Duplicate File Finder (Ashisoft) Resource Guide

2022 UPDATE: This document was written for version 5.3 in 2014. The licensing model has since changed. As of this writing in 2022, you can pay annually including updates or a onetime fee without updates. The interface has also changed, but the concepts remain the same, so the guide is still being provided as written in 2014 and updated in 2018.
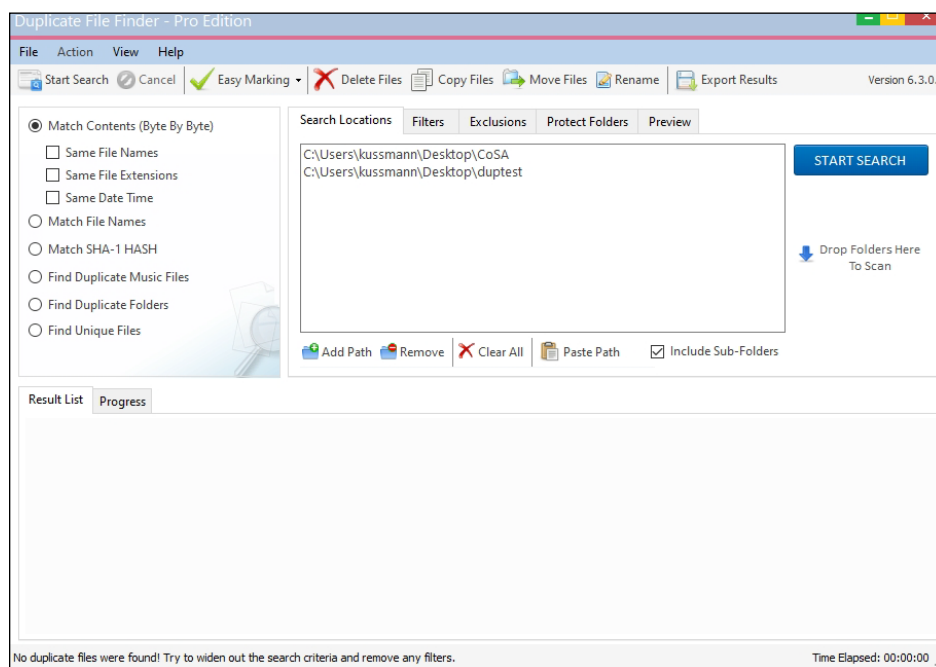
Tool Name: Duplicate File Finder (Ashisoft)

Functionality/Use: Find duplicate files in a selected group of files; you can also choose to immediately delete the files as well. [The free version allows you to find and delete files, but additional features are available in the Pro (paid) Version.] (Windows only)

To Install:
- Download from Ashisoft at: http://www.ashisoft.com/ (dfsetup.exe)
- Double click file (dfsetup.exe) and select Run
- Type in Admin User Name and Password
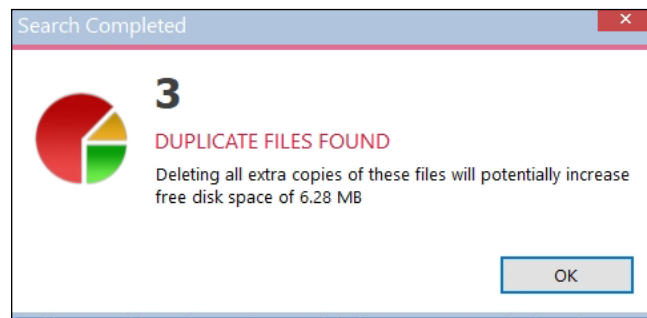- Walk through Setup Wizard

