

Stellar Splitter for Outlook

User Guide 7.0

1.1. About Stellar Splitter for Outlook

Stellar Splitter for Outlook is a very powerful and robust application that helps you split large PST files into smaller files as per the criteria specified by you.

Microsoft Outlook data is stored in the personal folders file that ends with the PST extension. All the data stored in various Outlook folders goes in to the PST file. Outlook PST file, also known as Outlook Data File contains all items like emails, calendars, to-do lists, tasks, journals, notes, contacts. Protecting this data is crucial since it contains confidential, personal and financial information.

Key Features:

- Splits PST files on the basis of:
 - Date
 - Size
 - Mail ID
 - Folders
- Allows to split single or multiple files in one operation.
- Saves all your preferences to split files in a batch file.
- You can create your own batch file to automate splitting of multiple files.
- All activities of application are recorded in a log.
- Application doesn't make any changes in the original PST.
- Support for MS Office 2019, 2016, 2013, 2010 and 2007.


Note: Every time a split operation is performed, a new PST file is created without altering the contents and structure of original PST file. Thus **Stellar Splitter for Outlook** never causes any damage to your invaluable original PST file.

1.2. About the Guide

This user guide contains sequential steps to assist you through various **Stellar Splitter for Outlook** functions. Each function is explained in details, in the corresponding sections. The guide covers following major topics:

1. General Information
2. Getting Started
3. Working with the Software
4. Frequently Asked Questions (FAQ)

This guide has the following features for easy navigation and understanding:

- The navigation arrows  on the top right corner, below the header of each topic, can be used to navigate to the previous and next topic respectively.
- There are Notes and Tips in some topics of this guide for better understanding and ease of work. These Notes and Tips are given in italics style.

1.3. Stellar Support

Our Technical Support professionals will give solutions for all your queries related to Stellar products.

You can either call us or go online to our support section at <http://www.stellarinfo.com/support/>

For price details and to place the order, click <https://www.stellarinfo.com/email-repair/pst-splitter/buy-now.php>

Chat Live with an **Online** technician at <http://www.stellarinfo.com/>

Search in our extensive **Knowledge Base** at <http://www.stellarinfo.com/support/kb/>

Submit enquiry at <http://www.stellarinfo.com/support/enquiry.php>

Send e-mail to **Stellar Support** at support@stellarinfo.com

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Stellar Splitter for Outlook

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1.5. About Stellar

stellar is the world's foremost Data Care Corporation, with expertise in Data Recovery, Data Erasure, Mailbox Conversion, and File Repair software and services. Stellar has been in existence from past 25+ years and is a customer-centric, critically acclaimed, global data recovery, data migration & erasure solutions provider with cost-effective solutions available for large corporate, SMEs & Home Users.

Stellar has a strong presence across USA, Europe & Asia.

Product Line:

Stellar provides a wide range of Do It Yourself (DIY) Software for Consumer as well as Software for Businesses:

Data Recovery

The widest range of data recovery software that helps you recover your valued data lost after accidental format, virus problems, software malfunction, file/directory deletion, or even sabotage!



[Know More -->](#)

File Repair

The most comprehensive range of file repair software for Windows, Mac and Linux. Recover your files, which have been infected by viruses, malwares or have been damaged by improper shutdown and other corruption-related issues.



[Know More -->](#)

Data Erasure

Best software for IT assets disposition. Secure and erase variety of storage media and files from PC/Laptop, Servers, Rack Drives or Mobile devices. Data once erased cannot be recovered by using any data recovery software or service.



[Know More -->](#)

Email Repair & Converter

Robust applications to restore inaccessible mailboxes of MS Exchange, Outlook, AppleMail, Thunderbird, Eudora, Spicebird, Entourage, and Pocomail mailbox. Also, tools to convert mailboxes and database files from one format to another.



Database Repair

Professional and reliable software to repair corrupt or damaged database for Microsoft SQL Server, QuickBooks®, Microsoft Access, SQLite and many more.



Email Backup Tools

Fully featured backup utilities that provides a comprehensive solution in case of any disaster. These software facilitates taking back up of all your mails, contacts, tasks, notes, calendar entries, journals etc. with full & incremental backup options.



[Know More -->](#)

Photo and Video Tools

Professional tools to rebuild damaged or corrupt photos, videos, audios, and other multimedia files, from Window and Mac systems. Recover files from hard drives, memory cards, iPods, USB flash drives, digital cameras, IBM Micro Drives and more.



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Utility Tools

A range of utility software such as SpeedUp Mac, Drive Clone and Partition Manager for Mac systems as well as Password Recovery for Windows and Password Recovery for Windows Server based systems



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Stellar Toolkits

Stellar also provides toolkits that are combination of Powerful Tools Designed for Data Recovery, File repair, Mailbox repair and File Conversion. All in one power packed toolkits to meet the need of every business.



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For more information about us, please visit www.stellarinfo.com.

2.1. Installation Procedure

Before installing the software, check that your system meets the minimum system requirements:

Minimum System Requirements:

- **Processor:** Pentium Class
- **Operating System:** Windows 10 / 8.1 / 8 / 7
- **Memory:** 2 GB Minimum (4 GB Recommended)
- **Hard Disk:** 250 MB of Free Space
- **MS Outlook:** 2019, 2016, 2013, 2010, 2007

Note: For splitting the PST file you need to have MS Outlook installed in your system.

Note: For large files, it is recommended to have 64 bit Windows, 64 bit MS Outlook and 8 GB RAM.

To install the software, follow these steps:

- Double-click **StellarSplitterforOutlook.exe** executable file to start installation. **Setup - Stellar Splitter for Outlook** dialog box is displayed.
- Click **Next. License Agreement** dialog box is displayed.
- Choose **I accept the agreement** option. **Next** button will be enabled. Click **Next. Select Destination Location** dialog box is displayed.
- Click **Browse** to select the destination path where the setup files will be stored. Click **Next. Select Start Menu Folder** dialog box is displayed.
- Click **Browse** to provide path for program's shortcuts. Click **Next. Select Additional Tasks** dialog box is displayed.
- Choose the check boxes as per your choice. Click **Next. Ready to Install** dialog box is displayed.
- Review the entries. Click **Back** if you want to change them. Click **Install** to start installation. The Installing window shows the installation process.
- After completing the process, **Completing the Stellar Splitter for Outlook Setup Wizard** window is displayed. Click **Finish**.

Note: Clear **Launch Stellar Splitter for Outlook** check box before clicking **Finish** to prevent the software from launching.

Note: If you have **Stellar Splitter for Outlook** application installed in your system and you have to reinstall MS Outlook/Office for any reason, in that case you need to reinstall the **Stellar Splitter for Outlook** as well.

2.2. Launching the Software

To launch Stellar Splitter for Outlook in Windows 10:

- Click **Start** icon -> **All apps** -> **Stellar Splitter for Outlook** -> **Stellar Splitter for Outlook** Or,
- Double click **Stellar Splitter for Outlook** icon on the desktop. Or,
- Click **Stellar Splitter for Outlook** tile on the home screen.

To launch Stellar Splitter for Outlook in Windows 8.1 / 8:

- Click **Stellar Splitter for Outlook** tile on the home screen. Or,
- Double click **Stellar Splitter for Outlook** icon on the desktop. Or,

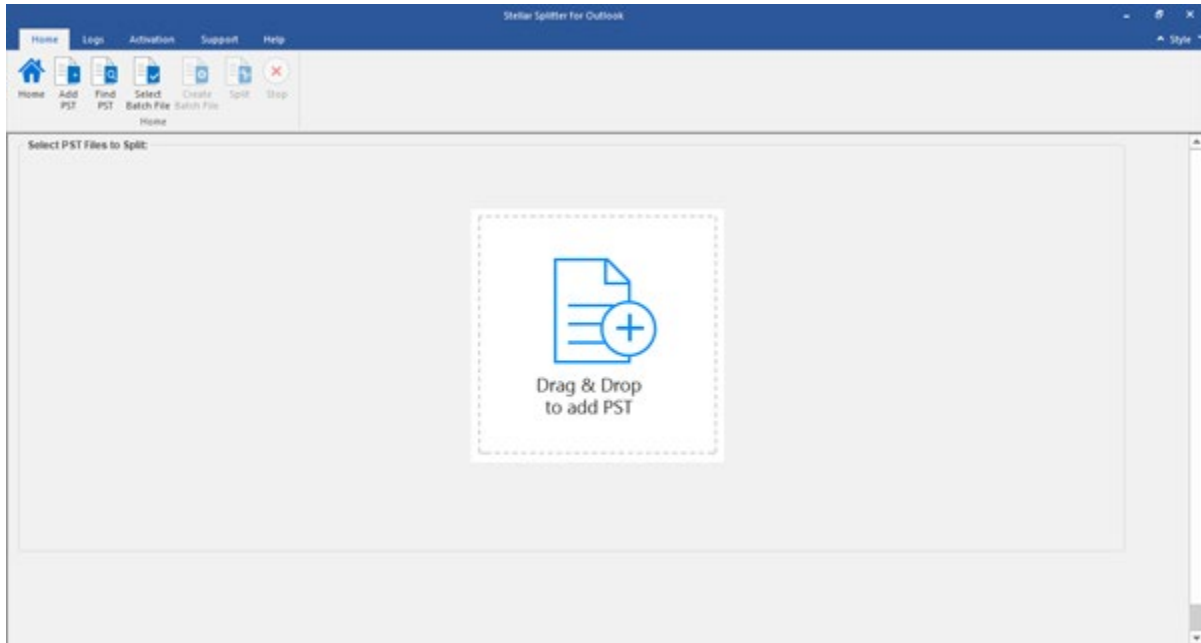
To launch Stellar Splitter for Outlook in Windows 7:

