SpaceMan 99 User Guide

Find duplicate files and see what is using your disk space

ExtraBit Software

Version 5.1 - October 2026

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Chapter 1

Welcome

SpaceMan 99 shows you what is using the space on your disks, and helps you get it back:

- **See where the space goes.** Scan a drive or a folder, and every folder shows its size, so the largest ones stand out as you go down the tree.
- **Find duplicate files.** SpaceMan 99 finds files whose contents are identical, whatever they are called and wherever they are.
- **Delete safely.** Nothing is deleted until you have reviewed everything you chose, and SpaceMan 99 warns you before you delete the last copy of a file, or anything in a Windows or program folder.

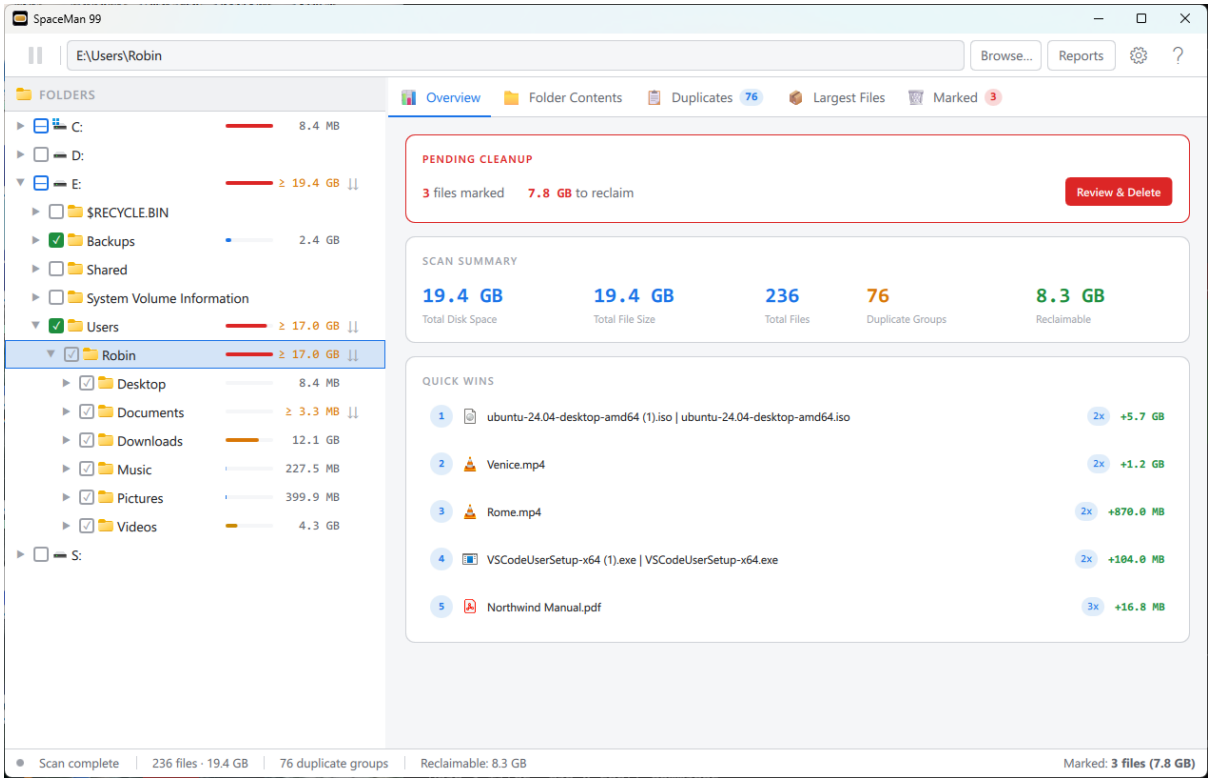


Figure 1.1: SpaceMan 99's Overview after a scan and a duplicate search, with a few copies marked

1.1 Where to begin

New to SpaceMan 99? Getting Started takes you through one complete cleanup, from choosing what to scan to deleting safely.

Upgrading from SpaceMan 4? Version 5 has been rewritten, with a new window. Upgrading from SpaceMan 4 on our website shows where everything you know has gone.

Three ideas are worth knowing before anything else, because they are not obvious from the window alone:

- Choosing What to Scan: clicking a folder and checking it are different things.
- Marking Is Not Deleting: you mark files as you find them, and delete them together, once you have checked.
- Duplicate Groups: what counts as a duplicate, and what is left out.

This guide is for SpaceMan 99 version 5.1. It is also available on the web at www.extrabit.com/spaceman99/help

Chapter 2

Getting Started

This page takes you through one complete cleanup: choosing what to scan, finding duplicate files, choosing which copies to remove, and deleting them safely. Each step links to the page that explains it in full.

2.1 Installing SpaceMan 99

SpaceMan 99 is available from the Microsoft Store (search for “SpaceMan 99”), or as a download from www.extrabit.com/spaceman99.

The Microsoft Store keeps the Store version up to date. The downloaded version checks for updates itself, once a day, and shows a blue dot on the Settings button in the toolbar when one is available (see Settings).

2.2 Step 1: Choose what to scan

The first time you start SpaceMan 99, it opens on your own user folder. The folder tree on the left shows your drives, with your user folder selected, but nothing has been scanned yet.

Clicking a folder selects it: you can browse anywhere, and the Folder Contents tab on the right lists what is inside the selected folder.

Checking a folder’s box includes it in the scan. Scanning starts right away, and covers the folder and everything inside it. Check as many folders as you like.

These are two separate things, and the difference matters: see Choosing What to Scan.

> **Where to start:** Your user folder, or a whole data drive, is a good first scan. Scanning all of drive C: works too, but most of it is Windows and your programs, which are not yours to clean up.
>
> **The AppData folder:** Your user folder contains a folder called `AppData`, which File Explorer hides. It is often one of the largest folders you have, because it is where programs keep their settings, caches and data. It is also the least safe place to delete from: removing files there can make programs lose their settings or stop working. Look at it by all means, but think twice before deleting anything inside it.

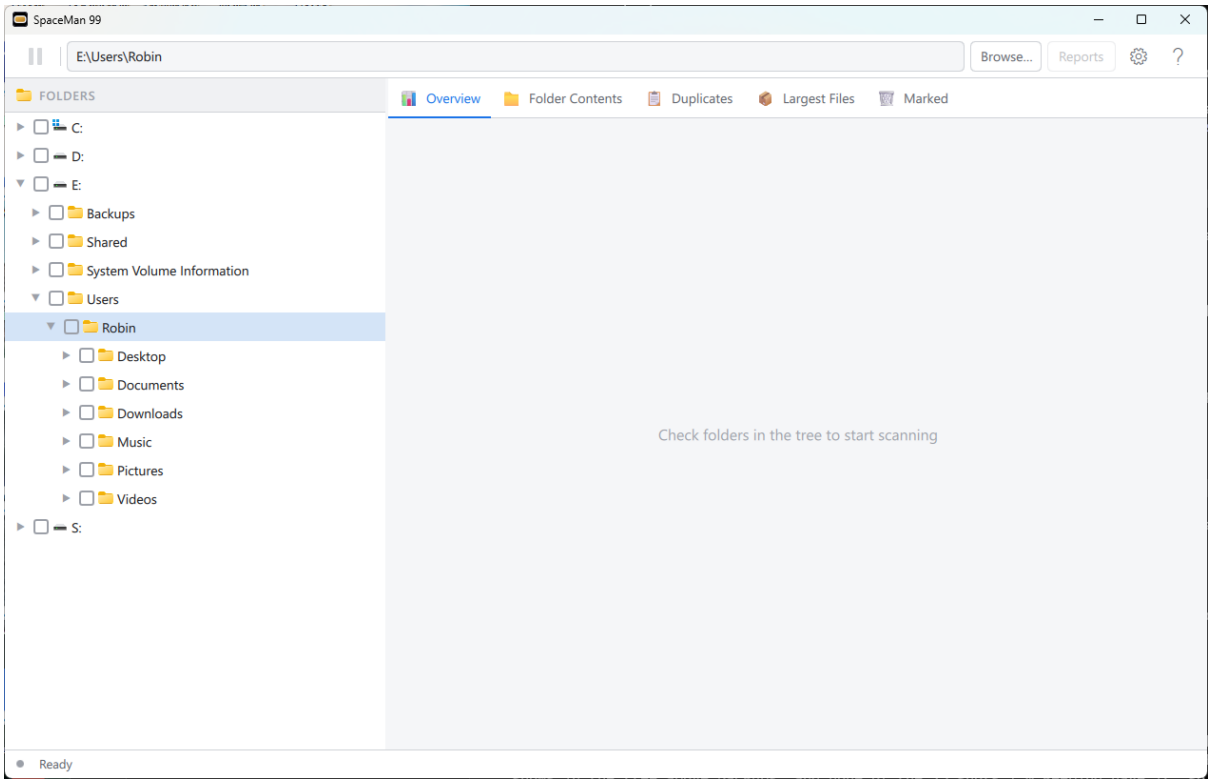


Figure 2.1: The first start: your user folder selected, and nothing scanned yet

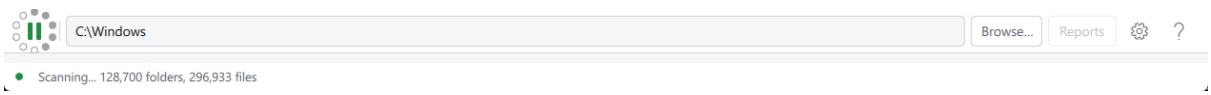


Figure 2.2: The toolbar and the status bar while a scan is running

2.3 Step 2: Let the scan run

While SpaceMan 99 scans, the status bar at the bottom of the window counts the folders and files it has read, and sizes appear in the folder tree as each folder is finished. You can keep browsing, and checking or unchecking folders, while it works.

SpaceMan 99 scans, and searches for duplicates, at low priority, so that your other programs come first. On a hard disk it gives way to any other program reading the same disk, so a scan or a search there takes longer while that program is busy.

The Pause button at the left of the toolbar pauses the scan, and resumes it.

2.4 Step 3: Find the duplicates

When the scan finishes, SpaceMan 99 searches the scanned files for duplicates: files whose contents are identical, whatever they are called and wherever they are. It works in two steps, and the status bar shows how far each has got: “Finding duplicates — step 1 of 2” and then “step 2 of 2”, with a percentage.

