

FileHawk

U3 Organizer



User Manual

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1 Overview

1.1 Introduction

FileHawk is designed to index, search, synchronize and find your files fast and at the same time help you organize your documents. It will let you define your searches using a number of criteria including simple word searches, file name matching, file date and time and more. FileHawk can even find documents with words that are reasonably similar to those that you enter as search criteria!

FileHawk U3 Organizer was conceived with document location, organization and synchronization as a key features.

To assist you in classifying your documents, FileHawk allows you to create **active folders** that are defined by your search criteria and **fixed selection folders** to allow you to save links to specific files. This will help organize your computer the way that makes sense to you. Once your search criteria are saved as an **active folder**, it is constantly and automatically updated to match the criteria as your documents are modified, deleted or created.

1.2 Compare all versions of FileHawk

Compare all versions of FileHawk to determine which version best suit your needs.

<i>Features</i>	<i>FileHawk Basic</i>	<i>FileHawk U3</i>	<i>FileHawk Pro</i>	<i>FileHawk Enterprise</i>
Indexes, helps organize and searches files' content in your computer	Yes	No	Yes	Yes
FileHawk runs from your U3 smart drive . Indexes, helps organize and searches files' contents on your U3 smart drive .	No	Yes	No	No
Indexes, helps organize and searches files' content in removable devices such as CDs, USB drives, flash memory cards.	Yes	No	Yes	Yes
Indexes Network drives	1 drive	None	Unlimited	Unlimited
Synchronizes files between the computer and U3 drive	No	Yes	No	No
Save personal search criteria in	Yes	Yes	Yes	Yes

<i>Features</i>	<i>FileHawk Basic</i>	<i>FileHawk U3</i>	<i>FileHawk Pro</i>	<i>FileHawk Enterprise</i>
Active Folders, helps keep your files organized in a way that makes sense.				
Save links to files in Fixed Selection Folders for easy file retrieval.	Yes	Yes	Yes	Yes
User friendly in a unique and easy to use interface	Yes	Yes	Yes	Yes
Supports similar words, exact phrase, any word, without these words, file date and file size searches.	Yes	Yes	Yes	Yes
From the results window, let's you preview the file and can shortcut to the application capable of opening it	Yes	Yes	Yes	Yes
Produces CD/DVDs with index and FileHawk read-only runtime	No	No	Yes	Yes
Fully integrated with Window's security for file access permission	Yes	Yes	Yes	Yes
Provides simple Intranet search	No	No	Yes	Yes
Allows users in a small network to read a previously created index and associated files, on another computer, in a simple manner without requiring complex configurations.	No	No	Yes	Yes
Customized search tool for your corporation.	No	No	No	Yes

1.3 Where can I get support?

In this manual: Instructions in this user manual are easy to follow.

The software's tooltips: Every button and field in the program has instructions and descriptions which pop up when the mouse pointer is passed over the control. Tooltips describe the specific actions of the control (field or button) and their context in the application.

Pressing FileHawk's INFO button opens a screen which will let you access our FAQ (list of Frequently Asked Questions) or the FileHawk site on the World Wide Web. You may also access the FAQ directly from the FileHawk Web site, as well as extended information on this product.

If you have any other specific questions, please go to the [Contact Page](#) and email your question to us.

1.4 Supported Operating Systems

Windows XP is supported by FileHawk U3.

1.5 Supported File Types

Using Microsoft's **iFilter** technology which is provided with Windows, FileHawk is able to index over 260 file types to ensure that you can find the files that you have. View the list of supported file types in our Web site by pressing the following link: http://www.filehawk.com/en_filetypes.htm

A file type is also referred to as a file extension. It is a label assigned to a file to distinguish what program opens it. Typically, it is a 3 letter designation following the file name. For example, a text document called "Document123.doc" would be opened by Microsoft Word where "doc" is the file type.

You may find that some file types are not indexed in FileHawk. By using **iFilter**, this allows third-party developers to create plug-ins that enable new file type indexing. Consult the list below to obtain links to useful web sites that provide free **iFilter** plug-ins for file types that you may be looking for.

Determine the file type that you need to index. For example, a text document from OpenOffice 2.0 uses the file extension **.odt**, you will need to obtain the **iFilter** for OpenOffice documents.

Click on an **iFilter** link below or find an **iFilter** on the Internet to download. For the file extension in this example, click on the link <http://www.ifiltershop.com/sofilter.html> and follow the instructions below.

1. In the Web site, press **Download** for the corresponding **iFilter**.
2. When prompted, press on **Save to disk** and **Ok**.
3. Open the file that you just downloaded in your downloads folder.
4. Follow the instructions in the installation wizard to install your new **iFilter**.
5. Rebuild the index by following these instructions: [Build an Index for U3 smart drive](#) or [Schedule to Rebuild your Index](#).
6. FileHawk is now ready to search for documents of types that are supported by the new **iFilter**.

iFilter Links:

To index full contents of Acrobat **.pdf** files, get the **iFilter** from the Adobe Web site:
<http://www.adobe.com/support/downloads/detail.jsp?ftpID=2611>

OpenOffice documents: <http://www.ifiltershop.com/sofilter.html>

Corel's WordPerfect and other various file types:
<http://channel9.msdn.com/wiki/default.aspx/Channel9.DesktopSearchFilters>

Links to other **iFilters**: <http://www.ifilter.org/>

2 Getting Started

2.1 Setup

Following are the steps that you will have to take in order to install and start using FileHawk.

1. Press the "Try Now" button in http://filehawk.com/en_freetrial.htm and save the file. Remember where you saved the download to recuperate it in the third step.
2. In your U3 smart drive launch pad, press the + Add Programs button. Select "Install From my Computer" from the menu.
3. Open the file where you saved it. If you are using FireFox, you can access your file via the "Tools" menu by selecting the "Downloads" option. The **Add Program Wizard** will pop up.
4. Click "Next" to proceed with the installation.
5. Click "Done" to complete the installation.
6. From your U3 smart drive Launch Pad, FileHawk will be in your list of programs.

In order to begin using FileHawk, you need to index your files. Immediately after installation, a screen will be displayed, giving you two options for indexing your files:

- a. Index all documents in your desktop now.
- b. Manually select the documents to index.

Press on the first option and FileHawk will begin indexing files in your documents folder. The amount of time that the indexing takes depends on the amount of files that are in the U3 drive .

If you want to index all of the files in your computer, click on option 2 and manually select the folders that you wish to index. After exiting that screen, press on the build index now button. [Press this link for more information about indexing.](#)

