O&O FormatRecovery 4
Personal Edition

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About O&O FormatRecovery

Welcome to O&O FormatRecovery!

Thank you for choosing O&O FormatRecovery 4 and putting your trust in O&O Software! It's happened to the best of us: with the blink of an eye important files can be deleted and presumed lost forever. Whether the result of a computer virus, a software error, or user error, this can be devastating. Important documents and business data aside, in the age of digital photography the loss of a captured moment can be irreplaceable.

When such a disaster strikes, what can be done? Many users cut their losses and accept that their files are lost. However, this is not necessarily the way it has to be. Even when Windows does not offer a viable solution for the recovery of lost data (i.e. the Recycle Bin), hope is now a possibility with O&O FormatRecovery, an easy and secure way to recover data you had thought was deleted. Accompanied by an on-screen assistant, you are guided through the data recovery process, step-by-step. When all is finished you will be able to use the once-deleted data just as before.

We hope this product is a joy for you to use and saves you valuable time at home and the workplace.

Your O&O Software Team
www.oo-software.com

Differences between O&O FormatRecovery, O&O DiskRecovery, and O&O UnErase

O&O DiskRecovery, O&O FormatRecovery, and O&O UnErase are three separate software products that are designed to compliment each other.

It is sensible to use all of these products both products to have the ultimate data protection possible. Here are a few typical application examples to illustrate the differences between the software programs.

	O&O UnErase	O&O Format-Recovery	O&O Disk-Recovery
Files were accidentally deleted from the Recycle Bin.	x	x	x
A virus or malicious software caused damage to some data and now some files or folders are missing.	x	x	x
A drive was formatted		x	x
Windows is saying that the drive has to be reformatted.		x	x
The storage volume was reformatted and the files were heavily fragmented.		x	
O&O UnErase did not produce the desired results.		x	x
Windows can no longer access the hard drive.			x
No file system is present on the drive.		x	x
O&O FormatRecovery and O&O UnErase did not product the desired results.			x
A new operating system was accidentally installed.			x
Data recovery with O&O products is not possible. The storage volume is defective.	Contact O&O Services by e-mail at: www.oo-services.com		

It is important to understand that all three products are not harmful to your system. As products designed to simply read one data volume and write to another, there is no danger that any of your basic system settings will be affected.

O&O DiskRecovery, O&O FormatRecovery, and O&O UnErase can be purchase individually or as part of the O&O RescueBox or O&O BlueCon.

If you have additional questions regarding the functionality of our products, please do not hesitate to contact us. We would be glad to help.

Notes About Licensing

Feel free to test O&O FormatRecovery 4 free of charge and obligation by acquiring the trial version of the software. This version allows you to scan your system but does not allow any data recovery. This function is only available in the full version.

O&O FormatRecovery is licensed per computer. This means that for every computer on which you run O&O FormatRecovery, it is necessary that you purchase a license. This license may not be transferred onto another computer.

If you would like to implement O&O FormatRecovery in your company or as a technician for your customers, then please contact our resellers or distributors who can offer you the right license to fit your needs.

Installation System Requirements

📄 **Note:**
The Information contained in this chapter will not be relevant to your if you are using O&O FormatRecovery as part of the O&O RescueBox or O&O BlueCon. This version can be run directly from the CD on computers lacking operating systems. More information may be found in the **O&O RescueBox or O&O BlueCon User's Guide** or at www.oo-software.com

System Requirements

Operating System
O&O FormatRecovery is compatible with:
- Windows Vista
- Windows XP Professional and Home Edition
- Windows Server 2003 (all versions)
- Windows 2000 Professional, Server and Advanced Server

Administrative Privileges
In order to install and run O&O FormatRecovery, it is necessary for you to be a member of the local administrator group or possess an equivalent level of privileges. If you are a domain administrator, then you usually posses the adequate level of administrative privileges.

Installation

The installation of O&O FormatRecovery is very easy. Please follow the step described below:
1. Start the computer on which you would like to have O&O FormatRecovery installed.
2. Sign in as an administrator or equivalent.
3. Start the O&O FormatRecovery installation file that you either downloaded from our server or received on one of our software CDs.
4. After the setup program has successfully been installed, please follow the on-screen directions.
5. During the installation process you will be asked to decide which users will be allowed access to use O&O FormatRecovery. You will have the choice between the current user or all users.

Registration

To register O&O FormatRecovery you will need the registration code you received after you purchased the product. This registration code is also referred to as the license key, license code, serial number, or product ID.

When you would like to enter your license key, start O&O FormatRecovery. The Registration Assistant will appear every time the unregistered version of O&O FormatRecovery is opened. As noted above, this version allows you only to scan for deleted files, but not restore them. This functionality can only be found in the full version.

