

John Matthews
JohnMatthews.us
jwmatt@yahoo.com



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Microsoft Windows Tip of the Day

by John Matthews, MBA & CT
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List of Filenames in a Folder

Do you ever want to get a list of the filenames in a folder?

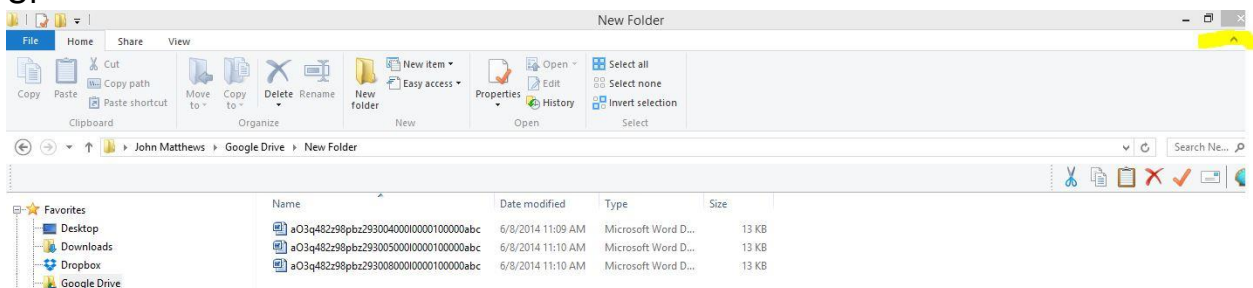
For example, the translation agency sends you a list of 50 files to translate, and they all have names like this: aO3q482z98pbz29300400010000100000z.doc

You want to put the filename on your invoice, but it is a pain typing or doing a copy/paste for each one through a multistep process like getting the filename through Properties.

Here are 2 ways:

Quick Way

1. Open the Folder
2. Click on the Arrow Up/Down in the top right corner to make sure the arrow is pointed UP



3. Highlight all the filenames that you want to copy
4. In the ribbon at the top, click on “Copy Path”
5. Paste the information into a Word document

Technical Way

1. Open the folder that contains all the files.
2. Hold down the SHIFT key and right click in the folder.
3. Click on Open Command Window Here
(another way to open the Command Window is to open the folder, replace the path that is in the address bar with CMD, and hit Enter)
4. The black command window opens up. Where the cursor is blinking, type `dir>list.txt`
5. Hit Enter. Then close the command window.
6. A new file named list.txt has been put into your folder.
7. Double click on this file to open it, and all the filenames are in this new file for you to copy/paste from one easy-to-access list.