DupInOut Duplicate Finder

User Manual

Version 1.1.3.2

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Duplicate Search Methods

File Content + Size Mode

When a user selects the **File Content + Size** mode while performing a duplicate scan, the program analyzes the contents of the files and compares them with the contents of other files. It does so by generating a *hash* of each file's content and then comparing it against the hashes generated from other files in the scan directory. Besides the same file hash factor, the program also takes the same file size factor into consideration as an added layer of security.

It is important to note that the program does NOT take the file name factor into consideration. This is why, even if two or more documents have different file names but identical content, the program will still be able to determine that they are duplicates. Similarly, if two or more documents have the same name but different content, the program will still be able to determine that they are original files; and not duplicates.
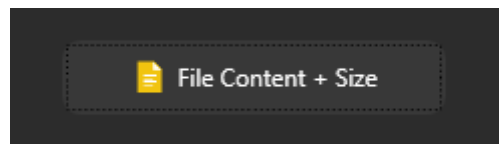
What is a File Hash?
A Hash is a fixed size string representing the original data in your files. If two or more files match the same hash, they are considered being duplicates. If the hash value of two or more files differs, they are considered being original files with unique content. The entire hash value of a file will change, even if the user adds, changes, or removes a single character from the content.

A hash is non-reversible. This means that you cannot get back or extract the original data from a file's hash. CRC-32, MD5, SHA-1 and SHA-256 are some examples of the file hashing algorithms used across the world for different purposes. By default, DupInOut Duplicate Finder scans your files using the MD5 hash algorithm; however, you can change the default file hashing algorithm from the Scan Engine tab of the program settings.

Music Search Mode

When a user performs a duplicate scan by selecting the **Music Search** mode, the program analyzes the *Music Tags* to identify duplicate music in the library.
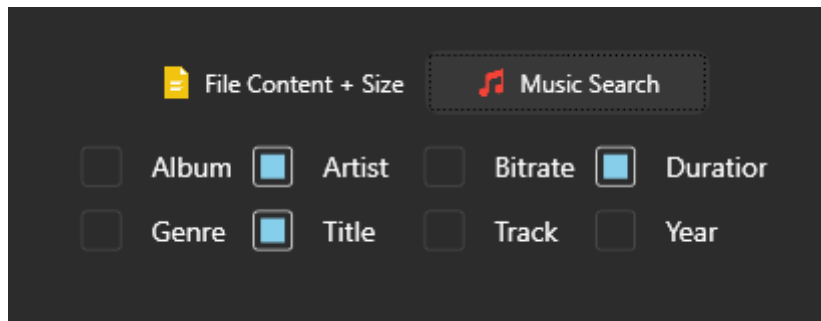
What are Music Tags?

Music Tags are small pieces of data embedded inside each music file. They provide descriptive information about each music, such as, album, artist, bitrate, duration, genre, title, track, year, and so on. Analyzing the music tags is the simplest and fastest way to identify duplicates.

Music tags are typically edited by the website from where you downloaded your music. Users may also edit them one-by-one or in a batch using several freeware solutions.

Warning

The music tags information inside the files may not always be accurate. The accuracy of the Music Search mode depends on how correctly the music tags were edited by the provider of your music. If the music tags were not edited correctly, the scan results may also get affected. In such cases, it's important to review the results carefully before taking any sort of action.

Different Types of Music Tags

Album

An Album is a collection of songs by one or more artists.

Artist

One or more artists may have created a piece of music. Among the artists, there are different roles such as singer, instrumentalist, song writer, etc.

Bit Rate

A Bit Rate refers to the amount of data transmitted per second when you play a music file. Bit rate is measured in Kilobits Per Second (kbps). Higher the bit rate, better will be the audio quality. However, higher bit rate also comes at the cost of larger file size, and higher bandwidth usage.

Duration

Duration is the lenght of a music. Duration is usually specified in minutes and seconds.

Genre

Genre is the category of the song, such as classical music, pop, hip-hop, jazz, etc. In simple words, it indicates the style or theme of a music.

Title

The title of the song is the name of the song. Some music titles are short and descriptive, while others are poetic. The title provides a hint about the song.

Track

The Track Number is the position of a song into a music album or compilation. It is a numerical value.

Year

The year indicates the year on which a particular song was released or recorded. It provides an understanding about the historical context of a song.

Music Files With Missing Tags
When music tags are unavailable for certain files in your collection, the program skips such files and moves on to the next file in sequence. This is the default behavior. However, you can change it from the program settings to compare the contents of such files with other music with missing tags.

Similar Photos Mode

When a user performs a duplicate scan by selecting the **Similar Photos** mode, the program analyzes the photo pixels to evelute visually-similar photos.

The Similar Photos feature can identify the following similar photos:

- Rotated photos (up to 180 degrees)
- Flipped photos (horizontal/ vertical)
- Photos converted from one image format to another

Similar Photos are identical copies of your photos with the same subject. However, they have differences in terms of composition, colors, image resolution, bit depth, size, objects, etc.
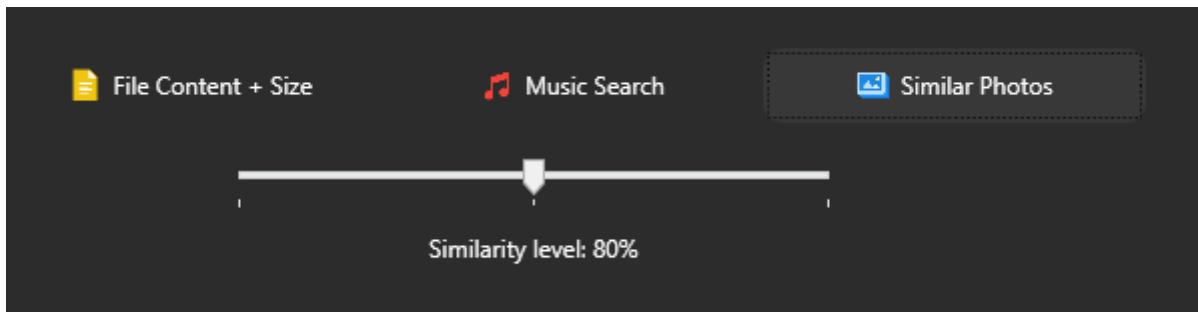
Similarity Threshold

Similarity Threshold is the level of similarity between the pixels of two photos. The similarity threshold slider is used to determine how closely the photo pixels need to match in order to be flagged as similar photos. The similarity threshold slider value is indicated in terms of percentage. For example: When you set the Similarity Threshold to 90%, photos with at least 90% of similarity in their pixels are considered as similar photos.

Warning

- Similar Photos mode may NOT be 100% accurate. It is highly recommended to carefully analyze the results before taking any action.

- It is recommended to set a minimum of 80% similarity level for good accuracy and prevent potential false flags.

Image Resolution

Image Resolution refers to the number of pixels within a digital image. It is typically measured in either Pixels Per Inch (PPI) or Dots Per Inch (DPI). It is expressed in terms of image's width and height. A higher image resolution is typically favorable. A higher resolution contains more details, and such photos can be printed without becoming blurry, fuzzy or pixelated.

Image Bit Depth

Bit Depth is also known as *Color Depth*. It refers to the total number of bits used to represent the color of a single pixel in a digital photo. Higher bit depth typically indicates more colors. Higher bit depth is important for a detailed and accurate view of a digital image.

A Word of Caution...

While it's safe to fix most duplicates, it is highly recommended that you DO NOT blindly delete or fix every single duplicate.

There may be several situations when duplicate files may be required. For example: *Backups*.

We often backup our original files to multiple locations in the event our original files are lost or they become corrupted. It is highly recommended that you DO NOT delete or fix such crucial files unless they are obsolete and no longer required to you. Use your best judgement and experience to decide which duplicate files to keep and which ones to delete or fix.

Furthermore, DupInOut Duplicate Finder protects your data from human errors and accidental losses. Data Protection Mechanism is one such security feature. DPM analyzes the file marking pattern of the user. If the user has marked all files in one or more duplicate groups, the Data Protection Mechanism steps in and automatically un-marks at least one file in each duplicate group. This helps prevent accidental deletion of the original user files.

Read on to the next page to find out some helpful tips to avoid potential data loss.

Important Tips for New Users (Beginners)

1. Experiment with Test Data instead of Real Data Until You Get Familiar

If you're a new user, consider performing a few test scans and duplicate fixes to become familiar with the application, its interface, and features. Do not scan and fix your work data.

For example, you may create a "Test" folder on your desktop, copy some files into this folder and manually duplicate them. Now, scan it for duplicates, experiment with the program features, and fix them.

2. Choose the "Move to Folder" & "Rename Files" Options

As a new user, consider moving your duplicates to a separate folder so that you may get back your files should you need them again. Similarly, you may also rename the duplicates to distinguish them from the originals.

The "Delete Permanently", "Replace with Shortcut" and "Move to Recycle Bin" options are best to be avoided for beginners because of certain technical complexities. For example, the "Replace with Shortcut" feature overwrites duplicate files with Shortcut files (.lnk) to the originals in the same group. It is not possible to reverse this process.

Moreover, there are certain inherent limitations in Windows while using the "Move to Recycle Bin" feature. For example: This feature may sometimes skip the Recycle Bin and permanently delete some files in one of the following scenarios:

- Your Recycle Bin is full
- The system administrator has disabled the Recycle Bin for the drive containing your files
- Your file is too large in size
- Your file path is too long
- Your file is located on a USB Stick

3. Exclude Important Files from the Duplicates List

While scanning a large folder or a drive, you may not know which files will appear in the Duplicates List. If you have inadvertently scanned a folder with your crucial documents by mistake, you can automatically exclude all files from that folder to the Excluded Files List.

You can also reverse your decision by moving your files from the Excluded Files List to the Duplicates List again, if required.

To learn know more about this feature and know how to exclude and re-include your files using various automated patterns, refer to the [Excluded Files List](#) section.

Activation Procedure

30-Days Trial Period

DupInOut Duplicate Finder comes with a 30-days fully functional free trial. You can fix unlimited duplicate files for a period of 30-days and access all the program features without limitations. There is no cap on the number of duplicate groups that you can fix. However, once the free trial is expired, you will need to purchase a license to continue using the software.

No personal or non-personal information is required to be entered to start the free trial.

Online Activation Method

The online activation method establishes a connection to the Activation server to validate your license. It is the default and recommended activation method.

Prerequisites:

- An Internet connection is required in order to activate your copy online.
- A valid License Key is required to activate your copy online. If you have lost your License Key, please drop us an email at support@dupinout.com from the email account you used during your purchase.

Steps:

1. Download, install, and open DupInOut Duplicate Finder.

2. Click on the **Activate** link label on the upper right corner of your screen.

3. In the **License Key** text box, enter the license key you've received in your order confirmation email.
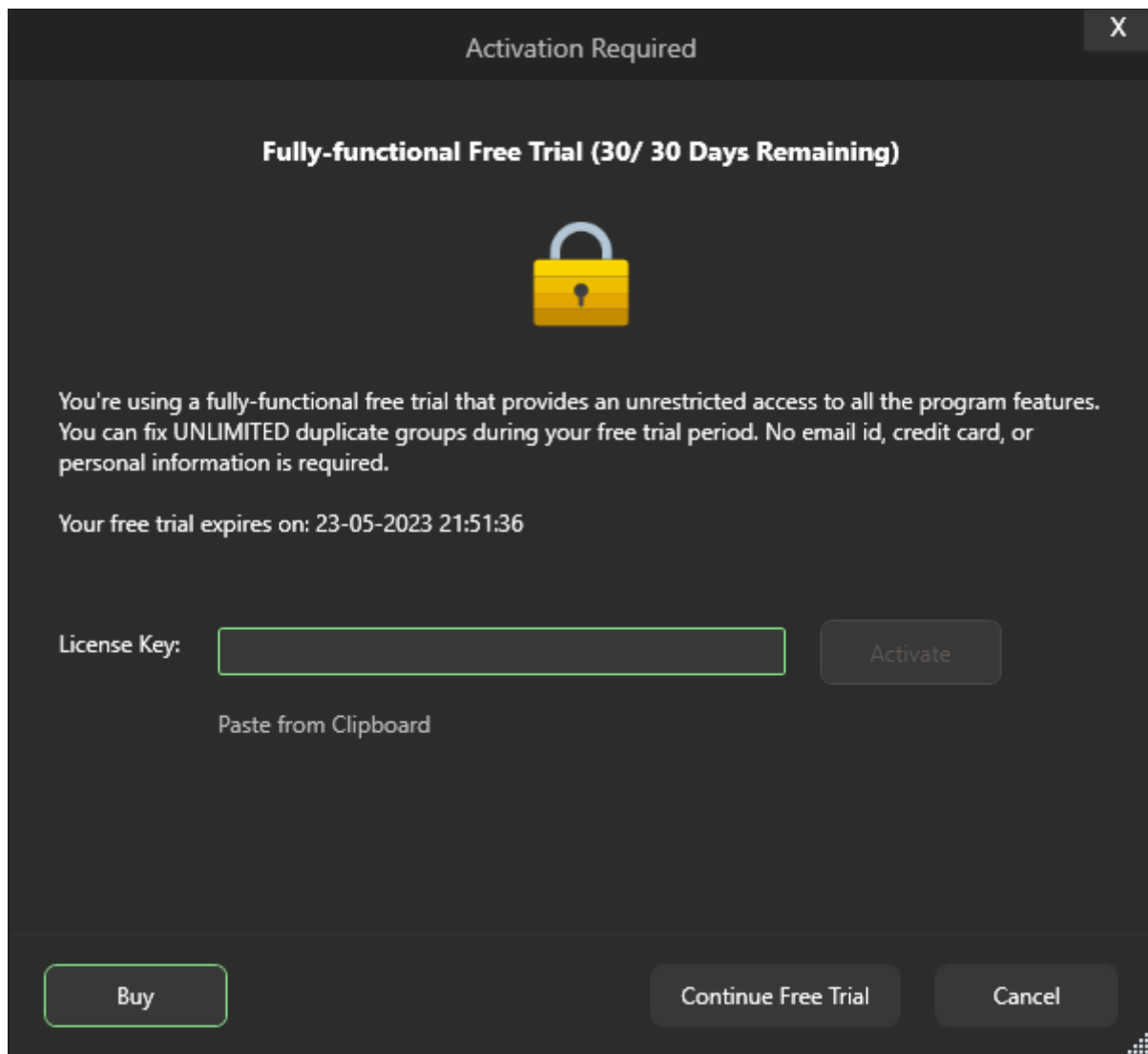
4. Click on **Activate**.

