

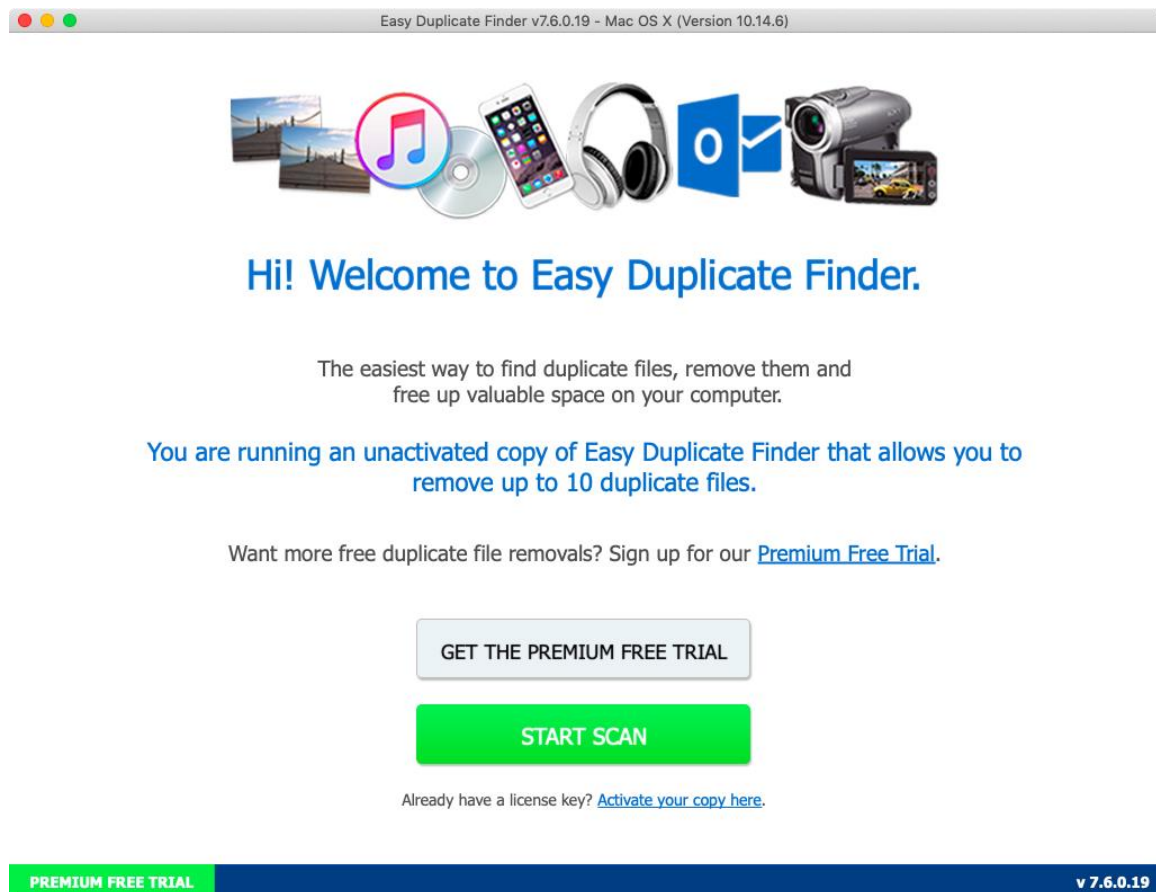
Table of Contents

Using the Trial Version.....	2
Activate Your License.....	3
Offline Activation.....	4
Getting Started Using the Program.....	7
Using the Easy Mode.....	8
Using the Advanced Mode.....	14
Easy Duplicate Finder Monitor (Windows only).....	51
Configuring Easy Duplicate Finder Settings.....	52
Easy Duplicate Finder Keyboard Shortcuts.....	57
Easy Duplicate Finder File / Folder Synchronization.....	58

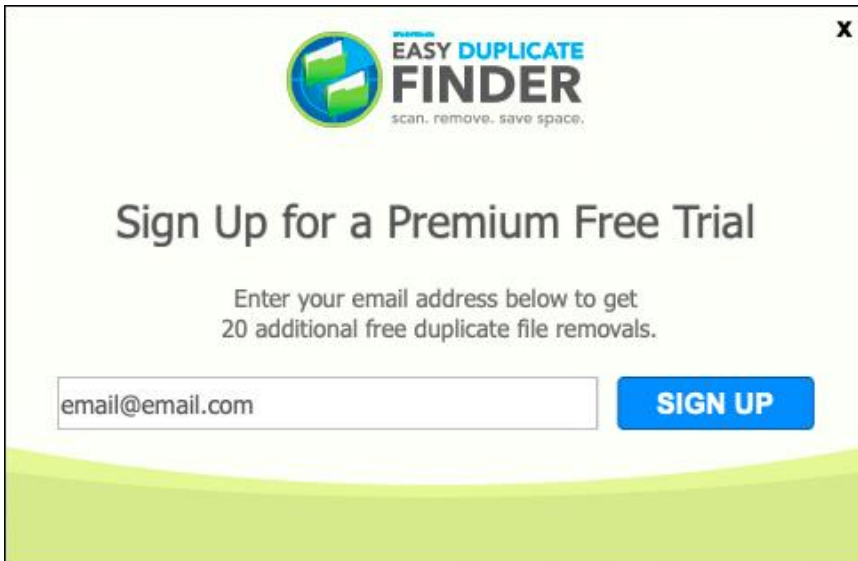
Thank you for installing Easy Duplicate Finder! You are now only a few steps away from having a duplicate-free computer. In this Quick Start Guide we'll show you how to delete duplicate files quickly and easily.

Using the Trial Version

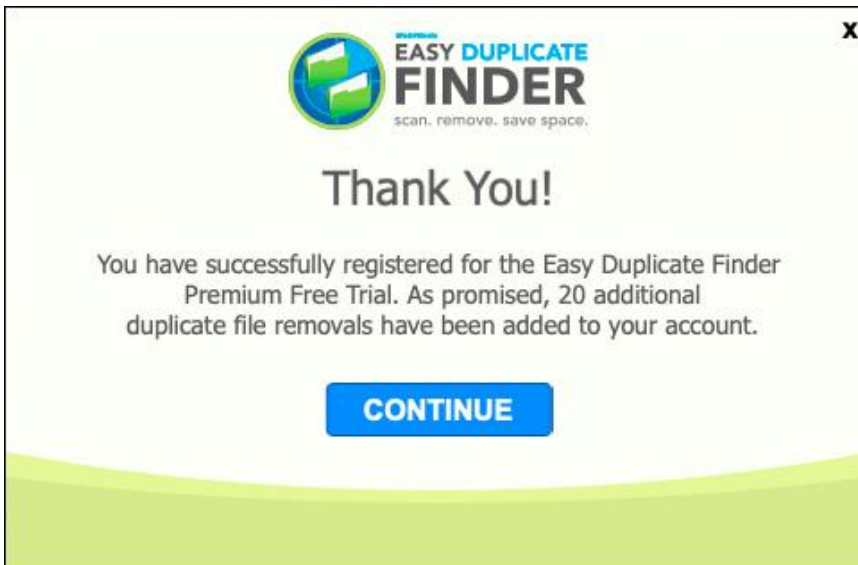
Easy Duplicate Finder comes with a fully functional free trial. The trial version lets you use all features of the program but it's limited to resolving 10 duplicate groups. You can get the Premium free trial that lets you manage 30 duplicate groups by signing up on the Welcome screen:



To do that, click on the "GET THE PREMIUM FREE TRIAL" button, enter your email address and click on "Sign Up":



You'll get a confirmation message if the email address hasn't already been registered for the Premium Free Trial:



Click on "CONTINUE" to scan your computer for duplicate files.

Activate Your License

If you've already purchased Easy Duplicate Finder, the first thing you should do is activate your license. To do that, make sure your computer is connected to the Internet and open Easy Duplicate Finder. Then click on the Activate button on the Welcome screen.



Welcome Back to Easy Duplicate Finder!

The easiest way to find duplicate files, remove them and free up valuable space on your computer.

You are running the Easy Duplicate Finder Premium Free Trial.
You have 10 free duplicate file removals remaining.

ACTIVATE

START SCAN

Already have a license key? [Activate your copy here.](#)

ACTIVATE

v 7.6.0.19

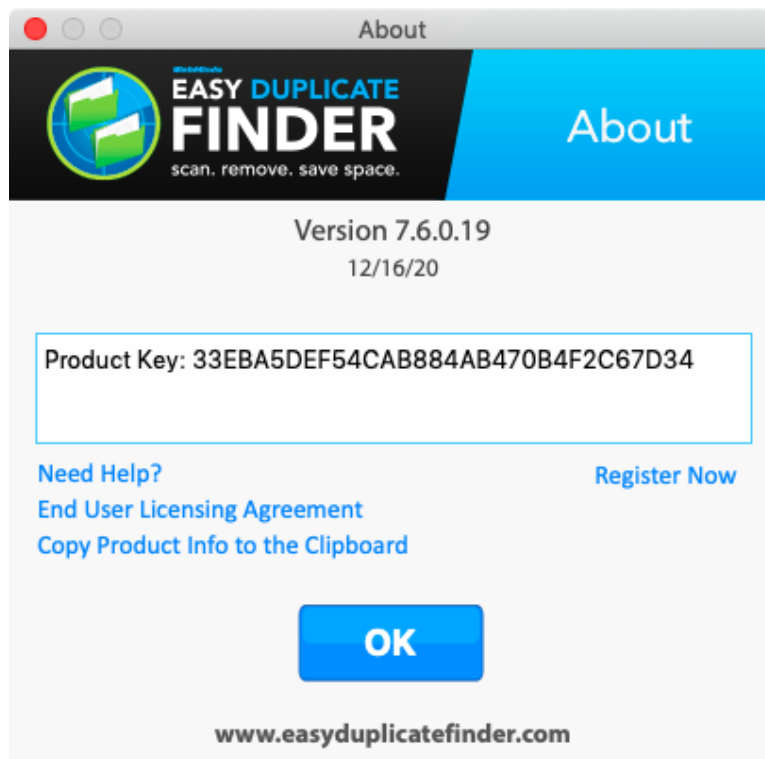
A popup window will appear. Post your license key in there and click on **Activate License**.

Offline Activation

If your computer is not connected to the Internet and there's no way for you to go online, follow these steps to activate your copy of Easy Duplicate Finder.

1. Purchase a license key and install Easy Duplicate Finder on your computer.
2. Open Easy Duplicate Finder, click on the hamburger menu and go to "About".

3. Copy the product key from the popup that appears.



4. Now you'll need to go online and navigate to [this page](#) to open a support ticket. Make sure you send both your product key and your license key to the Support Team along with other relevant information.

Help, Tech Tips, FAQ's and Support

Documentation

- [Easy Duplicate Finder™ - Quick Start User's Guide](#)
- [Easy Duplicate Finder™ - How to Install Easy Duplicate Finder](#)



Open a Support Ticket

Please provide as many details as possible so we can best assist you. To update a previously submitted ticket, please use the [form to the right](#).

[Open A New Ticket](#)



Check Ticket Status

We provide an archive and history of all your current and past technical support requests, complete with responses.

[Check Ticket Status](#)

5. Our Support Team will generate activation data for your copy of Easy Duplicate Finder and email it to you. The activation data will look like this:

```
L=RZD-SGU-CGU  
E=2014-08-22  
A=12f0504ae190bfd42f38502a83c1ea20d1ab76d  
S=08b20e6f7156238e1e294fc84743d6f45f7ac6db
```

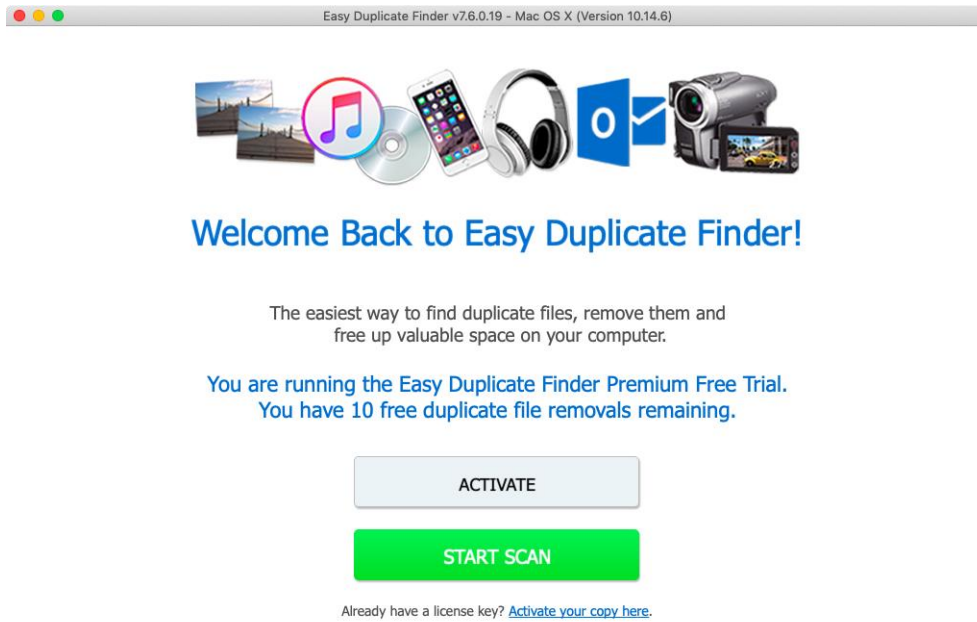
6. Copy the activation data from the email, save it as a text file and put the file on a flash drive.
7. Connect the flash drive to your offline computer, open the text file with the activation data, select all of it and copy it. Important: don't paste it anywhere at this point!
8. Open Easy Duplicate Finder. If you have valid activation data and if you've followed these steps correctly, your copy of Easy Duplicate Finder will become activated.

If you're on Windows, you can ask the Support Team to email you a Master File that you can save to the folder where Easy Duplicate Finder is installed. Then simply open Easy Duplicate Finder and it will get activated.

Getting Started Using the Program

First of all, you'll need to open Easy Duplicate Finder. If you are on Windows, double-click on EDF's (Easy Duplicate Finder's) desktop icon. If you are on a Mac, go to Launchpad and click on EDF's icon there.

Easy Duplicate Finder will open and show you a welcoming message:



There, click on the "START SCAN" button. The next screen will ask you to choose between the Easy and Advanced scan modes.

The Easy mode will scan your whole drive for duplicate files and let you remove them in one click, whereas the Advanced mode will give you a choice of different scanning algorithms, filters, and on the whole more flexibility:

Find duplicate files. Remove them. Free up valuable storage space.

Get started by selecting how you'd like to use Easy Duplicate Finder to identify duplicate files on your hard drive.

For most users, we recommend starting with Easy Mode, which will scan your entire hard drive. Don't worry, you'll have the opportunity to review results before anything's removed from your computer.

How would you like to look for duplicates?



EASY



ADVANCED

(SHA256 Checksum + FileSize)

START SCAN

ACTIVATE

v 7.6.0.19

We recommend novice users to start with the Easy mode and experienced users to select the Advanced mode.

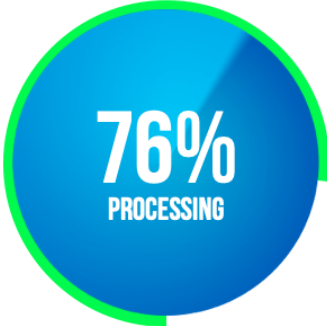
Using the Easy Mode

To scan your computer with the Easy Mode, select Easy on the Welcome screen and click on Start Scan.

Easy Duplicate Finder will scan your whole hard drive for duplicates. This may take a while, depending on how many files you have. Don't worry, you can continue using your computer, as EDF will do everything in the background.

Easy Duplicate Finder v7.6.0.19 - Mac OS X (Version 10.14.6)

Step 1 Step 2: Start Scan Step 3 Scan Mode Easy



76%
PROCESSING

Scanning for duplicates...

Depending on how many files we have to scan, this may take a little while. Feel free to do something else while Easy Duplicate Finder works its magic.

Mozart Piano Concerto NO. 26 in D Major K.537 -Coronation- (on forte...

Files Scanned: 30466
Time Elapsed: 00:04:58
Estimated Time Remaining: 00:01:30
Potential Duplicates Found: 246

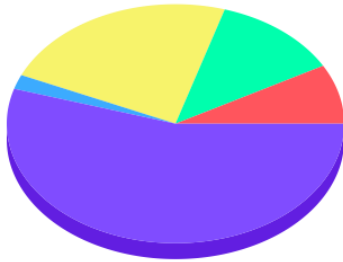
STOP SCAN

ACTIVATE Processing: (66 out of 30466 files skipped) **00:04:58**

Once the scan is done, you'll be presented with a summary. You can either delete all duplicates automatically, or review the results and delete duplicates from the next screen.

Scan complete!

Easy Duplicate Finder has finished its scan according to your preferences.
A summary of the results can be found below.



[Open Assistant](#)

Video	2.17%	46 files	6.31 GB
Music	12.17%	258 files	2.15 GB
Pictures	22.97%	487 files	496.25 MB
Documents	7.97%	169 files	1.06 GB
Archives	0.09%	2 files	1.81 GB
Other	54.62%	1,158 files	18.81 MB

How would you like to continue?

You can select "Auto Remove" to automatically keep one file in every group and remove everything else, or you can manually select the files that you wish to keep and those that you wish to remove.

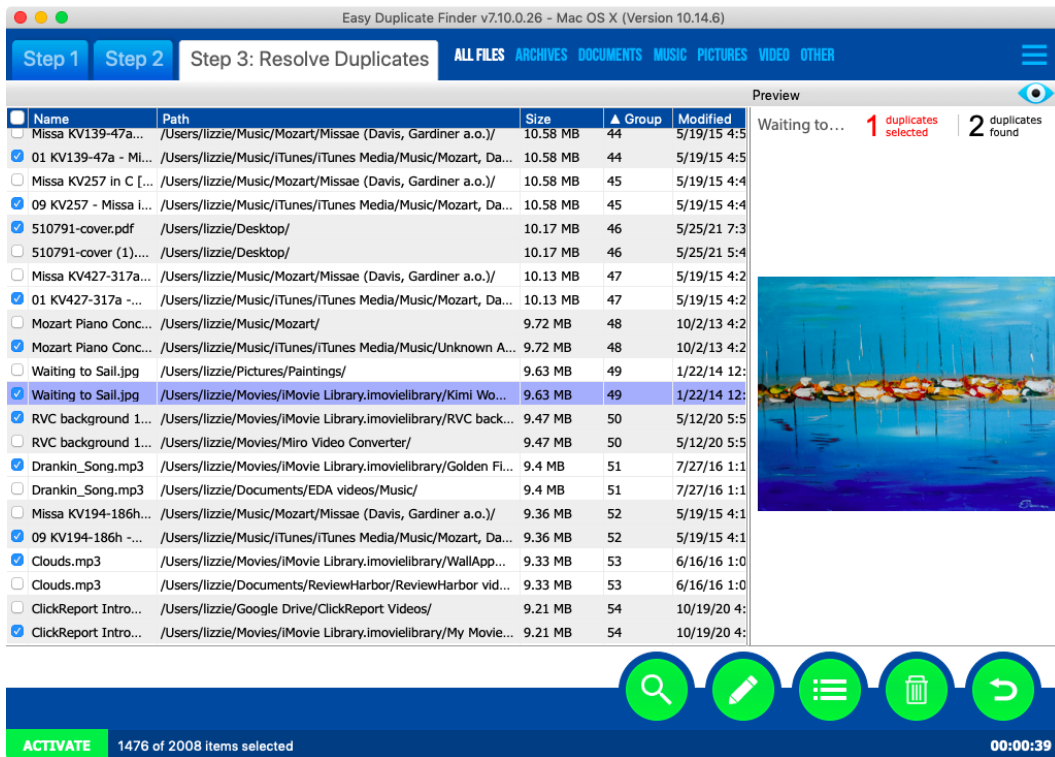
AUTO REMOVE

MANUAL REVIEW

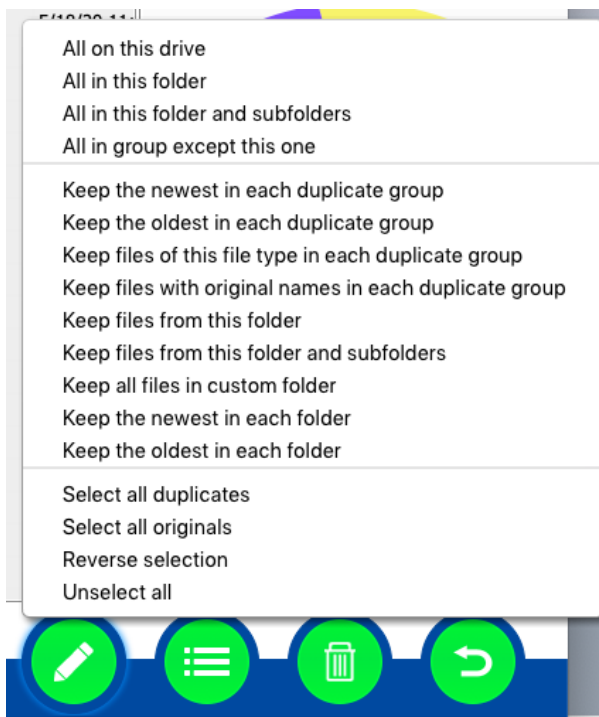
ACTIVATE

00:05:58

If you choose to review the results, click on "Manual Review". On the next screen, you'll be able to select the files you want to remove and the files you want to keep.



You can either check and uncheck the boxes manually or click on the Pencil icon to use bulk selection options.



All on this drive selects all files on the drive where the selected file is located. Do not use this option if you're only scanning one drive because both originals and duplicates will be deleted.

All in this folder selects all files in the folder where the selected files are located. Do not use this option if you're scanning only one folder.

All in this folder and subfolders selects all files in the folder where the selected files are located. Do not use this option if you're scanning only one folder.

All in group except this one deletes all files in a duplicate group except the selected file.

Keep the newest in each duplicate group keeps the newest file in each group of duplicates.

