Tidy Up 5

Tidy Up Web Page

Tidy Up 5

User manual

Please read this manual carefully before using Tidy Up. 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 macOS System folder. It is recommended that the user always perform a backup of all files prior to deletion.

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Introduction

Tidy Up is a fully featured duplicate remover. It's designed for pro users that need an efficient tool. **Tidy Up** 5 is completely re-engineered, modern and totally customizable.

A macOS 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 the clogging up. Add apps such as Lightroom, Mail, iTunes and Photos into the equation, with e-mails, 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 **Tidy Up** is invaluable.

By assisting you in locating and managing duplicate items stored on your computer's hard disk, **Tidy Up** allows to reclaim storage space and potentially increase the efficiency of applications. You can search and manage the content of the Lightroom, Photos, Mail and iTunes (support to Aperture and iPhoto is still available) ** databases. **Tidy Up** can locate and remove files and folders, whether they are duplicates, similar, unique or empty. Besides searching in your Mac's main hard drive, **Tidy Up** can also be used to locate duplicate items on any mounted disc or drive: disc images, 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 to function correctly. It is suggested to use caution when removing duplicate items that were created as part of the original installation of any software package.

**macOS, iTunes, Mail, Aperture, iPhoto and Photos are registered trademarks of Apple, Inc.
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Getting Started

Finding duplicate items using **Tidy Up** is a 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 macOS operating system and its associated files.
- If you use Apple's Time Machine backup software, it's recommended that you do not search in an active Time Machine backup volume, or remove files contained in a Time Machine volume. Removing files from this location will impact Time Machine's ability to restore your data. **Tidy Up** 5 has the ability to remove the items with admin privileges; this will give you the possibility to remove the Time Machine backups content too. It's recommended to work only on the archived backups.
- While **Tidy Up** 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, especially if the computer has less than 16 GB of RAM, it's always suggested closing all the open applications and rebooting the device before performing any search.

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 the supported applications?
Below is how to start.

Simple Mode

If you don't have particular needs, or if you just want to perform a search from one of the predefined clean task (see Miscellaneous), then start from the Simple Mode. It is the easiest way to perform a cleaning job.

Choose the search from the search panes.
The locations where to search will be automatically chosen. If you need to search in different locations, click on the Gear button. Note that the locations of some search panes can't be changed because of the nature of the search. For example, if a search of a supported app was chosen (e.g. Lightroom), the search can be performed only in that app. It's only possible to add more sources.
Click on the search button.

Advanced Mode

Select the criteria to perform the search.
Choose the location(s) where you want to search.
Click on the search button.

How to choose a location

Tidy Up allows to choose any location in your computer and in any mounted disk.

Note that if you are searching using Simple Mode the locations are automatically chosen. You can manually add them by clicking on the Gear button.
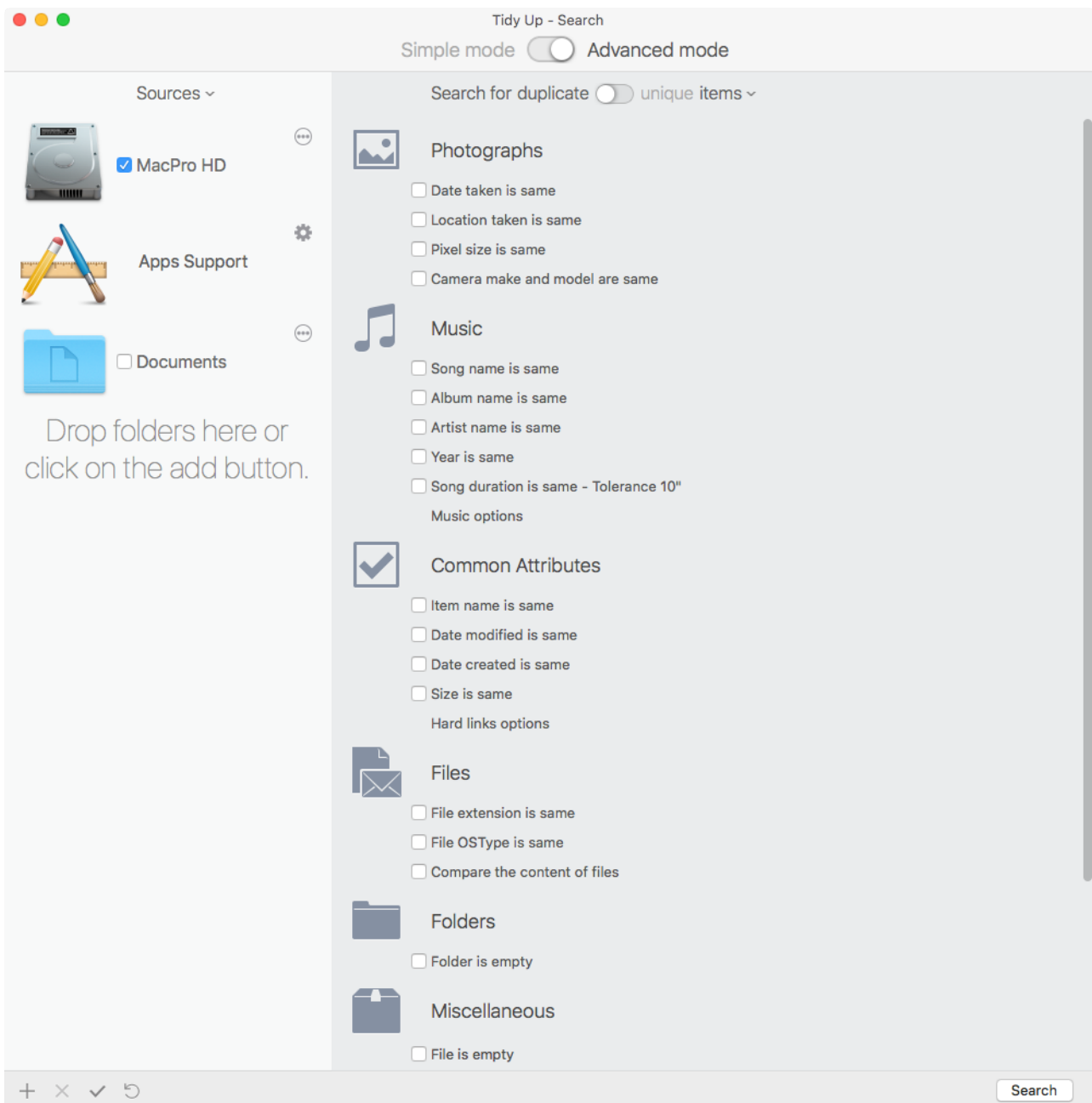
Figure 1: Search window open in Advanced Mode with a chosen location.

To choose a location, tick the check box beside the location name.

In the image above (Fig. 1) the MacPro HD volume is the target location. Using this configuration, the search will be performed in the MacPro HD volume.

Note that if the chosen location contains a system folder, **Tidy Up** will automatically exclude from the search the system folder and its associated items. Refer to "Restore the excluded folders" If you want search within them.

Once the locations are chosen, you can save the location list from the "Sources" pull down menu (or from the Search menu). This is useful especially when you have chosen multiple locations because, once saved, you can retrieve them simply by choosing the name of the saved set from the Sources menu, called "My saved locations" in the figure below.
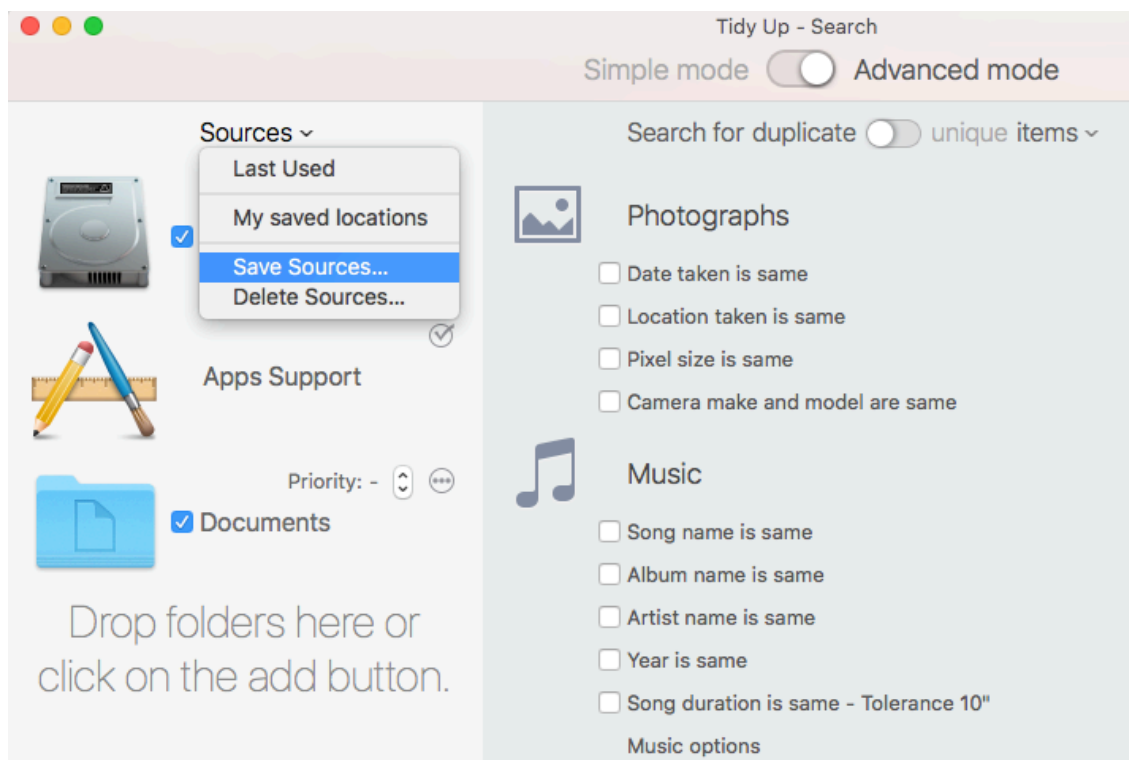
Figure 2: Source menu with saved locations.

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 "Sources." The first approach 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 "Sources" and select those subfolders directly. The following sequence illustrates how the two approaches are accomplished.

Adding a location to a search
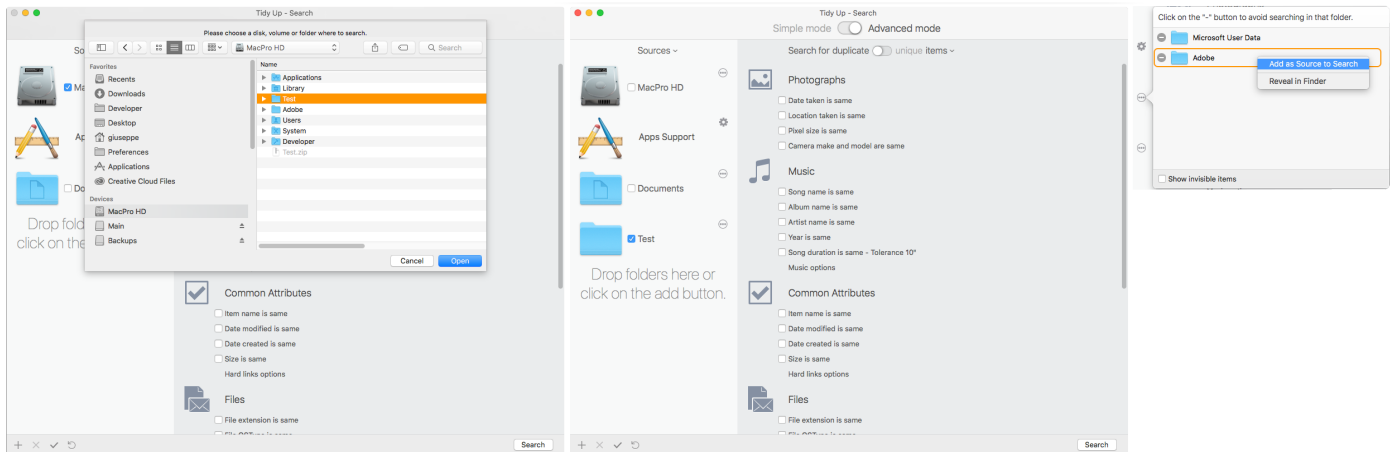
There are three ways to add a location to the Sources.
1. As in the first image above, click on the "+" button or select "Add Source" from the Search menu; it allows you to navigate to a desired folder through the Finder; the folder can then be selected by clicking on the Open button (in Fig. 3, the Test folder was selected and, in the second image, it has been added to the Sources).
2. Navigate to a folder via the Finder and then drag it to the Sources.
3. Open a location already in the Sources by clicking on the ellipsis button beside it on the right, select the folder to add, invoke the contextual menu (control-click) and choose "Add as a Source to Search" menu item (right-most image in Fig. 3).

The locations are permanently added to the Sources list. To remove them, refer to "Removing the

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

added locations" section.

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 several 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, **Tidy Up** assigns a colored tag (see below) to each location checked, treating each of them as an individual container. This enables some options that allow you to quickly identify the items to manage (for further information see tagged locations). The use of colored tag limits the search to eight locations at time. However, if a search with more than 8 locations is needed, it's possible to untick the colored tag option from the Preferences window.

Figure 4: The eight **Tidy Up** colored tags.

Excluding a location from a search
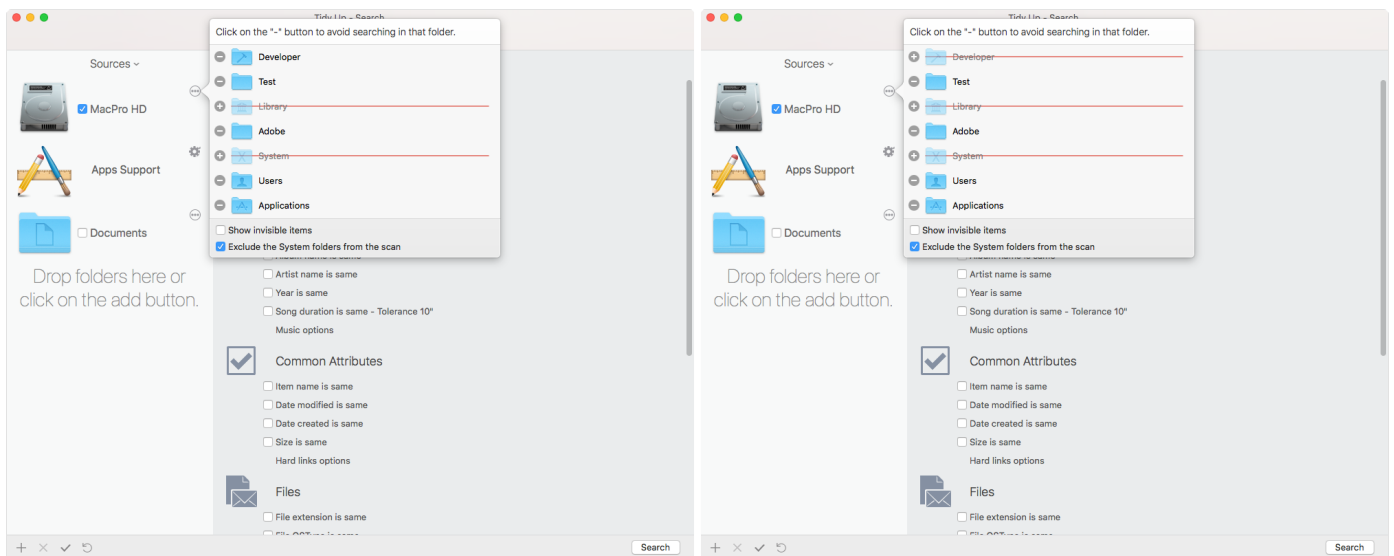
Figure 5: How to exclude a location from a search

In the left image above (Fig. 5), the volume MacPro HD has been selected as a search location in the Sources (as indicated by the check-mark in its check box).
Clicking on the ellipsis button (or the check-mark button for the "Apps Support" item) at the right of each source opens the window of the location, displaying the folders contained within, including the system folder. In the case of Fig. 5 the systems folders and its associated items are already excluded. The system folder and all associated items can be easily excluded by checking the "Exclude the System folder from the scan" check box (the option is available only if the disk contains a system folder).

Clicking on the "-" button beside any folder excludes it from the search. It adds a strikethrough line over the location to indicate the exclusion and changes the minus button to a "+" button, which indicates that the location can be restored.

Restore the excluded folders

Click on the plus button where available, see figure 5 above.

Removing the added locations
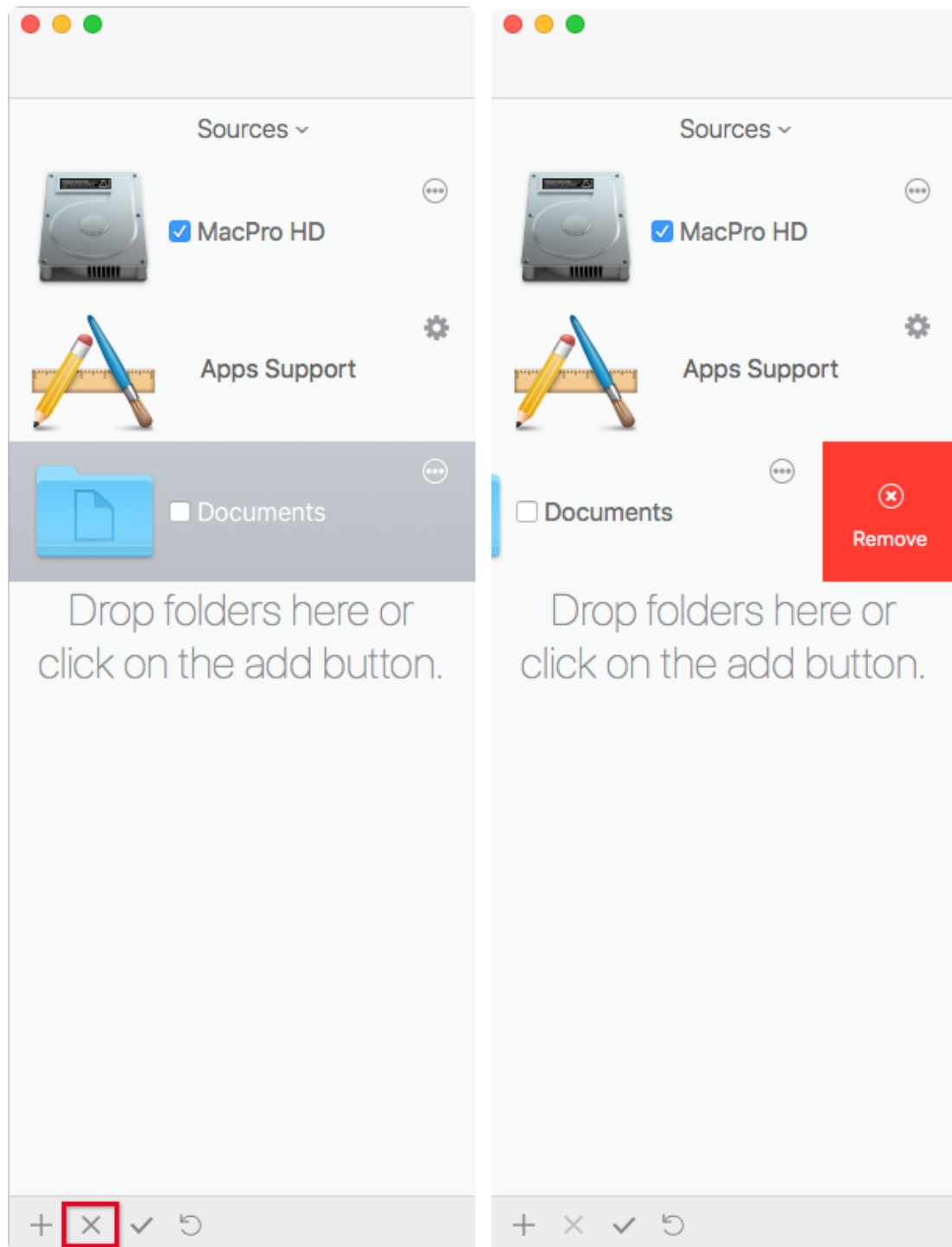
Figure 6: Sources list with removing selection.

There are two ways to remove a location from the Sources list.
As in the left image above (Fig. 6), select the source location and then click on the "X" button at the bottom-edge of the window (red-squared in the left image).
The second method can be done with a track pad or with a magic mouse only: Position the cursor over the source and swipe to the left; this will show the remove option (right image). Click on the red square to remove the source.

Priorities
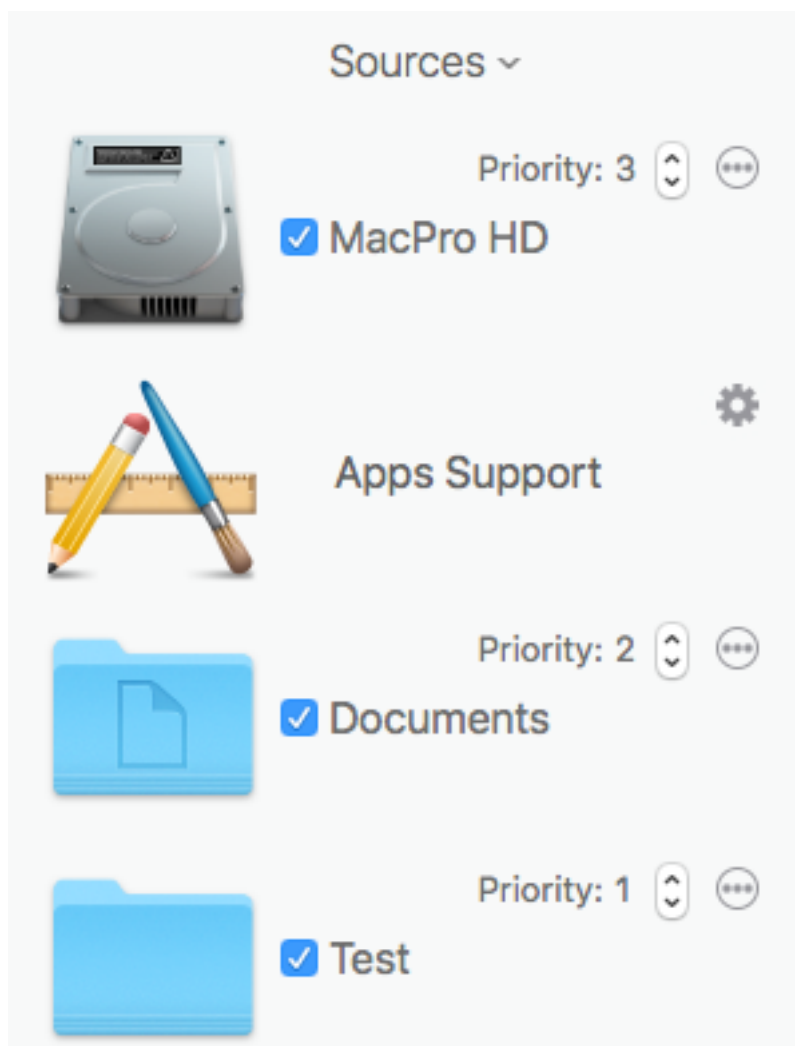
Figure 7: Priorities.

Tidy Up 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 source is chosen). The lower the number 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, **Tidy Up** will create two smart boxes. See the "Smart Box" section for further information. These two smart boxes will quickly help you decide which items to process and which ones to keep untouched.

Apps Support

The Apps Support search location deserves special mention as it must be used to search in the databases of Lightroom, Photos, Aperture, iPhoto, iTunes and Mail. You can synchronize any deletion, or, in Lightroom, Photos and Aperture, mark the chosen items.

Note that **Tidy Up** can't remove the images from the Lightroom, Photos and Aperture databases because the companies that developed the softwares can't allow it. When you choose the move

or trash action of the Photos and Aperture apps, **Tidy Up** assigns a keyword to those images instead of moving or trashing them. You can then create a new smart album inside the apps and populate it with the images containing the assigned keywords, which are:
"Duplicate_to_delete", (without the quotation marks) if the trash action has been chosen.
"Duplicate_to_move", (without the quotation marks) if the move action has been chosen.
For Lightroom instead, Tidy Up marks those images as rejected and creates a collection inside the catalog populating it with the chosen files.
The names of the created collections are:
"Rejected Duplicates - (Tidy Up)", if the trash action has been chosen.
"Moved Duplicates - (Tidy Up)", if the move action has been chosen.

Tidy Up doesn't allow searching in more than one app location at the time inside Apps Support, unless the databases you want to search share the same kinds of files (for example, you can search in Lightroom and Photos but not in Mail and Photos). **Tidy Up** will automatically grey out the other choices within Apps Support if you choose one of the areas (i.e., if you select Photos Images, you will be prevented from choosing Mail or iTunes).

How to add a supported app database
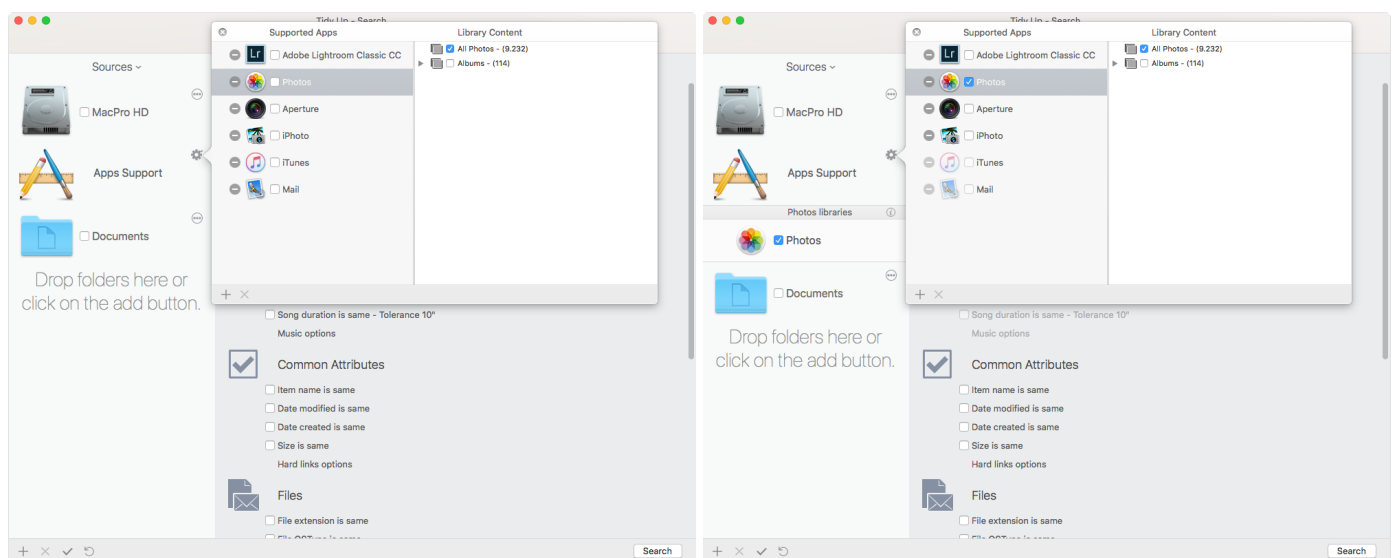
Figure 8: How to add a supported app database.

Note that an app is shown in the apps window only if that app is installed on the computer, so you may have a different apps list on your installed **Tidy Up** copy.

To add an app database to search first click on the Gear button beside the Apps Support item (Fig. 8), then click on the check box beside the app of interest. Note that **Tidy Up** automatically includes in the Apps support window the default database of each supported app, however, you can add as many databases you want for each app, by clicking on the "+" button at the bottom-side of the window, or by dropping it directly in the Sources list.

As shown in the images above, **Tidy Up** also offers the opportunity to limit the search to only some playlists, albums or events, or projects. To limit the search, tick the check boxes beside the playlists, events, albums or projects you want to search in.

If you only need to exclude a few of them, you can check the main "playlists" check button, if searching in iTunes (events, albums, projects and collections for the other apps); this will automatically tick all the playlists: you can then un-tick the desired playlists.

In the left image in Fig. 8, the Apps Support window has been opened and Photos has been selected.

In the right image, Photos has been ticked for searching, adding it to the sources list of the search window. This has automatically disabled the ability to select any other app that doesn't manage images. Un-ticking Photos would allow all the apps to be ticked.

Click on the "-" button beside a supported application to exclude the items owned by that app from the scan. The items belonging to the excluded libraries will not be considered in the research. To restore, click on the "+" button.

How to choose a search (Simple Mode)
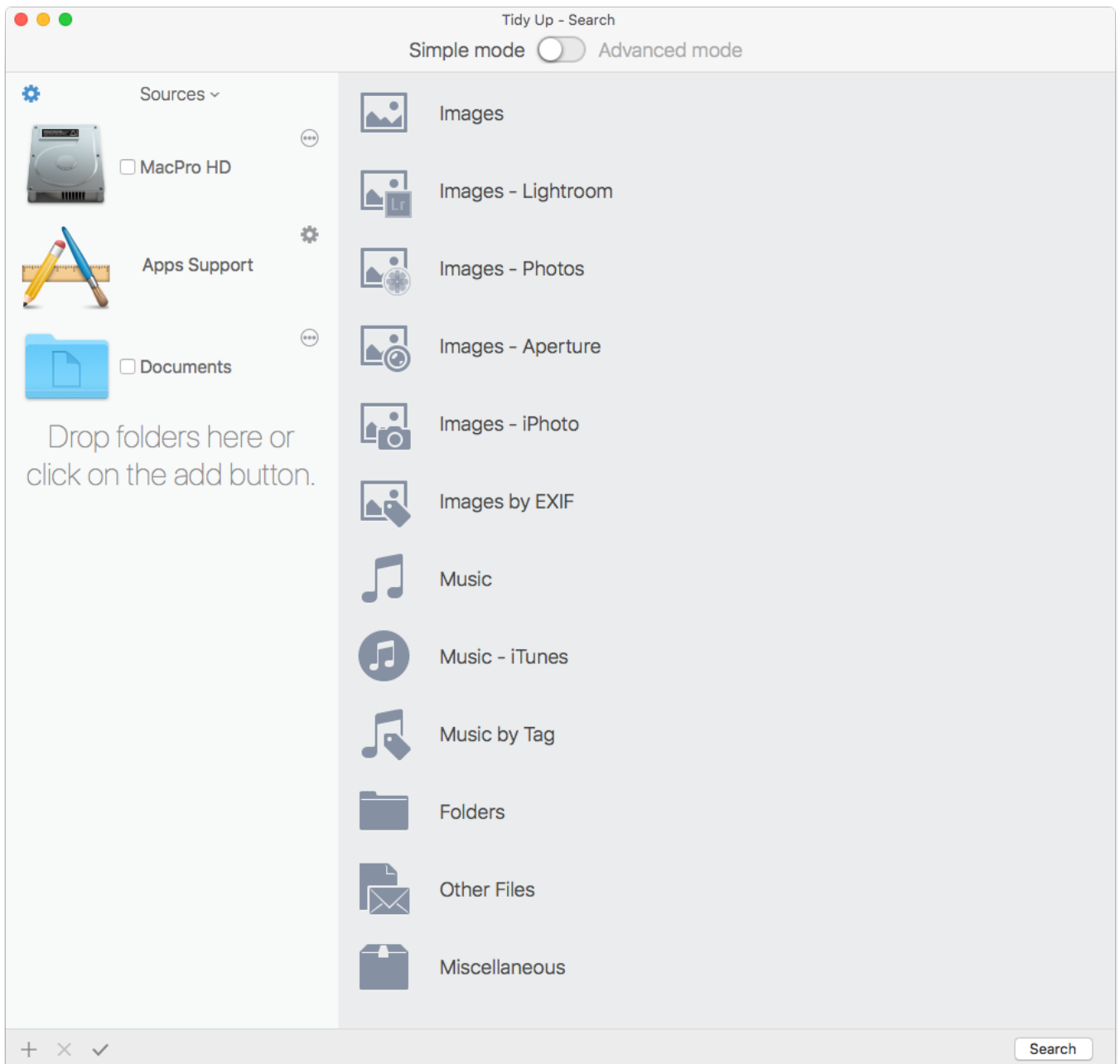
Figure 9: Simple Mode search window.

The searches are divided into 12 search panes based on their type. The panes inherent to the supported apps are installed only if the app is present on the computer.
Clicking on a pane title will show the searches available in that pane. To choose a search, click on the radio button next to its name.
Note that only one search at a time can be chosen.

Search Panes
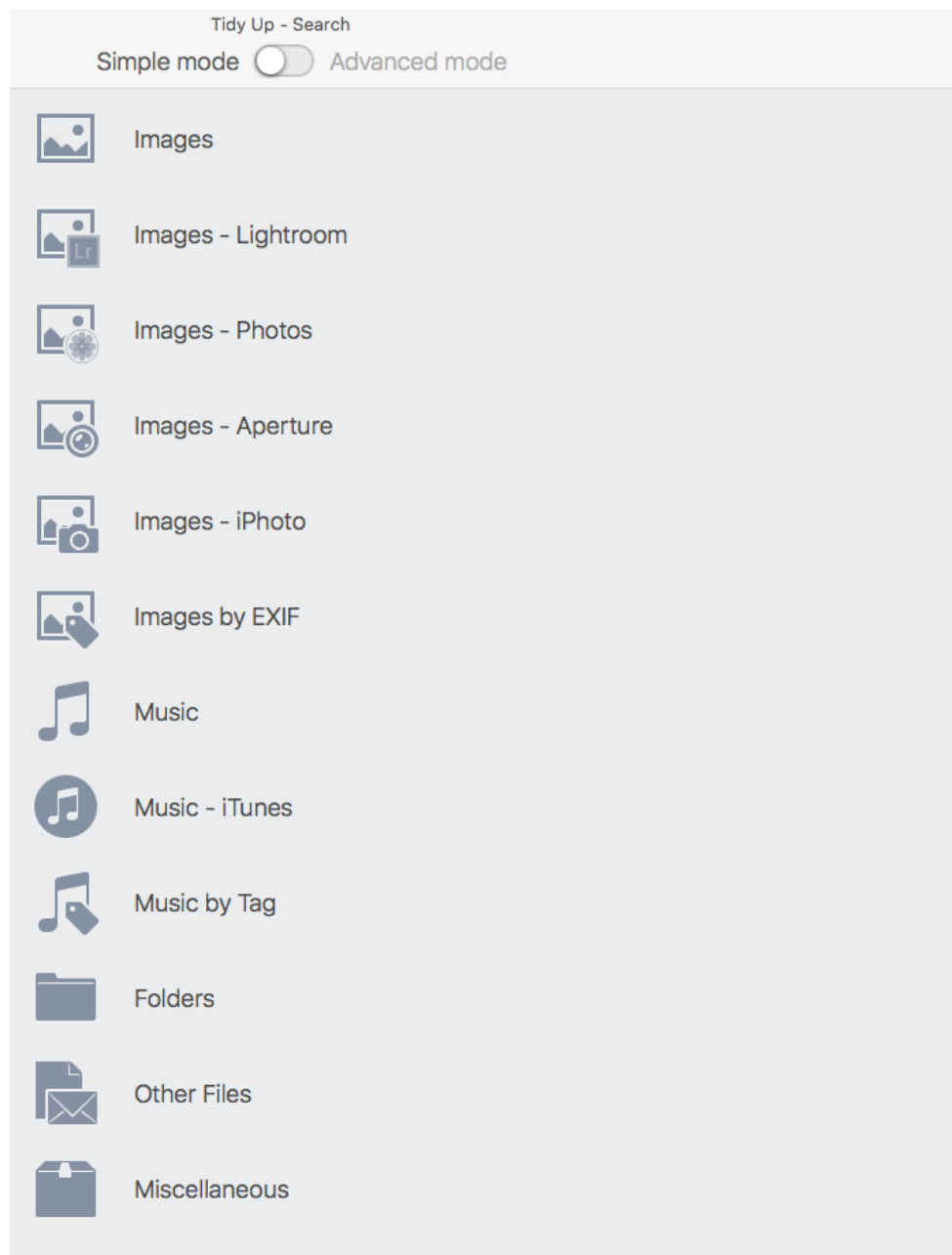
Figure 10: Simple search panes.

Each Smart Search set (except for Miscellaneous) is divided in two sections: Duplicate and Similar.

- **Duplicate**. If a search is selected in this section, **Tidy Up** will include in the search criteria 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 by content; the result therefore won't contain true duplicates, but rather similar files.

To quickly visualize the search criteria in detail, click on the info button beside the search.

Note that the searches are made in the "and" mode, so all the criteria used in the searches must be satisfied in order to have an item reported (see the details in the explanation for each Search Type below).

Simple Mode details

Image

This search pane allows you to search for image files in any mounted disk (but not in the supported apps libraries).
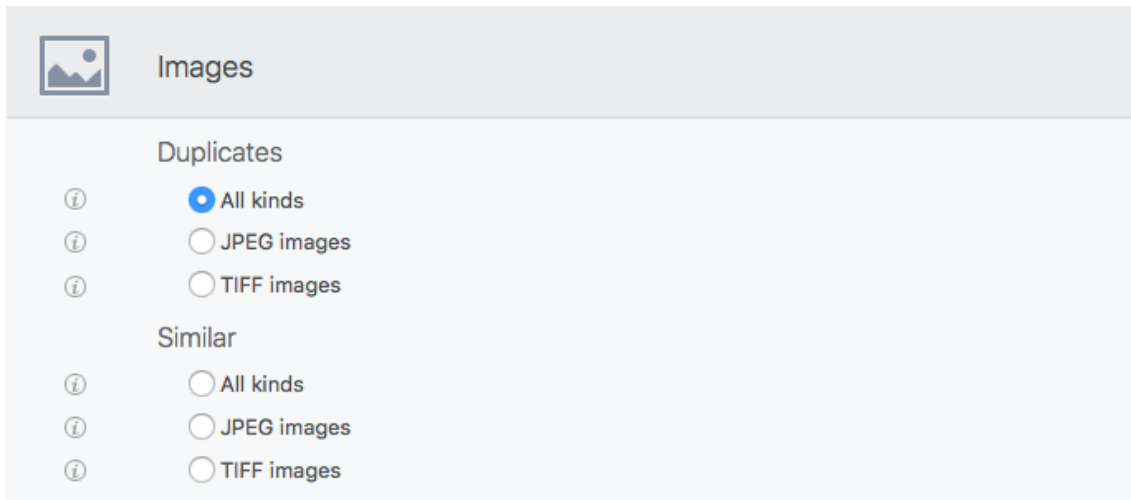
Figure 11: Images search pane.

Duplicates:
- **All kinds**. Reports the most popular image kinds compared by content.
- **JPEG images**. Reports only JPEG images compared by content.
- **TIFF images**. Reports only TIFF images compared by content.

If you choose one of these searches, you will be asked between two options (click on the link to see which ones).

Similar:
- **All kinds**. Reports the most popular images kind compared by name, date created, date modified and size.
- **JPEG images**. Reports only JPEG images compared by name, date created, date modified and size.
- **TIFF images**. Reports only TIFF images compared by name, date created, date modified and size.

Image – Lightroom, *Photos, Aperture and iPhoto

*Note that it's not possible to search inside the iCloud libraries, nor in the former iCloud libraries.

This search pane allows you to search for image files in the supported apps in the head.
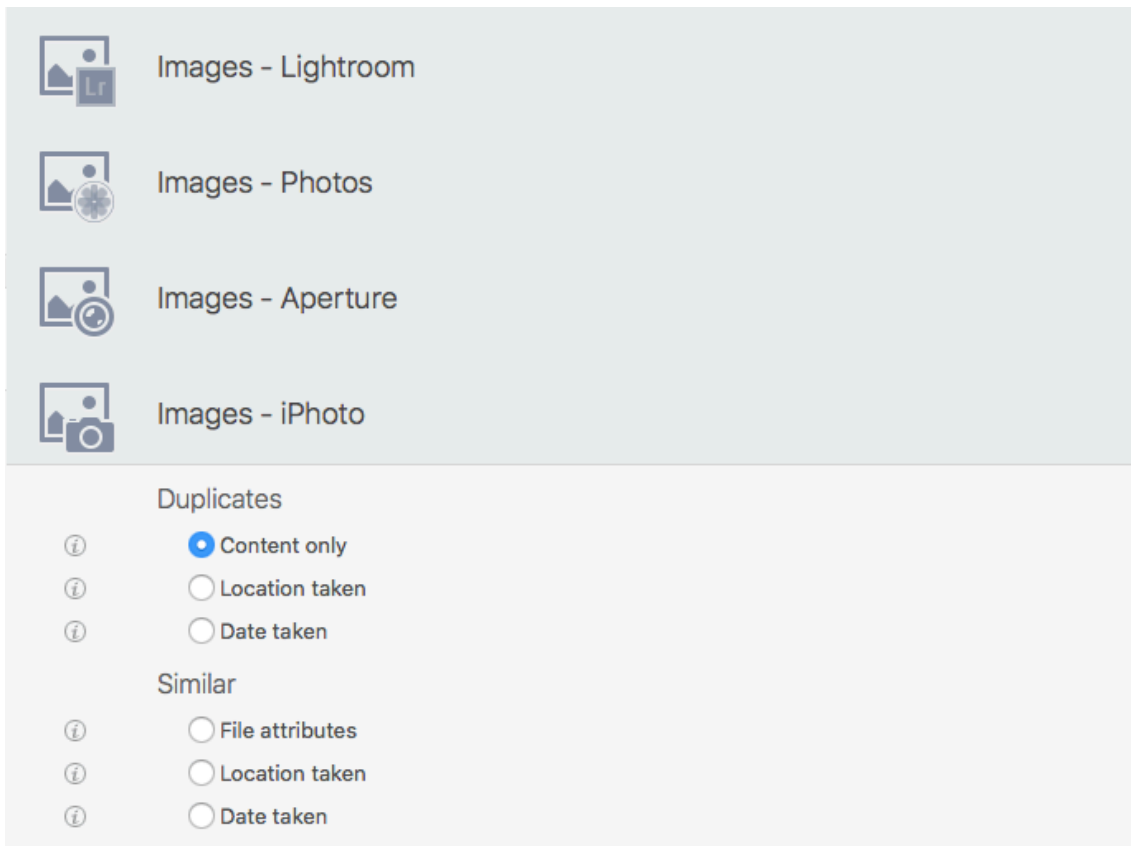
Figure 12: Images – Supported apps search panes.

Duplicates:
- **Content only.** Reports images compared by content.
- **Date taken.** Reports images compared by date taken and content.
- **Location taken.** Reports images compared by location taken and content.

If you choose one of these searches, you will be asked between two options (click on the link to see which ones).

Similar:
- **File attributes.** Reports images compared by date modified, date created and size.
- **Date taken.** Reports images compared by date taken.
- **Location taken.** Reports images compared by location taken and size.

Image by EXIF

This search pane allows you to search for image files in any mounted disk (but not in the supported apps libraries), comparing them by their EXIF metadata.
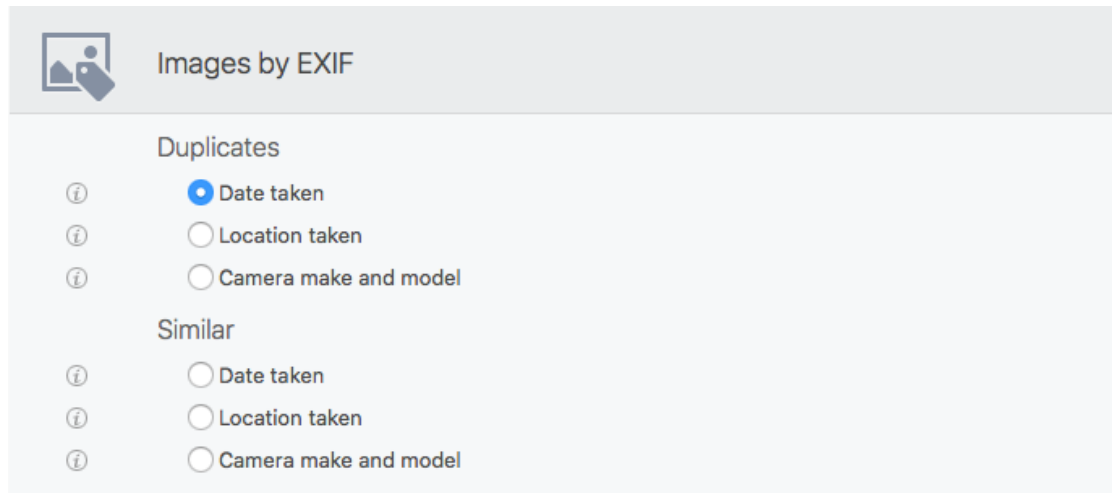

Figure 13: Images by EXIF search pane.

Duplicates:
- **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.

If you choose one of these searches, you will be asked between two options (click on the link to see which ones).

Similar:
- **Date taken.** Reports images compared by date taken.
- **Location taken.** Reports images compared by location taken and size.
- **Camera make and model.** Reports images compared by camera make and model and size.

Music

This search pane allows you to search for music files in any mounted disk (but not in the iTunes library).
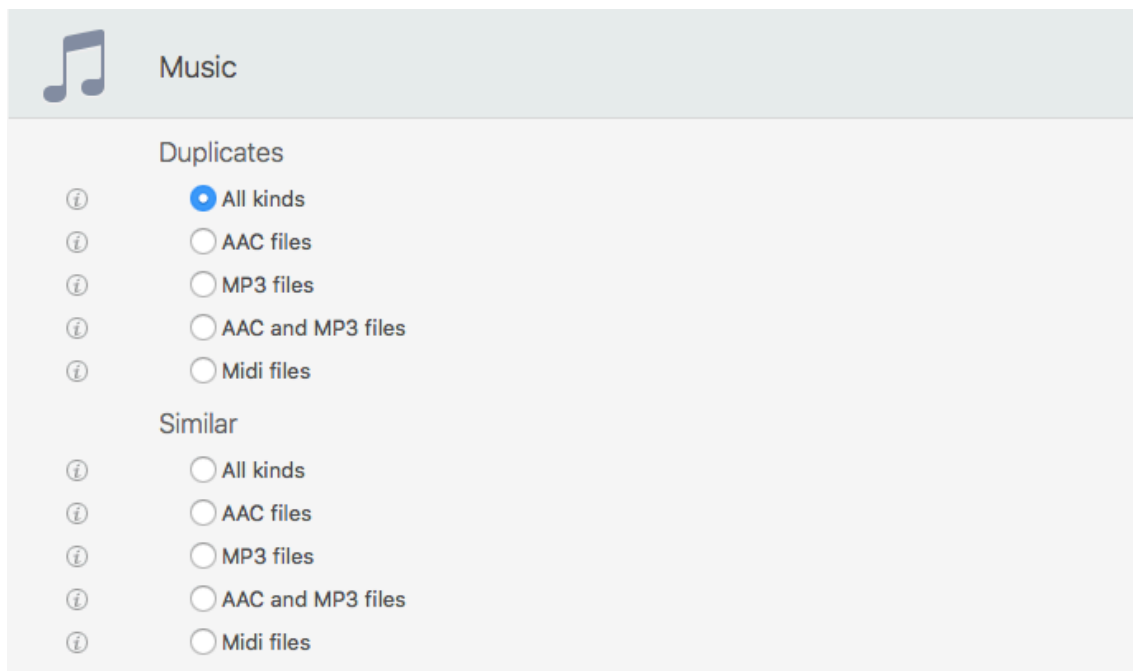
Figure 14: Music search pane.

Duplicates:
- **All kinds.** Reports the most popular music files compared by content.
- **AAC files.** Reports AAC files compared by content.
- **MP3 files.** Reports MP3 files compared by content.
- **AAC and MP3 files.** Reports ACC and MP3 music files compared by content.
- **Midi files.** Reports Midi files compared by content.

Similar:
- **All kinds.** Reports the most popular music files compared by date created, date modified and size.
- **AAC files**. Reports AAC files compared by date created, date modified and size.
- **MP3 files.** Reports MP3 files compared by date created, date modified and size.
- **AAC and MP3 files.** Reports ACC and MP3 music files compared by date created, date modified and size.
- **Midi files.** Reports Midi files compared by date created, date modified and size.