Offline Activation Method

If you're a business user and your computer could not be connected to the Internet, or if you're facing issues with the Online Activation method, you may activate your copy offline.

Steps:

1. Open DupInOut Duplicate Finder.

2. Click on the **Activate** link on the top right.

3. In the **License Key** textbox, type:

00000000000000000

Activation Required

Fully-functional Free Trial (30/ 30 Days Remaining)

You're using a fully-functional free trial that provides an unrestricted access to all the program features. You can fix UNLIMITED duplicate groups during your free trial period. No email id, credit card, or personal information is required.

Your free trial expires on: 23-05-2023 21:51:36

License Key: 00000000000000000

Activate

Paste from Clipboard

Buy   Continue Free Trial   Cancel

4. Click on the **Activate** button.

5. A new page will open with your **Unique Device Fingerprint**.
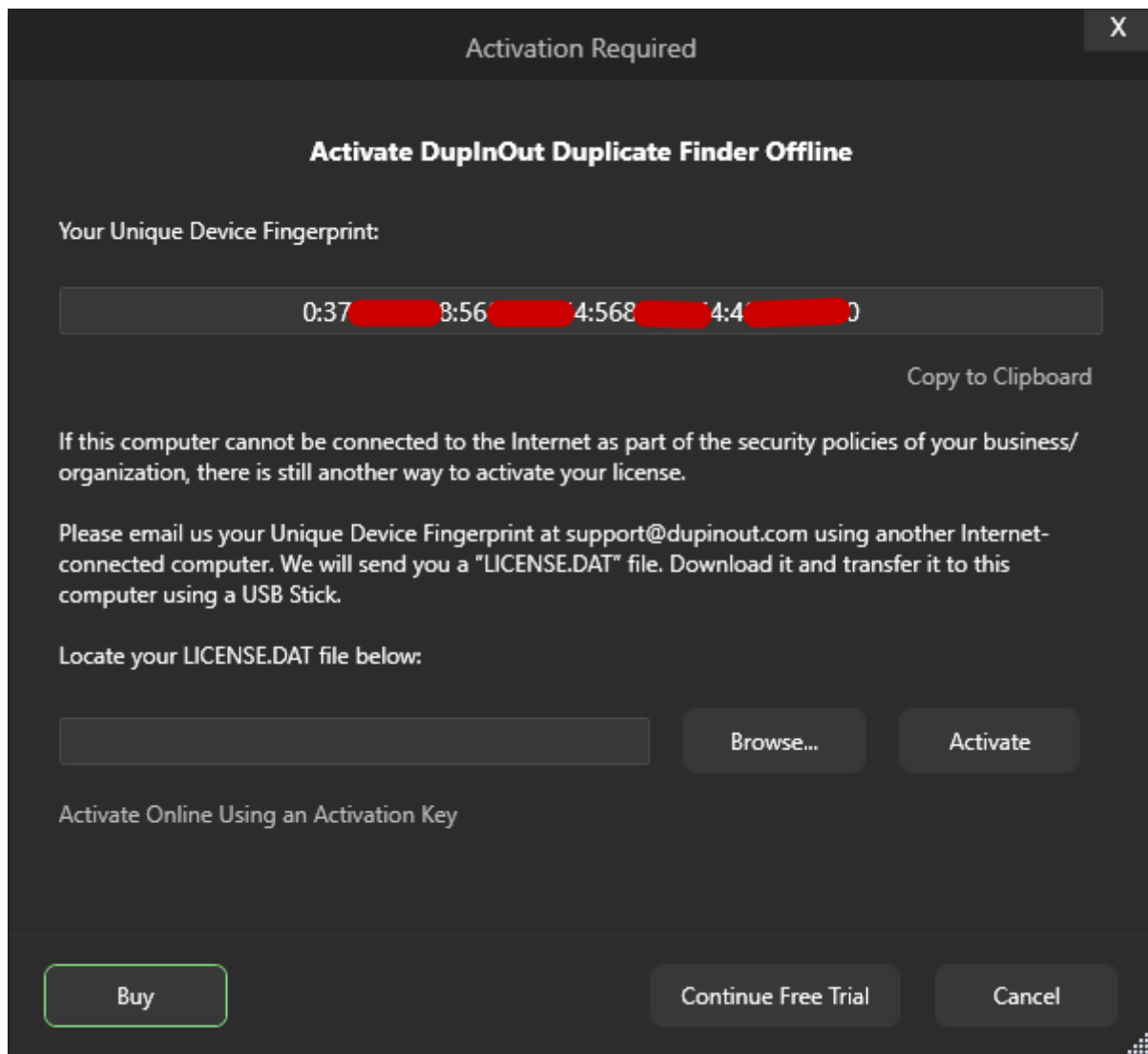
6. Email us your Unique Device Fingerprint at support@dupinout.com using an Internet-connected computer

7. Once we receive it, we'll send you an Offline License Data File named **LICENSE.DAT**.

8. Download the **LICENSE.DAT** file and move it to your offline computer using a USB Stick.

9. Click on the **Browse** button, and select your **LICENSE.DAT** file.

10. Click on the **Activate** button.

Activation Errors

If your activation could not be completed, please refer to the "Errors & Known Issues" section in the Frequently Asked Questions (FAQs), or contact us at support@dupinout.com.

Downloading & Installing Updates

To keep yourself updated with the latest product features, improvements and bug fixes, make sure the application is up-to-date.

1. First, make sure that you're connected to the Internet.

2. Click on the **About** link label on the upper right corner of the screen and then click on **Check for Updates**.

3. If no updates are available, the following message box will pop-up on your screen:
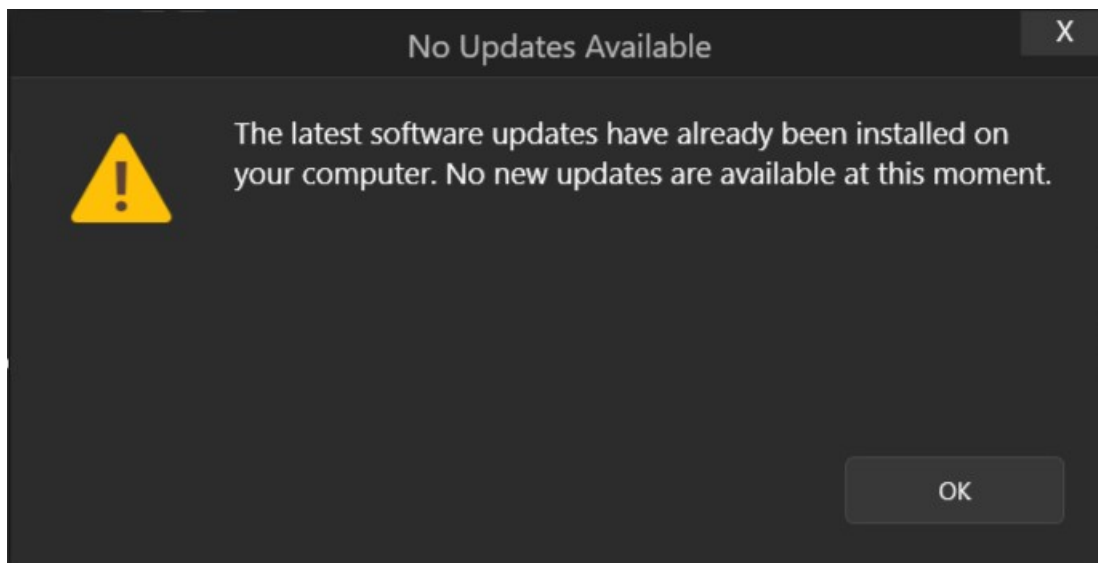
If a new update is available, another dialog will be displayed (given below) with an option to automatically download and install the update.
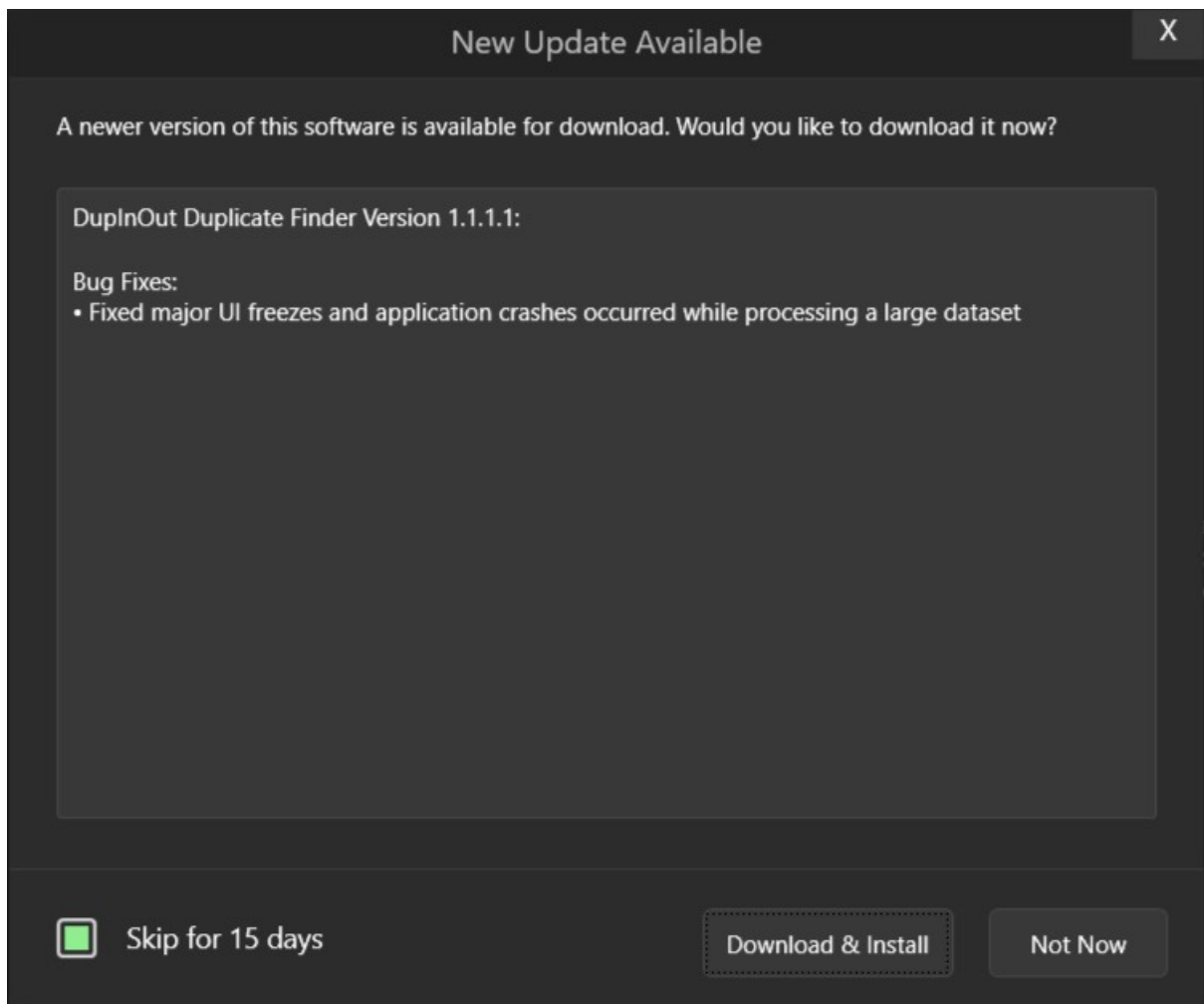
4. Click on **Download & Install** to download and install the new update.

