Significant Bits

Journal of Brisbug PC User Group Inc.

Meeting Timetable
Mitchelton Library Helios Parade Mitchelton

9:30am	Q&A	John Tacey
11pm	Passcode and Authentication Apps	Fred / Keith
	Lunch -- GM - Report to the Club	Keith
1:00pm	Linux Ubuntu Mate Workshop	Keith All

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

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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CLUB NOTICES

CLUB INFORMATION LINES

Info Line (07) 3353 3121

The Members' Web Page

Meeting Days

16 March 2025

20 April 2025

18 May 2025

15 June 2025

20 July 2025

17 August 2025

21 September 2025

19 October 2025

16 November 2025

21 December 2025

Magazine

Editor
Chris Haydock

Proof-reader
John Tacey

Submission Deadline

Friday 7 March 2025

Please use e-mail if possible

From the President's CPU

Keith Catts — President

Hi All,

Hi well this month the talk among members will be on Cyclone Alfred and it torturous process and impact on us all.

It has been a worrying time for many people and manty have been impacted.

Best wishes to all members and their families and our hope you have been safe and well.

We will look at the authentication apps and the move to password less access to apps and data.

We will pick up on the Linux workshop and see if we can get into the use of the OS and associated Apps.

Keep Safe.

All for now

See you at the meeting

Keith

PLEASE PAY YOUR MEMBERSHIP RENEWAL VIA DIRECT FUNDS TRANSFER

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. Passcode and Authentication Apps.

After Afternoon 1pm: Linux Ubuntu Mate workshop

Membership Report - Gary Woodforth

We had 12 members at the February meeting.

Treasurer's Report
February 2025

Opening Balance at 01/2/25	**2045.81**
Income	
Total Income	**0.00**
Expenses	
No expenses	**0.00**
Total Expenses	**0.00**
Month's gain	**0.00**
Balance at 28/2/25	**2045.81**

Ross Skyring

Treasurer

John's Jots
By John Tacey

Gleanings from e-newsletters and other sources.

Reviews

Q&A - February meeting

Why can't I install an application to Ubuntu Mate?

A web search using the string "ubuntu+install+program" retrieved a lot of references.

These appear to be the most useful.

Note that to install a program you will need to logged in with administrator rights.

How do I install applications in Ubuntu

http://askubuntu.com/questions/307280/ddg#307286

Install & remove software

https://help.ubuntu.com/stable/ubuntu-help/addremove.html.en

InstallingSoftware - Community Help Wiki - Official Ubuntu Documenta.

https://help.ubuntu.com/community/InstallingSoftware

5 Ways to Install Software on Ubuntu

By Haroon Javed Jan 27, 2025

https://www.maketecheasier.com/install-software-on-ubuntu-linux/

For information on Linux Package Managers

https://duckduckgo.com/?t=lm&q=Linux%2BPacket%2Bmanagers&ia=web

Printer doesn't always print properly, is selective with how it prints from file.

Check if this a universal problem or restricted to a particular file, file type or program.

Retrieve and install the latest printer driver.

DVD Writer selective recognition of media

Faulty DVD Writer - SuperWritemaster, TruDirect SpeedPlus Manufacturer Samsung

It will not recognise Blank CDs or DVDs, Burnt/Writen CDs or DVDs, Music CDs, however it did recognise some Program CDs.

Repeat checking was consistent every time.

Conclusion:- Replace drive.

New DVD Writer - M-DISC LG

How to change drives in Gigabyte Poseidon case.

This a tool less arrangement. To release the faulty drive it was necessary to reference the manual.

There are two plastic fittings on one side of the drive bay. One which slides up and down is a lock, the other which slides back and forth is the latch.

The drive is positioned in the drive bay, the latch is slid into place and then the lock is applied.

Unfortunately there are no markings on the parts to indicate how they are used.

How to Spot a Fake Review on Amazon

By Jason Cohen Dec 02, 2024

Amazon and other e-commerce sites are flooded with bogus reviews. These tools will help you identify untrustworthy ones and save you from choosing a product that's not worth your money.

https://au.pcmag.com/shopping/87133/how-to-spot-a-fake-review-on-amazon

2FAS

By Kim Key Feb 27, 2025

An excellent open-source, easy-to-use authenticator app and browser extension

https://au.pcmag.com/security/107307/2fas

Todoist

By Jill Duffy Feb 25, 2025

The top to-do app on the market

https://au.pcmag.com/old-to-do-list-apps/84696/todoist

Go Beyond Google: The Best Alternative Search Engines for 2025

By Michael Muchmore Aug 15, 2024

Are you worried about anticompetitive practices or privacy, or maybe you just want new search results? These 15 search engines beat Google in many ways, from anonymous browsing to curated content.

https://au.pcmag.com/software-services/106682/go-beyond-google-the-best-alternative-search-engines-for-2024?u=https%3A%2F%2Fau.pcmag.com%2Fsoftware-services%2F106682%2Fgo-beyond-google-the-best-alternative-search-engines-for-2024&i=deal-name&el=%0A%0A%0A%0ABrave%20Search%0A

