

(membership includes  
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# The Digital Viking



## Twin Cities

PC USER GROUP

NEWSLETTER

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*TC/PC Exists to  
Facilitate and Encourage  
the Cooperative Exchange of  
PC Knowledge and  
Information Across  
All Levels of Experience*

### June 2024

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**General Meeting**  
**Tuesday, June 11, 2024**  
**7:00 PM**

**TC/PC Annual Meeting  
and**

**Election of Directors  
for Fiscal Year Ending 6/30/2025  
and  
Annual Open Board of Directors Meeting**

**Via Zoom Only**

Bring your suggestions and ideas for future meeting topics and how you can contribute to the future of the club.

It would be helpful if you could make a list of topics you are interested in and submit it by email to Curt or to Sharon Walbran at [sharon.walbran@gmail.com](mailto:sharon.walbran@gmail.com) Please add a subject of TC/PC presentation topics to the email. 

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**Note:** All TC/PC Meetings and SIG Groups will be virtual until further notice. Visit [tcpc.com](http://tcpc.com) for info.

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**Tech Topics with Jack Ungerleider via Zoom at 6pm before the General Meeting.**

TC/PC is a  
Member of



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**24-Hour Information • [www.tcpc.com](http://www.tcpc.com)**  
Application form inside back cover

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# The Digital Viking

The Digital Viking is the official monthly publication of the Twin Cities PC User Group, a 501(c)(3) organization and an all-volunteer organization dedicated to users of IBM-compatible computers. Subscriptions are included in membership. We welcome articles and reviews from members. The Digital Viking is a copyrighted publication and reproduction of any material is expressly prohibited without permission. Exception: other User Groups may use material if unaltered and credited.

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Contact Sharon Walbran at: SQWalbran@yahoo.com

Deadline for ad placement is the 1<sup>st</sup> of the month prior to publication. All rates are per issue and for digital or camera-ready ads. Typesetting and other services are extra and must be requested in advance of submission deadlines.

Payment must accompany order unless other arrangements are made in advance. Place make checks payable to: Twin Cities PC User Group

## TC/PC 2023-2024 Board of Directors

Meets once or twice per year. All members welcome to attend.

Visit [www.tpc.com](http://www.tpc.com) for meeting details.

<b>President</b> —Lee Kaphingst	leekap@comcast.net
<b>Vice President</b> —Curtiss Trout	ctrout@troutreach.com
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Sharon Trout	strout@troutreach.com
Jack Ungerleider	jack@jacku.com
Sharon Walbran	sharon.walbran@gmail.com

## TC/PC Member Benefits

Product previews  
and demonstrations

Special Interest Groups  
Monthly Newsletter

Discounts on products  
and services

Contests and prizes

## Business Member Benefits

All of the above PLUS:

FREE ½ page ad on  
payment of each renewal

20% discount on all ads  
Placed in the *Digital  
Viking* Newsletter

Up to 5 newsletters mailed to  
your site  
(only a nominal cost for each  
additional 5 mailed)

## Newsletter Staff Editor Sharon Walbran

# How to Find Files

By Al Williams, President  
Willow Valley Computer Club  
wvcomputerclub (at) 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.

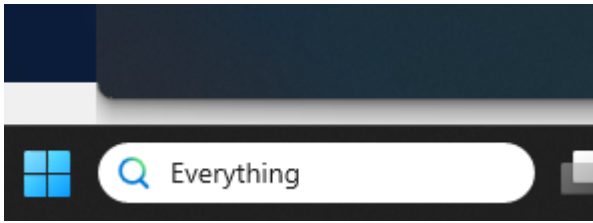
## How do I install *Everything*?

*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 to unzip this download to use it; however Windows has built-in unzip capability in Windows 10 at or and Windows 11 at. If you choose to install, *Everything* installs in the same way as other programs.

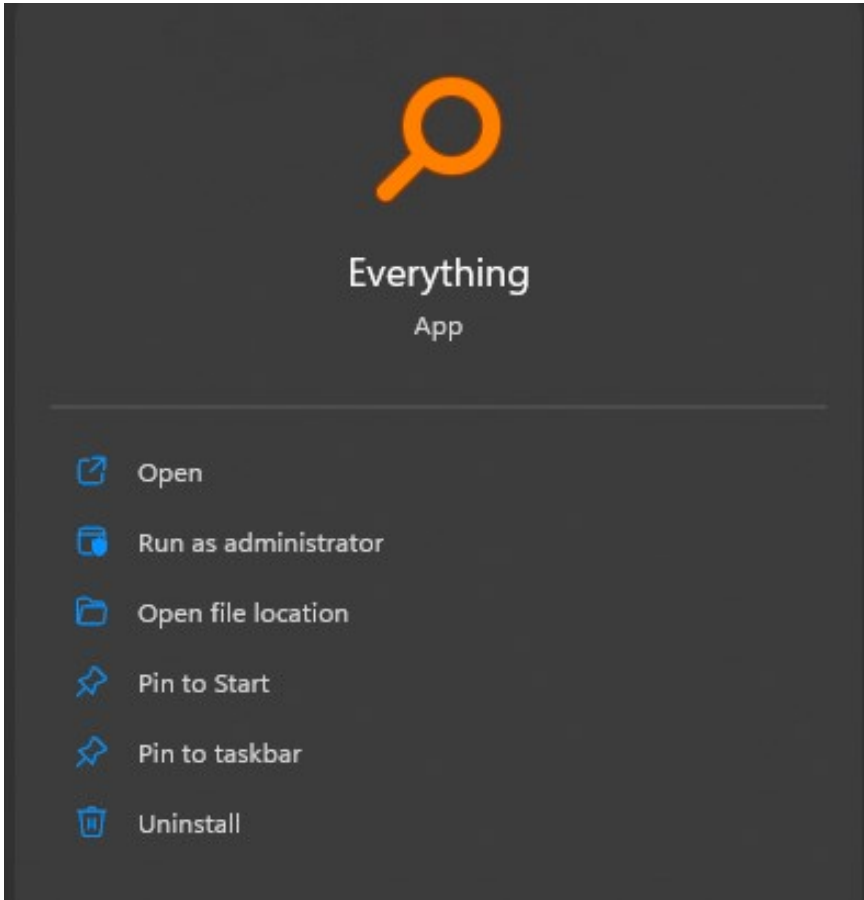
## How do I open *Everything*?

