

# Significant Bits

**Journal of Brisbug PC User Group Inc.**



**Vol 39 No 02**

*18 February 2024*

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## Meeting Timetable

### Mitchelton Library Helios Parade Mitchelton

9:30am	Q&A	John Tacey
11pm	Could not think of one so decide on the day.	Keith
1:00pm	Lunch -- Report to the Club	
2:00pm	Linux Ubuntu Mate Workshop	Keith

If you have a question that may need a bit of a look up, let me know before the meeting

Presentation can be done using Power Point and shared screens.



# Significant Bits

Journal of Brisbug PC User Group Inc.

## SIGNIFICANT BITS

the Journal of  
**BRISBUG PC USER GROUP INC.**  
*A Computer Club for users of  
PC-type computers*  
Telephone No. 07 3353 3121

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<https://www.brisbug.asn.au>

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## CLUB NOTICES

### CLUB INFORMATION LINES

Info Line (07) 3353 3121

The Members' Web Page

### Meeting Days

18 February 2024

17 March 2024

21 April 2024

19 May 2024

16 June 2024

21 July 2024

18 August 2024

22 September 2024

20 October 2024

17 November 2024

22 December 2024

## Magazine

**Editor**  
Chris Haydock

**Proof-reader**  
John Tacey

### Submission Deadline

**Friday 2 February 2024**

Please use e-mail if possible

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Hi All,

I think we had quite a good interactive meeting in January to get the year started.

We discussed the Linux Workshop and to use that in the afternoon sessions, unless another topic arises to address. I advised that we will have some laptops (4) provided they are all working, to use for the workshop so members can have hands on during the session, but dependant on U3A handing them over.

We will use Ubuntu Mate as the common base so we all can work through the same issues and problem solve. We have two Raspberry Pi devices an older 3b unit and the recent purchase of a Pi 400. Both have Ubuntu Mate installed, so they can be used (with the proviso that they require a monitor) by members taking them home between meetings to try them out as an alternative "computer" form.

We have had all renewals in except for one. One member advised he would not be renewing.

We have renewed our membership with the American APCUG and hope to maintain the flow of articles they provide for our Magazine. I pointed out at the meeting, that you can access various videos that APCUG put up.

All for now

See you at the meeting

*Keith*

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comment · field**

# Reports

## Presentation and Education

Presentation:

Morning 11am. Could not think of one so decide on the day.

Afternoon 1pm: Linux Ubuntu Mate workshop.

## Membership Report - Gary Woodforth

We had 7 members at the January meeting.

Fees for the year 2024 are due. The cost this year is \$10.00.

---

# Treasurer's Report

**January 2024**

Opening Balance at 1/12/22	2254.01
<b>Income</b>	
Bank Interest	0.01
Member renewals	20.00
<b>Total Income</b>	<b>20.01</b>
<b>Expenses</b>	
<b>Total Expenses</b>	<b>0.00</b>
<b>Month's Gain</b>	<b>20.01</b>
<b>Balance at 31/1/24</b>	<b>2274.02</b>

*Ross Skyring*

*Treasurer*

# John's Jots

By John Tacey



## Q&A - January meeting

John was on "sick leave" and his guidance was missed.

As a consequence the Q&A was run openly and sadly notes are limited.

This is my best remembrance of the discussions.

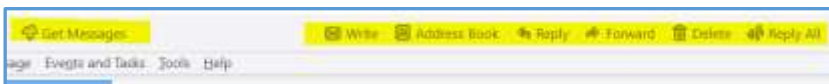
## Thunder Bird Mail App.

### How to set the layout to show preview vertical.

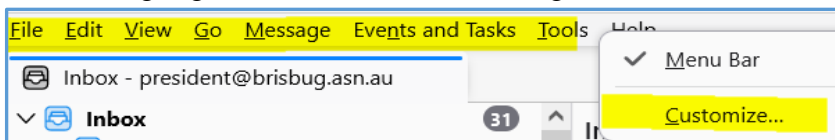
This was solved using the menu and the layout option selecting the vertical view.

### The install also did not have function tabs set.

So demonstration of setting custom tab row.

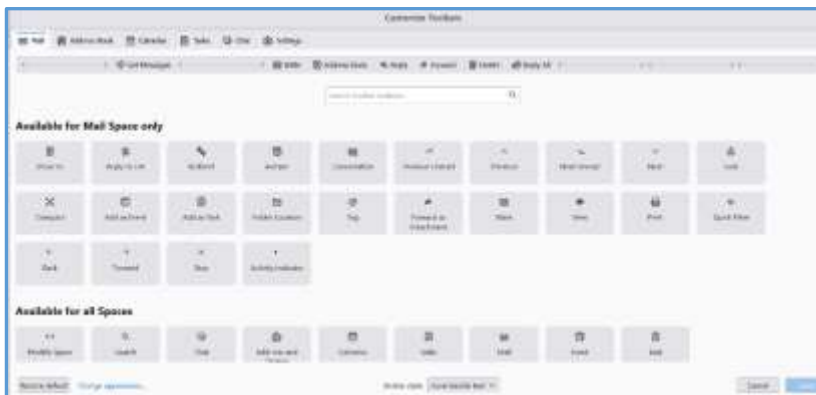


The highlighted functions were missing.

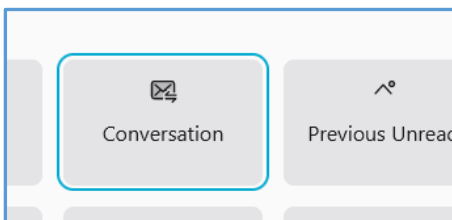


Point on the menu bar and right click.

Select Customised.



This opens a set of functions you can add the function bar



Select an item, I have selected Conversation for this example.



Left click on the selected item and hold,

Drag it to the bar showing the items on the function bar.

Locate it where you want it and drop it.

The item is now on the bar. Click save to save it and close the customise list.

The item is now available for use and shows all the time.

To remove an item from the bar open the customise list and then click and hold the item to be removed then drag it into the customise list and drop it.

Again click save, to save the change.

## Email server passwords failing Thunderbird.

I advised on my issues with multiple email and the SMTP servers getting mixed up to the extent I kept getting requests for "enter a password" that did not then work.

In the end I looked around and found where the passwords are in Thunderbird and then checked them against accounts. In many instants I simply deleted all passwords and then went through the process of putting them in again.

