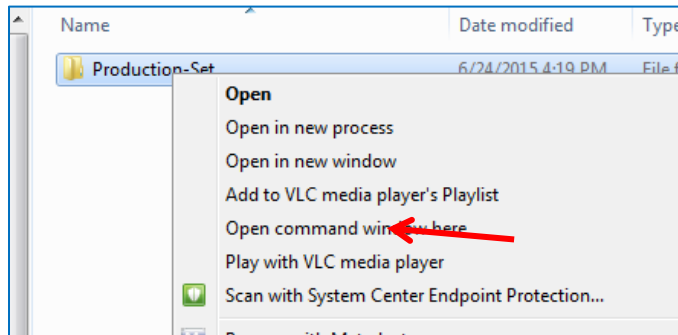
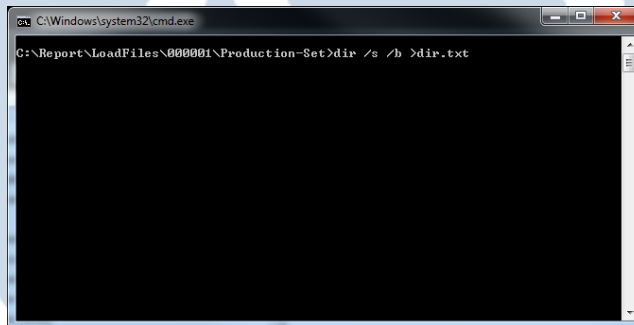


# How to create Dii from directory list

1. Create a directory listing of the folder you need a load file for.
  - a. To do this, Shift+rt.Click on the folder and choose “Open Command Window Here”.



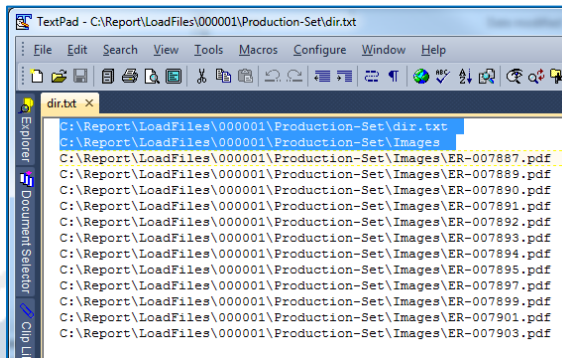
- b. Type the following command into the dos prompt: `dir /s /b >dir.txt`  
Note: “dir.txt” is the filename. You can change the “dir” to whatever you want it to be.  
The text file will automatically be saved to the folder that you right clicked on.



# How to create Dii from directory list

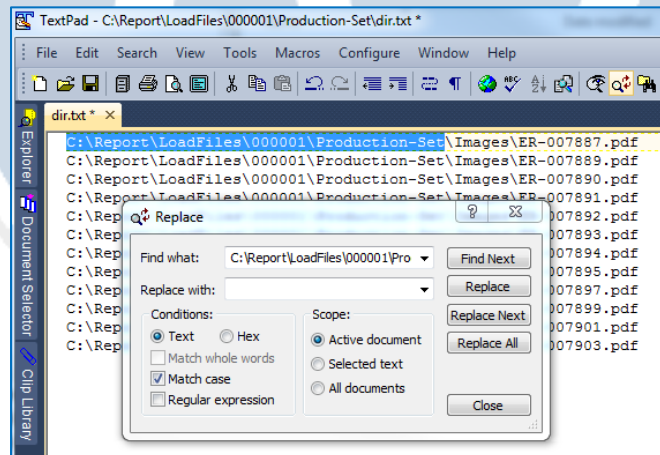
2. Open the text file in TextPad or equivalent text editor.

Delete any extra rows at the top that do not contain any filenames.



3. Remove leading path information by selecting the text you want removed, then go to "Search>Replace". The "Find what" box will populate with the text you have selected. Leave the "Replace with" box blank. Click "Replace All". Close the Replace box.

Reason: We want the path to start from where the Dii file sits. So in this example, the dii file will sit in the "Production-Set" folder. Summation PRO will start looking for folders beyond that point, so I removed "Production-Set" and everything prior.

