***The first step to use FOCA is to download it.***

1. FOCA can be downloaded

at: [http://www.informatica64.com/DownloadFOCA (](http://www.informatica64.com/DownloadFOCA/)use Google

Translate)

2. You will need to give your email address at the bottom of the screen.

You will receive an email with the download link. You will also receive updates on when FOCA is updated.

***Using FOCA***

1. FOCA is a Windows only tool. When you install FOCA you may be asked to install .NET Framework or other

decencies.

2. We will be using FOCA 3.2 for this demo.

3. The first thing after launching FOCA is to create a new

project.

4. I personally like to keep all my project files in one place. I will create a new folder for each project.

5. Once you name your project and decide where you want to store the

project files, click on the create button.

6. Save your project file

7. Hit the scan all button and FOCA will use search engines to scan for documents. Optionally you can use local documents as well.

8. Right-click on the file and select

“Download”

9. Right-click on the file and select Extract metadata

10. Right-click and Select Analyze metadata