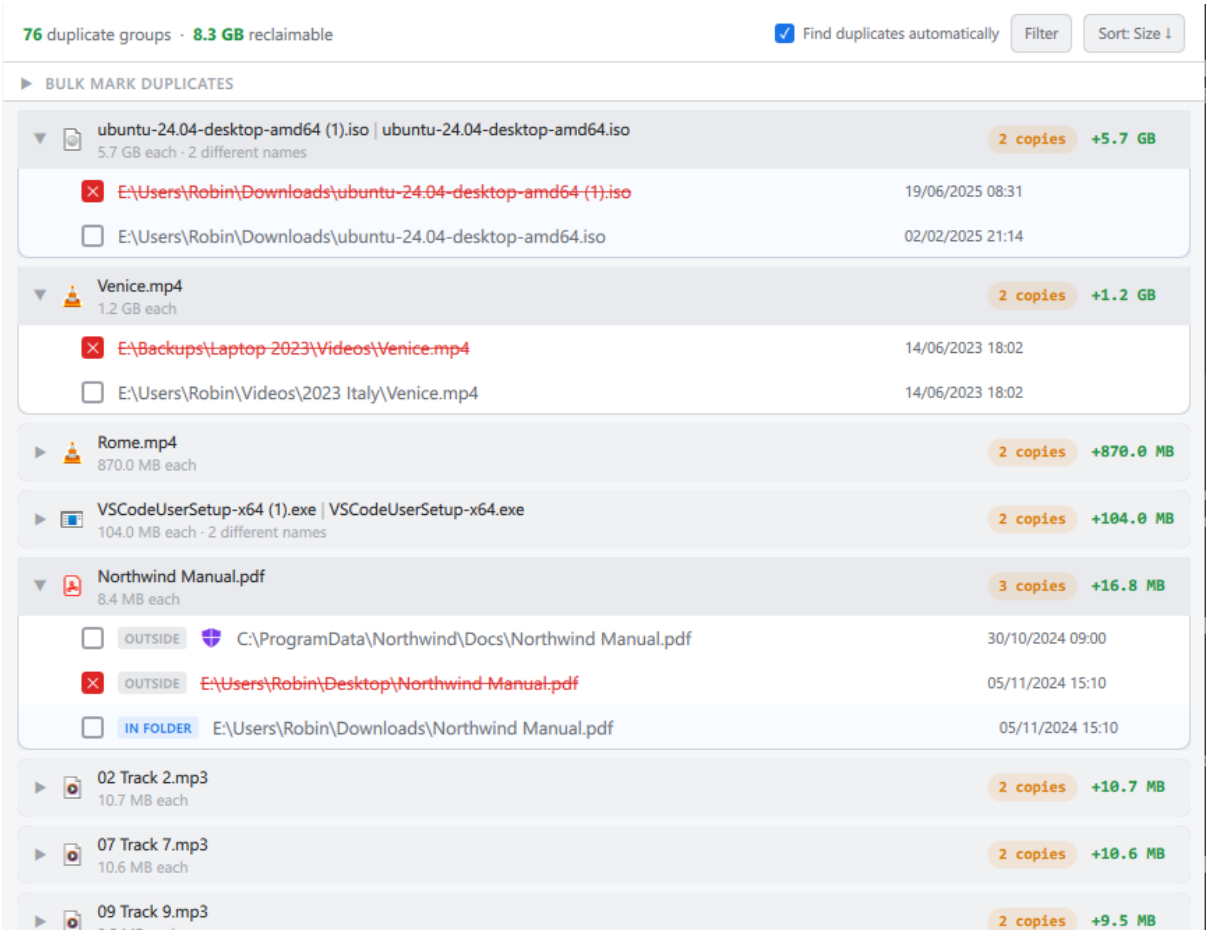


Figure 2.3: The Duplicates tab, with three groups expanded and a copy marked in each

The results are on the **Duplicates** tab. Each entry is a *duplicate group*: a set of files with identical contents. The largest savings are listed first, and the Overview tab shows the top five as **Quick Wins**. See Duplicate Groups for what counts as a duplicate.

2.5 Step 4: Mark the files you want to remove

Expand a group by clicking it, and check the box beside each copy you want to remove. A marked file is shown in red and struck through, on every tab.

Marking a file does not delete it. Nothing leaves your disk until you review the marked files and delete them in step 6, so you can mark freely and change your mind. See Marking Is Not Deleting.

You can mark files on the Folder Contents and Largest Files tabs as well, and you do not have to find duplicates first: any file can be marked.

> **Note:** Marks last until you close SpaceMan 99. They are not saved, so finish the cleanup before you close it.

2.6 Step 5: Review the marked files

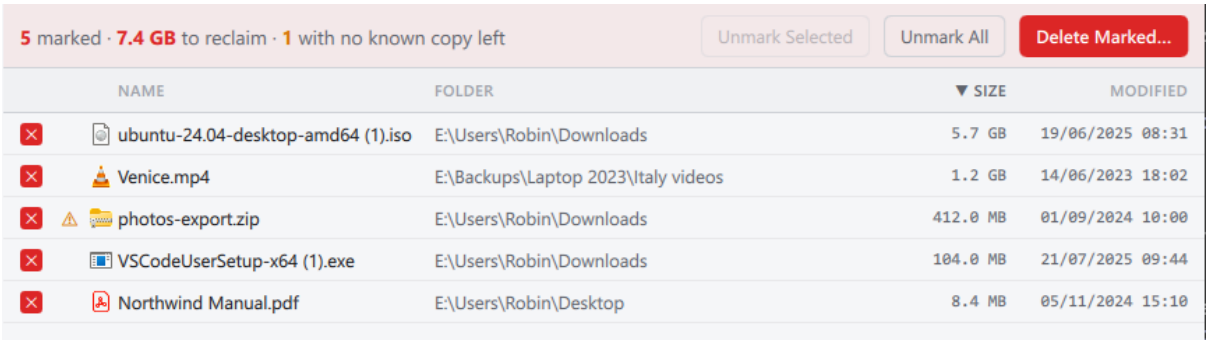


Figure 2.4: The Marked tab, with one file flagged as the last known copy

The **Marked** tab lists every marked file, with the number of files and the space they take. Its tab shows a red badge with the count whenever anything is marked.

Check the list before deleting. An amber warning ⚠ beside a file means that deleting it would leave no copy of that file anywhere SpaceMan 99 knows about: either every copy is marked, or the file has no duplicates at all. To keep a file, uncheck it, and it leaves the list.

2.7 Step 6: Delete

Press **Delete Marked…** on the Marked tab. A confirmation dialog lists the files once more, and nothing is deleted until you press **Delete** in it.

Delete using the Windows Recycle Bin is checked to begin with. It hands the delete to Windows, which moves the files to the Recycle Bin, shows its own progress window, and asks before deleting permanently anything that cannot be recycled. Uncheck it to delete the files permanently.

The dialog also stops you, with a red band, if you have marked files in a Windows or program folder, or files on a network location with the Recycle Bin option checked. Deleting Files explains each of these.

When the delete finishes, the deleted files leave the Marked tab and every list. If everything went to the Recycle Bin as asked, that is all you see. Otherwise a summary says what happened:

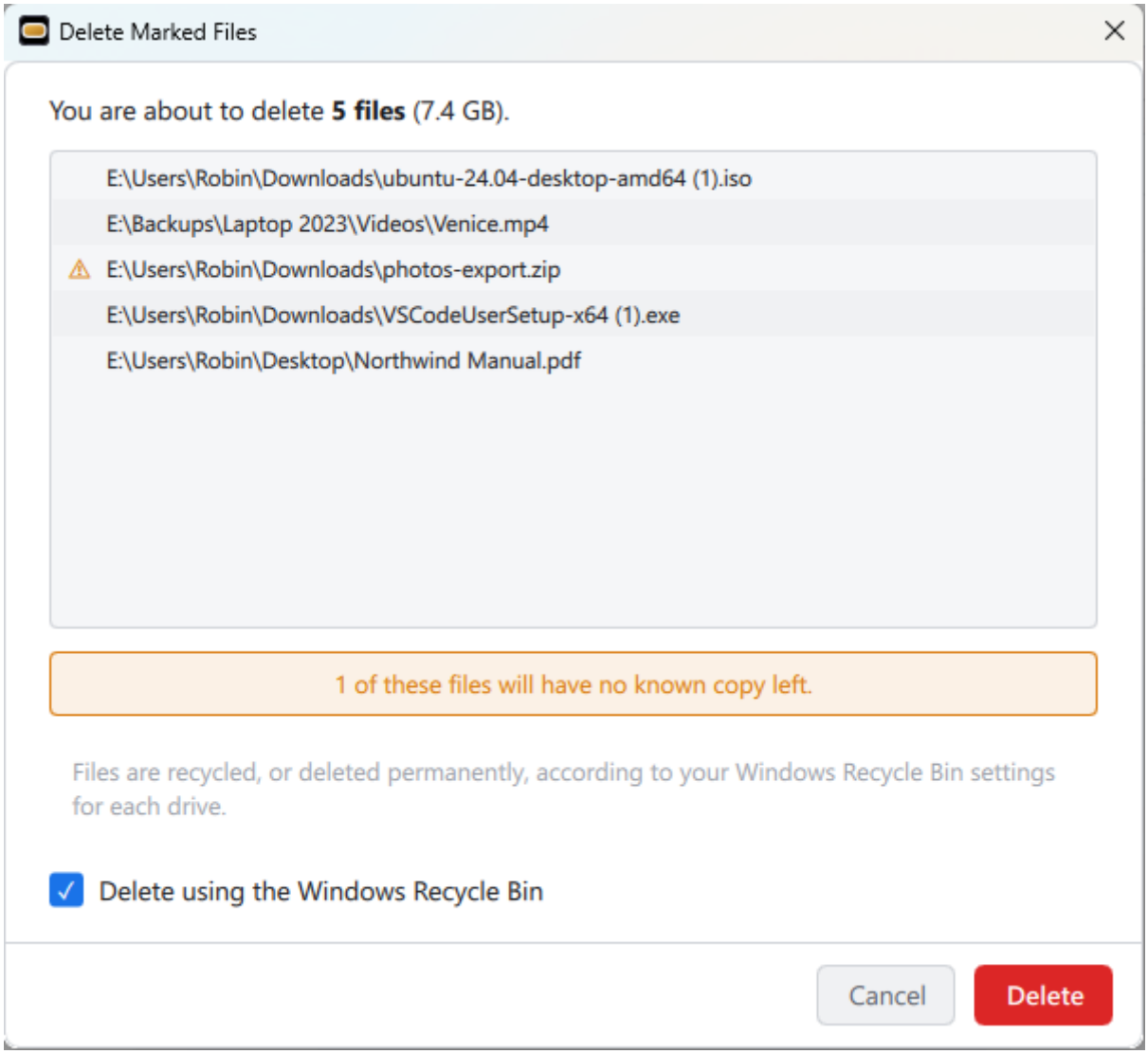


Figure 2.5: Confirming a delete, with the Recycle Bin option checked

files deleted permanently rather than recycled, files left because you canceled, and any that could not be deleted.

2.8 Where next

- The Main Window describes every part of the window.
- Reports turns a scan into a summary, folder sizes, file types, duplicates or largest files.
- SpaceMan 99 Pro lists what a Pro license adds.

Chapter 3

Key Ideas

3.1 Choosing What to Scan

The folder tree on the left of the window does two separate jobs, and it helps to keep them apart:

- **Clicking a folder's name selects it.** Selecting is browsing: the Folder Contents tab shows what is in the selected folder, and some commands work on it. Selecting never starts a scan.
- **Checking a folder's box includes it in the scan.** SpaceMan 99 reads every file in the folder and in all the folders inside it, to measure their sizes and to look for duplicates. Only scanned folders have sizes, and only scanned files take part in the duplicate search.

Selecting a folder never checks it, so you can browse anywhere without scanning. Clicking a checkbox does select its folder as well, so the Folder Contents tab shows the folder you have just checked; to check a folder without selecting it, use its right-click menu (below).

