

Technology Tips

June 6, 2003



Question:

How can I print a list of the files in a folder?



Answer:

One of the easiest ways to print a list of the files in a folder is to use Microsoft Outlook. Here's how to print a file list using Outlook XP:

- 1 Open Outlook XP. If the Outlook Bar is not visible, click **View**. Then click **Outlook Bar**.
- 2 The left column on your screen is the Outlook Bar. Click the button at the bottom of the bar, the one that says **Other Shortcuts**. Click **My Computer** and then use the screen on the right to navigate to the folder whose contents you want to list. Double-click that folder to open it and display its contents in the window.
- 3 The center window on the screen will display a list of files in the folder. The list is formatted as a table with several columns, each with a heading shaded in gray. You can change the way the table looks. To make the columns wider or narrower, drag the edges of the heading for the column. To remove a column, right-click on the heading and then click Remove the Column. To set an exact width for a column, right-click on the heading, click Format Columns, choose Specific Width and enter a number of characters. Other choices for column format are available in the Format Columns dialog box. You can change the name in the header or the alignment of the data in the column.
- 4 The next step is to adjust the page setup. Click **File** on the menu bar and then click **Page Setup** at the bottom of the drop-down menu. Click **Table Style**. Here you can set fonts, paper size and orientation, margins, etc. To give the page a title, click the Header/Footer tab. If you want the title to be centered, type it in the center box. Then click the Fonts button and choose a larger, bolder font.
- 5 When you are done making adjustments, click **Print Preview**. This is the only way to see what the page will actually look like when printed. If you need to make further adjustments, click the Close button to return to the Page Setup dialog. After you make changes, click Print Preview again and inspect the results.
- 6 When you are satisfied with the results, click **Print** on the menu bar at the top of the Print Preview page.