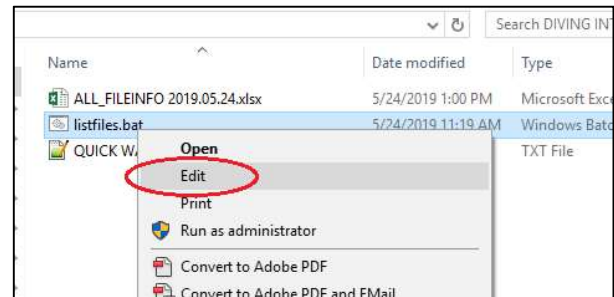


# HOW TO USE *listfiles.bat*

- 1) **RIGHT**-Click *listfiles.bat*,  
**LEFT**-click on **EDIT**,  
(If prompted, Open w/ **Notepad**).



- 2) **Change the letter-drive**  
from **p:** to desired **drive** or **directory** (e.g. "**o:\TCO\_CO**")  
(NOTE: directories with many files will take a while –  
*It also depends on the health of the network*).

*For example...*

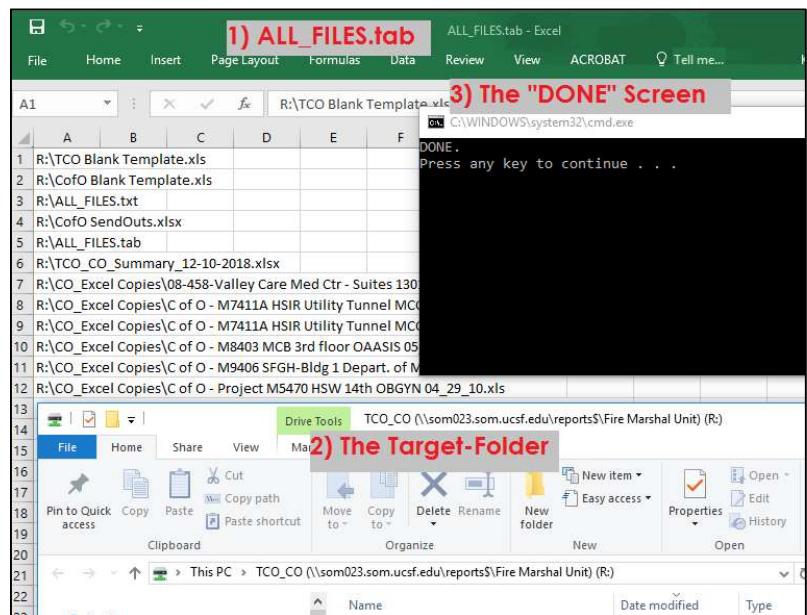
From cd /D p:

To cd /D "o:/002 Project Log"

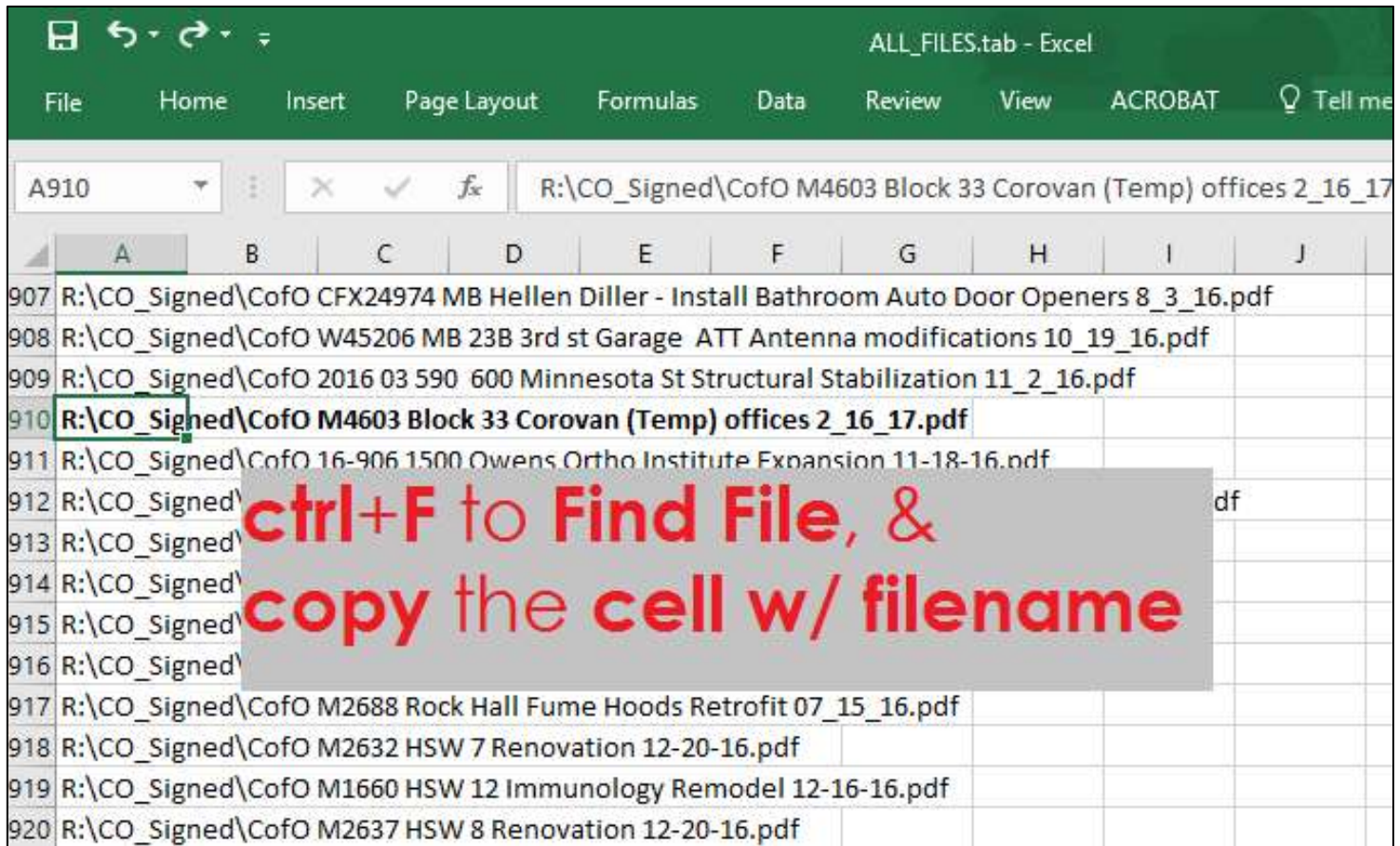
- 3) **Save & Close**, and  
**Double-Click** *listfiles.bat*.