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.

Name	Path	Size	Date Modified
e89742a1-942d-4426-ba41-680bc271cd50.csv	C:\ProgramData\HP\HP Touchpoint Analytics Client\Provider Data\SystemStateMonitor\202...	18 KB	8/11/2023 10:22 AM
6824f4a902c78fbd.customDestinations-ms	C:\Users\atwil\AppData\Roaming\Microsoft\Windows\Recent\CustomDestinations	20 KB	8/11/2023 10:22 AM
usage	C:\Users\atwil\AppData\Roaming\Mozilla\Firefox\Profiles\afreenci.default-release\storage\...	1 KB	8/11/2023 10:22 AM
hp-touchpoint-analytics-service.log	C:\ProgramData\HP\HP Touchpoint Analytics Client\Logs	432 KB	8/11/2023 10:22 AM
analytics_store.dat	C:\ProgramData\HP\SharedServices	2 KB	8/11/2023 10:22 AM
WMIPRVSE.EXE-8DDA8D43.pf	C:\Windows\Prefetch	5 KB	8/11/2023 10:22 AM
SVCHOST.EXE-774F8DB6.pf	C:\Windows\Prefetch	4 KB	8/11/2023 10:22 AM
addonStartup.json.lz4	C:\Users\atwil\AppData\Roaming\Mozilla\Firefox\Profiles\afreenci.default-release	19 KB	8/11/2023 10:22 AM
mbae-protector.xpe	C:\ProgramData\Malwarebytes\MBAMService\LOGS	7,232 KB	8/11/2023 10:22 AM
context_open.marker	C:\Users\atwil\AppData\Roaming\Mozilla\Firefox\Profiles\afreenci.default-release\storage\...	0 KB	8/11/2023 10:22 AM
caches.sqlite-wal	C:\Users\atwil\AppData\Roaming\Mozilla\Firefox\Profiles\afreenci.default-release\storage\...	1 KB	8/11/2023 10:22 AM
caches.sqlite-shm	C:\Users\atwil\AppData\Roaming\Mozilla\Firefox\Profiles\afreenci.default-release\storage\...	32 KB	8/11/2023 10:22 AM
DLLHOST.EXE-57A853C4.pf	C:\Windows\Prefetch	4 KB	8/11/2023 10:22 AM
V01.chk	C:\Users\atwil\AppData\Local\Microsoft\Windows\WebCache	8 KB	8/11/2023 10:22 AM
f01b4d95cf55d32a.automaticDestinations-ms	C:\Users\atwil\AppData\Roaming\Microsoft\Windows\Recent\AutomaticDestinations	474 KB	8/11/2023 10:22 AM
2023-09.lnk	C:\Users\atwil\AppData\Roaming\Microsoft\Windows\Recent	1 KB	8/11/2023 10:22 AM
5f7b5f1e01b83767.automaticDestinations-ms	C:\Users\atwil\AppData\Roaming\Microsoft\Windows\Recent\AutomaticDestinations	1,862 KB	8/11/2023 10:22 AM
~DF1760FADB697202E.TMP	C:\Users\atwil\AppData\Local\Temp	1 KB	8/11/2023 10:22 AM
How to Find Files.lnk	C:\Users\atwil\AppData\Roaming\Microsoft\Windows\Recent	2 KB	8/11/2023 10:22 AM
How%20to%20Find%20Files((Autorecovered-310508132927058...	C:\Users\atwil\AppData\Roaming\Microsoft\Word\How%20to%20Find%20Files31050844163...	34 KB	8/11/2023 10:22 AM
AutoRecovery save of How to Find Files.asd	C:\Users\atwil\AppData\Roaming\Microsoft\Word	34 KB	8/11/2023 10:22 AM
~WRS{A2C8081B-CFCE-4A18-9DE4-80602DA57F84}.tmp	C:\Users\atwil\AppData\Local\Microsoft\Windows\NetCache\Content.Word	2 KB	8/11/2023 10:22 AM
index.dat	C:\Users\atwil\AppData\Roaming\Microsoft\Office\Recent	4 KB	8/11/2023 10:22 AM
How to Find Files.LNK	C:\Users\atwil\AppData\Roaming\Microsoft\Office\Recent	2 KB	8/11/2023 10:22 AM
fb3b0dbfee58fac8.automaticDestinations-ms	C:\Users\atwil\AppData\Roaming\Microsoft\Windows\Recent\AutomaticDestinations	463 KB	8/11/2023 10:22 AM
MOUSOCOREWORKER.EXE-B4BE72C1.pf	C:\Windows\Prefetch	13 KB	8/11/2023 10:22 AM
MbamClientConfig.json	C:\ProgramData\Malwarebytes\MBAMService\config	69 KB	8/11/2023 10:22 AM
store.db	C:\ProgramData\USOPrivate\UpdateStore	14,664 KB	8/11/2023 10:21 AM

1,043,443 objects

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.