The Best Password Managers for 2025

By Kim Key Feb 25, 2025

Stop using the same login credentials everywhere! The best password managers create a unique and strong password for each of your online accounts and alert you to potential data leaks.

https://au.pcmag.com/password-managers/4524/the-best-password-managers

The Best Free Password Managers for 2025

By Kim Key Jan 24, 2025

Use one of the best free password managers we've tested to help you create and manage strong, unique passwords for every secure site.

https://au.pcmag.com/password-managers/27971/the-best-free-password-managers

New Releases

Essential PIM 12.1.3

License: Free

File name: Essential PIM.exe

File Size: 71.33 MB O/S: Windows

Publisher:

URL: https://www.essentialpim.com/pc-version

Glary Utilities 6

License: Freeware

Release Date:

File Name: Glary_Utilities_v 6.22.0.26.exe

File Size: 26.98 M MB

Platform: Windows 8, 7, 2000, XP, Vista. 32/64bit version.

Publisher: Glarysoft Ltd

Languages: 44 Languages   [Help Translate]

URL: http://www.glaryutilities.com/

Release Notes:

Optimized Disk Cleaner: added support for 'Corel VideoStudio Pro x9' and 'SketchUp Make 2014'

Optimized Tracks Eraser: added support for 'Corel VideoStudio Pro x9' and 'SketchUp Make 2014'

Optimized Software Update: optimized the version comparison algorithm, and increase the comparison speed by 30%

Optimized Empty Folders Finder: add folder delete validation to prevent accidentally deletion of non-empty folder

Minor GUI improvements

Minor bug fixes

Glary Utilities is a freeware with registry and disk cleaning, privacy protection, performance accelerator and amazing multifunctional tools. It can fix dogged registry errors, wipe off clutters, optimise Internet speed, safeguard confidential files and maintain maximum performance.

It is designed for both novice and professionals. User-friendly interface shows clear & detailed directions. For novice, all work can be done with just 1 or 2 clicks, while for professionals, abundant options are available.

Key features:

Optimise, clean and boost the speed of your Windows.

Protect your privacy and security.

Block spyware, trojans, adware, etc.

Fix certain application errors.

Simple, fast and user friendly interface.

For private use only.

URL: http://www.glaryutilities.com/

Google Chrome (32bit)   133.0.6943.142

License: Freeware

File name: ChromeSetup.exe

File Size: 111.65 MB   O/S: Windows

Publisher: Google

URL: https://www.google.com/chrome/

LibreOffice

License: Freeware

File name: LibreOffice_ 25.2.0_Win_x86.msi

File Size: 330.30 MB   O/S: Windows

Publisher: The Document Foundation

Comments: Contains the functions:-

Writer

PDF

Presentation

Spreadsheet

URL:

https://mirror.freedif.org/TDF/libreoffice/stable/6.2.0/win/x86/LibreOffice_24.84.4_Win_x86.msi

Mozilla Firefox

License: Freeware

File name: Mozilla_Firefox_(32bit)_v135.0.1.exe Update

File Size: 64.30 MB   O/S:Windows 7 to 11

Publisher: Mozilla Corporation

Comments:-

To force a manual update:-

Menu Button > ? Button > 'About Firefox'

URL: https://www.mozilla.org/en-US/firefox/new/

Mozilla Thunderbird

License: Freeware

File name: Thunderbird Setup 128.7.1(GB).exe

File Size: 60.93 MB

O/S: Windows XP SP2 to 10

Publisher: Mozilla Corporation

URL: http://www.mozilla.org/en-GB/thunderbird/

NotePad++ (32bit)

License: Freeware

File name: NotePad_v8.7.7.exe

File Size: 6.20 MB   O/S: Windows

Publisher: Notepad++

URL: https://notepad-plus-plus.org/

PDFCreator

License: Freeware

File name: PDFCreator_v5.3.3.exe

File Size: 43.11 MB

O/S: Windows

Publisher: pdfforge

URL: https://www.pdfforge.org /

Want more? See the New Releases list:

http://ct.com.com/

Want more? See the New Releases list:

http://ct.com.com/

Tips etc.

3 Reasons Microsoft Doesn't Want Your Money for Windows 10 Updates

By Chris Hoffman Feb 17, 2025

Microsoft will let you pay for security updates, but the message is clear: Keep your $30 and put it toward a new Windows 11 PC.

https://au.pcmag.com/operating-systems/109728/3-reasons-why-microsoft-doesnt-want-you-to-pay-for-windows-10-updates

How to Remove the Most Annoying Ads From Windows

By Whitson Gordon Jan 15, 2025

Microsoft likes to promote its own services in Windows 10 and 11. Tweak these settings to stop the irritating tips, suggestions, and pop-ups.

https://au.pcmag.com/migrated-15175-windows-10/103581/how-to-remove-the-most-annoying-ads-from-windows

