



Tidy Up! 2

www.hyperbolicsoftware.com

Tidy Up!

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 OSX System folder. It is recommended that the user always perform a back-up of any files prior to deletion.

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| | |
|---|-----------|
| Chapter One – The Basics..... | 4 |
| Introduction..... | 4 |
| Step One: Search for duplicate items..... | 5 |
| Step Two: Choose the items to process..... | 7 |
| <i>Basket #1: All Items found Basket.....</i> | <i>7</i> |
| <i>Basket #2: Label Basket.....</i> | <i>8</i> |
| Step Three: Process the chosen items..... | 9 |
| Function Details..... | 11 |
| Searching..... | 11 |
| <i>To exclude from a search:.....</i> | <i>11</i> |
| <i>To add to a search:.....</i> | <i>12</i> |
| <i>Applications Support:.....</i> | <i>14</i> |
| Search Criteria..... | 16 |
| <i>Common Search Criteria.....</i> | <i>17</i> |
| <i>Files Criteria.....</i> | <i>18</i> |
| <i>Miscellaneous Criteria.....</i> | <i>21</i> |
| <i>Music Criteria.....</i> | <i>22</i> |
| <i>Photos Criteria.....</i> | <i>25</i> |
| <i>Special Criteria.....</i> | <i>26</i> |
| Baskets..... | 27 |
| <i>All Items found Basket.....</i> | <i>27</i> |
| <i>Label Basket.....</i> | <i>28</i> |
| <i>Manual Basket.....</i> | <i>29</i> |
| <i>Smart Basket.....</i> | <i>29</i> |
| Managing the chosen items..... | 36 |
| <i>Move and Copy.....</i> | <i>37</i> |
| <i>Trash.....</i> | <i>39</i> |
| <i>Alias.....</i> | <i>40</i> |
| <i>Export.....</i> | <i>42</i> |

| | |
|--|-----------|
| Restore..... | 43 |
| Basic Mode and the Strategy Wizard..... | 44 |
| Common Search Scenarios..... | 46 |
| <i>General.....</i> | <i>46</i> |
| <i>Music Search Scenarios.....</i> | <i>50</i> |
| <i>Images Search Scenarios.....</i> | <i>54</i> |
| <i>Miscellaneous Search Scenarios.....</i> | <i>59</i> |
| Common Smart Basket Scenarios..... | 65 |
| <i>A location only.....</i> | <i>65</i> |
| <i>Multiple locations Scenarios.....</i> | <i>71</i> |
| Appendix 1..... | 75 |
| Buttons..... | 75 |
| <i>Main Application Window.....</i> | <i>75</i> |
| <i>Search Results Window.....</i> | <i>76</i> |
| <i>Any Window.....</i> | <i>77</i> |
| Menus..... | 77 |
| Appendix 2..... | 80 |
| Common File Types..... | 80 |
| <i>2.a Graphic Files.....</i> | <i>80</i> |
| <i>2.b Music Files.....</i> | <i>81</i> |
| <i>2.c Movie Files.....</i> | <i>81</i> |
| <i>2.d Text Files.....</i> | <i>82</i> |
| <i>2.e. PDF Files.....</i> | <i>83</i> |

Chapter One – The Basics

Tidy Up!



Introduction

Tidy Up! is a complete and versatile duplicate finder and disk tidying utility.

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

By assisting you in locating and managing duplicate items stored on your computer's hard disk, Tidy Up! allows you to reclaim storage space and potentially increase the efficiency of applications. Duplicate files can be found by employing a wide range of flexible criteria such as the owner application, content, type, creator, extension, date modified, date created, name, label, visibility and more. You can search by the tag, duration and bit rate of MP3s and AAC audio files, search the contents of the iPhoto, Aperture, iTunes and iPod databases, search the messages of Mail and synchronize any file deletions with iTunes, iPhoto and Mail**. Duplicate, empty and hidden folders can also be easily located. Besides your Mac's main hard drive, Tidy Up! can also be used to locate duplicate items on any mounted discs or drives: disc images, optical discs, network drives, portable hard drives or even USB thumb drives.

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

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

Getting Started

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

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

Step One: Search for duplicate items

The goal of this first step is to generate a list of duplicate items. The list is presented in a manner that helps you quickly choose which items to remove, then gives you options for removing them in a safe way.

The first thing to do is select the search location by clicking on the check box beside every location to be searched.

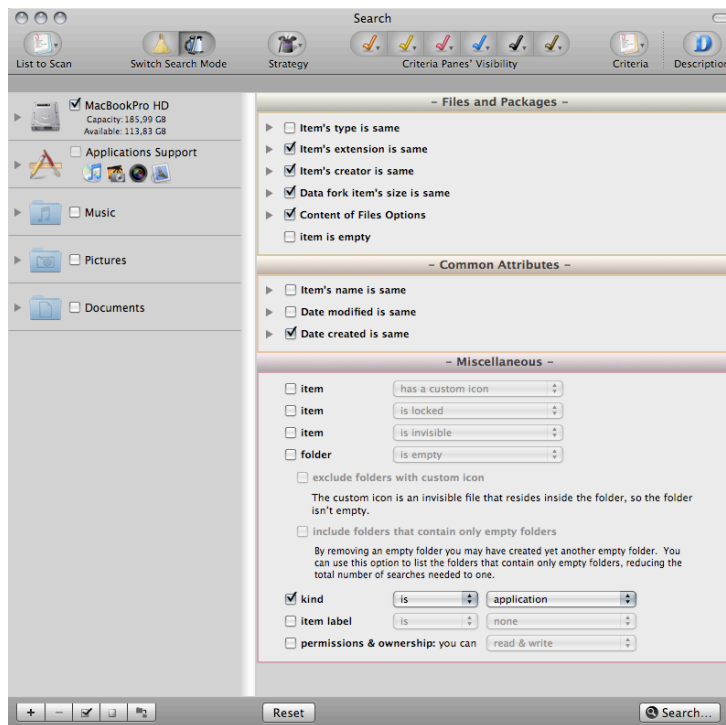


Figure 1: The possible search locations are the items listed in the left side of the search window, the **List to Scan**. By default, Tidy Up! loads all disks that are mounted on the desktop (including optical discs and .dmg files), the [Applications Support](#) item and the Documents. In this example, the volume **Macintosh HD** is the only selected search location (as indicated by the check mark in its selection box). From the left: the first button allows you to add a folder or a previous removed disk; selecting any item in the **List to Scan** and clicking the second button will remove that item from the **List to Scan**; the third add or remove (if already chosen) a check mark to the selected items the fourth removes all check marks; and the fifth toggles the icon size of the listed locations.

Next, specify what criteria Tidy Up! should use for the search. 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 search for items created or modified within fixed dates?

Do you want to clean the database of one of Apple's applications?

In Tidy Up! the search Criteria Panes are six collections of criteria sets which are joined by the searchable item's kind:

Common: Contains attributes that can be applied to any items populating the hard disk –name, and creation date, for example. Common criteria are always active.

Files: Also called Files and Packages, this can be applied only to files and packages items. These criteria will become inactive if there are other criteria checked that include folders.

Miscellaneous: Contains general attributes, criteria that can be applied to files and packages or folders –file lock status or visibility, for example.

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 and iPod files included. These criteria will become inactive if there are other criteria checked that include photos and folders.

Photos: Contains photos-specific criteria (eg. date and location taken). These options can be applied to search photos in any location of the disk, iPhoto and Aperture included. These criteria became inactive if there are other criteria checked that can't be associated; like music and folders, for example.

Special: Is a set of search criteria designed to help trace items that may be wasting disk space, such as unused Preference files.

To start a search, click on the "Search..." button in the bottom right side of the window.

IMPORTANT- Tidy Up! Cannot tell the difference between an original or a copy, so once you have the search results, you must choose the items to remove/manage. To identify which items must be managed and which left alone, you can start by reading the next step.

Step Two: Choose the items to process

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

Tidy Up! sorts all found items using a basket system. A basket is a virtual representation of a container that helps you to easily group the found items, allowing for quick identification of which items must be managed. Tidy Up! automatically creates and manages two baskets:

Basket #1: All Items found Basket

This is always loaded and, as the name indicates, contains all items found. The basket consists of three components: information about the found items, information about the criteria used in the search and two options that allow you to further identify the duplicates group.

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

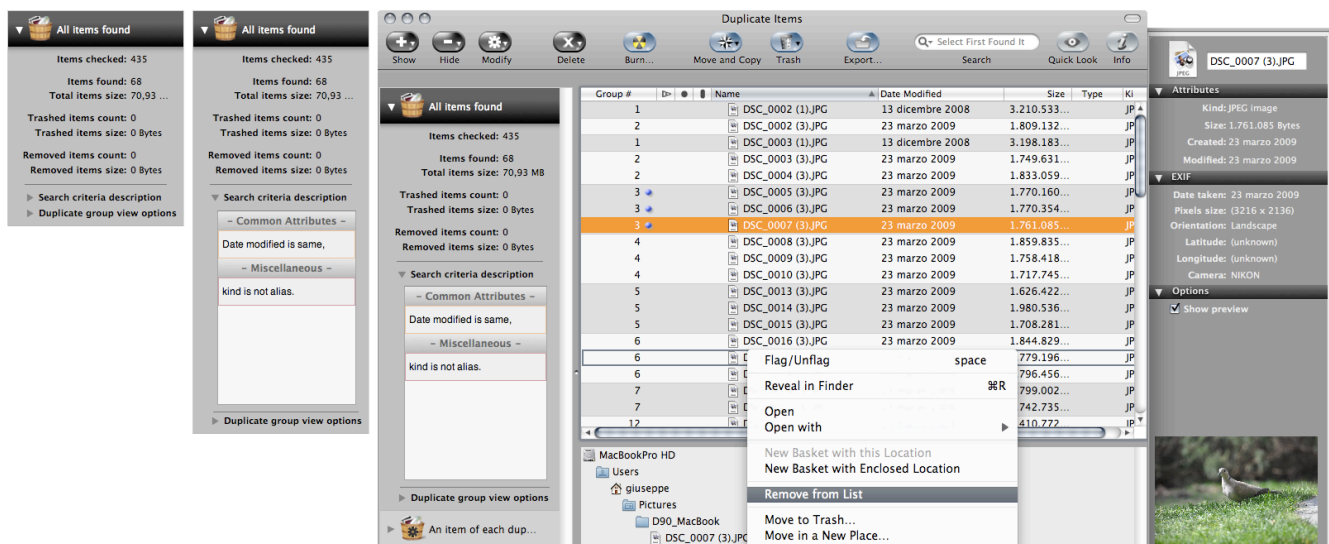


Figure 2: In the first screenshot, the basket shows the number and size of the found items, trashed items and items removed from the found list but left untouched in their original place. Expanding the search criteria description will display any criteria used for each of the **Criteria** panes in order to return the results of this search (as shown in the second screenshot). Duplicate group view options includes the ability to show, based on the current sort column, an alternate light-gray with white color, separating found items by duplicates group. The **Show bullet** option indicates when an item is selected with a blue bullet in the **Duplicate group #** column. This is useful for quickly locating all the items of the same duplicate group after a sort not by duplicate group was made. To remove an item from the basket, select the item to remove and from the "Result" menu or by invoking the contextual menu (control-click), choose the **Remove from List** menu item.

Basket #2: Label Basket

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

If you delete all items contained in a labeled basket, you may lose data if the duplicates for an item were contained in the same basket.

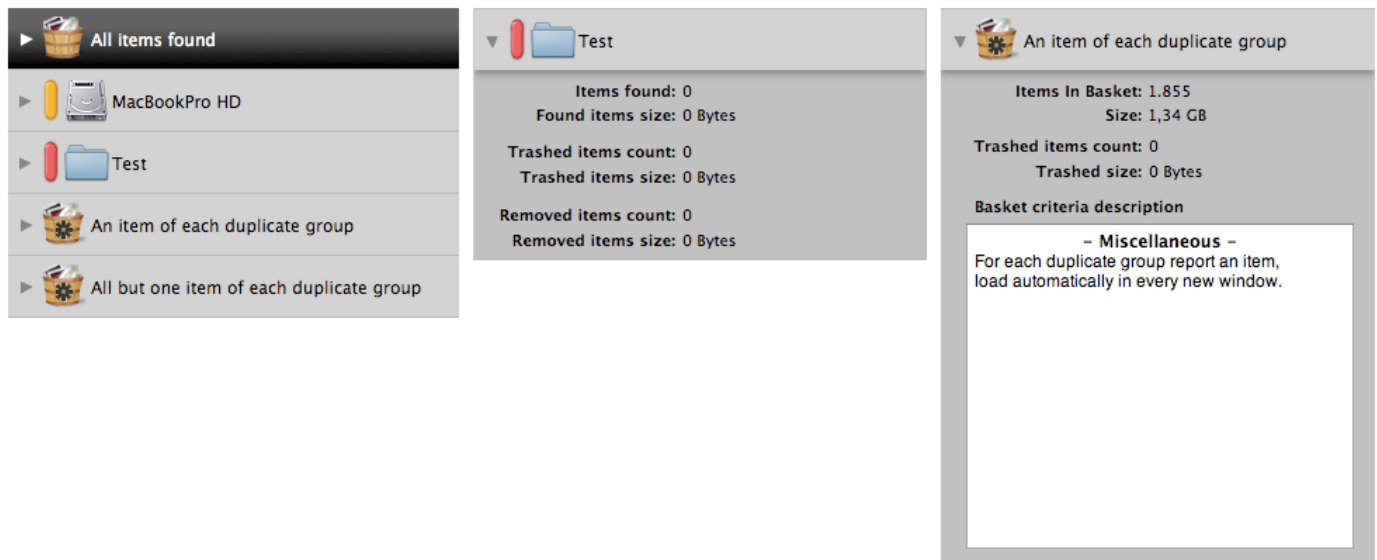


Figure 3: Labeled baskets and one of the default smart baskets: An item of each duplicate group.

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

Now that the items are sorted into the two baskets, it’s time to select which ones to process, by one of two methods:

Automatic Selection using a Smart Basket: This is the first method to try; it’s versatile and fast, and once you’ve learned how to use it, you will have the result in a matter of seconds. To create a smart basket you must have a “Result” window active in the forefront and choose “New Smart Basket” menu item from the File menu, or from the leftmost button at the bottom left side of that window. This action opens a criteria window that allows you to define the criteria to be used. Once the criteria are defined, click on the “Create” button to create the smart basket. Note that it will be automatically saved for future use.

Manual: is useful when you want to flag something to be recalled, or when the automatic system doesn’t support the characteristics you need. You can manually mark each item you would like to process, or you can create a manual basket and move all the items you would like to process into the new basket.

To mark or unmark: select the items of the found list, then from the “Result” menu or by invoking the contextual menu (control click) choose “Flag/Unflag” menu item. Alternatively, you can select the items and press the space bar (this action toggles the current state). When an item is marked, a small flag icon will appear beside it.

To create a new manual basket: Choose “New Basket” from the File menu, or choose the second button at the bottom-left side of the result window. Then drag the items you wish to process into the new basket. To remove items contained in the basket you must click on the basket, select the items to remove and then click on the “-” button in the basket. The items will be removed only from the basket, not from the found list.

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

Step Three: Process the chosen items

With the search completed and duplicate items identified, it's time for the third and final step. Tidy Up! allows you to burn, copy, move, trash, substitute the items with aliases, add a colored Finder label and export the chosen items.

Burn

The main purpose of this option is to back up the data for safe deletion. Although this method is the slowest one, its use is preferable because you can reclaim the storage space taken by the deleted items. If you opt to use a re-writable optical disc, once you are sure that you don't need the deleted items, you can re-use that disc. This option is available only to burn the content of a selected basket. To start the job, click on the “Burn” button, or choose the “Burn” menu item from Result menu; this opens the burn options window that allows you to customize the action you are performing.

Move and Copy

This option moves the selected items unless the destination is not the same as the source disk, in which case it copies them instead. Like the Burn option, the copy feature can be used as a backup system. This is faster than burning, but the items occupy space on your hard disk. In this window you can choose to substitute the moved items with aliases. You can move/copy the selected items or the contents of a selected basket. To start the job, click on the “Move” button, or choose the “Move” menu item from Result menu.

Trash

Although this is a dangerous action to take, it can be indispensable so long as it is undertaken carefully. 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.
- be 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.

As with the move and copy option, in this window you can choose to substitute the moved items with aliases. To start the job, click on the “Trash” button, or choose the “Trash” menu item from Result menu.

Colored Finder Label

To add a colored label, choose the Color Label menu item from the Result menu, opting for the selected items or for the entire content of the selected basket. The chosen colored label will be added to the items, allowing for a easy, fast identification and treatment in the Finder.

Export

Tidy Up! allows you to export a list of found items in html or plain text file formats. This option is available only for the content of a selected basket. To start the job, click on the “Export” button in the toolbar, or choose the “Export” menu item from Result menu; this opens a Save dialog window, as shown below.

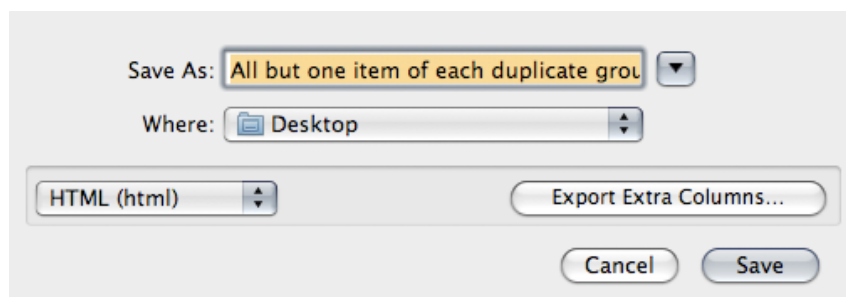


Figure 4: **Export list** Window

Function Details

Searching

Helpful Hints

- limit the search to a subcategory or series of subcategories instead of searching all of the disc volumes at once.
- it's recommended that you avoid searching in the System Folders, especially if you don't have a good working knowledge of the Mac OS X operating system and its associated files.
- If you use Apple's Time Machine backup software, it's recommended that you do not search a Time Machine backup volume, or delete files contained on a Time Machine volume. Deleting files from this location will impact Time Machine's ability to restore your computer.
- While 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.

There are two different approaches to limiting the parameters of a search within a location. The first is to select the location, then exclude some subcategories within that location. The second approach is to not select the location but instead add some of its subcategories to the "List To Scan," and select those subcategories directly. The following sequence illustrates how the two approaches are accomplished.

To exclude from a search:

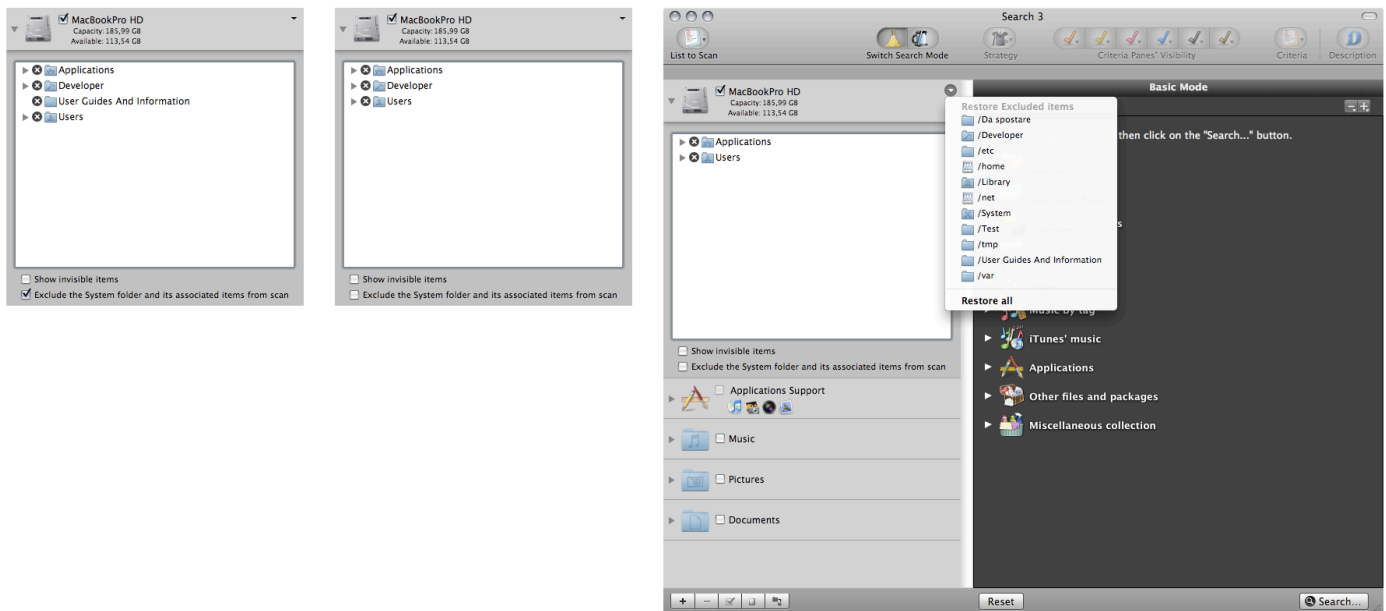


Figure 5: In the first screenshot above, the volume **Macintosh HD** is selected as a search location in the **List To Scan** (as indicated by the check-mark in its selection box). Clicking the triangle beside the hard drive icon expands the location, displaying the items or subcategories contained within, including the **System** folder. Clicking the “x” beside any folder excludes it from the search. In addition, the **System** folder and all associated items can be easily excluded by checking the Exclude the **System** folder and its associated items from the scan check button (the option is available only if the disk contains a **System** folder). Looking at the middle screen capture, you can see that by clicking “x”, the **User Guides And Information** folder has been removed from the location list. Also note, a triangle now appears to the right of the **Macintosh HD** icon. This triangle indicates an item from that location has been excluded. Clicking the triangle shows the list of items excluded from the search of **Macintosh HD**—currently, that list contains the **System** folder as well as the **User Guides And Information** folder. Clicking **Restore all** would remove these folders from the excluded list and add them back to the **List to Scan**. **Restore** can be used to selectively add any excluded folders back to the **List to Scan**. To view which invisible items reside in the location, click on the Show invisible items check button.

Note that if you, for example, exclude all but one visible items and do a search for invisible items, the result will also contain the invisible item at the same level of the excluded items. So, if you need only the items that are inside the not excluded folder, you must exclude also the invisible items at the same level by showing them first.

To add to a search:

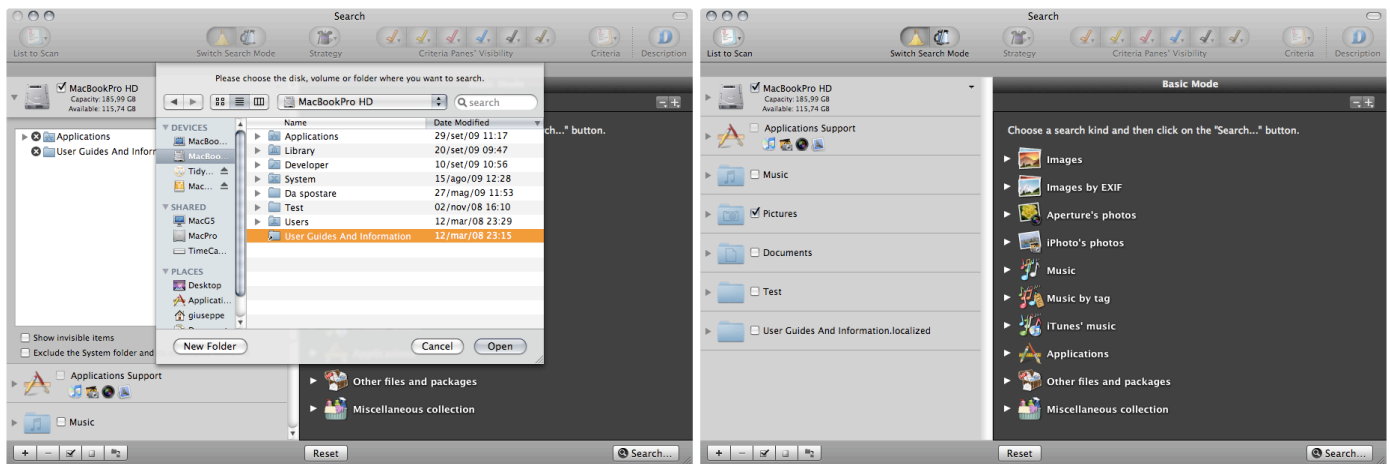


Figure 6: In the first screenshot above, clicking the “+” button or selecting **Add Disk or Folder** from the **Search** menu allows you to navigate to a desired folder via the **Finder**, which can then be selected by clicking the **Open** button. In this case the **User Guides And Information** folder was selected and, in the second screenshot, has been added to the eligible search locations in the **List to Scan**. Alternately, a folder can be added by navigating to it via the **Finder**, then dragging it to the **List to Scan**; or, open a location already in **List to Scan** by clicking the triangle button beside it, select the folder to add, invoke the contextual menu (control-click) and choose “**Add as a Location to Search**” menu item.

