gnificant Bi

## Journal of Brisbug PC User Group Inc.





# **Vol 39 No 02** 18 February 2024

Page	Article	Author	Position	Club
3	From the President's CPU	Keith Catts	President	<b>*</b>
5-8	Johns Jots	John Tacey	Q&A	<b>*</b>
9-16	APCUG Articles	Various	Various	APCUG

	Meeting Timetable	
Mitch	nelton Library Helios Parade A	Aitchelton
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 the meeting	a question that may need a bit of a look up, lo	et me know before
Presentation	n can be done using Power Point and shared so	creens.



# **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

Web Address: https://www.brisbug.asn.au

#### President

Keith Catts	07 3353 3121
E-mail:	president@brisbug.asn.au

#### Treasurer

Ross Skyring	07 3261 4781
E-mail:	treasurer@brisbug.asn.au

#### Secretary

Gary Woodfo	orth	07 3399 7939
E-mail:	secretary@b	orisbug.asn.au

#### Webmaster

Keith Catts	07 3353 3121
E-mail:	president@brisbug.asn.au

#### **Newsletter Editor**

Christine	Haydock	07 3350 1573
		or 0412 678 598
E-mail	chaydock	@powerup.com.au

## **CLUB NOTICES**

#### CLUB INFORMATION LINES Info Line (07) 3353 3121

The Members' Web Page

#### **Meeting Days**

### Magazine

Editor Chris Haydock

Proof-reader John Tacey

### **Submission Deadline**

### Friday 2 February 2024

Please use e-mail if possible

#### COPYRIGHT

Material in this magazine may usually be copied by PC User Groups without fee. This is provided that the copyright rests with the Brisbug PC User Group Inc., so please first check with us to avoid possible infringement. This permission is also on condition that the copy is not used for commercial advantage and that the origin of the material and this permission to copy are acknowledged in the reprinted item.

#### LIABILITY

Although it is policy to check all published material for accuracy and usefulness as far as possible, no warranty is offered against any loss resulting from the use of any material in this magazine. All content reflects the opinions and experience of the author and does not necessarily reflect the policy of the Brisbug PC User Group Inc. Most hardware, software and products mentioned are registered names and trademarks of the vendors or makers concerned. Brisbug will not be held responsible for claims made by advertisers, and advertisers are not to be bound by errors and omissions in publication.

President's CPU

#### 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 dependent 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



Brisbug ·PC ·User ·Group · Inc

BSB ·No: · ·034-083 Account ·No: ·185711

Remember ·to ·enter ·your ·name · and ·membership ·number ·in ·the · 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

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



#### **Q&A - January meeting**

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

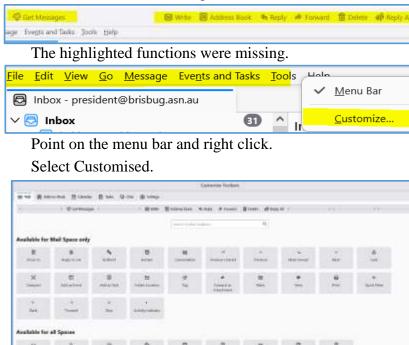
As a consequence the Q&A was run openly and sadly notes are limited.

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.



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.

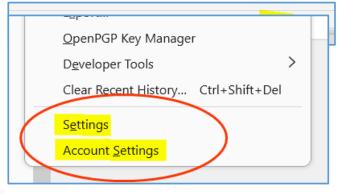
I always have the menu bar in place in Thunderbird (and any other

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.