3.1.1 The checkbox

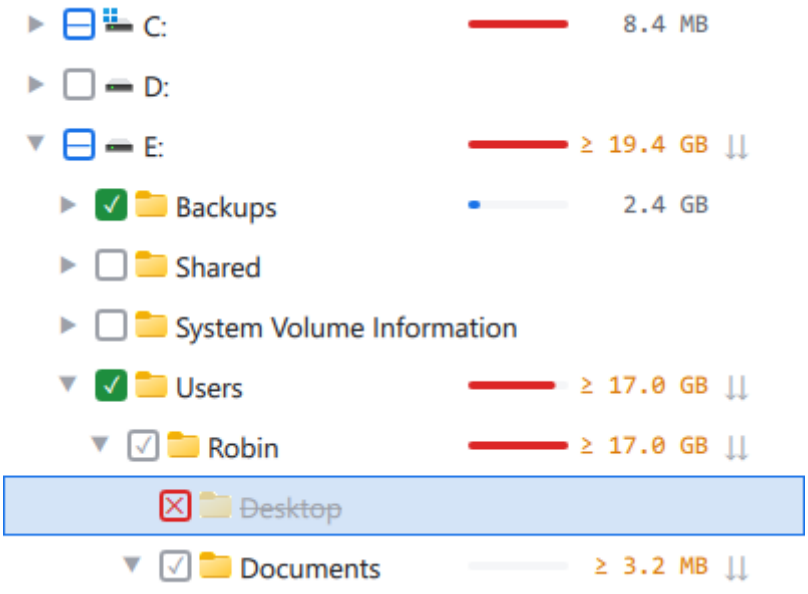


Figure 3.1: The five checkbox states in the folder tree

The checkbox beside each folder has five appearances. Clicking it moves it to the next state, as the last column shows.

Checkbox	What it means	Clicking it
☐	Not scanned.	Includes the folder.
☑	You included this folder, and it is scanned with everything inside it.	Returns the folder to following the folder above it.
☑	Scanned, because a folder above it is included.	Excludes the folder.
☒	You excluded this folder from a scan that includes the folder above it.	Returns the folder to following the folder above it.
⊟	Not scanned itself, but a folder somewhere inside it is.	Includes the folder.

So to scan a drive except for one folder, check the drive, then click the folder's gray check mark ☑ to turn it into a red cross ☒.

Right-clicking a folder shows the same choice in words: its first menu entry is **Include in scan**, **Exclude from scan** or **Follow parent folder**, whichever clicking the checkbox would do. With the keyboard, **Space** clicks the checkbox of the highlighted folder.

An excluded folder is shown dimmed and struck through. Its own files do not count toward any total, but if you have included a folder inside it, the excluded folder's row shows the size of what is included.

3.1.2 When scanning happens

Scanning starts as soon as you check a folder, and unchecking a folder takes it out of the scan right away. When the whole scan has finished, SpaceMan 99 looks for duplicates among the scanned files (see Duplicate Groups).

SpaceMan 99 does not watch your disk for changes. If files change while it is running, right-click the folder and choose **Rescan** to read it again.

Each time you start SpaceMan 99, nothing is checked. Check the folders you want again. SpaceMan 99 does remember the fingerprints it worked out for your files, so finding duplicates again is much quicker for files that have not changed since.

3.1.3 What is never scanned

Folder links are never scanned. A folder link (a junction, a symbolic link, or a drive mounted in a folder) is a second way into a folder that exists somewhere else. It is shown with a link arrow ↪ in place of a checkbox. Following it would count the same files twice, and every file behind it would appear to be a duplicate of itself. The folder it points to is measured in its own place in the tree, and the Folder Contents tab shows where the link leads, with a button that takes you there.

A network folder that is also mapped as a drive letter is treated the same way, for the same reason: it is scanned under its drive letter only. Hovering over it names the drive to scan it under.

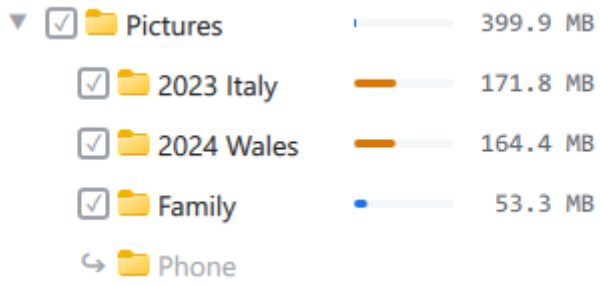


Figure 3.2: A folder link (Phone) in the folder tree: a link arrow instead of a checkbox

3.1.4 Network locations

Folders on other computers can be browsed freely: type a network path such as `\\server\share` in the path bar at the top of the window and press **Enter**. The computer appears in the folder tree, with its shares beneath it. It stays in the tree next time you start SpaceMan 99, until you remove it with the cross × that appears when you hover over it.

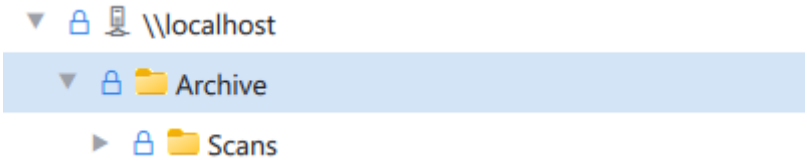


Figure 3.3: A network location without a Pro license: padlocks instead of checkboxes

Network locations are never included in a scan unless you check them, and **scanning** one needs a Pro license. Without one, a padlock takes the place of the checkbox, and clicking it explains what Pro adds.

3.2 Marking Is Not Deleting

SpaceMan 99 never deletes a file the moment you choose it. You **mark** the files you want to remove, as you find them, on any tab. They collect on the **Marked** tab, where you can review the whole set, and nothing leaves your disk until you press **Delete Marked…** there and confirm.

So marking is safe to experiment with: mark, look again, unmark.

3.2.1 Marking files

- **The checkbox beside a file** . Every file on the Folder Contents, Duplicates and Largest Files tabs has one. A marked file's checkbox is red, with a cross , and its name is red and struck through. Checking a box does not change which rows are selected.
- **Several files at once.** Select files on the Folder Contents or Largest Files tab (click, **Shift**+click and **Ctrl**+click work as they do in File Explorer), then press **Mark Selected**, or **Ctrl+M**. If everything selected is already marked, the same button unmarks it.
- **The right-click menu** on a file has **Mark** and **Unmark**.

Folders cannot be marked themselves. To mark everything in a folder, use **Mark all in folder** on the folder tree's right-click menu, which needs a Pro license.

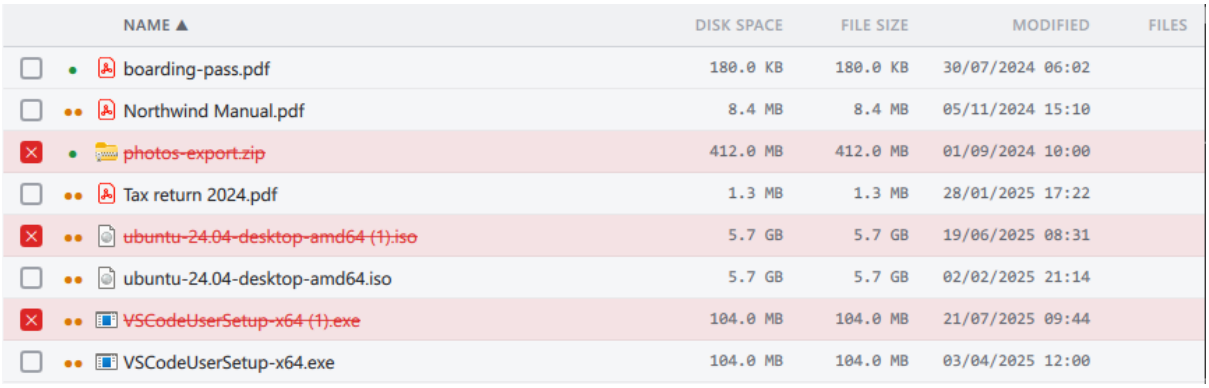


Figure 3.4: Three marked files in the Folder Contents list

A file is either marked or not, everywhere: mark it on the Duplicates tab and it shows as marked on the Folder Contents tab too.

3.2.2 Seeing what is marked

Whenever anything is marked:

- the **Marked** tab shows a red badge with the number of marked files;
- the status bar shows **Marked:** with the number of files and their total size;
- the Overview tab shows a **Pending Cleanup** card, whose **Review & Delete** button takes you to the Marked tab (it does not delete anything).

3.2.3 Unmarking

- Uncheck the file's box, on any tab.
- Select files and press **Unmark Selected**.
- On the Marked tab, the **Delete** key unmarks the selected files. It does not delete them.
- **Unmark All** on the Marked tab unmarks everything at once. It does not ask first, and cannot be undone.

3.2.4 Marking for you, in bulk

Marking files one at a time is free. The commands that mark many files for you by rule need a Pro license:

- **Bulk Mark Duplicates** on the Duplicates tab, which keeps the newest or oldest copy in every group, or uses a scanned folder selected in the tree to decide which copies go;
- **Keep only this copy**, **Mark all but newest** and **Mark all but oldest** on a duplicate group's right-click menu;
- **Mark all in folder** on the folder tree's right-click menu.

Without a license these commands still work out what they would mark, and tell you how many files and how much space that would be, but mark nothing.

3.2.5 How long marks last

Marks last until you close SpaceMan 99. They are not saved, so a cleanup has to be finished in one session.

When you delete marked files, the ones that were deleted leave the list. Any that could not be deleted, or that were not reached because you canceled the delete, stay marked, so you can try again.

3.3 Duplicate Groups

A **duplicate group** is a set of two or more files whose contents are exactly the same. Their names, dates and folders can all be different: a photo copied to a backup folder and renamed is still a duplicate of the original. Two files with the same name but different contents are not.

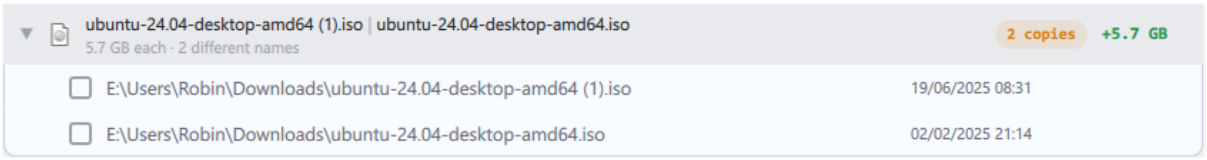


Figure 3.5: A duplicate group: two copies of the same file, under different names

Each group on the Duplicates tab shows the files' names, the size of one copy, the number of copies, and in green the space you would reclaim by deleting all but one of them. The copies are listed with their full paths and dates when you expand the group. The **Reclaimable** figure on the Overview tab and in the status bar is the same sum over every group.

3.3.1 How duplicates are found

When a scan finishes, SpaceMan 99 compares the scanned files in stages, so that it reads as little as it can:

1. Files are grouped by size. A file whose size nothing else shares cannot have a duplicate, and is never read.
2. For files that share a size, the first 64 KB are read and compared. Most files that merely happen to be the same size differ right away.
3. The files still matching are read in full, and a fingerprint of the whole contents is compared.

While the search runs, the status bar shows the second and third stages as "step 1 of 2" and "step 2 of 2", each with a percentage.

The fingerprint is a 128-bit value computed from every byte of the file. Two different files having the same fingerprint is so unlikely that it can be ignored, so SpaceMan 99 does not also compare the files byte by byte.

SpaceMan 99 remembers the fingerprints it has computed, and uses them again as long as a file's size and date have not changed. A second search over the same files is therefore much quicker than the first.

The search starts by itself when a scan finishes. To start it yourself instead, uncheck **Find duplicates automatically** on the Duplicates tab, and press **Find Duplicates** when you are ready.

3.3.2 What takes part

Only **scanned** files take part: files in folders you have checked in the folder tree. Some scanned files are left out:

- **Empty files.** All empty files are identical, and deleting one frees nothing.

- **Links to files**, and anything inside a folder link. A link and the file it points to are the same file, and deleting the "duplicate" would delete the only copy.
- **Files the filter leaves out**, if you have set one (below).

A file that cannot be read, because it is locked or you do not have permission to open it, is marked as unreadable and left out of the comparison.