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

Another reason for choosing the add approach over the exclude approach is that when comparing two or more locations, TidUp! assigns a colored label (like the images below) to each location checked, treating each of them as an individual container and enables options (for further information see TidUp Label) that allow you to quickly identify the items to be managed. The use of labels limits the search to eight locations at time. However, you can exclude the label option from the “Preferences” window; this removes the search limit but also removes the extra options related to labels.



Figure 7: Tidy Up! labels

Applications Support:

The Applications Support search location (included by default in the “List to Scan”) deserves special mention as it encompasses the databases for iTunes, iPod, iPhoto, Aperture and Mail. You can search the corresponding databases for duplicate files and synchronize any deletions, or in Aperture, mark the chosen items.

When performing a search on Mail, iTunes, Aperture or iPhoto, it is advisable that you search on that location only, and not choose to include other locations at the same time. In addition, you are limited to searching only one area within Applications Support at a time; Tidy Up! will automatically grey out the other choices within Applications Support if you choose one of the areas (ie., if you select iPhoto Images, you will be prevented from choosing Mail or iTunes without first de-selecting iPhoto).

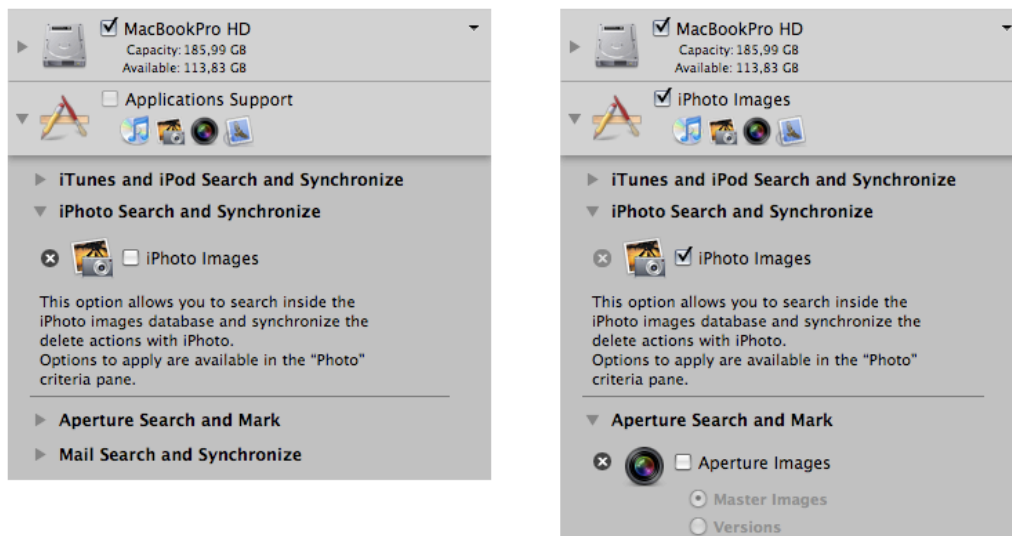


Figure 8: To choose a location from **Applications Support**, you first access it by clicking the triangle buttons beside **Applications Support** and the application of interest, then click the checkbox beside the desired option. In the first screenshot, **Applications Support** has been opened, as has **iPhoto Search and Synchronize**. In the second screenshot, **iPhoto Images** has been selected for searching (replacing **Applications Support** at the parent level of the **List to Scan**) and this has automatically disabled the ability to select other applications. De-selecting **iPhoto Images** would return **Applications Support** to the parent level and allow **iTunes**, **iPhoto**, **Aperture** or **Mail** to then be selected. Aperture Search and Mark has also the possibility to choose from the Master or Version Images and the capability to search only in the chosen projects or in the whole database. Click on the “x” beside to each supported application to exclude any items owned by an application from the scan. A triangle will appear to the right of the Applications Support icon. This triangle indicates an item of that application has been excluded. Clicking the triangle shows the list of applications’ items excluded from the search. Clicking **Restore all** would remove the excluded applications’ items from the excluded list, allowing you to once again to choose them as locations to search; if there were additional excluded items, **Restore** can be used to selectively.

When you choose a location from Applications Support, Tidy Up! will activate extra options that allow you to clean up the corresponding database.

For iTunes and iPod, the option to search for and report “dead” tracks is enabled. A dead track is a song file no longer in the location where iTunes had registered it. Tidy Up! will list the dead link files for easy review and management. The option to create a new play list with duplicate items belonging to iTunes and iPod creates a play list of these duplicate tracks within iTunes. These options are accessed via the “Music Options” view of the “Music” criteria pane.

For iPhoto, the option to search for and report “missing” images. A “missing” image is one in which an image file is no longer in the same location where iPhoto had registered it. Tidy Up! will list the dead link files for easy review and management. The option to create a new album with duplicate items belonging to iPhoto creates an album of these duplicate images within iPhoto. These options are accessed via the “iPhoto options” view of the “Photos” criteria pane.

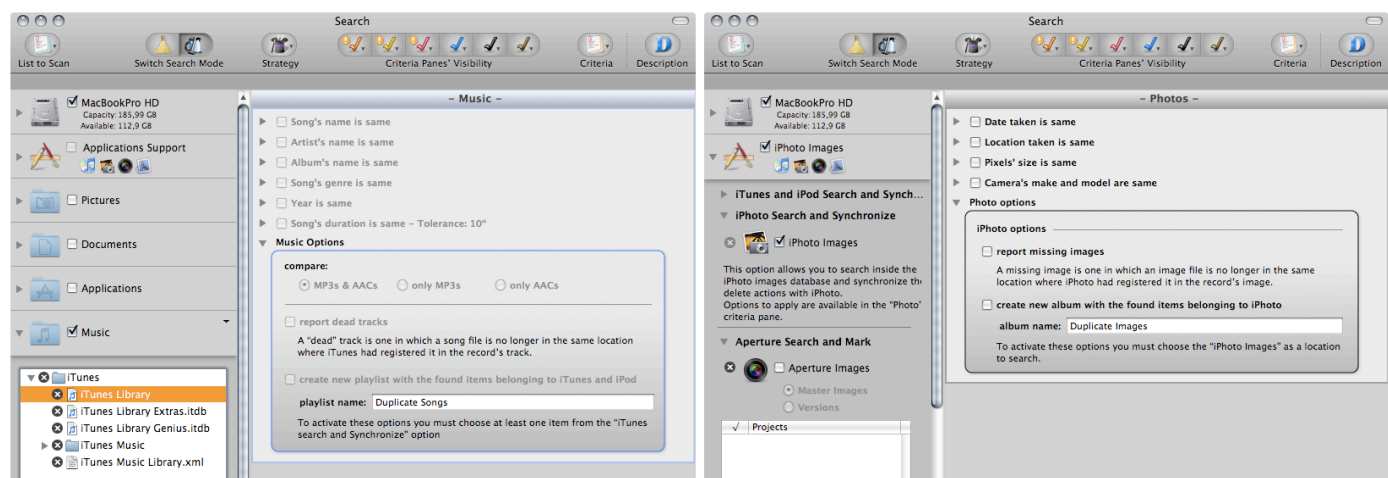


Figure 9: The first screenshot is of the additional **iTunes options** (accessed via the **Music** view of the Criteria Panes). The second screenshot is of the additional **iPhoto options** (accessed via the **Photos** view of the Criteria Panes).

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

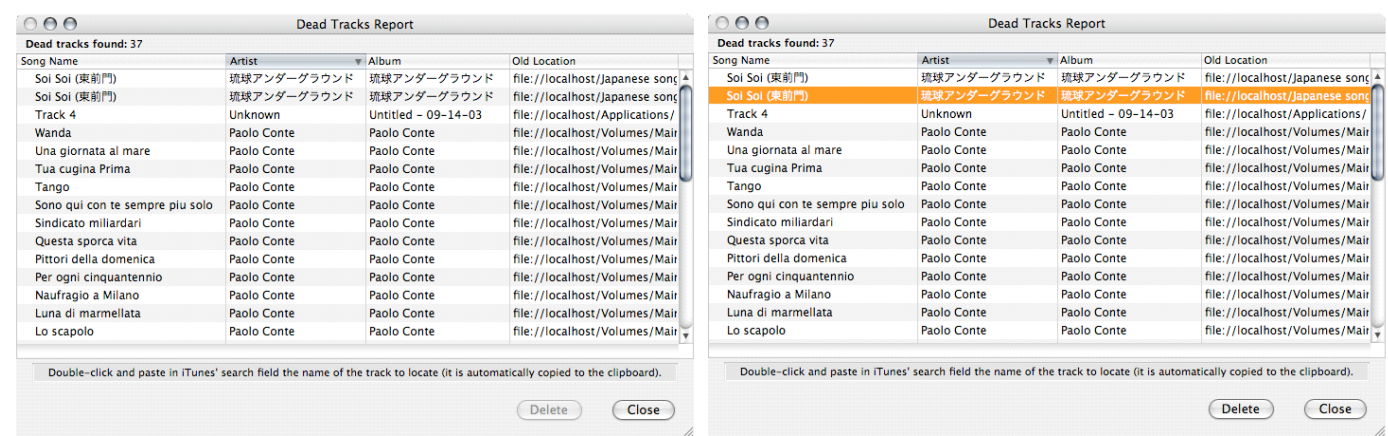


Figure 10: **Dead Tracks Report** Windows

Search Criteria

You can show or hide the criteria panes via the Criteria Panes' Visibility.

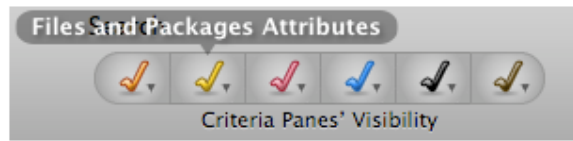


Figure 11: **Criteria Pane's Visibility** Window. Moving your mouse over any of the colored icons will display the Criteria name.

In the first panel of figure 12 below, Files and Packages is displayed. Clicking the Special icon and choosing Append will add Special Searches below Files and Packages, as shown in the middle screenshot. Instead, choosing to Replace will result in the third screenshot, where Special Searches has replaced Files and Packages. Alternately, criteria panes can be hidden or displayed by selecting the Criteria Panes submenu from View in the Tidy Up! menu. Note, the orange exclamation mark on the Common icon indicates there are criteria chosen on that criteria pane, but it is invisible.

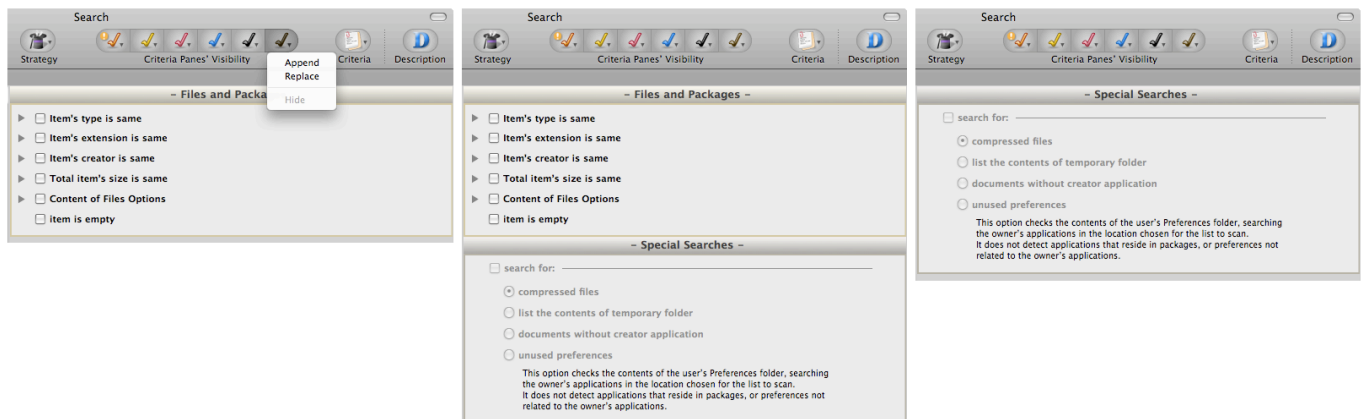


Figure 12: How to add a criteria pane.

Tidy Up! allows you to do three kinds of searches: duplicate items, unique items and searches with custom criteria.

Please note, it's not possible to combine unique and same options on a search; 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 in the bottom of the search window to clear the selected options and start over.

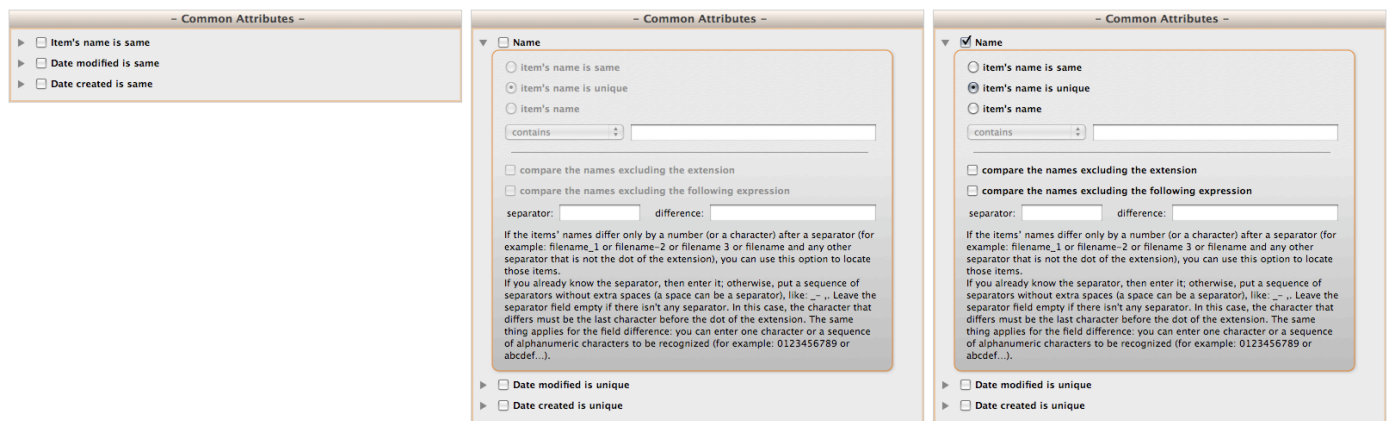


Figure 13: Clicking the triangle to the left of the criteria name allows you to have access to the options of the selected criterion, as shown in the second screenshot. To enable the content of the single criterion, you must select the check button (or radio button) beside the name, as shown in the third screenshot.

Common Search Criteria

Each of these criteria can be used with the same, unique or custom options.

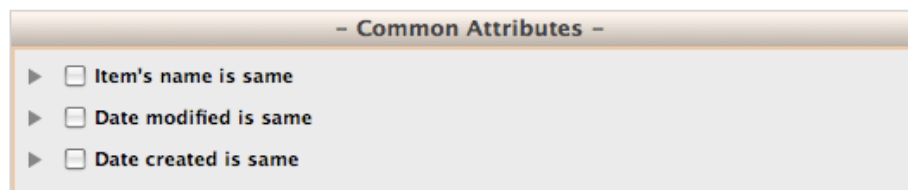


Figure 14: **Common Attributes** Criteria Pane

Name

This is the most used criterion. If the option “item’s name” is selected, you will then have access to the text field and pop-up menu. This option allows you search by name excluding or containing a specific sequence of characters. The “compare the names excluding the extension” filter is useful when searching for files with the same name, regardless of file type. The “compare the name excluding the following expression” option 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 differ only because of a small part of the name. For example, assume that you want 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

A “true” duplicate list includes the same dates, both creation and modified. The date modified and date created options allow searching 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.

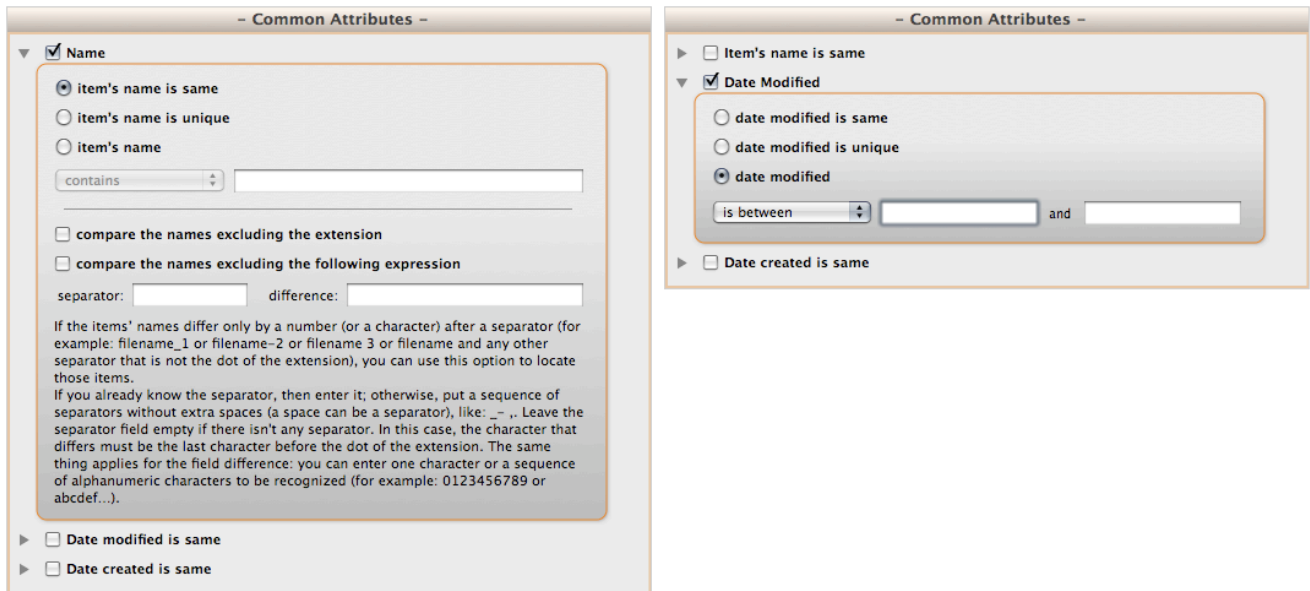


Figure 15: Screenshot one above shows the **Name** criteria chosen in the **Common Attributes**. The second screenshot shows the **Date Modified** criteria chosen, with the **Date Modified** criterion selected.

Files Criteria

With the exception of “Content of Files Options” and “item is empty”, each of these criteria can be used with the same, unique or custom options.

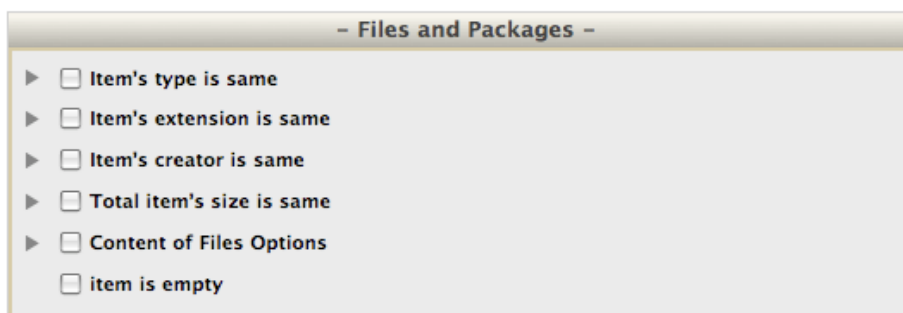


Figure 16: **Files And Packages** Criteria Pane

Type and Extension

Note: The steps listed below reference Extension, but also apply to Type.

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 “item’s extension” radio button you can search for a particular file type. You can opt for only a kind or for a set of files containing multiple kinds; use either “Type” or “Extension”, or both. A list of files, types and extensions can be found in the [Appendix 2](#).

To assign a kind, first choose the “item’s extension” radio button. If you don’t know the exact extension (or OS Type* in the case of “Type” criteria), you can add it by choosing one of the menu items from the pull down “Choose...” menu. The “Choose application’s extensions owner”

menu item allows you to add all kinds of items that the chosen application can read and/or write. This includes files loaded by the application itself that a user can't manage directly: plug-ins, file settings, etc... You can also choose a set from the popup button. To remove an extension type, delete it from the text field or uncheck the appropriate check box in the file(s) kind to search list. You can save this list for later use via the "Save..." menu item from the "Choose..." menu. Tidy Up! includes two pre-defined default sets: "Photoshop documents" and "QuickTime Documents."

The Types and Extensions added will be automatically converted to the correct file kind, added to the file(s) kind to search list and noted in the "Criteria Description" drawer. If the added text is not recognized as a known file type, it will be interpreted as "Document." Note that since the choice of a preferred application is subject to any document binding preferences the user may have set, the kind string will not necessarily be obtained from the default application, but may instead be taken from a user-specified application that overrides the default. For example, if the user has specified that files of type "PDF" should be opened in the Preview application rather than in Acrobat, the kind string will be defined by Preview and not by Acrobat.

Note that the "item's extension/type" option of Type and Extension criteria works in OR mode; this means that a file may be a match in either of the attributes or both. To ensure you find all the needed kind, you must use both criteria. However, there are some exceptions that can be applied to files that normally are shared with other systems than Mac OS. See "[Common Search Scenarios](#)" for examples.

*OS Type is always formed from four characters; generally empty characters are spaces.

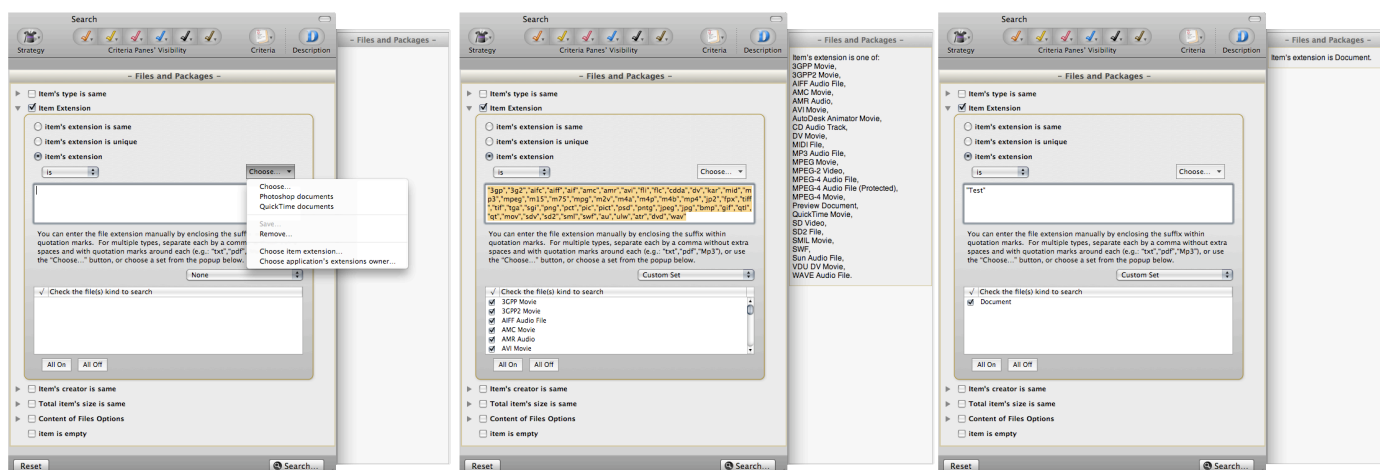


Figure 17: The first screenshot shows the items **extension** radio button selected, and the **Choose** menu being used to select the **QuickTime documents** default set. In the second screenshot, the **QuickTime documents** set was chosen. Tidy Up! has pre-filled the **text entry** box with the list of QuickTime-readable file extensions, the file kinds have been listed and automatically selected in the **file kind(s) to search** list, and the **Description** window has been updated to include the file extensions and logic associated with this criteria selection. In the final screenshot, the items in the **text entry** box have been deleted, and a new extension "Test" has been manually entered. Because Test is not a recognized file type extension, It is designated as a **Document**.

Creator

The "Creator" is an OS-Type style code; it is a signature of the application and in many cases it is included in any files created, following a four character format. This criterion is useful when you want to find the items created from a specific application. Keep in mind that most of the modern files don't have a creator code. As with the "Type" criterion, if you don't know the exact code you can add it by clicking on the "Choose..." button.