Warning:

- The program will close itself during the update procedure. Your current work may be lost.
- Administrative privileges are required to install the downloaded update. When a *User Account Control (UAC)* dialog pops up on your screen, click on Yes.
- Your security software may cause conflicts with the update download and installation process. If the update download & installation didn't work as expected or an error pops up on your screen, temporarily turn off your security software.

Search Folders List and Ignore Folders List

Search Folders List

Search Folders List is the list of folders/ drives you've chosen to scan for duplicates. Search Folders List may comprise:

- Folders and drives from your internal hard drives

- Folders and drives from your external hard drives

- Folders and drives from USB flash drives

- If you're using Google Drive, Microsoft OneDrive, Dropbox or similar cloud storage service, you can add your cloud folders to scan for duplicates. (More about this later in the Searching Cloud Storages for Duplicates section).
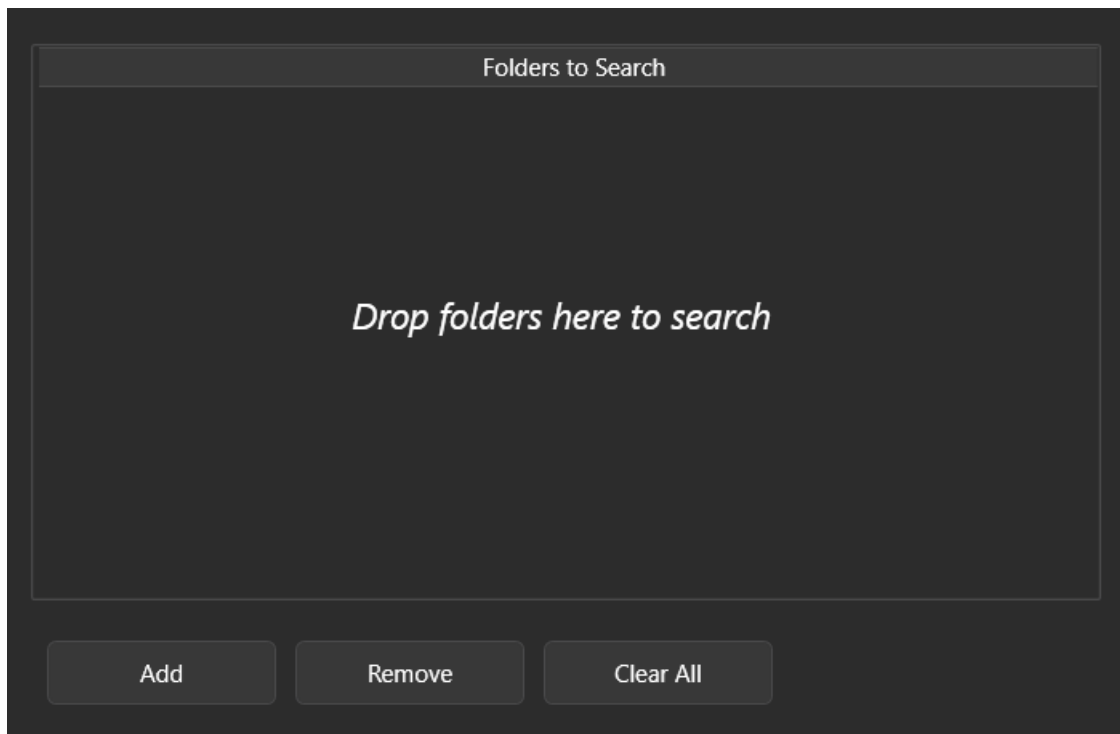
Ignore Folders List

In contrast to the Search Folders List, Ignore Folders List allows you to exclude certain folders/ drives from the duplicates search. Any folders/ drives that you have added to this list will not be scanned for duplicates.
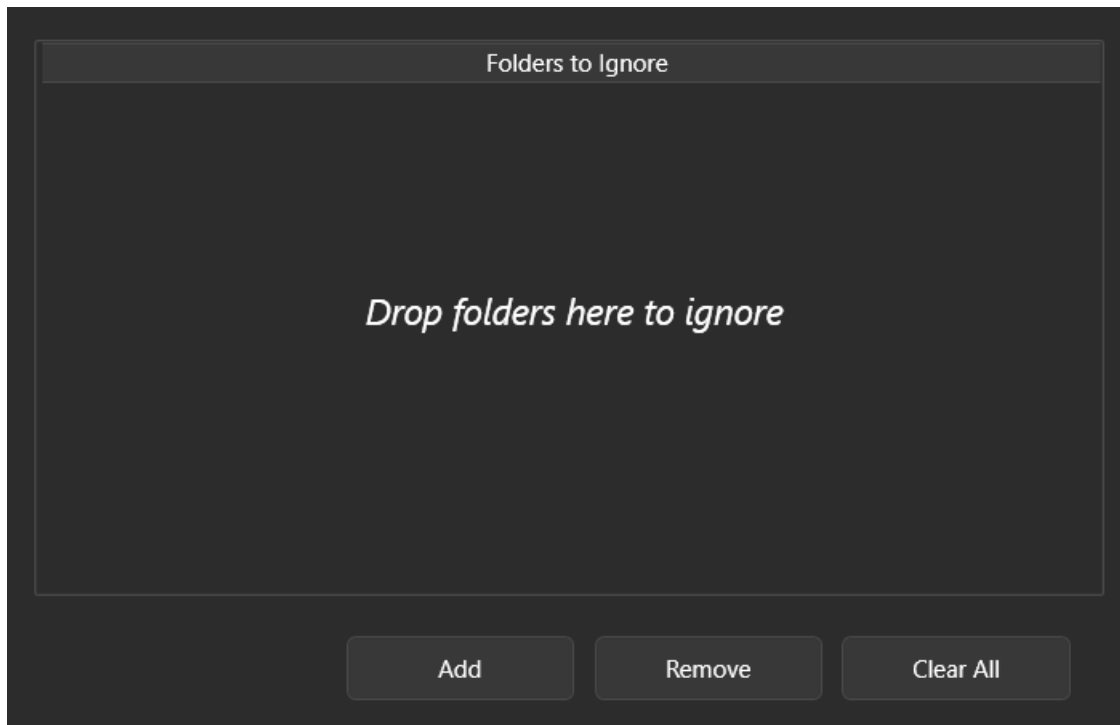
Adding Folders & Drives to a List
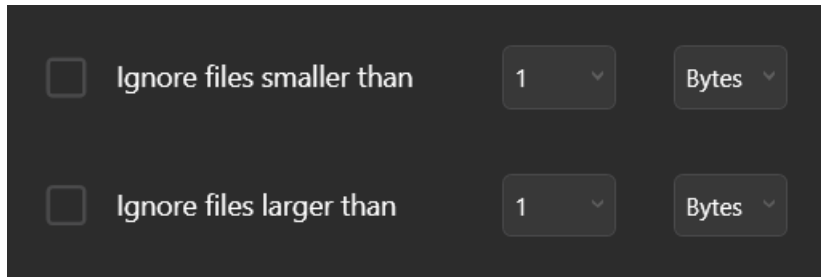
There are two ways by which you can add folders and drives to the Search Folders List and Ignore Folders List:

- **Drag & Drop:** Simply drag-and-drop folders and drives to the Search Folders List or Ignore Folders List.
- **Using the Add Button:** Click on the Add button underneath your list and select the destination folder or drive you want to add to the list. You can also select multiple folders at once by pressing and holding the **Shift** key or **Ctrl** key.

File Size Filters

You may use the optional File Size Filter settings to get the duplicate search results that are specific to your file size needs. For example, you may narrow down your duplicate search to ignore files smaller than 10 MB and larger than 1 GB.

Tip: If you want to free-up maximum storage, it's a good idea to leave the File Size filter settings unchanged.

Ignore Files Below a Specific Size

To ignore files below a certain size, check the option **Ignore files smaller than** and select your desired file size and unit from the drop-down boxes.

Ignore Files Above a Specific Size

To ignore files above a certain size, check the option **Ignore Files larger than** and select your desired file size and unit from the drop-down boxes.

Scan Files Between a Range

It is also possible to activate both the upper and lower file size limits at the same time to scan files between a specific size range.

File Type Filters

File Type Filter settings let you customize the duplicate scan the way you want. By default, DupInOut Duplicate Finder searches for all files, irrespective of their types. However, you may use the File Type Filters to choose which file types to search and which ones to ignore.

Tip: If you want to free-up maximum storage, leave the **Scan all file types** option selected.

Scan All File Types

Use the **Search all file types** button to scan every file, regardless of its type.
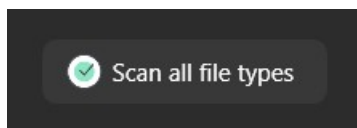
Scan Custom File Types

Click on the **Let me choose...** button and you'll get a dialog with multiple file extensions lists (such as documents, images, videos, music, and archives).
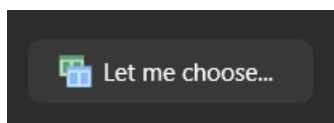
To scan a specific file extensions list for duplicates, select the **Search** option from the drop-down box.

To ignore a specific file extensions list, select the **Ignore** option.
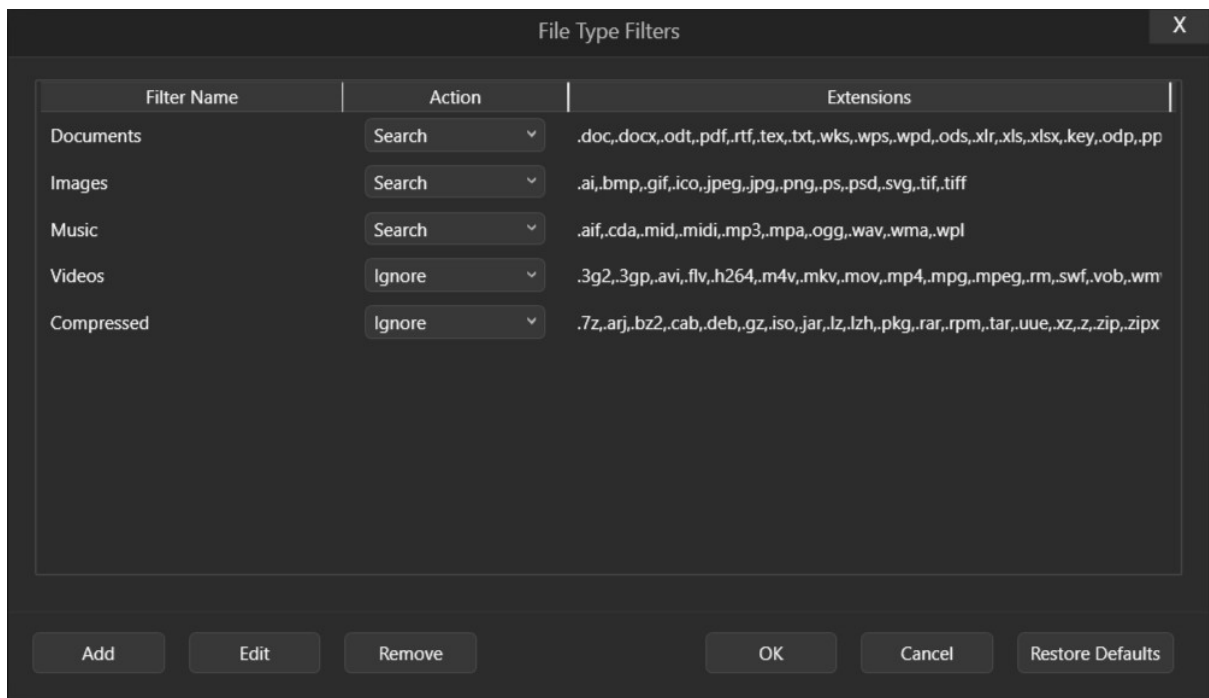
Once you're done, click on **OK** to save your changes.

Edit Filter

Similarly, you may also edit, remove, or create your own comma-separated extensions lists.

