



WebMinds, Inc.

Easy Duplicate FinderTM Version v7.0

User Manual (For macOS Users) Version 2.0

Feb 10, 2025



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Revision History

DATE	RELEASE	REVISION DESCRIPTION	MODIFIED BY
Jul 10, 2024	0.1	Initial draft	David A. Flynn
Aug 01, 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 baselined 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
- It 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 -

Image: Second Secon

Organization of this User Manual

This user manual contains 19 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 12	Performing a Folder Comparison Scan
Chapter 13	Performing a Google Drive Scan
Chapter 14	Performing a Dropbox Scan
Chapter 15	Performing a MacOS Mail Scan
Chapter 16	Performing an Empty Folders Scan
Chapter 17	Performing a OneDrive Scan

Easy Duplicate Finder [™] v7.0 User Manual (For macOS Users) v2.0 WM - EDFUM - 2.0 External Page | iii

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CHAPTER	DESCRIPTION
Chapter 18	Performing a MacOS Music 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
- ✓ **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><T

- 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>
- 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
ТМ	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
ХМР	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.

Table of Contents

Revision His	tory	ii
About this L	ser Manual	iii
Purpose of In Scope of Out of Sco Intended Organizat Typograp Abbreviat Terms Us	of this User Manual ope of this User Manual Audience of this User Manual ion of this User Manual hical Conventions / Customaries used in this User Manual ions / Acronyms used in this User Manual ed in this User Manual	
Chapter - 1.	Introduction	11
1.1	Downloading the EDF Application Installer	11
Chapter - 2.	Getting Started	12
2.1	he Main Screen Description	
2.2	he Hamburger Menu Options Descriptions	
2.2.1	The Settings Panel Detailed Description	
2.2.	1.1 The General tab	
2.2.	1.2 The Scan Settings tab	
2.2.	1.3 The Music Scan tab	
2.2.	1.4 The Email Scan tab	
2.2.	1.5 The Logging tab	
2.2.	1.6 The Ignore List tab	
2.2.	1.7 The Sounds tab	
2.2.	1.8 The Support tab	
2.2.2	The SHA256 Calculator Detailed Description	27
2.2.3	The File/Folder Synchronization Detailed Description	
2.2.4	The Update Option Detailed Description	
2.2.5	The About Option Detailed Description	
2.2.6	The Register Now Option Detailed Description	
2.2.7	The Clear File Information Cache Detailed Description	
2.2.8	The Open Wizard Option Detailed Description	
2.2.	3.1 Step 1	
2.2.	3.2 Step 2	
2.2.	3.3 Step 3	
2.3	imitations of Utilizing an Unregistered EDF Application in Trial Mode	32
2.4	Performing General Functions during all Scan Types	
2.4.1	Saving a Scan	
2.4.	1.1 Saving a scan from the Scan Summary page	
2.4.	1.2 Saving a scan from the Scan Details page	
2.4.2	Importing a Scan	
2.4.3	Using the Assistant on the Scan Summary Page	
2.4.4	Scan Detail Page Actions Menu Descriptions	
2.4.	4.1 Viewing the File Contents Preview	
2.4.	4.2 Viewing Files based on their File Type	
2.4.	4.3 Performing a Search / Filter Duplicates Action	
2.4.	4.4 Performing Multiple Types of Selections on the Scan Results page	
Easy Dup	licate Finder [™] v7.0 User Manual (For macOS Users) v2.0	External

Page | 6

2.4	4.4.5 Managing Duplicates	42
	Moving selected files to a specific folder	
	Replacing selected files with symlinks	
	Renaming selected files	
	Exporting your Scan Result Details as a File	45
	Saving your scan	
	Clearing the Displayed Scan Results from Scan Results page	
	Removing resolved files from the results	
	Performing an Undo Action	54
Chapter - 3	8. Getting the Premium Free Trial	56
3.1	Via the Free Trial buttons or link	56
3.2	Via the Register Now Button in the EDF Application Menu	58
Chapter - 4	l. Purchasing your License Key	61
Chapter - 5	Activating your EDF Installation	62
5.1	Via the Activate buttons or link	62
5.2	Via the Register Now Button in the EDF Application Menu	64
Chapter - 6	5. Entering a New Key	67
Chapter - 7	Performing a SHA256 Checksum + FileSize Scan	70
Chapter - 8	8. Performing a Byte-By-Byte Comparison Scan	76
Chapter - 9	9. Performing a Filename Only Scan	82
Chapter - 1	0. Performing a Music Scan	88
Chapter - 1	1. Performing an Outlook Mail Scan	94
Chapter - 1	2. Performing a Folder Comparison Scan	101
Chapter - 1	3. Performing a Google Drive Scan	107
Chapter - 14	4. Performing a MacOS Mail Scan	114
Chapter - 1	5. Performing a Dropbox Scan	121
Chapter - 1	.6. Performing an Empty Folders Scan	128
Chapter - 1	7. Performing a OneDrive Scan	134
Chapter - 1	8. Performing a MacOS Music Scan	141
Appendix -	A. Frequently Asked Questions (FAQs)	147
Index		169

Table of Figures

WM - EDFUM - 2.0	Page 8
Easy Duplicate Finder [™] v7.0 User Manual (For macOS Users) v2.0	External
Figure 40 - Furchasing your License Key - SLEP 1	Lo
Figure 47 - Specifying your registration details	
rigure 4b – The EDF application main screen	
Figure 45 – Easy Duplicate Finder W detault screen	
Figure 44 – Specifying your registration details	
Figure 43 – Easy Duplicate Finder™ default screen	
Figure 42 – Undoing the last action performed	54
Figure 41 – Manage Duplicates button – Clearing results	53
Figure 40 – Actions button – Clearing results	52
Figure 39 – Manage Duplicates button – Saving your scan	51
Figure 38 – Scan result details exported as an Excel file	50
Figure 37 – Scan result details exported as an HTML file	
Figure 36 – Scan result details exported as a CSV file	
Figure 35 – Scan result details exported as a Text file	47
Figure 34 – Manage Duplicates button – Exporting selected files	46
Figure 33 – Actions button – Deleting selected files	45
Figure 32 – Manage Duplicates button – Renaming selected files	44
Figure 31 – Manage Duplicates button – Replacing selected files with symbolic links	43
Figure 30 – Manage Duplicates button – Moving selected files to a specific folder	42
Figure 29 – Multiple selection types available for scan results	40
Figure 28 – Search / Filter duplicates popup	
Figure 27 – Scan Details Page -Preview button	
Figure 26 – Scan Details Page Action buttons	
Figure 25 – Assistant – Step 2	
Figure 24 – Assistant – Step 1	
Figure 23 – EDF application main screen – Importing a saved scan	
Figure 22 – Scan Results page	
Figure 21 – Scan Summary page	
Figure 20 – Easy Duplicate Finder [™] wizard popup – step 3	
Figure 19 – Easy Duplicate Finder [™] wizard popup – step 2	
Figure 18 – Easy Duplicate Finder [™] wizard popup – step 1	
Figure 17 – Easy Duplicate Finder [™] Clear Information Cache dialog box	
Figure 16 – Easy Duplicate Finder [™] About popup	
Figure 15 – Easy Duplicate Finder [™] Updates popup	
Figure 14 – Easy Duplicate Finder™ File / Folder Synchronization	
Figure 13 – Easy Duplicate Finder™ SHA256 Calculator	
Figure 12 – Easy Duplicate Finder TM settings panel – the Support tab	26
Figure 11 – Easy Duplicate Finder TM settings panel – the Sounds tab	25
Figure 10 – Easy Duplicate Finder TM settings panel – the longer List tab	24
Figure 9 – Easy Duplicate Finder TM settings panel – the Logging tab	
Figure 8 – Easy Duplicate Finder TM settings panel – the Final Scan tab	20
Figure 7 – Easy Duplicate Finder TM settings panel – the Music Scan tab	
Figure 5 – Easy Duplicate Finder TM settings panel – the General Lab	10
Figure 4 – The EDF application main screen	
Figure 3 – Easy Duplicate Finder [™] main screen	
Figure 2 – Easy Duplicate Finder M default screen	
Figure 1 – Downloading the Easy Duplicate Finder [™] application installer executable file	

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rigure 50 Easy Duplicate rinder actabilitier certaint server international	
Figure 51 – Specifying your registration details	63
Figure 52 – Easy Duplicate Finder [™] default screen	64
Figure 53 – The EDF application main screen	65
Figure 54 – Specifying your registration details	66
Figure 55 – EDF application main screen	67
Figure 56 – Entering a new EDF application license key – About popup	68
Figure 57 – Activating EDF application – step 2	68
Figure 58 – EDF application license key activation successful	69
Figure 59 – Performing a SHA256 Checksum + FileSize Scan – EDF main screen	70
Figure 60 – Selecting one or more folders	72
Figure 61 – Scan results summary page	73
Figure 62 – Scan results details page	74
Figure 63 – Scan Details Page Actions Menu	75
Figure 64 – Performing a Byte-by-Byte Comparison Scan – EDF main screen	76
Figure 65 – Performing a Byte-by-Byte Comparison Scan – EDF main screen	77
Figure 66 – Selecting one or more folders	78
Figure 67 – Scan results summary page	79
Figure 68 – Scan results details page	80
Figure 69 – Scan Details Page Actions Menu	81
Figure 70 – Performing a Filename Only Scan – EDF main screen	82
Figure 71 – Performing a Filename Only Scan – EDF main screen	83
Figure 72 – Selecting one or more folders	84
Figure 73 – Scan results summary page	
Figure 74 – Scan results details page	
Figure 75 – Scan Details Page Actions Menu	
Figure 76 – Performing a Music Scan – EDF main screen	
Figure 77 – Performing a Music Scan – EDF main screen	
Figure 78 – Selecting one or more folders	
Figure 79 – Scan results summary page	91
Figure 80 – Scan results details page	
Figure 81 – Scan Details Page Actions Menu	93
ingure of seam becausing age vectors menu	0/
Figure 82 – Performing an Outlook Mail Scan – Legacy Outlook ontion	74
Figure 82 – Performing an Outlook Mail Scan – Legacy Outlook option Figure 83 – Performing an Outlook Mail Scan – EDE main screen	94 94
Figure 82 – Performing an Outlook Mail Scan – Legacy Outlook option Figure 83 – Performing an Outlook Mail Scan – EDF main screen Figure 84 – Performing an Outlook Mail Scan – EDF main screen	94
Figure 82 – Performing an Outlook Mail Scan – Legacy Outlook option Figure 83 – Performing an Outlook Mail Scan – EDF main screen Figure 84 – Performing an Outlook Mail Scan – EDF main screen Figure 85 – Selecting one or more folders	94 94 95 97
Figure 82 – Performing an Outlook Mail Scan – Legacy Outlook option Figure 83 – Performing an Outlook Mail Scan – EDF main screen Figure 84 – Performing an Outlook Mail Scan – EDF main screen Figure 85 – Selecting one or more folders Figure 86 – Scan results summary page	94 94 95 97 98
Figure 82 – Performing an Outlook Mail Scan – Legacy Outlook option Figure 83 – Performing an Outlook Mail Scan – EDF main screen Figure 84 – Performing an Outlook Mail Scan – EDF main screen Figure 85 – Selecting one or more folders Figure 86 – Scan results summary page Figure 87 – Scan results details page	94 94 95 97 98 99
Figure 82 – Performing an Outlook Mail Scan – Legacy Outlook option Figure 83 – Performing an Outlook Mail Scan – EDF main screen Figure 84 – Performing an Outlook Mail Scan – EDF main screen Figure 85 – Selecting one or more folders Figure 86 – Scan results summary page Figure 87 – Scan results details page Figure 88 – Scan Details Page Actions Menu	94 94 95 97 98 99 99
 Figure 82 – Performing an Outlook Mail Scan – Legacy Outlook option Figure 83 – Performing an Outlook Mail Scan – EDF main screen Figure 84 – Performing an Outlook Mail Scan – EDF main screen Figure 85 – Selecting one or more folders Figure 86 – Scan results summary page Figure 87 – Scan results details page Figure 88 – Scan Details Page Actions Menu Figure 89 – Performing a Folder Comparison Scan – EDF main screen 	
 Figure 82 – Performing an Outlook Mail Scan – Legacy Outlook option Figure 83 – Performing an Outlook Mail Scan – EDF main screen Figure 84 – Performing an Outlook Mail Scan – EDF main screen Figure 85 – Selecting one or more folders Figure 86 – Scan results summary page Figure 87 – Scan results details page Figure 88 – Scan Details Page Actions Menu Figure 89 – Performing a Folder Comparison Scan – EDF main screen Figure 90 – Performing a Folder Comparison Scan – EDE main screen 	
 Figure 82 – Performing an Outlook Mail Scan – Legacy Outlook option	
 Figure 82 – Performing an Outlook Mail Scan – Legacy Outlook option Figure 83 – Performing an Outlook Mail Scan – EDF main screen Figure 84 – Performing an Outlook Mail Scan – EDF main screen Figure 85 – Selecting one or more folders Figure 86 – Scan results summary page Figure 87 – Scan results details page Figure 88 – Scan Details Page Actions Menu Figure 89 – Performing a Folder Comparison Scan – EDF main screen Figure 90 – Performing a Folder Comparison Scan – EDF main screen Figure 91 – Selecting one or more folders Figure 92 – Scan results summary page 	
 Figure 82 – Performing an Outlook Mail Scan – Legacy Outlook option Figure 83 – Performing an Outlook Mail Scan – EDF main screen Figure 84 – Performing an Outlook Mail Scan – EDF main screen Figure 85 – Selecting one or more folders Figure 86 – Scan results summary page Figure 87 – Scan results details page Figure 88 – Scan Details Page Actions Menu Figure 89 – Performing a Folder Comparison Scan – EDF main screen Figure 90 – Performing a Folder Comparison Scan – EDF main screen Figure 91 – Selecting one or more folders Figure 92 – Scan results summary page Figure 93 – Scan results details page 	
 Figure 82 – Performing an Outlook Mail Scan – Legacy Outlook option	
 Figure 82 – Performing an Outlook Mail Scan – Legacy Outlook option Figure 83 – Performing an Outlook Mail Scan – EDF main screen Figure 84 – Performing an Outlook Mail Scan – EDF main screen Figure 85 – Selecting one or more folders Figure 86 – Scan results summary page Figure 87 – Scan results details page Figure 88 – Scan Details Page Actions Menu Figure 90 – Performing a Folder Comparison Scan – EDF main screen Figure 91 – Selecting one or more folders Figure 92 – Scan results summary page Figure 93 – Scan results details page Figure 94 – Scan Details Page Actions Menu Figure 95 – Performing a Google Drive Scan – EDF main screen 	
 Figure 82 – Performing an Outlook Mail Scan – Legacy Outlook option	
Figure 82 – Performing an Outlook Mail Scan – Legacy Outlook option Figure 83 – Performing an Outlook Mail Scan – EDF main screen Figure 84 – Performing an Outlook Mail Scan – EDF main screen Figure 85 – Selecting one or more folders. Figure 86 – Scan results summary page Figure 87 – Scan results details page Figure 88 – Scan Details Page Actions Menu Figure 89 – Performing a Folder Comparison Scan – EDF main screen Figure 90 – Performing a Folder Comparison Scan – EDF main screen Figure 91 – Selecting one or more folders. Figure 92 – Scan results details page Figure 93 – Scan results details page Figure 94 – Scan Details Page Actions Menu Figure 95 – Performing a Google Drive Scan – EDF main screen Figure 96 – Performing a Google Drive Scan – EDF main screen Figure 97 – Selecting one or more folders.	
Figure 82 – Performing an Outlook Mail Scan – Legacy Outlook option Figure 83 – Performing an Outlook Mail Scan – EDF main screen Figure 84 – Performing an Outlook Mail Scan – EDF main screen Figure 85 – Selecting one or more folders. Figure 86 – Scan results summary page Figure 87 – Scan results details page Figure 89 – Performing a Folder Comparison Scan – EDF main screen Figure 90 – Performing a Folder Comparison Scan – EDF main screen Figure 91 – Selecting one or more folders. Figure 92 – Scan results summary page Figure 93 – Scan results details page Figure 94 – Scan Details Page Actions Menu Figure 95 – Performing a Google Drive Scan – EDF main screen Figure 97 – Selecting one or more folders. Figure 97 – Selecting one or more folders. Figure 98 – Performing a Google Drive Scan – EDF main screen Figure 95 – Performing a Google Drive Scan – EDF main screen Figure 96 – Performing a Google Drive Scan – EDF main screen Figure 97 – Selecting one or more folders. Figure 98 – Scan results summary page Figure 94 – Scan Details Page Actions Menu Figure 95 – Performing a Google Drive Scan – EDF main screen Figure 96 – Performing a Google Drive Scan – EDF main screen Figure 97 – Selecting one or more folders.	
Figure 82 – Performing an Outlook Mail Scan – Legacy Outlook option Figure 83 – Performing an Outlook Mail Scan – EDF main screen Figure 84 – Performing an Outlook Mail Scan – EDF main screen Figure 85 – Selecting one or more folders Figure 86 – Scan results summary page Figure 87 – Scan results details page Actions Menu Figure 89 – Performing a Folder Comparison Scan – EDF main screen Figure 90 – Performing a Folder Comparison Scan – EDF main screen Figure 91 – Selecting one or more folders Figure 92 – Scan results details page Figure 93 – Scan results details page Figure 94 – Scan Details Page Actions Menu Figure 95 – Performing a Google Drive Scan – EDF main screen Figure 97 – Selecting one or more folders Figure 98 – Scan results details page Figure 99 – Scan results details page Figure 99 – Selecting one or more folders Figure 95 – Performing a Google Drive Scan – EDF main screen Figure 96 – Performing a Google Drive Scan – EDF main screen Figure 97 – Selecting one or more folders Figure 98 – Scan results summary page Figure 99 – Scan results summary page	
Figure 82 – Performing an Outlook Mail Scan – Legacy Outlook option	

