nektony

Duplicate File Finder

User Guide

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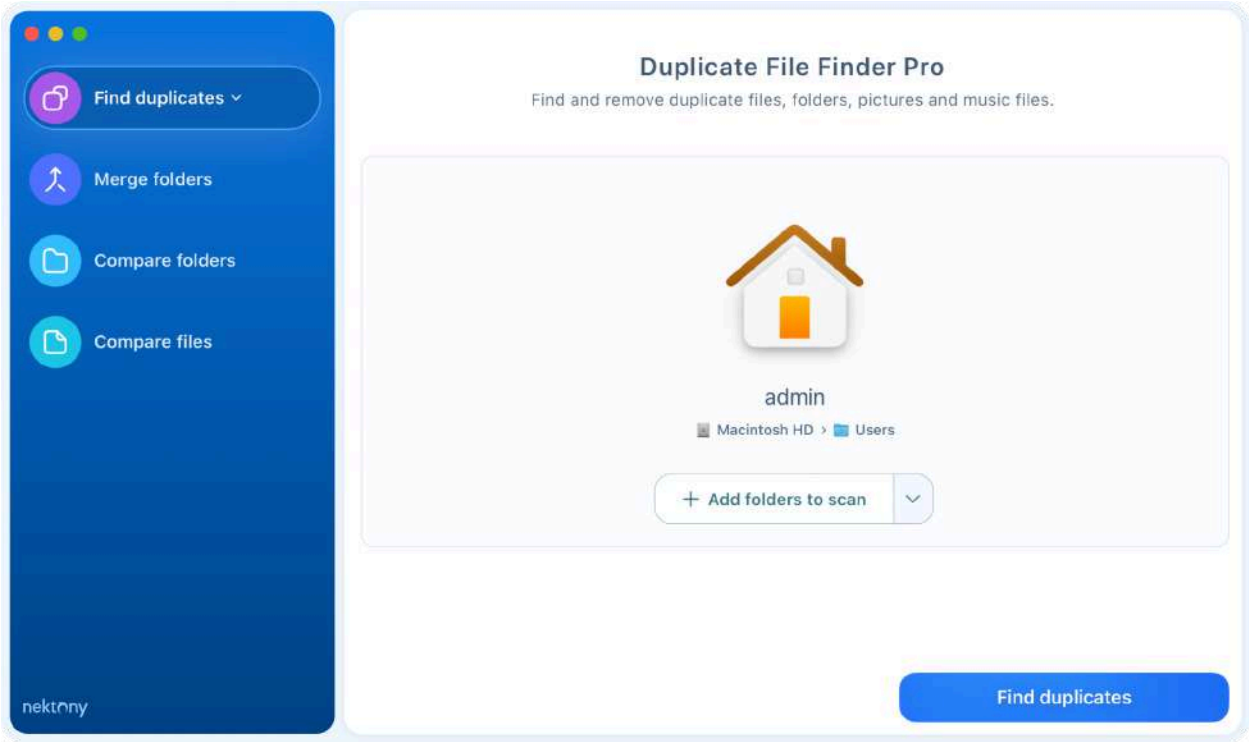
Overview

Duplicate File Finder is an application to find and remove duplicates on your Mac. It also allows you to organize files, merge folders, compare files for duplicates, and find similar pictures and music files.

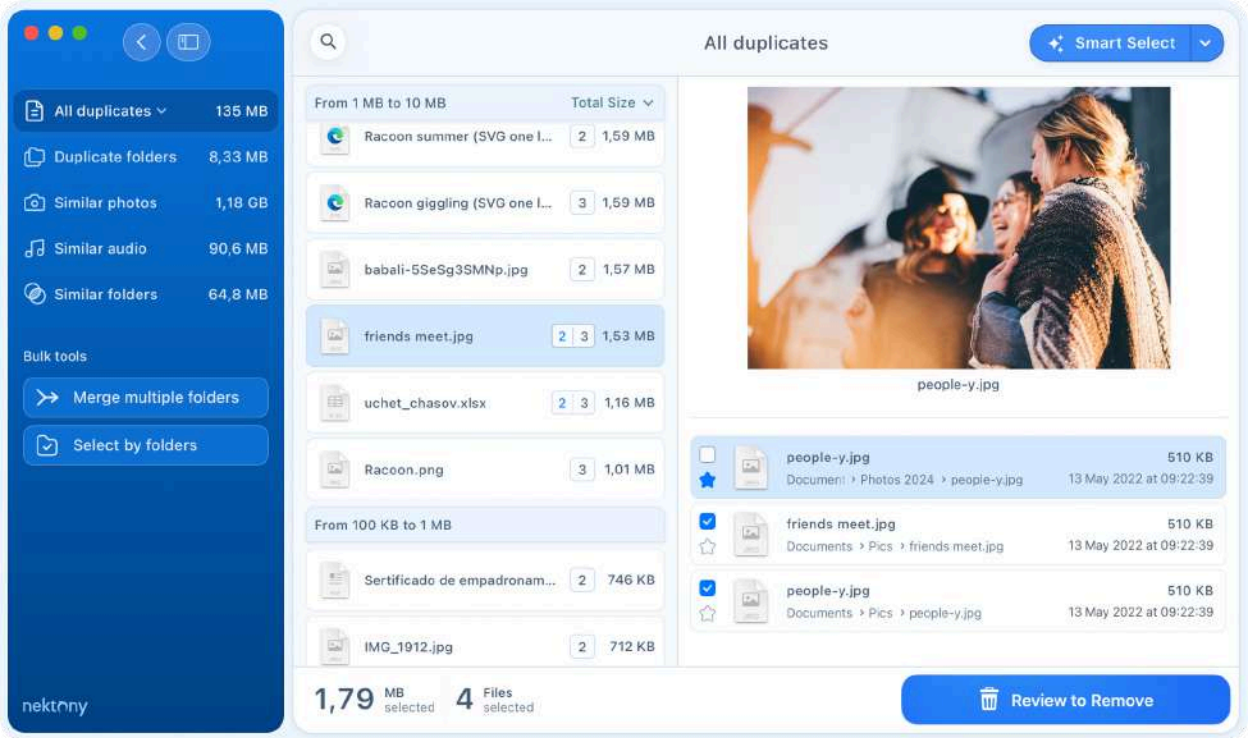
When you launch the application, you will see the first dialog window that invites you to choose a folder you want to scan. From the sidebar, you can switch between different options to work with duplicate files:

- **Find duplicates** – the application will scan the chosen folders and disk and find duplicates of all types of files, duplicate folders, similar media files, and similar folders.
- **Merge folders** – here, you can choose two folders to merge and organize your files.
- **Compare folders** – compare two folders to check whether they are duplicates or not.
- **Compare files** – compare two files to see if they are 100% identical.



Here is how to use Duplicate File Finder:

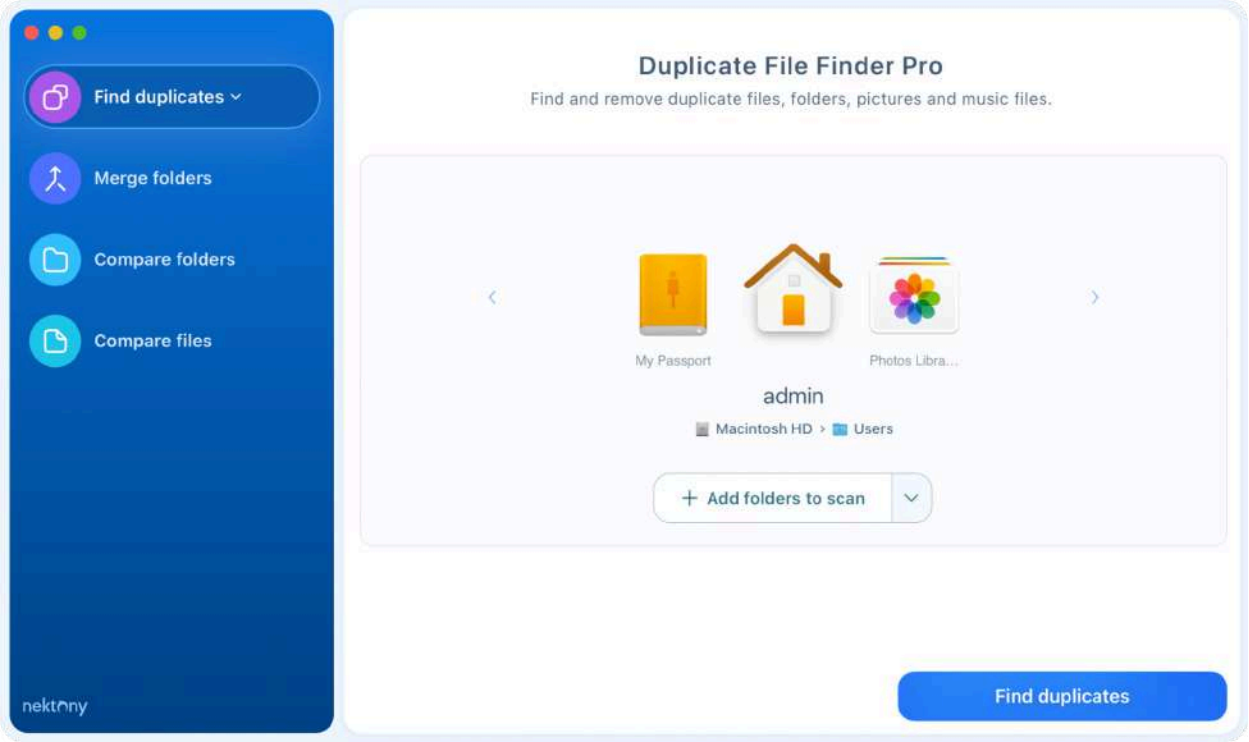
1. In the **Find duplicates** option, choose the folders you want to scan.
2. Click the **Find duplicates** button.
3. See the results and **select all unneeded duplicates.**
4. Click the **Review to Remove** button and confirm the action.



How to find duplicate files

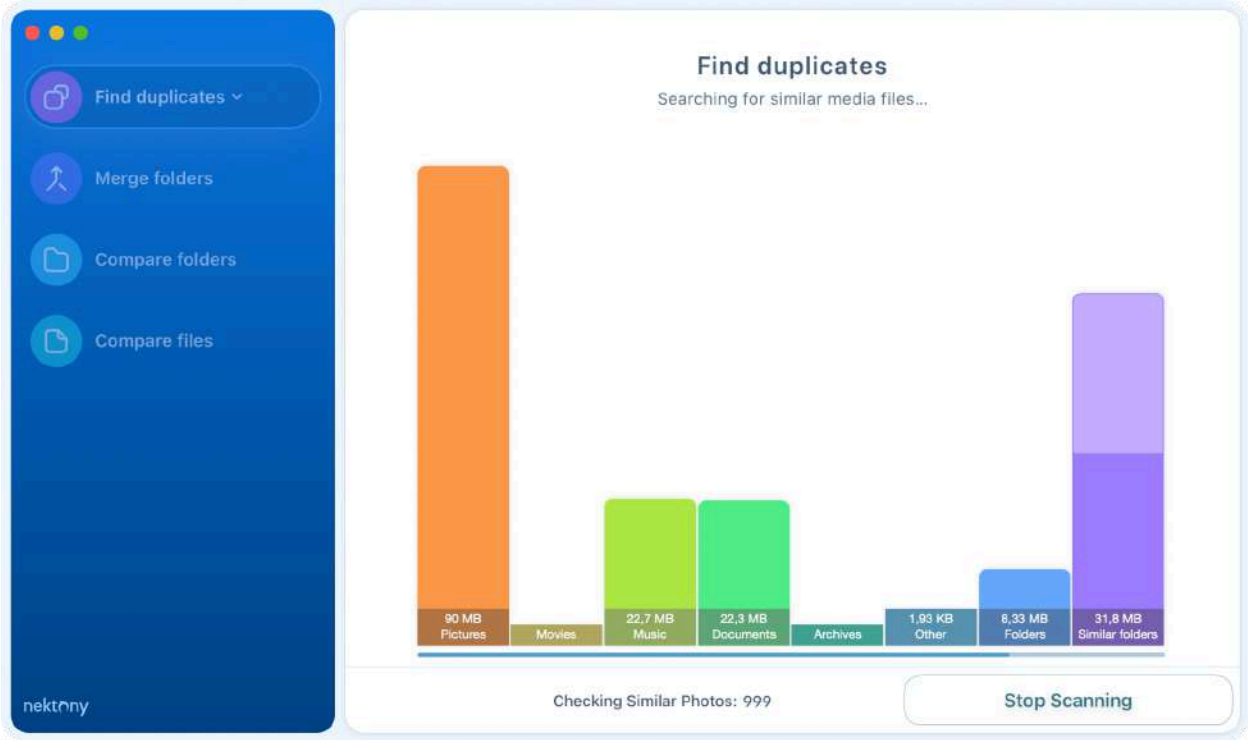
Step 1. Choose a folder and start scanning

When you launch the application, you will see the first dialog window showing the **Find duplicates** option and inviting you to choose the folders you want to scan. You can scan your Home folder or choose individual folders. Note that you can even add an external disk for scanning. Duplicate File Finder supports both external and internal volumes.



Step 2. Get the results

When duplicate scanning starts, an animated chart is displayed to reflect search results. The entire search process time depends on the volume's size.



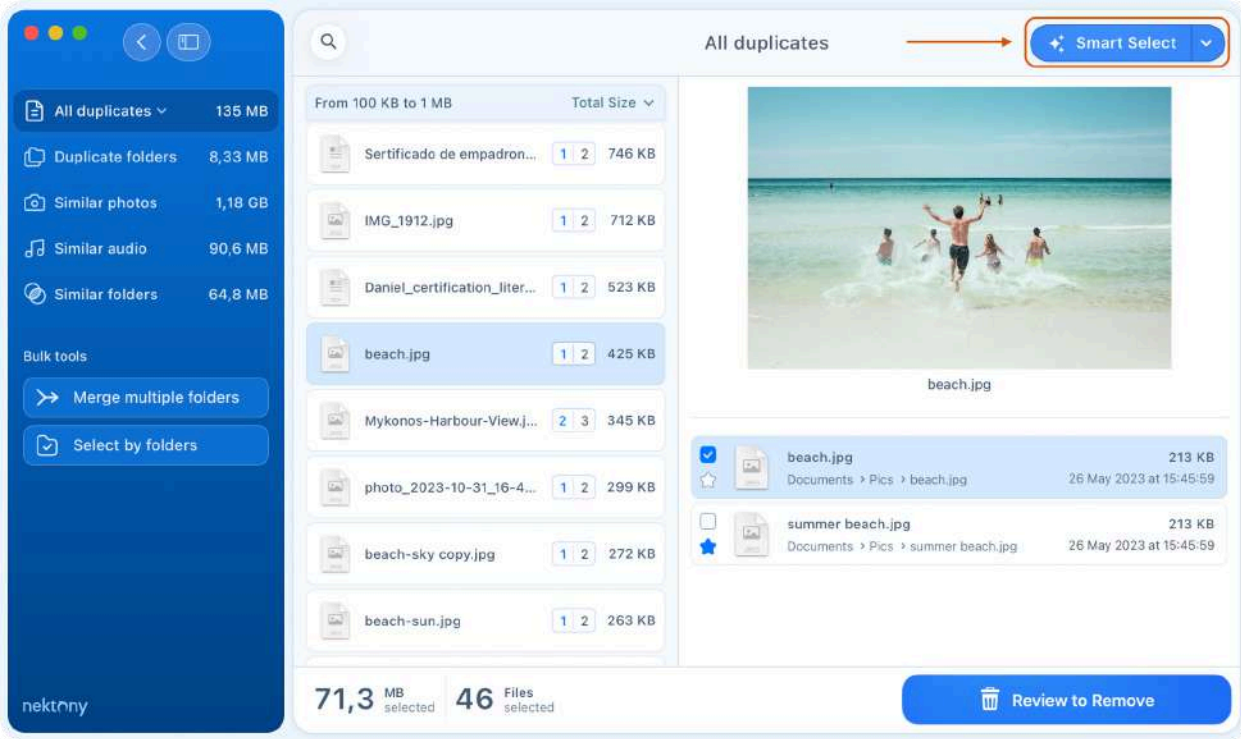
After the scan is complete, Duplicate File Finder will show you the list of found duplicate items.

Step 3. Select duplicates

At the top of the window, you will see different tabs, allowing you to switch between the following categories of items:

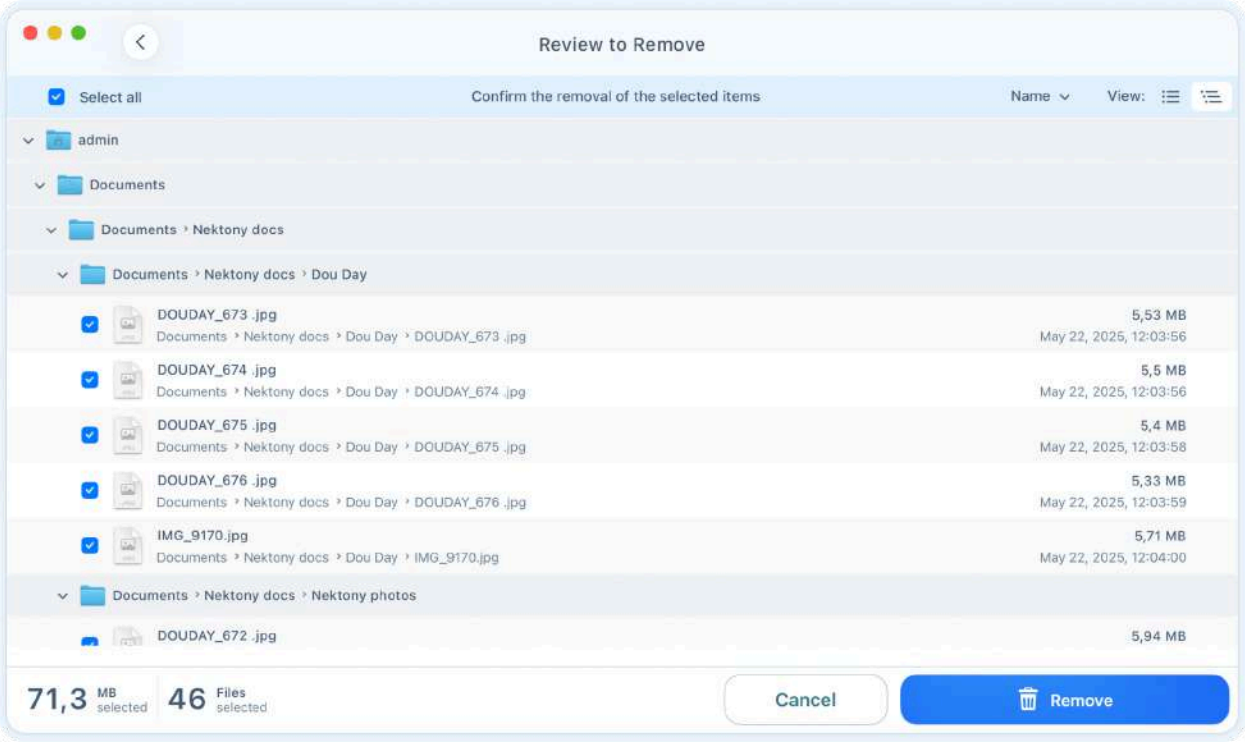
- All duplicates (with a drop-down menu allowing you to see separately duplicate pictures, music, movies, documents, and archives)
- Duplicate folders
- Similar photos
- Similar audio
- Similar folders

Preview the files and select those you want to remove. If you have thousands of duplicates and need a quick way to select all duplicates, use the **Smart Select** button. It will select all duplicates and keep only one copy in each group of duplicates on your Mac.



