



Tepato Systems offers software consulting services to help small business owners and non-profit groups.

If you want to make better business decisions, software and other technology tools should be key parts of your business strategy.

Simple File Listing Utility

Have You Ever Needed to Save a List of the Files in a Folder?

If you happen to be doing some file cleanup in Windows Explorer, you may think to yourself, "it would be nice to save a list of the stuff in this folder." There is a way to create a list of the contents of one of your folders, and save it as a list in Microsoft Word or Excel.

Here's how to do it:

- Open Notepad and type the three lines below into a blank document

```
dir /a /b /-p /o:gen >filelisting.txt  
filelisting.txt  
del filelisting.txt
```

- Save this document as a ".bat" file - put it into the "c:\windows" directory
- Next, open Windows Explorer
- Click on Tools -> Options -> File Types
- Select "Folder" from list
- Click on Advanced button
- Give your new function a name like "Create File Listing"
- Assign the function to the ".bat" file - browse to the file that you saved in c:\windows directory

To Use Your New "Create File Listing" function:

- Open Windows Explorer
- Right click on the folder whose contents you want to see listed - choose "Create File Listing" from right-click menu
- When Notepad window pops up, it will have a complete list of files in that folder
- You can select the whole list with your mouse (or use CTL+A)
- Copy it with CTL+C
- Paste the list into Word or Excel using CTL+V

- When you close Notepad, the file list is deleted

Confused? Call us for assistance.

Help with your data or with your company's website is just a phone call away... contact Tepato Systems for a free initial assessment of your needs.

email: crt@tepatosystems.com
phone: 248-225-2915
web: <http://tepatosystems.com>

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Tepato Systems, Inc. | 802 Annie Lang Dr | Milford | MI | 48381