Online-only files

OneDrive and other cloud services can keep a file online only, with nothing stored on your disk until you open it. SpaceMan 99 **never downloads a file to compare it**. An online-only file can still take part if SpaceMan 99 worked out its fingerprint while the file was on your disk. Otherwise, if another file shares its size, it is shown with a question mark: whether it is a duplicate cannot be known without downloading it.

3.3.3 Limiting the search with the filter

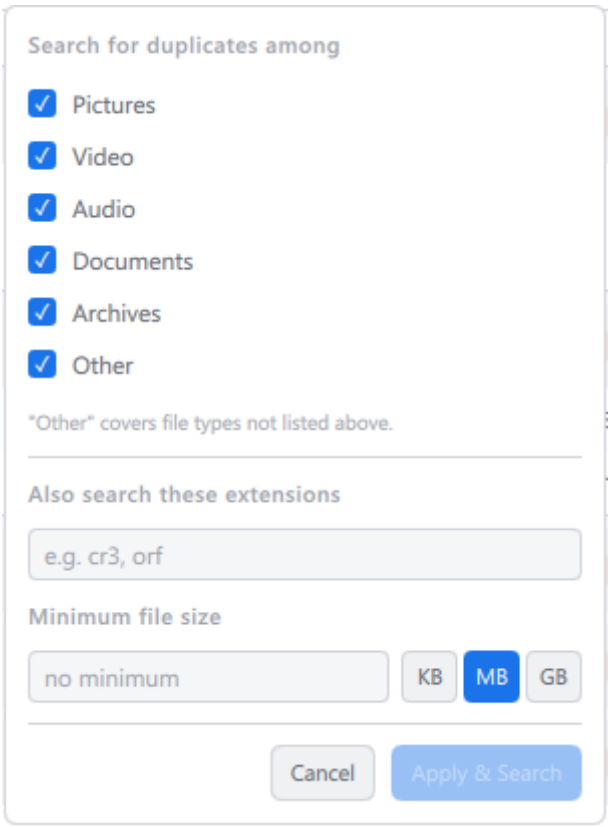


Figure 3.6: The duplicate filter

The **Filter** button on the Duplicates tab limits which files the search compares:

- the kinds of file to include: Pictures, Video, Audio, Documents, Archives, and Other (every type not in the first five);
- extra file extensions to include whatever kinds are checked, such as `cr3, orf`;
- a minimum file size, so that small files are ignored.

To begin with, every kind of file is searched, with no minimum size. At least one kind of file must stay checked, or an extension be named: the popup says **Check at least one type, or name an extension.** otherwise. The filter changes what is compared, not what is scanned: folder sizes still count every file.

3.3.4 Out-of-date results

When what is scanned changes after a search has finished, the results catch up like this:

- **Unchecking a folder** updates them right away: its files leave their groups, and a group left with a single copy disappears. No new search is needed. (If a search is still running when you uncheck, it starts again over the smaller set.)
- **Checking another folder** starts a scan, and a new search follows by itself when the scan finishes.
- **Changing the filter**: its button reads **Apply & Search**, and searches right away.

With **Find duplicates automatically** unchecked, a newly checked folder's files and a changed filter wait for you instead: the Duplicates tab says in a band above the list that the results are out of date, and **Find Duplicates** searches again. (The filter's button then reads **Apply**.) The old results stay usable until then, and you can go on marking from them.

Chapter 4

The Main Window

4.1 Toolbar and Status Bar

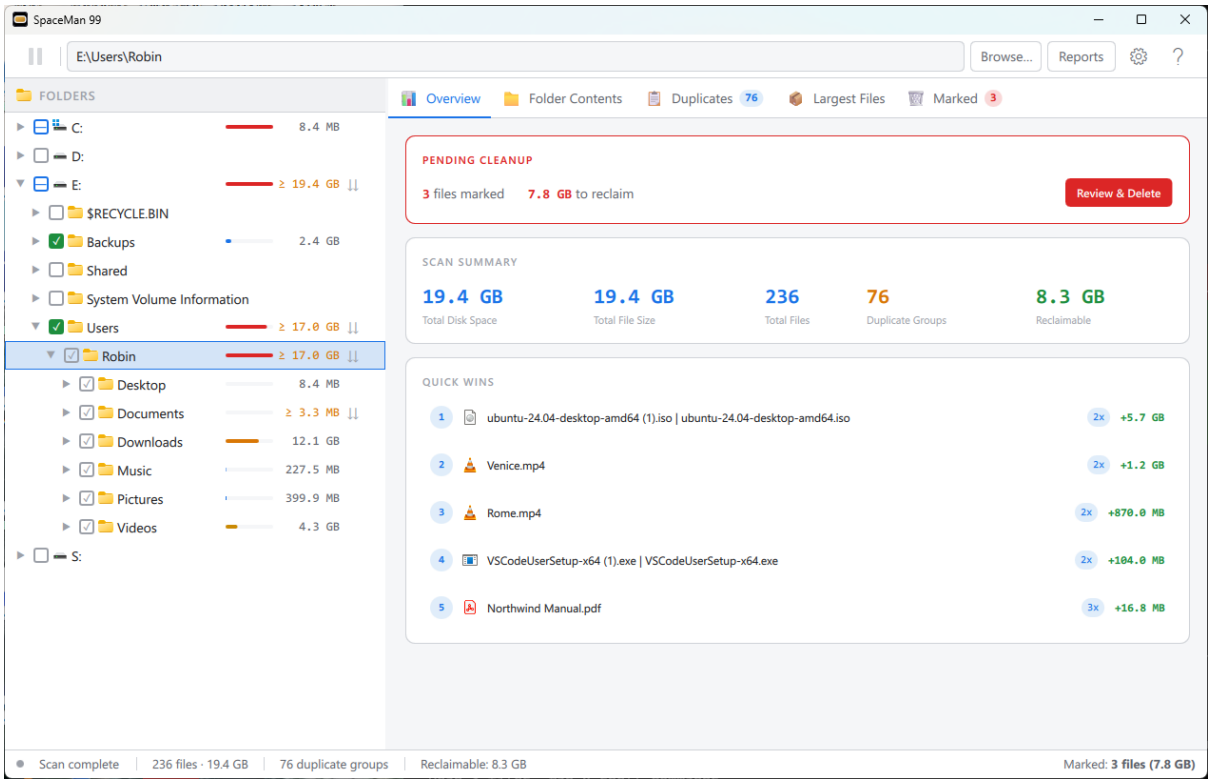


Figure 4.1: The main window, on the Overview tab

The main window has four parts, from top to bottom:

- the **toolbar**;
- the **folder tree** on the left, described in Folder Tree;
- the **tabs** on the right: Overview, Folder Contents, Duplicates, Largest Files and Marked, each with a page of its own in this guide;
- the **status bar**.

Drag the divider between the folder tree and the tabs to change their widths. The Duplicates tab shows a blue badge with the number of duplicate groups, and the Marked tab a red badge with the number of marked files. In a narrow window the tabs drop their icons first, and then

shorten their labels.

SpaceMan 99 follows Windows' own choice of light or dark mode (in Windows' Personalization settings), so its window may look darker than the pictures in this guide, which are all of light mode.

4.1.1 The toolbar

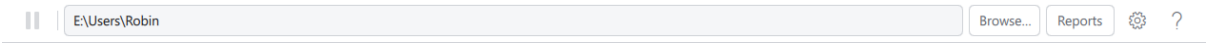


Figure 4.2: The toolbar

From left to right:

Pause / Resume. Pauses a scan or a duplicate search, and resumes it. Its two bars are green, with a spinner turning around them, while SpaceMan 99 is working; amber and blinking while it is paused; and dimmed when there is nothing to pause. A delete cannot be paused (it has its own **Cancel**).

The path bar. Shows the folder selected in the folder tree. Click it to type or paste a path, and press **Enter** to go there, or **Esc** to leave it as it was. If part of the path does not exist, SpaceMan 99 goes to the deepest folder in it that does. Going to a folder selects it; it never checks it for scanning.

Browse… Opens the Windows folder picker, and goes to the folder you choose.

Reports. Opens the Reports window. It is dimmed until a scan has finished, and hovering over it then says why.

Settings. The cog opens Settings. A blue dot on it means an update is available for the downloaded version of SpaceMan 99; clicking the cog then opens Settings on its About tab.

Help. Opens this guide. **F1** does the same anywhere in SpaceMan 99.

4.1.2 The status bar



Figure 4.3: The status bar after a scan and a duplicate search, with files marked

On the left, a dot and a line of text say what SpaceMan 99 is doing. The dot is green while it is working, amber while it is paused, and gray when it is idle. The text is one of:

- **Ready**: nothing has been scanned yet.
- **Scanning… *N* folders, *M* files**: a scan is running, and has read this much so far. While the counts are climbing fast they are shown rounded; they settle on the exact figures when they slow down.
- **Scan paused — *N* folders, *M* files**: the scan is paused.
- **Finishing scan…**: the scan has ended, and its figures are being worked out. This takes a second or two.
- **Finding duplicates…**: the duplicate search is starting.
- **Finding duplicates — step 1 of 2: *P*%**: the search is reading the start of each file that shares its size with another, which rules out most of them.
- **Finding duplicates — step 2 of 2: *P*%**: the search is reading in full the files still matching. This step starts while step 1 is finishing, so it can begin above 0%.

- **Finding duplicates paused — step *N* of 2: *P*%**: the duplicate search is paused (just **Finding duplicates paused** if it was paused before it started reading). Pausing in step 2 can take its percentage back a little, because a file that was partly read is read again from its start.
- **Scan complete**: the scan, and any duplicate search after it, have finished.
- **Deleting…**: marked files are being deleted.

A step of a duplicate search over a large or slow drive can take a long time, so the percentage gains decimal places, up to three, whenever a whole number would hardly ever change.

In the middle, once a scan has finished: the number of scanned files and the disk space they take, hidden while a scan is running. After a duplicate search, the number of duplicate groups and the space you could reclaim follow; these are hidden while a scan or search is running, and while the duplicate results are out of date.

On the right, whenever anything is marked: **Marked:** with the number of marked files and their total size.

4.1.3 Going to a folder

Besides clicking through the folder tree, there are four ways to go straight to a folder. None of them starts a scan: the folder is selected, and scanning it is up to you.

- **The path bar**, described above. It accepts network paths such as `\\server\share\folder` as well.
- **Browse…**, on the toolbar.
- **Open in SpaceMan 99** in File Explorer. Right-click a folder, or the empty space in a folder's window, and choose it:

  If SpaceMan 99 is already running, its window comes to the front and goes to that folder; otherwise SpaceMan 99 starts there. You can remove the command from the menu in Settings.

- **A command line or shortcut** (the downloaded version only): run `SpaceMan.exe` with the folder's path, for example `"C:\Program Files\SpaceMan 99\SpaceMan.exe" "D:\Photos"`. As with the Explorer command, a SpaceMan 99 that is already running goes to the folder.

When SpaceMan 99 starts with no folder given, it opens on the folder that was selected when it was last closed; the first time, that is your own user folder.

4.2 Folder Tree

The folder tree on the left of the window shows your drives and folders, with the size of everything you have scanned. Choosing what to scan is explained in Choosing What to Scan; this page describes everything else in the tree.