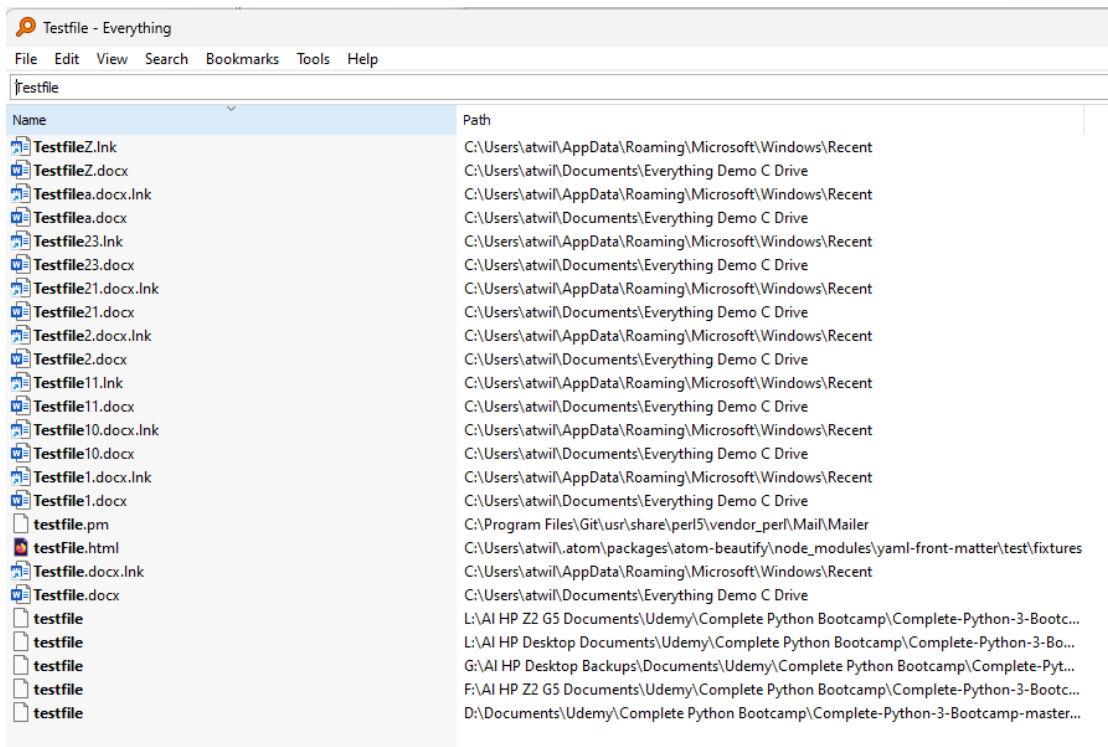
## How do I use Everything?

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.*

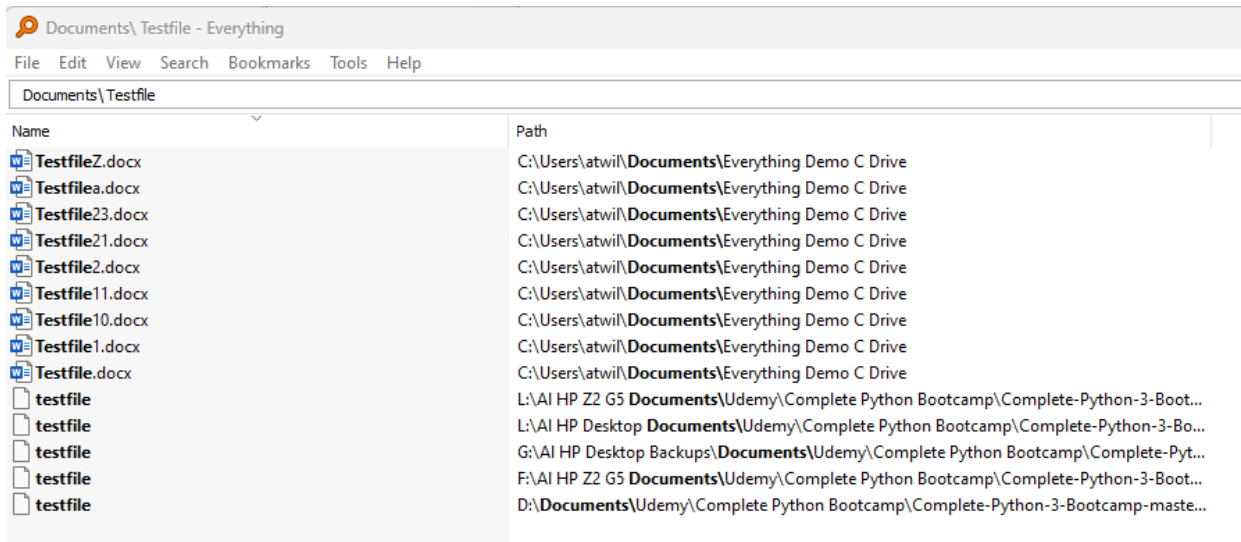
When I enter Testfile into *Everything's* search box, this is the window I see on my computer.