Music - iTunes

This search pane allows you to search for music files in the iTunes library.
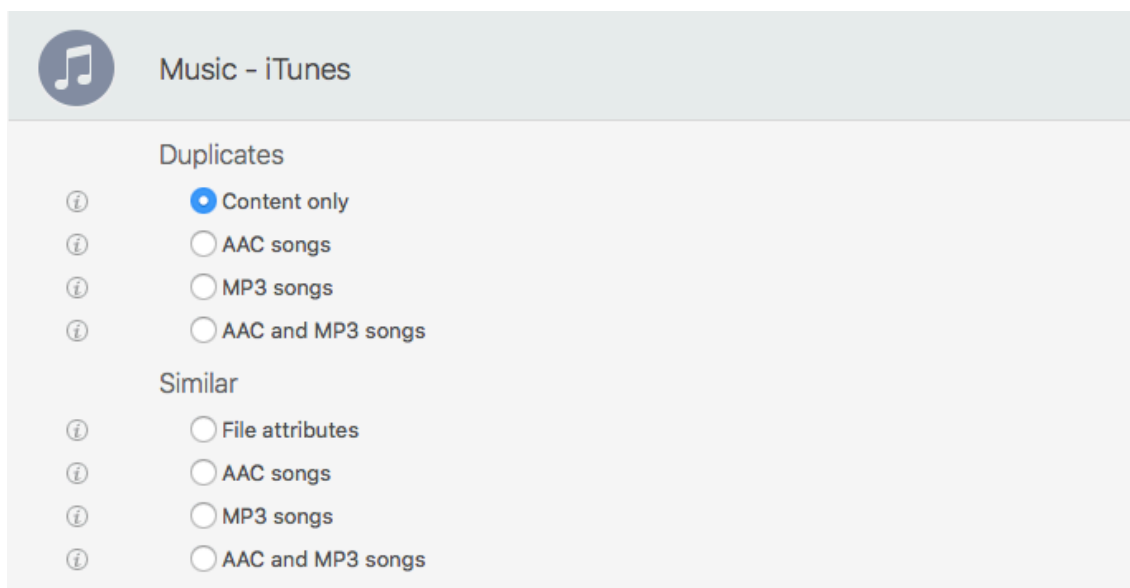
Figure 15: iTunes music search pane.

Duplicates:
- **Content only.** Reports iTunes files compared by content.
- **AAC files.** Reports AAC files compared by content.
- **MP3 files.** Reports MP3 files compared by content.
- **AAC and MP3 files.** Reports ACC and MP3 music files compared by content..

Similar:
- **File attributes.** Compares every song in the iTunes library by file attributes (date modified, date created and size). It is advisable to use this search if the song tags are not well defined.
- **AAC files**. Reports AAC files compared by song name, artist and album.
- **MP3 files.** Reports MP3 files compared by song name, artist and album.
- **AAC and MP3 files.** Reports ACC and MP3 music files song name, artist and album.

Music by Tag

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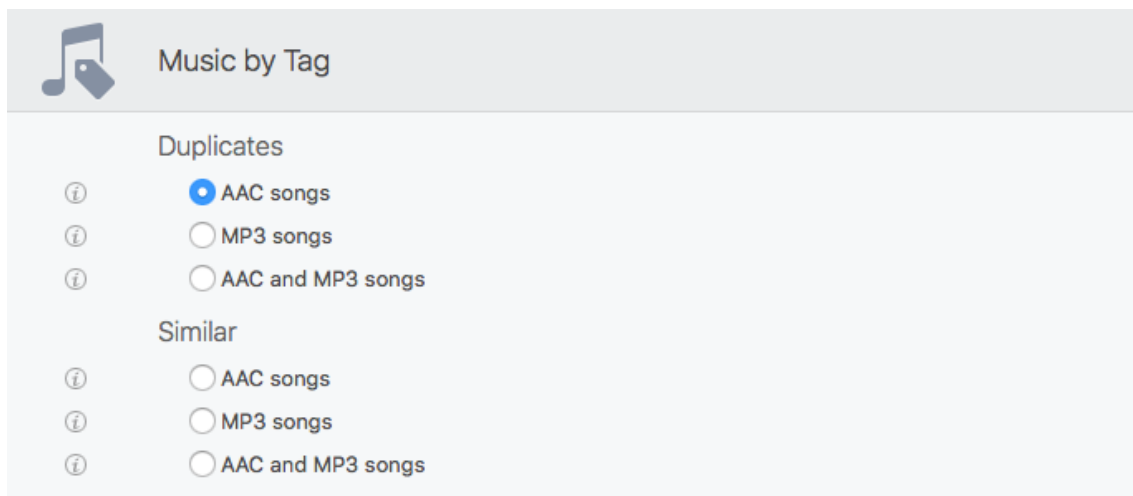

Figure 16: Music by Tag search pane.

Duplicates:
– **AAC files.** Reports AAC songs compared by song name, artist, album and content.
– **MP3 files.** Reports MP3 songs compared by song name, artist, album and content.
– **AAC and MP3 files.** Reports AAC and MP3 songs compared by song name, artist, album and content.

Similar:
– **AAC files.** Reports AAC songs compared by song name, artist and album.
– **MP3 files.** Reports MP3 songs compared by song name, artist and album.
– **AAC and MP3 files.** Reports AAC and MP3 songs compared by song name, artist and album.

Folders

This search pane allows you to search for folders in any mounted disk.
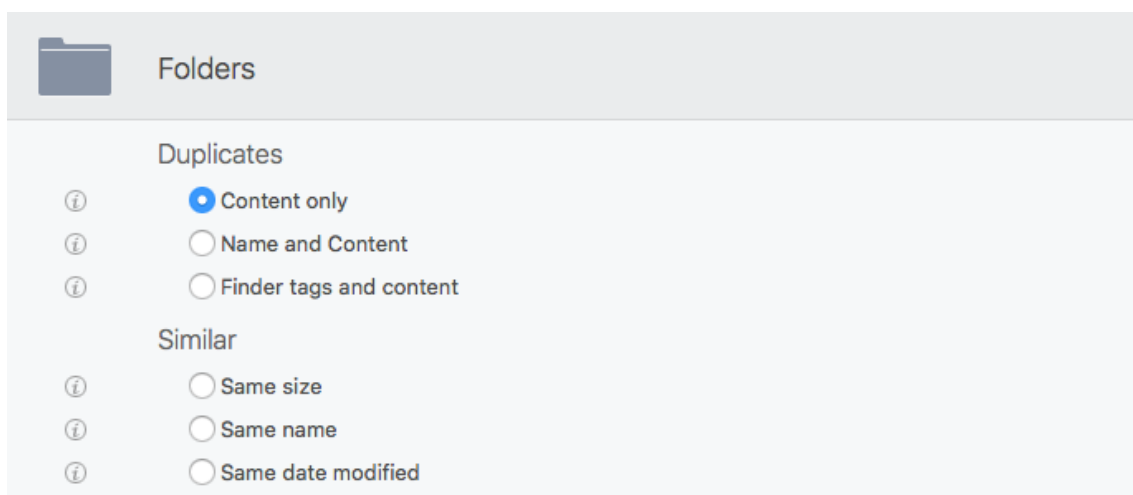
Duplicate:
- **Content only.** Reports the duplicate folders compared by content, regardless of their name, or the names of the items they contain.
- **Name and content.** Reports the duplicate folders compared by content and folder name, regardless of the name of the items they contain.
- **Finder tags and content.** Only the folders with a Finder tag will be included in the search. Reports the duplicate folders compared by content, regardless of their name, or the names of the items they contain.

Similar:
- **Same size.** Reports all folders that have the same size.
- **Same name.** Reports all folders that have the same name.
- **Same date modified.** Reports all folders that have the same date of modification.

Other files

This search pane contains various types of searches of the most common file types.
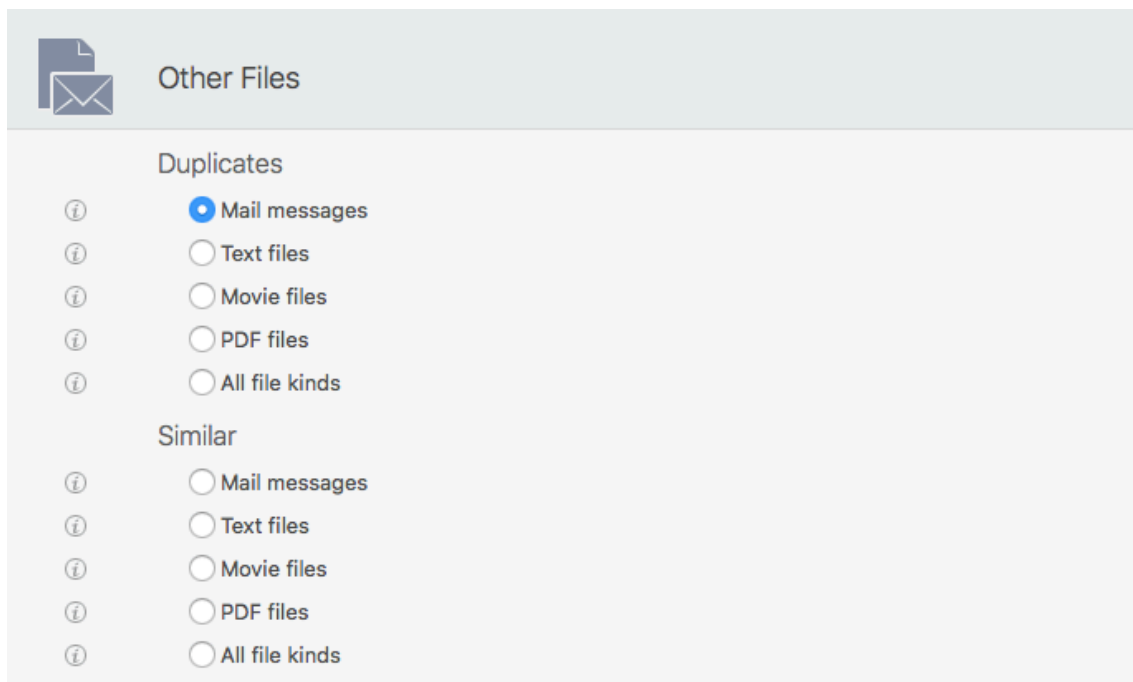
Figure 18: Other files search pane.

Duplicate:
- **Mail messages.*** Reports Mail email messages compared by content.
- **Text files.** Reports only text files, such as doc, txt, pages, rtf, etc. compared by content.
- **Movie files.** Reports movie files, such as AVI, mpeg, DV, etc. compared by content.

- **PDF files.** Reports PDF files compared by content.
- **All file kinds.** Reports any kind of file compared by content.

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

*This option allows you to search for "emlx" email messages inside the mailboxes of Mail. It searches in the "Inbox" and "Sent" mailboxes for each account, and in all "On My Mac" mailboxes. Only the POP3 accounts type can be searched.

Miscellaneous

This search pane contains different searches for files and not, which help you keep your computer clean. In this search pane, the searches are not divided into the two categories "Duplicate" and "Similar" because these searches don't report duplicates.
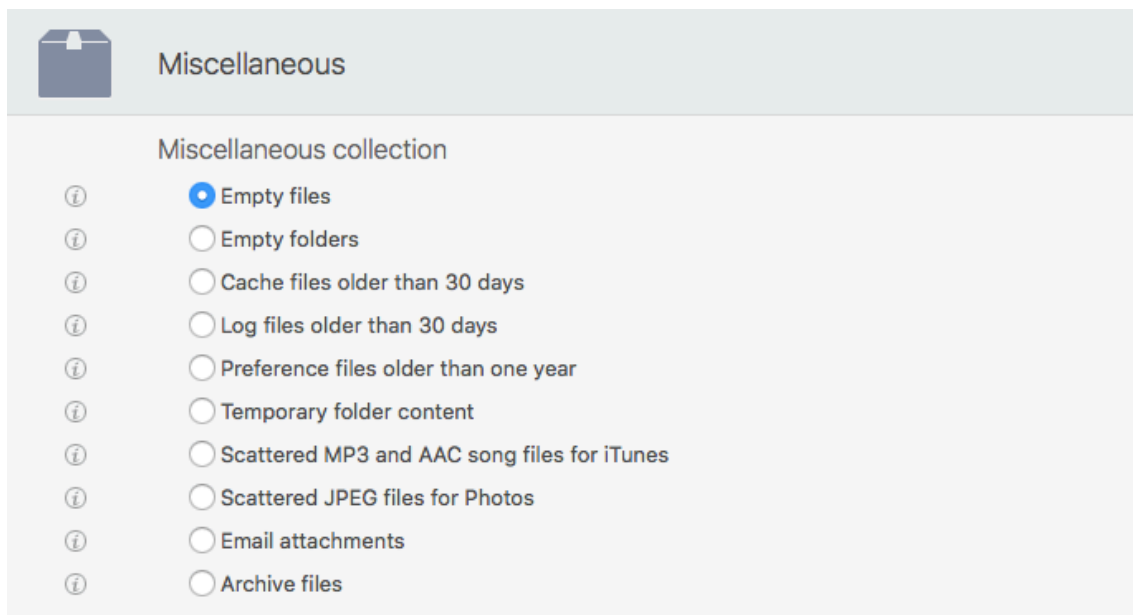
Figure 19: Miscellaneous search pane.

Miscellaneous collection:
- **Empty files.** Reports all the empty files.
- **Empty folders.** Reports all the empty folders.
- **Cache files older than 30 days.** It is important that you don't change the checked location that has been automatically ticked.

- **Log files older than 30 days.** It is important that you don't change the checked location that has been automatically ticked.
- **Preference files older than one year.** It is important that you don't change the checked location that has been automatically ticked.
- **Temporary folder content.** It is important that you don't change the checked location that has been automatically ticked.
- **Scattered MP3 and AAC song files for iTunes.** Reports all the songs that are not registered in the iTunes library.
- **Scattered JPEG files for Photos.** Reports all the JPEG images that are not registered in the Photos library.
- **Email attachments.** Reports the contents of the attachment folders of a mail application. Tidy Up automatically locates the Mail folder, but you can also use as a source any attachment folder belonging to another mail program.
- **Archive files.** Reports only archived files, such as zip, sitx, hqx, tar, etc.

How to choose the criteria (Advanced Mode)

Figure 20: Advance Mode search window.

This is the most advanced search method. The variety of the offered criteria can be combined to create thousands of different searches, allowing you to fully customize your research to obtain he needed result. **Tidy Up** is capable of searching for unique files, which, in certain cases, are the

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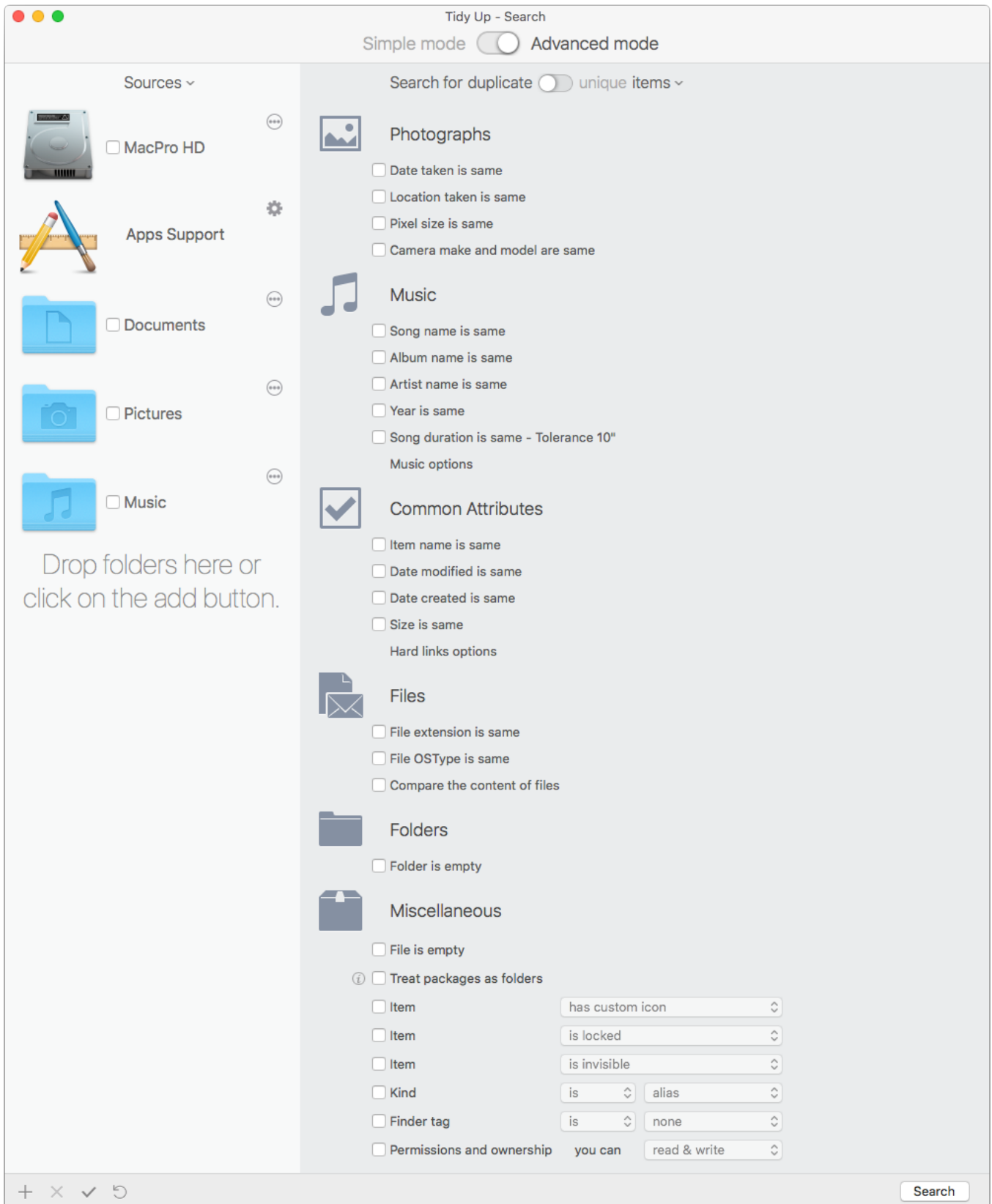best method to clean the hard drive. You can search for unique items by <u>switching the button in the upper part of the advanced search window</u>.

In **Tidy Up** the search criteria are organized in six collections:
Photographs: Contains photo-specific criteria (e.g. date and location taken). These options can be applied to photos in any location of the disk, photos based apps libraries included. These criteria will become inactive if there are other checked criteria that cannot be associated, such as music and folders.
Music: Contains music-specific criteria (e.g. Artist's name and song duration). These options can be applied only to MP3s and AAC files, iTunes files included. These criteria will become inactive if there are other checked criteria that include photos and folders.
Common Attributes: Contains criteria that can be applied to any item populating the hard disk. Except when the empty folders or empty files criteria are checked, Common Attributes criteria are always active.
Files: Can be applied only to file and package items. These criteria will become inactive if there are other checked criteria that include folders.
Folders: This set contains criteria that can be applied only to folders and become inactive if there are checked criteria related only to files.
Miscellaneous: Contains criteria that can be applied to all items.

Search Criteria

Each criterion (i.e. name, date created, date modified, etc.) can be used to search for "same" or "unique" items (i.e. "item name is same" or "item name is unique"), depending on the <u>position of the same/unique switch button in the upper part of the advanced search window</u>. Furthermore, each criterion has a "custom" option, that allows to further customization. This means that each criterion can either show the same and custom options (as shown in Fig. 21 below), or the unique (see Fig. 22 below) and custom options.

Figure 21: Duplicate and custom search options.

Tidy Up will allow only the permitted searches by changing or disabling the necessary criteria.

If you have trouble with a disabled criterion, use the "Reset" button at the bottom of the search window to clear the selected options and start over.

Remember that if you select more than one criterion, **Tidy Up** will report only those items that satisfy ALL the criteria.

Once the criteria are chosen, you can save the composed criteria from the "Criteria" pull-down menu (as shown in Fig. 22 below). This is useful especially when you have chosen elaborated criteria because, once saved, you can retrieve them simply choosing the name of the saved set from the menu.
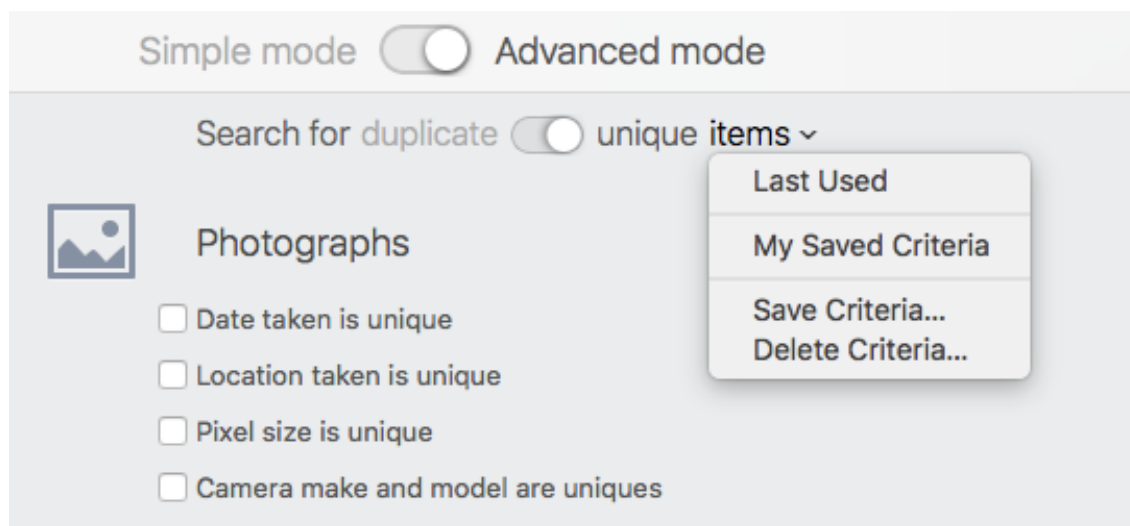
Figure 22: Saved criteria menu.

How to select a criterion

Clicking on the criteria name allows you to have access to the options of the clicked criterion, as shown in the center screenshot of Fig. 23 below. To enable the content of the single criterion, you must select the check button beside the name, as shown in the right screenshot. Tick the other check boxes if you want to further customize the search.
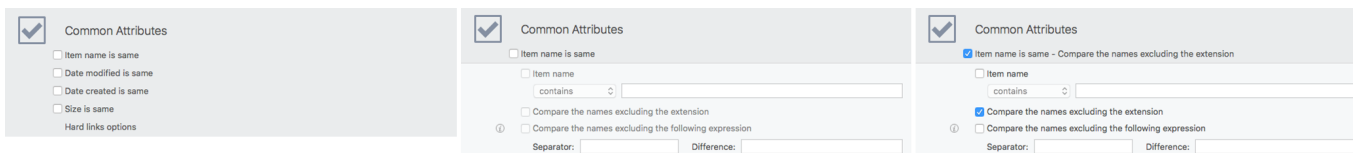
Figure 23: How to select a criterion.

Photographs Criteria

This set of criteria gathers and compares the EXIF metadata. If the EXIF information you are searching is missing in an image, then the image is ignored. These criteria will be disabled if any criterion related to folders or music is chosen.

Figure 24: Photographs criteria pane.

Date taken

Compares the shoot time of the photo. Note that if the used camera doesn't support sub seconds, the minimum time recognized is one second. **Tidy Up** will consider as same all the photos taken in a sequence within the same second.

Location taken

Checks the GPS coordinates. If you need to search the images shot in a specific location, tick the "Location taken" check box, enter the name of the location in the search field below the map and hit the return key, authorize the location service if requested. Use the tolerance option, if you

don't need the exact position.

Pixels size

Compares the dimension (height and width) of the photos or of any image.

Camera

Select the camera make or model, or both and enter the camera make and model separating them with a comma. For example: Apple, iPhone.

Duplicate Images by content options

Since **Tidy Up** is able to compare the data of the image representation*, excluding the metadata, when a search includes images and they are compared by content, it will prompt you to choose between a comparison of the entire file or of the representation data only (figure below).
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 it will be markedly slowed down. If the images are old or were included in more than one app that manages photos, it is suggested using the *image representation only* option, even if it will result in a slow search.
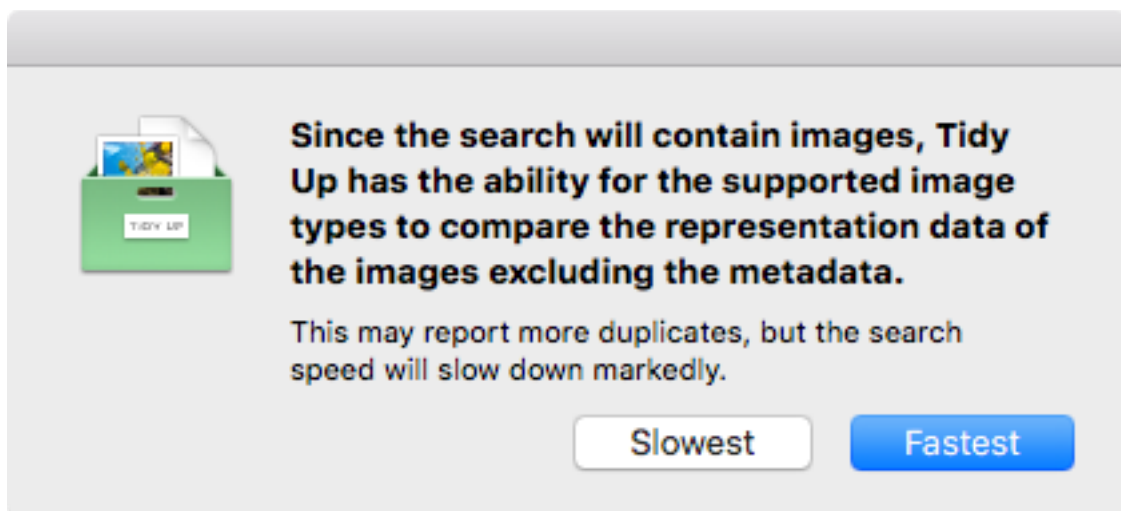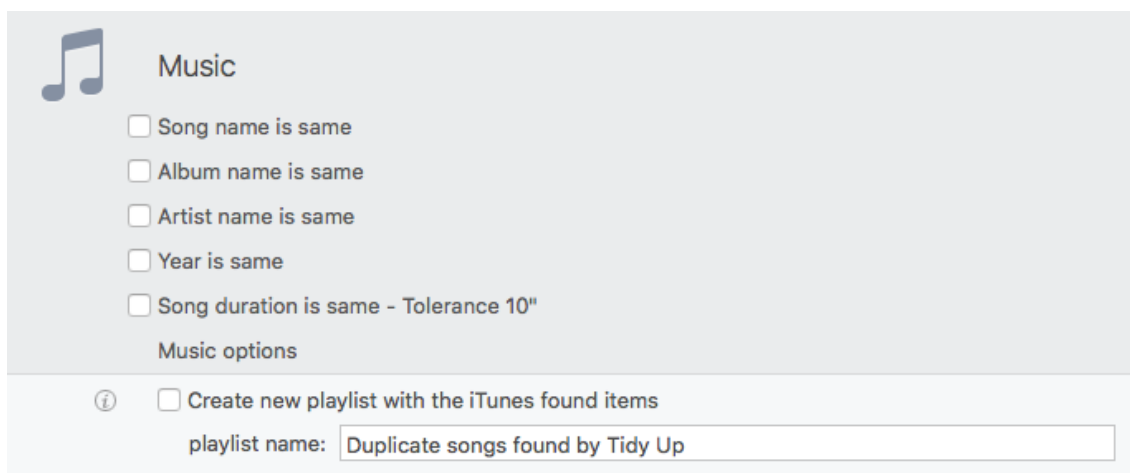

Figure 25: Representation data search prompt window.

* An image file is formed by two kinds of data: the EXIF metadata and the representation data. The former contains all the information about the image, such as date taken, camera model, GPS coordinates, etc. while the latter contains the data used to represent the images itself.

Music Criteria

These criteria will be disabled if criteria related to folders or photos are checked.

Figure 26: Music criteria pane.

Tidy Up is able to search for MP3 and AAC song files by song tag (song name, album, etc.) and by duration in the iTunes database, or any other storage media mounted on the desktop.

To search by songs' tag, it is important that the tags are well defined because **Tidy Up** will ignore the songs that do not have the tags that you're using as criteria. Following are some suggestions when searching for music files:

• If the tags are well defined, search by tag.
• If the tags are missing, search instead by file attributes (file name, date modified, etc.).
• If unsure of how complete tags might be for song files in your search, use both search methods (by tag and by file attributes). The two searches should be done separately in any order.

If you are unsure of the content of only some tag kinds, simply do not include them as criteria. Generally, the song name, artist and album associated to other criteria such as "size is same" are enough to have a list of "true" duplicates.

Song Name, Artist, Album, Genre and Year

If you tick and expand a criterion (song name, song artist, etc.) you will have the possibility to further customize the criterion, for example by excluding one artist from the search.

Duration

The tolerance of the duration time as a default is 10 seconds, but the user can modify it. If you need the exact time you can set the tolerance to zero.
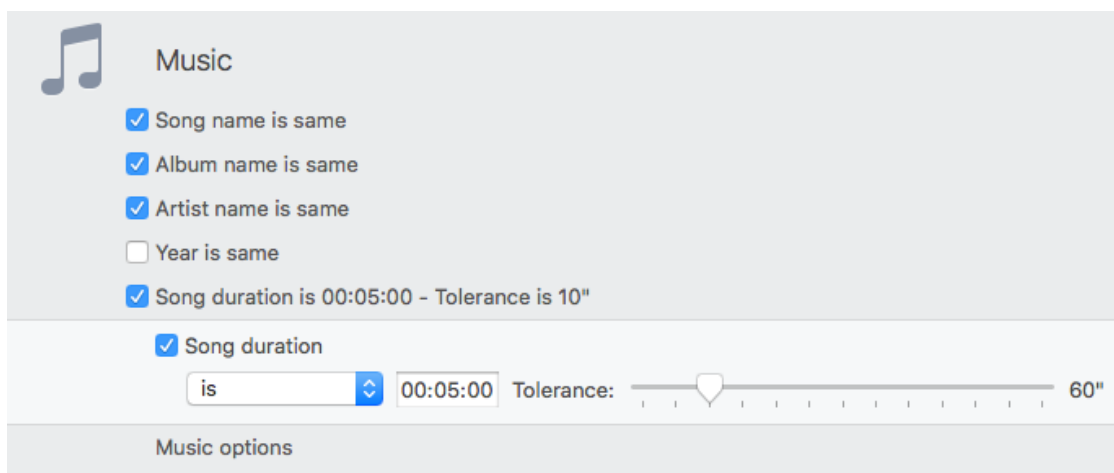
Figure 27: Possible music criteria scenario.

Music Options

To enable this set, you need to select as a search location iTunes Music, through Apps Support. See "Apps Support" to learn how to choose the "iTunes" search and synchronize option.

Common Attributes Criteria

Each of these criteria can be used with the same, unique or custom options and can be applied to files and folders.
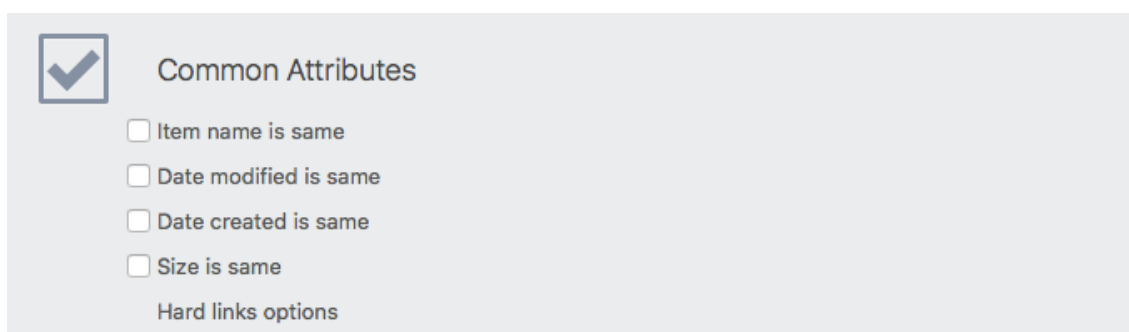
Figure 28: Common Attributes criteria pane.

Name

This criterion offers two more filters:
- *Compare the names excluding the extension:* useful when searching for files with the same name, regardless of the file kind.
- *Compare the name excluding the following expression:* it allows you to exclude from the search a sequence of alphanumeric characters after a separator before comparing the name. This is useful to find files that only differ by a small part at the end of the name. For example, assume that you want to find two songs called "My song.mp3" and "My song 1.mp3" and that

the number may be increased by 1 of each same file name. To accomplish this, you would enter a space in the separator field and "0123456789" in the difference field.
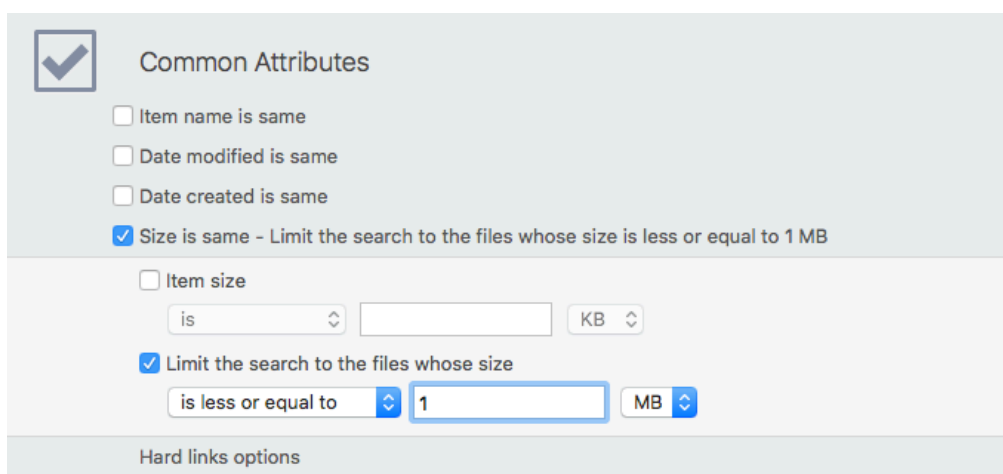
Dates

The date modified and date created options allow you to search for items within a specific date range. It is useful when you want to limit the search to a defined amount of time, for example all images duplicates by name and content modified in the past year.

Size

The size criterion is needed to have a "true" duplicate list. However, you may be considering a search where size is not an important factor (i.e. a list of duplicate songs by title, artist and album).

The option *Limit the search to the files whose size…* allows you to limit the search to files of a certain size even when the *Size is same* (or is unique) option is already checked. This way you'll be able to limit the search to significant files, for example excluding all files whose size is less than 1MB.

Figure 29: Size criteria section.

In the screenshot above, the search has been configured to locate items whose size is less or equal to one megabyte.

Hard links options

This set is new in version 5 and allows you to recognize and treat hard links.
Click here https://en.wikipedia.org/wiki/Hard_link to learn about hard links.
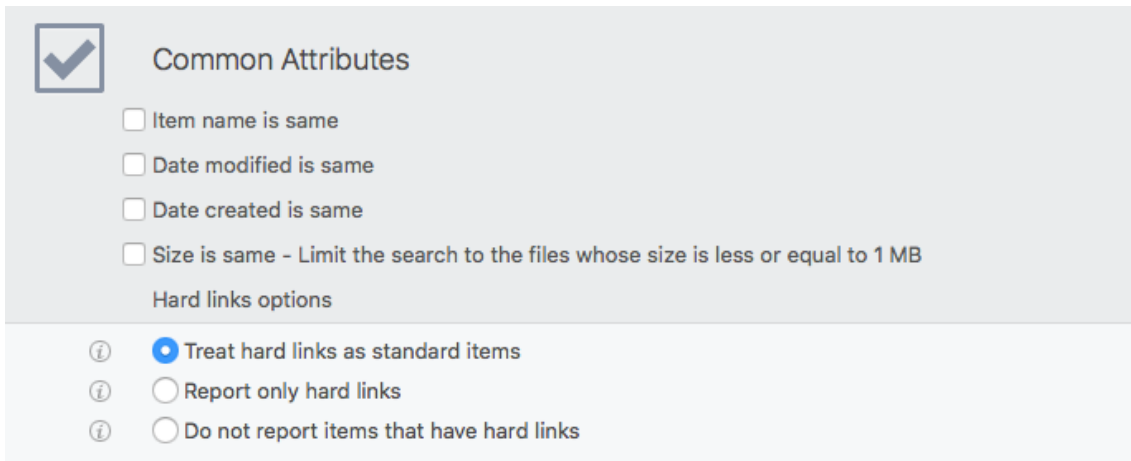
Figure 30: Hard link criteria section.

Treat hard links as standard items. It's set by default and reports hard links as if they were duplicate items (folders or files). The only difference from a standard item is that you won't save hard drive space when deleting a hard link.

Report only hard links. Reports only items that have hard links associated.

Do not report items that have hard links. Note that it is not possible to know which item is the original and which item is the hard link. Therefore, using this option, no item with hard links can be reported, even if it is duplicate with another item that has no hard links associated.

Files Criteria

With the exception of *Content of Files Options*, each of these criteria can be used with the same, unique or custom options.
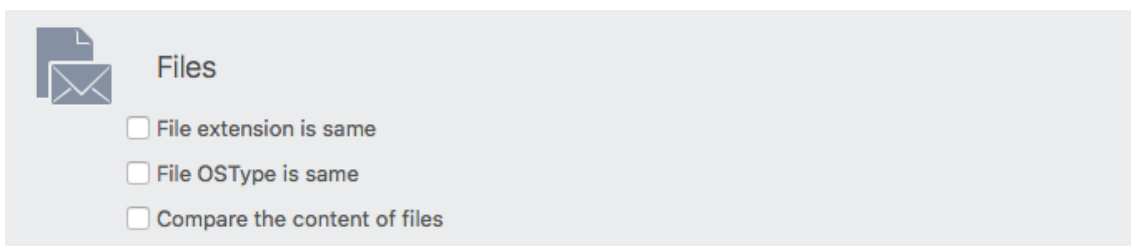
Figure 31: Files criteria pane.

Extension and OSType

Note: The steps listed below refer to Extension, but they can also be applied to OSType.

Further refining a search that would result in a huge list of found items will help you to more quickly identify the items to remove. If you choose the *file extension* check box, you can search for a particular file type. You can opt for only one type or for a set of files containing multiple types; use either "OSType" or "Extension", or both. A list of OSTypes and extensions can be found in the <u>Appendix 2</u>.

To assign an extension, you need two steps:
1. Tick the *files extension* check box.
2. Add the extension(s). This can be done in two ways: writing it in the field and hitting the return after each extension or, if you don't know the exact extension (or OSType* criterion), you can add a set of extensions by choosing a menu item from the pull down *Choose...* menu. This menu offers different options:

- **Choose item extension...** allows you to choose an extension, whose name you do not precisely know, by selecting a file in the Finder.
- **Choose Extensions Owned by an App...** allows you to add all extensions that the chosen application can read and/or write, including files loaded by the application itself that an user can't manage directly, such as plug-ins, file settings, etc.
- **Save.** Allows you to save the extension list you created for later use.
- **Remove.** Allows you to delete any saved extension list.

* OS Type is always formed of four characters; generally, empty characters are spaces.
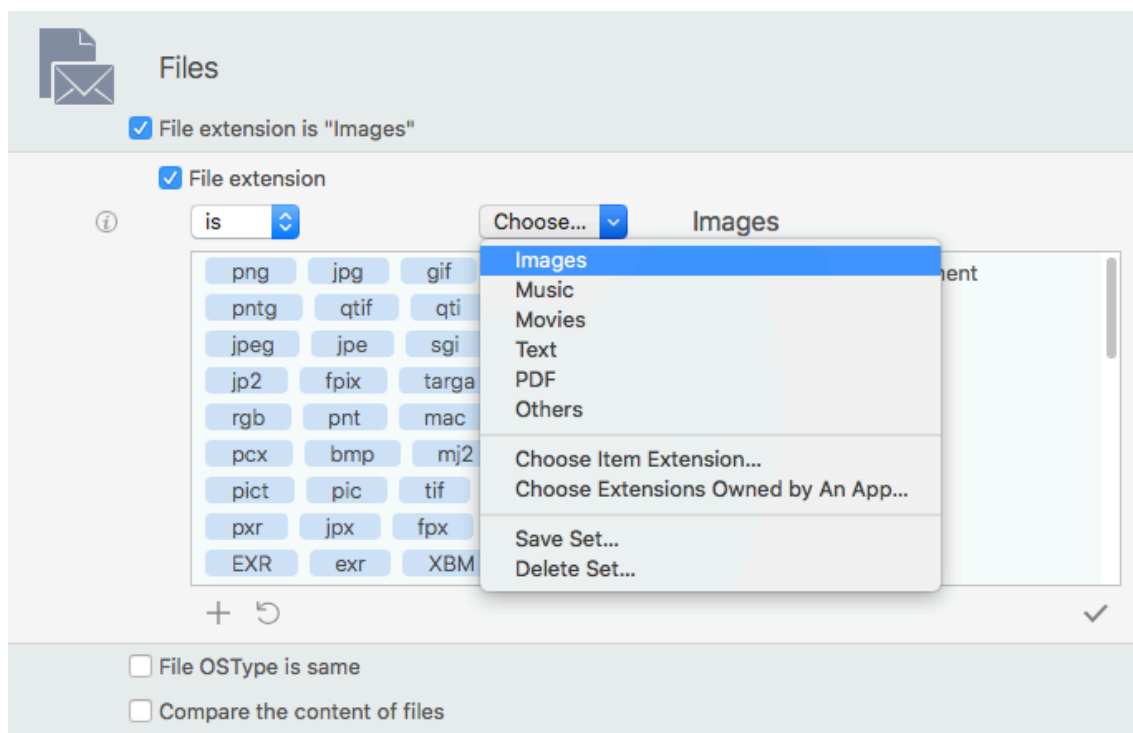
Figure 32: Extension criterion section.

To remove an extension, select a token and delete it by hitting the delete key or un-tick the

appropriate check box in the file kinds list on the right.

The added OSTypes and Extensions will be automatically converted to the correspondent file kind, (as shown in the figure below) added to the file kinds list on the right. If the added text is not recognized as a known file kind, it will be interpreted as "File kind not found."
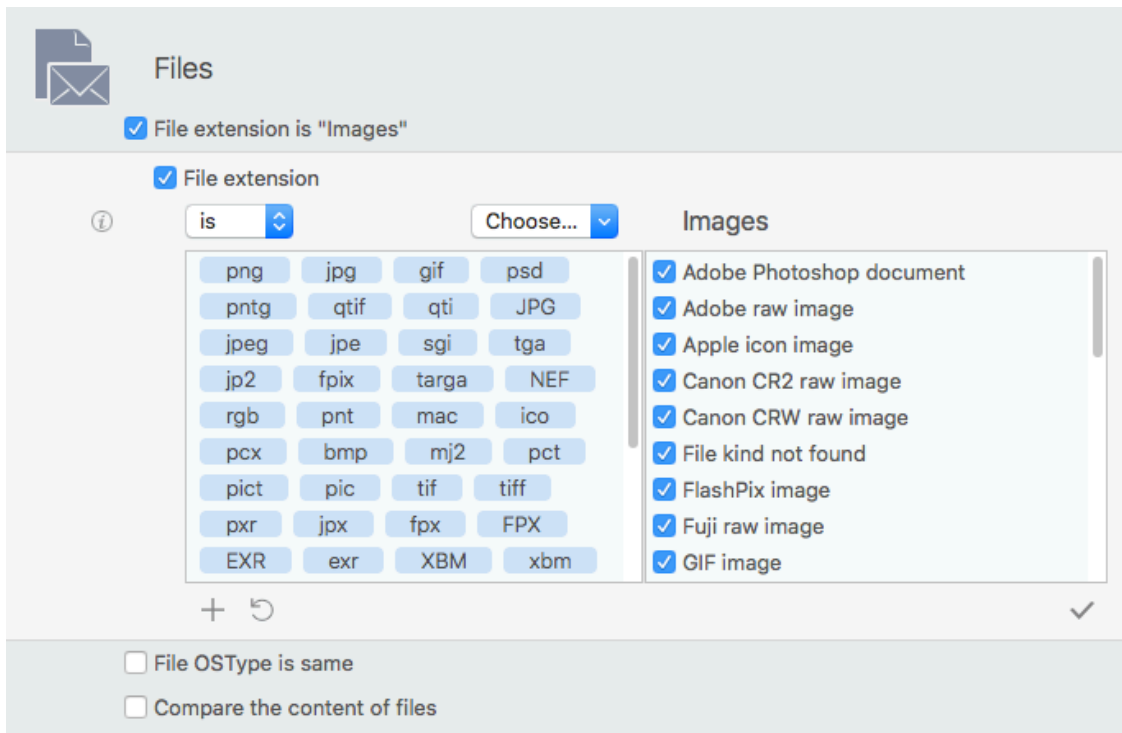
Figure 33: Extension criterion section showing the converted entered codes.

Note that the "file extension/OSType" option of OSType and extension criteria works in OR mode; this means that two files to be reported only need to satisfy one of the two criteria. To ensure you find all the needed file kinds, you must use both criteria. However, there are some exceptions. See "Common Search Scenarios" for examples.

Compare the content of files

Tidy Up has been optimized to offer class-leading searching performance. However, speed is linked to variables, some of which you can influence. Disk and network speed have an effect, but they are generally out of the user's control if searching for files through those access methods is required. A criteria set that can make a significant difference in search speeds is the *Compare the content* option.

Compare the content of files. Files will be compared byte by byte to ensure that they are exactly the same. This way, you'll only find "true" duplicates.

Skip files whose size is lower or equal to: you can set a size limit; **Tidy Up** will not take into account all the items whose size is lower or equal to the set one.
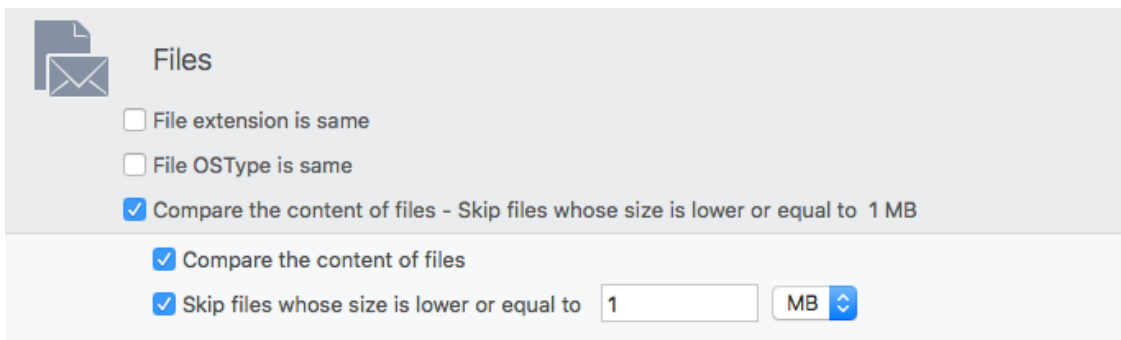
Figure 34: Content of files option.

