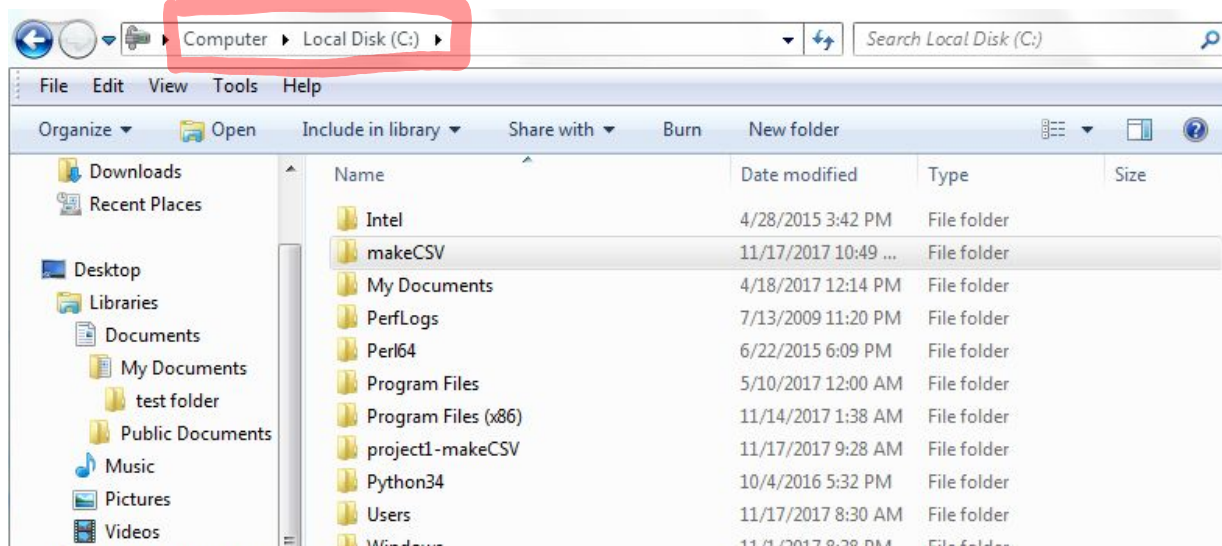


Section 1: Install makeCSV:

IMPORTANT: you will need your administrator's permission to do this if you are using a work computer!

