



Who | What | Where | When. Simple.

W4 User Manual

Version 1.0.3

1. Preface

W4 is designed to be a tool that detects user activity.

With W4, you can answer the questions:

- Does the user possess material of type X? (documents, images, emails, chat messages, etc.)
- What USB devices were used and what files might have been copied to those devices?
- What web pages were visited?
- What files were downloaded from the Internet?
- What files were sent or received by email?
- What programs were launched?
- What folders were explored?
- And many more...

2. An introduction to W4

2.1 Key benefits

- Easy to use interface means it has a very low learning curve and suitable for non-specialists.
- Very fast indexing allows to quickly scan and assess the evidence.
- Search during indexing allows to preview first results in a matter of minutes.
- Powerful indexing engine that supports variety of system and registry artifacts.
- Timeline allows to visualize data distribution over time and filter items.
- Innovative Events view allows to see all user actions in a single unified graph. Events can be annotated via tags and notes that allows to create a custom timeline.
- Thumbnails view allows to easily preview all images in the case.
- Simple to use annotation tools allow to tag items and add notes.
- Item Links feature allows to unveil and explore hidden links between artifacts such as documents copied to a USB device, downloaded from the Internet or sent by email.
- Flexible reporting functionality allows to configure each section individually (table, events, image gallery or link graph) to create professionally looking reports.
- Intella integration: W4 case can be directly ingested into Intella with a few clicks to enrich the data.

2.2 Supported file formats

Supported disk image formats:

- EnCase images (E01, Ex01, L01, Lx01 and S01 files)
- FTK images (AD1 files), version 3 and 4
- DMG. Supported compression formats: ADC, LZFS, ZLIB, BZIP2. Supported compressed image formats: UDCO, UDZO, UDBZ, UDCo. Supported uncompressed image formats: RdWr, Rdxx, UDRO.
- DD images
- MacQuisition images (RAW, .00001 files)
- VMware images (VMDK files). Supported types are RAW (flat), COWD version 1 (sparse) and VMDK version 1, 2 and 3 (sparse). Not supported are images that use a physical storage device.
- VHD disk images. Supported type is VHD version 1.

Supported cellphone extraction formats:

- Cellebrite UFED XML export or UFDR file.
- Micro Systemation XRY XML and Extended XML exports (Extended XML is strongly recommended).
- Oxygen Forensic Suite XML export.
- iTunes backups. iOS versions 8, 9 and 10 backed up with iTunes 12. Other versions may work but have not been tested.

W4 can detect the following artifacts and data formats:

- System artifacts:
 - Installed operating systems. Windows 7, 8 and 10 were tested.
 - User accounts.
 - User sessions: logon and logoff dates.
 - Windows event log entries. Supported Windows versions: 7, 8.1 and 10.
- Programs:
 - Installed programs.
 - Startup programs.
 - Launched programs extracted from User Assist registry keys and Prefetch files.
- Devices:

- USB devices.
 - USB device activity.
 - Network interfaces.
 - Network profiles including Wi-Fi network names.
- Files and folders:
 - Recently accessed folders (Shell Bags).
 - Recently accessed files (LNK and Jump Lists).
 - Deleted files and folders.
- Web browser activity:
 - Visited web pages (Chrome, Firefox, Internet Explorer, Edge, Safari).
 - Cookies (Chrome, Firefox, Internet Explorer, Edge).
 - Form history (Chrome, Firefox).
 - Bookmarks (Chrome, Firefox, Internet Explorer, Edge, Safari).
 - Logins (Chrome).
 - Downloads (Chrome, Firefox).
- Notable items:
 - Encrypted items: documents and emails.
 - Images with geolocation metadata.
 - Files and folders deleted to recycle bin.
- Notable program usage:
 - BitTorrent, cryptocurrency, darknet and remote access program usage.
- Communication:
 - Mail formats:
 - Microsoft Outlook PST/OST. Versions: 97, 98, 2000, 2002, 2003, 2007, 2010, 2013, 2016, 2019, 365.
 - Microsoft Outlook Express DBX, MBX. Versions: 4, 5 and 6.
 - Microsoft Outlook for Mac OLM and OLK15* files.
 - Microsoft Exchange EDB files. Versions: 2003, 2007, 2010, 2013, 2016. Locations are not supported yet.
 - IBM Notes NSF (formerly known as Lotus Notes or IBM Lotus Notes). Notes 8.5.x or higher needs to be installed on the computer running W4 to process the NSF files. W4 supports all NSF files that can be processed by the installed IBM Notes version.
 - Mbox (e.g. Thunderbird, Foxmail, Apple Mail)
 - Windows 10 Mail (POP accounts).
 - Saved emails (.eml, .msg)
 - Apple Mail (.emlx). Versions: 2 (Yosemite), 3 (El Capitan), 4 (Sierra), 5 (High Sierra) and 6 (Mojave). Testing concentrated mostly on versions 2, 5 and 6.
 - TNEF-encoded files ("winmail.dat" files).
 - Chat messages extracted from Skype SQLite databases, versions 7.x (stable), 8.x, 11.x and 12.x (experimental).
 - Contacts, tasks and calendar items extracted from Outlook PST/OST, Exchange EDB and vCard/iCal files.
- Documents:
 - MS Office: Word, Excel, PowerPoint, Visio, Publisher, OneNote, both old (e.g., .doc) and new (.docx) formats, up to MS Office 2019 and MS Office 365. MS OneNote 2007 is not supported.
 - OpenOffice: both OpenDocument and legacy OpenOffice/StarOffice formats
 - Hangul word processor (.hwp files)
 - Corel Office: WordPerfect, Quattro, Presentations
 - MS Works
 - Plain text
 - HTML
 - RTF
 - PDF (incl. entered form data)
 - XPS
- Media:

- Images (preview and export):
 - Adobe Photoshop (PSD)
 - Apple Icon (ICNS)
 - Apple PICT
 - BMP
 - GIF
 - Icon (ICO)
 - Interleaved Bitmap (IFF)
 - JBIG2
 - JPEG
 - JPEG-2000 (JP2)
 - PCX/DCX (DCX not tested)
 - PNG
 - Radiance HDR
 - SVG
 - TIFF
 - WMF / EMF (partial)
- Images (metadata extraction):
 - Adobe Photoshop (PSD)
 - BMP
 - GIF
 - Icon (ICO)
 - JPEG
 - PCX/DCX (DCX not tested)
 - PNG
 - TIFF
 - WebP
- Archives:
 - Zip. Supported compression methods: deflate, deflate64, bzip2, lzma and ppmd.
 - 7-Zip. Supported compression methods: lzma, lzma2, bzip2 and ppmd.
 - Gzip
 - Bzip2
 - ZipX
 - Tar
 - Rar
 - RPM Package Manager (RPM)
 - Cpio
 - ARJ
 - Cabinet (CAB)
 - DEB
 - XZ
- Cryptocurrency (detection only):
 - Bitcoin wallets and blockchains
 - Dogecoin wallets and blockchains
 - Litecoin wallets and blockchains
 - Multibit Classic wallets and blockchains
 - Multibit HD wallets and blockchains

When indexing plain text file formats, W4 can essentially handle all character encodings supported by the Java 8 platform. This relates to regular text files and to email bodies encoded in plain text format. See <http://docs.oracle.com/javase/8/docs/technotes/guides/intl/encoding.doc.html> for a complete listing.

