



DupeZap Plus

www.hyperbolicsoftware.com

DupeZap Plus

User manual

Please read this manual carefully before using DupeZap. Hyperbolic Software is not responsible for any damages directly or indirectly caused by using this product. Hyperbolic Software assumes the user understands that there are risks associated with moving and/or deleting files on a computer and advises extreme caution when moving, deleting or otherwise altering files located with the OS X System folder. It is recommended that the user always performs a back-up of any files prior to deletion.

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Introduction

DupeZap is a versatile duplicate finder utility.

An OS X system uses hundreds of thousands of files, and every application installed on the computer adds more. Inevitably, some of these items will be duplicates, many of which are unnecessary*. Over time and with use, the number of duplicate files on your system increases, taking up space and contributing to overhead. Add iTunes and iPhoto libraries into the equation, with songs, videos and photos being added, moved, copied or renamed and the situation only gets more complicated. The clutter isn't always easy to find or identify and that's where DupeZap is invaluable.

By assisting you in locating and managing duplicate items stored on your computer's hard disk, DupeZap allows you to reclaim storage space and potentially increase the efficiency of applications. You can search by the tag, duration and bit rate of MP3s and AAC audio files, search the contents of the iPhoto, Aperture and iTunes databases, search the messages of Mail and synchronize any file deletions with iTunes, iPhoto and Mail**. Empty folders can also be easily located. Besides your Mac's main hard drive, DupeZap can also be used to locate duplicate items on any mounted discs or drives: disc images, optical discs, network drives, portable hard drives or even USB thumb drives.

* Some applications install duplicate items that are required and removing these duplicates could prevent the application from functioning. It is suggested that you use caution when removing duplicate items that were created as part of the original installation of any software packages.

**OS X, iTunes, iPhoto, Aperture, and Mail are registered trademarks of Apple, Inc.

Getting Started

Finding duplicate items using DupeZap is a simple, 3 step process:

1. Search for duplicate items
2. From the list of duplicates found, choose which items to process
3. Process the chosen items

Helpful Hints

- Limit the search to a subfolder or series of subfolders instead of searching all the disc volumes at once.
- It's recommended that you avoid searching in the System Folders, especially if you don't have a good working knowledge of the Mac OS X operating system and its associated files.
- If you use Apple's Time Machine backup software, it's recommended that you do not search a Time Machine backup volume, or delete files contained on a Time Machine volume. Deleting files from this location will impact Time Machine's ability to restore your computer.
- While DupeZap is capable of searching any mounted disk, keep in mind that doing so will be considerably slower than searching the computer's internal hard drive.
- To start with an optimized computer configuration, it's always suggested restarting it. In addition, it is advisable (highly recommended if you have already experienced strange errors or it has been a long time since the last reparation) to repair the permissions and the disk using Disk Utility (/Applications/Utilities/Disk Utility) because they can prevent disk-reading and file-managing errors.

Step One: Search for duplicate items

It helps to know in advance which items you will be targeting as part of your search strategy. Are you trying to clean up a disc with a particular file type in mind? Do you want to remove empty folders? Do you want to clean the database of one of Apple's applications? Below is how to start.

1. [Choose the location\(s\)](#) where you want to search.
2. [Choose a search](#) from one of the collections.
3. Click on the [search button](#).

Once the search has started, you'll see a search progress indicator and, if there are items that match the chosen search's criteria, DupeZap will show the items to process.

How to choose a location

DupeZap allows you to choose any location in your computer or in any mounted disk.

Note that for certain searches, such as iPhoto, Aperture, iTunes, and others, the locations are automatically chosen. This means that it is suggested not to change them.

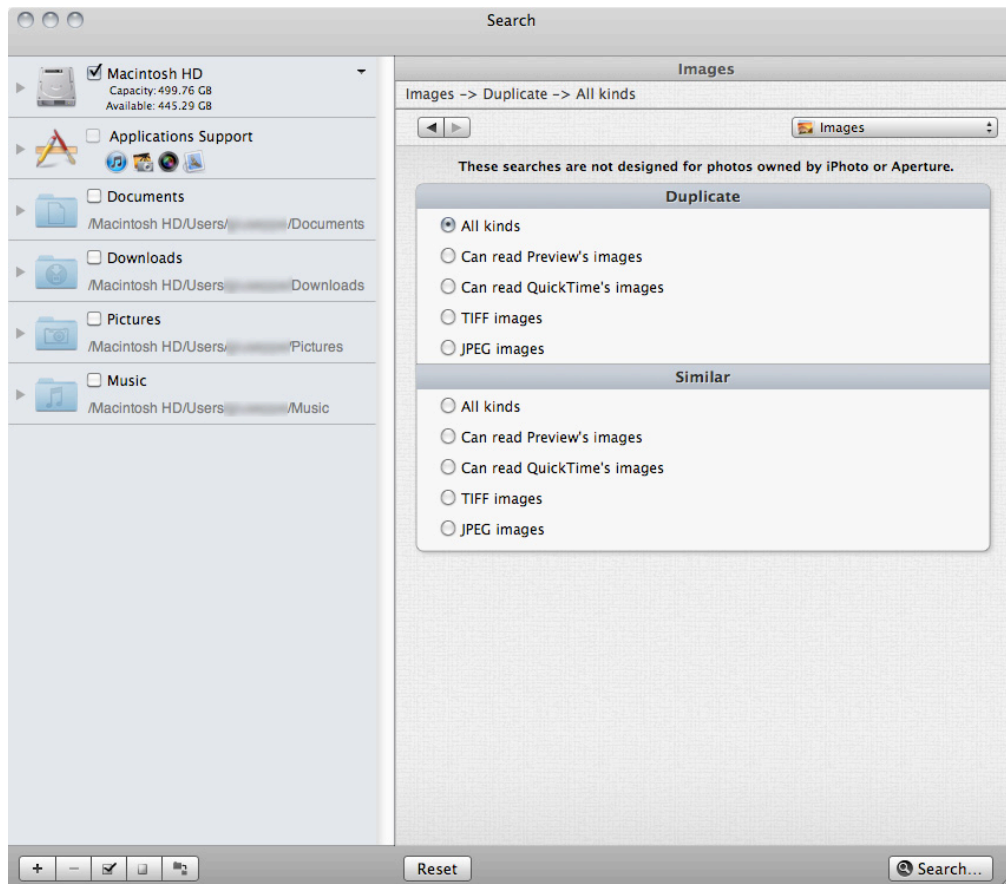


Figure 1: Search window with a chosen location.

To choose a location, just click on the check button beside to the location name.

In the image above, the Images Collection has been chosen and the Macintosh HD volume is the target location. Using this configuration, the search will report a list of exact image duplicates compared only by content that reside in the Macintosh HD volume.

Limit the search to a subfolder or series of subfolders

There are two different approaches to limit the extent of a search within a location listed in the “[List to Scan](#).” The first is to select the location, then exclude some subfolders within that location. The second approach is to add some of the location’s subfolders to the “List To Scan,” and select those subfolders directly. The following sequence illustrates how the two approaches are accomplished.

Excluding from a search

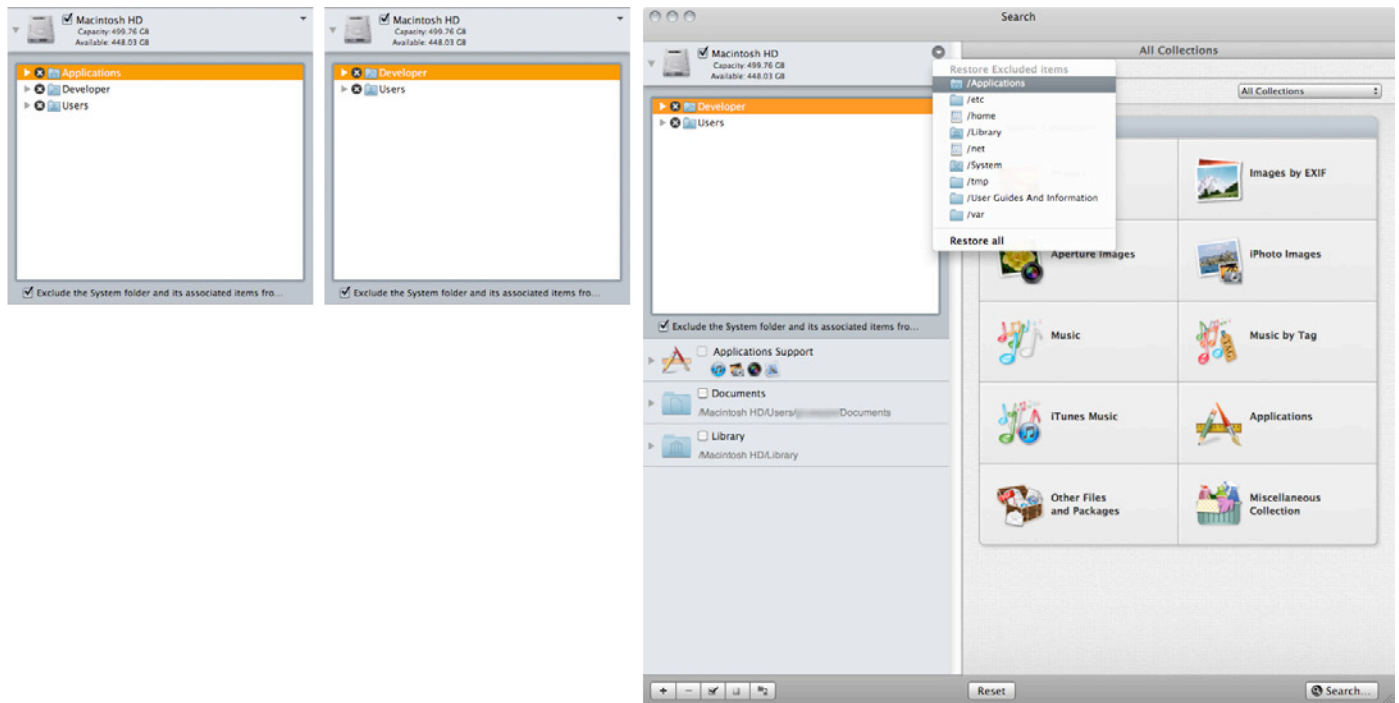


Figure 2: How to exclude a location from a search.

In the first image above, the volume Macintosh HD is selected as a search location in the [List to Scan](#) (as indicated by the check-mark in its selection box).

1. Clicking the triangle beside the hard drive icon expands the location, displaying the items or subfolders contained within, including the System folder.
2. Clicking the “x” beside any folder excludes it from the search. In addition, the System folder and all associated items can be easily excluded by checking the [Exclude the System folder and its associated items](#) from the scan check button (the option is available only if the disk contains a System folder). Looking at the middle screen capture, you can see that by clicking “x,” the Application folder has been removed from the location list. Also note the [triangle on the right](#) of the Macintosh HD icon: It indicates that at least one item from that location has been excluded.

Restore Excluded Items

Clicking the [triangle next to a location](#) (last screen capture of figure 2), shows the list of items excluded from that location (the list in the image contains the excluded System folder as well as the Application folder). Clicking “Restore All” will remove these items from the excluded list and add them back to the original location in the List to Scan. “Restore” can be used to selectively add any excluded items back to the original location in the List to Scan.

Adding to a search

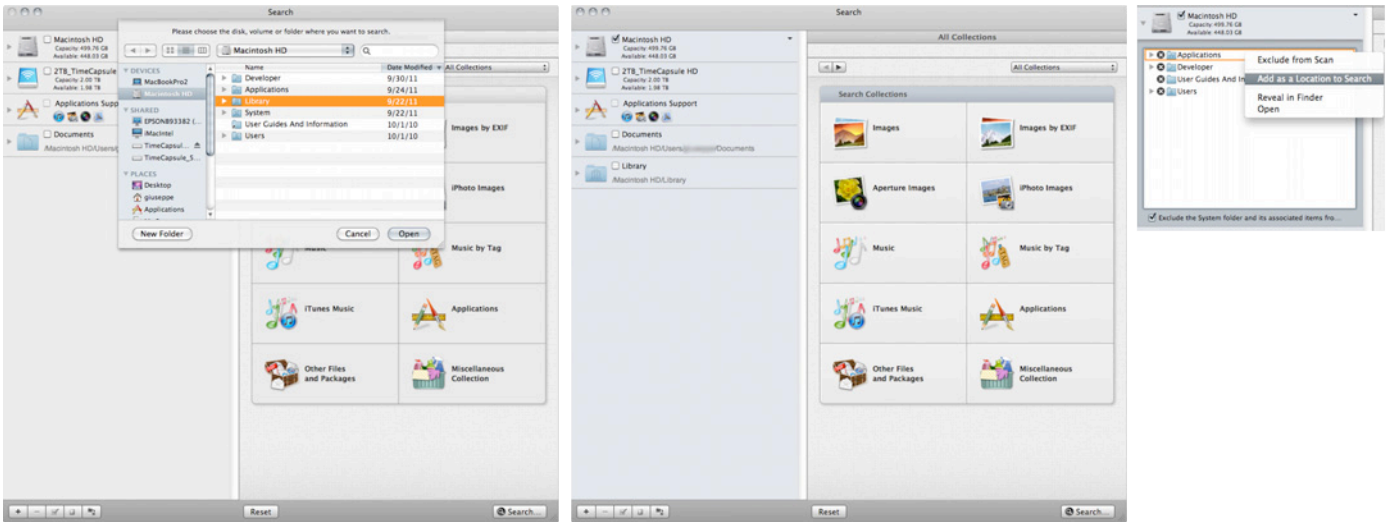


Figure 3: How to add a location to a search.

There are four ways to add a location to the [List to Scan](#).

1. As in the first image above, click the “+” button or select “Add Disk or Folder” from the [Search menu](#); it allows you to navigate to a desired folder through the Finder; the folder can then be selected by clicking the Open button (in the image, the Library folder was selected and, in the second image, has been added to the List to Scan).
2. Navigate to a folder via the Finder, then drag it to the List to Scan.
3. Open a location already in the List to Scan by clicking the [triangle button](#) beside it, select the folder to add, invoke the contextual menu (control-click) and choose “Add as a Location to Search” menu item (last image).
4. Open a location already in List to Scan by clicking the triangle button beside it, then drag the desired items to the List to Scan.

