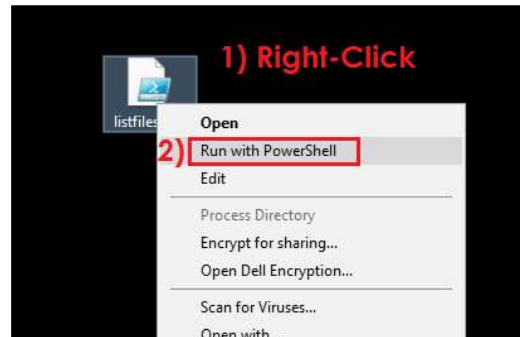


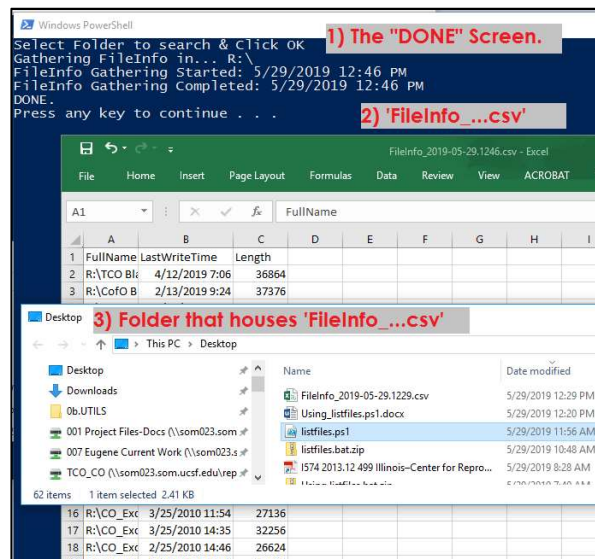
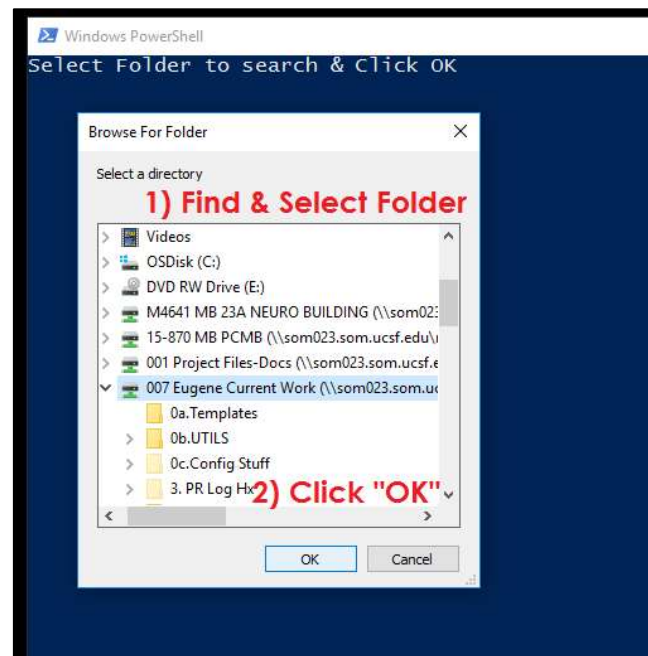
HOW TO USE *listfiles.ps1*

- 1) **RIGHT**-Click *listfiles.ps1*,
LEFT-Click on **Run with Powershell**.



- 2) **IF** a **Folder-Selection Prompt DOES NOT APPEAR**,
- Click on the **“BLUE Window”**
titled **“Windows PowerShell”**
 - And **press any key**.