When the encoding is not specified, W4 will try to heuristically determine the encoding. The following encodings are then supported:

- UTF-7

- UTF-8
- UTF-16BE
- UTF-16LE
- UTF-32BE
- UTF-32LE
- Shift_JIS Japanese
- ISO-2022-JP Japanese
- ISO-2022-CN Simplified Chinese
- ISO-2022-KR Korean
- GB18030 Chinese
- Big5 Traditional Chinese
- EUC-JP Japanese
- EUC-KR Korean
- ISO-8859-1 Danish, Dutch, English, French, German, Italian, Norwegian, Portuguese, Swedish
- ISO-8859-2 Czech, Hungarian, Polish, Romanian
- ISO-8859-5 Russian
- ISO-8859-6 Arabic
- ISO-8859-7 Greek
- ISO-8859-8 Hebrew
- ISO-8859-9 Turkish
- windows-1250 Czech, Hungarian, Polish, Romanian
- windows-1251 Russian
- windows-1252 Danish, Dutch, English, French, German, Italian, Norwegian, Portuguese, Swedish
- windows-1253 Greek
- windows-1254 Turkish
- windows-1255 Hebrew
- windows-1256 Arabic
- KOI8-R Russian
- IBM420 Arabic
- IBM424 Hebrew

Several file formats are processed by applying heuristic string extraction algorithms, rather than proper parsing and interpretation of the binary contents of the file. This is due to a lack of proper libraries for interpreting these file formats. Experiments with these heuristic algorithms have shown that their output is still useful for indexing and full-text search. It typically will produce a lot of extra gibberish data, visible in the Previewer, and there is no guarantee that the extracted text is complete and correct. The affected formats are:

- Corel Office: WordPerfect, Quattro, Presentations
- Harvard Graphics Presentation
- Microsoft Project
- Microsoft Publisher
- Microsoft Works
- StarOffice

2.3 Supported sources

Disk image

W4 can open disk image files, including the EnCase, FTK (AD1) and DD formats, and index their contents as if they were mounted and indexed as a regular Folder source. Optionally, files and folders can be recovered from the Master File Table (MFT). System and registry artifacts are extracted when using this source type. Carving of unallocated space and slack space is not supported.

Folder

Folders on local and network file systems can be indexed by W4. Please check the list of supported file formats. The use of external and network drives is not supported, both for stability and performance reasons. Note that system and registry artifacts are not supported when indexing a folder.

2.4 Supported languages

As W4 is entirely based on Unicode, it can index and provide keyword search for texts from any language. There is no specific support for the handling of diacritics. E.g., characters like é and ç will be indexed and displayed, but these characters will not match with 'e' and 'c' in full-text queries.

2.5 Supported platforms

We support and test our products on Windows Vista, Windows 7, Windows 8/8.1, and Windows 10. A 64-bit operating system is required. The "Home" or "Starter" editions are not recommended as they limit the maximum amount of memory and CPUs. Please use the "Pro", "Enterprise" or "Ultimate" versions instead.

W4 is tested on the abovementioned operating systems. That said, we have customers who are running W4 on the Windows Server platform, versions 2008, 2012, and 2016. Note that there may be security settings that need to be configured on the server to allow W4 to run on it. This needs to be addressed by your IT team; we cannot provide advice on these settings.

2.6 Feedback

We take great care in providing our customers with a pleasant experience, and therefore greatly value your feedback. You can contact us through the form on <http://support.vound-software.com/> or by mailing to one of the email addresses on the Contact page.

3. Getting support

3.1 Different ways to get support

Vound offers three support options designed to assist users that experience problems while working with W4™:

1. Standard technical support
2. User support contract
3. Vound User Support portal

3.1.1 Standard technical support

Standard technical support is offered free of charge to all Vound customers that have a current support and maintenance contract.

Standard technical support can be requested at the Vound support page, <http://support.vound-software.com>.

Support is provided on business days, Monday through Friday. We attempt to give you a first answer within 2 business days.

All communication will be remote – e-mail, GoToMeeting, and other means – and not in person unless otherwise arranged.

Standard technical support will only be provided if your computer and operating system meet the minimum recommended specifications listed in the latest version of the W4™ manual.

Who is eligible for technical support?

Our goal at Vound is to provide our customers high quality and timely technical support. To do this we limit technical support to the registered owners of W4. Companies that allow a third party to use their W4 licenses must have that third-party channel all technical support through the original registered owner of the software.

To ensure that we support our customers, Vound regrets it cannot support users who are not the original registered owner of W4.

What technical support is included?

- Installation and set-up support limited to one computer in your environment.
- Configuration technical support and user support on use for standard W4™ options.
- Support for errors in the software (bugs).

Please note that Vound will make reasonable efforts to correct identified software errors. However, this may not be achievable until a later date or version release. If this is the case, the user should make efforts and take responsibility to achieve the required outcomes via other methods. Where the errors relate to or are caused by corrupt data (within source files), Vound reserves the right to charge for the work needed to rectify the issue.

No support can be provided...

- When your computer does not meet the minimum or essential system requirements.
- When you made any kind of modifications to the installed software.
- When you are not using the software for its intended purpose.
- When 3rd party applications, like virus scanners, firewalls, and other forensic applications, interfere with W4™.
- Explaining the method needed to use each feature to achieve a set outcome.

Note: At no time should Vound technical support be seen as legal or forensic advice. Our support is given with no knowledge of the specific case or matter W4 is being used on. Technical support is focused on the correct installation and usage of W4 features. We do not warrant that we are aware of all facts around the case that may be under investigation. As such, our replies should not be seen as advice or the only way to achieve the required outcome.

3.1.2 User support contract

A paid user support contract is offered to those customers that want additional user support. The user support contract provides assistance that falls outside the standard support package (see 3.1.1 Standard technical support).

What can be included in the user support contract?

- Help with the case or setup configuration of W4™.
- Assistance in using the basic and advanced features of W4™ such as searching, tagging, and exporting.
- Help with the installation of W4™, or help with the configuration and set-up of your computer that runs W4™.
- Detailed explanation of W4™ case management and help with W4™ case setup.
- Help with the export of search results found with W4™ for use with other applications.
- Support for using W4™ in combination with software from other vendors.
- Support for issues that a newer W4™ release has addressed.

How to buy to a user support contract?

User support contracts are based on your specific needs. If you want to know more, please contact your nearest Vound representative or your local W4™ reseller.

3.2 Working with Vound support

It is highly recommended that customers and users take advantage of the Vound support page when seeking assistance. The support portal takes care of collecting all necessary information such as the W4 version, Windows version, source types used, etc. and will suggest relevant articles from the W4 knowledge base.

3.3 Upgrade contract

Vound customers that purchased an W4™ license are entitled to install free upgrades of the software for a period of one-year. In other words: an W4™ license comes with a one-year upgrade contract.

After this period purchasing an upgrade subscription will continue the upgrade contract. Please contact your nearest Vound representative for more information.

Please know that you will only have access to standard technical support if you have an upgrade contract.

4. Installation and configuration

4.1 Installation

4.1.1 Step 1: Check the hardware requirements

W4 is supported on Windows Vista, Windows 7, Windows 8/8.1, and Windows 10.

CPU, memory, and disk space requirements depend on how W4 is intended to be used:

Indexing

- As a rule of thumb, the case folder requires between 150% and 200% of the size of the combined evidence data, depending on data complexity and amount of compression used on the evidence data.
- For better indexing performance, we suggest storing the case data folder on a physically different disk than the one with the evidence data.
- Disk access times for the case indexes are critical for performance. We therefore strongly suggest not using USB or network drives for the case data folder.
- See the section on Storage Recommendations for more storage-related tips.
- When indexing MS Exchange EDB files, the memory sizes in the table below should be doubled and the memory settings will need to be adjusted (see the Memory Settings section).

Main memory and CPU requirements for indexing:

Evidence size	Minimum memory	Recommended memory	Number of CPU cores
Up to 10 GB	4 GB	8 GB	2
10 to 100 GB	8 GB	16 GB	4
100 to 500 GB	16 GB	32 GB or more	4 or more

4.1.2 Step 2: Check the software requirements

The following external applications may also be necessary to use some of W4's functionalities:

- IBM Notes

IBM Notes

To index NSF files, IBM Notes 8.5 or higher is required. Only the application files are necessary, IBM Notes does not have to be fully setup to be used by W4. In principle, all IBM Notes 8.5.x versions or later can be used, but the following versions will produce a warning:

- 8.5.3 FP 3
- 8.5.3 FP 4
- 8.5.3 FP 5
- 9.0

These versions contain a bug described here that cause emails with multiple "Received" headers to be altered: all Received headers will get the value of the first header. At the time of writing IBM Notes 9.0.1 was available, in which this bug has been fixed.

To index files made with IBM Notes 9.x, we recommend installing IBM Notes 9.x.

Note: W4 needs to know the location of IBM Notes to index NSF files. By default, W4 will try to auto-detect the location. If the location is not standard (“C:\Program Files (x86)\IBM\Notes”), then it needs to be configured via the following configuration file:

```
C:\Users\user\AppData\Roaming\W4\prefs\user.prefs
```

The location of IBM Notes can be set by using the following line:

```
NotesLibraryPath=C:\Program Files (x86)\IBM\Notes
```

4.1.3 Step 3: Learn about licenses and dongles

Notes on the trial license that is bundled with the software that you have downloaded:

14-Day evaluation period

The trial version runs under a HASP Software License, which gives you the ability to use W4 for 14 days. The 14-day evaluation period cannot be extended. The only way to continue using W4 is to purchase a dongle.