Folders Criteria

Each of these criteria can be used with the same, unique or custom options and can be applied only to folders.
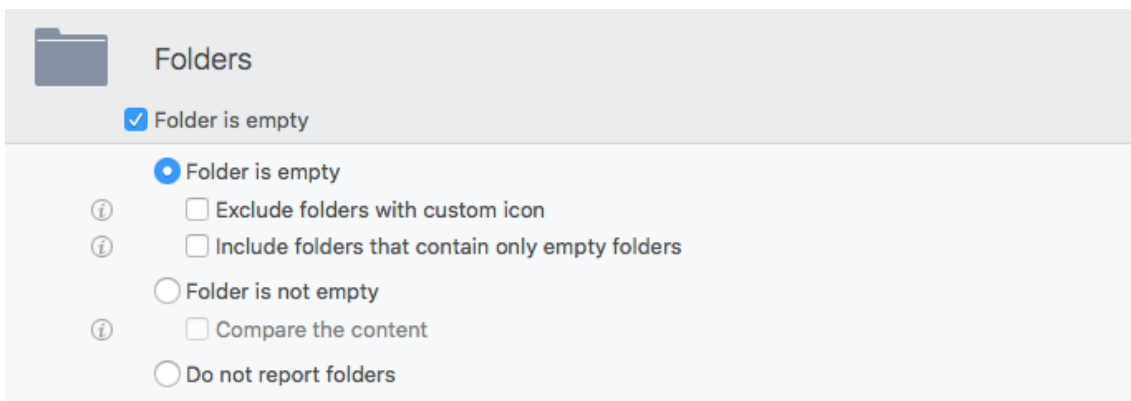
Figure 35: Folders criteria pane.

Folder is empty: Reports all the empty folders.

− *Exclude folders with custom icon*: if checked, **Tidy Up** will ignore all the folders with custom icons, which otherwise would be considered empty. A custom icon is an invisible file that resides inside the folder, so the folder isn't empty.

− *Include folders that contain only empty folders*: this option allows you to find all the folders that contain only empty folders; this way, you will be able to get rid of all the empty folders with one search.

Folder is not empty: Reports only the folders that are not empty.

− *Compare the content*: checking this criterion, **Tidy Up** will report all the duplicate folders that have the same content, regardless of the names of the contained items.

Do not report folders: Excludes all folders from the search. Tidy Up will only report files and packages.

Miscellaneous Criteria

The Miscellaneous criteria pane contains a series of options that are useful for further customization of a search.
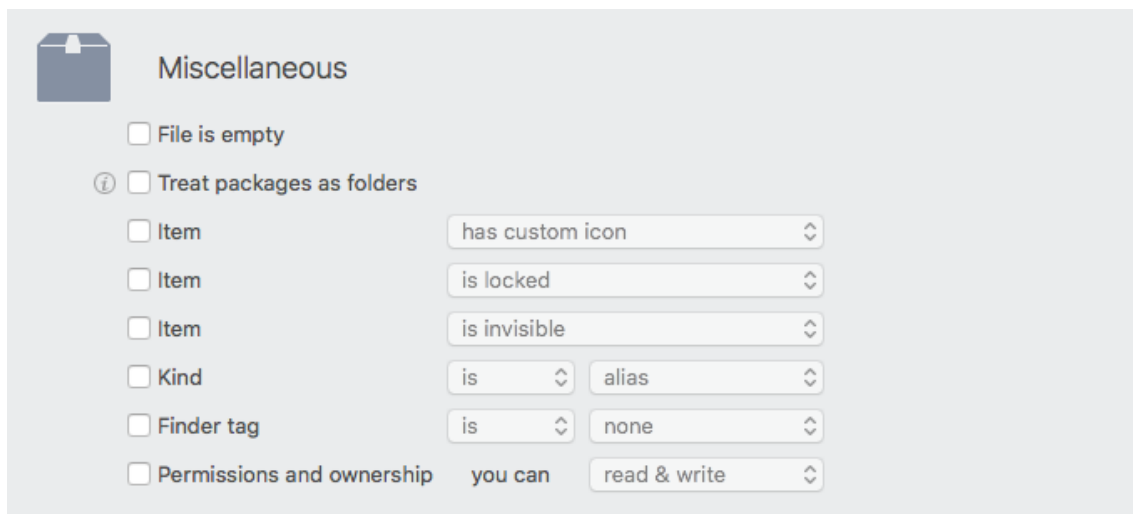
Figure 36: Miscellaneous criteria pane.

File is empty

When this option is ticked, **Tidy Up** will search only for empty items; for this reason, many other criteria such as *size* and *Compare the content* will be disabled.

Treat packages as folders
If ticked, **Tidy Up** will treat all the packages as folders, searching within them.
Use this option with caution if you don't have a good knowledge of how the operating system works because you may lose important data.

Item

- *Has/does not have a custom icon:* with this option, **Tidy Up** will report only those items that do/do not have a custom icon (custom icons are usually added to files or folders by the user).
- *Is/is not locked*: **Tidy Up** will report only those items that are/are not locked.
- *Is invisible/visible and invisible*: **Tidy Up** will report only those items that are invisible (Unix style included), visible, or both.
  Note: a hard disk, especially one on which an operating system is installed, contains thousands of invisible files and/or folders. **Generally, these invisible items are needed where they are and must not be moved or modified**; unless you understand the macOS in depth, it is a good rule not to trash invisible items.

Kind

It's useful to either exclude a specific item kind from the search, or to search for only one specific item kind. The item kinds are: alias, font, document and archive.

Finder tag

Allows to either exclude items tagged with the chosen tag, or to just search for the items tagged with the chosen label. The tags are those assigned in the Finder (i.e. Red, Orange, Yellow).

Permissions and ownership

Reports only the items that have the permissions and ownership chosen. If you are unsure of the returned items, using the *you have the ownership* option adds a safety margin.

Search Progress

Once the search has started, the search progress window will appear.
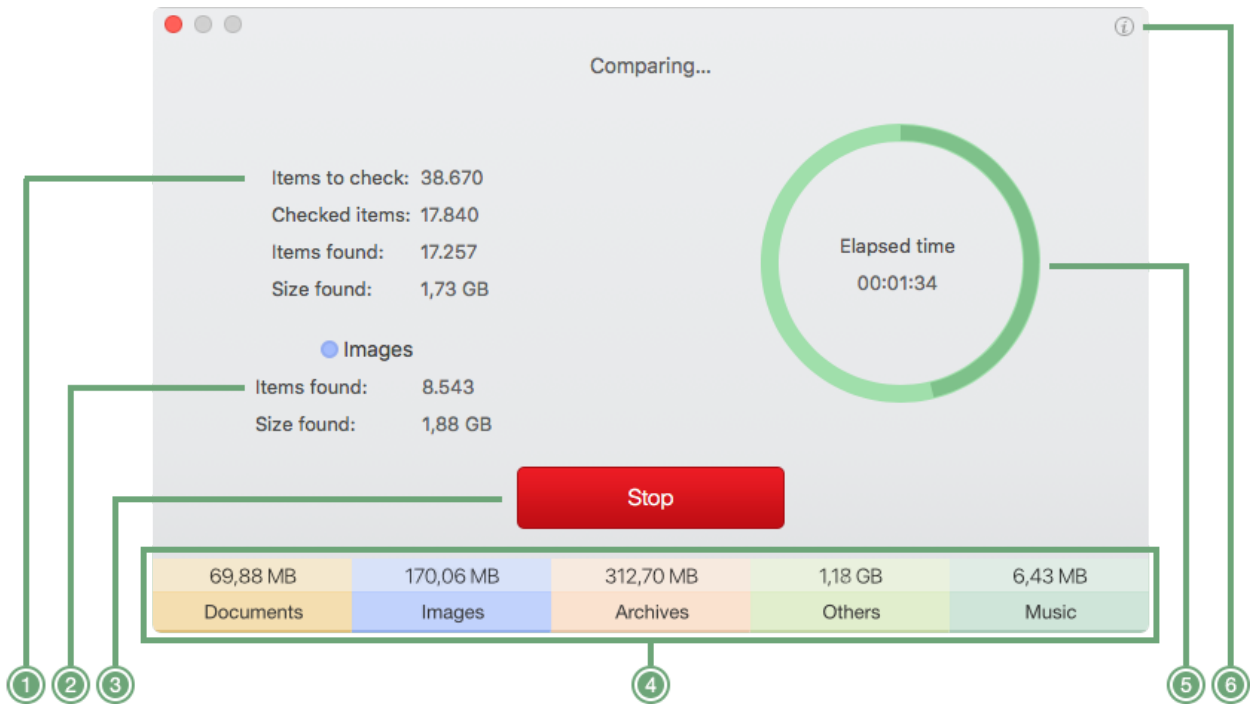
Figure 37: Search progress window.

1. Progress overview.
2. **File type info.** You can show it by placing the cursor over a found file kind.
3. **Stop button.** Interrupt the current search.
4. **File type tabs. Tidy Up** adds a file kind tab each time finds a new kind and if the found kinds are more than 1.
5. Animated view progress.
6. **Criteria info button.** Clicking on it will show the criteria used in the current search.

Result Overview
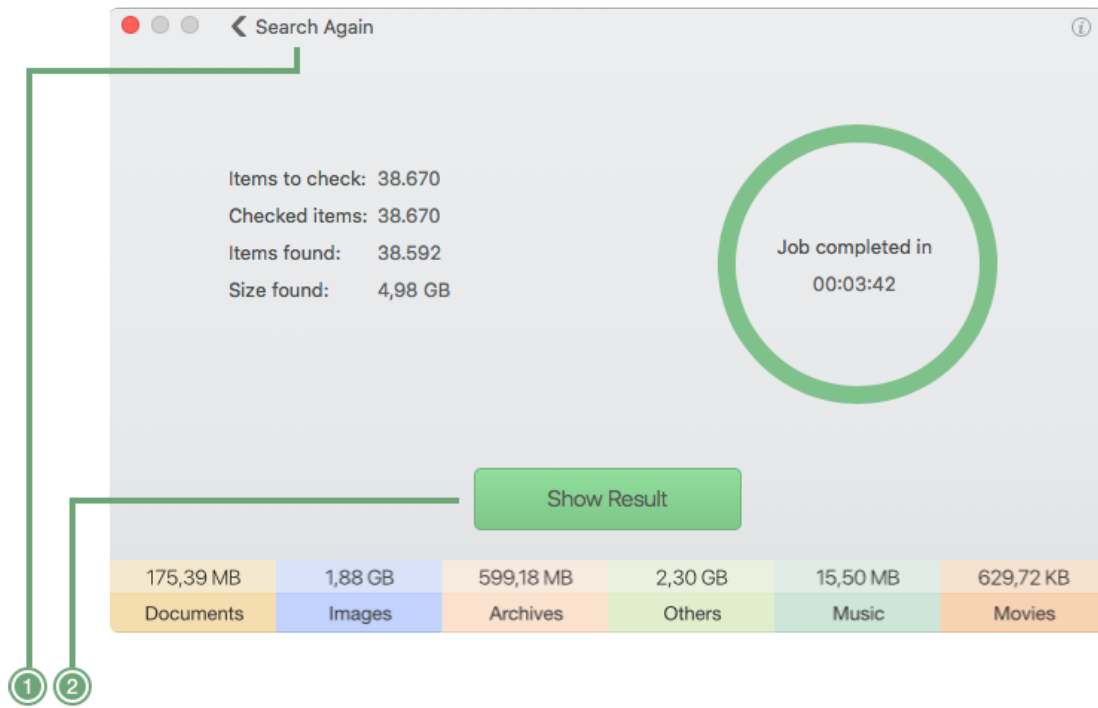
Figure 38: Result overview window.

1. **Search Again.** Deletes the current result and returns to the search window. Any changes will be lost unless you saved them.
2. **Show Result.** Show the results by opening the Result Window. Click on a File Type Tab to open the Result Window in the chosen files type view.

Step Two: Choose the items to process

Now that a list of found items has been generated, you can analyze them and choose the ones to process.
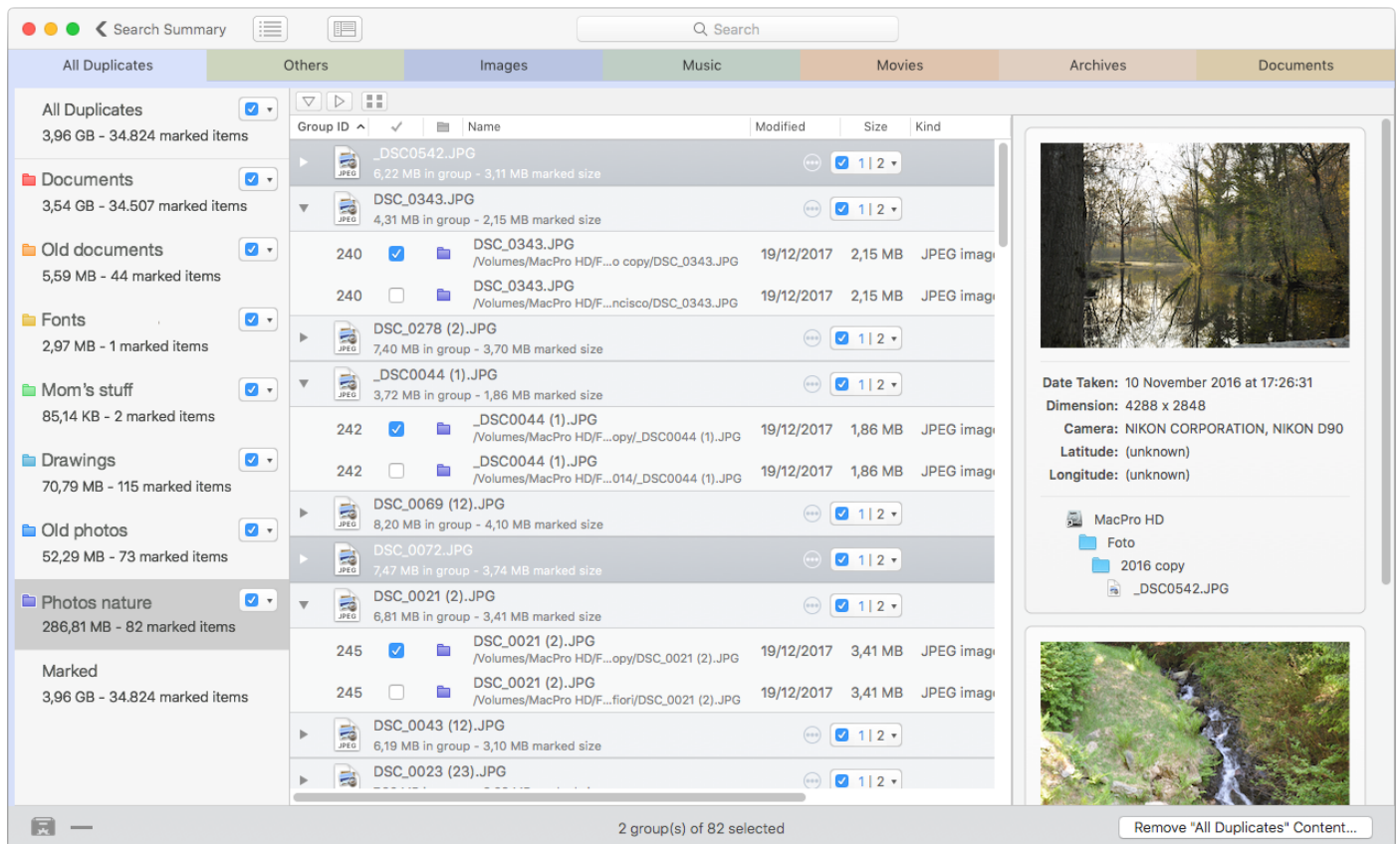
Figure 39: Result window.

As for the Search window, the Result window contains features to be used in an advanced mode. They aren't showed in a dedicated view like the Search window, but they are available in the form of options; one of them is the Smart Box.

The found duplicate items are organized by duplicate groups, each of which has an ID #. All the items of a group are joined by the used criteria. For example, if the search was made by same name and same size, each group contains all the items with the same name and size.

If the search has been done for duplicates, **Tidy Up**, as a simple mode feature, automatically marks the items to remove based on the criteria of the oldest items first (if any is present), then all the other items, except for one. Generally, this basic method is not enough for removing the unwanted duplicates.

IMPORTANT: Since it's not possible for an app to know which file is important and which is not important for the user, **Tidy Up** cannot tell the difference between an original or a copy; therefore, once you have the search results, you must choose the items to remove/manage. To identify which items must be processed and which left untouched, you can start by reading this chapter.

There are two ways to choose the items to manage:

1. Mark the items.
2. Create a Smart Box.

These methods can be combined to tune up the items choice.
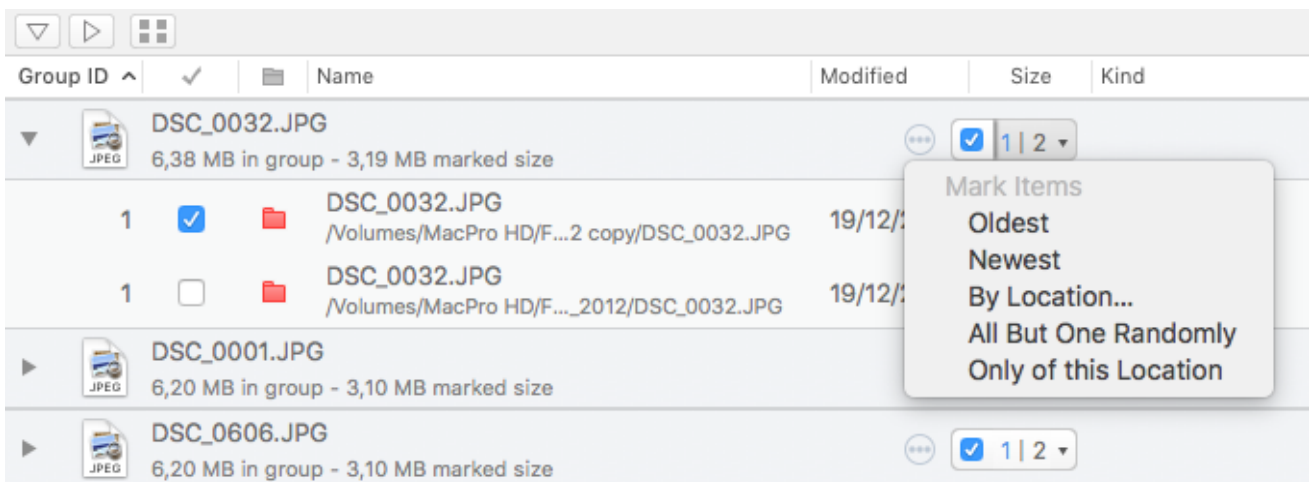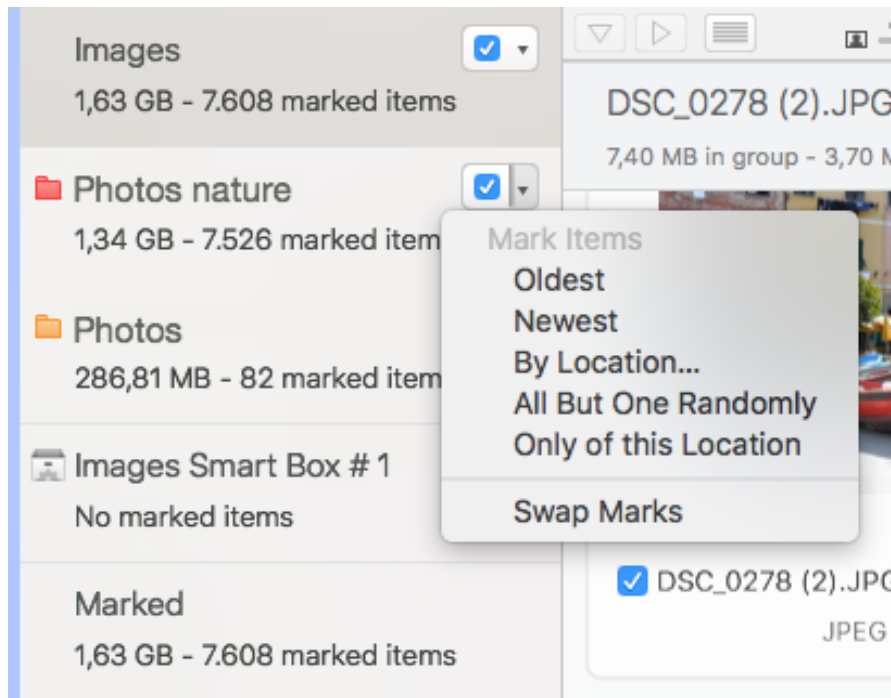
How to mark (Simple Mode)

To mark the items, click on the small triangle (figures below); it will show the menu with the mark choices. The small triangle is present on the Result sources and on the result list when the items are shown as groups.
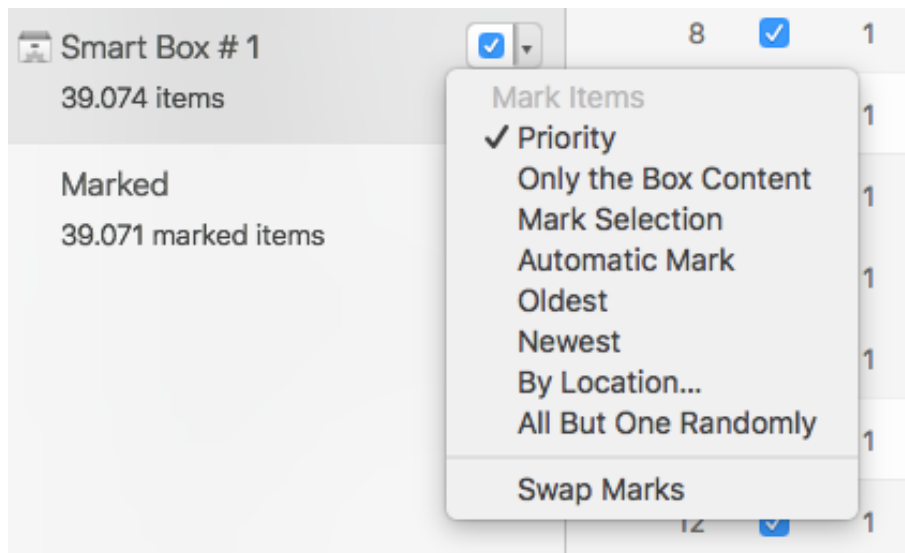
Figure 40: Mark menu details.

Oldest: Marks the oldest items, if they are present.

Newest: Marks the newest items, if they are present.

By Location: Marks the items that reside in the chosen location. If all items of a duplicate group reside in the location, then marks all but one item of that group.

All But One Randomly: Marks all items except for one (chosen randomly) in each group.

Only of this Location: Marks the items that reside in this location (in the case of the image above, it is the folder *Photos nature*). If all items of a duplicate group reside in this location, then marks all but one item of that group. This option is present only if the menu is called from a location item.

Priority: only available if the priority has been assigned and marks all but one item of each group using the priority settings.

Only the Box Content: Marks the items that reside in this box (in the case of the image above, it is the smart box *Smart Box #1*). Only available if the menu is invoked from a smart box or if the search hasn't been performed for duplicates.

Mark Selection: Only available if the menu is invoked from a smart box or if the search hasn't been performed for duplicates.

Swap Marks: Marks the unmarked items and unmarks the marked items. This option doesn't act on groups of duplicates where all files are either all marked, or all unmarked.

If the mark menu is invoked from the file type tab, then it will act on every found file inside the file type tab. If invoked from a source item, such as *Photos nature* in the image above, it will instead only act on the files in that source.

Smart Box

There are two smart box types: the predefined ones called "Priority" and those created from the user called "Smart box".

Priorities Smart Boxes

All Duplicates
3,57 GB - 34.139 marked items

📕 Photos nature
286,81 MB - 82 marked items

📁 Photos
3,28 GB - 34.057 marked items

Priority - Items to Keep
No marked items

Priority - Items to Remove
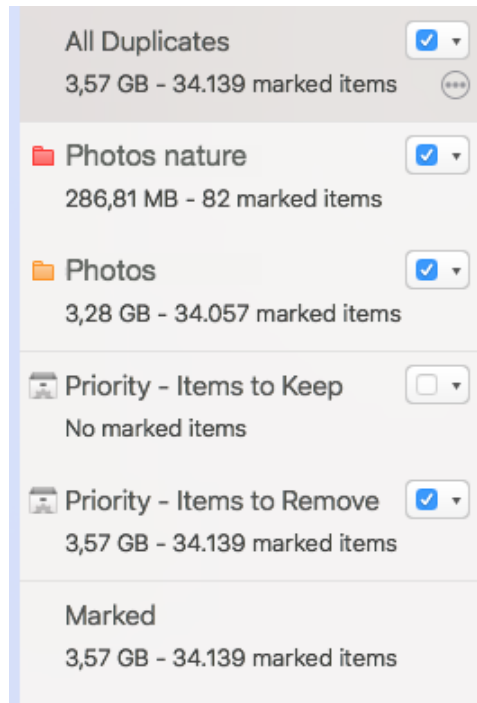3,57 GB - 34.139 marked items

Marked
3,57 GB - 34.139 marked items

Figure 41: Priorities Smart Boxes.

If one or more priorities have been assigned to any location, (for further info, refer to the Priorities section) **Tidy Up** will create two smart boxes: "Priority - Items to Keep" and "Priority - Items to remove."

Items to Keep: in this smart box **Tidy Up** will gather all the items that have the highest priority in their duplicate group. In case the highest priority is the same for some of the items in a duplicate group, **Tidy Up** will randomly select one of these. These items are generally the ones you should keep.

Items to remove: in this smart box **Tidy Up** will gather all the items that do NOT have the highest priority in their duplicate group. In case the highest priority is the same for some of the items in their duplicate group, Tidy Up will randomly select and leave out one of these. The items in this box are generally the ones you want to remove.

How to create a Smart Box (Advanced Mode)

A smart box uses defined criteria to group the found items. It's versatile and fast, and once you've learned how to use it, you will have the result in a matter of seconds.
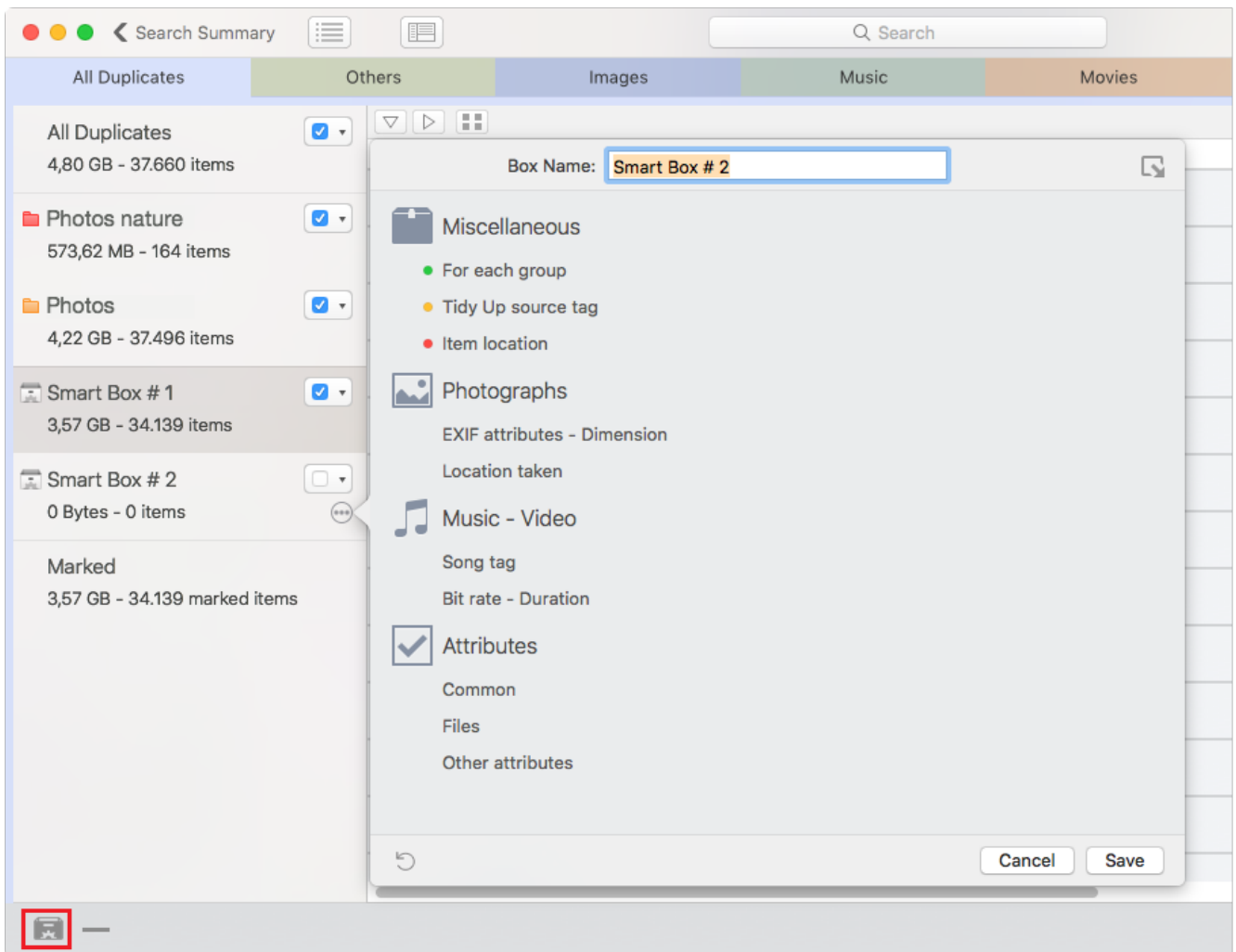
Figure 42: Smart Box creation details.

To create a smart box, you have to choose "New Smart Box" menu item from the File menu, or click the first leftmost button at the bottom left side of the window (red-circled). This action opens a window that allows to define the criteria to use to gather the items you want to process. Once the criteria are defined, click on the "Save" button to create the smart box. Note that it will be automatically saved for future use.

Colored dots

- Green dot: Criteria correctly assigned.
- Orange dot: There are criteria correctly assigned and criteria activated but not correctly assigned.
- Red dot: Criteria activated but not correctly assigned.

Tip
The items contained in the box are left marked as they were before the box's creation. To easily visualize the items that you are removing or keeping, it is suggested to mark or unmark the box items as it is explained in the Mark section.

Smart Box Criteria

The criteria panes are grouped into four main collections of criteria, which are joined based on the type of information they contain. The criteria panes are installed based on the search type performed and from which file kind tab you are creating the smart box. For example, if a smart box is created after a search for unique items has been performed, the criteria related to the duplicate groups won't be installed; or, alternatively, if a smart box is created from the Images tab, the criteria related to music won't be shown.

Miscellaneous: contains four sets of miscellaneous criteria, mainly related to duplicates.
Photographs: contains criteria that can be applied to photos and images.
Music - Video: contains criteria that can be applied to songs and movies.
Attributes: contains criteria that can be applied only to the items' attributes.

Clicking on a criterion name gives you access to the options pane of that criterion.

To enable the content of the single criterion you must tick the check box next to the criterion name.

Miscellaneous

This set of criteria consists in four extremely useful sub-sets; they are the fulcrum of the smart box system. They are not installed if the search has not been performed for duplicates.

Figure 43: Smart Box – Miscellaneous criteria.

For each duplicate group

These options should be used to be sure that you leave at least an item of each group untouched. The use of one of these options in conjunction with others will help you find the items you need to manage. Note that the criterion "Report all but one" is assigned by default when a smart box is created and, if you think that it isn't useful, you can remove it.

Report an item/all but one: these options report an/all but one item of each group without taking any attribute into account.

   Example: assume a search has been completed in two different locations (folder A and B) and you want to trash the duplicates that reside in the folder A; however, while A contains items that are duplicates with folder B, it may also contain items which are duplicates only with other items of the folder A. To be sure to leave at least an item untouched, assign the following criteria: 1- **Tidy Up** tag is folder A; 2- for each group, report all but one.

Date created/modified is/is not newest/oldest: will report the item for each group whose date created/modified is (or is not, depending on the choice) newest/oldest. If a group doesn't contain oldest/newest items, no items will be reported. This ensures that at least one item in each group is always left untouched. As such, the example above can be applied using date options (such as "item's date created is oldest") instead of "for each group report all but one".

File size is/is not smallest/biggest: will report the item for each group whose file size is (or is not, depending on the choice) smallest/biggest. If a group doesn't contain smallest/biggest items, no items will be reported. This ensures that at least one item in each group is always left untouched. As such, the example above can be applied using size options (such as "file size is smallest") instead of "for each group report all but one".

Bit rate is/is not lowest/highest: will report the item for each group whose bit rate is (or is not, depending on the choice) lowest/highest. This criterion is not installed if the tab from where you are creating the box doesn't contain songs or movies. As for the other criteria above, if a group doesn't contain lowest / highest bit rate items, no items will be reported. This ensures that at least one item in each group is always left untouched. As such, the example above can be applied using bit rate options (such as "item's bit rate is highest") instead of "for each group report all but one".

Image pixel size is/is not smallest/biggest: will report the images for each group whose image dimension is (or is not, depending on the choice) smallest/biggest. If a group doesn't contain smallest/biggest images, no items will be reported. This criterion is not installed if the tab from where you are creating the box doesn't contain images.

Multiple reports: Tidy Up will report multiple items (of each group) that match the chosen criteria. For instance, if you assign the criteria *date modified is newest* and **Tidy Up** finds a group which has three items and two are newest (having the same modified date), **Tidy Up** will report both of them. If this option is not checked, one of the two newest items will be randomly chosen.

Tidy Up source tag

If the search was performed in more than one location, **Tidy Up** assigns a colored tag to each location chosen in the "Sources". Here is where you can use the assigned tags as an option to quickly identify the items to manage.
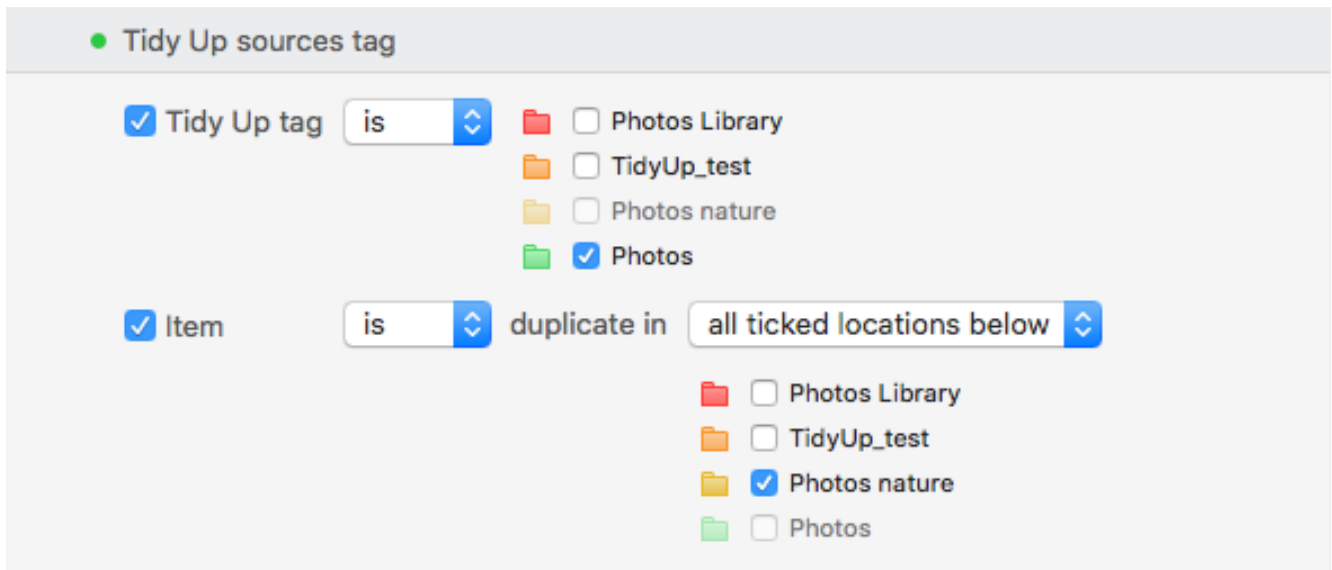

Figure 44: Smart Box – Tidy Up source tag criteria.

Tidy Up tag is/is not: reports only the items that reside/do not reside in any of the ticked locations (and thus have or do not have any of the chosen tag/s).

Item is/is not duplicate in: allows to locate items which are/are not duplicates with items that reside in the ticked location(s). If you tick more than one location, let's say Folder B and C, then **Tidy Up** will gather in the smart box only those items that are duplicates with at least an item in Folder B, and at least one in Folder C. If an item is duplicate in Folder B, but not in Folder C, it won't be reported in that smart box.

In addition to "all ticked locations below", two other options are available:

One location only: with this option, the reported items will be (won't be, if "is not duplicate" has been chosen) duplicates **only** with other items that reside in their same folder.

All searched locations: the items reported will be duplicates (won't be, if "is not duplicate" has been chosen) in **every** location you have searched in.
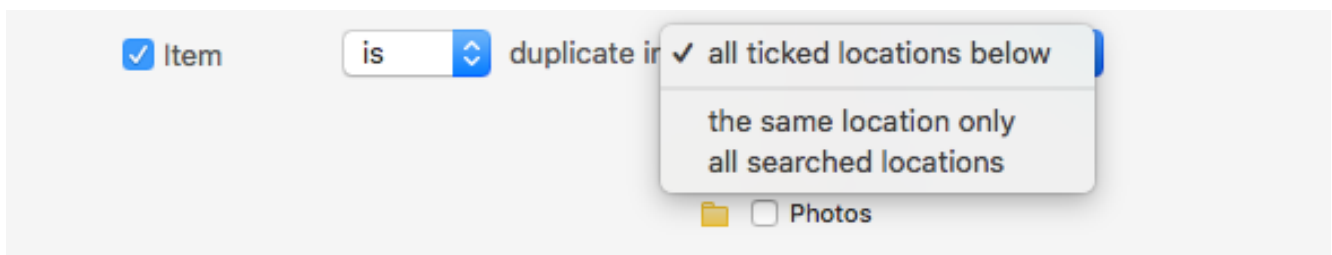

Figure 45: Smart Box – Is duplicate in menu details.

The combination of these two options can help to quickly locate the items to process. For

example, a search has been performed for duplicates in three different locations (folders A, B and C) and you want to trash only the items that are in folder A and are duplicates with the items of the folder B; you then assign the following criteria: 1- **Tidy Up** tag is folder A; 2- item is duplicate in folder B.

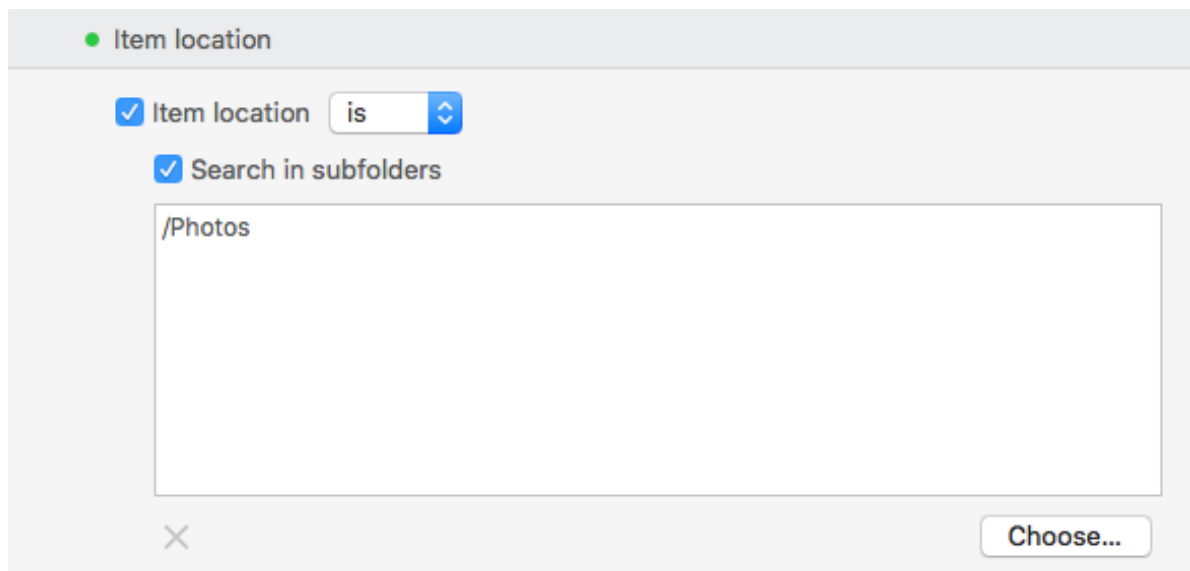### Item location

This collection is always installed.

Figure 46: Smart Box – Item location criterion.

Item location: reports the items that reside/don't reside in the chosen location.
Search in subfolders: select this option if the first level folder isn't sufficient; this allows **Tidy Up** to search deeply in all the folders contained in the chosen location.
The combination of this option with the **Tidy Up** tag is useful when, for example, you need to exclude folders inside a labeled location. For example, assume you have performed a search in two different locations (folder A and B) and want to trash the duplicates that reside in the folder A; but the folder A contains a folder, called Precious, which must be left untouched. To accomplish this, assign the following criteria: 1- **Tidy Up** tag is folder A; 2- item location is not /The_Path_of Folder_A/Precious, ticking "search in subfolders".

Apps support

These options refer to the supported apps and are installed if the search includes apps and if the tab contains files related to the apps, for example images for Photos. For further info refer to Apps support.

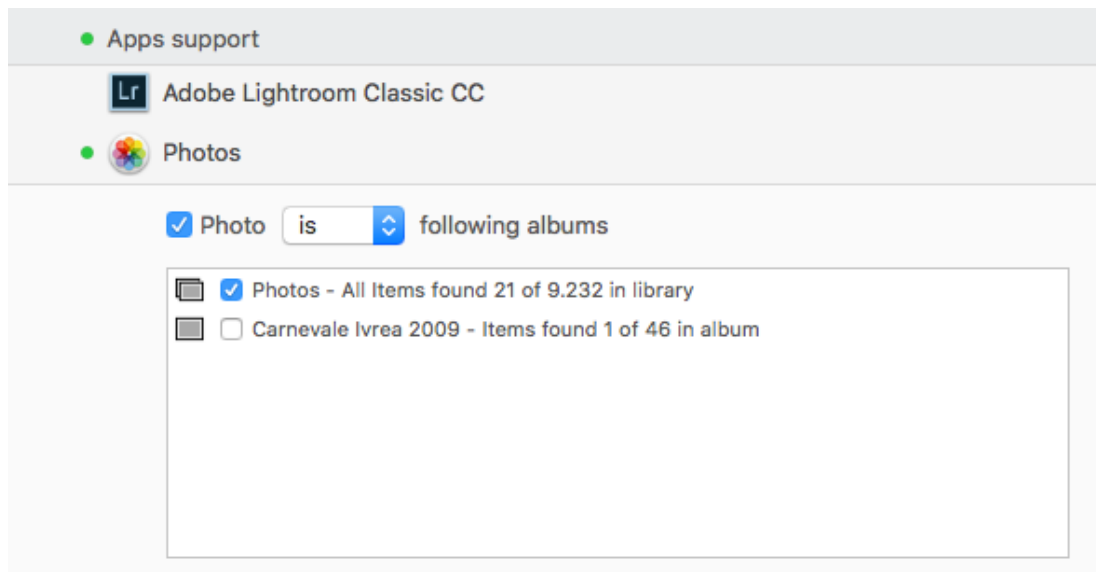Note: the image below refers to Photos, but also applies to the other apps.

Figure 47: Smart Box – Apps support criterion.

Photo is/is not in the following albums: Allow you to report or exclude the items contained in the chosen album(s).

Photographs

This set of criteria is formed of two sub-sets that are joined by attributes type. Not installed if the search has not been performed for Images or if the tab from which the box is created doesn't contain images.

Figure 48: Smart Box – Photographs criteria.

Date Taken: reports files that match the chosen date criterion.
Camera Make and Model: include files produced by a specific camera make or model.
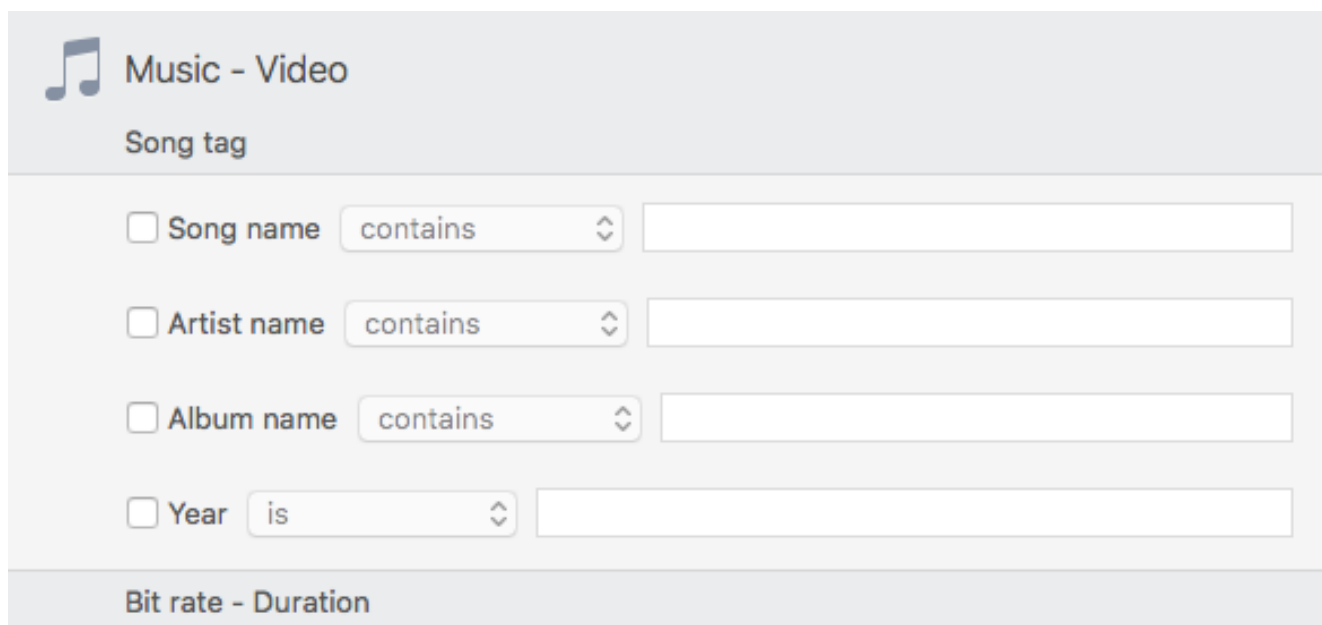**Pixels width and height**: reports files that match the entered values.

Location taken

Figure 49: Smart Box – Location taken criterion.

Checks the GPS coordinates. Tick the "Location taken" check box, enter the name of the location in the search field below the map and hit the return key, authorize the location service if requested. Use the Range option if you don't need the exact position.

Music - Video

This set of criteria is formed of two sub-sets that are joined by attributes type. Not installed if the search has not been performed for media or if the tab from which the box is created doesn't contain songs or videos.

Figure 50: Smart Box – Music - Video criteria.

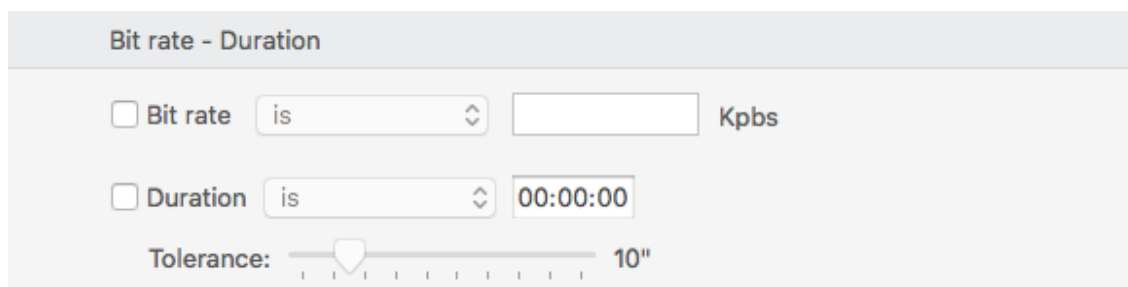### Song name - Artist - Album - Year

Song name: reports songs excluding or containing a specific sequence of characters.
Artist name: reports songs excluding or containing a specific sequence of characters.
Album name: reports songs excluding or containing a specific sequence of characters.
Song year: reports songs based on their year of publication.