Keep the oldest in each duplicate group keeps the oldest file in each group of duplicates.

Keep files of this file type in each duplicate group keeps files of a certain file type and removes the rest.

Keep files with original names in each duplicate group only selects for deletion files whose file names include words such as "draft", "copy", etc.

Keep files from this folder keeps all files in the folder where the selected file is located.

Keep files from this folder and subfolders keeps all files in the folder where the selected file is located and its subfolders.

Keep all files in custom folder lets you select a folder to avoid deleting any files located in it. There's also an option to include subfolders.

Keep the newest in each group keeps the newest file in each duplicate group and deletes the rest.

Keep the oldest in each group keeps the oldest file in each duplicate group and deletes the rest.

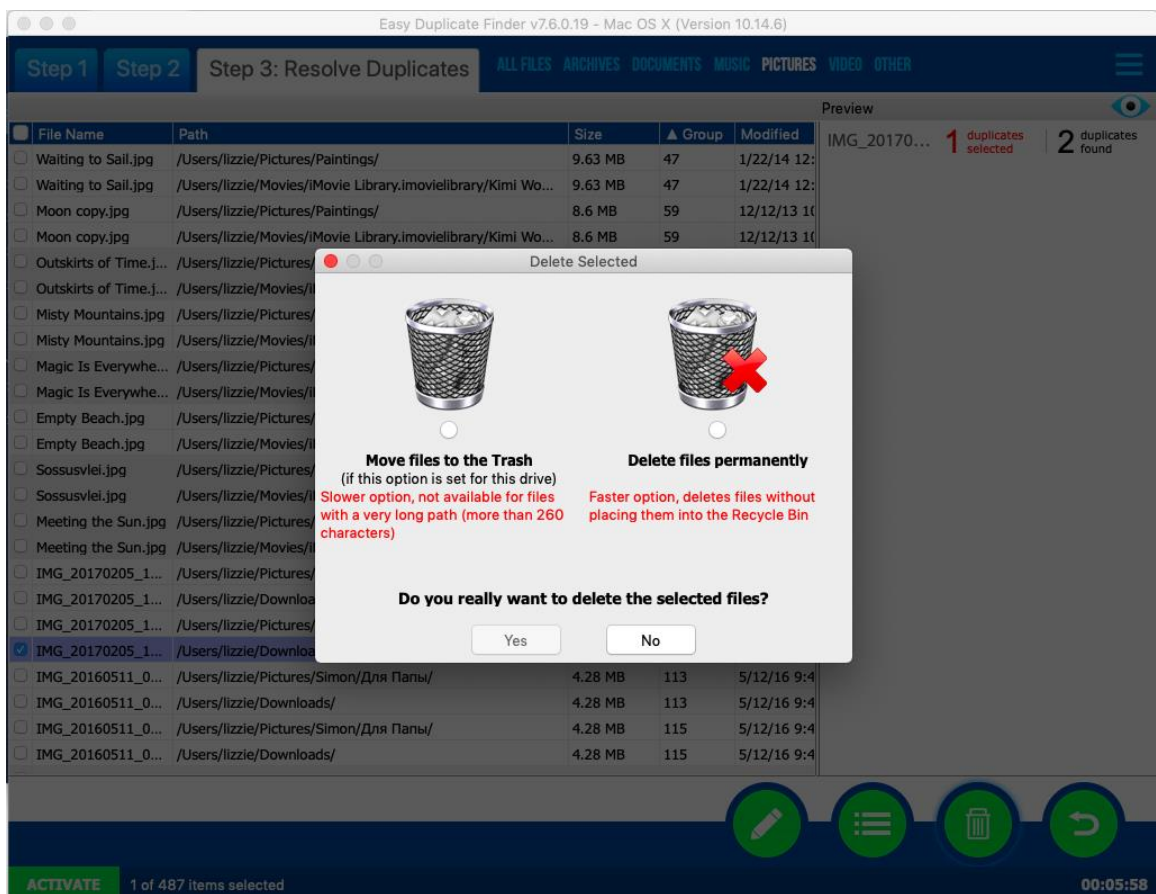
Select all duplicates selects all duplicate files in all groups.

Select all originals selects all original files in all groups.

Reverse selection unselects selected files and selects the other files for deletion (reverses selection).

Unselect all clears the selection.

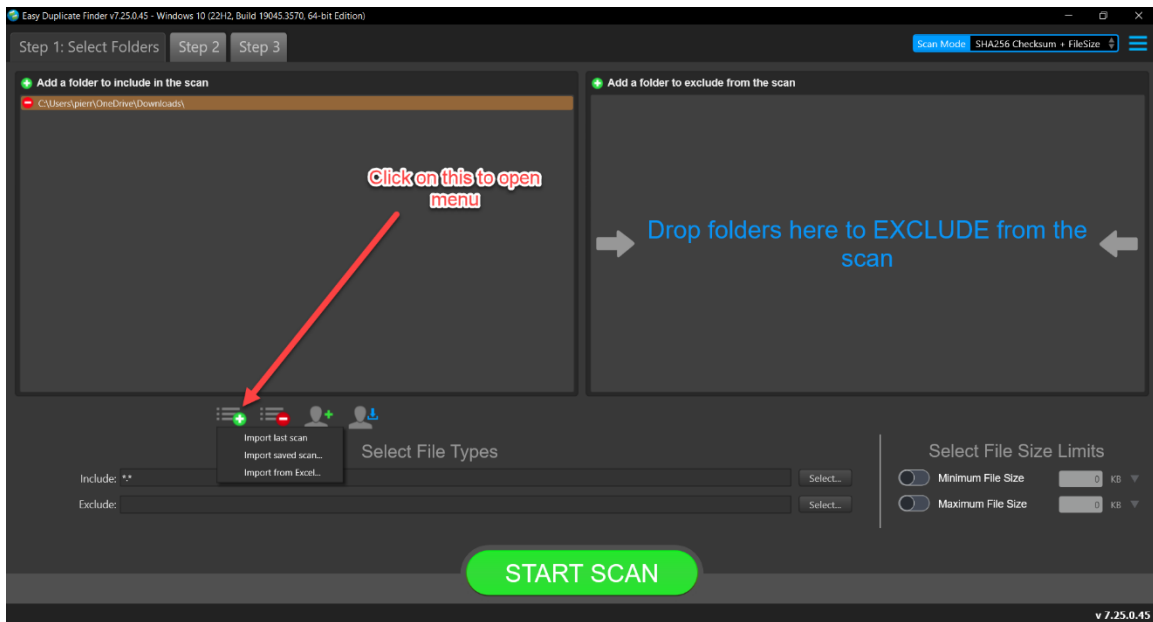
When you've selected the files you want to delete, click on the Trash can button and select the option that suits you best. We recommend deleting files to the Recycle Bin unless the files are too large.



Deleted files will be crossed out. If you want to restore them, click on the Undo button.

Restore a saved scan

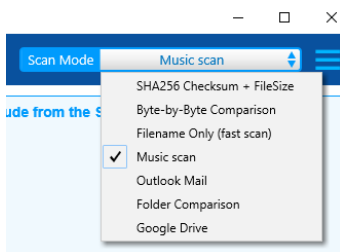
Below the "add a folder..." scan block are 4 icons, click on the left icon to open a menu with the option to restore the saved scan.



Using the Advanced Mode

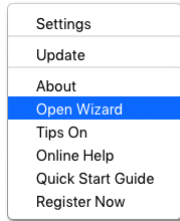
Step 1: Select a Scan Mode

Before you start scanning your computer for duplicate files, select the scan mode that suits you best. The scan modes are: SHA 256 Checksum + File Size, Byte-by-Byte Comparison, Filename Only (fast scan), Music Scan, Google Drive Scan, Folder Comparison, Outlook Mail, MacOS Mail, and Empty Folders scan. The SHA 256 Checksum + File Size mode is selected by default.



Step 2: Add Folders to Scan

The easiest way to scan your computer for duplicates is to use Easy Duplicate Finder's Wizard. To start the Wizard, click on the menu icon in the top right corner of the program window and select **Open Wizard**:



Then follow the Wizard's instructions:



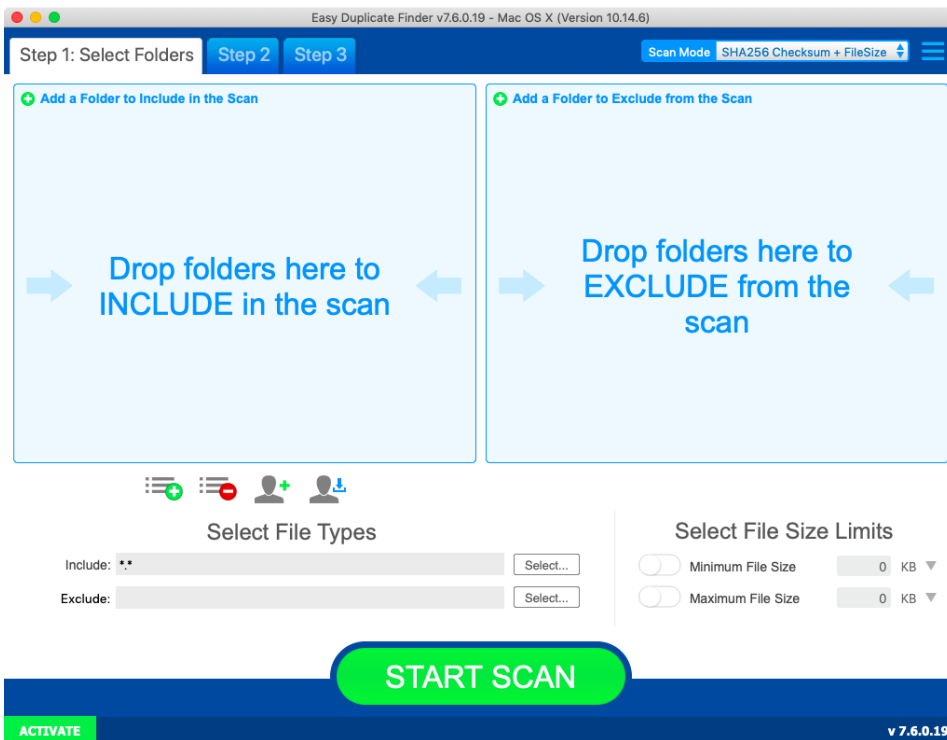
Select what sort of duplicates you want to find (for example, photos), then select where Easy Duplicate Finder should look for them:



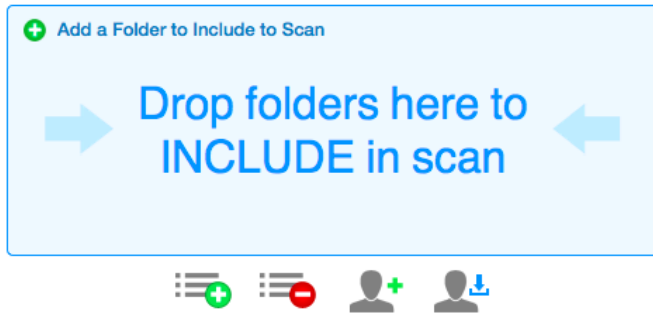
Click on the GET STARTED button to start the scan.



If you don't feel like using the Wizard, drag and drop folders into the **Include to Scan** area:

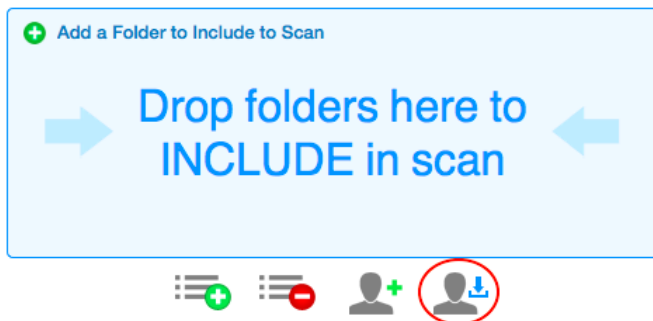


If you've saved your previous scan results as a list, click on the **Import Saved List** button and choose the relevant option:

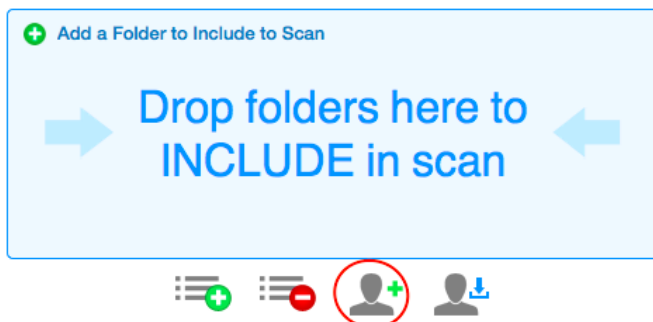


Easy Duplicate Finder has an option for you to save your favorite scan settings as scan profiles and load them whenever you want to run a specific scan.

To create and save a scan profile, select all relevant scan settings that you want to include in the profile (scan mode, folders to scan, file types, file size) and click on the "Save scan profile" icon, then save the .csp file to your computer.



To load a scan profile from a file, click on the "Load scan profile" icon and select the .csp file.



Step 3: Scan for Duplicate Files

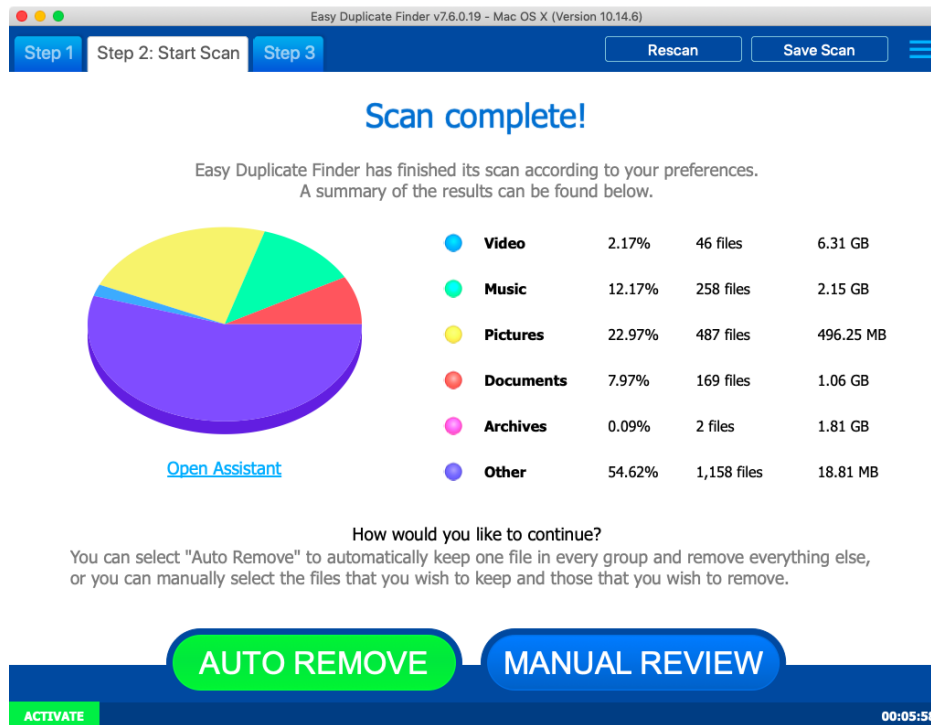
Once you've added all the folders you want to check for duplicate files, click on the green **Start Scan** button:



Now all you have to do is wait for the scan to complete.

Step 4: Manage Your Duplicates

When the scan is complete, you will get a brief summary of the results where you will see how many duplicates were detected and how much space they occupy:



The screenshot shows the 'Scan complete!' screen of Easy Duplicate Finder. It features a progress bar at the top with 'Step 2: Start Scan' selected. Below the progress bar, there are 'Rescan' and 'Save Scan' buttons. The main content area displays a pie chart and a table of results. The pie chart is divided into six segments: Other (purple, 54.62%), Pictures (yellow, 22.97%), Music (green, 12.17%), Documents (red, 7.97%), Video (blue, 2.17%), and Archives (pink, 0.09%). Below the pie chart is a link to 'Open Assistant'. The table lists the following categories:

Category	Percentage	Files	Size
Video	2.17%	46 files	6.31 GB
Music	12.17%	258 files	2.15 GB
Pictures	22.97%	487 files	496.25 MB
Documents	7.97%	169 files	1.06 GB
Archives	0.09%	2 files	1.81 GB
Other	54.62%	1,158 files	18.81 MB

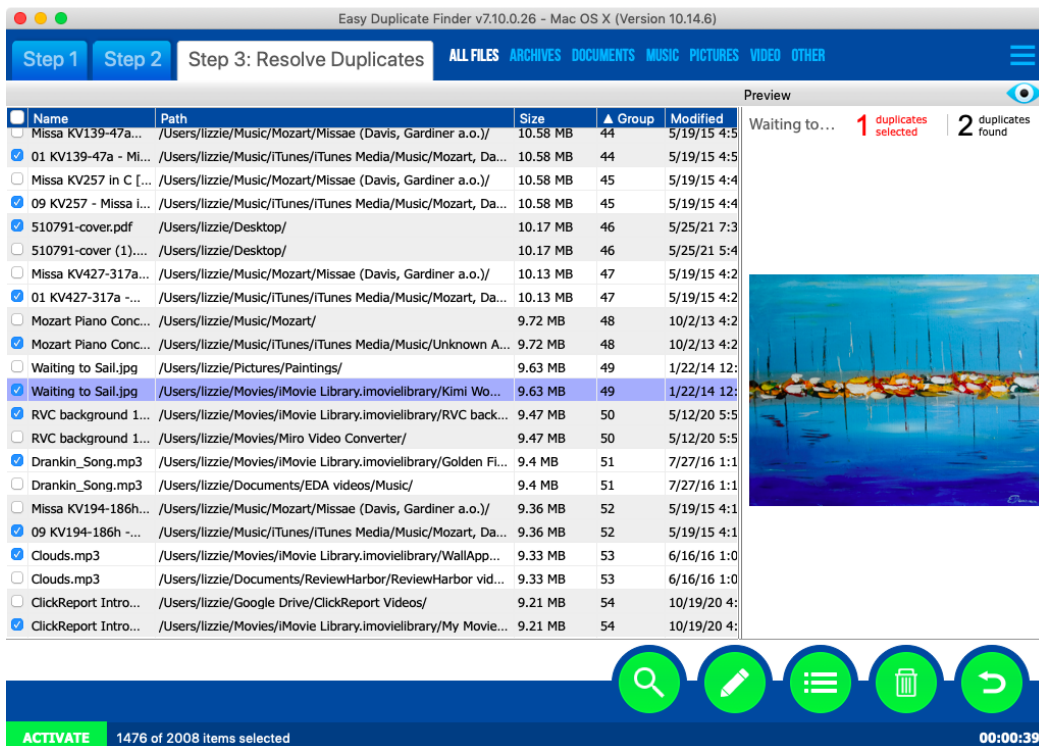
Below the table, there is a question: 'How would you like to continue?' followed by instructions: 'You can select "Auto Remove" to automatically keep one file in every group and remove everything else, or you can manually select the files that you wish to keep and those that you wish to remove.' At the bottom, there are two large buttons: 'AUTO REMOVE' (green) and 'MANUAL REVIEW' (blue). A timer in the bottom right corner shows '00:05:58'.

To manage your duplicates, you can either proceed to Step 3 by clicking on **MANUAL REVIEW** or click on the **AUTO REMOVE** button to automatically delete all detected duplicates. If you'd like help removing the right files, click on the **Open Assistant**.

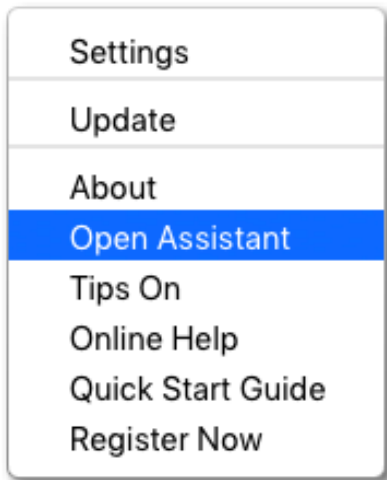
You can also save the scan results for future use by clicking on the **Save Scan** button.

If you decide to inspect the scan results (recommended), you will see all duplicate files organized into groups with the original file (the first file in each duplicate group or the file located in the Master Folder when you're using the Folder Comparison mode) left unselected and the duplicates pre-selected for removal.

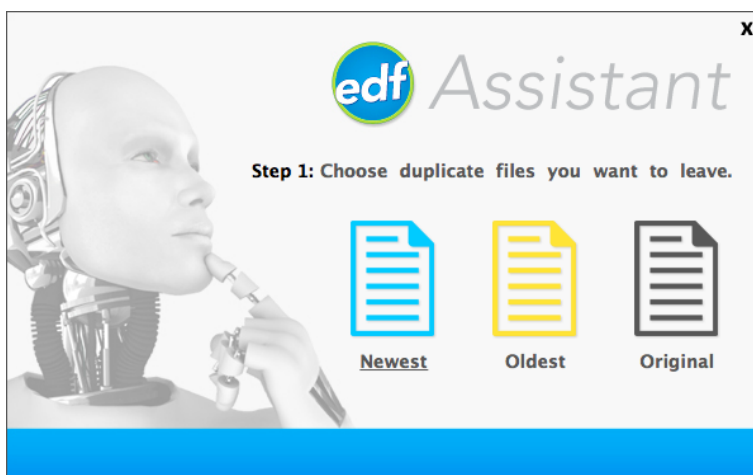
You can examine the selection and preview each file by expanding each group and clicking on it. Make sure the **Preview mode** is on and the eye icon is not grayed out:



If you are unsure which files to keep and which to delete, you can use the **Assistant** to help you. To launch it, click on the menu icon and select **Open Assistant**:



Then follow the Assistant's prompts:



If you'd rather continue exploring, here are a few tips to help you manage your duplicates more efficiently.

