

Quick Guide to Duplicate File Finder

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Installing Duplicate File Finder

Run the `duplicate-file-finder-setup.exe` file and follow the intuitive installation steps.

- 1 At the top-right of the installer window, you may choose the interface language you'd like to use.
- 2 Launch the installer by double-clicking on the downloaded file.
You can leave the installation options as they are or customize them on this page.

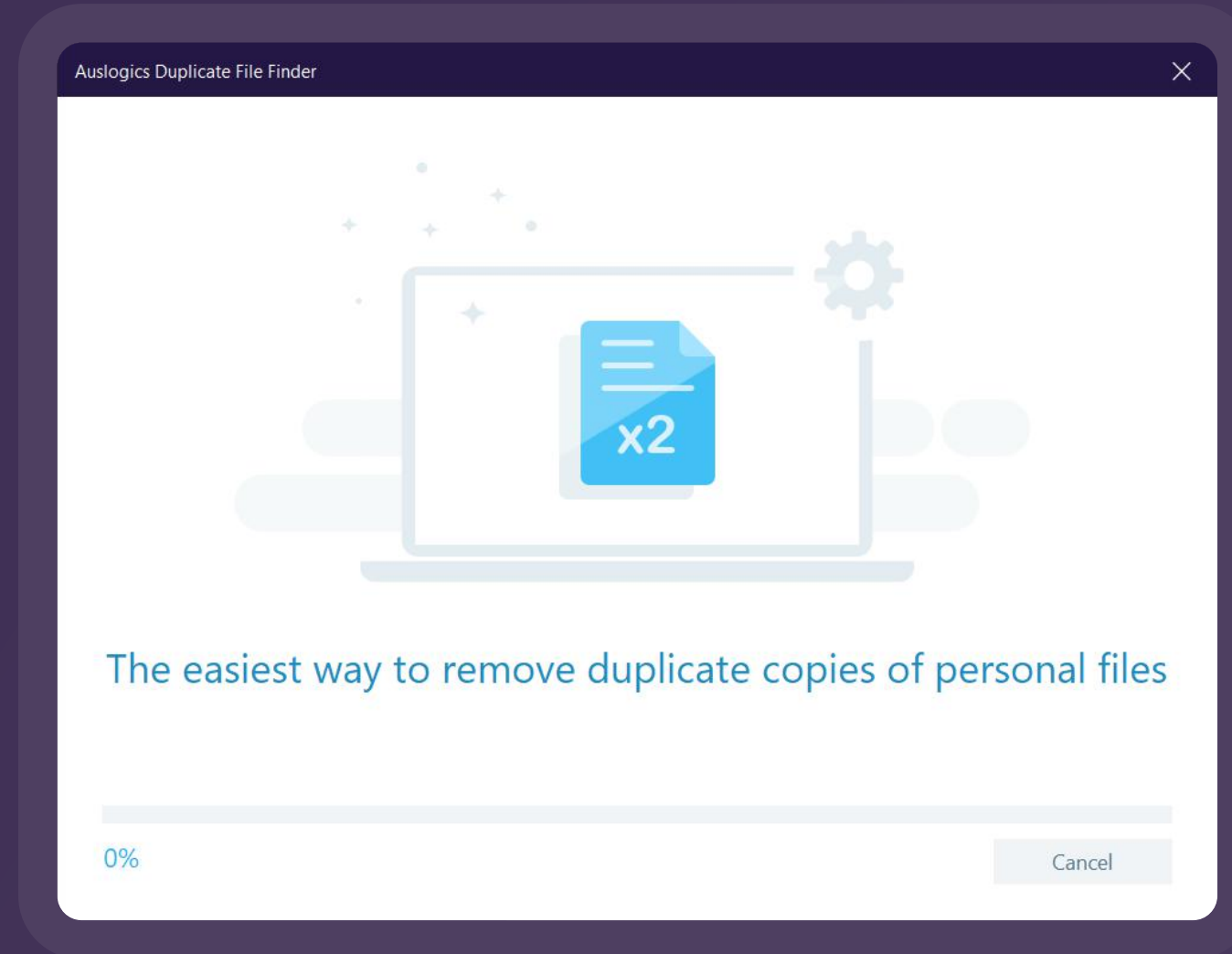
Here you can change the folder to install the program to.

Make sure that the option to create a desktop icon is checked for quick access to the app later.

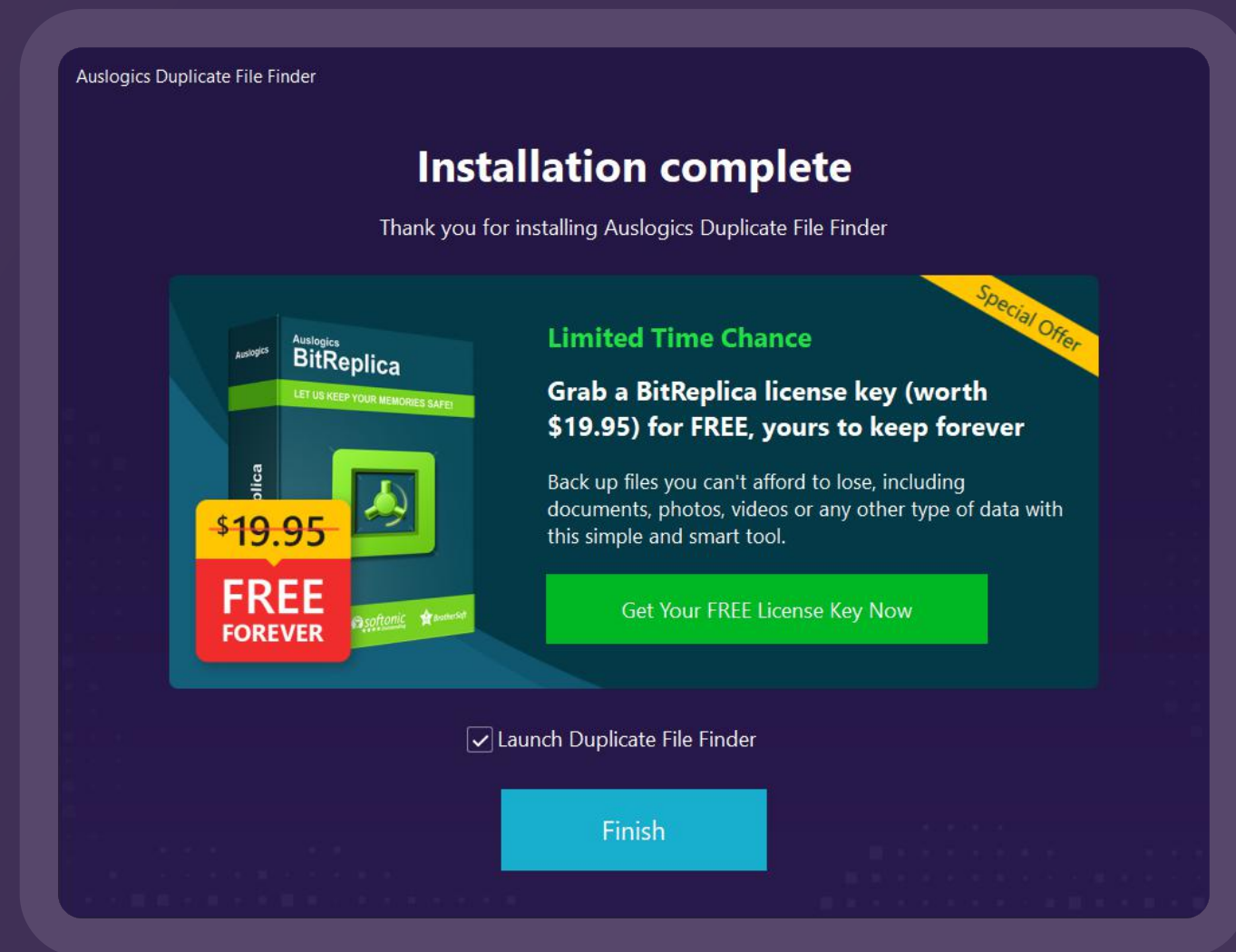
Click the links to review the [EULA](#) and [Privacy Policy](#), then hit 'Agree and install' to proceed with installation.