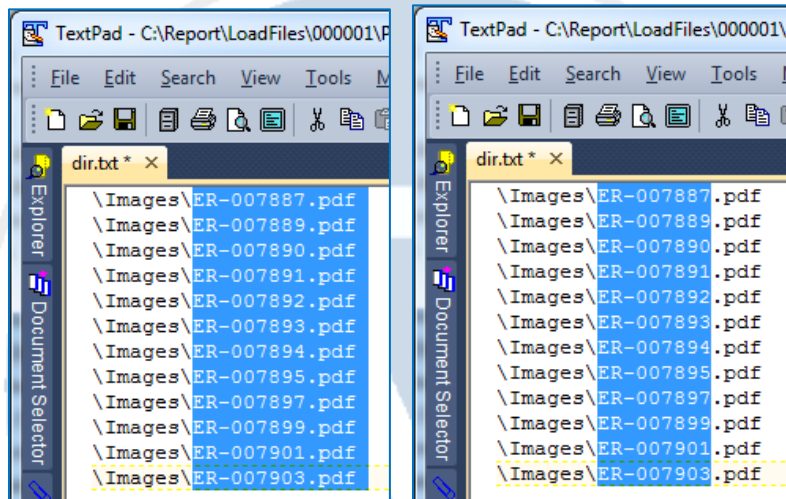


## How to create Dii from directory list

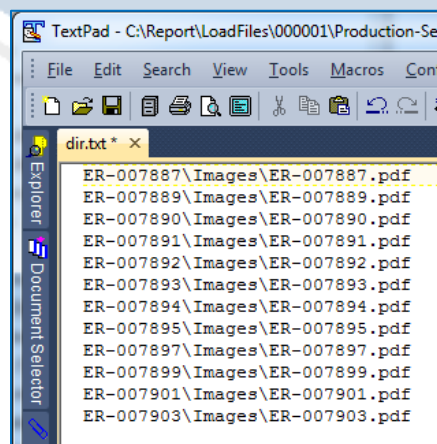
- Block select all the filenames. First go to “Configure” and choose “Block Select mode”. Put your cursor after the last “\” before the first filename starts. Scroll to the very bottom then hold the “Shift” key and click on the end of the last line. Copy your selection.

**REMEMBER:** You are in block select mode. You may need to leave enough extra room on the bottom click to include the whole filename for the ones with longer names.

Note: If you have a nicely uniformed collection, like in the example below, you can just select the file name and leave off the “.pdf”. It will not hurt anything to leave it on, it just helps keep things clean if you remove it.



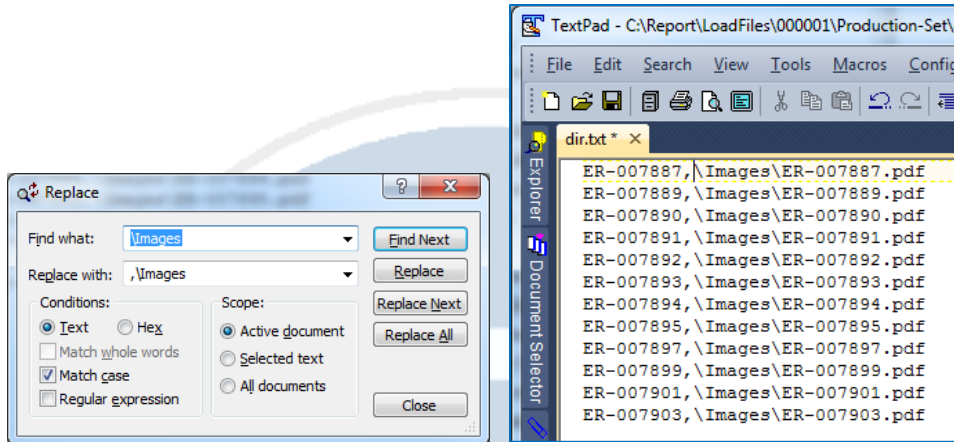
- Scroll back to the top line. Click so that your cursor is blinking in the very top left corner of text. Paste your selection. It should block paste your selection to the beginning of each line.



