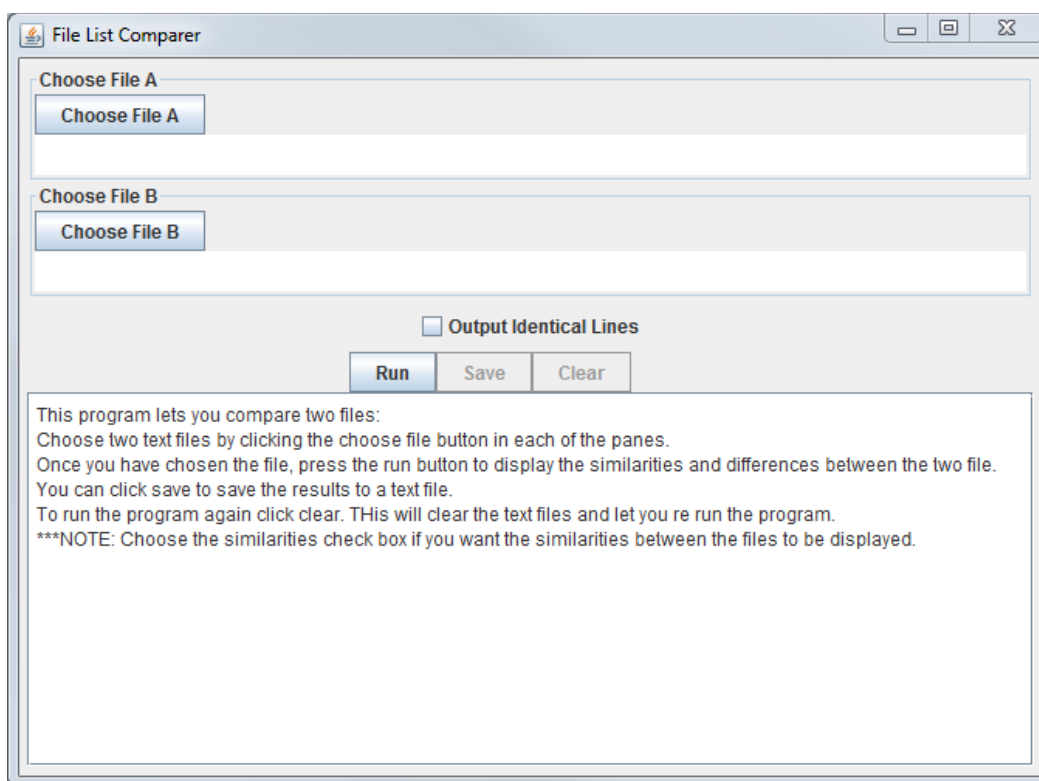


File Compare

This tool allows you to compare lists of filenames. This could be a list from a directory to a list of filenames obtained from an external source of metadata. An example would be a list from a database or spreadsheet. With accessions of several thousand unique files, this tool expedites the process of making sure the external metadata matches up exactly with the files received from the agency.



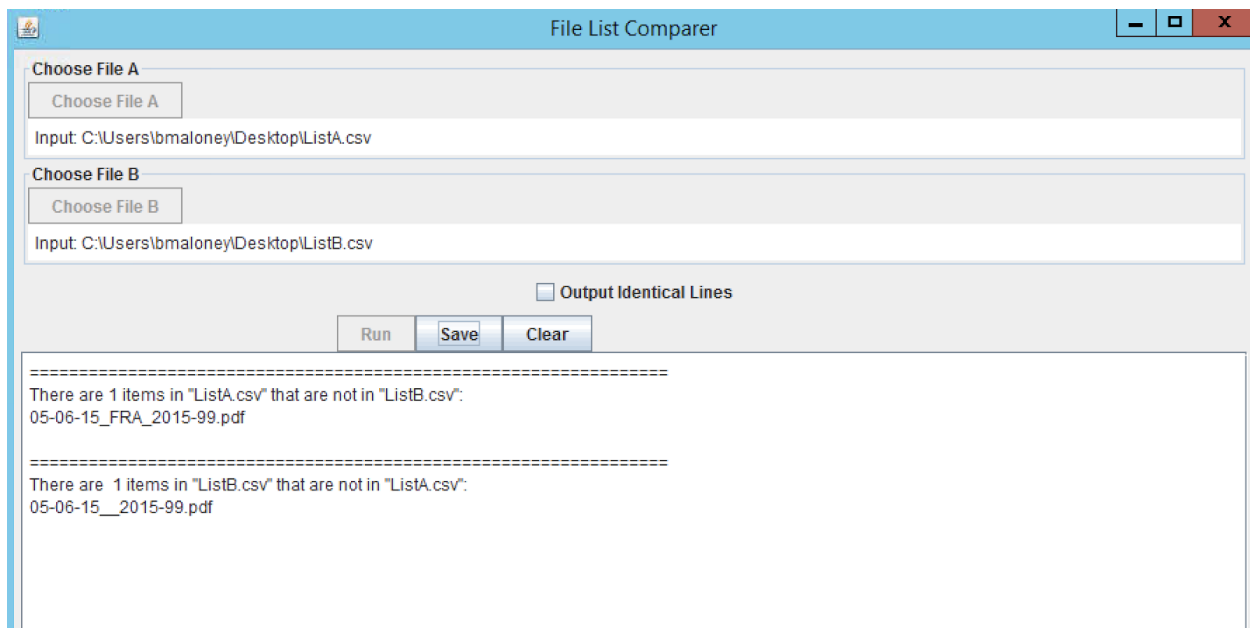
How to Use:

1. Create two CSV or Text (Tab-delimited) files: one with a list of files from the directory (File A) and one with a list of files from an external source (File B). An example would be an agency-created Excel spreadsheet.
 - a. To make a list of files from an Explorer directory, you can select all the files you want to list, hold Shift + Right-click, then choose Copy as path. You can then Paste into Excel. However, you then need to delete the directory path (easiest way is using Find+Replace). E.g.:

"X:\Project01\RDS\Still Pictures\Tools Demo\Excel Renamer\30-n-44-2485-007.jpg"
becomes
30-n-44-2485-007.jpg

Or you can use FileLister, which has the benefit of allowing you to include the names of files within subdirectories as well. Everything other than the file name should be removed.

2. Open FileCompare. Add each file as File A and File B. It doesn't matter which file is A or B.
3. If you want the results to include identical files, select the checkbox for output identical lines.
4. Click Run.
5. The results will include the names of files that do not match. If you selected to output identical lines, that list will be include under the names of files that do not match.



6. The results can be saved as a plain text file.
7. If you would like to compare another set of files, select clear to reset.