

## LESSON 60

### **PRINT COMPLETE LISTING OF FILES & FOLDERS**

The hard drive on your computer is filled with files and folders. Folder is the name Windows gives to directories and subdirectories used to organize the information on your hard drive. Can you print out a complete listing of the files and folders on your hard drive? Sure, and here's how to do it.

Click on Start and Programs. Double-click on the MS DO/S Prompt icon and at the DOS prompt type "DIR C:\ /s >C:\DIRLIST" (without the quotes). Now press the Enter key. When your cursor returns type "exit" (without the quotes) and press Enter. The command creates a directory listing of drive C: and the /S switch tells DOS to include all subdirectories. The >C:\DIRLIST redirects the output of the directory listing to a file called "DIRLIST" that is created in the root or default directory of drive C:.

Now open your word processor. If you use M/S Word, for example, click on File and then on Open. In the File Name box type "C:\DIRLIST" (without the quotes) and press the Enter key or click on OK. Your directory listing will now appear on your word processor screen, and pages will be separated by page breaks.

Was it worth all of that effort? Sure, because you can now print out the entire listing with appropriate page breaks. You can also highlight and print out any part or parts of your hard drive directory listing.

If you want to bypass using your word processor to print out this listing change the ">DIRLIST" portion of the command to read ">LPT1". This redirects the directory listing output to your printer.