Step 4. Remove duplicates

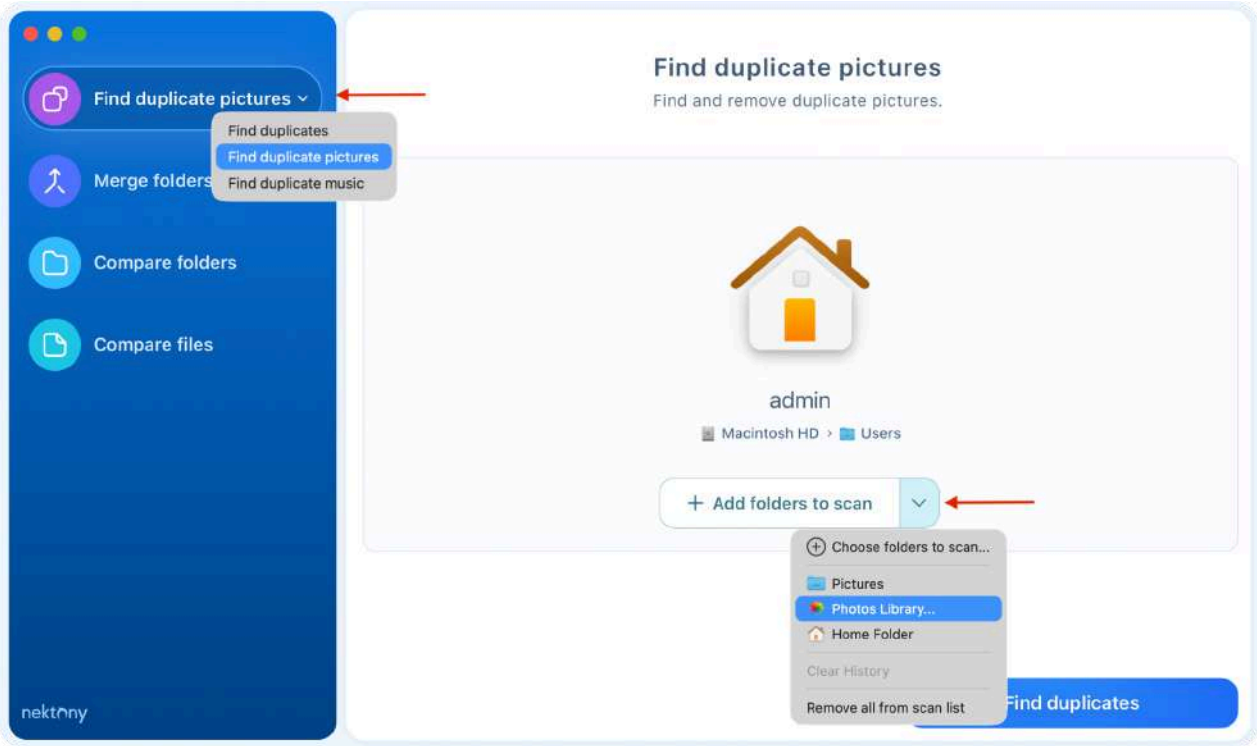
The last step is to delete duplicates by clicking the **Review to Remove** button. You will see the list of all selected duplicates. Preview them and confirm by clicking on **Remove**. If you want to keep some of the files, just uncheck the checkboxes by the names of the files, and they will not be deleted.



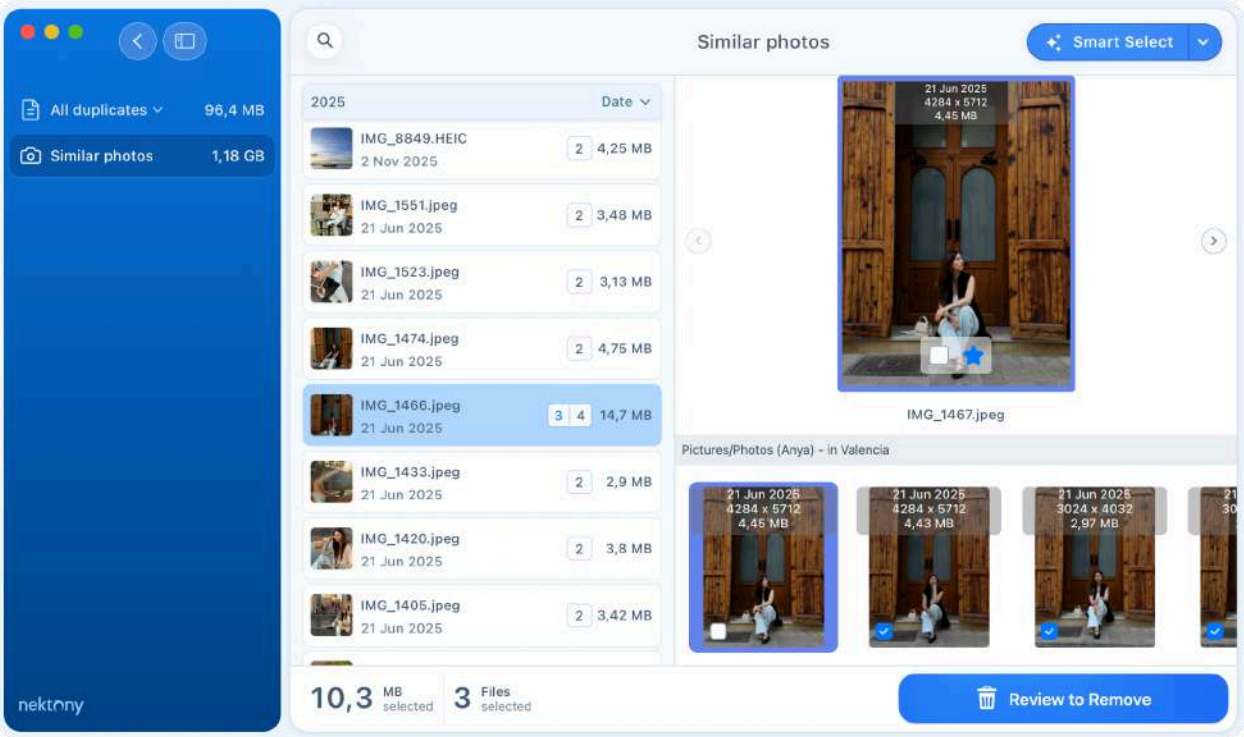
Duplicate Pictures

If you want to find only duplicate pictures, use the appropriate option in the sidebar.

1. Open the dropdown menu in the sidebar and select Find duplicate pictures.
2. Add folders you want to scan. You can add even your Photos libraries.
3. Click **Find duplicates.**



4. Select unneeded duplicate photos.
5. Switch to the **Similar photos** tab and select similar pictures.

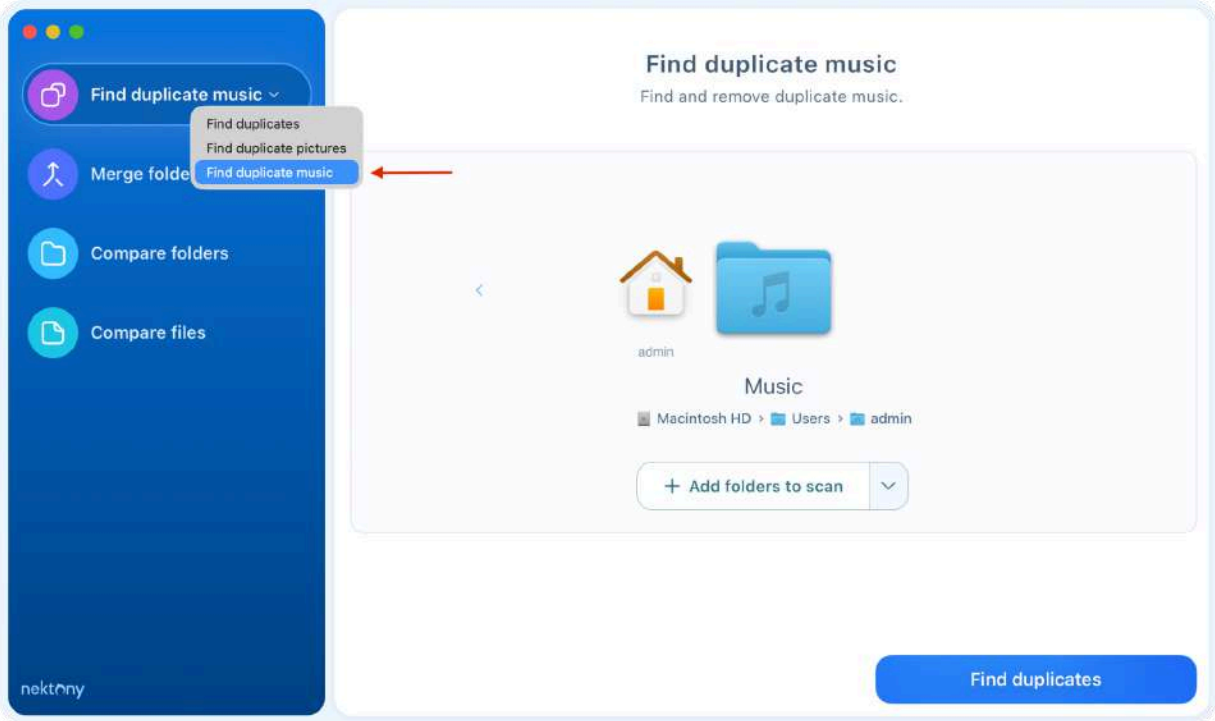


6. Click to remove them and **confirm.**

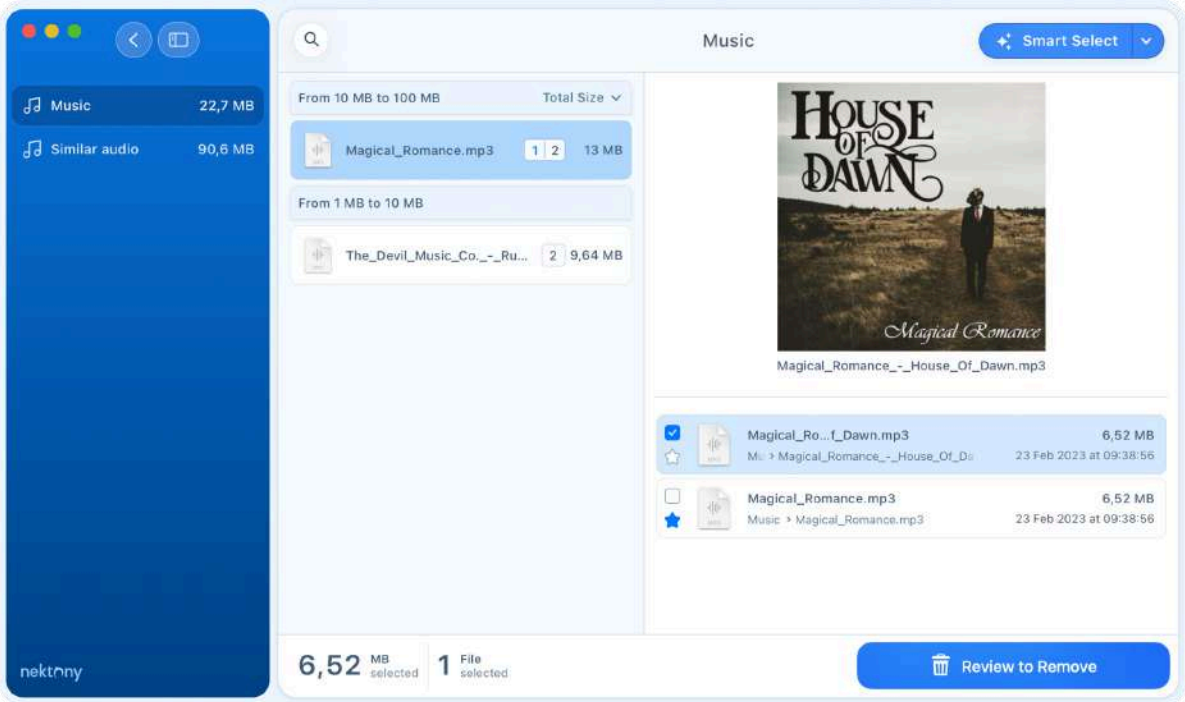
Duplicate Music

If you want to find your duplicate music files, use the appropriate option in the sidebar.

1. Click **Find duplicate music** in the app's sidebar.
2. Choose the folders you want to scan.
3. Click **Find duplicates.**



4. Select unneeded duplicate or similar audio files.
5. Click to remove them and **confirm.**



Merge Folders

Duplicate File Finder offers two distinct ways to merge folders on your Mac:

- **Merge any two folders:** This tool allows you to select any two folders on your Mac and merge them into one, regardless of whether they contain duplicate files.
- **Merge similar folders:** Use this option to consolidate folders identified by the app during a duplicate scan as containing identical or similar content.

Please note that the steps for these two methods differ slightly.

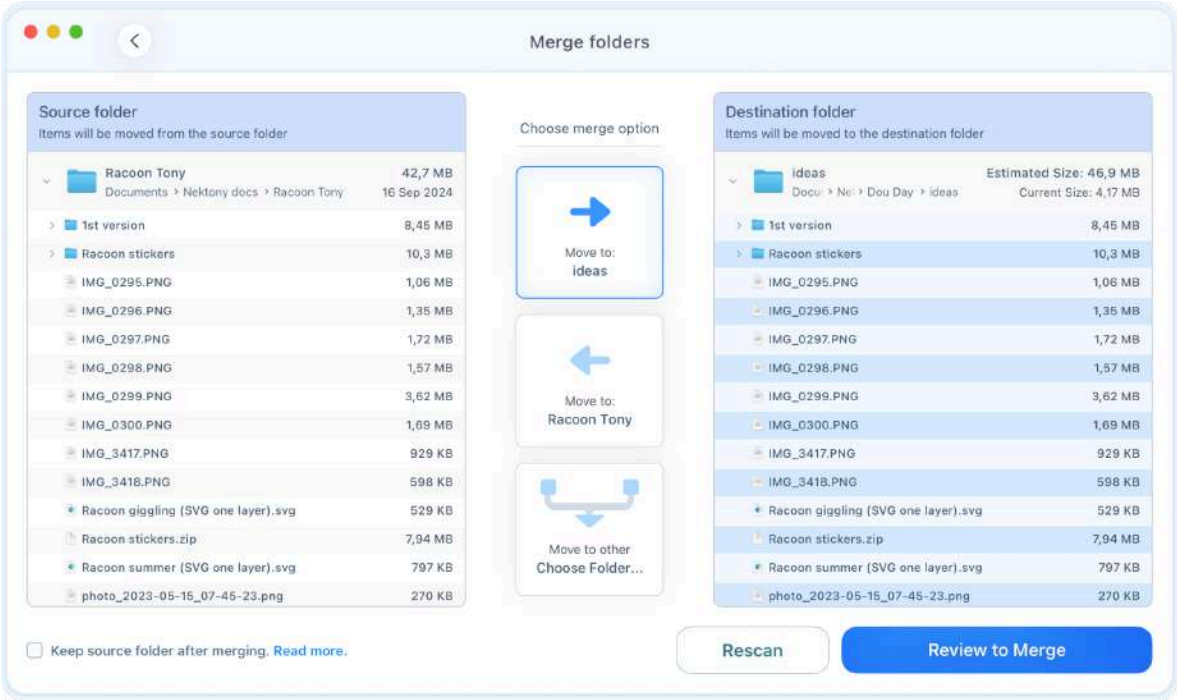
Option 1 – Merge any two folders

If you want to merge two specific folders on your Mac without first running a full duplicate scan, follow these steps:

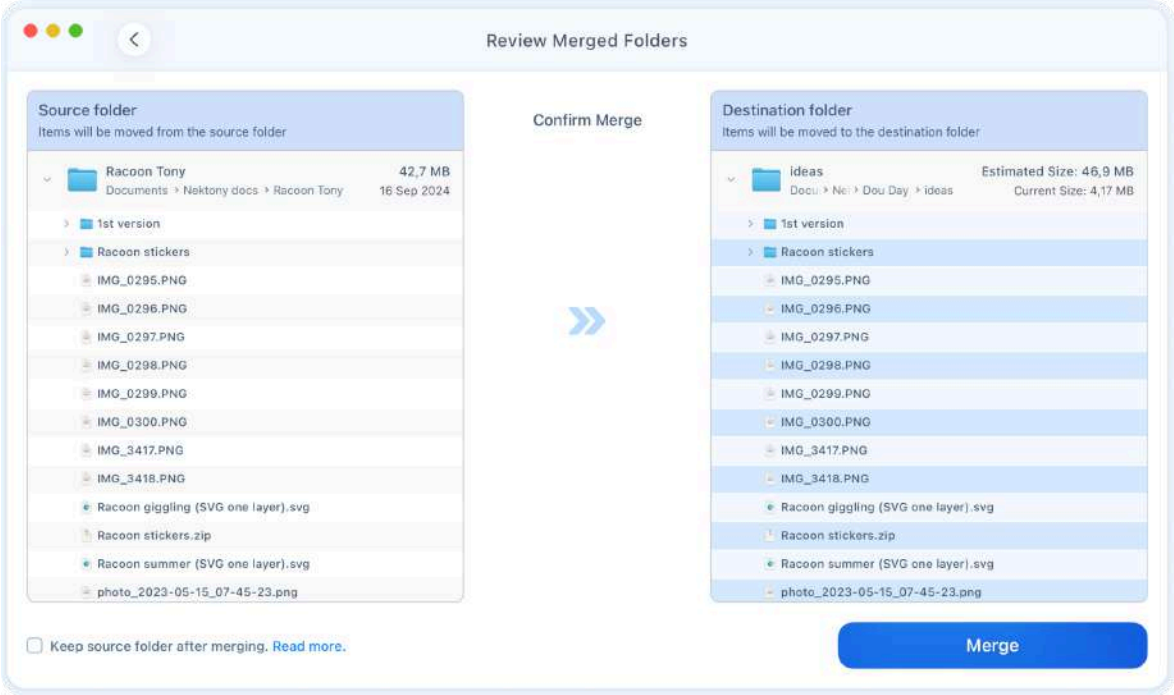
1. Switch to the **Merge folders** option in the sidebar.
2. **Select the folders** you wish to merge. You can also simply drag and drop the folders directly into the application window.

3. Click the **Review** button to proceed.

4. Choose a **destination folder** - this is where the content from the source folder will be moved. Alternatively, you can create and select a new, empty folder to house the combined contents.



5. **Confirm** the action by clicking the Merge button in the next window.

