

PRINT FILE LIST

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Click on any blue, underlined text to go to its linked reference.



Beginning with version 9, WordPerfect offers what no other word processor does: a way to make a list of the files *and* folders inside any folder. This permits you to make an index for inclusion on a CD/DVD or when backing up files. Here's how to use it.

1. Open the folder that contains the files you want to list. To do this, select File
➤ Open from the MenuBar.

2. In the "Open File" window, select File
➤ Print File List... (**Figure 1**).

NOTE: If you do not see a MenuBar (File, Edit, View...), click on the little icon on the far-right side of the ToolBar on the far-right side of the ToolBar (**Figure 2**).

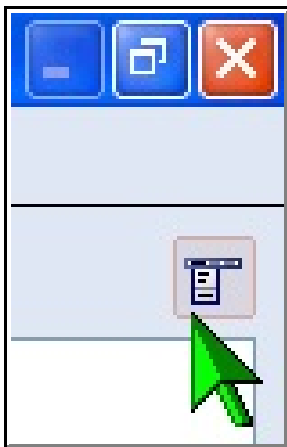


Figure 2

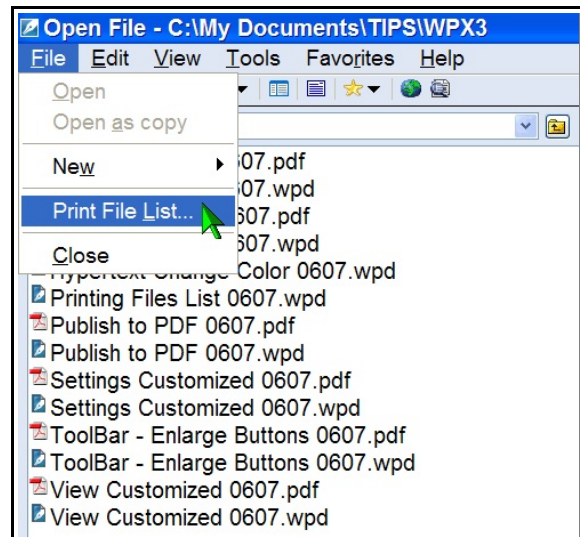


Figure 1

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3. Select Print & Listing Options

(Figure 3):

- ❶ Select “Copy to Clipboard...”
- ❷ Click “Include Folders in List” if there are subordinate folders you want included.

When you click on the “OK” button, the listing is copied to the clipboard.

NOTE: The *clipboard* is a designated memory holding area that temporarily stores information copied or cut from a document, or files for transfer.

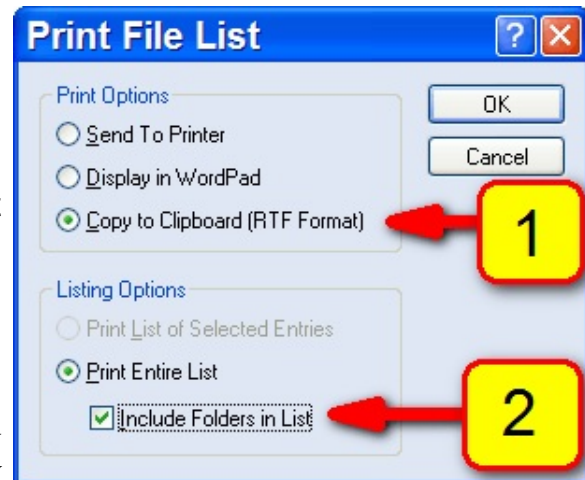


Figure 3

4. Click the “Close” button to exit from the files listing.

5. In a new, blank document, paste what you copied by either using the *Ctrl+V* keys — hold the “*Ctrl*” key and touch the “*V*” key, releasing both quickly — or, from the MenuBar, select Edit > Paste).