1. Download the makeCSV.zip
2. Unzip the folder
3. Put the **UNZIP** makeCSV folder in your **Local Disk(C:)**

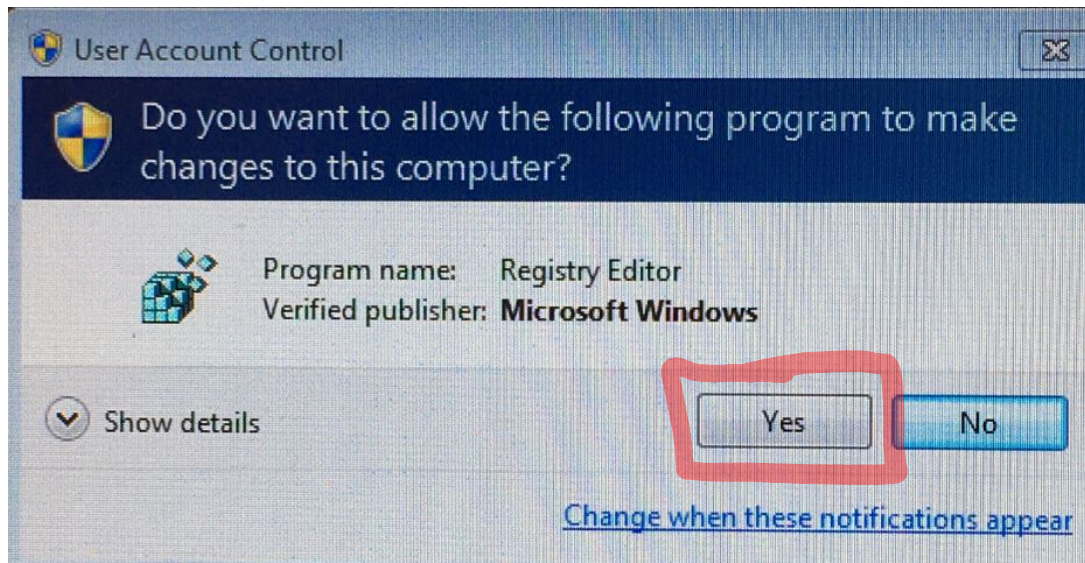


4. Go into the makeCSV folder

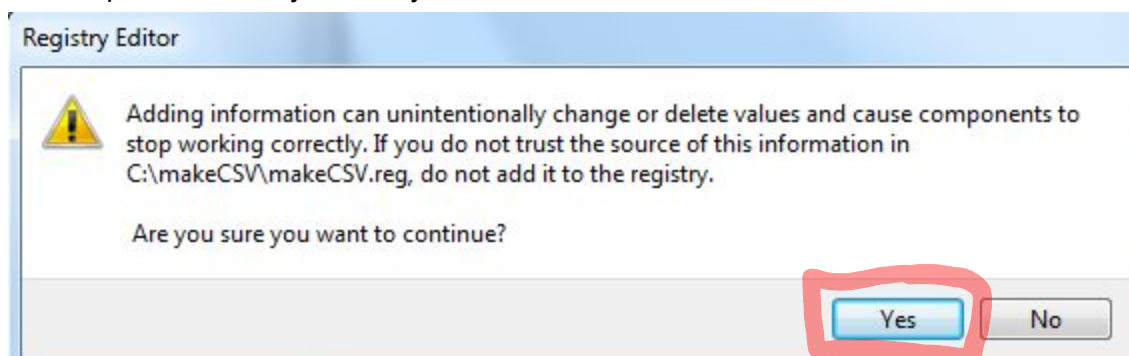
5. Double click makeCSV.reg

Name	Date modified	Type	Size
makecsv.cmd	11/17/2017 9:21 AM	Windows Comma...	2 KB
makeCSV.reg	11/17/2017 10:45 ...	Registration Entries	1 KB
README.txt	11/17/2017 10:56 ...	Text Document	1 KB

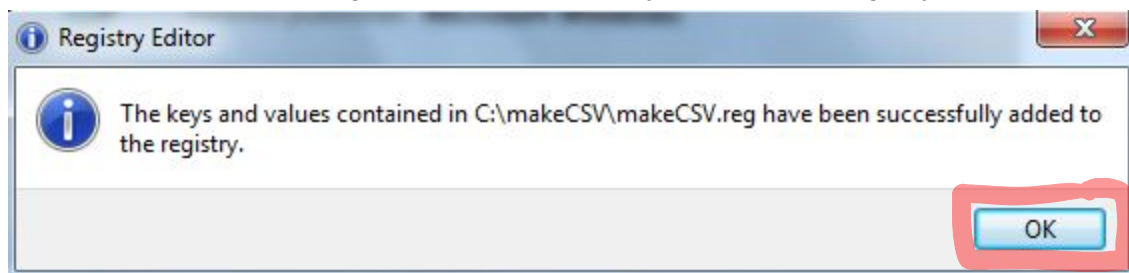
6. Prompt to ask "Do you want to allow this program to make change to your computer?" - **Click Yes**



7. Prompt to ask "Are you sure you want to continue?" - **Click Yes**



8. If successful, a message will be shown saying "The keys and values contained in C:\makeCSV\makeCSV.reg have been successfully added to the registry." - **Click OK**



