

Where's My Stuff?

USER GUIDE

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1. Overview

Where'sMyStuff (WMS) is a unique, extremely fast disk file indexing and search tool for PC computers. It can operate on a range of Microsoft operating systems including Windows 2000 (Service Pack 4), Windows XP Professional (Service Pack 2) and Windows Vista.

WMS was designed to allow very rapid indexing and retrieval of any file(s) on your disk(s) - by time, using our unique timeline feature as well as any of the other standard file attributes such as size, name and directory, etc.

It is designed for simple organization of your files with tabs for all main file categories, as detailed below. It displays all search results as file lists, except for image files, which are displayed as thumbnail images or a file list.

The search program requires 5MB to 100MB of memory, depending on the number of searched files listed in the various tabs. The indexer is about 1MB in size, but can require up to 250Mb when indexing, depending on the number of disks (up to 4 allowed) and the number of files on them. The larger your disks and the greater the number of files to be indexed, the more memory you will require. Recommended RAM is 1GB for most users, although 500MB will do for those with fewer files.

ADMINISTRATOR RIGHTS ARE NECESSARY FOR INDEXING FILES. YOU MUST HAVE ADMINISTRATOR RIGHTS TO USE WMS.

2. System Requirements

Most memory-intensive computer programs function better when large memory resources are available. **Where'sMyStuff** is no exception. It will perform much better if the following suggested requirements are met:

Operating System: Windows 2000 SP4 or greater (including Windows XP, Windows Server 2003, Windows Vista and Windows 7)

System Requirements for Windows 2000 and Windows XP

Minimum: 500MB RAM, 20% free disk space, P4 2GHz processor

Suggested: 1GB RAM, 100GB SATA drive, 20% free disk space, Core2 Duo 2GHz processor

System Requirements for Windows Vista and Windows 7

Minimum: 2GB RAM, 150GB SATA drive, 20% free disk space, Core2 Duo 3GHz

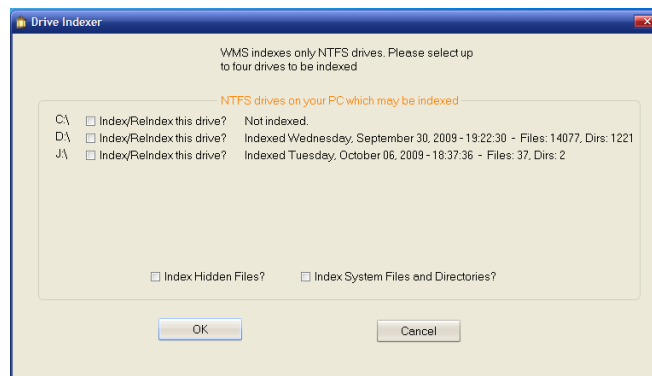
Suggested: 4GB RAM, 250GB SATA drive, 20% free disk space, Quad Core 3GHz

3. Installation Guide

After downloading the installation file from the website, follow this simple installation guide to install **Where'sMyStuff** on your computer.

- Double-click the setup file to launch the installation wizard
- Click **Next** to start the installation process
- Select the **I Accept** checkbox to accept the license agreement and click **Next**
- Amend your name and organization details if applicable and enter the access code provided to you
- Click **Next**
- After the license has been verified, you can choose to alter the folder where the application will be installed. Click **Browse** to locate a new folder, if you so wish
- Click **Install** to begin the installation process
- The software will begin downloading – the speed will depend on your Internet connection
- When the download is complete, click **OK** to the message window that appears
- A window will appear while the files are being installed
- Once the installation is complete, click **OK** to the message window that appears
- Select the **Run Where'sMyStuff 1.0** checkbox to start the software and click **Finish**

The first time you run **Where'sMyStuff**, you will be asked whether you would like to index your disk. Without indexing your disk, **Where'sMyStuff** will not be able to find any of the files you are looking for, so ensure that you select the disks you would like to index.



Select the checkboxes next to the disks you would like to index and click **OK**. Once the indexing is complete, click **Close Indexer**. WMS may be launched after the indexing is complete.