Typically, it is easier to add a few specific locations than it is to select a large location such as a hard drive and then exclude all but a few locations within it. Therefore, for a targeted search, adding locations is the best option.

Another reason for choosing the adding approach over the excluding approach is that when comparing two or more locations, DupeZap assigns a colored label (Figure 4) to each location checked, treating each of them as an individual container and enables the options that allow you to quickly identify the items to manage (for further information see [Label Basket](#)). The use of labels limits the search to eight locations at a time. However, you can exclude the label option from the “Preferences” window; this removes the search limit but also removes the extra options related to labels.



Figure 4: The eight DupeZap labels.

Priorities

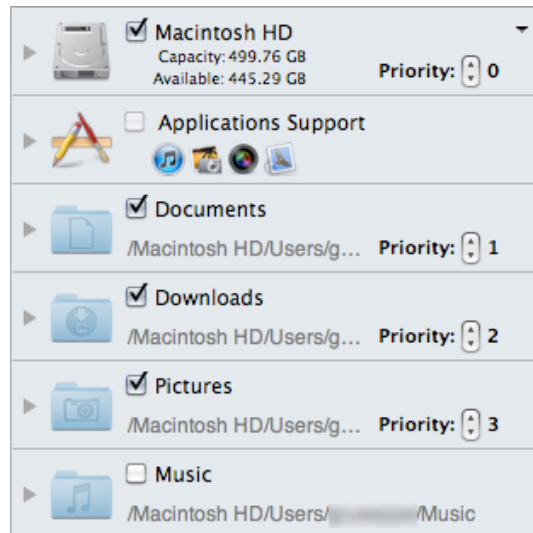


Figure 5: Priorities.

DupeZap gives you the option to assign a priority to each location you want to search in (**the priority option will be available only if more than one location is chosen**). The higher the priority you assign, the more important the items in that location are. Priorities will help you manage the found items after the search has finished. If you assign a priority to at least one location, DupeZap, in the [Result Window](#), will create two smart baskets called “Masters” and “Items to remove” (See the section [“Smart Basket”](#) for further information). These two smart baskets will quickly help you decide which items to process and which ones to keep untouched.

Applications Support

The Applications Support search location deserves special mention as it encompasses the databases for iTunes, iPhoto, Aperture and Mail. You can search in the corresponding databases and synchronize any deletion, or, in Aperture, mark the chosen items.

Note that DupeZap can't remove the images from the Aperture database due an inhibition by Apple. When you choose the move or trash action, it assigns a keyword to those images instead of moving or trashing them. You can then create a new smart album inside Aperture and populate it with the images containing these keywords. The keywords assigned are:

1. Duplicate_Master_to_move, if the move action of "Master Images" has been chosen.
2. Duplicate_Version_to_move, if the move action of "Versions" has been chosen.
3. Duplicate_Master_to_trash, if the trash action of "Master Images" has been chosen.
4. Duplicate_Version_to_trash, if the trash action of "Versions" has been chosen.

DupeZap doesn't allow to search in more than one location at the time inside Application Support, unless the applications you want to search in share the same kind of files (For example, you can search in iPhoto and Aperture but not in Mail and iPhoto). DupeZap will automatically grey out the other choices within Applications Support if you choose one of the areas (i.e., if you select iPhoto Images, you will be prevented from choosing Mail or iTunes without first deselecting iPhoto).

Note: when performing a search in Mail, iTunes, Aperture or iPhoto, it is advisable that you only search in that location, unless you're sure that in the new location you want to add there aren't any items owned by the application's database.

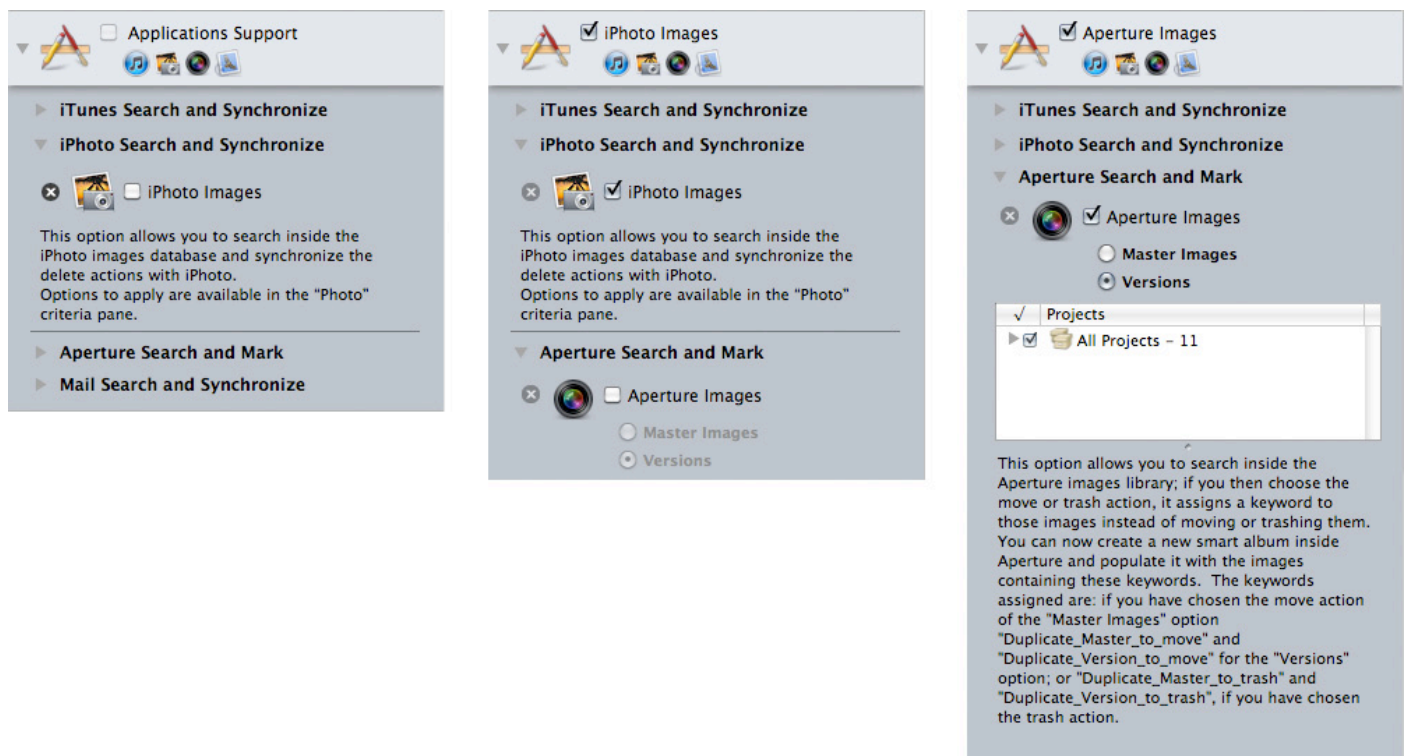


Figure 6: Application Support.
I image: No options in Application Support have been chosen.
II image: The option iPhoto Images has been chosen.
III image: The option Aperture Images has been chosen.

To choose a location from Applications Support, you first click the triangle buttons beside Applications Support and the application of interest, then click the checkbox beside the desired option.

In the first image, Applications Support has been opened, as has iPhoto Search and Synchronize.

In the second image, iPhoto Images has been selected for searching (replacing Applications Support at the parent level of the [List to Scan](#)) and this has automatically disabled the ability to select any application other than Aperture. Deselecting iPhoto Images would return Applications Support to the parent level and allow iTunes, iPhoto, Aperture or Mail to then be selected.

As shown in the third image, Aperture Search and Mark has the possibility to choose from the Master or Version Images and the capability to search only in the chosen projects or in the whole database.

Click on the “x” beside each supported application to exclude any items (image for iPhoto, songs for iTunes, etc.) owned by an application from the scan. To restore, see [Restore Excluded Items](#).

How to remove missing file's records

A missing file's record (commonly called “Dead track,” if in iTunes, or “Missing image,” if in iPhoto) can be recognized by an exclamation mark on the thumbnail.

When you choose a search from iTunes' music or iPhoto's photos, DupeZap will allow you to clean up the corresponding database by removing the records of the missing files.

For iTunes, DupeZap gives the option to search for and report “dead” tracks. A dead track is a song file no longer in the location where iTunes had registered it. DupeZap will list the dead link files for easy review and management.

For iPhoto, DupeZap gives the option to search for and report “missing” images. A “missing” image is one in which an image file is no longer in the same location where iPhoto had registered it. DupeZap will list the dead link files for easy review and management.

If, during a search in the iTunes or iPhoto libraries, DupeZap finds records with a missing file, it is able to report them automatically.

If, however, you want to search only for the missing records, you can follow the explanation of the image below (Figure 7).

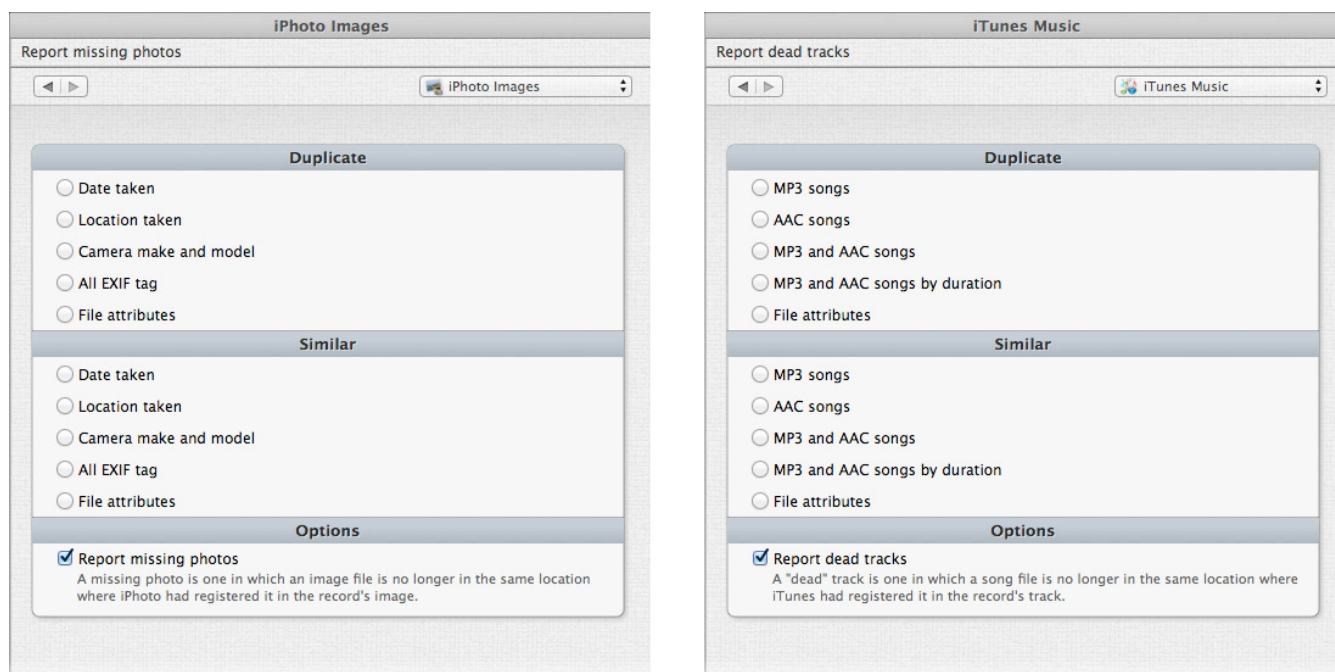


Figure 7: Missing files options.
I image: “Report missing photos” option.
II image: “Report dead tracks” option.

To search for missing records:

1. Open the correspondent search collection (iTunes or iPhoto).
2. Check the “Report missing photos” or the “Report dead tracks” option.
3. Click the [Search button](#).

Note that this option can be added to a search or used by itself.

When the dead track or missing image report is run (see image below), select any entries you wish to remove and click the Delete button.

You can visualize the record of a missing file double-clicking a row of the result list; DupeZap will copy the name of the file and bring the application in front, allowing you to paste the name in the search field.

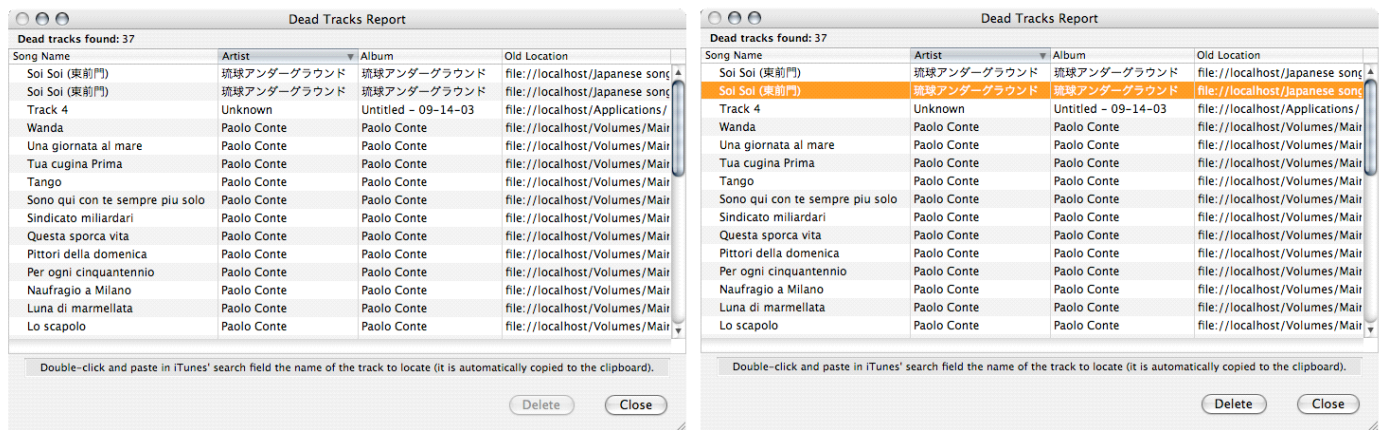


Figure 8: “Dead tracks” report windows.