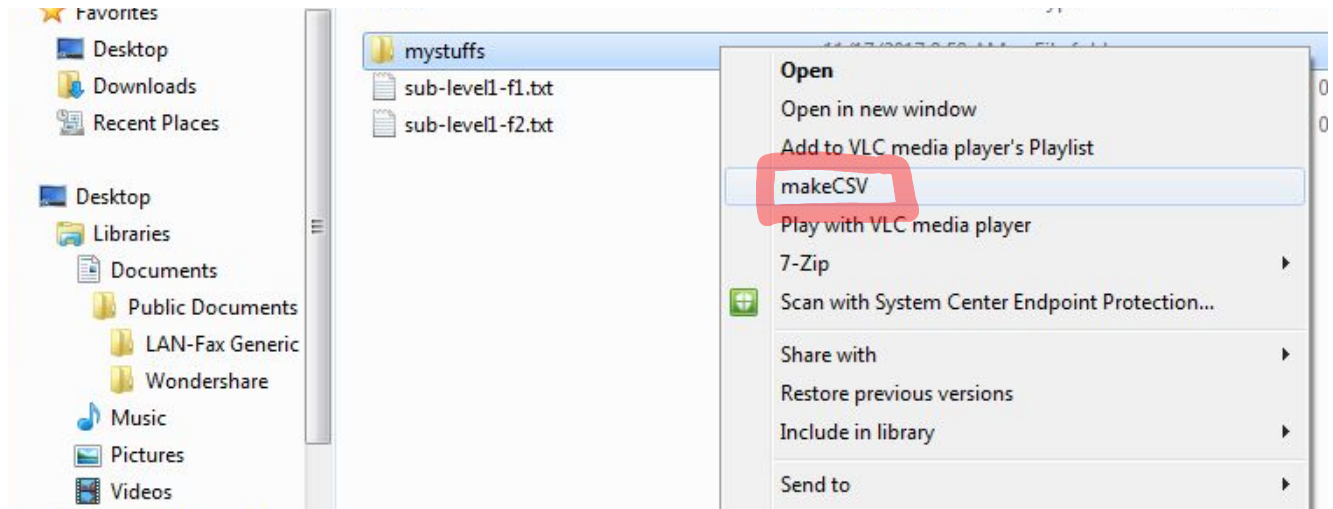
9. You are all set!!

Section 2: How to use makeCSV:

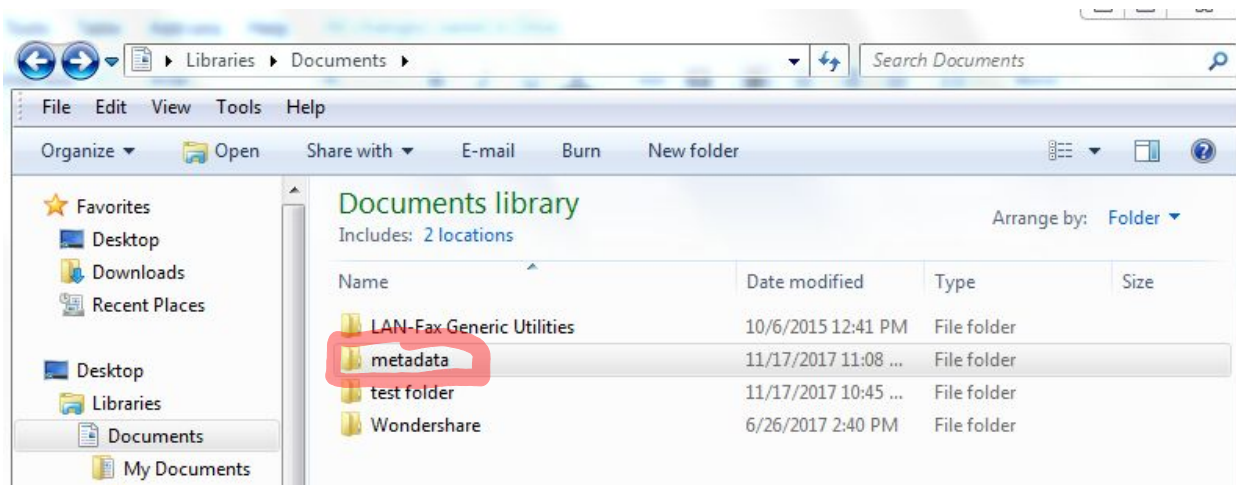
Note: If you want to make a csv file for your current folder, you have to **GO IN** your current folder to do the following instruction.