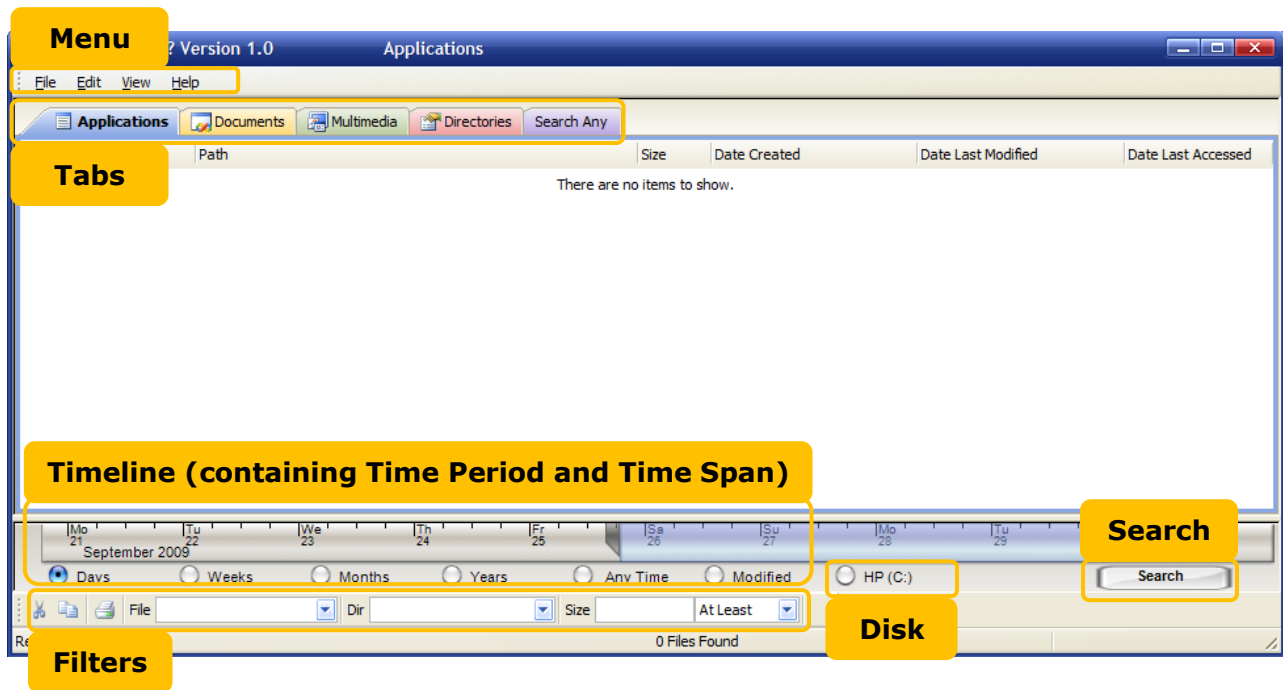
4. Quick Start Guide

Where'sMyStuff (WMS) is a very quick, simple to use, full-featured file search tool for Windows PCs. It will save you time, eliminate the headache of 'lost' files and help organize your work.

WMS will allow you to:

- Index a typical disk in about 5 minutes
- Find any file on any disk in less than 2 seconds
- Create any search in a few keystrokes

WMS is an intuitive and easy to use application. All of the filters are on the main screen, with no annoying menu trees to use. The tabs appear at the top of the screen with the timeline and filters below.