O&O Registration Assistant

The Registration Assistant allows for a simple and uncomplicated registration process. When you click on **Enter Registration Code**, a dialog box will appear. In the registration dialog you can enter your registration code that you received when you purchased O&O FormatRecovery. Please make sure that your do not confuse the letter "O" with zeros or enter in any empty spaces.
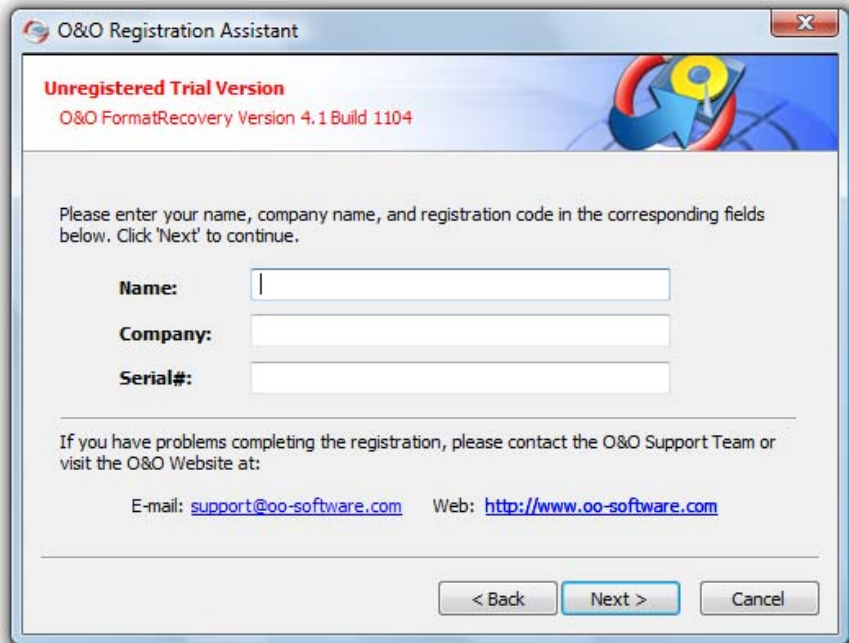
Registration Dialog Box

Press **OK** to save the information entered or click **Cancel** to close the dialog box. If the license information was entered incorrectly, the Registration Assistant will appear again the next time you start O&O FormatRecovery.

If you run into any problems during registration, please contact our support team.

If you would like to remove O&O FormatRecovery from your system, then please follow the directions described in the section "Uninstallation".

Uninstallation

To remove O&O FormatRecovery from your System, open the **Control Panel** under the heading **Settings** in the Start Menu and click on Software.

Please select **O&O FormatRecovery** from the list of installed software and click on the **Add/Remove**-button.

Confirm the uninstallation of O&O FormatRecovery. After this process is completed, a dialog box will appear confirming this. O&O FormatRecovery is now removed from your system.

About Data Recovery

Technical Limitations of Data Recovery Software

O&O FormatRecovery is software designed for the recovery of deleted data. Please note, however, that it may not be possible to restore all deleted data. If the areas where the deleted data is stored has already overwritten by new data, the restoration of data with O&O FormatRecovery is no longer possible. If some areas have been partly overwritten, some files may be incomplete possibly leading to errors.

With an algorithm specially designed for this task, O&O FormatRecovery can scan formatted storage volumes for deleted data and restore what it finds. Unlike O&O UnErase and O&O DiskRecovery, O&O FormatRecovery is able to restore data with missing directory and structure information.

Unfortunately, not all files can be recovered without error. For example, the highly fragmented files can be very difficult, if not impossible, to recover. In such a case, the regular use of a defragmentation tool such as O&O Defrag can not only help you avoid this problem, but also can strongly contribute to the improved performance of your system.

Note: Please do not delete any data for fun or for test purposes without first making a back up copy. We strongly recommend that you regularly make back up copies of your important data and store them in a safe place.

What To Do When Data Loss Occurs

When data are mistakenly deleted on you computer it is very important to do the following to maximize you chances of a successful data restoration. Should you have further questions, you can always contact our technical support team. Please note that we can only provide this support for registered users of the software according to their individual license agreements. However, in conjunction with our subsidiary O&O Services GmbH, our support staff would be more than happy to offer you fee-based assistance in rescuing your lost data.

The correct behavior when faced with the loss of important data can contribute greatly to your chances of a successful data restoration. It is important to understand that when data are deleted, they are simply reclassified on the hard disk or memory card as "free". This allows the computer to overwrite and therefore destroy those deleted data. Once a piece of data has been overwritten, it is no longer restorable through basic data rescue methods.

