

# SpaceMan 99 User Guide

**ExtraBit Software**

<http://www.extrabit.com>

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## Introduction

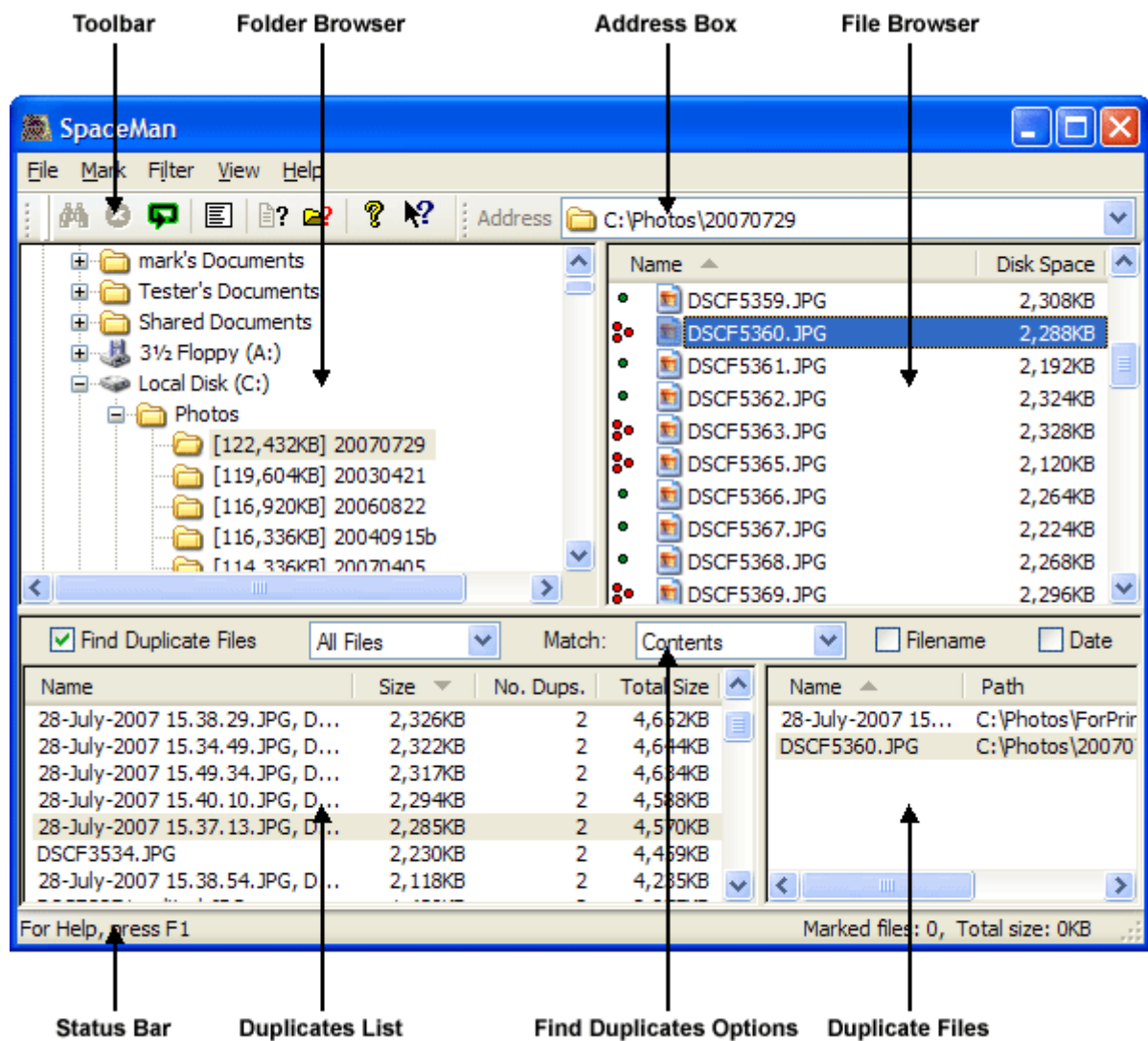
### What SpaceMan 99 does

SpaceMan 99 is a tool to help you organize your files. Its two primary functions are to show how your disk space is being used, and to find duplicate files and folders. Once you have found duplicate files, SpaceMan 99 can also automatically select files to delete whilst making sure that you always keep at least one copy of any files that have multiple copies.

### Quick tour

SpaceMan 99 works in a similar way to the Windows Explorer application, except that it has two extra panels at the bottom that are used for showing duplicate files.

The following screen shot shows SpaceMan 99 after a duplicates scan has been run. The various parts of the application window are indicated.



Toolbar	This provides quick access to the most commonly used menu commands.
Folder Browser	This shows a hierarchical view of all the folders on the system. Each folder can be expanded or collapsed by clicking on the + or - symbol next to the folder name. When a folder and all its subfolders have been scanned for disk space, the disk space is shown to the left of the folder's name in square brackets. The contents of the folder selected in the Folder browser are shown in the File Browser.
Address Box	This shows the currently selected folder. New paths can be entered in this box, or the last 20 quickly accessed from the drop-down list.
File Browser	This shows the folders and files in the currently selected folder. When a file has been scanned to test for duplicates, a symbol will appear to the left of its name, to show whether it is a duplicate or not. When all the files in a folder have been scanned to test for duplicates, a symbol will appear next to that folder's name to show whether that folder is an exact duplicate of another folder.
Status Bar	This shows status information, such as the folder currently being scanned if a scan is in progress.
Duplicates List	When two (or more) duplicate files are found, a line is added to this list which shows the names of the duplicate files, and the size of the files.
Find Duplicates Options	These controls set whether duplicate files are scanned for, and if so, the criteria that must be met for two files to be considered to be duplicates.
Duplicate Files	This shows the individual files in the duplicates set selected in the Duplicates list. All the files shown in this list are duplicates of each other.

## **Resizing the panels**

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The sizes of each of these panels can be changed by moving the bars that run between them. There is a single bar running horizontally that separates the folder and file browsers from the duplicates list and the duplicate files browsers. This can be dragged up or down. There are two vertical bars that can be dragged independently. One separates the folder browser from the file browser, and the other separates the duplicates list browser from the duplicate files browser.

## **System Requirements**

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SpaceMan 99 runs on the following versions of Windows:

- Windows Vista
- Windows XP
- Windows Server 2003
- Windows 2000

## Quick Start

### Launching SpaceMan 99

#### From the Windows Start menu

Like most programs, SpaceMan 99 can be run from the Windows **Start** menu. From the **Start** menu, under **Programs**, you will find SpaceMan 99 under the start menu item you selected when you installed it. By default, this is **SpaceMan 99**, and under this you will find the menu item to launch SpaceMan 99 itself.

