EASY DUPLICATE FINDER
scan, remove, save space

WebMinds, Inc.

Easy Duplicate Finder™

Version v7.0

User Manual (For Windows Users)

Version 2.0

Feb 10, 2025

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Revision History

DATE	RELEASE	REVISION DESCRIPTION	MODIFIED BY
Jun 13, 2024	0.1	Initial draft	David A. Flynn
Jun 24, 2024	1.0	First base lined user manual	David A. Flynn
Feb 05, 2025	1.1	Removed "Removing your EDF License Details" section	David A. Flynn
Feb 10, 2025	2.0	Second base lined user manual	David A. Flynn

About this User Manual

This user manual contains information about all the features & functionalities of the Easy Duplicate Finder™ application & instructions on how to use them.

Purpose of this User Manual

The purpose of this user manual is to assist the end users of the Easy Duplicate Finder™ application.

In Scope of this User Manual

The scope of this user manual includes the description and usage of the Easy Duplicate Finder™ application.

Out of Scope of this User Manual

The scope of this user manual does not include –

☒ the detailed installation process of Easy Duplicate Finder™ application

☒ the usage of the features and functionalities of your operating system

Intended Audience of this User Manual

The intended audiences of this user manual are –

☑ end users of the Easy Duplicate Finder™ application

Organization of this User Manual

This user manual contains 17 chapters & 1 appendices as indicated below –

CHAPTER	DESCRIPTION
Chapter 1	Introduction
Chapter 2	Getting Started
Chapter 3	Getting the Premium Free Trial
Chapter 4	Purchasing your License Key
Chapter 5	Activating your EDF Application Installation
Chapter 6	Entering a New Key
Chapter 7	Performing a SHA256 Checksum + FileSize Scan
Chapter 8	Performing a Byte-By-Byte Comparison Scan
Chapter 9	Performing a Filename Only Scan
Chapter 10	Performing a Music Scan
Chapter 11	Performing an Outlook Mail Scan

CHAPTER	DESCRIPTION
Chapter 12	Performing a Folder Comparison Scan
Chapter 13	Performing a Google Drive Scan
Chapter 14	Performing a Dropbox Scan
Chapter 15	Performing an Empty Folders Scan
Chapter 16	Performing a OneDrive Scan
Appendix A	Frequently Asked Questions

Typographical Conventions / Customaries used in this User Manual

The typographical conventions used in this user manual include the following –

☑ **Note:** The purpose of this typographical convention is to provide important information corresponding to an already stated fact. This is how we depict a note in this user manual –

> **Note:**<Note Text><Note Text><Note Text><Note Text><Note Text><Note Text><Note Text><Note Text><Note Text><Note Text><Note Text><Note Text><Note Text><Note Text>

☑ **Tip:** The purpose of this typographical convention is to provide additional information supplementing an already stated fact. This is how we depict a tip in this user manual –

> **Tip:**<Tip Text><Tip Text><Tip Text><Tip Text><Tip Text><Tip Text><Tip Text><Tip Text><Tip Text><Tip Text><Tip Text><Tip Text><Tip Text><Tip Text><Tip Text><Tip Text>

☑ **Warning:** The purpose of this typographical convention is to provide critical information corresponding to an already stated fact. This is how we depict a warning in this user manual –

> **Warning:**<Warning Text><Warning Text><Warning Text><Warning Text><Warning Text><Warning Text><Warning Text><Warning Text><Warning Text><Warning Text><Warning Text>

☑ **Reference:** The purpose of this typographical convention is to refer you to another section in this user manual or another document or to an external reference. A reference is depicted in the following manner in this user manual –

> **Reference:** To read detailed steps, navigate to **<Chapter Name>** chapter by clicking this link.

Abbreviations / Acronyms used in this User Manual

The table below describes the abbreviations / acronyms used in this user manual –

ABBREVIATION	DESCRIPTION
GUI, UI	Graphical User Interface, User Interface
IPR	Intellectual Property Rights
EDF	Easy Duplicate Finder
TM	Trade Mark
TOC, TOT, TOF	Table of Contents, Table of Tables, Table of Figures
PC	Personal Computer
FAQs	Frequently Asked Questions
CSV	Comma Separated Values
XMP	Extensible Metadata Platform

Terms Used in this User Manual

The below table briefly describes the terms utilized in this user manual –

CHAPTER	DESCRIPTION
End User	An operator or user of the Easy Duplicate Finder ™ application.

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Chapter - 1. INTRODUCTION

With the advent of digital communication via hand-held devices and email communication, every one of us face challenge of organizing our data files, photos, emails, videos, documents, etc. Even though, in the world of today storage space is cheap, it still requires some amount of maintenance and house-keeping activities because we always require accessing our data files and documents with the minimum number of clicks. This is where Easy Duplicate Finder™ (EDF) enables you to organize your data & files and free-up valuable space by searching for duplicates so that you can delete them in one go.

1.1 Downloading the EDF Application Installer

You can download the Easy Duplicate Finder ™ application from the **Download** link available in the menu on the Easy Duplicate Finder ™ homepage as depicted in the figure below –
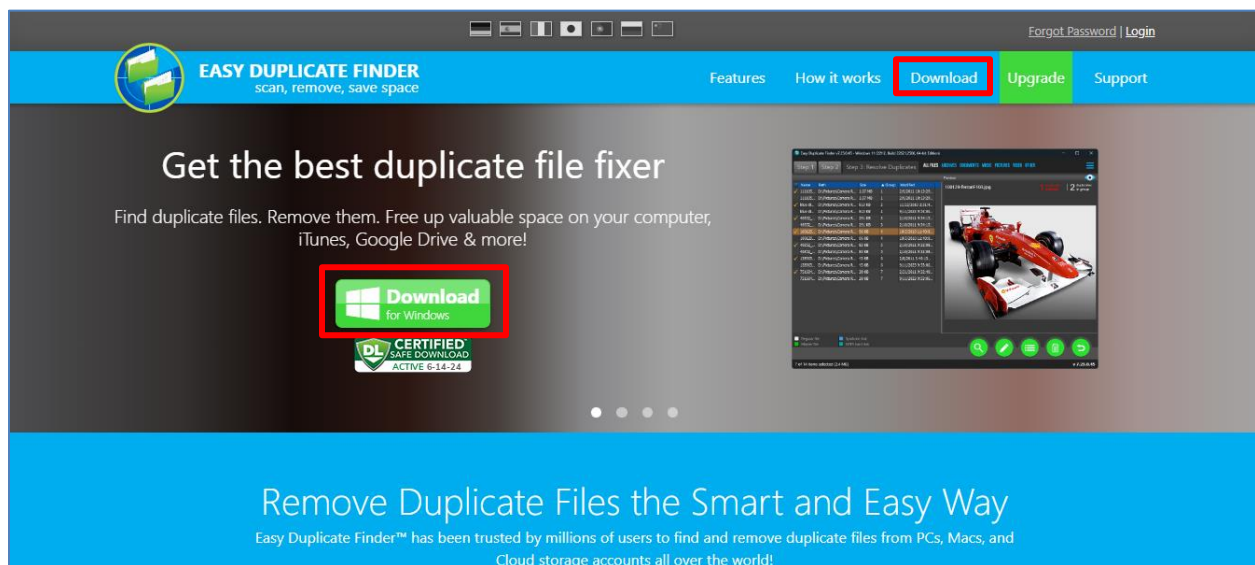
Figure 1 – Downloading the Easy Duplicate Finder™ application installer executable file

Tip: After you click the above-mentioned links, you may be warned by your web-browser about a potential security risk due to the downloaded executable file. Please authorize this file.

You can follow the installation wizard by launching the downloaded Easy Duplicate Finder ™ installer executable file to install the Easy Duplicate Finder ™ application on your system.

Tip: After you open the downloaded executable file, you may be warned by your operating system before you can install this application on your system. Please authorize your operating system to continue installing this application at this step.

The next chapter gets you started with the Easy Duplicate Finder ™ application that you just installed.

Chapter - 2. GETTING STARTED

Double click on the desktop icon of Easy Duplicate Finder™ application. Your EDF application will be launched as depicted in the figure below –
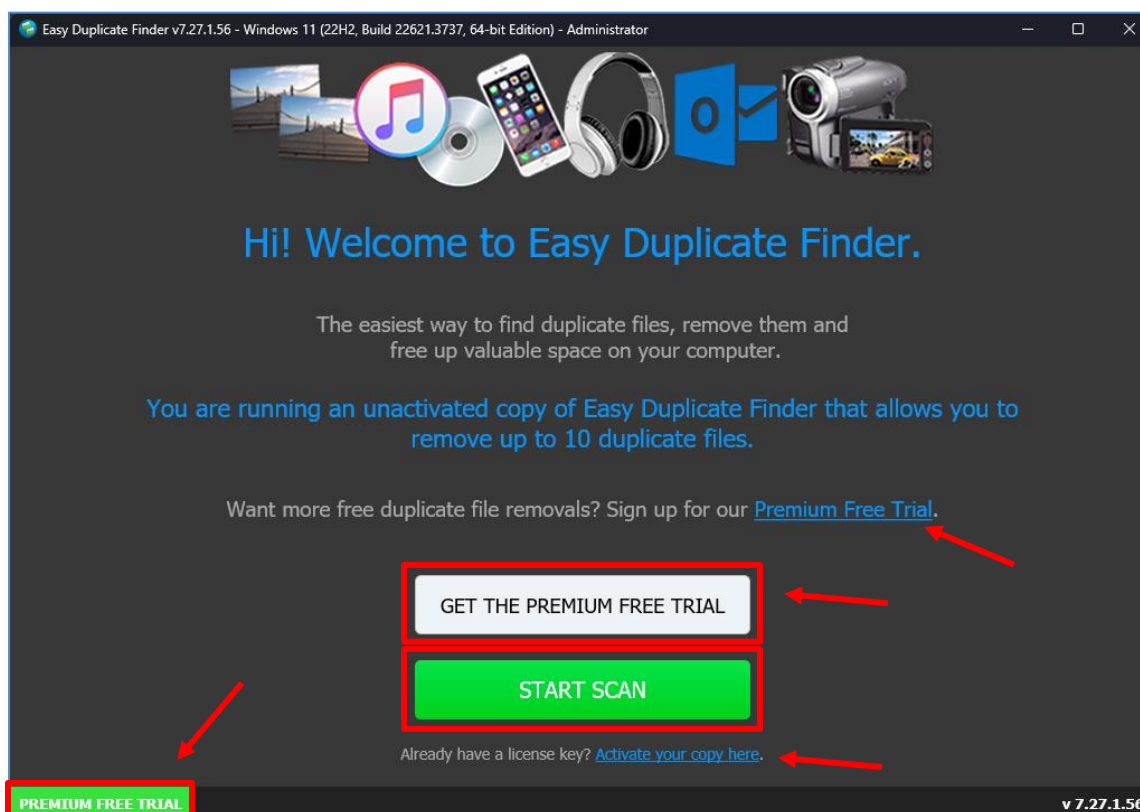
Figure 2 – Easy Duplicate Finder™ default screen

Tip: Click the **Premium Free Trial** (any of 2 buttons or the provided link) as depicted in the figure above to get the premium free trial of the Easy Duplicate Finder™ application.

Reference: For more information on next steps, refer to the **Getting the Premium Free Trial** chapter.

Tip: Click the **Activate your copy here** link under the **Start Scan** button as depicted in the figure above to activate your installation of the Easy Duplicate Finder™ application.

Reference: For more information, refer to the **Purchasing your License Key** chapter.

Tip: Click the **Start Scan** button to navigate to the main screen of the Easy Duplicate Finder™ application. This screen gets you started with performing your required duplicate scan.

Reference: For more information, refer to **The Main Screen** section.

2.1 The Main Screen Description

After you have clicked the **Start Scan** button on the Easy Duplicate Finder™ application default screen, the main screen of the EDF application is displayed as depicted in the figure below –

Below is a description of the screen elements of the default screen of the Easy Duplicate Finder™ application.

NO.	DESCRIPTION
1	Clicking this scan type drop-down list enables you to specify the scan type you intend to perform. Chapters 8 to Chapter 17 describe each scan type in detail.
2	These are the 3 step tab header buttons which enable you to perform duplicate file scans easily. The 3 steps are outlined as follows – • **Step 1 –** This step enables you to select folders required for the selected scan & specify your chosen filter criteria as described in point 4 in this table. • **Step 2 –** This step enables you to start your selected scan and review the results. • **Step 3 –** This step enables you to resolve identified duplicates after you perform a manual review.

NO.	DESCRIPTION
3	Clicking this button opens the Hamburger menu of EDF application. **Tip:** For a detailed description of the Settings panel, refer to **The Hamburger Menu Options Descriptions** section.
4	This area enables you to specify the filter criteria as per your requirements for the selected scan type.
5	Click the **Start Scan** button starts your scan.

2.2   The Hamburger Menu Options Descriptions

From the main screen of the EDF Application, click the Hamburger menu button on the top right-hand corner of the screen.

Tip: To reach the main screen, you may require clicking the **Start Scan** button on the EDF application default screen in case you have not activated your installation yet.

The hamburger menu is displayed as depicted in the figure below –
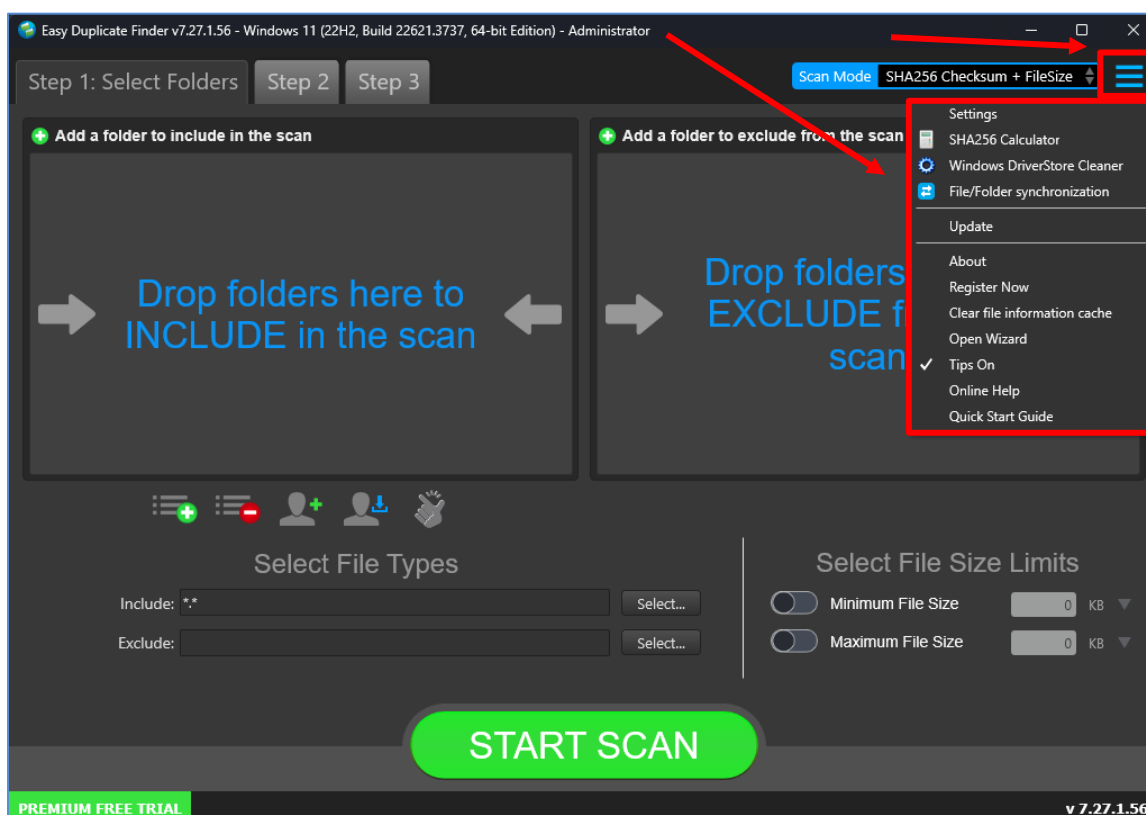
Figure 4 – The EDF application main screen

Below is a description of the options available on the hamburger menu of the Easy Duplicate Finder™ application.

OPTION	DESCRIPTION
Settings	Clicking this option opens the Settings panel.
	Reference: For more information, refer to **The Settings Panel Detailed Description** section.
SHA256 Calculator	Clicking this option opens the SHA256 Calculator popup.
	Reference: For more information, refer to **The SHA256 Calculator Detailed Description** section.
Windows DriverStore Cleaner	Clicking this option opens the Windows DriverStore Cleaner popup.
	Reference: For more information, refer to **The Windows DriverStore Cleaner Detailed Description** section.
File/Folder Synchronization	Clicking this option opens the File/Folder Synchronization popup.
	Reference: For more information, refer to **The File/Folder Synchronization Detailed Description** section.
Update	Clicking this option opens the Update popup.
	Reference: For more information, refer to **The Update Option Detailed Description** section.
About	Clicking this option opens the About popup.
	Reference: For more information, refer to **The About Option Detailed Description** section.
Register Now	Clicking this option opens the Register Now popup.
	Reference: For more information, refer to **The Register Now Option Detailed Description** section.
Clear File Information Cache	Clicking this option opens the Clear File Information Cache popup window.
	Reference: For more information, refer to **The Clear File Information Cache Detailed Description** section.
Open Wizard	Clicking this option opens Open Wizard popup.
	Reference: For more information, refer to **The Open Wizard Option Detailed Description** section.
Tips On	Clicking this option enables you to toggle between switching Tips on or off.
Online Help	Clicking this option opens the online help of the EDF application in your default web browser.
Quick Start Guide	Clicking this option opens the quick start guide of the EDF application in your default web browser.

2.2.1 The Settings Panel Detailed Description

This sub-section describes all tabs and the provided parameters on each of these tabs on the Settings panel.

2.2.1.1 The General tab

The parameters available on the General tab are applicable on most of the common settings of the EDF application. Below are detailed descriptions of the General tab and its parameters as depicted in the figure below –
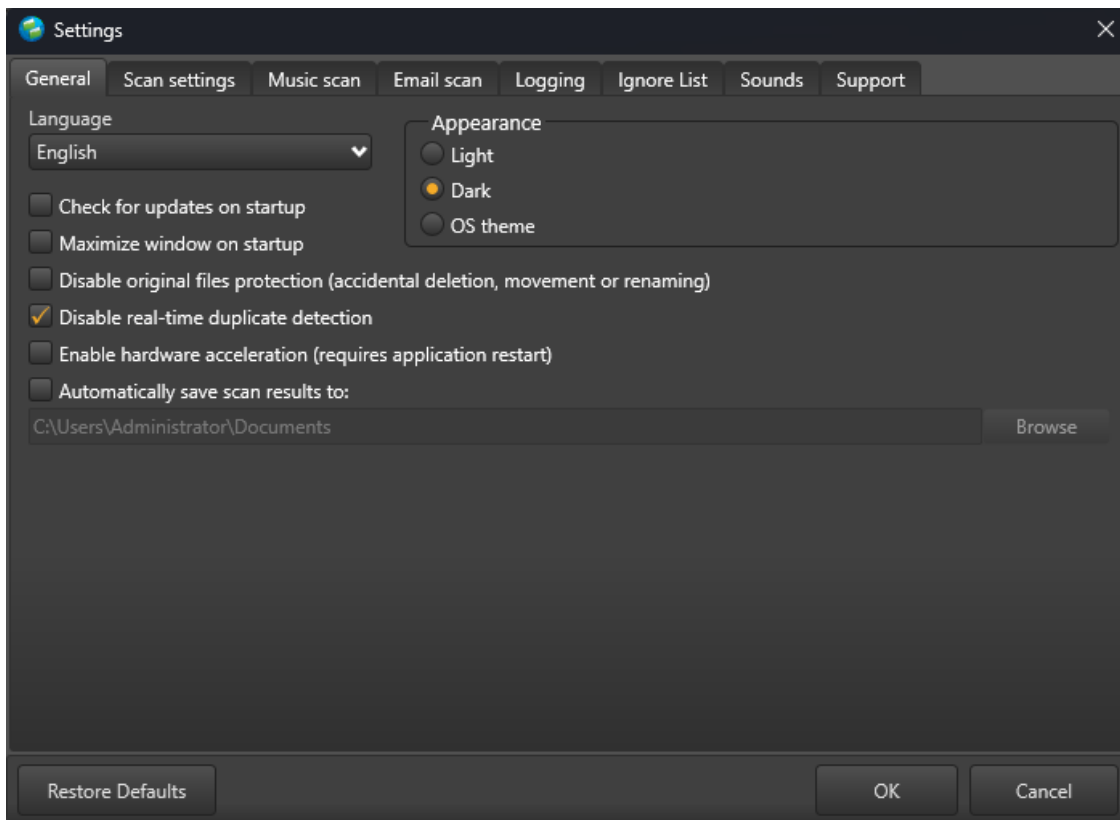
Figure 5 – Easy Duplicate Finder™ settings panel – the General tab

- **Language –** This drop-down list enables you to change the language of you EDF application installation.
- **Appearance –** These mutually inclusive radio buttons enable you to specify which appearance theme is to be applied – i.e., Light, meaning the Windows grey theme, Dark, meaning a black theme, or OS theme, meaning whatever the Windows theme is being used, that will be applied to EDF.
- **Check for updates on startup –** This checkbox enables you to specify if EDF must check for updates when it is starting up

- **Maximize window on startup –** This checkbox enables you to specify if EDF must maximize its window when it is starting up
- **Disable original files protection (accidental deletion, movement or renaming) –** Each group of duplicate files identified in a scan contains the one file. In case files are identical then the shortest filename common in the group of the duplicate files and / or the first file encountered satisfying the afore-mentioned conditions is considered as the original while the rest of the identical files are considered as duplicates. Now if we have selected these files & if we are trying to delete these files, then EDF prevents us from deleting all of them by preserving the best candidate being considered as the original. This is how EDF keeps your files safe & ensures that you never lose them forever due to a selection mistake. In other words, this is how EDF implements protection against accidental deletion of all files in a group of duplicates by default. In case you are sure of what you are doing, then you can select this checkbox to disabled this protection against accidental deletion of all files in a group of duplicates.
- **Disable real-time duplicate detection –** This checkbox enables you to specify if EDF will monitor your computer's file system in real-time using the file system cache which retains the hash meta data of the files that you have previously scanned in the folders that you specified on your computer.

    > **Tip:** In other words, the EDF Monitor is a background process (system service) that monitors the appearance of new files on the user's PC. To avoid resource overhead, the EDF monitor keeps track of new files based on information about directories previously scanned by the EDF application. The file cache is updated every time a new file appears in the monitored folder(s) or when an existing file is modified. For each new file, its hash is calculated and stored in the internal database (in the EDF app we use the term "File information cache"). By periodically maintaining and analyzing the database for identical hashes, EDF Monitor detects duplicate files and notifies the user about it. Upon seeing the notification, the user can either run the EDF to view and manage the detected duplicates, or ignore the detected duplicates (in this case, a new notification will be shown no earlier than 1 hour later and only when newer duplicates are found).

- **Enable hardware acceleration (requires application restart) –** This checkbox enables you to specify if EDF will utilize hardware acceleration to perform the specified scans.

    > **Tip:** You will require restarting the EDF application to enable this feature.

- **Automatically save scan results to: –** All of your scan results are stored in this folder location by default.

    > **Tip:** Click **Browse** to specify a default folder location of as per your requirements.

- **Restore Defaults –** Clicking this button reverts all settings to the default mode of EDF.
- **OK –** Clicking this button saves the changes made and closes this panel
- **Cancel –** Clicking this button ignores the changes made and closes this panel

2.2.1.2   The Scan Settings tab

The parameters available on the Scan Settings tab enable you to fine tune the scan algorithm to produce better scan results during file comparisons. Below are detailed descriptions of the Scan Settings tab and its parameters as depicted in the figure below –
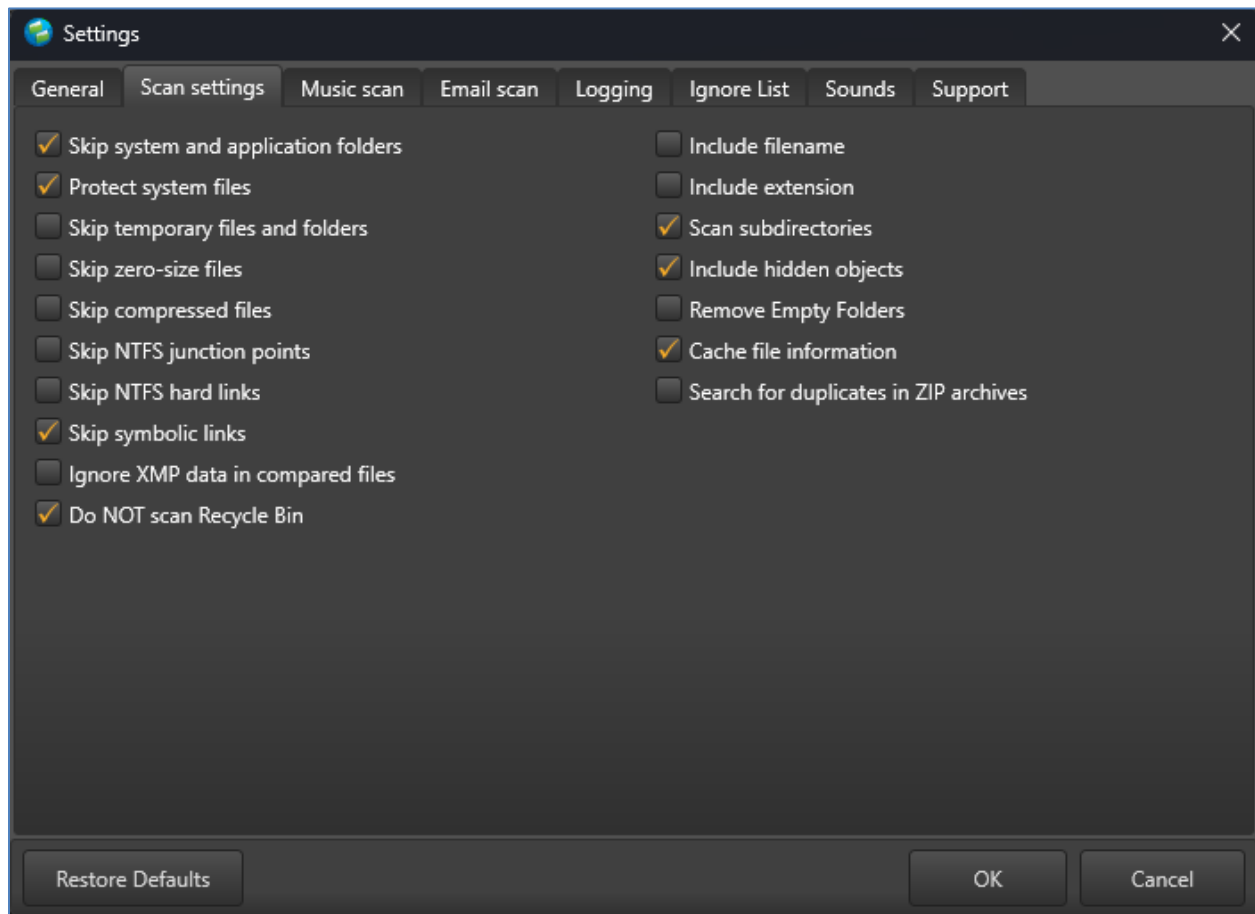
Figure 6 – Easy Duplicate Finder™ settings panel – the Scan Settings tab

- **Skip system and application folders:** This checkbox enables you to specify EDF to skip scanning of system files as well as those within an application folder.
- **Protect system files:** This checkbox enables you to specify EDF to protect removal / deleting of system files.
- **Skip temporary files and folders:** This checkbox enables you to specify EDF to skip scanning of temporary files and folders.
- **Skip zero-size files:** This checkbox enables you to specify EDF to skip scanning of files with 0 bytes file-size.

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- **Skip compressed files:** This checkbox enables you to specify EDF to skip scanning of compressed files.
- **Skip NTFS junction points:** This checkbox enables you to specify EDF to skip scanning of NTFS junction points.

> **Tip:** Junction Points (also commonly referred to as NTFS Junction or Directory Junction) are a type of reparse point which contains link to a directory that acts as an alias of that directory. Junction point work like a symbolic link but only for directories.

- **Skip NTFS hard links:** This checkbox enables you to specify EDF to skip scanning of NTFS hard links.

> **Tip:** In the NTFS file system, a hard link is a file-system representation of a file that allows multiple paths to reference the same file on the same volume. Hard links are essentially mirrored copies of the original file, but they don't duplicate the file's data or require additional hard drive space.

- **Skip symbolic links:** This checkbox enables you to specify EDF to skip scanning of symbolic links.

> **Tip:** Symbolic links or symlinks are file system objects that point to another file system object, or target, and are designed to be transparent to users and applications. They appear as normal files or directories and can be used in the same way.

- **Ignore XMP data in compared files:** This checkbox enables you to specify EDF to ignore XMP data of the compared files.

> **Tip:** The Extensible Metadata Platform (XMP) is an ISO standard, originally created for the creation, processing, and interchange of standardized and custom metadata for digital documents and data sets. XMP standardizes a data model, a serialization format and core properties for the definition and processing of extensible metadata. It also provides guidelines for embedding XMP information into popular image, video, and document file formats, such as JPEG and PDF, without breaking their readability by applications that do not support XMP.

- **Do NOT scan Recycle Bin:** This checkbox enables you to specify EDF to skip scanning of the Recycle Bin & its contents.
- **Include filename:** This checkbox enables you to specify EDF to perform scanning of the files by including their filename as a parameter which is to be taken into consideration while identifying duplicates.
- **Include extensions:** This checkbox enables you to specify EDF to perform scanning of the files by including their extension as a parameter which is to be taken into consideration while identifying duplicates.
- **Scan subdirectories:** This checkbox enables you to set if sub-directories and their contents are to be check as well or not.

- **Include hidden objects:** This checkbox enables you to specify EDF to include hidden objects in a folder while it identifies duplications.
- **Remove empty folders:** Consider a scenario in which EDF has identified duplicate files and listed them along with their original counterparts. In case a folder containing duplicates is emptied after EDF has removed the duplicate files, selecting this option in the Settings panel instructs EDF to remove the parent empty folder as well.
- **Cache file information:** This checkbox enables you to specify EDF to maintain a cache of the metadata information of scanned files.

> **Tip:** Retaining this information in the EDF application cache improves the performance of subsequent scans.

- **Search for duplicates in ZIP archives:** This checkbox enables you to specify EDF to include files within a compressed ZIP archive.
- **Restore Defaults –** Clicking this button reverts all settings to the default mode of EDF.
- **OK –** Clicking this button saves the changes made and closes this panel
- **Cancel –** Clicking this button ignores the changes made and closes this panel

2.2.1.3 The Music Scan tab

The parameters on the Music Scan tab enable you to specify whether the music scan is to be done via fingerprint comparison method or via the music tags method. Furthermore, in case the scans are to be done via music tags method then this panel enables you to specify the music tags that are to be taken into consideration while scanning music files.

Warning: You can only set these settings in the Music Scan mode. i.e., You must select the Music Scan mode from the Scan Mode drop-down and then click **Settings > Music Scan** to be able to set the parameters on this tab.

Below are detailed descriptions of the Logging tab and its parameters as depicted in the figure below –
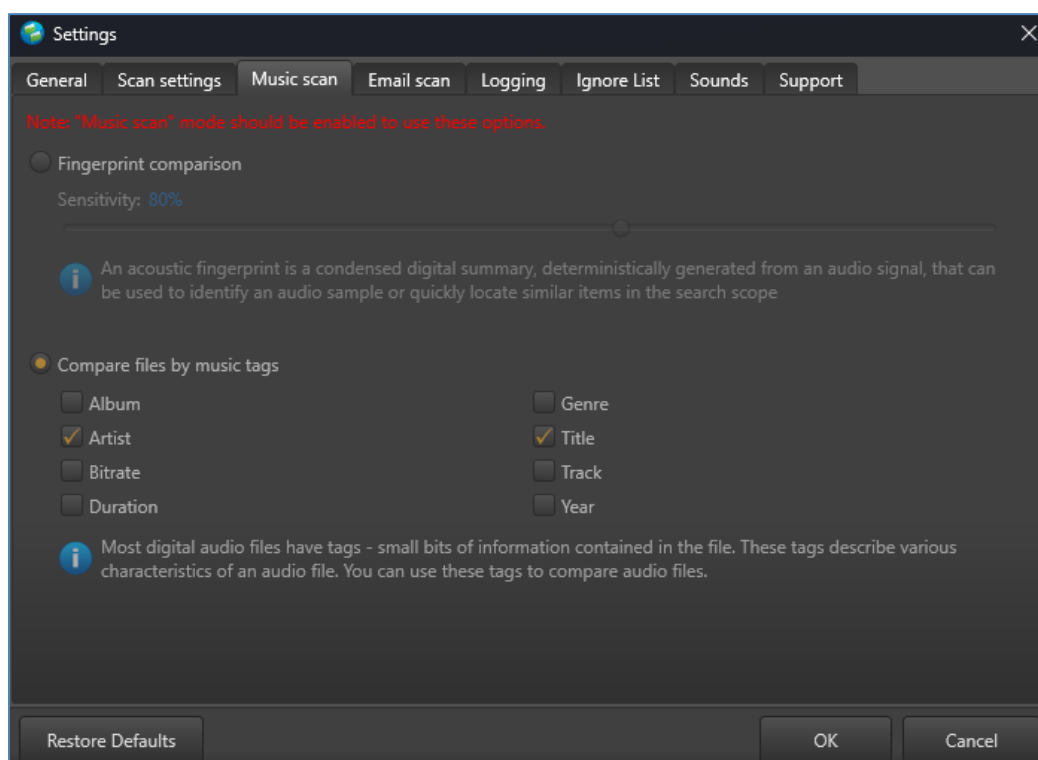
Figure 7 – Easy Duplicate Finder™ settings panel – the Music Scan tab

- **Fingerprint Comparison –** Clicking this radio button sets EDF to perform the Music scan via Fingerprint Comparison method
- **Sensitivity –** This slider enables you to set the sensitivity threshold percentage

Tip: Each music file or even a sound signal has an acoustic fingerprint or digital summary or signature (often depicted as a wave form viewed against the timestamp on a frequency graph) which is used to identify an acoustic signal or sample. This parameter enables EDF to test and match the percentage likeness or similarity of the source files with the target files.

- **Compare files by music tags –** This slider enables you to set which of the music tags are to be taken in consideration while performing a music scan

  Tip: Each music file has small bits of information or metadata embedded within it which enable us to organize our music files. E.g., Artist, Album, Bitrate, Duration, Genre, Title, Track, & Year.

- **Restore Defaults –** Clicking this button reverts all settings to the default mode of EDF.
- **OK –** Clicking this button saves the changes made and closes this panel
- **Cancel –** Clicking this button ignores the changes made and closes this panel

2.2.1.4 The Email Scan tab

The parameters on the Email Scan tab enable you to specify which email comparison options are to be taken into consideration while performing the Email Scan.

Warning: You can only set these settings in the Email Scan mode. i.e., You must select the Email Scan mode from the Scan Mode drop-down and then click **Settings > Email Scan** to be able to set the parameters on this tab.

Below are detailed descriptions of the Logging tab and its parameters as depicted in the figure below –
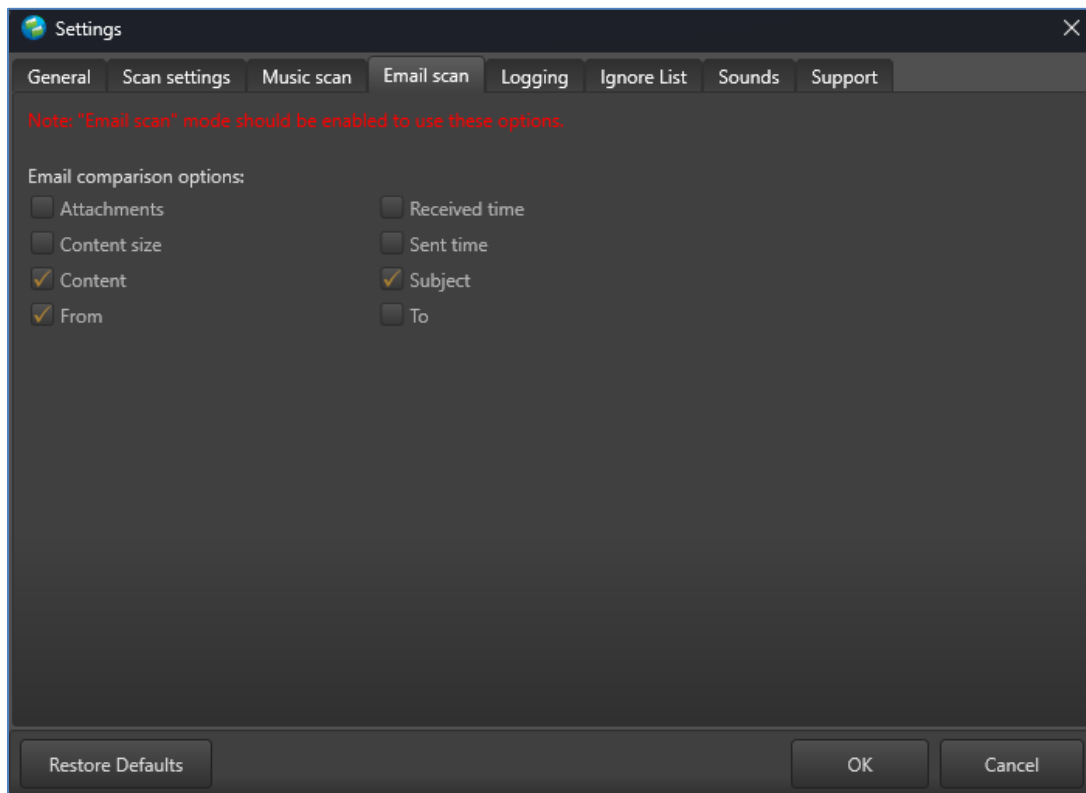
Figure 8 – Easy Duplicate Finder™ settings panel – the Email Scan tab

- **Attachments –** Clicking this checkbox specifies whether attachments of an email are to be considered while performing the email scan.
- **Content size –** Clicking this checkbox specifies whether the content size of an email is to be considered while performing the email scan.
- **Content –** Clicking this checkbox specifies whether the content of an email is to be considered while performing the email scan.
- **From:** Clicking this checkbox specifies whether the From email address of an email are to be considered while performing the email scan.
- **Received time:** Clicking this checkbox specifies whether the Received timestamp or the time at which an email was received is to be considered while performing the email scan.
- **Sent time:** Clicking this checkbox specifies whether the Sent timestamp or the time at which an email was sent is to be considered while performing the email scan.
- **Subject:** Clicking this checkbox specifies whether the Subject of an email is to be considered while performing the email scan.
- **To:** Clicking this checkbox specifies whether the To email address of an email are to be considered while performing the email scan.
- **Restore Defaults –** Clicking this button reverts all settings to the default mode of EDF.
- **OK –** Clicking this button saves the changes made and closes this panel
- **Cancel –** Clicking this button ignores the changes made and closes this panel

2.2.1.5   The Logging tab

The parameters on the Logging tab enable you to specify which events are to be logged and how may days of logs must be to be retained. Below are detailed descriptions of the Logging tab and its parameters as depicted in the figure below –
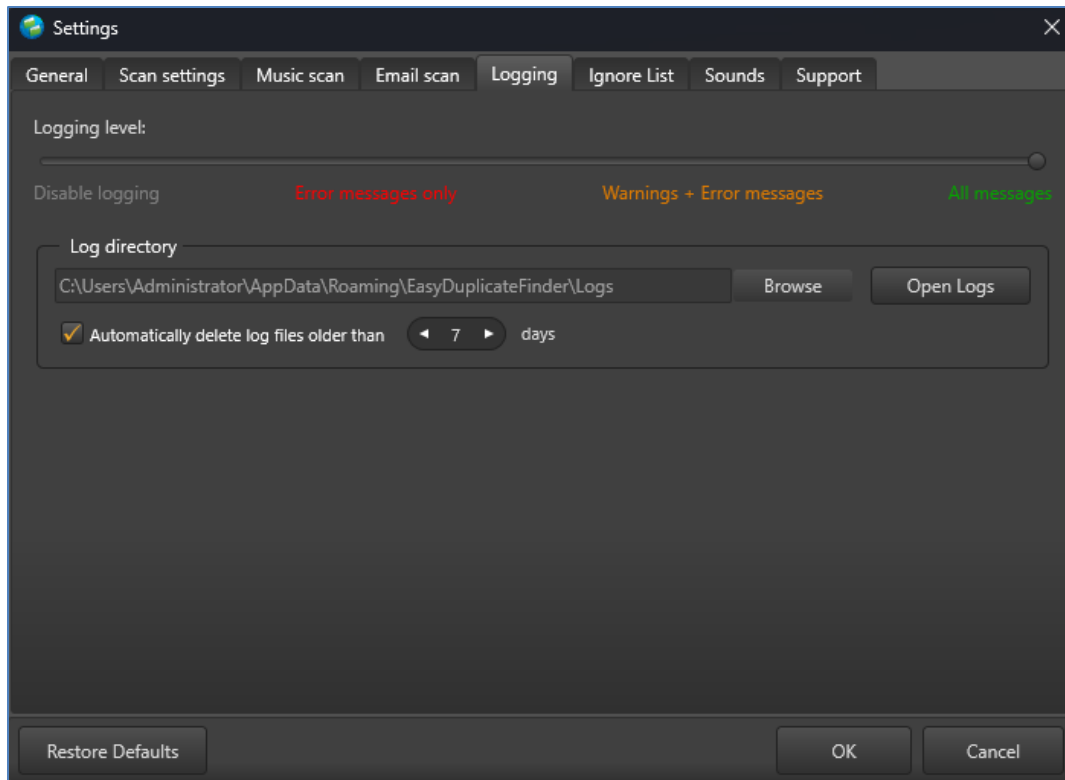
Figure 9 – Easy Duplicate Finder™ settings panel – the Logging tab

- **Logging Level –** This slider enables you to set which types of application messages are to be logged (Disable logging / Error messages only / Warning + Error messages / All messages).
- **Log directory –** This field enables you to specify the path to the folder where all application message logs are to be stored by clicking the **Browse** button and navigating to a folder location as per your requirements.
- **Open Logs –** Clicking this button enables you to view the contents of the logging folder where you can find all the application message logs.
- **Automatically delete log files older than X days:** This input control enables you to specify the number of days (X) for which the log files are to be retained. Files older than this value are discarded automatically for storage space optimization.
- **Restore Defaults –** Clicking this button reverts all settings to the default mode of EDF.
- **OK –** Clicking this button saves the changes made and closes this panel
- **Cancel –** Clicking this button ignores the changes made and closes this panel

2.2.1.6 The Ignore List tab

The parameters on the Ignore List tab enable you to specify which of the files within a folder to be scanned that EDF must ignore while performing the scan operation. As depicted in the figure below this exclusion list overrides any other options set within the EDF application. i.e., EDF application will not allow you to perform a scan, rename any contained file, and move or delete files in the specified folders.

Warning: You need to be extremely vigilant before performing a system wide scan. i.e., you must exclude all system folders as depicted in the figure below, before performing a system wide scan. It is not recommended to perform a system wide scan as EDF runs the risk of deleting files being used in the stable functioning of your system.