To edit the extensions from an existing extensions list or change the name of an existing list, double click on that list. You may also select a list and then click on the **Edit** button.
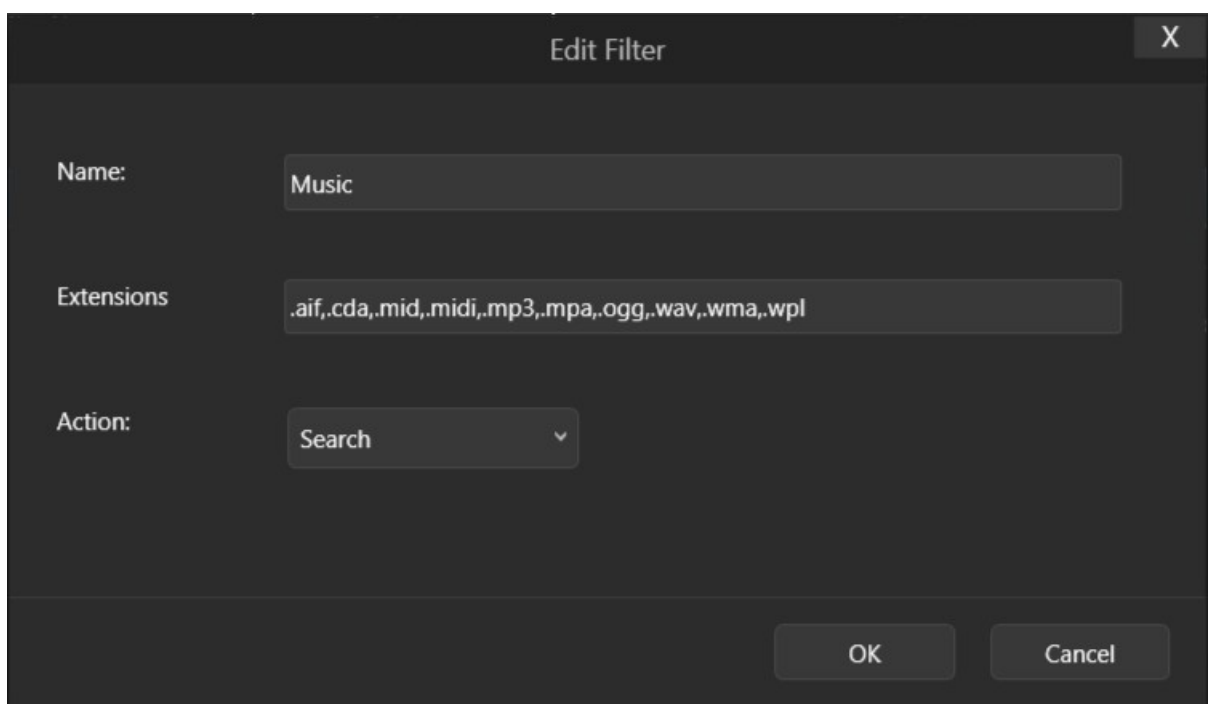
Remove Filter
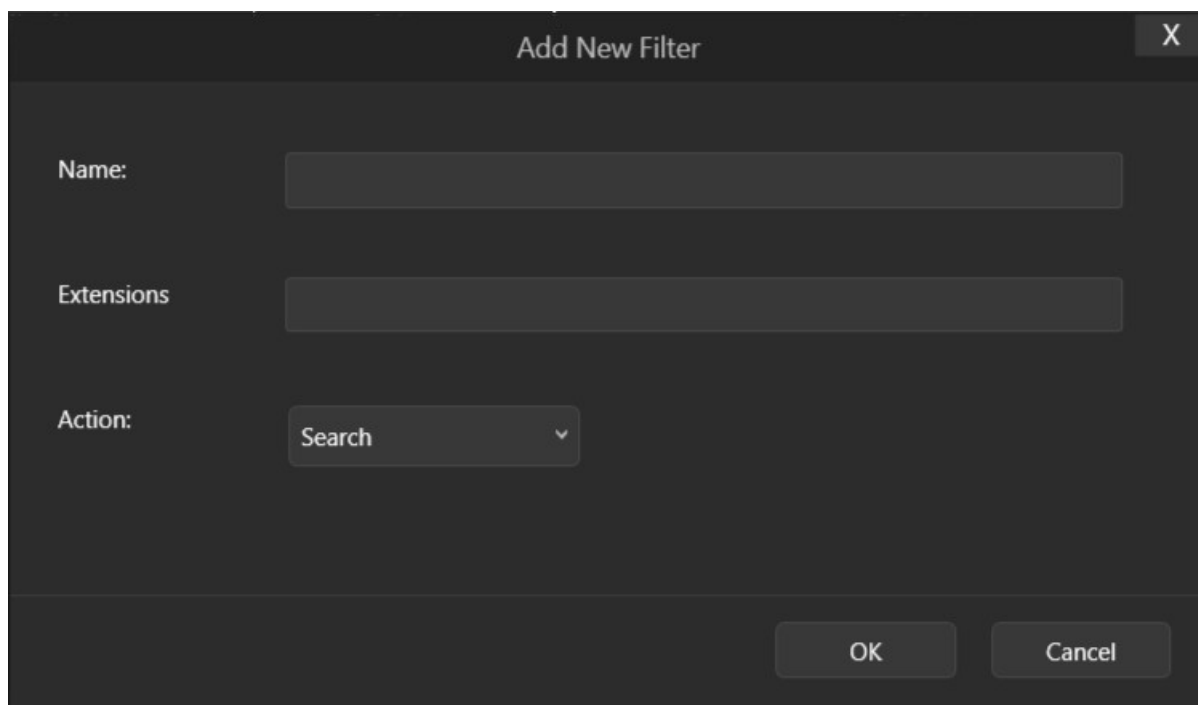
To remove an existing comma-separated list of extensions, select the list and then click on the **Remove** button. In the confirmation dialog that appears, click on the **Yes** button.

Add Filter

To create a new file extensions list, click on the **Add** button and specify a name for your list.

In the **Extensions** text box, enter a comma-separated list of extensions and then choose your desired action (**Search** or **Ignore**) from the **Action** drop-down box.

Click on **OK** to save it.

Restore Default Filters

Changing the file type filter settings incorrectly means fewer or empty duplicate results. You may use the **Restore Defaults** button to revert the original filter settings with one-click.

Search Profile

You may use the Search Profile feature to save your scan preferences and re-load them at a later time.

For example: You've added a long list of folders to the Search Folders List and a few others you want to ignore to the Ignore Folders List. You've also created your own file extensions lists in the File Type Filters dialog to search/ ignore specific file extensions. You may save these scan preferences so that you don't have to set them again every time you want to replicate the same scan again. Search Profiles can be a great time saver.

Open Profile

If you've already saved a Search Profile before, use the **Open Profile** icon to locate it. The default profile location is C:\Users*UserName*\Documents.
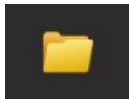
Save Profile

Use the **Save Profile** icon to save your current scan preferences to a file so that you may re-load them later.
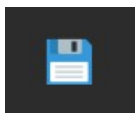
Clear Profile

Use the **Clear Profile** icon to clear your scan preferences and reset to the system defaults. Clear Profile empties the contents of your Search Folders List and Ignore Folders Lists. It also restores the default configurations for the File Size Filters and File Type Filters.
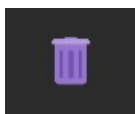
Reload Last Profile

Use the **Reload Last Profile** icon to load the scan preferences of your previous scan. For example, load your yesterday's last scan preferences and conduct the same scan.

Duplicates Search

Once you start the duplicates search, the Scan Engine displays the information about current task and the number of potential duplicates found. Meanwhile, you may minimize the program and continue using your computer.
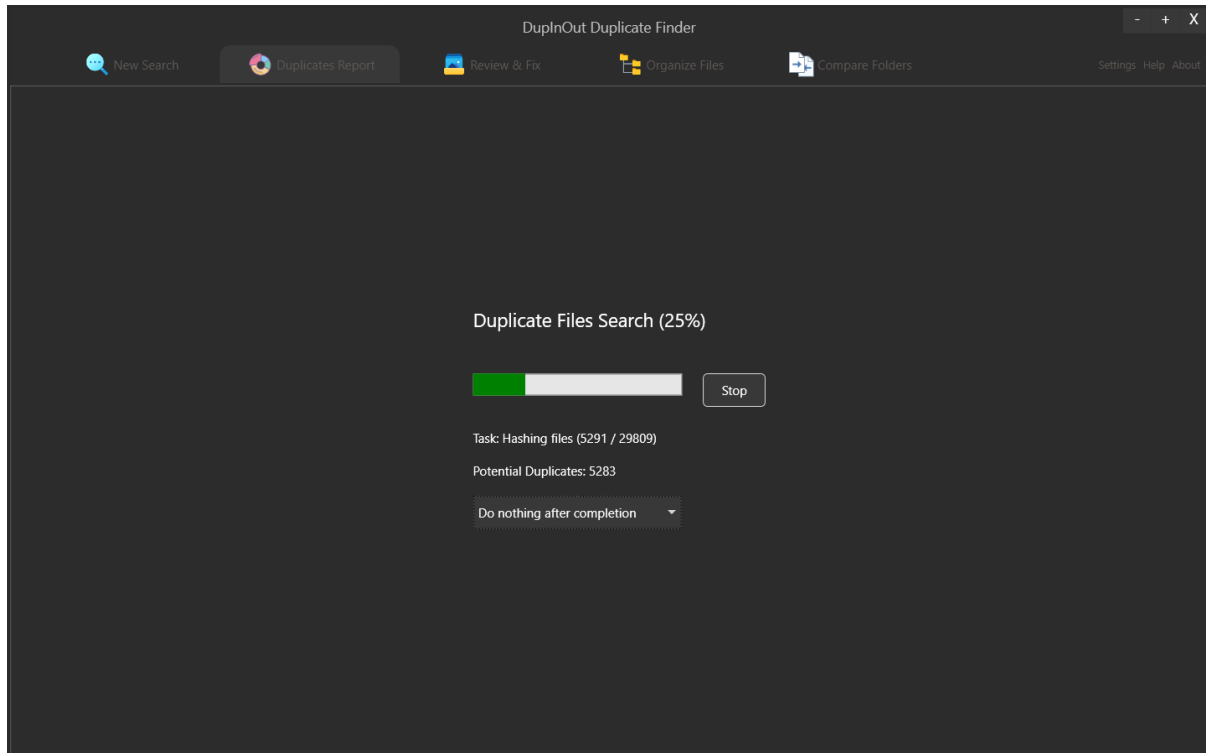
Stop Duplicates Search

You may also stop the duplicates search anytime by clicking on the **Stop** button. Your current scan progress will not be lost. The results of your scanned files will appear.

Put the Computer to Sleep Or Shutdown After Scan Concludes

While your files are being scanned for duplicates, a drop-down box will show up underneath the scan details. The drop-down box has three options:
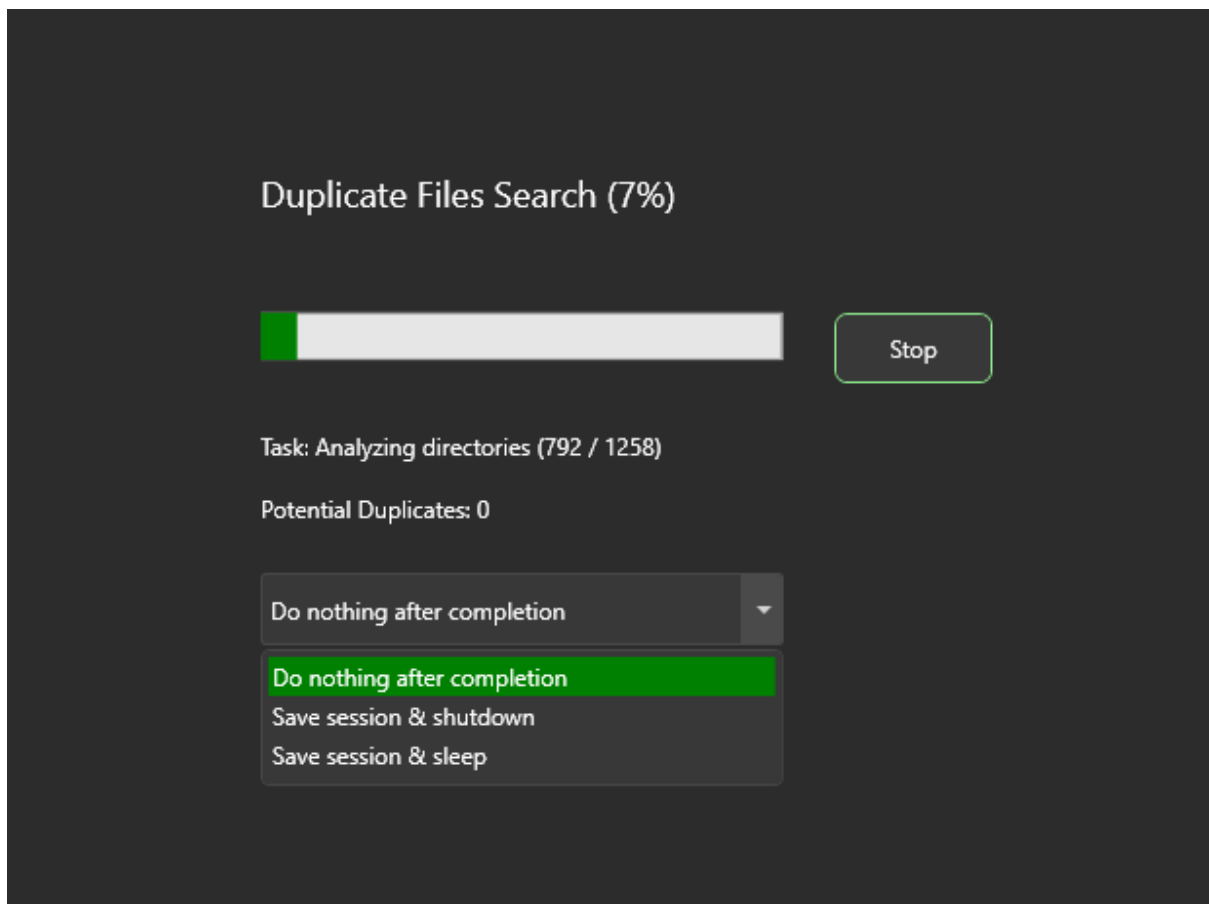
1. Do Nothing After Completion

Once the duplicates scan concludes, the program will only show up the Duplicates Report and await user action. This is the default option.