4.2.1 A folder's row

From left to right, a row shows:

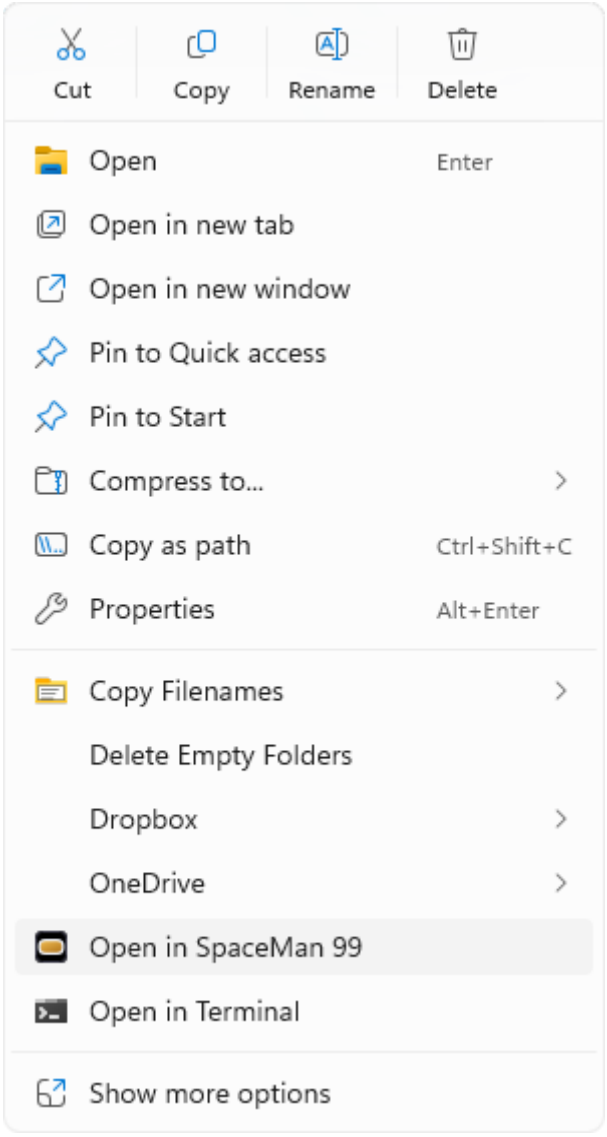


Figure 4.4: Open in SpaceMan 99, on File Explorer's right-click menu

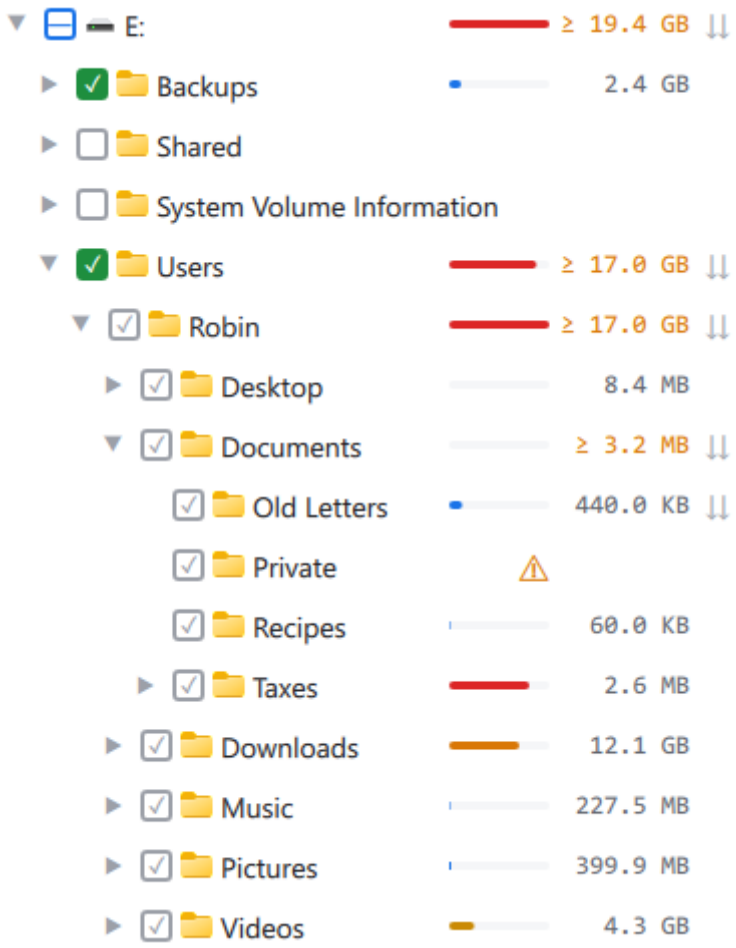


Figure 4.5: Folders after a scan: sizes, size bars, minimum totals and a folder that could not be read

- **An arrow** ▸, if the folder has folders inside it. Click it to expand or collapse the folder without selecting it.
- **The scan checkbox** ☑ (see Choosing What to Scan). A folder link has a link arrow ↪ in its place, and a network folder without a Pro license has a padlock 🔒.
- **The folder's icon.** Drives show their own Windows icon, and network locations a network icon. If a folder is slow to open, three moving dots stand in for its icon until it has been read.
- **The folder's name.** Hovering over the name of a folder link, or of a folder that could not be read, adds an explanation after it.
- **A warning sign** ⚠, if the folder could not be read (see below).
- **A size bar**, showing the folder's share of the folder above it. The bar is blue for up to 15%, then yellow, orange, and red above 70%, so the folders taking most of the space stand out as you go down the tree.
- **The folder's size**: the disk space taken by everything scanned inside it. Folders that are not scanned show no size.
- **A cloud** ☁ or **compressed sign** ⇊, or both, after the size, if the folder contains online-only files, or compressed or sparse files. Those take less space on disk than their size, so the folder's total size is larger than the disk space shown. Hovering over the sign says which it is.

Totals that are a minimum

If a folder inside a scanned folder could not be read, the size of every folder above it is shown in orange, after a "≥" sign: the total is at least that much, but the unreadable folder's files are not in it.

The unreadable folder itself shows a warning sign ⚠ and no size. Hovering over its name shows the reason Windows gave, such as *Access is denied*. To try again, click the folder's name once it is selected, or right-click it and choose **Retry**. Folders often become readable again when a drive is reconnected or a network location comes back.

4.2.2 Selecting and expanding

Click a folder's name to select it. The Folder Contents tab shows what is inside it, and the path bar shows its path. Double-click the name to select the folder and switch to the Folder Contents tab as well.

Right-clicking a folder opens its menu without selecting it: the row is outlined while the menu is open.

The tree can also be used from the keyboard:

Key	Does
Up, **Down**	Move to the folder above or below, and select it.
Right	Expand the folder, or move into it if it is already expanded.
Left	Collapse the folder, or move to the folder above it.
Enter	Switch to the Folder Contents tab, showing the selected folder.
Space	Click the folder's scan checkbox.
Menu key, or **Shift+F10**	Open the folder's right-click menu.

Folders are listed by name. To list them largest first instead, choose **Size** for **Sort folder tree by** in Settings.

4.2.3 The right-click menu

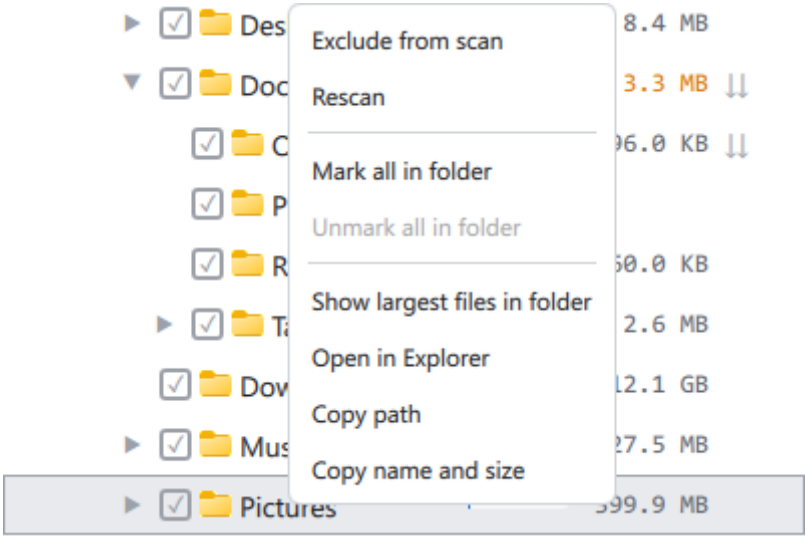


Figure 4.6: The folder tree's right-click menu

- **Include in scan**, **Exclude from scan** or **Follow parent folder**: whatever clicking the checkbox would do (see Choosing What to Scan).
- **Rescan**: reads the folder and everything inside it from disk again.
- **Retry**: shown only for a folder that could not be read: tries to read it again.
- **Mark all in folder**: marks every file in the folder and all the folders inside it, whether or not they have been scanned. Needs a Pro license.
- **Unmark all in folder**: unmarks every marked file in the folder and the folders inside it.
- **Show largest files in folder**: switches to the Largest Files tab, limited to this folder.
- **Open in Explorer**: opens the folder in File Explorer.
- **Copy path**: copies the folder's path.
- **Copy name and size**: copies the folder's name and size, separated by a tab, ready to paste into a spreadsheet.
- **Remove**: shown only for a network computer you added: removes it from the tree.

Some entries are unavailable while a delete is running or a report is being generated. **Rescan** and **Mark all in folder** are also unavailable while SpaceMan 99 is scanning or finding duplicates.

Mark all in folder reads any folders inside that have not been read yet. If that takes more than a moment, a small window shows how many files it has found so far, with a **Cancel** button. Any folder it cannot read is left out, and it tells you how many were. If every file in the folder is already marked, or there are no files in it, it says so.

4.2.4 Network locations

A network computer you added through the path bar appears at the top level of the tree, with its shares inside it. Hovering over it shows a cross × at the end of its row; click the cross, or choose **Remove** on its menu, to take it out of the tree. See Choosing What to Scan for scanning network locations.

4.3 Overview Tab

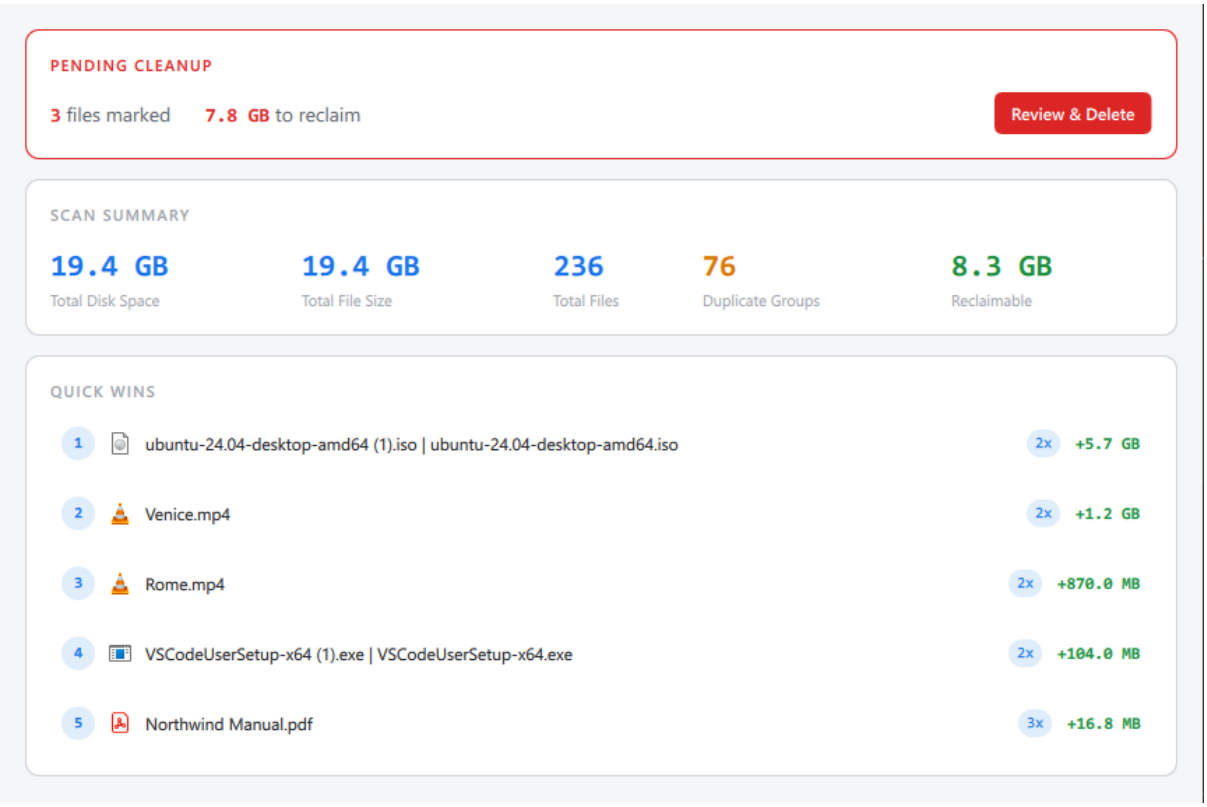


Figure 4.7: The Overview tab

The Overview tab sums up the scan on one screen. Before anything is scanned it says **Check folders in the tree to start scanning**, and while a scan or a duplicate search is running, a band across the top says what SpaceMan 99 is doing.

