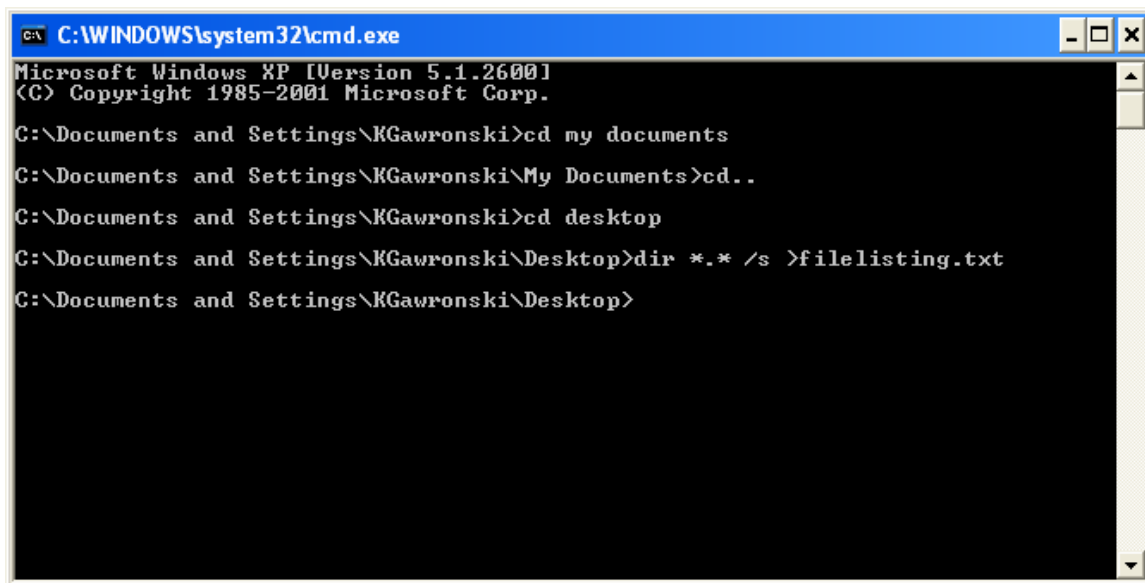


## *How can I print a file listing of a folder's contents?*

There may come a time when you to have a printed listing of the contents of a folder or folders. This can be done with some help from DOS. You will first need to open a Command Prompt by clicking on Start and then the Run icon. The Run dialog box will open and you will need to type **cmd** or **command** and then click the OK button. This will open the Command Prompt window.

The Command Prompt window will show your location on the hard drive. By default, this is C:\Documents and Settings\username. From here you will need to navigate to the directory which you would like to list. To change directories you will need to type **cd** and the name of the directory that is in your current directory. To move up towards the root of the drive, you will need to type **cd..** and press enter. Once you are in the directory that you want listed, you will need to type **dir \*.\* /s >filelisting.txt** as shown below.



```
C:\WINDOWS\system32\cmd.exe
Microsoft Windows XP [Version 5.1.2600]
(C) Copyright 1985-2001 Microsoft Corp.

C:\Documents and Settings\KGawronski>cd my documents
C:\Documents and Settings\KGawronski\My Documents>cd..
C:\Documents and Settings\KGawronski>cd desktop
C:\Documents and Settings\KGawronski\Desktop>dir *.* /s >filelisting.txt
C:\Documents and Settings\KGawronski\Desktop>
```

At this point I have just created a file named filelisting.txt and the file is located in the desktop directory. The file lists every file in the folder and subfolders because the /s switch was included in the command. If I only wanted a listing of all files that start with the letter r, I would enter the command **dir r\*.\* /s >filelisting.txt**. If I wanted a listing of only Word documents in just the current folder, I would enter the command **dir \*.doc >filelisting.txt**. Once you have finished with the Command Prompt, type **exit** and press enter to close the window.

The layout of the text file is displayed in the format of creation/modification date, time, file size and file name. If there is a subdirectory, it will display **<DIR>** between the time and name of the subdirectory. Once the files of the first directory have been displayed, the subdirectory information will then be displayed, and so on.