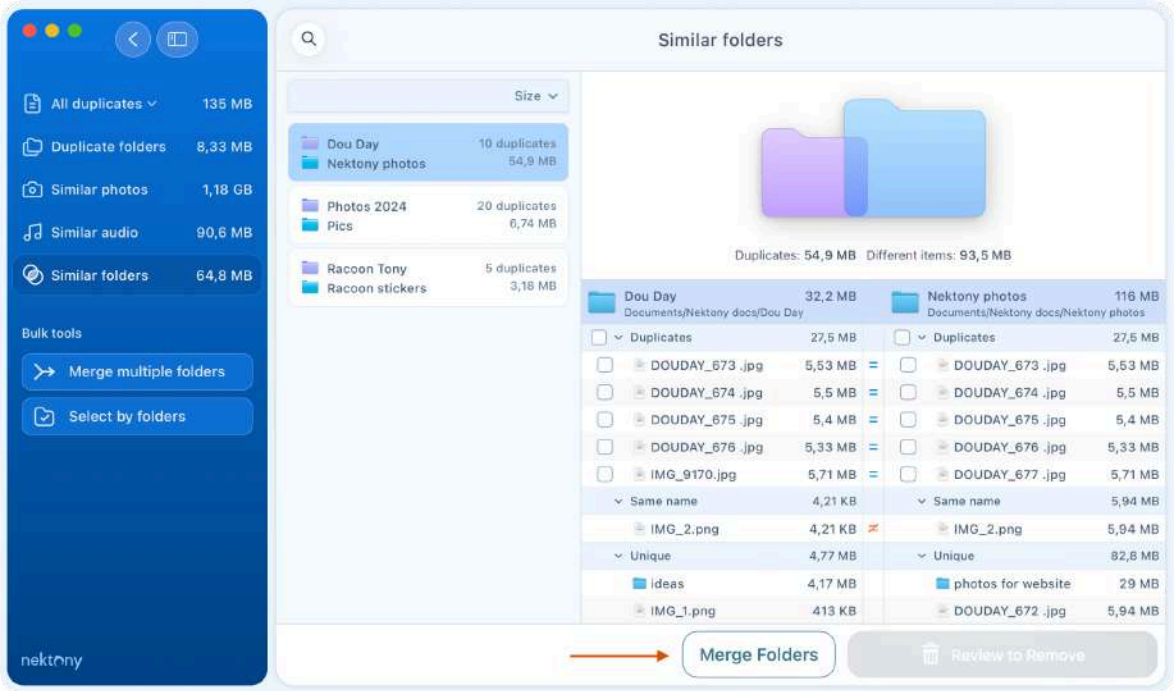


Also Read: *[How to merge folders with Duplicate File Finder.]*

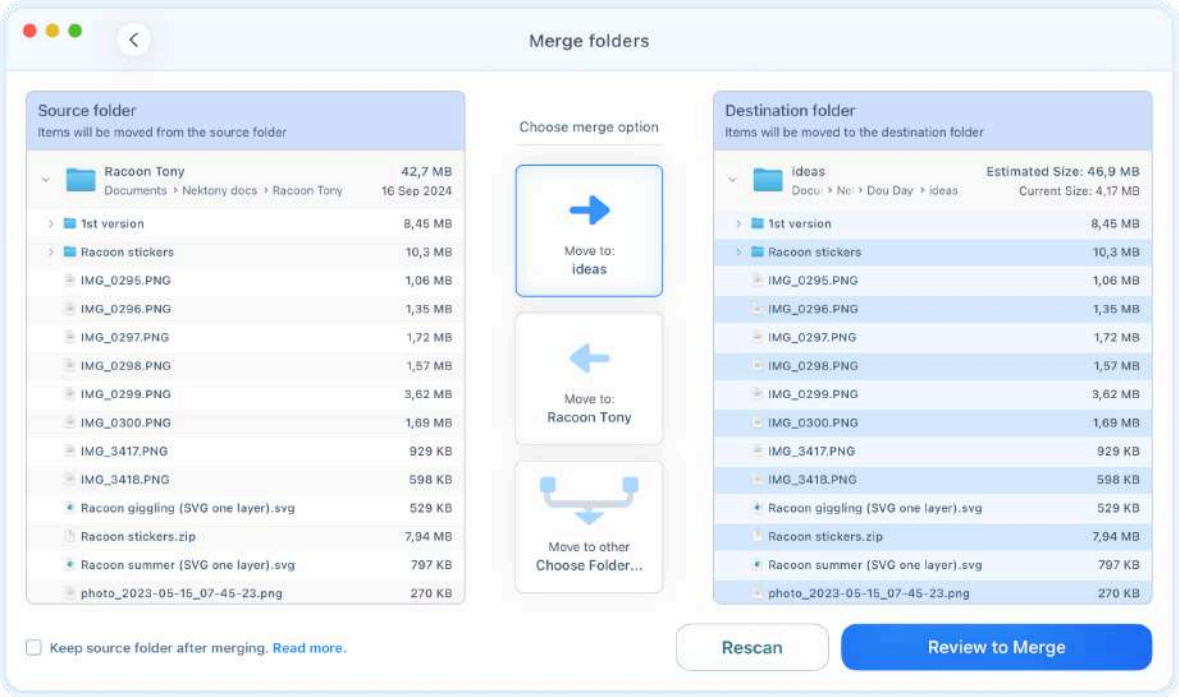
Option 2 – Merge similar folders

Similar folders are those that contain both duplicate and unique files. To consolidate these folders, follow these steps:

1. Select and scan your folders or disks using the **Find duplicates** option in the sidebar.
2. Once the scan is complete, navigate to the **Similar Folders** tab in the results panel.
3. Select the specific folders you wish to combine and click the **Merge Folders** button at the bottom.



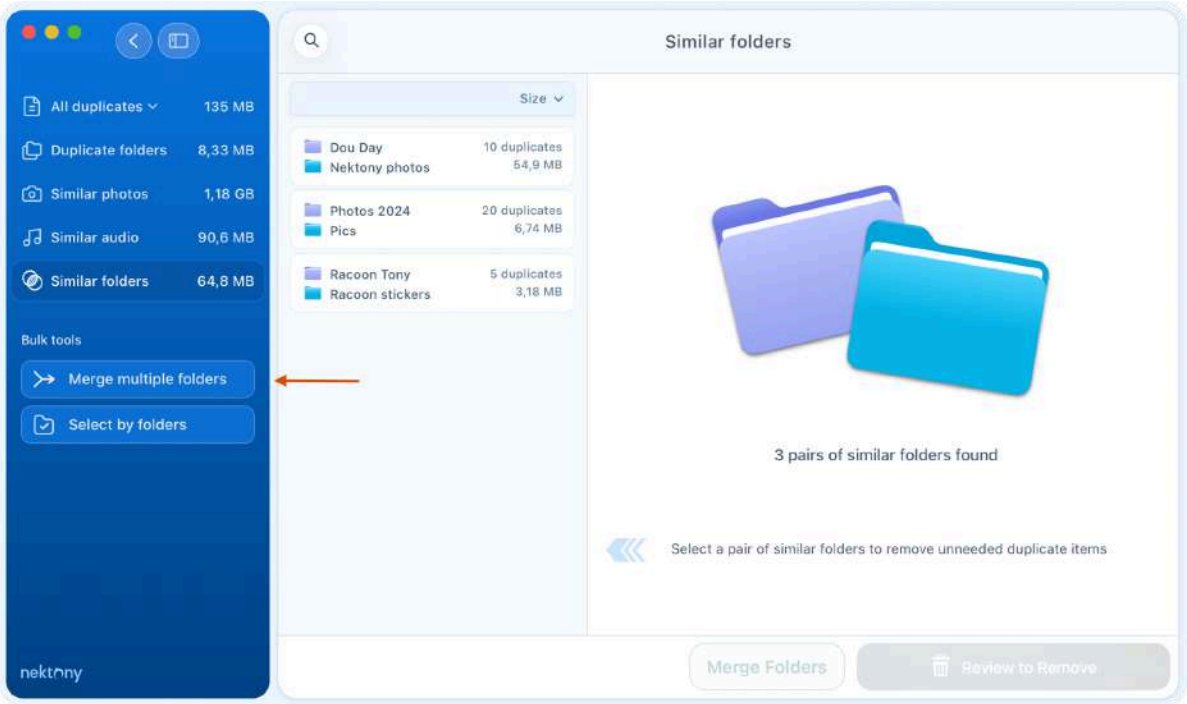
4. Select the **Source and Destination folders** to determine where the content will be moved or copied.
5. Click **Review to Merge** and confirm the action.



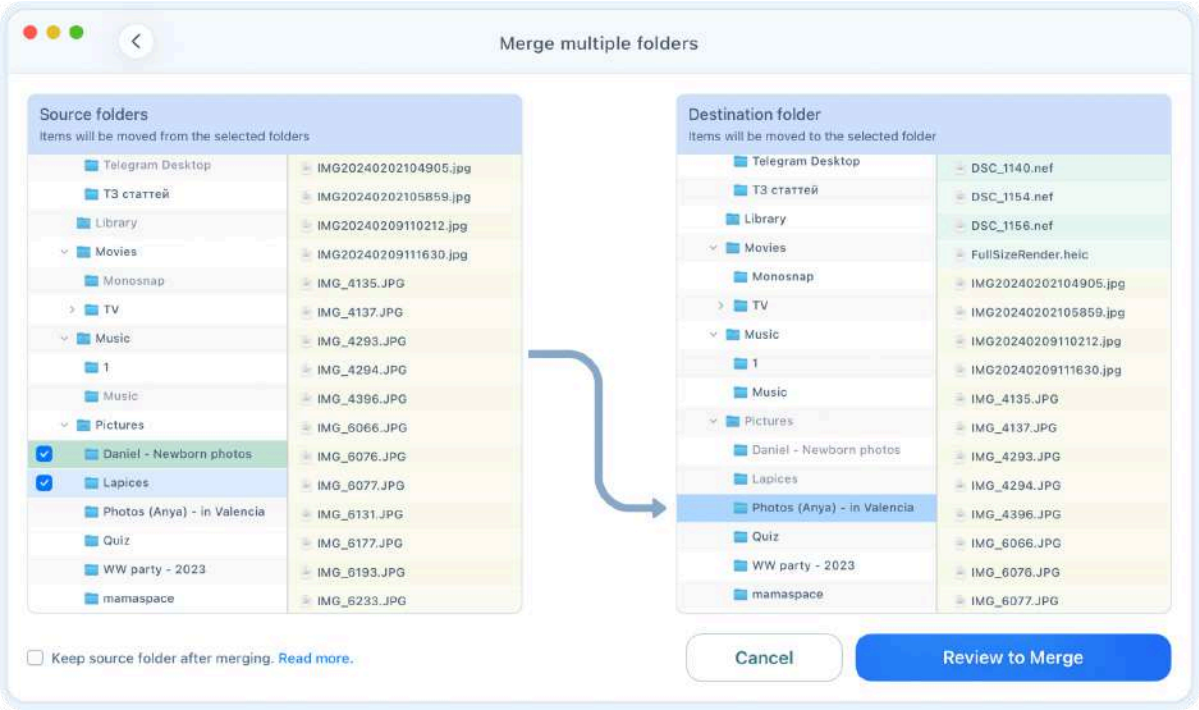
Option 3 – Merge multiple folders

If you want to merge multiple scanned folders, follow these steps:

1. Launch the application, add the folders or drives you wish to check, and click **Find duplicates.**
2. Once the scanning is complete, click **Merge multiple folders** in the left panel.



3. In the left column, check the box next to each folder you want to move or merge.
4. Select your preferred **destination folder** in the right panel. This is where the contents of your source folders will be consolidated.
5. Click the **Review to Merge** button.



6. Review the folder structure one last time and click to **confirm the merge.**

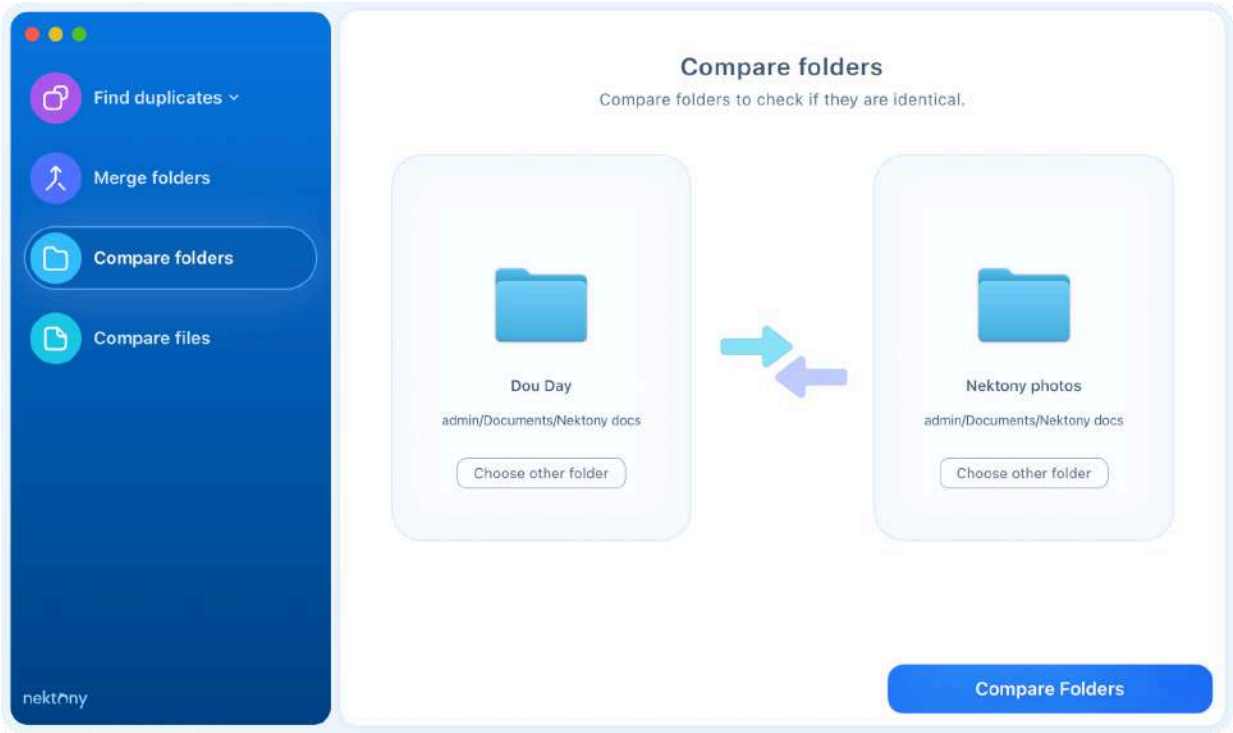
Note:

- *The application copies non-duplicate files and duplicates with different names from a source folder to a destination folder during merging.*
- *If duplicates have the same name in both the source and destination folders, they are not copied.*
- *If files with the same name are not duplicates, all files are kept in the destination folder, and the files from the source folder are renamed by adding a numerical suffix.*

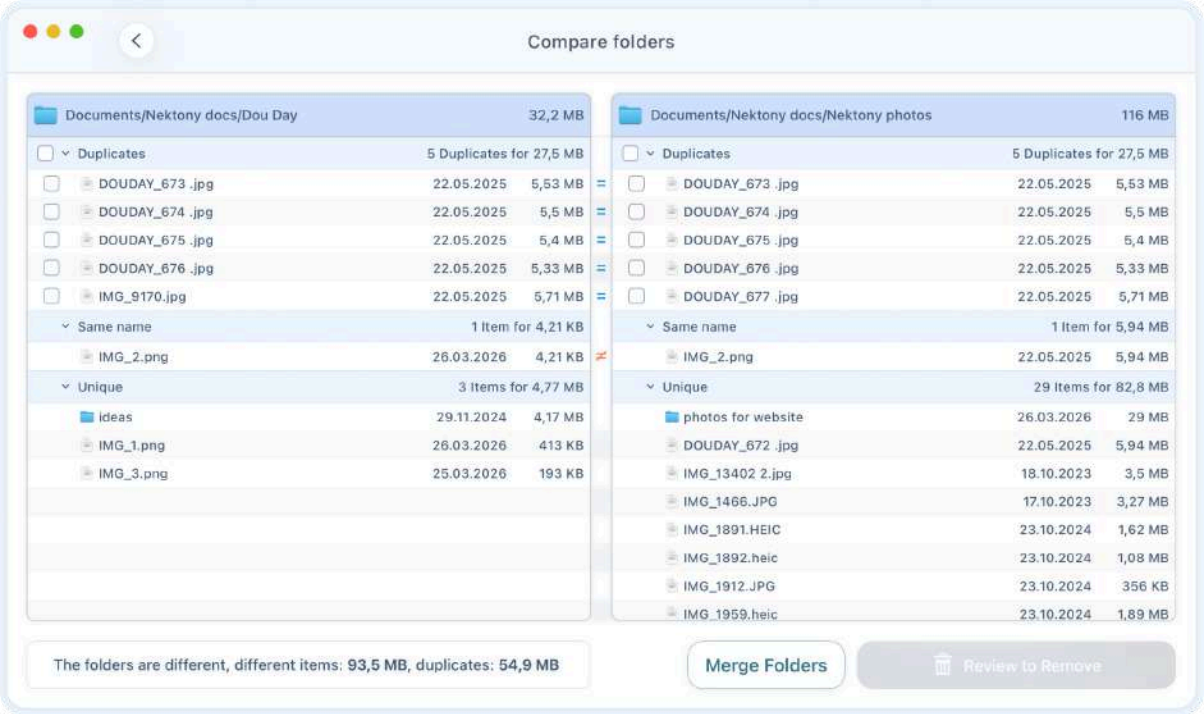
Compare folders

With Duplicate File Finder, you can compare two specific folders and find which duplicate files they have. Here's how to compare two folders on Mac for duplicate content:

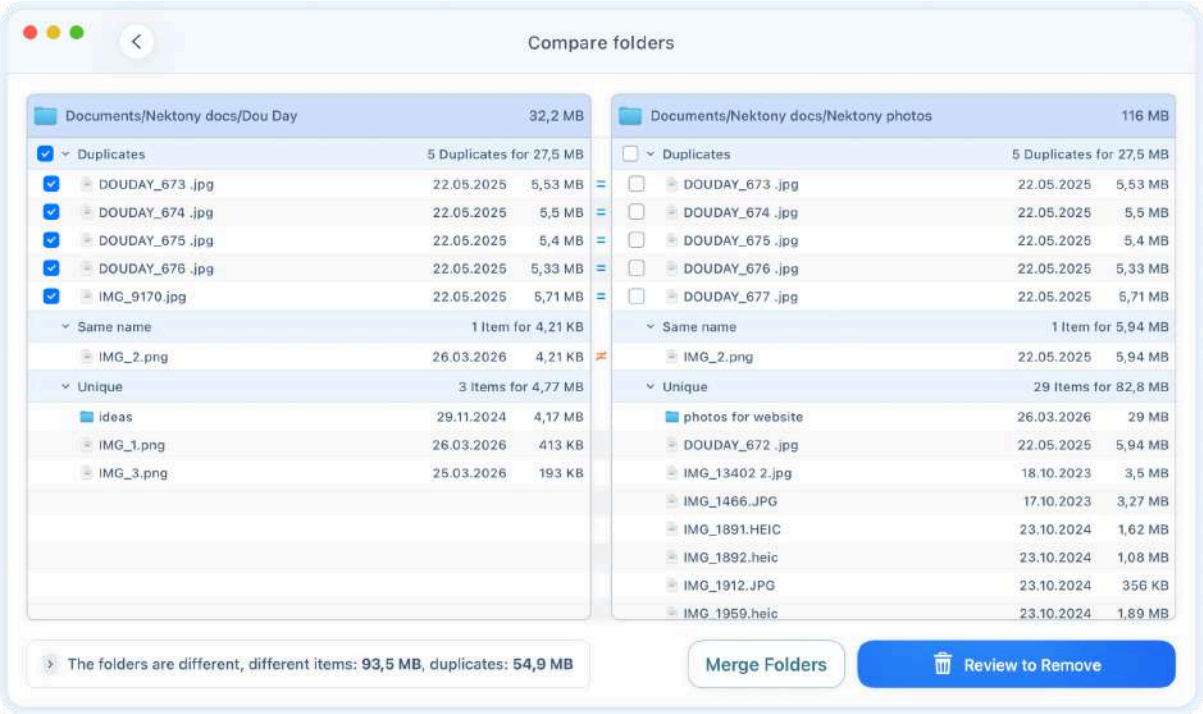
1. **Launch** Duplicate File Finder.
2. Select **Compare folders** from the sidebar.
3. **Drag and drop** the two folders you wish to compare into the designated sections of the application window.
4. Click **Compare Folders.**



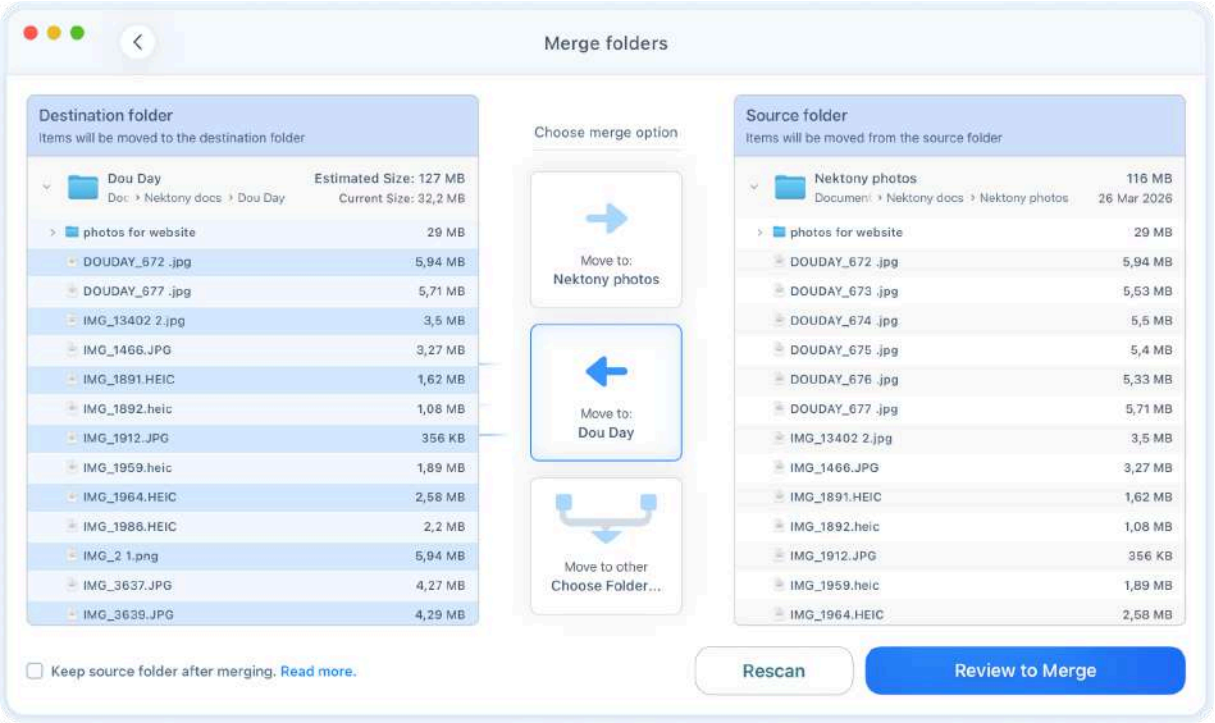
5. In a moment, you will **see the results** showing the duplicate files both folders have and the unique files. The duplicate items are marked with an equal sign and grouped in the list named Duplicates.