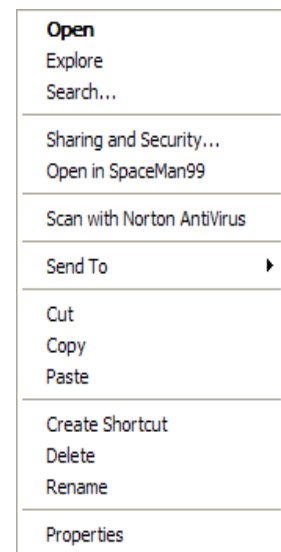
#### From the Windows Explorer context menu

An alternative way to launch SpaceMan 99 is from the Windows Explorer context menu. This is useful if you have been using Windows Explorer to browse the file system, and you already have the folder you want to scan open in Windows Explorer.

The simplest way to run Windows Explorer is to double click on the **My Computer** icon on your desktop. When you right click on a folder in Windows Explorer, you will see a menu similar to the one shown here.

You may not see exactly the same items, depending on the software you have installed on your computer. However, if you select **Open in SpaceMan 99**, this will launch SpaceMan 99 with the folder already selected in SpaceMan 99.

**i** **Open in SpaceMan 99** only appears in this menu when you right click on a folder in Windows Explorer, if you right click on a file you will not see this option.



### Using online help

At any time, you can press the F1 key to bring up the online help. This help is context sensitive, so if a panel has popped up, the help shown will relate to that panel. This is especially useful if you ever see an error message that you want to know more about. Just press F1, and the on-line help will open with a full description of that error message.

You can also press F1 while a menu item is selected to get help about that menu command.

### Selecting folders

The currently selected folder is used by several commands to determine which folder to operate on. One example is the **File/Scan Folder** command, which is described in the next section.

The path of the currently selected folder is shown in the Address Box, and the contents are shown in the File Browser.

Folders can be selected in a number of ways:

- Click on the folder in the Folder Browser. To expand a folder in the Folder Browser, either click on the + next to the folder, or simply double click on the folder name. Folders can be collapsed by clicking on the - next to an expanded folder, or by double clicking on the folder name again.

- Enter the path to the folder in the Address Box, and press return.
- Select the folder path from the drop down list attached to the Address Box. The last 20 folders selected can be quickly accessed by pressing the drop down list button to the right of the Address Box.

## Scanning folders

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To scan a folder, first select it as described in the previous section. Then select the **File/Scan Folder** menu command.

**i** If the Auto-scan when folders selected option is enabled (see “General Options panel” on page 31), you do not need to select the Scan Folder menu command, since folders will be scanned automatically when they are selected.

More folders can be selected for scanning before the first has been finished. The path to the folder currently being scanned is shown in the status bar. When several folders have been selected for scanning, SpaceMan 99 gives priority to the currently selected folder. Once the currently selected folder (and all subfolders under it) has been scanned, SpaceMan 99 will scan all the remaining folders that have been selected for scanning.

At any time, scanning can be aborted by selecting the **File/Stop Scanning** command.

When all scanning is finished, SpaceMan 99 will flash briefly, and if the Beep when scan complete option is set, a beep will be sounded.

## Find disk space used

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To find the total disk space used by all the files in a folder, and in all subfolders under it, simply scan one or more folders as described in the previous section.

The total disk space used by all files in a folder (and all subfolders) is shown in square brackets next to the folder name. If the square brackets next to a folder name are empty, it means the size for that folder is still being calculated.

**i** If you only want to find folder sizes, make sure the **Find Duplicate Files** box is not checked. This will make the scan much quicker.

## Finding and deleting duplicate files

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SpaceMan 99 has special purpose commands built in to help find and delete duplicate files. This is a three stage process. Firstly, you scan folders to find duplicate files. Next, you can mark particular duplicate files for deletion, using SpaceMan 99’s powerful commands which semi-automate this task. Finally, the marked files can be deleted.

### Finding duplicate files

To find duplicate files:

- Make sure the **Find Duplicate Files** box is checked.
- Set the options to configure how files are compared, as described in the section “Find-Duplicates ” on page 15.
- Scan the folders you want to search, as described in the section “Scanning folders” above.

All duplicates found will be listed in the Duplicates List Browser.

Note that duplicate files can only be found if all the folders containing the copies of a file are scanned. For example, if there is a file in *C:\Folder1* that has a duplicate in *C:\Folder2*, then if only *C:\Folder1* is scanned, the file will be shown as unique. Only when *C:\Folder2* is scanned as well will the duplication be found.

## Problems that can occur when scanning for duplicates

You may find that sometimes when you select a folder for scanning, some files within it do not get scanned. This can be due to one of the following reasons:

- The file is already open in another application. Close all other applications and try again.
- You do not have read access for the file. Check the security settings of the file.

## Marking duplicate files

Once SpaceMan 99 has finished scanning, you will have a list of all the duplicate files found in the Duplicates List Browser. You can manually go through this list finding duplicate files to delete, however a much quicker way is to use the Mark Duplicate Files panel.

This panel automatically marks duplicate files so that at least one copy is always kept. It has four different options to determine which of the duplicate files to keep (i.e. to leave unmarked). These options are described in section


Bring this up by selecting the *Mark/Mark Duplicate Files* command.

## Deleting marked files

Once you have marked one or more files, these can be deleted.

If you want to see a list of the marked files before deleting them, select the *MarkView Marked Files* command. This will bring up the Marked Files panel, which is described on page 28.


To delete the marked files, select the *Mark/Delete Marked Files*.

 When SpaceMan 99 deletes files, it uses the Windows Recycle bin settings to determine whether to display a confirmation dialog, and whether to move the files to the recycle bin or delete them immediately. To view or change these settings, right click on the Windows Recycle bin, and select **Properties** from the menu that pops up.

## Find duplicate folders

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When SpaceMan 99 scans for duplicate files, it also looks for duplicate folders. Two folders are considered to be duplicates of each other if they contain the same set of files, with the same filenames, and each pair of corresponding file meet the criteria set by the Find Duplicates Options. If the folders contain any subfolders, these must also be duplicates of each other.

Duplicate folders are indicated in the File Browser in the same way as files by the  symbol. To find the other folders that are duplicates of a particular folder, select the folder in the File Browser and then select the Next Duplicate command from the File menu.

Duplicate folders are also listed in the Duplicate Folders Report. To bring up this report, select the Report command from the File menu, then select the Duplicate Folders tab.

## Viewing reports

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SpaceMan 99 can generate a number of reports that summarize the information found by the scan. To view these reports, select the *File/Report* command.

## Freeing disk space

When your hard disk starts to get full, SpaceMan 99 allows you to see exactly where all the disk space is being used. Simply scan the folders as described in the section “Find disk space used” on page 7.

When looking for files to delete, it is best to start with the folders that are using the most disk space, since these provide the best opportunity for finding files to delete that will make the most difference.