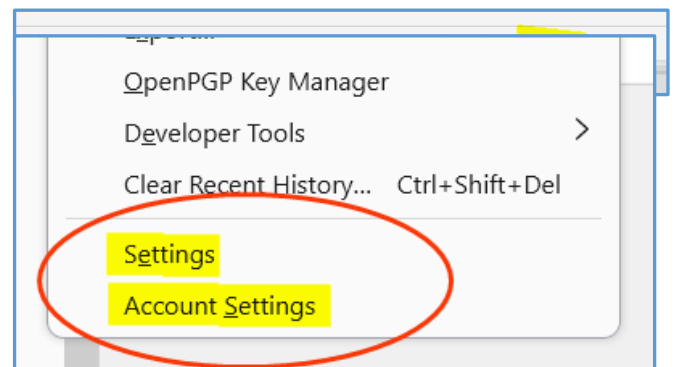
While that appears to have worked, I am just waiting for it to fail again.

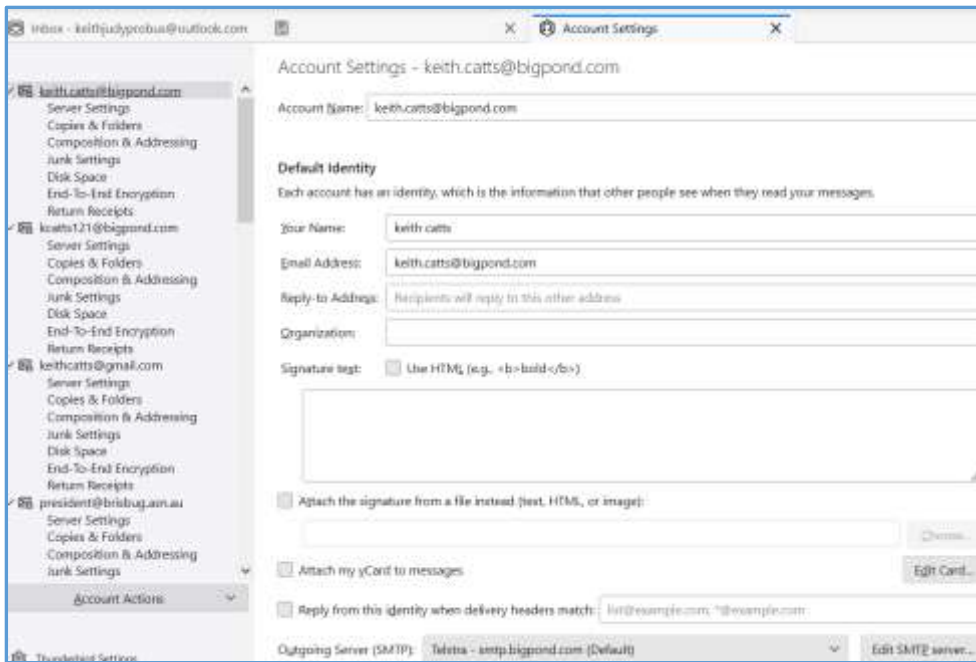
I always have the menu bar in place in Thunderbird (and any other programme) because it offers access to the options in the programme.

With Thunderbird the mail accounts are found under tools

Click Tools to open the drop down.

Click on Account Settings.

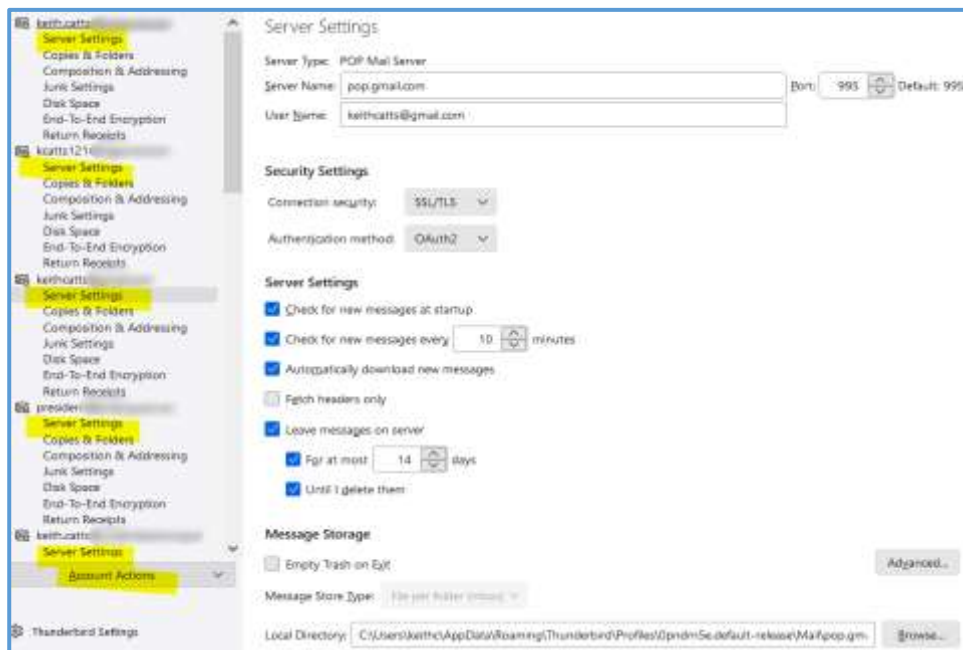




This screen shows all the accounts linked to Thunderbird.

From this you can view the settings for each account.

Within each account are the server details.

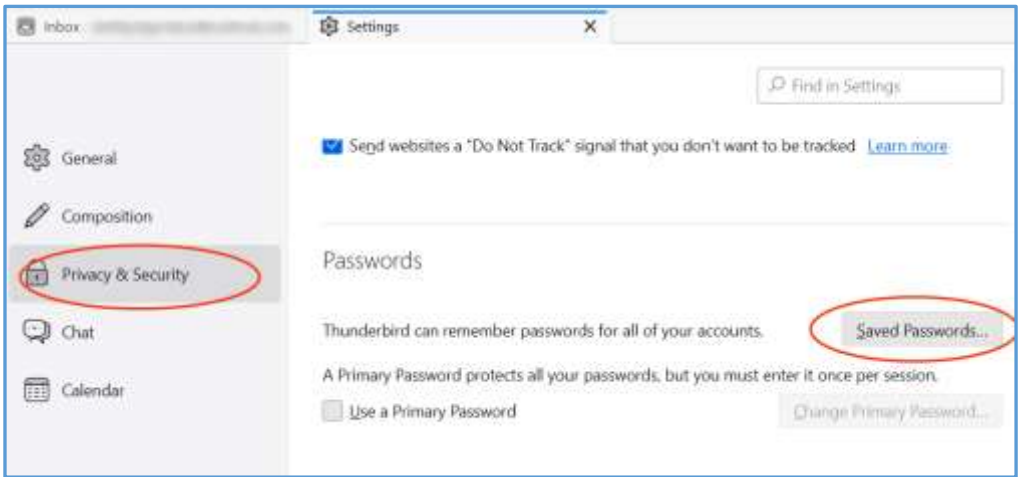


Here you can check if the server setting are correct and you may need to search Gmail etc. to find the correct ones. Port numbers; security type.