6. If you want to delete duplicates from one of these folders, simply select those duplicate files and click **Review to Remove.** Then confirm the deletion.



7. You can also merge the content of these two folders. For this, click the **Merge Folders** button at the bottom.
8. **Choose your preferred merge option**, specifying the destination folder where you want the files moved.
9. Click **Review to Merge** and confirm the action.

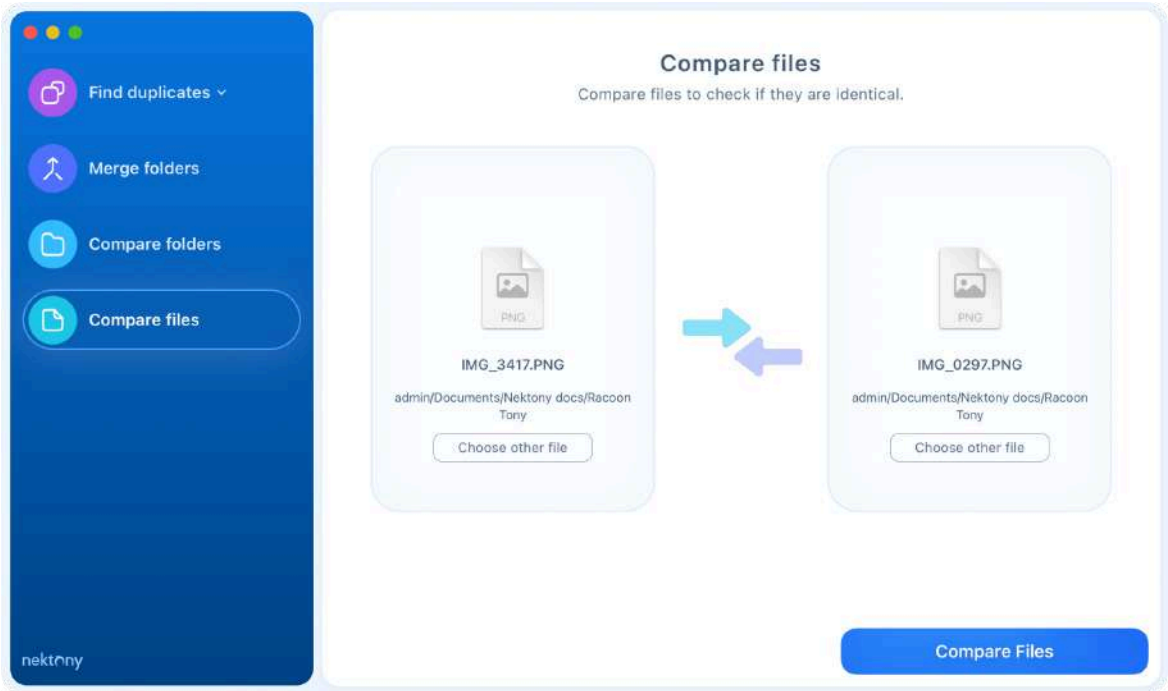


Compare files

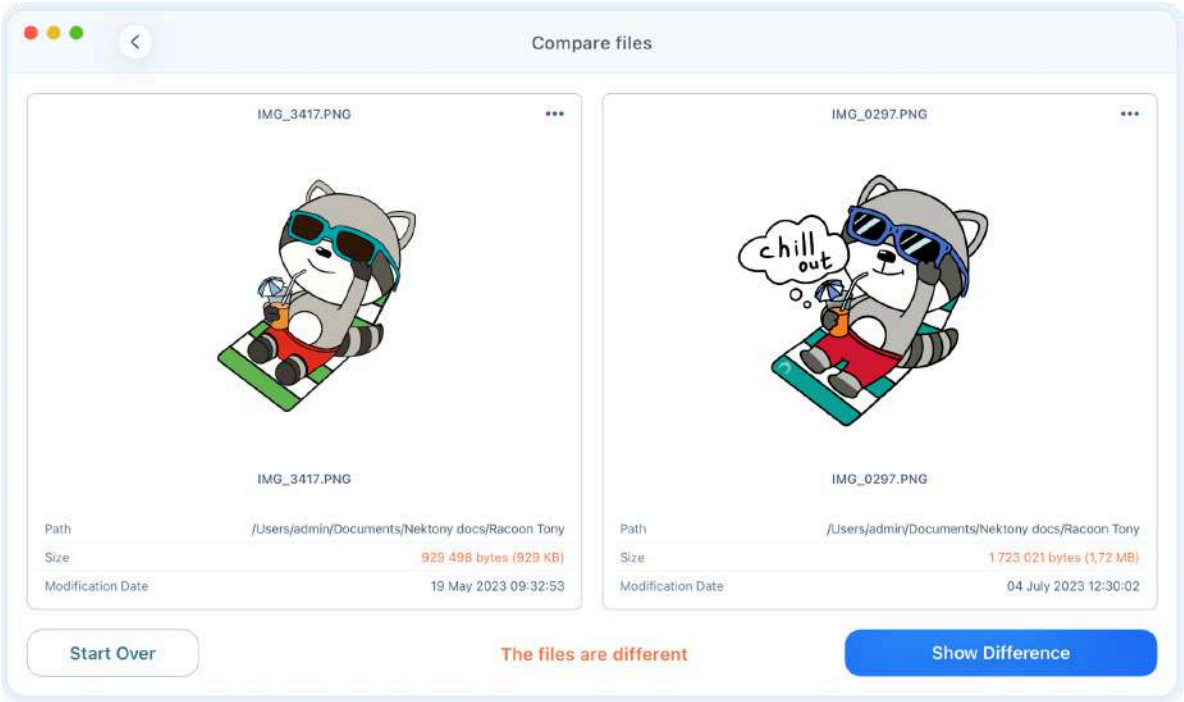
Duplicate File Finder accurately compares the files and detects whether they are duplicates or not. If you are not sure about the results or just want to compare two specific files to see whether they are duplicates or not, you can use the Compare files feature.

Here’s how to compare two files on Mac:

1. Go to the **Compare Files** section from the sidebar.



2. In the next window, you will see whether these files are different or duplicates. In the example, you can see that the two files have different sizes, which means that they are different.



Settings

Duplicate File Finder can be finely-tuned for a quicker and more efficient duplicate search process by adjusting its settings or by using its helpful options.

To open Settings, use the **Command(Cmd) + Comma sign (,)** key shortcut or go to the Menu bar → select **Duplicate File Finder** → click **Settings.**

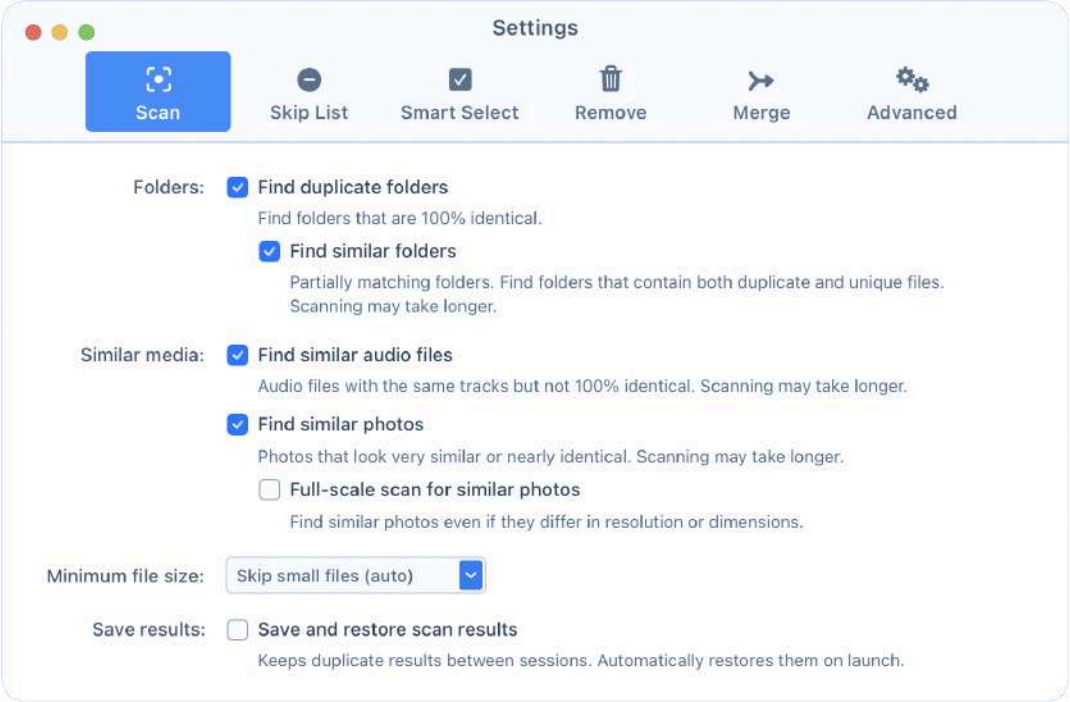
Here you will find eight tabs:

- Scan
- Skip list
- Smart Select
- Remove
- Merge
- Advanced

Scan Tab

In the Scan tab, you can choose what you want to find:

- **Find duplicate folders** – the folders that contain duplicate content
- **Find similar folders** – the folders that contain both duplicate content and unique files
- **Find similar audio files** – the audio files that contain the same audio track; however, they are not 100% identical
- **Find similar photos** – the photos that look very close or almost identical
- **Full-scale scan for similar photos** – find similar photos of different sizes. The Full-scale duplicates scan option means that the application will perform an extra check when comparing duplicate files.
- **Minimum file size** – control which files are included in the scan based on their size. This helps speed up the scanning process and avoids detecting unnecessary small files.
- **Save results** – when enabled, the app automatically saves the results of your last scan and restores them when you launch the app again.

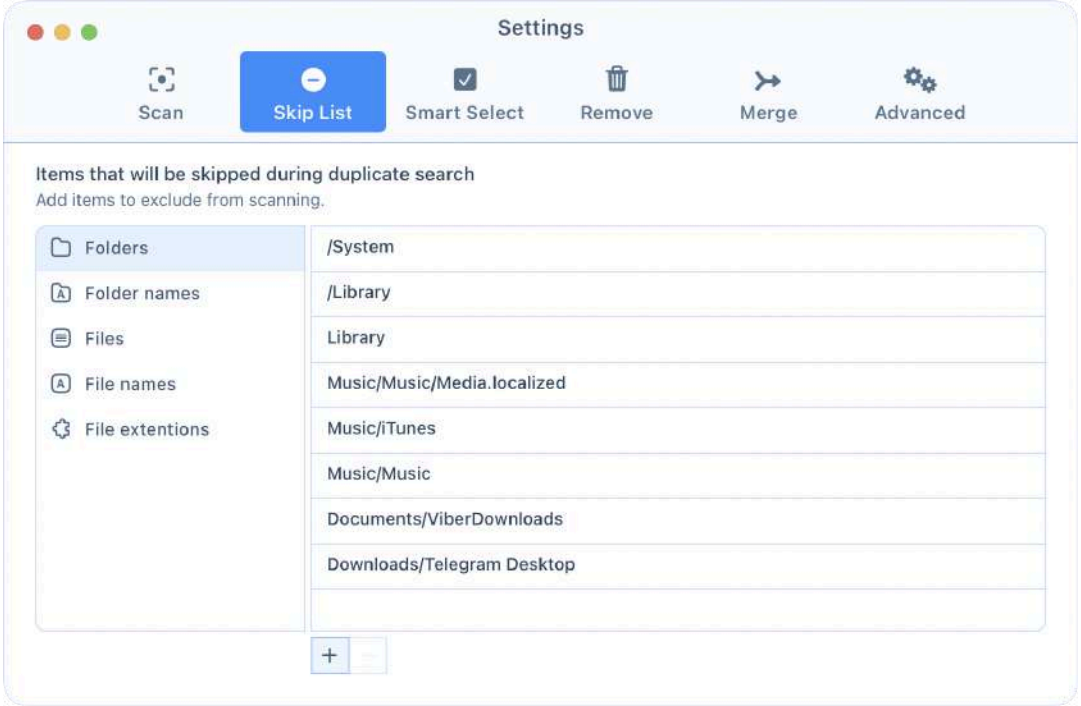


Skip List Tab

In this section, you can manage specific files, folders, and extensions that you want the application to ignore during the scanning process. To customize your skip list, switch to one of the following categories in the sidebar:

- Folders
- Folder names
- Files
- File names
- File extensions

To add an item to any of these lists, simply click the Plus (+) button or drag and drop the items directly into the window. To remove an item from the list, select it and click the Minus (-) button.

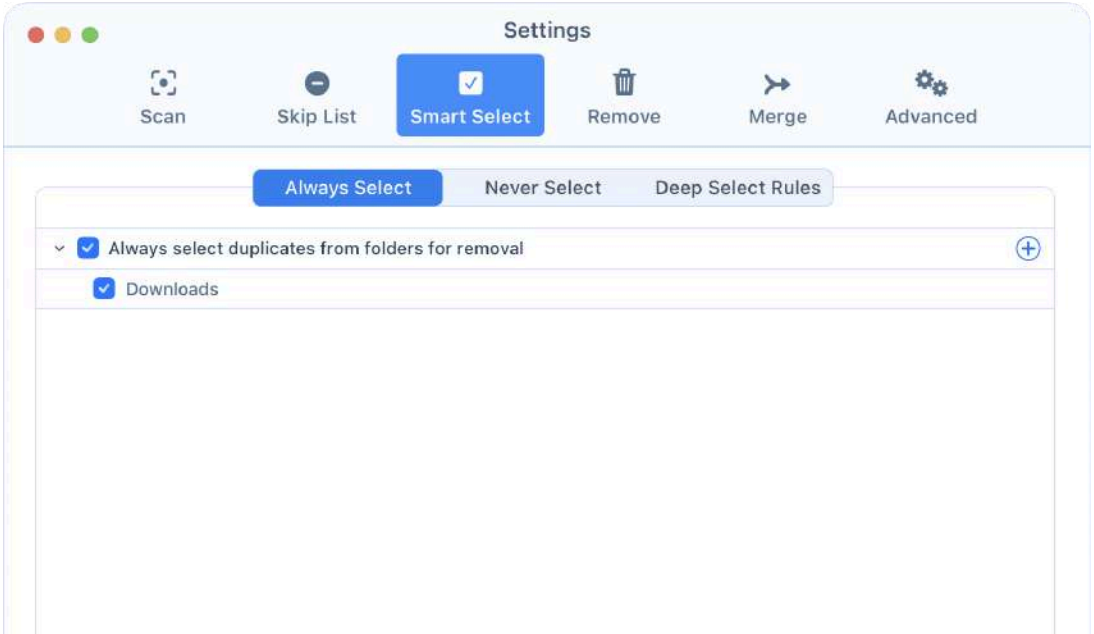


Smart Select Tab

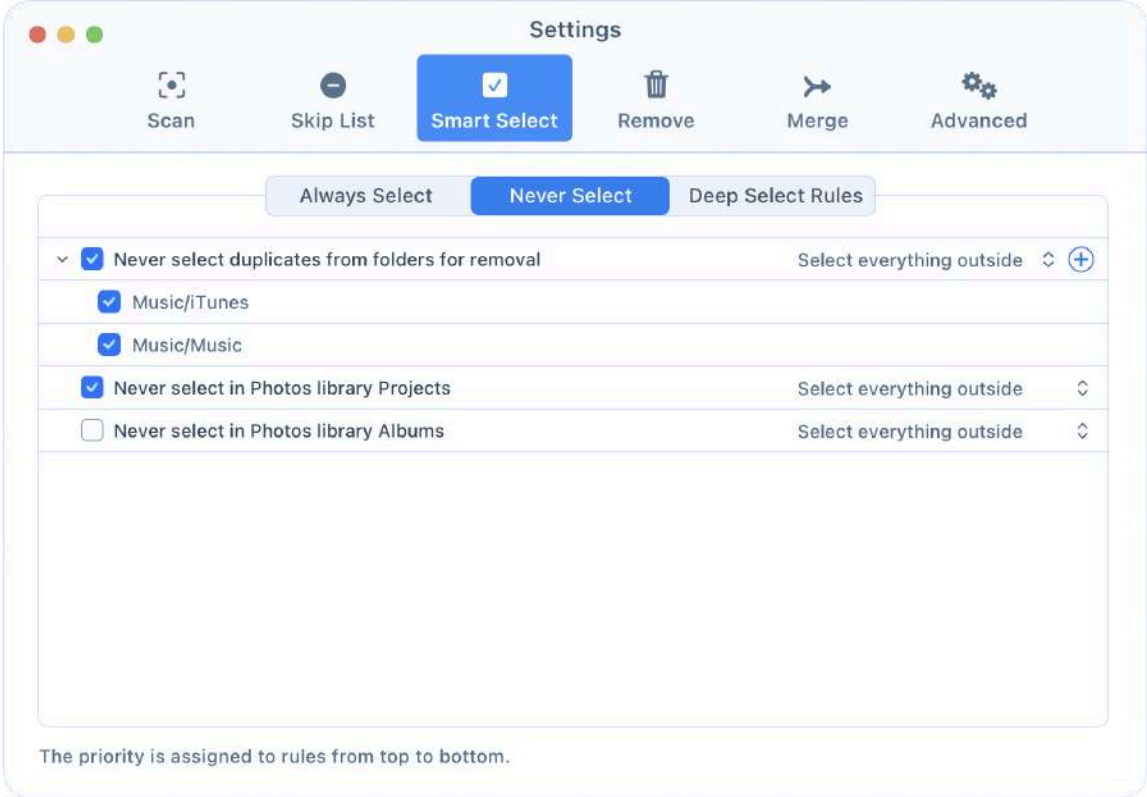
The **Smart Select** feature in Duplicate File Finder provides a powerful way to automatically select duplicate files for removal based on a set of customizable rules. This saves you significant time by eliminating the need to manually review and select every single file.

