

LESSON 160

PRINT LISTING OF FILES ON A FLOPPY, ZIP OR CD-ROM DISK.

Most of us have floppy disks, zip disks and even CD-ROM disks that have no labels or that don't list file names on the labels. Here's how to print that list.

Right click on the desktop, click on New, and click on the Folder. A new folder will appear on the Desktop. It will display the folder New Folder highlighted in blue. Type Disk List and press the Enter Key. You can now use this folder to store and print contents of your floppy, Zip or CD-ROM disks.

Double-click on My Computer and check the drive letter Windows has assigned to the drive you want to get a list of files from. Close My Computer by clicking on the X in the upper right corner of the My Computer window.

Click on Start, then on Run, and in the Open: box type "command" (without the quotes). Click OK or press the Enter key. You are now at a DOS prompt. In most cases, the DOS prompt will be C:\WINDOWS \DESKTOP.

Type "CD\" (without the quotes) and press the Enter key. This takes you back to the default directory or folder on your C: drive. Now type "MD DISKLIST" (again, without the quotes) and press the Enter key. This command creates the DISKLIST Directory (folder) on drive C:. Once you have created the C:\DISKLIST folder, you can skip that step next time you want to print out a directory listing.

Using the drive letter Windows has assigned to the drive you wish to print a file list from, enter the following command line: "DIR A: /ON >C:\DISKLIST\ALIST1". You can use upper or lower case here.

In this example, the A: is the drive in which you placed the disk to be read. It might be a d:, E:, f:, or even drive R:. the /ON switch tells DOS to list the files in name order. The rest of the command line redirects the file list output (>) to the new folder you created, which is C:\DISKLIST, and the ALIST1 tells DOS to store the directory listing for drive A: in a file named ALIST1. The file is there fore stored in our new folder. By including the A in the file name, I'll know at a glance that the file list came from a floppy drive. Type, "exit" (don't use the quotes here) and press the Enter key to return to Windows.

To print the list of files and folders on the disk, click on Start; select Run, and type "notepad C:\disk list\ALIST1" (again, no quotes here) and click OK or press Enter. Windows will open the Notepad and the new file list you created. To print, click on File and then Print. Now you impress your friends and co-workers yet again.