The other facility that SpaceMan 99 provides for finding files to delete is a duplicate files finder. Usually, if you have multiple copies of the same file, then you can delete the extra copies. Take care deleting files that you didn't add yourself though - see the next section for more information about deleting duplicate files.

Once you have used found duplicate files, SpaceMan 99 also provides powerful commands to help automate the process of deleting all copies except one. These are described in the section “Finding and deleting duplicate files” on page 7.

### Deleting Files Safely

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You need to take great care when deleting files, since deleting the wrong file can cause an application, or even the whole system, to stop working. SpaceMan 99 has an option to protect the Windows operating system files, which it is recommended you leave enabled. This prevents any files in the Windows folder from being deleted. If you do need to delete a file in this folder, and you are sure that you know what you are doing, use the options panel to disable the protection.

The best rule is: if you don't know what a file is for, don't delete it!

The recycle bin can give you a second chance if you accidentally delete the wrong file. By default, SpaceMan 99 will send deleted files to the recycle bin, from where they can be retrieved. This does mean that the disk space used by deleted files is not recovered immediately, so you will need to periodically empty the recycle bin. For more information about the recycle bin, see the delete command on page 18.

### Removing applications

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One way to free disk space is to remove whole applications.

However, an application should not be removed by simply deleting the folder into which it was installed. This is because an application often stores files in other folders as well as the one into which it was installed. Applications may also make entries into the system registry that should also be deleted when the application is removed.

The correct way to remove an application is to un-install it. This is done from the Add/Remove Programs panel, as follows:

- From the Windows *Start* menu, choose *Settings*, then *Control Panel*.
- From the Control Panel, double click on Add/Remove Programs.
- The *Add/Remove Programs* panel shows a list of all the applications installed on the system. Select the application you want to remove, then click the *Add/Remove* button.

If the application is not listed in the *Add/Remove Programs* panel, then it may be that it has a standalone un-install program. Look in the Windows *Start* menu to see if the application has an entry that contains an un-install program.

If you can not find an un-install program for the application, then you have no choice but to remove it manually, by deleting the folder into which the application was installed. However, only remove it this way as a last resort



## Dragging and dropping files and folders

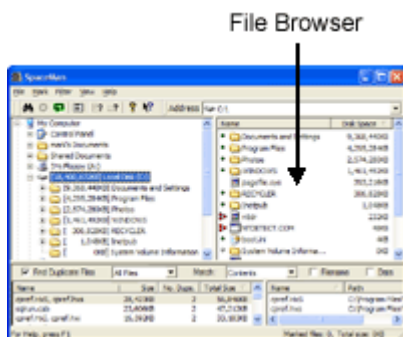
Files and folders can be moved or copied by dragging them to a folder in the Folder Browser. The default action is to move a file or folder that is dragged. To make a copy instead, hold down the CTRL key while releasing the mouse button. You will see the cursor change to include a plus symbol (+) to confirm that a copy will be performed.

Folders can be dragged within the Folder Browser, or can be dragged from the File Browser. Files can be dragged from the File Browser, or the Duplicate Files Browser.

Files and folders can also be dragged to or from other applications that support drag and drop, such as Windows Explorer.

**i** When you move or copy files or folders, you will need to rescan the folders affected to update the folder size information.

## File Browser



The file browser shows the contents of the folder currently selected in the Folder Browser.

For each item in the folder, the following information can be listed:

- Name
- Disk space used
- File size, or total size of all contained files for folders
- Modification time
- The number of duplicates

The *Name* column is always shown. The other columns can be shown or hidden depending on the options set in the column options panel. A quick way to set these options is to right click on any of the column headers, and select the columns from the menu that pops up.

The *Number of duplicates* column only has values if the file has been scanned for duplicates. The value shown includes this file, so if no other copies of the file have been found, the value shown is 1. If the file has one other copy, the value shown is 2, and so on.

The file list can be sorted by name, disk space, file size or modification time. By default it is sorted by file size. To change this, click in the title box of the column you want to sort by. If you click a second time in the same title box, the sort order is reversed.

**i** Sorting by the number of duplicates provides a quick way of bringing all the files that have duplicates together.

Once a folder has been scanned for duplicates, the file browser also shows whether each file is unique, or if there is another copy of the file. This is shown by one of the following symbols next to the name:

•	File or folder is unique
••	There is another copy of this file or folder
◦	Empty file or folder

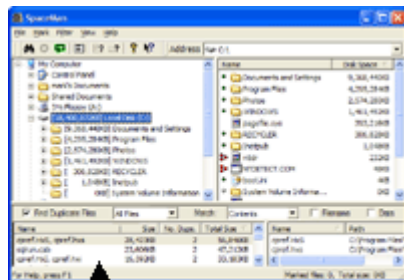
A folder is shown as empty if it contains no files. An empty folder may contain subfolders, but none of these subfolders can contain any files either. Empty folders can be quickly deleted using the *File/Delete Empty Folders* command.

For two folders to be shown as duplicates of each other, they must contain exactly the same files (including the same filenames). If they contain any subfolders, these must be identical as well. If a folder is marked as being a duplicate, then the other folder(s) that it is a duplicate of can be seen by using the *File/Next Duplicate* and *File/Previous Duplicate* commands. These commands are only enabled if a duplicate folder is selected, and they cycle the selected folder between folders that are duplicates of each other.

When a file is shown to be a duplicate, the other copies of that file can be found by selecting the file. The other copies of the file will then be shown in the Duplicate Files Browser.

Right clicking on a folder brings up the folder context menu, and right clicking on a file brings up the file context menu. Multiple folders or files can be selected by holding down SHIFT while selecting to extend the selection, or CTRL to toggle the selection status of the item picked.

## Duplicates List Browser



Duplicates List

The Duplicates List Browser shows the duplicate files that have been found. This window is only enabled if the *Find Duplicate Files* box is checked. Each line in the list shows one set of files that are all identical copies of each other. The information that can be shown for each set of identical files is:

- File names. If two or more files have the same name, the name is only shown once.
- File size. All files must be the same size since they are exact copies of each other.
- The number of duplicate files.
- The total size of the duplicate files.

The Name column is always shown. The other columns can be shown or hidden depending on the options set in the column options panel. A quick way to set these options is to right click on any of the column headers, and select the columns from the menu that pops up.

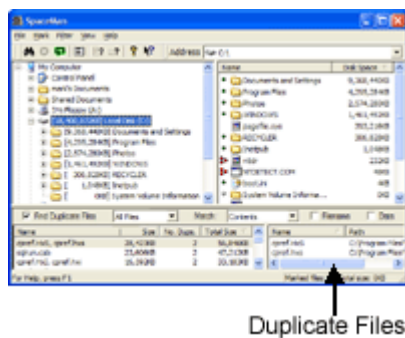
To see the full paths to each of the files in a duplicates set, select the line. The Duplicate Files Browser will then show the path for each file.