4.3.1 Pending Cleanup

Shown only while files are marked, with a red border: the number of marked files and the space deleting them would free. **Review & Delete** switches to the Marked tab, where you can check the files and delete them. It does not delete anything itself.

4.3.2 Scan Summary

- **Total Disk Space**: the space the scanned files take on disk.
- **Total File Size**: the total size of the scanned files. It is larger than the disk space when some files are online-only, compressed or sparse, and can be slightly smaller for many small files, because disk space is allocated in whole blocks.
- **Total Files**: the number of scanned files.
- **Duplicate Groups**: the number of duplicate groups found.
- **Reclaimable**: the space you would free by deleting all but one copy in every duplicate group.

The last two are hidden while a scan or a duplicate search is running, and while the duplicate results are out of date.

While a new scan is running, the card keeps the previous scan's figures, dimmed and with an orange border, and says **These figures are from the previous scan.**

To see where the space is, folder by folder, sort the folder tree by size (in Settings), or open one of the Folder Sizes reports in Reports.

4.3.3 Quick Wins

The five duplicate groups that would free the most space, each with its number of copies and, in green, the space you would reclaim. Click one to see it on the Duplicates tab.

Until there are results, the card says why: for example, that duplicates will be found when the scan completes, that the search was stopped and can be run again from the Duplicates tab, or that the results are out of date because the scan or the filter has changed since the last search.

4.4 Folder Contents Tab

The Folder Contents tab lists the folders and files in the folder selected in the folder tree, with their sizes and, for scanned files, what the duplicate search found.

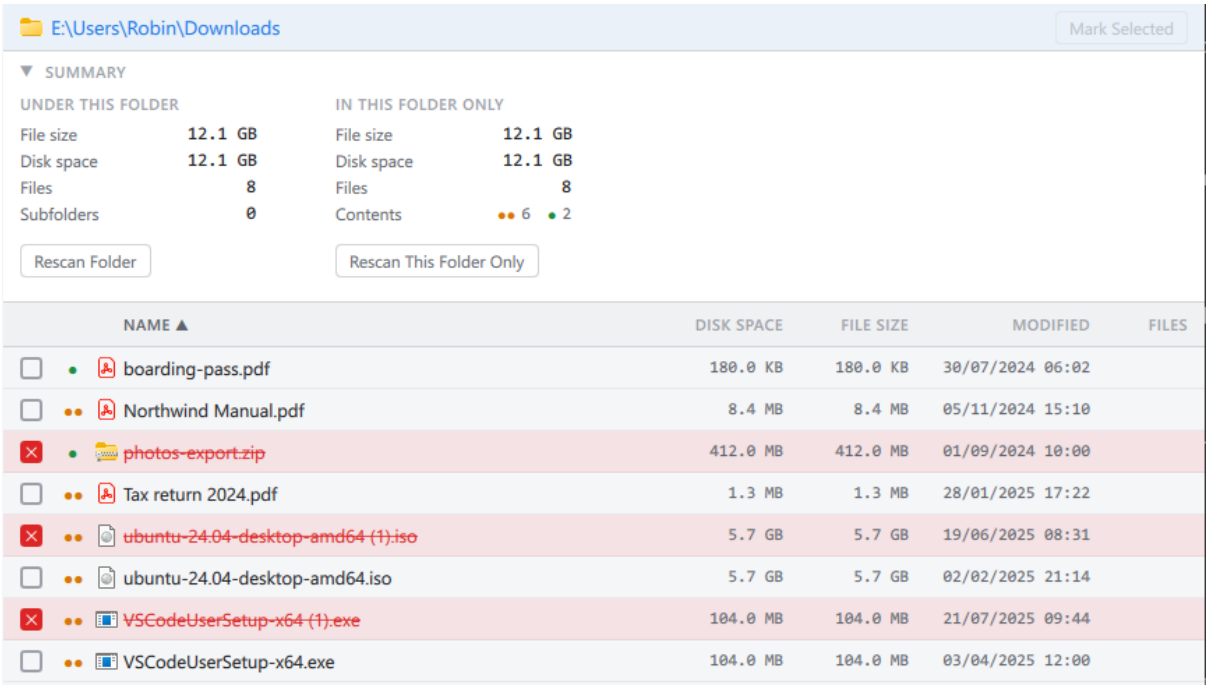


Figure 4.8: The Folder Contents tab for a Downloads folder

4.4.1 The top bar

The selected folder's path is shown on the left. On the right, **Mark Selected** marks the files selected in the list (folders are skipped), with their number in parentheses, such as **Mark Selected (3)**. It reads **Unmark Selected** when everything selected is already marked, and is dimmed until something is selected. **Ctrl+M** does the same.

4.4.2 The summary

Below the path, a summary gives the folder's figures in two halves. Click its heading to hide or show it; SpaceMan 99 remembers which. When hidden, the heading still shows the main figures on one line.

Under this folder counts everything inside the folder, including the folders inside it: **File size**, **Disk space**, **Files** and **Subfolders**. **Rescan Folder** reads it all from disk again.

In this folder only counts just the files directly in the folder: **File size**, **Disk space**, **Files**, and **Contents**, which tallies those files by what the duplicate search found, using the same signs as the list below. **Rescan This Folder Only** reads just those files again, without the folders inside.

A figure is shown as a dash when it is not known. Notes under the figures explain anything unusual:

- figures that start with "≥" are a minimum, because a folder inside could not be read;
- a folder that is not checked for scanning has no figures, and the note says to check it in the folder tree;
- while a folder is being rescanned, its old figures are shown dimmed until the new ones arrive;
- if the folder holds online-only, compressed or sparse files, a note says why its disk space is less than its file size.

When a button is unavailable, hovering over it says why: for example, while a scan is running.

4.4.3 The list

The list's columns, from left to right:

- A checkbox ☐, which marks the file for deletion. Folders have none.
- A status sign: what the duplicate search found for the file (below).
- **Name**: the file or folder name. Marked files are red and struck through.
- **Disk Space**: the space the file, or everything scanned in the folder, takes on disk.
- **File Size**: the size of the file, or the total size of the files in the folder.
- **Modified**: when the file was last changed.
- **Files**: for a folder, the number of scanned files inside it.

Click a column heading to sort by it, and click it again to reverse the order.

A purple shield at the end of a name means the file is in a **protected folder**: a Windows or program folder. You can mark it, but deleting it could stop Windows or a program from working, and the delete asks you to confirm that you mean it. See Deleting Files.

Status signs

Sign	Meaning
●●	**Duplicate**: at least one other scanned file has identical contents. Click the dots to see its duplicate group.
●	**Unique**: no other scanned file has the same contents.
○	**Empty file**: it has no contents, so it takes no part in the search.
☁	**Online-only**: the file is stored in the cloud, not on this disk, and the duplicate search has not compared it.

Sign	Meaning
	Online-only, unique: no other scanned file has the same contents.
	Online-only, duplicate: SpaceMan 99 remembered the file's fingerprint from when it was on this disk, and another scanned file has the same contents.
	Undetermined: an online-only file that shares its size with another file. Whether it is a duplicate cannot be known without downloading it, which SpaceMan 99 never does.
	**A link to a file** elsewhere, not a file itself.
	**Unreadable**: the file could not be read, so it could not be compared.
(none)	**Not checked**: the file is not scanned, the search has not reached it yet, or the duplicate filter leaves it out.

On a folder's row, the sign is about the folder itself:  if it could not be read,  if it is a folder link, or  if it holds online-only files.

Selecting, opening and the keyboard

Click a row to select it, **Shift**+click to extend the selection, and **Ctrl**+click to add or remove one row. Clicking a checkbox marks the file without changing the selection. Double-click a folder to open it, or a duplicate file to see its group.

Key	Does
Up, **Down**	Move up or down one row.
Page Up, **Page Down**	Move up or down a page.
Home, **End**	Move to the first or last row.
Shift with any of these	Extend the selection as you move.
Ctrl with any of these	Move without changing the selection.
Space	Select or deselect the current row.
Ctrl+A	Select everything.
Esc	Clear the selection.
Ctrl+M	Mark the selected files, or unmark them if they are all marked.
Menu key, or **Shift+F10**	Open the right-click menu.

The right-click menu

For files:

- **Mark**, **Unmark**: marks or unmarks the selected files.
- **Next duplicate**, **Previous duplicate**: selects the folder holding another copy of the file, with that copy highlighted, so you can step through a group's copies where they are.
- **Show duplicate group**: shows the file's group on the Duplicates tab.

- **Open**: opens the file in its usual program (one file at a time). For an online-only file this reads **Open (downloads)**, because opening it downloads it.
- **Show in Explorer**: opens the file's folder in File Explorer, with the file selected.
- **Copy path**, **Copy name and size** (**Copy paths**, **Copy names and sizes** with several files selected): copies them, a line per file; the name and size are separated by a tab.

For folders, **Open** selects the folder in the folder tree, and **Rescan** reads it from disk again.

4.4.4 A folder that could not be read

If the folder could not be read, an amber band says so, with the reason Windows gave, in place of the list. Click the folder in the tree again to retry.

4.4.5 A folder link

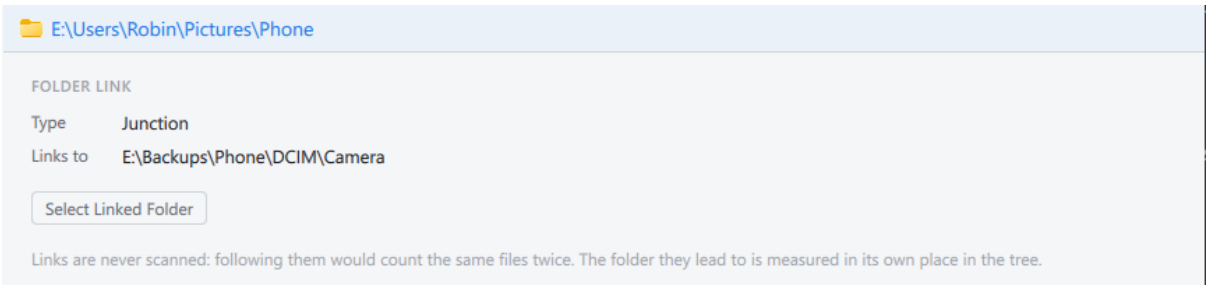


Figure 4.9: The Folder Contents tab for a folder link

A folder link is never scanned (see Choosing What to Scan), so for a link the tab shows where it leads instead of a list: its **Type** (junction, symbolic link, volume mount point, or a network folder that is also mapped as a drive letter) and the path it **Links to**. **Select Linked Folder** selects that folder in the folder tree. It is unavailable, with the reason on hover, if the folder the link points to does not exist or cannot be reached.