Continue working with a USB dongle

If you would like to continue using W4 after this 14-day period, you will need to buy a license. After buying the license you will receive a USB dongle that will allow you to continue using the version you already installed. A dongle provides a perpetual license.

Using W4 with Intella Pro, Team Manager, Connect and Node licenses (limited time only)

If you already have Intella Pro, Team Manager, Connect or Node license, that will allow you to use W4 without having purchase a separate W4 license. This offer is only valid until 1 August 2020. After that date you will need to purchase a proper license to continue using W4.

System clock

Changing the clock on your system will cause the trial to automatically expire. When this occurs, the only way to continue using W4 will be to purchase a license.

Virtual Machines, VMware

The evaluation version not work in VMware without a dongle.

RDP (Remote Desktop Protocol) connection

When using RDP, the dongle or trial license must be in/on the computer running the W4 software, not in the computer running the RDP viewer.

Other dongle-protected software must be closed

All other HASP protected software, like EnCase (Guidance), Smart Mount (ASR Data), HBGary and i2 products, must be closed when installing W4.

4.1.4 Step 4: Install the software

- Download W4 through the download page on the Vound support website: <http://support.vound-software.com/>
- Double-click on the downloaded .exe file to launch the installer. Accept the license.
- Enter the location to store the application files and shortcuts or accept the default settings. All files will be extracted to the location of your choosing and a W4 shortcut is (optionally) placed on your desktop and in your Start menu.

The application folder contains an executable called "w4.exe" that can be used to launch the application. The desktop and menu shortcuts also start this executable. The program will start with the Case Manager window.

Important: W4 will not install in an installation folder of an earlier version. Install a new version of W4 in a folder with a new name, for example:

```
C:\Program Files\Vound\W4 1.0.0\
```

It is possible to install multiple W4 versions side by side.

4.2 Storage considerations

Besides the memory and CPU requirements above, there are other hardware considerations that impact performance.

Use of USB drives

Our testing shows that USB drives are generally slower than internal hard drives or eSATA drives.

Please note that Windows allows you to use USB drives in two performance modes: the default "Quick Removal" mode and the "Better Performance" mode. Using the latter helps a lot to achieve better performance, but you will have to make sure to properly remove the drive in Windows before unplugging the drive. Not doing so means you risk damaging your case files beyond repair.

Evidence on external drives

Many users like to keep their evidence data on an external drive, for a variety of reasons. A common question is whether they can still use the case when this drive is disconnected after indexing. This is certainly possible. Access to the original evidence files is only necessary when you want to export the original evidence files themselves. For the rest, the case folder is completely self-contained as all extracted items are stored in the case folder and can be exported without access to the original evidence files.

For example, when you index a folder with PST files, any email and other embedded items extracted from those PST files are stored in the case folder and can always be exported. The PST files themselves are not copied into the case folder.

Selection and configuration of hard drives

Because W4 is an intensive user of a system's hard drive, we recommend careful selection and configuration of the hard drives to optimize performance. Generally, newer hard drives will outperform older drives in that they benefit from design improvements and new technology. Consider the following when using W4:

- **Separate disks for evidence and case indexes.** During indexing, W4 accesses the database continually performing read and write functions. To use the hardware resources more efficiently, it is recommended that the evidence data and the case data be allocated to separate hard drives. For example, put the case data on the "C" Drive and the evidence data on the "E" Drive. See the hardware requirements section for appropriate drive sizes given the case at hand.
- **Optimization folder.** You can optionally specify a third folder for optimization purposes. This folder is used for storing temporary indexing data that else would be stored in the case folder. When the optimization folder resides on a different drive than the case folder or evidence folder(s), this can further improve indexing performance. Optimization folder can be specified via "case.json" file by adding "optimizationFolder" parameter.
- **Disk space.** The amount of disk space needed to store your case depends heavily on the nature of your evidence data. As a rule of thumb, you should reserve twice the size of your evidence data for storing the case folder. The optimization folder has the same storage requirements as the case folder.
- **Proper connection.** To realize maximum benefit from W4's multi-disk optimization architecture, ensure that the hard drives are appropriately connected to the computer's motherboard to benefit

from the higher available bandwidth. For example, connect the drives to the SATA-300 or SATA-600 connector rather than the smaller bandwidth carrying SATA-150.

- **Configure the system's BIOS correctly.** Typically, the computer's BIOS defaults to the lowest common denominator to facilitate compatibility for connected hardware components. As a result, performance and speed can suffer. To address this possibility, check the BIOS to:
 - Ensure the hard drive supports Native Command Queuing – it should!
 - Confirm that the SATA control mode is set to either AHCI or RAID. Note: if the setting is at IDE (typically the default), W4's performance will suffer with slower indexing and searching as a result.
- Use of external and/or network drives. **Internal drives are always the preferred option for W4.** W4's indexing and search performance can deteriorate significantly when used with external or network drives.
 - If required, external drives such as a USB can be used to hold the evidence data. However, it is recommended that the fastest available connection option be used. USB 3.0 or eSATA should offer acceptable performance. Avoid USB 2.0 drives as they are significantly slower.
 - Network drives may be acceptable for holding evidence files if on a fast network. When using network drives, it is imperative that no other users access the files at the same time. You should also ensure that no network antivirus or filtering software blocks the indexing processes.
- When processing a large case (> 100 GB of evidence files), it is advisable to format the NTFS disk with a cluster size that is larger than the default (usually 4 KB). This reduces the chance of defragmentation issues during indexing. Furthermore, it is recommended to turn off disk compression.

4.3 Installation troubleshooting

4.3.1 Error codes

Error code 7 (H0007)

"HASP key not found (H0007)"

This error code might be caused by other HASP dongle protected programs. Please close all HASP related programs (i.e. EnCase, Smart Mount) and reinstall W4.

Error code 31 (H0031)

"Could not find a valid W4 license, please insert a dongle"

This error message is shown when your trial license has expired, or when you unplug your dongle while W4 is running and it cannot fall back to a non-expired trial license. You can only continue using W4 by inserting a dongle.

Error code 33 (H0033)

"Unable to access HASP SRM Run-Time Environment (H0033)"

This error code may be triggered if you run antivirus software. It is probably due to the antivirus software incorrectly blocking access to the HASP install. Please update your antivirus software to the latest virus definition file.

If this problem persists, reboot your computer, open a Command Prompt, and run (as administrator)

```
<w4-dir>\bin\haspdinst.exe -i -kp
```

and restart W4.

Error code 37 (H0037)

Other HASP dongle protected software may cause this error. Please close all HASP related programs (i.e. EnCase, Smart Mount) and reinstall W4.

If this problem persists, open a Command Prompt, and run (as administrator)

```
<w4-dir>\bin\haspdinst.exe -i -kp
```

and restart W4.

If problem persists after running this command, please open a Command Prompt as administrator and run

```
net start hasplms
```

Error code 41 (H0041)

"Your W4 (trial) license has expired (H0041)"

This error will be triggered if W4 is run and your trial license has expired. Once the trial has expired, you can only continue using W4 by inserting a dongle.

Error code 51 (H0051)

"Virtual machine detected, cannot run without a dongle (H0051)"

To protect our intellectual property, the evaluation version of W4 WILL NOT run in a virtual machine (VM) environment. A "stand-alone" machine is required. This is only true for the evaluation version; W4 will run in a VM environment using a dongle.

Solution 1: Reconnect the USB dongle to your computer

Solution 2: Install the W4 evaluation version outside a virtual machine

4.3.2 Memory and crawler count settings

The W4 process and its child processes (one for each case that you open + additional processes during indexing and exporting) are limited by the amount of RAM that the process can maximally use, despite how much memory is installed in the machine. On some data sets this limitation can cause issues when indexing or reviewing the data. These issues can be recognized by errors in the log files containing the text "OutOfMemoryError" or "java heap space".

When such errors occur, a workaround may be to increase the automatically managed memory settings, especially when the machine meets the recommended hardware settings (at least 8 GB of RAM).

To increase these limits, edit the "case.json" file in the case folder. Add or change the parameter "heapSize" (number of megabytes, e.g. "heapSize": 6000). Note that you can never specify more than half of the available system RAM. This is to make sure that W4's child processes and the OS still have sufficient memory available to them.