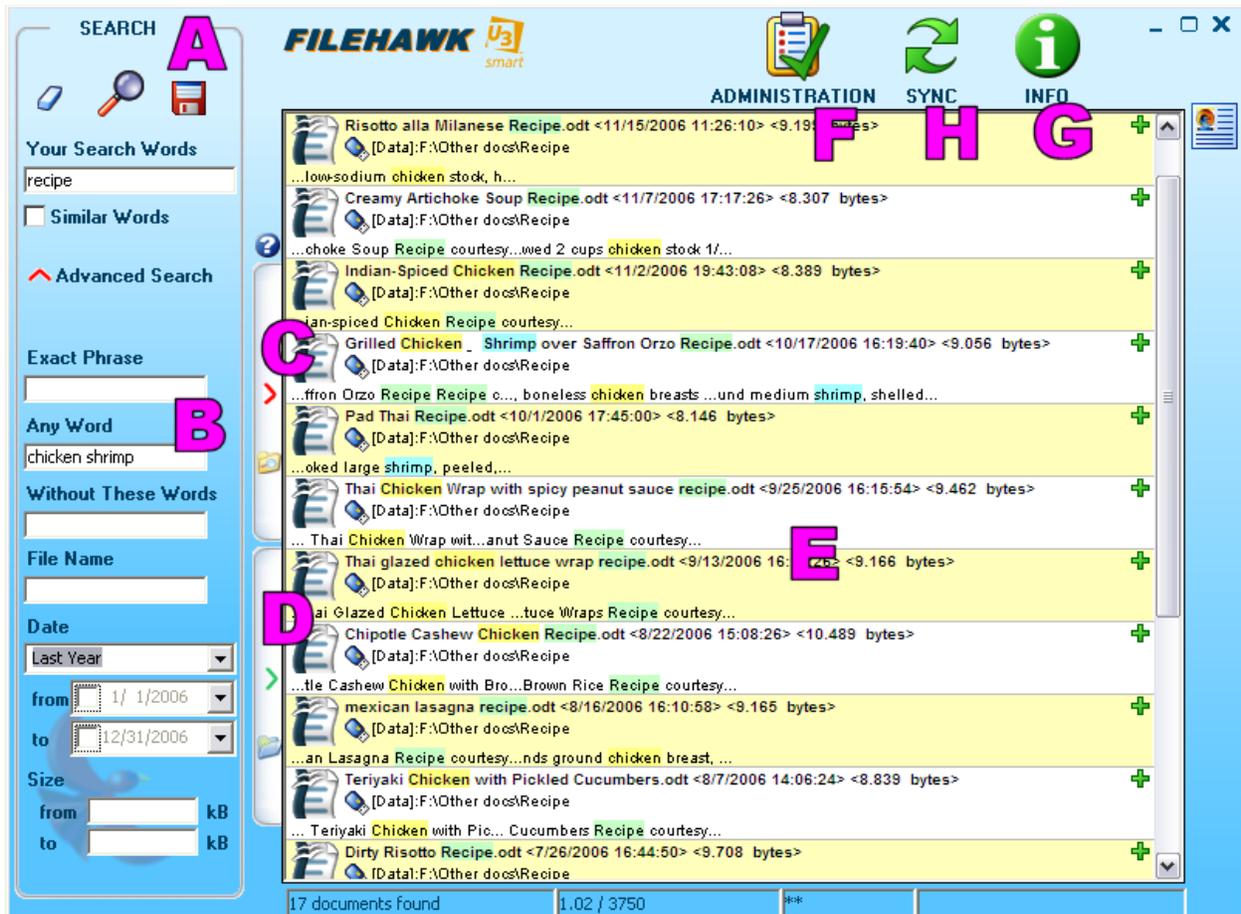
2.2 Registration

If the Trial version has been downloaded, it will let you test FileHawk for a maximum of 30 days before having to register the software. If the 30 day period has expired and FileHawk has not been purchased, it will no longer be functional.

In order to purchase FileHawk, please follow these steps:

1. Go to the FileHawk Web site at <http://www.filehawk.com>.
2. Click on the **Buy Now!** tab.
3. Choose the FileHawk version that you wish to buy.
4. Fill out the form and submit your purchase.
5. Immediately after the purchase is done, you will receive an e-mail message giving you a serial number to activate the registration.
6. Open FileHawk and press on the  button on the main screen.
7. Enter your serial number in the assigned field.
8. Press the register button to complete the registration process.

2.3 Quick tour



A. Simple Search

Enter all of the key words that are to be searched for in the field labelled **Your Search Words**. Documents that match all of those words will be matched.

Press on the **Eraser** icon and the search criteria will disappear.

Click on the **Diskette** to create an active folder with your search criteria as properties. The new active folder will be displayed in a familiar folder tree, like Windows Explorer, in the left part of the results list. You must press the tab to show the tree.

Similar Words: Check the box and the software will find documents with similar words. This is particularly useful if spelling errors are found in the document and to find words ignoring the fact that they are singular or plural.

B. Advanced Search

Enter the criteria required for a more refined search. You can enter multiple criteria if desired.

Exact Phrase: Documents found will contain the precise phrase entered in this field.

Any Word: Documents found will contain at least one of the words entered in this field.

Without These Words: Documents found will contain none of the words entered in this field.

File Name: Document names that correspond to this field will be found. Enter part or all of the name of the file or files to match. To find all files with a certain file type, insert a period followed by the type's extension. For advanced file name searches, you can separate individual file name expressions by the pipe "|" symbol to match any of the specified file names. FileHawk respects the regular Windows wild characters "*" and "?" for specifying a file name expression. For example, you can specify *.mp3 to find files with the mp3 extension or **Barcelona*.jpg|Barcelona*.avi** to find JPG pictures and AVI videos that include the word **Barcelona** in the file name.

File Date: Specify a date range in order to match files that were modified during that period. If you specify only the initial date, all files modified on or after that date will be matched. If you specify only the final date, all files modified on or before that date will be matched.

Size: Specify a file size range in kilobytes (kB) in order to match files that fall within that extent. If you specify only the lower limit, all files of that size or greater will be matched. If you specify only the upper limit, all files of that size or less will be matched.

C. Active Folders

Active Folders  are one of the key functions of FileHawk. They are a central point from which you can locate your files and organize your documents by determining common properties that relate them one to the other.

The tree of your **active folders** can be displayed by pressing the active folders tab which is located to the left of the results list and displays a red arrow pointing to the right. Clicking on that tab will toggle the opening or closing of the **active folders** pane, changing the direction of the arrow.

You can build a tree of **active folders** by placing them in regular folders. In turn, the regular folders can be created within other folders, just as you would do with Windows Explorer. The **active folders** pane shows three buttons with the following icons:

- a folder with a + to add a regular folder to the tree below the current position;
- a folder with an X to remove the current regular or active folder;
- the letters **abc** to rename the current regular or active folder.

On top of the three buttons, you may use a context menu that will have the same options. You have access to the context menu by right-clicking on an item in the folder tree. You can also drag your folders and drop them inside other folders to reorganize your tree.

Creating a new **active folder** is very simple. All that is necessary is for you to enter your search criteria and press the red diskette icon. This will save your search criteria as a property of a new **active folder**. If a regular folder in the tree is selected, the new **active folder** will be saved in this location. If the **active folder** pane is closed when you do so, the new folder will be created in the top level of the tree.

D. Fixed Selection Folders

Fixed Selection Folders  are a place where a link to a file can be saved for easy retrieval. The fixed selection folders are complementary to the Active Folders because they allow you to manually organize specific files without disturbing the way that your files are organized in your computer's directory.

Fixed selection files can be used in many ways:

- Manage work flow. For example, create “To-Do”, “Pending Approval” or “For Review” folders to be reminded which files need further work.
- Add links to frequently used files.
- Shortcuts long trajectories to files.
- Create a photo album by copying the picture files into a folder.
- Create play lists of your favorite music.

The tree of your **fixed selection folders** can be displayed by pressing the fixed selection folders tab which is located to the left of the results list and displays a green arrow pointing to the right. Clicking on that tab will toggle the opening or closing of the **fixed selection folders** pane, changing the direction of the arrow.

You can build a tree of **fixed selection folders** by placing them in regular folders. In turn, the regular folders can be created within other folders, just as you would do with Windows Explorer. The **fixed selection folders** pane shows four buttons with the following icons:

- a folder with a + to add a regular folder to the tree below the current position;
- a folder with an X to remove the current regular or active folder;

- the letters **abc** to rename the current regular or active folder.
- A document with a + to add a new file link to a specific file.

As well as the four buttons, you may use a context menu that will have the same options. You have access to the context menu by right-clicking on an item in the folder tree. You can also drag your folders and drop them inside other folders to reorganize your tree.

There are four **different** ways to add a file link:

- Perform a search and with right click menu, copy and paste the file into the tab.
- Drag and drop files in this tab from a Windows Explorer screen
- Copy files from the Window's Explorer and paste them in the fixed selection folder by right clicking on it and selecting "Paste file link".
- Press on the  icon to browse for the file

E. Search Results and Preview

As FileHawk finds documents that match the criteria that you entered, they are displayed in a list in the middle of the screen. Each line in the list shows the name of your document, the folder that contains it as well as the document's icon on which you can click to open it and another icon to open its folder. Lines also show the document's date and time as well as its size.

Furthermore, each line offers a preview of the document by showing the text surrounding the words that FileHawk has matched. You may view more of this text by clicking on the  button in the top right corner of the line.

If the matched document is a video or audio file, you can press the play button below it for a quick preview or pre-audition. You can then use the available pause and stop buttons.

By default, the documents are organized by descending date and time order. The list can be sorted by those attributes, the file name or the folder, in both ascending and descending order by right-clicking on the line and selecting the appropriate action from the context menu. The context menu also supports printing, copying and deleting documents, opening the document in the default or other applications and contains the familiar **Send To** submenu found in Windows Explorer. In addition, you will find a handy **Copy the file name** option as well as **Copy the text** which, respectively, copy the document's file name and the complete text of the document to the Windows clipboard.

F. ADMINISTRATION

The **Administration** screen enables you to manage the index of local disks and will also bring you to the **Configuration** screen.

G. INFO

You may go to this screen for support information and to obtain recent updates of FileHawk.

H. Synchronization

The **Sync** screen enables you to synchronize contents of folders between the computer and the U3 smart drive. Have the ability to copy files from the U3 drive to the computer or copy files from the computer to the U3 drive or synchronize the files of both together.