Bit rate - Duration

Figure 51: Smart Box – Bit rate – Duration criteria.

Bit rate: locates media files whose bit rate is greater than, less than, or equal to the entered value.
Duration: locates media files whose duration is greater than, less than or equal to the entered

value.

- Tolerance: allows the located media files to be longer/shorter by the chosen tolerance than the duration value. Default Tolerance is 10 seconds. To return media files with the exact duration, set the value to zero.

Attributes

This set of criteria is formed of three sub-sets that are joined by attributes type. It's always installed.

Figure 52: Smart Box – Attributes criteria.

Common
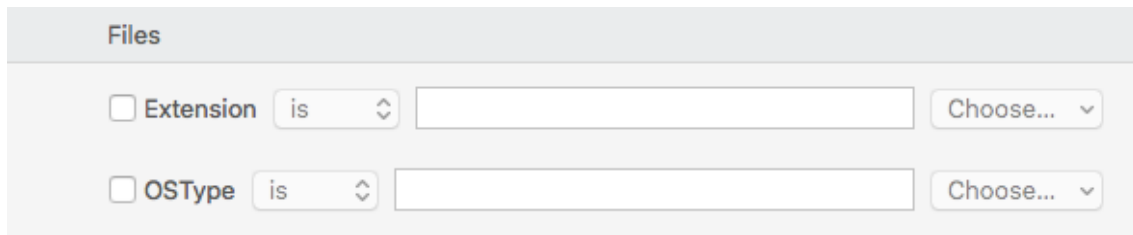
Date modified and created: reports files created/modified in a specific date or within a date range.

Size: locate items of a specific size or within a size range.

Name: locates the items by name, excluding or containing a specific sequence of characters. By choosing the "name ends with a number" option you can identify (or exclude) the items with numbers in their name. This is useful to identify those files (i.e. FileName 1.mp3) modified by iTunes or Photos.
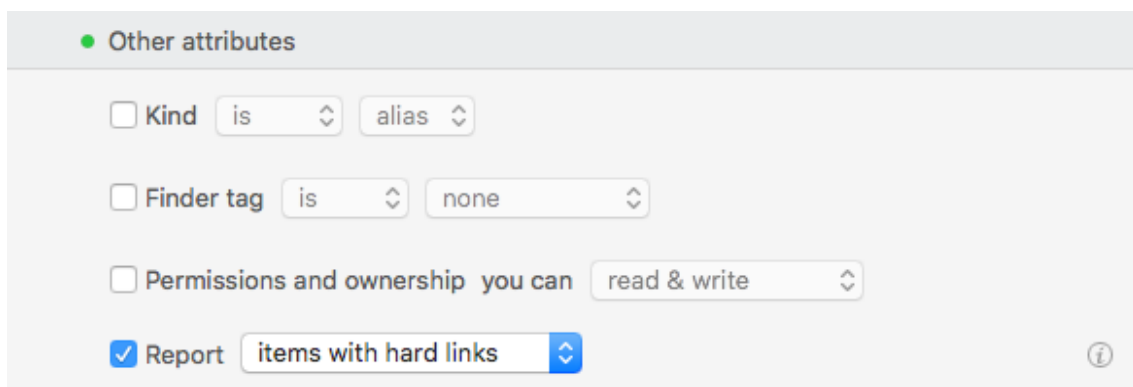
Files

Figure 53: Smart Box – Files criteria.

Extension and OSType: locate items by OSType code or extension suffix. Note that when you save a set of extensions or OSTypes in the Search Window (in the search advanced mode), they will also show up in the smart box window.

Other attributes

Figure 54: Smart Box – Other attributes criteria.

Kind: allows the inclusion or exclusion of a specific item kind (alias and fonts).
Finder tag: include or exclude items labelled with the chosen Finder tag.
Permissions & ownership: returns only the items that have the chosen permissions and ownership. If you are unsure of the reported items, it is safer to only manage the ones you have the ownership of.
Report items with hard links: reports or doesn't report (depends on the choice) only items that have hard links associated.

How to modify a Smart Box (Advanced Mode)

To modify a created smart box, position the cursor on the box item: an ellipsis button will appear. Clicking on it will open the window with the criteria. You can now modify the criteria and save them.
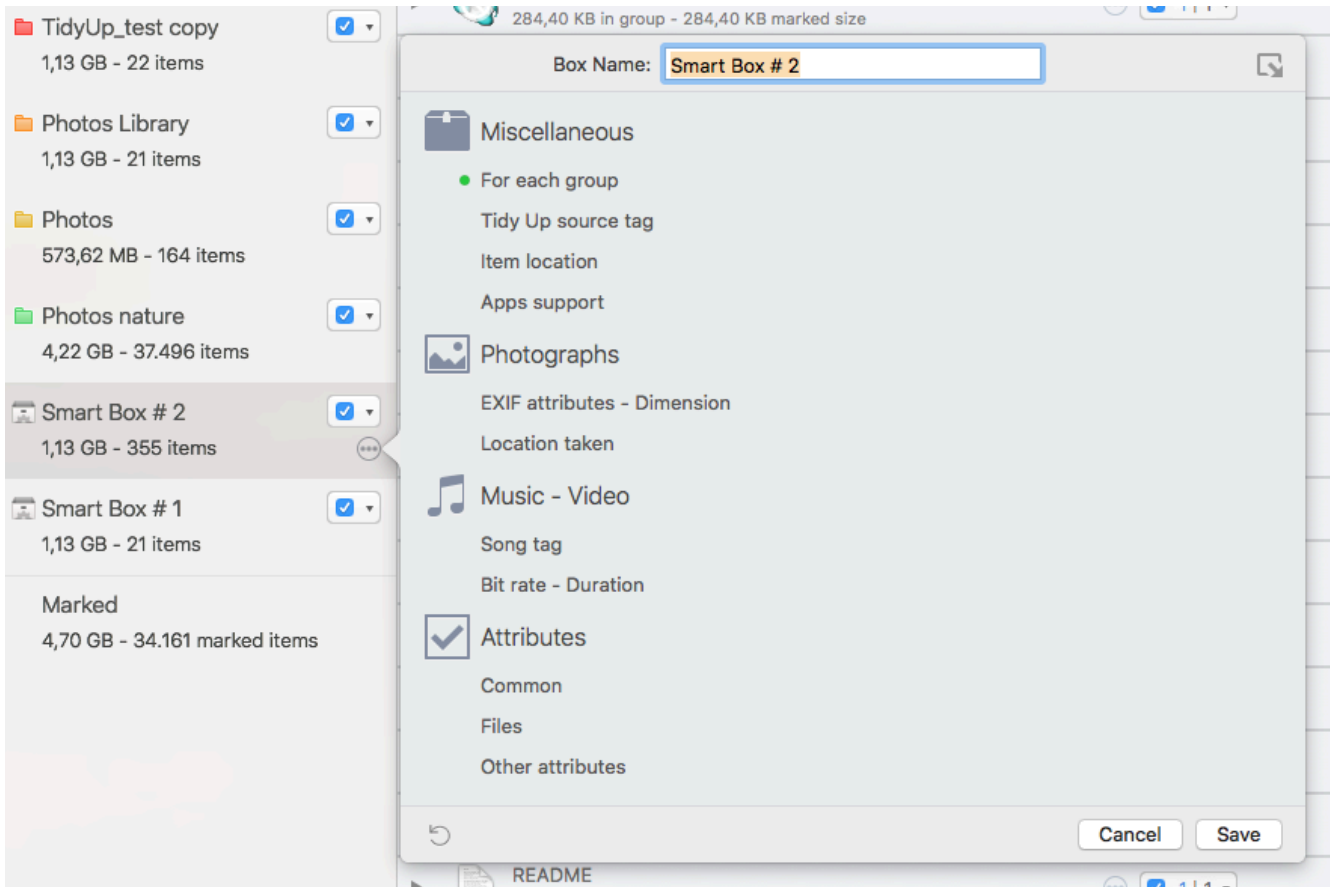
Figure 55: Smart Box – Modify Smart Box.

If you just want to refresh the box without changing the criteria, once the window is open, hold down the option key (alt) and click on the "Refresh Box Content" button (visible only after the option key was held down).

Install, hide and delete a Smart Box (Advanced Mode)
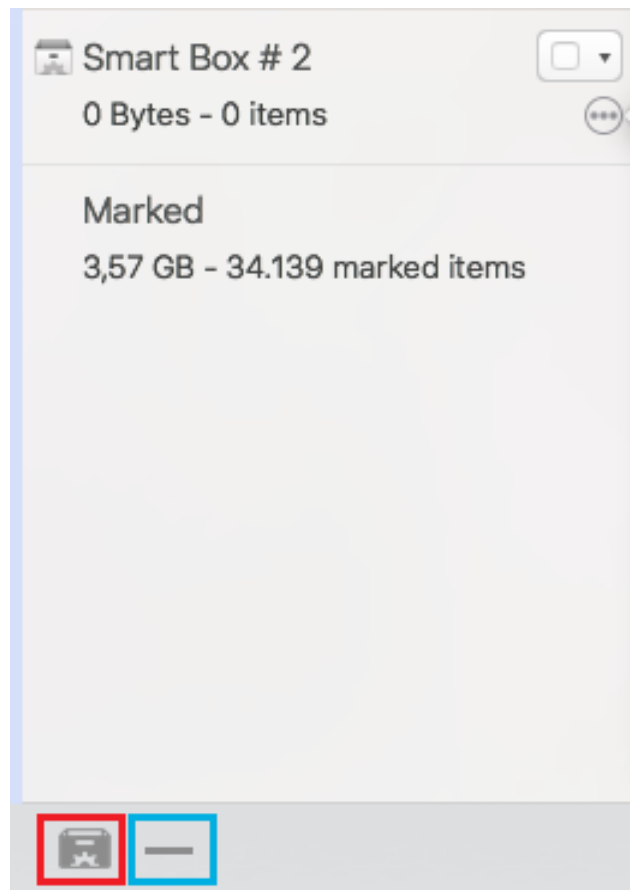
Figure 56: Smart Box – Smart Box visibility management.

To install a saved smart box, hold the mouse button down for 2 seconds on the Box button (red square above); the menu with the list of the saved boxes will appear: choose one.
To hide an installed smart box, select that smart box, and click on the minus button (blue square above). Alternatively, after you select the box, hold the mouse button down for 3 seconds on the Minus button; the menu with the choice *Hide selected smart box* will appear: select it.
To delete a saved smart box, hold the mouse button down for 2 seconds on the Minus button (blue square above); a menu with the list of the saved boxes will appear: chose the box you want to delete.

Step three: Process the chosen items

Now that a list of items has been chosen, you can process them by clicking on the "Remove…" button on the bottom-right side of the result window.
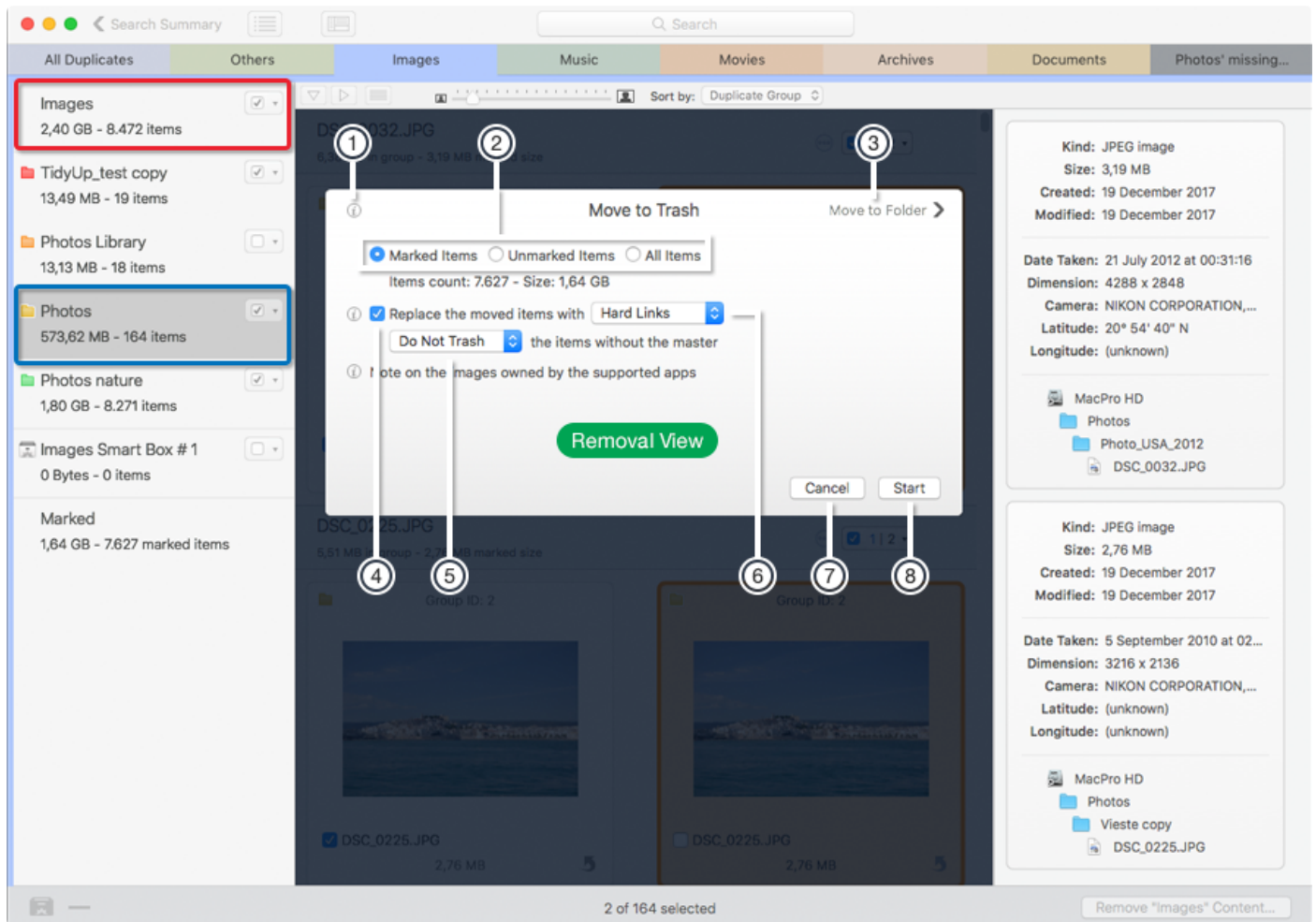
Figure 57: Remove view.

Note that the remove button will act differently depending on which box/location you have selected at the moment of pressing the button. In particular, if a smart box is selected, you will be proposed to remove the items contained in it. Therefore, in this case you can only act on the items contained in that smart box. On the other hand, if a location (blue-squared in the image above), or the main list of items (red-squared in the image above) are selected at the moment you press the remove button, you will be proposed to remove the items of the selected tab (All Duplicates, Images, Documents, etc.). Thus, in this case you will act on ALL items in the tab, not just the ones in the location. To avoid confusions, the remove button title will change according to the selected item, by saying "Remove *Smart Box Name* content" or "Remove *Tab Name* content".

Tidy Up 5 gives the possibility to remove items even if the admin privileges are required and you don't have them. To enable this, **Tidy Up** asks you at the first run to install the helper tool. Enter the requested information to allow it.
If you gave the permissions to install the helper tool **Tidy Up** will ask you what to do (image below) when, during the moving job, an item that needs the authorization comes across.

Figure 58: Admin privileges needed dialog.

Move to Trash

When the remove button is clicked, the Move to Trash view is the first you see.

First, select the appropriate radio button (#2 in Fig. 58):
"Marked items", "Unmarked items", or "All items" if you want to trash all the chosen items.
The information fields will be automatically updated.
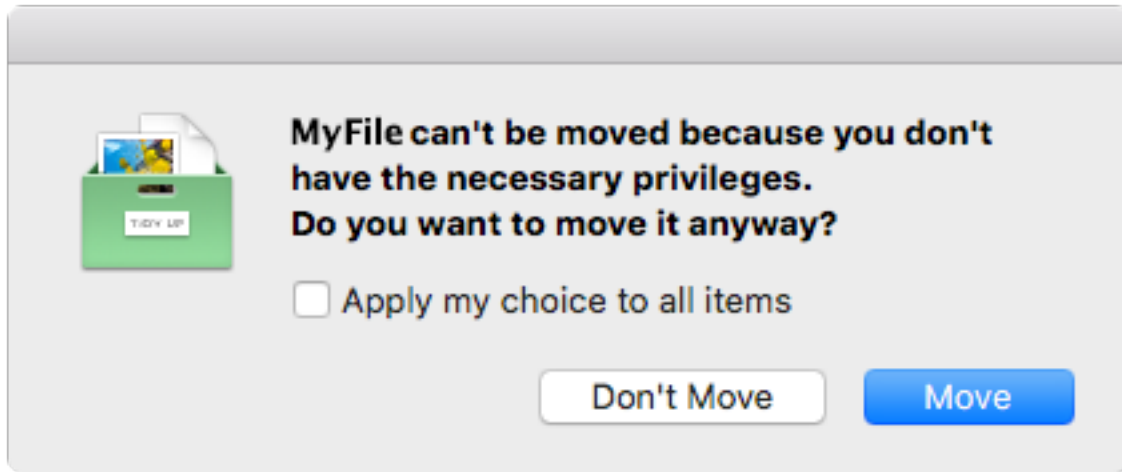
By default, **Tidy Up** doesn't remove all the items found if the search was made for duplicates. It leaves untouched in its location one item of each group. This option can be changed from the preferences window.

Tidy Up allows replacing the removed items with hard links, Symbolic links or Aliases (#6 in Fig. 58).
The replacement can only take place if there is only one unmarked item left (used as a "master") in the group. You can choose from the pop up button (#5 in Fig. 58) if the items without a master should be removed or not.
Hard links: the replacements cannot be created for the items owned by the supported apps, if the items reside in a network volume or if the "master" item resides on a different volume.
To learn more, please go to https://en.wikipedia.org/wiki/Hard_link
Symbolic links: the replacements cannot be created for the items owned by the supported apps.
To learn more, please go to https://en.wikipedia.org/wiki/Symbolic_link
Aliases: the replacements cannot be created for the items owned by the supported apps.
To learn more, please go to https://en.wikipedia.org/wiki/Alias_(Mac_OS)

The other elements in the removal view (Fig. 58) are:
Information buttons (1): show important information about the options.
Move to Folder button (3): shows the Move to Folder view.
Cancel button (4)**:** closes the removal view leaving all the items untouched.
Start button (5)**:** starts the removal process based on the chosen option.

Tips:

You can protect yourself by following a few rules that allow you to make a safe deletion:

- Do not trash items if you are unsure of what they are.
- Make sure that the items you are trashing are indeed the ones you intend to trash.
- Even if the decision to trash an item was made carefully, mistakes can still happen, so it is advisable to do a backup.
- Since **Tidy Up** allows you to restore trashed items to their original location, don't empty the Trash until certain you don't need the contents any longer.

Note that the supported apps' databases (Lightroom, Photos, iTunes, iPhoto, Mail, Aperture) will be synchronized only if the files were found choosing an option from the Apps Support in the Sources. For example, if you search in the Music folder and trash some duplicates contained in that folder, **Tidy Up** will not be able to synchronize the deletion.

Remove the missing file's records

A missing file's record (commonly called "Dead track" in iTunes, or "Missing image" in photos apps) can be recognized by an exclamation mark on the thumbnail in the owned app.

When you choose a search from a supported app, **Tidy Up** will allow you to clean up the corresponding database by removing the records of the missing files.
Tidy Up will report automatically all the missing files it finds when searching in the apps databases.

For iTunes, **Tidy Up** reports "dead" tracks. A dead track is a song file no longer in the location where iTunes had registered it.
For the other apps, **Tidy Up** reports "missing" images. A "missing" image is one in which an image file is no longer in the same location where the app had registered it.
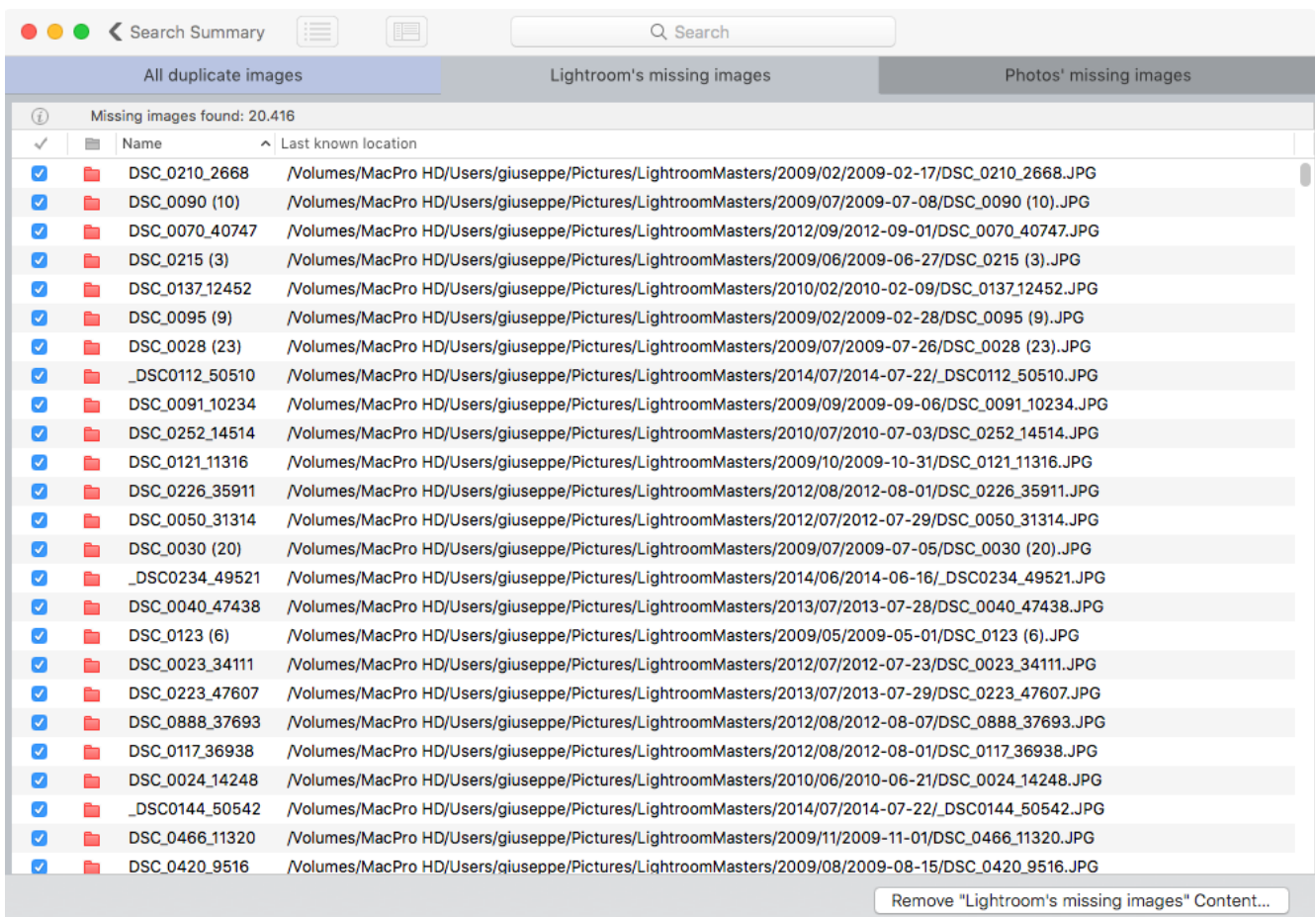
Figure 59: How to remove the missing file records.

Tidy Up will list the missing files' links for easy review and management in a separate tab in the result window (see image above). Tick any entries you wish to remove and click the "Remove…" button.

You can visualize the record of a missing file double-clicking a row of the result list; **Tidy Up** will copy the name of the file and bring the application in front, allowing you to paste the name in the search field.
Note that unless you have moved the files from their original location by mistake, to have a well-

organized library these records must be deleted. This action can't be undone.

Move to Folder View

Figure 60: Move to folder view.

Move to Trash button (1): go back to the Move to Trash view.
Choose… button (2)**:** allows to choose the location where you want to move the items.
The information buttons beside each check box (3 and 4) explain the correspondent options.

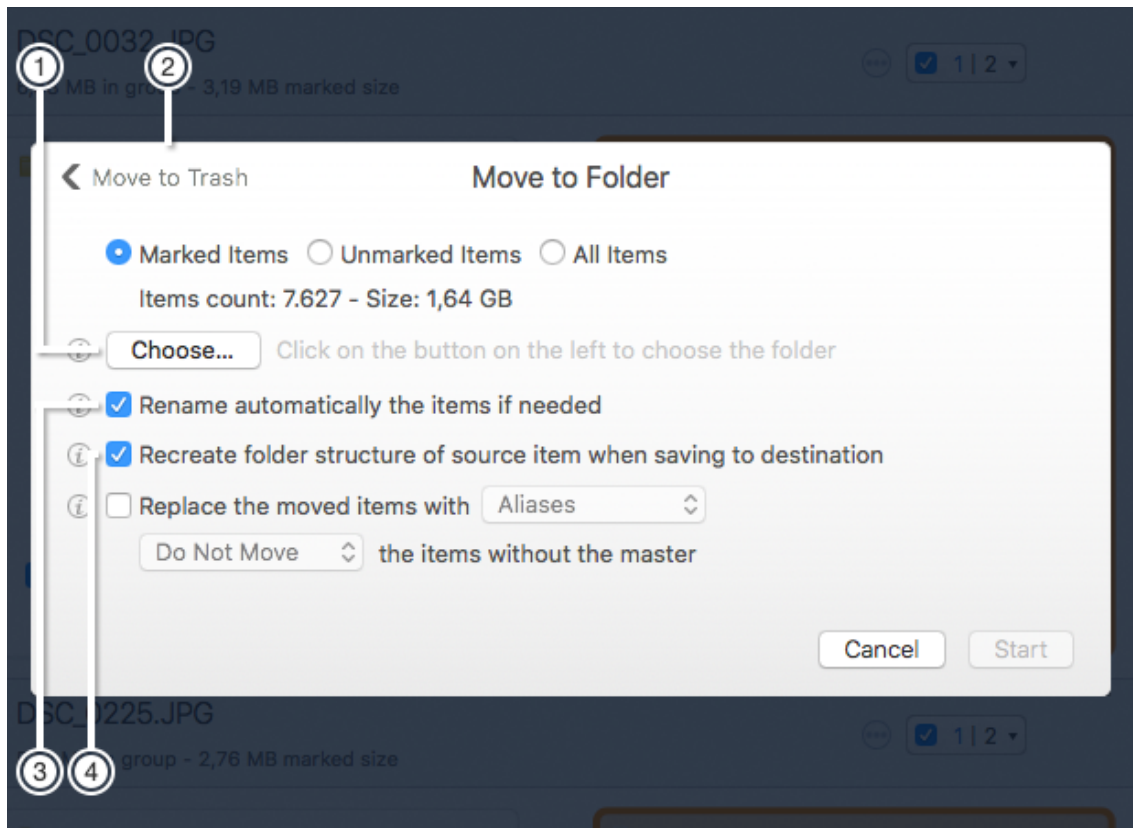### Finder Tag View

To add a colored tag, choose the Assign Tags… menu item from the Result menu.
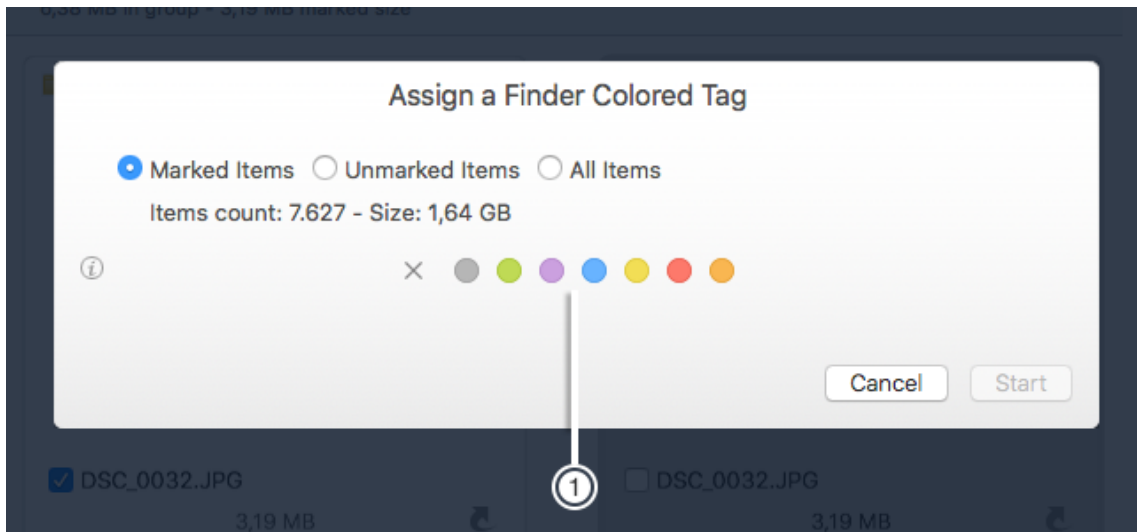The chosen colored tag will be added to the items, allowing an easy, fast identification and treatment in the Finder.

Figure 61: Assign Colored Finder tag view.

Tags to assign (1): Click on a colored tag to assign it, or on the X to remove all tags that files already have in the Finder.

Export

Tidy Up has the capability to export a list of found items in plain text file format ready to be opened by a spreadsheet app.
To start the job, choose the "Export…" menu item from the Result menu; this will open a Save dialog window.
It exports all the visible columns plus the file path column. If you want to export different columns, you have to add them before choosing the export command.

How to restore the moved items

Tidy Up comes with two types of restore options:
- **Undo** is activated when a move, copy or changing Finder tags action was performed or when an action on the supported apps was performed.
- **Restore trashed items** is activated when a trash action was performed. This option is always available until the trash is not emptied, even after a restart of the computer.

Note that the restoration process includes removing the assigned keywords to Photos and Aperture images, removing the rejected mark to the Lightroom images, restoring the removed items in their original locations, removing the created hard links (or Symbolic Links, or Aliases) and re-adding the removed music files to the iTunes library. The Items owned by iPhoto and Mail cannot be re-added to the library. You have to re-add them manually. The found list will not be restored.

Undo moved and copied items
Once a *move* action is performed, this option becomes available. It is accessible from the Edit menu and will continue to be available until another action that can be undone is performed (in this case the menu line will be replaced with the new action), or until the window is closed.

Restore Trashed items
Once you trash some items, this option becomes available. It is accessible from the "Edit" menu and will be available until the trash is emptied, even after a restart of the computer.
For this reason, 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 Items" menu item, a window opens that allows you to choose which trashed action to restore.
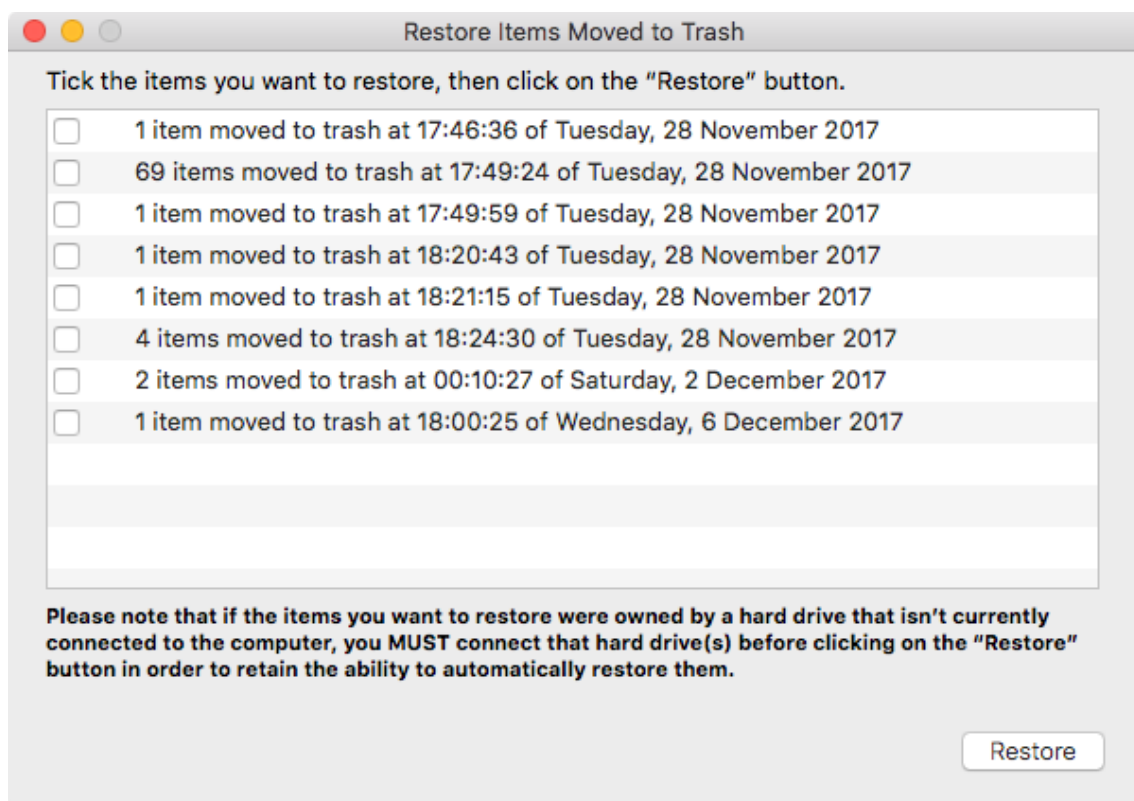
Figure 62: Restore trashed items window.

Follow the indications and click on the "Restore" button to return the items to their original place.

Adding and removing columns

When the result is showed as a list, it is possible to add columns or remove the default ones. This can be done in in two ways:

choosing the *Columns* menu item from the View menu or calling the header's list contextual menu (image on the right below).

Figure 63: Managing columns visibility.

Common Search Scenarios (Advanced mode)

A set of common scenarios has been outlined in the following pages. Reviewing these scenarios can help you understand the logic of configuring searches with **Tidy Up**, including deciding on search locations and the criteria to utilize.
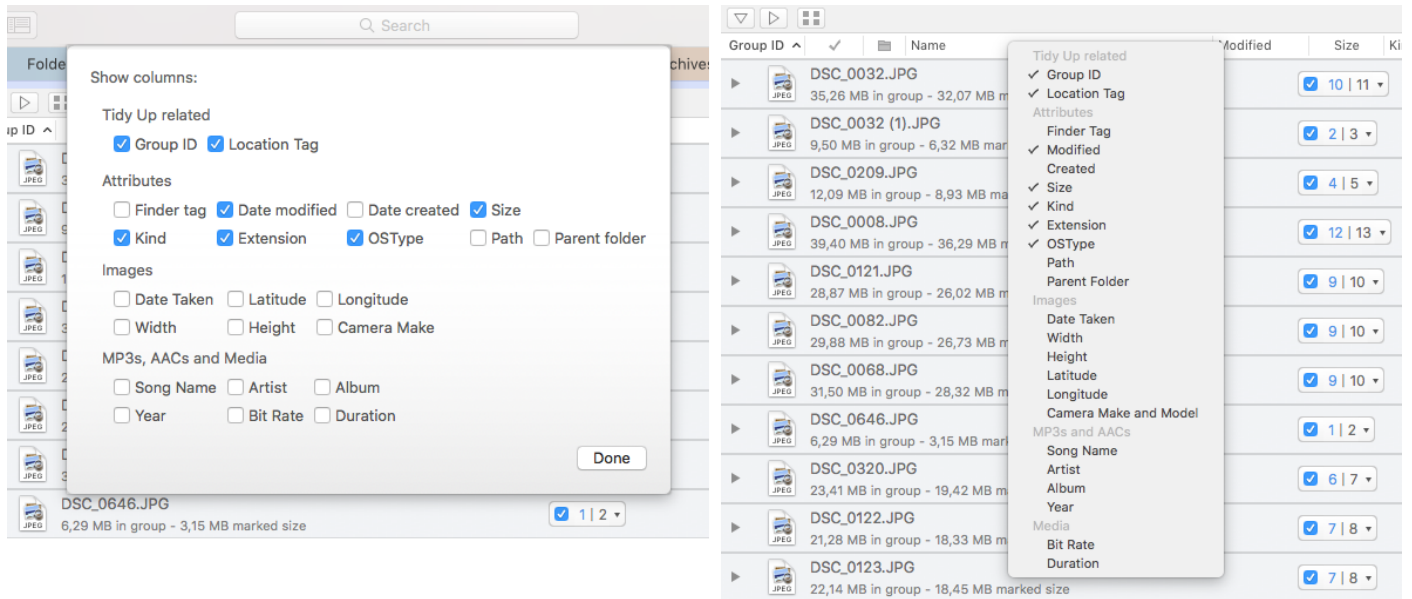
You can use any of these scenarios for your purpose, or mix any combination of their criteria and locations to create one specific to your needs.

Some videos showing these and other scenarios are available at: http://www.hyperbolicsoftware.com/TidyUp.html. Once there, click on the "Support" button.

General

When you see the phrase: "...this search generally returns a huge number of items...", the actual size of the results will vary according to the chosen criteria, selected locations in the "Sources", and the applications installed and used on the computer being scanned.

Search for similar items

Figure 64: Search for similar items.

Search Locations:
 - Any disc or folder.
Criteria:
 - From Common Attributes:
   - Item name is same.
   - Date modified is same.
   - Date created is same.
The result will contain all files, packages and folders that match the chosen criteria. Each group may contain either files or folders, or both. This search generally returns a huge number of items, making it difficult to identify which ones to remove.

Search for similar items regardless of any part of the name after a separator, if the name ends with a number

Figure 65: Search for same items regardless of any part of the name after a separator, if the name ends with a number.

These criteria differ from the one in "Search for similar items" because of the extra option that removes the final part of the name, if the name ends with any number after one of the entered separators.

Search Locations:
   - Any disc or folder.
Criteria:
   - From Common Attributes:
      - Item name is same.
      - Tick the option "compare the names excluding the following expression".
         1. Enter -_ #. in the separator text field.
         2. Enter 0123456789 in the difference text field.
      - Date modified is same.
      - Date created is same.
The result will contain files, packages and folders that have the same date modified, same date created and same name except for the excluded part. Each duplicate group may contain either files or folders, or both.

This search generally returns a huge number of items, making it difficult to identify which ones to trash. However, you can add other criteria that help you reduce the results. It is useful if you limit the search to one or two sources.

Note that you can also exclude alpha characters after the separators.

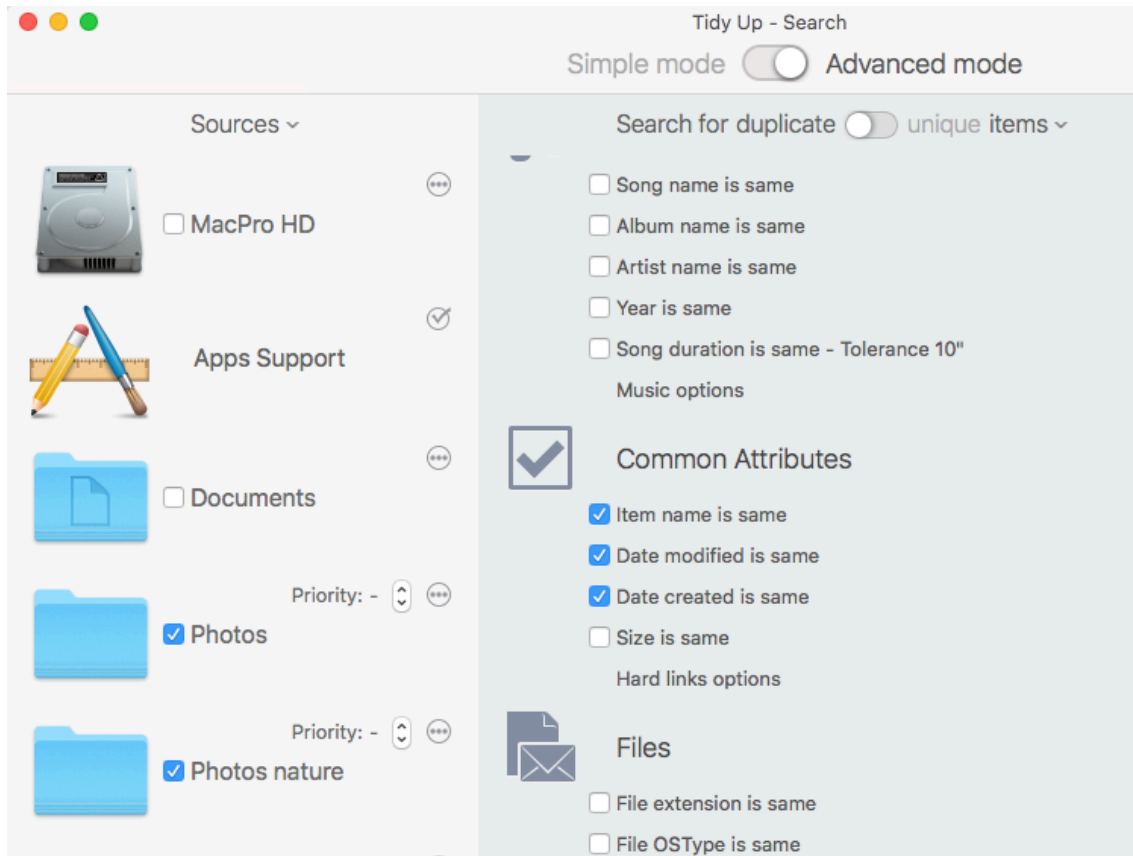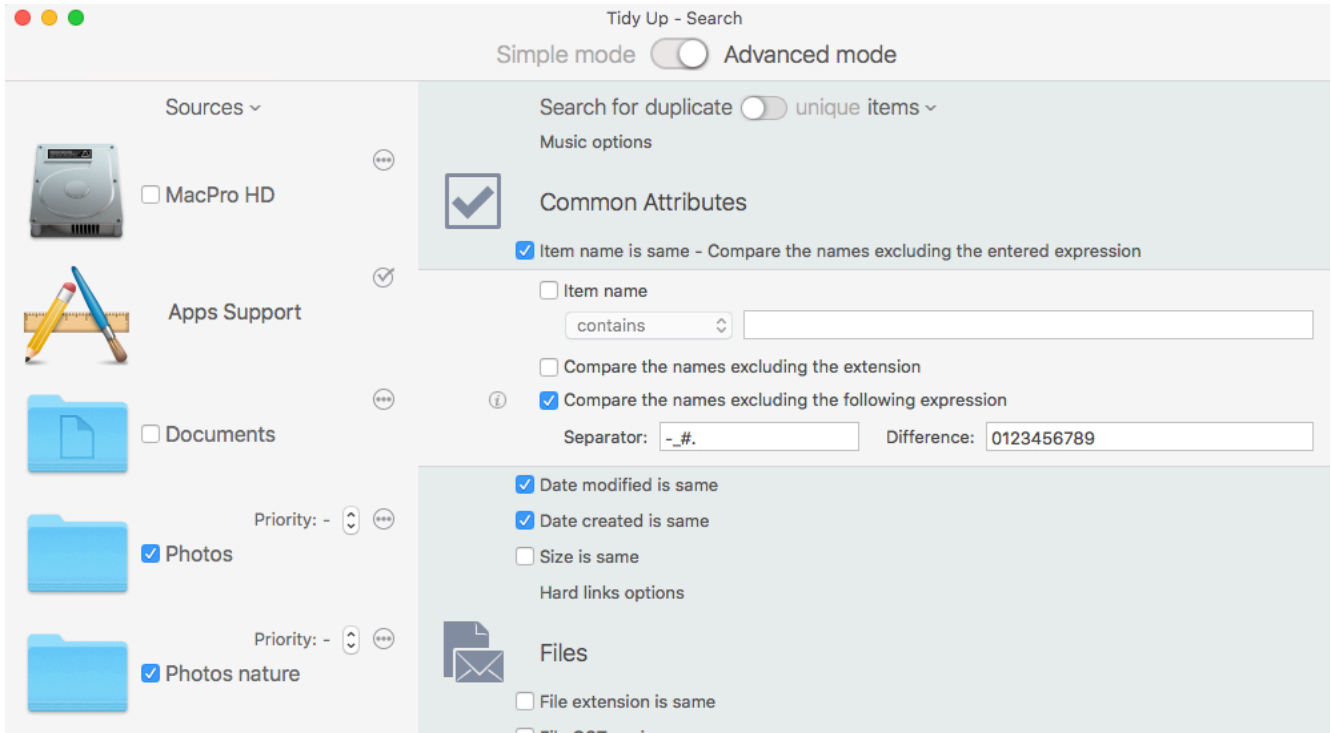**Search for similar files**
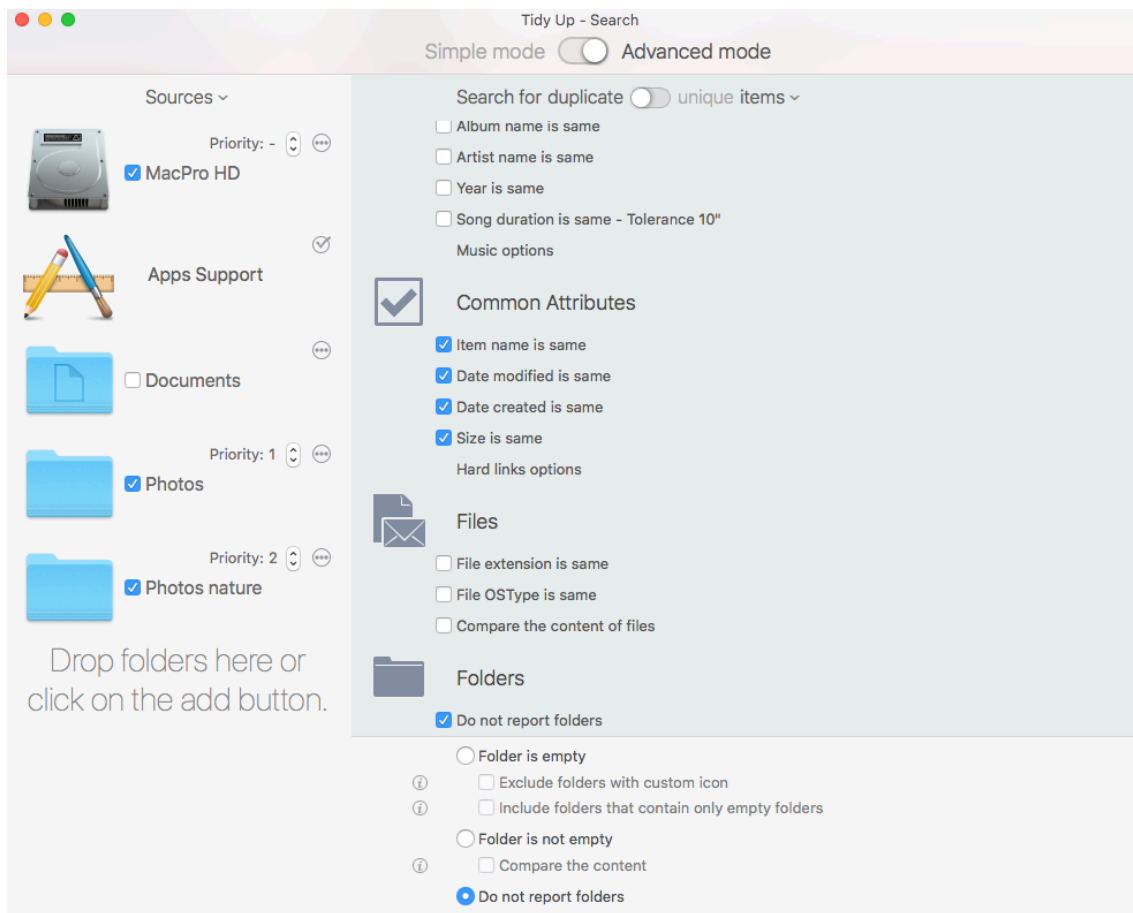

Figure 66: Search for similar files.