When the memory issue relates to the processing of evidence files (you may need to contact tech support for that diagnosis) or to exporting, then locate the file: <case folder>\prefs\case.prefs and open it in a text editor. Add the following line or change it if the setting is already there:

```
ServiceMaxHeap=2048M
```

This instructs W4 to use maximally 2048 MB of memory for service processes. Increase this number to the higher value suggested to you by tech support. For processing of EDB files, a minimum of 3 GB will be necessary, e.g.:

```
ServiceMaxHeap=3G
```

By default, W4 will use up to 4 parallel crawlers when processing evidence files. In some cases, the limit can be increased by using the CrawlersCount setting in the same case.prefs file. The number of crawlers should never exceed the number of CPU cores on your PC. Setting a too high number might result in non-optimal performance. As an example, the following setting will tell W4 to use 8 crawlers:

```
CrawlersCount=8
```

4.3.3 Where are W4's data files located?

There is a W4 data folder in your home folder. Typically, it is in

```
C:\Users\<>USERNAME>\AppData\Roaming\Vound\W4
```

4.3.4 Where can I find W4's log files?

W4 has two types of log files:

- Case-specific log files. These will contain any messages (errors, warnings, status messages) relating to your activities in the case, such as indexing, searching, and exporting. They are in

```
...\W4\cases\<>CASE FOLDER>\logs
```

- Log files of operations performed in the Case Manager, such as exporting or importing a case. These are in

```
...\W4\logs
```

The log files can be opened in any text editor like TextPad or Notepad++. Be aware that Windows' default text editor Notepad may have issues opening large files.

Tip: Click Help > Open Log Folder to open the log folder of the current case.

5. Managing cases

A case is a collection of evidence sources that can be searched by W4 as a single collection. You use cases to organize your investigations.

When you start W4, the Case Manager will first show up. Here you can define new cases, open, and edit existing cases and remove old ones.

5.1 Adding cases

To create a new case, select “New” in the Case Manager window. Use this option to create a new case from scratch to index a new set of evidence files on your machine. When the New Case dialog is displayed, give the case a name, enter an optional description and select a location where you want to store the case data.

To add an existing case, select “Browse” option. Use this when you have a case folder already on your system, but it is not yet in the list of cases shown by the Case Manager.

Note: The default location for data storage is

```
C:\Users\\AppData\Roaming\W4\cases
```

When you use a different parent folder, subsequent cases will default to a subfolder in that parent folder.

Note: When processing a large case (> 100 GB of evidence files), it is advisable to format the NTFS disk with a cluster size that is larger than the default (usually 4 KB). This reduces the chance of defragmentation issues during indexing. Furthermore, it is recommended to turn off disk compression.

5.2 Editing a case

In the Case Manager, use “Edit...” to open the “Edit case” dialog to change the case name or description.

You cannot change the Data folder.

5.3 Deleting a case

In the Case Manager, use “Remove” to remove the selected case from the Case Manager’s cases list. You will be asked to confirm the deletion.

By default, only the reference to the case is removed, the case folder is left intact. By checking “Also remove the case folder from disk”, the case folder will be permanently removed as well.

Warning: Removal of the case folder cannot be undone. Also, all files that you may have placed manually in the case folder will also be removed.

5.4 Processing a case in Intella

For cases that need to go to the next step of detailed analysis and review, all results identified by W4 can be incorporated into your Intella case via the new W4 import to Intella feature called the WIN import. In this way your case can go from first look all the way to multiuser review and load file. W4 coupled with Intella offer a powerful suite of investigative tools not seen in other platforms.

In the Case Manager, use the "Process in Intella..." button to convert the selected W4 case to Intella case. You must have a compatible Intella version installed (2.3 and higher). If there is no compatible Intella version is found, the button will be greyed out. More details about W4 to Intella case conversion can be found in the Intella User Manual in section 10.2.6 Importing Vound W4 Case.

6. Sources tab

Sources are one of the key concepts of W4. They represent the locations where items such as registry artifacts, emails and documents can be found. The user explicitly defines the sources, providing full control over what information is searched.

6.1 Source types

The supported source types are:

- **Folder.** A single folder with source files on a local hard drive or on a shared/network drive. Such source files could be:
 - Regular loose files like MS Word, Excel and PDF files.
 - Email containers such as MS Outlook PST/OST, IBM Notes NSF files, Mbox files.
- **Disk image.** A single disk image in one of the supported formats.
- **Cellphone extraction.** A single cellphone extraction in one of the supported formats.

Notes on mail formats

W4 supports PST and OST files created by the following versions of Microsoft Outlook: 97, 98, 2000, 2002, 2003, 2007, 2010, 2013, 2016, 365. Make sure that W4 has exclusive access to the PST or OST file; it cannot be open in Outlook or other application at the same time.

W4 will try to recover the deleted items from the file. Recovered items will be placed in a special folder named "<RECOVERED>". Furthermore, W4 may encounter items outside the regular root folder. Any such items are placed in a special folder called "<ORPHAN ITEMS>". Recovered emails may contain traces of other emails. This should be considered when reviewing such items. There is limited ability to recover deleted emails from OST 2013 files.

Important: Orphan items may contain unreliable data. For example, some orphan items can contain pieces of the message body, and message metadata from different emails. This may be due to the way the email client caches message data in the email container.

You should consider whether this information should be included in exports. Some clients may not want this information exported due to its unreliable nature.

To index NSF files, IBM Notes 8.5 or higher needs to be installed. For NSF files made with IBM Notes 9 it is recommended to install IBM Notes 9. W4 supports all NSF files that can be processed by the installed IBM Notes version. Make sure that W4 has exclusive access to the NSF file; it cannot be open in a Notes client or other application at the same time. Only NSF files containing emails are supported by W4, all other types are not supported. Make sure to use a default Notes installation and user configuration. A "corporate" Notes installation is often problematic for indexing, e.g. because of installed plugins interfering with access to the NSF file, the installation being tied to the corporate identify management system, etc.

Tip: The IBM Notes tool "nupdall.exe" can be used to convert older NSF files to NSF files that can be processed by IBM Notes 8.5 and higher.

W4 supports Windows 10 Mail mailboxes, provided that the account uses the POP protocol. Accounts that use the IMAP protocol are not supported, as only POP accounts store mails locally. Furthermore, Windows 10 mails do not keep track of BCC-ed email addresses and of the email headers.

W4 supports DBX files created by the following versions of Microsoft Outlook Express: 4.0, 5.0, 6.0.

W4 has been tested on Thunderbird Mbox files.

W4 supports MS Exchange EDB files of Exchange versions 2003, 2007 and 2010.

Some items may turn out to only contain email headers and are lacking an email body. Examples of such items are messages typically sent back by mail servers to indicate undeliverable mails, e.g. due to an unknown recipient or a mailbox quota that has been reached. Such items are typed as "Email Headers" rather than "Email Message".

Notes on folder sources

W4 doesn't support extraction of system and registry artifacts for folder sources. This feature might be added in a future version though.

6.2 Adding sources

Adding sources to W4 is done in the Sources tab. Select "Click or Drop Sources here", then select the source type. For disk images it's enough to select the first disk image part only (such as image.e01). W4 will find the remaining parts automatically (image.e02, image.e03 and so on).

Supported file systems and partition types

The following file systems have been tested: FAT16, FAT32, ExFAT, NTFS, Ext2, Ext3, Ext4, HFS, HFS+ and ISO 9660. Other file systems such as YAFFS2, ISO 13346 (UDF), UFS 1 and UFS 2 may work but have not been tested yet.

MBR and GUID partition tables (GPT) partitions are supported. Apple Partition Maps (APM) have been tested but results were mixed. When W4 fails to index such an image, we recommend mounting it manually and indexing the mounted drive using a "File or Folder" source.

File recovery

When the "Recover deleted emails and files" option is turned on in the source definition, W4 will attempt to recover deleted files and folders using information found in the Master File Table (MFT). The content of the deleted files will only be extracted from NTFS partitions when possible (see below). For all other supported file systems, only the metadata will be extracted, no file content. W4 will NOT recover deleted files and folders from unallocated or slack space. The recovered content may contain data blocks that didn't belong to the original file. Additional verification is required.