6. Your files list appears (Figure 4). It shows the name of each file, its size, type and date last modified.

7. You can save or print this document — just like any other WordPerfect file.

Name	Size	Type	Last Modified
Upgrade to X3 0607.pdf	83KB	Adobe Acrobat 7.0 Document	7/9/2006 8:17 AM
Upgrade to X3 0607.wpd	119KB	WordPerfectX3 Document	7/9/2006 8:04 AM
FontDefaultSet 0607.pdf	77KB	Adobe Acrobat 7.0 Document	7/9/2006 8:05 AM
FontDefaultSet 0607.wpd	154KB	WordPerfectX3 Document	7/9/2006 6:46 AM
HypertextChangeColor 0607.wpd	47KB	WordPerfectX3 Document	7/9/2006 8:41 AM
Printing FilesList 0607.wpd	115KB	WordPerfectX3 Document	7/11/2006 6:12 AM
Publish to PDF 0607.pdf	85KB	Adobe Acrobat 7.0 Document	7/9/2006 8:16 AM
Publish to PDF 0607.wpd	165KB	WordPerfectX3 Document	7/9/2006 8:16 AM
SettingsCustomized 0607.pdf	578KB	Adobe Acrobat 7.0 Document	7/8/2006 11:48 PM
SettingsCustomized 0607.wpd	3,319KB	WordPerfectX3 Document	7/9/2006 6:12 AM
ToolBar - Enlarge Buttons 0607.pdf	160KB	Adobe Acrobat 7.0 Document	7/9/2006 8:18 AM
ToolBar - Enlarge Buttons 0607.wpd	204KB	WordPerfectX3 Document	7/9/2006 8:18 AM
View Customized 0607.pdf	160KB	Adobe Acrobat 7.0 Document	7/9/2006 8:19 AM
View Customized 0607.wpd	180KB	WordPerfectX3 Document	7/9/2006 8:18 AM

Figure 4

8. If you have my *Correct It Menu*, open it (**Figure 5**).

Click on “Z — File List Fix”.

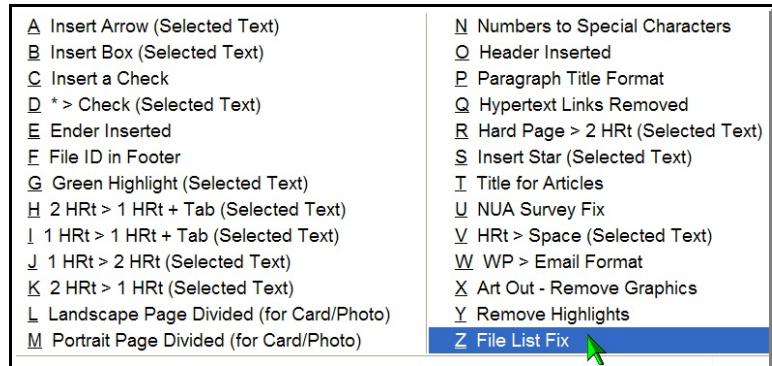


Figure 5

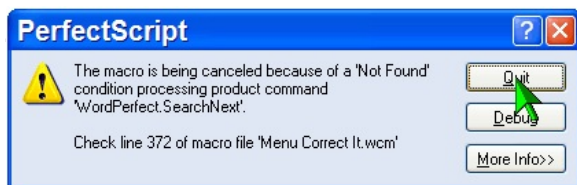


Figure 6

Click “Quit” button (**Figure 6**).

This window notified you that all the needed changes to the document have been made.

10. If you have Darry D’s Scan-Fix, run it (**Figure 7**).

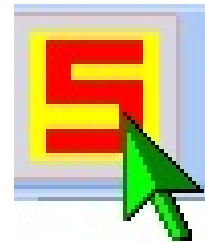


Figure 7

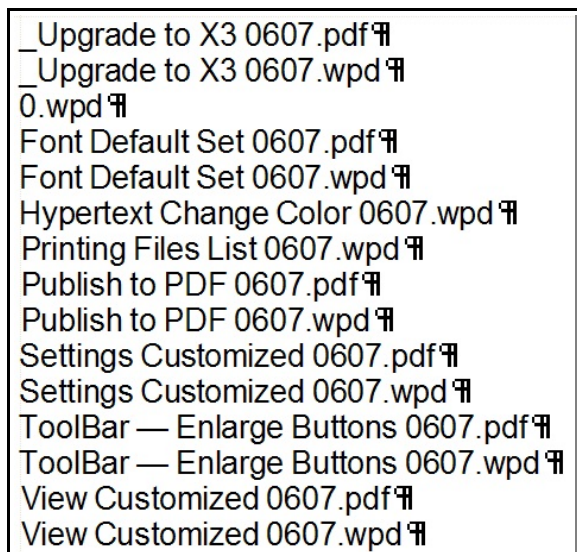


Figure 8

11. The list of files shows, displayed in your default font (**Figure 8**).