

1 Introduction

Total Folder is a powerful software that can run on your Windows laptop, desktop or server and allows very fast searching of the content of your emails and documents.

Total Folder scans folders, emails and email attachments, for finding text content and files such as Office documents, PDFs, HTML, RTF and other common files.

The content of each file is extracted and organized into advanced indexes allowing lightning-fast searches.

1.1 TotalFolder functionalities

TotalFolder implements several functions:

- **Searching**

It can search into collections of millions of emails and documents under one second.
The size of each email or document can be up to tens of MB.

- **Indexing**

The documents, emails and attachments are converted into text and then indexed so you can find information instantly, instead of repeatedly scanning through everything
Office documents, PDFs, HTML, RTF and other common files are supported for both locally stored and over the network files.

Both Outlook and Thunderbird emails and attachments can be indexed.

- **Ranking**

The results are automatically ranked by using algorithms like BM25 so the relevant searches are easy to spot.

- **Fast document inspection**

The text that's found will be shown highlighted into the file context so there is no need to open the original document.

- **Backup**

All documents and emails can be saved to a designated location.

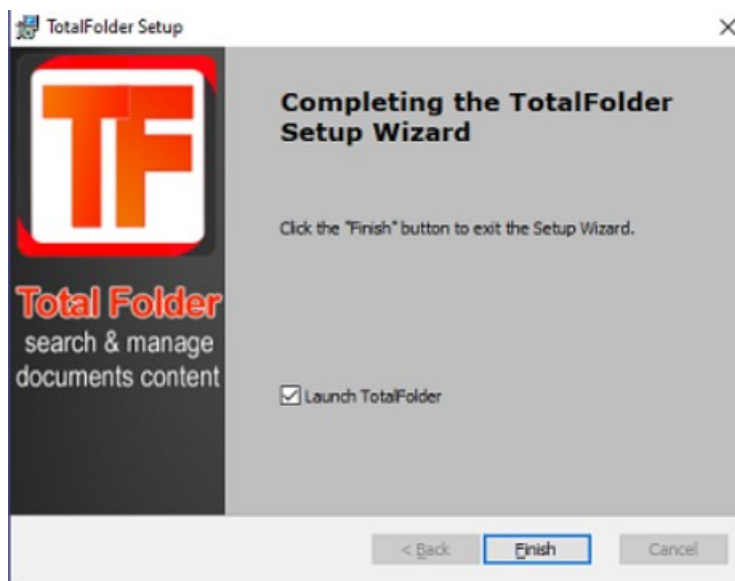
For modified documents, the old versions are still available as archived files and their content can be also searched.

2 Installing and setting the software

Open the .zip file download as explained into the previous chapter and extract the .msi installer. Start the installing procedure by double clicking on the .msi file.