Right clicking on a duplicates set brings up the file context menu. Selecting one of the commands in this menu will cause the command to be applied to each of the files in the duplicates set.

The duplicates list can be sorted by name, size, number of duplicates or total size of duplicates. By default, it is sorted by size. To change this, click in the title box of the column you want to sort by. If you click a second time in the same title box, the sort order is reversed.

During scanning, duplicates are added to the duplicates list as they are found. The list is kept sorted until more than 1,000 duplicates have been found. From then on, new duplicates are added to the end of the list. If you want to resort the duplicates while scanning is still in progress, simply click in the title box of the column you want to sort on. When scanning completes, the list will be resorted automatically. The reason for not keeping the duplicates list sorted once more than 1,000 duplicates have been added is that it would make the duplicates scanning process much slower if a large number of duplicates are found.

## Duplicate Files Browser



The Duplicate Files Browser shows each of the files that are in the currently selected duplicates set in the Duplicates List Browser. The files shown in the Duplicate Files Browser will be duplicates of each other.

For each file in the list, the following information can be listed:

- Name
- Full path to the file.
- Modification time

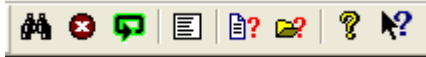
The Name column is always shown. The other columns can be shown or hidden depending on the options set in the column options panel. A quick way to set these options is to right click on any of the column headers, and select the columns from the menu that pops up.

Selecting a file in the Duplicate Files Browser causes the Folder Browser to be expanded to show the folder in which the file exists. The file is also selected in the File Browser.

Right clicking on a file brings up the file context menu.

**i** Pressing F5 in this window advances to the next duplicates set, and shift+F5 steps back to the previous duplicates set. This allows you to go through all the duplicate files marking the ones you choose, using just keyboard shortcuts.

## Toolbar



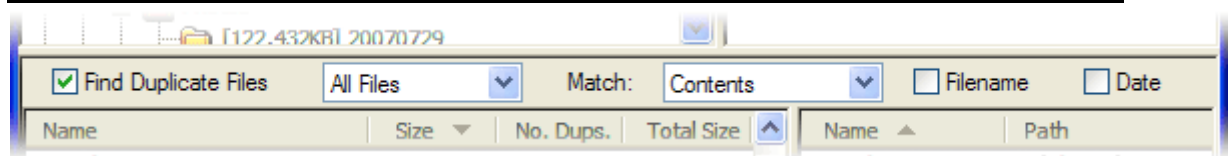
The toolbar is displayed across the top of the application window, below the menu bar. The toolbar provides quick mouse access to commonly used commands.

To hide or display the Toolbar, choose **Toolbar** from the **View** menu (ALT, V, T).

Click	To	Menu command
	Scan current folder for duplicate files.	File/Scan Folder
	Stop scanning folders.	File/Stop Scanning
	Clears all folder sizes and the duplicate files list.	File/Clear All Data
	Brings up the Report panel.	File/Report
	Brings up the File Filter panel.	Filter/Filter Files
	Brings up the Folder Filter panel.	Filter/Filter Folders
	Bring up the About box.	Help/About SpaceMan 99
	Bring up the context sensitive help cursor.	

The position of the toolbar can be adjusted by dragging the edge to the left of the buttons.

## Find-Duplicates Options



These options are above the Duplicates List browser.

### Find Duplicate Files

When this box is checked, SpaceMan 99 will scan for both duplicate files/folders and folder size when the *File/Scan Folder* command is selected. Any duplicate files found will be shown in the Duplicates List Browser.

If the box is not checked, then SpaceMan 99 will only scan for folder size. If you only want to scan folders for size, it is much quicker to turn off the *Find Duplicate Files* option.

### Shortcut

Key: F2

The other options control how duplicate files are detected. They only have any effect when the *Find Duplicate Files* option is enabled.

### Omit Small Files

The Omit Small Files drop down list is above the duplicates list browser. In the picture above, it is the one showing the value **All Files**. It only has any effect if the *Find Duplicate Files* option is enabled.

This option allows small files to be omitted when scanning for duplicates. The reason for wanting to do this is to speed up the scanning process.

If you are looking for large files that have duplicate copies in order to find files to delete to free up disk space, then the speed with which these can be found can be increased by not checking smaller files.

The following table lists the options available from this control.

All Files	All files will be included in the scan
Omit < 1KB	Files less than 1KB (1,024 bytes) will not be scanned
Omit < 10KB	Files less than 10KB (10,240 bytes) will not be scanned
Omit < 100KB	Files less than 100KB (102,400 bytes) will not be scanned
Omit < 1MB	Files less than 1MB (1,048,576 bytes) will not be scanned
Omit < 10MB	Files less than 10MB (10,485,760 bytes) will not be scanned
Omit < 100MB	Files less than 100MB (104,857,600 bytes) will not be scanned
Omit < 1GB	Files less than 1GB (1,073,741,824 bytes) will not be scanned

Note: This control only affects scanning for duplicates. Files of all sizes are always included in the scan for folder sizes.

## Match Contents

There are three ways that the contents of the files can be compared:

<b>Contents</b>	A byte by byte comparison is done when testing any two files to determine if they are duplicates. Obviously since every byte in the two files must match, the files must have the same size. This option guarantees that two files marked as duplicates will have exactly the same contents. This option is the slowest of the three, although some special techniques are used to ensure it runs as quickly as possible.
<b>Checksum &amp; Size</b>	A checksum value is calculated for each file, and this and the file size is compared when testing for duplicate files. This option does not guarantee that two files marked as duplicates have exactly the same contents, although the chances of any two files with different contents having the same checksum is 1 in 4,294,967,296.
<b>Size Only</b>	Only the size of the file is compared when testing for duplicate files. This option is not very useful on its own, but if used in conjunction with the <i>match date</i> option it provides a way of doing a very quick test for duplicate files that were made by making copies of files.
<b>Name Only</b>	The contents of the file are completely ignored when testing for duplicate files. The <b>Match Filename</b> option is automatically enabled so that files are considered to be duplicates simply if their filenames match. When this option is selected, the size column in the duplicates list browser just shows a dash, since the sizes of the files in a duplicates set may not be the same.

## Match Filename

If the *Match Filename* box is not checked, then the file names are ignored when looking for duplicate files.

If this box is checked, then the file names of any duplicate files must also match before the files will be recorded as duplicates.

## Match Date

If the *Match Date* box is not checked, then the last-modified date of every file is ignored when looking for duplicate files.

If this box is checked, then the last-modified date of any duplicate files must also match before the files will be recorded as duplicates.

Note that when files are copied, the last-modified date of the file is also copied, so this option is useful if you want to look for files that are not only duplicates, but which were also probably copied from the same original file.

