



Create File and Folder Listing

Design Manual
Chapter 21
Automation Tools
Instructions
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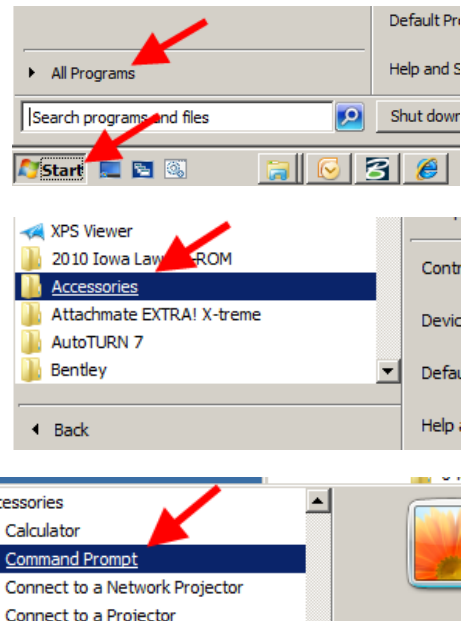
This document provides two methods for creating a printable text file that lists all subfolders and files contained in any Windows Explorer folder.

Method 1: The “**dir**” (directory list) Command Prompt DOS command can produce a printable text file listing of all subfolders and files contained within any Windows Explorer folder.

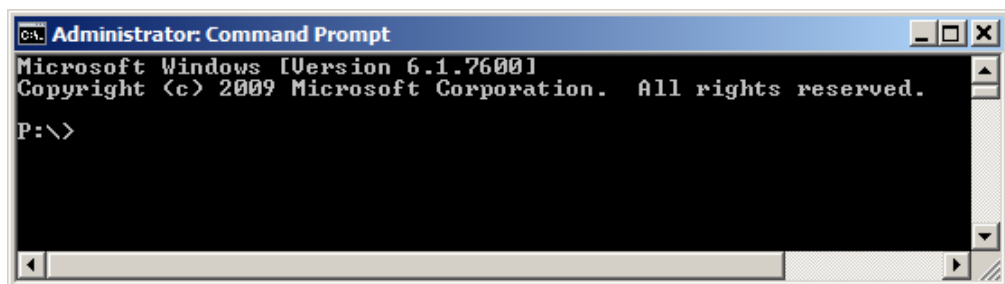
Access the Command Prompt window

The **Command Prompt** window is accessed as listed and shown below:
(The various windows and prompts may look different between Windows 7 and other versions)

Start > All Programs > Accessories > Command Prompt



The above commands should display a **Command Prompt** window, similar to that shown below.



In the **Command Prompt** window, the Directory Listing (**dir**) command will be entered, as explained below:

1. Enter the “**dir**” command as shown, followed by a space

```

Administrator: Command Prompt
Microsoft Windows [Version 6.1.7600]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

P:\>dir W:\Highway\Design\Instructions\*.* prn /o/s > P:\out\FileList.lst
  
```

2. Enter the location of the folder containing the files and sub-folders to be listed
3. Enter what is to be listed. The ***.*** entry indicates that all files (and folders) with any extension are to be included in the listing.
4. To send the output to a file, enter the **prn** (print) command, preceded and followed by a space. (To produce a listing on the screen, do not use the file output **prn** command. This may, however, produce a list that is longer than is displayable in the Command Prompt window, resulting in truncated data.)
5. Enter any print modifiers as desired (**/o/s** shown) Experiment with the combination of modifiers to produce the desired file list. (A complete list of modifiers is shown below.)
6. Enter the output (**>**) symbol, also preceded and followed by a space
7. Enter a location and file name for the new text file listing.