10 Common Problems With Microsoft OneDrive and How to Fix Them

By Lance Whitney Feb 26, 2025

Microsoft OneDrive doesn't always behave itself, but you can get the file backup and syncing service back on track if you know the right tricks.

https://au.pcmag.com/onlinecloud-backup-services/100590/10-common-problems-with-microsoft-onedrive-and-how-to-fix-them

5 Easy Ways to Stop Companies From Collecting Your Data

By Kim Key Updated February 25, 2025

Your data is valuable, so businesses use apps and websites to siphon it from your devices. We tell you how to keep corporations (and hackers) from collecting data without your consent.

https://www.pcmag.com/explainers/how-to-stop-companies-from-collecting-your-data?utm_source=email&utm_campaign=whatsnewnow&zdee=gAAAAABjNL8ST42l80nl07cPB3qfRUi6ntgUgOTESELeSDlZFhs8z4qnmoLs_AknqwLVhZpQWW_ldjjcVkNAoSBZ5eIt2gM0-Tu64aKwciwXzXGx5QU6ZfE%3D&lctg=24359534815

Did Avast Sell Your Data? Here's How to Get a Piece of the FTC Settlement

By Michael Kan Feb 25, 2025

Avast's alleged privacy violations, uncovered by PCMag and Motherboard, resulted in a $16.5 million fund that will be sent to customers who purchased its software between 2014 and 2020.

https://au.pcmag.com/security/109834/did-avast-sell-your-data-heres-how-to-get-a-piece-of-the-ftc-settlement

Grok Was Briefly Instructed Not to Say Musk, Trump Spread Misinformation on X

By Jibin Joseph Feb 25, 2025

The lead engineer at xAI blames an employee who 'hasn't fully absorbed xAI's culture yet' for the glitch. Grok 3 now says Elon Musk is the biggest spreader of misinformation on X.

https://au.pcmag.com/ai/109832/grok-was-briefly-instructed-not-to-say-musk-trump-spread-misinformation-on-x

Deepfake Scam Calls on the Rise in the US: How to Stay Safe

By Jibin Joseph Feb 26, 2025

According to a study by Hiya, victims of deepfake calls in the US lost $539 on average last year.

https://au.pcmag.com/ai/109842/deepfake-scam-calls-on-the-rise-in-the-us-how-to-stay-safe

This Windows 11 Version Can Be Installed on Older PCs Without TPM Hassle, Except Now There's a Bigger One

By Devesh Beri February 24, 2025

This version isn't easily available for purchase because it's intended for businesses and device makers.

https://www.extremetech.com/computing/this-windows-11-version-can-be-installed-on-older-pcs-without-tpm-hassle?utm_source=email&utm_campaign=whatsnewnow&zdee=gAAAAABjNL8ST42l80nl07cPB3qfRUi6ntgUgOTESELeSDlZFhs8z4qnmoLs_AknqwLVhZpQWW_ldjjcVkNAoSBZ5eIt2gM0-Tu64aKwciwXzXGx5QU6ZfE%3D&lctg=24359534815

Miss Your BlackBerry? Clicks Keyboard Cases Arrive for Select Android Phones

By Sarah Lord Feb 26, 2025

Clicks, which previously only made cases for iPhones, is now releasing Android-compatible ones for newer Pixel, Razr, and Samsung Galaxy phones.

https://au.pcmag.com/mobile-phone-accessories/109849/miss-your-blackberry-clicks-keyboard-cases-arrive-for-select-android-phones

New MediaTek Chips Bring Improved Gaming, AI, 5G to Midrange Phones

By Iyaz Akhtar Feb 26, 2025

Devices with Dimensity 7400, 7400X, and 6400 chipsets will launch throughout 2025.

https://au.pcmag.com/processors/109847/new-mediatek-chips-bring-improved-gaming-ai-5g-to-midrange-phones

How to Skip YouTube Ads and Ditch the Commercials

By Eric Griffith, Jason Cohen Feb 25, 2025

YouTube is cracking down on ad blockers, but don't pull your hair out when commercials interrupt your videos. There are ways to jump right to the content you want.

https://au.pcmag.com/old-video-streaming-services/93165/how-to-skip-youtube-ads

Can't Remember Your Login? How to Reset a Forgotten Password in Windows

By Lance Whitney Feb 22, 2025

Blanking on the password for your Windows PC? Here's how to change it whether you use a Microsoft Account or a local account.

https://au.pcmag.com/migrated-15175-windows-10/86580/how-to-reset-a-forgotten-windows-10-password

40 Best Android Tips to Make Your Phone More Useful

By Ryan Whitwam February 22, 2025

Maximize your Android phone's potential with these top tips from ExtremeTech. Boost functionality, save time, and get more out of your device.

https://www.extremetech.com/mobile/best-android-tips?utm_source=email&utm_campaign=whatsnewnow&zdee=gAAAAABjNL8ST42l80nl07cPB3qfRUi6ntgUgOTESELeSDlZFhs8z4qnmoLs_AknqwLVhZpQWW_ldjjcVkNAoSBZ5eIt2gM0-Tu64aKwciwXzXGx5QU6ZfE%3D&lctg=24359534815

