

# Creating a file inventory

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# SCOPE

If you have many files and folders, there are a number of tools available that will automatically create a file inventory for you. One of the simplest is the MS-DOS 'tree' command, accessed via the Windows command prompt.

# INSTRUCTIONS

1. Search for and select the Command Prompt from the Start menu:

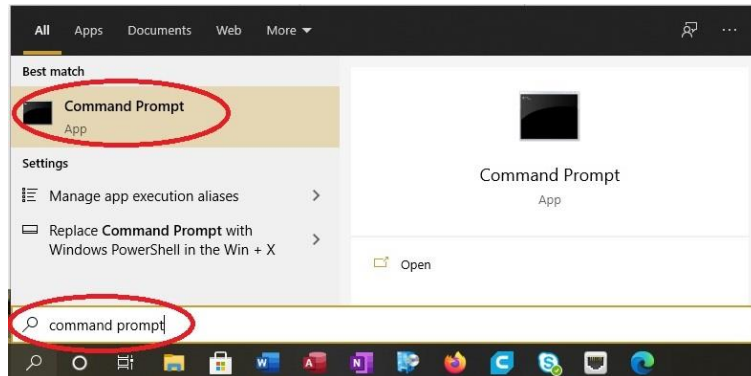


Figure 1: Opening the command prompt

2. Switch to the directory containing the files and folders you wish to list, as shown below:

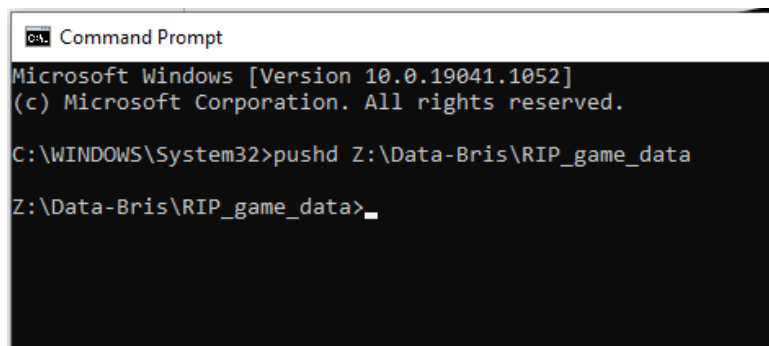


Figure 2: Switching to the required directory

3. Use the command **tree /f /a >readme.txt** to create a list of files and folders in your selected folder and save this in a new text file 'readme.txt':

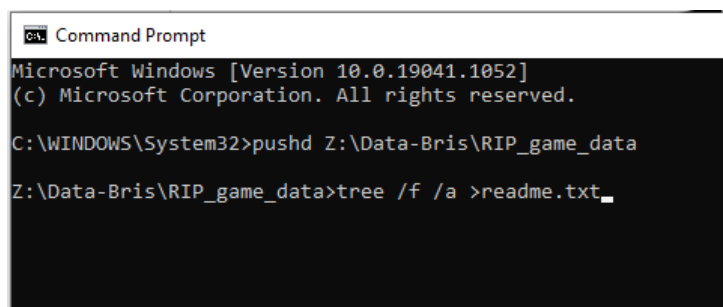


Figure 3: Using the tree command

**N.b. Please use the exact title "readme" for your readme.txt**