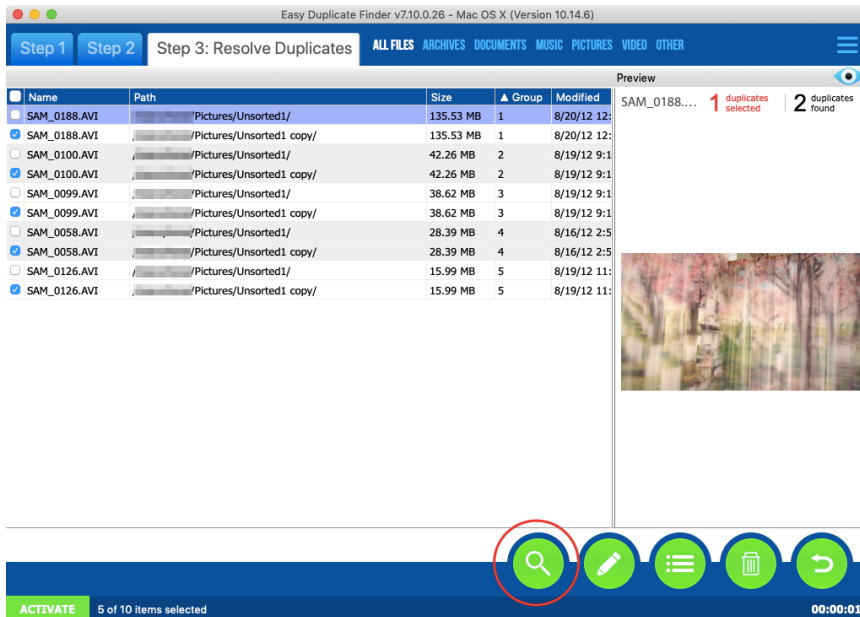
You can organize the search results by file type (e.g. display only documents, music, photos, etc.). To do that, simply select the file type in the top bar:



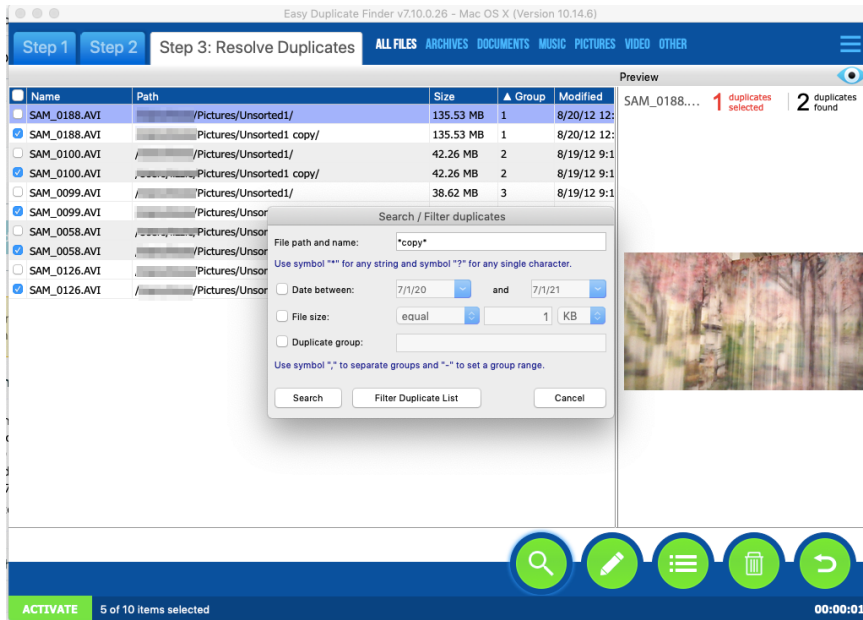
Easy Duplicate Finder has lots of handy bulk selection options. Click on the **pencil icon** button to view them.

- All on this drive
 - All in this folder
 - All in this folder and subfolders
 - All in group except this one
-
- Keep the newest in each duplicate group
 - Keep the oldest in each duplicate group
 - Keep files of this file type in each duplicate group
 - Keep files with original names in each duplicate group
 - Keep files from this folder
 - Keep files from this folder and subfolders
 - Keep all files in custom folder
 - Keep the newest in each folder
 - Keep the oldest in each folder
-
- Select all duplicates
 - Select all originals
 - Reverse selection
 - Unselect all

Easy Duplicate Finder includes a search and filtering feature that uses wildcards. This feature offers you a handy way to go through the scan results and manage duplicates more effectively. You can open the Search / Filter window by clicking on the "Search" icon in the bottom right corner of the results window.



The search tool lets you search / filter files by name, path, date, and size.



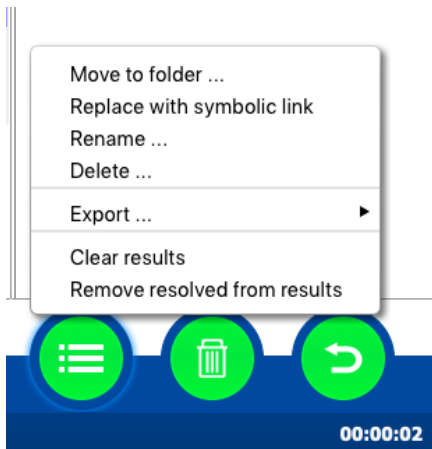
The file path and name field allows you to use wildcard characters where an asterisk (*) represents one or more characters and the question mark (?) represents a single character.

The asterisk in a wildcard matches any character that appears zero or more times. For example, *comp* matches anything beginning with "comp" which means "comp," "complete," and "computer" are all matched.

The question mark stands for a single character mentioned only once. For example, *c?mp* could be either "camp" or "comp".

You can use this feature and wildcard characters to search EDF scan results quickly and effectively to find the duplicates you need and to filter the results.

When you've finished selecting duplicates, click on the **Trash Can** icon to delete the duplicates or click on the green hamburger menu button and choose the option that suits you best:



You can move the duplicates to another folder, replace the actual files with a link to the original file and rename the duplicates.

If you've deleted a file by accident, don't close Easy Duplicate Finder and use the Undo feature by clicking on the green arrow button:



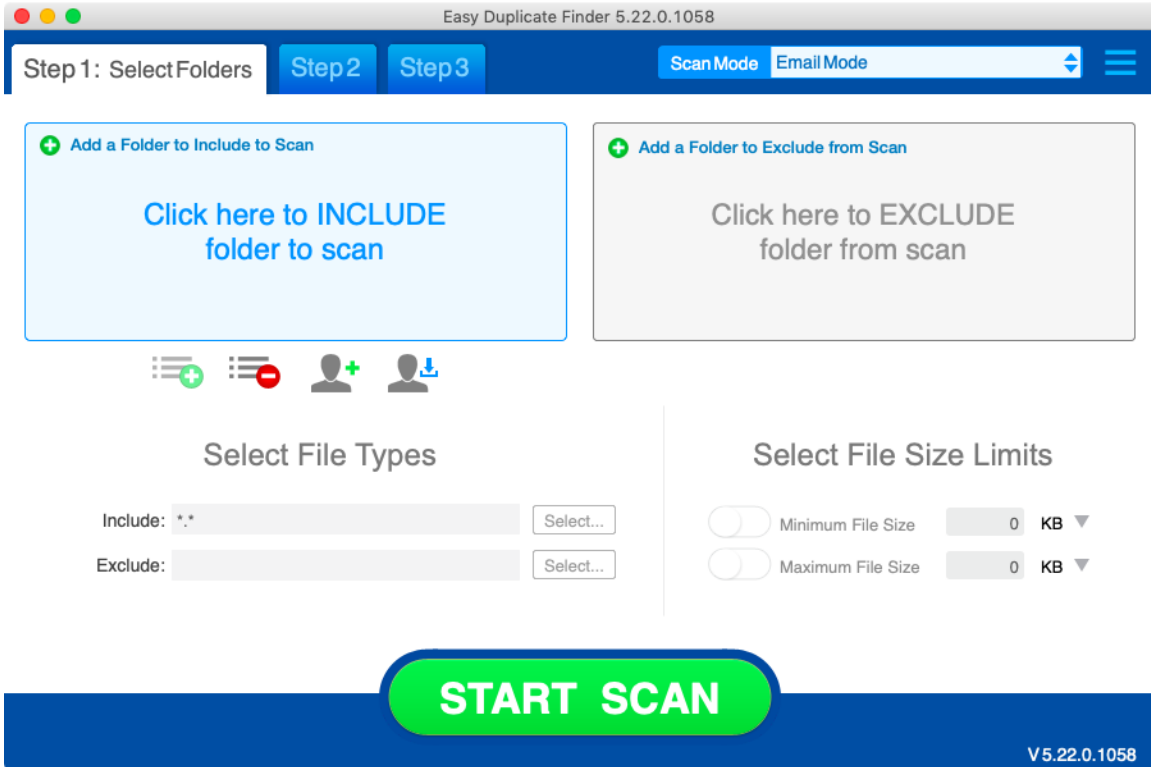
Special Easy Duplicate Finder Scan Modes

Easy Duplicate Finder has 15 scan modes for all types of files, cloud storage, and a scan mode to remove empty folders. By default, it uses the "SHA 265 Checksum + File Size" scan mode, which compares the hashtag checksums and file size. There's also the "Bite-by-Bite Comparison" mode that compares files by their content, and the "Filename Only" that only compares file names.

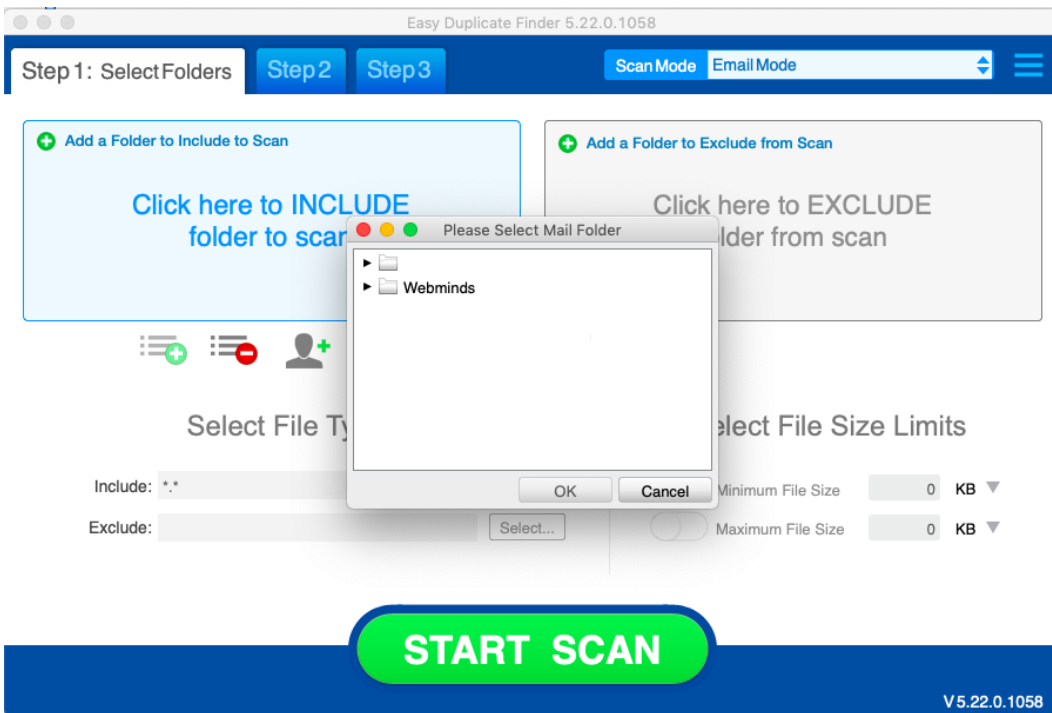
Email Mode (available in EDF v.5)

The Email Mode will help you find and manage duplicate emails in your native email client (Microsoft Outlook or Outlook Express on Windows; Mac Mail on a Mac).

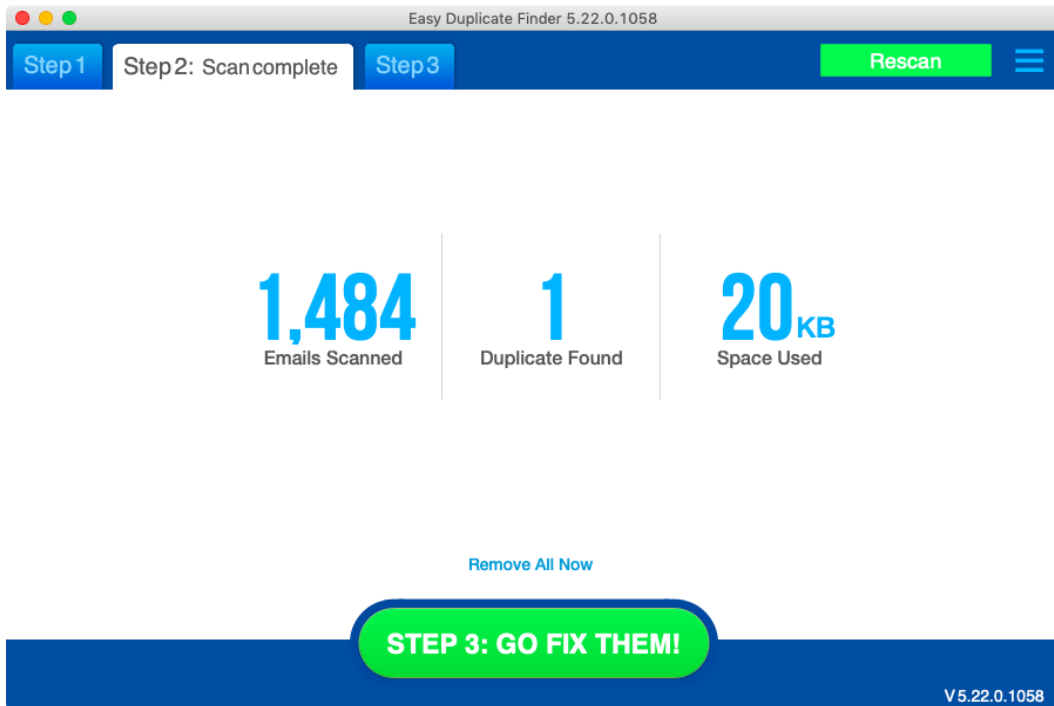
To scan your email client for duplicate emails, select the email mode from the scan modes drop-down menu, then add some folders to the Include area by clicking inside the Include area:



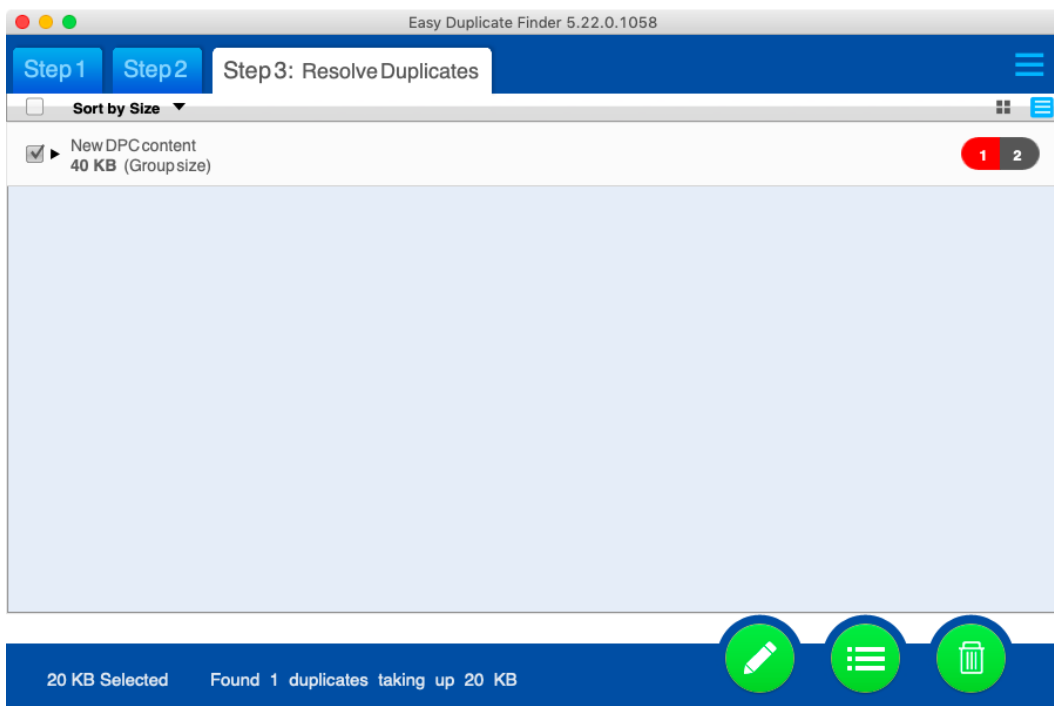
Easy Duplicate Finder will retrieve the list of your email accounts to add to the scan:



When you've added the account(s) you want to scan, click on the Start Scan button and wait for the scan to run its course.



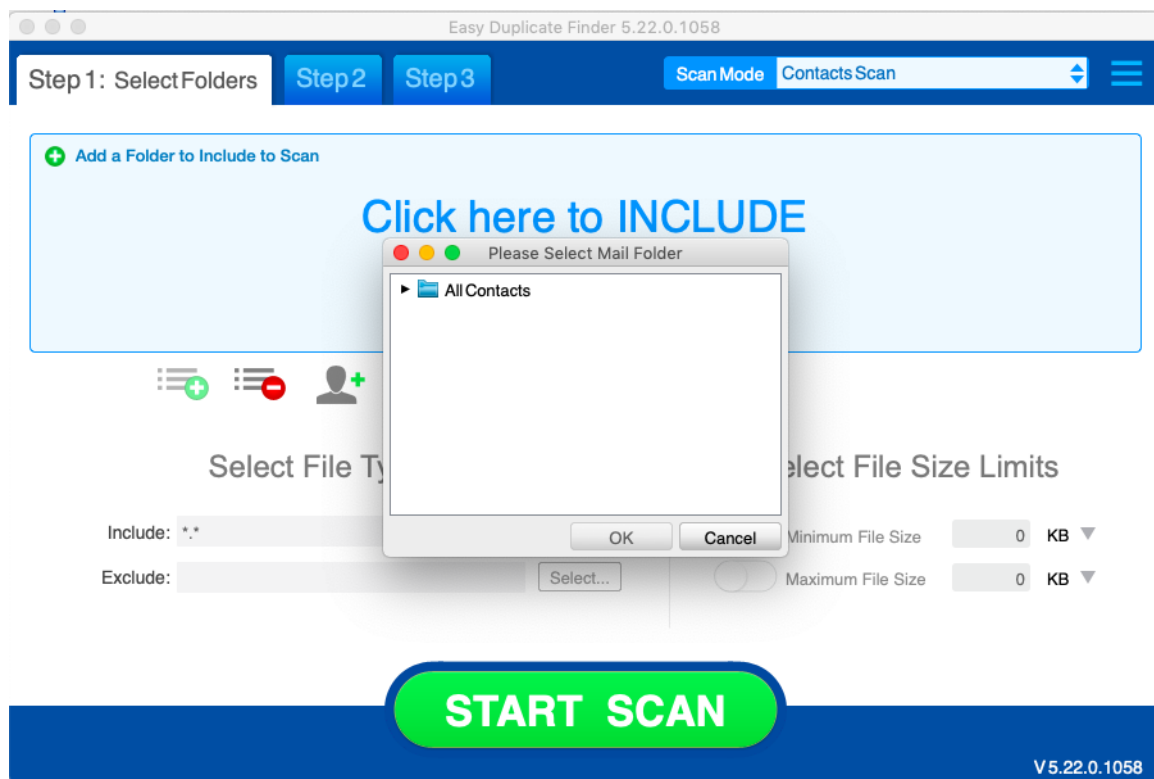
Click on the "Go fix them!" button to inspect the scan results, select the duplicates, and delete or move them.



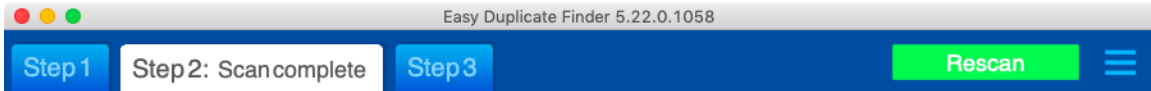
Contacts Scan (available in EDF v.5)

The Contacts Scan mode will find duplicate entries in your computer's native email contacts manager app.

To scan your PC or Mac for duplicate contacts, add the contacts folder you want to scan to the scan area by inside the Include area. A new window will open where you'll be able to select the folder you want to scan. Click on it, then click OK to close the popup:



Click on the Start Scan button to start the scan. When the scan is finished, you'll be presented with a summary:



42
Contacts Scanned

21
Duplicates Found

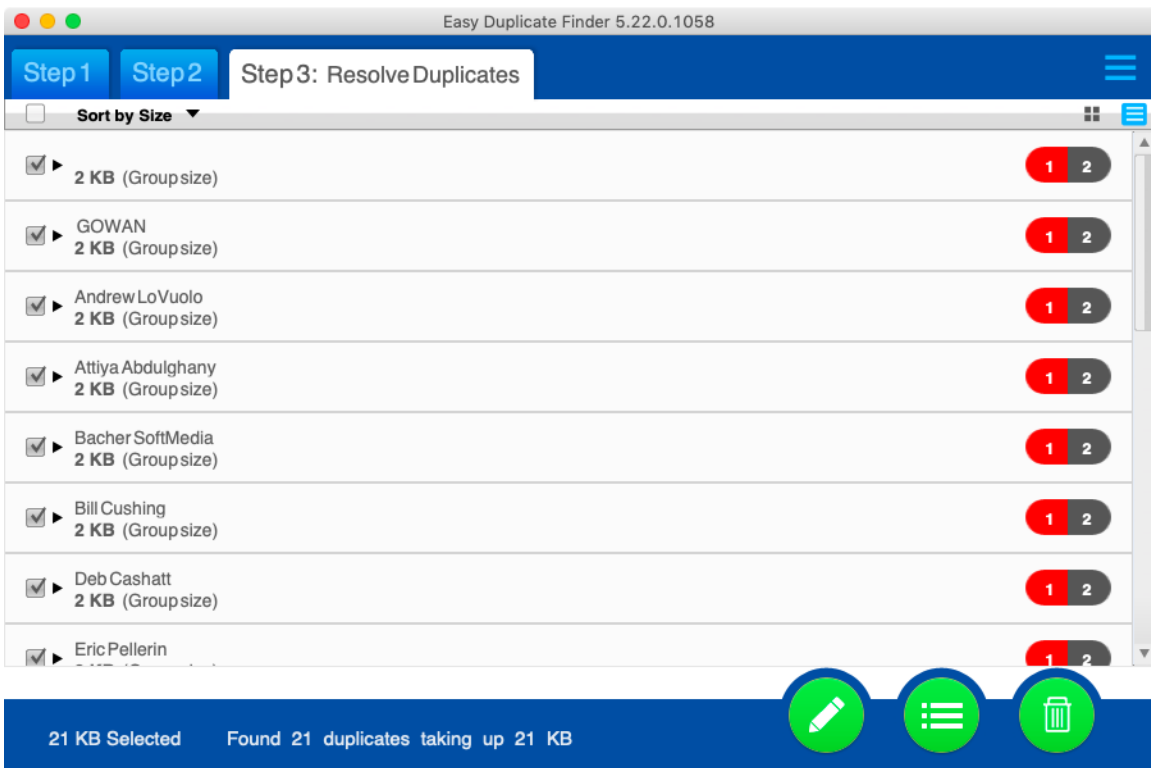
21 KB
Space Used

[Remove All Now](#)

STEP 3: GO FIX THEM!