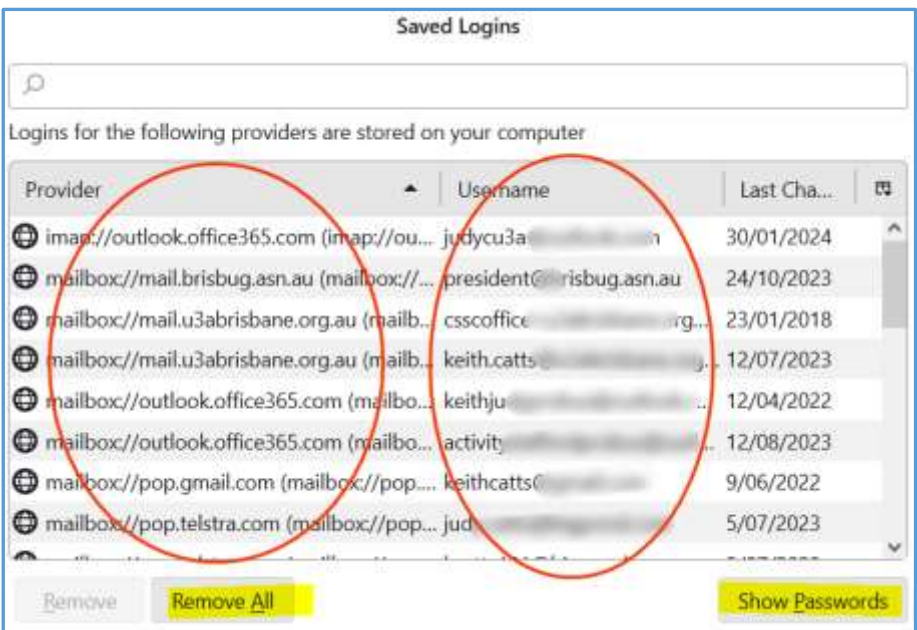
Now click on the settings option from the tools drop down list.

These are setting you should go through for any programme to see it meets your requirements.

Click on Privacy and Security

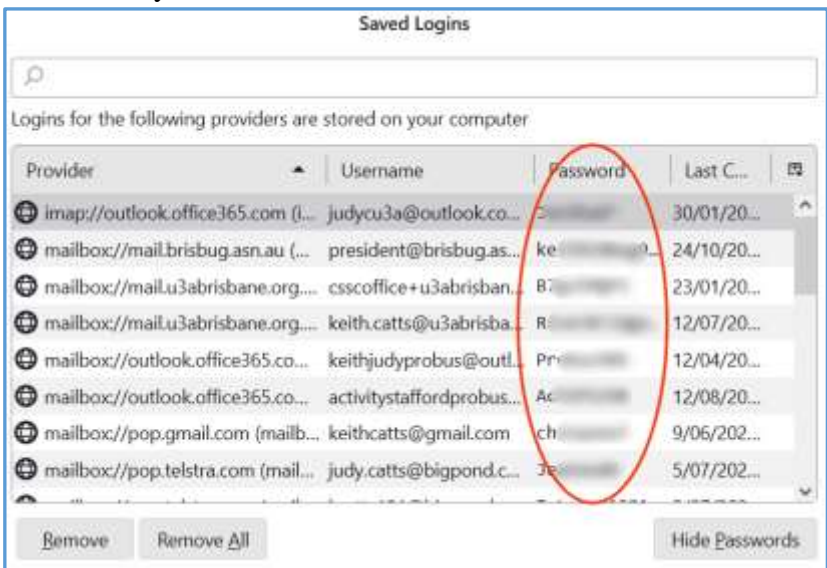


Click on Saved Passwords.



Shows all the accounts and what group supplies the server.

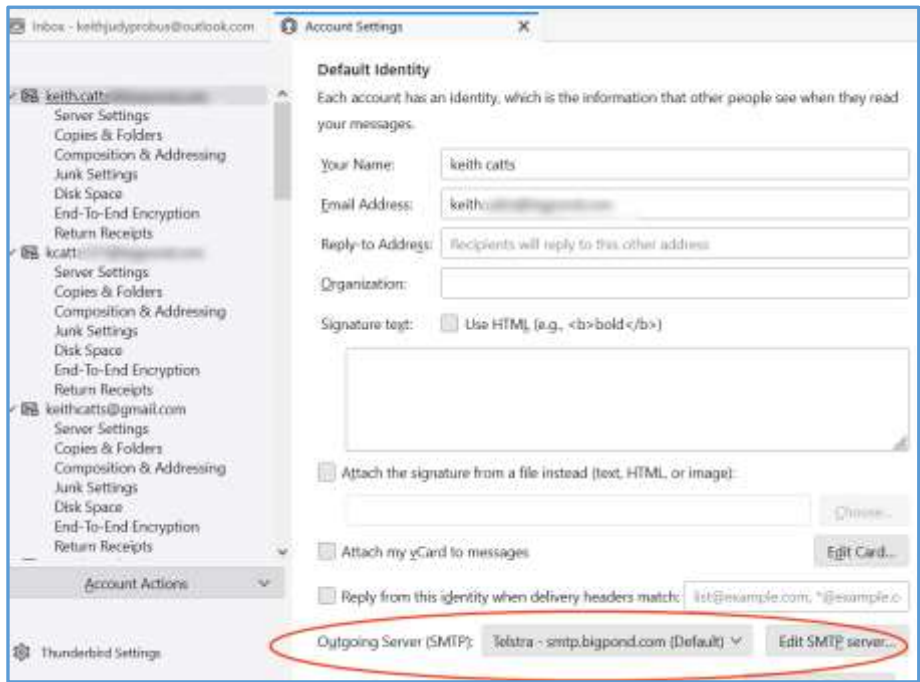
Click to reveal the passwords. Here you can check to see if they are correct.



Here the password are shown and the date they were entered.