Easy Duplicate Finder [™] v7.0 User Manual (For macOS Users) v2.0	External
WM - EDFUM - 2.0	Page 9
Copyright © WebMinds, Inc. 2025. All Rights Reserved	

Figure 101 – Performing a MacOS Mail Scan – EDF main screen	114
Figure 102 – Performing a MacOS Mail Scan – EDF main screen	115
Figure 103 – Selecting one or more folders	117
Figure 104 – Scan results summary page	118
Figure 105 – Scan results details page	119
Figure 106 – Scan Details Page Actions Menu	120
Figure 107 – Performing a Dropbox Scan – EDF main screen	121
Figure 108 – Performing a Dropbox Scan – EDF main screen	122
Figure 109 – Selecting one or more folders	124
Figure 110 – Scan results summary page	125
Figure 111 – Scan results details page	126
Figure 112 – Scan Details Page Actions Menu	127
Figure 113 – Performing an Empty Folders Scan – EDF main screen	128
Figure 114 – Performing an Empty Folders Scan – EDF main screen	129
Figure 115 – Selecting one or more folders	130
Figure 116 – Scan results summary page	131
Figure 117 – Scan results details page	132
Figure 118 – Scan Details Page Actions Menu	133
Figure 119 – Performing a OneDrive Scan – EDF main screen	134
Figure 120 – Performing a OneDrive Scan – EDF main screen	135
Figure 121 – Selecting one or more folders	137
Figure 122 – Scan results summary page	138
Figure 123 – Scan results details page	139
Figure 124 – Scan Details Page Actions Menu	140
Figure 125 – Performing a MacOS Music Scan – EDF main screen	141
Figure 126 – Performing a MacOS Music Scan – EDF main screen	142
Figure 127 – Selecting one or more folders	143
Figure 128 – Scan results summary page	144
Figure 129 – Scan results details page	145
Figure 130 – Scan Details Page Actions Menu	146
Figure 131 – EDF Security Access Requisition popup	151
Figure 132 – MacOS Security & Privacy popup	151
Figure 133 – EDF File Color Legend –Scan Result Details page	156
Figure 134 – Symbolic links - Aliases	156
Figure 135 – Downloading an older version of EDF compatible to your OS Version	157

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 –





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.

Easy Duplicate Finder [™] v7.0 User Manual (For macOS Users) v2.0	External
WM - EDFUM - 2.0	Page 12
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The Main Screen Description 2.1

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 -



Figure 3 – Easy Duplicate Finder™ main screen

Below is a description of the screen elements of the main 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 19 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.

Easy Duplicate Finder[™] v7.0 User Manual (For macOS Users) v2.0 External WM - EDFUM - 2.0 Page | 13

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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

Easy Duplicate Finder [™] v7.0 User Manual (For macOS Users) v2.0	External
WM - EDFUM - 2.0	Page 14
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Below is a description of the options available on the hamburger menu of the Easy Duplicate Finder[™] application.

OPTION	DESCRIPTION		
	Clicking this option opens the Settings panel.		
Settings	Reference: For more information, refer to The Settings Panel Detailed		
	Description section.		
SHA256	Clicking this option opens the SHA256 Calculator popup.		
Calculator	Reference: For more information, refer to The SHA256 Calculator Detailed Description section.		
File /Felder	Clicking this option opens the File/Folder Synchronization popup.		
Synchronization	Reference: For more information, refer to The File/Folder Synchronization Detailed Description section.		
	Clicking this option opens the Update popup.		
Update	Reference: For more information, refer to The Update Option Detailed Description section.		
	Clicking this option opens the About popup.		
About	Reference: For more information, refer to The About Option Detailed		
	Clicking this option opens the Register Now popula		
Register Now	Reference: For more information, refer to The Register Now Option		
	Detailed Description section.		
Clear File	Clicking this option opens the Clear File Information Cache popup window.		
Information	Reference: For more information, refer to The Clear File Information		
Cache	Cache Detailed Description section.		
	Clicking this option opens Open Wizard popup.		
Open Wizard	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 y 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

Easy Duplicate Finder [™] v7.0 User Manual (For macOS Users) v2.0	External
WM - EDFUM - 2.0	Page 16
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- 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.
- 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.
- Skip compressed files: This checkbox enables you to specify EDF to skip scanning of compressed files.
- 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.

```
Easy Duplicate Finder ™ v7.0 User Manual (For macOS Users) v2.0ExternalWM - EDFUM - 2.0Page | 18
```

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- 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 –

			Prefe	rences			
General	Scan settings	Music scan	Email scan	Logging	Ignore List	Sounds	Support
Finger	print comparison						
Comp	n acoustic finger ignal, that can be cope are files by music	print is a conde used to identif tags		ummary, de nple or quic	terministically kly locate sim	generated ilar items ir	
	bum			Genre			
📝 Ar	tist			🖉 Title			
Bit	rate			Track			
Du	iration			Year			
Most digital audio files have tags - small bits of information contained in the file. These tags describe various characteristics of an audio file. You can use these tags to compare audio files.							
Restore	Defaults					ок	Cancel

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.

Easy Duplicate Finder [™] v7.0 User Manual (For macOS Users) v2.0	External
WM - EDFUM - 2.0	Page 20
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• 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.

Easy Duplicate Finder™ v7.0 User Manual (For macOS Users) v2.0	External
WM - EDFUM - 2.0	Page 21
Copyright © WebMinds, Inc. 2025. All Rights Reserved	

- **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 –

•••			Prefe	rences			
General	Scan setting	s Music scan	Email scan	Logging	Ignore List	Sounds	Support
Logging	level:						
Disable I				Warnii	ngs + Error me	ssages	
— Log	directory						
/User:	s/david/Library	/Logs/EasyDuplic	ateFinder/		В	rowse	Open Logs
🗸 Au	tomatically delet	e log files older than	< 7 • da	ays			
Restore	Defaults					ок	Cancel

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

Easy Duplicate Finder [™] v7.0 User Manual (For macOS Users) v2.0	External
WM - EDFUM - 2.0	Page 23
Copyright © WebMinds, Inc. 2025, All Rights Reserved	

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 –

•••				Prefe	rences			
General	Scan sett	tings Mu	usic scan	Email scan	Logging	Ignore List	Sounds	Support
This exclu any opera	This exclusion list overrides any other options and is intended to prevent Easy Duplicate Finder from performing any operations inside the folders (scan, rename, move or delete files, etc.)							
WARNING Add Ad	: Do NOT r dd mask	nodify this	list until y					
/Applicat /Library/* /System/ /bin/* /sbin/* /lib/* /cores/* /dev/* /dev/* /etc/* /usr/* /var/*	ions/* *							
Restore	Defaults						ок	Cancel

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.

Easy Duplicate Finder [™] v7.0 User Manual (For macOS Users) v2.0	External
WM - EDFUM - 2.0	Page 24
Copyright © WebMinds, Inc. 2025. All Rights Reserved	

- **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 –

		Prefer	rences				
General Scan settings	Music scan	Email scan	Logging	Ignore List	Sounds	Support	
Sound notifications							
Please specify the music	files to be play	ved when the s	steps below	are completed	1		
Directory scanning						🗴 ୍	▶■
File processing						🗴 ୍	▶■
Scan complete						8 Q	▶∎
Restore Defaults					ок		Cancel

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.

Easy Duplicate Finder [™] v7.0 User Manual (For macOS Users) v2.0	External
WM - EDFUM - 2.0	Page 25
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- 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 –

•••			Prefe	rences				
General	Scan settings	Music scan	Email scan	Logging	Ignore List	Sounds	Support	
Please cli Only appli	ck the button bel cation logs and s	ow to prepare t settings will be	the informatior collected.	n our suppor	t team needs	to resolve y	/our issue.	
A Zip arch send it to	ive will be create paul@webminds	ed in your Docu .com using <u>ww</u>	ments folder. I w.dropsend.co	If it is too lar m and refer	ge to send via ence your tick	a our ticket : et number :	system plea from here.	ise
			Prepa	re data				
Restore	Defaults					ок	Ca	ancel

Figure 12 – Easy Duplicate Finder[™] settings panel – the Support tab

Easy Duplicate Finder [™] v7.0 User Manual (For macOS Users) v2.0	External
WM - EDFUM - 2.0	Page 26
Copyright © WebMinds, Inc. 2025. All Rights Reserved	

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.

•••		SHA256 Calculato	r			
File Name	SHA256		Path	Date	Size	Modified
Browse	Clear					Close

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 File/Folder Synchronization Detailed Description

This sub-section describes how you perform file/folder synchronization between the specified source and target folders.



Figure 14 – Easy Duplicate Finder[™] File / Folder Synchronization

- 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 autosynchronization of files.
 - 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.
 - **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.
 - 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.

Easy Duplicate Finder [™] v7.0 User Manual (For macOS Users) v2.0	External
WM - EDFUM - 2.0	Page 28
Copyright © WebMinds, Inc. 2025. All Rights Reserved	

2.2.4 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 –

	Automatic Update
3	There are no new updates
🗸 Check f	or updates on startup OK
	Figure 15 – 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.

2.2.5 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 –



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

Click OK to continue.

Easy Duplicate Finder [™] v7.0 User Manual (For macOS Users) v2.0	External
WM - EDFUM - 2.0	Page 29
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2.2.6 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.

2.2.7 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 17 – 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.

2.2.8 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.



Figure 18 – Easy Duplicate Finder[™] wizard popup – step 1

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

2.2.8.1



Figure 19 – 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.

Easy Duplicate Finder [™] v7.0 User Manual (For macOS Users) v2.0	External
WM - EDFUM - 2.0	Page 31
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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.

Easy Duplicate Finder™ v7.0 User Manual (For macOS Users) v2.0	External
WM - EDFUM - 2.0	Page 32
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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 21 – 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.

Easy Duplicate Finder [™] v7.0 User Manual (For macOS Users) v2.0	External
WM - EDFUM - 2.0	Page 33
Copyright © WebMinds, Inc. 2025, All Rights Reserved	

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 –

	Easy Duplicate Finder v7.27.1.56 - macOS (Version 14.6.0)		
Step 1 Step 2 Step 3: Resolve Duplicates ALLFILES ARCHIVES DOCUMENTS MUSIC PICTURES VIDEO OTHER				
Name	Path	Size	▲ Group	Modified
ipcgames.com_Sniper_Ghost_W	/Users/david/Documents/Test_Files1/	1.48 GB	1	04/08/23 10:01:32 PM
ipcgames.com_Sniper_Ghost_W	/Users/david/Documents/Test_Files1/	1.48 GB	1	04/08/23 10:01:32 PM
VID_20181106_120849.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	91.74 MB	2	06/11/18 12:09:44 PM
VID_20181106_120849 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	91.74 MB	2	06/11/18 12:09:44 PM
VID_20181107_171524.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	61.68 MB	3	07/11/18 5:15:24 PM
VID_20181107_171524 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	61.68 MB	3	07/11/18 5:15:24 PM
VID20181105194911.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	27.17 MB	4	06/11/18 12:56:44 PM
VID20181105194911 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	27.17 MB	4	06/11/18 12:56:44 PM
VID20181105194428.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	21.26 MB	5	06/11/18 12:04:30 PM
VID20181105194428 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	21.26 MB	5	06/11/18 12:04:30 PM
🗸 IMG20181105193842.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.9 MB	6	06/11/18 11:18:00 AM
IMG20181105193842 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.9 MB	4	06/11/10 11:10:00 AM
V IMG20181105211805.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.88 MB	Move to	folder
IMG20181105211805 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.88 MB	Replace	with symbolic link
🗸 IMG20181105200621.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.83 MB	Rename	
IMG20181105200621 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.83 MB	Delete	
🗸 IMG20181105193847.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.72 MB	Export	
IMG20181105193847 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.78 MB	Save Sca	in
🗸 IMG20181105200630.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.74 MB	Clear rea	wite
IMG20181105200630 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.74 MB	Clear res	
✓ IMG20181105200648.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.74 MB		resolved from results
Regular file Symbol Master file				
36 of 71 items selected (1.69 GB)				00:01:29

Figure 22 – 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 –

Easy Duplicate Finder v7.27.1.56 - macOS (Version 14.6.0)				
Step 1: Select Folders Step 2 S	tep 3		Scan Mode SHA256 Checksum	1 + FileSize 🍦 🗮
Add a folder to include in the scan		Add a folder to exclude from the scan		
Drop folders he INCLUDE in the	ere to e scan	Dro EX	op folders here CLUDE from th scan	to ne 🔶
Import last scan Import saved scan Import from Excel	t ≫ ≆Types		Select File Size	Limits
Incluser		Select		0 кв 🗸
Exclude:		Select	Maximum File Size	0 КВ 🔻
START SCAN				
				00:01:29

Figure 23 – 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 24 – Assistant – Step 1

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



Figure 25 – Assistant – Step 2

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

Easy Duplicate Finder [™] v7.0 User Manual (For macOS Users) v2.0	External
WM - EDFUM - 2.0	Page 36
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2.4.4 Scan Detail Page Actions Menu Descriptions

While performing the 10 types of scans that the MacOS 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 –



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

🛑 🧅 🛑 Easy Dupli	cate Finder v	7.27.1.56 -	macOS (Version 14.6.	0)
Step 1 Step 2 Step 3: Resolve Duplicat	all file	S ARCHIVES	DOCUMENTS MUSIC PIC	CTURES VIDEO OTHER
				Preview 📃 📀
Name Path	Size	▲ Group	Modified	CommonH 1 duplicates 2 duplicates
✓ 11141275_8690 /Users/david/Documents/Test_Files1/CNI	84 KB	26	20/04/15 2:58:28 PM	
11141275_8690 /Users/david/Documents/Test_Files1/CNI	84 KB	26	20/04/15 2:58:28 PM	
CommonHeader /Users/david/Documents/Test_Files1/CNI	71 KB	27	05/06/17 6:44:08 AM	
CommonHeader /Users/david/Documents/Test_Files1/CNI	71 KB	27	05/06/17 6:44:10 AM	
✓ CV+R_David_A /Users/david/Documents/Test_Files1/	64 KB	28	19/05/24 7:36:24 PM	
CV+R_David_A /Users/david/Documents/Test_Files1/	64 KB	28	19/05/24 7:36:24 PM	
✓ 0F7S7QWJ0Ac.h /Users/david/Documents/Test_Files1/CNI	42 KB	29	05/06/17 6:44:12 AM	Here's to the crazy ones. 1 rebels. The troublemakers.
0F7S7QWJ0Ac(1 /Users/david/Documents/Test_Files1/CNI	42 KB	29	05/06/17 6:44:12 AM	round page in the square he The ones who see things dif
✓ 0F7S7QWJ0Ac(3 /Users/david/Documents/Test_Files1/CNI	42 KB	30	05/06/17 6:44:14 AM	They're not fond of rules. Any time, have no respect for the status quo.
0F7S7QWJ0Ac(2 /Users/david/Documents/Test_Files1/CNI	42 KB	30	05/06/17 6:44:14 AM	You can praise them, disagree with them, quote them, disbelieve them, glorify or
✓ CoverLetter_TW /Users/david/Documents/Test_Files1/	16 KB	31	19/05/24 7:36:22 PM	vilify them. About the only thing you can't do is ignore them. Because they change things.
CoverLetter_TW /Users/david/Documents/Test_Files1/	16 KB	31	19/05/24 7:36:22 PM	They invent. They imagine. They heal.
✓ s.html /Users/david/Documents/Test_Files1/CNI	187 B	32	05/06/17 6:44:14 AM	They push the human race forward.
✓ s(2).html /Users/david/Documents/Test_Files1/CNI	187 B	32	05/06/17 6:44:14 AM	Maybe they have to be crary. How else can you stare at an empty canvas and see a work of art? Or sit in silence
s(1).html /Users/david/Documents/Test_Files1/CNI	187 B	32	05/06/17 6:44:14 AM	and hear a song that's never been written? Or gaze at a red planet and
✓ sync /Users/david/Documents/Test_Files1/CNI	170 B	33	05/06/17 6:44:12 AM	see a laboratory on wheels?
saved_resource(1) /Users/david/Documents/Test_Files1/CNI	170 B	33	05/06/17 6:44:12 AM	
✓ saved_resource(/Users/david/Documents/Test_Files1/CNI	149 B	34	05/06/17 6:44:12 AM	
saved_resource(/Users/david/Documents/Test_Files1/CNI	149 B	34	05/06/17 6:44:12 AM	
✓ l(1) /Users/david/Documents/Test_Files1/CNI	0 B	35	05/06/17 6:44:10 AM	
I /Users/david/Documents/Test_Files1/CNI	0 B	35	05/06/17 6:44:10 AM	
Regular file Symbolic link Master file				
36 of 71 items selected (1.69 GB)				v 7.27.1.56