(The available print modifiers are shown below, and can be listed by entering “help dir” (no quotes) in the Command Prompt window.)

```

Administrator: Command Prompt
Microsoft Windows [Version 6.1.7600]
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P:\>help dir
Displays a list of files and subdirectories in a directory.

DIR [drive:][path][filename] [/A[[:attributes]]] [/B] [/C] [/D] [/L] [/N]
  [/O[[:sortorder]]] [/P] [/Q] [/R] [/S] [/T[[:timefield]]] [/W] [/X] [/4]

  [drive:][path][filename]
    Specifies drive, directory, and/or files to list.

  /A          Displays files with specified attributes.
  attributes  D Directories                R Read-only files
              H Hidden files              A Files ready for archiving
              S System files              I Not content indexed files
              L Reparse Points            - Prefix meaning not

  /B          Uses bare format (no heading information or summary).
  /C          Display the thousand separator in file sizes. This is the
              default. Use /-C to disable display of separator.
  /D          Same as wide but files are list sorted by column.
  /L          Uses lowercase.
  /N          New long list format where filenames are on the far right.
  /O          List by files in sorted order.
  sortorder  N By name (alphabetic)        S By size (smallest first)
              E By extension (alphabetic)  D By date/time (oldest first)
              G Group directories first    - Prefix to reverse order

  /P          Pauses after each screenful of information.
  /Q          Display the owner of the file.
  /R          Display alternate data streams of the file.
  /S          Displays files in specified directory and all subdirectories.
  /T          Controls which time field displayed or used for sorting
  timefield  C Creation
              A Last Access
              W Last Written

  /W          Uses wide list format.
  /X          This displays the short names generated for non-8dot3 file
              names. The format is that of /N with the short name inserted
              before the long name. If no short name is present, blanks are
              displayed in its place.
  /4          Displays four-digit years

Switches may be preset in the DIRCMD environment variable. Override
preset switches by prefixing any switch with - (hyphen)--for example, /-W.

P:\>
  
```

The text file listing can be read in Windows Note Pad or the Programmer's File Editor (PFE). A partial list is shown below. Note: This listing provides more than just the file or folder name, and can provide still more information, and in different output formats, using the different print modifies listed above.

```

P:\out\FileList.lst *
12/21/2006 09:32 AM <DIR> Key-in Browser
12/10/2008 12:35 PM <DIR> Test
12/16/2009 11:46 AM <DIR> Training_Video
05/25/2010 07:03 AM <DIR> Working_Design Manual
07/09/2008 10:40 AM 45,056 ActiveChainControl.doc
04/26/2010 06:38 AM 55,296 AutoTurn.doc
07/09/2008 10:43 AM 70,144 BarGraph.doc
11/06/2009 10:08 AM 68,608 Barriers&Walls.doc

```

Text editing commands, (such as Search, or Find, etc.), can be used on the list.

Method 2: Use the **TreeList.exe** program to produce a printable text file listing of all subfolders and files contained within any Windows Explorer folder.

The TreeList program produces an entirely different list format than shown above.

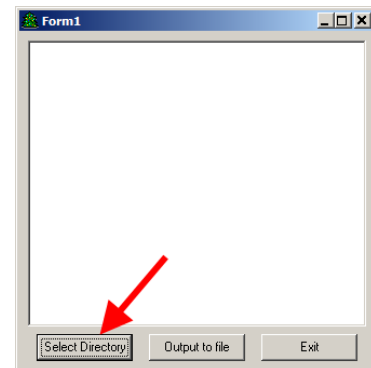
A shortcut to the TreeList program is located in the Office of Design folder, or a shortcut to the program can be created on the personal Desktop.

(The TreeList program is located as follows:

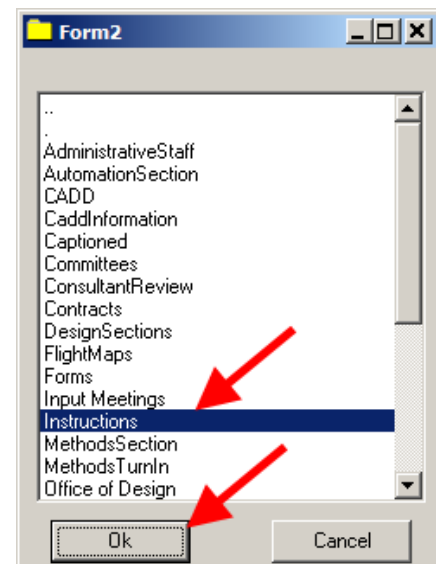
W:\Highway\Design\CADD\Programs\TreeList\TreeList.exe)

When the TreeList program starts, the empty dialog shown at the right is displayed.

