easyDuplicateFinder

Managing duplicate files made simple

Features include:

- Duplicate Photo Finder
- Duplicate Song Finder
- Duplicate Outlook Email Finder
- Duplicate Documents Finder
- Automated Scanning Wizard
- Comprehensive Reports
- Easy to Use Interface
- Duplicate Selection Manager
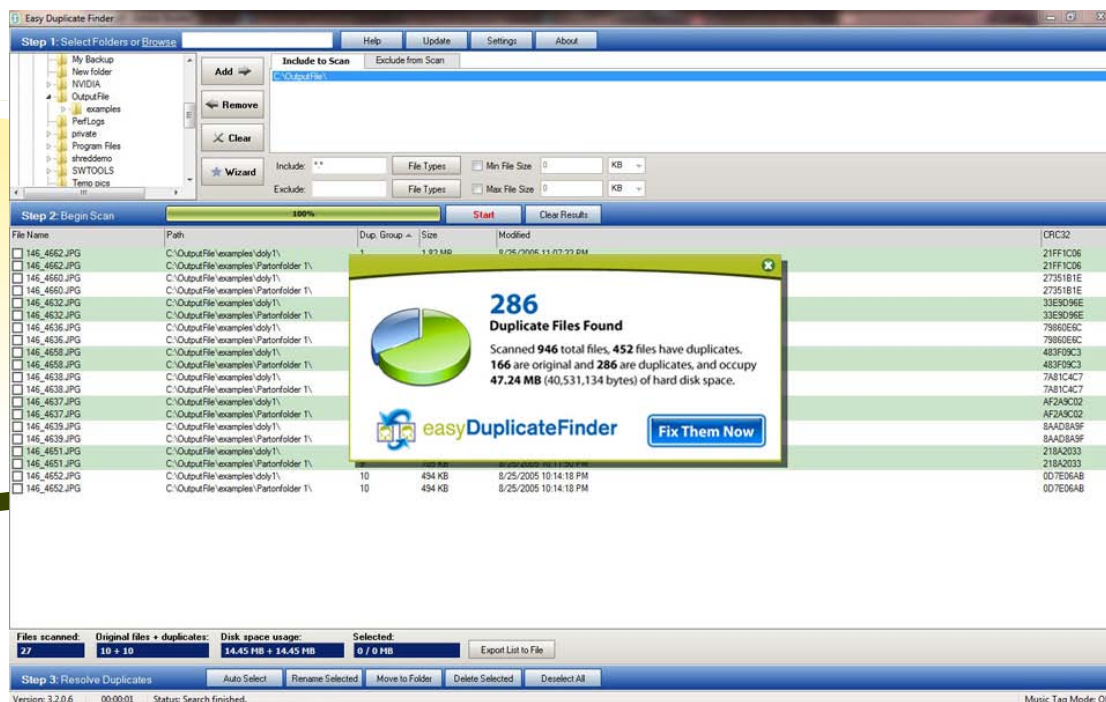
Windows XP   **Windows** Vista   **7**

SYSTEM REQUIREMENTS

- OS: Windows XP/Vista/Windows 7
- 32 bit or 64 bit
- CPU: 400 MHz or higher
- RAM: 128 MB or more
- Hard Drive: 5 MB of free space

User Guide
Version 3.6

www.easyduplicatefinder.com

Welcome!

Congratulations on your purchase! We are thrilled to have you as a valued customer. The application you have purchased is the result of hundreds of man-hours of development and several years of evolution through user feedback. We've developed it to our highest standards and we're confident that it will perform to your complete satisfaction.

Easy Duplicate Finder

Easy Duplicate Finder (hereafter referred to simply as "EDF") quickly scans your computer for duplicate files and displays the results in an easy to understand report. Built-in tools help you resolve duplicates in a quick, easy and safe way.

Contact Information

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Support

http://www.easyduplicatefinder.com/help.html

Document ID: UG-00005-10

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Contents

Quickstart Guide

Use this Quick Start section to start reclaiming disk space right away!

The Wizard

The program is supplied with a Wizard to help you find duplicate files in just a couple of clicks. To use this function, open the program and then simply chose what kind of files you want to find, where to look for them, and let EDF do all the work for you. All you have to do is chose which files to keep and which to delete.

In three easy steps you can have your list of duplicate files:

1. Chose what type of files you want
2. Select a location
3. Start the scan

Wizard

Wizard Button

The Wizard will do everything else for you. Based on which type of files you select, Step two offers tailored locations as well as the option to select custom folder(s). Advanced users can disable the Wizard by simply checking the "**Do not show Wizard at startup**" box at the bottom of the window. If you wish to enable the Wizard later on, simply click on the Wizard button.

Step 1

Select Folders
First of all, you'll need to choose which folders to include in an EDF scan. Start at **Select Folders** or **Browse for folders**.

Tip: The average user has 34% of disk space taken up by duplicate files.

Browse
1. Click the Browse link in the first line to the right of Step 1
2. Select a folder, such as **My Pictures**, and click OK.
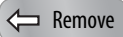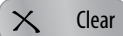
Select Folders from list
Select the Folders you wish to search in the top-left box or click Browse to browse to a folder. Use the + sign to expand folders and open the folder tree. Click on a folder to

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Select folders from the list (cont.)

highlight it and then click on the Add button. The folder will appear in the **Include to Scan** pane. Repeat the process to add more folders to scan.

The Include to Scan pane has 3 options:

Add ⟹ **Add** – add the highlighted folder to the list

⟸ Remove **Remove** – remove the highlighted folder from the list

✕ Clear **Clear** – clear all folders

Tip: Try adding one folder at a time until you are more experienced with the program, or Drag & Drop folders to the Include to scan pane.

Note: A Full Scan of one drive may take 30 minutes or more.

Filters

(Include) File Types Include "*" File Types

Click the **File Types** button next to the **Include** option to select specific file types. Once you click File Types, the **Select INCLUDE File Masks** dialog box opens.

The filter has several features, including:

• **Add Mask** - to add your own Mask, click the Add Mask button.

• **Edit** - click an existing Mask and then click the Edit button to modify an existing Mask.