4.5 Duplicates Tab

The Duplicates tab lists every duplicate group found in the scanned folders, whatever folder is selected in the folder tree, and is where you choose which copies to remove.

4.5.1 The header

On the left, a summary: the number of groups and the space you would reclaim by deleting all but one copy of each. Under it, when a search is waiting for you to start it (after a scan or a filter change with **Find duplicates automatically** unchecked, or after you stop a search), an estimate of the work: how many files are candidates (they share a size with another file), how much may have to be read, and how much of that SpaceMan 99 already knows from earlier searches. The estimate stays in view while that search runs.

On the right:

- **Find duplicates automatically.** When checked, as it is to begin with, a search starts by itself whenever a scan finishes. Uncheck it to search only when you ask. Checking or unchecking it never starts or stops a search.

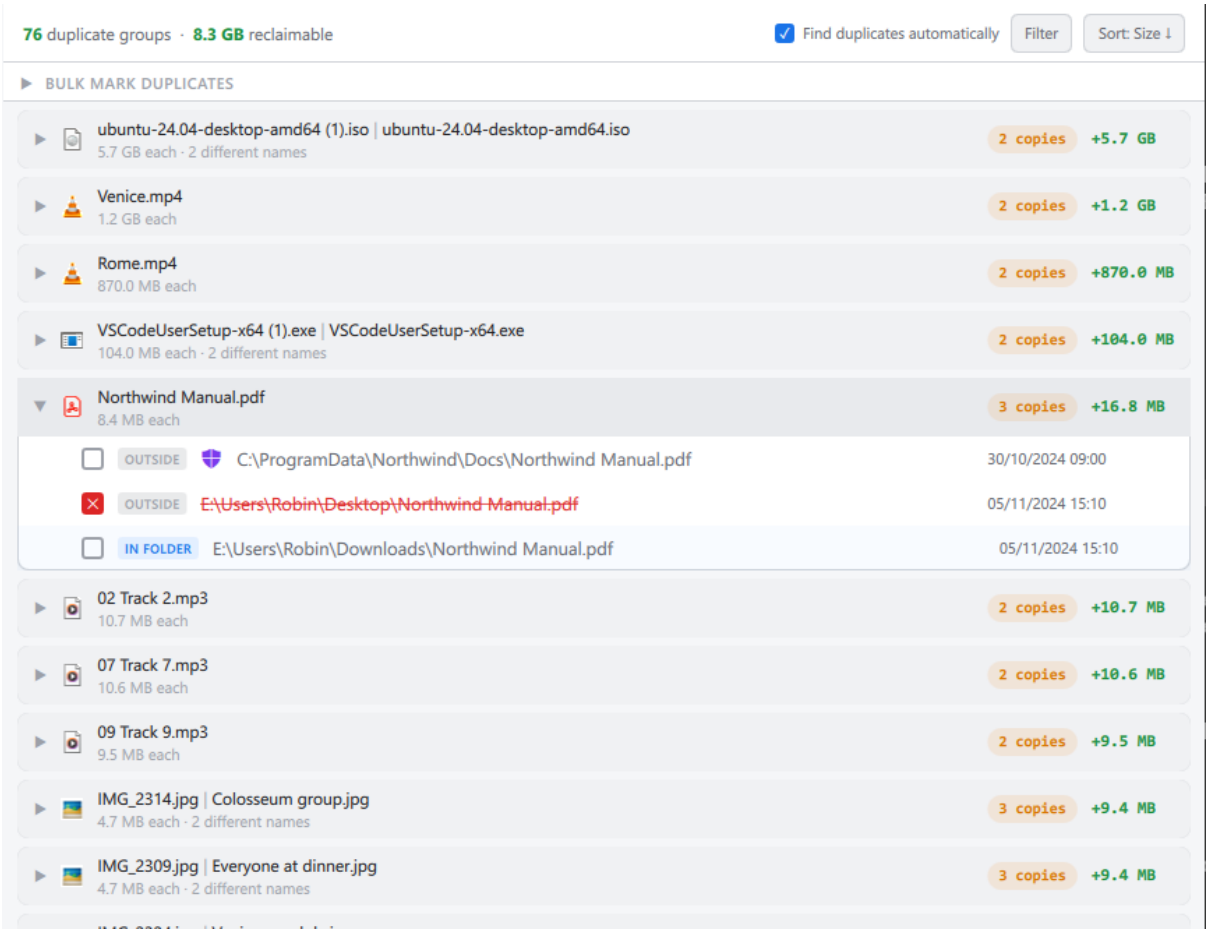


Figure 4.10: The Duplicates tab

- **Find Duplicates** starts a search, and turns into **Stop** while one is running. It is shown when there are no results yet, or when they are out of date, and is unavailable during a scan. Stopping keeps everything worked out so far, so the next search is quicker.
- **Filter** limits which files are compared (see Duplicate Groups). While a filter is set, the button has a colored border and names it, for example **Filter: Pictures, Video**.
- **Sort** orders the groups by **Size (reclaimable)**, the space each would free, which is the order to begin with; by **Name**; or by **Copy count**.

4.5.2 Out-of-date and stopped results

A band above the list explains when the results are not the whole story: while a new search is running (the list shows the previous results until it finishes), after a search was stopped part way, or when the scan or the filter has changed since the search. The list stays usable in every case, and you can go on marking from it.

With no results to show, the tab says why: **Check folders in the tree to start scanning**, **No duplicate search has been run yet.**, or, after a search that found nothing, **No duplicates found.**

4.5.3 Groups and copies

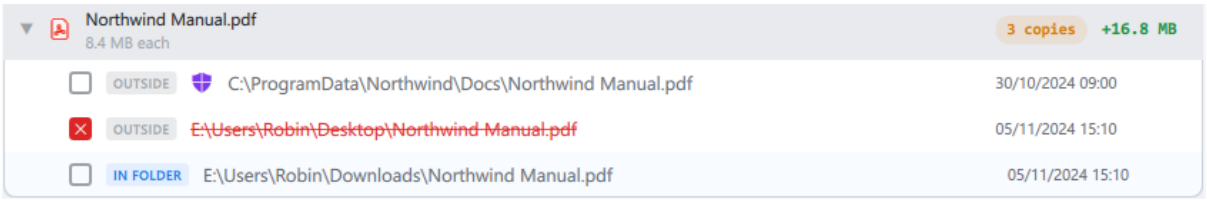


Figure 4.11: An expanded group, with copies inside and outside the selected folder, one marked and one in a protected folder

Click a group to expand or collapse it. Its heading shows the copies' names (different names are separated by a bar), the size of one copy, the number of copies, and in green the space deleting all but one would free.

Each copy is listed with its checkbox, its full path and its date. A cloud marks an online-only copy, and a purple shield a copy in a protected folder. Check a copy's box to mark it for deletion.

When a group has copies both inside and outside the folder selected in the folder tree, each copy is tagged **IN FOLDER** or **OUTSIDE**. Selecting a folder in the tree before looking through the groups makes it easy to see, for example, which copies are in a backup folder.

Right-click menus

On a copy:

- **Keep only this copy**: marks every other copy in the group. Needs a Pro license.
- **Mark this copy**, **Unmark this copy**: as its checkbox.
- **Go to folder**: selects the copy's folder in the folder tree, with the copy highlighted on the Folder Contents tab.
- **Open**: opens the file (**Open (downloads)** for an online-only file).
- **Show in Explorer**, **Copy path**, **Copy name and size**: as on the Folder Contents tab.

On a group's heading:

- **Mark all but newest**: marks every copy except the most recently modified. Needs a Pro license.
- **Mark all but oldest**: marks every copy except the earliest modified. Needs a Pro license.
- **Unmark group**: unmarks every copy in the group.
- **Expand**, **Collapse**: opens or closes the group.
- **Copy all paths**: copies the path of every copy, a line each.

4.5.4 Bulk Mark Duplicates

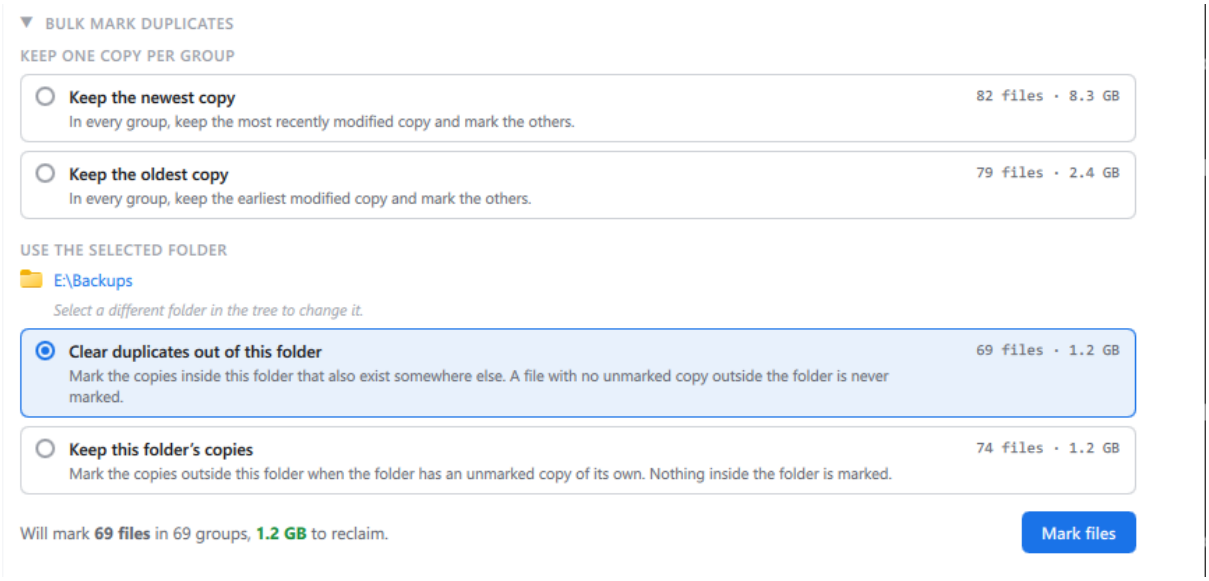


Figure 4.12: The Bulk Mark Duplicates panel, with a folder rule chosen

The **Bulk Mark Duplicates** panel, above the list, marks copies across every group at once by a rule. Click its heading to open it. It needs a Pro license to mark anything, but shows what each rule would mark without one.

Choose a rule:

- **Keep the newest copy**: in every group, every copy except the most recently modified.
- **Keep the oldest copy**: in every group, every copy except the earliest modified.
- **Clear duplicates out of this folder**: the copies inside the folder selected in the folder tree that also exist somewhere else. A file with no unmarked copy outside the folder is never marked.
- **Keep this folder's copies**: the copies outside the selected folder, in groups where the folder has an unmarked copy of its own. Nothing inside the folder is marked.

The two folder rules use the folder selected in the folder tree, named in the panel; select a different folder to change it. A drive, or a network computer, does not count: select a folder inside it, and one that has been scanned. The panel says so when the selected folder cannot be used.