NASA Has Changed the Probability Asteroid YR4 2024 Will Hit Earth—Yet Again

By Graham Templeton February 21, 2025

Why predictions of disaster can fluctuate so wildly.

https://www.extremetech.com/science/nasa-has-changed-the-probability-asteroid-yr4-2024-will-hit-earth-yet-again?utm_source=email&utm_campaign=whatsnewnow&zdee=gAAAAABjNL8ST42l80nl07cPB3qfRUi6ntgUgOTESELeSDlZFhs8z4qnmoLs_AknqwLVhZpQWW_ldjjcVkNAoSBZ5eIt2gM0-Tu64aKwciwXzXGx5QU6ZfE%3D&lctg=24359534815

Researchers: Meta, X Approved Hate Speech Ads Ahead of German Elections

By Will Mccurdy

Feb 23, 2025

Nonprofit Eko submitted 10 ads each to X and Meta containing antisemitic and Islamophobic, AI-generated imagery. X allegedly approved all 10 while Meta allowed five.

https://au.pcmag.com/social-media/109819/researchers-meta-x-approved-hate-speech-ads-ahead-of-german-elections Go Beyond Google: The Best Alternative Search Engines for 2025

Sluggish Browser? 7 Easy Ways to Speed Up Google Chrome

By Stephanie Mlot, Whitson Gordon Feb 26, 2025

Does your Chrome browser feel like it's running slower than usual? These tips and tricks can help you give Google Chrome a speed boost.

https://au.pcmag.com/browsers/93807/sluggish-browser-heres-how-to-speed-up-google-chrome

Better Than Chrome: 21 Hidden Tricks Inside Microsoft's Edge Browser

By Lance Whitney Feb 20, 2025

As the default browser in Windows, Edge offers a host of helpful features. Here's how to get the most out of the program.

https://au.pcmag.com/browsers/85938/the-best-tricks-inside-microsofts-edge-browser

Don't Panic: What to Do If Your Phone Won't Turn On

By Whitson Gordon, Jason Cohen Jan 03, 2025

Use these troubleshooting tips to get your iPhone or Android device running again.

https://au.pcmag.com/mobile-phones/88830/what-to-do-if-your-phone-wont-turn-on

Here Endeth John's Jots

Microsoft Windows 11 Copilot: how not to remove it

The horse's mouth, Copilot AI, did not answer my how-to-remove question accurately or completely.

by John Krout, Newsletter Contributor and Presenter. Potomac Area Technology And Computer Society. https://patacs.org/

Introduction

Automatic installation of un-requested software is a behavior that I do not favor.

Microsoft forced a double whammy on my Windows 11 desktop computer on February 17.

The February 17 PATACS+OPCUG joint monthly meeting was Zoom-only due to adverse weather. At about 3 PM during that meeting, Zoom froze on my computer, and a minute later, it was apparent the entire computer was frozen. I pulled the power plug and then re-inserted it. When starting up, the computer installed a Windows 11 operating system update, displaying an increasing completion percentage. The download of that update probably caused the initial freeze.

After about 10 minutes, I was able to rejoin the Zoom meeting.

After the meeting, I checked Settings on that computer. I found what I expected: long ago, I had used Settings to create a "NO UPDATES" time range of 9 AM to 2 AM daily. Microsoft led me to have faith in that setting and then clearly ignored the setting.

One day after the meeting, I found an unfamiliar icon in the right corner of my Windows 11 gray taskbar. You can see it in **illustration 1**. The icon is on the right and includes the letters PRE.

A click on the icon revealed a "preview" of Microsoft **Copilot**, their generative Artificial Intelligence (AI) brand. Either a left-click or right-click on the icon opened a tall, thin dialog window, inviting me to ask a question.

illustration 1

I also found a scalable Copilot logo graphic in the C:\Windows folder tree. You can see that in **illustration 2**.

illustration 2

Obviously, Microsoft wants to beat its generative AI competitors to desktops. The competitors include mega-firms like Google, Adobe, and Autodesk and startups like OpenAI.

Where does AI do its work?

In a nutshell, today and for the indefinite but no doubt long future, AI will be executed on servers, not your computer. Personal computers just don't have the hardware for storage and execution of generative AI.

Consider the following consequences of that situation.

First and foremost, those servers will capture and retain EVERYTHING you use AI to accomplish, and maybe a lot more (see third consequence). The owners of that AI service and servers will seek to monetize that valuable information about you.

I am against such monetization.

Second, AI services won't be available everywhere because the Internet is unavailable everywhere. Certainly not where cell towers are blocked by terrain or are overloaded. And laws may prohibit

the use of generative AI in some locations, especially overseas.

The third consequence is speculative, I admit. I wonder if Copilot will be running behind the scenes, invisible to the user, monitoring the use of non-Microsoft apps, listening to conversations through microphones, and watching through webcams. Microsoft sees profit in such behaviors.

