

# Quickly Creating Subfolders for Adding Multiple Cases

Case collections are the way to organize your WSIs to be shown in training sessions. Once you've made a Case Collection all the slides within it can quickly be added to as many training sessions as you like.

Sometimes you may find yourself in a situation with a lot of 'loose' WSI files in a folder, and you want to quickly put each one in it's own Case subfolder.

Thankfully, we've written a quick script for Windows Command Prompt that will help you get your WSIs in an organised state.

## If you're using a filetype with just one file per WSI e.g. .dcm, .ndpi:

Step 1: Open Command Prompt (type CMD into the windows search bar and open the app)

Step 2: Navigate in Command Prompt to the folder with the WSIs. This is done by typing "cd" and then pasting the path to the folder. Then press enter.

Step 3: Now that you're in the right folder, copy and paste: **for %i in (\*) do mkdir "%~ni"** then hit enter. Running this command will make a subfolder for every file, with the same as the file.

Step 4: Copy and paste then enter: **for %i in (\*) do move "%i" "%~ni"**

```
C:\Users\...\OneDrive>cd "Documents\Travel\Italy 2023"
C:\Users\...\OneDrive\Documents\Travel\Italy 2023>for %i in (*) do mkdir "%~ni"
C:\Users\...\OneDrive\Documents\Travel\Italy 2023>mkdir "Ferry Tix Beverello to Ischia"
C:\Users\...\OneDrive\Documents\Travel\Italy 2023>mkdir "Ferry Tix Ischia to Bever"
C:\Users\...\OneDrive\Documents\Travel\Italy 2023>for %i in (*) do move "%i" "%~ni"
C:\Users\...\OneDrive\Documents\Travel\Italy 2023>move "Ferry Tix Beverello to Ischia.pdf" "Ferry Tix Beverello to Ischia"
1 file(s) moved.
C:\Users\...\OneDrive\Documents\Travel\Italy 2023>move "Ferry Tix Ischia to Bever.pdf" "Ferry Tix Ischia to Bever"
1 file(s) moved.
```

## If you're using a folder-based filetype e.g. .mrxs that has a folder and a file with the same name

Step 1: Open Command Prompt (type CMD into the windows search bar and open the app)

Step 2: Navigate in Command Prompt to the folder with the WSIs. This is done by typing "cd" and then pasting the path to the folder. Then press enter.

Step 3: Now that you're in the right folder, copy and paste: **for /d %i in (\*) do mkdir "%i\_temp"** then hit enter. Running this command will make a new folder for every folder in the directory, with the same name as the folder + "\_temp".

Step 4: Copy and paste then enter:

```
for /d %i in (*) do (
if /i not "%i"=="%i_temp" (
move "%i" "%i_temp\"
```