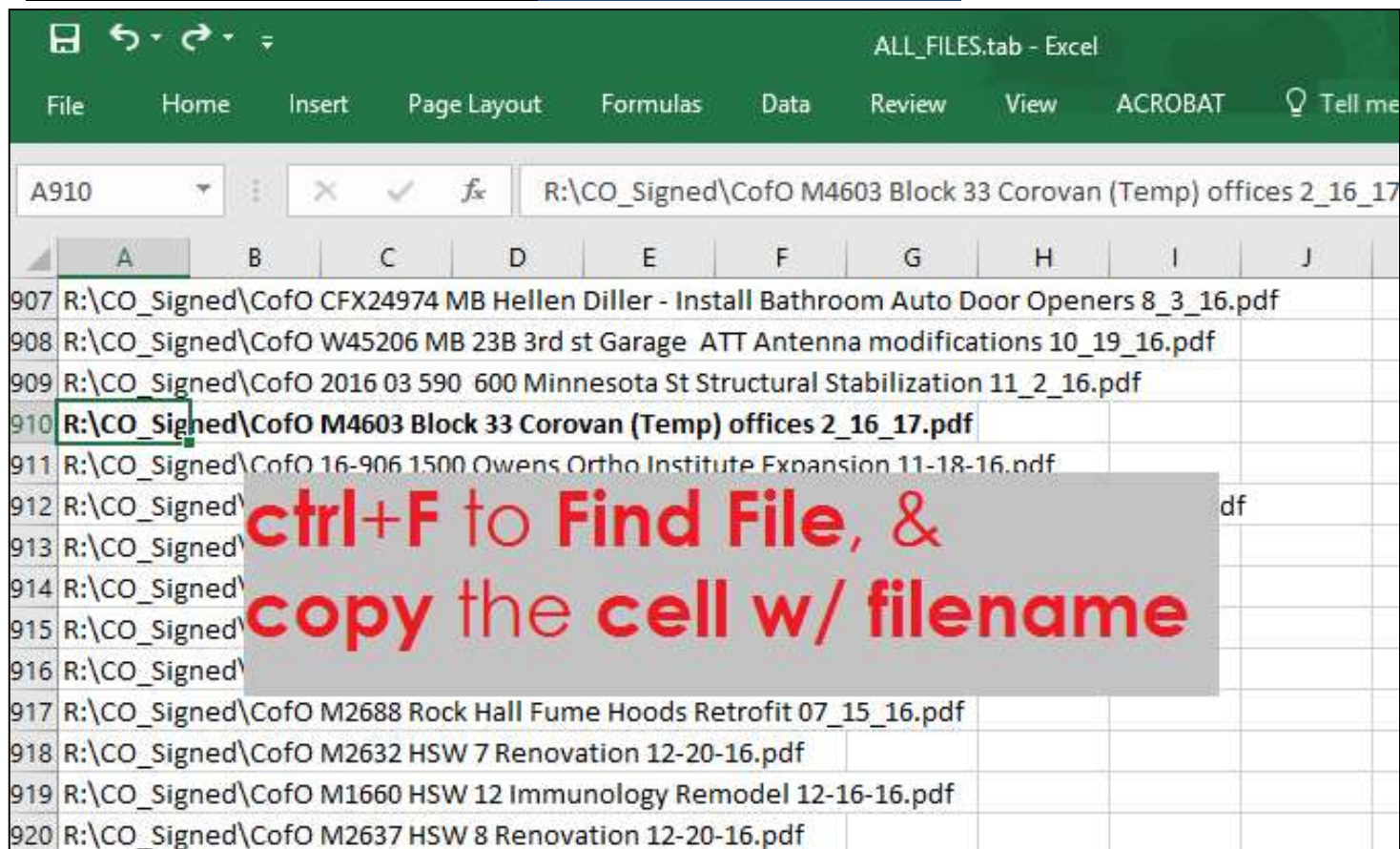
- 3) **Select a Folder & Click “OK”**.



