK to complete the operation should mean the permanent return of the file that had previously been hidden.

This can be useful for files that are hidden for protection, but the user wishes to view and to work.



Encryption

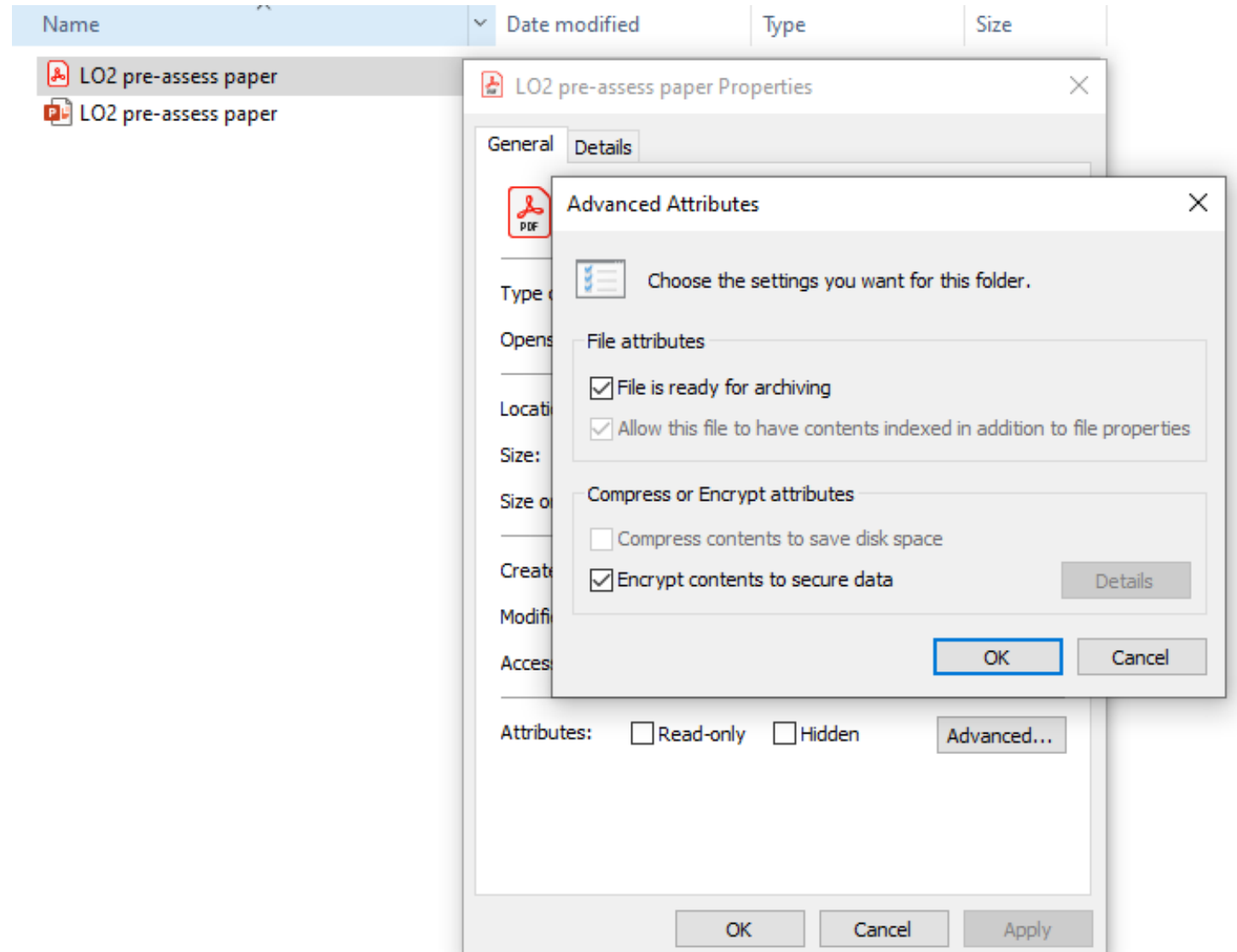
For security purposes, files can be encrypted.

Again, right hand clicking on a file, selecting Properties from the list of commands, takes the user into the Properties tabs dialog box.

At the bottom of the General tab is Attributes, with an 'Advanced...' button.

The Advanced Attributes all the user to 'Encrypt contents to secure data' by using the checkbox, again, it is an on/off button.

Clicking OK, then Apply, then OK to complete the whole operation. The file will now be secured using encryption by Microsoft Windows.



Cancel or undo

To undo one of these commands after applying, it is a matter of reversing the process and clicking away the tick in the checkbox to clear.

Also, if the user does not wish to proceed with changes, prior to hitting the 'Apply' button will allow the user to just 'Cancel' the whole operation and no changes will be implemented for the time the dialog box had been open. All changes that are not applied using the 'Apply' button can be cancelled using the 'Cancel' button and no harm done.

It is always wise to note changes and to be sure of changes in the first instance.

