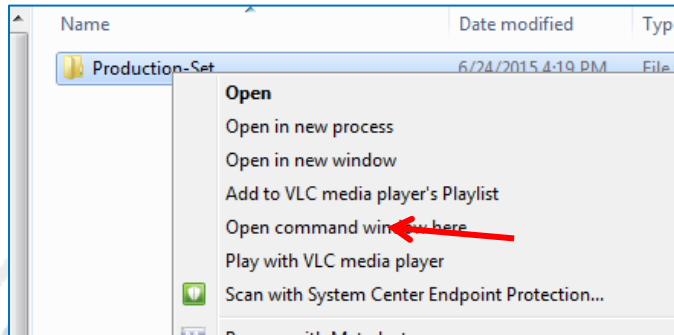


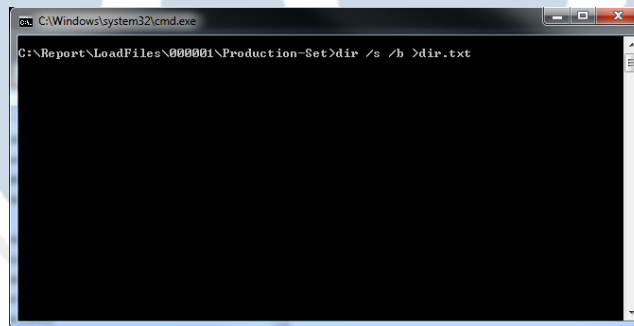
How to create DAT from directory list

NOTE: This will not work with single page Tiffs that need to be combined using a load file. That requires an .OPT file to accompany this .DAT.

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”.



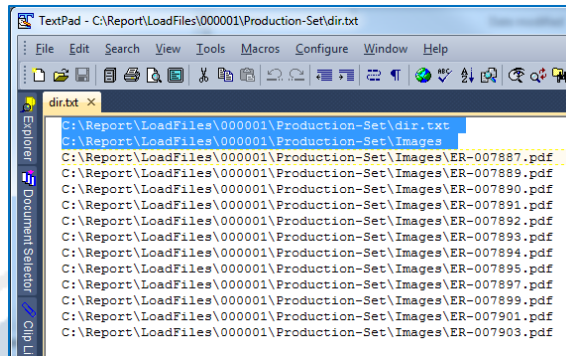
- b. Type the following command into the dos prompt: `dir /s /b >dir.txt`
Note: “dir.txt” is the filename. You can change the “dir” to whatever you want it to be.
The text file will automatically be saved to the folder that you right clicked on.



How to create DAT from directory list

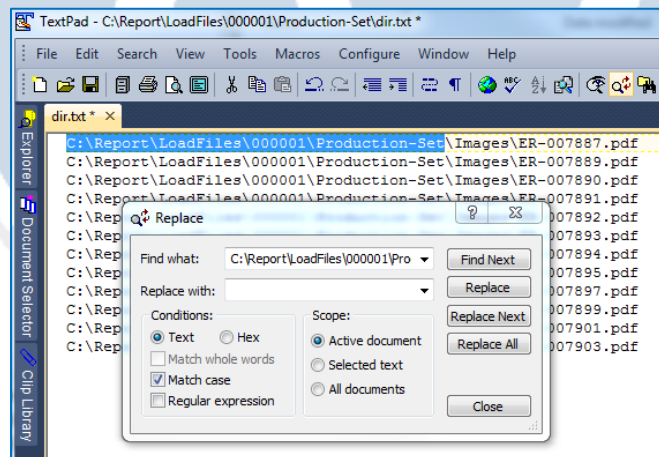
2. Open the text file in TextPad.

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 DAT 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.

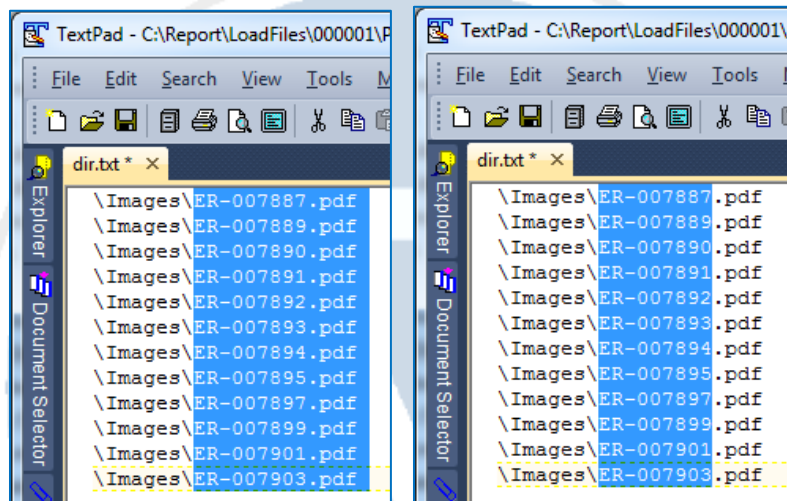


How to create DAT from directory list

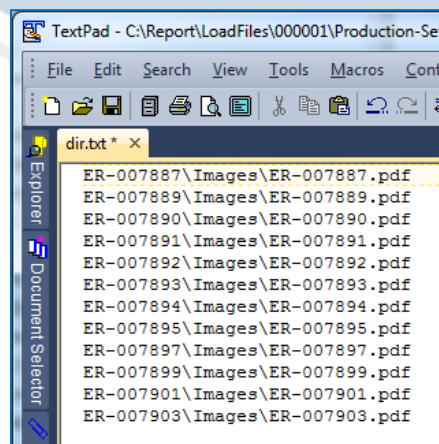
- Block select all the filenames. First go to “Configure” and choose “Block Select mode”. Put your cursor after the last “\” before the first filename starts. Scroll to the very bottom then hold the “Shift” key and click on the end of the last line. Copy your selection.

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.

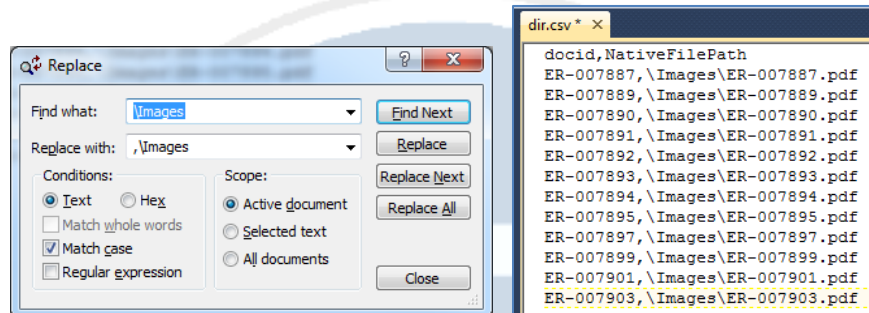


How to create DAT from directory list

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.

Add a new line to the top row that contains your field values for DocID and NativeFilePath separated by a comma.

Reason: We are creating a csv that we will open in excel to add the concordance delimiters in bulk. This comma will separate what will become the DocID field and the NativeFilePath 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 the data from the CSV file with columns A and C added. The right screenshot shows the same data with columns A and C added, but with the first row (row 1) highlighted in yellow.

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

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

