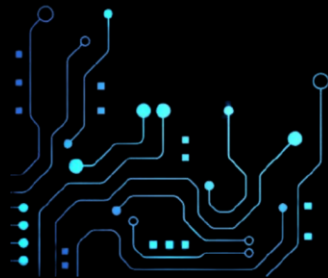


# Create Multiple Folders/Directories With Batch Files in Windows

**D-LLOYD AGENCIES**



# Batch Files

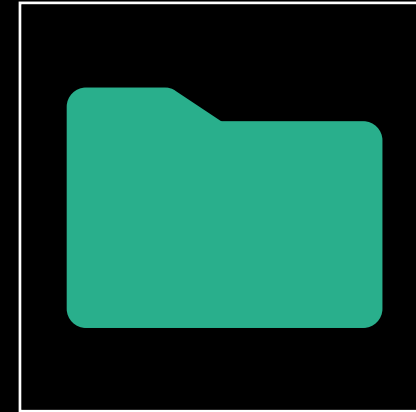
- A batch file is a text file that will be read and run by your PC's command line interpreter.
- The file type is '.bat'

# Step 1:

## Organize the Folders and Sub-Folders You Wish to Create



Take care to make sure your parent folder name's match or you will create multiple folders you don't want



A parent folder must be created first (chronologically) before subfolders can be created

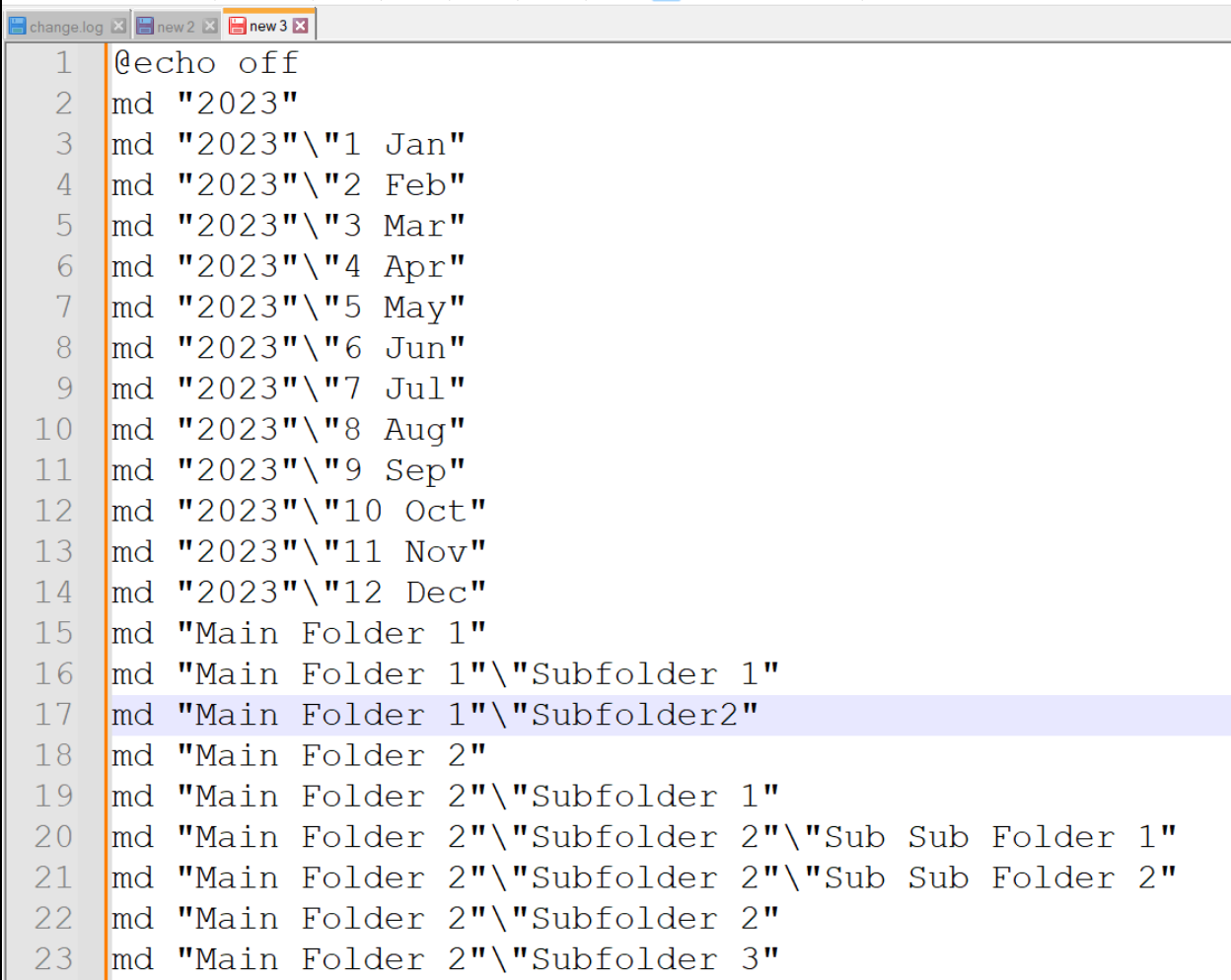
# Step 1: Organize the Folders and Sub-Folders You Wish to Create

