

Radio Days – 2013-08-31

Tip of the Week – Register That Program!

I had a call from a client whose brand-new anti-virus program was continually telling her that it was about to expire and that she had to register it **NOW!** This annoyed her because she knew that she had paid for it so it should not be behaving like this!

Her frustration levels were rising and she was about to do something that she would regret.

The problem was that her anti-virus program, like all programs nowadays, needed to be fed a special number which would prove that it had been purchased legally. She knew that her copy was legal but she had not proven that to the satisfaction of the program. I asked if she had bought it on-line: she told me that she had.

I asked her if she had received an email acknowledging her purchase and she showed me the email. I read the email and found the instructions for installing the program. She had left out one vital step, the last, so the program thought that it was still a trial version which was about to expire.

Included in her email was a small file which had to be fed to her anti-virus program. Her anti-virus program needed this file to be extracted from the email and saved on her hard disc so that it could be fed to the program. She had done everything except tell her anti-virus program where the file was. I did this and all was well. She was delighted!

Finding Files

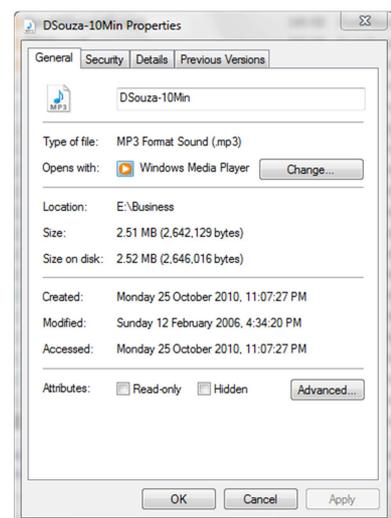
During the week I had to help a client find lost files. I have often had a request to help people know how and where to save files. This week I had to help a user who had lost all idea of where his files were. Some of his files were in such unexpected places that I wondered just how he had managed to get them there. After a while I gave up wondering and just went on with the job of finding the files and placing them in logical places. This apparently simple job took quite a while as his files were scattered in so many places.

Finding Files by Name

Sometimes my client knew what a file was called. Knowing a file's name made life easier as there are a number of programs which will find a file if you know part of its name. We were both lucky because my client often saved his files with a logical file name, and these files were easy to find using either *UltraSearch* or *Everything*. Other files were easy to find because he knew the program which had created the file, and that meant that we could find the file name extension.

Many people are not aware that computer files have a special part of their name called the *File Extension*. This is a full stop followed by a few (usually three or four) letters. In this image you see that the extension is **.mp3** which makes it a sound file to be played by *Windows Media Player*.

Each file has an extension, but the default configuration for Windows says that extensions are not shown. This makes some things easier (such as changing a file's name) but it does make understanding about file types more difficult.



Using UltraSearch

UltraSearch is a program which will find files on your hard disc because these discs use the NTFS file system. This means that it will not search your USB sticks (because they use the FAT file system) but it does search your external hard discs when they are plugged in.

Looking for files with UltraSearch is easy: just start the program then type a few letters which you know - or think – are in the name of the file which you want. It may take the program a little while to catch up with your typing but it will soon show you all the files which contain those letters in their name.

The reason why UltraSearch takes a short time to start is because, when it runs, the program reads your hard disc drive to find the names of all the files on your disc. Once it has this information it will quickly display the names of your files which match the letters that you have typed. If you are unable to see your file name try clicking on the column headers to sort the data by that column. This is the same method of sorting that you use to sort columns of files in Windows Explorer.

Using Everything

Everything is another program which you can use to find files when you know all or part of the file name. It is slightly different from UltraSearch in that it makes a list of the names of all the files on your hard disc but, unlike UltraSearch, it does not easily access your external hard discs.

For this reason I recommend UltraSearch.

Searching For File Types

If you want to find all the files of a particular type (perhaps all the photos from your camera) you will need to know about files extensions. The most common extension for images is **.jpg**: this is the JPEG (Joint Photographic Experts Group) file type which is the most common image file used with computers. Most digital cameras (including your smartphone) produce .jpg files, although DSLRs (the big ones, usually black) can also take another image type called RAW because it is the image straight from the sensor without any processing in your camera.

Using UltraSearch you just type the file extension and a list of all the files with that extension appears, as if by magic, on your screen. For image files, then, you would type .jpg (please note the full stop at the beginning: this stops UltraSearch from looking for the letters “jpg” inside the file name) to show all JPEG files.

Using Wildcards

If you are not completely sure of a file's name you can type the part of the name which you can remember. If you can remember more than one part of the file's name then you can connect the parts with wildcards. There are two wildcard characters:

- **?** – this represents just one character
- ***** - this represents any number of characters

This is the way to select files when there is some confusion about their name.

Many people find that using wildcards in a file's name is not natural so do not do it. Try using a wildcard next time you look for a file: you may well just surprise yourself!

Finding Files By Text

Sometimes you need to be able to find files which contain a particular word. This is easy if you have installed a program like *Copernic Desktop Search*. This is a free program which will index all your files with text in them and allow you to search for the string of text that you need at this very instant.

After you install the program it will take some time to index your hard disc: exactly how long depends on how many files you have on your hard disc. Once your whole disc is indexed, all new files will be indexed almost before you have saved them. You can then search for your text and a list of all your files will appear as if by magic.

This is all you have to do, so it really is as simple as this.

Moving Files

Once you have found all the files which you want to move it is time to actually perform the move. This is just a matter of selecting the files which you want to move then, from the menu in UltraSearch, select *Edit » Cut*. Now you use Windows Explorer to navigate to the folder where you want them to go then select *Edit » Paste* to move them to their final resting place.

To select a contiguous group of files you click on the first file in the list then hold down the *Shift* key and click on the last file in the group. This second click is called a *Shift-Click* for obvious reasons.

The other way to select a number of files is to click on the first file then *Ctrl-Click* on all the other files one by one. This method is used if there are gaps in the files to be selected.

Further Information

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| UltraSearch | www.jam-software.de/ultrasearch |
| Search Everything | www.voidtools.com |
| Copernic Desktop Search | www.copernic.com |