How To Increase Your Chances of a Successful Data Recovery

- If possible, do not save anymore data onto the system after the data in question have been deleted.
- Close all applications without saving any data to the disk or other data storage media (if possible).
- Shut down the computer.
- Think calmly about how the data were deleted. Try not to panic and quickly restore the data in question. Reckless behavior can lead to even more data loss.
- If the data was deleted "normally", they can be found in the Recycle Bin. Open the Recycle Bin and restore the files.
- If the data have been deleted, use either O&O FormatRecovery, O&O UnErase, or O&O FormatRecovery to recovery your data. To find out which product would be the best in your particular situation, see the section above entitled "Differences between O&O FormatRecovery, O&O FormatRecovery, and O&O UnErase".

Getting Started

Using O&O FormatRecovery in an Emergency

1. Connect the formatted drive, from which you would like recover data, to you computer. It is necessary that your computer is running a compatible version of Windows. If this is not the case, please read the note below regarding the O&O RescueBox.
2. Start **O&O FormatRecovery** from the Start Menu. By default a shortcut to the software will be installed in its own folder O&O FormatRecovery in the program group **O&O Software**. Click on **O&O FormatRecovery** to open the program.
3. Select the drive on which you would like to recover data and confirm by clicking on **Next**.
4. Confirm the initial data recovery settings on the next page by click on **Next**. After the following page, the data recovery operation will begin.
5. After the scan for deleted data has been completed you may now select from the list of folders and files the deleted files you would like to restore.
6. Clicking **Next** will lead you to the selection of the target folder. In this folder your re stored files will be saved. Please make sure that there is sufficient disk space on your system and the target folder is not located on drive where you would like to recover the deleted data.
7. Clicking **Next** will now initiate the data recovery. After this is complete, you will be able to view a status report of all actions taken up to this point. You can now close O&O FormatRecovery.

📄 **Regarding the O&O RescueBox or O&O BlueCon:**
It is possible to run this software directly from the O&O RescueBox-Recovery CD or the O&O BlueCon CD, without any need for a functioning Windows operating system. More information on this can be found in the O&O RescueBox or O&O BlueCon user's handbook or at www.oo-software.com

Controlling O&O FormatRecovery

The O&O FormatRecovery Assistant takes you step-by-step through the entire data recovery process. In order to use O&O FormatRecovery, it is necessary that you have access to the drive where you would like to recover data.

Every time you click **Next**, one step of the data recovery is completed. By clicking **Back** you can go back to the previous step. O&O FormatRecovery can be aborted and ended anytime.

Using O&O FormatRecovery

Starting O&O FormatRecovery

As soon as O&O FormatRecovery starts, it is possible to begin a new data recovery session or continue one you have saved. Clicking **Next** will take you to the Drive Selection dialog box. O&O FormatRecovery may be **cancelled** at any time.
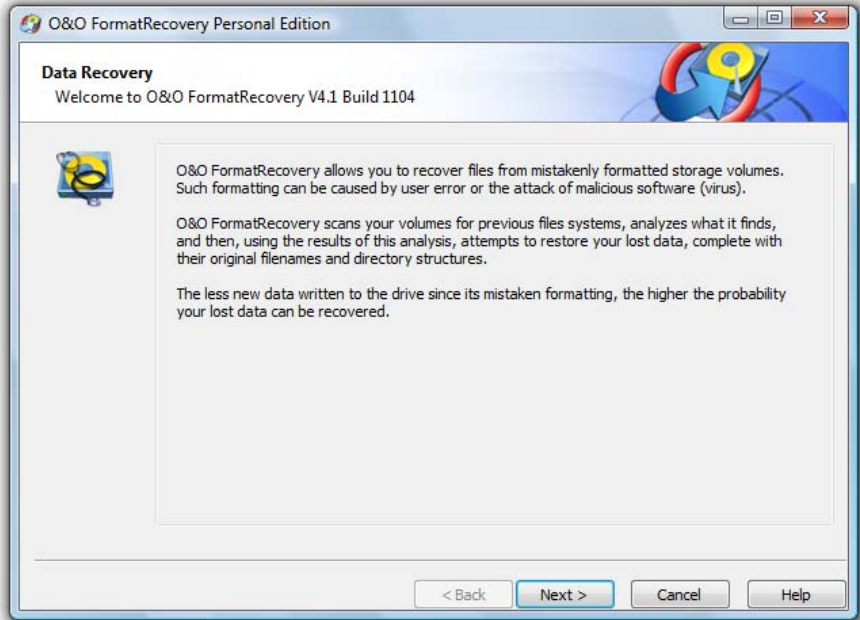
O&O FormatRecovery Startup Dialog Box

Selecting a Drive

Select the drive where you would like to scan for deleted data. It is possible to select a partition (e.g. C: or D:) or an entire hard disk drive. In addition you can select any storage media, from USB sticks memory cards for digital cameras. Clicking **Next** will conclude the drive selection dialog.