Below are detailed descriptions of the Ignore List tab and its parameters as depicted in the figure below –
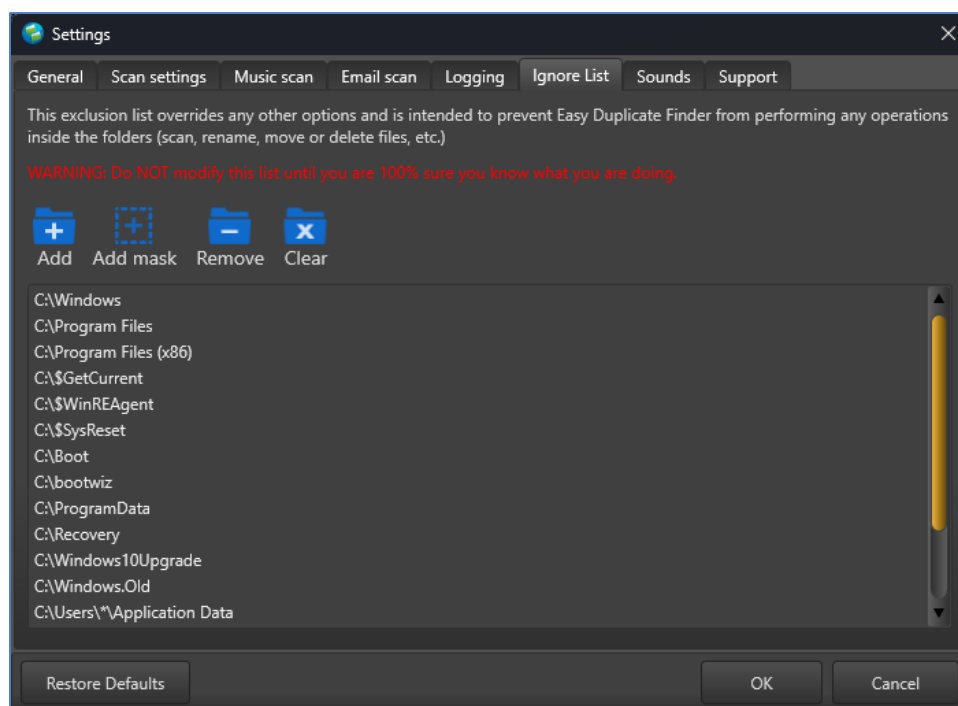
Figure 10 – Easy Duplicate Finder™ settings panel – the Ignore List tab

- **Add –** Clicking this button enables you to add a folder to this ignore list
- **Add Mask –** Clicking this button enables you to add a string as a mask or wildcard entry to the ignore list. While performing a scan, EDF will check for any folder name containing this string and automatically ignore such a folder.
- **Remove –** After selecting a folder from the easel below, clicking this button enables you to remove that folder from this ignore list
- **Clear –** Clicking this button enables you to remove all specified folder in this ignore list

- **Restore Defaults –** Clicking this button reverts all settings to the default mode of EDF.
- **OK –** Clicking this button saves the changes made and closes this panel
- **Cancel –** Clicking this button ignores the changes made and closes this panel

2.2.1.7   The Sounds tab

The parameters on the Sounds tab enable you to specify the mp3 audio files to be played for each of the three events as described in the bulleted list below the figure. Below are detailed descriptions of the Sounds tab and its parameters as depicted in the figure below –
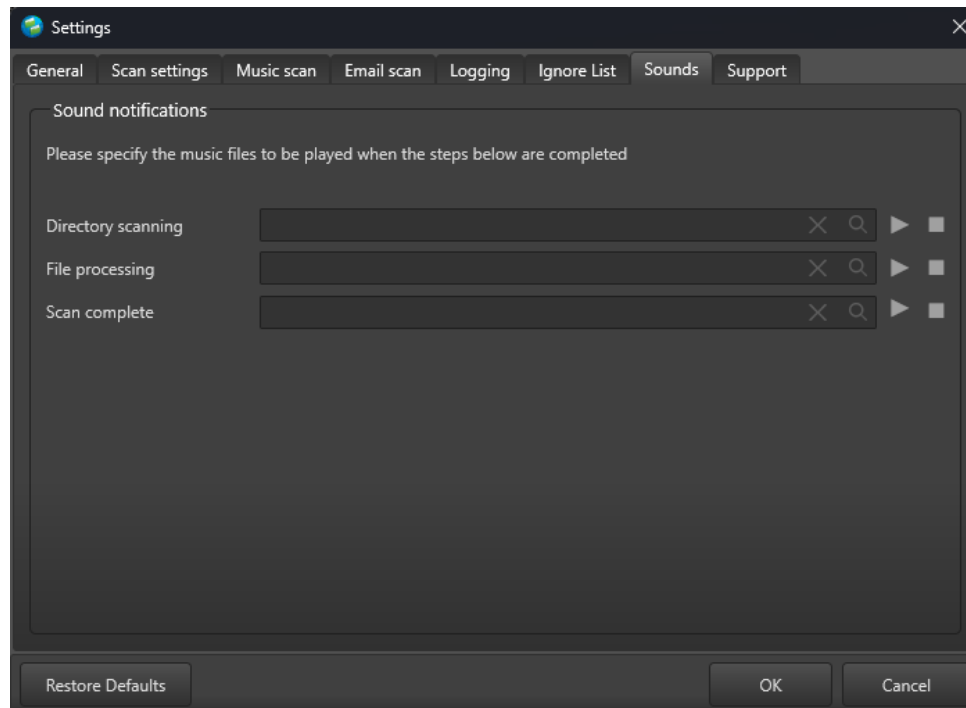
Figure 11 – Easy Duplicate Finder™ settings panel – the Sounds tab

- **Directory scanning –** Clicking the Magnifying glass button enables you to navigate to an mp3 file which you can set for EDF to play when directory scanning is complete. Clicking the triangle Play button enables you to preview the mp3 audio file while the square Stop button stops the file you are previewing to stop playing.

- **File processing –** Clicking the Magnifying glass button enables you to navigate to an mp3 file which you can set for EDF to play when file processing is complete. Clicking the triangle Play button enables you to preview the mp3 audio file while the square Stop button stops the file you are previewing to stop playing.

- **Scan complete –** Clicking the Magnifying glass button enables you to navigate to an mp3 file which you can set for EDF to play when the specified scanning is complete. Clicking the triangle Play button enables you to preview the mp3 audio file while the square Stop button stops the file you are previewing to stop playing.
- **Restore Defaults –** Clicking this button reverts all settings to the default mode of EDF.
- **OK –** Clicking this button saves the changes made and closes this panel
- **Cancel –** Clicking this button ignores the changes made and closes this panel

2.2.1.8 The Support tab

The parameters on the Support tab enable you to prepare application specific detailed data in case your EDF application installation runs into an erroneous event. The Zip archive created when you click the Prepare data button is saved your system's Documents folder which you can share with our support team. The Support tab is depicted in the figure below –
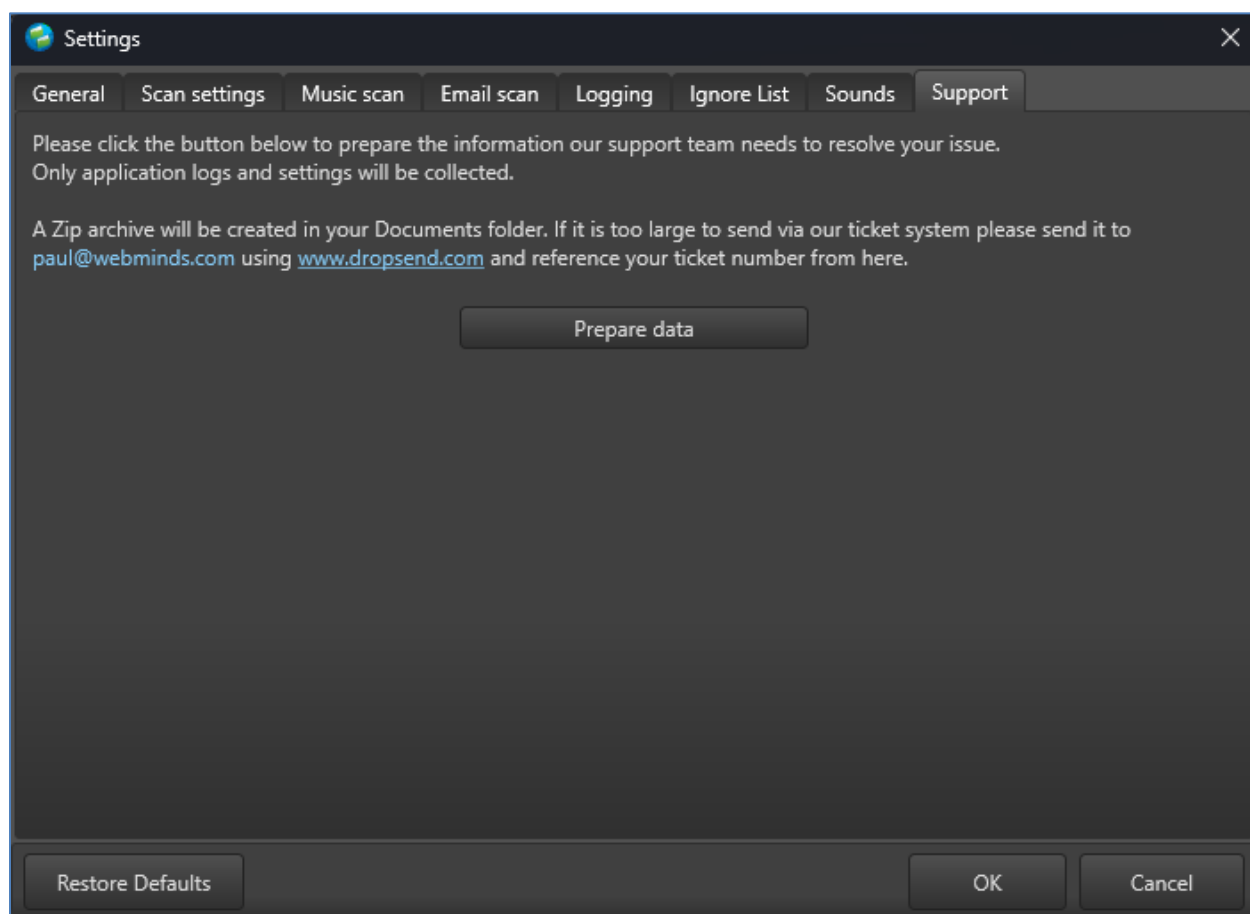
Figure 12 – Easy Duplicate Finder™ settings panel – the Support tab

2.2.2 The SHA256 Calculator Detailed Description

An SHA256 checksum is a sequence or string of numbers and letters that is calculated using the SHA256 checksum computing algorithm. In other words, this is a digital signature of a file that you intend to compare. Even a small change or a single character variation in a file's content produces a very different looking checksum. This sub-section describes how you can specify a file, calculate this file's SHA256 checksum, & then manually compare it with that of another file.

Figure 13 – Easy Duplicate Finder™ SHA256 Calculator

- **Browse –** Clicking this button opens the Open dialog box which you can utilize to select a single file, at a time, for which you intend to calculate the SHA256 checksum

  Tip: Click the Browse button again to load another file which you intend to compare with the previously opened one.

- **Clear –** Clicking this button clears the easel depicted above

- **Close –** Clicking this button closes this popup

2.2.3 The Windows DriverStore Cleaner Detailed Description

All hardware resources of your PC are connected to the motherboard of your system via controller hardware embedded in your motherboard. Each of these controllers utilizes critical software called device drivers which enable your motherboard to manage each of these hardware resources. This sub-section describes how you can select a device driver & then delete it from your system.
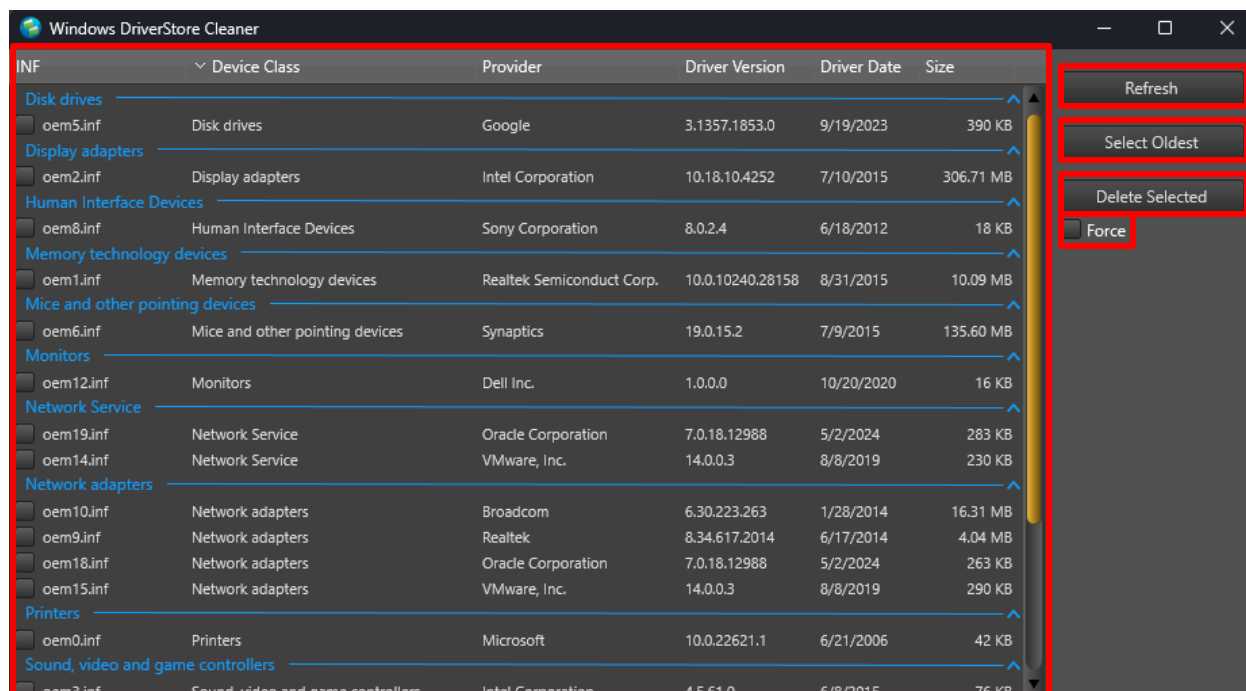
Figure 14 – Easy Duplicate Finder™ Windows DriverStore Cleaner

- **Refresh –** Clicking this button refreshes the list of device drivers of your Windows DriverStore

- **Select Oldest –** Clicking this button selects the oldest device drivers in your Windows DriverStore

- **Delete Selected –** Clicking this button deletes the selected device drivers in your Windows DriverStore. A confirmation dialog box is displayed which enables you to confirm deleting of the selected oldest device drivers. Click **Yes** to continue or **No** to cancel deleting of the selected device drivers.

  Tip: Performing this action requires Administration privileges. i.e., you should be logged in via an Administrator user account.

- **Force–** Clicking this checkbox after you have selected device drivers in your Windows DriverStore forces deleting of these device drivers even if they are used by the OS.

2.2.4 The File/Folder Synchronization Detailed Description

This sub-section describes how you perform file/folder synchronization between the specified source and target folders.
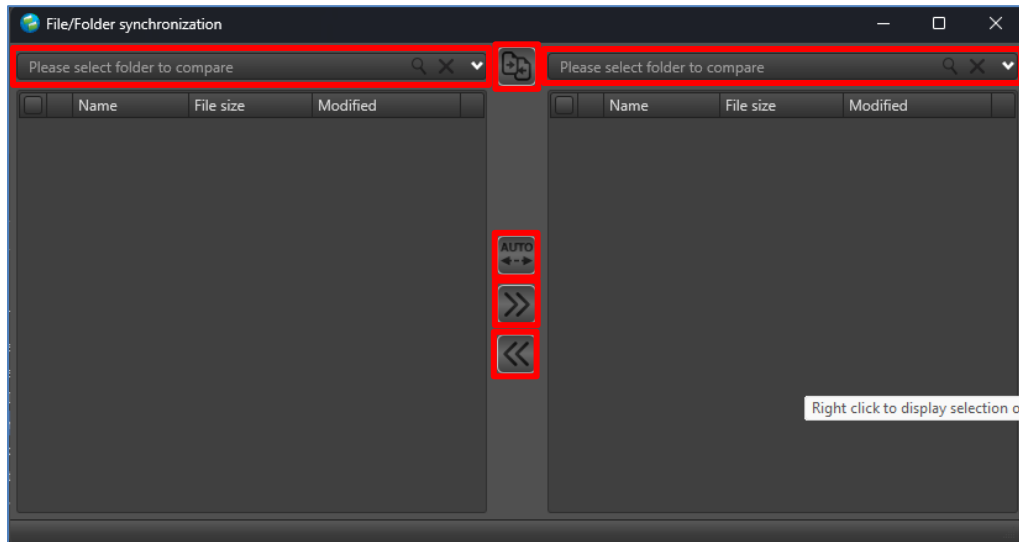
Figure 15 – Easy Duplicate Finder™ Windows DriverStore Cleaner

- **Please select folder to compare –** Clicking this drop down enables you to select the source & target folders. The left drop-down enables you to select the source folder while the right drop down enables you to select the target folder.

- **Compare Left to Right –** Clicking this button after you have selected the source and target folders compares files within these folders

- **Auto –** Clicking this button after selecting the source and target folders opens the Auto-Synchronize menu with the following options and enables you to perform auto-synchronization of files.

  o **Copy newest or the missing files from Left to Right –** Clicking this button copies newest or missing files from the left folder to the right.

  o **Copy newest or the missing files from Right to Left–** Clicking this button copies newest or missing files from the right folder to the left.

  o **Copy newest or the missing files (bi-directional) –** Clicking this button copies newest or missing files bi-directionally. i.e., both folders will have files newest or missing files being copied from each other.

- **Copy selected from Left to Right –** Clicking this button copies selected files from the left folder to the right.

- **Copy selected from Right to Left–** Clicking this button copies selected files from the right folder to the left.

2.2.5 The Update Option Detailed Description

Clicking this button from the Hamburger menu of the EDF application enables you to download and apply application updates to your EDF application installation. In case your EDF installation is up-to-date, then a confirmation is displayed as depicted in the figure below –
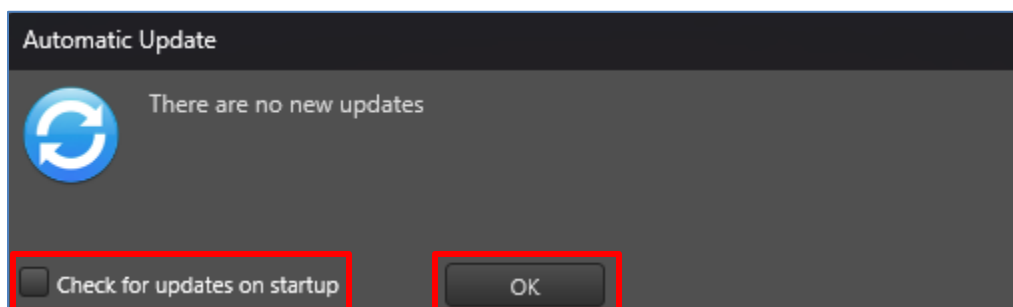
Figure 16 – Easy Duplicate Finder™ Updates popup

Tip: Select the **Check for updates on startup** to enable EDF application to check for updates every time it starts up.

Click **OK** to continue.

2.2.6 The About Option Detailed Description

Clicking this button from the Hamburger menu of the EDF application enables you to open the About popup which displays the license details of your EDF application installation as depicted in the figure below –
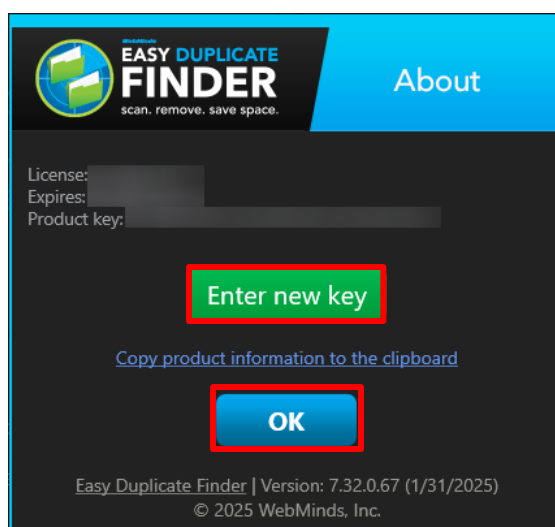
Figure 17 – Easy Duplicate Finder™ About popup

Reference: For more information, refer to **Entering a New Key** chapter.

Click **OK** to continue.

2.2.7 The Register Now Option Detailed Description

This option is only displayed if you have not registered your EDF application installation.

Reference: For more information, refer to the **Via the Register Now Button in the EDF Application Menu** section.

2.2.8 The Clear File Information Cache Detailed Description

Each time you perform a scan, the meta data of the scanned files is maintained in the file information cache of your EDF application installation. Clicking this option clears the file information cache. A confirmation dialog box is displayed as depicted in the figure below after you click this option –

Tip: Clearing your file information cache reduces the performance of subsequent scans
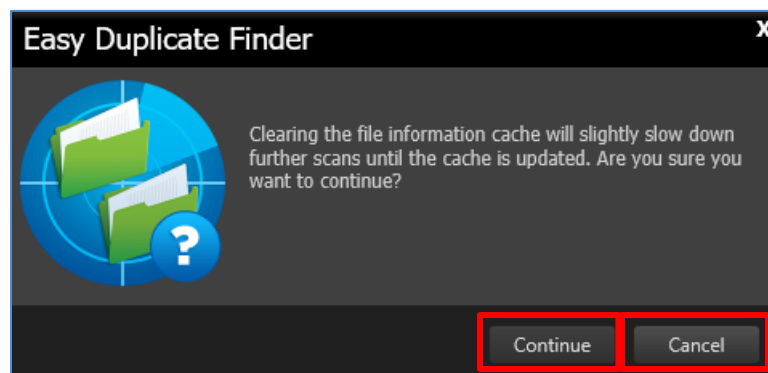
Figure 18 – Easy Duplicate Finder™ Clear Information Cache dialog box

Click **Continue** to continue clearing the file information cache or click **Cancel** to cancel performing this operation.

2.2.9 The Open Wizard Option Detailed Description

Clicking this option opens the EDF application wizard which enables you to quickly perform a duplicate scan in a short 3 step process as described in this section in detail.

2.2.9.1 Step 1

Figure 19 – Easy Duplicate Finder™ wizard popup – step 1

Select the type of files you intend to scan on this step.

2.2.9.2 Step 2

Figure 20 – Easy Duplicate Finder™ wizard popup – step 2

Select the folder location of the files you intend to scan on this step.

Tip: To specify multiple specific folders as per your requirements click **Specify Folders**. You can **Add**, **Remove**, or **Clear** the list of specified folders from the subsequent popup which is displayed after you click this option. Click **Back** to go back to the previous step.

2.2.9.3 Step 3

Click **Get Started** to start performing the duplicate scan as per your specified criteria.

Tip: Click **Start Over** to clear the specifications you made in the previous steps and restart this wizard from step 1.

Once the scan is complete, the Scan Summary page is displayed which you can utilize to manually review the identified duplicates by clicking the **Manual Review** button or automatically remove the duplicates by clicking the **Auto Remove** buttons.

2.3 Limitations of Utilizing an Unregistered EDF Application in Trial Mode

The trial version of Easy Duplicate Finder™ offers unlimited scanning for duplicates. You can then delete up to 10 duplicate groups with the trial version.

Therefore, it makes more sense to purchase a license package as per your usage requirements and specific use case scenario.

Tip: However, if you intend to scan more duplicates, you can get the premium free trial to add 20 more duplicate groups to your account.

Reference: For more information, refer to the **Getting the Premium Free Trial** chapter.

2.4 Performing General Functions during all Scan Types

The EDF application provides additional general functions that you can perform on the results list which are common to all scan types. The following sub-sections describe steps that enable to utilize these additional general functions.

2.4.1 Saving a Scan

After you have performed any type of scan, you can perform the Save Scan function in below ways –

- **Saving a scan from the Scan Summary page**
- **Saving a scan from the Scan Details page**

Reference: Click the links provided above to navigate to the corresponding sub-sections.

2.4.1.1 Saving a scan from the Scan Summary page

After you have performed any type of scan, the Scan summary page is displayed as depicted in the figure below –
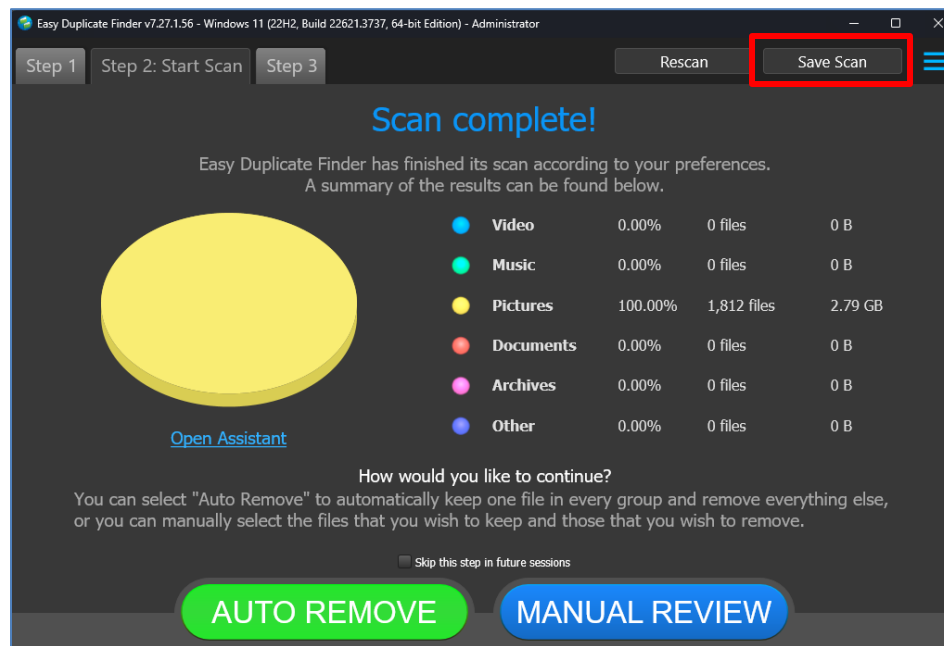
Figure 22: Scan Summary page

Click the **Save Scan** button as depicted in the figure above The **Save As** dialog box is displayed which enables you to save this scan as a **.edfscan** file at the folder location of your choice.

2.4.1.2 Saving a scan from the Scan Details page

After you have performed any type of scan, the Scan Summary page is displayed as depicted in the previous section. Click the **Manual Review** button to reach the Scan Details page is displayed as depicted in the figure below –
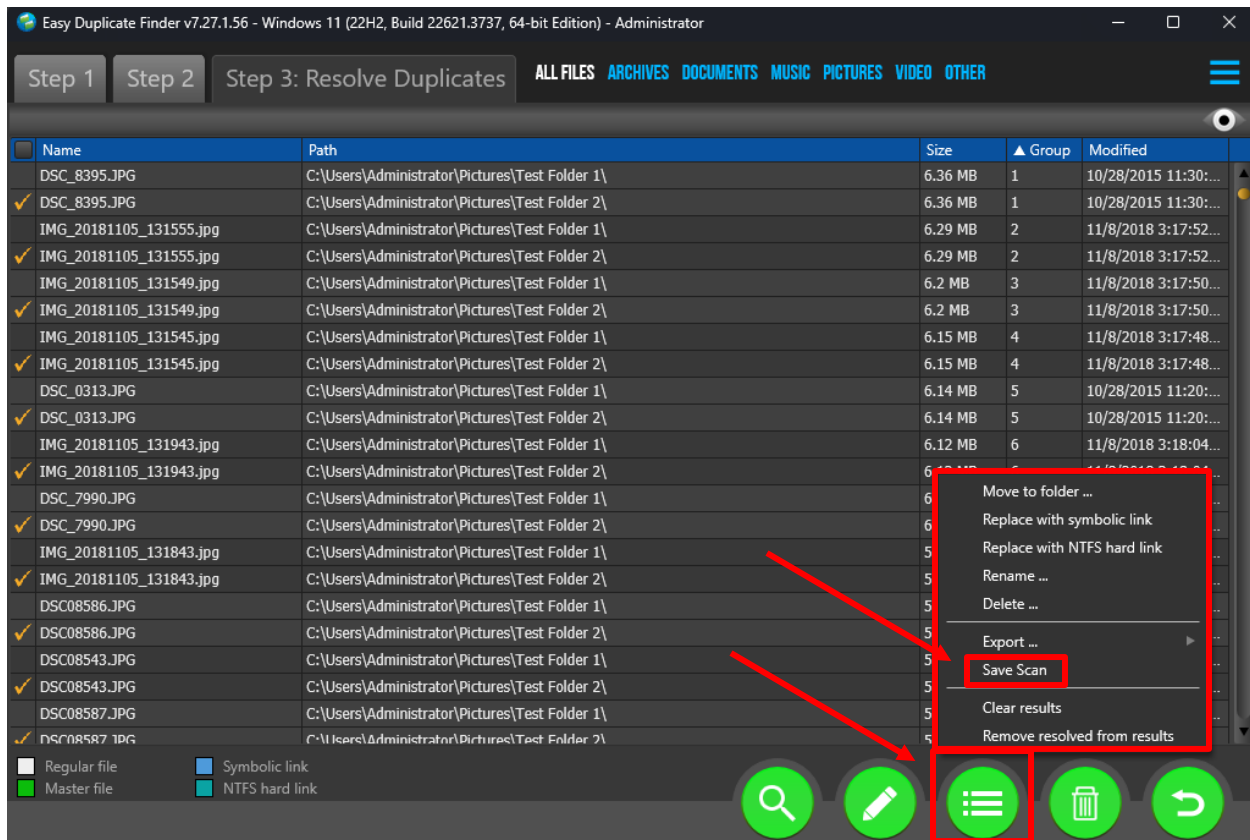
Figure 23: Scan Results page

Click the **Actions** button as depicted in the figure above to open the actions menu and click **Save Scan**. The **Save As** dialog box is displayed which enables you to save this scan as a **.edfscan** file at the folder location of your choice.

2.4.2   Importing a Scan

From the main screen of the EDF application, after you have selected the required scan mode from the corresponding drop down as indicated below on the top right-hand corner of the screen. Click the **Import** button as indicated below. The **Import** menu is opened as depicted in the figure below –
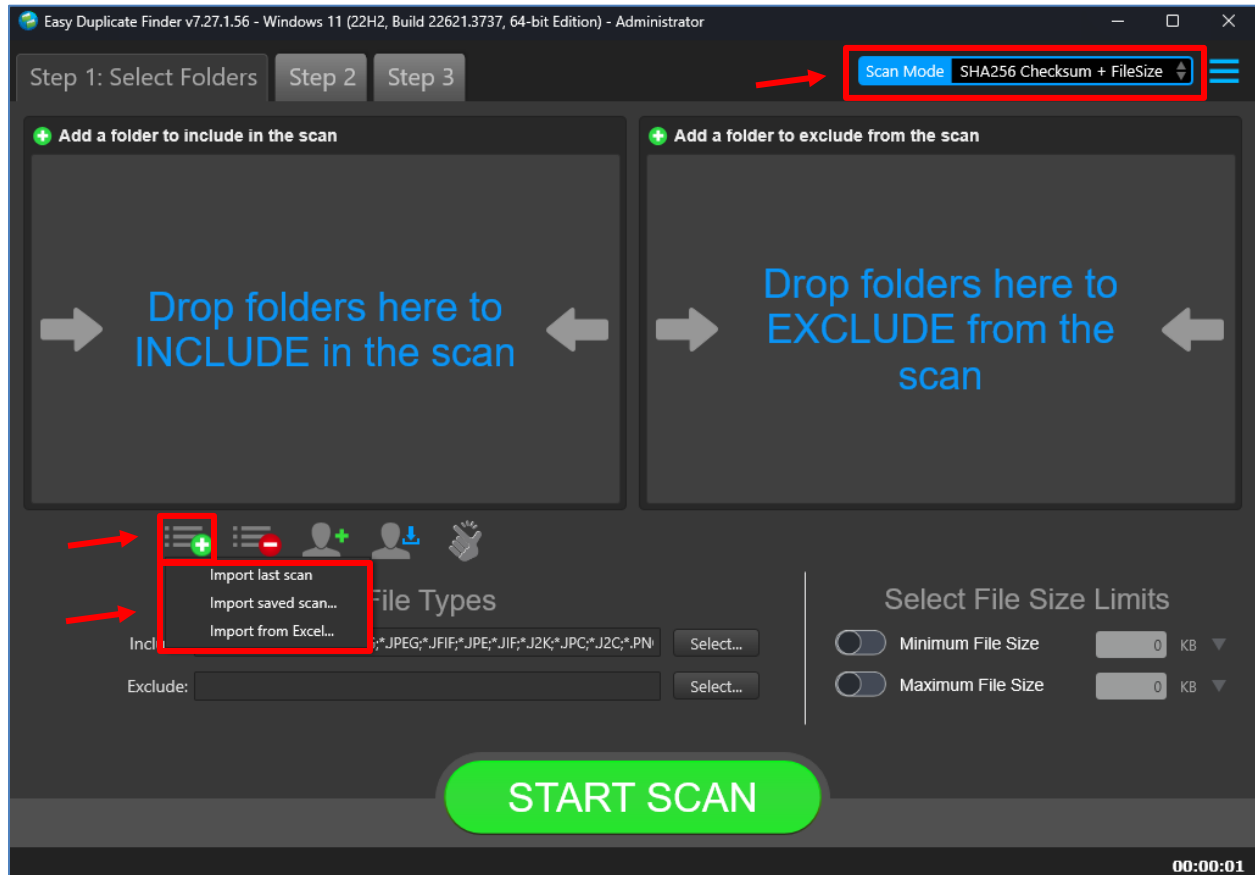
Figure 24 – EDF application main screen – Importing a saved scan

- **Import last scan –** Clicking this option enables you to import the last scan that you performed.

  > **Tip:** To utilize this option, you must enable **Automatically save scan results to:** checkbox from the General tab on the Settings panel. In case this option is not selected & you click this option, the a **Nothing to import. . .** message is displayed with the cautionary note to switch on the corresponding setting as describe above.

- **Import last saved scan –** Clicking this option enables you to import the last saved scan.

- **Import from Excel –** Clicking this option enables you to import a saved scan from an Excel file which you exported previously using the Export option from the Actions menu.

2.4.3   Using the Assistant on the Scan Summary Page

While performing any type of scan, you can utilize the Assistant to quickly select Newest, Oldest, or Originals and then Remove, Rename, or Move duplicates as described in this section.

The steps described below enable you utilize the Assistant wizard as depicted in the figure below –

1. Click **Open Assistant** on the Scan Summary page. The Assistant wizard is displayed as depicted in the figure below –

Figure 25 – Assistant – Step 1

2. Click the **Newest**, **Oldest**, or **Original** button (and not the text). The Step 2 screen is displayed as depicted in the figure below –
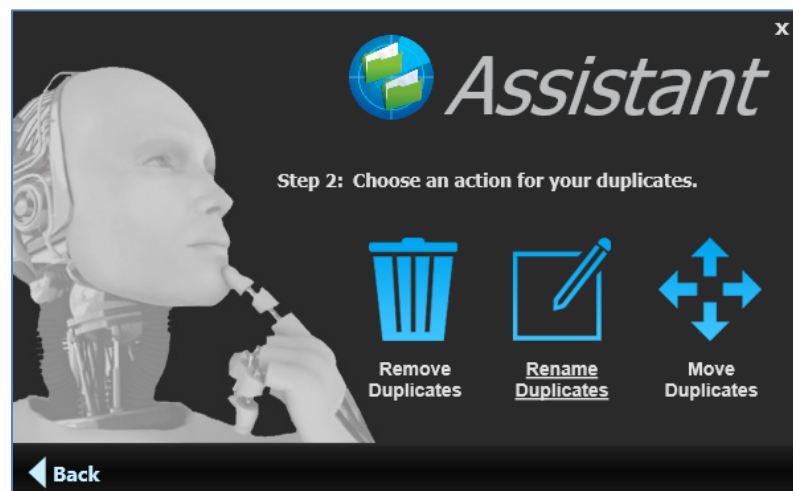
Figure 26 – Assistant – Step 2

3. Click **Remove Duplicates**, **Rename Duplicates**, or **Move Duplicates** (and not the text) as per your requirements.

2.4.4   Scan Detail Page Actions Menu Descriptions

While performing the 10 types of scans that the Windows based Easy Duplicate Finder™ application performs, this section describes the scan detail page actions menu. This actions menu provides buttons for specific functions that are described in the following sub-sections and depicted in the figure below –

Figure 27 – Scan Details Page Action buttons

BUTTON	NAME	DESCRIPTION
	Preview	Clicking this button enables you to view the selected file content preview. **Tip:** This button is provided on the top right-hand corner of the scan details table under the Hamburger menu button.
	Search	Clicking this button enables you to Search the within the original and duplicate files listed on the scan details page. **Reference:** For a detailed information on this button, refer to the Performing a Search / Filter Duplicates Action section.
	Select	Clicking this button enables you to manage duplicate files as listed on the scan details page as per your requirements. **Reference**: For a detailed information on this button, refer to the Performing Multiple Types of Selections on the Scan Results page section.
	Manage Duplicates	Clicking this button enables you to manage duplicate files as listed on the scan details page as per your requirements. **Reference**: For a detailed information on this button, refer to the Managing Duplicates section.
	Delete	Clicking this button enables you to Delete selected duplicates as listed on the scan details page. **Reference**: For a detailed information on this button, refer to the Deleting selected files section.
	Undo	Clicking this button enables you to Undo your previous actions that you perform on the duplicates listed on the scan details page. **Reference**: For a detailed information on this button, refer to the Performing an Undo Action section.

2.4.4.1 Viewing the File Contents Preview

Clicking the **Preview** button on the Scan Details page under the Hamburger menu button opens the Preview pane as depicted in the figure below –
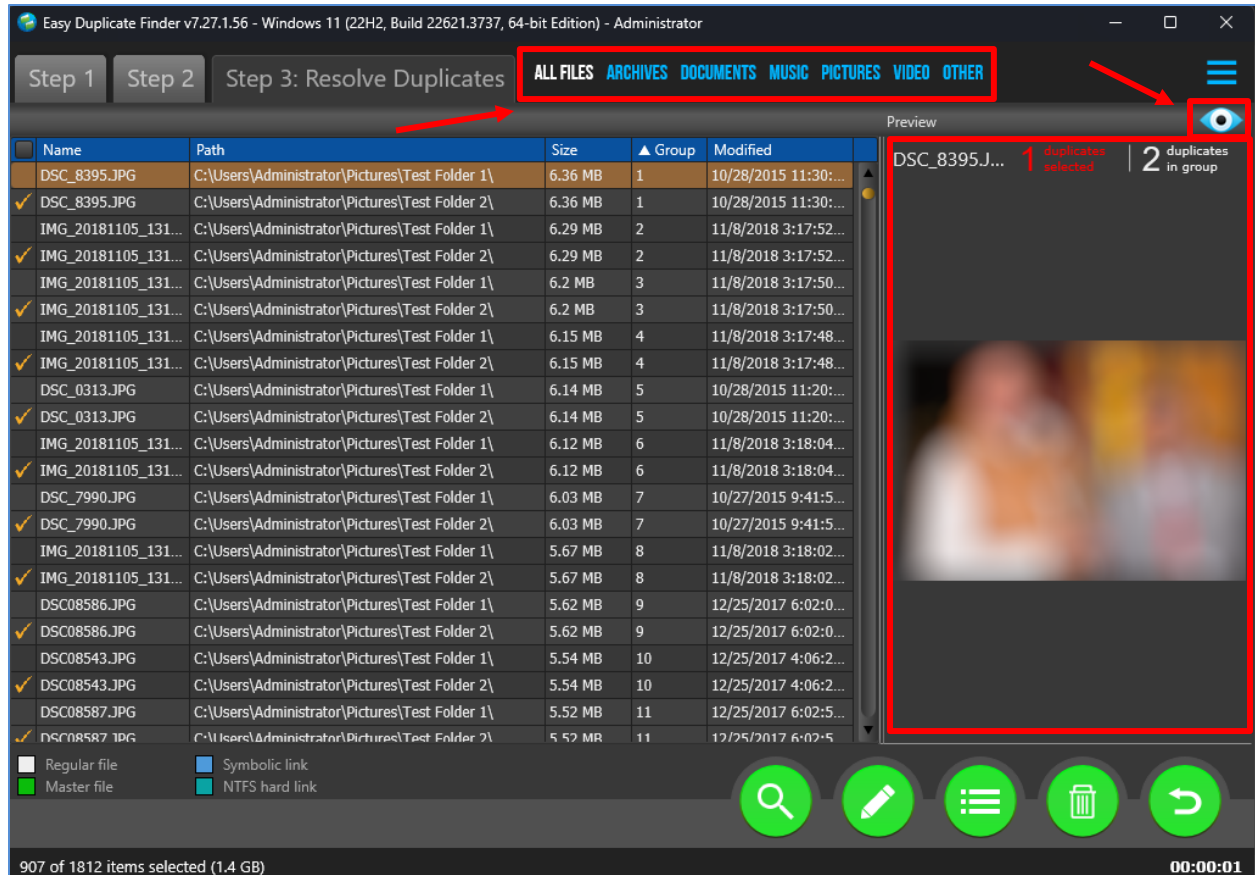
2.4.4.2 Viewing Files based on their File Type

You can also view the files displayed on the scan details page by clicking the file type buttons provided on this screen next to the Step 3 tab as indicated below –

- **All files:** Clicking this button displays all the files on this page.
- **Archives:** Clicking this button displays all the compressed archive files on this page.
- **Documents:** Clicking this button displays all the document files on this page.
- **Music:** Clicking this button displays all the music files on this page.
- **Pictures:** Clicking this button displays all the picture files on this page.
- **Video:** Clicking this button displays all the video files on this page.
- **Other:** Clicking this button displays all the other files on this page.

2.4.4.3   Performing a Search / Filter Duplicates Action

Consider a scenario where in you performed a SHA256 Checksum + FileSize Scan, say for example, and then you want to search for duplicates of a specific photo. In this case you can click the Search button from Scan Detail Page Actions Menu on the bottom right-hand corner of the scan details page. The Search / Filter Duplicates popup is displayed as depicted in the figure below –
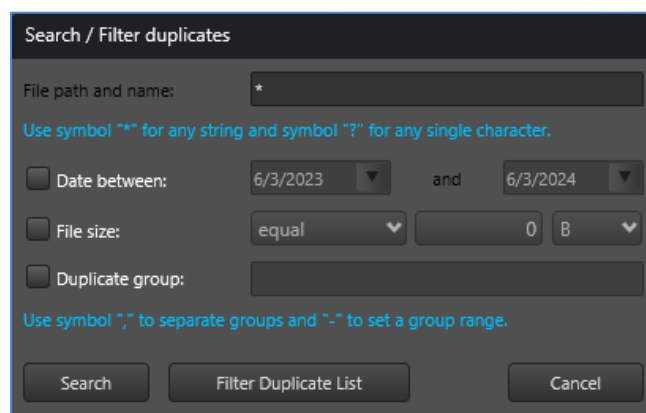
Figure 29 – Search / Filter duplicates popup

Using this popup you can perform the following type of searches –

- **By File path and name:** You can search for duplicates based on the wildcard criteria that you specify here. A wildcard criterion can be specified using a ***** to denote a string of sequential characters while if you specify **?** then it means that any single character can be replaced by the **?** symbol. E.g., to specify all JPG files, you can specify ***.jpg** as the search criteria.

- **By Date between:** You can search for duplicates based on the date stamp by specifying the start and end dates of a date range.

- **By File size:** You can search for duplicates based on the file size criteria. i.e., you can specify the file size criteria to search for duplicates by using **equal** operator, **larger than**, or **less than** criteria. The last drop-down enables you to specify whether the file-size being specified is in bytes(B), kilobytes (KB), megabytes (MB), or gigabytes (GB).

- **By Duplicate group:** You can search for duplicates by specifying comma (,) separated values in this field. You can also use the **–** symbol to specify a duplicate group range.

- **Search:** Clicking this button applies the specified filter criteria

- **Filter Duplicate List:** Clicking this button filters the duplicate as per the specified criteria.

  > **Tip:** The applied filter criteria is displayed at the bottom of the scan details table which you can edit by clicking the **Edit** button provided on the right of this blue strip.

- **Cancel:** Clicking this button cancels application of the specified filter criteria

2.4.4.4   Performing Multiple Types of Selections on the Scan Results page

This sub-section describes all the selection types that you can perform on the scan results that are displayed on the scan details page as depicted in the figure below –
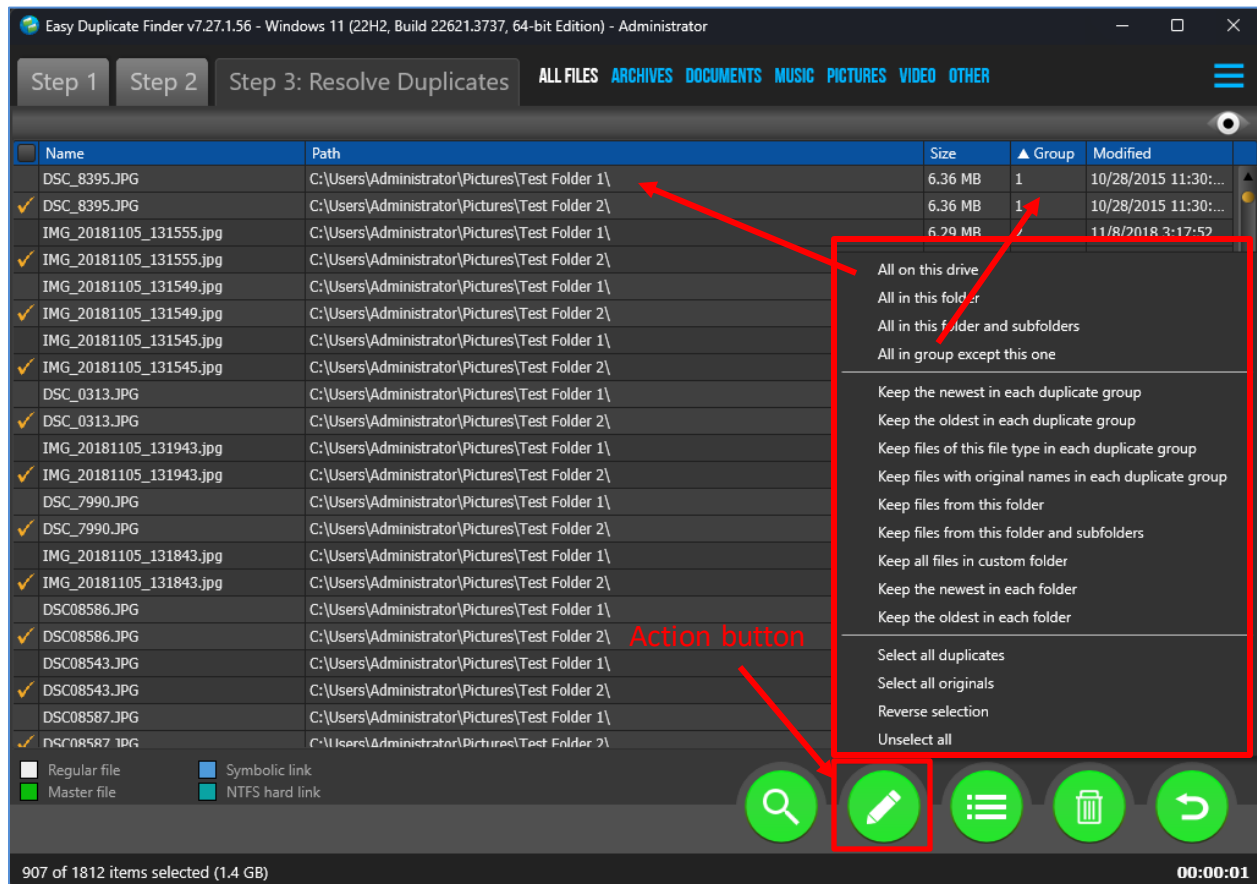
Figure 30: Multiple selection types available for scan results

After you have selected a target file on which you intend to apply a selection criterion, you can perform the below tasks –

- **All on this drive –** Clicking this option enables you to select all files on this drive

- **All in this folder –** Clicking this option enables you to select all files in this folder

- **All in this folder and subfolders –** Clicking this option enables you to select all files in this folder and its sub-folders

- **All in group except this one –** Clicking this option enables you to select all other files of this group except the selected file

- **Keep the newest in each duplicate group –** Clicking this option enables you to select & retain the newest file in each duplicate group

- **Keep the oldest in each duplicate group –** Clicking this option enables you to select & retain the oldest file in each duplicate group

- **Keep the file of this type in each duplicate group –** Clicking this option enables you to select & retain the files of the selected file type in each duplicate group

- **Keep files with original names in each duplicate group –** Clicking this option enables you to select & retain files with original names in each duplicate group

- **Keep files from this folder –** Clicking this option enables you to select & retain files from the parent folder of the selected file

- **Keep files from this folder and its subfolders –** Clicking this option enables you to select & retain files from the parent folder of the selected file including those within the sub-folders in this parent folder

- **Keep all files in custom folder –** Clicking this option enables you to specify a custom folder from the **Select Folder** popup displayed onscreen, then specify whether this criterion is to be applied on sub-folders or not using the **Include subfolder** checkbox, and then retain all files in the specified custom folder. Click **Ok** to apply this criterion or click **Cancel** to continue.