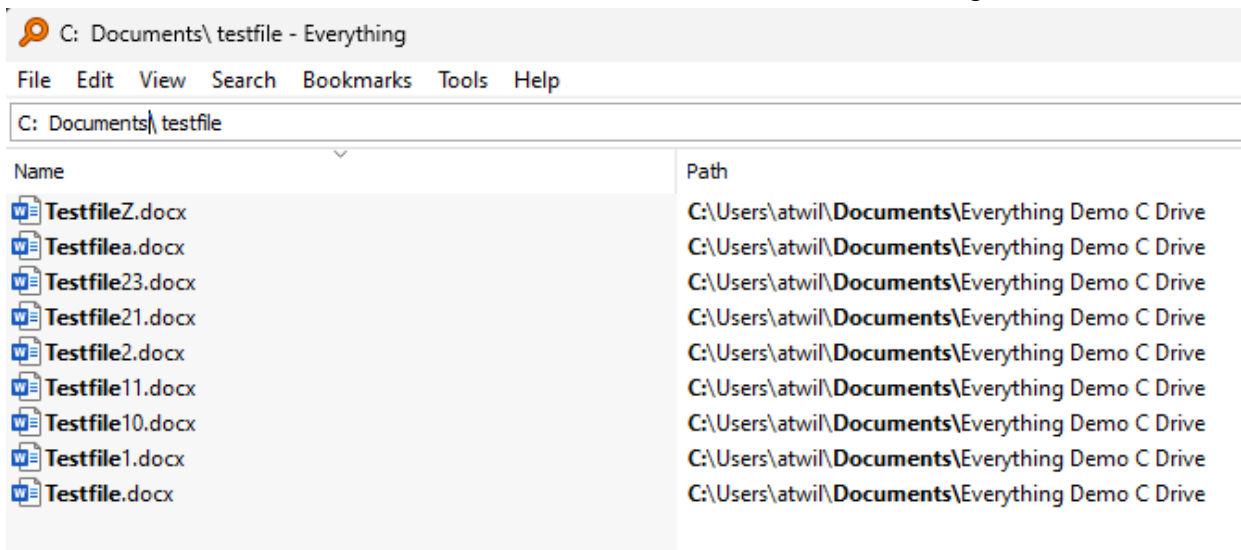
The above window shows that *Everything* will display only the files that contain the characters Testfile in the filename. You can, of course, search for any characters in a filename.

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.Ink 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 .Ink files are no longer displayed.

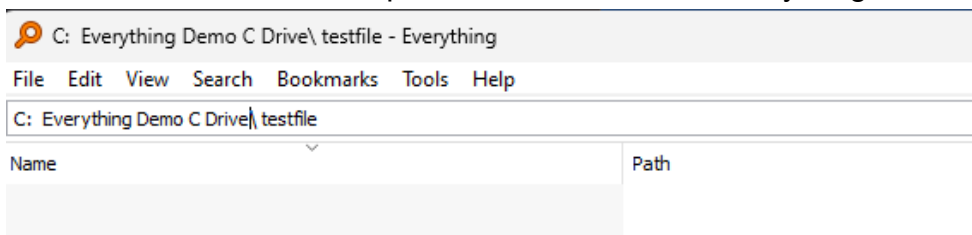


However, at the bottom of the screen are the multiple testfile entries from other drives on my computer. Those files are also inside a Documents folder on those drives. I can choose which hard drive I want to view. In this case, I want to view only files on my main hard drive, the C: drive. The below window shows how to add the C: drive criteria and the resulting search.

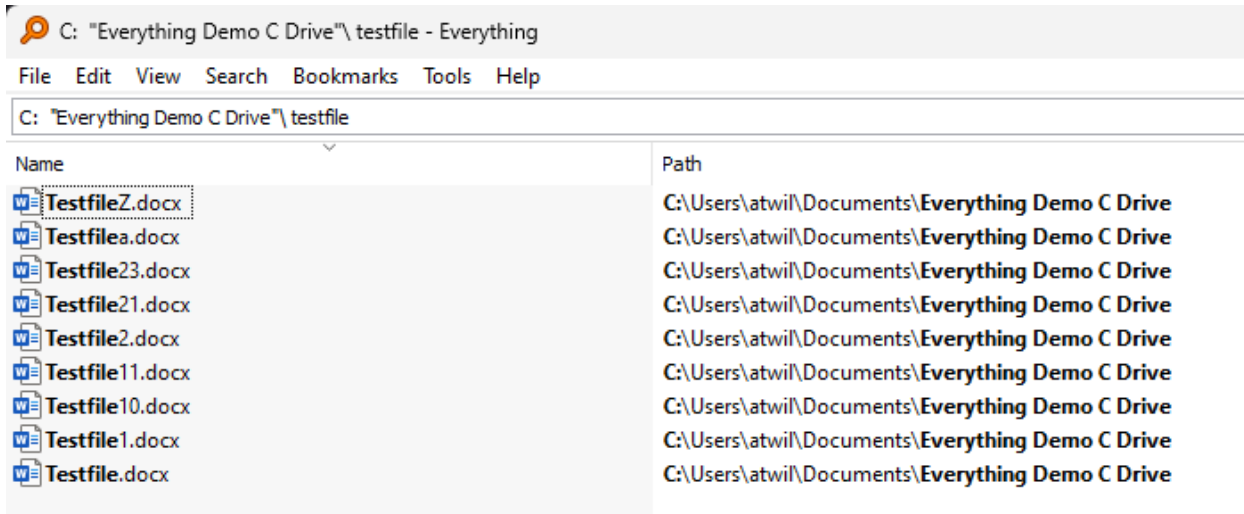


The above search is called an AND search. It says: Search only the C: drive. Then, search only the Documents folder that is in the C: drive. Finally, it says to find all possible Testfile files in the Documents folder. You could reverse the thought process by saying that you are going to find all Testfile 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.