The **Smart Select** settings are organized into three main tabs:

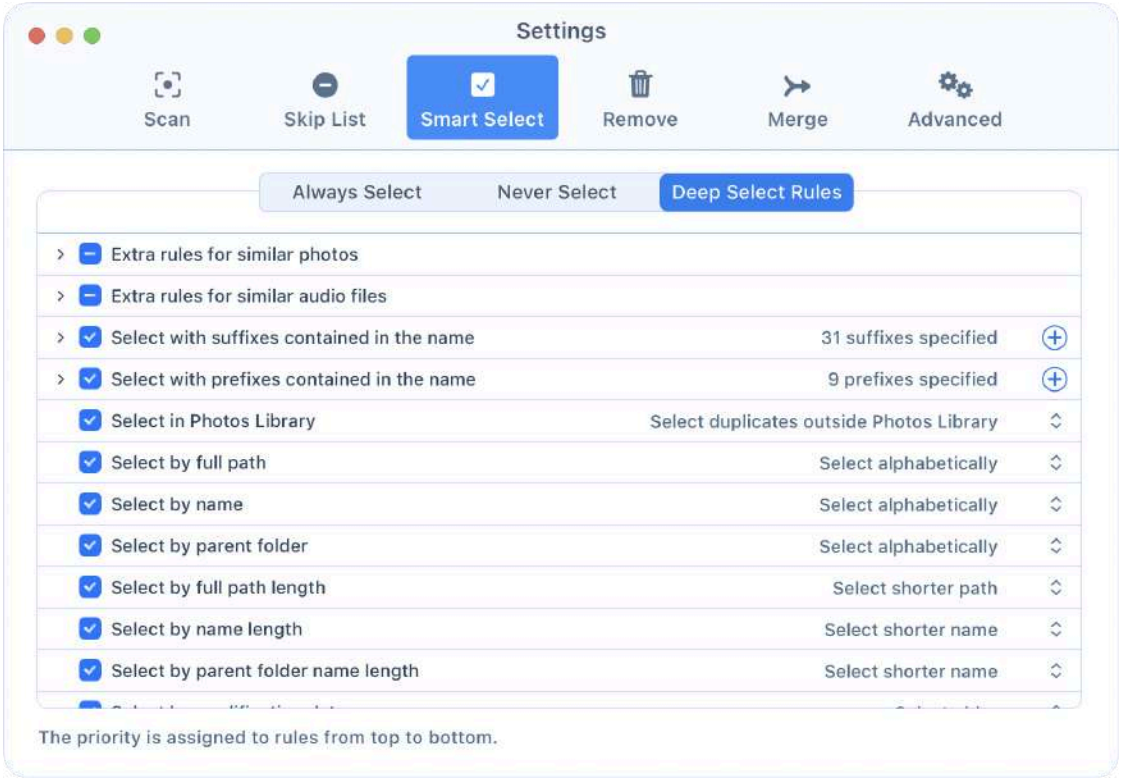
- **Always Select:** This tab lets you specify folders in which all duplicate files are automatically selected when using the **Auto Select** button.



- **Never Select:** Use this tab to define folders where duplicates are protected from being automatically selected for deletion.



- **Deep Select Rules:** This tab offers a more advanced, granular level of control over the automatic selection process. This is ideal for users who need precise control over how duplicates are handled.

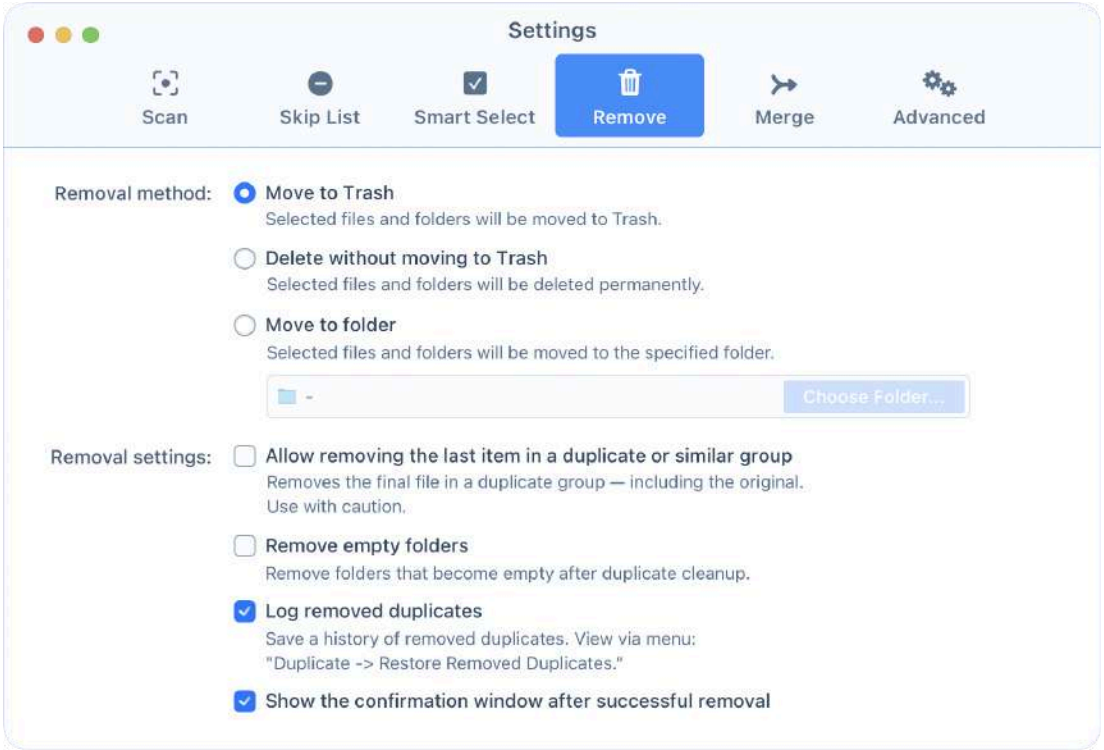


Read more: *[How to set Smart Select rules in Duplicate File Finder]*

Remove Tab

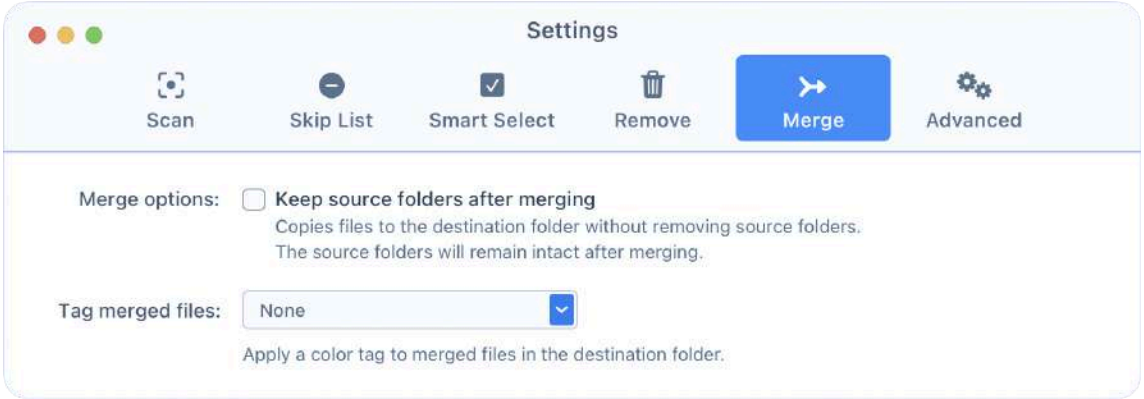
By default, when you remove files with Duplicate File Finder, they are moved to the Trash. In this tab, you can modify this behavior or choose to delete files permanently.

- **Move to Trash**: Selected files and folders are moved to your system's Trash. This allows you to recover them later if you change your mind.
- **Delete without moving to Trash:** Selected items are deleted permanently. Use this with caution, as you will not be able to restore these files easily.
- **Move to folder:** Moves selected duplicates to a specific directory of your choice. You'll need to set the destination folder. This is a great way to "quarantine" files before final deletion.
- **Allow removing the last item in a duplicate or similar group**: ⚠️ Warning: Enabling this allows the app to remove the final remaining copy of a file (the "original"). Only use this if you intend to wipe all versions of a specific file from your drive.
- **Remove empty folders:** Automatically deletes folders that become empty after their duplicate contents are removed. This helps keep your file system clean.
- **Log removed duplicates:** Keeps a history of deleted items.
- **Show the confirmation window after successful removal:** Displays a summary window once the cleanup process is complete.



Merge Tab

Besides finding and deleting duplicates, the application allows you to merge the scanned folders. In the **Merge** tab of **Settings**, you can decide whether to keep or not keep source folders after merging the content.
Also, you can set the Finder color tag to merged files.



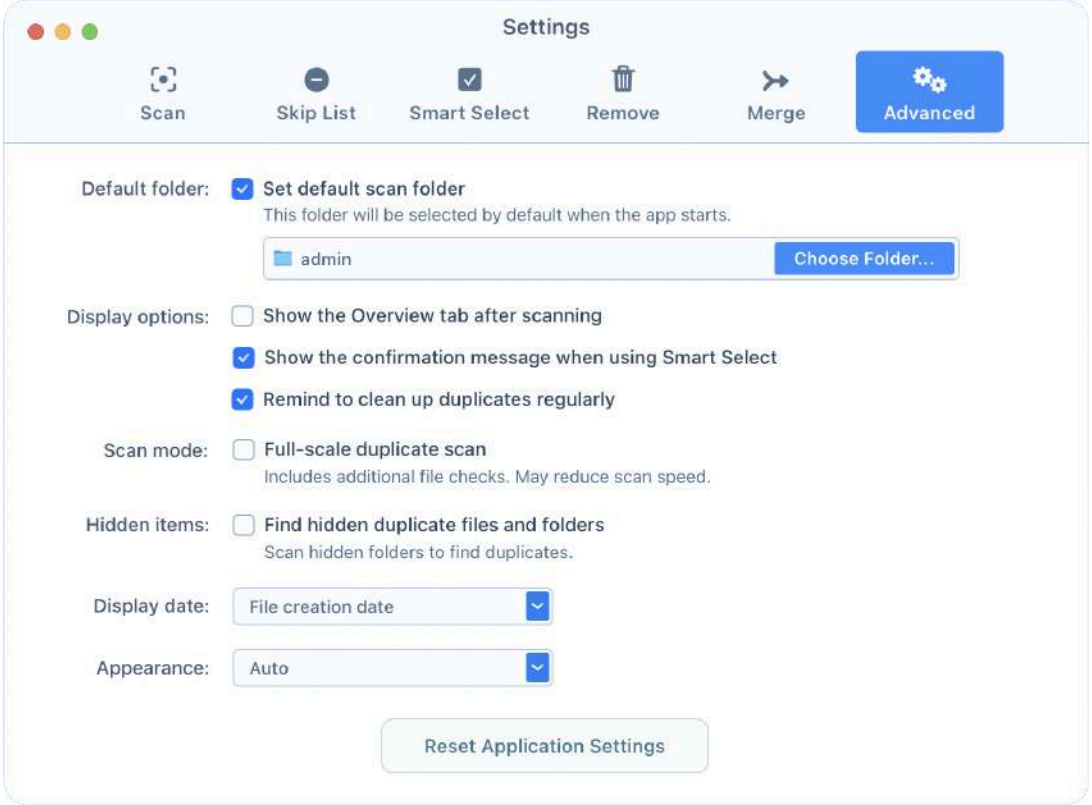
Note *that the application moves or copies unique files, not duplicates.*

Advanced Tab

The Advanced tab provides additional configuration options to customize your scanning experience, automation preferences, and the visual appearance of the application.

- **Set default scan folder:** Enable this to designate a specific folder that will be automatically selected for scanning every time you launch Duplicate File Finder.
- **Show the Overview tab after scanning:** When enabled, the app will automatically display a visual summary of your scan results immediately after the scan finishes.
- **Show the confirmation message when using Smart Select:** Provides a pop-up alert when you use the Smart Select feature to ensure you want to proceed with the automatic selection.
- **Remind to clean up duplicates regularly:** Enable this to receive periodic notifications to scan your system, helping you keep your disk space optimized.
- **Full-scale duplicate scan:** This mode performs deeper, additional file checks to ensure maximum accuracy. Note that enabling this may reduce the overall scan speed.

- **Find hidden duplicate files and folders:** Allows the application to look inside hidden system folders and identify hidden files that are usually invisible in Finder.
- **Display date:** Choose whether you want the application to show the File creation date or the File modification date in the results list.
- **Appearance:** Set the application's visual theme. You can choose between Light, Dark, or Auto (which follows your macOS system settings).
- **Reset Application Settings:** Click this button to revert all preferences and settings back to their original factory defaults.



Note

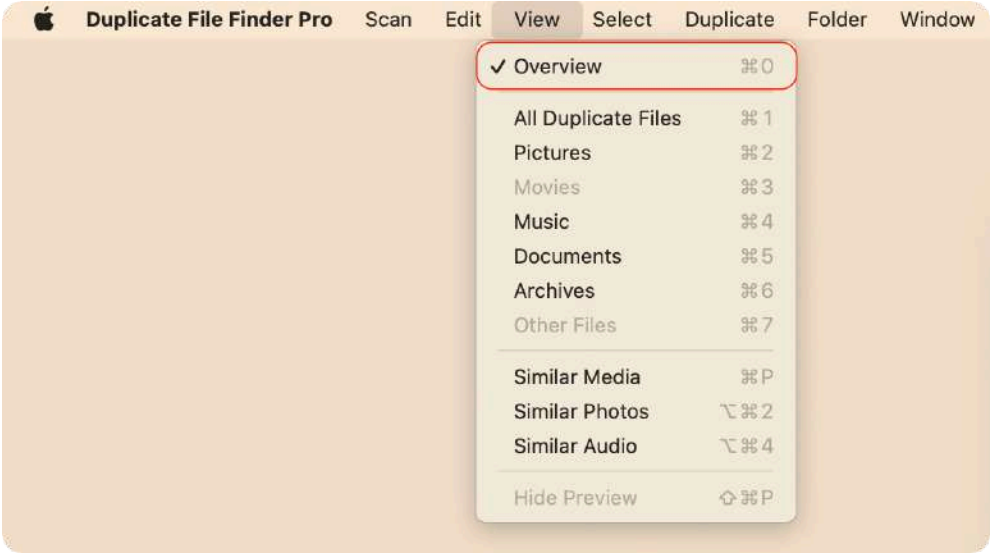
*If you downloaded Duplicate File Finder from our website, in its Settings window → **Advanced t**ab you can see the option "**Enable Analytics**". When marking this checkbox, no sensitive data is collected, and no identity information is shared with Nektony or any third party. Your privacy is important to us and we collect only the following information to improve the user experience:*

- *type of OS of the user's device (subject to receipt of the separate user's consent);*
- *the user's device identifier;*

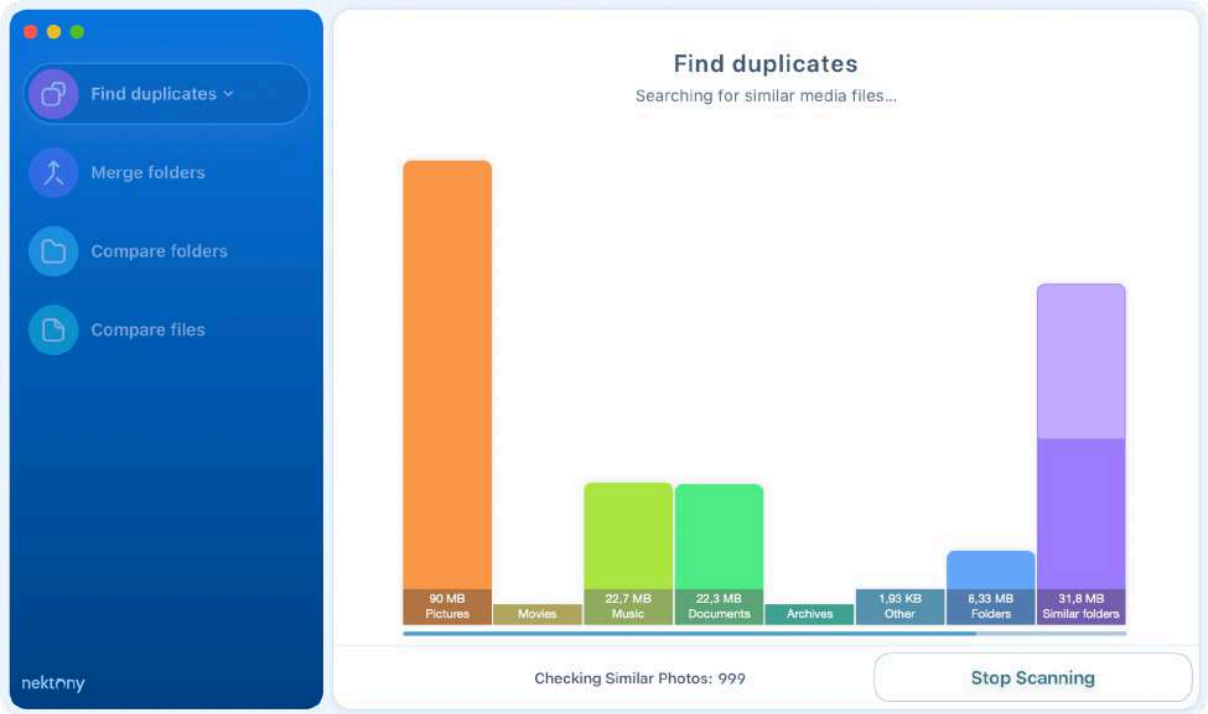
- *the user's license check for administration purposes;*
- *the information about crash logs and other issues;*
- *the periods in which the user uses Duplicate File Finder;*
- *the events within Duplicate File Finder recorded with analytics;*
- *start date of the trial version of Duplicate File Finder, the user's evaluation of the trial version of the app, and how the user's way of the Duplicate File Finder use.*

Statistics window

If you want to see the statistics of types of duplicate files, in the menu bar, click **View** and select **Overview**.



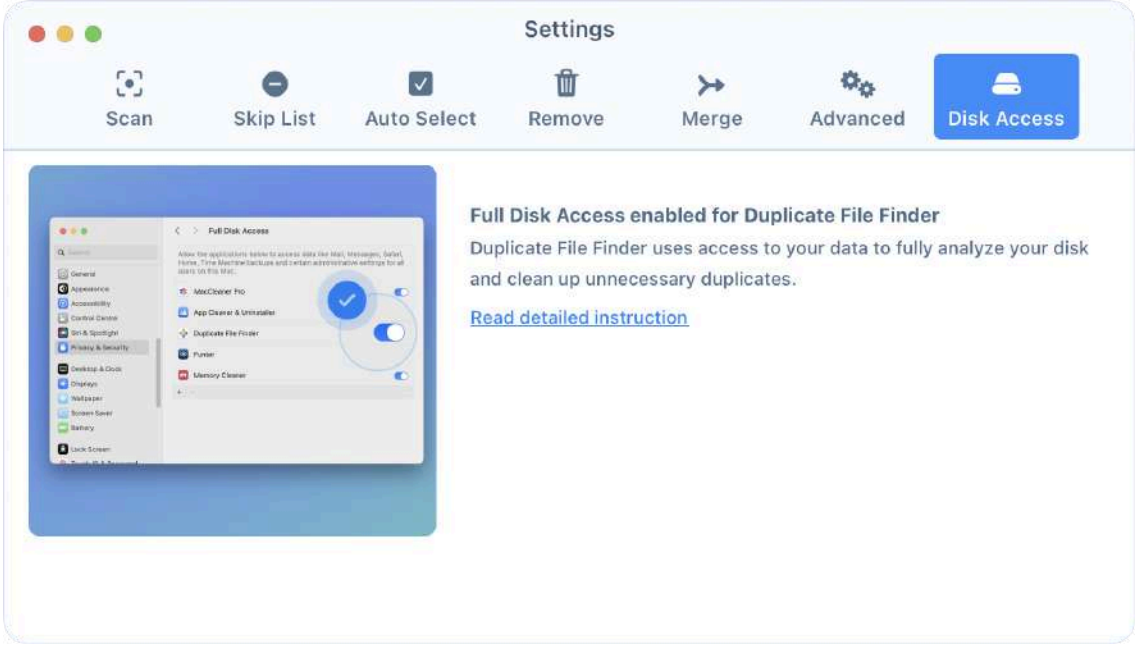
You will see a window showing the total size and breakdown of the duplicate files found on your Mac. You can choose to preview the details in either a **bar chart or a pie chart**.