- **Keep the newest in each folder –** Clicking this option enables you to select the newest file in each folder listed on this page

- **Keep the oldest in each folder –** Clicking this option enables you to select the oldest file in each folder listed on this page

- **Select all duplicates –** Clicking this option enables you to select all duplicate files in this list

- **Select all originals –** Clicking this option enables you to select all original files in this list

- **Reverse selection –** Clicking this option enables you to select all other files except the ones that are currently selected. i.e., the currently selected files will be deselected while the other files will be selected.

- **Unselect all –** Clicking this option enables you to unselect all files in this list

2.4.4.5 Managing Duplicates

This section describes tasks that you can perform on the identified duplicates to manage them.

Moving selected files to a specific folder

This sub-section describes steps that enable you to move selected files to a specific folder as depicted in the figure below –
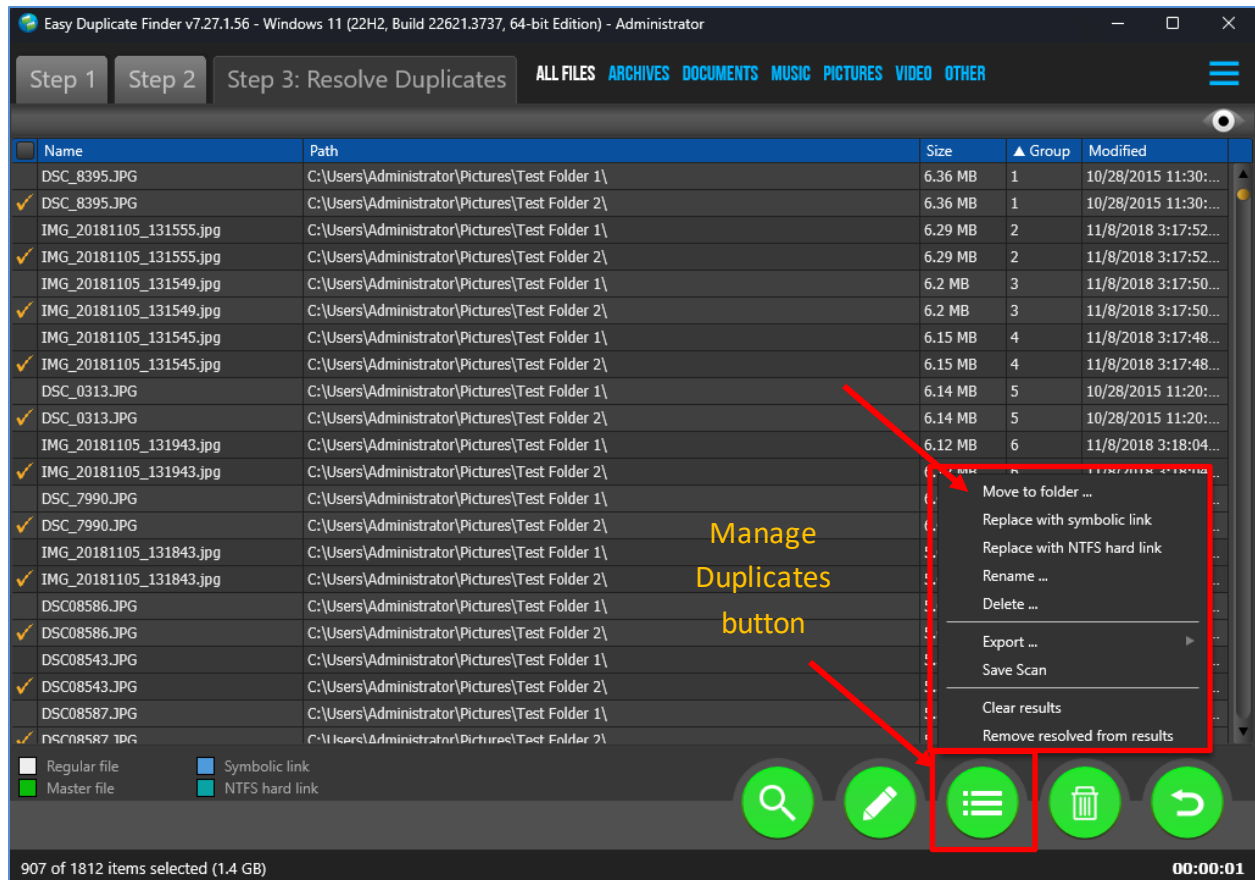
Figure 31: Manage Duplicates button – Moving selected files to a specific folder

Select the duplicate files that you intend to move to a specific folder & click the **Manage Duplicates > Move to folder** option. A **Move to folder** popup is displayed which you can utilizes to specify a folder location of your choice.

Tip: Selecting the **Keep folder structure** checkbox on this popup retains the folder structure (within the specified folder) of the duplicates that you selected.

Click **Continue** to continue apply this criterion or click **Cancel** to cancel performing this action.

Replacing selected files with symlinks

This sub-section describes steps that enable you to replace selected files with symlinks or symbolic links as depicted in the figure below –
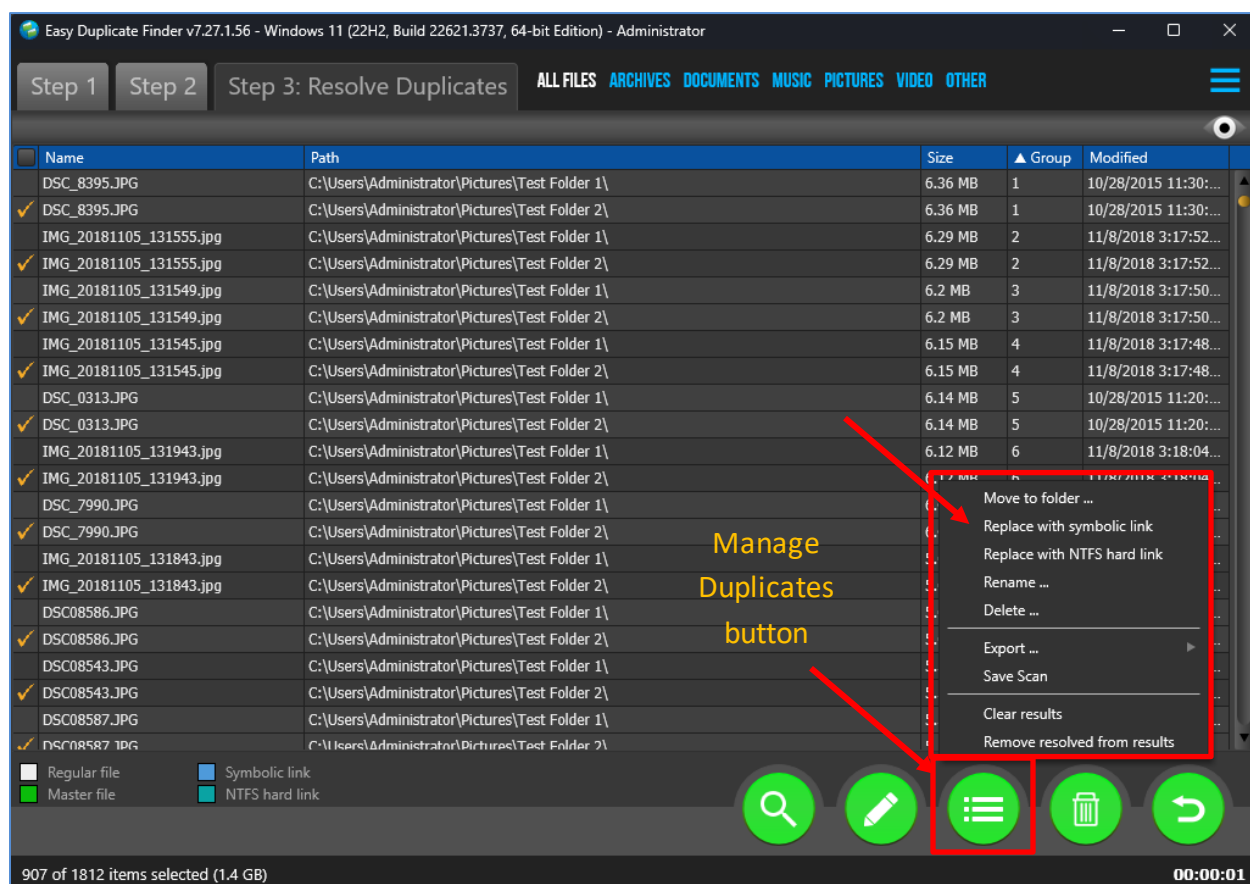
Figure 32: Manage Duplicates button – Replacing selected files with symbolic links

Tip: Symbolic links or symlinks are file system objects that point to another file system object, or target, and are designed to be transparent to users and applications. They appear as normal files or directories and can be used in the same way.

Select the duplicate files that you intend to replace with their corresponding symlinks & click the **Manage Duplicates > Replace with symbolic link** option. A confirmation dialog box is displayed which enables you to confirm or deny performing this action.

Warning: Selecting the **Do not show again** checkbox on this popup will not show this dialog box in such subsequent replace with symlinks operation. Use this option only if you are sure that you do not want to be asked for confirmation at this step in this operation in future.

Click **Yes** to continue apply this operation or click **No** to cancel performing this operation.

Replacing selected files with NTFS hard links

This sub-section describes steps that enable you to replace selected files with NTFS hard links as depicted in the figure below –
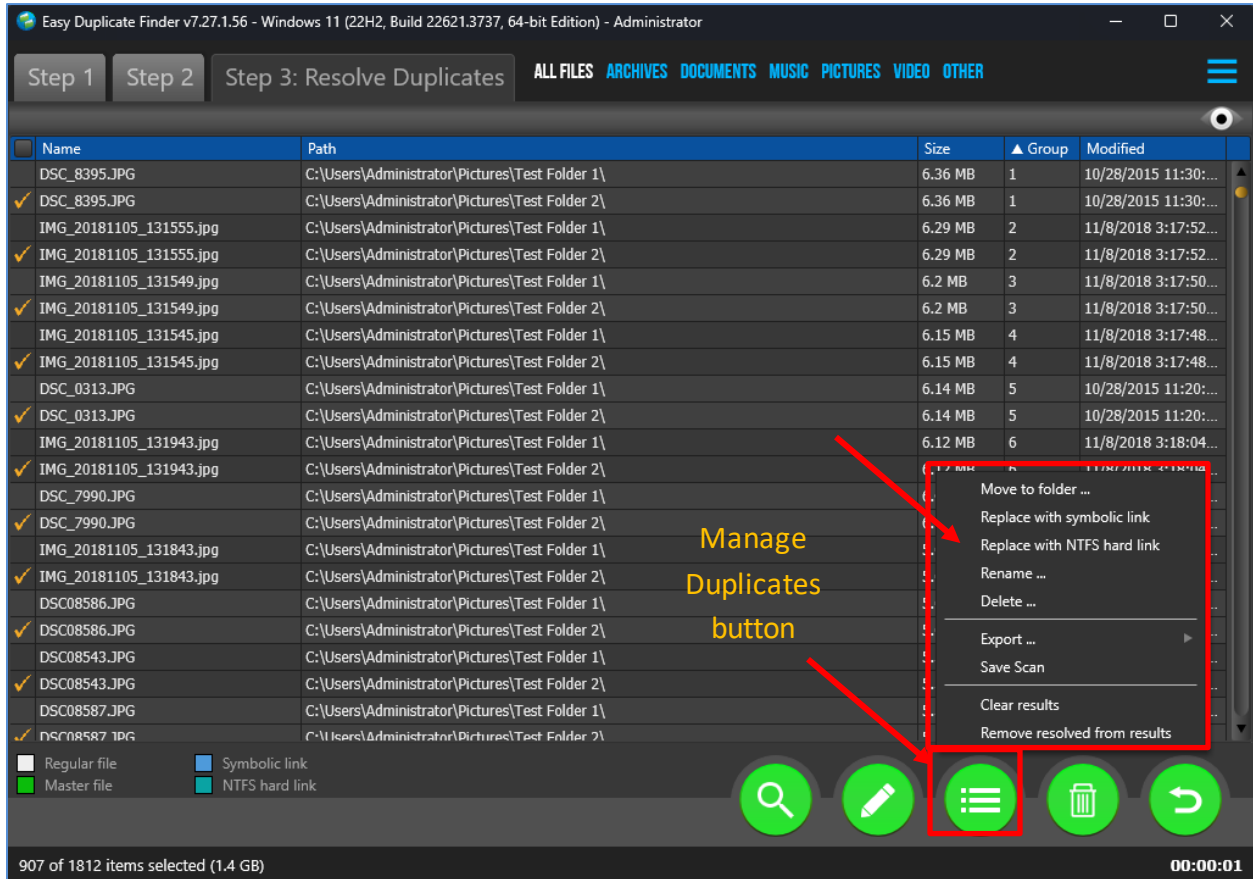
Figure 33: Manage Duplicates button – Replacing selected files with NTFS hard links

> **Tip:** A hard link is a file-system representation of a file that allows multiple paths to reference the same file on the same volume. Hard links are essentially mirrored copies of the original file, but they don't duplicate the file's data and don't require additional hard drive space.

Select the duplicate files that you intend to replace with their corresponding symlinks & click the **Manage Duplicates > Replace with NTFS hard link** option. A confirmation dialog box is displayed which enables you to confirm or deny performing this action.

> **Warning:** Selecting the **Do not show again** checkbox on this popup will not show this dialog box in such subsequent replace with symlinks operation. Use this option only if you are sure that you do not want to be asked for confirmation at this step in this operation in future.

Click **Yes** to continue apply this operation or click **No** to cancel performing this operation.

Renaming selected files

This sub-section describes steps that enable you to rename selected files as depicted in the figure below –

Select the duplicate files that you intend to rename & click the **Manage Duplicates > Rename** option. A **Rename** popup is displayed which you can utilize to specify a text / string to add, select whether it is to be prefixed or suffixed to the filename.

Tip: Selecting the **Rename all as original files** checkbox on this popup marks all files being renamed as originals.

Click **Continue** to continue apply this operation or click **Cancel** to cancel performing this operation.

Deleting selected files

This sub-section describes steps that enable you to delete selected files as depicted in the figure below –
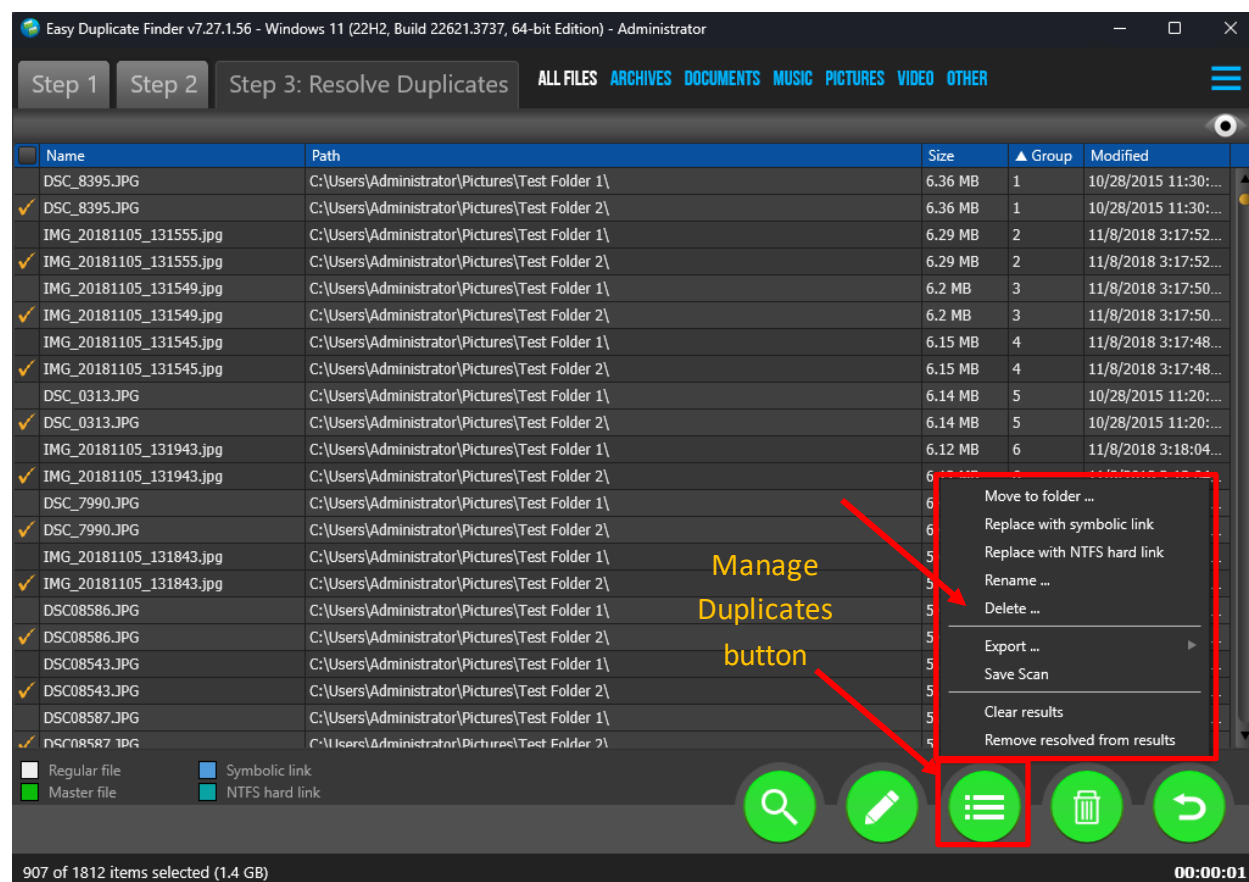
Select the duplicate files that you intend to delete & click the **Manage Duplicates > Delete** option. A **Delete** popup is displayed which you can utilize to move these files to the recycle bin or delete them permanently. All deleted files will be displayed in red with a strikethrough once this operation is completed.

Warning: Selecting the **Delete permanently** radio button on this popup deletes the files permanently but you can undo this operation so long as you have not performed any other scan post this deletion.

Click **Yes** to continue apply this operation or click **Cancel** to cancel performing this operation.

Exporting your Scan Result Details as a File

This sub-section describes all the types of scan result details export that you can perform on the scan results that are displayed on the scan summary page –
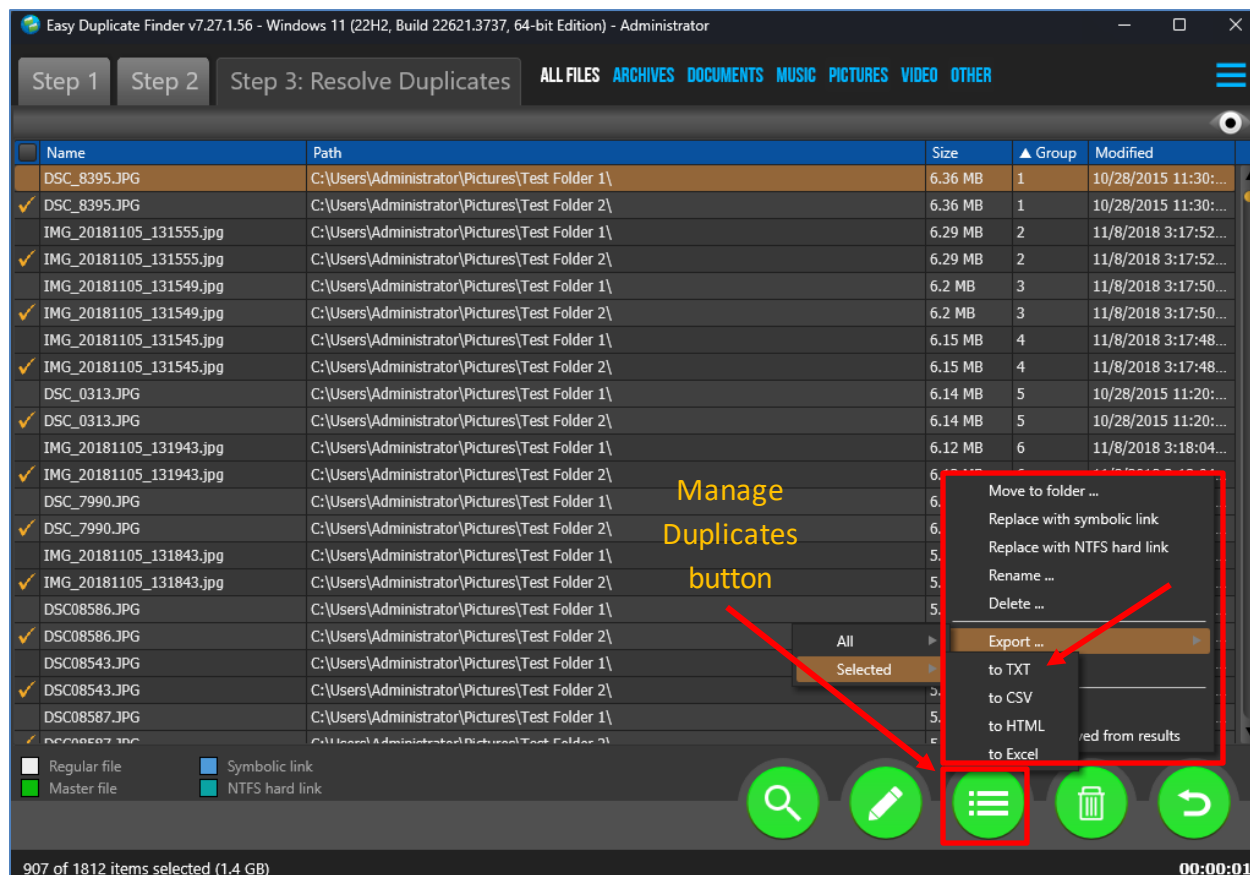
- Select the duplicate files that you intend to export & click the **Manage Duplicates > Export > Selected** option to export selected files.

    Tip: You can also export all files by clicking the **Manage Duplicates > Export > All** option

Below are the export types that you can select as per your requirements –

- **Export to TXT –** Clicking this option enables you to export selected file details as a text file. Once you have exported the selected file details as a Text file, after opening this file in notepad, the output includes key details of the scan along with a table depicted both original files listed with their duplicates as depicted in the figure below –
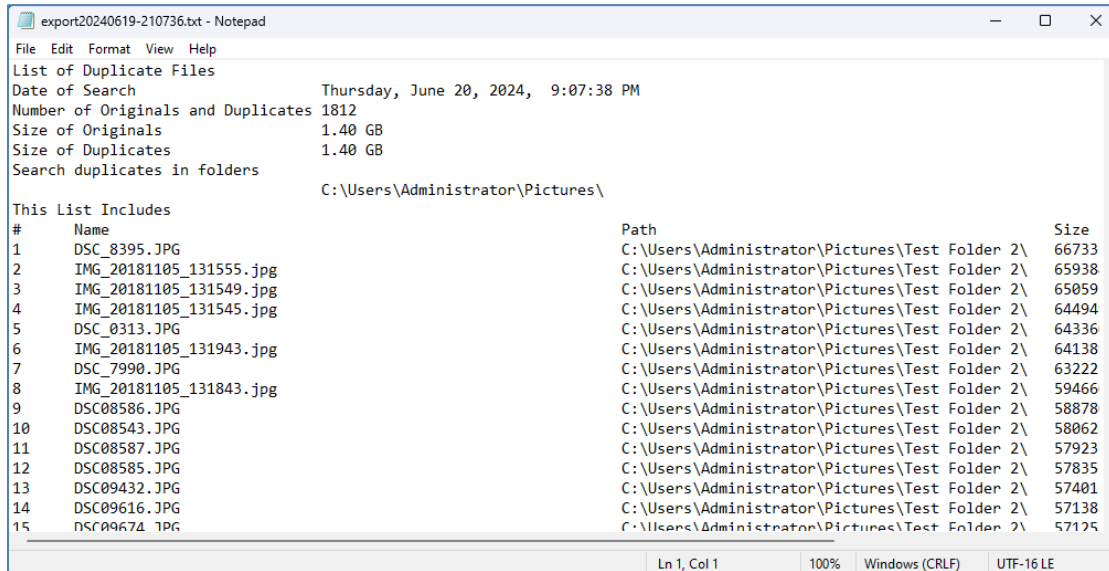
Figure 37: Scan result details exported as a Text file

- **Export to CSV –** Clicking this option enables you to export selected file details as a Comma Separated Values (CSV) file. Once you have exported the selected file details as an CSV file, after opening the CSV in your MS Excel application, the output includes key details of the scan along with a table depicted both original files listed with their duplicates as depicted in the figure below –

Figure 38: Scan result details exported as a CSV file

- **Export to HTML –** Clicking this option enables you to export selected file details as a Hyper Text Markup Language (HTML) file. Once you have exported the selected file details as an HTML file, after opening the HTML file in your default web browser the output includes key details of the scan along with a table depicted both original files listed with their duplicates as depicted in the figure below –

Figure 39: Scan result details exported as an HTML file

- **Export to Excel –** Clicking this option enables you to export selected file details as a Microsoft Excel file (as an XLSX file; compatible with MS Word 2007 or higher). Once you have exported the selected file details as an XLSX or MS Excel file, after opening this file in MS Excel, the output includes key details of the scan along with a table depicted both original files listed with their duplicates as depicted in the figure below –

Figure 40: Scan result details exported as an Excel file

Saving your scan

This sub-section describes steps that enable you to save your scan as depicted in the figure below –
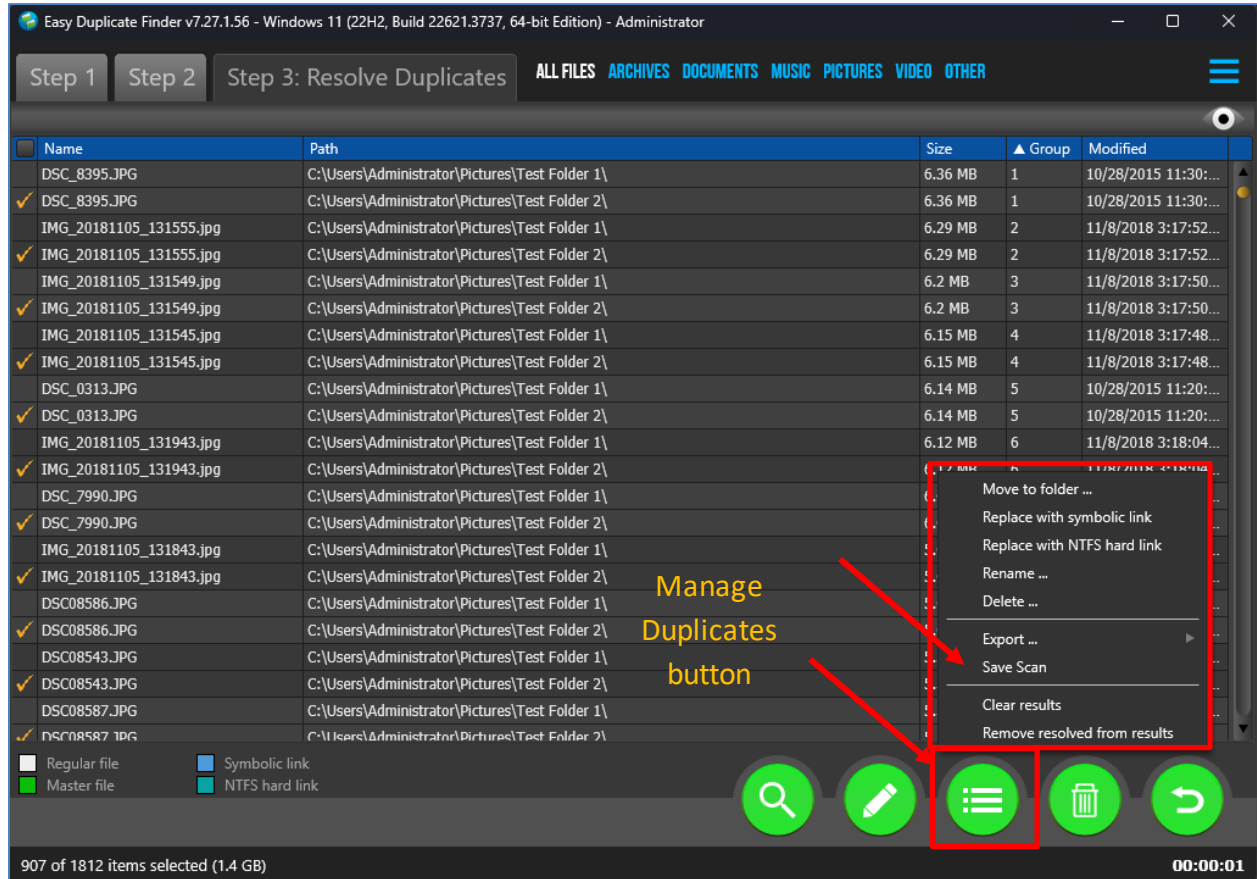
After you click the **Manage Duplicates > Save scan** option, a **Saves as** dialog box is displayed which you can utilize to specify a folder location of your choice and save your scan as a **.edfscan** file.

Reference: For more information, refer to **Saving a Scan** section.

Clearing the Displayed Scan Results from Scan Results page

This sub-section describes steps that enable you to clear the displayed results on the scan details page as depicted in the figure below –
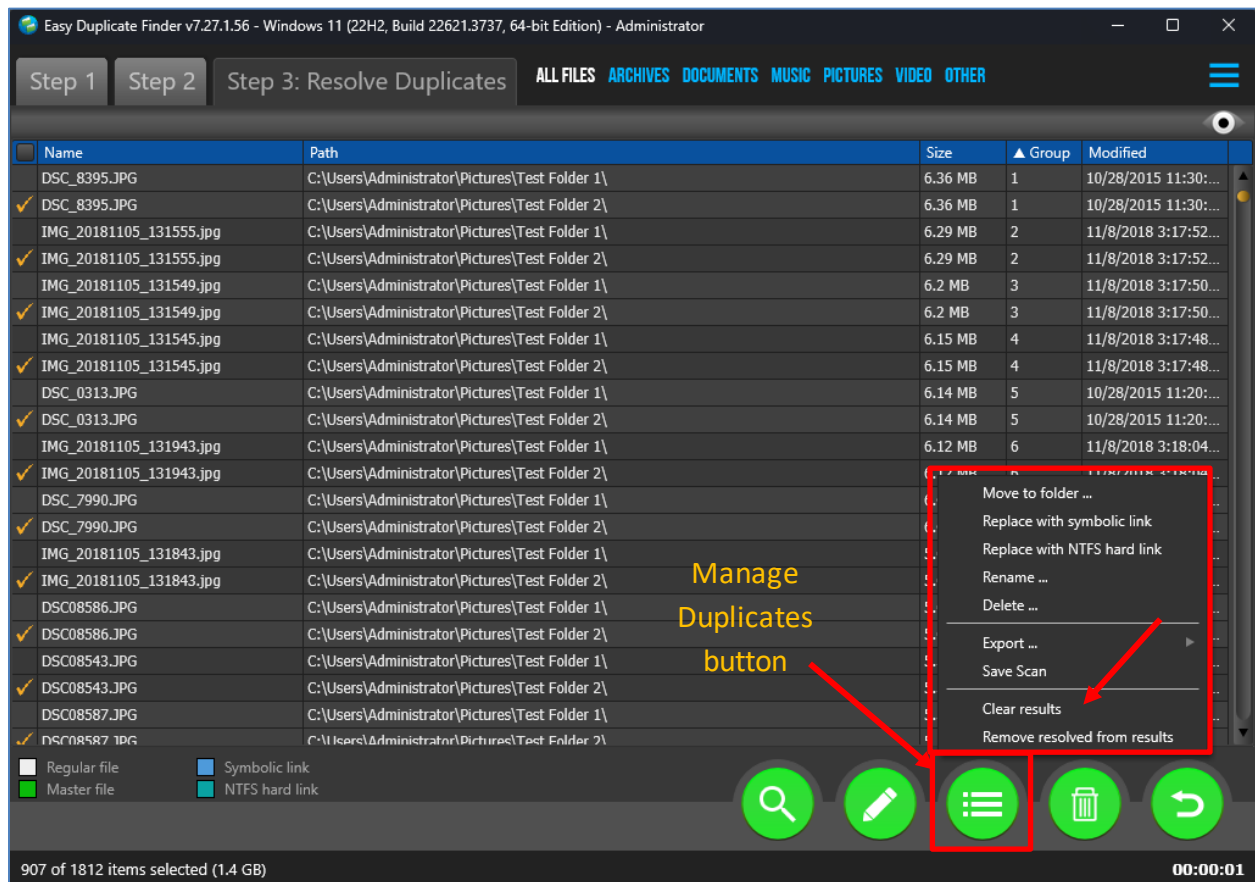
Figure 42: Actions button – Clearing results

After you click the **Manage Duplicates > Clear results** option, the displayed results will be cleared on this easel

Removing resolved files from the results

This sub-section describes steps that enable you to remove resolved files from the displayed results on the scan details page as depicted in the figure below –
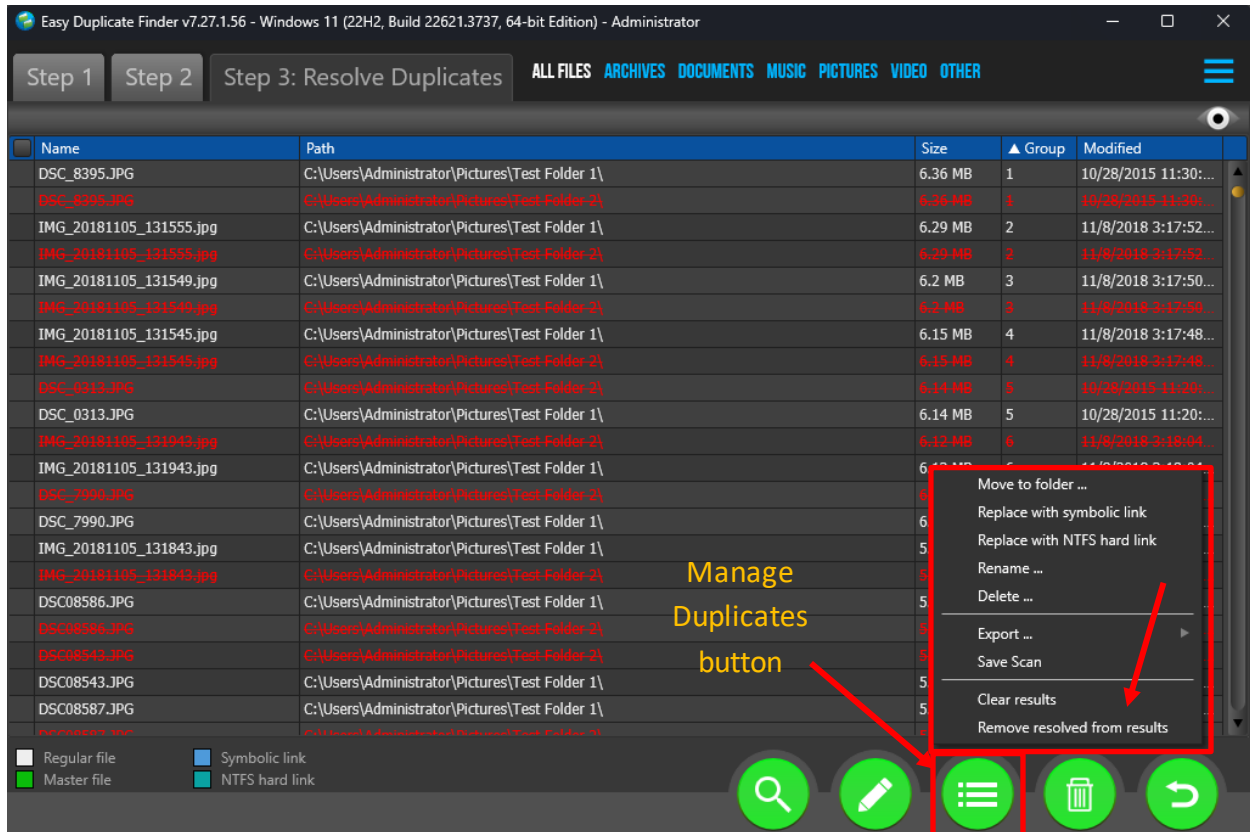
Figure 43: Manage Duplicates button – Clearing results

After you click the **Manage Duplicates > Remove resolved from results** option, the resolved file along with their originals will be removed from this easel.

Performing an Undo Action

The Easy Duplicate Finder^{TM} application provides the Undo action feature using which you can undo all actions which are reversable and done in a sequence without a new scan being performed in this sequence. i.e., the user can perform unlimited Undo actions if no new scan is performed or no irreversible action has been performed in the sequence of actions.
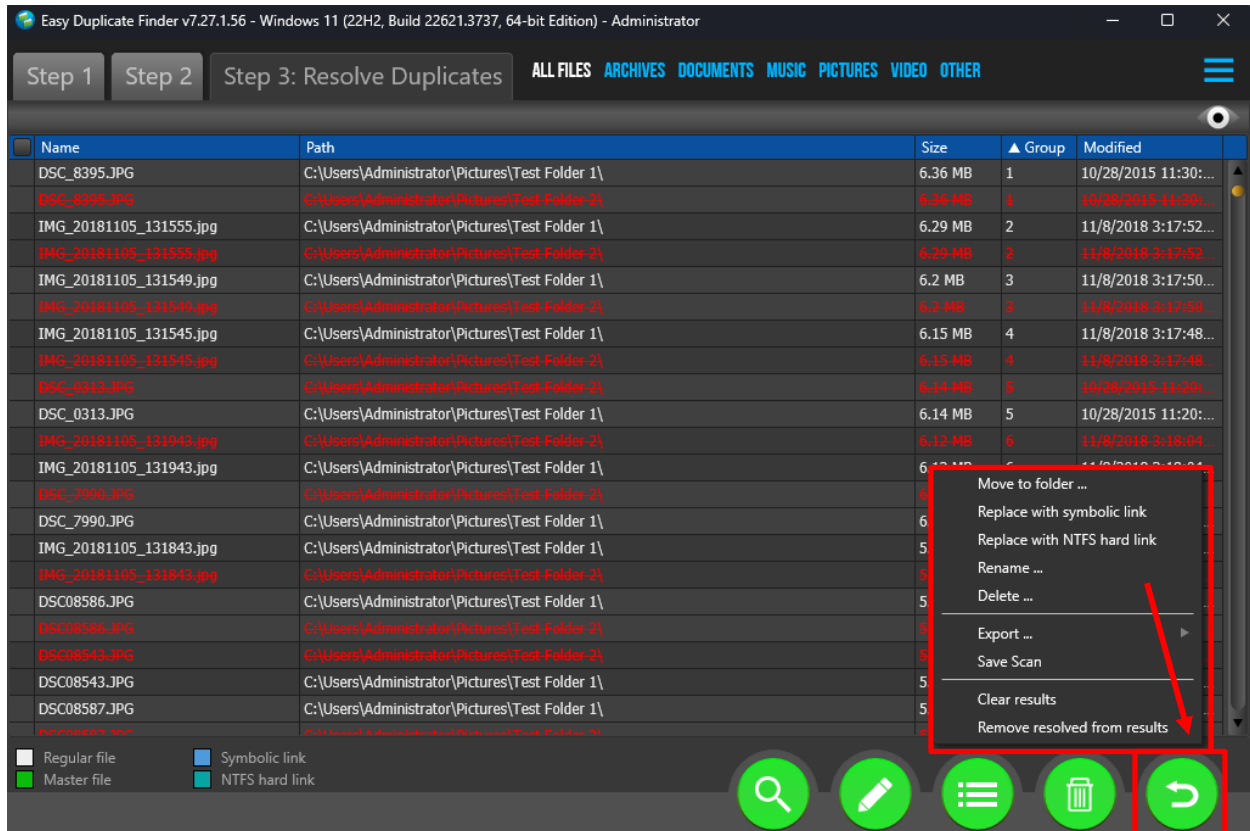
Figure 44: Undoing the last action performed

Consider a scenario in which we intend to perform deleting of the identified duplicates in the below fashion –

1. First, we identify all duplicate
2. Then, we intend to **Move all duplicate files to Recycle Bin**
3. And finally, we **perform the undo operation**

Warning: Consider in the above example, even if we **delete all duplicates permanently** instead of **moving them to recycle bin**, & then we perform another scan before performing an Undo operation, the whole Last-In-First-Out (LIFO) Undo Actions Stack is lost as the LIFO stack is lost in addition to the results of the previous scan. Thus, only a sequence of unlimited reversible actions can be undone so long as a new scan performed.

Now after we have performed the actions in steps 1 through 3, try to undo these actions one by one by clicking the Undo button from the Scan Details page actions menu. Each of these actions will be reversed successfully.

The next chapter enables you to get the Premium Free Trial of the Easy Duplicate Finder ™ application that you just installed.

Chapter - 3. GETTING THE PREMIUM FREE TRIAL

An unregistered & newly installed EDF application installation allows you to remove up to 10 duplicate files. A registered Premium Free Trial adds 20 additional duplicate file removals to your account.

The steps described below enable you to get the **Premium Free Trial** of the Easy Duplicate Finder™ application. You can do so in the following 2 ways –

- ☑ **Via the Free Trial buttons or link**
- ☑ **Via the Register Now Button in the EDF Application Menu**

Tip: Click the links provided above to navigate to their corresponding sections.

3.1   Via the Free Trial buttons or link

The steps described below enable you to get the Premium Free Trial of the EDF application via the 2 buttons & 1 link provided on the EDF application default screen –

1. After you have clicked on the desktop icon of Easy Duplicate Finder™ application, your EDF application will be launched as depicted in the figure below –
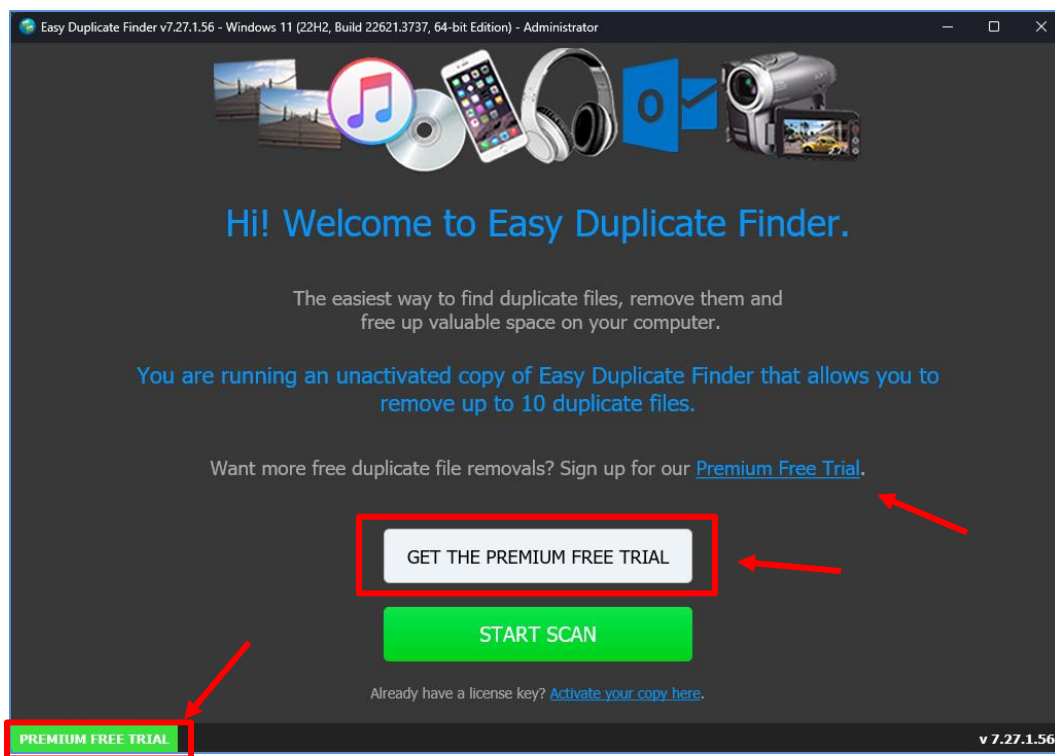
Figure 45 – Easy Duplicate Finder™ default screen

2. Click **Premium Free Trial / Get the Premium Free Trial** buttons or the **Premium Free Trial** link as depicted in the previous figure. The Premium Free Trial sign up form is displayed as depicted in the figure below –

Figure 46 – Specifying your registration details

Tip: In case you have already registered, click the **Click here** link provided above the **Sign Up** button as depicted in the figure above. The Activation popup will be displayed which enables you to specify your email address & your activation key.