Figure 27 – Scan Details Page -Preview button

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 –

Search / Filter duplicates						
File path and name:	•					
Use symbol "*" for any string and symbol "?" for any single character.						
Date between:	30/12/99 🔻 and	30/12/99				
File size:	equal 👻	0 в 🗸				
Duplicate group:						
Use symbol "," to separate groups and "-" to set a group range.						
Search Filte	r Duplicate List	Cancel				

Figure 28 – 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 –

	Easy Duplicate Finder v7.27.1.56 - macOS (Version 14.6.0)						
Step 1 Step 2 Step 3: Resolve Duplicates ALL FILES ARCHIVES DOCUMENTS MUSIC PICTURES VIDE0 OTHER							
Name	Path		Size	▲ Group	Modified		
ipcgames.com_Sniper_Ghost_W	/Users/david/Documents/Test_Files1/		1.48 GB	1	04/08/23 10:01:32 PM		
ipcgames.com_Sniper_Ghost_W	/Users/david/Documents/Test_Files1/		1.48 GB	1	04/08/23 10:01:32 PM		
✓ VID_20181106_120849.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/		01 74 MB	<u> </u>	06/11/19 12:00:44 DM		
VID_20181106_120849 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	A	II on this drive				
VID_20181107_171524.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	A .	II in this folder	/			
VID_20181107_171524 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	A	Il in this folder an	subfolder	'S		
VID20181105194911.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	A	Il in group except	this one			
VID20181105194911 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	ĸ	eep the newest in	each dupli	icate group		
VID20181105194428.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	ĸ	eep the oldest in	each duplic	ate group		
VID20181105194428 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	ĸ	eep files of this fil	le type in ea	ach duplicate group		
IMG20181105193842.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	K	eep files with orig	inal names	in each duplicate group		
IMG20181105193842 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	ĸ	Keep files from this folder				
IMG20181105211805.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	ĸ	eep files from this	folder and	subfolders		
IMG20181105211805 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	к	eep all files in cus	tom folder			
IMG20181105200621.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	ĸ	eep the newest in	each folde	er 👘		
IMG20181105200621 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	ĸ	eep the oldest in	each folder			
🗸 IMG20181105193847.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/				<mark>-</mark>		
IMG20181105193847 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	5	elect all ouplicate	5			
IMG20181105200630.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	5			tion button		
IMG20181105200630 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	R					
🗸 IMG20181105200648.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	0	unselect all סוין דיגנ		00/11/10 12:03:32 FM		
Regular file Symbol Master file	ic link	٩					
35 of 71 items selected (1.69 GB)					v 7.27.1.56		

Figure 29 – 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

Easy Duplicate Finder [™] v7.0 User Manual (For macOS Users) v2.0	External
WM - EDFUM - 2.0	Page 40

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- 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 –

00	Easy Duplicate Finder v7.27.1.56 - macOS (Version 14.6.0)				
Step 1 Step 2 Step	3: Resolve Duplicates ALL FILES ARCHIVES DOCUMENTS MUSIC PICTU	RES VIDEO O	THER	≡	
				•	
Name	Path	Size	▲ Group	Modified	
ipcgames.com_Sniper_Ghost_W	/Users/david/Documents/Test_Files1/	1.48 GB	1	04/08/23 10:01:32 PM	
ipcgames.com_Sniper_Ghost_W	/Users/david/Documents/Test_Files1/	1.48 GB	1	04/08/23 10:01:32 PM	
✓ VID_20181106_120849.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	91.74 MB	2	06/11/18 12:09:44 PM	
VID_20181106_120849 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	91.74 MB	2	06/11/18 12:09:44 PM	
VID_20181107_171524.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	61.68 MB	3	07/11/18 5:15:24 PM	
VID_20181107_171524 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	61.68 MB	3	07/11/18 5:15:24 PM	
VID20181105194911.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	27.17 MB	4	06/11/18 12:56:44 PM	
VID20181105194911 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	27.17 MB	4	06/11/18 12:56:44 PM	
VID20181105194428.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	21.26 MB	5	06/11/18 12:04:30 PM	
VID20181105194428 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	21 26 MB	5	06/11/18 12:04:30 PM	
IMG20181105193842.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.9 ML	6	06/11/18 11:18:00 AM	
IMG20181105193842 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.9 MB	4=		
IMG20181105211805.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.88 MB	Move to	folder	
IMG20181105211805 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/ Manage	1.88 MB	Replace	with symbolic link	
IMG20181105200621.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.83 MB	Rename		
IMG20181105200621 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.83 MB	Delete		
IMG20181105193847.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.78 MB	Export		
IMG20181105193847 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.78 MB	Save Sca	an	
IMG20181105200630.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.74 MB			
IMG20181105200630 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.74 MB	Clear res	suits	
✓ IMG20181105200648.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.74 MB	Remove	resolved from results	
Regular file Symbol Master file					
35 of 71 items selected (1.69 GB) v 7.27.1.56					

Figure 30 – 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 –

	Easy Duplicate Finder v7.27.1.56 - macOS (Version 14.6.0)			
Step 1 Step 2 Step	3: Resolve Duplicates ALL FILES ARCHIVES DOCUMENTS MUSIC PICT	IRES VIDEO O	THER	≡
Name	Path	Size	▲ Group	Modified
ipcgames.com_Sniper_Ghost_W	/Users/david/Documents/Test_Files1/	1.48 GB	1	04/08/23 10:01:32 PM
ipcgames.com_Sniper_Ghost_W	/Users/david/Documents/Test_Files1/	1.48 GB	1	04/08/23 10:01:32 PM
VID_20181106_120849.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	91.74 MB	2	06/11/18 12:09:44 PM
VID_20181106_120849 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	91.74 MB	2	06/11/18 12:09:44 PM
VID_20181107_171524.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	61.68 MB	3	07/11/18 5:15:24 PM
VID_20181107_171524 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	61.68 MB	3	07/11/18 5:15:24 PM
VID20181105194911.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	27.17 MB	4	06/11/18 12:56:44 PM
VID20181105194911 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	27.17 MB	4	06/11/18 12:56:44 PM
VID20181105194428.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	21.26 MB	5	06/11/18 12:04:30 PM
VID20181105194428 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	21.26 MB	5	06/11/18 12:04:30 PM
🗸 IMG20181105193842.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1,9 MB	6	06/11/18 11:18:00 AM
IMG20181105193842 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.9 NB		
🗸 IMG20181105211805.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.88 MB	Move to	folder
IMG20181105211805 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/ Manage	1.88 MB	Replace	with symbolic link
IMG20181105200621.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/ Duplicates	1.83 MB	Rename	
IMG20181105200621 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.83 MB	Delete	
🗸 IMG20181105193847.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.78 MB	Export	
IMG20181105193847 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.78 MB	Save Sca	in
🗸 IMG20181105200630.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.74 MB	Clear res	aults
IMG20181105200630 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.74 MB	Remove	resolved from results
IMG20181105200648.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1*4 MB		00/11/10 12:00:02:11
Regular file Symbol Master file				
35 of 71 items selected (1.69 GB)				v 7.27.1.56

Figure 31 – 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.

Easy Duplicate Finder [™] v7.0 User Manual (For macOS Users) v2.0	External
WM - EDFUM - 2.0	Page 43
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Renaming selected files

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

	Easy Duplicate Finder v7.27.1.56 - macOS (Version 14.6.0)				
Step 1 Step 2 Step	3: Resolve Duplicates ALL FILES ARCHIVES DOCUMENTS MUSIC PICTU	JRES VIDEO 01	THER	≡	
				•	
Name	Path	Size	▲ Group	Modified	
✓ ipcgames.com_Sniper_Ghost_W	/Users/david/Documents/Test_Files1/	1.48 GB	1	04/08/23 10:01:32 PM	
ipcgames.com_Sniper_Ghost_W	/Users/david/Documents/Test_Files1/	1.48 GB	1	04/08/23 10:01:32 PM	
VID_20181106_120849.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	91.74 MB	2	06/11/18 12:09:44 PM	
VID_20181106_120849 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	91.74 MB	2	06/11/18 12:09:44 PM	
VID_20181107_171524.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	61.68 MB	3	07/11/18 5:15:24 PM	
VID_20181107_171524 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	61.68 MB	3	07/11/18 5:15:24 PM	
VID20181105194911.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	27.17 MB	4	06/11/18 12:56:44 PM	
VID20181105194911 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	27.17 MB	4	06/11/18 12:56:44 PM	
VID20181105194428.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	21.26 MB	5	06/11/18 12:04:30 PM	
VID20181105194428 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	21.26 MB	5	06/11/18 12:04:30 PM	
🗸 IMG20181105193842.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.9 MB	6	06/11/18 11:18:00 AM	
IMG20181105193842 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.2 MB			
✓ IMG20181105211805.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.88 N.3	Move to	folder	
IMG20181105211805 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/ Manage	1.88 MB	Replace	with symbolic link	
✓ IMG20181105200621.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/ Duplicates	1.83 MB	Rename		
IMG20181105200621 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.83 MB	Delete		
🗸 IMG20181105193847.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.78 MB	Export		
IMG20181105193847 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.78 MB	Save Sca	an	
🗸 IMG20181105200630.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.74 MB	Clear res	aulte	
IMG20181105200630 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.74 MB	Pemove	resolved from results	
🗸 IMG20181105200648.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.74 MB	**	00/11/10 12:00:02111	
Regular file Symboli Master file	c link				
35 of 71 items selected (1.69 GB) v 7.27.1.56					

Figure 32 – Manage Duplicates button – Renaming selected files

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 –

	Easy Duplicate Finder v7.27.1.56 - macOS (Version 14.6.0)					
Step 1 Step 2 Step 3	3: Resolve Duplicates ALLFILES ARCHIVES DOCUMENTS MUSIC PICT	JRES VIDEO OT	THER			
				_		
Name	Dath	Size	A Group	Modified		
incrames com Spiper Ghost W	/Users/david/Documents/Test_Files1/	1 48 GB	1	04/08/23 10:01:32 PM		
ipcgames.com_Sniper_Ghost_W	/Users/david/Documents/Test_Files1/	1.48 GB	1	04/08/23 10:01:32 PM		
✓ VID 20181106_120849.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	91.74 MB	2	06/11/18 12:09:44 PM		
VID 20181106 120849 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	91.74 MB	2	06/11/18 12:09:44 PM		
✓ VID 20181107 171524.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	61.68 MB	3	07/11/18 5:15:24 PM		
VID 20181107 171524 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	61.68 MB	3	07/11/18 5:15:24 PM		
✓ VID20181105194911.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	27.17 MB	4	06/11/18 12:56:44 PM		
VID20181105194911 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	27.17 MB	4	06/11/18 12:56:44 PM		
VID20181105194428.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	21.26 MB	5	06/11/18 12:04:30 PM		
VID20181105194428 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	21.26 MB	5	06/11/18 12:04:30 PM		
IMG20181105193842.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.9 MB	6	06/11/18 11:18:00 AM		
IMG20181105193842 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.9 MB				
IMG20181105211805.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1 88 MB	Move to	folder		
IMG20181105211805 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/ Manage	1.88 MB	Replace	with symbolic link		
IMG20181105200621.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/ Duplicates	1.83 MB	Rename			
IMG20181105200621 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.83 MB	Delete			
IMG20181105193847.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.78 MB	Export			
IMG20181105193847 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.78 MB	Save Sca	in		
✓ IMG20181105200630.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.74 MB	Olean rea			
IMG20181105200630 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.74 MB	Clear res	reactived from requite		
🗸 IMG20181105200648.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.74 MB	**			
Regular file Symbolic Master file						
35 of 71 items selected (1.69 GB)	35 of 71 items selected (1.69 GB) v 7.27.1.56					

Figure 33 – Actions button – Deleting selected files

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 -

•	Easy Duplicate Finder v7.27.1.56 - macOS (Version 14.6.0)						
	Step 1 Step 2 Step 3	3: Resolve Duplicates ALL FILES ARCHIVES DOCU	MENTS MUSIC PICTUR	RES VIDEO O	THER	=	
	Name	Path		Size	▲ Group	Modified	
✓	ipcgames.com_Sniper_Ghost_W	/Users/david/Documents/Test_Files1/		1.48 GB	1	04/08/23 10:01:32 PM	
	ipcgames.com_Sniper_Ghost_W	/Users/david/Documents/Test_Files1/		1.48 GB	1	04/08/23 10:01:32 PM	
✓	VID_20181106_120849.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/		91.74 MB	2	06/11/18 12:09:44 PM	
	VID_20181106_120849 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/		91.74 MB	2	06/11/18 12:09:44 PM	
\checkmark	VID_20181107_171524.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/		61.68 MB	3	07/11/18 5:15:24 PM	
	VID_20181107_171524 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/		61.68 MB	3	07/11/18 5:15:24 PM	
\checkmark	VID20181105194911.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/		27.17 MB	4	06/11/18 12:56:44 PM	
	VID20181105194911 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/		27.17 MB	4	06/11/18 12:56:44 PM	
\checkmark	VID20181105194428.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/		21.26 MB	5	06/11/18 12:04:30 PM	
	VID20181105194428 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/		21.26 MB	5	06/11/18 12:04:30 PM	
\checkmark	IMG20181105193842.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/		1.9 MB	6	06/11/18 11:18:00 AM	
	IMG20181105193842 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	Manage	1.9 MB	6	06/11/18 11:18:00 AM	
\checkmark	IMG20181105211805.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	Duplicator	1.88 MB	-	06/11/10 11:00:36 AM	
	IMG20181105211805 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	Duplicates	1.88 MB	Move to 1	folder	
✓	IMG20181105200621.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	button	1.83 MB	Replace v	with symbolic link	
	IMG20181105200621 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/		1.83 MB	Rename .		
✓	IMG20181105193847.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/		1.78 MB	Delete		
	IMG20181105193847 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/		> [Export		
V	IMG20181105200630.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	Select	ed 🕨	to TXT		
	IMG20181105200630 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/		1 74 MB	to CSV		
V	IMG20181105200648.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/		1.74 MB	to HTML	ved from results	
Ľ	Regular file 📃 Symbolio	c link			to Excel		
	Master file						
3	35 of 71 items selected (1.69 GB) v 7.27.1.56						