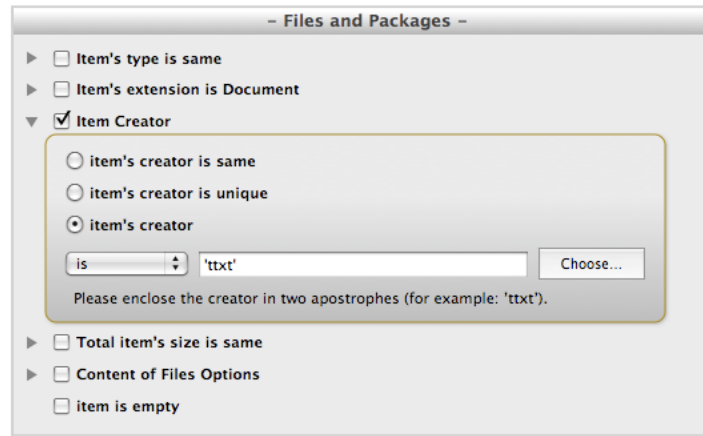


Figure 18: The 'txtt' entered in the text field in the screenshot is the creator code of TextEdit.

Size

The Size criteria is needed to have a “true” duplicates list. However, you may be considering a search where size it is not an important factor - a list of duplicate songs by title, artist and album, for example. Tidy Up! has the ability to search either the data fork, or resource fork, or both. The resource fork is a kind of data used in the Mac OS Classic system and generally it isn't used in OS X; so if you don't need it for a particular purpose, you will choose only the data fork.

You can also search within a size range by choosing the “is between” menu item of the appropriate pop-up menu, entering the size in the text fields and assigning the desired measurement (kilobytes or megabytes).

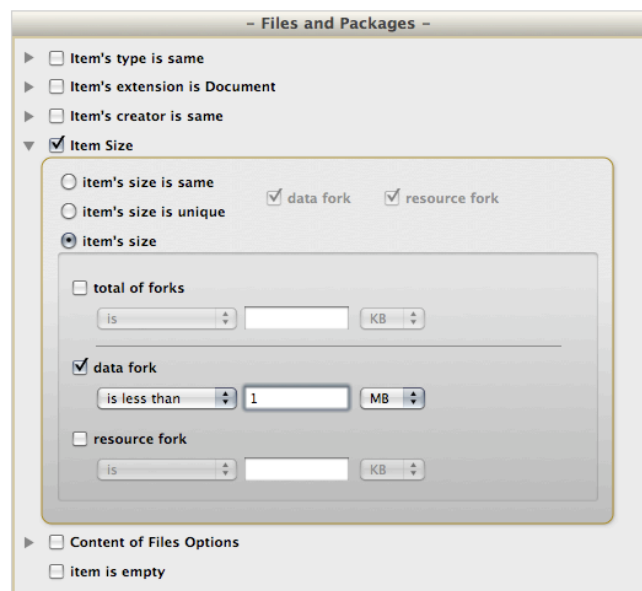


Figure 19: In the screenshot above, the search has been configured to locate items whose data fork is less than one megabyte in size.

Content of files options

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 via those access methods is required. A criteria set that can make a significant difference in search speeds is the "Compare the content" option. This is a time-consuming search option and it is a good rule to include other criteria when performing a search using this criterion. Doing so helps to reduce the file set that is subject to the "Compare by content" search, significantly speeding up the process.

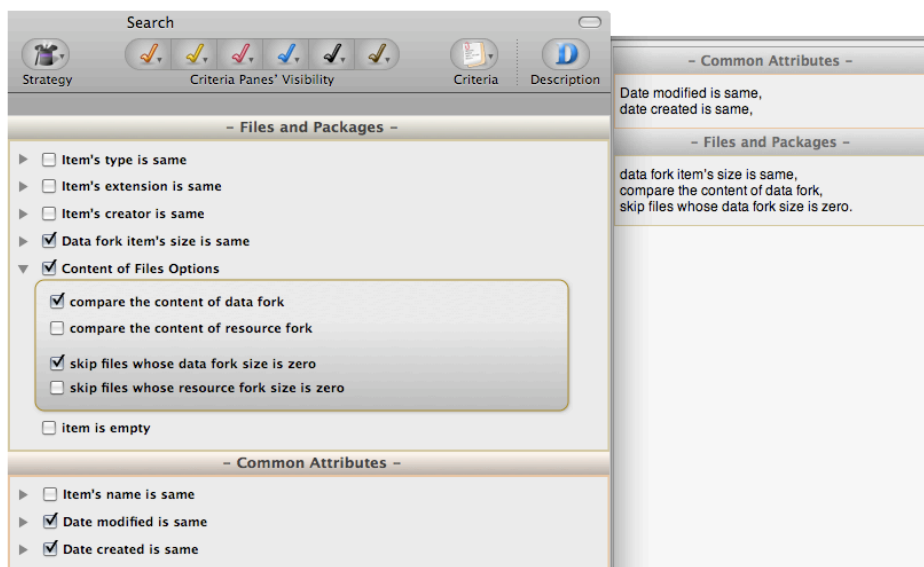


Figure 20: In the screenshot above, the compare the content of data fork criterion has been selected, but to reduce the scope of the search and speed the process, other criteria have also been selected in Common Attributes. If there is no interest in zero length files, there are check boxes to exclude those items.

Miscellaneous Criteria

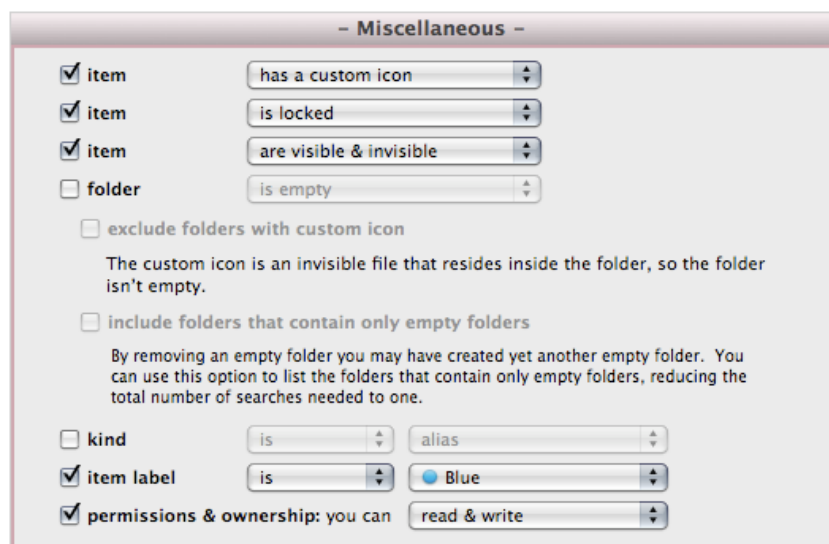


Figure 21: The **Miscellaneous** Criteria Pane

The Miscellaneous criteria pane contains a series of options that are useful for further customization of a search or, similar to the "Kind" option, to search for a specific type of item using a macro.

Item

- Has a custom icon: return only those items that do or do not have a custom icon (custom icons are usually added to files or folders by the user).
- Is locked: return only those items that are or are not locked.
- Is invisible: return 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 are technically inclined and understand the Mac OS in some depth, it is a good rule not to trash invisible items.

Folder

Return all the empty or not empty folders. When you choose it, all the criteria related to the files will be disabled.

Kind

Include or exclude a specific item kind. The items kind are: alias, applications, folder, fonts, documents and audio.

Label

Include or exclude items “marked” with the chosen label. The labels are those assigned in the Finder (eg. Red, Orange, Yellow).

Permissions & ownership

Return 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.

Music Criteria

This criteria will be disabled if any criteria related to folders or related to photos is chosen.

Figure 22: **Music** Criteria Pane

Tidy Up! can search for MP3 and AAC song files by song tag (song name, album, etc.) and by duration in the iTunes or iPod databases, or any other storage media mounted on the desktop.

To search by a song's tag it is important that the tags are well-defined because if the tag you are searching for is missing, the song will be ignored. Following are several suggestions when searching for music files:

- If the tags are well-defined, then search by tag.
- If the tag are missing, then search instead by file attributes (file name, date modified, etc...).
- If unsure of how complete tags might be for song files in your search, then use both search methodologies, one by tag and one by file attributes.

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

Song Name, Artist, Album, Genre and Year

In the instructions below, the criteria used is the Song Name, but the Artist, Album, Genre and Year criteria all work the same way.

If you choose the "song's name" radio button, then you will have access to the text field and popup menu. This option allows you search by song name (or title), excluding or containing a specific sequence of characters.

Duration

Duration is another criteria set that can have a significant impact on the speed of a search; determining song duration is an intensive task. When you use a criterion from this set, it is a good rule to include other criteria, like song name, artist and album. Doing so, Tidy Up! will gather only the duration of the songs that have passed the first check(s) and reduce the time required.

If you choose the "song duration" radio button, you will have access to the text fields and pop-up menu. This allows you to search for songs that are greater than, less than or equal to the entered song duration. The tolerance of the duration time as a default is 10 seconds, but can be modified to suit. If you need the exact time you can set the tolerance to zero.

Figure 23: In the example screen shown above, the song duration criterion has been set to include only songs of 5 minutes or less, with a tolerance of 10 seconds. To speed the search, additional criteria have also been configured: only song names that don't contain "Satisfaction" will be considered, the artist's name is set to be the same and the album name must contain "The".

Music Options

There are 3 parameters that can be set in this section:

- 1) Limit the search to MP3 & AACs, only MP3s, or only AACs.
- 2) The ability to report the "dead" tracks of iTunes and iPod databases
- 3) Create a play list of the found items already loaded in iTunes and iPod.

The first option will be enabled if you include at least one criterion related to a tag kind. If you want to search for MP3s or AACs without using the tag you can use the "extension" or "type" filters.

The second option will be enabled only if you choose as a location with which to search the "iTunes" or "iPod" search and synchronize option.

See "[Applications Support](#)" to learn how to choose them.

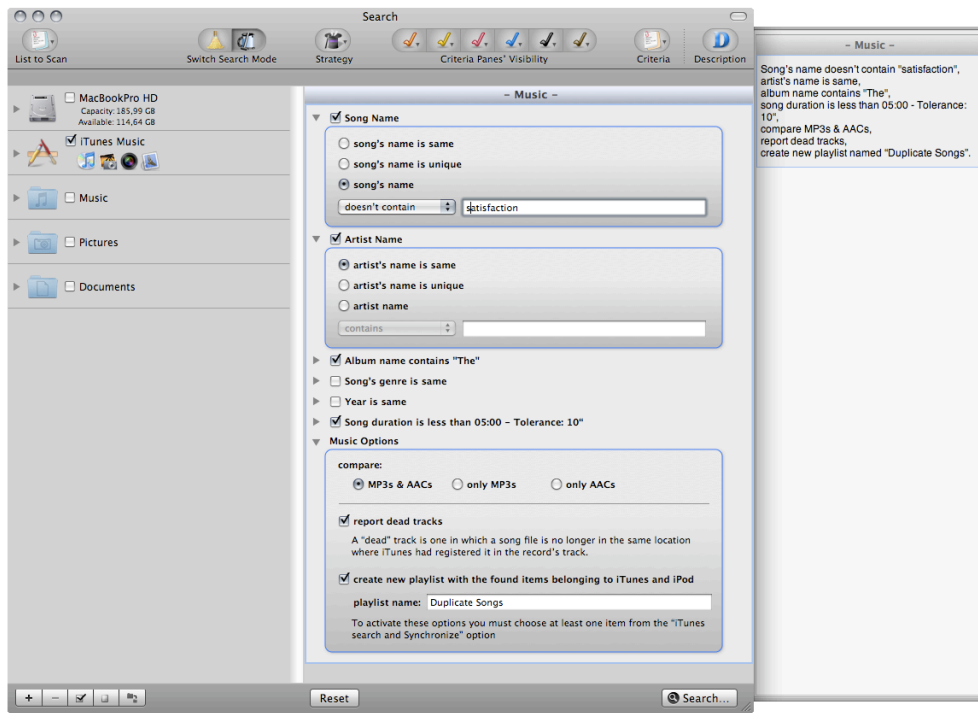


Figure 24: In the screenshot above, iTunes Music has been chosen as a search location in the **List To Scan**, allowing access to the first section of the **Music criteria**. In that section, a criterion related to the song tag (in this case, “artist’ s name is same”), has been selected, allowing access to the second section, Music Options.

Photos Criteria

This set of criteria gather and compare the EXIF metadata. if the EXIF tag you are searching for is missing, then the image is ignored. This criteria will be disabled if any criteria related to folders or related to music is chosen.

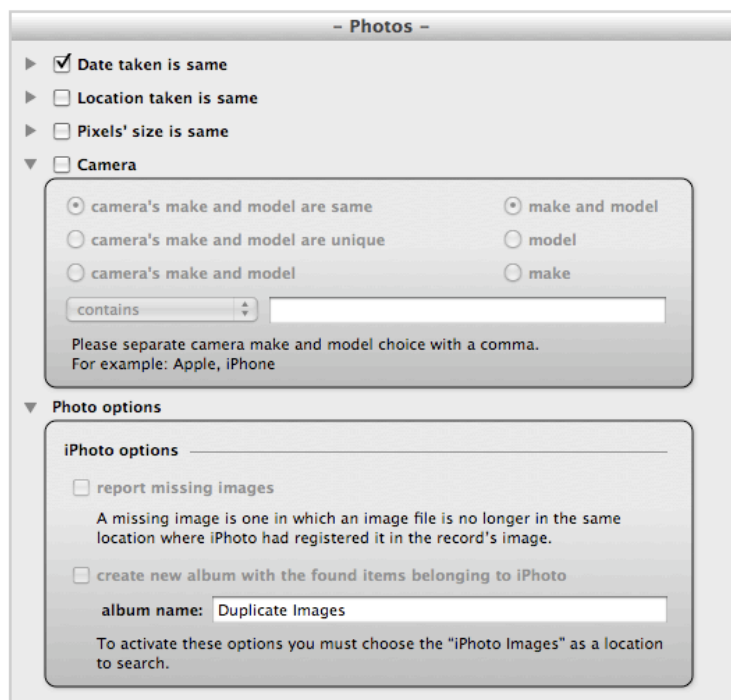


Figure 25: The Photos Criteria Pane. Note that iPhoto Images has been selected as a search location in the List To Scan, giving access to the Photo Options specific to iPhoto.

Image date

Compares the shoot time of the photo. Note that since the minimum time recognized is one second, it reports as same any photos the shoots made in sequence until a second is passed.

Location taken

Checks the GPS coordinates. You can choose for same or unique option, and Tidy Up! will compares both fields (latitude and longitude), for a specific location or between a range of coordinates, opting for a specific field. Use the tolerance option, if you don't need the exact position.

Pixels size

Compares the dimension of the photos or of any image.

Camera

Select the camera make or model, or both.

Camera

These options can be used only when you have chosen “iPhoto images” as a location to search in the “List To Scan”. The “report missing image” option is useful when you open a photo in iPhoto and it doesn't appear -this means that the photo is no longer in the same location where iPhoto had registered it.

See “[Applications Support](#)” to learn how to choose the “iPhoto Images”.

Special Criteria

This set of criteria allows you search for particular items that may be wasting disk space.

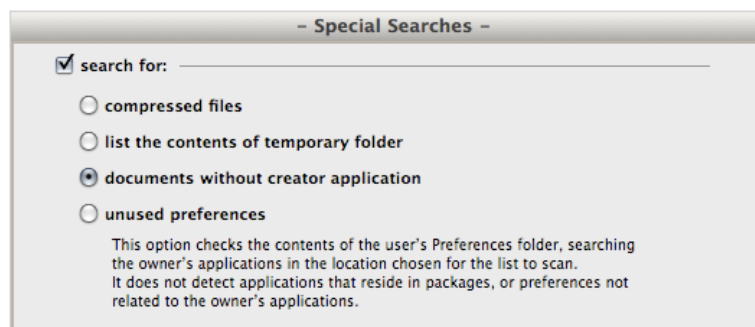


Figure 26: **Special Searches** Criteria Window

Compressed files

Reports all compressed files: “zip”, “sit”, “sitx”, “hqx”, “tar”, for example. This option is useful for eliminating duplicate archives if you include other criteria like same name, same size, same date modified and created. When this options is selected, all criteria related to folders, songs, photos and those not applicable are disabled.

List the content of temporary folders

Reports all items that reside in the temporary folders owned by the current user. Temporary

folders are those used by an opened application to store temporary data; this data is supposed to be removed when the application closes, but sometimes isn't. Close all open applications before running this search and removing the found items. When this option is selected, all the other criteria are disabled.

Document without creator application

Reports all the document files for which the creator application is not located on the checked location(s). This doesn't mean that the found items should be eliminated, but only that there isn't any application on any of the checked locations suitable for opening them. This option is useful when you need to find the files created by applications you have since stopped using and uninstalled. When this option is checked all the other criteria are disabled. Note: It is advisable to not search inside System folders.

Unused preferences

Reports the files located in the "Preferences" folder of the current logged-in user where the owner application was not found. Beside the note of the criteria pane it also reports any file that is missing the information needed to recognize the application – a non-preference file or a preference file that is not formatted according to Apple guidelines, for example. Not all the reported files should be trashed; you should verify their legitimacy before removing them. When this option is checked all the other criteria are disabled.

Baskets

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

To learn about the two default baskets, "An item of each duplicate group" and "All but one item of each duplicate group" see the "[Smart Basket](#)" section.

Managed by Tidy Up!: All items found, Label Baskets

Created by the user: Smart Basket, Manual Basket

All Items found Basket

The basket contains three components: information about the found items, information about the criteria used in the search and two options that allows you further to identify the duplicates group.

Do not remove all the items contained in the basket. Doing so will remove all items with these characteristics and you will lose important data.

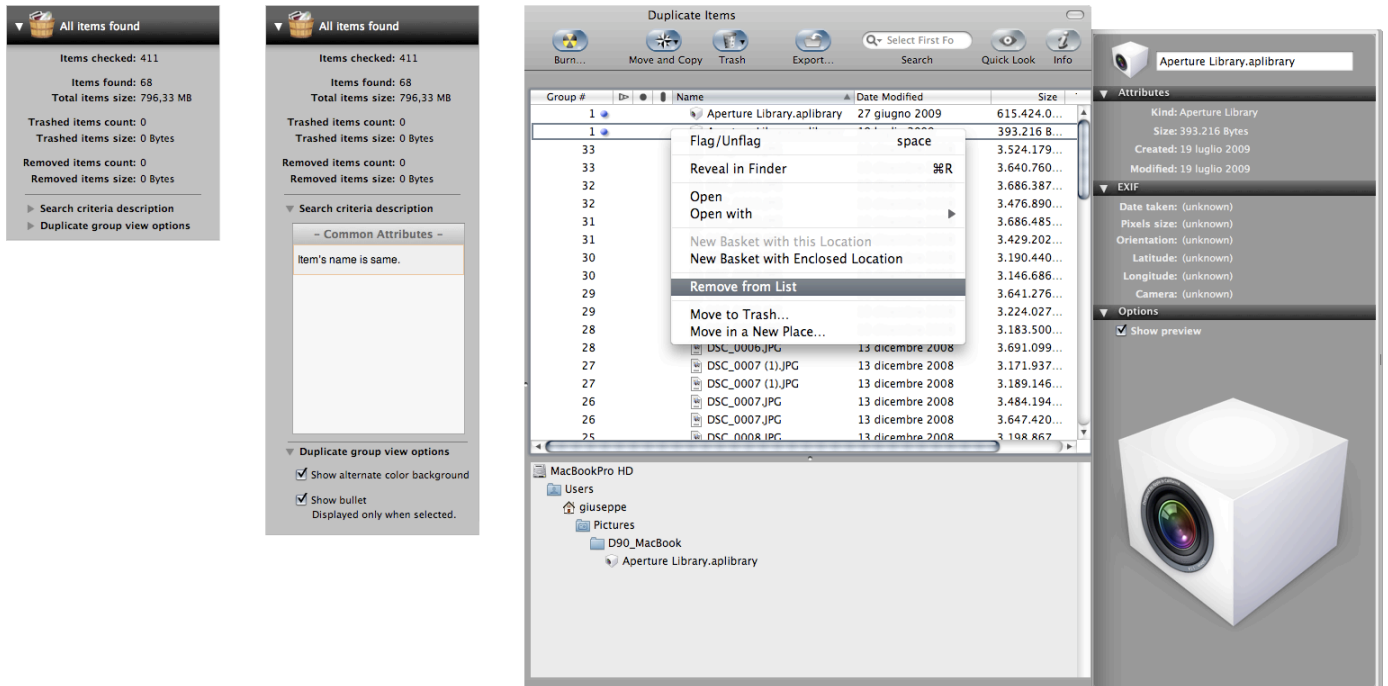


Figure 27: In the first screenshot, the basket shows the number and combined size of the found items, trashed items and items removed from the found list but left untouched in their original place. Expanding the search criteria description will display any criteria used for each of the **Criteria** Panes in order to return the results of this search (as shown in the second screenshot). Found items may be sorted by column heading, making it easier to locate those which may share a common group. To remove an item from the basket, select the item to remove and from the “Result” menu or by invoking the contextual menu (control-click), choose the **Remove from List** menu item.

Label Basket

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

If you delete all items contained in a labeled basket, then you may lose data if the duplicates for an item were contained in the same location.

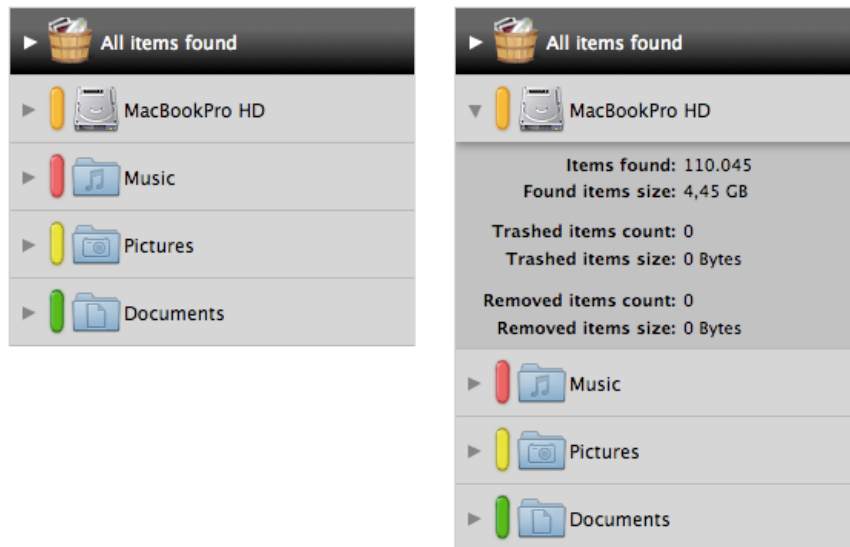


Figure 28: Labeled baskets. As with the “All items found” basket, each of these labeled baskets shows the number and size of the found items, the number and size of the trashed items and the number and size of the items removed from the found list and left untouched in their original place.

Manual Basket



Figure 29: **Manual Basket** Window

Choosing “New Basket” from the File menu or the second button at the bottom-left side of the result window will create a new manual basket. Drag the items you wish to process into the new basket. To remove items contained in the basket, click on the basket, select the items to remove and then click on the “-” button in the basket. The items will be removed only from the basket, not from the found list.

Smart Basket

This is the most customizable basket that Tidy Up! offers and can help you to quickly identify which items to be managed. It is populated based on the criteria assigned.

As an example, Tidy Up! installs default two smart baskets: “**An item of each duplicate group**” and “**All but one item of each duplicate group**”.

As the basket criteria description indicates, the default smart baskets are not directly affected by search filters -locations of the items, size, date, etc. They simply contain an item and all but one item of each duplicate group, respectively.

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

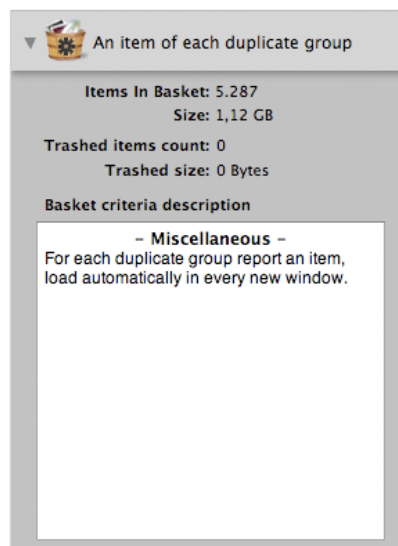


Figura 30: Inside a smart basket you see the description of the criteria used when you created it, the number and size of the items in the basket and the number and size of the trashed items. These values will change when an item is trashed or removed, even if it was made from other baskets.

