



2024

THEPHOTOSTICK® OMNI

OFFICIAL USER GUIDE

Questions? Concerns?
www.thephotostick.com/support

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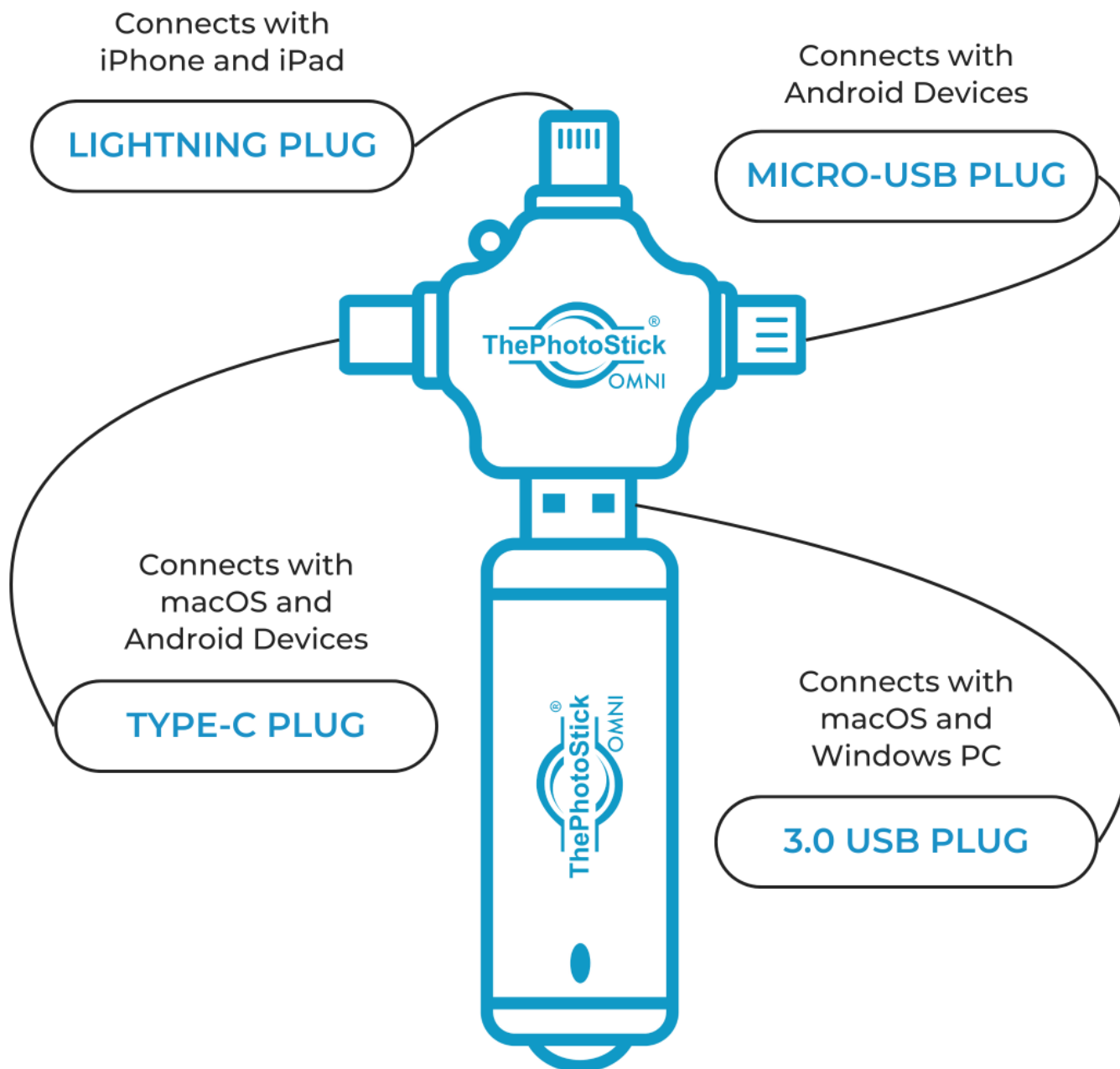
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1. Overview of ThePhotoStick® Omni

ThePhotoStick® Omni is designed to easily back up and share all your photos, videos, documents, and audio files between all your devices. It works on Windows, macOS, Android, and iOS/iPad devices.

In this user guide, you will find sections for each major operating system (Windows/macOS/Android/iOS). Each section provides detailed operating instructions and screenshots for that specific operating system.



Approximate Number of Photos Stored on ThePhotoStick USB:

	32GB	64GB	128GB	256GB	512GB
Photos Stored	12,800	25,600	51,200	102,400	204,800

**Please note that storage capacity per GB listed above is approximate, and exact storage amounts vary depending on file type and size.*

1.1. Getting to Know ThePhotoStick® Omni App Interface

Introducing the New and Improved ThePhotoStick® Omni App

Enjoy a seamless, user-friendly interface, allowing you to easily back up and organize as well as view and share your favorite photos, videos, audio files, and more.



1. Tap to view your backup options and to start a backup.

2. Tap to view cloud services, like Google Photos, that you can back up and to start a backup of those cloud services.
3. Tap to view and organize files that are saved on your ThePhotoStick Omni device.
4. Tap to view information about your ThePhotoStick Omni device.
5. Tap to remove or restore files saved on your ThePhotoStick Omni device.
6. Tap to order prints of your photos. (*COMING SOON!*)
7. Tap to view help information for your ThePhotoStick Omni drive and app, view the welcome tutorial again, view troubleshooting tips, or to contact support.
8. Tap to view and organize files that are saved on your ThePhotoStick Omni device.
9. Tap to view any notifications for your ThePhotoStick Omni device.
10. Tap to return to the app Home page.
11. Tap to view backup options and settings.
12. Tap to view help information for your ThePhotoStick Omni drive and app, view the welcome tutorial again, view troubleshooting tips, or to contact support.

1.2. System Requirements

ThePhotoStick® Omni works with most modern computers, smartphones, tablets, and computers right out of the box!

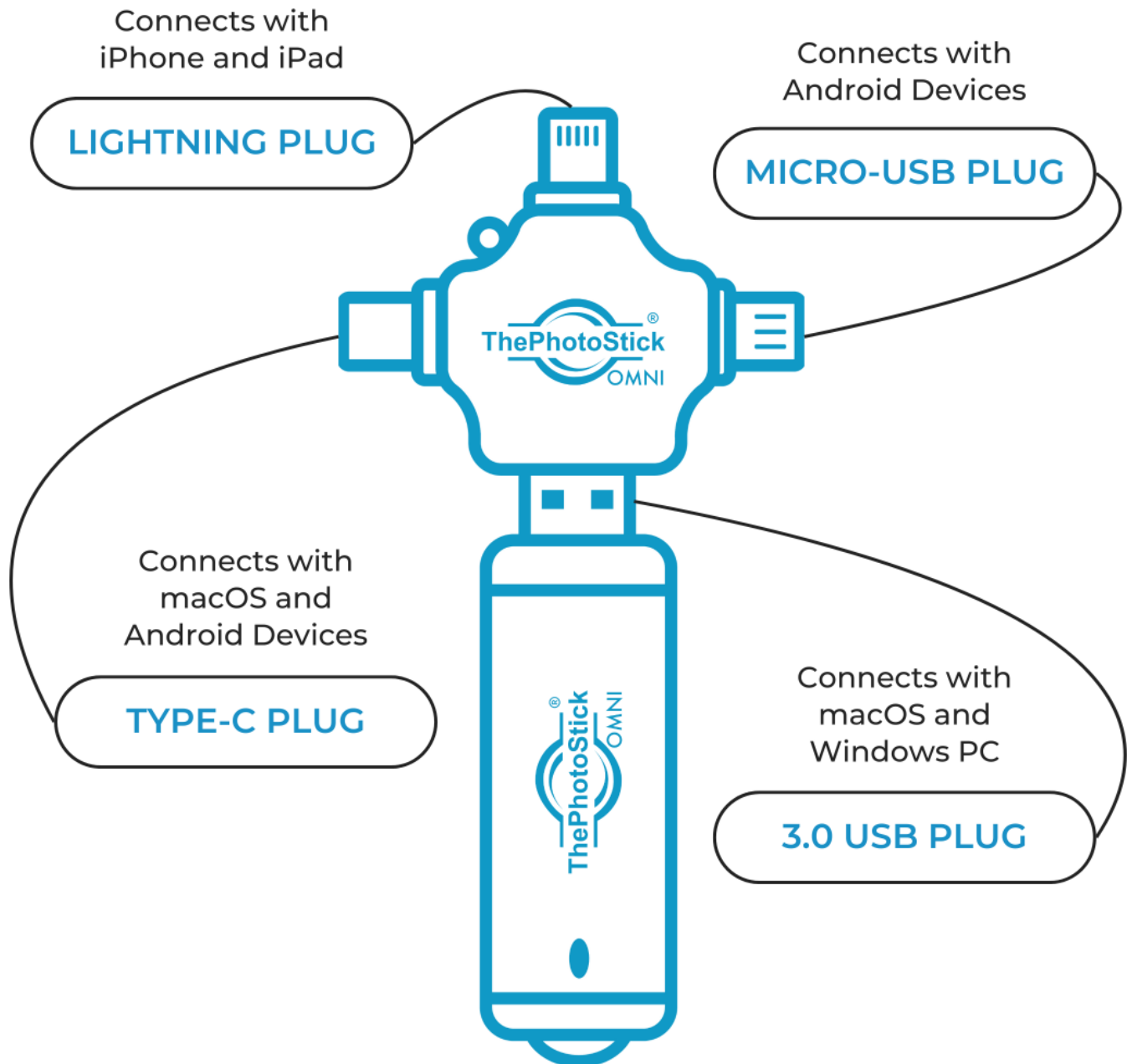
It's compatible with Windows, Android, and Apple Devices:

- Windows 7 SP1 or Later
- macOS 10.13 or Later
- iOS and iPadOS 13.0 or Later
- Android 8.0 or Later and Pixel 8 or Later



For more up-to-date information regarding ThePhotoStick compatibility, we recommend viewing our [System Requirements](#) page.

1.3. Connecting ThePhotoStick® Omni



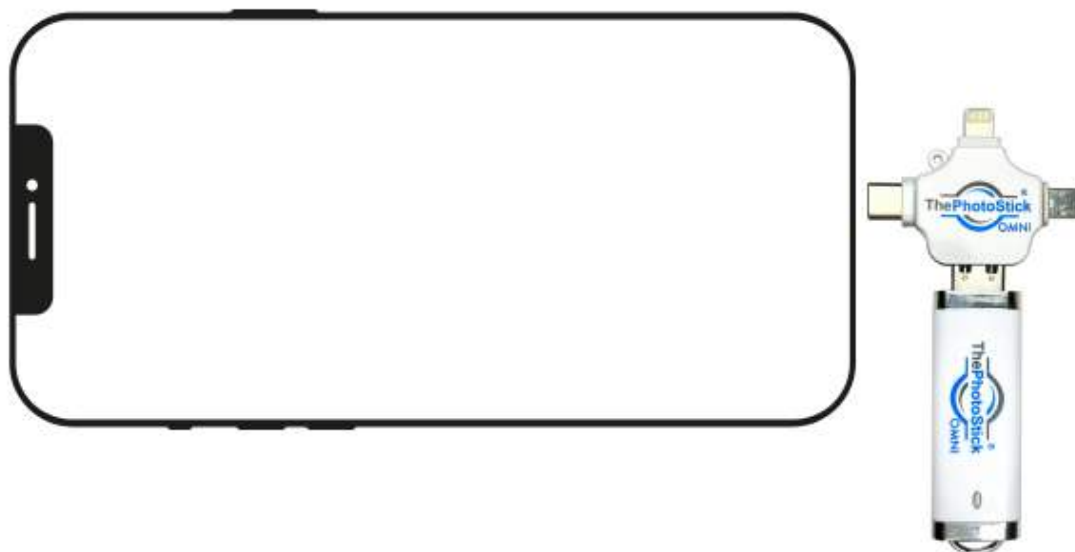
ThePhotoStick Connect with iPhone or iPad (Lightning)



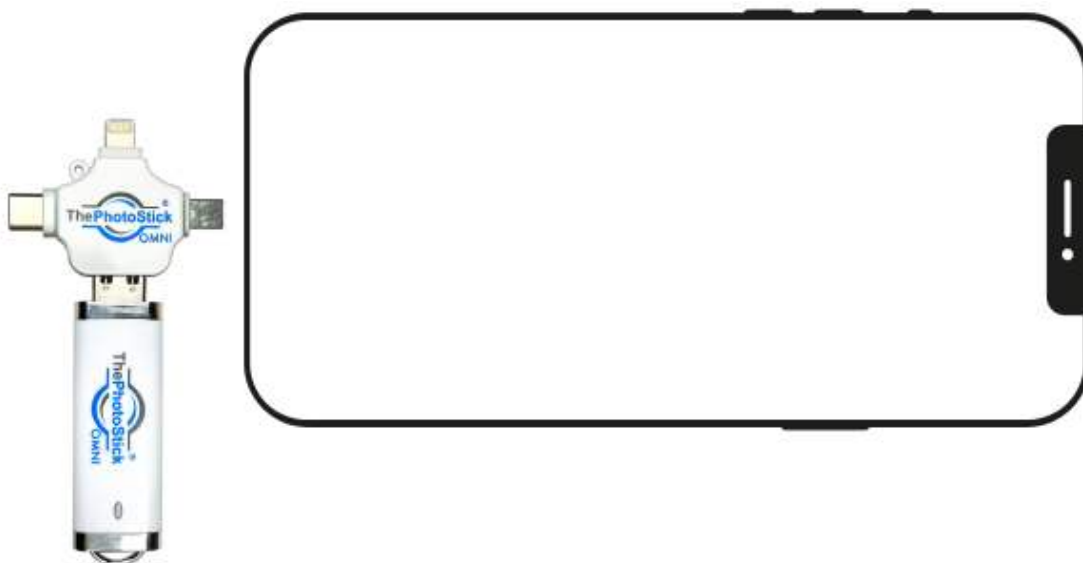
ThePhotoStick Connect with iPhone or iPad (USB-C)



ThePhotoStick Connect with Android (USB-C)



ThePhotoStick Connect with Android (Micro USB)



ThePhotoStick Connect with Windows (USB)



The Photostick Connect with Mac (USB- C)



The PhotoStick Connect with Mac (USB)



2. Using ThePhotoStick® Omni on Android Devices

Using ThePhotoStick® Omni on Android Devices Quick Links

Click on one of the links below to find in-depth information on specific topics, or use the arrows at the bottom of the page to view the guide in step order.

- [Getting to Know ThePhotoStick® Omni Android App Interface](#)
- [Installing ThePhotoStick Omni® App](#)
- [Starting ThePhotoStick® Omni on Android Devices](#)
- [Starting a Backup](#)
- [Importing Files from Cloud Services](#)
- [Viewing Files Saved to ThePhotoStick® Omni](#)
- [Adding Photos and Videos to Your Favorites Album](#)
- [Creating Albums and Adding Files to Albums](#)
- [Adding Files to Albums](#)
- [Adding Tags to Photos and Videos](#)
- [Adding Multiple Tags to a Photo or Video](#)
- [Searching, Filtering, and Sorting Files](#)
- [Sharing Your Photos and Videos](#)
- [Managing Files on Your ThePhotoStick Omni Drive Android](#)
- [Deleting Files From Your ThePhotoStick Omni Drive](#)
- [Restoring Files From Your ThePhotoStick Omni Drive](#)
- [Viewing and Changing ThePhotoStick Omni App Settings](#)
- [Viewing an Overview of your ThePhotoStick Omni](#)
- [Help and Support](#)

2.1. Getting to Know ThePhotoStick® Omni Android App Interface

Enjoy a seamless, user-friendly interface, allowing you to easily back up and organize as well as view and share your favorite photos, videos, audio files, and more.



1. Tap to view your backup options and to start a backup.
2. Tap to view cloud services, like Google Photos, that you can back up and to start a backup of those cloud services.
3. Tap to view and organize files that are saved on your ThePhotoStick Omni device.
4. Tap to view information about your ThePhotoStick Omni device.

5. Tap to remove or restore files saved on your ThePhotoStick Omni device.
6. Coming soon – Tap to order prints of your photos.
7. Tap to view help information for your ThePhotoStick Omni drive and app, view the welcome tutorial again, view troubleshooting tips, or to contact support.
8. Tap to view and organize files that are saved on your ThePhotoStick Omni device.
9. Tap to view any notifications for your ThePhotoStick Omni device.
10. Tap to return to the app Home screen.
11. Tap to view backup options and settings.
12. Tap to view help information for your ThePhotoStick Omni drive and app, view the welcome tutorial again, view troubleshooting tips, or to contact support.

2.2. Installing ThePhotoStick Omni® App

1. Open the Google Play app on your Android device.
2. Search for “ThePhotoStick Omni”.
3. Tap “Install” to install the app.
4. Once the app is downloaded and installed, plug ThePhotoStick Omni into your phone or tablet and open the app.

NOTE: Use the included adapter to connect with either the micro USB or Type-C connector.

NOTE: Certain phone cases may need to be removed in order to ensure a proper connection.

1) Plug USB Drive into Adapter

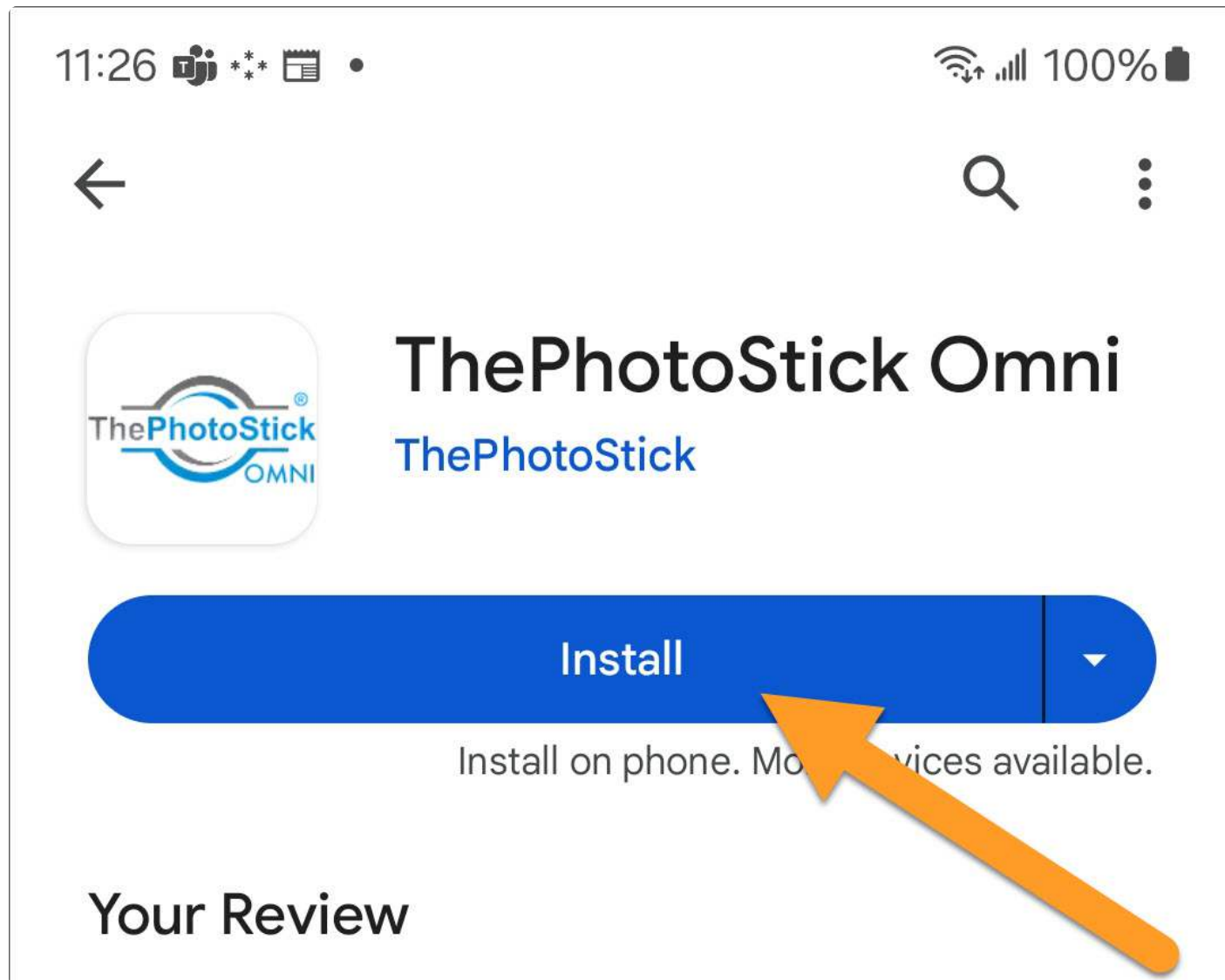


2) Plug either the Type-C or Micro USB connector into the phone



2.3. Starting ThePhotoStick® Omni on Android Devices

1. Download and install ThePhotoStick Omni app from the Google Play Store.



2. Once the app is downloaded and installed, plug ThePhotoStick Omni into your phone or tablet and open the app.

NOTE: Use the included adapter to connect with either the micro USB or Type- connector.

NOTE: Certain phone cases may need to be removed in order to ensure a proper connection.

1) Plug USB Drive into Adapter



2) Plug either the Type-C or Micro USB connector into the phone



3. Tap the blue "GET STARTED" button.

2:47



49%



WELCOME



We're so happy you're here!

Before beginning your first

4. After reading our tips for successful backups, tap the blue “NEXT” button.

2:49



49%



A few tips for a successful file backup:

1. Check that your device is fully charged before backing up files.

2. Ensure your device and ThePhotoStick Omni are properly connected and always allow

5. Watch the in-app tutorial video. << TODO: insert Android in-app video here so users can view online here >>

Video link

6. Tap the blue “NEXT” button when you are ready.

2:51



48%



Please watch the video below for best practices for granting device permissions and connecting ThePhotoStick Omni.



7. Tap “Connect” if you are ready to continue, or tap “Watch Video Again” if needed.

NOTE: You can always rewatch the tutorial video again by going to the “Support” section of the app.

2:51



48%



AWESOME!

Now, let's make sure you're properly connected to ThePhotoStick Omni.

8. Tap the Options Menu in the upper left corner of your screen.

3:05    •  46% **Monty's S22+**

Monty's S22+

Personal

Work

Files on Monty's S22+

**Can't use this folder**

To protect your privacy, choose another folder

CREATE NEW FOLDER

Alarms



Android



Audiobooks



DCIM



Documents



Download

9. Select ThePhotoStick Omni drive called "PHOTOSTICK".

NOTE: Some phones and tablets may show the drive as a "generic USB device" rather than "PHOTOSTICK".

3:05



46%

Open from



Monty's S22+



PHOTOSTICK



rk



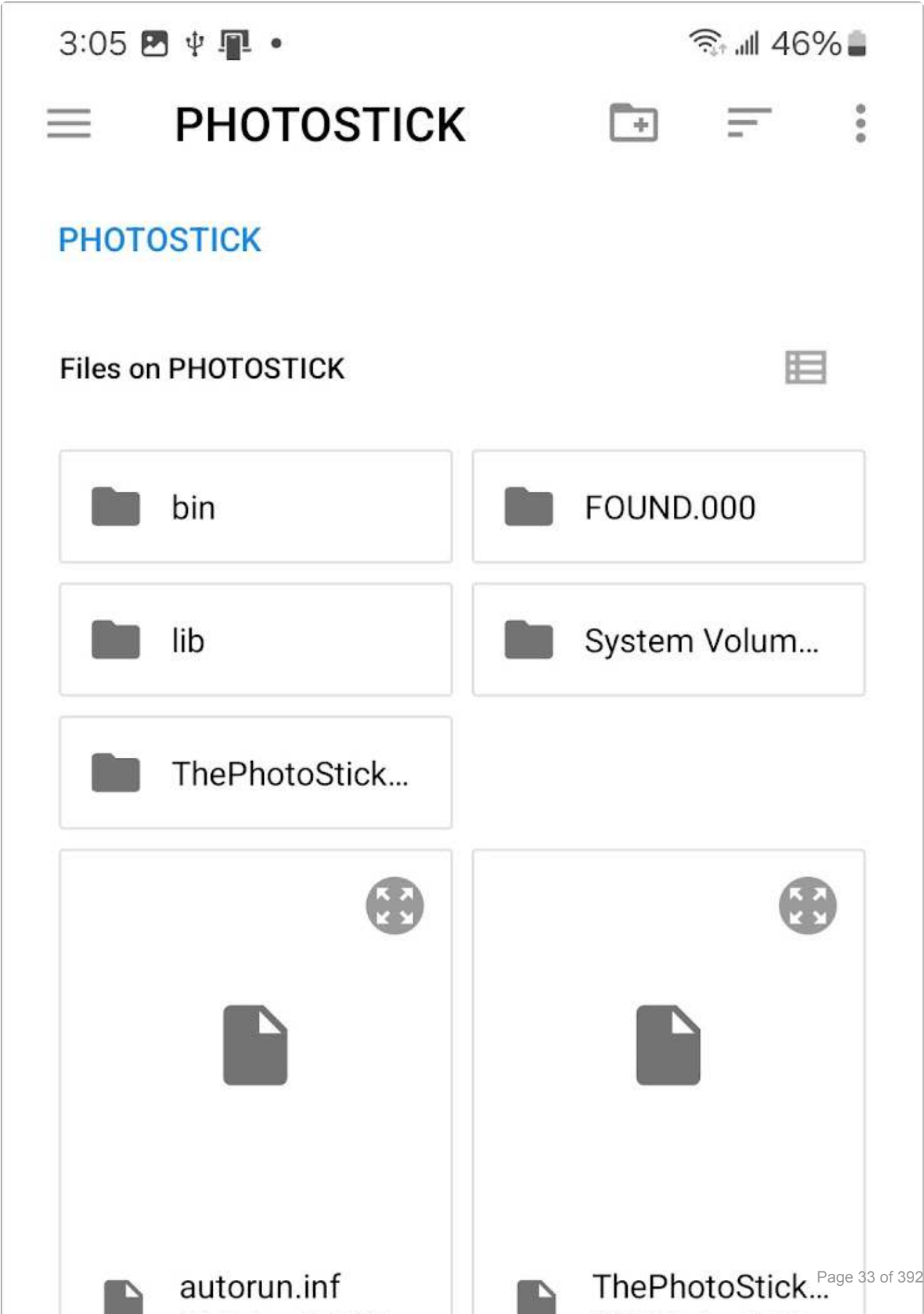
her folder

FOLDER

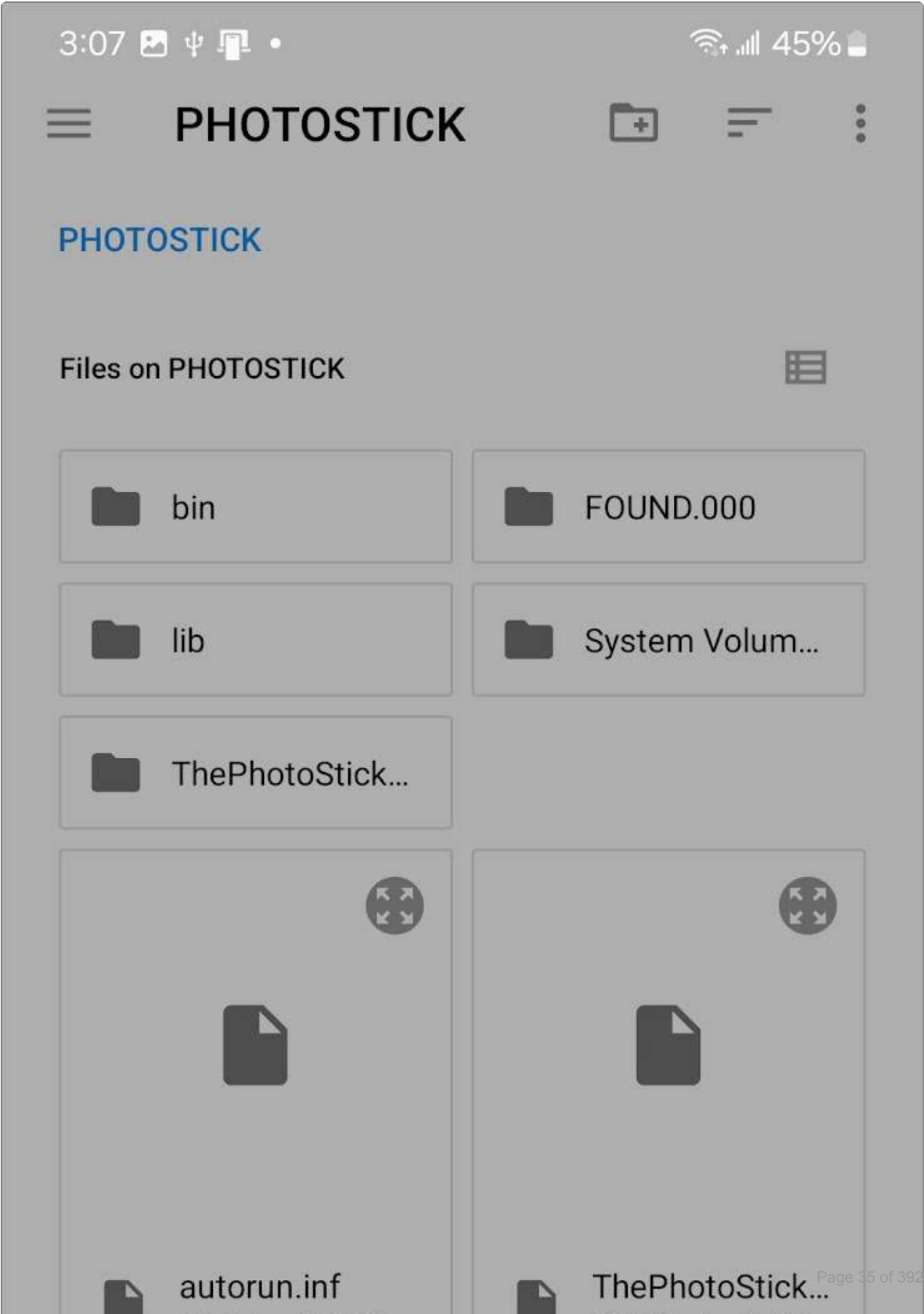
id

oad

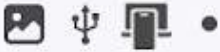
10. Tap the “USE THIS FOLDER” button at the bottom of your screen.



11. If prompted, tap “ALLOW” to allow ThePhotoStick Omni to access files on the PHOTOSTICK drive.



12. Enable ALL FILES ACCESS, then tap the back arrow in the upper left corner of your screen.

3:07  45%

< All files access



ThePhotoStick Omni
1.2

Allow permission

2



This app will be able to read, modify, and delete all files on this phone or any connected storage devices. If you allow this, the app may access files that aren't related to the app without notifying you.

1

13. Tap the blue “BACK TO HOME” button when you are ready.

3:07   45% 

THE PHOTOSTICK OMNI

DEVICE STATUS:



CONNECTED



14. If prompted, tap “Allow” to allow ThePhotoStick Omni to access your contacts.

NOTE: This is needed if you would like ThePhotoStick Omni to back up your device’s contacts.

3:10    •  45% 

Protect The Memories That Matter Most

BACKUP FILES NOW

We recommend you do
this step first



IMPORT FILES

This option copies files
from Google Photos to your
ThePhotoStick Omni



VIEW FILES

OVERVIEW

MANAGE FILES

ORDER PRINTS

15. If prompted, tap “Allow” to allow ThePhotoStick Omni to send you notifications.

NOTE: This is needed to let you know when a backup is running.

3:11



45%



Protect The Memories That Matter Most

BACKUP FILES NOW

We recommend you do
this step first



IMPORT FILES

This option copies files
from Google Photos to your
ThePhotoStick Omni



VIEW FILES

OVERVIEW

MANAGE FILES

ORDER PRINTS

16. If prompted, tap “Allow” to allow ThePhotoStick Omni to access your music and audio files on your device.

NOTE: This is needed for ThePhotoStick Omni to back up your music and audio files that are stored on your device.

3:14



44%



Protect The Memories That Matter Most

BACKUP FILES NOW

We recommend you do
this step first



IMPORT FILES

This option copies files
from Google Photos to your
ThePhotoStick Omni



VIEW FILES

OVERVIEW

MANAGE FILES

ORDER PRINTS

17. If prompted, tap “Allow all” to allow ThePhotoStick Omni to access your photo and video files on your device.

NOTE: This is needed for ThePhotoStick Omni to back up your photo and video files on your device.

3:15    •  44% 

Protect The Memories That Matter Most

BACKUP FILES NOW

We recommend you do
this step first



IMPORT FILES

This option copies files
from Google Photos to your
ThePhotoStick Omni



VIEW FILES

OVERVIEW



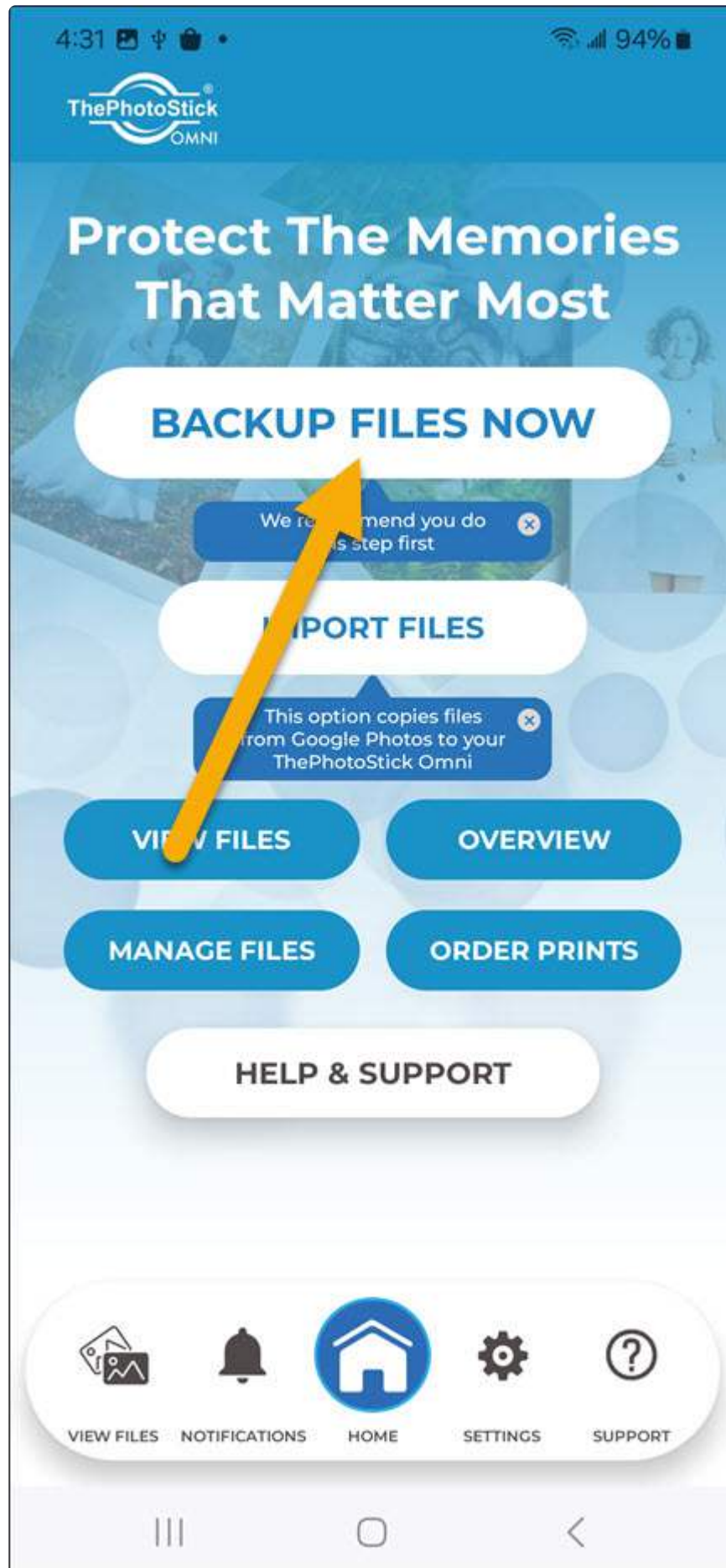
CONGRATULATIONS! Your device is now properly connected.

2.4. Starting a Backup

ThePhotoStick Omni offers three different ways to back up your files on a phone or tablet:

1. Backup All Files with a single tap
2. Backup files you select
3. Backup files by file type

To begin, go to the backup menu by tapping on “Backup Files Now” from the home screen:



Backup All Files

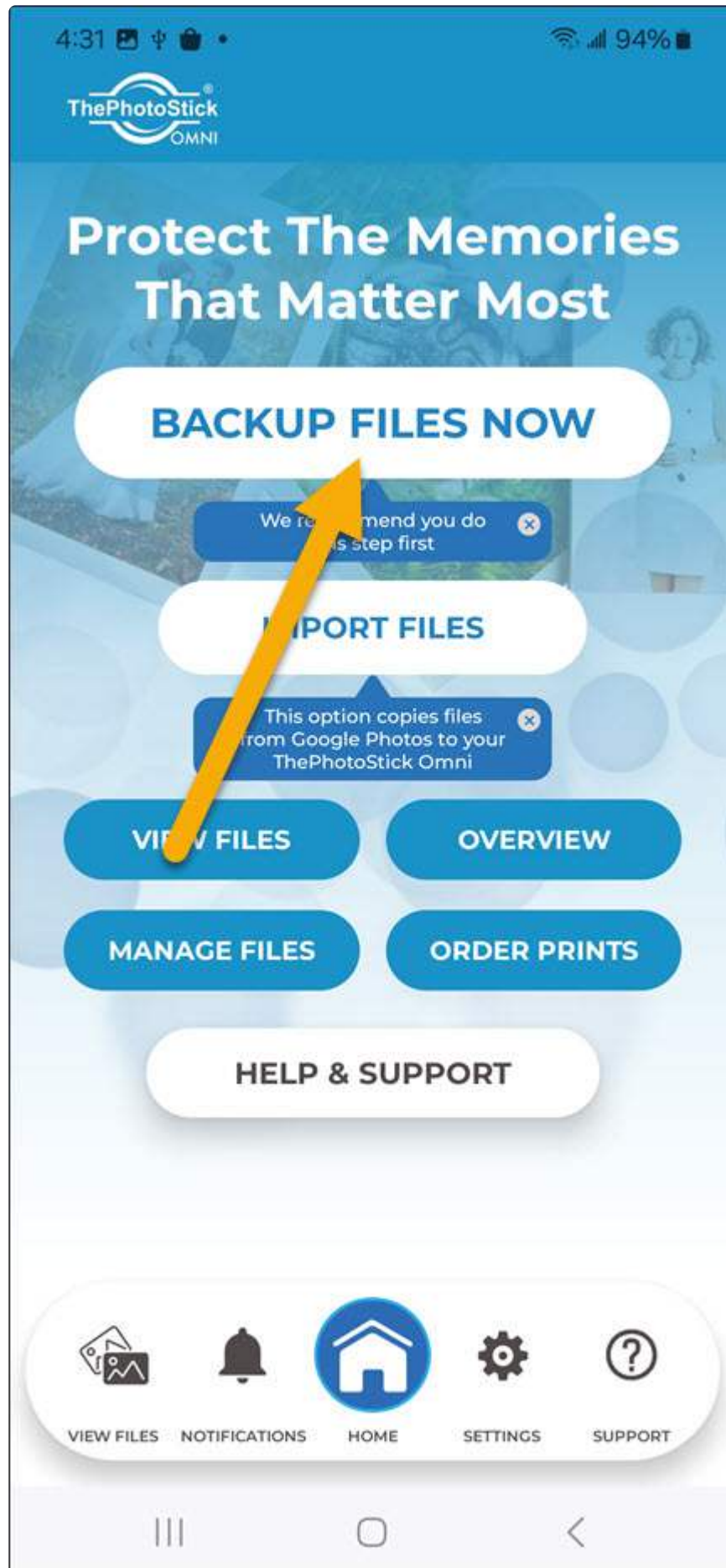
“Backup All Files” allows you to start a backup of your files with a single tap.

When you tap “Backup All Files”, all file types specified in the app’s settings will be saved to your ThePhotoStick Omni device.

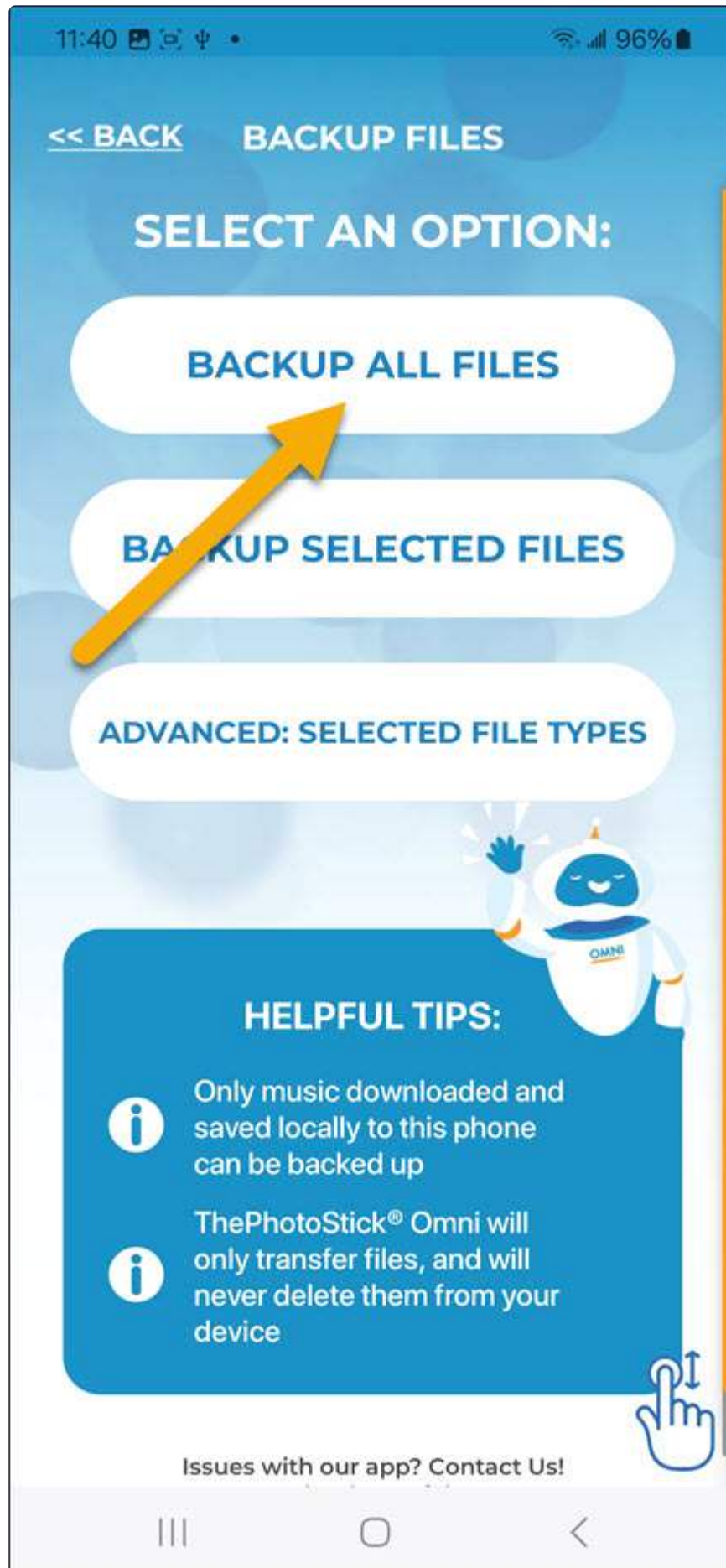
By default, photos and videos are backed up. Go to the app’s settings to specify other file types to be backed up with the single tap feature.

To start a “Backup All Files” backup, do the following:

1. From the home screen, tap on “Backup Files Now”.



2. Tap “Backup all Files”.



Backup Selected Files

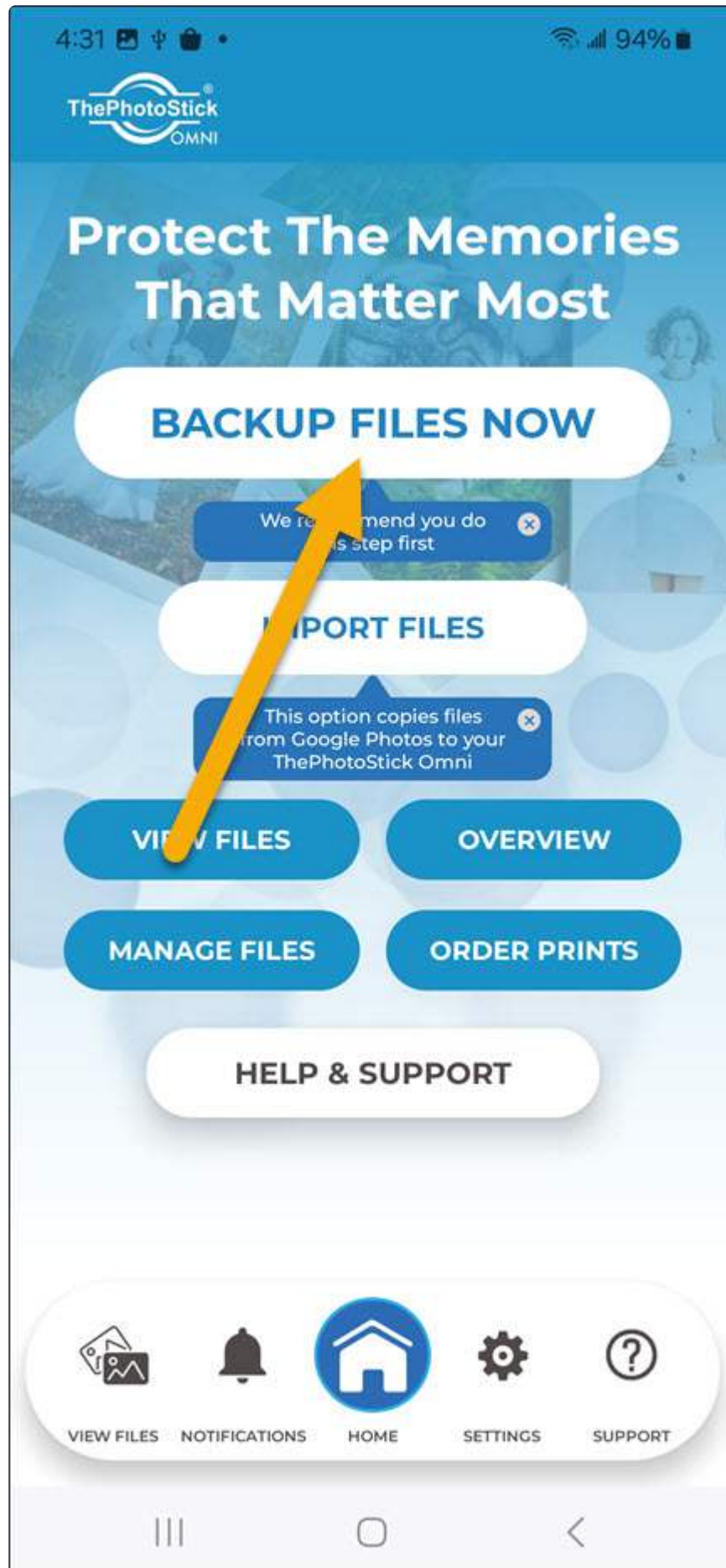
“Backup Selected Files” allows you to select the photos and videos you want to back up.

Video demonstrating the “Backup Selected Files” option:

Video needed here

To start a “Backup Selected Files” backup, do the following:

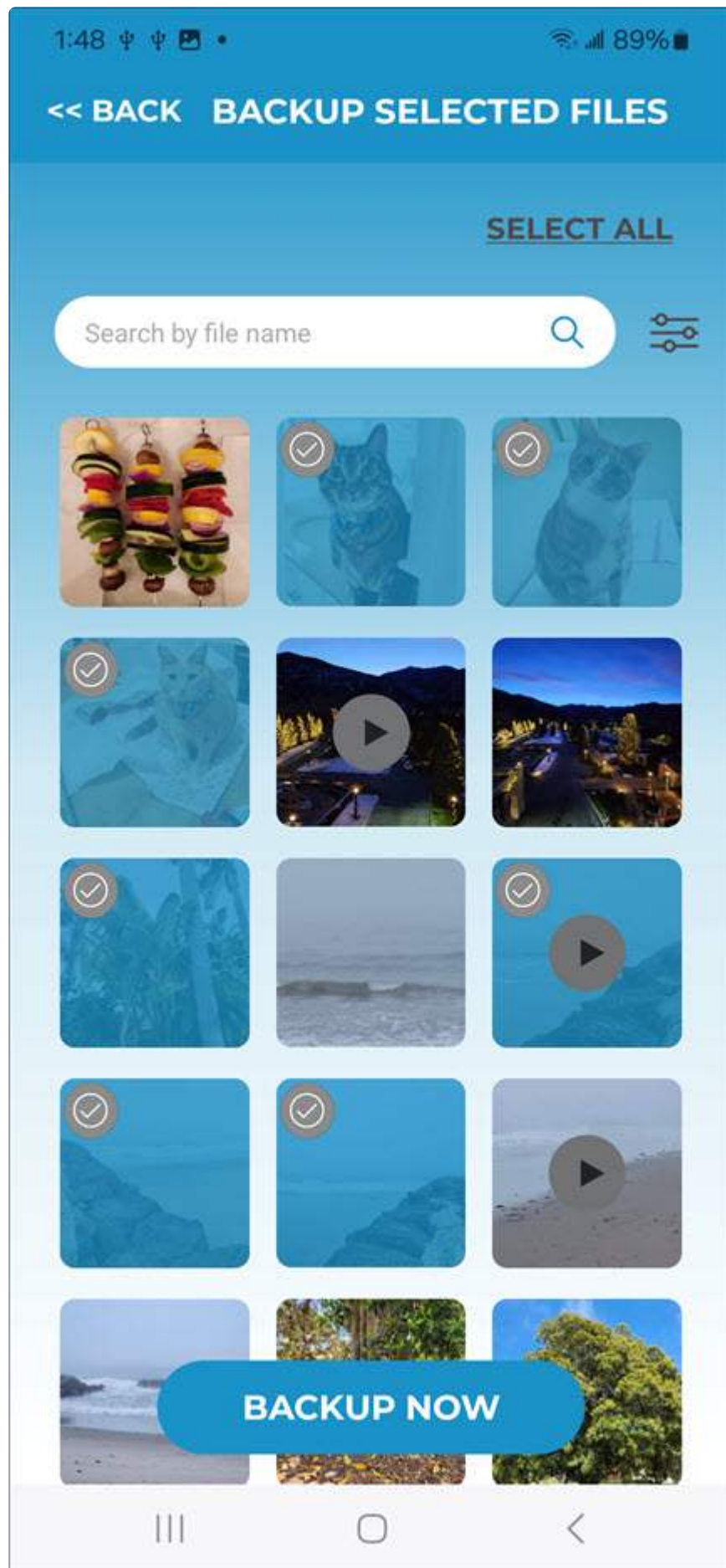
1. From the home screen, tap on “Backup Files Now”.



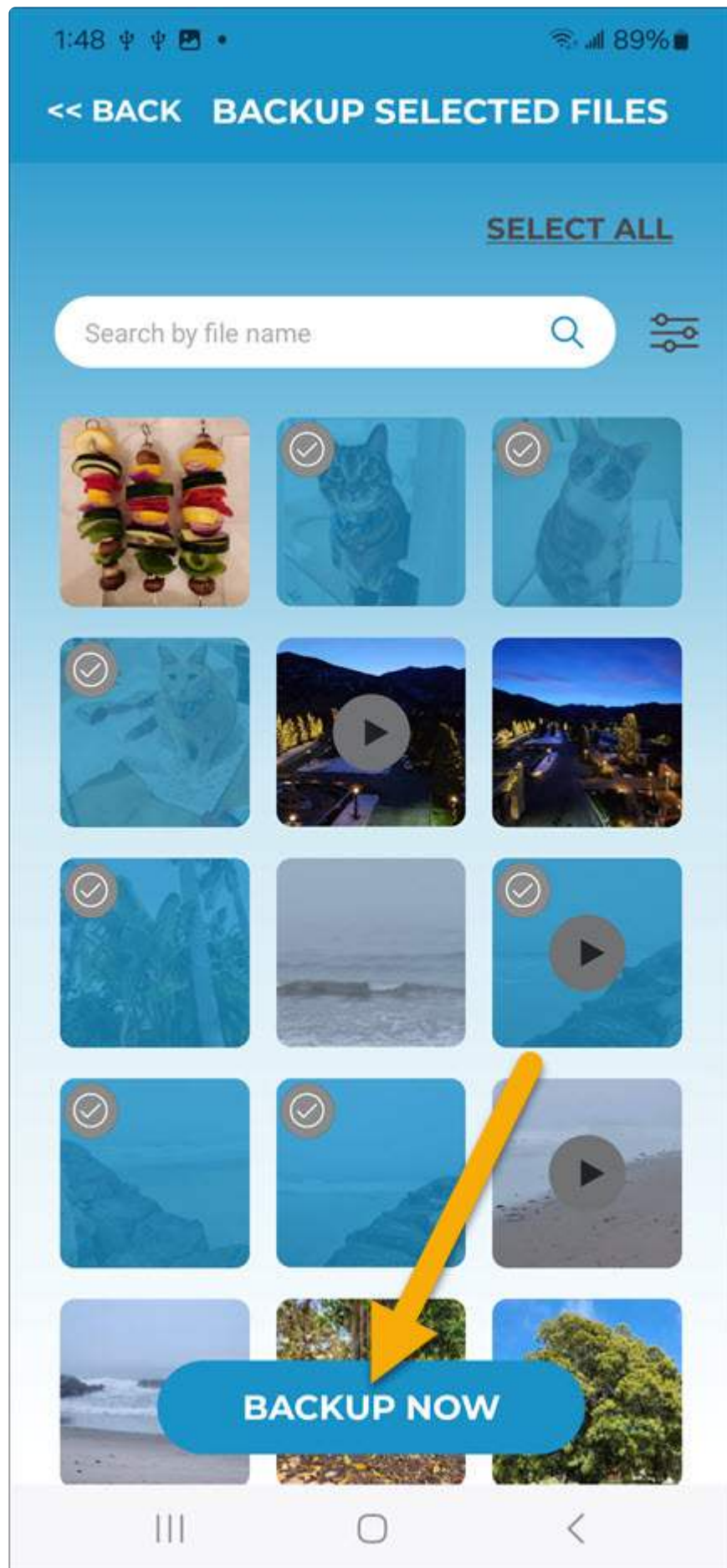
2. Tap “Backup Selected Files”



3. Select all the photos and videos that you want to back up.



4. Tap “Backup Now”



Advanced: Selected File Types

“Advanced: Selected File Types” allows you to select what files to back up by the file type.

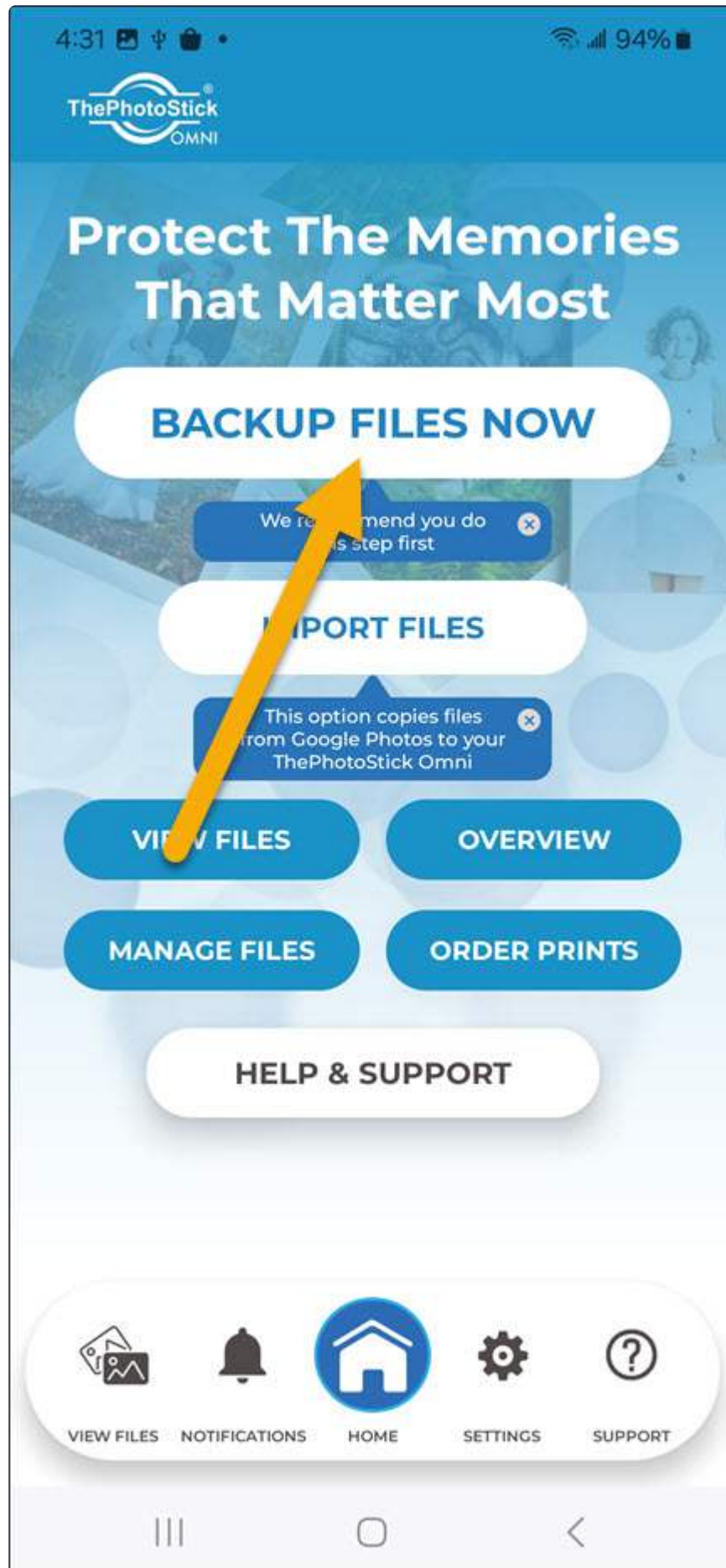
ThePhotoStick Omni can back up five different types of files:

1. Images
2. Videos
3. Contacts
4. Audio
5. Documents

With an “Advanced: Selected File Types” backup, you can easily choose to back up any of these file type categories.

To start an “Advanced: Selected File Types” backup, do the following:

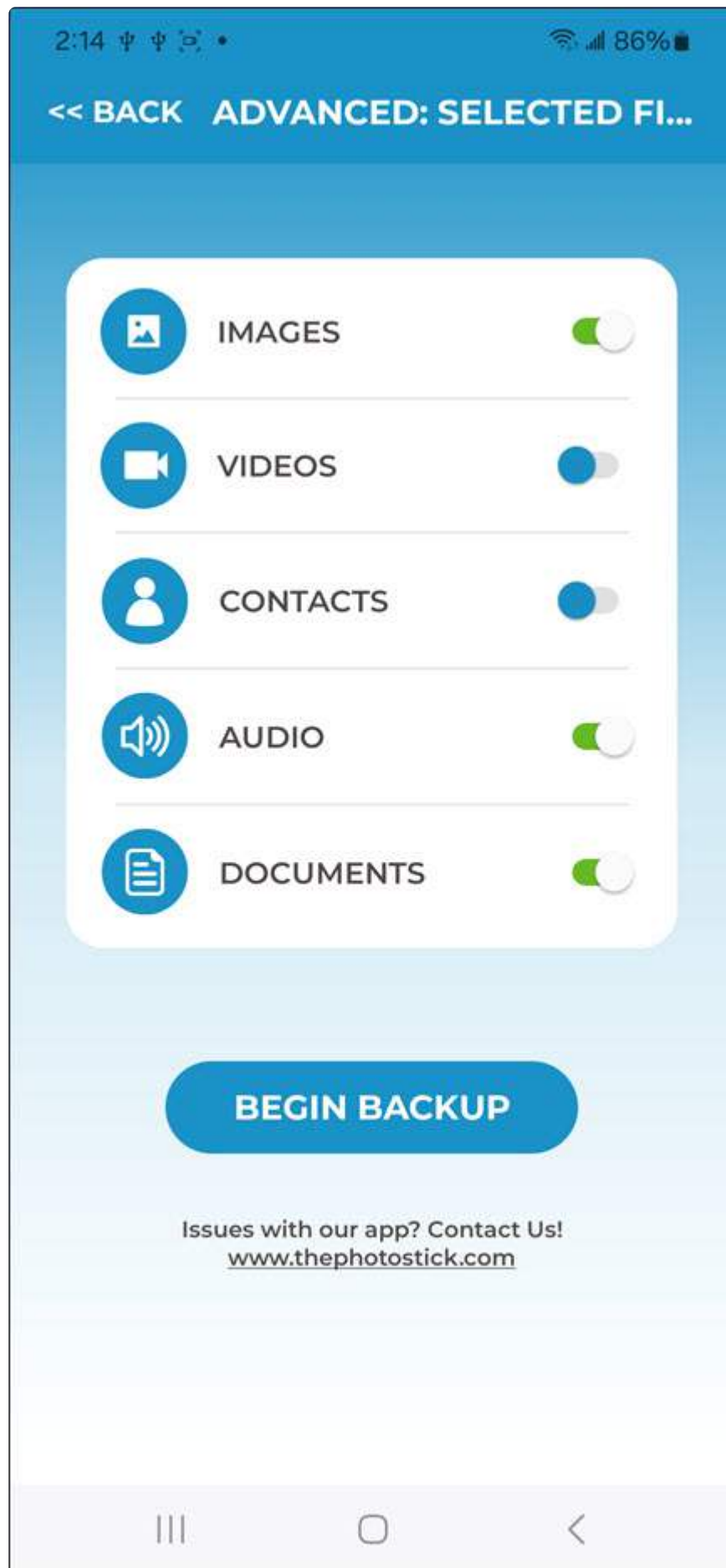
1. From the home screen, tap on “Backup Files Now”.



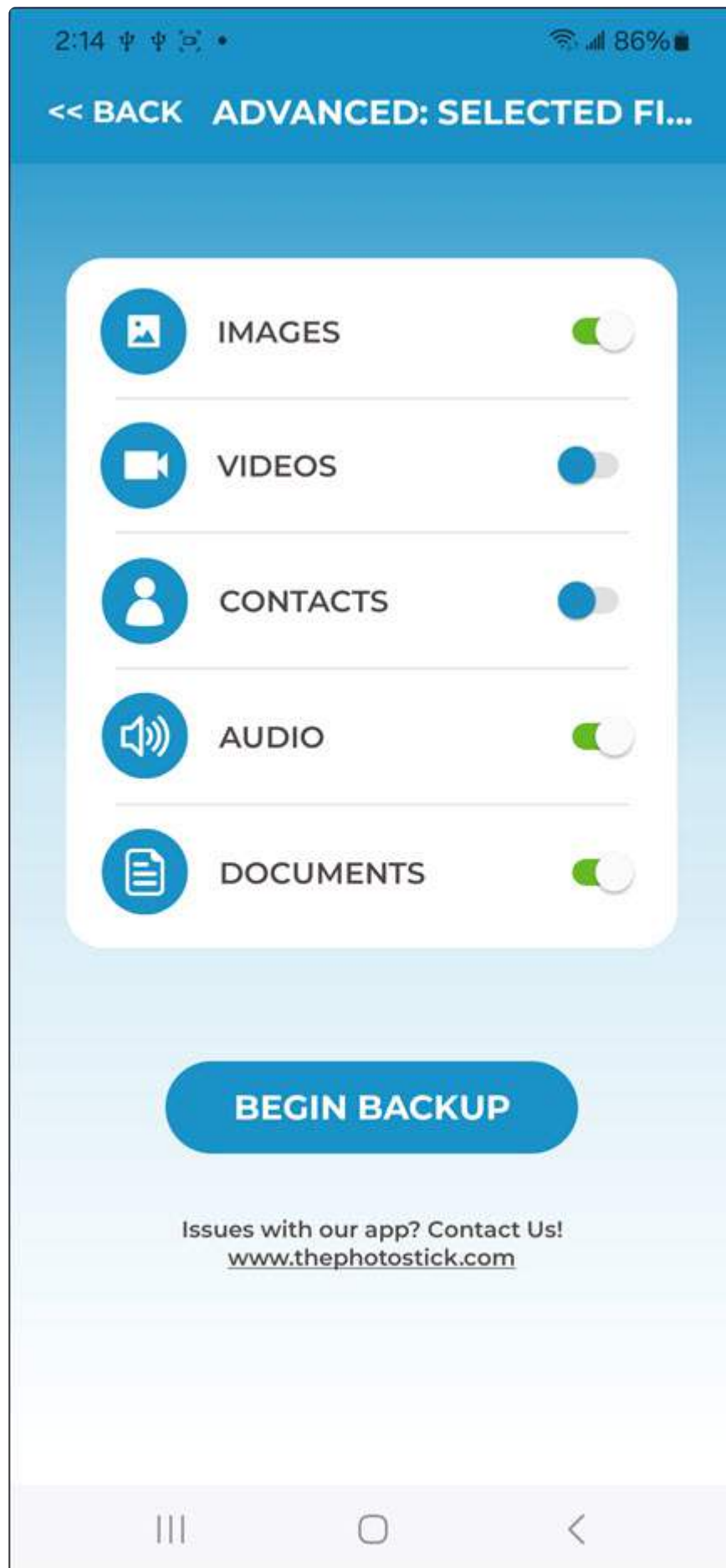
2. Tap “Advanced: Selected File Types”.



3. Select the file types you would like to back up. In this example, we wanted to back up images, audio, and document file types.



4. Tap “Begin Backup”.



2.5. Importing Files from Cloud Services

ThePhotoStick Omni can back up your Google Photos photos and videos.

To start a backup of your Google Photos, complete the following steps:

1. From the home screen, tap the “Import Files” button.
2. Tap “Connect with Google”.
3. Log in with your Google account.
4. Grant ThePhotoStick Omni app permission to access your Google Photos library by tapping “Allow”.
5. Your Google Photos library will load and then simply select the photos and videos you want to back up from your Google Photos library.
6. Tap “Backup Now” when ready to back up the selected photos and videos.

2.6. Viewing Files Saved to ThePhotoStick® Omni

With ThePhotoStick® Omni app, you can view, organize, sort, filter, and add tags to your files saved on your ThePhotoStick drive.

By default, ThePhotoStick Omni will initially show all images from all devices backed up to ThePhotoStick Device.

To view files saved on your ThePhotoStick Omni drive, complete the following steps:

1. From the home screen, tap on “View Files”.

Switch Between Which Files to View

Use the tabs at the top to switch between different options like photos and videos tagged as your favorites, Albums, images, videos, and other file types.

For example, tap “videos” to view all the videos saved on your ThePhotoStick Omni device:

Scrolling through Files saved on your ThePhotoStick Omni

If you would like to quickly scroll through your photos and videos saved on your ThePhotoStick, complete the following steps:

1. Tap on a photo or video to view it.
2. Use the left and right arrows to scroll through the photos and videos

2.7. Adding Photos and Videos to Your Favorites Album

ThePhotoStick Omni app allows you to select photos and videos and mark them as favorites. This provides a quick way to view all your favorite photos and videos in one place.

There are two ways to add your photos and videos to your favorites list:

Method #1 – From the Full-Screen File Viewer

To add photos and videos to your favorites, do the following:

1. Tap on a photo or video to view it.
2. Tap the heart icon in the upper right corner.

Method #2 – Tap and hold

To add photos and videos to your favorites using Tap and hold, do the following:

1. Tap and hold on a photo or video until the options menu appears.
2. Tap the heart icon

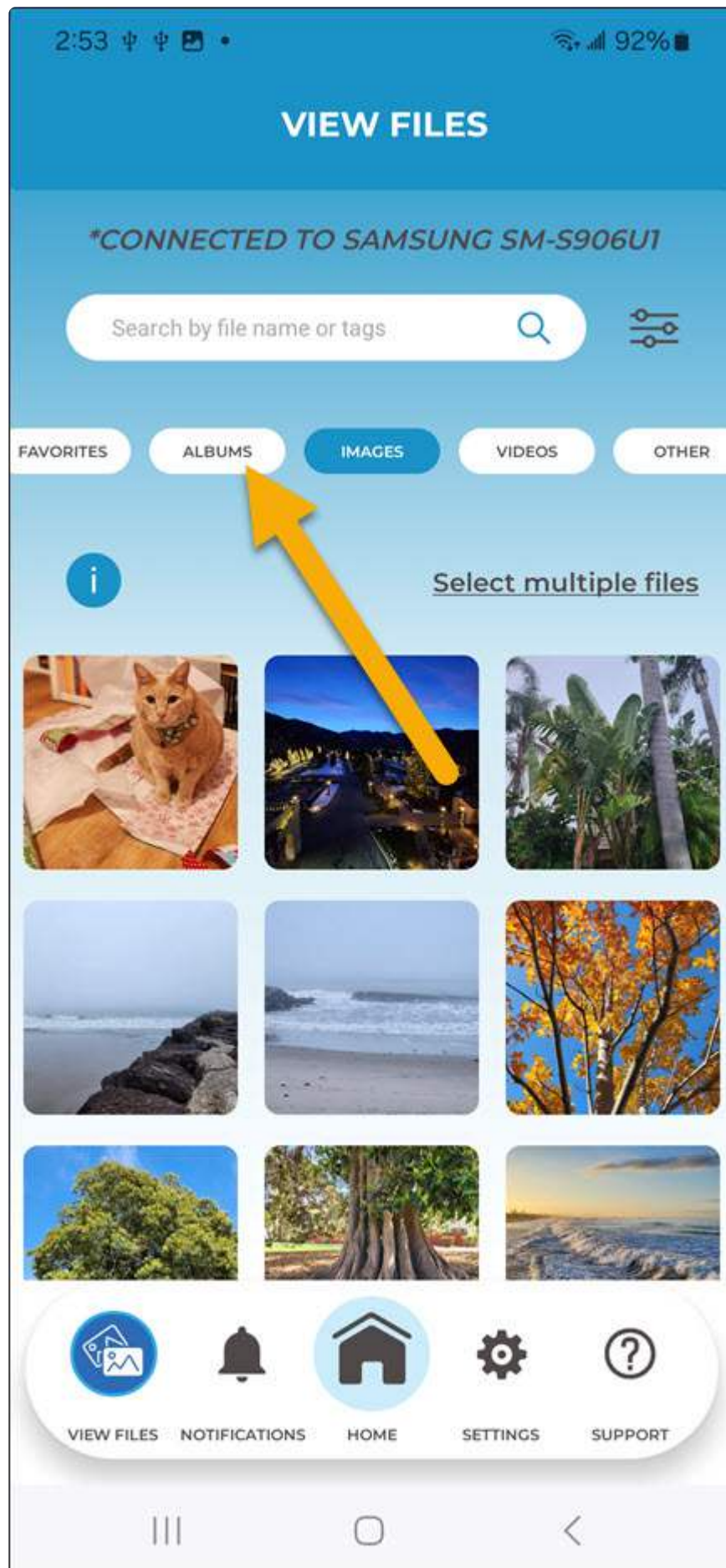
2.8. Creating Albums and Adding Files to Albums

ThePhotoStick Omni app provides the option to select photos and videos and add them to Albums you create. This provides a convenient way to organize your photos and videos in the way you want them to be organized.

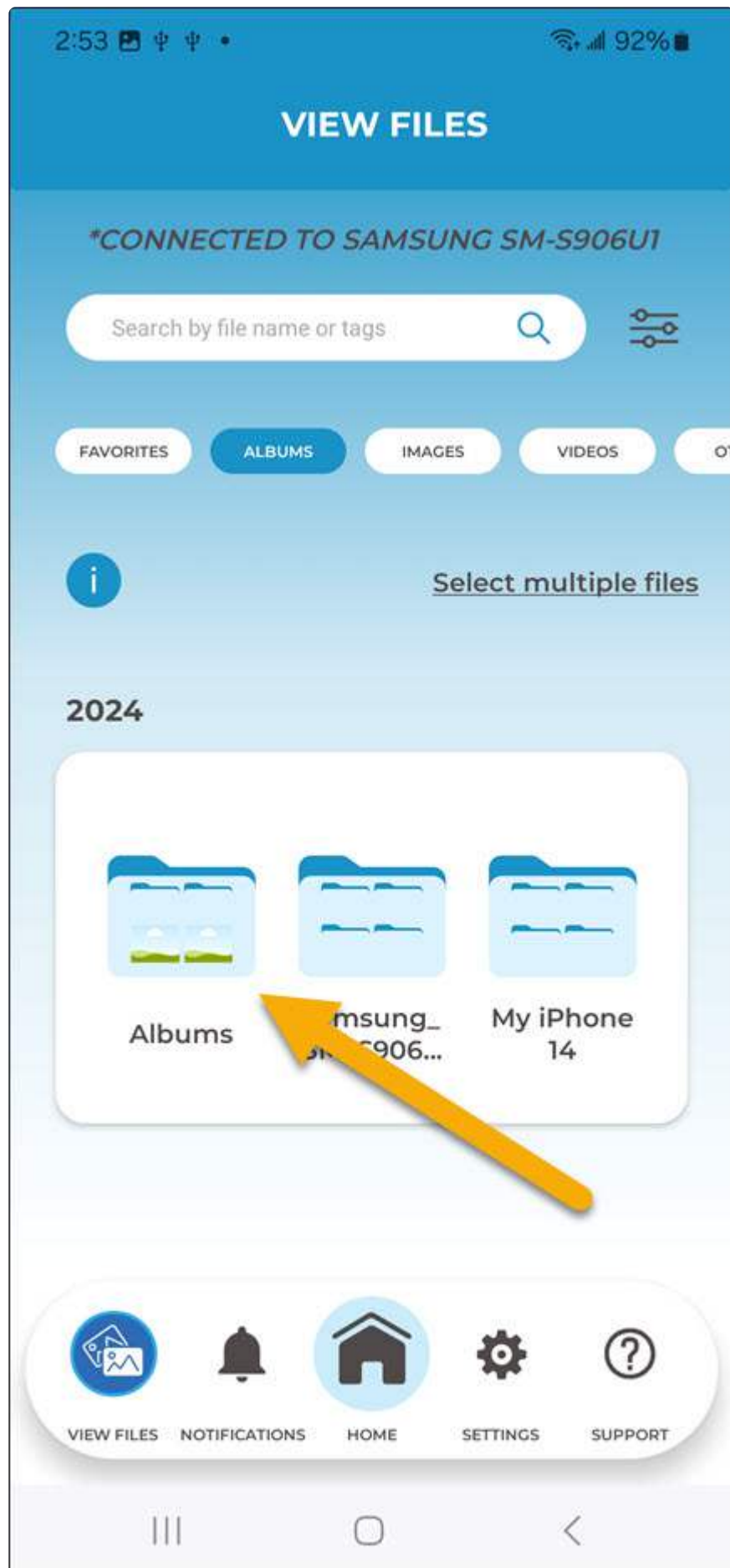
Creating an Album

To create an album, do the following:

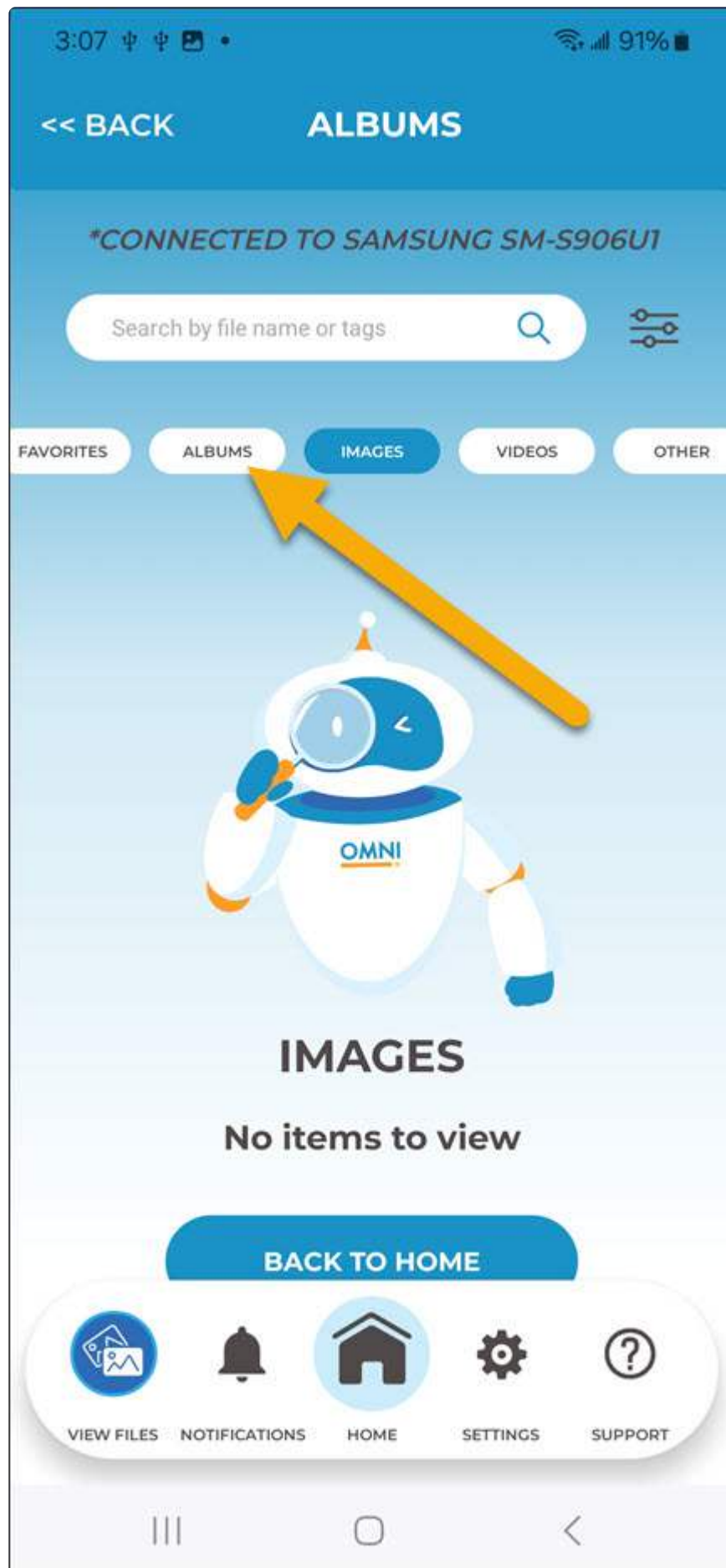
1. Tap the “Albums” tab.



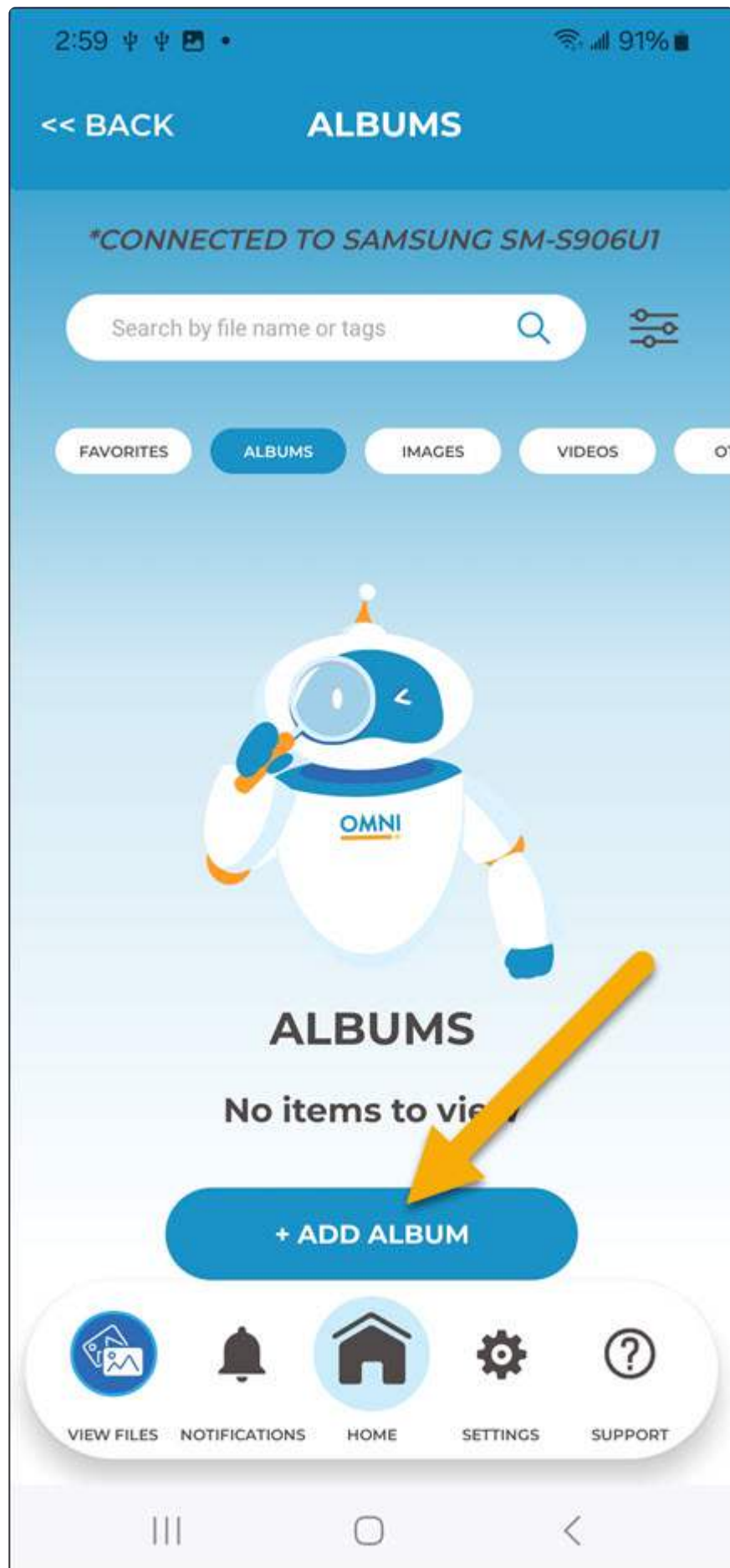
2. Tap on “Albums”.



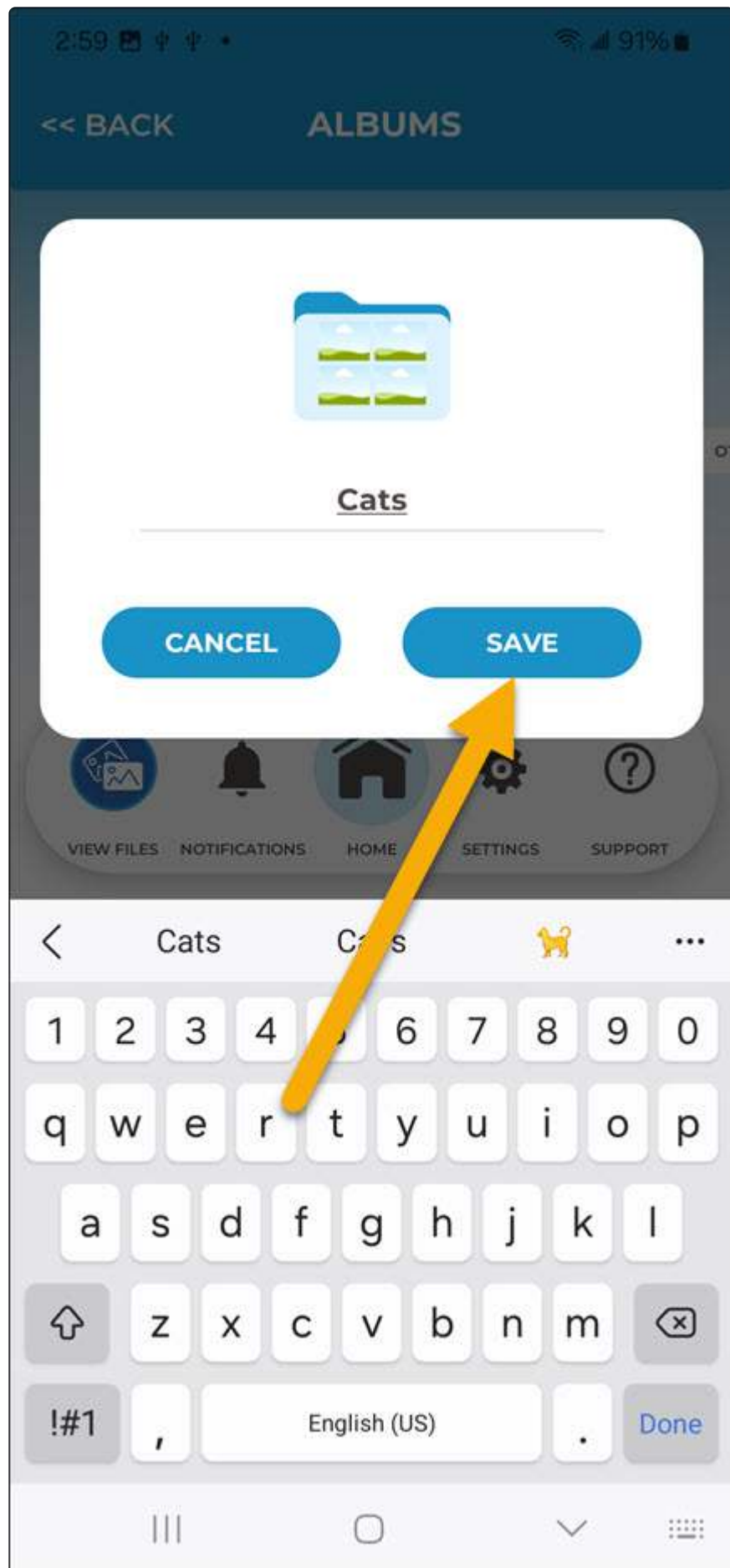
3. Tap on the “Albums” tab.



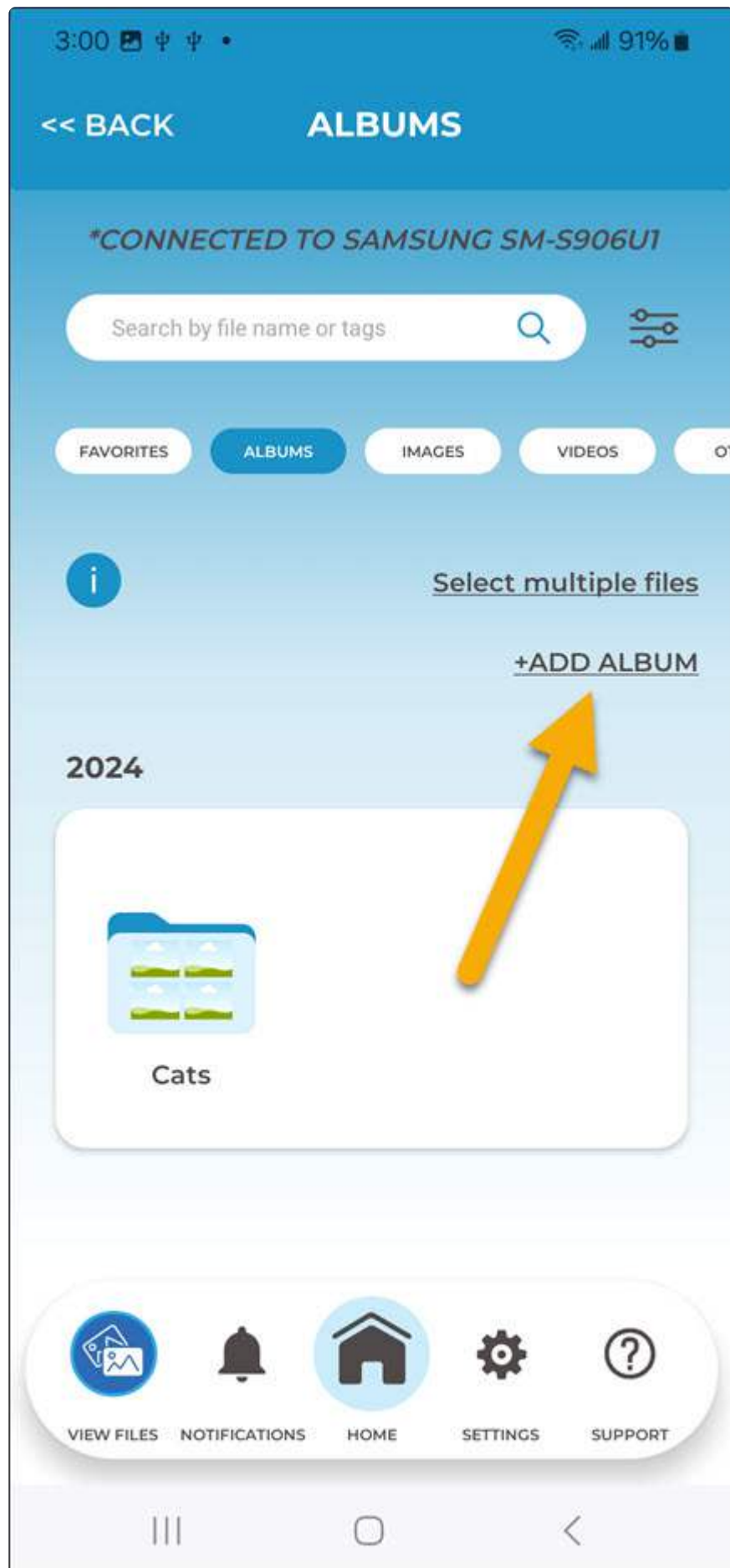
4. Tap “+Add Album”.