Figure 34 – Manage Duplicates button – Exporting selected files

 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 –

	export20240723-120037.txt
ist of Duplicate Files	
Date of Search Tuesday, Jul	v 23. 2024. 12:00:42 PM
Number of Originals and Duplicates 71	
Size of Originals 1.69 GB	
Size of Duplicates 1.69 GB	
Search duplicates in folders	
/Users/david	/Documents/Test_Files1/
This List Includes	
# Name	Path
Size Group Modified	
1 ipcgames.com Sniper Ghost Warrior1.rar 1589156862 1 04/08/23 10:01:32 PM	/Users/david/Documents/Test_Files1/
2 VID_20181106_120849.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/
96198856 2 06/11/18 12:09:44 PM 3 VTD 20181107 171524.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018_Allahabad/
64671939 3 07/11/18 5:15:24 PM	,
4 VID20181105194911.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/
28486432 4 06/11/18 12:56:44 PM	
5 VID20181105194428.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/
22297810 5 06/11/18 12:04:30 PM	
6 IMG20181105193842.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/
1988036 6 06/11/18 11:18:00 AM	
7 IMG20181105211805.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/
1968739 7 06/11/18 11:00:26 AM	
8 IMG20181105200621.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/
1915588 8 06/11/18 11:40:22 AM	
9 IMG20181105193847.jpg	/Users/dayid/Documents/Test_Files1/5-/.11.2018 Allanabad/
1864516 9 06/11/18 11:24:16 AM	
10 IMG20181105200630.jpg	/USErS/david/Documents/Test_Files1/5-7.11.2018 Allanabad/
1824324 10 00/11/18 1:03:10 PM	/llease/dowid/Decuments/Test Files1/E 7 11 2010 Allahabad/
1020000 11 06/11/10 12:05:52 DM	/users/uavid/bucuments/rest_ritesi/5-7.11.2010 Attailabad/
12 TMC20181105193944 ing	/lisers/david/Documents/Test_Files1/5_7_11_2018_Allahabad/
1725380 12 06/11/18 11·47·34 AM	/ USCIS/ UNVIO/ DOCUMENTES/ Test_FICES1/5=/.11.2010 Accanabad/
13 David's COVID Vaccination Certificate odf	/lisers/david/Documents/Test_Files1/
459501 13 19/05/24 7:36:26 PM	

Figure 35 – 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 –

•••••••••••••••••••••••••••••••••••••••	export20240723-120200	C Search (Cmd + Ctrl + U)
Home Insert Draw Page Layout	Formulas Data Review View	년 Share
Paste ♂ B I U v ⊞ v	・ A [×] A [×] = 三 世 校・ 三 三 三 田 [×] ☆ ▲ [×] 西 正 ※・ [×] \$ * % [*] 1 ¹ ¹ ¹ ¹ ¹ ¹ ¹ ¹ ¹	Insert × ∑ × A ∨ · ○ Delete × > Z ∨ · ○ Format × ◊ × Filter Select
H37 $\ddagger \times \checkmark f_x$		•
A	в	C D E F
1 Name	Path	Size Group Modified
2 ipcgames.com Sniper Ghost Warrior1.rar	/Users/david/Documents/Test_Files1/	1589156862 1 04/08/23 10:01:327PM
3 VID 20181106 120849.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	96198856 2 06/11/18 12:09:447PM
4 VID 20181107 171524.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	64671939 3 07/11/18 5:15:24?PM
5 VID20181105194911.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	28486432 4 06/11/18 12:56:44?PM
6 VID20181105194428.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	22297810 5 06/11/18 12:04:30?PM
7 IMG20181105193842.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1988036 6 06/11/18 11:18:00?AM
8 IMG20181105211805.ipg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1968739 7 06/11/18 11:00:26?AM
9 IMG20181105200621.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1915588 8 06/11/18 11:40:22?AM
10 IMG20181105193847.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1864516 9 06/11/18 11:24:16?AM
11 IMG20181105200630.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1824324 10 06/11/18 1:03:10?PM
12 IMG20181105200648.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1820868 11 06/11/18 12:05:52?PM
13 IMG20181105193944.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1725380 12 06/11/18 11:47:34?AM
14 David's_COVID_Vaccination_Certificate.pdf	/Users/david/Documents/Test_Files1/	459501 13 19/05/24 7:36:26?PM
15 CV+R_David_A_Flynn.pdf	/Users/david/Documents/Test_Files1/	223012 14 19/05/24 7:36:24?PM
16 sdk.js.download	/Users/david/Documents/Test_Files1/CNI Katra Church/Sattal Christian Ashram in Nainital, History of Sattal As	hram_files/ 205093 15 05/06/17 6:44:06?AM
17 11159964_807310019363996_88493182541436549	30_n.jpg /Users/david/Documents/Test_Files1/CNI Katra Church/	150538 16 20/04/15 9:36:38?AM
18 10534528_900229453405385_63886256881859634	51_n.jpg /Users/david/Documents/Test_Files1/CNI Katra Church/	135635 17 25/10/15 7:10:06?AM
19 11036536_913314062068527_21511345156856138	/1_n.jpg /Users/david/Documents/Test_Files1/CNI Katra Church/	133538 18 20/07/15 11:09:20?AM
20 CoverLetter_TW_David_A_Flynn.pdf	/Users/david/Documents/Test_Files1/	123663 19 19/05/24 7:36:23?PM
21 11012082_807310102697321_79987852256356732	01_n.jpg /Users/david/Documents/Test_Files1/CNI Katra Church/	121069 20 20/04/15 9:36:38?AM
22 11159455_869001083166492_58694431422222734	25_n.jpg /Users/david/Documents/Test_Files1/CNI Katra Church/	118030 21 20/04/15 9:36:38?AM
23 11074295_869000613166539_64246829107492301	27_n.jpg /Users/david/Documents/Test_Files1/CNI Katra Church/	107284 22 20/04/15 9:36:38?AM
24 10659376_913313022068631_50713739056707057	2_n.jpg /Users/david/Documents/Test_Files1/CNI Katra Church/	107014 23 20/07/15 11:06:22?AM
25 11147097_869001593166441_64500654663548656	37_n.jpg /Users/david/Documents/Test_Files1/CNI Katra Church/	100559 24 20/04/15 9:36:38?AM
26 11167683_869003613166239_85693695246659879	78_n.jpg /Users/david/Documents/Test_Files1/CNI Katra Church/	94826 25 20/04/15 9:36:38?AM
27 11141275_869000766499857_77426666764853736	i1_n.jpg /Users/david/Documents/Test_Files1/CNI Katra Church/	86587 26 20/04/15 2:58:28?PM
28 CV+R_David_A_Flynn.docx	/Users/david/Documents/Test_Files1/	65546 28 19/05/24 7:36:24?PM
29 0F7S7QWJ0Ac.html	/Users/david/Documents/Test_Files1/CNI Katra Church/Sattal Christian Ashram in Nainital, History of Sattal As	shram_files/ 43672 29 05/06/17 6:44:12?AM
30 0F7S7QWJ0Ac(3).html	/Users/david/Documents/Test_Files1/CNI Katra Church/Sattal Christian Ashram in Nainital, History of Sattal As	hram_files/ 43672 30 05/06/17 6:44:14?AM
31 CoverLetter_TW_David_A_Flynn.docx	/Users/david/Documents/Test_Files1/	17270 31 19/05/24 7:36:22?PM
32 s.html	/Users/david/Documents/Test_Files1/CNI Katra Church/Sattal Christian Ashram in Nainital, History of Sattal As	hram_files/ 187 32 05/06/17 6:44:14?AM
33 s(2).html	/Users/david/Documents/Test_Files1/CNI Katra Church/Sattal Christian Ashram in Nainital, History of Sattal As	shram_files/ 187 32 05/06/17 6:44:14?AM
34 sync	/Users/david/Documents/Test_Files1/CNI Katra Church/Sattal Christian Ashram in Nainital, History of Sattal As	hram_files/ 170 33 05/06/17 6:44:12?AM
system (6).html	/Users/david/Documents/Test_Files1/CNI Katra Church/Sattal Christian Ashram in Nainital, History of Sattal As	hram_files/ 149 34 05/06/17 6:44:12?AM
36 ((1)	/Users/david/Documents/Test_Files1/CNI Katra Church/Sattal Christian Ashram in Nainital, History of Sattal As	hram_files/ 0 35 05/06/17 6:44:10?AM
export20240723-120200 +		
Ready 🖏 Accessibility: Unavailable		III II - → + 100%

Figure 36 – 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 –

🔴 🕘 🌒 🔳 主 Personal 🗸 < 💫	© file:///Users/david/Documents/Test_Files1/export20240723-120410.html			⊕ û + ©
III YouTube 🕥 Apple 📹 iCloud 🍙 Google	V Yahoo 🖸 Bing 🕅 Wikipedia 🕼 Facebook 🕅 Twitter 📅 Linkedin 🔚 The Weather Channel 💻 Zomato 🕋 TrioAdy	isor 🔃 NDT	V Dh	Hotstar
			-	
List of Duplicate Files				
•				
Date of Search: Tuesday, July 23, 2024, 12:04:14 PM				
Size of Originals: 1.69 GB				
Size of Duplicates: 1.69 GB				
Conveh dualization in foldows:				
/Users/david/Documents/Test_Files1/				
- reserved the second test, hese				
This List Includes				
# Name	Path	Size	Grou	Modified
1 ipcgames.com Sniper Ghost Warrior1.rar	/Users/david/Documents/Test Files1/	1589156862	1	04/08/23 10:01:32 PM
2 VID_20181106_120849.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	96198856	2	06/11/18 12:09:44 PM
3 VID_20181107_171524.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	64671939	3	07/11/18 5:15:24 PM
4 VID20181105194911.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	28486432	4	06/11/18 12:56:44 PM
5 VID20181105194428.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	22297810	5	06/11/18 12:04:30 PM
6 IMG20181105193842.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1988036	6	06/11/18 11:18:00 AM
7 IMG20181105211805.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1968739	7	06/11/18 11:00:26 AM
8 IMG20181105200621.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1915588	8	06/11/18 11:40:22 AM
9 IMG20181105193847.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1864516	9	06/11/18 11:24:16 AM
10 IMG20181105200630.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1824324	10	06/11/18 1:03:10 PM
11 IMG20181105200648.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1820868	11	06/11/18 12:05:52 PM
12 IMG20181105193944.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1725380	12	06/11/18 11:47:34 AM
13 David's_COVID_Vaccination_Certificate.pdf	/Users/david/Documents/Test_Files1/	459501	13	19/05/24 7:36:26 PM
14 CV+R_David_A_Flynn.pdf	/Users/david/Documents/Test_Files1/	223012	14	19/05/24 7:36:24 PM
15 sdk.js.download	/Users/david/Documents/Test_Files1/CNI Katra Church/Sattal Christian Ashram in Nainital, History of Sattal Ashram_files/	205093	15	05/06/17 6:44:06 AM
16 11159964_807310019363996_8849318254143654930_n.jpg	/Users/david/Documents/Test_Files1/CNI Katra Church/	150538	16	20/04/15 9:36:38 AM
17 10534528_900229453405385_6388625688185963461_n.jpg	/Users/david/Documents/Test_Files1/CNI Katra Church/	135635	17	25/10/15 7:10:06 AM
18 11036536_913314062068527_2151134515685613871_n.jpg	/Users/david/Documents/Test_Files1/CNI Katra Church/	133538	18	20/07/15 11:09:20 AM
19 CoverLetter_TW_David_A_Flynn.pdf	/Users/david/Documents/Test_Files1/	123663	19	19/05/24 7:36:23 PM
20 11012082_807310102697321_7998785225635673201_n.jpg	/Users/david/Documents/Test_Files1/CNI Katra Church/	121069	20	20/04/15 9:36:38 AM
21 11159455_869001083166492_5869443142222273425_n.jpg	/Users/david/Documents/Test_Files1/CNI Katra_Church/	118030	21	20/04/15 9:36:38 AM
22 11074295_869000613166539_6424682910749230127_n.jpg	/Users/david/Documents/Test_Files1/CNI Katra_Church/	107284	22	20/04/15 9:36:38 AM
23 10659376_913313022068631_507137390567070572_n.jpg	/Users/david/Documents/Test_Files1/CNI Katra Church/	107014	23	20/07/15 11:06:22 AM
24 11147097_869001593166441_6450065466354865637_n.jpg	/Users/david/Documents/Test_Files1/CNI Katra Church/	100559	24	20/04/15 9:36:38 AM
25 11167683_869003613166239_8569369524665987978_n.jpg	/Users/david/Documents/Test_Files1/CNI Katra Church/	94826	25	20/04/15 9:36:38 AM
26 111412/5_869000/66499857_77426666676485373651_n.jpg	/Users/david/Documents/Test_Files1/CNLKatra_Church/	86587	26	20/04/15 2:58:28 PM

Figure 37 – 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 –

🛑 🔍 🌒 💧 🏫 🖬 🕤 🕬	5 - ■ export20250208-07	2137 Q~ s	earch Sheet	
Home Insert Draw	Page Layout Formulas Data Review View		<u>∎</u> + Sh	are 🔨
Paste Calibri (Body) B I U	• 11 • A ▲ A • = = ≫ • • • • • • • • • • • • • • • • • • •	Conditional Format Cell Formating as Table Styles	∑ · A Z Sort & Fir Filter Se) . nd & elect
$f_{x} = f_{x} + f_{x}$ List	of Duplicate Files			<u> </u>
A .	В	c	D E F	_
1 List of Duplicate Files				_
B Date of Search	Saturday, February 8, 2025, 7:21:45 AM			
4 Number of Originals and Duplicates	6			_
5 Size of Originals	45.96 MB			
7 Search duplicates in folders	220 KB			_
8	/Users/david/Documents/My Photos/			
9				_
10 This List Includes				_
12 #	Name	Path	Size Group Modi	fied
13 1	470637017_10170255312995246_1061601275671624058_n_10152143550625246.jpg	/Users/david/Documents/My Photos/Shimla2012_nJ7n4ELHOw/	89472 1 09/01/25 6:4	13:07 AM
14 2	470176661_10170264540440246_4103208724298004186_n_10152143539950246.jpg	/Users/david/Documents/My Photos/Shimla2012_nJ7n4ELHOw/	89472 1 09/01/25 6:4	13:07 AM
15 3	470217712_10170156500915246_7192198018374517302_n_10152143550950246.jpg	/Users/david/Documents/My Photos/Shimla2012_nJ7n4ELHOw/	73677 2 09/01/25 6:4	13:07 AM
17 5	470192391_10170157290735246_2011006490977734039_n_10152143541195246.jpg	/Users/david/Documents/My Photos/Shimla2012_hJ/h4ELHOw/	68927 3 09/01/25 6:	13:07 AM
18 6	470483574_10170229311990246_7543803857412668769_n_10152143550635246.jpg	/Users/david/Documents/My Photos/Shimla2012_nJ7n4ELHOw/	68927 3 09/01/25 6:4	13:07 AM
19				
20				
21				_
22				_
24				
25				
26				
27				
29				_
30				
31				_
32				
Duplicates +				
Ready 🛛 🌮 Accessibility: Good	to go		+	100%

Figure 38 – 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 –

	Easy Duplicate Finder v7.27.1.56 - macOS (Version 14.6.0)			
Step 1 Step 2 Step	3: Resolve Duplicates ALL FILES ARCHIVES DOCUMENTS MUSIC PICTU	IRES VIDEO O	THER	≡
Name	Path	Size	▲ Group	Modified
✓ ipcgames.com_Sniper_Ghost_W	/Users/david/Documents/Test_Files1/	1.48 GB	1	04/08/23 10:01:32 PM
ipcgames.com_Sniper_Ghost_W	/Users/david/Documents/Test_Files1/	1.48 GB	1	04/08/23 10:01:32 PM
VID_20181106_120849.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	91.74 MB	2	06/11/18 12:09:44 PM
VID_20181106_120849 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	91.74 MB	2	06/11/18 12:09:44 PM
VID_20181107_171524.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	61.68 MB	3	07/11/18 5:15:24 PM
VID_20181107_171524 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	61.68 MB	3	07/11/18 5:15:24 PM
VID20181105194911.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	27.17 MB	4	06/11/18 12:56:44 PM
VID20181105194911 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	27.17 MB	4	06/11/18 12:56:44 PM
VID20181105194428.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	21.26 MB	5	06/11/18 12:04:30 PM
VID20181105194428 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	21.26 MB	5	06/11/18 12:04:30 PM
🗸 IMG20181105193842.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.9 MB	6	06/11/18 11:18:00 AM
IMG20181105193842 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.9 MB		
🗸 IMG20181105211805.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.88 MB	Move to	folder
IMG20181105211805 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/ Manage	1.88 MB	Replace	with symbolic link
V IMG20181105200621.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/ Duplicates	1.83 MB	Rename	
IMG20181105200621 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.83 MB	Delete	
V IMG20181105193847.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.78 MB	Export	
IMG20181105193847 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.78 MB	Save Sca	in 🦾
🗸 IMG20181105200630.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.74 MB	Clear res	ults
IMG20181105200630 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.74 MB	Remove	resolved from results
V IMG20181105200648.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.74 MB	**	00/11/10 12:00:02111
Regular file Symboli	c link			
35 of 71 items selected (1.69 GB)				v 7.27.1.56

Figure 39 – Manage Duplicates button – Saving your scan

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.