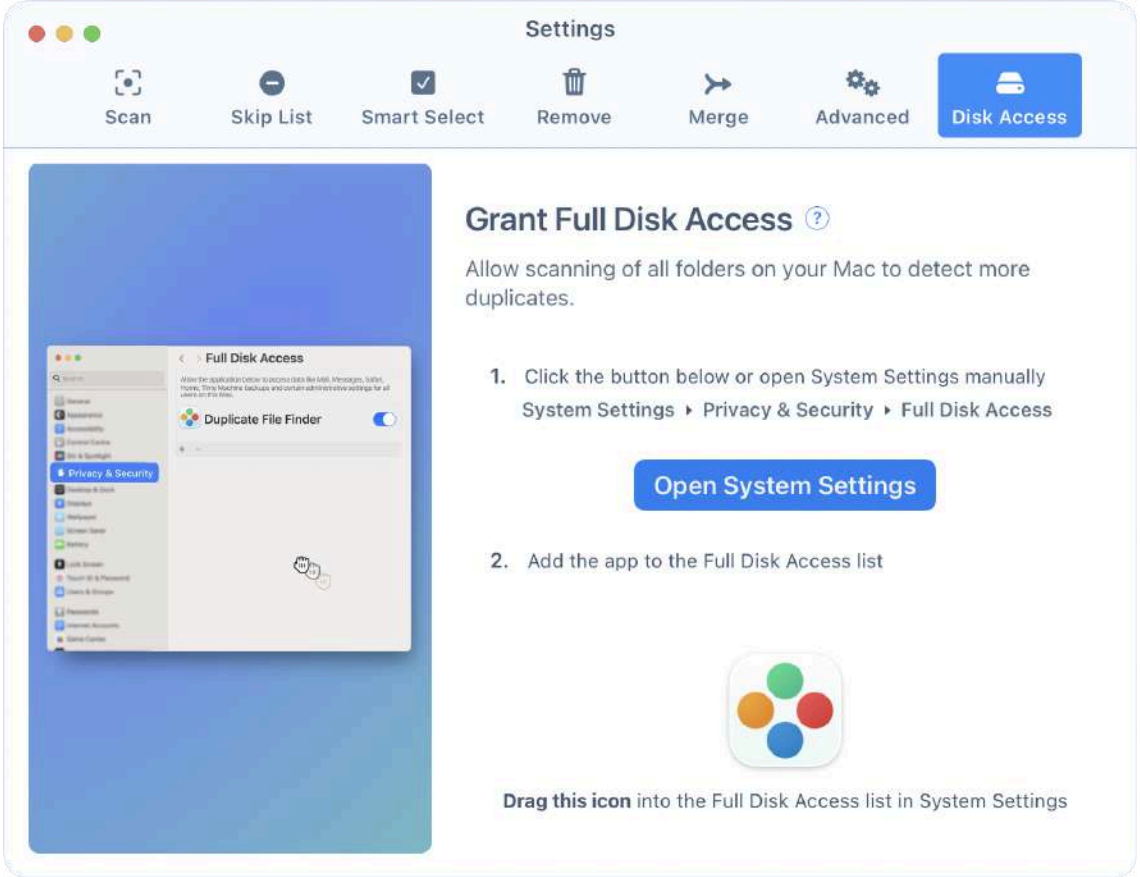
Disk Access

Note: *This tab is exclusively available in the version of Duplicate File Finder downloaded from our website. Due to Apple's sandbox restrictions, the App Store version does not include this specific settings tab.*

The **Disk Access** tab allows you to check and grant Full Disk Access to Duplicate File Finder. This is a crucial step because the application requires this permission to successfully scan all folders on your Mac and to remove the duplicate files you select.

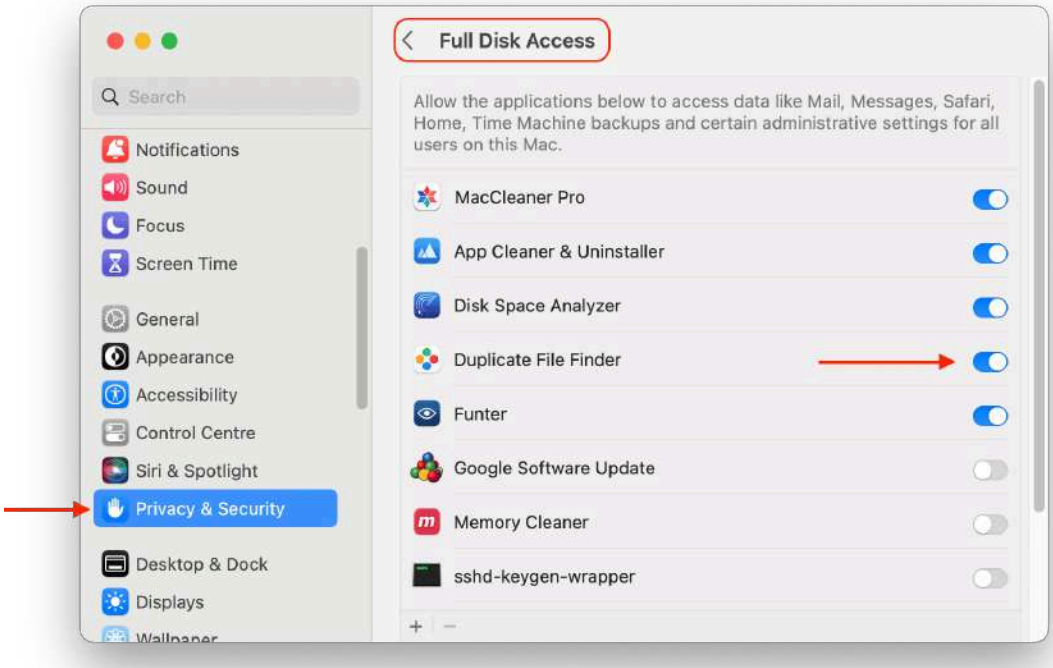


If you have not yet granted this permission, you will see an **Open System Settings** button. Simply click this button to be directed to your **System Settings** → **Privacy & Security** section. From there, you can easily grant Full Disk Access to the application.



Alternatively, you can enable disk access for the app directly from Mac System Settings:

1. Open **System Settings** from your Apple menu.
2. Go to the **Privacy & Security** section and select **Full Disk Access.**
3. Find Duplicate File Finder in the list and switch the toggle **ON**.
4. If you don't see the app in the list, click the **plus (+)** icon and add Duplicate File Finder from your Applications folder.



Important: *The feature to view your [removal history and restore deleted items](#)from the Trash is only available if Full Disk Access has been granted.*

Similar Folders

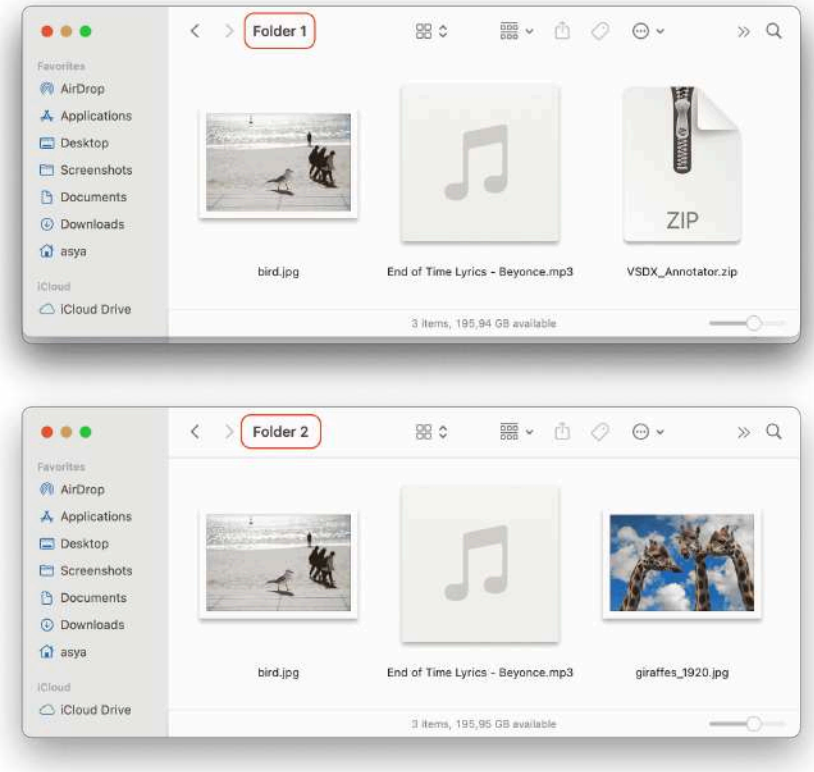
Duplicate File Finder goes beyond just finding identical files; it also identifies Similar Folders.

A folder is classified as "**Similar**" when it is nearly identical to another but contains a mix of both duplicate and unique files. These folders are presented in a side-by-side view, allowing you to quickly compare their contents and decide which versions are redundant.

Understanding the difference

Imagine you have two folders on your Mac that contain mostly the same data, but one folder has a few extra files that the other does not. Since the overall contents are not 100% identical, these are not "Duplicate Folders," but they are Similar.
Imagine you have several folders on your Mac or drive that contain identical and unique files. In this case, these folders are not duplicates, as they keep different data. The folders on the screenshots below keep two duplicate files and one unique file. In the Duplicate File Finder program, such folders are called similar folders.

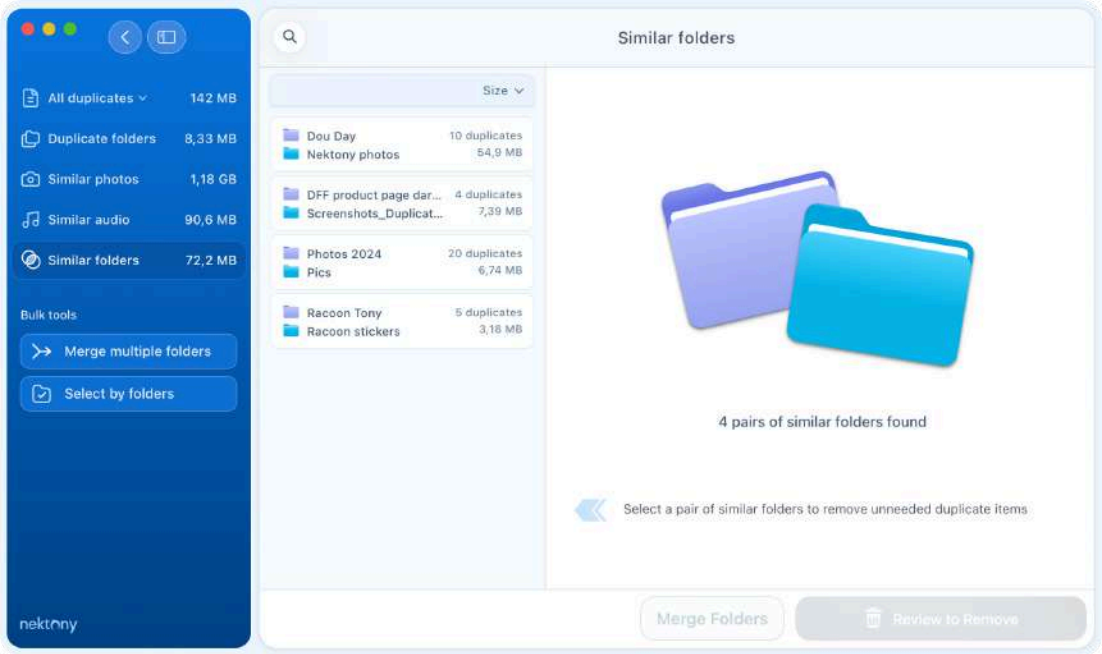
Similar Folders



Note: *For two folders to be classified as Similar, they must share at least two duplicate files. If they share only a single duplicate file, the application will not categorize them as Similar Folders.*

How to clean up similar folders

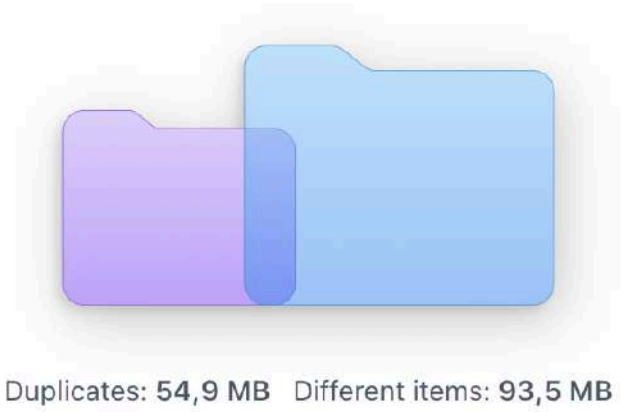
1. Select your target folders or disks and scan them for duplicate files.
2. Once the scan is complete, switch to the **Similar Folders** tab in the sidebar.



3. Select a group from the list to see the folders compared side-by-side.

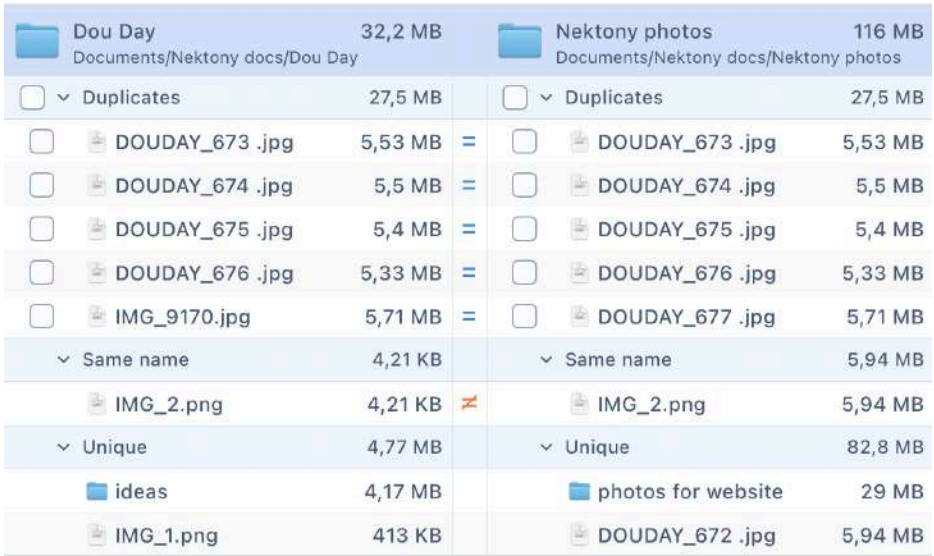
Note: *A single folder may have multiple similar folders identified across different locations.*

4. In the right panel, you will see a visual representation of duplicates in two folders. The intersection of the two folders shows how many duplicates they have, while the other parts of the folders represent unique files.



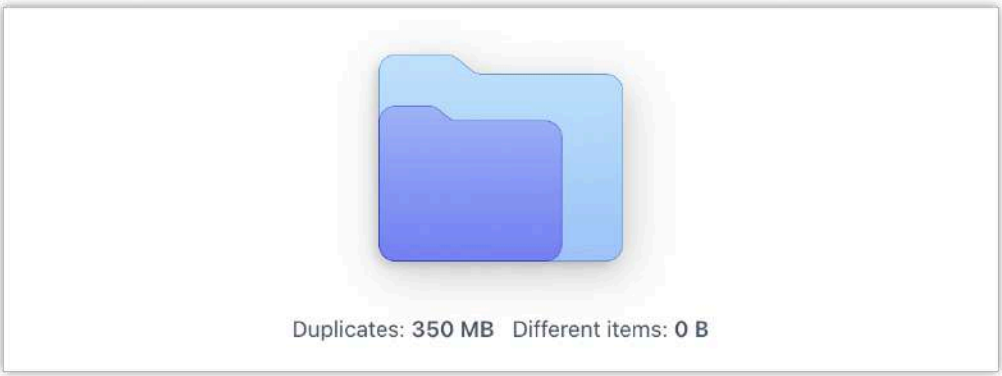
5. Below the visual chart, you will see a detailed list of Copies (duplicates) and Unique Files (non-repetitive).

Please note *that the app prevents the removal of unique files, so you don't have to worry about unintentionally removing files you need to keep. You can select only identical files for removal.*

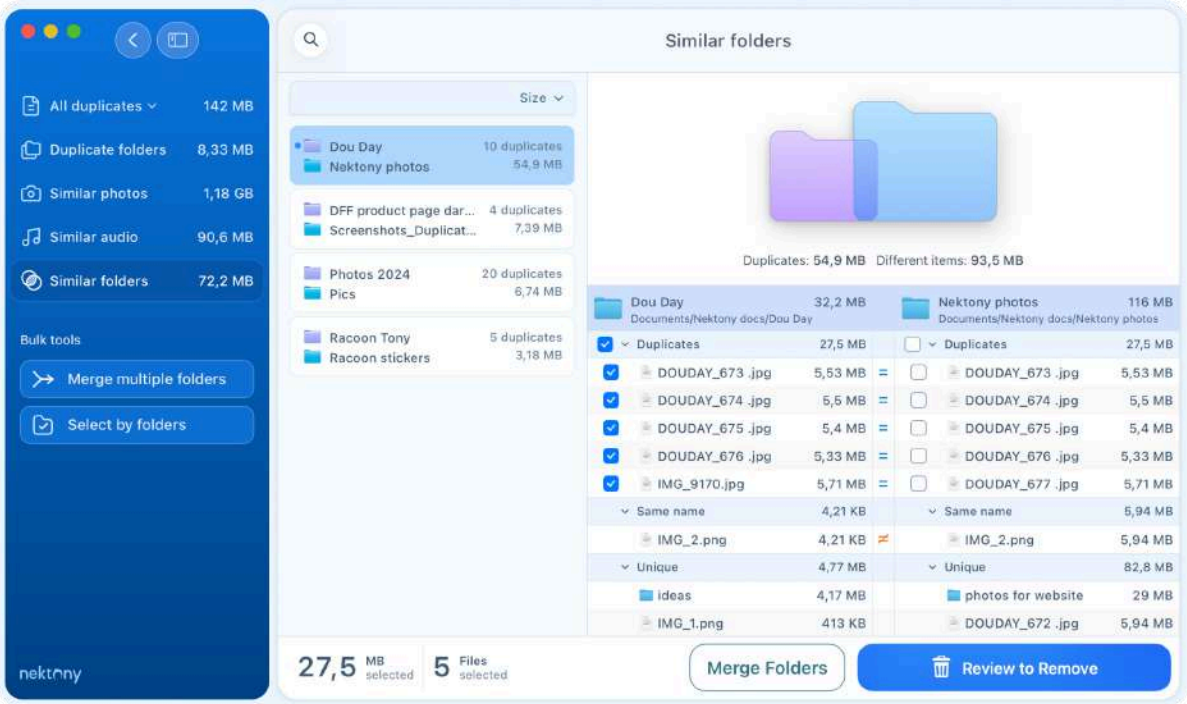


Dou Day Documents/Nektony docs/Dou Day	32,2 MB		Nektony photos Documents/Nektony docs/Nektony photos	116 MB
Duplicates	27,5 MB		Duplicates	27,5 MB
DOUDAY_673 .jpg	5,53 MB	=	DOUDAY_673 .jpg	5,53 MB
DOUDAY_674 .jpg	5,5 MB	=	DOUDAY_674 .jpg	5,5 MB
DOUDAY_675 .jpg	5,4 MB	=	DOUDAY_675 .jpg	5,4 MB
DOUDAY_676 .jpg	5,33 MB	=	DOUDAY_676 .jpg	5,33 MB
IMG_9170.jpg	5,71 MB	=	DOUDAY_677 .jpg	5,71 MB
Same name	4,21 KB		Same name	5,94 MB
IMG_2.png	4,21 KB	≠	IMG_2.png	5,94 MB
Unique	4,77 MB		Unique	82,8 MB
ideas	4,17 MB		photos for website	29 MB
IMG_1.png	413 KB		DOUDAY_672 .jpg	5,94 MB

If one folder is displayed entirely inside another in the chart, it means that almost all its files are duplicates found within the larger folder.



6. Once you have decided which folder should be cleaned, tick the checkboxes for the duplicates inside that specific folder.