You can hide, show, modify or delete a smart basket by choosing the name of the basket from the appropriate pull down menu in the toolbar.



Figure 31: **Toolbar** Section that can be used to modify Smart Baskets

Smart Basket Creation

To create a smart basket you must have a “Result” window active in the forefront and choose “New Smart Basket” menu item from the File menu, or from the leftmost button at the bottom left side of that window. This action opens a criteria window that allows you to define the criteria to be used. Once the criteria are defined, click on the “Create” button to create the smart basket. Note that it will be automatically saved for future use.

The criteria window is divided into two main parts, one related to the filters to use when populating the basket and one containing options related to the basket.

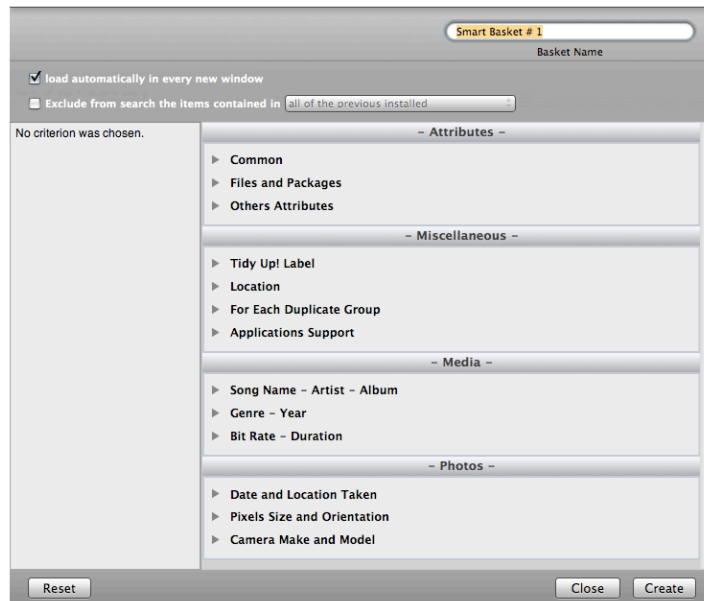


Figure 32: The smart basket creation window. The **Basket Name** field allows you to give a name to the basket. The **Load automatically in every new window** check button, will ensure that every time you do a search and there is a result, this basket will be installed. The **Exclude from search the items contained in** check button allows you to choose one or more already installed baskets from the popup menu; when the search to populate the smart basket starts, Tidy Up! excludes the items contained in the chosen basket(s), then does the search.

Smart Basket Criteria

The criteria panes are grouped into four main collections of criteria, which are joined based on the kind of information you search for.

Attributes: contains criteria which can be applied only to the items' attributes.

Miscellaneous: contains four sets of criteria, one of which is Tidy Up! dependent.

Media: contains criteria which can be applied to songs and movies.

Photo: contains criteria which can be applied to photos and images.

Clicking on the triangle button to the left of the criteria name allows you to have access to the options of the single criterion.

To enable the content of the single criterion you must select the check button's criteria name.

Attributes

This set of criteria is formed from three sub-sets, which are joined by attributes type. The contained attributes refer to the items' characteristics and, except for the "same" and "unique" options, they work the same as the criteria of the main window.

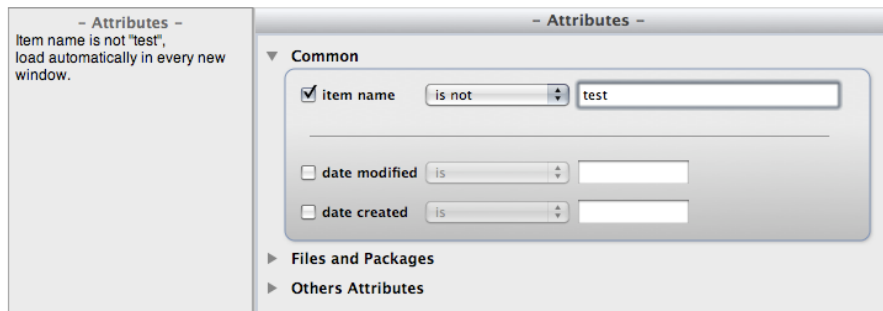


Figure 33: **Common attributes.** item name locates by name, excluding or containing a specific sequence of characters. By choosing the “item name ends with any number” option you can identify (or exclude) the items with numbers in their name. This is useful to identify those files (eg. FileName 1.mp3) modified from iTunes or iPhoto. Date modified and created allows searching for a specific date or to search for items within a date range.

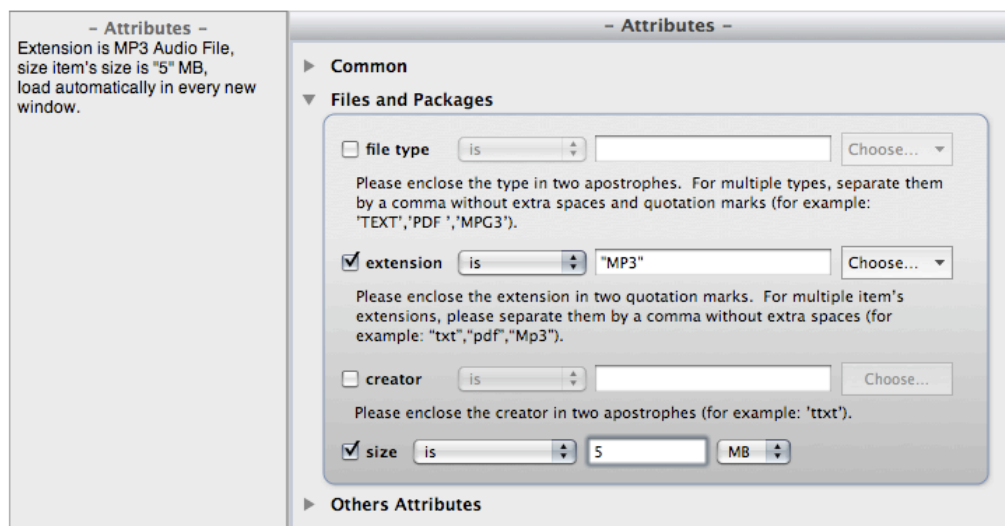


Figure 34: **Files and Packages attributes.** **File type** and **extension** allow you to locate items by OS-Type code and extension suffix. Note that saved sets are available in both criteria, those of the main window and these; to search for the needed files kind. **Creator** is useful when you want to find the items created from a specific application. Size allows you to locate items of a specific size or within a size range.

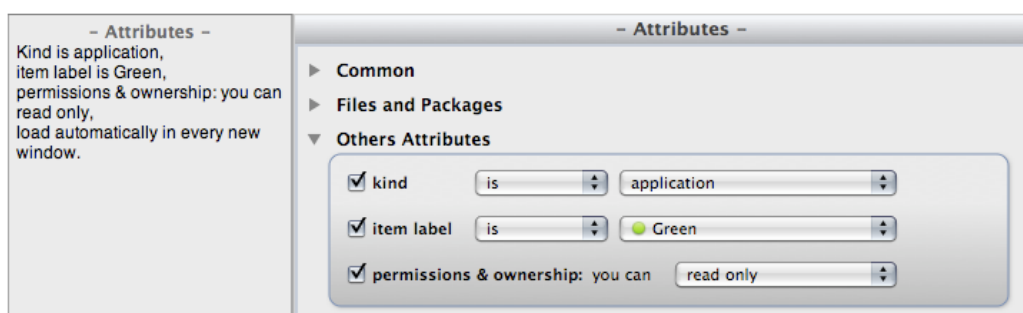


Figure 35: **Other Attributes.** **Kind** allows the inclusion or exclusion of a specific item kind (alias, applications, folder, fonts, documents and audio). **Label** allows you to include or exclude items “marked” with the chosen label. The labels are those assigned in the Finder. **Permissions & ownership** returns only the items that have the permissions and ownership as chosen. If you are unsure of the returned items, it is safest to use the **you have the ownership** option.

Miscellaneous

This set of criteria is formed from four extremely useful sub-sets; they are the fulcrum of the smart basket system. Tidy Up! manages the locations where the items reside and the duplicate groups as a characteristic to filter the items to locate. The “Strategy Wizard” system uses the options contained in this pane to create a smart basket.

Tidy Up! label

Tidy Up! assigns a colored label to each location chosen in the “List to Scan”. Here is where you can use the assigned labels as an option to quickly identify the items to manage.

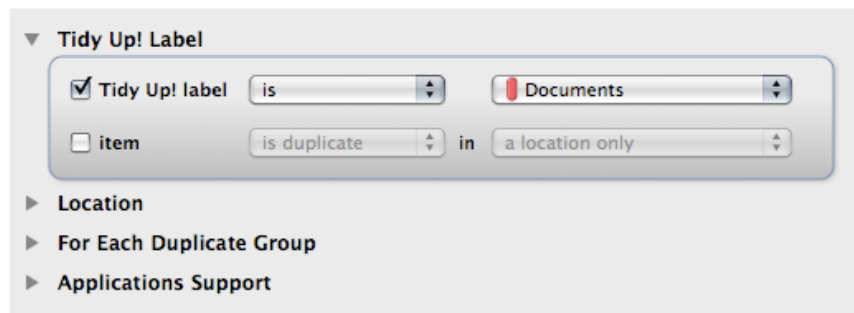


Figure 36: **Miscellaneous Tidy Up! label**: reports only the items that have or do not have the chosen label. This is useful when you want to locate items which reside in a specific location(s), for example. **Item is duplicate in** allows you to locate items which are or are not duplicates with items that reside in a specific location(s). The combination of this option with the Tidy Up! label can help quickly locate the items to manage. 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. In this case you would assign the following criteria: Tidy Up! label is folder A and item is not duplicated in folder C.

Location

This option can be used as Tidy Up! label when the search for duplicates was made in a location only, or in conjunction with the option above

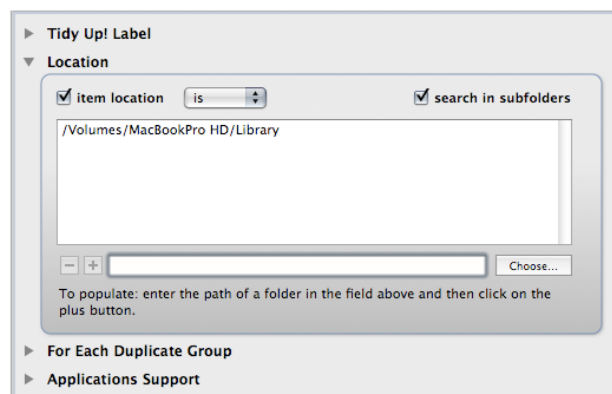


Figure 37: **Miscellaneous Location. Item location**: reports the items that reside or do not reside in the chosen location. Select the **search in subfolders** check button if the first level's folder isn't sufficient. The combination of this option with the Tidy Up! label is useful when, for example, you need to exclude folders inside a labeled location. For example, assume you initiated 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: Tidy Up! label is folder A, item location is not / The_Path_of Folder_A/Precious, search in subfolders.

For each duplicate group

These options might be used to be sure that you leave at least an item of each duplicate group untouched. The use of one of these options in conjunction with others will help you further to choose the items you need to manage.

► Tidy Up! Label
► Location
▼ For Each Duplicate Group

☐ report ☒ an item ☐ all but one

☐ date created' s item is newest

☐ date modified' s item is newest

if there are multiple items that match the criteria above.

☐ multiple report

☐ file size is smallest The folders will be ignored.

if there are multiple items that match the criteria above.

☐ multiple report

☐ bit rate is lowest

if there are multiple items that match the criteria above.

☐ multiple report

► Applications Support

Figure 38: **Miscellaneous for each duplicate group.**

Report an item or all but one: these options report an, or, all but one item of each duplicate group without taking any attribute into account; used in combination with **Tidy Up! label** or **Location** options this will help you to quickly identify the items to be managed. For instance, 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; but, while A contains items that are duplicates with folder B, it may 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: Tidy Up! label is folder A, for each duplicate group report all but one.

Date created/modified is newest or oldest: works as the options above but using the dates as a filter. The example above can be applied using date options instead.

File size is smallest or biggest: works as the options above but using the size as a filter. The example above can be applied using size options instead.

Bit rate is lowest or highest: works as the options above, but using the bit rate of a song file as a filter. The example above can be applied also using bit rate options instead.

Multiple report: if there is more than one item of each duplicate group that matches the chosen criteria. For instance, if you performed a search by **date modified is newest** and it encountered a duplicate group which has three items and two are newest (same modified date), Tidy Up! reports two items.

Applications Support

These options refer to the supported applications. They are active only if the search was made using the one option from the Applications Support location to search. (For further info refer to the [Applications support](#) of the Search window).

Note: The steps listed below reference iTunes, but also apply to the other applications.

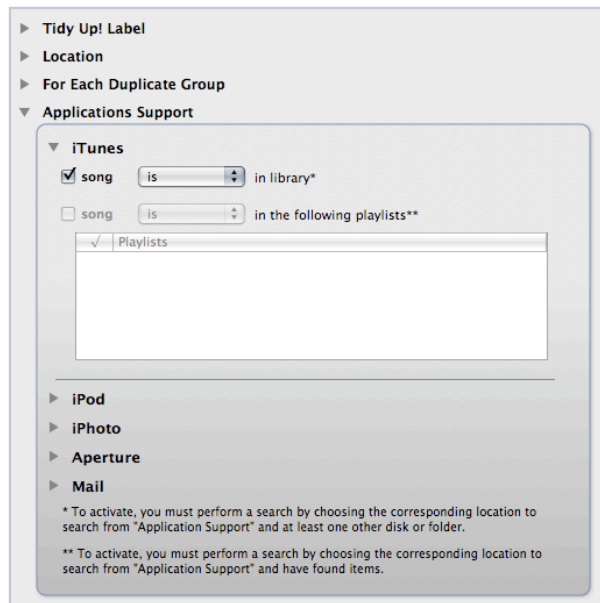


Figure 39: **Song is/is not in library**: is activate only if the search was made not only the application's database but also using other locations. It is useful to leave untouched the searched library. For example, assume that you have made a search for duplicate in iTunes library and in a whole disk and you want trash the items that are not in the database, then here you must choose "song is not in library" and, to be sure to leave at least an item of each duplicate group untouched on the disk, choose also "report all but one" from the Miscellaneous pane.

Song is/is not in the following playlists: allows you to individuate or exclude the items contained in the chosen playlist(s)

Media

This set of criteria is formed from three sub-sets which are joined by attributes type. The attributes refer to the song tags and media's information and, except for the bit rate, "same" and "unique" options they work the same as the "Music" criteria of the main window.

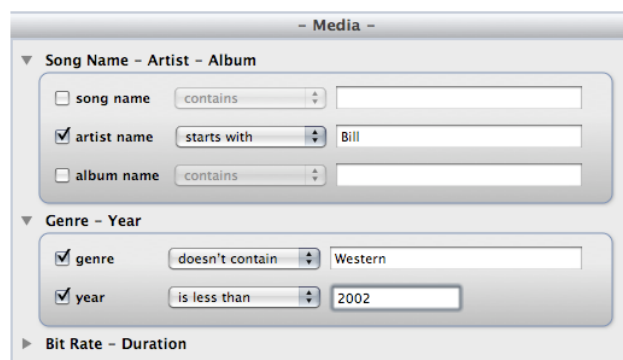


Figure 40: **Media Song/Artist/Album, Genre and Year**. The first five options locate songs by tag; except for the **year** option, the other options report songs excluding or containing a specific sequence of characters.

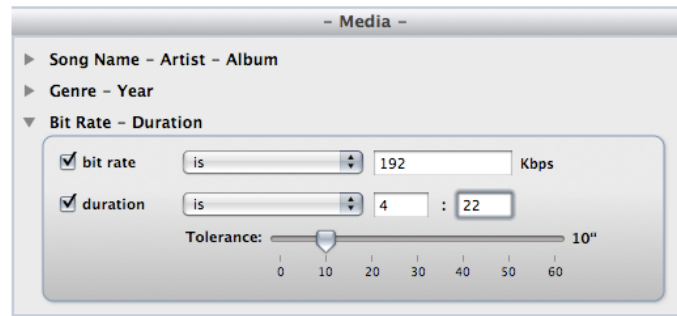


Figure 41: **Media Bit Rate and Duration.**

Bit rate: locates media files that are greater than, less than, or equal to the entered value.

Duration: locates media files that are greater than, less than or equal to the entered value.

Tolerance: allows the located media file to be longer/shorter than the **Duration** value. Default **Tolerance** is 10 seconds. To return media files with the exact duration, set the value to zero.

Photos

This set of criteria is formed from three sub-sets which are joined by attributes type. The attributes refer to the EXIF metadata information and, except for the photo orientation, "same" and "unique" options, they work the same as the "Photos" criteria of the main window.

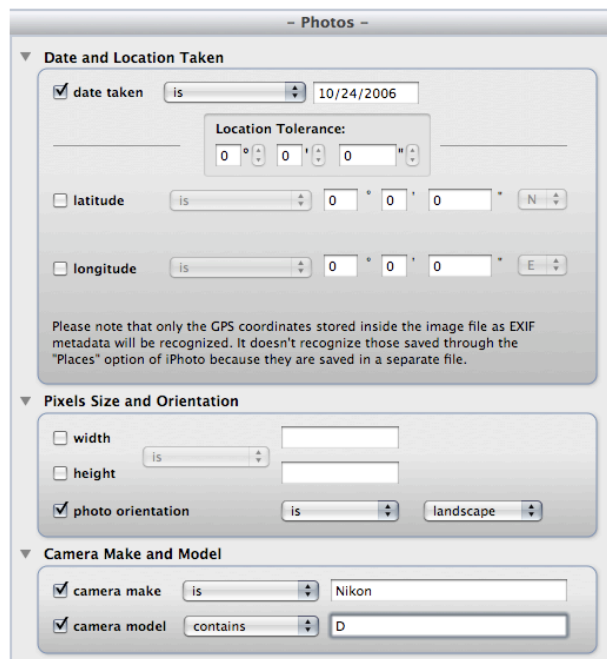


Figure 42: **Photos**

Date Taken: Include files that match the date criteria, or GPS coordinates (with configurable tolerance for location).

Pixels Size and Orientation: include files that match values for size and/or portrait or landscape orientation.

Camera Make and Model: include files produced by a specific camera make or model.

Managing the chosen items



Figure 43: The **Duplicate Items** toolbar section

Burn

This option is available only to burn a content of a selected basket. To start the job, click on the “Burn” button or choose the “Burn...” menu item from the “Result menu”; this opens the burn options window that allows you to customize the action you are doing.

The first step is to enter a name for the optical disk, then select the appropriate radio button: “All Items” if you want to burn all the content or the selected items, “Un-flagged items” if you have marked items and don’t want to burn them and “Flagged items” if you want to burn those marked as flagged. The information fields will be updated automatically.

The supported disc formats are: CD-ROM, Re-writable CD-ROM, DVD, Re-writable DVD and Double Layer DVD.

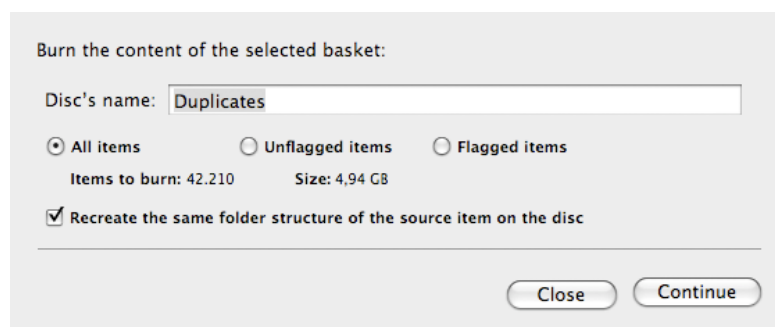


Figure 44: The **Burn** window.

- Cancel button: dismiss the window without burning anything.
- Continue button: starts the process of burning, displaying the information about the process and the option to stop it.

The “Re-create the same folders structure of the source item in the disc” option replicates, on the destination disc, the same folder structure of the source item. For example, assume that you are burning an item called “myFile” that resides in /MyVolume/Users/Your_User_Name/Folder A/MyFolder/myFile, on a disc called “Duplicates”. This option results in all created folders having the same path, so the location of the burned file will be: /Duplicates/MyVolume/Users/Your_User_Name/Folder A/MyFolder/myFile.

This option is useful to quickly find items to restore and its use is advisable.

Move and Copy

You can move/copy the selected items or the content of a selected basket. To move/copy selected items you must select at least one item and choose the “Selected items...” menu item from the “Move and Copy” pull down menu of the toolbar or from the “Result” menu.

To move/copy the contents of a basket you must choose the “Content of Selected Basket...” menu

item from “ Move & Copy” pull down menu.

Both menu items will open a Save dialog window where you can choose the destination, then if a valid location was chosen a Move and Copy options window will open, allowing you to further customize the action you are performing. The only difference in the window below if you have chosen to trash the selected items is that “Move the content of the selected basket:” will be replaced with “Move the selected items:”

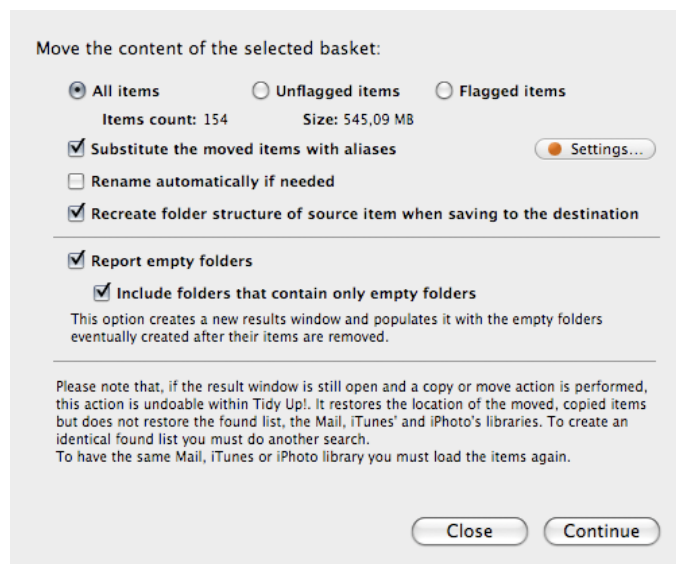


Figure 45: The **Move and Copy** options window.

- Cancel button: dismiss the window without moving anything.
- Continue button: starts the process of moving/copying, which opens a window displaying the information about the process and the option to stop it (see Trash). stop it.

First, select the appropriate radio button: “All items” if you want to move/copy all the content or the selected items, “Un-flagged items” if you have marked items and don’t want to move/copy them and “Flagged items” if you want to move/copy those marked as flagged. The information fields will be automatically updated.

If a search for duplicates was made and the result doesn’t contain folders (to ensure the result doesn’t contain folders, from the main search window you must exclude them from the kind menu item in the Miscellaneous criteria pane or add at least a criterion from the Files and Packages criteria pane), you can substitute the moved items with an alias. Click on the “Settings...” button to set up the alias option and this will open a window (refer to the Alias section below for the info about the Alias window). Note that the orange dot will become green if the settings were made.

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

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

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

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

Note that if you use this option and you have made a search in iTunes, iPod, iPhoto or Mail, the databases will not be synchronized and you will create a “dead” files link in the owned application. The synchronization will be made only if you use one of the trash options.

Trash

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

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

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

If you have chosen to trash the selected items, the only difference in the window shown below is that “Trash the content of the selected basket:” will be replaced with “Trash the selected items:”

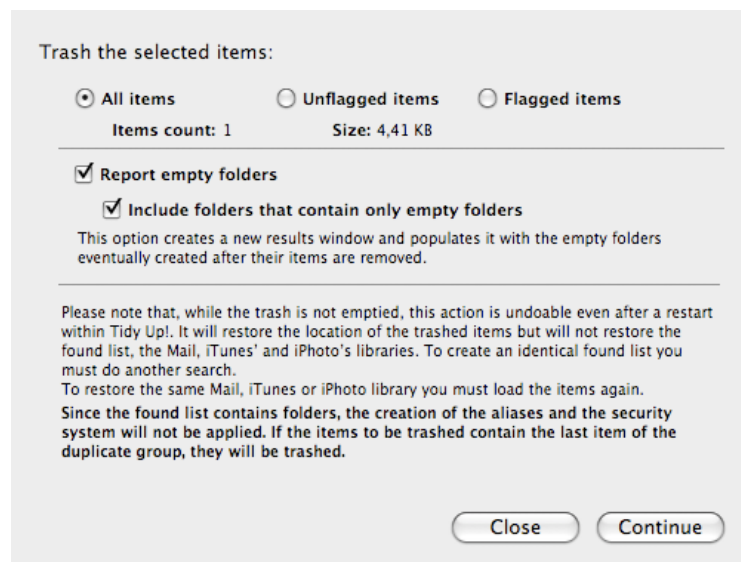


Figure 46: The **Trash** options window.

