

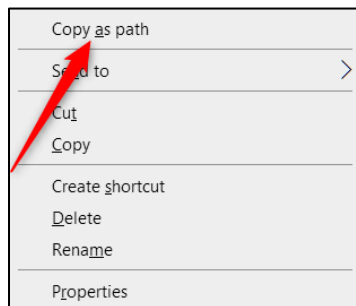


Copy/Print File List (File Explorer)

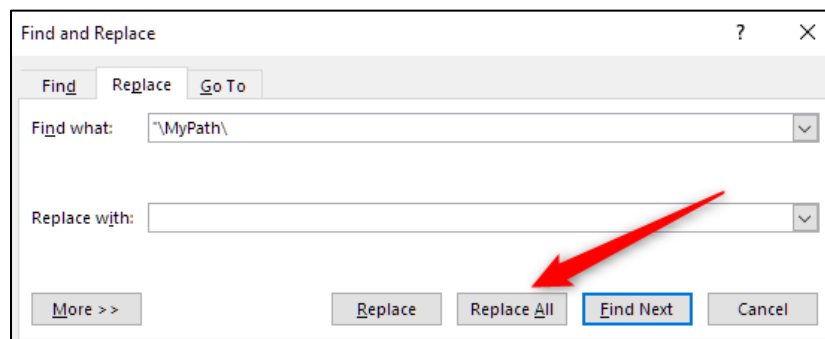
Some of us remember how easy it was to print a list of all files in a folder from within WordPerfect. Alas, for most of us, that is not an option in our Microsoft-centric work environments.

To copy a list of ALL files (or selected files) from within File Explorer, perform the following steps:

1. Launch Explorer and display the folder.
2. If you want to print a list of ALL items in the folder, press **Ctrl+A**. Otherwise, use **Ctrl+Click** to select the items.
3. *Press and hold the **Shift** key* while right-clicking on one of the files.
4. Select **Copy as path**. (This option is only available when the **Shift** key is pressed before right-clicking.)



5. Open a Word document and **Paste**.
6. Each selected item is listed, including its path name.
7. If you need to "clean-up" the list and want to delete the path name and quotation marks from all of the items, use the Replace feature (*Find* the unwanted characters and *Replace with* nothing).



You are now ready to print or otherwise share the list of files.

Thanks to Lori Dowhaniuk for sharing this tip.