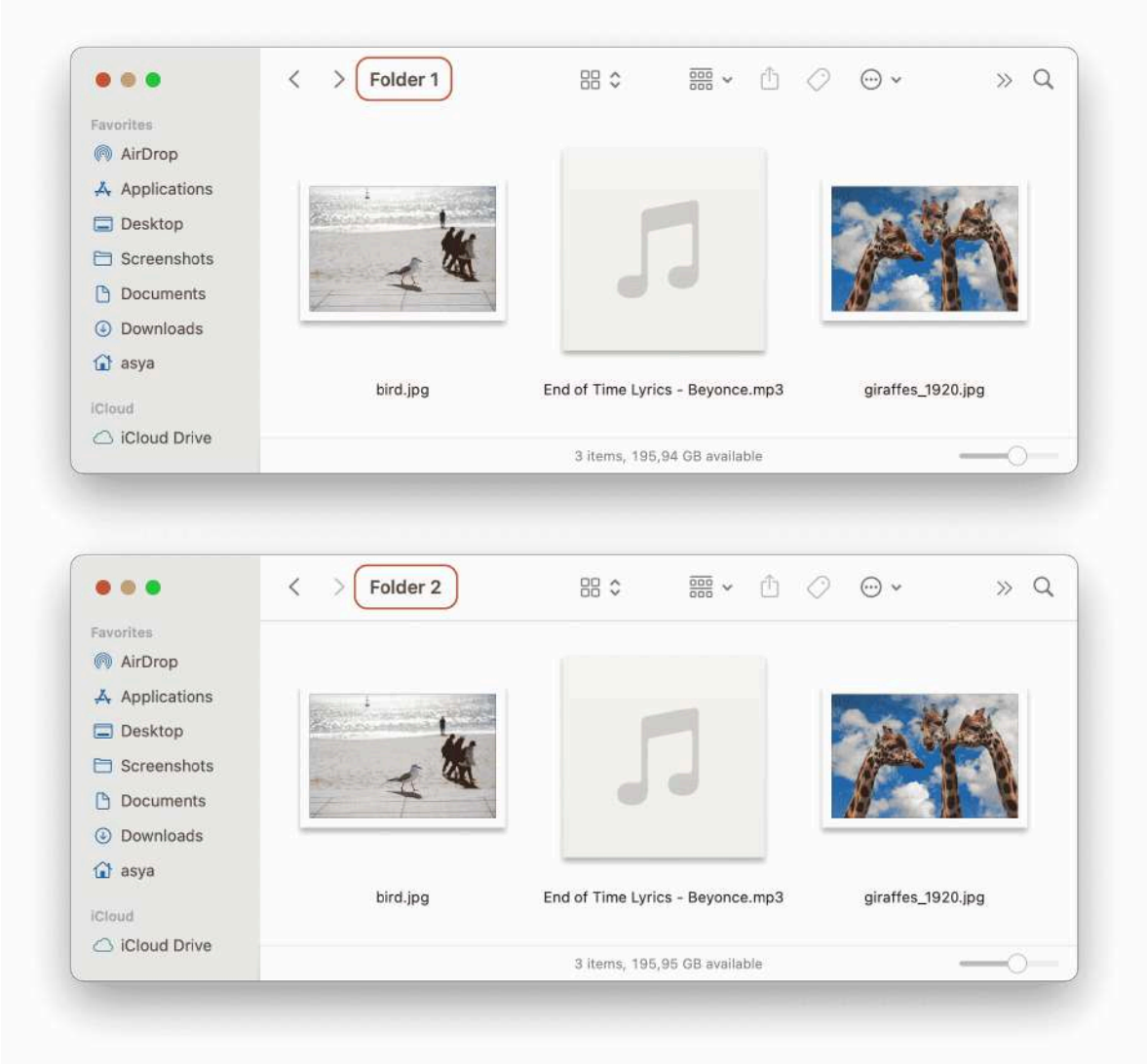


7. Click **Review to Remove** in the bottom-right corner.
8. After clicking Review, do a final check of the items marked for deletion. If everything looks correct, click the Remove button to complete the process.

Duplicate Folders

Duplicate folders are folders that have identical content and keep the same duplicate files. Note that these duplicate files can have different names.

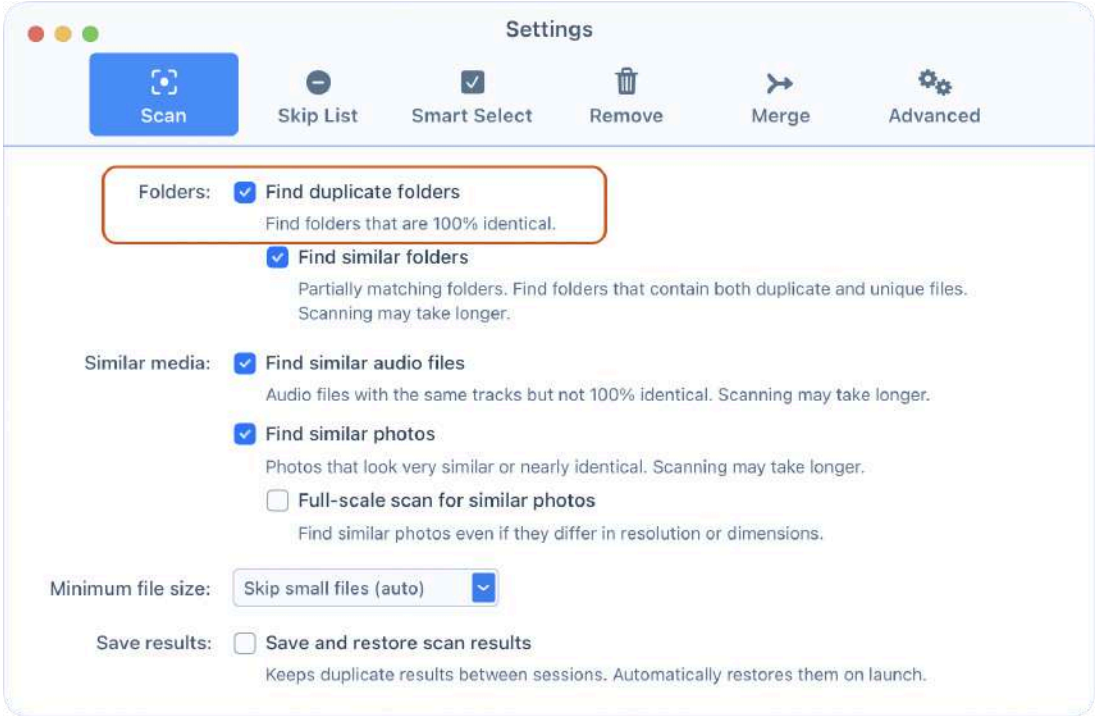
Take a look at the screenshots below. These folders contain duplicate files and no other data, so they are duplicate folders.



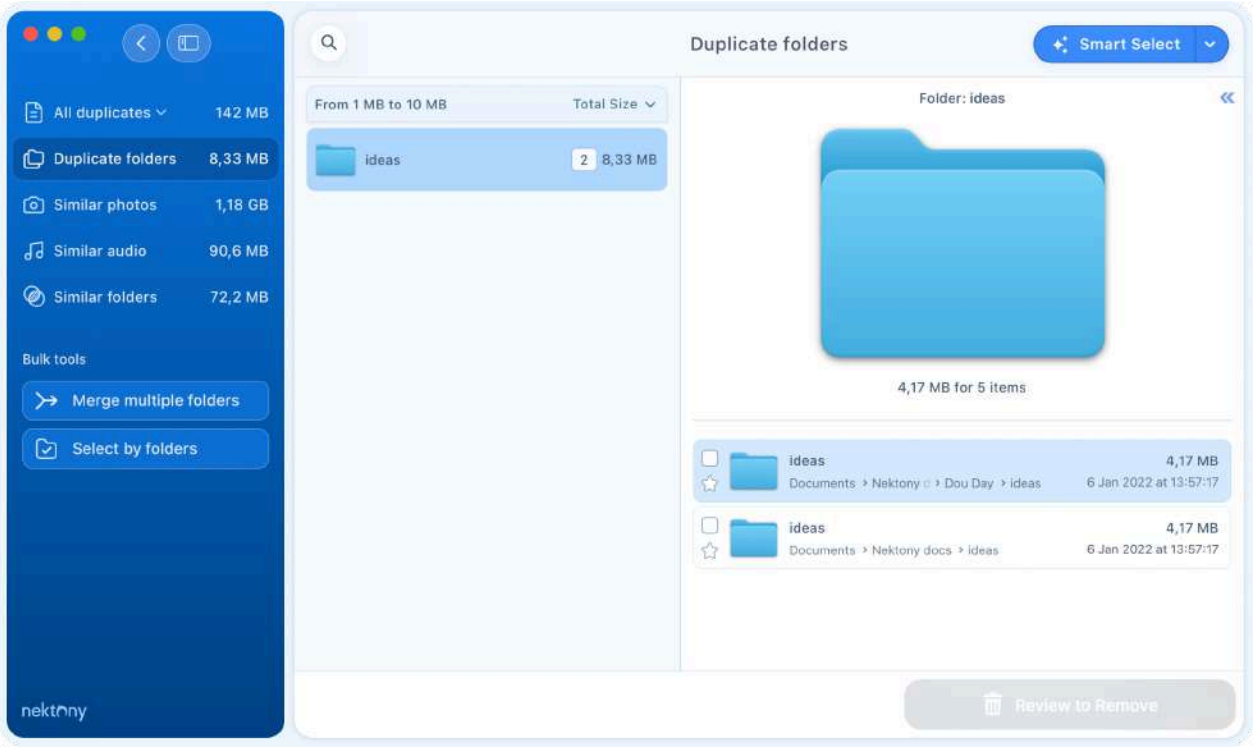
Before checking your Mac or any disk for duplicate folders, check if this option is turned on in the app's settings.

1. Open **Settings** in Duplicate File Finder.
2. In the **General tab**, tick the checkbox for "*Find duplicate folders.*"

3. Scan your data for duplicate folders.



The application will show duplicate folders in the appropriate tab of its window. Here, you can select all duplicate folders and remove them.



Please note:

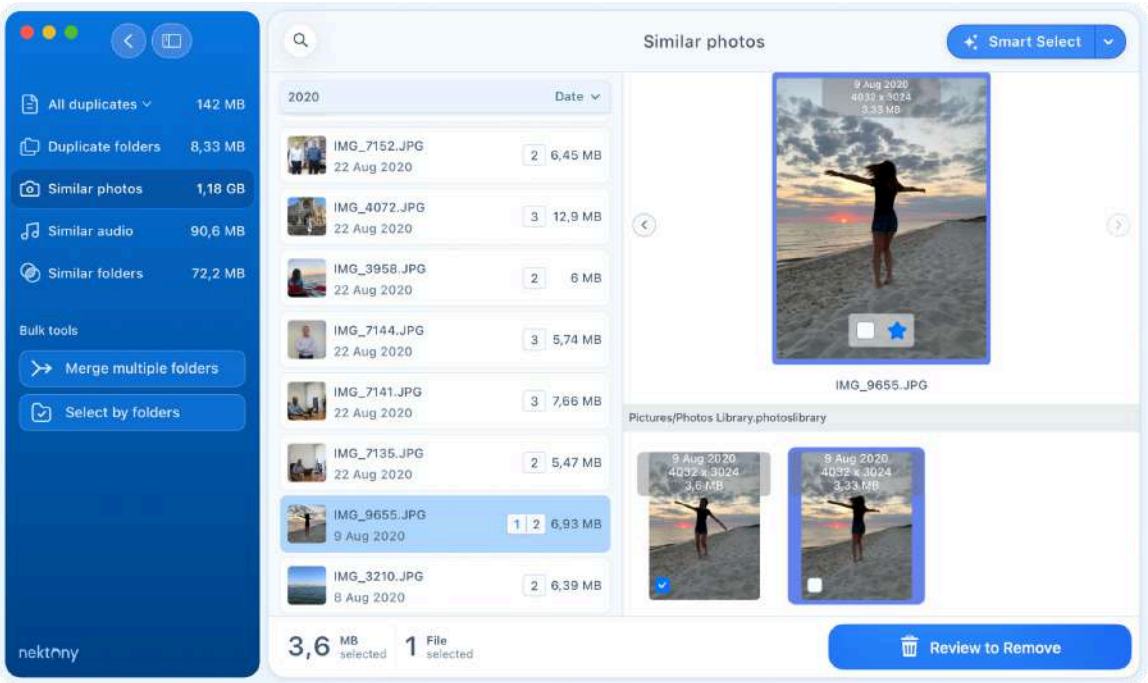
- *Files inside duplicate folders are not displayed in the Duplicate Files section. So, when you remove duplicate folders, nothing changes in the Duplicate Files section.*
- *Duplicate folders can contain other duplicate folders inside them. The application shows the folders of the top level of the directory only. It doesn't display the inside duplicate folders.*

Similar Media

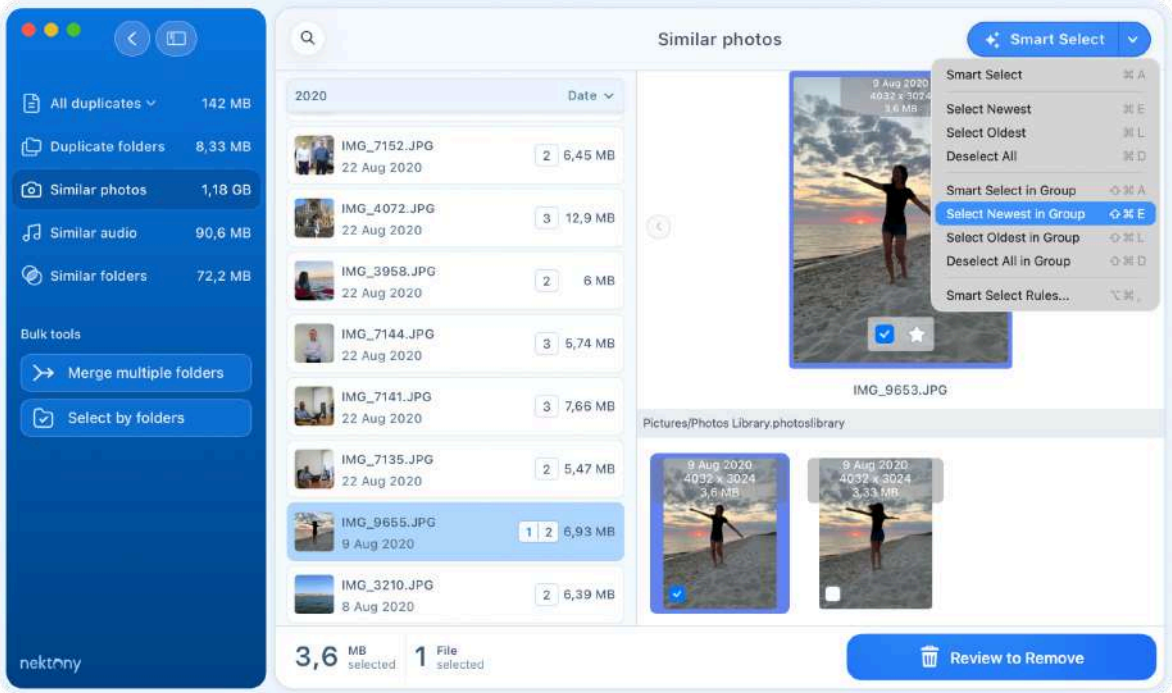
Apart from finding absolutely identical photos and music by size and binary data, Duplicate File Finder also finds and displays similar photos and audio files.

If you like to take many pictures to get the best one, then you may have plenty of unnecessary similar photos. Here's how to manage your similar photos, quickly sort them, organize them, and remove unwanted pics. The process of clearing unneeded similar audio files will be the same.

1. Switch to the **Similar photos** section from the sidebar.
2. Here, you will see photos grouped by similarity.



3. Review each group of similar photos and select the unneeded ones.
4. You can also use the Smart Select feature to automatically keep one picture in each group and select all other files.



5. Once you have selected all unwanted photos, click on Review to Remove and confirm their deletion.

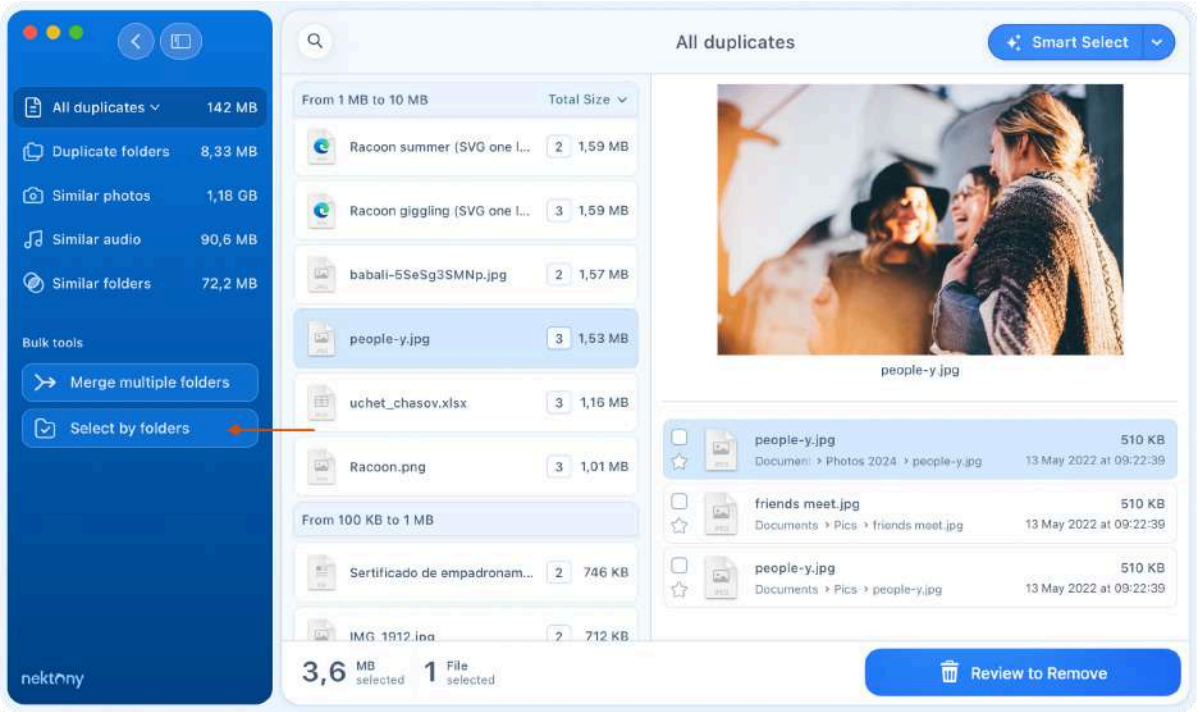
Note:

In some cases, you may have similar photos on your Mac; however, the app will display them in the Duplicate Photos tab, not in the Similar Photos tab. The reason is that, in this case, similar photos are stored in duplicate folders as well. The application displays these folders in the appropriate tab. If the app allows you to remove similar photos, the structure of duplicate folders will be broken. That's why the app displays these files only in the Duplicate Folders and Duplicate Files tabs.