- Close button: dismiss the window without trashing anything
- Continue button: starts the process of trashing, which opens a window (shown below) displaying information about the process and the ability to stop it.

First, select the appropriate radio button: “All items” if you want to trash all the content or the selected items, “Un-flagged items” if you have marked items and don’t want to trash them and

“Flagged items” if you want to trash those marked as flagged. The information fields will be automatically updated. The text in bold is visible only when needed and informs you that the option of the image below (accessible from the “Preferences” window), isn’t available.

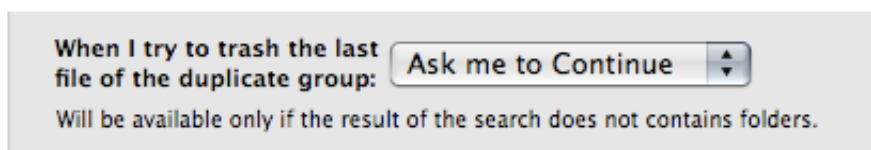


Figure 47: **Trash** Dialogue window

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

If a search for duplicates was made and the result doesn’t contain folders (to be sure that the result doesn’t contain folders, from the main search window you must exclude them from the Kind menu item in the Miscellaneous criteria pane or add at least a criterion from the Files and Packages criteria pane), you can substitute the trashed items with an alias. Click on the “Settings...” button to set up the alias option. This will open a window (refer to the Alias section below for the info about the Alias window). Note that the orange dot will become green if the settings were made.

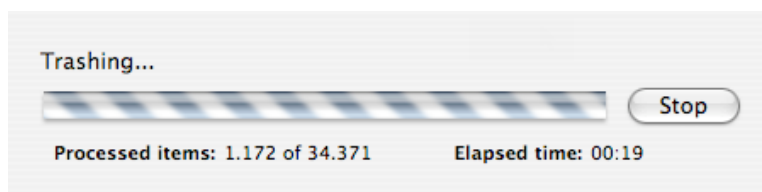


Figure 48: **Trash** Progress Window

Alias

Tidy Up! allows you to substitute the moved and trashed duplicate files with an alias or symbolic link. This window is accessible from the “Move and Copy” and from the “Trash” windows by clicking on the “Settings...” button.

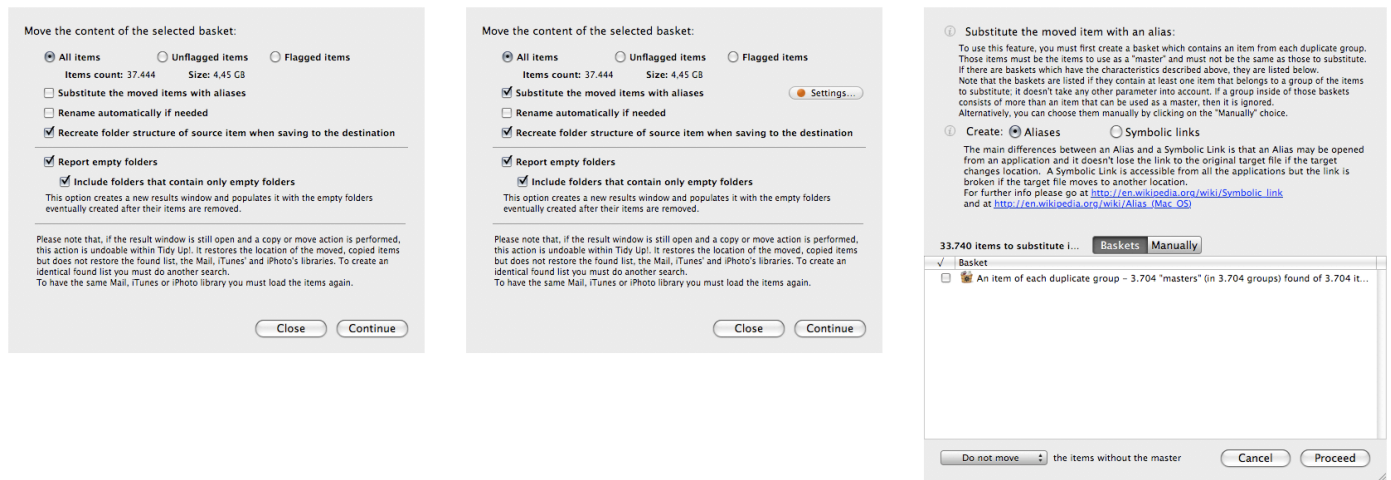


Figure 49: Selecting the option “Substitute the moved items with aliases” option makes the “Setting” button visible as shown in the second screenshot. Clicking “Settings” brings up the Aliases and Symbolic links options box.

First, choose from the Aliases and Symbolic links options. Next, if there are baskets listed, choose a basket that better fits your needs or choose the item to use as “masters” manually by clicking on the “Manually” button. Once you have chosen the master items, you can decide whether or not to manage the items without the masters.

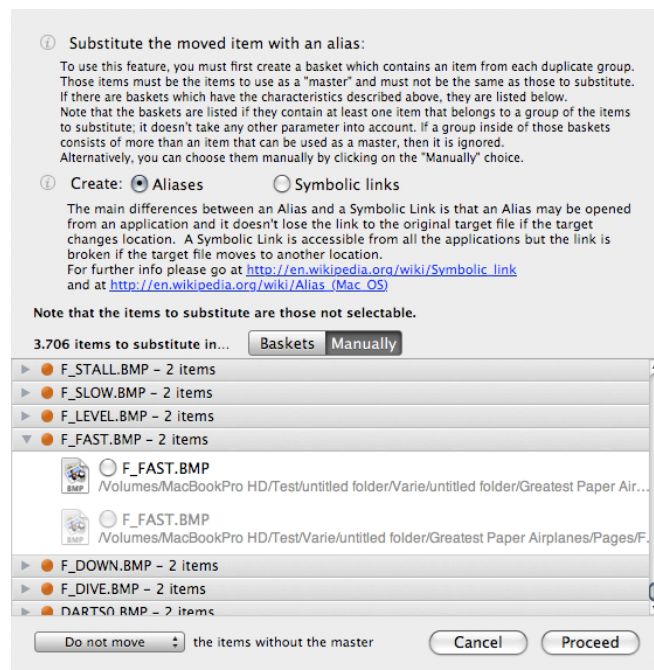


Figure 50: Selecting the option of manually choosing which items to use as masters. Note the orange dots indicating a choice has not yet been made for the items listed. Clicking the triangle beside each item will expand it, displaying the possible choices to be used as the master copy. Cancel button: dismiss the window without implementing the changes made. Proceed button: dismiss the window reporting the changes and change the orange button of the parent window to green if the settings are applicable.

To choose the master: open the list of the applicable masters by clicking on the disclosure button and choose the preferred master by clicking on the radio button beside it.

The dot is orange when no master was chosen, red when there is no master available to choose (for example when a duplicate group is made from two items and one is already removed from the found list) and turns green when a master is chosen.

Export

Tidy Up! allows you to export a list of found items in html and in plain text file formats.

This option is available only for the content of a selected basket and to start the job you must click on the “Export” button in the Duplicate Items toolbar or choose the “Export...” menu item from the “Result” menu; this opens a Save dialog window, as shown below.

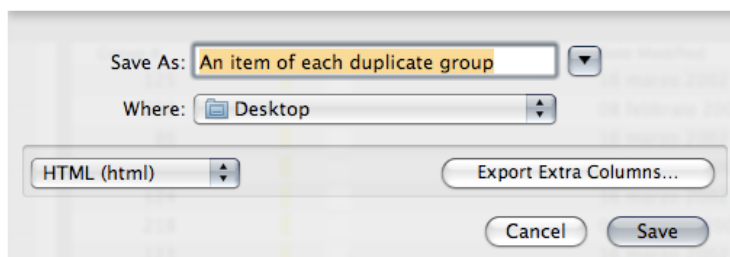


Figure 51: **Export** Window

To export the found items list, first change the name in the “Save As:” field. As a default, Tidy Up! pre-fills the name of the selected basket. Choose the location where you want to save the file. Choose the kind of the file (HTML or Text). If you choose “Text” then a “Tab Formatted” option will become visible. It subdivides the columns of the saved information with a tab key -useful if you want the information formatted when you open the created file with a spreadsheet application.

“Export Extra columns”, allows you to add or remove the columns to export. Except for the columns that display images, by default, Tidy Up! exports the information shown in the visible columns of the found list.

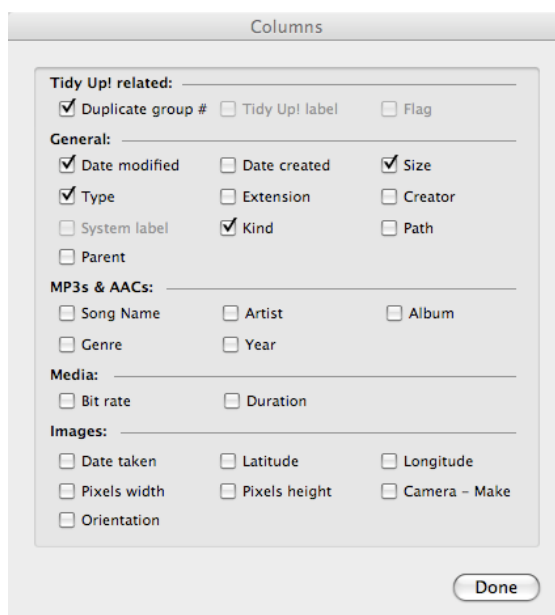


Figure 52: The **Export Extra Columns** option window.

Restore

Tidy Up! comes with two types of restore options. Undo is activated when a move or copy action was performed. Restore is activated when a trash action was performed.

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

Also note that it can restore the mark action of the Aperture items by removing the assigned keyword and also removes the made aliases (or symbolic links) before putting the items in their original places.

Undo moved and copied items

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

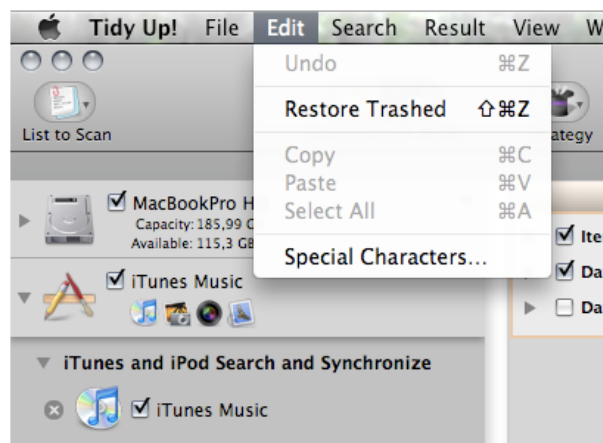


Figure 53: **Edit Menu**

Restore Trashed items

Once you perform the action of trashing an item, this option becomes available. As you can see from the image above, it is accessible from the “Edit” menu and will be available until the trash is emptied, even after a restart of the computer. **It is extremely important that you do not empty the trash until you are sure you don't need the items that will be subsequently deleted.**

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

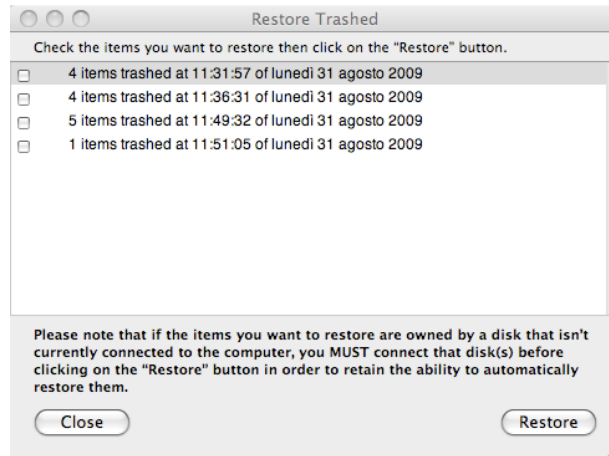


Figure 54: **Restore Trashed** Window

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

Basic Mode and the Strategy Wizard

Tidy Up! offers two search modes: Basic Mode and Advanced. The option of using the Strategy Wizard is available in the Advanced search mode.

Basic Mode makes the process of searching for duplicates as straightforward as possible. A list presents icons representing each kind of file (e.g. Music, Applications or iPhoto’s Photos). You have the option of choosing one of these kinds, then click the triangle beside it to access more specific criteria; for example, if you chose to search iTunes’ Music, you would choose one criteria to apply, such as “MP3 Songs.” Basic Mode is a good choice for initially learning how to use Tidy Up! or if the search you wish to perform is a simple one.

Advanced Mode gives you much more flexibility in searching, including the ability to filter by multiple attributes and criteria. You have access to the full functionality and detail in search configuration that Tidy Up! is capable of.

Strategy Wizard

Once the search mode has been switched to Advanced, you have access to the Strategy Wizard. The purpose of this tool is to walk you through a series of questions that help Tidy Up! to determine the items you wish to concentrate on. Based on your choices, the program creates a new Smart Basket that will contain items to be removed. By using the Strategy Wizard, you are walked through the steps necessary to create a Smart Basket without having to manually select criteria, making this a nice intermediate stage: more powerful than a Basic Mode search without requiring advanced knowledge.

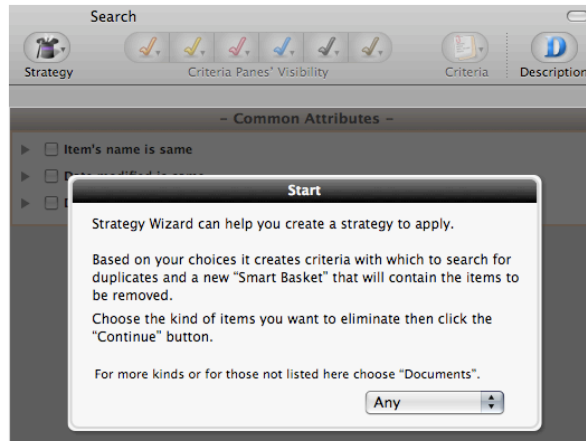


Figure 55: Starting up a new Strategy Wizard.

Common Search Scenarios

A series of common scenarios have been outlined in the following pages. Reviewing these scenarios can help familiarize you with the logic of configuring searches with Tidy Up! including deciding on search locations and the criteria to utilize.

You can adopt any of the scenarios for your own use, or mix any combination of their criteria and locations to create one specific to your need.

General

Note: This section includes scenarios related to the searches for any kind of items. Since the result of these searches will contain general items, if you aren't an experienced Mac user and comfortable with the Mac OS do not use them to search locations that contain System folders.

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 criteria chosen, locations selected in the "List to Scan" and the applications installed and used on the computer being scanned.

Search for similar items

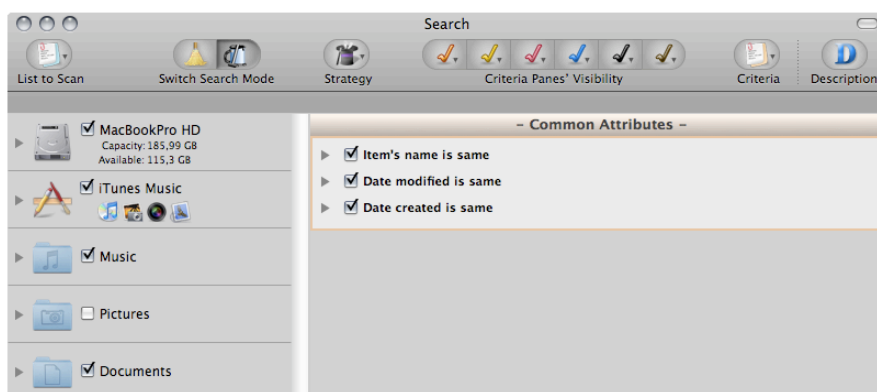


Figure 56: Search for same items. **List to Scan** includes any disc or folder. In **Common Attributes**, item's name, date modified and date created are all the same. The result will contain all files, packages and folders that match the chosen criteria. Each duplicate group may contain either files or folders, or both. This search generally returns a huge number of items, making it difficult to identify which to trash.

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

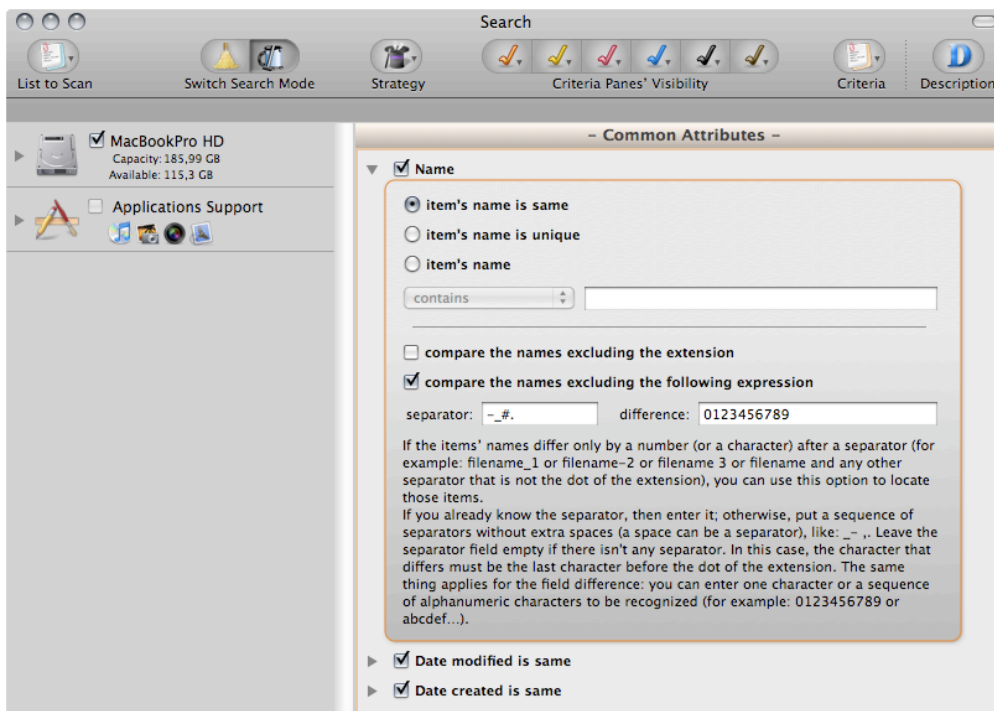
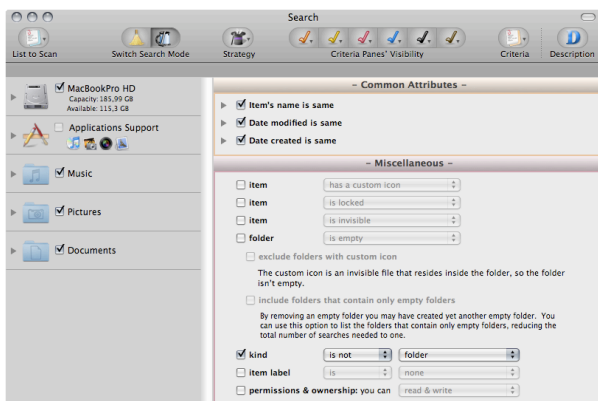


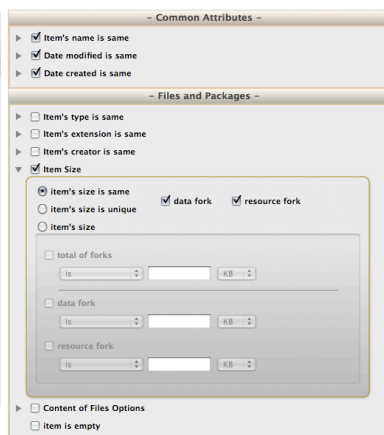
Figure 57: Search for same items regardless of any part of the name after a separator, if the name ends with a number. This criteria differs from the one in Figure 55 because of the extra option that removes the final part of the name, if the name ends with any number after one of the entered separators. The result will contain files, packages and folders that have the same date modified, same date created and same name other than 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 to trash. However, you can add other criteria that help you to reduce the results. It is useful if you limit the search in one or two folders. Note that you can also exclude alpha characters after the separators.

Search for similar files

Search for same files (Method 1)



Search for same files (Method 2)



Search for same files (Method 3)

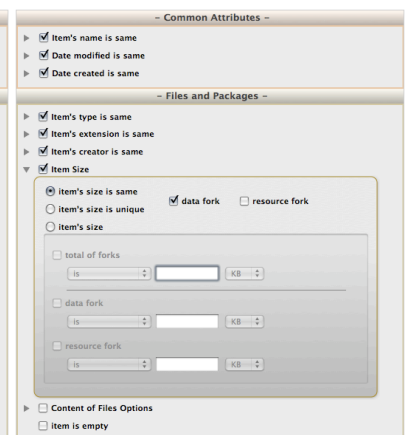


Figure 58: Search for same files. The result for method 1 will contain folders, files and packages that match all the chosen criteria. This search generally returns a huge number of items. Since Tidy Up! doesn't compare the size of folders, if you add any criterion of the **Files and Packages** criteria pane, as in method 2, the result will not contain folders but only files and packages that match all the chosen criteria. This search will reduce the number of found items compared to method 1, but generally the result is still a huge one. With method 3, the result will contain files and packages that match all the chosen criteria. This search will further reduce the number of found items compared to method 2, but generally the result is still a big one.

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

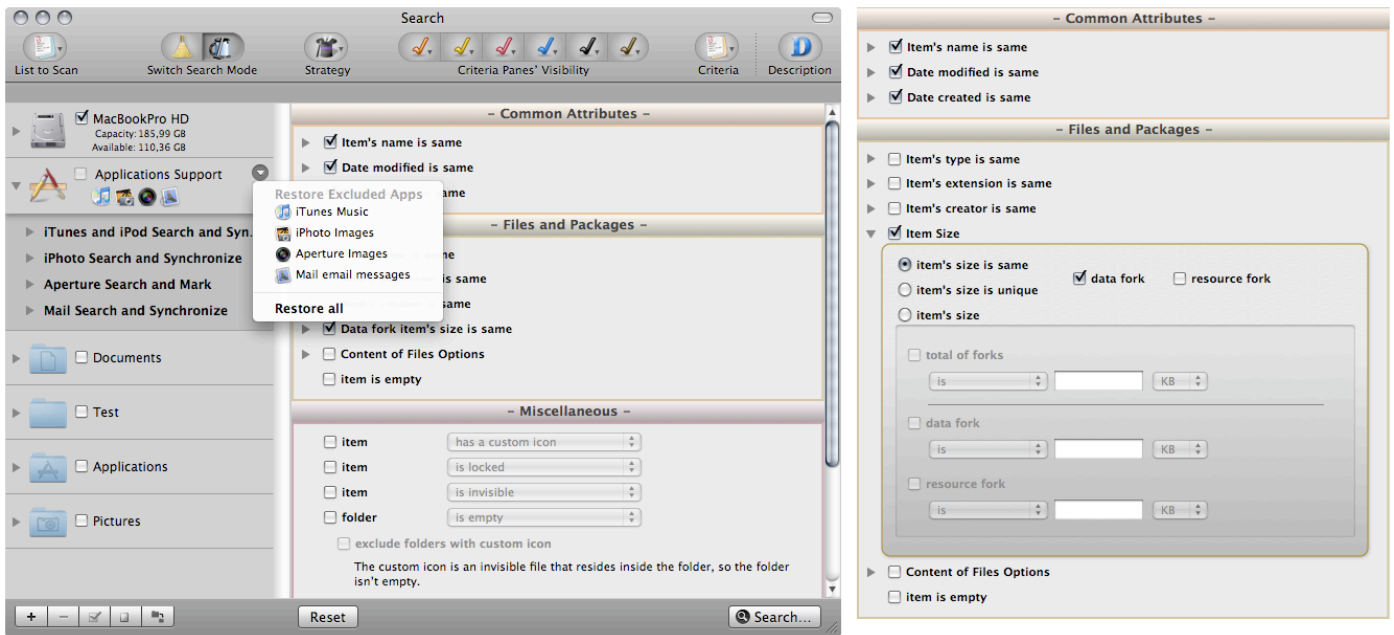


Figure 59: Search for same files excluding the files owned by the supported applications. The result will contain files and packages compared by name, dates and data fork size. This search first scans the databases of the excluded applications and excludes the found items from the search. Since the files of the supported application may be everywhere in the disk, this ensures you have only the items that aren't owned by the chosen application. For example, If you are searching for same images distributed throughout the disk, then you can exclude the databases of iPhoto and Aperture and have only the others.

