

## Duplicate File Finder (Auslogics) Resource Guide

*Tool Name:* Duplicate File Finder

*Functionality/Use:* Duplicate File Finder is a program that can be used to find and remove duplicate files based on MD5 checksums. Preview of duplicate files are displayed [have seen previews of .jpg, .pdf, .mp3, and .tiff files.] Duplicate files can then be selected to be recycled or permanently removed from their current location. Does not search networked drive, only local drives and attached drives (i.e. USB drives). Works best on images, audio and video files. In testing, PDFs were not matched as duplicates with this tool, but were with others. (Windows Only)

*Note:* There seems to be an increase in the number of pop ups / recommendations for other products throughout the use of this tool. [2018]

### *To Install:*

- Download software from: <http://www.auslogics.com/en/software/duplicate-file-finder/> (auslogics-duplicate-file-finder-setup.exe)
- Double click on the file, and run the program.
- Enter Admin credentials if necessary to install the program using the Install Wizard.
- Walk through Install Wizard (*Suggest unclicking the automatic install of any other programs the tool may ask you to download, unless you also want to download that program.*)

### *To Use:*

- If you created a shortcut, double click on the program icon if not navigate to and open the program. This will open up the main screen.
- Past versions were required to be run at the administrator level. This may or may not still be the case.

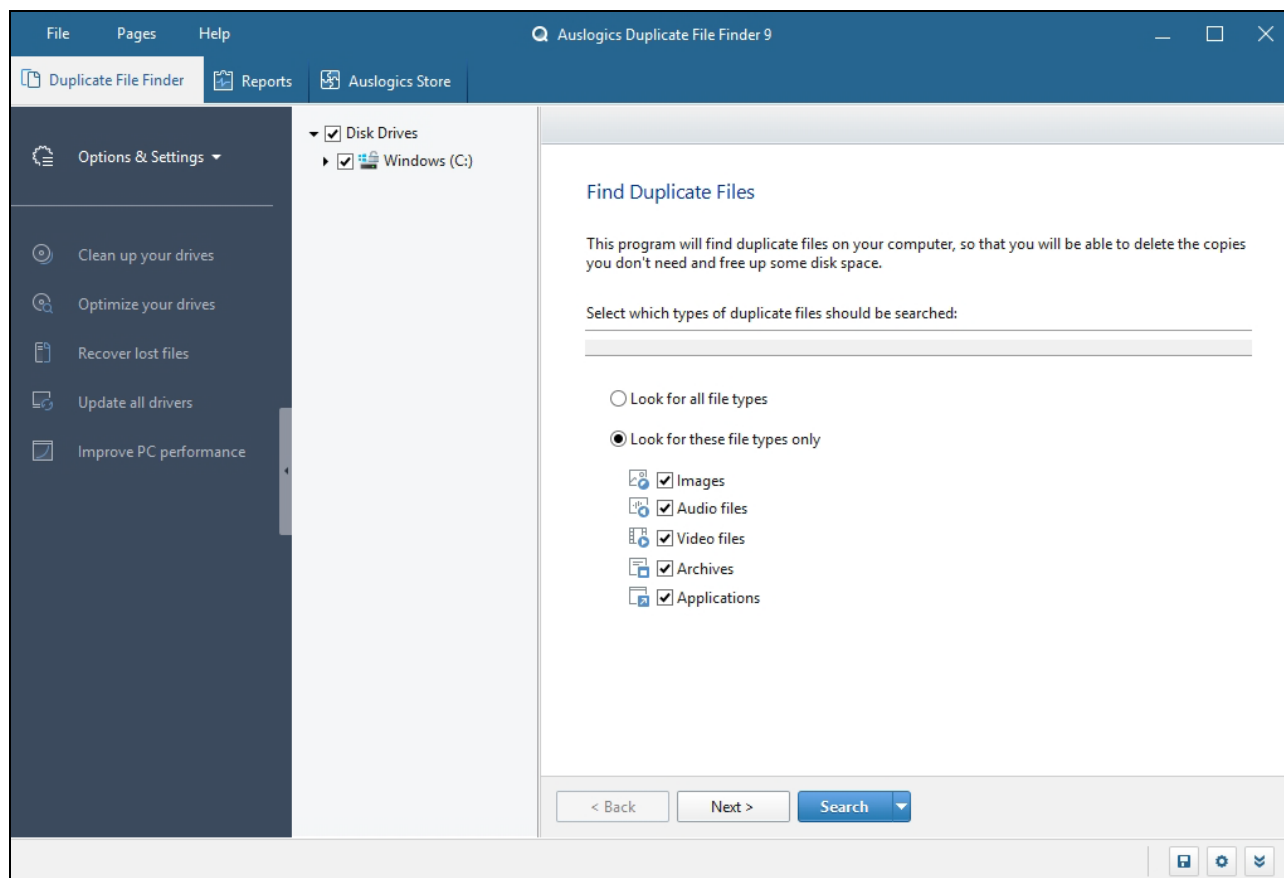


Figure 1: Main Screen for Duplicate File Finder (Auslogics)