Folders		Subfolders	Sub-Sub-folders		
	2023				
	2023	1 Jan			
	2023	2 Feb			
	2023	3 Mar			
	2023	4 Apr			
	2023	5 May			
	2023	6 Jun			
	2023	7 Jul			
	2023	8 Aug			
	2023	9 Sep			
	2023	10 Oct			
	2023	11 Nov			
	2023	12 Dec			
Main Folder 1					
Main Folder 1		Subfolder 1			
Main Folder 1		Subfolder2			
Main Folder 2					
Main Folder 2		Subfolder 1			
Main Folder 2		Subfolder 2	Sub Sub Folder 1		
Main Folder 2		Subfolder 2	Sub Sub Folder 2		
Main Folder 2		Subfolder 2			
Main Folder 2		Subfolder 3			

# Step 2:

## Use a Text Editor to Create Your Batch Script

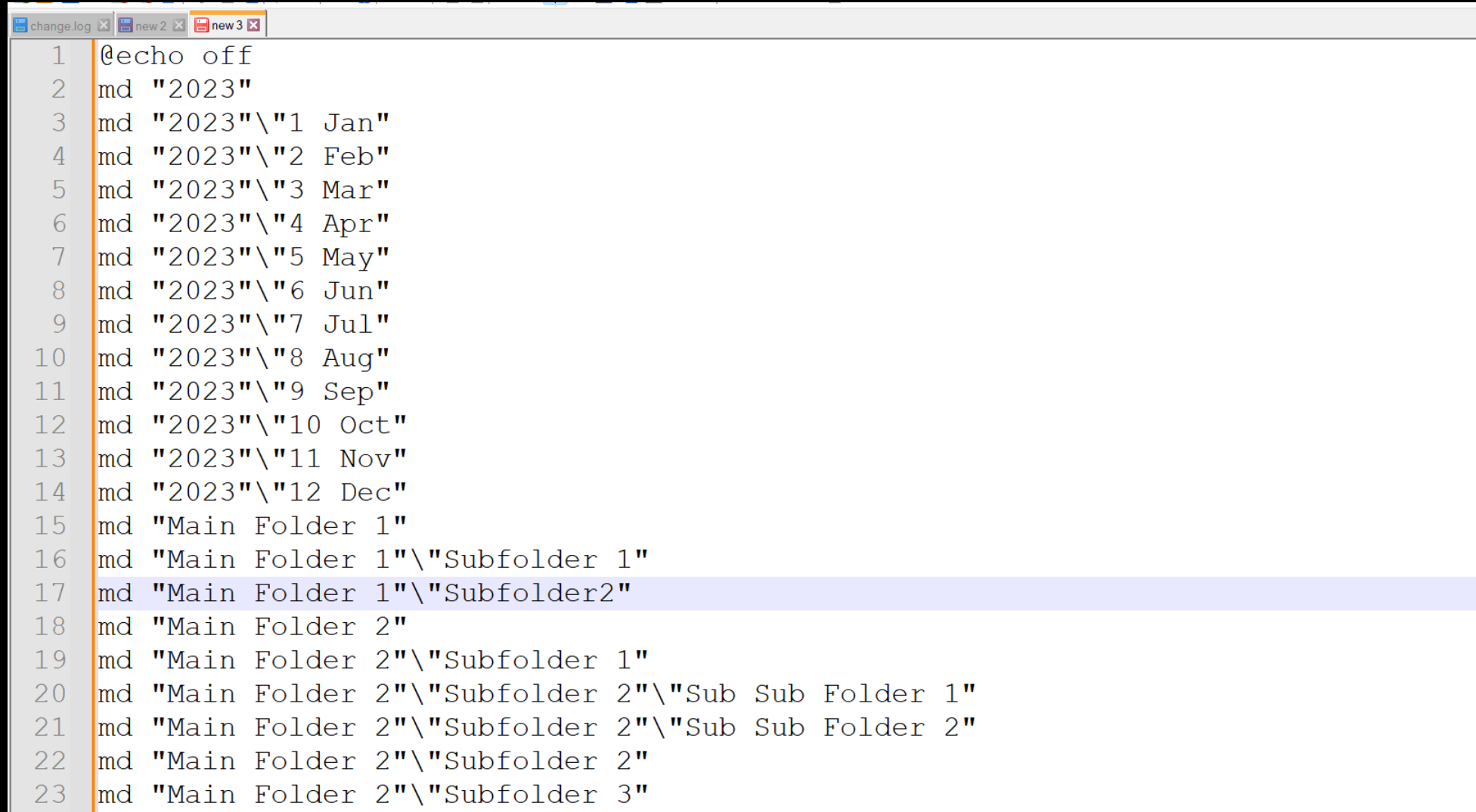
- md runs the command, “make directory”
- Backslash <\> is used to create sub-directories
- For best practice, use quotes around folder names, especially if there are spaces in the name



```
1 @echo off
2 md "2023"
3 md "2023\"1 Jan"
4 md "2023\"2 Feb"
5 md "2023\"3 Mar"
6 md "2023\"4 Apr"
7 md "2023\"5 May"
8 md "2023\"6 Jun"
9 md "2023\"7 Jul"
10 md "2023\"8 Aug"
11 md "2023\"9 Sep"
12 md "2023\"10 Oct"
13 md "2023\"11 Nov"
14 md "2023\"12 Dec"
15 md "Main Folder 1"
16 md "Main Folder 1\"Subfolder 1"
17 md "Main Folder 1\"Subfolder2"
18 md "Main Folder 2"
19 md "Main Folder 2\"Subfolder 1"
20 md "Main Folder 2\"Subfolder 2\"Sub Sub Folder 1"
21 md "Main Folder 2\"Subfolder 2\"Sub Sub Folder 2"
22 md "Main Folder 2\"Subfolder 2"
23 md "Main Folder 2\"Subfolder 3"
```