By default, the unpartitionable areas of a hard drive, or those located past the partitioned areas of the disk, are hidden.

If you would like to add drives after O&O FormatRecovery has been loaded (e.g. USB stick or digital camera), click on **Update Drives**. The newly connected hardware will be loaded and displayed in the list of drives.

Drives can be scanned for previous partitions and files systems. This is necessary if, for example, if a partition has been deleted or a volume has been reformatted with a different files system. To start the analysis of your storage volumes, click "**Analyze Drive**".
Note: Regardless of the size of the storage volume, this analysis could take some time.
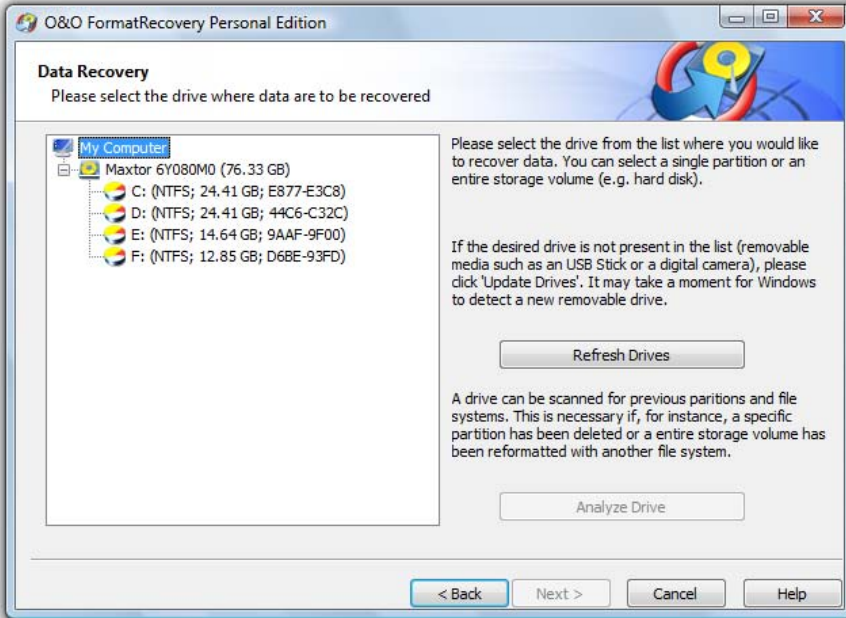
Selecting a Drive

Data Recovery Settings

After the drive has been selected, you have the opportunity to select some options that will affect the precision and duration of the scanning process. In most cases, the default settings are sufficient and do not require any modification.

Restore Empty Folders
With this option, you can have folders restored, even if they do not contain any data.
This allows for the restoration of complicated directory structures containing multiple intertwined folders.

Restore Empty Files
With this option, you can have files restored, even if they do not contain any data.

Restore system and hidden files as they are
This option allows for the restoration of system files and hidden files with their original attributes intact.

When this option is not selected, these files would be restores as "normal" files (Not system files, and not hidden).

🗎 **Note:**
Please consult your folder options in Windows when modifying this setting. It is possible that files will not be visible after they have been restored.
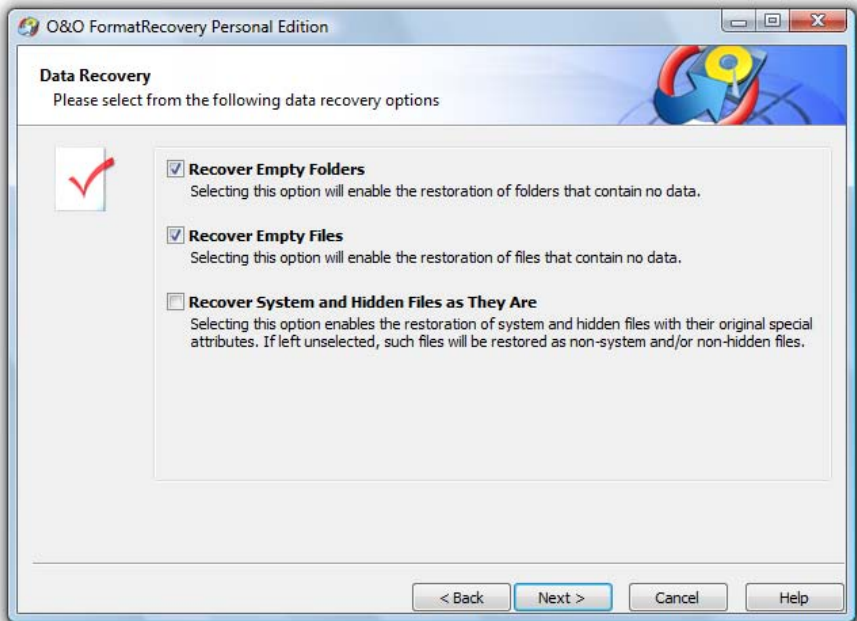
Selection Data Recovery Options