- Click **Start** -> **All Programs** -> **Stellar Splitter for Outlook** -> **Stellar Splitter for Outlook**. Or,
- Double click **Stellar Splitter for Outlook** icon on the desktop. Or,
- Click **Stellar Splitter for Outlook** icon in Quick Launch.

2.3. User Interface

Stellar Splitter for Outlook software has a very easy to use Graphical User Interface. The user interface contains features required for splitting Outlook PST files.

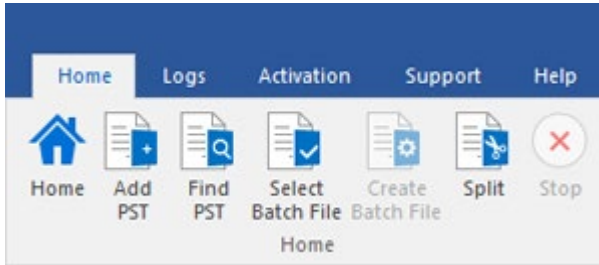
After launching the program, you will see the main user interface as shown below:



The user interface contains Ribbons and Buttons that let you access various features of the software with ease.

2.3.1. Ribbons

Home



Home

Use this option to go to the home screen of the software.

Add PST

Use this option to add the PST files which you want to split.

Find PST

Use this option to search PST files from the system.

Select Batch File

Use this option to select already created batch file from the system.

Create Batch File

Use this option to create your own batch file to automate splitting of multiple files.

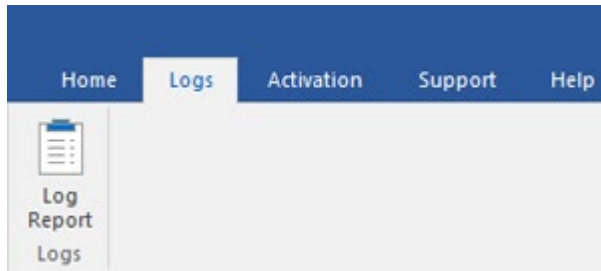
Split

Use this option to split single or multiple PST files.

Stop

Use this option to stop the split process.

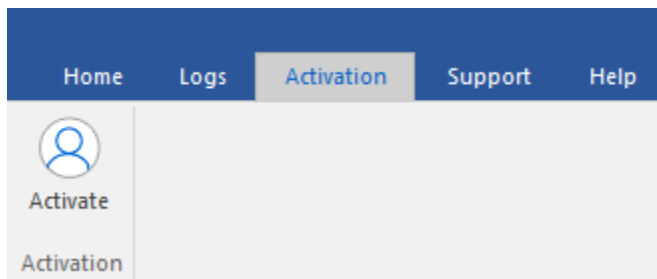
Logs



Log Report

Use this option to view / save the log report.

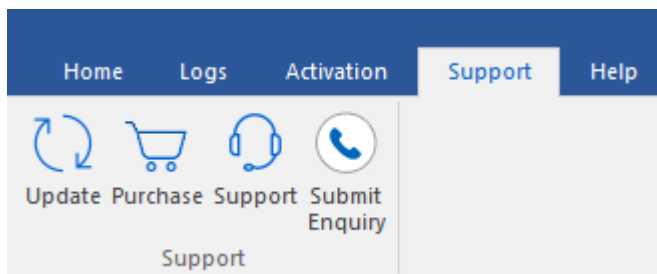
Activation



Activate

Use this option to activate the software after purchasing.

Support



Update

Use this option to check for both, latest minor and major versions available online.

Purchase

Use this option to [buy](#) Stellar Splitter for Outlook.

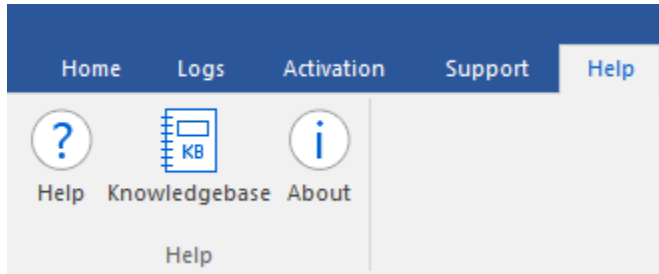
Support

Use this option view the [support page](#) of stellarinfo.com

Submit Enquiry

Use this option to [submit enquiry](#) to stellarinfo.com

Help



Help

Use this option to view the help manual for the software.

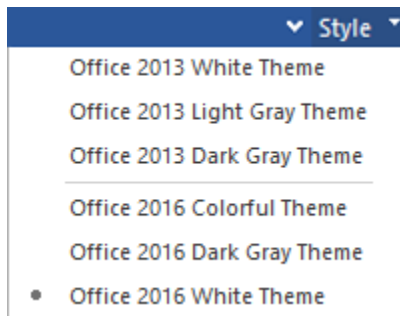
Knowledgebase

Use this option to visit [Knowledgebase](#) articles of stellarinfo.com

About

Use this option to read information about the software.

Style



Style

Use this option to switch between various themes for the software, as per your choice.

2.3.2. Buttons



Home

Click this button to go to the Home screen of the software.



Add
PST

Click this button to add the PST files which you want to split.



Find
PST

Click this button to search PST files from the system.



Select
Batch File

Click this button to select already created batch file from the system.



Create
Batch File

Click this button to create your own batch file to automate splitting of multiple files.



Split

Click this button to split single or multiple PST files.



Stop

Click this button to stop the split process.



Log
Report

Click this button to view / save the log report.



Activate

Click this button to activate the software after purchasing.



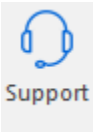
Update

Click this button to check for both, latest minor and major versions available online.



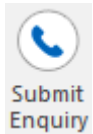
Purchase

Click this button to buy **Stellar Splitter for Outlook** software.



Support

Click this button to view the support page of stellarinfo.com.



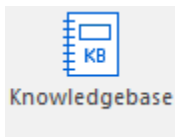
Submit
Enquiry

Click this button to submit enquiry to stellarinfo.com.



Help

Click this button to view the help manual for the software.



Knowledgebase

Click this button to visit Knowledgebase articles of stellarinfo.com.



About

Click this button to read information about the software.

2.4. Ordering the Software

Click <https://www.stellarinfo.com/split-pst-file.php> to know more about **Stellar Splitter for Outlook**.

To purchase the software online, please visit <https://www.stellarinfo.com/email-repair/pst-splitter/buy-now.php>

Alternatively, click on **Purchase** icon in **Support Menu** on **Menu Bar** to purchase the software online.

Select either of the methods given above to purchase the software.

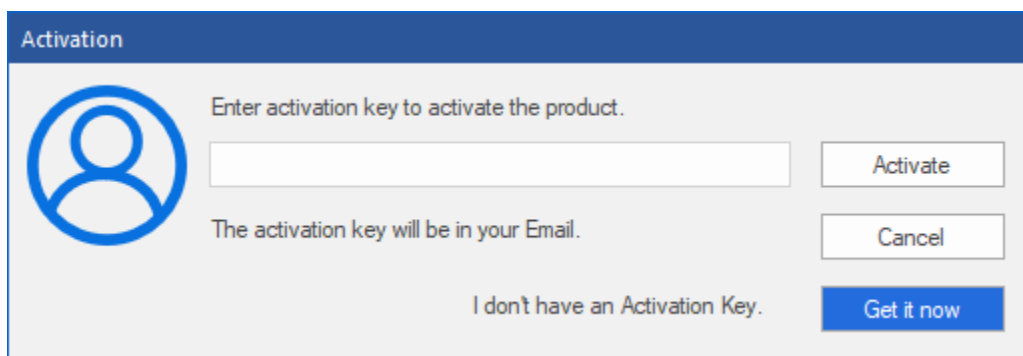
Once the order is confirmed, a registration key will be sent to you through e-mail, which would be required to activate the software.