Reference: For more information, refer to the **Purchasing your** chapter.

3. Specify your email address & click **Sign Up**. A confirmation message is displayed confirming that you have successfully registered for the premium free trial. This message also confirms that 20 additional duplicate file removals have been added to your account.

4. Click **Continue** on the confirmation message popup to continue evaluating your EDF application installation.

Note: The Premium Free Trial button on the EDF application default screen is replaced by the **Activate** button.

3.2 Via the Register Now Button in the EDF Application Menu

The steps described below enable you to register the EDF application via the Register Button of EDF application –

1. After you launch the EDF application, the default screen is displayed as depicted in the figure below –
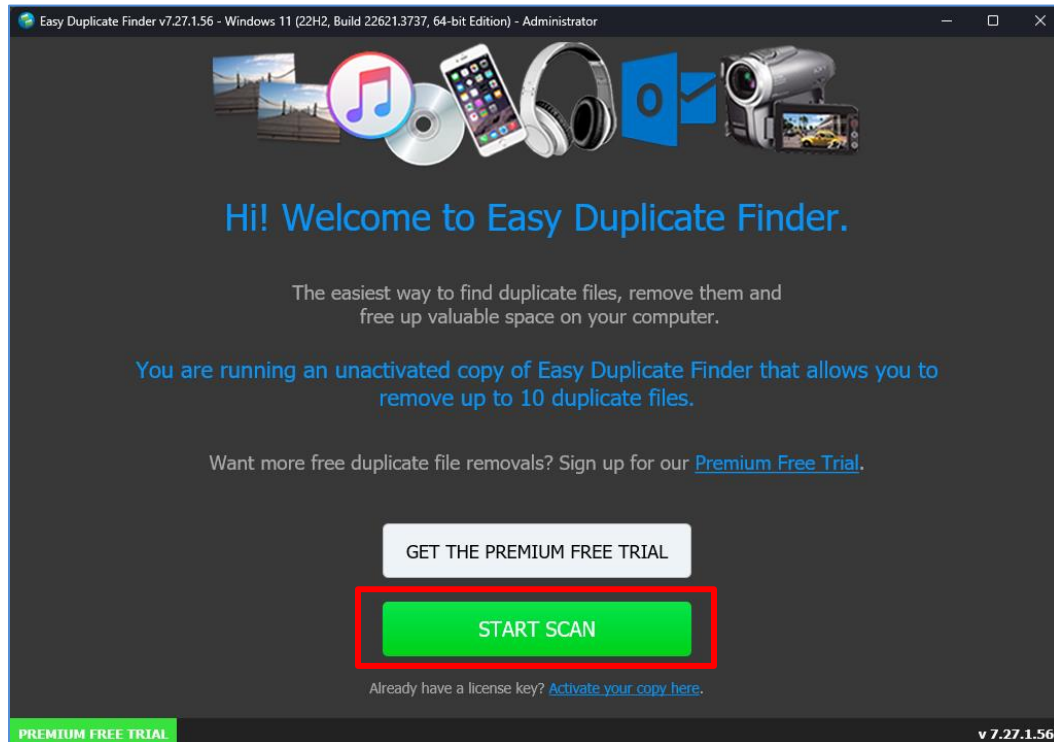
Figure 47 – Easy Duplicate Finder™ default screen

2. Click **Start Scan** as depicted in the previous figure. The EDF application main screen is displayed as depicted in the figure below –
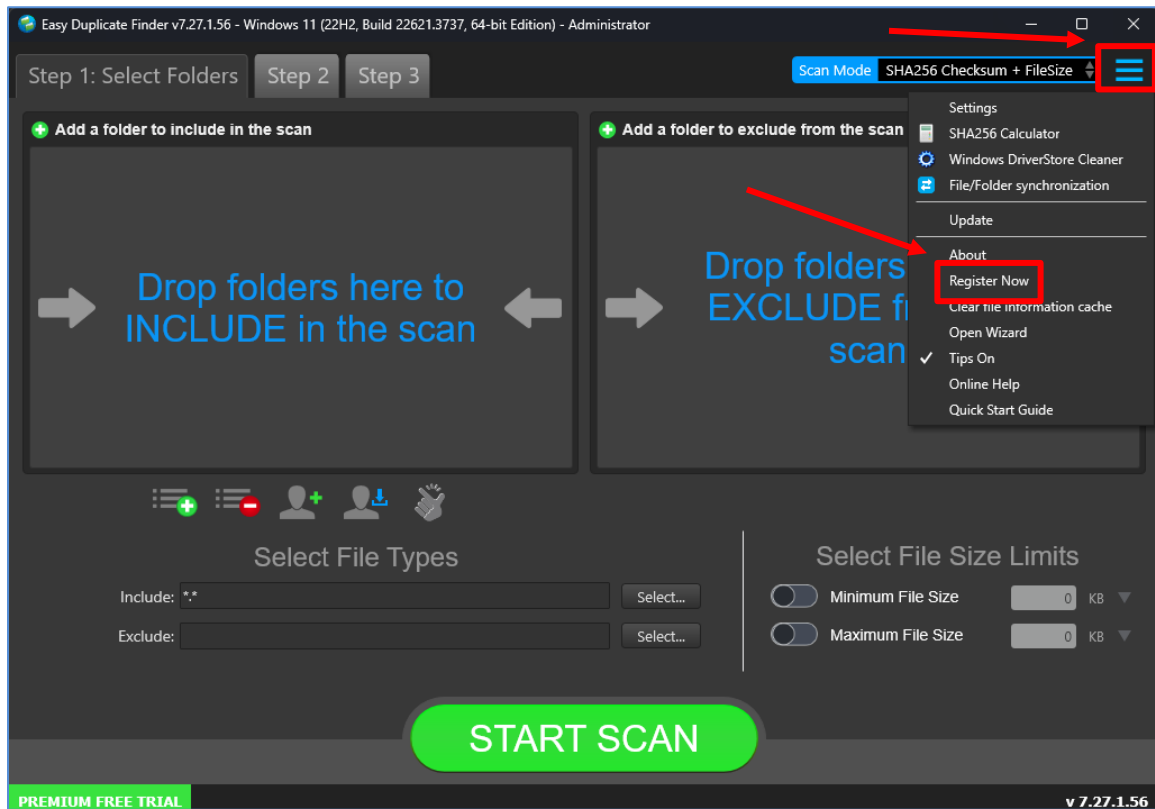
Figure 48 – The EDF application main screen

3. Click the Hamburger Menu button on the top right-hand corner of this screen as depicted in the previous figure. The Hamburger menu will be displayed as depicted in the figure above.

4. From the Hamburger menu, click **Register Now**. The EDF Product Key Details popup is displayed as depicted in the figure below –
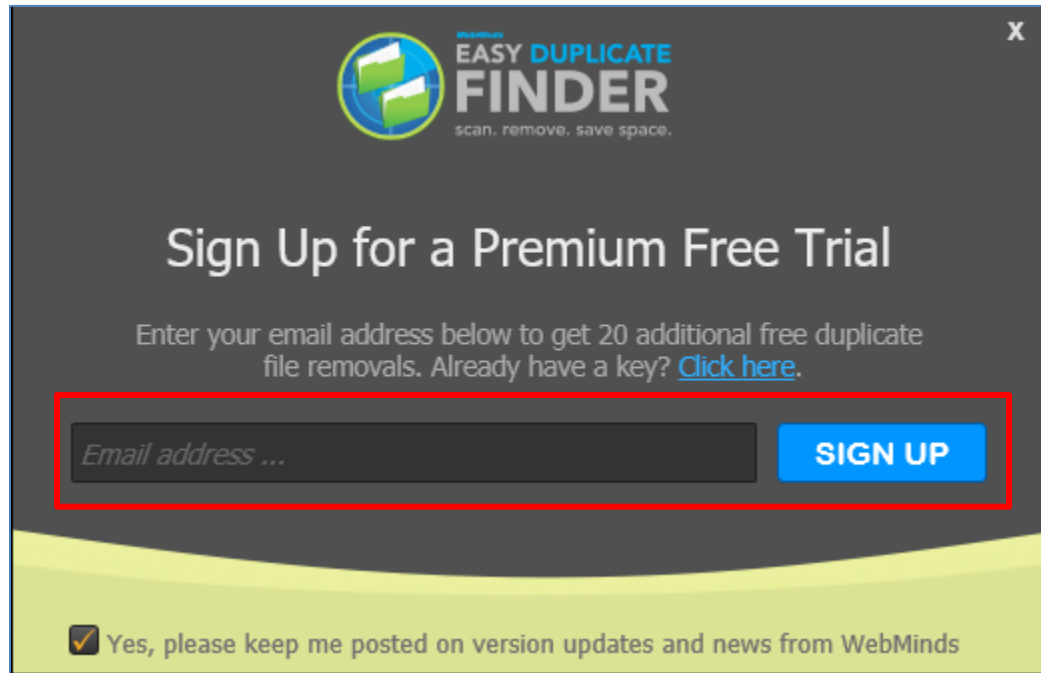
Figure 49 – Specifying your registration details

Tip: In case you have already registered, this screen will not be displayed; instead, an activation pop-up will be displayed at this step.

Reference: For more information, refer to the **Purchasing your** chapter.

5. Specify your email address & click **Sign Up**. A confirmation message is displayed confirming that you have successfully registered for the premium free trial. This message also confirms that 20 additional duplicate file removals have been added to your account.

6. Click **Continue** on the confirmation message popup to continue evaluating your EDF application installation.

Note: The Premium Free Trial button on the EDF application default screen is replaced by the **Activate** button.

Reference: For more information, refer to the **Purchasing your License Key** chapter.

The next chapter describes steps that enable you to **Purchase your License Key**.

Chapter - 4. PURCHASING YOUR LICENSE KEY

In case you have not purchased a license key for your Easy Duplicate Finder™ application yet, you can utilize the steps described below –

1. You can purchase a license key by clicking the **Upgrade** link available in the menu on the Easy Duplicate Finder ™ homepage as depicted in the figure below –
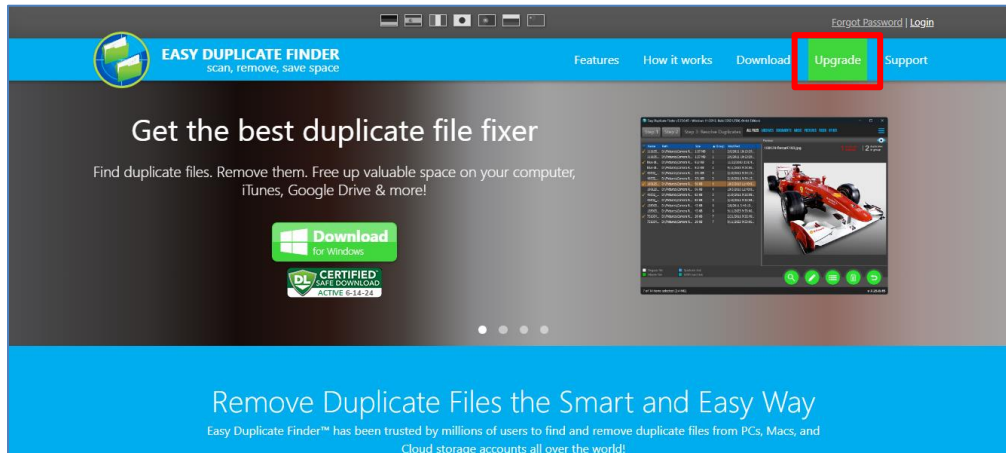
Figure 50 – Purchasing your License key – step 1

2. From the main menu, click **Upgrade**. The Secure Checkout webpage is displayed as depicted in the figure below –
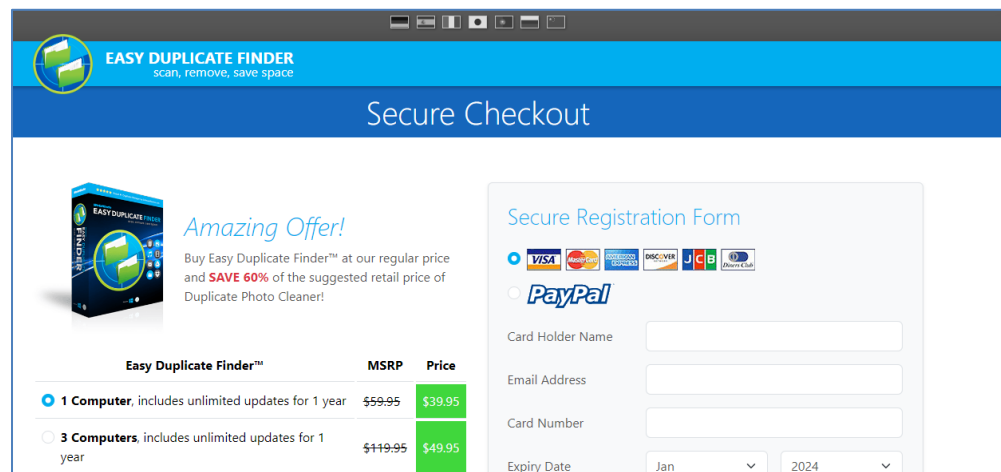
Figure 51 – Purchasing your License Key – step 2

3. Specify the details required on this page and click **Buy Now**. After your license key purchase transaction is successful, a confirmation will be displayed and you will receive the license key details via email to the email address you specified on this form.

The next chapter describes steps that enable you to **Activate your EDF Installation**.

Chapter - 5. ACTIVATING YOUR EDF INSTALLATION

After you have received your license key details via email, you can activate your Easy Duplicate Finder™ application installation in the following 2 ways –

- ☑ **Via the Activate buttons or link**
- ☑ **Via the Register Now Button in the EDF Application Menu**

Tip: Click the links provided above to navigate to their corresponding sections.

5.1 Via the Activate buttons or link

The steps described below enable you to activate your EDF application installation via the 2 buttons & 1 link provided on the EDF application default screen –

1. After you have clicked on the desktop icon of Easy Duplicate Finder™ application, your EDF application will be launched as depicted in the figure below –
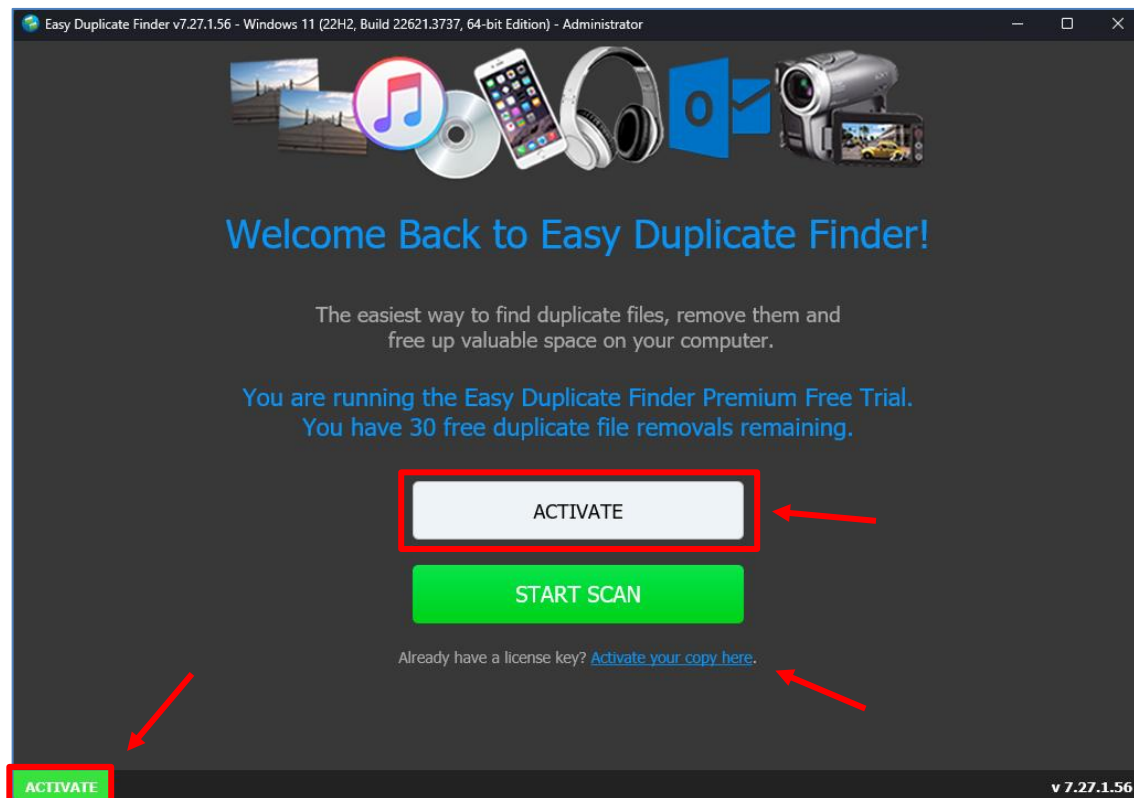
Figure 52 – Easy Duplicate Finder™ default screen

2. Click **Activate** buttons or the **Activate your copy here** link as depicted in the previous figure. The Activation popup is displayed as depicted in the figure below –
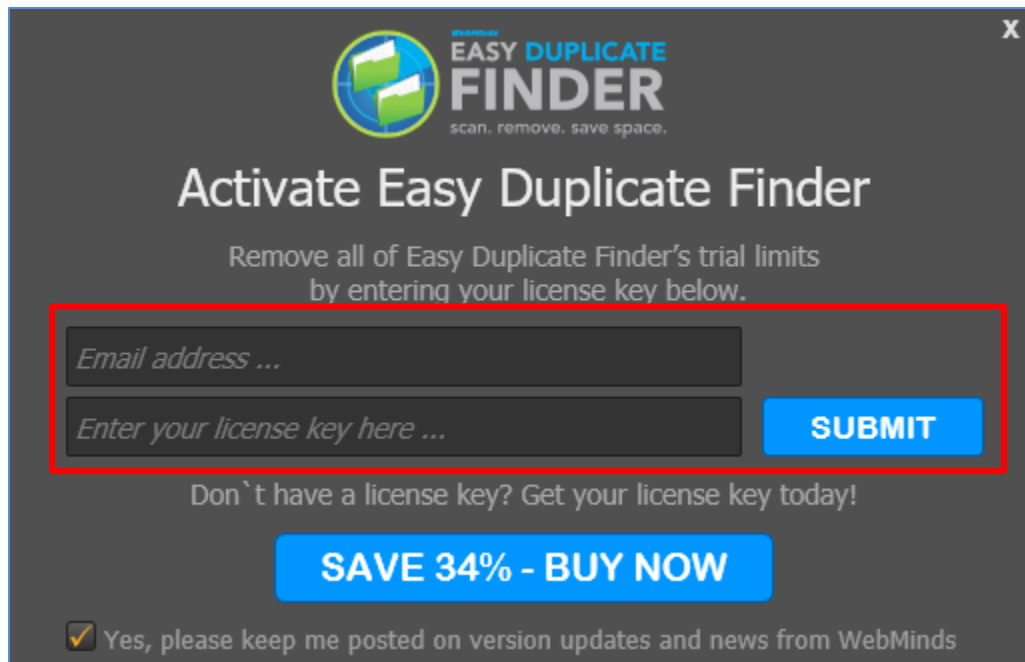
3. Specify your email address & license key details & click **Submit**. After a successful validation of the details you specified, a confirmation message is displayed confirming that you have successfully activated your EDF application installation.
4. Click **Continue** on the confirmation message popup to continue utilizing your EDF application installation.

Tip: After you have successfully activated your EDF application installation, the Activate button will be removed. You can also choose to directly navigate to the main screen after application launch by clicking the **Don't want to see this window, Go here** link from the EDF application default screen. (Recommended)

5.2 Via the Register Now Button in the EDF Application Menu

The steps described below enable you to register the EDF application via the Register Button of EDF application –

1. After you launch the EDF application, the default screen is displayed as depicted in the figure below –
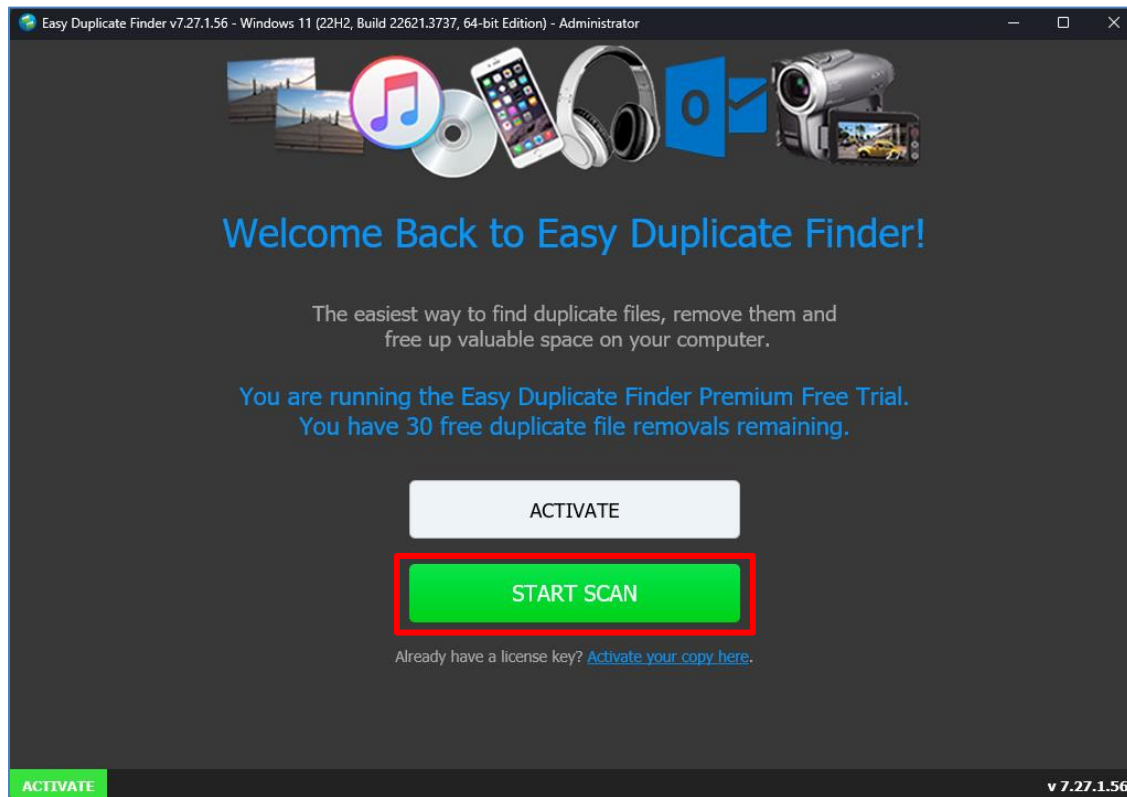
Figure 54 – Easy Duplicate Finder™ default screen

2. Click **Start Scan** as depicted in the previous figure. The EDF application main screen is displayed as depicted in the figure below –
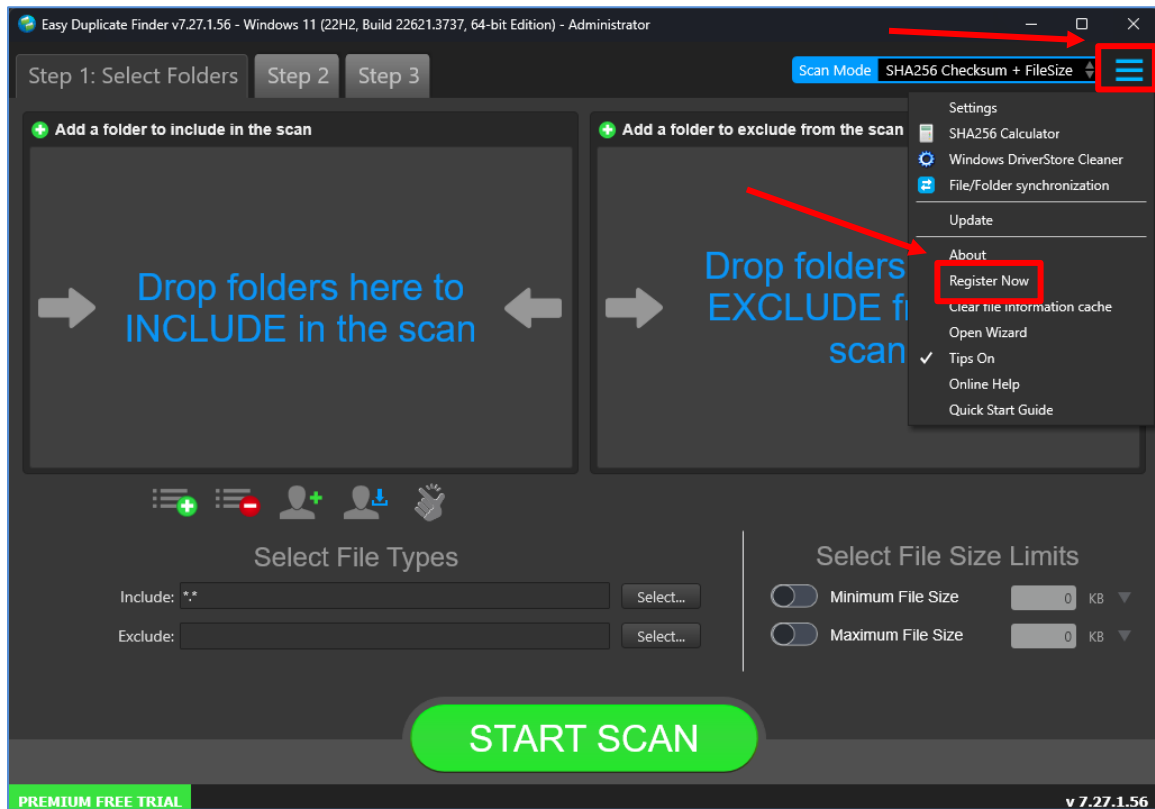
Figure 55 – The EDF application main screen

3. Click the Hamburger Menu button on the top right-hand corner of this screen as depicted in the previous figure. The Hamburger menu will be displayed as depicted in the figure above.

4. From the Hamburger menu, click **Register Now**. The EDF Product Key Details popup is displayed as depicted in the figure below –
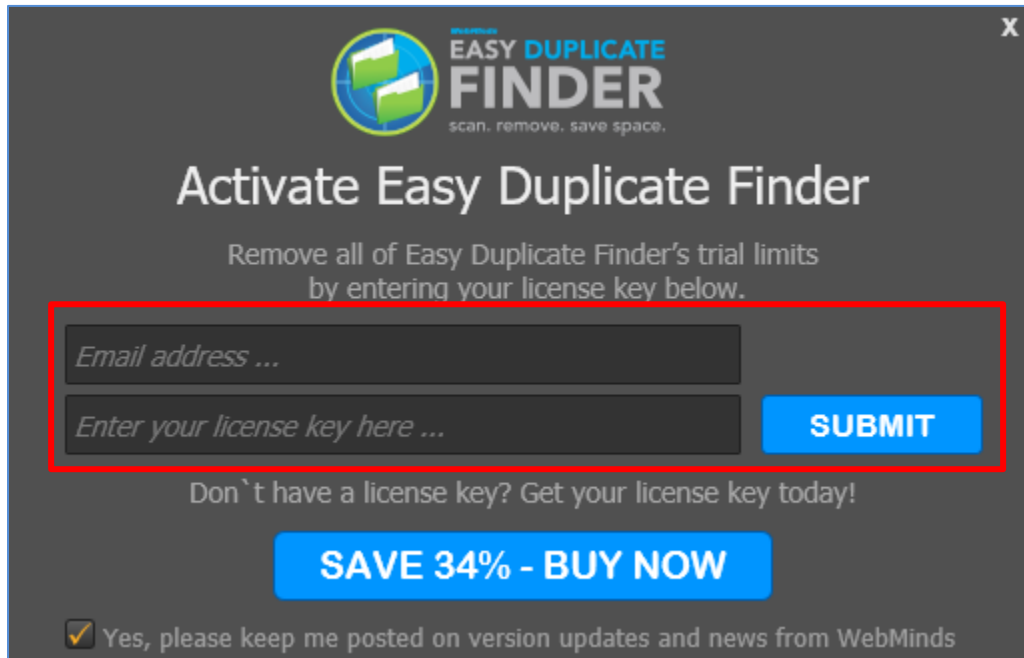
5. Specify your email address & license key details & click **Submit**. After a successful validation of the details you specified, a confirmation message is displayed confirming that you have successfully activated your EDF application installation.

6. Click **Continue** on the confirmation message popup to continue utilizing your EDF application installation.

Tip: After you have successfully activated your EDF application installation, the Activate button will be removed. You can also choose to directly navigate to the main screen after application launch by clicking the **Don't want to see this window, Go here** link from the EDF application default screen. (Recommended)

The next chapter describes steps that enable you to **Entering a New Key**.

Chapter - 6. ENTERING A NEW KEY

In case your existing license key has expired and you have received a new key after you have successfully purchased & received the same, you can enter this new key by utilizing the steps described below –

1. After you launch the EDF application, the main screen is displayed as depicted in the figure below –
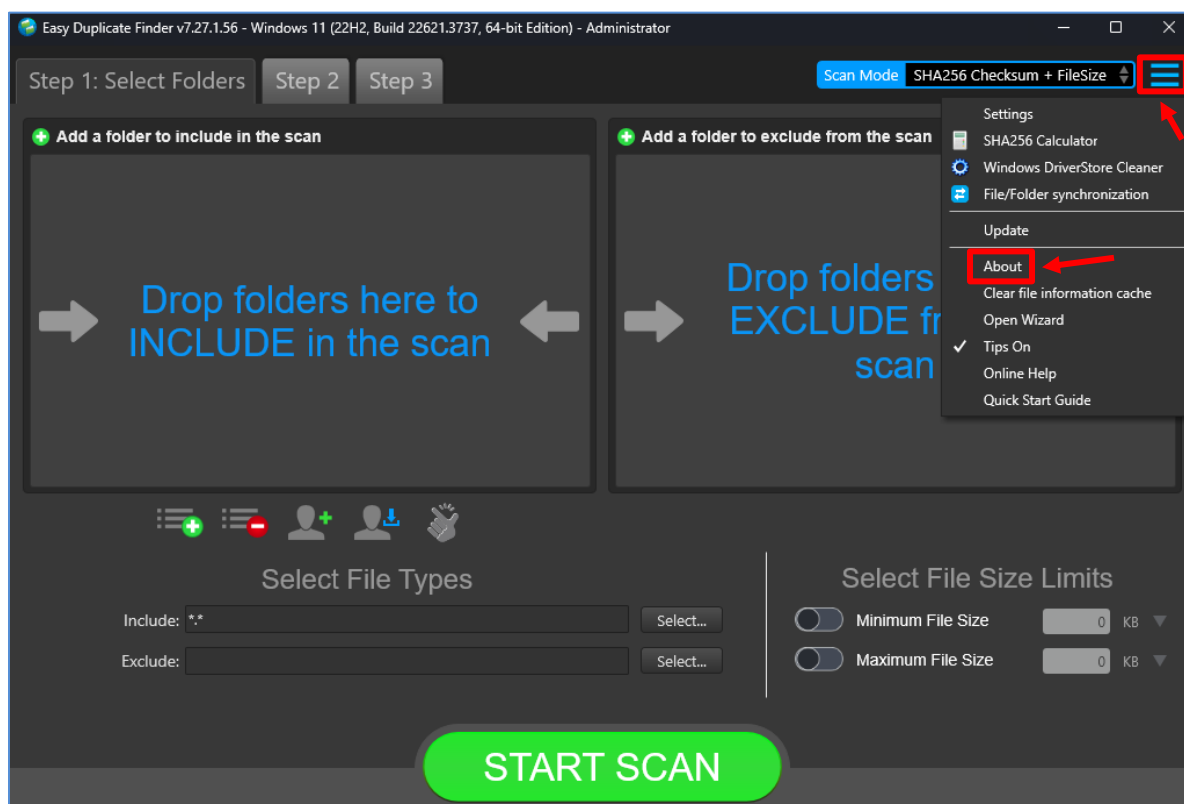
Figure 57 – EDF application main screen

2. Click the Hamburger Menu button on the top right-hand corner of this screen as depicted in the figure above. The Hamburger menu will be displayed as depicted in the figure above.

3. From the Hamburger menu, click **About** as depicted in the previous figure. The EDF Product Key Details popup is displayed as depicted in the figure below –
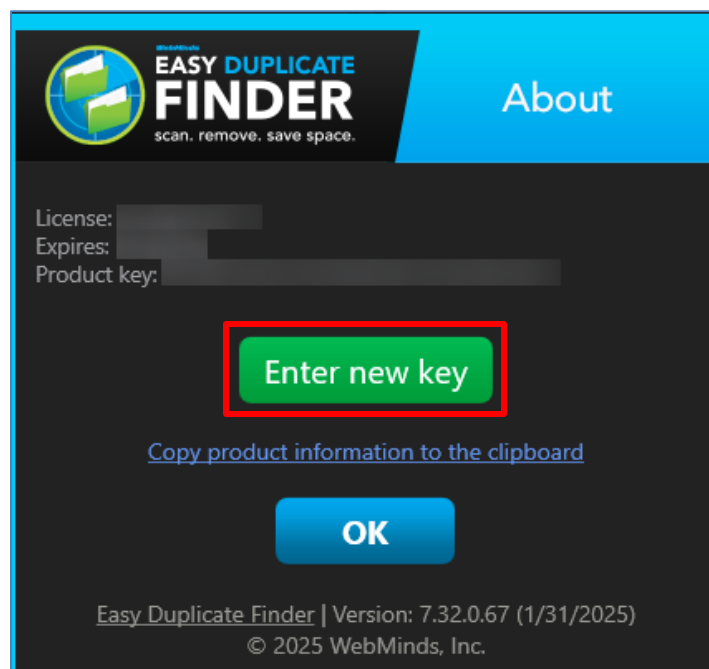
Figure 58 – Entering a new EDF application license key – About popup

4. Click the **Enter new Key** button as depicted in the figure above. The license key activation popup is displayed with your registered email address duly populated in the email address field as depicted in the figure below –
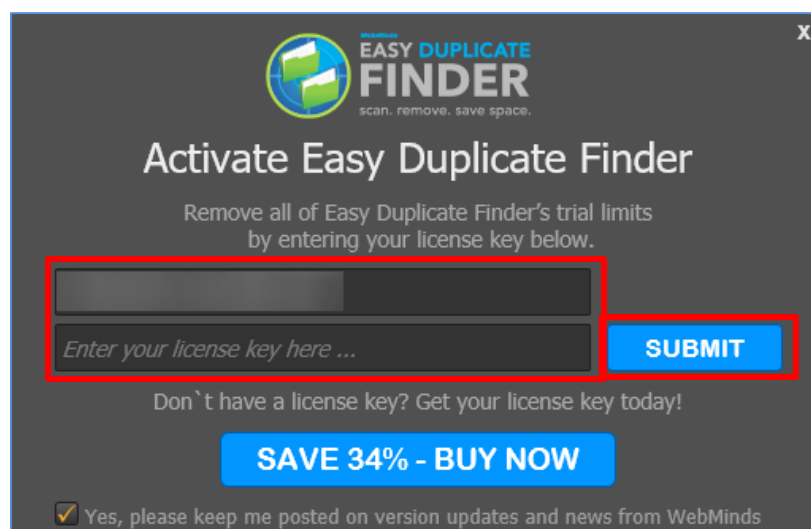
Figure 59 – Activating EDF application – step 2

Tip: You can change the email address if you used a different email address to purchase a new key.

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5. Specify your **Email Address** & **License Key** and click **Submit**. A successful license key activation message popup is displayed also confirming that the registration has also been successful as depicted in the figure below –
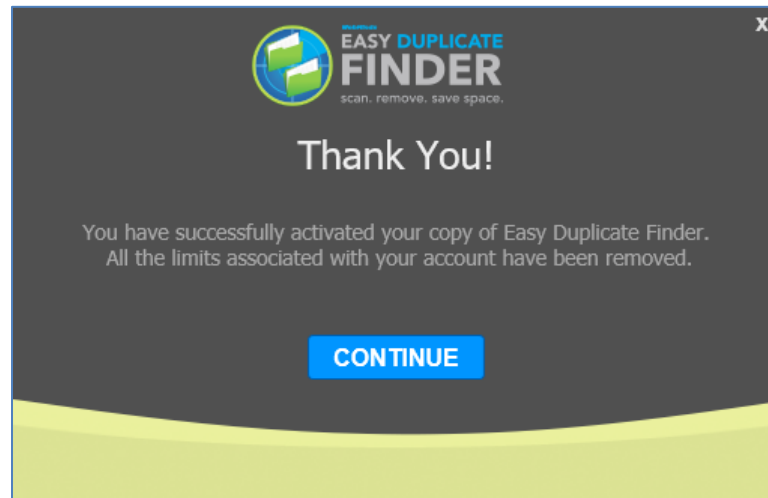
Figure 60 – EDF application license key activation successful

6. Click **Continue** to continue utilizing your EDF application installation. Now the 10-item duplicate photo limit will be removed and you can utilize all features of this application freely without any limitations.

The next chapter describes steps that enable you to **Perform a SHA256 Checksum + FileSize Scan**.

Chapter - 7. PERFORMING A SHA256 CHECKSUM + FILESIZE SCAN

In the SHA256 + FileSize scan the Easy Duplicate Finder™ application enables you to compare files from the specified target folders by comparing each of the files by taking the SHA256 checksum & the size of the files.

A SHA256 checksum is a string of numbers and letters which is calculated using the SHA256 algorithm for a given file. Even a small change in the file contents changes the SHA256 checksum vastly. The SHA256 checksum and the size of the file are taken into consideration while performing this scan during duplicate identification.

The steps described below enable you to perform a SHA256 Checksum + FileSize scan –

1. Navigate to the Easy Duplicate Finder™ application main screen as depicted in the figure below –
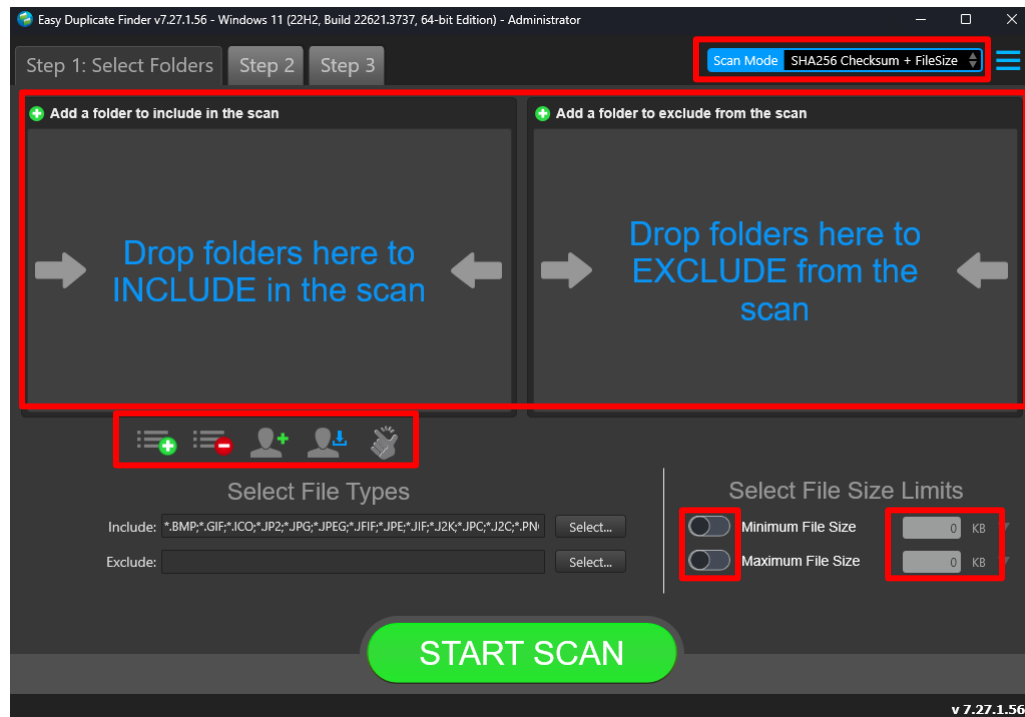
Figure 61 – Performing a SHA256 Checksum + FileSize Scan – EDF main screen

Reference: For more information, refer to **The Main Screen Description** section.

Below are the functions along with a description of the parameters that you can tweak before you start a SHA256 Checksum + FileSize scan –

- **Include folder (s) –** Clicking on the blue INCLUDE text on the left easel or by dragging a folder and dropping it in the area as depicted in the figure above, enables you to select a target folder which is to be scanned
- **Exclude folder (s) –** Clicking on the blue EXCLUDE text on the right easel or by dragging a folder and dropping it in the area as depicted in the figure above, enables you to select a target folder which is to be excluded from the scan
- **Import last scan –** Clicking this button opens a menu from which you can select this option to import the target folders of the last scan that you performed
- **Import saved scan –** Clicking this button opens a menu from which you can select this option to import the target folders of the last scan that you performed and saved as a **.edfscan** file
- **Import from Excel –** Clicking this button opens a menu from which you can select this option to import the target folders of the last scan that you performed and exported as an MS Excel file
- **Clear List –** Clicking this button clears the target folder list

  Tip: To clear the Exclude folder list perform a **Shift + Click** action

- **Load settings profile:** Clicking this button enables you to load scan profile settings that you saved as a **.edfsp** file
- **Save settings profile:** Clicking this button enables you to save these scan profile settings as a **.edfsp** file
- **Load the predefined "Easy Scan" profile:** Clicking this button enables you to load the predefined easy scan profile for this scan
- **File Types –** Clicking the Select button in this area as depicted in the figure above enables you to specify which file types are to be scanned for duplicates and which are to be excluded
- **File Size Limits –** Specifying the maximum & minimum file sizes enables you to specify the size range of the files to be scanned. Then you can specify the numerical values for both maximum & minimum limits and select the adjacent drop-downs to specify whether the limits must be considered in bytes (B), kilobytes (KB), megabytes (MB), or gigabytes (GB).

2. Click the blue INCLUDE text on the left or drag & drop a target folder that you intend to scan. You may also specify folders to be excluded as per your requirements. The specified folder is selected and listed in target folder list as depicted in the figure below –

Figure 62 – Selecting one or more folders

Tip: You can add more folders in the target folder list by clicking the green Add folders button as depicted in the figure above in both the INCLUDE & EXCLUDE easels.

3. Specify the scan parameters as per your discretion and click **Start Scan**. Once the scan is finished, the scan results summary page is displayed as depicted in the figure below –
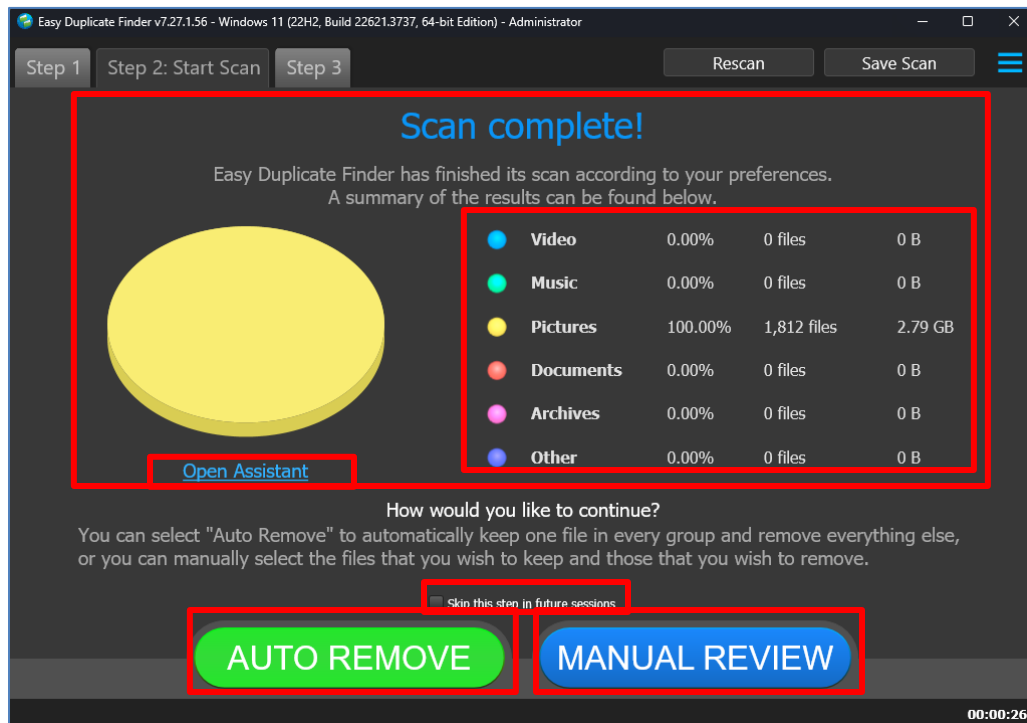
Figure 63 – Scan results summary page

Tip: Clicking **AUTO REMOVE** will remove the identified duplicates automatically.