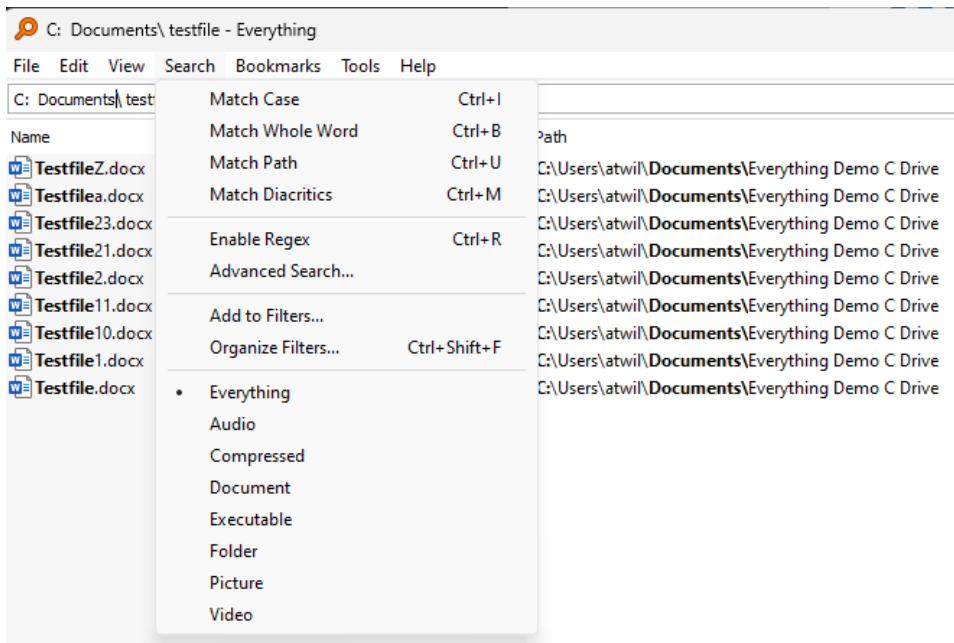
The above completes the demonstration of a normal search..

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*.

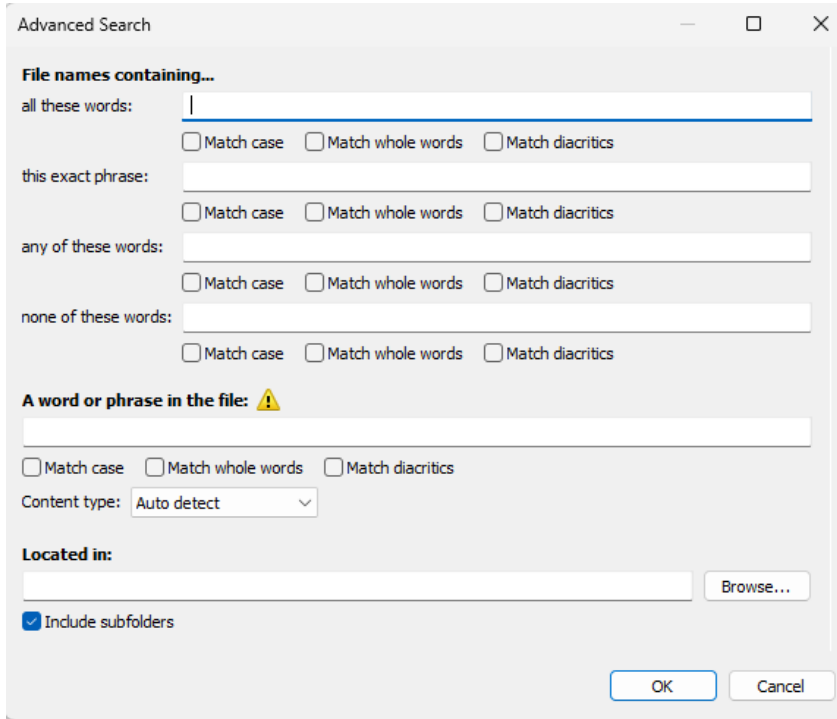
## Advanced Search

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.