## Menu commands

### File menu

The File menu offers the following commands:

Open	Opens the selected file(s).
Explore	Opens the selected folder in Windows Explorer.
Delete	Deletes the selected file(s) or folder(s).
Delete Empty Folders	Deletes any empty folders under the selected folder.
Scan	Scans the currently selected folder.
Stop Scanning	Stops scanning currently in progress.
Clear	Clears folder size and duplicate file data under the currently selected folder.
Clear All Data	Clears all folder size and duplicate file data.
Next Duplicate	Selects the next duplicate of the currently selected file or folder.
Previous Duplicate	Selects the previous duplicate of the currently selected file or folder.
Report	Brings up the Reports panel.
Exit	Exits SpaceMan 99.

### Open command

This command opens the currently selected file(s). If the file is an executable, it is run. Otherwise, it is opened using the application associated with the file type under Windows. The type of a file is determined by its extension, which is the part of the name after the period character (.) in the name.

This command is only enabled if one or more files are selected. It cannot be used on folders.

### Explore command

This command opens the currently selected folder in Windows Explorer.

This command is only enabled when a single folder is selected. It cannot be used on files.

### Delete command

This command deletes the currently selected folders or files. The currently selected folders or files are those which are selected in the active panel of the main window. The active panel is the one that has the selection highlighted.

When the duplicates list is the active panel, the selected files will be all the duplicate files at the selected line. If this is deleted, then all the duplicate files on the selected line will be deleted, leaving no copies of these files.

When files or folders are deleted, they are moved to the recycle bin on your Windows desktop, unless the recycle bin option has been set to permanently delete files immediately.

To change the recycle bin options, right click on the recycle bin icon on the desktop, and choose Properties from the menu that pops up.

To permanently delete files that have been moved to the recycle bin, right click on the recycle bin icon on the desktop, and choose Empty Recycle Bin from the menu that pops up.

### Shortcut

Key: DEL

## Delete Empty Folders command

This command deletes any empty folders under the currently selected folder. The currently selected folder is the one selected in the active panel of the main window. The active panel is the one that has the selection highlighted.


This command is useful after marking and deleting duplicate files, which can lead to lots of empty folders.

A folder is considered empty if it contains no files, and either no folders or only empty folders.

Any folders deleted are moved to the recycle bin on your Windows desktop, unless the recycle bin option has been set to permanently delete files immediately.

To change the recycle bin options, right click on the recycle bin icon on the desktop, and choose Properties from the menu that pops up.

To permanently delete files or folders that have been moved to the recycle bin, right click on the recycle bin icon on the desktop, and choose Empty Recycle Bin from the menu that pops up.

 Note that a folder must be scanned before all empty folders under it can be detected. Scanning for duplicates is not required, so this option can be turned off to speed up the scan.

### Shortcut

Keys: ALT, F, E

## Scan Folder command



This command scans the currently selected folder and all of its subfolders. This is usually the folder selected in the Folder Browser. However, if the File Browser is the active panel (the one that has the selection highlighted) and a folder is selected in the File Browser, then this is the folder that will be scanned.

If you want to scan several folders, they can each be selected in turn for scanning. You do not need to wait for each one to complete before selecting the next. You can also select folders from different drives for scanning. Simply select each folder in turn in the Folder Browser and select the Scan Folder command. You can scan an entire drive (such as C:) by selecting the drive itself and then selecting the Scan Folder command. If you want to scan all the drives on your system, you will need to select each in turn and select the Scan Folder command.

The Scan Folder command can only be used on *physical* folders that exist on drives. *Virtual* folders, such as the *My Computer* folder, cannot be scanned.

If the *Auto-scan when folders selected* option is selected, then this command does not need to be used, since folders will be scanned as soon as they are selected.

When a folder is scanned, the sizes of all the files in the folder are added together to find the total size for that folder. Any subfolders in that folder are also scanned. Note: the exception to this is if any file or folder filters have been defined.

If duplicates scanning is enabled, then the contents of the files and folders are also examined to build up lists of duplicate files and folders.

**Shortcut**

Key: F3

**Stop Scanning command**



This command stops any scanning currently in progress. Any information already gathered will be kept.

The toolbar button animates while scanning is in progress, and is grayed when there is none.

**Shortcut**

Key: ESC

**Clear Folder Data command**

Clears all the size and duplicates information that has been found for the selected folder, and for all subfolders under it.

This command is similar to the *Clear All Data* menu command, except that it only clears information about the selected folder. This command can be useful to exclude certain folders that contain duplicate files that you want to ignore, or to rescan folders that contain files which have been changed, added or removed by other applications.

**Shortcut**

Keys: ALT, F, C

**Clear All Data command**



Clears all the folder-size information and duplicate file data already gathered. This may be useful if lots of files have been changed, added or removed by other applications, and you want to rescan all the folders already scanned.

**Shortcut**

Keys: ALT, F, A

**Next Duplicate command**

This command is only enabled if the currently selected file or folder in the File Browser has duplicates.

For files it simply steps to the next entry in the Duplicate Files Browser.

For folders, the next folder in the list of duplicates of the selected folder is selected. Note that the only ways to view the duplicates of a folder are either to step through them with this

command or the previous duplicate command, or to use the duplicate folders report from the report panel.

Once this command has been used to cycle through every duplicate, the first duplicate is selected again.

### **Shortcut**

Key: F10

## **Previous Duplicate command**

This command is only enabled if the currently selected file or folder in the File Browser has duplicates.

For files it simply steps to the previous entry in the Duplicate Files Browser.

For folders, the previous folder in the list of duplicates of the selected folder is selected. Note that the only ways to view the duplicates of a folder are either to step through them with this command or the next duplicate command, or to use the duplicate folders report from the report panel.

### **Shortcut**

Keys: Shift+F10

## **Report command**



This command brings up the Report panel, which allows you to select one of four different reports. These reports can then be printed or copied to another application.

### **Shortcut**

Keys: ALT, F, R

## **Exit command**

Use this command to end your SpaceMan 99 session. You can also use the Close command on the application Control menu.

### **Shortcuts**

Mouse: Double-click the application's Control menu button.

Keys: ALT+F4

## Mark menu

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The Mark menu offers the following commands:

Mark	Mark the currently selected file(s).
Unmark	Unmarks the currently selected file(s).
Mark Duplicate Files	Marks duplicate files in the currently selected folder.
Unmark All Files	Unmarks all files.
View Marked Files	Brings up a panel that shows all marked files.
Delete Marked Files	Deletes all marked files.

### Mark command

This command marks the currently selected files. If any folders are selected, then this command marks all files contained within the selected folders, including all subfolders. Any files already marked are not affected by this command.

To unmark a marked file, use the Unmark command.

The total number and size of all the marked files is shown in the status bar. The marked files can be viewed using the View Marked Files command.