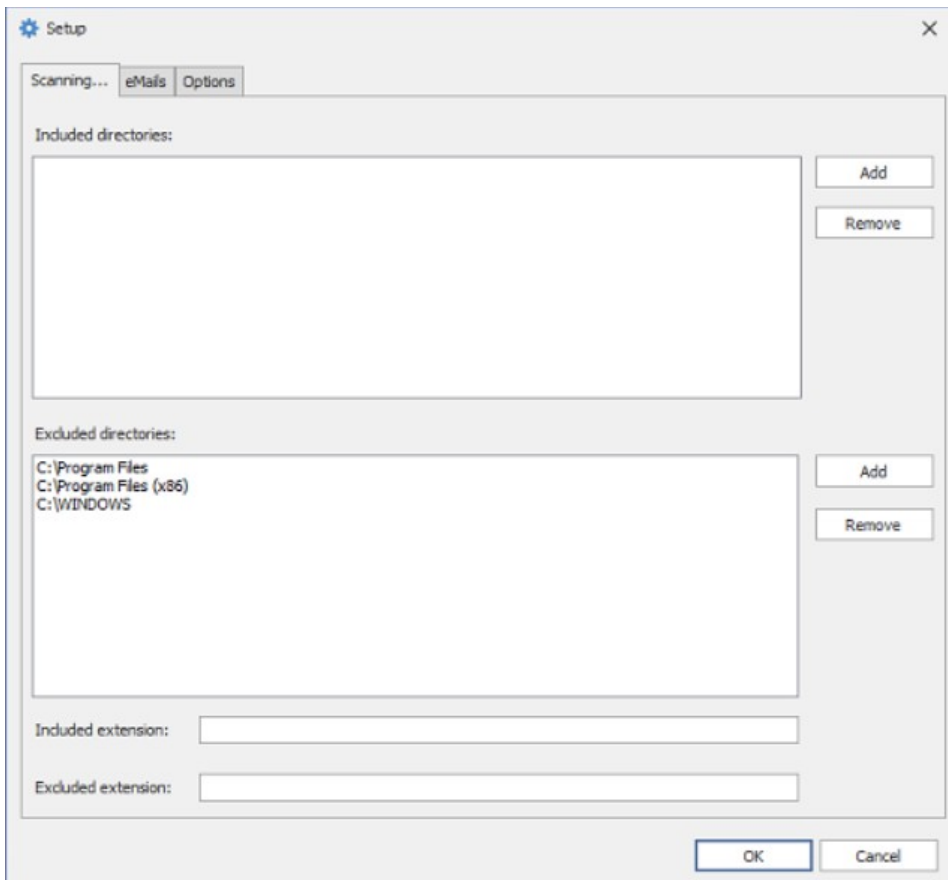
You only need to click on the next button of each dialog.
The program will be installed into the folder [C:\TotalFolder](#)



When the last dialog appears, check if the “Launch TotalFolder” option is enabled and click “Finish” so the program user interface will start.

Setting the software

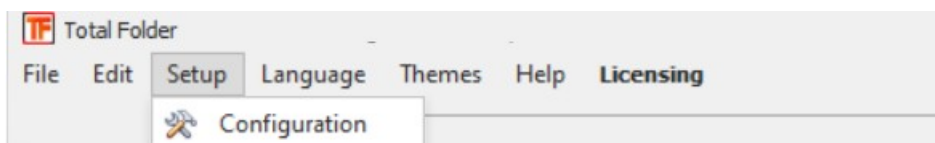
At the first start of TotalFolder, a dialog for setting the software will appear.



The dialog allows to:

- select the folders and emails accounts to be scanned
- setting the scanning and processing parameters
- setting the database and backup folders

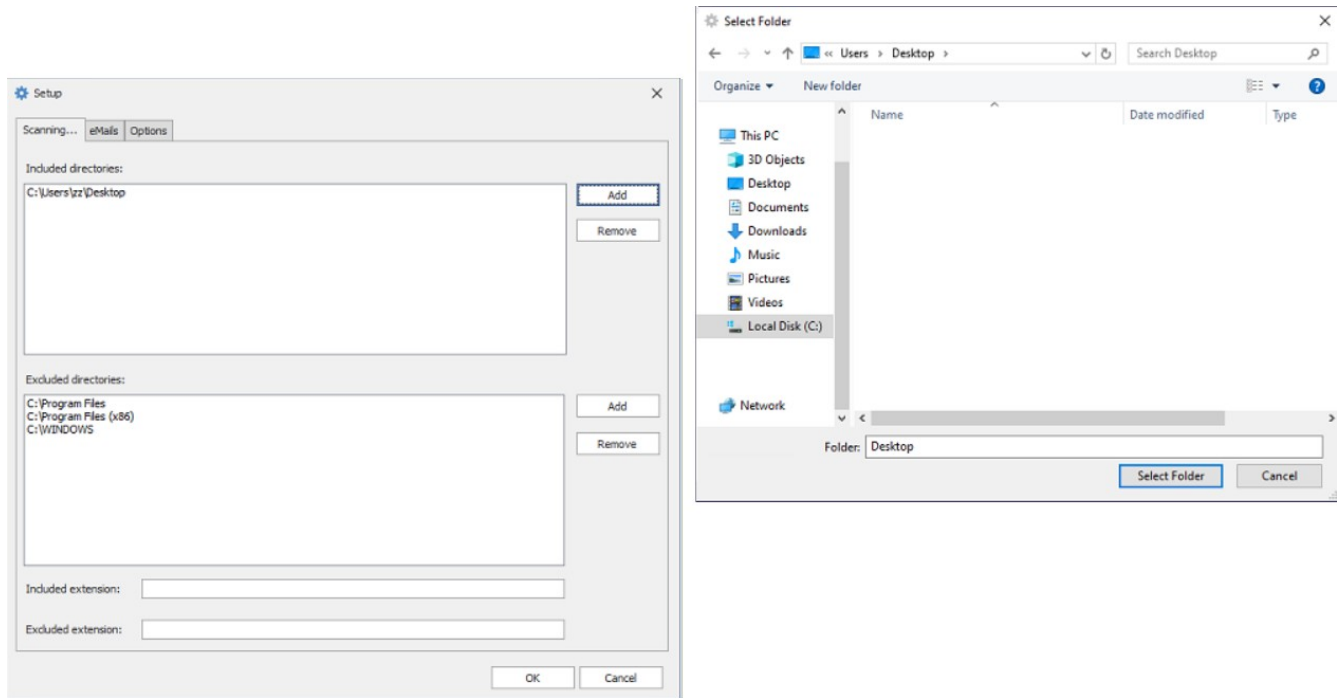
This dialog can be later accessed by click on menu Setup → Configuration entry.



Select the folders to be scanned

The selection of folders that can be scanned can be made into the dialog that automatically appears at the start of the software.

Later, you can open it by clicking on menu Setup → Settings entry



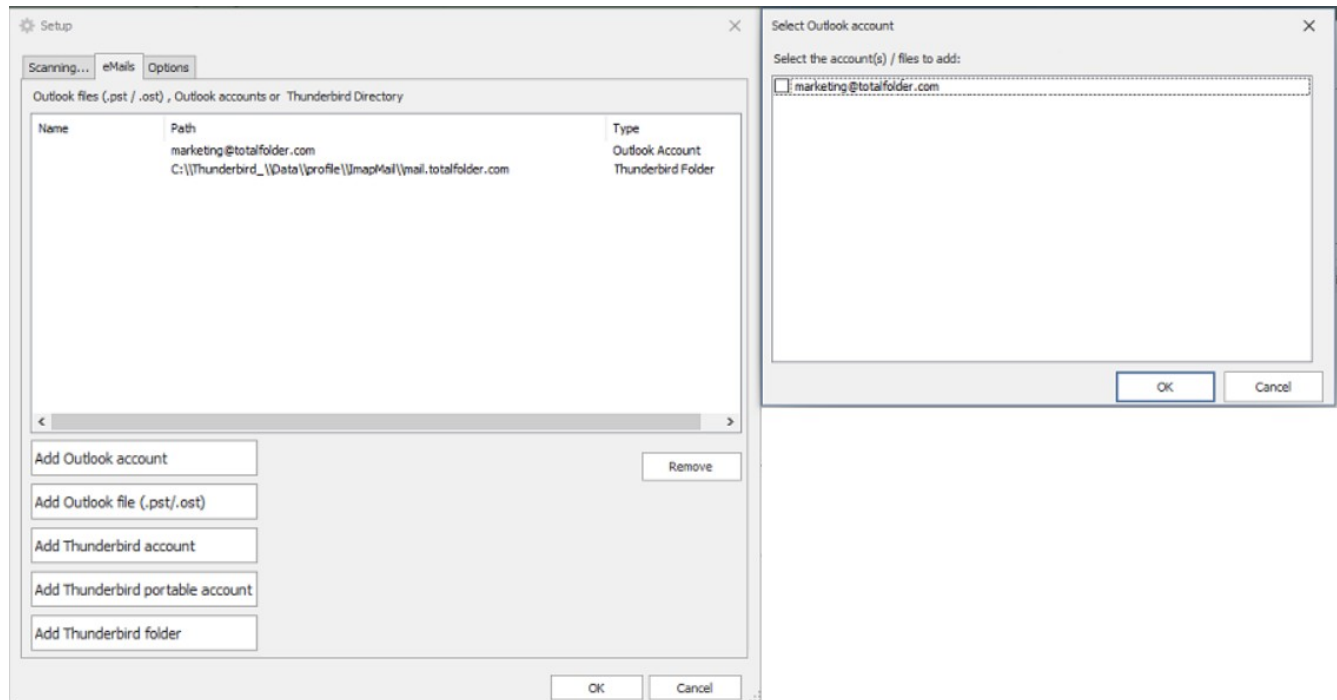
The dialog allows you to add or remove folders to be scanned and folders to be excluded from scanning.