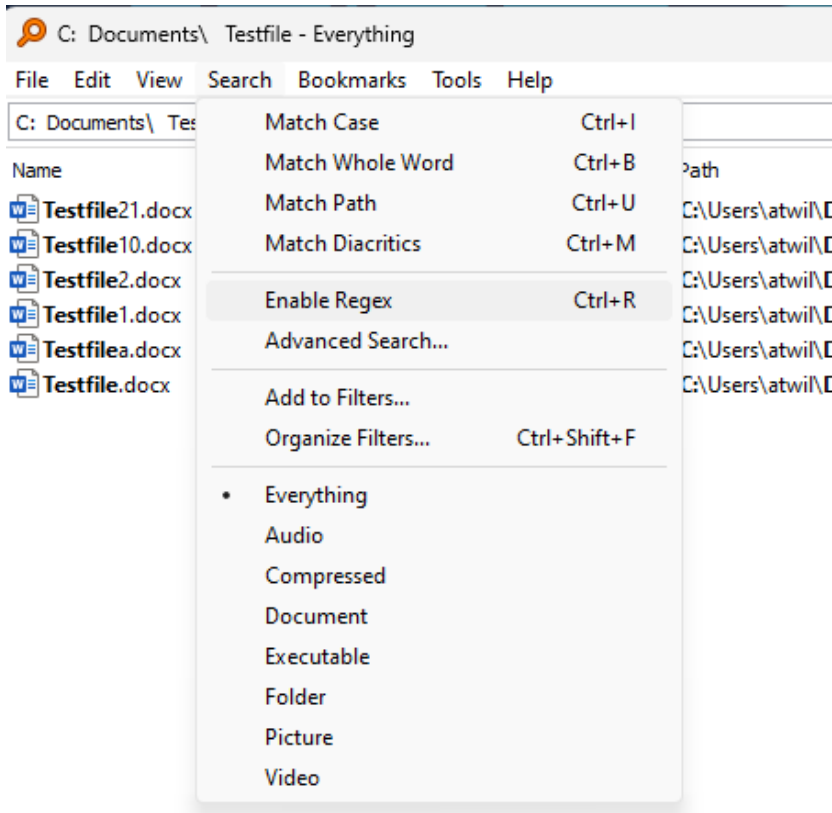
### ***Advanced Search – Finding a file that has the desired text***

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.

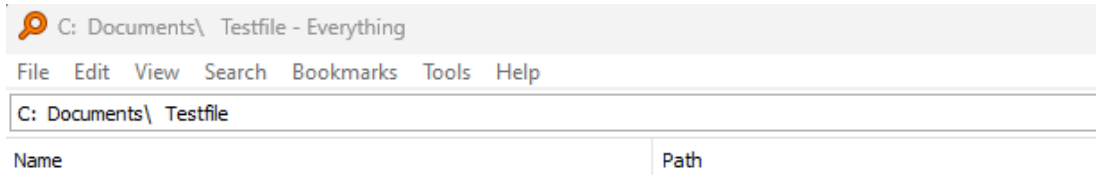
This section is for those who would like an advanced understanding of Everything.

## **Regex**

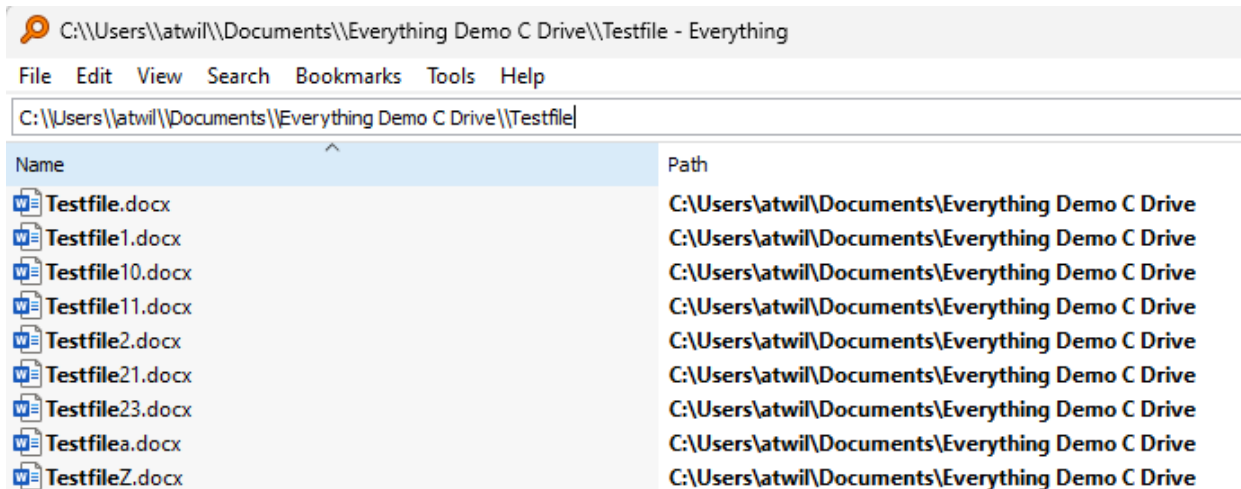
The way to do an even more advanced search is to enable a feature called Regex by clicking on Search in the menu and then clicking on Enable Regex. Regex stands for regular expression. See the next window.



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.

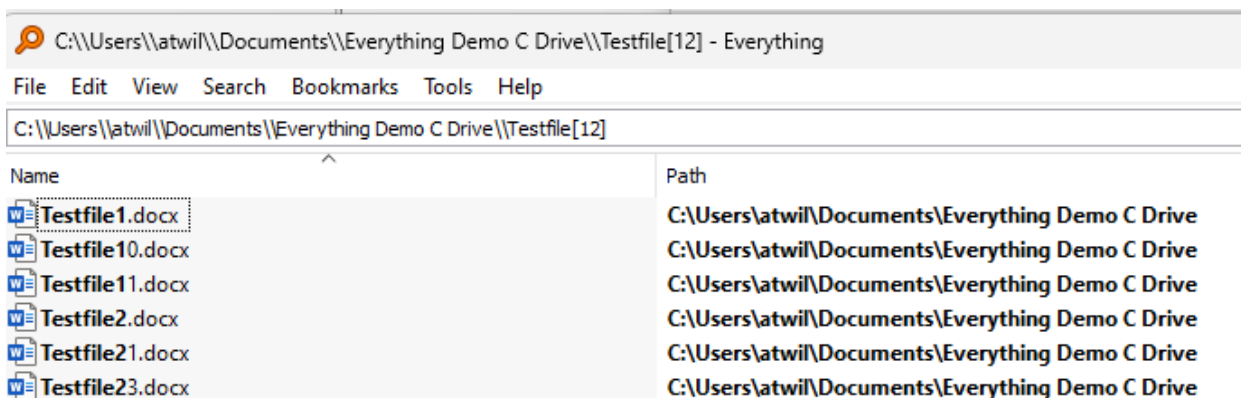


That's because RegEx requires a more specific search statement. It needs the path to the folder holding the files to be searched. The next window shows the path on my computer. On your computer, the path will be shown in the windows that are displayed using the earlier search technique. Please note that 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.



