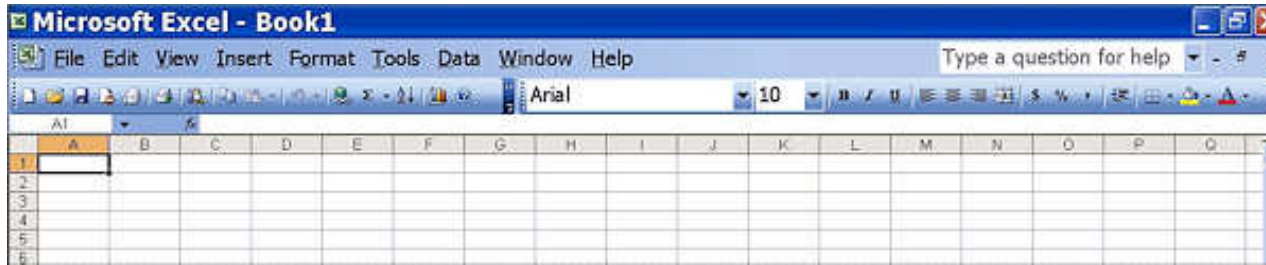
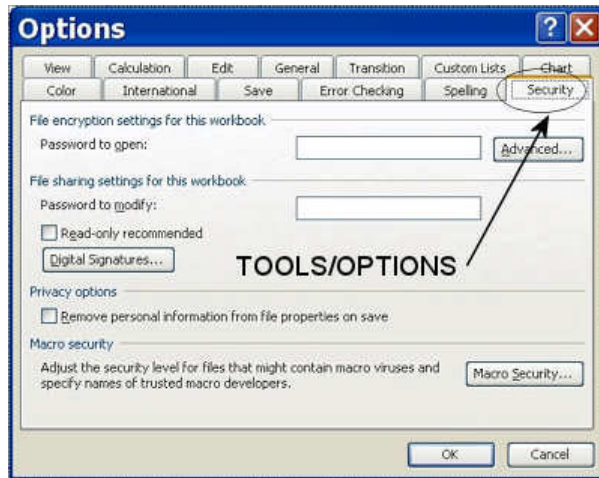


How to setup Microsoft Excel to record the contents of any folder or drive.



Click Tools, from that list click OPTIONS, shown below



In the options window on the left side, this window will show when the SECURITY tab is selected. Click the MACRO SECURITY button on the lower right side. This window will change to the window shown below.



In the SECURITY window on the left make sure that the MEDIUM security radio button is checked. Any higher security this process may not work, at most times.

Now make sure you have the file DIRECTORY.XLA in a folder where it can be accessed. Click the TOOLS option in Excel, from that list click ADD-INS

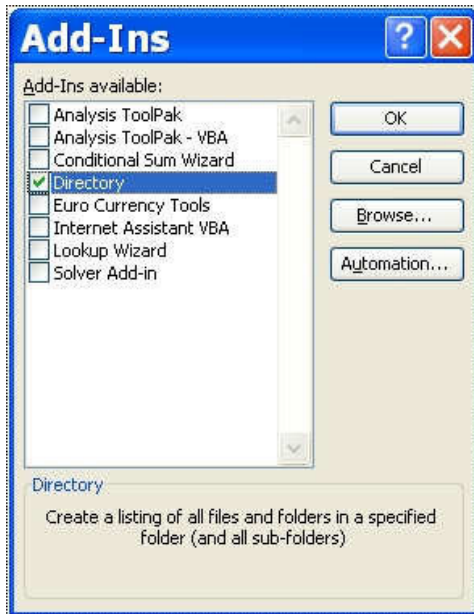
In Excel click TOOLS, from that list click ADD-INS this will bring up the next window.



Your ADD-INS window may not have the DIRECTORY entry like mine, I removed the add-ins I had in my Excel to explain this how to document, should not be problem though. Click the BROWSE button in the ADD-INS window, locate the file DIRECTORY.XLA, in the folder you placed it, select it then select open. This will open the following window.



