

Managing Your Home Directory
Information Technology Services
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Home Directory

Your *Home Directory* is a personal storage space for any data files you make while working on a file server connected to the campus network. If you don't have a floppy disk, you can store the files produced in MS Word, Excel, PowerPoint, or any other programs on your *Home Directory*.

Your *Home Directory* may physically reside on one of the campus servers. However, files stored in your Home Directory will appear to you when logged into any file server or any computer connected to the campus network. For example, your *Home Directory* may physically exist on *Uranus*, but all your files will still be available when you login to *Jupiter* to use the **SPSS** statistics program. You may save a file to your *Home Directory* in the Annex Link and it will be available when you login to any of the Open Access Labs by **FTP** to your *Home Directory*

Your *Home Directory* is to be used only for storing small data files temporarily needed for your course work and current email messages. A **Disk Quota** of **ten megabytes** (10 mb) is imposed on all student computer accounts. This means you can save a **maximum** of ten megabytes of data on your *Home Directory*.

Accessing your Home Directory

In order to modify the files you have stored in your *Home Directory*, you should select the particular Unix file servers you belong to (i.e. Sol) to log into your *Home Directory*. Access is accomplished through a *File Transfer Protocol* program commonly referred to as an **FTP**. To access your *Home Directory* you need to perform the following:

To access you *Home Directory*:

1. Double click on the Home Directory desktop icon to begin an FTP session. The **Session Properties** dialog box opens (see Figure 1)

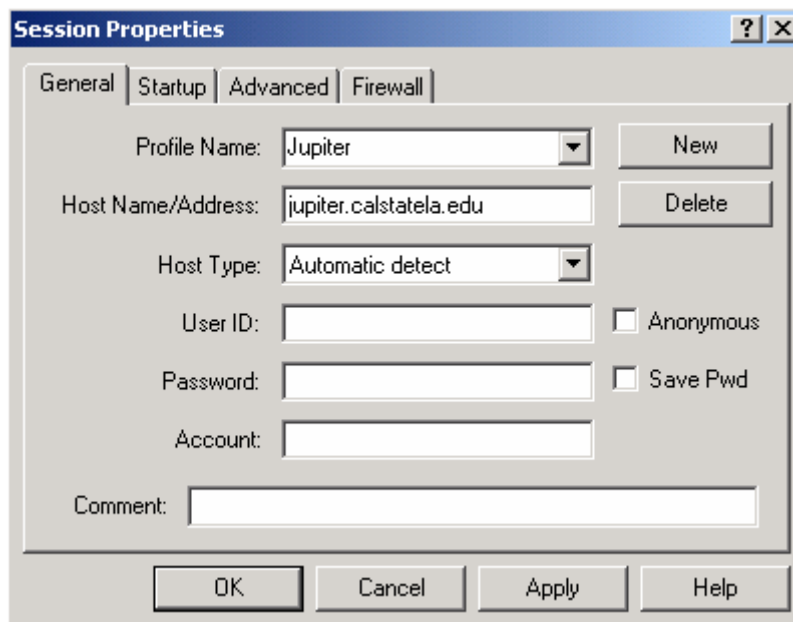


Figure 1 - Session Properties Dialog Box

2. Select your *Home Server* from the **Profile Name** drop down list (see Figure 1.1).

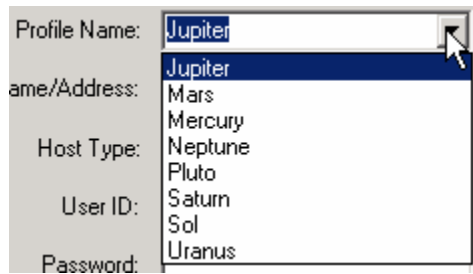


Figure 1.1 - Profile Name Drop Down List

3. Enter your **NIS Username** in the User ID text box (see Figure 1.2).



Figure 1.2 - User ID Text Box

4. Click on the **OK** button in the lower left corner of the dialog box.
5. Enter your **NIS Password** when prompted to and click on the **OK** button (see Figure 1.3)

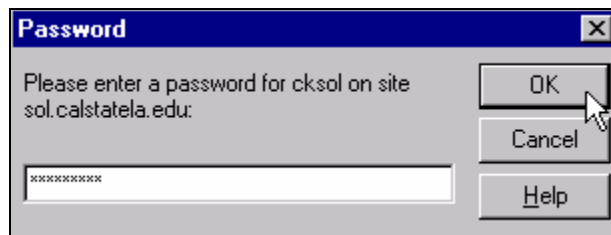


Figure 1.3 - Password Dialog Box

6. Once you are logged in, the interface will appear on your screen (see Figure 1.4). The left frame will display your **local desktop**. The right frame will list the contents of your **Home Directory**.

