

## When to run a "Fast File Search"

A "Fast File Search" is best used for finding files or folders have been deleted and emptied from the Windows Recycle Bin. A Fast File Search is run on the drive letter on which the files were deleted or lost. If the "Fast File Search" does not find your files, next try a "Complete File Search" which is a longer but more thorough search. [Learn more about the differences between the types of search here.](#)

## Step 1 - Selecting the "Fast File Search"

To run a "Fast File Search", open the Recover My Files wizard by:

- running Recover My Files from the desktop icon (the program will open to the wizard); or,
- if you are at the main program screen, click the "Start Search" button;

select "Fast File Search" and then click "Next".



## Step 2 - Select the Drive To Search

The next wizard screen performs a scan to identify the devices (hard drives, digital camera, USB drive etc) that are connected to your computer. Select the device/s you wish to search by using your mouse to place a green tick in the box next to the device name.

In the screen capture below, we are searching C:\ drive for deleted files:



### "Folders to Search (for active or temporary files)"

It is possible to task Recover My Files to search an existing folder. Doing this will allow you to search the 'active' files on your disk (i.e. those that are not deleted). You may wish to do this in order to search for temporary files created by programs such as Microsoft Word. There are two default folders included for selection. One is the "Recycle Bin", which is included to verify whether any files still are in the Recycle Bin but have not yet been emptied. The other is the "Documents and Settings" folder, which is often used by programs such as Microsoft Word to store temporary copies of your files.

### "Double click here to ADD a FOLDER to the Search..."

The "Double click here to ADD a FOLDER to the Search..." option allows you to add more existing folders into your search.

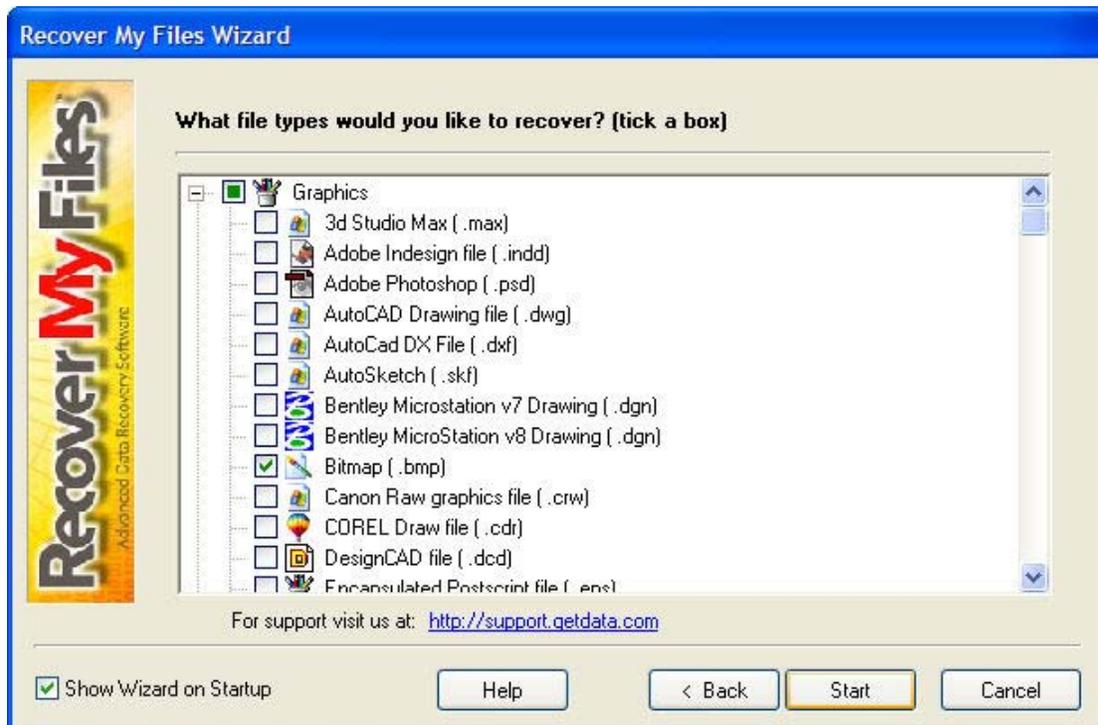
To remove folders from the search, click on the tick to de-select it or double-click the folder name to completely remove it from the Select Drives and Folders window.