<u>Clearing the Displayed Scan Results from Scan Results page</u>

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

•	• •	Easy Duplicate Finder v7.27.1.56 - macOS (Version 14.6.0)			
	Step 1 Step 2 Step	3: Resolve Duplicates ALL FILES ARCHIVES DOCUMENTS MUSIC PICTUR	ES VIDEO OT	HER	
					_
	Nama	D-1L	0:		
1	Name	Pain	1 49 CP	▲ Group	Modified
Ť	ipcgames.com_Sniper_Glost_W	/Users/david/Documents/Test_Files1/	1.40 GD	1	04/08/23 10:01:32 PM
1	VTD 20191106 120940 mp4	/Users/david/Documents/Test_Files1/	01 74 MP	2	04/06/23 10:01:32 PM
ř	VID_20101106_120849.mp4	/Users/david/Documents/Test_Files1/5-7.11.2010 Allahabad/	91.74 MB	2	06/11/18 12:09:44 PM
1	VID_20181106_120849 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	91.74 MB	2	06/11/18 12:09:44 PM
×	VID_20181107_171524.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	61.08 MB	3	07/11/18 5:15:24 PM
-	VID_2018110/_1/1524 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Alianabad/	01.08 MB	3	07/11/18 5:15:24 PM
*	VID20181105194911.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Alianabad/	27.17 MB	4	06/11/18 12:56:44 PM
	VID20181105194911 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Alianabad/	27.17 MB	4	06/11/18 12:56:44 PM
<u>×</u>	VID20181105194428.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	21.26 MB	5	06/11/18 12:04:30 PM
	VID20181105194428 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	21.26 MB	5	06/11/18 12:04:30 PM
×	IMG20181105193842.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.9 MB	6	06/11/18 11:18:00 AM
	IMG20181105193842 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.9 MB	- Maya ta i	aldar
×	IMG20181105211805.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.88 MB	Deplace	vith symbolic link
	IMG20181105211805 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/ IVIdIDdge	1.88 MB	Replace	with symbolic link
V	IMG20181105200621.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/ Duplicates	1.83 MB	Rename .	
	IMG20181105200621 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.83 MB	Delete	
V	IMG20181105193847.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.78 MB	Export	►
	IMG20181105193847 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.78 MB	Save Sca	n 🚽
\checkmark	IMG20181105200630.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.74 MB	Clear res	ults
	IMG20181105200630 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.74 MB	Pemove	asolved from results
\checkmark	IMG20181105200648.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.74 MB	**	
	Regular file Symboli			_	
E	Master file				
3	5 of 71 items selected (1.69 GB)				v 7.27.1.56
	(,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				

Figure 40 – 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 –

•	•	Easy Duplicat	e Finder v7.27.1.56 - macOS	6 (Version 14.6.0)			
	Step 1 Step 2 Step 3	3: Resolve Duplicates	ALL FILES ARCHIVES DOCUI	MENTS MUSIC PICTUR	RES VIDEO O	THER	≡
	Name	Path			Size	▲ Group	Modified
	ipcgames.com_Sniper_Ghost_W	/Users/david/Documents/Test_F	iles1/		1.48 GB	1	04/08/23 10:01:32 PM
	VID_20181106_120849 copy.mp4	/Users/david/Documents/Test_F	iles1/5-7.11.2018 Allahabad/		91.74 MB	2	06/11/18 12:09:44 PM
	VID_20181107_171524 copy.mp4	/Users/david/Documents/Test_F	iles1/5-7.11.2018 Allahabad/		61.68 MB	3	07/11/18 5:15:24 PM
	VID20181105194911 copy.mp4	/Users/david/Documents/Test_F	iles1/5-7.11.2018 Allahabad/		27.17 MB	4	06/11/18 12:56:44 PM
	VID20181105194428 copy.mp4	/Users/david/Documents/Test_F	iles1/5-7.11.2018 Allahabad/		21.26 MB	5	06/11/18 12:04:30 PM
	IMG20181105193842 copy.jpg	/Users/david/Documents/Test_F	iles1/5-7.11.2018 Allahabad/		1.9 MB	6	06/11/18 11:18:00 AM
	IMG20181105211805 copy.jpg	/Users/david/Documents/Test_F	iles1/5-7.11.2018 Allahabad/		1.88 ME		
				Manage		Move to	folder
	IMG20181105200621 copy.jpg	/Users/david/Documents/Test_F	iles1/5-7.11.2018 Allahabad/	Ividitage	1.83 ME	Replace	with symbolic link
				Duplicates		Rename	
	IMG20181105193847 copy.jpg	/Users/david/Documents/Test_F	iles1/5-7.11.2018 Allahabad/	hutton	1.78 ME	Delete	
				batton		Export	
	IMG20181105200630 copy.jpg	/Users/david/Documents/Test_F	iles1/5-7.11.2018 Allahabad/		1.74 ME	Save Sca	in 🖉
						0	
	IMG20181105200648 copy.jpg	/Users/david/Documents/Test_F	iles1/5-7.11.2018 Allahabad/		1.74 ME	Clear res	
	Regular file Symbolio Master file	c link		Q (Remove	resolved from results
0	of 71 items selected (0 B)						v 7.27.1.56

Figure 41 – 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[™] 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.

•	• •	Easy Duplicate Finder v7.27.1.56 - macOS (V	ersion 14.6.0)		
	Step 1 Step 2 Step 3: Resolve Duplicates ALL FILES ARCHIVES DOCUMENTS MUSIC PICTURES VIDEO OTHER				
	Name	Path	Size	▲ Group	Modified
	ipcgames.com_Sniper_chost_W	/Users/david/Documents/Test_Files1/	1.45 GB	1	04/08/23 10:01:32 PM
	VTD 20191106 120940 conv mp4	/Users/david/Documents/Test_Files1/5 7 11 2018 Allahabad/	01 74 MP	2	04/06/23 10:01:32 PM
	VID_20181106_120849 Copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	91.74 MB	2	06/11/18 12:09:44 PM
	VID_20181100_120019.mp4	(Users/david/Decuments/Test_Files1/5-7.11.2018 Allahabad/	91.74 MB	2	00/11/18 E:15:24 PM
	VID_20181107_171524 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	01.08 MB	3	07/11/18 5:15:24 PM
	VID20181105194911.mp4	/Users/duvio/Documents/Test_Files1/5-7.11.2018 Allahabalo/	27.17 MB	•	06/11/18-12:50:44 PM
	VID20181105194911 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	27.17 MB	4	06/11/18 12:56:44 PM
	VID20181105191126.mp1	/Users/duvio/Documents/Test_Files1/5-7.11.2018 Allahabalo/	21.20 MD	-	06/11/18-12:04:30 PM
	VID20181105194428 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Alianabad/	21.26 MB	5	06/11/18 12:04:30 PM
	IMG20181105193842 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allanabad/	1.9 MB	6	06/11/18 11:18:00 AM
	IMG20181105193842.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.9 MB		
	IMG20181105211805 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.88 ME	Move to	folder
	IMG20181105211805.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.08 M	Replace	with symbolic link
	IMG20181105200621 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.83 ME	Rename	
				Delete	
	IMG20181105193847 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.78 ME		
				Export	
	IMG20181105200630 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.74 ME	Save Sca	an 🛛 🚺
				Clear res	ults
	IMG20181105200648 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.74 ME	Remove	resolved from results
E	Regular file Symboli Master file	ic link	९ 🖉		
0	of 71 items selected (0 B)				v 7.27.1.56

Figure 42 – 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.

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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 –





Easy Duplicate Finder [™] v7.0 User Manual (For macOS Users) v2.0	External
WM - EDFUM - 2.0	Page 56
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 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 –

EASY DUPLICATE FINDER scan. remove. save space.	x
Sign Up for a Premium Free Trial	
Enter your email address below to get 20 additional free duplicate file removals. Already have a key <mark>? <u>Click here</u>.</mark>	
Email address SIGN UP	
Yes, please keep me posted on version updates and news from WebMinds	

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.

- 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.
- 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 45 – 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 –



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 47 – 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.
- 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 FinderTM homepage as depicted in the figure below –

				Forgot Pa	ssword Login
EASY DUPLICATE FINDER scan, remove, save space	Features	How it works	Download	Upgrade	Support
Get the best duplicate file fil		Include and 2014 Water Second and 2	MIRE AND DECIMA MAD MANN MIRE Cuplicates A fine world T motor around T motor around	anars and reset too offer the total	- 0 - 0 E C 12 state
computer, iTunes, Google Drive & more!	, on your		Chapters and re- Chap		
ACTIVE 7-22-24	• •	Tar Indone (alkelar (pilak)			*/040

Figure 48 – Purchasing your License key – step 1

 From the main menu, click Upgrade. The Secure Checkout webpage is displayed as depicted in the figure below –

EASY DUPLICATE FINDER scan, remove, save space				
Secure	Checkout			
Amazing Offer! Buy Easy Duplicate Finder [™] at our regular price and SAVE 60% of the suggested retail price of Duplicate Photo Cleaner!	Secure Registration Form Image: Im			
Easy Duplicate Finder™ MSRP Price	Email Address			
3 Computers, includes unlimited updates for 1 year \$119.95 \$49.97	Card Number Expiry Date Jan V 2024 V			

Figure 49 – 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.

Easy Duplicate Finder [™] v7.0 User Manual (For macOS Users) v2.0	External
WM - EDFUM - 2.0	Page 61
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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 –

 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 50 – Easy Duplicate Finder™ default screen

Easy Duplicate Finder [™] v7.0 User Manual (For macOS Users) v2.0	External
WM - EDFUM - 2.0	Page 62
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 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 52 – 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 –



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, <u>Go here</u> 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 55 – 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 –

EASY DUPLICATE FINDER scan. remove. save space.	About	
License: Expires: Product key:		
Enter new key		
Copy product information to the clipboard		
ОК		
Easy Duplicate Finder Version: © 2025 WebMind	: 7.32.0.67 (31/01/25) ls, Inc.	

Figure 56 – Entering a new EDF application license key – About popup

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 –

EASY DUPLICATE FINDER scan. remove. save space.	
Activate Easy Duplicate Finder	
Remove all of Easy Duplicate Finder's trial limits by entering your license key below.	
Enter your license key here	
Don`t have a license key? Get your license key today!	
SAVE 34% - BUY NOW	
\checkmark Yes, please keep me posted on version updates and news from WebMinds	
Figure 57 – Activating EDF application – step 2	
Tip: You can change the email address if you used a different email add	ress to purchase

a new key.

Easy Duplicate Finder [™] v7.0 User Manual (For macOS Users) v2.0 External WM - EDFUM - 2.0 Page | 68 Copyright © WebMinds, Inc. 2025. All Rights Reserved 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 58 – 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 –



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).
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 –

	Easy Duplicate Finder v7.28.0	.58 - macOS (Version 1	4.6.1)	
Step 1: Select Folders Step 2	Step 3		Scan Mode SHA256 Checksum + FileSize 🔶	≡
🚯 Add a folder to include in the scan		📀 Add a folder to ex	clude from the scan	
/Volumes/Multiverse/Test_Files1/		Dro EX	op folders here to CLUDE from the scan	-
🖦 📑 🔁 👤	L 🚿			
Select Fil	le Types		Select File Size Limits	
Include: **		Select	Minimum File Size KB	▼
Exclude:		Select	Maximum File Size	▼
	START	SCAN	00:0	9:27
Fig	ure 60 – Selecting one o	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 –



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 –

🗧 💿 🔹 🗧 Easy Duplicate Finder v7.28.0.58 - macOS (Version 14.6.1)									
				_					
Step 1 Step 2 Step	3: Resolve Duplicates ALLTILES And HVES DOCUMENTS MUSIC FILT	UNES VIDEO UI	Inch						
Name	Path	Size	▲ Group	Modified					
_Track04_bak.MP3	/Volumes/Multiverse/Test_Files1/christian songs/khuda ki raha me/	6.83 MB	1	30/10/14 2:27:42 PM					
_Track04_bak.MP3	/Volumes/Multiverse/Test_Files1/christian songs/khuda ki raha me copy/	6.83 MB		30/10/14 2:27:42 PM					
_Track03_bak.MP3	/Volumes/Multiverse/Test_Files1/christian songs/khuda ki raha me/	6.48 MB	2	30/10/14 2:27:00 PM					
_Track03_bak.MP3	/Volumes/Multiverse/Test_Files1/christian songs/khuda ki raha me copy/	6.48 MB	2	30/10/14 2:27:00 PM					
_Track06_bak.MP3	/Volumes/Multiverse/Test_Files1/christian songs/khuda ki raha me/	6.32 MB	3	30/10/14 2:28:54 PM					
_Track06_bak.MP3	/Volumes/Multiverse/Test_Files1/christian songs/khuda ki raha me copy/	6.32 MB	3	30/10/14 2:28:54 PM					
_Track08_bak.MP3	/Volumes/Multiverse/Test_Files1/christian songs/khuda ki raha me/	6.11 MB	4	30/10/14 2:30:02 PM					
_Track08_bak.MP3	/Volumes/Multiverse/Test_Files1/christian songs/khuda ki raha me copy/	6.11 MB	4	30/10/14 2:30:02 PM					
_Track01_bak.MP3	/Volumes/Multiverse/Test_Files1/christian songs/khuda ki raha me/	6.05 MB	5	30/10/14 2:25:34 PM					
_Track01_bak.MP3	/Volumes/Multiverse/Test_Files1/christian songs/khuda ki raha me copy/	6.05 MB	5	30/10/14 2:25:34 PM					
_Track02_bak.MP3	/Volumes/Multiverse/Test_Files1/christian songs/khuda ki raha me/	5.71 MB	6	30/10/14 2:26:16 PM					
_Track02_bak.MP3	/Volumes/Multiverse/Test_Files1/christian songs/khuda ki raha me copy/	5.71 MB	6	30/10/14 2:26:16 PM					
_Track07_bak.MP3	/Volumes/Multiverse/Test_Files1/christian songs/khuda ki raha me/	5.68 MB		30/10/14 2:29:28 PM					
✓ _Track07_bak.MP3	/Volumes/Multiverse/Test_Files1/christian songs/khuda ki raha me copy/	5.68 MB		30/10/14 2:29:28 PM					
_Track05_bak.MP3	/Volumes/Multiverse/Test_Files1/christian songs/khuda ki raha me/	5.56 MB	8	30/10/14 2:28:18 PM					
✓ _Track05_bak.MP3	/Volumes/Multiverse/Test_Files1/christian songs/khuda ki raha me copy/	5.56 MB	8	30/10/14 2:28:18 PM					
AlbumArtSmall.jpg	/Volumes/Multiverse/Test_Files1/christian songs/khuda ki raha me/	44 KB	9	19/04/20 10:05:49 AM					
✓ AlbumArtSmall.jpg	/Volumes/Multiverse/Test_Files1/christian songs/khuda ki raha me copy/	44 KB	9	19/04/20 10:05:49 AM					
AlbumArt_{B5020207-474E-472	/Volumes/Multiverse/Test_Files1/christian songs/khuda ki raha me/	44 KB	10	19/04/20 10:05:49 AM					
✓ AlbumArt_{B5020207-474E-472	/Volumes/Multiverse/Test_Files1/christian songs/khuda ki raha me copy/	44 KB	10	19/04/20 10:05:49 AM					
AlbumArt_{B5020207-474E-472	/Volumes/Multiverse/Test_Files1/christian songs/khuda ki raha me/	44 KB	11	19/04/20 10:05:49 AM					
Peqular file Symboli									
Master file									
			=)						
12 of 24 items selected (48.91 MB)				00:01:53					
	Figure 62 – 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.

 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, from the bottom right-hand corner on the scan results page, click the corresponding buttons as depicted in the figure below –



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 –



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 Byteby-Byte 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 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

Easy Duplicate Finder™ v7.0 User Manual (For macOS Users) v2.0	External
WM - EDFUM - 2.0	Page 77

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- 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).
- 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 –



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.