Search Locations:
    - Any disc or folder.
Criteria:
    - From Common Attributes:
        - Item name is same.
        - Date modified is same.
        - Date created is same.
        - Size is same.
    - From Folders:
        - Do not report folders.

This result will contain only similar files and generally return a huge number of items.

Search for similar files excluding the files owned by the supported apps
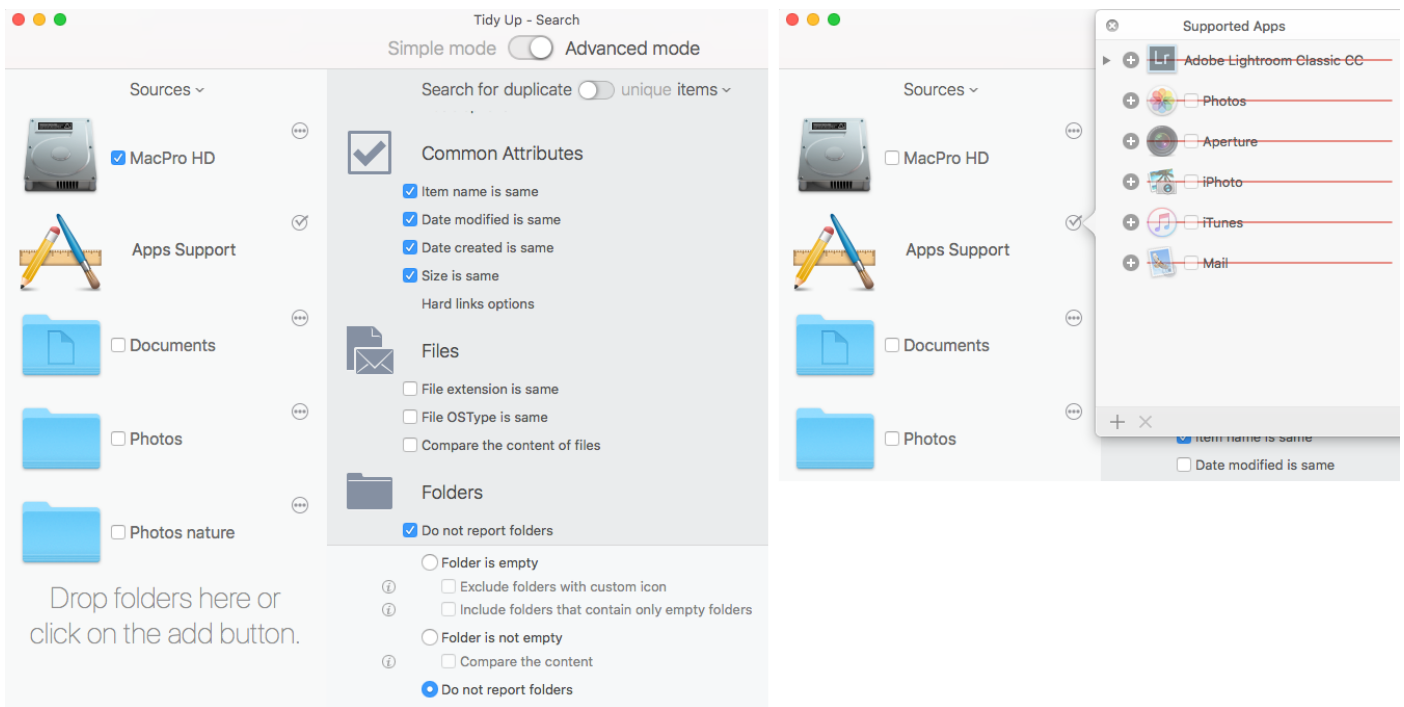

Figure 67: Search for similar files excluding the files owned by the supported apps.

Search Locations:
  - Any disc or folder.
  - Exclude the desired application libraries from "Apps Support".
Criteria:
  - From Common Attributes:
    - Item name is same.
    - Date modified is same.
    - Date created is same.
    - Size is same.
  - From Folders:
    - Do not report folders.

The result will contain files and packages compared by name, dates and size. This search first scans the databases of the excluded apps and excludes the found items from the search. Since the files of the supported app may be everywhere in the disk, this ensures you have only the items that aren't owned by the chosen app. For example, if you are searching for same images distributed throughout the disk, then you can exclude the databases of Photos and have only the others.
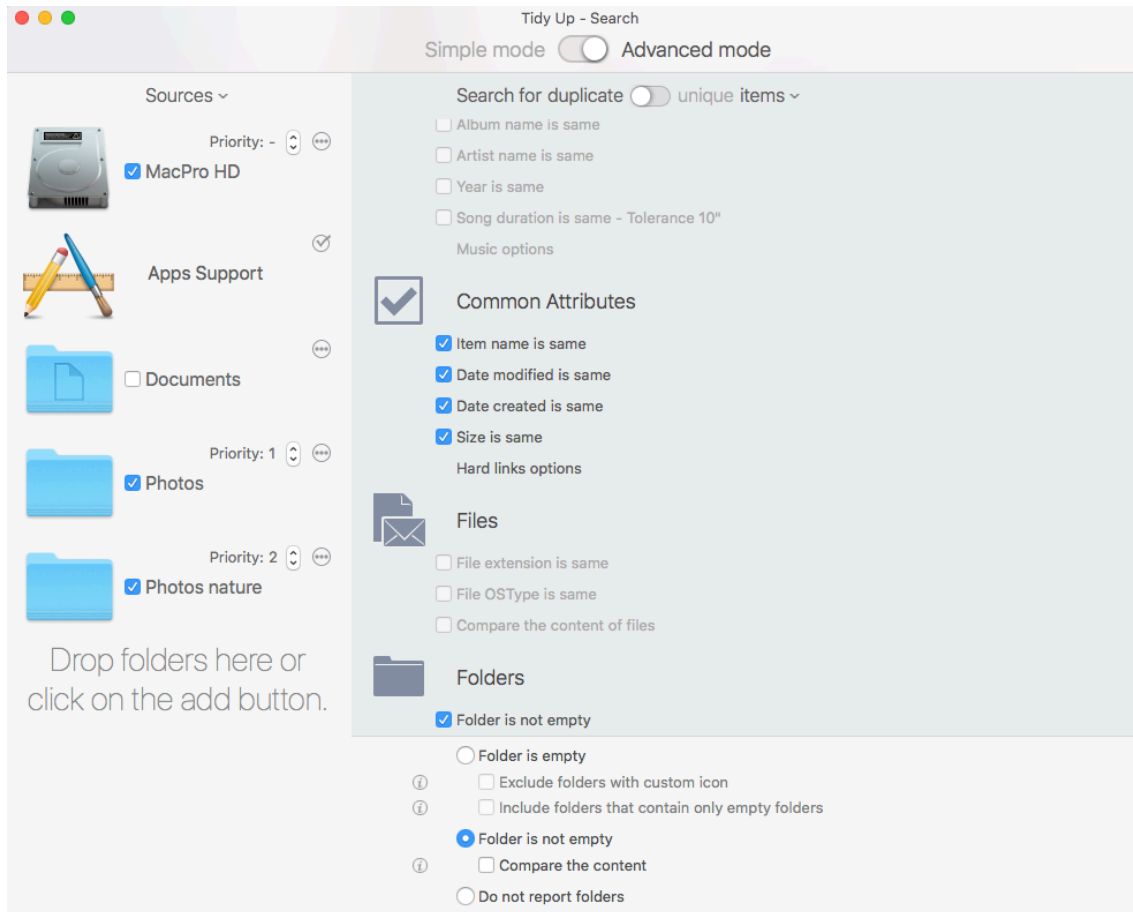
Search for similar folders

Figure 68: Search for similar folders.

Search Locations:
- Any disc or folder.
Criteria:
- From Common Attributes:
- Item name is same.
- Date modified is same.
- Date created is same.
- Size is same.
- From Folders:
- Folder is not empty.
This search will contain only folders and generally return a huge number of items, however, the result will be reduced a little, because the empty folders will not be taken into account.

Search for duplicate files

Figure 69: Search for duplicate files.

Search Locations:
    - Any disc or folder.
Criteria:
    - From Common Attributes:
        - Size is same.
    - From Files:
        - Compare the content of files.

Search for duplicate files that can be read by a specific app
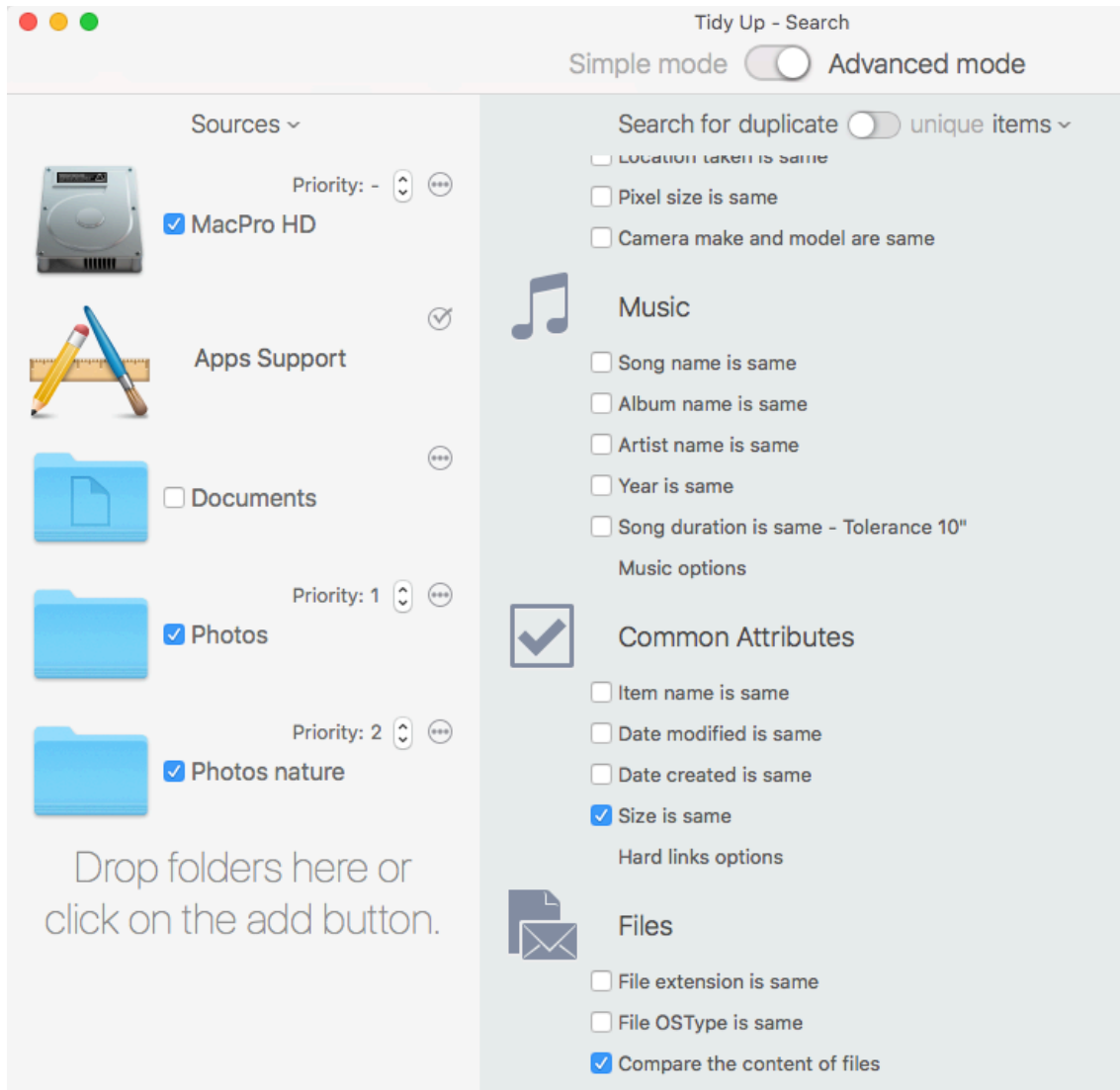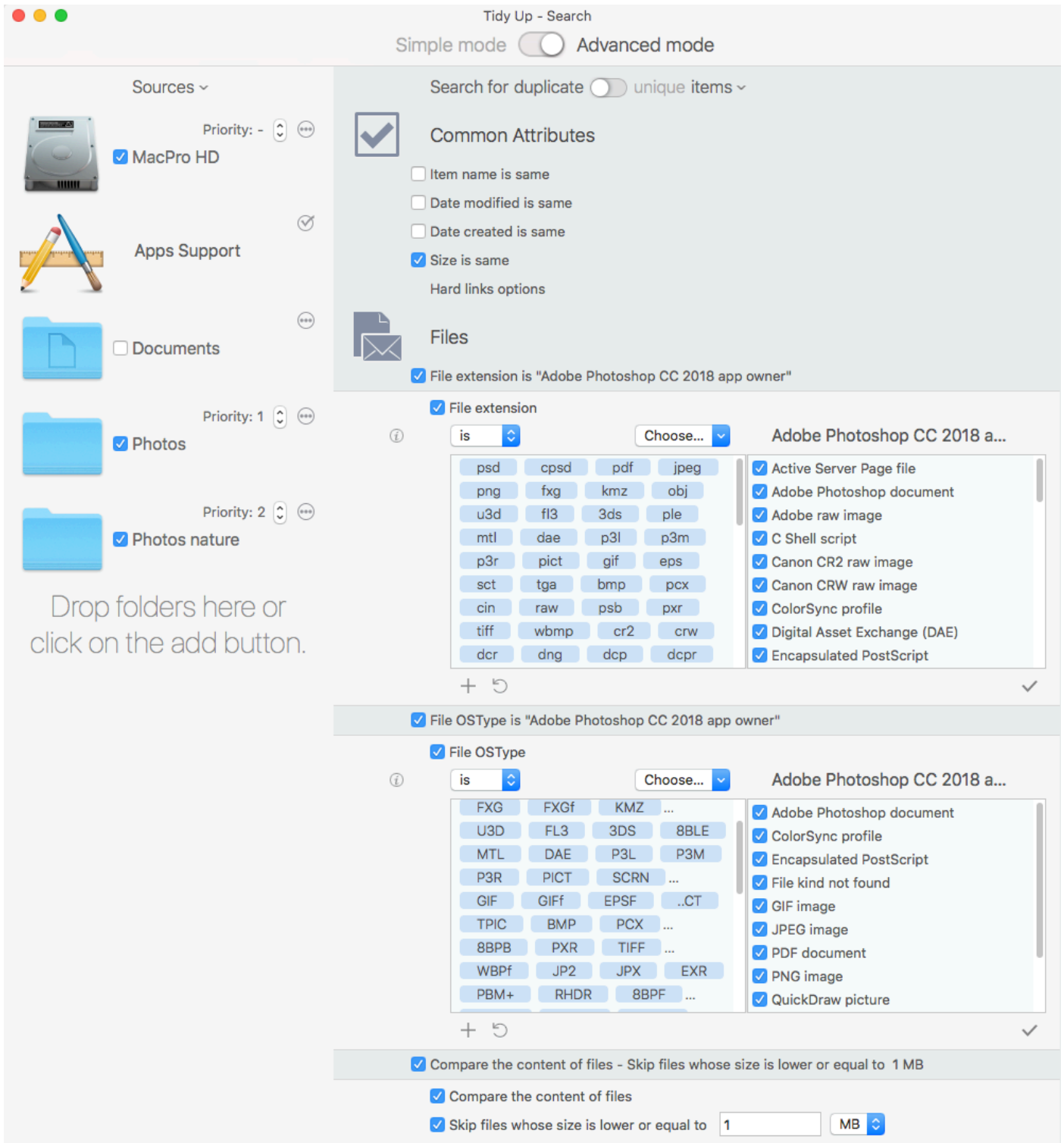

Figure 70: Search for duplicate files that can be read by a specific app.

Search Locations:
- Any disc or folder.

Criteria:
- From Common Attributes:
    - Size is same.

- From Files:
    - File extension is:
        Choose from the "Choose..." pull-down menu the
        "Choose extensions owned by an app menu item…".
        Select the desired application.
    - File OSType is:
        Choose from the "Choose..." pull-down menu the
        "Choose OSTypes owned by an app menu item…".
        Select the desired application.
    - Compare the content of files.
    - Tick the "skip files whose size is lower or equal" option and change the size to you wished value.

With this set of criteria, the result will contain all kinds of files and packages owned by the chosen app that are exactly the same. This search is a more targeted one that is the preferable approach when searching for duplicates; the results will contain "true" duplicates of only the needed files and, therefore, choosing which files to be removed should require less time.
You can decide to choose the file type and extension from the sets available in the popup menu (i.e. Music, Images, Text...) or enter specific type(s) and extension(s) manually to further reduce the results size (see Appendix 2 for a listing of common file kinds, types and corresponding extensions for manual entry).

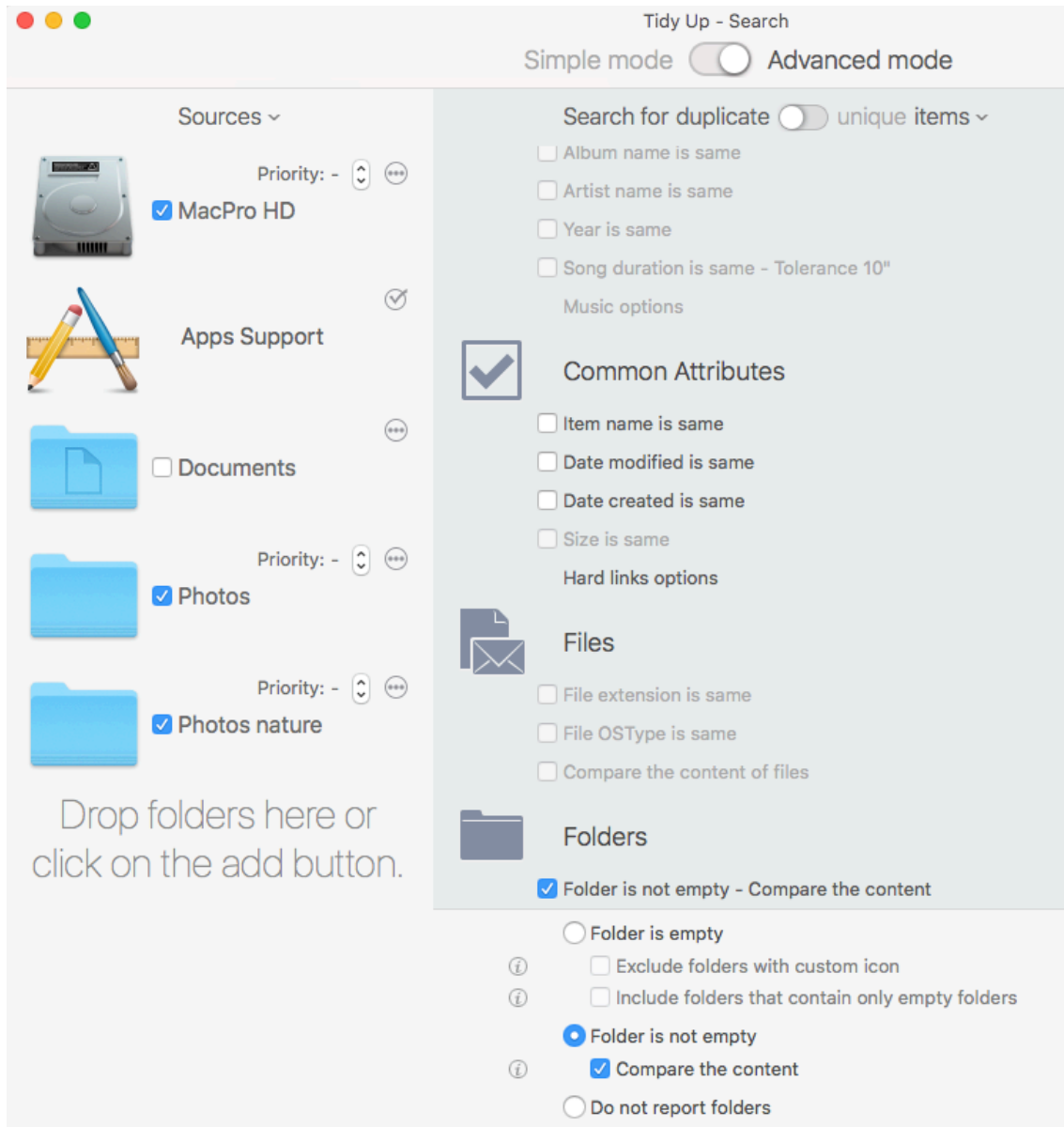**Search for duplicate folders by content**

Figure 71: Search for duplicate folders by content.

Search Locations:
    - Any disc or folder.
Criteria:
    - From Folders:
        - Folder is not empty
            - Compare the content.
The result will contain all the folders whose content is the same, regardless of the name of the contained files. You can add any other criterion (such as date created is same) to speed up the search.

Music search scenarios

Search for similar music files

![Tidy Up - Search window in Advanced mode showing Sources panel with MacPro HD and Music checked, and Search for duplicate items with Common Attributes, Files, File extension and File OSType options for Music files]
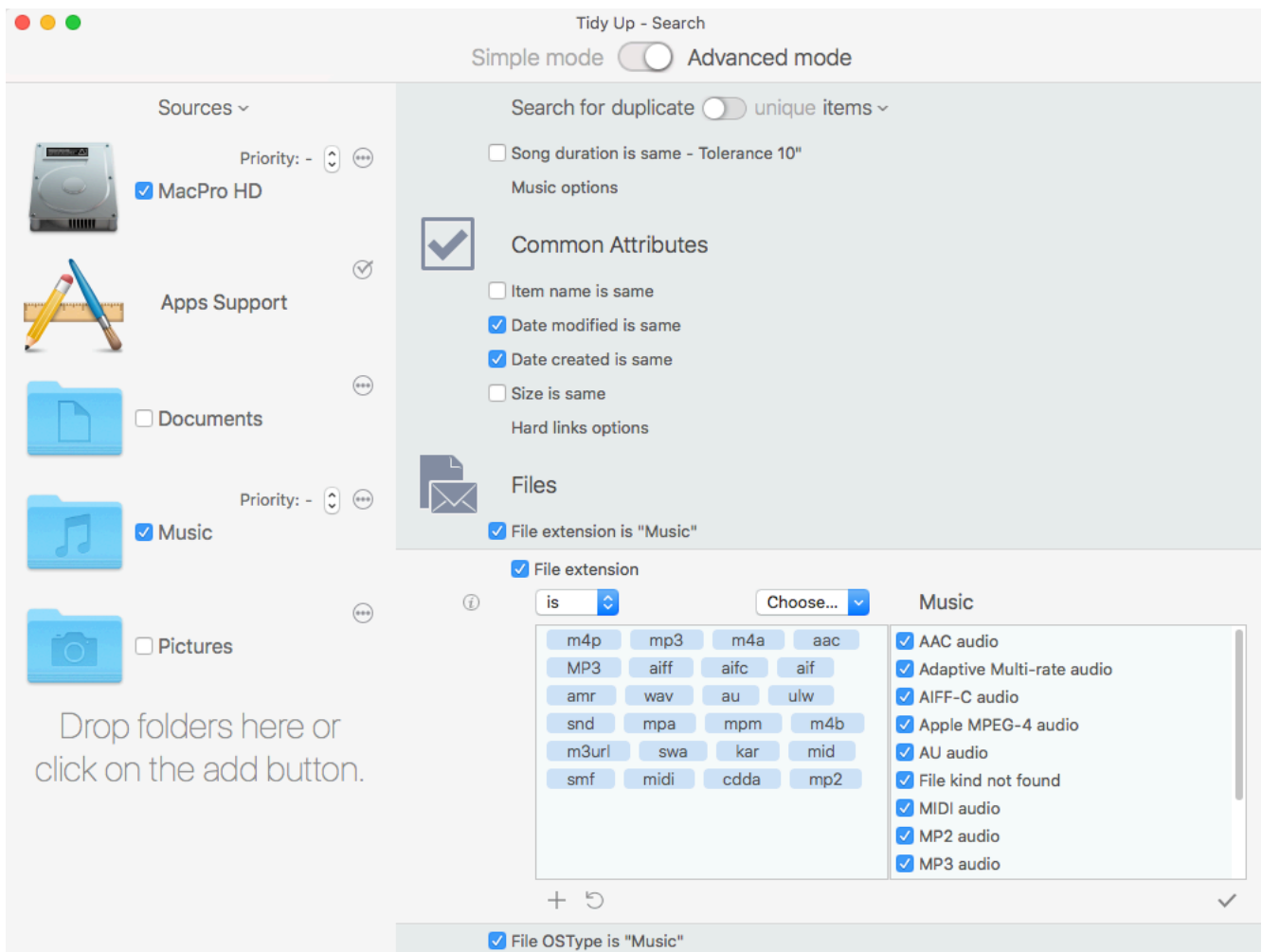
Figure 72: Search for similar music files.

Search Locations:
   - Any disc or folder.
Criteria:
   - From Common Attributes:
      - Date modified is same
      - Date created is same.
   - From Files:
      - File extension is:
         Choose from the "Choose..." pull-down menu the "Music" menu item.
      - File OSType is:
         Choose from the "Choose..." pull-down menu the "Music" menu item.
      - Compare the content of files.

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If you remove songs that are in the iTunes database using this criteria set, you will create "dead" tracks in iTunes. Successively, when a search in iTunes is made, **Tidy Up** will report them for an easy removal.

Search for duplicate music files that are not inside the iTunes library
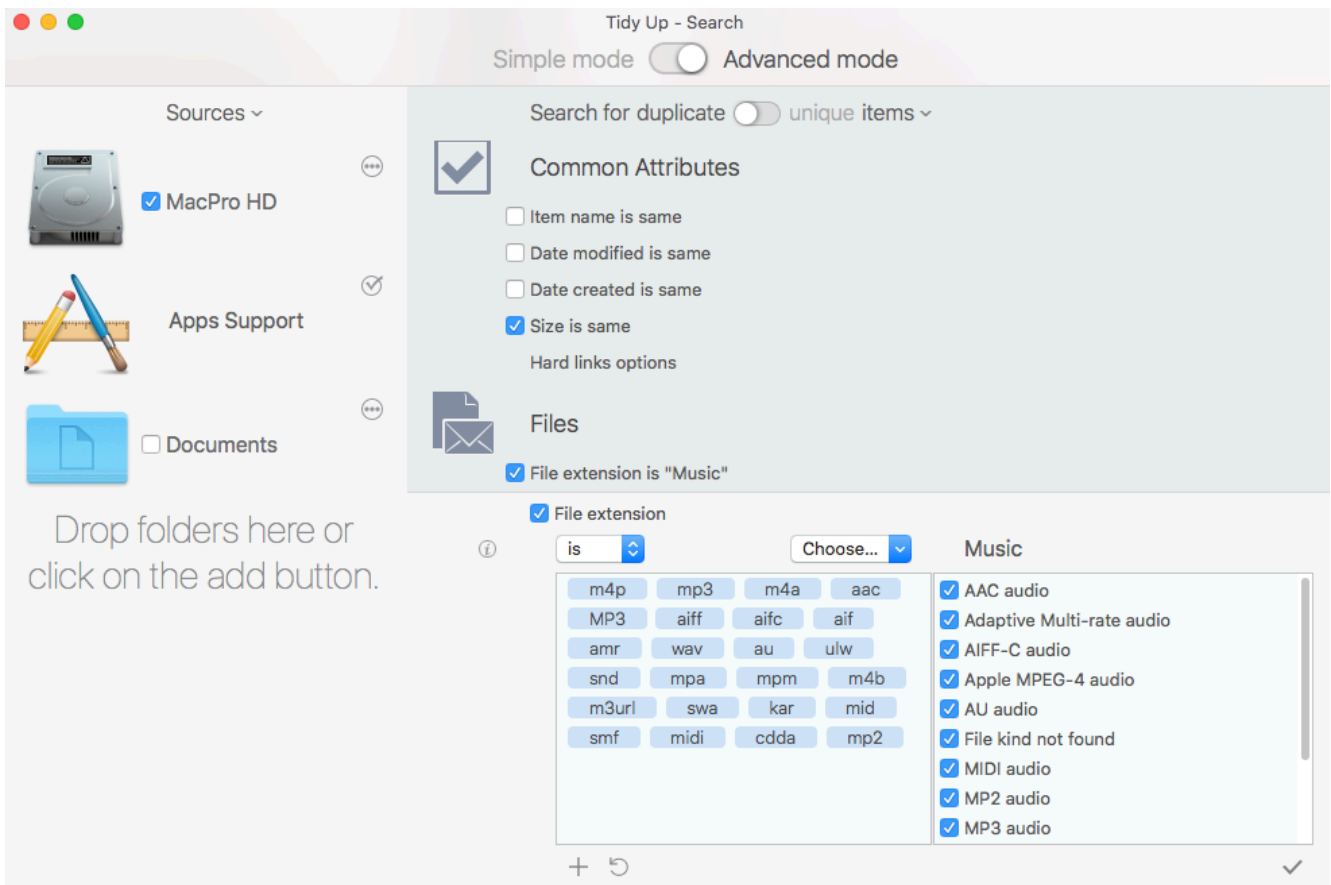

Figure 73: Search for duplicate music files that are not inside the iTunes library.

Search Locations:
    - Any disc or folder.
    - Exclude the iTunes songs from "Apps Support".
Criteria:
    - From Common Attributes:
      - Size is same.
    - From Files:
      - File extension is:
         Choose from the "Choose..." pull-down menu the "Music" menu item.
      - File OSType is:
         Choose from the "Choose..." pull-down menu the "Music" menu item.
      - Compare the content of files.

The result will contain all music files kind that match the chosen criteria not owned by iTunes.

Search for duplicate MP3s and AACs (not in the iTunes library) by file attributes

This search is useful when you want to find duplicate songs that aren't in the iTunes library and the song tags aren't well defined.
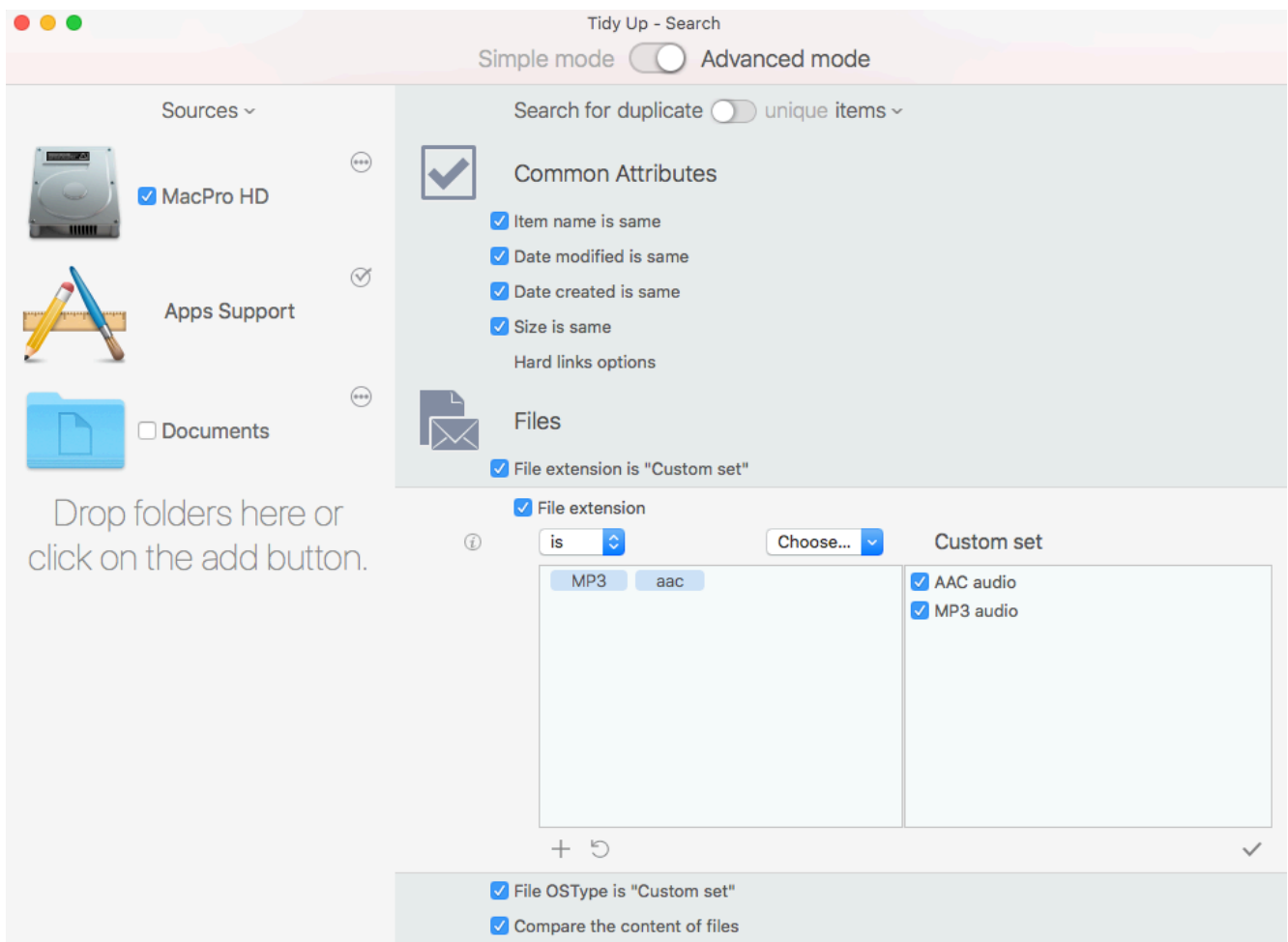

Figure 74: Search for duplicate MP3s and AACs (not in the iTunes library) by file attributes.

Search Locations:
  - Any disc or folder.
  - Exclude the iTunes songs from "Apps Support".
Criteria:
  - From Common Attributes:
    - Item name is same.
    - Date modified is same.
    - Date created is same.
    - Size is same.
  - From Files:
    - File extension is:
        Type the mp3 and aac extensions.
    - File OSType is:
        Type the mp3 and aac OSType.
    - Compare the content of files.
The result will contain all MP3 and AAC files that match the chosen criteria not owned by iTunes.

Search for duplicate MP3s and AACs (not in the iTunes library) by song tag

This search is useful when you want to find duplicate songs that aren't in the iTunes library and the songs tag are well defined. If the songs' tags aren't well defined, use the file attributes variant.
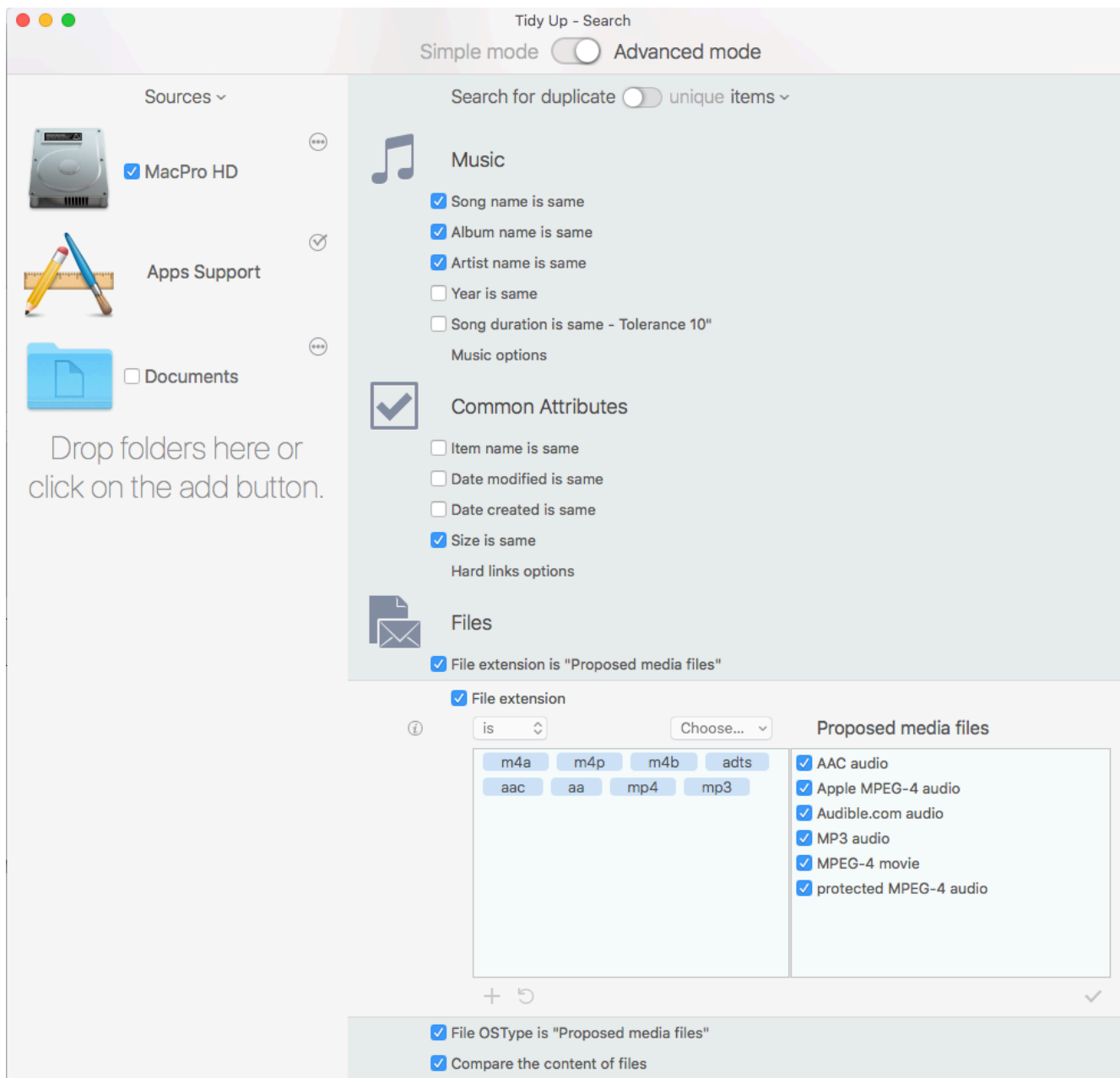
Figure 75: Search for duplicate MP3s and AACs (not in the iTunes library) by song tag.

Search Locations:
    - Any disc or folder.
    - Exclude the iTunes songs from "Apps Support".
Criteria:
    - From Music:
        - Song name is same.
        - Album name is same.
        - Artist name is same.
    - From Common Attributes:
        - Size is same.

- From Files:
    - File extension is: choose the proposed media files.
    - File OSType is: choose the proposed media files.
    - Compare the content of files.
The result will contain all MP3 and AAC files not owned by iTunes that match the chosen criteria.
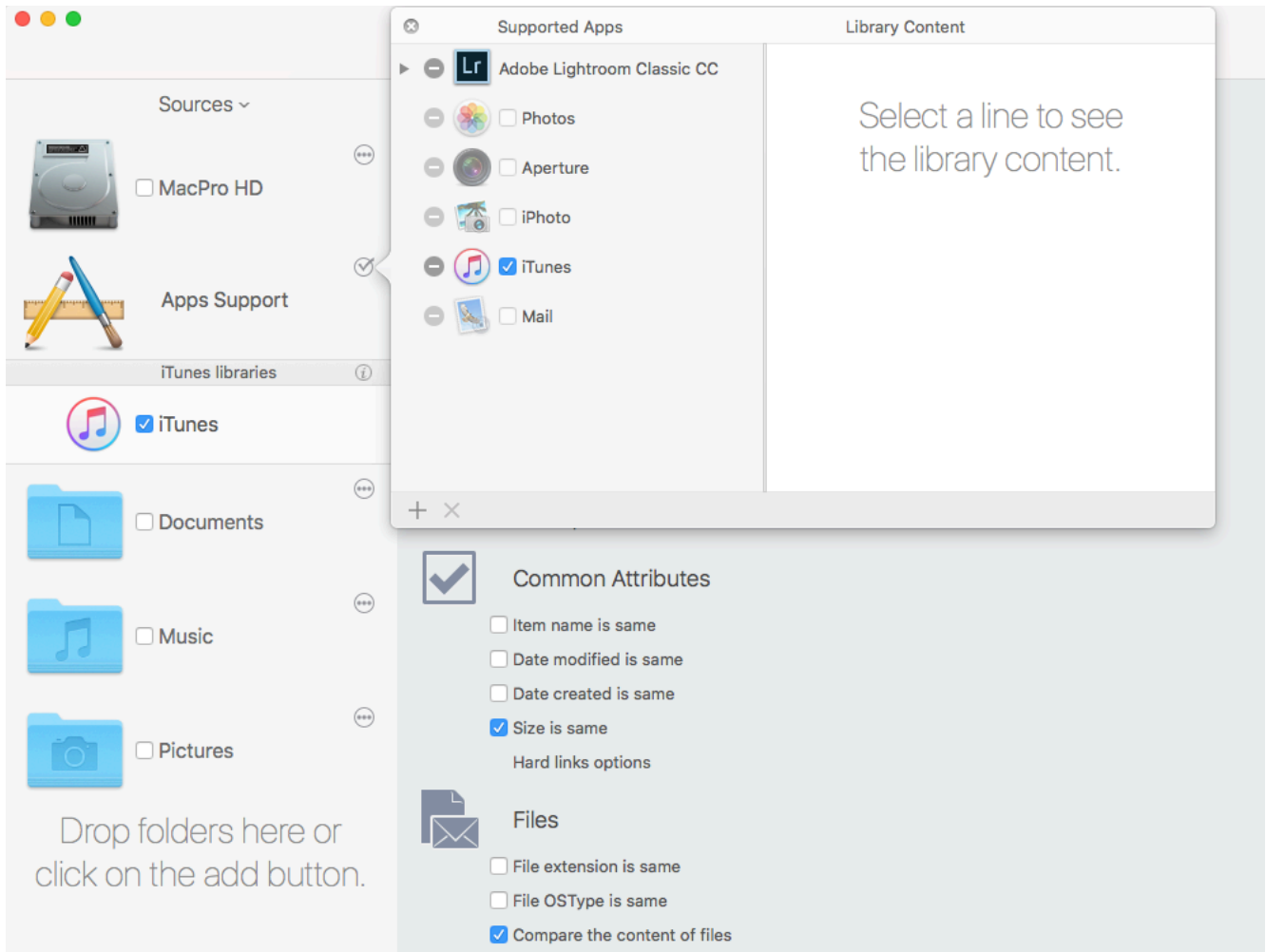

Search for duplicates in iTunes library

Figure 76: Search for duplicates in iTunes library.

Search Locations:
    - Choose the iTunes library from "Apps Support".
Criteria:
    - From Common Attributes:
        - Size is same.
    - From Files:
        - Compare the content of files.
The result will contain all media files owned by iTunes that match the chosen criteria.
This search might be long because it doesn't include any criteria other than the size and the content. However, since iTunes completely manages the media files and it may change attributes, it is necessary to include no other criterion. This method ensures that the found items are "true" duplicates.

Images search scenarios

Search for similar images

This search is useful when you want to find duplicate images without specifying which image format they are.
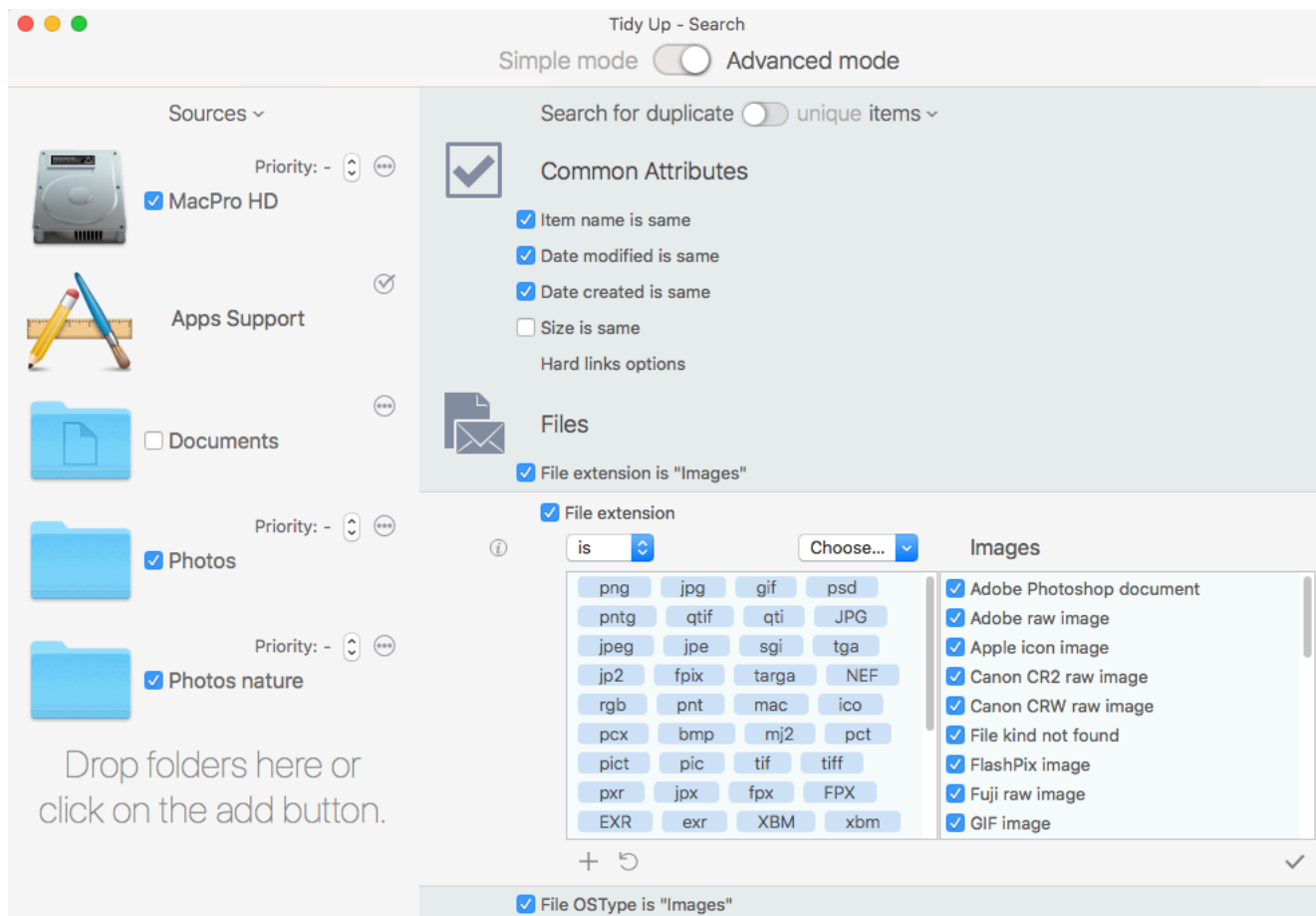

Figure 77: Search for similar images.

Search Locations:
  - Any disc or folder.
Criteria:
  - From Common Attributes:
    - Item name is same.
    - Date modified is same.
    - Date created is same.
  - From Files:
    - File extension is:
      Choose from the "Choose..." pull-down menu the "Images" menu item.
    - File OSType is:
      Choose from the "Choose..." pull-down menu the "Images" menu item.

If you remove images that are in a supported app's database using this criteria set, you will create "missing" images in that app. Successively, when a search in that app is made, **Tidy Up** will report them for an easy removal.