3 Search with FileHawk

3.1 Find documents easily

1. Write in the **Your Search Words** field, a word or keywords that can be found in the document which you are looking for.
2. View the results in the results list.
3. Right click anywhere in the results screen and use the context menu to sort the results to your preferences.
4. Click on the Eraser button  to delete the search criteria to begin another search.

3.2 Perform an Advanced Search

In order to perform an advanced search, follow these instructions:

1. In the Main Screen, click on the red arrow next to **Advanced Search** to display the possible search options. If you enter search criteria and close the **Advanced Search** pane by clicking on the red arrow, the button's picture will change to reflect the fact advanced criteria have been entered.

2. This feature is used to refine your search criteria. It is possible to use multiple criteria. Please review the different options to fine tune your search:

Exact Phrase: Will search the precise phrase that you are looking for.

Any Word: The document found will have at least one of the words entered in the field in it.

Without These Words: The document found will have none of the words entered in this field.

Similar Words: Check the box and the software will find documents with similar words. This is particularly useful if spelling errors are found in the document and to find the plural of your search words.

File Name: Document names that correspond to this field will be found. Enter part or all of a name of the file. To find all files with a certain file type, insert a period followed by the extension. For advanced file name searches, you can separate individual file name expressions by the pipe “|” symbol to match any of the specified file names. FileHawk respects the regular Windows wild characters “*” and “?” for specifying a file name expression. For example, you can specify *.mp3 to find files with the mp3 extension or **Barcelona*.jpg|Barcelona*.avi** to find JPG pictures and AVI videos that include the word **Barcelona** in the file name.

File Date: Specify a date range in order to match files that were modified during that period. If you specify only the initial date, all files modified on or after that date will be matched. If you specify only the final date, all files modified on or before that date will be matched.

Size: Specify a file size range in kilobytes (kB) in order to match files that fall within that extent. If you specify only the lower limit, all files of that size or greater will be matched. If you specify only the upper limit, all files of that size or less will be matched.

3. Press the **Search** button  to display the results.

3.3 View Results for Desktop Search

Once your search criteria have been entered, the results will appear in the preview list, on the main screen. Follow the steps below to find the document that you are looking for.

1. Select a file to view by clicking on the line that displays it. Selecting a line is done by clicking on it; you will notice that it is selected because it will be highlighted in blue.
2. You may use any of three methods to open the document in its associated application:
 - a. Click on the document icon near the left edge of the line that displays that document.
 - b. Double-click on the line that displays the document.
 - c. Right-click on the line that displays the document and select **Open With**. You can use the default application which is the first item in the menu or any other application listed in the context menu.
3. Start working with your file!

3.3.1 Useful features in the results screen

- Press the  button located to the right of the results screen to toggle the display of the listed documents' text. If you choose not to display the text, only the file name, date, size and path will be displayed in the result lines. Press the button again and the text will appear. If this button is set to not show the preview text, the result list will be displayed more rapidly and more entries will fit the screen than with the preview text display enabled. If you need to see the preview text so that you can quickly find the document that you are looking for in a list of several documents that match your criteria, you should enable the text preview. The results will first be displayed quickly and then the preview text will fill the lines, one after the other.
- Press the green  in the result line and more text from your document will appear. More text will be added to the line each time that you press this button.
- Preview videos and pre-audition music files directly from the results screen without opening the file by pressing the media buttons below the icon in the results line.

3.3.2 The results context menu

The context menu that pops up when you right-click on a line in the results list is a powerful tool. From it, you will be able to open, copy, print and delete single or multiple documents and order the results using a variety of document attributes.

- You can copy one or more documents and paste them in a Windows Explorer screen. Select a document by clicking on its line in the result list. You can select multiple documents by using the regular selection mechanisms in Windows.

- A. Hold the **Control** key while clicking on a line will add this line to the selection.
- B. Hold the **Shift** key while clicking on a line will select the range of lines from the current line to the last line that was selected.
- C. Click on a line and dragging to another line, maintaining the mouse button depressed will select the range of lines that are traversed.

Once the documents have been selected, right-click to display the context menu and press **Copy**. Finally, open a Windows Explorer screen and paste the document or documents into the folder of your choice.

- In the context menu, you will also find the option to print a selected document, open its folder in Windows Explorer or open the document with its default or other applications.
- From the right-click context menu, you may also select to copy the selected documents' text or their file names to the clipboard and paste the results in a text document. Once the documents have been selected, right-click to display the context menu and select **Copy the text** or **Copy the file name**. You can then open a text document or spreadsheet application and paste the data there.
- Another option that is available from the context menu is the possibility of deleting the selected documents. When deleted, the document will be placed in the Recycle Bin.
- Another interesting function of the context menu is the **Send To** sub-menu. By selecting items from this menu, you will be able to easily send your documents as e-mail, copy them to a USB memory key, CD-ROM or another drive, or your **My Documents** folder. Depending on your computer's configuration, items in this menu will vary.
- Finally, the context menu is what you will use to sort the search results. You can order the results by Document Name, Date and time, Folder and File Size. Furthermore, the results can be sorted in ascending or descending order.

4 Organize with FileHawk

4.1 Active Folders – Never retype your search criteria again

One simple use of **Active Folders** is to enable you to save your search criteria.

1. Enter your search criteria.
2. Press the button to save your search criteria into a new **Active Folder**. This button displays a small red diskette  above the search criteria pane. Pressing this button will create a new **Active Folder**. If a regular folder in the tree is selected, the new **active folder** will be saved in this location. If the tree is not open, the new **Active Folder** will be put in the topmost level. The default name of the folder will be composed of a combination of your various search criteria.

4.2 Active Folders – Organize your file on U3 smart

Active Folders help you organize all of your documents according to keywords. Use this as a central point from which to work. All of the documents relating to a particular subject or date range can be found here. With FileHawk, the categories do not have to be determined at the time that you create the file. Instead, you can build up new **Active Folders** as your search needs come up.

1. For example, you may decide to create folders for recipes and further divide that category into **Meat, Vegetable** and **Desserts**.
2. Open the folders tree pane by clicking on the side tab with the red arrow.
3. Press the **Add Folder** button  to add a new folder in the root. Name that folder **Recipes** by typing in that word over the selected text **New Folder**.
4. The selected folder in the tree is that with the open folder icon. If your new folder is not selected, click on it to select it.
5. Press the **Add Folder** button  again to add three new sub-folders, **Meat, Vegetables, Desserts**, selecting your **Recipes** folder between making each new sub-folder. You will now see a tree of folders with **Recipes** at the top level and **Meat, Vegetables and Desserts** below that.
6. You are now ready to create **Active Folders** below each regular folder. Type the words **chicken recipe** in the **Your Search Words** field. The results list starts filling up with documents containing the words **chicken recipe**.
7. Select the **Meat** folder by clicking on it.

8. Press the button to save you search criteria into a new **Active Folder**. A new folder will be created below **Meat** with **chicken recipe** for a name. The **Active Folder** will be different from a regular folder, with a magnifying glass added to the folder.
9. Now change the text in the **Your Search Words** field to **beef recipe**. Select the **Meat** folder again and press the save button to create a new **Active Folder**. A second folder was added below **Meat**, named **beef recipe**.
10. Do as above with **chocolate cake** in the search field, then selecting the **Desserts** folder and saving to a new **Active Folder**.

You can enter any search criteria to use as attributes for an **Active Folder**. For example, you can check the **Include CDs / Media** box for searching on external media or select a date range for your documents. You could, for example, create an **Active Folder** with the keyword **contract** and the period **Last Year**.

When, in the future, you want to find your contracts for the previous year, you won't have to browse through various levels of folders in **My Documents** using Windows Explorer, searching for documents that may have been mis-categorized. You will simply select your **Active Folder** labelled **contracts Last Year** and the documents will appear immediately in your results list. More important, **Last Year** will always refer to the year that is prior to the actual year, not depending on the year of creation of that folder. Let us say that the **Active Folder** was created in 2006. If opening the **contracts Last Year** folder in 2006, the documents resulting documents will all have been created in 2005. When the year turns to 2007, that folder will contain only documents created in 2006. Furthermore, you can save new contracts anywhere on your computer. As long as the containing folder is indexed by FileHawk, it will appear in your **Active Folder** during the year that follows its creation.

4.3 Active Folders – More features

You can delete a regular or active folder by first selecting it and then pressing the delete folder icon  , above the **Active Folders** tab.

You can rename a regular or active folder by first selecting it and then pressing the rename folder icon  , above the **Active Folders** tab, and replacing the current name with new text.