• **Delete** - click an existing Mask and click the Delete button to remove an existing Mask. These options will be discussed in the full-feature manual.
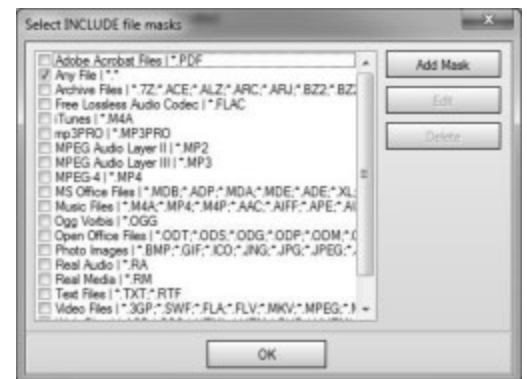

Figure 1 Select Include file Masks

Exclude from Scan

Any folders or file types listed in **Exclude from Scan** will be ignored during the Easy Duplicate Finder scan.

Tip: You can exclude files from the scan, as well as include them.

Search Filters are powerful tools. Use them to locate your duplicate files quickly. The result is an optimized hard drive.

For example, create your own set of Custom Masks to complete specific search tasks. You can create custom masks called **My Pictures**, **My Music**, or **Shared Drive Document Files**.

File Size filters

Tip: Create simple searches to perform specific file identification or filtering tasks, such as only Word Documents.

Min File Size

To look for files that meet the minimum file size filter crtieria, enter a number and then select the increment from the drop-down menu, either **B**, **KB**, **MB**, or **GB**. Figure 2 illustrates 5 megabytes as Minimum size.
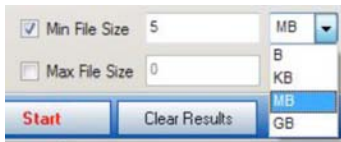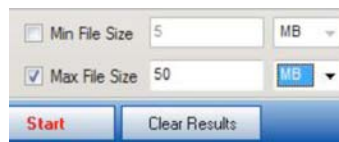
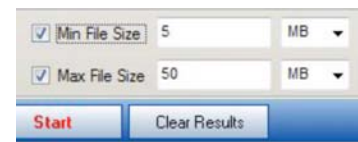Figure 2 Minimum size filter   Figure 3 Maximum size filter   Figure 4 Both Min and Max filter set

Tip: you don't always have to search for large files.

Max File Size

To look for files that only meet the maximum file size search criteria, enter a number and then select the value from the drop-down menu, either **B**, **KB**, **MB**, or **GB**. Figure 3 illustrates a 50 megabyte maximum. Searches can also include both a Min & Max File Size.

Min & Max File Size

To look for files that meet both the minimum and maximum file size search criteria, enter a Min value and then select the value, either B, KB, MB, or GB. Next, do the same for Max size. Figure 4 illustrates 5 MB minimum size and 50 MB maximum size. Max size must be set higher than min size for the program to work correctly.
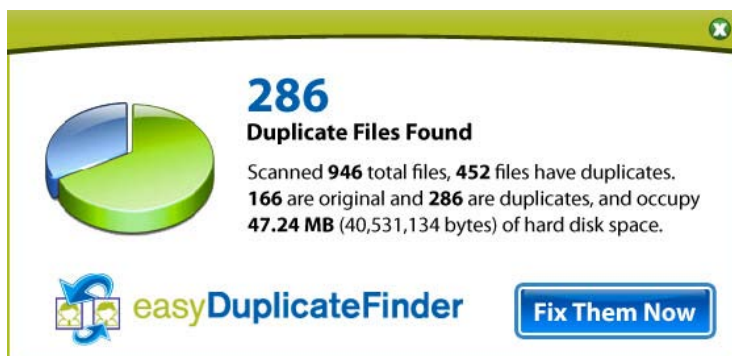
Step 2

286
Duplicate Files Found

Scanned **946** total files, **452** files have duplicates. **166** are original and **286** are duplicates, and occupy **47.24 MB** (40,531,134 bytes) of hard disk space.

easy**DuplicateFinder**   Fix Them Now

Figure 5 Information summary screen

BEGIN SCAN:

Click on the START button. Note: make sure you have selected all folders you want to include in the search before proceeding with Step 2.

Information

When a search completes, the Information dialog box will open. This box contains a summary of the Search results.

Tip: The information is read-only. Click OK to close the dialog.

Search Results (File Content Mode)

The Search Results pane displays your search results, shown in figure 7.

There are five columns in the Search Results:

• **File Name** - the file name and extension.

• **Path** - the folder location of the file.

• **Dup. Group** - the number of Dup. Groups indicates the number of duplicate files.

• **Size** - file size, in megabytes (MB)

• **Modified** - the time and date stamp of the files. These time stamps may or may not be identical within Dup. Groups.

Figure 6 Search Results

Sort Results

Users can sort each column by clicking on the column **header**. The first click sorts in Ascending order, the second click - in **Descending** order. For example, clicking **File Name** sorts the results in Ascending order. Clicking on the **File Name** header again will sort the results in Descending order.

Note: The default Search Result sorting is by **Dup. Group**.