Search for similar JPEG images

This search is useful when you want to find similar JPEG images that aren't in a supported apps' library.
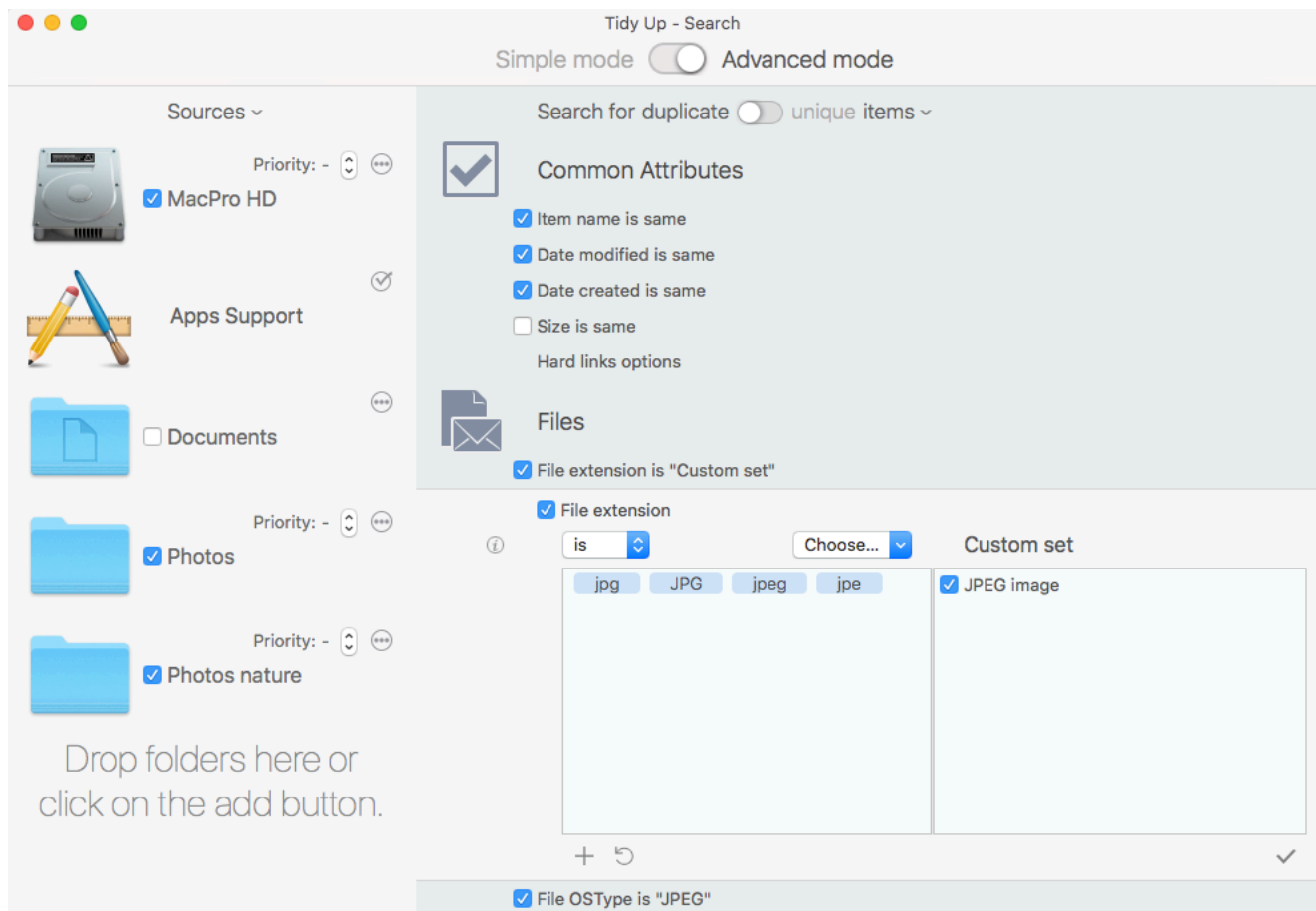

Figure 78: Search for similar JPEG images.

Search Locations:
   - Any disc or folder.
Criteria:
   - From Common Attributes:
     - Item name is same.
     - Date modified is same.
     - Date created is same.
   - From Files:
     - File extension is:
       Enter the images extension manually (see image above, and refer to the Appendix 2 for common image files, types and extensions).
     - File OSType is:
       Enter the images types manually (refer to the Appendix 2 for common

image files, types and extensions).

The result will contain all JPEG images files that match the chosen criteria.

Note that most of the images owned by the supported apps are JPEGs.

If you remove images that are in a supported app's database using this criteria set, you will create "missing" images in that app. Successively, when a search in that app is made, **Tidy Up** will report them for an easy removal.

Search for similar images by the EXIF metadata

This search is useful when you want to have a list of images which were initially the same, but that might have been modified. For example, if you use these criteria with Photos, then the groups will contain, if any, both the modified and original photos.
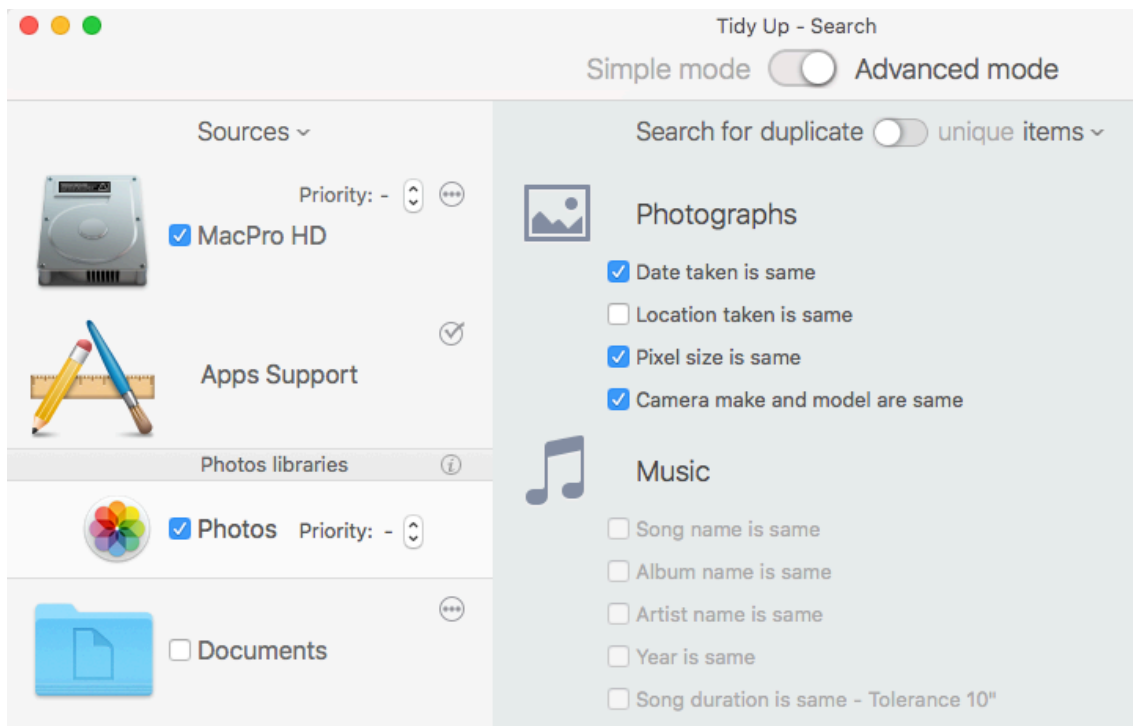

Figure 79: Search for similar images by the EXIF metadata.

Search Locations:
  - Any folder or disk or the supported apps' libraries.
Criteria:
  - From Photographs:
    - Date taken is same.
    - Pixel size is same.
    - Camera make and model are same.

The result will contain all image kinds that have the EXIF metadata that match the chosen criteria. Note that if the used camera doesn't support sub seconds, the minimum time recognized is one second, **Tidy Up** will report as same any photos taken in sequence in the time of a second (if all the other criteria, such as size, also match).

Search for duplicates in a supported app library

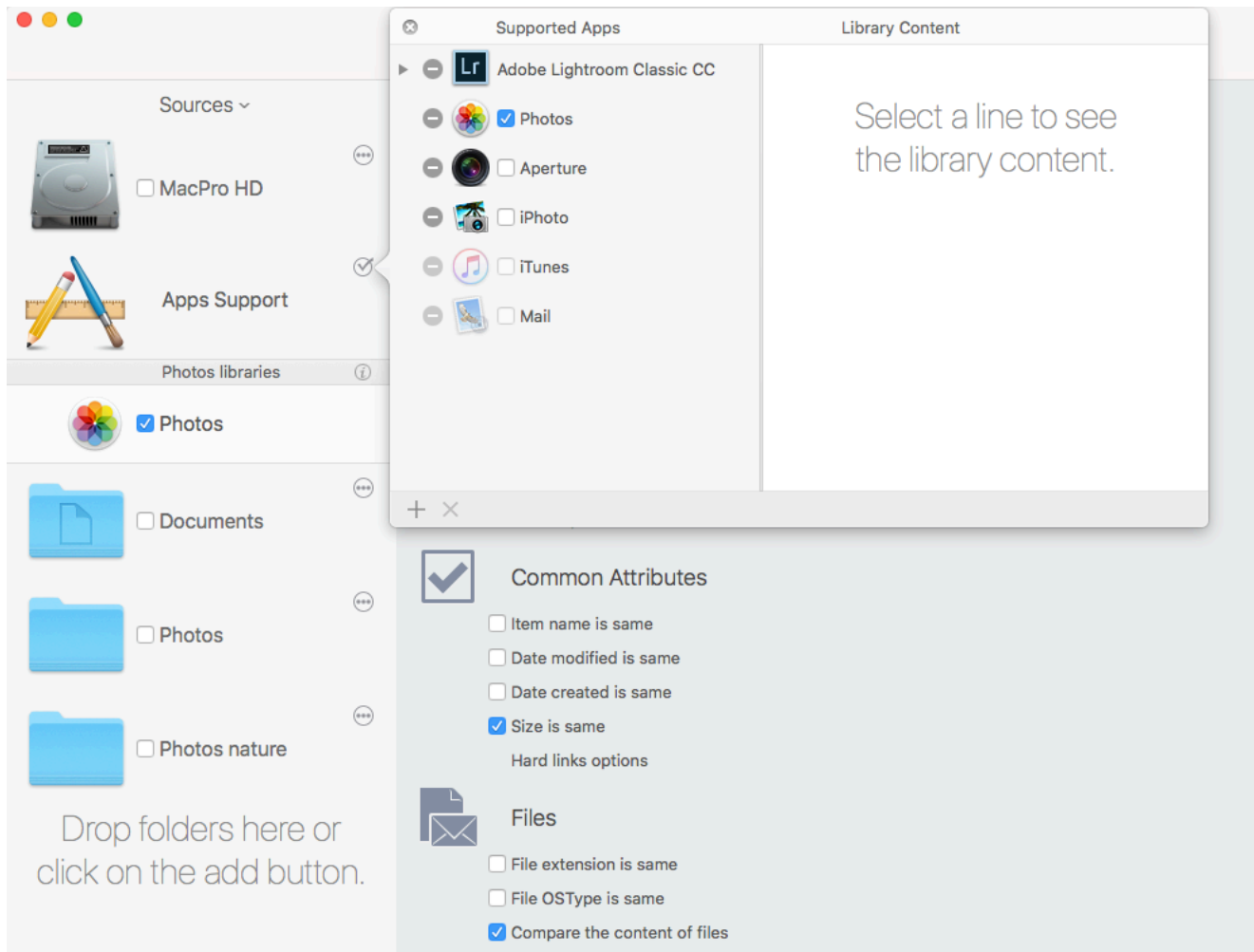This scenario refers to Photos, but it is applicable to all the other apps.

Figure 80: Search for duplicates in a supported app library.

Search Locations:
   - Choose the Photos library from "Apps Support".
Criteria:
   - From Common Attributes:
      - Size is same.
   - From Files:
      - Compare the content of files.
The result will contain images owned by the Photos library that match the chosen criteria; it doesn't report thumbnails, but only the full-size images.

This search might be long because it doesn't include any criteria other than the size and the content. However, since Photos completely manages the image files and it may change attributes, it is necessary to include no other criterion. This method ensures that the found items are "true" duplicates.

When you trash an image using this search method, according to the chosen app you might need to take some more steps to make sure it is deleted from its library. For further info please refer to Apps support.

Miscellaneous search scenarios

Search for duplicate e-mail messages in Mail

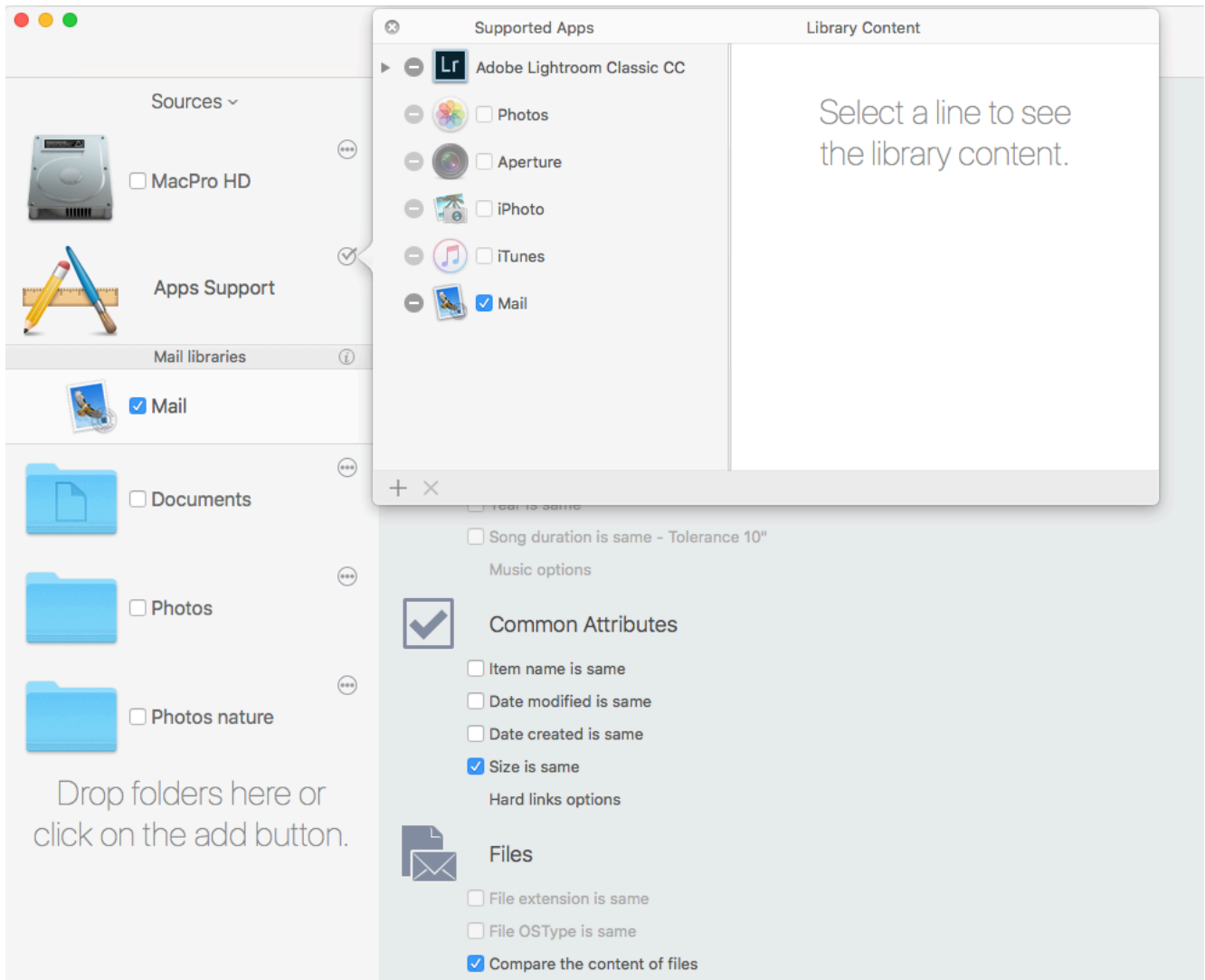This search is useful when you want to find duplicate e-mails.

Figure 81: Search for duplicate e-mail messages in Mail.

Search Locations:
    - Mail email messages.
Criteria:
    - From Common Attributes:
        - Size is same.
    - From Files:
        - Compare the content of files.
The result will contain all the Mail's e-mail messages that match the chosen criteria.

This search might be long because it doesn't include any criteria other than the size and the content. However, since Mail completely manages the email files and it may change attributes, it is necessary to include no other criterion. This method ensures that the found items are "true" duplicates.

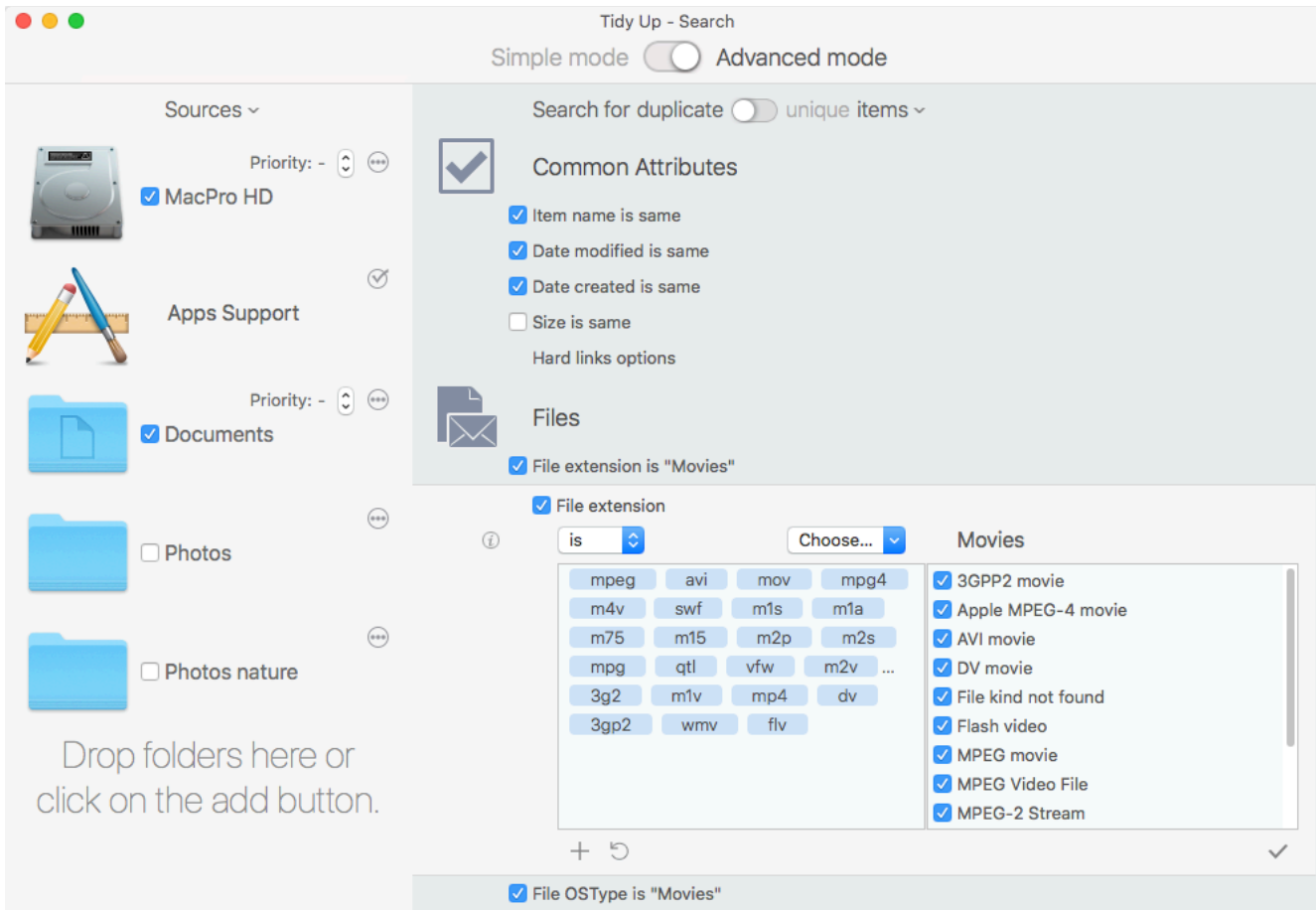**Search for similar movies**

Figure 82: Search for similar movies.

Search Locations:
    - Any disc or folder.
Criteria:
    - From Common Attributes:
        - Item name is same.
        - Date modified is same.
        - Date created is same.
    - From Files and Packages:
        - File extension is:
          Choose from the "Choose..." pull-down menu the "Movies" menu item.
        - File OSType is:
          Choose from the "Choose..." pull-down menu the "Movies" menu item.
If you remove movies that are in a supported app's database using this criteria set, you will create "missing" movies in that app. Successively, when a search in that app is made, **Tidy Up** will report them for an easy removal.
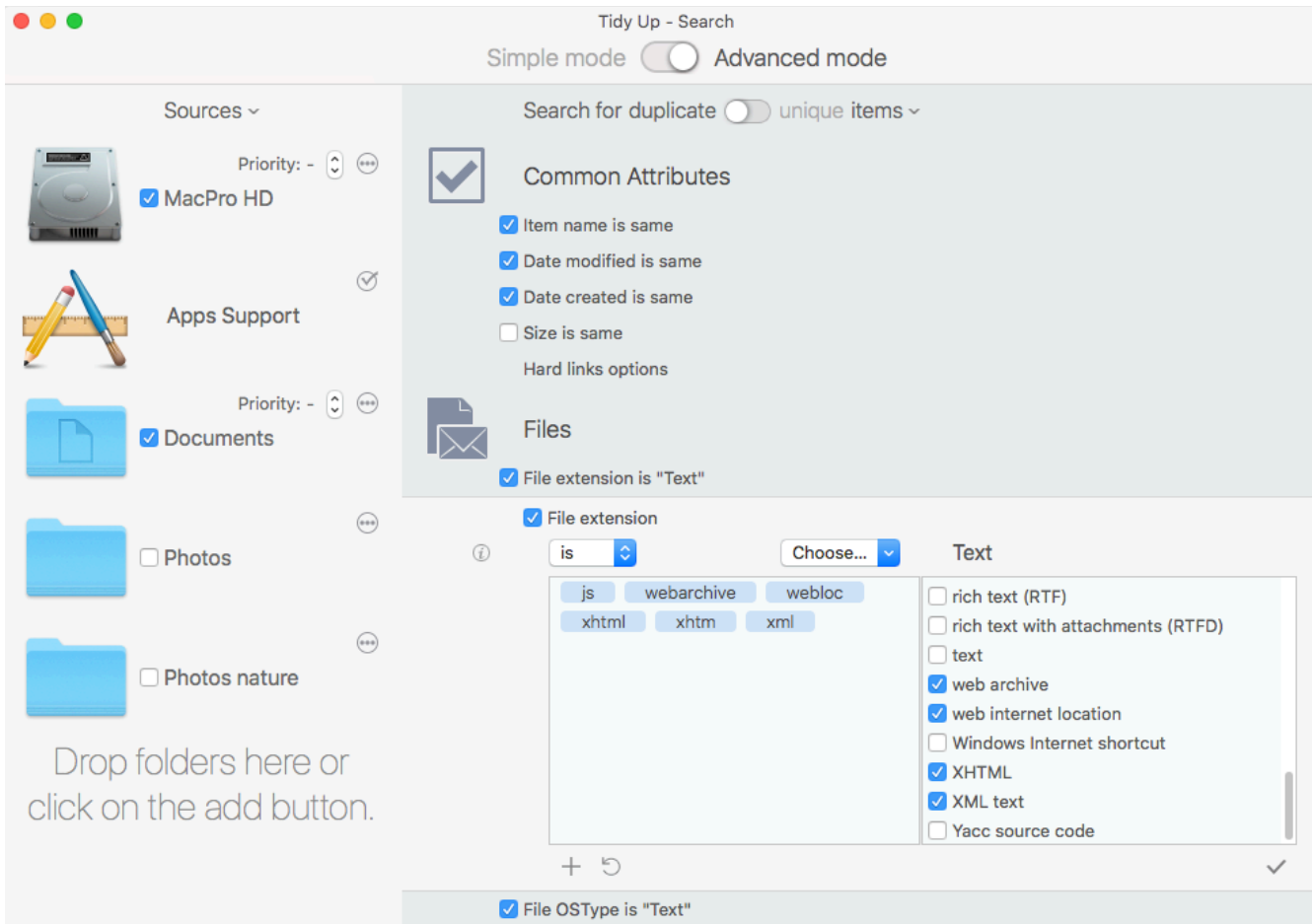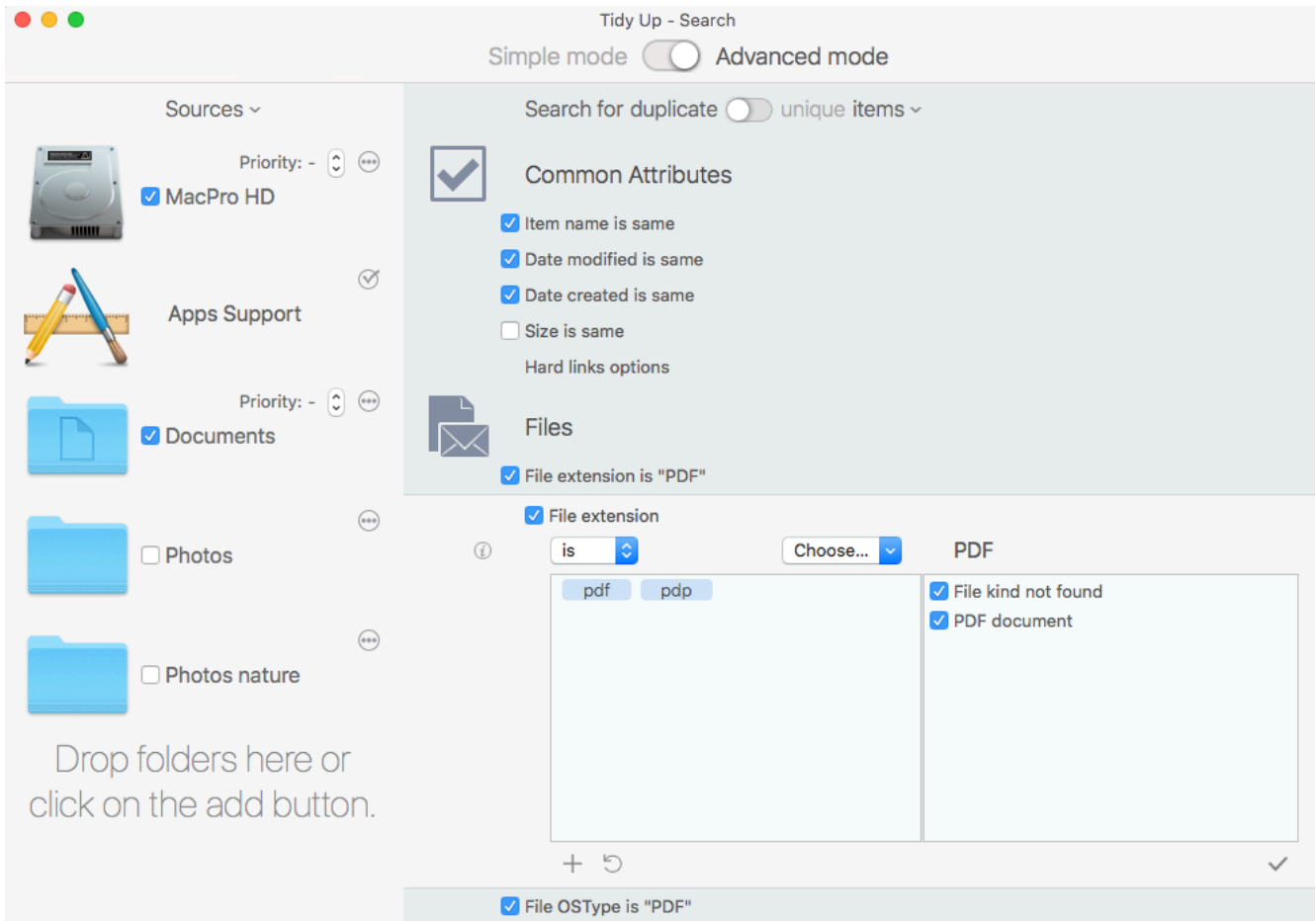
Search for similar web files

Figure 83: Search for similar web files.

Search Locations:
  - Any disc or folder.
Criteria:
  - From Common Attributes:
    - Item name is same.
    - Date modified is same.
    - Date created is same.
  - From Files and Packages:
    - File extension is:
        1. Choose from the "Choose..." pull-down menu the "Text" menu item.
        2. Click on the "√" button to turn off all kinds.
        3. Tick all the web-related file kinds (see image above).
    - File OSType is:
        1. Choose from the "Choose..." pull-down menu the "Text" menu item.
        2. Click on the "√" button to turn off all kinds.
        3. Tick all the web-related file kinds.

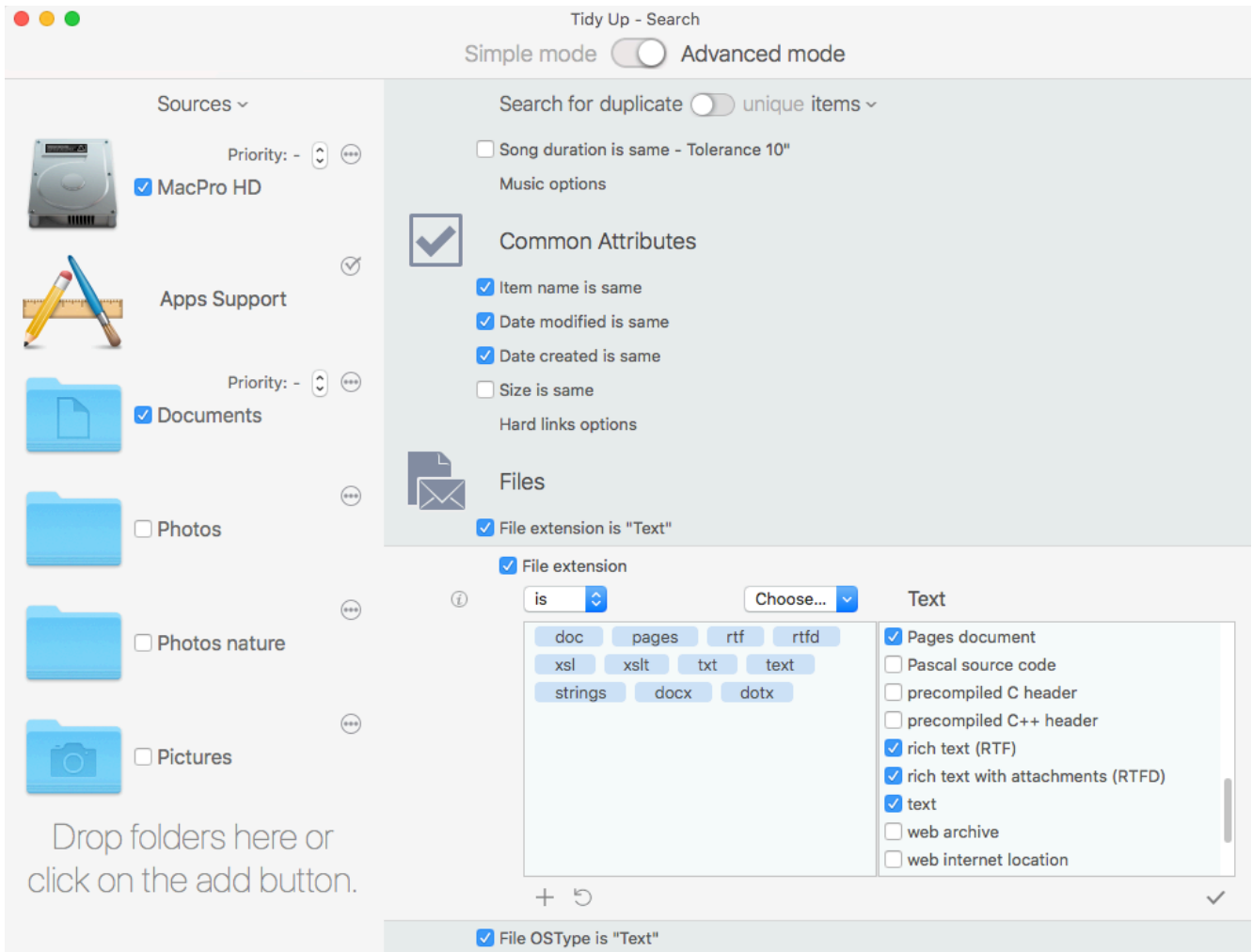**Search for similar PDF files**

Figure 84: Search for similar PDF files.

Search Locations:
    - Any disc or folder.
Criteria:
    - From Common Attributes:
        - Item name is same.
        - Date modified is same.
        - Date created is same.
    - From Files:
        - File extension is:
          Choose from the "Choose..." pull-down menu the "PDF" menu item.
        - File OSType is:
          Choose from the "Choose..." pull-down menu the "PDF" menu item.

Search for similar text files

Figure 85: Search for similar text files.

Search Locations:
- Any disc or folder.

Criteria:
- From Common Attributes:
    - Item name is same.
    - Date modified is same.
    - Date created is same.
- From Files:
    - File extension is:
        1. Choose from the "Choose..." pull-down menu the "Text" menu item.
        2. Click on the "√" button to turn off all kinds.
        3. Tick all the text files you wish to remove (see image above for an example).
    - File OSType is:
        1. Choose from the "Choose..." pull-down menu the "Text" menu item.
        2. Click on the "√" button to turn off all kinds.
        3. Tick all the text files you wish to remove.

Common Smart Box Scenarios (Advanced mode)

Following are common scenarios that can help you further understand how to create a smart box. There are two main types of common scenarios: those that can be created when the search is made in a location only, and those when it is made in multiple locations.

Some videos showing these and other scenarios are available at: http://www.hyperbolicsoftware.com/TidyUp.html. Once there, click on the "Support" button.

For convenience, the scenarios have been divided into two sections; however, the methods shown here can be mixed to obtain the needed result.

Although these scenarios include references to removing items, before trashing any of them, it is suggested that you read the "**Process the chosen items**" chapter.

One location only scenarios

- Remove all but one iTunes song of each duplicate group regardless of the location in which they reside
- Remove all but one iTunes songs (or in a any supported app) of each group but only if the songs are in a specific playlist(s)
- Remove all but one iTunes songs whose name ends with a number
- Remove all but one lowest bit rate song files of each group
- Keep all highest bit rate song files
- Remove all oldest items
- Keep all newest items
- Remove all but one image of each group but only if the images are owned by an app
- Remove all but one item of each group that reside in a specific location

Remove all but one iTunes song of each group regardless of the location in which they reside

Generally, when you do a search in iTunes, you don't need to know where the song files reside. When you remove a song using the "iTunes" search option, **Tidy Up** will send the command to iTunes to delete the song record of the removed song file. So, in this case, if you do not need to know where the files reside, you can remove the default marked items of "Music" tab.

Remove all but one iTunes songs (or in any supported app) of each group but only if the songs are in a specific playlist(s)

This smart box criteria set is useful when you want to remove only the items that are/are not in a specific playlist(s).

Note that as example here we have used iTunes, but you can apply this method to any of the other supported apps.
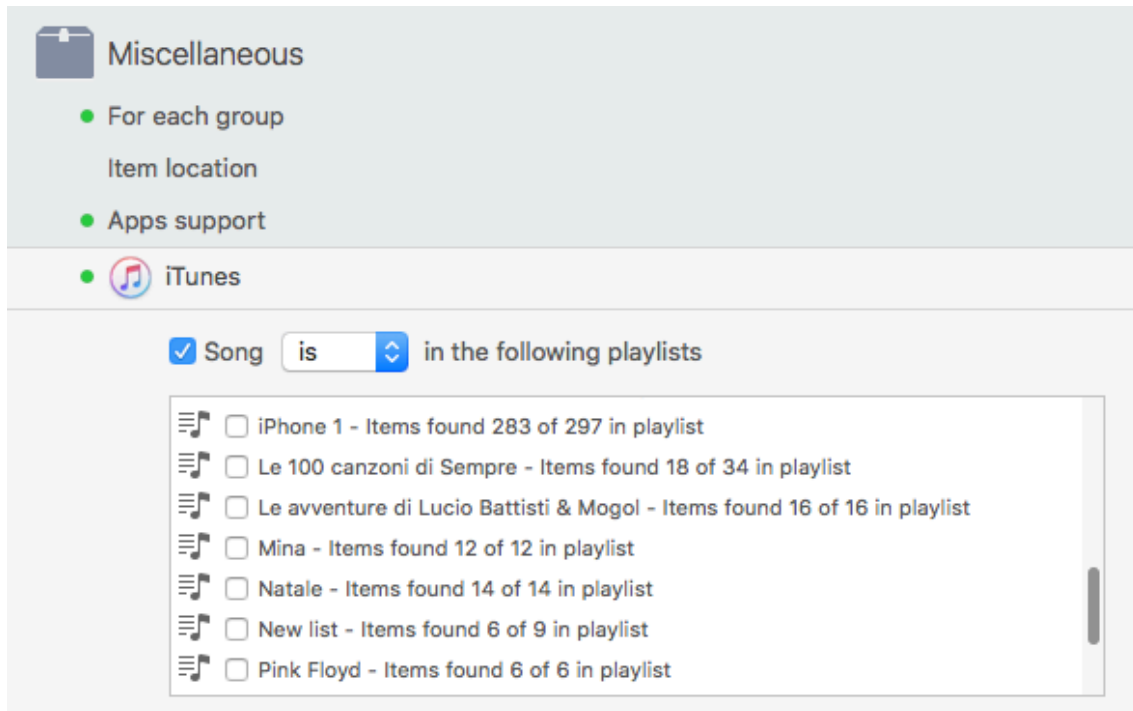

Figure 86: Remove all but one iTunes songs (or in any supported app) of each group but only if the songs are in a specific playlist(s).

In the result window, click on the "Music" tab.
Criteria:
  - From Miscellaneous:
    - For each duplicate group: chosen as a default.
    - Apps support.
      - iTunes:
        1. Tick the "Song is in the following playlists" check box
        2. Choose the playlist(s) you desire.
The playlists are listed if you have done a search in the iTunes library.
The box will contain all but one songs of each duplicate group that are contained in the chosen playlists.

Remove all but one iTunes songs whose name ends with a number

This smart box criteria set is useful when you want to remove the items that were duplicated by adding a number to the end of name.

Note that as example here we have used iTunes, but you can apply this method to any of the other supported apps.

Figure 87: Remove all but one iTunes songs whose name ends with a number.

In the result window, click on the "Music" tab.
Criteria:
- From Miscellaneous:
  - For each duplicate group: chosen as a default.
- From Attributes.
  1. Tick the "Name" check box.
  2. Choose the "ends with any number" option from the popup menu.
  3. Enter the separator(s) that fits your needs.
The box will contain all but one song of each duplicate group that end with a number.

Remove all but one lowest bit rate song files of each group

Figure 88: Remove all but one lowest bit rate song files of each group.

In the result window, click on the "Music" tab.
Criteria:
  - From Miscellaneous:
    1. Bit rate is lowest.
    2. Tick the "multiple report" check box.

Keep all highest bit rate song files

This scenario consists of three phases: the first creates a smart box, the second marks the items to keep and the third trashes the unwanted items.
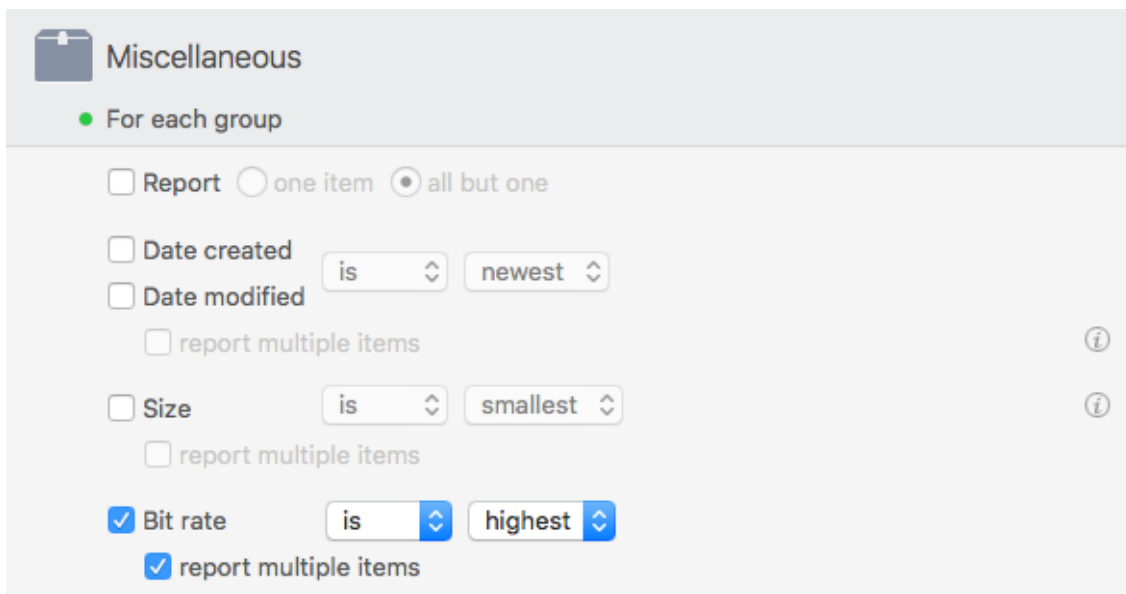

Figure 89: Keep all highest bit rate song files.

In the result window, click on the "Music" tab.
Criteria:
    - From Miscellaneous:
        1. Bit rate is highest.
        2. Tick the "multiple report" check box.

This box reports all song files with highest bit rate, if any, of each group. If you want to keep the content of this box, you must follow the next steps.

Once the box is created mark them as it is explained in the mark section.

To remove the items and keep all highest bit rate songs:
    1. Click on the "Remove Music Content…" button.
    2. Select the "Unmarked items" option.
    3. Click on the "Start" button to remove them.
This scenario is applicable to both a search made in iTunes and a search made in any another location.

Remove all oldest items

Figure 90: Remove all oldest items.

Criteria:
- From Miscellaneous:
    1. Date modified is oldest.
    2. Tick the "multiple report" check box.

This box reports all items with the oldest modified date, if any, of each group. If a group contains, for example, three items with three different dates it reports only one of them.

Change or add the date modified option if you need it.

Keep all newest items

This scenario consists of three phases: the first creates a smart box, the second marks the items to keep and the third trashes the unwanted items.

Figure 91: Keep all newest items.

Criteria:
- From Miscellaneous:
    1. Date created is newest.
    2.Tick the "multiple report" check box.

This box reports all items with newest date created, if any, of each group. If you want to keep the content of this box, you must follow the next steps.

Once the box is created mark them as it is explained in the mark section.

To remove the items and keep all newest:
    1. Select the main Result Source item (if the All Duplicates tab is selected, then select "All Duplicate" item).
    2. Click on the "Remove All Duplicate Content…" button.
    3. Select the "Unmarked items" option.
    4. Click on the "Start" button to remove them.
Change or add the date modified option if you need it.

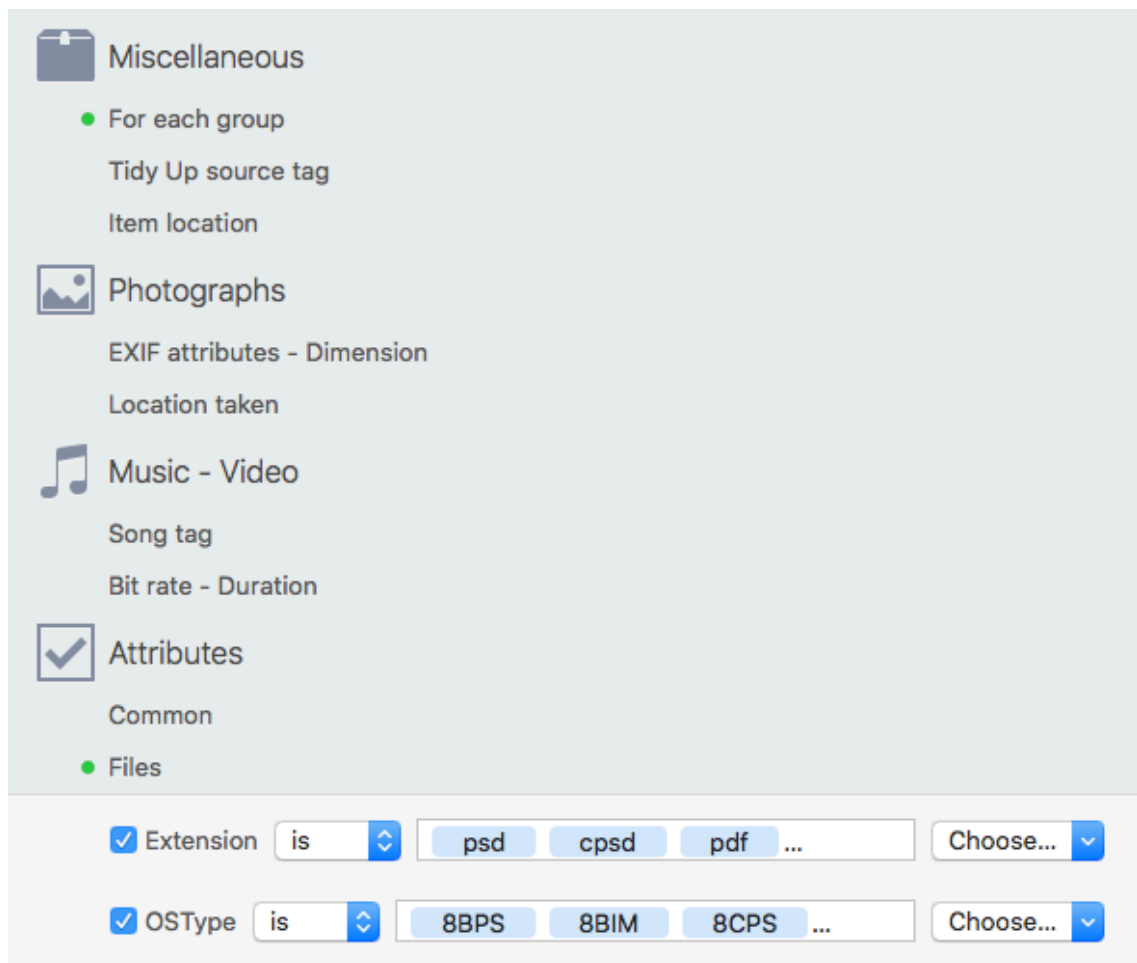**Remove all but one image of each group but only if the images are owned by an app**

Figure 92: Remove all but one image of each group but only if the images are owned by an app.

In the result window, click on the "Images" tab.
Criteria:
    - From Miscellaneous:
      - For each duplicate group: chosen as a default.
    - From Attributes:
      - Files:
        Tick the "Extension" check box:
          1. From the "Choose..." popup menu choose the "Choose Extensions owned by an App..." menu item.
          2. Select the desired app.
        Tick the "OSType" check box:
          1. From the "Choose..." popup menu choose the "Choose OSType owned by an App..." menu item.
          2. Select the desired app.

Note that to search for a specific file kind, the OSType and Extension criteria must be modified in both fields. In the image, Photoshop has been chosen; you can choose any other application and **Tidy Up** will extract the needed data.

The result will only contain those kinds of files and packages from the found list that can be read by the chosen application. Note that for each group one item is always left untouched. This search is useful when you have made a search for multiple kinds of item and you want to manage items that a specific app can access.