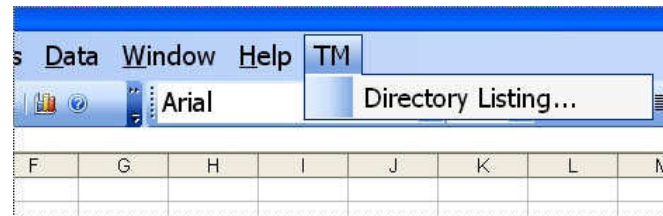
This windows seams to indicate that this wont work, however, continue by clicking OK in the warning message this window will change to the next image..



Notice that you have a DIRECTORY entry with a check mark in it. Click OK in the ADD-INS window.



Notice that now you have another option on your Excel Menu Bar, called TM.



Clicking the TM option reveals a DIRECTORY LISTING Option, continue to the next image



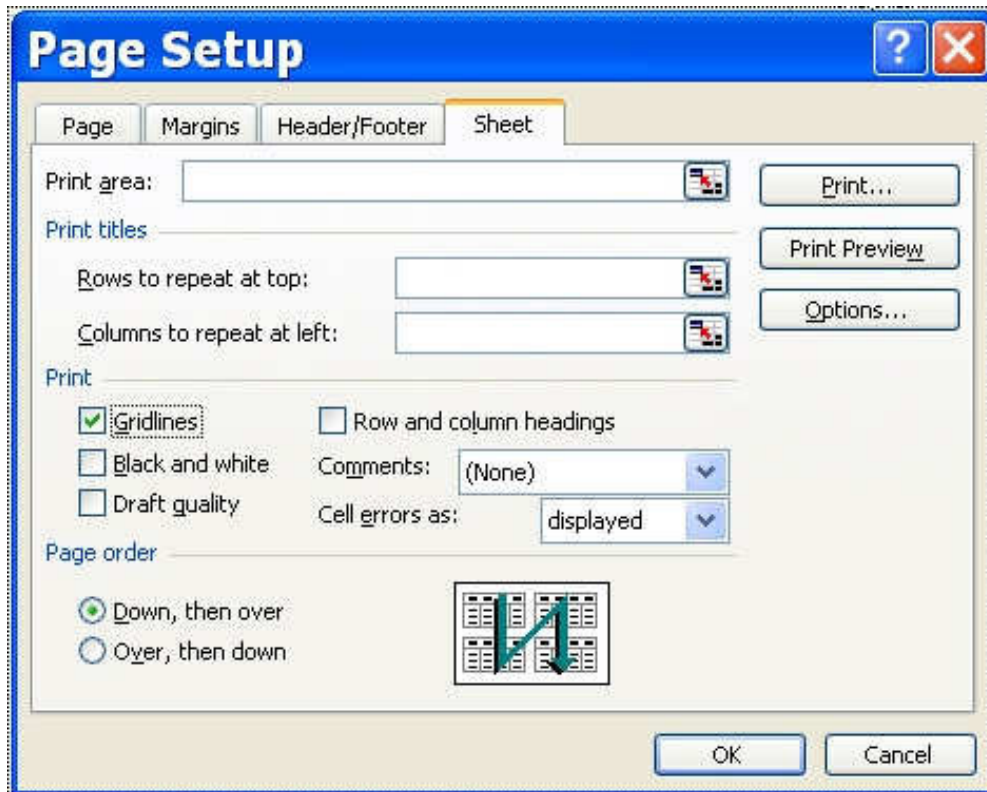
This window comes up when you clicked DIRECTORY LISTING above, Click BROWSE to locate the folder you want to create a list for, click that folder and it will be listed in the window on the left next to BROWSE, click OK and the following information will appear in Excel. Since these Excel lists will be wider than normal use landscape page format.