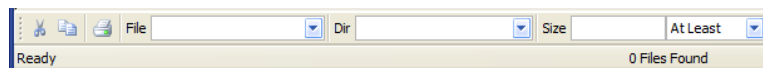
Searching for files

To search for a specific file, enter your search criteria into the selected filter fields and click the **Search** button. The search criteria can be selected and filtered through various tabs, buttons, drop-down menus and fields:

- **TABS:** Select the specific tab that contains the type of file you are looking for



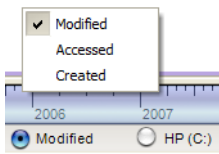
- **FILTERS:** Enter the search criteria in one of the filter fields at the bottom of the screen



- **TIME PERIOD:** Adjust the timeline view by selecting the appropriate time interval button



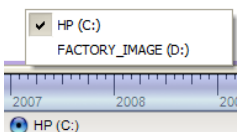
Click the **Modified** button to change the selection to **Modified**, **Accessed** or **Created**



- **TIME SPAN:** Select the time frame to search by dragging the timeline markers to expand or shrink the selected time span



- **DISK:** Click the selected drive to display a list of alternative drives to search



Once all the filters have been selected or entered, click the **Search** button. A list of matching files will be displayed in the window.

NOTE: If you select the **Multimedia** tab and select the **Thumbnails** tab for the first time (below the results window), you **must** left-click the mouse in the thumbnail window to see the images.

Working with the search results

To open a file, double click the file name. If a folder is displayed, double-click the folder to display the contents.

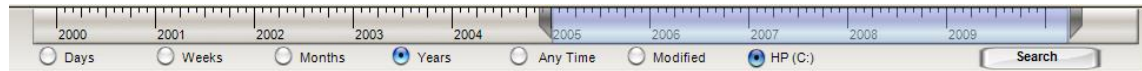
The 'drag and drop' process from WMS works in the same way as Windows Explorer. When you use this process, if you drag it to a location in the same drive, the file will move from the original location to the new file location. If you drag the file to a different drive, it will make a copy of the file in the new location and leave the original file in the existing location. Files cannot be pasted into WMS.

To copy a file anywhere, open the **Edit** menu and select **Copy**. When you have located your target location, click **Paste**.

There is no Undo function in WMS, so if you wish to reverse any file moves or deletions, you will need to locate the relevant files in Windows Explorer. However, for WMS to see the change, the disk must be re-indexed.

5. Conducting a Detailed Search

1.1. Using the Timeline



The Timeline is located at the bottom of the screen and is composed of the following components:

- the Timeline itself, showing the days, months or years on a linear scale
- the light blue Time Span narrows down the selected time to search. Placing the mouse cursor over the blue area, it may be moved left and right by pressing and holding the left mouse button and moving the mouse. The Time Span size may be changed by pressing and holding the left mouse button on each 'ear' and moving them in or out to stretch or shrink the selection
- the 5 time period buttons: **Days**, **Weeks**, **Months**, **Years** and **Any Time** (select this if no time filter should be applied)
- the **Modified**, **Created**, **Accessed** button, which selects which file time property to be applied in the search
- the **Disk** button to select the disk to search
- the **Search** button which will execute the search selected

1.2. Using the Filters



The Filters are displayed at the bottom of the screen and is composed on a number of fields. These fields allow you to enter specific search criteria.

- the **File** field allows you to enter specific words to search for
- the **Type** field allows you to select a file type from the drop-down menu or enter a number of file types, separated by a comma
- the **Dir** field allows you to select a specific directory to limit the search to
- the **Size** field is measured in bytes (B) and the number should be entered in that format – for example, to search for files that are at least 1MB in size, enter 1,000,000 in the **Size** field and select **At Least** from the drop-down menu

Note: Different filters will display depending on the tab selection.

Example 1: Find all '.doc' files on drive C: modified in Jan 2008

1. Click the **Documents** tab
2. Select **.doc** from the **Type** drop-down menu
3. Select **C:** from the **Disk** button
4. Select **Months** for the **Time Period**
5. Adjust the width of the blue **Time Span** by clicking and dragging each 'ear' and ensure that **January 2008** is selected in the blue area
6. Click **Search**

A list of files appears. Double-click the filename or folder to open.