How to choose a search



Figure 9: Search window.

The searches are divided into 10 collections by search type. Clicking on a collection, will show the searches available in that collection. To choose a search, check the radio button next to its name. Note that only one search at a time can be chosen.

Search Collections

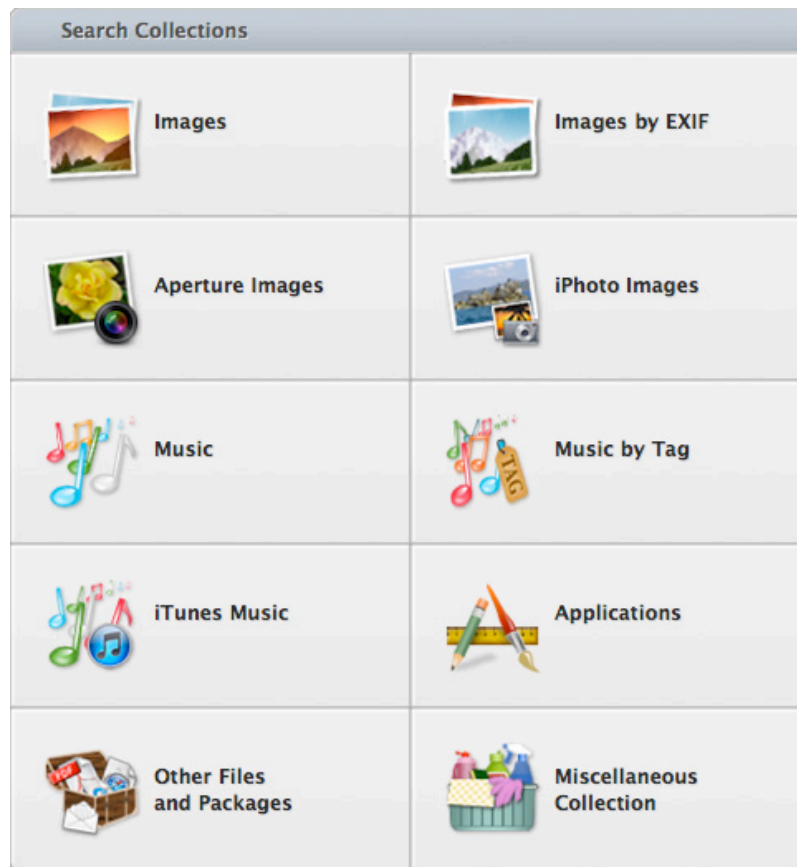


Figure 10: Search Collections section.

Each collection (except for Miscellaneous Collection) is divided in two sections, Duplicate and Similar.

- **Duplicate.** If a search is selected in this section, DupeZap will include in the criteria of that search the comparison by the content of files, byte by byte; the result will therefore contain only true duplicates.
- **Similar.** The searches in this section don't include the comparison; the result therefore won't contain true duplicates, but instead similar files.

To quickly visualize the criteria in detail of a search, invoke the tool-tip of that search.

Note that the searches are made in the “and” mode, so all the criteria used in the searches must match in order to have an item reported (see the details in the explanation for each collection below).

Since DupeZap is able to compare the data of the image representation, excluding the metadata, when an image search in the “Duplicate” section is chosen, it will prompt you to choose between a comparison of the entire file or of the representation data only (Figure 11).

If the comparison of the entire file is chosen, the search will be faster but less accurate. The search by representation data only may report more duplicates, but the search will be markedly slowed down.

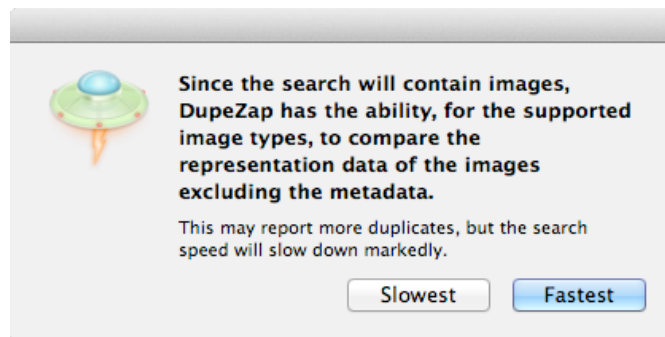


Figure 11: Representation data search prompt window.

Search Collection details



Images

This collection allows you to search for image files in any mounted disk (not in iPhoto or Aperture libraries).

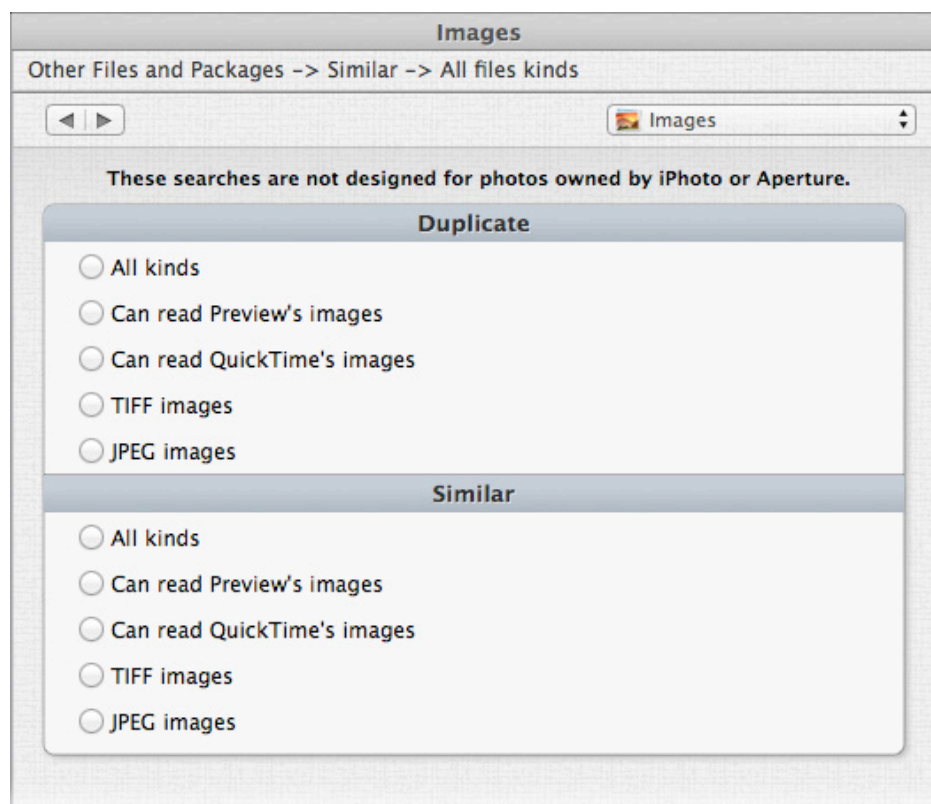


Figure 12: Images collection.

Duplicate:

- **All kinds.** Reports the most popular image kinds compared by content.
- **Can read Preview's images.** Reports only images that Preview is able to read compared by content.
- **Can read QuickTime's images.** Reports only images that QuickTime is able to read compared by content.
- **TIFF images.** Reports only TIFF images compared by content.

- **JPEG images.** Reports only JPEG images compared by content.

Similar:

- **All kinds.** Reports the most popular images kind compared by name, date created, date modified and size.
- **Can read Preview's images.** Reports only images that Preview is able to read compared by name, date created, date modified and size.
- **Can read QuickTime's images.** Reports only images that QuickTime is able to read compared by name, date created, date modified and size.
- **TIFF images.** Reports only TIFF images compared by name, date created, date modified and size.
- **JPEG images.** Reports only JPEG images compared by name, date created, date modified and size.



Images by EXIF

This collection allows you to search for image files in any mounted disk (not in iPhoto or Aperture libraries), comparing them by the EXIF data.

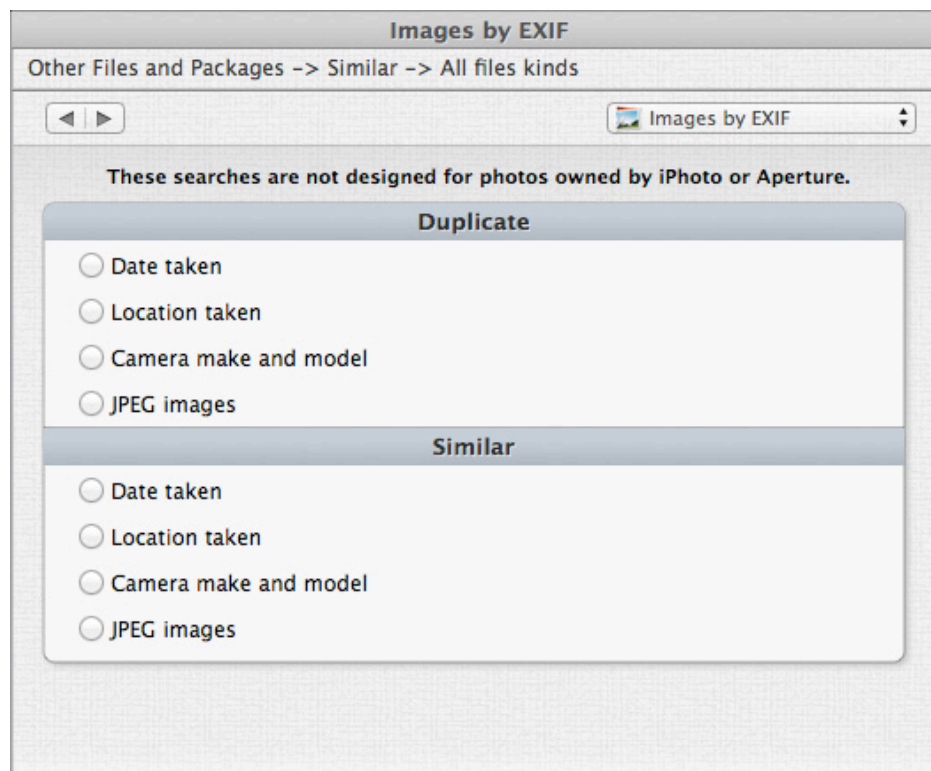


Figure 13: Images by EXIF collection.

Duplicate:

- **Date taken.** Reports images compared by date taken and content.
- **Location taken.** Reports images compared by location taken and content.
- **Camera make and model.** Reports images compared by camera make and model and content.
- **JPEG images.** Reports JPEG images compared by data taken and content.

Similar:

- **Date taken.** Reports images compared by date taken. Note that the minimum time that the option "Date taken" recognizes is one second; so if a sequence of photos was taken, it reports all of them until the second has changed.
- **Location taken.** Reports images compared by location taken and size.

- **Camera make and model.** Reports images compared by camera make and model and size.
- **JPEG images.** Reports JPEG images compared by data taken and size.



Aperture Images

This collection allows you to search for image files in the Aperture library.

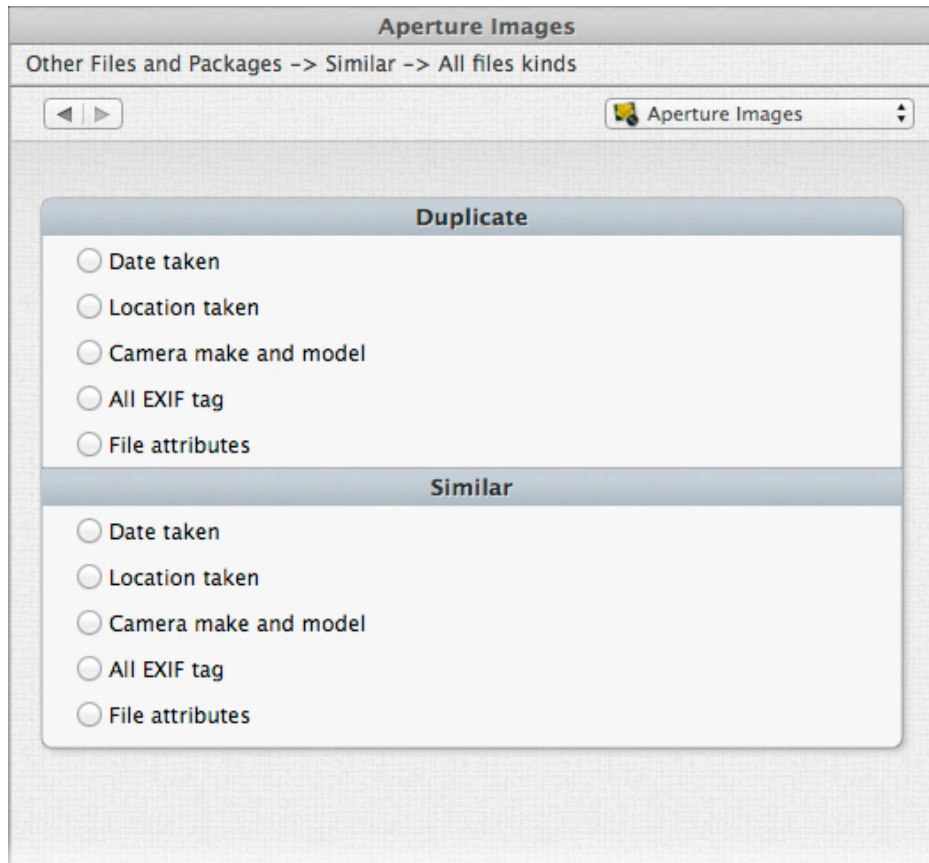


Figure 14: Aperture Images collection.

Duplicate:

- **Date taken.** Compares the images by date taken and content.
- **Location taken.** Compares the images by location taken and content.
- **Camera make and model.** Compares the images by camera make and model and content.
- **All EXIF tag.** Compares the images by date taken, location taken, camera make and model, and content.
- **File attributes.** Compares the images only by content.

