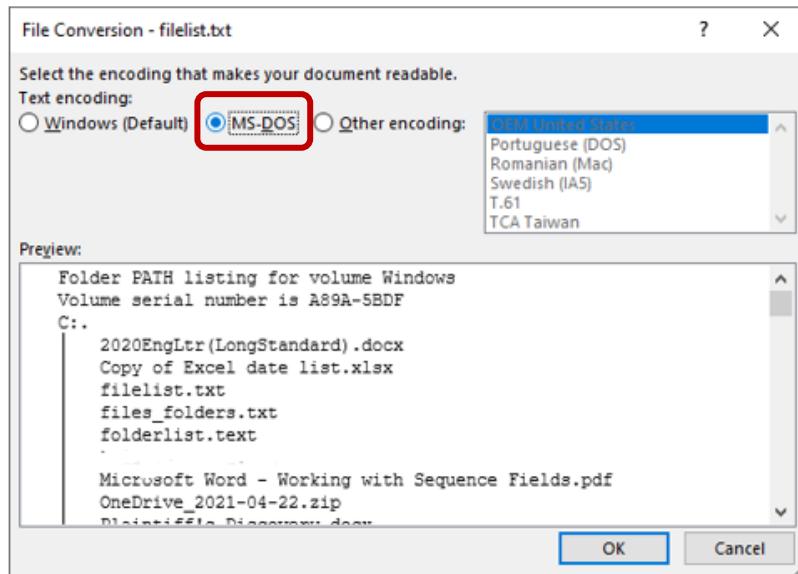




Copy/Print File List - Subfolders (File Explorer)

In our last edition, we showed you how to copy a list of all files (or selected files) from within File Explorer. If you want to create a list of the contents of **SUBFOLDERS** of a specific drive, perform the following steps:

1. Go to the parent folder in File Explorer.
2. Highlight the path at the top of the window by pressing **Alt+D**.
3. With the path highlighted type *cmd* and then press **Enter**.
4. The command prompt window will open with the path selected.
5. Type "tree /f>filelist.txt" into the window.
6. Close the command prompt window and there will be a file called filelist.txt in the parent folder.
7. If you open it directly from Explorer, it will probably look like a mess! Launch Microsoft Word and open the file.
8. The following File Conversion window will open. Choose **MS-DOS** instead of Windows (Default).



9. The file list will display in Word with Subfolders and their contents expanded.

```
Folder PATH listing for volume Windows
Volume serial number is A89A-5BDF
C:.
    2020EngLtr(LongStandard).docx
    Copy of Excel date list.xlsx
    filelist.txt
    files_folders.txt
    folderlist.text
    Microsoft Word - Working with Sequence Fields.pdf
    OneDrive_2021-04-22.zip
    Plaintiff's Discovery.docx
    Raffle Tickets.docx
    Sequence Number Examples.docx

    --Adobe Acrobat
        Adobe Acrobat DC Pro.pdf
        Affidavit of Personal Service version 1.pdf
        Affidavit of Personal Service version 2.pdf
        Affidavit of Personal Service.pdf
```

10. Save or print the file.

Thanks to Lori Dowhaniuk for sharing this tip.