2. Save Session & Shutdown

Use this option to automatically save your scan results and shut down your computer after completion of the scan. The program will load your previous scan results whenever you re-open it again.

Important: Make sure that you close all third-party programs before selecting this option. Any unsaved work (such as any unsaved Word Documents) will be lost when your computer shuts down itself.

3. Save Session & Sleep

Use this option to automatically save your Duplicates Results and put your computer into Sleep Mode after the scan concludes.

Sleep Mode is a power saving state that puts your computer on a low-power state. It moves any open documents and programs to the Random Access Memory. This option is particularly useful if you're stepping away from your computer for a few hours.

What if My Computer Doesn't Support the Sleep Mode Feature?

Save Session & Sleep option may not work if your computer doesn't support the Sleep Mode feature. Please contact your computer manufacturer or try the following solutions:

Important: Please take a backup of your important documents and data on an external hard disk or Internet-based cloud storage platform to avoid potential data loss.

Possible resolutions:

- Check if your device drivers are up-to-date.
- Download and install the latest Windows updates
- Run the Power Troubleshooter from the computer's settings page
- Check your computer's sleep mode settings from the Power Options page of the Control Panel
- Disable Fast Startup from the Power Options page of the Control Panel
- Unplug any webcam, printer, scanner, gaming console or any other device plugged in to your computer
- Check for faulty third-party programs that may cause interference

Duplicate Groups

Your files are categorized into multiple duplicate groups based on the duplicate scan method you've selected.

For example, if you have selected the "File Content + Size" method, your files are categorized into multiple groups based on their common hashes. If you've selected the "Music Search" method, duplicates are categorized based on common music tags.

Each duplicate group contains one original file and other duplicate copies. DupInOut Duplicate Finder does not allow users to delete or fix all files in the same duplicate group, as it can cause unintended data losses. As discussed before, there are special security measures in place, such as Data Protection Mechanism that automatically analyze user marking patterns and prevent such situations.

When to Mark or Unmark Files?

Mark Files

When you mark a file, you're flagging the file for deleting or fixing. In simple words, you're telling the program that you DO NOT need that file and it should be deleted or fixed depending on the action you have selected.

In the example given below, files with the blue color checkmark are marked files:

- 1.txt

- 1 – Copy.txt

- 2.png

- 2 – Copy.png

- 3.png

- 3 – Copy.png

Unmark Files

When you un-mark a file, you're choosing to keep that file unchanged. In simple words, you don't want the program to delete or fix that file. You must keep at least one file unchecked in each duplicate group.

In the above example, the following are unmarked files:

- 1 – Copy (2).txt

- 2 – Copy (2).png

- 3 – Copy (2).png

Data Protection Mechanism

Post-Scan Protection

Human errors cannot be entirely prevented. If you've hundreds of thousands of files to review, your actions are prone to human errors and misjudgement. As your data is not just a piece of information, it is your valuable asset, there are security measures in place to protect your data. One of them is Data Protection Mechanism.

DPM automatically analyzes the file marking pattern of the user and ensures that at least one file is un-marked in each duplicate group. When you inadvertently mark all the files in one or more duplicate groups and choose to fix the duplicates, the Data Protection Mechanism steps in and automatically un-marks at least one file in each duplicate group. It'll show up the following message:
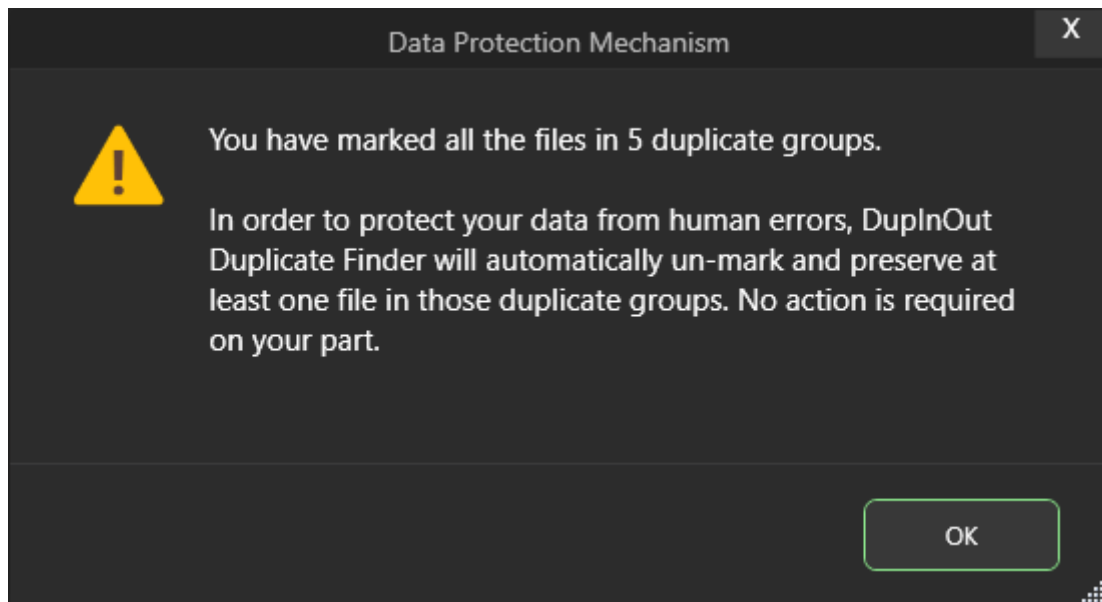
Pre-Scan Protection

DupInOut Duplicate Finder automatically excludes known system files and folders from the Duplicates Search for the protection, security and integrity of your operating system and installed applications.

Please note that some of these files and folders may be hidden and may not be visible in the File Explorer, or some of these folders may not be available on your system depending on the Windows version you use, your hardware and your current system configurations.

The following folders and files are automatically excluded from the Duplicates Search:

System Folders:

- C:\$WINDOWS.~BT

- C:\$Windows.~WS
- C:\$WinREAgent
- C:\Boot
- C:\Config.Msi
- C:\PerfLogs
- C:\Program Files
- C:\Program Files (x86)
- C:\ProgramData
- C:\Recovery
- C:\System Volume Information
- C:\Windows
- C:\Windows.Old
- C:\WindowsImageBackup

System Files:

- C:\bootmgr
- C:\bootmgr.sys
- C:\BOOTNXT
- C:\BOOTNXT.sys
- C:\DumpStack.log.tmp
- C:\hiberfil.sys
- C:\pagefile.sys
- C:\swapfile.sys

Mark Duplicates Button Menu Options

If you've hundreds of thousands of files in the Duplicates Results, manually reviewing each one of them may not be possible and worth of your time. Use the Mark Duplicates button menu options to automatically mark/ un-mark files using various predefined patterns.

All but first file in each group

Use this option to un-mark the first file in each duplicate group and mark the remaining ones. The first un-marked file in each duplicate group will be kept; while other marked ones will be deleted or fixed, depending on the action selected.

All but last file in each group

Use this option to un-mark the last file in each duplicate group and mark the remaining ones. The last un-marked file in each duplicate group will be kept; while other marked ones will be deleted or fixed, depending on the action selected.

Newest created in each group

Use this option to mark all the newest created files and un-mark the oldest created one in each duplicate group. The un-marked (oldest created) file in each duplicate group will be kept; while other marked (newest created) files will be deleted or fixed, depending on the action selected.

Oldest created in each group

Use this option to mark all the oldest created files and un-mark the newest created one in each duplicate group. The un-marked (newest created) file in each duplicate group will be kept; while other marked (oldest created) files will be deleted or fixed, depending on the action selected.

Newest modified in each group

Use this option to mark all the newest modified files and un-mark the oldest modified one in each duplicate group. The un-marked (oldest modified) file in each duplicate group will be kept; while other marked (newest modified) files will be deleted or fixed, depending on the action selected.

Oldest modified in each group

Use this option to mark all the oldest modified files and un-mark the newest modified one in each duplicate group. The un-marked (newest modified) file in each duplicate group will be kept; while other marked (oldest modified) files will be deleted or fixed, depending on the action selected.

Largest files in each group

Use this option to mark all the files that are larger in size and un-mark the smallest file in each duplicate group. The un-marked (smallest) file in each duplicate group will be kept; while other marked (large) files will be deleted or fixed, depending on the action selected.

Note: This option is not available in the "File Content + Size" method because all files in each duplicate group are equal in size.

Smallest files in each group

Use this option to mark all the files that are smaller in size and un-mark the largest file in each duplicate group. The un-marked (largest) file in each duplicate group will be kept; while other marked (smallest) files will be deleted or fixed, depending on the action selected.

Note: This option is not available in the "File Content + Size" method because all files in each duplicate group are equal in size.

Music with highest bit rate in each group

Use this option to mark all the highest bit rate music files and un-mark the lowest bit rate music in each duplicate group. The un-marked (lowest bit rate) file in each duplicate group will be kept; while other marked (highest bit rate) files will be deleted or fixed, depending on the action selected.

Music with lowest bit rate in each group

Use this option to mark all the lowest bit rate music files and un-mark the highest bit rate music in each duplicate group. The un-marked (highest bit rate) file in each duplicate group will be kept; while other marked (lowest bit rate) files will be deleted or fixed, depending on the action selected.

Music with longest duration in each group

Use this option to mark all the longest duration music files and un-mark the shortest duration music in each duplicate group. The un-marked (shortest

duration) file in each duplicate group will be kept; while other marked (longest duration) files will be deleted or fixed, depending on the action selected.

Music with shortest duration in each group

Use this option to mark all the shortest duration music files and un-mark the longest duration music in each duplicate group. The un-marked (longest duration) file in each duplicate group will be kept; while other marked (shortest duration) files will be deleted or fixed, depending on the action selected.

Photos with higher resolution in each group

Use this option to mark all the highest resolution photos and un-mark the lowest resolution photos in each duplicate group. The un-marked (lowest resolution) photo in each duplicate group will be kept; while other marked (highest resolution) photos will be deleted or fixed, depending on the action selected.

Photos with lower resolution in each group

Use this option to mark all the lowest resolution photos and un-mark the highest resolution photos in each duplicate group. The un-marked (highest resolution) photo in each duplicate group will be kept; while other marked (lowest resolution) photos will be deleted or fixed, depending on the action selected.

Photos with higher bit depth in each group

Use this option to mark all the highest bit depth photos and un-mark the lowest bit depth photos in each duplicate group. The un-marked (lowest bit depth) photo in each duplicate group will be kept; while other marked (highest bit depth) photos will be deleted or fixed, depending on the action selected.

Photos with lower bit depth in each group

Use this option to mark all the lowest bit depth photos and un-mark the highest bit depth photos in each duplicate group. The un-marked (highest bit depth) photo in each duplicate group will be kept; while other marked (lowest bit depth) photos will be deleted or fixed, depending on the action selected.

Unmark all

Use this option to reset any previous markings and un-mark all files.

Selection Assistant Button Menu Options (Except Excluded Files List & File Marking Dialogs)

Selection Assistant button provides plenty of automated file marking/ un-marking patterns to simplify your duplicates reviewing task.

Mark all in this folder

Use this option to mark all files inside the folder containing the selected file. Any marked files will be deleted or fixed, depending on the action selected, and any un-marked files will be kept.

Mark all on this drive

Use this option to mark all files inside the drive containing the selected file. Any marked files will be deleted or fixed, depending on the action selected, and any un-marked files will be kept.

Mark all in this group

Use this option to mark all files inside the selected duplicate group except one file. Any marked files will be deleted or fixed, depending on the action selected, and any un-marked files will be kept.

Mark all with this file name

Use this option to mark all files with the same filename as the selected file. Any marked files will be deleted or fixed, depending on the action selected, and any un-marked files will be kept.

Mark all with fuzzy-matching file names

Use this option to mark all files with partially matching or similar-looking filenames as the selected file. Any marked files will be deleted or fixed, depending on the action selected, and any un-marked files will be kept.