# How to create Dii from directory list

6. Add a comma between the block you just pasted and the file page. Do this by selecting the first file folder (including the “\”) and go to “Search>Replace”. In the “Replace with” box, copy the “Find what” box and add a comma to the front. Close the replace box.

Reason: We are creating a csv that we will open in excel to add our tokens. This comma will separate what will become the DocId field and the Path field when in excel.



7. Save the text file. Then, Save As a .csv file.

Open the newly created .csv file. It will auto open in excel.

Add a new column for “A” and a new column for “C”.

The image shows two screenshots of an Excel spreadsheet. The left screenshot shows a table with columns A, B, C, and D. Column B contains the file paths, and column C is highlighted in yellow. The right screenshot shows the same data with column A added to the left of column B, and column C added to the right of column B. Column D is now the rightmost column and is highlighted in yellow.

	A	B	C	D
1	ER-007887	\Images\ER-007887.pdf		
2	ER-007889	\Images\ER-007889.pdf		
3	ER-007890	\Images\ER-007890.pdf		
4	ER-007891	\Images\ER-007891.pdf		
5	ER-007892	\Images\ER-007892.pdf		
6	ER-007893	\Images\ER-007893.pdf		
7	ER-007894	\Images\ER-007894.pdf		
8	ER-007895	\Images\ER-007895.pdf		
9	ER-007897	\Images\ER-007897.pdf		
10	ER-007899	\Images\ER-007899.pdf		
11	ER-007901	\Images\ER-007901.pdf		
12	ER-007903	\Images\ER-007903.pdf		

	A	B	C	D
1		ER-007887	\Images\ER-007887.pdf	
2		ER-007889	\Images\ER-007889.pdf	
3		ER-007890	\Images\ER-007890.pdf	
4		ER-007891	\Images\ER-007891.pdf	
5		ER-007892	\Images\ER-007892.pdf	
6		ER-007893	\Images\ER-007893.pdf	
7		ER-007894	\Images\ER-007894.pdf	
8		ER-007895	\Images\ER-007895.pdf	
9		ER-007897	\Images\ER-007897.pdf	
10		ER-007899	\Images\ER-007899.pdf	
11		ER-007901	\Images\ER-007901.pdf	
12		ER-007903	\Images\ER-007903.pdf	

# How to create Dii from directory list

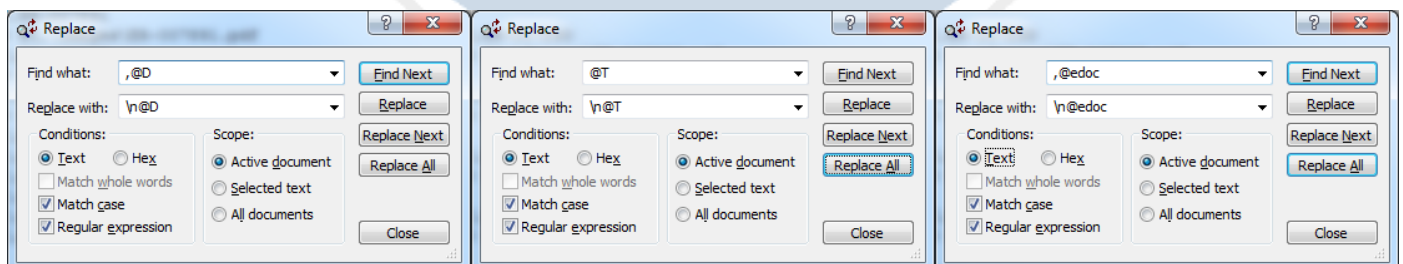
- Fill all of column “A” with “^T” and all of column “C” with “^edoc” or “^D ^I depending on your scenario.

Note: If you have both images and natives of the same documents then you will put the proper token for Natives and Images in Columns “C” and “E”. Column “F” will also be populated with the path. Getting column “F” populated correctly requires a few extra steps.

Reason: These are our tokens, I am using a ^ rather than @ because of how excel operates. We will change it to @ from TextPad.