Similar:

- **Date taken.** Compares the images by date taken. Note that the minimum time that the option “Date taken” recognizes is one second; so if a sequence of photos was taken, it reports all of them until the second has changed.
- **Location taken.** Compares the images by location taken and size.
- **Camera make and model.** Compares the images by camera make and model and size.
- **All EXIF tag.** Compares the images by date taken, location taken, camera make and model, and size.
- **File attributes.** Compares the images by date modified, date created and size.



iPhoto Images

This collection allows you to search for image files in the iPhoto library.

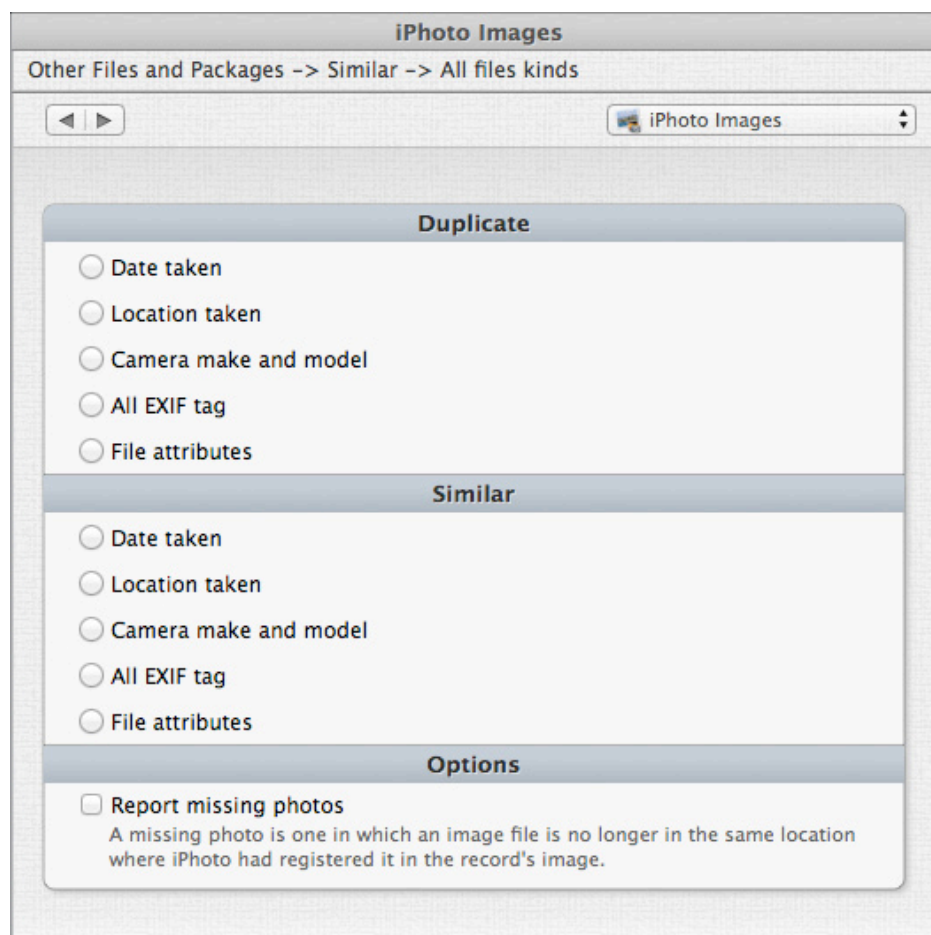


Figure 15: iPhoto Images collection.

Duplicate:

- **Date taken.** Compares the images by date taken and content.
- **Location taken.** Compares the images by location taken and content.
- **Camera make and model.** Compares the images by camera make and model and content.
- **All EXIF tag.** Compares the images by date taken, location taken, camera make and model, and content.
- **File attributes.** Compares the images only by content.

Similar:

- **Date taken.** Compares the images by date taken. Note that the minimum time that the option “Date taken” recognizes is one second; so if a sequence of photos was taken, it reports all of them until the second has changed.
- **Location taken.** Compares the images by location taken and size. Note that only the GPS coordinates stored in the image file as EXIF metadata will be recognized. DupeZap doesn’t recognize those saved through the “Places” option in iPhoto because they’re saved in a separate file.
- **Camera make and model.** Compares the images by the camera make and model and size.
- **All EXIF tag.** Compares the images by date taken, location taken, and camera make and model, and size.
- **File attributes.** Compares the images by date modified, date created and size.

The “Report missing photos” button can be checked along with any search. If checked, DupeZap will show in the Result Window all the missing images in iPhoto ([Click here for further information](#)).



Music

This collection allows you to search for music files in any mounted disk (not in the iTunes library).

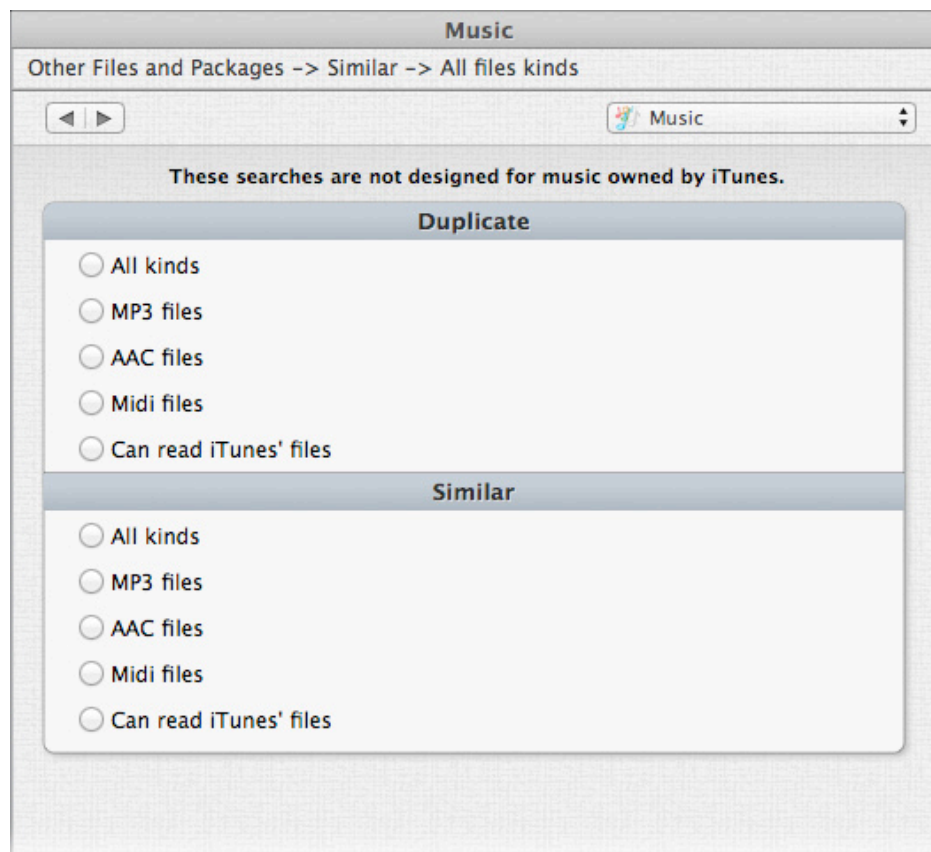


Figure 16: Music collection.

Duplicate:

- **All kinds.** Reports the most popular music files compared by content.
- **MP3 files.** Reports MP3 files compared by content.
- **AAC files.** Reports AAC files compared by content.
- **Midi files.** Reports Midi files compared by content.
- **Can read iTunes' files.** Reports songs that iTunes is able to read and that are not included in its library, compared by content.

Similar:

- **All kinds.** Reports the most popular music files compared by date created, date modified and size.
- **MP3 files.** Reports MP3 files compared by date created, date modified and size.
- **AAC files.** Reports AAC files compared by date created, date modified and size.
- **Midi files.** Reports Midi files compared by date created, date modified and size.
- **Can read iTunes' files.** Reports songs that iTunes is able to read and that are not included in its library, by song name, date created, date modified and size.



Music by Tag

This collection allows you to search for music files in any mounted disk (not in the iTunes library), comparing them by the Tags.

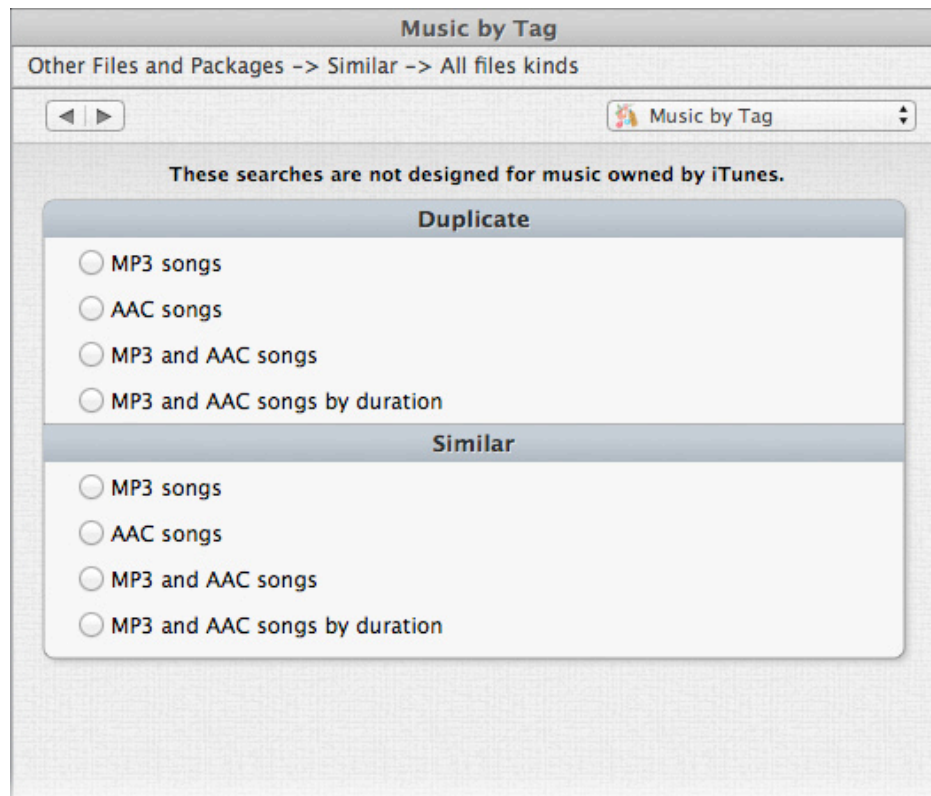


Figure 17: Music by Tag collection.

Duplicate:

- **MP3 songs.** Compares MP3 songs compared by song name, artist, album and content.
- **AAC songs.** Compares AAC songs by song name, artist, album and content.
- **MP3 and AAC songs.** Compares both MP3 and AAC songs by song name, artist, album and content.
- **MP3 and AAC songs by duration.** Compares both MP3 and AAC songs by song name, artist, album, song duration and content.

Similar:

- **MP3 songs.** Compares for MP3 songs by song name, artist and album.
- **AAC songs.** Compares for AAC songs by song name, artist and album.
- **MP3 and AAC songs.** Compares both MP3 and AAC songs by song name, artist and album.
- **MP3 and AAC songs by duration.** Compares both MP3 and AAC songs by song name, artist, album and song duration.



iTunes Music

This collection allows you to search for music files in the iTunes library.

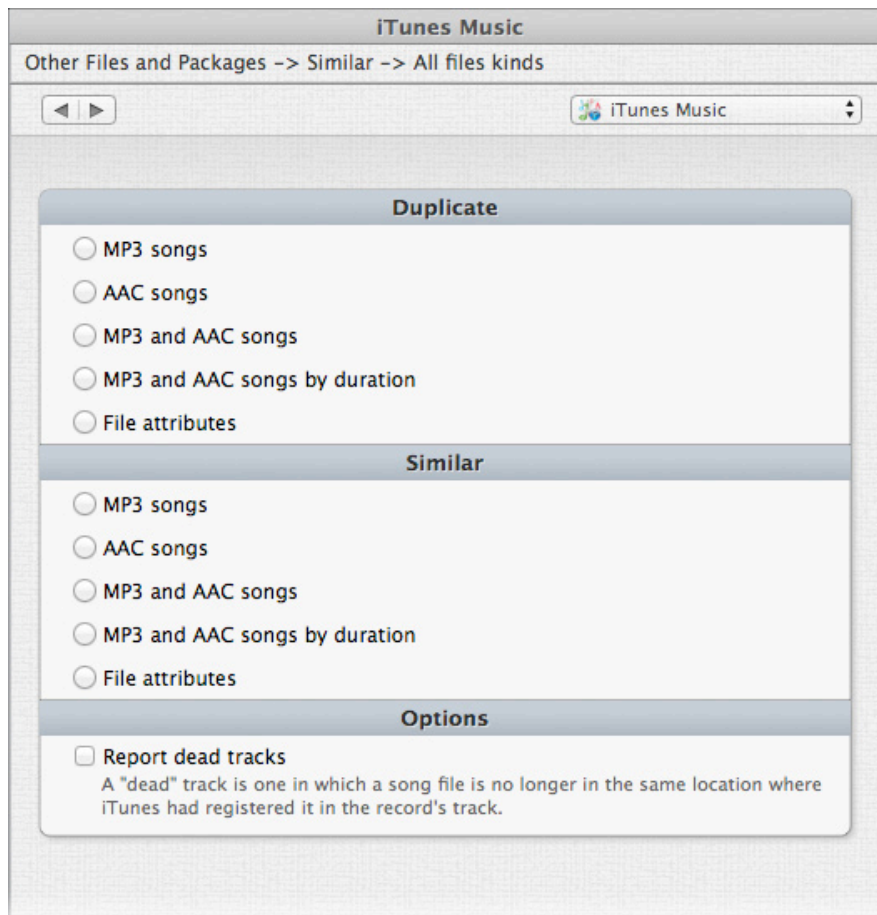


Figure 18: iTunes Music collection.

Duplicate:

- **MP3 songs.** Compares MP3 songs by song name, artist, album and content.
- **AAC songs.** Compares AAC songs by song name, artist, album and content.
- **MP3 and AAC songs.** Compares both MP3 and AAC songs by song name, artist, album and content.
- **MP3 and AAC songs by duration.** Compares both MP3 and AAC songs by song name, artist, album, song duration and content.
- **File attributes.** Compares every song in the iTunes library by size and content. It is advisable to use this search if the song tags are not well-defined.