😸 Hitters - keithjuckyprobus@uutlook.com	. 8	X 🔞 Account Settings X
<ul> <li>✓ SE kanthicattal@laigpond.tam Server Settings Copier &amp; Ficklers Composition &amp; Addressing Juck Space End-To-Inte Encryption Return Receipts</li> <li>✓ SE koathi 1210/biggment.com Server Settings Copies &amp; Folders Composition &amp; Addressing Juck Space End-To-Ind Encryption Return Receipts</li> <li>✓ Set kethouts@gmail.com Server Settings</li> </ul>	Account Setti Account Name: k Default Identity	tings - keith.catts@bigpond.com keth.catts@bigpond.com an identity, which is the information that other people see when they read your messages. keith.catts@bigpond.com
Copies & Folders Composition & Addressing Junk Space End-To-End Encryption Return Receipts Source Settings Copies & Folders Copies & Folders Copies & Folders Copies & Folders		grature from a file instand (test, HCMS, or image) and to messages
Account Actions 💚	Reply from this	us identity when delivery headers match: Hintlessingingsing "devangingsing
191 Thursdantian Settions	Outgoing Server (S	(SMTP) Teletra - semplogond.com (Default) 🔹 Edit SMTE server

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.

Sever Settings	Server Settings	
Copies & Folders	Server Type: POP Mail Server	
Composition & Addressing Junk Settings	Server Name   popignation   Bon   990	Detault 995
Disk Space End-To-End Encryption Return Receipts	Usar Serve: keithcatts@gmal.com	
Big. kcatto 1210 Server Settings Copies & Folders	Security Settlings	
Composition & Addressing Junk Settings	Contraction security: 351/113 🛩	
Deix Spece End-To-End Encryption Return Receipts	Authensistion method OAuth2 v	
\$5 kerhorts	Server Settings	
Copies & Folders	Check for new messages at startup.	
Composition & Addressing Junic Settings	Check for new messages every 10 🖓 minutes	
Unix Space End-To-End Encryption	Automatically download new messages	
Raturn Receipts Big presiden	Fighth Headlers only	
Copies & Folders	Leave messages on server	
Composition & Addressing Junk Settings	🚺 Fgr at most 14 😳 days	
Disk Spore Bruh-To-End Encryption Raturn Receipts	Until 1 delete them	
66 kethuatte	Message Storage	
Amuni Actions	Empty Trash on Eyit	Adganced
	Message Store Type: The one believe remain to	
3 Thunderberd Leftings	Local Directory Criticisers/withclappData/Roaming(Thunderbard)Profiles/Dpridm5e.default-release/Mailpop.g	m Browse.

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

🔁 inbox	B Settings X	
		,O Find in Settings
र्ह्ति General	Send websites a "Do Not Track" signal that you don't war	It to be tracked Learn more
Ø Composition		
Privacy & Security	Passwords	
Q Chat	Thunderbird can remember passwords for all of your account	ts. §aved Passwords
🔃 Calendar	A Primary Password protects all your passwords, but you must	st enter it once per session.
CTD SWEIGHT	Use a Primary Password	Change Primary Password



Saved Logins		
Q		
Logins for the following providers are stored on your computer		
Provider   Usemame	Last Cha	en.
🖨 imag://outlook.office365.com (imap://ou jydycu3a	30/01/2024	^
🖨 mailbox://mail.brisbug.asn.au (mailbox:// president@risbug.asn.au	24/10/2023	
🖨 mailbox//mail.u3abrisbane.org.au (mailb., csscoffice	23/01/2018	
🖨 mailbox://mail.u3abrisbane.org.au (mailb., keith.catts	12/07/2023	
mailbox//outlook.office365.com (mailbo keithju	12/04/2022	
mailbox//outlook.office365.com (mailbo activity	12/08/2023	
mailbox://pop.gmail.com (mailbox://pop keithcatts	9/06/2022	
mailbox//pop.telstra.com (mailbox//pop jud	5/07/2023	~
Remove All	Show Passw	ords

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.