The installation should take less than a minute:



Click the 'Finish' button to finalize the installation and launch the program:



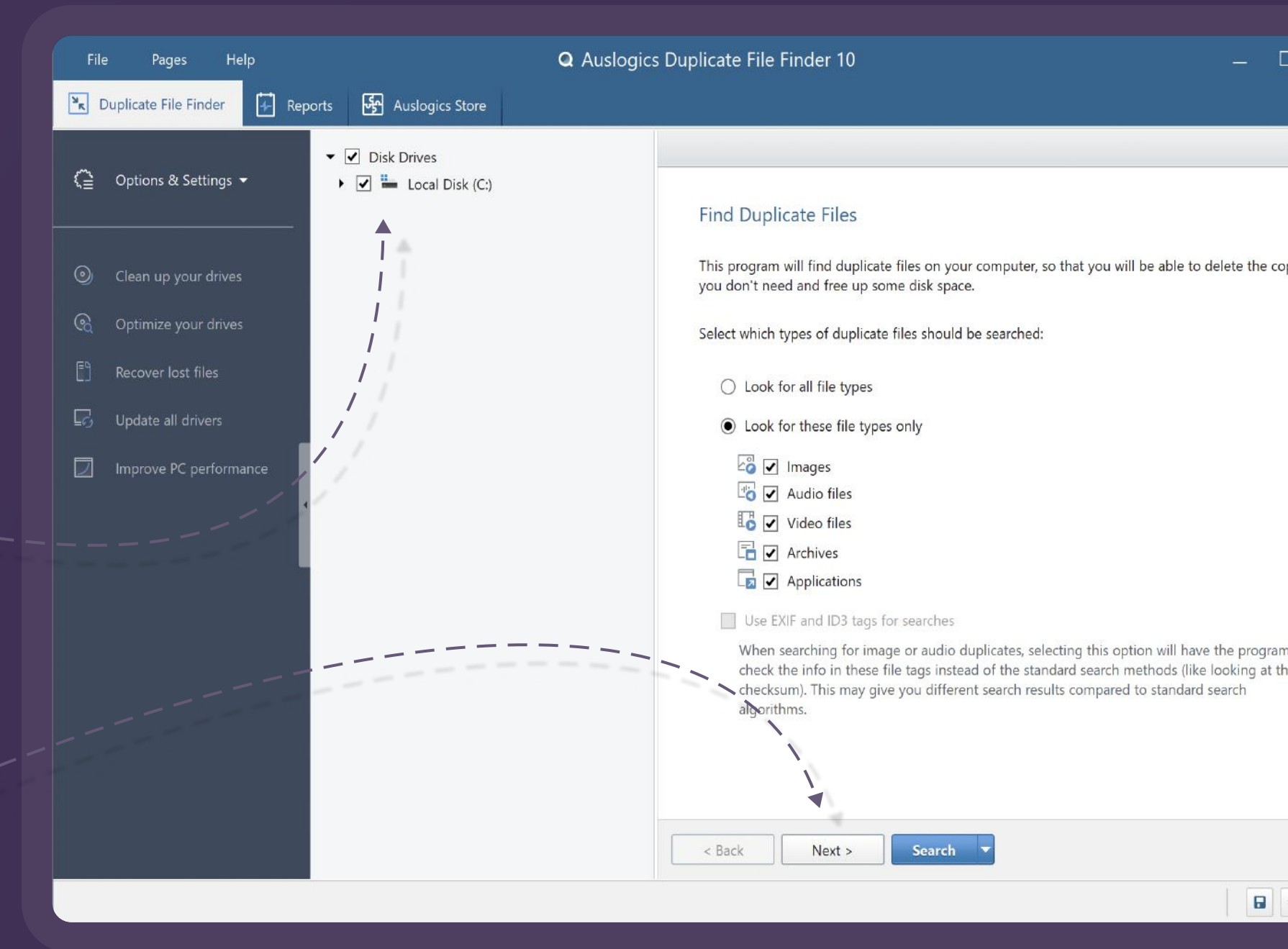
Main Program Window and Search Criteria Selection

Once Duplicate File Finder starts up, you will see the main program window:

On the left, choose all the disk drives and folders you'd like to search for duplicates in.

The right part of the main window is where you need to set the criteria for your search. You can go with the default criteria and just hit the 'Search' button, or go through the criteria step by step by clicking 'Next' and checking or unchecking the boxes as needed.