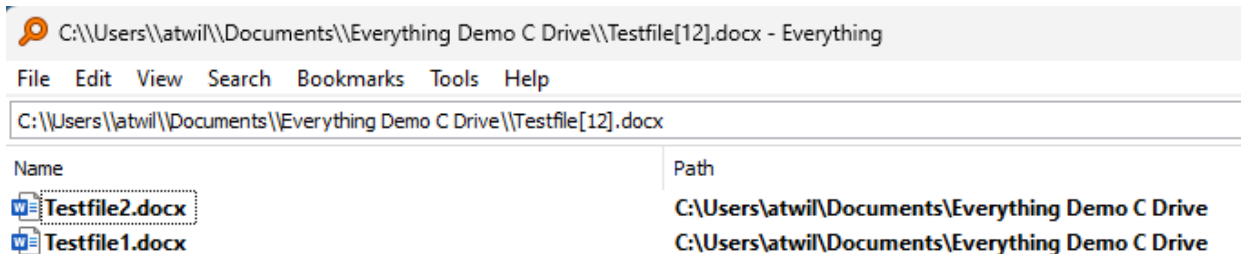
We can now use special characters to manipulate our search. *Everything* has a web page that describes the usage of Regex and these special characters at [https://www.voidtools.com/support/everything/searching/#advanced\\_search](https://www.voidtools.com/support/everything/searching/#advanced_search). 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.

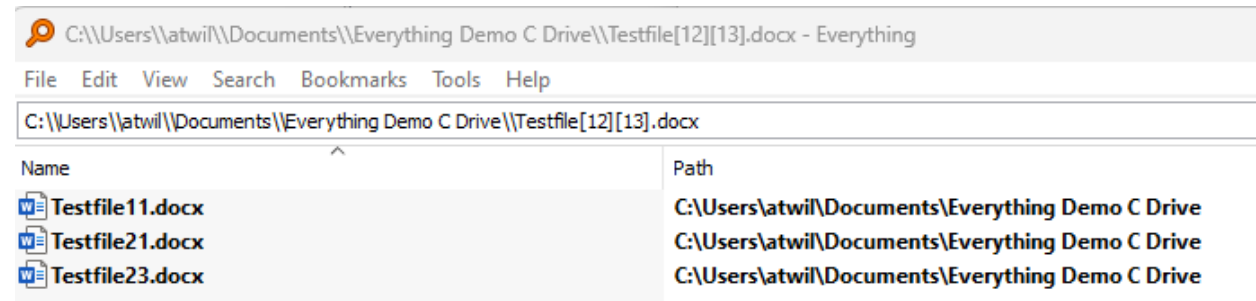


The [12] means that either the character 1 or the character 2 may be added to the string Testfile to create Testfile1 or Testfile2.

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.

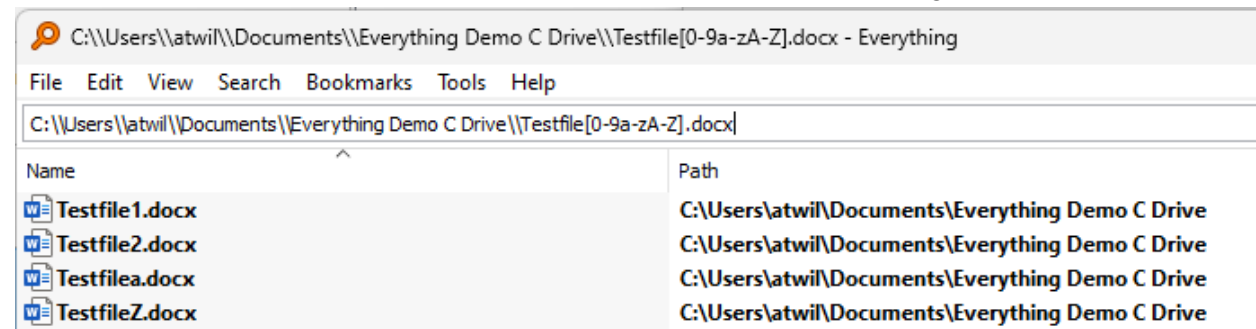


We can do many things with Regex. For instance, we can select Testfile11, Testfile21, and Testfile23 using this search:



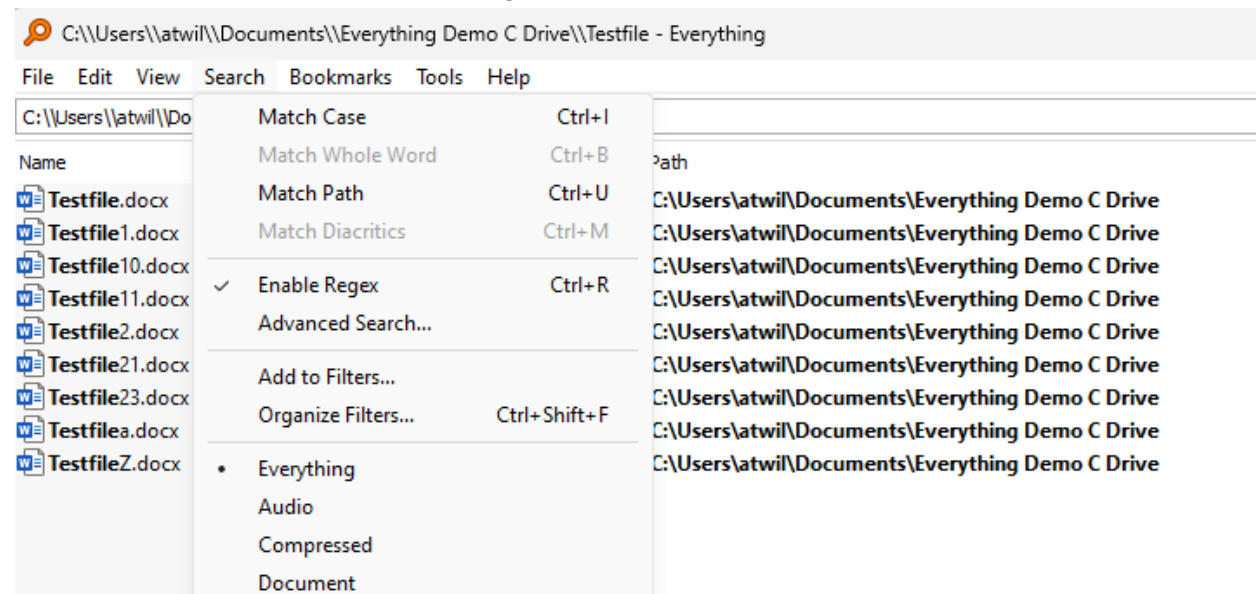
This search states that the character right after Testfile may be either 1 or 2, and the character after that may be either 1 or 3.

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](#).

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](#).**

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. 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](#). If this Google article is too brief, How-To Geek has two articles: [how to find downloaded files](#) and [how to manage files and use the Android file system](#).

### **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.

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

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

7-Zip, <https://www.7-zip.org/>

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>

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

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

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

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/>



[Go to Page 1](#)

Meetings start at 7:00 PM (9:00 AM on Saturday) unless otherwise noted. \*Virtual Meetings during Covid pandemic.

**June**  
**July**

SUN	MON	TUES	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8 Linux on Saturday SIG 9am—Noon
9	10	11 7pm General Mtg Annual Meeting and Elections  6pm Tech Topics	12	13	14	15 MS Office SIG (includes Access) 9am—Noon
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5
6	7	8 7pm General Mtg TBA  6pm Tech Topics	9	10	11	12 Linux on Saturday SIG 9am—Noon
13	14	15	16	17	18	19 MS Office SIG (includes Access) 9am—Noon
20	21	22	23	24	25	26
27	28	29	30	31		<u><a href="#">Go to Page 1</a></u>



**You have just read an issue of The Digital Viking.**

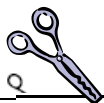
*Would you like to receive this delivered directly to your email or business each month?*

As a member of TC/PC, the Twin Cities Personal Computer Group, one of the benefits is reading this monthly publication at [www.tcpc.com](http://www.tcpc.com).

As a member of TC/PC, you may attend any or all of the monthly Special Interest Group (SIG) meetings and be eligible for software drawings. The small membership fee also includes access to real-live people with answers via our helplines, discounts, and various other perks.

Does membership in this group sound like a good way to increase your computer knowledge?

It's easy to do! Simply fill in the form below and mail it to the address shown.  
(If you use the form in this issue, you will receive an extra month for joining now.)



<b>Here's the info for my TC/PC Membership:</b>	<b>6/24</b>
Full name _____	<b>I'm signing up for:</b>
Company name _____	<input type="radio"/> Individual/Family Membership (\$18)
Address _____	<input type="radio"/> Business Membership (\$100)
City _____ State _____ Zip _____	If an existing member your # _____
<input type="radio"/> Home <input type="radio"/> Business <input type="radio"/> Change address: <input type="radio"/> Perm. <input type="radio"/> Temp. 'til _____	<b>Make checks payable to:</b>
Home phone _____ Work phone _____	<b>Twin Cities PC User Group 341 County Rd C2 W Roseville, MN 55113</b>
Online address(es) _____	<b>Or sign up on our website:</b>
Where did you hear about TC/PC? _____	<a href="http://www.tcpc.com">http://www.tcpc.com</a>
<input type="radio"/> I DO NOT want any of my information disclosed.	<input type="radio"/> Check # _____ <input type="radio"/> Bill me
<input type="radio"/> I DO NOT want to receive any mailings	<input type="radio"/> New member <input type="radio"/> Renewal <input type="radio"/> Prior member
<b>Administrative Use Only</b> Rec'd _____ Chk# _____	I'm interested in:
	<input type="radio"/> Training classes <input type="radio"/> Volunteering <input type="radio"/> Special Interest Groups: New User, Access, etc.
	List here:

**June 11, 2024  
7:00 pm  
General Meeting**

**TC/PC Annual Meeting  
And  
Elections**

**Via Zoom Only**



341 County Rd C2 W  
Roseville, MN 55113

***FIRST CLASS MAIL***