When indexing a disk image, W4 will scan all the MFT entries. Those entries marked as unallocated will be reported as deleted items. Additionally, for NTFS file systems, W4 will analyze the allocation status of all the data blocks referred to by the MFT entry. The entire content of the deleted file is extracted if any of the following conditions is true:

- There is at least one unallocated data block referred to by the MFT entry, or
- The MFT entry has only resident data. That means that the entire file content is located inside the MFT and therefore can be extracted.

In all other cases, only the metadata will be reported.

6.3 Source configuration

After the source has been added to the list, it can be configured. There are three sections on the source configuration panel: General, Artifacts and Advanced.

General

In the General section you can define source name, description, examiner and evidence number. Source name and description will be shown in the source list in the left panel.

When "Index only registry artifacts and user folders" is turned on, W4 will index the following items only:

- Registry artifacts such as operating systems, user accounts, devices, programs
- System artifacts found at common locations such as Windows Event Log, recently accessed files and folders, recycle bin, prefetch files
- Any other artifacts, emails, documents and media files found in user folders (e.g. C:\Users).

When the option is turned off, W4 will index the entire disk image. Note that the option applied to disk image sources only.

A suspected system base time zone can be entered. This setting indicates the time zone of the system from which the evidence file(s) were obtained. By entering this time zone, all dates associated with items from this source will be displayed in that time zone, rather than the time zone of the investigator's system. This often makes it easier to correctly interpret those dates, e.g. determine whether a given timestamp falls inside regular business hours. By default, the local time zone is used for new sources. Time zones supporting Daylight Savings Time (DST) are marked with an asterisk (*).

Artifacts

In W4 you can make indexing of certain artifacts optional:

- **System.** Operating systems, user accounts and sessions and Windows Event Log.
- **Programs.** Installed, startup and launched programs.
- **Devices.** USB devices and activity, network devices and interfaces.
- **Files and folders.** Recently accessed files and folders.
- **Browser.** Web browser history, cookies, bookmarks, logins and downloads.
- **Communication.** Emails, chat messages, contacts, calendars, tasks and other communication items.

The first four categories apply to disk images only.

Advanced

This section contains advanced option that can be used to fine-tune the indexing engine:

- Select *Process images embedded in emails and documents* if you want to extract images embedded in emails, MS Office, OpenOffice, PDF, and XPS documents. This will make these images separately searchable and viewable.
- Select *Process archives* if you want to index files inside archives such as ZIP and RAR files.
- Select *Recover deleted emails and files* to enable the processing of deleted emails from MS Outlook (PST, OST) and MS Exchange (EDB) files, deleted files and folders from disk images.
- Select *Index full email headers* to enable full-text indexing of email headers. If this option is turned off W4 will not be able to search email headers.

6.4 Keyword lists

The keyword list feature can be used to automate searching with sets of previously determined queries.

Keyword lists need to be added before you index the data. Then, during the indexing, if W4 finds any hits, the results will be immediately reported under the Keyword Lists category in the Search tab.

The most basic keyword list is a text file in UTF-8 encoding that contains one search term per line. It is also possible to use regular expressions. In this case the text patterns are defined using IEEE POSIX regular expressions syntax. See http://pubs.opengroup.org/onlinepubs/9699919799/basedefs/V1_chap09.html for documentation on this syntax. Use Regex Enabled checkbox to specify keyword lists that should be treated as regular expressions. Note that using a lot of regular expressions may slowdown the indexing.

The following options can be applied to keyword lists:

- **Include full text.** By default, W4 will only search metadata. Turn this option on to let W4 search full text content as well. Note that enabling this option may slowdown the indexing.
- **Case sensitive.** The option controls whether lower- vs. uppercase should be considered by the search operation.
- **Regex enabled.** If turned on, each line of the keyword list is treated as a regular expression.
- **Highlight hits.** Turn this option on to highlight the hits found in this keyword list. This applies to the table view and previewer only.

To add a keyword list click Add keyword list button in Sources tab in the Keyword lists section. Click Delete button to remove a list.

6.5 Indexing

After defining a source, you can index it by pressing “Index all sources” button. Indexing is a background procedure. That means you can continue using W4 interface to search, preview and report items. The indexing status is displayed in the top right corner (Case Status label). The number of processed items and the indexing time can also be seen in Summary tab.

You can stop the index process at any time by clicking the “Indexing...” label in the top right corner of the main window. That will open an indexing progress panel where you can click the Cancel button. W4 will finish the processing of the current items.

Once indexing is complete, W4 will start building item links. When it's done the Case Status will change to “Complete”. That means the case is ready and contains all the items.

Warning: Having anti-virus software active during indexing can lead to certain items not being indexed. This will usually be restricted to the files that are blocked by the anti-virus software, but this cannot be guaranteed. Running anti-virus software may also affect indexing performance.

Warning: When indexing was interrupted by clicking the Cancel button, it would not be possible to continue indexing at a later point in time. A full re-index is required if a complete index is desired.

We recommend that you back up the case after indexing it.

Re-indexing a case

There may be circumstances when you want to re-index the entire case, e.g. to use extraction features offered by a newer W4 version or fix a broken index.

To rebuild the case index from scratch, use the Re-index all sources button in the Sources tab. W4 will remove all indices it has previously created and create new ones.

For this to work, all evidence files must be present at the location they had during the initial indexing.

Any tags and notes will be retained during re-indexing. The item IDs will remain the same after re-indexing.

6.6 Editing sources

To see the configuration of a source, go to the Sources tab and select it in the source list. You can change source name, description and any other options.

Note: If you want to change the options that affect indexing (e.g. Process archives), a full re-index will be required.

7. Summary tab

The Summary tab contains several sections that together give a concise overview of the information inside the case, revealing suspect behavior, and giving rise to follow-up investigative questions.

7.1 Case status

The Case status section contains the following information:

- **Case status** that tells whether the case is empty, being indexed or complete.
- **Indexing time** shows the time of the last indexing attempt or the current indexing time if the case is still being indexed.
- The number of **processed items** for the last indexing attempt.

7.2 User accounts

The User Accounts panel shows the list of all found Windows user accounts in the case.

7.3 Artifacts

The pie chart in this section shows the distribution of all found artifacts in the case. Each section of the chart represents a top-level category.

The artifacts panel below shows the number of items for each category. You can click on a category to see the number of items for its sub categories. Clicking on a sub category will open the selected category in the Search tab.

7.4 Last activity

The Last Activity section consists of three panels:

- Last 10 events when a user logged on or off.
- Last 10 events from web browser category such as visited pages or downloaded files.
- Last 10 events related to USB device usage such as device removal or accessing files on a USB device.

8. Search tab

The Search tab allows to search and explore items in the case.

8.1 Categories

Click one of the categories on the left to see items from this category. It is possible to select multiple categories at once. Click several categories while holding the CTRL button. There is a special category “All Supported Items” that is just a convenient way to show all items in the case.

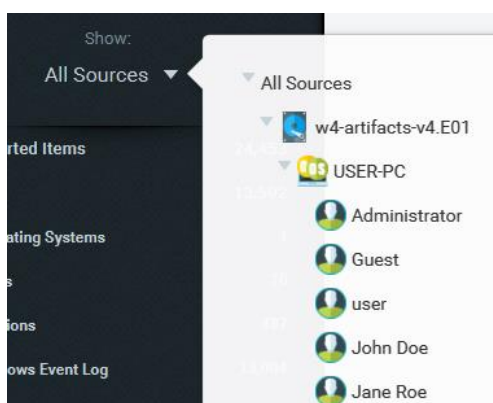


All Supported Items	24,453
▼ System	13,502
📁 Operating Systems	1
👤 Users	10
▶ Sessions	487
📄 Windows Event Log	13,004

8.2 Filtering

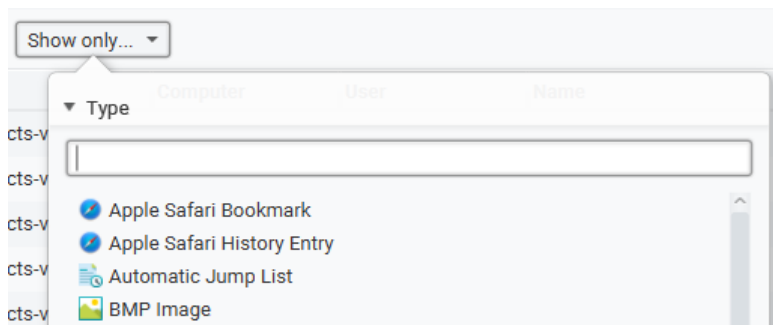
Location

By default, the Search tab displays information about the entire case. It is possible to show information from a specific source, computer or user only. To do that, click “All Sources” in the top left corner and select a location node:



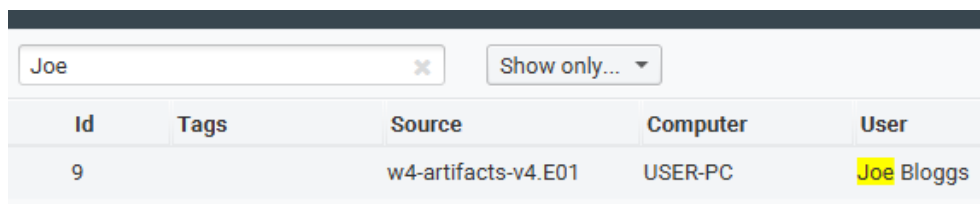
Type

When a category is selected the result items will be shown in the panel on the right. There is an option to filter the results shown in the panel by type. To do that, click “Show only” and a type. After that only the items of the selected type will be shown in the panel below. It is possible to have more than one type filter.