Easy Duplicate Finder™ v7.0 User Manual (For macOS Users) v2.0	External
WM - EDFUM - 2.0	Page 78
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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 –



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 –

• • •				
Stop 1 Stop 2 Stop	2: Pasalva Duplicator All FILES ARCHIVES DOCIMENTS MUSIC PICTU	RES VIDEO OT	HER	=
Step 1 Step 2 Step	S: Resolve Duplicates			
				••
Name	Path	Size	▲ Group	Modified
ipcgames.com_Sniper_Ghost_W	/Users/david/Documents/Test_Files1/	1.48 GB	1	23/07/24 12:14:12 PM
✓ ipcgames.com_Sniper_Ghost_W	/Users/david/Documents/Test_Files1/	1.48 GB		04/08/23 10:01:32 PM
VID_20181106_120849.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	91.74 MB	2	23/07/24 12:14:13 PM
✓ VID_20181106_120849 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	91.74 MB	2	06/11/18 12:09:44 PM
VID_20181107_171524.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	61.68 MB	3	23/07/24 12:14:14 PM
✓ VID_20181107_171524 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	61.68 MB	3	07/11/18 5:15:24 PM
VID20181105194911.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	27.17 MB	4	23/07/24 12:14:14 PM
✓ VID20181105194911 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	27.17 MB	4	06/11/18 12:56:44 PM
VID20181105194428.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	21.26 MB	5	23/07/24 12:14:14 PM
✓ VID20181105194428 copy.mp4	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	21.26 MB	5	06/11/18 12:04:30 PM
IMG20181105193842.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.9 MB	6	23/07/24 12:14:14 PM
✓ IMG20181105193842 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.9 MB	6	06/11/18 11:18:00 AM
IMG20181105211805.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.88 MB		23/07/24 12:14:14 PM
✓ IMG20181105211805 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.88 MB		06/11/18 11:00:26 AM
IMG20181105200621.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.83 MB	8	23/07/24 12:14:14 PM
IMG20181105200621 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.83 MB	8	06/11/18 11:40:22 AM
IMG20181105193847.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.78 MB	9	23/07/24 12:14:14 PM
✓ IMG20181105193847 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.78 MB	9	06/11/18 11:24:16 AM
IMG20181105200630.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.74 MB	10	23/07/24 12:14:14 PM
IMG20181105200630 copy.jpg	/Users/david/Documents/Test_Files1/5-7.11.2018 Allahabad/	1.74 MB	10	06/11/18 1:03:10 PM
IMG20181105200648.ipg	/Users/david/Documents/Test Files1/5-7.11.2018 Allahabad/	1.74 MB	11	23/07/24 12:14:14 PM
Regular file	c link			
Master file				
00 -{ 71 items t // 00 00)				00-00-15
36 of 71 items selected (1.69 GB)				00:00:15

Figure 68 – 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, from the bottom right-hand corner on the scan results page, click the corresponding buttons as depicted in the figure below –



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 –



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 71 – 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

Easy Duplicate Finder [™] v7.0 User Manual (For macOS Users) v2.0	External
WM - EDFUM - 2.0	Page 83
Converse (a) Make Minda Inc. 2025 All Diskte Decompod	

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- 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).
- 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 72 – 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.

Easy Duplicate Finder™ v7.0 User Manual (For macOS Users) v2.0	External
WM - EDFUM - 2.0	Page 84
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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 –



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

	Easy Duplicate Finder v7.27.1.56	6 - macOS (Version 14.6.0)			
Step 1 Step 2	Step 3: Resolve Duplicates ALL FILES ARCHIN	ves documents music pictui	RES VIDEO	OTHER	≡
Name	Path		Size	▲ Group	Modified
a	/Users/david/Documents/Test_File		38 KB	1	05/06/17 6:44:14 AM
🗸 a	/Users/david/Documents/Test_File	I	32 KB	1	05/06/17 6:44:06 AM
/ c	/Users/david/Documents/Test_File		120 KB	2	23/07/24 12:14:14 PM
с	/Users/david/Documents/Test_File		16 KB	2	23/07/24 12:14:15 PM
c	/Users/david/Documents/Test_File		120 KB	3	19/05/24 7:36:23 PM
c	/Users/david/Documents/Test_File		16 KB	3	19/05/24 7:36:22 PM
c	/Users/david/Documents/Test_File		217 KB	4	23/07/24 12:14:14 PM
c	/Users/david/Documents/Test_File		64 KB	4	23/07/24 12:14:14 PM
c	/Users/david/Documents/Test_File		217 KB	5	19/05/24 7:36:24 PM
c	/Users/david/Documents/Test_File		64 KB	5	19/05/24 7:36:24 PM
-	/Users/david/Documents/Test_File	1	2 KB	6	05/06/17 6:44:12 AM
	/ Lears / david / Documents / Test_File		567 B	6	05/06/17 6:44:04 AM
Regular file Master file 6 of 12 items selected (60	I Symbolic link	<u> </u>			v 7.27.1.56
	Figure 74 – Scan res	ults details page			10403.119941993
ip: To previe the top r	ew the thumbnail of a selecte right-hand corner of this table	ed file, click the	e Pre	view b	utton provideo
Fip: You can a just next	also quickly view by their type to the Step 3 tab.	es by clicking t	heir	File Ty	pe Links provi
Reference: T	o save this scan, refer to Save this scan, refer to Save fer to Importing a Scan sect	ving a Scan se ion.	ectior	n. To ir	mport this sca
Reference: To o	o perform multiple types of s of Selections on the Scan Res	selections, ref ults page_sect	er to ion.	Perfor	rming Multiple
Reference: To D	o export your scan results det Details as a File section.	ails as a file, re	fer to	Expoi	rting your Scar
Reference: T	o clear the displayed scan	results, refer	to C	earing	the Displaye

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, from the bottom right-hand corner on the scan results page, click the corresponding buttons as depicted in the figure below –



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 FinderTM 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 –

• • •								
Step 1: Select Folde	ers Step 2 Step 3		Scan Mode SHA256 Checksu	m + FileSize 🗍 🗮				
Add a folder to includ	le in the scan	Add a folder to exclude from the scan						
	o folders here to UDE in the scan	■ ➡ E	rop folders here XCLUDE from t scan	to he 🗲				
	🖦 🗶 🗶 📚							
	Select File Types		Select File Size	e Limits				
Include: 🎌		Select	Minimum File Size	0 кв 🔻				
Exclude:		Select	Maximum File Size	0 кв 🔻				
	STA	RT SCAN						
				v 7.27.1.56				
	Figure 76 – Performing a Mu	isic Scan – EDF maii	n 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 77 – 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).
- 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 –

	Easy Duplicate Finder v7.27.	1.56 - macOS (Version	14.6.0)	
Step 1: Select Folders Step	2 Step 3		Scan Mode Music sc	an 🔶 🗮
Add a folder to include in the scan Users/david/.mounty/Multiverse/Mv Mu	usic/	😌 Add a folder to	exclude from the scan	
			op folders here XCLUDE from tl scan	to ne 🗲
🚎 📻 👤	👱 🕉			
Selec	t File Types		Select File Size	e Limits
Include: *.AAC;*.AC3;*.AIFF;*.	APE;*.AU;*.DSD;*.FLAC;*.M4A;*.M4P;*.	MID Select	Minimum File Size	0 кв 🔻
Exclude:		Select	Maximum File Size	0 КВ 🔻
	STAR	SCAN		
	OTAI			
				v 7.27.1.56
Fi	gure 78 – Selecting one	or more folde	rs	

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.

Easy Duplicate Finder [™] v7.0 User Manual (For macOS Users) v2.0	External
WM - EDFUM - 2.0	Page 90
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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 –



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 –

	e o Easy Duplicate Finder v7.27.1.56 - macOS (Version 14.6.0)														
	Step 1	Step 2	Step 3: Re	solve Du	plicates	ALL FILES	ARCHIVES	DOCUMENTS	MUSIC	PICTURES	VIDEO OTHER				Ξ
		- 40.0	0.00												
	Name	Path		Size	▲ Group	Modified		Album	Artist	Bitrate	Duration	Genre	Title	Track	Year
	Chori_Ch	/Users/david	d/.mounty/Arch	3.77 MB	1	08/05/15 10:	46:04 PM	Hunte	Arijit	128 kbps	4:04	(Mp3	Cho	(Mp3	2015
<	Chori_Ch	/Users/david	d/.mounty/Arch	3.77 MB		08/05/15 10:	46:04 PM	Hunte	Arijit	128 kbps	4:04	(Mp3	Cho	(Mp3	2015
~	Akcent	/Users/david	d/.mounty/Arch	8.99 MB	2	30/04/17 4:5	9:32 PM			320 kbps	3:55				
	Akcent	/Users/david	d/.mounty/Arch	8.99 MB	2	12/09/17 9:1	7:06 AM			320 kbps	3:55				
~	CFJP.mp3	/Users/david	d/.mounty/Arch	6.25 MB	3	04/02/13 4:1	0:16 PM		68 e	132 kbps	6:36		68		
	68 every	/Users/david	d/.mounty/Arch	6.26 MB	3	12/09/17 9:1	8:04 AM	Robin		132 kbps	6:36	Other	(Ev	9	1991
\checkmark	GPWY.mp3	/Users/david	d/.mounty/Arch	3.7 MB	4	04/02/13 4:2	9:34 PM		nothi	136 kbps	3:48		not		
	108 Nothi	/Users/david	d/.mounty/Arch	3.45 MB	4	12/09/17 9:1	7:56 AM			128 kbps	3:46	Other			
\checkmark	EYJK.mp3	/Users/david	d/.mounty/Arch	20.26 MB	5	18/10/09 7:5	4:14 PM	Live A	Yanni	320 kbps	8:51		Acr	5	1984
	05 - Yann	/Users/david	d/.mounty/Arch	20.26 MB	5	12/09/17 9:1	7:42 AM	Live A	Yanni	320 kbps	8:51	Other	Acr	5	1984
\checkmark	HUZK.mp3	/Users/david	d/.mounty/Arch	3.93 MB	6	15/06/02 5:3	1:56 PM			160 kbps	3:26				
	10 THE C	/Users/david	d/.mounty/Arch	3.93 MB	6	23/12/13 4:2	5:00 AM	Only	Back	160 kbps	3:26	Rock	The		
\checkmark	10 THE C	/Users/david	d/.mounty/Arch	3.93 MB	6	23/12/13 4:2	5:00 AM	Only	Back	160 kbps	3:26	Rock	The		
\checkmark	Darude	/Users/david	d/.mounty/Arch	3.45 MB		25/09/06 6:5	8:50 AM	21st C	Da R	128 kbps	3:46	Dance	San		2000
	Darude	/Users/david	d/.mounty/Arch	3.45 MB		12/09/17 9:1	8:08 AM	21st C	Da R	128 kbps	3:46	Dance	San		2000
\checkmark	Bravehea	/Users/david	d/.mounty/Arch	2.24 MB	8	28/08/10 10:	15:40 AM	Timel	Mark	96 kbps	3:15	Trance	Prot	12	2002
\checkmark	Bravehea	/Users/david	d/.mounty/Arch	2.24 MB	8	10/02/11 1:1	3:10 PM	Timel	Mark	96 kbps	3:15	Trance	Prot	12	2002
\checkmark	Bravehea	/Users/david	d/.mounty/Arch	2.24 MB	8	12/09/17 9:1	8:06 AM	Timel	Mark	96 kbps	3:15	Trance	Prot	12	2002
	Bravehea	/Users/david	d/.mounty/Arch	2.24 MB	8	12/09/17 9:1	9:12 AM	Timel	Mark	96 kbps	3:15	Trance	Prot	12	2002
\checkmark	GONY.mp3	/Users/david	d/.mounty/Arch	3.56 MB	9	13/07/08 10:	41:00 PM		Oasis	128 kbps	3:53		Bitt		
✓	Bitterswe	/Users/david	d/.mounty/Arch	3.56 MB	9	11/09/11 10:	25:40 PM	This I	Oasis	128 kbps	3:53	Other	Bitt	12	2004
E	Regular file Master file	:	Symbolic link					(
									5						
94	1 of 171 item	s selected (5	507.68 MB)											0	0:13:54

Figure 80 – Scan results details page

- 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. 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, from the bottom right-hand corner on the scan results page, click the corresponding buttons as depicted in the figure below –



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.

Warning: This scan is only compatible with Legacy Outlook. In case you are using the latest versions, you may require selecting the Legacy Outlook option from the application menu as depicted below. Please backup all your emails before you select this option as all your emails will be lost & you will require configuring all your email addresses in Legacy Outlook again.



Figure 82 – Performing an Outlook Mail Scan – Legacy Outlook option

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

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

• • •	Easy Duplicate Finder v7.27.	1.56 - macOS (Version	14.6.0)	
Step 1: Select Folders Step 2	Step 3		Scan Mode SHA256 Checks	um + FileSize 🗘 🗮
😌 Add a folder to include in the scan		🕀 Add a folder to	exclude from the scan	
➡ Drop folders h INCLUDE in th	here to he scan		rop folders here XCLUDE from f scan	e to the 🗲
🚎 🚎 👥 🤰	F 🕺			
Select Fi	le Types		Select File Siz	e Limits
Include: **		Select	Vinimum File Size	ОКВ
Exclude:		Select	Maximum File Size	о кв 🗸
	START	SCAN		
				v 7.27.1.56

Figure 83 – Performing an Outlook Mail Scan – EDF main screen

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

Easy Duplicate Finder [™] v7.0 User Manual (For macOS Users) v2.0	External
WM - EDFUM - 2.0	Page 94
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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 84 – Performing an Outlook Mail Scan – EDF main screen

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

Warning: You will require providing Full Disk Access to the EDF Application from System Settings > Privacy & Security > Full Disk Access.

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 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 (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

Easy Duplicate Finder™ v7.0 User Manual (For macOS Users) v2.0	External
WM - EDFUM - 2.0	Page 95
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- 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 –



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 –



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 –

Subjec	Path		Size	▲ Group	Sender	Recipients		Sent	Received
Urge	de	ma	6 KB	1	0	S	n	06/11/14 1:09:17 PM	06/11/14 1:09:25 PM
Urge	da	ma	8 KB		0	s second	п	30/10/14 2:48:55 PM	30/10/14 2:49:30 PM
Your	da	3	32 KB	2	3	d		29/03/24 12:35:48 PM	29/03/24 12:35:49 PM
Your	da	3	33 KB	2	3	¢		29/03/24 12:35:48 PM	29/03/24 12:35:48 PM
Your	da	3	32 KB	2	3	d		29/03/24 12:35:48 PM	29/03/24 12:35:49 PM
Davi	dz	3	55 KB	3	3	C		17/02/23 8:48:37 PM	17/02/23 8:48:41 PM
Davi	dz	3	83 KB	3	3	C		21/02/23 9:25:26 PM	21/02/23 9:25:31 PM
Davi	da	3	73 KB	3	3	C		21/02/23 8:50:49 PM	21/02/23 8:50:51 PM
Davi	di	3	55 KB	3	3	C		17/02/23 8:48:37 PM	17/02/23 8:48:41 PM
Davi	de	3	73 KB	3	3	C		21/02/23 8:50:49 PM	21/02/23 8:50:51 PM
Davi	de	3	83 KB	3	3	C		21/02/23 9:25:26 PM	21/02/23 9:25:31 PM
	da	ma	9 KB	4	5	¢		15/12/18 11:41:18 AM	15/12/18 11:57:43 A
%00	da	ma	9 KB	4	5	¢		12/12/18 4:05:06 PM	12/12/18 4:55:46 PM
incre	dz	ma	11 KB	5	7	d		29/03/19 10:35:01 AM	29/03/19 11:17:28 AI
incre	dł	ma	11 KB	5	7	d		30/03/19 10:34:26 AM	30/03/19 10:34:35 A
ncre	da	ma	12 KB	5	7	d		31/03/19 10:34:33 AM	31/03/19 10:54:39 Al
ncre	dz	ma	11 KB	5	7	d		28/03/19 10:34:49 AM	28/03/19 10:38:37 A
ncre	da	ma	11 KB	5	7	¢		26/03/19 10:32:25 AM	26/03/19 10:54:58 Al
ncre	dz	ma	12 KB	5	7	d		27/03/19 1:54:36 PM	27/03/19 2:15:35 PM
incre	dł	ma	11 KB	5	7	d		24/03/19 10:35:19 AM	24/03/19 11:02:32 AM
-	di	-	12.40	6	-			35/03/10 12:36-57 DM	35/02/10 12:46:26 0

Figure 87 – 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.