You can also exclude the files with certain extensions so those will not to be scanned.

Select the email accounts to be scanned

The selection of emails that can be scanned can be made into the dialog that automatically appears at the start of the software.

Later, you can open it by clicking on menu Setup → Settings entry



The dialog allows you to add or remove emails accounts to be scanned.

For Outlook you can add:

- Outlook accounts of the installed Outlook application
those accounts are listed automatically into the selection dialog
- Outlook .pst and .ost email backup archives needs to be selected as files

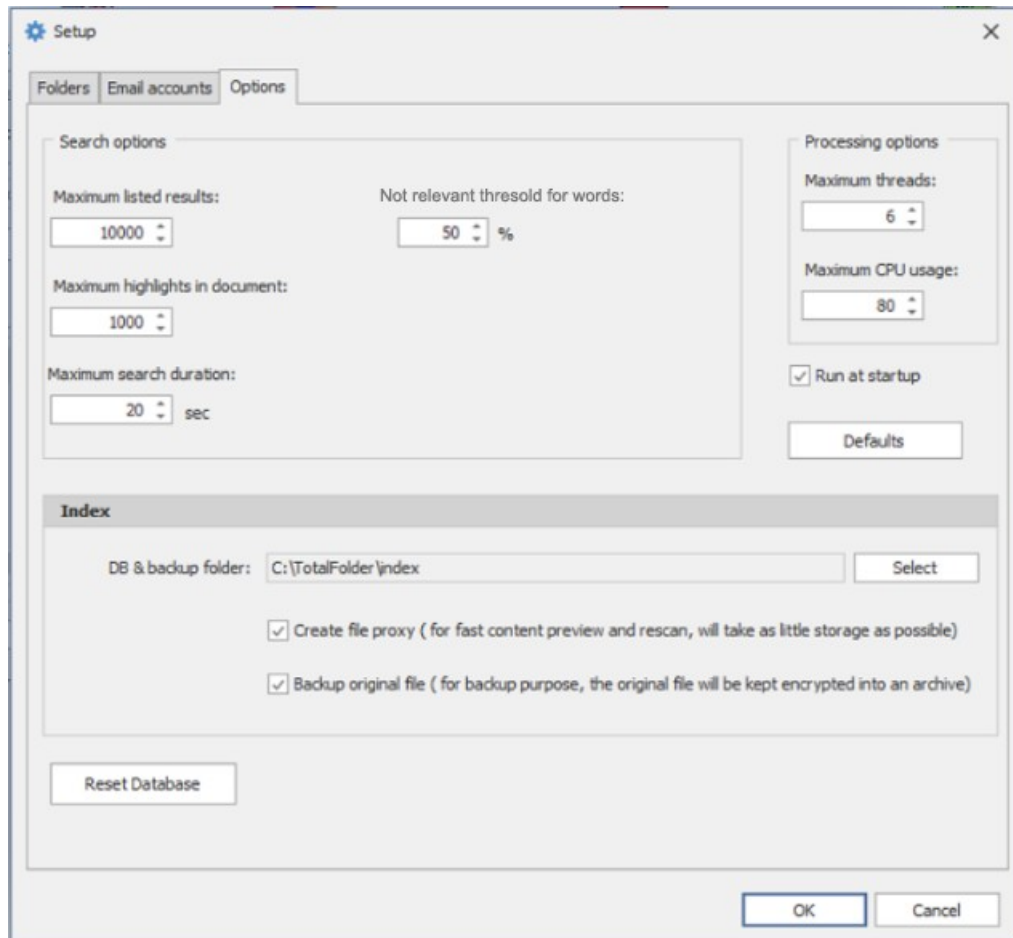
For Thunderbird you can add:

- Thunderbird accounts of the installed Thunderbird application
those accounts are listed automatically into the selection dialog
- Thunderbird accounts of the portable Thunderbird application
those accounts are listed after selecting Thunderbird running folder
- Thunderbird inbox folders
those accounts are listed after selecting corresponding inbox folder

Set the scanning and processing parameters

The setting of scanning and processing parameters can be made into the dialog that automatically appears at the start of the software.

Later, you can open it by clicking on menu Setup → Settings entry



There is a section for setting of the search options:

- maximum of displayed results into the user interface
- maximum of highlighted occurrence of searched words into the selected document

There is a section for setting of the processing options:

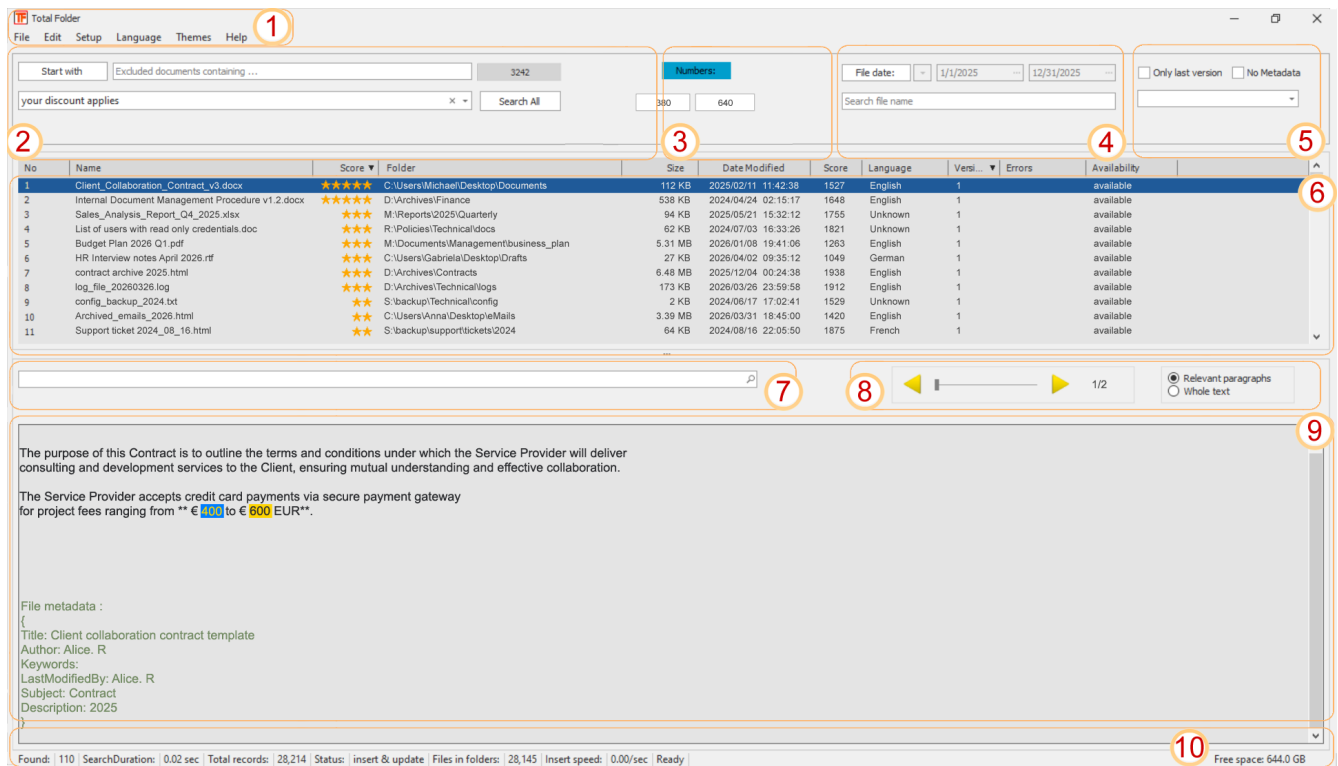
- maximum number of processing threads
- maximum number of CPU usage

