

# 7

## Inspecting Files and Folders

**Getting information about a file or folder**

**Previewing the contents of a file**

**Sorting files and folders**

**Changing the application that opens a file**

**Assigning a file or folder to a new group**

**Changing permissions for a file or folder**

*A little information about a document.* That's all the dame said she needed. How big was it? Who owned it? And when was it last tampered with? The usual. So here you are creeping around the corporate archives. Past the Ps and Qs. Darn. It's in a locked glass case.

Back at the office you make a couple of phone calls, call in a few debts. Finally you track down the owner of the document. Turns out it's old Vinny Johnson. Lucky for you, he owes you for breaking open that spreadsheet caper last spring, so he sends a man down to unlock the case.

Later you toss the document in front of her. She flips through it, then looks up, smiling. *Very good*, she says. *I must show this to my vice presidents.* Uh-oh, that'll be extra. You'll have to go back to Vinny for extra permission. And Vinny has a thing against VPs—ever since one pink-slipped his old man.