5. Enter an album name. In this example, we are creating an album called “Cats”. Then, tap “Save”.



6. To add additional albums, tap “+Add Album”.



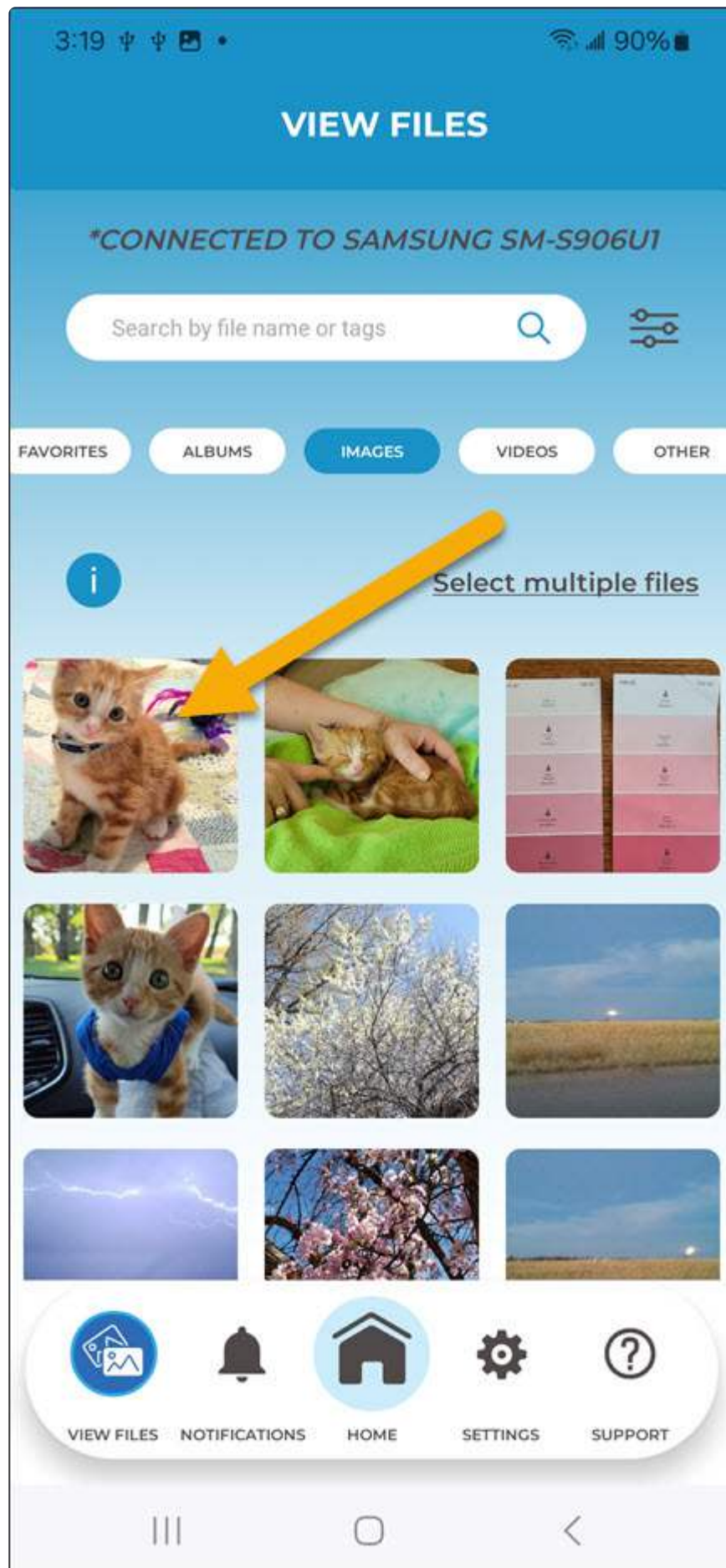
2.9. Adding Files to Albums

There are two ways to add photos and videos to your albums.

Method #1 – From the Full-Screen File Viewer

To add photos and videos to one of your albums, do the following:

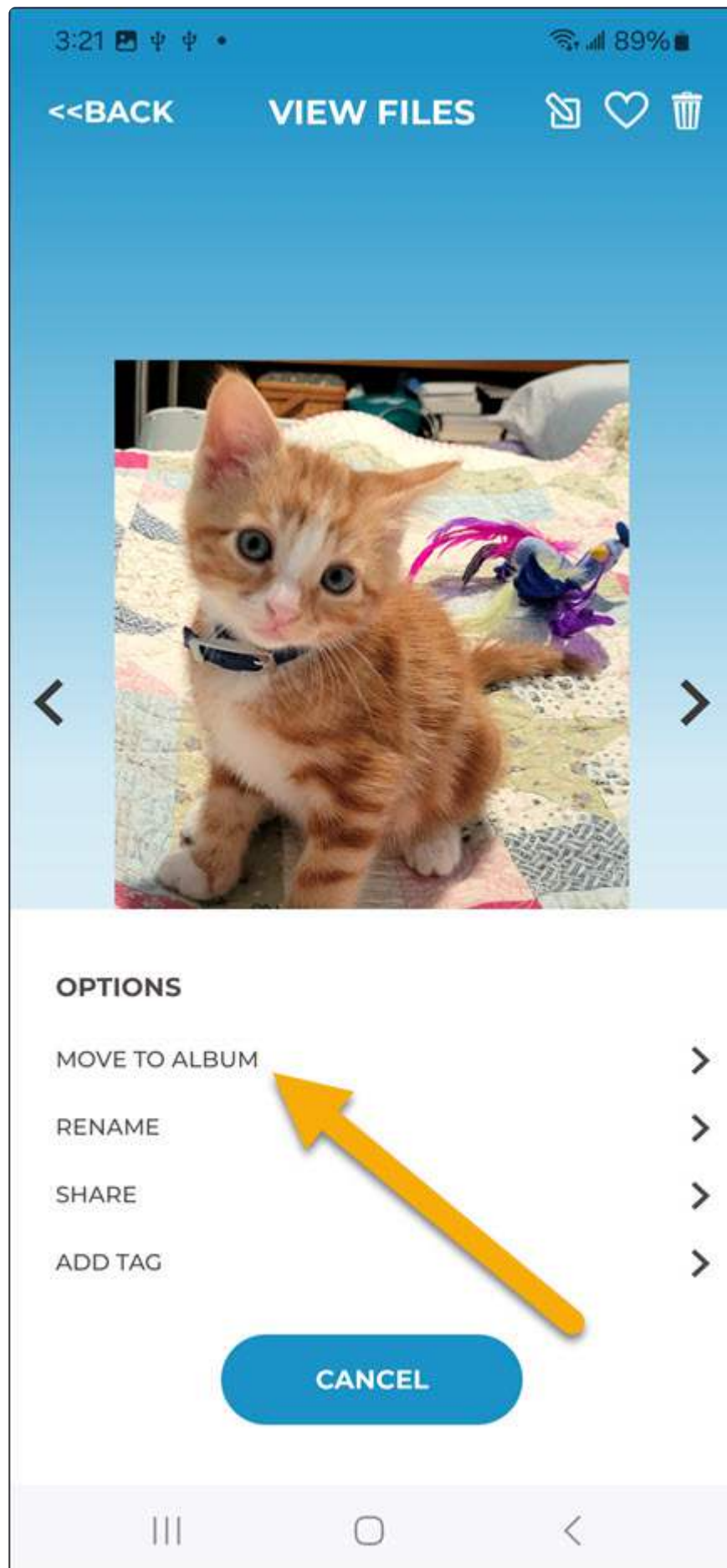
1. Tap on a photo or video to view it.



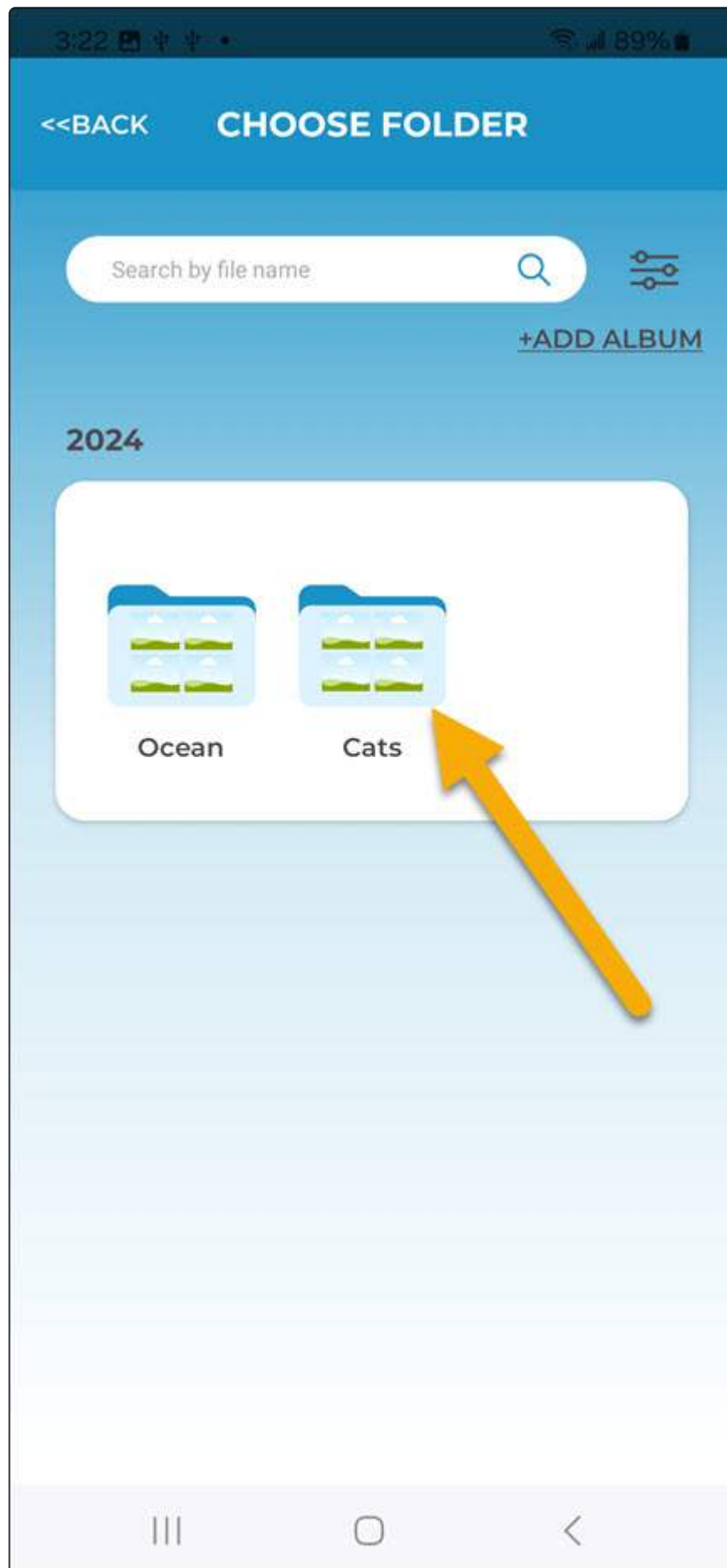
2. Tap “Options”.



3. Tap “Move to Album”.



4. Select the album you want to move the photo or video to.



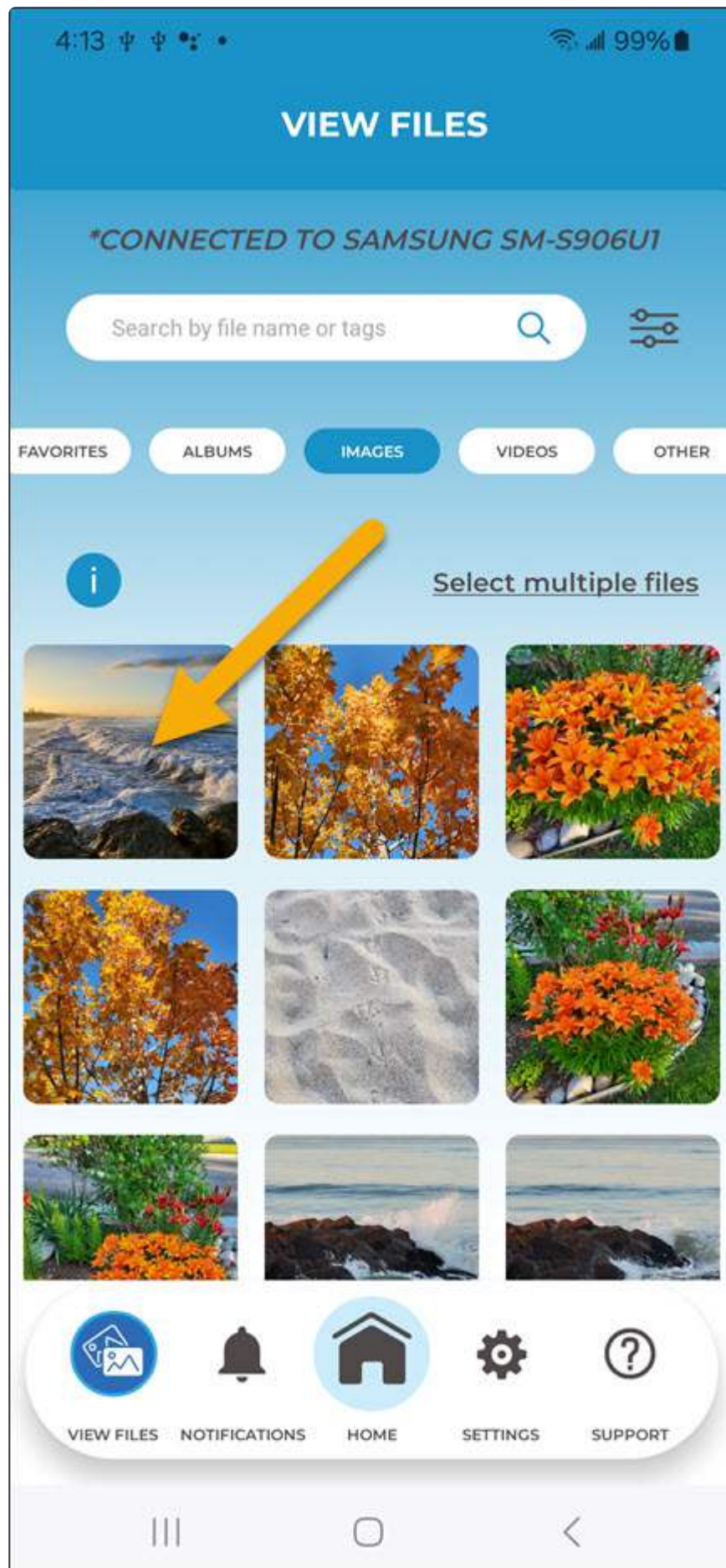
5. Tap “Move”.



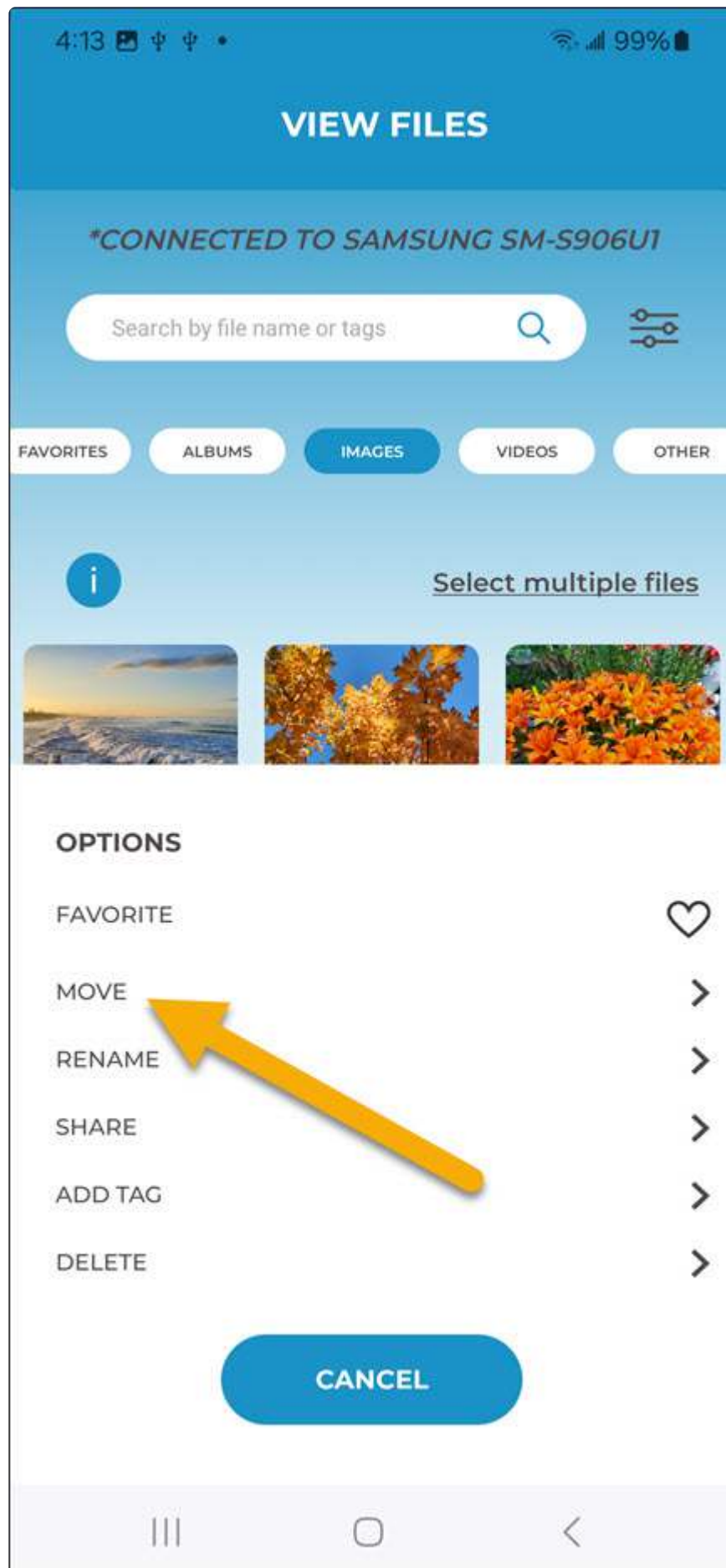
Method #2 – Tap and hold

To add photos and videos to one of your albums using the tap and hold method, do the following:

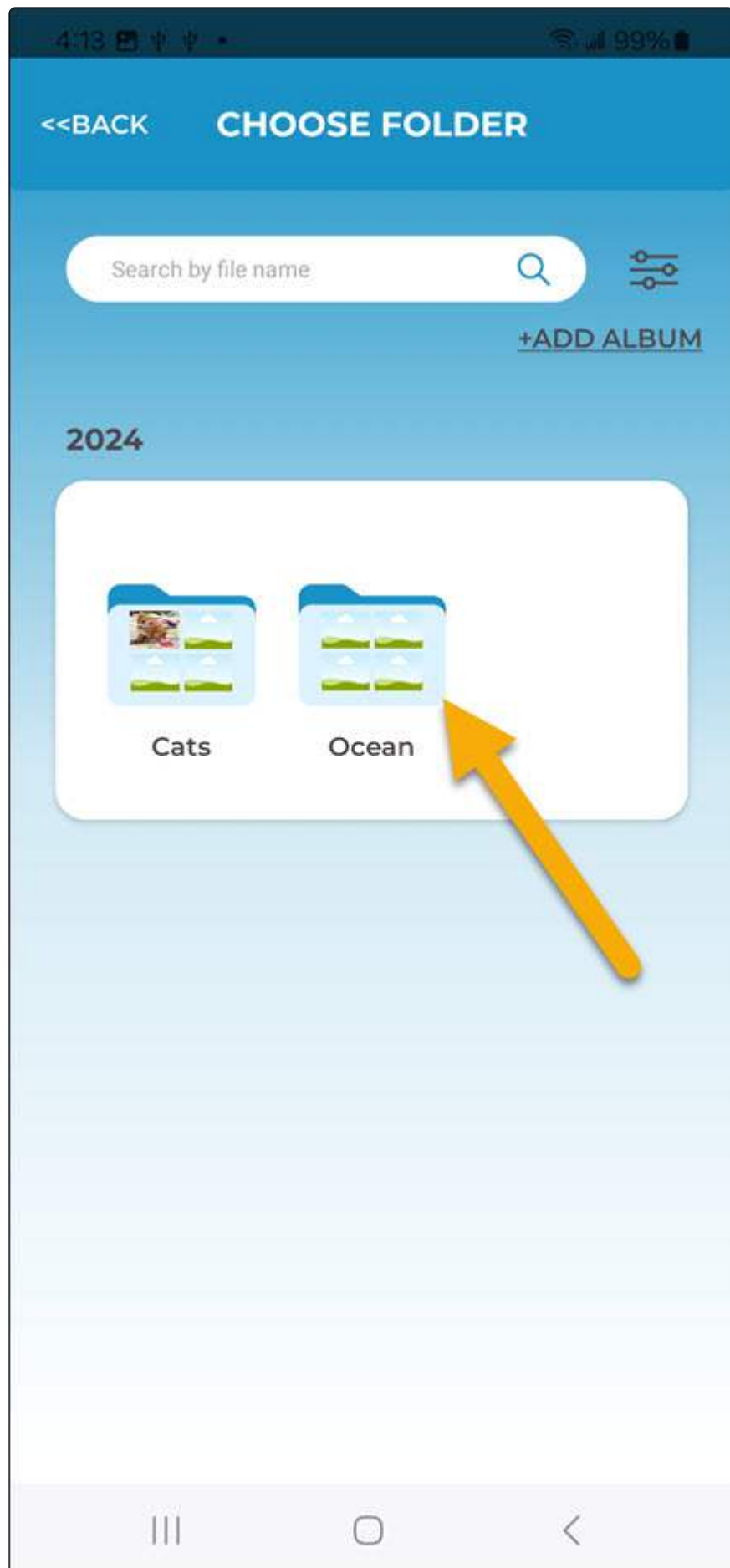
1. Tap and hold on a photo or video until the options menu appears.



2. Tap “Move”.



3. Select the album you want to move the photo or video to.



4. Tap “Move”.



2.10. Adding Tags to Photos and Videos

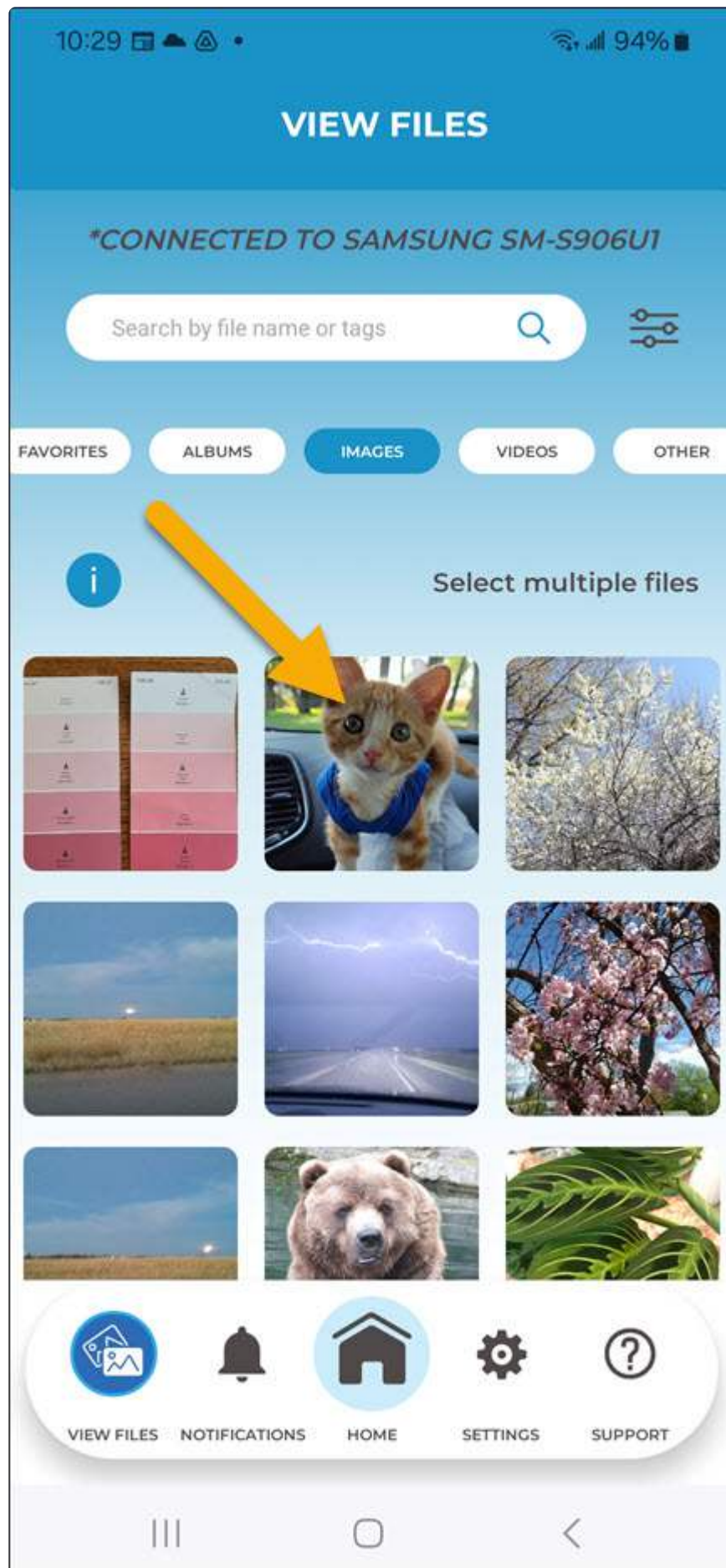
ThePhotoStick Omni app provides a way to add tags to any of your photos and videos saved on your ThePhotoStick Omni drive.

There are two ways to add tags to any of your photos and videos.

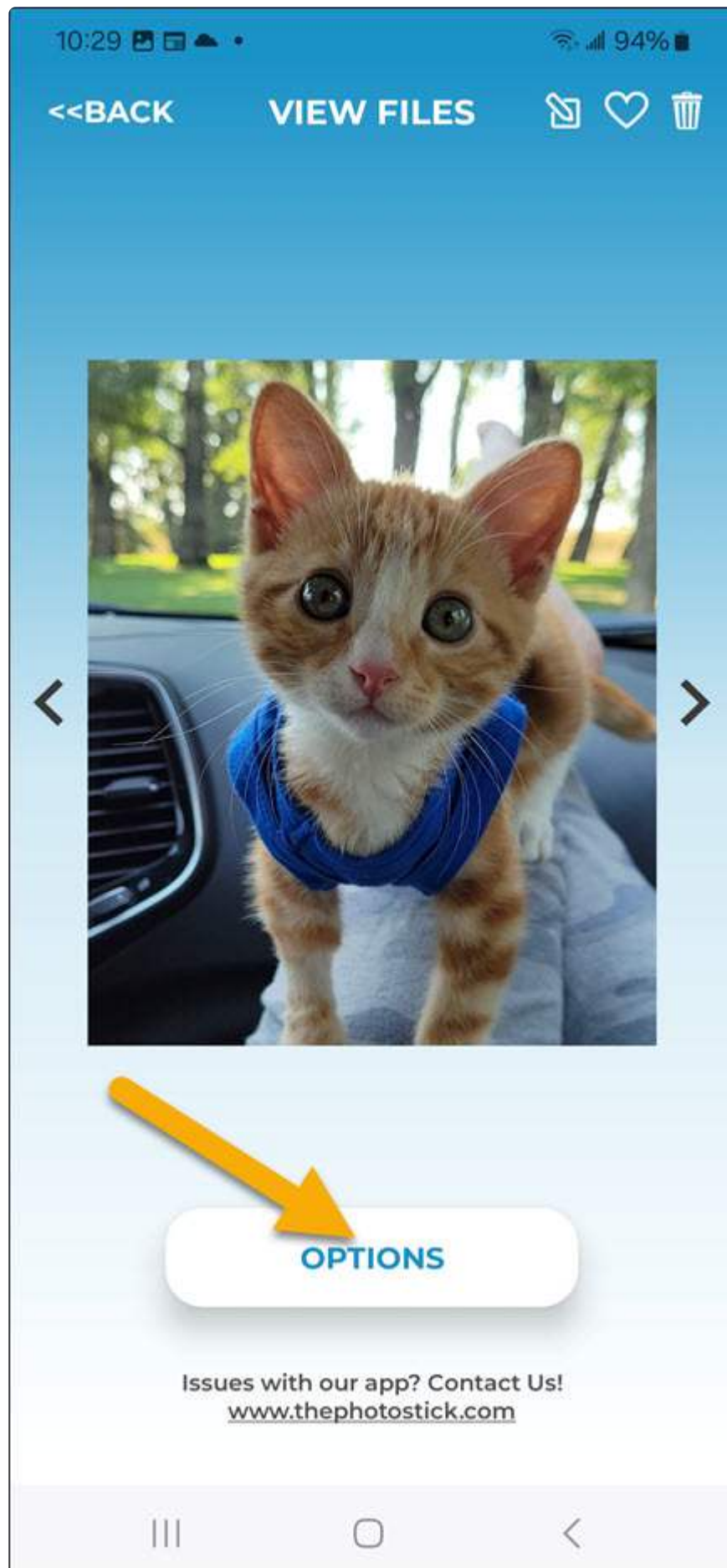
Method #1 – From the Full Screen File Viewer

To add tags to any photos and videos, do the following:

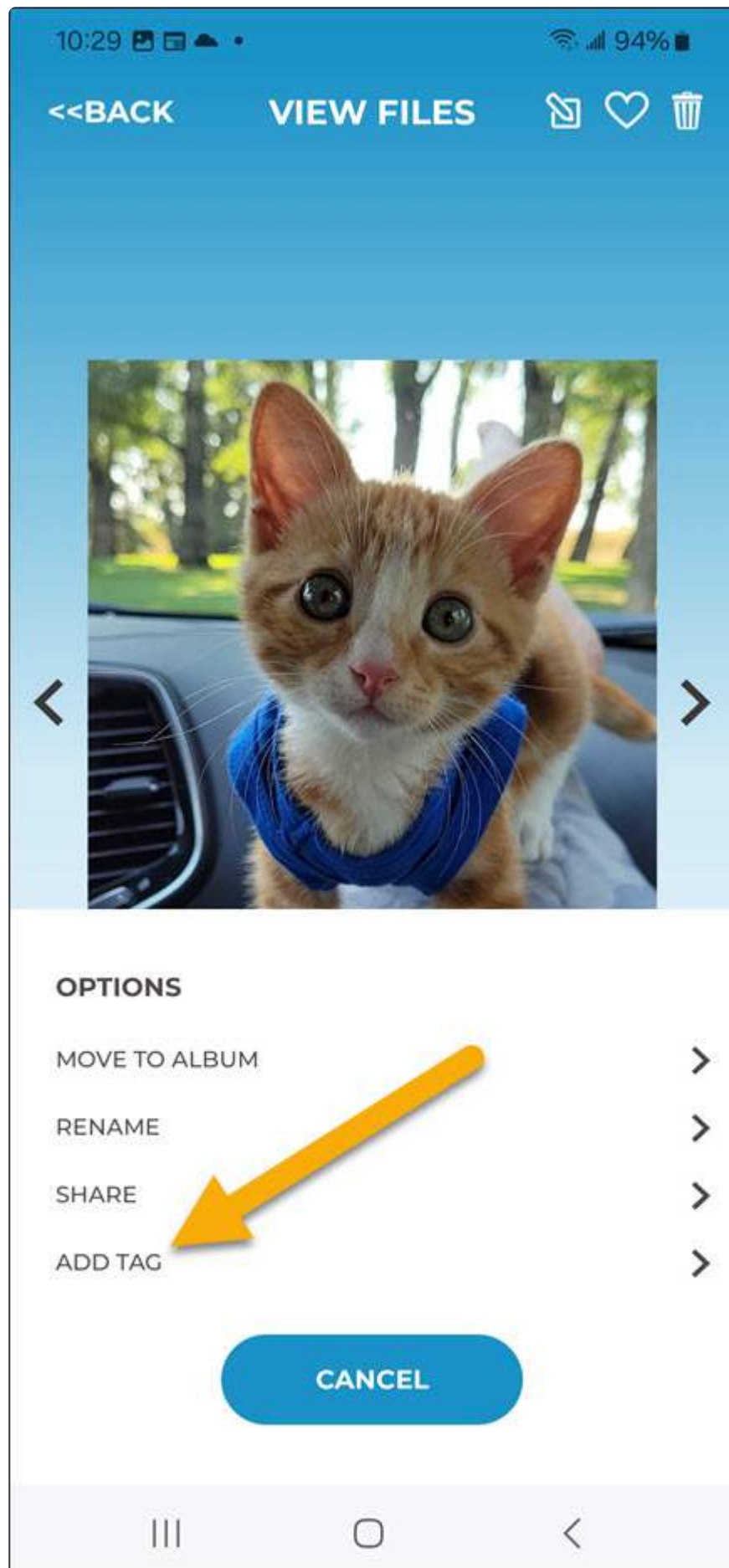
1. Tap on a photo or video to view it.



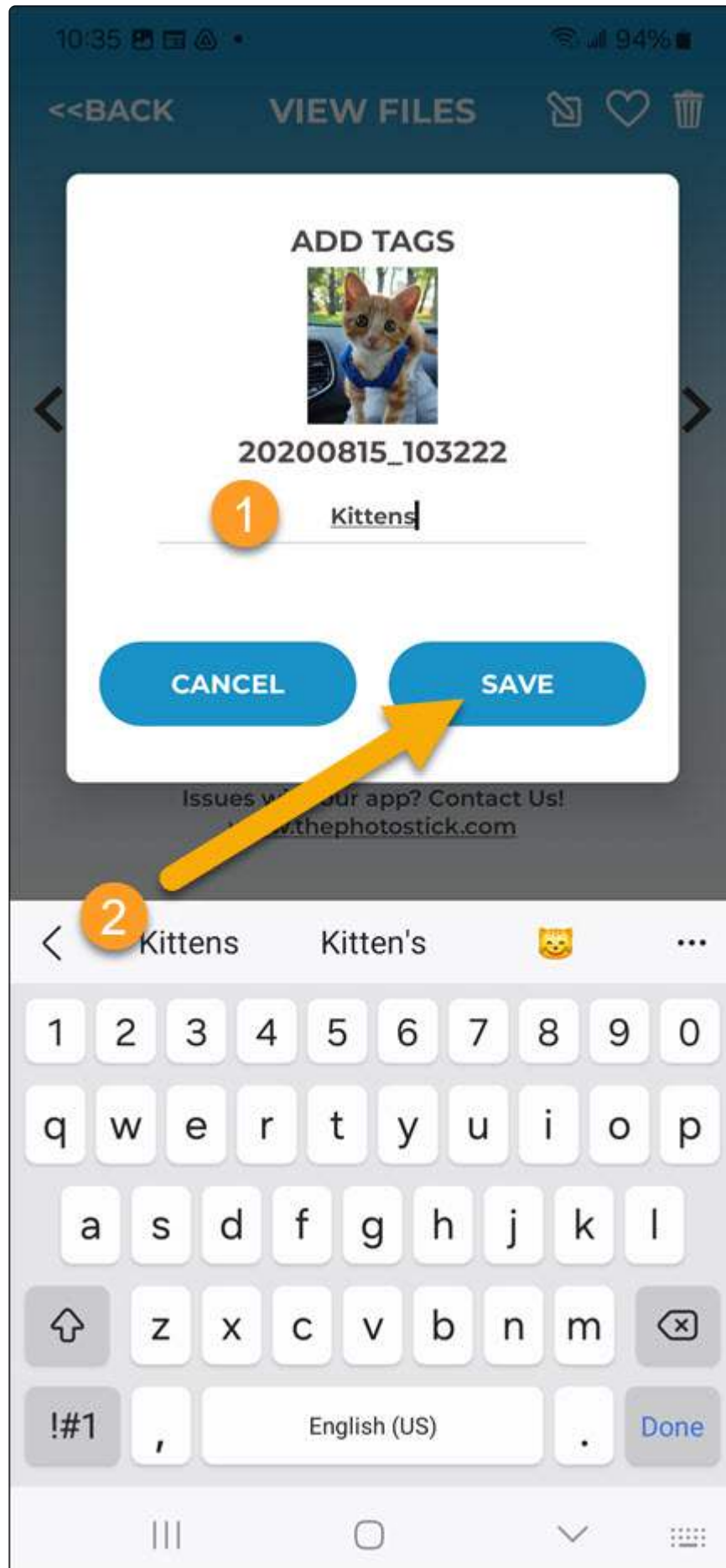
2. Tap “Options”.



3. Tap “Add Tag”



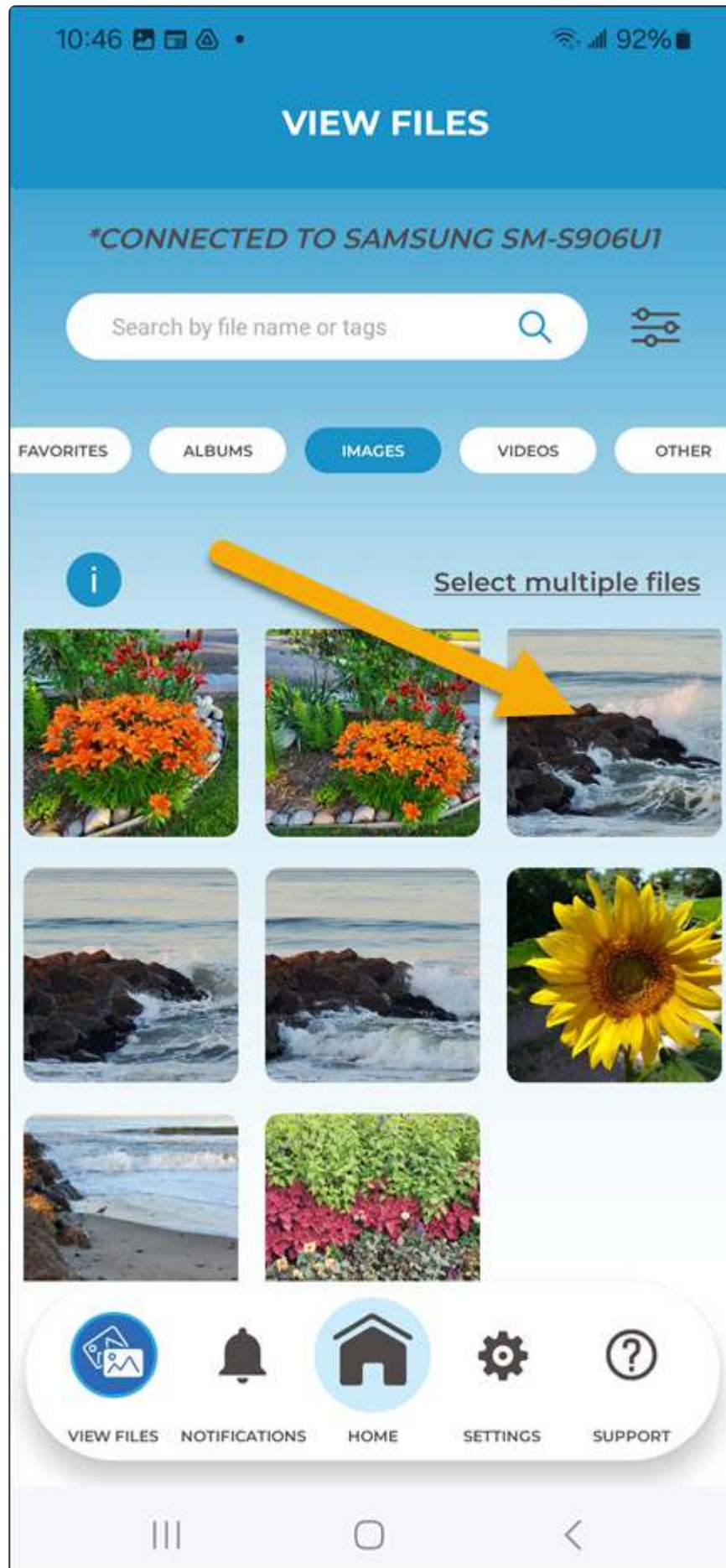
4. Type in a tag name you would like to use and then tap “Save”.



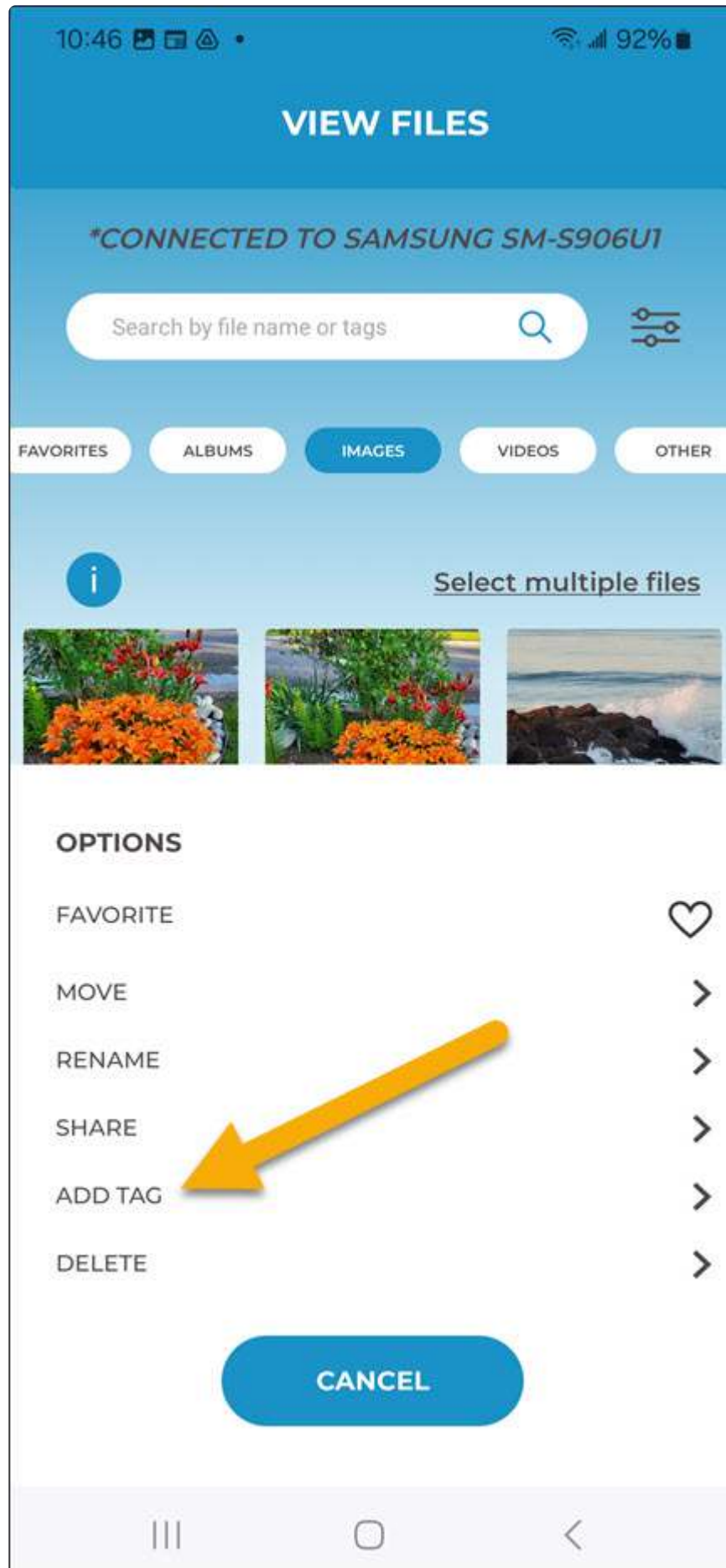
Method #2 – Tap and hold

To add tags to any photos and videos using the tap and hold method, do the following:

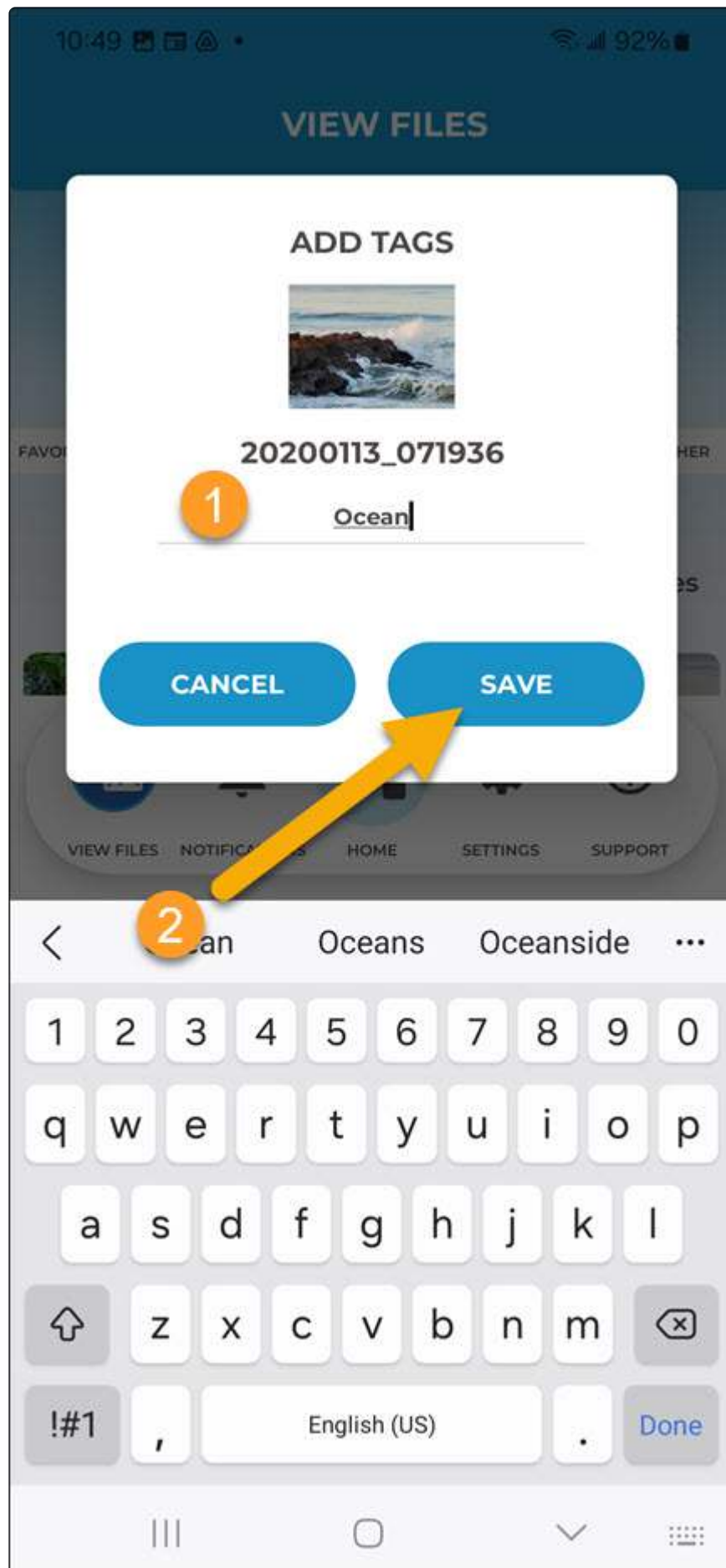
1. Tap and hold on a photo or video until the options menu appears.



2. Tap “Add Tag”.



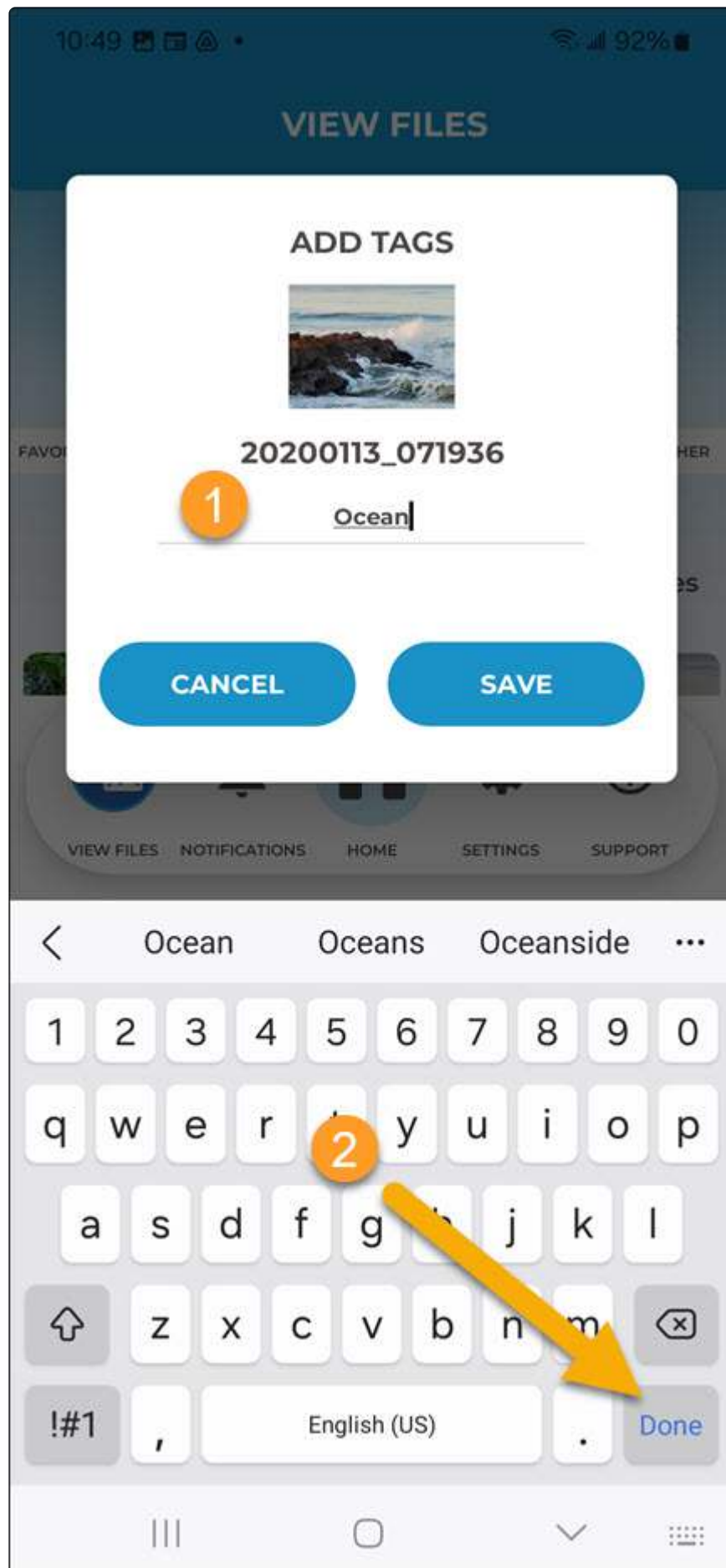
3. Type in a tag name you would like to use and then tap “Save”.



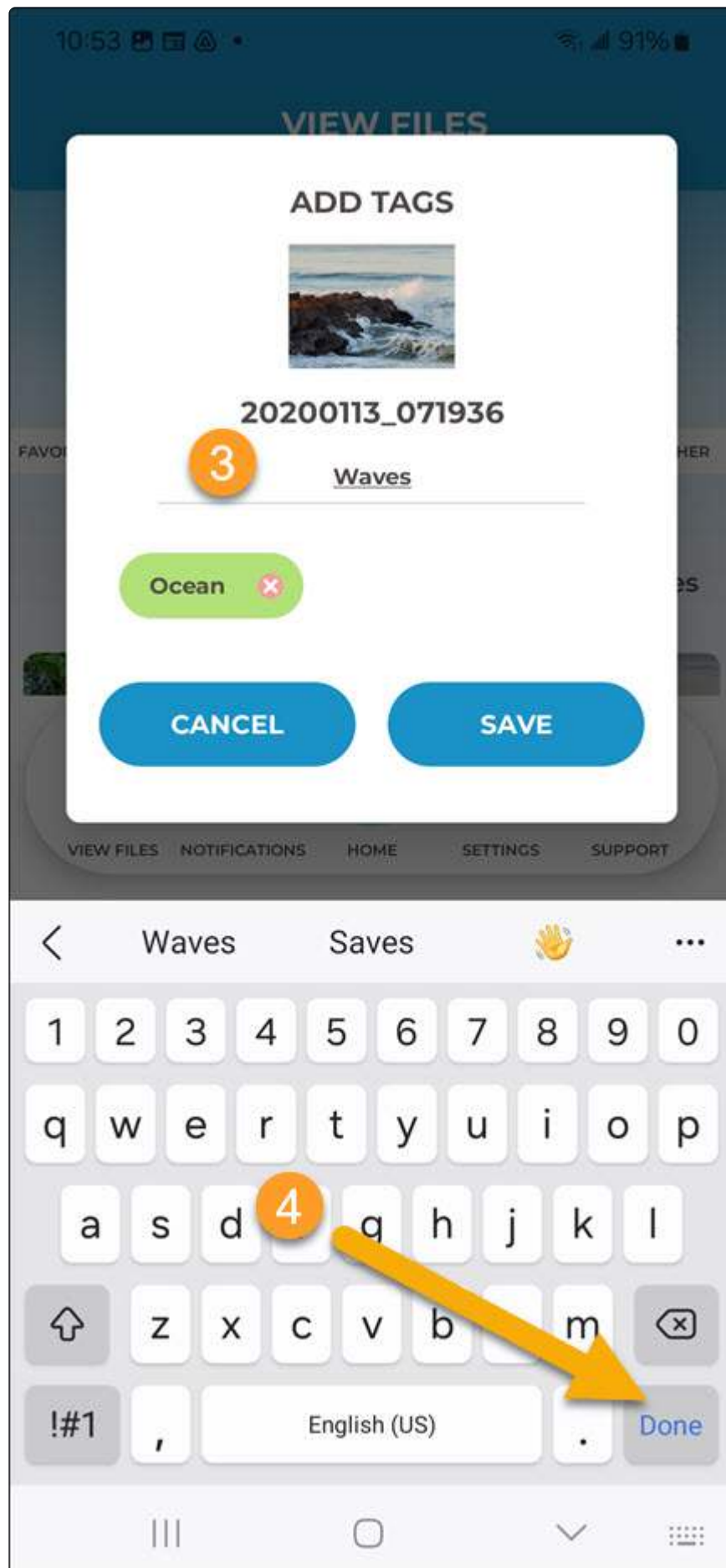
2.11. Adding Multiple Tags to a Photo or Video

To add multiple tags to the same photo or video, do the following:

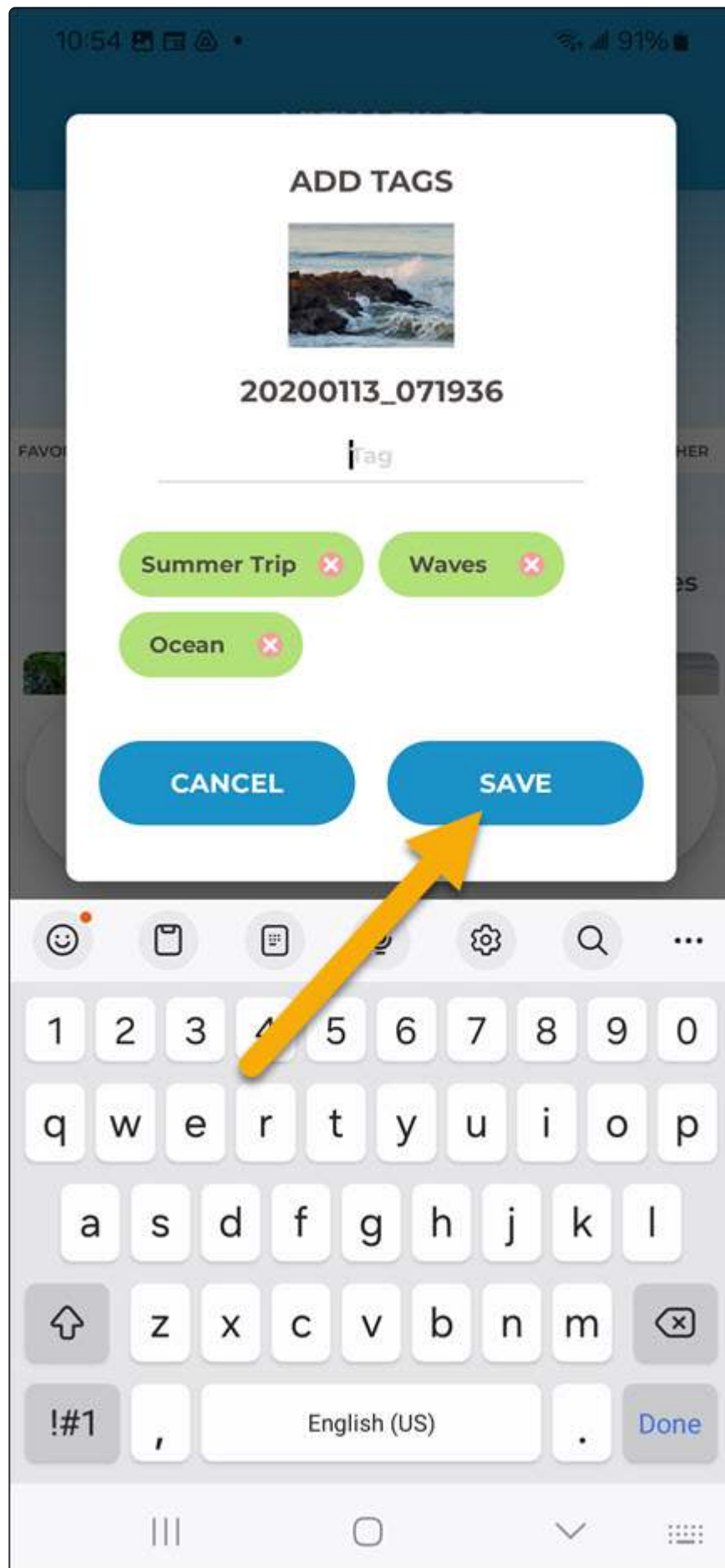
1. Use one of the two methods just described to add a tag, but instead of tapping the “Save” button, tap “Done” on your keyboard in the lower right corner.



2. Enter another tag, and tap “Save” if you are done, or tap the “Done” button if you would like to add additional tags.



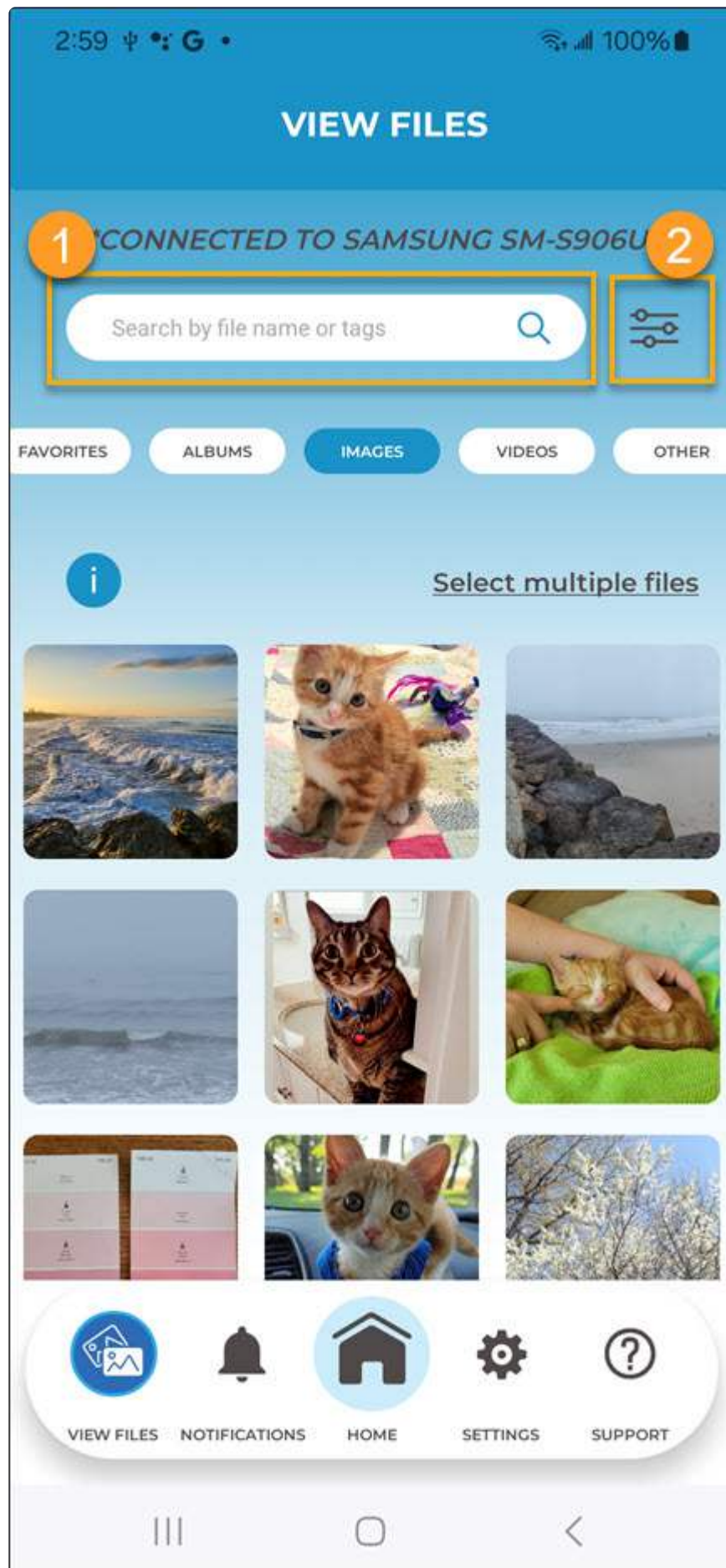
3. Repeat this process until done, then tap the “Save” button.



2.12. Searching, Filtering, and Sorting Files

ThePhotoStick Omni app provides the ability to quickly find files by either searching for files by name or tag or by using the Sort and Filter window.

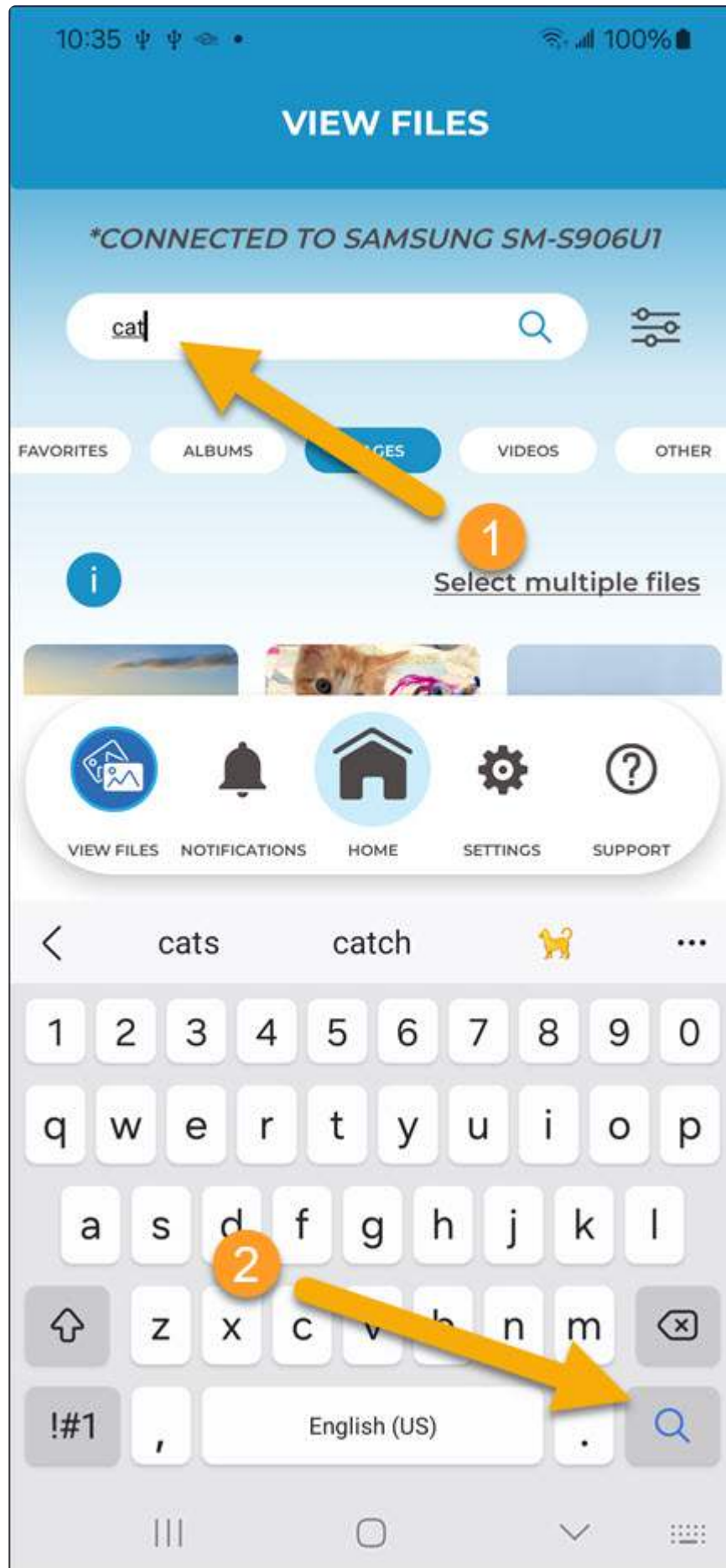
Sort and Filter Window



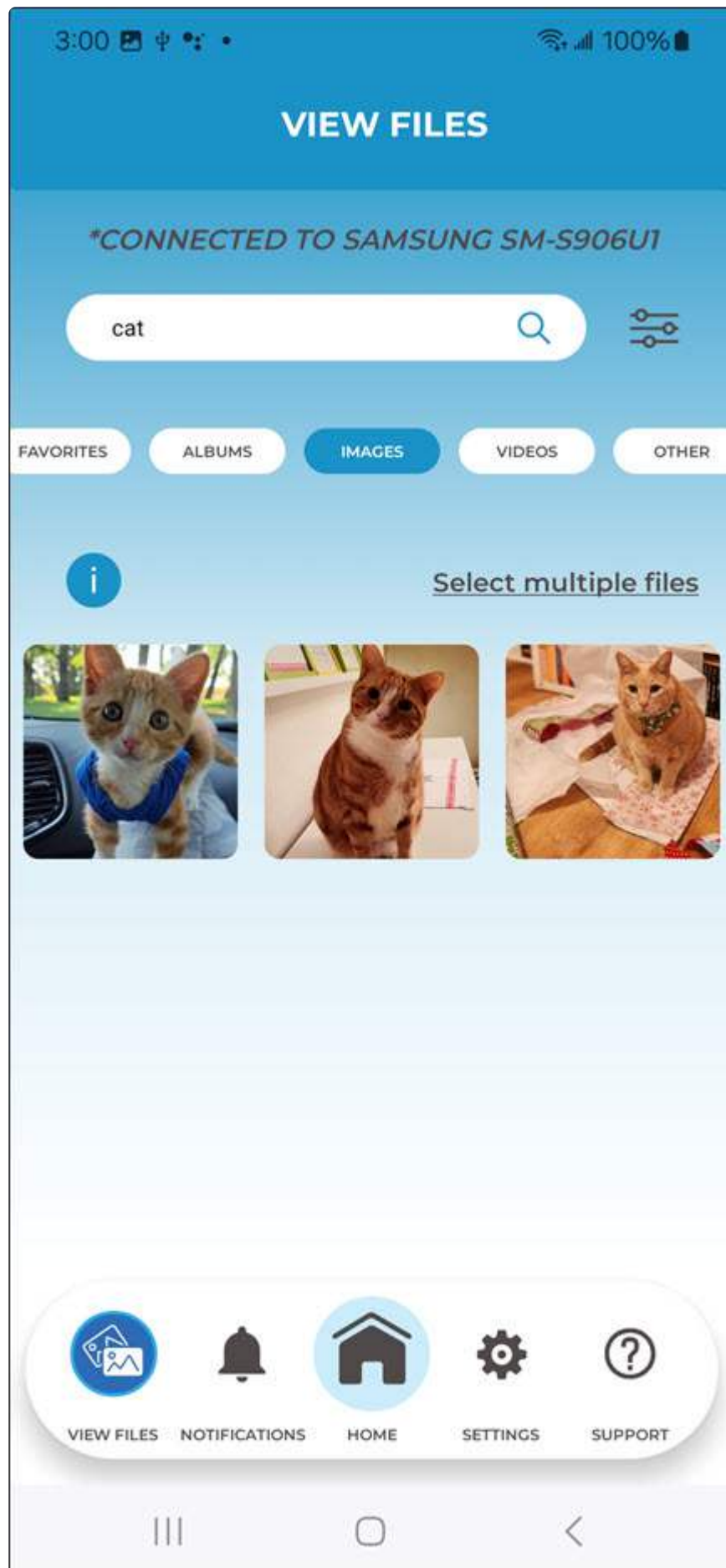
1. Search for files by name or tag.
2. Opens the Filter/Sort Window.

Searching by file name or tag

1. Enter the file name or tag you want to find into the search bar, then tap the search button.



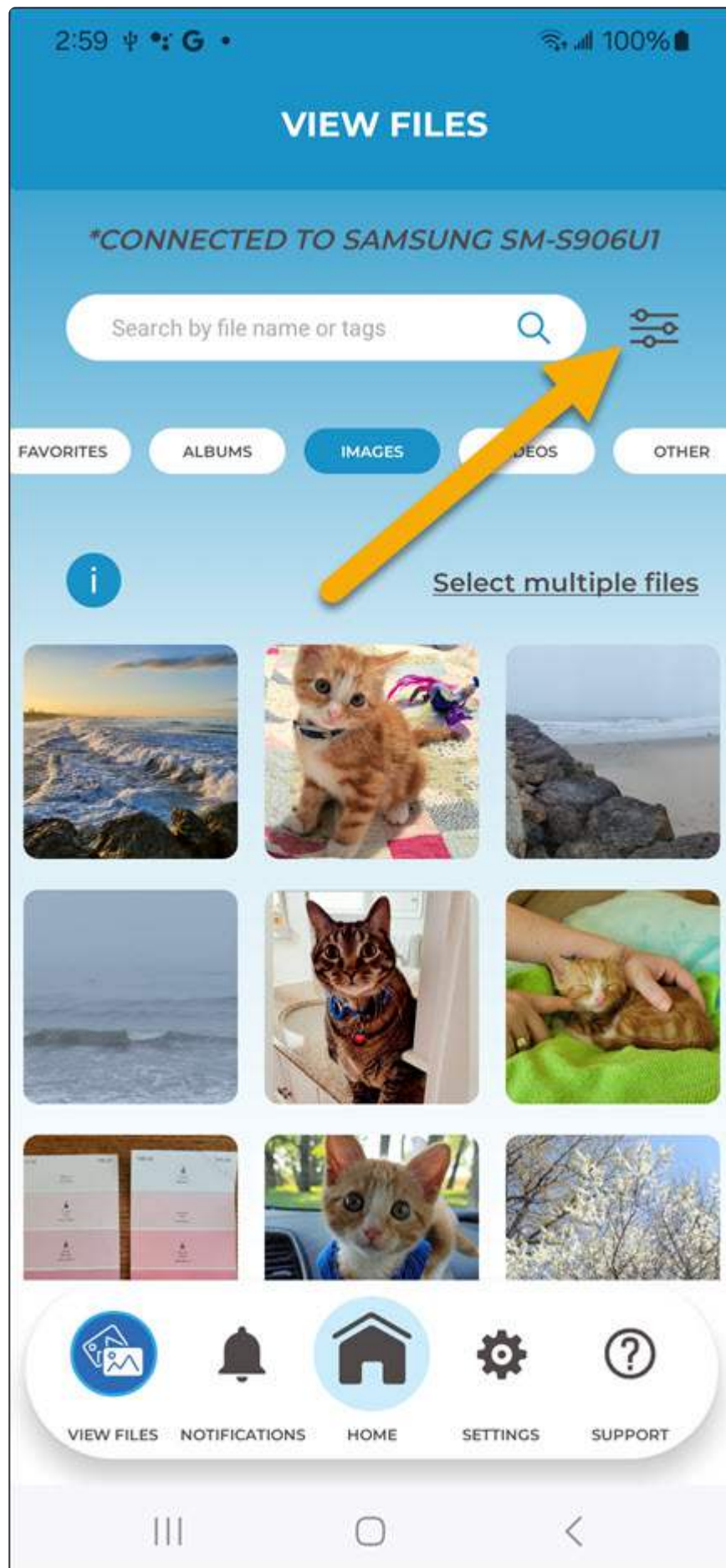
2. Any files saved to your ThePhotoStick Omni that contain the file name or tag you searched for will be displayed.



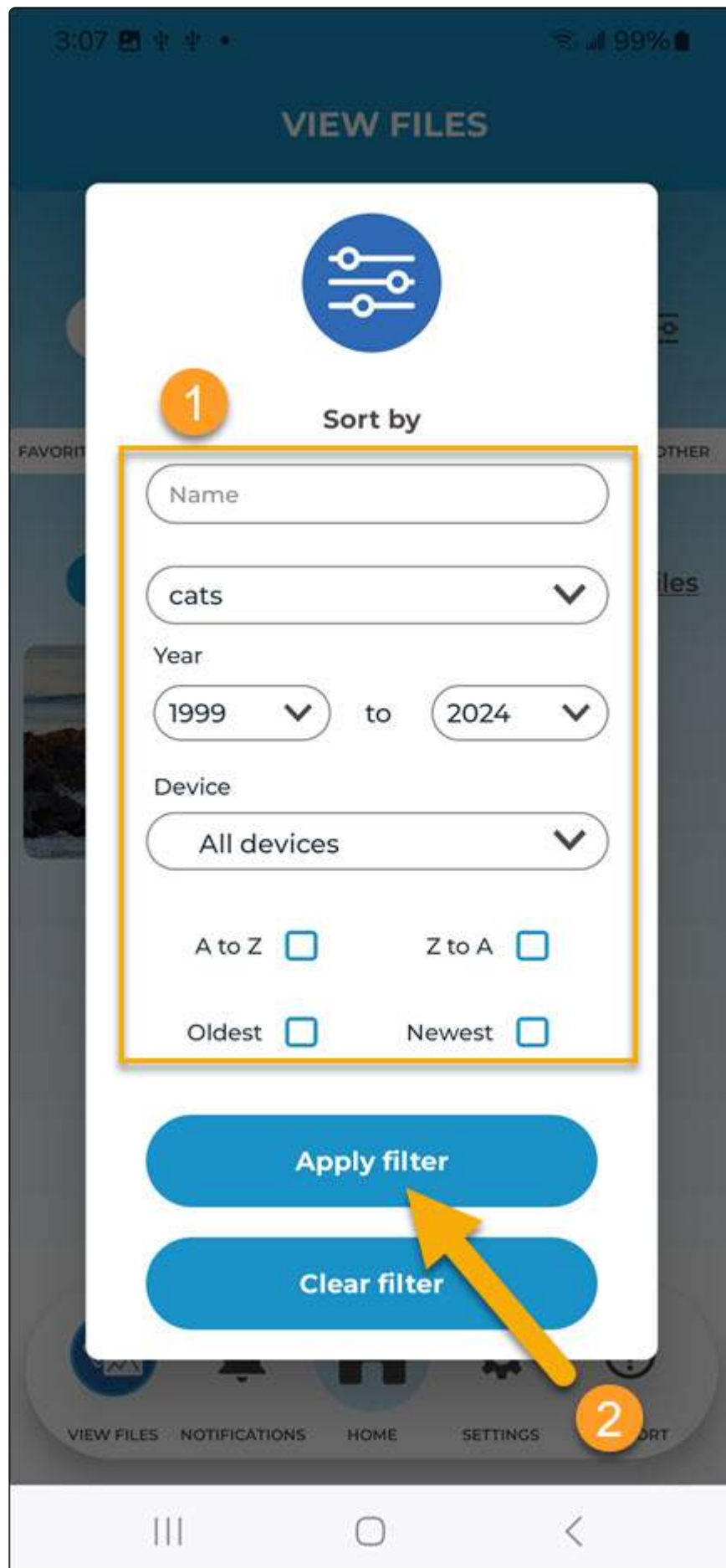
Searching, Filtering, and Sorting using the Filter/Sort Window

To Apply a Filter

1. To view all the searching, filtering, and sorting options, tap the Filter button.

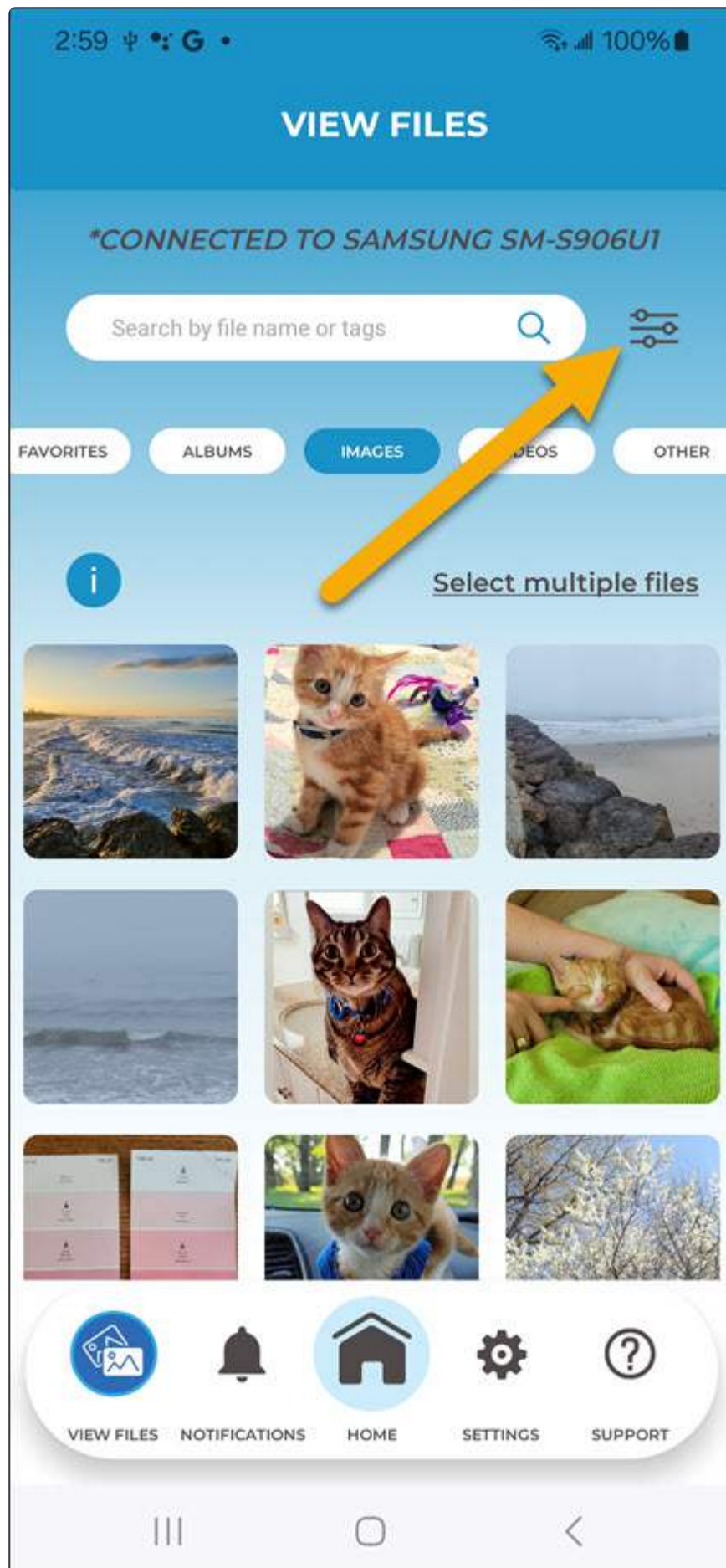


2. Select any sorting or filtering options you would like, then tap “Apply filter”.

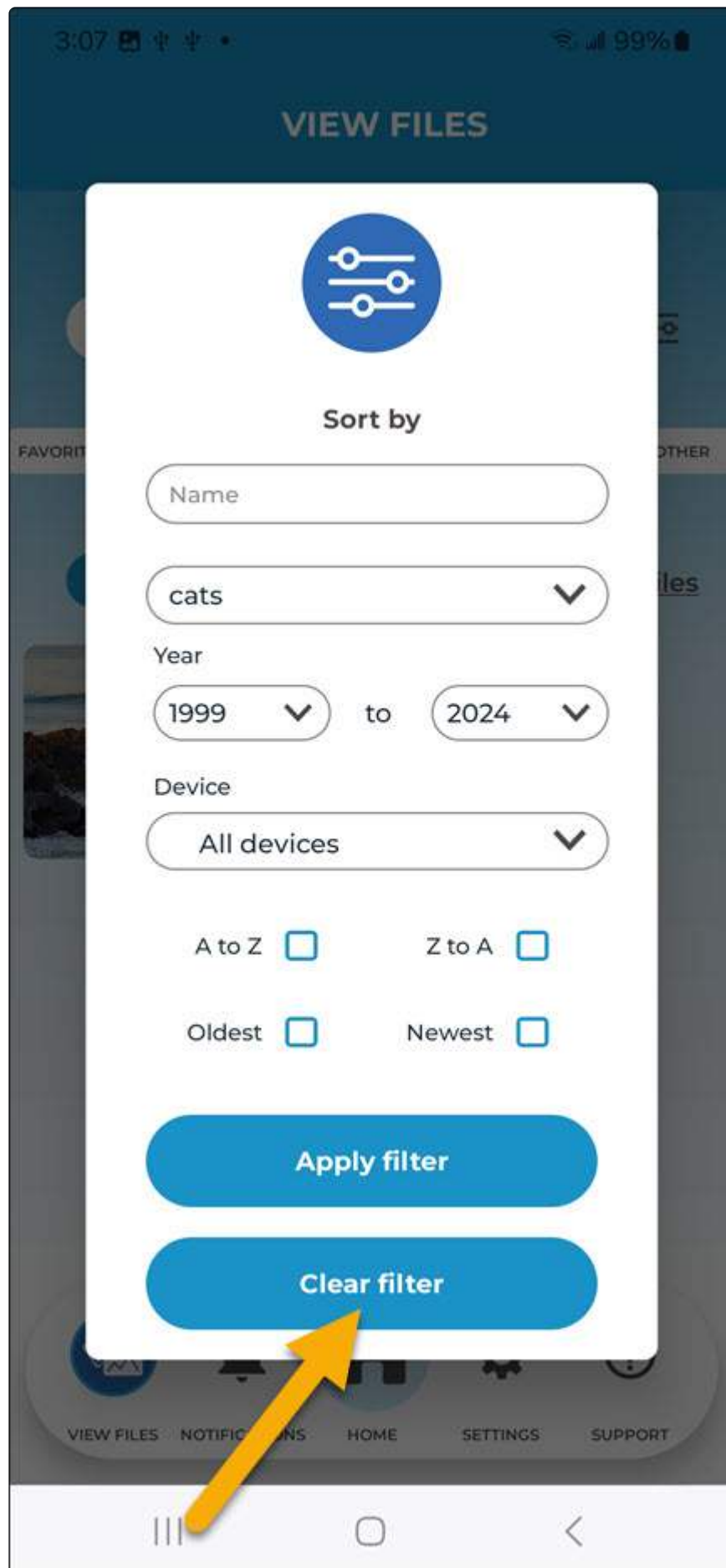


To Clear All Filters

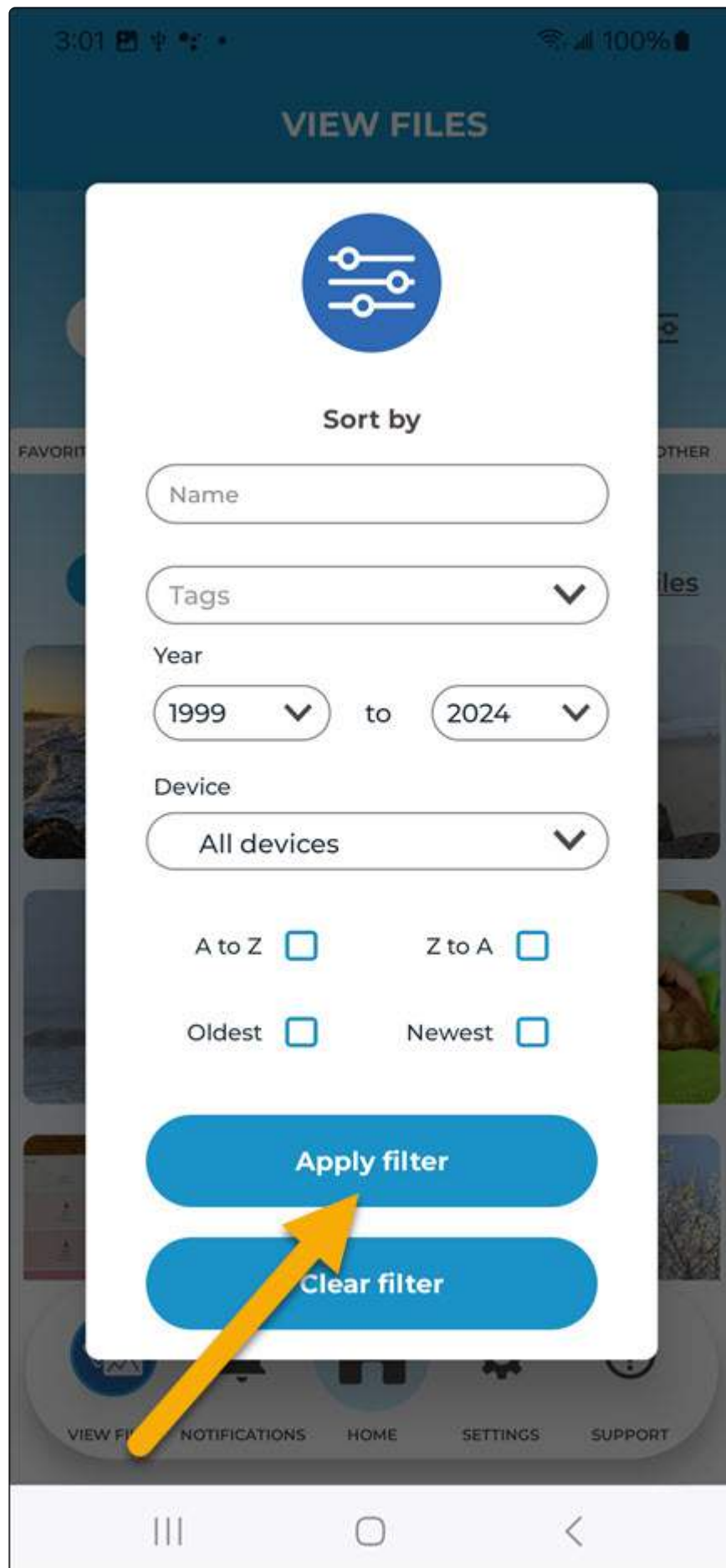
1. Tap the Filter button.



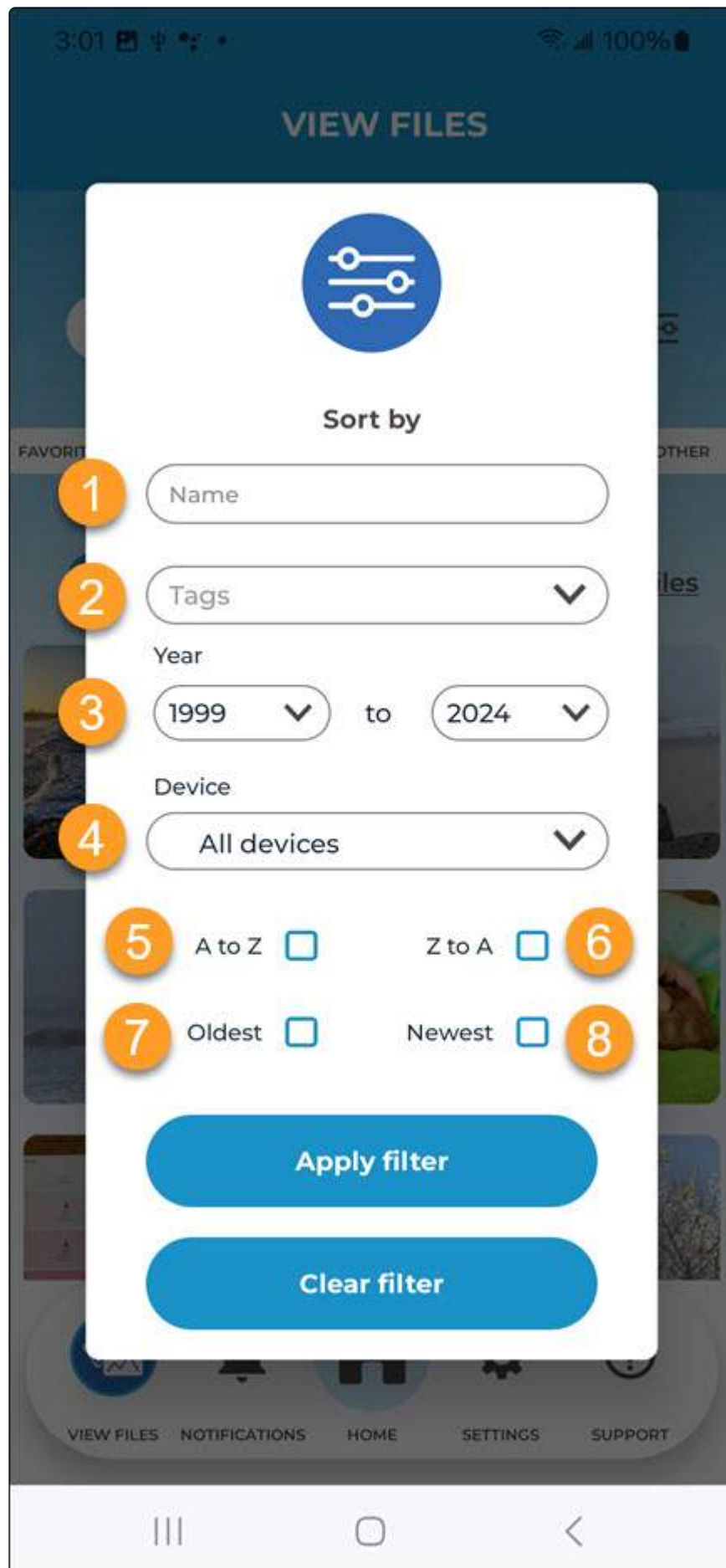
2. Tap “Clear filter”.