Tip: Clicking **Skip this step in future sessions** will not display this screen in future.

Reference: Clicking **Open Assistant** opens the Assistant wizard. For more information, refer to the **Using the Assistant on the Scan Summary Page** section.

4. Click **MANUAL REVIEW**. The scan result details page is displayed as depicted in the figure below –
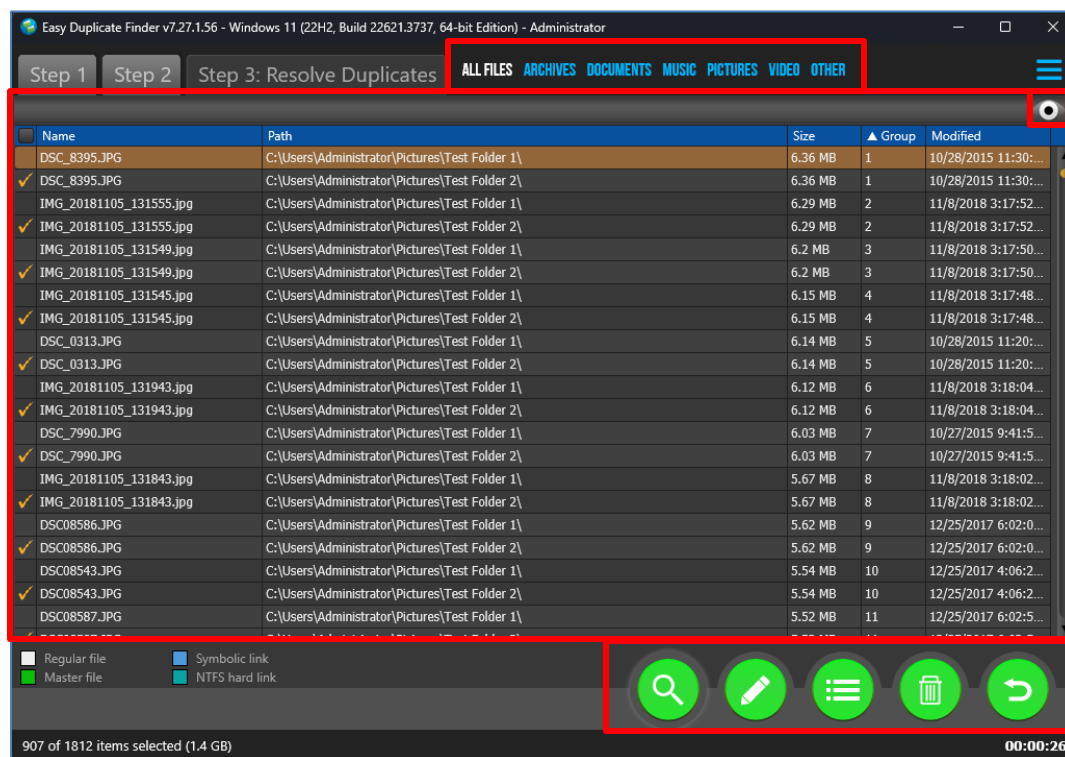
Figure 64 – Scan results details page

Tip: To preview the thumbnail of a selected file, click the **Preview** button provided on the top right-hand corner of this table.

Tip: You can also quickly view by their types by clicking their **File Type Links** provided just next to the Step 3 tab.

Reference: To save this scan, refer to **Saving a Scan** section. To import this scan later, refer to **Importing a Scan** section.

Reference: To perform multiple types of selections, refer to **Performing Multiple Types of Selections on the Scan Results page** section.

Reference: To export your scan results details as a file, refer to **Exporting your Scan Result Details as a File** section.

Reference: To clear the displayed scan results, refer to **Clearing the Displayed Scan Results from Scan Results page** section.

5. After you have selected the duplicate files that you intend to delete or move or in case you intend to replace the duplicate files with symbolic links or NTFS hard links, from the bottom right-hand corner on the scan results page, click the corresponding buttons as depicted in the figure below –

Figure 65 – Scan Details Page Actions Menu

Reference: Refer to **Scan Detail Page Actions Menu Descriptions** section for a detailed description of the buttons available on the Scan Details Page Actions Menu.

The next chapter describes steps that enable you to **Perform a Byte-by-Byte Comparison Scan**.

Chapter - 8. PERFORMING A BYTE-BY-BYTE COMPARISON SCAN

In the Byte-by-Byte Comparison scan the Easy Duplicate Finder™ application enables you to compare files from the specified target folders by comparing each byte of the files.

The steps described below enable you to perform a Byte-by-Byte Comparison scan –

1. Navigate to the Easy Duplicate Finder™ application main screen as depicted in the figure below –
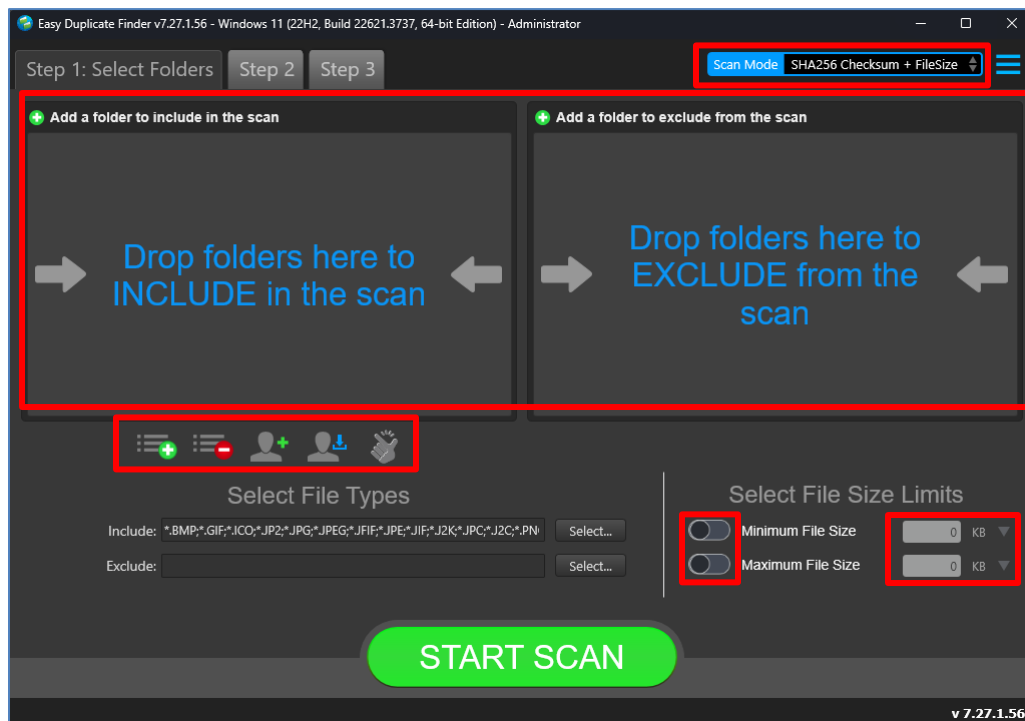
Figure 66 – Performing a Byte-by-Byte Comparison Scan – EDF main screen

Reference: For more information, refer to **The Main Screen Description** section.

2. From the scan mode drop-down, select the Byte-by-Byte Comparison option. The Byte-by-Byte Comparison scan screen is displayed as depicted in the figure below –
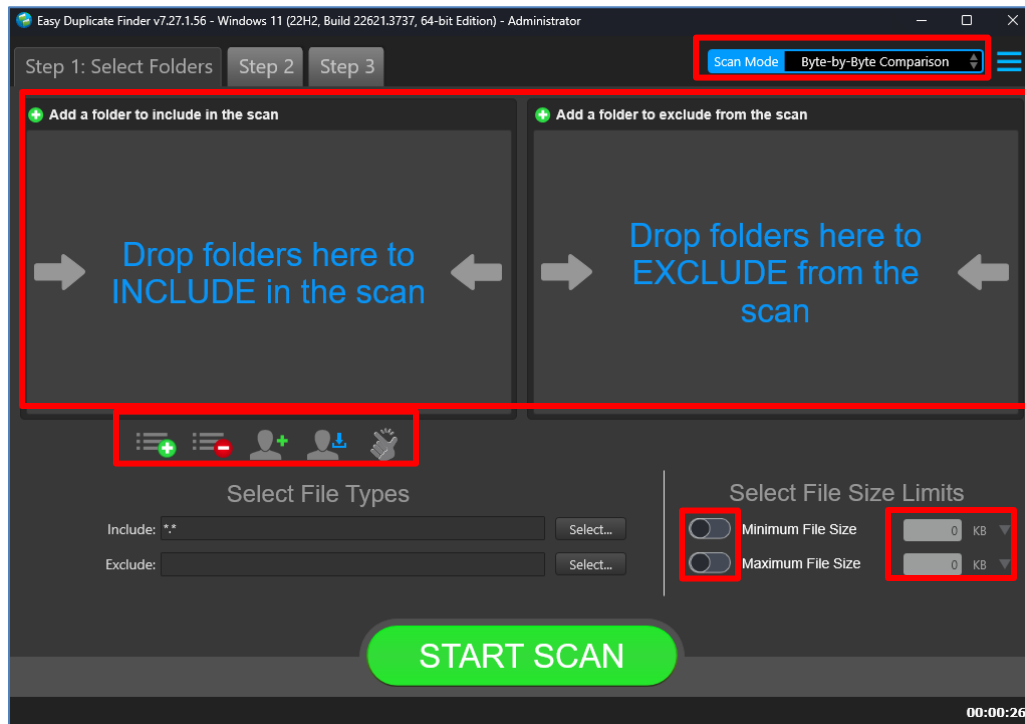
Figure 67 – Performing a Byte-by-Byte Comparison Scan – EDF main screen

Reference: For more information, refer to **The Main Screen Description** section.

Below are the functions along with a description of the parameters that you can tweak before you start a Byte-by-Byte Comparison scan –

- **Include folder (s) –** Clicking on the blue INCLUDE text on the left easel or by dragging a folder and dropping it in the area as depicted in the figure above, enables you to select a target folder which is to be scanned

- **Exclude folder (s) –** Clicking on the blue EXCLUDE text on the right easel or by dragging a folder and dropping it in the area as depicted in the figure above, enables you to select a target folder which is to be excluded from the scan

- **Import last scan –** Clicking this button opens a menu from which you can select this option to import the target folders of the last scan that you performed

- **Import saved scan –** Clicking this button opens a menu from which you can select this option to import the target folders of the last scan that you performed and saved as a **.edfscan** file

- **Import from Excel –** Clicking this button opens a menu from which you can select this option to import the target folders of the last scan that you performed and exported as an MS Excel file

- **Clear List –** Clicking this button clears the target folder list

  Tip: To clear the Exclude folder list perform a **Shift + Click** action

- **Load settings profile:** Clicking this button enables you to load the scan profile settings that you saved as a **.edfsp** file

- **Save settings profile:** Clicking this button enables you to save this scan profile settings as a **.edfsp** file

- **Load the predefined "Easy Scan" profile:** Clicking this button enables you to load the predefined easy scan profile for this scan

- **File Types –** Clicking the Select button in this area as depicted in the figure above enables you to specify which file types are to be scanned for duplicates and which are to be excluded

- **File Size Limits –** Specifying the maximum & minimum file sizes enables you to specify the size range of the files to be scanned. Then you can specify the numerical values for both maximum & minimum limits and select the adjacent drop-downs to specify whether the limits must be considered in bytes (B), kilobytes (KB), megabytes (MB), or gigabytes (GB).

3. Click the blue INCLUDE text on the left or drag & drop a target folder that you intend to scan. You may also specify folders to be excluded as per your requirements. The specified folder is selected & listed in target folder list as depicted in the figure below –

Figure 68 – Selecting one or more folders

Tip: You can add more folders in the target folder list by clicking the green Add folders button as depicted in the figure above in both the INCLUDE & EXCLUDE easels.

4. Specify the scan parameters as per your discretion and click **Start Scan**. Once the scan is finished, the scan results summary page is displayed as depicted in the figure below –
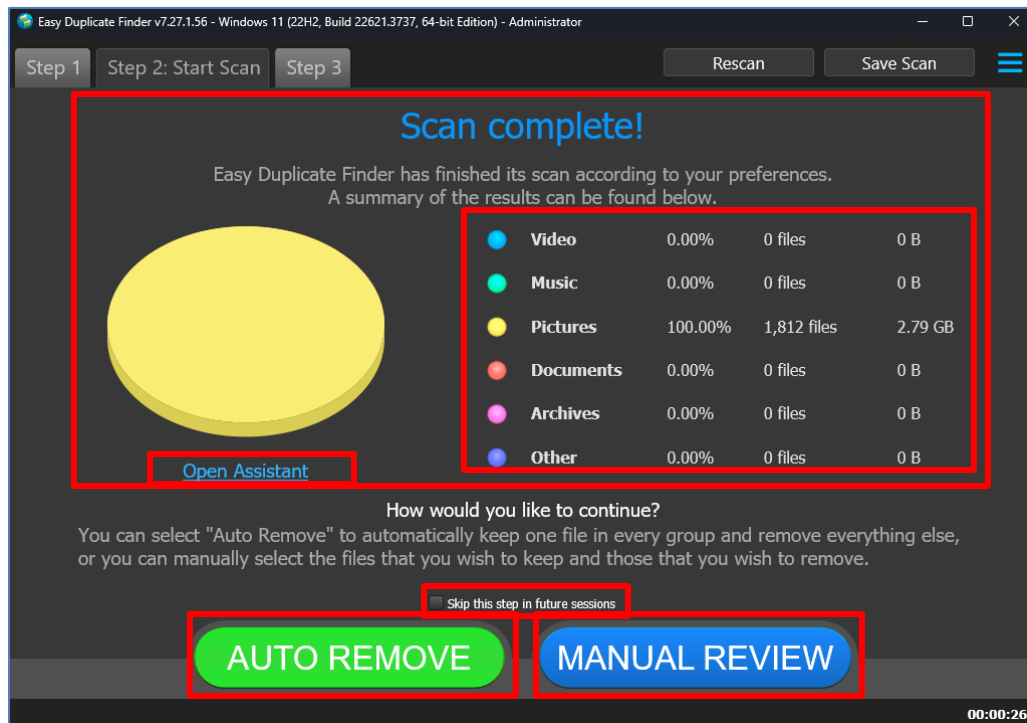
Figure 69 – Scan results summary page

Tip: Clicking **AUTO REMOVE** will remove the identified duplicates automatically.

Tip: Clicking **Skip this step in future sessions** will not display this screen in future.

Reference: Clicking **Open Assistant** opens the Assistant wizard. For more information, refer to the **Using the Assistant on the Scan Summary Page** section.

5. Click **MANUAL REVIEW**. The scan result details page is displayed as depicted in the figure below –
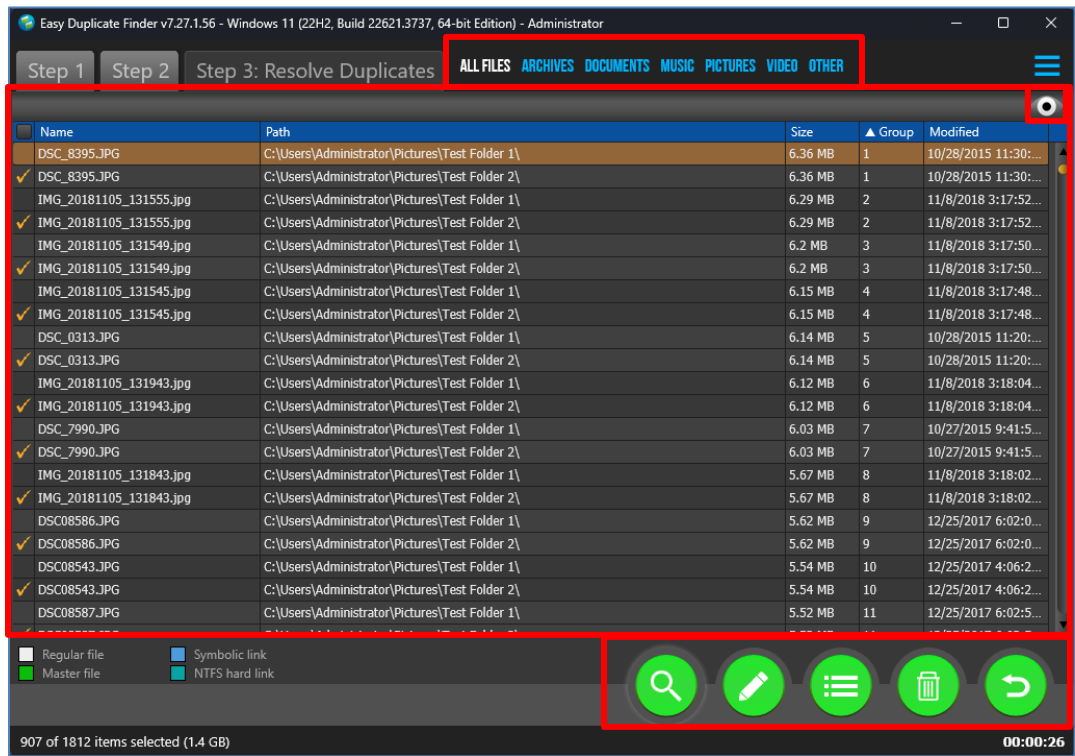
Figure 70 – Scan results details page

Tip: To preview the thumbnail of a selected file, click the **Preview** button provided on the top right-hand corner of this table.

Tip: You can also quickly view by their types by clicking their **File Type Links** provided just next to the Step 3 tab.

Reference: To save this scan, refer to **Saving a Scan** section. To import this scan later, refer to **Importing a Scan** section.

Reference: To perform multiple types of selections, refer to **Performing Multiple Types of Selections on the Scan Results page** section.

Reference: To export your scan results details as a file, refer to **Exporting your Scan Result Details as a File** section.

Reference: To clear the displayed scan results, refer to **Clearing the Displayed Scan Results from Scan Results page** section.

6. After you have selected the duplicate files that you intend to delete or move or in case you intend to replace the duplicate files with symbolic links or NTFS hard links, from the bottom right-hand corner on the scan results page, click the corresponding buttons as depicted in the figure below –

Figure 71 – Scan Details Page Actions Menu

Reference: Refer to **Scan Detail Page Actions Menu Descriptions** section for a detailed description of the buttons available on the Scan Details Page Actions Menu.

The next chapter describes steps that enable you to **Perform a Filename Only Scan**.

Chapter - 9. PERFORMING A FILENAME ONLY SCAN

In the Filename only scan the Easy Duplicate Finder™ application enables you to compare files from the specified target folders by comparing only the names of the files.

The steps described below enable you to perform a Filename only scan –

1. Navigate to the Easy Duplicate Finder™ application main screen as depicted in the figure below –
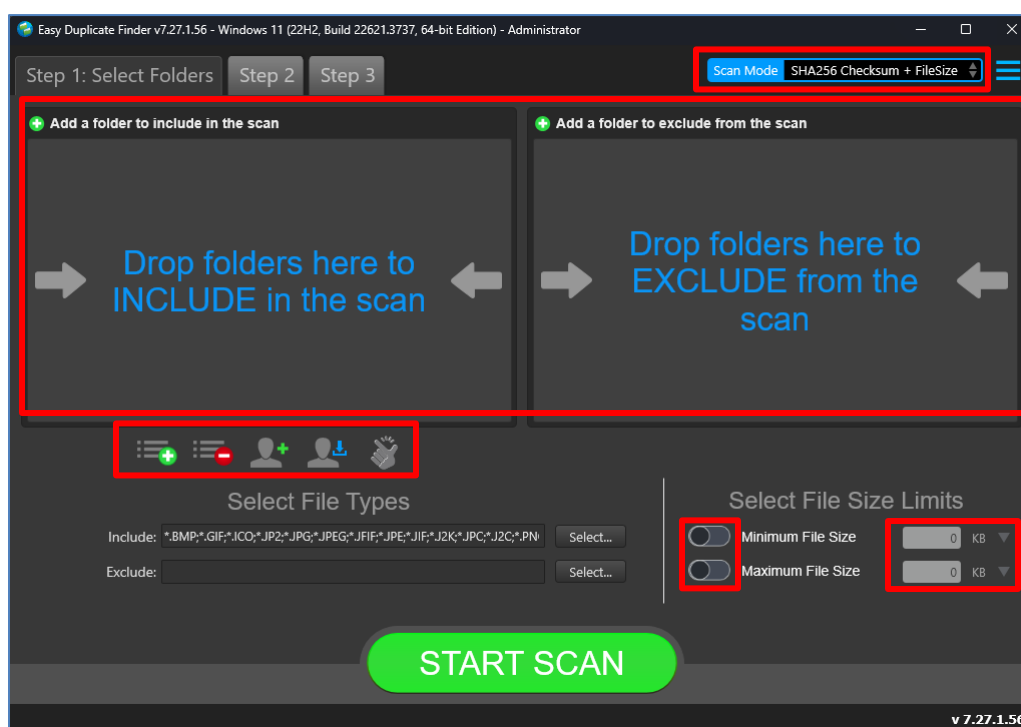
Figure 72 – Performing a Filename Only Scan – EDF main screen

Reference: For more information, refer to **The Main Screen Description** section.

2. From the scan mode drop-down, select the Filename only option. The Filename only scan screen is displayed as depicted in the figure below –
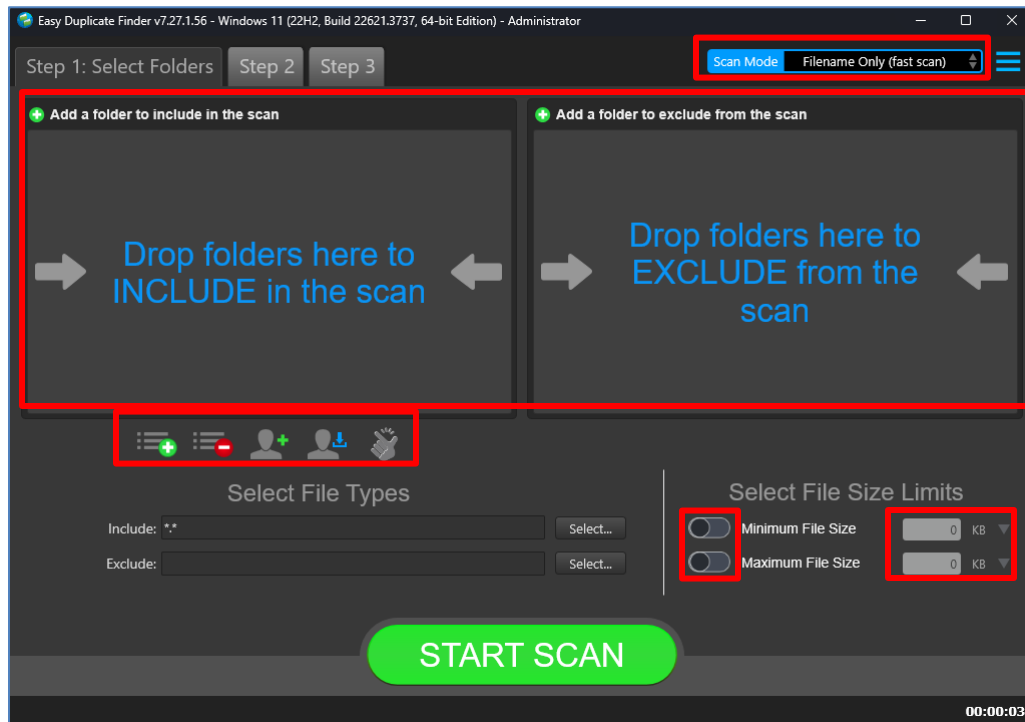
Figure 73 – Performing a Filename Only Scan – EDF main screen

Reference: For more information, refer to **The Main Screen Description** section.

Below are the functions along with a description of the parameters that you can tweak before you start a Filename only scan –

- **Include folder (s) –** Clicking on the blue INCLUDE text on the left easel or by dragging a folder and dropping it in the area as depicted in the figure above, enables you to select a target folder which is to be scanned
- **Exclude folder (s) –** Clicking on the blue EXCLUDE text on the right easel or by dragging a folder and dropping it in the area as depicted in the figure above, enables you to select a target folder which is to be excluded from the scan
- **Import last scan –** Clicking this button opens a menu from which you can select this option to import the target folders of the last scan that you performed
- **Import saved scan –** Clicking this button opens a menu from which you can select this option to import the target folders of the last scan that you performed and saved as a **.edfscan** file

- **Import from Excel –** Clicking this button opens a menu from which you can select this option to import the target folders of the last scan that you performed and exported as an MS Excel file
- **Clear List –** Clicking this button clears the target folder list

  Tip: To clear the Exclude folder list perform a **Shift + Click** action

- **Load settings profile:** Clicking this button enables you to load the scan profile settings that you saved as a **.edfsp** file
- **Save settings profile:** Clicking this button enables you to save this scan profile settings as a **.edfsp** file
- **Load the predefined "Easy Scan" profile:** Clicking this button enables you to load the predefined easy scan profile for this scan
- **File Types –** Clicking the Select button in this area as depicted in the figure above enables you to specify which file types are to be scanned for duplicates and which are to be excluded
- **File Size Limits –** Specifying the maximum & minimum file sizes enables you to specify the size range of the files to be scanned. Then you can specify the numerical values for both maximum & minimum limits and select the adjacent drop-downs to specify whether the limits must be considered in bytes (B), kilobytes (KB), megabytes (MB), or gigabytes (GB).

3. Click the blue INCLUDE text on the left or drag & drop a target folder that you intend to scan. You may also specify folders to be excluded as per your requirements. The specified folder is selected and listed in target folder list as depicted in the figure below –

Figure 74 – Selecting one or more folders

Tip: You can add more folders in the target folder list by clicking the green Add folders button as depicted in the figure above in both the INCLUDE & EXCLUDE easels.

4. Specify the scan parameters as per your discretion and click **Start Scan**. Once the scan is finished, the scan results summary page is displayed as depicted in the figure below –
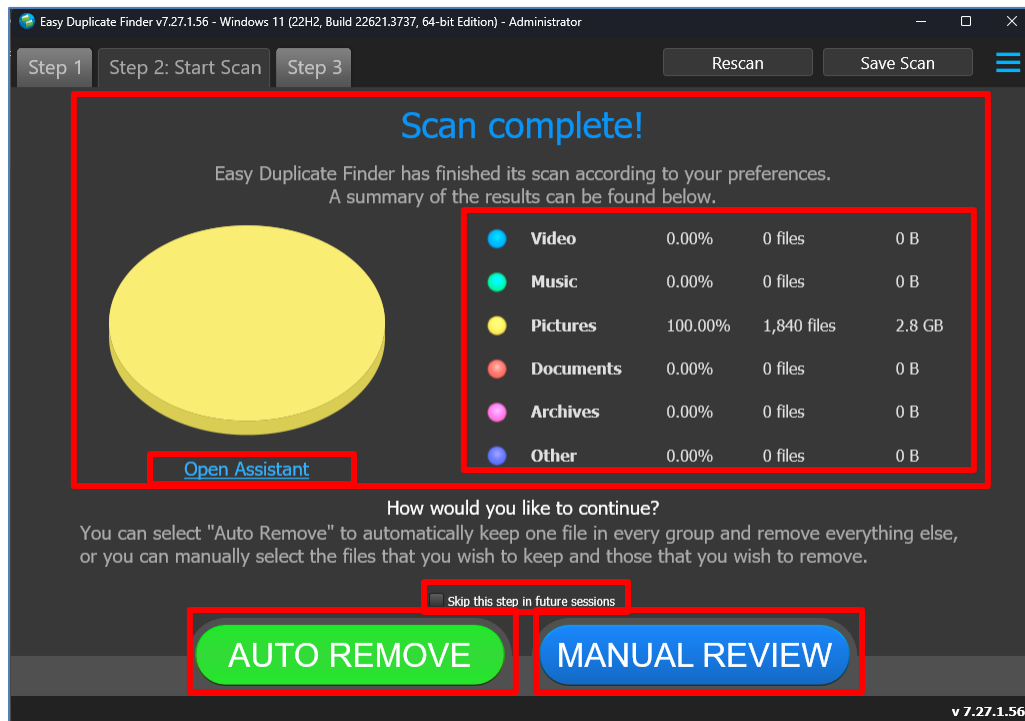
Figure 75 – Scan results summary page

Tip: Clicking **AUTO REMOVE** will remove the identified duplicates automatically.

Tip: Clicking **Skip this step in future sessions** will not display this screen in future.

Reference: Clicking **Open Assistant** opens the Assistant wizard. For more information, refer to the **Using the Assistant on the Scan Summary Page** section.

5. Click **MANUAL REVIEW**. The scan result details page is displayed as depicted in the figure below –
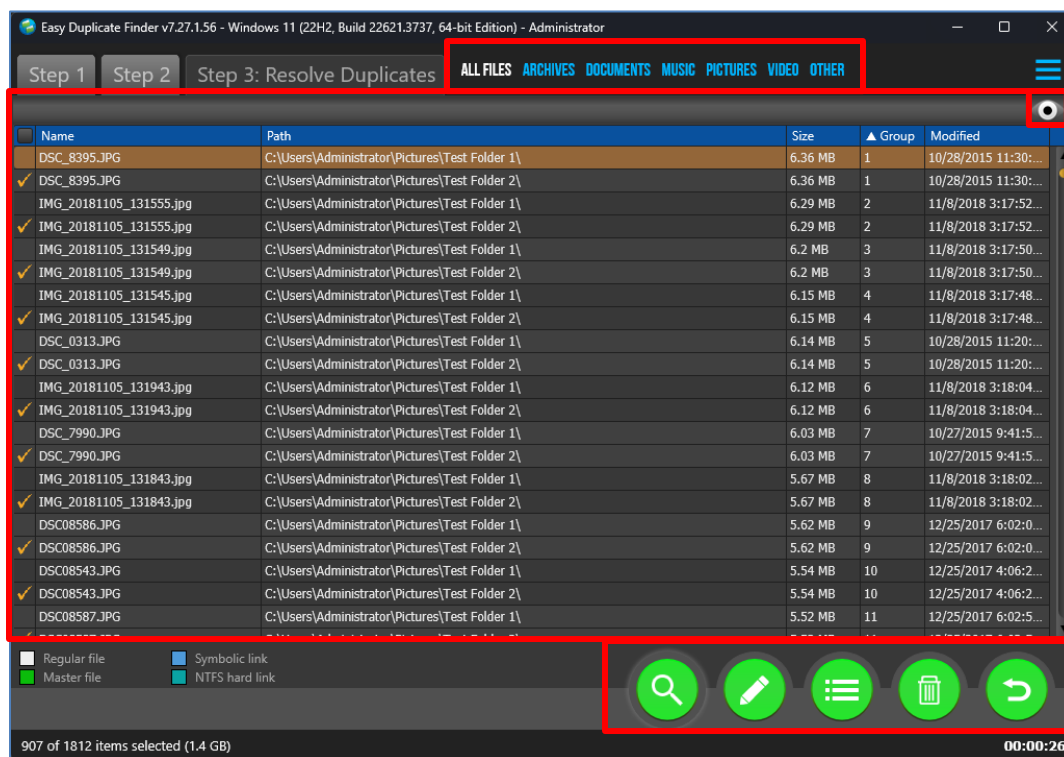
Figure 76 – Scan results details page

Tip: To preview the thumbnail of a selected file, click the **Preview** button provided on the top right-hand corner of this table.

Tip: You can also quickly view by their types by clicking their **File Type Links** provided just next to the Step 3 tab.

Reference: To save this scan, refer to **Saving a Scan** section. To import this scan later, refer to **Importing a Scan** section.

Reference: To perform multiple types of selections, refer to **Performing Multiple Types of Selections on the Scan Results page** section.

Reference: To export your scan results details as a file, refer to **Exporting your Scan Result Details as a File** section.

Reference: To clear the displayed scan results, refer to **Clearing the Displayed Scan Results from Scan Results page** section.

6. After you have selected the duplicate files that you intend to delete or move or in case you intend to replace the duplicate files with symbolic links or NTFS hard links, from the bottom right-hand corner on the scan results page, click the corresponding buttons as depicted in the figure below –

Figure 77 – Scan Details Page Actions Menu

Reference: Refer to **Scan Detail Page Actions Menu Descriptions** section for a detailed description of the buttons available on the Scan Details Page Actions Menu.

The next chapter describes steps that enable you to **Perform a Music Scan**.

Chapter - 10.PERFORMING A MUSIC SCAN

In the Music scan the Easy Duplicate Finder™ application enables you to compare files from the specified target folders by identifying whether the files being compared are identical or within the sensitivity percentage set in the Fingerprint comparison setting on the Settings Panel.

Reference: For more information, refer to **The Music Scan tab** section.

The steps described below enable you to perform a Music scan –

1. Navigate to the Easy Duplicate Finder™ application main screen as depicted in the figure below –
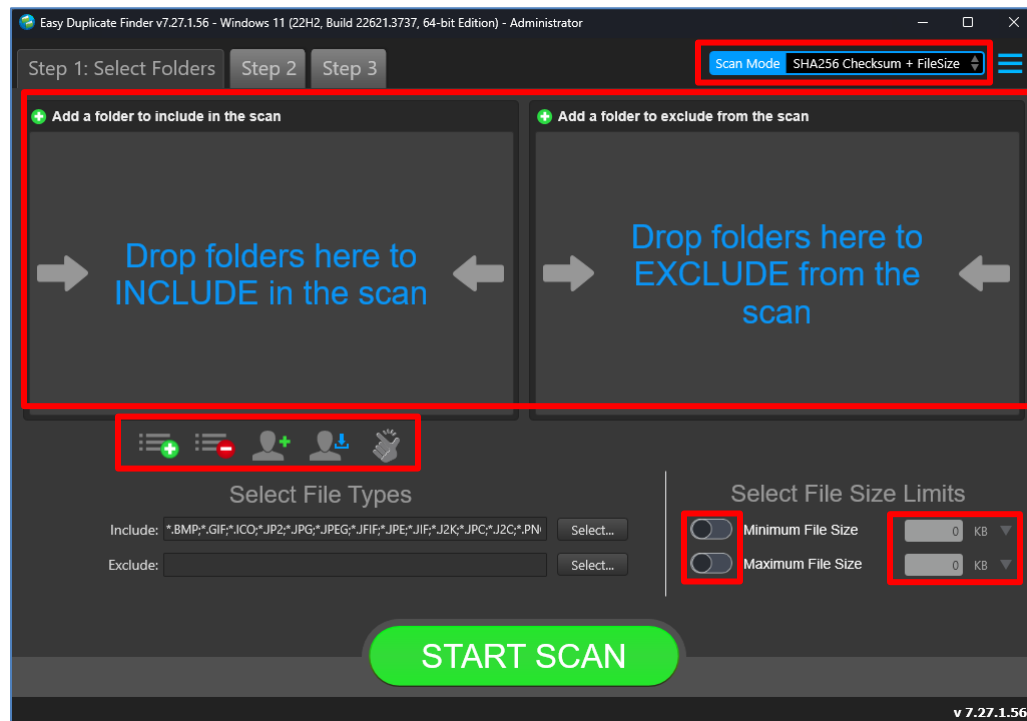
Figure 78 – Performing a Music Scan – EDF main screen

Reference: For more information, refer to **The Main Screen Description** section.

2. From the scan mode drop-down, select the Music scan option. The Music scan screen is displayed as depicted in the figure below –
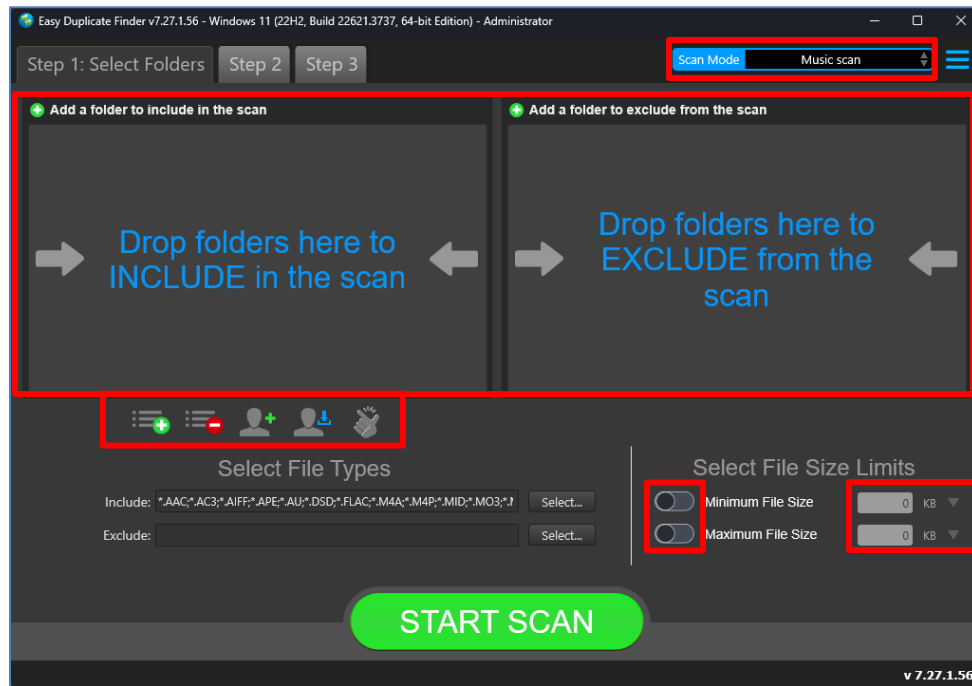
Figure 79 – Performing a Music Scan – EDF main screen

Reference: For more information, refer to **The Main Screen Description** section.

Below are the functions along with a description of the parameters that you can tweak before you start a Music scan –

- **Include folder (s) –** Clicking on the blue INCLUDE text on the left easel or by dragging a folder and dropping it in the area as depicted in the figure above, enables you to select a target folder which is to be scanned

- **Exclude folder (s) –** Clicking on the blue EXCLUDE text on the right easel or by dragging a folder and dropping it in the area as depicted in the figure above, enables you to select a target folder which is to be excluded from the scan

- **Import last scan –** Clicking this button opens a menu from which you can select this option to import the target folders of the last scan that you performed

- **Import saved scan –** Clicking this button opens a menu from which you can select this option to import the target folders of the last scan that you performed and saved as a **.edfscan** file

- **Import from Excel –** Clicking this button opens a menu from which you can select this option to import the target folders of the last scan that you performed and exported as an MS Excel file

- **Clear List –** Clicking this button clears the target folder list

  Tip: To clear the Exclude folder list perform a **Shift + Click** action

- **Load settings profile:** Clicking this button enables you to load the scan profile settings that you saved as a **.edfsp** file

- **Save settings profile:** Clicking this button enables you to save this scan profile settings as a **.edfsp** file

- **Load the predefined "Easy Scan" profile:** Clicking this button enables you to load the predefined easy scan profile for this scan

- **File Types –** Clicking the Select button in this area as depicted in the figure above enables you to specify which file types are to be scanned for duplicates and which are to be excluded

- **File Size Limits –** Specifying the maximum & minimum file sizes enables you to specify the size range of the files to be scanned. Then you can specify the numerical values for both maximum & minimum limits and select the adjacent drop-downs to specify whether the limits must be considered in bytes (B), kilobytes (KB), megabytes (MB), or gigabytes (GB).

3. Click the blue INCLUDE text on the left or drag & drop a target folder that you intend to scan. You may also specify folders to be excluded as per your requirements. The specified folder is selected & listed in target folder list as depicted in the figure below –

Figure 80 – Selecting one or more folders

Tip: You can add more folders in the target folder list by clicking the green Add folders button as depicted in the figure above in both the INCLUDE & EXCLUDE easels.

4. Specify the scan parameters as per your discretion and click **Start Scan**. Once the scan is finished, the scan results summary page is displayed as depicted in the figure below –
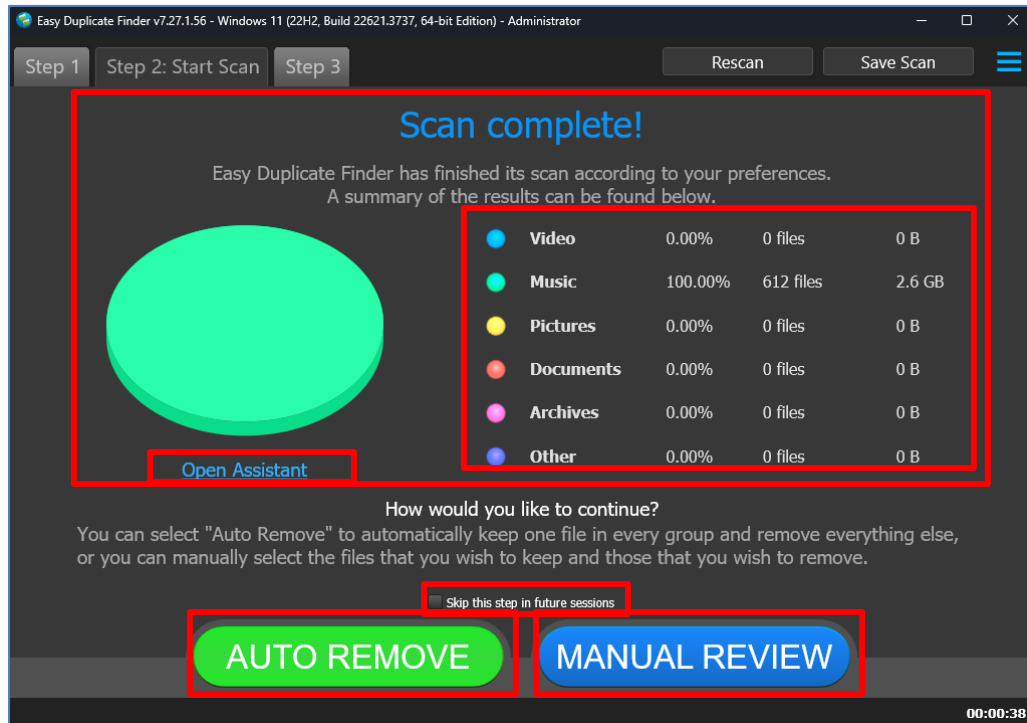
<p align="center">Figure 81 – Scan results summary page</p>

Tip: Clicking **AUTO REMOVE** will remove the identified duplicates automatically.

Tip: Clicking **Skip this step in future sessions** will not display this screen in future.

Reference: Clicking **Open Assistant** opens the Assistant wizard. For more information, refer to the **Using the Assistant on the Scan Summary Page** section.

5. Click **MANUAL REVIEW**. The scan result details page is displayed as depicted in the figure below –
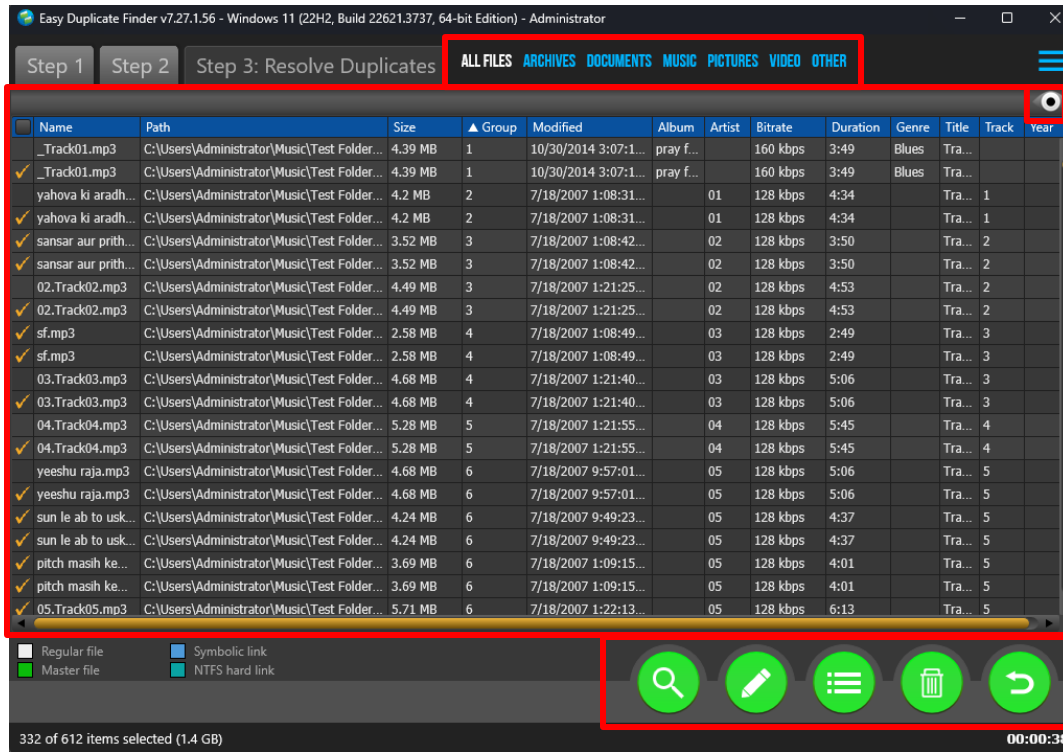
<p align="center">**Figure 82 – Scan results details page**</p>

Tip: To preview listening to the selected file in your default media player, click the **Preview** button provided on the top right-hand corner of this table.

Tip: You can also quickly view by their types by clicking their **File Type Links** provided just next to the Step 3 tab.

Reference: To save this scan, refer to **Saving a Scan** section. To import this scan later, refer to **Importing a Scan** section.

Reference: To perform multiple types of selections, refer to **Performing Multiple Types of Selections on the Scan Results page** section.

Reference: To export your scan results details as a file, refer to **Exporting your Scan Result Details as a File** section.

Reference: To clear the displayed scan results, refer to **Clearing the Displayed Scan Results from Scan Results page** section.