Figure 7 Ascending Results

Figure 8 Descending Results
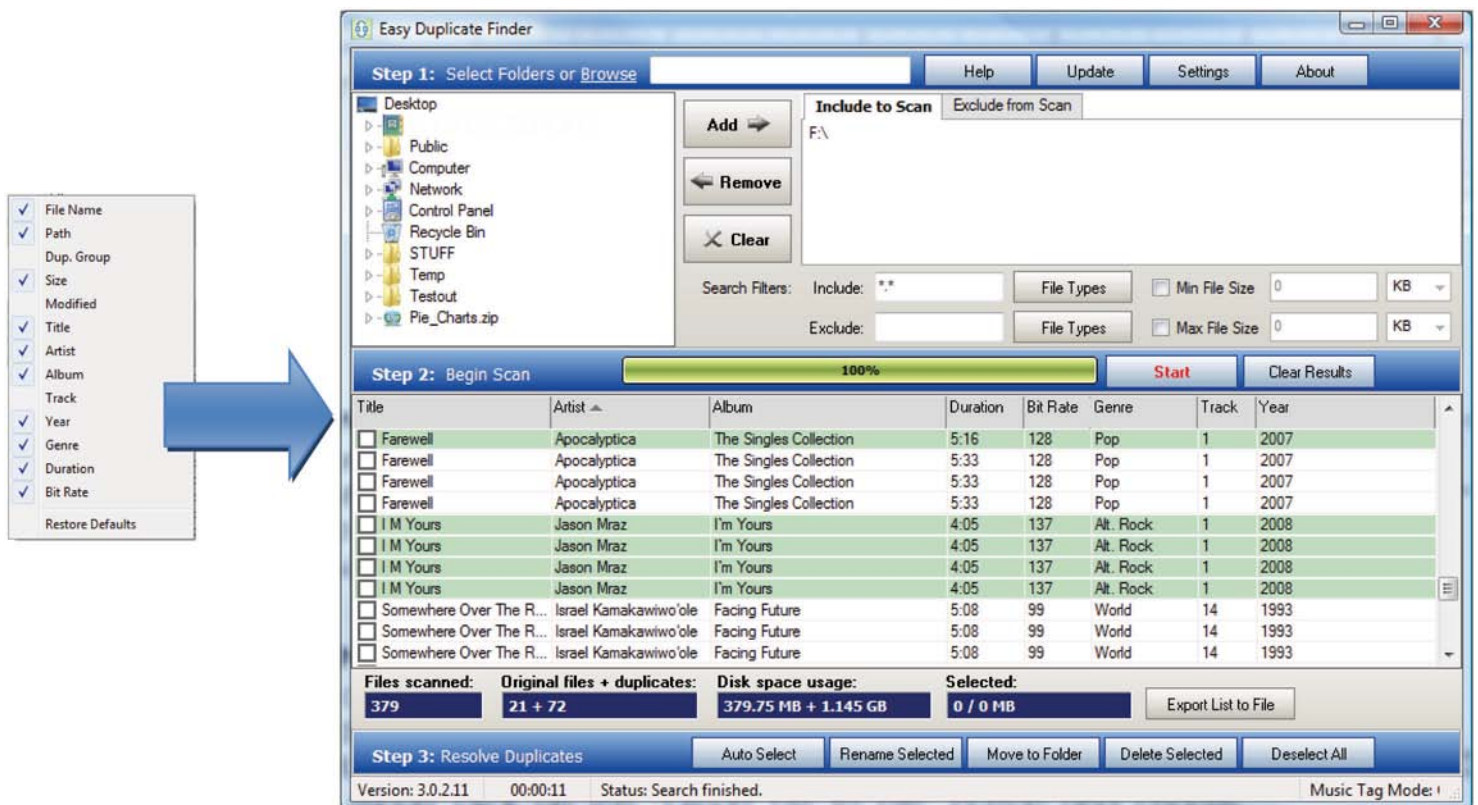
Clear Results (File Content Mode)

Click the **Clear Results** button to start a new search. There is no confirmation dialog box when clearing results.

Tip: If your search results are cleared by accident, click the Start button to run an identical search.

Search Results (Music Tag Mode)

After the search has completed, a full listing of the comparison results will be displayed. The default column headings for Music Tag Mode report are: File Name, Dup Group, Size, Title, Artist, Album, Duration, and Bit Rate. You can change the column headings if you wish. To do so, right-click on the header bar above the results. A listing of display choices will drop down and you will be able to choose which headings you want displayed.

Step 3

Resolve Duplicates

The final step is resolving duplicates. Once a search is complete, the Information dialog box displays a summary of the search results. Once closed, you can begin selecting files for deletion.

Selecting Files

Users can choose to select files one by one, use the Auto Select command, or select a range of files.

Tip: To keep the Newest File Only for an entire Search Result, click the Auto Select button and choose Select all files: Leave only the newest version in each Dup. Group. See Auto Select for more selection options.

Figure 9 – File selection

1. To select files one by one, simply click the checkbox next to the file name as shown in figure 10.
2. Click the Delete Selected button after all the file selections are made.
3. The Remove Confirmation dialog box will open.
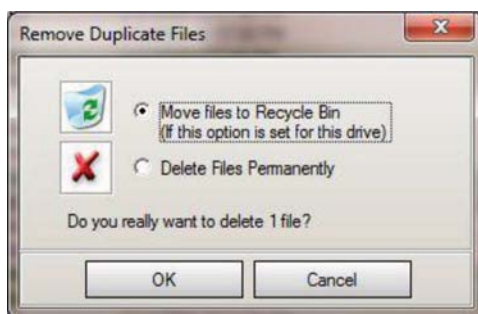
Figure 10 – Remove Duplcaite Files

Remove Confirmation

When attempting to delete files, users receive a Remove Duplicate Files confirmation. Make sure the first option is set (move to recycle bin) and click OK. Note that more advanced users may opt to delete files permanently.

There are other options available. These options will be discussed later on in the complete manual. This completes the Quick Start section of the manual

There are other options available. These will be discussed more later on in the complete manual. This completes the Quickstart section of the manual. Please read the full manual for a more in-depth description of EDF options.

Using EasyDuplicateFinder

What is EasyDuplicateFinder?

EDF is the easiest way to locate and manage duplicate files on your computer. You may ask: "Why do I need to manage duplicate files?" Duplicate files can take up a lot of valuable hard drive space and thus slow down your computer. You may have several copies of a single song on your hard drive taking up five times the space that it needs to. And while one or two duplicates would be a mere nuisance, ask yourself what if your music library has hundreds of duplicate songs. Now the total goes from a mere nuisance to a substantial amount of wasted space. We are here to help you get that space back.

About this manual

This section of the manual goes into more detail about subjects covered in the Quick Start section. Please read the Quick Start section first.

Settings

The system Settings for EDF establish how the search works. All checkboxes are mostly self-explanatory. The EDF Defaults shown here are a suggested configuration. Use the **Restore Defaults** button to return to this configuration at any time.

File Search

The File Search settings determine the basics of file searching, as well as protecting system folder settings. The preferences you set here determine the search settings. This will be the method by which files are compared with each other and duplicate copies are detected. Select one of the following settings for the File Search. *Note: only one option can be selected at a time.*

CRC Checksum + File Size
This search compares files using a Checksum algorithm and compares the file size. This search balances speed with accuracy.

Byte-by-Byte Comparison
A thorough analysis of each file on a byte-by-byte level. This search is the most accurate and therefore the most time-consuming.

Filename Only
A search that compares only the file names. This search is quicker than the ones described above, but can be less accurate. For instance, Presentation.PPT and Presentation1.PPT, while both 2.5MB with identical properties, would not be considered duplicates.

Compare Music Tags
This search method compares the tags embedded in audio files, which usually include Song Title, Artist Name, Album, etc.