1. Right click a folder/file in your current directory

2. Choose “makeCSV”

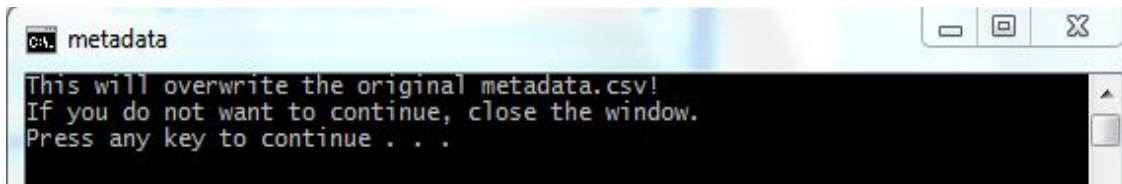


3. **Go Up** a level of your current directory and you will see a folder called metadata



4. In that folder you will see your metadata.csv file

5. If you wish to run the program again, and the metadata folder is already existed, you will be prompt to ask the following questions

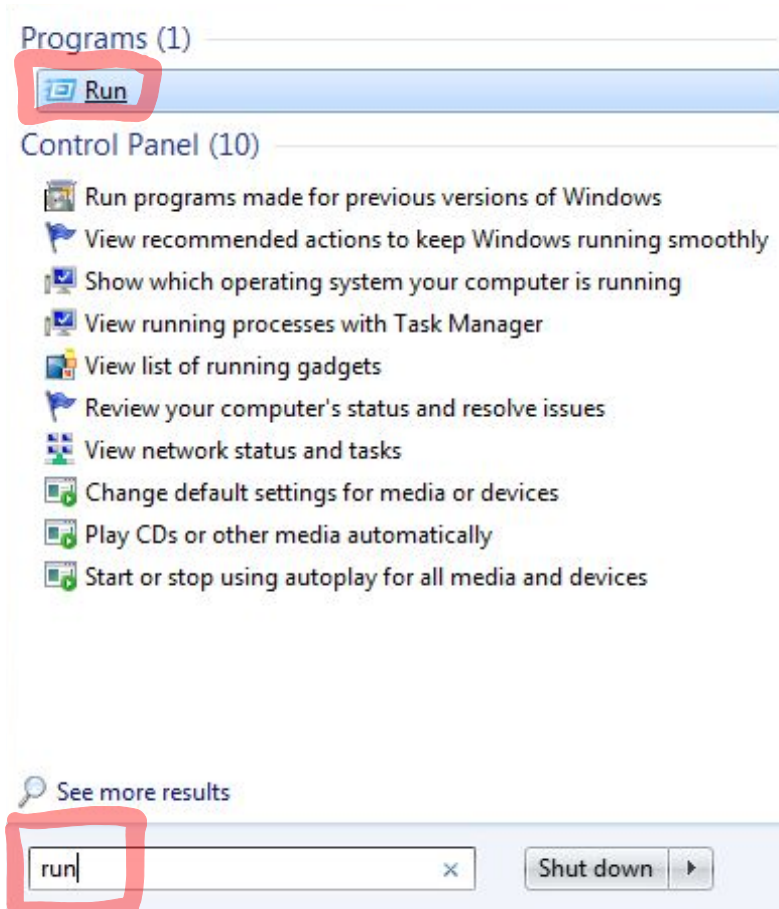


- You can press **ANY** key to continue and the original metadata file **will be overwritten**, or
- You can close the window and exit, save your original file and first then run it again.