V5.22.0.1058

Click on the "Go fix them!" button to examine the scan results in detail:

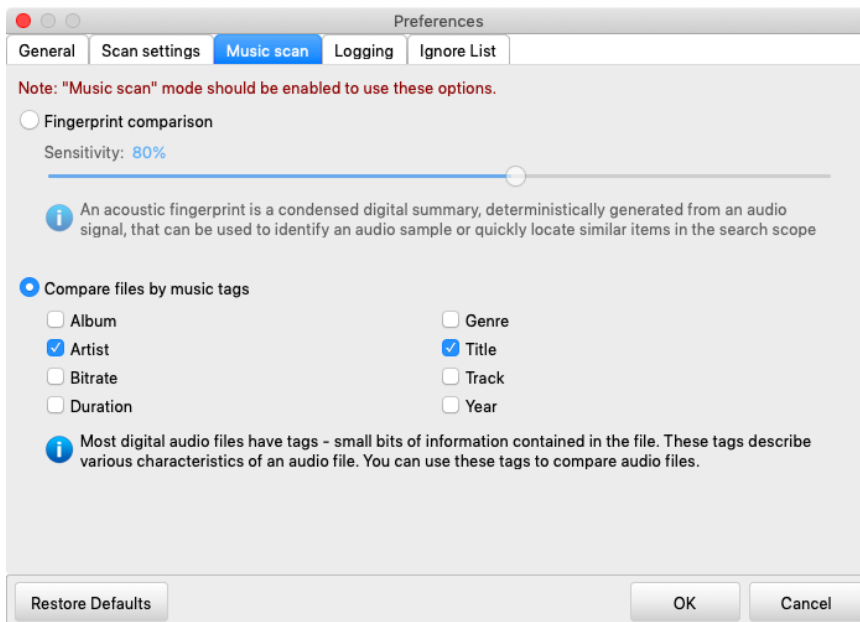


Use the bulk selection options to select the duplicates you want to delete (or keep the default selection), then click on the trash can icon to remove the duplicate entries.

Music Scan

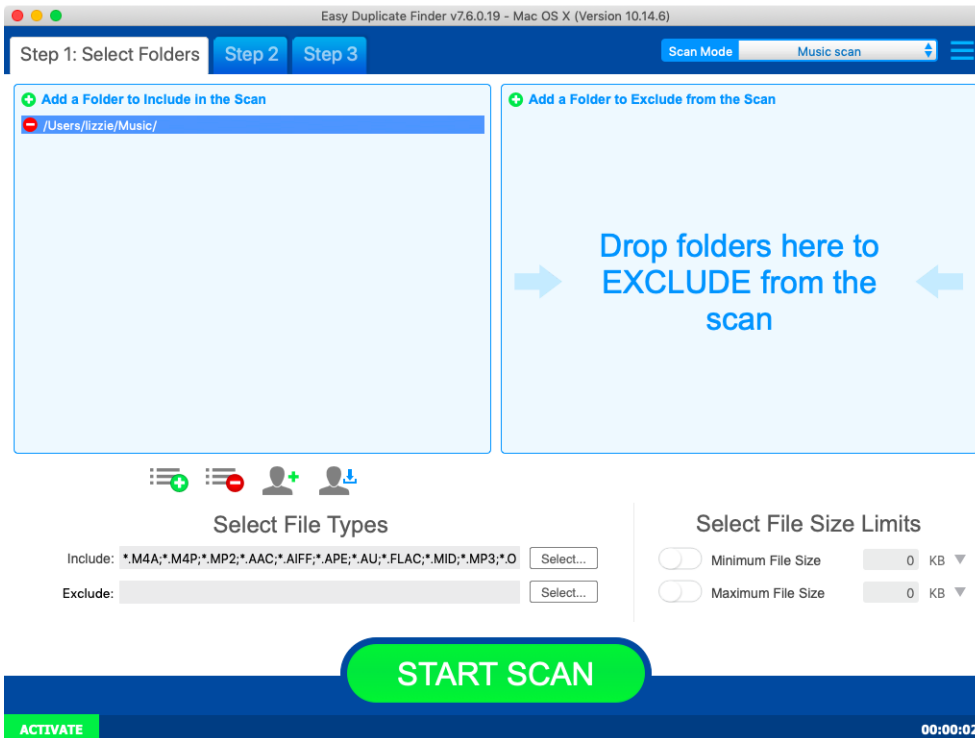
The Music Scan mode is designed to quickly help you find and manage duplicate songs in your music library. It uses ID3 tags to compare compositions, plus you can enable BASS audio fingerprint comparison in EDF Settings (Preferences on a Mac).

The BASS audio fingerprinting technology compares music files by their content, which offers very accurate results (although the scan may take longer, depending on a number of compositions you're checking). To enable audio fingerprinting, go to Settings, navigate to the Music Tags tab, check the "Use fingerprint comparison mode" checkbox and adjust the sensitivity threshold. The higher the threshold, the more accurate the results will be.

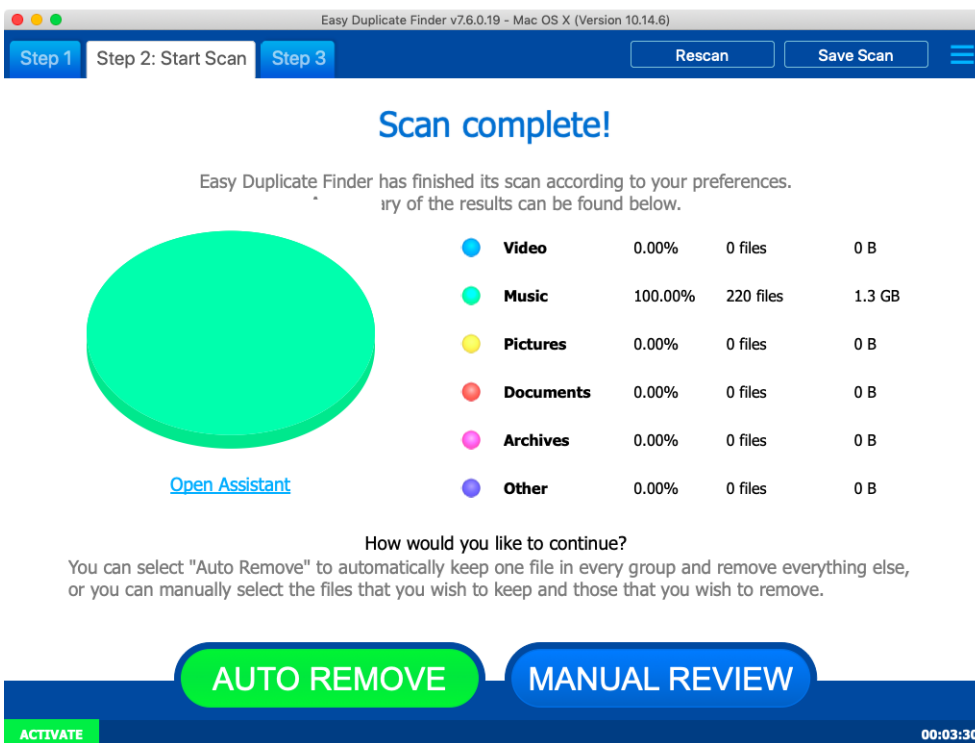


Click OK to apply the changes.

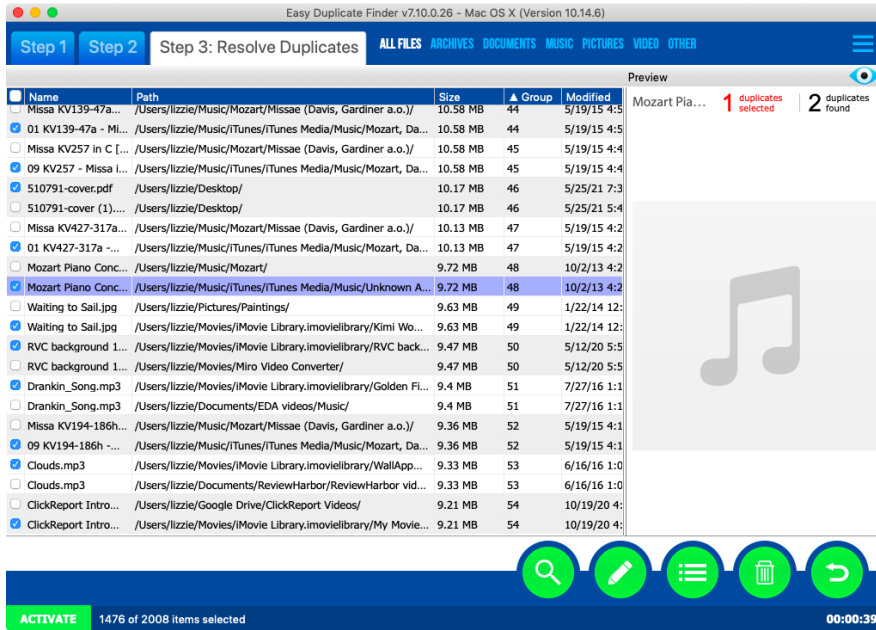
Now add the folders containing your music to the Include area by either dragging & dropping them there or clicking on the Add link and browsing to them.



Click on the Start Scan button and wait for the scan to finish. You'll be presented with a summary:



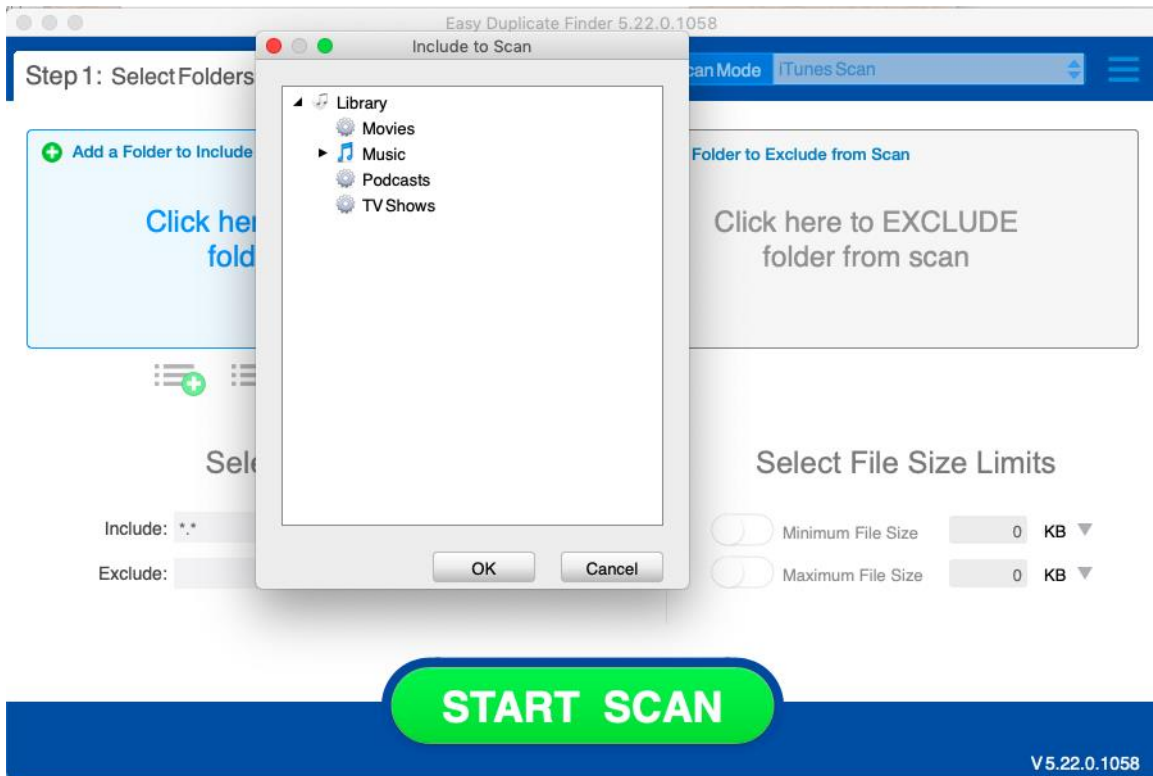
You can choose to open Assistant to help you decide which music files to keep and which to delete, remove all duplicates automatically, save the scan for later use (so that you can load it from a file without waiting for EDF to scan your music library again), and go to Step 3 to review the results.



There, use the preview, bulk selection and file management options just like you would use them with the File Search scan mode.

iTunes Scan (Windows & Mac, available in EDF v.5)

The iTunes Scan mode works exactly the same way as the Music Scan mode. The only difference is that it specifically scans your iTunes albums and folders for duplicate songs. Just like with the Music Scan mode, you can enable BASS audio fingerprinting technology in the Settings (Preferences on Mac) to get more accurate results.



When you've finished deleting iTunes duplicates, we recommend that you go to Settings - Tools and run the Track Cleaner. Doing this will remove invalid tracks from your iTunes library.

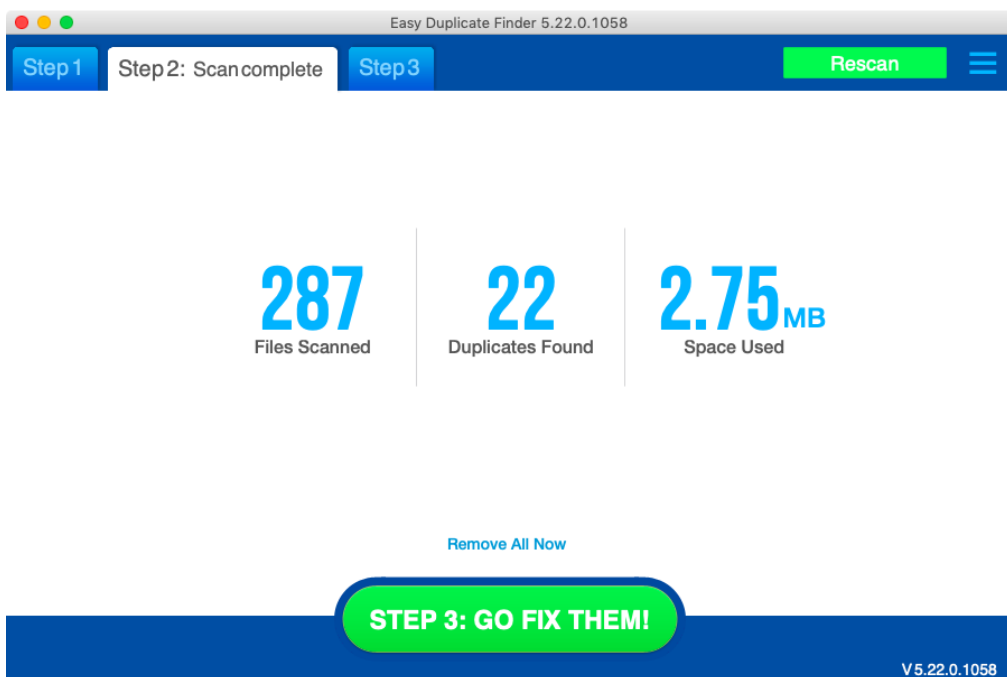
Photos Scan (Mac only, available in EDF v.5)

The Photos Scan Mode is designed to find exact duplicates in Mac Photos app. Because of the way Photos works, Easy Duplicate Finder will place duplicate photos in the EDF Trash album, which you will then need to clean up manually.

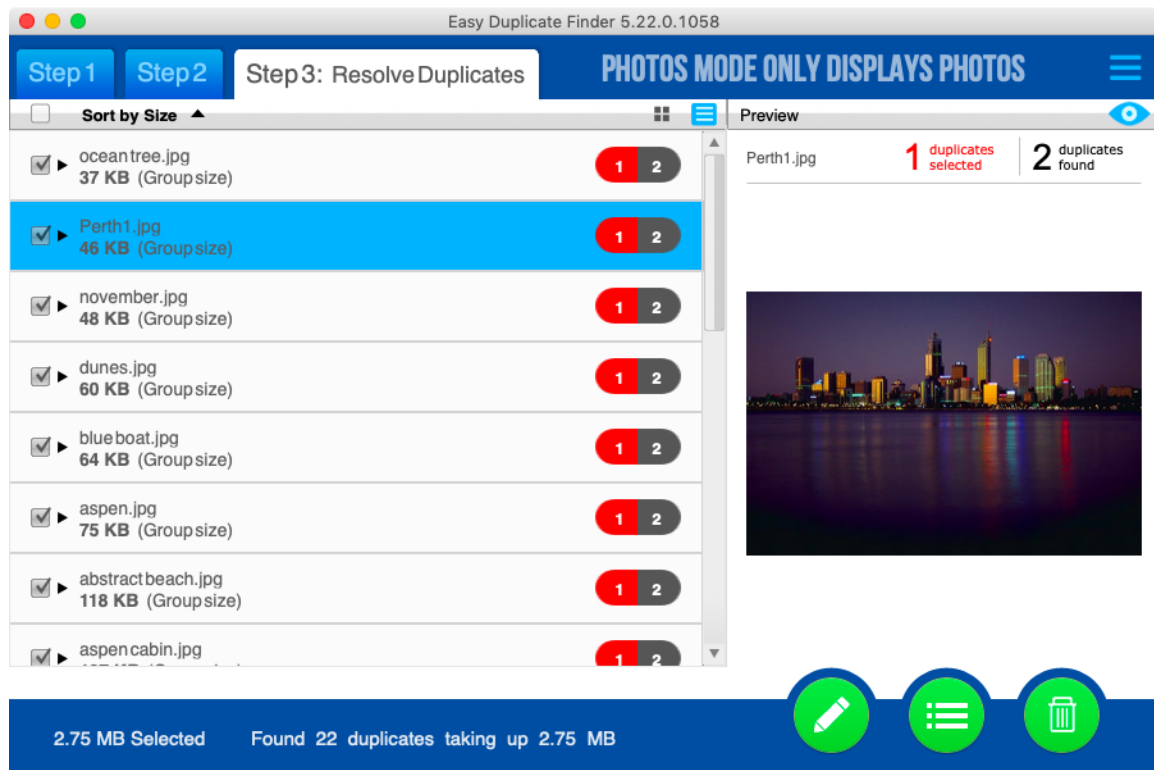


To scan your Photos albums for duplicate photos, click inside the Include area and the Photos library will be added automatically.

Press on the Start Scan button to start the scan and wait for EDF to finish its job. When it's done, you can either remove all the duplicates automatically or examine the results.



Use bulk file selection and file management buttons just like you would in the File Search mode.



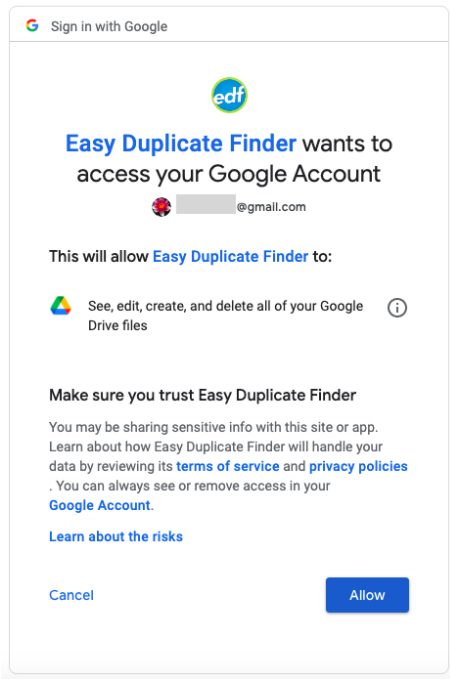
Don't forget to open Photos and delete everything from the EDF Trash album there!

Google Drive Scan Mode

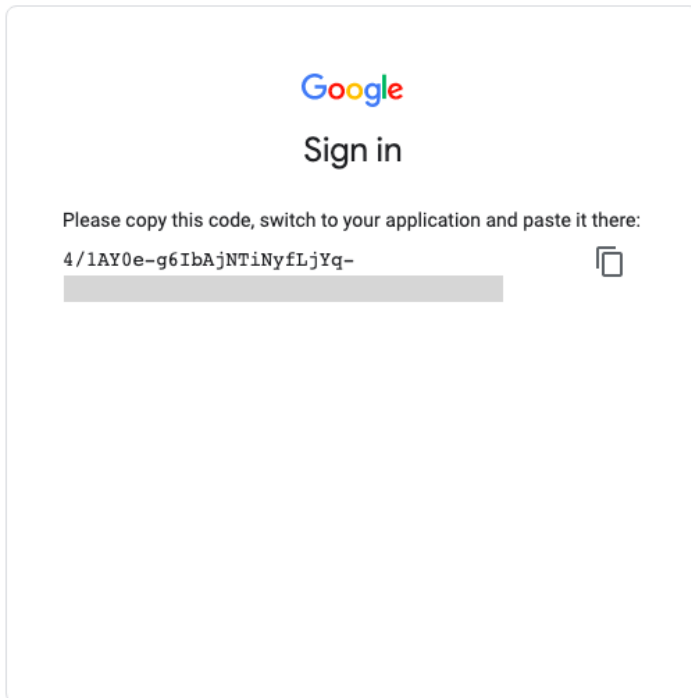
The Google Drive scan mode is designed to find and remove duplicate files from your Google Drive cloud storage. When you're using this mode, you don't have to download any files to your computer and thus save time, Internet traffic and bandwidth. The whole duplicate-finding process happens in the cloud, so make sure you are connected to the Internet.