2.5. Activating the Software

The demo version is just for evaluation purposes and must be eventually registered to use the full functionality of the software. The software can be registered using the Activation Key that you receive via email after purchasing the software.

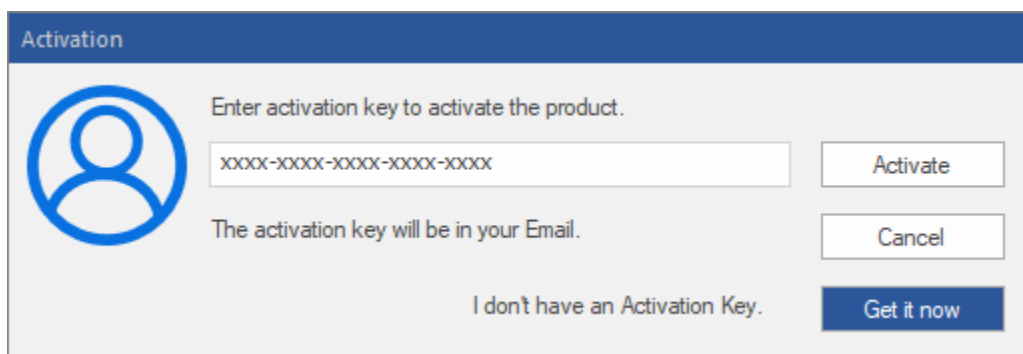
To activate the software:

1. Run the demo version of **Stellar Splitter for Outlook** software.
2. Go to the **Activation** Ribbon, click **Activate**. The **Activation** window is displayed as shown below:



The screenshot shows the 'Activation' dialog box. It has a blue header with the word 'Activation'. On the left is a blue circular icon of a person. To the right of the icon, the text reads 'Enter activation key to activate the product.' Below this is a white text input field. To the right of the input field are two buttons: 'Activate' and 'Cancel'. Below the input field, the text reads 'The activation key will be in your Email.' At the bottom of the dialog, there is a link 'I don't have an Activation Key.' and a blue button labeled 'Get it now'.

3. If you don't have the activation key, click the **Get it now** button in the window to go online and purchase the product.
4. Once the order is confirmed, an Activation Key will be sent to the email provided.
5. Type the **Activation Key** (received through email after purchasing the product) and click **Activate** button (Please ensure that you have an active Internet connection).



This screenshot is identical to the previous one, but the text input field now contains a placeholder activation key: 'xxxx-xxxx-xxxx-xxxx-xxxx'.

6. The software will automatically communicate with the license server to verify the entered key. If the key you entered is valid, the software will be registered successfully.

7. The '**Activation Complete**' message is displayed after the process is completed successfully.
Click **OK**.

2.6. Updating the Software

Stellar releases periodical software updates for **Stellar Splitter for Outlook** software. You can update the software to keep it up-to-date. These updates can add new functionality, feature, service, or any other information that can improve the software. Update option of the application is capable of checking for latest updates. It checks for both latest minor and major versions available online. While updating the software, it's recommended to close all the running programs.

To update Stellar Splitter for Outlook:

1. Go to **Support** option in Ribbon Bar. Click **Update**.
2. **Update Wizard** window will open. Click **Next**. The wizard will search for latest updates, and if it finds any new updates, a window will pop up indicating its availability.
3. Click **Next** and the software will download the files from the update server. When the process is complete, the software will upgrade to the latest version.

Live Update may not happen due to following reasons:

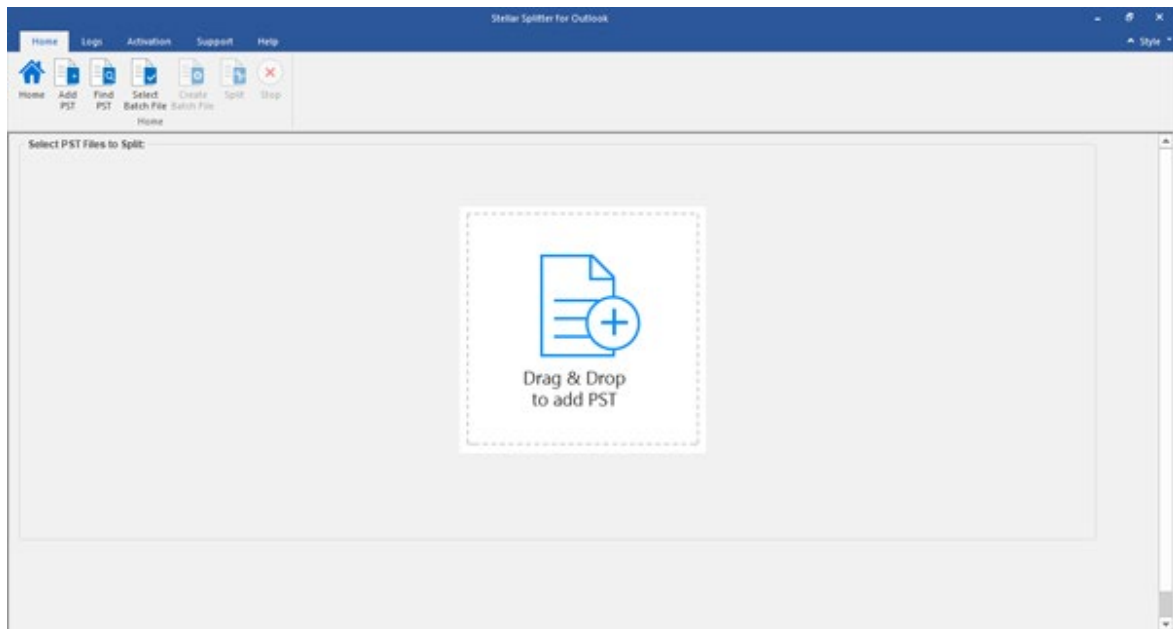
- Internet connection failure.
- Updates are not available.
- Unable to download configuration files.
- Unable to locate updated files or version.
- Unable to locate executable file.

3.1. Add PST Files

To start the split process, you need to add files to the **Stellar Splitter for Outlook** software. You can add a single file or multiple files to the software.

To add PST files:

- Run **Stellar Splitter for Outlook**.
- From the **Home** menu, click **Add PST** icon. *Open* dialog box will appear. Browse and select the desired file and then click **Open**.



Or,

- Click **Drag & Drop to add PST** button on the main interface. An *Open* dialog appears, choose the location from where you want to select the file. Click **Open** button.

Or,

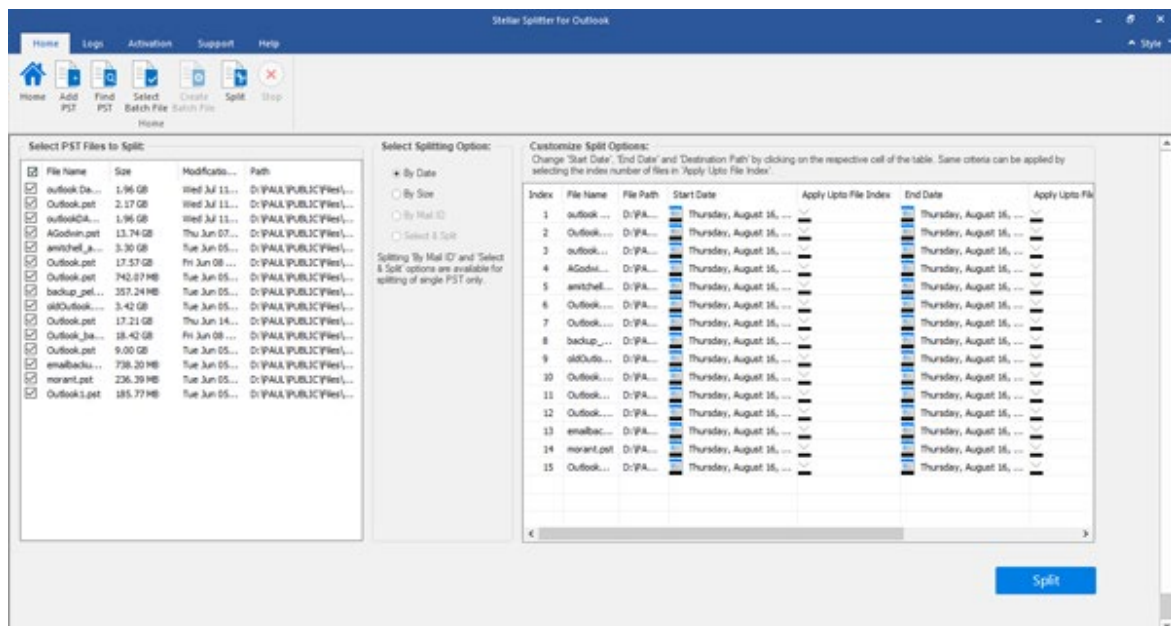
- Open Windows Explorer to Drag & Drop the desired files to the application.