The above actions can also be achieved by selecting a folder, right-clicking on it and selecting the appropriate item from the context menu.

You can move regular folders as well as active folders into regular folders by dragging them and dropping them into the target folder.

4.4 Fixed Selection Folders – Definition and comparison with Active Folders

Fixed Selection Folders allow you to save links to specific files. This enables you to easily find your files and gives you an alternative way to organize your files. The fixed selection folders complements the active folders by allowing you to manually save links to files according to your own preferences. They do not affect the way your files are organized in your computer's directory.

Active folders allow you to organize your computer according to your personal criteria. It was designed to enable you to arrange your files in a way that makes sense to you.

The difference between **Active Folders** and **Fixed Selection Folders** is best illustrated through an example. Let's push the example of recipes in the **Active Folder – Organize your Computer** section a bit further. **Active Folders** will group your poultry, soup and chocolate recipes together in separate folders. If you are preparing a dinner party or this week's food plan and want to build a menu of specific recipes, the fixed selection folder will allow you have your chosen recipes detailed in this folder. The fixed selection folder will have links to your favorite pea soup, chicken dumplings and brownie recipes in the same folder, enabling you to quickly find your recipes to prepare your dinner.

Other examples of helpful ways to use the **Fixed Selection Folders**::

- Manage work flow. For example, create “To-Do”, “Pending Approval” or “For Review” folders to be reminded which files need further work.
- Add links to frequently used files.
- Add a link to a file to shortcut the long trajectory through Windows Explorer to retrieve the file.
- Create a photo album by copying the picture files into a folder.
- Create play lists of your favorite music.

4.5 Fixed Selection Folders – Save links to specific files

There are four **different** ways to add a file link:

- Perform a search and with right click menu, copy and paste the file into the tab.
- Drag and drop files in this tab from a Windows Explorer screen
- Copy files from the Window's Explorer and paste them in the fixed selection folder by right clicking on it and selecting “Paste file link”.
- Press on the  icon to browse for the file

4.6 Fixed Selection Folders – More features

You can delete a regular or fixed selection folder by first selecting it and then pressing the delete folder icon  , above the Active Folders tab.

You can rename a fixed selection folder by first selecting it and then pressing the rename folder icon  , above the Active Folders tab, and replacing the current name with new text.

The above actions can also be achieved by selecting a folder, right-clicking on it and selecting the appropriate item from the context menu.

You can move regular folders as well as fixed selection folders into regular folders by dragging them and dropping them into the target folder.

You can also change the order of the file links using the drag-and-drop within a folder.

5 About Indexing

5.1 What is an Index?

An index is a database that contains a list of all the files and contents of files in your U3 smart drive. The index needs to be built before you are able to search. The list has information on the location of the file as well as other information such as the date and time of creation and file size. Each time that a file has been changed, the index will automatically update according to the parameters that you have determined. [Click here to know how to set the parameters.](#) Searching will not reflect the change to the file until the index has been updated. The Index will not move or change files in your U3 drive when it is created. You can configure FileHawk to add certain file types and to only index certain folders.

5.2 Build an Index for the U3 smart drive

By default, FileHawk will build an index for all of the documents in your documents folder in your U3 drive. If you want to only index certain documents or folders, please read section 5.4 Manage Index of local discs.

1. From the main screen, press the **ADMINISTRATION** button.
2. Click on the icon **Open the Configuration Screen** option.

3. Press the **Rebuild the index now** button.

or

1. Find the FileHawk icon  in the Windows System Tray, which is in the task bar, at the bottom right corner of your screen.
2. Right-click on the icon.
3. Select the option **Start Refreshing the Index Now**.

5.3 Cancel the Indexing

It may happen that you find the need to cancel the indexing status. Here are the steps to take:

1. Find the FileHawk icon  in the Windows System Tray, which is in the task bar, at the bottom right corner of your screen.
2. Right-click on the icon.
3. Select the option **Cancel Indexing**.

Make sure that you complete the index or documents will be omitted from the index. In the Windows System Tray, the FileHawk icon will be filled with red lines to indicate the indexing status. You may find that the initial index is takes time complete. However, the updates are very quick to perform. The index is managed in the background and its updating should not disturb you while you are using the computer. If you believe that FileHawk is affecting your computer's responsiveness, you can configure it to [build the index only when the computer is idle](#).

5.4 Manage index of local discs

FileHawk enables you to select manually the folders in your U3 drive that you wish to index if you do not want to index all of the files in your USB key. To begin searching among the new folders, the [index must be rebuilt](#).

1. From the Main Screen, press on the **ADMINISTRATION** button.
2. Press on the **Manage the Index of My U3 smart drive** button.
3. To add a folder to the index, press the **Add a Folder** icon, browse the folder tree, select the required folder and press **Ok**.

4. To delete a folder from the index, select the folder to be removed and press the **Remove a Folder** button. When prompted, confirm by pressing **Ok** to complete the process.
5. In the **Index** column, press on either the check mark  or the red circle  to enable or disable the folders from the index. If the green check mark  is displayed, the folder will be included in the index. If the red circle  is displayed, the folder will be disabled from the index.
6. If needed, press on the **Cancel the Changes** button to reinstate the list of folders prior to any changes made since the screen has been opened.
7. When you exit the screen, there will be a message to prompt you to rebuild the index now or rebuild the index at the scheduled time.
8. When prompted, if you choose not to refresh the index now, make sure that the index is configured to be [scheduled to be rebuilt automatically](#) or you must remember to manually press the rebuild index button in the configuration screen when you are ready.

5.5 Selecting file types to be indexed for local discs

FileHawk allows you to select specific file types to be indexed. You may select different file types for each local folder or disk that is indexed. [For more information on file types please follow this link.](#)

1. From the main screen, click on the **ADMINISTRATION** button.
2. Select **Manage the Index of My U3 smart drive.**
3. For every folder that needs file type specifications, click on cell in the last column, that which displays three dots. A small red and yellow star is shown above the three dots to indicate that no file types are defined for the corresponding folder. If there is no star, file types have been defined. When you click on that cell, a file type selection window will be displayed.
4. Select all desired file types by clicking on the first column on that line. Selected file types are denoted by a green check mark while unselected file types are designated by a red circle crossed with a diagonal red bar.

5. Close the window to save your changes.

6 File Synchronization

6.1 What is File Synchronization?

File synchronization (or file sync) is the process of making sure that two or more locations contain the same up-to-date files. If you add, change, or delete a file from one location, the synchronization process will add, change, or delete the same file at the other location.

In FileHawk, file synchronization may be one-way or two-way. In a one-way sync, files are copied only from a 'source' location to a 'target' location, but no files are copied back to the source location. For example, transferring files from the U3 device to the computer, the U3 device is the “source location” and the computer is the “target location”.

In two-way sync, files are copied in both directions, keeping the two locations in sync with each other. In the two-way sync, the most current file will takeover and be copied to the other location.

6.2 Two-Way File Synchronization

1. Press on the **SYNC** button from FileHawk's main screen.
2. Press **Add to the List** from the sync screen.
3. Choose the first option **Synchronize PC and U3's files**.
4. Choose the folders to be synchronized together.
5. Press **Finish**
6. At this point, your folders to be synchronized will be displayed on the main sync screen.
7. Press **Sync Preview** to see what actions in detail FileHawk is about to take to synchronize the files.
8. Press **Sync Now** to start the synchronization process.

OR

1. Press on the **SYNC** button from FileHawk's main screen.
2. Press **Add to the List** from the sync screen.
3. Press **Advanced Mode – Directly set the parameters**
4. Choose the folder in the U3 device to be synchronized and press **Ok**.
5. Choose the folder in the computer to be synchronized and press **Ok**.
6. Press **Synchronize the contents of the U3 and computer's folders together**. From this screen, you may change the parameters. [Click here for more details about each option](#). You may reaccess the parameters screen by pressing the blue sync arrow from the main sync screen.
7. At this point, your folders to be synchronized will be displayed on the main sync screen.
8. Press **Sync Preview** to see what actions in detail FileHawk is about to take to synchronize the files.
9. Press **Sync Now** to start the synchronization process.

6.3 One-Way File Synchronization

Follow these instructions to either synchronize files from the U3 drive to the computer or from the computer to the U3 drive.

1. Press on the **SYNC** button from FileHawk's main screen.
2. Press **Add to the List** from the sync screen.
3. Choose the second or third options **Transfer Documents from PC to U3** or **Transfer Documents from U3 to PC**.
4. Choose the folders to be synchronized together.
5. Press **Finish**

6. At this point, your folders to be synchronized will be displayed on the main sync screen.
7. Press **Sync Preview** to see what actions in detail FileHawk is about to take to synchronize the files.
8. Press **Sync Now** to start the synchronization process.