6. After you have selected the duplicate files that you intend to delete or move or in case you intend to replace the duplicate files with symbolic links or NTFS hard links, from the bottom right-hand corner on the scan results page, click the corresponding buttons as depicted in the figure below –

Figure 83 – Scan Details Page Actions Menu

Reference: Refer to **Scan Detail Page Actions Menu Descriptions** section for a detailed description of the buttons available on the Scan Details Page Actions Menu.

The next chapter describes steps that enable you to **Perform an Outlook Mail Scan**.

Chapter - 11.PERFORMING AN OUTLOOK MAIL SCAN

In the Outlook Mail scan the Easy Duplicate Finder™ application enables you to compare your outlook emails from the specified target folders.

The steps described below enable you to perform an Outlook Mail scan –

1. Navigate to the Easy Duplicate Finder™ application main screen as depicted in the figure below –
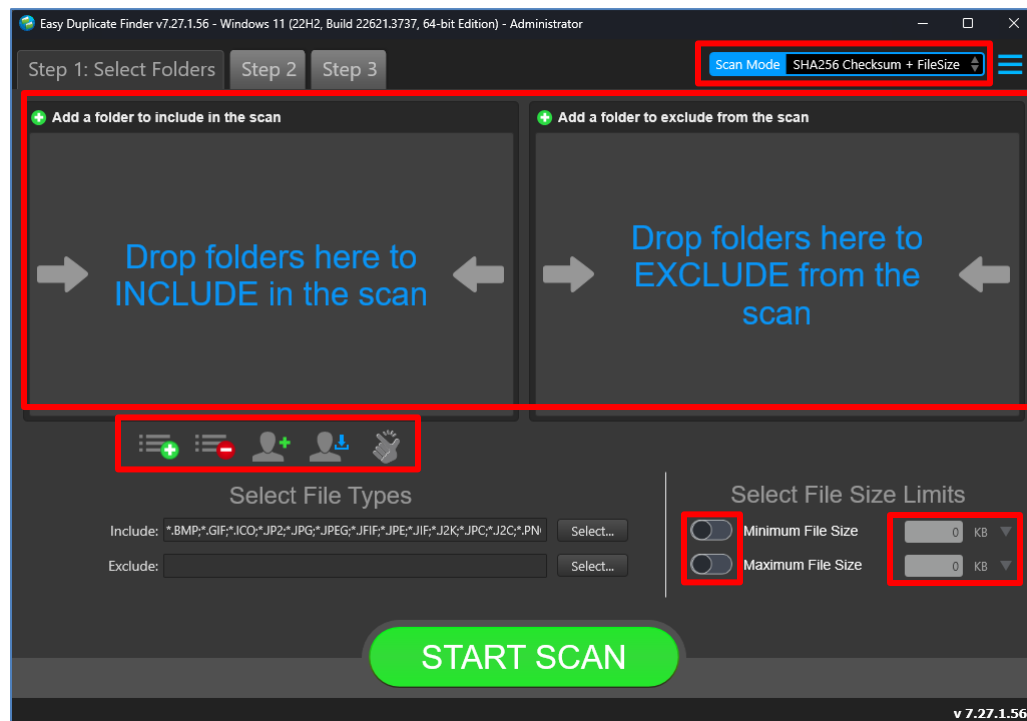
Figure 84 – Performing an Outlook Mail Scan – EDF main screen

Reference: For more information, refer to **The Main Screen Description** section.

2. From the scan mode drop-down, select the Outlook Mail scan option. The Outlook Mail scan screen is displayed as depicted in the figure below –

Figure 85 – Performing an Outlook Mail Scan – EDF main screen

Reference: For more information, refer to **The Main Screen Description** section.

Below are the functions along with a description of the parameters that you can tweak before you start an Outlook Mail scan –

- **Include folder (s) –** Clicking on the blue INCLUDE text on the left easel or by dragging a folder and dropping it in the area as depicted in the figure above, enables you to select a target folder (from your MS Outlook installation) which is to be scanned

  Tip: Please click the MS Outlook taskbar button to bring it to the front. Then you will be able to select the required folders.

- **Exclude folder (s) –** Clicking on the blue EXCLUDE text on the right easel or by dragging a folder and dropping it in the area as depicted in the figure above, enables you to select a target folder (from your MS Outlook installation) which is to be excluded from the scan

  Tip: Please click the MS Outlook taskbar button to bring it to the front. Then you will be able to select the required folders.

- **Import last scan –** Clicking this button opens a menu from which you can select this option to import the target folders of the last scan that you performed
- **Import saved scan –** Clicking this button opens a menu from which you can select this option to import the target folders of the last scan that you performed and saved as a **.edfscan** file
- **Import from Excel –** Clicking this button opens a menu from which you can select this option to import the target folders of the last scan that you performed and exported as an MS Excel file
- **Clear List –** Clicking this button clears the target folder list

Tip: To clear the Exclude folder list perform a **Shift + Click** action

- **Load settings profile:** Clicking this button enables you to load the scan profile settings that you saved as a **.edfsp** file
- **Save settings profile:** Clicking this button enables you to save these scan profile settings as a **.edfsp** file
- **Load the predefined "Easy Scan" profile:** Clicking this button enables you to load the predefined easy scan profile for this scan
- **File Types –** Clicking the Select button in this area as depicted in the figure above enables you to specify which file types are to be scanned for duplicates and which are to be excluded
- **File Size Limits –** Specifying the maximum & minimum file sizes enables you to specify the size range of the files to be scanned. Then you can specify the numerical values for both maximum & minimum limits and select the adjacent drop-downs to specify whether the limits must be considered in bytes (B), kilobytes (KB), megabytes (MB), or gigabytes (GB).

3. Click the blue INCLUDE text on the left or drag & drop a target folder that you intend to scan. You may also specify folders to be excluded as per your requirements. The specified folder is selected & listed in target folder list as depicted in the figure below –

Figure 86 – Selecting one or more folders

Tip: You can add more folders in the target folder list by clicking the green Add folders button as depicted in the figure above in both the INCLUDE & EXCLUDE easels.

Warning: Ensure to keep Windows Defender or your Antivirus software virus & malware definitions regularly updated else you may encounter a security warning popup in Outlook as indicated below while the scan is in progress –
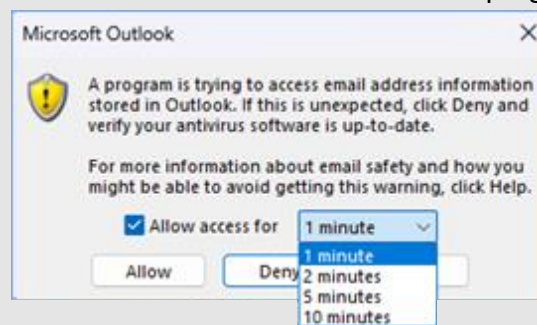
Select **Allow access for 10 minutes** & click **Allow**.

Reference: For more information on fixing this issue & preventing this issue in future in case your Windows Defender installation is disabled & no Antivirus is installed in your system or not updated, click here.

4. Specify the scan parameters as per your discretion and click **Start Scan**. Once the scan is finished, the scan results summary page is displayed as depicted in the figure below –
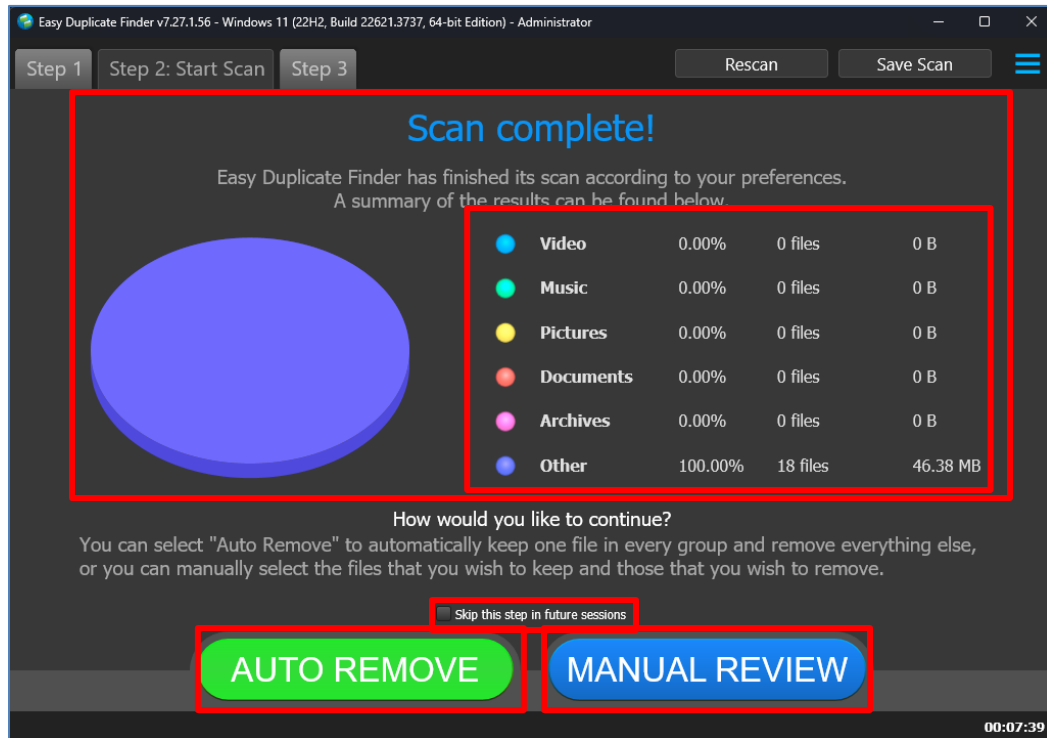
Figure 87 – Scan results summary page

Tip: You will require allowing access from your MS Outlook installation from the popup that is displayed within this application. Specify the allowed timeframe as 10 minutes and click **Allow**.

Tip: Clicking **AUTO REMOVE** will remove the identified duplicates automatically.

Tip: Clicking **Skip this step in future sessions** will not display this screen in future.

5. Click **MANUAL REVIEW**. The scan result details page is displayed as depicted in the figure below –
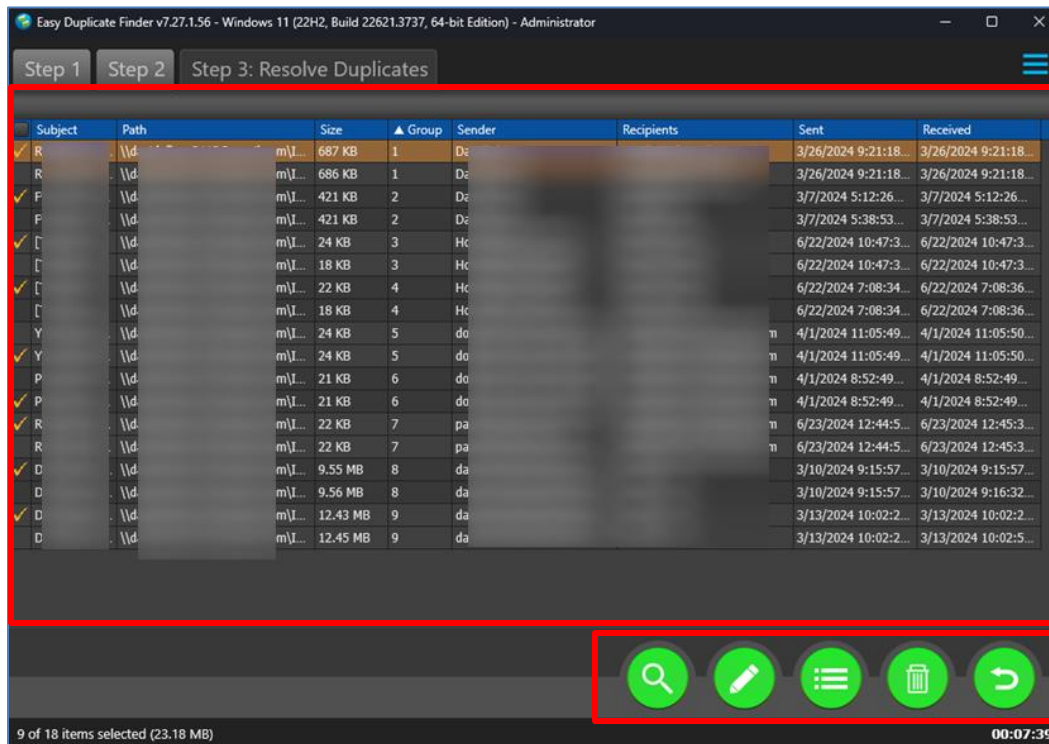
Figure 88 – Scan results details page

Reference: To save this scan, refer to **Saving a Scan** section. To import this scan later, refer to **Importing a Scan** section.

Reference: To perform multiple types of selections, refer to **Performing Multiple Types of Selections on the Scan Results page** section.

Reference: To export your scan results details as a file, refer to **Exporting your Scan Result Details as a File** section.

Reference: To clear the displayed scan results, refer to **Clearing the Displayed Scan Results from Scan Results page** section.

6. After you have selected the duplicate files that you intend to delete or move, from the bottom right-hand corner on the scan results page, click the corresponding buttons as depicted in the figure below –

Figure 89 – Scan Details Page Actions Menu

Reference: Refer to **Scan Detail Page Actions Menu Descriptions** section for a detailed description of the buttons available on the Scan Details Page Actions Menu.

The next chapter describes steps that enable you to **Perform a Folder Comparison**.

Chapter - 12. PERFORMING A FOLDER COMPARISON SCAN

While creating multiple albums / folder groupings, we may end up including the same photos / music / other files or their duplicates in multiple folder groups. In such a scenario often, we encounter duplicates which occupy storage space unnecessarily. Now it would make sense to remove such duplicates but a better resolution of such files would be to perform a folder comparison and link the duplicates as symbolic links or NTFS hard links. In this way we free up precious storage space and yet retain the file in the original folder and the symbolic link or NTFS hard link in the other folder.

The steps described below enable you to perform a Folder Comparison scan –

1. Navigate to the Easy Duplicate Finder™ application main screen as depicted in the figure below –
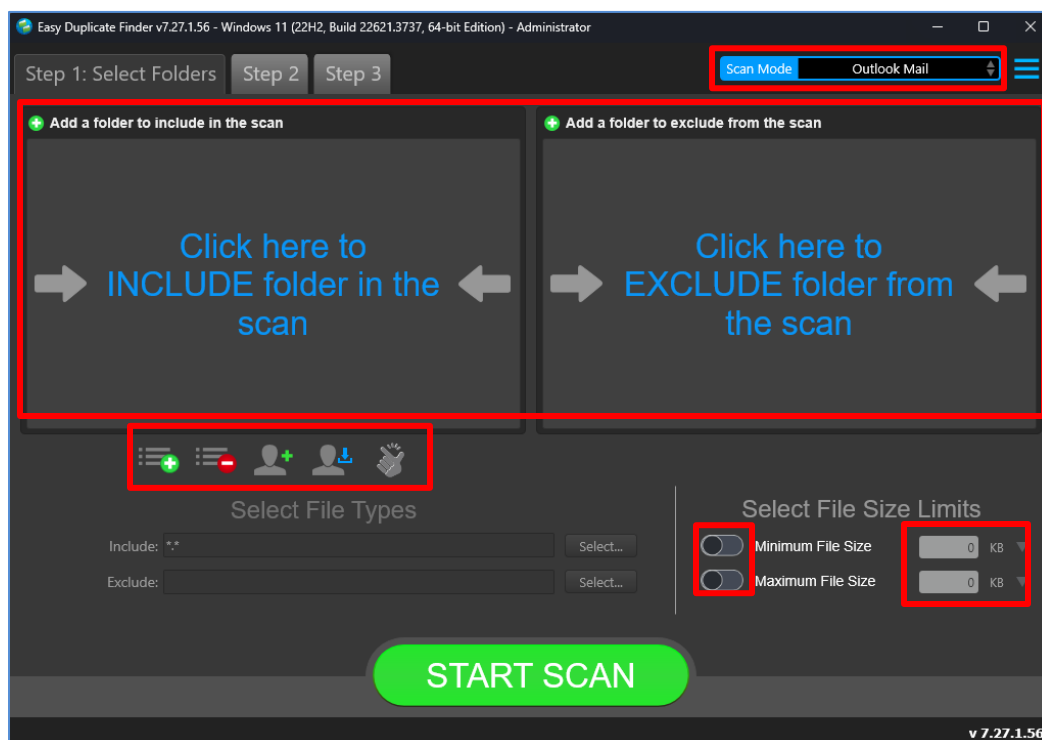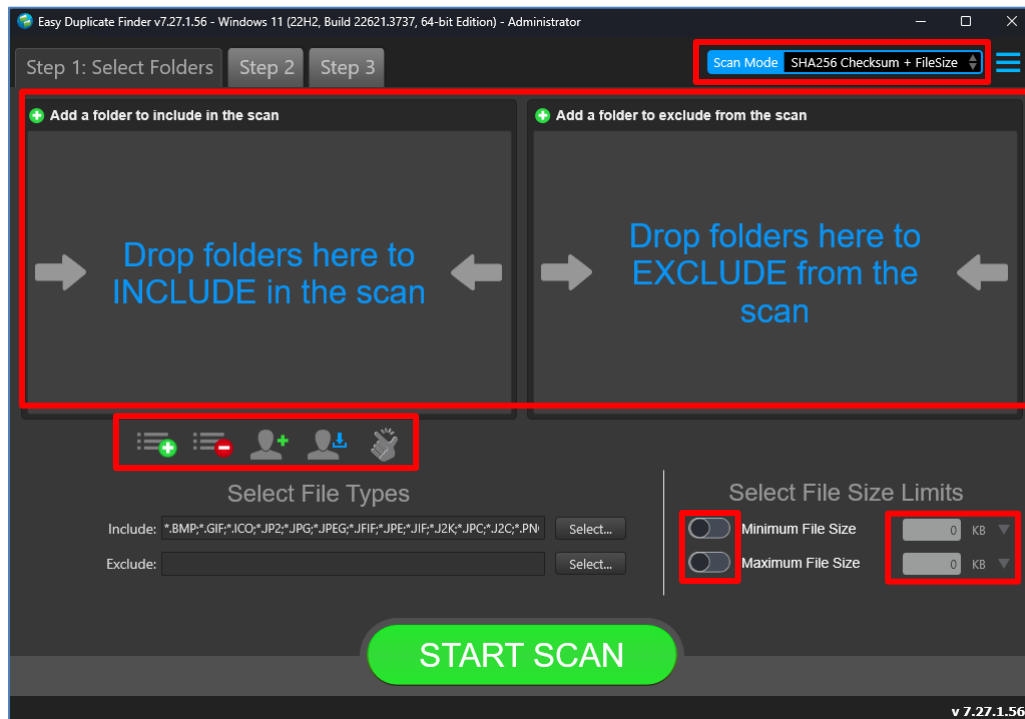

Figure 90 – Performing a Folder Comparison Scan – EDF main screen

Reference: For more information, refer to The Main Screen Description section.

2. From the scan mode drop-down, select the Folder Comparison option. The Folder Comparison scan screen is displayed as depicted in the figure below –
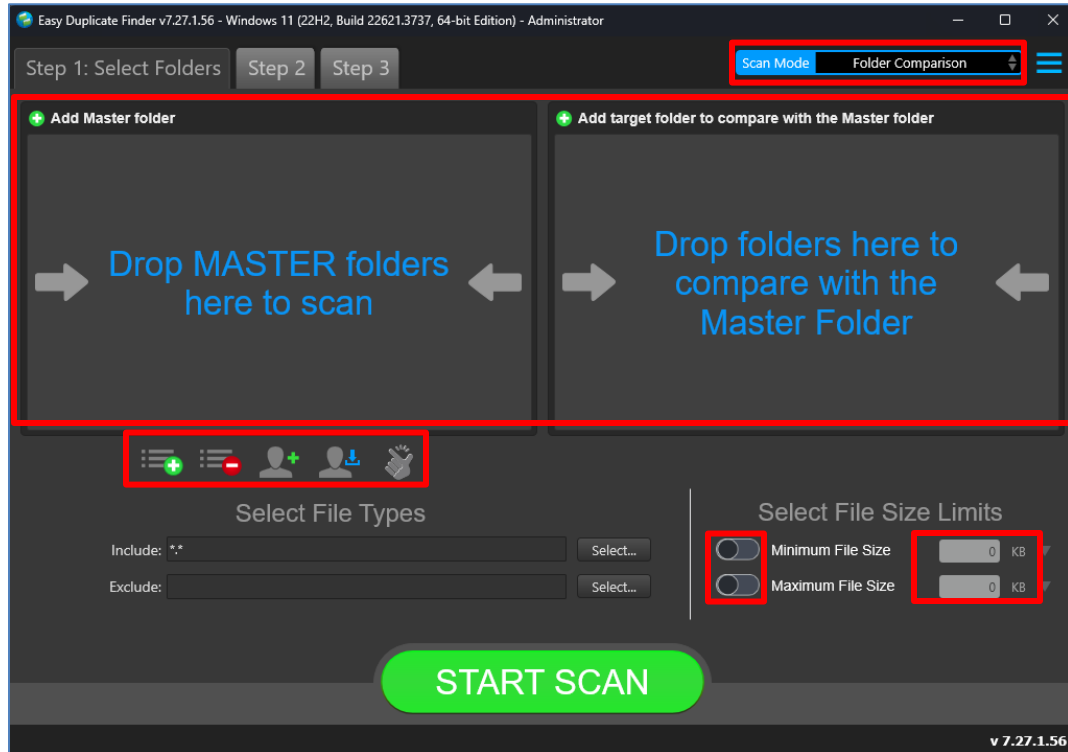
Below are the functions along with a description of the parameters that you can tweak before you start a Folder Comparison scan –

- **MASTER folder(s) –** Clicking on the blue text on the left easel or by dragging a folder and dropping it in the area as depicted in the figure above, enables you to select a master folder which is to be compared against the target folder you specify in the right easel

- **Target folder(s) –** Clicking on the blue text on the right easel or by dragging a folder and dropping it in the area as depicted in the figure above, enables you to select a target folder which is to be compared with the master folder specified in the left easel

- **Import last scan –** Clicking this button opens a menu from which you can select this option to import the target folders of the last scan that you performed

- **Import saved scan –** Clicking this button opens a menu from which you can select this option to import the target folders of the last scan that you performed and saved as a **.edfscan** file

- **Import from Excel –** Clicking this button opens a menu from which you can select this option to import the target folders of the last scan that you performed and exported as an MS Excel file
- **Clear List –** Clicking this button clears the target folder list

    Tip: To clear the Exclude folder list perform a **Shift + Click** action

- **Load settings profile:** Clicking this button enables you to load the scan profile settings that you saved as a **.edfsp** file
- **Save settings profile:** Clicking this button enables you to save these scan profile settings as a **.edfsp** file
- **Load the predefined "Easy Scan" profile:** Clicking this button enables you to load the predefined easy scan profile for this scan
- **File Types –** Clicking the Select button in this area as depicted in the figure above enables you to specify which file types are to be scanned for duplicates and which are to be excluded
- **File Size Limits –** Specifying the maximum & minimum file sizes enables you to specify the size range of the files to be scanned. Then you can specify the numerical values for both maximum & minimum limits and select the adjacent drop-downs to specify whether the limits must be considered in bytes (B), kilobytes (KB), megabytes (MB), or gigabytes (GB).

3. Click the blue text on the left easel or drag & drop a target folder that you intend to specify as a master folder in the left easel for this scan. Similarly, specify the target folder in the right easel to be compared with the specified master folder in the left easel. The specified folders are selected and listed as depicted in the figure below –

Figure 92 – Selecting one or more folders

Tip: You can add more folders in the target folder list by clicking the green Add folders buttons as depicted in the figure above in both the Master & Target folder easels.

4. Specify the scan parameters as per your discretion and click **Start Scan**. Once the scan is finished, the scan results summary page is displayed as depicted in the figure below –

Figure 93 – Scan results summary page

Tip: Clicking **AUTO REMOVE** will remove the identified duplicates automatically.

Tip: Clicking **Skip this step in future sessions** will not display this screen in future.

Reference: Clicking **Open Assistant** opens the Assistant wizard. For more information, refer to the **Using the Assistant on the Scan Summary Page** section.

5. Click **MANUAL REVIEW**. The scan result details page is displayed as depicted in the figure below –
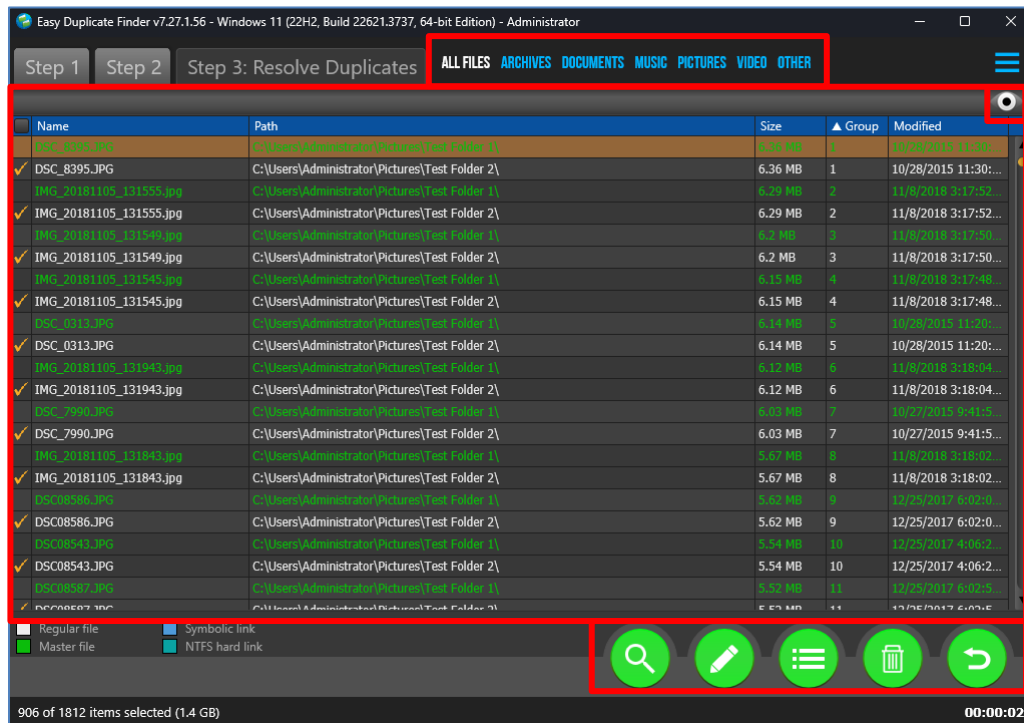
Figure 94 – Scan results details page

Note: Green items are files from the master folder. They are protected from being selected; thus, you cannot move or delete them.

Tip: To preview the thumbnail of a selected file, click the **Preview** button provided on the top right-hand corner of this table.

Tip: You can also quickly view by their types by clicking their **File Type Links** provided just next to the Step 3 tab.

Reference: To save this scan, refer to **Saving a Scan** section. To import this scan later, refer to **Importing a Scan** section.

Reference: To perform multiple types of selections, refer to **Performing Multiple Types of Selections on the Scan Results page** section.

Reference: To export your scan results details as a file, refer to **Exporting your Scan Result Details as a File** section.

Reference: To clear the displayed scan results, refer to **Clearing the Displayed Scan Results from Scan Results page** section.

6. After you have selected the duplicate files that you intend to delete or move or in case you intend to replace the duplicate files with symbolic links or NTFS hard links, from the bottom right-hand corner on the scan results page, click the corresponding buttons as depicted in the figure below –

Figure 95 – Scan Details Page Actions Menu

Reference: Refer to **Scan Detail Page Actions Menu Descriptions** section for a detailed description of the buttons available on the Scan Details Page Actions Menu.

The next chapter describes steps that enable you to **Perform a Google Drive Scan**.

Chapter - 13. PERFORMING A GOOGLE DRIVE SCAN

In the Google Drive scan the Easy Duplicate Finder™ application enables you to compare your Google Drive files from the specified target folders by comparing each of the files.

The steps described below enable you to perform a Google Drive scan –

1. Navigate to the Easy Duplicate Finder™ application main screen as depicted in the figure below –

Figure 96 – Performing a Google Drive Scan – EDF main screen

Reference: For more information, refer to **The Main Screen Description** section.

2. From the scan mode drop-down, select the Google Drive option. The Google Drive scan screen is displayed as depicted in the figure below –

Figure 97 – Performing a Google Drive Scan – EDF main screen

Reference: For more information, refer to **The Main Screen Description** section.

Below are the functions along with a description of the parameters that you can tweak before you start a Google Drive scan –

- **Include folder (s) –** Clicking on the blue INCLUDE text on the left easel or by dragging a folder and dropping it in the area as depicted in the figure above, enables you to select a target folder which is to be scanned

  Reference: For more information, refer to the next steps 3 to 6.

- **Exclude folder (s) –** Clicking on the blue EXCLUDE text on the right easel or by dragging a folder and dropping it in the area as depicted in the figure above, enables you to select a target folder which is to be excluded from the scan

- **Import last scan –** Clicking this button opens a menu from which you can select this option to import the target folders of the last scan that you performed

- **Import saved scan –** Clicking this button opens a menu from which you can select this option to import the target folders of the last scan that you performed and saved as a **.edfscan** file

- **Import from Excel –** Clicking this button opens a menu from which you can select this option to import the target folders of the last scan that you performed and exported as an MS Excel file
- **Clear List –** Clicking this button clears the target folder list

  Tip: To clear the Exclude folder list perform a **Shift + Click** action

- **Load settings profile:** Clicking this button enables you to load the scan profile settings that you saved as a **.edfsp** file
- **Save settings profile:** Clicking this button enables you to save this scan profile settings as a **.edfsp** file
- **Load the predefined "Easy Scan" profile:** Clicking this button enables you to load the predefined easy scan profile for this scan
- **File Types –** Clicking the Select button in this area as depicted in the figure above enables you to specify which file types are to be scanned for duplicates and which are to be excluded
- **File Size Limits –** Specifying the maximum & minimum file sizes enables you to specify the size range of the files to be scanned. Then you can specify the numerical values for both maximum & minimum limits and select the adjacent drop-downs to specify whether the limits must be considered in bytes (B), kilobytes (KB), megabytes (MB), or gigabytes (GB).

3. Click the blue INCLUDE text on the left or drag & drop a target folder that you intend to scan. You may also specify folders to be excluded as per your requirements.

   Tip: You will be asked to allow access to your Google Drive synced folders. Click **Allow** to do so. Also, a popup will be displayed informing you to click the button of your default web browser (on your taskbar) which will be invoked by the EDF application.

4. In case you have not logged into Google Drive previously, login into Google Drive with your valid credentials.
5. After you have logged into Google Drive successfully, an alpha-numeric code will be displayed in your web browser. Click **Copy** to copy this code and then paste this code into your EDF application installation popup.

6. Then click **Continue** to continue selecting the required folder as per your requirements from the following popup. The specified folder is selected and listed in target folder list as depicted in the figure below –
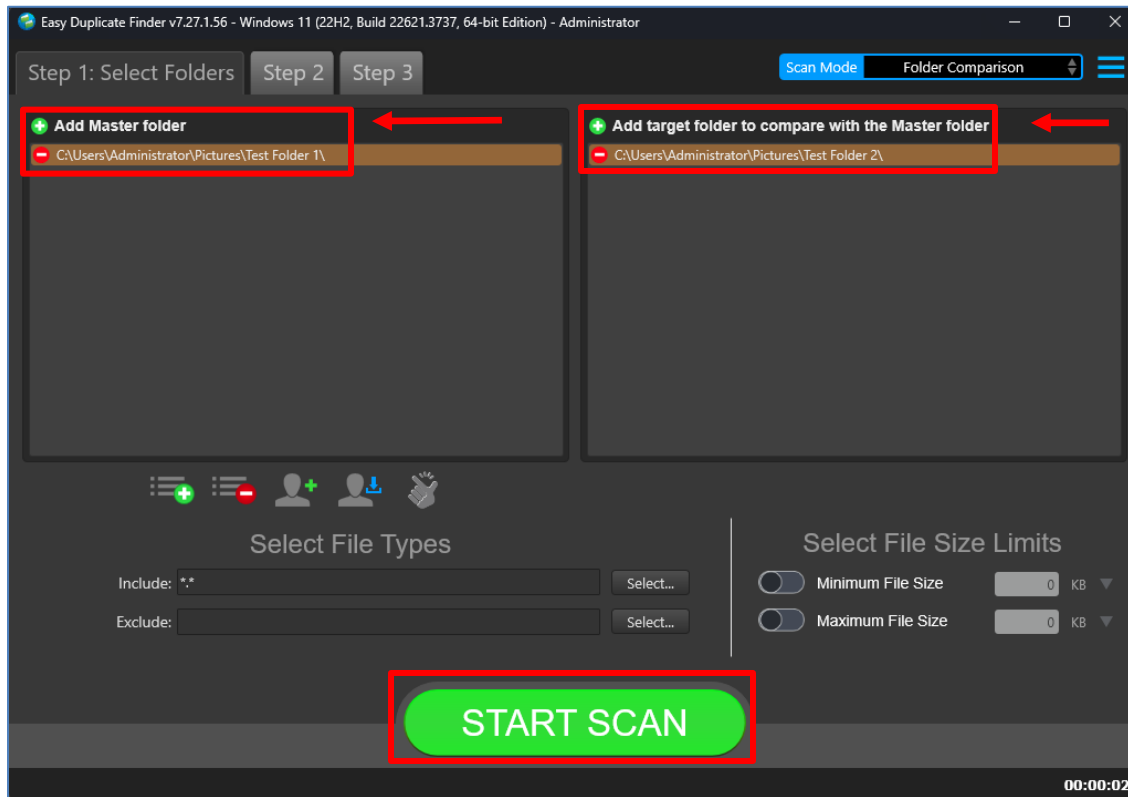

Figure 98 – Selecting one or more folders

Tip: You can add more folders in the target folder list by clicking the green Add folders button as depicted in the figure above in both the INCLUDE & EXCLUDE easels.

7. Specify the scan parameters as per your discretion and click **Start Scan**. Once the scan is finished, the scan results summary page is displayed as depicted in the figure below –
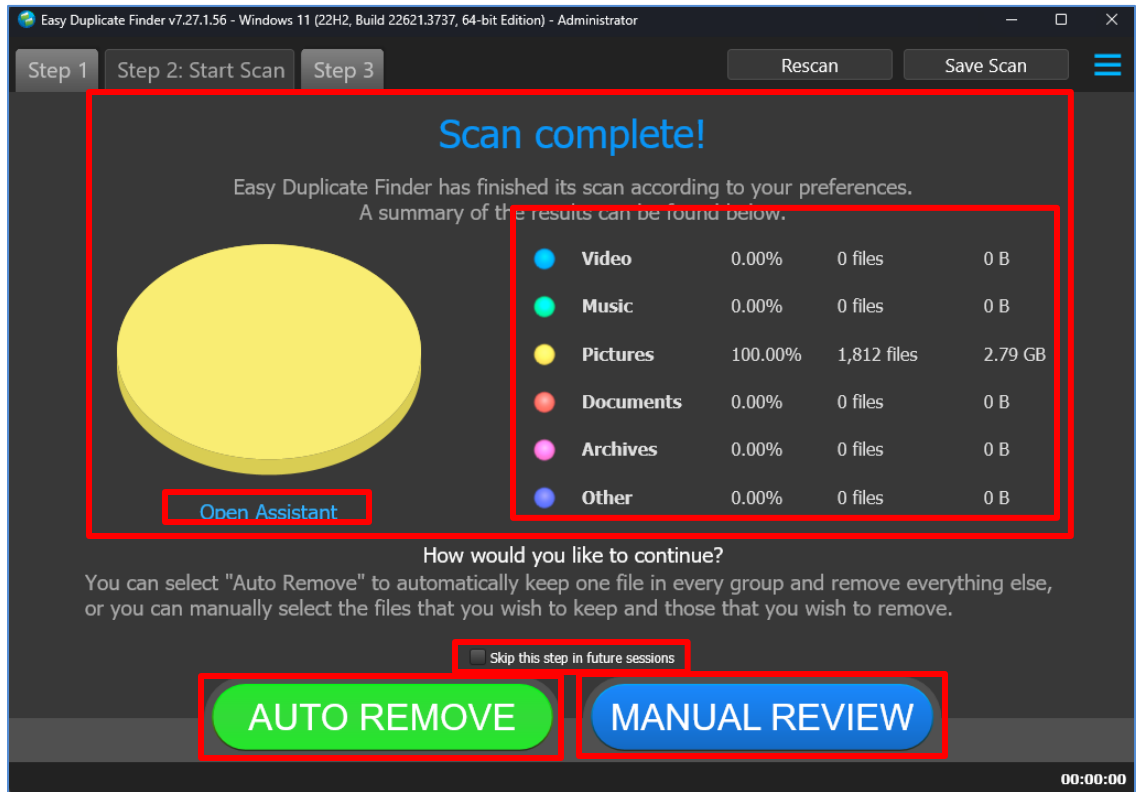

Figure 99 – Scan results summary page

Tip: Clicking **AUTO REMOVE** will remove the identified duplicates automatically.

Tip: Clicking **Skip this step in future sessions** will not display this screen in future.

8. Click **MANUAL REVIEW**. The scan result details page is displayed as depicted in the figure below –

Figure 100 – Scan results details page

Tip: To preview the thumbnail of a selected file, click the **Preview** button provided on the top right-hand corner of this table.

Tip: You can also quickly view by their types by clicking their **File Type Links** provided just next to the Step 3 tab.

Reference: To save this scan, refer to **Saving a Scan** section. To import this scan later, refer to **Importing a Scan** section.

Reference: To perform multiple types of selections, refer to **Performing Multiple Types of Selections on the Scan Results page** section.

Reference: To export your scan results details as a file, refer to **Exporting your Scan Result Details as a File** section.

Reference: To clear the displayed scan results, refer to **Clearing the Displayed Scan Results from Scan Results page** section.

9. After you have selected the duplicate files that you intend to delete or move, from the bottom right-hand corner on the scan results page, click the corresponding buttons as depicted in the figure below –

Figure 101 – Scan Details Page Actions Menu

Reference: Refer to **Scan Detail Page Actions Menu Descriptions** section for a detailed description of the buttons available on the Scan Details Page Actions Menu.

The next chapter describes steps that enable you to **Perform a Dropbox Scan**.

Chapter - 14. PERFORMING A DROPBOX SCAN

In the Google Drive scan the Easy Duplicate Finder™ application enables you to compare your Dropbox files from the specified target folders by comparing each of the files.

The steps described below enable you to perform a Dropbox scan –

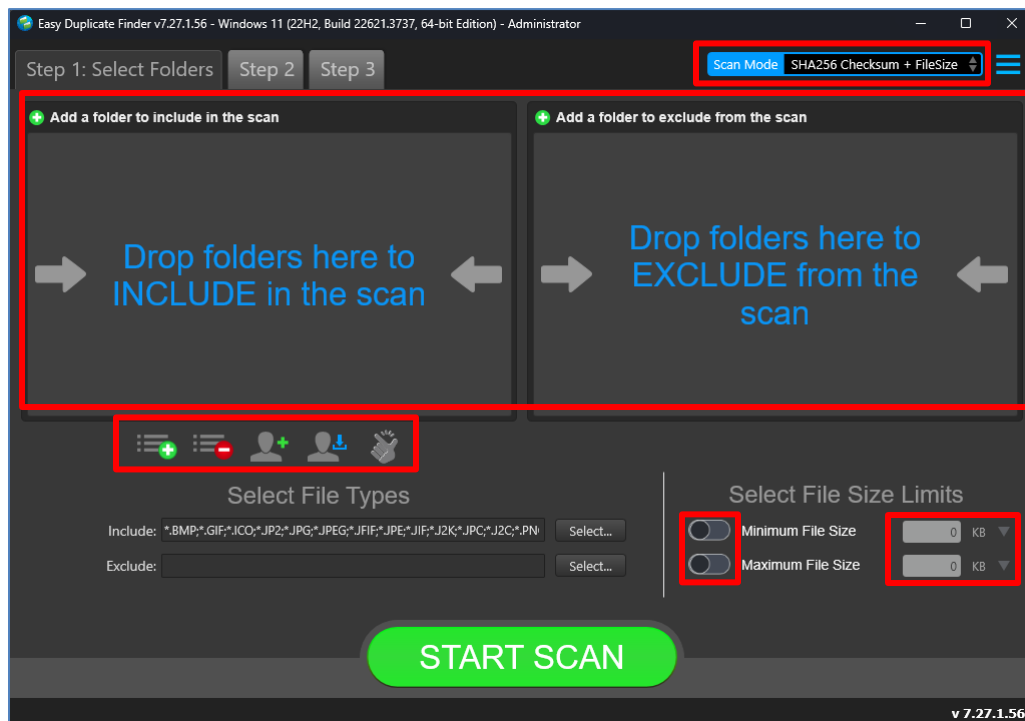1. Navigate to the Easy Duplicate Finder™ application main screen as depicted in the figure below –

Figure 102 – Performing a Dropbox Scan – EDF main screen

Reference: For more information, refer to **The Main Screen Description** section.

2. From the scan mode drop-down, select the Dropbox Scan option. The Dropbox scan screen is displayed as depicted in the figure below –

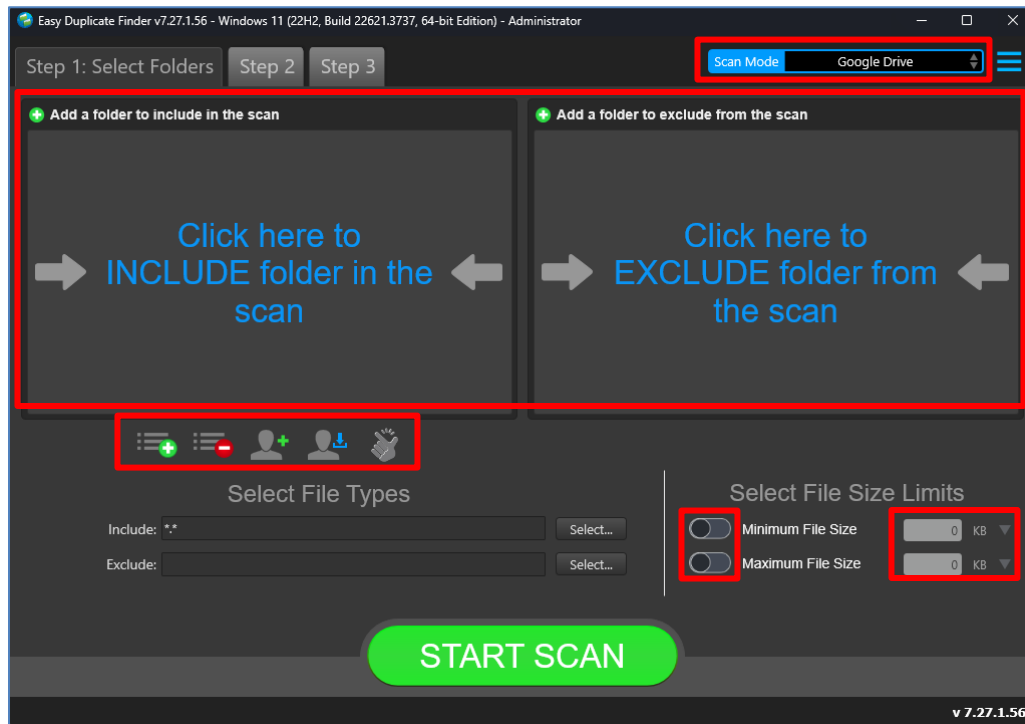**Reference:** For more information, refer to **The Main Screen Description** section.

Below are the functions along with a description of the parameters that you can tweak before you start a Dropbox scan –

- **Include folder (s) –** Clicking on the blue INCLUDE text on the left easel or by dragging a folder and dropping it in the area as depicted in the figure above, enables you to select a target folder which is to be scanned

  Reference: For more information, refer to the next steps 3 to 6.

- **Exclude folder (s) –** Clicking on the blue EXCLUDE text on the right easel or by dragging a folder and dropping it in the area as depicted in the figure above, enables you to select a target folder which is to be excluded from the scan

- **Import last scan –** Clicking this button opens a menu from which you can select this option to import the target folders of the last scan that you performed

- **Import saved scan –** Clicking this button opens a menu from which you can select this option to import the target folders of the last scan that you performed and saved as a **.edfscan** file

- **Import from Excel –** Clicking this button opens a menu from which you can select this option to import the target folders of the last scan that you performed and exported as an MS Excel file
- **Clear List –** Clicking this button clears the target folder list

  Tip: To clear the Exclude folder list perform a **Shift + Click** action

- **Load settings profile:** Clicking this button enables you to load the scan profile settings that you saved as a **.edfsp** file
- **Save settings profile:** Clicking this button enables you to save these scan profile settings as a **.edfsp** file
- **Load the predefined "Easy Scan" profile:** Clicking this button enables you to load the predefined easy scan profile for this scan
- **File Types –** Clicking the Select button in this area as depicted in the figure above enables you to specify which file types are to be scanned for duplicates and which are to be excluded
- **File Size Limits –** Specifying the maximum & minimum file sizes enables you to specify the size range of the files to be scanned. Then you can specify the numerical values for both maximum & minimum limits and select the adjacent drop-downs to specify whether the limits must be considered in bytes (B), kilobytes (KB), megabytes (MB), or gigabytes (GB).

3. Click the blue INCLUDE text on the left or drag & drop a target folder that you intend to scan. You may also specify folders to be excluded as per your requirements.