To use this mode, open Easy Duplicate Finder, select the Google Drive mode from the scan modes drop-down menu, then click inside the Include area to add Drive folders to the scan. Easy Duplicate Finder will need you to authorize its access to your Google Drive.

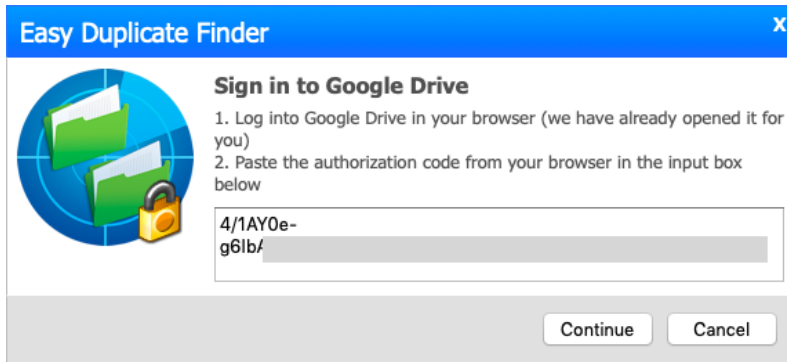
A new browser window will open where you'll need to sign in to your Google account and click "Allow" to let EDF access your Drive files and folders:



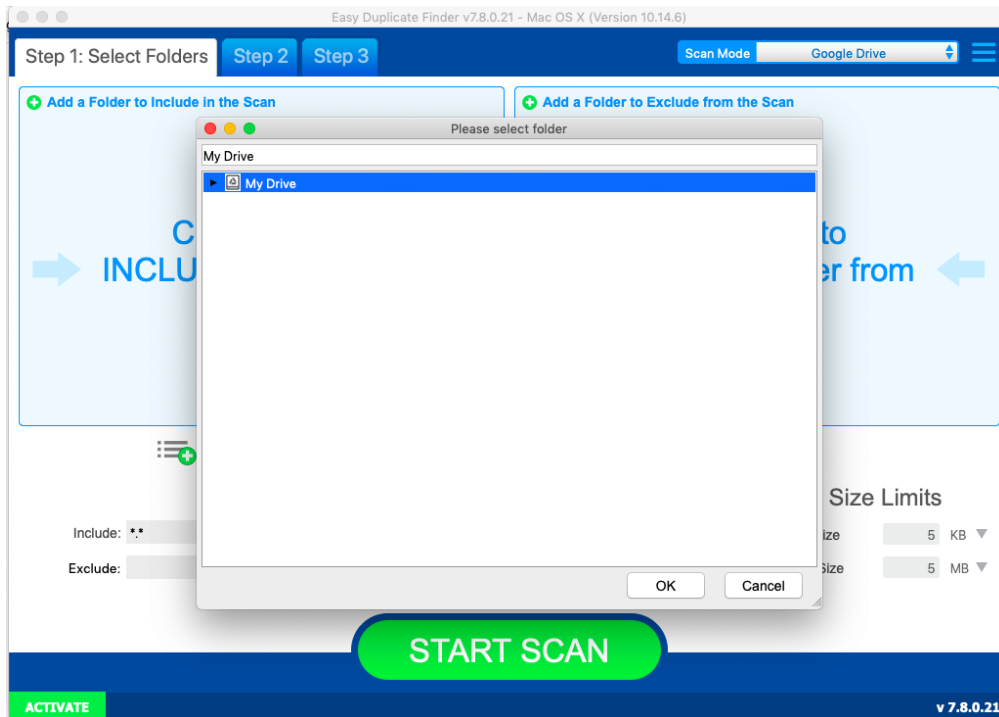
Once you allow access, Google will generate a special code you'll need to copy:



Paste the code into an Easy Duplicate Finder popup and click "Continue":



Select which Drive folders you want to scan - you can add your whole drive or expand the selection and choose specific folders. When done, click "OK":



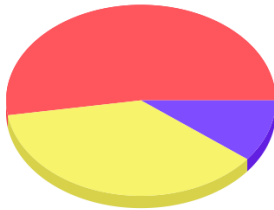
Click on the Start Scan button to launch the scan. When EDF is done, you'll get a summary screen from which you can either remove all duplicate files automatically, or click on the "Go fix them" button to examine the results.

Easy Duplicate Finder v7.6.0.19 - Mac OS X (Version 10.14.6)

Step 1 Step 2: Start Scan Step 3 Rescan Save Scan

Scan complete!

Easy Duplicate Finder has finished its scan according to your preferences.
A summary of the results can be found below.



Video	0.00%	0 files	0 B
Music	0.00%	0 files	0 B
Pictures	36.84%	7 files	2.41 MB
Documents	52.63%	10 files	18.94 MB
Archives	0.00%	0 files	0 B
Other	10.53%	2 files	0 B

How would you like to continue?

You can select "Auto Remove" to automatically keep one file in every group and remove everything else, or you can manually select the files that you wish to keep and those that you wish to remove.

AUTO REMOVE **MANUAL REVIEW**

ACTIVATE 00:03:13

If you decide to proceed to Step 3, use all the options just like you would with the File Search mode.

Easy Duplicate Finder v7.6.0.19 - Mac OS X (Version 10.14.6)

Step 1 Step 2 Step 3: Resolve Duplicates ALL FILES ARCHIVES DOCUMENTS MUSIC PICTURES VIDEO OTHER

File Name	Path	Size	Group	Modified
<input checked="" type="checkbox"/> WebMinds Compa...	My Drive/Marketing Material/	3.79 MB	1	3/20/20 6:5
<input type="checkbox"/> WebMinds Compa...	My Drive/Marketing Material/2020/_PDFs/	3.79 MB	1	3/20/20 7:0
<input checked="" type="checkbox"/> WM_Overview_20...	My Drive/Marketing Material/	2.79 MB	2	3/20/20 6:5
<input type="checkbox"/> WM_Overview_20...	My Drive/Marketing Material/2019/PDFs/	2.79 MB	2	3/20/20 7:0
<input checked="" type="checkbox"/> EFS_Screens.pdf	My Drive/Marketing Material/	1.53 MB	3	3/20/20 6:5
<input type="checkbox"/> EFS_Screens.pdf	My Drive/Marketing Material/2019/EFS_ScreenDeck/	1.53 MB	3	3/20/20 7:0
<input type="checkbox"/> WebMinds EDF DP...	My Drive/Marketing Material/2020/_PDFs/	1.23 MB	4	3/20/20 7:0
<input checked="" type="checkbox"/> WebMinds EDF DP...	My Drive/Marketing Material/	1.23 MB	4	3/20/20 6:5
<input checked="" type="checkbox"/> DPC Mac Screen 3...	My Drive/WebMinds/DPC/DPC SEO Content/Features/Scre...	656 KB	5	4/9/19 4:33
<input checked="" type="checkbox"/> DPC Mac Screen 3...	My Drive/WebMinds/DPC/DPC SEO Content/Tech Tips/Scr...	656 KB	5	4/11/19 3:5
<input type="checkbox"/> DPC Mac Screen 3...	My Drive/WebMinds/DPC/DPC SEO Content/Tech Tips/Scr...	656 KB	5	4/19/19 11:
<input checked="" type="checkbox"/> sight-words-lesson...	My Drive/Simon's Education/Sight words/	136 KB	6	9/20/20 7:5
<input type="checkbox"/> sight-words-lesson...	My Drive/Simon's Education/Sight words/	136 KB	6	9/20/20 7:5
<input checked="" type="checkbox"/> DPC Mac Screen 1...	My Drive/WebMinds/DPC/DPC SEO Content/Features/Scre...	133 KB	7	4/9/19 4:29
<input type="checkbox"/> DPC Mac Screen 1...	My Drive/WebMinds/DPC/DPC SEO Content/Tech Tips/Scr...	133 KB	7	4/19/19 11:
<input checked="" type="checkbox"/> DPC Mac Screen 6...	My Drive/WebMinds/DPC/DPC SEO Content/Features/Scre...	118 KB	8	4/9/19 4:29
<input type="checkbox"/> DPC Mac Screen 6...	My Drive/WebMinds/DPC/DPC SEO Content/Tech Tips/Scr...	118 KB	8	4/19/19 11:
<input checked="" type="checkbox"/> Untitled document	My Drive/	0 B	9	5/14/19 2:4
<input type="checkbox"/> Untitled document	My Drive/	0 B	9	4/20/20 2:3

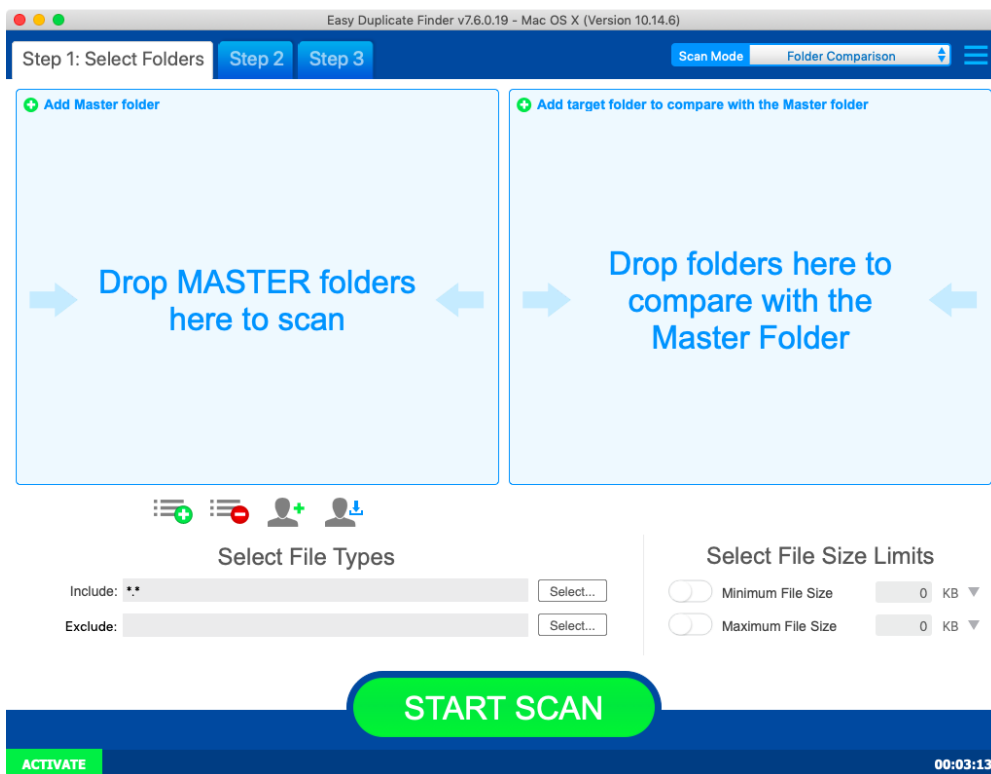
52.63 % Documents
36.84 % Pictures
10.53 % Other

ACTIVATE 10 of 19 items selected 00:03:13

Folder Comparison Scan Mode

The Folder Comparison mode lets you easily compare files in two or more folders where the files in the source (master) folder are considered originals and matching files in target folders are considered duplicates. This mode is particularly handy for merging folders and eliminating duplicate files on a very targeted basis.

To scan your folders using the mode, select Folder Comparison from the scan modes drop-down menu. Then add the folder **with the original files** to the left Include window, and the folders where you want to look for duplicates to the right Include window.



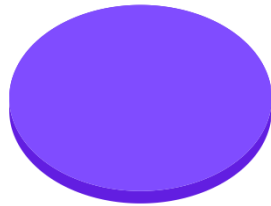
Click on the Start Scan button and wait for the scan to finish. You will be presented with a summary where you'll be able to open Assistant, remove all duplicates automatically, save the scan to a file for later use, or click on the "Go fix them" button and inspect the results.

Easy Duplicate Finder v7.6.0.19 - Mac OS X (Version 10.14.6)

Step 1 Step 2: Start Scan Step 3 Rescan Save Scan

Scan complete!

Easy Duplicate Finder has finished its scan according to your preferences. A summary of the results can be found below.



[Open Assistant](#)

● Video	0.00%	0 files	0 B
● Music	0.00%	0 files	0 B
● Pictures	0.00%	0 files	0 B
● Documents	0.00%	0 files	0 B
● Archives	0.00%	0 files	0 B
● Other	100.00%	88 files	396 KB

How would you like to continue?

You can select "Auto Remove" to automatically keep one file in every group and remove everything else, or you can manually select the files that you wish to keep and those that you wish to remove.

AUTO REMOVE **MANUAL REVIEW**

ACTIVATE 00:00:08

On Step 3, inspect the results and use the file management options just like you would when using the File Search mode. Files in the Master folder that contains the original files are marked with green font for your convenience. They are also protected from accidental deletion.

Easy Duplicate Finder v7.6.0.19 - Mac OS X (Version 10.14.6)

Step 1 Step 2 Step 3: Resolve Duplicates ALL FILES ARCHIVES DOCUMENTS MUSIC PICTURES VIDEO OTHER

File Name	Path	Size	Group	Modified
✓ .DS_Store	/Users/lizzie/Dropbox/Books/Stumbling through Dreamland covers/	6 KB	1	11/1/13 3:08:35 PM
✓ .DS_Store	/Users/lizzie/Dropbox/Auslogics/Tasks/Disk Defrag/	6 KB	1	1/10/14 12:22:04 PM
✓ .DS_Store	/Users/lizzie/Dropbox/Mosenergo/7-39/2014/	6 KB	1	1/27/14 9:32:45 AM
✓ .DS_Store	/Users/lizzie/Dropbox/Articles/Fanstudio/Blog/2014/Feb:March/	6 KB	1	4/2/14 3:47:55 PM
✓ .DS_Store	/Users/lizzie/Dropbox/Poetry/	6 KB	1	5/27/14 10:17:40 PM
✓ .DS_Store	/Users/lizzie/Dropbox/Auslogics/Repository copy/	6 KB	1	9/8/14 7:44:38 PM
✓ .DS_Store	/Users/lizzie/Dropbox/Webminds/Invoices/2014/	6 KB	1	10/24/14 9:14:54 PM
✓ .DS_Store	/Users/lizzie/Dropbox/Webminds/DropSend/Documentation/	6 KB	1	4/2/15 6:18:50 PM
✓ .DS_Store	/Users/lizzie/Dropbox/Webminds/DPC/DPC New Look/	6 KB	1	6/11/15 7:38:42 PM
✓ .DS_Store	/Users/lizzie/Dropbox/Webminds/LNG Files/DPC/	6 KB	1	6/22/15 3:50:07 PM
✓ .DS_Store	/Users/lizzie/Dropbox/Articles/Fanstudio/Blog/2015/June/	6 KB	1	6/30/15 9:40:53 PM
✓ .DS_Store	/Users/lizzie/Dropbox/Articles/Yahoo/	6 KB	1	7/4/15 7:31:05 PM
✓ .DS_Store	/Users/lizzie/Dropbox/WPS Office/	6 KB	1	8/7/15 2:13:36 PM
□ .DS_Store	/Users/lizzie/Pictures/Paintings/Brigitte/	6 KB	1	10/20/15 4:02:01 PM
✓ .DS_Store	/Users/lizzie/Dropbox/Webminds/Newsletters/2015/July/	6 KB	1	11/4/15 5:03:25 PM
✓ .DS_Store	/Users/lizzie/Dropbox/Articles/Fanstudio/Blog/2015/November/	6 KB	1	11/4/15 5:03:40 PM
✓ .DS_Store	/Users/lizzie/Dropbox/Articles/Fanstudio/Blog/2014/December/	6 KB	1	11/10/15 9:17:55 AM
✓ .DS_Store	/Users/lizzie/Dropbox/Webminds/Marketing and SEO/Windows Secrets/	6 KB	1	11/12/15 9:24:58 PM
□ .DS_Store	/Users/lizzie/Pictures/Simon/Month 5/	6 KB	1	2/4/16 1:48:47 PM
✓ .DS_Store	/Users/lizzie/Dropbox/Webminds/Newsletters/TOTM/2016/	6 KB	1	2/10/16 6:37:28 PM
□ .DS_Store	/Users/lizzie/Pictures/Simon/Month 7/	6 KB	1	3/14/16 10:53:10 AM
✓ .DS_Store	/Users/lizzie/Dropbox/Webminds/FileCleaner/Screenshots/	6 KB	1	3/15/16 4:44:34 PM
✓ .DS_Store	/Users/lizzie/Dropbox/Camera Uploads/	6 KB	1	3/15/16 5:19:27 PM
✓ .DS_Store	/Users/lizzie/Dropbox/Public/	6 KB	1	3/22/16 4:53:21 PM

ACTIVATE 77 of 88 items selected 00:00:08

Dropbox Scan Mode

The Dropbox scan mode is designed to find and remove duplicate files from your Dropbox cloud storage. When you're using this mode, you don't have to download any files to your computer and thus save time, Internet traffic and bandwidth. The whole duplicate-finding process happens in the cloud, so make sure you are connected to the Internet.

To use this mode, open Easy Duplicate Finder, select the Dropbox Scan mode from the scan modes drop-down menu, then click inside the Include area to add Dropbox folders to the scan. A new browser window will open where you'll need to sign into your Dropbox account:



Sign in to Dropbox to link with Easy Duplicate Finder

[Sign in with Google](#)

or

This page is protected by reCAPTCHA, and subject to the [Google Privacy Policy](#) and [Terms of Service](#).

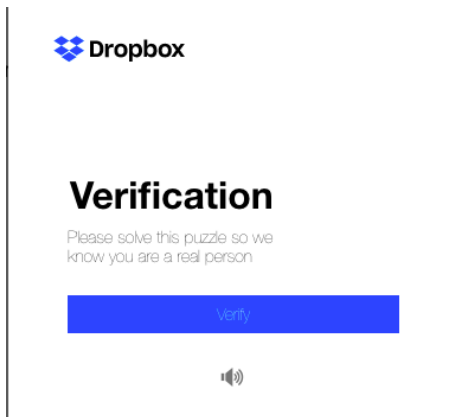
[Forgot your password?](#) [Sign in](#)

[New to Dropbox? Create an account](#)

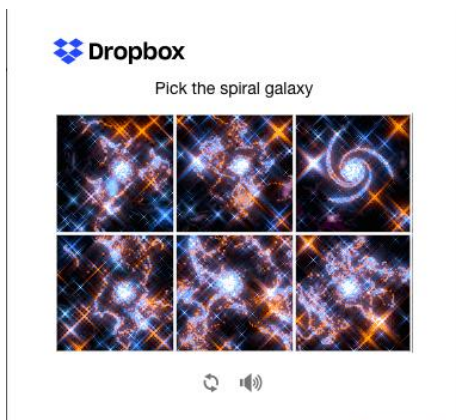
You will then need to grant Easy Duplicate Finder access - click on "Allow":

Easy Duplicate Finder would like access to the files and folders in your Dropbox. [Learn more](#)

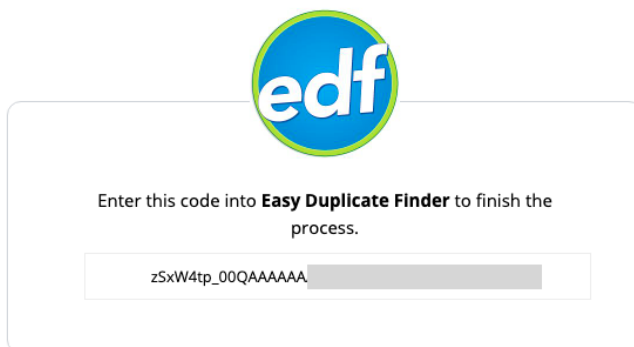
Dropbox will ask you to solve a puzzle. Click on the "Verify" button to begin:



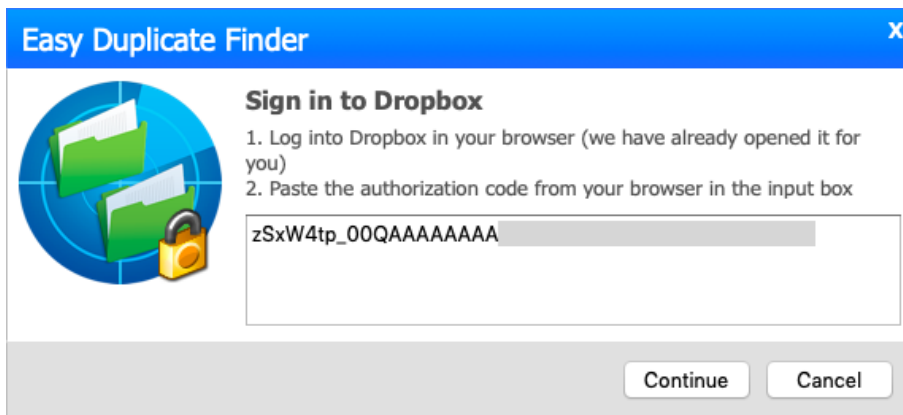
Solve the puzzles:



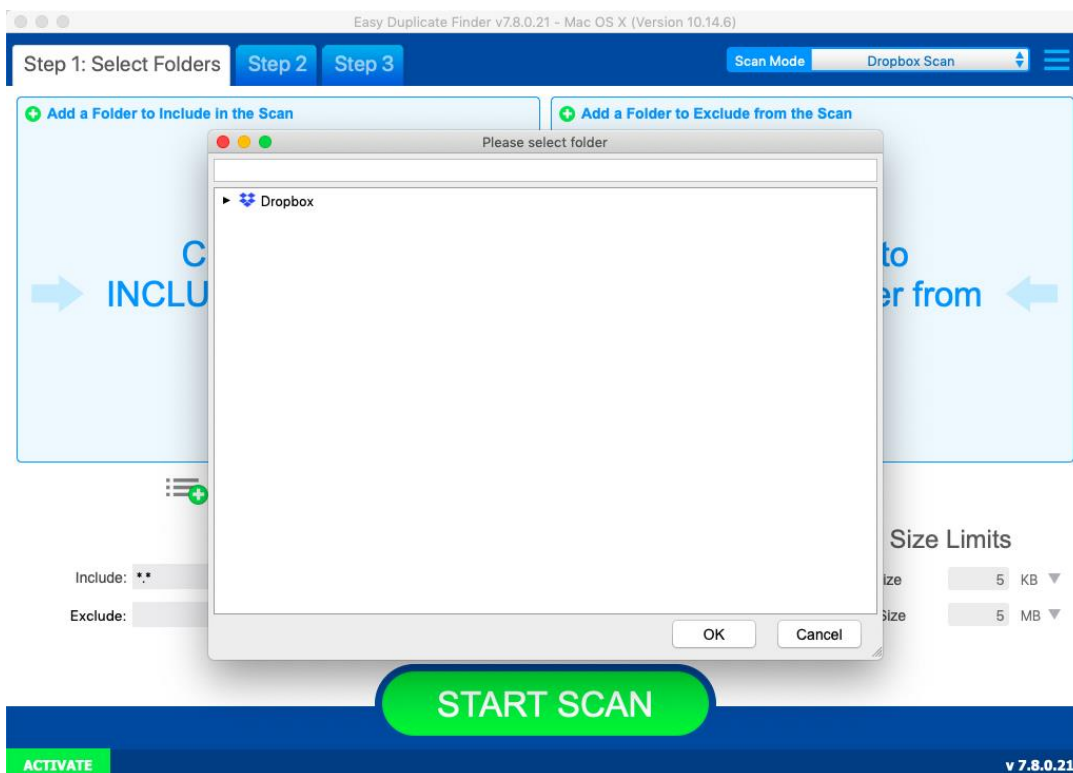
When you solve them successfully, Dropbox will provide you with a code you'll need to copy:



Paste this code into Easy Duplicate Finder popup window and click "Continue":



When you've confirmed the integration, you'll be able to add Dropbox folders to the scan:



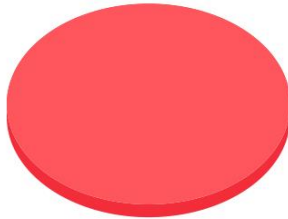
When ready, click on the Start Scan button to launch the scan. When EDF is done, you'll get a summary screen from which you can either remove all duplicate files automatically, or click on the "Go fix them" button to examine the results.