- **On Step 1** of criteria selection, choose the types of files you would like to look for and click 'Next'.



- **Step 2** of criteria selection will look like this:

Select Search Criteria (2 of 5)

These options allow to ignore files that are smaller or larger than the preset size value. This may improve the speed of duplicates search.

Select the file sizes to be ignored:

Ignore files smaller than MB

If this option is enabled, duplicates search will only look at files larger than the size specified above.

Ignore files larger than GB

If this option is enabled, duplicates search will only look at files smaller than the size specified above.

< Back Next > Search ▾

Here you can choose to ignore really small or large files. When done, click **'Next'**.

- **Step 3.** Check the corresponding boxes if you'd like the search to ignore file names, file dates and hidden files – each option is briefly described to help you decide. When done, press **'Next'**.

Select Search Criteria (3 of 5)

These search parameters allow to look for duplicates ignoring file names and dates. When these options are selected, the search will look for duplicates by file content.

Select additional search parameters:

Ignore File Names

If this option is enabled, file name matches will be ignored during duplicates search.

Ignore File Dates

If this option is enabled, file creation/modification date matches will be ignored during duplicates search.

Ignore Hidden Files

If this option is enabled, hidden files will be ignored during duplicates search.

Do not search in subfolders

When this option is enabled, the search will run through selected folders only and will ignore any subfolders in them

< Back Next > Search ▾

- **Step 4.** Here you can search for specific file names or extensions. For example, search for .pdf files only by specifying “.pdf” in the search field:

Select Search Criteria (4 of 5)

If you are looking for a particular file and remember at least part of its name, you can enter it below. This will help to narrow down the search results.

Specify the name of the file you are looking for:

Search for all file names
 File name contains the following:

E.g. "florence", "florence; florence.jpg" or "*:jpg" (without quotes)

< Back Next > Search ▾

Press the ‘Next’ button to go to the last step of criteria selection.

- **Step 5.** Here you need to select how you want the duplicates to be deleted. Keep in mind that if you choose ‘To Rescue Center’, deleted duplicates will be saved as a single archive. This means you will be able to restore them all from this archive later, with no way to select specific files to bring back.

If you choose ‘To Recycle Bin’, you will be able to review each deleted file and restore it, if needed, until your Recycle Bin is emptied.

If you choose ‘Permanently’, the files will be deleted without being sent to Recycle Bin first and you won’t be able to restore them later.

When done setting your search criteria, click the ‘Search’ button and wait for the scan to complete. The program will display a list of all detected duplicates that match the criteria you specified.

Select Delete Criteria (5 of 5)

This option allows to select the method of file removal.

Select how the program will delete files:

To Recycle Bin
 If this option is selected, files will be sent to the Recycle Bin, and you will be able to restore them later.

To Rescue Center
 If this option is selected, deleted files will be backed up and you will be able to recover them using the Rescue Center.

Permanently
 If this option is selected, files will be deleted permanently and you will not be able to restore them later.

< Back Next > Search ▾

Duplicates List

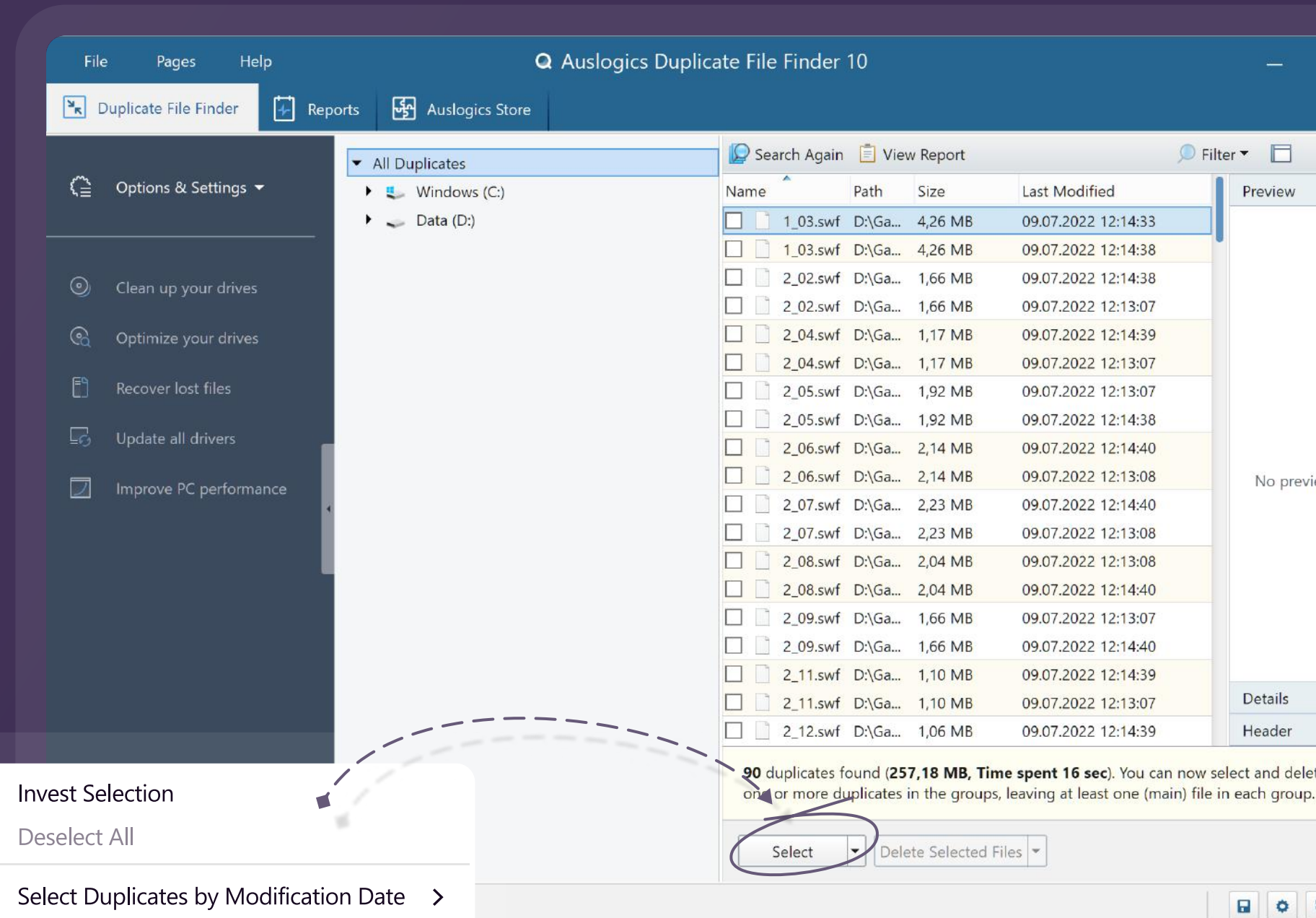
Review the duplicates list and choose the files you want deleted.