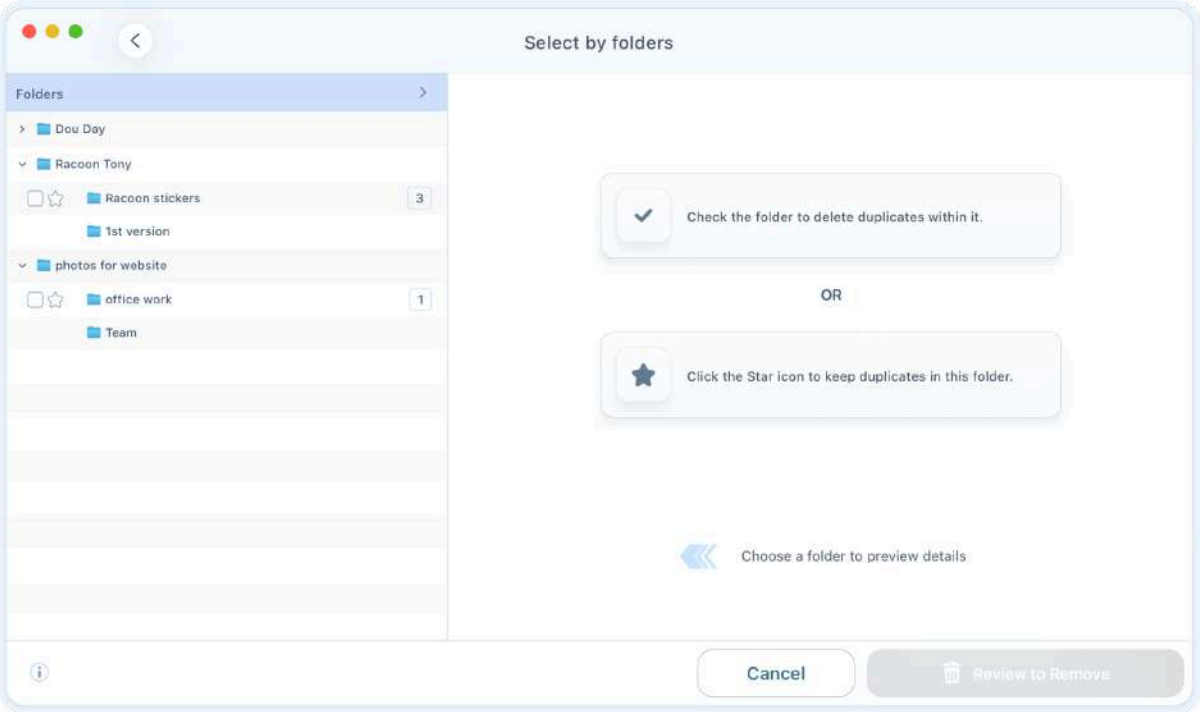
Select by folders

If you have many duplicates, it might take a significant amount of time to review each file and select unneeded copies in a specific folder. That's why Duplicate File Finder provides a special feature that will help you to complete this task much faster.

1. Go to the **Select by folders** tab.

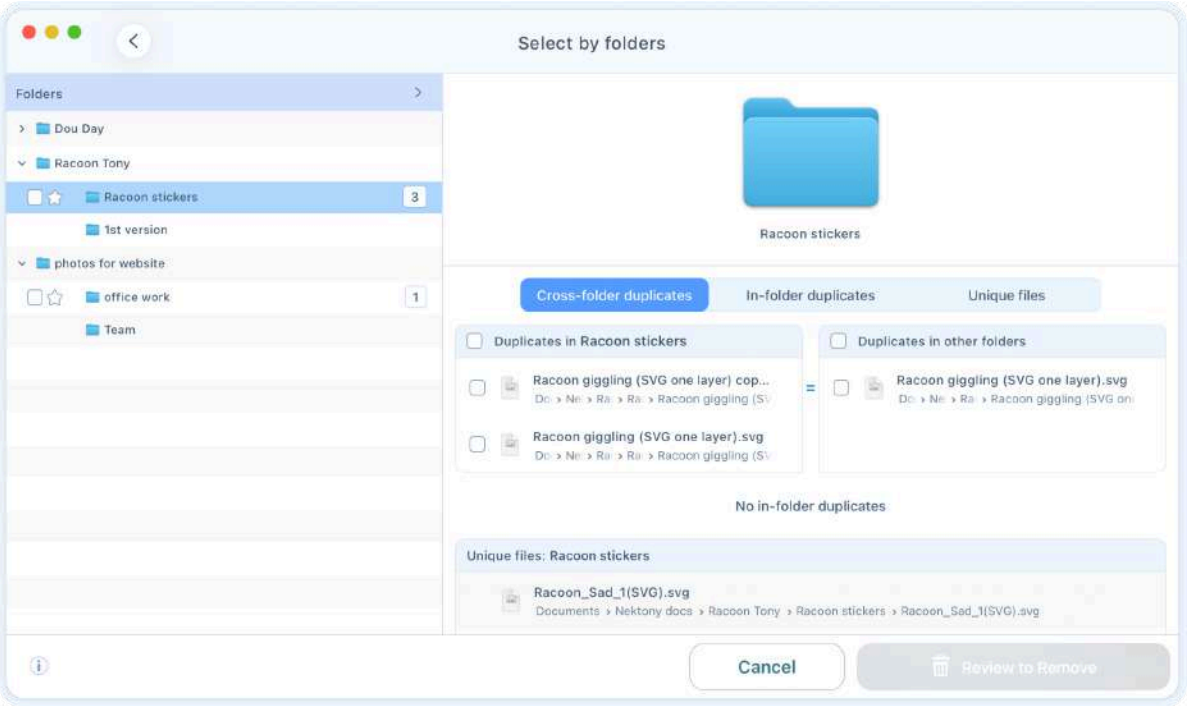


2. You will see a new window with a list of your folders and detailed information about how many duplicate and unique files each of them has.



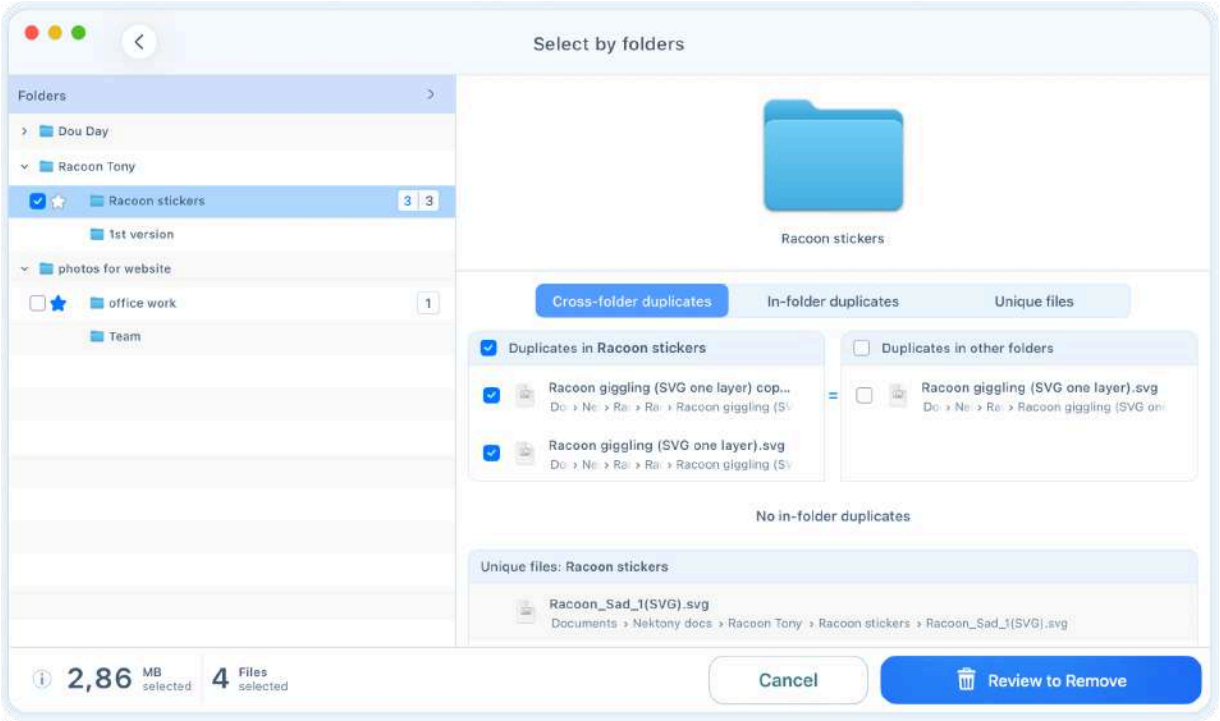
3. Click on the folder, and you will see its content in the right-hand panel:

- **Cross-folder duplicates:** Files that exist both in the selected folder and elsewhere.
- **In-folder duplicates:** Multiple copies located within the same folder.
- **Unique files:** Files that have no duplicates (these are never selected for removal).



How to use bulk selection

- **Check a folder:** Selecting a folder's checkbox will mark all duplicate files within that folder for removal.
- **Deselect a folder:** Unchecking it ensures that no files inside that folder are marked for deletion.
- **Mark as favorite:** Click the Star icon next to a folder to designate it as your priority location. When a folder is "Starred," the app automatically keeps all files inside that folder and selects all their copies in other folders for removal.



Note:

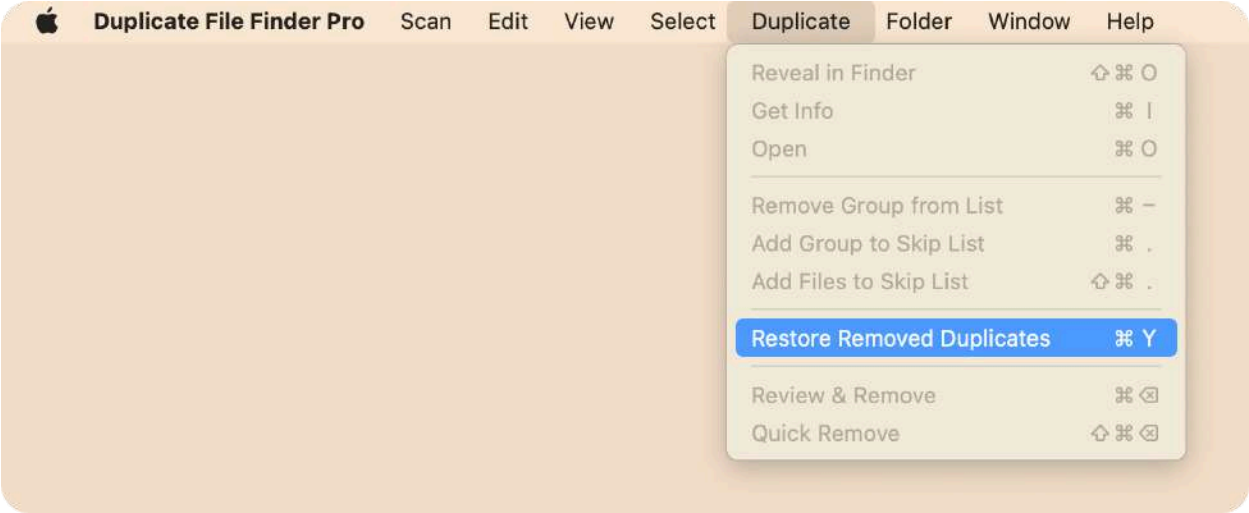
- *If you don't see checkboxes and star icons for selecting folders, this means that your scanned folders don't have common duplicates. The same will be true if you scan only one folder, all the found duplicates are inside this folder, and this folder doesn't have subfolders.*
- *When you remove duplicates in the "Select Duplicates in Folder" window, you can be assured that you will not remove all copies accidentally. At least one duplicate will be kept because the application makes it impossible to select all folders and duplicate copies.*

Read more: *[How to bulk select duplicates using the "Select by folders" option]*

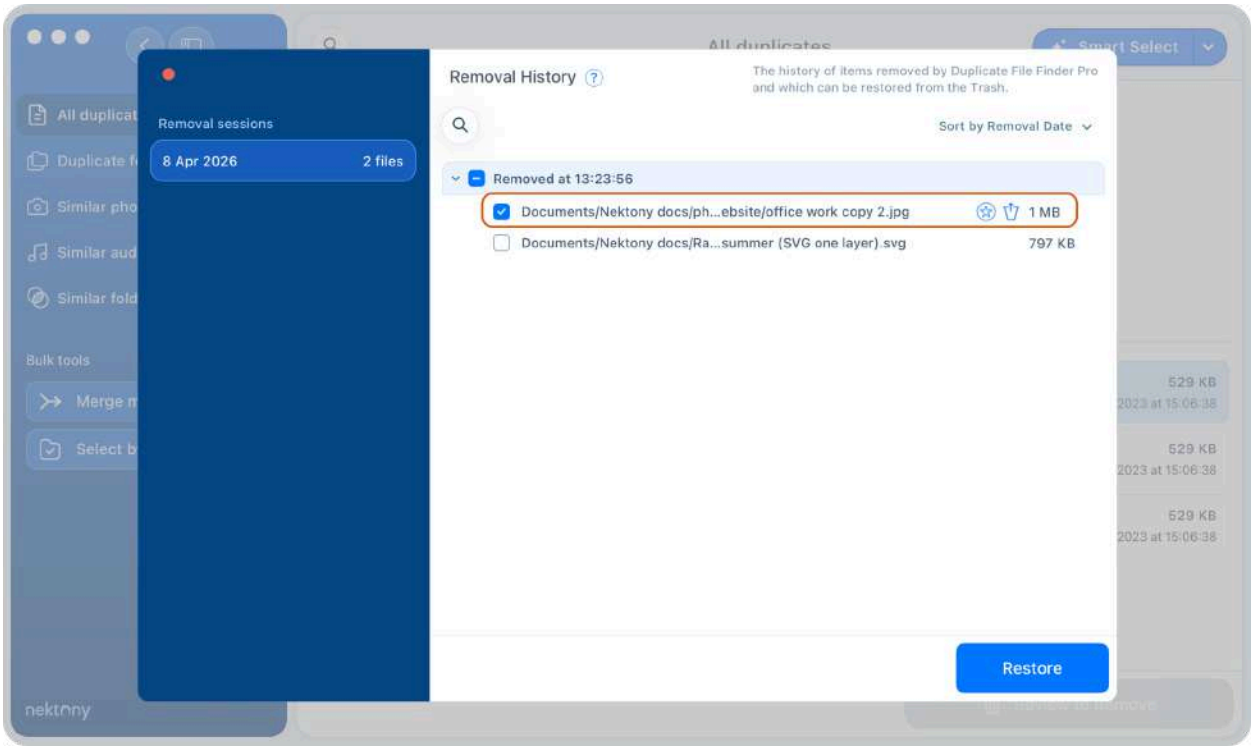
Restore Removed Files

By default, the application moves all these files to the Trash when you remove duplicates with the application. If you accidentally removed some files and would like to restore them, follow the steps below.

1. Go to the **Menu Bar** → **Duplicate** → select **Restore Removed Duplicates** or use the **Command+Y** shortcut. Also, you can just click the **Show Removal History** button in the removal window.



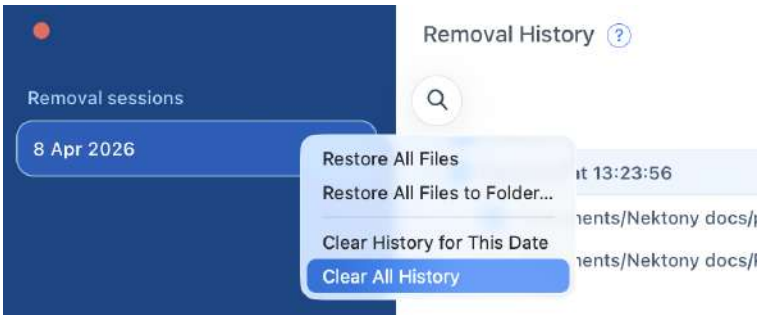
2. Select the files you want to restore using the checkboxes for files and groups of files. Then click the **Restore** button.



Note:

- *To be able to restore the duplicates, the option Log Removed Duplicates has to be enabled. You can check it in the Settings → Remove tab.*
- *If the duplicates are deleted from the Trash, you will not be able to restore them. It is only possible to restore files in the Trash folder or have duplicates in other folders. You can see next to each file name whether it is Restored, Restorable, or Not Restorable.*

In case you want to clear the removal history, right-click on any item in the left panel and choose **Clear All History** in the context menu.



Shortcuts

There are a lot of quick navigational shortcuts in the app that make your duplicate cleanup process even faster and easier.

General Navigation

Cmd+↓(↑)	navigate through duplicate groups
Enter	select the checkbox
Space	Quick Look preview of the selected file (press arrow down or up to switch the next file preview).

Opt+↓(↑)	select the last (first) item in the current list.
Cmd+F	search in the search field
Esc	reset search results
Cmd+N	new scan
Cmd+Opt+O	open the Finder window to select the folders for scanning
Cmd+R	rescan the current folder
Cmd+O	switch to the Overview tab
Cmd+1	switch to the Duplicate Files tab
Cmd+2	switch to the Pictures section
Cmd+3	switch to Movies section
Cmd+4	switch to the Music section
Cmd+5	switch to the Documents section
Cmd+6	switch to the Archives section
Cmd+7	switch to the Other Files section
Cmd+8	switch to the Duplicate Folders tab
Cmd+9	switch to the Similar Folders tab
Cmd+P	switch to the Similar Media tab
Cmd+Opt+2	switch to the Similar Photos section

Cmd+Opt+4	switch to the Similar Audio section
Cmd+Opt+S	switch to Select Duplicates in the Folder tab
Cmd+Opt+M	switch to the Merge Folders tab
Cmd+↑	switch to upper file group

Similar Media tab

→(←)	show the next or previous similar file of the list in the left section of the preview window
Opt+→(←)	show the next or previous similar file of the list in the right section of the preview window
Enter	select or deselect the similar file in the right section of the preview windc
Opt+Enter	select or deselect the similar file in the left section of the preview windov
Shift(⇑)+Enter	keep the file from the left section and select all other similar files for rem
Opt+Shift(⇑)+Enter	keep the file from the right section and select all other similar files for removal
Space	open the file from the left section of the preview window
Opt+Space	open the file from the right section of the preview window
Double click on the picture	open the picture or audio file

Selecting the files

	select (deselect) file or folder
1...9	select items for removal by a number
↑+1...9	select all items except one with a number
Cmd+A	select all duplicates
Cmd+E	select newest duplicates
Cmd+L	select oldest duplicates
Cmd+K	select any duplicates
Cmd+D	deselect all duplicates
Cmd+A+↑	select the duplicates in the active group
Cmd+E+↑	select newest duplicates in the active group
Cmd+L+↑	select oldest copies for removal in the active group
Cmd+K+↑	select any copies in the active group
Cmd+D+↑	deselect duplicates in the active group
Cmd+S	show a list of selected duplicates
Cmd+T	select the smallest similar media files
Cmd+Shift+T	select the smallest similar media files in the active group
Opt+Enter	select similar photo in the green frame

Cmd+Enter	select a marked group* in the Duplicates Files, Duplicate Folders, and Similar Media tabs
Enter	select a marked item of the group of duplicate files in the right section, o select a similar photo in the blue frame

*This shortcut works only when the option to remove all duplicate copies is enabled.

Other Shortcuts

Cmd+O+↑	reveal the file in the Finder
Cmd+I	show file information
Cmd+O	open the file
Space	preview the file
↓ **or** ↑	preview the next file from the list
Cmd+,	open Preferences window
Cmd+Y	open Removal History window
Cmd+W	close Preferences window
Cmd+M	minimize the application window
Cmd+F+^	enter fullscreen mode
Cmd+/	show the context hints

How to uninstall Duplicate File Finder

Follow these steps to manually uninstall the app:

1. **Quit** Duplicate File Finder.
2. Go to the **Applications** folder → remove Duplicate File Finder to Trash.
3. In the Finder's menu bar, click **Go** → **Go to Folder** → in the window that appears, type *~/Library*, and hit **Enter**.
4. Within the Library folder, find and remove Duplicate File Finder service files.

Note: *Depending on the version of Duplicate File Finder you are using, the folder paths for removing application data and temporary files will differ.*

If you downloaded the free version of the app from the App Store, find and remove the following files:

~/Library/Application Scripts/com.nektony.Duplicates-Finder
~/Library/Containers/com.nektony.Duplicates-Finder

If you purchased the PRO version of the app directly on the App Store, find and remove these files:

~/Library/Application Scripts/com.nektony.Duplicates-Expert
~/Library/Containers/com.nektony.Duplicates-Expert

If you downloaded the app from the site, find and remove these files:

~/Library/Application Scripts/com.nektony.Duplicate-File-Finder-SIII
~/Library/Application Support/com.nektony.Duplicate-File-Finder-SIII
~/Library/Caches/com.nektony.Duplicate-File-Finder-SIII
~/Library/Preferences/com.nektony.Duplicate-File-Finder-SIII.plist

Once you have removed all service files, empty your Trash bin to completely uninstall Duplicate File Finder.

nektony

support@nektony.com