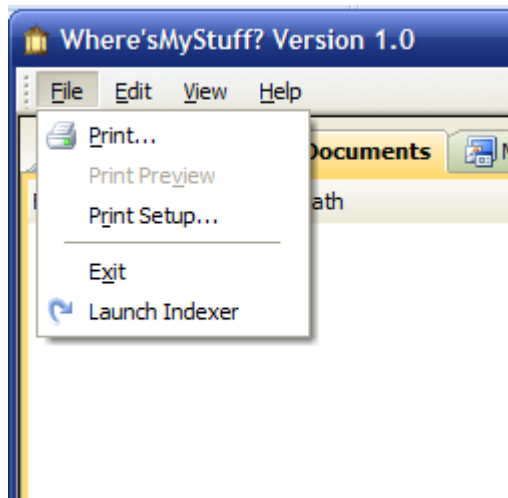
Example 2: Find all '.jpg' files on drive D: with a name like 'jim', larger than 20k, modified since Oct 2007 and in thumbnail view

1. Click the **Multimedia** tab and select the bottom **Thumbnails** tab
2. Enter **jim** in the **File** field
3. Select **.jpg** from the **Type** drop-down menu
4. Enter **20000** in the **Size** field and in the adjacent field, select **at least** from the drop-down menu
5. Select **D:** from the **Disk** button
7. Select **Months** for the **Time Period**
8. Adjust the width of the blue **Time Span** by clicking and dragging each 'ear'. Ensure that the left 'ear' starts at **October 2007** and move the right 'ear' all the way to the right
6. Click **Search**
7. Click the **Thumbnails** window

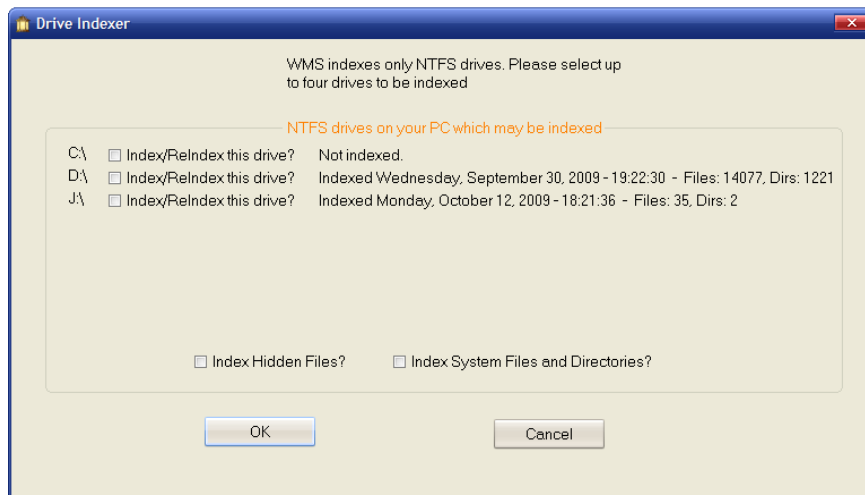
A display of thumbnail images appears. The preview window also appears, if you have enabled it. Alternatively, double-click the thumbnail image to open the file in the default image program.

2. Indexing your Drive

The Indexer has the job of indexing your disks – that is, locating, organizing and loading files and folders into a database. This is what WMS uses to find your files whenever you execute a search. The Indexer can be launched from the **File** menu of WMS.

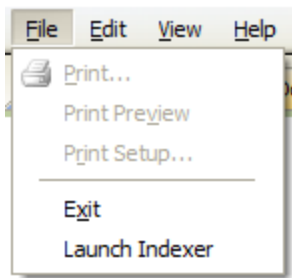


When you select this, the indexer does not auto-start; you must first select the disks to index.



3. Menus

Various menus allow you to adjust views, cut or copy files or print a list of the search results.