I see violations of privacy and unwarranted use of bandwidth that I pay for.

My first interactive generative AI experience

You can see my dialog with Copilot below. My input is identified as You. I added italics to clarify the two major sub-headings in the generative AI answer.

As you will see below in the dialog, the answer was incomplete. Perhaps I should have asked how to remove the Copilot preview *from my computer*. Maybe I should be glad that the AI could not read my mind.

You:

how to remove the Copilot preview

Copilot:

Certainly! If you'd like to remove the Copilot preview from your Windows 11 taskbar, there are a couple of options:

Remove Copilot from Taskbar (Temporary):

This method will hide the Copilot icon from your taskbar without completely deactivating it.

Follow these steps:

Open the Settings app (you can search for it in the Start menu).

Click on Personalization.

Scroll down and select Taskbar.

Toggle off the Copilot option.

Disable Copilot Completely (Permanent):

If you want to permanently disable Copilot, follow these steps:

Click on Start and search for gpedit to open the Group Policy Editor.

In the left-hand panel, navigate to User Configuration > Administrative Templates > Windows Components > Windows Copilot.

Double-click on Turn off Windows Copilot in the right-hand panel.

Click Enabled, then click Apply and OK.

Remember that if you ever want to enable Copilot again, you can follow the same steps and choose "Not configured" or "Disabled" instead of "Enabled" in the last step.

That's it! If you need further assistance with Windows, feel free to ask. ☺

<end of dialog>

I did try the permanent removal option. I encountered a problem: **gpedit** was not found on my Windows 11 computer. I searched on the Windows Store and did not find it there. It appears to be part of Windows 11 Pro only. I am disappointed that Copilot did not say so.

I searched the Web and found a page of scripts for installing gpedit, one for Windows 10 and one for Windows 11. When the script is finished, I can start Gpedit by typing Gpedit.msc in the Windows 11 search field.

Using the remaining instructions, I could find and complete the steps. Alas, the icon remained active after that, so I assumed a restart was also required, which was also not mentioned by Copilot. When the computer restarted, the icon was indeed no longer in the taskbar corner.

Copilot is also found elsewhere on the computer.

A day later, I found the Copilot icon in another place, the popup that appears when the Search field

in the taskbar is clicked. You can see that second icon in the upper right corner of **illustration 3**. The second icon does *not* contain the letters PRE.

And yes, that second icon is active. Using gpedit to disable Copilot, as described by Copilot, did not remove or disable the second icon.

I decided not to include the URL for gpedit installation scripts in this article because using GPEDIT did not remove the Copilot icon anywhere other than on the right end of the taskbar.

More Web research followed. I found a page on which a registry edit was described to disable Copilot. I tried that registry edit method. It did not work for me.

I opened Windows Settings and used Search to find references to Copilot in Settings. None were found. The same not-found result happened in the Windows Control Panel.

Is removal from a computer not possible?

My Web research also turned up a Microsoft forum page on removing Copilot. A Microsoft rep posted an answer repeating the gpedit technique and reiterated a familiar refrain: **Copilot is now a part of the Windows 11 OS and *cannot be removed*.**

In court many years ago, Microsoft sang that same song about an earlier version of Windows and the Internet Explorer (IE) Web browser. Microsoft claimed IE could not be removed without seriously harming the Windows OS. An outside expert demonstrated in court how to remove IE without impacting the Windows OS. In short, Microsoft may have believed that the company made IE removal from Windows impossible, but the company was proven wrong.

Microsoft may have learned much since then, but so have outside experts who use critical thinking skills to test and challenge Microsoft's claims. Perhaps the story of Copilot and its removal of it is just beginning.

Microsoft has demonstrated that it is willing to install what the company considers the latest Microsoft killer app **without giving its Windows customers a choice before or after the installation**. Giving customers a choice might limit Microsoft's profit potential.

That lack of a choice shows that Microsoft does not treat customers respectfully.

ABOUT THE AUTHOR: John Krout is a retired software engineer who has worked on contracts for many Federal agencies in the Washington DC metro region. He began writing and speaking about
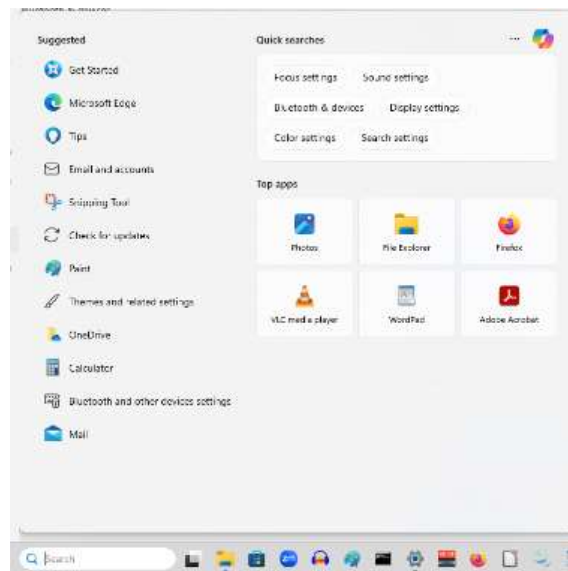

illustration 3

creative uses of personal computers in the early 1980s. More recently, he has also covered interesting uses of smartphones, tablets, and electric vehicles. He lives in Arlington, VA. John is also an avid photographer and recently enjoyed a trip to Texas to photograph the eclipse, one of the