Instead of checking one box at a time, you can choose one of the automatic selection options by clicking on the arrow on the **Select** button. The options you can choose from include **By modification date**, **One in each group**, **All duplicates in each group** and duplicates with a specific extension.

When you choose **Select One in Each Group**, the last duplicate in each group is selected.

If you choose **Select All Duplicates in Each Group**, the first file in each group of duplicates will be treated as original, and all other files in the group will be selected.

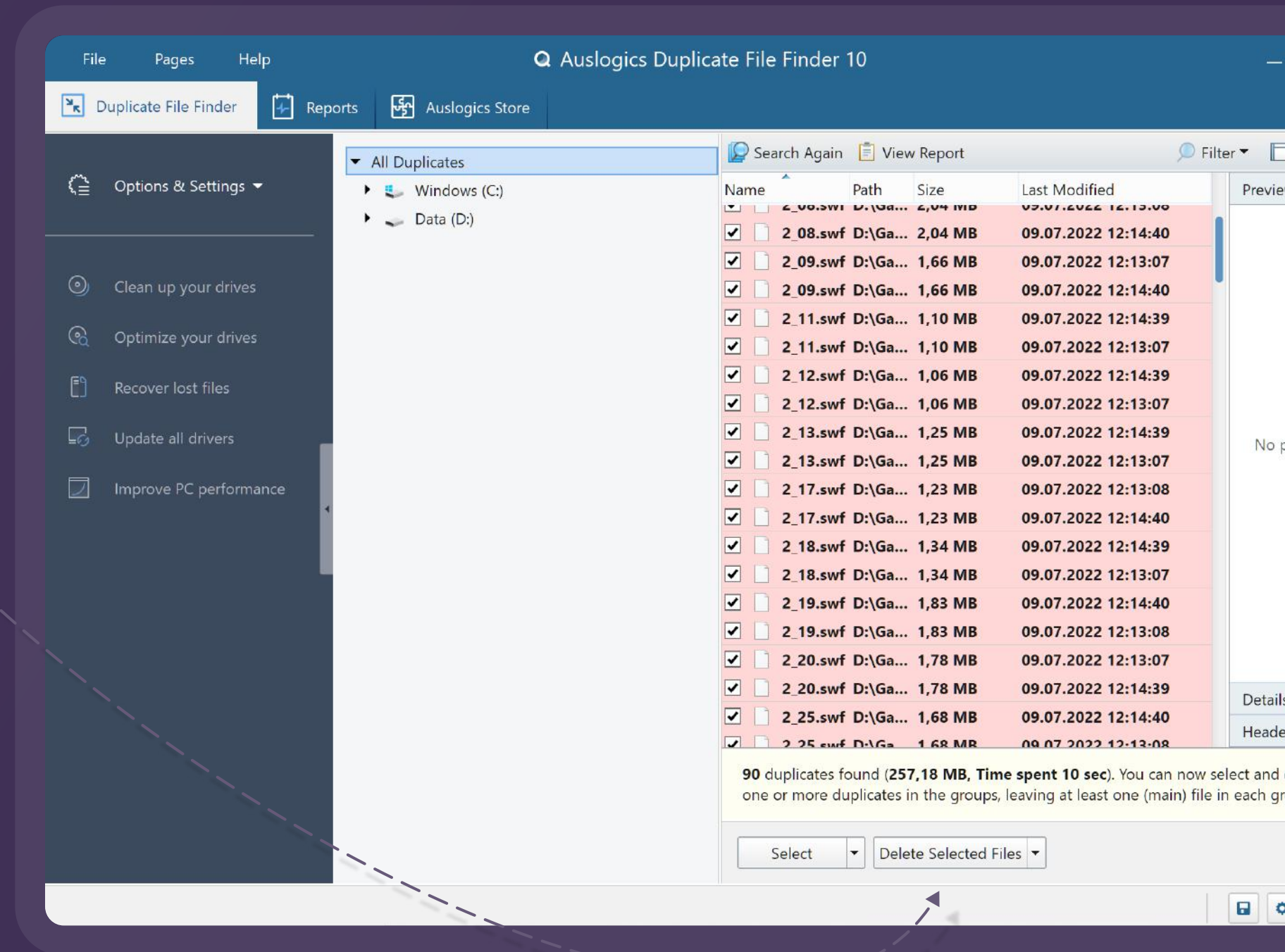
If you choose **Select Duplicates by Modification Date**, the latest/earliest duplicates will be ticked.



Please also be aware that from the machine point of view, there are no originals or duplicates, there are only files that are identical. After you run the scan, the results are displayed as groups of identical files. The user is the one to decide which of the identical files to remove and which to leave. The **'Delete all duplicates in each group'** option is selected by default, so if you press 'Delete' right after the scan completes, the program will automatically delete all of the files except one in each group.

After you select the duplicates you'd like to delete, click the **'Delete selected files'** button. You will see a popup asking you to confirm deletion- just click **'Yes'** there.

i NOTE: If you check the boxes next to all detected files and hit **'Delete selected files'**, the app will delete ALL identical files, including the originals. You need to keep one file in each group unchecked to make sure only the extra copies are deleted.