3.2. Find PST Files

Stellar Splitter for Outlook allows you to find PST files in your computer's hard drive, in case you don't know their location. With the help of 'Find PST' option, you can find PST files in any folder, subfolder or an entire volume in your system.

To Find a PST File:

- Run **Stellar Splitter for Outlook** application.
- From the **Home** ribbon, click **Find PST**.
- In **Browse for Folder** dialog box, select the drive or folder you want to search for PST files. Click **OK**.
- After the search is finished, a list of PST files found in the selected drive or folder is shown on the left side of the screen.



- Select files you wish to split from this list.
- From the middle pane of the screen, specify the criteria based on which you want to split your PST.

3.3. Splitting Options

Stellar Splitter for Outlook provides you different features to split your large PST file into smaller PSTs. Each option is described below, in detail. Every time a split operation is performed, a new PST file is created without altering the contents and structure of original PST file. Thus **Stellar Splitter for Outlook** never causes any damage to your invaluable original PST file.

3.3.1. Split Single PST By Date Criteria

3.3.2. Split Single PST By Size

3.3.3. Split Single PST By Mail ID

3.3.4. Split Single PST By Selecting Folders

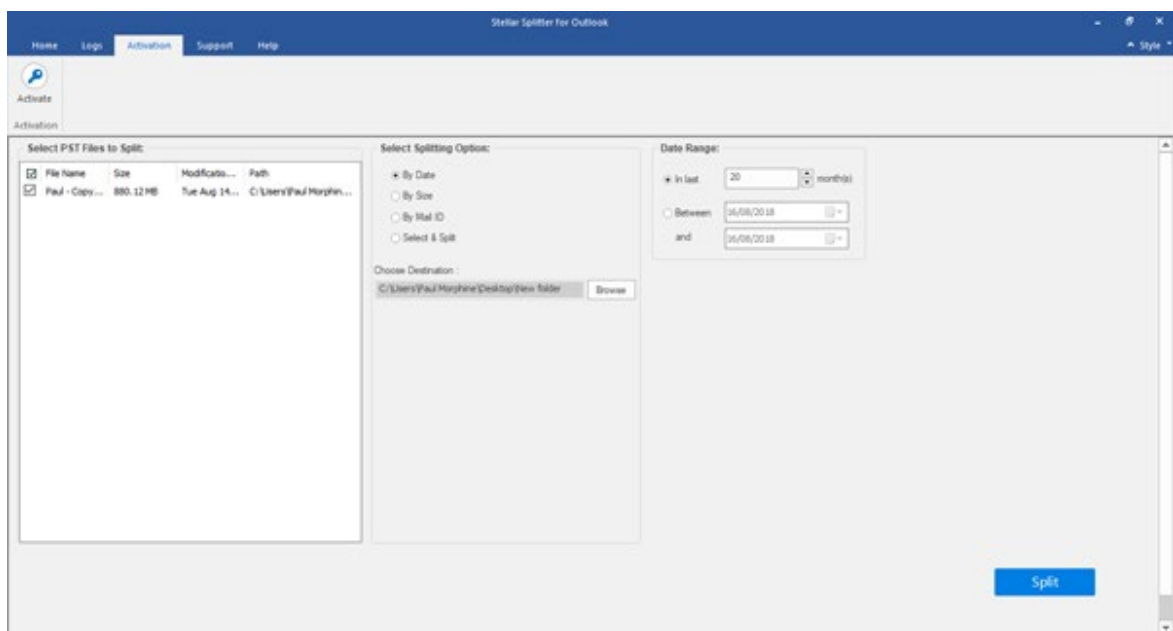
3.3.5. Split Multiple PST Files By Date

3.3.6. Split Multiple PST Files By Size

3.3.1. Split Single PST By Date Criteria

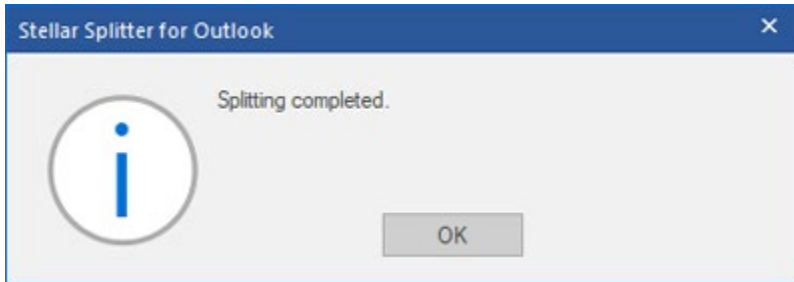
To split single PST file by date criteria, please follow the procedure as described below:

- Start Stellar Splitter for Outlook application.
- Add PST File which you want to split.
- Stellar Splitter for Outlook application window shows a three-pane window. The PST File you added will be listed in the left-pane.
- From '**Select Splitting Option**' section in the middle pane of the screen, select **By Date** option.
- Click **Browse** and select the location where you want to save the PST File. Click **OK**.
- From '**Date Range**' section in the right pane of the screen,
 - Select **In last** radio option if you want to split the PST file according to months. All e-mails that are send and received in the specified months will be stored in the split PST file.
 - Select **Between** radio option if you want to split the PST file according to a specific time period. All e-mails from the specific time period will be stored in the split PST file. Select the start and end date from the list boxes.
- User can specify to create a new PST file of all mails sent or received in last 'x' number of months or mails sent or received in a specified date range.



- Onwards this click on '**Split**' to start the process.

- 'Splitting completed' message is displayed after the process is completed successfully. Click **OK**. The PST file will be saved at your specified location.



- Once the process is complete, you need to specify the path where a log can be saved for the split operation. This will help you to check the operation activities performed on your PST file.

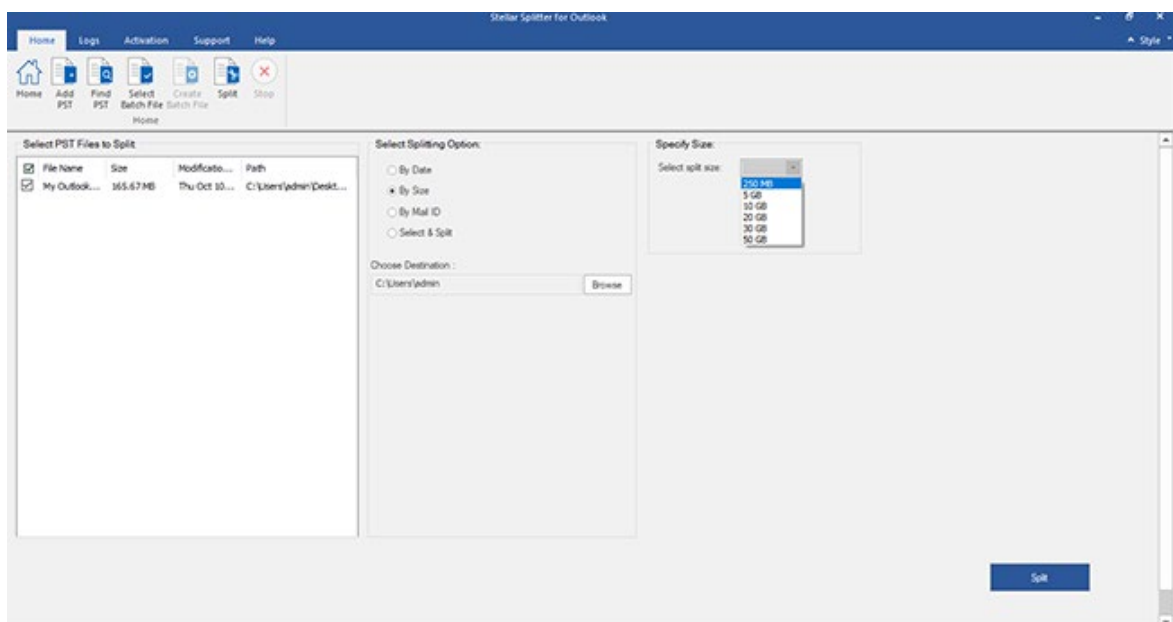
3.3.2. Split Single PST By Size

Split By Size option allows you to create small PST files of your bigger PST by specifying the size of each PST file. The size of split PST file can be 5GB, 10GB, 20GB, 30GB or 50GB.