How to Find Files
By Al Williams, President.   Willow Valley Computer Club. wvcomputerclub@gmail.com

Introduction

Did you ever want to find a file, but you 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 it doesn't allow specially designed searches. In this article, I'm going to describe the tool known as *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 completely 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 completely 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.
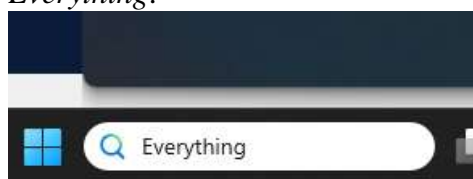
How do I install Everything?
Everything is found at https://www.voidtools.com The webpage shows multiple ways to download *Everything*. For most users, the *Download Installer 64-bit* choice is best. You download the file and then install it by double-clicking the filename. However, if you wish to try it without installing, then the best choice is *Download Portable Zip 64-bit*. You could use the popular 7-Zip program[i] to unzip this download to use it; however Windows has built-in unzip capability in Windows 10 at[ii] or[iii] and Windows 11 at[iv]. If you choose to install,

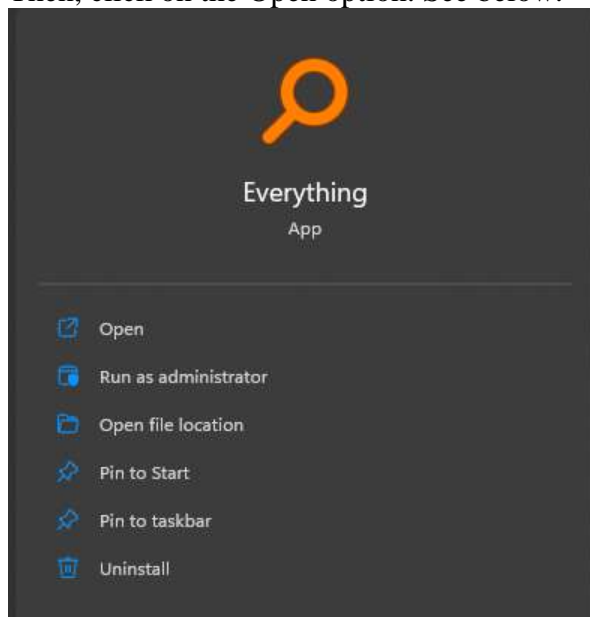*Everything* installs in the same way as other programs.

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 will not be able to 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 the files in my computer which are 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 1 million files. You very likely have a smaller number of files, and *Everything* will not need a minute to find all of your files.
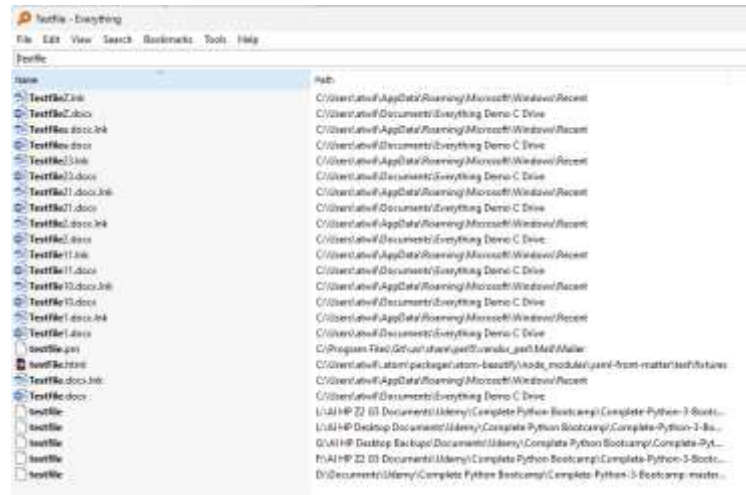
How do I use Everything?

To demonstrate how *Everything* works, I've created these files on my computer and put them into a folder named *Everything Demo C Drive*.
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 either install Everything or use the portable version of Everything and follow the below steps.
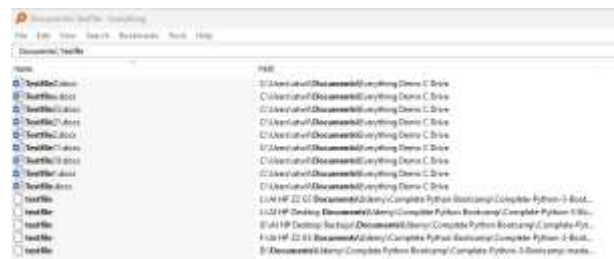
When I enter Testfile into *Everything*'s search box, this is the window I see on my computer.

