



# DUPLICATE PHOTO CLEANER

## USER-GUIDE

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# WELCOME TO DUPLICATE PHOTO CLEANER

Remove duplicate photos and videos from your folders and archives and recover all that disk space. Designed to be super easy to use, beautifully animated, and comes with this built-in user-guide, always available offline, and updated with each new revision.

It's safe to use, even for the first-time user by archiving duplicates to the Recycle Bin. If you want to take full control, you can archive duplicates to a folder, preview the duplicates and make adjustments, and many more options.

Duplicates are photos or videos that are identical, even if they've been renamed, or copied to a different folder or disk.

You may notice color changes between screenshots used in this document, Duplicate Photo Cleaner uses the Windows System Accent color for highlighting, which can change depending on your Windows settings.

## THE PROCESS

In brief, Duplicate Photo Cleaner will analyze the folders you specify, look for duplicate photos and videos, and if any are found, provides you with a live preview, that if you're satisfied with, can delete the duplicates.

There are four main steps to completing a cleaning session: -

1. Select the folders to be scanned.
2. Scanning and Analyzing those folders, looking for duplicates.
3. Previewing the results.
4. Removing the duplicates.

Each of these steps are detailed in the following pages.

## STEP 1 – SELECTING FOLDERS

Duplicate Photo Cleaner needs to know where your photos and videos are, or at least, the places you want scanning that contain your photos and videos. This maybe your Windows Pictures folder, but it could also be an archive, a backup, or multiple folders from NAS drives, network drives or USB sticks.

On launching Duplicate Photo Cleaner, you're presented with the view below (Figure 1). In this window, you can drag and drop folders from Windows Explorer onto the big grey circle or click the plus sign (+), especially useful if you have a touch tablet, where you'll be presented with a quick add menu (Figure 4).

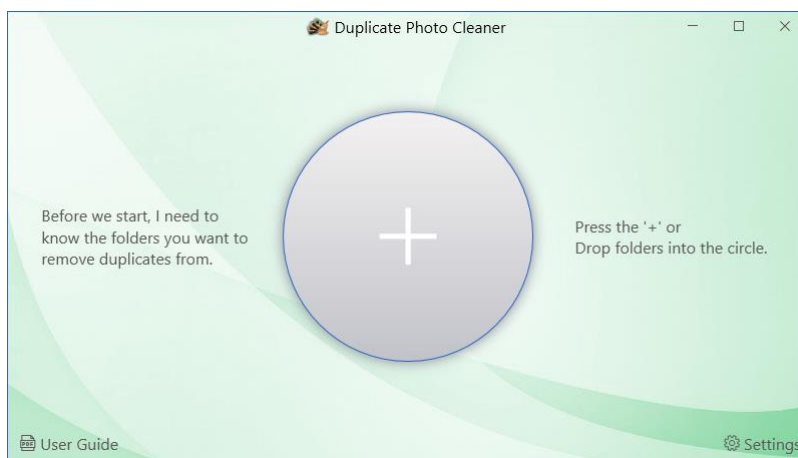


Figure 1

Once you add your first folders, the grey circle moves over to the left (Figure 2) and you can start the scanning process once you're ready (Step 2 – Scanning and Analyzing).



Figure 2

You can keep adding folders, from multiple sources, so don't worry about trying to get them all at once. If you add folders that've already been added, that's okay too, feel free to add them over and over again if you think you've forgotten some, Duplicate Photo Cleaner will take care of it, ignoring any folders already in the circle.

You can view the folders in the grey circle using the left and right buttons (the "<" and ">" arrows) to scroll through each one. Hovering the mouse over the folder name will popup the full path of the folder. Moving the mouse over the folder will popup a quick delete button if you want to remove the folder from the list.

If you want to start again from the start, click on the "Start Again" button on the top left of the window, this will remove the dropped folders and start again from the beginning.

At any time, you can click on the grey circle and you'll be presented with the quick add menu (Figure 3). This allows you to remove a folder, add custom folders, the Windows Pictures and Videos folders, a single drive, or all your drives.

You can plug in a USB drive and it will appear in this menu as well.



Figure 3

Once you're ready, you click on the 'SCAN' button and the app will move onto Step 2 – Scanning and Analyzing. Don't worry, you can't do anything wrong, the app will simply look in the folders you've dropped for photos and videos.

## STEP 2 – SCANNING AND ANALYZING

To find the duplicates, the app needs to find all the photos and videos from the folders you dropped into the Drag and Drop grey circle, and then analyze each one to determine how it compares to all the other files.

**SCANNING.** Goes through each of the folders you added in Step 1 – Selecting Folders and finds all the photos and videos. The scanning will check every folder, their sub-folders and hidden folders.

This can be very quick process for local drives, folders that don't have many files, or fast disks such as SSDs, however it can take some time for network drives and USB sticks – even the fastest home networks are slow compared to a local disk.

As the scan progresses the grey circle gets updated and displays a message to show you how things are going as shown in Figure 4. You can cancel the scanning or analysis at any time using the “Cancel” button in the top left of the window.