OR

1. Press on the **SYNC** button from FileHawk's main screen.
2. Press **Add to the List** from the sync screen.
3. Press **Advanced Mode – Directly set the parameters**
4. Choose the folder in the U3 device to be synchronized and press **Ok**.
5. Choose the folder in the computer to be synchronized and press **Ok**.
6. Press either: **Overwrites documents in the U3 device with documents in the computer** or **Overwrites documents in the computer with documents in the U3 device**. From this screen, you may change the parameters. [Click here for more details about each option](#). You may reaccess the parameters screen by pressing the blue sync arrow from the main sync screen.
7. At this point, your folders to be synchronized will be displayed on the main sync screen.
8. Press **Sync Preview** to see what actions in detail FileHawk is about to take to synchronize the files.
9. Press **Sync Now** to start the synchronization process.

6.4 File Synchronization Parameters

FileHawk's synchronization parameters are a unique and practical way to customize your files' synchronization. They were designed to give users flexible sync options in an easy to use way. Check multiple boxes and further customize your synchronization parameters. If no parameters are set, [press here to see a diagram how FileHawk handles the file synchronization](#).

6.4.1 Access the Synchronization Parameters Screen

- From FileHawk's main screen, press the **SYNC** button. This opens the main sync screen. Press on the **blue arrow** in the **Sync** column from the main synchronization screen.

Or

- [Follow the instructions to add folders](#) to be synchronized via the **Advanced Mode - Directly set the Parameters**.

6.4.2 Details on the Different Synchronization Parameters

- **Overwrites documents in the U3 device with documents in the computer:** One-way synchronization, documents will be transferred from the computer to the U3 device. No files will be modified in the computer. If a specific file exists in both locations, the file in the computer will overwrite the file in the U3 device. If no other options are checked, [press here to see a diagram how FileHawk handles the file synchronization](#).
- **Overwrites documents in the computer with documents in the U3 device:** One-way synchronization, documents will be transferred from the U3 device to the computer. No files will be modified in the U3 device. If a specific file exists in both locations, the file in the U3 device will overwrite the file in the computer. If no other options are checked, [press here to see a diagram how FileHawk handles the file synchronization](#).
- **Synchronize the contents of files of the U3 and computer's files together:** Two-way synchronization, documents are copied in both directions, keeping files in the U3 device and computer in sync with each other. If a specific file exists in both locations, the most current file will takeover and be copied to the other location. If no other options are checked, [press here to see a diagram how FileHawk handles the file synchronization](#).

- **Do not synchronize the specified folder:** The folder that has been identified for this option will not be synchronized. This is useful if a folder has several sub-folders and you do not want to synchronize a specific sub-folder.
- **Ask for confirmation before replacing or deleting documents:** By checking this box, FileHawk will ask you for permission every time a file is about to be overwritten, replaced or deleted during synchronization. If you do not want to be bothered by the questions, simply leave the box unchecked.
- **Apply file source deletions to the target folder:** Only applicable for one-way synchronization. By checking this box, the contents of the source folder will be mirrored to the target folder. This feature allows you to copy the contents of the source folder exactly the way it is and be transferred to the target folder. This means that if there is a file in the target folder that does not exist in the source folder, it will be deleted. [Press here to see a diagram how this feature handles files.](#)
- **Copy files only if they already exist in the target file:** By checking this box, only files that already exist in both locations will be copied. If a file is in the source folder but not in the target folder, the file will not be copied. This allows you to keep files up to date and prevents copying files that you would not otherwise need to be copied to the target location. [Press here to see a diagram how this feature handles files.](#)
- **Delete files from source folder once they are copied to the target folder:** Only applicable for one-way synchronization. By checking this box, only the files that are copied from the source location will be deleted after they have been copied to the target location. This is useful if there are files that need to be transferred to the target location and no longer need to be stored in the source folder. [Press here to see a diagram how this feature handles files.](#)

6.4.3 How to Save Settings in Parameters Screen

- Press on any of the first four options, FileHawk will assign that rule to the synchronization and close the screen.
- Click on any of the check boxes to set the option. Press on the “x” in the top right corner of the screen and close the screen. The settings will be saved.

6.5 Additional File Synchronization Features

Additional file synchronization features in the main synchronization screen are explained here. Access this screen from the main FileHawk screen and press the **SYNC** button.

- **Choose the files to be synchronized by file type.** Once a sync rule has been established, click on the file type cell, that which displays three dots. A small red and yellow star is shown above the three dots to indicate that no file types are defined for the corresponding folder. If there is no star, file types have been defined. When you click on that cell, a file type selection window will be displayed. Select the desired file types and save the changes. Only the files defined with those file types will be synchronized.
- **Preview in detail the synchronization.** Press on the **Sync Preview** button and it will list all of the actions to be taken for the next synchronization. This allows you to view what files will be copied, deleted or skipped before the synchronization is done.
- **View the file changes after the synchronization has been completed.** Press the **Sync Log** button and it will display a list of all of the file changes and actions that took place in the previous synchronization.
- **Organize your synchronization rules** in ascending or descending order by pressing the column headings for each column.
- **Enable or disable synchronization rules from the list.** Press on the green check mark or red circle in the first column to enable or disable certain synchronization rules from the next synchronization. If many sync rules are listed but you do not want to synchronize all of the listed folders, simply disable the sync rule. This is useful because you do not need to delete and re-enter sync rules as needed.
- **Change the selected folder to be synchronized.** Click on a folder name and a window will open to browse for a new folder.
- **Change the sync parameters** from the main sync screen for these options: define the synchronization rule, to be asked to confirm file overwrites and deletions and to determine if files are deleted from the target folder depending on the option chosen. Press on the corresponding cell to change the parameters.

- **Add or remove a synchronization rule to the list.** Either press on the **Add to the List** or **Remove from the list** buttons or right click on a folder name to perform these tasks.

7 FileHawk and Security

Not all files are meant to be shared! In a network, the files that should not be shared are protected. FileHawk is fully integrated with the Windows security access permission. See our [privacy statement](#) for more information.

8 Configure FileHawk

8.1 Configure Index

8.1.1 Schedule to rebuild your index of files

FileHawk can automatically rebuild the index at a given scheduled time without requiring you to rebuild it manually. By rebuilding the whole Index, this will ensure that any changes to files will be reflected in the index. It is possible to rebuild the index while the computer is in use. If you choose to not schedule a time to rebuild the index, you will need to do it manually from time to time.

1. From the main screen, click on the **ADMINISTRATION** button.
2. Select the **Open the Configuration Screen** option.
3. Put a check mark in the box **Automatically Rebuild the Index**.
4. Enter the time at which you want FileHawk to rebuild its index.
5. Exit the screen and the new configuration will automatically be saved.

8.1.2 Automatically update your index of files

Configure FileHawk to automatically update your index as the files are modified. Note: If the **Update the index only when the computer is inactive** is marked, the computer will need to be idle for the assigned period in order to update the index.

1. From the main screen, click on the **ADMINISTRATION** button.

2. Select the **Open the Configuration Screen** option.
3. Put a check mark in the box **Update the Index Automatically when Files Change**.
4. Exit the screen and the new configuration will automatically be saved.

8.1.3 Index Computer Only when Idle

This feature enables you to optimize your computer's performance. FileHawk will wait until the computer is not in use to update or rebuild the index. This can be used if you have an older computer that is affected by FileHawk's indexing and its goal is to ensure that the indexing does not interfere with your current activity.

1. From the main screen, click on the **ADMINISTRATION** button.
2. Select the **Open the Configuration Screen** option.
3. Put a check mark in the box **Update the Index Only when the Computer is Inactive**.
4. Enter the amount of seconds that you want the computer to be inactive before the updating begins.
5. Exit the screen and the new configuration will automatically be saved.

or

1. Find the FileHawk icon in the Windows System Tray, which is in the task bar, at the bottom right corner of your screen.
2. Right-click on the button.
3. Select the option **Index only when computer is otherwise idle**.

8.2 FileHawk Updates

8.2.1 Manually download a FileHawk update

1. Go to our website <http://www.filehawk.com/>.
2. Go to the downloads page in the **Support** section or click here.
3. Click on **Download the Latest FileHawk U3 Organizer Update**.

8.3 Change the Program's Language

FileHawk is currently available in three different languages: **English, French and Spanish.**

1. From the main screen, click on the **ADMINISTRATION** button.
2. Select the **Open the Configuration Screen** option.
3. Click on the arrow in the drop box labelled **Change the Language** and select the language desired.
4. Exit the screen and your new configuration will automatically be saved.