Include EXIF tags (jpeg)
EXIF is where some jpeg photo data is stored. If you believe that differing metadata may have been saved into some duplicate photo files uncheck this box to exclude the meta data area of the photo files.

Master Select Mode
Master Select Mode allows you to specify a folder or folders that will be used as search criteria. Files in the master list will be marked with a yellow star icon in the listing and if you try to select a file with the star icon, you will be warned and will have to specifically agree to allow it to be selected.
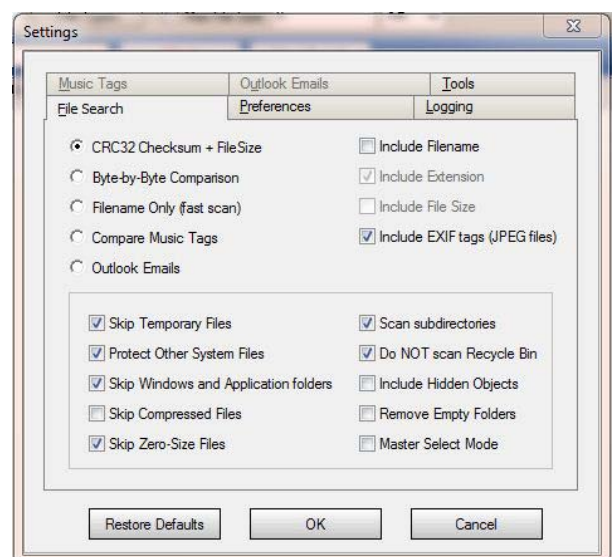
Additional File Search Options

There are several additional File Search options based on which file search type is selected.

Include File Name

Checked: Use the File Name as a parameter in the CRC Checksum + File Size and Byte-by-Byte Comparison searches.
Cleared: Ignore file names in the search.

Tip: in general, Byte-by-Byte Comparison is a more time-intensive search than CRC Checksum + File Size. Both settings can include File Name.

Include Extension

Checked: This options is only available for the Filename Only (fast scan) search. It adds an additional search criteria based on the file type (extension).

Include File Size

Checked: This options is only available for the Filename Only (fast scan) search. It adds an additional search criteria based on the size of the file.

Scan Subdirectories

Checked: Scan the current directory and all its subdirectories.
Cleared: Scan only the current directory and ignore all subdirectories.

Do NOT scan Recycle Bin

Checked: Ignore files in the Recycle Bin.
Cleared: Check files in the Recycle Bin.
Tip: scans that compare the contents of the Recycle Bin can be useful in existing folder/file comparisons.

Skip Zero-Size Files

Checked: Ignore files less than 0.5 kB.
Cleared: Check all files regardless of size.

Skip Temporary Files

Checked: Ignore files that are located in Temporary folders, such as files created by the Windows operating system or by a Web browser.
Cleared: Check all files regardless of their location.

Protect System Folders

Checked: Ignore sensitive Windows folders, such as Windows\System.
Cleared: Check all files including the ones in the Windows or other system folders.

Protect Other System Files

Checked: Ignore other system files.
Cleared: Check all files including the ones in system folders.

Include Hidden Objects

Checked: This feature is intended for system administrators and is unchecked by default. If enabled, it will allow hidden files to be evaluated by EDF.

Preferences

Use this tab to set basic EDF application options. Save program's state on exit and Restore all settings on startup
Checked: Open EDF using currently saved settings.
Cleared: Revert to the system defaults on next startup.
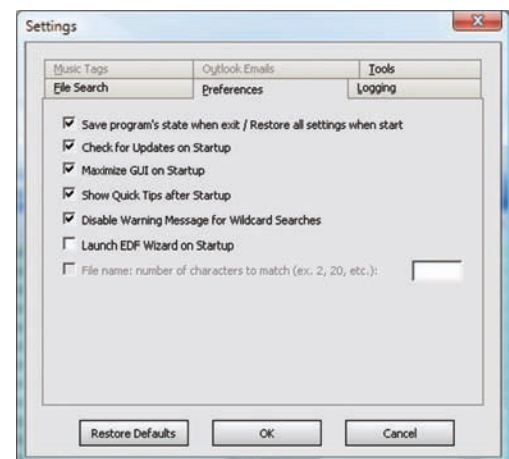
Check for Updates on Startup
Checked: Connect to the Internet to get software updates.
Cleared: Updates will be available only by clicking the Update button.

Maximize GUI on Startup
Checked: EDF opens in full screen mode.
Cleared: EDF opens in window mode.

Show Quick Tips after Startup
Checked: The Quick Tips dialog box is displayed when the program is launched.
Cleared: The Quick Tips messages aren't displayed on startup.

Disable Warning Message for Wildcard Searches
Checked: An alert message that the task can be time consuming appears prior to performing a full wildcard search.
Cleared: No warning is displayed for wildcard searches.

Logging

Each EDF session generates an event log, allowing users to review the search history. There are seven traceable events (see log events for details).

Enable Logging
Check the Enable Logging checkbox in order to track search events.

Enable Log Warning
If there are a lot of events to track, logging can consume large amounts of disk space. With this option enabled, users receive the following warning:
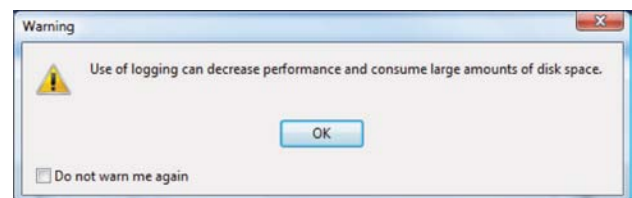
Log Directory
Choose a folder where you want to save log files.

Log Events
The following events are logged if the relevant checkbox is selected:
By default logging is disabled.
• File Found
• File Skipped
• File Renamed
• File Moved
• File Deleted
• Folder Scanned
• Folder Skipped
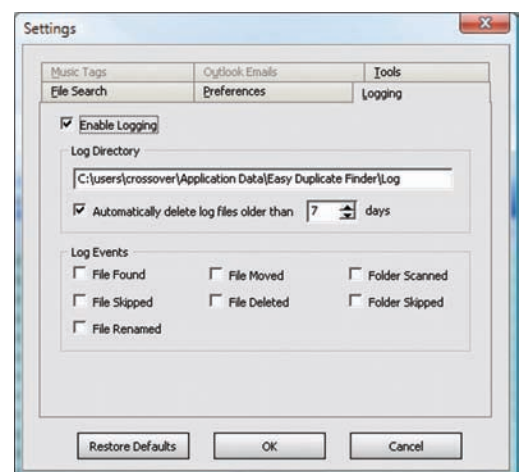
Music Tags
Most audio files use "tags", which are bits of information about the song, such things as: song title, artist name, album name, year and genre. Most likely, you notice these tags when you play an MP3 file – the name of the song will displayed on your device. This information is taken from the ID tag and Easy Duplicate Finder can use this data to compare songs. This means that you can scan all your drives and search for matching artist names, matching song titles, or a combination of several tags. Using tags is an efficient way to organize and optimize your audio files.