3. Tap “Apply Filter” to apply the default view of files.



The Filter/Sort Window Explained



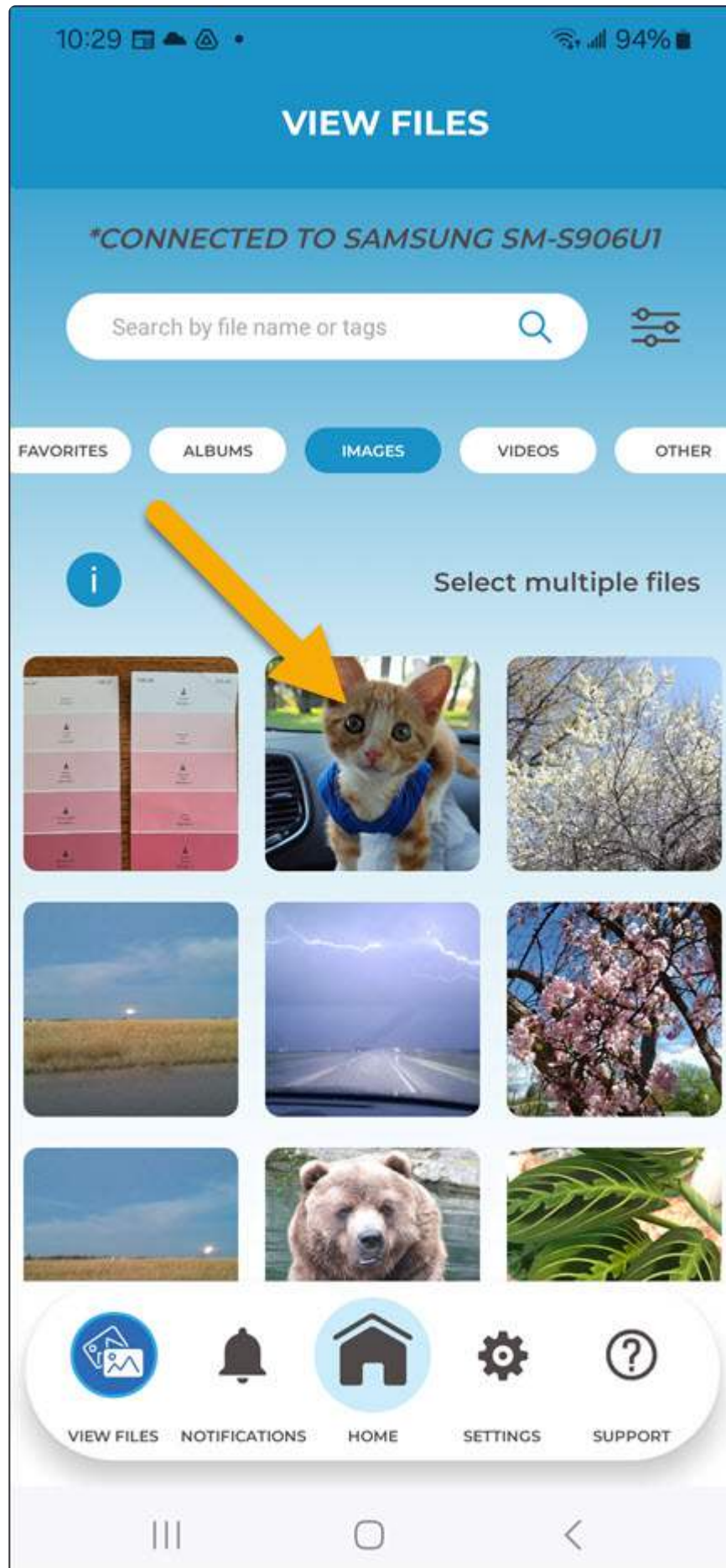
1. Display files that have a file name that matches or contains the name you enter..
2. Display files with a particular tag assigned to them.
3. Display files for a particular time range.
4. Display files from all devices or from a particular device.
5. Display files in ascending alphabetically.
6. Display files in descending alphabetical order.
7. Display files from oldest to newest.
8. Display files from newest to oldest.

2.13. Sharing Your Photos and Videos

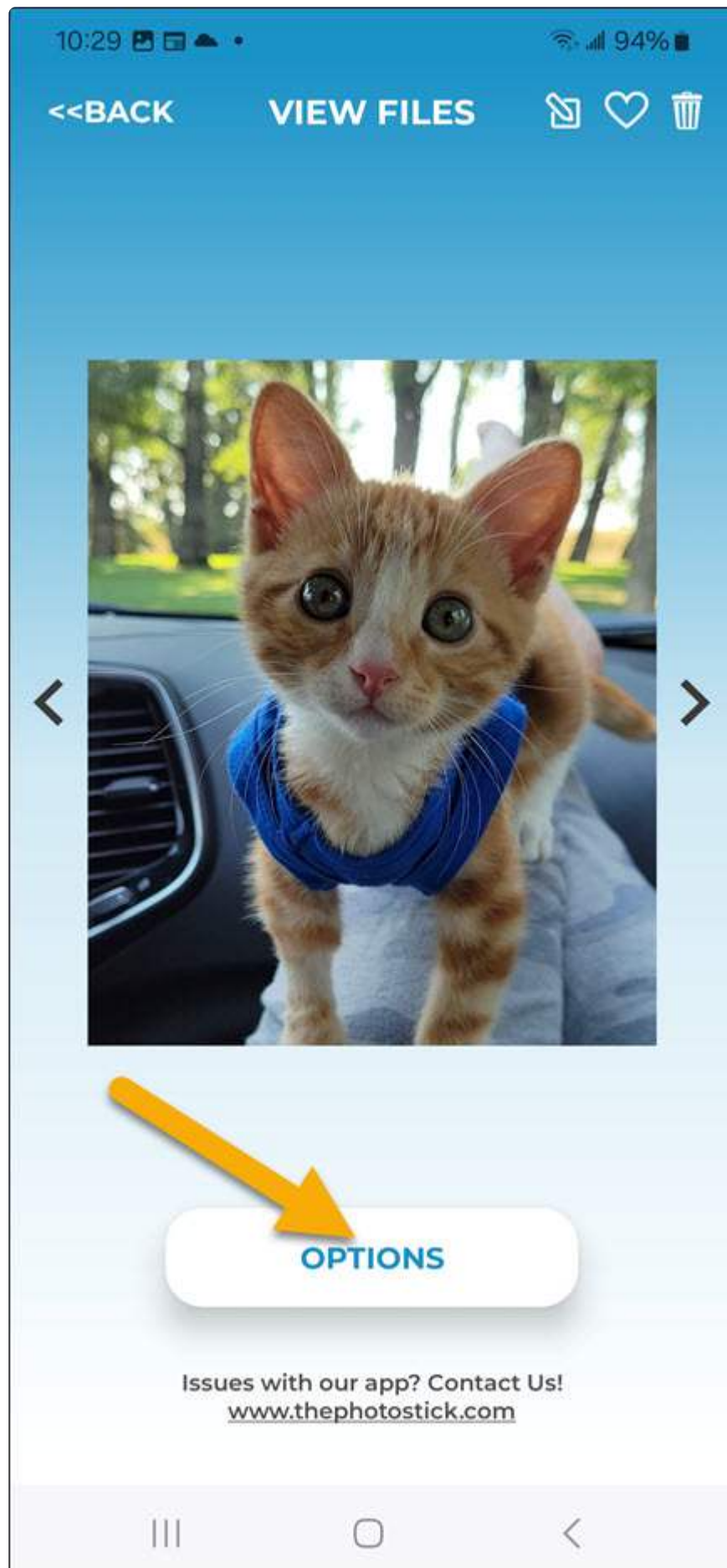
ThePhotoStick Omni app makes sharing files saved to your ThePhotoStick Omni drive easy to share, post to social media, or print. It utilizes your phone's built in sharing features so it gives you access to all your sharing options that you are familiar with.

Method #1 – From the Full Screen File Viewer

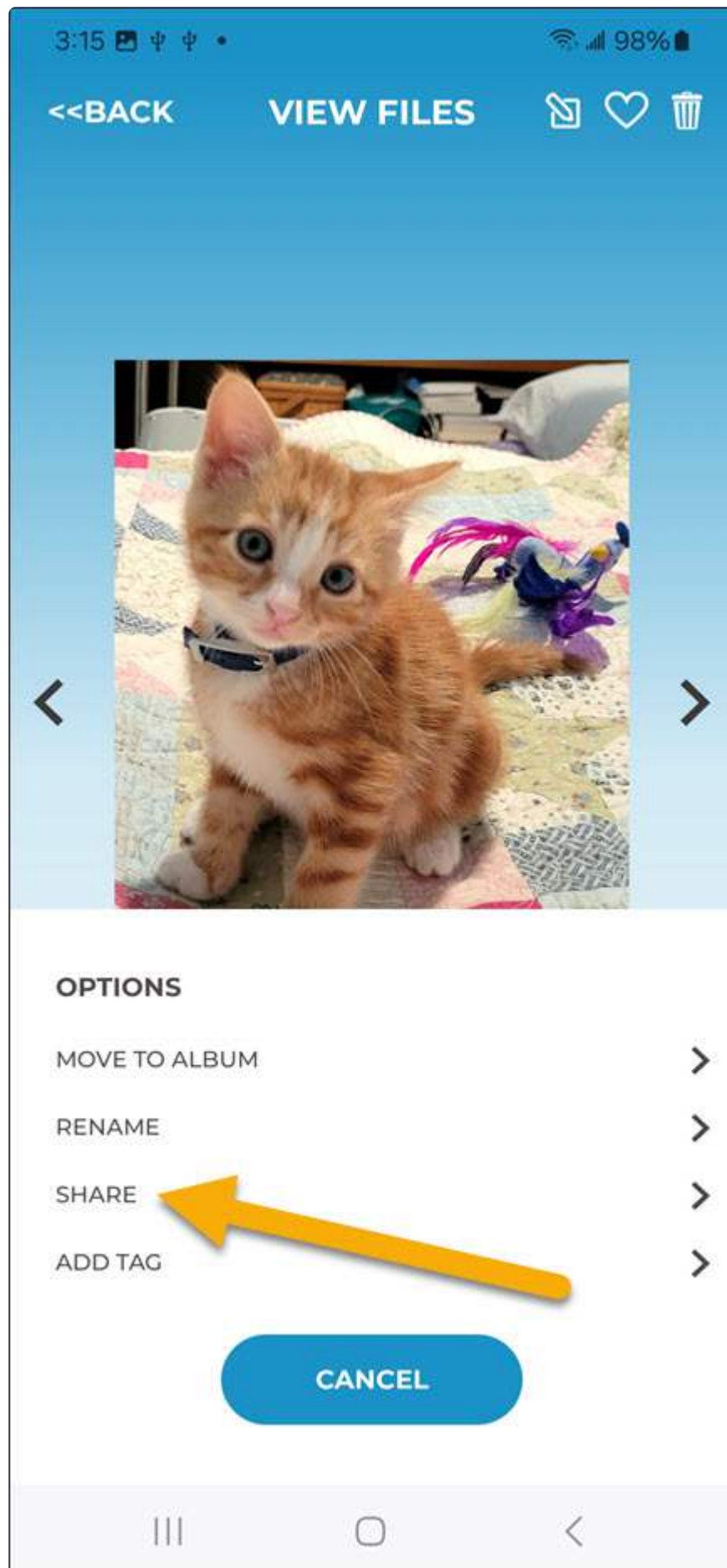
1. Tap on a photo or video to view it.



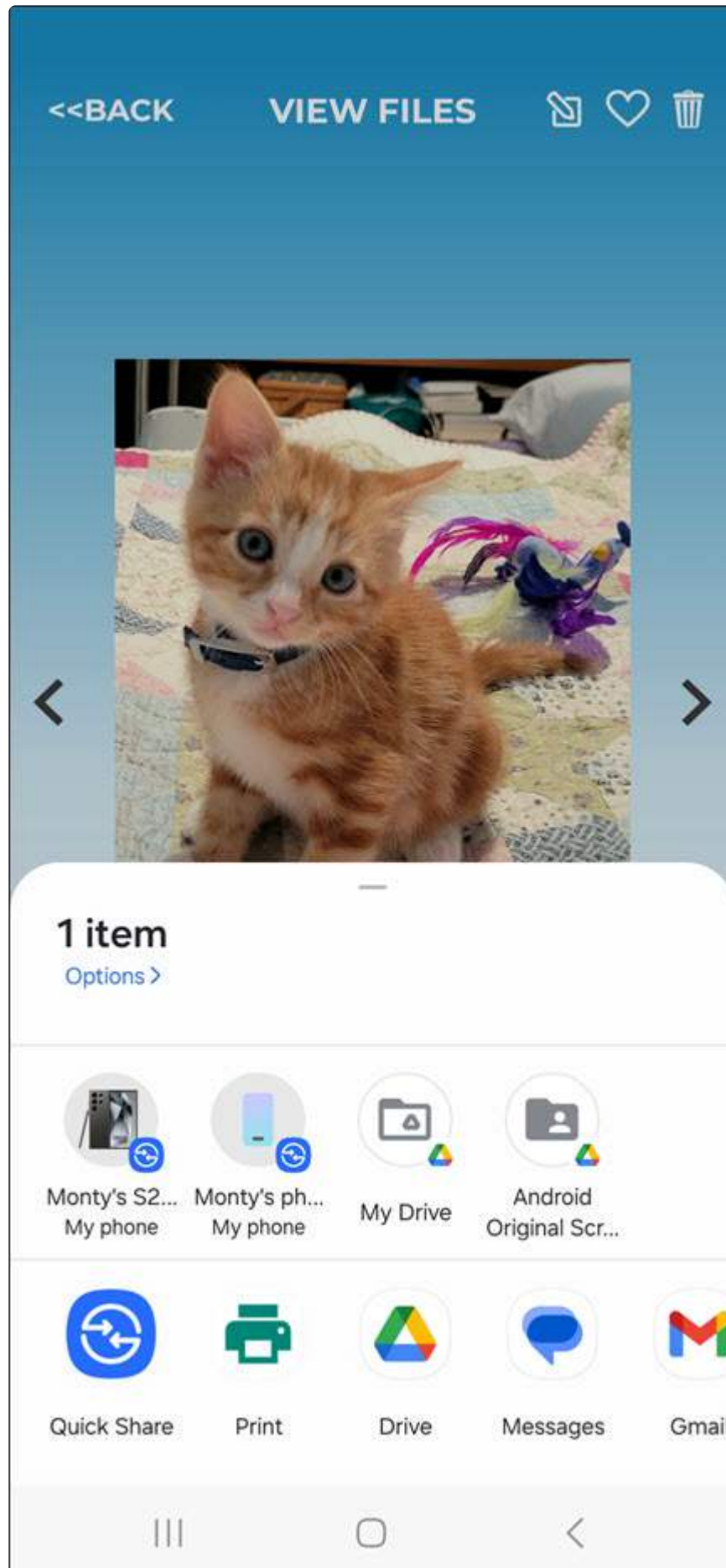
2. Tap “Options”.



3. Tap “Share”.

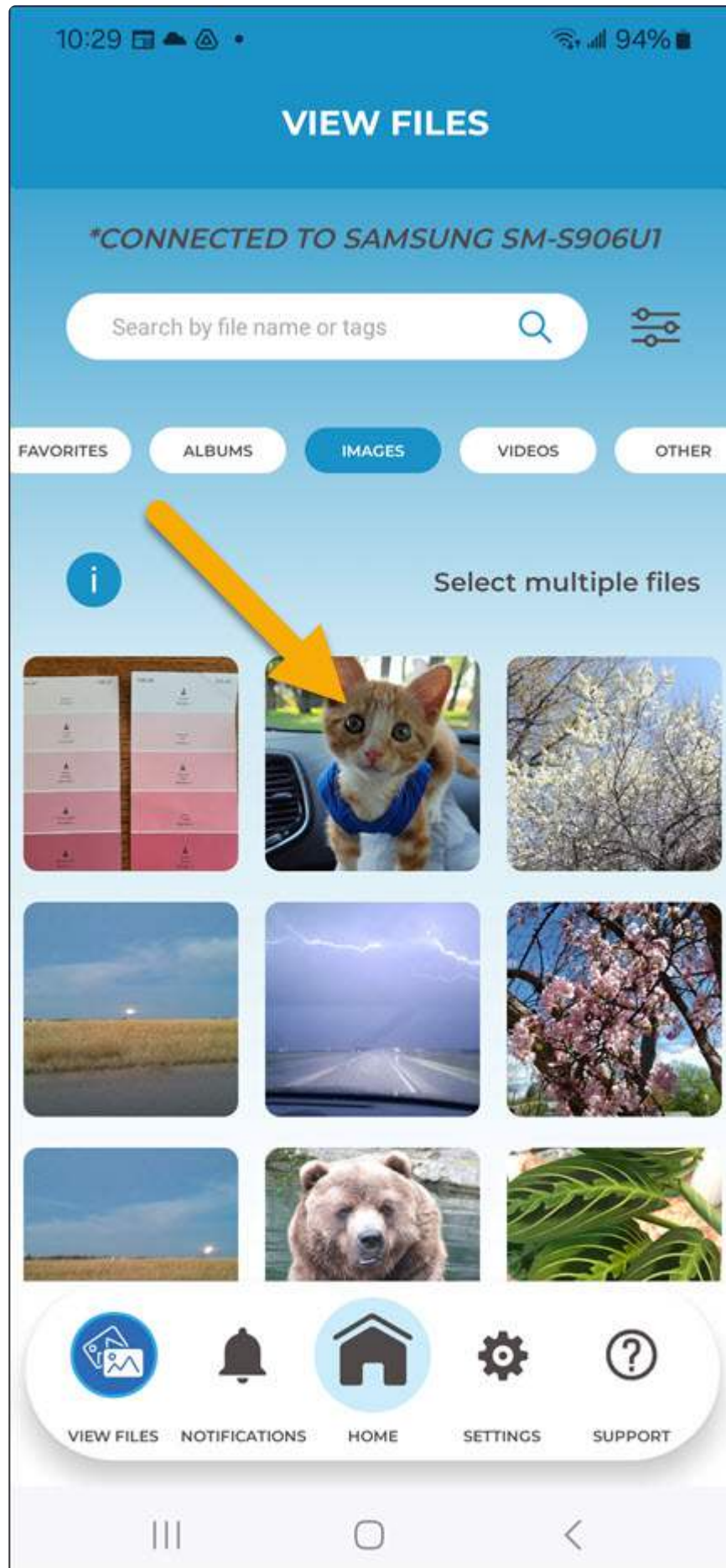


4. Select how you want to share the file and follow the onscreen instructions from there.

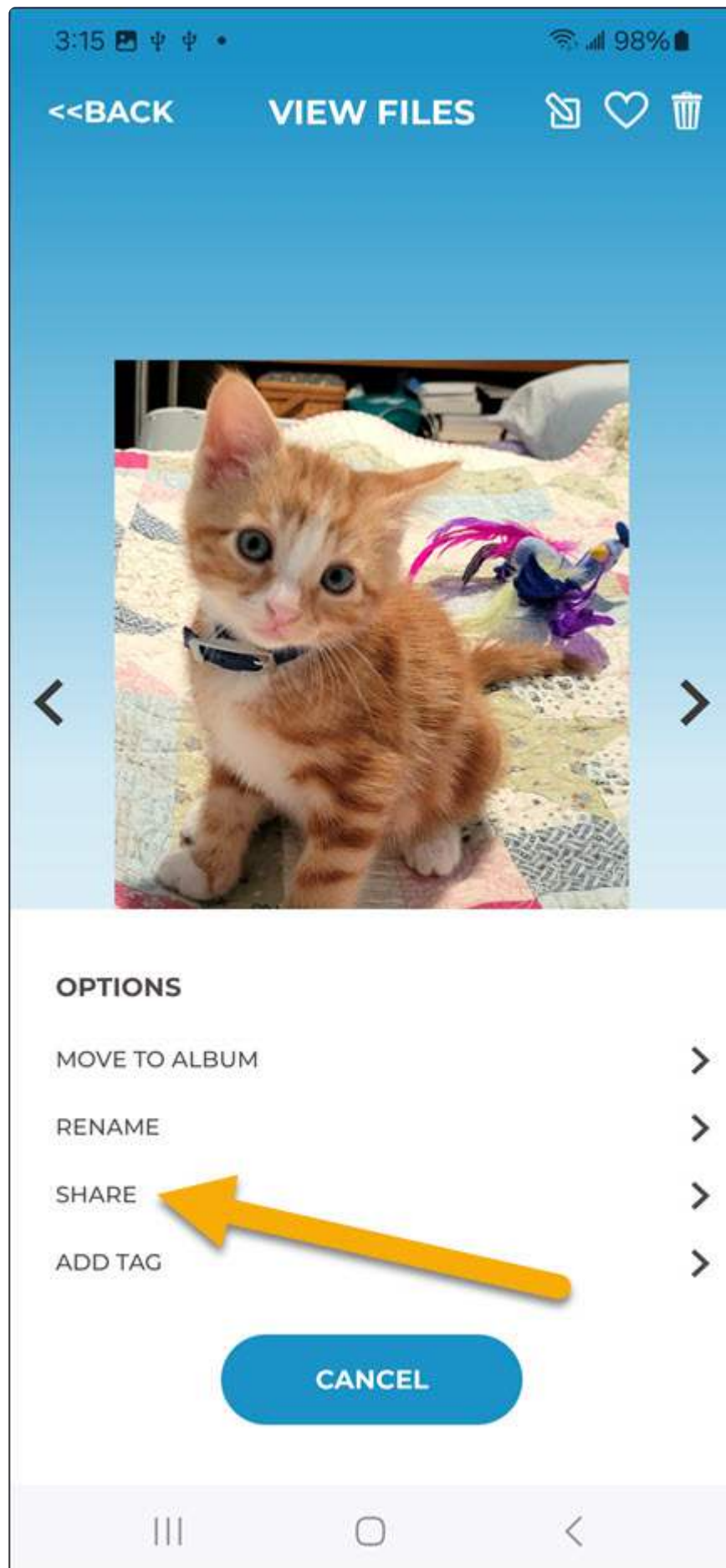


Method #2 – Tap and hold

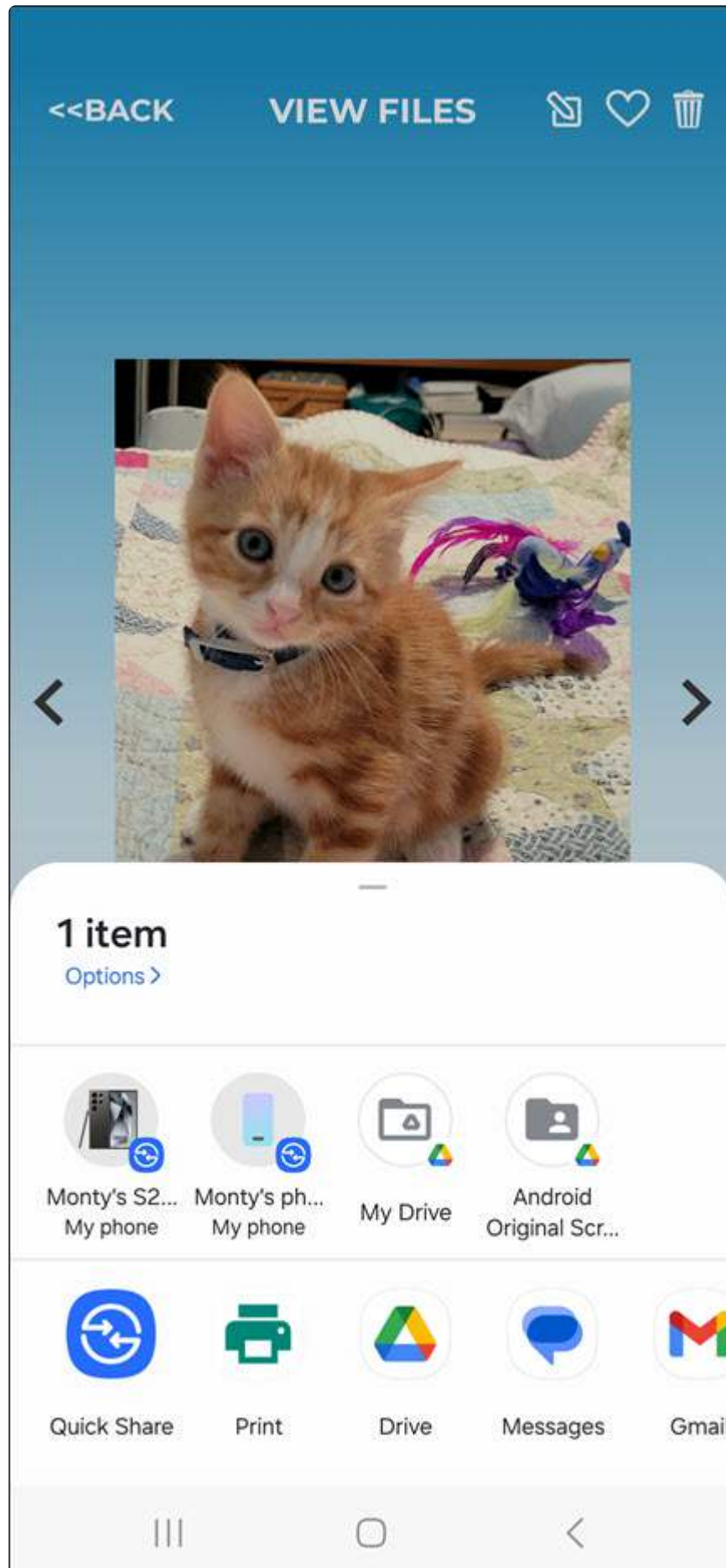
1. Tap and hold on a photo or video until the options menu appears.



2. Tap “Share”.



3. Select how you want to share the file and follow the onscreen instructions from there.



2.14. Managing Files on Your ThePhotoStick Omni Drive Android

The “Manage Files” option provides the ability to:

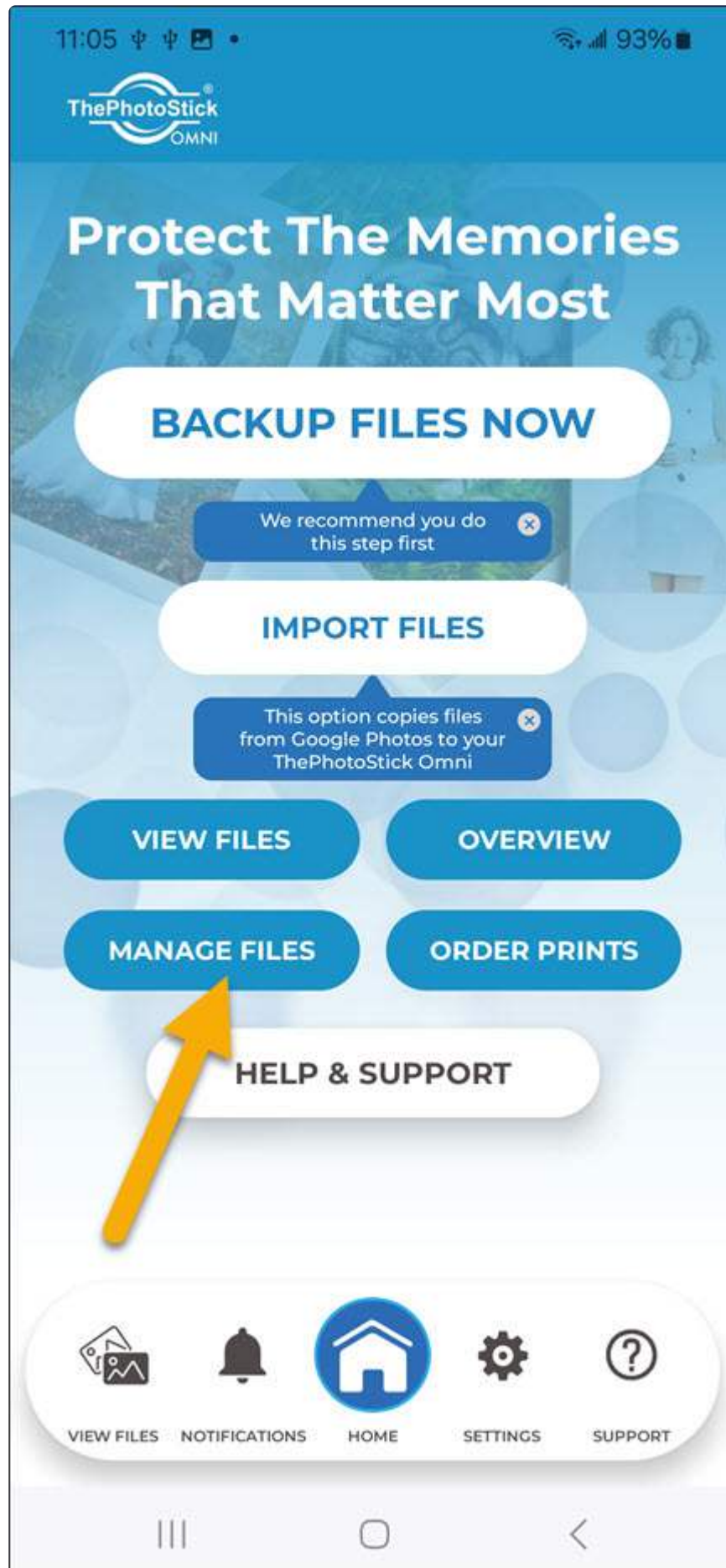
Delete files from your ThePhotoStick Omni drive.

Restore files from your ThePhotoStick Omni drive to your phone or tablet.

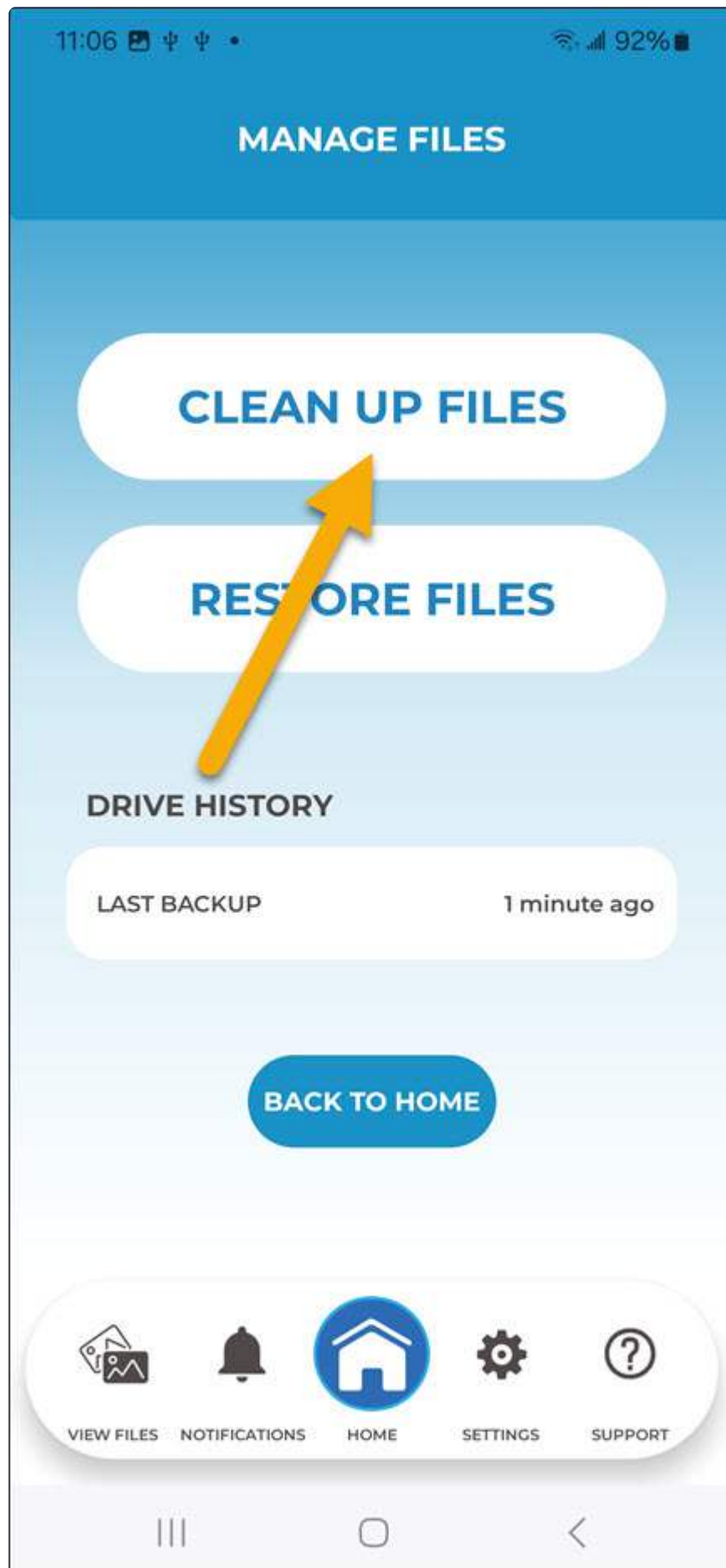
2.15. Deleting Files From Your ThePhotoStick Omni Drive

To delete files from your ThePhotoStick Omni drive using ThePhotoStick Omni app, do the following:

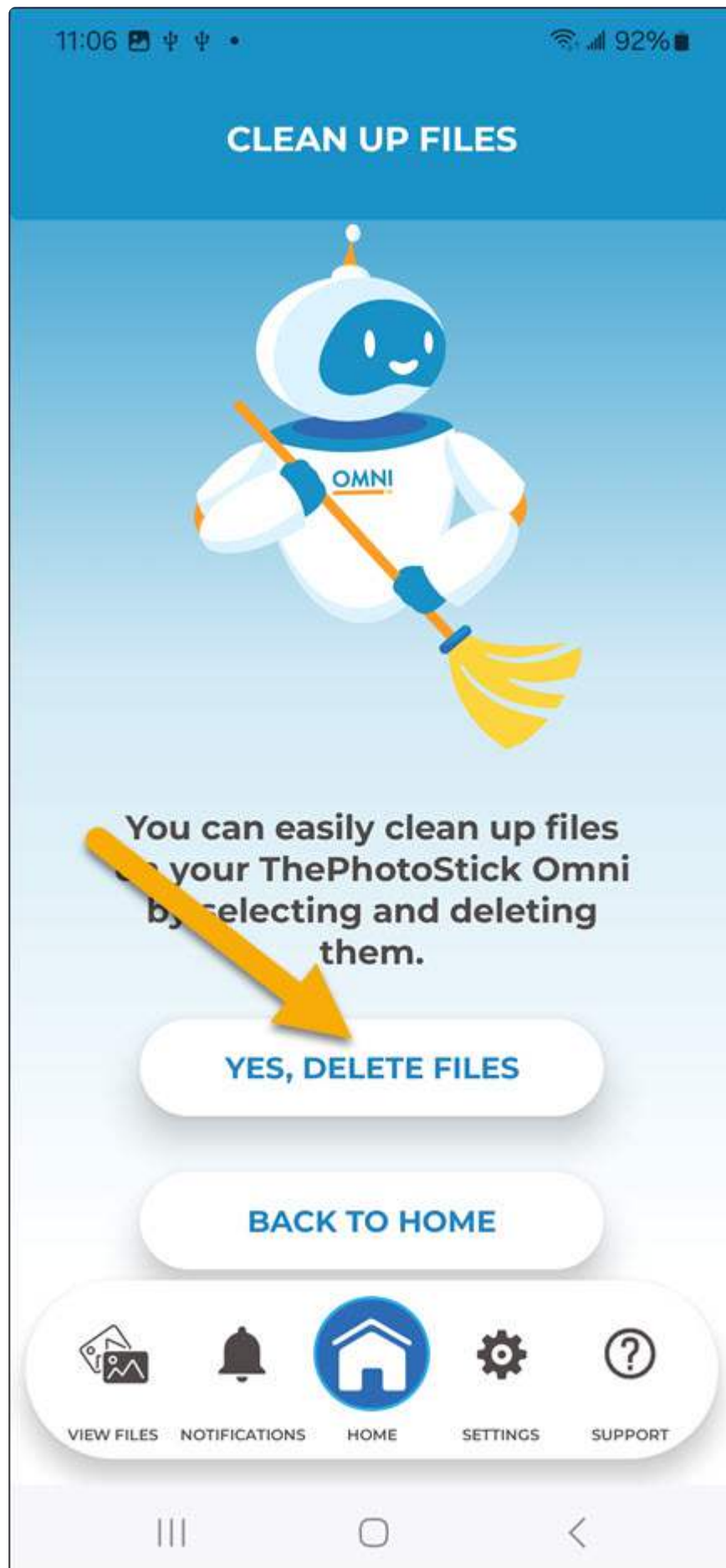
1. Tap on “Manage Files” from the home screen.



2. Tap “Clean Up Files”.

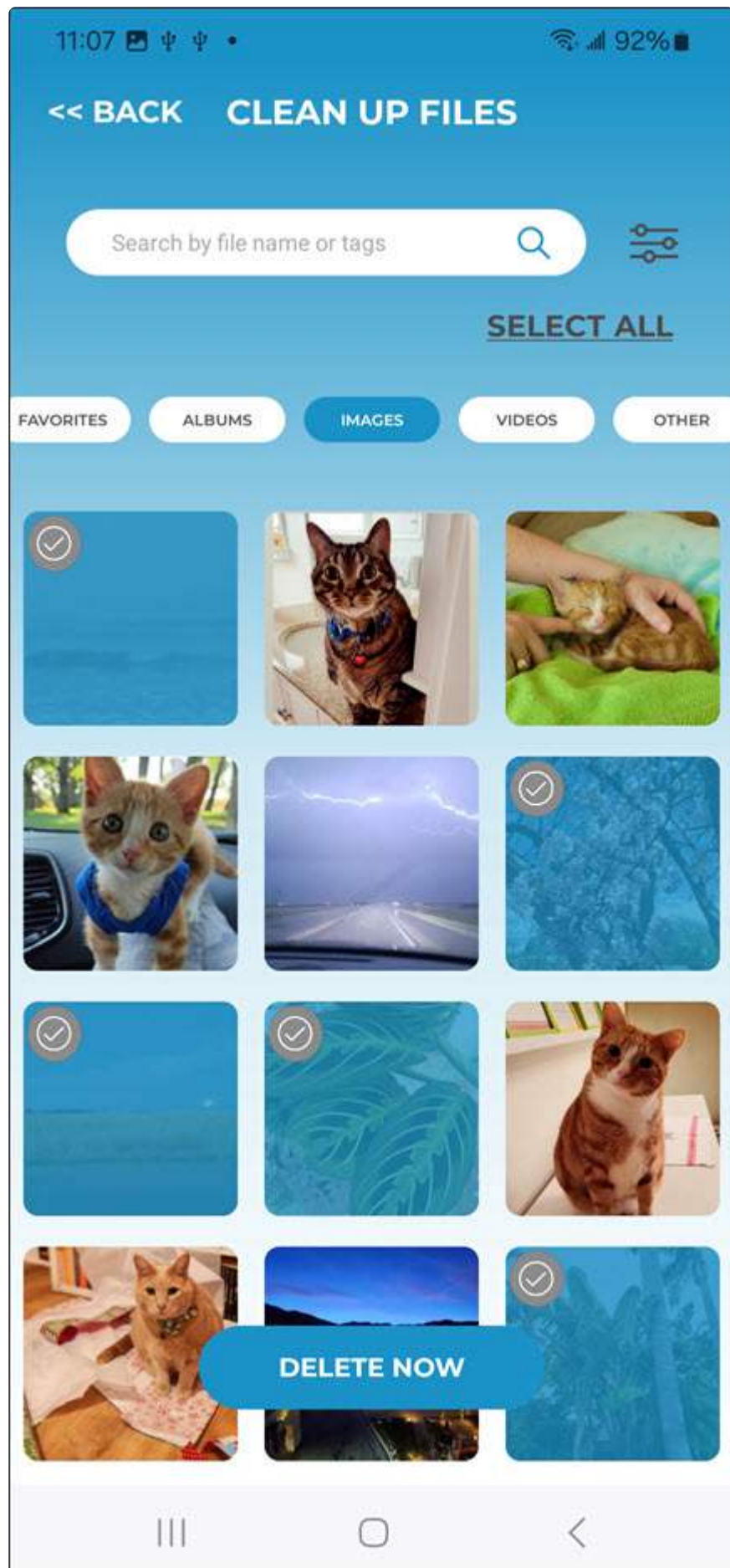


3. Tap “Yes, Delete Files”.

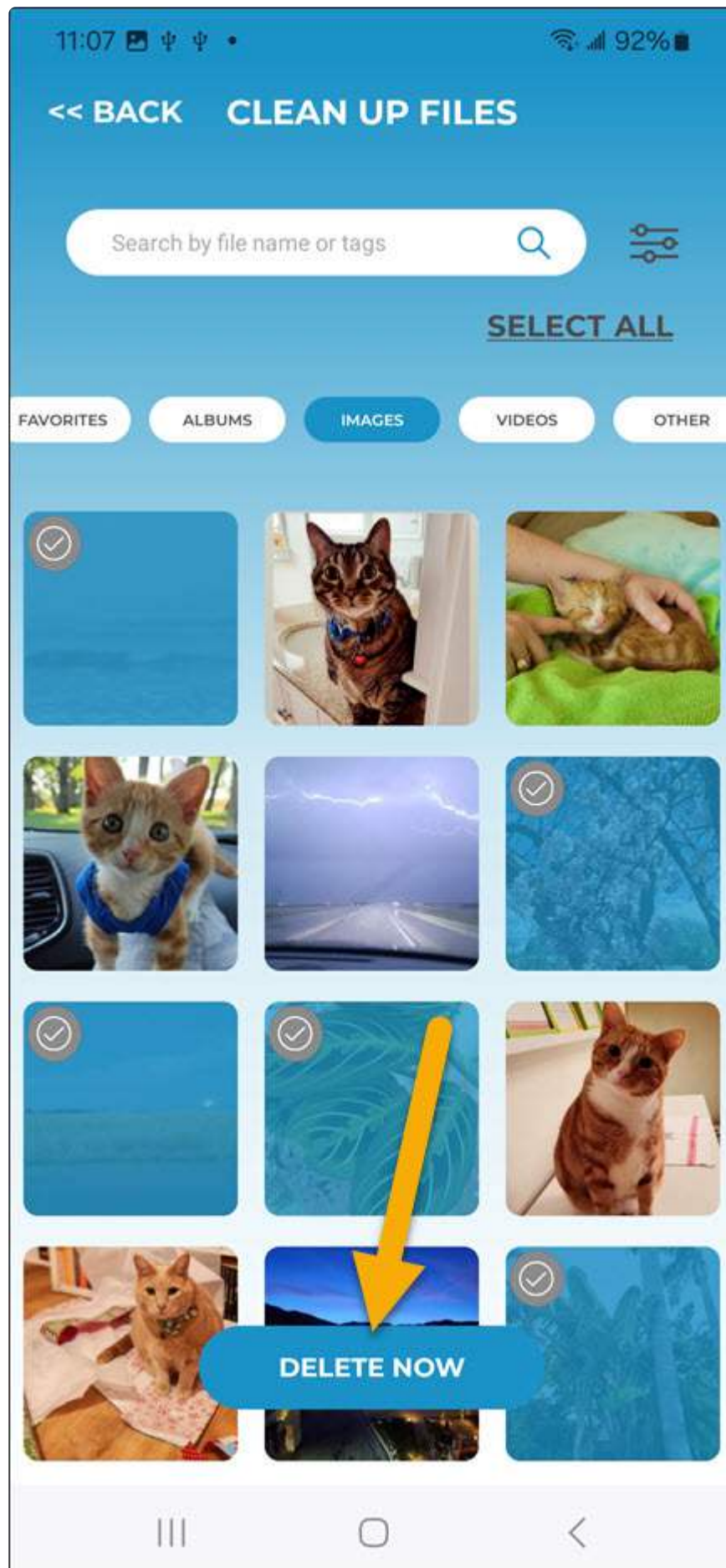


4. Select the files you want to delete.

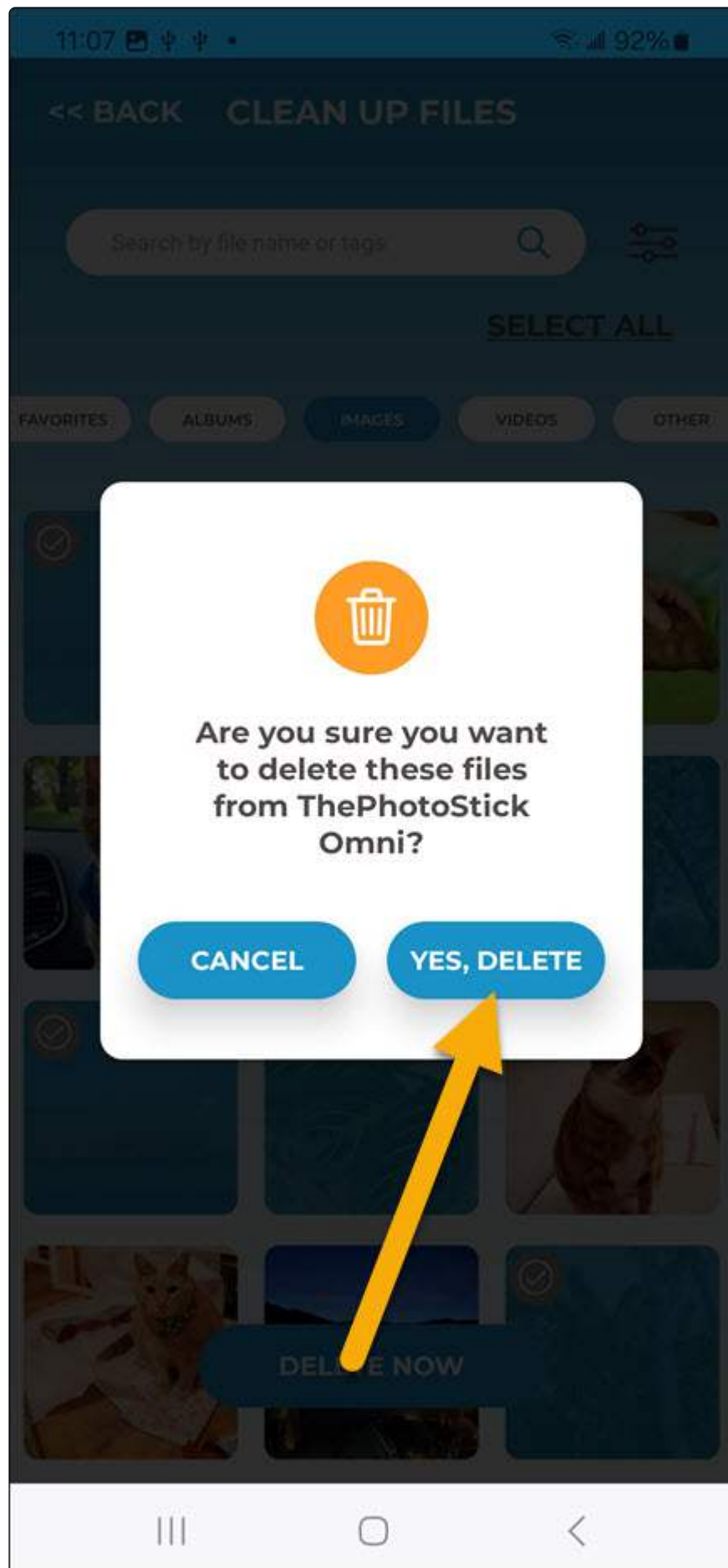
NOTE: By default, all the images on your ThePhotoStick Omni drive are shown. If you would like to delete different file types, simply tap the file type tab to view and select for deletion.



5. Tap “Delete Now”.



6. If you are sure you want to delete the selected files, tap “Yes, Delete”.



7. When complete, you can view the files remaining on your ThePhotoStick Omni drive or go back to the home screen.



2.16. Restoring Files From Your ThePhotoStick Omni Drive

Files saved on your ThePhotoStick Omni drive can be restored to any phone or tablet.

While most cases involve restoring files to the phone or tablet they were backed up from, you also have the option to restore the files to any phone or tablet. For example, files backed up from an Android phone can be restored to an iPhone and visa-versa.

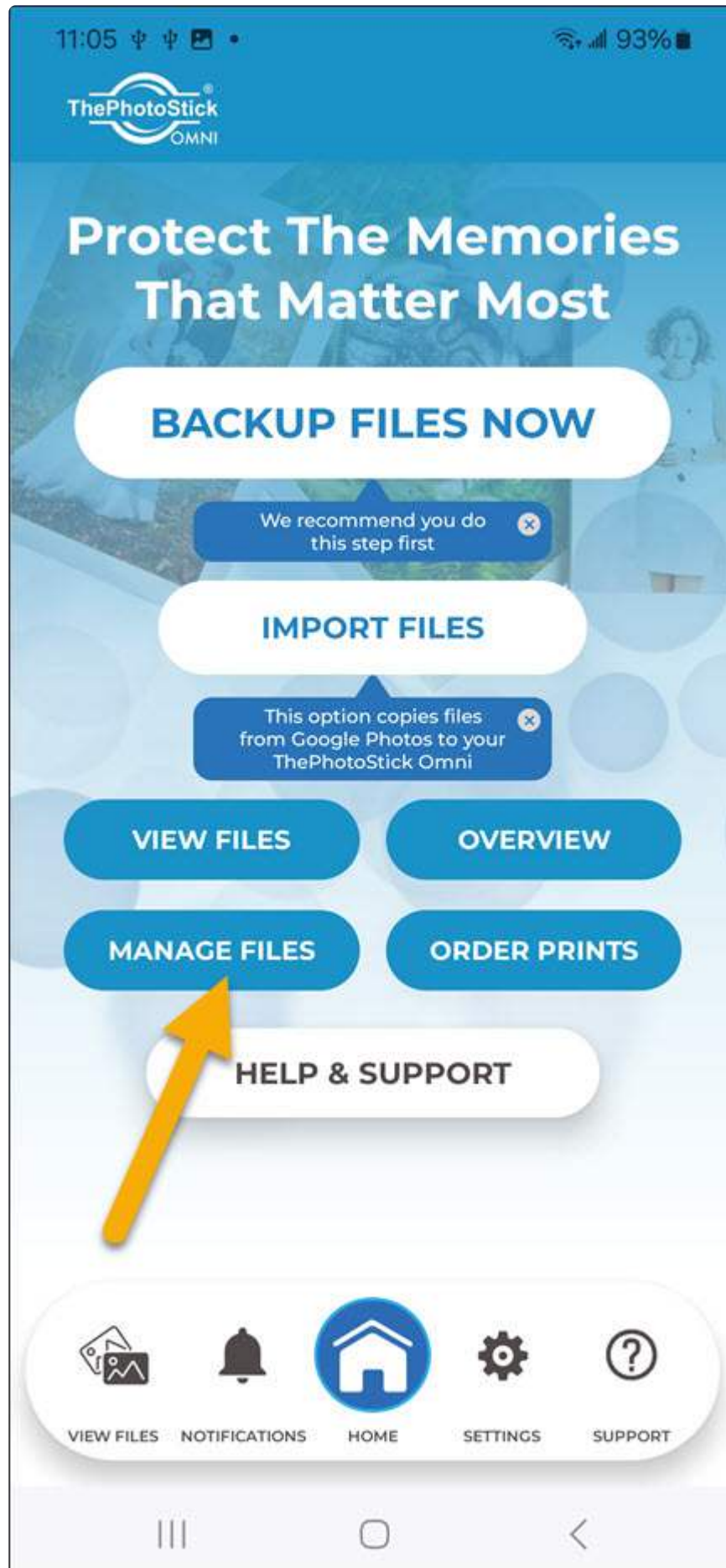
There are two options when restoring files from your ThePhotoStick Omni drive:

1. Restore All
2. Select Files to Restore

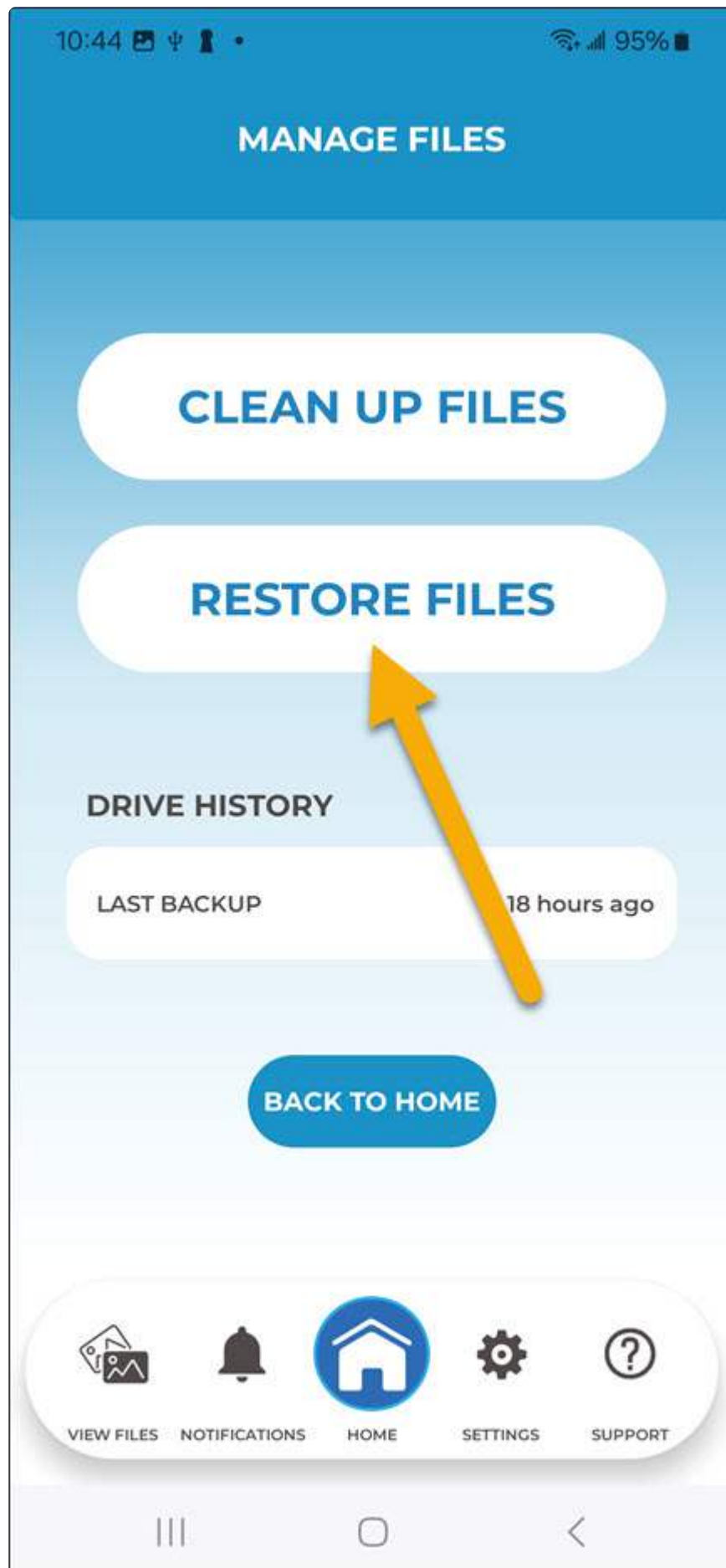
Restore All Option

To restore all files from your ThePhotoStick Omni drive to your phone or tablet, do the following:

1. Tap on “Manage Files” from the home screen.

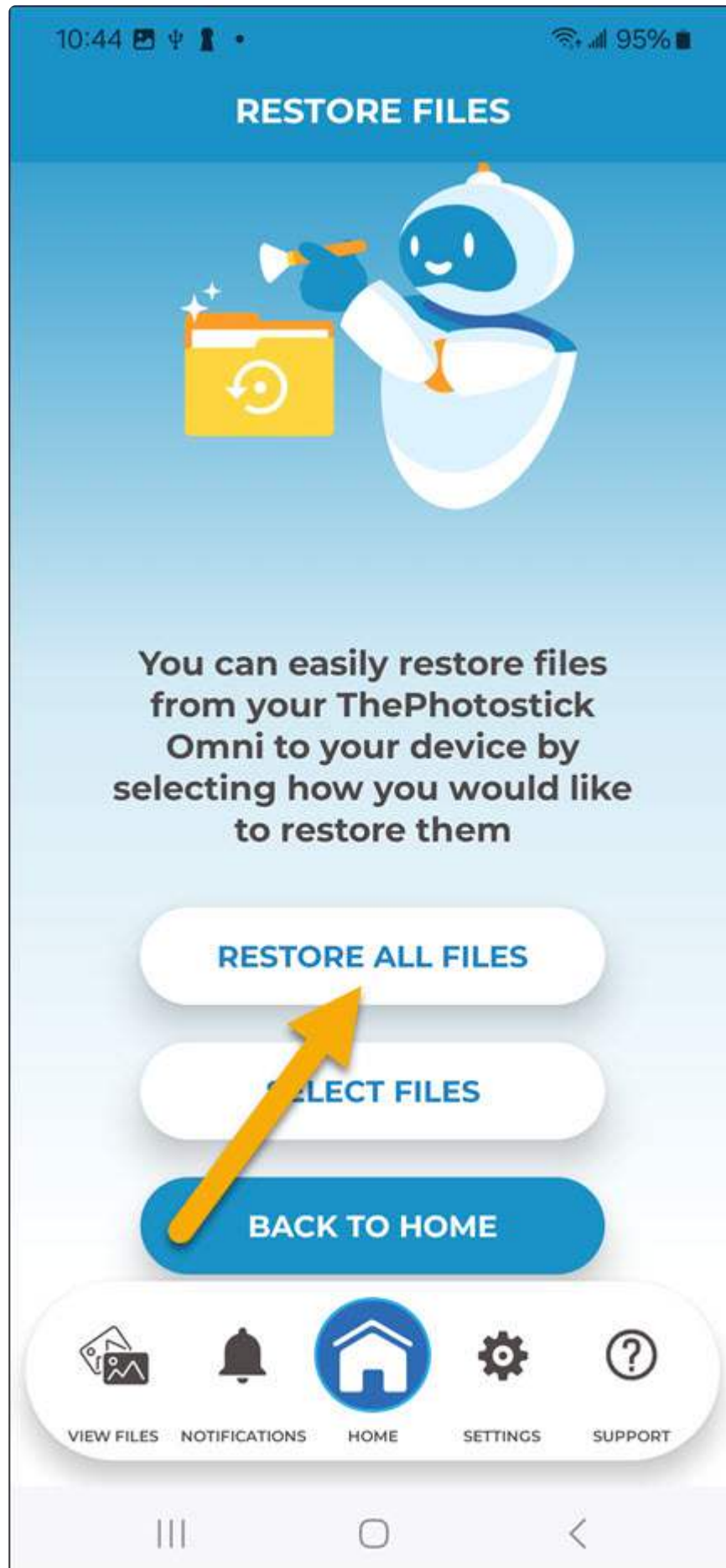


2. Tap “Restore Files”.

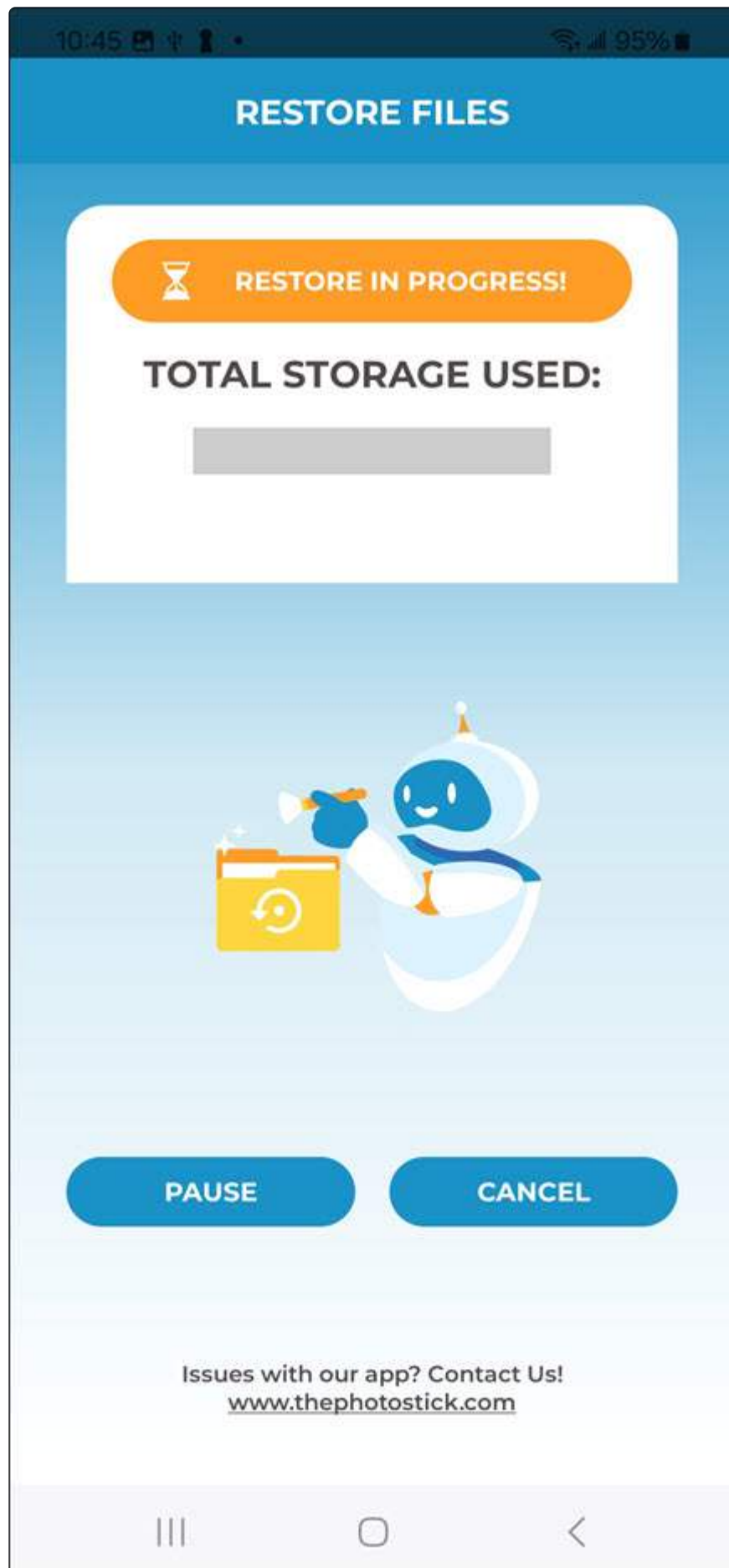


3. Tap “Restore All Files”.

_NOTE: After tapping “Restore All Files”, ALL files on your ThePhotoStick Omni drive will immediately start to restore to your phone or tablet. _

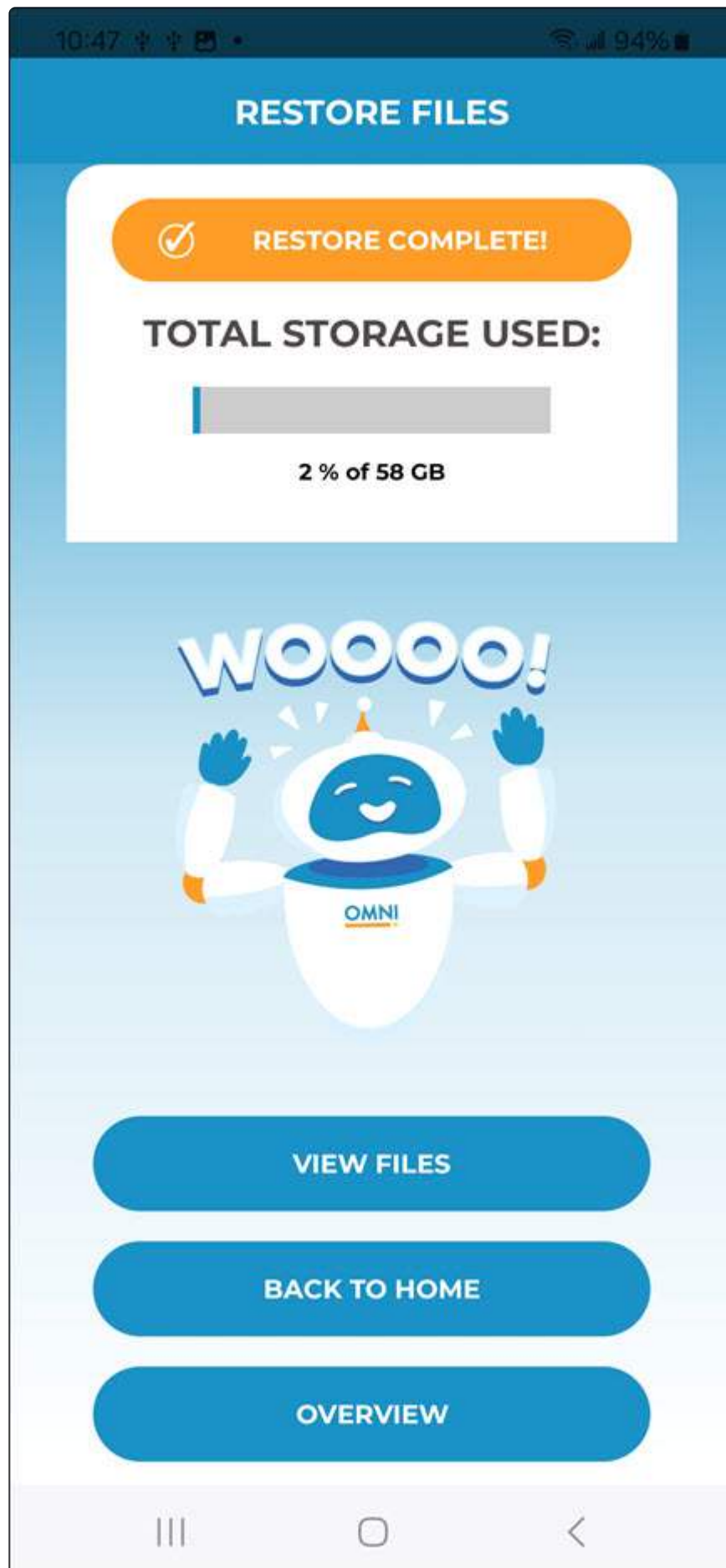


4. The Restore in progress screen will appear. If you need to pause or cancel the restore process, tap “Pause” or “Cancel”.



5. When completed, the restore complete message will appear.

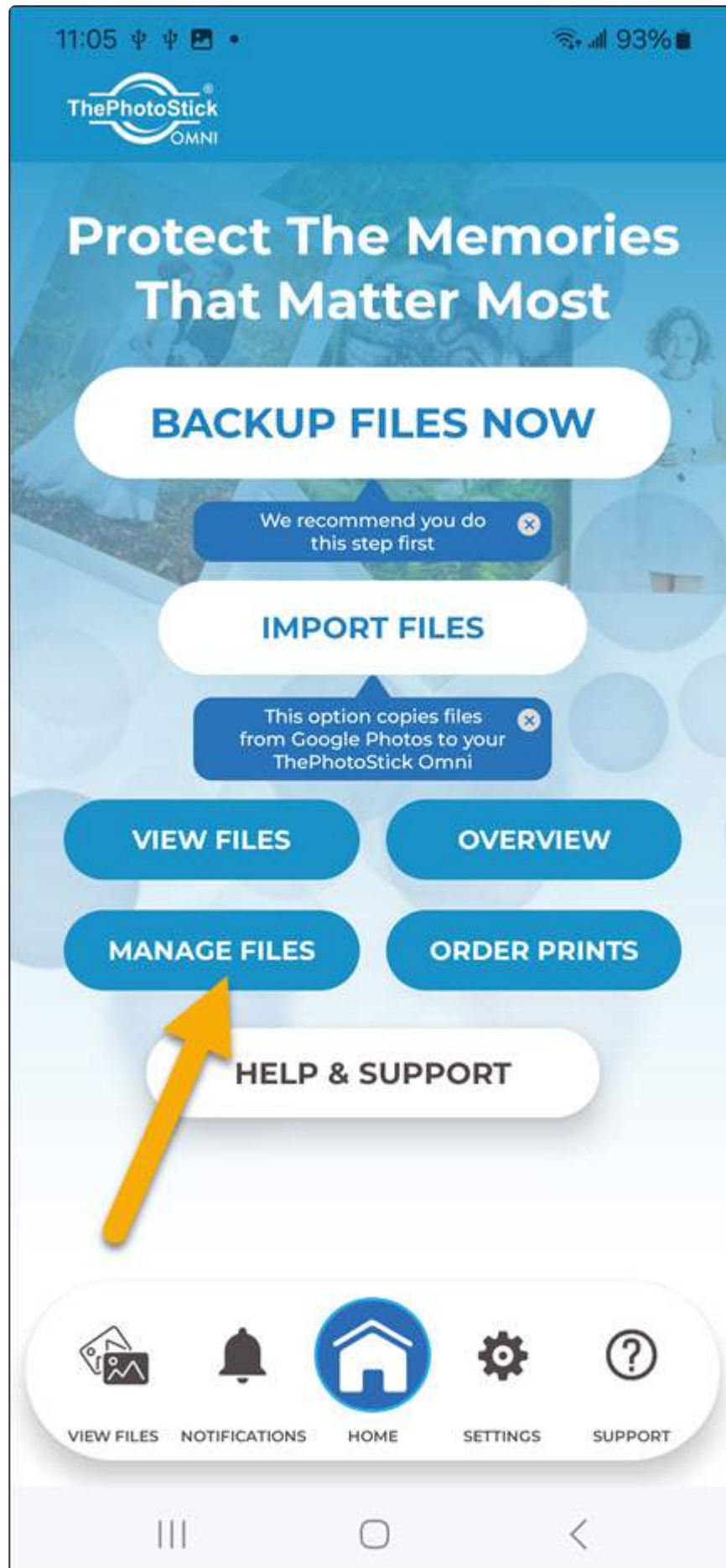
NOTE: In some cases, it can take a minute for your phone to register it has new files to display in its Photo Gallery app. The Photo Gallery app varies depending on your phone's manufacturer, Android OS version, etc. See your phone's Photo Gallery app user guide for any assistance. If after a few minutes, the restore files do not appear in your phone's or tablet's photo gallery, restart your phone or tablet.



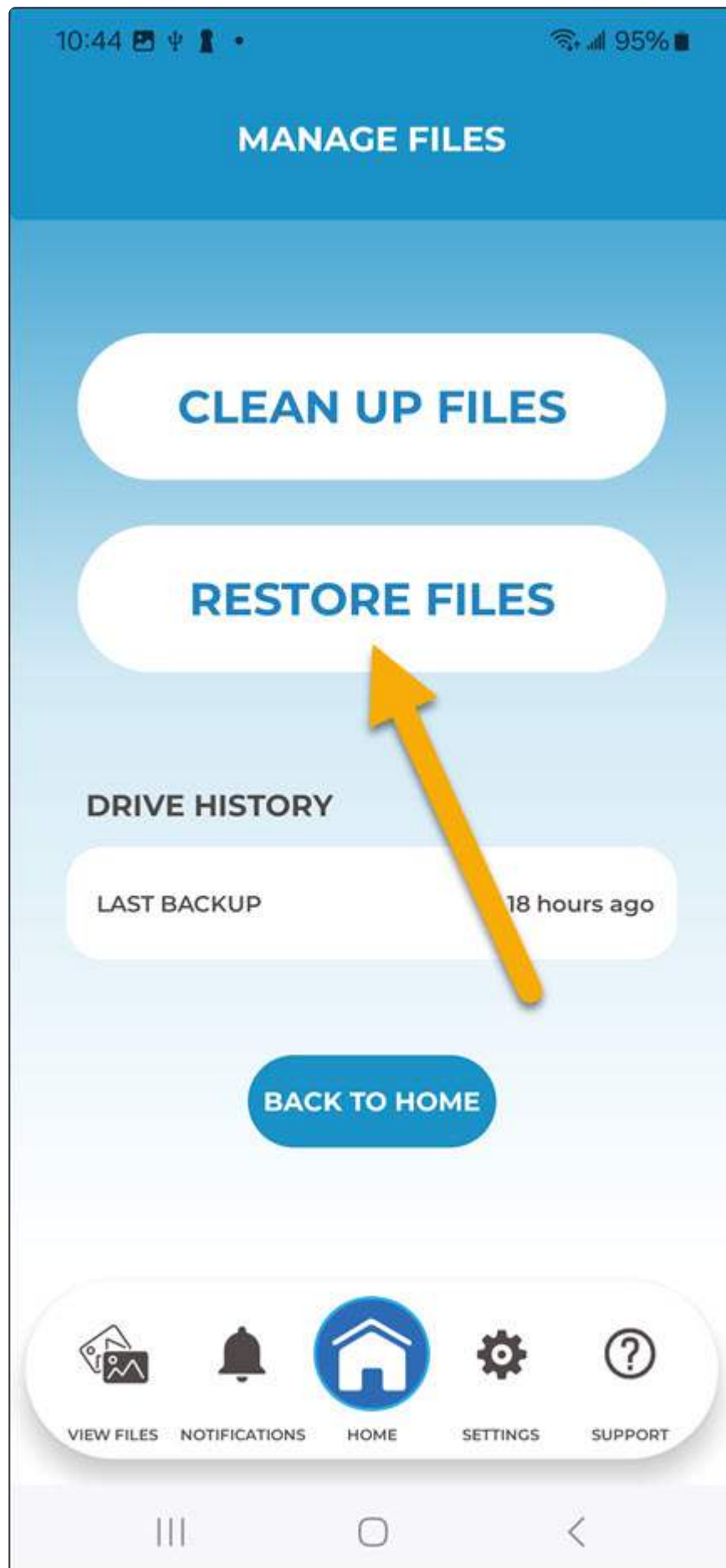
Select Files to Restore Option

To choose which files to restore from your ThePhotoStick Omni drive to your phone or tablet, do the following:

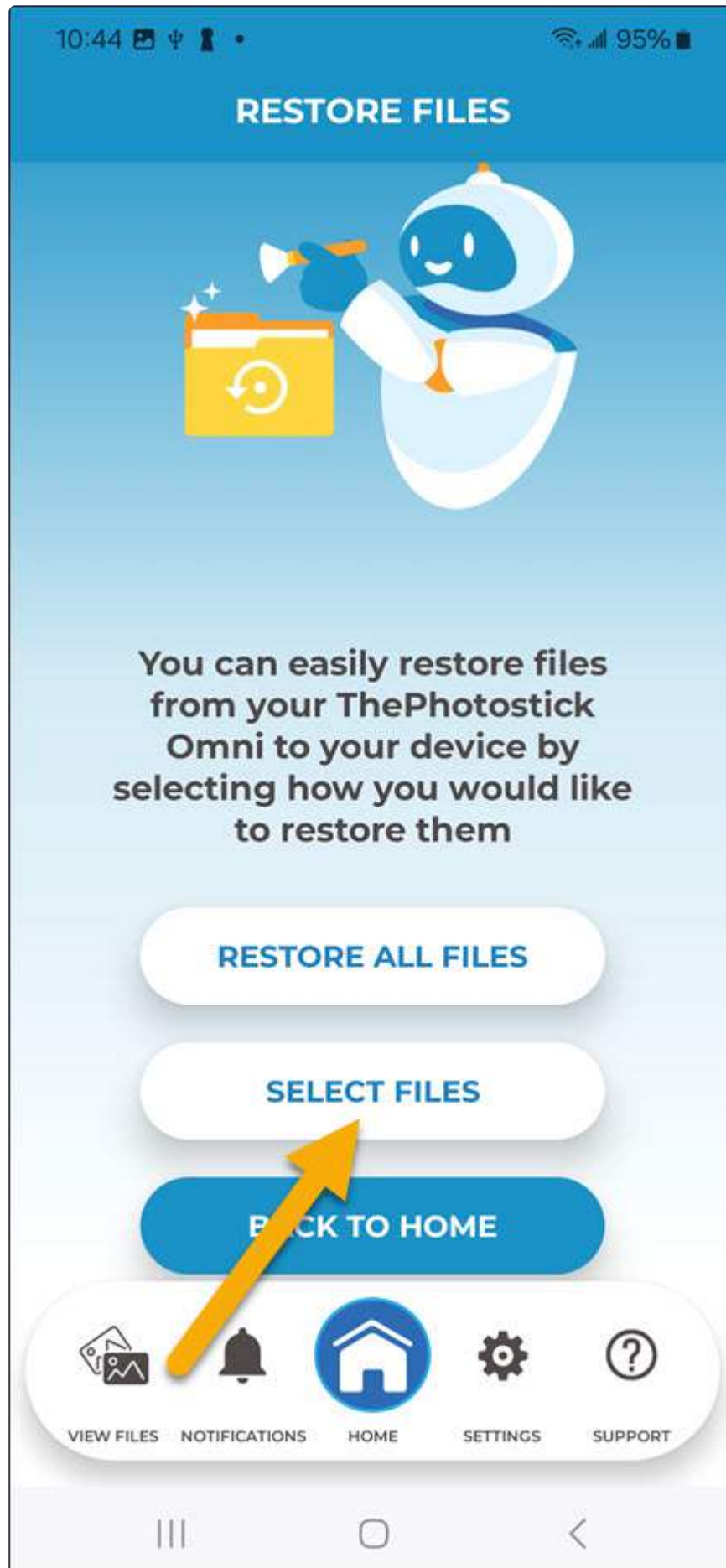
1. Tap on “Manage Files” from the home screen.



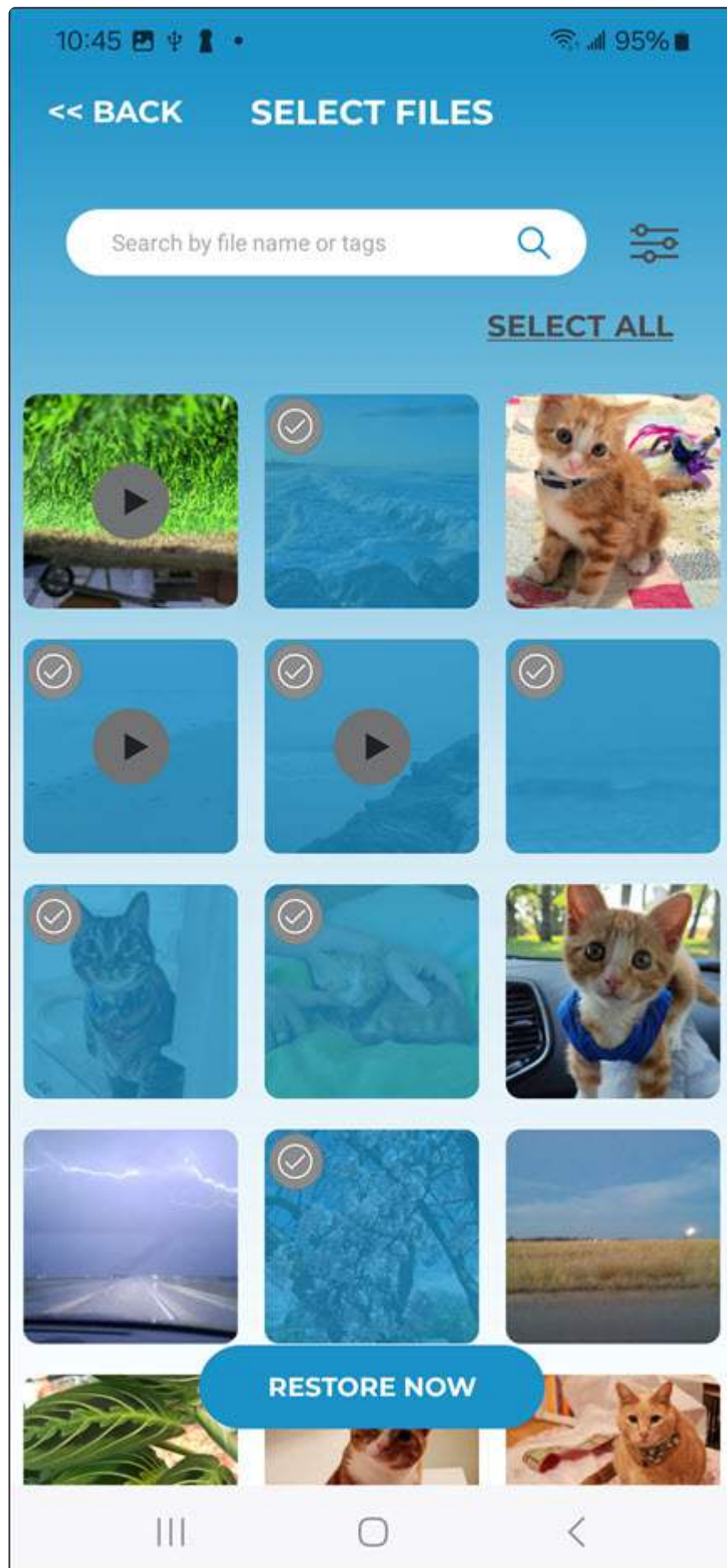
2. Tap “Restore Files”.



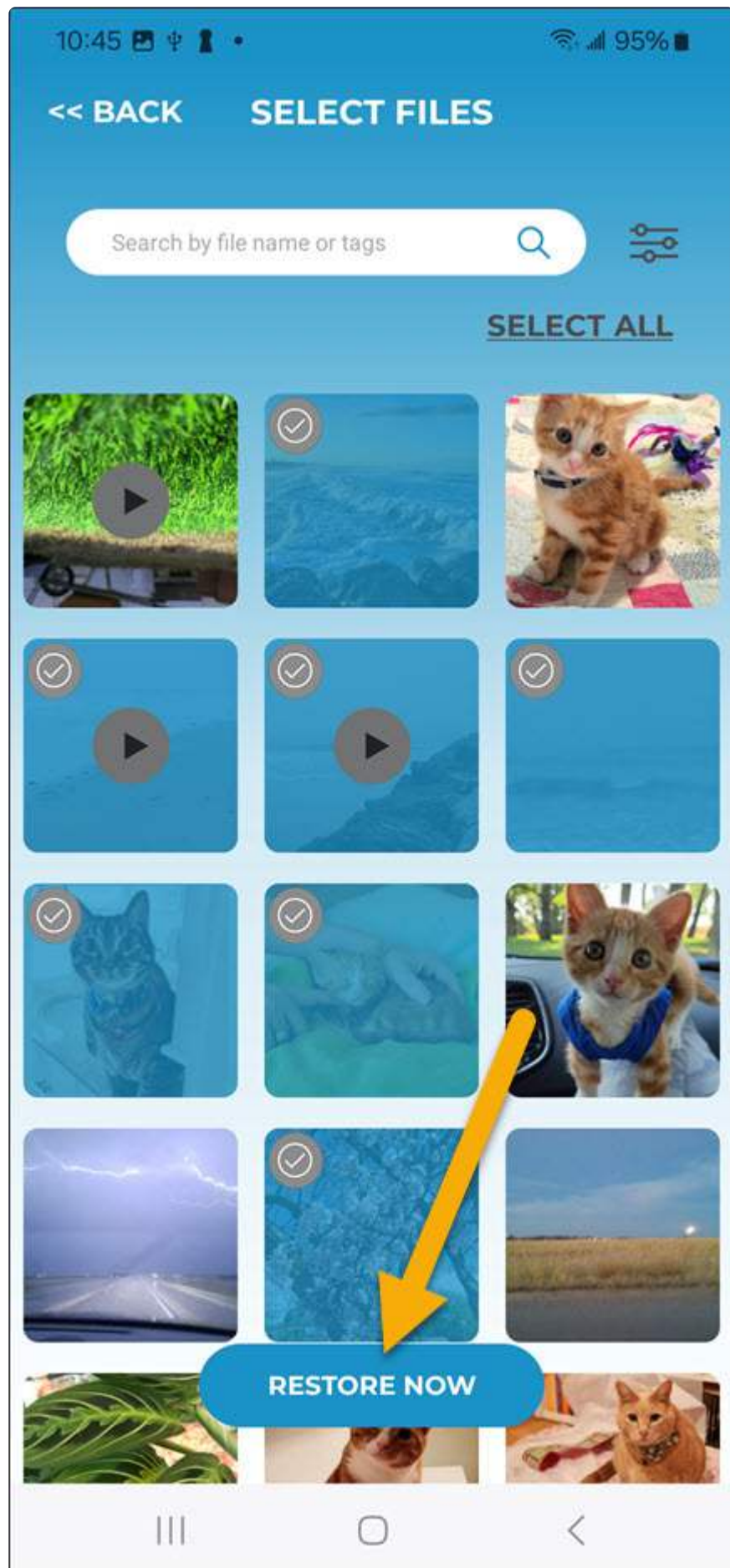
3. Tap “Select Files”.



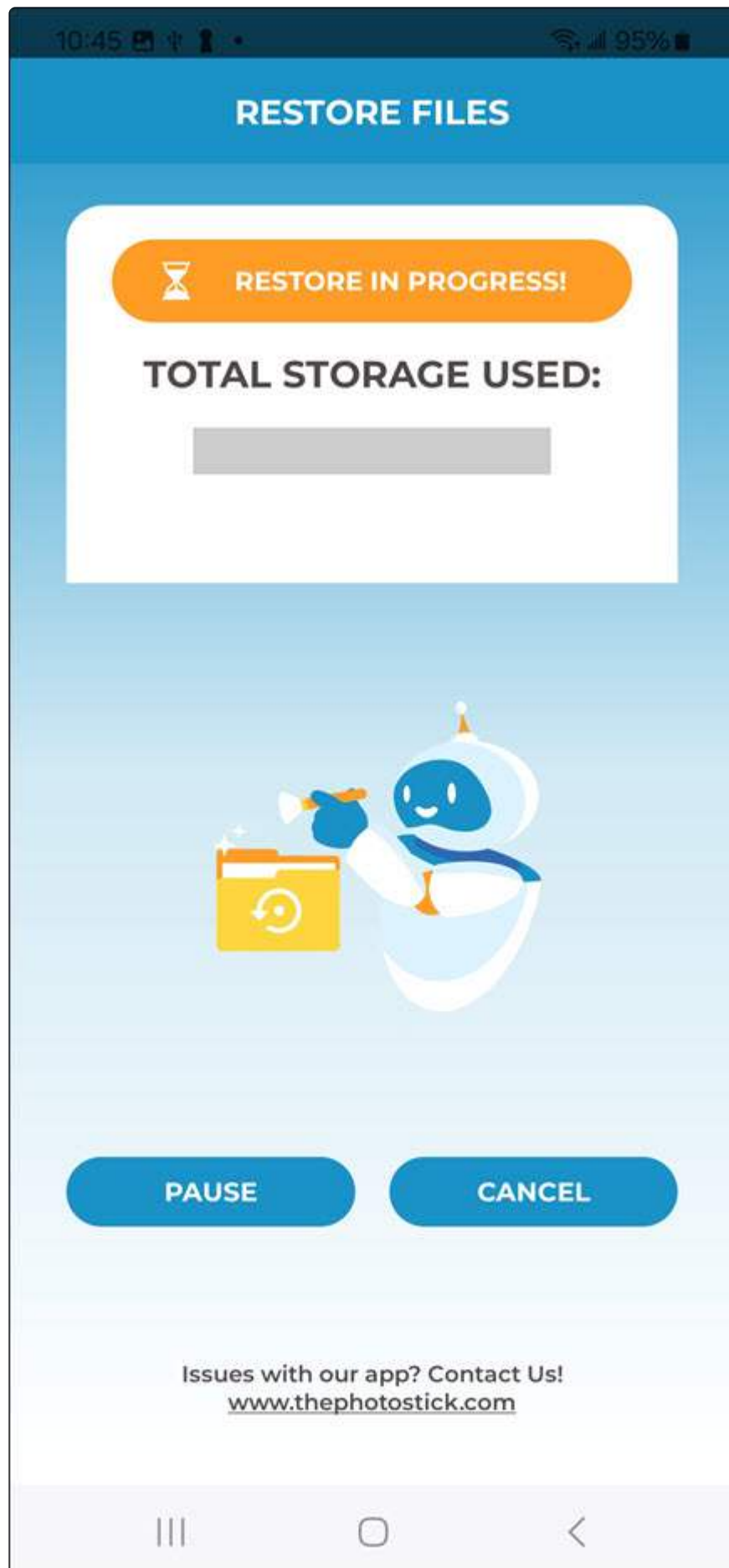
4. Select the files you want to restore.



