

Create A List Of All Files In A Folder

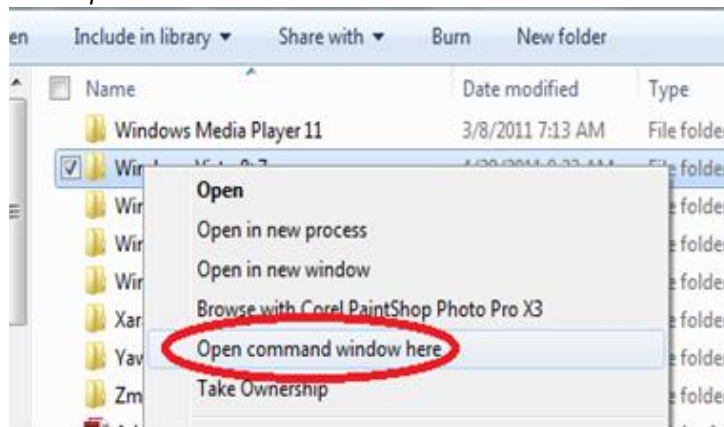
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I am often asked how to save a list of the files in a folder to a file. Many folks like to do this so they can create a hard copy of all the files burned to a CD or copied to a USB drive. This can also be handy if you need to e-mail someone a list of files. The notes below work in Windows Vista or Windows 7 (Windows XP requires the installation of the Microsoft *Open Command Window Here* Powertoy found [here](#) first).

- Using COMPUTER or WINDOWS EXPLORER navigate to the folder containing the files you want to make a list of.
 - Do not open the folder– you should be ‘one level’ up so you see the folder itself and not the contents.
- Press and hold the SHIFT key and then right-click the folder that contains the files you need listed.
- Click *Open command window here* on the new menu.



- A new window with white text on a black background should appear.
 - To the left of the blinking cursor you will see the folder path you selected in the previous step.



- Type one of the following and press ENTER (Spaces only before each / and on both sides of the >).
 - <<USERNAME>> = The name of the user logged onto the computer.

DIR /B /OG /ON > C:\USERS\<<USERNAME>>\DESKTOP\FILES.TXT

Lists all files and sub-folder names in the current folder to a file.

DIR /B /OG /ON /S > C:\USERS\<<USERNAME>>\DESKTOP\FILES.TXT

Lists all files and folders in the current folder and all sub-folders to a file.

DIR /B /OG /ON /A:D > C:\USERS\<<USERNAME>>\DESKTOP\FILES.TXT

Lists only the folders in the current folder to a file.

- If you see an error after pressing enter make sure you typed the command exactly right and/or that you have the correct user name.
- Type EXIT and press ENTER in the black command window to close it.
- On the desktop you should have a new file named FILES.TXT – double click to open it.
 - This contains a listing of all the folders and/or files inside the folder you selected.
 - Folders are listed first followed by the files in alphabetical order.
- You can edit and/or copy/paste this info to be used wherever you need.