# Step 2:

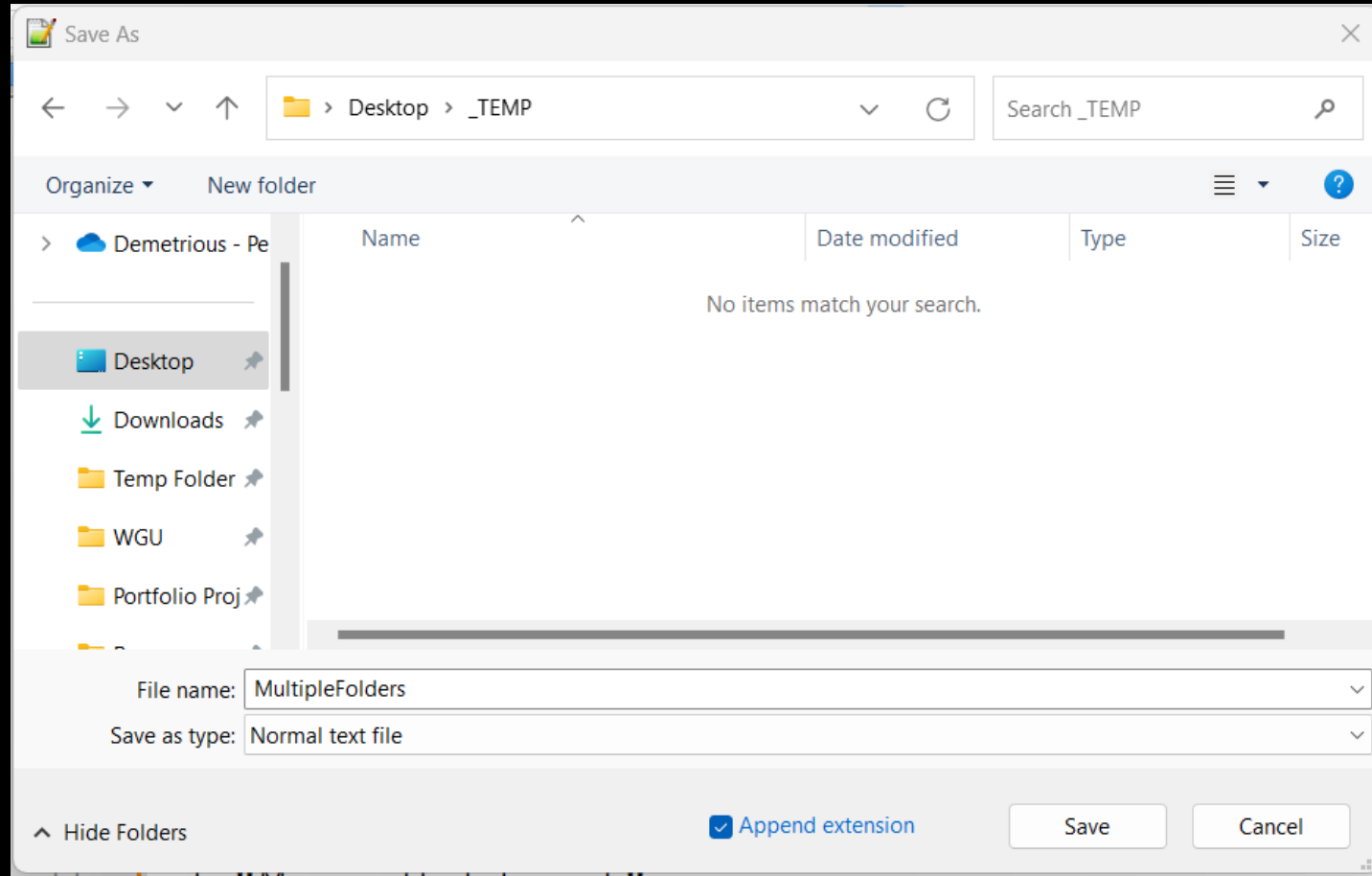
## Use a Text Editor to Create Your Batch Script



The screenshot shows a text editor window with three tabs: 'change.log', 'new 2', and 'new 3'. The 'new 3' tab is active and contains a batch script. The script is a list of 23 commands, each preceded by a line number from 1 to 23. The commands are used to create a directory tree. Line 17, 'md "Main Folder 1"\ "Subfolder2"', is highlighted with a light blue background. The window has a standard Windows-style title bar and tab interface.

```
1 @echo off
2 md "2023"
3 md "2023\"1 Jan"
4 md "2023\"2 Feb"
5 md "2023\"3 Mar"
6 md "2023\"4 Apr"
7 md "2023\"5 May"
8 md "2023\"6 Jun"
9 md "2023\"7 Jul"
10 md "2023\"8 Aug"
11 md "2023\"9 Sep"
12 md "2023\"10 Oct"
13 md "2023\"11 Nov"
14 md "2023\"12 Dec"
15 md "Main Folder 1"
16 md "Main Folder 1\"Subfolder 1"
17 md "Main Folder 1\"Subfolder2"
18 md "Main Folder 2"
19 md "Main Folder 2\"Subfolder 1"
20 md "Main Folder 2\"Subfolder 2\"Sub Sub Folder 1"
21 md "Main Folder 2\"Subfolder 2\"Sub Sub Folder 2"
22 md "Main Folder 2\"Subfolder 2"
23 md "Main Folder 2\"Subfolder 3"
```

