

# How do you. . . . ?

## . . . . FIND YOUR PICTURES ON A BIG HARD DRIVE

Picture files scattered around the hard drive? How to find them all? That's easy. The following instructions are for Windows XP. Earlier Windows versions work similarly. This works for any type of file.

First, go to Windows Explorer (Start>>All Programs>>Accessories>>Windows Explorer). Click **Search>>All Files and Folders**. In this case, let's assume the picture files are JPEGs. So, in "All or part of the file name," enter \*.JPG. Change "Look in:" to My Computer. Click Search. You'll get a list of picture files and their locations.



## . . . . CHANGE YOUR SETTINGS IF COOKIES DON'T WORK

Cookies are tiny text files that identify you to Web sites. They include identifiers that allow the site to find you in its database. That's how sites know to include greetings like, "Welcome back, Joe!" If your cookies are not working, check your browser.

First, be sure that Internet Explorer is properly updated. To do that, click **Tools>Windows Update**. Let the update scan your computer. Cookies are turned on in Internet Explorer. Click **Tools>Internet Options**. Select the **Privacy tab**. Use the slider under Settings to govern cookies. Low is usually good. People often view cookies with suspicion. But they do far more good than harm, in the opinion of some. **As text files, they cannot be executed. Therefore, they can't harm your computer.**



## . . . . KNOW WHEN YOUR HARD DRIVE COULD BE IN TROUBLE

One of your hard drive's hints of coming trouble is **lots of clicking**. (Other hints: A grinding noise means the read/write head is scraping the platter. Kiss your data goodbye. Smoke is also a very bad sign.)

**If your hard drive is clicking, back up your data immediately.** The clicking occurs when the read/write head fails to align with the servo tracks. The head hits its crash stops, resulting in clicks. Hard drives can go very quickly. If your hard drive clicks continually, shut the computer down. According to techie lore, you can take a nonworking drive, seal it in a bag and put it in a freezer overnight. That could shrink things enough to free them up. It's worth a try if the drive fails on you.

If your hard drive fails, a recovery company may be able to save your data. This work can be very expensive, but may be worthwhile if your data is valuable. It can also be time-consuming. **Develop a backup routine. It will be much cheaper and less stressful**



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