Mark all with this extension

Use this option to mark all files with the same file extension as the selected file. Any marked files will be deleted or fixed, depending on the action selected, and any un-marked files will be kept.

Mark all except in this folder

Use this option to mark all files from the Duplicates List other than those in the directory containing the selected file. Any marked files will be deleted or fixed, depending on the action selected, and any un-marked files will be kept.

Mark all except on this drive

Use this option to mark all files from the Duplicates List other than those in the drive containing the selected file. Any marked files will be deleted or fixed, depending on the action selected, and any un-marked files will be kept.

Unmark all in this folder

Use this option to un-mark all files inside the folder containing the selected file. Any un-marked files will be kept.

Unmark all on this drive

Use this option to un-mark all files inside the drive containing the selected file. Any un-marked files will be kept.

Unmark all in this group

Use this option to un-mark all files inside the selected duplicate group. Any un-marked files will be kept.

Unmark all with this file name

Use this option to un-mark all files with the same filename as the selected file. Any un-marked files will be kept.

Unmark all with fuzzy-matching file name

Use this option to un-mark all files with partially matching or similar-looking filenames as the selected file. Any un-marked files will be kept.

Unmark all with this extension

Use this option to un-mark all files with the same file extension as the selected file. Any un-marked files will be kept.

Invert marking

Use this option to reverse the marking status of all files in the Duplicates List. Invert Marking will un-mark all the marked files, and mark all the un-marked ones. Any marked files will be deleted or fixed, depending on the action selected, and any un-marked files will be kept.

Highlight all in this folder

Use this option to highlight all files inside the folder containing the selected file.

Highlight all on this drive

Use this option to highlight all files inside the drive containing the selected file.

Highlight all with this file name

Use this option to highlight all files with the same filename as the selected file.

Highlight all with this extension

Use this option to highlight all files with the same file extension as the selected file.

Highlight all with fuzzy-matching file names

Use this option to highlight all files with partially matching or similar-looking filenames as the selected file.

Clear highlights

Use this option to reset the highlights and default group colorings.

Open this file in associated program

Use this option to open the selected file into the default application. If no default application is specified for the selected file, the Open With dialog will pop up and you may choose an application of your choice.

Open with...

Use this option to launch the Open With dialog box and choose an application of your choice to open the selected file.

Open containing folder

Use this option to open the parent folder that contains the selected file.

Copy full path

Use this option to copy the full path of the selected file to the Clipboard.

File Properties

Launches the *File Properties* dialog in Windows for the selected file. Provides various types of information about the file, including file attributes, metadata, version history and user permission settings.

Clear resolved items

After fixing some duplicate groups, you may use this option to remove the entries of corresponding original files from the Duplicates Results.

Exclude Files from the Duplicates List & Re-include them Again

When you scan an entire drive or a large folder for duplicate files, you may not know where your duplicates may be located and which files will appear in the Duplicates List. It is possible that some folders with important files (such as backups) may also get scanned inadvertently.

When that happens, there is always a risk of human errors and accidental deletion or fixing of important files. You can safely exclude all files from such folders without re-scanning everything from scratch.

DupInOut Duplicate Finder makes it easy to automatically exclude all important files from the Duplicates List. You may also reverse your decision(s) by moving files from the Excluded Files List to the Duplicates List.
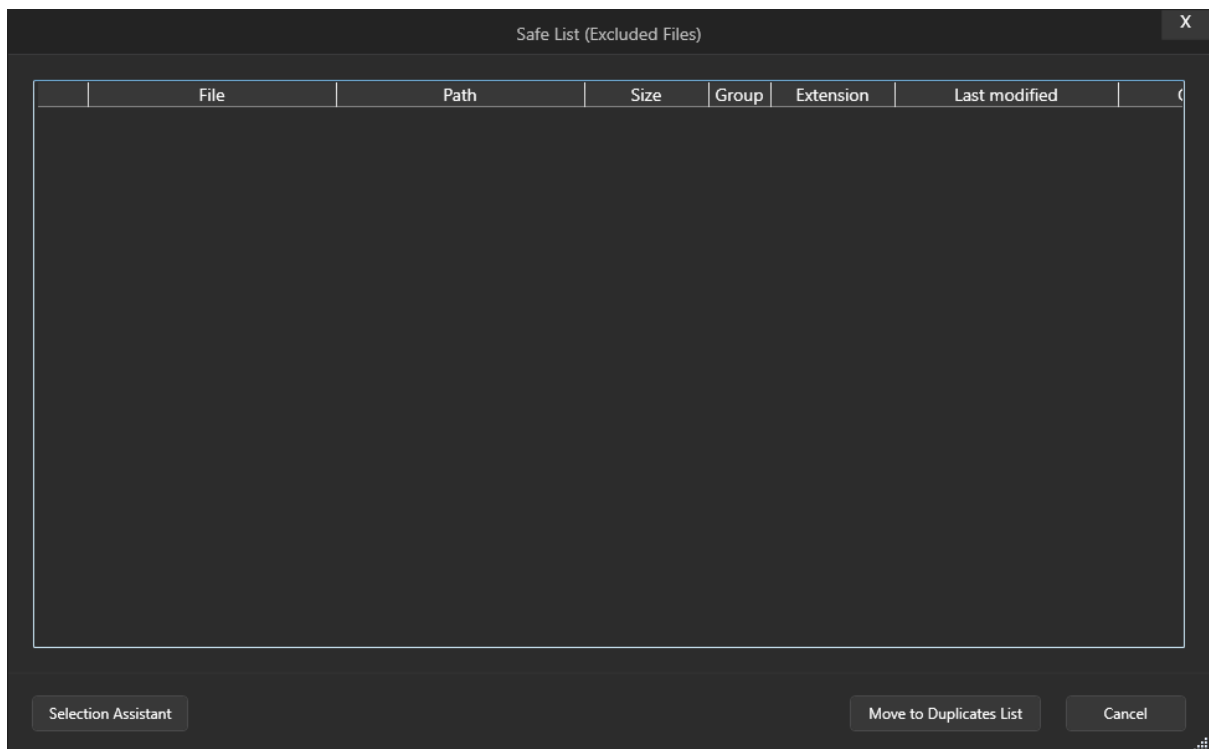
Exclude this file

Use this option to move the selected file to the Excluded Files List.

Exclude all in this folder

Use this option to move all files from the folder containing the selected file to the Excluded Files List.

Exclude all on this drive

Use this option to move all files from the drive containing the selected file to the Excluded Files List.

Exclude all in this group

Use this option to move all files from the group of the selected file to the Excluded Files List.

Exclude all with this extension

Use this option to move all files with the same file extension as the selected file to the Excluded List.

Exclude all marked

Use this option to move all files with the marked status to the Excluded Files List.

Exclude all unmarked

Use this option to move all files with the un-marked status to the Excluded Files List.

Mark Files By Date, Hash, Name, Path & Size

Mark by Date

You may use the Mark by Date dialog to mark, un-mark files by their dates (file creation date or last modification date). You may also exclude files by their dates.

You may choose one of the following options:

- Today
- Yesterday
- This week
- Last week
- This month
- Last month
- This year
- Last year
- On this day…
- During this period…

If you choose **On this day...**, the program will display a date-picker and you'll be able to choose your desired date.

If you choose **During this period...**, the program will display a date-picker for the Beginning Date and another date-picker for the End Date.

Mark by Hash

As we already discussed before, File Hash is a fixed size string that represents the data or content inside your files.

You may use the Mark by Hash dialog to mark, un-mark files by their hashes. You may also exclude files by their hashes.

Mark by Name

You may use the Mark by Name dialog to mark, un-mark files by their names. You may also exclude files by their names.

If you want to match files with exact-matching file names, be sure to check the **Exact match** box. Keep the checkbox unchecked if you want to match partial file names.

Mark by Path

You may use the Mark by Path dialog to mark, un-mark files by their paths. You may also exclude files by their paths.

You may use the **Include sub-folders** checkbox to match files from not only the top-level folders but also any sub-folders. Leave the checkbox unchecked to match only top-level files.

Mark by Size

You may use the Mark by Size dialog to mark, un-mark files by their sizes. You may also exclude files by their sizes.

You may either specify a specific size or a size range (minimum and maximum size) in different units ranging from bytes, KB, MB and GB.

Here are the available size options:

- **0 bytes:** These are the files with no data and thus occupy 0-bytes size on your disk.
- **Equals:** Use this option to match files that are equal to the specified size (such as, 100 KB).
- **Is smaller than:** Use this option to match files that are below the specified size (for example, files smaller than 10 MB).
- **Is larger than:** Use this option to match files that are larger than the specified size (for example, files larger than 1 GB).
- **Is in between:** Use this option to match files that are between the specified file size range (for example, 5 MB to 100 MB).

Find Feature

Use the Find feature to find files by their name, path, extension, group, size, and hash.

Find All

Highlights all matching items throughout the Duplicates List.

Find Next

Highlights only one item at a time.

Find Options

Match Case
Displays only case sensitive results. Use this option to show only those instances that are written in the same capitalization.

Match Whole Word
Displays only those instances that match entire word.

Export Duplicates List

After performing a Duplicates Search, you may want to export the Duplicates List to a file for your future reference. You may do so using the Export feature.

DupInOut Duplicate Finder can export your Duplicates List to a Comma-separated Values (.CSV) file or a Hypertext Markup Language (.HTML) file.

To export the Duplicates List to a file, click on the **Export** button.
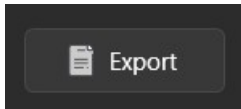
Specify a name for your file, choose your desired file type, and then click on the **Save** button.

My Activity

DupInOut Duplicate Finder automatically writes a history of user activities, such as scan date-time, duplicates found, duplicates fixed, action taken, errors occurred, etc. This history is viewable from the My Activity dialog.

My Activity history is automatically deleted after a specific time period to free-up your storage. You can change this time interval or choose not to automatically delete from the program settings.
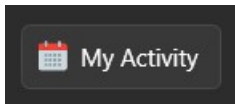
Save Session

Let's consider a scenario. You conducted an hour-long scan of all the partitions of your hard disk, and found a considerable number of duplicates. Due to an urgent work, you were forced to shut down your laptop and travel somewhere else.

The Save Session feature automatically saves your Duplicates Results and Folder Compare Results and re-loads them back when you re-start the application. In other words, you can continue from where you left with without worrying about losing your progress.


By default, DupInOut Duplicate Finder automatically saves the session upon exiting the application. However, you may turn off this feature from the program settings if you wish to do so.

Warning: It is possible that your previous results are outdated when you load them. It is highly recommended to review the results carefully before taking any action.

Fix Duplicate Files

Move to Folder

Use the Move to Folder option to keep your primary folder/ drive organized and clutter-free. It will move all your duplicate files to a separate folder so that you can review them at a later time. A major benefit of choosing this option is that you do not lose any files permanently.
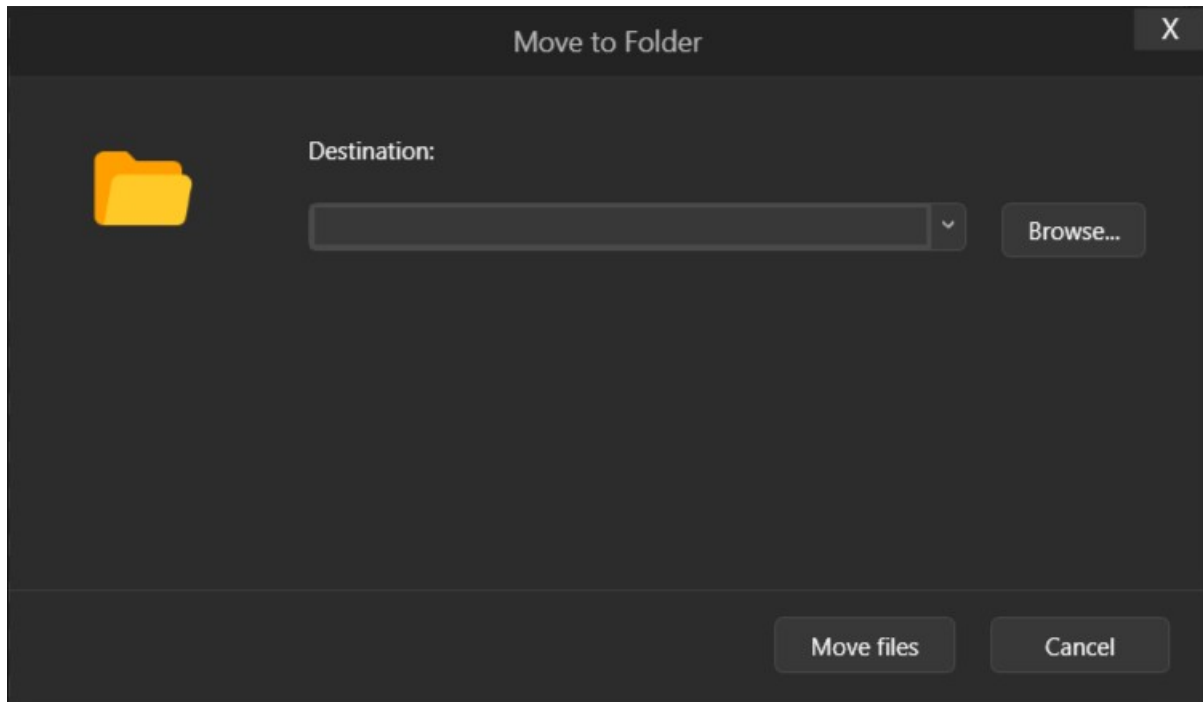
Rename Files

The Rename Files option allows you to easily identify which files are duplicates and which files are original. The benefit of using Rename Files option is that you don't want to permanently lose any files.