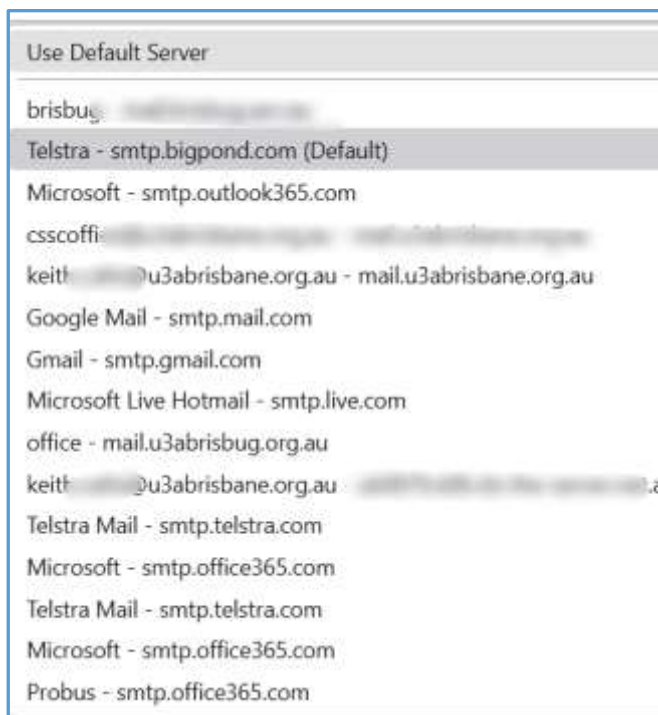
Click on Remove or Remove All to clear them out and then return to the programme. When you next select an account it will ask you for the password. This will rebuild the accounts.

Finally you can check the SMTP setting using the Account settings selecting for each account.



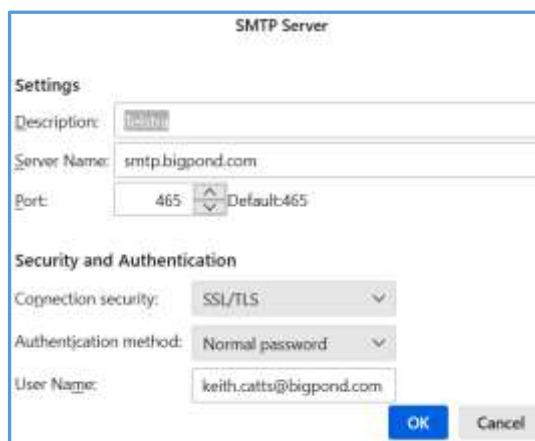
The SMTP server is shown on the first page.

Click the drop down to see what other SMTP servers listed?



Here is a list and it show some of the complications in my programme.

You may see a duplication and you may see that the same supplier has different SMTP settings.



Click on the drop down chevron and you will see the details of the SMTP server.

Got a problem follow these steps and see if you can sort it out.

Keith



## APCUG ARTICLES

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## APCUG Supports Safer Internet Day!

By [APCUG Administrator](#) February 6, 2016



Tuesday,

February 9

<https://www.saferinternetday.org/>

Safer Internet Day (SID) is organised by the joint Insafe/INHOPE network, with the support of the European Commission\*, each February to promote safer and more responsible use of online technology and mobile devices, especially among children and young people. Celebrated on the second day of the second week of the second month, each year on Safer Internet Day thousands of people join together to participate in events and activities to raise awareness of online safety issues, right across the globe.

The online safety landscape has evolved over recent years from a focus on creating a 'safer' internet to creating a 'better' internet. Whether we are children and young people, parents and carers, educators or social care workers, or indeed industry, decision makers or politicians, we all have a role to play.

In championing a better internet, the theme aims to encourage people to play their part in making the most of the positive opportunities offered online, while giving them the resilience, skills, knowledge and support they need to navigate any online risks they may come across.

There are ways in which we can all contribute:

- Children and young people can help to create a better internet by being kind and respectful to others online, by protecting

their online reputations (and those of others), and by seeking out positive opportunities to create, engage and share online. They can help to respond to the negative by being 'helpful bystanders': supporting peers if they encounter issues online, taking a stand against cyberbullying, and reporting any inappropriate or illegal content they find. Above all, children and young people should be encouraged to take their stand as digital citizens of the future – participating in debates on the future of the internet, and making their voices heard.

- Parents and carers can help to create a better internet by maintaining an open and honest dialogue with their children about their online lives, by supporting them with their personal development online and helping them to deal with any concerns or issues, seeking out positive opportunities to engage with their children online, and helping their children to find and use good quality digital resources. They can help to respond to the negative by staying engaged with their child's online activity (as appropriate to their age), by modelling positive online behaviours themselves, and by also reporting any inappropriate or illegal content they find.
- Educators and social care workers can help to create a better internet by equipping children and young people with the digital literacy skills they require for today's world, and giving them opportunities to use – and create – positive content online. They can help to respond to the negative by supporting young people if they encounter problems online, and by giving them the resilience, confidence and skills that young people need to navigate the internet safely.
- Industry has a role to play by creating and promoting positive content and safe services online and by empowering users to respond to any issues by providing clear safety advice, a range of easy-to-use safety tools, and quick access to support if things do go wrong.

- Decision makers and politicians need to provide the culture in which all of the above can function and thrive – for example, by ensuring that there are opportunities in the curriculum for children to learn and teachers to teach about online safety, ensuring that parents and carers have access to appropriate information and sources of support, and that industry are encouraged to self-regulate their content and services. They must also take the lead in governance and legislation, and ultimately ensure the safety and wellbeing of children and young people through effective child protection strategies for the online world.

## Celebrate World Password Day

By [APCUG Administrator](#) May 3, 2019



On May 2, celebrate World Password Day by leveling up the strength and complexity of these most critical of security measures — your passwords.

New Avast research\* shows that 25% of connected users worldwide have never changed their passwords. Are you one of them? Our research also reveals that 83% of Americans use weak passwords that are easy to [crack](#).

**World Password Day** is May 2nd, which makes it a perfect time to address this crucial cybersecurity issue. Using weak passwords, or reusing the same ones for different accounts, makes you an easy target for [hackers](#). Once they figure out your password, they can access your personal data, bank accounts, emails, social media accounts, and more.

### Why is using a strong password important?

Further results from our research show that 50% of the connected global population uses the same password for multiple accounts. Up to a third of the users in France, for example, have never changed their passwords, citing laziness as one of the main reasons why. By comparison, only 18%

of US users have never done so. This type of behavior puts accounts at risk of being hacked. When a data breach happens, the compromised login credentials are often sold to cybercriminals on the darknet. Those criminals in turn try to use those credentials to access as many accounts as possible, knowing people often use the same password for multiple accounts.

Unfortunately, many people around the world — including 83% of Americans — use weak passwords that are easy to crack. Cybercriminals take advantage of this by trying to brute force their way into accounts. In a **brute force attack**, automated software is used to try different combinations of usernames and passwords until it finds one that works. Often, cybercriminals also perform **dictionary attacks**, which is a method of gaining account access by entering dictionary words commonly used for passwords.