FILE MENU

Print:

Prints search list for currently selected tab

Note: *no images will be printed*

Print Preview:

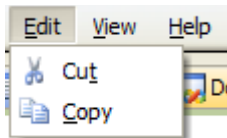
Previews the printed search list for currently selected tab

Exit:

Quits the program

Launch Indexer:

Launches the WMS Indexer selection screen to view the currently indexed disks and their statistics or to select up to four NTFS formatted disk(s) to index



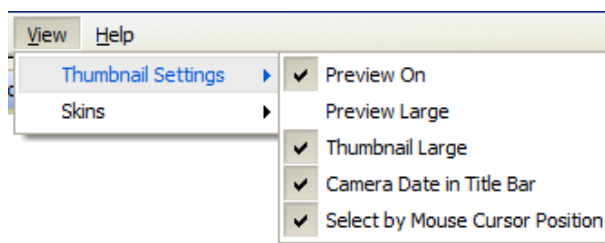
EDIT MENU

Cut:

Deletes the group of highlighted files. Files are deleted to the Recycle Bin and are thus recoverable. To permanently delete them, delete from the Recycle Bin. If deleted files are restored from the Recycle Bin, you must run **Indexer** to see them in WMS.

Copy:

Copies the group of highlighted files. Paste them somewhere else, such as another folder or an external device like a cell phone or flash memory stick.



VIEW MENU – THUMBNAIL SETTINGS

Preview On:

Enables image preview window, which shows a larger version of the currently selected image in a separate window

Preview Large:

Toggles the large/small preview window

Thumbnail Large:

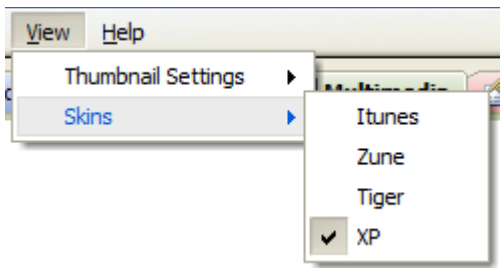
Toggles the large/small thumbnail

Camera Date:

Puts the camera date in the preview window title bar. The camera date is recorded by the camera when you take the picture. It will be the actual date-time if you set the date-time in your camera correctly.

Select Image by Mouseover:

This handy little feature selects images displayed in the preview window by just hovering the mouse cursor above a thumbnail image. If you turn it off, you can either click the thumbnail or use the arrow keys to select it to display in the preview window.



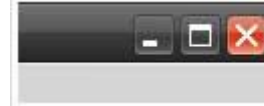
VIEW MENU – SKINS

Select from the Itunes, Zune, Tiger or XP skins. Skins are special settings that adjust the look and feel of the window and makes WMS look cool!

ITunes:



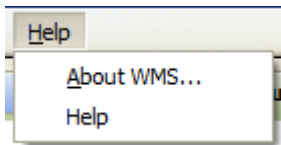
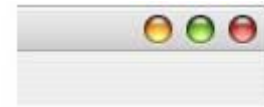
Zune:



XP:



Tiger:



HELP MENU

About:

Copyright and website info

Help:

Access to the WMS help file

4. Tabs

The purpose of the tabs is to help you organize your work. Each one is named for a particular class of file usage. By searching within a tab using only those search criteria appropriate for its class of use, you can keep your files organized.

For example, in the **Documents** tab, only search for MS Office, txt, pdf, zip and files of that sort. In the **Images** tab, only search for jpg, gif, png and that sort of file type. That way, whenever you click on a tab, you can be sure to find your files grouped according to that particular tab class. Use the **Search Any** tab for file types not easily classified using the other tabs. Then you won't end up with confusing mixes of file types in your tabs.

Each tab can remember up to 10 searches. A search is classed as a single search character string like 'mydoc', or 'dsc374'.

Only the **Type** field may be more than one string. In **Type**, you may enter up to four strings, separated by commas. Here is an example: doc, pdf, txt, html. Do not use quotes to enclose your search strings.

Important: *The **Application** tab will only display .exe files. The **Audio** tab (on the **Multimedia** tab) will only display audio files. All the other tabs can display any file type you wish to search for. However, it is strongly recommended that you only use the tabs as they were designed - as organizational aids to help you find your files quickly. Use the **Search Any** tab for anything that does not fit into the main tab categories.*

4.1. Applications tab

The **Applications** tab will only show .exe files. That is, executable files like word.exe, notepad.exe or yourapp.exe. Its purpose is to allow you to keep recently used applications together.