To proceed press the Next button. This button will only be available if a listed disk drive or folder is selected.

## Step 3 - Select the File Types to Recover

The third step in the recovery process is to select the types of files that you wish to recover. A File Type is selected by clicking and placing a tick in the checkbox next to its name. Use the "+" drop down menu indicator to show all File Types.

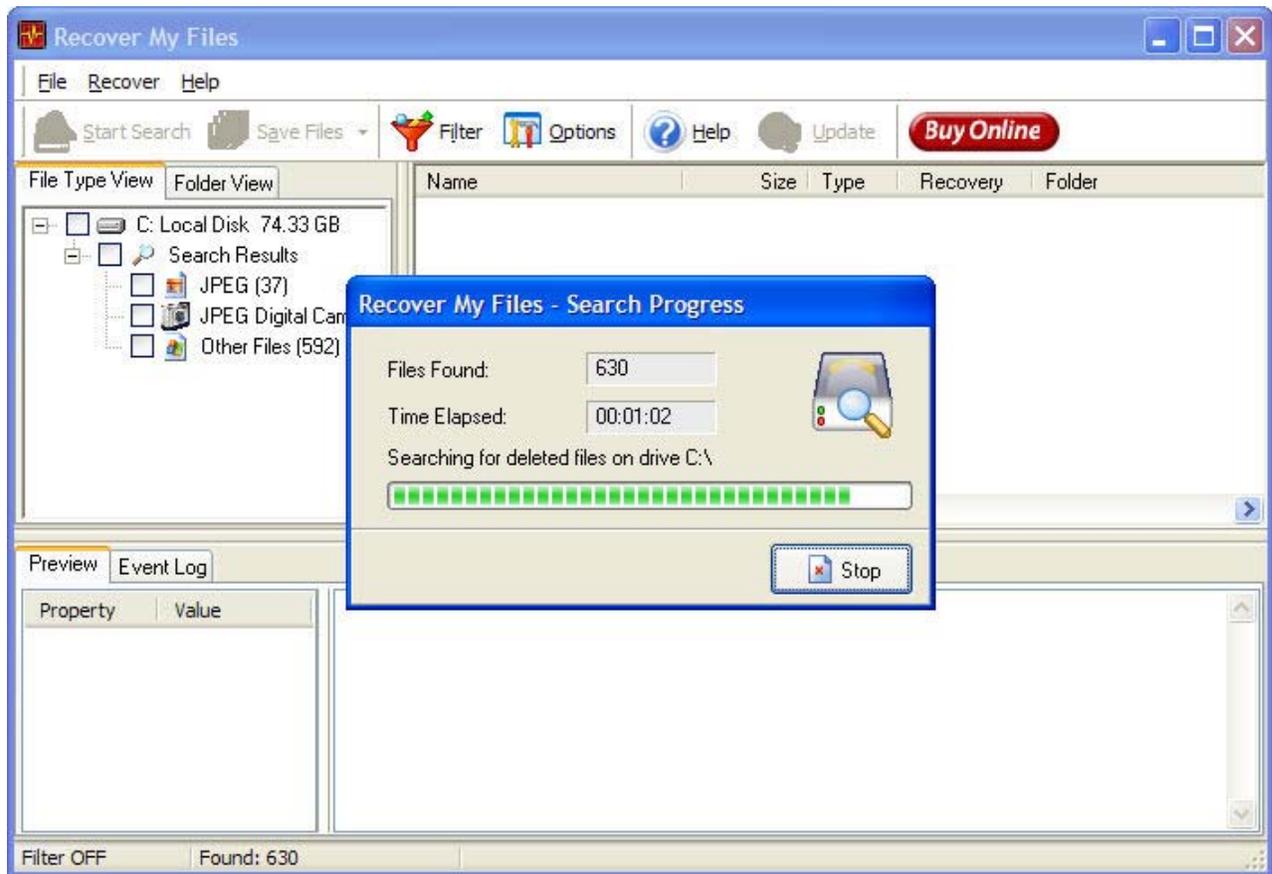
The number of file types selected will directly impact the speed of the search. We suggest you select between 1 and 10 file types for any given search. MP3 and Text file types will slow the search down the most. Do a separate search for these file types.