Once the script finishes...

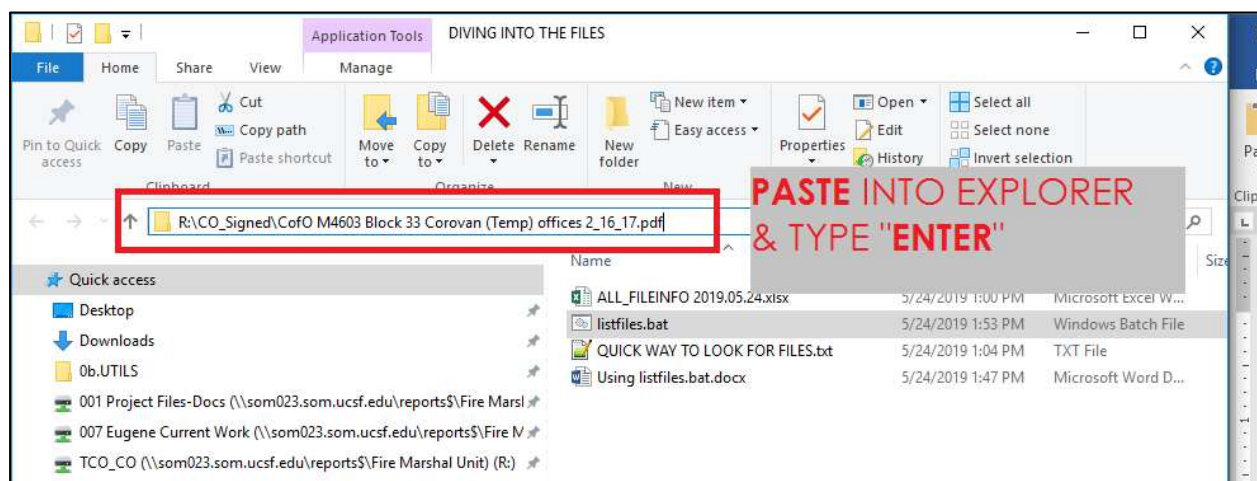
- 1) **ALL\_FILES.txt** will Open
- 2) along w/ the **Target-Folder**
- 3) & A **"DONE"** Screen.