- Choose the location/s you wish to search. [Upon initial start-up, every location the program can find will be selected. If you don't want to search everywhere, uncheck the main drives and navigate to the location/s you wish to search.]
- Select file types to search – click next
- Select search and delete criteria
  - Indicate files to ignore based on size – click next
  - Ignore files based on file names, dates, hidden files, searching in subfolders – click next
  - Set to search for specific files or all – click next
  - Select delete criteria telling the tool where to send duplicate files selected for removal – click Search
- Explore Results
  - A generic file type icon is displayed next to the file name, path, size, date last modified
    - Duplicate files are grouped by color. Alternating colors indicate groups of duplicates. Every time the color changes, the files are different.

- A preview of the file is displayed in the preview window [for select formats].
  - The preview window also includes a details tab and a header tab that can be expanded or contracted. This can be toggled on or off.
- A results summary indicates the number of duplicates found and the amount of space the files take up.

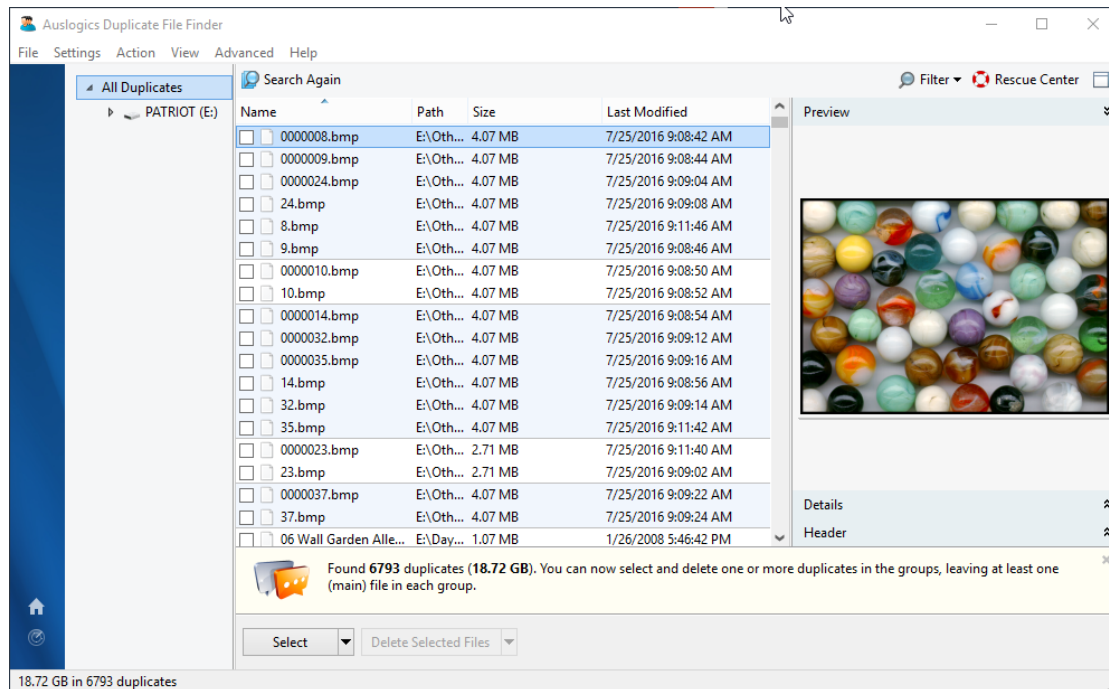


Figure 2: Screenshot of initial results

- Select duplicate files to remove
  - If you click the Select button duplicates are selected for you.
  - If you use the arrow next to the Select button you can choose how to mark duplicate files
- Click Delete Selected Files
  - Use the arrow next to the button to choose how to remove the files [send to recycle bin, send to recovery center, or permanently delete.].

### Additional Notes

- You can use a search filter after searching to view and work with specific files (by type, by size or by date).
- The program has a built in Rescue Center for file recovery (if you choose to use it)