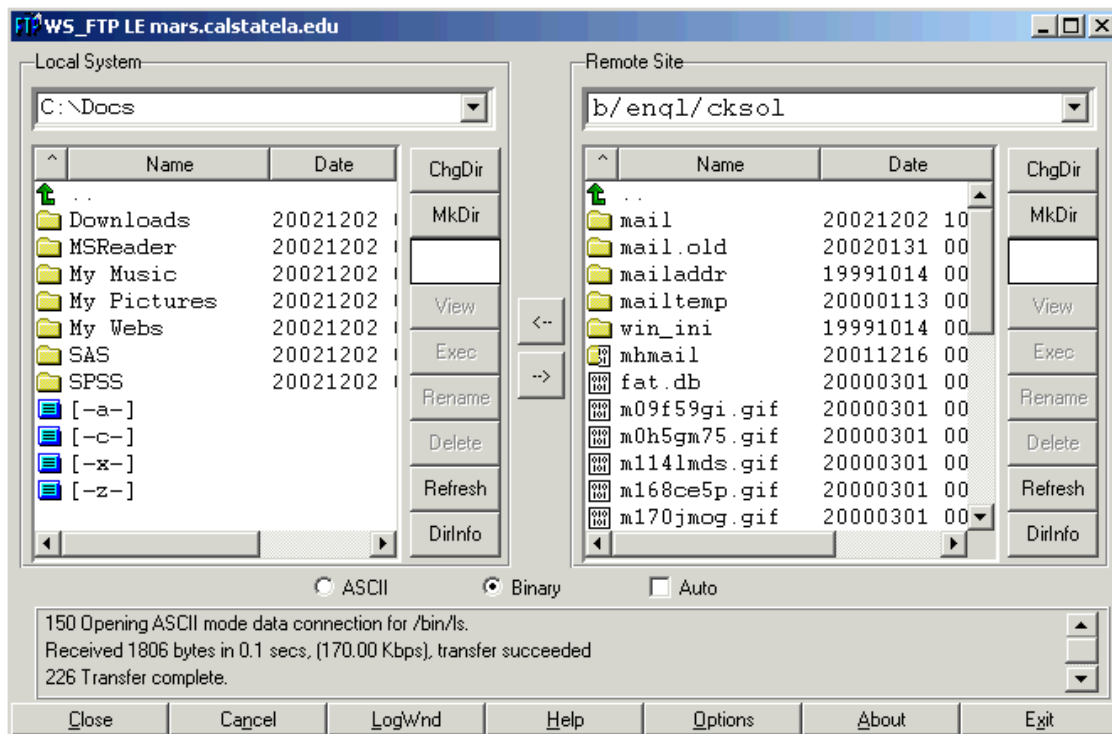


Figure 1.4 - Home Directory Interface

- Using the left frame, you will notice that the current local directory is **C:\Docs** (see Figure 1.5). If your files are not listed there, use the interface to change to the directory holding your files.