How to delete duplicates from specific drive/folder

Trick #1

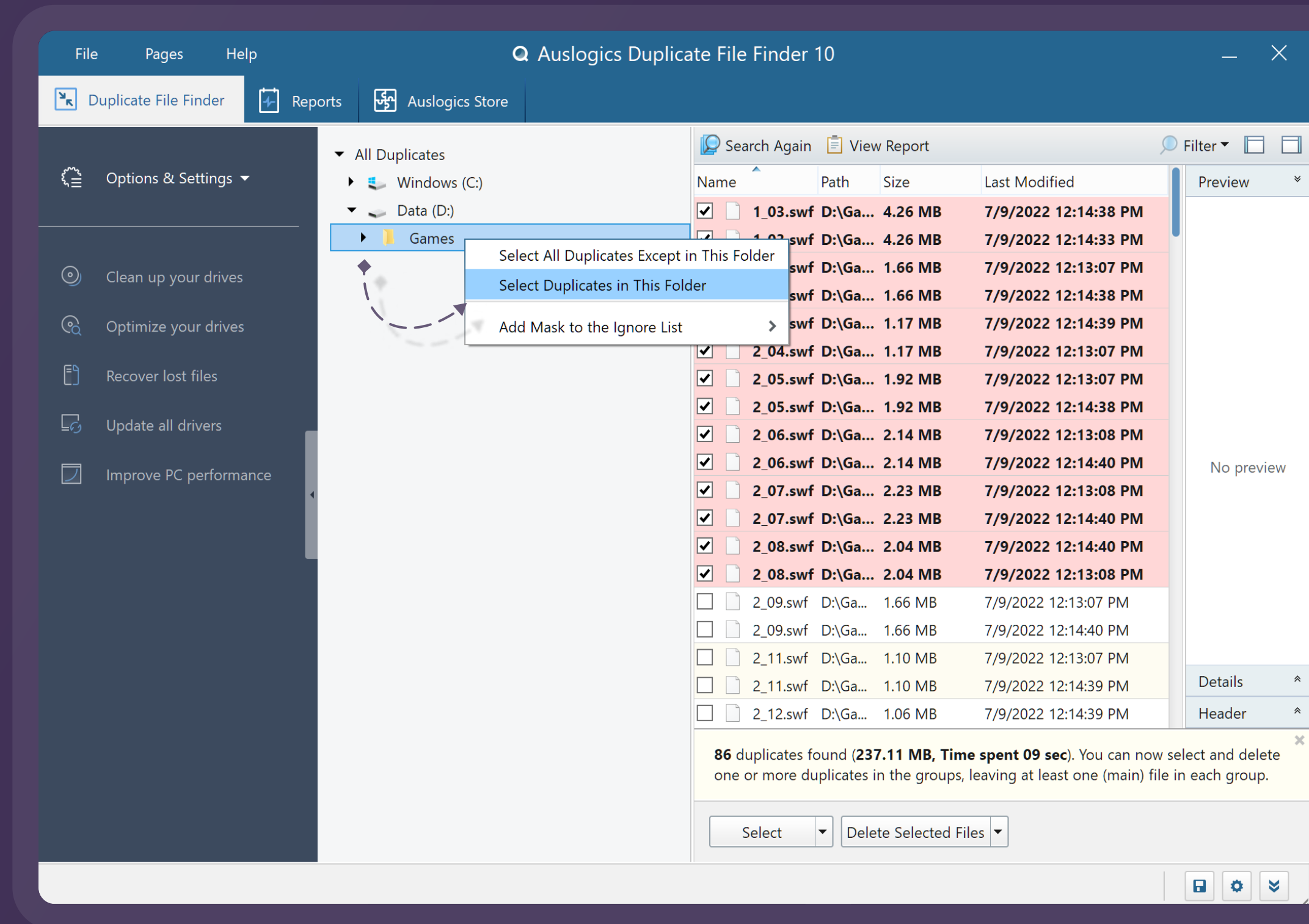
Although Duplicate File Finder does not let you choose which drive to delete the files from directly, there are several ways of doing it indirectly. The first way is to manually select the files you'd like to delete. The second way is to combine the following features in Duplicate File Finder:

- 1 Click on the 'Path' column header to sort by file location using alphabetic order.
- 2 Use the 'Select all duplicates in each group' option to check all but the first file in each group.

This trick will work on most computers that usually have 2 drives – C and D. Click the 'Path' header once or twice, depending on which drive you want to be at the top of the list, as that will be the drive where the one file copy from each group will be kept. After that, choose the 'Select all duplicates in each group' option and click 'Delete selected files' to remove all but the first file in each group.

Trick #2

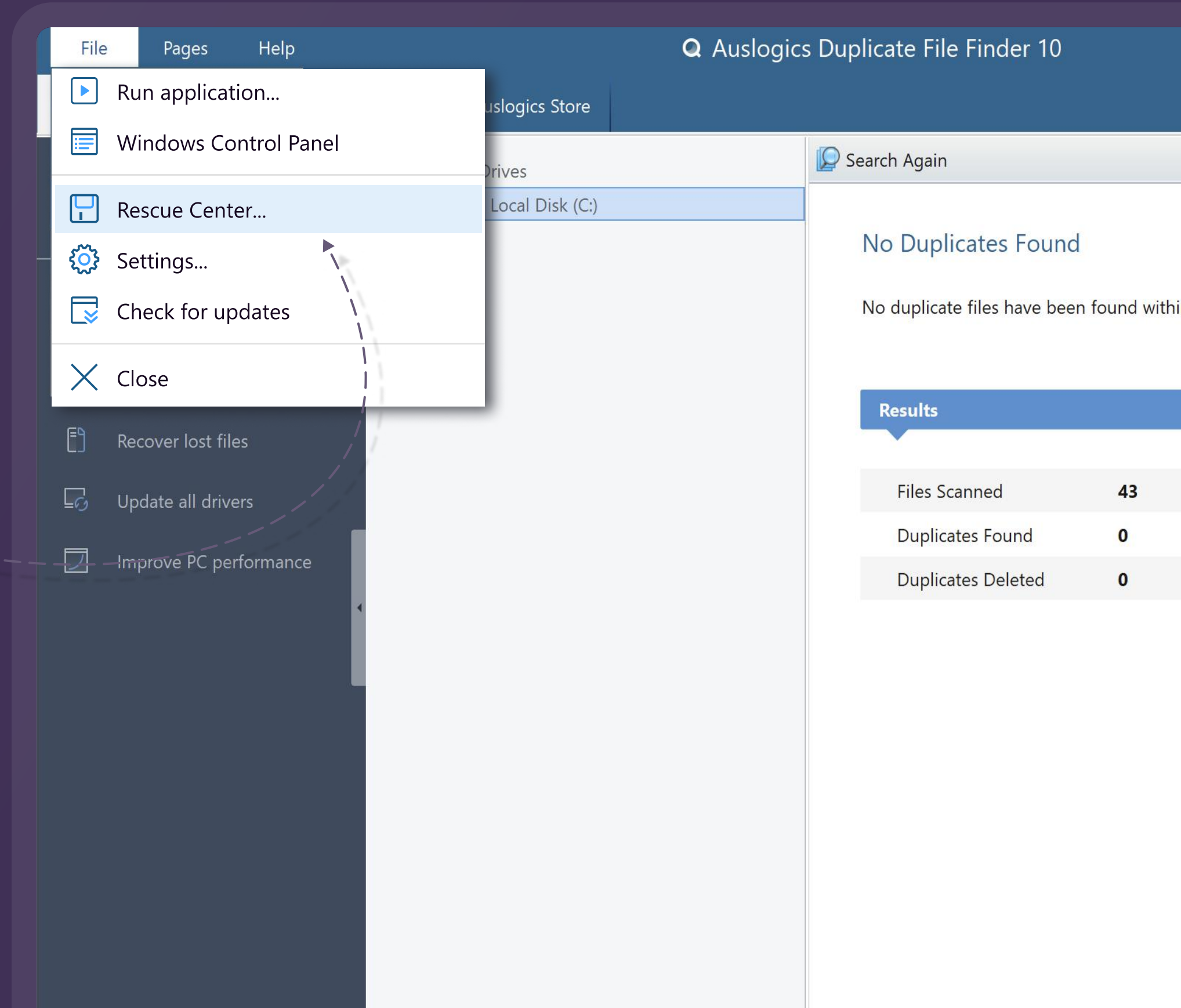
You may also choose folders to protect from the duplicates cleanup, set the folder to delete duplicates from, or choose a path to ignore during cleanup, right from the search results screen. To do that, right-click on a folder in the list and choose the option you want:



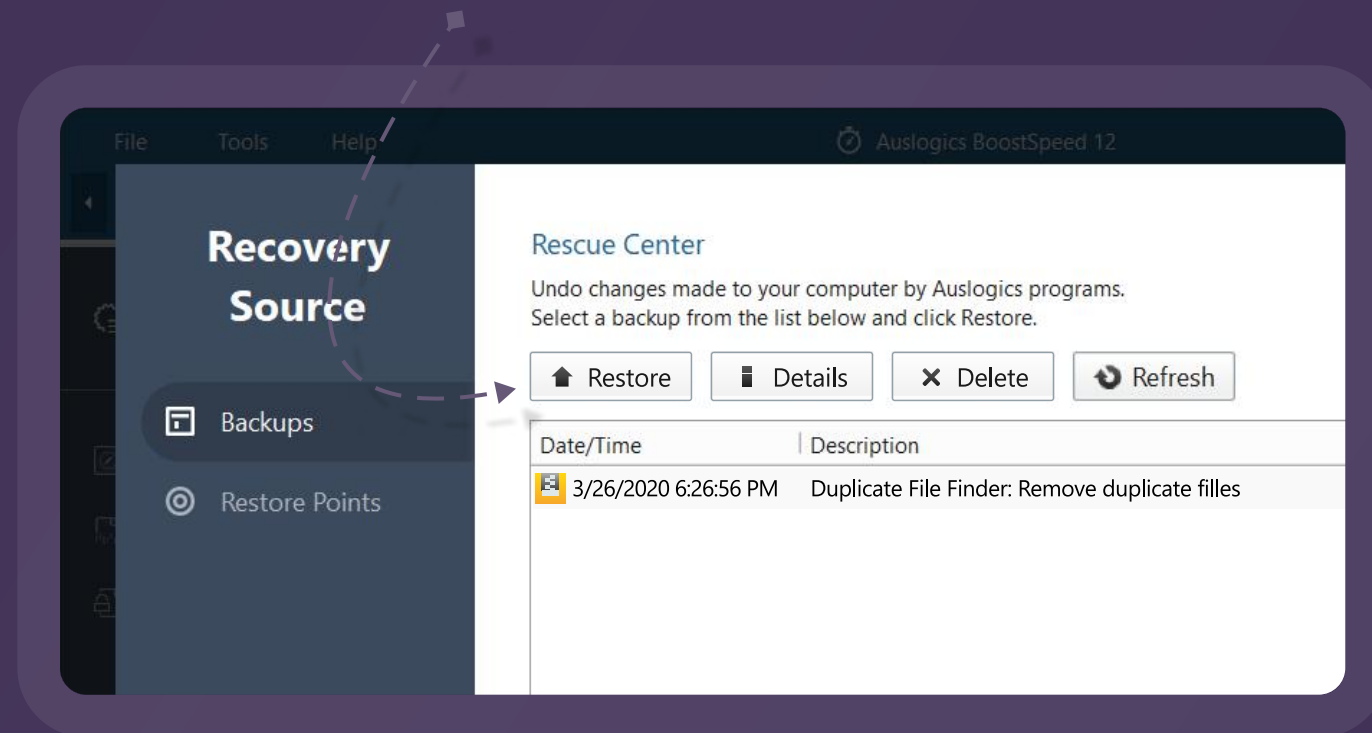
Rescue Center

The Auslogics Rescue Center is where you save backups created prior to running various optimization tasks, and from where you can restore things to a previous stable state if something goes wrong or you don't like the operation's results. You can access Rescue Center from the 'File' menu at the top of the program window.

If you click on the 'Rescue Center' option in this menu, the Rescue Center tab will open:



If you had Duplicate File Finder delete duplicates to the Rescue Center, you can restore all deleted files by selecting a backup here and clicking the **'Restore'** button.