Easy Duplicate Finder v7.8.0.21 - Mac OS X (Version 10.14.6)

Step 1 Step 2: Start Scan Step 3 Rescan Save Scan

Scan complete!

Easy Duplicate Finder has finished its scan according to your preferences. A summary of the results can be found below.



Video	0.00%	0 files	0 B
Music	0.00%	0 files	0 B
Pictures	0.00%	0 files	0 B
Documents	100.00%	20 files	727 KB
Archives	0.00%	0 files	0 B
Other	0.00%	0 files	0 B

How would you like to continue?

You can select "Auto Remove" to automatically keep one file in every group and remove everything else, or you can manually select the files that you wish to keep and those that you wish to remove.

AUTO REMOVE MANUAL REVIEW

ACTIVATE 00:00:00

If you decide to proceed to Step 3, use all the options just like you would with the File Search mode.

Easy Duplicate Finder v7.8.0.21 - Mac OS X (Version 10.14.6)

Step 1 Step 2 Step 3: Resolve Duplicates ALL FILES ARCHIVES DOCUMENTS MUSIC PICTURES VIDEO OTHER

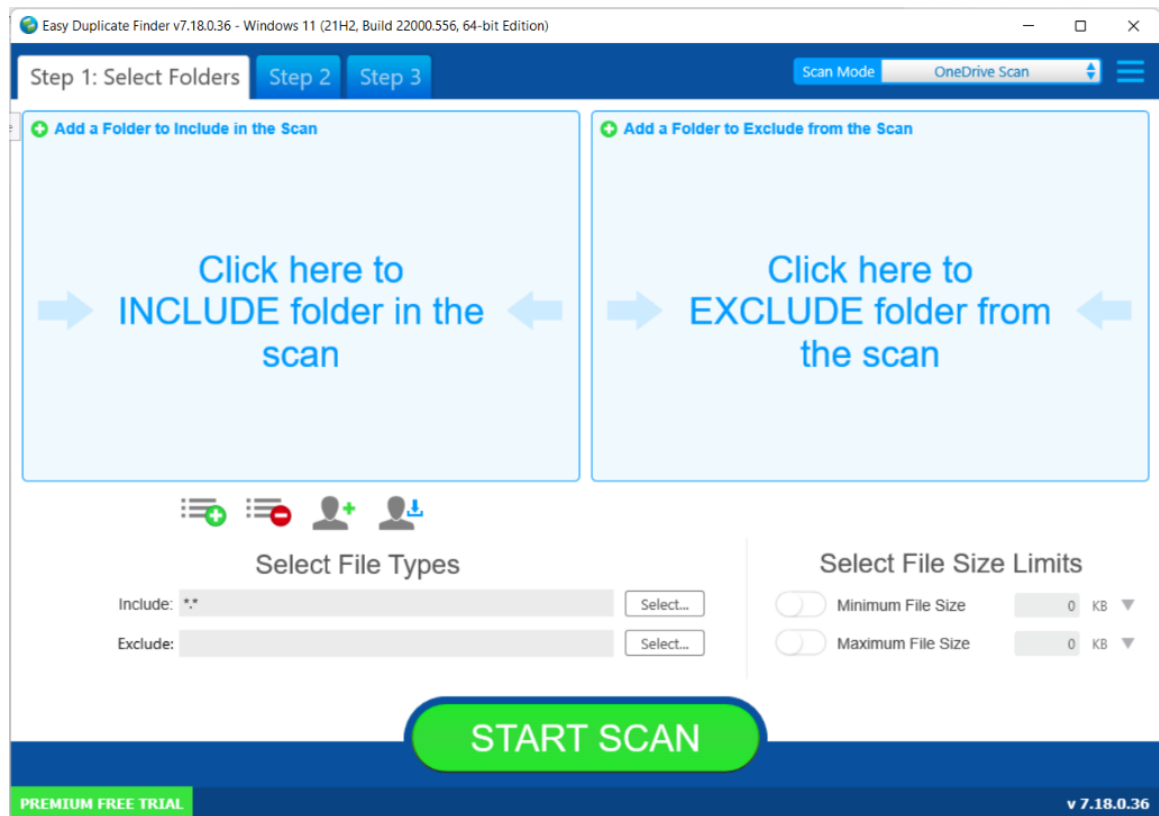
File Name	Path	Size	Group	Modified
<input type="checkbox"/> Poems.doc	Dropbox/Poetry/	97 KB	1	5/11/18 9:46:35 AM
<input checked="" type="checkbox"/> Poems.doc	Dropbox/Poetry copy/	97 KB	1	5/11/18 9:46:35 AM
<input type="checkbox"/> book.doc	Dropbox/Poetry/	54 KB	2	4/24/07 7:31:43 AM
<input checked="" type="checkbox"/> book.doc	Dropbox/Poetry copy/	54 KB	2	4/24/07 7:31:43 AM
<input type="checkbox"/> Snow Song.docx	Dropbox/Poetry/	48 KB	3	1/6/17 4:10:19 PM
<input checked="" type="checkbox"/> Snow Song.docx	Dropbox/Poetry copy/	48 KB	3	1/6/17 4:10:19 PM
<input type="checkbox"/> Escape to the Country.doc	Dropbox/Poetry/	26 KB	4	11/8/07 5:40:47 PM
<input checked="" type="checkbox"/> Escape to the Country.doc	Dropbox/Poetry copy/	26 KB	4	11/8/07 5:40:47 PM
<input type="checkbox"/> rantsl.doc	Dropbox/Poetry/	24 KB	5	5/2/08 10:18:24 AM
<input checked="" type="checkbox"/> rantsl.doc	Dropbox/Poetry copy/	24 KB	5	5/2/08 10:18:24 AM
<input type="checkbox"/> hymn to virgin.doc	Dropbox/Poetry/	24 KB	6	1/16/08 8:51:59 PM
<input checked="" type="checkbox"/> hymn to virgin.doc	Dropbox/Poetry copy/	24 KB	6	1/16/08 8:51:59 PM
<input type="checkbox"/> Forgotten King by Lizzy Vasilyev...	Dropbox/Poetry/	23 KB	7	3/21/09 5:26:43 PM
<input checked="" type="checkbox"/> Forgotten King by Lizzy Vasilyev...	Dropbox/Poetry copy/	23 KB	7	3/21/09 5:26:43 PM
<input type="checkbox"/> Spring touched the watercolour...	Dropbox/Poetry/	23 KB	8	4/18/08 10:49:56 AM
<input checked="" type="checkbox"/> Spring touched the watercolour...	Dropbox/Poetry copy/	23 KB	8	4/18/08 10:49:56 AM
<input type="checkbox"/> I watch the world fade.doc	Dropbox/Poetry/	21 KB	9	2/18/11 10:55:37 PM
<input checked="" type="checkbox"/> I watch the world fade.doc	Dropbox/Poetry copy/	21 KB	9	2/18/11 10:55:37 PM
<input type="checkbox"/> IN YOUR LIGHT.doc	Dropbox/Poetry/	19 KB	10	5/24/08 2:42:28 PM
<input checked="" type="checkbox"/> IN YOUR LIGHT.doc	Dropbox/Poetry copy/	19 KB	10	5/24/08 2:42:28 PM

ACTIVATE 10 of 20 items selected 00:00:00

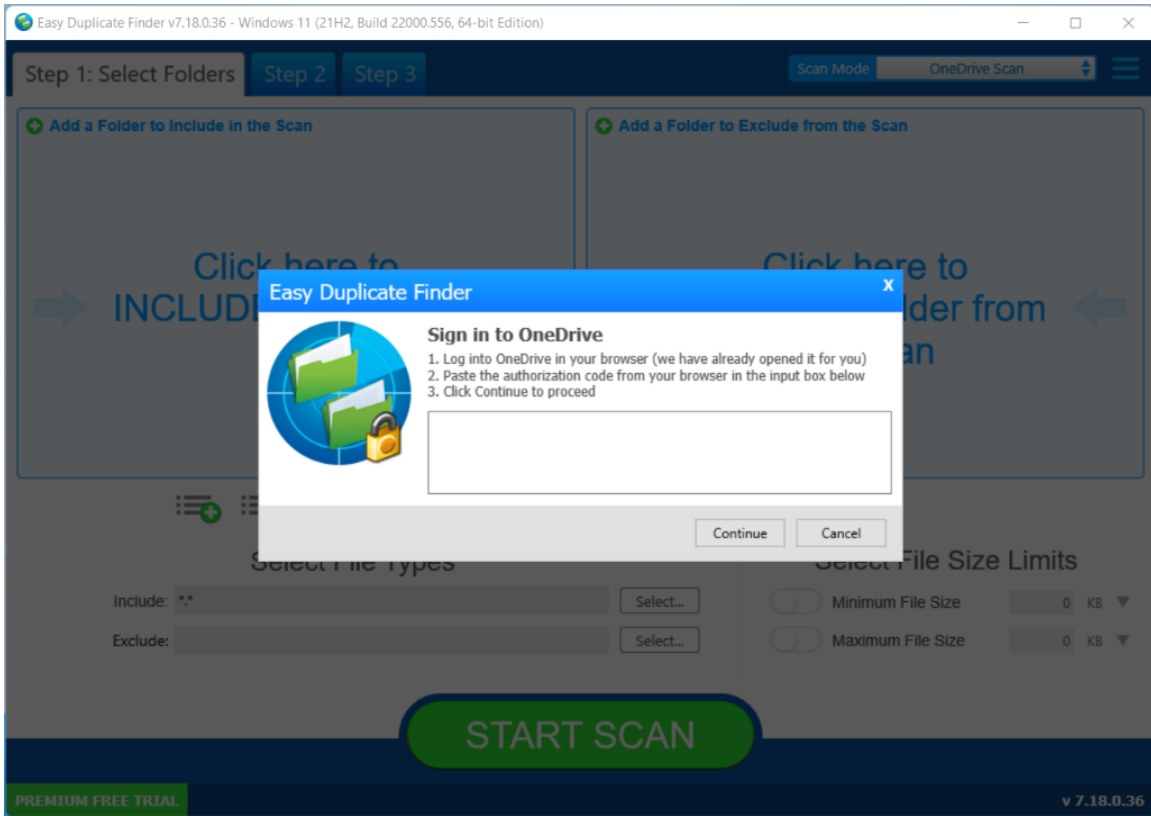
OneDrive Scan Mode

Easy Duplicate Finder has a scan mode that can find duplicate files on OneDrive and remove them from your cloud storage, without the need to download them.

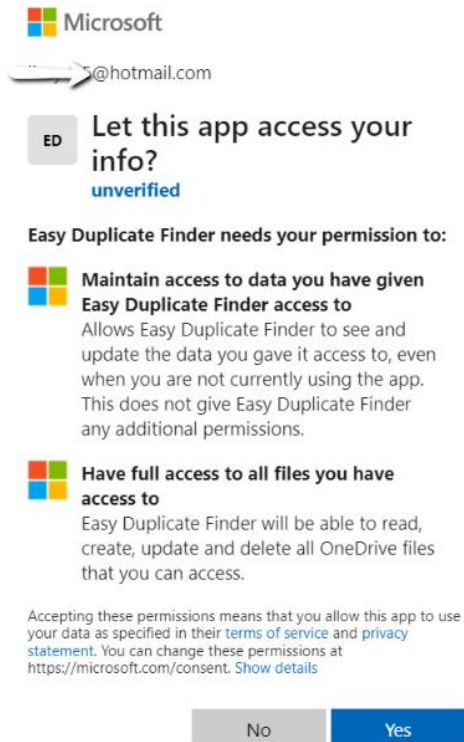
To use the OneDrive Scan mode, open Easy Duplicate Finder and select OneDrive Scan from the scan modes drop-down menu:



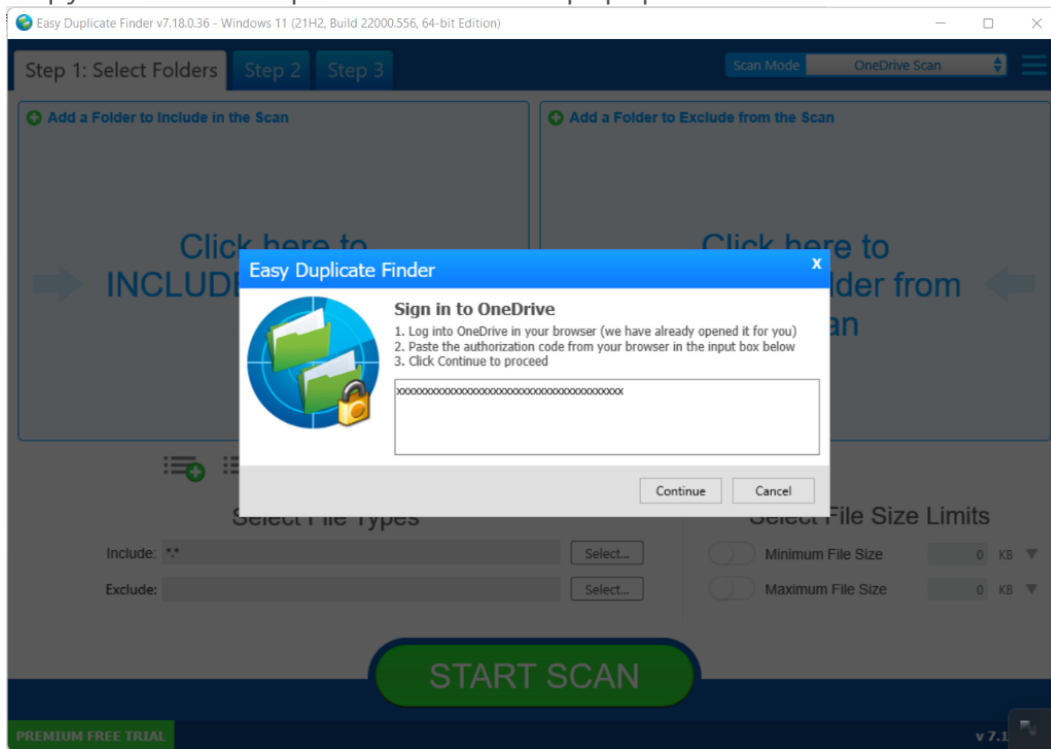
Then click in the INCLUDE area. A new browser tab will open where you'll be asked to log in to OneDrive. A new popup will also open, where you'll need to enter the code you receive from Microsoft:



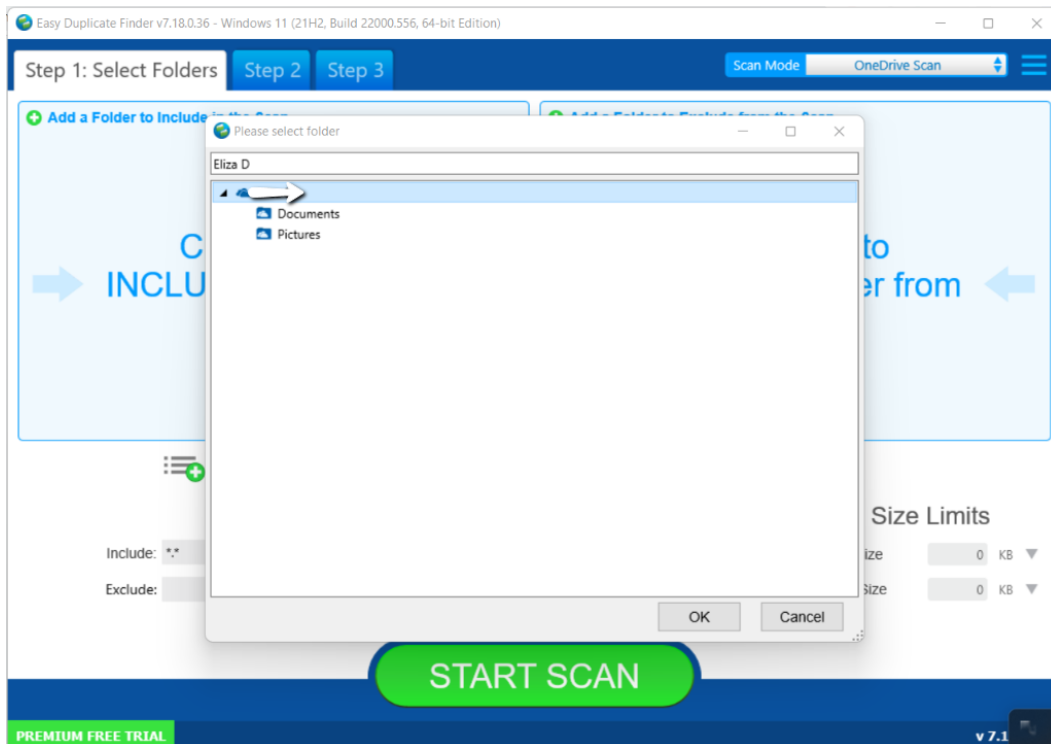
Log in to your OneDrive through your browser and allow EDF to access your cloud storage:



Copy the code and paste it in the EDF popup window:



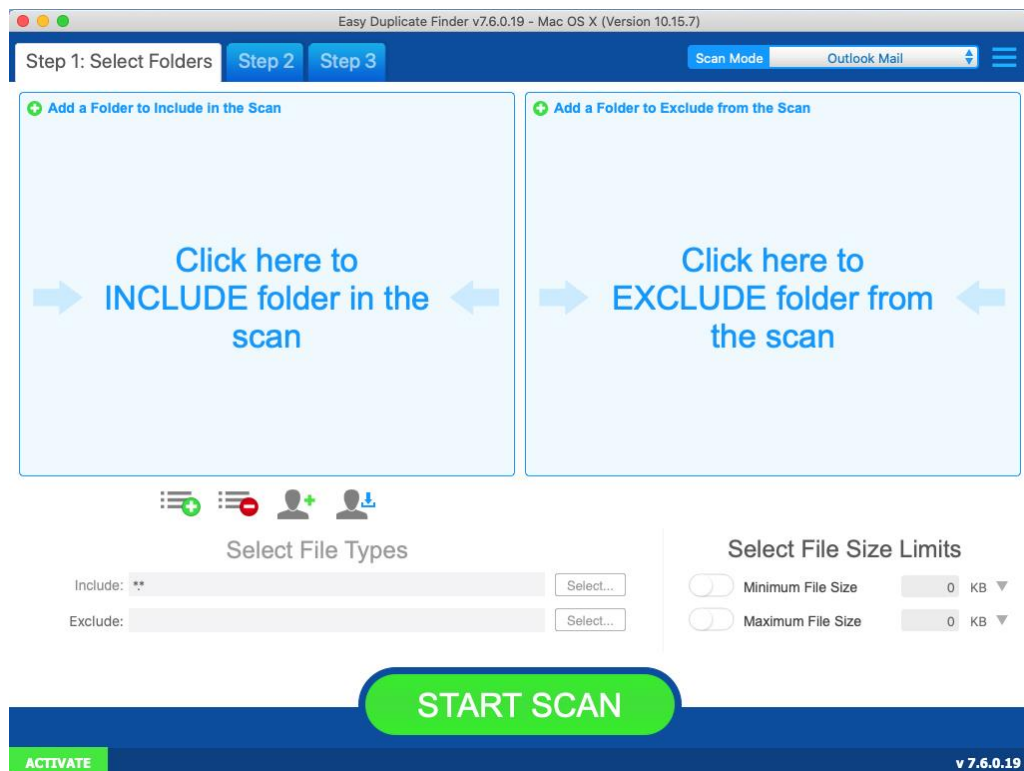
Click Continue and select the OneDrive folders you want to scan for duplicate files. Click Start Scan and proceed as you would with any other scan mode.