	Saved Logins			
P				
Logins for the following providers are	e stored on your compute	r		
Provider •	Username	assword	Last C	173
imap://outlook.office365.com (l	judycu3a@outlook.co	/ ·····	30/01/20	0
🖨 mailbox://mail.brisbug.asn.au (	president@brisbug.as	ke 🧠	24/10/20	
🖨 mailbox://maiLu3abrisbane.org	. csscoffice+u3abrisban.	B7	23/01/20	
mailbox;//mailu3abrisbane.org	. keith.catts@u3abrisba.	R	12/07/20	
🖨 mailbox://outlook.office365.co	keithjudyprobus@outl.	Pri	12/04/20	
mailbox//outlook.office365.co	activitystaffordprobus	Ac	12/08/20	
mailbox//pop.gmail.com (mailb.	., keithcatts@gmail.com	ch	9/06/202	
mailbox//pop.telstra.com (mail	judy.catts@bigpond.c	V	5/07/202	
Bemove Remove All			Hide Passwo	rds

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.

Inbox - keihjudyprobue@outlook.com	0	Account Settings	×	5		
<ul> <li>keith-catte</li> <li>Server Settings</li> <li>Copposition &amp; Addressing</li> <li>Junk Settings</li> <li>Disk Space</li> <li>End-To-End Encryption</li> <li>Return Receipts</li> <li>Kett</li> <li>Server Settings</li> <li>Copies &amp; Folders</li> <li>Composition &amp; Addressing</li> <li>Junk Settings</li> <li>Disk Space</li> <li>End-To-End Encryption</li> <li>Return Receipts</li> <li>Net Space</li> <li>End-To-End Encryption</li> <li>Return Receipts</li> <li>Kettings</li> <li>Disk Space</li> <li>End-To-End Encryption</li> <li>Return Receipts</li> <li>Ketthcatts@gmail.com</li> <li>Server Settings</li> </ul>	Î	Default Identity Each account has a your messages. Your Name: Email Address: Reply-to Address: Organization: Signature tegt:	keith catts keith: Recipients w	th is the information that If highly to this other add (e.g., <b>bold</b> )		e see when they read
Copies & Folders Composition & Addressing Junk Settings Disk Space End-To-End Encryption		🗐 Attach the sign	ature from a fil	le instead (text, HTML, or	image)	- Choose -
Return Receipts	÷	Attach my gCar	d to messages			Egit Card
Account Actions	~	Reply from this	identity when	delivery headers match:	list@examp	ke.com, *@example.c-
🕸 Thunderbird Settings	<	Outgoing Servier (S	MTP): Telatra	r - smtp.bigpond.com (D	ofault) 🗸	Edit SMTE server.

The SMTP server is shown on the first page.

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

Use Default Server				
brisbug	and the second sec			
Telstra - smtp.bigpo	nd.com (Default)			
Microsoft - smtp.out	tlook365.com			
csscoffi	and the second			
keith Du3abrist	oane.org.au - mail.u3abrisbane.org.au			
Google Mail - smtp.	mail.com			
Gmail - smtp.gmail.c	com			
Microsoft Live Hotm	ail - smtp.live.com			
office - mail.u3abrisl	bug.org.au	Here is a list and it show some of the		
keith Du3abrisl	oane.org.au	complications in my programme.		
Telstra Mail - smtp.telstra.com		You may see a duplication and you may see		
Microsoft - smtp.off	ice365.com	the same supplier has different STMP settings.		
Telstra Mail - smtp.te	elstra.com			
Microsoft - smtp.off	ice365.com			
Probus - smtp.office	365.com			
	SMTP Server			
Settings				
Description	(PEN/201	<ul> <li>Click on the drop down chevron and you will s</li> <li>the details of the SMTP server.</li> </ul>		
Server Name	x smtp.bigpond.com	the details of the SWITP server.		
Port	465 🔷 Default:465			
Security an	d Authentication	Got a problem follow these steps and see if you		
Cognection	security: SSL/TLS Y	can sort it out.		

Keith

User Name:

Authentication method: Normal password

¥.

keith.catts@bigpond.com

Cancel

#### **APCUG ARTICLES**

These APCUG articles are republished with permission of APCUG. All copyright rests with APCUG and/or the original writer.