Tag Searching

Audio files can be scanned and compared by their embedded tags (individual tags or a combination of tags).

Supported tags:

• Title

• Artist

• Album

• Track

• Year

• Genre

• Duration

• Bit rate

Audio codec formats supported:

• FLAC Files (*.flac)

• iTunes (*.m4a)

• MPEG Audio Files (*.mp3, *.mp2, *.mp3PRO *.mp4)

• OGG Files (*.ogg)

• Windows Media Audio Files (*.wma)

• Real Audio Files (*.RA, *.RM)

Note: EDF can be run in only one search mode at a time, either File Search mode (byte level), or Music Tag mode. These modes are mutually exclusive and produce differently formatted reports.

Help

The Help button sends users to the main Easy Duplicate Finder Website help section located online at **http://www.easyduplicatefinder.com/help.html**

Update

Select the **Update** button to check the WebMinds server for an updated version of Easy Duplicate Finder. An automated screen will display the results of the attempted update.

About

Click the **About** button to display the following information:

• Current version of Easy Duplicate Finder

• License key string

• Product key information

Version

The EDF version number is displayed in the lower-left corner of the main screen as a quick reference. The current search time and application status are displayed as well.

(*See also: Master Select Mode on page 18*)

Include/Exclude file masks

As described in the Quick Start guide, there are several predefined masks included in both the Include and Exclude file lists. You can also define your own file mask.
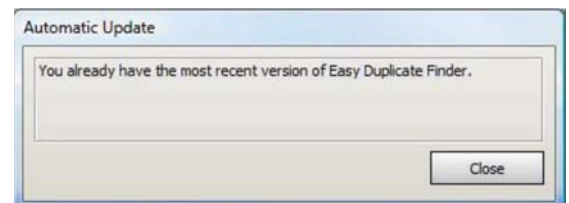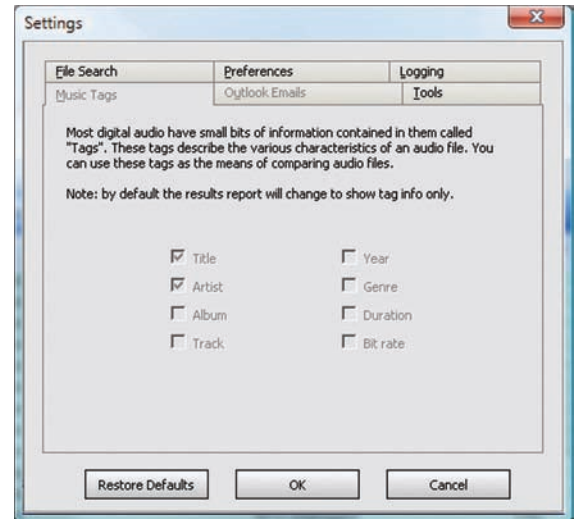
Add Mask

Click on the Add Mask button, enter the search terms separated by a semicolon, like the ones shown in the example. Enter a description and click the Add button. The mask will be added to the list.
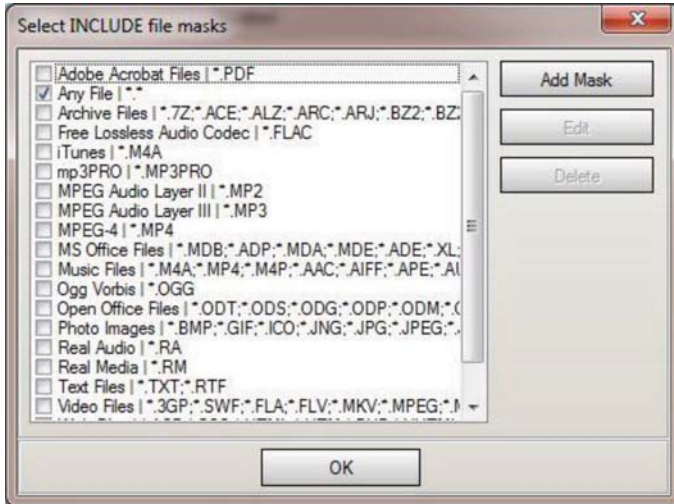
Edit Mask

You can edit a predefined mask. Select the mask you wish to change and click the edit button. Make changes and click OK.

Delete Mask

Removes a mask from the Include/Exclude list. Be careful when removing the predefined masks.

Mask - Enter the file types to add to the Mask using the following syntax:
A. Add an Asterisk, to capture all files of the selected type.
B. Add the file extension
C. Add more than one file type by using a semicolon to separate the file types.

Tip: Searches can be as specific or general as required. For example, to find all JPG Files, enter a search string of *.JPG. To find all JPG files named Star, enter Star.JPG.

• Description - enter a name for future reference in the **Description** field.
• Save - click the **Save** button to save the changes.
• Cancel - click on the **Cancel** button cancel adding the File Mask.

Statistic Field Displays

Files Scanned – the Files Scanned results box contains the total number of files searched during the most recent search.

Original Files + Duplicates – the Original Files + Duplicates results box contains two numbers: the total number of Original files plus the number of Duplicates. The number of duplicates will equal or exceed the number of original files.

Disk Space Usage – the Disk Space Usage results box contains two numbers: the Disk space usage by Original Files plus the disk space usage by the Duplicate files.

Selected – the Selected results box contains two numbers: the number of files selected or checked in the Search Results as well as the total size of these files in MBs.

Tip: Searches can be as specific or general as required. For example, to find all JPG Files, enter a search string of *.JPG. To find all JPG files named Star, users would enter Star.JPG.

Export List to File

After the search is complete, the results can be exported in one of these formats: Text, CSV, or HTML.
1. Click on the Export List to File button. The Export... drop-down list will open.
2. Choose the format to export the file (HTML, CSV, or Text).
3. The Save As dialog box will open.
4. Type the file name in the **File Name** field and click **Save**.