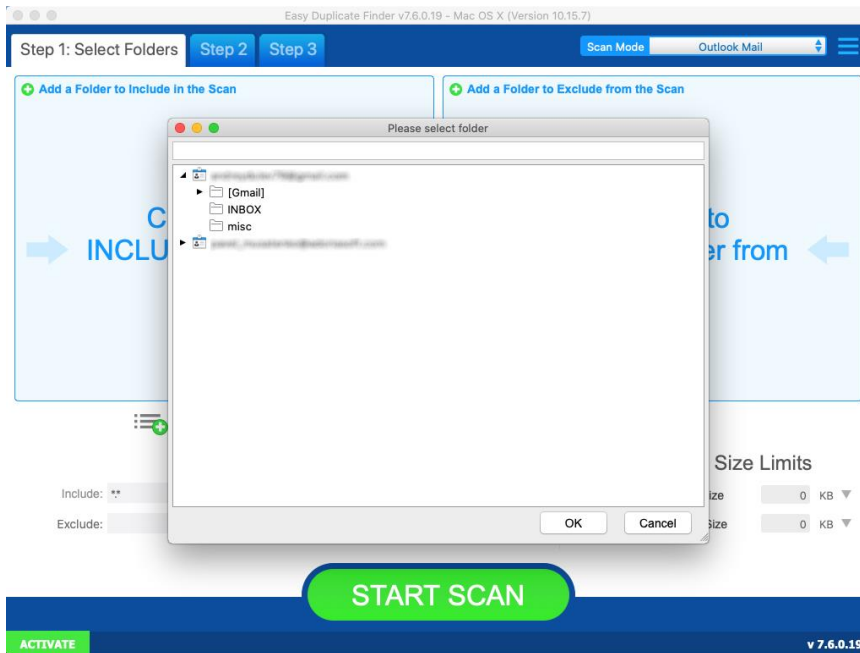
Outlook Mail Scan Mode

Easy Duplicate Finder has a special scan mode for finding and removing duplicates from the Microsoft Outlook email client. This mode works on Windows and Mac as long as you have the email client installed. If you have an older Windows version that includes Outlook Express, then you should use the Email Scan Mode instead.

Open EDF and select **Outlook Mail** from the scan modes drop-down menu:

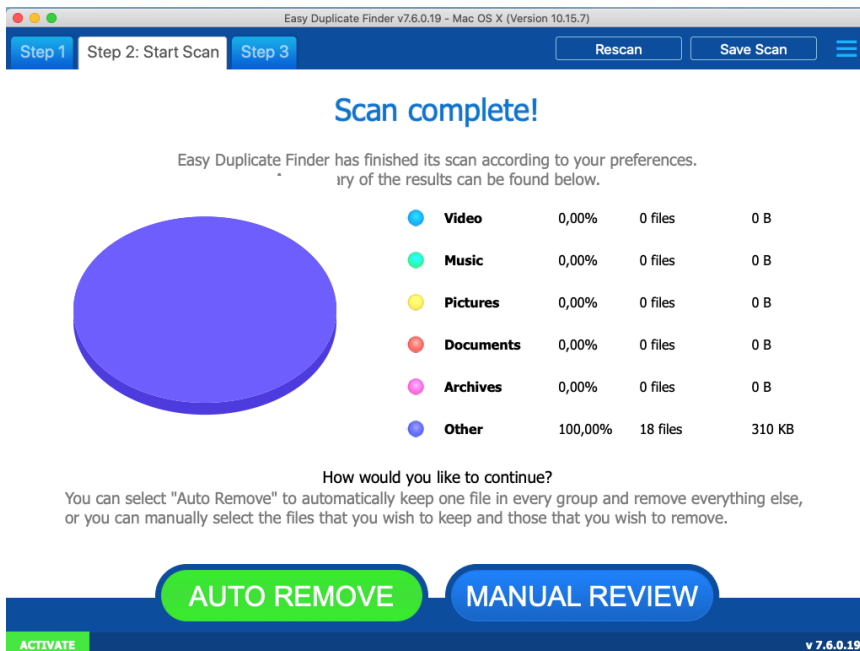


Click inside the Include area to add the Outlook folders you want to check for duplicate emails. Unlike other Outlook duplicate emails finder, EDF uses metadata to compare messages. This is a much safer approach and it saves you the trouble of finding PST and OST folders.

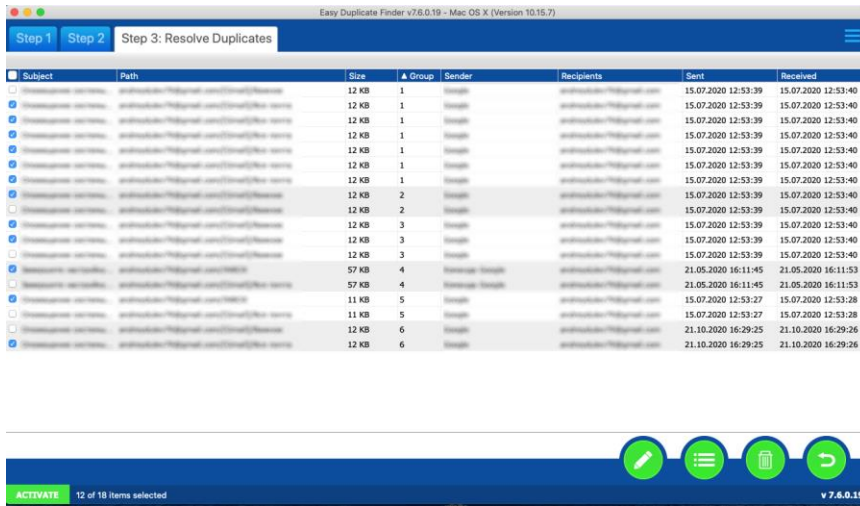


You may want to go to Settings > Contacts and Emails and check the parameters Easy Duplicate Finder uses to compare your email messages.

When you've added the account(s) you want to scan, click on the Start Scan button and wait for the scan to run its course.



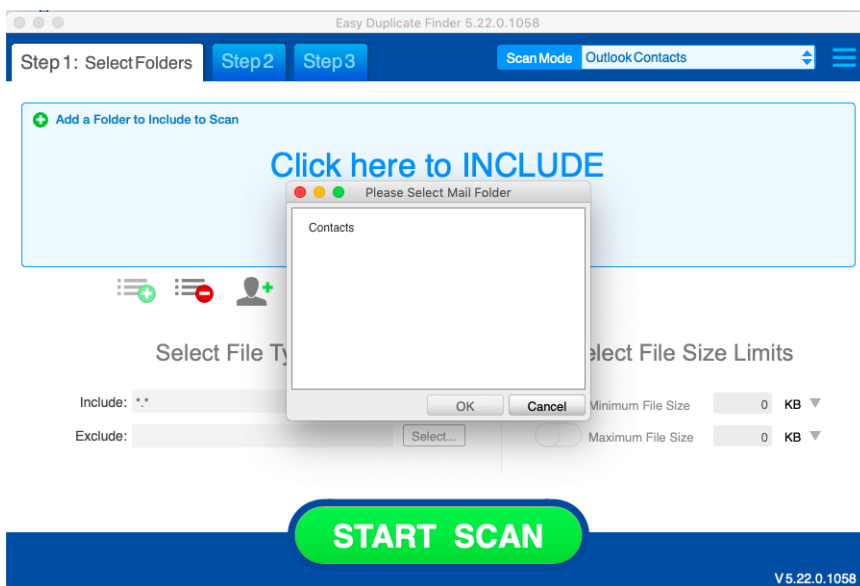
Click on the "Go fix them!" button to inspect the scan results, select the duplicates, and delete or move them.



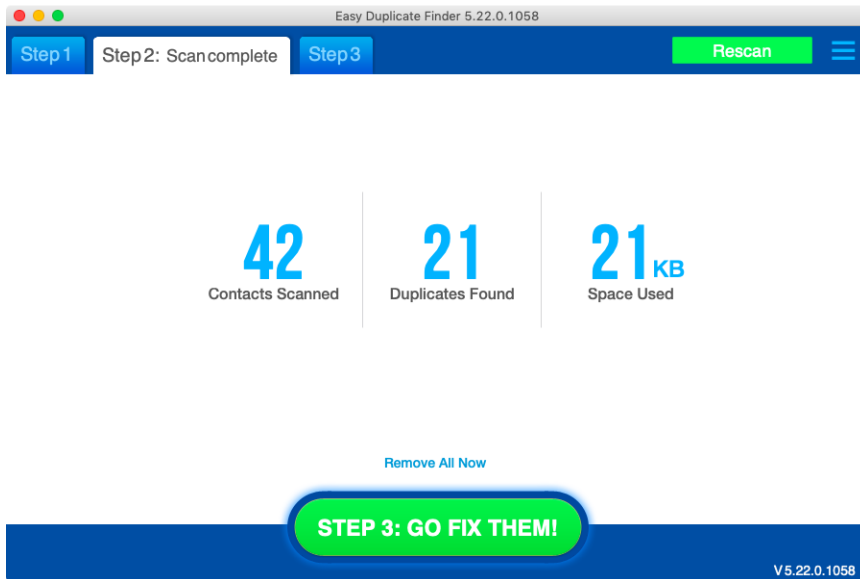
Outlook Contacts Scan Mode (available in EDF v.5)

Easy Duplicate Finder has a special scan mode for cleaning out duplicates from your Outlook contacts. This mode works just like the Contacts Scan but it's specific to the Microsoft Outlook email client.

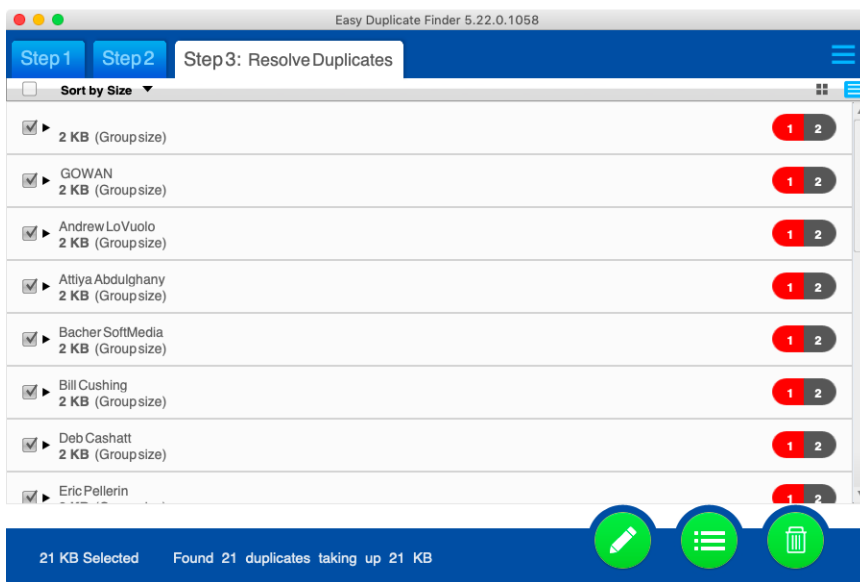
To find and manage duplicate contacts in your Outlook, select the Outlook Contacts mode from the scan modes drop-down menu, then click inside the Include area to add your Outlook contacts folder(s).



Click on the Start Scan button to start the scan. When the scan is finished, you'll be presented with a summary screen. There you can either click on the "Remove All Now" link to delete all duplicate contacts automatically, or click on the "Go Fix Them" button to examine the results:



Click on the "Go fix them!" button to examine the scan results in detail:

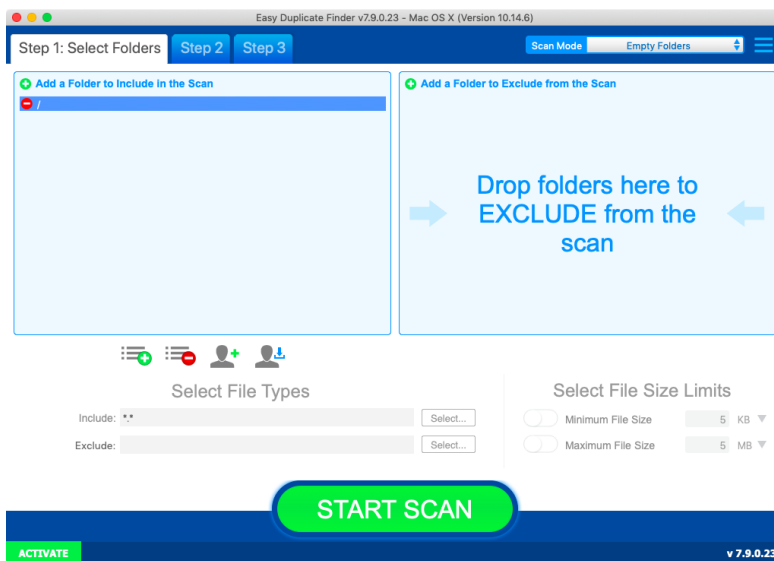


Use the bulk selection options to select the duplicates you want to delete (or keep the default selection), then click on the trash can icon to remove the duplicate entries.

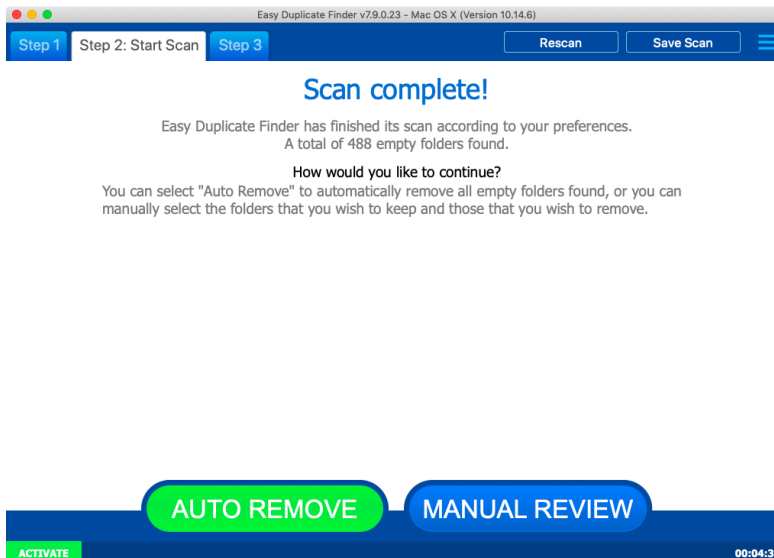
Empty Folders Scan Mode

Easy Duplicate Finder has a handy scan mode that will help you identify and delete empty folders from your computer.

Select Empty Folders from the Scan Modes drop-down menu and add the folders you want to scan to the Include area (you can add your whole drive).



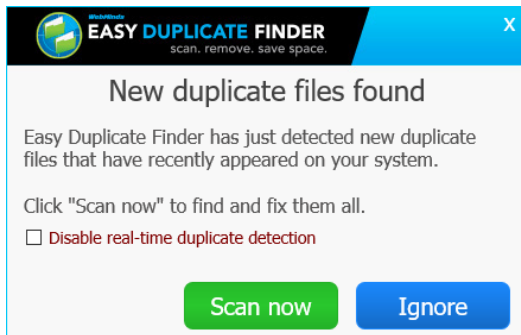
Press on the Start Scan button and wait for EDF to find empty folders on your PC or Mac. You will then be able to remove them just like you remove duplicate files.



Easy Duplicate Finder Monitor (Windows only)

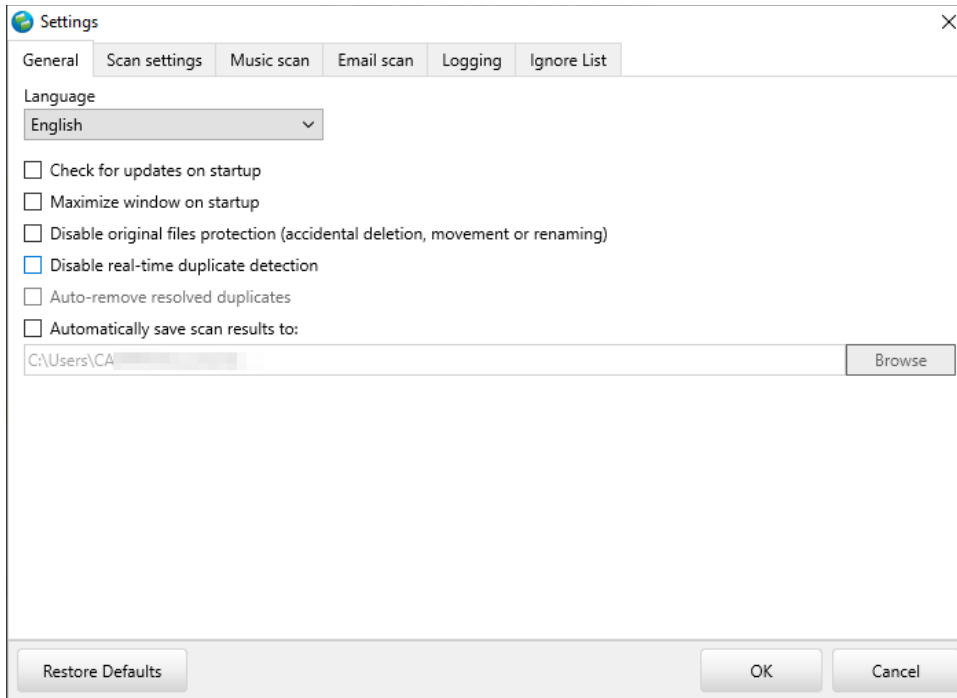
Easy Duplicate Finder has a special tool called the Monitor. It's a background process (system service) that monitors the appearance of new files on your PC.

The EDF Monitor keeps track of new files and compares them with directories previously scanned with Easy Duplicate Finder every 30 minutes. It calculates the hash for each new file and if it finds identical hashes in your existing files, it notifies you of new duplicate files.



You can then run a scan with Easy Duplicate Finder and remove the new duplicate files quickly, thus maintaining your computer in perfect shape. You can also ignore the notification and in that case, a new notification will be shown no earlier than 1 hour later.

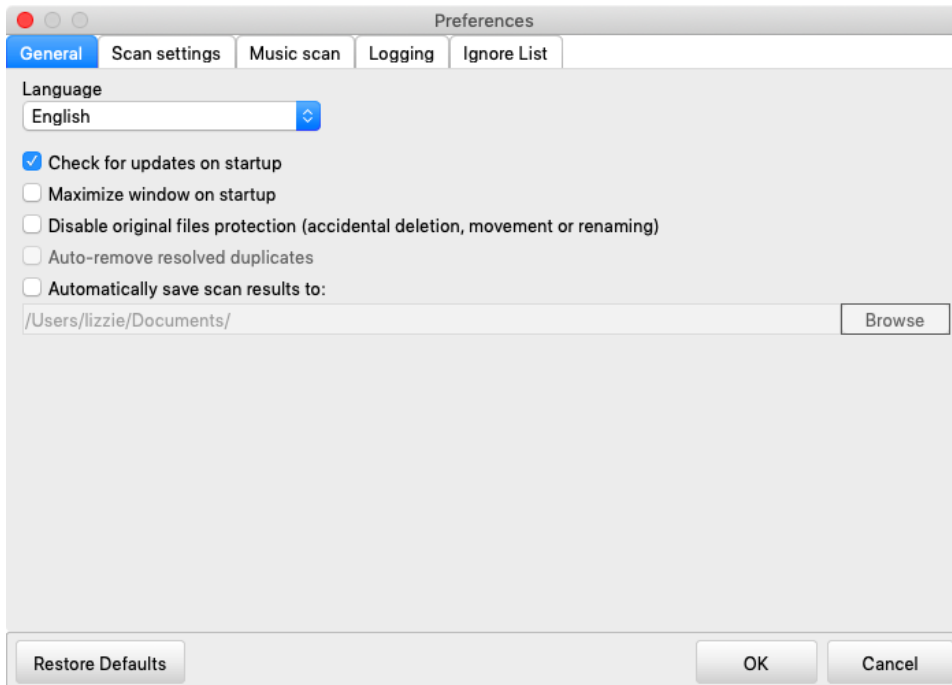
To disable EDF Monitor, check the "Disable real-time duplicate detection" box in the popup or go to Settings - General and select the "Disable real-time duplicate detection" box there.



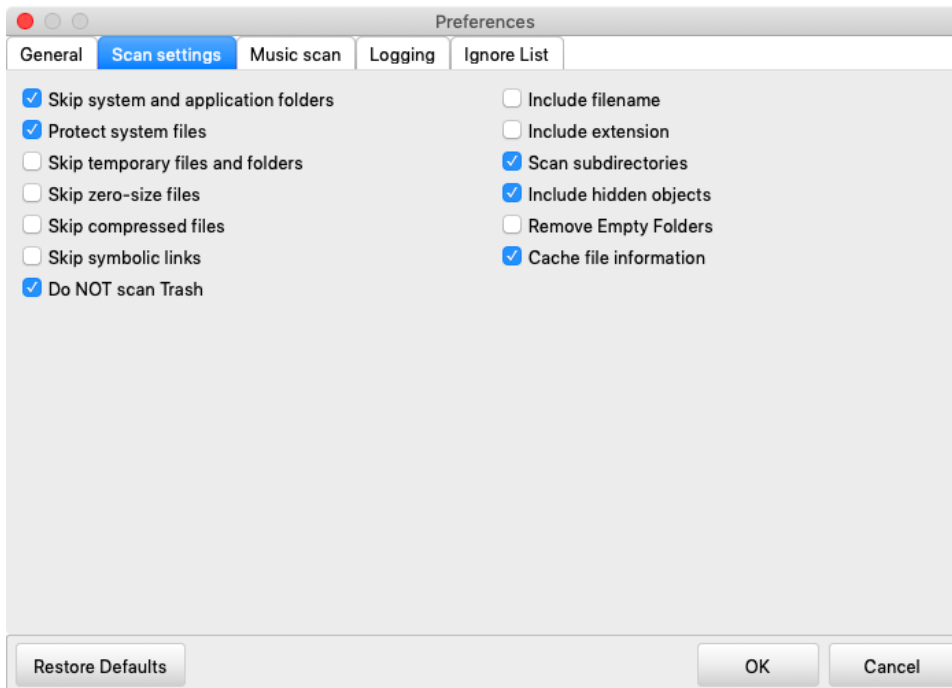
Configuring Easy Duplicate Finder Settings

Easy Duplicate Finder has lots of different settings you can configure. To access the Settings page (Preferences on a Mac), click on the hamburger menu and click on Settings/Preferences. The **Settings** screen will open.