Keyword search

Another way to filter items shown in the panel is to use keyword search. See “Keyword search” section for more details.

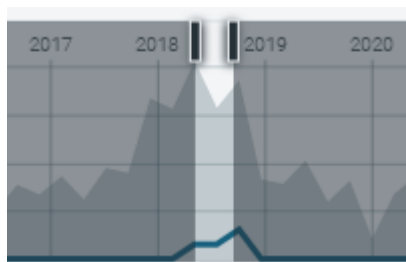


Timeline filter

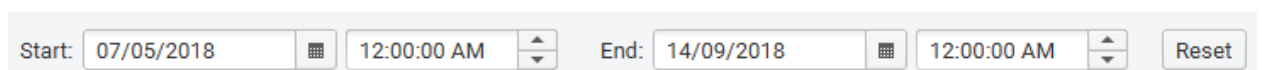
The timeline at the bottom shows the item distribution over time for the entire case no matter which category is selected. The gray area shows all the items in the case, while the blue bold line shows the current selection.



It is possible to use the timeline as a filter. Click and drag the mouse to select the desired time interval. The result panel will show items from the selected interval only in this case.



An alternative way to do the same is to use Start and End fields. You can also use these fields to adjust the selection. Click Reset button to reset the timeline filter.

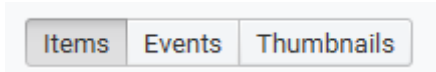


8.3 Result view types

When a category is selected, the results can be shown as:

- Table
- Events
- Thumbnails

Use the switch at the top right corner to select the view type.



8.4 Table view

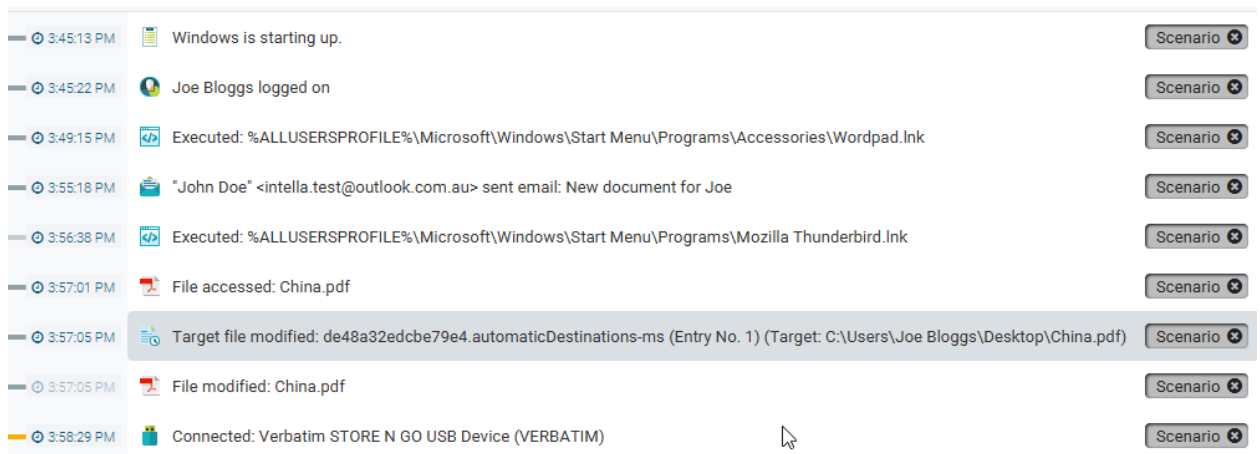
Table view is the default view. It works well for tabular data like registry artifacts.

The columns can be reorganized by dragging a column header to a different location in the table.

By clicking on a column header, the search results will be sorted alphabetically, numerically, or chronologically, depending on the type of information shown in that column. By clicking the header once more, the sort order will be reversed. Clicking one more time will remove the sorting, letting the results be displayed in their original order.

8.5 Events view

Events view allows to see the results as a list of events sorted chronologically. Selecting an event will show the details of the item that the event belongs to in the preview panel.

A screenshot of the 'Events' view in a software interface. It displays a list of events sorted chronologically. Each event row includes a time stamp, an icon, a description, and a 'Scenario' button with a dropdown arrow. The event at 3:57:05 PM is highlighted.

Time	Event Description	Scenario
3:45:13 PM	Windows is starting up.	Scenario
3:45:22 PM	Joe Bloggs logged on	Scenario
3:49:15 PM	Executed: %ALLUSERSPROFILE%\Microsoft\Windows\Start Menu\Programs\Accessories\Wordpad.lnk	Scenario
3:55:18 PM	"John Doe" <intella.test@outlook.com.au> sent email: New document for Joe	Scenario
3:56:38 PM	Executed: %ALLUSERSPROFILE%\Microsoft\Windows\Start Menu\Programs\Mozilla Thunderbird.lnk	Scenario
3:57:01 PM	File accessed: China.pdf	Scenario
3:57:05 PM	Target file modified: de48a32edcbe79e4.automaticDestinations-ms (Entry No. 1) (Target: C:\Users\Joe Bloggs\Desktop\China.pdf)	Scenario
3:57:05 PM	File modified: China.pdf	Scenario
3:58:29 PM	Connected: Verbatim STORE N GO USB Device (VERBATIM)	Scenario

8.6 Thumbnails view

Thumbnails view displays the thumbnails of the images. If there are no images in the result set it will show nothing.

8.7 Previewer

When you click an item in either table, events or thumbnails view, the Previewer panel will show the details of the selected item.

Toolbar



At the top of the Previewer there is several buttons that allow to perform certain actions with the item:

- **Tags.** This button will open a dialog that allows to add or remove item tags.
- **Show item links.** This button will show item links in the Links tab. See Item Links section for more details.
- **Show parent.** This button will show the item's parent item (e.g. a parent email for an attachment).
- **Open in application.** This button opens the item using the computer's default application (e.g. a PDF file would be opened with Adobe Acrobat Reader if that is the default PDF viewer on your computer).
- **Save.** This button opens the "Save as" dialog. Enter a name and location if you want to store the item. This exports the item in its original format.

The tabs show the various aspects of the current item. The set of tabs shown for an item can differ from item to item, depending on the item type and which information that item holds.

The "Add Tag" and "Add Note" allow to annotate the item. See "Tagging" section for more information.

Tabs

The following tabs are supported:

- **Preview.** This tab allows to preview item content as it was opened in its native application (e.g. Word document in MS Word). The Preview tab is only shown when the format of the current item is supported, and the Contents tab is not already showing it in its native form. The following file formats are supported:
 - Emails (when the email contains an HTML body)
 - Legacy MS Office formats (doc, xls, ppt)
 - New MS Office formats (docx,xlsx, pptx)
 - RTF
 - HTML
 - PDF
 - XPS
 - CSV and TSV files
 - WordPerfect
 - Open Office (Writer, Calc, Impress)
 - Images
- **Headers.** This tab shows the complete header of the email item. This tab is only shown when you open an email item.
- **Properties.** This tab shows a list of properties connected to the item. The list of properties shown depends on the type of the item and what data is available in that item.
- **Attachments.** This tab lists the attachments of an email. Double-click an attachment to open it.

9. Keyword search

To search for text, go to the Search tab and enter a query in the Search panel. The search will be executed automatically after a few seconds when you stopped typing. The search will only affect the currently selected category.