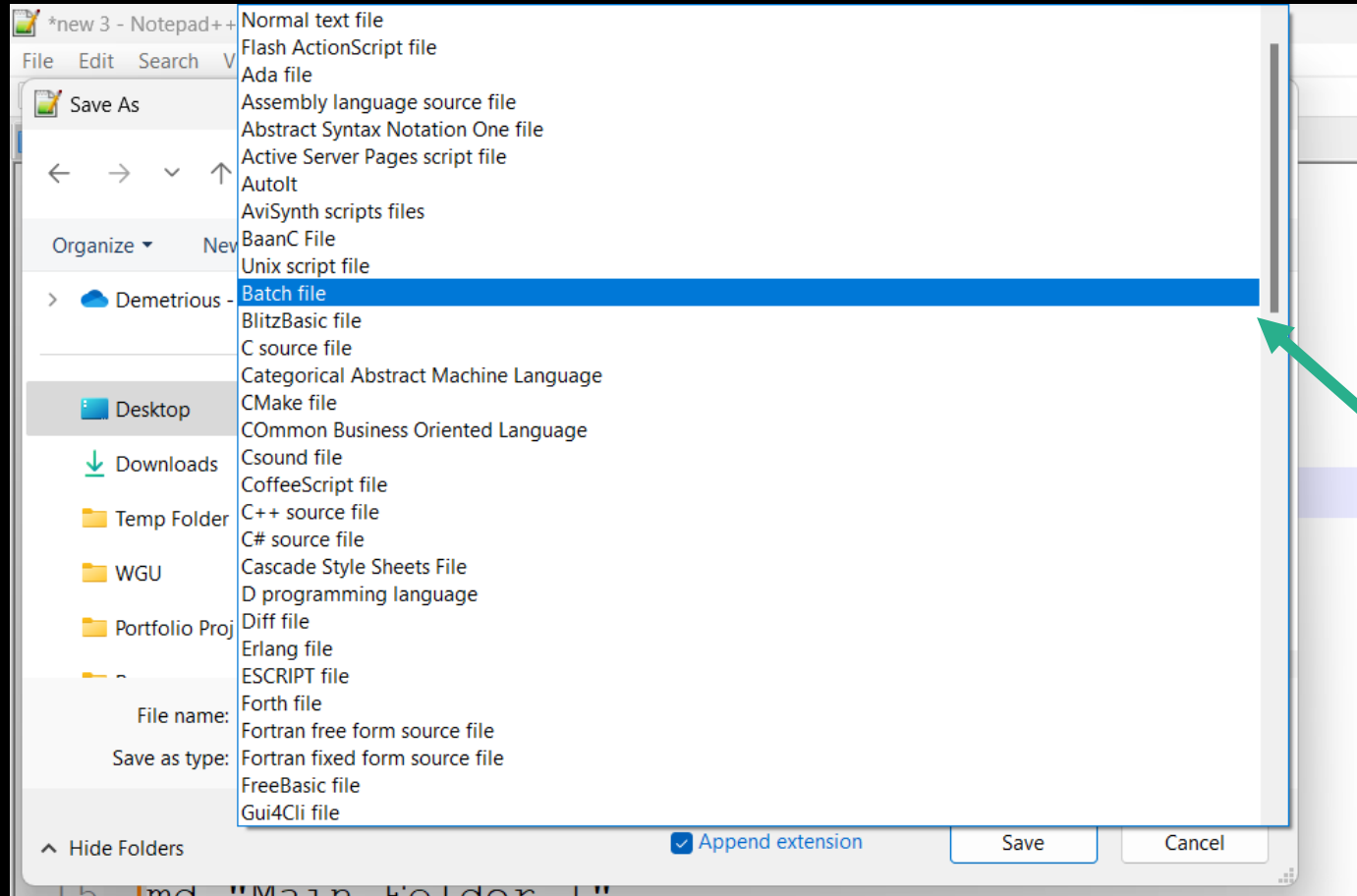
# Step 3: Save and Run the Batch file, .bat, Where You Wish to Create Folders/Directories