Click the **Select Directory** button and browse to the directory to be listed.



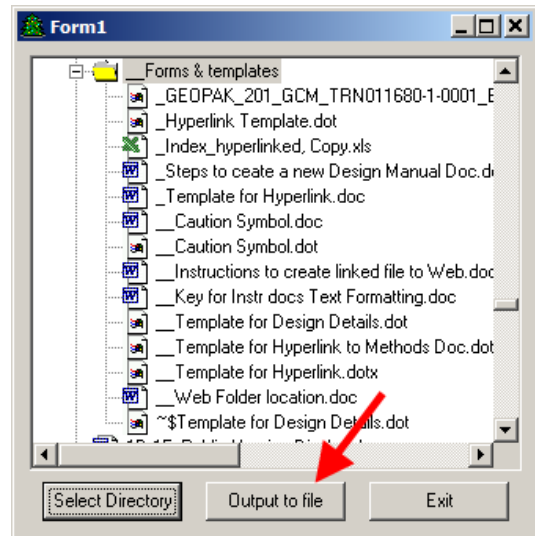
While browsing, *double-click* each folder location except the last one, which will be the folder to be expanded and listed. *Single-click* and highlight the folder to be expanded, as shown at the right. When the folder name is highlighted, *click* the **OK** button.



It may take a few seconds for the program to respond, but it will display a dialog similar to the one at the right, showing an expanded file listing.

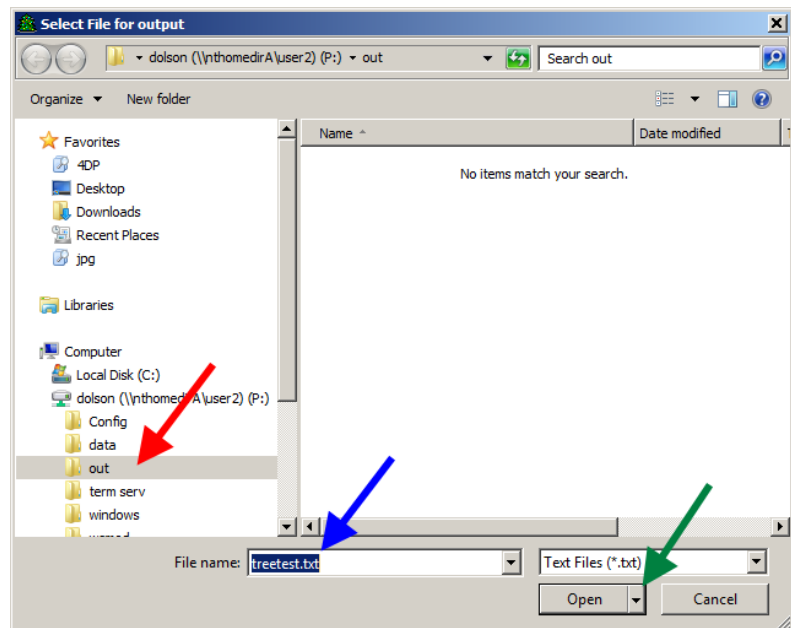
If this is the correct folder location, *click* the **Output to file** button, as located by the arrow at the right.

NOTE: If this is the wrong location, there is no way to “back up”, therefore you’ll have to *click* the **Exit** button and *re-browse* to the correct location.



The next dialog to display is the **Select File for output** dialog, as shown at the right. Browse to the correct folder location (red arrow), supply a file name (blue arrow), and *Click* the **Open** button (green arrow).

Unless a file name already existed, the new file should be created as requested.



As with **Method 1**, the text file can be opened with Windows Notepad or PFE. The file list output will be similar to the partial list shown below.

```

P:\out\treetest.txt
w:\Highway\Design\Instructions\
  \Accudraw
    \AskInga Article AccuDraw Rocks!_files
      150Clip1.gif
      150Clip10.gif
      150Clip2.gif
      150Clip3.gif
      150Clip4.gif
      -----
  
```

Method 2 is easier to use than **Method 1**, but it produces a listing with only the folder and/or file name(s) and no additional file information.

Chronology of Changes to Design Manual Section:

021m-012 Create File and Folder Listing

6/30/2011 NEW
New