Search for duplicate files

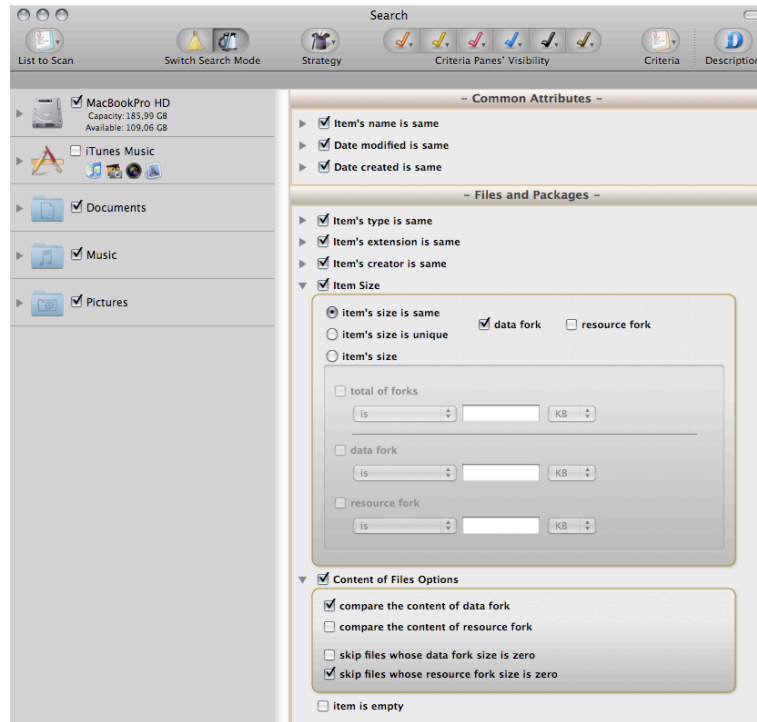


Figure 60: Search for duplicate files. The result will contain all files that match all the chosen criteria; it is a list of “true” duplicates. However, since it searches for general files, the search can be long with a big number of returned files. To decrease the number of found items add any of the other criteria, like the **Search for same files (method 3)** above.

Search for similar files with pre-defined file kinds

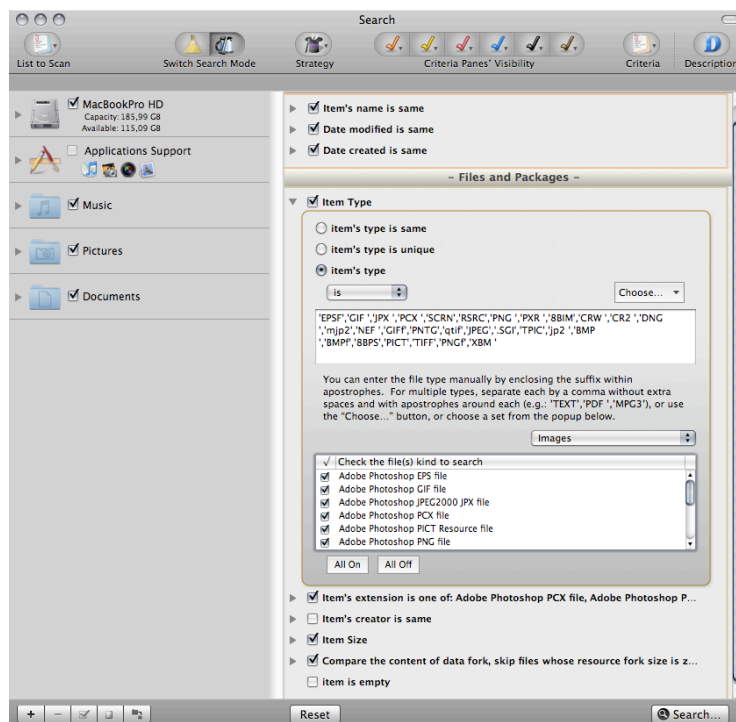


Figure 61: Search for same files with pre-defined file kinds. In the **Files and Packages** criteria pane, choose the item's type and extension either by selecting the **Choose application's type owner...** or **Choose application's extensions owner...** option from the **Choose** menu; or by selecting a set (in this case Images) from the popup menu. The result will contain all kinds of files and packages chosen that have the same name, date modified, date created and data fork size. This search is a more targeted one that is the preferable approach when searching for duplicates; the results will contain only the files needed and as a result, choosing which files to be removed should require less time. You can 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). A file might or might not be identified by a type or an extension or both; to ensure results include only files of the pre-defined kind based on type and extension, the type and extension criteria would both be entered (i.e., if type is set to "JPEG", then extension should be populated with "jpg","jpeg","jpe").

Search for similar folders

Search for same folders (Method 1)

Search for same folders (Method 2)

Figure 62: Search for same folders. The result for Method 1 will contain all folders that match the chosen criteria. This search generally returns a huge number of items. Method 2 will reduce the number of items compared to Method 1, but the result will typically still be a big one. Besides removing folders whose content you are certain of, another useful option for dealing with the results is to drag any interesting folders from the found list onto the **List to Scan** window and using these folders as locations to search for duplicate files.

Music Search Scenarios

Search for duplicate MP3s and AACs by file attributes

☒ Item's name is same
☒ Date modified is same
☒ Date created is same

– Files and Packages –

☒ Item Type

☐ Item's type is same
☐ Item's type is unique
☒ Item's type

is Choose...

'Swat','MPG3','Mp3','M4A','M4P','M4B'

You can enter the file type manually by enclosing the suffix within apostrophes. For multiple types, separate each by a comma without extra spaces and with apostrophes around each (e.g.: 'TEXT','PDF','MPG3'), or use the "Choose..." button, or choose a set from the popup below.

Custom Set

☒ Check the file(s) kind to search

☒ Document
☒ MP3 Audio File

All On All Off

☒ Item's extension is one of: AIFF Audio File, AMR Audio, CD Audio Track, M...
☐ Item's creator is same
☒ Item Size
☒ Content of Files Options
☐ Item is empty

Figure 63: Search for duplicate MP3s and AACs by file attributes. Enter MP3 and AAC File Type and Extension manually (refer to the Appendix section 2 for common song files, types and extensions) or by selecting the Music set from the item's Type and Item's Extension pop-up and un-checking any music file kinds that don't apply (e.g. MIDI file). The result will contain all MP3 and AAC files that match the chosen criteria. This search is useful when you want to find duplicate songs that aren't in the iTunes (and iPod) library and the song tags aren't well-defined. If you remove songs that are in the iTunes database using this approach, then you will create "dead" tracks in iTunes -you can use the **report dead tracks** option to remove them.

Search for duplicate MP3s and AACs by song tag

– Common Attributes –

☐ Item's name is same
☐ Date modified is same
☐ Date created is same

– Music –

☒ Song's name is same
☒ Artist's name is same
☒ Album's name is same
☐ Song's genre is same
☐ Year is same
☐ Song's duration is same – Tolerance: 10"

Music Options

compare:

☒ MP3s & AACs ☐ only MP3s ☐ only AACs

☐ report dead tracks

A "dead" track is one in which a song file is no longer in the same location where iTunes had registered it in the record's track.

☐ create new playlist with the found items belonging to iTunes and iPod

playlist name: Duplicate Songs

To activate these options you must choose at least one item from the "iTunes search and Synchronize" option

Figure 64: Search for duplicate MP3s and AACs by songs' tags. This search is useful when you want to find duplicate songs that aren't in the iTunes (and iPod) library and the songs tag are well-defined. If the songs' tags aren't well defined, use the **file attributes** variant. If you remove songs that are in the iTunes database using this approach, then you will create "dead" tracks in iTunes -you can use the **report dead tracks** option to remove them.

Search for similar audio files

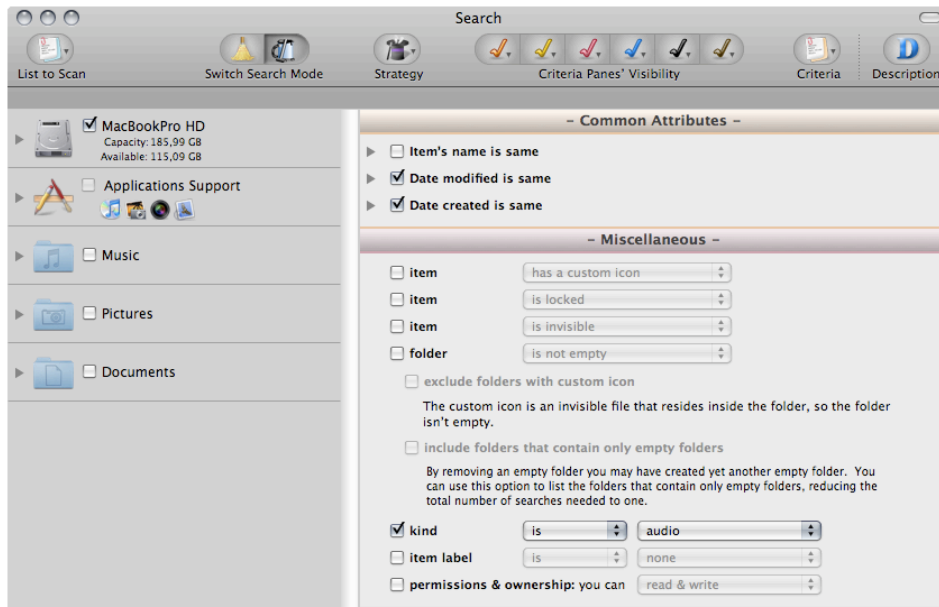


Figure 65: Search for same audio files. This search is useful when you want to find duplicate songs in several different file formats. If you remove songs that are in an iTunes database using this approach, then you will create "dead" tracks in iTunes.

Search for duplicates in iTunes library by file attributes

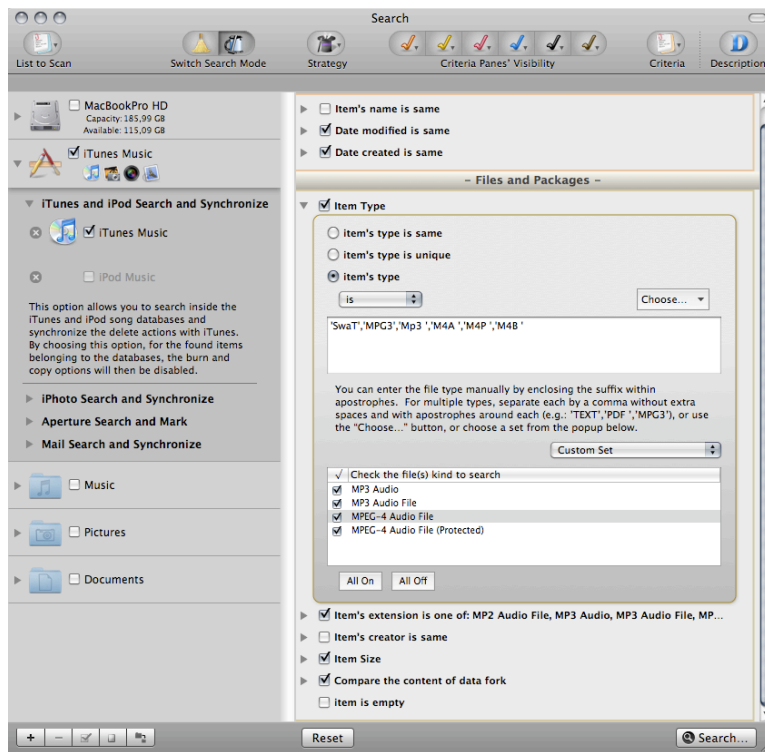


Figure 66: Search for duplicates in iTunes library by file attributes. Enter MP3 and AAC **File Type** and **Extension** manually (refer to the [Appendix 2](#) for common song files, types and extensions) or by selecting the **Music** set from the **item's Type** and **Item's Extension** pop-up and un-checking the other music file formats. The result will contains all MP3 and AAC files that match the chosen criteria. File name is not being compared, since iTunes may rename files and including this criteria some duplicates were not reported. This search is useful when you want to find duplicate songs that are in an iTunes library and the song tags aren't well-defined.

Search for duplicates in iTunes library by songs tag

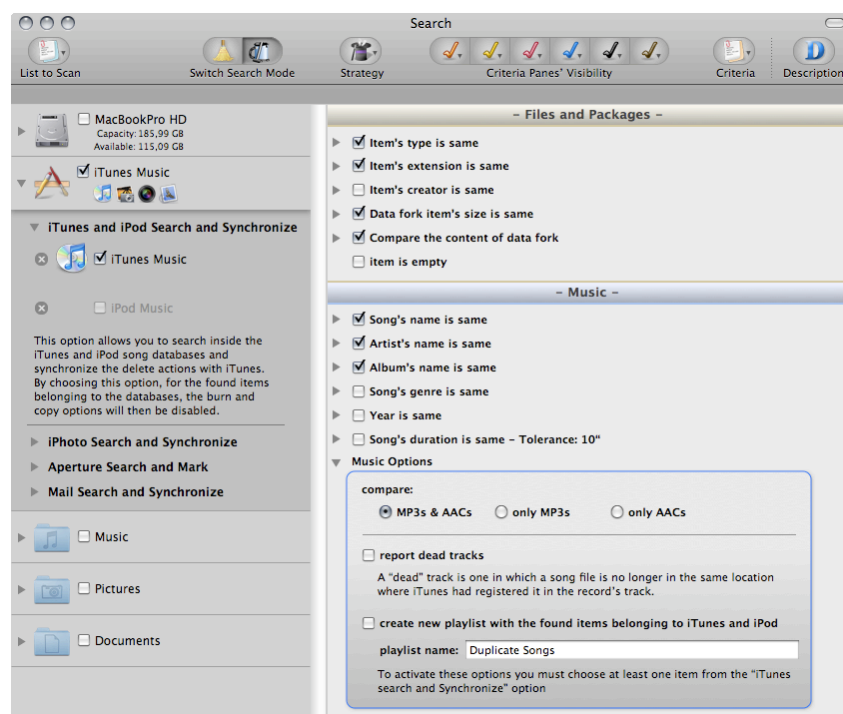


Figure 67: The result will contain all MP3 and AAC files that match the chosen criteria. This search is useful when you want to find duplicate songs located in the iTunes library with well-defined song tags.

Search for duplicates in iPod library

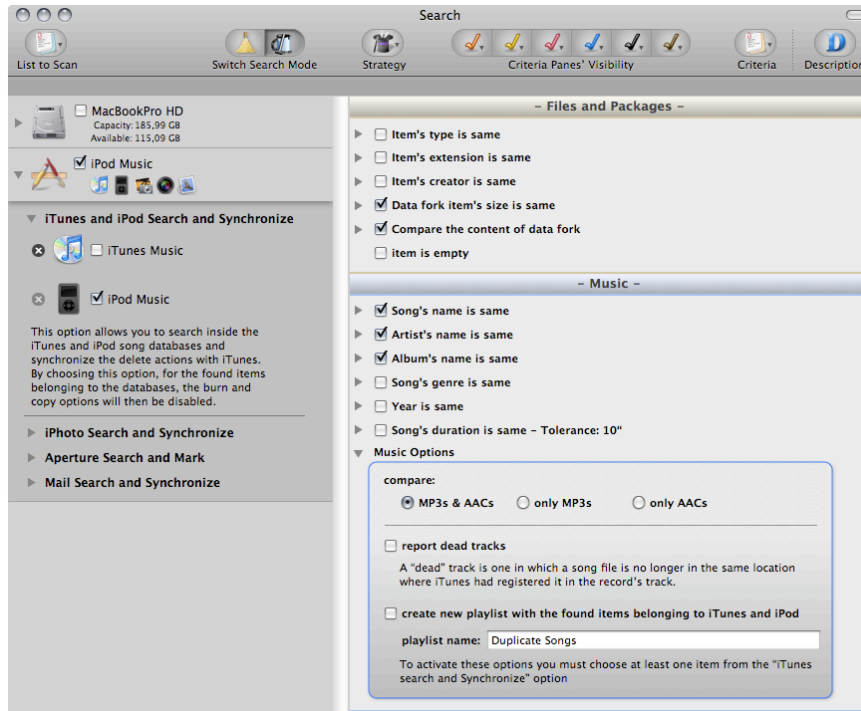


Figure 68: Search for duplicates in iPod library. The result will contain all MP3 and AAC files that match the chosen criteria. This search is useful when you want to find duplicate songs that are in the iPod library and the song tags are well-defined. If the tags aren't well-defined, you can refer to the **Search for duplicates in iTunes library by file attributes** scenario.

Images Search Scenarios

Search for similar images

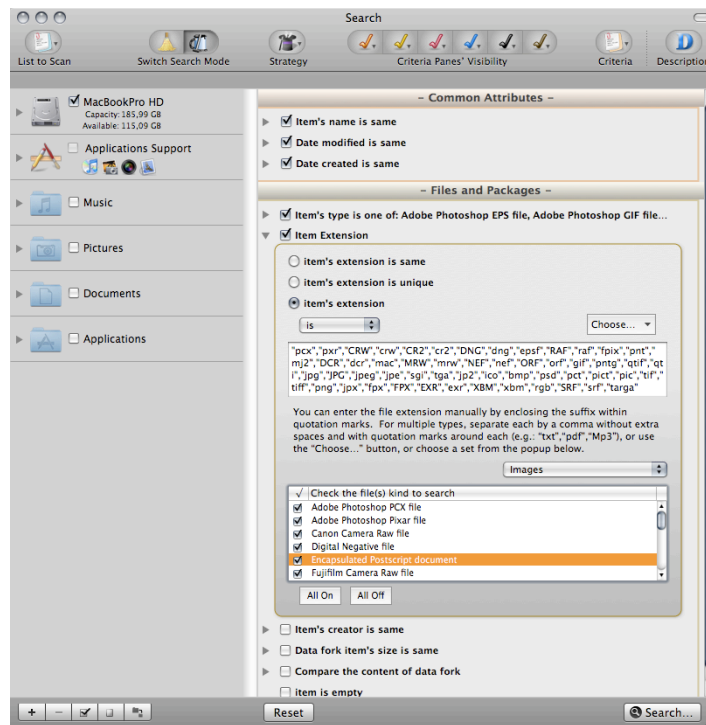


Figure 69: Search for duplicate images. Enter File **Type** and **Extension** by selecting the **Images** set from the **item's Type** and **Item's Extension** pop-up. To reduce the results, you can uncheck any image file kinds you wish to remove, or enter the **Item's Type** and **Item's Extension** manually (see [Appendix 2](#) for common image files, types and extensions). This search is useful when you want to find duplicate images without specifying which image format they are. If you remove images that are in an iPhoto database using this approach, then you will create “dead” images in iPhoto. If so, you can use the **report dead images** option to remove them.

Search for similar JPEG images

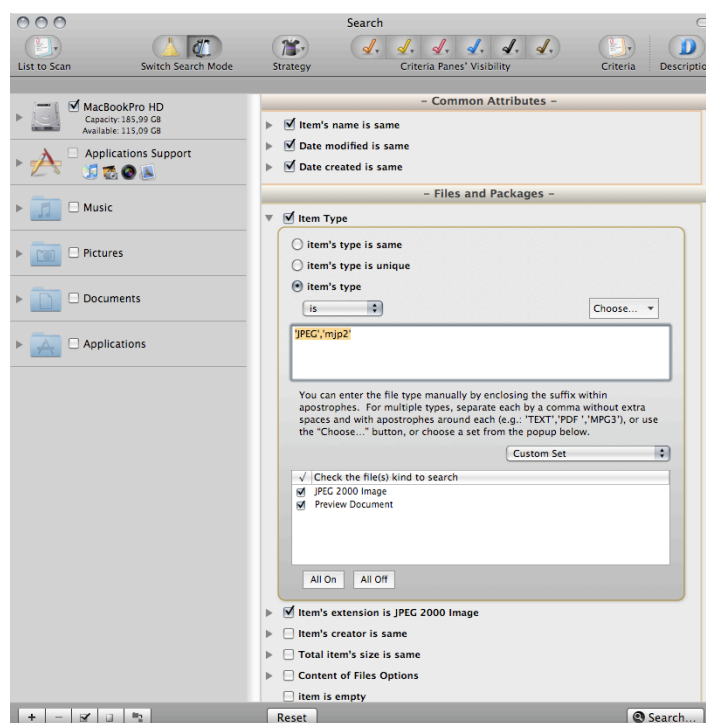


Figure 70: Search for same JPEG images. By narrowing down the **Item Type** to “JPEG”, “jp2” and the **Item Extension** to the corresponding “jpg”, “jpeg”, “jpe”, “jp2”, the result will contain all JPEG images files that match the chosen criteria. This search is useful when you want to find same JPEG images that aren’t in an iPhoto library. Note that generally the images loaded in iPhoto are JPEGs. If you remove images that are in iPhoto database using this approach, then you will create “dead” images in iPhoto. If so, you can use the **report dead images** option to remove them.

Search for similar images that QuickTime can read

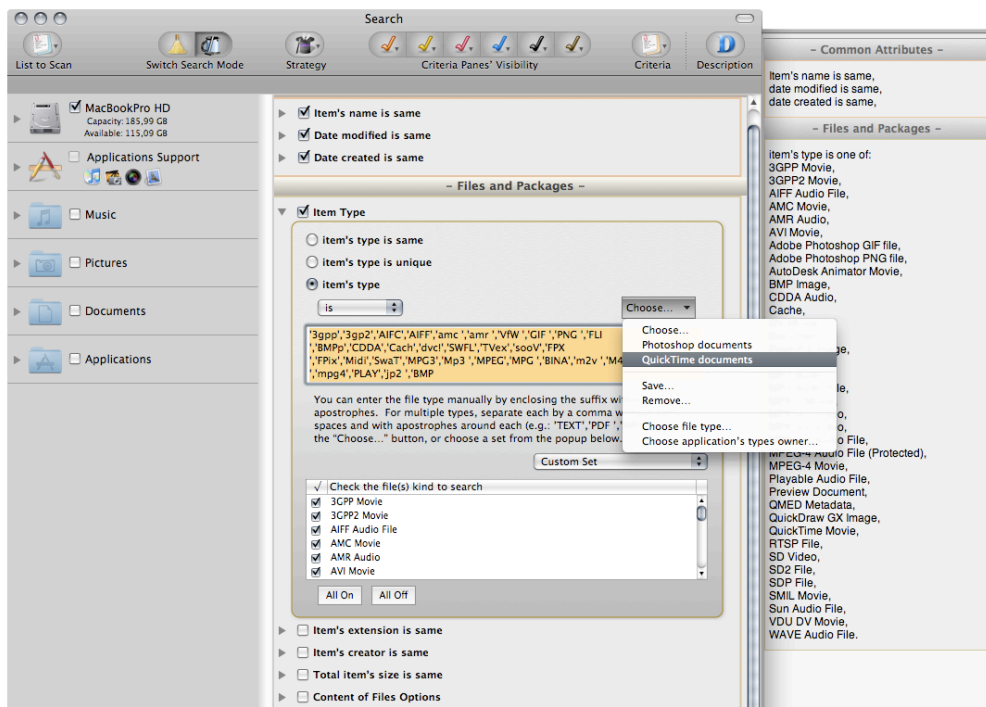


Figure 71: By selecting **QuickTime documents** from the **Item Type** and **Item Extension**'s respective **Choose...** menu, the result will contain all files that QuickTime can read (not only images) that match the chosen criteria. This search is useful when you want to find same QuickTime files. If you remove images that are in an iPhoto database using this approach, then you will create “dead” images in iPhoto.