Tip: open a CSV File in Excel or other spreadsheet application.

Create a Custom Music Tag Report
At any time after scanning your audio files, you can produce a professional-looking report formatted automatically in HTML complete with hyperlinks (viewable in all browsers). To create the report, click on the Export List to File button and choose "HTML". This is a great way to view and keep track of what's in your music library.

AutoSelect
To activate this menu, highlight any file, and click on the AutoSelect button. The AutoSelect menu allows you to select multiple files based on different criteria. It also allows you to perform several system-based functions to help clean up files, identify files, and restore files, should you make a mistake when deleting them to the recycle bin. You can also use this menu to clear the list of deleted files.

Tip: right-clicking on a file will also bring up the AutoSelect menu.
Tip: double-clicking on a file in the list opens the file with the Windows-associated application.

AutoSelect has been reorganized. Now it's easier to use and less cluttered.

Remove this _____ from Results
Folder: (the folder where the selected file is located) removes all files in this folder from the results. Folder and all subfolders: same as folder but also removes any subfolder in the selected folder.

Set originals to
This file: marks all other files in the duplicate group. Files in this folder: marks any duplicate group with files in the specified folder. Files in this folder and all subfolders: same as above but also processes all subfolders in the same way.

Select all duplicates in this
Drive letter location: marks all duplicates on the drive where the selected file is located. Folder: Marks all duplicates in the specified folder. Folder and subfolders: same and also processes all subfolders.

Select all files: Leave only
The newest in each group: keeps the newest files and marks all others for each duplicate group. The oldest in each group: keeps the oldest files and marks all others for each duplicate group.

Rename Selected
Rename one or more duplicate files with a Prefix or a Postfix.
1. Select one or more files to rename and click on the Rename Selected button. The Rename Duplicate Files dialog box will open.

2. Choose to add a prefix to the file name or add a postfix to file name for easier identification.
   • Prefix - adds the entered text to the beginning of the file name.
   • Postfix - adds the entered text to the end of the file name prior to the file extension.

3.Any text can be entered. For example, use the current date as a prefix or a postfix.
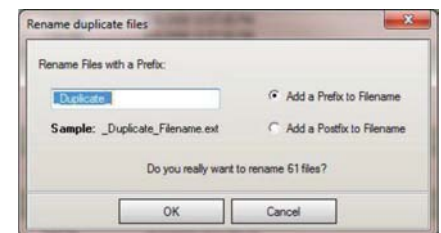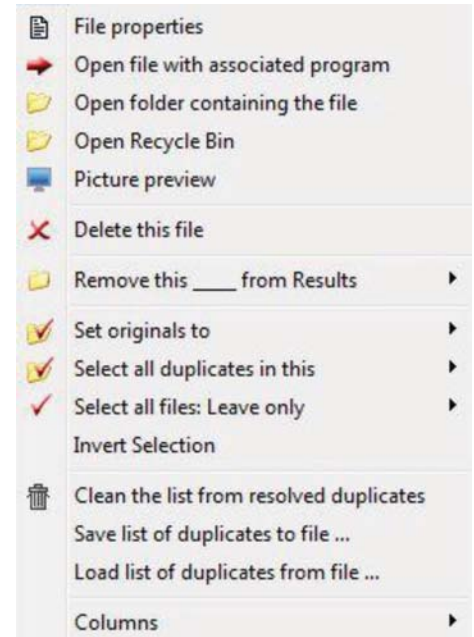
Tip: open a CSV File in Excel or other spreadsheet application.

Move to folder

Move to folder allows you to copy your duplicate files to a new folder. This allows you to make a backup before deleting the files permanently. If you have multiple versions of a song, you can back up the duplicate versions in case the copy is of better quality and you eventually decide to keep it.
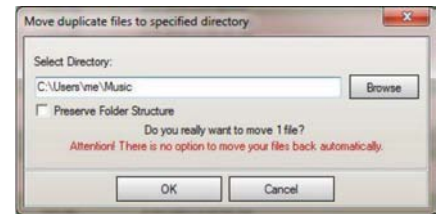
Appendix A

Search Suggestions

Use the following additional Search Suggestions:

• Create small searches to increase search speed. Set size limits or chose specific file types.
• To maximize disk space, focus on individual file types with the largest potential file size.
• Focus on specific main folders; adding too many folders may be confusing.

Drag & Drop

The fastest way to add folders to EDF is to **Drag & Drop**.

1. Navigate to the folder you wish to include to (or exclude from) the scan.
2. Click and hold the **Folder Name**.
3. Drag the folder to the Include to Scan (or Exclude from Scan) pane.
4. Drop the folder by releasing the mouse button. The folder path is added to EDF.

Tip: Drag & Drop can be done from the Select Folder area of Easy Duplicate Finder, from Windows Explorer, and even from your Desktop!

Appendix B

FAQs

A list of the most Frequently Asked Questions. The complete up to date list of FAQs can also be found on our website at:
http://www.easyduplicatefinder.com/frequently-asked-questions.php

What files should I remove or leave alone?
It's important to define your search, so that things that should not be removed are not included. Even though you don't need to worry about deleting system files because they are protected by default, you shouldn't just scan your C:\ drive, as there are many folders that should not be touched. Also do not remove any files from c:\program files\ or c:\program files(x86)\ as these are the default locations where Windows installs programs. To remove programs, you should use the Add/Remove Programs function in the Control Panel. (In newer versions of Windows see uninstall.)

Data files, such as documents, pictures, music, movies, and others come in many different formats. Some of the more popular formats are .JPG, .DOC, .DOCX, .MP3, .MPEG, and many more. These are the files that most often become duplicated and can take up the most space. We cannot tell you which copy of a file to delete and which to keep - that's up to you. We can only provide as much information about the files as possible. For example, you do a search by music tag. You find two songs that have the same title, are performed by the same artist, yet have a different bitrate and file size. We suggest that you listen to both versions, decide which is of better quality, and delete the other copy. If you decide that you need both versions, then don't delete anything. It is up to you to make the decision; our job is to provide you with the information that will help you decide.

Can I add the Desktop? What about My Documents?

You can add any folder on your computer. Searching Desktop only searches a specific folder. For example:

• C:\Documents and Settings\Username\My Documents

Can I just select My Computer for Easy Duplicate Finder to search everywhere?