# APCUG Supports Safer Internet Dav!

By<u>APCUG Administrator</u>February 6, 2016



#### 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 selfregulate 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<u>APCUG Administrator</u>May 3, 2019



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 <u>crack</u>.

**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 <u>hackers</u>. 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 reuse 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 <u>password</u> <u>manager</u> is the best option to create a <u>strong</u> <u>password</u>. Unfortunately, on average only 2% of users around the world use one. If you want to use a password manager, you can <u>download Avast</u> <u>Passwords here (it's free!)</u>.

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 <u>VPN</u>, 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 <u>antivirus</u> on all of your devices if you haven't done so already. Antivirus software detects, prevents, and removes <u>malware</u>, like <u>viruses</u> and <u>trojans</u>. It also blocks <u>keyloggers</u>, 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 toEverything.WhatisEverything?

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

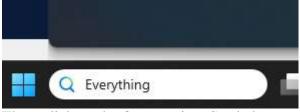
#### How do I install Everything?

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

	Everything App
	Open
	Run as administrator
	Open file location
ŵ	Pin to Start
Ŷ	Pin to taskbar
	Uninstall

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.

\$81 Tax Land Subsame Tak Hile		
	NP.	the supplicities
differ this address i ddarf odd	3 Properties MINE Surject to gate limit for the last type stabilising St.	and Arrithm has me
States The states are as	<ol> <li>Start &amp; Starting Among Mean Protein Start Control and Among Street Proteins</li> </ol>	INSTATION STORE
CARE	In door and applications of Medical also the New Asian Advantations	THE REPORT WOMEN
and the logical and the second states	C Propartials (Print Resident) Hapter (Selfs into	44.18 ST/202 04240
HALL BOARD	C/FegarDato/F/Feedbrick	104.3/1/001/002/Am
WHERE DO AN ADDRESS AD	Cillinghortholist	THE BYOMETRICAR
KCHCETER: THERE A.	C. Status (Permit	194 WYNRE BUTAR
obletilizelezzien.lat -	<ul> <li>Schutz and Applicat Prendry Model Tates Rolling Instance Infection Interact</li> </ul>	THE & YOSE INCLES
bina prihadengal	C Pagershet/Metuologic/2493/Aut.out.002	Livia anosi suose
UTIER ALAN TARK	If your and together basing the later before both a date where an array of	108.411001-02340
active rights and	Conservative Application in a Market hat other factories of block-market stronget-	Fell (arrows) - decomen
activat taplita-sites	1. Description of Approximation of Machine Industry Industry Industry Approximately and Approximately Approximatel	AVM AVELOW RECOVER
S. E. WORTHERR, FOREIDECR 44"	T.Pennetholah	And information and shall
at the second	Climinate (application) (in the set of the s	101.10702013L2044
Participation of the second	Climit and Opplical Asianty Human Distance Insert Association	A facel in topped limb Anti-
101 Hora	Chinese and analysis frammy kinese Westers/Protect	1 HE STUDIE MOUNT
And all all To wanted in many re-	Classian Apples Anning Manuf Apples Appendix	LAW IN A VIOLE INCOME.
convision addaption to be	Committee and insubstances and being	THE RY WELL MANAGE
the school lines.	(1) that and tephanikasing Meson Distance last	Los a cost would
period of the period of the second state of the	Constraint applications of Monte Architecture and an international	and showing an
and the second of the other had been just	of the August August Advances Monorell And	and another factory
-MEDICAL STREET, COLD AND STREET, STRE	Collect and Spatial Could be could be and the low Party of Control and	114 ATTORN MODAL
	Coloris and September Assessed Harman (1991) a faces	148 8/22202 1022-041
the advertise of the	11 Street and Appallant Summing Manager (West Street	108 07100710.004
Children and the state of the s	Clinet and Index America Manual Water of States of Section and Sections	Advest in Yought Taxoury
about the summary and a bady inclused	Continue of advant	THE & ROOM BROOM
State and in the second	11 Properties and the second sec	TANK & YORK WOLLASS
loud.	- Property in the property in the	takened without man-law

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 Testfile2.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.

