

Radio Days – 2011-10-15

Tip of the Week – Keeping Up to Date

The pace of change in the computer world seems to be accelerating. More and more programs are being updated each week, and most of these updates fix security holes which allow people to gain access to your computer. This is why I encourage you to keep the programs on your computer as current as possible. All these updates are applied to your computer most easily using a program called *Ninite*. Download this free program from the website given below then run it once a month for the best results.

On the Ninite website you select the programs which you would like to keep up to date. Then download the program which the website generates and run it monthly to keep the selected programs updated.

Searching Your Computer

Many people lose files all the time. They are sure that the file is somewhere inside that black box but they have no idea where to start looking for it. The search mechanisms provided by Windows are woeful, and there have been many attempts by other companies to provide better ways for finding files. The two ways to look for a file which I use all the time allow you to search for files either by name or by content.

Searching by name

To search for a file when you know part or all of your file's name is easy after you download and install a free program called *Search Everything*. This program indexes the names of all the files on your hard disc and can search through this index very quickly. Creating the initial index, of course, will take some time: just how long depends on how many files there are on your hard disc and how much spare time your computer has. Most computers have plenty of spare time so your indexes should be completed in under a day. After that initial indexing time your file searches by name will be lightning quick.

Search Everything can be downloaded and updated using Ninite.

Searching by content

Another way that you can find a file is if you know some of the words contained in the file. A content search depends on finding words in the file so will not work for photos. If you lose a photo you can look for all photos using *Search Everything* which searches files by name: most photos have either JPG or JPEG as the extension in their file name. Under Windows the extension gives the type of file, but most computers have file extensions hidden. You can show file extensions: just use Windows' *Help and Support* to look for *show file extensions*.

The same reasoning applies for music files. You can search for them using Search Everything also. Unfortunately music files have a much wider range of file extensions so I cannot give you detailed instructions here.

Searching for text in a file is best done using a program called *Copernic Desktop Search*. The free version of this program is excellent and has recently been updated. Again, you will need to download and install the program and, again, it will need time to index all your files which contain text.

Further Information

Ninite	www.ninite.com
Search Everything	www.voidtools.com
Copernic Desktop Search	www.copernic.com