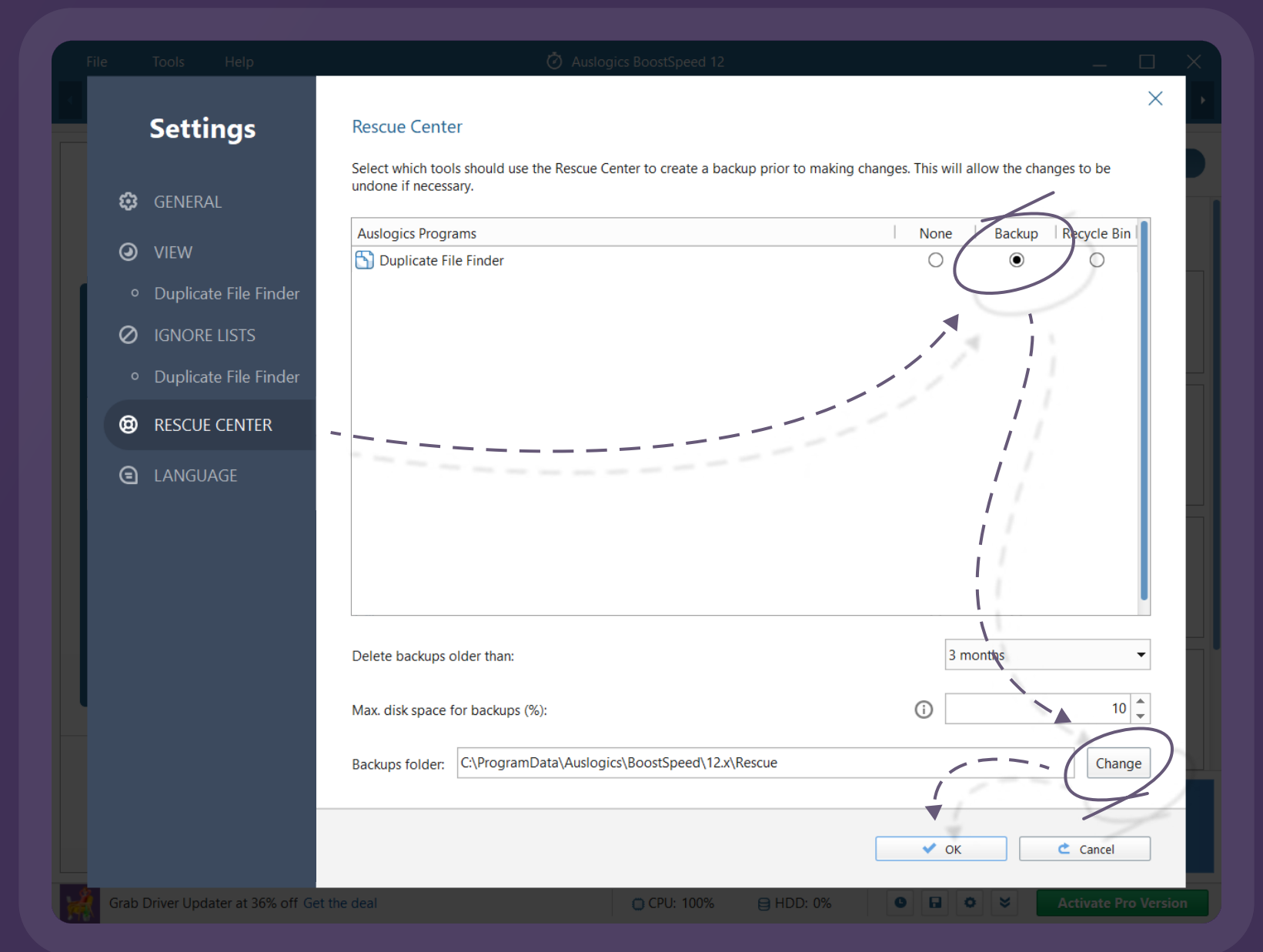


Rescue Center files are archives and they are usually stored at the following address on your computer:

C:\ProgramData\Auslogics\Duplicate File Finder\8.x\Rescue\Duplicate File Finder

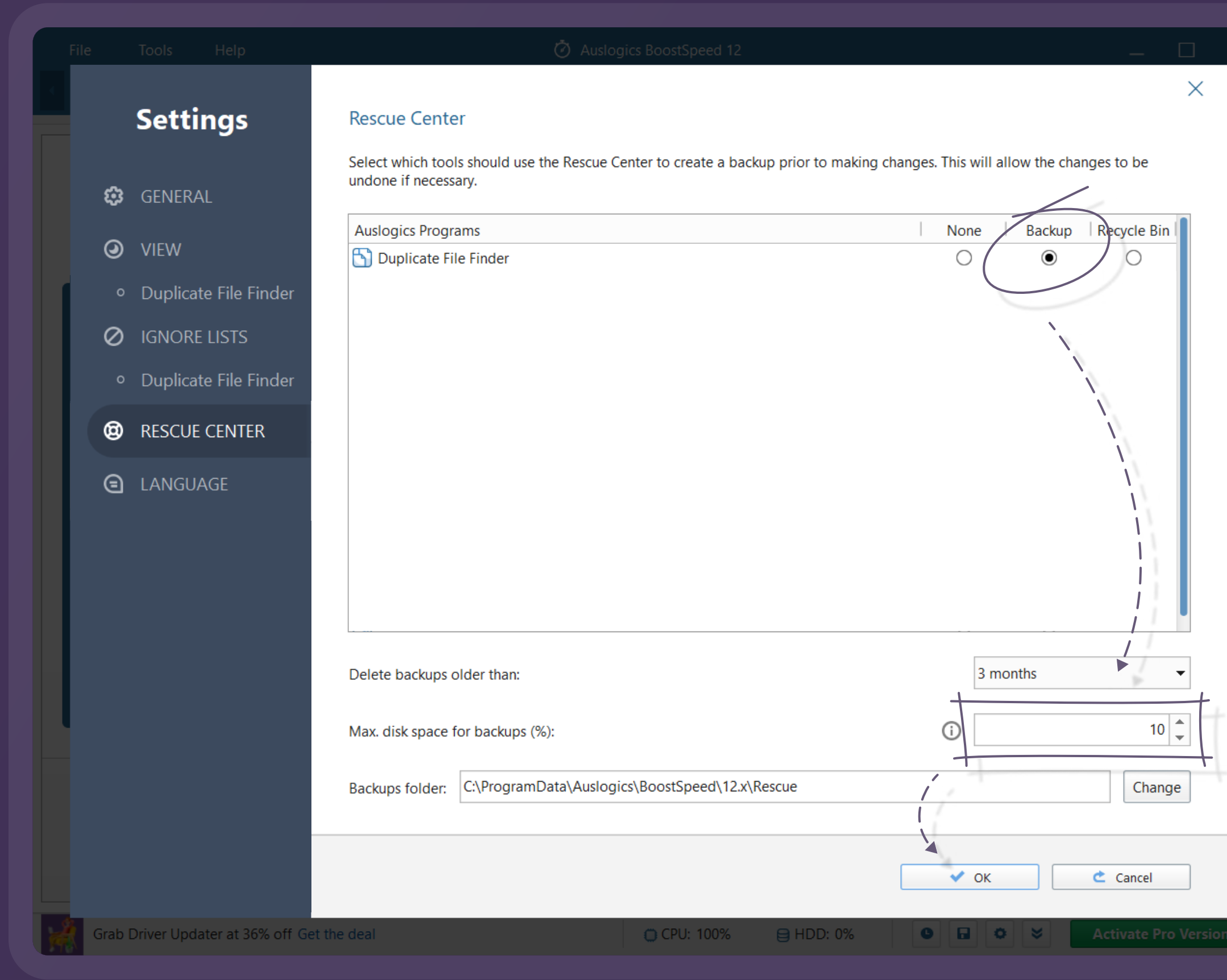
If you'd like, you can relocate Rescue Center files to a different place on your PC, such as to a bigger drive to allow for more storage. To change the destination folder for Rescue Center files, do the following:

- Go to **'File' -> 'Settings' -> 'Rescue Center' -> 'Change'**
- Select a different location and click **'OK'**



You can also assign an external drive to the Rescue Center. However, keep in mind that the backup and recovery process will only work as long as the drive letter does not change (you need to create the same conditions for your external media during recovery as during backup).

To customize the program even further, you can expand the amount of disk space allocated to Rescue Center backups up to **50%**: go to 'File' -> 'Settings' -> 'Rescue Center' and change the following setting:

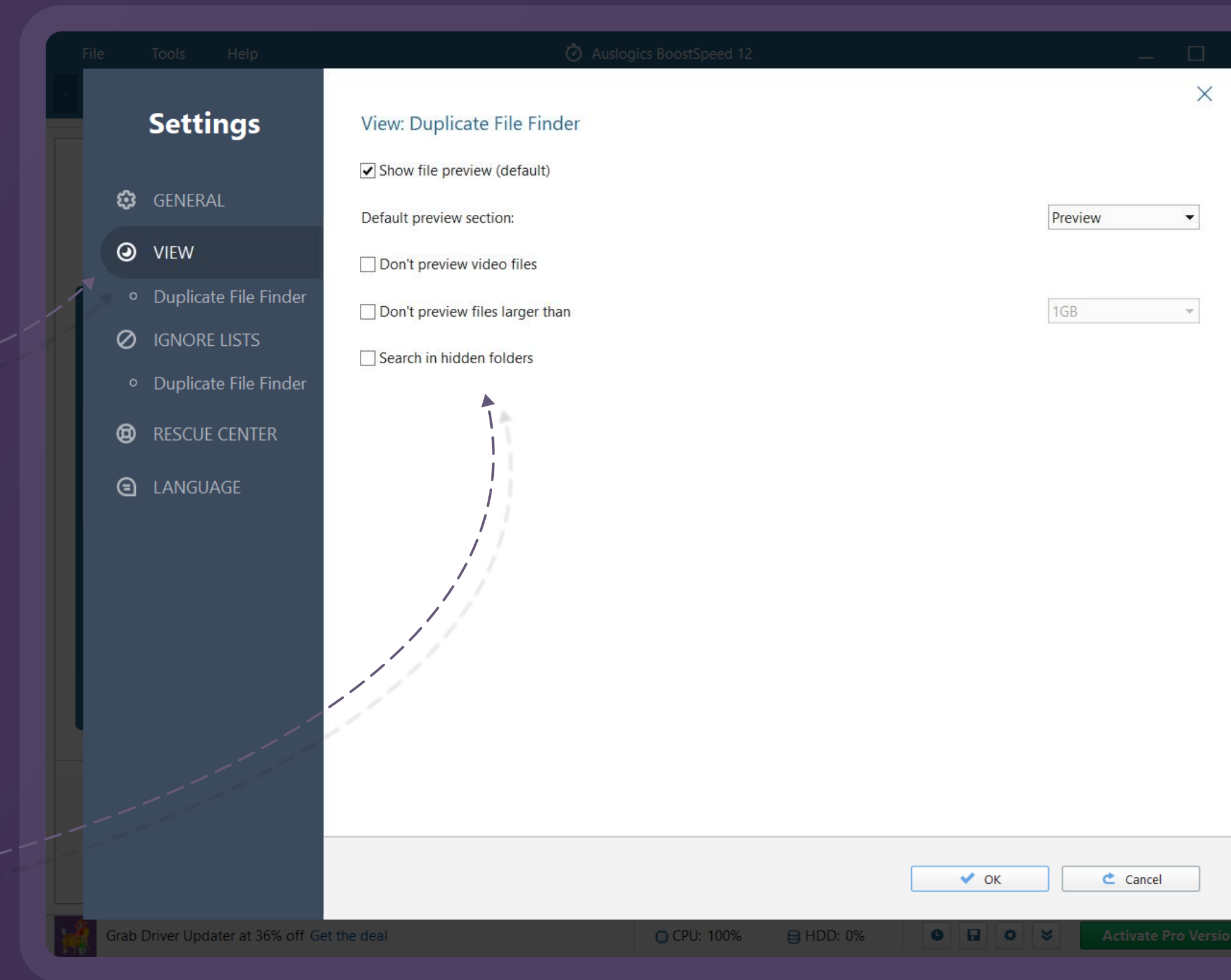


The View Tab

You may use the **View** tab to edit the way you review the list of detected duplicates by deciding whether to see previews of all or just certain files after the search. To access the **View** tab from the main menu, go to **'File' -> 'Settings'** and choose **'View'** on the left:

Since loading large files may take time and slow down the results preview on lower-spec computers, you may disable the preview of video files or files larger than a certain size.

If you are concerned about deleting important system files in your cleaning spree, make sure that the **'Search in hidden folders'** option is unchecked.



Getting Help

Many of the questions you may have regarding Auslogics software products have already been answered in the FAQ section on www.auslogics.com. The Support section on the Auslogics website also offers a way to retrieve a lost license code, request a refund, download product manuals and more.

Should you have any questions that are not answered on the website, don't hesitate to email our dedicated customer support team 24/7 at the following address:

 support@auslogics.com

Thank you for using Duplicate File Finder!