P Terttia - Dorphong	
File Butt Van Sauch Rockmarks Tool	n fag
Inth	
time	NA CONTRACTOR OF A CONTRACTOR
Till Beatle (1)	Collarst stuff Japping Rouring Manager Weiker (Reard
S farting days	C: DeerCabel Decament/ Juniting Deno C Deve
Startilles port int	Colorent and AppOrtal Reaming Microsoft Medicari Record
S Latin tory	C1 liant and Decoments & Anthony Danie C Dava
T Institution	Containing the second providence of the second seco
O Brettle Tatur	Extension Concernsion Control of Concernsion Concernsion
Stratile Later be	Contract and Applicated Reserved Mercury Mercury Protects
S listlin's day	E Idated about opportune in a second of the
Tartile2 docs tok	Critisett alwin Acadhata Roamany Microsoft Mindowi Roam
Flattle doct	C. Control device opposition in control of the cont
Traffic 144	
Deside line	C/Unemiabell-AppData Acaming Microsoft Westwolffoodet
Stratile Land	11/her/als/Desenet/Dest/forgDess CDive
S Test Belland	21 Attack about the pOwer Reserving Microsoft Mindows (Second
S lastike docume	Citizanti atuel Occureenti divegibirg Devec Citive
Therefore apolities	Childematell-AppDatal Roaming Microsoft Weldownikeont
	C1/Vertilate/fiDocsonentr/Eventhing Denvo C Deve
factfile pro	C. Program File/diff.co/shoet.perfSveneter.perfVMail(Male)
E tenif Be Mard	23. Standard and a standard of the standard standard and standard standard and standard standard standard stand
Seetile. ann 1/4	C.1. Alsonismith / ppOstat. Rooming/Microsoft/Minimer/Second
Contine dece	CListeriusali@ccument/&veything@eevo.C.Deva
C footBe	1/4/19/22/05 Decument/Clickens/Complete Fythin Restcarspl/Complete Fython 3-Boots
textRe	1241192 Dealtop Document/Sittery/Compile Python Sectorety/Cempile-Python-5-80.
testfie	GLAI HE Devision Beckuppi Decuments (Ridensy Compiler Python Bookcomp Compiler Pytho
testile	Multi HP 23 05 Encommitte Siderry/Compiler Python Sockson pCompiler Python & Boots-
Destite	Eldbacumanististerry/Campints Rytics Rostcamp/Campints Rytics & Backamp mainter-

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.

-biopriente/martile	
anne Chartenic Acce Chartenic anno Chartenic Acce Chartenic anno Chartenic Acce Sherbich Acce Sherbich Acce Chartenic Acc	National Control Action December 2014 A control on December 2014 A control of December 2014 A control

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.

File Edit View Search Bookmarks Tools Holp	
C: Dooventik testfle	
Name	Path
TestfileZ.docs	C/Users1atwiP/Documents/Everything Demo C Drive
Testfiles.doci	C/Users'utwi//Documents/Everything Demo C Drive
Testfile21.docs	C\Usen\atwil\Documenta\Everything Demo C Drive
Testfile21.docx	C/Users/atwi//Documents/Everything Denso C Drive
Testfile2.doci	C/Usershatwi//Documents/Everything Demo C Drive
Testfile 11.docs	CriUsers/atwit/Documents/Everything Demo C Drive
Testfile10.docr	C/UserslatwiNDocuments/Everything Demo C Drive
Testfile Lincs	ChUrenfutivil/Documents/liverything Demo C Drive
Testfile.docs	C/(Users/atwit/(Documents/)Everything Demo C Drive

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\.