# HOW TO USE *listfiles.bat*

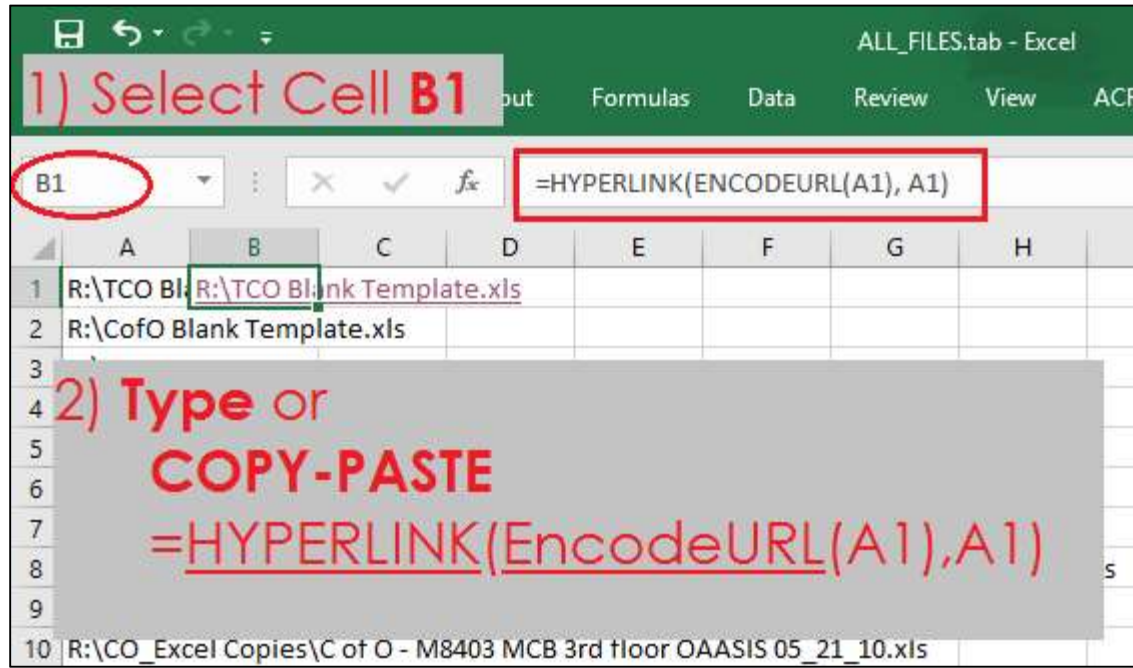


...And...



OR...

# HOW TO USE *listfiles.bat*



(NOTE: EncodeURL() helps handle most Special Characters)

TEST link by clicking.

IF the link works...

1) **Copy** Cell B1 (the one w/ the link)

2) **type** the following [arrow-key / ctrl / shift]-combination...

- ←, *Should be @ A1*
- (HOLD) CTRL + ↓, *"Bottom of Column A"*
- →, *"Bottom of Column B"*
- (HOLD-BOTH) **SHIFT + CTRL + ↑** *BACK up to B1*

3) **PASTE**.



# HOW TO USE *listfiles.bat*

ALL\_FILES.tab - Excel

File Home Insert Page Layout Formulas Data Review View ACROBAT Tell me...

B1464 X ✓ fx =HYPERLINK(ENCODEURL(A1464), A1464)

	A	B	C	D	E	F	G	H	I	J	K
1443	R:\TCO_S	R:\TCO_Signed\TCO 17-123 1500 Owens St 1st Fl Office Conference 3-23-18.pdf									
1444	R:\TCO_S	R:\TCO_Signed\TCO M6675 MSB S1112 Classroom 3-23-18.pdf									
1445	R:\TCO_S	R:\TCO_Signed\TCO M6675 MSB S1112 Classroom 4-18-18.pdf									
1446	R:\TCO_S	R:\TCO_Signed\TCO M4660 MB Childcare Relocation 5-2-18.pdf									
1447	R:\TCO_S	R:\TCO_Signed\TCO 2018.15 3100 San Pablo Ave Berkeley 4-29-18.pdf									
1448	R:\TCO_S	R:\TCO_Signed\TCO M7605 MB Housing East Units A,B,C 7-23-18.pdf									
1449	R:\TCO_S	R:\TCO_Signed\TCO M2629E PHTs DCB Elevator 8-12-18.pdf									
1450	R:\TCO_S	R:\TCO_Signed\TCO M2629G MZ Cancer Research Elevator 8-12-18.pdf									
1451	R:\TCO_S	R:\TCO_Signed\TCO M7605 MB Housing East Units A,B,C Extension 8-22-18.pdf									
1452	R:\TCO_S	R:\TCO_Signed\TCO 16-902 ACC 6 Ophthalmology 9-6-18.pdf									
1453	R:\TCO_S	R:\TCO_Signed\TCO M4603 MB Block 33 Site Trailer 9-11-18.pdf									
1454	R:\TCO_S	R:\TCO_Signed\TCO C566716 ACC EV Charging Station 9-12-18.pdf									
1455	R:\TCO_S	R:\TCO_Signed\TCO M2629G MZCR Elevator 4 10-19-18.pdf									
1456	R:\TCO_S	R:\TCO_Signed\TCO 16-8951 Daniel Burnham Court Cardiology Clinic.pdf									
1457	R:\TCO_S	R:\TCO_Signed\TCO PH7744 MB Housing North Bldg. - Repair of Fire & Water Damage.pdf									
1458	R:\TCO_S	R:\TCO_Signed\TCO M9470 MB Hospital Parking Garage Phase I 15-Jan-26 until 15-Mar-26).pdf									
1459	R:\Misc\U	R:\Misc\UCD CofO Letter.pdf									
1460	R:\Misc\U	R:\Misc\UCOP CofO Template.pdf									
1461	R:\Misc\T	R:\Misc\TCO Summary 12-10-2018.txt									
1462	R:\Misc\C	R:\Misc\CofO Summary 12-10-2018.txt									
1463	R:\Misc\C	R:\Misc\CofO Excel Filelist 12-10-2018.txt									
1464	R:\Misc\T	R:\Misc\TCO Excel Filelist 12-10-2018.txt									
1465											
1466											
1467											

(NOTE: Some links may not work – If they don’t,  
try the “Paste into Explorer” method)