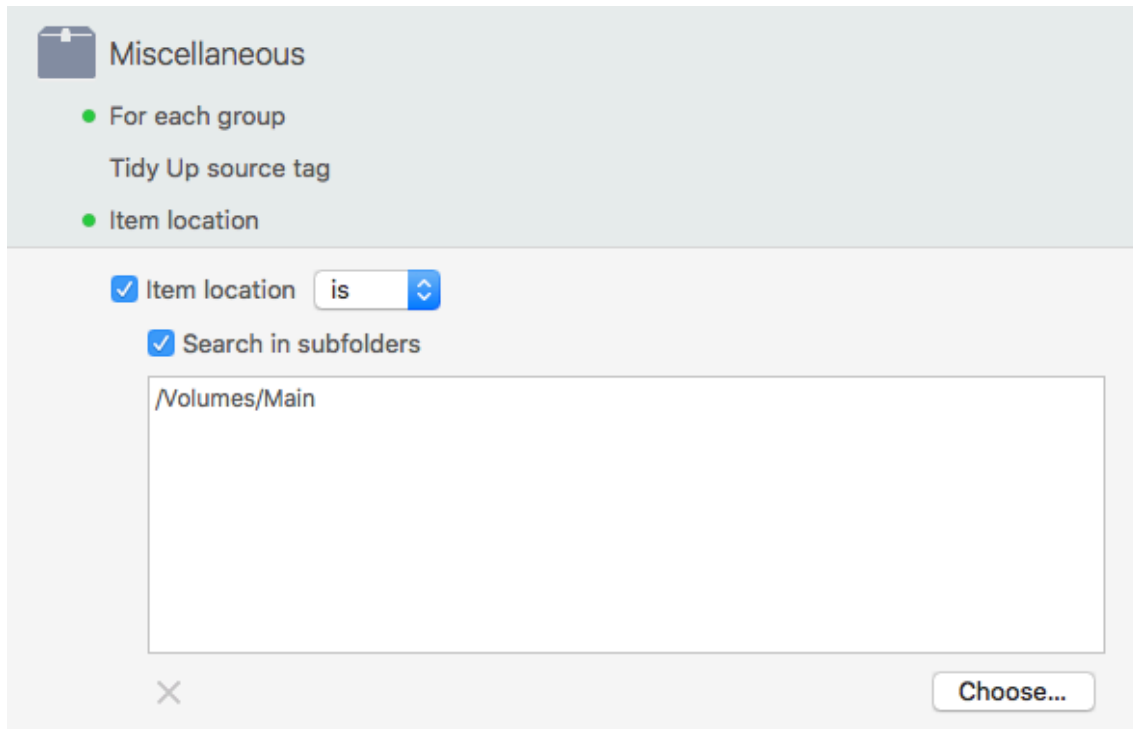**Remove all but one item of each group that reside in a specific location**

Figure 93: Remove all but one item of each duplicate group that resides in a specific location.

Criteria:
- From Miscellaneous:
    - For each duplicate group: chosen as a default.
    - Item Location:
        1. Choose the "Item location is" option.
        2. Tick the "search in subfolders" check box.
        3. Choose the desired item's location from the "Choose..." button.

This box reports all but one item of each group, which resides in the chosen location. If a group doesn't contain any item residing in the chosen location, no item belonging to that group will be reported.

The location option can be included in any other scenario and it is a good approach for a safe deletion.

Multiple locations scenarios

Note: The search location for these scenarios is the Home folder or in folders contained within it; modify the scenarios with your chosen search locations before creating it.

- Remove all but one item of each duplicate group that reside in a specific location (2 methods)
- Remove all but one item of each duplicate group that reside in a specific location, but only if they are duplicates with a specific location
- Remove all but one item of each duplicate group that reside in a specific location, but only if they are not duplicates with a specific location
- Remove all but one item of each duplicate group that reside in a specific location, but only if they are duplicates in a location only
- Remove all but one item of each duplicate group that reside in a specific location, but only if they are duplicates in all locations
- Remove all but one item of each duplicate group that reside in a specific location, but exclude a location within that location

Remove all but one item of each group that reside in a specific location
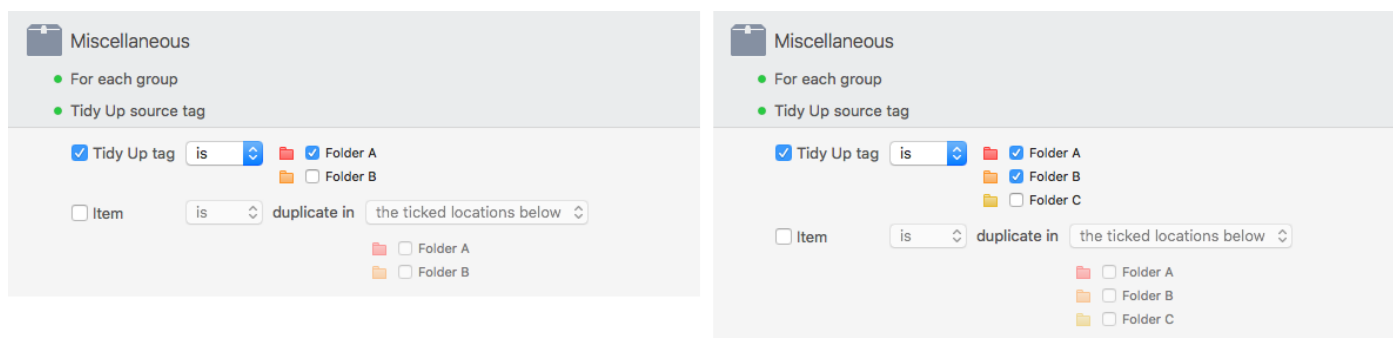

Figure 94: Remove all but one item of each duplicate group that resides in a specific location.

Case 1
Assume that you have made a search in two locations (Folder A and B) and you want to remove the items contained in folder A.

Criteria:
- From Miscellaneous:
    - For each duplicate group: chosen as a default.
    - **Tidy Up** sources tag:
        1. Choose the Tidy Up tag is "🟥 Folder A" option.
This box will report all the items of each group that reside in the chosen location. If all the elements of a duplicate group reside in the chosen location, then one of the elements will be left out.

Case 2
Assume that you have made a search in three locations (folder A and B and C) and you want to

remove the items contained in the folders A and B.

Criteria:
- From Miscellaneous:
    - For each duplicate group: chosen as a default.
    - **Tidy Up** sources tag
        1. Choose the Tidy Up tag is "📕 Folder A" option.
        2. Choose the Tidy Up tag is "📒 Folder B" option.

This box will report all the items of each group that reside in any of the two chosen locations (Folders A and B). If all the elements of a group reside in one of the chosen locations or in both of them, then one of the elements will be left out.

Remove all but one item of each group that reside in a specific location, but only if they are duplicates with items in a specific location

Assume that you have made a search in three locations (folder A and B and C) and you want to remove the items contained in the folder A and B but only if they are duplicates with items of folder C.
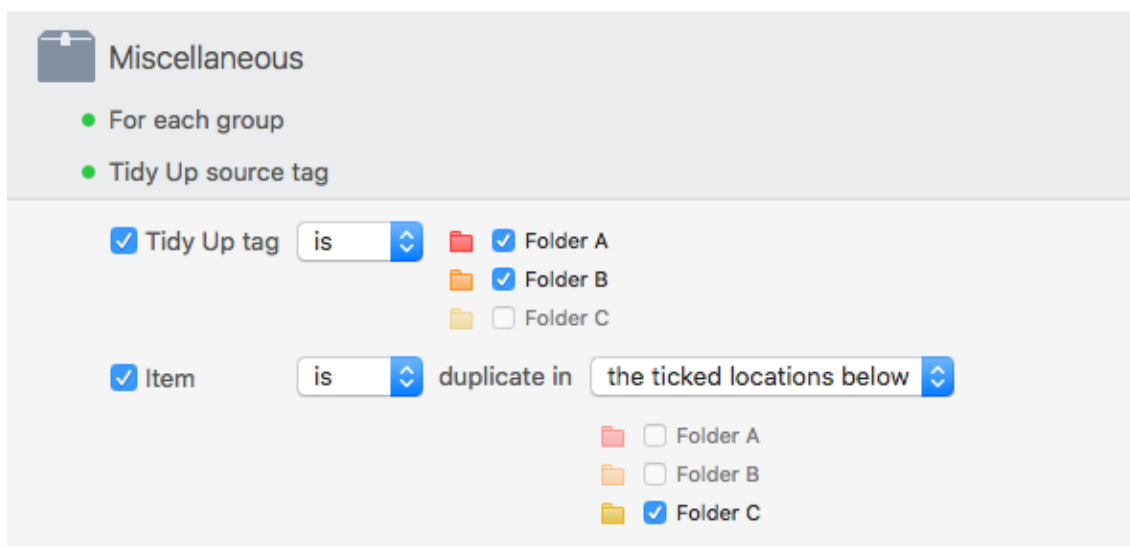

Figure 95: Remove all but one item of each group that reside in a specific location, but only if they are duplicates with items in a specific location.

Criteria:
- From Miscellaneous:
    - For each duplicate group: chosen as a default.
    - **Tidy Up** sources tag:
        1. Choose the Tidy Up tag is the "📕 Folder A" option.
        2. Choose the Tidy Up tag is the "📒 Folder B" option.
    - Item is duplicate in the ticked locations:
        Choose the Tidy Up tag is the "📒 Folder C" option.

This box will report all the items of each group that reside in any of the two chosen locations

(Folders A and B) and are duplicates with at least one item that resides in Folder C.

Remove all but one item of each duplicate group that reside in a specific location, but only if they are not duplicates with items in a specific location

Assume that you have made a search in three locations (folder A and B and C) and you want to remove the items contained in the folder A and B but only if they are not duplicates with items of folder C.
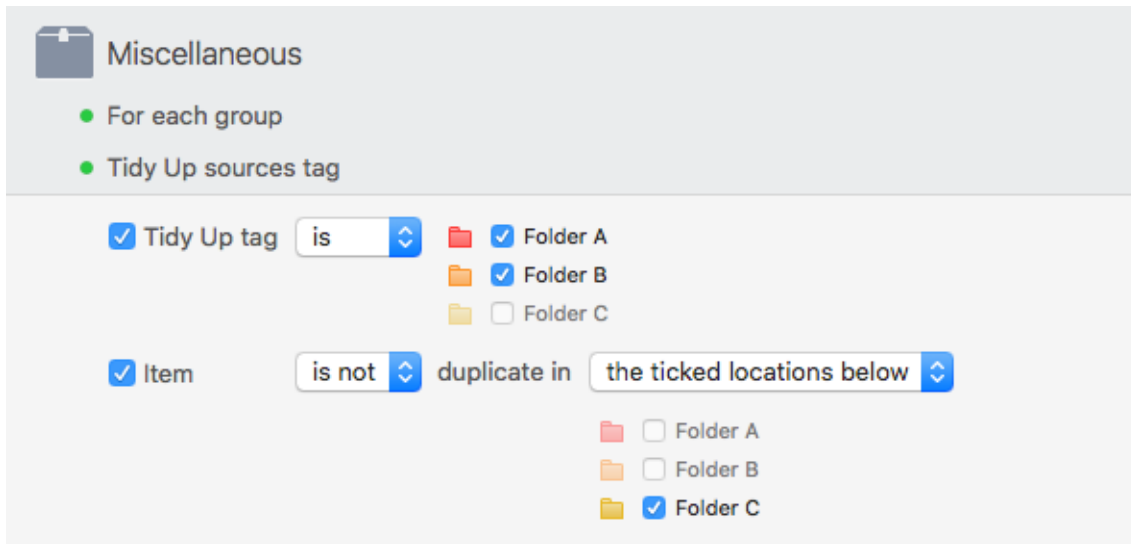

Figure 96: Remove all but one item of each group that reside in a specific location, but only if they are duplicates with items in a specific location.

Criteria:
  - From Miscellaneous:
     - For each duplicate group: chosen as a default.
     - **Tidy Up** sources tag:
        1. Choose the Tidy Up tag is the "📁 Folder A" option.
        2. Choose the Tidy Up tag is the "📁 Folder B" option.
     - Item is not duplicate in the ticked locations:
        Choose the Tidy Up tag is the "📁 Folder C" option.
This box will report all the items of each duplicate group that reside in any of the two chosen locations (Folders A and B) and are not duplicates with any item that resides in Folder C.

Remove all but one item of each group that reside in a specific location, but only if they are duplicates in one location only

Assume that you have made a search in three locations (folder A and B and C) and you want to remove the items contained in the folder A, B and C if they are duplicates in one location only (i.e. they are duplicates in the location where they reside).
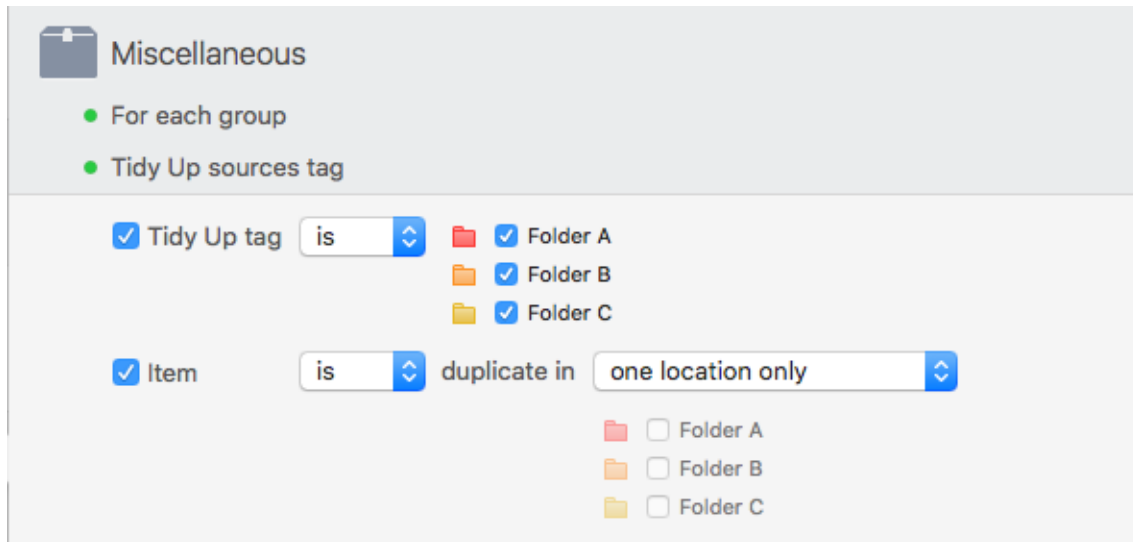

Figure 97: Remove all but one item of each duplicate group that reside in a specific location, but only if they are duplicates in a location only.

Criteria:
- From Miscellaneous:
    - For each duplicate group: chosen as a default.
    - **Tidy Up** sources tag:
        1. Choose the Tidy Up tag is the " Folder A" option.
        2. Choose the Tidy Up tag is the " Folder B" option.
        3. Choose the Tidy Up tag is the " Folder C" option.
    - Item is duplicate in one location only.

This box will report all but one item of each duplicate group that resides in the three locations chosen (Folders A, B and C) that are duplicates in a single location only. For example, if a duplicate group contains 3 items and two duplicates reside in "Folder A" and one in "Folder C", **Tidy Up** reports none of them. For a group of two duplicates that both reside in "Folder A", Tidy Up will report one of them.

Remove all but one item of each duplicate group that reside in a specific location, but only if they are duplicates in all locations

Assume that you have made a search in three locations (folder A and B and C) and you want to remove the items contained in the folder A and B but only if they are duplicates in all locations.
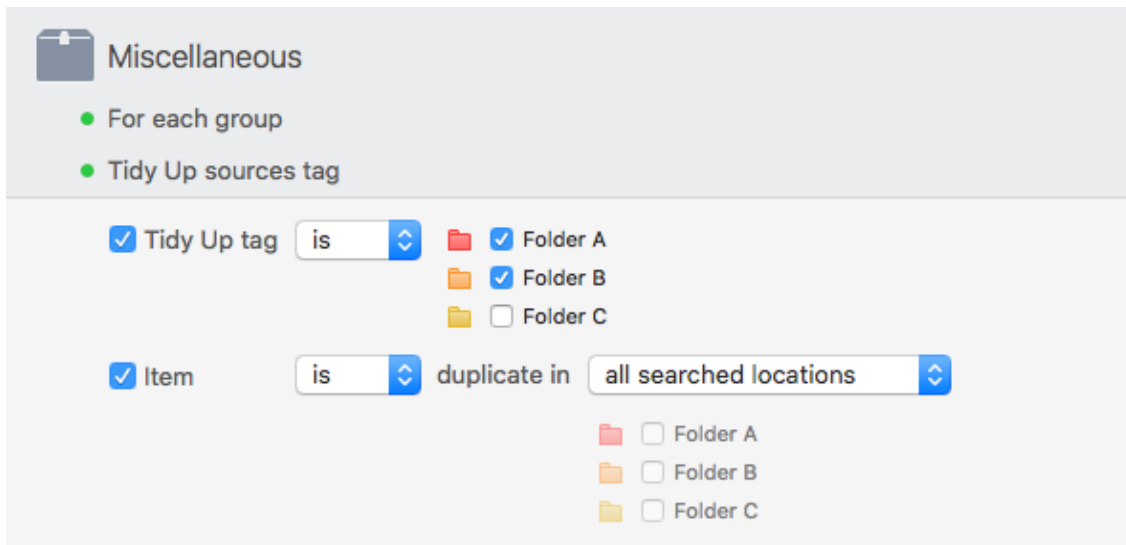
Criteria:
- From Miscellaneous:
    - For each duplicate group: chosen as a default.
    - **Tidy Up** sources tag:
        1. Choose the Tidy Up tag is the " Folder A" option.
        2. Choose the Tidy Up tag is the " Folder B" option.
    - Item is duplicate in all searched locations.

This box will report all but one item of each group that reside in one of the two locations chosen (Folders A and B) that are duplicates in all the searched locations. For example, if a duplicate group contains 3 items and one resides in "Folder A", one resides in "Folder B" and one in "Folder C"; **Tidy Up** will report two of them (the two that are in folders A and B. If, instead, a duplicate group contains 3 items, two duplicates reside in "Folder A" and one in "Folder C"; **Tidy Up** will report none of them.

Remove all but one item of each duplicate group that reside in a specific location, but exclude a location within that location

Assume that you have made a search in two locations (folder A and B) and you want to remove the items contained in the A and B folders but not those in the folder called "San Francisco", which resides inside folder A.

Figure 99: Remove all but one item of each duplicate group that reside in a specific location, but exclude a location within that location.

Criteria:
- From Miscellaneous:
    - For each duplicate group: chosen as a default.
    - **Tidy Up** sources tag
        1. Choose the Tidy Up tag is the " Folder A" option.
        2. Choose the Tidy Up tag is the " Folder B" option.
    - Item Location
        1. Choose the "Item location is not" option.
        2. Tick the "search in subfolders" check box.
        3. Choose the desired item's location from the "Choose..." button.

This box reports all but one item of each group of both folders but not those inside the "San Francisco" folder.

Appendix 1

Windows

Search window

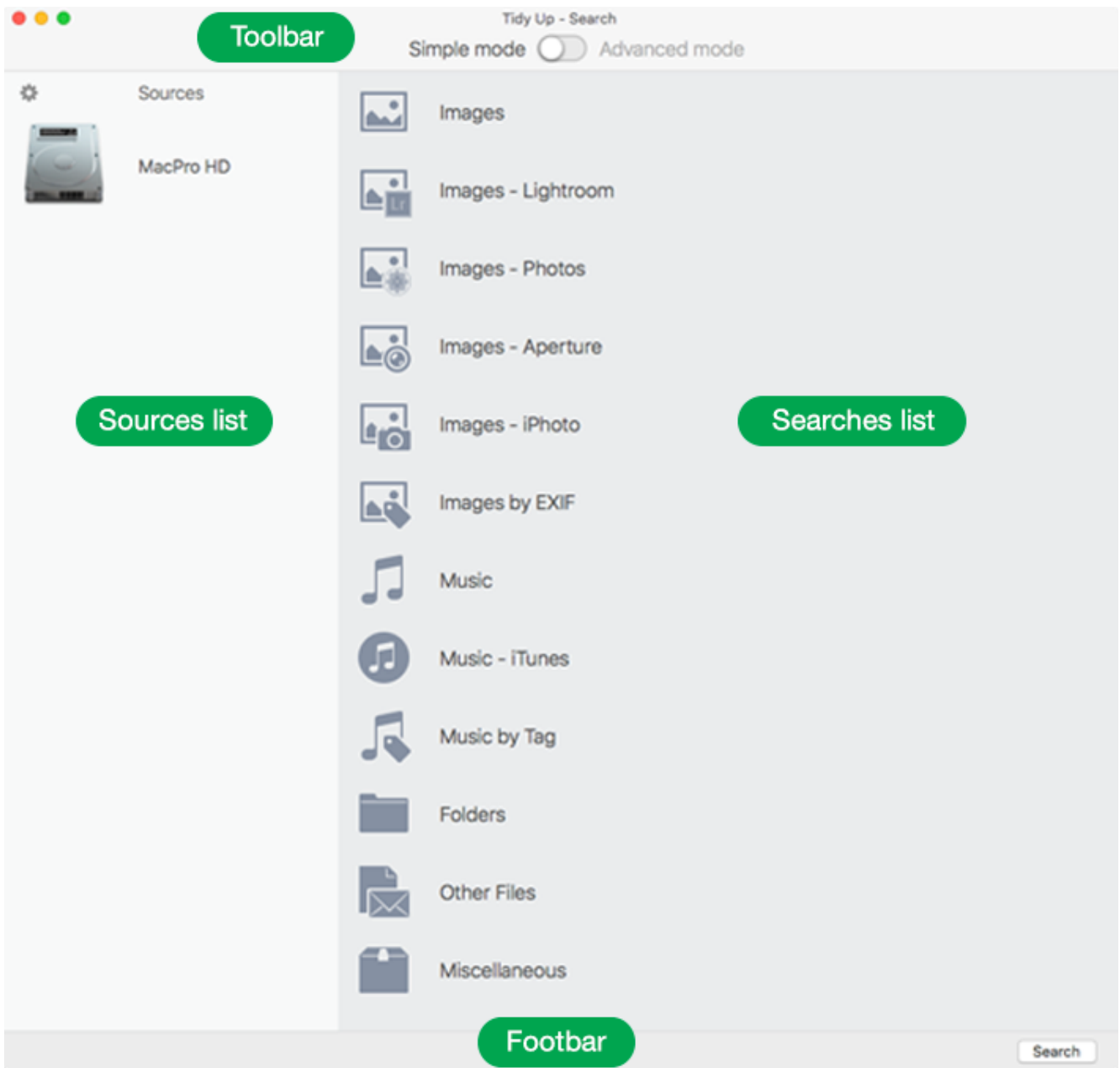#### Simple mode view

Figure 100: Search window – Simple mode.

Toolbar
   Switch to Simple/Advanced mode.

Footbar
   Search. Initiate search.
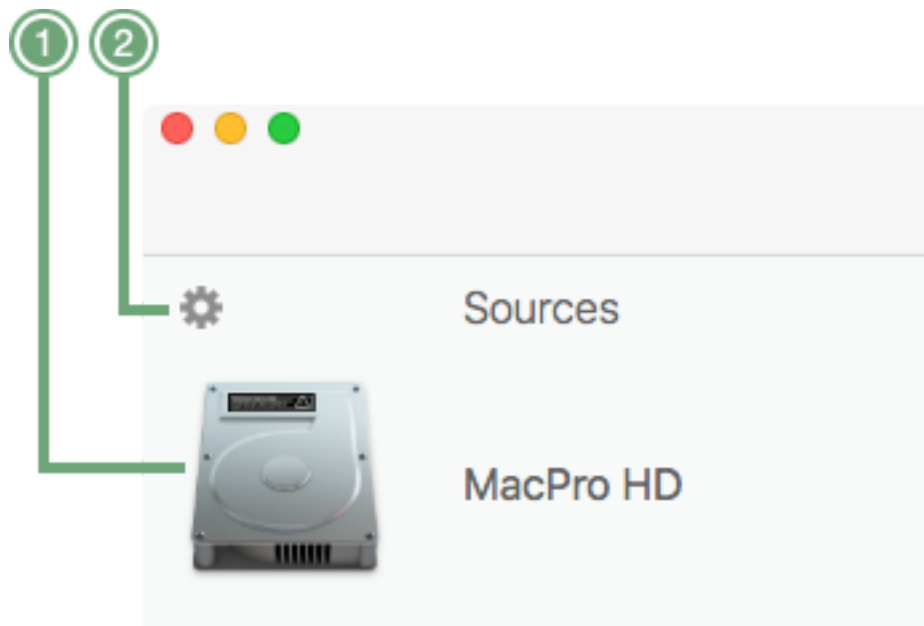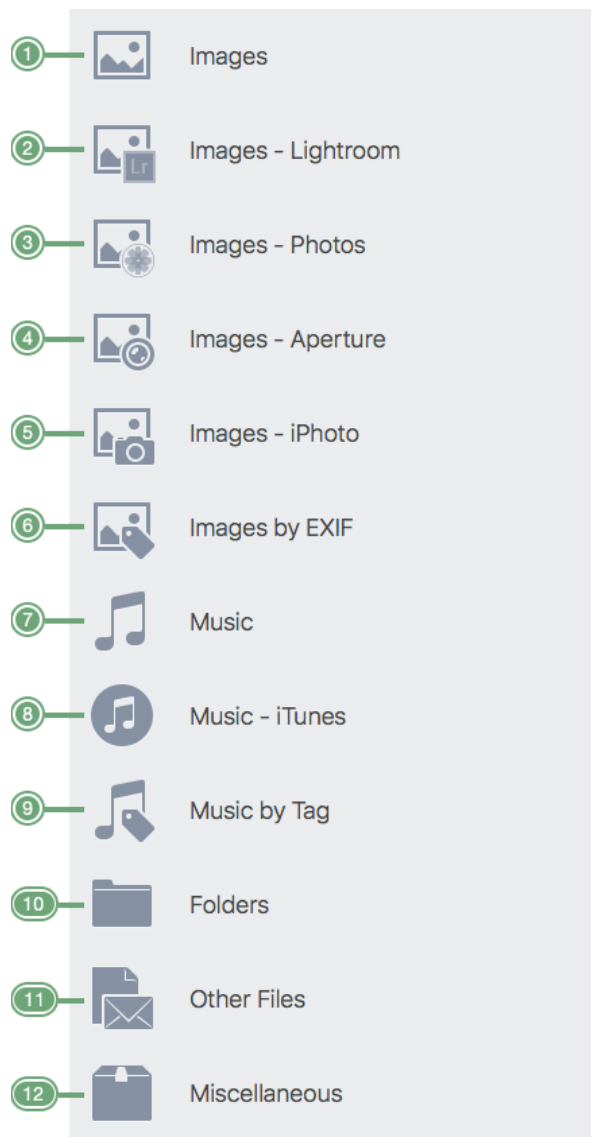
Sources list

Figure 101: Search window – Simple mode sources details.

    1. **Source.** Location added for the search.

    2. **Gear button**. Switch between the simple and advanced sources mode view, allowing the addition of the sources where to search.

Criteria list

Figure 102: Search window – Simple mode criteria details.

1. **Images**. Contains general searches for images.
2. **Images – Lightroom**. Contains searches for the Lighroom collections.
3. **Images – Photos**. Contains searches for the Photos libraries.
4. **Images – Aperture**. Contains searches for the Aperture libraries.
5. **Images – iPhoto**. Contains searches for the iPhoto library.
6. **Images by EXIF**. Contains searches that allow to search for images using the EXIF data, such as date taken or location taken.
7. **Music**. Contains general searches for music.
8. **Music - iTunes**. Contains searches for the iTunes library.
9. **Music by Tag**. Contains searches that compare the music files by tag, such as: song name, album, artist etc.
10. **Folders**. Contains searches for folders.
11. **Other Files**. Contains searches for files of different kinds that do not include images and songs.
12. **Miscellaneous**. Contains searches useful to clean up your computer, such as cache, logs

and preferences.

Advanced mode view
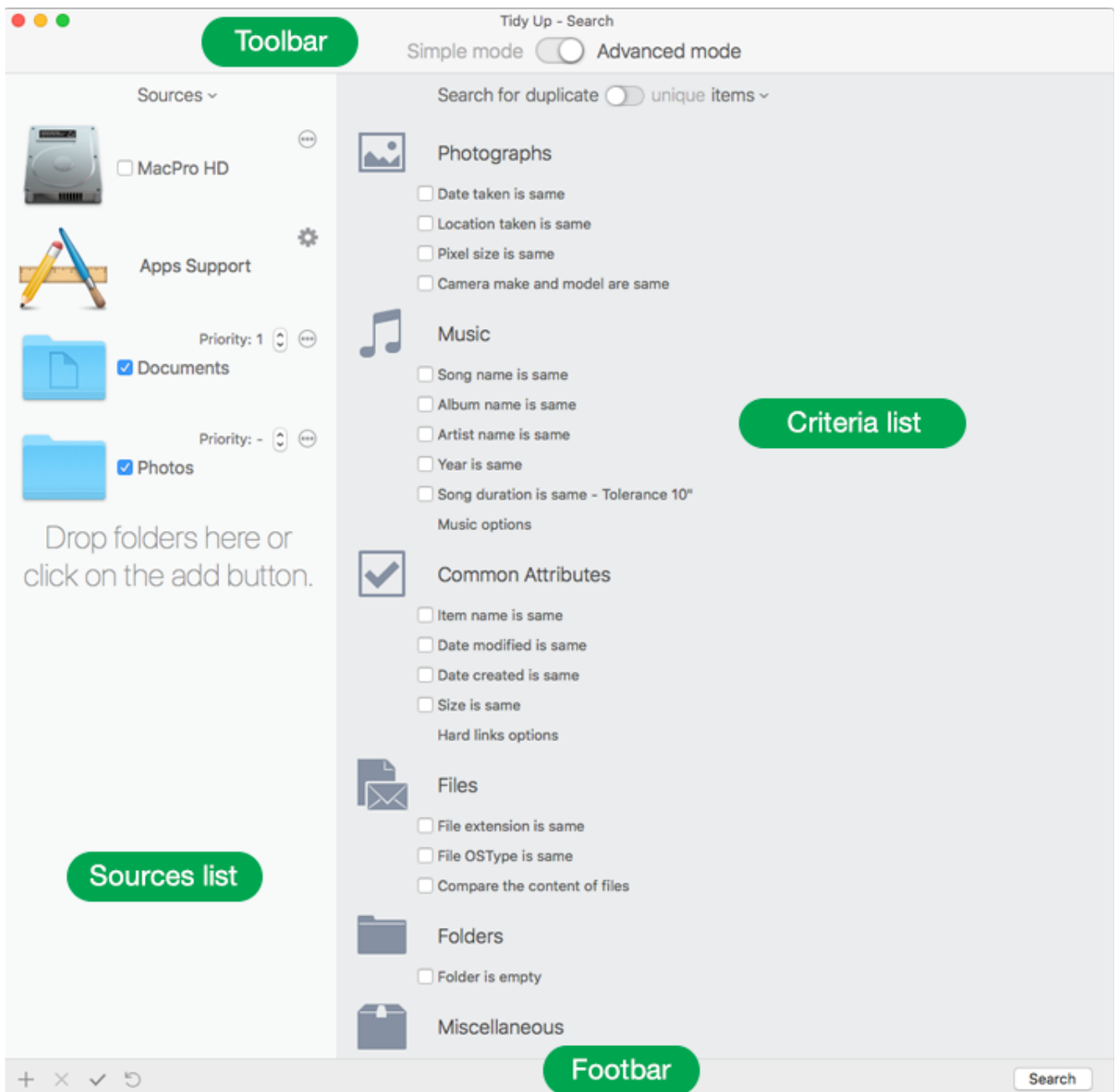
Figure 103: Search window – Advanced mode.

See Toolbar

Criteria list

  See Search Criteria

Sources list
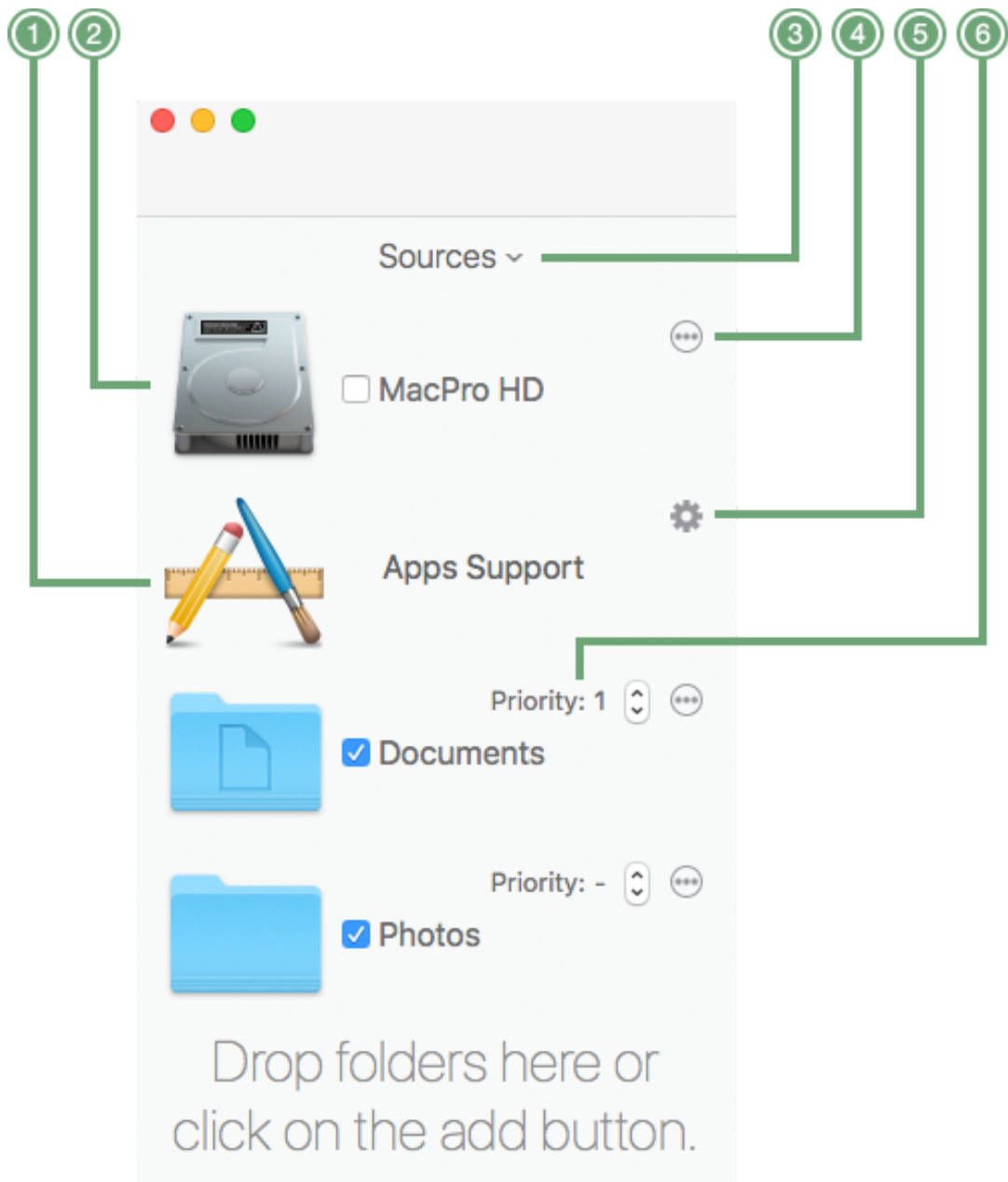
Figure 104: Search window – Advanced mode sources details.

1. **Apps Support**. When open (see #5), shows the apps libraries where to search.
2. **Source.** Location where to search. It is added to the search when the check box is ticked.
3. **Source pull down menu**. From this menu, you can save a set of Sources, or open a saved one. Visible in the advanced mode or in the simple mode only if the sources' list is editable.
4. **Ellipsis button**. Clicking on it shows the window. From this window, you can exclude the sub-folders you don't need to search in.
5. **Gear button**. Clicking on it shows the window. From this window, you can manage the supported apps' libraries: add them to the search, remove or add new libraries.
6. **Priority button**. The lower the number, the more important will be the files in this location. See the section "Priority" for further information.

Footbar
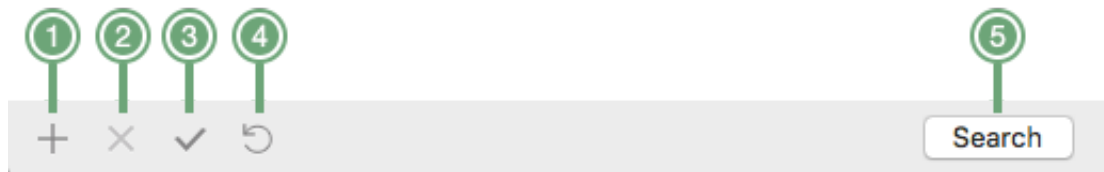
Figure 105: Search window – Advanced mode footbar details.

1. **Add button**. Add more locations where to search.
2. **Remove button.** Remove from the sources list the selected locations. Active only if there are selected locations.
3. **Tick Button**. Tick or un-tick the locations. If there are ticked locations, it un-ticks them. If the locations are selected, toggles the tick status to make all of them to the same status.
4. **Reset button**. If clicked and the mouse is released in less than 2 seconds, resets the sources and criteria to the no tick status. If the mouse is held down for more than 3 seconds, it shows a menu that allows to reset only the sources or only the criteria.
5. <u>**Search button**</u>. Initiate search.

Exclude sub-locations from the search window
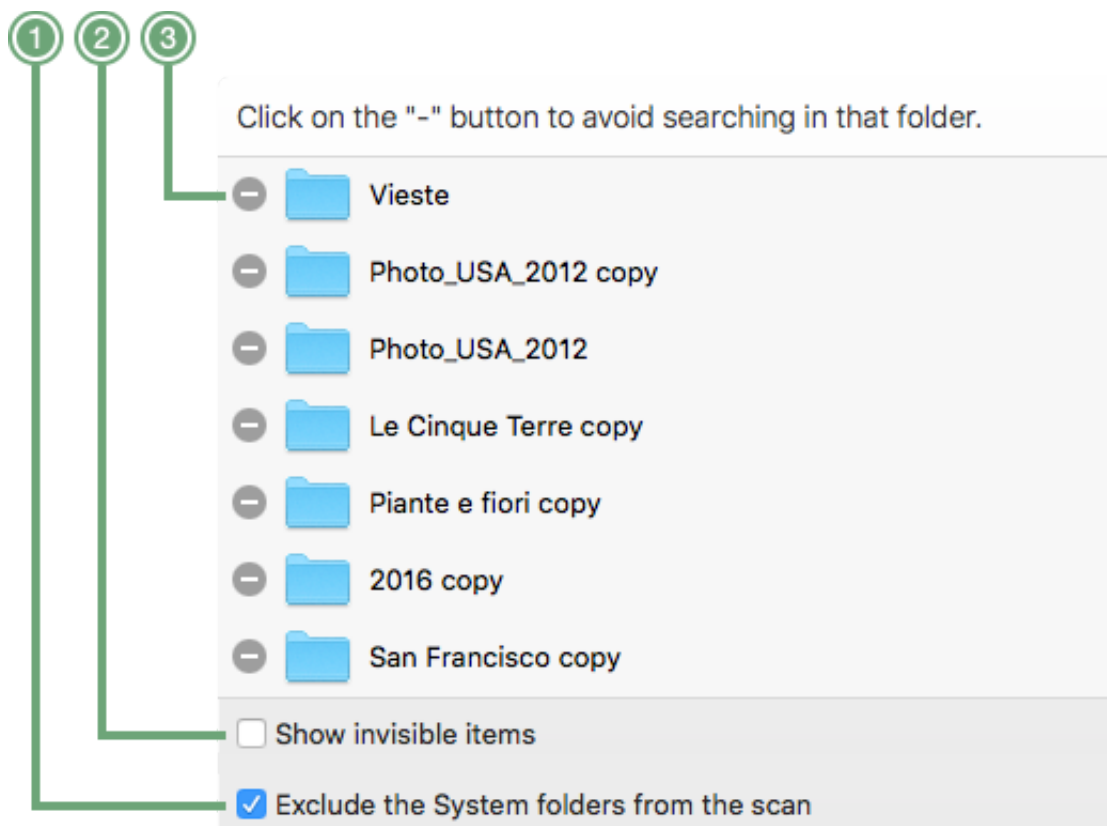
Figure 106: Exclude sub-locations from the search window.

1. **Minus button**. Click on this button, if you want to exclude the folder from the search.

2. Gives the option to show the invisible items contained in the location.

3. Checking this button, you can exclude the System Folder from the search. Useful to avoid deleting important files. Visible only if the main source contains a system folder. It is ticked by default.

Apps support window
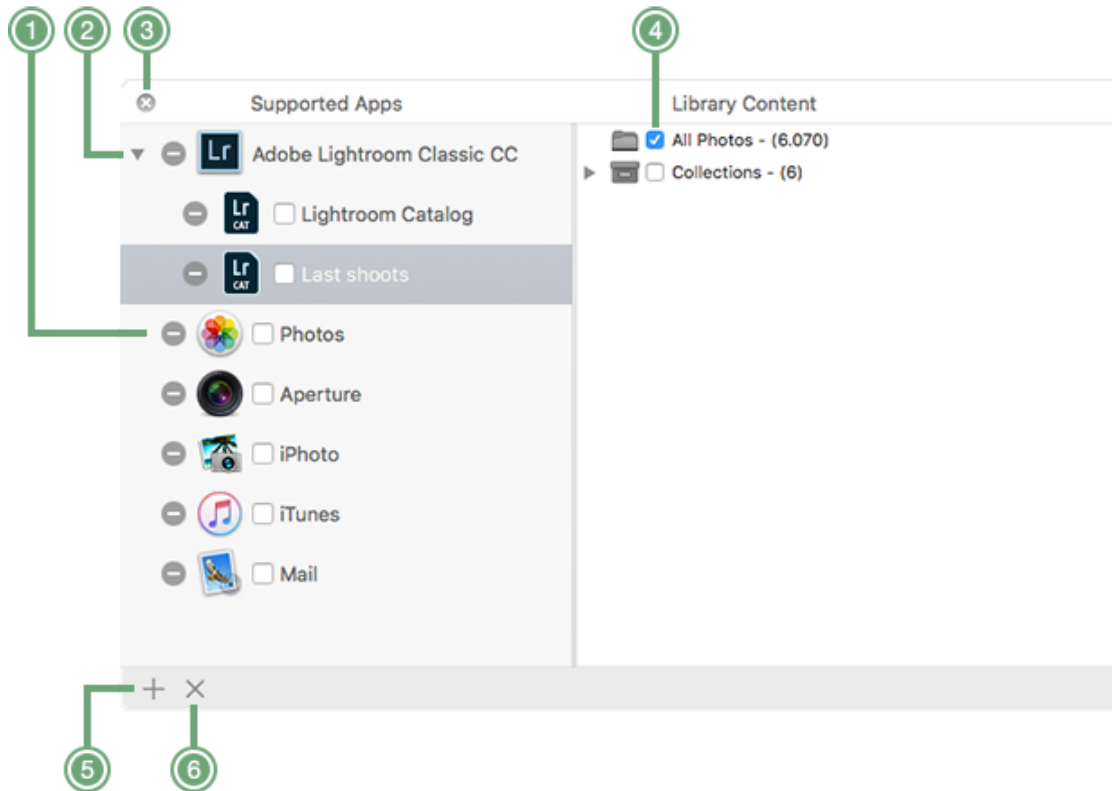
Figure 107: Apps support window.

1. **Minus button**. Click on this button, if you want to exclude that library or app from the search.

2. Clicking on this triangle, you can access to the list of libraries added in addition to the default one.

3. **Close button**. Close the window.

4. Checking these buttons, you can choose in which containers inside the selected library to search.

5. **Plus button**. Add more libraries.

6. **Remove button**. Remove the selected library. Note that only the user's added libraries can be removed, not the default ones.

Result window
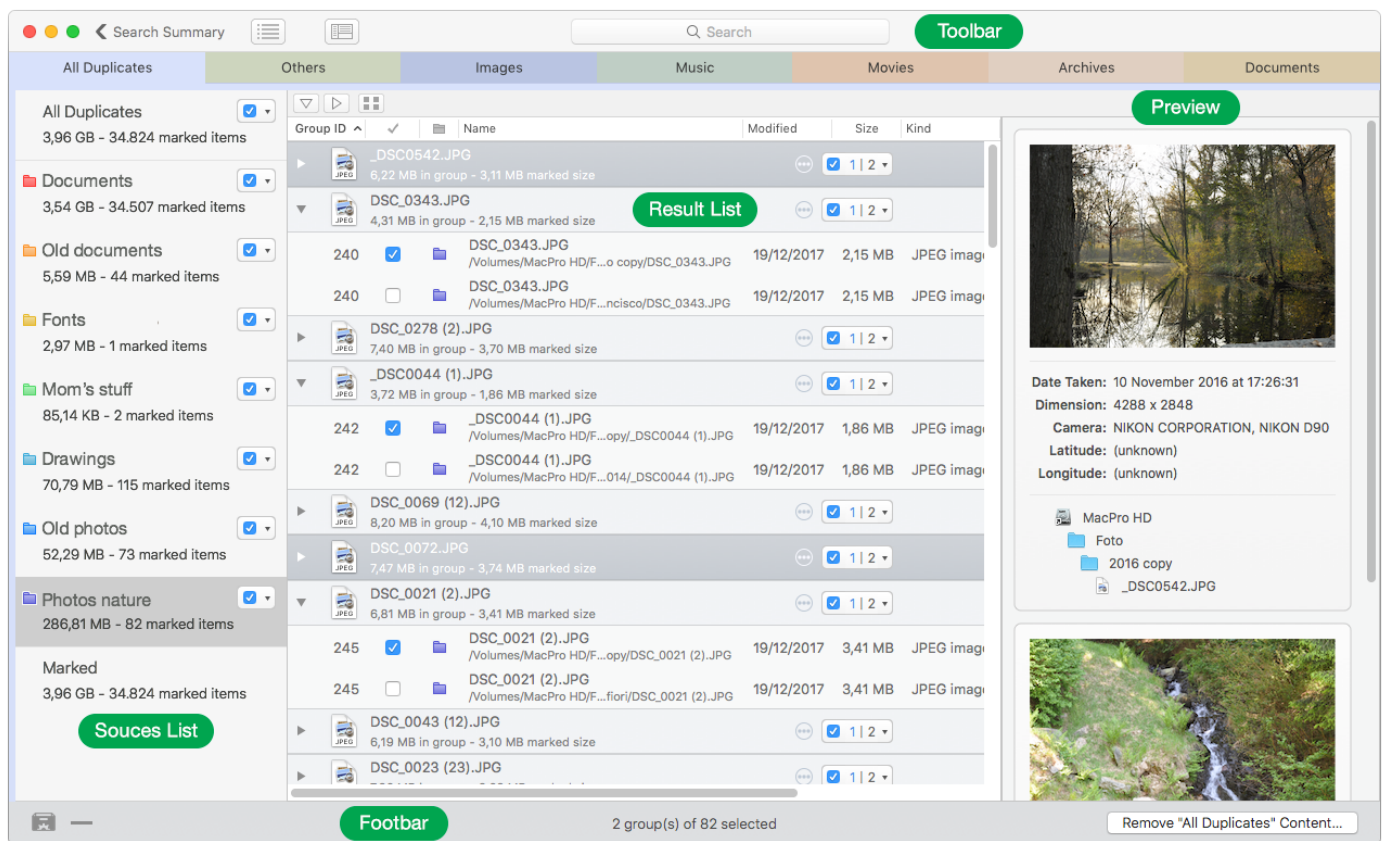
Figure 108: Result window.

Toolbar
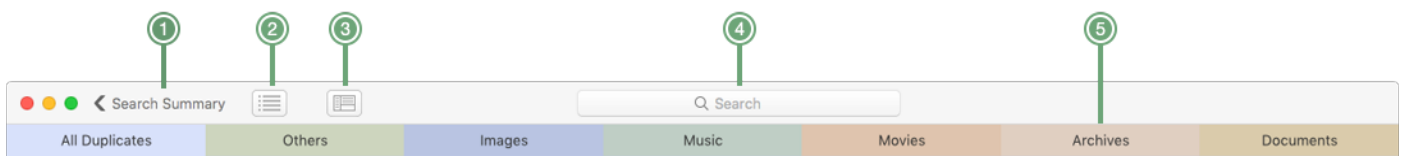
Figure 109: Result window - Toolbar.