#### Shortcut

Key: F8

### Unmark command

This command unmarks the currently selected files. If any folders are selected, then this command unmarks all files contained within the selected folders, including all subfolders. Any files already unmarked are not affected by this command.

To mark a file, use the Mark command.

#### Shortcut

Key: SHIFT+F8

### Mark Duplicate Files command

This command brings up a dialog box that allows you to mark duplicate files. If any scanning is in progress, it is stopped when you bring up the mark duplicate files dialog.

#### Shortcut

Keys: ALT, M, M

See: Mark Duplicate files Dialog.

---

## Unmark All Files command

This command unmarks all files.

### Shortcut

Keys: ALT, M, U

## View Marked Files command

This command brings up the Marked Files panel, which shows a list of all marked files.

### Shortcut

Keys: ALT, M, V

## Delete Marked Files command

This command deletes all the marked files. Marked files can be viewed using the View Marked Files command.

When files are deleted, they are moved to the recycle bin on your Windows desktop, unless the recycle bin option has been set to permanently delete files immediately.

To change the recycle bin options, right click on the recycle bin icon on the desktop, and choose Properties from the menu that pops up.

To permanently delete files that have been moved to the recycle bin, right click on the recycle bin icon on the desktop, and choose Empty Recycle Bin from the menu that pops up.

### Shortcut

Keys: ALT, M, D

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## Filter menu

The Filter menu offers the following commands:

Filter Files	Brings up the File Filter panel
Filter Folders	Brings up the Folder Filter panel.
Clear Filters	Clears any file or folder filters that have been set.
Exclude Folder	Excludes the selected folder.
Exclude Subfolders	Excludes all subfolders of the selected folder.

## Filter Files command



This command brings up the File Filter panel that allows you to specify file patterns that should be excluded when scanning the disk.

The button on the toolbar indicates if there are any filtered files, it has no color when there are no filtered files.

### **Shortcut**

Keys: ALT, I, F

## **Filter Folders command**



This command brings up the Folder Filter panel that allows you to specify folders that should be excluded when scanning the disk.

The button on the toolbar indicates if there are any filtered folders, it has no color when there are no filtered folders.

### **Shortcut**

Keys: ALT, I, O

## **Clear Filters command**

This command clears any file filters or folder filters that have been set.

Note that whenever any changes are made to the list of excluded folders, any folder-size information and duplicate file data already gathered is cleared.

### **Shortcut**

Keys: ALT, I, C

## **Exclude Folder command**

This command adds the selected folder to the list of excluded folders. This will cause the folder to disappear from the folders shown.

Note that whenever any changes are made to the list of excluded folders, any folder-size information and duplicate file data already gathered is cleared.

### **Shortcut**

Key: F7

## **Exclude Subfolders command**

This command adds all the subfolders of the selected folder to the list of excluded folders. This will cause all the subfolders to disappear from the folders shown.

Note that whenever any changes are made to the list of excluded folders, any folder-size information and duplicate file data already gathered is cleared.

### **Shortcut**

Keys: ALT+F7

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## View menu

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The View menu offers the following commands:

Toolbar	Shows or hides the toolbar.
Status Bar	Shows or hides the status bar.
Show Size As	Popup menu that allows the units used to show sizes to be customized.
Options	Brings up the Options panel

### View Toolbar command

Use this command to display and hide the Toolbar, which includes buttons for some of the most common commands in SpaceMan 99. A check mark appears next to the menu item when the Toolbar is displayed.

### View Status Bar command

Use this command to display and hide the Status Bar, which describes the action to be executed by the selected menu item or depressed toolbar button. A check mark appears next to the menu item when the Status Bar is displayed.

### View Options command

This command brings up the dialog box that allows you to change configuration preferences for SpaceMan 99.

#### Shortcut

Keys: ALT, V, O

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## Help menu

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The Help menu offers the following commands, which provide you assistance with this application:

Help Topics	Offers you an index to topics on which you can get help.
About SpaceMan 99	Displays the version number of this application, and whether it is registered or not.

### Help command

Opens the help window, showing the contents.

To get context sensitive help on the currently selected object, press F1.

#### Shortcut

Keys: ALT, H, H

## About command



Use this command to display the copyright notice and version number of your copy of SpaceMan 99. If you have not yet registered your copy of SpaceMan 99, this will also display how many days you have left before your evaluation period expires.

### Shortcut


Keys: ALT, H, A

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## Panels

### Mark Duplicates panel

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 To bring up the mark duplicate files panel, select a folder in the folder browser, and then use the *Mark/Mark Duplicate Files* command.

When the mark duplicate files panel appears, the selected folder is shown at the top of the panel. To change the selected folder, close down the panel, select a new folder, and then use the mark duplicate files command again. You can not simply type a new selected folder path into the panel itself.

The mark duplicate files panel provides a way to mark duplicate files so that all copies of a file can not be marked. This makes it easy to delete redundant copies of a file without accidentally deleting all copies of a file. There are a number of options to allow you to set which of the duplicate files is not marked.

- **Mark duplicate files inside selected folder except newest**

This option marks all duplicate files inside the selected folder (or any subfolder), except the file in each set of duplicate files that has the newest modification time. If more than one of the duplicate files have the newest modification time, then it will be arbitrary which of them is not marked.

- **Mark duplicate files inside selected folder except oldest**

This option marks all duplicate files inside the selected folder (or any subfolder), except the file in each set of duplicate files that has the oldest modification time.

- **Mark duplicate files inside selected folder, which have a copy outside**

This option marks all duplicate files inside the selected folder (or any subfolder), provided they have at least one copy outside the selected folder. This is useful if you want to delete a folder and be sure that you still have copies of all the files it contains elsewhere on the system.

- **Mark duplicate files outside selected folder, which have a copy inside**

This option marks all duplicate files outside the selected folder, provided they have at least one copy inside the selected folder (or any subfolder). This option allows you to clean up your system so that any copies of a file are in a known folder. If you have some files that you may have several copies of in different places, you can choose one folder where you want these files to be stored. After putting one copy of these files in the chosen folder, you can use the mark duplicate files command to mark any other copies of these files anywhere else on your system (or at least, in any other folders you have scanned).

When the mark duplicate files command is selected, the first thing that happens is that all files in the selected folder are checked to see if any are duplicates. If the selected folder has not been scanned for duplicates and nor have any subfolders under it, or if no duplicate files are found, then a message box is shown. Otherwise the mark duplicate files panel appears. If the list of files shown in the mark duplicate files panel is empty, then all the duplicate files found in the selected folder only have copies that are also inside the selected folder.

The list inside the panel shows the files that will be marked if the **Mark** button is pressed. The list changes as you select between the different options for selecting which duplicates are marked.

Note that when the mark duplicate files panel is brought up, it does not perform any new scanning of files. You should make sure that all folders that you want to check for duplicates have already been scanned before bringing up the mark duplicate files panel.