When searching in the **Applications** tab if you use the **Accessed** setting (of the **Modified, Created, Accessed** button on the timeline bar), you will see the latest accessed or used application files.

This can sometimes be thrown off by anti-virus programs, some of which will change the file accessed value when scanning. This is annoying as it is unnecessary - they should know better.

4.2. Documents tab

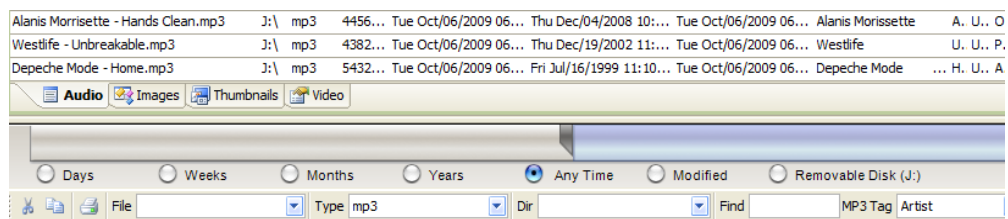
Use the **Documents** tab to search for document-type files you use in your work. This way, you can always find your current, recent or older work files with only a few clicks. Like all of the tabs, the **Documents** tab remembers the last 10 searches.

Try to develop the habit of only using the tabs for the related files they were designed for. This will really help you with finding and organizing your files.

4.3. Multimedia tab

The **Multimedia** tab is a generic tab for all of your multimedia files and contains the following specific tabs - Audio, Images, Thumbnails and Video. These tabs are explained below.

4.3.1. Audio



The **Audio** tab displays these file types: mp3, mp4, wav, wma. It will not display any other file type. Use it to organize your music files.

When the **Audio** tab is selected, two new filters are shown on the filter bar: **Find** and **MP3Tag**. Use the **MP3Tag** drop-down menu to select one of four mp3 tags for search: **Artist**, **Title**, **Album** or **Genre**. In the **Find** window, type the text to search for.

Example:

*To display all Norah Jones songs, select **Artist** from the **MP3 tag** drop-down menu and type '**norah jones**' in the **Find** window. On the Timeline, make sure **Any Time** is selected and click **Search**.*

All Norah Jones songs are listed. You may also use the file name, file type and directory filters to further refine your search.

4.3.2. Images

Use the **Images** tab to organize your pictures. The **Images** tab displays lists of files which may be viewed by double-clicking the filename or copied by selecting a group of files and using **Copy** from the **Edit** menu.

This tab is extremely useful for locating your images since digital cameras usually save their images with sequential coded file names, such as DSC0000001957.jpg. The **Images** tab allows you to view the content of the file rather than just the file name.

Use the file name, file type, directory and size filters to build your search. Remember, WMS remembers the last 10 searches in each filter for use later.

The most useful way to search your digital camera images is by using the Timeline in conjunction with the filters. Digital camera files will typically have the picture snap date in either the **Modified** or **Created** file attributes.

To build a time-based search, first select **.jpg** in the **Type** field. Then use the Timeline to pick a time period (**Days, Weeks, Months, Years, or Any Time**). Set either **Modified** or **Created**.

Creating a suitable Timeline window, you can precisely search for just those pictures taken at a certain time, like August 15-22 last year or Christmas week. Use the **Thumbnails** tab to view small and large sizes of your selection. The images in **Thumbnails** always match the list in **Images**, and vice versa.

4.3.3. Thumbnails



The **Thumbnails** tab is the place to view your pictures. Searching in **Thumbnails** is identical to searching in images and the list in **Images** always matches the images in **Thumbnails**.

Use the **View** menu and select an option from the **Thumbnail Settings** to change the way the thumbnails appear. You can set large or small thumbnail

size, set large or small preview window size, turn the preview window on or off and turn the mouseover feature on or off. Mouseover allows selection of a thumbnail by moving the mouse cursor over the image.

The **Preview** window is a much larger view of the thumbnail image, in a medium or larger size. The currently selected thumbnail image is the one that displays in the **Preview** window.

