

**From:** dopmannouncement  
**Sent:** Thursday, April 26, 2018 10:05 AM  
**To:** DOPM All Users <DOPMAllUsers@uabmc.edu>  
**Subject:** Computer Tip of the Week -- How to get a list of files in a folder

## How to get a list of files in a folder

Brought to you by Lisa Schwaiger  
- HelpDesk Triage and Computer Tech  
(now in MT-403)



### SITUATION:

I need a text list of all the files in a particular folder

### SOLUTION:

There's a pretty simple way to do this, but it involves an interface you may not be used to.

Here's an example:

Let's say you want a list of all the files in a folder called **myFolder** on your desktop.

1. Click Start or Microsoft globe icon (on lower left)
2. Type **cmd** and press [enter]
  - You will get what is called a "Command prompt".
3. Type **cd desktop**
  - That will change the location ("change directory") to your desktop
4. Type **cd myFolder**
5. Type **dir /b>myList.txt**
  - Important: There must be a space after **dir**
6. That will put a text file called **myList** inside **myFolder** – which lists all the files in **myFolder**

Options:

- If you want all the details of each file: **dir >myList.txt**
- If you want all the files including those in subfolders: **dir /s>myList.txt**
- To see other options type: **help dir**

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