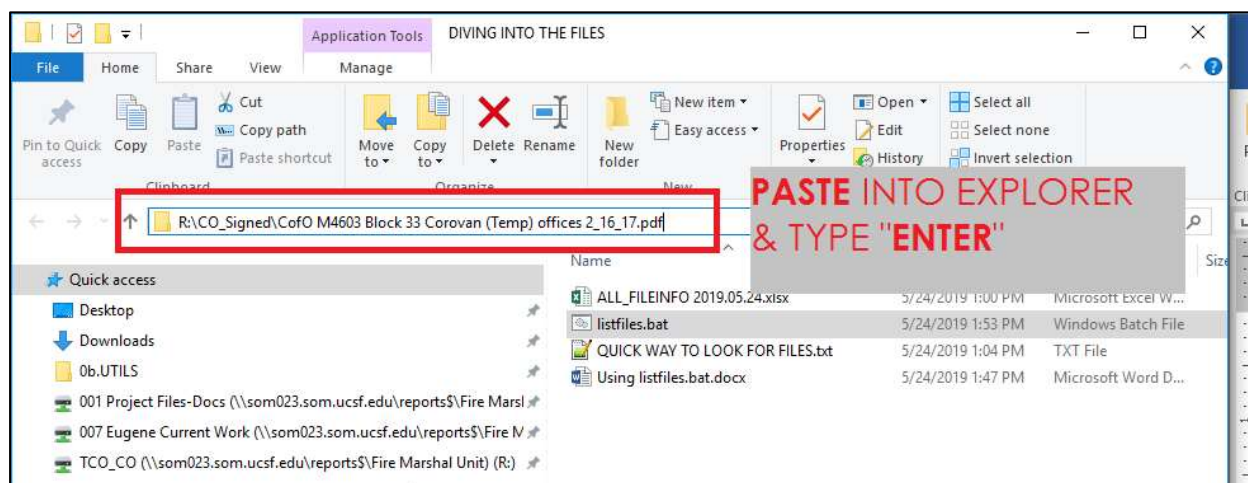
Once the script finishes...

- 1) You should see a **“DONE”** Screen and...
- 2) a *time-stamped File Info_...csv* will Open
- 3) along w/ the **Folder** where **“File Info_...csv”** is located.

HOW TO USE *listfiles.ps1*



...And...

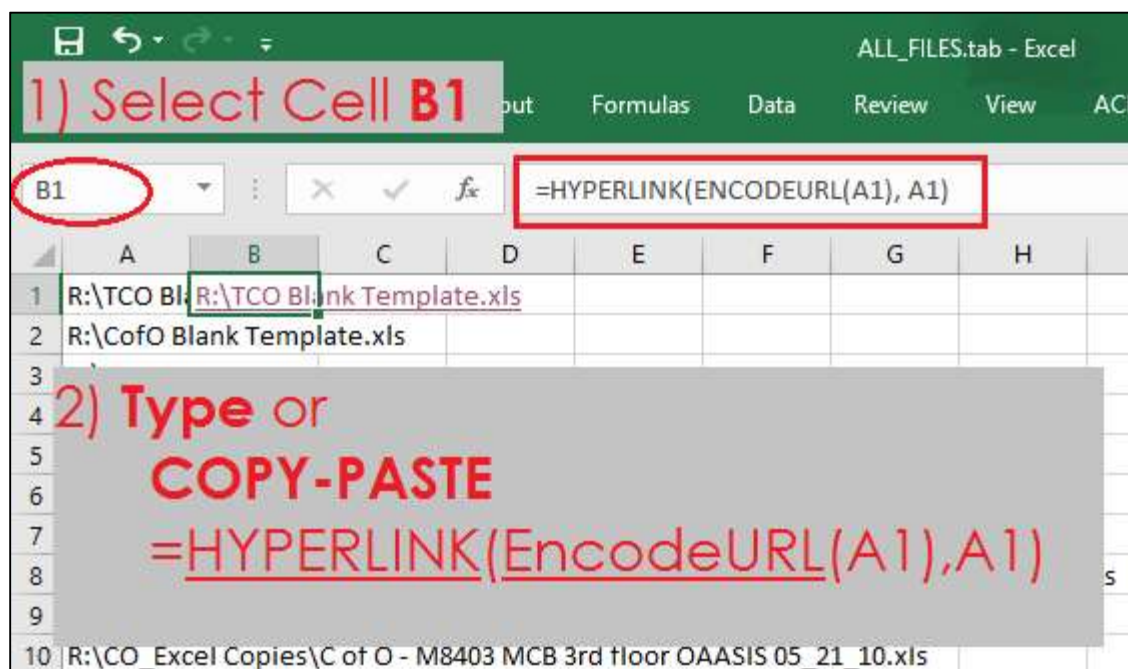


OR...

HOW TO USE *listfiles.ps1*

NOTE: These instructions are from listfiles.bat...

You can “insert a column” between A & B and achieve the same thing.



(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.ps1*

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