Once you have selected the relevant file types, click "Start" to start the search.

#### Step 4 - Running the Search

Once the search is started the progress bar will display the number of files found, the elapsed time and proportion of search remaining.



You can stop the search anytime by pressing the **Stop** button. If stopped before completion, Recover My Files will show files found up until the point at which the search was stopped.

Note that it is possible to **preview recovered files as the search is in progress**. Move the progress bar window to get access to the results window.

## Step 5 - Understanding the "Fast File Search" Results

A Fast File Search will:

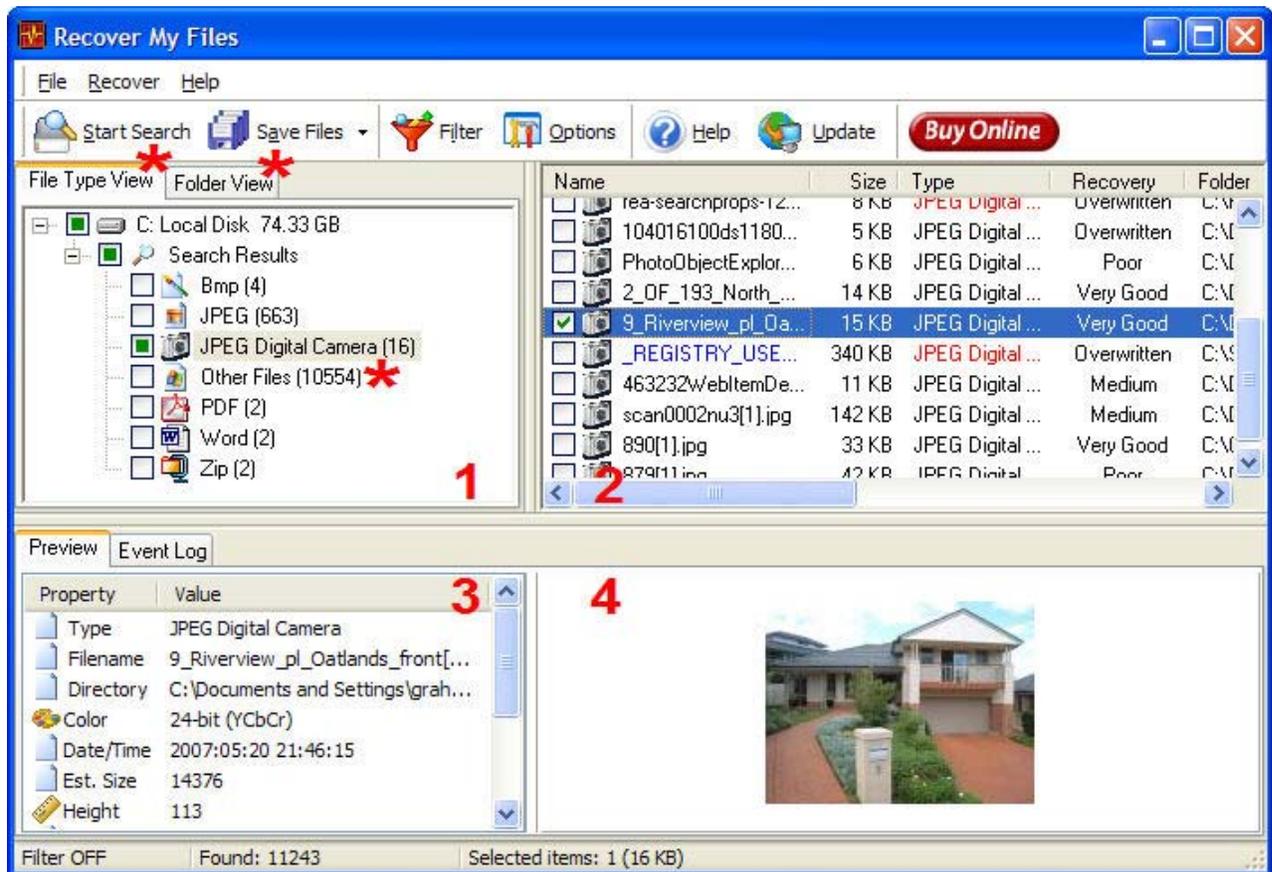
- Recover Full File and Folder names:

The Fast File Search technology uses information stored by the computer Operating System (the File Allocation Table, or Master File Table) to find [Deleted Files](#) with full file and folder names.

If this search did not locate your files, you should next try a "Complete File Search". This search looks for [Deleted Files](#), but also includes an additional scan of the entire drive for [Lost Files](#) which are found by their unique file header and footer.

### The "Fast File Search" Results Screen

The search results screen has four windows:



### 1. "File Type View" / "Folder View" (Window 1)

"File Type View" shows the files that have been located grouped by the file types that you selected at the start of the search. All files located that were either a). not a file type that you selected from the list, or b). not in the list of supported file types, and grouped in the "Other Files" folder.

"Folder View" shows the recovered file and folder structure. Folders shown a red **X** have lost their original folder names. The folders can still be recovered, and sub folder names should be intact. Expand and examine the contents of these folders by clicking on the '+' folder expansion symbols.

### 2. The File Listing (Window 2)

Click on the File Type (in File View) or Folder (in Folder View) to display the list of files found in top right hand window. Important aspects of this file list include:

- files can be sorted by clicking on the column headings;
- each file has a "[recovery rating](#)";
- the "path" indicates the original location of the file;
- clicking on a file in this list will display, if available, the properties of the file in Window 3 and a preview of the file in Window 4.

### 3. The Selected File Properties (Window 3)

- This window shows the selected files properties.

#### 4. The Selected File Preview (Window 4)

- This window shows a preview of the file selected in Window 2.

Other important items in the search results screen are shown in the bottom bar of the program: The status of the Filter; The number of files found; The number of items selected to be saved and the volume of files selected to be saved.

The results screen consists of four windows.

1. **File Type and Folder View window (top left):** This window shows you the number of deleted files that have been found. Files located are grouped by the File Types you selected in Step 4 above. You can also change to "Folder View" and see in a folder structure the files that have been found. Any file types not specifically selected in Step 4 above are placed in the "other files" folder.
2. **File Details Window (top right):** When a File Type is selected in the left hand window, the files found are displayed in the File Details window. Sort the files in this window by double clicking on the column headings. When a file is selected in this window, by clicking on the file name, its properties and contents are displayed in the windows below.
3. **File Properties Windows (bottom left):** This window displays the properties, e.g. "Olympus Digital Camera" of the file that has been selected in the File Details window above.
4. **Preview Window (bottom right):** If a preview is available, the contents of the file are displayed. Files found are grouped by file type in the left hand column (any files that are found that do not belong to a file type that you selected are placed in the "Other Files" folder). Click on the file type in the left hand column to display the files found for that type in the right hand column. Click on an individual file in the right hand column to see its properties and a preview of its contents (if available) in the bottom windows.