Similar:

- **MP3 songs.** Compares MP3 songs by song name, artist and album.
- **AAC songs.** Compares AAC songs by song name, artist and album.
- **MP3 and AAC songs.** Compares both MP3 and AAC songs by song name, artist and album.
- **MP3 and AAC songs by duration.** Compares both MP3 and AAC songs by song name, artist, album and song duration.
- **File attributes.** Compares every song in the iTunes library by size, date created and date modified. It is advisable to use this search if the song tags are not well-defined.

The "Report dead tracks" button can be checked along with any search. If checked, DupeZap will show in the Result Window all the dead tracks in iTunes ([Click here for further information](#)).



Applications

This collection allows you to search for applications in any mounted disk.

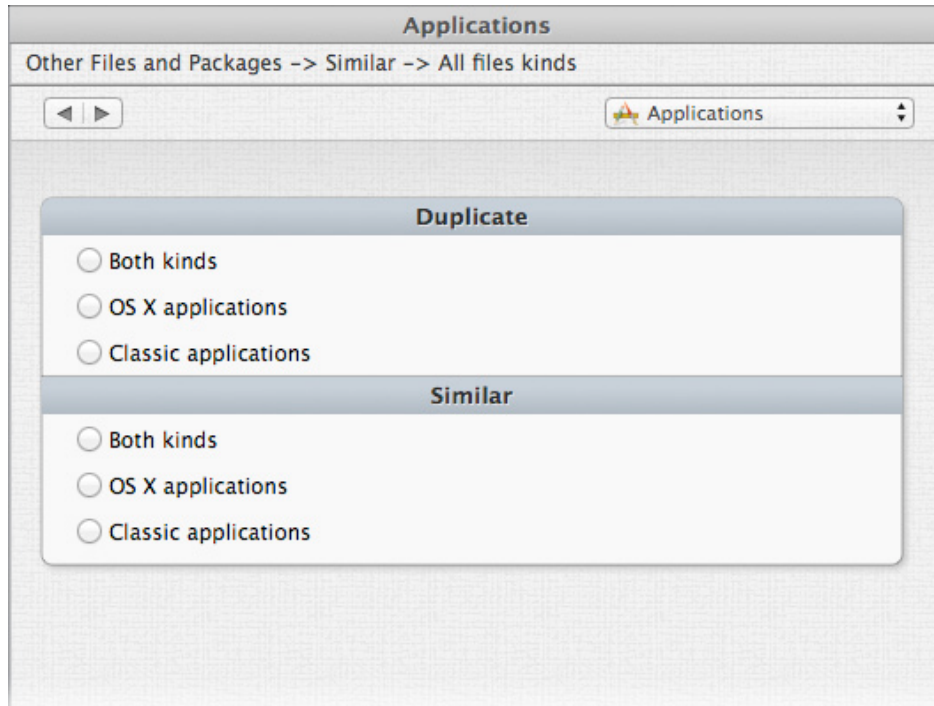


Figure 19: Applications collection.

Duplicate:

- **Both kinds.** Compares every application by content.
- **OS X applications.** Compares only OS X applications, working on both Intel and PowerPC by content.
- **Classic applications.** Compares only applications that can be launched in the Classic environment by content.

Similar:

- **Both kinds.** Compares every application by date created and creator.
- **OS X applications.** Compares only OS X applications, working on both Intel and PowerPC by date created and creator.
- **Classic applications.** Compares only applications that can be launched in the Classic environment by date created and creator.



Other Files and Packages

This collection is a miscellaneous search kinds, allowing you to search for duplicates.

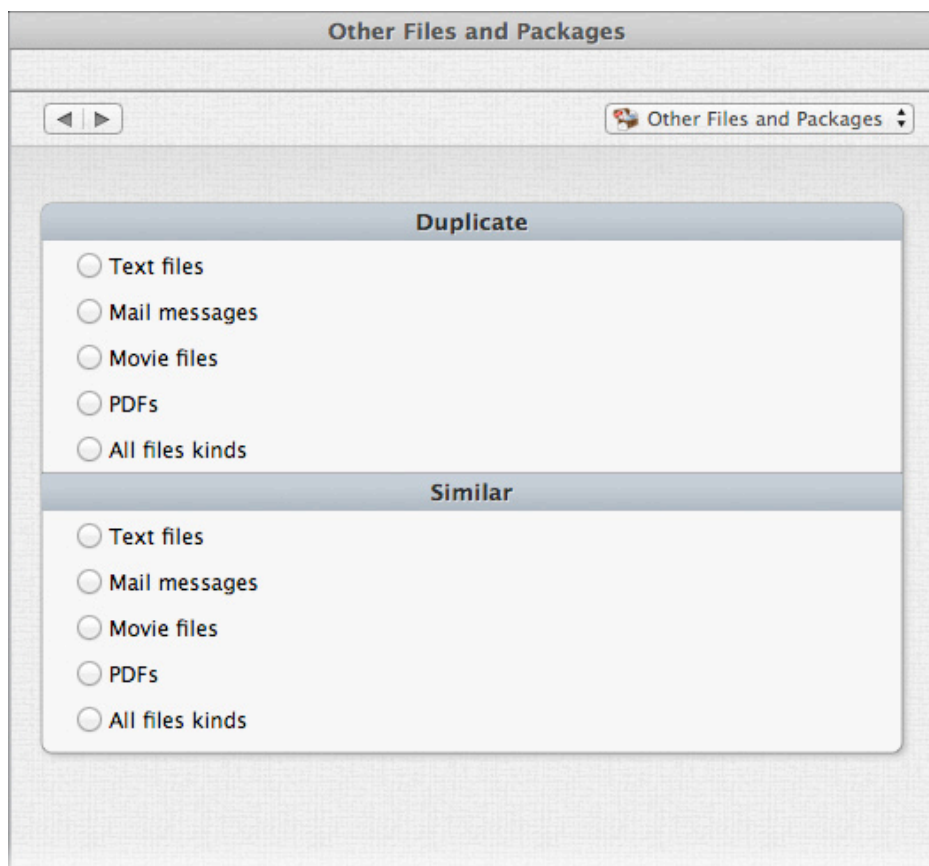


Figure 20: Other Files and Packages collection.

Duplicate:

- **Text files.** Reports only text files, such as html, txt, pages, rtf, etc...compared by content.
- **Mail messages.** Reports Mail email messages compared by content.
- **Movie files.** Reports movie files, such as AVI, QuickTime, DV, etc...compared by content.
- **PDFs.** Reports r PDF files compared by content.
- **All files kinds.** Reports any kind of files compared by content.

Similar:

- **Text files.** Reports only text files, such as html, txt, pages, rtf, etc...compared by date created, date modified and size.
- **Mail messages.** Reports Mail email messages compared by date created, date modified and size.
- **Movie files.** Reports movie files, such as AVI, QuickTime, DV, etc...compared by date created, date modified and size.
- **PDFs.** Reports PDF files compared by date created, date modified and size.
- **All files kinds.** Reports any kind of files compared by date created, date modified and size.



Miscellaneous Collection

This collection contains different searches for files and not, which help you keep your computer clean. In this collection the searches are not divided into the two categories “Duplicate” and “Similar” because these searches don’t report duplicates.

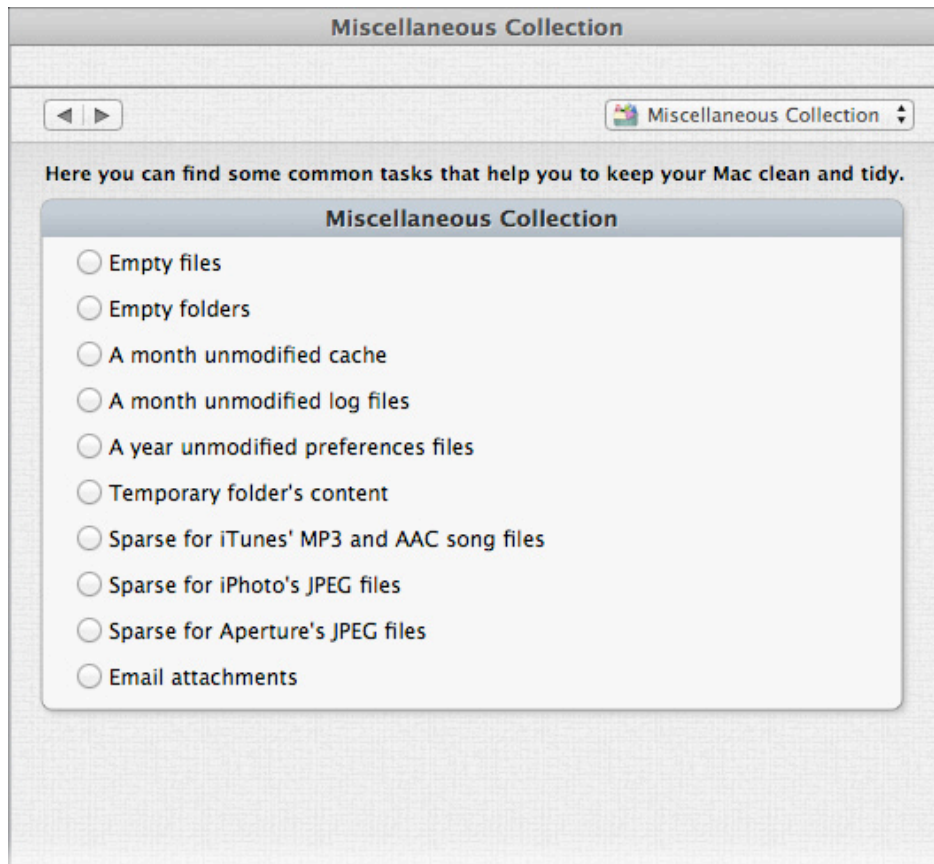


Figure 21: Miscellaneous collection.

- **Empty files.** Reports all the empty files.
- **Empty folders.** Reports all the empty folders.
- **A month unmodified cache.** It is important that you don’t change the checked location that has been automatically chosen.
- **A month unmodified log files.** It is important that you don’t change the checked location that has been automatically chosen.
- **A year unmodified preference files.** It is important that you don’t change the checked location that has been automatically chosen.
- **Temporary folder’s content.** It is important that you don’t change the checked location that has been automatically chosen.
- **Sparse for iTunes’ MP3 and AAC song files.** Reports all the songs that are not registered in the iTunes library.
- **Sparse for iPhoto’s JPEG files.** Reports all the JPEG images that are not registered in the iPhoto library.
- **Sparse for Aperture’s JPEG files.** Reports all the JPEG images that are not registered in the Aperture library.
- **Email attachments.** Reports the contents of the attachment folders of a mail application. DupeZap automatically adds the applications Mail and Eudora. You can manually add the folders of any other mail application.

Step Two: Choose the items to process

Now that a list of items to be managed has been generated, you can look through them and choose the ones that will be managed.

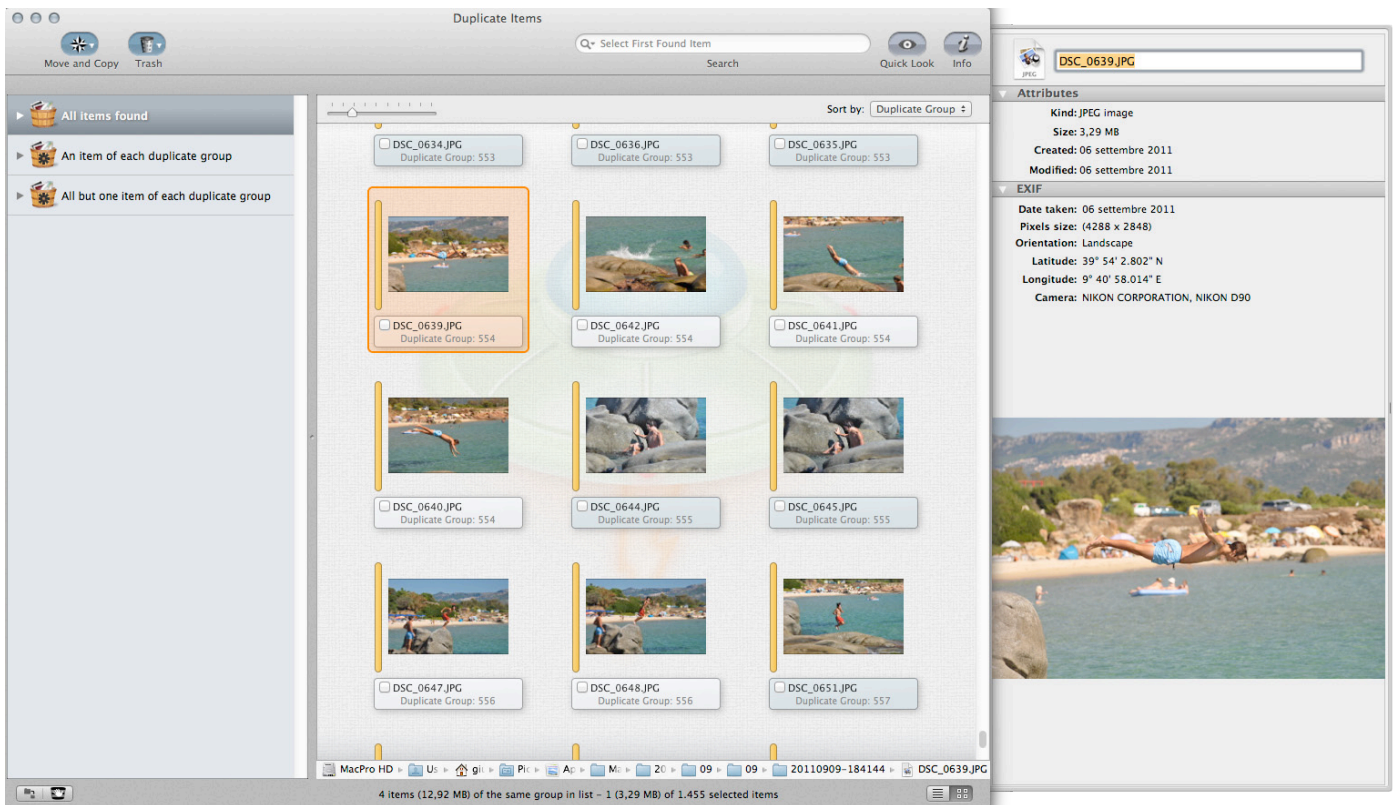


Figure 22: Result window.