🔎 C: Everything D	lemo C Drive\ testfile	- Everything		
File Edit View	Search Bookmarks	Tools Help		
C: Everything Demo (	: Drive), testfile			
lame	- Path			

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  $\setminus$  symbol indicating a folder is immediately after the quotation mark.

the cars then peaked experiment	Tools Help
C: "Everything Demo C Drive"\ textifie	
lane	Path
TestfileZ.docs	Chillian(late)(Document)(Everything Dense C Drive
D Testfiles.docs	En Dismitativiti Documents (Everything Denso C Drive
Testfile23.doct	Chillion/Latwit/Decuments/Everything Demo C Drive
Testile21-060x	ChillierState/FiDocuments/Everything Demo C Drive
D Testfile2.docx	C/UseritatwihDocuments/Everything Denso C Drive
Teetfile11.docs	C/(Duerduted)Documents/Everything Demo C Drive
D Testfile10.docx	Chilliam/atkill/Documents/Everything Demo C Drive
C Testfile Lanca	Children/Jahwik/Documenti/Everything Demo C Drive
Testfile.doci	Chillord atwit Documents Everything Demo C Drive

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.

C Douwerta), test tame D TestReZ.door D Test		Ubi-I Chi-II Chi-II Chi-M Chi-II	Faft: Distantiation? Documents/Exceptiong Denne C Drive (24/Juan) attain? Documents/Exceptiong Denne C Drive (24/Juan) attain? Documents/Exceptiong Denne C Drive (24/Juan) attain? Documents/Usceptiong Denne C Drive
Testfile11.mov     Testfile10.doox     Testfile10.doox	Add to Filters Organize Filters	Col-ShR-F	Childrent at with Documents (Livey thing Demo C Drive D/Abert at with Documents) Everything Demo C Drive D/Abert at with Documents) Everything Demo C Drive
C Testfile doci	<ul> <li>Exerything Audio Compressed Decument Executable Folder Folder Ficture Videc</li> </ul>		DrilberslahuihDecuments\Everything Denio C Drive

Advanced Search – Finding Files The Advanced Search window is displayed after you click on Advanced Search in the menu. See below.

Advanced Search						>
File names contain	ing					
al these words:	1					
	Match case	Match whole words	Match diacritics			
this exact phrase:						
	Match case	Match whole words	Match diacritics			
any of these words:						
	Match case	Atch whole words	Match classifics			
none of these words:						
	Match case	Aatch whole words	Match diacritics			
A word or phrase i	n the file: 🚹					
Match case	Natch whole word	s 🗌 Match diacritics				-
Content type: Auto	detect	<u>e</u>				
Located in:						
				- 10	Browse	
C Include subfolders						
			0.5			
				OK	Can	iei :

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.

File Edit View	Search Bookmarks Tools	Help	
C: Documents\ Ter Name Testfile21.docx Testfile10.docx Testfile2.docx Testfile1.docx Testfilea.docx	Match Case Match Whole Word Match Path Match Diacritics Enable Regex Advanced Search Add to Filters Organize Filters • Everything Audio Compressed Document Executable Folder Picture Video	Ctrl+I Ctrl+B Ctrl+U Ctrl+M Ctrl+R Ctrl+Shift+F	Path C:\Users\atwil\ C:\Users\atwil\ C:\Users\atwil\ C:\Users\atwil\ C:\Users\atwil\

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

	6-P61
C: Dockenini, Raiffa	
side fully visco hannow Brackmanity Spath 1445p	
C Operation and Amazon - Complement	

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.

