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MS-DOS Commands

Disk Commands

FORMAT:

Prepares a disk so that MS-DOS can use it. **Formatting a disk erases all the information on the disk, so be careful.** *Example: FORMAT A:*

CHKDSK:

Checks for problems and repairs corrupted disks. A disk can sometimes get corrupted when, for example, the power is turned off while a program is still running. *Example: CHKDSK C:*

DISKCOPY:

Duplicates diskettes. Use this command to copy important diskettes, like newly purchased programs. *Example: DISKCOPY A: B:*

Directory Manipulation Commands

MKDIR (MD):

Makes a directory on the disk. *Example: MD C:\DOS*

RMDIR (RD):

Removes empty directories from the disk. *Example: RD C:\DOS*

CHDIR (CD):

Changes the current working directory. *Example: CD C:\DOS*

PATH:

Provides a list of directories where MS-DOS can find programs. Put this in your AUTOEXEC.BAT file. *Example: PATH C:\;C:\DOS*

File Copying & Backup Commands

COPY:

Copies files between disks or directories. *Example: COPY C:\AUTOEXEC.BAT A:*

XCOPY:

Copies files, or entire directories with their subdirectories, to other disks or directories. *Example: XCOPY C:\DOS C:\OLD_DOS /S*

BACKUP:

Copies entire hard disks onto many floppy diskettes to create a backup copy of the hard disk. *Example: BACKUP C:*.* A: /S /F*

RESTORE:

Restores the BACKUP files back onto your hard disk. *Example: RESTORE A: C:*.**

File Management Commands

DIR:

Lists the files in a directory or disk. It includes file and directory names, file sizes, and file creation dates. *Example: DIR C:*

TYPE:

Displays the contents of a file on your computer screen. *Example: TYPE C:\CONFIG.SYS*

ERASE (DEL):

Deletes files from the disk. *Example: DEL C:\JUNK.TXT*

RENAME (REN):

Changes the name of a file. *Example: REN TEMPLATE.WP REPORT.WP*

Other Commands

PROMPT:

Changes the MS-DOS command prompt from C> to whatever you wish. Use the command PROMPT \$P\$G, to display your current working directory in the prompt.

DATE:

Displays and changes the current date. If your computer does not have a real-time clock installed, put the DATE command in your AUTOEXEC.BAT file. *Example: DATE*

TIME:

Displays and changes the current time. If your computer does not have a real-time clock installed, put the TIME command in your AUTOEXEC.BAT file. *Example: TIME*

MODE:

Changes various settings for the screen, serial ports, and printer ports. *Example: MODE CO40*

EDIT:

A text editor used to modify files like AUTOEXEC.BAT and CONFIG.SYS. You can also use word processors like WordPerfect. However, make sure you store the file in TEXT mode, not in the word processor's native binary mode. Failure to do this could seriously incapacitate MS-DOS. Make backup copies of system files before editing them. *Example: EDIT C:\AUTOEXEC.BAT*

An MS-DOS Glossary

Below are a few common MS-DOS terms and their definitions. Your MS-DOS manuals have more information.

Disks:

The part of the computer that stores your data and programs while the computer is turned off. There are two types: Floppy Diskettes and Hard Disks. If you do not save your work to a disk before turning off your computer, all that work is lost.

Hard Disk:

Sometimes called a Fixed-Disk because it is installed inside the computer. Hard disks are much faster than floppy diskettes, and can hold much more information.

Floppy Diskette:

A disk that can be removed from the computer's disk drives. Floppy Diskettes are slower than Hard Disks, and contain less information. Their advantage is that they can be moved from one computer to another, while Hard Disks cannot.

Floppy Diskettes come in two sizes: 5 1/4", and 3 1/2". Each of these sizes also come in two formats, High Density (HD) and Medium (or Double) Density (MD). It is very important to use the correct floppy diskette size and density for your computer.

File:

Information stored on a disk. For example, a word processing program, the documents it creates, and its spelling dictionary are all stored as separate files on your computer disks.

Directory:

A way to group similar files on your disk. For example, you would create a directory to store all your word-processing documents, another directory for your spreadsheet files, etc. You control the organization of this computer filing system. A directory that is inside another directory is called a subdirectory.

AUTOEXEC.BAT:

A file containing instructions which are run whenever the computer is turned on. This saves you from having to type the same commands (PATH, DATE, TIME, PROMPT, MODE, etc.) every time you start the computer.

CONFIG.SYS:

The MS-DOS configuration file. The CONFIG.SYS file can be customized for the hardware available in your computer. Some programs may also need some specific CONFIG.SYS settings.