No, EDF will search anywhere as long as there is a drive letter assigned. Selecting "My Computer" will not work because there are too many items. In addition to that, selecting a large area to search will make the scan take ages to complete.

Can I scan my iTunes© folders to resolve duplicate music files?

Yes. We suggest using the following method:

1. Open iTunes.

2. View a Playlist.

3. Right-click on a song and choose **Show in Windows Explorer.**

4. In the Address bar, copy the **Folder** name. For example: C:\Documents and Settings\My Documents\My Music\iTunes\iTunes Music\Music

5. In the Select Folders or Browse, paste the address and press **Enter**. The folder is added to the Include to Scan pane.

Can I use EDF on Network drives

The answer to this is both Yes, and No. EDF was not initially intended to be a network ready app, but yes, it is possible to use the software on network drives. However, it may not work as well as usual on network drives. Here are some things you should understand:

1. Using the tool on wireless applications is not recommended, as it's possible to experience a significant delay. The more duplicates it searches for, the more the delay is. At one point it becomes too much for the system to handle and just freezes. Searches over wireless for small groups of files may be slow but will usually complete if you are only searching a small folder.

2. Searches over wired networks will be less affected, but large searches may lead to the same results.

Conclusion: wireless is not recommended, but is still possible. Small searches should be fine. Wired network drives should perform better, but if your search shows signs of infinite delay, kill the process and try a smaller search. Our developers are looking for solutions for this issue. When the solution is found, the program will be updated.

What are duplicate files and why should I care?

Duplicates occur all the time, both intentionally and accidentally. Intentional duplicates are also known as archives or back-ups. These are the good duplicates. But often your computer can become cluttered with duplicates that you don't necessarily want or need. Exact duplicates of files can be created or copied to your computer over and over until there are too many and they start taking up a lot of space. Worse still, imagine that you backup your data (which you should), and you have lots of duplicates – then you are wasting time, energy, space and money. Easy Duplicate Finder was created to solve this problem.

I have two folders, both on the same HDD. I want to compare these two and delete the duplicates in one folder. I want to do this using a menu option (not checking every file) but I can't find an option... How do I do this?

There isn't a menu option that allows you to select all files, but you can easily do it with the help of the Shift key. Here is how:

1. Select the folders you want to scan and add them to the Include area.

2. Select the type of file formats you wish to compare (or use a wildcard *.* to search all files).

3. Start the scan

4. When the results show, click on the PATH column header - this will sort the list by location.

5. Click on the first duplicate file you wish to remove in the folder location to mark it. Now scroll down and find the last file you wish to mark - hold down the shift key and click on that file. Now every file between those two will be selected.

6. You will then be able to rename, delete or move the files.

Appendix C

Special Music Tag Section

How to Optimize Your Music List

If you have lots of music on your computer, you may have several versions of the same song. Quite often the music is identical, but the file names are different. Or sometimes the song is the same, but you have multiple copies recorded at a different bit rate. The ID Tag feature allows you to perform a search for duplicates based only on song title and other song properties. When the results are displayed, you'll be presented with the different characteristics of each version of the same song. You will then be able to decide whether to delete unnecessary versions of the song or keep the copies. Deleting duplicate songs will free up disk space on your computer, your music device and stop the same song from being played more than once.

Example:

Q.: I have a huge collection of Aerosmith songs, I've collected hundreds of songs and many are duplicates. Some are live versions; some copies are better than others. I just want one of each. What can I do?

A.: The process of organizing these songs manually would be a long and cumbersome task. But with EDF's ID Tag comparing it's fast and simple. Follow these steps to delete unneeded duplicate songs:

1. Switch Easy Duplicate Finder to the Audio Tag Mode (Compare Music Tags)

2. Configure the Music Tags settings to compare by the Title Tags

3. Select the folders and drives where you want the program to look for Aerosmith songs

4. Press 'Start'

5. When the search completes, you will be presented with the search results. This report will show the following characteristics for each of the listed songs: Title, Artist, Album, and Duration. It may also show: Track, Year, Genre and Bit Rate depending on your settings.

6. Each song will belong to a numbered duplicate group, allowing you to decide which version to keep based on the characteristics of the file.

That's all there is to it. You can use this process to view all the song duplicates and select which ones to delete or move to a different folder.

Tip: you can double-click on any song, and it will begin playing in the associated music player on your computer.
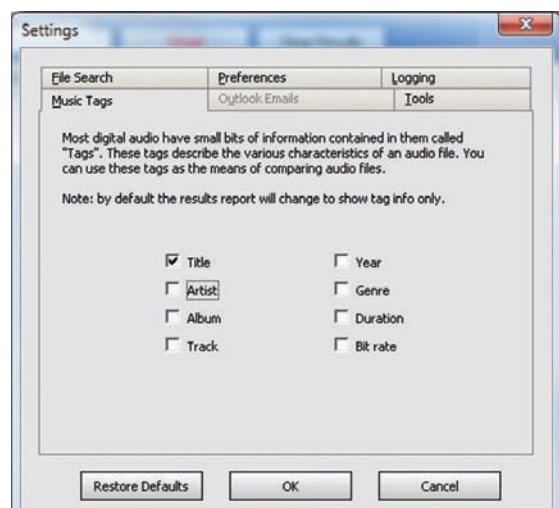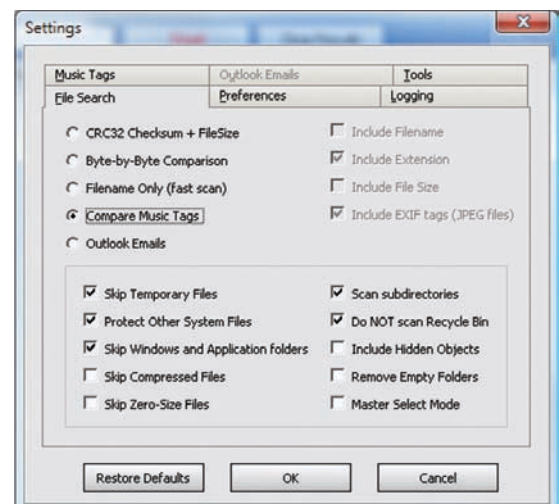
Master Select Mode

The Master Select Mode was introduced in response to Customer feedback. The purpose of Master Select Mode is to allow you to compare a folder or folders against a master list. Normally you would not be allowed to change the file or folders set as Master. However in an attempt to be more flexible our engineering staff will allow you to select files from the master list. A warning will be displayed when you attempt to select master mode files.

