

How to Save a Directory List in DOS

Directory Lists can be generated to accompany electronic record transfers to the archives. They replace the box contents list (folder title inventory) and supplement the standard archives transfer form.

Note: DOS directories = Windows folders

1. From the 'Start' menu, go to **All Programs, Accessories, Command Prompt**. A black DOS screen window will appear with the 'DOS Prompt' showing the drive letter and directory of your current location. Example: C:\Documents and Settings\your user name>.
2. Type **cd** to go to the 'directory' that you want to document.

Examples:

cd H:\Hearings or **cd S:**.

3. To get the complete directory tree with subdirectories and files, type **dir /s**, then press **Enter**. You will see the contents of the directory quickly scrolling on the DOS screen. If this is a large directory, you might see the screen running for some time. Once it stops you are ready to capture the contents of the directory.
4. To save all the contents of the directory/subdirectory to a .txt file:
 - a. Think of what you want to name the file. For example if you are saving the 'Hearings' folder from your H drive and you want to convert that into a .txt file named 'hearings' type **dir /s>hearings.txt**.
 - b. To see the .txt file, go to **My Computer**, then open the **H:\Hearings** folder. It is here you should see the 'hearings.txt' .* file.

OR

If you are archiving the entire shared drive, create a .txt file named 'sharedrive' by typing **dir /s>sharedrive.txt**. You have now created a .txt file titled 'sharedrive.txt' and that file has been saved in your 'S' drive.

- c. To see the .txt file, go to **My Computer**, then open the **S** drive. It is here you should see the 'sharedrive.txt' .* file.

* If you don't see the .txt file, remember to make sure you are looking under 'All Files' rather than just 'Word' files.

Remember, do not print the .txt file without doing a Print Preview as it could be hundreds of pages. This depends on the size of the directory you are documenting. The directory list you have produced takes the place of a box inventory.