9 License Agreement

9.1. LICENCE

9.1.1. Quadrom grants the licensee to use only one copy of the version of the FileHawk software on any one hardware product for as many licenses they purchase. The licensee is authorized to store, load, install, execute or display the software. The license is not transferable to another person or entity. The license may not be sub-licensed, commercially distributed or shared with any other party without Quadrom's written consent.

9.1.2. A single user license will license one copy of FileHawk for use on any one computer at any one time.

9.1.3. Quadrom offers a 30 day trial period to run FileHawk. In order to keep using the software after this period, the licensee must register and purchase the permanent license at <http://www.FileHawk.com>.

9.1.4. Quadrom may provide updates or upgrades of FileHawk and the software documentation at it's own liberty.

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9.4.3. Some jurisdictions do not allow limitation or exclusion of incidental or consequential damages, so the above limitation or exclusion may not apply to the licensee to the extent that the liability is by law incapable of exclusion or restriction.

9.5. REFUNDS

9.5.1. No refunds will be given, except at the discretion of Quadrom. During the trial period, the licensee is encouraged to fully evaluate the software.

9.6. TERMINATION

9.6.1. Quadrom can terminate the agreement at its discretion, if the licensee fails to comply with the agreement, and the licensee must uninstall the software.

9.7. SUPPORT

9.7.1. Support for the software can be provided via the web site <http://www.fileHawk.com>. It can also be supported by the means of email from the day of license until decided by the license agreement.

9.8. MISCELLANEOUS

9.8.1. This entire agreement between Quadrom and the licensee supersedes any prior agreement or understanding, whether written or oral, relating to the license.

9.8.2. The parties have consent that the license agreement is written in the English language only.

Thank you for your interest in FileHawk.

Quadrom Services, S.L.

C/Tuset, 20-24, 3e

Barcelona 08037, Spain

10 Frequently Asked Questions (FAQ)

10.1 I'm concerned about privacy on my computer. Is there any spyware or adware in FileHawk?

This is a great concern for many people. It is important to note that there is no spyware, adware or any such inconvenience to disturb your privacy. This is the principal reason why we cannot offer this product for free. Other companies will include ads in their software, covering up part of your screen and distracting you from your objective of organizing your documents. Even worse is the custom of integrating spyware into desktop search products to determine your computer usage habits, to detect software and hardware that is installed on your computer, to identify Web sites visited and to use your search words to target you as a potential customer for third party ad sellers. FileHawk will not share your private information with anyone nor will it allow anyone, including our company, to view any information that is in your computer. Please read our [Privacy Statement](#).

10.2 I don't know much about computers. Is FileHawk difficult to learn?

This program is going to be very helpful to you. You will never have to remember where a file was placed. FileHawk will pinpoint all of your documents even as you type your search words! FileHawk is very easy to work with, the program guiding you when you need assistance. For example, if you do not know the function of a certain button, simply set your mouse cursor over it or over its label and a tooltip pop-up bubble will advise you.

10.3 What languages are available for FileHawk?

FileHawk is currently available in English, French and Spanish.

10.4 Is the online order form secure?

Yes, it is absolutely secure. Your payment information is confidential. Please read our [Privacy Statement](#).

10.5 What happens after I purchase my product?

Immediately after the time of purchase, you will receive a serial number via e-mail. At this point, you will have to activate the product with the serial number. Enter FileHawk and press the register button on the main page and follow the instructions on the screen.

10.6 What is the difference between the trial version and the full versions?

The features are identical. However, there is a time limit of 30 days to use the trial version. Please register the product chosen before the 30 day limit in order to avoid interrupted service. The trial version allows you to try the product to make sure that it works according to your needs and enables you to get a feel for the software.

10.7 What is a file type and which ones are supported by FileHawk?

A file type is also referred to as a file extension. It is a label assigned to a file to distinguish what program opens it. Typically, it is a 3 letter designation following the file name. For example, a text document called "Document123.doc" would be opened by Microsoft Word where "doc" is the file type.

FileHawk supports hundreds of file types. Please follow this link to obtain the complete [list of supported files](#).

10.8 After installing the software, how do I begin searching?

After running the installation wizard, you will be presented with a screen giving you the choice of either rebuilding the indexing process now or to manually select the documents to index. Depending on the number and size of files that you have on your computer, the initial indexing process can take several minutes to several hours to complete. As files are added or modified, the index updates are performed very quickly in the background. The initial indexing is normally done when the computer is not being used so as not to interfere with your work.

Once your index is built, you may begin searching by typing words in the Your search words line in the top left corner. You may also press the Advanced Search button to specify other search criteria such as file name schemes, file creation date range, file size ranges, etc. To find out exactly what the criteria do, simply set your mouse cursor above the criteria's label.

10.9 Will FileHawk slow my computer down while indexing?

Filehawk works in the background or during idle computer time. It should not disturb you in your tasks while it is indexing.

If you believe that FileHawk is affecting your computer responsiveness, you can configure it to build the index only when the computer is idle.

You can configure FileHawk to index when the computer is idle by following these instructions:

1. Right click on the FileHawk icon in the taskbar (bottom-right of your screen).
2. In the menu that pops up, click on the option Index only when the computer is otherwise idle.

10.10 How can I organize my documents using FileHawk?

You can set up folders that classify your documents according to criteria that you determine. To view Active Folders, click on the side tab with the red arrow. Your folders form a tree just like that in the Windows File Explorer, with names that you establish. The criteria for the documents that appear inside each folder are those that you saved from the advanced search fields, such as document modification time, documents that contain the word Invoice but do not contain the word computer, etc.

The easiest way to set up an Active Folder with certain criteria is to enter your criteria in the search fields and press the Save button, which is the diskette in the top-left corner. FileHawk will create an Active Folder with a default name determined by the criteria; you can then rename the folder, drag and drop the Active Folder to another folder, etc. When you click on it, documents that match the criteria will appear in the results window, even if the document was created after you generated the folder.

Organize your documents with FileHawk's Fixed Selection Folders, they are a place where a link to a file can be saved for easy retrieval. The fixed selection folders are complementary to the Active Folders because they allow you to manually organize specific files without disturbing the way that your files are organized in your computer's directory. They can be temporary or permanent.

Fixed selection files can be used in many ways:

- Manage work flow. For example, create "To-Do", "Pending Approval" or "For Review" folders to be reminded which files need further work.
- Add links to frequently used files.
- Shortcuts long trajectories to files.
- Create a photo album by copying the picture files into a folder.
- Create play lists of your favorite music.

10.11 Is there a limit to the number of files indexed?

The maximum number of files that FileHawk can index is greater than the practical limit that can be attained in a U3 smart drive.

10.12 I did a search for a document that I know exists and contains specific keywords but FileHawk did not find it. Why?

The reason for not finding your document may be one of the following:

- The document that you are looking for is not in a folder that is indexed. Follow the steps in section 4.4 in the [FileHawk User Manual](#) to index the required folders.
- The file type was not selected. Follow the steps in section 5.5 in the [FileHawk User Manual](#) to choose the file type needed.
- The file type is not supported by FileHawk. FileHawk uses Microsoft's technology called iFilter to build the index. If the file type you are looking for is not supported by FileHawk (see [list of supported file types](#)), it is possible to download the corresponding iFilter to allow you to index and read those certain file types. Follow the steps in section 1.4 in the [FileHawk User Manual](#).
- For security reasons, you are not authorized to access this file.