There is a control for marking as “ignored from search” the words that appears in more that the indicated perchange of the files.

A check box allows enabling the start of the program at PC start.

3 The user interface

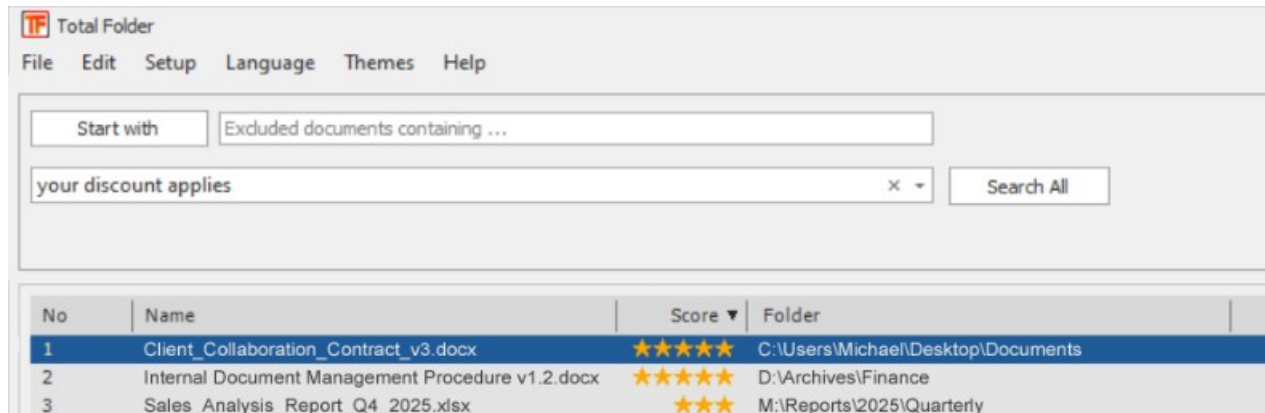
The user interface of the program is pictured below, it has several sections for made a search, displaying the list of results and displaying the content of a selected result.



Each section of the user interface it is explained in the pdf manual.

4 Searching

You can simply type the terms to be found and Total Folder will fill the list grid with the documents that are containing the terms.



The screenshot shows the Total Folder application window. At the top is a menu bar with 'File', 'Edit', 'Setup', 'Language', 'Themes', and 'Help'. Below the menu bar are two input fields: 'Start with' and 'Excluded documents containing ...'. A search bar contains the text 'your discount applies' with a clear button (X) and a 'Search All' button. Below the search bar is a table with the following data:

No	Name	Score ▼	Folder
1	Client_Collaboration_Contract_v3.docx	★★★★★	C:\Users\Michael\Desktop\Documents
2	Internal Document Management Procedure v1.2.docx	★★★★★	D:\Archives\Finance
3	Sales_Analysis_Report_Q4_2025.xlsx	★★★	M:\Reports\2025\Quarterly