Master Mode works similar to normal mode, but there are a couple of important differences. In Master Mode there is no Include/Exclude options. Instead, there is Master and Search range. The Master List contains folders that are used as a search criteria, which all folders/files in the search range will be compared with. The Master list files will be marked with a yellow star after the checkbox.

Why use Master Select mode?

Let's say that you have a group of original files that you wish to keep in one specific folder, but you'd like to check to see if there are and copies of these files in other folders or on another drive. The Master Select mode makes it quick and easy.

To use Master Select mode:

1. Enable Master Select Mode
2. Select the Master Folder (or folders)
3. Click on Search Range and then add the folders you want compared.

Once the search is complete, the list will come up similar to a basic search, but with the following differences:

A) The original files will have a yellow star next to them and will not be selected.

B) All of the other files (duplicates) will be marked and made ready for deletion.

C) If you try to change this by selecting one of the star-marked originals for deletion, you will be prompted to confirm this action. Don't worry as you will still be able to unselect any of the duplicates as usual.

List of Duplicate Files

Date of search: Wednesday, July 14, 2010, 5:54:43 PM
Number of original files and duplicates: 6 + 27
Total size of original files: 379.75 MB
Total size of duplicate files: 1.145 GB

Search duplicates in:
- F:\

This list includes original files and duplicates.

#	Title	Artist	Album	Duration	Bit Rate	Genre	Track	Year	Path
1	Farewell	Apocalyptica	The Singles Collection	3:31	197	Pop	1	2007	F:\Music\
2	Farewell	Apocalyptica	The Singles Collection	3:31	197	Pop	1	2007	F:\Test\Music\
3	Farewell	Apocalyptica	The Singles Collection	3:31	197	Pop	1	2007	F:\Test2\
4	Farewell	Apocalyptica	The Singles Collection	5:16	128	Pop	1	2007	F:\Music\
5	Farewell	Apocalyptica	The Singles Collection	5:16	128	Pop	1	2007	F:\Test\Music\
6	Farewell	Apocalyptica	The Singles Collection	5:16	128	Pop	1	2007	F:\Test2\
7	Farewell	Apocalyptica	The Singles Collection	5:33	128	Pop	1	2007	F:\Music\
8	Farewell	Apocalyptica	The Singles Collection	5:33	128	Pop	1	2007	F:\Test\Music\
9	Farewell	Apocalyptica	The Singles Collection	5:33	128	Pop	1	2007	F:\Test2\
10	I M Yours	Jason Mraz	I`m Yours	4:05	137	Alt. Rock	1	2008	F:\Documents\Duplicates\duplicate-files\
11	I M Yours	Jason Mraz	I`m Yours	4:05	137	Alt. Rock	1	2008	F:\Duplicate1\Documents\Duplicates\duplicate-files\
12	I M Yours	Jason Mraz	I`m Yours	4:05	137	Alt. Rock	1	2008	F:\Duplicates2\Documents\Duplicates\duplicate-files\
13	I M Yours	Jason Mraz	I`m Yours	4:05	137	Alt. Rock	1	2008	F:\Duplicates2\Duplicate1\Documents\Duplicates\duplicate-files\
14	Somewhere Over The Rainbow	Israel Kamakawiwo'ole	Facing Future	5:08	99	World	14	1993	F:\Documents\Duplicates\duplicate-files\
15	Somewhere Over The Rainbow	Israel Kamakawiwo'ole	Facing Future	5:08	99	World	14	1993	F:\Duplicate1\Documents\Duplicates\duplicate-files\

Example exported HTML report of duplicate music files

All New Feature!
Email Mode

Email mode will work with your Outlook email program and will help you locate and remove duplicate emails. Simply click on "Settings", "Outlook Emails", and then click on the OK button. EDF will change the Select Folder window and show folders in your Outlook email program. To scan simply select folders to scan, and click Start. It's as easy as that.
Note: Versions of Outlook that were initially installed as trials will not work with EDF email mode.
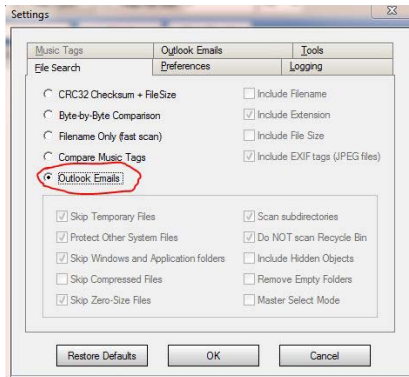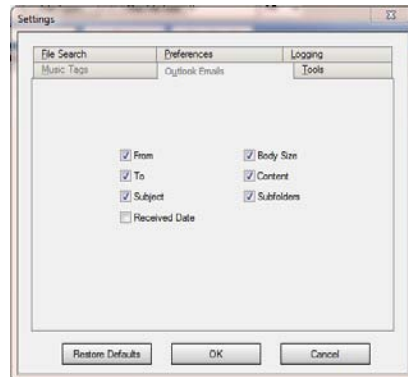

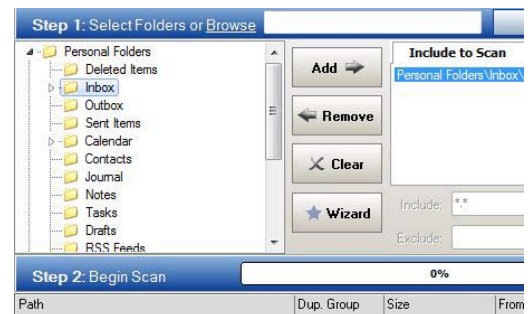| Figure 30 – Settings | Figure 31 – Outlook Emails | Figure 32 – Select Folder window |

All New Tool!
CRC Calculator

The latest version of Easy Duplicate Finder now includes a new tool menu. Currently there is only one tool on this menu – the CRC calculator.

The quickest way to determine if a file is an exact duplicate is to check the CRC. If you think a file is a duplicate and EDF does not recognize the duplicate, you can manually check the two files with the CRC calculator. To use the CRC Calculator, click "Settings" and go to the Tools tab. Click on "CRC calculator" and click the browse button to select a file. Do this for each suspected duplicate. The file name and CRC, along with other important file information, will be displayed. If the CRC matches, then the files are duplicates.