	A.	B.	C.	D.	E.	F.	G.	H.
1	Filename	Date Created	Last Access Date	Last Update Date	Size	Type	Attributes	Full name
2	clipart-jokes	9/10/2007 15:29	9/19/2008 11:10	11/5/2007 11:01	3,010,785	File Folder	Directory	D:\clipart-jokes
3	472E.JPG	5/14/2007 10:04	9/9/2008 10:09	5/14/2007 11:05	54,851	Paint Shop Pro Photo X2 Image	Archive	D:\clipart-jokes\472E.JPG
4	47B3.JPG	5/14/2007 10:04	9/19/2008 11:45	5/14/2007 11:05	31,410	Paint Shop Pro Photo X2 Image	Archive	D:\clipart-jokes\47B3.JPG
5	4EF9.JPG	5/14/2007 10:04	9/8/2008 14:27	5/14/2007 11:05	17,009	Paint Shop Pro Photo X2 Image	Archive	D:\clipart-jokes\4EF9.JPG
6	8E4D.JPG	5/14/2007 10:04	9/8/2008 14:27	5/14/2007 11:05	34,640	Paint Shop Pro Photo X2 Image	Archive	D:\clipart-jokes\8E4D.JPG
7	9-Months.jpg	5/14/2007 10:04	9/8/2008 14:27	5/14/2007 11:05	28,417	Paint Shop Pro Photo X2 Image	Archive	D:\clipart-jokes\9-Months.jpg
8	assaulted peanut.jpg	5/14/2007 10:04	9/19/2008 11:45	5/14/2007 11:05	43,743	Paint Shop Pro Photo X2 Image	Archive	D:\clipart-jokes\assaulted peanut.jpg
9	BIZARRO.JPG	5/14/2007 10:04	9/8/2008 14:27	5/14/2007 11:05	30,870	Paint Shop Pro Photo X2 Image	Archive	D:\clipart-jokes\BIZARRO.JPG
10	branding.gif	5/14/2007 11:05	9/19/2008 11:45	5/14/2007 11:05	3,388	Paint Shop Pro Photo X2 Image	Archive	D:\clipart-jokes\branding.gif
11	BRIBER.JPG	5/14/2007 10:04	9/8/2008 14:27	5/14/2007 11:05	23,552	Paint Shop Pro Photo X2 Image	Archive	D:\clipart-jokes\BRIBER.JPG

For my application of this add-in I do not need columns c,d,f,g,h or i (not shown) so I delete them and add a column between columns b and c as shown below.

	A.	B.	C.	D.	E.	F.	G.	H.	I.
1	Filename	Date Created		Size					
2	clipart-jokes	9/10/2007 15:29		3,010,785					
3	472E.JPG	5/14/2007 10:04		54,851					
4	47B3.JPG	5/14/2007 10:04		31,410					
5	4EF9.JPG	5/14/2007 10:04		17,009					
6	8E4D.JPG	5/14/2007 10:04		34,640					
7	9-Months.jpg	5/14/2007 10:04		28,417					
8	assaulted peanut.jpg	5/14/2007 10:04		43,743					
9	BIZARRO.JPG	5/14/2007 10:04		30,870					
10	branding.gif	5/14/2007 11:05		3,388					
11	BRIBER.JPG	5/14/2007 10:04		23,552					
12	Check-email.jpg	5/14/2007 10:04		23,843					
13	CO1-16-02.jpg	5/14/2007 10:04		5,322					
14	COMPUTER.JPG	5/14/2007 10:04		18,688					

For my application, I print these then pencil in what each is in column C. Of course one could enter the info here for a neater documentation. Since I print these and store them in 3 hole binders, properly labeled, it is necessary to print the lines as well as the data, this is done by setting the page setup as follows.



Click the SHEET tab in the PAGE SEUP window and place a check mark in the print section GRIDLINES. When you print this you will have lines just as you see them with Excel open. If you print them you might want the column headings to repeat on each page, this can be setup by placing a check in “Row and column headings” box.

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