Search for similar images by owner application

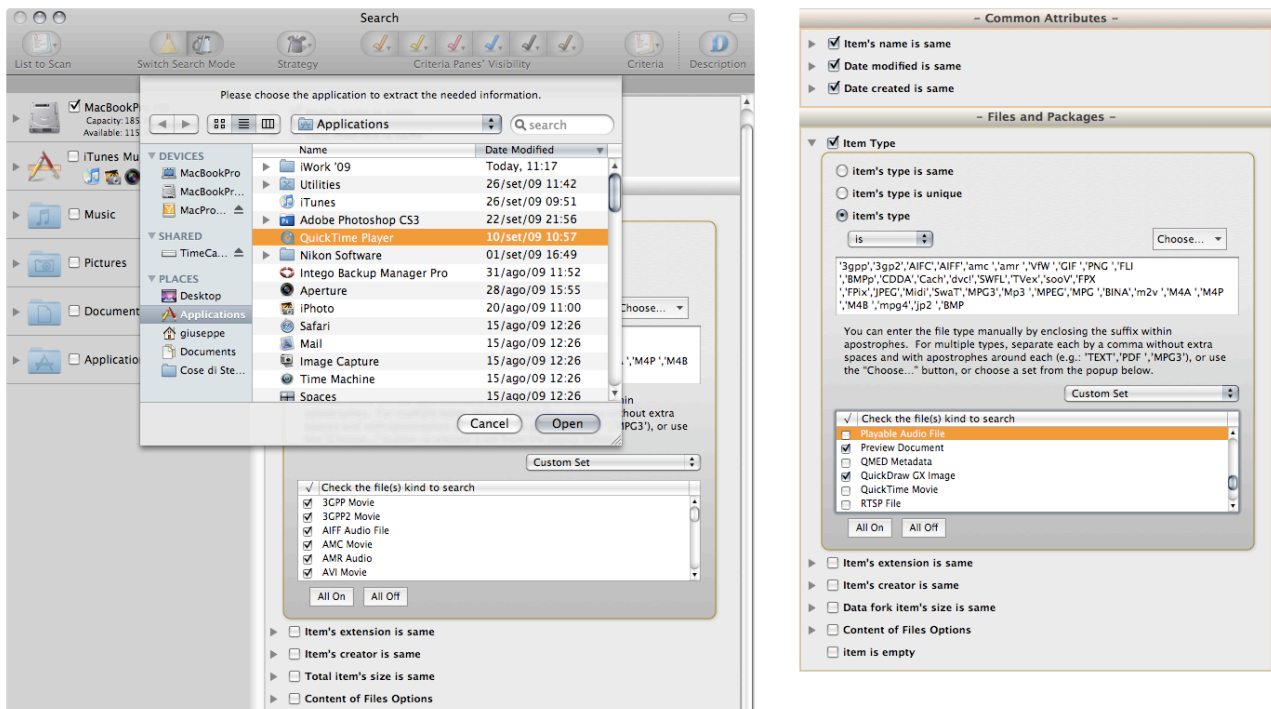


Figure 72: Search for same images by owner application. In both **Item's Type** and **Item's Extension**, use **Choose application's types owner...** option from the **Choose** menu to select an image-related application (in the first screenshot, QuickTime Player has been selected). The result will contain all files that the chosen application can read and that match the chosen criteria. If you don't remove types and extensions that don't refer to an image, they are also reported (in the second screenshot, note that some listed file kinds have been unchecked to remove them from the search). If you remove images that are in iPhoto database using this approach, then you will create "dead" images in iPhoto. **Searching for files by an owner application** can be employed for various file types, not just images.

Search for duplicate images in an iPhoto library

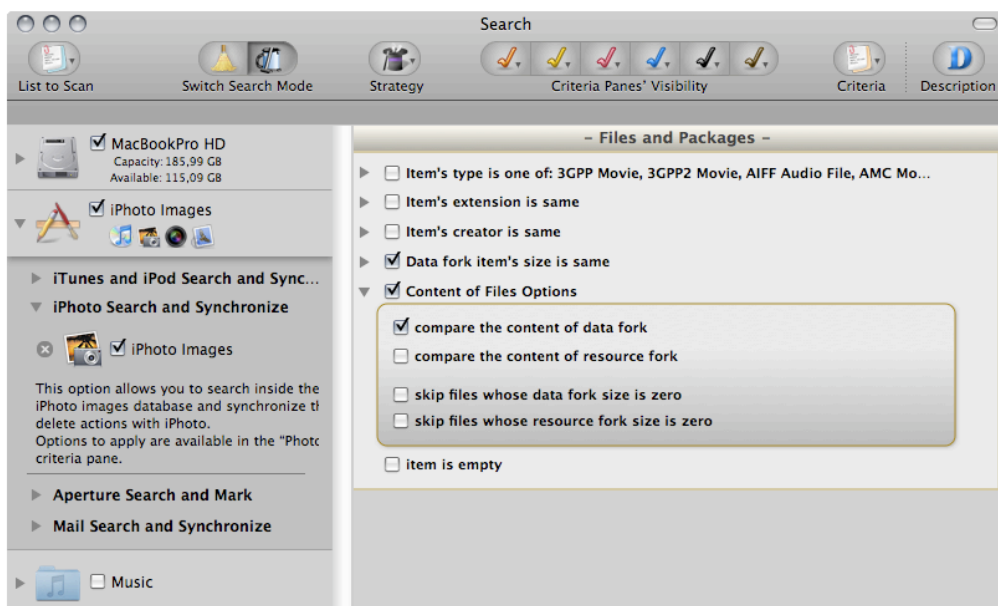


Figure 73: Search for duplicate images in an iPhoto library. The result will contain images owned by the iPhoto library that match the chosen criteria; it doesn't report thumbnails, but only the full size images. Since this search doesn't include any criteria other than the size and the content comparisons, it may be long. This is necessary because the images are managed from iPhoto and it may change any attributes; this method ensures that the found items are "true" duplicates. This search is useful when you want to find duplicate images that are in an iPhoto database. When you trash an image using this search method, its iPhoto record will be updated and the corresponding thumbnail removed.

Search for duplicate images in an Aperture library

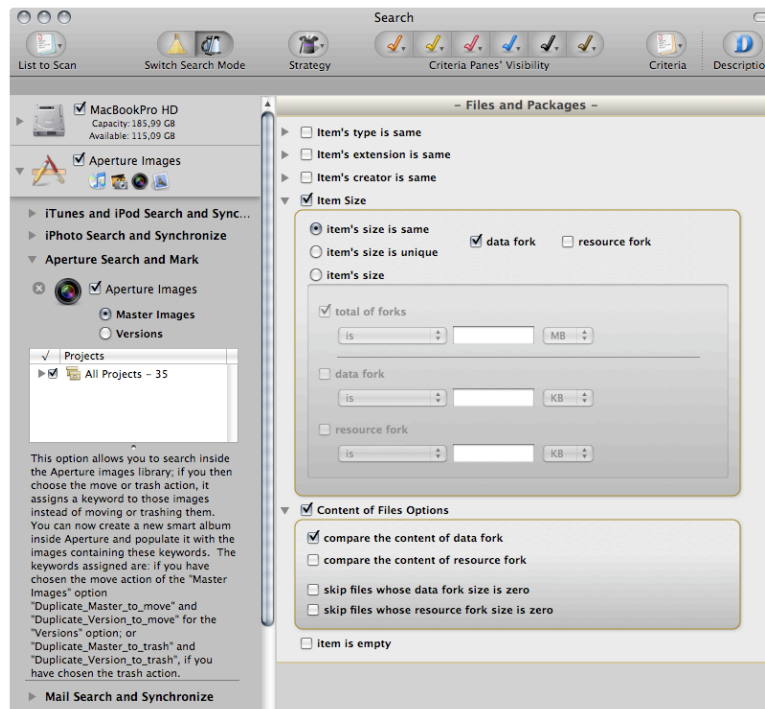


Figure 74: Search for duplicate images in Aperture library. In this example, the entire Master library of Aperture is chosen, but it is possible to search for Versions and/or choose only specific projects. The result will contain "true" duplicate images. It doesn't report thumbnails, only the full size images. Since this search doesn't include any criteria other than the size and the content comparisons, it may be long. It is necessary because the images are managed from Aperture and it may change any attributes. When you trash or move an image it assigns a keyword to this image. The keywords assigned are: if you have chosen the move action of the "Master Images" option "Duplicate_Master_to_move" and "Duplicate_Version_to_move" for the "Versions" option; or "Duplicate_Master_to_trash" and "Duplicate_Version_to_trash", if you have chosen the trash action.

Search for similar images by the EXIF tag

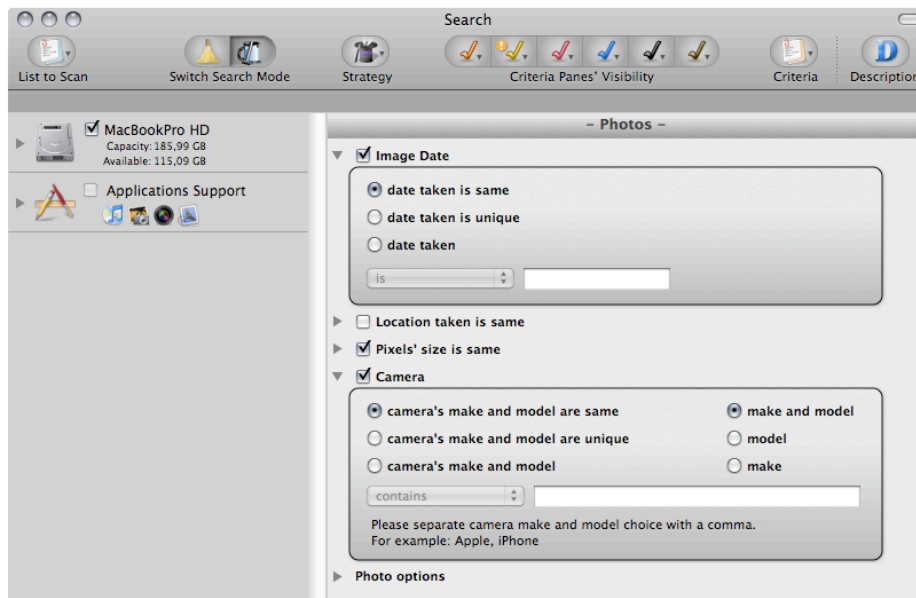


Figure 75: Search for same images by EXIF tag. Same date taken, same pixels size and same camera and model. The result will contains all image kinds that have the EXIF metadata that match the chosen criteria. The minimum time that date taken recognizes is one second, so if a sequence of photos was made it reports all of them until the second is changed. This search is useful when you want to have a list of images even if they were modified. For example, if you use these criteria with iPhoto or Aperture, then the groups will contain, if any, the modified and original photos.

Miscellaneous Search Scenarios

Search for duplicate e-mail messages in Mail

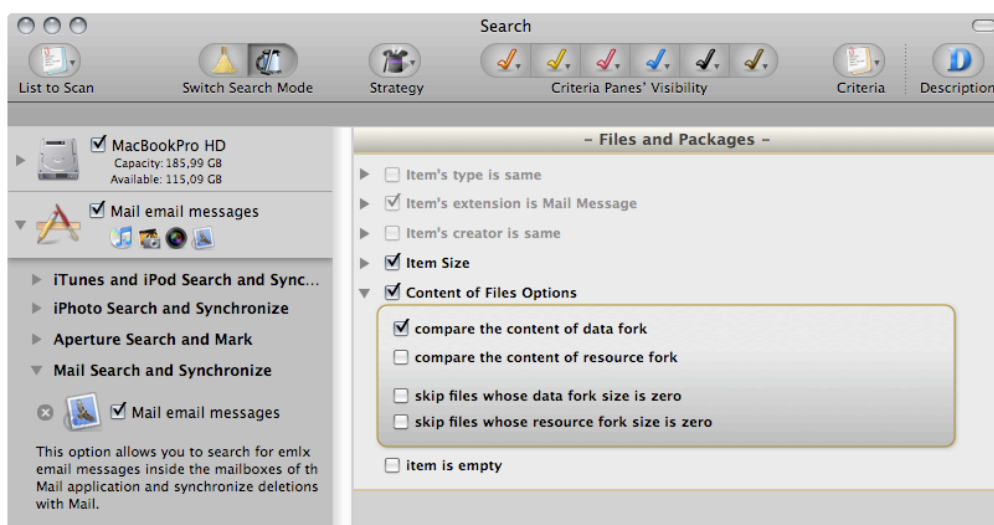


Figure 76: Search for duplicate e-mail message in Mail. Note: **item extension** is automatically set to **Mail Message** when Mail e-mails is selected as a location to search. The result will contains all the Mail's e-mail messages that match the chosen criteria. Since this search doesn't include any other criteria than the size and the content comparisons, it may be long. This is necessary because the files are managed from Mail and it may change any attributes anytime; this method ensures that the found items are "true" duplicates. This search is useful when you want to find duplicate e-mails.

Search for similar movies

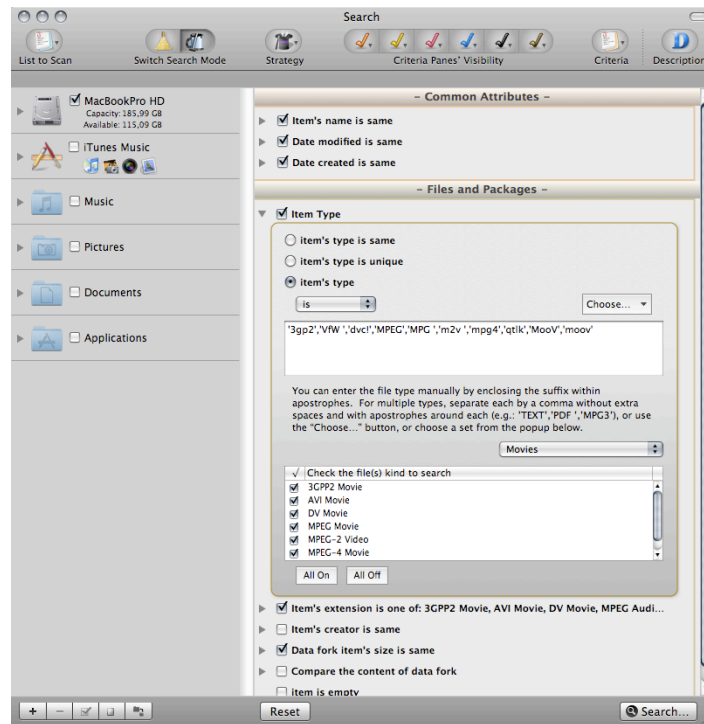


Figure 77: Search for similar movies. Enter movie file **Type** and **Extension** by selecting the **Movies** set from the **item's Type** and **Item's Extension** pop-up. To reduce the results, you can uncheck any movie file kinds you wish to remove from the search, or enter the **Item's Type** and **Item's Extension** manually (see [Appendix 2](#) for common movie files, types and extensions). The result will contain all movies that match the chosen criteria.

Search for similar web files

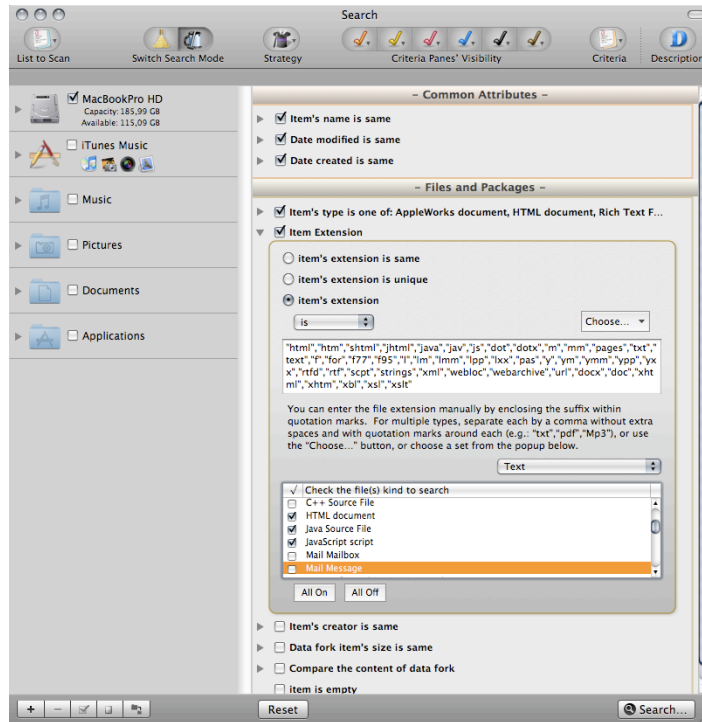


Figure 78: Search for similar web files. Enter web file **Type** and **Extension** by selecting the **Text** set from the **item's Type** and **Item's Extension** pop-up. To reduce the results, you can uncheck any web file kinds you wish to remove, or enter the **Item's Type** and **Item's Extension** manually (see [Appendix 2](#) for common text files - including web files- types and extensions). The result will contain all files that match the chosen criteria.

Search for similar PDF files

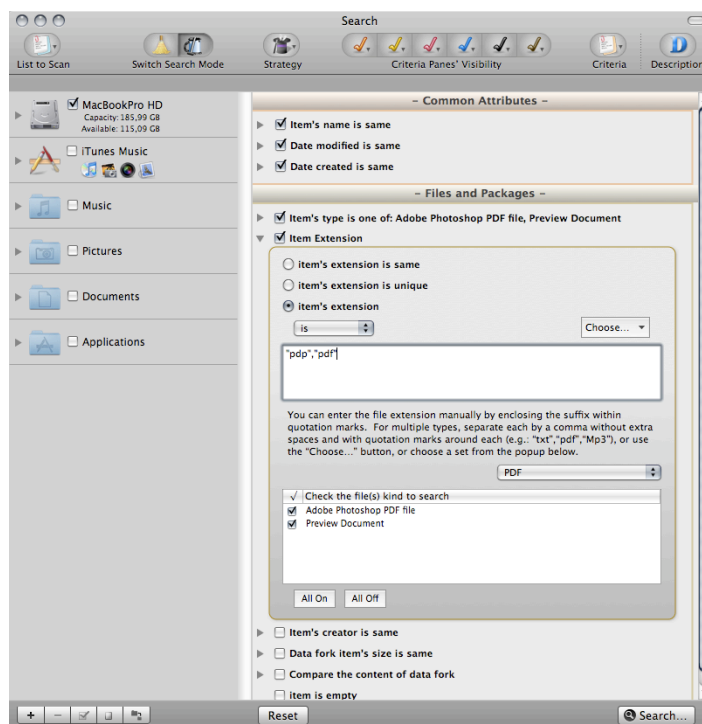


Figure 79: Search for similar PDF files. Enter PDF file **Type** and **Extension** by selecting the **PDF** set from the **item's Type** and **Item's Extension** pop-up. To reduce the results, you can uncheck any PDF file kinds you wish to remove, or enter the **Item's Type** and **Item's Extension** manually (see Appendix section 5 for common PDF files, types and extensions). The result will contain all files that match the chosen criteria.

Search for similar text files

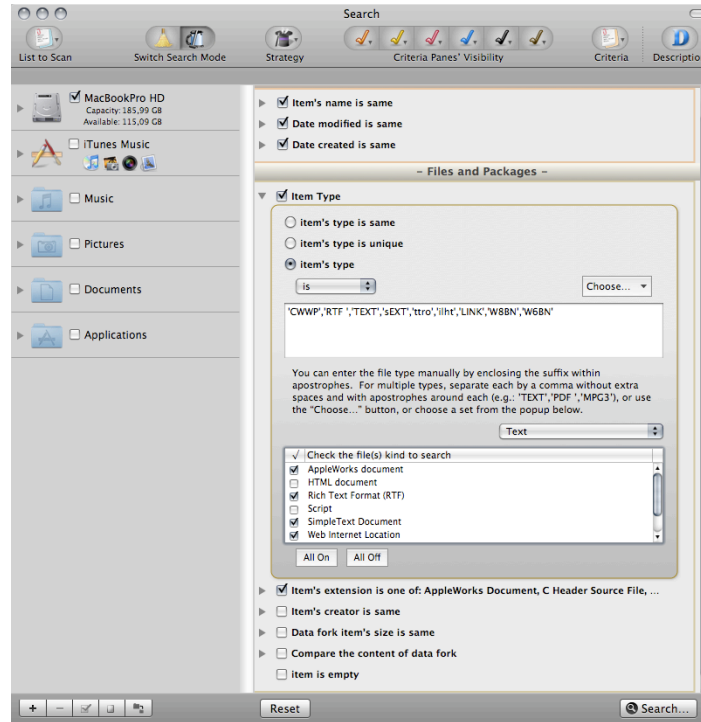


Figure 80: Search for similar text files. Enter text file **Type** and **Extension** by selecting the **Text** set from the **item's Type** and **Item's Extension** pop-up. To reduce the results, you can uncheck any text file kinds you wish to remove, or enter the **Item's Type** and **Item's Extension** manually (see [Appendix 2](#) for common text files, types and extensions). The result will contain all files that match the chosen criteria.

Search for similar source files (for developers)

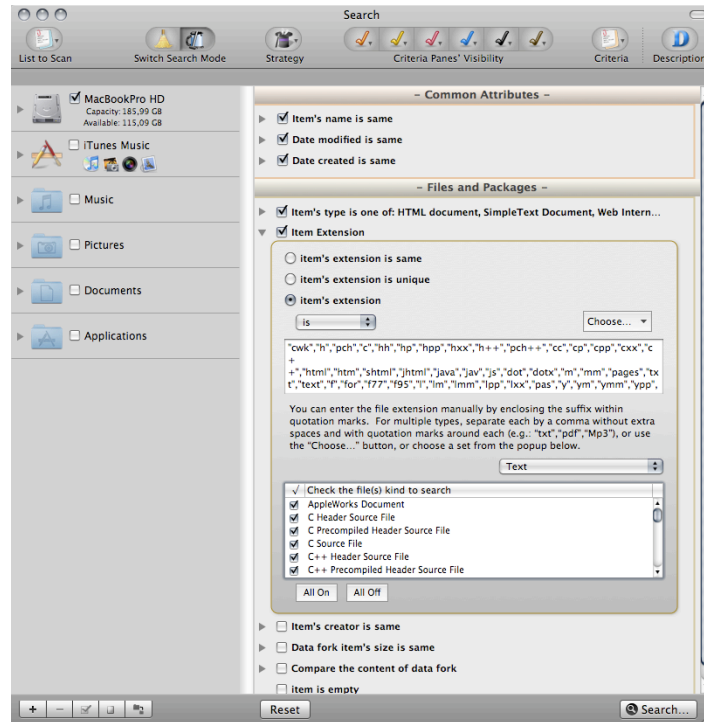


Figure 81: Search for similar source files (for developers). Enter text file **Type** and **Extension** by selecting the **Text** set from the **item's Type** and **Item's Extension** pop-up. To reduce the results, you can uncheck any text file kinds you wish to remove, or enter the **Item's Type** and **Item's Extension** manually. See [Appendix 2](#) for common text files (including source code files), types and extensions. The result will contain all files that match the chosen criteria.

Search for similar applications

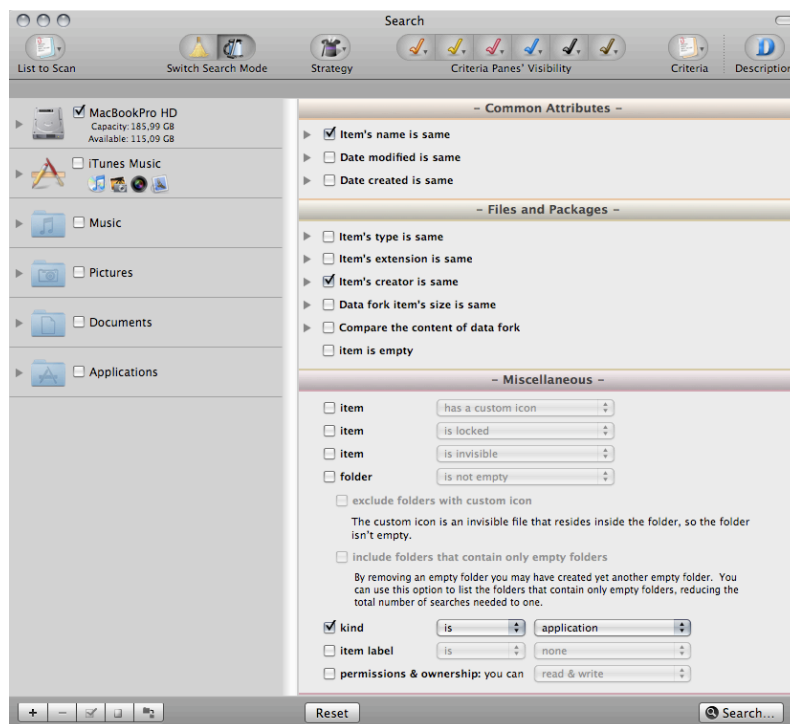


Figure 82: Search for similar applications. The result will contain all applications that match the chosen criteria.

Common Smart Basket Scenarios

Following are common scenarios that can help you to further understand how to create a smart basket.

There are two main types of common scenarios: those that can be created when the search is made in a location only, and when it is made in multiple locations.