For query syntax rules, refer to the “Search query syntax” section below.

9.1 Search query syntax

In the text field of the Search panel you can use special query syntax to perform complex multi-term queries and use other advanced capabilities.

Lowercase vs. uppercase

Keyword searches work in a case-insensitive manner: during indexing all characters are lowercased, as are the characters in a keyword query.

This means that the query "john" will match with "john", "John" and "JOHN".

Use of multiple terms (AND/OR operators)

By default, a query containing multiple terms matches with items that contain all terms anywhere in the item. For example, searching for:

```
john johnson
```

returns all items that contain both “john” and “johnson.” There is no need to add an AND (or “&&”) as searches are performed as such already, however doing so will not negatively affect your search.

If you want to find items containing at least one term but not necessarily both, use one of the following queries:

```
john OR johnson
```

```
john || johnson
```

Minus sign (NOT operator)

The NOT operator excludes items that contain the term after NOT:

```
john NOT johnson
```

```
john -johnson
```

Both queries return items that contain the word “john” and not the word “johnson.”

```
john -"john goes home"
```

This returns all items with “john” in it, excluding items that contain the phrase “john goes home.”

The NOT operator cannot be used with a single term. For example, the following queries will return no results:

```
NOT john
```

```
NOT "john johnson"
```

Phrase search

To search for a certain phrase (a list of words appearing right after each other and in that order), enter the phrase within full quotes in the search field:

```
"john goes home"
```

will match with the text "John goes home after work" but will not match the text "John goes back home after work."

Phrase searches also support the use of nested wildcards, e.g.

```
"john* goes home"
```

will match both "John goes home" and "Johnny goes home".

Grouping

You can use parentheses to control how your Boolean queries are evaluated:

```
(desktop OR server) AND application
```

retrieves all items that contain "desktop" and/or "server," as well as the term "application."

Single and multiple character wildcard searches

To perform a single character wildcard search you can use the "?" symbol. To perform a multiple character wildcard search you can use the "*" symbol.

To search for "next" or "nest," use:

```
ne?t
```

To search for "text", "texts" or "texting" use:

```
text*
```

The "?" wildcard matches with exactly one character. The "*" wildcard matches zero or more characters.

Fuzzy search

W4 supports fuzzy queries, i.e., queries that roughly match the entered terms. For a fuzzy search, you use the tilde ("~") symbol at the end of a single term:

```
roam~
```

returns items containing terms like "foam," "rooms," "room," etc.

The required similarity can be controlled with an optional numeric parameter. The value is between 0 and 1, with a value closer to 1 resulting in only terms with a higher similarity matching the specified term. The parameter is specified like this:

```
roam~0.8
```

The default value of this parameter is 0.5.

Proximity search

W4 supports finding items based on words that are within a specified maximum distance from each other in the items text. This is a generalization of a phrase search.

To do a proximity search you place a tilde ("~") symbol at the end of a phrase, followed by the maximum word distance:

```
"desktop application"~10
```

returns items with these two words in it at a maximum of 10 words distance.

Like phrase searches, proximity searches also support nested wildcards.

Special characters

There is no specific support for the handling of diacritics. E.g., characters like é and ç will be indexed and displayed, but these characters will not match with 'e' and 'c' in full-text queries. A workaround can be to replace such characters with the '?' wildcard.

The following characters need to be escaped before they can be used in a query:

+ - && | | ! () { } [] ^ " ~ * ? : \ /

They can be escaped by prefixing them with a \ character.

Note: During indexing, most of the characters in this list are typically filtered out and will never make it into the index. The rules for handling specific characters depend on the context in which they occur. For instance, punctuation characters like dots ('.') or dashes ('-') are significant within numbers, email addresses or host names, while being ignored (i.e. interpreted as whitespaces) between regular words. In the latter case, escaping them in the query will not make them searchable.

10. Tagging

W4 supports two types of annotations: tags and notes.

Tagging is the process where you connect a descriptive word to an item or event. For example, one of your items is a PDF document containing valuable information. You decide to tag the item with the word "Important." Tagging helps you to organize results, for example by separating important and unimportant information.

Note is a single comment that can be assigned to an item or event.

Tagging and adding notes can be done in several ways:

- Context menu in table, events or thumbnails view
- Buttons in previewer

Item and event annotations

Item and event tags and notes work independently of each other. The following rules apply:

- When you tag an item, it would also tag all its events automatically.
- When you tag an event, it would also tag the parent item automatically.
- When you remove a tag from an item, it would also remove this tag from all events associated with this item automatically.
- When you remove a tag from an event, it would NOT remove the tag from the parent item if there are other item events associated with this tag.
- When you remove a tag from the last event, it would also remove the tag from the parent item.
- When you add or remove a note from an item, it would NOT affect its events and vice versa.

The above mechanism allows certain flexibility when constructing so-called custom timelines. For example, you may want to tag only certain connection events associated with a USB device, but not all of them.

10.1 Tagging via context menu

To add tags:

1. Select one or more items from the table, events or thumbnails view.
2. Open the context menu (right mouse click) and select "Add or edit tags".
3. In the "Add or edit item tags" dialog you can select already defined tags or define a new tag with optional description.
4. You can optionally select a color that will be assigned to the new tag.
5. When you click OK, the marked tags will be linked to the selected items or events.

A color can be assigned to any tag. This color will be used in the Tags column in the table. To change the tag color click the box next to the tag name in the tag list.

When creating a new tag, a parent tag can be specified. Parent tags can be used to logically group tags, e.g. grouping custodian names, reviewers, locations, or priorities.

Parent tags can also be used to tag items. For example, when you have tags called Europe and Asia with subtags representing specific countries, you can choose whether to tag an item with a continent or a country.

The "Add or edit item tags" dialog can also be used to remove tags. It can be done by unchecking the tag boxes.

10.2 Tagging items via previewer

If you want to tag or remove a tag in the previewer, please take the following steps:

1. Select an item in table, events or thumbnails view
2. In the previewer panel click the Add Tag button to open the "Add or edit tag" dialog
3. Enter a new tag or select an existing tag. To remove a tag (to remove the connection between an item and a tag) just deselect the tag from the list.

10.3 Adding notes to items via previewer

If you want to add a note to an item in the previewer, please click the Add Note button. Enter the note and press ENTER. To remove the note, just delete all the text from it.

10.4 Adding, changing or deleting event notes in Events view

To add or change an event note, switch to the Events view and right-click an event. In the context menu select "Add or edit note". Enter the note text.

To delete an event note, click the "X" button next to the note text.

10.5 See all tagged items or specific tags

To see all tagged items, click the Tags category.

To see items associated with a specific tag, click a tag under the Tags category.



Tags	18
Important	2
Incident	1
Relevant	0

10.6 Editing or deleting a tag

To edit a tag, please take the following steps:

1. Select a tag under the Tags category and right click on it.
2. Use the dialog that opens to either:
 - Edit tag to change its name, color or parent tag.
 - Delete tag to delete the tag.

When you delete a tag, it's no longer in your case.

Important: please be careful when adding, editing or deleting tags. Tag operations cannot be undone.

11. Item links

W4 can analyze items in the case to build item links. Item link is a connection between items or their attributes. Item links feature allows to unveil hidden connections between items that don't seem connected at first sight. Examples of item links:

- Windows shortcut file (LNK) and its target file on the file system.
- File downloaded from the Internet and download entry in browser history telling when and where the file was downloaded from.
- Document and email address telling that the document was sent to this person.
- File on a local file disk and Jump List entry telling that the file might have been copied to a USB drive.

11.1 Building item links

Item links are built automatically when the indexing is finished. You will see a message at the top right corner "Building links". That means W4 is currently building item links. When it's done the message will change to "Case status: Complete".

There is a way to rebuild item links manually. That can happen if you updated to a new version that has an improved algorithm for detecting links. To do that, click "File -> Rebuild links". That would rebuild the item links without re-indexing the entire case which is usually much faster and doesn't require access to the original evidence.

11.2 Exploring item links

There are two ways to explore item links:

- Select an item in table, events or thumbnails view and select "Add to Link graph" in the context menu (right click)
- Click the second button on the Previewer toolbar.



