

Printing a Screen Shot of Your Directories and Documents

Is there a way to print what would be the equivalent of a screen shot of the directories/folders within your computer?

To be more specific [yet not overly detailed], I have a few computers, networked. Within the server are folders, one per client. Within each client's folder are folders such as "Letters" "Discovery" "Pleadings" etc.

Those folders themselves have sub-folders.

I wish to be able to show what lies within the "Pleadings" folder within one particular client's matter - not printing each and every document, but just a screen shot that shows that there are many, many documents within that folder.

An index to those documents is not what I need in this particular situation. Generally speaking I do have an index of the pleadings that have been filed in court, or that have been received from opposing counsel, but that is not what I need for this one instance.

So, is there a way to do this other than trying to take photos with my I-Phone of the screens?

Thanks.

I'm sure there are other ways, including Window Print Screen, which I have never used. I have SnagIt software which I use mostly for taking screen shots. It will do exactly what you want.

Henry R. Reckler, Colorado

I like using MWSnap to take screenshots for my practice (mostly my TM practice.)

That said, if you have Windows, can't you use ALT-PrintScreen (assuming you have a keyboard with the print screen key) to capture the window, then paste into Word or PowerPoint or whatever you want? May take a few scrolls and screenshots to get them all.

Cynthia V. Hall, Florida

If you use WordPerfect (and this is yet another reason you should), it is very easy:

from a blank document, click file, then open. Navigate to the desired folder. Now click "file" again. On the drop down, one option is to "print file list"

You can select various entries or choose to print the entire list. Under "print entire list" there is an option to include all folders in the list (in addition to all files). (It will not print a list of the files within the subfolders)

Your output options are: print, display in Wordpad, or copy to clipboard in RTF format).

Andy Simpson, U.S. Virgin Islands

You can accomplish this exact thing via DOS prompt.

1. Click Windows icon
2. type: cmd.exe and hit Enter
3. navigate to the desired directory using the CD command (e.g. cd c:\stuff\pleadings)
4. Use one of the three following commands:

DIR > PRINT.TXT

DIR > /B PRINT.TXT (for filenames only)

DIR /S /B PRINT.TXT (for only filenames of the files in the current directory & any other files in any subdirectories in that directory) 5. open up file explorer and navigate to that directory and you should see PRINT.TXT -- open it up and voila.

note that using the command DIR /O:D PRINT.TXT will sort the files by date

Seth Combs, Kentucky

I have written an Excel macro that does this - includes hyperlinks to the actual documents. Email me offline if you would like a copy

Geoff Wiggs, California

You can use the Print Screen key (using shift or alt with cause it to print only the active window). Then you can paste the image that was printed into a document. I had to do this to create an index list for a CD.

You can also use the Windows Snipping Tool and paste the saved image into a document.

I also like the DOS command to print a list of the files.

Phil A. Taylor, Massachusetts

Thanks to all for your suggestions.

Roger Rosen, California

I use a free program called Director List and Print. Works well for my needs.

Scott I. Barer, California

I have Worldox document management software and it allows me to print a full list of the documents in any subfolder I select just by choosing List > Print. The list includes the document description, document type (.docx, pdf, etc.), date, and the modification date. The top of the printed page has the directory and folder path so I know where the documents are located. If you have document management software, maybe it has a similar feature?

Caroline A. Edwards, Pennsylvania

Assuming it's a Windows pc it's pretty easy.

1. mouse the window you want to print

2. Press prtscrn on my keyboard I have to hold the shift key 3. Open up PC Paint it comes with all versions of window 4. Mouse on the PC Canvass Press Ctrl V.

You can make the image bigger (handy if you're a Rooster Cogburn type) Or you can print it or turn it into a pdf.

John Davidson, Pennsylvania