File Edit View Search Bookmarks Tonts Cr(Upers/Woolf/Documents/Everything Deno C Onive	
hane -	Patr
D Testfile.docs	C/(Users'utwi7)Documents'/Everything Demo C Drive
Firetfile1.docx	C/(Dserviater/Documents/Everything Demo C Drive
Testfile10.docs	CAlberslatwildDocuments/Everything Dense C Drive
Testfile11.dots	ChildserstatadfiDocuments/Everything Demo C Drive
G Textfile2.docs	C/(Users/atarif)/Documents/Everything Demo C Drive
O Testfile 1 slocs	C/Users/atwit/Documents/Everything Dame C Drive
D Testfile23 door	Childsers/atwil/Documents/Everything Dense C Drive
D Textflies.docr	C/(Duest/atwik/Documents/Everything Demo C Drive
D Textfile2.docs	C/(Discrs/atwil/(Documents/Everything Demo C Drive
A THITTER COLL	Courte and South and South

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/sea

<u>rching/#advanced\_search</u>. 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.

File Edit View Search Bookmarks To	ols Help
C:\\Users\\\stwl\\Documents\\Everything Demo C	Drive ((Testifie [13]
Nere	Path
- Testfile Ldocx	C:\Users\atwill;Documents\Everything Demo C Drive
Testfile 10. docx	C:\Users\atwil\Documents\Everything Demo C Drive
Testfile 11. docs	C:\Users\atwil\Documents\Everything Demo C Drive
Textfile2.docs	C:\Users\atwil\Documents\Everything Demo C Drive
Testfile21.docs	C:\Users\atwil\Documents\Everything Demo C Drive
Testfile23.docx	C:\Users\atwil\Documents\Everything Demo C Drive

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, 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:

He Est View Search Eccements Tools	Halp
Criticises/(atwitt/Documents/(doer yithing Deno C Driver	(/Testfie]12][13].docs
Name	Path
Testfile11.docx	C/Users/atwit/Documents/Everything Demo C Drive
Testfile21.docx	C/Users'\atwill/Documents/Everything Demo C Drive
Testfile21.docx	C:/Users/atwil/Documents/Everything Demo C Drive

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:

File Edit View Search Bookmarks To	sis Help
C (Waters (Wood (Counter to (Everything Dates C	Crive ((Textfle))-Ge-qA-2).docs)
Nama	Path
Estflict.decs	C/Users/ansil/Documents/Everything Dense C Drive
Testfile2.docx	C/Userstatwill/Documents/Everything Denno C Drive
Textfiles.docs	C/Users/attail/Documents/Everything Dense C Drive
C TestfileZduca	C/Userclatwit/Documents/Everything Demo C Drive

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.

like Edit View	Search	h Bookmarky Teele	34elp	
Teetfile.docs		Match Case Match Vibele Novel Match Path Valot Disordice	Dalei Chiel Chiel	lyth Scharnfashwift/Documents/Everything Demo C Drive D/User/catwift/Documents/Everything Demo C Drive
Textile II alsor Textile II decs Textile 2 docs		Ecultie Reges Advenced Search	CH+R	EWsers/satwit/Documents/diverything Dense C Drive EWsers/satwit/Documents/diverything Dense C Drive EWsers/satwit/Documents/diverything Dense C Drive
Testfile21.0xx Testfile23.0xx Testfiles.dxx		Add to Filters Organize Filters	06-06-1	200 service and the second sec
Textile7.docs		Everything Audio Compressed Document		2:UserdutwiRDocament/Userything Demo-E Drive

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>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/enus/windows/zip-and-unzip-files-f6dde0a7-0fec-8294-e1d3-703ed85e7ebc

https://www.howtogeek.com/749206/how-to-zip-andunzip-files-on-windows-11/#how-to-extract-a-zip-file-inwindows-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 <u>here</u>; or 2) Search from a Finder window, the default file management system of macOS. Apple has a support page for Finder <u>here</u>. 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, <u>https://www.digitalocean.com/community/tutorials/how-</u> 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-bestandroid-file-managers.html

viii Find and delete files on Android,

https://support.google.com/android/answer/9110661?hl=e n

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

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

<sup>&</sup>lt;sup>iv</sup> How to Zip and Unzip Files on Windows 11,