The thumbnail can be selected in any of three ways: by clicking the left mouse button over the thumbnail, by using the arrow keys or by merely moving the mouse cursor over the thumbnail.

Note: *Mouseover only works on currently visible thumbnails. When using arrow keys for selection, make sure the mouse cursor is not in the **Thumbnails** view area or the arrow keys will get confused. Arrow keys wrap from bottom to top and top to bottom.*

4.3.4. Video

Keep track of your video files here. Although you can select any type of file here, it's best to only use this tab for video files. This makes it very easy to locate them quickly. Use the filename, file type, directory and size filters to select your videos. Use the Timeline to hone in on a certain time period. The **Video** tab displays a list of your search results and their locations and attributes.

4.4. Directories

The **Directories** tab is used only for finding folders. This is very handy since Windows Explorer is not designed to easily locate individual folders.

The **Directories** tab has only one filter - the directory name. Type the full name or as much as you can remember. Select the appropriate time interval from the **Time Period** buttons or just select **Any Time** to search without time constraints. Use the **Directories** tab to organize your folders, avoid constant "drill-down" with Windows Explorer and quit littering your desktop with all of those open folders.

4.5. Search Any

Use the **Search Any** tab to locate files that are not usefully assigned to any of the other tabs. This way, you can keep your other tabs clean, using them only for the files types that fit. Then you can more easily find your files yet still have a random type of search that will not affect the relational nature of the other tabs.

5. Troubleshooting

5.1. Tips

- Install plenty of memory - 4GB or more for Windows Vista and Windows 7 and 2GB or more for any other operating system. Plenty of memory gives your programs a huge performance boost, more than upping the CPU speed. And memory is very cheap.
- Run the indexer during low usage levels. Turn off you AV program while doing so.
- Don't run other indexers at the same time as WMS.

5.2. Known Problems or Quirks

- **Thumbnails:** Sometimes, when Thumbnail search is used, the Thumbnail window must be clicked with the left mouse button to display the thumbnail images.
- **Search Results:** Files that have been modified, moved or deleted by other applications after the last indexing will not be seen in the search results. You must re-index to see these files changes made outside of WMS.

6. Frequently Asked Questions and 'How do I' Questions?

Why is a WMS whole new way to search?

With WMS, you needn't remember a file's location to find it again. You can use WMS to find your files even if you don't remember their names. WMS locates files by using a combination of the Timeline, file time created, file type, size, partial name and directory.

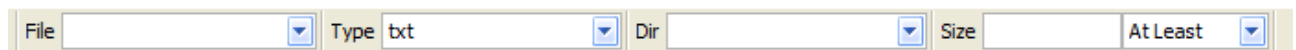
First, try finding your file using the Timeline. Set the time period to the range you think the file was created. This works great to find, say, your pictures of your vacation last September. Set the time span to cover last September and press Search and you will instantly find those files. Don't forget to select the correct disk.



Use the Timeline with the tabs to narrow your search. Tabs will automatically narrow your search to the latest applications that you have used or any type of document or multimedia file (e.g. jpg with thumbnails, mp3, mpg, avi, etc.). Or you can view results found in a certain directory or subdirectory.



Narrow your search even farther by using the powerful filters included in WMS. Filter by file name, type, size, or directory location. If you can't find it after that, maybe it can't be found!



Can I use WMS to find the largest files on my computer?

Yes. Click the **Search Any** tab, click **Any Time** on the Timeline, then type in a large number in the size filter and make sure you have **At Least** selected after the size number. Select your disk and then click **Search**. You will instantly see any files on your computer that are larger than the number you typed in.

What about removable disk drives and USB drives?

WMS can index any NTFS disk volume connected to your computer. It cannot index FAT drives. However, FAT volumes may be converted to NTFS volumes. If your disk is not empty, DO NOT attempt to convert to NTFS without first searching Microsoft help and backing up the disk.