You can rename your duplicates by either adding a prefix or suffix.

Prefix
A Prefix is the text added at the beginning of the file name. For example: If the original name is "Document1.pdf", adding the prefix "duplicate_" would turn the file name into "duplicate_Document1.pdf".

Suffix
A Suffix is the text added at the end of the file name (both before the file extension or after the file extension). If the original file name is

"Document1.pdf", adding the prefix "duplicate_" would turn the file name into "Document1_duplicate.pdf".
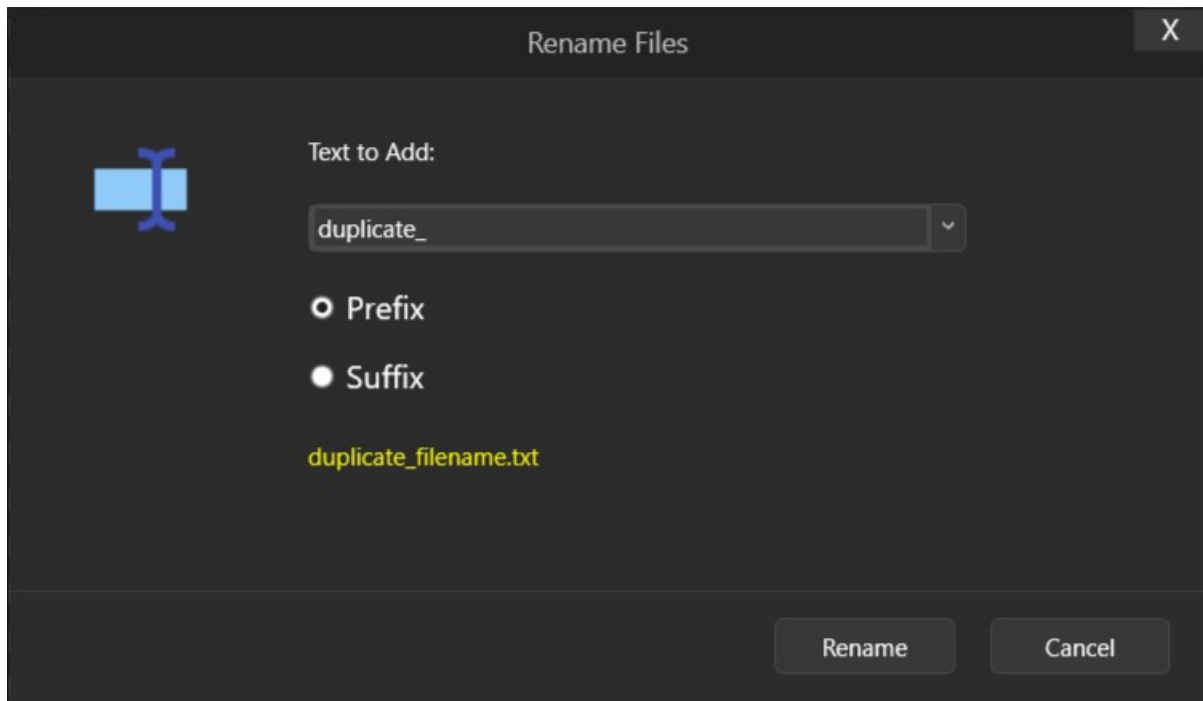

Replace with Shortcut

Replace with Shortcut feature replaces the marked duplicate files with Shortcut (.lnk) files to the corresponding original versions in each duplicate group. When you double-click on a Shortcut (.lnk) file in the File Explorer, it will open the corresponding original file.

The benefit of using this method is that you preserve the original file structure.

Warning: This feature overwrites your marked duplicate files. There is no way to un-done this operation.
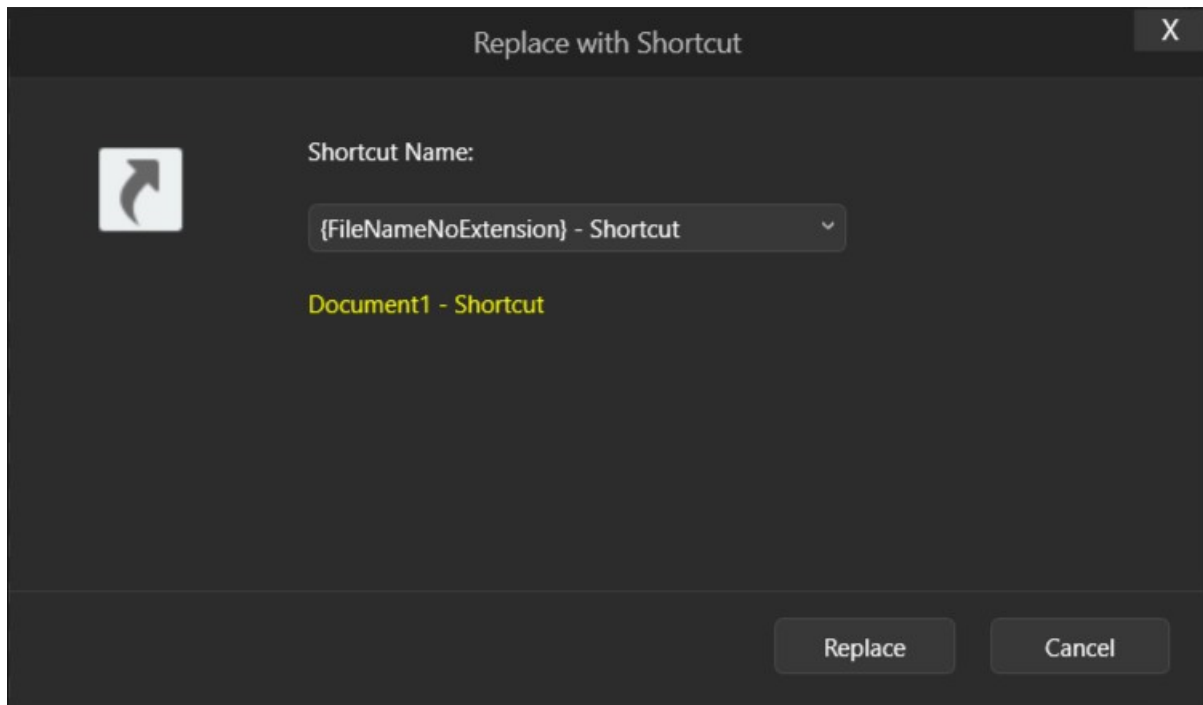
Delete Permanently

Use this method to permanently delete the marked duplicate files.

The benefit of using this method is that it instantly frees up the storage occupied by those files.

Warning: It is not possible to undo the deletion procedure.

Move to Recycle Bin

Use this method to move all the marked duplicate files to the Recycle Bin so that you may review them later, if required.

Warning:

- Depending on the Windows version you use, large files that exceed a certain size limit and files with longer file paths may be permanently deleted and NOT moved to the Recycle Bin.
- If the system administrator has disabled the Recycle Bin entirely or for the drive containing your file, the files may be deleted permanently.
- If the file is stored on a USB Stick, the file may be deleted permanently.

Delete Left-Over Empty Folders After Fixing Duplicates

When you choose one of the methods from Move to Folder, Move to Recycle Bin or Delete Permanently, a confirmation prompt appears on your screen.

In the confirmation prompt, an additional checkbox **Delete left-over empty folders** is provided at the bottom left. You may check this box to automatically delete any empty folders left after fixing your duplicates.

Note: This feature DOES NOT delete any pre-existing empty folders.
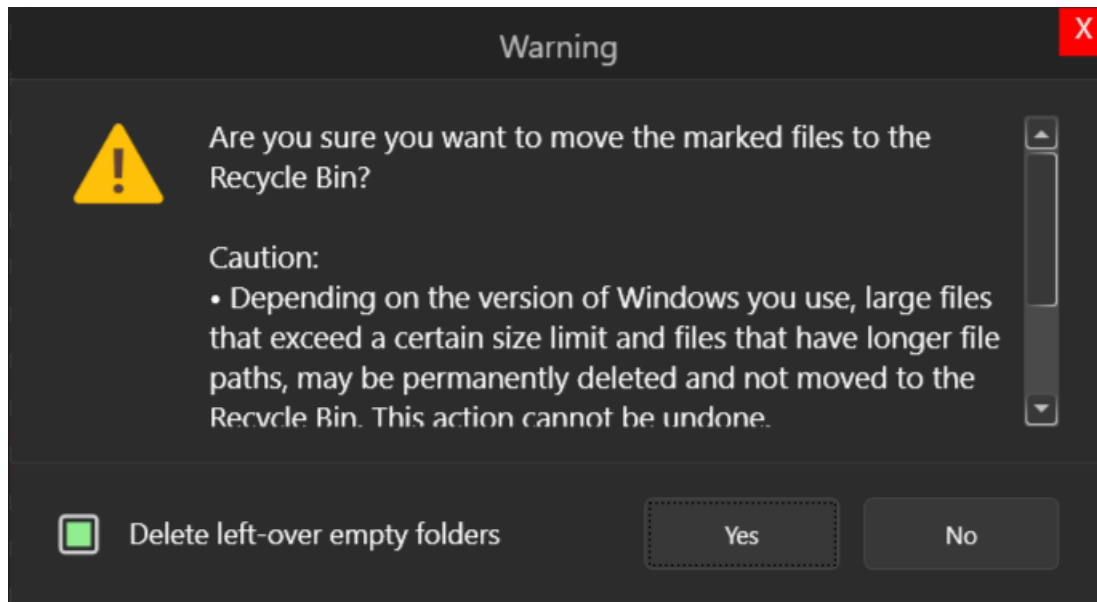
File Organizer

DupInOut Duplicate Finder comes with various add-on features. *File Organizer* is one such feature.

You may use the File Organizer feature to create a date-based and/ or file type-based folder structure. With a date-based folder structure, you create a folder for each year and a sub-folder for each month. With a file type-based folder structure, you create a folder for each file type (extension).

Let's say that you're a retailer and you've got hundreds of invoices for your customers over the last few years. These invoices are stored in one folder:

File	File Creation Date
D:\Documents\John.pdf	Jan, 2020
D:\Documents\James.pdf	Jan, 2020
D:\Documents\William.pdf	June, 2020
D:\Documents\Robert.pdf	Jan, 2021
D:\Documents\Josh.pdf	Jan, 2021
100+ more such files…	

When you want to search for a specific invoice (for example, an invoice of William that was created in June 2020), it'll take more time and effort. This is because you'll need to go through this vast collection of files.

Now, the solution:

You may re-organize your files in an orderly manner by their file creation dates.

Here's an example:

- D:\Customer Invoices\2020\Jan\John.pdf
- D:\Customer Invoices\2020\Jan\James.pdf
- D:\Customer Invoices\2020\June\William.pdf
- D:\Customer Invoices\2021\Jan\Robert.pdf
- D:\Customer Invoices\2021\Jan\Josh.pdf

The key is to make your files readily accessible when you need them the most.

Furthermore, you may choose your desired year format (long year/ short year), month format (long numeric/ short numeric/ full month name/ short month name), day (long name/ short name), etc.

Storing your documents, photos, videos, music, and other files in an orderly manner provides many benefits. It will help you get back any file, even if it was created many years ago.

Organize Folders & Ignore Folders

In order to organize your files, you need to first specify the folders that contain these files. You may do so by adding those folders to the **Organize Folders List**. You may also add folders you don't want to organize to the **Ignore Folders List**. Any files from these folders will be kept intact.

There are two ways to add folders to these lists:

- **Add Button:** Click on the Add button. Select a folder of your choice. If you want to select multiple folders, press and hold the **Ctrl** or **Shift** key during your selection. Finally, click on the Select Folder button.