## Marked Files panel

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**i** To bring up the marked files panel, use the *Mark/View Marked Files* command.

This panel shows all the files that are currently marked. Files in the list can be unmarked (which removes them from the list) or deleted by using commands on the marked files menu.

Marked files can be sorted by name, size or path. Click on the appropriate column header to sort on that value. Clicking a second time on the same column header reverses the sort order.

To change the sizes of the columns, drag the right edge of the column headers.

## Report panel

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**i** To bring up the report panel, use the *File/Report* command.

Before you use the report panel, you need to have scanned one or more folders for disk space, or for duplicate files. To select the report you want to see, click on one of the tabs at the top of the report panel. The report panel can show each of the following reports.

- Total Folder Sizes report

This report shows the total size of all files in each scanned folder, including subfolders. It also shows the total size of all the subfolders under each folder. The folders are sorted first by depth (i.e. how deep in the folder hierarchy they are), and then by size, with the largest shown first. The size shown is either the total disk space used by the files, or the sum of the individual file sizes, depending on the option set on the Report Options panel.

- Folder Sizes report

This report shows the total size of all files in each scanned folder, excluding subfolders. The folders are sorted by size, with the largest shown first. The size shown is either the total disk space used by the files, or the sum of the individual file sizes, depending on the option set on the Report Options panel.

- Duplicate Files report

This report shows all the duplicate files. The first column shows the file sizes. If the option to show the last-modified time is selected in the Report Options panel, then the second column shows the last-modified time for each file. The last column shows the duplicate files. The files are grouped so that files that are duplicates of each other are shown together. Each set of duplicate files is separated by a blank line. Since the size of all files that are duplicates of each other must obviously be the same, the size is only shown once per duplicates set.

- Duplicate Folders report


This report shows all the duplicate folders. The first column shows the total size. This is shown either as the total disk space used by the files, or the sum of the individual file sizes, depending on the option set on the Report Options panel. Note that since duplicate folders might be on different disks, it is possible to have a different size shown even though the folders contain identical files, if the disks have different cluster sizes. The second column shows the path to the folder. The folders are grouped so that folders that are duplicates of each other are shown together. Each set of duplicate folders is separated by a blank line.

The following buttons are at the bottom of the report panel:

<b>Options</b>	This brings up the Options panel with the Report tab selected. This allows you to make changes to the report options while the Report Panel is displayed.
<b>Copy To Clipboard</b>	Copies the current selection from the current report to the clipboard. A selection can be made in the current report by dragging over the part you want to select. If there is no selection, then the whole report is copied to the clipboard. This can then be copied into another application. When a report is copied to the clipboard, the columns in the reports are separated by the TAB character. This means that the data can be copied into a spreadsheet such as Excel, and the data will be copied properly into rows and columns. It is then easy to make charts of the data if you want to see the results graphically.
<b>Print</b>	Prints the current selection from the current report, or the entire report if there is no selection.
<b>OK</b>	Closes the report panel.

## File Filter panel

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 To bring up the File Filter panel, use the *Filter/Filter Files* command.

The file filter panel allows files to be excluded when the disk is being scanned. This can be used either to simply speed up the scanning operation by excluding files that you are not interested in, or to gather information about specific files, such as how much disk space is being used by a particular type of file.

The files that are filtered out can be specified in one of two ways. You can either list the files that should be excluded, or list just those that should be included. To select which of these to use, click on the pop-up list box and select the required option:

To specify the files to exclude or include, the standard wild-card symbols \* and ? are used. \* matches any characters, and ? matches any one character. By far the most common way to specify files to exclude or include is by the file extension, since this defines the type of the file. For example, to specify all Microsoft Word files, you would use \*.doc.

The wild-card symbols can be used in any combination, so fairly powerful patterns can be defined. For example, a\*.??? would match any filename that started with a, and had an extension that had exactly three characters.

To add a file to the list, press the *New* button.

To change a file, double click it in the file list box and make the change required.

To remove a file, select it in the file list box and press the *Remove* button.

To remove all file patterns, press the *Remove All* button.

Note that excluded files are no longer shown in the file browser. They will reappear in the file browser if the filtered files list is cleared.


## Predefined file groups

Various predefined file groups can be quickly added by selecting them from the predefined file groups pop-up list. This has file patterns for various common groups of files, such as common image file types, temporary files, and so on.

This list can be customized by editing the file *filegroups.txt* in SpaceMan 99's installation folder. This file starts with the name of the first group on one line, followed by lines containing the file patterns making up that group, and ending in a blank line. The next group then follows, and so on until the end of the file.

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## Folder Filter panel

 To bring up the Folder Filter panel, use the *Filter/Filter Folders* command.

This panel allows folders to be excluded. This can be used to speed up scanning by excluding folders that you are not interested in.

To add a folder to the list, press the *New* button.

You can then either type in the path to the folder you want to exclude, or press the *...* button to bring up a folder browser panel. If you type in the path to the folder, the full path including the drive letter must be entered. It is also possible to use the standard wild-card symbols *\** and *?* in the name to match several folders. *\** matches any characters, although it will not match through a folder separator *\*. *?* matches any one character, except a folder separator *\*.

To change a folder, double click it in the folder list box and make the change required.

To remove a folder, select it in the folder list box and press the *Remove* button.

To remove all folder patterns, press the *Remove All* button.

Note that excluded folders are no longer shown in the folder browser or the file browser. They will reappear if the filtered folders list is cleared.

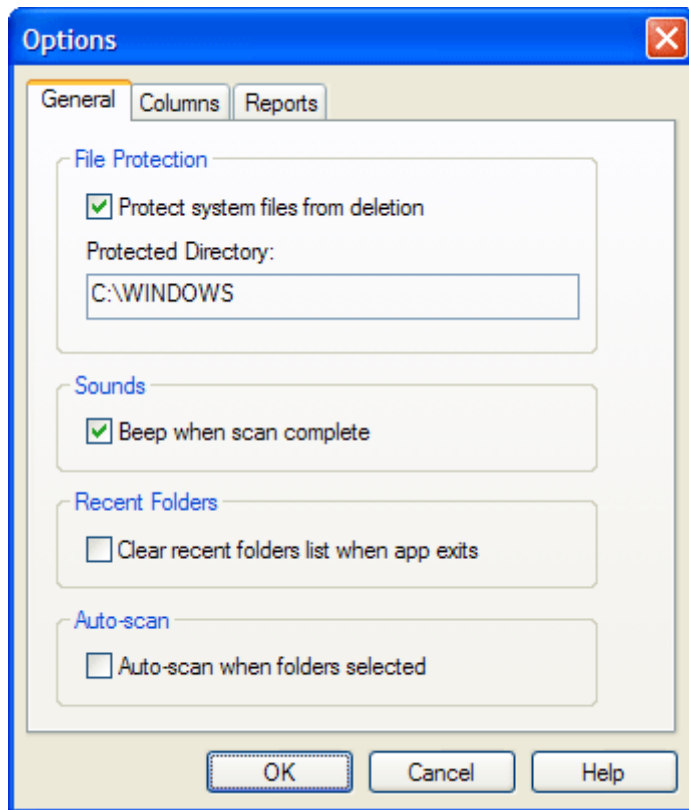
Also note that whenever any changes are made to the list of excluded folders, any folder-size information and duplicate file data already gathered is cleared. If you have not made any changes to the excluded folders after bringing up this panel, you should press *Cancel* instead of *OK* to prevent any existing data being cleared.