 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 –



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. In this way we free up precious storage space and yet retain the file in the original folder and the symbolic 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 89 – 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 –

	Easy Duplicate Finder v7.27.1	.56 - macOS (Version 1	14.6.0)		
Step 1: Select Folders Step 2 S	Step 3		Scan Mode	Folder Comparison	€ =
Add Master folder		😌 Add target folder	r to compare with th	ne Master folder	
Drop MASTER here to sca	folders 🔶	→ Dru c	op folder ompare v Master F	s here to with the ⁻ older	+
🚎 🚘 👥 👤	Ŧ 있				
Select File	e Types		Select	File Size Lim	its
Include: **		Select	Minimun	n File Size	0 КВ 7
Exclude:		Select	Maximur	m File Size	0 КВ 7
		I			
	START	SCAN			
					v 7.27.1.56

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

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

Easy Duplicate Finder™ v7.0 User Manual (For macOS Users) v2.0	External
WM - EDFUM - 2.0	Page 102

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- 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 –

	Easy Duplicate Finder V7	.27.1.56 - macOS (version	14.6.0)	
Step 1: Select Folders	Step 2 Step 3		Scan Mode Folder Com	parison
Add Master folder JUsers/david/.mounty/Multiverse	e/Test_Files2/	 Add target folde /Users/david/.mol 	r to compare with the Master fold	
	Q+ QL X			
s	elect File Types		Select File Siz	e Limits
Include: **		Select	Minimum File Size	0 кв 🔻
Exclude:		Select	Maximum File Size	0 кв 🔻
	STAF	RT SCAN		
				v 7.27.1.56

Figure 91 – 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.

Easy Duplicate Finder [™] v7.0 User Manual (For macOS Users) v2.0	External
WM - EDFUM - 2.0	Page 103
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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 –



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 -

Name	Path	Size	▲ Group	Modified
_Track07.mp3	/Users/david/.mounty/Multiverse/Test_Files2/prabhu yeshu/	9.73 MB	1	30/10/14 2:41:22 PM
_Track07.mp3	/Users/david/.mounty/Multiverse/Test_Files1/christian songs/prabhu yeshu/	9.73 MB		30/10/14 2:41:22 PM
_Track04.mp3	/Users/david/.mounty/Multiverse/Test_Files1/christian songs/prabhu yeshu/	9.63 MB	2	30/10/14 2:39:04 PM
_Track07.mp3	/Users/david/.mounty/Multiverse/Test_Files1/christian songs/pray for india/	8.33 MB	3	30/10/14 3:11:32 PM
02 - gao hallelujah.mp3	/Users/david/.mounty/Multiverse/Test_Files1/christian songs/ANIL KANT/	8.15 MB		04/03/09 9:00:22 AM
_Track02.mp3	/Users/david/.mounty/Multiverse/Test_Files1/christian songs/prabhu yeshu/	7.98 MB	5	30/10/14 2:37:18 PM
_Track01.mp3	/Users/david/.mounty/Multiverse/Test_Files1/christian songs/prabhu yeshu/	7.94 MB	6	30/10/14 2:36:24 PM
jee_utha.mp3	/Users/david/.mounty/Multiverse/Test_Files1/christian songs/jee utha/	7.85 MB		07/07/16 11:19:56 AM
_Track06.mp3	/Users/david/.mounty/Multiverse/Test_Files1/christian songs/prabhu yeshu/	7.84 MB	8	30/10/14 2:40:30 PM
TRACK01-08.mp3	/Users/david/.mounty/Multiverse/Test_Files1/christian songs/ANIL KANT/	7.66 MB	9	02/08/08 3:55:24 AM
_Track08.mp3	/Users/david/.mounty/Multiverse/Test_Files1/christian songs/prabhu yeshu/	7.62 MB	10	30/10/14 2:42:44 PM
Regular file Syr Master file				
10 of 678 items selected (1.4)	2 GB)			00:15:
	Figure 93 – Scan results details page	e		
e: Green iten	ns are files from the master folder. Th	nev are	prote	cted from b
		,		
selected; t	hus, you cannot move or delete them	า.		
	•			
To preview t	he thumbnail of a selected file, click t	he <mark>Pre</mark>	view	button prov

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.**

Easy Duplicate Finder™ v7.0 User Manual (For macOS Users) v2.0	External
WM - EDFUM - 2.0	Page 105
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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, from the bottom right-hand corner on the scan results page, click the corresponding buttons as depicted in the figure below –



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 FinderTM 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 –



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 96 – 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 Dock) 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 –

• • •	Easy Duplicate Finder v7.28.0	0.58 - macOS (Version 1	14.6.1)					
Step 1: Select Folders Step 2	Step 3		Scan Mode Google Drive	• • =				
😌 Add a folder to include in the scan		🕀 Add a folder to e	xclude from the scan					
 My Drive/My Laptop/WebMinds 		➡ EXC	Click here to CLUDE folder fro the scan	om ←				
🚎 📷 👤	L 🕉							
Select I	File Types		Select File Size	Limits				
Include: 😲		Select	Minimum File Size	0 кв 🔻				
Exclude:		Select	Maximum File Size	0 кв 🔻				
	START	SCAN)					
				v 7.28.0.58				
Figure 97 – 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 –



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 –

	••			Easy Duplicate Finder v7.28.0.58 - macOS (Version 14.6.1)										
	Step 1	Step 2	Step :	3: Resolve	Duplicates	ALL FILES	ARCHIVES	DOCUMENTS	MUSIC	PICTURES	VIDEO OT	THER		
F			otop (Baphoatoo									
	Name			Path						Si	ize	▲ Group	Modified	•
\checkmark	logo-top.p	na		My Drive/My La	ptop/WebMinds/D	Duplicate Ph	oto Cleane			10) КВ	1	03/01/24 8:1	8:37 PM
	logo-top.p	ona		My Drive/My La	ntop/WebMinds/F	astMove/		.,		10	кв	1	03/01/24 8:1	8:37 PM
									2					5
1	of 2 items	selected (10 K	B)											00:05:15
					Figure 99) – Scar	n result	ts detai	ls na	σe				
	-	•			. igure se						_			• •

- 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. 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 –



The next chapter describes steps that enable you to Perform a MacOS Mail Scan.

Chapter - 14. PERFORMING A MACOS MAIL SCAN

In the MacOS Mail scan, the Easy Duplicate Finder[™] application enables you to compare your outlook emails from the specified target folders by comparing each byte of the files.

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

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



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

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



Figure 102 – Performing a MacOS Mail Scan – EDF main screen

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

Warning: You will require providing Full Disk Access permission to the EDF Application from System Settings > Privacy & Security > Full Disk Access.

Below are the functions along with a description of the parameters that you can tweak before you start a MacOS 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 MacOS Mail installation) 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 (from your MacOS Mail installation) 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).

 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 –

• • •	Easy Duplicate Finder v7.26.	.2.52 - macOS (Version 14.5.0)		
Step 1: Select Folders Step 2	Step 3		Scan Mode MacC	DS Mail 🔶 🗮
😌 Add a folder to include in the scan		Add a folder to exclude from the	e scan	
•		Click he folder	ere to EXCLUI from the scar	DE 🔶
ii 🔁 ii 🔁	L+ L ⁴ 🕉			
	Select File Types		Select File S	ize Limits
Include: **		Select	Minimum File Size	0 кв 🔻
Exclude:		Select	Maximum File Size	0 кв 🔻
	STAR	۲ SCAN		
				v 7.26.2.52
	Figure 103 – Selecting one	e or more folders		
in: Vou can add more	foldors in the target f	Foldor list by clicki	ng the groop	Add foldors

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 –



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 –

Step 1 Step 2 Step 5. Resol	ve Duplicates					
Subject Path	Size	▲ Group	Sender	Recipients	Sent	Received
	83 KB	1			04.12.2020 06:25:20	04.12.2020 06:25:21
	11 KB				15.07.2020 12:53:27	15.07.2020 12:53:28
	12 KB				15.07.2020 12:53:39	15.07.2020 12:53:40
	12 KB				15.07.2020 12:53:39	15.07.2020 12:53:40
	12 KB				15.07.2020 12:53:39	15.07.2020 12:53:40
	12 KB				15.07.2020 12:53:39	15.07.2020 12:53:40
	12 KB				15.07.2020 12:53:39	15.07.2020 12:53:40
	12 KB				15.07.2020 12:53:39	15.07.2020 12:53:40
	11 KB				15.07.2020 12:53:39	15.07.2020 12:53:40
	11 KB				23.09.2020 15:11:19	23.09.2020 15:11:20
	12 KB				21.10.2020 16:29:24	21.10.2020 16:29:25
	12 KB				21.10.2020 16:29:25	21.10.2020 16:29:26
	13 KB				27.12.2022 13:33:16	27.12.2022 13:33:16
	13 KB				27.12.2022 13:33:29	27.12.2022 13:33:30
	13 KB				27.12.2022 13:35:32	27.12.2022 13:35:33
	13 KB				20.10.2023 15:29:55	20.10.2023 15:29:56
	13 KB				20.10.2023 15:29:42	20.10.2023 15:29:43
	34 KB				12.08.2023 05:49:18	12.08.2023 05:49:18
	15 KB				06.12.2021 22:53:15	06.12.2021 22:53:16
	57 KB				21.05.2020 16:11:45	21.05.2020 16:11:53
	32 KB				04.01.2021 10:11:25	04.01.2021 10:11:26
	111 KB				29.08.2021 12:37:00	29.08.2021 12:37:02
	140 KB				29.11.2021 12:12:45	29.11.2021 12:12:47
	12 KB				16.11.2020 12:45:03	16.11.2020 12:45:04
	24 KB				14.02.2021 12:17:34	14.02.2021 12:17:35
					Q >	
6 of 127 items selected (715 MB)						v 7.26.2

Figure 105 – 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. 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 –



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

Chapter - 15. 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 107 – 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 –



Figure 108 – Performing a Dropbox 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 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 –

•••	Easy Duplicate Finder v7.27.1.5	6 - macOS (Version 14.	.6.0)		
Step 1: Select Folders Step 2	Step 3		Scan Mode	Dropbox Scan	• =
🔁 Add a folder to include in the scan		🕀 Add a folder to exc	lude from the scan		
- Dropbox		➡ EXC	Click her LUDE fol the sca	re to Ider from an	+
🚎 🚘 👤	L' 🖇				
Select F	-ile Types		Select F	-ile Size Limi	ts
Include: 🞌		Select	Minimum F	File Size	о кв 🔻
Exclude:		Select	Maximum I	File Size	о кв 🔻
	START	SCAN			
					v 7.27.1.56
Figu	re 109 – Selecting one o	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 –



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

on

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

••	Easy Duplicate Finder v7.27.1.56 - macOS (Version 14.6.0)													
Step	p1 St	ep 2	Step 3	3: Resolve Duplicate	ALL FILES	ARCHIVES	DOCUMENTS	MUSIC	PICTURE	S VIDEO	OTHER			≡
Nar	ne			Path					:	Size	▲ (Group	Modified	
🖌 Web	oMinds - Eas	yDuplicate	inder	Dropbox/					4	4.39 MB	1		23/06/24 6:19:10 P	м
🗸 Web	oMinds - Eas	yDuplicate	⁼inder	Dropbox/						4.39 MB			23/06/24 6:19:48 P	м
Web	oMinds - Eas	yDuplicate	inder	Dropbox/						4.39 MB			23/06/24 6:21:12 P	м
								2						
2 of 3 i	items selec	ted (8.77 N	AB)										00	:00:00
				Figure	111 – Sca	n resu	lts detai	ils pa	ige					
Tip:	To pr the t	eviev op riք	v tho ght-l	e thumbnail o nand corner o	of a sele of this t	ected able.	file, c	lick	the	Pre	viev	v b	utton pro	vided o
Tip:	You o just i	can al next t	so q o th	uickly view b e Step 3 tab.	y their	types	s by cli	ckir	ng th	neir	File	Ту	pe Links p	orovide

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.**

 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 –



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

Chapter - 16. Performing an Empty Folders Scan

In the Empty Folders scan the Easy Duplicate FinderTM 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 –



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 114 – 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 –

•••	Easy Duplicate Finder v7.2	7.1.56 - macOS (Version	14.6.0)	
Step 1: Select Folders Step	2 Step 3		Scan Mode Empty Folders	+ =
😌 Add a folder to include in the scan		🕀 Add a folder to	exclude from the scan	
/Users/david/.mounty/Multiverse/Test_f	iles1/	➡ Dr E>	rop folders here to XCLUDE from the scan	+
🖦 📬 👤	💵 💥			
Selec	t File Types		Select File Size Li	mits
		Select	Minimum File Size	0 кв 🔻
		Select	Maximum File Size	0 КВ 🔻
	STAR	T SCAN		
				00:00:00
Fie	uro 115 - Solocting or	o or more felde	are	

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 –

	Easy Duplicate Finder v7.27.1	.56 - macOS (Version 14.6.0)	
Step 1	Step 2: Start Scan Step 3	Rescan	Save Scan
	Scan co	mplete!	
	Easy Duplicate Finder has finished its A total of 2 emp	s scan according to your preferences ty folders found.	
	How would you You can select "Auto Remove" to automaticall manually select the folders that you wish to k	Ke to continue? y remove all empty folders found, o eep and those that you wish to remo	r you can ove.
	Skip this step i	in future sessions	
L			
	AUTO REMOVE	MANUAL REVIEW	
			00:00:00
	Figure 116 – Scan results	summary page	
Clickin	g AUTO REMOVE will remove the	identified duplicates a	utomatically.
: Clicking	g Skip this step in future sessions	will not display this sci	een in future.

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

•••	Easy Duplicate Find	der v7.27.1.56 - macOS (Version 14.6.0)				
Step 1 Step	2 Step 3: Resolve Duplicates			≡		
Name	Path		▲ Group	Modified		
✓ untitled folder	/Users/david/.mounty/Multiverse/	rs/david/.mounty/Multiverse/Test_Files1/ 1 25/07/24 9:03:57 AM				
V undued roder	/Users/uavity.induity/induityerse	y rest, rines i / unduced iolider 2/		23)07/24 9:04:10 AM		
Regular file Master file	Symbolic link	Q				
2 of 2 items selected	і (о в) Figure 117 —	- Scan results details page		00:00:00		
Reference:	To save this scan, refer refer to Importing a Sca	to Saving a Scan sect an section.	tion. To ii	mport this sc		
Reference:	To perform multiple typ of Selections on the Sca	pes of selections, refer	to Perfoi n.	rming Multip		

- 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 righthand corner on the scan results page, click the corresponding buttons as depicted in the figure below –

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 - 17. 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 119 – 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 120 – 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 dock) 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 –

•••	Easy Duplicate Finder v7.27.1	1.56 - macOS (Version 1	4.6.0)	
Step 1: Select Folders Step 2	Step 3		Scan Mode OneDrive	Scan 🗘 🗮
😌 Add a folder to include in the scan		🕒 Add a folder to ex	clude from the scan	
OneDrive/Documents		➡ EXC	Click here to CLUDE folder fi the scan	rom 🗲
🖦 🔤 💵	💵 👋			
Select I	File Types		Select File Size	e Limits
Include: **		Select	Minimum File Size	0 кв 🔻
Exclude:		Select	Maximum File Size	0 КВ 🔻
	START	SCAN)	
				00:00:00
Figu	re 121 – Selecting one	e or more folde	rs	

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 –



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

•••		Easy Duplicate I	Finder v7.27.1.56 -	macOS (Vers	ion 14.6.0)			
Step 1 Step 2	Step 3: Resc	olve Duplicates	ALL FILES ARCHIVES	DOCUMENTS	MUSIC PICTU	RES VIDEO	OTHER	≡
Name	Path					Size	▲ Group	Modified
WebMinds - DuplicatePhot	toClea OneDrive	/Documents/WebMinds/I	Duplicate Photo Clear	ner/		8.82 MB	1	24/06/24 4:26:56 AM
WebMinds - DuplicatePhot	toClea OneDrive	/Documents/WebMinds/I	Duplicate Photo Clear	ner/		8.82 MB		24/06/24 4:26:55 AM
WebMinds - NetOptimizer	v5.0 U OneDrive	/Documents/WebMinds/I	NetOptimizer/			4.02 MB	2	24/06/24 4:26:07 AM
WebMinds - NetOptimizer	v5.0 U OneDrive	/Documents/WebMinds/I	NetOptimizer/			4.02 MB	2	24/06/24 4:26:06 AM
Frequently Asked Question	ns - Fi OneDrive	/Documents/WebMinds/I	Duplicate Photo Clear	ner/		38 KB	3	24/06/24 4:26:32 AM
Frequently Asked Question	ns - Fi OneDrive	/Documents/WebMinds/E	Easy Duplicate Finder	/		38 KB	3	24/06/24 4:26:16 AM
logo-top.png	OneDrive	/Documents/WebMinds/F	FastMove/			10 KB	4	24/06/24 4:26:12 AM
logo-top.png	OneDrive	/Documents/WebMinds/	Duplicate Photo Clear	ner/		10 KB	4	24/06/24 4:26:35 AM
4 of 8 items selected (12.89 MB)								
		Figure 123	3 – Scan resu	lts detai	ls page			
Tip: To preview the top ri	w the thu ght-hand	umbnail of a l corner of t	a selected this table.	file, cl	ick the	e Pre	view b	utton provide
Tip: You can a just next	lso quick to the Ste	ly view by t ep 3 tab.	heir types	s by cli	cking t	their	File Ty	<mark>pe Links</mark> provi
Reference: To re	o save thi efer to Im	is scan, refe porting a S	er to Savi can sectio	ng a S on.	can se	ectio	n. To ir	mport this sca
Reference: To of	perform Selectio	n multiple ty ns on the S	ypes of se can Resul	election Its pag	ns, ref <mark>e_</mark> sect	er to ion.	Perfor	rming Multiple
Reference: To export your scan results details as a file, refer to Exporting your Scan Results details as a file section.								