5. Tap “Restore Now”.

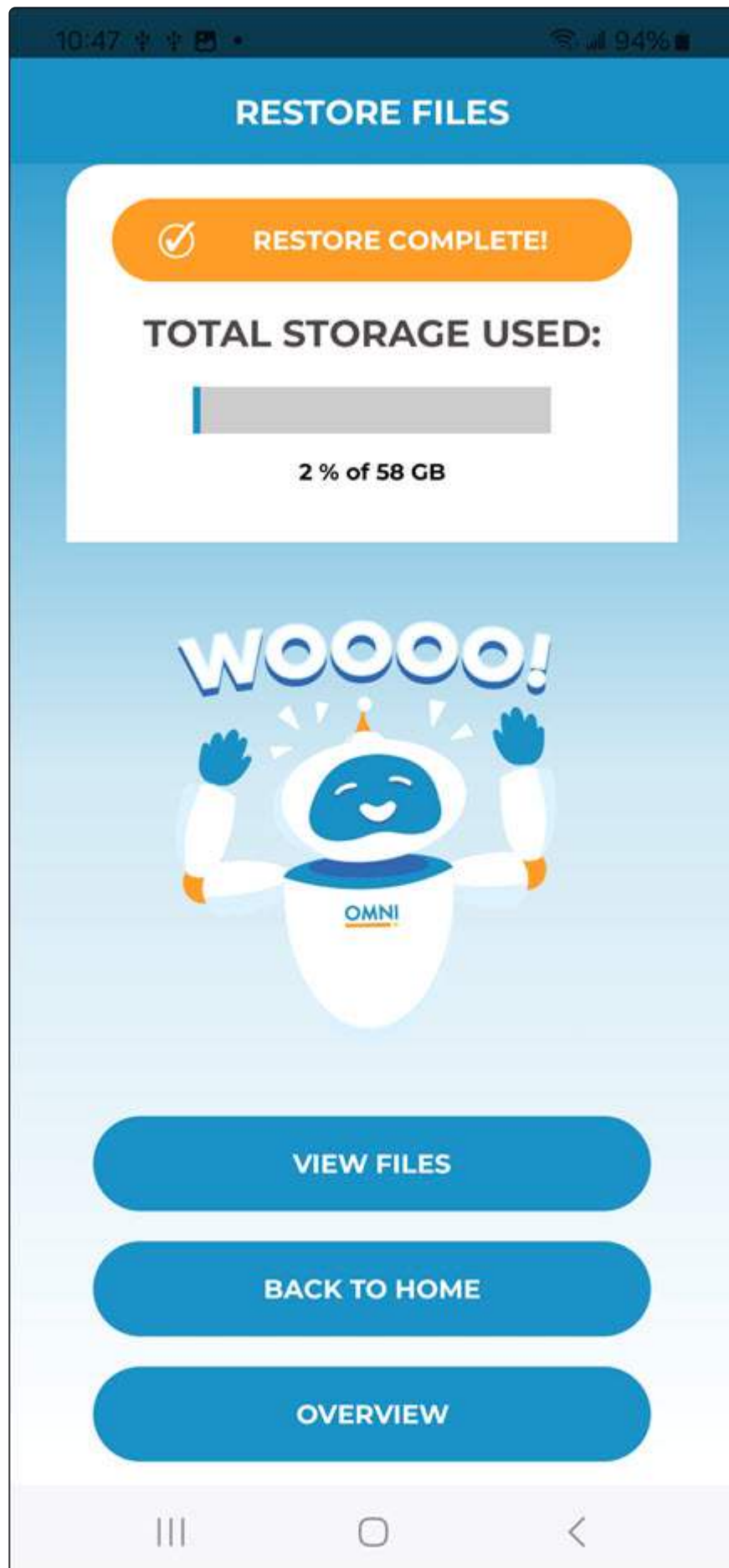


6. The Restore progress screen will appear. If you need to pause or cancel the restore process, tap “Pause” or “Cancel”.



7. When completed, the restore complete message will appear.

NOTE: In some cases, it can take a minute for your phone to register it has new files to display in its Photo Gallery app. The Photo Gallery app varies depending on your phone's manufacturer, Android OS version, etc. See your phone's Photo Gallery app user guide for any assistance. If after a few minutes the restore files do not appear in your phone's or tablet's photo gallery, restart your phone or tablet.



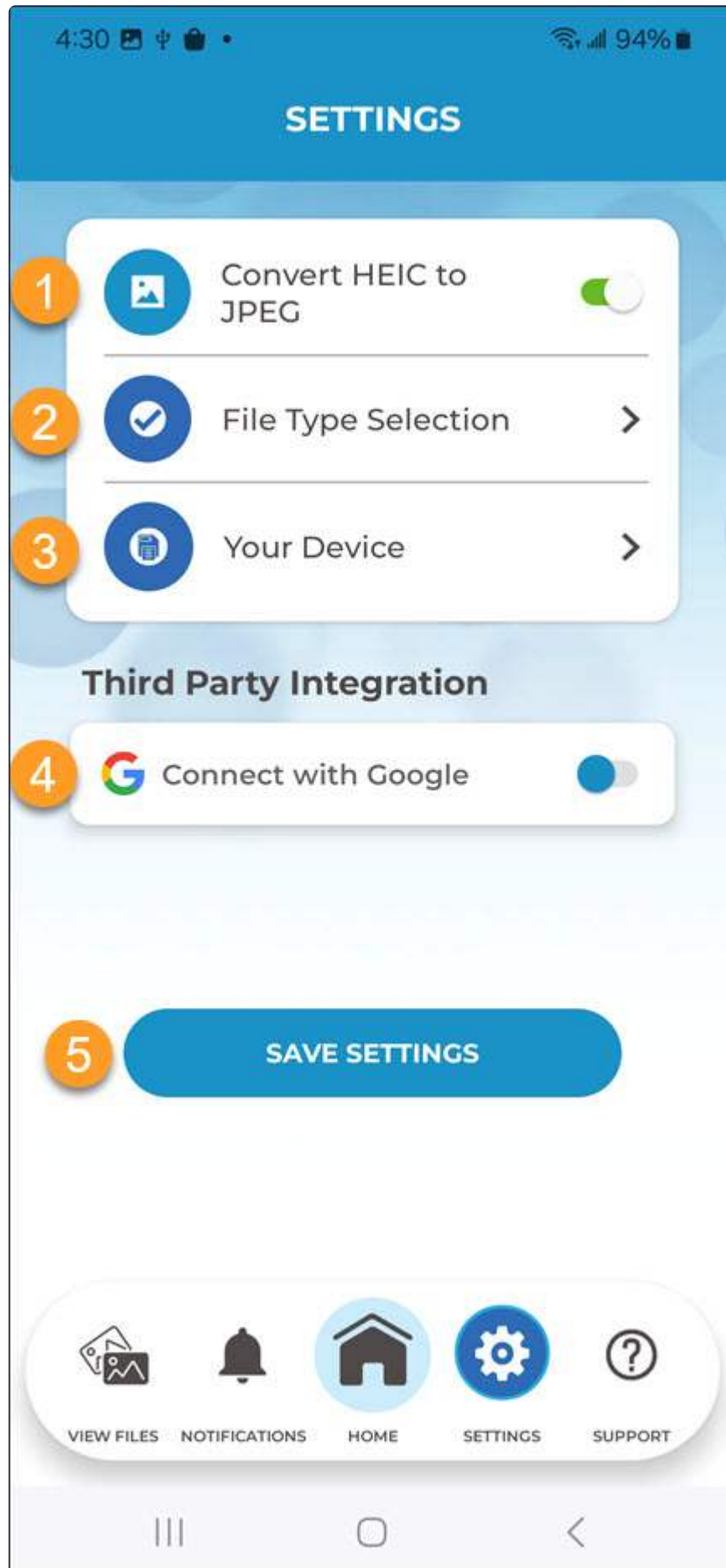
2.17. Viewing and Changing ThePhotoStick Omni App Settings

ThePhotoStick Omni app settings can be adjusted to fit your backup preferences. You can specify which file types ThePhotoStick Omni app should find and save as well as view connections to any third party integrations.

Video demonstrating the “Settings” option:

Video Needed Here

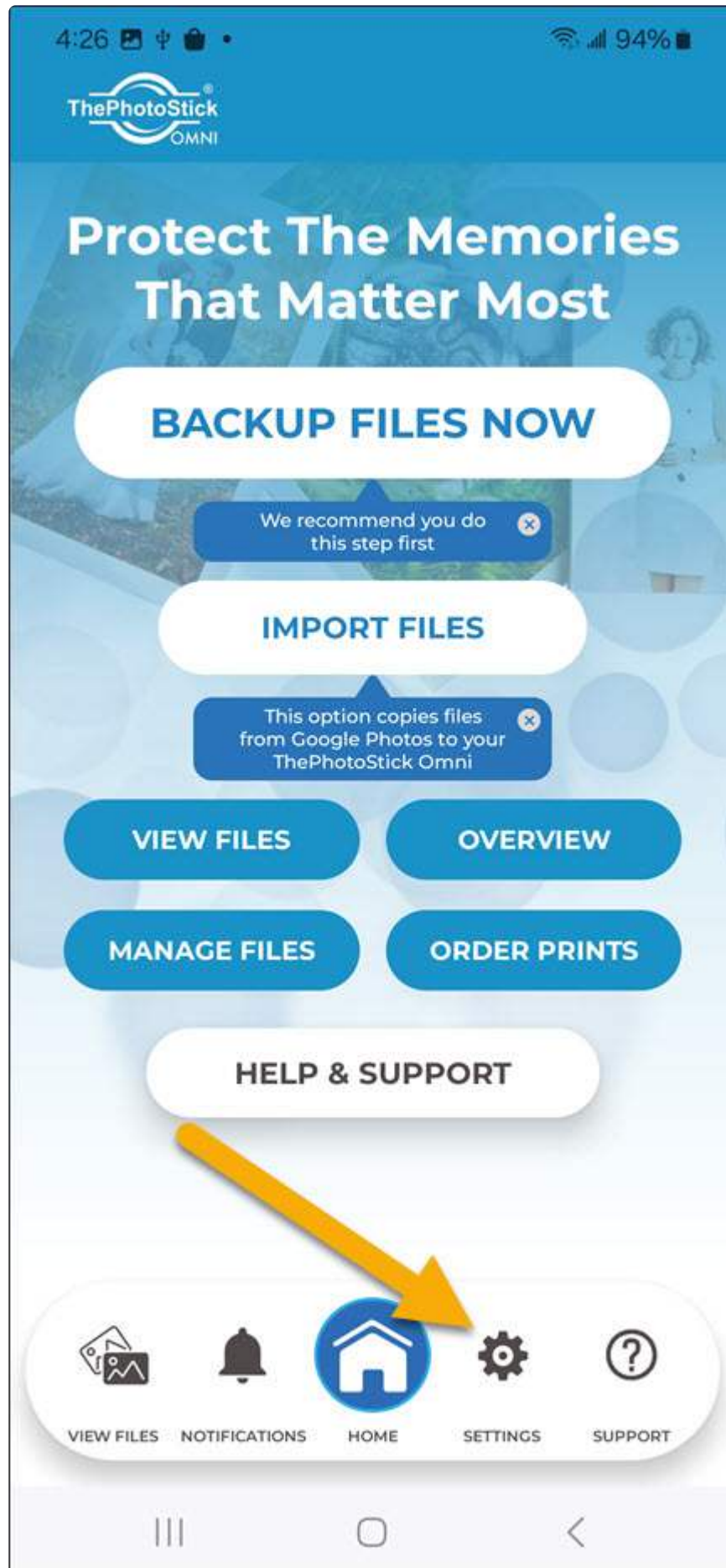
ThePhotoStick Omni App Settings Explained



1. Turn on to have ThePhotoStick Omni app automatically convert HEIC files to JPEG files.
2. Choose which file types you want ThePhotoStick Omni app to save.
3. Connect to your ThePhotoStick Omni drive.
4. Connect or Disconnect Your Google Photos account.
5. Saves any changes you make in Settings.

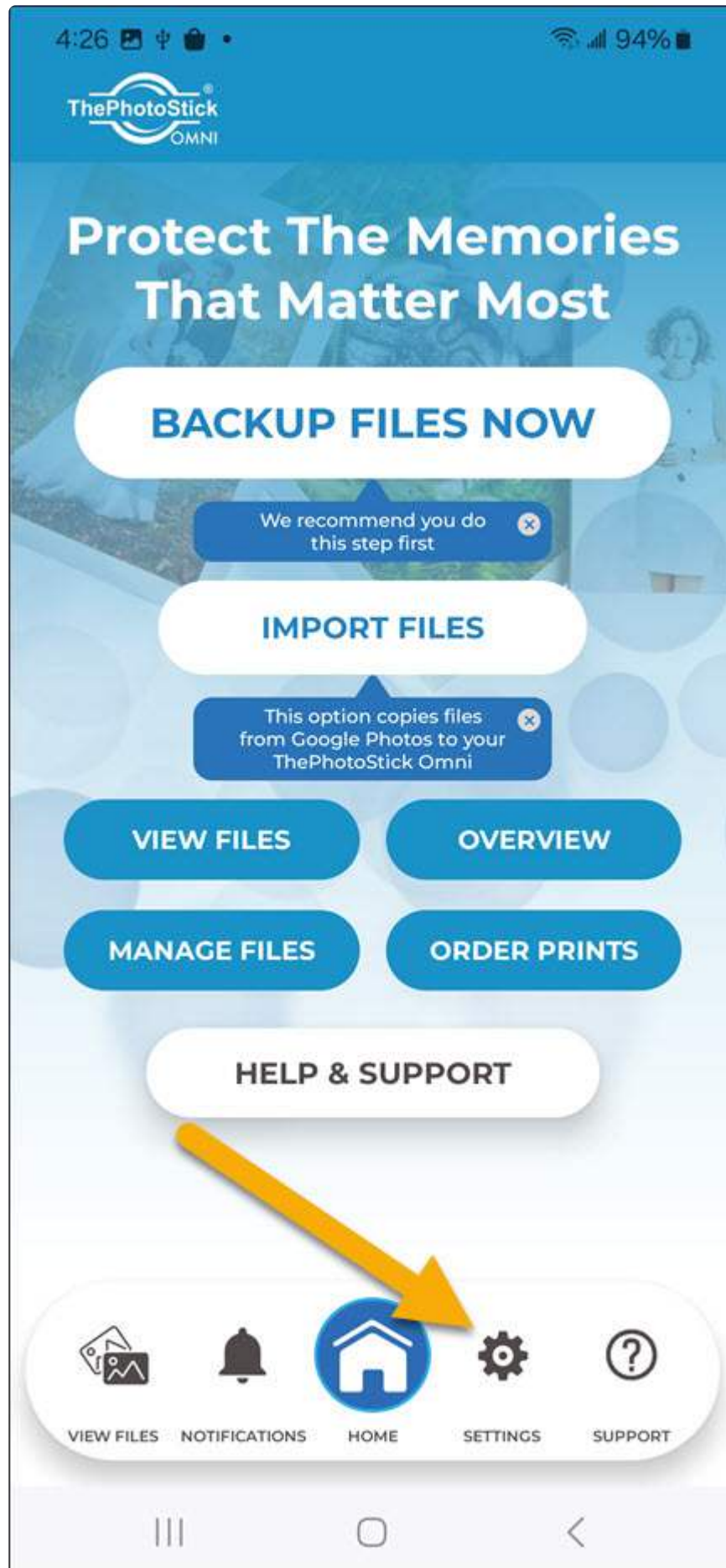
Viewing the Current App Settings

1. Tap on the Settings icon on the Home Screen.

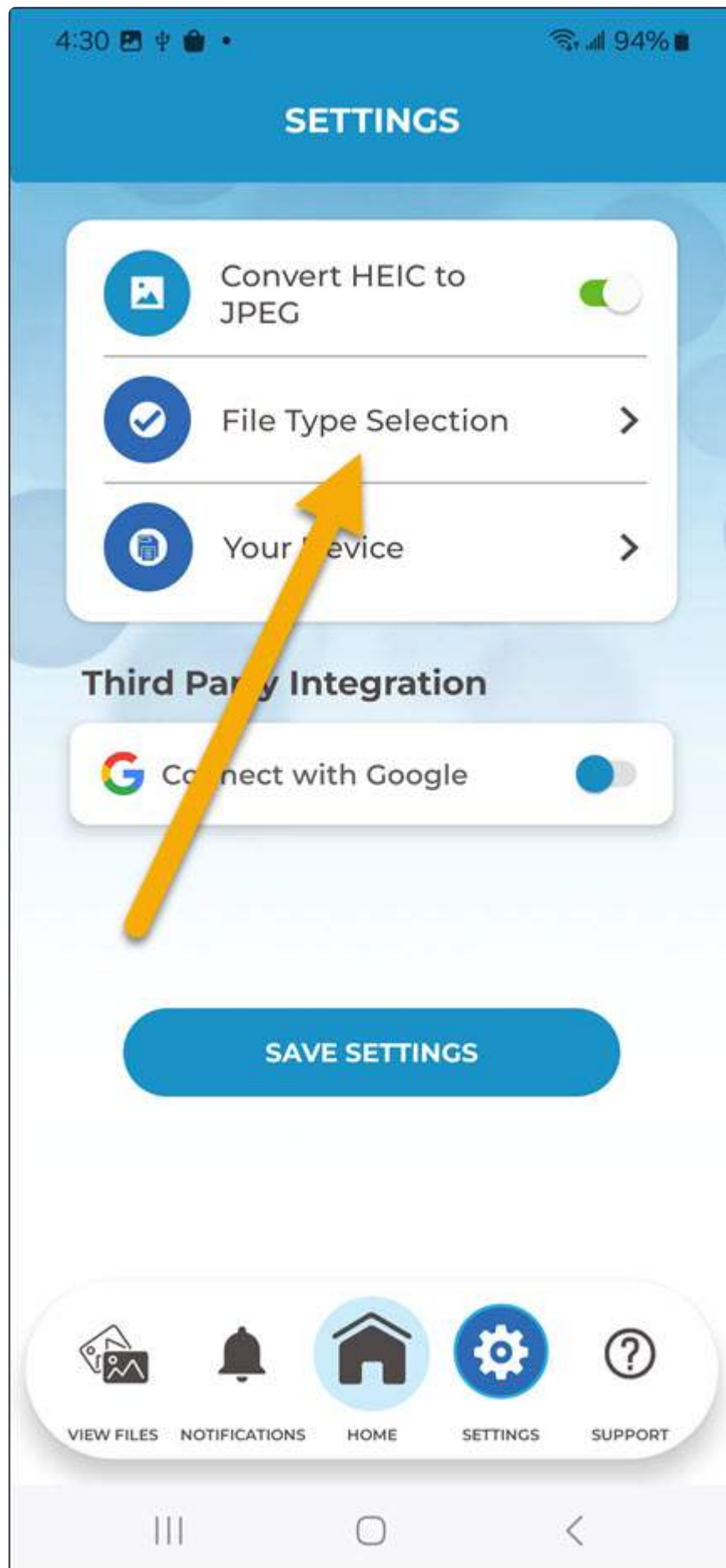


Change Which File Types ThePhotoStick Omni App Will Back Up

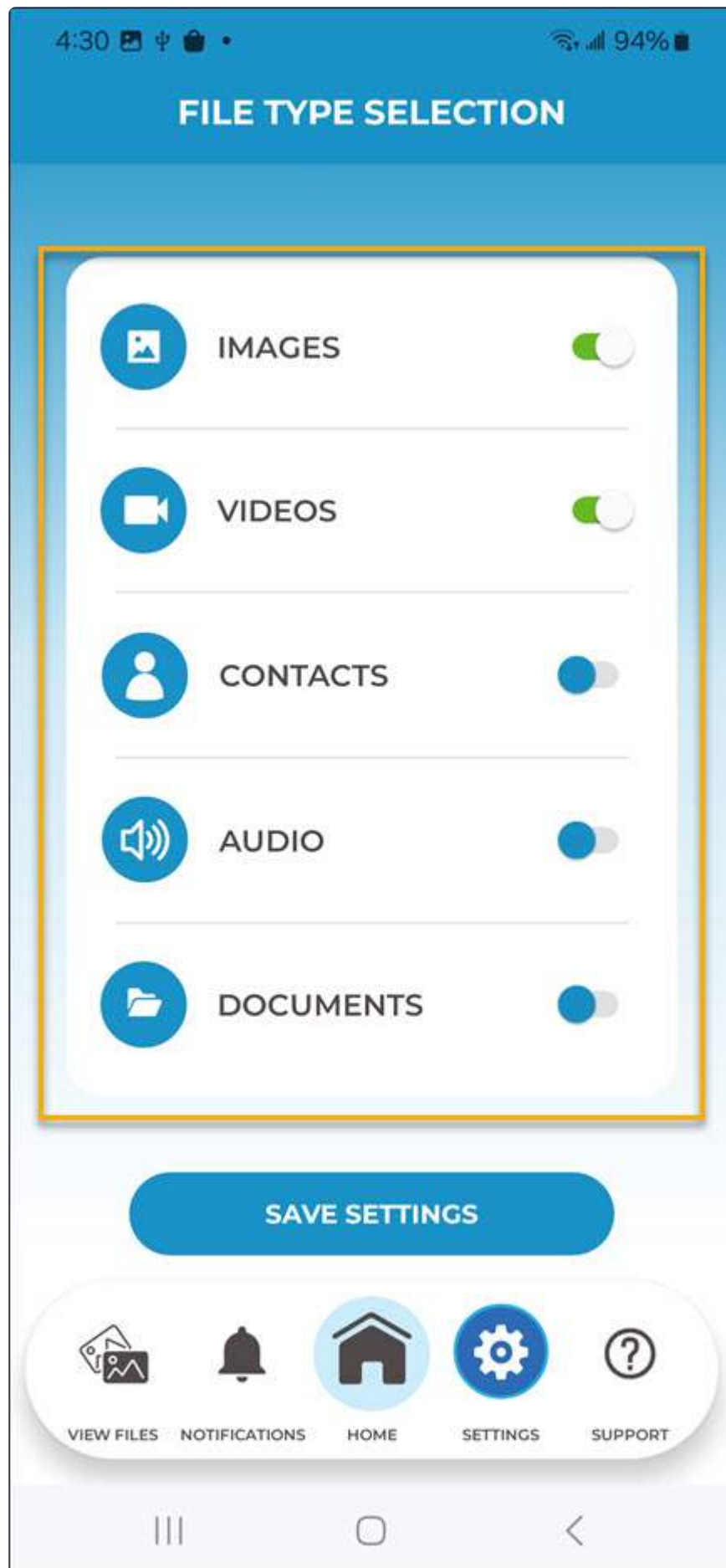
1. Tap on the Settings icon on the Home Screen.



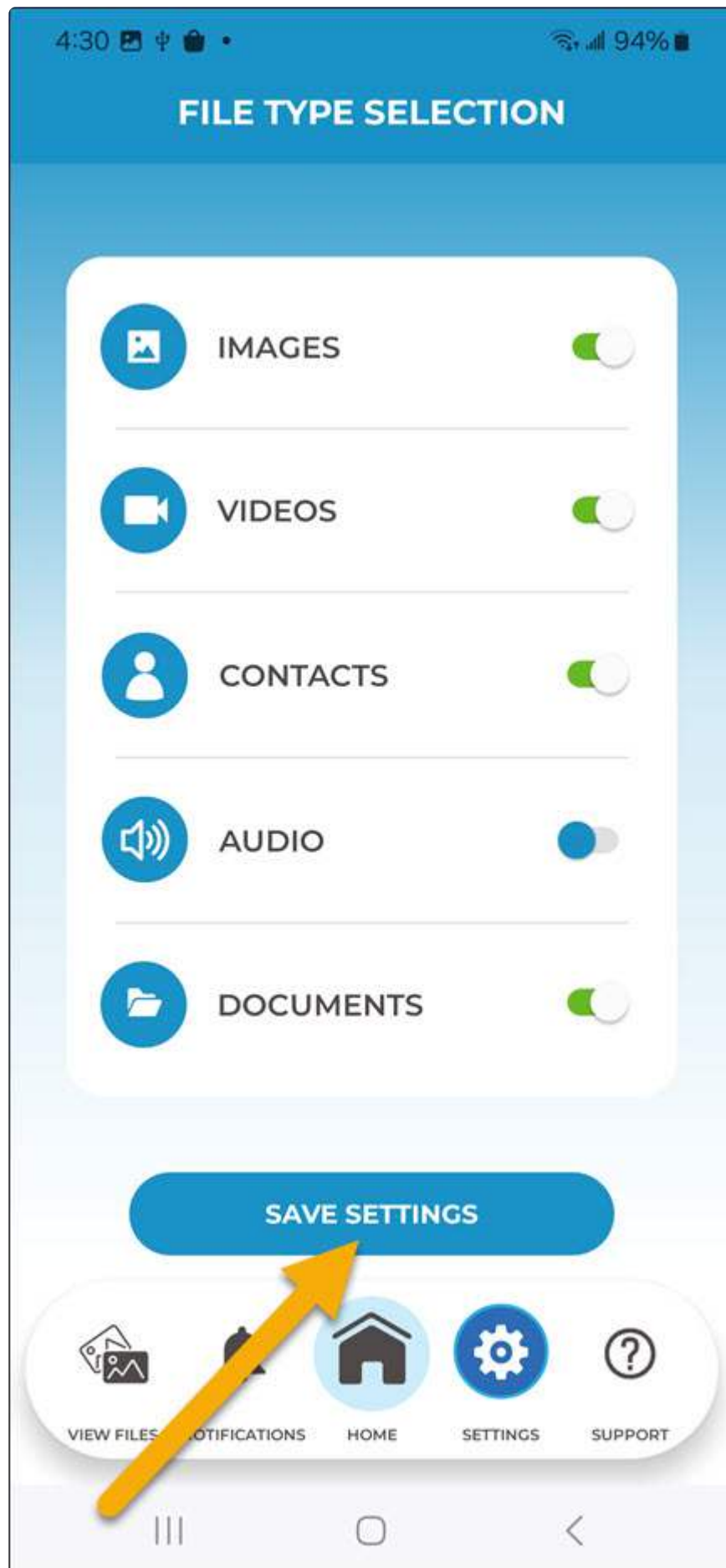
2. Tap “File Type Selection”.



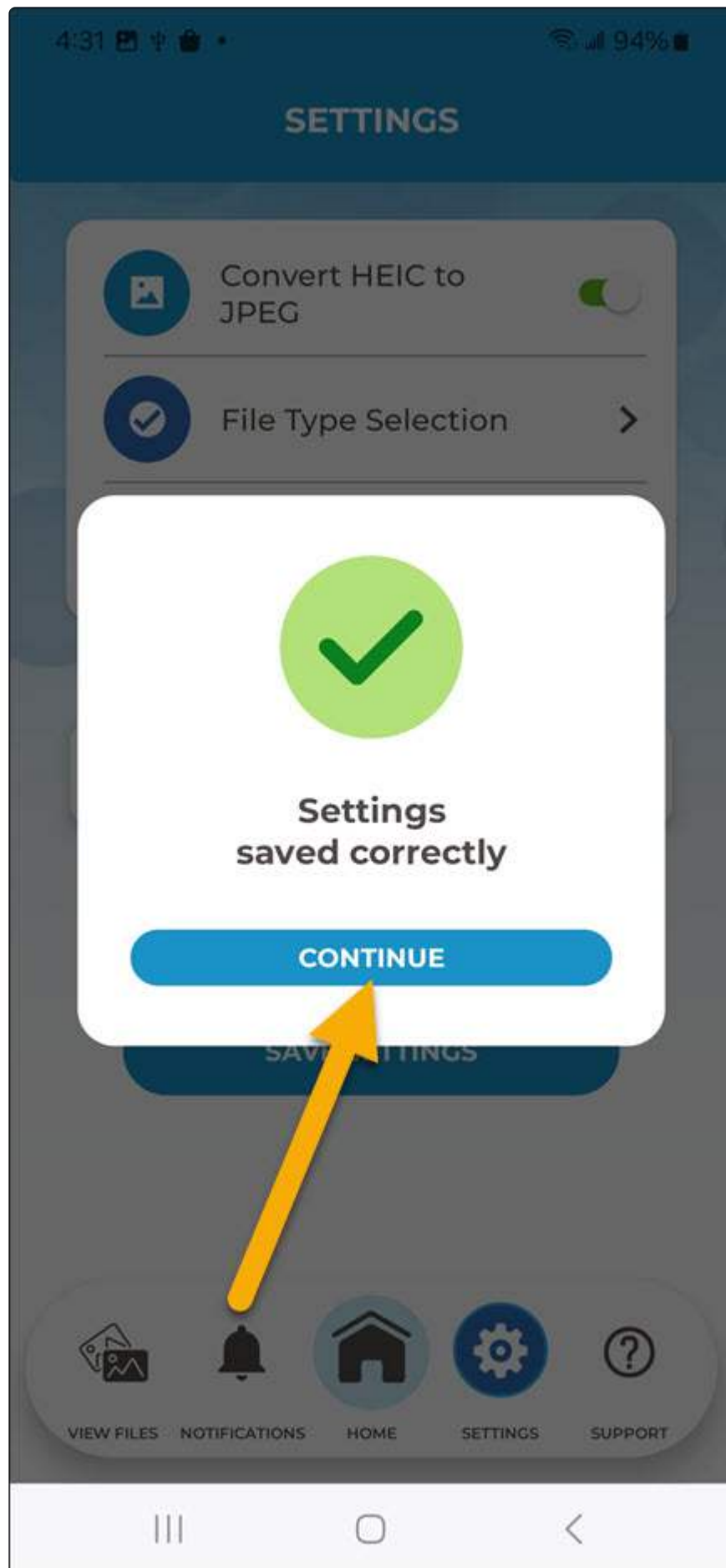
3. Turn on or off any file types you want or do not want to back up.



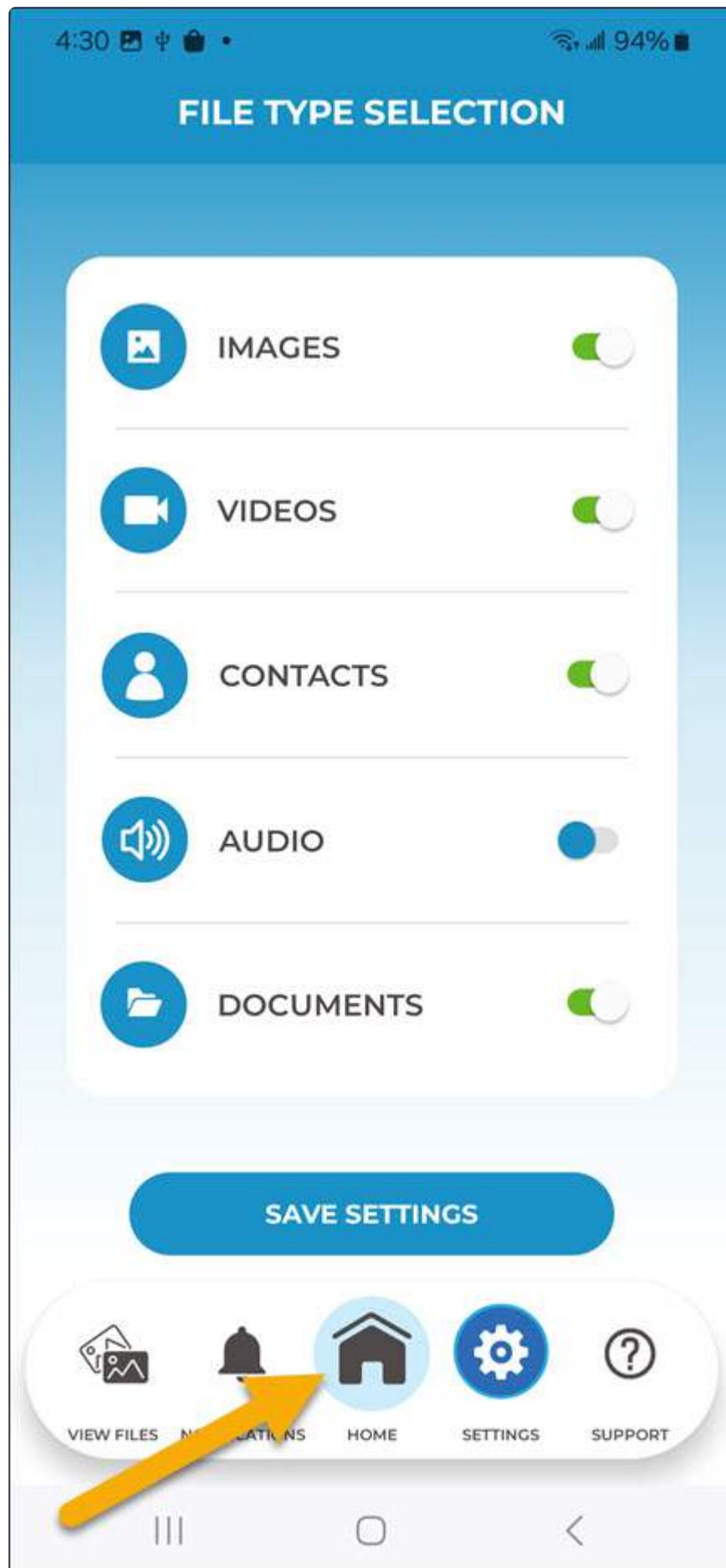
4. Tap “Save Settings”.



5. Tap “Continue”.



6. Tap the Home icon to return to the Home page.



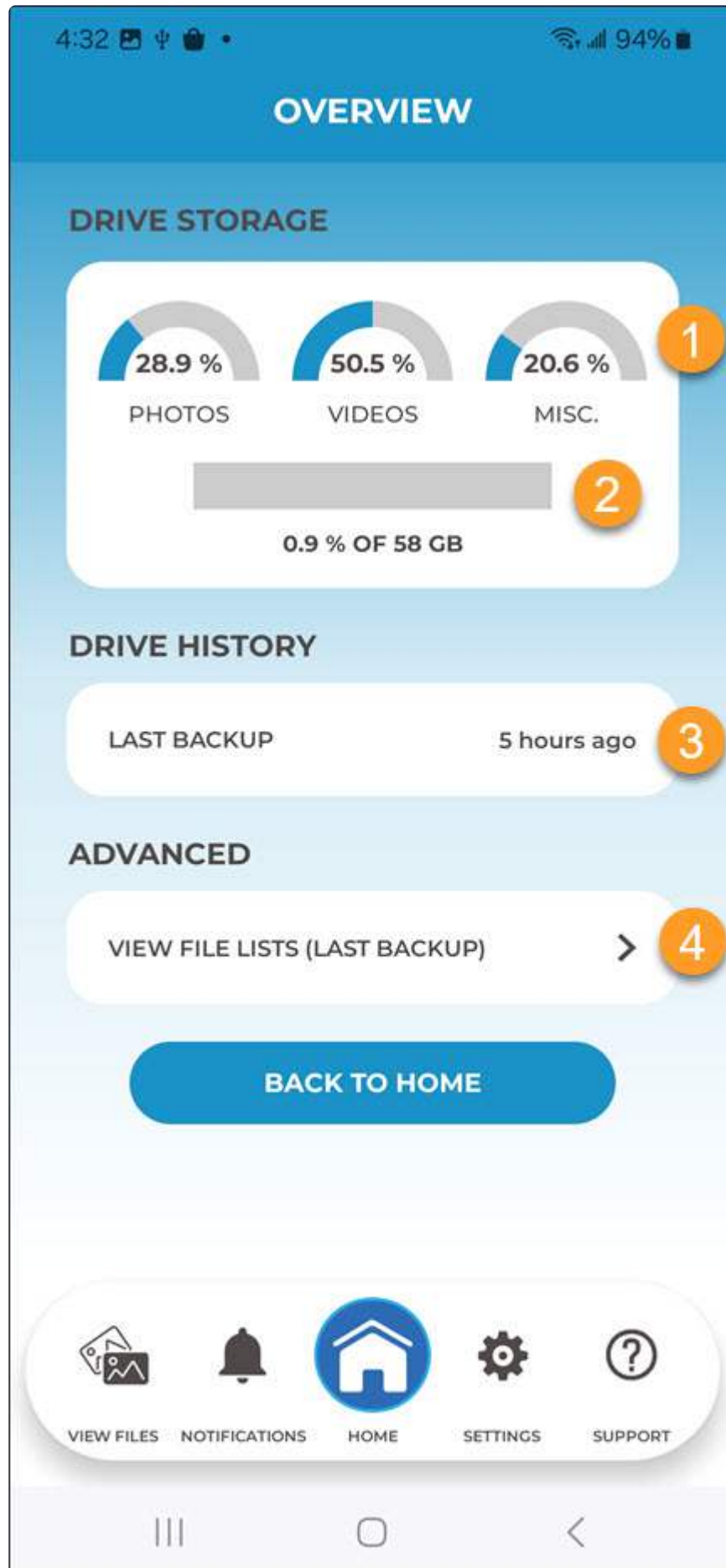
2.18. Viewing an Overview of your ThePhotoStick Omni

“Overview” gives you insight about your ThePhotoStick Omni drive such as used space, time of last backup, and other advanced information.

Video demonstrating the “Overview” option:

Video Needed Here

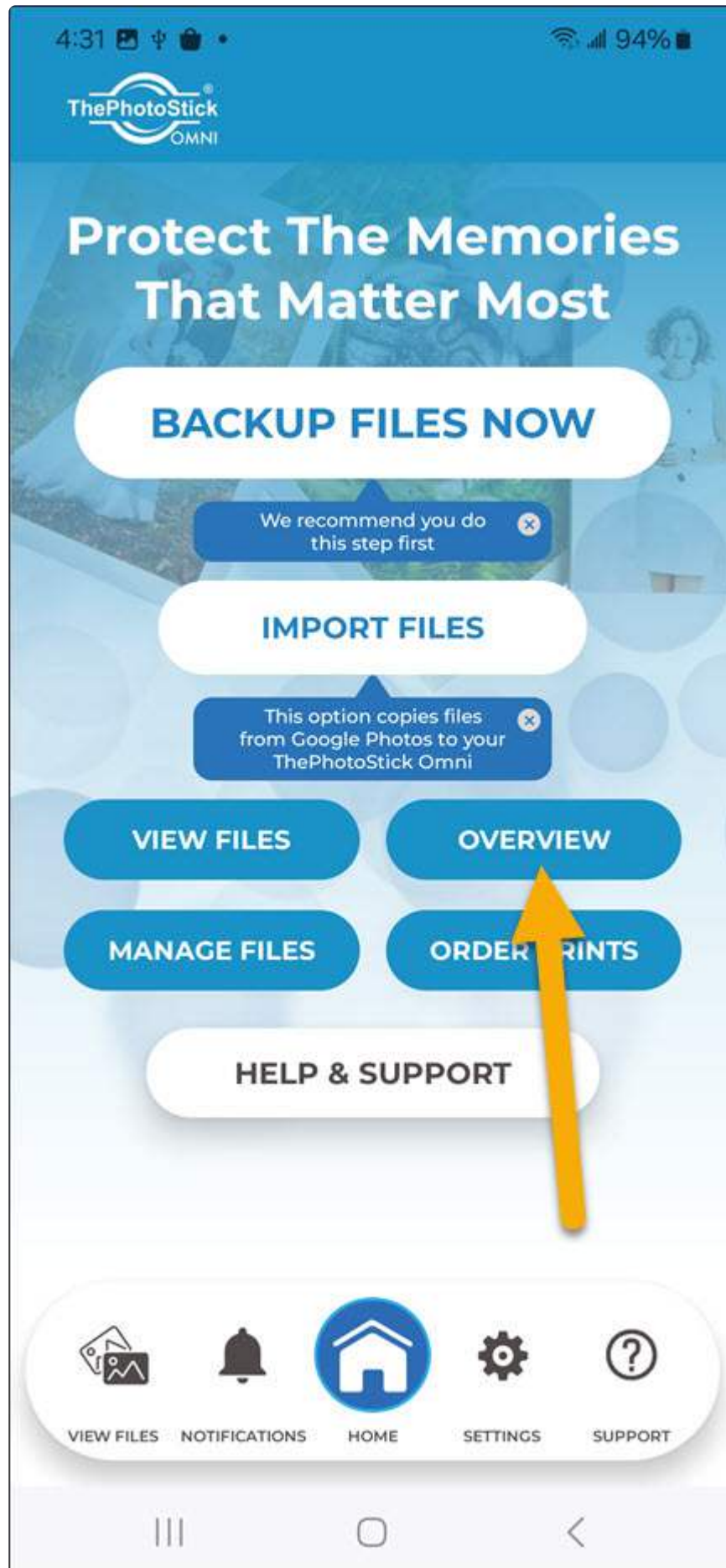
ThePhotoStick Omni App Overview Explained



1. A breakdown of the type of files using space on your ThePhotoStick Omni drive.
2. A summary of the used space on your ThePhotoStick Omni drive.
3. The time since your last backup.
4. View files that failed to back up or files skipped during a backup because they were duplicates of files already saved to your ThePhotoStick Omni drive.

Viewing Your ThePhotoStick Overview

To see an overview of your ThePhotoStick Omni drive, tap “Overview” on the home page:



2.19. Help and Support

“Help & Support” provides an easy way to access helpful tips and troubleshooting information for your ThePhotoStick Omni app and drive.

Video demonstrating the “Help & Support” Option:

Video Needed Here

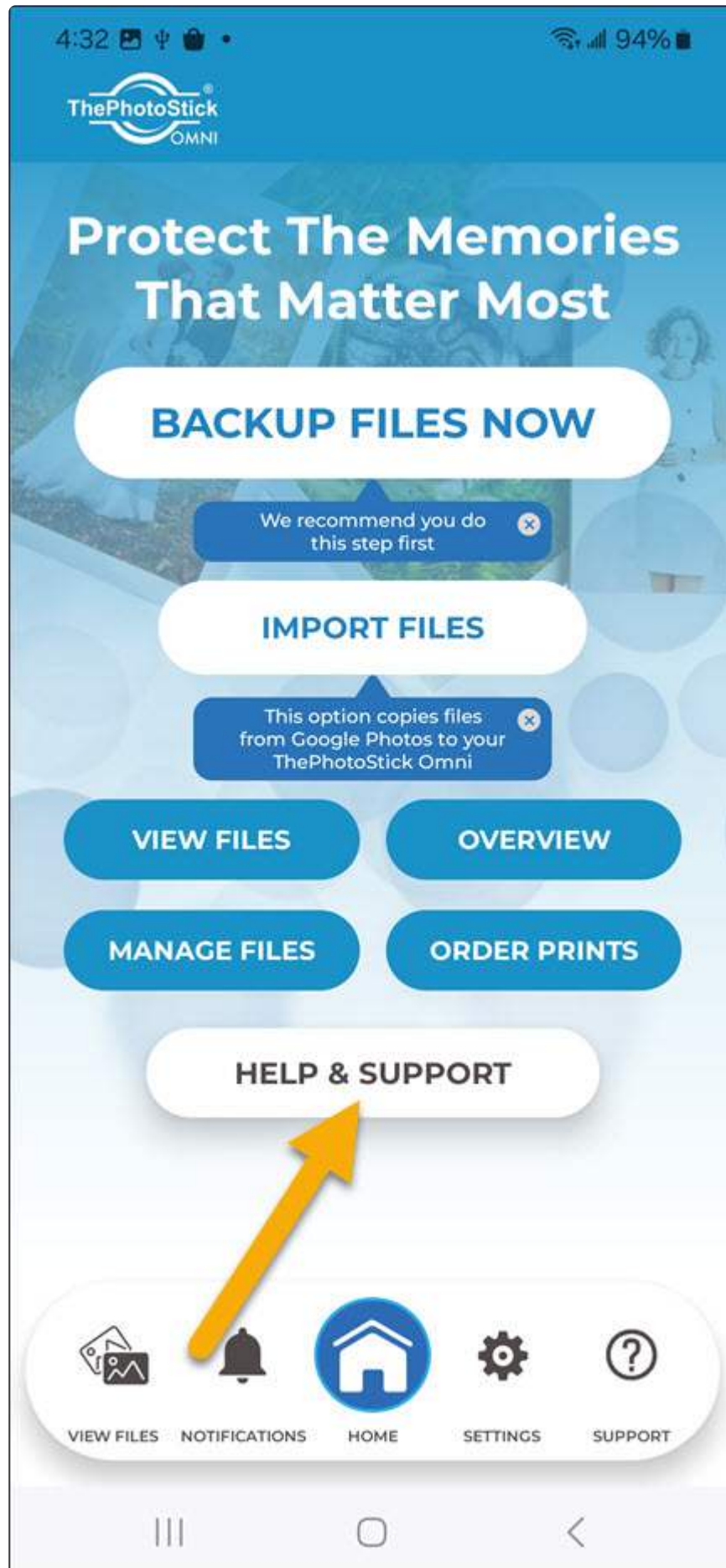
ThePhotoStick Omni App Help and Support Explained



1. Tap to access the online User Guide.
2. Tap to contact support.
3. Tap to view and walk through the Welcome tutorial shown when you first installed and used the app.
4. View online troubleshooting information.
5. View ThePhotoStick Omni online support center.

Viewing Help and Support

To see the help and support options, tap “Help and Support” on the home page:



3. Using ThePhotoStick® Omni on iPhone or iPad

Using ThePhotoStick® Omni on iPhone or iPad Quick Links

Click on one of the links below to find in-depth information on specific topics, or use the arrows at the bottom of the page to view the guide in step order.

- [Getting to Know ThePhotoStick® Omni iPhone/iPad App Interface](#)
- [Installing ThePhotoStick Omni® App](#)
- [Starting ThePhotoStick® Omni on iPhone or iPad](#)
- [Starting a Backup](#)
- [Importing Files from Cloud Services](#)
- [Viewing Files Saved to ThePhotoStick® Omni](#)
- [Adding Photos and Videos to Your Favorites Album](#)
- [Creating Albums and Adding Files to Albums iPhone/iPad](#)
- [Adding Tags to Photos and Videos on iPhone/iPad](#)
- [Searching, Filtering, and Sorting Files on iPad/iPhone](#)
- [Sharing Your Photos and Videos iPad/iPhone](#)
- [Managing Files on Your ThePhotoStick Omni Drive](#)
- [Deleting Files From Your ThePhotoStick Omni Drive iPad/iPhone](#)
- [Restoring Files From Your ThePhotoStick Omni Drive iOS](#)
- [Viewing and Changing ThePhotoStick Omni App Settings iOS](#)
- [ThePhotoStick Omni App Overview Explained](#)
- [Help and Support iPad/iPhone](#)

3.1. Getting to Know ThePhotoStick® Omni iPhone/iPad App Interface

Enjoy a seamless, user-friendly interface, allowing you to easily back up and organize as well as view and share your favorite photos, videos, audio files, and more.



1. Tap to view your backup options and to start a backup.
2. Tap to view cloud services, like Google Photos, that you can back up and to start a backup of those cloud services.
3. Tap to view and organize files that are saved on your ThePhotoStick Omni device.
4. Tap to view information about your ThePhotoStick Omni device.

5. Tap to remove or restore files saved on your ThePhotoStick Omni device.
6. Coming soon – Tap to order prints of your photos.
7. Tap to view help information for your ThePhotoStick Omni drive and app, view the welcome tutorial again, view troubleshooting tips, or to contact support.
8. Tap to view and organize files that are saved on your ThePhotoStick Omni device.
9. Tap to view any notifications for your ThePhotoStick Omni device.
10. Tap to return to the app Home screen.
11. Tap to view backup options and settings.
12. Tap to view help information for your ThePhotoStick Omni drive and app, view the welcome tutorial again, view troubleshooting tips, or to contact support.

3.2. Installing ThePhotoStick Omni® App

1. Open the App Store on your iPhone or iPad.
2. Search for “ThePhotoStick Omni”.
3. Tap “Get” to install the app.
4. Once the app is downloaded and installed, plug ThePhotoStick Omni into your iPhone or iPad and open the app.

NOTE: Use the included adapter to connect with either the Lightning or Type-C connector.

NOTE: Certain phone cases may need to be removed in order to ensure a proper connection.

1) Plug USB Drive into Adapter

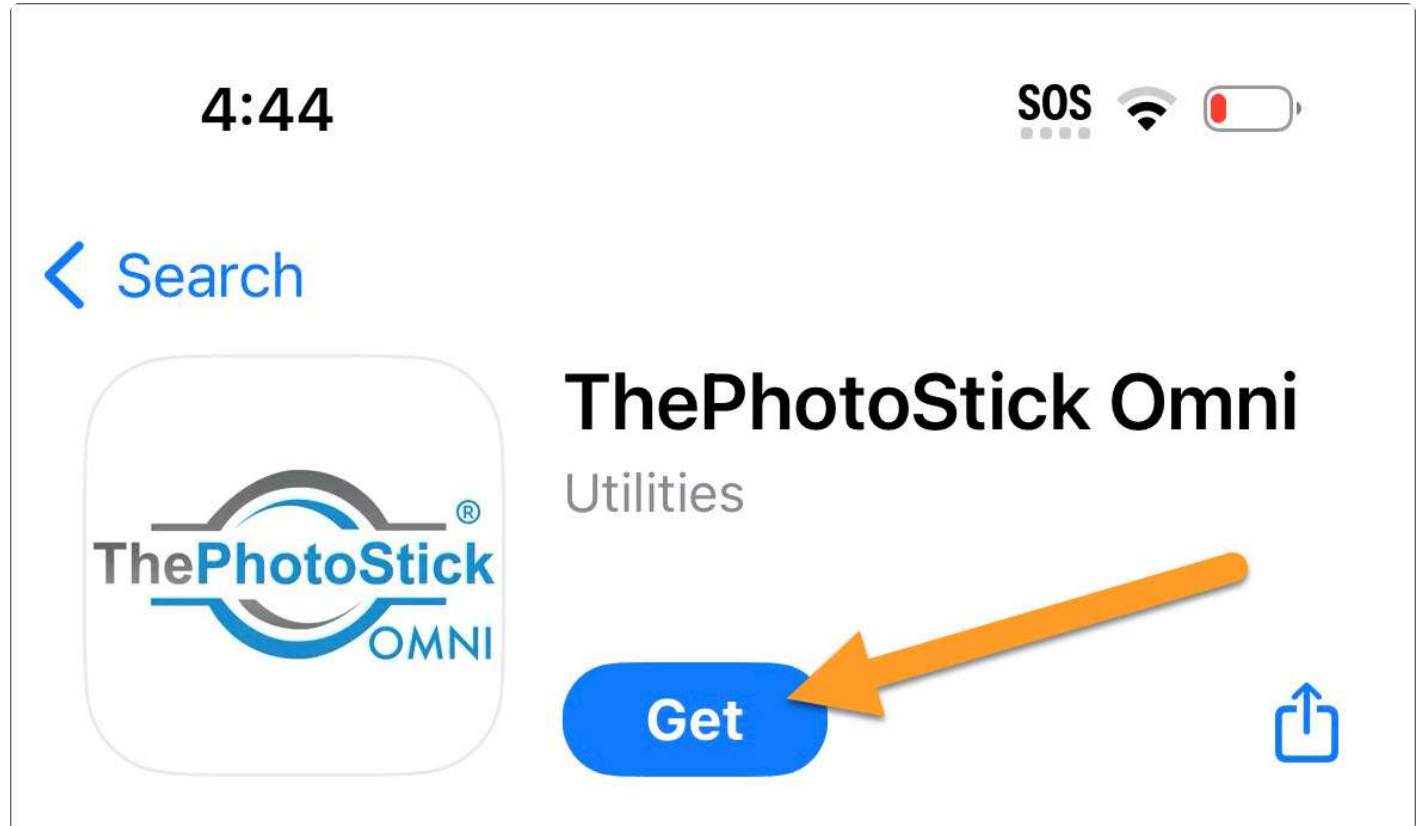


2) Plug the Lightning or Type-C connector into your iPhone or iPad



3.3. Starting ThePhotoStick® Omni on iPhone or iPad

1. Download and Install ThePhotoStick Omni app from the Apple App Store.



2. Once the app is downloaded and installed, plug ThePhotoStick Omni into your iPhone or iPad and open the app.

NOTE: Use the included adapter to connect with either the Lightning or Type-C connector.

NOTE: Certain phone cases may need to be removed in order to ensure a proper connection.

1) Plug USB Drive into Adapter



2) Plug the Lightning or Type-C connector into your iPhone or iPad



3. Tap the blue “GET STARTED” button.



4. After reading our tips for successful backups, tap the blue “NEXT” button.

1:18

SOS



A few tips for a successful file backup:

1. Check that your device is fully charged before backing up files.

2. Ensure your device and ThePhotoStick Omni are properly connected and always allow the required permissions when prompted

5. Watch the in-app tutorial video

<< TODO: insert iOS in-app video here so users can view online here >>

6. Tap the blue “NEXT” button when you are ready.



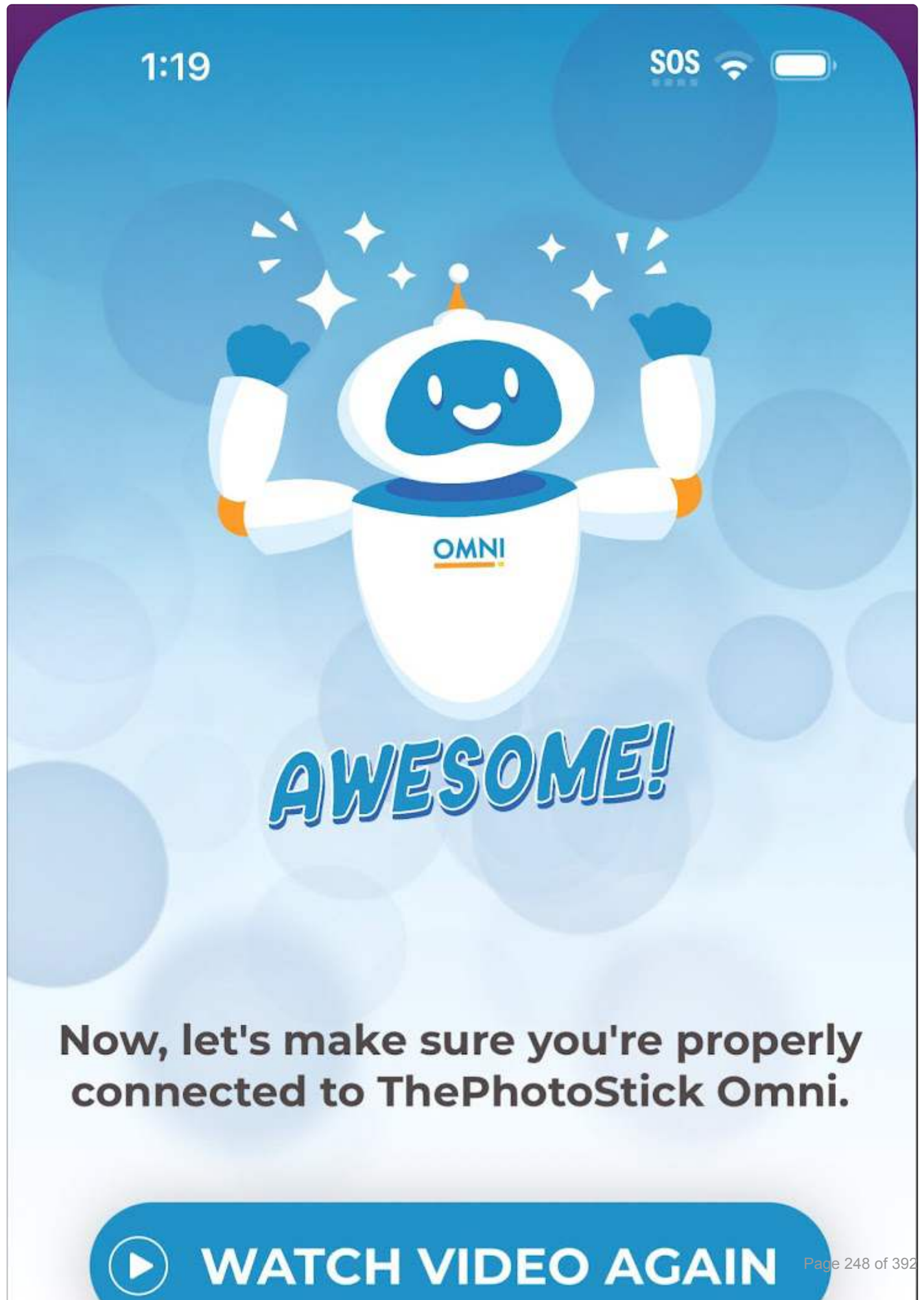
practices for granting device permissions
and connecting ThePhotoStick Omni.

2

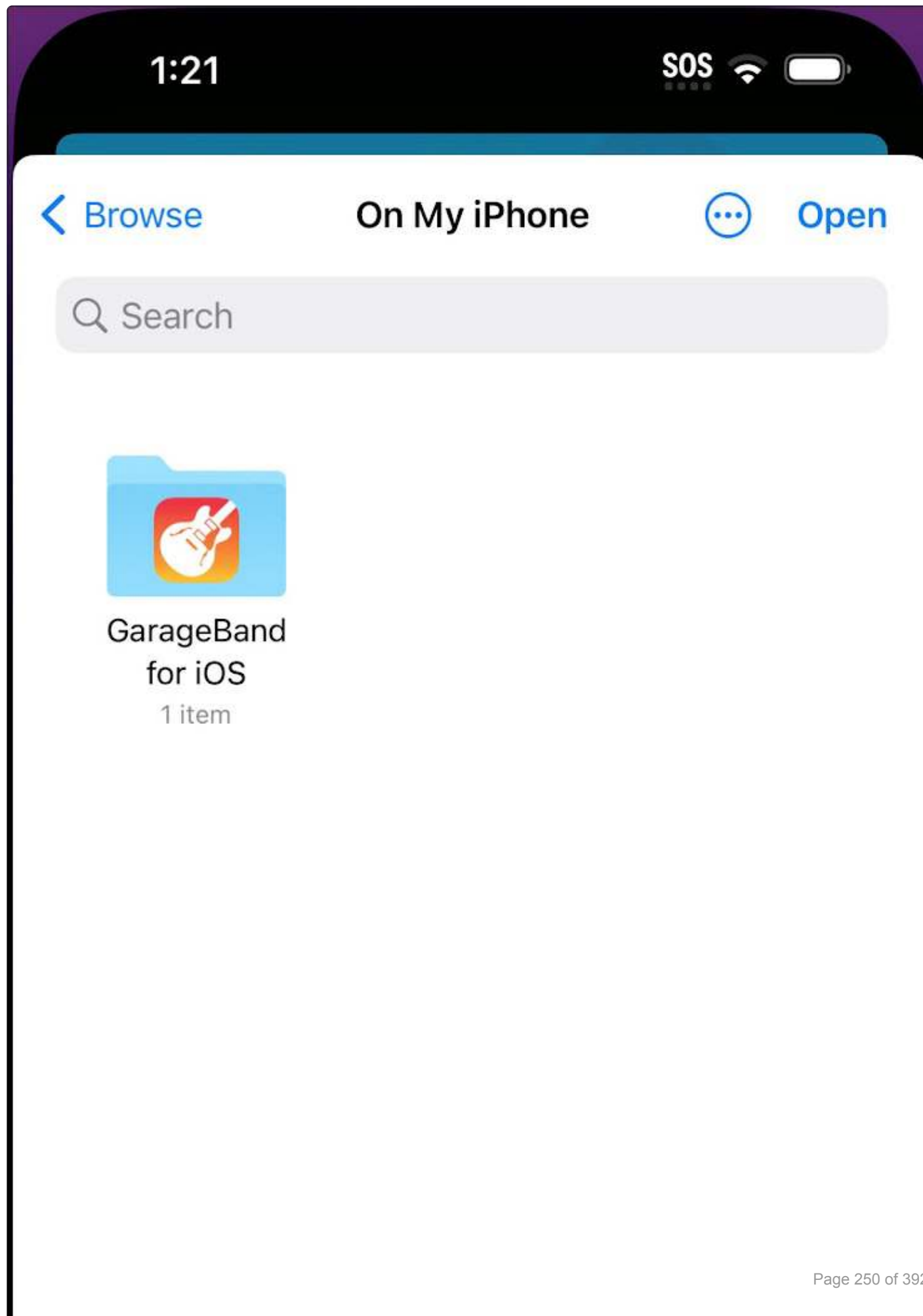
Open ThePhotoStick
Omni® App and tap
the blue "GET
STARTED" button

7. Tap “Connect” if you are ready to continue, or tap “Watch Video Again” if needed.

NOTE: You can always rewatch the tutorial video again by going to the “Support” section of the app.

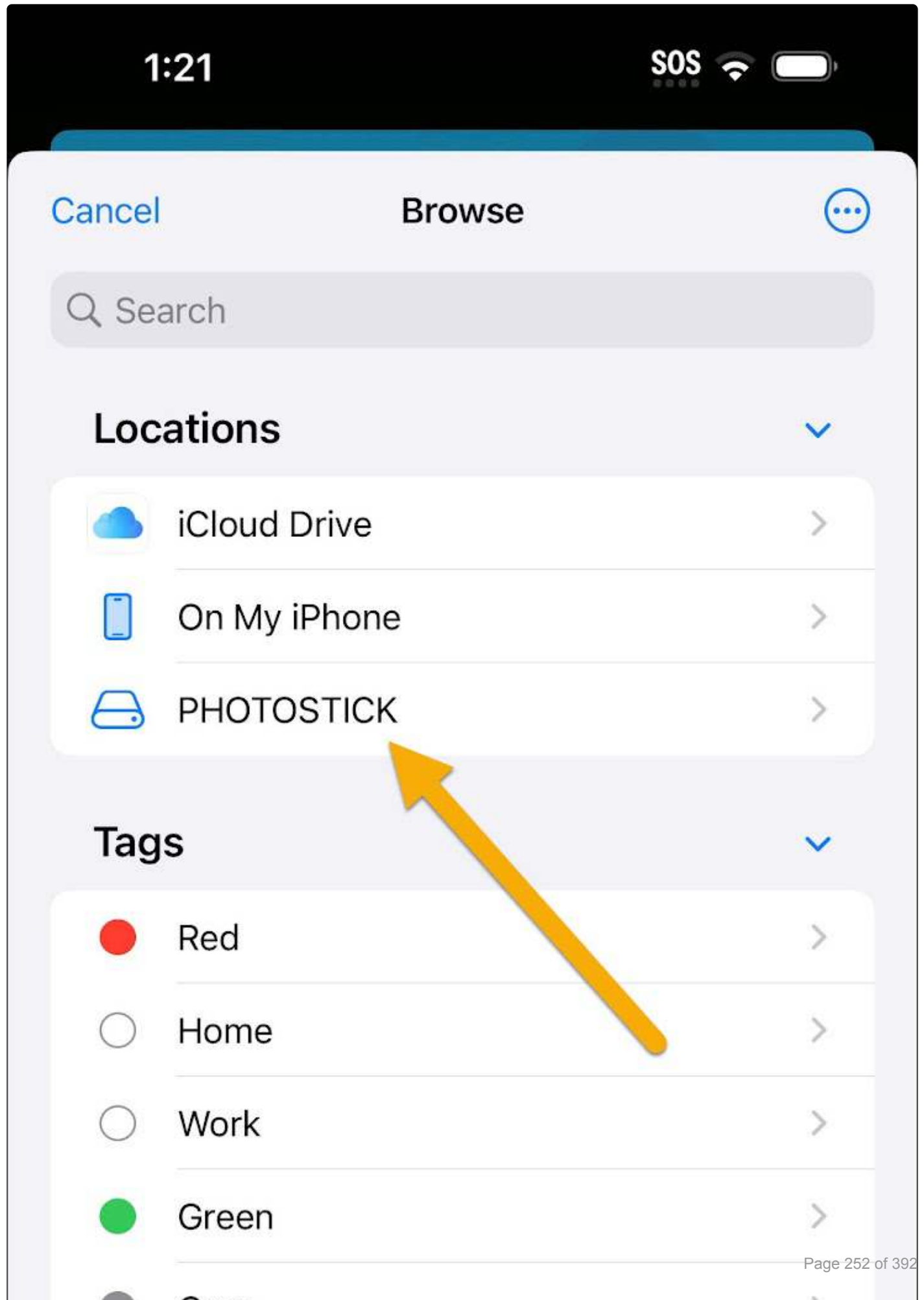


8. Tap “Browse” in the lower right corner of your screen.

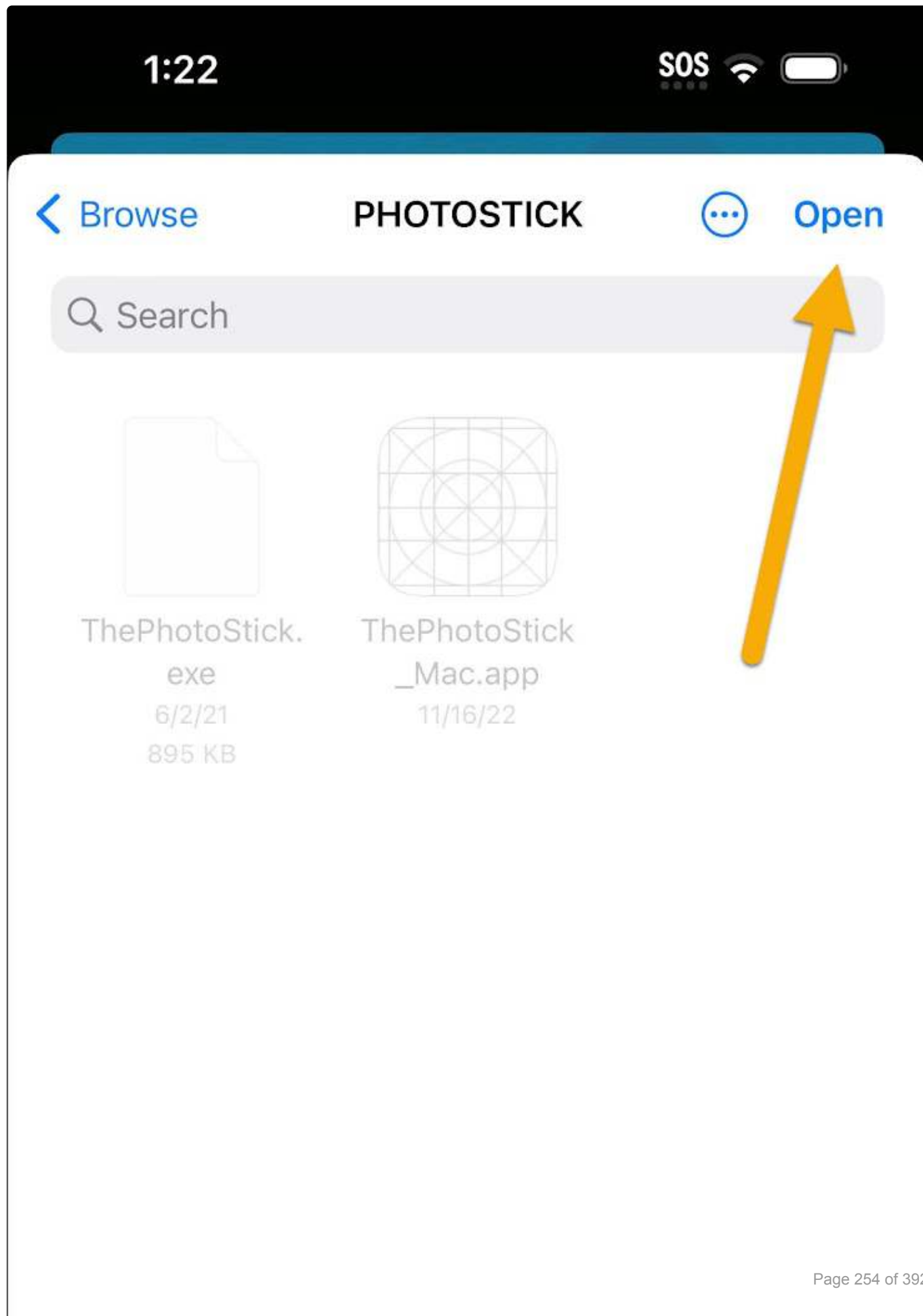


9. Select ThePhotoStick Omni drive called “PHOTOSTICK”.

NOTE: Some phones and tablets may show the drive as a “generic USB device” rather than “PHOTOSTICK”.



10. Tap “Open” in the upper right corner of your screen.



11. Tap the blue “BACK TO HOME” button when you are ready.

1:22

SOS



THE PHOTOSTICK OMNI

DEVICE STATUS:



CONNECTED



Your device and TPSO are now properly connected, and you're ready to begin your first backup

CONGRATULATIONS! Your device is now properly connected.

3.4. Starting a Backup

ThePhotoStick Omni offers three different ways to back up your files on a phone or tablet:

1. Backup All Files with a single tap
2. Backup files you select
3. Backup files by file type

To begin, go to the backup menu by tapping on “Backup Files Now” from the home screen:

Backup All Files

“Backup All Files” allows you to start a backup of your files with a single tap.

When you tap “Backup All Files”, all file types specified in the app’s settings will be saved to your ThePhotoStick Omni device.

By default, photos and videos are backed up. You can specify other file types to be backed up with the single tap feature in the app’s settings.

To start a “Backup All Files” backup, do the following:

1. From the home screen, tap on “Backup Files Now”.
2. Tap “Backup all Files”.

Backup Selected Files

“Backup Selected Files” allows you to select the photos and videos you want to back up.

To start a “Backup Selected Files” backup, do the following:

1. From the home screen, tap on “Backup Files Now”.
2. Tap “Backup Selected Files”
3. Select all the photos and videos that you want to back up.
4. Tap “Backup Now”

Advanced: Selected File Types

“Advanced: Selected File Types” allows you to select what files to back up by the file type.

ThePhotoStick Omni can back up five different types of files:

1. Images
2. Videos
3. Contacts
4. Audio
5. Documents

With an “Advanced: Selected File Types” backup, you can easily choose to back up any of these file type categories.

To start an “Advanced: Selected File Types” backup, do the following:

1. From the home screen, tap on “Backup Files Now”.
2. Tap “Advanced: Selected File Types”.
3. Select the file types you would like to back up. In this example, we wanted to back up images, audio, and document file types.
4. Tap “Begin Backup”.

3.5. Importing Files from Cloud Services

ThePhotoStick Omni can back up your Google Photos photos and videos.

To start a backup of your Google Photos, complete the following steps:

1. From the home screen, tap the “Import Files” button.
2. Tap “Connect with Google”.
3. Tap “Continue” to log into your Google Photos account.
4. Log in with your Google account.
5. Grant ThePhotoStick Omni app permission to access your Google Photos library by tapping “Continue”.
6. Your Google Photos library will load and then simply select the photos and videos you want to back up from your Google Photos library.
7. Tap “Backup Now” when ready to back up the selected photos and videos.

3.6. Viewing Files Saved to ThePhotoStick® Omni

With ThePhotoStick Omni app, you can view, organize, sort, filter, and add tags to your files saved on your ThePhotoStick drive.

By default, ThePhotoStick Omni will initially show all images from all devices backed up to ThePhotoStick Device.

Video Needed Here

To view files saved on your ThePhotoStick Omni drive, complete the following steps:

1. From the home screen, tap on “View Files”.

Switch Between Which Files to View

Use the tabs at the top to switch between different options like photos and videos tagged as your favorites, Albums, images, videos, and other file types.

For example, tap “videos” to view all the videos saved on your ThePhotoStick Omni device:

Scrolling through Files saved on your ThePhotoStick Omni

If you would like to quickly scroll through your photos and videos saved on your ThePhotoStick, do the following:

1. Tap on a photo or video to view it.
2. Use the left and right arrows to scroll through the photos and videos

3.7. Adding Photos and Videos to Your Favorites Album

ThePhotoStick Omni app allows you to select photos and videos and mark them as favorites. This provides a quick way to view all your favorite photos and videos in one place.

There are two ways to add your photos and videos to your favorites list.

Method #1 – From the Full Screen File Viewer

To add photos and videos to your favorites, do the following:

1. Tap on a photo or video to view it.
2. Tap the heart icon in the upper right corner.

Method #2 – Tap and hold

To add photos and videos to your favorites using Tap and hold, do the following:

1. Tap and hold on a photo or video until the options menu appears.



2. Tap the heart icon.

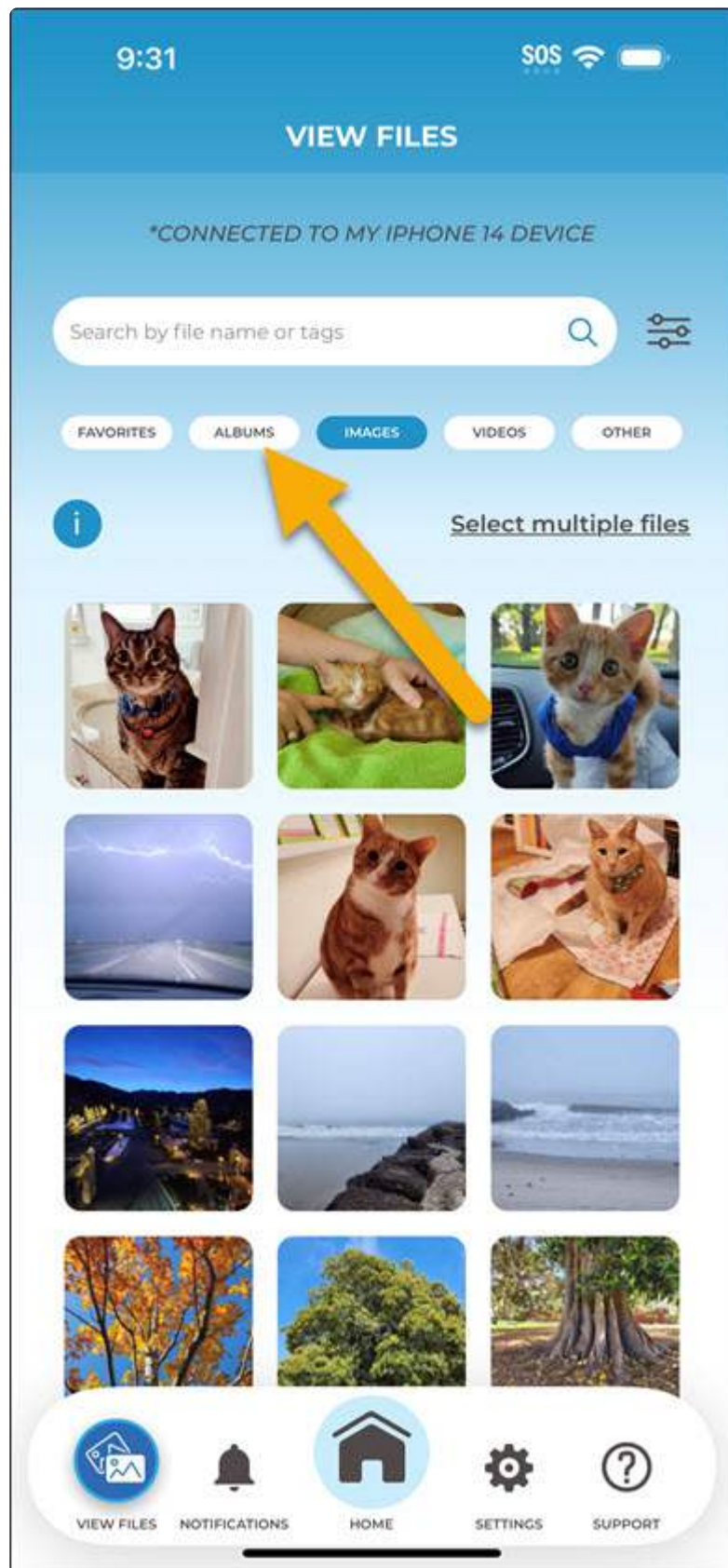
3.8. Creating Albums and Adding Files to Albums iPhone/iPad

ThePhotoStick Omni app provides the option to select photos and videos and add them to Albums you create. This provides a convenient way to organize your photos and videos in the way you want them to be organized.

Creating an Album

To create an album, do the following:

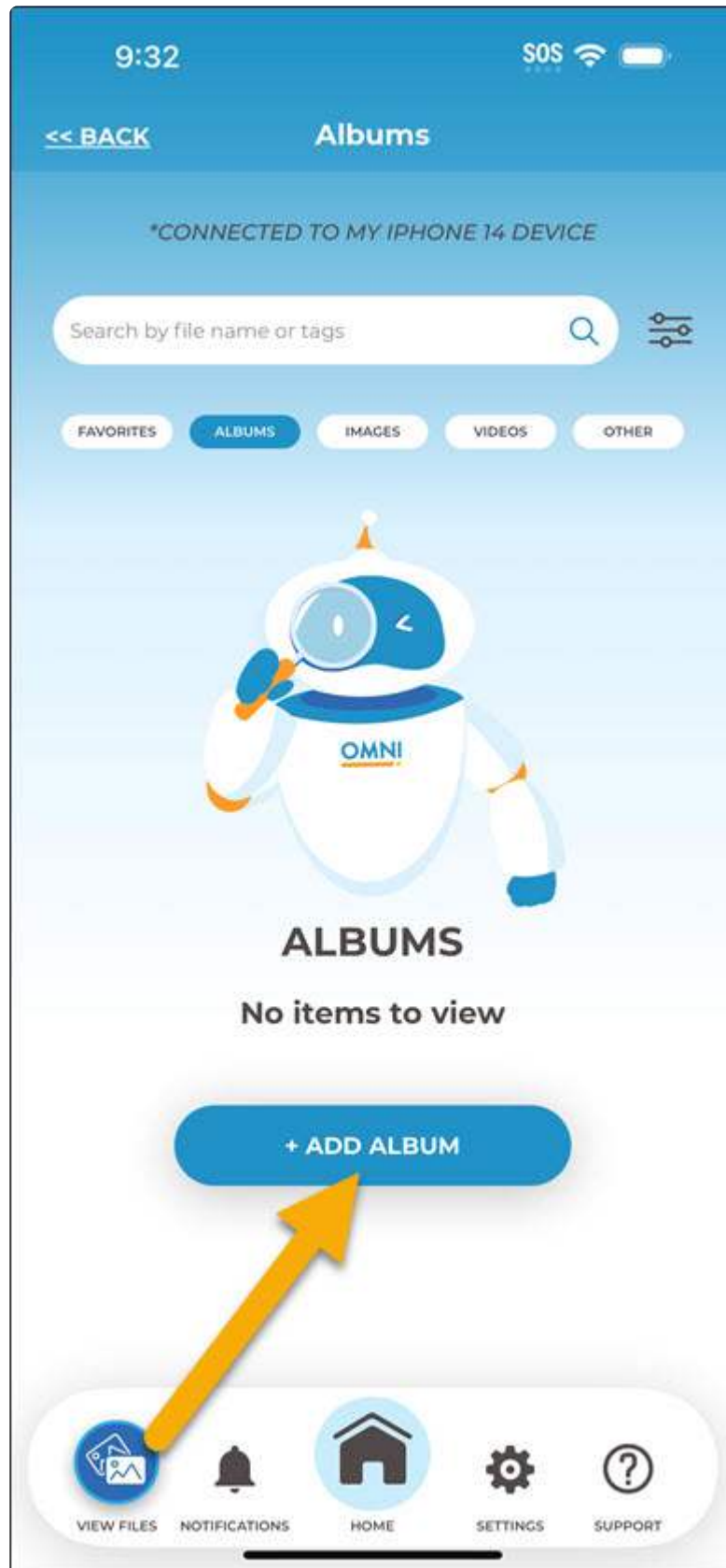
1. Tap the “Albums” tab.



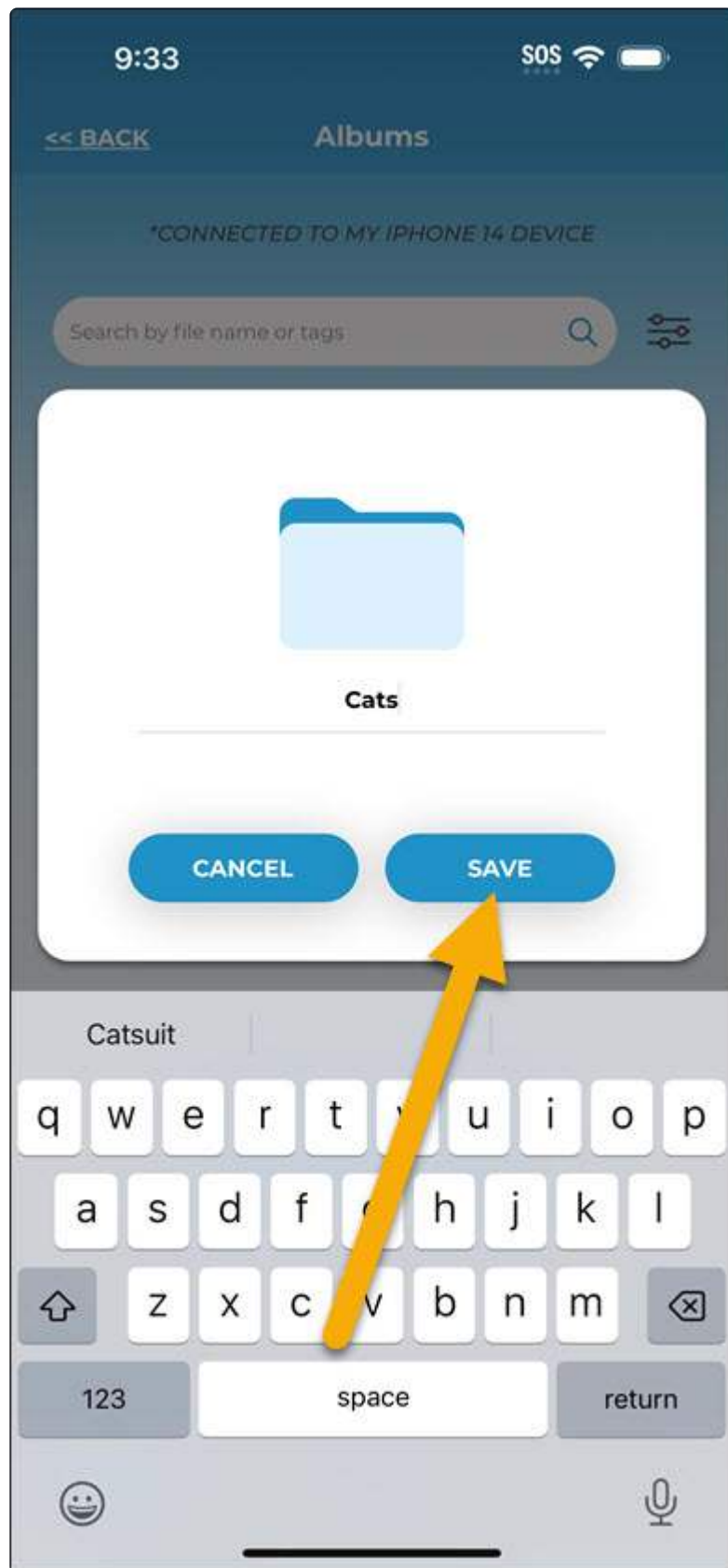
2. Tap on “Albums”.



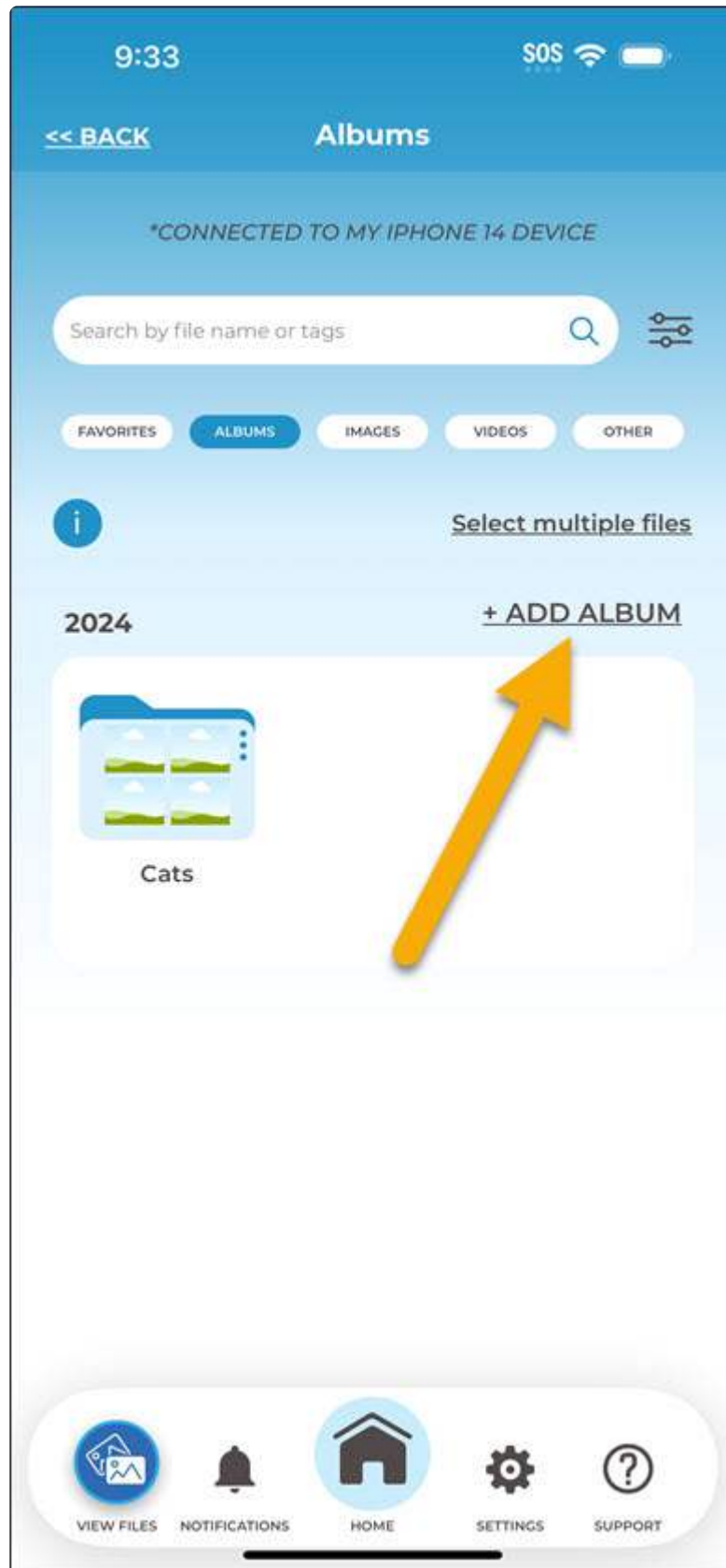
3. Tap “+Add Album”.



4. Enter an album name. In this example, we are creating an album called “Cats”. Then, tap “Save”.



5. To add additional albums, tap "+Add Album".



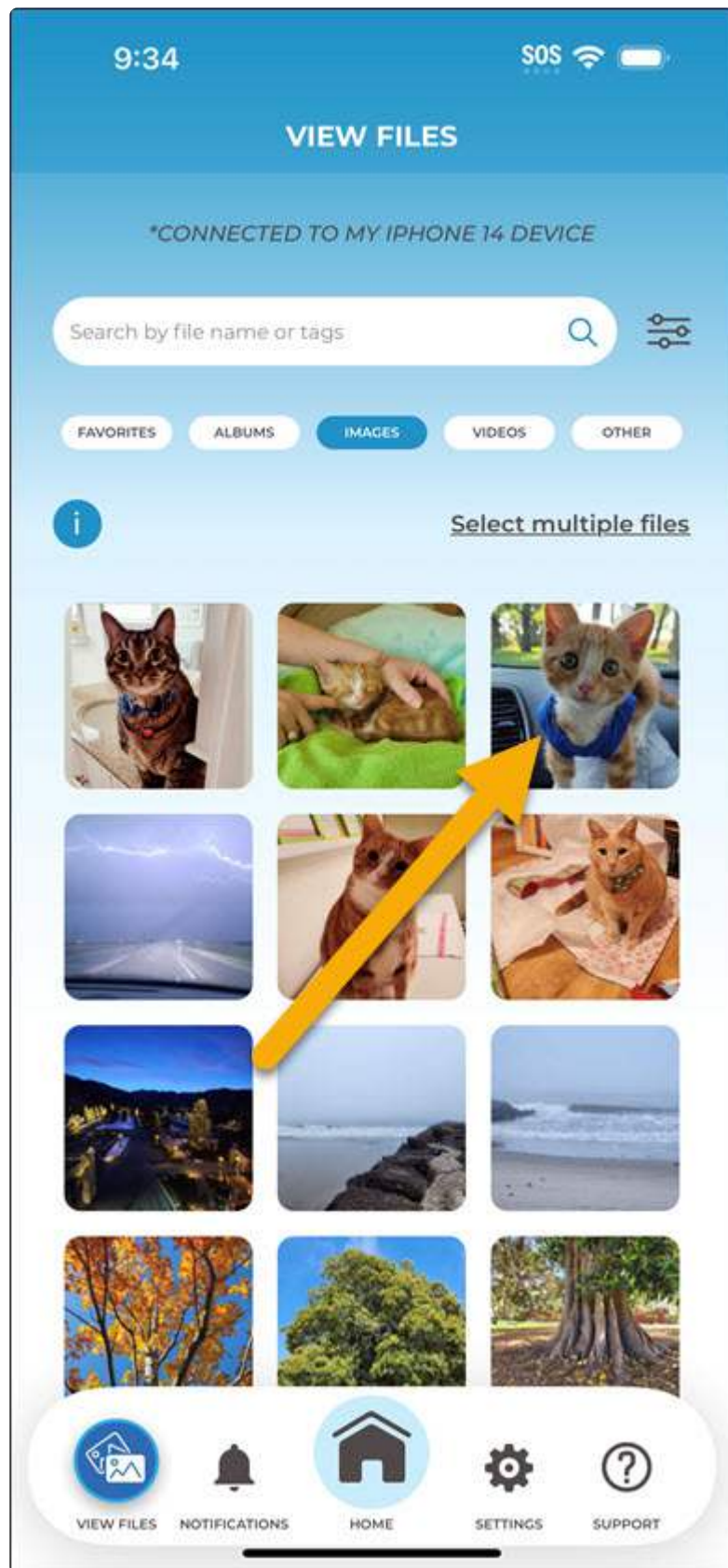
Adding Files to Albums

There are two ways to add photos and videos to your albums.