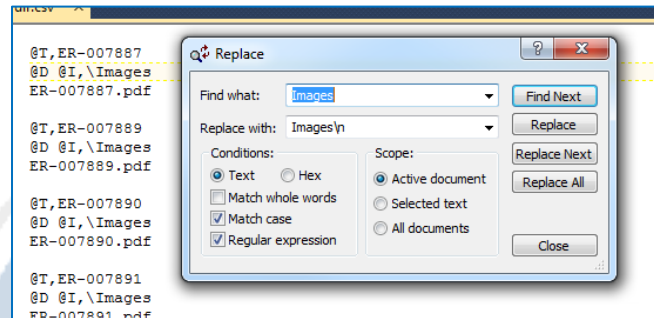
	A	B	C	D
1	^T	ER-007887	^D ^I	\Images\ER-007887.pdf
2	^T	ER-007889	^D ^I	\Images\ER-007889.pdf
3	^T	ER-007890	^D ^I	\Images\ER-007890.pdf
4	^T	ER-007891	^D ^I	\Images\ER-007891.pdf
5	^T	ER-007892	^D ^I	\Images\ER-007892.pdf
6	^T	ER-007893	^D ^I	\Images\ER-007893.pdf
7	^T	ER-007894	^edoc	\Images\ER-007894.pdf
8	^T	ER-007895	^edoc	\Images\ER-007895.pdf
9	^T	ER-007897	^edoc	\Images\ER-007897.pdf
10	^T	ER-007899	^edoc	\Images\ER-007899.pdf
11	^T	ER-007901	^edoc	\Images\ER-007901.pdf
12	^T	ER-007903	^edoc	\Images\ER-007903.pdf
13				

- Save and close the csv file. Open it from TextPad.
  - Using “Search>Replace”, Change the ^ to @.
  - Insert a new line for each token. To do this, check the “Regular Expression” check box. Type ,@(token) as the “Find what” and change it to \n@(token). The @T token is not preceded by a comma.

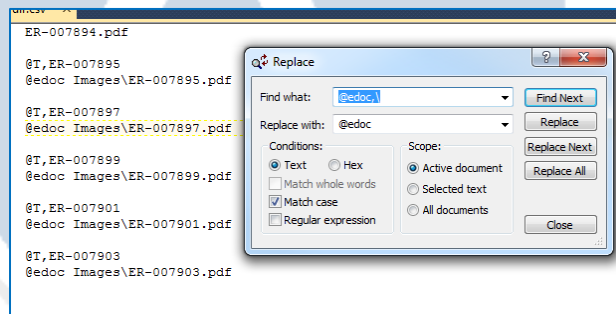


## How to create Dii from directory list

- c. Anything loaded with an @D @I statement needs to have the actual file(s) on a new line. To do this, use part of the folder path as the “Find what” and add a \n to the end. (Note: the \ at the end of the folder path sometimes gives issue with this task. Remove the last \ in order to get the new line command to work and add it back when finished. You will have to uncheck “Regular Expression”. Ex. “Find what” is \Images\ “Replace with” \Images. Check “Regular Expression”, “Find what” Images and “Replace with” Images\n. Uncheck “Regular Expression” “Find what” Images “Replace with” Images\)



- d. Anything loaded with an @edoc will need to have the preceding \ removed and replaced with an empty space. Remove the comma at this point too. Ex: “Find What” @edoc,\ “Replace with” @edoc(space)



- e. Replace @T, with @T(space)  
f. Replace @I, with @I

## How to create Dii from directory list

10. Save file. Then, Save As and change file type from .csv to .dii and change the Encoding to UTF-8(BOM). Your Dii file is ready now.

```
@T ER-007890
@D @I\Images\
ER-007890.pdf

@T ER-007891
@D @I\Images\
ER-007891.pdf

@T ER-007892
@D @I\Images\
ER-007892.pdf

@T ER-007893
@D @I\Images\
ER-007893.pdf

@T ER-007894
@edoc Images\
ER-007894.pdf

@T ER-007895
@edoc Images\ER-007895.pdf

@T ER-007897
@edoc Images\ER-007897.pdf

@T ER-007899
@edoc Images\ER-007899.pdf

@T ER-007901
@edoc Images\ER-007901.pdf

@T ER-007903
@edoc Images\ER-007903.pdf
```