10.13 How does FileHawk handle file and folder security aspects?

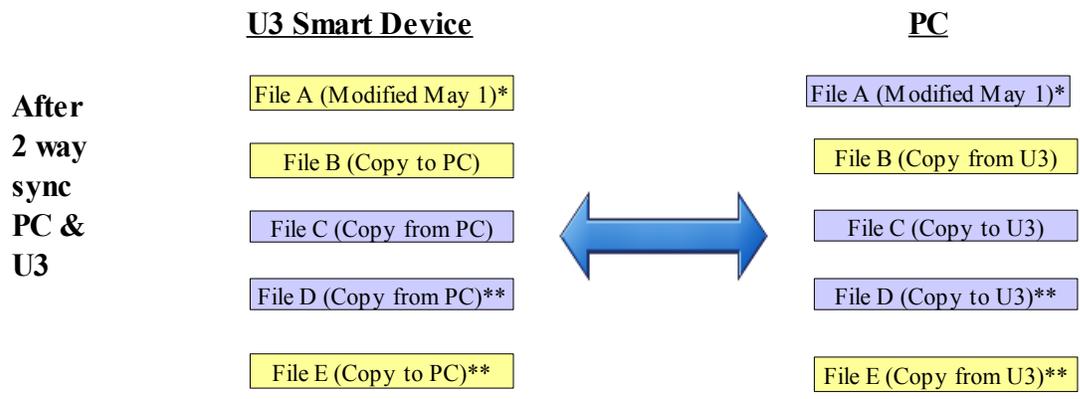
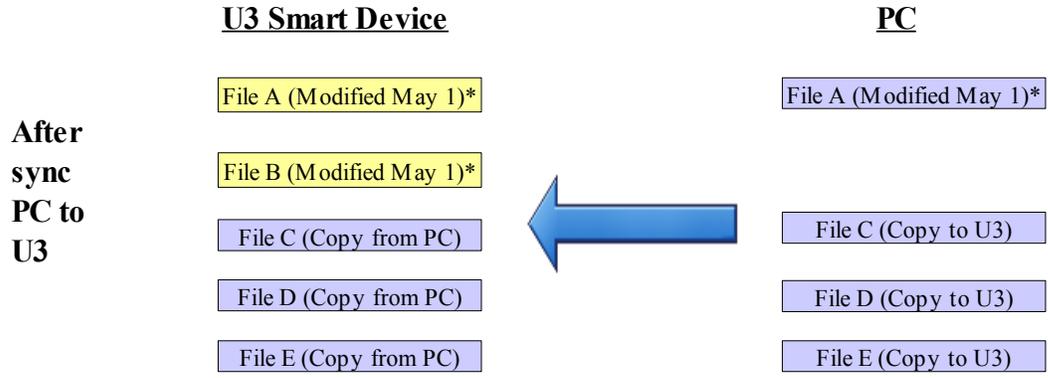
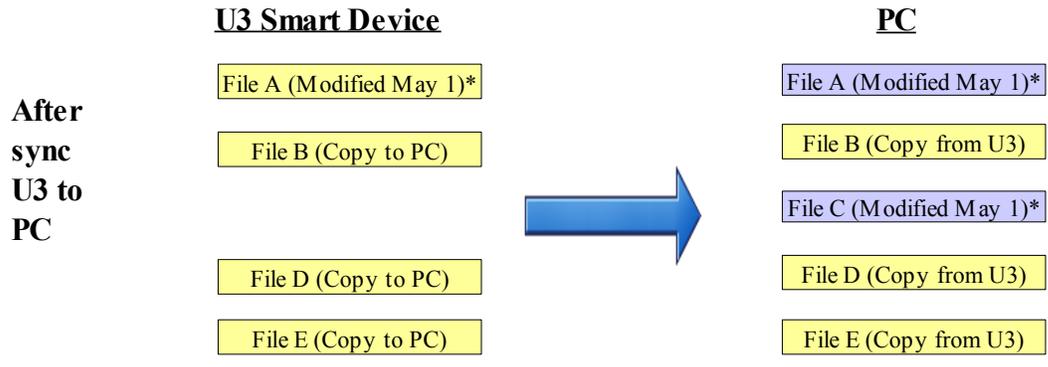
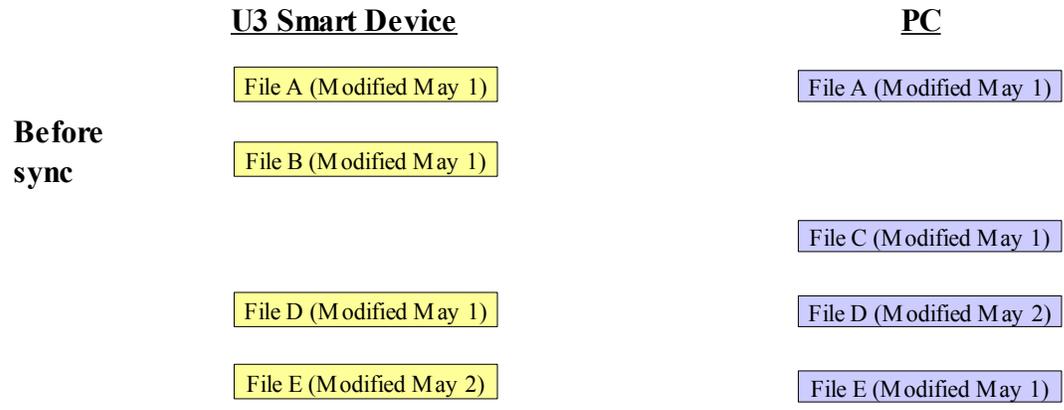
FileHawk respects all file security defined by Windows.

10.14 Are any .DLL files installed in the Windows directories?

No, the FileHawk installation program does not install any files which affect system operation or configuration.

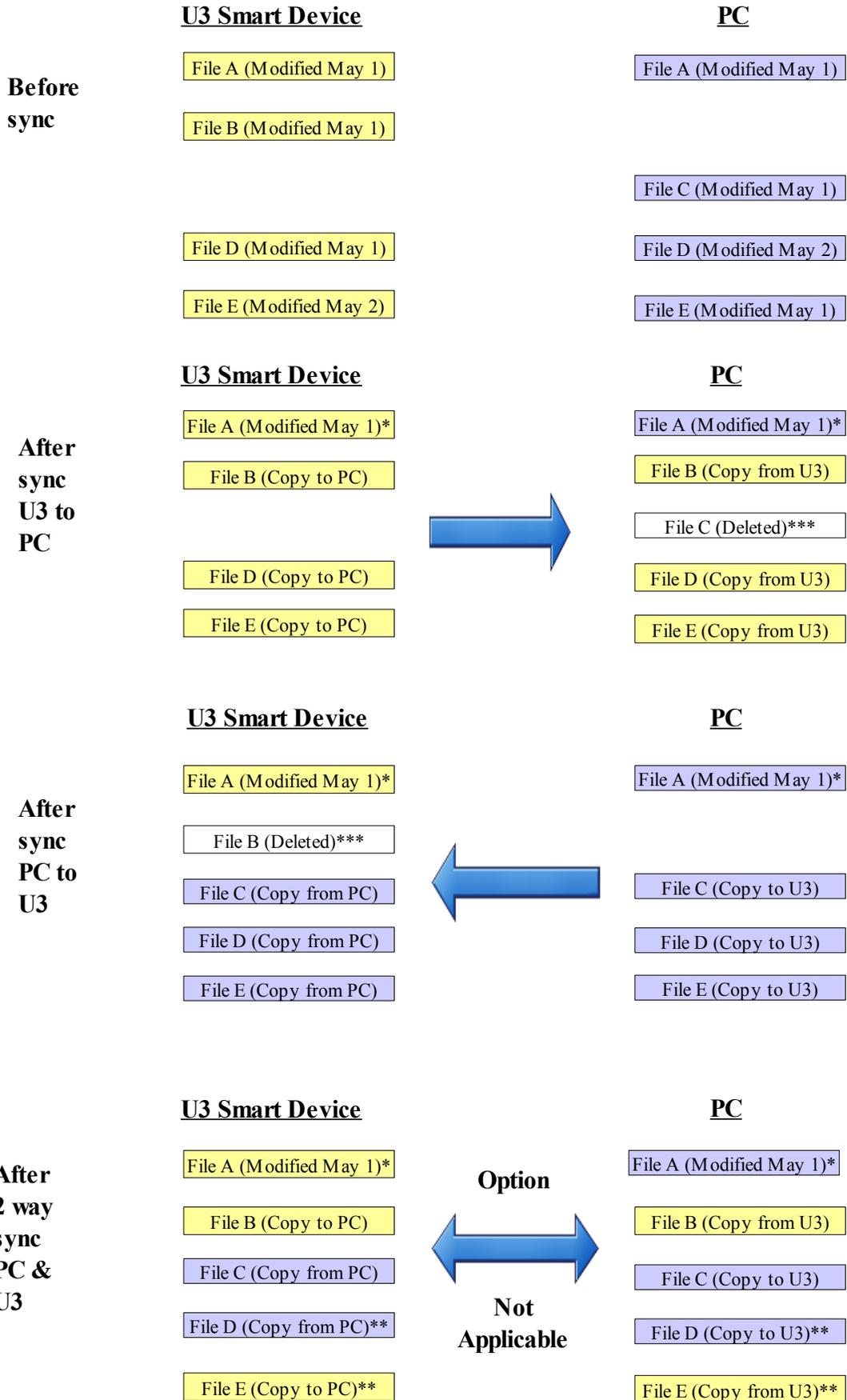
1 Appendix : Diagrams File Synchronization – How Sync Options Are Handled