When any removable drive, such as a USB, hot-swap or "disk caddy" slide-out, is disconnected from your computer and then reconnected, the drive assignment, that is the drive letter (C:, D:, etc.), may change. So a drive that used to have the letter 'E:' might, after disconnect/reconnect, end up as 'D:' or 'F:'. WMS does not know about this unless you re-index the drives that have been changed. The same goes if you manually change the drive letter. So always re-index with WMS after any such change.

The same is true if you power off/on a USB drive or just remove any drive - the drive letter assignments will change or be missing for some period. In these cases, always re-index your drives to insure correct searching.

Why won't WMS find a file I just created?

WMS won't see your file until it is indexed. Indexing is examining your whole disk and collecting all of the file information in a database. WMS will then use this database to find your files instantly. WMS has a cutting-edge indexer that scans the disk very quickly. If you want to find your newly created files with WMS, simply run the indexer again.

Can I re-index my drives whenever I want?

Yes. You can and should run the indexer any time you have added new files to your computer that you want WMS to be able to find. Simply click the **File** menu and select **Launch Indexer**. Select the disks you wish to re-index and check the hidden/system boxes as desired.

Can I manage my multimedia files with WMS?

Click the **Multimedia** tab in the search window and then pick the tab for the type of file you would like to manage.



Click **Audio** to view all of your MP3, AAC, or other audio files.

Click **Images** to manage your jpgs, gifs or other images in a list format.

Click **Thumbnails** to view your images as thumbnails.

Click **Video** to manage your MPG videos or any other type of videos.

Why would I use the Directory tab in WMS?

Use the **Directories** tab to locate directories you use often or to find one you've forgotten the name of. This is much easier than the Windows Explorer "drill-down" we are all familiar with. This way, you can locate a directory instantly. Only those directories matching your filter string will be included in the search.

How do I view all of my work files in one window, regardless of location?

This is great way to use WMS. Active users deal with many different types of files in different places and have to keep track of them somehow. With Windows Explorer, regularly accessing files in different places can be a real time waster. With WMS, index often; and keep the Timeline set to the last couple of days; enter the appropriate file filters and select your disk. Then click **Search** and all of your work files will display in one window. Double-click to launch, as usual.

I have a lot of MP3 and JPG files. But when I search, WMS only shows 10,000. Why?

Due to memory constraints and to avoid hogging memory from other windows apps, WMS limits any search to 10k files. To see the rest, simply alter your search strings. Or, if they are mostly in one folder, simply open that folder by double-clicking in the directory column.

Can the filter bar be moved to the bottom? I don't like it up top.

Yes. Using your mouse, place the cursor on the vertical 'gripper' symbol at the left of the filter bar. A cross-shape appears. Drag the filter bar down and place it below the timeline.



Usually WMS is very fast to search. But sometimes it takes 20-30 seconds! Why?

There are several reasons for this: many other programs are open and using resources WMS needs; the disks need to "wake-up" so that WMS can check them; or a single program is hogging CPU and memory, such as anti-virus programs like Windows Defender. This behavior is not seen when these conditions are removed. Unfortunately, WMS cannot change this. Happily, this does not occur very often.

I've tried everything but I still cannot find my files!

Of course, there is always the possibility that the file has been permanently deleted or removed. If this is not the case, here are the most common reasons for not finding files with WMS:

- **You selected the wrong disk**
If you have 3 or 4 disks, it's easy to forget to click the disk button on the Timeline to select the correct disk. Or you may have saved them to a different disk than you remember. Or you may have removed and re-attached disks without re-indexing. This will cause WMS to mix up the drives. The best solution is to make sure your indexing is up to date and to simply search each disk, in turn.
- **You set the Timeline to the wrong time span**
When you have trouble finding files, often it is due to Timeline settings. Simply click the 'Any Time' button on the Timeline to avoid this problem. Then WMS will ignore date when searching for your files.
- **You made a typing error**
I know, we never make typos. We checked it twice and it's the correct search string. Well, check it again to be sure.
- **Wrong filter value**
You could have conducted your search with wrong text in the **File** field or the incorrect file type selected in the **Type** field. Check this carefully and insure that they are all set correctly.

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