## Predefined folder groups

The system folder is always available in the predefined folder groups pop-up list.

If there are any groups of folders that you commonly want to exclude, these can be entered into a file called *foldergroups.txt* in SpaceMan 99's installation folder. This file starts with the name of the first group on one line, followed by lines containing the folders making up that group, and ending in a blank line. The next group then follows, and so on until the end of the file. This file is read when the Folder Filter panel is brought up, and the groups defined in this file appear in the predefined folder groups pop-up list. Selecting one of these and pressing the *Add* button will add all the folders in that group to the list of excluded folders.

## General Options panel



**i** To bring up the General options panel, use the *View/Options* command, and select the **General** tab.

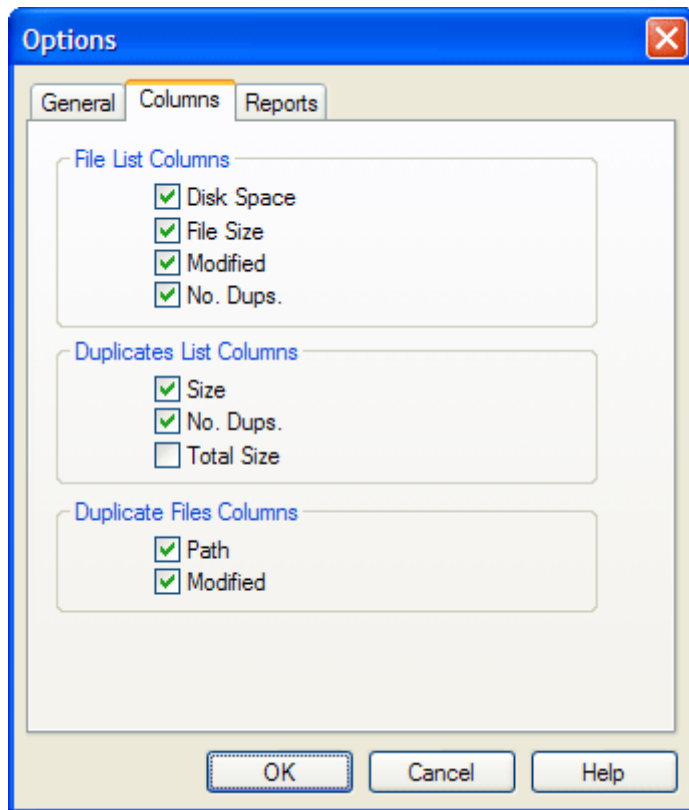
The General tab of the Options panel allows you to set the following options:

<b>File Protection</b>	<p>Sets whether the Windows operating system files are protected from deletion. If this option is enabled, then you will be unable to delete any files in the Windows folder from within SpaceMan 99.</p> <p>The protected folder is shown. This is fixed by the operating system and can not be changed.</p>
<b>Sounds</b>	Sets whether SpaceMan 99 plays a sound whenever a scan is finished.
<b>Recent Folders</b>	The Address Box stores the 20 most recently accessed folders. This list is saved between SpaceMan 99 sessions unless the <b>Clear recent folders list when app exits</b> checkbox is set.
<b>Auto-scan</b>	If the <b>Auto-scan when folders selected</b> option is set, then folders are automatically scanned when they are selected in the Folder Browser.

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## Column Options panel

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**i** To bring up the Column options panel, use the *View/Options* command, and select the **Columns** tab.

The Columns tab of the Options panel allows the columns shown in each of the files browser, duplicates list and duplicate files views to be configured.

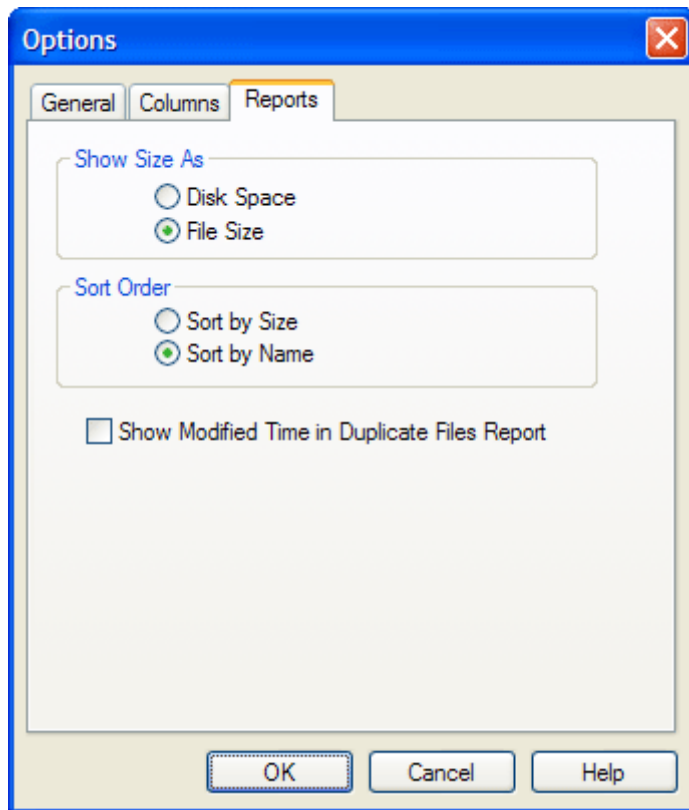
### Using the context menu

Note that it is also possible to configure the columns shown without using the Column Options panel. Right clicking in the column title boxes brings up a context menu that lists the columns available. The columns shown have a check mark against them. Selecting one of the columns from the menu toggles the state of the check mark and shows or hides the column.

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## Report Options panel

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**i** To bring up the Report options panel, use the *View/Options* command, and select the **Reports** tab.

The Reports tab of the Options panel allows the reports generated in the Report panel to be customized.

The *Show Size As* option selects whether the file or folder sizes shown in the reports are the actual sizes of the files or folders, or whether they are the amount of disk space used.

The *Sort Order* option selects whether the items in the reports are sorted by size (largest first) or alphabetically by filename.

If the *Show Modified Time in Duplicates Report* box is checked, then an extra column will be included in the duplicates report that shows the modified time for each file.