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

 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 –



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

Chapter - 18. PERFORMING A MACOS MUSIC SCAN

In the MacOS Music scan the Easy Duplicate Finder[™] application enables you to compare files from the specified target albums by identifying whether the files being compared are identical.

The steps described below enable you to perform a MacOS Music scan -

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



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

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

Easy Duplicate Finder v7.27	1.56 - macOS (Version 14.6.0)
Step 1: Select Folders Step 2 Step 3	Scan Mode MacOS Music
🕏 Add an album to include in the scan	Add an album to exclude from the scan
Click here to INCLUDE album in the scan	Click here to EXCLUDE album from the scan
🚎 🖙 👥 🍣	
Select File Types	Select File Size Limits
Include: *AAC;*.AC3;*.AIFF;*.APE;*.AU;*.DSD;*.FLAC;*.M4A;*.M4P;*	MID Select Vinimum File Size O KB 🗸
Exclude:	Select Vaximum File Size KB V
STAR	T SCAN
	00:00:13
Figure 126 – Performing a MacOS M	usic 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

Easy Duplicate Finder ™ v7.0 User Manual (For macOS Users) v2.0ExternalWM - EDFUM - 2.0Page | 142Copyright © WebMinds, Inc. 2025. All Rights Reserved

- 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).
- 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 127 – 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.

Easy Duplicate Finder [™] v7.0 User Manual (For macOS Users) v2.0	External
WM - EDFUM - 2.0	Page 143
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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 –



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 –

		Easy	Duplicate	e Finder v7.26.2.52 - m	acOS (Ve	rsion 14	4.5.0)						
Step 1 S	Step 2 Step 3: Re	solve Dup	olicates									≡	
												0	
Name	Path	Size	▲ Group	Modified	Album	Artist	Bitrate	Duration	Genre	Title	Track	Year	
✓ Cure That A	Albums/[No album] Albums/[No album]	3,33 MB 3,33 MB	1	20.10.2023 15:55:26 29.04.2018 02:27:28	[No al	Dust	192 kbps 192 kbps	2:25		Cur			
						a				fill 1			
1 of 2 items sele	ected (3,33 MB)										0	0:00:01	
		Fig	gure 12	9 – Scan result	s deta	ils pa	age						
Tip: To p	review listen	ing to t	the se	elected file	in vo	ur c	lefault	medi	a pla	iver	. cli	ck th	۹
Droy	view button r	rovida		the top rig	h+ h-	und	cornor	of thi			, en		C
Piev	new button p	lovide	eu on	the top ng	111-116	mu	comer	ortin	S tai	Jie.			
Tip: You	can also quic	klv vie	w bv	their types	bv cl	ickiı	ng thei	ir File	τνο	e Liı	nks	provi	ded
inst	next to the S	ten 3 t	ah ,	/	- / -	-	0		11				
just		icp 5 i	ab.										
Reference	e: To save t	his sca	n, rei	fer to <mark>Savi</mark> r	ng a	Scai	n secti	on. To	o im	por	t thi	is sca	n lat
	refer to b	nporti	ng a S	Scan section	n								
		nporti											
Reference	e: To perfor	m mult	tiple t	types of sel	ectic	ns,	refer t	o Per	forn	ning	<mark>ς</mark> Μι	ultipl	е Тур
	of Selecti	ons on	the	Scan Result	s pa	ze s	ection	_					
					2 10 01	<u>, , , , , , , , , , , , , , , , , , , </u>							
Reference	ce: To export	your so	can re	sults detail	s as a	file	, refer	to Exp	oorti	ng	you	r Sca	n Res
	Details as	a File	secti	on.									
Reference	ce: To clear	the di	splay	ed scan res	sults,	ref	fer to	Clear	ing t	the	Dis	playe	ed Sc
	Results fr	om Sc	an Re	sults page	secti	on.							

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, from the bottom right-hand corner on the scan results page, click the corresponding buttons as depicted in the figure below –



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 ASKEDQUESTIONS (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. 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:

- Open Easy Duplicate Finder[™] and drop some folders you want to scan into the "Drop Folders Here to Scan" area. You can also click on "Add folders" and select folders without dragging and dropping.
- 2. Click on the green Start Scan button to start the scan.
- 3. When Easy Duplicate Finder[™] finishes the scan, you can click on the "Go Fix Them!" button to examine the scan results.
- 4. Click on "Manage Duplicates" and select "Delete Selected", then tell the program to put the duplicates in the Recycle Bin or Trash.
- If you don't want to examine the scan results and prefer to let Easy Duplicate Finder™ delete duplicates automatically, click on the "Remove All Now" link under the "Go Fix Them" button.

Q-3. 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-4. How does Easy Duplicate Finder™, but it's not working. What do I do ?

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-5. I'm trying to register 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-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.

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. How do I install Easy Duplicate Finder[™] on a MacOS PC?

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

Q-8. Is there a portable version of Easy Duplicate Finder[™] ?

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

Q-9. Why isn't a portable version of Easy Duplicate Finder™ for Mac available ?

That's because all Mac software is portable - you can run a .dmg file from any drive, including a USB thumb drive. Simply download the Mac version of the program and enjoy your portable Easy Duplicate Finder for Mac!

Q-10. 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-11. 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:

- 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-12. 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-13. I've just installed Easy Duplicate Finder[™] on my Mac & I'm getting lots of security popups. Why is that ?

Mac OS X Mojave has enhanced security when it comes to third-party applications. That's why it will display popups like this one and ask you to allow access to Finder and other apps like iTunes and Photos –



Figure 131 – EDF Security Access Requisition popup

The easiest way to stop these popups is to give EDF full disk access. Here's how -

- 1. Open System Preferences, go to Security & Privacy, click on the padlock icon, and enter your system password to be able to make changes to the settings.
- 2. Click on the Privacy tab. In the left-hand sidebar, scroll down to the Full Disk Access section (it looks like an ordinary folder)

•••	$\langle \rangle$		Security & P	Privacy		Q Search	
		General	FileVault	Firewall F	Privacy		
	Location Services		Allow the ap Messages, S	ps below to Safari, Home	access data , Time Machi	like Mail, ne backups, and	
0	Contacts		certain admi	inistrative se	ettings for all	users on this Mac.	
1	Calendars						
	Reminders						
8	Photos						
	Camera						
<u></u>	Microphone		+-				
	Accessibility						
	Full Disk Access						
CI	ick the lock to make	changes.					

Figure 132 – MacOS Security & Privacy popup

3. Drag & drop Easy Duplicate Finder from the Applications folder to the "Allow" window or click on the "+" sign, browse to EDF, and grant it full disk access.

Easy Duplicate Finder™ v7.0 User Manual (For macOS Users) v2.0	External
WM - EDFUM - 2.0	Page 151
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Q-14. 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-15. 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-16. 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-17. My MacOS 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
- 5. Our Support Team will generate activation data for your copy of Easy Duplicate Finder and email it to you.
- 6. Copy the activation data from the email, save it as a text file and put the file on a flash drive.
- 7. Connect the flash drive to your offline computer, open the text file with the activation data, select all of it and copy it. Important: don't paste it anywhere at this point!
- 8. Open Easy Duplicate Finder. If you have valid activation data and if you've followed these steps correctly, your copy of Easy Duplicate Finder will become activated.

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

Q-18. I want to install Easy Duplicate Finder™ on my new Mac 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-19. 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-20. 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-21. How do I login 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-22. 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-23. I'm updating my MacOS installation. Will your software continue to work?

Yes, the software will continue to work. It will try to use the existing license data saved on your system, otherwise you will be asked to enter your license details again.

Q-24.	What is the	e EDF Fil	le Color Leg	end?
-------	-------------	-----------	--------------	------

000	Easy Duplicate F	inder v7.27.	.1.56 - ma	acOS (Vers	sion 14.	6.0)			
Step 1 Step 2 Ste	ep 3: Resolve Duplicates	ALL FILES	RCHIVES (DOCUMENTS	MUSIC	PICTUR	ES VIDEO	OTHER	=
									•
Name	Path						Size	▲ Group	Modified
a	/Users/david/Documents/Test_File						38 KB	1	05/06/17 6:44:14 AM
🗸 a	/Users/david/Documents/Test_File						32 KB		05/06/17 6:44:06 AM
√ c	/Users/david/Documents/Test_File						120 KB	2	23/07/24 12:14:14 PM
c	/Users/david/Documents/Test_File						16 KB	2	23/07/24 12:14:15 PM
c	/Users/david/Documents/Test_File						120 KB	3	19/05/24 7:36:23 PM
✓ c	/Users/david/Documents/Test_File						16 KB	3	19/05/24 7:36:22 PM
√ c	/Users/david/Documents/Test_File						217 KB	4	23/07/24 12:14:14 PM
c	/Users/david/Documents/Test_File						64 KB	4	23/07/24 12:14:14 PM
√ c	/Users/david/Documents/Test_File						217 KB	5	19/05/24 7:36:24 PM
c	/Users/david/Documents/Test_File						64 KB	5	19/05/24 7:36:24 PM
s	/Users/david/Documents/Test_File					I	2 KB	6	05/06/17 6:44:12 AM
Saveu_resource	/Users/david/Documents/Test_File					I	567 B	6	05/06/17 6:44:04 AM
Regular file Sym Master file	bolic link			- (<u>></u>		
6 of 12 items selected (606 KB)									v 7.27.1.56

Figure 133 – 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. In MacOS, these are understood as Aliases.



Figure 134 – Symbolic links - Aliases

Easy Duplicate Finder [™] v7.0 User Manual (For macOS Users) v2.0	External
WM - EDFUM - 2.0	Page 156
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Q-25. How do I download an older version of EDF compatible with my MacOS version?

Navigate to FAQs – Troubleshooting section on the official website of EDF by clicking <u>here</u>. From the side panel on the right, select the Mac radio button, specify your OS version, and download any version as per your discretion as depicted in the figure below –

Download His Download an older Duplicate Finder m your OS	story by OS version of Easy nore compatible	S / with
OS	O Windows	O Mac
OS versions	Lion	~
Older versions	4.7.0.391	~
Do	wnload	

Figure 135 – Downloading an older version of EDF compatible to your OS Version

Q-26. 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-27. Why isn't there an Undo button in Google Drive and Dropbox scan modes?

This is 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-28. 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-29. 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-30. 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-31. 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-32. 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.

Easy Duplicate Finder[™] v7.0 User Manual (For macOS Users) v2.0 External WM - EDFUM - 2.0 Page | 158 Copyright © WebMinds, Inc. 2025. All Rights Reserved

Q-33. 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-34. How do I check which duplicates are preselected 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-35. 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-36. 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.

Easy Duplicate Finder [™] v7.0 User Manual (For macOS Users) v2.0	External
WM - EDFUM - 2.0	Page 159
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Q-37. 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-38. 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-39. 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-40. 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-41. 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-42. 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-43. 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-44. 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-45. 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-46. 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-47. 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-48. 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 dropdown 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-49. 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.

Easy Duplicate Finder [™] v7.0 User Manual (For macOS Users) v2.0	External
WM - EDFUM - 2.0	Page 163
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Q-50. 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-51. 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-52. 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-53. Why are some detected files marked "Read only" and is it safe to delete them?

When you scan your entire drive with Easy Duplicate FinderTM, 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 FinderTM 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-54. 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-55. 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-56. Are there any other tips for improving network share scanning performance?

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

Q-57. 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 FinderTM will recognize all mapped network drives.

Q-58. 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 Mail Scan Mode.

Q-59. I've just deleted duplicate iTunes songs, but iTunes still sees duplicate music. Why is that ?

This usually happens when you manually delete music files on your computer, and then open iTunes. In that case iTunes may still list those songs, even though they are actually gone. The best way to deal with this problem is use Easy Duplicate Finder™ to delete duplicate iTunes songs and make sure that all iTunes options are enabled in the program settings. This way Easy Duplicate Finder™ will sync with iTunes when it deletes duplicates on your computer and iTunes will not display false results anymore.

Q-60. I'm using the Outlook Mail Scan 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 Apple support. And if you think that there's a problem with Easy Duplicate Finder, please submit a support ticket.

Q-61. 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-62. 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-63. 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-64. 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.

Easy Duplicate Finder [™] v7.0 User Manual (For macOS Users) v2.0	External
WM - EDFUM - 2.0	Page 167
Copyright © WebMinds, Inc. 2025, All Rights Reserved	

Q-65. 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-66. 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-67. Are there any other tips for improving network share scanning performance?

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-68. Does the scanning speed on network shares vary based on the file types being scanned?

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

Index

Α

Abbreviations / Acronyms used in this User N	lanual v
About this User Manual	iii
Activating your DPC Installation	62

C
Clearing the Displayed Scan Results from Scan Results page52
D
Deleting selected files45 Downloading the DPC Application Installer11
Ε
Entering a New Key67 Exporting your Scan Result Details as a File46
F
Frequently Asked Questions (FAQs)147
G
Getting Started12 Getting the Premium Free Trial56
I
Importing a Scan
L
Limitations of Utilizing an Unregistered DPC Application in Trial Mode32
Μ
Managing Duplicates42 Moving selected files to a specific folder42
0
Over a fathis three Manual "

Organization of this User Manual	. iii
Out of Scope of this User Manual	.iii

Ρ

Performing a	Byte-By-Byte Comparison Scan	.76
Performing a	Dropbox Scan	121
Performing a	Filename Only Scan	.82

Performing a Folder Comparison Scan	.101
Performing a Google Drive Scan	.107
Performing a MacOS Mail Scan	.114
Performing a MacOS Music Scan	.141
Performing a Music Scan	88
Performing a OneDrive Scan	.134
Performing a Search / Filter Duplicates Action	39
Performing a SHA256 Checksum + FileSize Scan	70
Performing an Empty Folders Scan	.128
Performing an Outlook Mail Scan	94
Performing an Undo Action	54
Performing General Functions during all Scan Typ	bes
	33
Performing Multiple Types of Selections on the S	can
Results page	40
Purchasing your License Key	61
Purpose of this User Manual	iii

R

Removing resolved files from the results	53
Renaming selected files	44
Replacing selected files with symlinks	43

S

Saving a Scan	33
Saving a scan from the Scan Details page	34
Saving a scan from the Scan Summary page	33
Saving your scan	51
Scan Detail Page Actions Menu Descriptions	37

Т

Terms Used in this User Manual	v
The About Option Detailed Description	29
The Clear File Information Cache Detailed	
Description	30
The Email Scan tab	21
The File/Folder Synchronization Detailed Descri	iption
	28
The General tab	16
The Hamburger Menu Options Descriptions	14
The Ignore List tab	24
The Logging tab	23
The Main Screen Description	13
The Music Scan tab	20
The Open Wizard Option Detailed Description .	31
The Register Now Option Detailed Description.	30
The Scan Settings tab	18

Easy Duplicate Finder [™] v7.0 User Manual (For macOS Users) v2.0 WM - EDFUM - 2.0

External

Page | 169

Copyright © WebMinds, Inc. 2025. All Rights Reserved

The Settings Panel Detailed Description	.16
The SHA256 Calculator Detailed Description	.27
The Sounds tab	.25
The Support tab	.26
The Update Option Detailed Description	.29
Typographical Conventions / Customaries used in	
this User Manual	iv

U

Using the Assistant on the Scan Summary Page36

V

Via the Activate buttons & link	.62
Via the Free Trial buttons & link	.56
Via the Register Now Button in the DPC Application	n
Menu58,	64
Viewing Files based on their File Type	.38
Viewing the File Contents Preview	.38