

# Radio Days – 2010-07-24

## *Tip of the Week – Be Gentle With Yourself*

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I hear so many of my clients say things like “*I really should know more about computers*”. I would like you all to know that, despite what you may think about computers, they really are there for people. They are there to make lives easier and more enjoyable, so beating yourself up for not knowing everything about them is just like beating yourself up for not knowing more about how to enjoy the food you eat and the people you eat with.

Learning how to use a computer is a skill which, like all skills, takes time to master. It has taken me nearly four decades to learn what I know, *and* I am still learning. So please be gentle with yourself. Remember: you are the only person you will be so take the time to learn what you need to know when you need to know it. You can do no more than that.

## *Searching For Files – II*

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Last week we spoke about strategies for storing files in such a way that you can find them when you need them. Sometime, even with all the best will in the world, you cannot find the one file or email which you need at that moment. This is when another strategy is needed.

There are a number of programs which will index the contents of all the files on your hard disc. These indexing programs vary widely in their ability and ease of use, and also in their price.

### *Google desktop search*

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Google has its desktop search, and this works like the Google online search engine. The main problem with Google desktop search is that it only gives you ten items at a time, and often these items are nothing like what you are searching for. Google does an excellent job in many ways, but this is one where they have not thought things through.

### *Copernic*

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Copernic is a company which specialises in searching. Today I talk about Copernic’s desktop search program. This program reads all the files on your hard disc and indexes the contents. Because photos do not have words as contents they aren’t indexed, but your word processing documents and emails (and their attachments) are. The initial index can take some time if you have lots of files, but finding a file is very quick once the initial search has been done. The format of the results is easy to use.

### *Everything*

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Everything is a program which indexes all files on your hard disc by name. It is the best and fastest way of searching for a file when you know some of the name. Just start typing and your search will be narrowed down as you type.

## *Websites*

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Google desktop search	<a href="http://desktop.google.com">http://desktop.google.com</a>
Copernic	<a href="http://www.copernic.com">www.copernic.com</a>
Everything	<a href="http://www.voidtools.com">www.voidtools.com</a>