Strong passwords are much more difficult to crack, and they help to better protect your personal data. With so many data breaches in recent years, there is a high chance that your own info has been compromised. If you haven't changed your passwords in a while, we recommend that you do so now, making each one strong and unique.

### Why you should not use the same password on multiple accounts

Half of connected users worldwide use the same password to protect more than one of their online accounts. This is very risky. If hackers crack your password or gain access to it after a data breach, they will then use it to try to log in to your other accounts, knowing that so many people recycle their passwords. After a data breach, passwords should be changed immediately to keep your data safe, especially if any one password was used to protect multiple accounts.

Knowing this, it's alarming that almost two out of three people worldwide have never checked to see if their email address had been involved in a data breach — in Japan, 78% have never checked, and in the US, 58% have never checked.

As a reminder of password best practices, follow these tips the next time you change your password... which is hopefully soon!

## Weak passwords

Including personal information in your password is not a very clever idea. Cybercriminals can find publicly posted personal info on your social media accounts, which they can then use to try and guess your passwords. To create a strong password, use common sense and stay away from the very obvious like “123456,” “qwerty,” and “password.” We also recommended that you avoid using the following information, which too often can be found on social media profiles:

- Your own name or the name of a family member
- Your pet’s name
- Your birthday
- Words related to your hobby
- Part of your home address

“Cybercriminals collect personal data, like login credentials, from various sources including data breaches, and sell it on the darknet for other cybercriminals to abuse,” says Luis Corrons, security evangelist at Avast. “Creating strong and unique passwords for each online account is nearly impossible, which is why people create weak passwords that are easy to remember or re-use passwords for multiple accounts. Cybercriminals take advantage of this behavior by trying to infiltrate accounts through brute force, attempting to use personal information to guess other passwords, or purchasing leaked credentials on the darknet to log into further accounts.”

## How to create strong passwords

According to Luis Corrons, using a [password manager](#) is the best option to create a [strong password](#). Unfortunately, on average only 2% of users around the world use one. If you want to use a password manager, you can [download Avast Passwords here \(it’s free!\)](#).

If you decide not to use a password manager, at least remember these tips:

- If possible, passwords should consist of at least 16 or more characters
- You should use numbers, special characters, and both uppercase and lowercase letters
- Avoid any words related to yourself or the service the password is protecting

Additionally, it is important to use two-factor authentication wherever possible. That way, if your password is compromised, you will be alerted if someone attempts to log into your account, allowing you to change your passwords. Remember to also use a [VPN](#), especially on public Wi-Fi, to prevent anyone else on the network from spying on your internet activity and getting their hands on your passwords.

And last but definitely not least, install an [antivirus](#) on all of your devices if you haven’t done so already. Antivirus software detects, prevents, and removes [malware](#), like [viruses](#) and [trojans](#). It also blocks [keyloggers](#), which are capable of stealing passwords.

*\*Avast Password online survey conducted among 18,981 Avast users globally between October 2018 and January 2019.*

## How to Find Files,

a Tutorial by Al Williams, President, Willow Valley Computer Club  
atwilliams136@gmail.com

Did you ever want to find a file but couldn’t remember where you put it? Or, perhaps you couldn’t remember all of the file name?

*There are ways to find files on your device.*

Whether you have an iPhone, iPad, Android, Linux, or Windows device, they all have utilities to help you find files. Windows has a built-in search function but doesn’t allow specially designed searches. In this article, I will describe the tool, Everything, which quickly finds files and folders on Windows devices, allows specially designed searches and shows all possible search results. Several residents have tried this tool and like it. I think you’ll find it very helpful. I’ve written the article for those who are entirely new to *Everything*, those who have experience and wish for an intermediate understanding, and those who would like an explanation of *Everything*’s advanced features. I’ll provide information about utilities for other operating systems at the end of this article.

***This section is for those who are entirely new to Everything.***

What is Everything?

*Everything* is a free utility that finds files or folders. It can also find a file that contains user-specified text.

### How do I install *Everything*?

*Everything* is found at <https://www.voidtools.com>

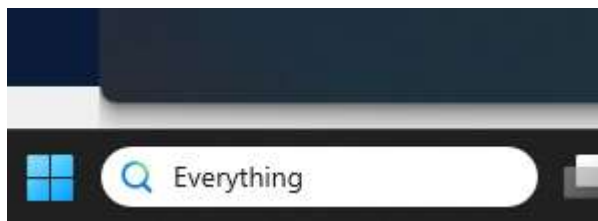
The webpage shows multiple ways to download *Everything*. For most users, the *Download Installer 64-bit* choice is best. You download the file and then install it by double-clicking the filename. However, if you wish to try it without installing it, *Download Portable Zip 64-bit* is the best choice. You could use the popular 7-Zip program<sup>i</sup> to unzip this download to use it.

However, Windows has built-in unzip capability in Windows 10 at<sup>ii</sup> or<sup>iii</sup> and Windows 11 at<sup>iv</sup>. If you choose to install, *Everything* installs in the same way as other programs.

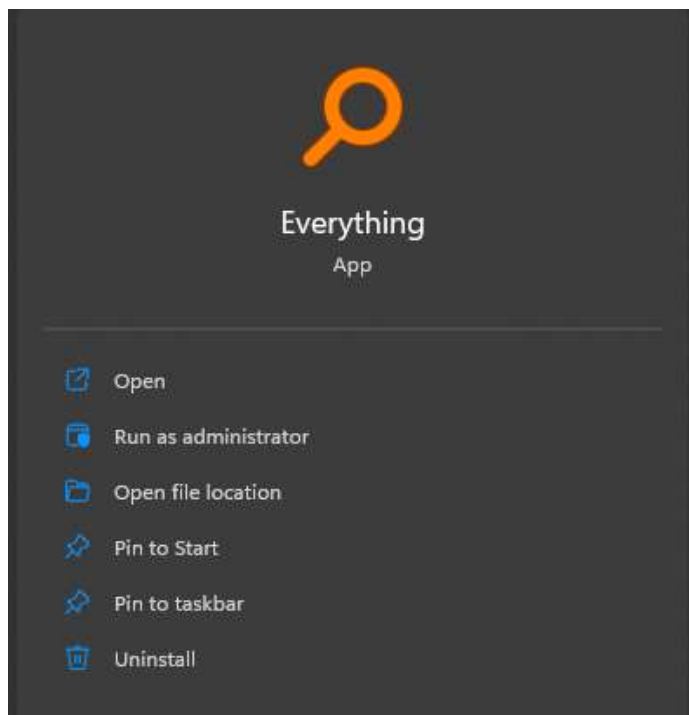
### How do I open *Everything*?