Figure 4

**ANALYZING.** Once all the files have been found, each one is analyzed to determine if it's unique, or a duplicate. This is often called hashing, a technique that allows a perfect comparison between files.

Analyzing is a very processor intensive operation and to ensure the best possible performance, Duplicate Photo Cleaner uses all your processor cores in parallel, it is not uncommon for 8 or more files at a time to be analyzed at the same time.

This parallel processing means the time taken for this to complete is usually determined by the speed on the disks or network the files are located on, or the sheer number of files to be analyzed. Duplicate Photo Cleaner can scale to over 10 million files without issue, but it can take some time.

As the analyzing progresses, the display shows the progress and how many duplicates have been found so far, this also indicates the potential space saving should you decide to remove all the duplicates in Step 4 – Removing the duplicates. The taskbar also gets updated so you can minimize the window and get on with something else.

Once the analysis is complete, you can review the results, or maybe go back and start again, for example, if there were no duplicates found. You'll get a notification if minimized.



Figure 5



## STEP 3 – PREVIEWING THE RESULTS

Preview allows you to view and make changes to the auto-selected duplicates.

In Figure 6 you can see each photo or video on with a list of files that are exactly the same, i.e. duplicates. You can filter by Photo or Video using the navigation on the left.

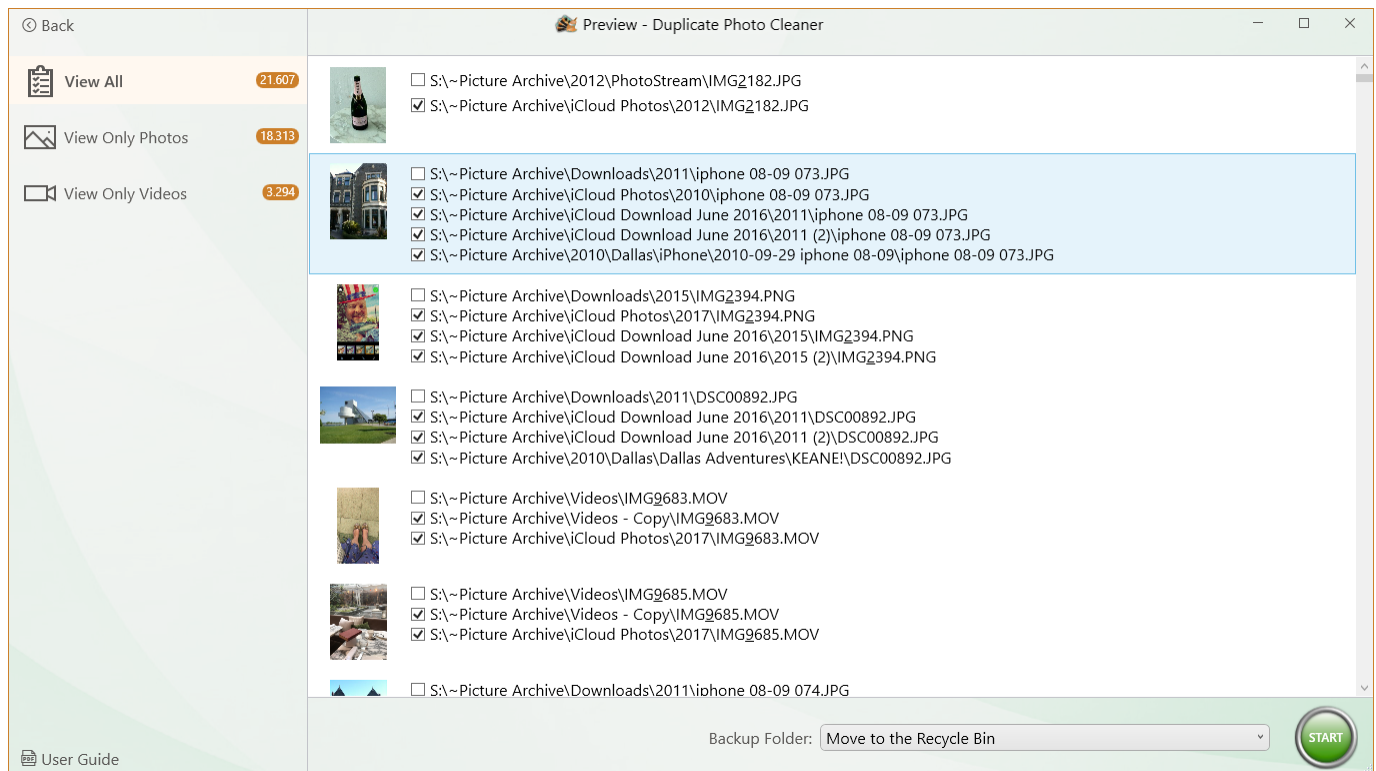


Figure 6

Duplicate Photo Cleaner uses a rules engine to determine which of the matching files is the original, and which are duplicates of that original. You can see in Figure 6 that the unique, or original is always listed at the top of the list for each file and unselected; the selected files are the duplicates and marked for removal.

The rules engine is very sophisticated but not infallible and may not always select the files you would have; this may be because you know more than the rules engine, or because you have a different agenda. You can change the selections made for each file by clicking on the check boxes.

It should be noted that if you select all the items in the list for removal, e.g. all check boxes are checked, then all copies of that file will be removed.

Feel free to look through the list and make changes, nothing is being removed at this stage.

When you're happy with the preview, it's time to move on and actually start removing the duplicates.

## STEP 4 – REMOVING THE DUPLICATES

Up to this point no files have been removed or changed. This step will start the process of removing the duplicates, don't worry though because there are safeguards in place should you change your mind.

In Figure 6, at the bottom of the window, is the big green 'Start' button, and a drop down list of backup options as shown in Figure 7. These options are remembered between sessions and allow you control over the removal process.

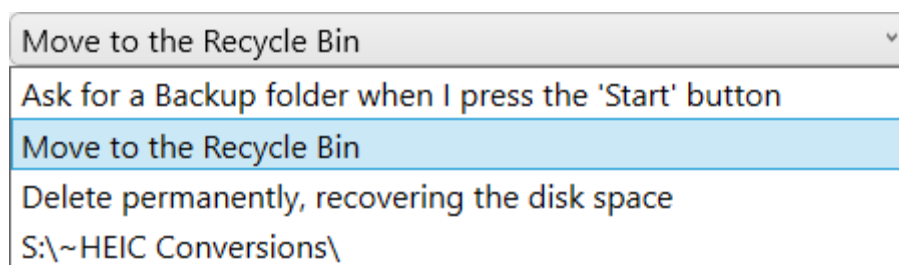


Figure 7

### ASK FOR A BACKUP FOLDER WHEN I PRESS THE 'START' BUTTON

This option will, when you press the 'Start' button, ask you for a folder that any removed duplicates are moved to. This preserves the folder structure of the duplicate, and provides you with a complete hierarchy of duplicates, that, should you want to recover them, is a simple Windows Explorer Drag and Drop process.

Depending on where the folder you select is, this may not recover disk space; if the folder is on another disk, network share, or USB stick, then the disk space will be recovered.

Duplicate Photo Cleaner remembers the folder you choose (and a history of folders) and auto select this folder for you next time you run the application. For example: the "S:\HEIC Conversions\" folder previously selected in this example.

## MOVE TO THE RECYCLE BIN

This option will move any duplicates to the Windows Recycle Bin on your desktop. From here, you can recover them back to their original locations using Windows built-in recovery.

This option is recommended as the safest option.

## DELETE PERMANENTLY, RECOVERING THE DISK SPACE

This option will remove the duplicate files without any backup, by doing this, it will release the disk space used by the file.

The only way to recover these files from this option is either from one of your backups, or from Windows File History if you have it switched on.

## PRESSING THE BIG GREEN BUTTON

Once pressed, the duplicates will be removed based on the backup options you selected. You can stop the removal at any time by pressing the big red 'STOP' button in Figure 8.



Figure 8

## COMPLETE

Once the removal is complete, you'll have folders of photos and videos free from duplicates and a cleaner start to the day. You'll get a notification if Duplicate Photo Cleaner is minimized or in the background.

You can run Duplicate Photo Cleaner as many times as you need on the same folders (your folders are remembered between session) just to see if any duplicates have cropped up.



Figure 9

The final four buttons allow you to decide what to do next.

**Rate Me.** Provides a quick and easy way to rate your experience, hopefully you'll oblige.

**Home.** Let's you start again, and jumps back to Step 1 – Selecting Folders

**Open.** If you selected a backup folder for the duplicates, opens that folder for you.

**Support.** Opens an email to our support team in case you need further information, want to report a bug, or simply have a suggestion on how the application could be more awesome.

## SETTINGS

In Figure 1 and Figure 2 in Step 1 – Selecting Folders, you have the option to configure additional settings for Duplicate Photo Cleaner using the ‘settings’ button in the lower right hand side of the window, see Figure 10.



Figure 10

### VIDEO FILES

You may not want videos to be scanned for duplicates, if this is the case, you can switch off scanning here, by setting this option to Ignore.

### PHOTO FILE EXTENSIONS

This is the list of file extensions Duplicate Photo Cleaner analyses when looking for duplicate photos. The default extensions are shown in an editable box and represent the most common photo file formats. You can edit the list to restrict or add additional file formats, for example “raw”.

Please note that the expected format is to have a comma and a space between extensions, if you change this, for example, using a semi-colon, you may get unexpected results.

## VIDEO FILE EXTENSIONS

This is the list of file extensions Duplicate Photo Cleaner analyses when looking for duplicate videos. The default extensions are shown in an editable box and represent the most common video file formats. You can edit the list to restrict or add additional file formats, for example “rm”.

Please note that the expected format is to have a comma and a space between extensions, if you change this, for example, using a semi-colon, you may get unexpected results.