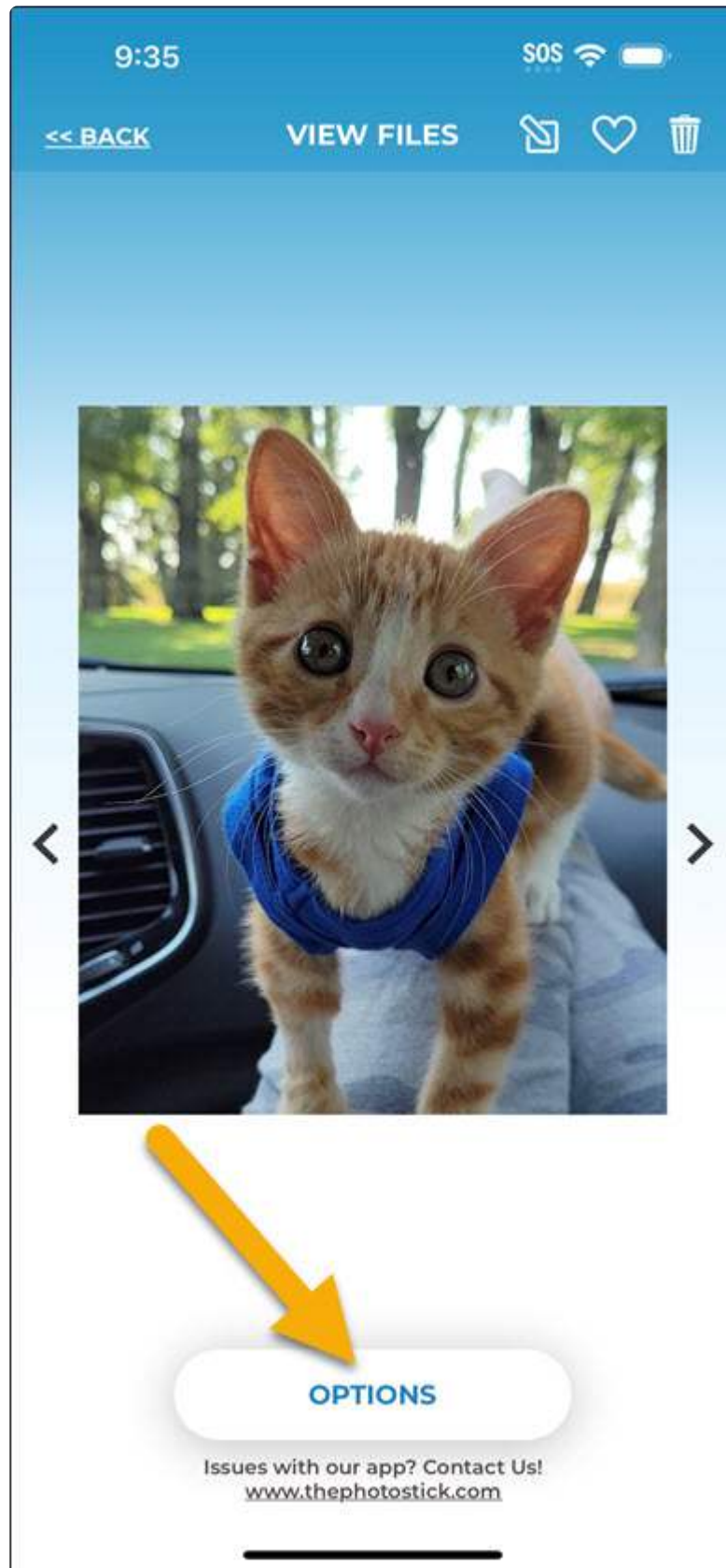
Method #1 – From the Full Screen File Viewer

To add photos and videos to one of your albums, do the following:

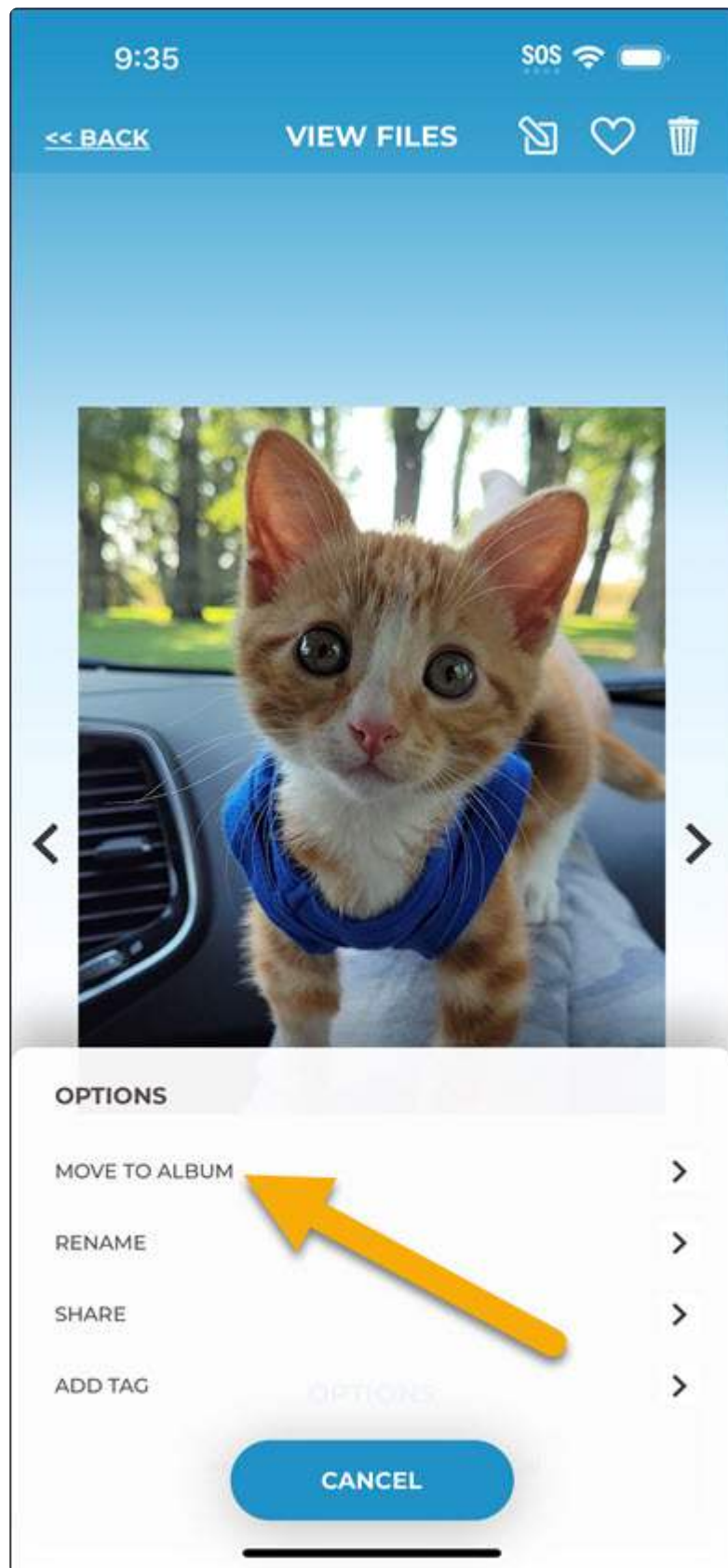
1. Tap on a photo or video to view it.



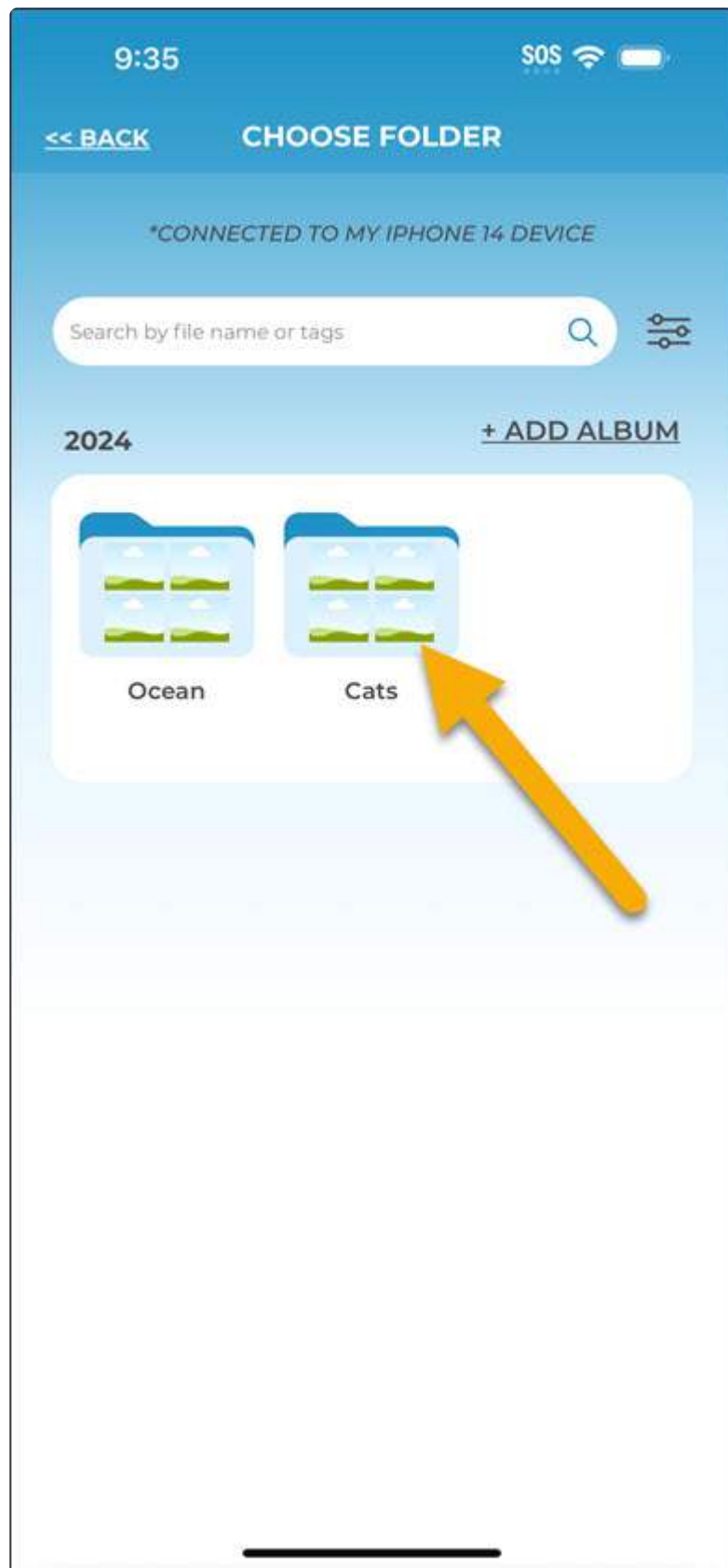
2. Tap "Options".



3. Tap "Move to Album".



4. Select the album you want to move the photo or video to.



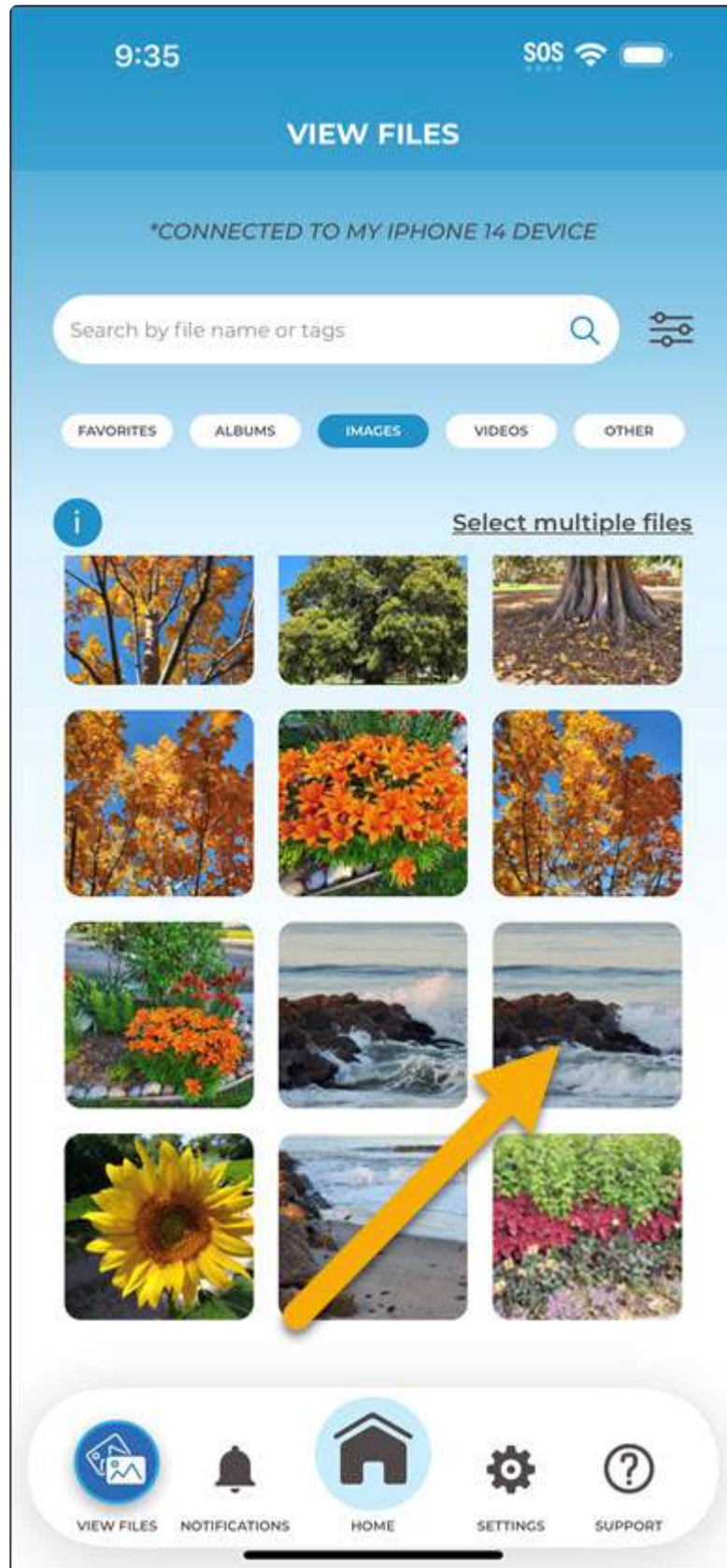
5. Tap "Move".



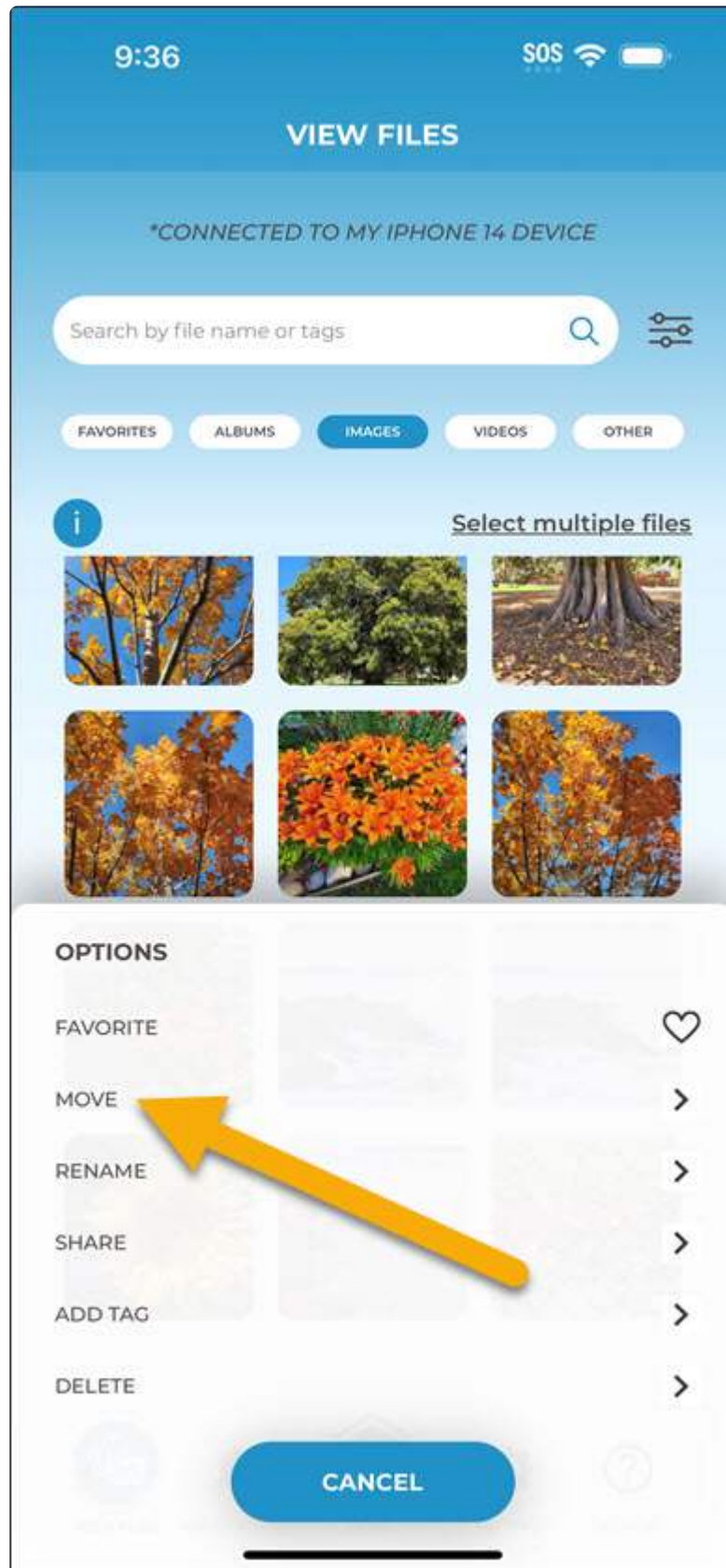
Method #2 – Tap and hold

To add photos and videos to one of your albums using the tap and hold method, do the following

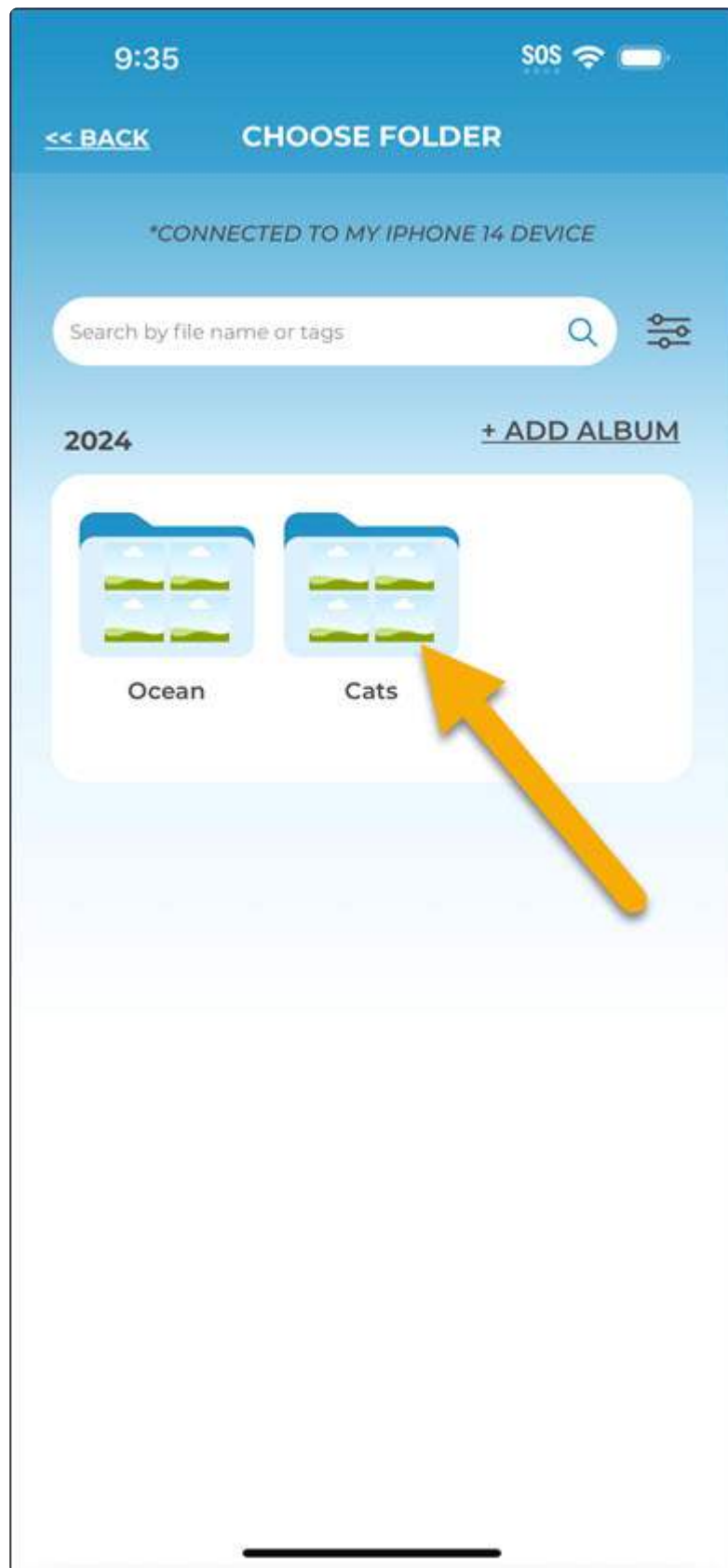
1. Tap and hold on a photo or video until the options menu appears.



2. Tap "Move".



3. Select the album you want to move the photo or video to.



4. Tap "Move".



3.9. Adding Tags to Photos and Videos on iPhone/iPad

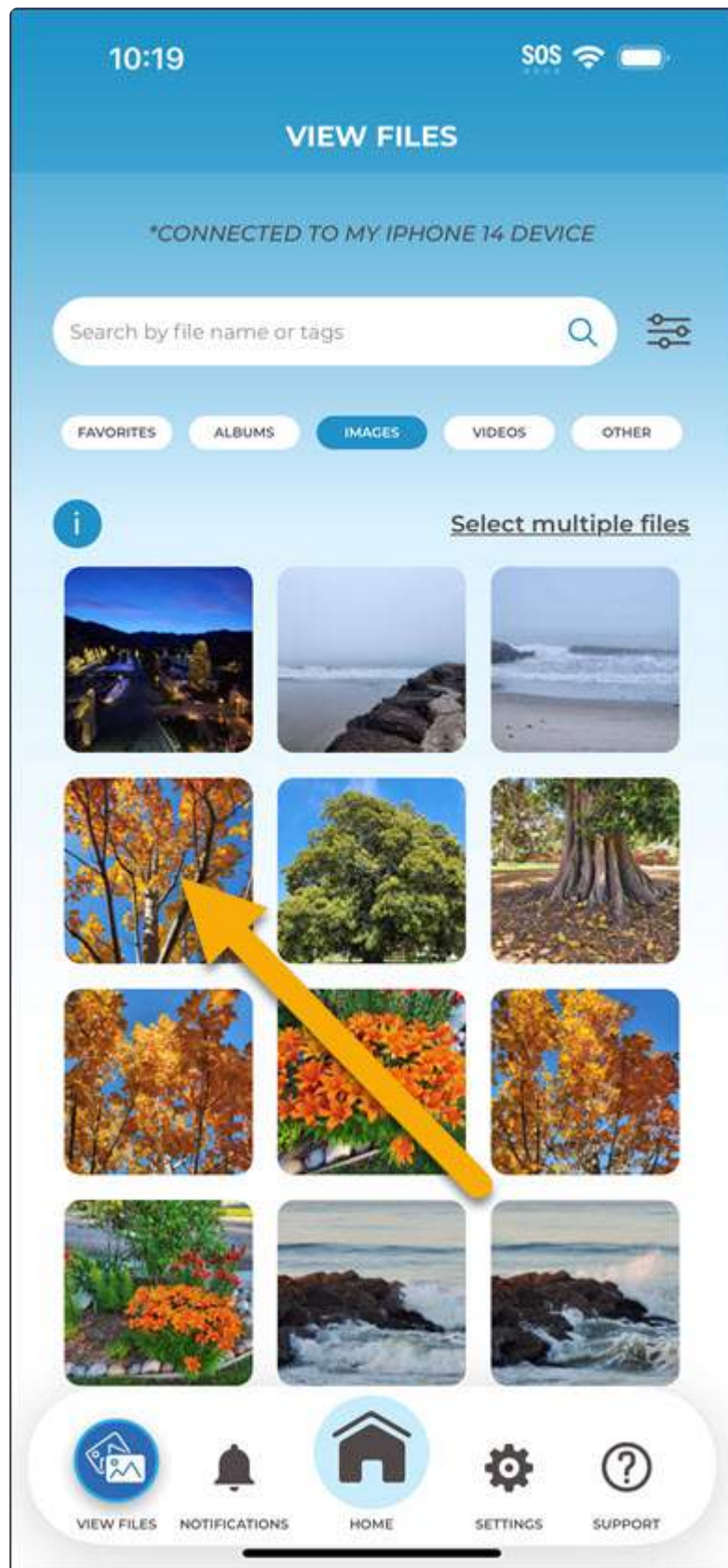
ThePhotoStick Omni app provides a way to add tags to any of your photos and videos saved on your ThePhotoStick Omni drive.

There are two ways to add tags to any of your photos and videos.

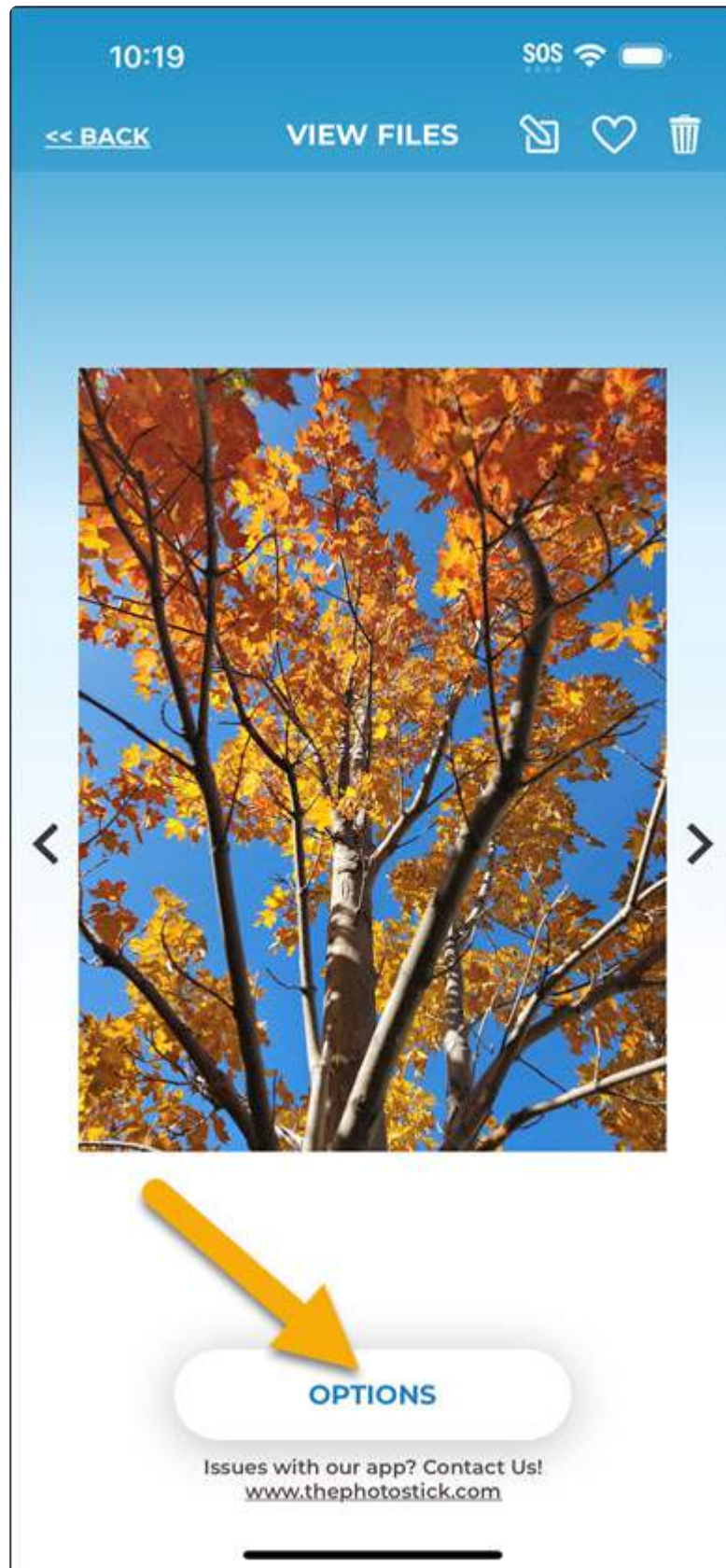
Method #1 – From the Full Screen File Viewer

To add tags to any photos and videos, do the following:

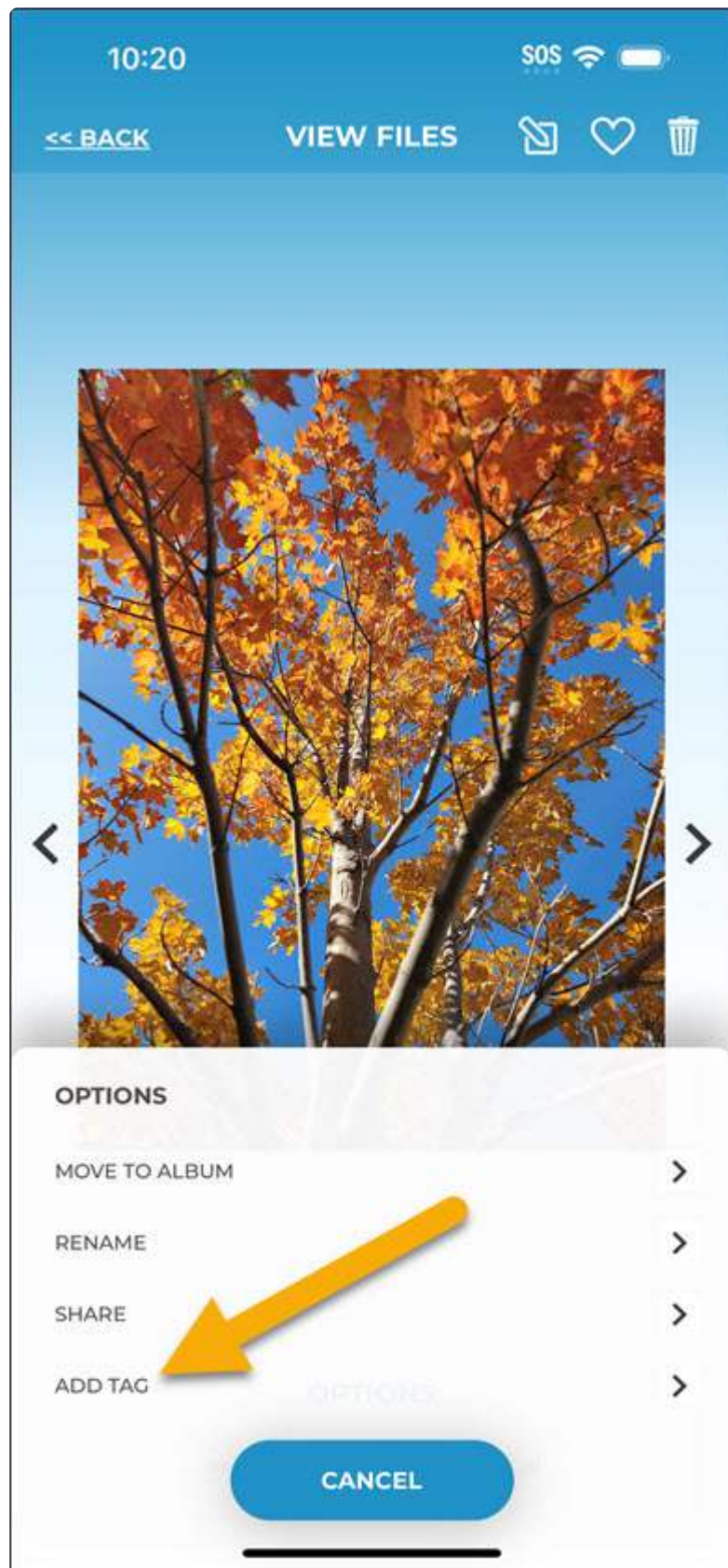
1. Tap on a photo or video to view it.



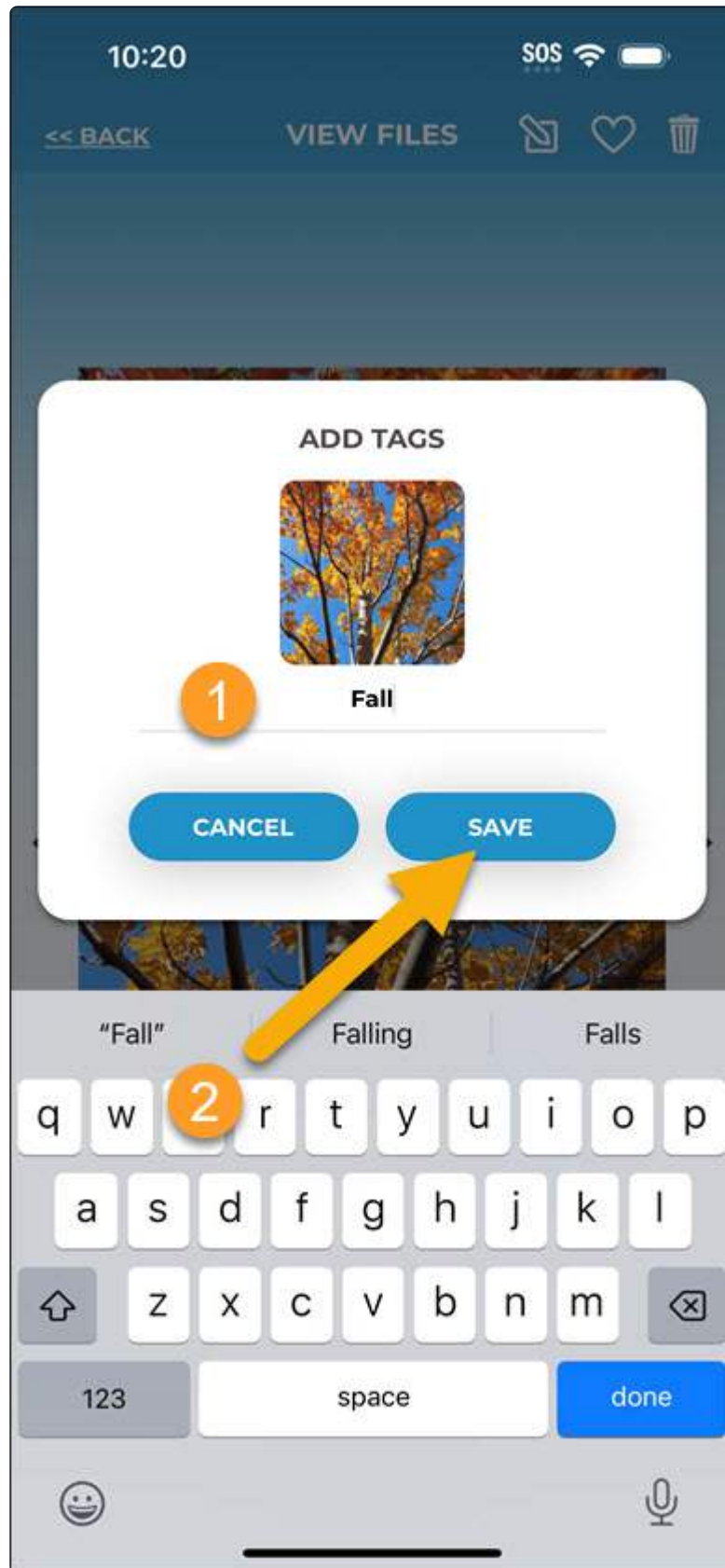
2. Tap "Options".



3. Tap "Add Tag"



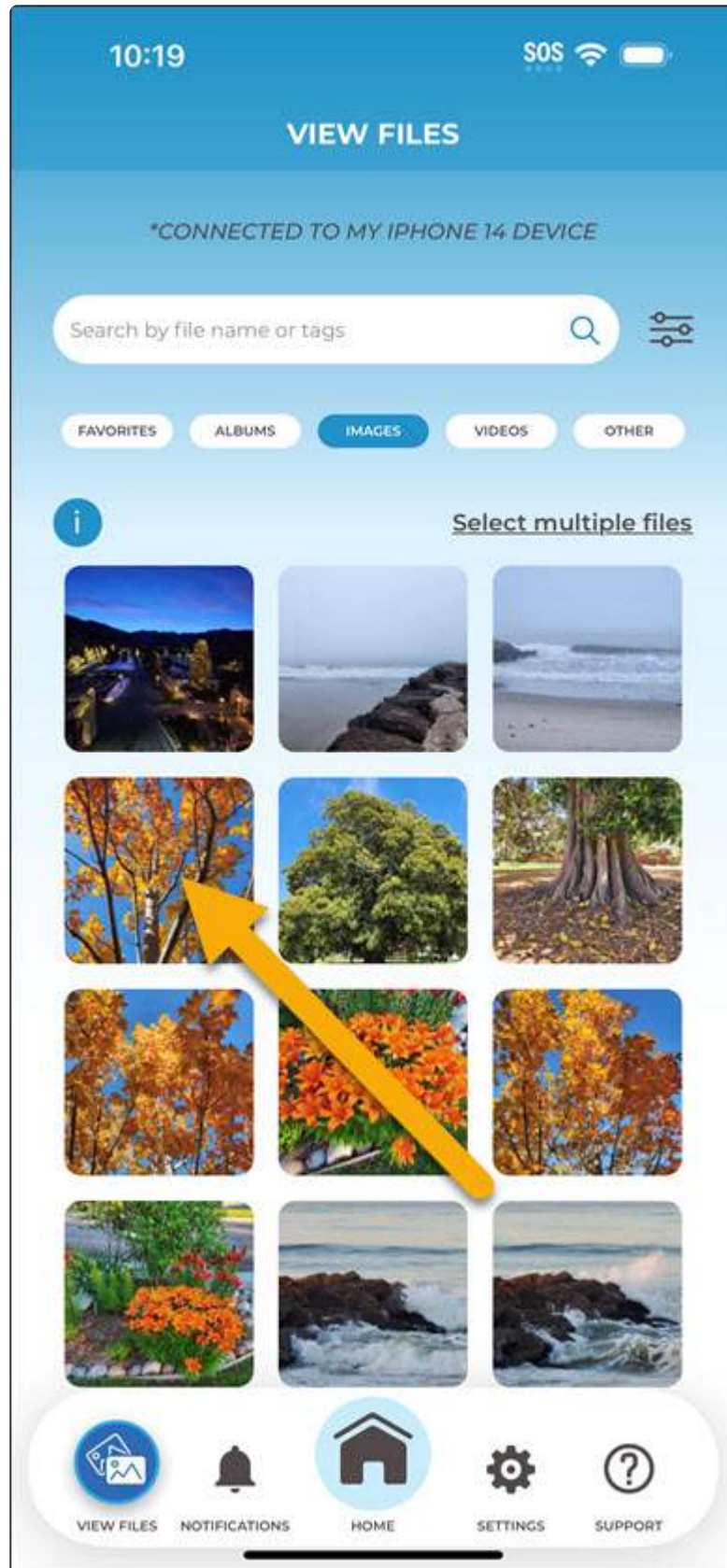
4. Type in a tag name you would like to use and then tap “Save”.



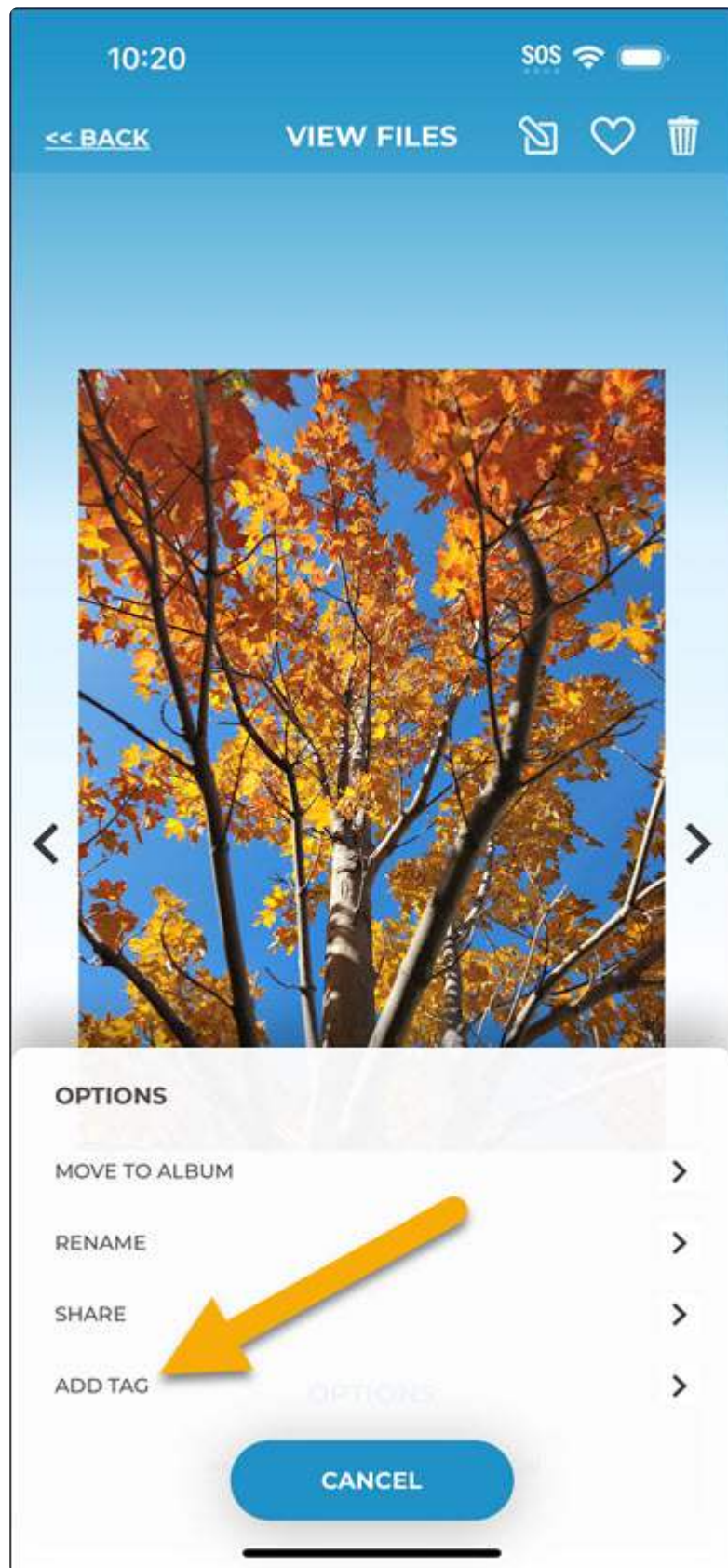
Method #2 – Tap and hold

To add tags to any photos and videos using the tap and hold method, do the following:

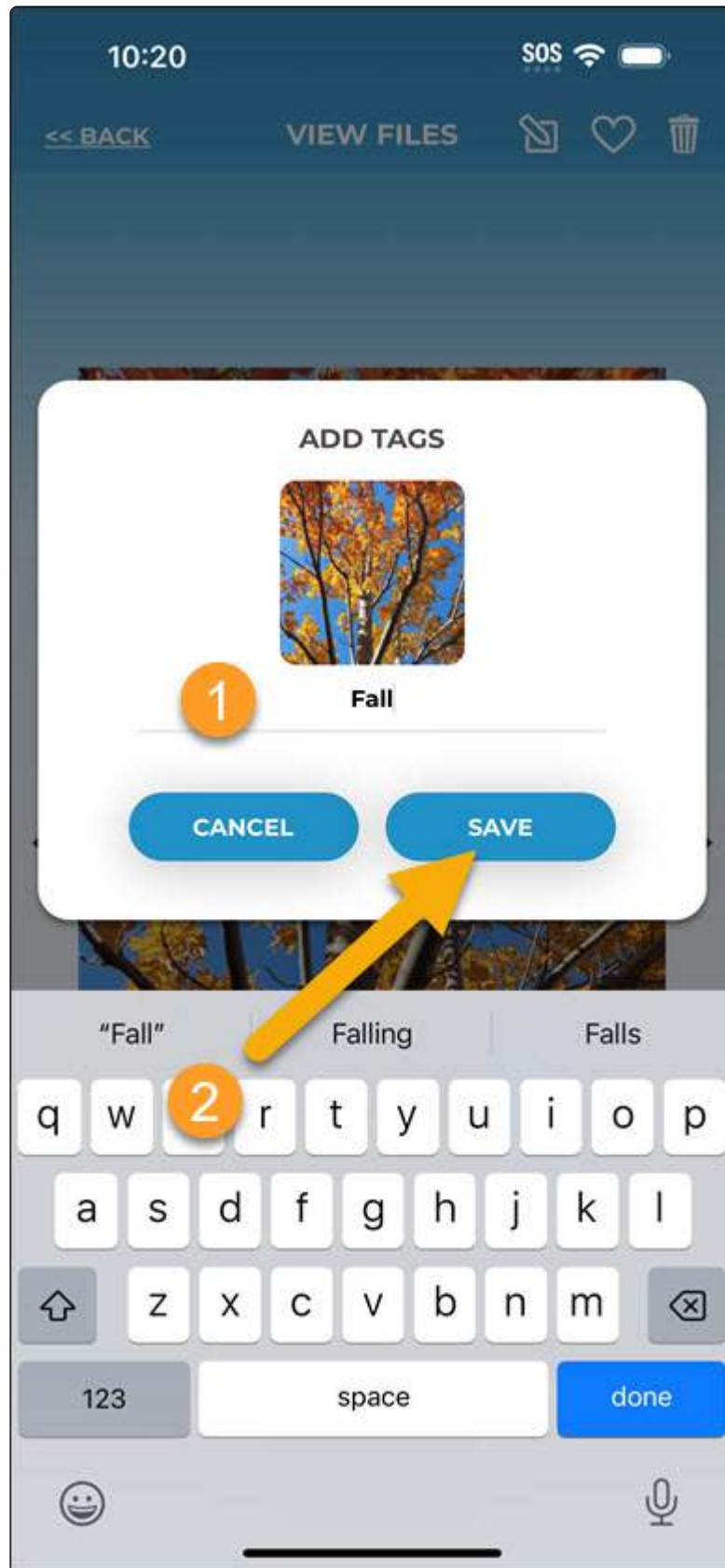
1. Tap and hold on a photo or video until the options menu appears.



2. Tap "Add Tag".



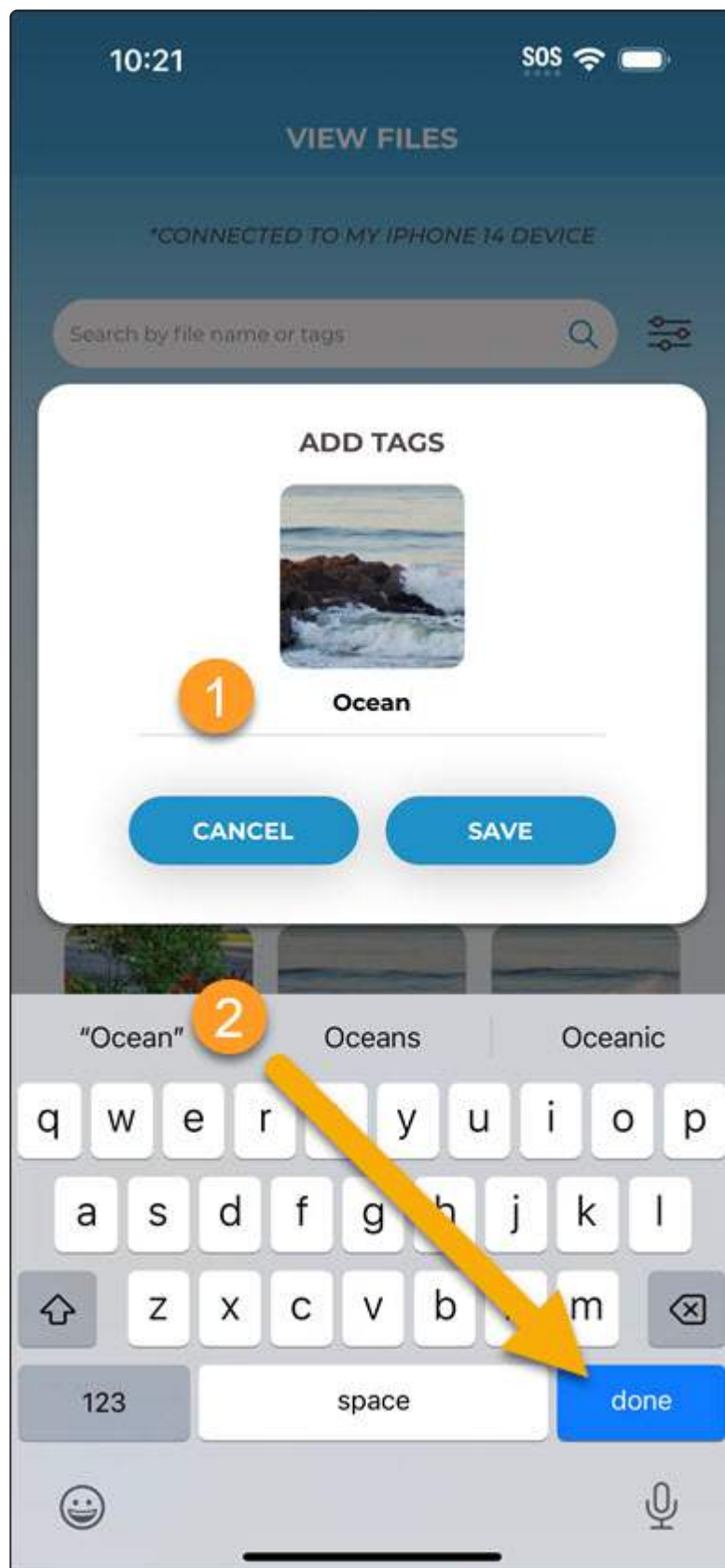
3. Type in a tag name you would like to use and then tap “Save”.



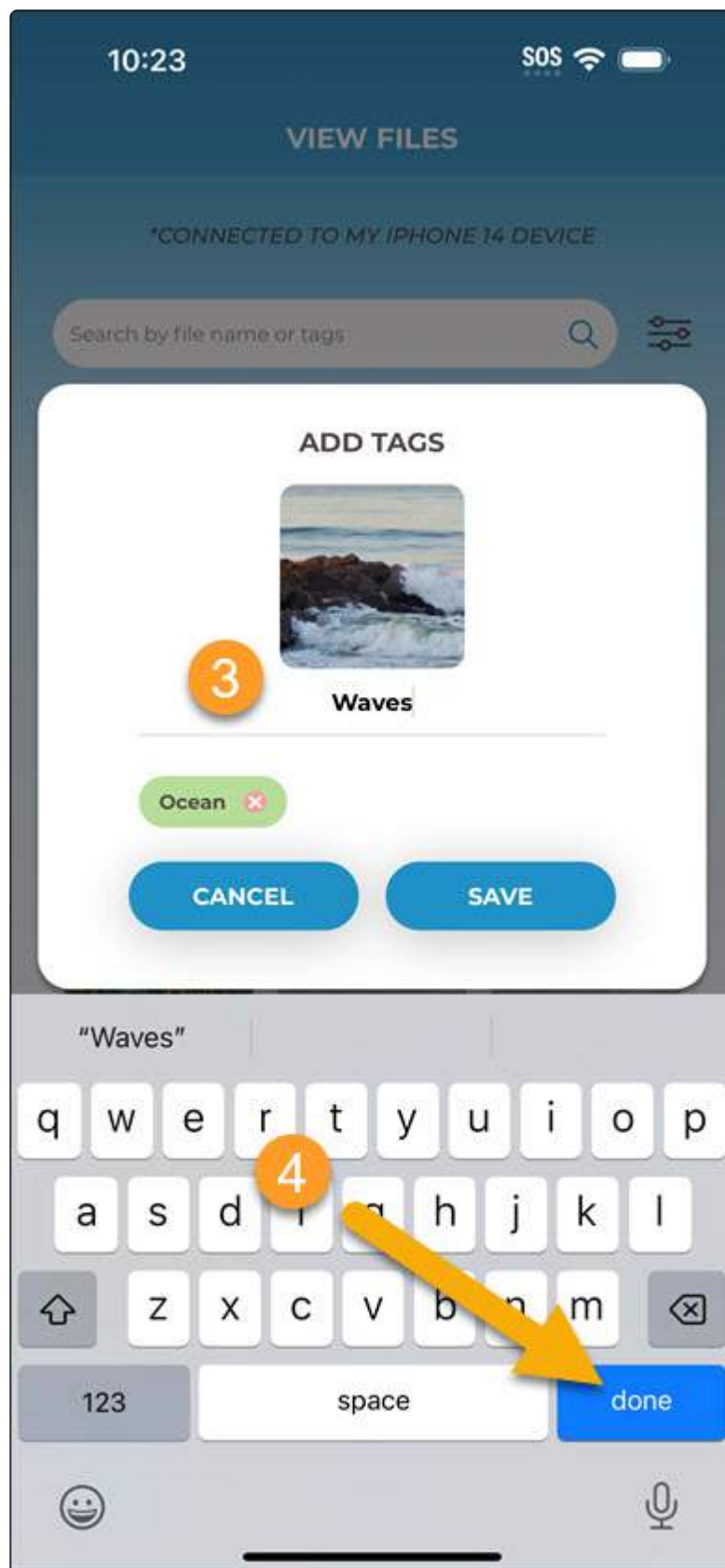
Adding Multiple Tags to a Photo or Video

To add multiple tags to the same photo or video, do the following:

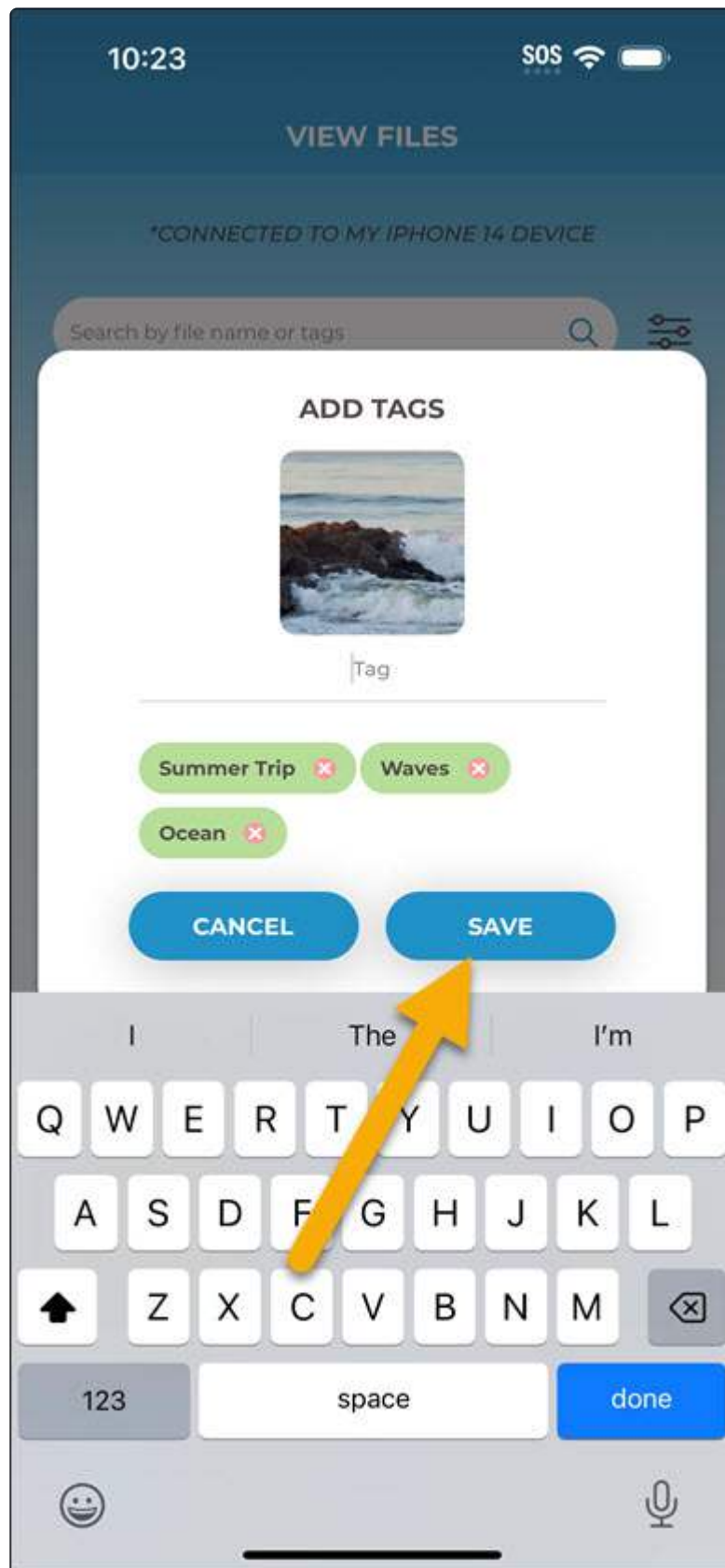
1. Use one of the two methods just described to add a tag, but instead of tapping the “Save” button, tap “Done” on your keyboard in the lower right corner.



2. Enter another tag, and tap “Save” if you are done, or tap the “Done” button if you would like to add additional tags.

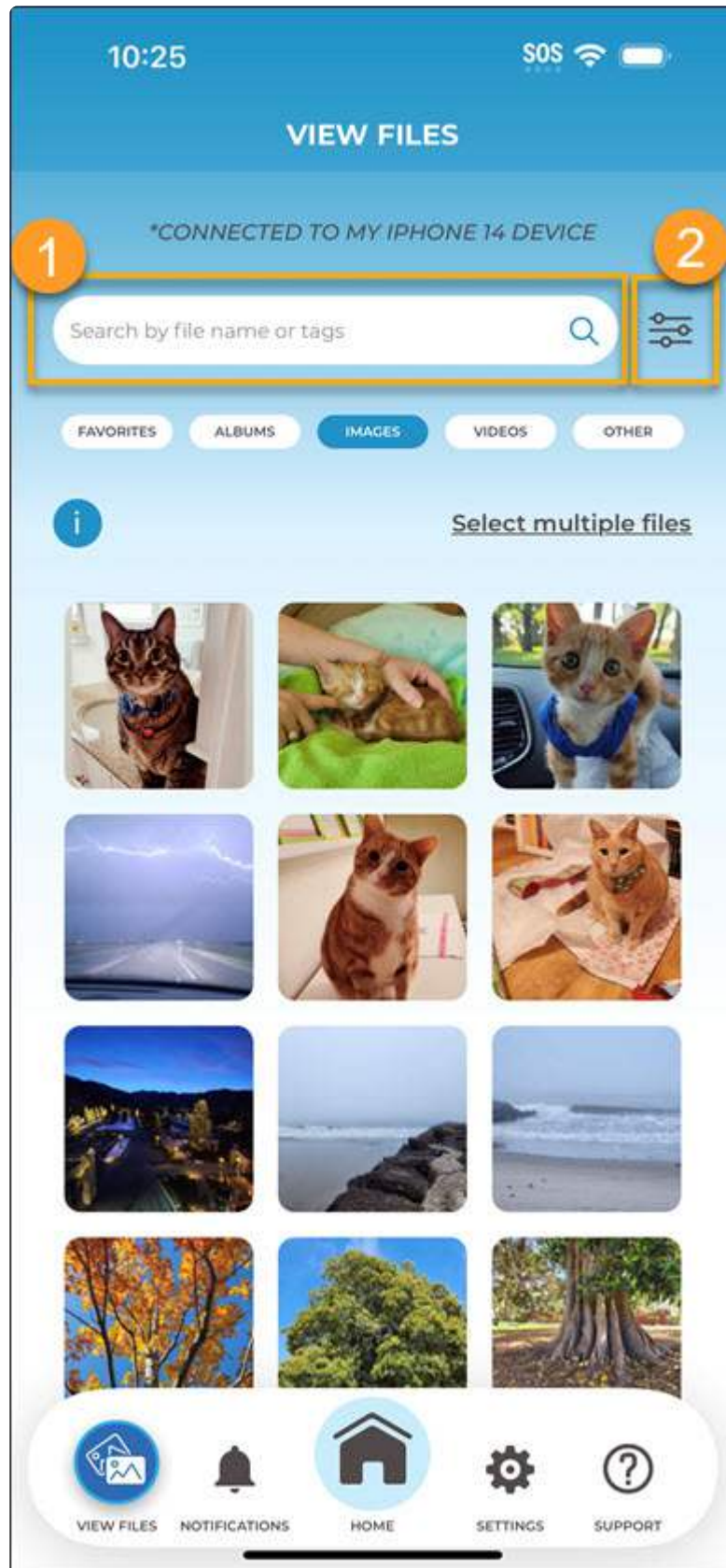


3. Repeat this process until done, then tap the “Save” button.



3.10. Searching, Filtering, and Sorting Files on iPad/iPhone

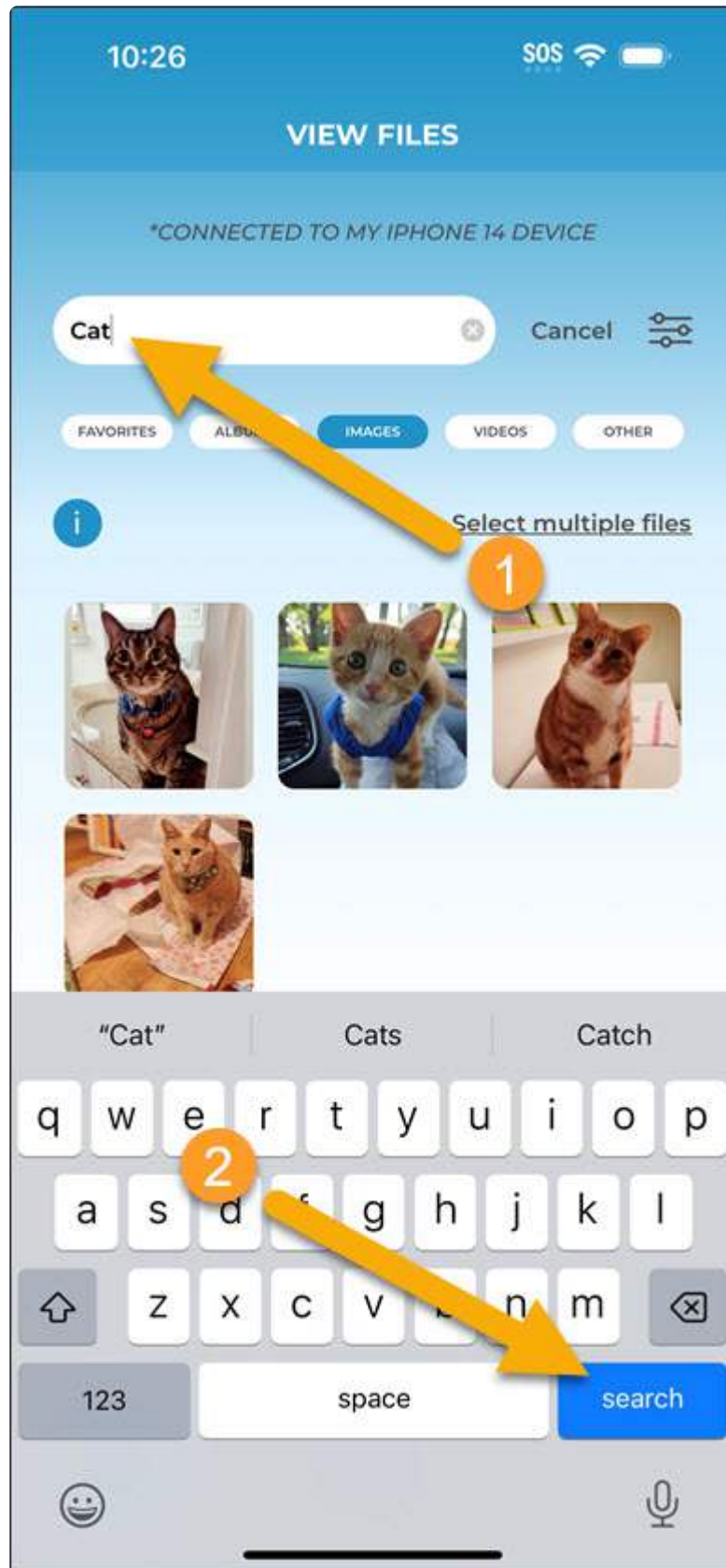
ThePhotoStick Omni app provides the ability to quickly find files by either searching for files by name or tag or by using the Sort and Filter window.



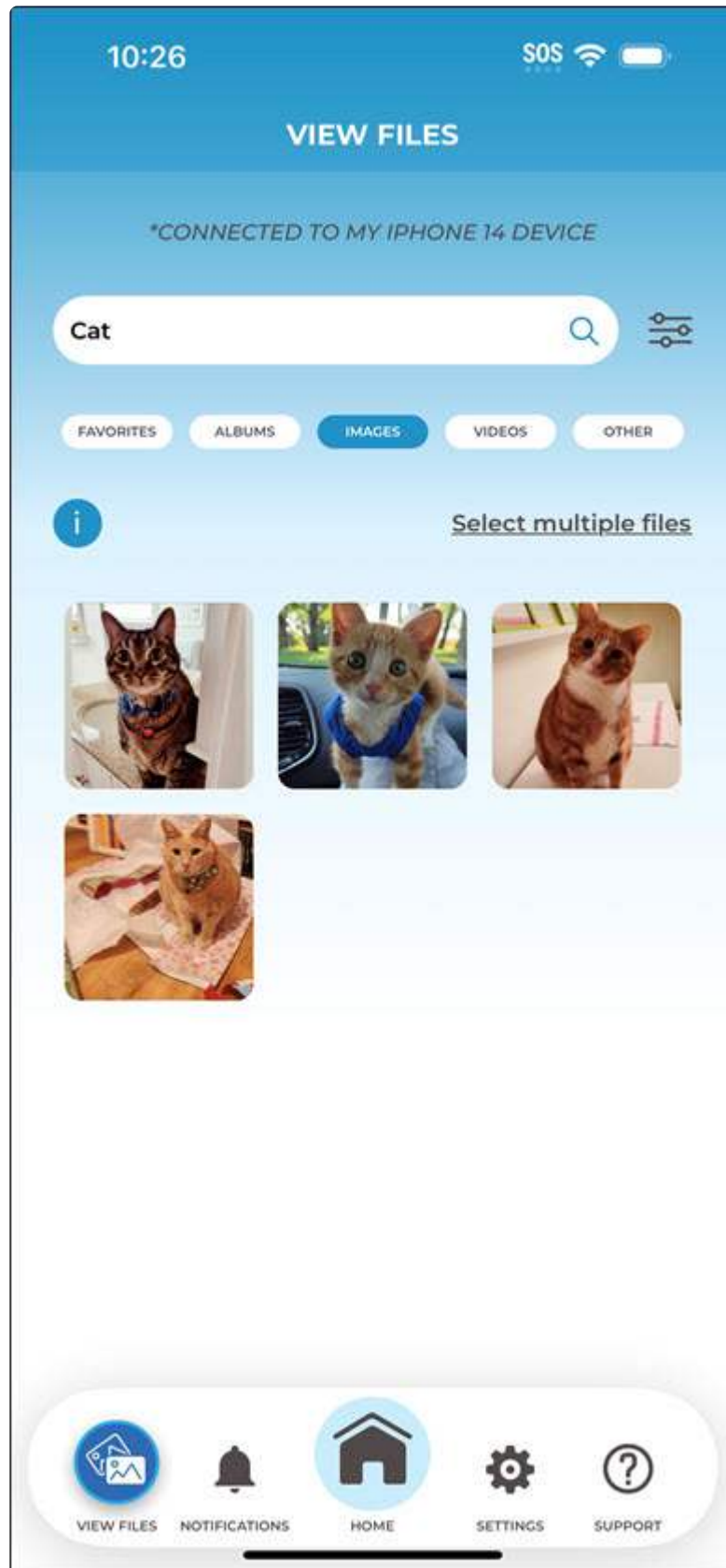
1. Search for files by name or tag.
2. Opens the Filter/Sort Window.

Searching by file name or tag

1. Enter the file name or tag you want to find into the search bar, then tap the “search” button. Notice as you type in the search bar, files begin to filter based on what you type in.



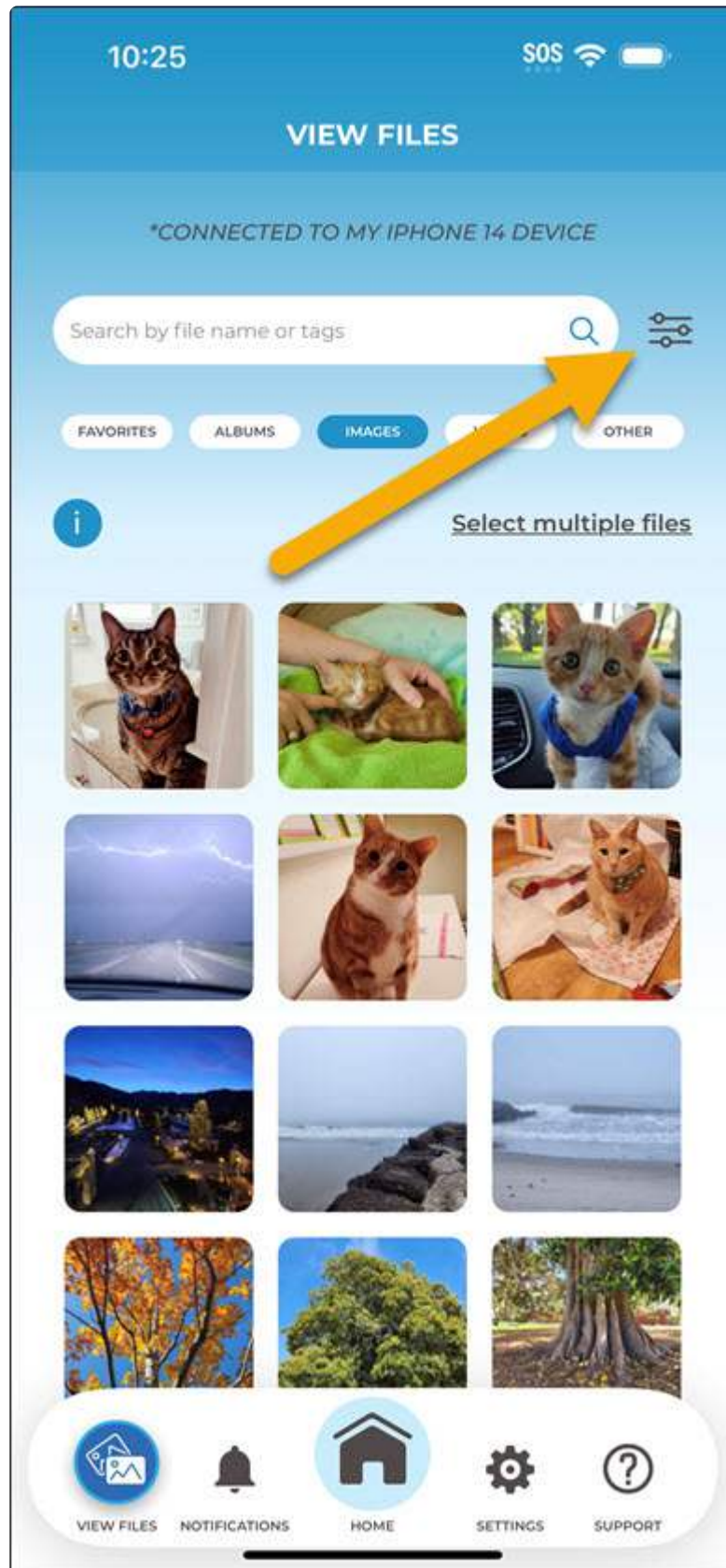
2. Any files saved to your ThePhotoStick Omni that has the file name or tag you searched for will be displayed.



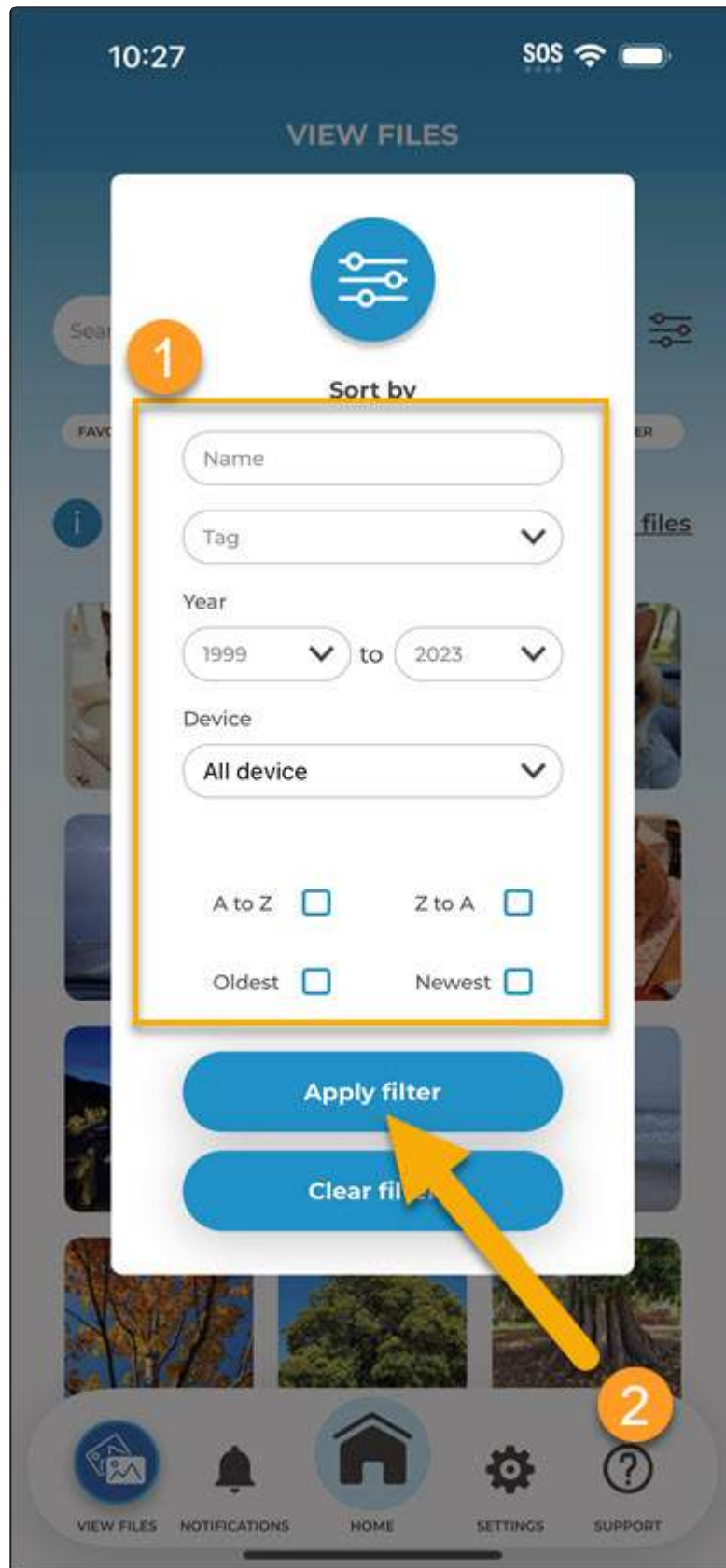
Searching, Filtering, and Sorting using the Filter/Sort Window

To Apply a Filter

1. To view all the searching, filtering, and sorting options, tap the Filter button.

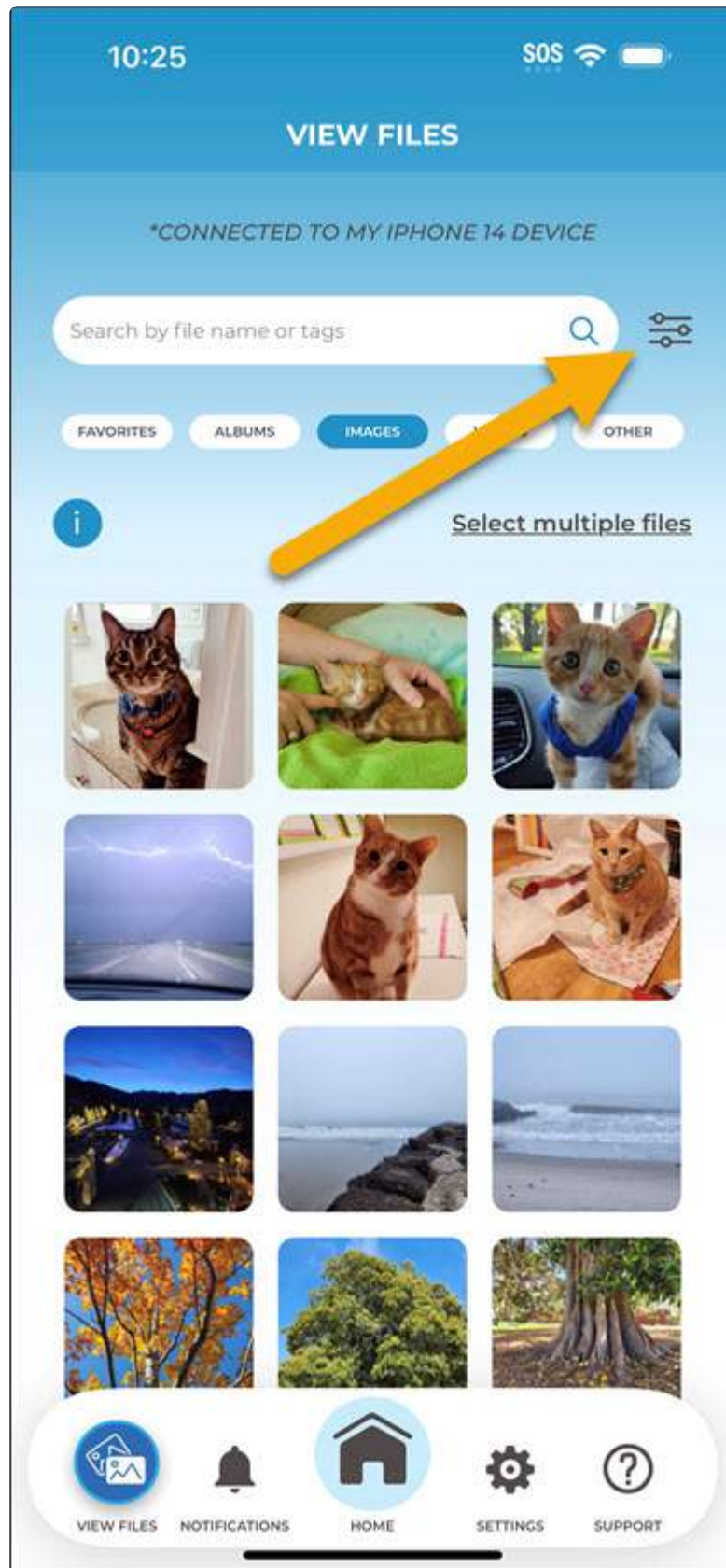


2. Select any sorting or filtering options you would like, then tap “Apply filter”.

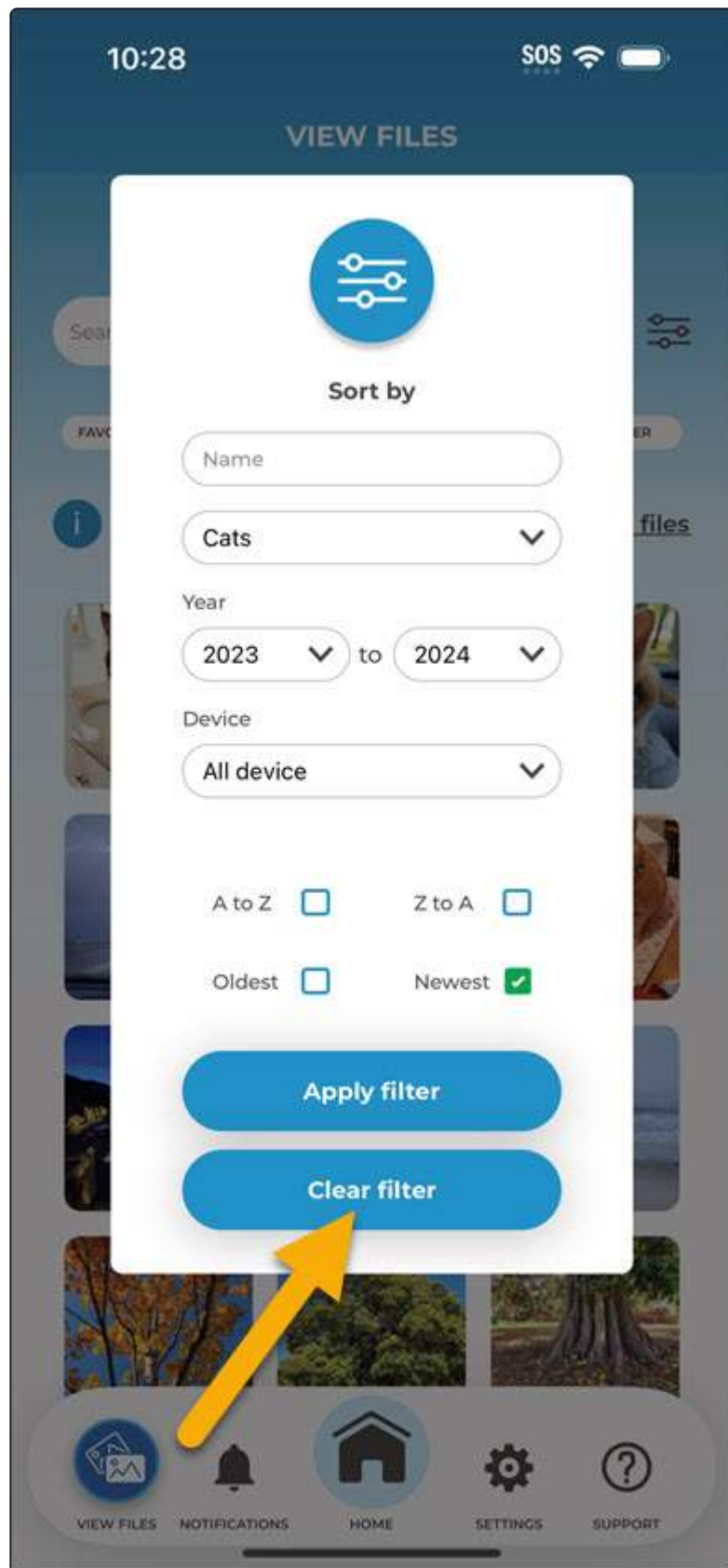


To Clear All Filters

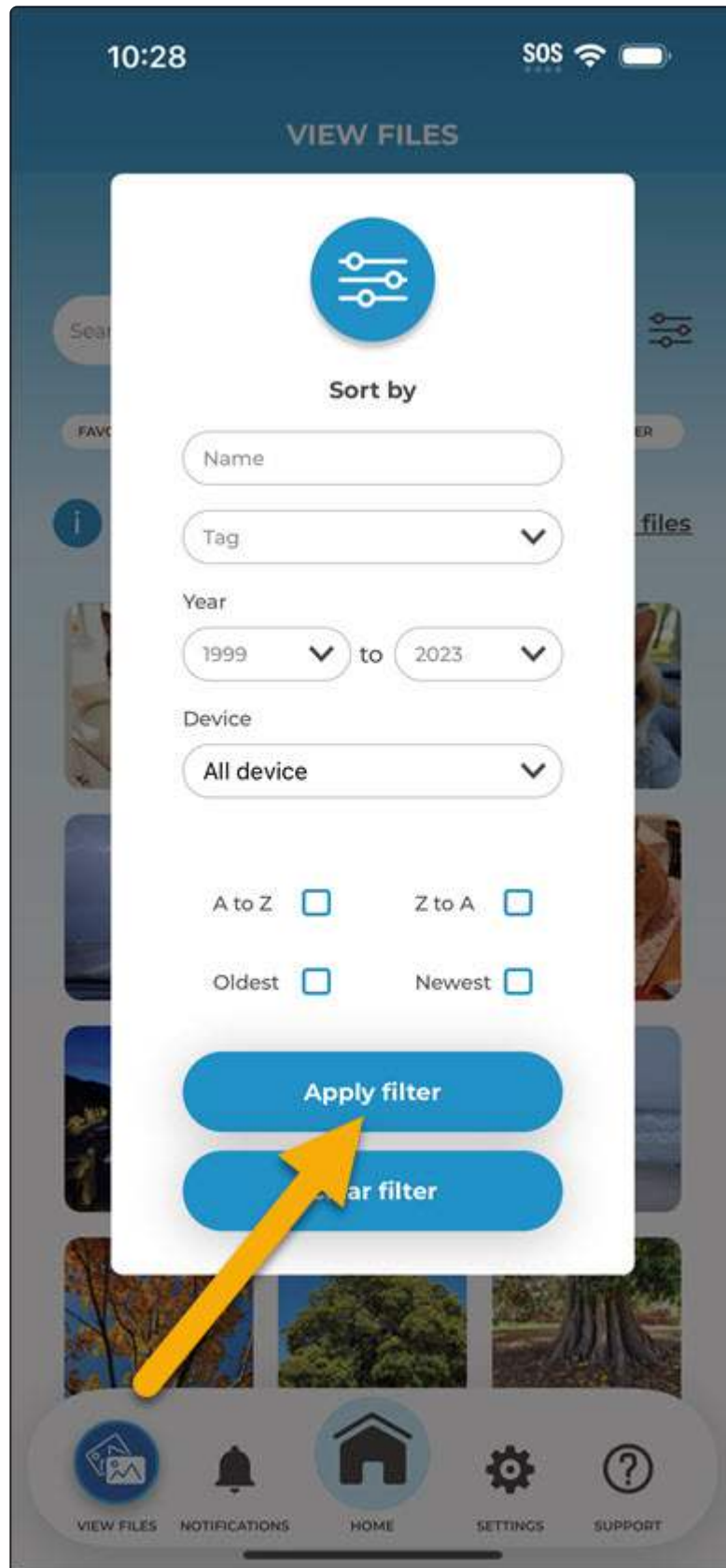
1. Tap the Filter button.



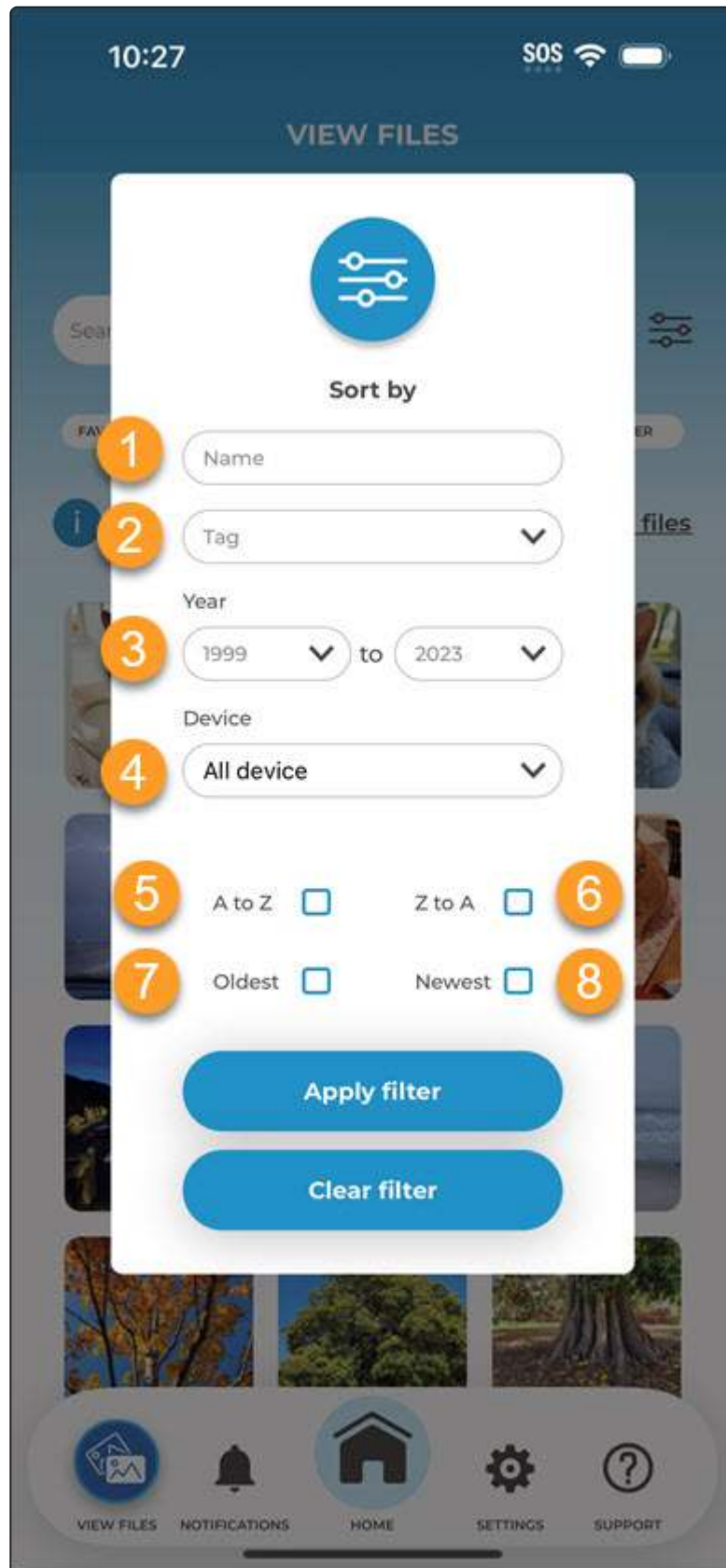
2. Tap "Clear filter".



3. Tap "Apply filter" to apply the default view of files.



The Filter/Sort Window Explained



1. Display files that have a file name that matches or contains the name you enter..

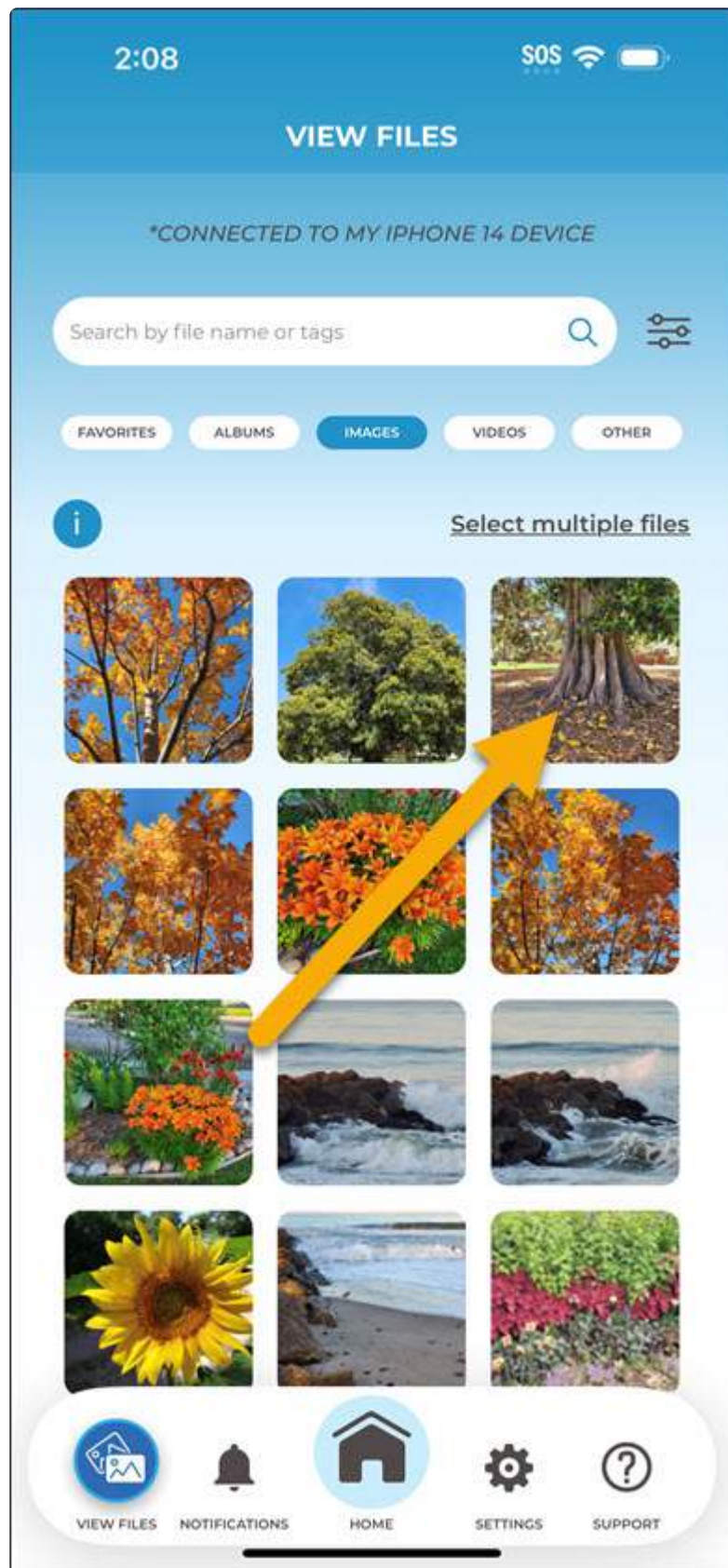
2. Display files with a particular tag assigned to them.
3. Display files for a particular time range.
4. Display files from all devices or from a particular device.
5. Display files in ascending alphabetically.
6. Display files in descending alphabetical order.
7. Display files from oldest to newest.
8. Display files from newest to oldest.

3.11. Sharing Your Photos and Videos iPad/iPhone

ThePhotoStick Omni app makes sharing files saved to your ThePhotoStick Omni drive easy to share, post to social media, or print. It utilizes your phone's built in sharing features so it gives you access to all your sharing options that you are familiar with.

Method #1 – From the Full Screen File Viewer

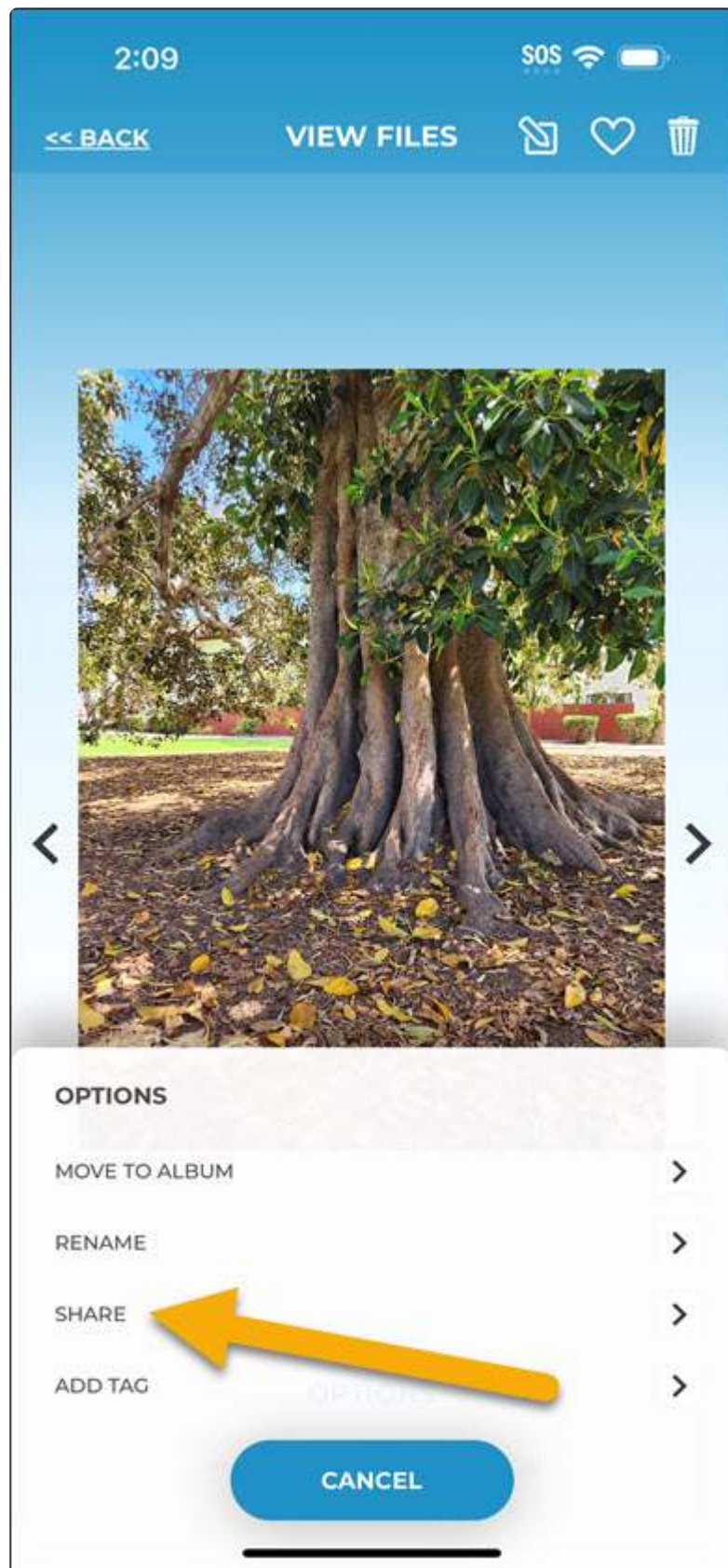
1. Tap on a photo or video to view it.



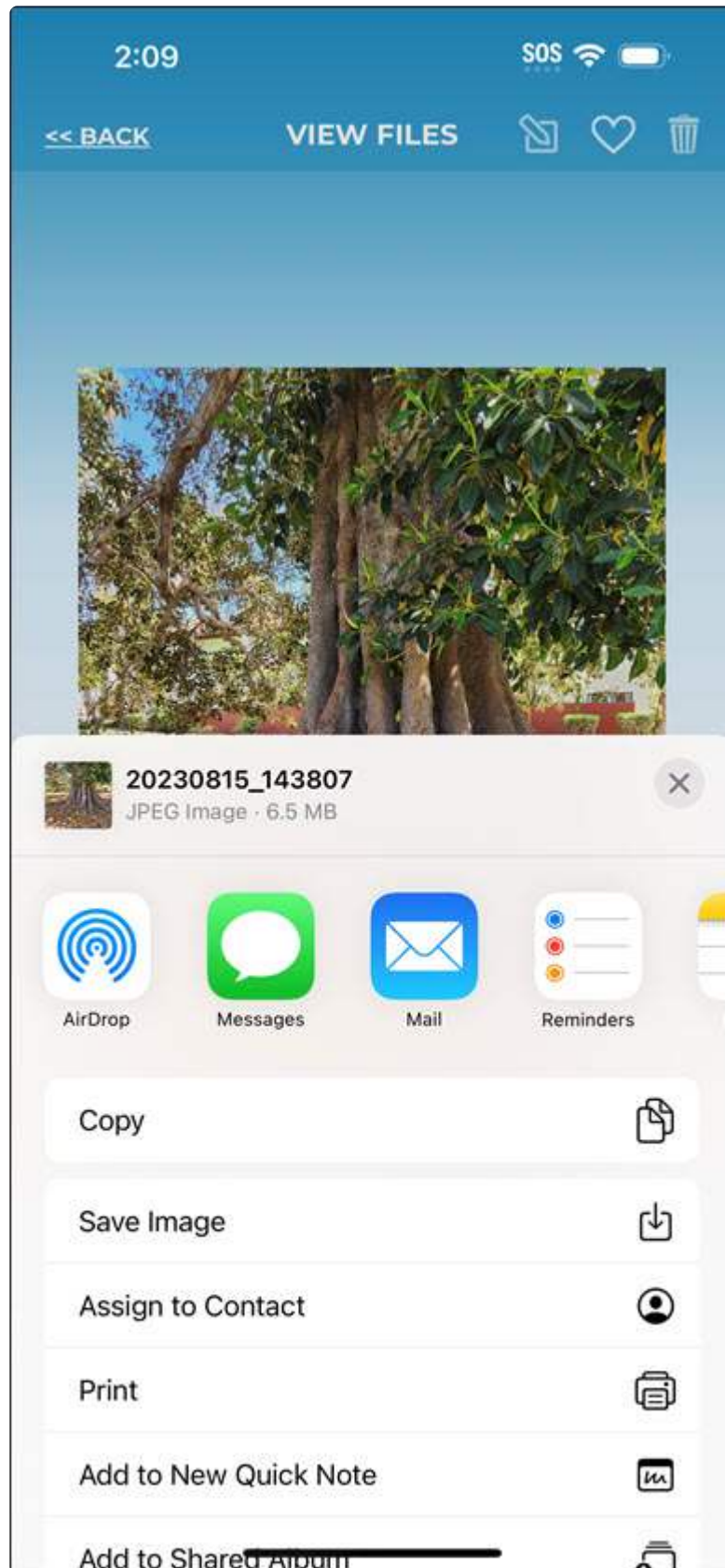
2. Tap "Options".



3. Tap "Share".

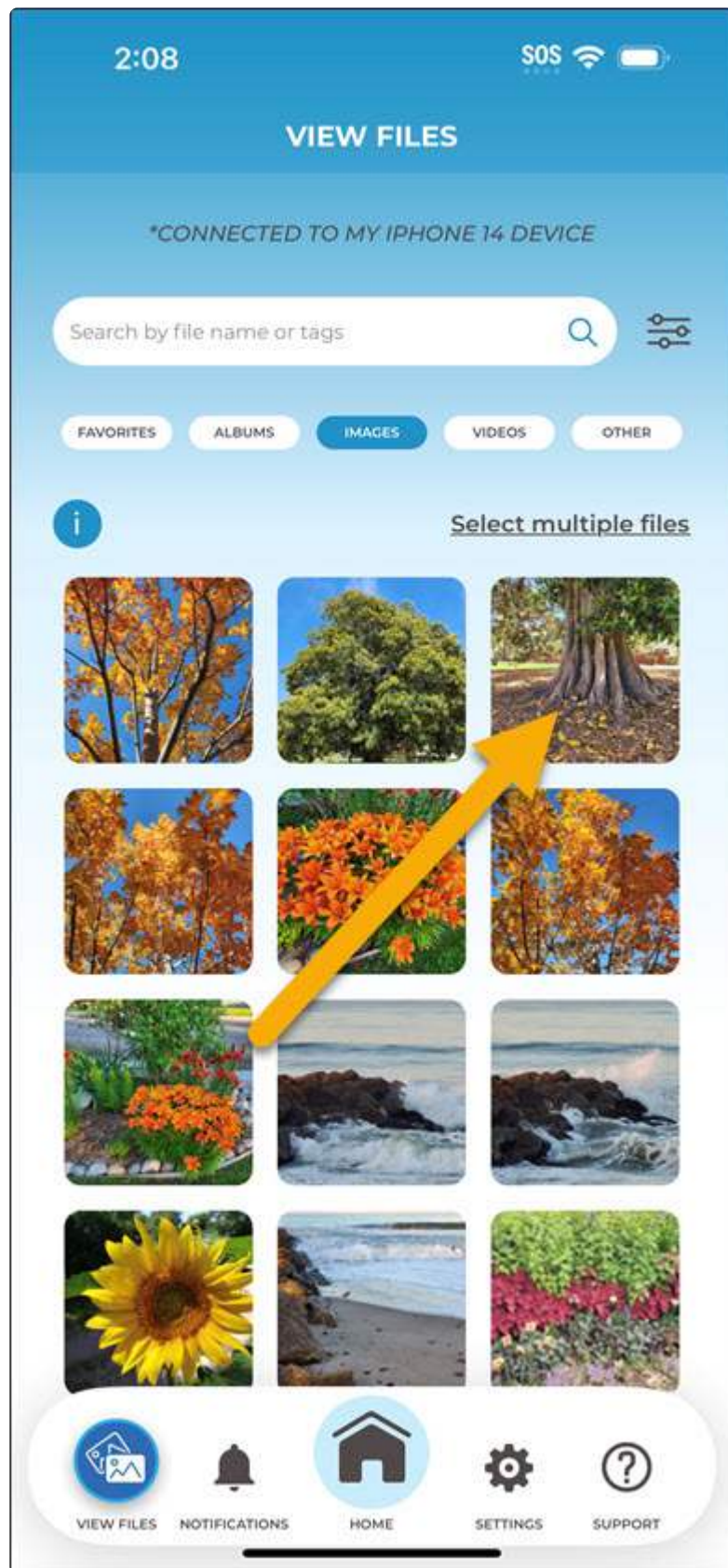


4. Select how you want to share the file and follow the onscreen instructions from there.

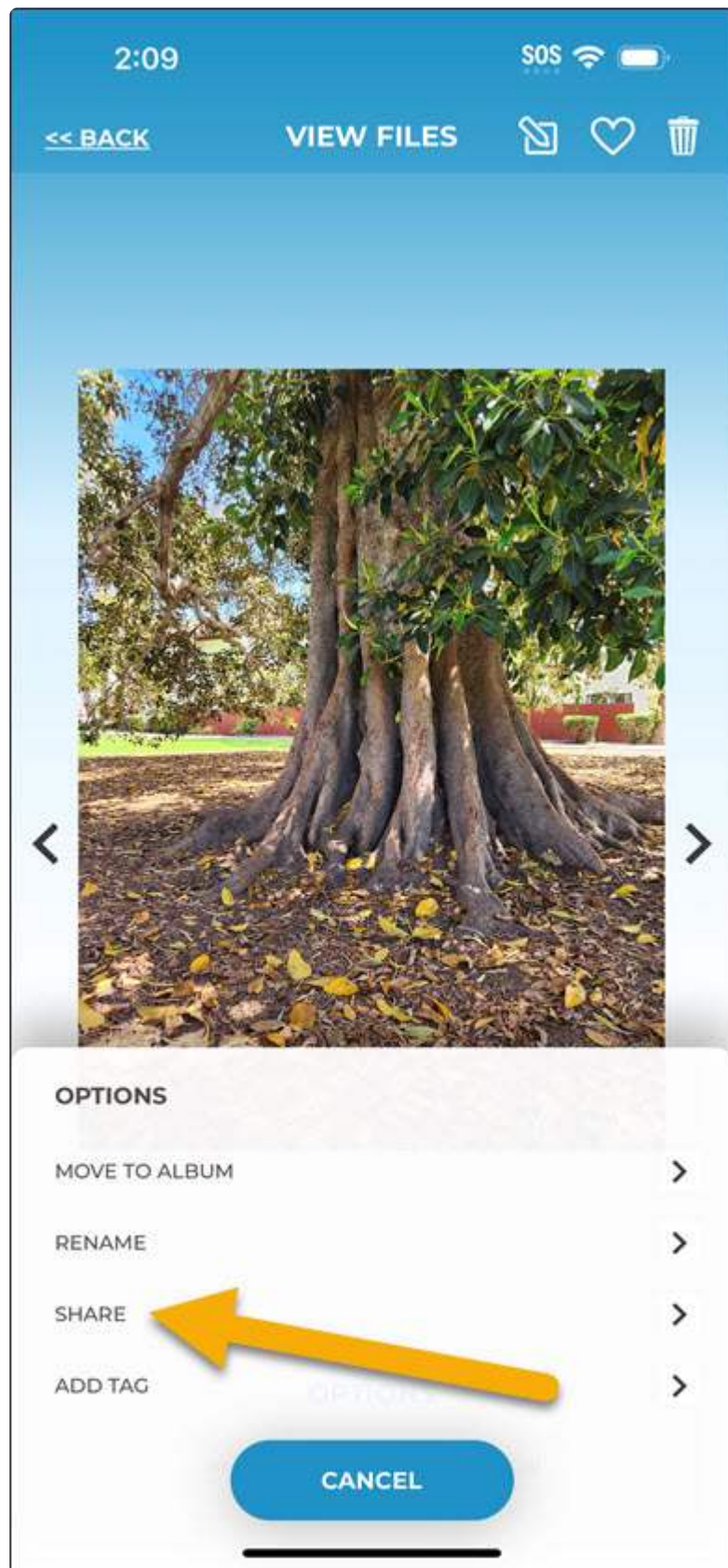


Method #2 – Tap and hold

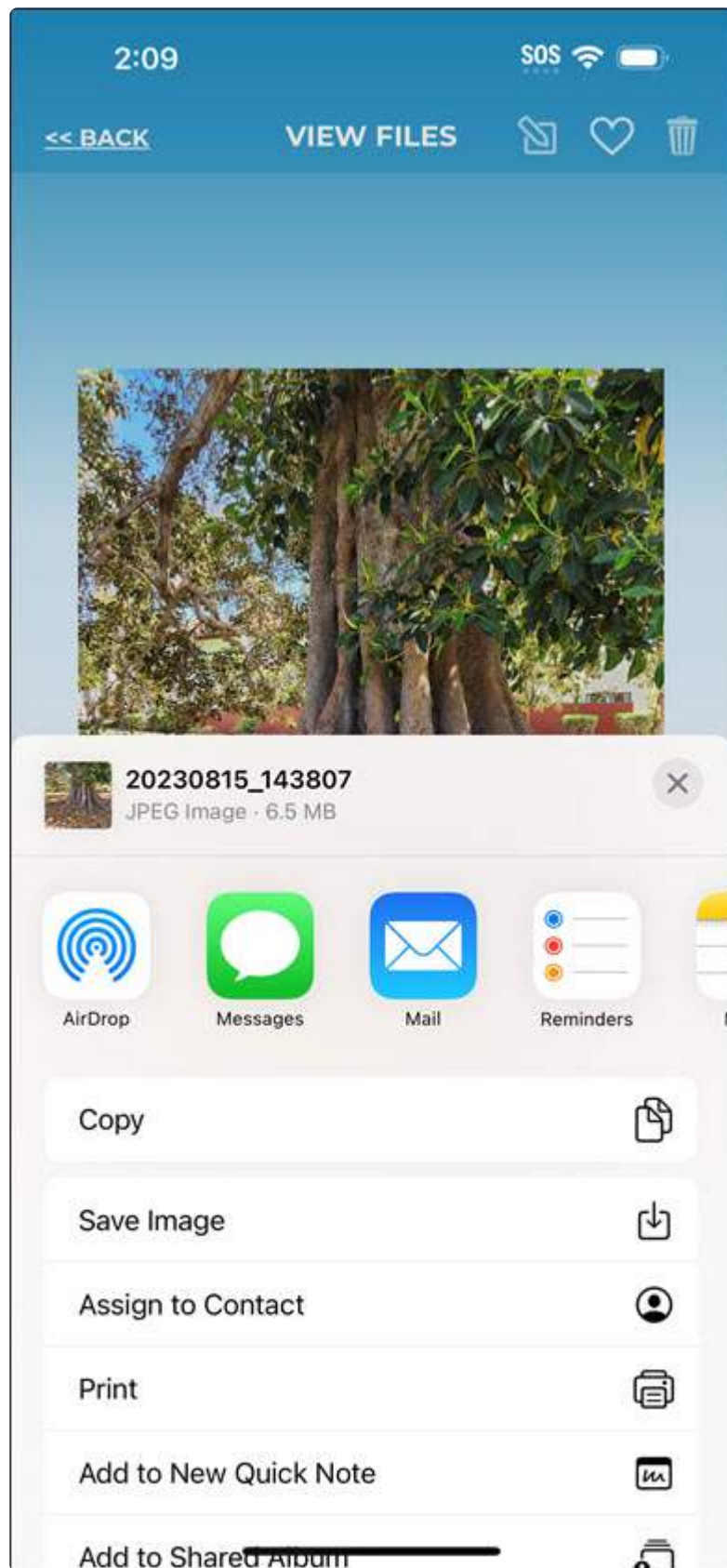
1. Tap and hold on a photo or video until the options menu appears.



2. Tap "Share".



3. Select how you want to share the file and follow the onscreen instructions from there.



3.12. Managing Files on Your ThePhotoStick Omni Drive

The “Manage Files” option provides the ability to:

Delete files from your ThePhotoStick Omni drive.

Restore files from your ThePhotoStick Omni drive to your phone or tablet.

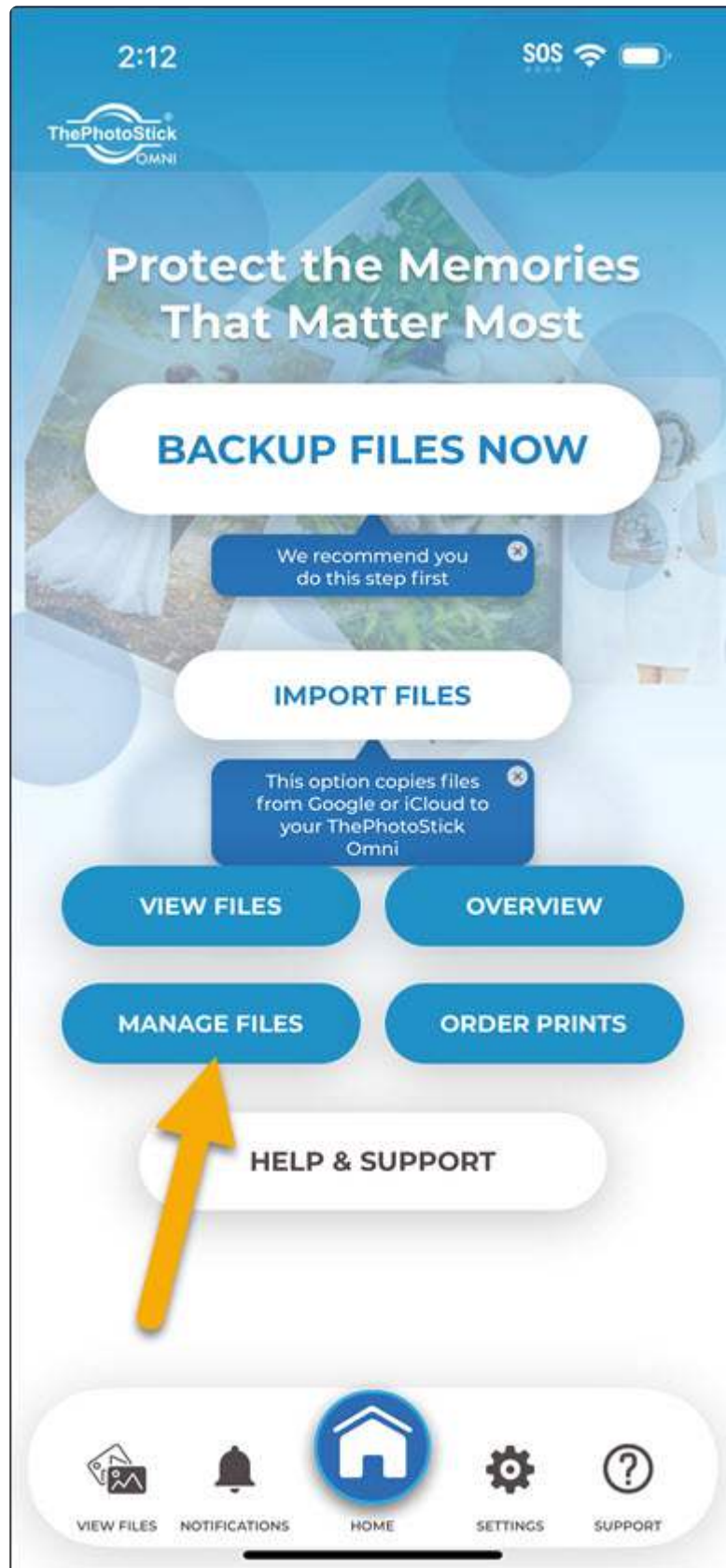
Video demonstrating the “Deleting Files” option:

Video Needed Here

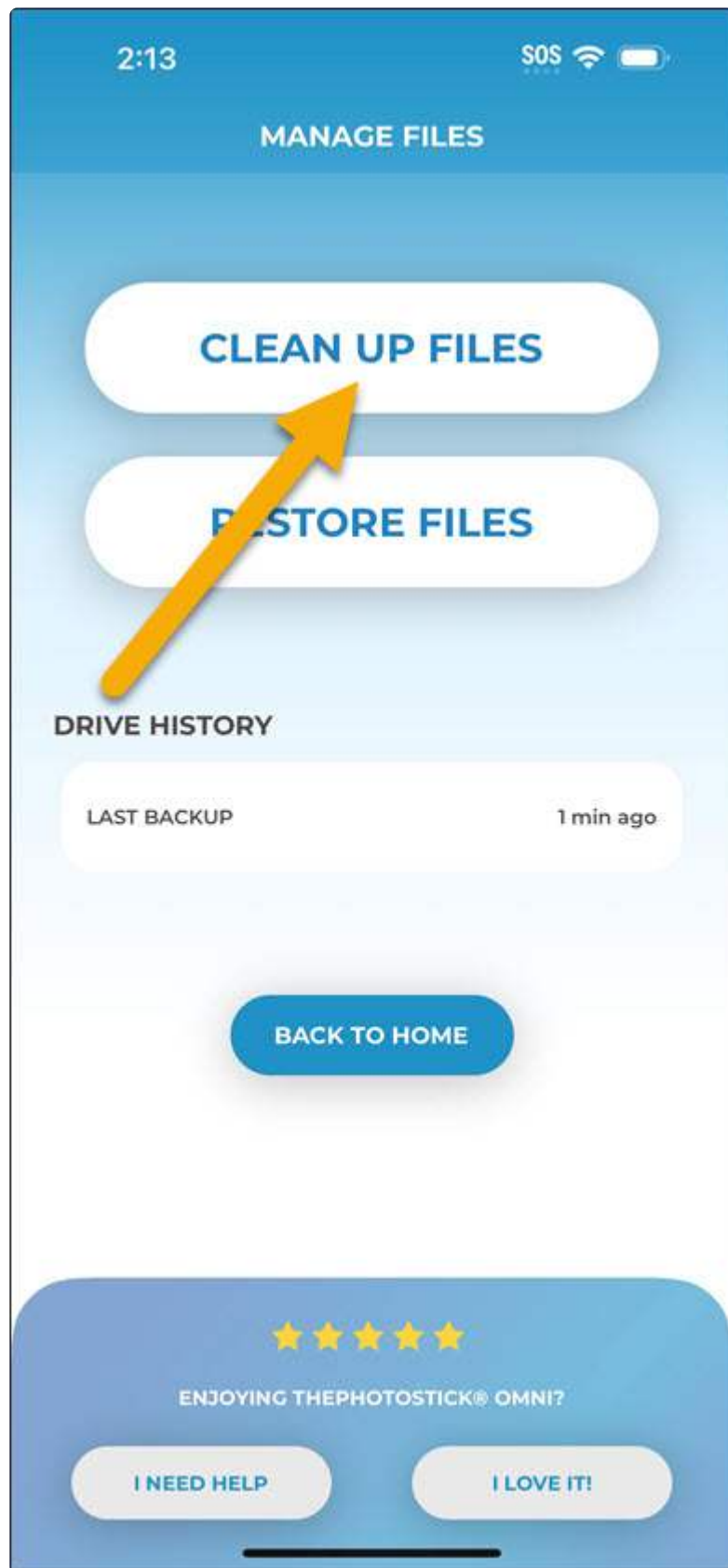
3.13. Deleting Files From Your ThePhotoStick Omni Drive iPad/iPhone

To delete files from your ThePhotoStick Omni drive using ThePhotoStick Omni app, do the following:

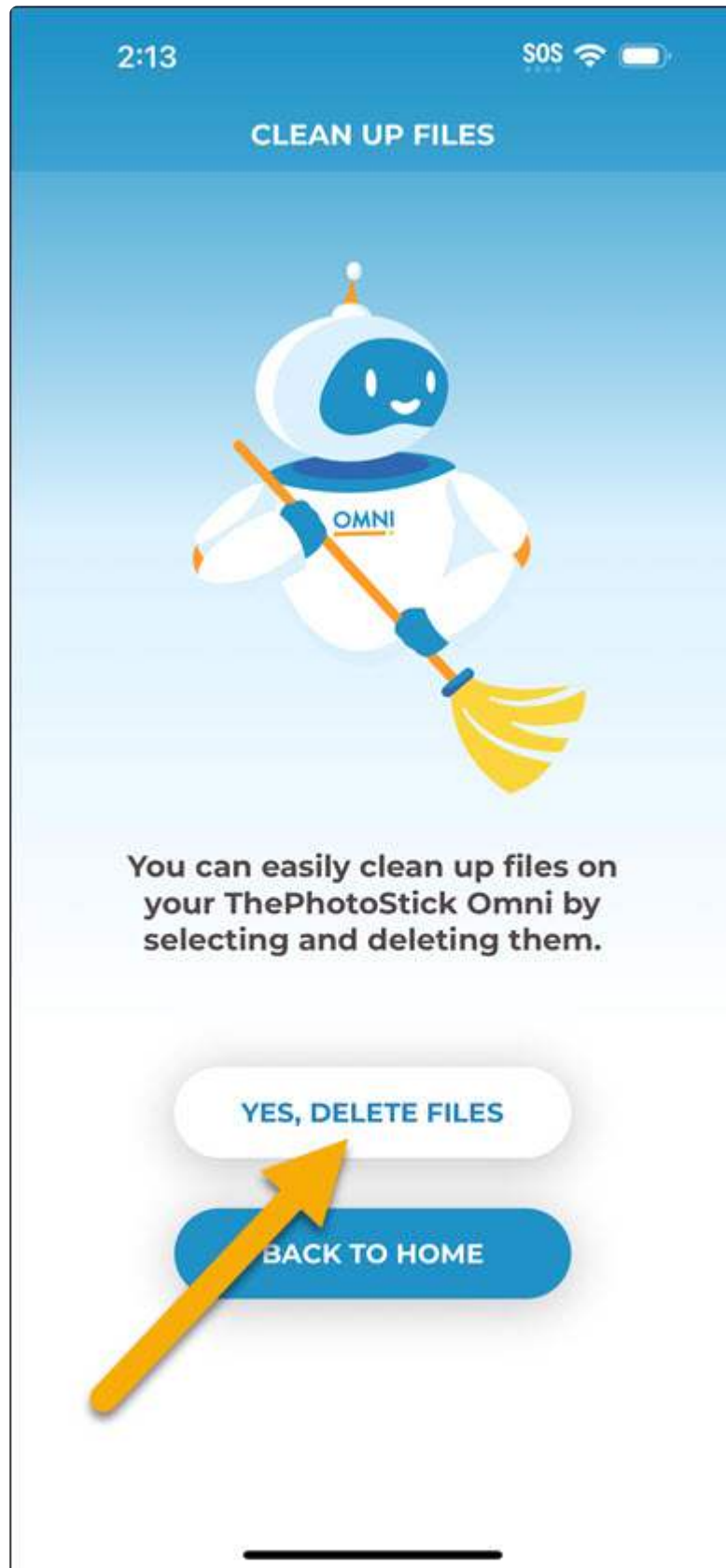
1. Tap on “Manage Files” from the home screen.



2. Tap "Clean Up Files".



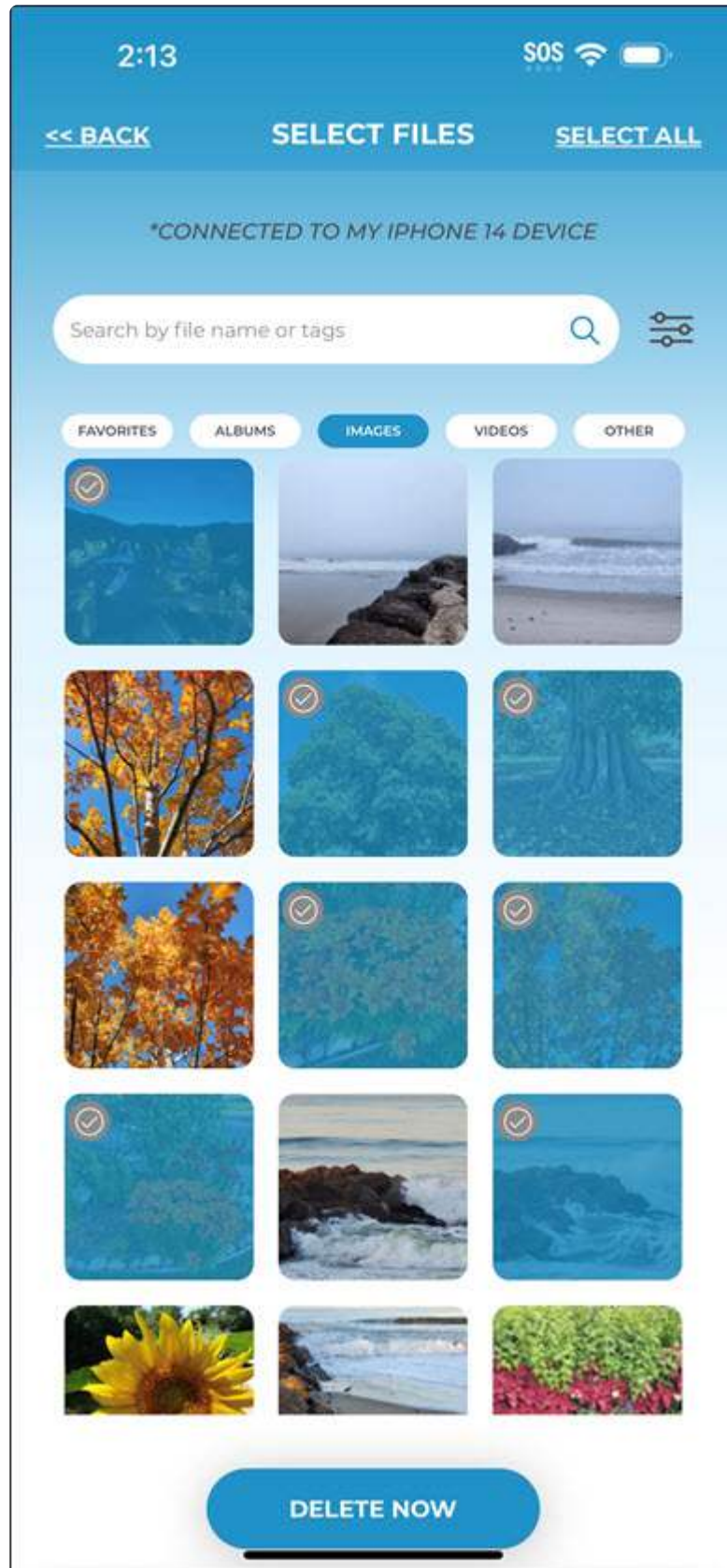
3. Tap "Yes, Delete Files".



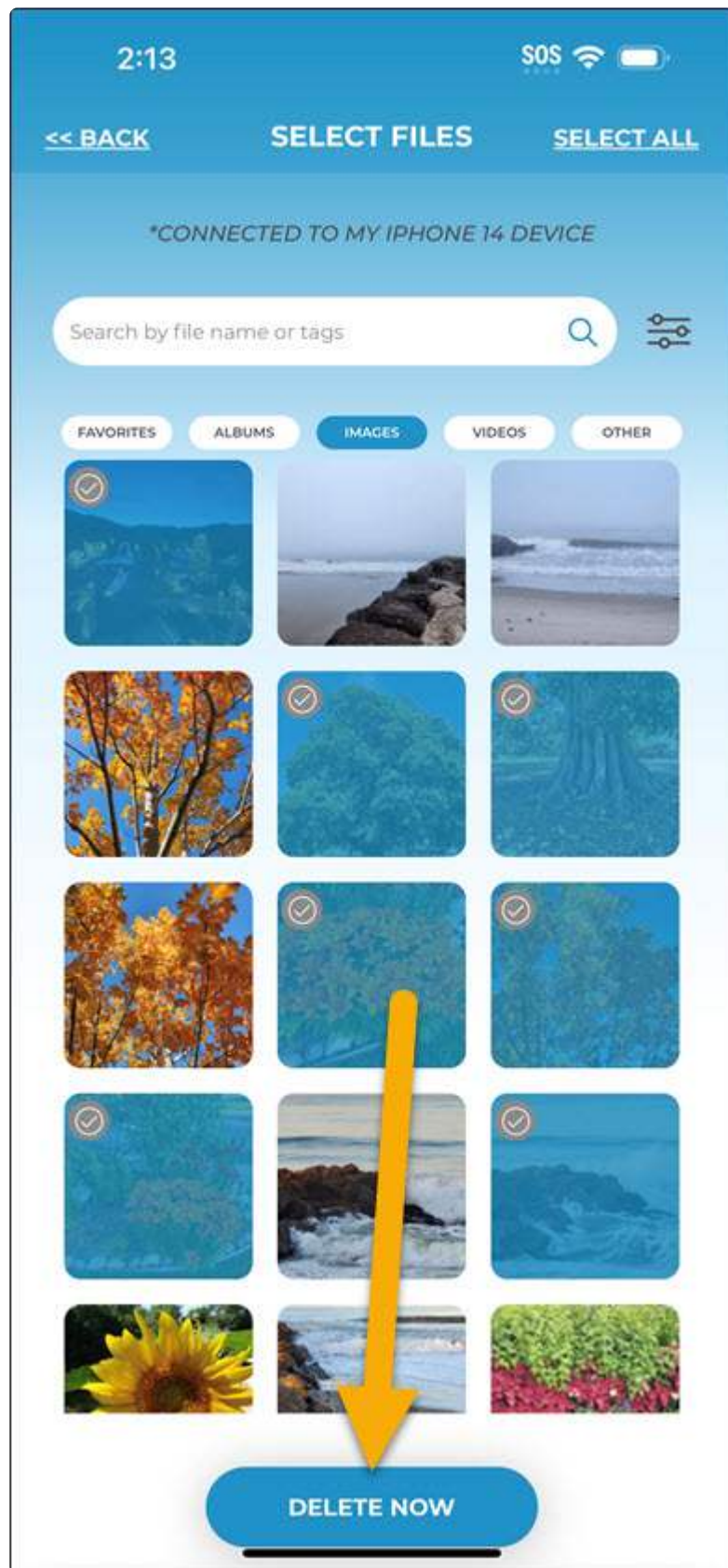
4. Select the files you want to delete.

NOTE: By default, all the images on your ThePhotoStick Omni drive are shown. If you would like to delete

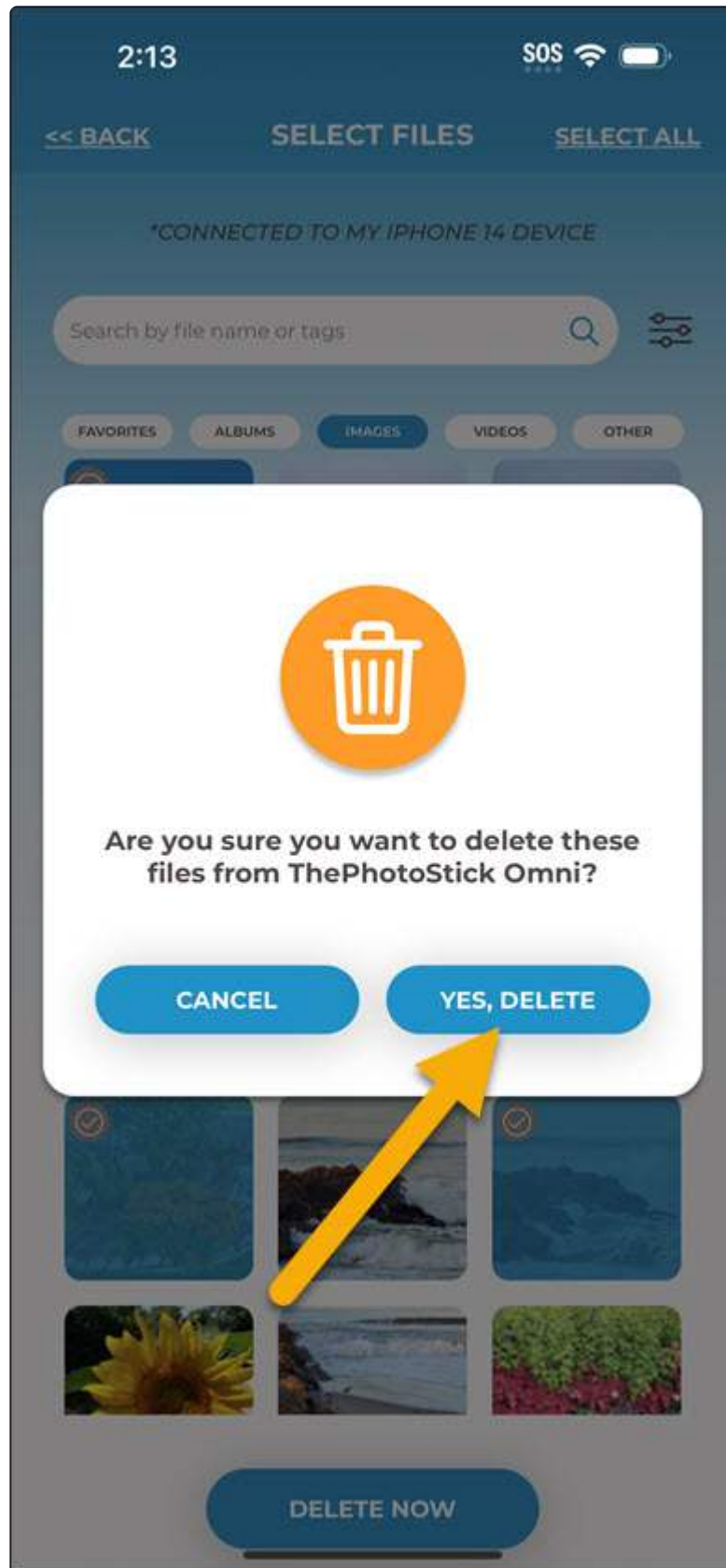
different file types, simply tap the file type tab to view and select for deletion.



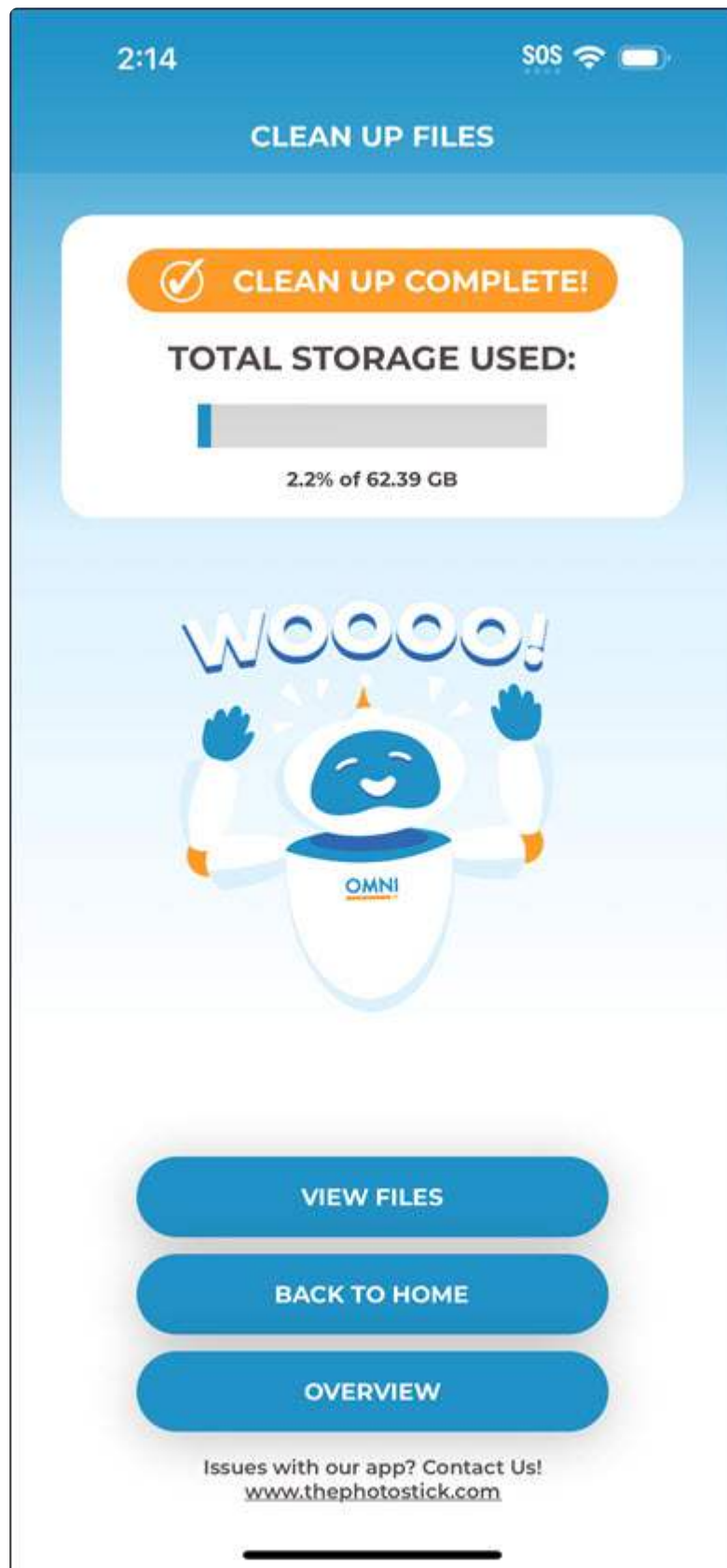
5. Tap “Delete Now”.



6. If you are sure you want to delete the selected files, tap “Yes, Delete”.



7. When complete, you can view the files remaining on your ThePhotoStick Omni drive or go back to the home screen.



3.14. Restoring Files From Your ThePhotoStick Omni Drive iOS

Files saved on your ThePhotoStick Omni drive can be restored to any phone or tablet.

While most cases involve restoring files to the phone or tablet they were backed up from, you also have the option to restore the files to any phone or tablet. For example, files backed up from an Android phone can be restored to an iPhone and visa-versa.

There are two options when restoring files from your ThePhotoStick Omni drive:

1. Restore All
2. Select Files to Restore

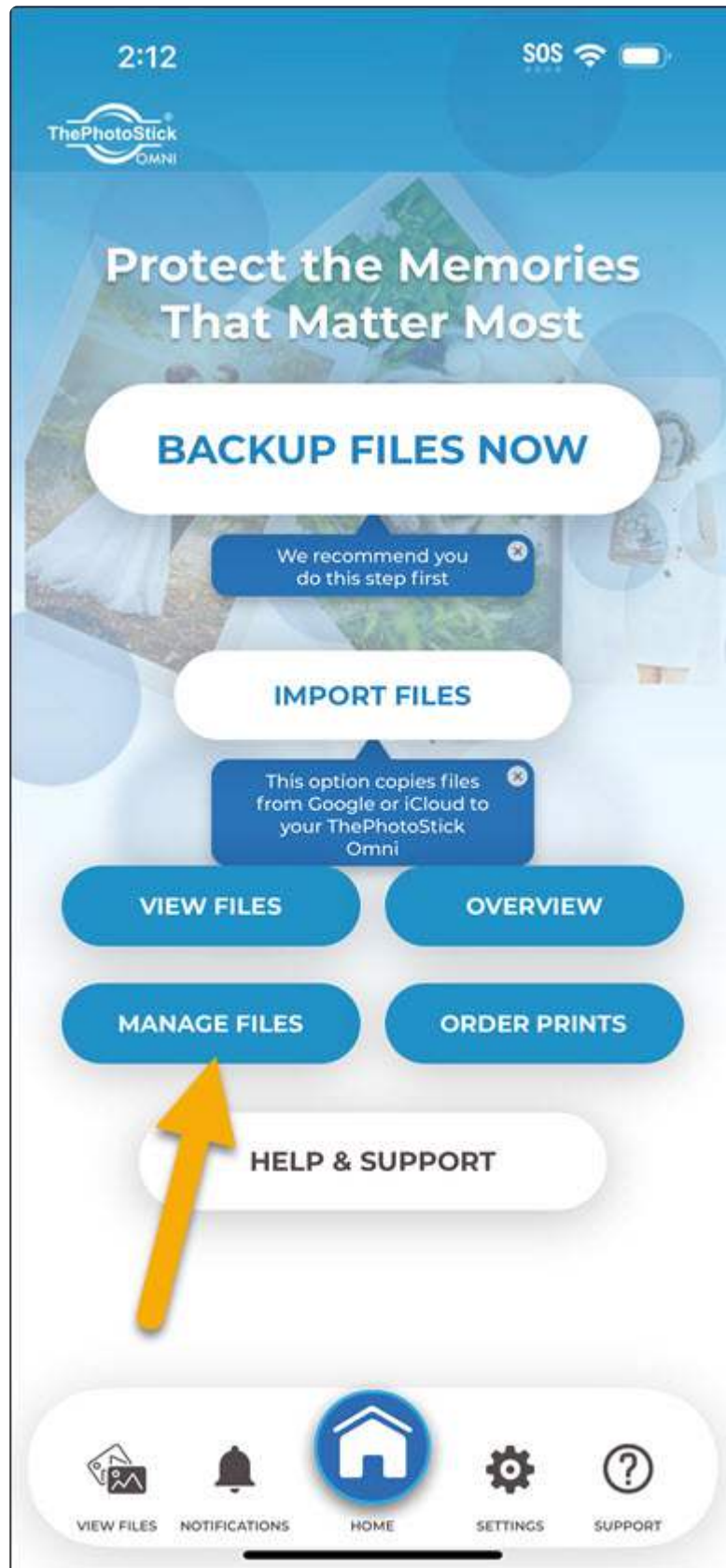
Video demonstrating the “Restore Files” Option:

Video Needed Here

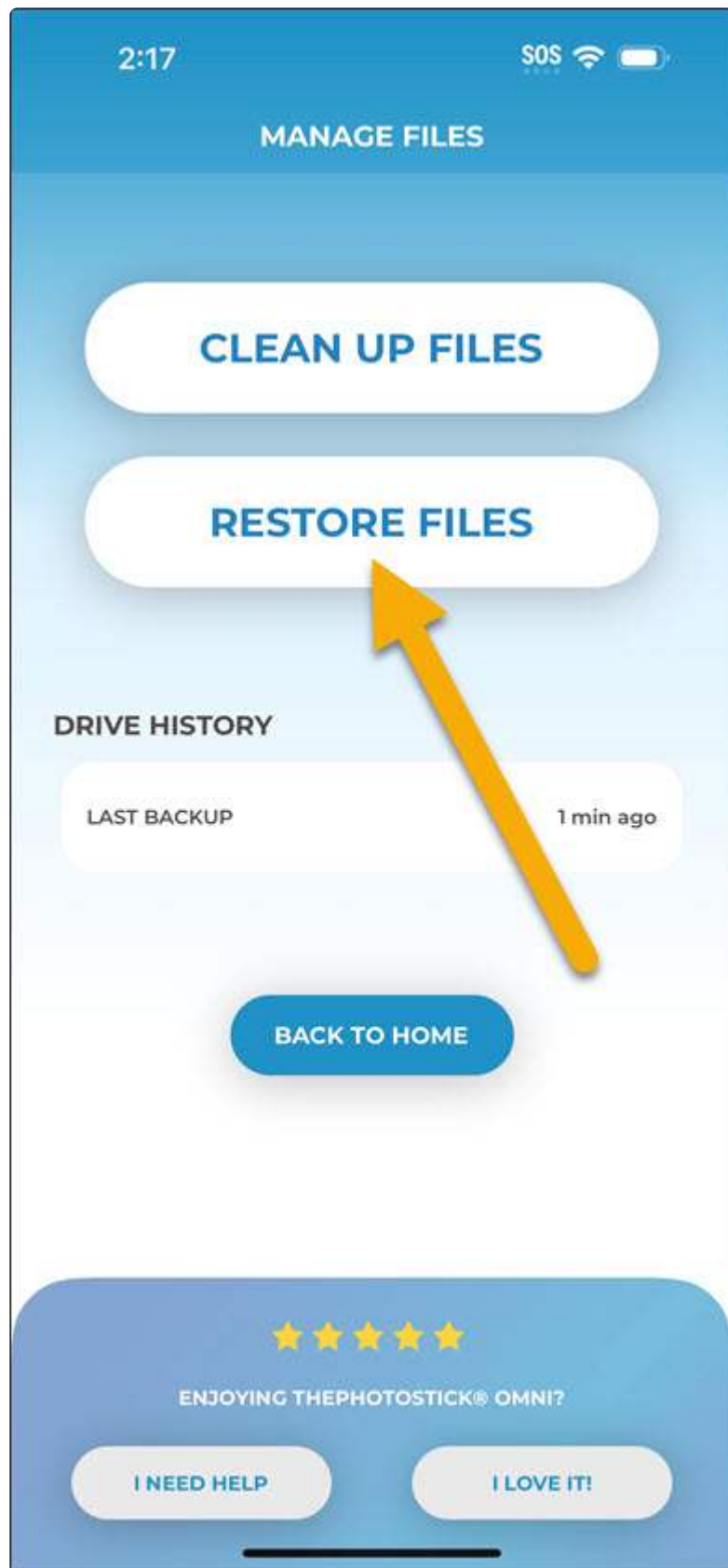
Restore All Option

To restore all files from your ThePhotoStick Omni drive to your phone or tablet, do the following:

1. Tap on “Manage Files” from the home screen.



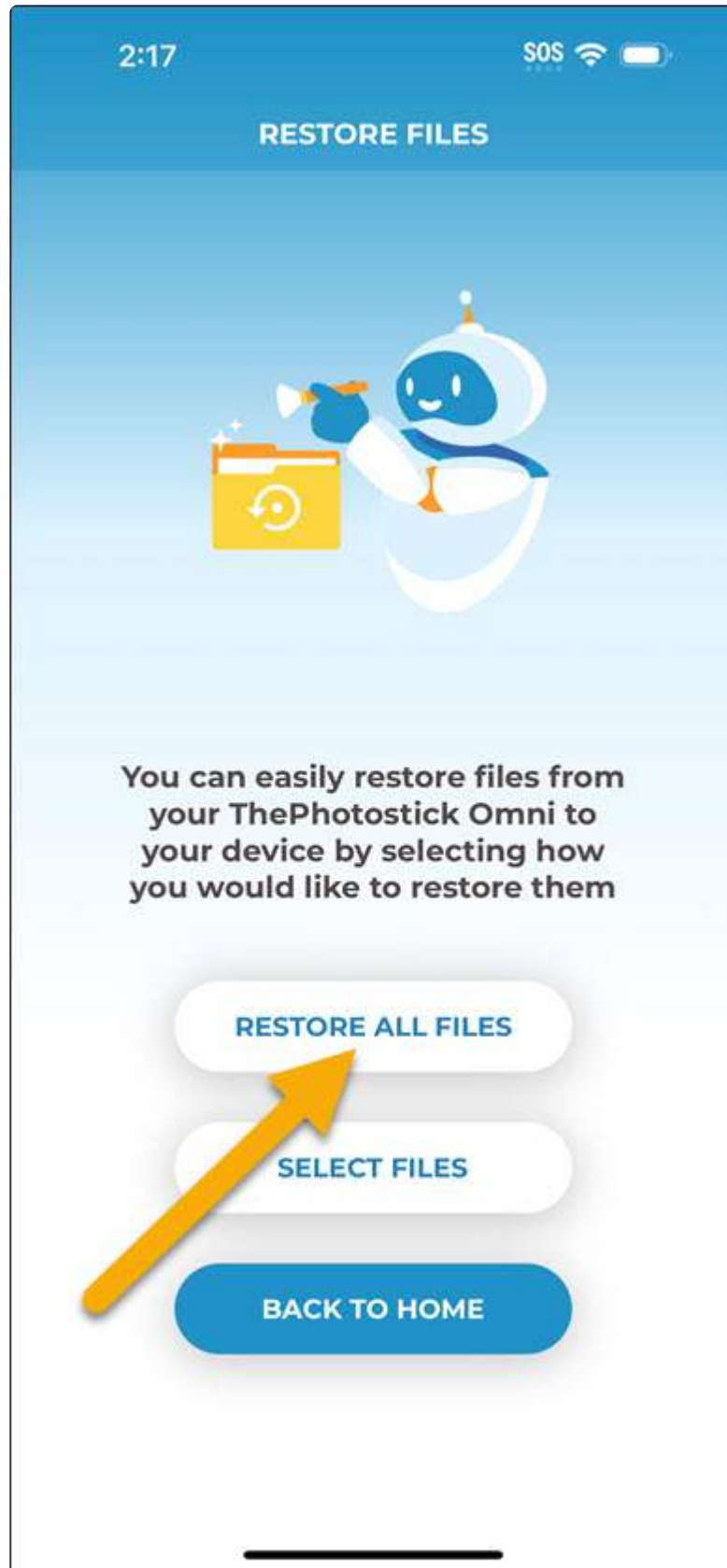
2. Tap "Restore Files".



3. Tap “Restore All Files”.

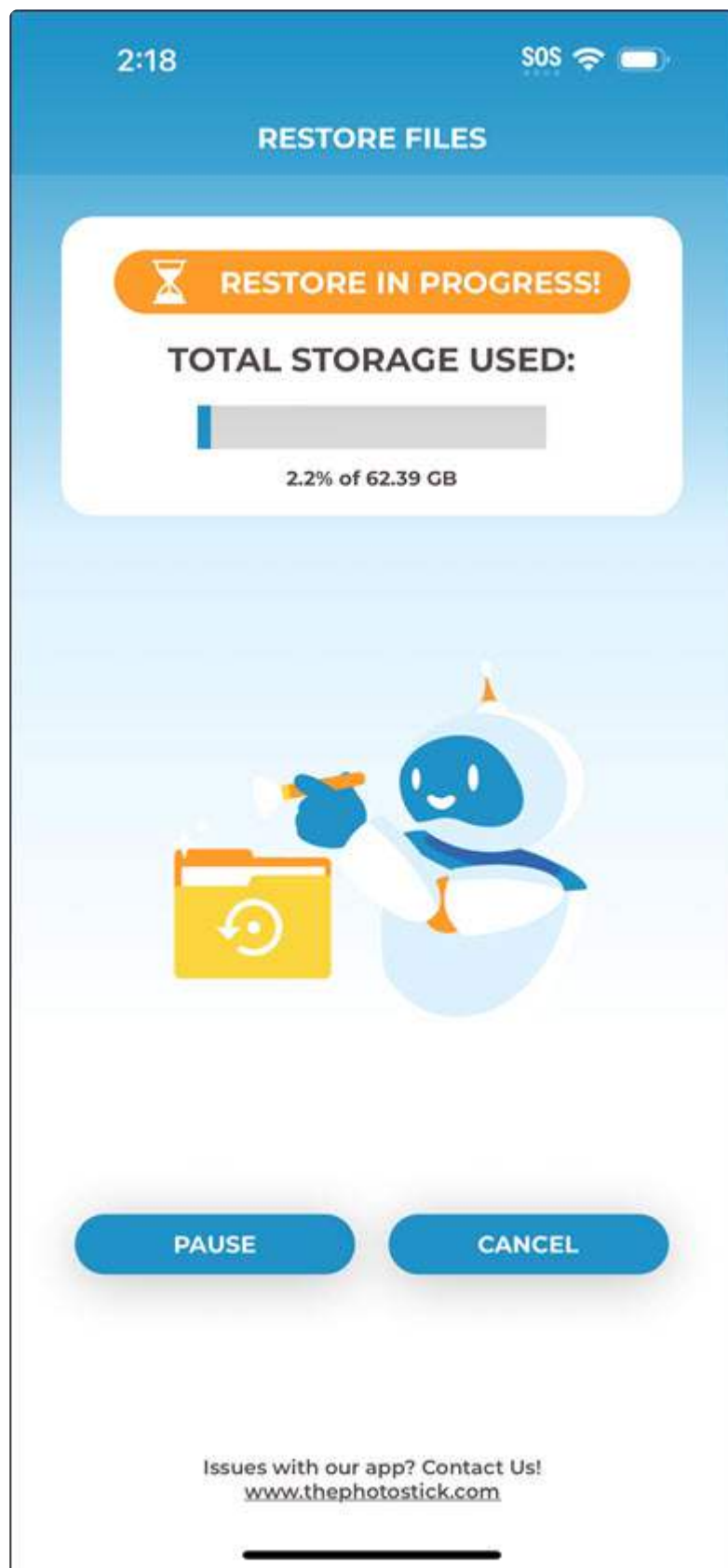
NOTE: After tapping “Restore All Files”, ALL files on your ThePhotoStick Omni drive will immediately start to

restore to your phone or tablet.

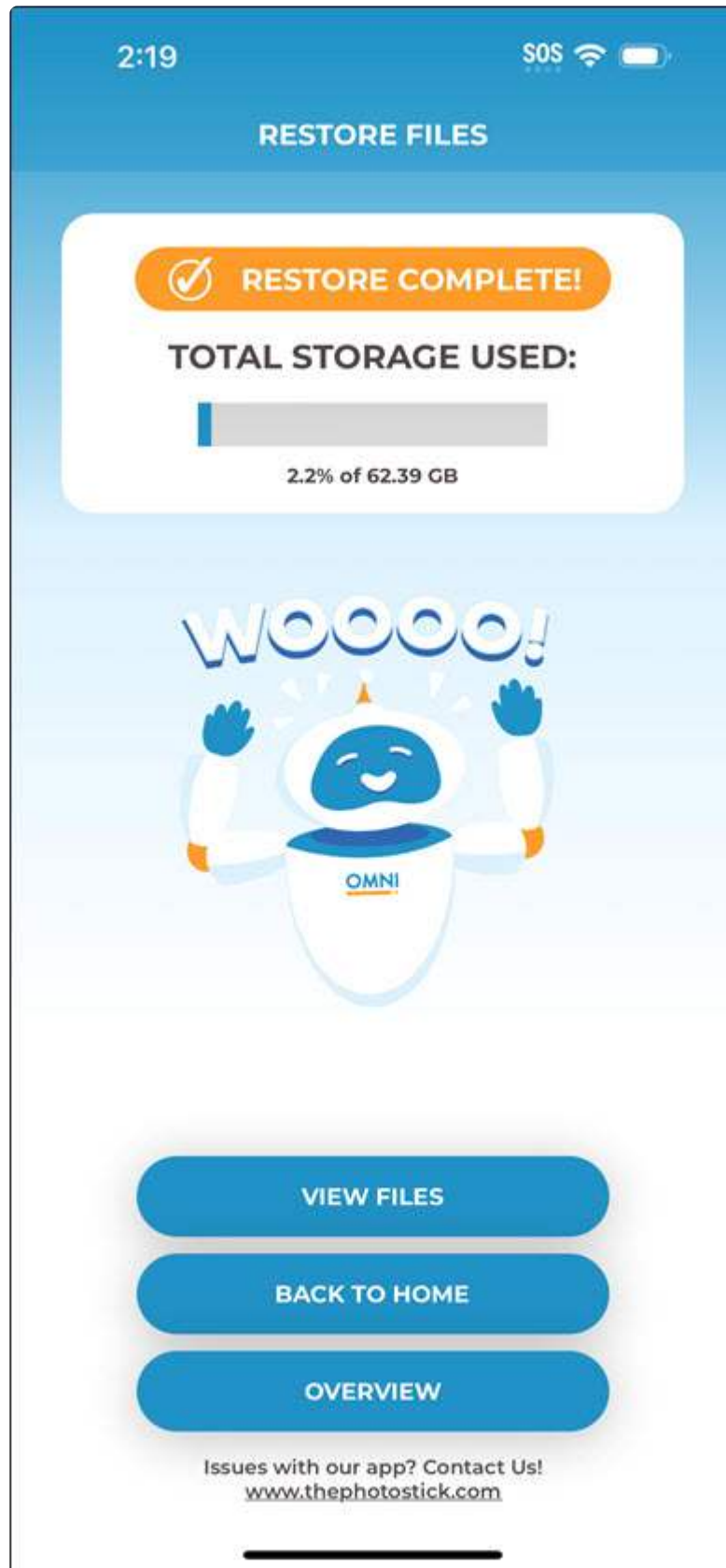


4. The Restore in progress screen will appear. If you need to pause or cancel the restore process, tap

“Pause” or “Cancel”.



5. When completed, the restore complete message will appear.

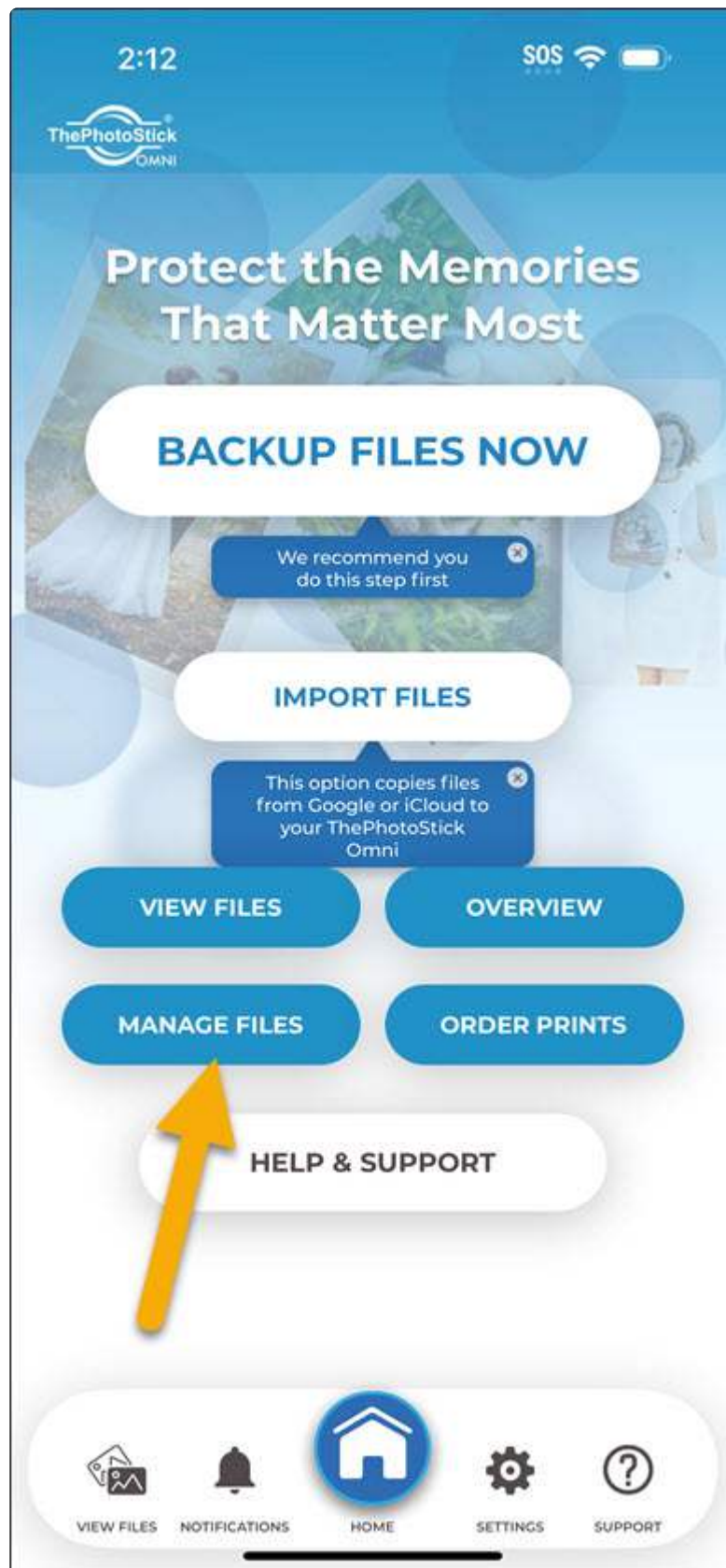


Select Files to Restore Option

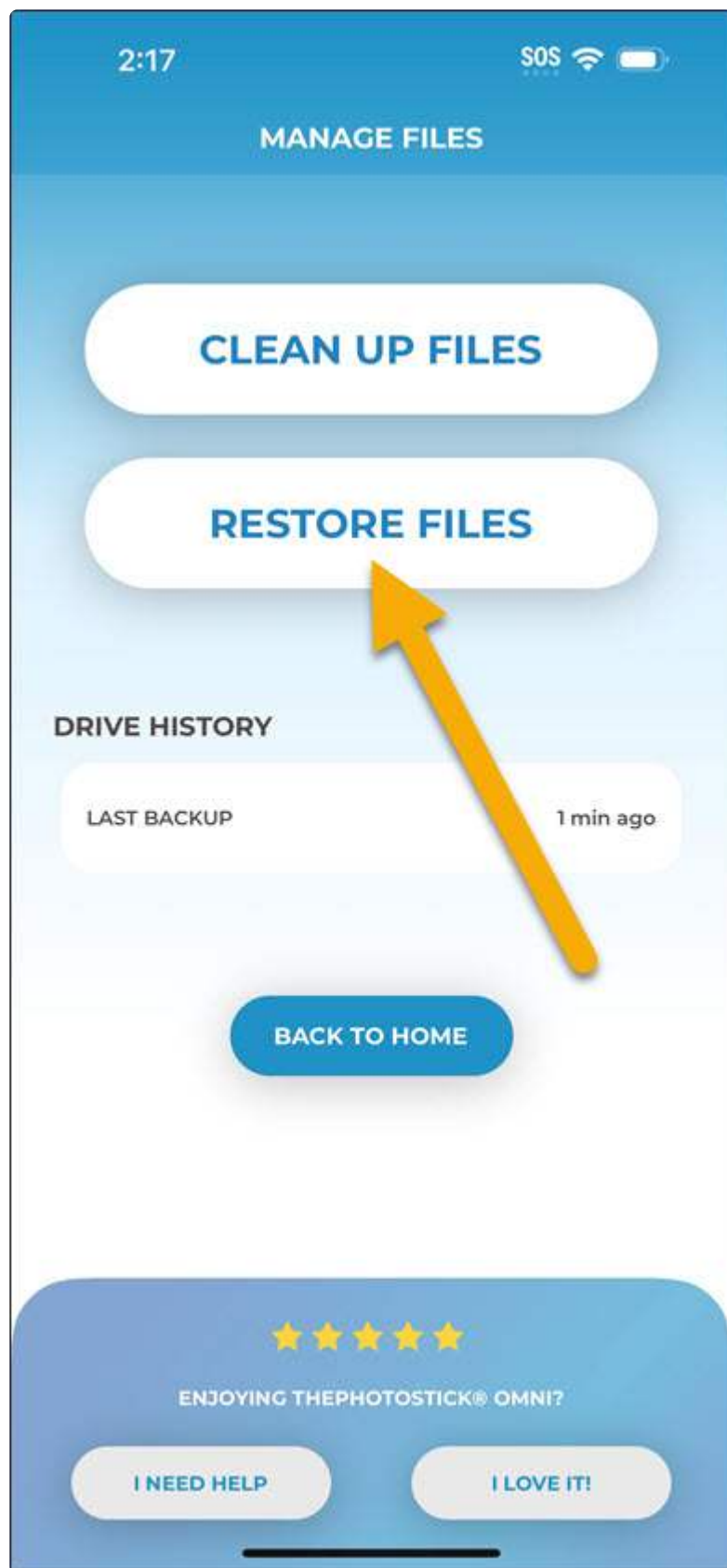
To choose which files to restore from your ThePhotoStick Omni drive to your phone or tablet, do the

following:

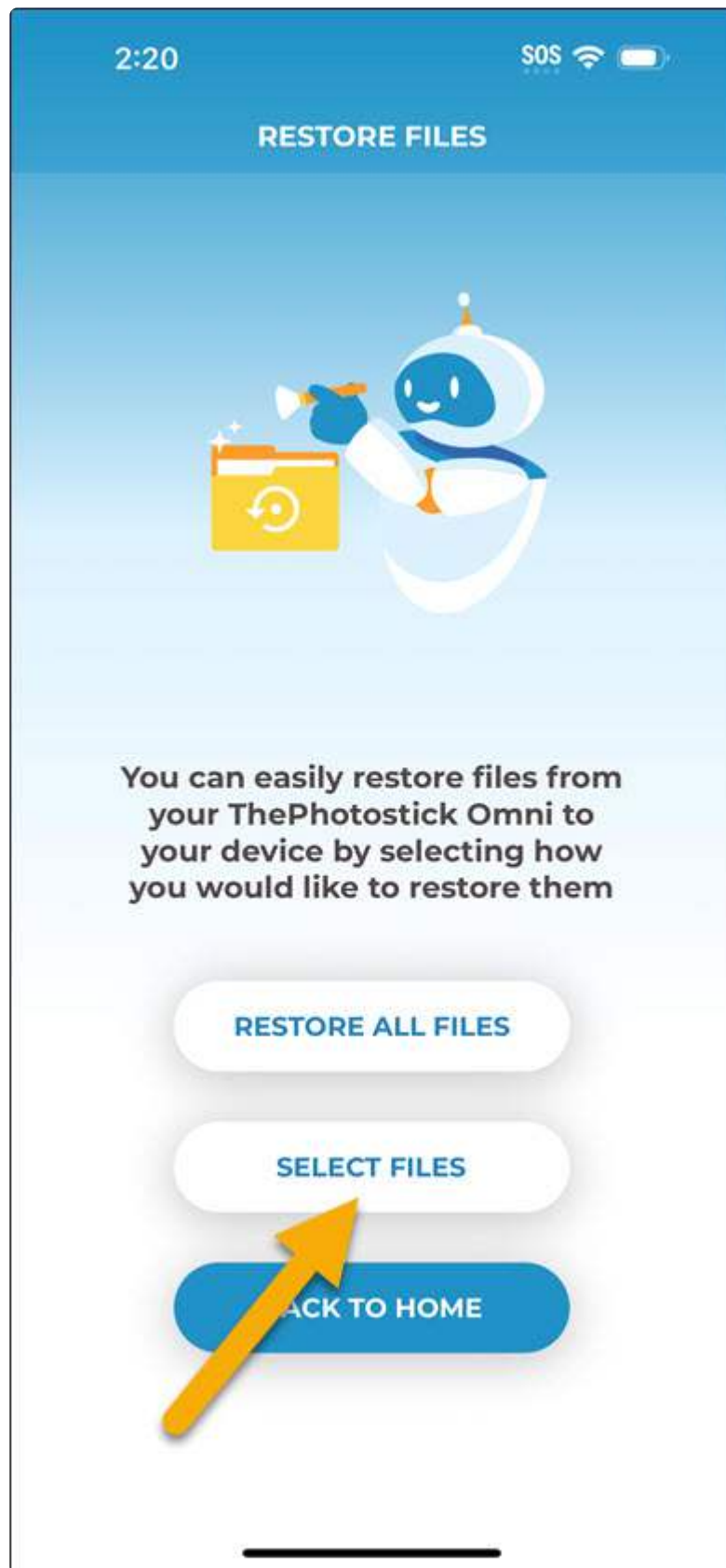
1. Tap on “Manage Files” from the home screen.



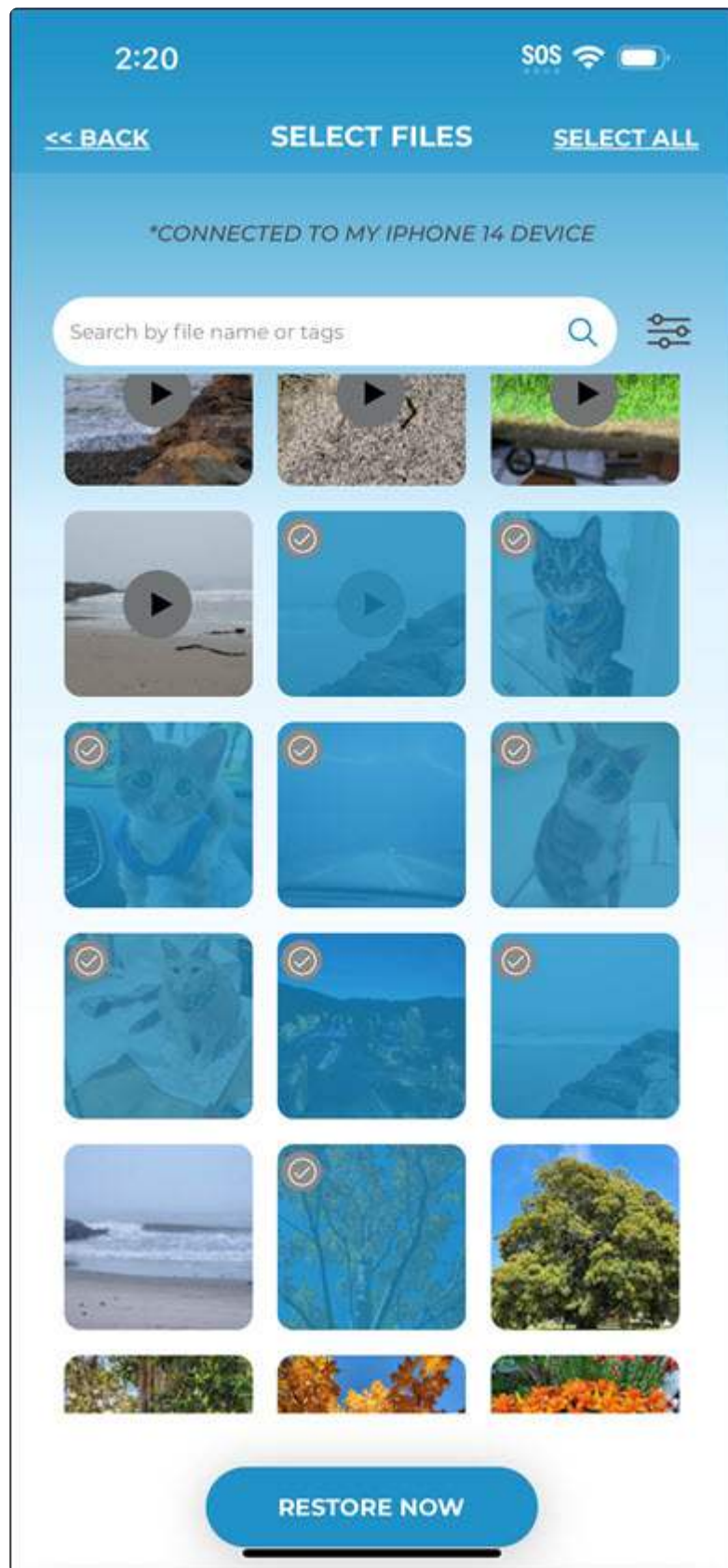
2. Tap “Restore Files”.



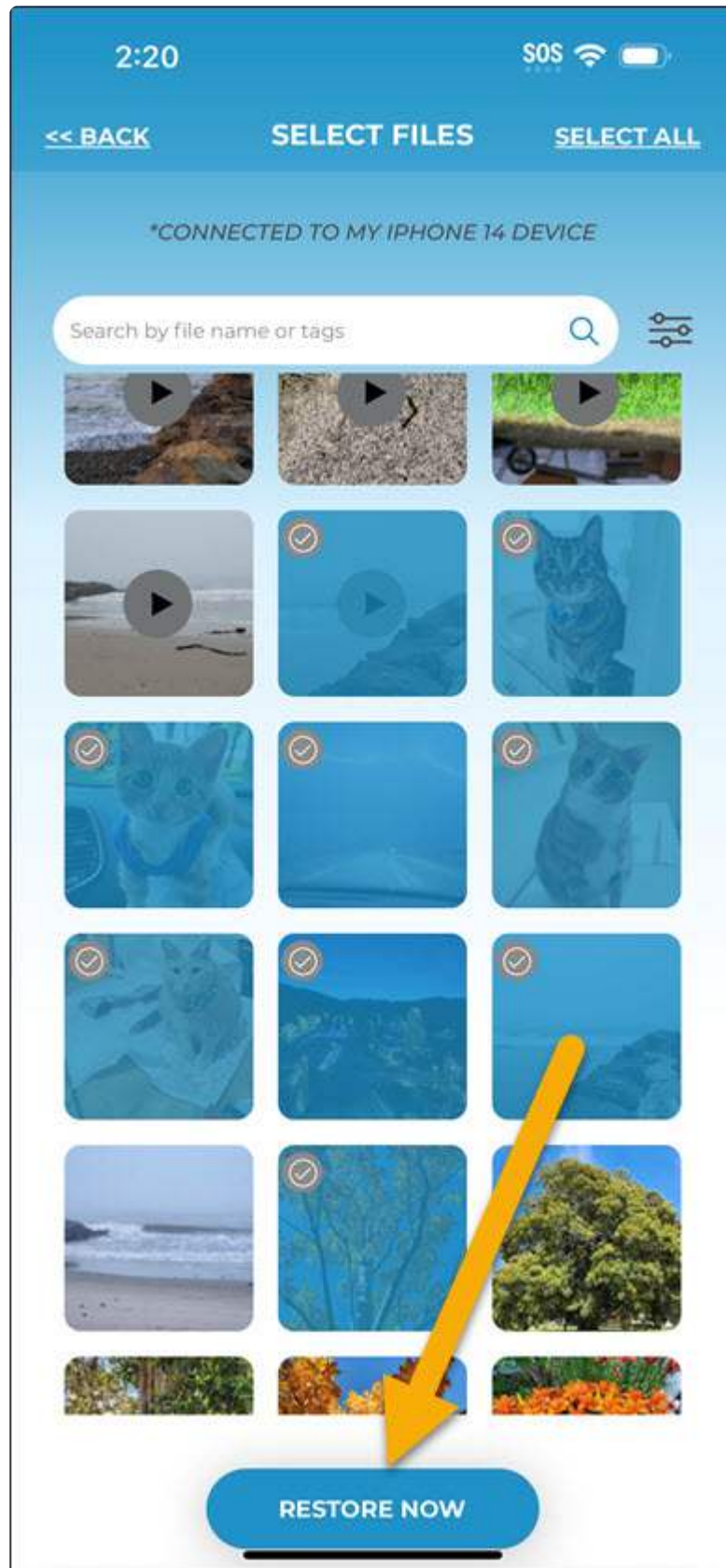
3. Tap “Select Files”.



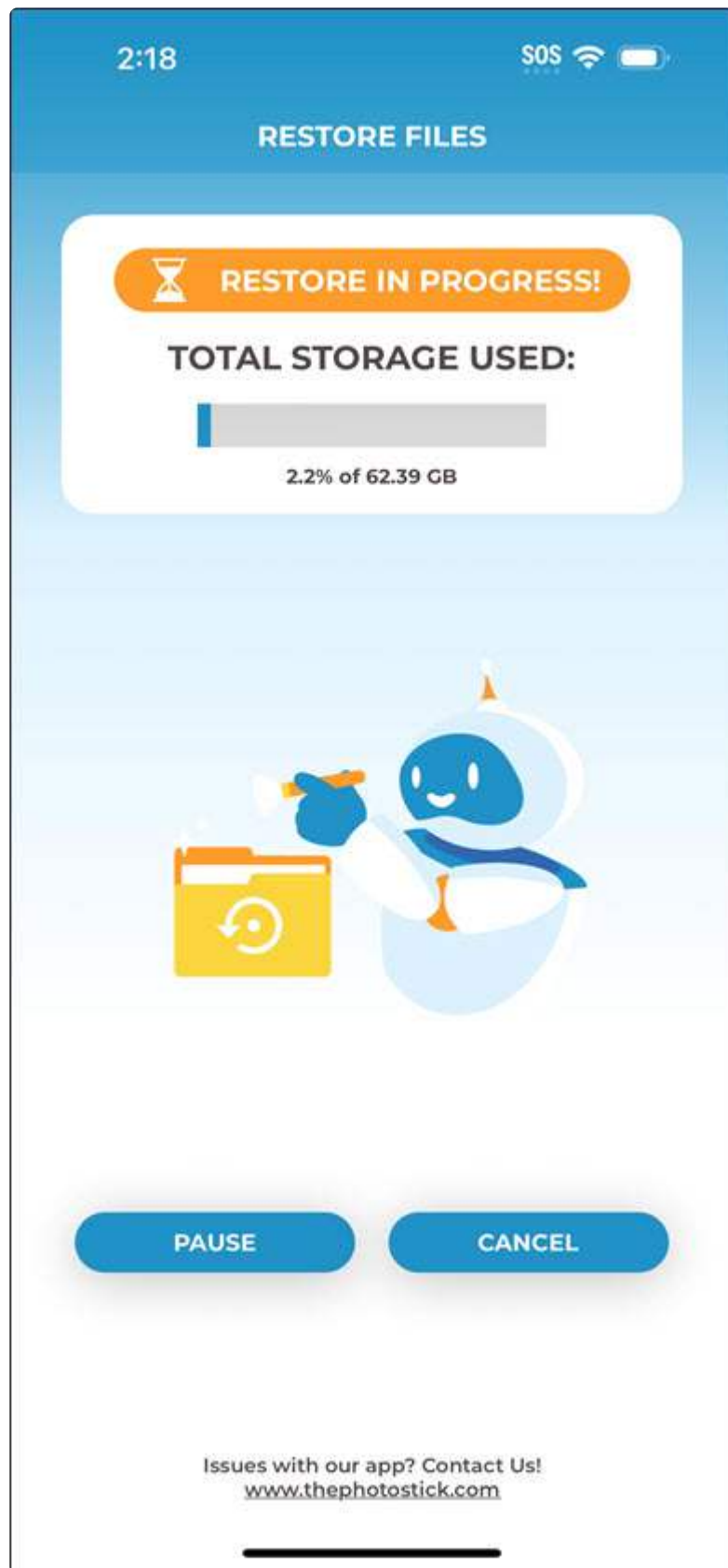
4. Select the files you want to restore.



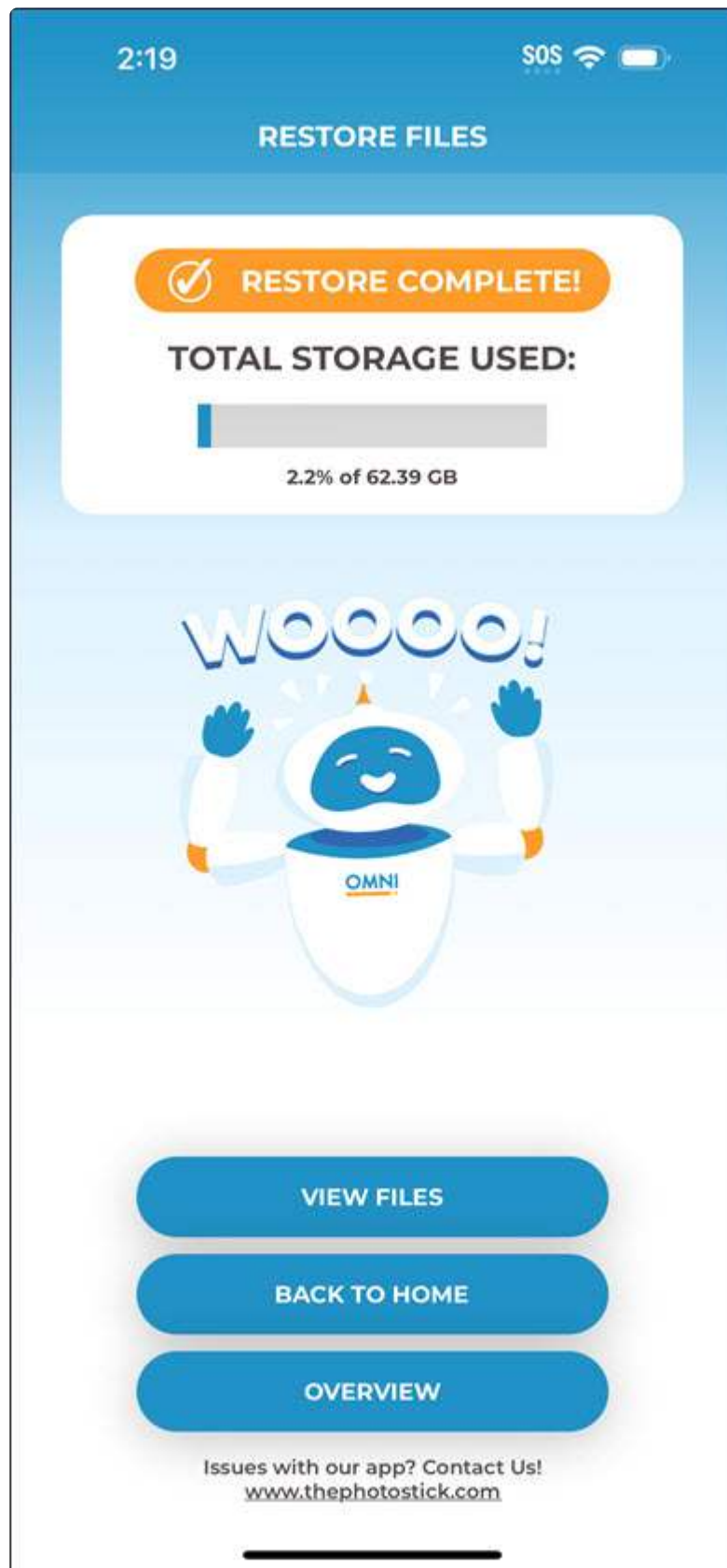
5. Tap "Restore Now".



6. The Restore progress screen will appear. If you need to pause or cancel the restore process, tap “Pause” or “Cancel”.



7. When completed, the restore complete message will appear.



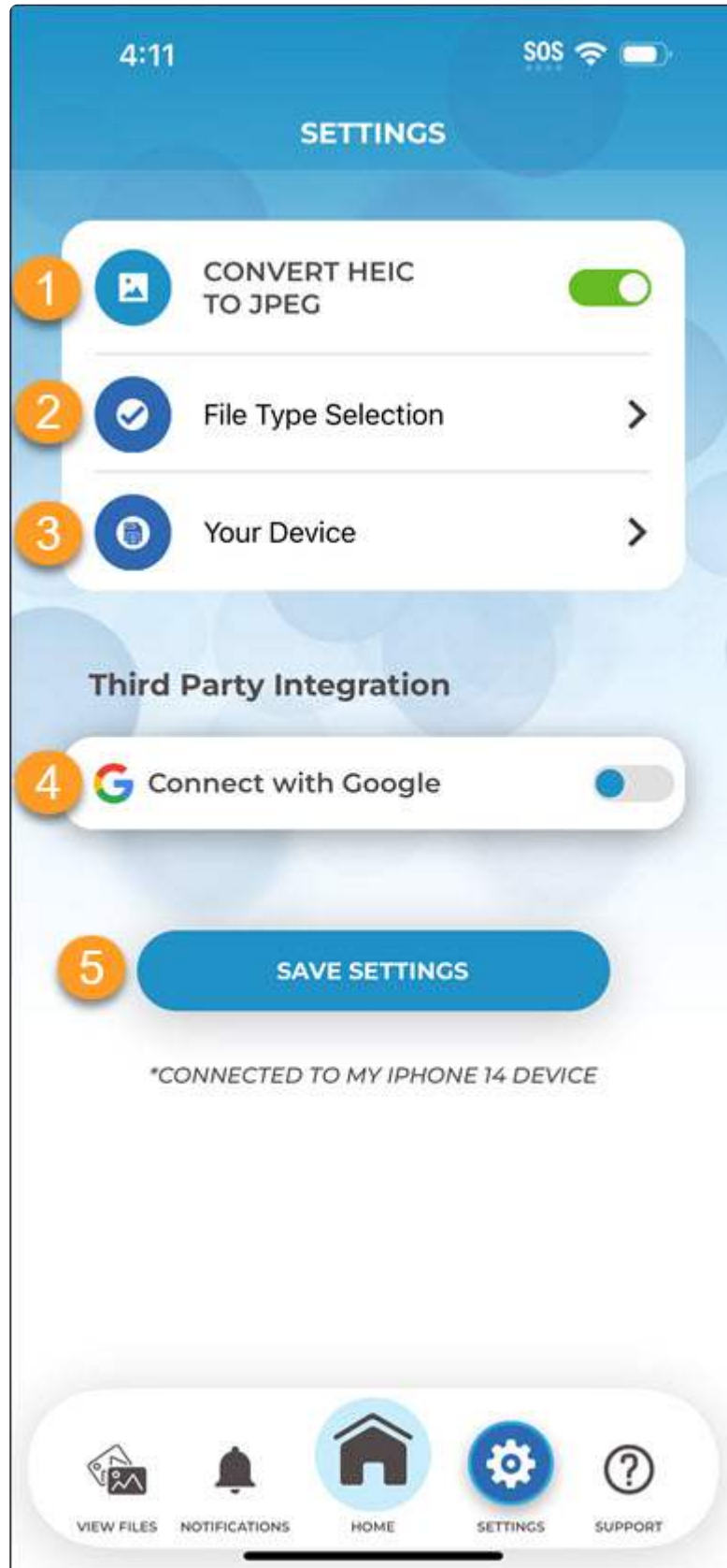
3.15. Viewing and Changing ThePhotoStick Omni App Settings iOS

ThePhotoStick Omni app settings can be adjusted to fit your backup preferences. You can specify which file types ThePhotoStick Omni app should find and save as well as view connections to any third-party integrations.

Video demonstrating the “Settings” option:

Video Needed Here

ThePhotoStick Omni App Settings Explained

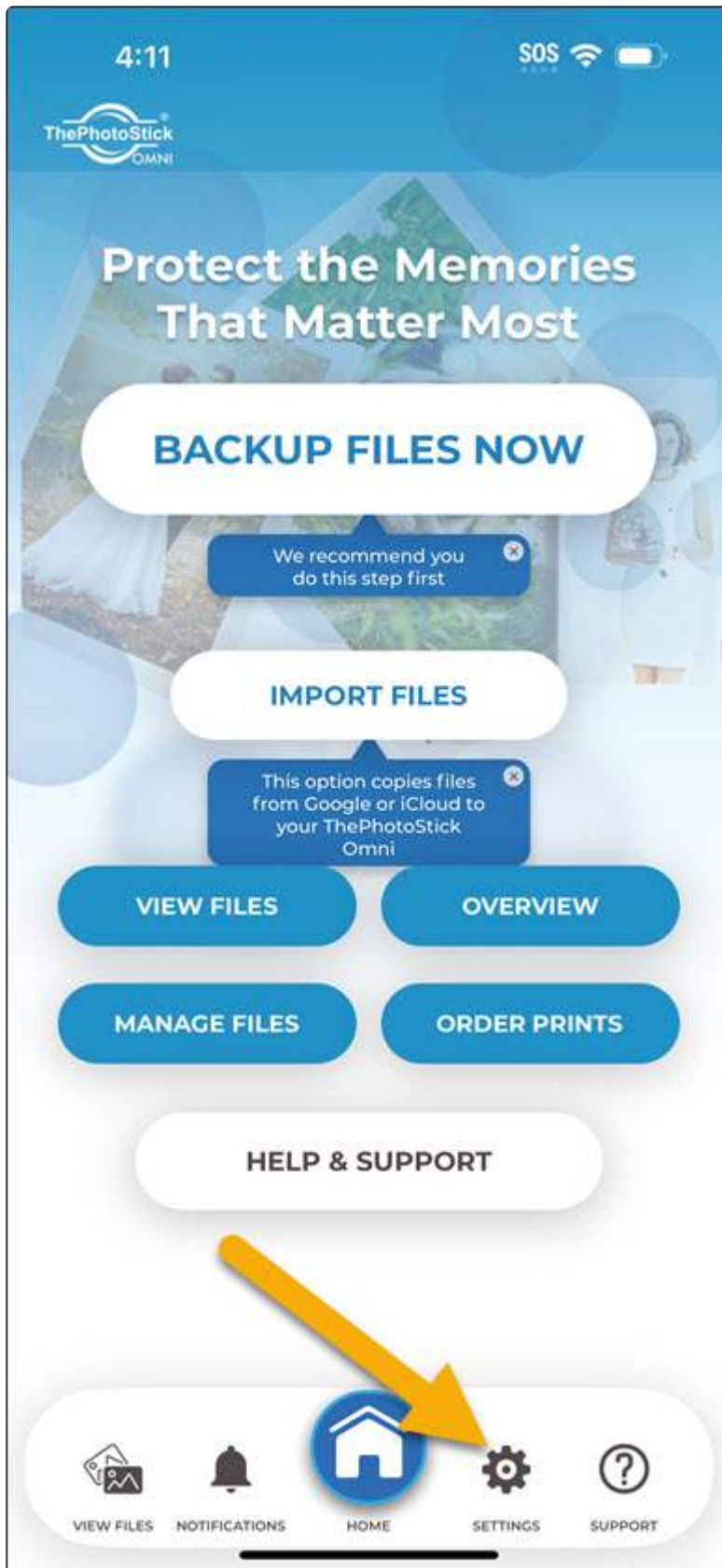


1. Turn on to have ThePhotoStick Omni app automatically convert HEIC files to JPEG files.

2. Choose which file types you want ThePhotoStick Omni app to save.
3. Connect to your ThePhotoStick Omni drive.
4. Connect or Disconnect Your Google Photos account.
5. Saves any changes you make in Settings.

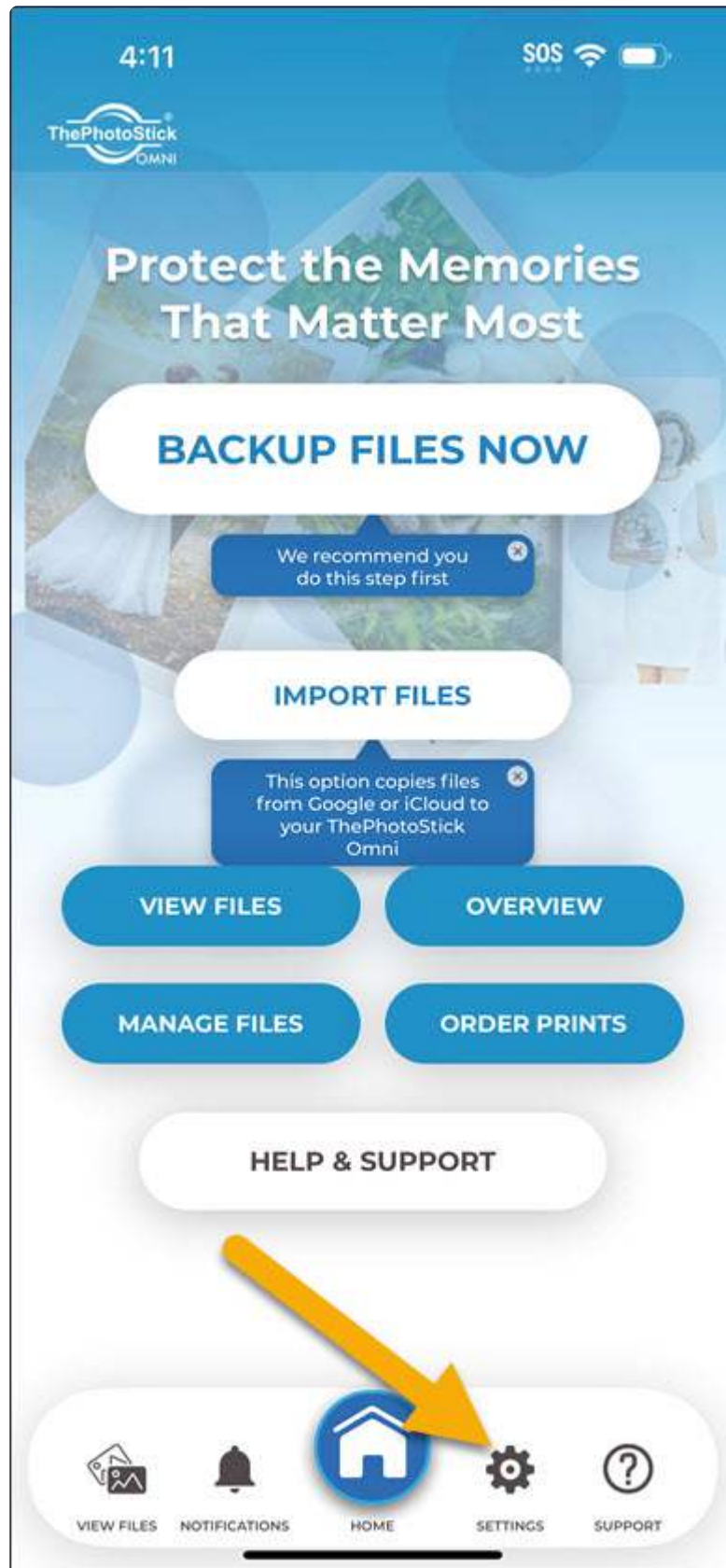
Viewing the Current App Settings

1. Tap on the Settings icon on the Home Screen.

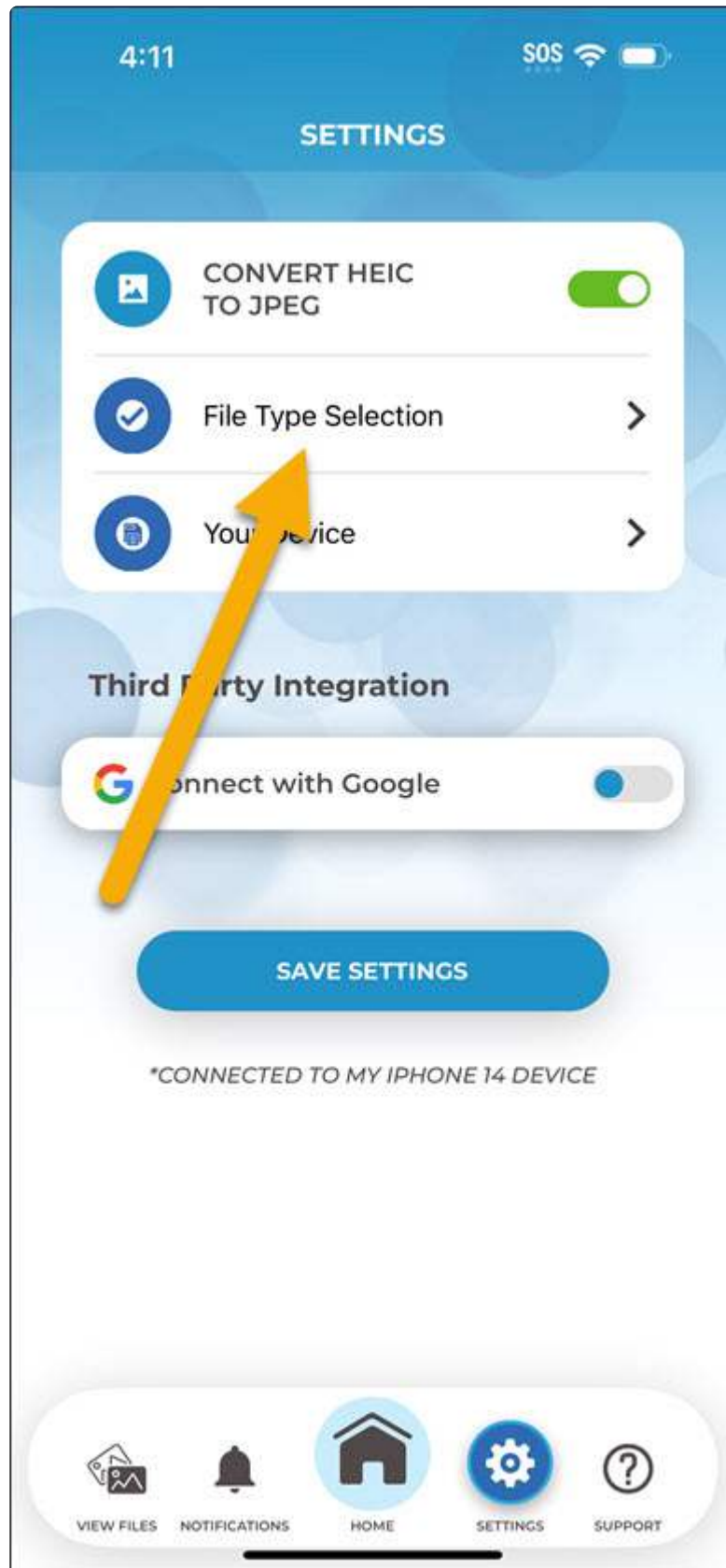


Change Which File Types ThePhotoStick Omni App Will Back Up

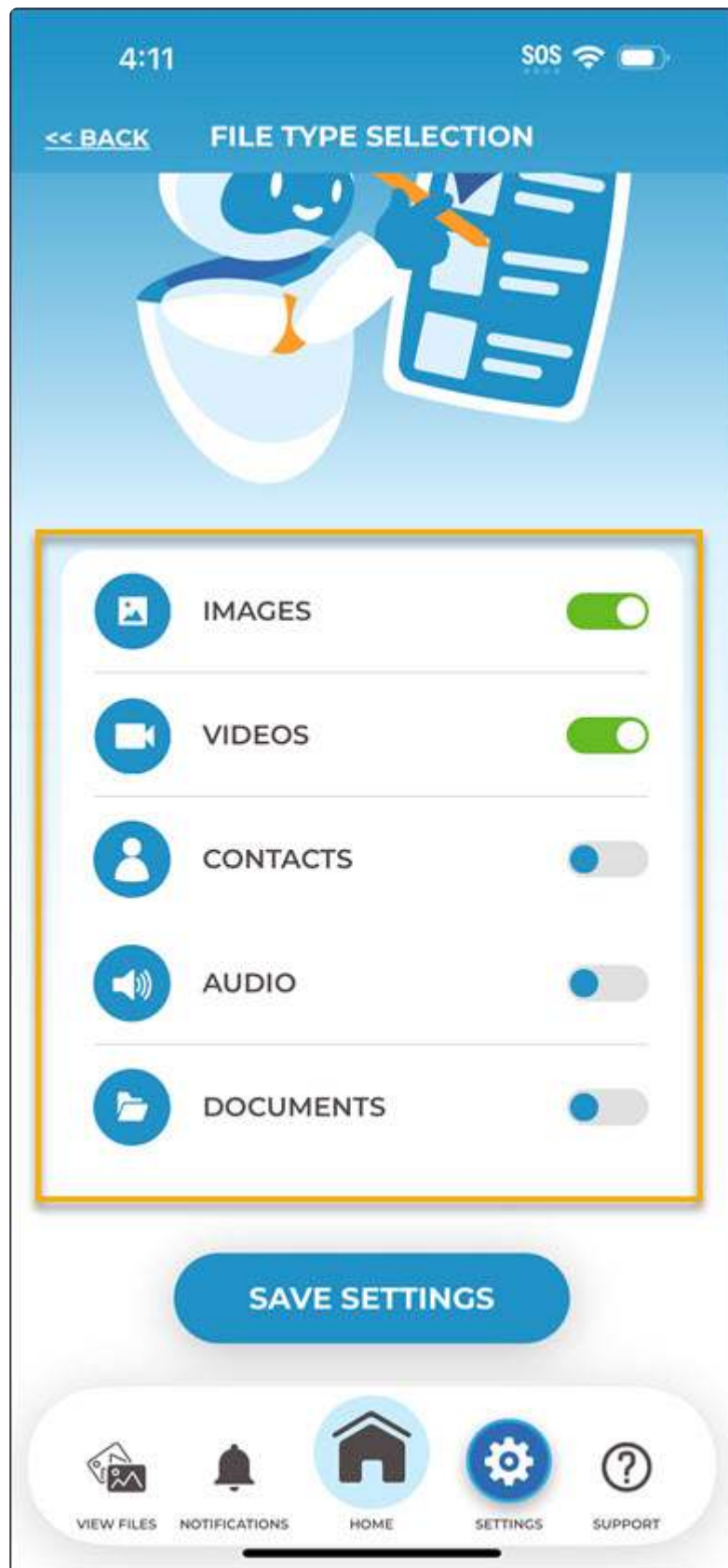
1. Tap on the Settings icon on the Home Screen.



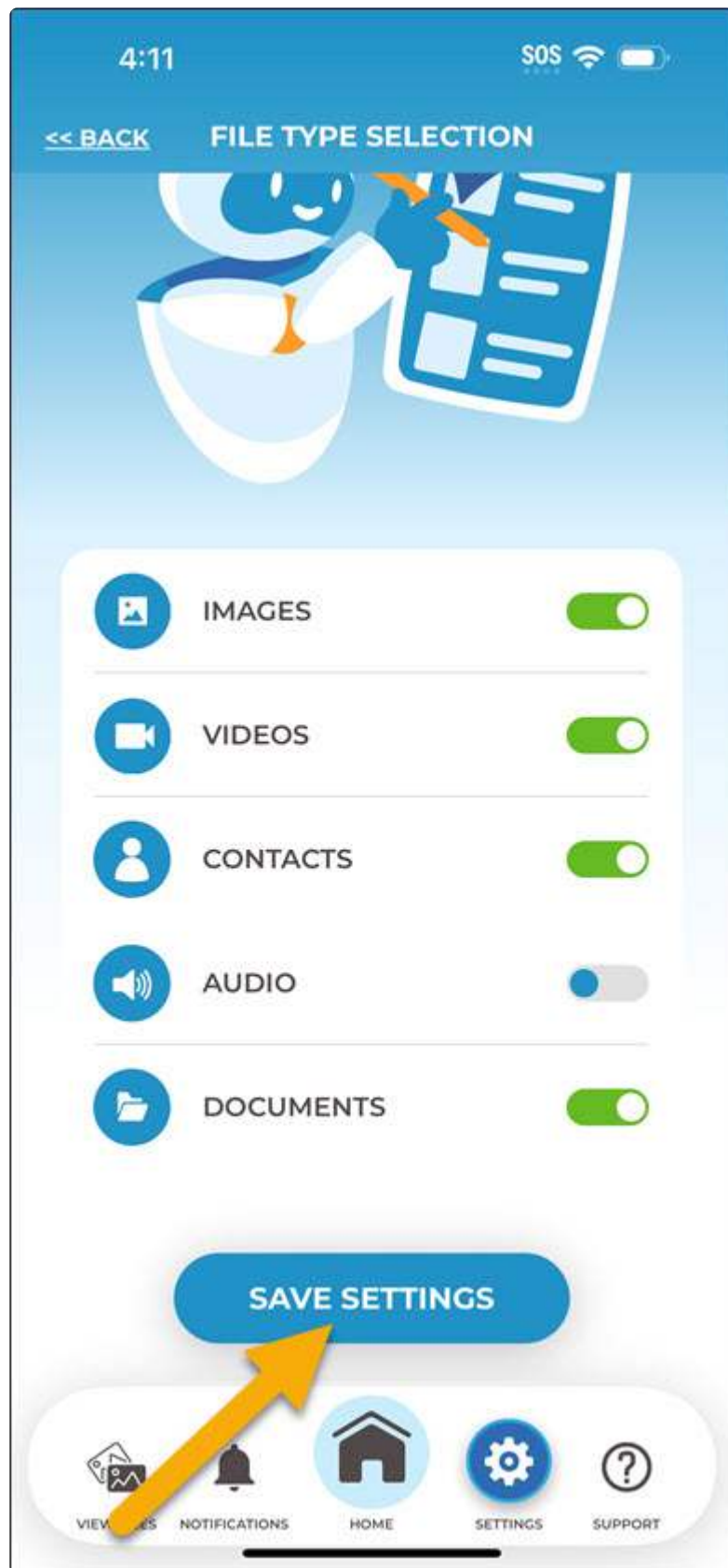
2. Tap "File Type Selection".



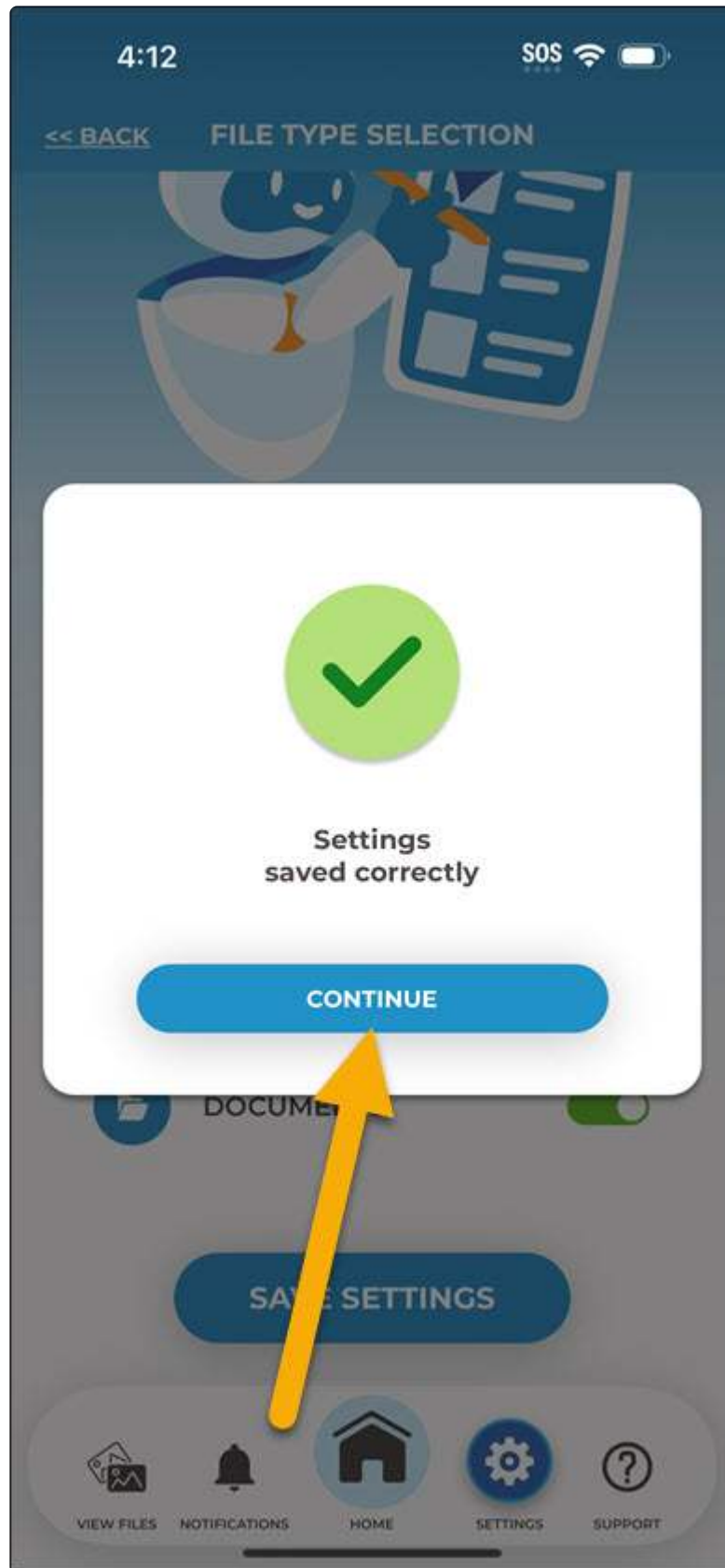
3. Turn on or off any file types you want or do not want to back up.



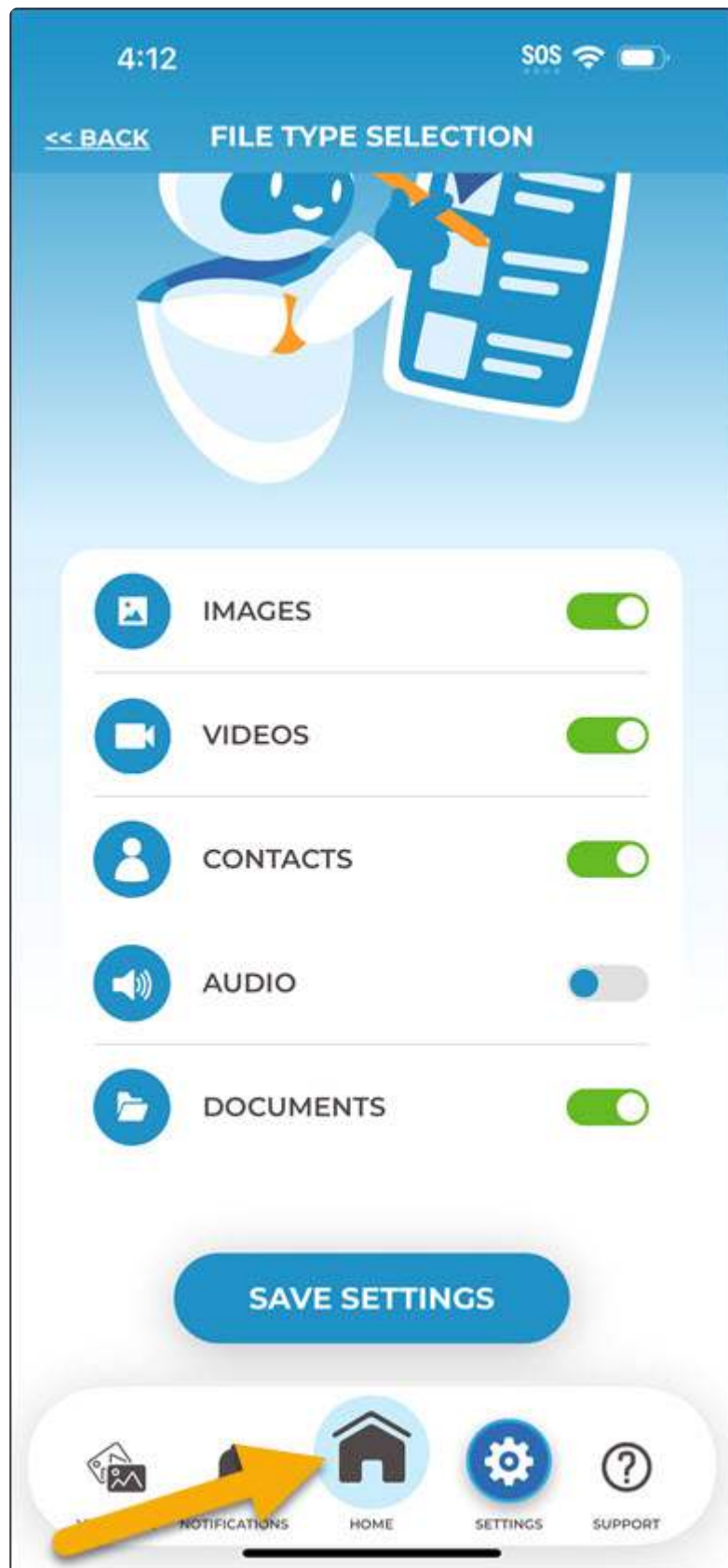
4. Tap "Save Settings".



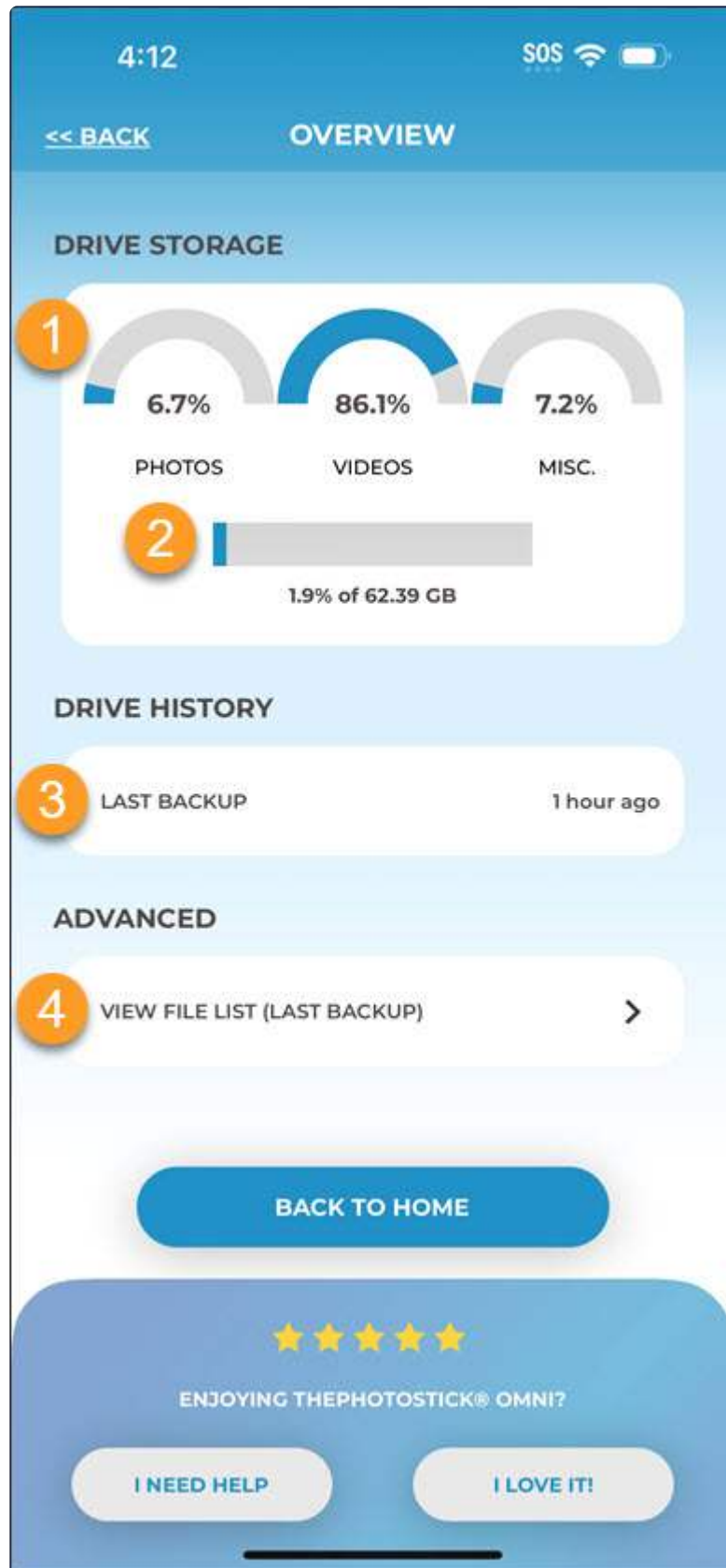
5. Tap "Continue".



6. Tap the Home icon to return to the Home page.



3.16. ThePhotoStick Omni App Overview Explained

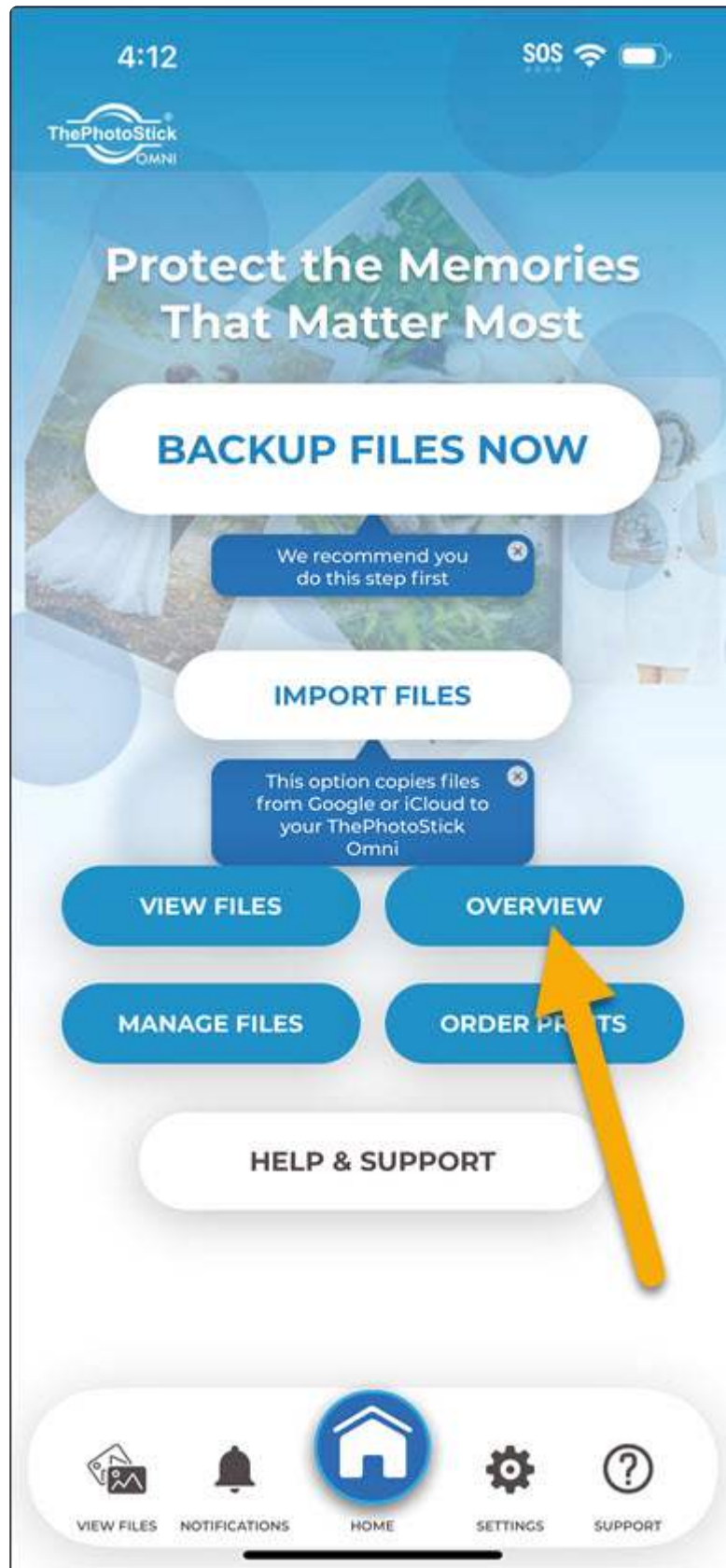


1. A breakdown of the type of files using space on your ThePhotoStick Omni drive.
2. A summary of the used space on your ThePhotoStick Omni drive.
3. The time since your last backup.

4. View files that failed to back up or files skipped during a backup because they were duplicates of files already saved to your ThePhotoStick Omni drive.

Viewing Your ThePhotoStick Overview

To see an overview of your ThePhotoStick Omni drive, tap “Overview” on the home page:



3.17. Help and Support iPad/iPhone

“Help & Support” provides an easy way to access helpful tips and troubleshooting information for your ThePhotoStick Omni app and drive.

Video demonstrating the “Help & Support” Option:

Video Needed Here

ThePhotoStick Omni App Help and Support Explained

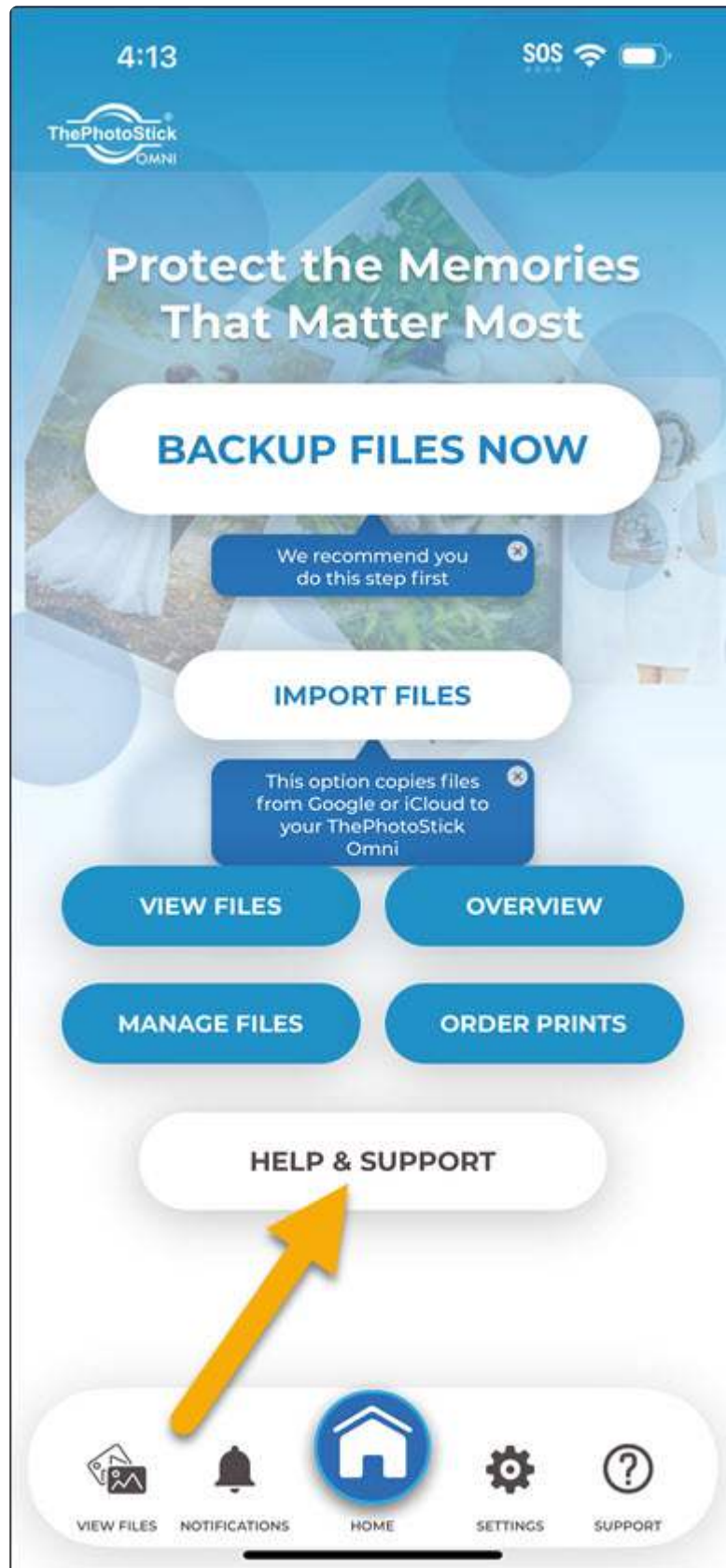


1. Tap to access the online User Guide.

2. Tap to contact support.
3. Tap to view and walk through the Welcome tutorial shown when you first installed and used the app.
4. View online troubleshooting information.
5. View ThePhotoStick Omni online support center.

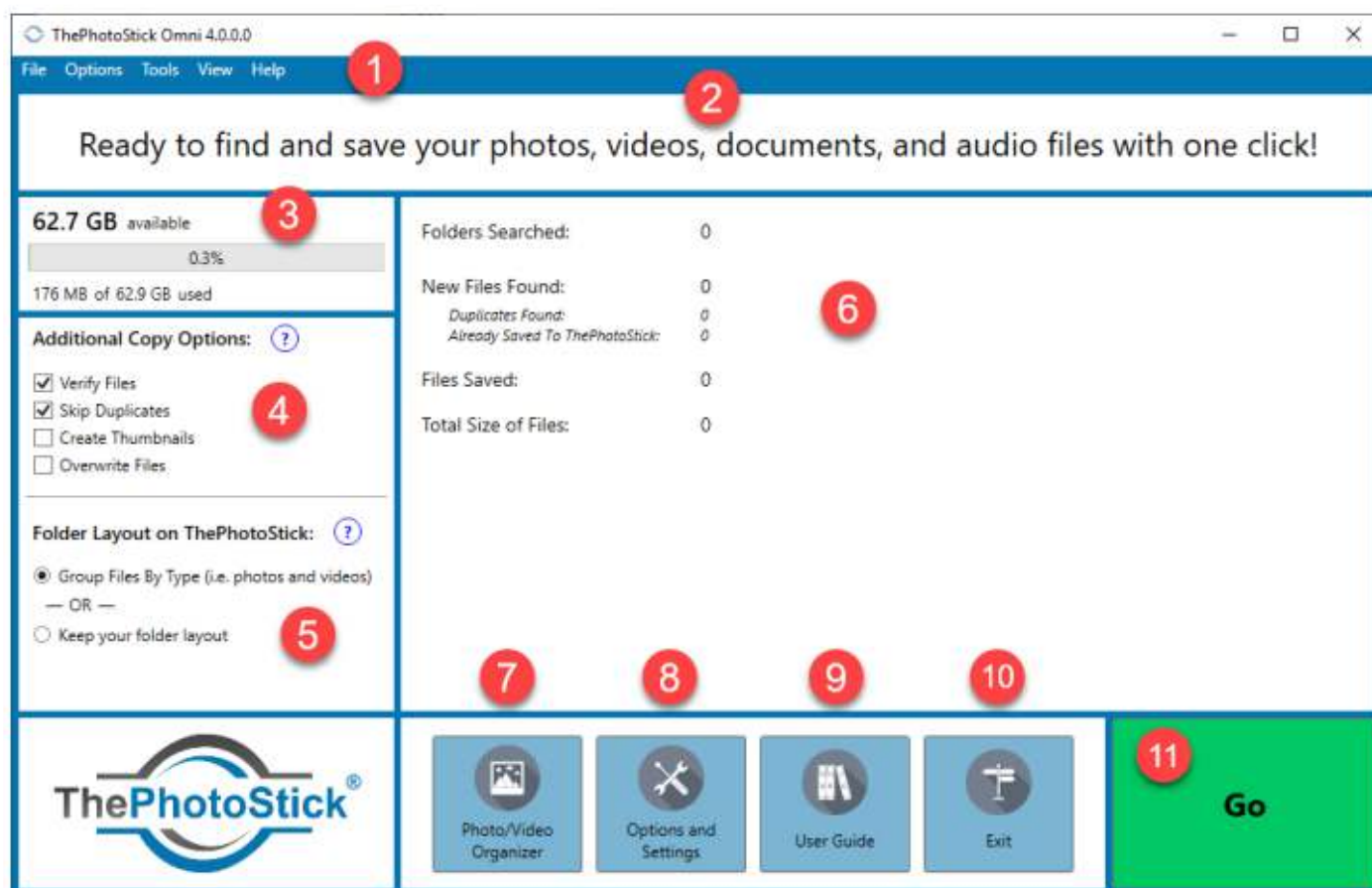
Viewing Help and Support

To see an the help and support options, tap “Help and Support” on the home page:



4. Using ThePhotoStick® Omni on Windows

Getting to Know ThePhotoStick® Omni Interface



1. **Main Menu** — Allows for access to various features of ThePhotoStick® Omni, including your photos/videos/documents/audio settings, tools, and checking for ThePhotoStick® Omni software updates
2. **Status Area** — Provides status messages before, during, and after a backup is run.
3. **ThePhotoStick® Omni Capacity Chart** — Provides a quick snapshot of how much used and free space is currently on your ThePhotoStick® Omni.
4. **Additional Copy Options** — Provides easy access to setting common copy options. You can also access these settings by clicking on the “Options and Settings” button.
5. **Folder Layout on ThePhotoStick® Omni** — Choose the folder structure for files saved to your ThePhotoStick® Omni.
6. **Backup Statistics** — Provides information for your current backup.
7. **“Photo/Video Organizer” Button** — Opens ThePhotoStick® Omni Organizer that will show your photos, videos, documents, and audio files that are currently backed up to ThePhotoStick® Omni.

8. **“Options and Settings” Button** —Opens the Settings window for ThePhotoStick® Omni. Here you can set which photo, video, document, and audio file types that ThePhotoStick® Omni will find and save as well as other application settings.
9. **“User Guide” Button** — Takes you to ThePhotoStick® Omni online user guide.
10. **“Exit” Button** —Closes ThePhotoStick® Omni application.
11. **“Go” Button** — Starts a backup of your photos, videos, documents, and audio files.

4.1. Starting a Backup

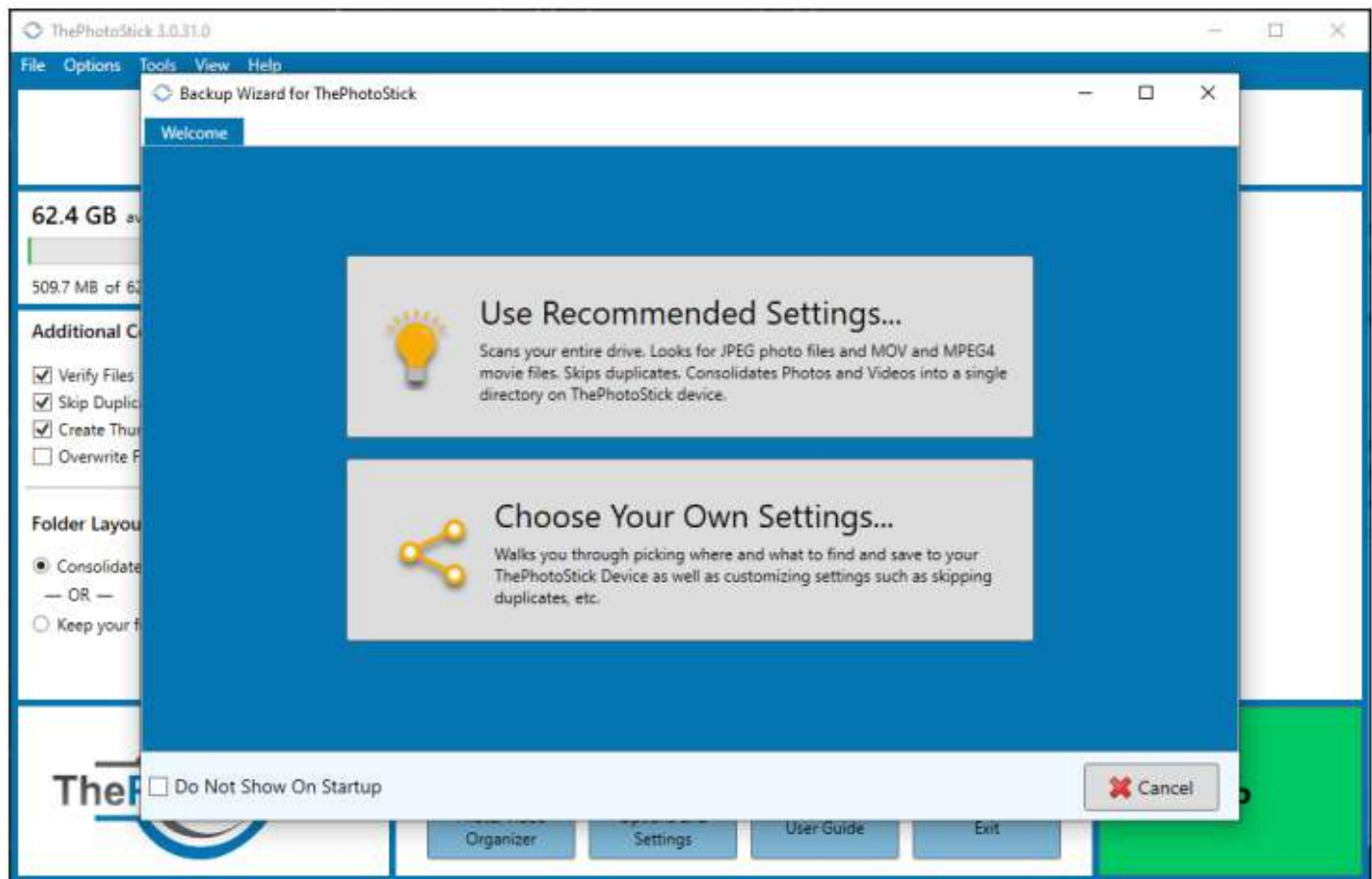
ThePhotoStick® Omni offers a couple of ways to start a backup of your photos and videos:

1. The Backup Wizard
2. The “Go” Button

Starting a Backup with the Backup Wizard

The Backup Wizard will walk you through starting a backup. You can choose either to use the recommended settings or choose your own.

By default, the Backup Wizard will open when you first run ThePhotoStick® Omni. You can always run the Backup Wizard by going to the Main Menu and clicking on “Tools” → “Run Backup Wizard”



“Use Recommended Settings...”

When you choose this option, the default settings for ThePhotoStick® Omni will be used during the backup.

The default settings are:

- Scans your entire C:\ drive
- Looks for JPEG, HEIF, Photoshop, MOV, MPEG4, Word, Excel, PowerPoint, Works, MP3, and MPEG-4 file types
- Skips duplicates and verify files
- Groups files by type (i.e. photos, videos, documents, and audio)
- Excludes photos and videos smaller than 100 KB
- Excludes document files smaller than 0 KB
- Excludes audio files smaller than 800 KB

To start, click on “Use Recommended Settings...” and then click on the green “Go!” button.

“Choose Your Own Settings...”

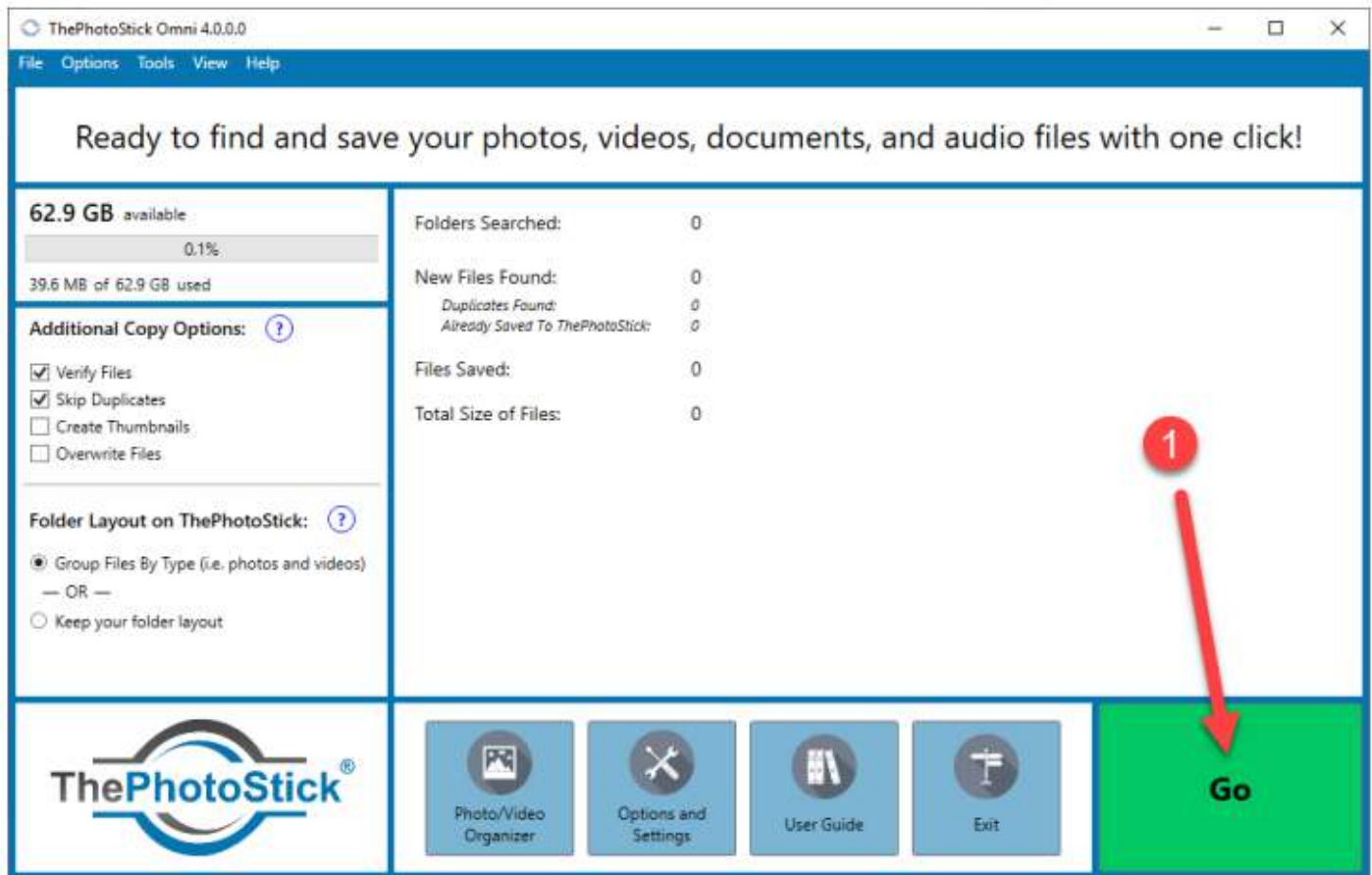
When you choose this option, you will be walked through picking where and what to find and save to your ThePhotoStick® Omni as well as customizing settings such as skipping duplicates.

This option is ideal for situations where you have more than one hard drive in your computer, want to only scan directories that you choose, have additional photo, video, document, and audio file types to search for, etc.

**We suggest this option only for those with in-depth knowledge of their computer's operating system.*

Starting a Backup with the “Go” Button

If you choose not to use the Backup Wizard, you can simply press the green “Go” button. This will use the current settings and options that are configured in “Options and Settings”.



4.2. Viewing Files Saved to ThePhotoStick® Omni

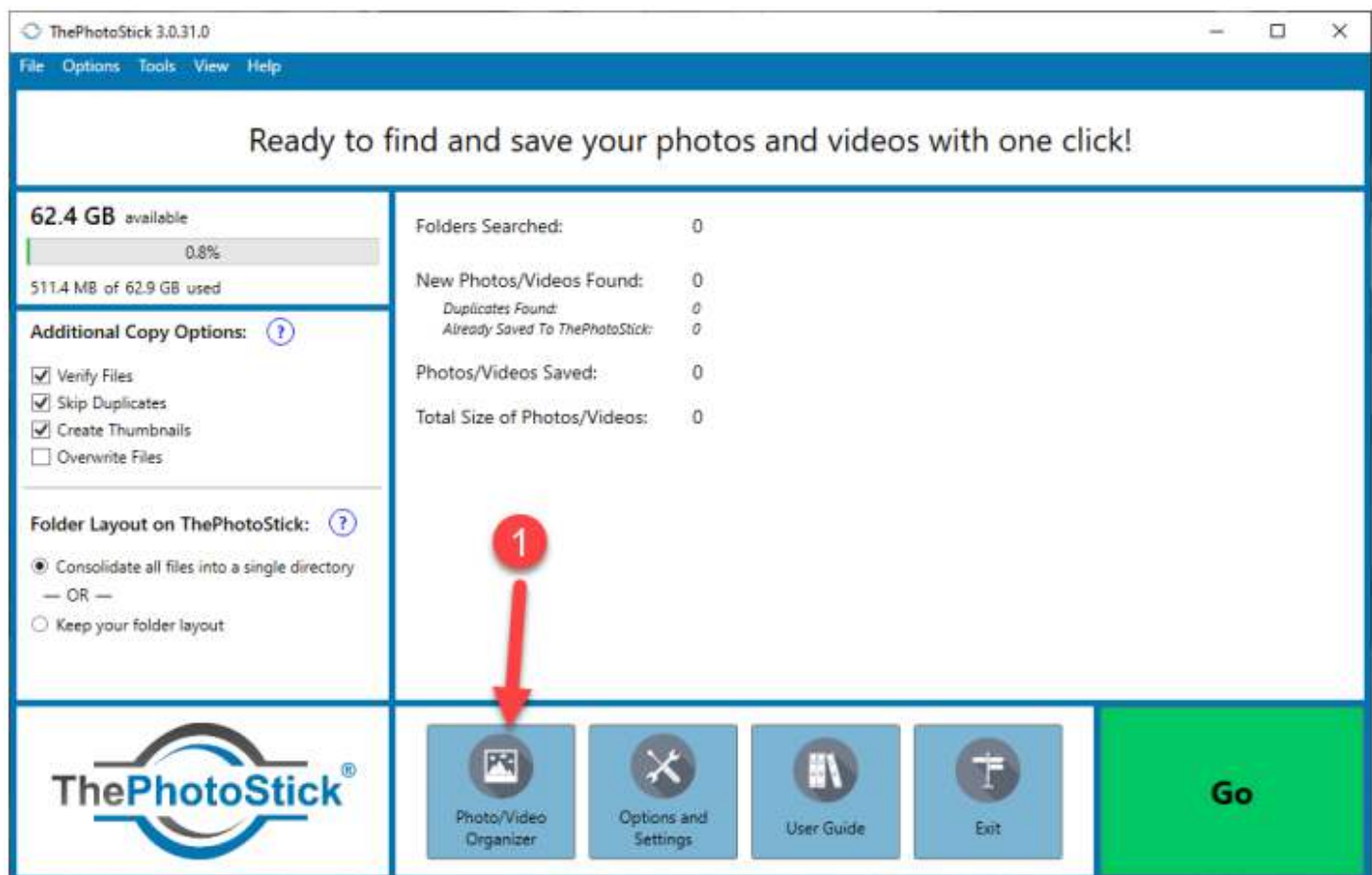
There are two ways you can view your photos, videos, documents, and audio files saved to ThePhotoStick® Omni:

1. Viewing files using ThePhotoStick® Omni Organizer
2. Viewing files using the Windows File Explorer

Viewing Files Using ThePhotoStick® Omni Organizer Software

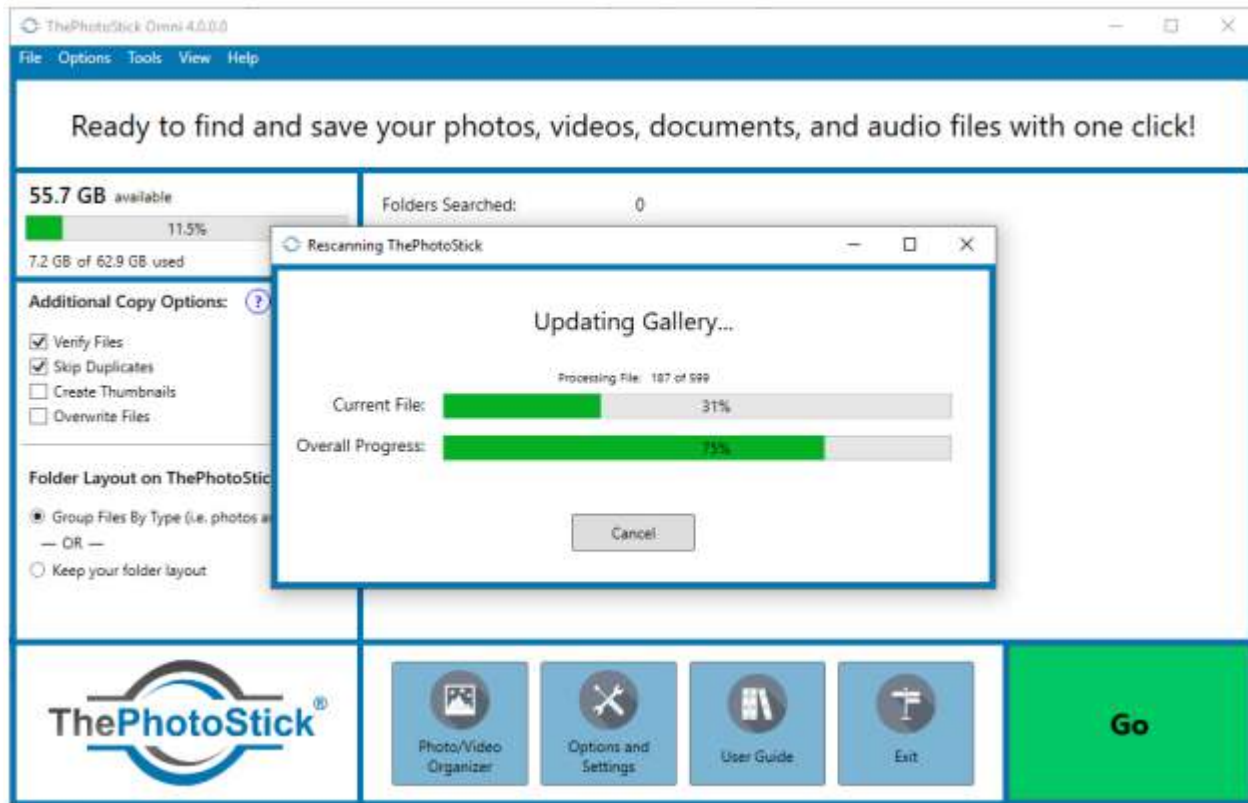
ThePhotoStick® Omni Organizer offers an easy way to view and manage files saved to your ThePhotoStick® Omni.

To open ThePhotoStick® Omni Organizer, click on the “Photo/Video Organizer” button:

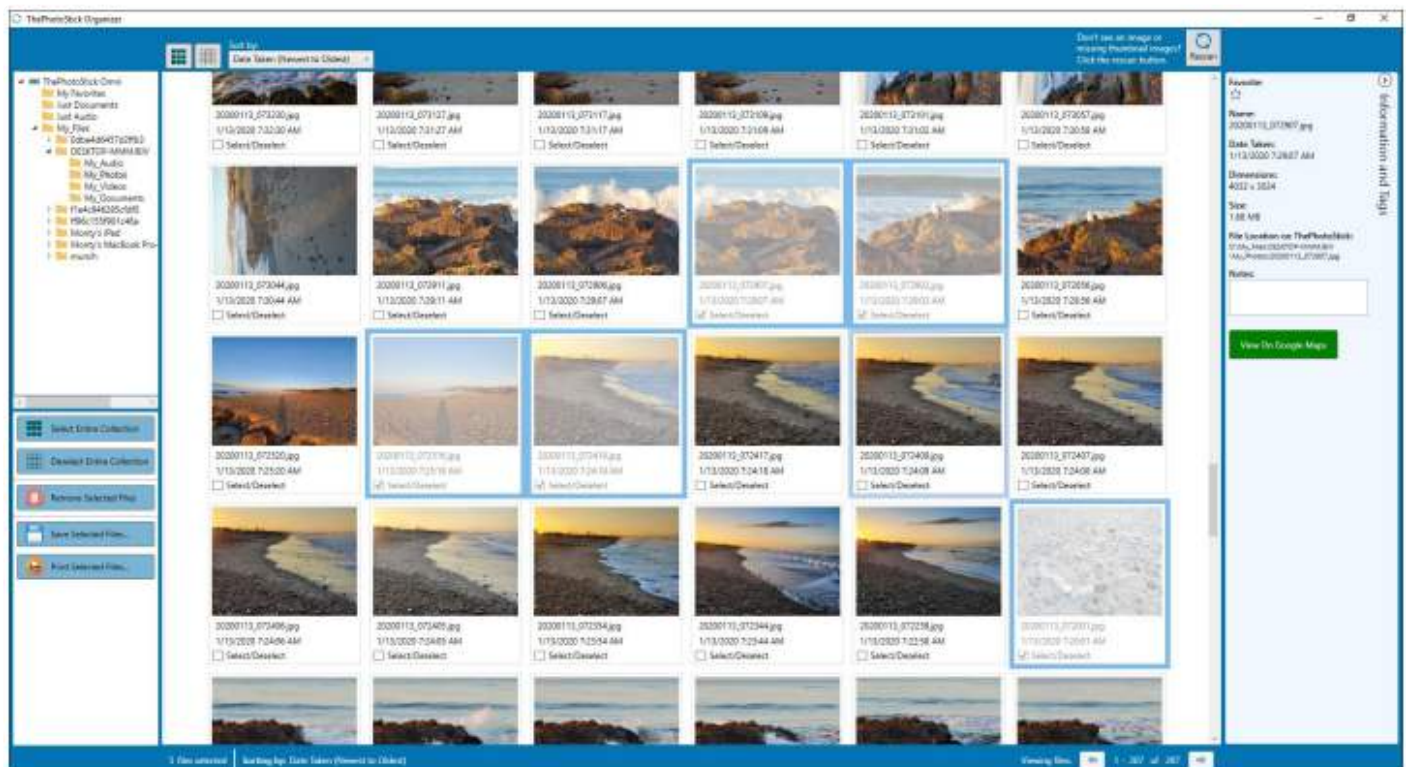


ThePhotoStick® Omni Organizer will scan your ThePhotoStick® Omni drive for any new files and update the Gallery. This will allow you to see photos, videos, documents, and audio files from all devices that backed

up to your ThePhotoStick® Omni drive.



ThePhotoStick® Omni Organizer will then open:



Viewing Files with Your Computer's File Manager

ThePhotoStick® Omni stores your photo, video, document, and audio files on your ThePhotoStick® Omni device in the directory path: \My_Files\.

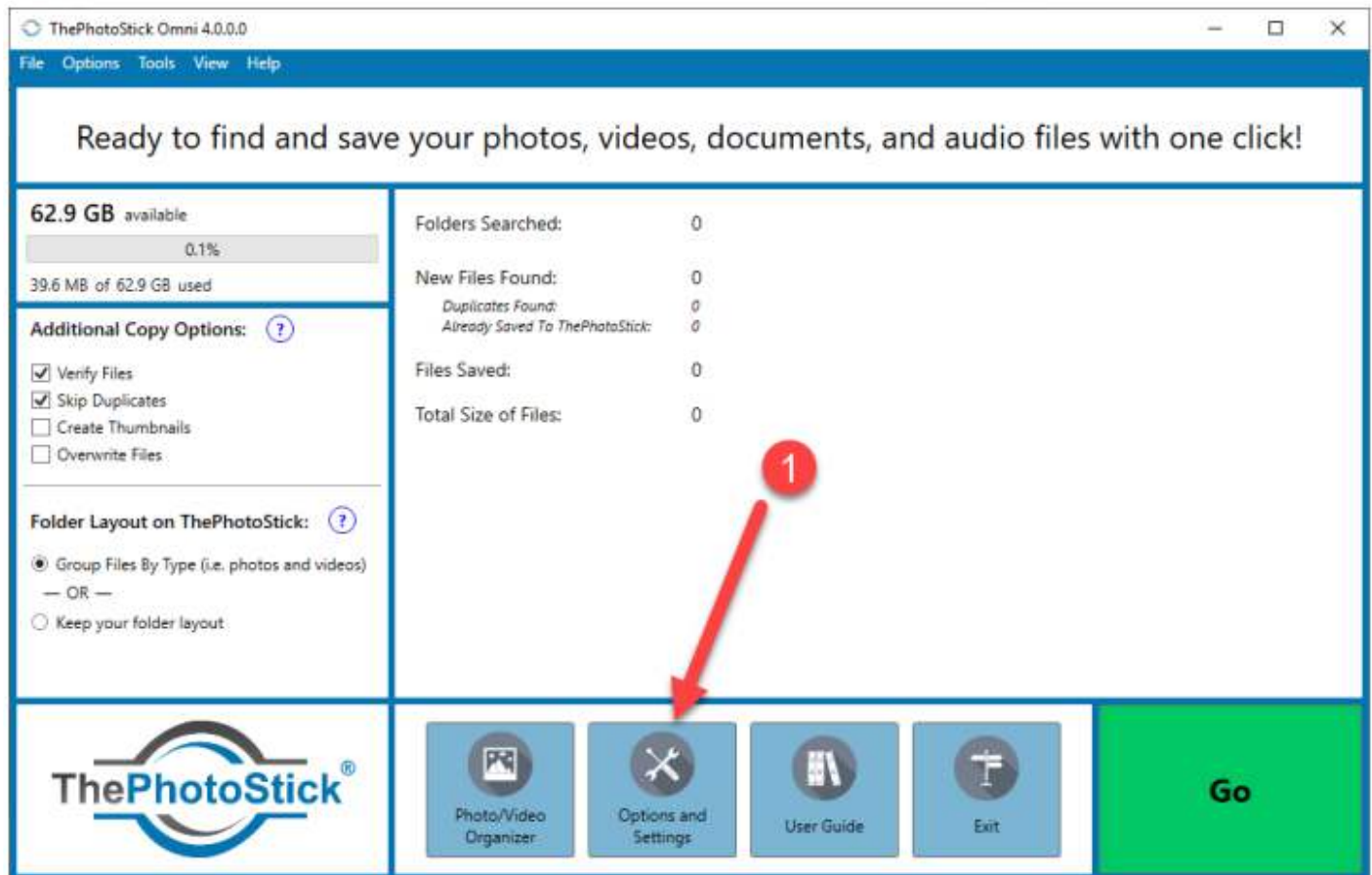
For Windows computers, for example, if you plug your ThePhotoStick® Omni into a Windows computer and Windows assigns the drive letter E: to your ThePhotoStick® Omni device, the path to files backed up to it would be E:\My_Files.

Then, within the My_Files folder, you will see a folder for each device that backed up files to your ThePhotoStick® Omni device.

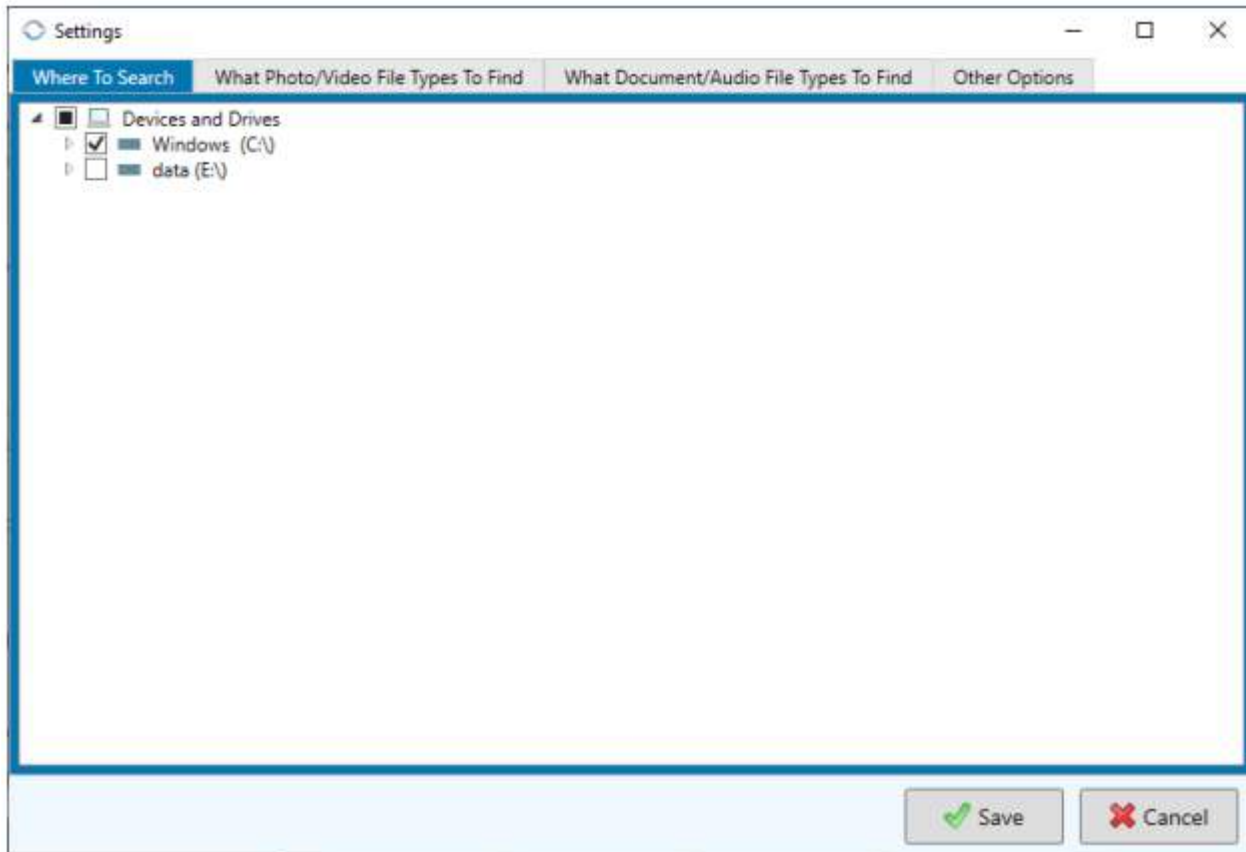
4.3. Options and Settings for ThePhotoStick® Omni

Accessing Options and Settings

To access ThePhotoStick® Omni's settings and options, open ThePhotoStick® Omni software and click on the "Options and Settings" button.



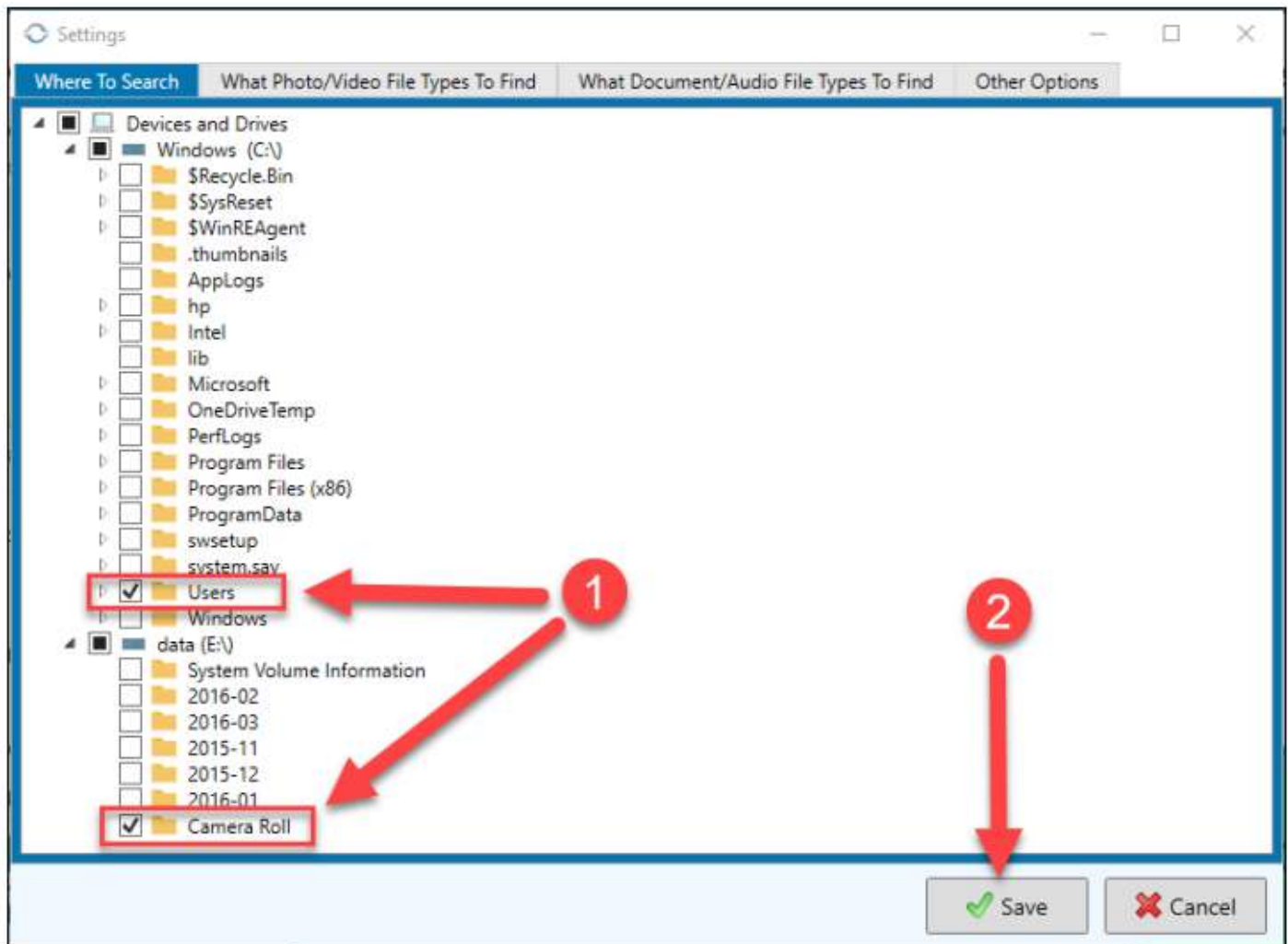
After clicking the "Options and Settings" button, the Settings window will appear:



Where To Search

By default, ThePhotoStick® Omni will recursively search all directory paths on your C:\ drive. You can choose to change where ThePhotoStick® Omni searches, by checking and unchecking directories from the Devices and Drives list. Once you make your selections, click the “Save” button.

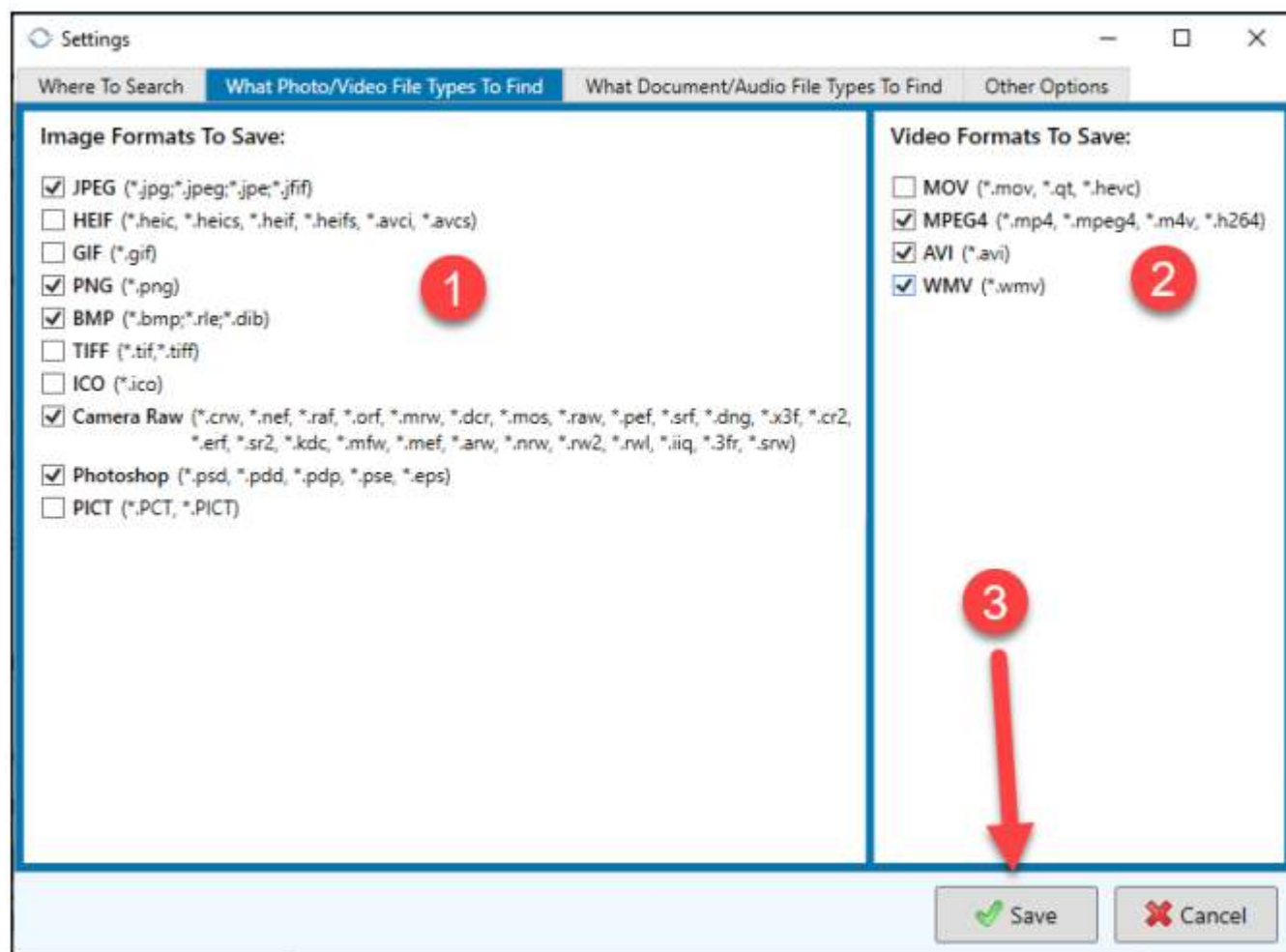
For example, to have ThePhotoStick® Omni only search the “Users” folder on your C:\ drive and the “Camera Roll” folder on your E:\ drive, it will look like the following:



4.3.1. What Photo and Video File Types To Find

ThePhotoStick® Omni can find and save many types of photo and video files. By default, ThePhotoStick® Omni will find and save JPEG, HEIF, Photoshop, MOV, and MPEG4 files. But, it can find and save many more photo and video file types if you choose.

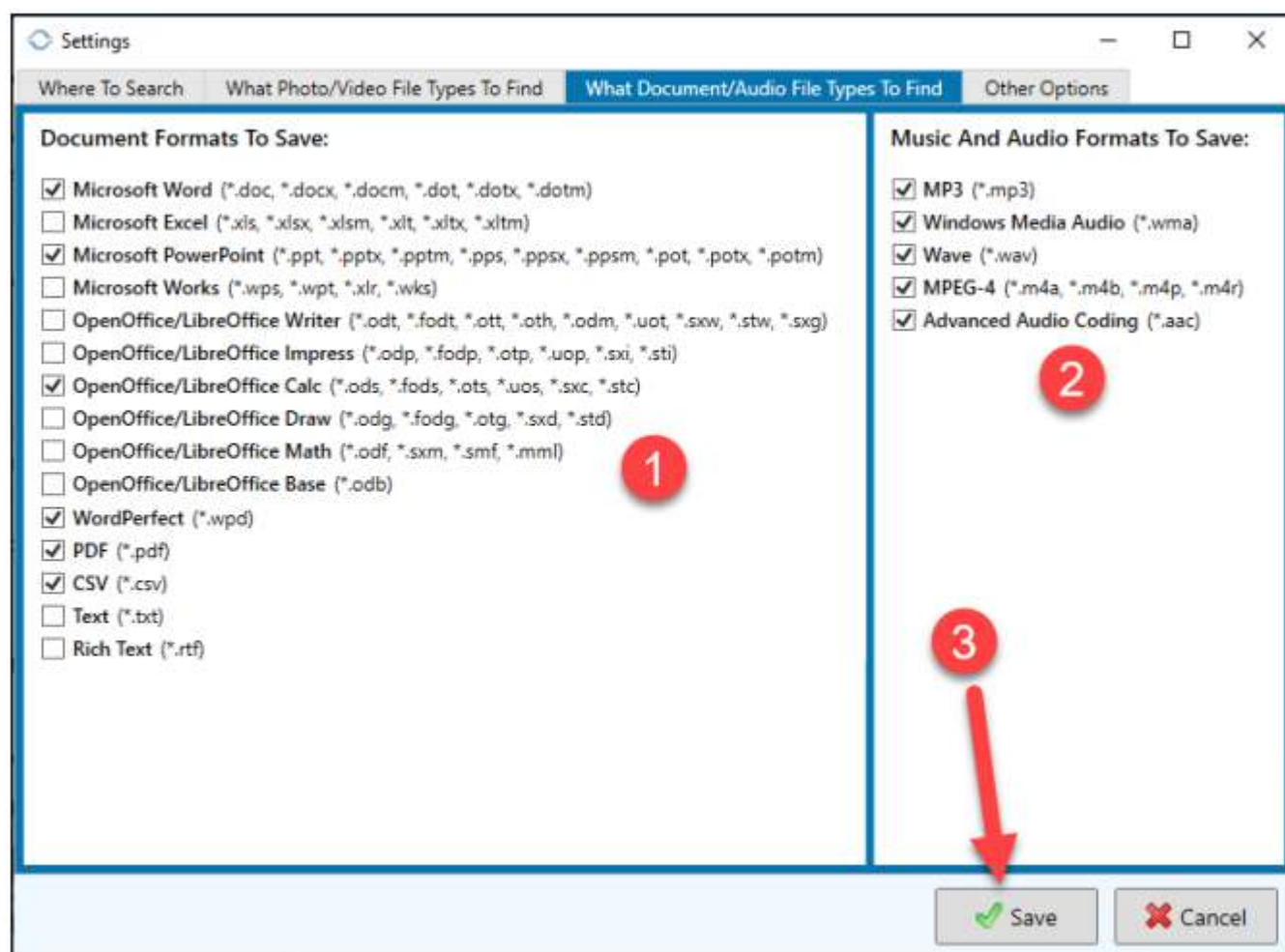
To change or add photo and video file types to find and save, click on the “What Photo/Video File Types To Find” tab, and then check the box next to the photo and video file types you would like ThePhotoStick® Omni to find and save. Click “Save” to save.



4.3.2. Document and Audio File Types To Find

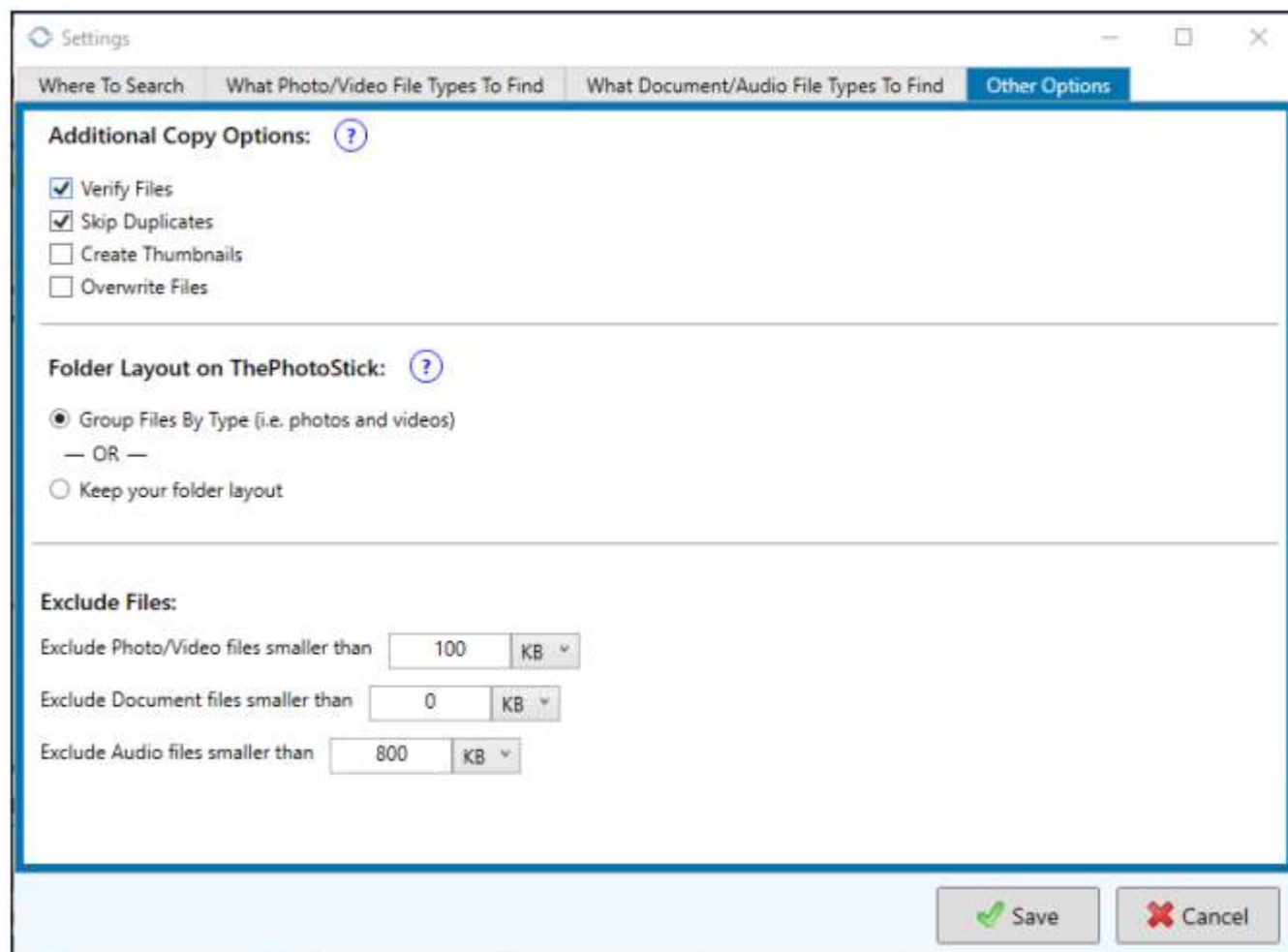
ThePhotoStick® Omni can find and save many types of documents and audio files. By default, ThePhotoStick® Omni will find and save Microsoft Word, Excel, PowerPoint, and Works document files and MP3 and MPEG-4 audio files. But, it can find and save many more document and audio file types if you choose.