   Tip: You will be asked to allow access to your Dropbox synced folders. Click **Allow** to do so. Also, a popup will be displayed informing you to click the button of your default web browser (on your taskbar) which will be invoked by the EDF application.

4. In case you have not logged into Dropbox previously, login into Dropbox with your valid credentials.
5. After you have logged into Dropbox successfully, an alpha-numeric code will be displayed in your web browser. Click **Copy** to copy this code and then paste this code into your EDF application installation popup.

6. Then click **Continue** to continue selecting the required folder as per your requirements from the following popup. The specified folder is selected and listed in target folder list as depicted in the figure below –
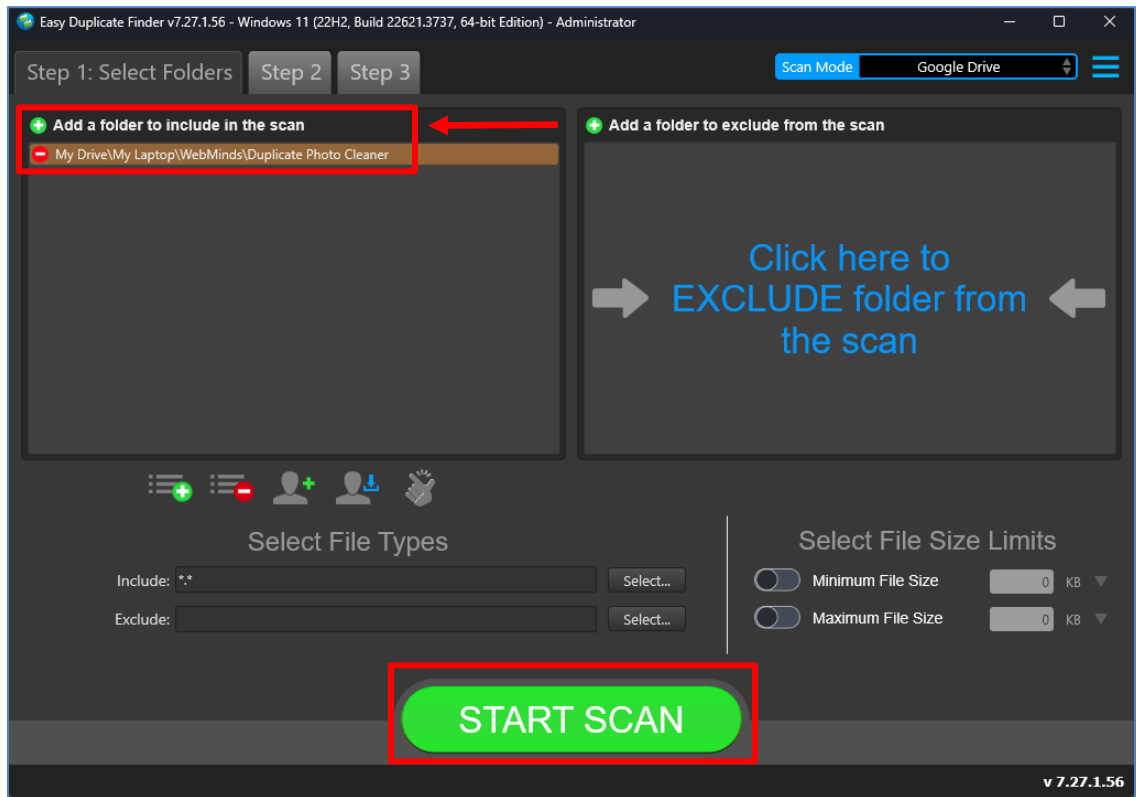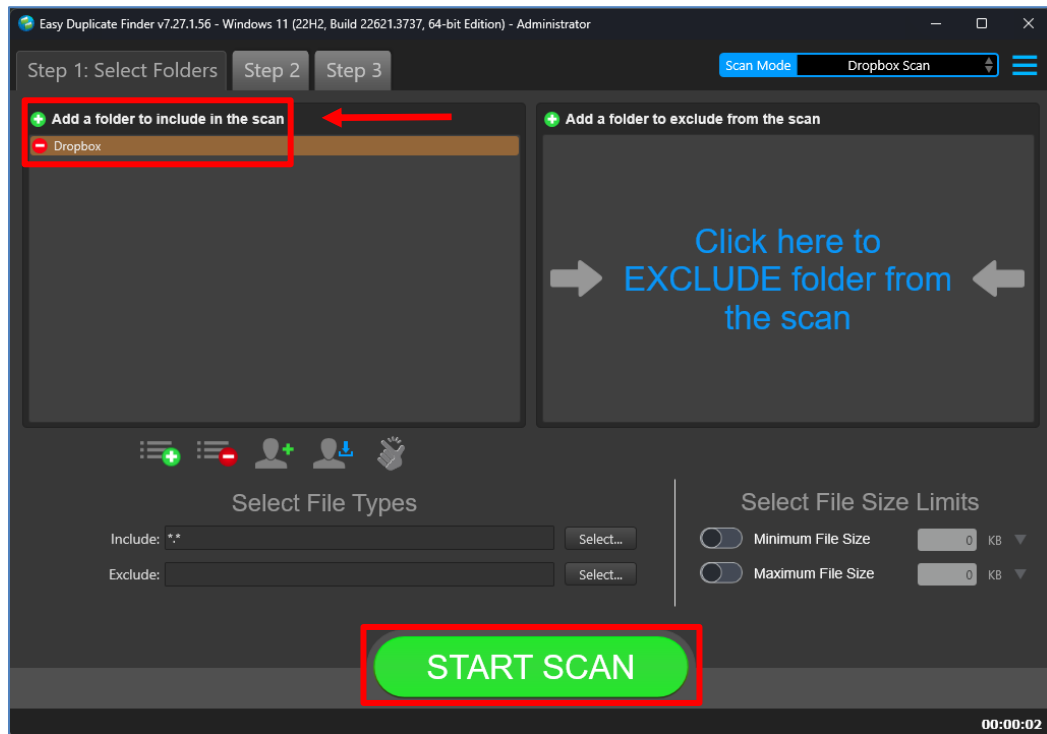

Figure 104 – Selecting one or more folders

Tip: You can add more folders in the target folder list by clicking the green Add folders button as depicted in the figure above in both the INCLUDE & EXCLUDE easels.

7. Specify the scan parameters as per your discretion and click **Start Scan**. Once the scan is finished, the scan results summary page is displayed as depicted in the figure below –
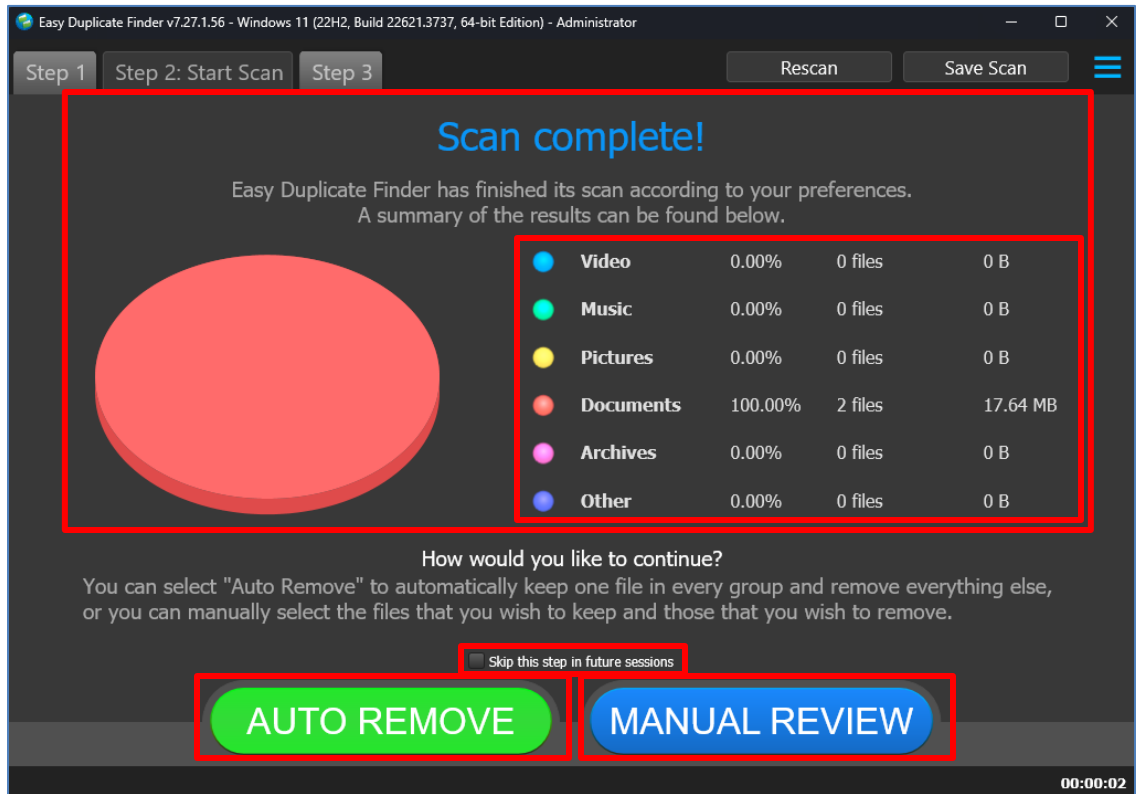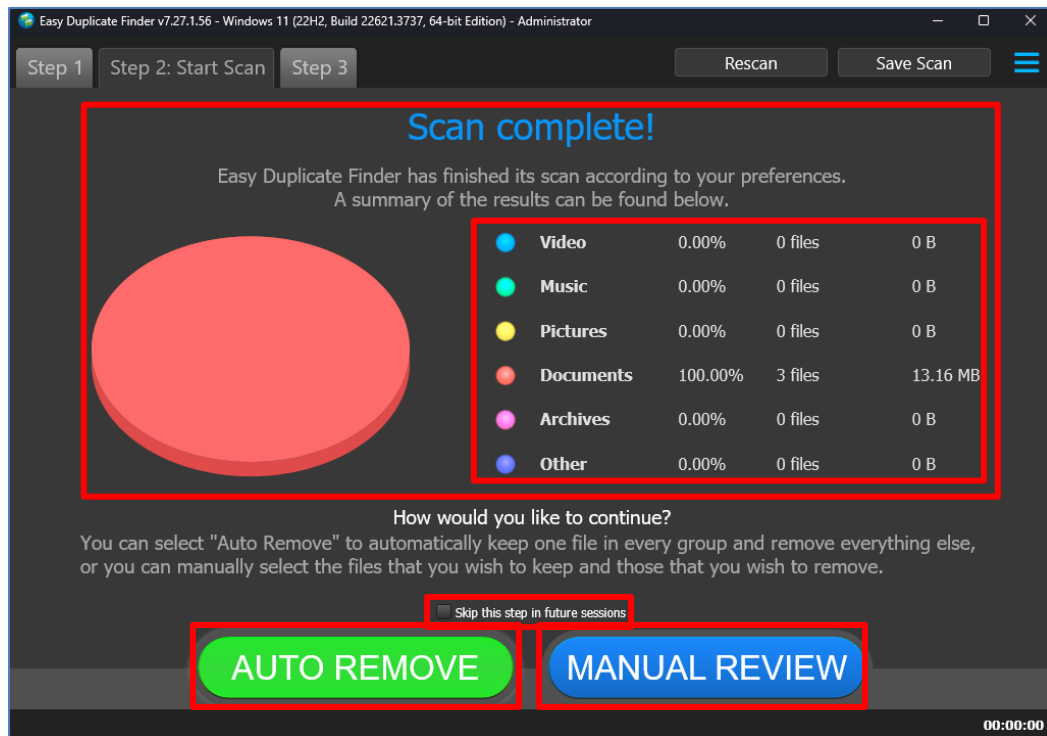

Figure 105 – Scan results summary page

Tip: Clicking **AUTO REMOVE** will remove the identified duplicates automatically.

Tip: Clicking **Skip this step in future sessions** will not display this screen in future.

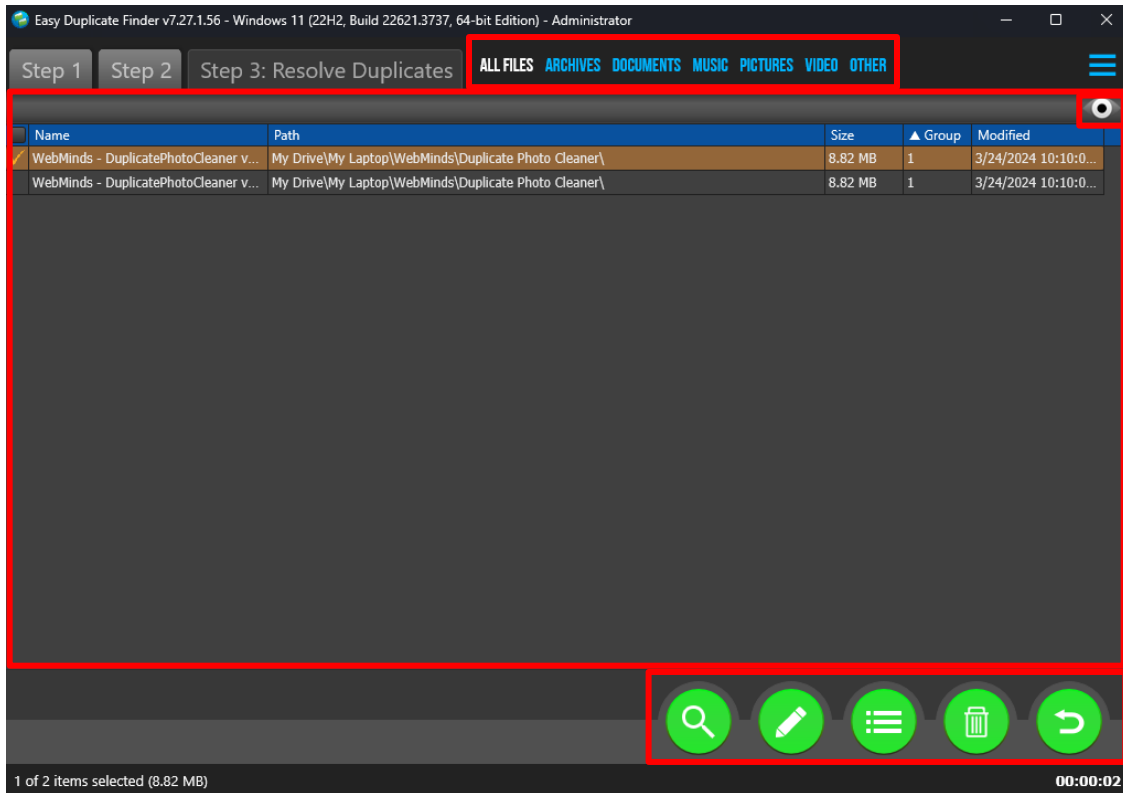8. Click **MANUAL REVIEW**. The scan result details page is displayed as depicted in the figure below –
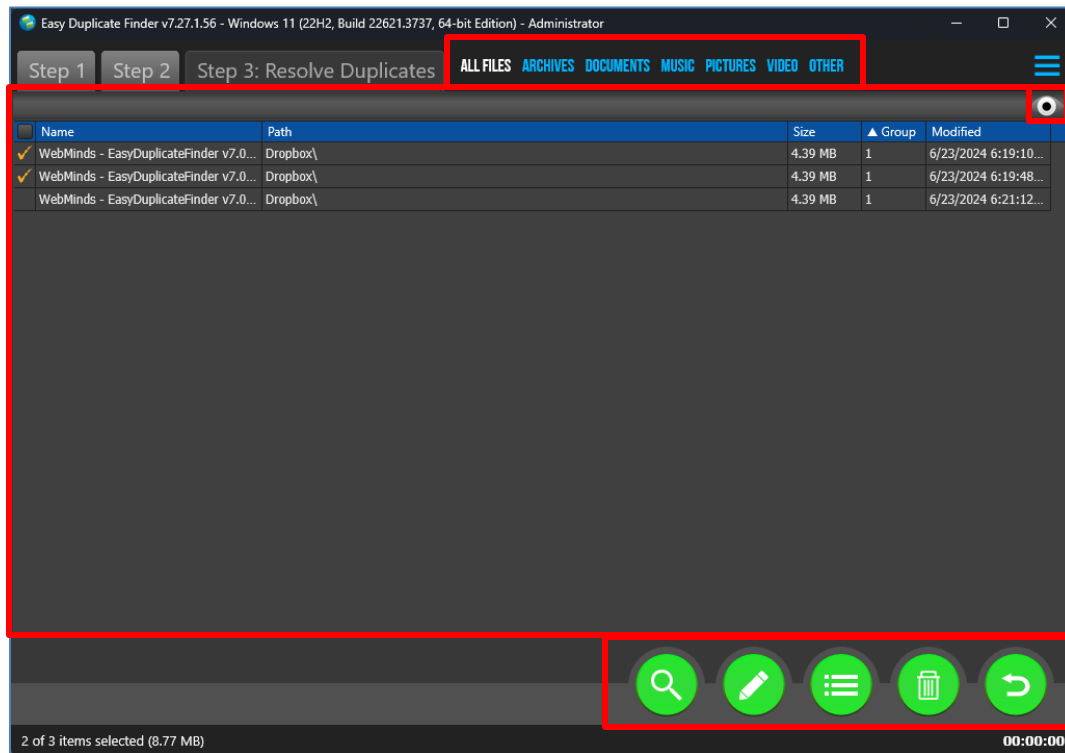
Figure 106 – Scan results details page

Tip: To preview the thumbnail of a selected file, click the **Preview** button provided on the top right-hand corner of this table.

Tip: You can also quickly view by their types by clicking their **File Type Links** provided just next to the Step 3 tab.

Reference: To save this scan, refer to **Saving a Scan** section. To import this scan later, refer to **Importing a Scan** section.

Reference: To perform multiple types of selections, refer to **Performing Multiple Types of Selections on the Scan Results page** section.

Reference: To export your scan results details as a file, refer to **Exporting your Scan Result Details as a File** section.

Reference: To clear the displayed scan results, refer to **Clearing the Displayed Scan Results from Scan Results page** section.

9. After you have selected the duplicate files that you intend to delete or move, from the bottom right-hand corner on the scan results page, click the corresponding buttons as depicted in the figure below –

Figure 107 – Scan Details Page Actions Menu

Reference: Refer to **Scan Detail Page Actions Menu Descriptions** section for a detailed description of the buttons available on the Scan Details Page Actions Menu.

The next chapter describes steps that enable you to **Perform an Empty Folders Scan**.

Chapter - 15.PERFORMING AN EMPTY FOLDERS SCAN

In the Empty Folders scan the Easy Duplicate Finder™ application enables you to check for empty folders.

The steps described below enable you to perform an Empty Folders scan –

1. Navigate to the Easy Duplicate Finder™ application main screen as depicted in the figure below –
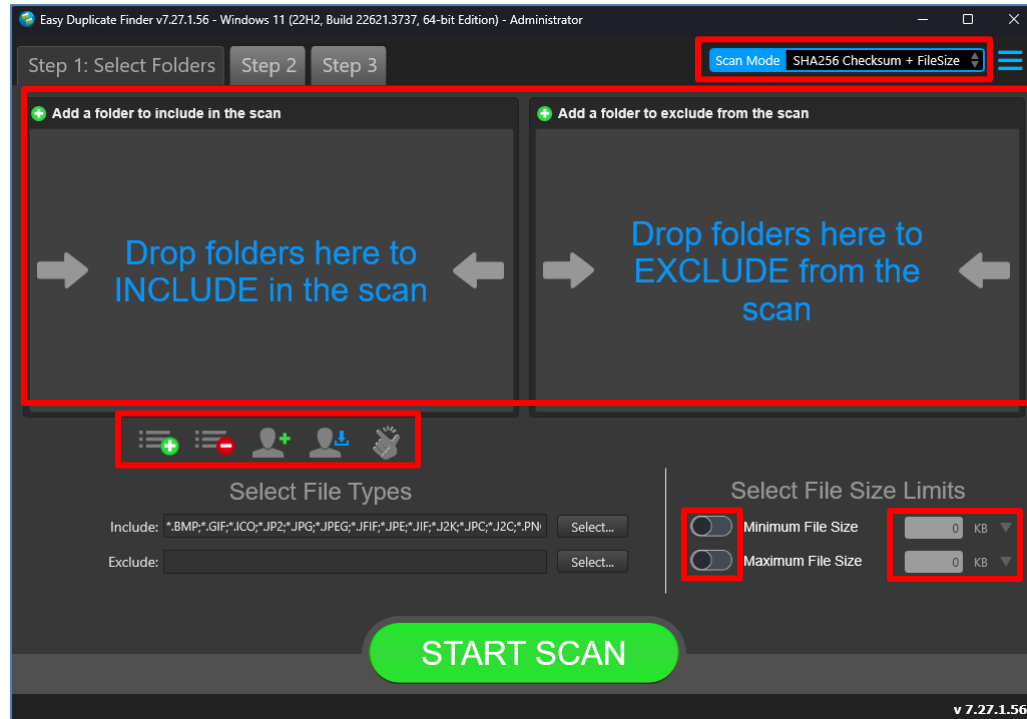

Figure 108 – Performing an Empty Folders Scan – EDF main screen

Reference: For more information, refer to The Main Screen Description section.

2. From the scan mode drop-down, select the Empty Folders option. The Empty Folders scan screen is displayed as depicted in the figure below –
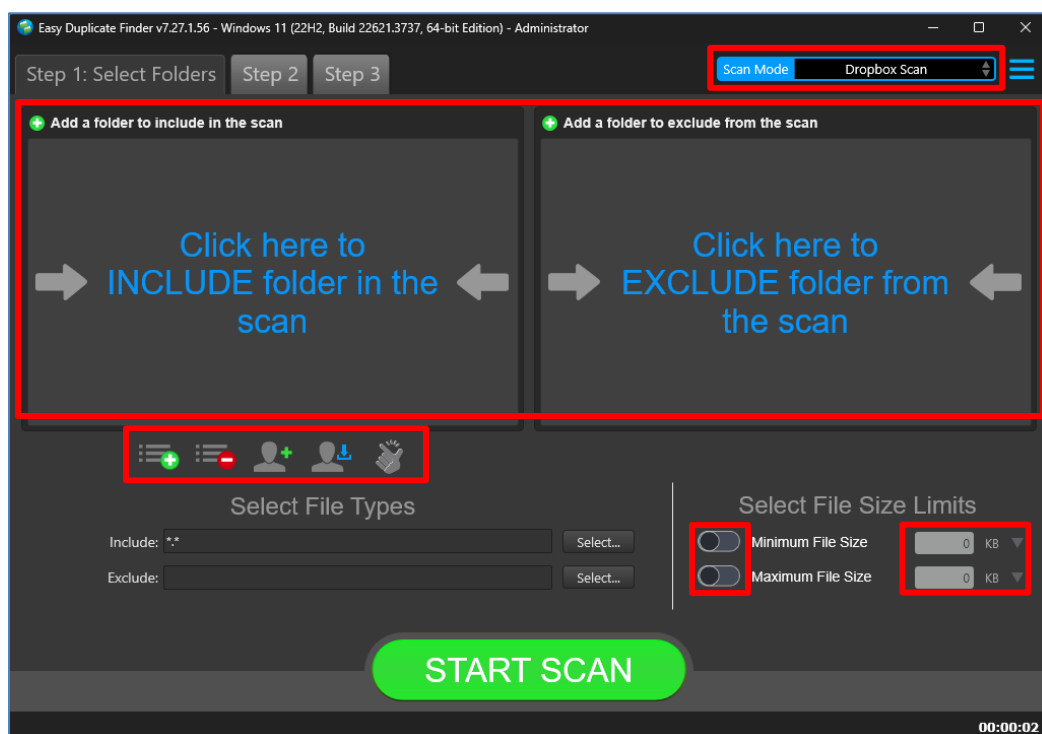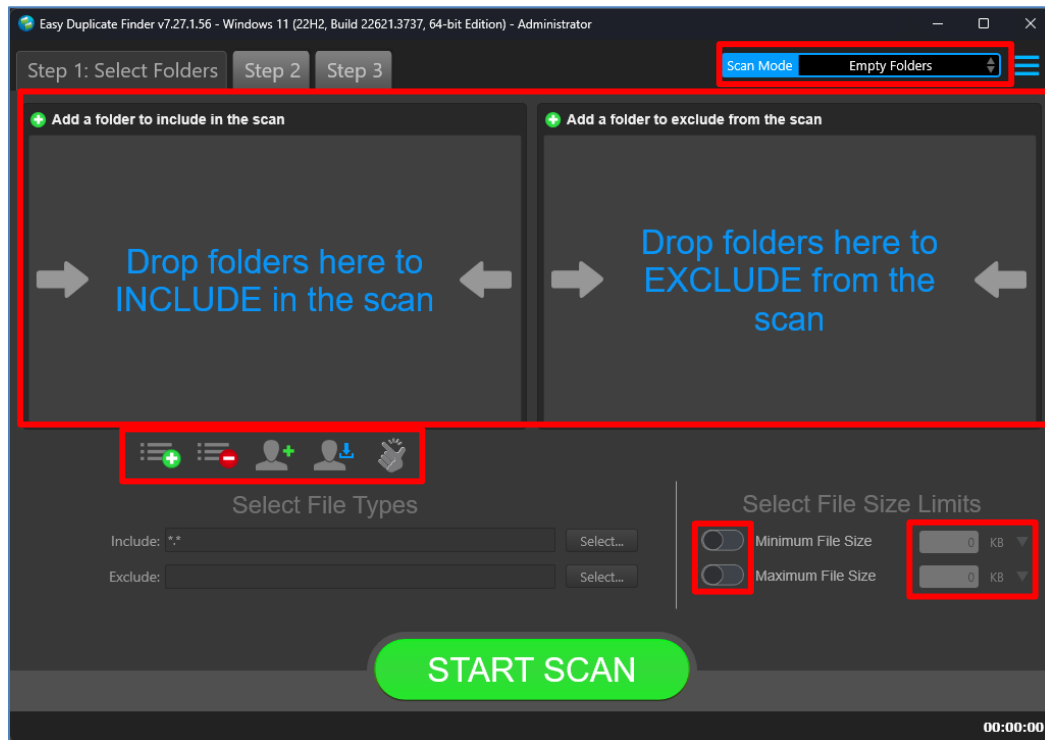

Figure 109 – Performing an Empty Folders Scan – EDF main screen

Reference: For more information, refer to **The Main Screen Description** section.

Below are the functions along with a description of the parameters that you can tweak before you start an Empty Folders scan –

- **Include folder (s) –** Clicking on the blue INCLUDE text on the left easel or by dragging a folder and dropping it in the area as depicted in the figure above, enables you to select a target folder which is to be scanned
- **Exclude folder (s) –** Clicking on the blue EXCLUDE text on the right easel or by dragging a folder and dropping it in the area as depicted in the figure above, enables you to select a target folder which is to be excluded from the scan
- **Import last scan –** Clicking this button opens a menu from which you can select this option to import the target folders of the last scan that you performed
- **Import saved scan –** Clicking this button opens a menu from which you can select this option to import the target folders of the last scan that you performed and saved as a **.edfscan** file

- **Import from Excel –** Clicking this button opens a menu from which you can select this option to import the target folders of the last scan that you performed and exported as an MS Excel file
- **Clear List –** Clicking this button clears the target folder list

  Tip: To clear the Exclude folder list perform a **Shift + Click** action

- **Load settings profile:** Clicking this button enables you to load the scan profile settings that you saved as a **.edfsp** file
- **Save settings profile:** Clicking this button enables you to save this scan profile settings as a **.edfsp** file
- **Load the predefined "Easy Scan" profile:** Clicking this button enables you to load the predefined easy scan profile for this scan

3. Click the blue INCLUDE text on the left or drag & drop a target folder that you intend to scan. You may also specify folders to be excluded as per your requirements. The specified folder is selected & listed in target folder list as depicted in the figure below –

Figure 110 – Selecting one or more folders

Tip: You can add more folders in the target folder list by clicking the green Add folders button as depicted in the figure above in both the INCLUDE & EXCLUDE easels.

4. Specify the scan parameters as per your discretion and click **Start Scan**. Once the scan is finished, the scan results summary page is displayed as depicted in the figure below –

Figure 111 – Scan results summary page

Tip: Clicking **AUTO REMOVE** will remove the identified duplicates automatically.

Tip: Clicking **Skip this step in future sessions** will not display this screen in future.

5. Click **MANUAL REVIEW**. The scan result details page is displayed as depicted in the figure below –

Figure 112 – Scan results details page

Reference: To save this scan, refer to **Saving a Scan** section. To import this scan later, refer to **Importing a Scan** section.

Reference: To perform multiple types of selections, refer to **Performing Multiple Types of Selections on the Scan Results page** section.

Reference: To export your scan results details as a file, refer to **Exporting your Scan Result Details as a File** section.

Reference: To clear the displayed scan results, refer to **Clearing the Displayed Scan Results from Scan Results page** section.

6. After you have selected the empty that you intend to delete, from the bottom right-hand corner on the scan results page, click the corresponding buttons as depicted in the figure below –

Figure 113 – Scan Details Page Actions Menu

Reference: Refer to **Scan Detail Page Actions Menu Descriptions** section for a detailed description of the buttons available on the Scan Details Page Actions Menu.

The next chapter describes steps that enable you to **Perform a OneDrive Scan**.

Chapter - 16. PERFORMING A ONEDRIVE SCAN

In the OneDrive scan the Easy Duplicate Finder™ application enables you to compare your OneDrive files from the specified target folders by comparing each of the files.

The steps described below enable you to perform a OneDrive scan –

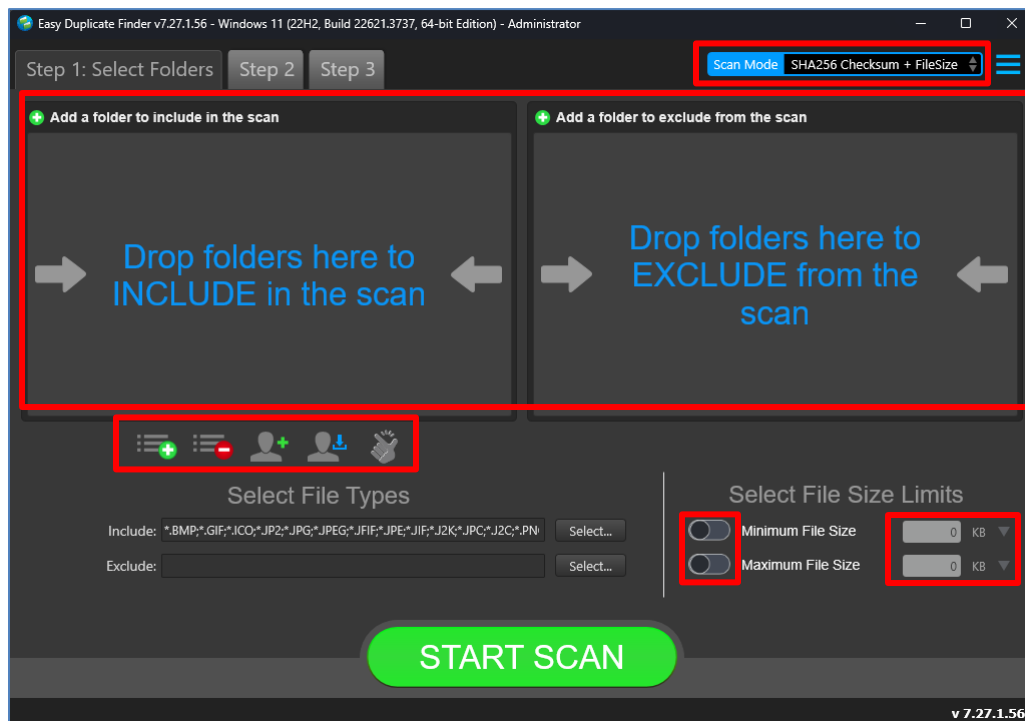1. Navigate to the Easy Duplicate Finder™ application main screen as depicted in the figure below –
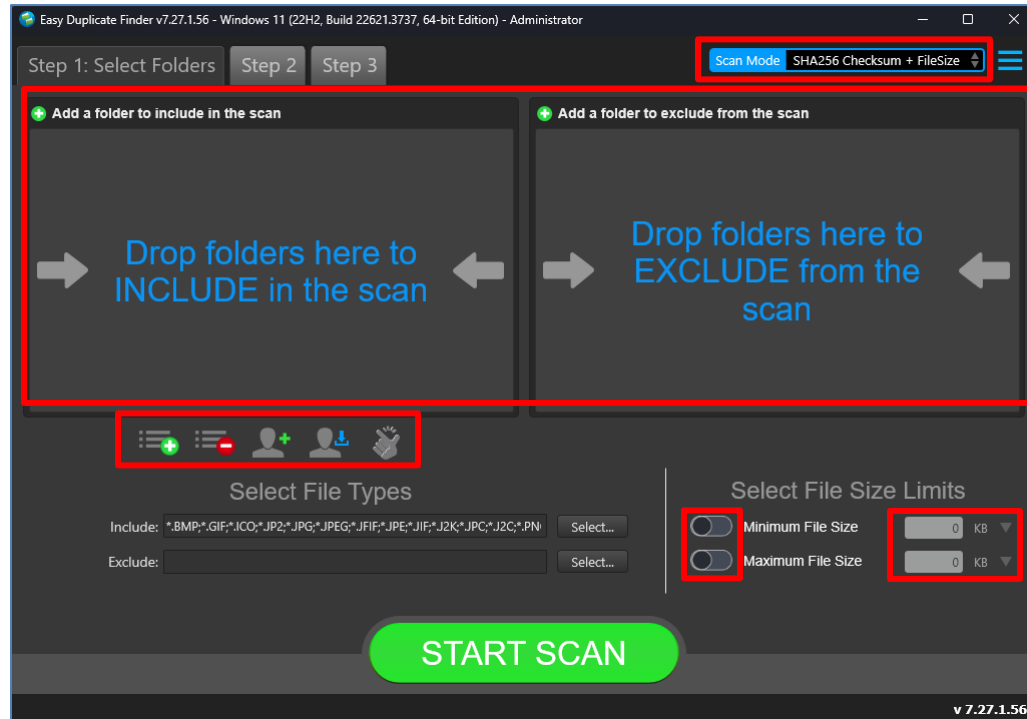
Figure 114 – Performing a OneDrive Scan – EDF main screen

Reference: For more information, refer to **The Main Screen Description** section.

2. From the scan mode drop-down, select the OneDrive Scan option. The OneDrive scan screen is displayed as depicted in the figure below –
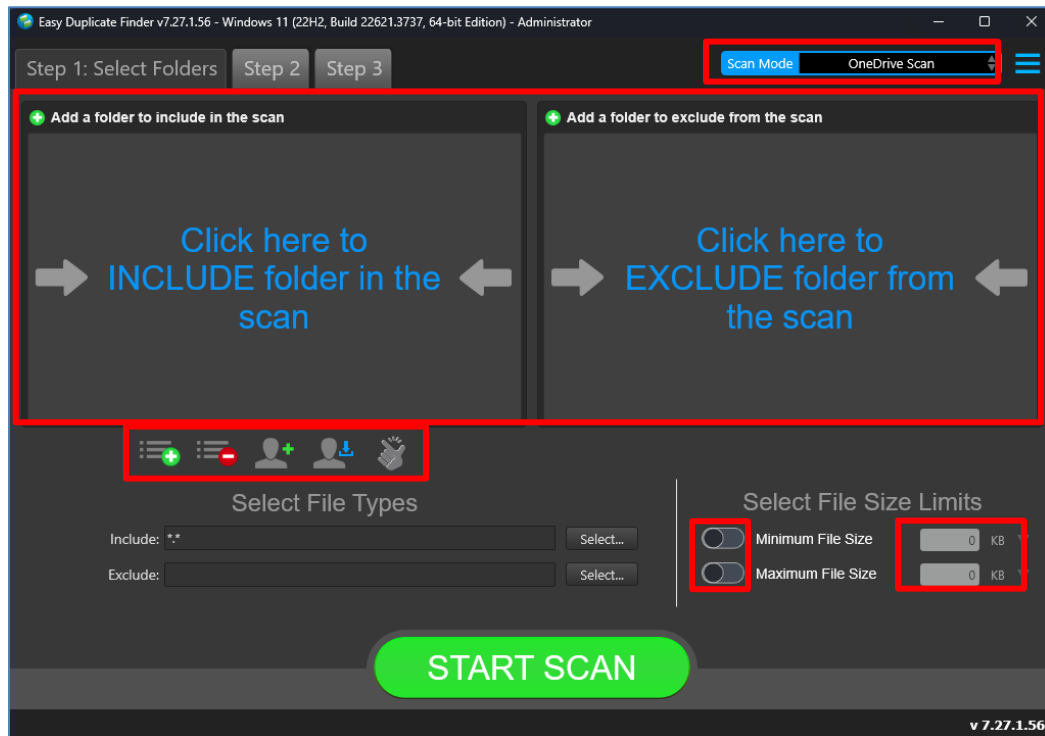
Figure 115 – Performing a OneDrive Scan – EDF main screen

Reference: For more information, refer to **The Main Screen Description** section.

Below are the functions along with a description of the parameters that you can tweak before you start a OneDrive scan –

- **Include folder (s) –** Clicking on the blue INCLUDE text on the left easel or by dragging a folder and dropping it in the area as depicted in the figure above, enables you to select a target folder which is to be scanned

  Reference: For more information, refer to the next steps 3 to 6.

- **Exclude folder (s) –** Clicking on the blue EXCLUDE text on the right easel or by dragging a folder and dropping it in the area as depicted in the figure above, enables you to select a target folder which is to be excluded from the scan

- **Import last scan –** Clicking this button opens a menu from which you can select this option to import the target folders of the last scan that you performed

- **Import saved scan –** Clicking this button opens a menu from which you can select this option to import the target folders of the last scan that you performed and saved as a **.edfscan** file

- **Import from Excel –** Clicking this button opens a menu from which you can select this option to import the target folders of the last scan that you performed and exported as an MS Excel file
- **Clear List –** Clicking this button clears the target folder list

    Tip: To clear the Exclude folder list perform a **Shift + Click** action

- **Load settings profile:** Clicking this button enables you to load the scan profile settings that you saved as a **.edfsp** file
- **Save settings profile:** Clicking this button enables you to save this scan profile settings as a **.edfsp** file
- **Load the predefined "Easy Scan" profile:** Clicking this button enables you to load the predefined easy scan profile for this scan
- **File Types –** Clicking the Select button in this area as depicted in the figure above enables you to specify which file types are to be scanned for duplicates and which are to be excluded
- **File Size Limits –** Specifying the maximum & minimum file sizes enables you to specify the size range of the files to be scanned. Then you can specify the numerical values for both maximum & minimum limits and select the adjacent drop-downs to specify whether the limits must be considered in bytes (B), kilobytes (KB), megabytes (MB), or gigabytes (GB).

3. Click the blue INCLUDE text on the left or drag & drop a target folder that you intend to scan. You may also specify folders to be excluded as per your requirements.

    Tip: You will be asked to allow access to your OneDrive synced folders. Click **Allow** to do so. Also, a popup will be displayed informing you to click the button of your default web browser (on your taskbar) which will be invoked by the EDF application.

4. In case you have not logged into OneDrive previously, login into OneDrive with your valid credentials.
5. After you have logged into OneDrive successfully, an alpha-numeric code will be displayed in your web browser. Click **Copy** to copy this code and then paste this code into your EDF application installation popup.

6. Then click **Continue** to continue selecting the required folder as per your requirements from the following popup. The specified folder is selected and listed in target folder list as depicted in the figure below –
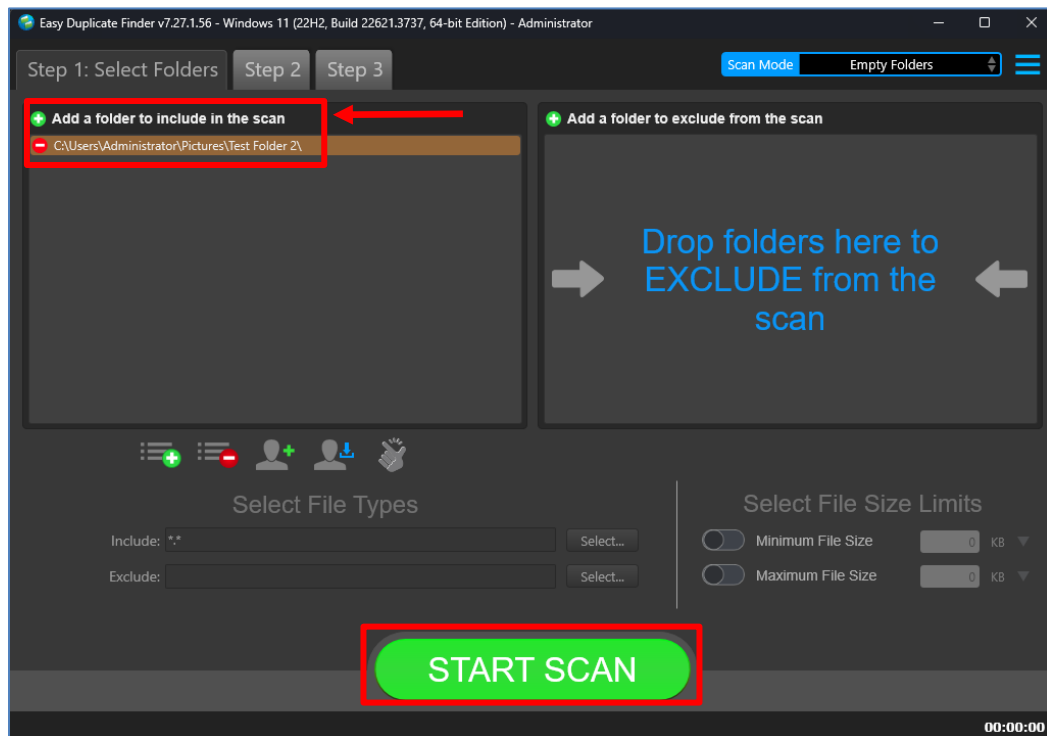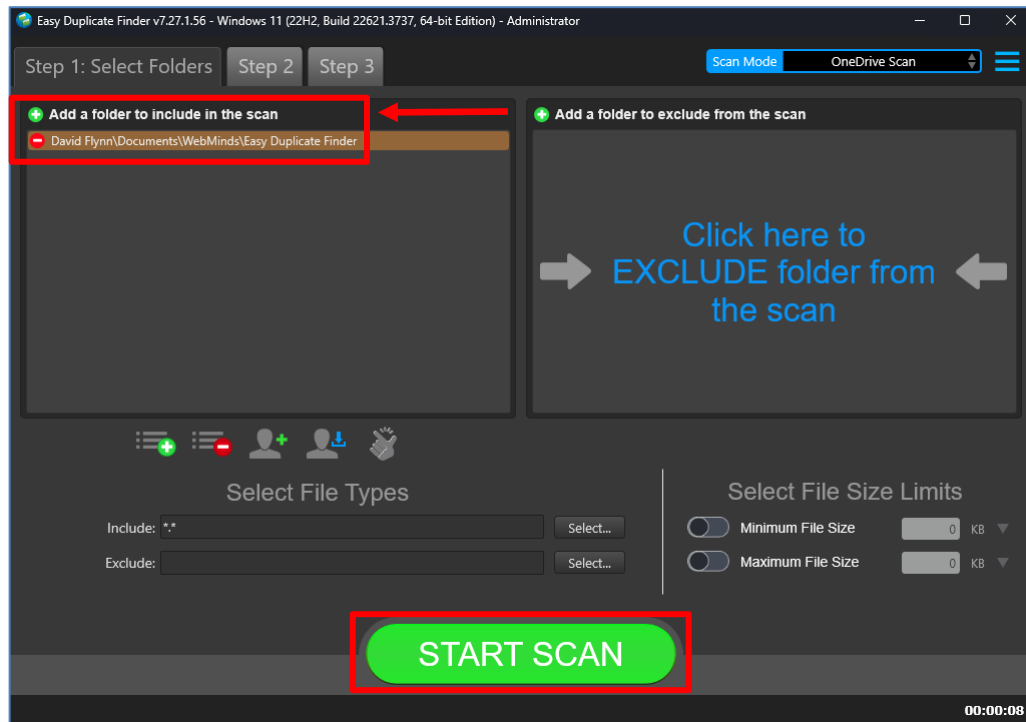

Figure 116 – Selecting one or more folders

Tip: You can add more folders in the target folder list by clicking the green Add folders button as depicted in the figure above in both the INCLUDE & EXCLUDE easels.