Drop Down

# Step 3:

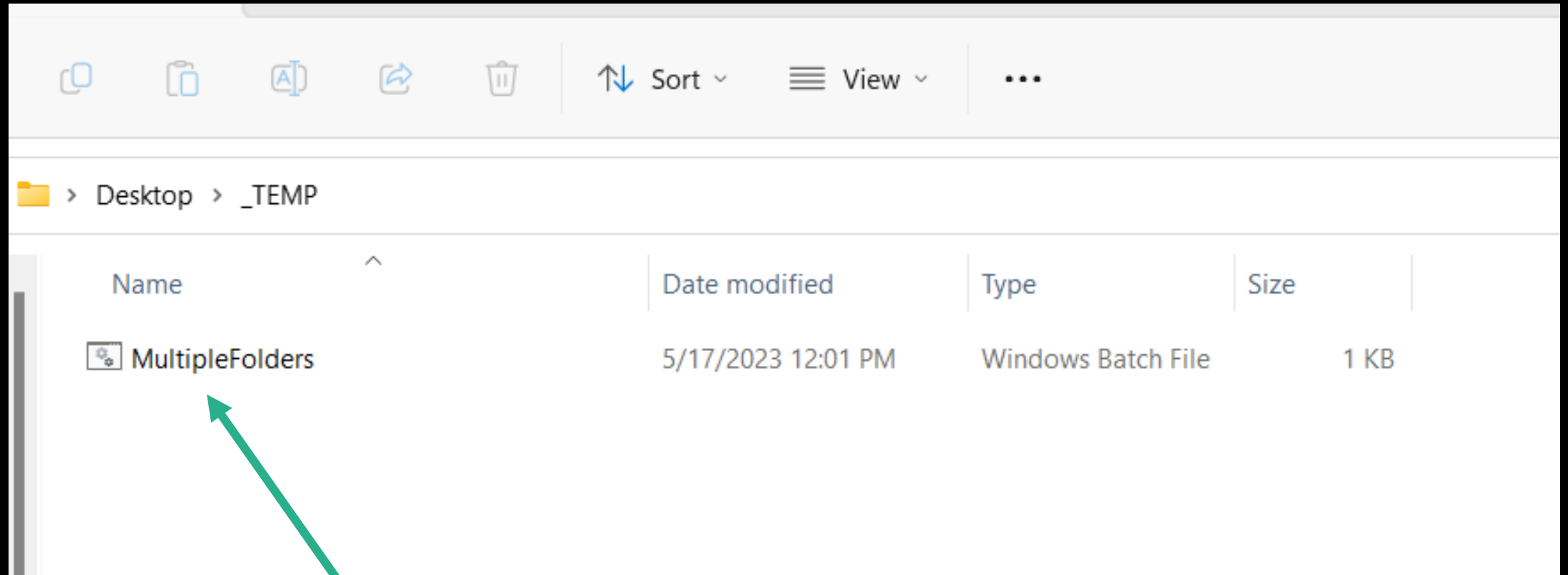
## Save and Run the Batch file, .bat, Where You Wish to Create Folders/Directories



Save as a batch file. Example uses Notepad ++



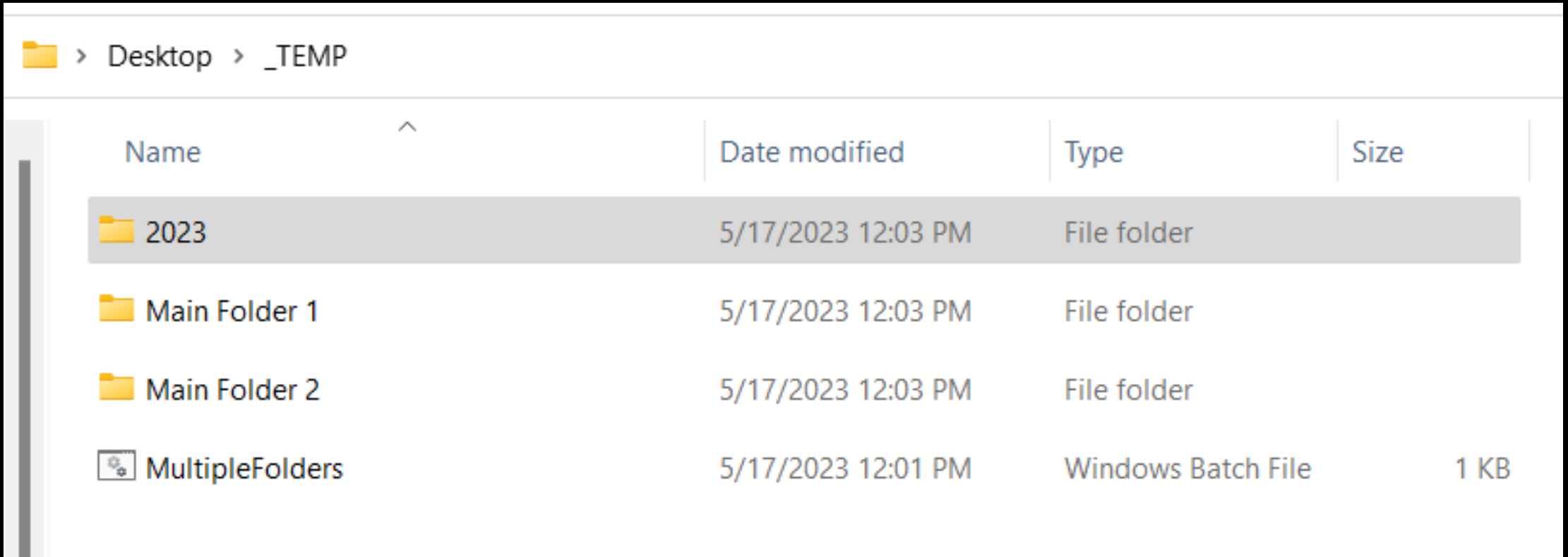
Step 3:  
Save and Run the Batch file, .bat, Where You Wish  
to Create Folders/Directories



Double Click

# Step 3:

## Save and Run the Batch file, .bat, Where You Wish to Create Folders/Directories



Folder > Desktop > _TEMP				
Name	^	Date modified	Type	Size
Folder 2023		5/17/2023 12:03 PM	File folder	
Folder Main Folder 1		5/17/2023 12:03 PM	File folder	
Folder Main Folder 2		5/17/2023 12:03 PM	File folder	
File MultipleFolders		5/17/2023 12:01 PM	Windows Batch File	1 KB

# Enjoy Those Directories!

Folder path: Desktop > \_TEMP > Main Folder 2 > Subfolder 2 > Sub Sub Folder 1



Folder path: Desktop > \_TEMP > 2023

Name	Date modified	Type	Size
1 Jan	5/17/2023 12:03 PM	File folder	
2 Feb	5/17/2023 12:03 PM	File folder	
3 Mar	5/17/2023 12:03 PM	File folder	
4 Apr	5/17/2023 12:03 PM	File folder	
5 May	5/17/2023 12:03 PM	File folder	
6 Jun	5/17/2023 12:03 PM	File folder	
7 Jul	5/17/2023 12:03 PM	File folder	
8 Aug	5/17/2023 12:03 PM	File folder	
9 Sep	5/17/2023 12:03 PM	File folder	
10 Oct	5/17/2023 12:03 PM	File folder	
11 Nov	5/17/2023 12:03 PM	File folder	
12 Dec	5/17/2023 12:03 PM	File folder	