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.
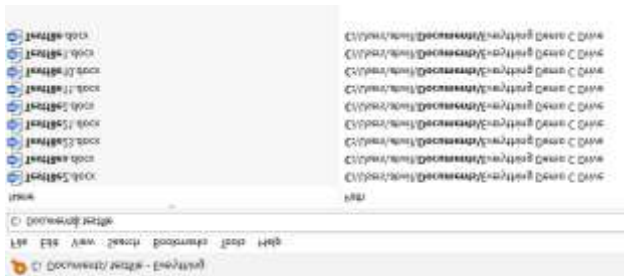
You'll notice some link files that Windows created in addition to the files I created. In addition, I've taken a Udemy course which also uses a file named testfile, which appears at the bottom of the window. While looking at the window, note that the Udemy testfile is in another hard drive on my computer, 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.
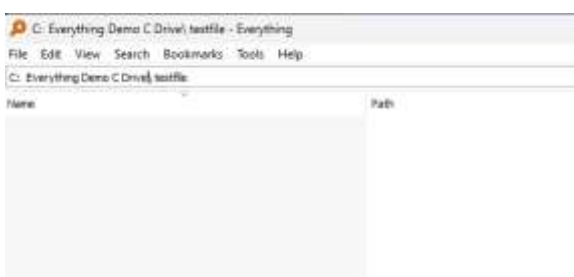

However, at the bottom of the screen are the multiple testfile entries from other drives on my

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 that is 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 are going to find all Testfile files that are in the Documents folder that is 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. That's because *Everything* understands that a space separates file names or folder names that are part of an AND search. If I enclose a folder name or a file name that includes spaces with quotation marks*, then Everything* sees the entire quoted string as a file name or folder name. In this demonstration, the search using the *Everything Demo C Drive* folder is shown below. Note that the \ symbol indicating a folder is immediately after the quotation mark.
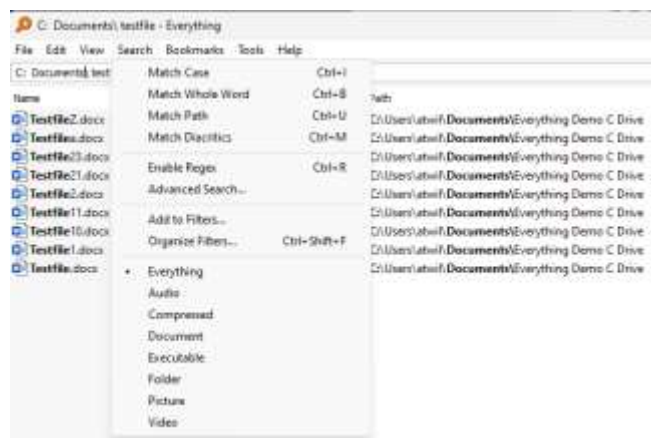
The above completes the demonstration of a normal search..

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*.
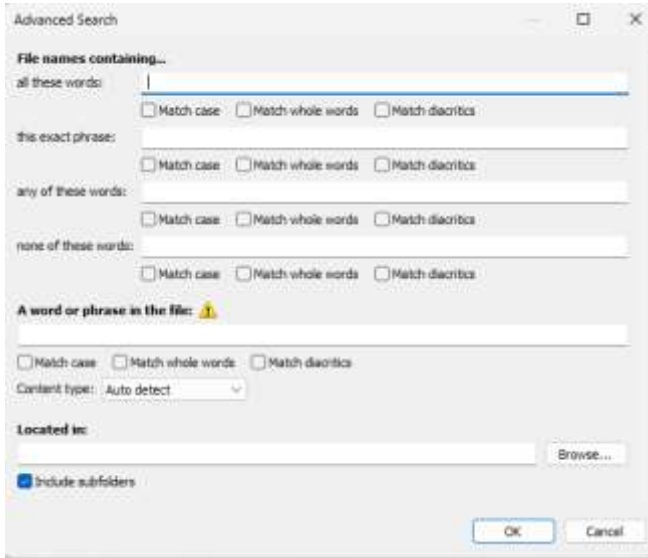
Advanced Search

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 offers a feature called Advanced Search and it offers 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

After you click on Advanced Search in the menu, the Advanced Search window is displayed. See below.