Additional Recovery Settings

It is also possible to instruct O&O FormatRecovery to only search for specific file types. By default, all recoverable files will be detected by the scan. After the scan has been completed, you can select out the files you would like to recover. For this reason it is recommended to use the default settings for your scan. To start the scan, click **Next**.

Drive Errors
This option allows you to instruct the software to ignore areas of the storage volume where drive errors have occurred.

Automatically Saving Files After They Are Found
If you would like to execute an unsupervised scan, it is possible to instruct O&O FormatRecovery to save and restore all of the scan results automatically. This can save time. If you would like to select this option, your next step will be to define a target folder. Once this is completed, the scan will be initiated. More information on this can be found in the section entitled "Saving Files".

📄 **Note:**
This function is not available in the trial version of the software.
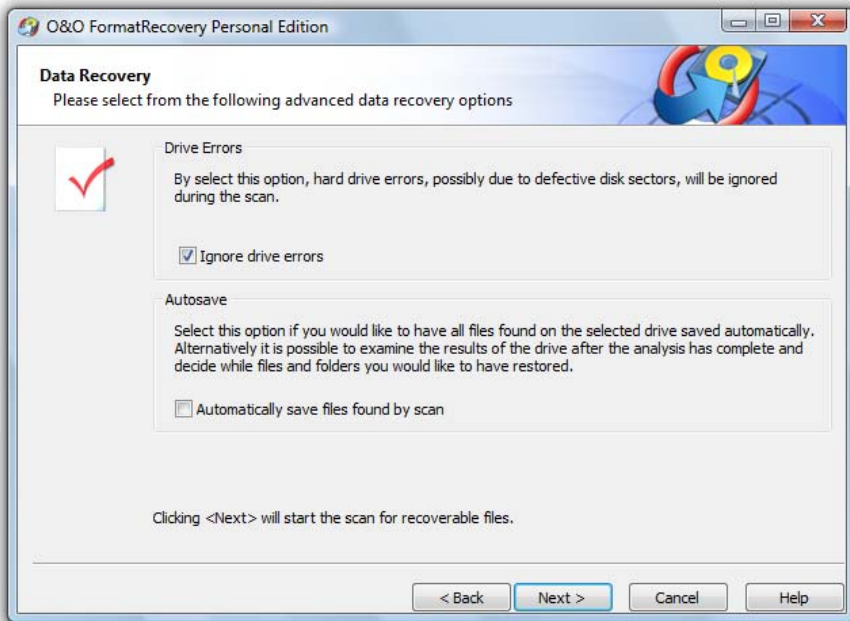

File Types and Options

Running and Interrupting a Scan

During the scan you will receive information regarding the O&O FormatRecovery scan by way of a status dialog box. In it you will find the overall progress of the scan and the number of files found to this point.

O&O FormatRecovery can be **minimized** in to the System Tray. Pressing **Cancel** will interrupt the scan. When the scan is interrupted you will be returned to the previous page of the assistant where you will be given the option of resuming the scan or running it again.
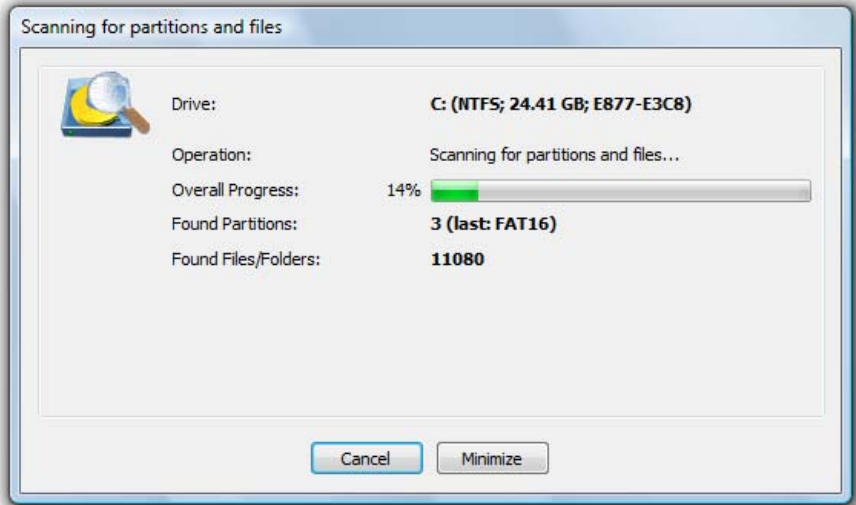
Scan Progress Display