To split single PST file by size, please follow the procedure as described below:

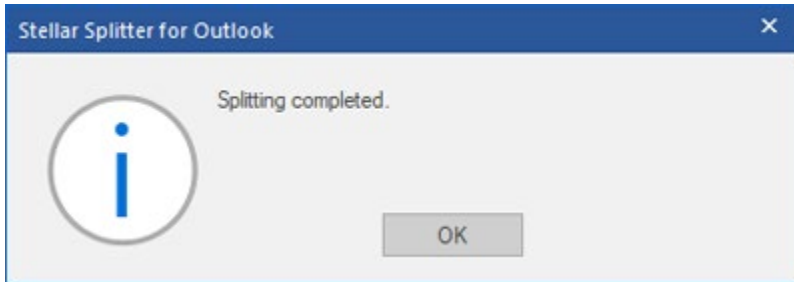
- Start **Stellar Splitter for Outlook** application.
- Add PST File which you want to split.
- Stellar Splitter for Outlook application window shows a three-pane window. The PST File you added will be listed in the left-pane.
- From '**Select Splitting Option**' section in the middle pane of the screen, select **By Size** option.
- Click **Browse** and select the location where you want to save the PST File. Click **OK**.
- From '**Specify Size**' section in the right pane of the screen, specify size of each PST slice that you want to create from larger PST. Size range can be 5GB, 10GB, 20GB, 30GB or 50GB.

Note: For large files, **Stellar Splitter for Outlook** automatically splits the new PST file in small sizes. The size of the split files will depend on the version of Outlook installed on your computer: If you have Outlook 2007 installed, the new PST will be split at approximately 18 GB size. If you have Outlook 2010 or above installed, the new PST will be split at approximately 45 GB to 48 GB of size.



- Onwards this click on '**Split**' to start the process.

- 'Splitting completed' message is displayed after the process is completed successfully. Click **OK**. The PST file will be saved at your specified location.



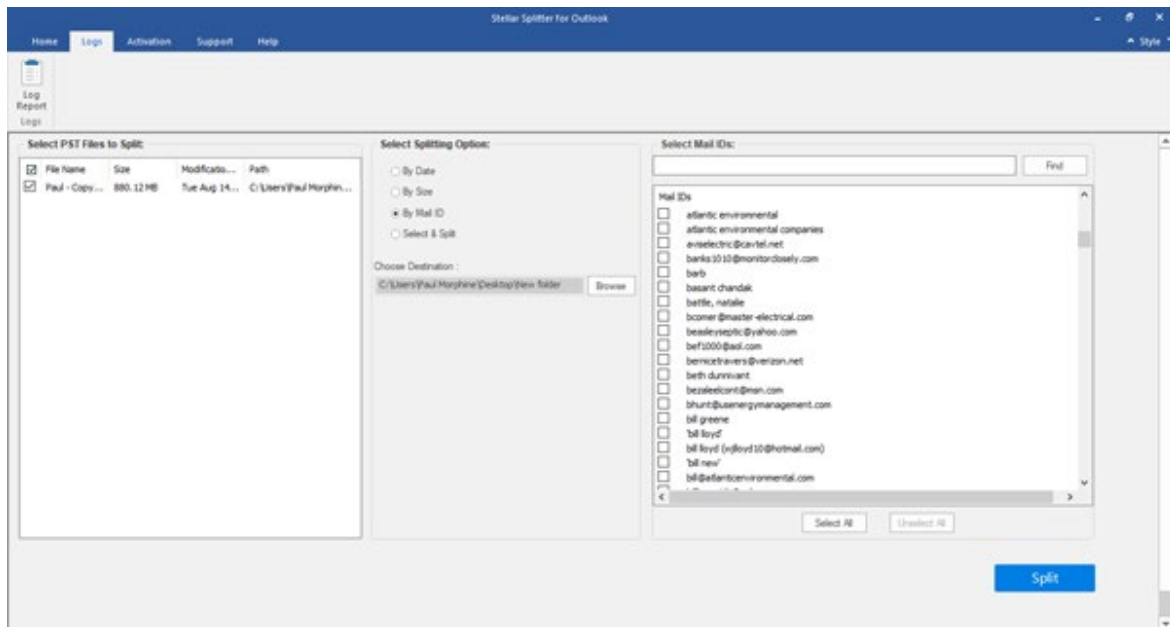
- Once the process is complete, you need to specify the path where a log can be saved for the split operation. This will help you to check the operation activities performed on your PST file.

Note: In demo version of the software, the size of the split PST file will not be more than 250 MB.

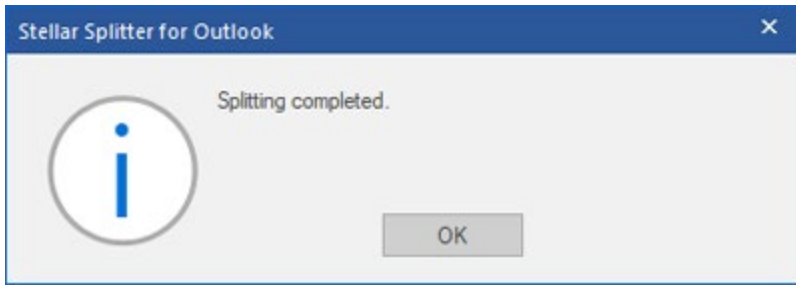
3.3.3. Split Single PST By Mail ID

To split single PST file by mail id, please follow the procedure as described below:

- Start Stellar Splitter for Outlook application.
- Add PST File which you want to split.
- Stellar Splitter for Outlook application window shows a three-pane window. The PST File you added will be listed in the left-pane.
- From '**Select Splitting Option**' section in the middle pane of the screen, select **By Mail ID** option.
- A new dialog appears prompting you to proceed to the splitting process.
- Click **Yes** to start the process of scanning the PST file. Once the scanning is complete, application will display a list of all mail ids found in the file in the right pane of the screen.
- Select e-mail ids under Mail IDs scroll box to split the PST file according to e-mail ids. Alternatively, you can also use the Select All / Unselect All buttons to select / unselect all the email ids.
- Click **Browse** and select the location where you want to save the PST File. Click **OK**.



- Onwards this click on '**Split**' to start the process.
- 'Splitting completed' message is displayed after the process is completed successfully. Click **OK**. The PST file will be saved at your specified location.

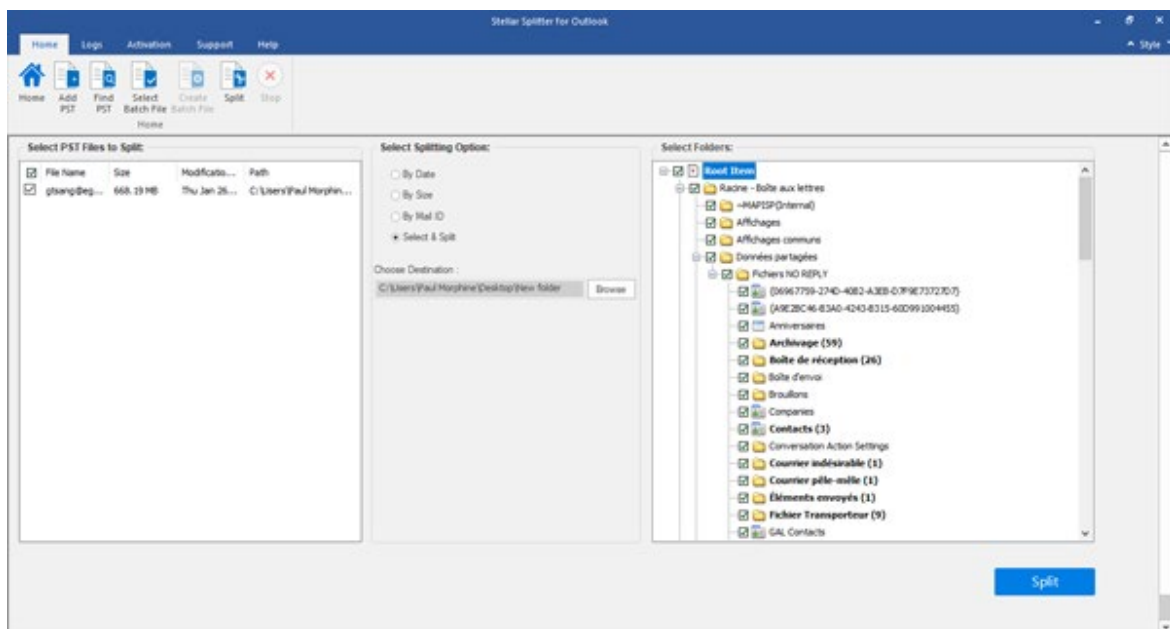


- Once the process is complete, you need to specify the path where a log can be saved for the split operation. This will help you to check the operation activities performed on your PST file.