Once installed, an easy way to open it is to type *Everything* into the Search field, as shown in the following window. I am using a dark theme. Your window will look similar but may have different colors.

If you are using the portable version of *Everything*, you cannot find *Everything* by typing *Everything* into the search window. Instead, you'll need to find the folder containing the unzipped *Everything* app and double-click the app to open *Everything*.



Then, click on the Open option. See below.



Initially, you may not see anything in the *Everything* window as *Everything* updates its database by finding all the files on your computer. After it has found the files, a window similar to the window below will appear. The files that will be listed in your *Everything* window should be very different from those in my computer listed below.



If you look at the bottom left-hand corner of the above window, you'll see that I have over 1 million files on my computer's hard drives and my external hard drives. *Everything* states in their FAQ webpage that it takes about a minute to find a 1 million files. You likely have fewer files, and *Everything* will not need a minute to find all your files.

### How do I use *Everything*?

To demonstrate how *Everything* works, I've created these files on my computer and put them into an *Everything* Demo C Drive folder.

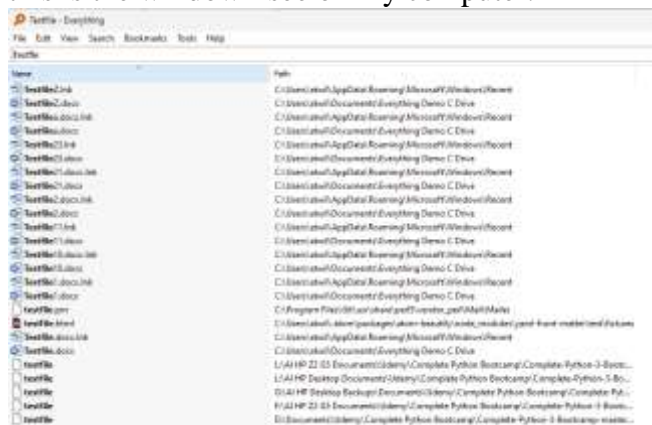
Testfile.docx

Testfile1.docx

Testfile10.docx  
 Testfile11.docx  
 Testfile2.docx  
 Testfile21.docx  
 Testfile23.docx  
 Testfilea.docx  
 TestfileZ.docx

To understand this tutorial, it would be good to install or use the portable version of *Everything* and follow the steps below.

When I enter Testfile into *Everything*'s search box, this is the window I see on my computer.

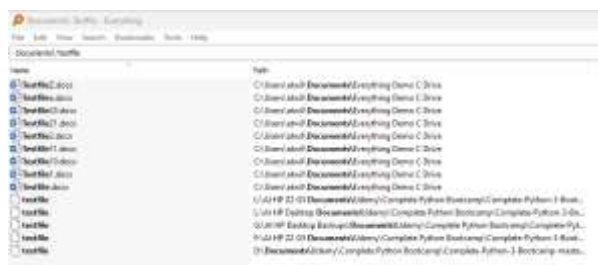


The above window shows that *Everything* will display only the files that contain the characters Testfile in the filename. You can, of course, search for any characters in a filename.

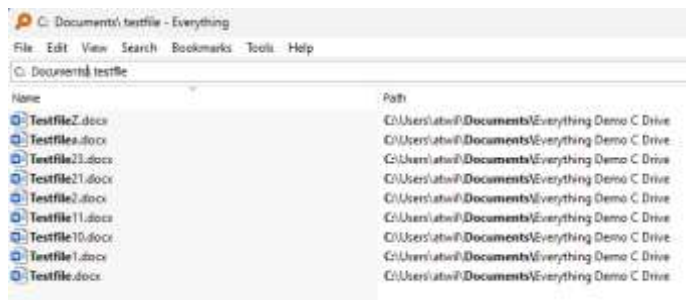
You'll notice some link files that Windows created in addition to the files I created. In addition, I've taken a Udemy course that uses a file named testfile which appears at the bottom of the window. While looking at the window, note that the Udemy testfile is in another hard drive on my computer, the D: drive, and on two external hard drives, G: and L:. *Everything* will also display files on flash drives. This window shows that *Everything* has searched for all files on my computer.

I can cause *Everything* to display only the .docx files, that is, to not include the .docx.lnk files, by typing in the search field a few spaces, then Documents\, and then Testfile. The Documents\ instructs *Everything* to look only in the Documents folder. You could use a different folder for searching, such as Videos\ or Pictures\. In all cases, the \ symbol indicates that Documents, Videos, or Pictures is not the name of a file but rather the name of a folder. The result of adding Documents\ is

shown in the next window. The .lnk files are no longer displayed.

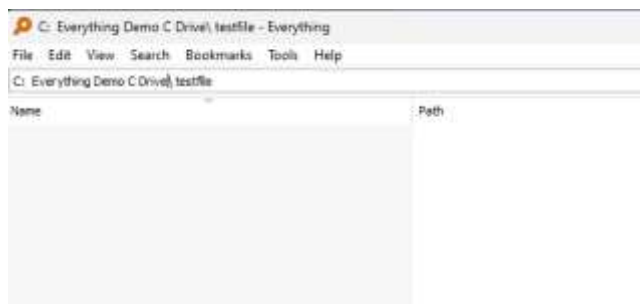


However, at the bottom of the screen are the multiple testfile entries from other drives on my computer. Those files are also inside a Documents folder on those drives. I can choose which hard drive I want to view. In this case, I want to view only files on my main hard drive, the C: drive. The below window shows how to add the C: drive criteria and the resulting search.

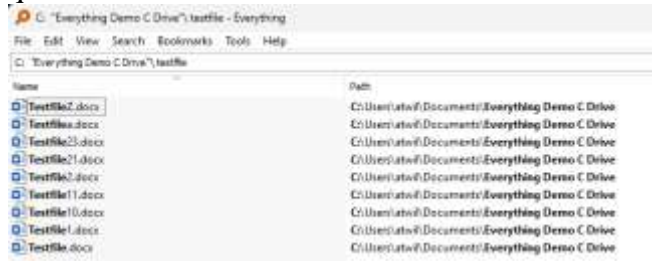


The above search is called an AND search. It says: Search only the C: drive. Then, search only the Documents folder in the C: drive. Finally, it says to find all possible Testfile files in the Documents folder. You could reverse the thought process by saying that you will find all Testfile files in the Documents folder on the C: drive.