Selecting Files for Restoration

After the scan has been completed, all found files, regardless of their respective save locations, are displayed on the left-hand side. When you are finished selecting the files for restoration, click **Next** to continue. Click the check-box next to the drive's letter to have all of the contained files restored. In some circumstances, the sorting and listing of a large number of files can take some time.
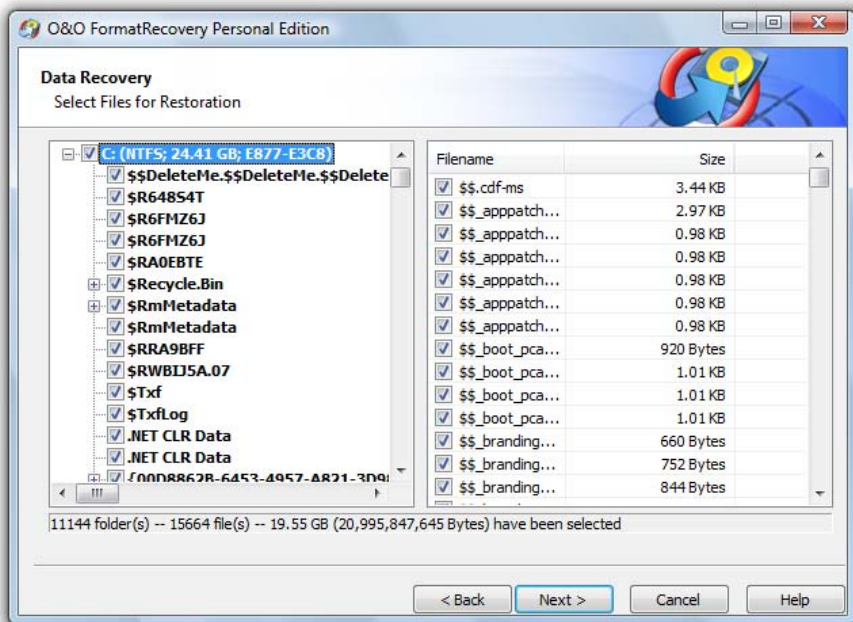
Selecting Files

📄 Note:
ALL found files on the scanned drive are displayed here in the list. These consist of all files and folders visible to Windows. This list does not indicate, however, whether specific files or folder restorable or not.

Selecting a Target Folder

To recover selected files you need to enter a saving location. By default your "My Documents'" folder, but any folder, including network folders, may be selected for this. O&O FormatRecovery automatically creates a subfolder into which the recovered files are saved. Because an individual subfolder is created for every file type recovered, it is advised that you select a target folder that is new or empty. In addition, it is possible to create a report regarding the completed data recovery.

Please note that you will not be able to save the recovered files onto the same partition where the deleted data was originally located. Also do not forget to make sure you have enough storage capacity on disk to facilitate the newly recovered files.

Click **Next** to initiate the recovery of data.
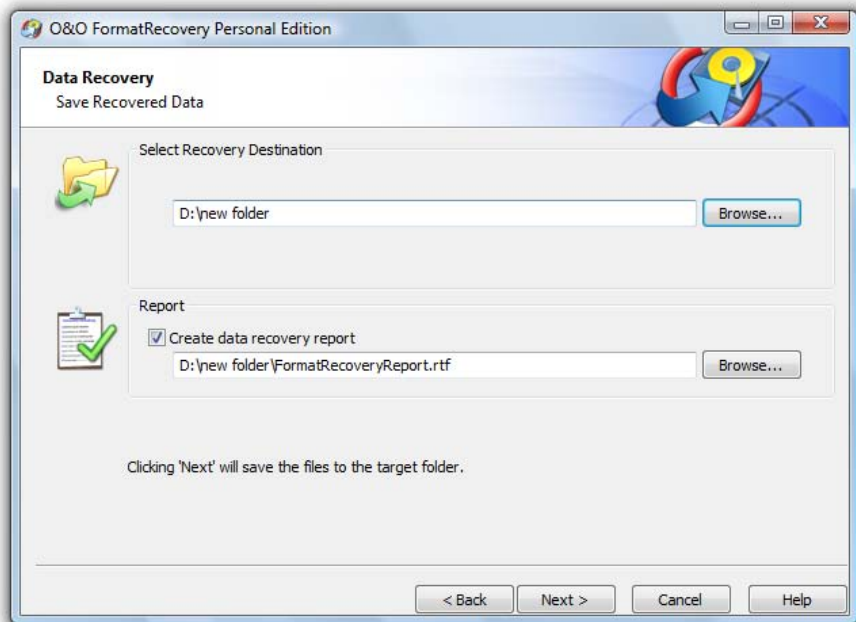
Target Folder and Report

Creating a Report

Activating this option will enable you to view a detailed report regarding the completed data recovery session. You can have this report saved to a different target folder as that in which the recovered files are to be saved. By default, the report will have the filename "oofr_report.rtf".