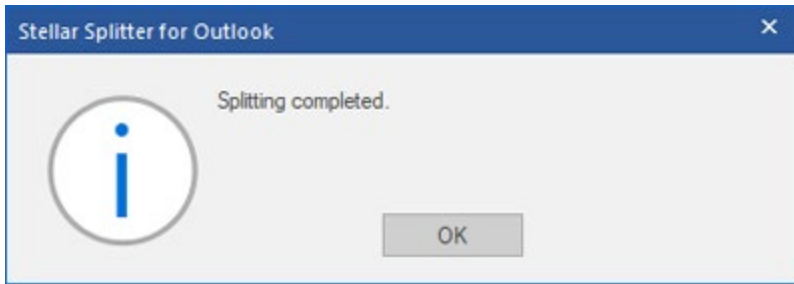
3.3.4. Split Single PST By Selecting Folders

You can select one or more mail folders and create a new PST consisting of selected items only. To split single PST file by extracting selected items, please follow the procedure as described below.

- Start Stellar Splitter for Outlook application.
- Add PST File which you want to split.
- Stellar Splitter for Outlook application window shows a three-pane window. The PST File you added will be listed in the left-pane.
- From '**Select Splitting Option**' section in the middle pane of the screen, click **Select & Split** option.
- A new dialog appears prompting you to proceed to the splitting process.
- Click **Yes** to start the process of scanning the PST file. Once the scanning is complete, application will display a list of all folders found in the file in the right pane of the screen.
- From '**Select Folders**' section in the right pane of the screen, select the folders that you want to be used as split criteria for the file.
- Click **Browse** and select the location where you want to save the PST File. Click **OK**.



- Onwards this click on '**Split**' to start the process.
- 'Splitting completed' message is displayed after the process is completed successfully. Click **OK**. The PST file will be saved at your specified location.

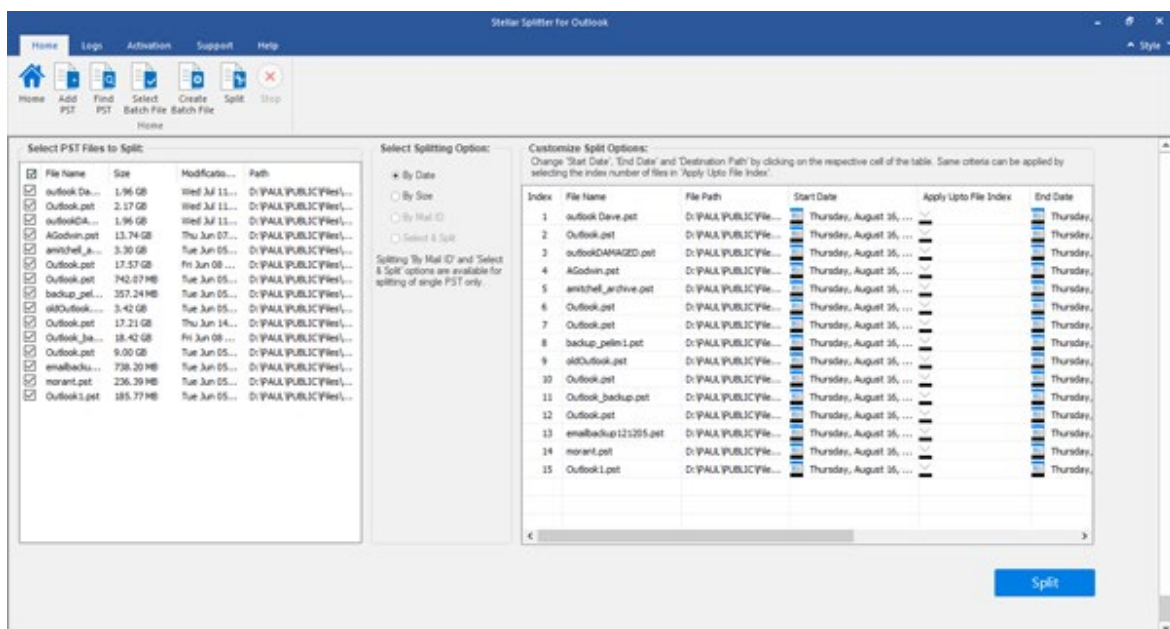


- Once the process is complete, you need to specify the path where a log can be saved for the split operation. This will help you to check the operation activities performed on your PST file.

3.3.5. Split Multiple PST Files By Date

You can select and split multiple PST files stored in a folder. To split multiple PST files, please follow the procedure as described below.

- Start Stellar Splitter for Outlook application.
- Add PST File(s) which you want to split.
- Stellar Splitter for Outlook application window shows a three-pane window. The PST File you added will be listed in the left-pane.
- From '**Select Splitting Option**' section in the middle pane of the screen, select **By Date** option.



- '**Customize Split Options**' section in the right pane of the screen displays the criteria to be set as Index, File Name, File Path, Start Date, End Date, Apply Upto File Index and Destination Path.
- You can specify date range and destination path for each file individually. Application also has an option to apply common settings to a group of files.
- Specify the start date of the date range by clicking on '**Start Date**' column. You can apply the same start date to other files by selecting the index number in '**Apply Upto File Index**' column. For example if same start date is to be applied upto third file in the list then select the value 3 in 'Apply Upto File Index' column.

Customize Split Options:
Change 'Start Date', 'End Date' and 'Destination Path' by clicking on the respective cell of the table. Same criteria can be applied by selecting the index number of files in 'Apply Upto File Index'.

Index	File Name	File Path	Start Date	Apply Upto File Index	End Date
1	a.pst	D:\Pub...	Saturday, January 01, 2000 11:00:56	3	Friday, February 17, 2017 11:00:56
2	Outlook Split.pst	D:\Pub...	Saturday, January 01, 2000 11:00:56	▼	Friday, February 17, 2017 11:00:56
3	task2 Split.pst	D:\Pub...	Saturday, January 01, 2000 11:00:56	▼	Friday, February 17, 2017 11:00:56
4	task2.pst	D:\Pub...	Friday, February 17, 2017 11:00:56	▼	Friday, February 17, 2017 11:00:56

Split

- Specify the end date of the date range by clicking on 'End Date' column. You can apply the same end date to other files by selecting the index number in 'Apply Upto File Index' column. For example if same end date is to be applied upto second file in the list then select the value 2 in 'Apply Upto File Index' column.

Customize Split Options:
Change 'Start Date', 'End Date' and 'Destination Path' by clicking on the respective cell of the table. Same criteria can be applied by selecting the index number of files in 'Apply Upto File Index'.