No Options Selected – Example File Synchronization



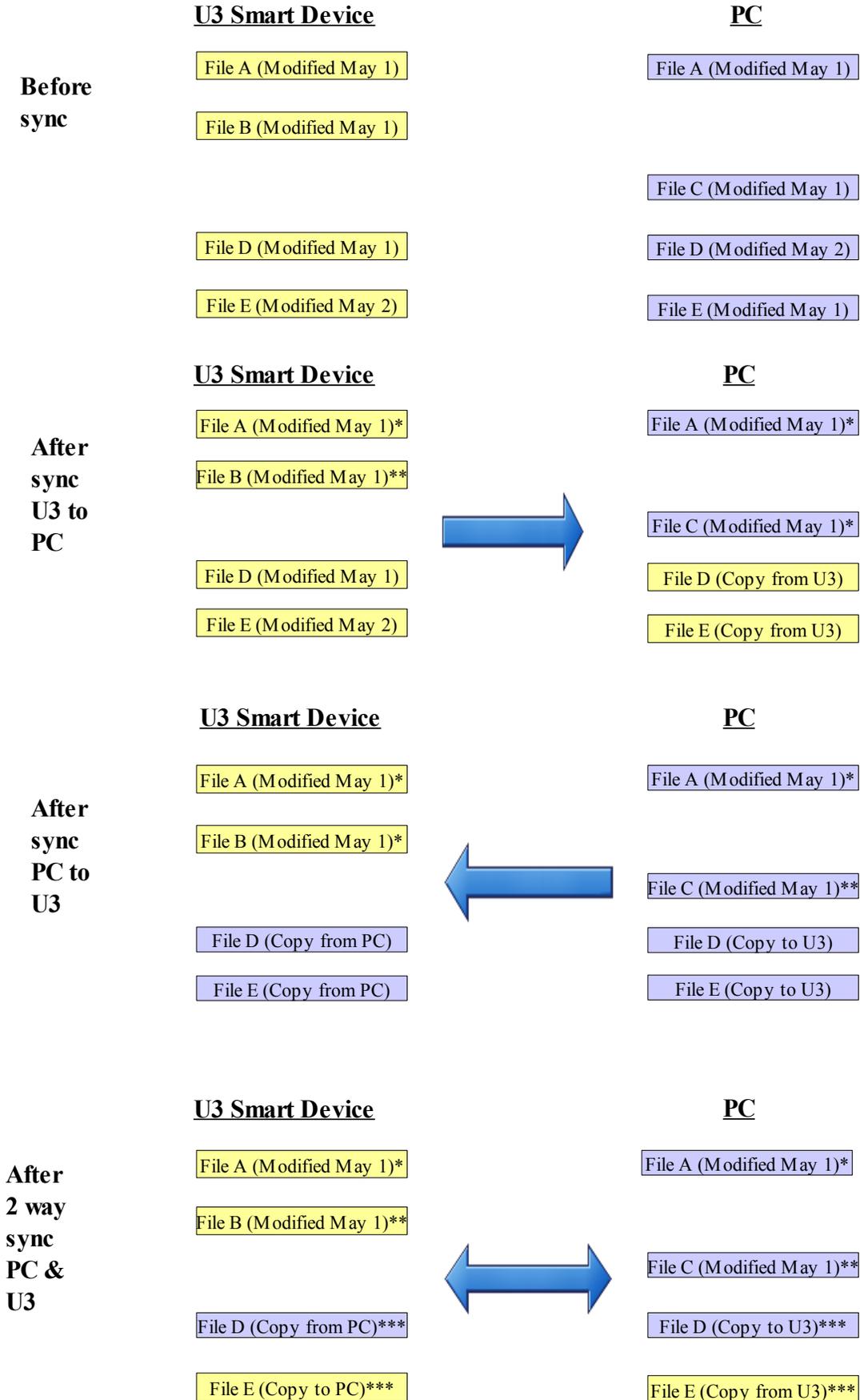
* Remains unchanged.
 **FileHawk will synchronize the most current file.

Apply Source Folder Deletions to Target Folder Option Selected – File Synchronization Example



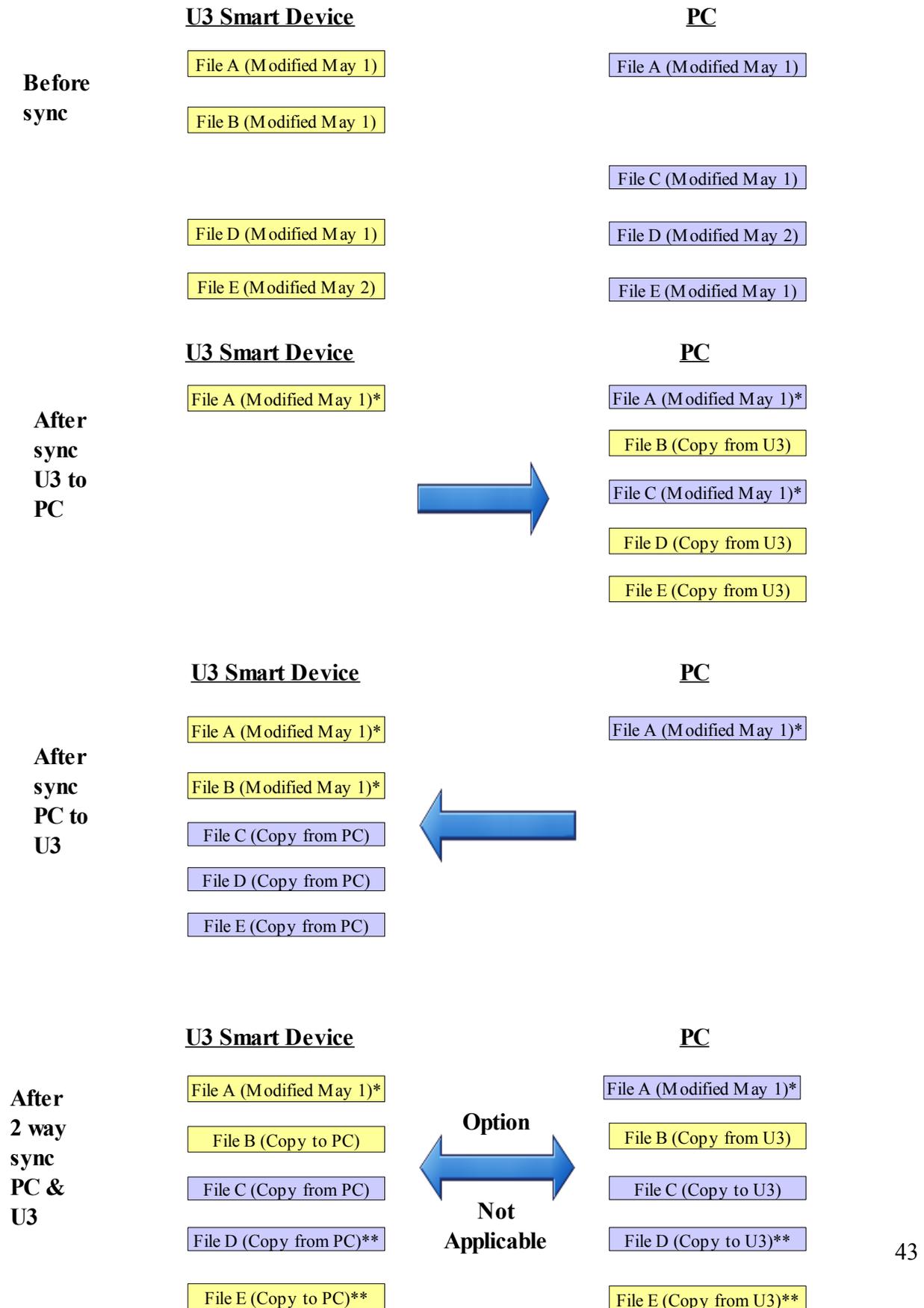
* Remains unchanged
 ** FileHawk will synchronize the most current file.
 *** File deleted, file did not exist in source folder.

Copy Only If File Already Exists Target Folder Option Selected – File Synchronization Example



* Remains unchanged
 ** Not copied, file does not exist in target folder
 *** FileHawk will synchronize the most current file.

Delete Files from Source Once Copied, Option Selected – File Synchronization Example



* Remains unchanged, not deleted because not copied

**FileHawk will synchronize the most current file.