- **Drag & Drop:** You may also drag-and-drop multiple folders to the Organize Folders List or Ignore Folders List.
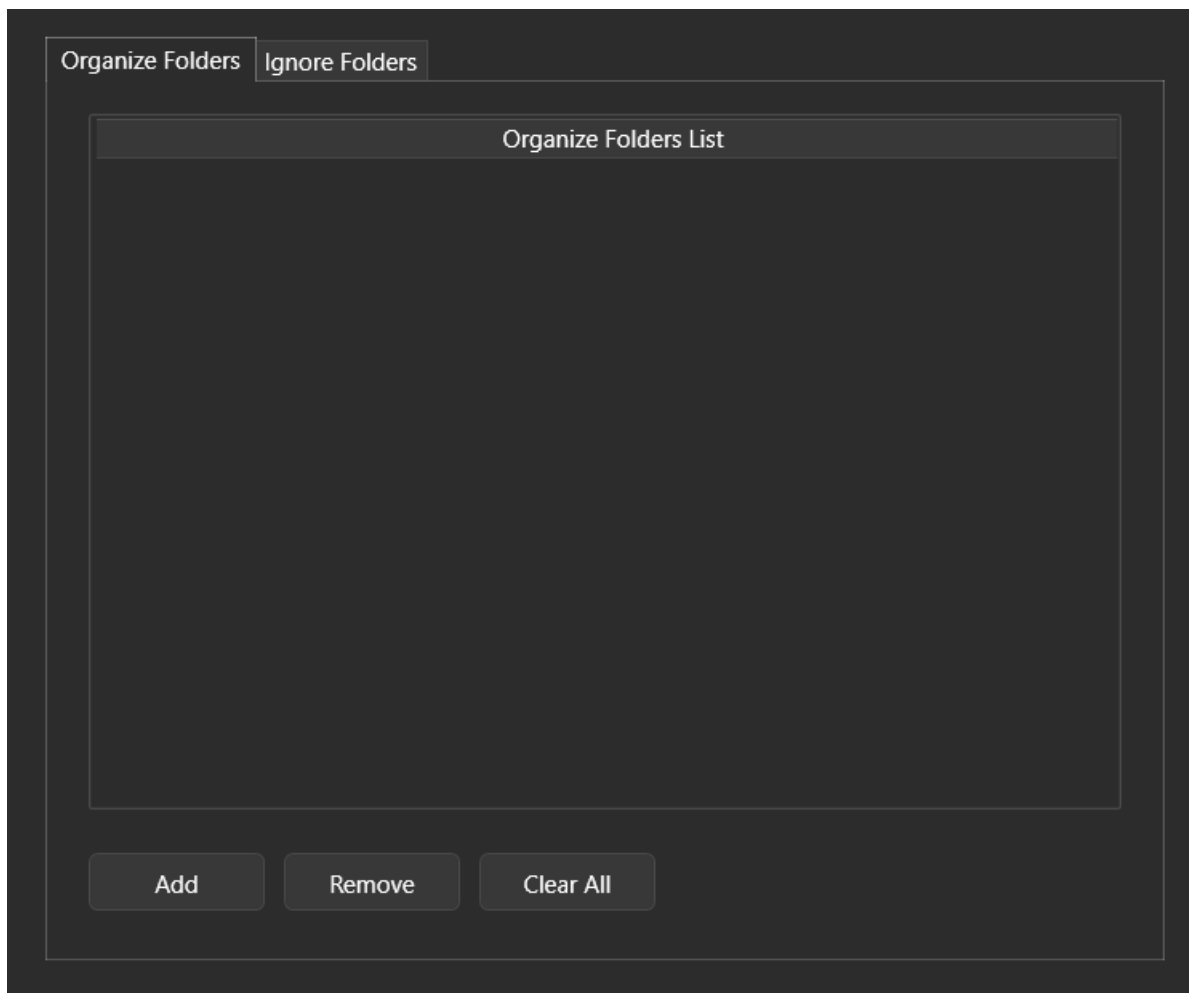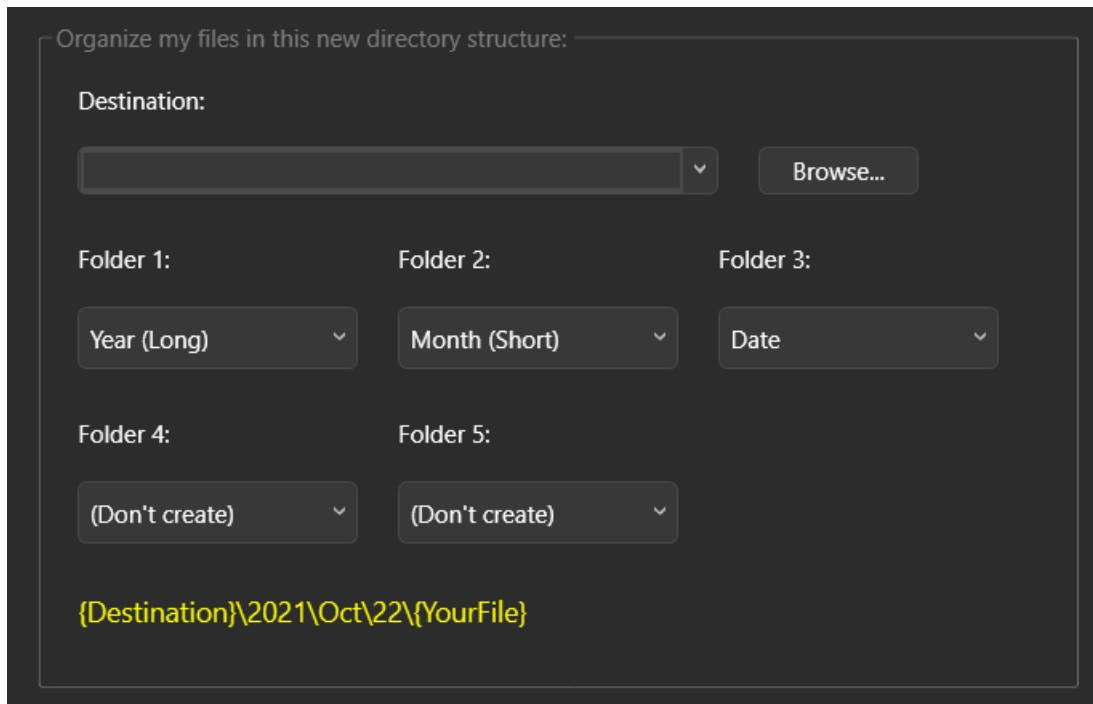

Destination Folder

Destination folder is the folder where your organized files will be stored. Type in the path in the **Destination** text box, or simply click on the **Browse** button and choose a folder of your choice.

Folder Structure

Now, build up your own folder structure. By default, the File Organizer feature organizes your files in the following custom directory structure:
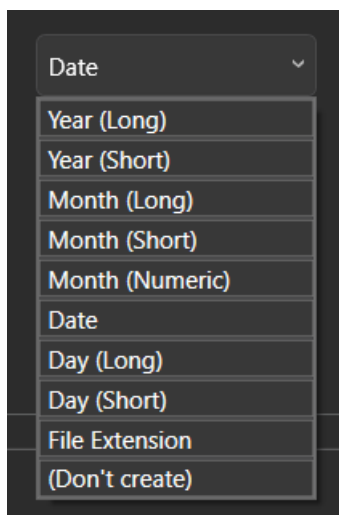
<Destination Folder>\Year (Long)\Month (Short)\Date

You may customize the default directory structure the way you want.

You may choose any of the following options in each drop-down box:

- **Year (Long):** Creates a sub-folder containing the creation/ modification year of your file in the long format. For example: 2021.
- **Year (Short):** Creates a sub-folder containing the creation/ modification year of your file in the short format. For example: 21 (for the year 2021)
- **Month (Long):** Creates a sub-folder containing the creation/ modification month of your file in the long format. For example: October.

- **Month (Short):** Creates a sub-folder containing the creation/ modification month of your file in the short format. For example: Oct.
- **Month (Numeric):** Creates a sub-folder containing the creation/ modification month of your file in the numeric format. For example: 10 (for October month)
- **Date:** Creates a sub-folder containing the creation/ modification date of your file. For example: 1 (for 1st February)
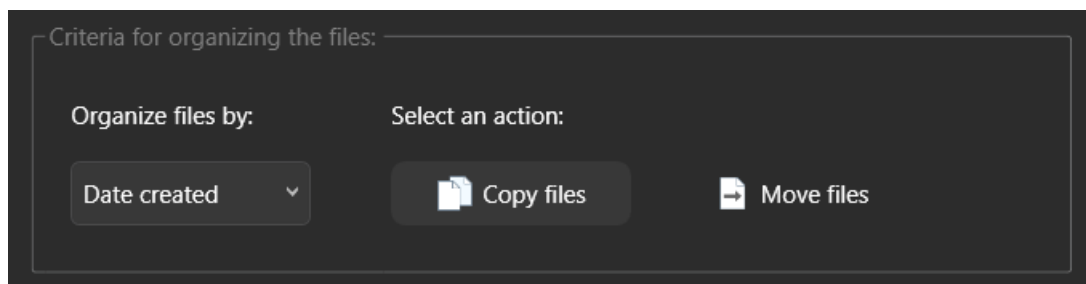- **Day (Long):** Creates a sub-folder containing the creation/ modification day of your file in the long format. For example: Friday.
- **Day (Short):** Creates a sub-folder containing the creation/ modification day of your file in the short format. For example: Fri.
- **File Extension:** Creates a sub-folder containing the extension (type) of your file. For example: pdf.
- **Don't create:** A sub-folder will not be created.

Organize Criteria

In the **Organize files by** drop-down box, choose **Date created** to organize your files based on the file creation date, or **Date modified** to organize your files based on the last modification date.

In the **Select an action**, select the **Copy files** option to copy newly organized files to the destination directory, or **Move files** option to move the original files to the organized directory.

Folder Compare

DupInOut Duplicate Finder comes with another handy feature called *Folder Compare*. You may use the Folder Compare to perform a strict-hierarchical comparison between the Source and Target Folders, and get a report of the same files, modified/ changed files, and additional files in each folder.

Here is an example report of the Folder Compare scan using the File Content method:

Source Folder	Target Folder	Same Content?	Same Path Structure?	Classification
D:\Source\ Doc1.docx	D:\Target\ Doc1.docx	Yes	Yes	Same File
D:\Source\ Doc2.docx	D:\Target\ Doc2.docx	No	Yes	Different File
D:\Source\ Doc3.docx	(Not available)	N/A	N/A	Folder 1 Only
(Not available)	D:\Target\ Doc4.docx	N/A	N/A	Folder 2 Only
D:\Source\ Doc5.docx	D:\Target\ SubFolder1\ Doc5.docx	Yes	No	Folder 1 Only (D:\Source\ Doc5.docx) Folder 2 Only (D:\Target\ SubFolder1\ Doc5.docx)
D:\Source\ SubFolder2\ Doc6.docx	D:\Target\ Doc6.docx	No	No	Folder 1 Only (D:\Source\ SubFolder2\ Doc6.docx) Folder 2 Only (D:\Target\ Doc6.docx)

Folder Compare can be used in one or more of the following circumstances:

- Compare two folders to check whether they contain the same files
- Check whether the files copied from one folder to another are successfully copied or not. After performing the File Copy operation, Folder Compare can be used to determine which files have not been copied so that you may copy them again.
- Check whether the File Syncing operation has successfully synchronized all of your files. Folder Compare can be used to determine which files have

not been synced correctly so that you may re-sync them again. (Please note that Google Drive for Desktop, OneDrive or Dropbox client software needs to be installed in order to perform this operation)

- Compare the original data with the backup copies to identify whether the original data has been changed or corrupted.

Important

Folder Compare is NOT another Duplicate Finder feature. It is made for an entirely different purpose. Duplicate Finder feature checks for identical files across any folder, sub-folder, regardless of its name and path structure. In contrast, Folder Compare checks for the same files, different files, and additional files on a folder-to-folder basis with the user-specified criteria.

Compare Methods

Folder Compare can be fully customized with multiple compare methods of your choice:

- **File Content: (Recommended)** Check this folder compare method to compare the contents of your folders by their content. When you select this option, the Folder Compare tool will generate a hash of your files (similar to the Duplicate Finder feature) and compare it against the hashes generated from other files. It uses the default file hashing algorithm specified in the program settings. To get the most accurate results, it is recommended to keep the File Content checkbox checked.
- **File Size: (Recommended)** Check this folder compare method to compare your files by their sizes. Files with the same size will be flagged as same files unless multiple folder compare methods are selected at once.
- **Creation Date:** Use this folder compare method to compare files in your folders by the date of creation.
- **Modification Date:** Use this folder comopare method to compare files in your folders by the date of their modification.

Include Sub-Folders

To compare files stored inside various sub-folders in the source and target folders, keep the **Include sub-folders** checkbox checked in. To compare only top-level files, uncheck the checkbox.

Export Folder Compare Report

You may also save the Folder Compare report to a Comma-separated Values (.CSV) file for your future reference. While exporting the data to a file, you may be able to choose whether to export all lists or specific lists of your choice.

Export Folder Compare Report

X

Select the lists you want to export:

☑ Same Files (928)
☑ Different Files (330)
☑ Folder 1 Only (2)
☑ Folder 2 Only (1)

Export   Cancel