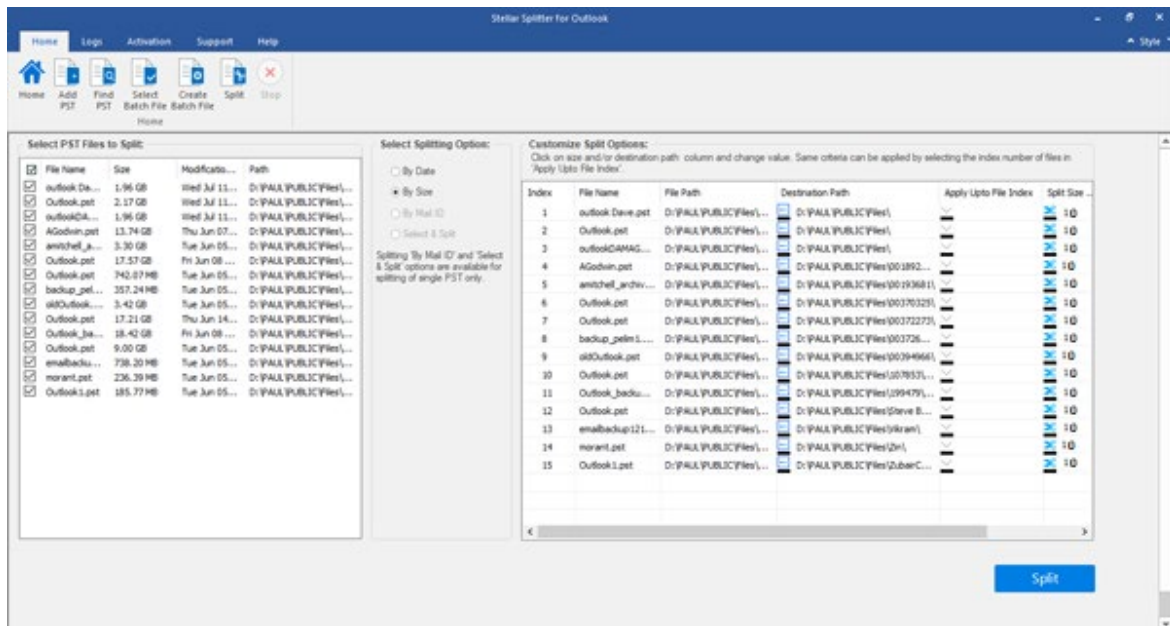
Apply Upto File Index	End Date	Apply Upto File Index	Destination Path	Appl
▼	Sunday, January 31, 2010 11:00:56	2	D:\Public\	▼
▼	Sunday, January 31, 2010 11:00:56	▼	D:\Public\	▼
▼	Wednesday, February 15, 2017 11:00:56	▼	D:\Public\	▼
▼	Friday, February 17, 2017 11:00:56	▼	D:\Public\	▼

Split

- If you want to change destination location of a file then click on the 'Destination Path' column and select a new destination. You can select the same destination path for a group of files by selecting

3.3.6. Split Multiple PST Files By Size

- Start Stellar Splitter for Outlook application.
- Add PST Files which you want to split.
- Stellar Splitter for Outlook application window shows a three-pane window. The PST File you added will be listed in the left-pane.
- From '**Select Splitting Option**' section in the middle pane of the screen, select **By Size** option.



- '**Customize Split Options**' section in the right pane of the screen displays the criteria to be set as Index, File Name, File Path, Apply Upto File Index, Split Size and Destination Path.
- You can specify size and destination path for each file individually. Application also has an option to apply common settings to a group of files.
- Specify the size of the new PST files by clicking on '**Split Size**' column. You can apply the same size criteria to other files by selecting the index number in '**Apply Upto File Index**' column. For example if same size of new PST files are to be created from upto third file in the list then select the value 3 in 'Apply Upto File Index' column.

Customize Split Options:
Click on size and/or destination path column and change value. Same criteria can be applied by selecting the index number of files in 'Apply Upto File Index'.

Index	File Name	File Path	Destination Path	Apply Upto File Index	Split Size (GB)	Apply Upto File Index
1	My Outlook Data 2.49....	D:\Public\...	D:\Public\		20	3
2	Outlook8.pst	D:\Public\...	D:\Public\		20	
3	Personal Folders(CDC)...	D:\Public\...	D:\Public\		20	
4	Personal Folders(1).pst	D:\Public\...	D:\Public\		10	

Split

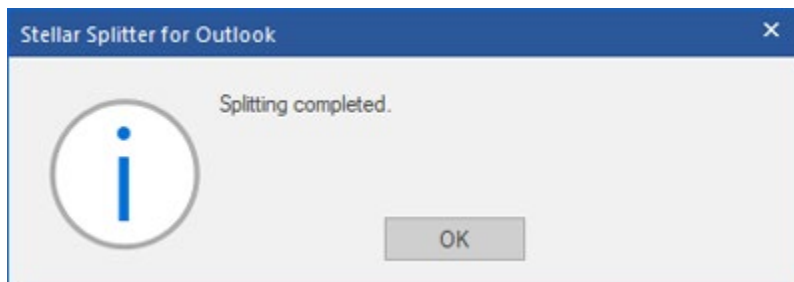
- If you want to change destination location of a file then click on the '**Destination Path**' column and select a new destination. You can select the same destination path for a group of files by selecting the index number in 'Apply Upto File Index', column. For example if same destination path is to be selected for all files in the list then select the value 4 in 'Apply Upto File Index' column.

Customize Split Options:
Click on size and/or destination path column and change value. Same criteria can be applied by selecting the index number of files in 'Apply Upto File Index'.

Index	File Name	File Path	Destination Path	Apply Upto File Index	Split Size (GB)
1	My Outlook Dat...	D:\Public\My Outlook D...	D:\Internal\New folder (2)\	4	10
2	Outlook8.pst	D:\Public\Outlook8.pst	D:\Internal\New folder (2)\	<	10
3	Personal Folder...	D:\Public\Personal Fold...	D:\Internal\New folder (2)\	<	10
4	Personal Folder...	D:\Public\Personal Fold...	D:\Internal\New folder (2)\	<	10

Split

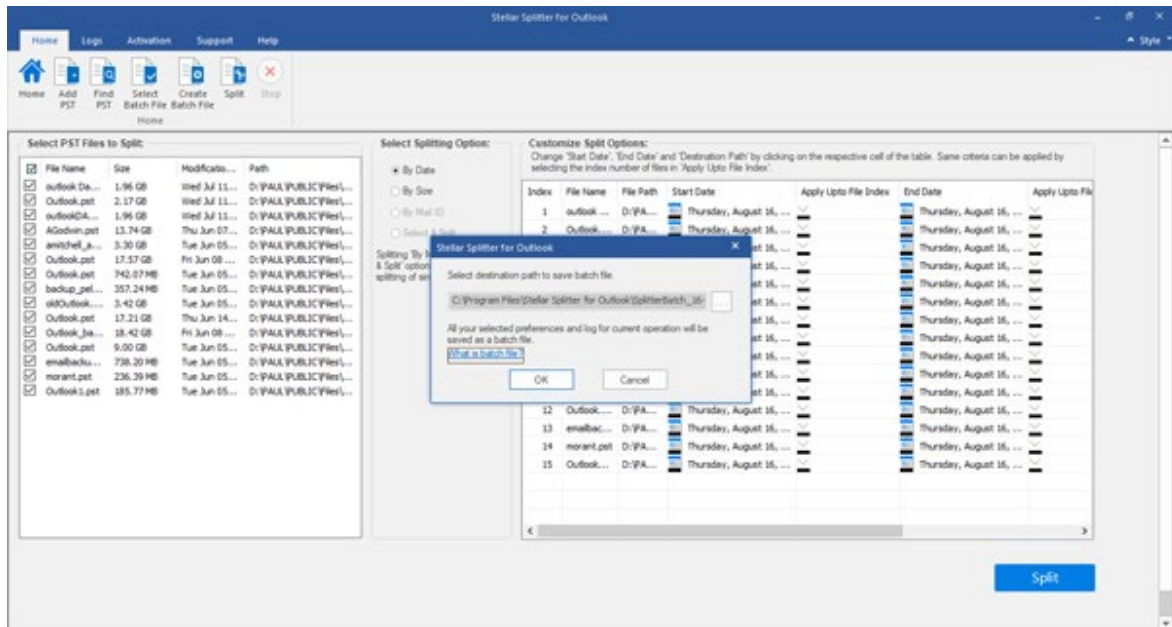
- Onwards this click on **'Split'** to start the process.
- 'Splitting completed' message is displayed after the process is completed successfully. Click **OK**. The PST file will be saved at your specified location.



3.4. Create and Manage Batch Files

Stellar Splitter for Outlook provides you an option to create a batch file. A batch file contains all the information required to split PST files such as number of files selected, their location path, destination path of output file, start date, end date, processed status or any other detail as required by the process. It can be used as input file once it has been created either by user or by the application. It can also be used to review the number of files processed or to get information about selected files.

A batch file is created either by the application itself before the initiation of process or by the user to use the batch file as input to split process. When a batch file is created by the application then it has a file extension of **.DAT** and user created batch file is saved with a file extension of **.TXT**



To create a batch file for time based splitting

Follow the steps mentioned below to create a batch file for time based split operation:

- Open Notepad.exe
- Create a structure as given below:

First file source path;First file output destination path;First file start date;First file end date;Second file source path;Second file output destination path;Second file start date;Second file end date;

- Date must be in MM/DD/YYYY format.
- Example: C:\PST1\Test1.pst;E:\Split_Destination1\;03/23/2000;09/05/2009;D:\PST File2\Test2.pst;D:\Split Destination2\;11/02/2001;05/28/2008;

Note: There should be no space between parameters, even if they are for different files as shown above. Parameters are separated by semi colons.