Instead of instructing *Everything* to use the Documents\ to find the files, I could use another folder. Let's try using the folder containing the testfiles, *Everything Demo C Drive*. The below window shows the results when I replace Documents\ with Everything Demo C Drive\.



There are no results. *Everything* understands that a space separates file names or folder names that are part of an AND search. If I enclose a folder or file name that includes spaces with quotation marks, then *Everything* sees the entire quoted string as a file name or folder name. The search using the *Everything* Demo C Drive folder is shown below in this demonstration. Note that the \ symbol indicating a folder is immediately after the quotation mark.

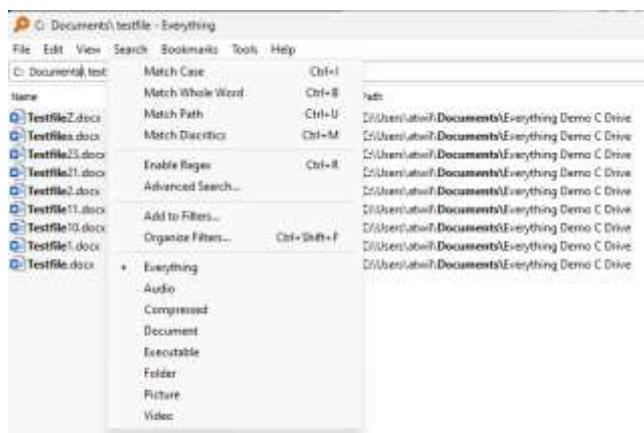


The above completes the demonstration of a normal search.

Normally, the above technique will find all the files you're looking for because, usually, you'll be looking for just a few files.

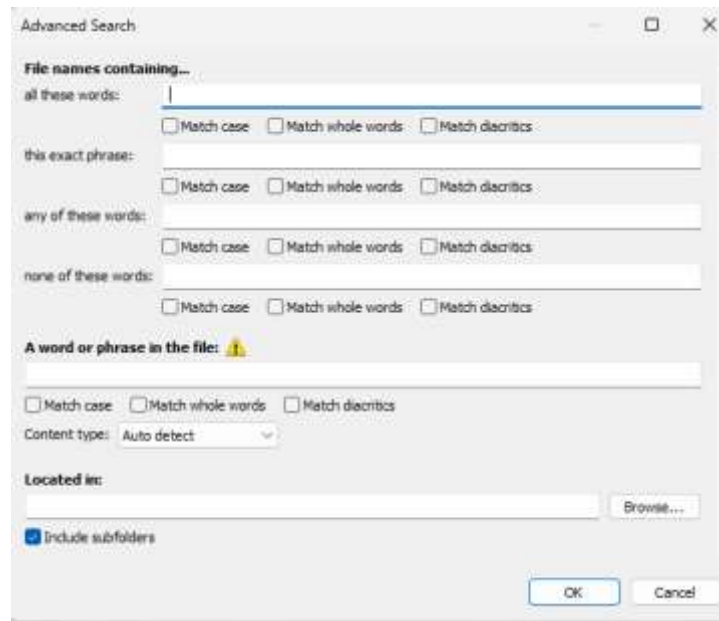
***This section is for those who would like an intermediate understanding of Everything.***

*Advanced Search*  
However, if the above normal search technique shows many files and you need help finding a specific file or set of files, *Everything* offers two ways to do so. It provides a feature called *Advanced Search* and another feature called *Regex*. To get to the *Advanced Search* window, click on *Search* on the menu bar and then click on *Advanced Search*. See the window below.



*Advanced Search – Finding Files*  
The *Advanced Search* window is displayed after

you click on *Advanced Search* in the menu. See below.



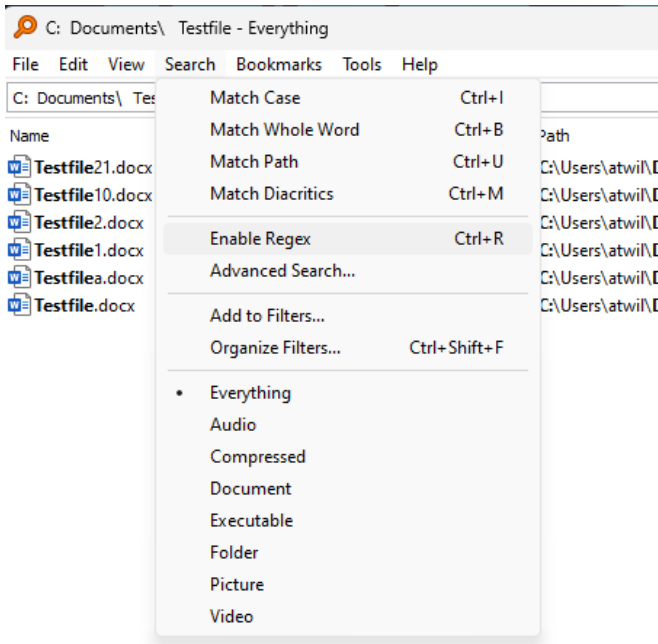
The *Advanced Search* offers many ways to find files and folders. I think the user interface is very easy to understand and I recommend exploring *Advanced Search* by trying its options.

*Advanced Search – Finding a file that has the desired text*

*Advanced Search* also offers a way to search for a word or phrase in a file, as shown in the bottom part of the *Advanced Search* window. This search is very slow. You should restrict the search to just a few files so that a result is displayed in a reasonable amount of time.

***This section is for those who would like an advanced understanding of Everything. Regex***

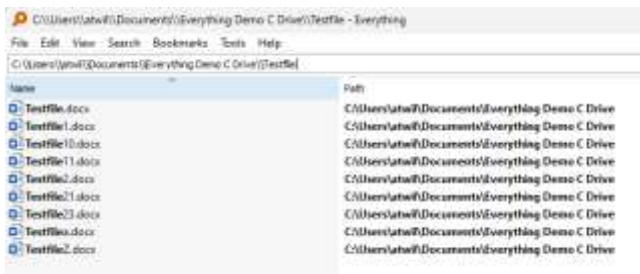
The way to do an even more advanced search is to enable a feature called *Regex* by clicking on *Search* in the menu and then clicking on *Enable Regex*. *Regex* stands for regular expression. See the next window.



Once Regex is enabled, the search technique changes. Looking at the next window, you'll see that our previously used search phrase finds nothing.