To change or add additional document and audio file types to find and save, click on the “What Document/Audio File Types To Find” tab, and then check the box next to the document and audio file types you would like ThePhotoStick® Omni to find and save. Click “Save” to save.



4.3.3. Other Options

ThePhotoStick® Omni has additional backup options available. These can be accessed by clicking on the “Other Options” tab, making any option changes, and then clicking the “Save” button to save.



Verify Files

When this box is checked, ThePhotoStick® Omni will verify each file it saves to your ThePhotoStick® Omni device. It does this by comparing the file it just saved to your ThePhotoStick® Omni device with the original file on your computer. This is a recommended setting.

Skip Duplicates

Oftentimes, the same photos and videos (or document and audio files on ThePhotoStick® Omni Plus) can be saved in various places on your hard disk drive. When the “Skip Duplicates” box is checked, it will result in only one copy of that file being copied to ThePhotoStick® Omni. If you uncheck this option and ThePhotoStick® Omni finds a duplicate file, it will copy the duplicate file to ThePhotoStick® Omni and rename it on ThePhotoStick® Omni to filename_copy-# (example: DSCF0566_copy-1.JPG).

Create Thumbnails

When this box is checked, thumbnail images of your photos and videos will be created at the time the files are saved to your ThePhotoStick® Omni.

When you view your photos and videos in ThePhotoStick® Omni Organizer, it displays thumbnails of the photos and videos. If the thumbnails have already been created during the backup, the thumbnails will load very quickly in the ThePhotoStick® Omni Organizer software.

However, if you choose to not create thumbnails during the backup, the backup of the photos and videos can be faster. But the ThePhotoStick® Omni Organizer will take longer to load all the thumbnail images of your photos and videos since they have to be created at that time.

Overwrite Files

When this box is checked, if a file is saved to your ThePhotoStick® Omni device that already exists on your ThePhotoStick® Omni device, the file on your ThePhotoStick® Omni device will be deleted and replaced with a new copy of the file from your computer.

4.3.4. Sorting Your Files on ThePhotoStick® Omni

Group Files By Type

When you select the button next to “Group Files By Type (i.e. photos and videos)”, ThePhotoStick® Omni will consolidate your photos, videos, documents, and audio files on ThePhotoStick® Omni into folders for easy and convenient access. ThePhotoStick® Omni stores your photos, videos, documents, and audio files on your ThePhotoStick® Omni in the folder: { ThePhotoStick® Omni drive}\My_Files\{computer name>}.

For example, if you plug your ThePhotoStick® Omni into a Windows computer and Windows assigns the drive letter E: to your ThePhotoStick® Omni device, the path to files backed up to it would be E:\My_Files.

Within the My_Files folder, you will see a folder for each device that backed up files to your ThePhotoStick® Omni device. Then, in this folder, you will see the folders My_Photos, My_Videos, My_Documents, and My_Audio. So, for example, the path to your consolidated photos would be E:\My_Files\LAPTOP-12V875\My_Photos. And the path to your videos would be E:\My_Files\LAPTOP-12V875\My_Videos.

Keep Your Folder Layout

When you select the button next to “Keep your folder layout”, ThePhotoStick® Omni will save your photos, videos, documents, and audio files using the same folder structure as on your computer starting in {ThePhotoStick® Omni drive}\My_Files\{computer name>}.

For example, you plug your ThePhotoStick® Omni into a computer that has two drives, C:\ and D:\. The computer's name is LAPTOP-12V875, and Windows assigns the drive letter E: to your ThePhotoStick® Omni device. The files saved to your ThePhotoStick® Omni would be like the following:

Original File Path on Hard Drive	File Path to Saved File on ThePhotoStick® Omni
C:\photos\DSCF0566.JPG	E:\My_Files\LAPTOP-12V875\C\photos\DSCF0566.JPG
C:\Users\ricky\pictures\IMG_1024.JPG	E:\My_Files\LAPTOP-12V875\C\Users\ricky\pictures\IMG_1024.JPG
C:\Users\ricky\pictures\vacation_2019\02032019.mp4	E:\My_Files\LAPTOP-12V875\C\Users\ricky\pictures\vacation_2019\02032019.mp4
D:\photos\IMG_8567.heic	E:\My_Files\LAPTOP-12V875\D\photos\IMG_8567.heic

Exclude Files

Exclude Photo/Video files smaller than

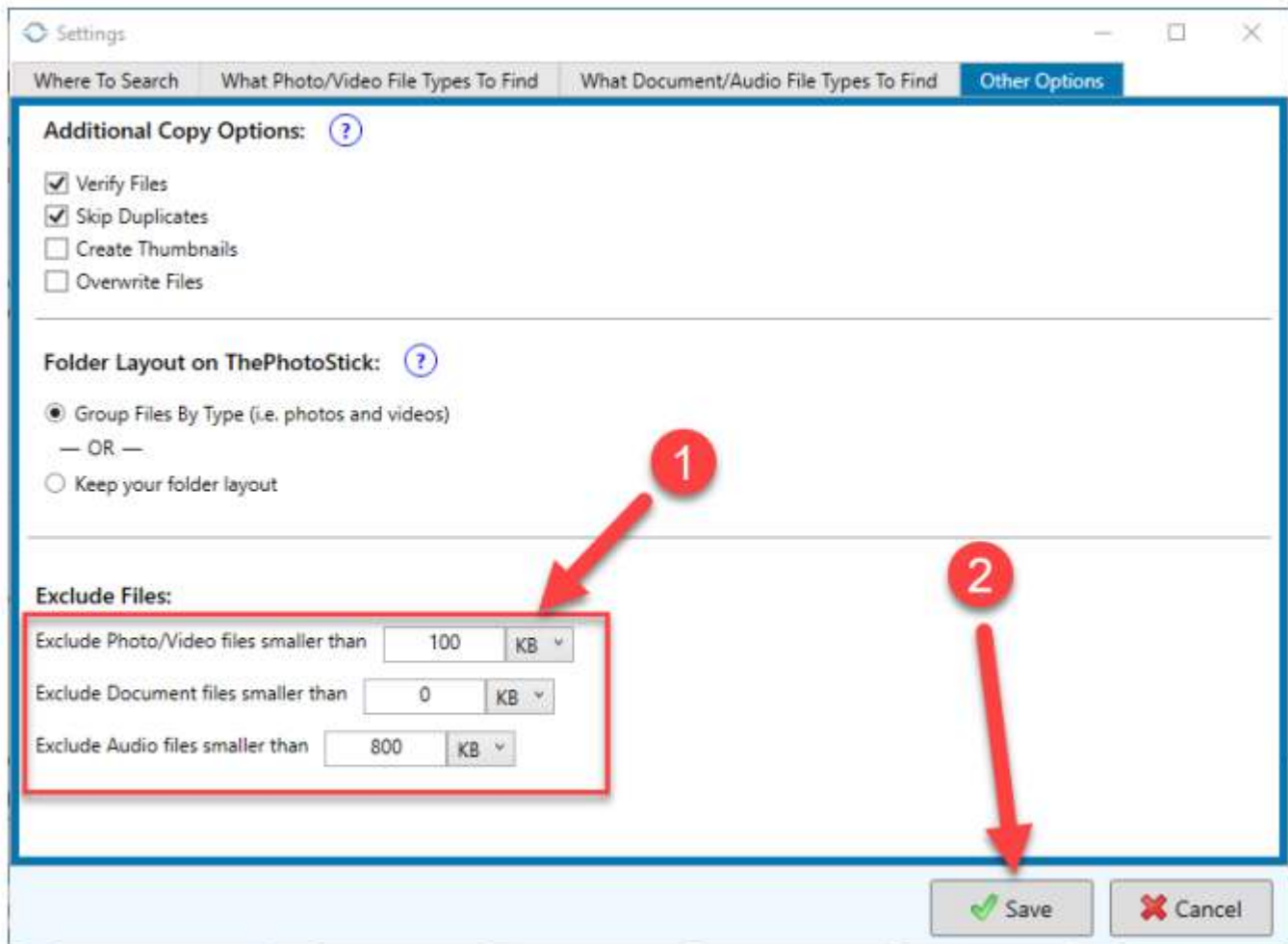
By default, ThePhotoStick® Omni will skip and not save any photos or videos smaller than 100 KB. Generally, any picture or video files smaller than 100 KB are system or application images and not user photos or videos. This value can be adjusted to any size that you prefer. For example, if you want all photo and video files saved no matter how small they are, you can change the value to "0". Likewise, if you know your photos are all bigger than 2 MB (the approximate size of an 8-megapixel camera), you can change this exclude value to 2 MB. Click the "Save" button to save changes.

Exclude Documents files smaller than

By default, ThePhotoStick® Omni Plus will save all document files no matter how small they are. You can change this to exclude documents under a certain size to fine tune your documents backup.

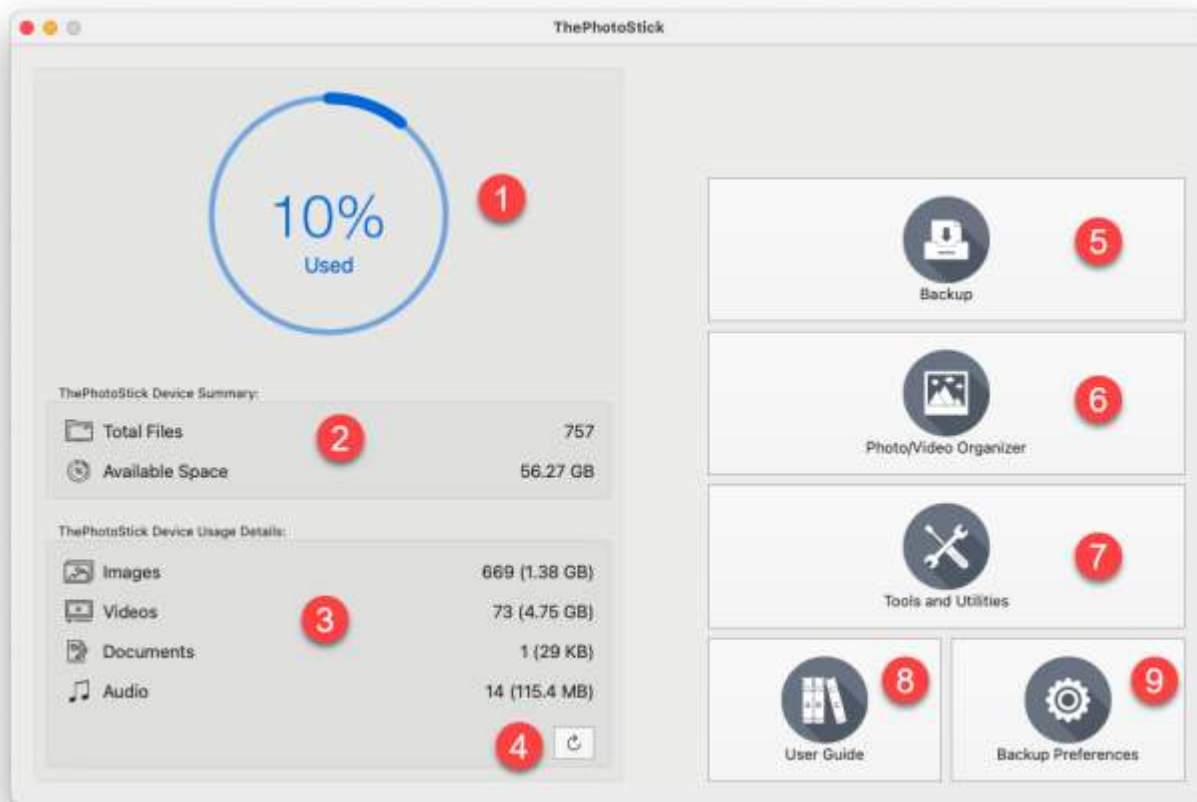
Exclude Audio files smaller than

By default, ThePhotoStick® Omni Plus will skip audio files smaller than 800 KB. This value can be adjusted to any size that you prefer. For example, if you want all audio files saved no matter how small they are, you can change the value to "0". Likewise, if you know your audio files are all bigger than 3 MB (the average size of an mp3 song is 3.5 MB), you can change this exclude value to 3 MB and fine tune the audio file backup. Click the "Save" button to save changes.



5. Using ThePhotoStick® Omni on macOS

Getting to Know ThePhotoStick® Omni Interface



1. **Used Space on your ThePhotoStick® Omni device** — Graphical view of how much space is used on your ThePhotoStick® Omni device.
2. **ThePhotoStick Device Summary** — Provides the total number of photos, videos, documents, and audio files saved on your ThePhotoStick® Omni device as well as the remaining space available on ThePhotoStick® Omni device.
3. **ThePhotoStick Device Usage Details** — Provides a breakdown of what exactly is saved on your ThePhotoStick® Omni device. Here you can easily see how many files of each file type are saved to your ThePhotoStick® Omni as well as how much space those files are using on your ThePhotoStick® Omni device.
4. **“Refresh” button** — Refreshes the “ThePhotoStick Device Usage Details” by rescanning your ThePhotoStick® Omni device.
5. **“Backup” button** — Open the backup window. Here you can start a backup with your chosen backup preferences.
6. **“Photo/Video Organizer” button** — Opens ThePhotoStick® Omni Organizer that will show your photos, videos, documents, and audio files that are currently backed up to ThePhotoStick® Omni.
7. **“Tools and Utilities” button** — Opens the tools and utilities for ThePhotoStick® Omni. Here you can remove all saved files on your ThePhotoStick® Omni or reset your ThePhotoStick® Omni to factory

defaults.

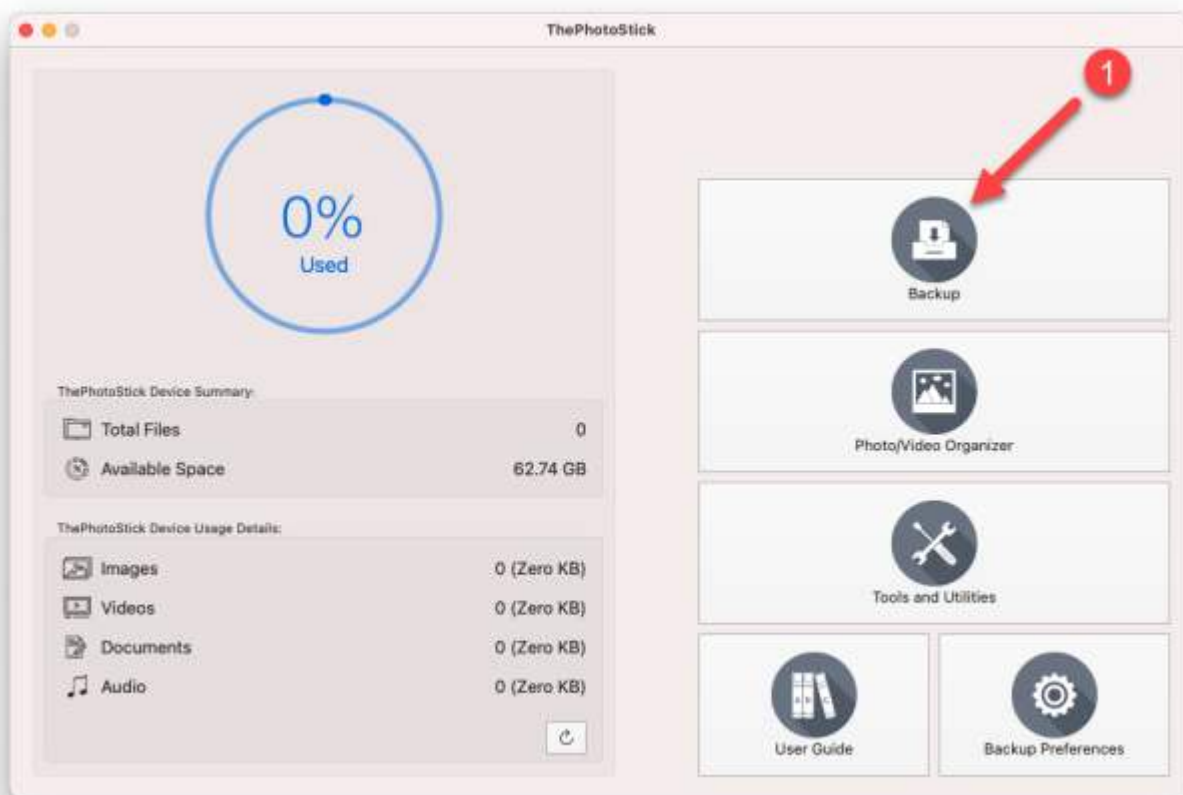
8. **“User Guide” button** — Takes you to ThePhotoStick® Omni online user guide.
9. **“Backup Preferences” button** — Opens the backup preferences for ThePhotoStick® Omni. Here you can set which photo, video, document, and audio file types that ThePhotoStick® Omni will find and save as well as other application settings.

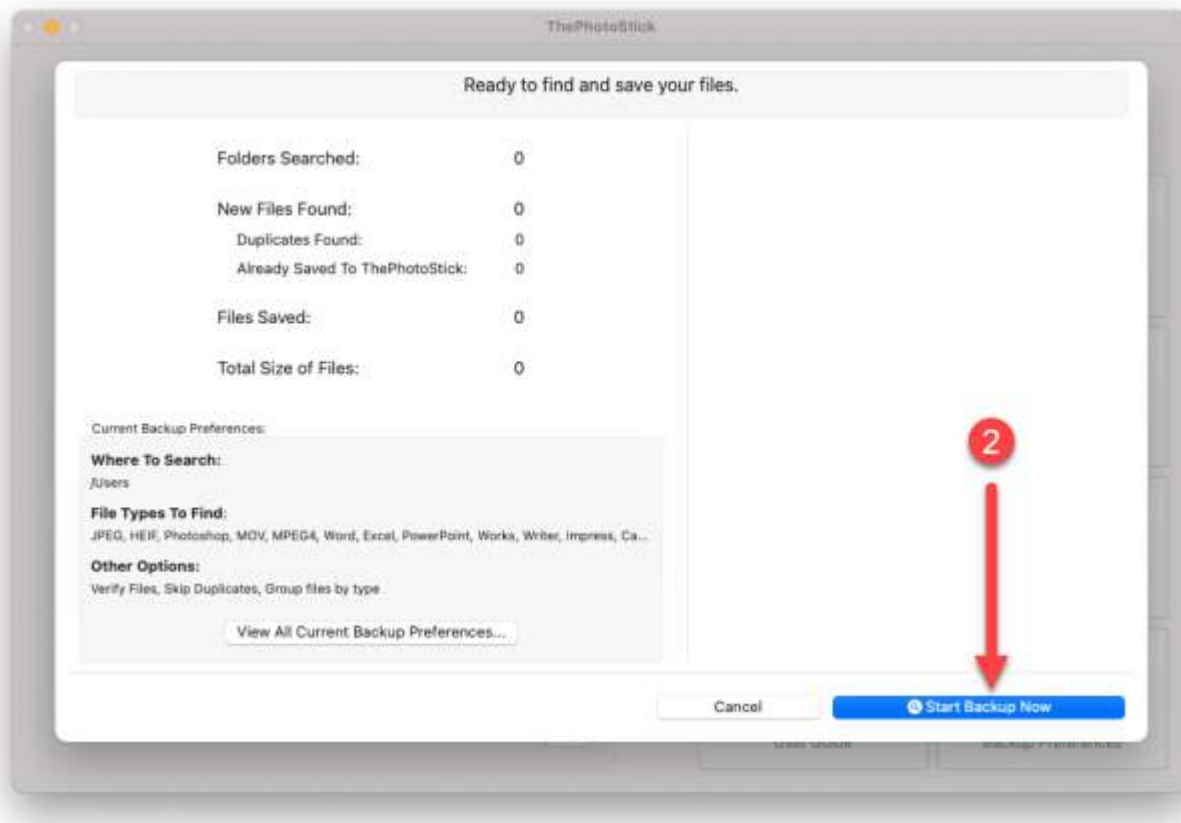
5.1. Starting a Backup

To start a backup, click on the “Backup” button and then “Start Backup Now”. If you did not change any backup preferences, the default backup settings are used.

The default settings are:

- Scans /Users folder
- Looks for JPEG, HEIF, Photoshop, MOV, MPEG4, Word, Excel, PowerPoint, Works, Writer, Impress, Calc,
- Draw, Math, Base, MP3, and MPEG-4 file types
- Skips Duplicates and Verify Files
- Groups files by type (i.e. photos, videos, documents, and audio)
- Excludes photos and videos smaller than 100 KB
- Excludes document files smaller than 0 KB
- Excludes audio files smaller than 800 KB





5.2. Viewing Files Saved to ThePhotoStick® Omni

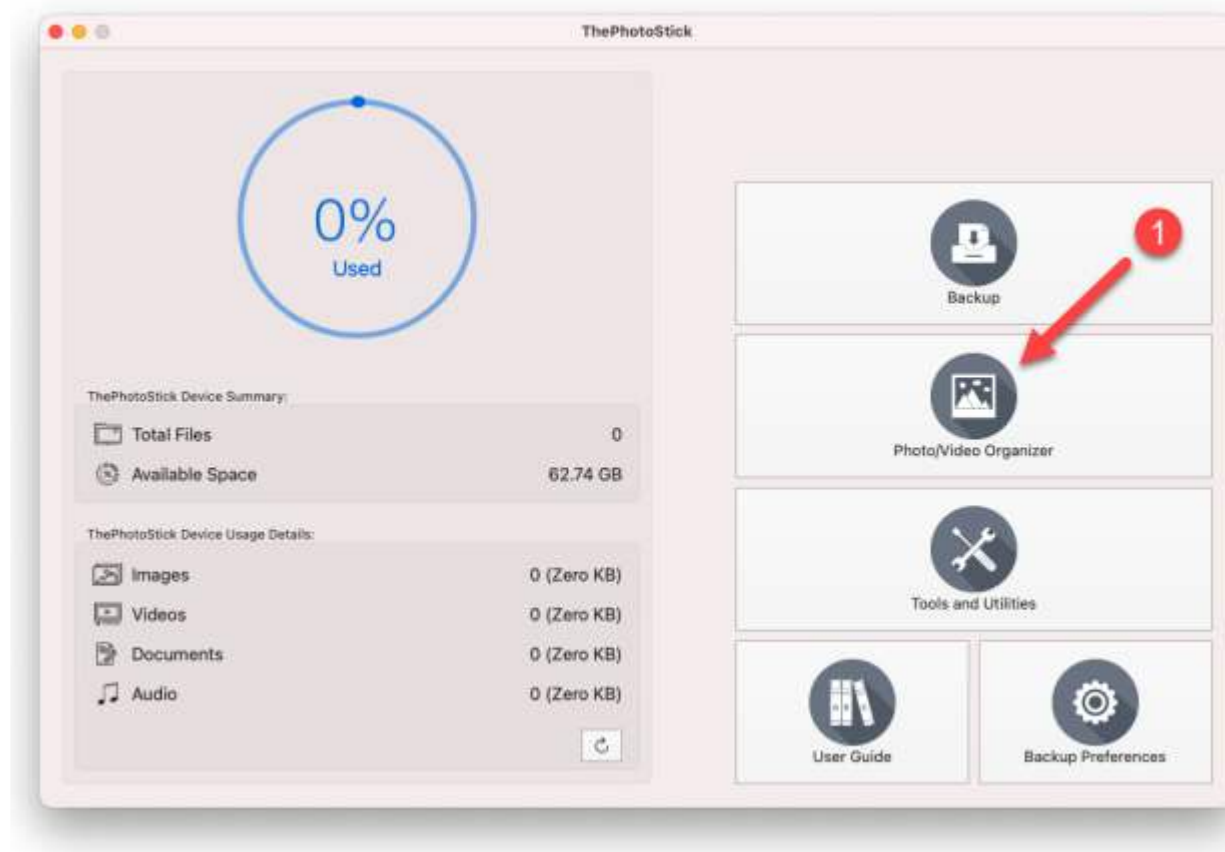
There are two ways you can view your photos, videos, documents, and audio files saved to ThePhotoStick® Omni:

1. Viewing files using ThePhotoStick® Omni Organizer
2. Viewing files using the macOS Finder application

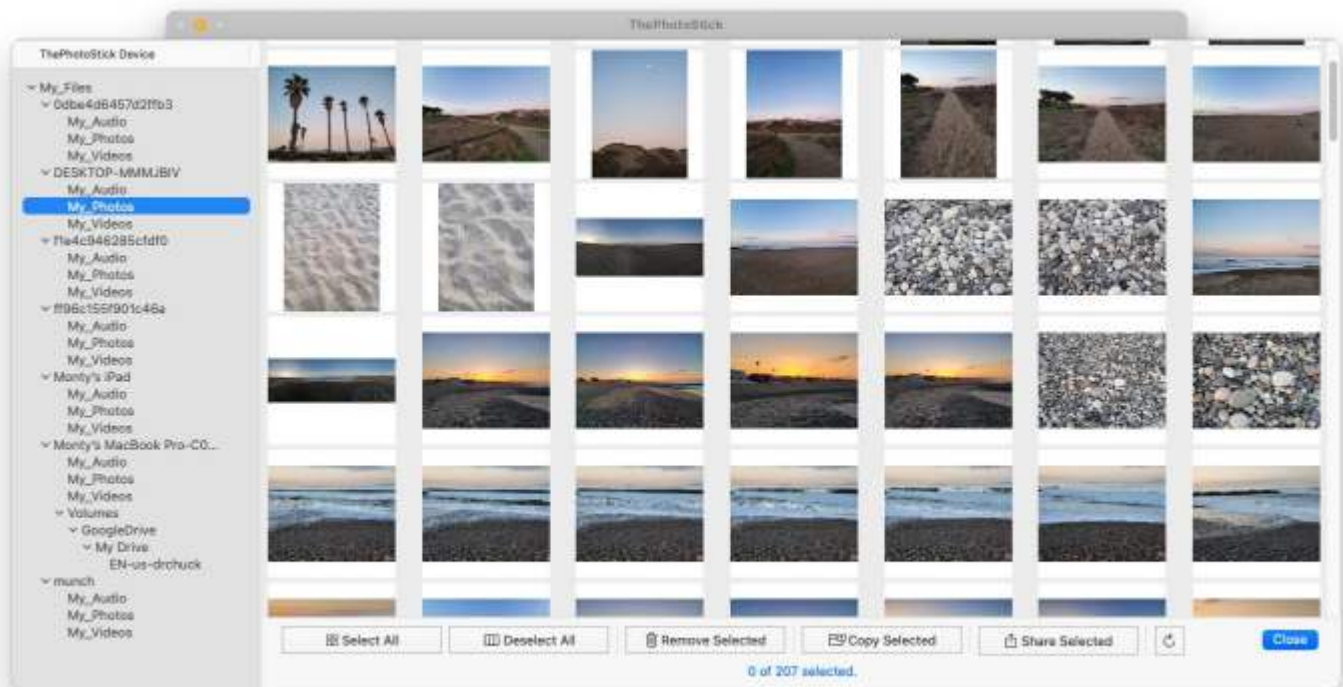
Viewing Files Using ThePhotoStick® Omni Organizer Software

ThePhotoStick® Omni Organizer offers an easy way to view and manage the files saved to your ThePhotoStick® Omni.

To open ThePhotoStick® Omni Organizer, click on the “Photo/Video Organizer” button:



ThePhotoStick® Omni Organizer will then open:



Viewing Files With the macOS Finder Application

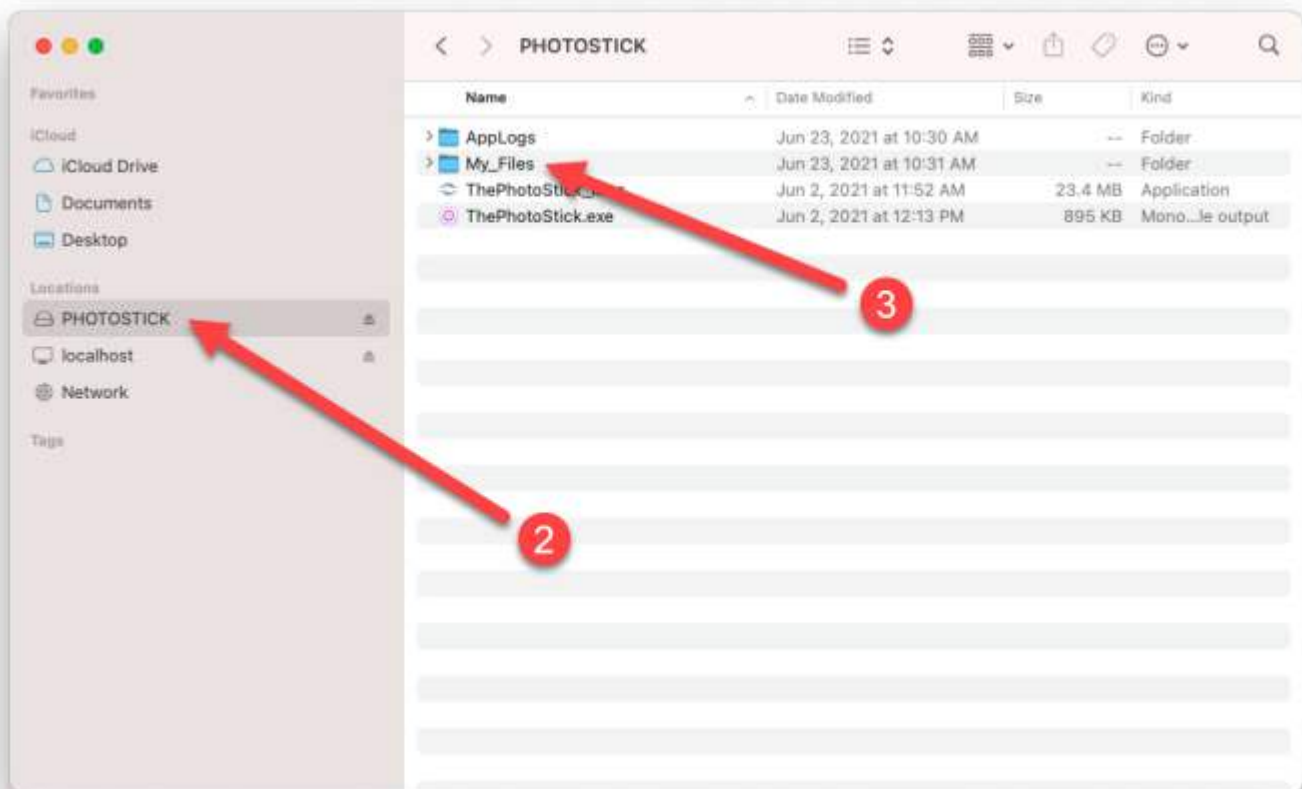
ThePhotoStick® Omni stores your photo, video, document, and audio files on your ThePhotoStick® Omni device in the directory path: /My_Files/.

So, on your Mac computer, the path to files backed up on your ThePhotoStick® Omni device would be /Volumes/PHOTOSTICK/My_Files.

Then, within the My_Files folder, you will see a folder for each device that backed up files to your ThePhotoStick® Omni device.

Example screenshots from ThePhotoStick® Omni running on a MacBook Pro computer

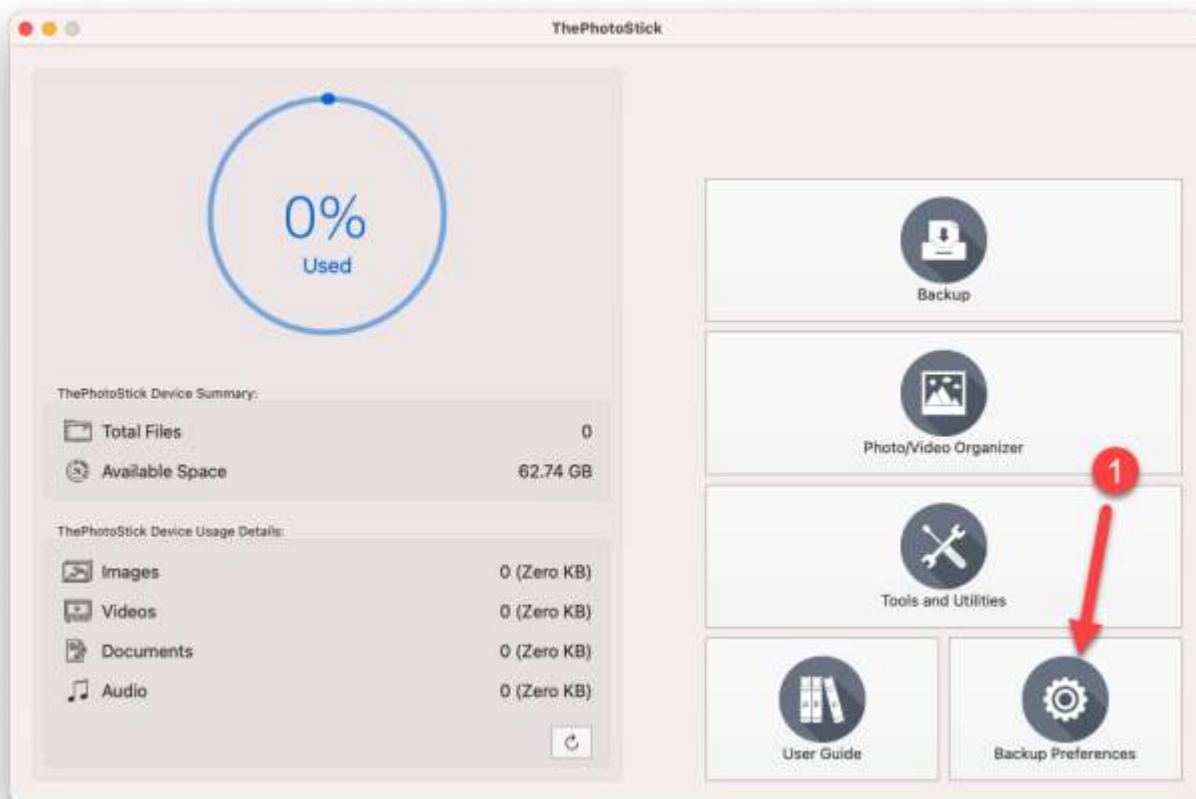
Open Finder on your Mac computer, click on your ThePhotoStick® Omni device, and then open the My_Files folder.



5.3. Backup Preferences for ThePhotoStick® Omni

Accessing Backup Preferences

To access ThePhotoStick® Omni's Backup Preferences, open ThePhotoStick® Omni software and click on the "Backup preferences" button.



ThePhotoStick will recursively search any folder paths specified in its settings. By default, ThePhotoStick® Omni will start at "/Users" on Mac computers.

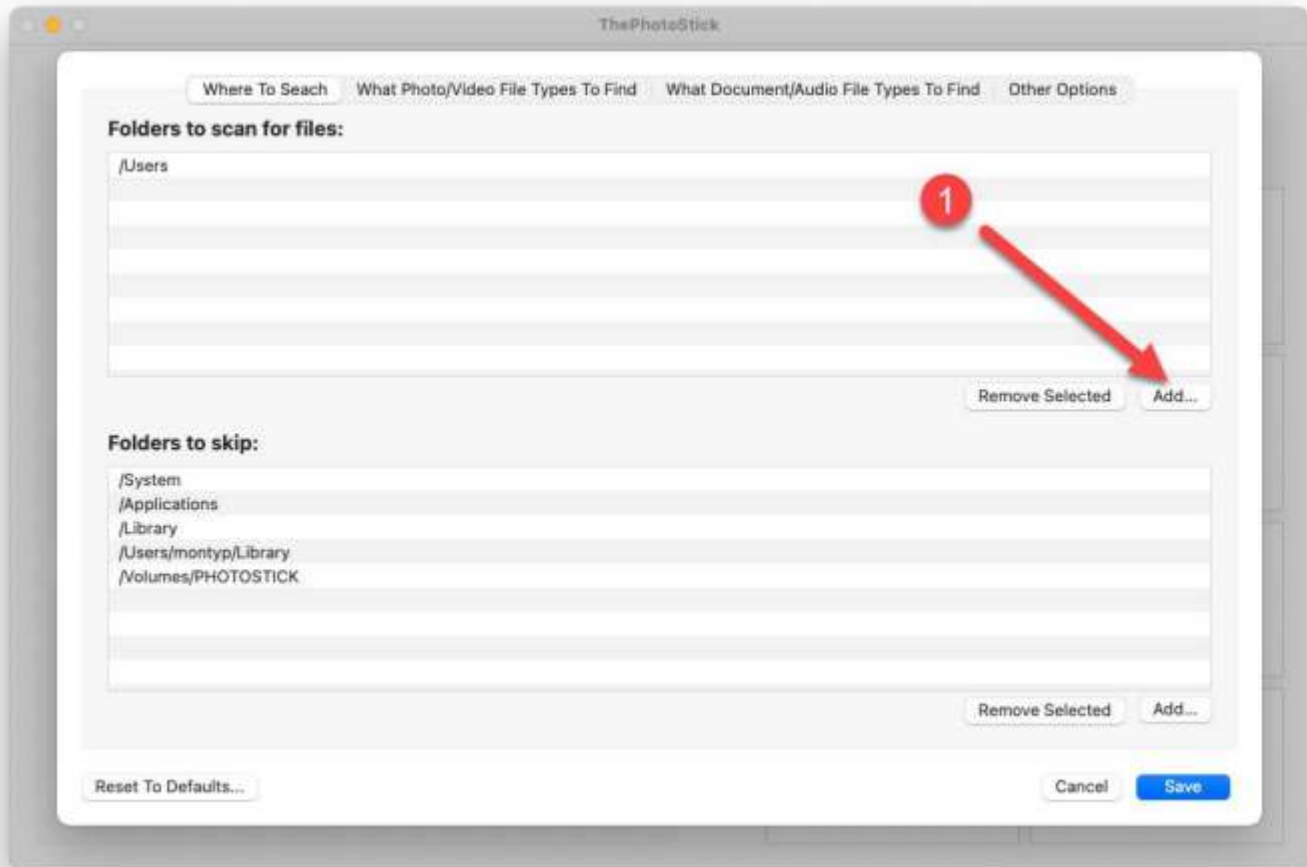
Where To Search

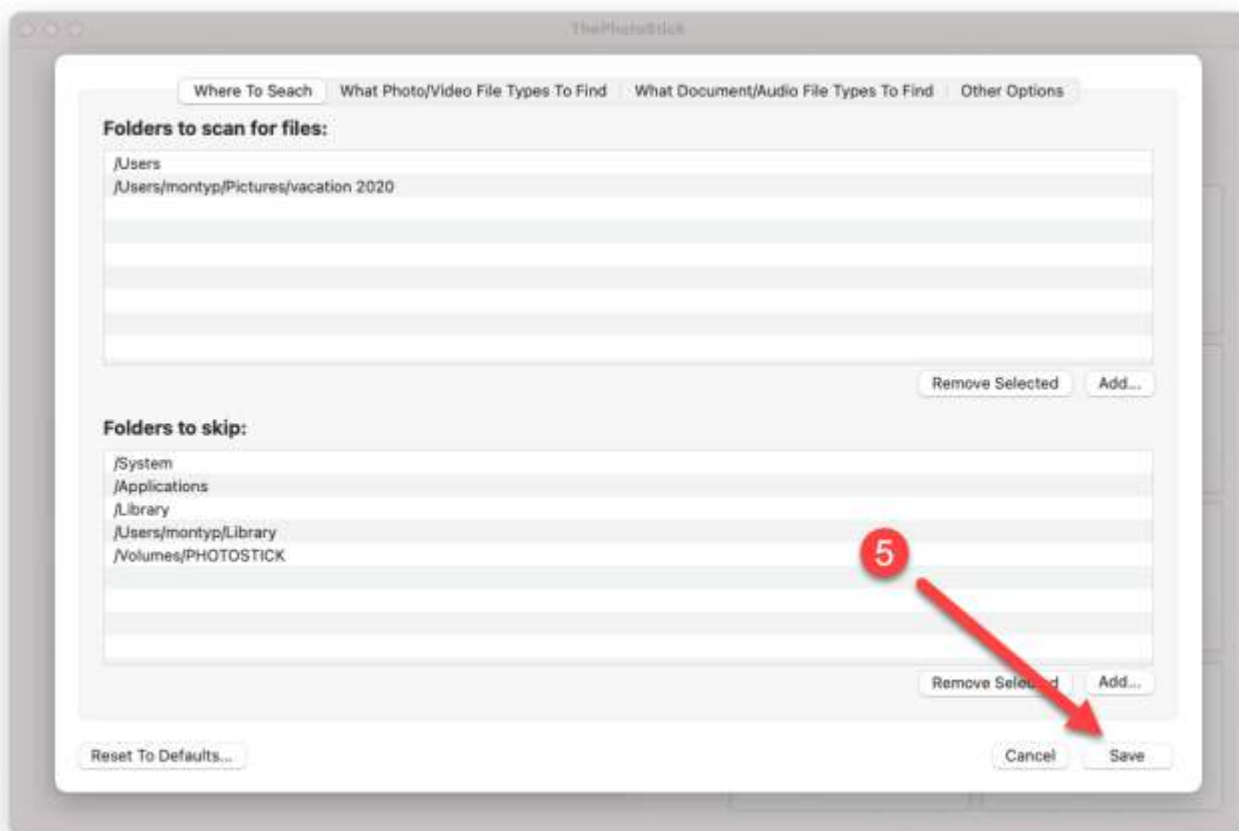
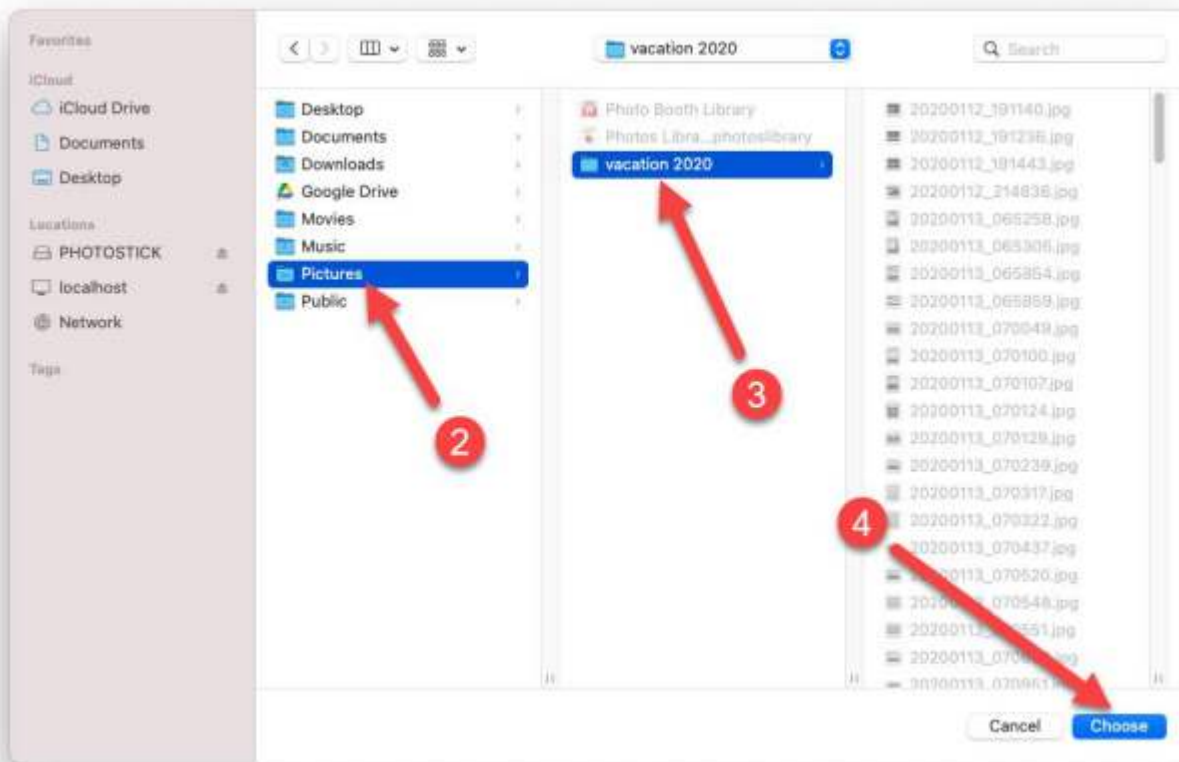
Adding a Folder Path to Scan

You can add additional search paths by clicking on the "Add..." button, browsing to and selecting the folder you would like to recursively search, then clicking "Choose". You should now see the path added in the list of folders to scan. Click "Save" to save.

For example, if you would like ThePhotoStick® Omni to also recursively search the folder “/Users/montyp/Pictures/vacation 2020”, do the following.

- *Note: Since the /Users folder is already in the scan for files list, the vacation 2020 folder will already be scanned. But, it is being used to demonstrate how to select other folders to scan if desired.*



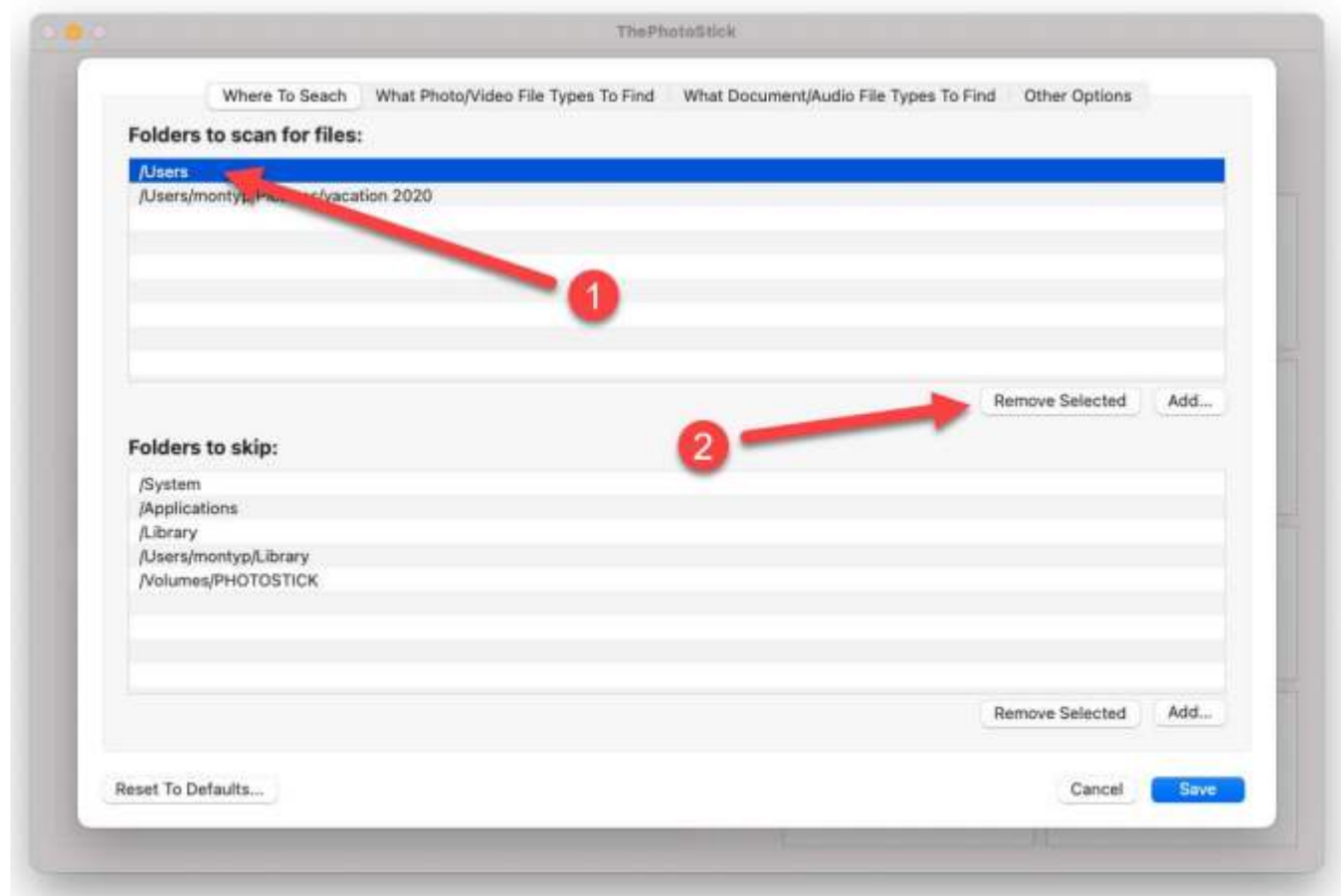


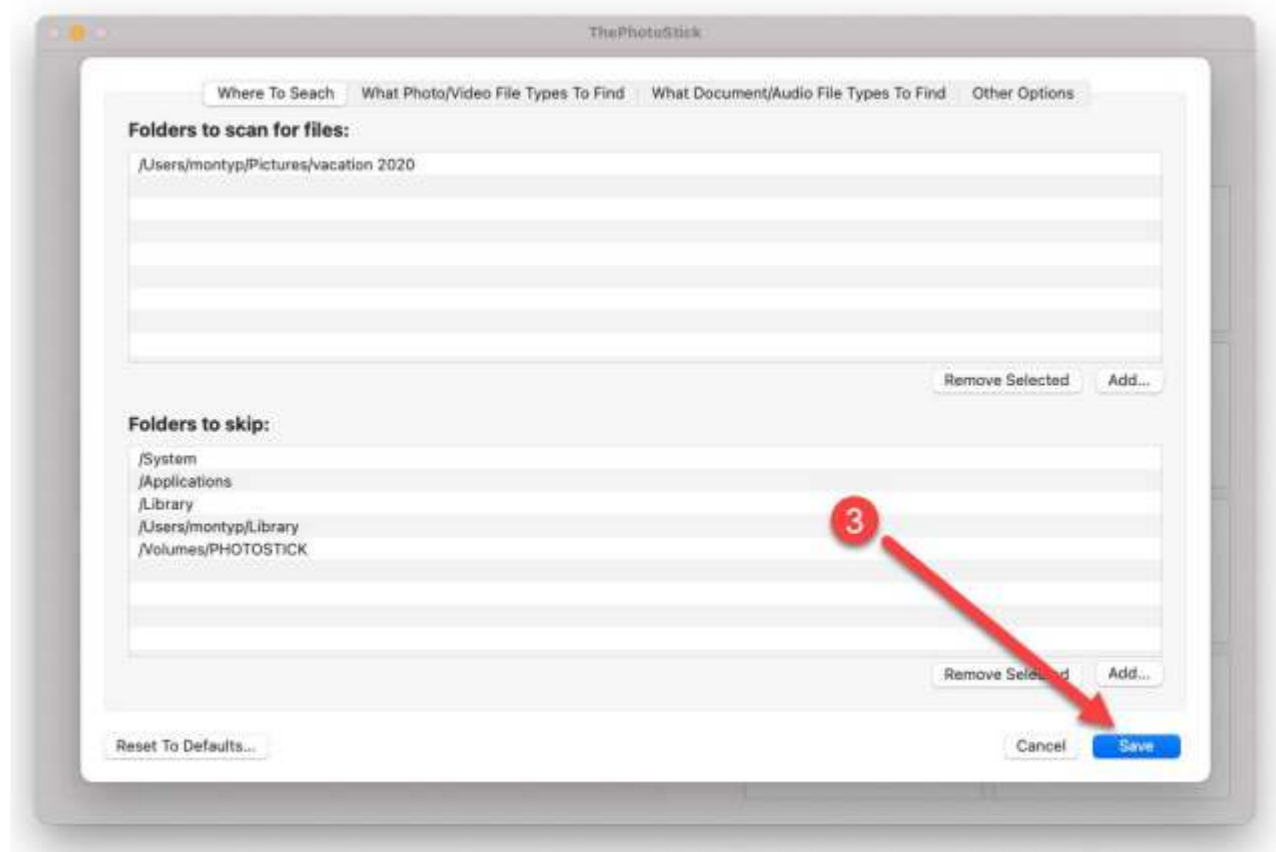
Removing a Folder Path to Scan

To remove a folder path to scan, select the folder path in the list, then click on “Remove Selected”.

- *Note: You can select multiple folder paths at the same time by holding down the Apple Command ⌘ key when clicking on another folder path*

To continue the example from the previous section, if you do not want your ThePhotoStick® Omni device to search your entire /Users folder and instead only search the “/Users/montyp/Pictures/vacation 2020” folder, you can remove “/Users” by selecting it and then clicking “Remove Selected”. Then, click the “Save” button to save settings.

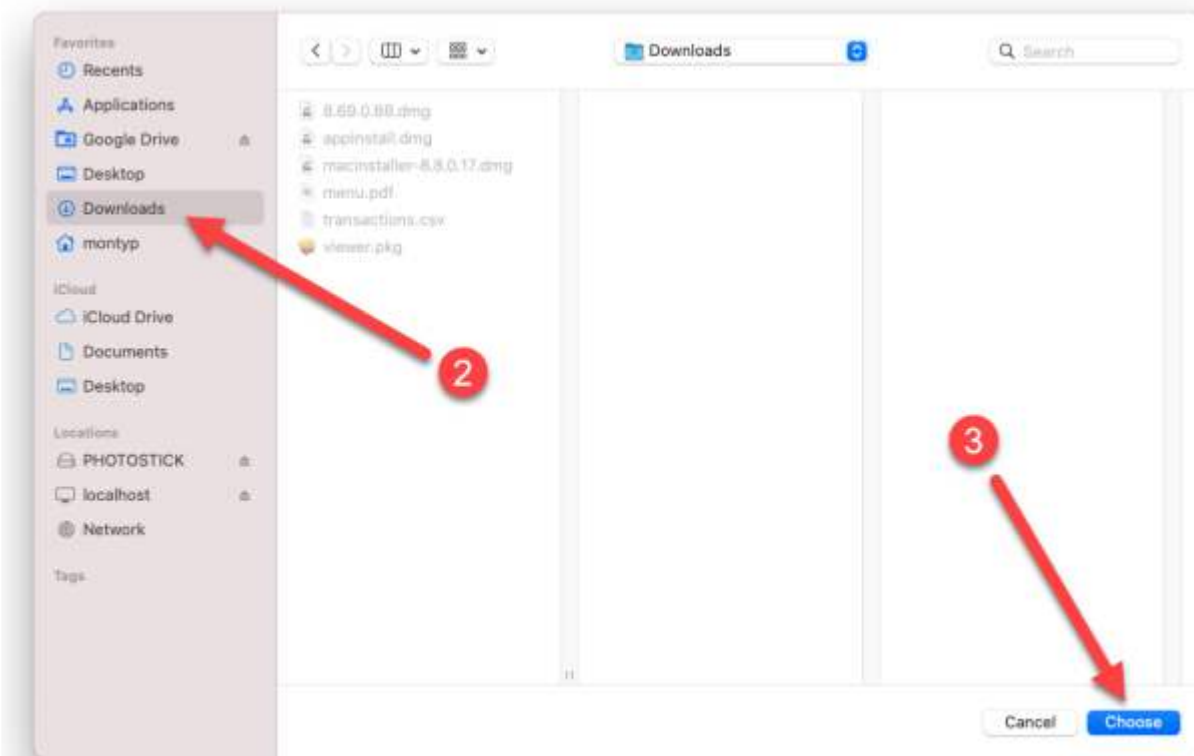
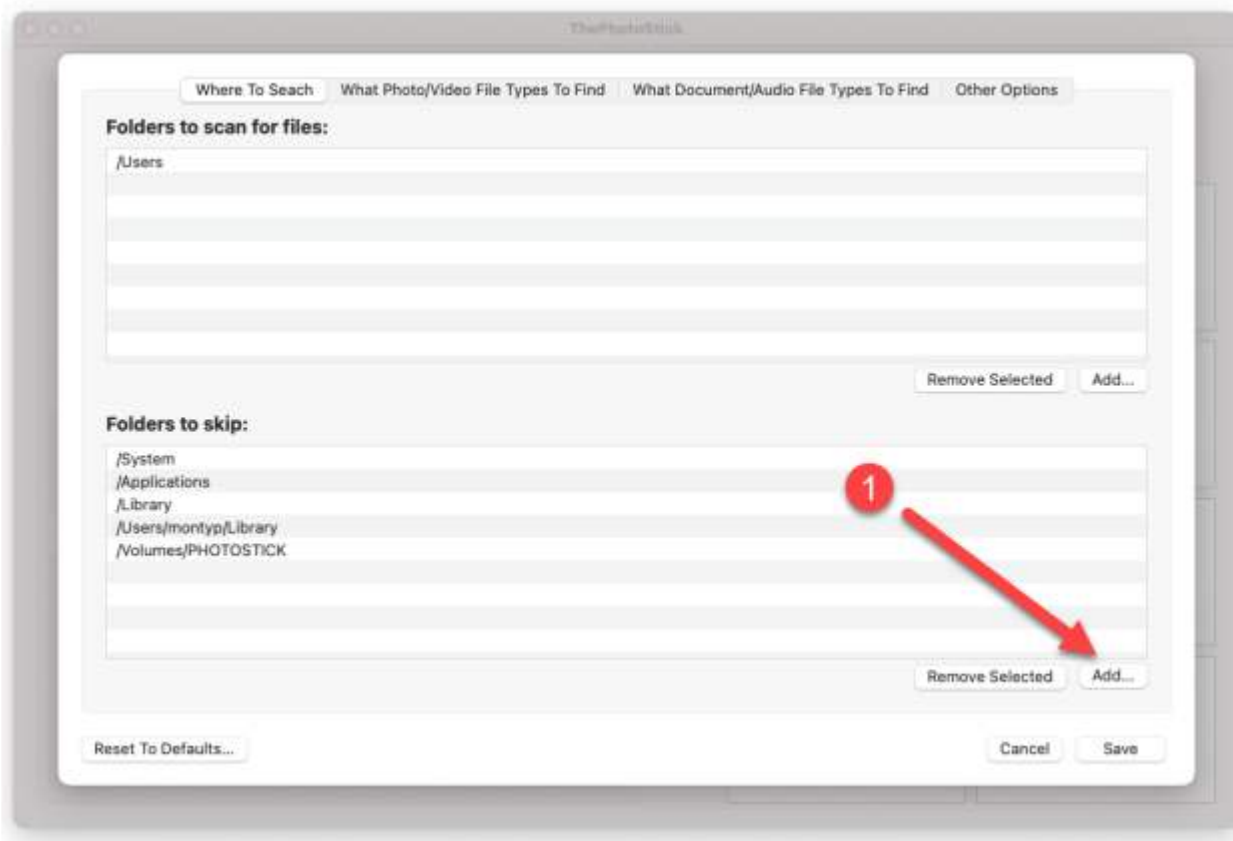


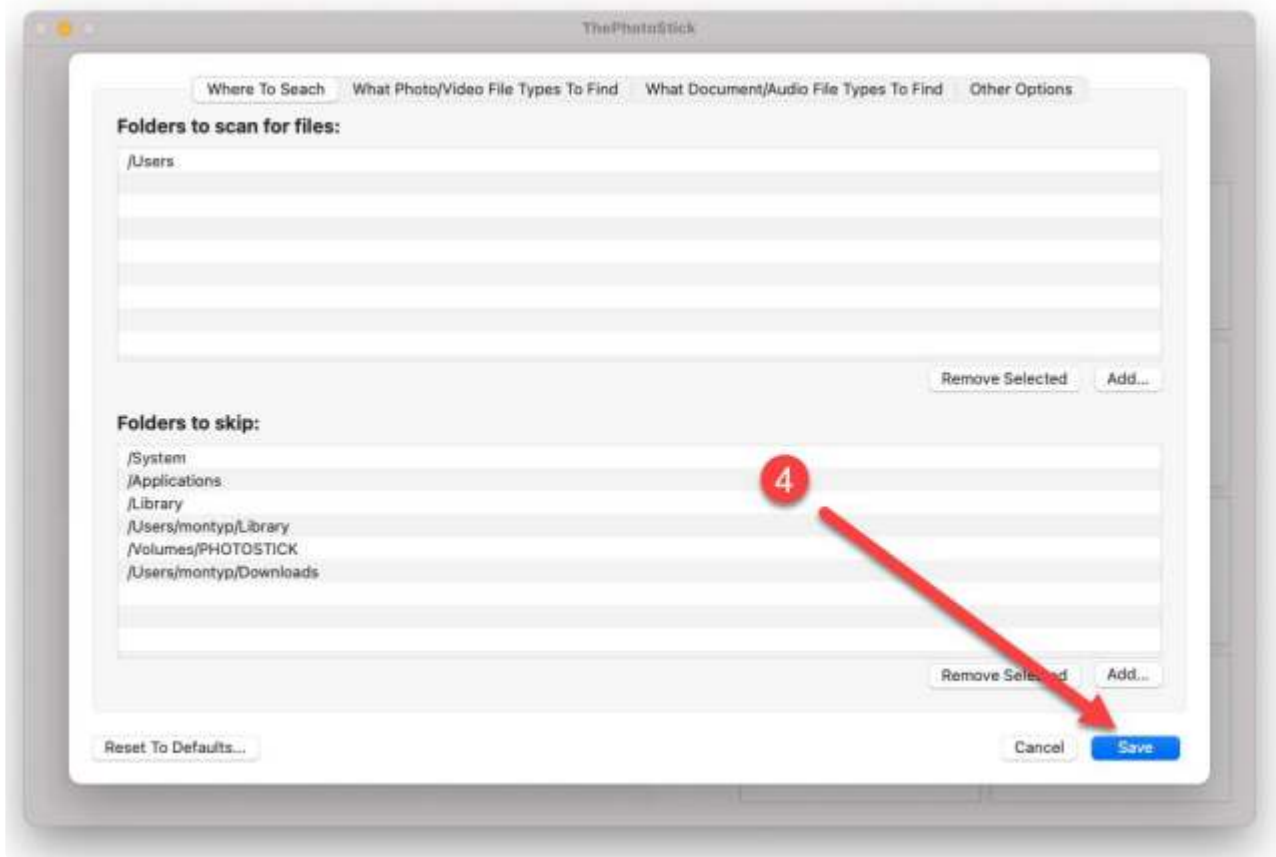


Adding a Folder Path to Skip

You can add additional folder paths to be skipped and ignored by clicking on the “Add...” button, browsing to and selecting the folder you would like to skip, then clicking “Choose”. The folder you selected, plus any subfolders in that folder will be skipped. You should now see the path added in the list of folders to skip. Click “Save” to save settings.

For example, if you want your ThePhotoStick® Omni to scan your entire /Users folders but skip searching the Downloads folder, you can click the “Add...” button under the “Folders to skip:” section and add the Downloads folder as shown in the screenshots below:



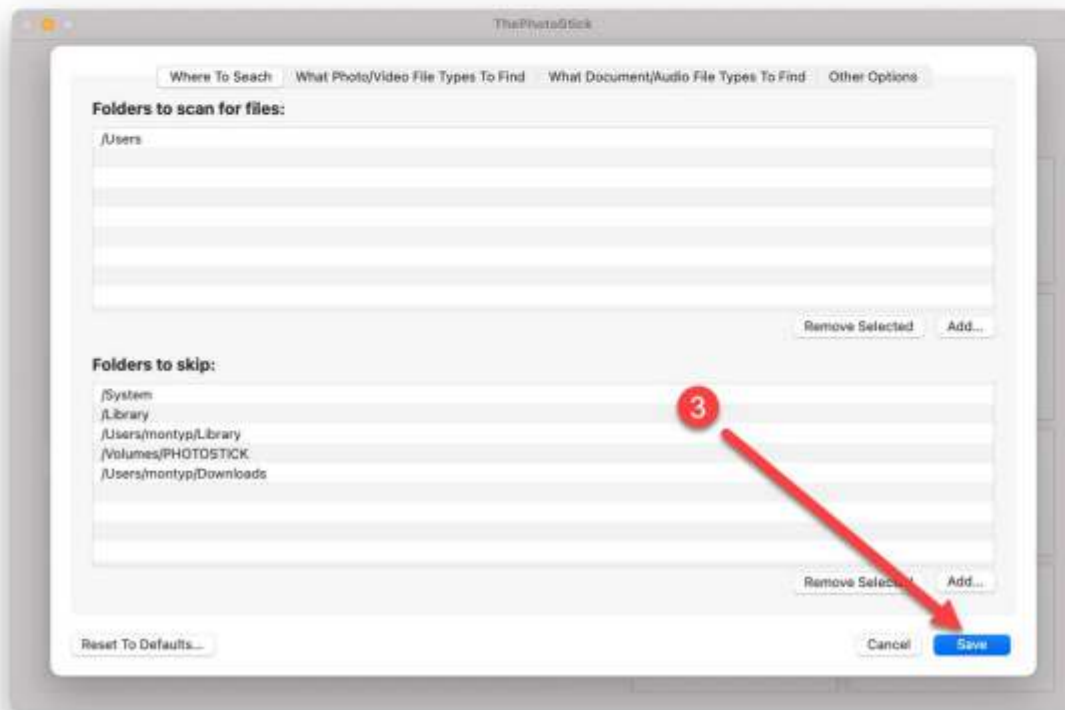
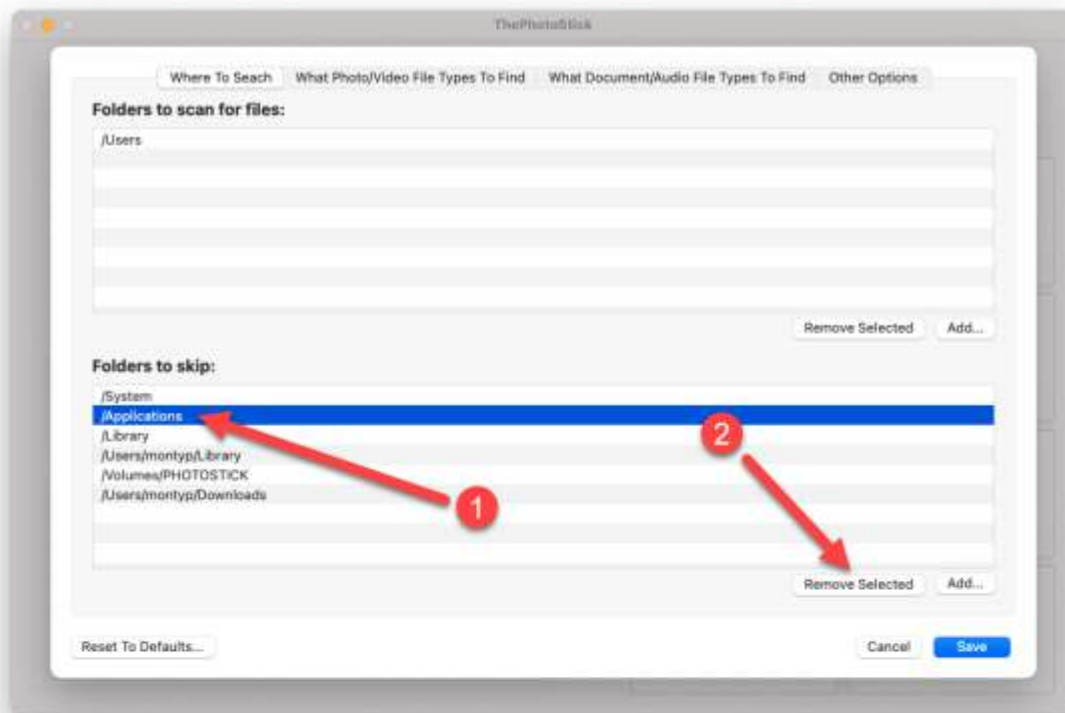


Removing a Folder Path to Skip

To remove a directory path to skip, select the folder path in the list, then click on “Remove Selected”.

*_ Note: You can select multiple folder paths at the same time by holding down the Apple Command ⌘ key when clicking on another folder path._

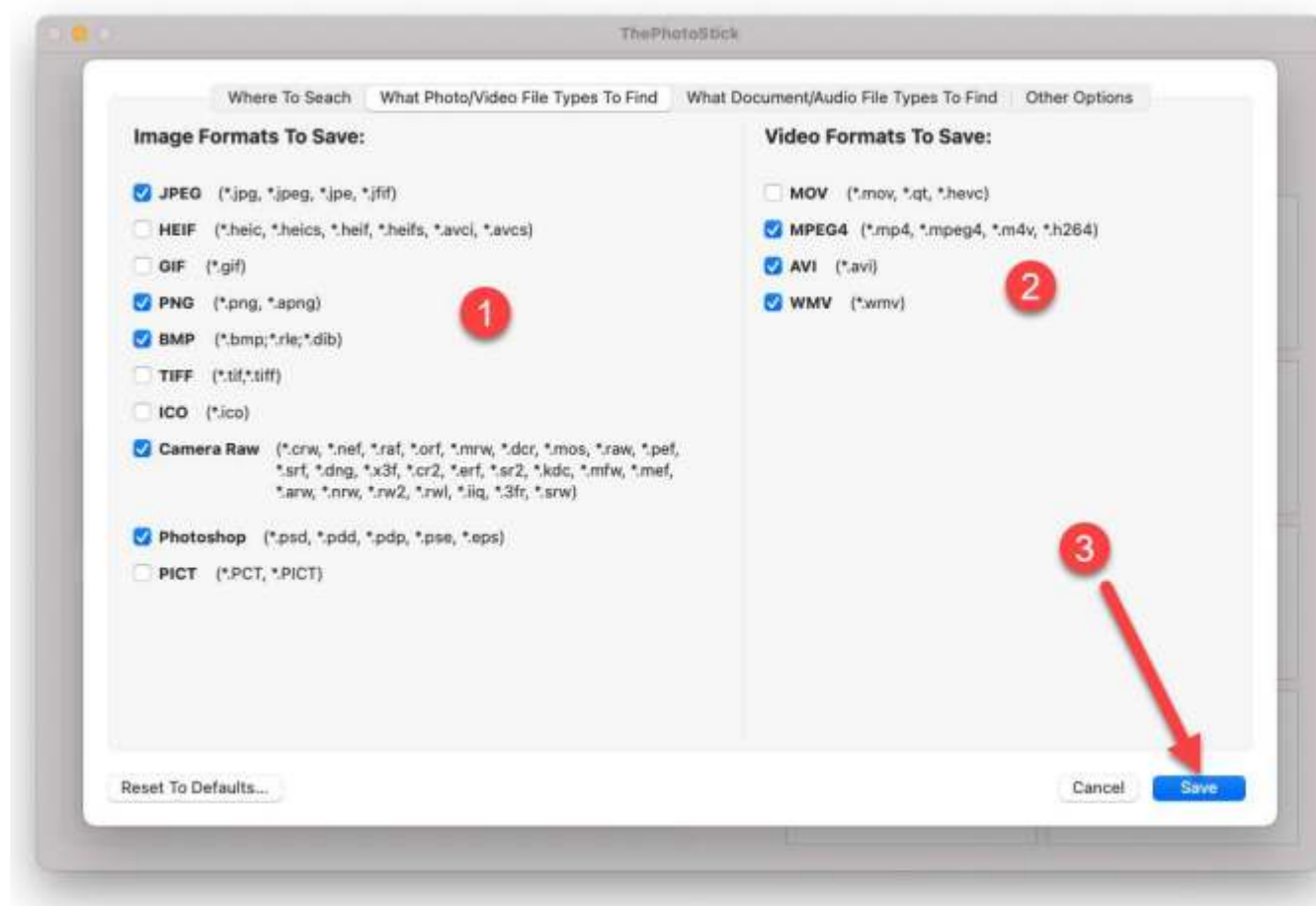
For example, if you do not want ThePhotoStick® Omni to skip the “/Application” folder, you can remove “/Application” by selecting it and then clicking “Remove Selected”. Click “Save” to save settings.



5.3.1. What Photo and Video File Types To Find

ThePhotoStick® Omni can find and save many types of photo and video files. By default, ThePhotoStick® Omni will find and save JPEG, HEIF, Photoshop, MOV, and MPEG4 files. But, it can find and save many more photo and video file types if you choose.

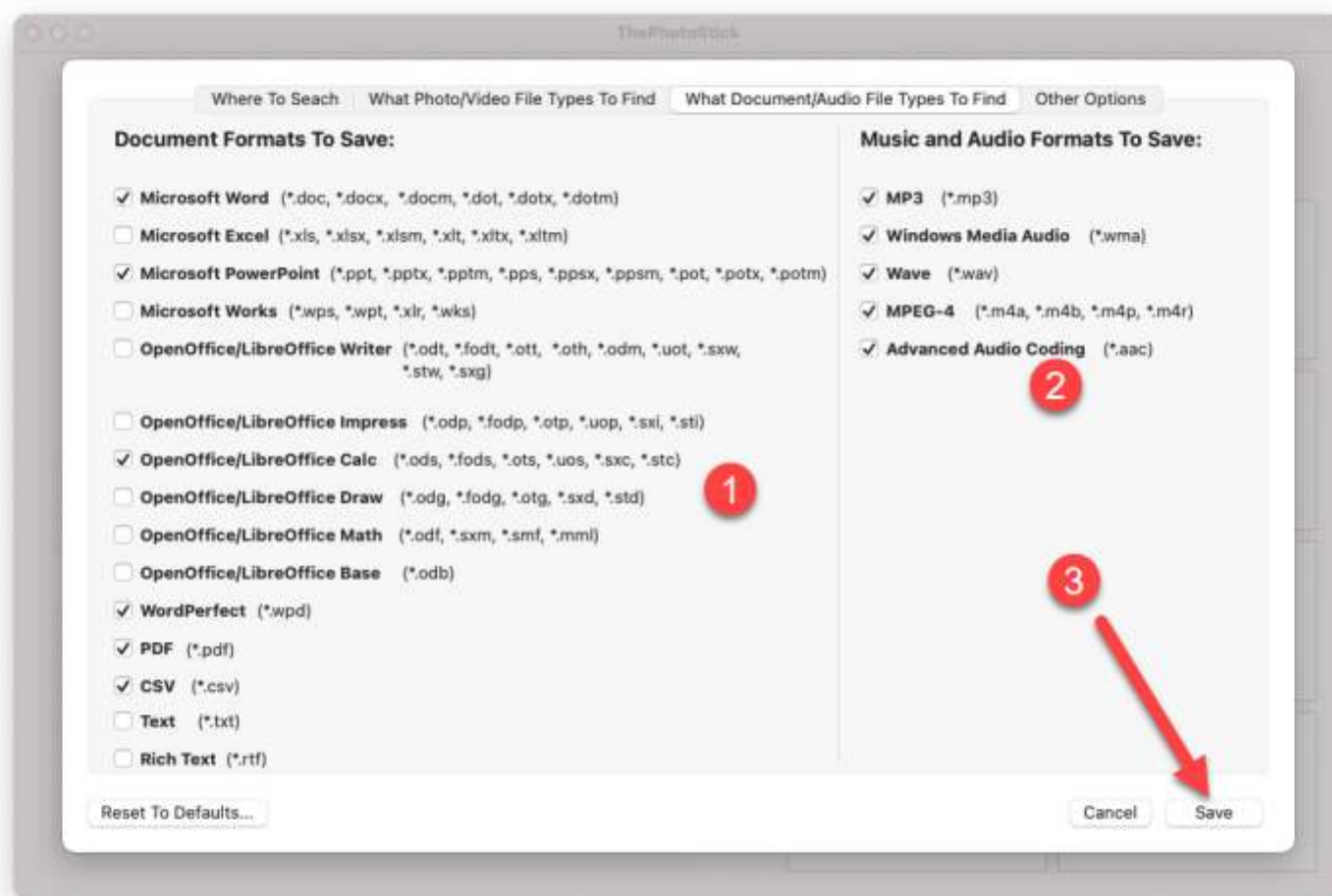
To change or add photo and video file types to find and save, click on the “What Photo/Video File Types To Find” tab, and then check the box next to the photo and video file types you would like ThePhotoStick® Omni to find and save. Click “Save” to save.



5.3.2. Document and Audio File Types To Find

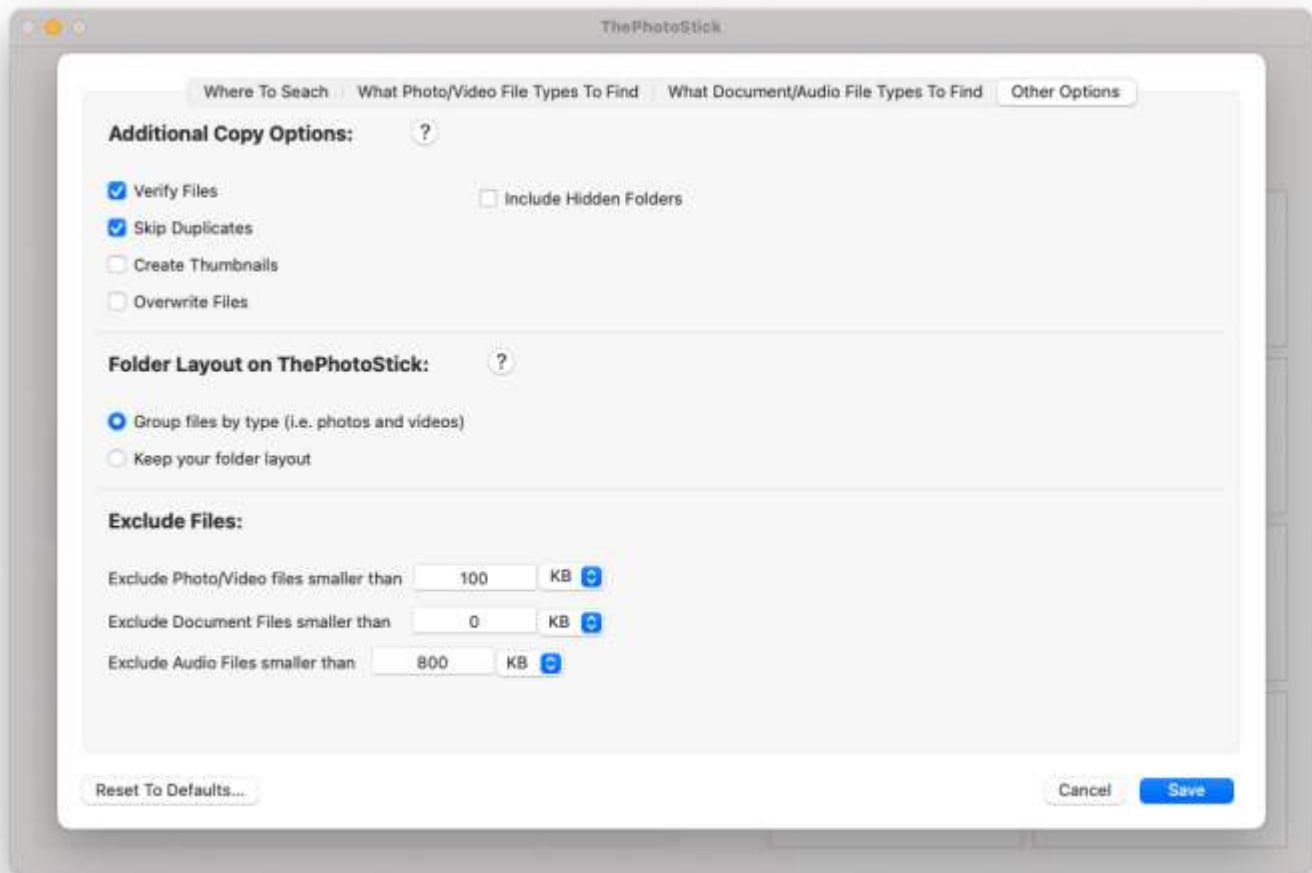
ThePhotoStick® Omni can find and save many types of document and audio files. By default, ThePhotoStick® Omni will find and save Microsoft Office (Word, Excel, PowerPoint), Microsoft Works, and OpenOffice/LibreOffice (Writer, Impress, Calc, Draw, Math, Base) document files. Also, by default, MP3 and MPEG-4 audio files. But, it can find and save more document and audio file types if you choose.

To change or add additional document and audio file types to find and save, click on the “What Document/Audio File Types To Find” tab, and then check the box next to the document and audio file types you would like ThePhotoStick® Omni to find and save. Click “Save” to save.



5.3.3. Other Options

ThePhotoStick® Omni has additional backup options available. These can be accessed by clicking on the “Other Options” tab, making any option changes, and then clicking the “Save” button to save.



Verify Files

When this box is checked, ThePhotoStick® Omni will verify each file it saves to your ThePhotoStick® Omni device. It does this by comparing the file it just saved to your ThePhotoStick® Omni device with the original file on your computer. This is a recommended setting.

Skip Duplicates

Oftentimes, the same photos and videos (or document and audio files on ThePhotoStick® Omni Plus) can be saved in various places on your hard disk drive. When the “Skip Duplicates” box is checked, it will result in only one copy of that file being copied to ThePhotoStick® Omni. If you uncheck this option and ThePhotoStick® Omni finds a duplicate file, it will copy the duplicate file to ThePhotoStick® Omni and rename it on ThePhotoStick® Omni to filename_copy-# (example: DSCF0566_copy-1.JPG).

Create Thumbnails

When this box is checked, thumbnail images of your photos and videos will be created at the time the files are saved to your ThePhotoStick® Omni.

When you view your photos and videos in ThePhotoStick® Omni Organizer, it displays thumbnails of the photos and videos. If the thumbnails have already been created during the backup, the thumbnails will load very quickly in the ThePhotoStick® Omni Organizer software.

However, if you choose to not create thumbnails during the backup, the backup of the photos and videos can be faster. But the ThePhotoStick® Omni Organizer will take longer to load all the thumbnail images of your photos and videos since they have to be created at that time.

Overwrite Files

When this box is checked, if a file being saved to your ThePhotoStick® Omni device already exists on your ThePhotoStick® Omni device, the file on your ThePhotoStick® Omni device will be deleted and replaced with a new copy of the file from your computer.

5.3.4. Sorting Your Files on ThePhotoStick® Omni

Group Files By Type

When you select the button next to “Group Files By Type (i.e. photos and videos)”, ThePhotoStick® Omni will consolidate your photos, videos, documents, and audio files on ThePhotoStick® Omni into folders for easy and convenient access. ThePhotoStick® Omni stores your photos, videos, documents, and audio files on your ThePhotoStick® Omni in the folder: { ThePhotoStick® Omni drive}/My_Files/{computer name>}.

So, on your Mac computer, the path to files backed up on your ThePhotoStick® Omni device would be /Volumes/PHOTOSTICK/My_Files.

Within the My_Files folder, you will see a folder for each device that backed up files to your ThePhotoStick® Omni device. Then, in this folder, you will see the folders My_Photos, My_Videos, My_Documents, and My_Audio.

So, for example, the path to your consolidated photos from a computer that was named LAPTOP-12V875, it would be /Volumes/PHOTOSTICK/My_Files/LAPTOP-12V875/My_Photos. And the path to your videos would be /Volumes/PHOTOSTICK/My_Files/LAPTOP-12V875/My_Videos

Keep Your Folder Layout

When you select the button next to “Keep your folder layout”, ThePhotoStick® Omni will save your photos, videos, documents, and audio files using the same folder structure as on your computer starting in {ThePhotoStick® Omni drive}/My_Files/{computer name>}.

For example, for files backed up to your ThePhotoStick® Omni device from a computer that is named LAPTOP-12V875, the files saved to your ThePhotoStick® Omni would be like the following:

Original File Path on Hard Drive	File Path to Saved File on ThePhotoStick® Omni
/photos/DSCF0566.JPG	/Volumes/PHOTOSTICK/My_Files/LAPTOP-12V875/photos/DSCF0566.JPG
/Users/ricky/pictures/IMG_1024.JPG	/Volumes/PHOTOSTICK/My_Files/LAPTOP-12V875/Users/ricky/pictures/IMG_1024.JPG
/Users/ricky/pictures/vacation_2019/02032019.mp4	/Volumes/PHOTOSTICK/My_Files\LAPTOP12V875/Users/ricky/pictures/vacation_2019/02032019.mp4
/photos/IMG_8567.heic	/Volumes/PHOTOSTICK/My_Files/LAPTOP-12V875/photos/IMG_8567.heic

Exclude Files

Exclude Photo/Video files smaller than

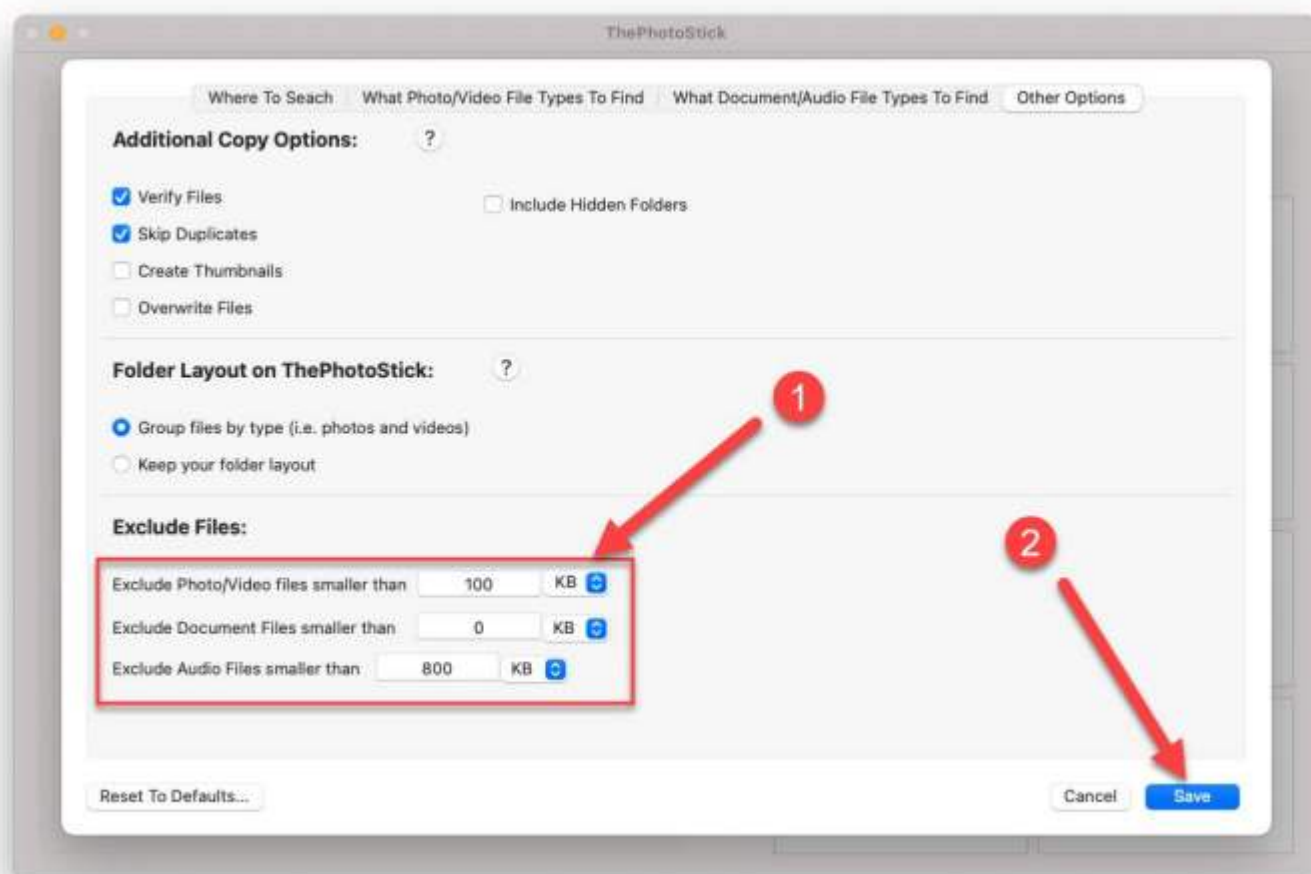
By default, ThePhotoStick® Omni will skip and not save any photos or videos smaller than 100 KB. Generally, any picture or video files smaller than 100 KB are system or application images and not user photos or videos. This value can be adjusted to any size that you prefer. For example, if you want all photo and video files saved no matter how small they are, you can change the value to “0”. Likewise, if you know your photos are all bigger than 2 MB (the approximate size of an 8-megapixel camera), you can change this exclude value to 2 MB. Click the “Save” button to save changes.

Exclude Documents files smaller than

By default, ThePhotoStick® Omni Plus will save all document files no matter how small they are. You can change this to exclude documents under a certain size to fine-tune your documents backup.

Exclude Audio files smaller than

By default, ThePhotoStick® Omni Plus will skip audio files smaller than 800 KB. This value can be adjusted to any size that you prefer. For example, if you want all audio files saved no matter how small they are, you can change the value to “0”. Likewise, if you know your audio files are all bigger than 3 MB (the average size of an mp3 song is 3.5 MB), you can change this exclude value to 3 MB and fine tune the audio file backup. Click the “Save” button to save changes.



6. Helpful Links



If our Official User Guide doesn't have the answers you're looking for, check out the links below for helpful information.

[ThePhotoStick® Support Center](#) – Find helpful documents or chat with our superb Customer Support Team

[Shipping Information](#) – Read about our shipping policies and track your recent purchase

[Return and Refund Policy](#) – Returns are a breeze with our 30 Day Money Back Guarantee

[System Requirements](#) – Find up-to-date information regarding all ThePhotoStick® products