The reports are saved in Rich Text Format (RTF) and can be viewed and printed with the help of applications such as WordPad, Microsoft Word, or any other text editing programs.

Saving Files

While the recovered files are being saved to their target folder, O&O FormatRecovery keeps you up-to-date by way of a convenient dialog box. Information, such as overall progress and the total size of the saved files, is displayed in real-time as the operation progresses.

The elapsed time, as well the estimated time remaining, can also be found here.

O&O FormatRecovery can be **Minimized** in to the System Tray. Pressing **Cancel** will interrupt the saving operation. When the operation is interrupted you will be returned to the previous page of the assistant where you will be given the option of changing the target directory and reselect the files to be recovered. Please note that all files that have already been successfully saved will be unselected so that you can continue to save files where you left off.

Completing the Data Recovery

After the successful recovery of files is completed, a summary of the data recovery will appear. From here you can **Open Target Folder** and immediately access the restored files.

By clicking **Finish** O&O FormatRecovery will be closed.
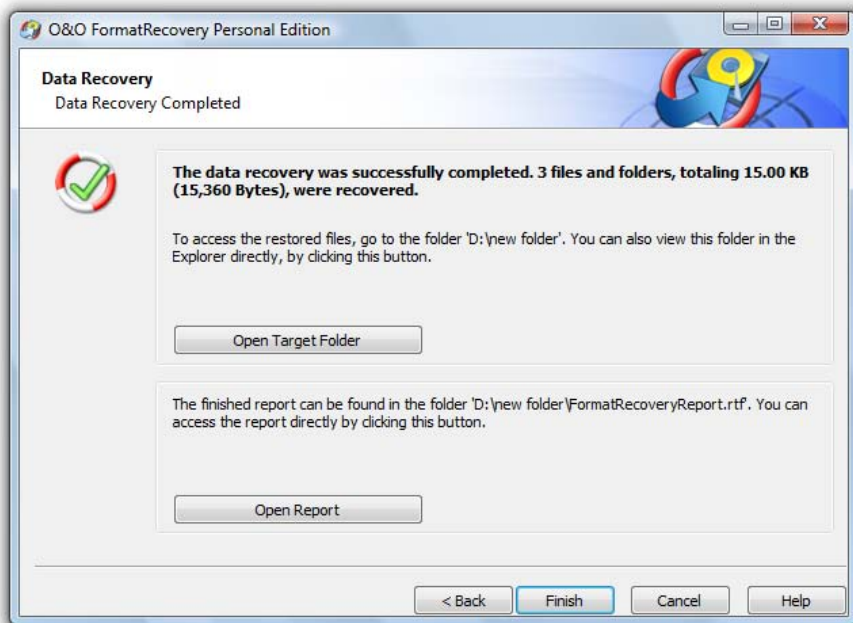
Completion of Data Recovery

Support and Contact

Technical Support

To receive more information about O&O FormatRecovery, please visit our website, www.oo-software.com, and get the latest information about product developments and support. Also included on our website are regularly updated FAQs and Knowledge Bases that offer the most common problems and questions regarding our products.

All registered customers receive installation and product support free of charge for the first 90 days after registration. When contacting our support department, please do not forget to have your registration code ready.

In addition, it may be helpful to read our frequently asked questions (FAQ) section of our website before you contact our support department. It is always possible that your specific question or problem may have already been addressed.

O&O Software GmbH
Am Borsigturm 48
13507 Berlin
Germany

Tel   +49 (0)30 4303 4303
Fax   +49 (0)30 4303 4399

E-mail   support@oo-software.com
         sales@oo-software.com
Web   www.oo-software.com

Authorized Resellers

For answers to all questions regarding the licensing and purchase of our software products, our authorized reseller partners in over 30 countries stand ready to assist you. Their names and addresses may be found at our website under the "Purchase" heading. We would also be more than happy to assist you in finding the partner closest to you.

Software License Agreement

IMPORTANT – PLEASE READ CAREFULLY

This end user license agreement is a legally binding contract between yourself (as a natural or a legal person) and the company O&O Software GmbH (O&O) for the software product named above. By installing the software product, you declare your agreement with all conditions of the license agreement.