1. **Search Summary button**. Go back to the result overview.

2. **Toggle button**. Toggle the visibility of the result by group. The results can be shown either as a list, or as groups, as it is in the figure above.

3. **Swap Preview Area button**. Swap the preview area from right to bottom and vice versa.

4. **Search Field**. Search items by name in the found list.

5. **File Type tabs**. The first tab contains all found items, from the second tab; **Tidy Up** shows the result divided by file types. There are 8 predefined file tabs;

   - **All Duplicates**. As the name itself explains, it contains all duplicates found. Not modifiable.

   - **Others**. Contains all types not specified by the other tabs. Not modifiable.

   - **Folder**. Contains duplicates folders. Not modifiable.

- **Images**. Contains numerous image types. This tab is modifiable.
- **Music**. Contains numerous music file types. This tab is modifiable.
- **Movies**. Contains numerous movies types. This tab is modifiable.
- **Archives**. Contains file types such as zip, tar, etc. This tab is modifiable.
- **Documents**. Contains file types, such as: Microsoft Word, RTF, text, etc. This tab is modifiable.

In addition to the listed above, **Tidy Up** shows, when available, 2 tabs that don't contain duplicates:

- **Empty folders**. Visible only if, after the result has been removed, empty folders are created
- **Missing records**. For further info, see How to remove the missing file's records.

In addition, you can customize the tab system by adding 10 more file type tabs. This operation can be done from the Preferences window.

Result Sources List
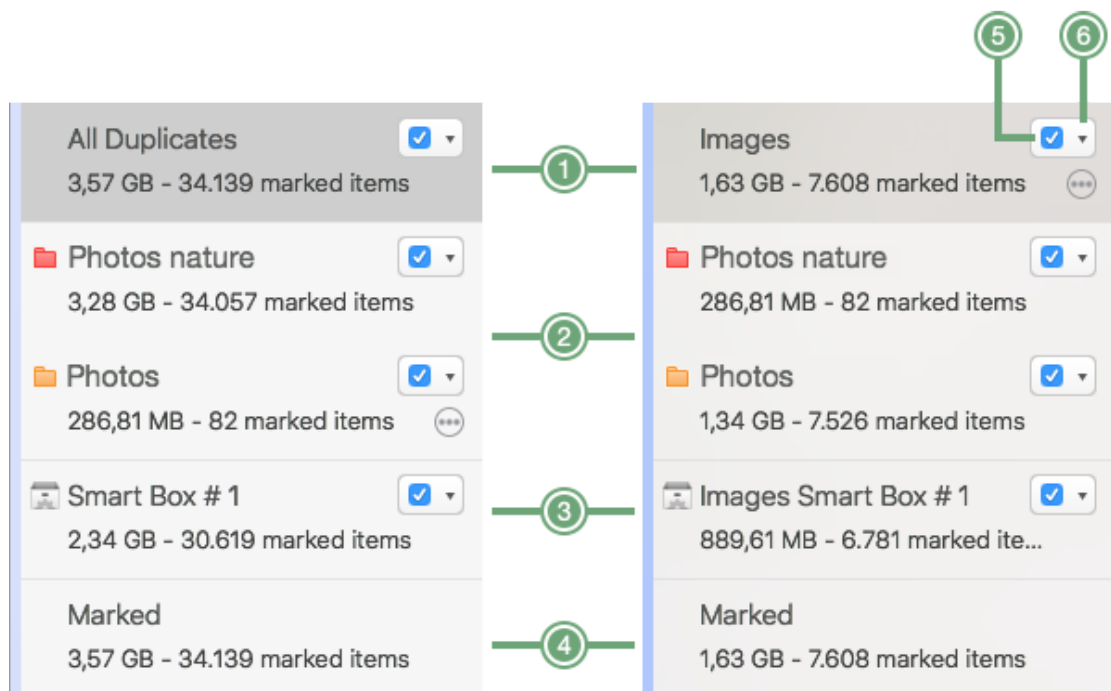
Figure 110: Result sources list.

1. Shows all duplicates of its category (e.g. All Duplicates, Others, Images, etc.).
2. The results by searched sources are shown, where the found files are divided depending on the source where they are located. They are visible only if the search has been performed in more than 1 location and the "Use the Tidy Up locations tags" from Preferences window is ticked.
3. **Smart Box.** Is added by the user and it's populated based the assigned criteria. To learn how to create and deal with them, see Smart Box section.
4. **Marked**. Contains the marked items if any.
5. **Unmark check box**. Unmark all items contained in the result source items and all the related result sources.
6. **Mark menu**. Customize the marked items.

Result view by list
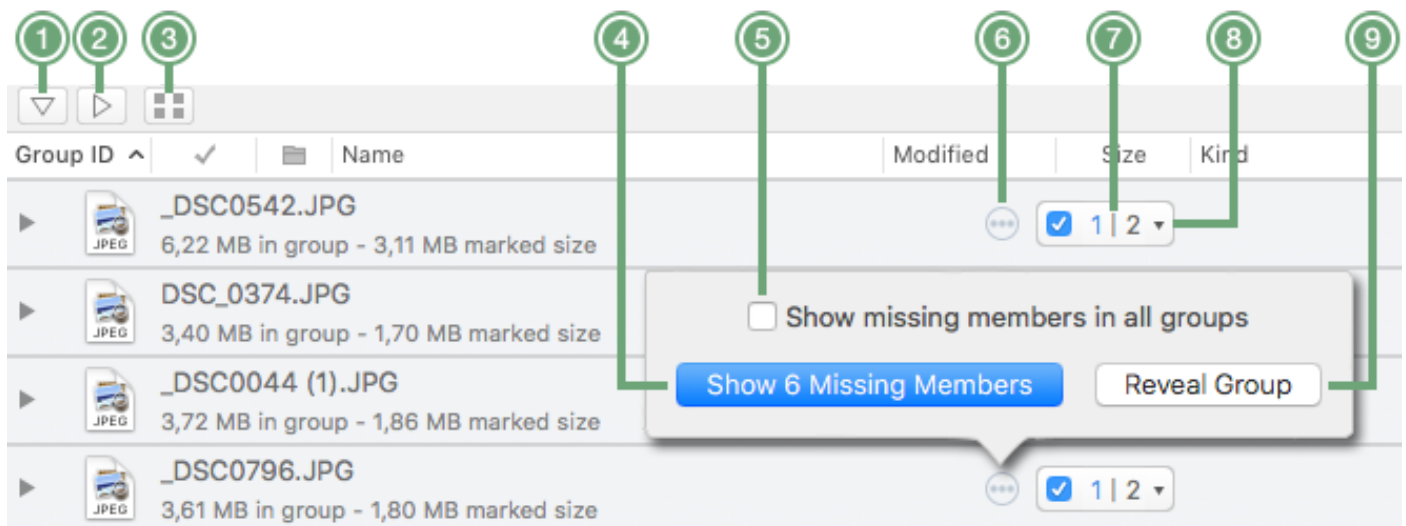
Figure 111: View by list details.

View by Group

1. **Expand groups button**. Expands all the duplicate groups. It may take a long time depending on the groups in list and devices used.

2. **Collapse groups button**. Collapse the duplicate groups.

3. **Toggle button**. Toggles the result by list or by grid. The Images and the Movies view tabs are showed by grid by default, for the other kinds the grid can be shown by clicking this button.

4. Shows the missing members of that group (duplicates of the same group that are not contained in that box/source).

5. If ticked, when the button #4 is clicked, shows the missing member for all groups of the selected category.

6. **Ellipsis button**. If you are looking at the elements of a source, a smart box, or the *Marked* item, this button will be visible in correspondence to every group of duplicates. It allows to show the missing members (see point 4).

7. Shows how many items have been marked (digit in blue on the left) out of the total number of duplicates in that group (digit on the right).

8. Shows a menu that allows to manage the items to mark. It is similar to Mark Menu.

9. **Reveal Group** shows the group in the main found list of the selected tab (All duplicates, All images, etc.).
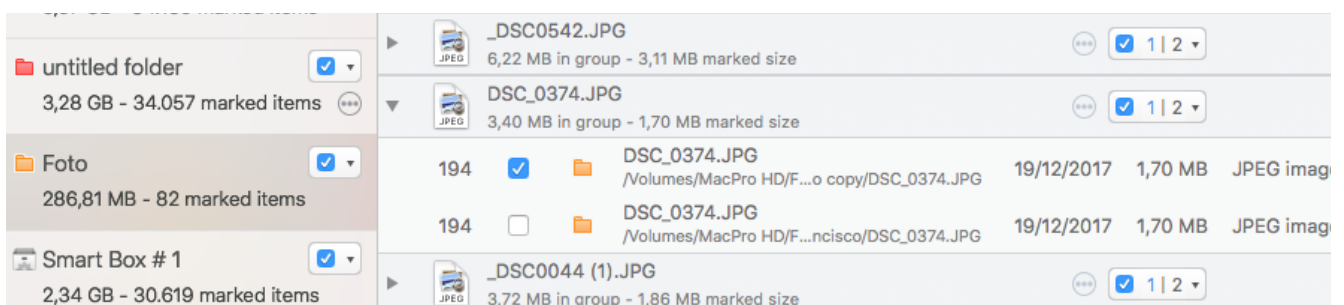
Figure 112: Details of the group when open.

Result view by grid
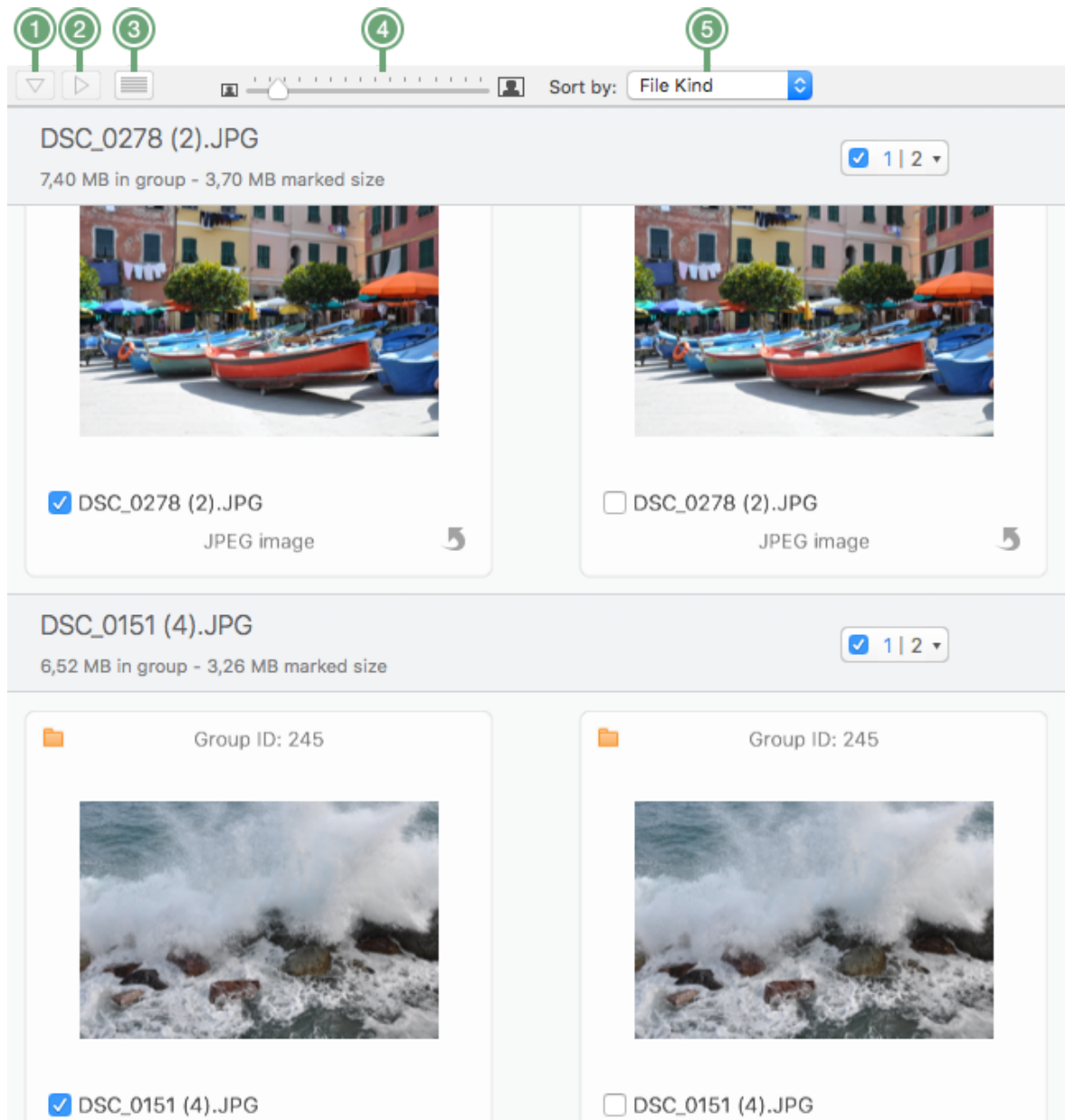
Figure 113: View by grid details.

The buttons to open and close the groups (1 and 2) are disabled because the groups can't be closed in the grid view.

   3. <**List/Grid toggle button** Shows the view by list.
   4. **Slider**. Resizes the preview slides.
   5. **Sort menu.** Sorts the items in the view.

Preview
The preview area shows the preview and the complete path of the selected items. It's possible to show more previews at the same time, so that you can visually compare the files when the view of the found items is by list. When the view is by grid, the preview will show additional info.

Footbar

Figure 114: Foot bar of the result window.

1 **Smart Box**. Allows creating a Smart Box or install a previously saved one.
2. **Remove Smart Box**. Hide or delete a previously saved Smart Box.
3. **Info field**. Shows information about the selected items.
4. **Remove...** **button**. Shows the removal view, which allows you to remove the chosen item.

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Preferences Window

General Preferences
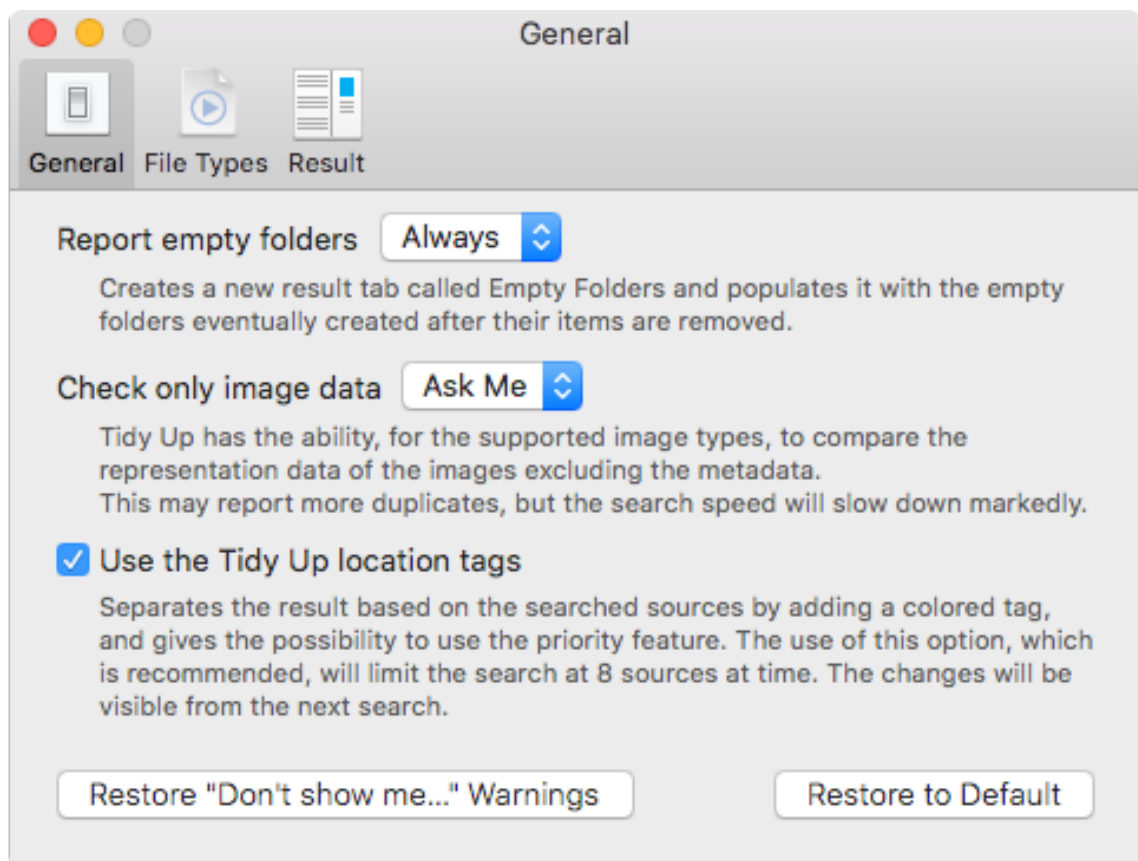
Figure 115: Preferences window – General tab.

Restore "Don't show me…" Warnings: restores the warning messages you decided not to report again.
Restore to Default: restores the options in the General view to the default values.

File Types
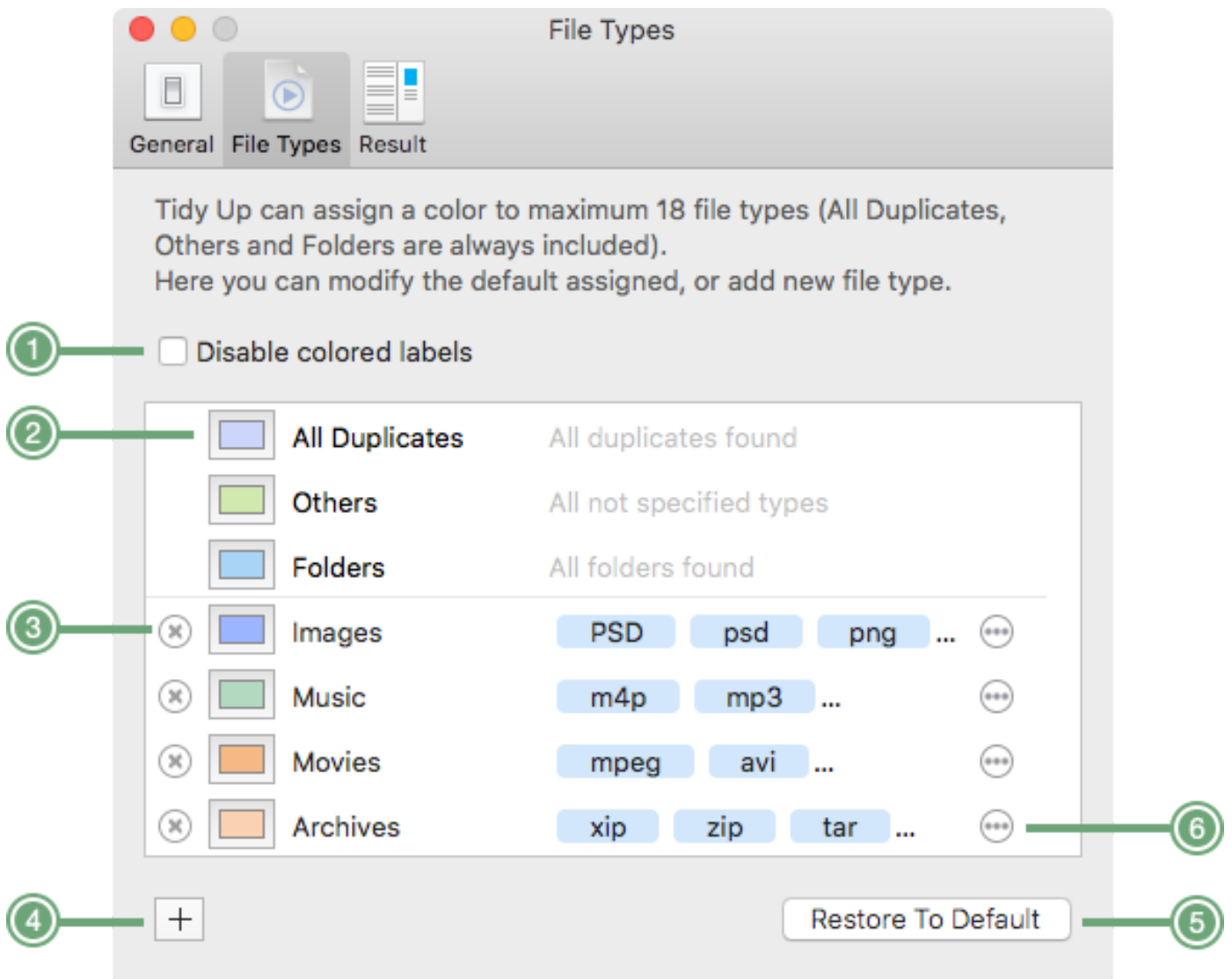
Figure 116: Preferences window – File types

This section is useful to separate the result items for a quick organization and management.

1. **Disable colored label**. Change all label colors to gray.
2. **Colored well buttons**. Change the color assigned by default.
3. **Remove buttons**. Remove the clicked file type. Once removed, it won't be visible in the result window.
4. **Add button**. Add new file types at your choice.
5. **Restore to Default**. Restore the options in the File Type view to the default values.
6. **Ellipsis buttons**. Open a window to modify the added extensions.

Result Preferences
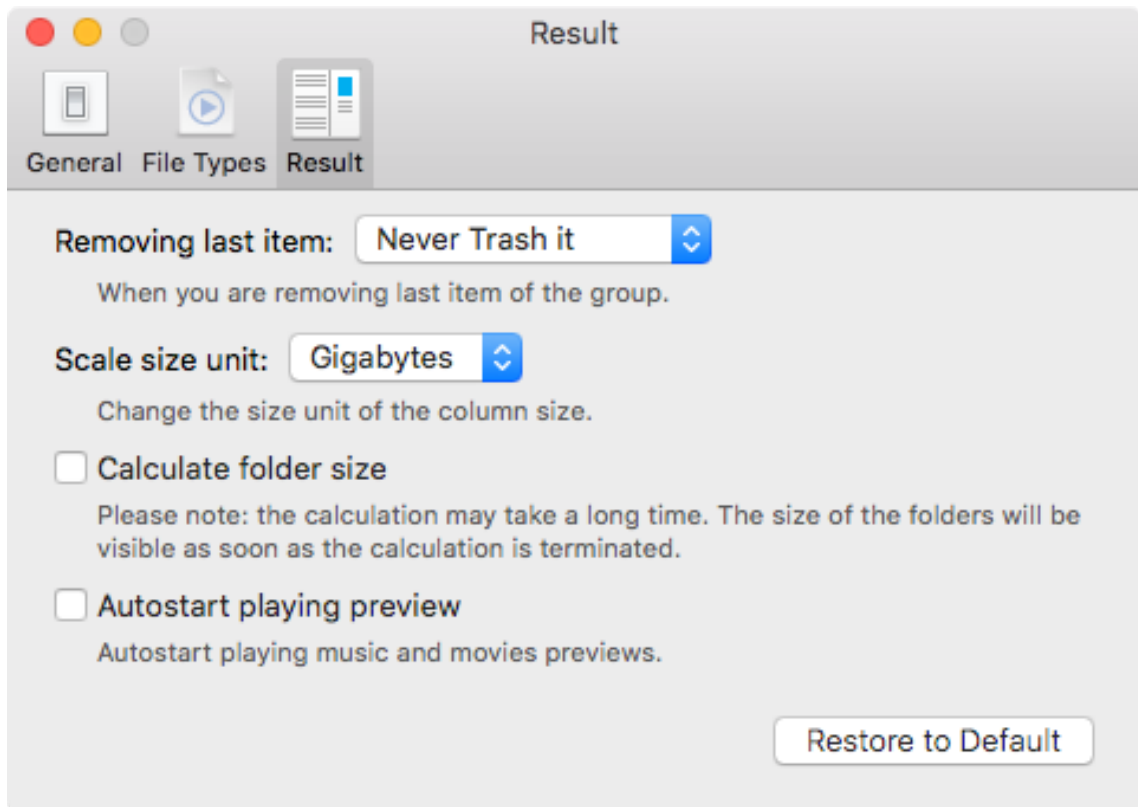
Figure 117: Preferences window – Result tab.

Restore to Default: restores the options in the Result tab to the default values.

Menus

Tidy Up Menu
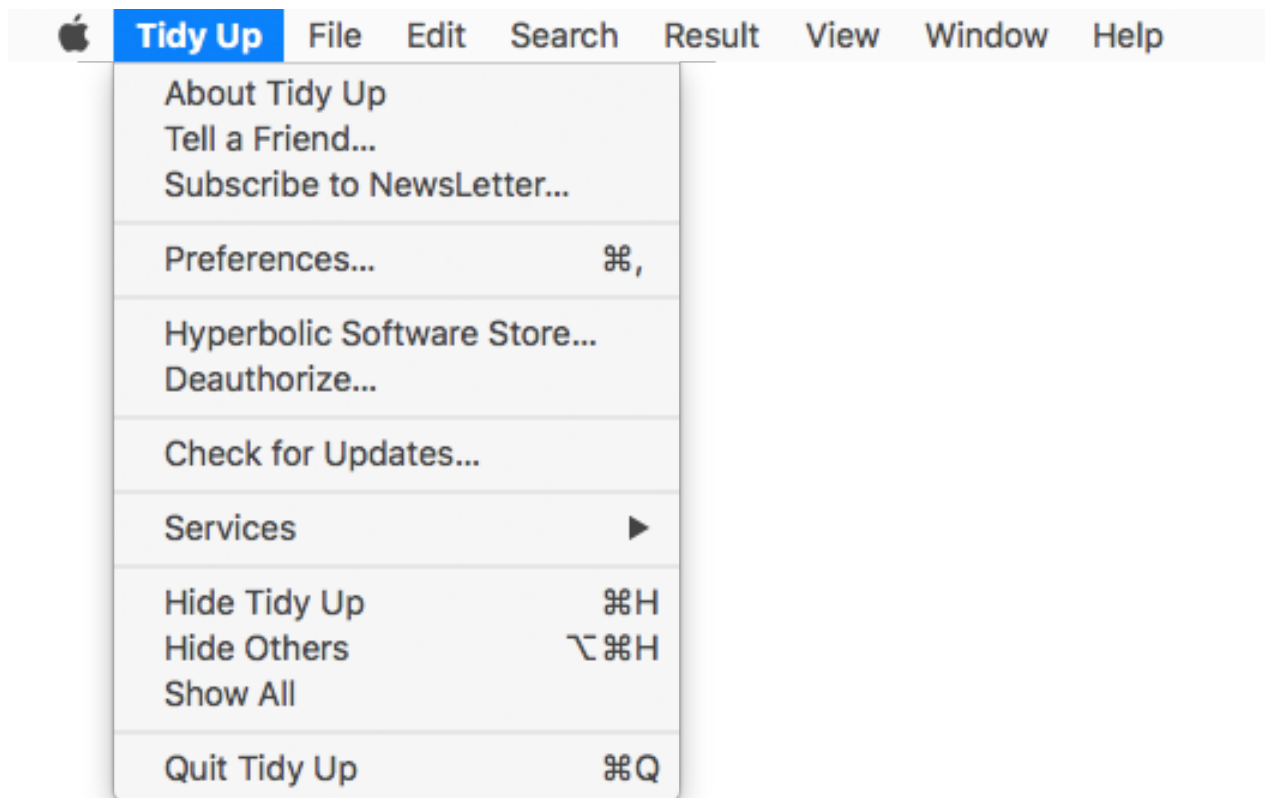
Figure 118: Tidy Up menu.

About Tidy Up: shows the credit window of **Tidy Up**.
Tell a Friend: share by email with a friend your experience with **Tidy Up**.
Subscribe to Newsletter: subscribe to our newsletter.
Preferences: opens the Preferences window.
Hyperbolic Software Store.
Activate/Deauthorize. If the app is not activated, the items is called "Activate", otherwise it is called "Deauthorize". The latter allows to de-authorize the computer in order to activate a copy in a different computer.
Check for Updates. Check for update manually. Use it to download new versions available if you haven't authorized the automatic check.
All other menu items are system standards.

File Menu
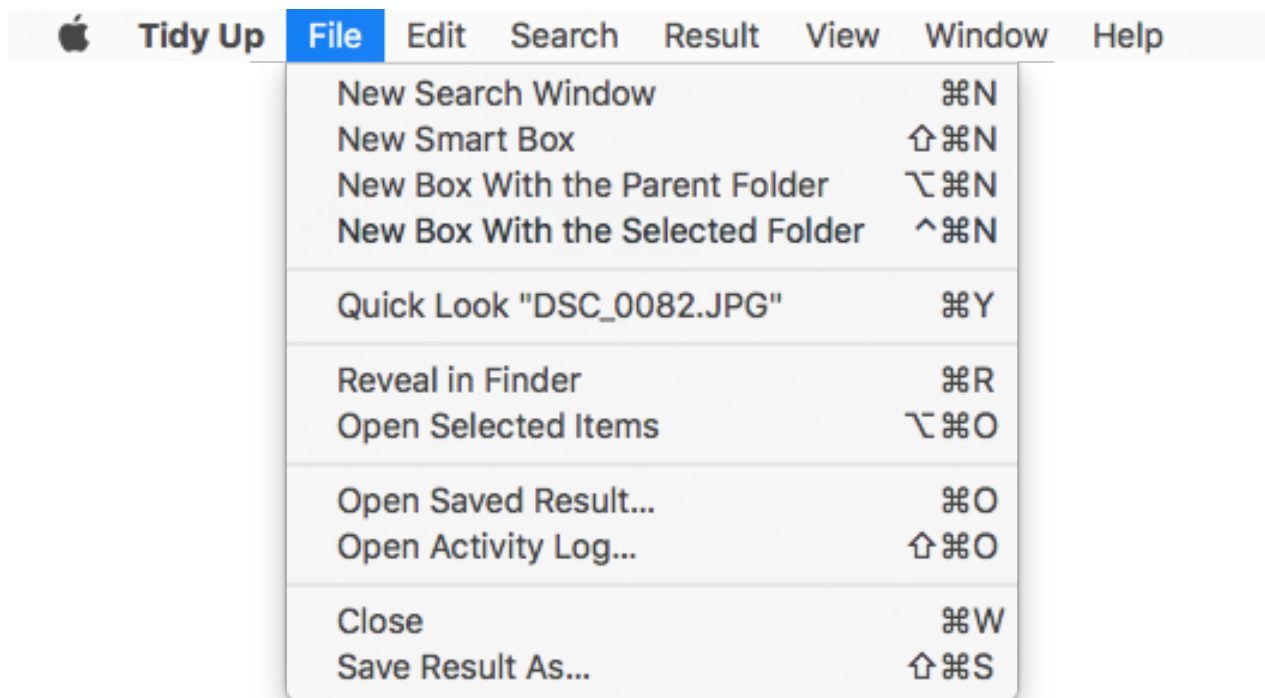
Figure 119: File menu.

New Search Window: opens a new window to start a search.
New Smart Box: creates a new Smart Box. It is active only when the result window is in front.
New Box with the Parent Folder: creates a Smart Box using the parent folder of the selected item, gathering ALL items contained in that location (and any sub-location). It is active when an item is selected in the result window.
New Box with the Selected Folder: creates a Smart Box gathering ALL items contained in the selected folder (and any sub-location). It is active when a folder is selected in the result window.
Quick Look…: like in the Finder, opens a window and shows the preview of the selected items.
Reveal in Finder: locates and shows the selected items in the Finder.
Open Selected Items: opens the selected items with their designed application.
Open Saved Result: opens the previously saved result.
Open Activity Log: opens the log of the removed and restored actions.
Close: closes the front window.
Save Result As: saves the current result and sources in a file. This file can be later re-opened with **Tidy Up** to avoid having to perform the same search again.

Edit Menu
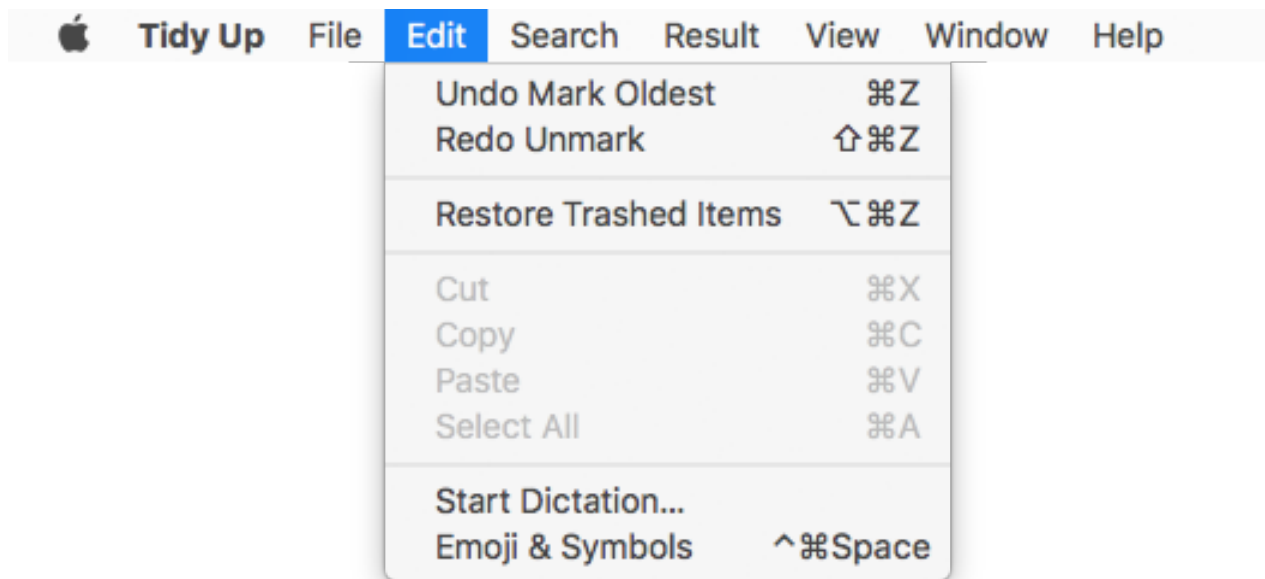
Figure 120: Edit menu.

Undo…: allows to undo the last action. **Tidy Up** allows to undo many actions, including all the "mark" actions and the last "move to a folder" actions.

Redo…: restores the last undo action.

Restore Trashed Items: restores the items moved to trash. It opens the Restore window that allows to restore the items.

All other menu items are system standards.

Search Menu
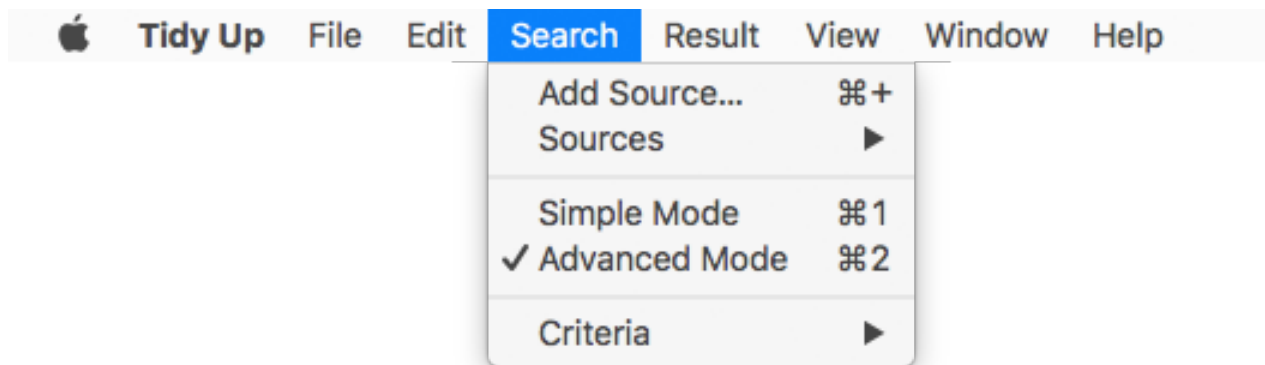
Figure 121: Search menu.

Add Source: add a new location where to search to the <u>sources</u> list.
Sources: opens a submenu that contains the saved sources.
Simple Mode: shows the simple mode view.
Advanced Mode: shows the advanced mode view. The tick indicates which view is currently being used.
Criteria: opens a submenu that contains the previously saved criteria sets.

Result Menu
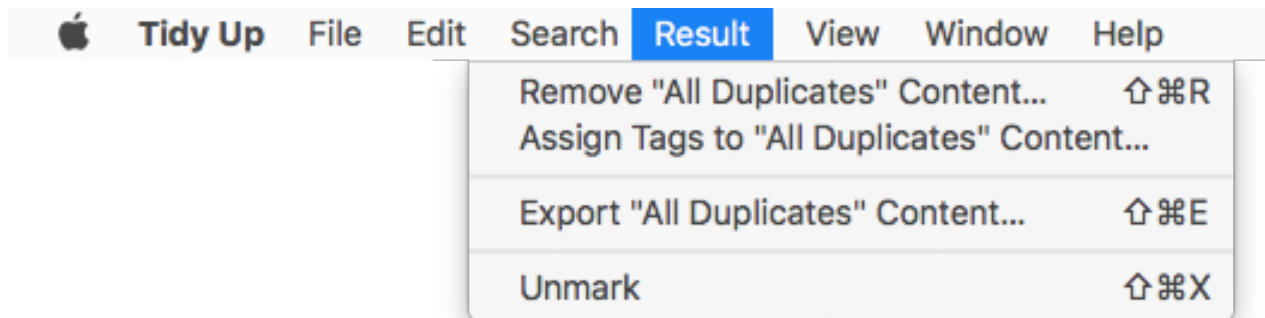
Figure 122: Result menu.

Remove "All Duplicates" Content: has the same function of the <u>Remove </u>button.
Assign Tags to "All Duplicates" Content": assigns the <u>Finder colored tags.</u>
Export "All Duplicates" Content": exports the result list in a file that can be opened by a spreadsheet application.
Mark/Unmark: mark/unmark the selected items. Note that if multiple elements are selected, and at least one of them is unmarked, this option will mark all the selected unmarked items.
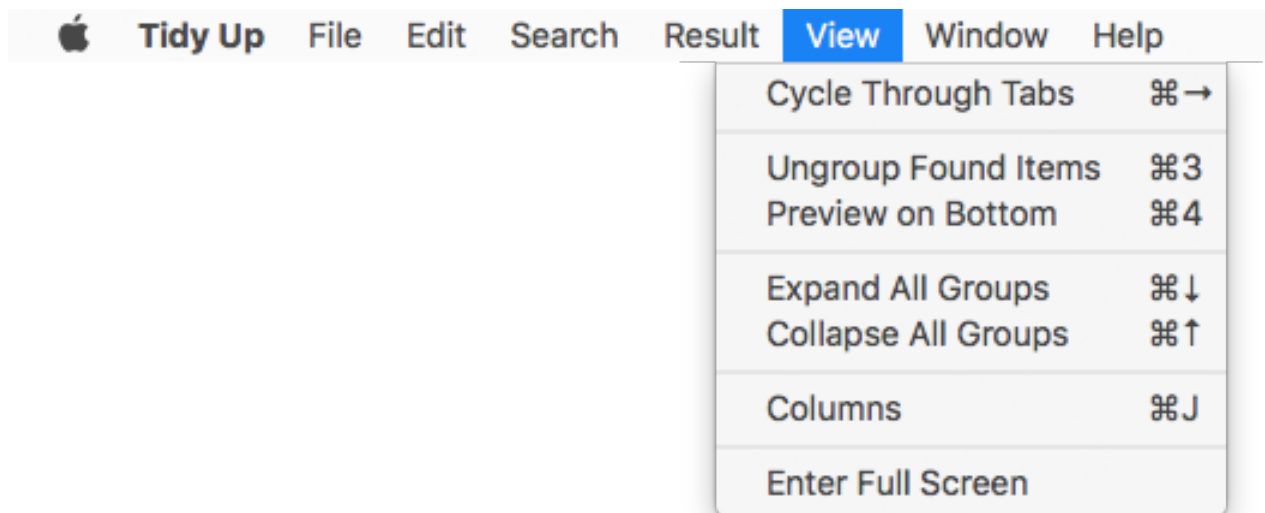
Figure 123: View menu.

Cycle Trough Tabs: select the next <u>File Type</u> tab.

Ungroup Found Items: has the same function of the <u>Toggle</u> button in the Result window's toolbar.

Preview on Bottom: has the same function of the <u>Swap Preview</u> button in the Result window's toolbar.

Expand All Groups: if the result is visible as group, expand all groups and show the files they contain.

Collapse All Groups: collapse all groups.

Columns: show the <u>columns window</u>.

All other menu items are system standards.

Help Menu
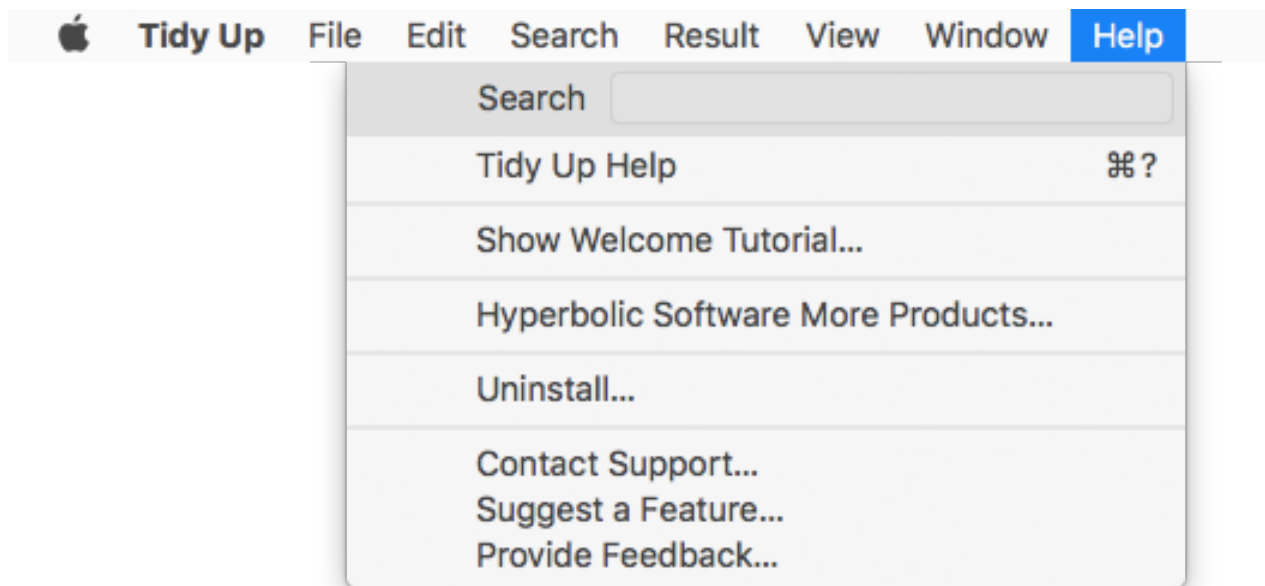
Figure 124: Help menu.

Tidy Up Help: opens this manual.

Show Welcome Tutorial: opens a brief tutorial that explains how to start a search and remove the result.

Hyperbolic Software More Products: opens a browser window and goes to the Hyperbolic Software Home page.

Uninstall: uninstalls the **Tidy Up** component and shows how to remove the app itself.

Contact Support: go to the contact company's web page.

Suggest a Feature: go to the contact company's web page.

Provide Feedback: go to the contact company's web page.

All other menu items are system standards.

Appendix 2

Common File Types

2.a Graphic Files

File Kind	OSType	Extension
Adobe Photoshop EPS file	EPSF	epsf
Adobe Photoshop Image	8BPS	psd
Adobe Photoshop JPEG2000 JPX file	'JPX '	jpx
Adobe Photoshop PCX file	'PCX '	pcx
Adobe Photoshop PICT Resource file	SCRN, RSRC	
Adobe Photoshop Pixar file	'PXR '	pxr
Adobe Photoshop file	8BIM	
Apple MacPaint Image	PNTG	pntg
Apple PICT Document	PICT	pct, pict, pic
Apple QuickTime Image	qtif	qtif, qti
Camera Raw	CRW ', 'CR2 ', 'NEF ', 'DNG '	CRW, crw, CR2, cr2, NEF, nef, RAF, raf, ORF, orf, MRW, mrw, SRF, srf, DCR, dcr, DNG, dng
FlashPix Image		fpx, FPX
GIF Image	'GIF '	
Graphics Interchange Format Image	GIFf	gif
Image File		fpix, targa, rgb, pnt
JPEG 2000 Image	'jp2 '	jp2
JPEG 2000 Image File	mjp2	mj2
JPEG Image	JPEG	jpg, jpeg, jpe
MacPaint Image File		mac
OpenEXR		EXR, exr
PNG Image	'PNG '	
Portable Network Graphics Image	PNGf	png

File Kind	OSType	Extension
PostScript document		epsf
Silicon Graphics Image	.SGI	sgi
TIFF Document	TIFF	tif, tiff
Targa Image	TPIC	tga
Windows Bitmap Image	'BMP ', BMPf	bmp
Windows Icon Image		ico
XBM	'XBM '	XBM, xbm

2.b Music Files

File Kind	OSType	Extension
AIFC Audio File	AIFC	aifc, aiff, aif
AIFF Audio File	AIFF	
AMR Audio	'amr '	amr
AU Audio File	ULAW	au, ulw, snd
CD Audio Track		cdda
MIDI File	Midi	kar, mid, smf, midi
MP3 Audio File	MPG3, 'Mp3 ', SwaT	m3url, mp3, swa, MP3
MPEG Audio		mpa, mpm
MPEG-4 Audio File	'M4A '	m4a
MPEG-4 Audio File (Protected)	'M4P ', 'M4B '	m4p, m4b
WAVE Audio File	.WAV, WAVE	wav

2.c Movie Files

File Kind	OSType	Extension
3GPP2 Movie	3gp2	3g2
AVI Movie	'VfW '	avi, vfw
DV Movie	dvc!	dv
MPEG 1 Video		m1v
MPEG 2 Video	'm2v '	m2v
MPEG 4 Movie	mpg4	mp4, mpg4

MPEG Movie	MPEG, 'MPG '	m1s, m1a, m75, m15, m2p, m2s, mpg, mpeg
QuickTime Movie	MooV, moov	mov, qt
QuickTime Player Movie	qtlk	qtl

2.d Text Files

File Kind	OSType	Extension
AppleWorks document	CWWP	cwk
C Header Source File		h
C Precompiled Header Source File		pch
C Source File		c
C++ Header Source File		hh, hp, hpp, hxx, h++
C++ Precompiled Header Source File		pch++
C++ Source File		cc, cp, cpp, cxx, c++
emlx		emlx
Fortran Source File		f, for, f77, f95
HTML document	HTML	html, htm, shtml, jhtml
Java Source File		java, jav
JavaScript script		js
Lex Source File		l, lm, lmm, lpp, lxx
mbox		mbox
Microsoft Word 2007		docx
Microsoft Word 6.0/95 document	W6BN	
Microsoft Word document	W8BN	doc
Objective-C Source File		m
Objective-C++ Source File		mm
Pascal Source file		pas
Plain text document		txt, text
RTF with attachments (RTFD) document		rtfd
Rich Text Format (RTF) document	'RTF '	rtf
strings file		strings

Text document	TEXT, sEXT, ttro	
Web Internet Location	ilht	webloc
Web archive		webarchive
Web site location	LINK	url
XHTML document		xhtml, xhtm
XML document		xml , xbl, xsl, xslt
Yacc Source File		y, ym, ymm, ypp, yxx

2.e. PDF Files

File Kind	OSType	Extension
Adobe Photoshop PDF file	'PDF '	pdp
PDF Document	APDF	pdf

QuickTime is a registered trademark of Apple, Inc.; Photoshop is a registered trademark of Adobe; Windows and Word are registered trademarks of Microsoft, Silicon Graphics is a registered trademark of Silicon Graphics, Inc.