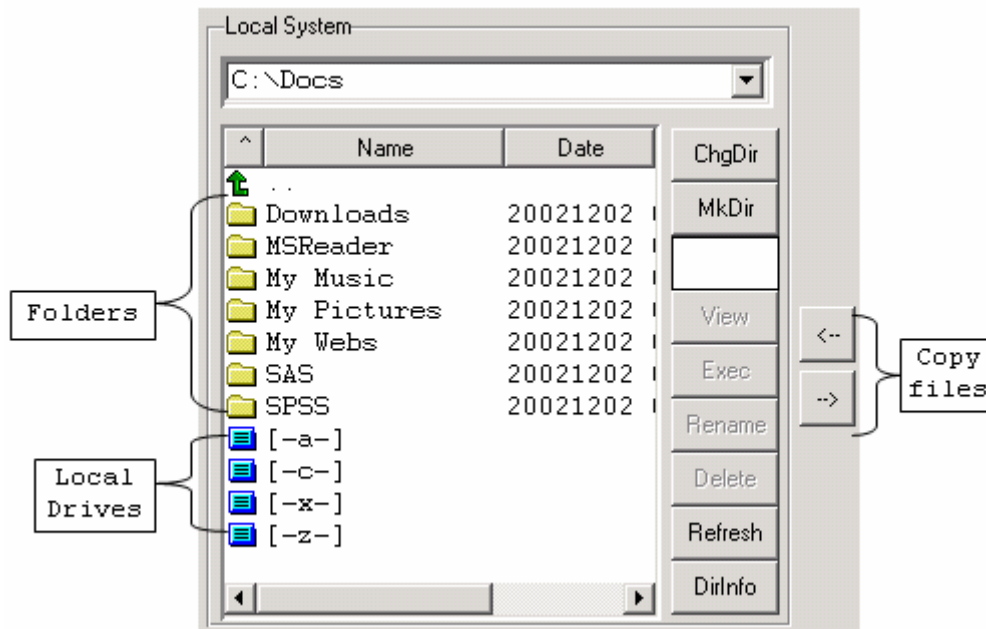


Figure 1.5 - Local Directory

- In the middle of the interface are two buttons with arrows on them. They manage the **copying** of files between the local drive and the *Home Directory*. The top button will copy a file from your *Home Directory* to the local drive. The second button will copy a file from the local drive to your *Home Directory*.



- To copy a file from C:\Docs to the *Home Directory*, click once on the filename. You will notice that it becomes highlighted. Next, select the second copy button. This will copy the file from C:\Docs to your *Home Directory*.



- To remove the original file from the C:\Docs directory, select the **Delete** button from the **left frame** of the interface. Students should exercise extreme caution when deleting a file. You should always confirm that the original has been successfully copied to the Home Directory before actually deleting the original.



- Once you have completed your work, select the **Exit** button located at the bottom right corner.

Note:

It is possible to access your Home Directory from home if you have an FTP program installed on your personal computer. All FTP sessions require a *Host Name*, *Username*, and *Password*. With these settings (as shown above) you should be able to establish an FTP connection to your Home Directory from home.

Local Storage Space

When working from any application, you have the following locations where you can save to:

1. A Floppy Disk in the **A:** Drive.
2. A Zip Disk in the **Z:** Drive.
3. The data directories on the local hard disk.

Space is made available for students to **temporarily** save files locally on the computer's hard disk. For each Link Station, space is made available in specific directories on the C:\ hard drive. Specifically, these *data directories* are:

- C:\Docs
- C:\Docs\My Pictures
- C:\Docs\My Webs
- C:\Downloads
- C:\Temp

Note:

Attention: *It is up to the individual students to be responsible for all their own files.* The space made available on the local hard disk is **public**. Each student who uses the station will have equal access to these directories and may copy, modify, or delete any of the files stored there. Students should use this space only on a **temporary basis** when they have no Floppy or Zip disk to use.

Warning: ATS cleans out these data directories each time you logout of the Link Station! Files left in these directories are purged during the logout process and cannot be recovered. Every student is responsible for moving their files from the data directories during the time they have the station checked out. Files stored locally will only remain on the hard disk during your current session. If you do not wish to lose your files and have no disks (floppy or zip), you should move your files to your *Home Directory*. Again, after you logout, these files will be purged from the station and cannot be recovered. Besides, ATS seats students in the labs on a first come first serve basis. You should never expect to be assigned to the same workstation each time you come to a lab.

Calculating Disk Space

Because of the Disk Quota of ten megabytes on all student **NIS** accounts, you should always be aware of how much disk space you are using in your *Home Directory*.

To find out exactly how much you are storing:

1. Click on the **Start** menu.
2. Select the **Workspace** folder.
3. Select the **Communications** folder.
4. Select the **Telnet** folder.
5. Select your **Home Server** (i.e. sol).
6. A **Telnet** session will begin. You will be connected to your Home Server when you enter your **NIS Username** and *Password* and successfully log in. You know you are properly connected once you see the **UNIX prompt** which is the name of your server followed by the percent symbol (example: **sol%**)
7. At the UNIX prompt, issue the command: **diskuse**

The **diskuse** command will report back a single number. This number tells you how much you have stored and is denominated in **kilobytes**.

```
sol% diskuse
10294      Total
```

In the previous example The command **diskuse** reports back a value of 10294 **kilobytes**, which is also 10.05 **megabytes**. Clearly, this individual is **over** the Disk Quota.

If you want to see how much is stored in each folder or **sub-directory** on your *Home Drive*, simply modify the **diskuse** with either of two commands: **diskuse -l** or **du**

```
sol% diskuse -l
sol% du
5      ./mail/inbox
2      ./mail/outbox
2      ./mail/waste
9      ./mail
2      ./mailaddr
1      ./mailtemp
19     ./win_ini/netscape
19     ./win_ini
5253   ./tmp
10     .
5294   Total
```

Issuing either the **diskuse -l** command or the **du** command will give you a complete listing of your *Home Drive*, directory by directory. In the example above, the user has 5294 kilobytes (or 5.13 megabytes) stored in their directory named **tmp**. The last line will display the total amount of space used.

System Files

Your *Home Directory* is used whenever you login to one of the UNIX servers. When your account is created, four *System Files* are copied over to your *Home Directory*. These files are very important and should **never** be deleted. From the UNIX prompt, these files can be listed with the following command: **ls -la**

```
sol% ls -la
total 4
drwx----- 2 cksol      512 Mar 23 11:45 .
drwxr-xr-x  3 root      512 Mar  4 10:17 ..
-rw-----  1 cksol     180 Mar  4 10:17 .login
-rw-----  1 cksol     182 Mar  4 10:17 .logout
-rw-----  1 cksol     180 Mar  4 10:17 .cshrc
lrwxrwxrwx  1 cksol      30  Mar  4 10:17 .mailrc
```

The UNIX command **ls -la** will display all files in your *Home Directory*, including the System Files. There are three *files* and one *symbolic link*, again these should never be deleted:

.login	Used when you Login to a UNIX Server
.logout	Used when you Logout to a UNIX Server
.cshrc	Sets a user's PATH and Environment
.mailrc	A symbolic link , used by <i>Web Mail</i>

Restoring Deleted System Files

If you delete your system files, any operation involving a login to a UNIX server will experience problems.

To check if your *System Files* are there:

1. Click on the **Start** menu.
2. Select the **Workspace** folder.
3. Select the **Communications** folder.
4. Select the **Telnet** folder.
5. Select your **Home Server** (i.e. sol).
6. **Telnet** launches and you will be asked for your *Username* and *Password*.
7. At the UNIX prompt, issue the command: **ls -la**
8. You should see all the *System Files* listed at the beginning of the display.

In the event you delete these files, you must restore them. CSULA has created an automated procedure to do so.

To restore your *System Files*:

1. Click on the **Start** menu.
2. Select the **Workspace** folder.
3. Select the **Communications** folder.
4. Select the **Telnet** folder.
5. Select your **Home Server** (i.e. sol).
6. **Telnet** launches and you will be asked for your *Username* and *Password*.
7. At the UNIX prompt, issue the command: **/usr/local/bin/fixenv**

Note:

You **must** type this command **exactly** as given, including the forward slashes: /

You will then see something similar to the following:

```
Repair "cksol (2650)" environment profiles in /j/und/cksol
Press ENTER to continue.....or Ctrl-C to quit
```

8. Press the [**Enter**] key and the restore will begin:

```
copying /usr/local/environment/sample.cshrc to /j/und/ cksol/.cshrc
copying /usr/local/environment/sample.login to /j/und/ cksol/.login
copying /usr/local/environment/sample.logout to /j/und/ cksol/.logout
copying /usr/local/environment/sample.mailrc to /j/und/ cksol/.mailrc
Done! You must exit and login again.
```

9. After completing this operation, you **must** logout, then login **again** to your account in order for the changes to take effect. If not, you will continue to receive the "**COMMAND NOT FOUND**" message when attempting to access resources. Enter the command: **login** from the UNIX prompt. You will then be asked for your NIS *Username* and *Password*.

After performing this operation, all your system files will operate correctly. Always remember to **close** your **Telnet** session by issuing the UNIX command: **exit**.

10. If you issue the `/usr/local/bin/fixenv` command and receive the following message, then you are currently over the ten megabyte Disk Quota:

**Over Quota limit of home path.
Please reduce file size under quota limit before continuing.**

You **will not** be able to restore your System Files unless you **remove** some files and then run the `/usr/local/bin/fixenv` command **again**. Deleted System Files can not be restored if you are over Disk Quota.

Sub-Directories on your Home Directory

In addition to *System Files*, applications at CSULA utilize sub-directories on your *Home Directory*. These directories are automatically created by applications and are added to constantly.

In general, these directories include the following:

<code>mail/</code>	Used by <i>Web Mail</i> to store messages.
<code>mailtemp/</code>	Used to store Detachments from <i>WebMail</i>
<code>mailaddr/</code>	Used by <i>WebMail</i> to store you Address Directories

Tips and Tricks for Saving Space

Quite often a student may have material stored on the *Home Directory* and not even know it is there taking up space. Here is a list of items you can check to see if you have unwanted files occupying your *Home Directory*:

General Guidelines

1. Be aware of how much space you are using. Open a **Telnet** session with a UNIX server and issue the **diskuse** command. Do this at least **once a quarter**. This way you will not be caught off guard by the Disk Quota.
2. Delete old and unwanted Email. It can build up so make use of folders to archive important messages and learn to delete the rest.
3. Files created with **MS Word**, **Excel**, and **PowerPoint** can become extremely large if they contain any kind of graphic image. Be aware of this and learn to archive past projects that are no longer needed, yet take up a great deal of space.