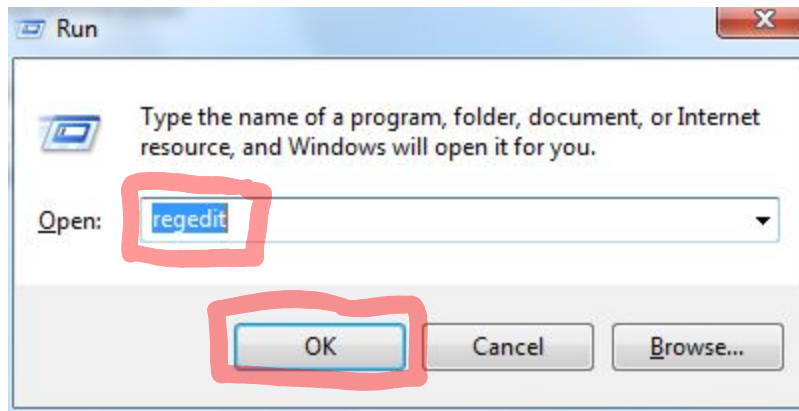
Section 3: Uninstall makeCSV:

IMPORTANT: you will need your administrator's permission to do this if you are using a work computer!

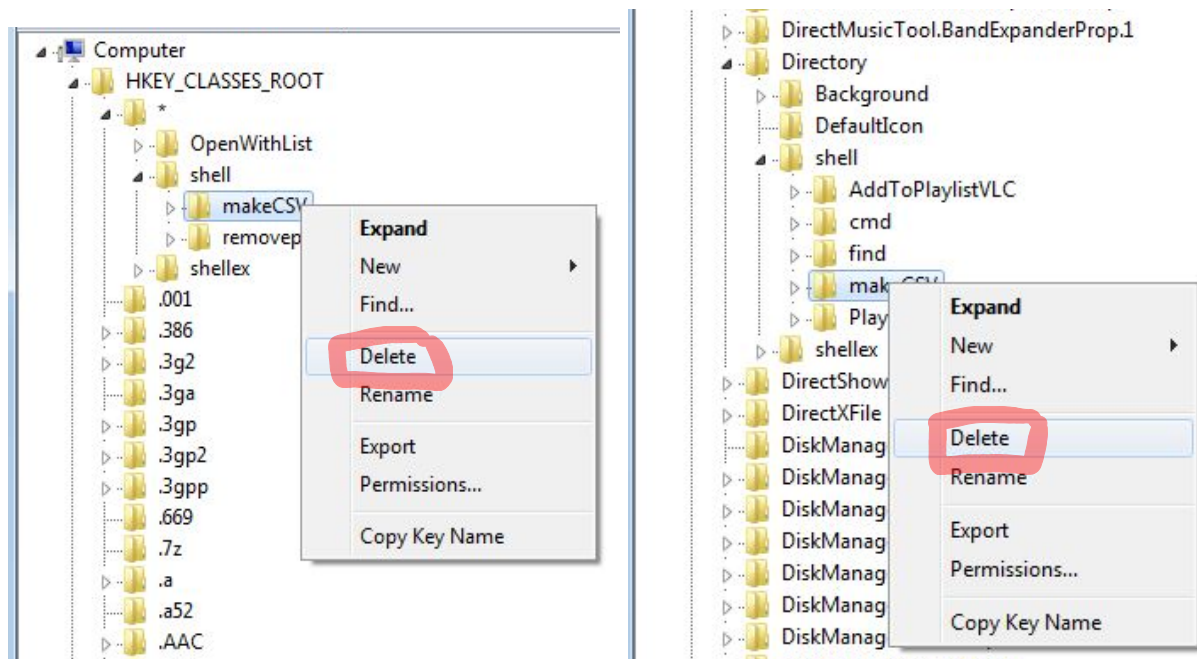
1. Click start, in the search bar type in **run**, choose the run program



2. In the program type in **regedit**



3. Go to folder HKEY_CLASSES_ROOT -> **folder *** -> folder shell, right click makeCSV and click Delete. Then, go to folder HKEY_CLASSES_ROOT -> **folder Directory** -> folder shell, right click makeCSV and click Delete. (Make sure you delete makeCSV from **BOTH** folders).



5. You are all set!!