7. Specify the scan parameters as per your discretion and click **Start Scan**. Once the scan is finished, the scan results summary page is displayed as depicted in the figure below –
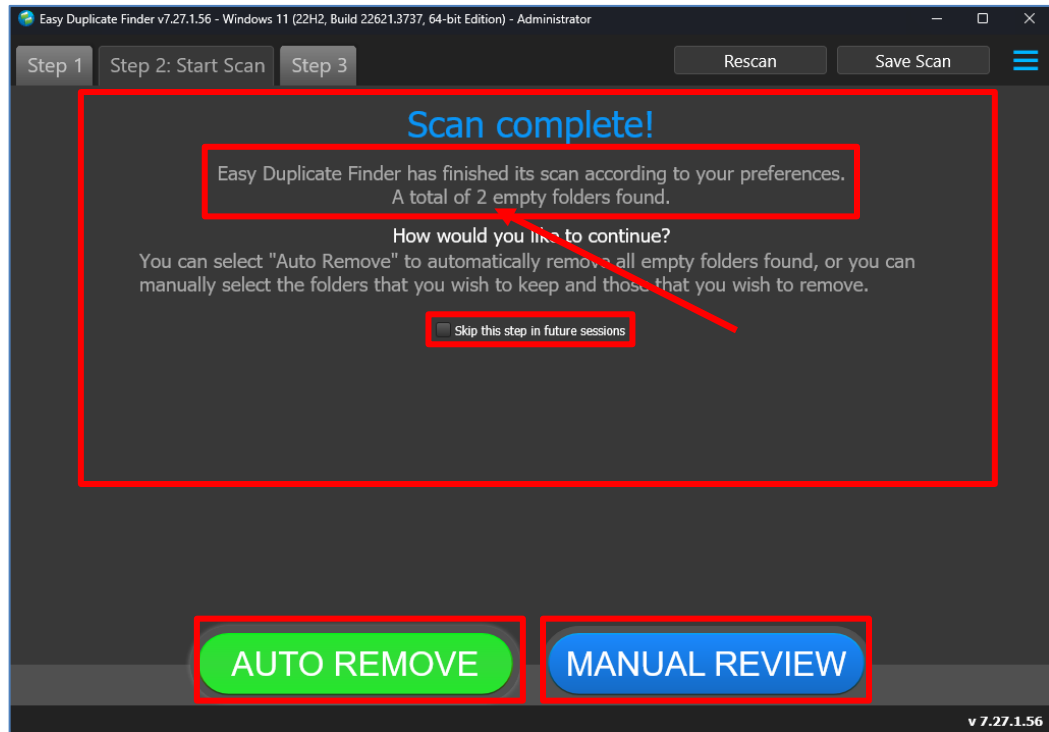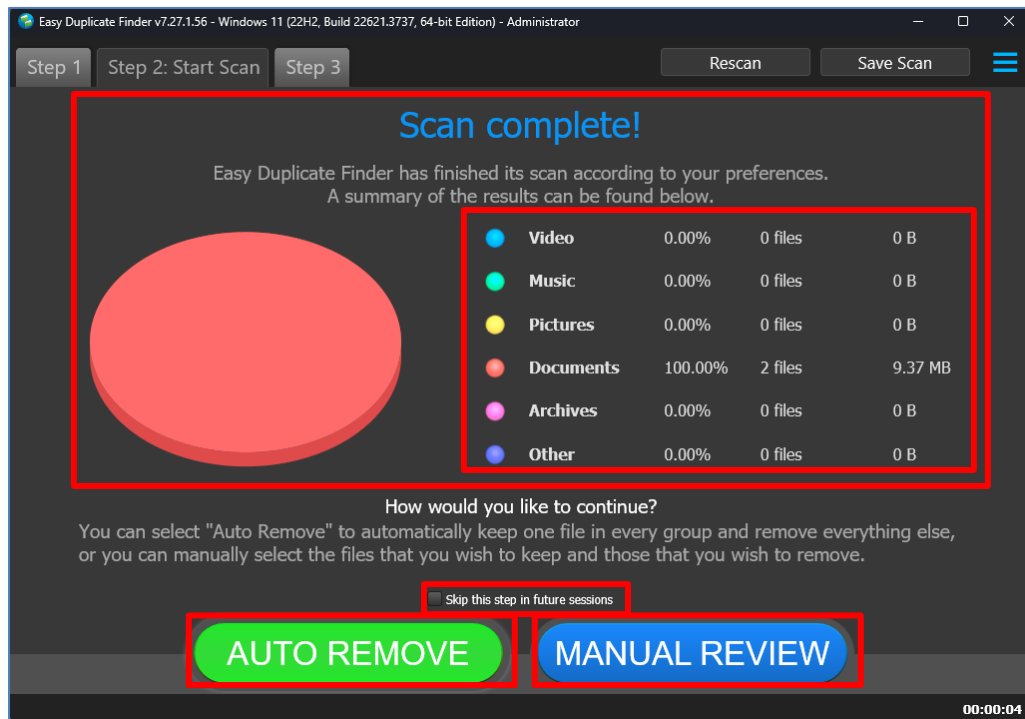

Figure 117 – Scan results summary page

Tip: Clicking **AUTO REMOVE** will remove the identified duplicates automatically.

Tip: Clicking **Skip this step in future sessions** will not display this screen in future.

8. Click **MANUAL REVIEW**. The scan result details page is displayed as depicted in the figure below –
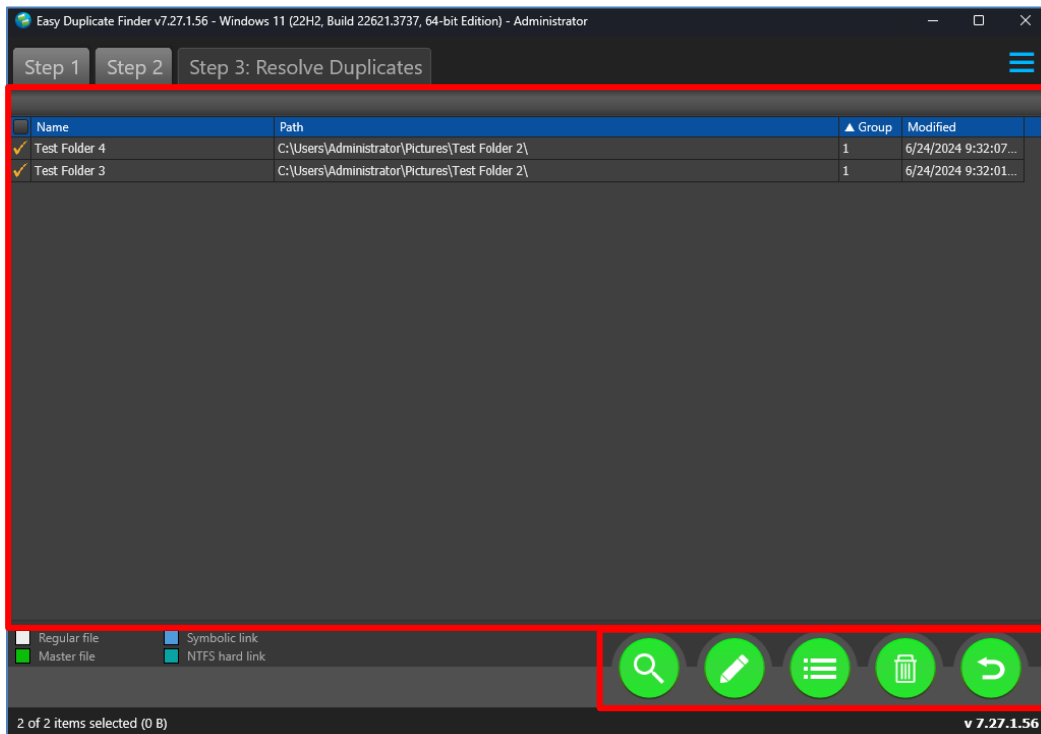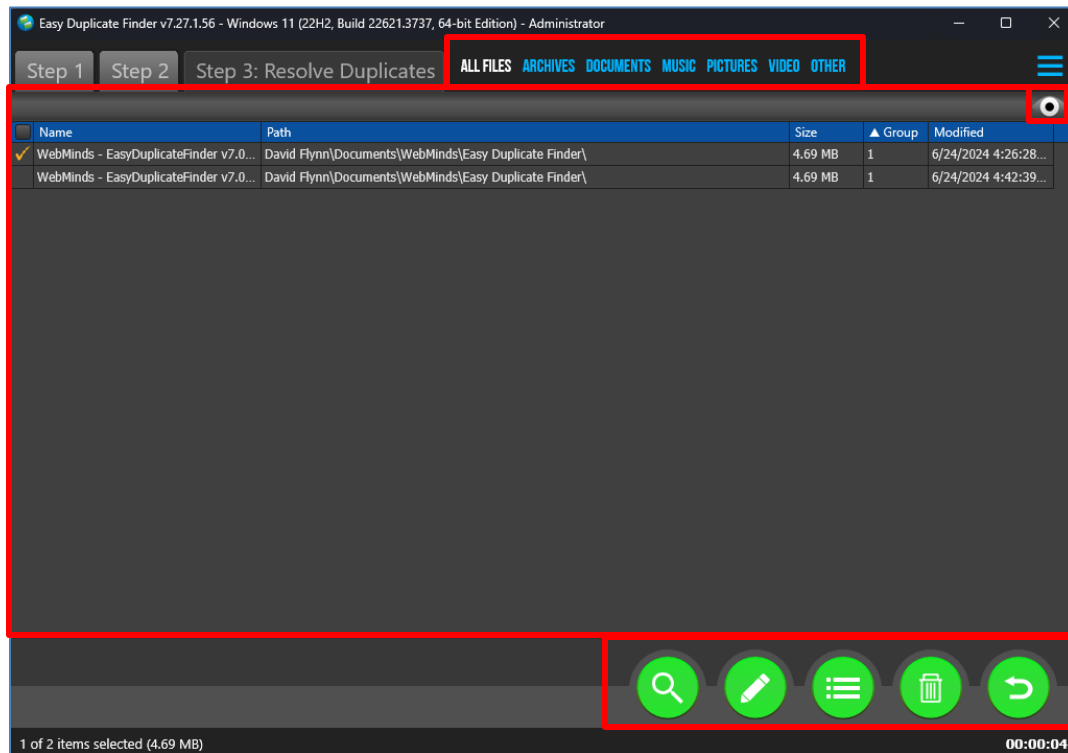

Figure 118 – Scan results details page

Tip: To preview the thumbnail of a selected file, click the **Preview** button provided on the top right-hand corner of this table.

Tip: You can also quickly view by their types by clicking their **File Type Links** provided just next to the Step 3 tab.

Reference: To save this scan, refer to **Saving a Scan** section. To import this scan later, refer to **Importing a Scan** section.

Reference: To perform multiple types of selections, refer to **Performing Multiple Types of Selections on the Scan Results page** section.

Reference: To export your scan results details as a file, refer to **Exporting your Scan Result Details as a File** section.

Reference: To clear the displayed scan results, refer to **Clearing the Displayed Scan Results from Scan Results page** section.

9. After you have selected the duplicate files that you intend to delete or move, from the bottom right-hand corner on the scan results page, click the corresponding buttons as depicted in the figure below –

Figure 119 – Scan Details Page Actions Menu

Reference: Refer to **Scan Detail Page Actions Menu Descriptions** section for a detailed description of the buttons available on the Scan Details Page Actions Menu.

The next section of this user manual lists **Frequently Asked Questions (FAQs)** as an appendix.

Appendix - A.   FREQUENTLY ASKED QUESTIONS (FAQS)

Here is a list of frequently asked questions with reference to the Easy Duplicate Finder™ application and its usage –

Q-1.   I think I have a lot of duplicates. Is Easy Duplicate Finder™ the right program to deal with them?

If you want to find and remove exact duplicates, then Easy Duplicate Finder™ is for you. With the help of this program, you will be able to manage duplicate documents, photos, songs, videos, emails and more. There are lots of different options and scan methods that guarantee accurate results and make the search quick and easy.

However, if you are looking for a program to manage your photos, we suggest that you try **Duplicate Photo Cleaner™** alongside Easy Duplicate Finder™. While Easy Duplicate Finder™ is great for finding exact copies of your photos, Duplicate Photo Cleaner can detect similar images of the same subject. This feature is ideal for those who have a large image library and want to get rid of poor-quality shots quickly.

Q-2.   How do I install Easy Duplicate Finder™ on a Windows PC?

Tip: For more information, refer to **Downloading the EDF Application Installer** section

Q-3. What is the best way to scan my computer for duplicate files?

With Easy Duplicate Finder™, you can find and delete duplicate files in just a few clicks. Here is how:

1. Open Easy Duplicate Finder™ and drop target folders that you intend to include in the scan into the left easel. You can also click on "Add folders" and select folders without dragging and dropping by clicking this easel if you are adding the first folder in this easel. After you have added the first folder, to add more folders click the green Add button just above your first folder entry.

2. Similarly, you can add folders that you intend to exclude from this scan by specifying them in the right easel.

3. Specify scan parameters as per your requirements and click on the green Start Scan button to start the scan.

4. When Easy Duplicate Finder™ finishes the scan, you can utilize the Scan Summary page to view a summary of the scan. Then you can click the **Auto Remove** button to automatically remove the identified duplicates or you can click on the **Manual Review** button to examine the scan results on the following Scan Result Details page which is displayed after you click this button.

5. Click on **Manage Duplicates** button and select the **Delete** button from the select menu that opens when you click the **Manage Duplicates** button, then tell the program to put the duplicates in the Recycle Bin or Trash.

Q-4. In what languages is Easy Duplicate Finder™ available?

Easy Duplicate Finder™ is available in English, German, Portuguese, Spanish, French, Italian, Turkish, Japanese, Chinese (Simplified), Ukrainian and Russian.

Q-5. What is the difference between Easy Duplicate Finder™ & Duplicate Photo Cleaner™?

Both Easy Duplicate Finder™ and Duplicate Photo Cleaner™ are designed to find and delete duplicate files. The main difference between these two apps is that Easy Duplicate Finder™ works with duplicates of all file types, whereas Duplicate Photo Cleaner™ works with images only. In addition to that, Easy Duplicate Finder™ can only find exact duplicates. Duplicate Photo Cleaner™ is different because it can detect both identical and similar images, such as resized and edited photos. It can also find photos in different formats (a .JPG file vs. a .PNG file, for example).

If you are having trouble choosing between Easy Duplicate Finder™ and Duplicate Photo Cleaner, ask yourself what types of duplicates you want to find. Easy Duplicate Finder™ is ideal if you want to delete duplicate documents, songs, photos, emails, and videos from your computer. But if all you want to do is organize your extensive image library, consider getting Duplicate Photo Cleaner. It will not only help you find and delete duplicate photos, but also let you easily sort through similar shots and decide which ones to keep and which to delete or move.

Q-6. How does Easy Duplicate Finder find duplicates and pre-select the files to delete?

Easy Duplicate Finder's File Search mode uses the SHA256 algorithm to compare files. This algorithm compares the hash for each file. If several files have the same hash, then one file is considered an original and the rest are marked as duplicates.

Here is how the scan works:

1. EDF scans the folders specified by the user and compiles a list of files.
2. If the user applied any filters (size, file extension, etc.), the files from the list are filtered according to that.
3. Once the results have been filtered, EDF calculates the SHA256 hash for each file. Files that have the same hash are duplicates.
4. EDF groups the duplicates and assigns numbers to the files starting with #1, then it sorts the results.

5. The file that was assigned with #1 is considered the original and the rest are considered duplicates. Because the files are the same (they have the same hash), the File Search mode selects the original file randomly. You can always modify the selection with the help of the pencil button. For example, you can mark the oldest or the newest files as originals. There are lots of batch selection options, so make sure you check them out.

Q-7. Is there a portable version of Easy Duplicate Finder?

Yes. You can download it from the **Version History** page.

Q-8. How does Easy Duplicate Finder decide which files are the originals and which are the duplicates?

When you are using most scan modes, Easy Duplicate Finder treats the first file in a group of duplicates as the original file. But when you switch to the Folder Comparison mode, all the files in the Master Folder are marked as the originals and the files in target folders are marked as the duplicates.

Q-9. What are the trial version limitations?

Easy Duplicate Finder's trial version provides unlimited scanning and lets you manage 10 groups of duplicate files. After that, file management options become locked and the scanning remains available.

However, if you register for the Premium Free Trial, then you can add 20 more groups to your account.

Reference: For more information, refer to the **Limitations of Utilizing an Unregistered EDF Application in Trial Mode** section.

Reference: For more information, refer to the **Getting the Premium Free Trial** chapter.

Q-10. I'm trying to register Easy Duplicate Finder™, but it's not working. Can you help?

There are a few things that may prevent the activation of the product, including:

- Your UAC (User Account Control) settings in Windows Vista, Windows 7, Windows 8, and Windows 10. When that's the case, simply close Easy Duplicate Finder™, then right-click on its shortcut on your desktop and select "Run as administrator". Then proceed to register the program.
- Your firewall or anti-virus programs may be preventing changes to your computer. Even ones you want to make such as registering your product. Try disabling your security software temporarily and proceed with product registration.

Q-11. My Windows computer is not connected to the Internet. Is there a way to activate Easy Duplicate Finder offline?

Follow these steps to activate Easy Duplicate Finder on a computer that's not connected to the Internet:

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. Go to this page and open a support ticket. Make sure you send both your product key and your license key to the Support Team, and ask the Support Team to email you a Master File that you can save to the folder where Easy Duplicate Finder is installed.
5. Then simply open Easy Duplicate Finder and it will get activated.

Reference: For more information, refer to the **Purchasing your License Key** section.

Q-12. I want to install Easy Duplicate Finder™ on my new computer using my license key. How do I do that?

If you ever need to reinstall the software or move it to a different computer, you can go to the "About" screen inside the program, make a note of your license key and then remove it. This will reset the key so that you can reactivate it on a new installation (this feature is limited to 3 times).

Note: if your license key has expired, please visit the **What's New** page on the site and download the version that was released before your key expired. An expired key will not activate on any version released after expiration.

Q-13. How do I upgrade to the latest version of Easy Duplicate Finder™?

If you are a registered (licensed) user, simply click on the Check for Updates link and download the latest version. Then launch the installation file and follow the prompts. You don't need to uninstall the old version to upgrade.

Q-14. Why is there an expiration date on my Easy Duplicate Finder™ license?

When you purchase a license for Easy Duplicate Finder™, the license unlocks the program forever, so that you can use Easy Duplicate Finder™ for as long as you want. As for the expiry date, it's set to show you the period during which you will be able to download free updates. Once the license expires, you can continue using your version of the program, but you will need to extend your license to continue getting updates and have access to email support.

Remember that each computer is assigned a unique license ID. Once activated, the software will not work on any other computer unless you ask our Support Team to transfer your license.

Q-15. My system crashed and Easy Duplicate Finder™ got unregistered. How do I get my software up and running again?

Install Easy Duplicate Finder again, just as if you were installing it on a new computer. When prompted, enter your current license key, and proceed to activate your EDF installation. The activation will fail and you'll get an option to activate the software by email. Click on "Activate by email" and fill out the details including why the reactivation is necessary. Submit the email. We will reactivate your license key and you'll be able to use it to activate the software again.

Q-16. I thought I had purchased a license for 3 computers, but it looks like I've purchased a single-PC license. Is there any way to upgrade my license for the price difference between the two?

Please log into your account from **this page**. To the right of your license key, you'll see two links - to renew and to upgrade. Click on the Upgrade button and follow the prompts.

Q-17. How do I log into my account on easyduplicatefinder.com?

You can log into your Easy Duplicate Finder™ account **here**. Use your account to retrieve your license key and check your subscription. Your login ID is the email address you used when you purchased the program. Also keep in mind that passwords are case-sensitive.

Q-18. What is the EDF File Color Legend ?
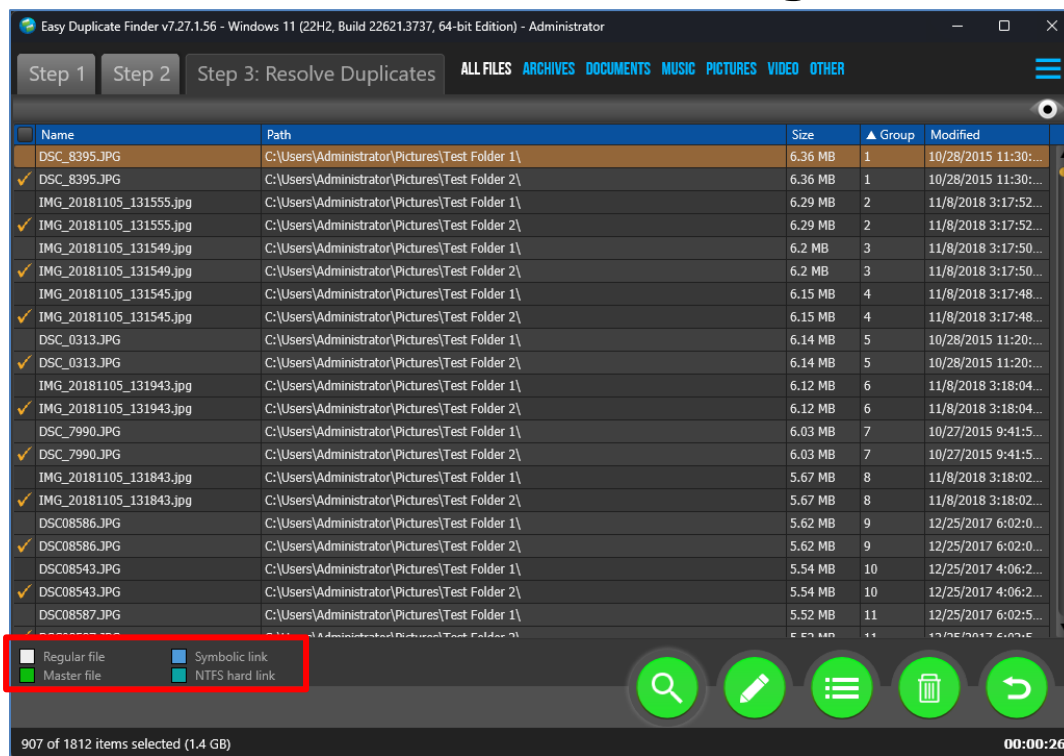
Figure 120 – EDF File Color Legend –Scan Result Details page

Below is the description of the EDF File Color Legend –

- **Regular file** is an ordinary file stored on user's PC.
- **Master file** is also ordinary file stored on user's PC but is considered by EDF as an original file in Folder comparison scan mode. EDF prevents master files from deletion.
- **A symbolic link** is a file-system object that points to another file system object (i.e., file or directory). This is something like a shortcut to a file or directory. More information about symbolic links available in internet (for example, here: **Symbolic Links - Win32 apps | Microsoft Learn**)
- **An NTFS hard link** is essentially a file that serves as a reference to another file within the same volume, without duplicating the actual data of that file. Multiple hard links can be established to direct to the identical file contents. To put it differently, a hard link is merely an alternative name for the same file. Consequently, when you delete a hard-linked file, it doesn't erase the file's contents; instead, it reduces a reference count. The actual content is deleted only when reference count becomes 0. Deleting NTFS hard link will not free up disk space.

Q-19. I'm updating to Windows 11. Will your software continue to work?

Yes, the software will continue to work.

Q-20. I still use Windows XP on my computer. Is Easy Duplicate Finder compatible with it?

Yes, Easy Duplicate Finder is compatible with Windows XP even though it's designed to work on the newest operating systems to ensure highly accurate results and great performance. However, Windows XP is an outdated OS and even Microsoft stopped supporting it. That's why some users may experience problems using the latest versions of Easy Duplicate Finder on XP. If that's the case with you, we suggest you download the following version:

Download Easy Duplicate Finder v. 4.7.0.391

Q-21. Can Easy Duplicate Finder find duplicate files in Dropbox, Google Drive, or in OneDrive?

Yes, it can. Easy Duplicate Finder™ has dedicated scan modes for both Dropbox, Google Drive, and OneDrive. The great thing about these modes is that all the file comparison is done in the Cloud, so that you don't need to download any files to your computer and waste disk space.

Reference: For more information, refer to the **Performing a Google Drive Scan, Performing a Dropbox Scan**, & **Performing a OneDrive Scan** sections.

Q-22. Why isn't there an Undo button in Google Drive and Dropbox scan modes?

Because these scan modes do all the file comparison in the Cloud, the file management actions are permanent and cannot be undone. That's why we encourage you to thoroughly check the scan results before you click on the Delete button.

Q-23. Does Easy Duplicate Finder sync everything across my devices when I use the Google Drive and Dropbox scan modes?

Yes, it does. Because everything happens in the Cloud and no files are downloaded, all changes are always in perfect sync.

Q-24. Does Easy Duplicate Finder work with network drives?

Easy Duplicate Finder should work on any network device as long as there is a drive letter assigned to it and the device is not a wireless one.

Q-25. Does Easy Duplicate Finder offer different options for viewing the duplicates at Step 3?

Yes, there are two options: the new duplicate groups view and the classic table view. To switch between views, simply click on the active view icon to switch it off and use the other option.

Q-26. How can I make sure the program doesn't delete files that are not duplicates by mistake?

Sometimes when you are searching for duplicate files by name or date only, the software can mark some files as duplicates by mistake. To prevent this from happening, use a more advance file comparison method, such as SHA256 Checksum + FileSize Scan. And if you want 100% accurate results, go to Easy Duplicate Finder™ application and select the Byte-By-Byte Comparison Scan. This scanning method will compare every single byte of the two or more files and will only mark files that are identical to their duplicates.

Q-27. How do I search for duplicate files in just one folder?

When you use Easy Duplicate Finder™ to search for duplicate files, you don't have to scan your whole hard drive. Simply drag & drop the folders you want to scan into the Include to Scan area and launch the search. When the scan is complete, use Assistant to quickly select the duplicate you want to move, rename, or delete.

Q-28. Does Easy Duplicate Finder find files shared with me on Google Drive when I use the Google Drive scan mode?

No, it doesn't. In Google Drive scan mode Easy Duplicate Finder scans files and folders stored on your Google Drive only, i.e., files created by you. Folders that were shared with you are NOT stored on your Google Drive even though you can access them through your Drive. Because these files don't occupy any space under your account, Easy Duplicate Finder doesn't scan them.

If you want to scan all the files on your Google Drive including the files that were shared with you, then it's better to install Google Drive on your computer, sync files and search for duplicates in the Google Drive folder locally. When you delete the duplicates, all changes will be synced with Google Drive in the Cloud.

Q-29. How do I check which duplicates are pre-selected at Step 3 and modify the selection?

You can expand each duplicate group by clicking on the small arrow next to the checkbox and see which files have been selected automatically. If you are not happy with Easy Duplicate Finder's selection, simply check the checkbox next to a different file.

To modify the selection for all the duplicates in bulk, click on the green button with a pencil icon and select the option that works best for you.

Q-30. How do I sort duplicates by folder if I want to keep files in a particular folder?

You can adjust the bulk selection to keep files located in a particular folder or in a folder plus its subfolders. To do that, go to the Step 3 screen and click on any file located in the folder you have original files. Then click on the button with a pencil icon and select "Keep files from this folder" or "Keep files from this folder and subfolders".

Q-31. How do I use the "Music Tags" mode to find duplicate songs?

Here is how you can find duplicate songs using the "Music Tags" mode:

1. As the Scan Mode, select Compare Music Tags.
2. Go to Settings to select the tags you want to compare songs by (title, artist, etc.).
3. Select the folders where you want to look for duplicate songs and click Start.
4. When the scan is complete, go through the search results and select the songs you wish to move or delete.

Tip: Double-click any song to preview it. This will save you from accidentally deleting a song you may want to keep.

Q-32. Does EDF's Music Scan mode offer a way for me to delete low-quality duplicates songs in bulk?

The Music Scan mode lets you batch-select duplicate songs with the highest or lowest bitrate. The higher the bitrate, the better the sound quality is. If you want to delete low-quality duplicate music files from your computer, go to Step 3, click on the pencil icon button, and choose the "Keep the songs with the highest bitrate in each group" option. Then click on the trash can button and EDF will delete the low-quality duplicates and keep only the high-quality tracks.

Q-33. How do I configure Easy Duplicate Finder™ to sync with my iTunes/iPhoto/Windows Media Player library?

In Easy Duplicate Finder™ v7, synchronization is performed automatically when possible.

Q-34. I've scanned some folders for duplicates and got lots of results. Now I want to make sure I don't delete files from a specific folder and its subfolders. How do I do that?

When you go to Step 3 to examine the scan results, right-click on any file in the folder you want to exclude from deletion and select "Remove this folder and subfolders from results". This way you can be sure you won't delete files located in the folder by mistake.

Q-35. Is there a way to use Easy Duplicate Finder to compare files against files in a specific folder? Or compare files in Folder A against files in Folder B?

Yes, Easy Duplicate Finder has a mode called Folder Comparison, which you can find in the scan modes drop-down menu. This mode allows you to run very specific scans and find duplicates in specified folders only.

Reference: For more information, refer to the **Performing a Folder Comparison Scan** section.

When you use the Folder Comparison Mode, Easy Duplicate Finder asks you to select a Master Folder - a folder the program will use to compare other folders with. After you select the Master Folder, add some Target Folders to the second drag & drop area to specify where Easy Duplicate Finder should look for duplicates. When done, perform a scan the usual way. Note that only the specified Target Folders will be scanned.

Q-36. What exactly does the Folder Comparison scan mode do?

The Folder Comparison mode is a special scan mode that makes it easy to compare files in two or more folders. It treats files in Source Folders as originals (master files), thus helping you to avoid any confusion when you're choosing which files to delete and which to keep. This mode is great for comparing files on external drives with files on your computer and merging folders.

Q-37. What does the "Replace with Symbolic Link" duplicates file management option do?

When you finish scanning your computer with Easy Duplicate Finder, you can select different options to manage duplicate files by clicking on "Manage Duplicates". One of these options is called "Replace with Symbolic Link". This option is very handy if you want to save disk space, yet keep all original file entries for easy file access. Here's how it works:

- Easy Duplicate Finder detects and removes selected duplicate files
- The file entries remain in their original location, but the duplicate files are replaced by tiny links that point to the original file
- When you open the symbolic link as you would open a file, the original file opens.

This way only one file remains, but all previous duplicate entries stay in their respective locations.

Q-38. Which email clients does Easy Duplicate Finder support?

Easy Duplicate Finder supports Microsoft Outlook on Windows and Mac, and Mac Mail. We are planning to add support for more email clients soon.

Q-39. What's the difference between the Email Mode and the Outlook Mode?

The Email scan is designed to work with your operating system's native email client (Outlook Express in older Windows versions (with EDF v5.0 or below), MS Outlook for newer Windows versions (with EDF v7.0) and Mac Mail on Apple computers). The Outlook Mode has been designed specifically for managing emails in Microsoft Outlook on Windows and Mac.

Q-40. Which versions of Microsoft Outlook are supported?

Easy Duplicate Finder supports Microsoft Outlook v15 and Outlook v16 and newer on Mac, and Microsoft Outlook 2010, Microsoft Outlook 2016, Microsoft Outlook 2019, and Microsoft Outlook 2021 and newer on Mac.

Q-41. How exactly does Easy Duplicate Finder detect duplicate emails?

When Easy Duplicate Finder scans for duplicate emails using the Email Mode or the Outlook Email mode, it doesn't compare any files. Instead, it uses your messages' properties and attributes that are provided by your email client. The attributes to compare are called "Fields" and you can configure them in the program settings, on the Email scan tab on the Settings panel.

Reference: For more information, refer to **The Email Scan tab** section.

Q-42. How do I scan local Outlook folders on a Mac?

First, select the Outlook Email mode (Mac) from the scan modes drop-down menu. Then, go to EDF Settings and enable the option to scan local Outlook folders. Go back to the main screen and add the folders you want to scan to the INCLUDE area. Proceed with scanning as you normally would.

Q-43. Can I use Easy Duplicate Finder to find and delete files in the Windows.old folder after upgrading to Windows 10?

We do not recommend using Easy Duplicate Finder to delete such files. These files are not really duplicates and using duplicate finder software apps to find and delete them can lead to errors if you delete a wrong file by mistake. If you're not planning to downgrade from Windows 10, then follow these steps to properly delete files in the Windows.old folder:

1. Type "Cleanup" in the Windows search field and then select Disk Cleanup.
2. Click on "Clean up system files" when the disk cleanup tool loads.
3. You'll get a screen with a list of items that can be cleaned up. Locate "Previous Windows installation(s)" and select it.
4. Click "OK" and wait for the cleanup to finish.

Q-44. What is audio fingerprint music comparison technology and how do I use it?

The audio fingerprint BASS technology is now part of EDF's Music Scan mode. This technology is like SHA256 hash comparison and it compares audio files by their content. When two tracks are compared using the audio fingerprint technology, Easy Duplicate Finder:

1. Decodes the track
2. Converts it to mono channel 5Khz
3. Divides the track into small parts
4. Calculates the hash values for each piece of audio and stores them in an array
5. Matches tracks by comparing their arrays of audio hash

You then get results based on the track similarity in percentage (hence the adjustable similarity threshold on the Music Scan tab on the Settings panel).

Reference: For more information, refer to **The Music Scan tab** section.

To use the audio fingerprint matching algorithm, select Music Scan from the scan modes drop-down menu, then go to Settings (Preferences on Mac), navigate to the Music Tags tab and select the "Use fingerprint comparison mode" checkbox. Then adjust the similarity threshold to fit your needs. It's set to 90% by default. After that, return to the main window and run a scan just like you normally would.

Q-45. Is there a way to filter the scan results and search for files?

Yes. 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.

Reference: For more information on usage, refer to the **Performing a Search / Filter Duplicates Action** section.

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.

Q-46. What is EDF Monitor?

EDF Monitor is a background process (system service) that monitors the appearance of new files on the user's PC. To avoid resource overhead, the EDF monitor keeps track of new files based on information about directories previously scanned by the EDF application.

The file cache is updated every time a new file appears in the monitored folder(s) or when an existing file is modified. For each new file, its hash is calculated and stored in the internal database (in the EDF app we use the term "File information cache").

By periodically maintaining and analyzing the database for identical hashes, EDF Monitor detects duplicate files and notifies the user about it. Upon seeing the notification, the user can either run the EDF to view and manage the detected duplicates, or ignore the detected duplicates (in this case, a new notification will be shown no earlier than 1 hour later and only when newer duplicates are found).

Q-47. My Windows computer won't let me install Easy Duplicate Finder™. What to do?

Most likely, your computer needs you to run the installer as Administrator. Here is how you can do that:

1. Right-click on the edfSetup.exe setup file
2. Select "Run as Administrator..."
3. Follow the setup instructions.

If you're still can't install EDF, make sure that:

- Your security software is interfering with the installation. Temporarily disable your security software and run Easy Duplicate Finder™ installer. Alternatively add Easy Duplicate Finder™ to the Ignore List. If that doesn't help, then your antivirus is blocking the downloading function in the installer. You can fix it by downloading the full .exe file using this link.
- You've downloaded the wrong version. Make sure that you've downloaded the right installation package for your operating system. Easy Duplicate Finder™ is available for both Windows and Mac.
- You are trying to install Easy Duplicate Finder™ from a flash drive. Try copying the installation package to your desktop and running the installation again.
- UAC (User Account Control) is too restrictive. Go to the Control Panel and edit your UAC settings.

Q-48. I'm trying to install Easy Duplicate Finder on my Windows PC but it conflicts with another application. What to do?

Some third-party software (e.g., Ipswich FTP Pro) may conflict with our one-click installer. If you can't install Easy Duplicate Finder using the regular installer, try using **this installation file** instead.

Q-49. I'm trying to drag & drop folders to scan but it's not working. Why is that?

This usually happens if you're running Easy Duplicate Finder as administrator. By default, Windows allows operations between applications sharing the same user privileges. This means that if you're running EDF as admin, Windows Explorer won't allow drag & drop because by default it always runs with the lowest user privileges. To take advantage of drag & drop, either use EDF as an ordinary user or launch Windows Explorer with administrative privileges.

Q-50. Windows 10 keeps deleting Easy Duplicate Finder whenever I download it. Why is that and how can I prevent it?

Windows 10 acts like that because there is a problem with Windows Defender and it marks Easy Duplicate Finder as a false positive. We suggest that you disable Windows Defender and get a better anti-virus program, such as Avast or AVG. Once you start using a third-party anti-virus, you'll be able to download and install Easy Duplicate Finder without any problems. We guaranteed that Easy Duplicate Finder is 100% malware-free.

Q-51. Easy Duplicate Finder™ isn't detecting some files that I know are duplicates. Why is that?

There may be many reasons for that. Try doing the following:

- Some files could be marked as temporary. To fix it, go to program settings and uncheck the "Skip temporary files" box.
- Photos: your photos may look the same, but they may have different metadata. Go to Settings and uncheck "Include EXIF tags", then repeat the scan.
- Music: in Settings change the scan mode to "Compare music tags". This allows you to compare the same songs that may have slightly different length and different bitrate. The default music tags under this option are Artist and Title.
- Perform a manual check of the suspected duplicates. To do that, go to Settings, click on the Tools tab, and use the CRC calculator. This tool will manually compare two (or more) suspected duplicates for exact match. If the CRC is the same, then most likely the files are duplicates.

- Another reason why Easy Duplicate Finder™ is not seeing some files as duplicates is when they are in different formats. For example, you may have the same song saved as MP3 and as WAV. It's the same song to you, but every single duplicate finder will not display it as a duplicate because to the software it's two completely different files. However, if you search for duplicate songs by name, you will get both files displayed by Easy Duplicate Finder™ and will be suggested to remove one of them.

Q-52. Easy Duplicate Finder™ found lots of duplicates, but I can't delete them. Why is that?

There are several reasons why you may not be able to delete the duplicates. The most common fixes for this problem are the following:

1. Verify that you are using the program as administrator. To do that, close the program, right-click on its shortcut on your desktop and select "Run as administrator" from the context menu.
2. The files you are trying to delete are being used by another program. Shut down all programs except Easy Duplicate Finder™ and try deleting the duplicates again.
3. UAC (User Access Control) is blocking the deletion process. Try disabling UAC or editing its sensitivity from the Control Panel, then try deleting duplicates again.

Tip: try to right-click on any file in the Easy Duplicate Finder™ results that you want to delete. Select "Open the folder containing the file" and see if you can delete the file in Windows Explorer. If not, then most likely you don't have the necessary permissions from the administrator of your computer.

Q-53. I've accidentally deleted some files I need. What to do?

Don't panic! If you haven't closed the program, Easy Duplicate Finder™ can undo the changes and bring your files back even if you've selected to delete them permanently so long as you did not perform any other scan post this permanent deletion. If you realize that you've deleted the files you still need, simply click on the Undo button that is activated as soon as you delete, rename, or move the duplicates. You will be asked if you really want to undo the changes. Hit Yes and your files will be back.

And if you closed Easy Duplicate Finder™ before you had the chance to recover accidentally deleted files, we suggest that you use a file recovery program.

Q-54. Why can't I select the "Keep files in this folder" option?

If you haven't selected a file in the list, this option will not work. Click on one of the files in the list to select it, and then use the "Select duplicates" menu item to choose the option you need.

Q-55. Why are some detected files marked "Read only" and is it safe to delete them?

When you scan your entire drive with Easy Duplicate Finder™, you may see some files marked "Read only" in the scan results. These files are automatically write-protected by the operating system or the applications that are using them. Easy Duplicate Finder™ can delete read-only files, but you should not touch them unless you are sure that deleting them will not interfere with other software you may be using.

Q-56. I'm trying to scan my MP3 player with Easy Duplicate Finder™ and it's not working.

To scan the content of you MP3 player, make sure it's connected to your computer and has a drive letter assigned to it. Unless there is a drive letter for your device, you won't be able to scan it with Easy Duplicate Finder™.

Sometimes even if there is a drive letter assigned to the device, the device may have restricted access to protect DMR (digital media rights). If that's the case, then your only option is to copy the music to your hard drive, delete duplicates with Easy Duplicate Finder™, and replace the music on your MP3 player.

Q-57. I'm using the Music Scan mode and Easy Duplicate Finder is not detecting some duplicates. Why is that?

The Music Scan mode compares files by their ID3 tags. If you're scanning music files that don't have any ID3 tags, the Music Scan mode won't detect them at all. Try using the File Search scan and compare the files using the default SHA256 Checksum + FileSize method or using Byte-by-Byte Comparison. You can select these methods in EDF's settings. If the songs you're scanning contain exact duplicates, Easy Duplicate Finder will detect them.

Q-58. I want to scan a network drive with Easy Duplicate Finder but I can't add it to the scan. What to do?

You need to map the network drive with a letter for Easy Duplicate Finder to recognize it. To do that, open Windows Explorer, right-click on the network drive you want to map and select "Map network drive..." Assign a letter to the drive and then add it to Easy Duplicate Finder scan.

Q-59. Are there any other tips for improving network share scanning performance?

Alongside turning OFF the "Cache file information" option, consider scheduling scans during off-peak network usage times. This can help minimize congestion and optimize overall scanning performance on network shares.

Q-60. I've updated Easy Duplicate Finder and now the program doesn't recognize my network drive.

Make sure you reboot your computer after installing the update. Once you reboot, Easy Duplicate Finder will recognize all mapped network drives.

Q-61. I'm trying to use the Email Mode to find duplicate emails in Outlook but it's not working. What to do?

Please switch to the Outlook Email scan mode using the scan modes drop-down menu and try again. The Email Mode only works with native email clients. If you're using Microsoft Outlook on your PC or Mac, you should use the Outlook Mode.

Q-62. I'm trying to get Easy Duplicate Finder to find PST files using the Email Mode and nothing works.

You don't need to look for duplicate PST files to find and delete duplicate emails with Easy Duplicate Finder. PST is just a container on Windows OS (Mac OS doesn't use PST files at all) and our software looks for actual duplicate emails. Please make sure you're using the correct scan mode - Email Mode for your native email client (Mac Mail on Mac and Outlook Express on older Windows versions), and Outlook Mode for Microsoft Outlook on Windows and Mac.

Q-63. I'm using the Outlook Mode to scan for duplicate Outlook emails but Easy Duplicate Finder hangs. What to do?

Sometimes Outlook may hang and cause Easy Duplicate Finder to freeze. EDF relies on Outlook to scan emails for duplicates, and thus if there's a problem with Outlook, there will also be a problem with Easy Duplicate Finder. If you determine that Outlook is causing EDF to freeze, please refer to Microsoft support. And if you think that there's a problem with Easy Duplicate Finder, please submit a support ticket.

Q-64. I'm having trouble activating Easy Duplicate Finder. What to do?

Sometimes security programs are preventing EDF from submitting your activation details. Disable your antivirus (especially if you're using Malwarebytes or Acronis) and try again. If that doesn't help, you may need to modify read / write permissions for the EDF installation folder (C:\ProgramData\EasyDuplicateFinder):

Browse to C:\ProgramData\EasyDuplicateFinder and click on File – Properties in the new window that opens, go to the Security tab, and allow read / write operations.

Note: This is a hidden folder so you may require enabling viewing of hidden files and folders.

Q-65. Why is the scan speed slower when performing scans on a network share?

Scanning speed on a network share may be affected by the speed and load of your network. All scans conducted on a network share are subject to these external factors, leading to variations in processing speed.

Q-66. How does network speed impact scan performance on network shares?

The scanning speed directly correlates with the speed and load of your network. A faster and less congested network typically results in quicker scan processing, while slower or congested networks may lead to delays.

Q-67. Can I improve the scan speed on a network share?

Yes, to enhance scan speed on a network share, we recommend optimizing your network speed and reducing congestion. Additionally, consider adjusting scan settings based on the specifics of your network environment.

Q-68. What is the "Cache file information" option, and how does it affect network share scanning?

The "Cache file information" option in scan settings influences the scanning process on network shares. When turned ON, it may impact speed due to the caching of file information. For optimal performance on network shares, we recommend turning OFF this option.

Q-69. How do I disable the "Cache file information" option in scan settings?

To disable the "Cache file information" option, navigate to your scan settings and locate the relevant option. Uncheck the Cache file Information as shown below. This adjustment can contribute to improved scanning speed on network shares.

Reference: For more information on the "Cache file information" setting, refer to **The Scan Settings tab** section.

Q-70. Are there any specific recommendations for network share scanning?

Yes, for network shares, it's advisable to monitor and optimize your network speed. Additionally, turning OFF the "Cache file information" option in scan settings can enhance scanning performance on network shares.

Q-71. Does the scanning speed on network shares vary based on the file types being scanned?

While file types can influence scanning speed, the primary factors affecting speed on network shares are the speed and load of your network. Adjusting settings and optimizing your network can help mitigate potential slowdowns.

Q-72. I am getting an Allow / Deny popup while performing an Outlook Scan. It is repeating infinitesimally. How do I fix this ? How do I prevent this security popup in future ?

While performing an Outlook Scan you may encounter an infinitesimally repeating Allow / Deny Security popup as indicated below –
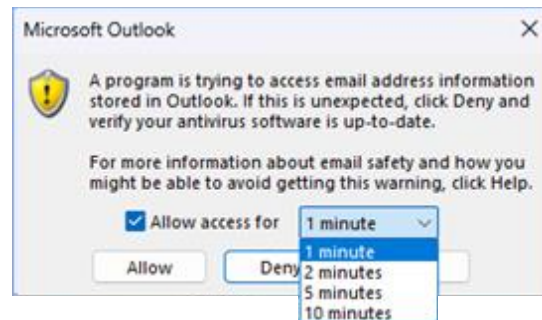
This popup is triggered by Outlook when the EDF application connects to your Outlook email client application in order to fetch the meta-data information of the emails contained in the folder that you specified in the INLCUDE and / or EXCLUDE easels. This occurs in the following situations –

- **In case Windows Defender is disabled & no Antivirus is installed in your system**
- **In case your installed Antivirus is disabled temporarily**
- **In case your Windows Defender virus & malware definitions are not up-to-date**
- **In case your Antivirus virus & malware definitions are not up-to-date**

Steps to fix this issue: Stop your Outlook scan, right-click on the Outlook icon in your system tray on the bottom right-hand corner of your screen near the clock, & then click **Exit Now** to exit from the Outlook application. Then update your Windows Defender or your Antivirus virus & malware definitions or enable your Windows Defender or Antivirus application, then restart Outlook, and resume performing your Outlook scan.

Steps to prevent this issue: To prevent this issue in the Outlook Scans that you perform in future, ensure that Windows Defender or your Antivirus are installed, enabled, and duly updated with their virus & malware definitions.

The next section of this user manual lists an **Index** of commonly used terms, phrases, & tasks in this user manual.

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