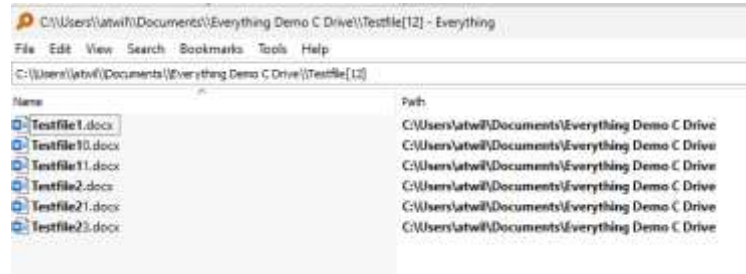
That's because RegEx requires a more specific search statement. It needs the path to the folder holding the files to be searched. The following window shows the path on my computer. On your computer, the path will be shown in the windows displayed using the earlier search technique. Please note that the \ character is a unique character in Regex. To use \ to specify folders, the \ symbol must be escaped by using \\. The window below shows all the possible Testfiles while using Regex.



We can now use special characters to manipulate our search. *Everything* has a web page that describes the usage of Regex and these special characters at [https://www.voidtools.com/support/everything/searching/#advanced\\_search](https://www.voidtools.com/support/everything/searching/#advanced_search).

You may find the page confusing initially, but try the features, and you'll soon understand.

Let's assume we want Regex to find files with numbers 1 or 2. We want to find files whose file names include these text strings: Testfile1 and Testfile2. The below window shows how.

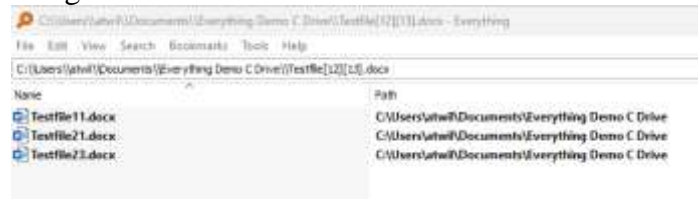


The [12] means that either character 1 or character 2 may be added to the string Testfile to create Testfile1 or Testfile2.

The window above shows the files that contain the strings Testfile1 and Testfile2 in bold. Let's assume we want to select only the Testfile1.docx and Testfile2.docx files. We do not want to include the Testfile10.docx, Testfile11.docx, Testfile21.docx, or Testfile23.docx files. We can do so by making the search more restrictive by adding .docx to the search, as shown below.

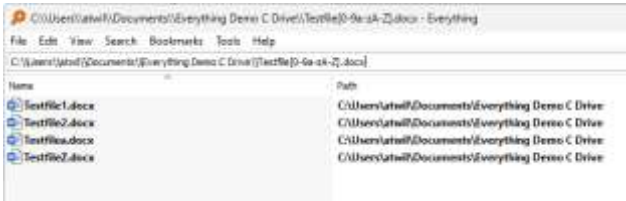


We can do many things with Regex. For instance, we can select Testfile11, Testfile21, and Testfile23 using this search:



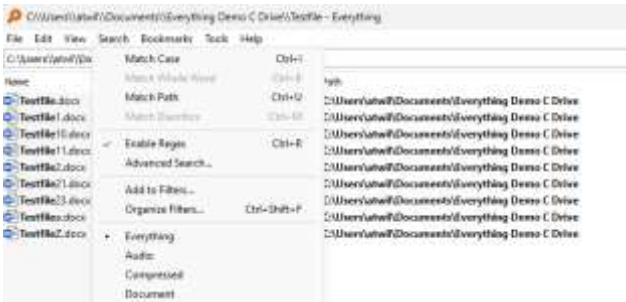
This search states that the character right after Testfile may be either 1 or 2, and the character after that may be either 1 or 3.

A way to state that a character may be a number, lower-case letter, or upper-case letter is to use this search statement: [0-9a-zA-Z]. The below window shows a search using this technique:



As you can see, you have significant control when finding files with Regex.

If you want to exit the Regex feature to use Everything in its normal mode, click Search in the menu toolbar, then click Regex to deselect it.



*File finding utilities for other operating systems*  
As I stated at the beginning of this article, other operating systems also have file finding utilities. I won't go into detail about their usage but will cite references where you can learn more.

For Linux, files are found using the find and locate utilities. If you use a Linux distro, you may learn to use either by issuing the *man find* or *man locate* commands. The man pages are terse, and tutorials are frequently helpful. Digital Ocean has a comprehensive tutorial here<sup>v</sup>.

<sup>i</sup> 7-Zip, <https://www.7-zip.org/>

<sup>ii</sup> How to Zip (and Unzip) Files on Windows 10, <https://www.howtogeek.com/668409/how-to-zip-and-unzip-files-on-windows-10/>

<sup>iii</sup> Zip and unzip files, <https://support.microsoft.com/en-us/windows/zip-and-unzip-files-f6dde0a7-0fec-8294-e1d3-703ed85e7ebc>

<sup>iv</sup> How to Zip and Unzip Files on Windows 11, <https://www.howtogeek.com/749206/how-to-zip-and-unzip-files-on-windows-11/#how-to-extract-a-zip-file-in-windows-11>

To find a file on a Mac, do one of the following: 1) Use Spotlight to quickly find apps, documents, emails, and other items on your Mac. Apple has a support page for Spotlight [here](#); or 2) Search from a Finder window, the default file management system of macOS. Apple has a support page for Finder [here](#). You can use advanced searches to narrow your search results in both *Spotlight* and *Finder*.

Apple describes how to find files on an iPhone or iPad [here](#)<sup>vi</sup>.

Android has many file finding utilities in the Google Play Store. The Tom's Guide website lists 20 Android file managers, which they consider among the best<sup>vii</sup>. Some are free, and some require payment. You should find one that is satisfactory. Android also has its own way of finding and deleting files, as documented [here](#)<sup>viii</sup>. If this Google article is too brief, How-To Geek has two articles: finding downloaded files and managing files, and using the Android file system<sup>ix</sup>.

### Summary

Knowing how to use your device's software utilities to find and manage files is essential. This article focuses on a specific utility for Windows, *Everything*, which can make searching for files on Windows much easier than the Windows search utility.

<sup>v</sup> How To Use Find and Locate to Search for Files on Linux, <https://www.digitalocean.com/community/tutorials/how-to-use-find-and-locate-to-search-for-files-on-linux>

<sup>vi</sup> Find files on your iPhone or iPad in the Files app, <https://support.apple.com/en-us/HT206481>

<sup>vii</sup> Best Android file managers, <https://www.tomsguide.com/us/pictures-story/518-best-android-file-managers.html>

<sup>viii</sup> Find and delete files on Android, <https://support.google.com/android/answer/9110661?hl=en>

<sup>ix</sup> How to Manage Files and Use the Android File System, <https://www.howtogeek.com/202644/how-to-manage-files-and-use-the-file-system-on-android/>