To Use:
- Double click on program Icon
- Choose the area/s that you want to search for duplicate files (Add Path in the Search Locations area)
- Choose the method in which to find duplicate files ("Content Match Byte by Byte" is most thorough)
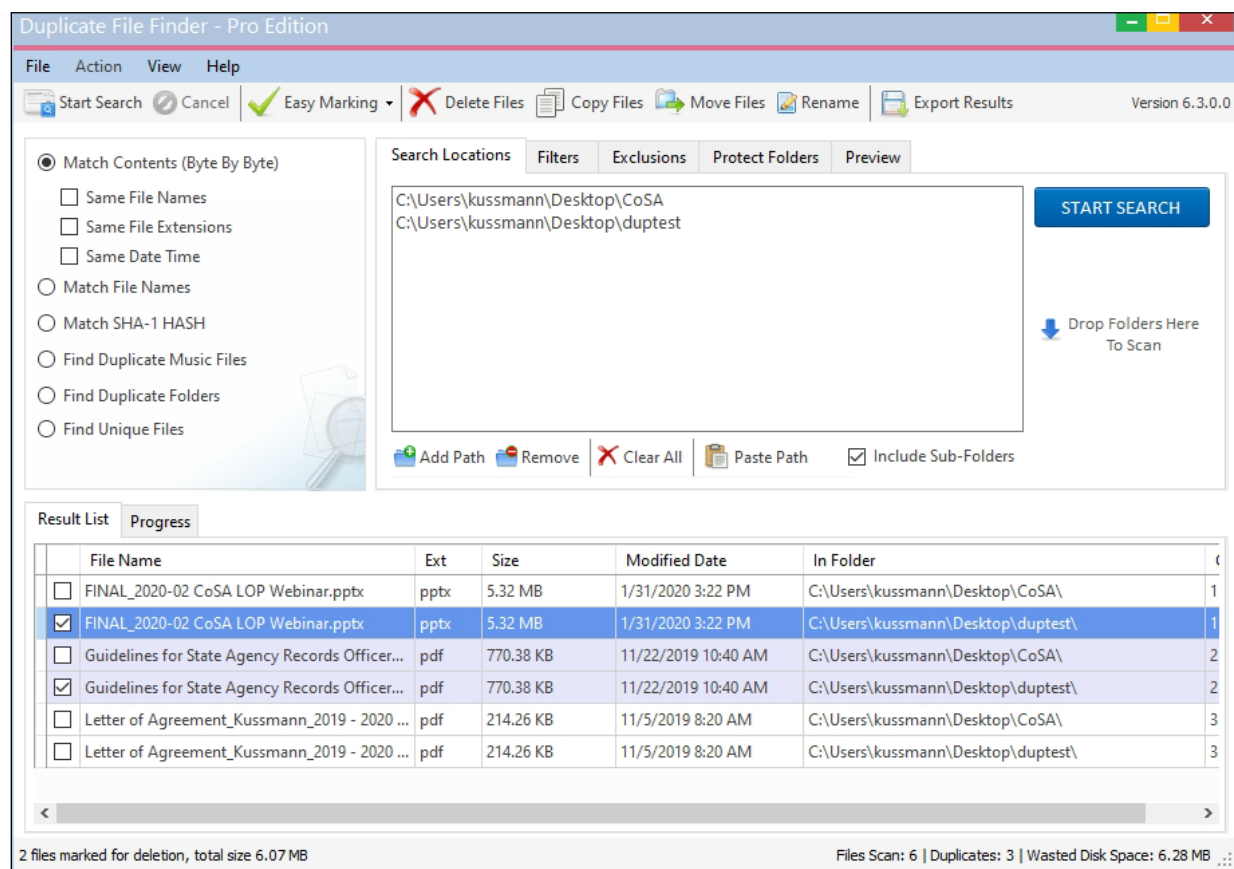- Click Start Search

Screenshot of tool with Search locations selected, prior to search

- Results will be returned

Screenshot of Results Screen

Screenshot of the Tool with duplicates listed in the bottom window

- Review the files.
- Use checkboxes to select files to delete.
  - Easy Marking can be used to make selections by various criteria
- Verify files to be deleted (if you want to delete a different file, just check/uncheck the boxes next to the file name). Files with the checkmark will be deleted.

- Click Delete Files (and select send to recycle bin or delete immediately)

	File Name	Ext	Size	Modified Date	In Folder
☐	FINAL_2020-02 CoSA LOP Webinar.pptx	pptx	5.32 MB	1/31/2020 3:22 PM	C:\Users\kussmann\Desktop\CoSA\
☐	~~FINAL_2020-02 CoSA LOP Webinar.pptx~~	~~pptx~~	~~5.32 MB~~	~~1/31/2020 3:22 PM~~	~~C:\Users\kussmann\Desktop\duptest\~~
☐	Guidelines for State Agency Records Officer...	pdf	770.38 KB	11/22/2019 10:40 AM	C:\Users\kussmann\Desktop\CoSA\
☐	~~Guidelines for State Agency Records Officer...~~	~~pdf~~	~~770.38 KB~~	~~11/22/2019 10:40 AM~~	~~C:\Users\kussmann\Desktop\duptest\~~
☐	Letter of Agreement_Kussmann_2019 - 2020 ...	pdf	214.26 KB	11/5/2019 8:20 AM	C:\Users\kussmann\Desktop\CoSA\
☐	Letter of Agreement_Kussmann_2019 - 2020 ...	pdf	214.26 KB	11/5/2019 8:20 AM	C:\Users\kussmann\Desktop\duptest\

Screenshot of results window after files were deleted

Additional Resources for More Information

- [Online help](#) from Ashisoft Tutorial from Company: