

MAKE AN ELECTRONIC OR HARD COPY LIST OF FILES FROM A PARTICULAR FOLDER

If you want to create a record of the files in a particular folder, try this quick and easy method:

1. Select all the files in the folder (press CTRL-A).
2. Right-click on any of the files.
3. Choose **Send To** and select **Mail Recipient**. This action will open your default email client.
4. Your email client produces a list of the files in the body of the email.
5. You can then **copy** the list from the text area of the email and paste it to a word processing application where you can save it as a document or print it out. You can even put a “date stamp” on the document’s header or footer for easy reference.