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

A location only

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

- [Remove all but one iTunes or iPod song of each duplicate group](#)
- [Remove all but one iTunes songs \(or iPhoto, Aperture and Mail files\) of each duplicate group but only if the songs are in specific playlist](#)
- [Remove all but one iTunes songs which name end with a number](#)
- [Remove all lowest bit rate song files](#)
- [Keep all highest bit rate song files](#)
- [Remove all oldest items](#)
- [Keep all newest items](#)
- [Remove all but one iPhoto image of each duplicate group](#)
- [Locate all images](#)
- [Locate all items owned by an application](#)
- [Remove all but one item of each duplicate group that reside in a specific location](#)
- [Locate all items in a specific location \(Method 1\)](#)
- [Locate all items in a specific location \(Method 2\)](#)
- [Remove all but one Mail message of each duplicate group](#)

Remove all but one iTunes or iPod song of each duplicate group

Generally, when you do a search in iTunes you don't need to know where the song files reside. iTunes manages all aspects of its database and when you remove a song using the “iTunes Music” or “iPod Music” search options, Tidy Up! will tell to iTunes to delete the song record of the removed song file. So, in this case, if you are certain that the result list contains true duplicates and you do not need to know where the files reside, you can remove the content of the default basket “All but one item of each duplicate group”. This is also applicable when using the “An item of each duplicate group” smart basket.

Remove all but one iTunes songs (o iPhoto, Aperture and Mail) of each duplicate group but only if the songs are in specific playlist(s)

Note that as example here we have used iTunes, but you can apply this method to the other supported applications, iPhoto, Aperture and Mail.

Criteria:

- in “Miscellaneous” criteria pane, For Each Duplicate Group->report all but one
- in “Miscellaneous” Applications support -> iTunes, song is: choose the playlist(s) you want.

The playlists are listed if you have done a search in the iTunes library.

The basket will contain all but one song of each duplicate group that are the chosen playlists.
This search is useful when you want remove only the items that are or not in the specific playlist.

Remove all but one iTunes songs which name end with a number

Note that as example here iTunes has been used, but you can apply this method to all items that populate the disk.

Criteria:

- in “Attributes” criteria pane, Common -> name ends with any number after a separator (here you choose the separator(s). Follow the example in the criteria pane to fit the criteria to your needs.
- in “Miscellaneous” report all but one.

The basket will contain all but one song of each duplicate group that end with a number. This search is useful when you want remove the items that were duplicate by adding a number to the end of name.

Remove all lowest bit rate song files

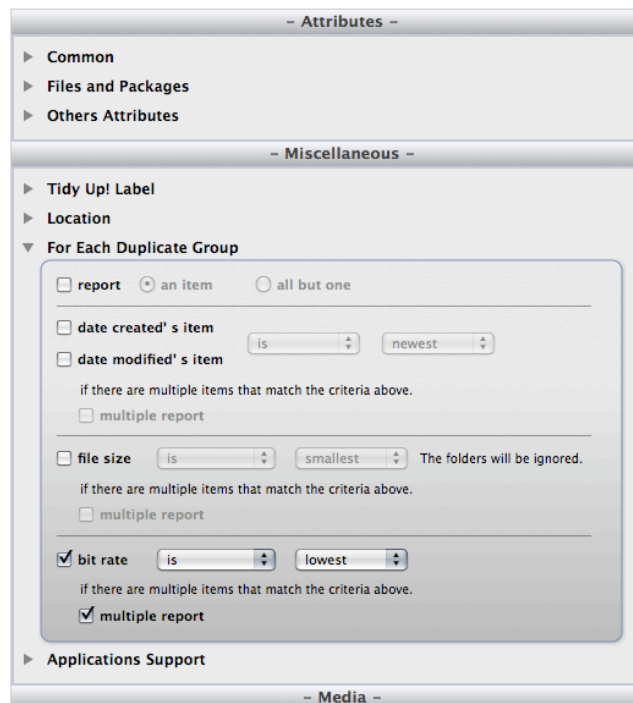


Figure 83: Remove all lowest bit rate song files.

Keep all highest bit rate song files

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

Criteria: in “Miscellaneous”, For Each Duplicate Group->criteria pane, Bit rate is highest.

This basket reports all song files with highest bit rate, if any, of each duplicate group. If you need to keep the contents of this basket, you must follow the next steps.

Once the basket is created:

- 1) show the content of the basket by clicking on its icon
- 2) click on the found list and select all items (Apple- A)
- 3) mark them as flagged by pressing the space bar

To trash the items and keep all highest:

- 1) select the “All Items found” basket
- 2) choose “trash the content of selected basket” menu item from the “Trash” pull down menu
- 3) select “Un-flagged items” option
- 4) click on the “Continue” button to trash them

This scenario is applicable if the search is made either in iTunes or in another location.

Remove all oldest items

Criteria: in “Miscellaneous” criteria pane, For Each Duplicate Group->Date created's item is oldest - multiple report.

This basket reports all items with the oldest date, if any, of each duplicate group. It is useful when you want to remove only the oldest items; if a group contains, for example, three items with three different dates it reports only one of them. The “multiple report” options allows you to have multiple items of each duplicate group if, for example, a group contains four items and two are the oldest with the same date. 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 basket, the second marks the items to keep and the third trashes the unwanted items.

Criteria: in “Miscellaneous” criteria pane, For Each Duplicate Group->Date created' s item is newest.

This basket reports all items with newest date created, if any, of each duplicate group and it works as the oldest above. However, if you need to keep the contents of this basket, you must follow the next steps.

Once the basket is created:

- 1) show the contents of the basket by clicking on its icon
- 2) click on the found list and select all items (Apple- A)
- 3) mark them as flagged by pressing the space bar

To trash the items and keep all newest:

- 1) select the “All Items found” basket
- 2) choose “trash the content of selected basket” menu item from “Trash” pull down menu
- 3) select the “Un-flagged items” option
- 4) click on the “Continue” button to trash them

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

Remove all but one iPhoto image of each duplicate group

Generally, when you do a search in iPhoto you don't need to know where the image files reside. This is because iPhoto manages all aspects of its database and when you remove an image using the "iPhoto images" search options, Tidy Up! will tell to iPhoto to delete the image record of the just removed image file. So, in this case, if you are sure that the result list contains true duplicates and you do not need to know where the files reside, you can remove the content of the default basket "All but one item of each duplicate group".

This is also applicable using the "An item of each duplicate group" smart basket.

Locate all images

Criteria:

- in "Attributes" criteria pane, Files and Packages->item's type one of: GIF Image, Graphics Interchange Format Image, Adobe Photoshop file...
- item's extension one of: Graphics Interchange Format Image, Apple MacPaint Image, Apple QuickTime Image...

To enter the types and extensions: you can enter them manually (see [Appendix 2](#) for complete list of graphic files), or create a new set in the "Extensions" and "Type" criteria of the main window, save it and then choose the saved set from the "Choose..." button of the appropriate criteria pane.

The basket will contain all images files that are in the found list. Note that you can change the result of this approach by replacing the types and extensions entered. This search is useful when you have made a search for general items and you want to manage a genre of files at one time.

Include any criteria of "For each duplicate group" and/or the "Location" options if you need more control of the result.

Locate all items owned by an application

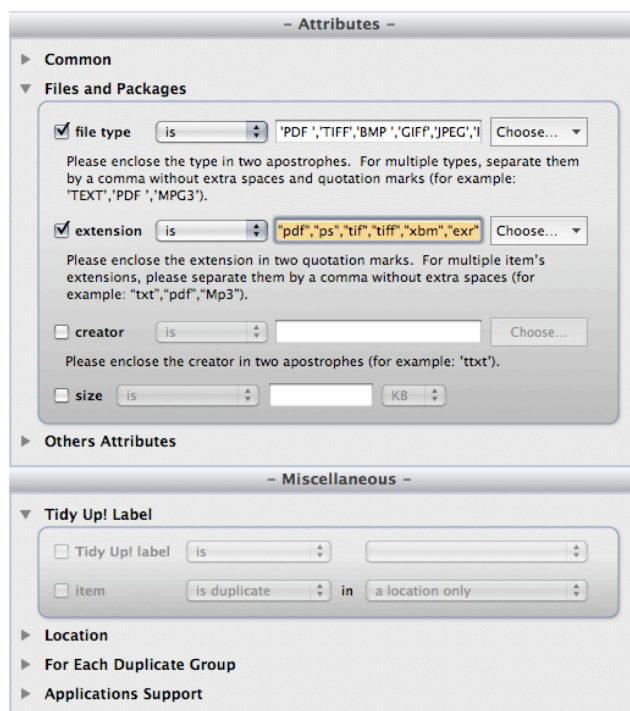


Figura 84: The full set of kinds of files were entered by selecting Apple's "Preview" application, using "Choose application's types owner..." and "Choose application's extensions owner..." items from the "Choose..." menu in the "Type" and "Extension" criteria panels. You can choose any other application and Tidy Up! will extract the needed data.

Note that to search for the needed files kind, the Type and Extension criteria must be changed as a pair.

The result will contain all kinds of files and packages chosen that are in the found list. This search is useful when you have made a search for general items and you want to manage items that the chosen application can access.

Include any criteria of "For each duplicate group" and/or the "Location" options if you need to filter the result further.

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

Criteria:

- in "Miscellaneous" criteria pane, For Each Duplicate Group->Item location is /Users/Your_User_Name/MyCopyFolder/
- search in subfolders, For each duplicate group report all but one

This basket reports all but one item of each duplicate group, if the duplicate group is formed only from items that reside in "MyCopyFolder"; or all items of each duplicate group that reside in "MyCopyFolder" folder. This ensures that at least one copy of each item with its characteristics is left untouched on the disk. One of these options or both can be included in any other scenario in this section and is a good approach for a safe deletion.

Locate all items in a specific location (Method 1)

Criteria:

- in "Miscellaneous" criteria pane, For Each Duplicate Group->Item location is /Users/Your_User_Name/MyFolder/
- search in subfolders

The result contains all items located in the entered path that are in the found list.

Generally it is not a good idea to remove the contents of this basket, since there may be items duplicated only with items that reside at the same path. This is useful when you want to learn how many items are found in the entered location.

Locate all items in a specific location (Method 2)

This approach is fast and simple to do and is typically done for the same reason as the first method.

- 1) select the found list or the path list by clicking on one of them
- 2) select an item and invoke the contextual menu (control-click)
- 3) if you have selected a folder of the found list, you can choose either the "New Basket with Enclosed location" menu item, or the "New Basket with this location" menu item. This creates a new smart basket and populates it with the items in the found list that reside in the selected folder. If you have instead selected a file of the found list, or an item of the path list, then you must choose "New Basket with Enclosed location" menu item. This creates a new smart basket and populates it with the enclosed folder, e.g. the selected item is called "myFile" file and it is located at /Users/Your_User_Name/MyFolder/myFile, then it reports all found items that reside in the

“MyFolder” folder.

Remove all but one Mail message of each duplicate group

Generally, when you do a search in Mail you don't need to know where the files reside. This is because Mail manages all aspects of the mailboxes and when you remove a message using the “Mail e-mail” search options, Tidy Up! will tell to Mail to delete the message's record of the just removed e-mail file. So, in this case, if you are sure that the result list contains true duplicates and you do not need to know where the files reside, you can remove the content of the default basket “All but one item of each duplicate group”.

This is also applicable using the “An item of each duplicate group” smart basket.

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 location before executing.

- [Individuate the items that are not in iTunes, iPhoto, Aperture and Mail libraries](#)
- [Remove all but one item of each duplicate group that reside in a specific location \(method 1\)](#)
- [Remove all but one item of each duplicate group that reside in a specific location \(method 2\)](#)
- [Remove all but one item of each duplicate group that reside in a specific location \(method 3\)](#)
- [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](#)

Individuate the items that are not in iTunes iPhoto, Aperture and Mail libraries

Note that in this example iTunes has been used, but you can apply this method also to iPod and to the other supported applications, iPhoto, Aperture and Mail.

Criteria: in “Miscellaneous” Applications Support -> iTunes song is not in library.

This option is activated if you have done a search in the iTunes library and at least in another location.

The basket will contain the songs that are not in the iTunes library. If you add to the criteria above “report all but one” from the “Miscellaneous” criteria pane, then you can remove the content of the basket assuring you to leave on the disk at least an item with the same characteristic of the removed items. This search is useful when you want locate the songs that may be scattered across the disk.

Remove all but one item of each duplicate group that reside in a specific location (method 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:

- in “Miscellaneous” criteria pane, Tidy Up! Label -> Tidy Up! label is "📁 Folder A"
- For each duplicate group, report all but one

This basket reports all but one item of each duplicate group if it is formed only from items that reside in folder “A”, or all items of each duplicate group that reside in that folder. This assures you that at least an item with its characteristics is left untouched on the disk. The “For each duplicate group report all but one” option can be included in any other scenario in this section and is a good approach for a safe deletion.

Remove all but one item of each duplicate group that reside in a specific location (method 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:

- in “Miscellaneous” criteria pane Tidy Up! Label -> Tidy Up! label is one of: “🟡A”, “🔴B”
- For each duplicate group, report all but one

This basket reports all but one item of each duplicate group if it is formed only from items that reside in “A” and “B” folders, or all items of each duplicate group that reside in those folders.

Remove all but one item of each duplicate group that reside in a specific location (method 3)

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 , B and only the content of a folder contained in the folder C.

Criteria:

- in “Miscellaneous” criteria pane Tidy Up! Label -> Tidy Up! label is one of: “🔴Folder A”, “🟡Folder B”
- Location -> Item location is /Users/Your_User_Name/Folder C/MyFolder/
- Location -> search in subfolders
- For each duplicate group, report all but one

This basket reports all but one item of each duplicate group if it is formed only from items that reside in “A”, “B” and “MyFolder” folders, or all items of each duplicate group that reside in those folders.

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

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.

Criteria:

- in “Miscellaneous” criteria pane Tidy Up! Label -> Tidy Up! label is one of: “🟡Folder A”, “🔴Folder B”,
- Tidy Up! Label -> Item is duplicate in “🟡Folder C”
- For each duplicate group, report all but one




This basket reports all but one item of each duplicate group if it is formed only from items that reside in “A” and/or “B” folders and if those items are duplicates with others that reside in “C” folder, or all items of each duplicate group that reside in “A” and/or “B” folders and if those items are duplicates with others that reside in “C” folder.

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

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.

Criteria:




- in “Miscellaneous” criteria pane Tidy Up! Label -> Tidy Up! label is one of: “ Folder A”, “ Folder B”
- Tidy Up! Label -> Item is not duplicate in “ Folder C”
- For each duplicate group, report all but one

This basket reports all but one item of each duplicate group if it is formed only from items that reside in “A” and/or “B” folders and if those items are not duplicates with others that reside in “C” folder; or all items of each duplicate group that reside in “A” and/or “B” folders and if those items are not duplicates with other that reside in “C” folder.

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

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 a location only.

Criteria:



- in “Miscellaneous” criteria pane Tidy Up! Label -> Tidy Up! label is one of: “ Folder A”, “ Folder B”, “ Folder C”
- Tidy Up! Label -> item is duplicate in a location only
- For each duplicate group, report all but one

This basket reports all but one item of each duplicate group if it is formed only from items that reside in “A” and/or “B” and “C” folders and those items are duplicates in a location only; or all items of each duplicate group that reside in “A” and/or “B” and “C” folders and those items are duplicates in a location only. For example, where a duplicate group contains 3 items, two duplicates reside in “Folder A” and one in “Folder C”, Tidy Up! reports the first two.

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:

- in “Miscellaneous” criteria pane Tidy Up! Label -> Tidy Up! label is one of: “ Folder A”, “ Folder B”
- Tidy Up! Label -> item is duplicate in all locations
- For each duplicate group report all but one

This basket reports all but one item of each duplicate group if it is formed only from items that reside in “A” and/or “B” folders and those items are duplicate in all locations; or all items of each duplicate group that reside in “A” and/or “B” folders and those items are duplicate in all locations. For example, a duplicate group contains 3 items. One resides in “Folder A”, one resides in “Folder B” and one in “Folder C”; Tidy Up! reports the first two. A duplicate group contains 3 items, two duplicates reside in “Folder A” and one in “Folder C”; Tidy Up! reports none.

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 “myFolder”, which reside inside folder A.

Criteria:

- in “Miscellaneous” criteria pane Tidy Up! Label -> Tidy Up! label is one of: “🟡 Folder A”, “🔴 Folder B”
- Location -> Item location is not /Users/Your_User_Name/Folder A/MyFolder/
- Location -> search in subfolders
- For each duplicate group, report all but one

This basket reports all but one item of each duplicate group of both folders but not those inside the “MyFolder” folder.

Appendix 1

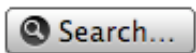
Buttons

Tidy Up! Makes use of a wide range of buttons and icons. Mousing over any of these will display a brief description of its functionality, but some of the more frequently used are listed here.

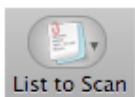
Main Application Window



List To Scan Modifiers: These buttons affect items in the List To Scan window in the following ways (from left to right): add a disk or folder to the list, remove a selected disk or folder from the list, check/uncheck a selected item, uncheck all items and toggle the size of icons in the list.



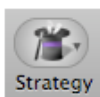
Search...: Once you have selected List To Scan and criteria, the Search button initiates the search for duplicates process.



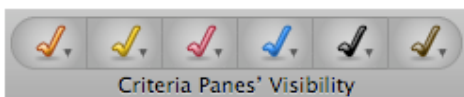
List to Scan: This button is used to open, save or remove a List to Scan.



Switch Search Mode: Allows you to toggle between Basic Mode (left) and Advanced Mode (right).



Strategy: This button used to initiate a new Strategy Wizard, open the current Strategy or remove a Strategy.



Criteria Panes' Visibility: This series of color-coded buttons controls the use of the search criteria, from (left to right): Common Attributes (Orange) Files and Packages Attributes (Yellow), Miscellaneous Attributes (Red), Music Tag (Blue), Photo Tag (Black) and Special Searches (Brown). As each search criteria is added to a search, its section of the search pane window is correspondingly color coded. The options for each criteria are to:

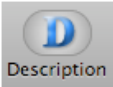
Append- add as the next search criteria in the search pane window, in sequence.

Replace- remove all search criteria currently selected in the window, and replace them with this one.

Hide- this search criteria remains active, but is removed from the window. If a criterion was chosen in the hidden criteria, its color-coded button will have an orange exclamation mark beside it to alert you.



Criteria: only available in Advanced Search Mode, this button allows you to save a search criteria set, use a saved criteria set, remove a saved criteria set, or revert to the previously used set.



Description: only available in Advanced Search Mode, this button toggles the visibility of the search criteria description pane.

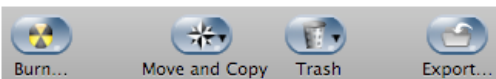


This symbol may appear beside a volume or folder in the List To Scan window and indicates that items have been excluded from the search. Clicking the button reveals the excluded items and gives the ability to remove exclusions.

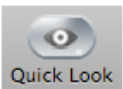
Search Results Window



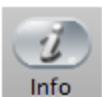
Basket Modifier Buttons: These give you the ability to manipulate baskets in the list of items to be managed (from left to right): show any baskets from the list that have been hidden, hide any of the visible baskets, modify the search criteria used to generate any of the baskets and delete any of the Smart Baskets.



Action Buttons: These buttons are used to perform actions specific to the found items (from left to right): burn the content of a selected basic to a CD or DVD, move or copy the contents of a basket or selected items contained in a basket to a new folder or volume, move the contents or selected contents of a basket to the Trash, and generate a text or HTML list of the contents of a basket.



Quick Look: If you select any item within a basket, clicking Quick Look will display an overview of that item, giving you a quick visual cue to what it is.



Info: This button toggles the visibility of the item information pane.



Items To Be Managed List Modifiers: These buttons will (from left to right): create a new Smart Basket, create a new Manual Basket and toggle the icon size from small to large.

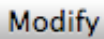
Any Window



Reset: Clears the checkboxes for all Criteria.



Close: Close a window without saving any changes.



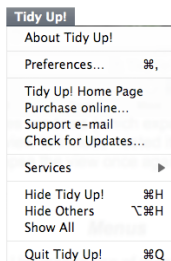
Modify: Make any changes indicated, then close the window.



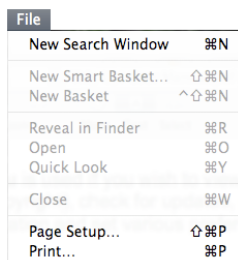
This symbol appears beside objects which can be expanded to show greater detail. For example, volumes in the List To Scan (which expand to show folders within), or search criteria in the Criteria Panes windows (which expand to show detailed criterion options). Clicking the button expands the view to include nested items and rotates the symbol to point down; clicking it again will collapse the view once again.

Menus

Tidy Up! makes use of menus and contextual menus that support additional functionality and offer short cuts for performing common tasks.



Tidy Up! Menu is used if you wish to view information about the application (version number, credits and copyright), check for updates, purchase a license, send an e-mail message to Support, Quit the application and set various preferences.



File Menu is used to create a new Search Window, new Smart Basket or new Manual basket, as well as performing print functions. You can close the foremost window, from the File Menu, you can close it, select any found item and show it in the finder, open the item or review it in a Quick Look window.

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

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

| Search | |
|---------------------------------------|---------|
| Add Disk or Folder... List to Scan | ⌘+ ▶ |
| Basic Mode | |
| ✓ Advanced Mode | |
| Strategy Wizard | ▶ |
| Criteria | ▶ |
| Criteria Description | ⇧⌘I |

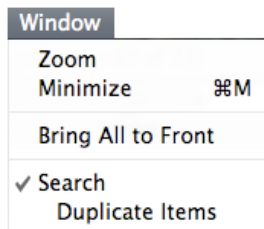
Search Menu is used to access a number of options that modify search functionality, including toggling between Basic Mode and Advanced Mode. A Strategy Wizard can be created, saved or removed and saved Criteria sets can be loaded or removed. Criterion description will open a criterion description's drawer window. List to Scan is managed via a submenu (giving the ability to save, remove or revert to last used list) and you can add a disk or folder to the List to Scan.

| Result | |
|----------------------|-------|
| Manage Smart Baskets | ▶ |
| Burn... | ⇧⌘B |
| Move... | ⇧⌘M |
| Trash... | ⌘⌘ |
| Export... | ⌘E |
| Color Label | ▶ |
| Remove from List | ⌘⌘ |
| Flag/Unflag | space |
| Item Info | ⌘I |

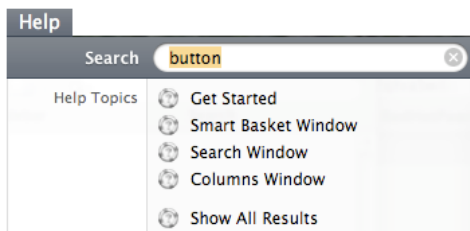
Result Menu is primarily used as a shortcut to functionality applicable to the Search results window. A series of submenus allows detailed management of Smart Baskets (including options such as modifying and deleting baskets). The contents of a basket may be exported, burned, trashed, moved to a new location or have a colored label applied. Item Info toggles the Item Information Pane open and closed, and by selecting a specific Item, it can be removed from the List or flagged/unflagged.

| View | |
|-------------------|-----|
| Columns | ⌘J |
| Decimal Precision | ▶ |
| Scale Size Units | ▶ |
| Criteria Panes | ▶ |
| Hide Toolbar | ⌘⌘T |

View Menu can be used to open the columns window, enabling a customized columns view of the found list for a selected Basket. Decimal precision and scale size units affect how items are displayed in a Found List, for example: bytes, megabytes and number of decimals. Criteria panes is an alternative to the Criteria Panes Visibility buttons for hiding or showing Criteria Panes.



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



Help Menu is used to access the Tidy Up! online help system.

Appendix 2

Common File Types

2.a Graphic Files

| File Kind | Type | 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 |
| PostScript document | | epsf |
| Silicon Graphics Image | .SGI | sgi |
| TIFF Document | TIFF | tif, tiff |
| Targa Image | TPIC | tga |
| Windows Bitmap Image | 'BMP ', BMPf | bmp |

| File Kind | Type | Extension |
|--------------------|--------|-----------|
| Windows Icon Image | | ico |
| XBM | 'XBM ' | XBM, xbm |

2.b Music Files

| File Kind | Type | 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 | Type | 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 | Type | 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 | Type | Extension |
|--------------------------|--------|-----------|
| Adobe Photoshop PDF file | 'PDF ' | pdp |
| PDF Document | APDF | pdf |

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