To create a batch file for size based splitting

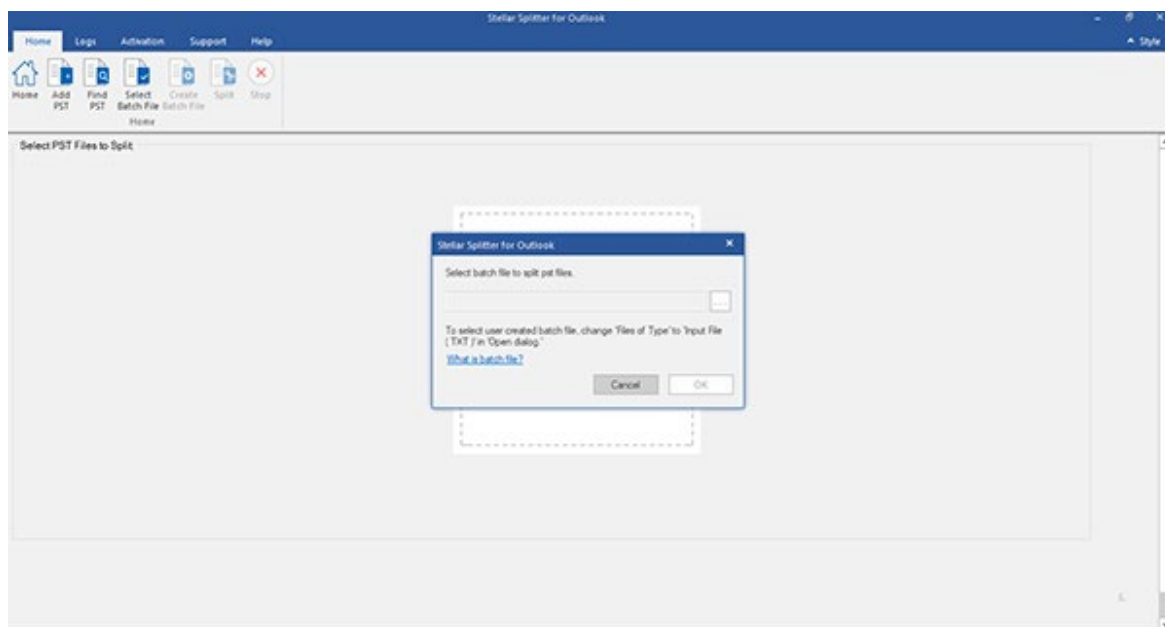
Follow the steps mentioned below to create a batch file for size based split operation:

- Open Notepad.exe
- Create a structure as given below:
First file source path;First file output destination path;First file split size;Second file source path;Second file output destination path;Second file split size;
- Size must be in GB and no fraction in size is accepted. Size should be greater than 5GB and can have a value of 10GB, 20GB, 30GB or 50GB.
- Example: C:\PST1\Test1.pst;E:\Split_Destination1\;2;D:\PST2\Test2.pst;D:\Split_Destination2\;7;

Note: There should be no space between parameters, even if they are for different files as shown above. Parameters are separated by semi colons.

To use already created batch file to split PST files

Already created batch file can be used to split multiple PST files that are either saved at different locations or are stored in a folder.



A batch file created for time based splitting can be used to split:

- Multiple PST files at different locations.
- Multiple PST files with multiple date ranges.
- Multiple PST files located in a folder.

A batch file created for size based splitting can be used to split:

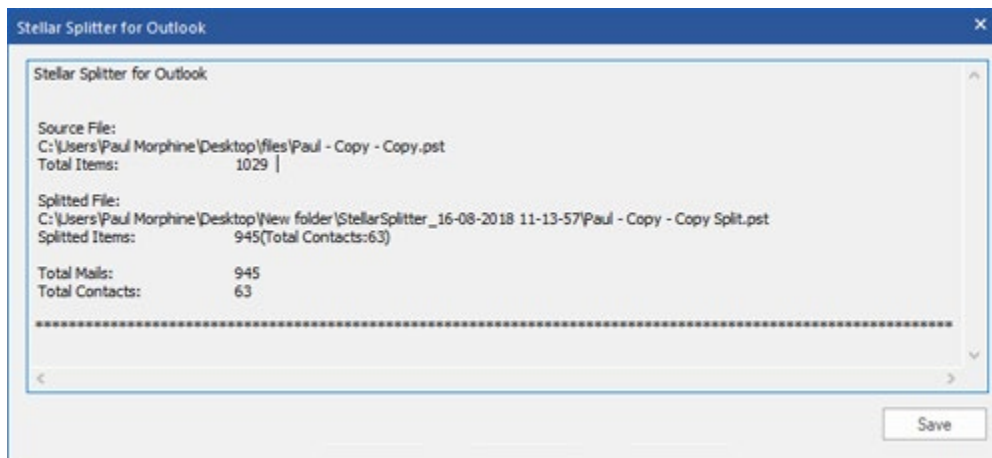
- Multiple PST files at different locations.
- Multiple PST files located in a folder.

3.5. View and Save Log Report

With **Stellar Splitter for Outlook**, you can save the Log Report to analyze the split process at a later stage.

To save log report:

- From **Logs** Menu, select **Log Report**.
- A log window appears on the screen displaying the details of the split file(s).



- Click **Save** button.
- In **Save Log** dialog box, click **Browse** and select the location where you want to save the log report. Click **OK**.

4. Frequently Asked Questions (FAQ)

1. Which version of MS Outlook is supported by the software?

The software supports PST Files made with MS Outlook 2003, 2007, 2010, 2013, 2016 and 2019.

2. Does the software maintain the integrity of the original PST files while splitting them?

Yes, the software maintains the integrity of the original PST files while splitting them.

3. Is it necessary to have MS Outlook installed on to the system where I want to split my PST file?

This application requires MS Outlook installed on to the system where PST file is being split.

4. How can Stellar Splitter for Outlook help me search for the location of PST file in the computer?

You can search for PST file in a specific drive or folder using **Find PST** option of the software. For more details, please refer Find PST Files topic of the help manual.

5. Can I split multiple PST files stored at different locations on the basis of date?

You can split multiple file stored at different locations. Click here to check step by step procedure to split multiple files at different locations based on date range.

6. Can I split multiple files stored at different locations on the basis of size?

You can split multiple file stored at different locations. Click here to check step by step procedure to split multiple files at different locations based on size criteria.

7. Can I split PST file on the basis of a mail id?

Yes, you can split a single PST file according to e-mail ids. For more details, please refer Split Single PST By Mail ID topic of the help manual.

8. Can I split my contacts & Calendars?

When a PST file is split using date range, all contacts and calendar items are added to the newly created PST file.

In case where PST file is split using size criteria, contact and calendar items are added to any one of the PST file. You can find out this by checking the log of split operation.

9. What is a batch file?

A batch file keeps all the settings and inputs of user for splitting multiple files. A batch file contains all the information required to split PST files such as number of files selected, their location path, destination path of output file, start date, end date, processed status or any other detail as required by the process.

It can be used as input file once it has been created. It can also be used to review the number of files processed or to get information about selected files.

A batch file is created either by the application itself before the initiation of process or by the user to use the batch file as input to split process. When a batch file is created by the application then it has a file extension of **.DAT** and user created batch file is saved with a file extension of **.TXT**

The default location of batch file will be in Installation folder of the application.

10. How can I create my own batch file?

Creating a batch file makes splitting task very easy to follow. Click here to know step by step procedure to create a batch file.

11. Can I create another PST file of one or more folders from my original PST file?

It is possible to create a new PST file having only selected folders from original PST file. Click here to know step by step procedure to create PST file with one or more folders in How To section of this manual.

12. What is "Apply Upto File Index" and how to use it?

"**Apply Upto File Index**" is a very useful option that allows you to select same value of a criteria for multiple files. This saves you from selecting the value for every individual file separately. You can read the complete procedure of splitting PST files based on **Apply Upto File Index** in Split Multiple PST Files By Date and Split Multiple PST Files By Size section of this manual.

13. Can we save process log?

Yes, **Stellar Splitter for Outlook** gives you option to save log report of the process.

To save log report:

- From **Logs** Menu, select **Log Report**.
- In **Save Log** dialog box, select the location where you want to save the log report. Click **OK**.

14. I have a PST file exceeding 50 GB of size, does the new PST file generated will have same size as that of source PST file ?

For large files, **Stellar Splitter for Outlook** automatically splits the new PST file in small sizes. The size of the split files will depend on the version of Outlook installed on your computer: If you have Outlook 2007 installed, the new PST will be split at approximately 18 GB size. If you have Outlook 2010 or above installed, the new PST will be split at approximately 45 GB to 48 GB of size.