The Advanced Search offers many ways to find files and folders. I think that the user interface is very easy to understand, and I recommend that you explore Advanced Search by trying its options.
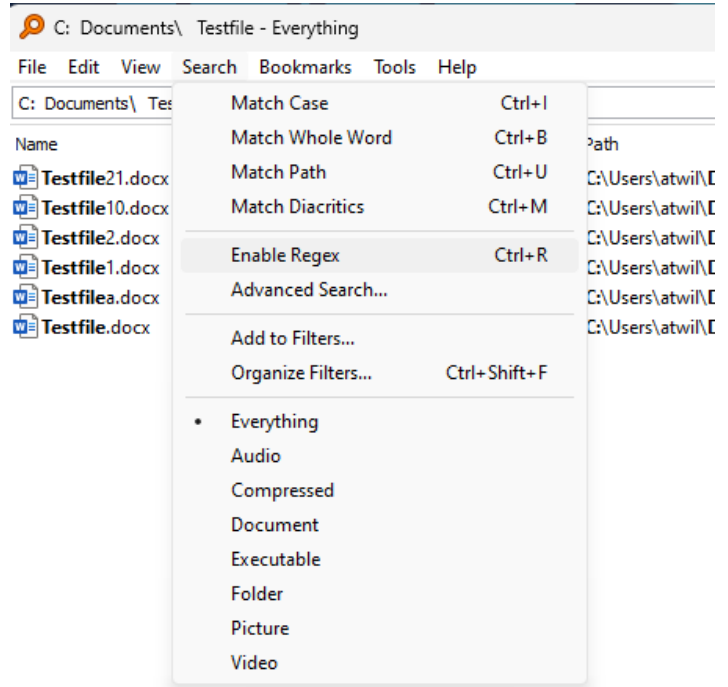
Advanced Search – Finding a file that has the desired text

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.
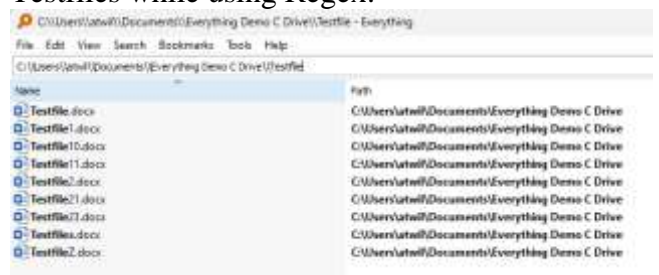
Regex

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. If you look at the next window, you'll see that our previously used search phrase finds nothing.
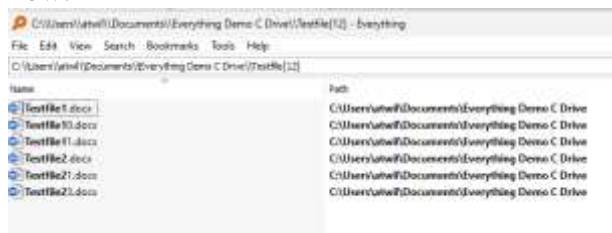

That's because RegEx requires a more specific search statement. It needs the path to the folder holding the files to be searched. The next window shows the path on my computer. On your computer, the path will be shown in the windows that are displayed using the earlier search technique. Please note that the \ character is a special character in Regex. In order 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. You may find the page confusing at first, but try the features and you'll soon have an understanding.

Let's assume we want to use Regex to find files that include the numbers 1 or 2. That is, 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 the character 1 or the 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 that 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.
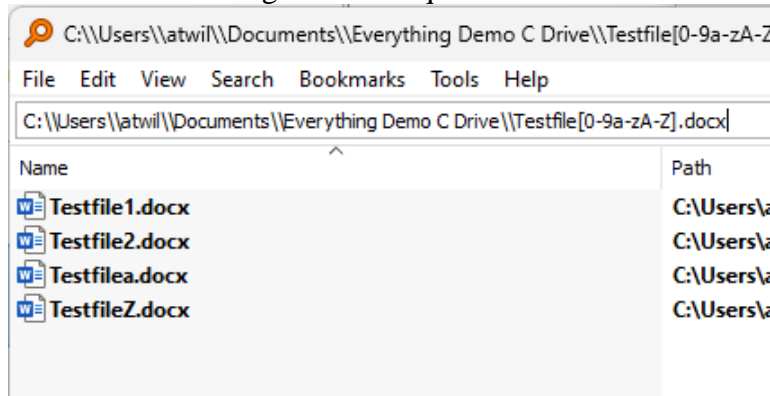

We can do many things with Regex. For instance, we can select Testfile11, Testfile21, and Testfile23 using this search:

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, with Regex you have significant control when finding files.

If you want to exit the Regex feature in order to use *Everything* in its normal mode, click on Search in the menu toolbar and then click on 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 are using a Linux distro, you may learn how 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[v].

To find a file on 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. In both Spotlight and Finder, you can use advanced searches to narrow your search results.

Apple describes how to find files on an iPhone or iPad here[vi].

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[vii]. Some are free, and some require payment. You should find one that is satisfactory. Android also has its own way to find and delete files, as documented here[viii]. If this Google article is too brief, How-To Geek has two articles: how to find downloaded files[ix] and how to manage files and use the Android file system[x].

Summary

Knowing how to use your device's software utilities to find and manage files is important. 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.

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[i] 7-Zip, https://www.7-zip.org/

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

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

[iv] 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

[v] 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

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

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

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

[ix] How to Find Files You Downloaded on Android, https://www.howtogeek.com/689303/how-to-find-files-you-downloaded-on-android/

[x] 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/