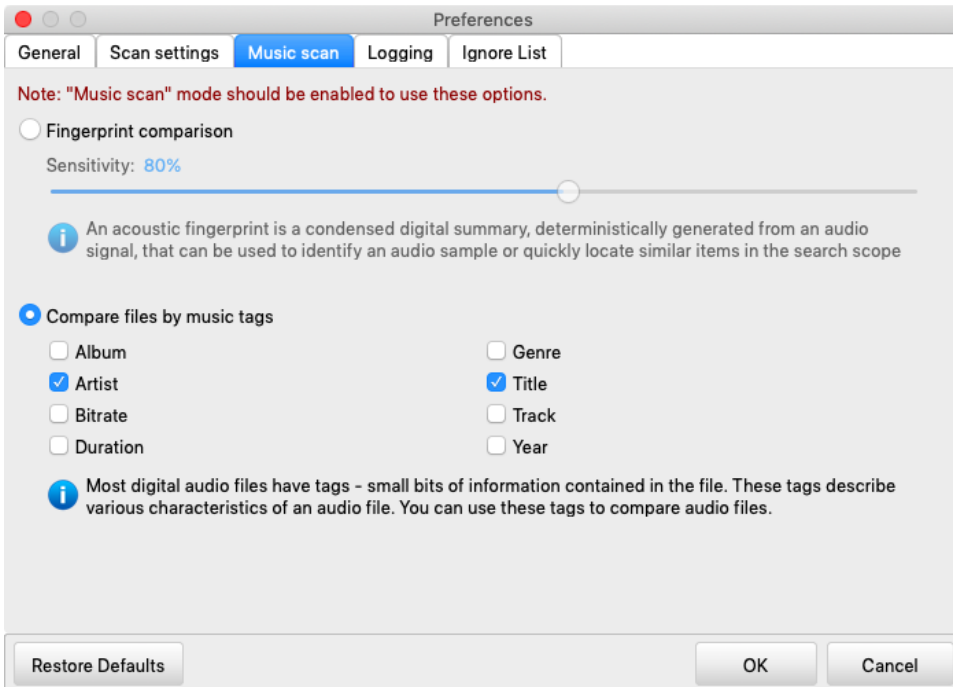
The General tab lets you configure general application settings, such as startup, behavior with folders, right-click options, list saving and file moving options, and more.



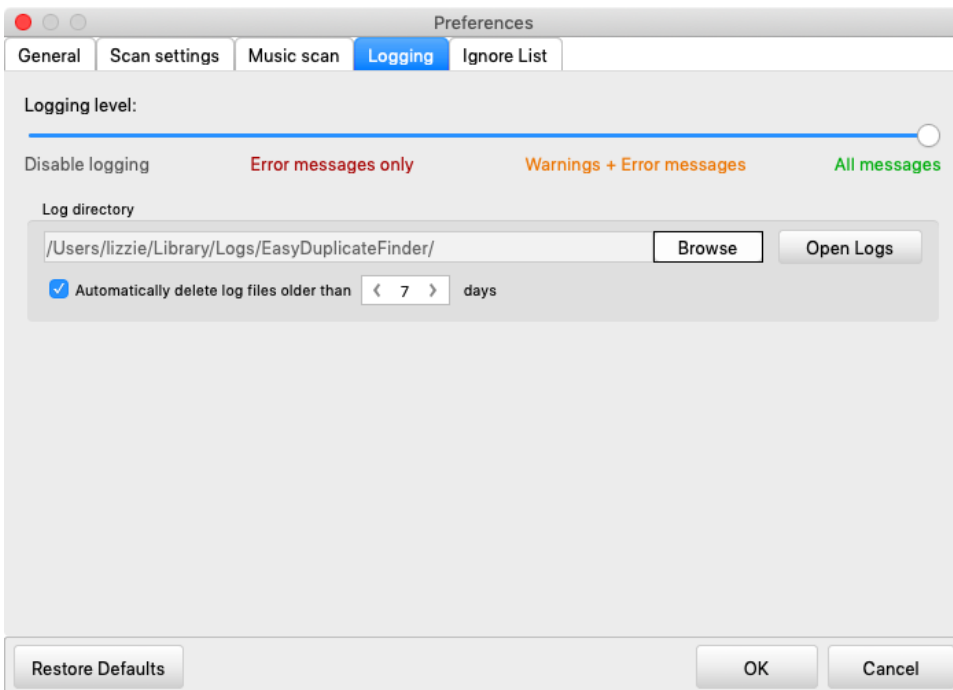
The Scan Settings tab is where you can select additional scan options.



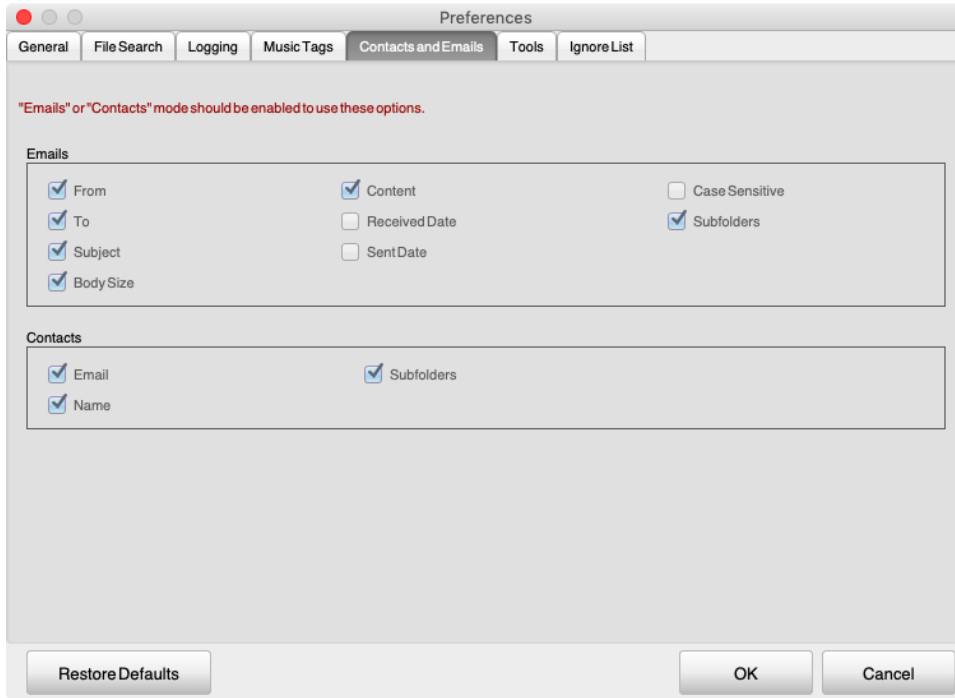
The Music Tags tab lets you select which music ID3 tags to include to the scan when you're using the Music Scan or iTunes Scan modes.



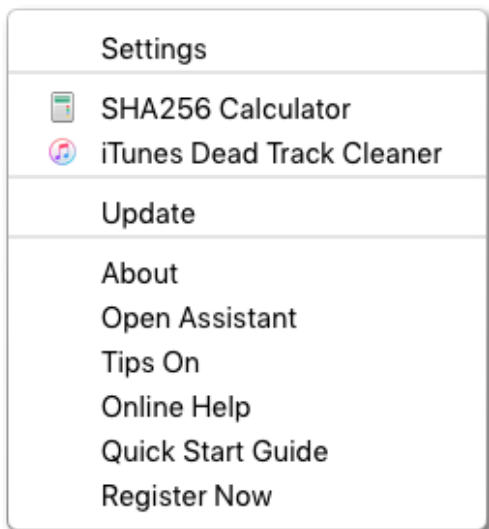
The Logging tab lets you control how Easy Duplicate Finder creates and stores logs. These logs may come in handy if you need to contact tech support and troubleshoot the app.



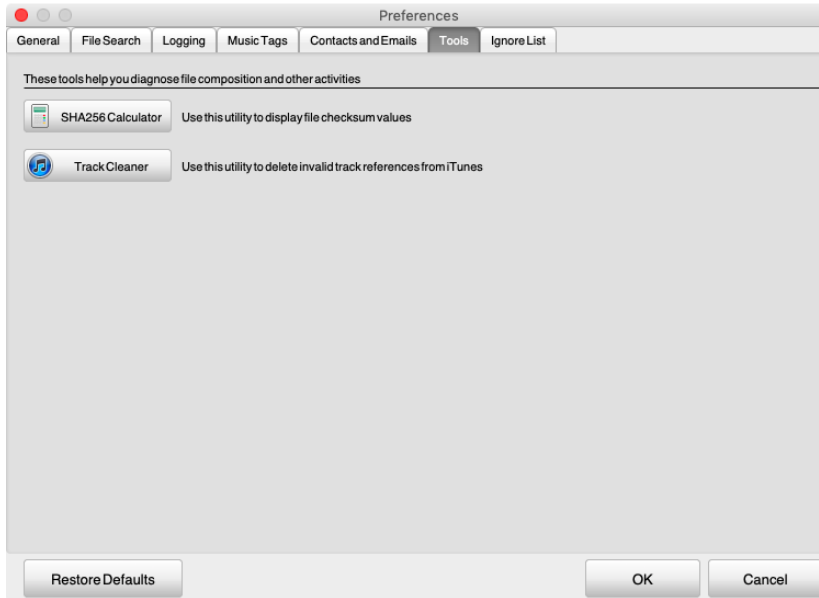
The Contacts and Emails tab (available in EDF v.5) lets you configure additional settings when using Contacts and Email scan modes (including Outlook Mail and Outlook Contacts).



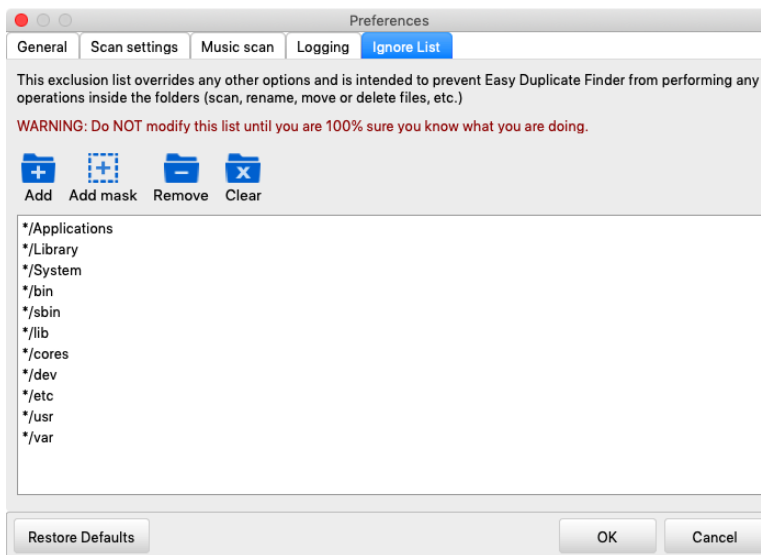
You can click on the hamburger menu to also access two handy utilities: the SHA256 calculator that lets you calculate the hash for any file and the Track Cleaner for automatically removing dead iTunes track to prevent sync issues.



In EDF v.5, you can access these tools from the Tools tab.



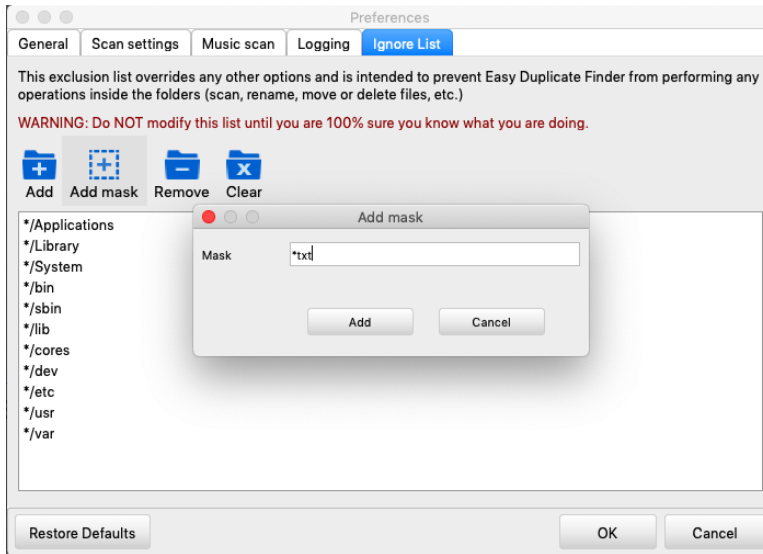
The Ignore List tab lets you configure which drives, folders, and file types you want to exclude from all Easy Duplicate Finder scans.



By default, the Ignore List contains important system and application folders. We recommend you to keep these folders there to avoid system conflicts.

If you want to add custom drives or folders to the Ignore List, click on the Add folder icon button and browse to the drive or folder you want to add.

You can also add file masks to the global Ignore List. File types added here will always override any file type settings selected on the main screen. To add a file mask, click on the Add Mask icon, type the mask in the popup window and click Add to save it. For example, if you want to always ignore text files, type "*.txt" without the quote marks and then click Add.



To remove an item from the Ignore List, select it and then click on the Remove icon.

You can also clear the Ignore List by clicking on the Clear icon. However, we don't recommend doing that unless you absolutely have to.

Easy Duplicate Finder Keyboard Shortcuts

In addition to drag & drop support, Easy Duplicate Finder supports a vast range of keyboard shortcuts:

Key combination (Windows)	Key combination (Mac OS)	UI Element	Action
CTRL+A	CMD+A	INCLUDE in the scan	Select ALL items in the list
CTRL+A	CMD+A	EXCLUDE from scan	Select ALL items in the list

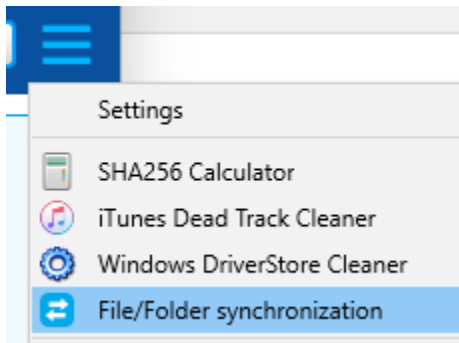
DEL	DEL	INCLUDE in the scan , EXCLUDE from scan	Remove selected item from the list
CTRL+S	CMD+S	Scan results	Select ALL in this folder
CTRL+SHIFT+S	CMD+SHIFT+S	Scan results	Select ALL in this folder and subfolders
SHIFT+LCLICK	SHIFT+LCLICK	Scan results	Select range (originals in each group will remain unselected)
UP, LEFT	UP	Scan results	Scroll UP
DOWN, RIGHT	DOWN	Scan results	Scroll DOWN
PgUp	PgUP	Scan results	Scroll one page UP
PgDn	PgDn	Scan results	Scroll one page DOWN
Home	Home	Scan results	Scroll to the first item in the list
End	End	Scan results	Scroll to the last item in the list
	ESC	Main window	Exit full screen

Easy Duplicate Finder File / Folder Synchronization

The main benefit of using the file / folder synchronization feature can be obtained when it is used in conjunction with finding and eliminating duplicates.

For example, users who store a backup copy of their files on a network storage will find it useful to first eliminate duplicates in the source folder, and then synchronize it with the target folder. This will minimize traffic and reduce backup time.

Use the hamburger menu to access a new feature:

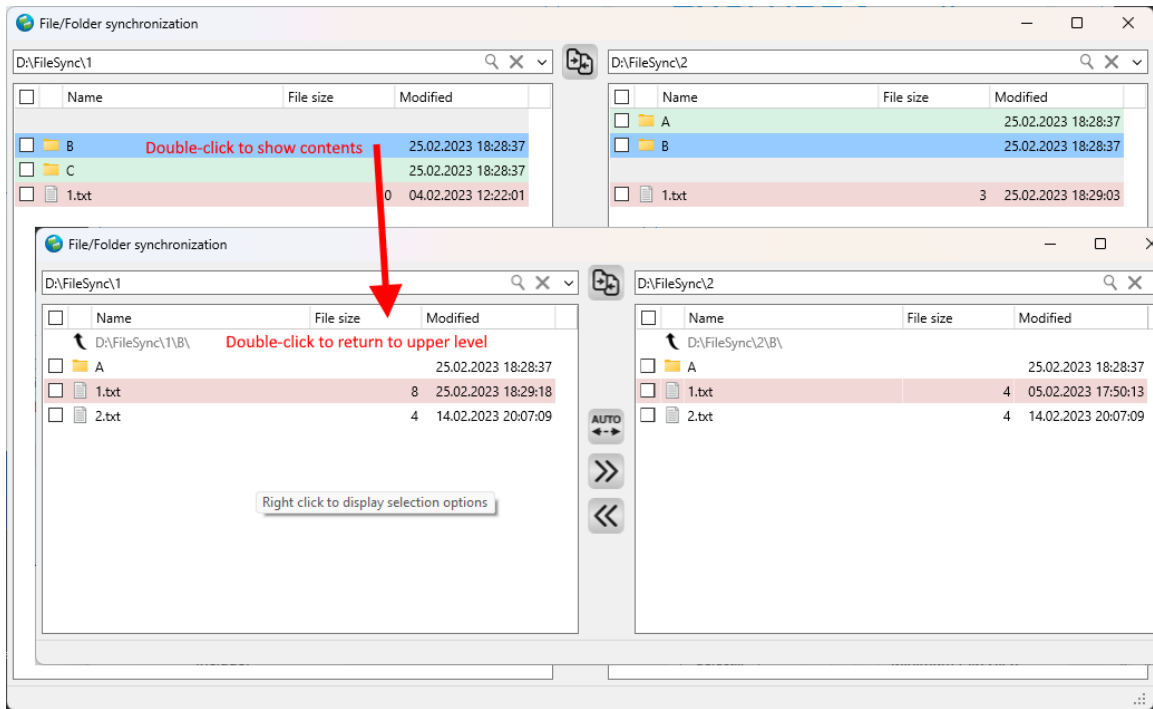


Here is the explanation how it works:

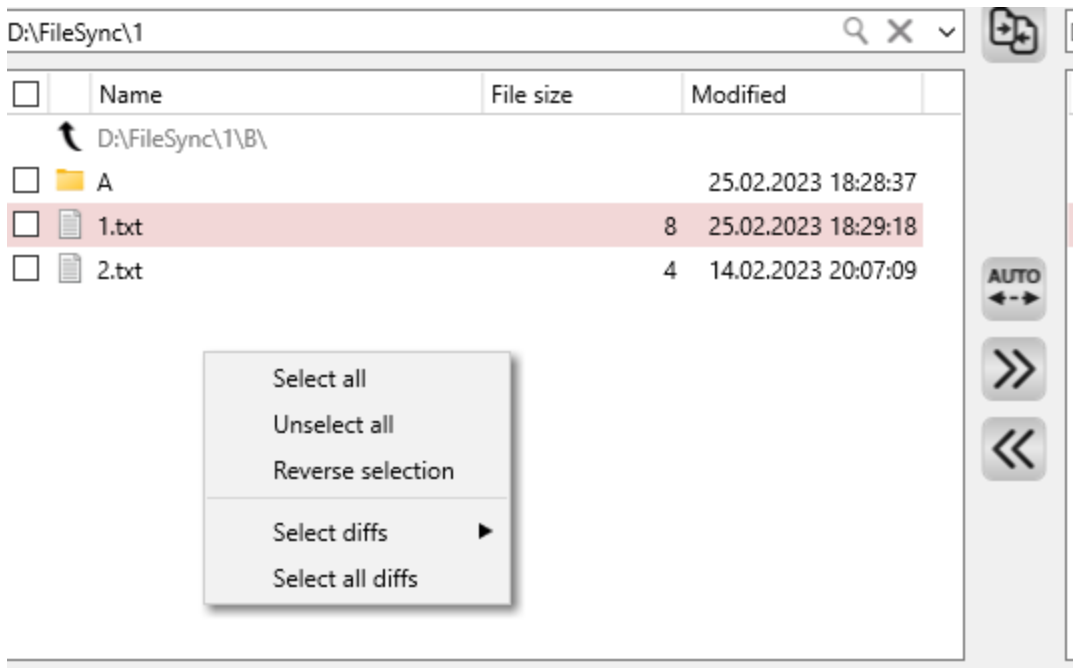
After you choose folders to compare and click the "compare" button, a tool will scan these folders, compare them and generate results in a following form:

Left panel	Right panel	Meaning
File/Folder		File or folder exists in Left panel but is missing in the Right panel
	File/Folder	File or folder is missing in Left panel but exists in the Right panel
File/Folder	File/Folder	File or folder exists in both Left and Right panels, but their content differs
File/Folder	File/Folder	File or folder exists in both Left and Right panels and has no differences

You can also use it as a file browser to explore directories:



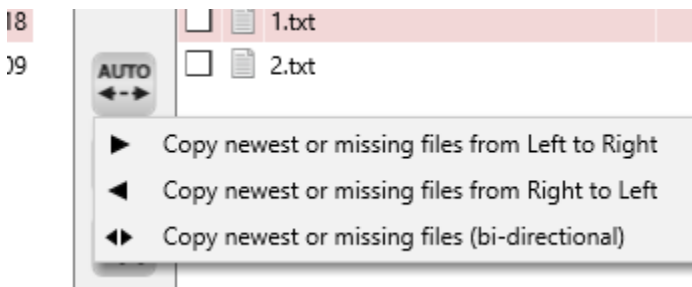
In file browser, you can select necessary files manually or use context menu to select them automatically:



After all desired selections are done, you can copy files between panels using the

appropriate buttons ( or )

Also, you can automate a whole process using the auto synchronization:



For additional info on file / folder synchronization, use Easy Duplicate Finder's tooltips.

All basic features are in the screenshot below:

