

Radio Days – 2008-10-11

Tip of the Week — Check Your Data

Many times in the past I have exhorted people to ensure that they do a backup and then verify that the backup has worked. What I have frequently forgotten to mention is that the data that you back up should be clean.

I recently visited a client and there were some little niggles in the system that she could not fix and which I could not fix either. I rang tech support and the tech support rep suggested that there was a problem with the data in her accounting file. He suggested a comprehensive rebuild of the data file and, hey presto, the those niggles had disappeared.

OpenOffice – no spelling with Outlook Express

A message from a listener who had downloaded OpenOffice and uninstalled Office 2007. He then lost the ability to do a spelling check in Outlook Express. I had forgotten that Outlook Express used the dictionary from Microsoft Office. You might care to try using Thunderbird as a replacement for Outlook Express: it may use the spelling dictionary of OpenOffice.

Did you know that OpenOffice has an Australian dictionary? I googled *australian dictionary openoffice* and found two: one free from OpenOffice itself.

Finding Files on Your Hard Drive

Last week I talked about saving information like bank reconciliations and web pages as .pdf files on your hard drive, rather than on sheets of paper which can easily get lost. The problem with that approach is that the files on your hard drive can get lost just as easily.

There are two free programs which will search your hard drive while your computer is idle, then help you find your lost documents. These programs are Copernic Desktop Search and Google Desktop Search. Of the two, my favourite by a country mile is Copernic. It presents its results in a much easier format to read, although your mileage may vary.

Both programs will take a day or two to index a large hard drive, but all new documents will be found immediately as it indexes while you save a document. Both programs allow you to search for any word in the file, and both will return all sorts of files which you can check. Copernic earns my seal of approval for its ease of use and its ability to sort the results it shows.

Websites

Copernic	www.copernic.com
Google search	desktop.google.com