IMPORTANT: DupeZap cannot tell the difference between an original or a copy, so once you have the search results, you must choose the items to remove/manage. To identify which items must be managed and which left alone, you can start by reading this chapter.

Baskets

DupeZap sorts all found items using a *basket* system. A basket is a virtual representation of a container that helps you to easily group the found items, allowing a quick identification of the items to be managed. There are two kinds of baskets:

- **Managed by DupeZap:** “All items found” basket and Label baskets.
- **Created by the user:** Manual baskets and smart baskets.

To open a basket you need to click on the triangle button on the left side of the basket image. To see the items contained within a basket, you have to select it by clicking on its image. The content will be shown in the found list by replacing the current items list.

All Items found Basket

This is always loaded and, as the name indicates, contains all the found items. The basket shows information about the found items.

Since DupeZap reports all items that match the used criteria, do not remove all the items contained in the basket. Doing so, you will remove all the items with these characteristics and you may lose important data as a result.



Figure 23: “All Items Found” basket.

The basket shows the number and size of the found items, trashed items and items removed from the found list but left untouched in their original place.

Label Basket

If a search of multiple locations was made and the option in the “Preferences” window is active, DupeZap will create a labeled basket for each searched location, assigning a different colored icon to each, then populate the baskets with all the descendant’s found items. With the help of the label assigned, these items may quickly be characterized in the list.

If you delete all the items contained in a labeled basket, you may lose useful data if the duplicates of an item reside in the same labeled folder or disk as the original item.

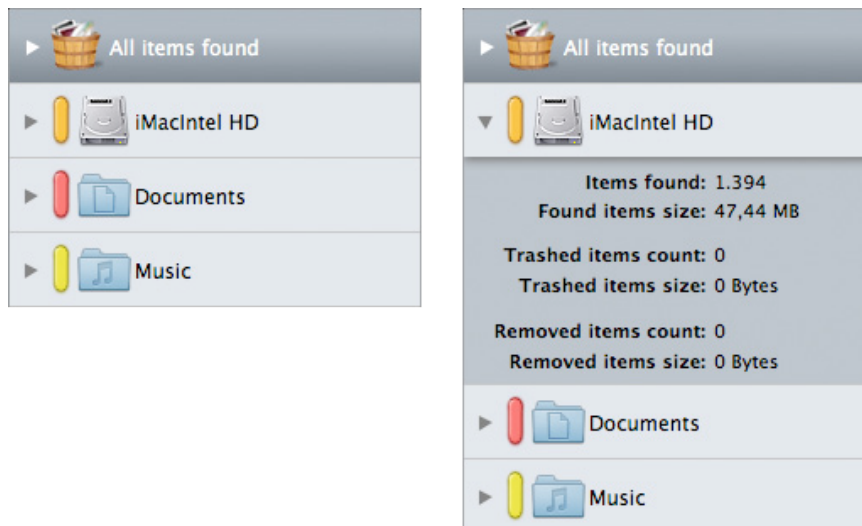


Figure 24: Labeled baskets.

As the “All items found” basket, each of these labeled baskets shows the number and size of the found items, the number and size of the trashed items and the number and size of the items removed from the found list and left untouched in their original place.

Smart Basket

A smart basket uses defined criteria to group the found items.

DupeZap installs two default smart baskets:

If one or more priorities have been assigned to any location, (for further info, refer to the [Priorities](#) section) DupeZap will create the two smart baskets “Masters” and “Items to remove.”

If, instead, no priorities have been assigned, DupeZap will create the two smart baskets called “An item of each duplicate group” and “All but one item of each duplicate group.” All these baskets are not directly affected by search filters-locations of the items, size, date, etc.

Masters: in this smart baskets DupeZap will put the item for each duplicate group from the location with the highest priority. In case the highest priority is the same for some of the items in a duplicate group, DupeZap will randomly select one of these. These items are generally the ones you should keep.

Items to remove: in this smart basket DupeZap will put all the items but one for each duplicate group. The item left out will be the one in the location with the highest priority. In case the highest priority is the same for some of the items in a duplicate group, DupeZap will randomly select one of these. These items are generally the ones you want to remove.

An item of each duplicate group: in this smart basket DupeZap will randomly put an item for each duplicate group.

All but one item of each duplicate group: in this smart basket DupeZap will put all the items but one for each duplicate group. The item left out will be chosen randomly. If you don’t need to take care of the location of the items you want to remove or a search in iTunes, iPhoto, Aperture and Mail has been performed, you can trash the content of this basket.

Before trashing the content of the default baskets, you must pay attention to what items are within or you could lose important data. See “[Restore](#)” to learn how to restore unwanted trashed items.



Figure 25: Automatically created smart baskets.

I image: Automatically created smart baskets if one or more priorities have been assigned.

II image: Automatically created smart baskets if no priorities have been assigned.

How to create a new quick smart basket

DupeZap allows you to create a new smart basket, using the location of an item as a criterion to quickly locate the items to process.

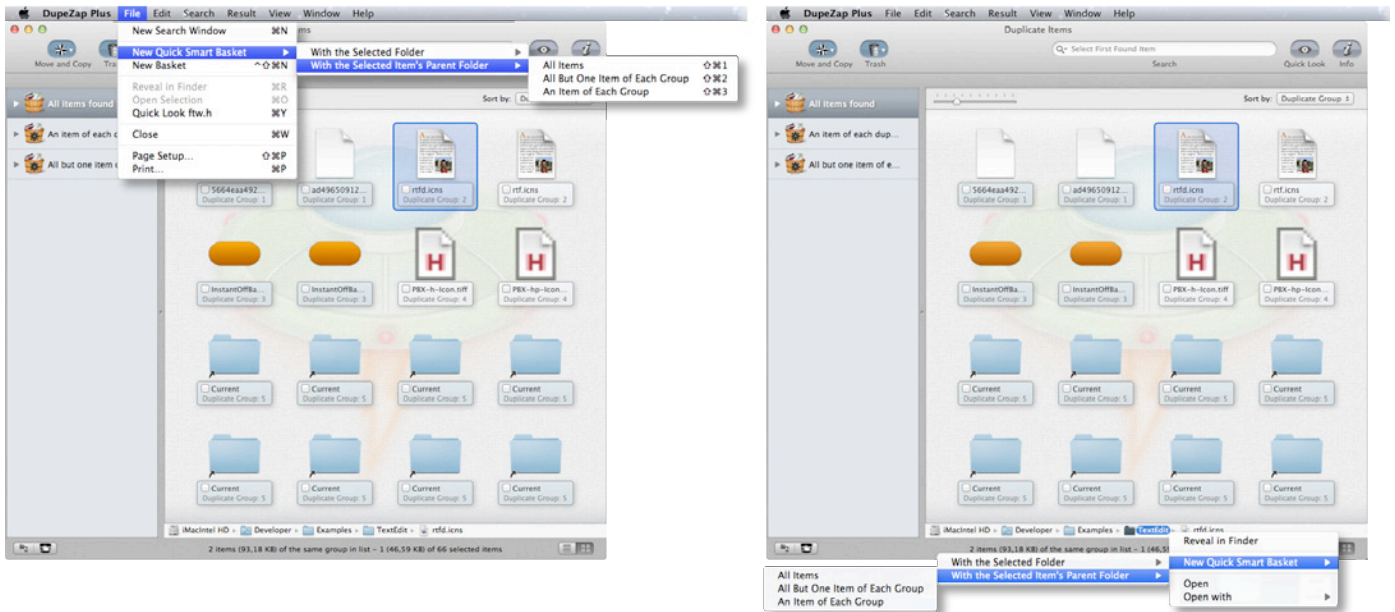


Figure 26: How to create a new smart basket.
I image: Creating a smart basket from the found list.
II image: Creating a smart basket from the path list.

To create a smart basket, select an item in the found list and then, from the File menu (or from the contextual menu if an item in the path list is selected), select New Quick Smart Basket. There are two options: create a smart basket with the selected folder or create it with the selected item's parent folder (a parent folder is the folder that contains the item). For each option there are three possibilities:

- **All items.** Reports all the items that reside in the chosen location.
- **All but one of each group:** Reports all items but one of each duplicate group that reside in the chosen location.
- **An item of each group:** Reports an item of each duplicate group that resides in the chosen location.

Manual Basket

Use a manual basket when the other baskets don't contain the items you need to manage.

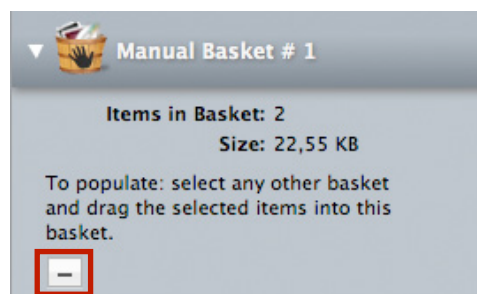


Figure 27: Manual Basket.

Choosing “New Basket” from the [File menu](#) or the [second button](#) at the bottom-left side of the result window will create a new manual basket.

Drag the items you wish to process into the new basket.

To remove items contained in the basket, click on the basket, select the items to remove and then click on the “-” button in the basket (marked in red in the image above). The items will be removed only from the basket, not from the found list.

Tip: Because DupeZap tracks trashed items, it requires you to confirm the action each time you trash an individual item. To avoid having to repeatedly acknowledge the confirmation window, use the manual method to remove all the items in one operation.

How to remove an item from the found list

To remove an item from the basket, select the item to remove and from the [Result menu](#) or by invoking the contextual menu (control-click), then choose “Remove from List” in the item menu.

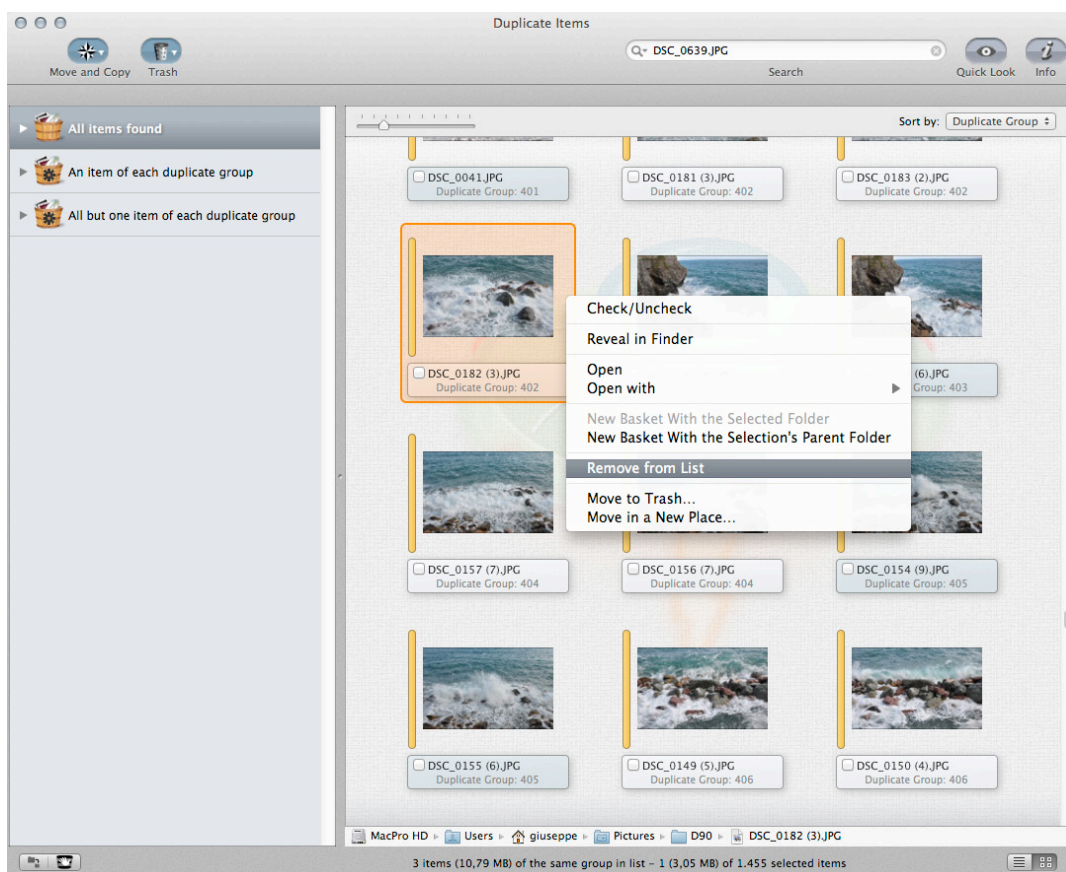


Figure 28: How to remove an item from the found list.

Step Three: Process the chosen items

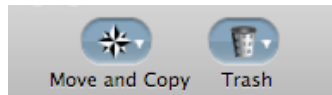


Figure 29: “Move and Copy” and “Trash” options.

Move and Copy

This option copies the items if the destination is in a different hard drive from the source; otherwise, it just moves them.

You can move/copy the selected items or the content of a selected basket.

- To move/copy selected items you must select at least one item and choose the “Selected items...” menu item from the “[Move and Copy](#)” pull down menu of the toolbar or from the [Result menu](#).
- To move/copy the contents of a basket you must choose the “Content of Selected Basket...” menu item from “Move and Copy” pull down menu.

Both menu items will open a Save dialog window where you can choose the destination, then if a valid location was chosen a Move and Copy option window will open, allowing you to further customize the action you are performing.

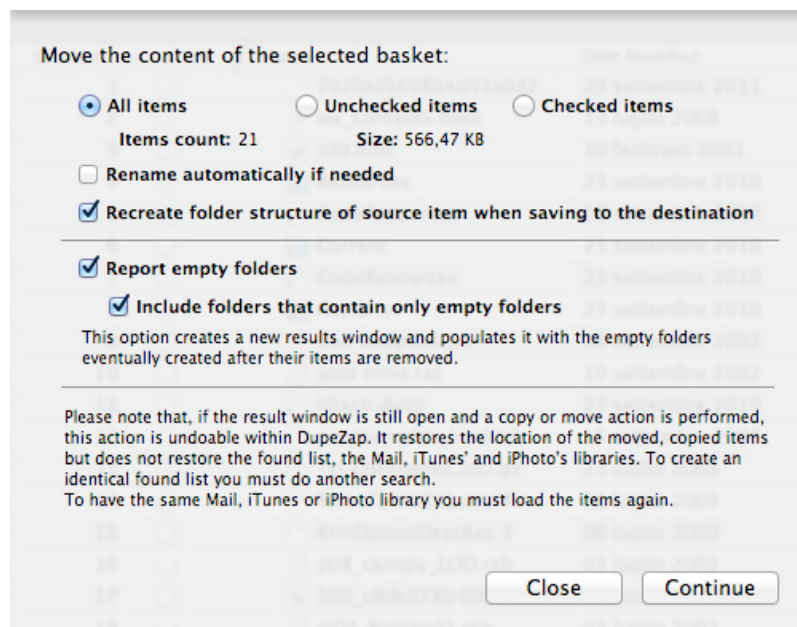


Figure 30: The “Move and Copy” options window.

First, select the appropriate radio button:

1. “All items” if you want to move/copy all the chosen items.
2. “Unchecked items” if you have marked items and don’t want to move/copy them.
3. “Checked items” if you want to move/copy those marked with a check-mark.

The information fields will be automatically updated.

“Rename automatically if needed,” renames an item by adding an incremented number at the end of the name if an item with the same name already exists in the destination.

“Re-create the same folders structure of the source item in the destination,” if checked, recreates in the destination the same folders structure of the source item.

For example, assume you are copying an item called “myFile” that resides in /MyVolume/Users/Your_User_Name/Folder A/MyFolder/ myFile, to a destination called “Duplicates.” This option results in all needed folders having the same path, so the new location of the copied file will be: / Duplicates/MyVolume/Users/ Your_User_Name/Folder A/MyFolder/myFile.

This option is useful to quickly find items you want to restore and its use is advisable for a backup.

“Report empty folders,” lists the empty folders that are created after items are removed and lists them in a new result window. By removing an empty folder you may have created yet another empty folder, so you can use the “Include folders that contain only empty folders” option to list the folders that contain only empty folders and thus help you to reduce the total number of searches needed to one.

Before clicking the Continue button, pay attention to the text note in the window, since it gives useful information.

Note that if the files are moved to a new location, and you have done a search in iTunes, iPhoto or Mail, the databases will not be synchronized and you will create “missing file” links in the owned application. The synchronization will be made only if you use one of the trash options.

Trash

You can trash selected items or the content of a selected basket.

- To trash selected items you need to select at least one item and choose the “Selected items...” menu item from the “[Trash](#)” pull down menu of the toolbar or from the [Result menu](#).
- To trash the contents of a basket you need to choose the “Content of Selected Basket...” menu item from the “Trash” pull down menu of the toolbar or from the Result menu.

Both menu items will open a Trash Options window that allows you to customize the action you are undertaking.

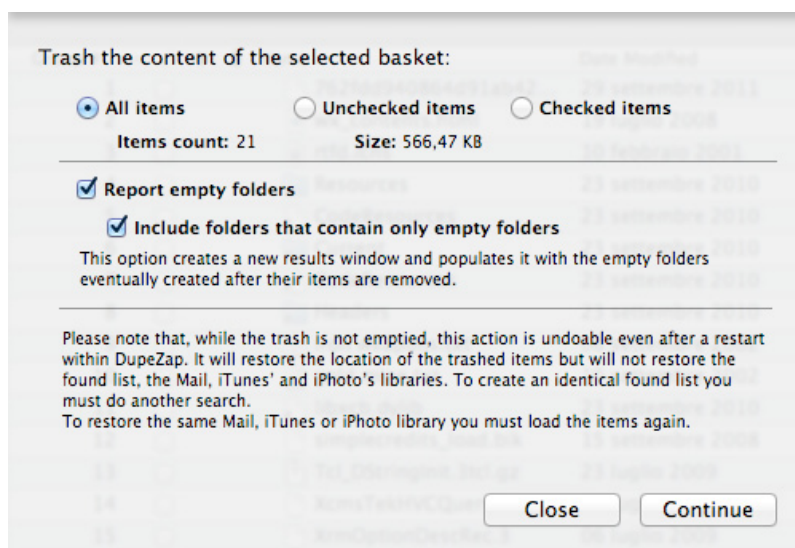


Figure 31: The “Trash” options window.

First, select the appropriate radio button:

1. “All items” if you want to trash all the chosen items.
2. “Unchecked items” if you have marked items and don’t want to trash them.
3. “Checked items” if you want to trash those marked with a check mark. The information fields will be automatically updated.

The “Report empty folders,” lists the empty folders that are created after items are removed and lists them in a new result window. By removing an empty folder you may have created yet another empty folder, so you can use the “Include folders that contain only empty folders” option to list the folders that contain only empty folders and thus help you to reduce the total number of searches needed to one.

Before clicking the Continue button, pay attention to the text note in the window, since it gives useful information.



Figure 32: Trash Progress window.

Restore

DupeZap comes with two types of restore options:

- Undo is used when a move or copy action was performed.
- Restore is used when a trash action was performed.

Note that DupeZap can restore the location of the trashed, moved and copied items but does not restore the found list or the Mail, iTunes and iPhoto libraries. To create an identical found list you must perform the search again. To have the same Mail, iTunes or iPhoto library, you must load the items again.

Also note that DupeZap can restore the mark action of the Aperture items by removing the assigned keyword.

Undo moved and copied items

Once a move or a copy action is performed, this option becomes available. It is accessible from the [Edit menu](#) and will continue to be available until another similar action is performed (in this case will be replaced with the new action) or the parent window is closed.

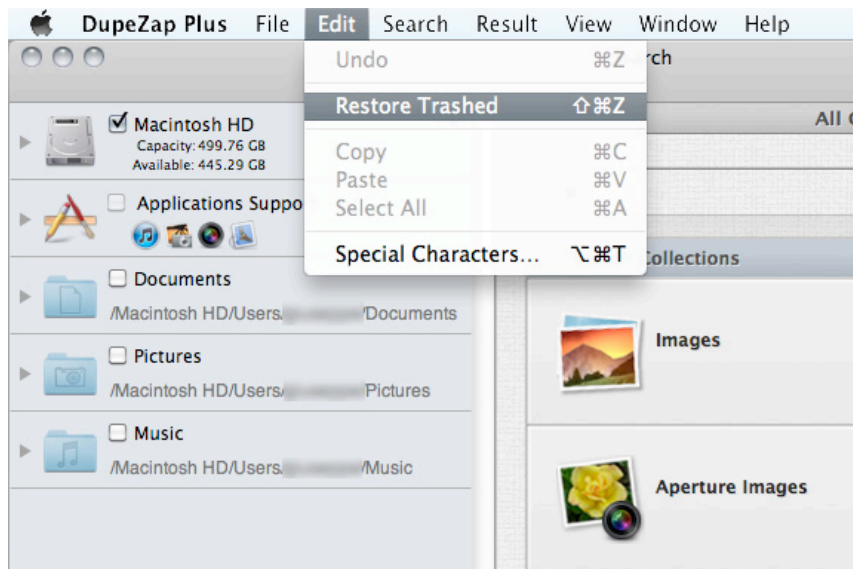


Figure 33: Edit menu.

Restore Trashed items

Once you perform the action of trashing an item, this option becomes available. As you can see from the image above, it is accessible from the “Edit” menu and will be available until the trash is emptied, even after a restart of the computer.

It is extremely important that you do not empty the trash until you are sure you don’t need the items that will be subsequently deleted.

When you select the “Restore Trashed” menu item a window opens that allows you to choose which trashed action to restore.

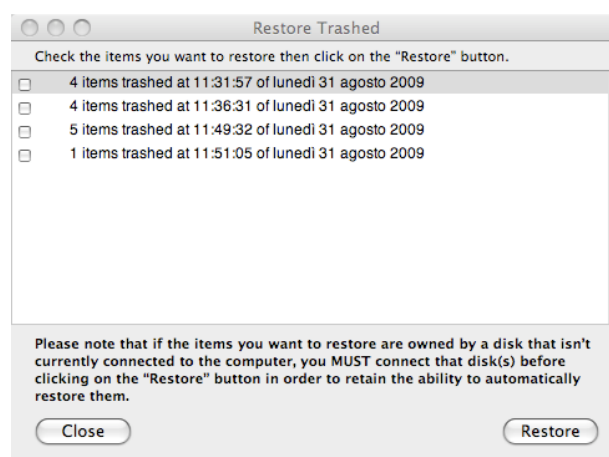
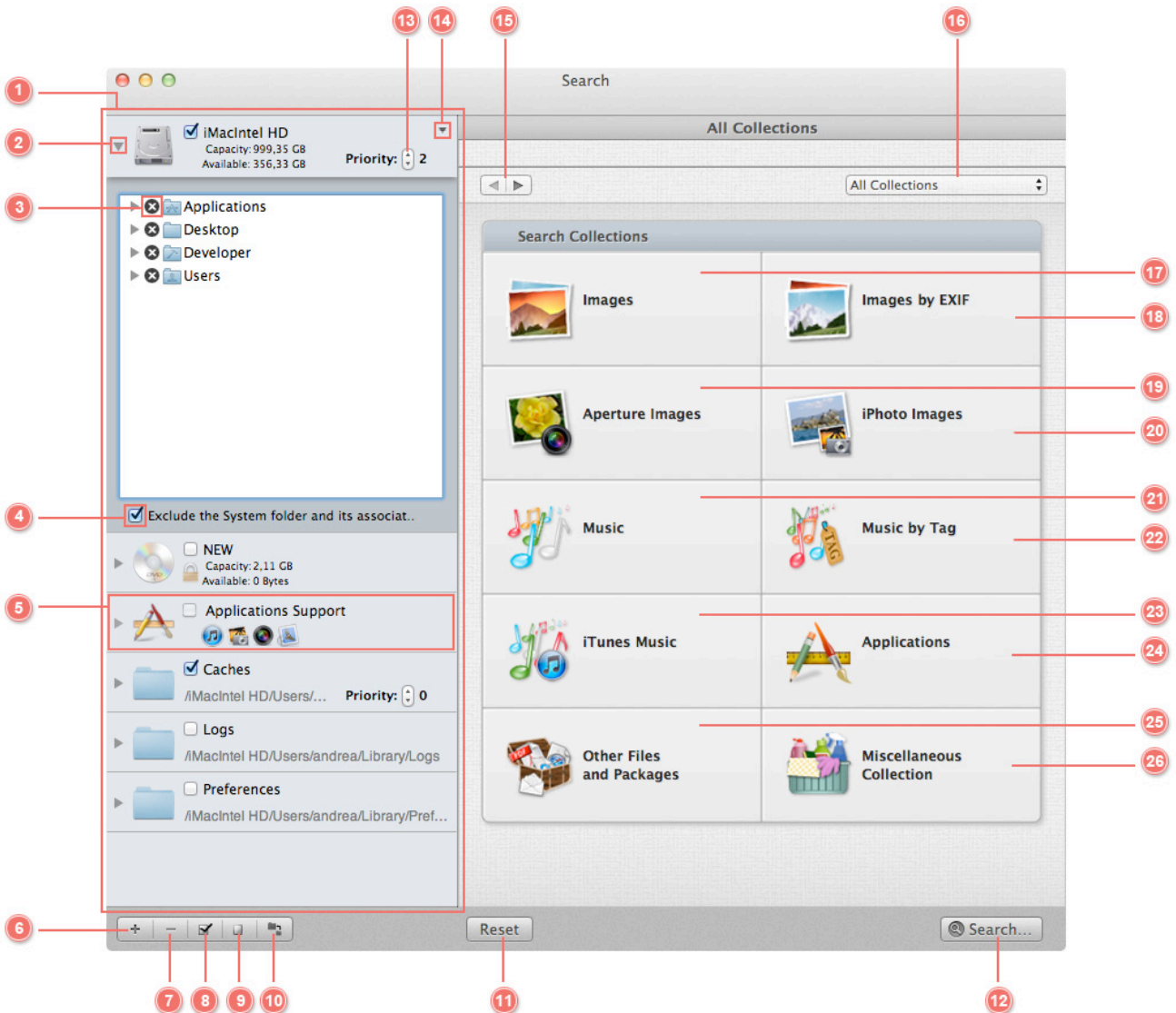


Figure 34: Restore Trashed window.

Follow the described note and click on the “Restore” button to return the items to their original place.

Appendix 1

Search Window Details

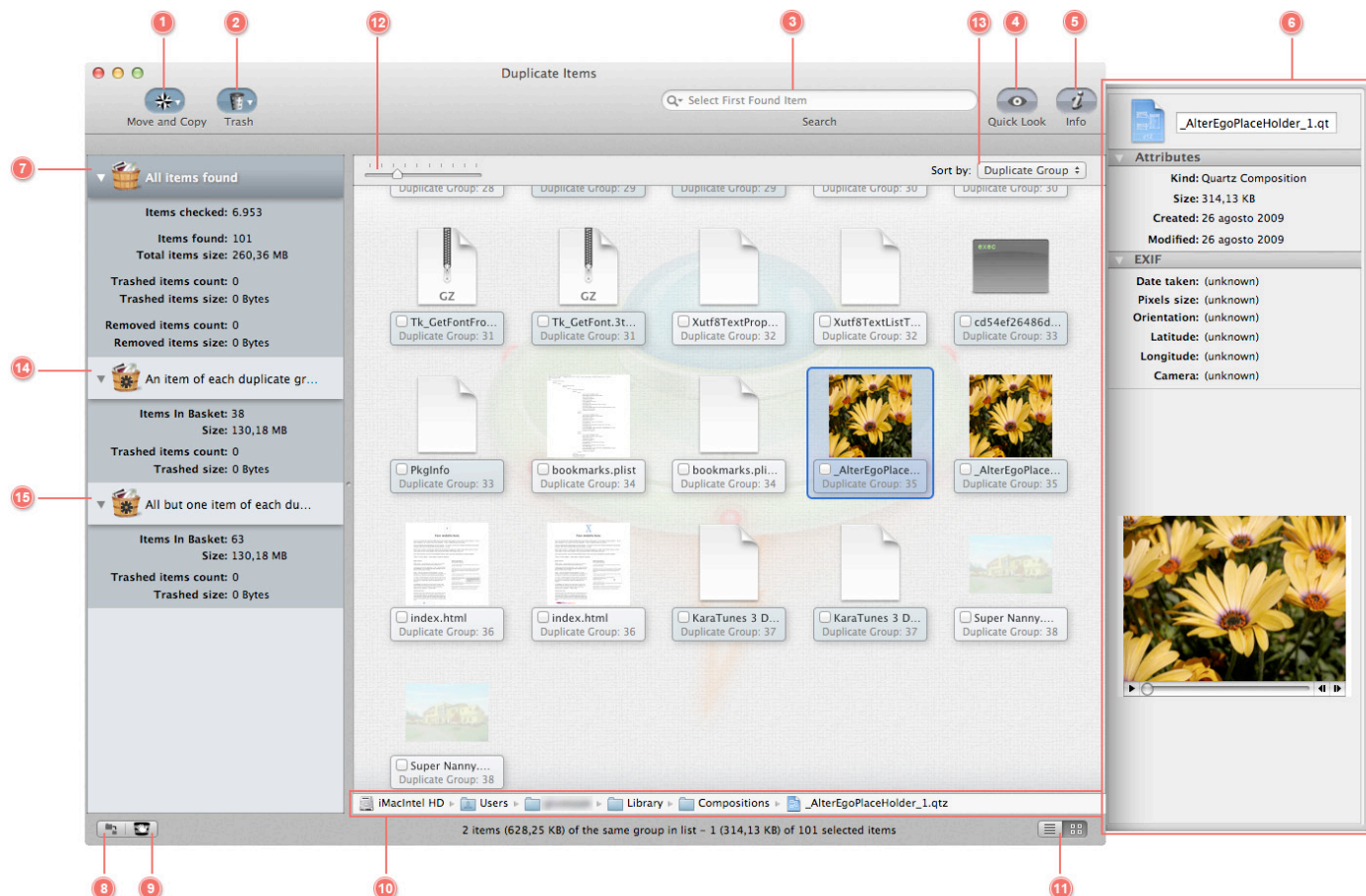


1. List to Scan: here you can check the locations where you want to search.
2. Clicking on this triangle, you can open the list of folders contained in the location. From this list you can exclude the sub-folders you don't need to search in.
3. If you click on the "X" icon, DupeZap will exclude the chosen folder from the search locations.
4. Checking this button, you can exclude the System Folder from the search. Useful to avoid deleting important files.
5. Application Support: this location is loaded automatically. From here, you can choose the iPhoto, Aperture, iTunes and Mail libraries as a location to search in.
6. Adds any folder or mounted disk in your computer to the List to Scan.
7. Removes any selected folder or disk from the List to Scan.
8. With this button you can check (or uncheck if already checked) all the selected locations in the List to Scan.
9. Uncheck button. Uncheck all the locations in the List to Scan.

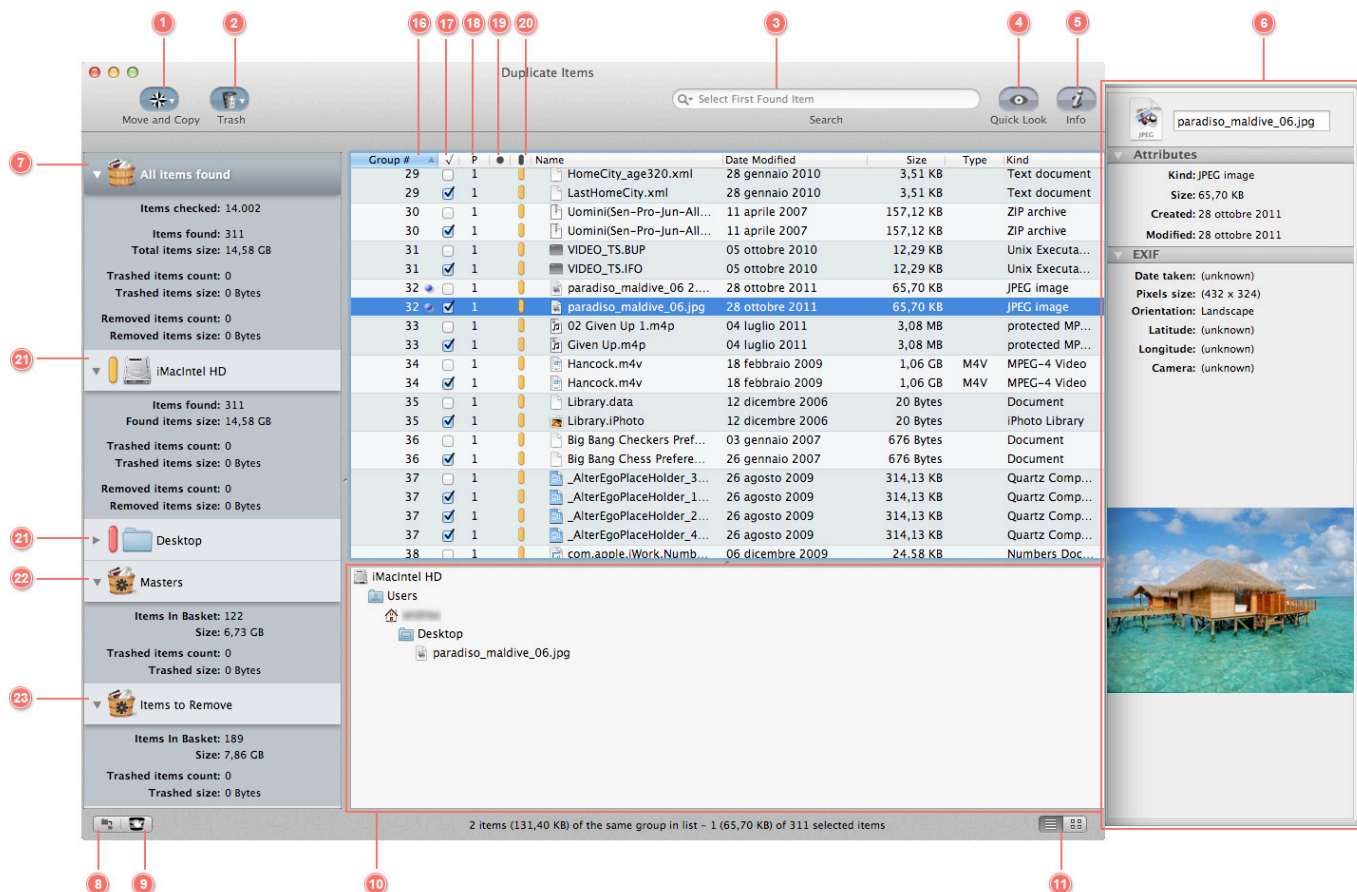
10. Toggles the icon size in the List to Scan.
11. Uncheck the current selected search and any other checked option (such as “report empty folders”).
12. Starts the search, once both the search and location\locations are selected.
13. This is the priority button: the higher the number, the more important will be the files in this location. This is needed when DupeZap has to deal with Smart Baskets. See the section “Smart Baskets” for further information.
14. It’s visible only if there are items excluded from the search. Clicking on it will open the list of folders you previously excluded. From this list it’s possible to insert the folders back in the List to Scan.
15. These buttons allow you to show the previous\next search collection.
16. Using this popup menu, you can quickly navigate through the search collections.
17. Images: this collection contains general searches for images in your computer or any other mounted disk.
18. Images by EXIF: this collection contains searches that allow you to search for images using the EXIF data, such as date taken or location taken.
19. Aperture Images: this collection contains searches for the Aperture library.
20. iPhoto Images: this collection contains searches for the iPhoto library.
21. Music: this collection contains general searches for music in your computer or any mounted disk.
22. Music by Tag: this collection is useful to search for music not owned by iTunes.
23. iTunes Music: this collection contains searches for the iTunes library.
24. Applications: this collections contains searches for applications.
25. Other files and packages: this collection contains searches for files of different kinds.
26. Miscellaneous collection: this collection contains searches useful to clean up your computer, such as cache, logs and preferences.

Result Window Details

Grid View



List View



Common

1. Move and Copy: move (if the new location is in the same disk) or copy (if the location is in another disk) the selected items or the content of a selected basket.
2. Trash: trash the selected items or the content of a selected basket.
3. Search field: allows you to quickly locate the items with different criteria. You can choose to create a new basket with the found items or just select them.
4. Quick Look: Quick Look the selected items.
5. Info: show\hide the extended item information.
6. Extended information drawer: shows further information for the selected items.
7. "All items found" basket: contains all the found items. Since DupeZap reports all the items that match the chosen criteria, do not remove the content of this basket otherwise you'll lose data.
8. Toggles the icon size in the basket list.
9. Creates a new Manual basket.
10. Path list: shows the path of the selected item.
11. Shows items in a list or a grid view.

Grid View

12. Increase\reduce the icon size.
13. Sorting pop-up menu: allows you to sort the items with several criteria.
14. "An item of each duplicate group" basket: contains a randomly chosen item for each duplicate group. It is not directly affected by search filters-locations of the items, size, date, etc.
15. "All but one item of each duplicate group" basket: contains all the items of each duplicate group but one, chosen randomly. It is not directly affected by search filters-locations of the items, size, date, etc.

List View

16. Group number: it's the unique ID assigned to each group of duplicates.
17. Check\Uncheck items: you can use command key + x as a shortcut.
18. Priority: shows the priority assigned in the List to Scan to the location that contains the item.
19. Finder label: shows the label assigned in the Finder.
20. DupeZap label: shows the label assigned by DupeZap (only if multiple locations are chosen for the search).
21. Label Baskets: contain all the items found that reside in that location.
22. "Master" basket: based on the priorities chosen, contains the items to keep.
23. "Items to Remove" basket: based on the priorities chosen, contains the items to remove. It is always suggested to do a backup before removing.

Menus

DupeZap makes use of menus and contextual menus that support additional functionality and offer shortcuts for performing common tasks.

DupeZap Plus Menu is used if you want to view information about the application (version number, credits and copyright), send an e-mail message to Support, Quit the application and set various preferences.

DupeZap Plus		
About DupeZap Plus		
Preferences...	⌘,	
Support e-mail		
Services		▶
Hide DupeZap Plus	⌘H	
Hide Others	⌘⇧H	
Show All		
Quit DupeZap Plus	⌘Q	

The **File Menu** is used to create a new Search Window, new Manual basket and quick Smart

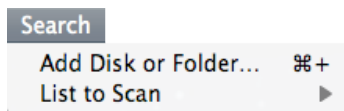
File		
New Search Window	⌘N	
New Quick Smart Basket		▶
New Basket	⌘⇧N	
Reveal in Finder	⌘R	
Open Selection	⌘O	
Quick Look	⌘Y	
Close	⌘W	
Page Setup...	⌘⇧P	
Print...	⌘P	

basket, as well as performing print functions. You can close the foremost window, select any found item and show it in the finder, open the item or review it in a Quick Look window.

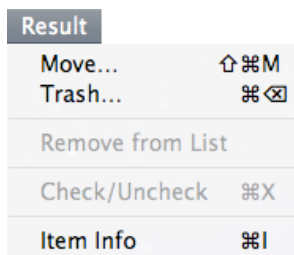
The **Edit Menu** contains some of the more important functions including the ability to undo the last action and to restore a trashed item. Copy, paste and select all functions can be used with text fields; select all can be applied to lists too (e.g. Found List).

Edit		
Undo	⌘Z	
Restore Trashed	⌘⇧Z	
Copy	⌘C	
Paste	⌘V	
Select All	⌘A	
Special Characters...	⌘⇧T	

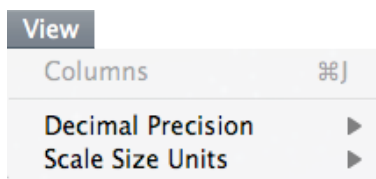
Search Menu is used to access a number of options that modify search functionality; the List to Scan is managed through a submenu (giving the ability to save, remove or revert to last used list) and you can add a disk or folder to the List to Scan.



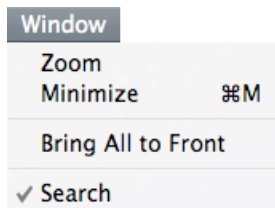
Result Menu is primarily used as a shortcut to functionality applicable to the Search results window. The contents of a basket may be, trashed, moved to a new location. Item Info toggles the Item Information Pane open and closed.



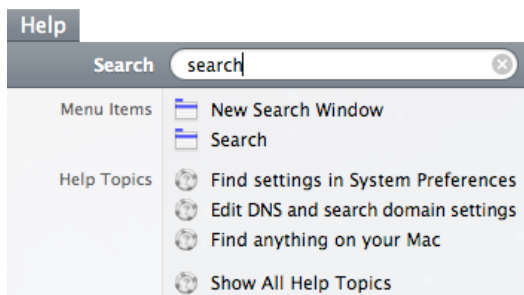
View Menu can be used to open the columns window, enabling a customized columns view of the found list for a selected Basket. Decimal precision and scale size units affect how items are displayed in a Found List, for example: bytes, megabytes and number of decimals.



Window Menu controls what window is foremost and active (search screen or any open results windows), with the additional option to reveal all open DupeZap windows via the bring all to front command. In addition, you can zoom (maximize) and minimize (to Dock) a screen.



Help Menu is used to access the DupeZap online help system.



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