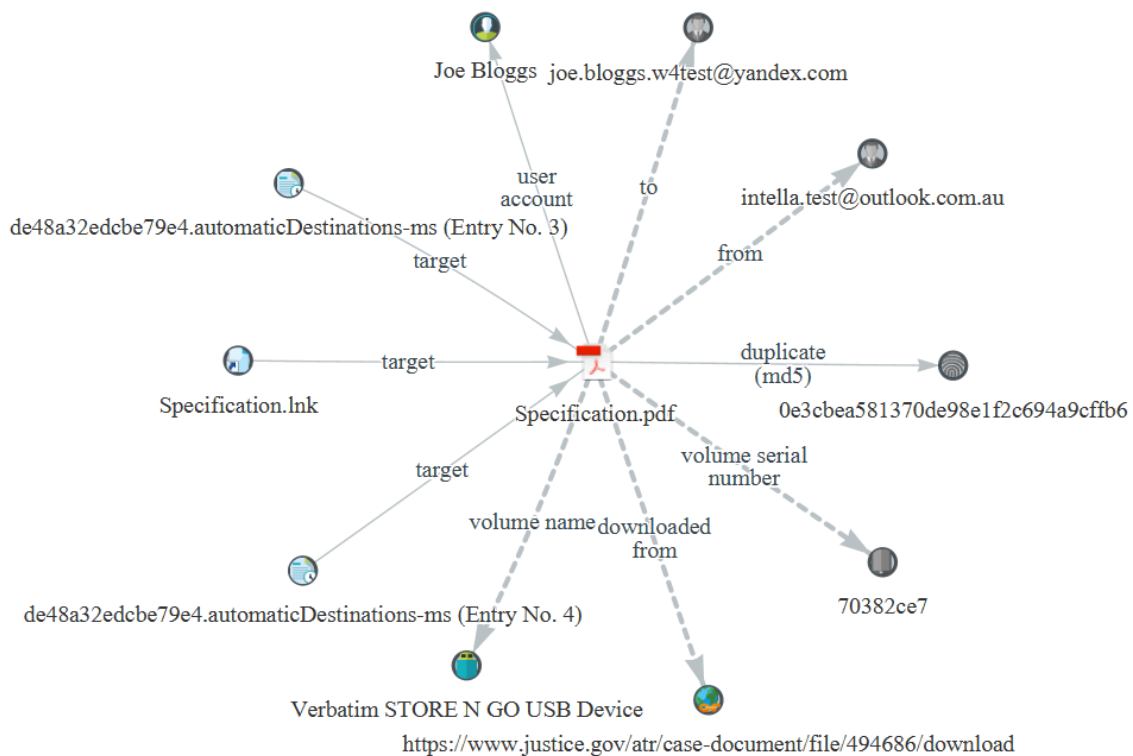
In either case the selected item will be added to the Links graph. W4 will switch to the Links tab automatically.

W4 will show all possible links from the selected item to all other items and attributes in the case. The selected item will be placed in the center.

11.3 Interaction with Link graph

You can click any item on the graph to preview its properties and content. You can click and drag any graph node to move it to a different position.

It is possible to explore item links shown on the graph further. Double clicking any node would make this node a central node instead of the previously selected item. Now you will be able to see all item links for the new node. All previously explored nodes will be kept on the screen.



You can use the button toolbar that is located just above the graph to:

- Restore previous graph states using the Undo (Back) and Redo (Forward) buttons.
- Clear the graph.
- Remove a specific node from the graph. The node must be selected with a mouse click to do that.
- Fit to view button will zoom the graph so that you can see all nodes.
- Hide edge labels will temporarily remove all edge labels from the graph. This may improve readability of the graph if you have too many links. Press this button again to show the labels.
- Save for report button will create a snapshot (image) of the current graph so it can be inserted into a report. See Reporting section for more details.
- Manage saved graphs button allows to see all the saved graphs, edit their descriptions and remove them.
- Export button open the “Export link graph” dialog that allows to save the current graph to PDF or PNG format.

The panel on the left shows the list of items that are currently present on the graph. Clicking the item in the list would also select it on the graph.

Solid lines on the graph represent **direct** links, while dotted lines represent **indirect** ones. When two nodes are connected via a **direct** link that means either:

- an item node is linked to its attribute node such as Word document and its creator.
- two item nodes are linked to each other naturally such as attachment and its parent email.

When two nodes are connected via an **indirect** link that means it was derived from other links. W4 uses a special algorithm that only finds indirect links that represent means of transportations. In other words, those links will tell you how a document might have been transferred to or from the computer. Therefore, we also call such links **Transport** links.

An example could be a Word document attached to email and then sent to a person. The link between the document and the person would be indirect (transport).



11.4 Transport links category

There is an easy way to find all items or events that have transport links. Transport Links category in the Search tab contains three subcategories:

- **USB Device Links.** This category contains all items associated with USB device usage. The category might be especially useful when working IP theft investigations.
- **Email Links.** This category contains all items that might have been sent by email.
- **Download Links.** This category contains all items that might have been downloaded from the Internet.

12. Reporting

Every report in W4 works like a template. That means you can re-use previously created reports with a new item set.

12.1 Creating, editing and removing a report

To create a report, go to the Reports tab and click Create report button. To edit an existing report, just select it from the report list. To remove a report, select it and click Remove report button.

12.2 Report configuration

General

The General section contains two fields: name and description. Those fields are only used to show the report in the list in W4. They are not included in the produced document.

Title

The Title section defines the information shown on the title page of the report. That includes report title and whether to include Vound and W4 logos.

The Custom fields sub section allows to enter one or more custom fields that will be shown just below the report title. By default, W4 adds the following fields: case name, case creation date and report creation date.

Headers and footers

This section allows to configure whether to show report title and page number in footer.

Summary

The Summary section defines whether to include the Summary page of the report. You can also configure which sub sections need to be included:

- **Sources summary.** If selected, the Summary page will include the list of sources with details for all items included in the report.
- **Types summary.** If selected, the Summary page will include the type statistics for all items included in the report.

Sections

This section defines what items will be included in the report. By default, the section list is empty. Click Add section button to add section based on category. Each category can be configured individually. That allows great flexibility when reporting different types of items. For example, you may want to show web browser history as a table, USB activity as a list of events and images as an image gallery. Each section has the following options:

- **Title.** This option defines the section title.
- **Description** is shown just below the section title and can include more detailed information about the section.
- **Display as** option allows to configure how the items are displayed. The following types are supported: List, Table, Events, Image Gallery.

- **Sort by** option defines the sort order of items.
- **Page orientation** allows to set the page orientation for this section. It's especially useful for tables and image galleries.
- **Columns**. This option defines the number of columns for image gallery display type.
- If **Export original format files** is selected, W4 will also export original format files along with the report. Report will contain hyperlinks to the export files. Note that not all items can be exported to original format.
- **Column chooser** section allows to configure which columns should be included. This option is only available for lists and tables.

To remove a section, click Remove section button.

The total number of items included in the report is shown just below the table.

Section options

Here you can find the options that are applied to all sections in the report. There are two options that control whether to include tags and notes in Events sections.

Link graphs

You can optionally include one or more link graphs saved using the Save for report button. The report will include both graph name and description.

Output format

W4 supports creating a report in PDF or MS Word (DOC) format.

12.3 Reporting selected items

It is possible to report selected items only:

- Select a range of items in the table and click Report button in the context menu.
- Select an existing report you wish to use or create a new one.
- W4 will switch to the Reports tab and the option "Include selected items only" will become available.

Sections

Add, remove or configure individual sections by category.

Include selected items only (487)

Use this option to report selected items only. Items can be selected in Search tab via Report context menu.

12.4 Producing a report

When report configuration is complete, you can click the Produce button to produce a report document in the selected format. Report creation is a background task. That means you can continue working with the case while the report is being produced. You can see the status of the task at the top right corner.

13. Preferences

To open the Preferences dialog, select the File > Preferences menu option.

The specific settings per tab are explained below.

13.1 General

The Shutdown section allows to configure whether to show the confirmation dialog on close. This is a global preference.

13.2 Previewer

The Follow HTML links section controls how to display emails that contain links to external resources or images.

13.3 Results

The Results filtering section controls whether to show recently accessed file events with zero time (12:00:00). This option was introduced because such dates are often incorrect (tested on Windows 10).

The table row height section controls the height of a table row. Compact option allows for more information to be displayed in the table.

The Tags removal section controls whether to show the confirmation dialog when removing a tag.

The Events view tags rendering section controls whether to show the full names of displayed tags or just the indicator with color-coded representation markers of the tags.

13.4 Dates

The Dates tab allows to choose what Locale to use when displaying dates.