If you do not agree with the conditions of the license agreement, you are not entitled to install or use the software product. Should this be the case, you can return the software product along with a copy of the invoice or receipt to the distributor from whom the product was purchased in exchange for a full refund.

The software product is protected by copyright laws and international copyright contracts as well as other laws and agreements concerning intellectual property.

1. Subject of the contract
The subject of this contract is the computer program, the description thereof and the user manual as well as any other accompanying written material. This will henceforth also be referred to as „software".

O&O wishes to point out that, at the current state of technology, it is not possible to create software that works perfectly in all applications and combinations. The subject of this contract is therefore a software program that is fit for the purposes detailed in the description and the user manual.

2. License granting
For the duration of this contract, O&O grants you the simple, non-exclusive and personal right (henceforth referred to as "license") to use a copy of the software on a single computer. Repeated and deliberate installation, use, and subsequent uninstallation on various computers (floating license) is prohibited.

The product at hand may only be used in accordance with the license acquired. The following types of licenses exist:

(a) O&O FormatRecovery Personal Edition
    You are permitted to use the software product on one single computer. The software product may contain further restrictions. Please read the appropriate product description for further details.
(b) O&O FormatRecovery Admin Edition
    You are permitted to use the software product on all computers that are a) the property of the company (legal person or natural person in the case of a limited company) of the license holder, and b) are to be found at a physical location. This license is bound to a natural person and not transferable, unless it relates to a permanent transfer (see paragraph 3).

(c) O&O FormatRecovery Tech Edition
You are permitted to use the software product on every computer. This extends to include computers not owned by the license holders company (so-called Service Technician License). This license is bound to a natural person and not transferable, unless it relates to a permanent transfer (see paragraph 3).

3. Description of further rights and limits
The license-holder is prohibited from;
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(b) creating products derived from the software or making copies of the written material, translating or altering the written material or creating products derived from the written material
(c) distributing copies of the software to third parties
(d) changing or removing the copyright mark on the copies of the software
(e) renting out, - or lending the software

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The license holder must use the software only in compliance with all relevant laws.

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6. Length of the agreement
This agreement is valid indefinitely. The right of a license-holder to use this software is removed automatically and without notice if he or she violates one of the terms of this agreement. At the end of the period of right to use, the license-holder is obliged to destroy the software, all copies of the software, and the written material.

7. Compensation for breach of contract
O&O would like to point out that you are responsible for any damages arising from breach of copyright if you violate these contract terms.

8. Changes and Updates
O&O is entitled to update the software as it wishes. O&O is not obliged to make updated versions available to license holders who have not registered their product with O&O, or who have not paid the update fee. Any additional software code that is made available to you as an update is considered a part of the software and is therefore subject to the terms of this agreement.

9. O&O's Guarantees and Responsibility
(a) O&O guarantees the original license-holder that the data medium carrying the software is free of errors at the point of delivery, assuming normal operating conditions and a normal level of maintenance.
(b) If the delivered data carrier is faulty, the purchaser can demand a replacement during the 24-month guarantee period. For this, he or she must return the data carrier, any back-up copies and the written material along with a copy of the invoice or receipt to O&O or to the dealer where the product was purchased.
(c) If a fault as described in clause 9 b is not corrected by means of a replacement delivery within a reasonable time period, the purchaser can demand either that the sale price be reduced or that the contract be cancelled.
(d) For these reasons and for those mentioned in clause 1 of this contract, O&O accepts no responsibility for mistakes in the software. In particular, O&O does not guarantee that the software will meet the particular requirements and demands of the purchaser or that it will function together with other software he or she has chosen. The purchaser is responsible for the correct choice of software and the consequences of the use of that software, as well as the results aimed at or intended. The same principle applies to the written material that accompanies the software. If the software is fundamentally unfit for use as described in clause 1, the customer has the right to cancel the contract. O&O has the same right should the creation of software that is fundamentally fit for use as de scribed in clause 1 not be practically possible.
(e) O&O is not responsible for any damages, unless such damages are caused deliberately or arise from gross negligence on the part of O&O. In contracts with traders, an assump-tion of responsibility for gross negligence is excluded. This does not apply to assurances by O&O that refer to specific characteristics. Responsibility for damages not included in such an assurance will not be accepted.

10. Competency
The Laws of the Federal Republic of Germany apply to this contract. Court of Jurisdiction is Berlin.

If you have any questions regarding the licensing of O&O software or you wish to contact O&O, please get in touch with us as follows:

O&O Software GmbH
Am Borsigturm 48
13507 Berlin
Germany

Tel   +49 (0)30 4303 4303
Fax   +49 (0)30 4303 4399

E-mail   support@oo-software.com
          sales@oo-software.com
Web   www.oo-software.com