Beside each rule, SpaceMan 99 shows how many files it would mark and how much space that is, and it keeps those counts up to date as you mark files or change the selected folder. Under the rules, a line sums up the chosen one, such as **Will mark 69 files in 69 groups, 1.2 GB to reclaim**, or says why it would mark nothing. **Mark files** marks them. Nothing is deleted: the files join the others on the Marked tab for you to review.

4.5.5 Without a Pro license

Marking copies one at a time, with their checkboxes, is free, and so is every kind of unmarking. The bulk commands mark nothing without a license, but still show you what they would have done:

- the Bulk Mark Duplicates panel shows its counts as usual, and **Mark files** explains what Pro adds;
- **Keep only this copy**, **Mark all but newest** and **Mark all but oldest** show a band above the list saying how many files, in how many groups, the command would have marked, with a **Get Pro** button.

See SpaceMan 99 Pro.

4.6 Largest Files Tab

The Largest Files tab ranks the scanned files by the disk space they take, largest first, from every scanned folder or from one folder you choose. It lists up to 1,000 files.

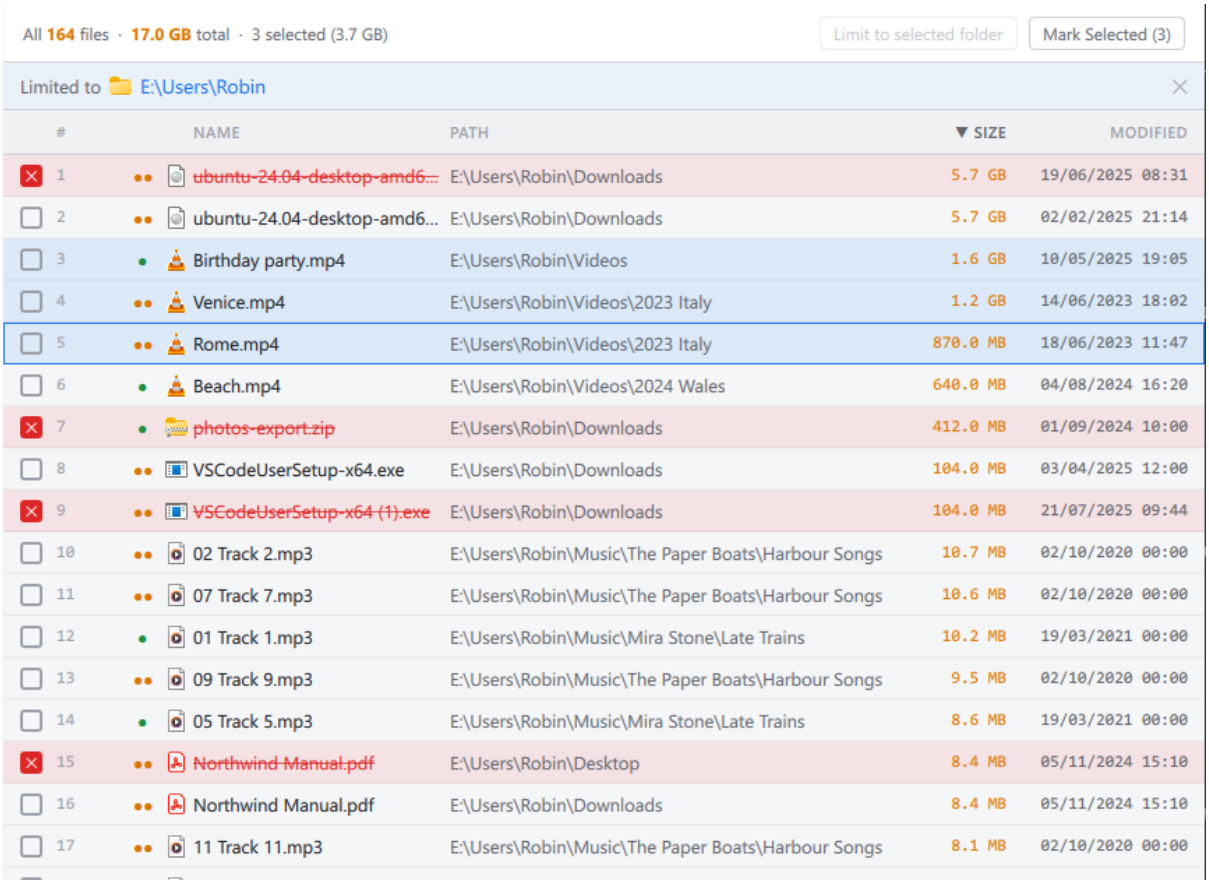


Figure 4.13: The Largest Files tab, limited to one folder, with three files selected

4.6.1 The header

On the left, how many files are listed and their total size, such as **Largest 1,000 files of 48,210 · 212 GB total**, followed by the number and size of any selected files.

Limit to selected folder narrows the list to the files inside the folder selected in the folder tree,

and the folders inside it. While the list is limited, a strip under the header names the folder; click the cross ✕ at its end to go back to every scanned folder. The list does not follow the folder tree by itself: select another folder and press the button again to change it. The folder tree's right-click menu has a shortcut for this, **Show largest files in folder**.

Mark Selected marks the selected files, with their number in parentheses, such as **Mark Selected (3)**, and reads **Unmark Selected** when all of them are already marked. **Ctrl+M** does the same.

4.6.2 The list

The list's columns, from left to right:

- A checkbox ☐, which marks the file for deletion.
- **#**: the file's rank.
- A status sign: what the duplicate search found, with the same signs as on the Folder Contents tab.
- **Name**: the file name. Marked files are red and struck through, and a purple shield marks a file in a protected folder.
- **Path**: the folder the file is in.
- **Size**: the disk space the file takes.
- **Modified**: when the file was last changed.

Click a column heading to sort by it. Double-click a file to see it on the Folder Contents tab, in its own folder.

Selecting works as on the Folder Contents tab, with the mouse and with the same keys (see Folder Contents).

4.6.3 The right-click menu

Mark, **Unmark**, **Go to folder**, **Next duplicate**, **Previous duplicate**, **Show duplicate group**, **Open**, **Show in Explorer**, **Copy path** and **Copy name and size**, each as on the Folder Contents tab. **Go to folder** selects the file's folder in the folder tree, with the file highlighted.

4.7 Marked Tab

The Marked tab lists every file marked for deletion, from every tab, so you can review the whole set before deleting any of it. See Marking Is Not Deleting.

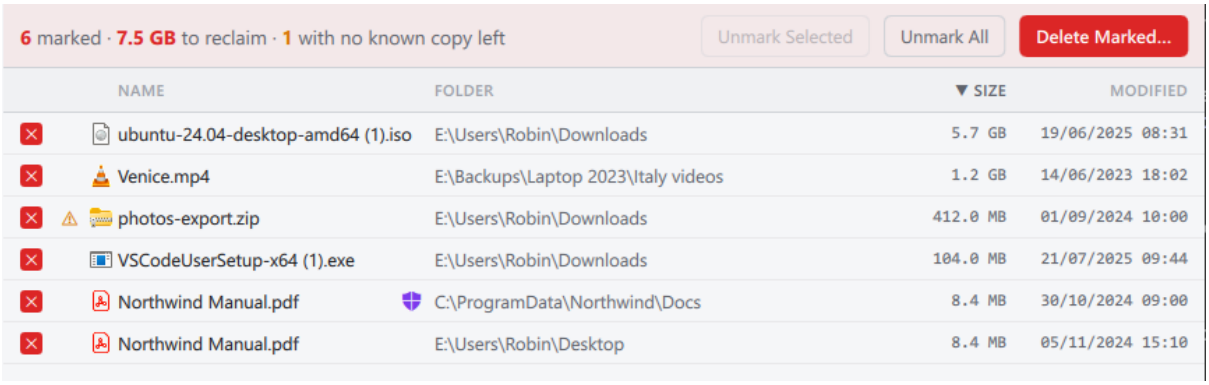


Figure 4.14: The Marked tab, with the last copy of one file, and a file in a protected folder

4.7.1 The action bar

The bar across the top is tinted red while anything is marked. It shows the number of marked files and the space deleting them would free. If any of them would leave no copy behind (below), it adds how many, in amber. With files selected, it adds their number and size. Its buttons:

- **Unmark Selected**: unmarks the selected files, which leave the list.
- **Unmark All**: unmarks every file. It does not ask first, and cannot be undone.
- **Delete Marked…**: opens the confirmation dialog for deleting every marked file. Nothing is deleted until you confirm there. See Deleting Files.

4.7.2 The list

The list's columns, from left to right:

- A checkbox, always checked. Uncheck it to unmark the file, which leaves the list.
- An amber warning sign ⚠, if deleting the file would leave no copy of it (below).
- **Name**: the file name, with a purple shield if the file is in a protected folder.
- **Folder**: the folder the file is in. A long path is shortened from the left, so the end of it stays visible.
- **Size**: the file's size (not the space it takes on disk, which the Largest Files tab shows, so the two can differ for compressed or online-only files).
- **Modified**: when the file was last changed.

Click a column heading to sort by it. Selecting works as on the Folder Contents tab (see Folder Contents), except that **Delete** unmarks the selected files. It does not delete them.

Files with no known copy left

The amber warning sign ⚠ is there to stop you deleting the only copy of a file by accident. Hovering over it says which of three things is true:

- **All the copies are marked.** Every copy in the file's duplicate group is marked, so deleting them all would leave none. Unmark any one of them to keep it.
- **No duplicate was found.** The duplicate search found no other copy of this file, so deleting it destroys the only one.
- **The file has not been checked for duplicates.** It may be the only copy.

A warning does not stop the delete: you may well mean to delete a file you have no other copy of. It is there so that you do so knowingly.

4.7.3 The right-click menu

Unmark, **Go to folder**, **Next duplicate**, **Previous duplicate**, **Show duplicate group**, **Open**, **Show in Explorer**, **Copy path** and **Copy name and size**, each as on the Folder Contents tab.

Chapter 5

Deleting Files

SpaceMan 99 deletes files in one place only: **Delete Marked…** on the Marked tab, which deletes every marked file after you have confirmed it. This page describes the confirmation, the Recycle Bin choice, and what happens during and after the delete.

5.1 Confirming the delete

The **Delete Marked Files** dialog says how many files will be deleted and how much space that is, and lists them. As on the Marked tab, an amber warning sign ⚠ beside a file means it would leave no copy behind, and a purple shield means it is in a protected folder.

Bands under the list point out anything you should know before going ahead:

- **An amber band** says how many of the files will have no known copy left. It does not stop the delete.
- **A red band about protected folders** appears if any file is in a Windows or program folder (see Protected folders below). It stops the delete until you either press **Unmark protected files**, or check **I am a Windows expert and I know what I am doing**. That box is unchecked every time the dialog opens.
- **A red band about network locations** appears if any file is on another computer (including a network drive letter) while **Delete using the Windows Recycle Bin** is checked. A network location has no Recycle Bin, so the delete cannot go ahead that way: uncheck the option to delete permanently, or unmark those files.

Delete is unavailable while a red band stands in the way. **Cancel** closes the dialog without deleting anything, and the files stay marked.

5.2 The Recycle Bin, or deleting permanently

Delete using the Windows Recycle Bin is checked to begin with. If you uncheck it, it stays unchecked the next time the dialog opens, until you close SpaceMan 99.

Checked, SpaceMan 99 hands the delete to Windows, which does it exactly as File Explorer would. Windows moves the files to the Recycle Bin and shows its own progress window, with its own **Cancel**. If some files cannot be recycled, for example because they are too large for the Recycle Bin, or are on a drive that does not have one, Windows asks whether to delete them permanently; answer **No** and they are left where they are, stay marked, and are listed in the

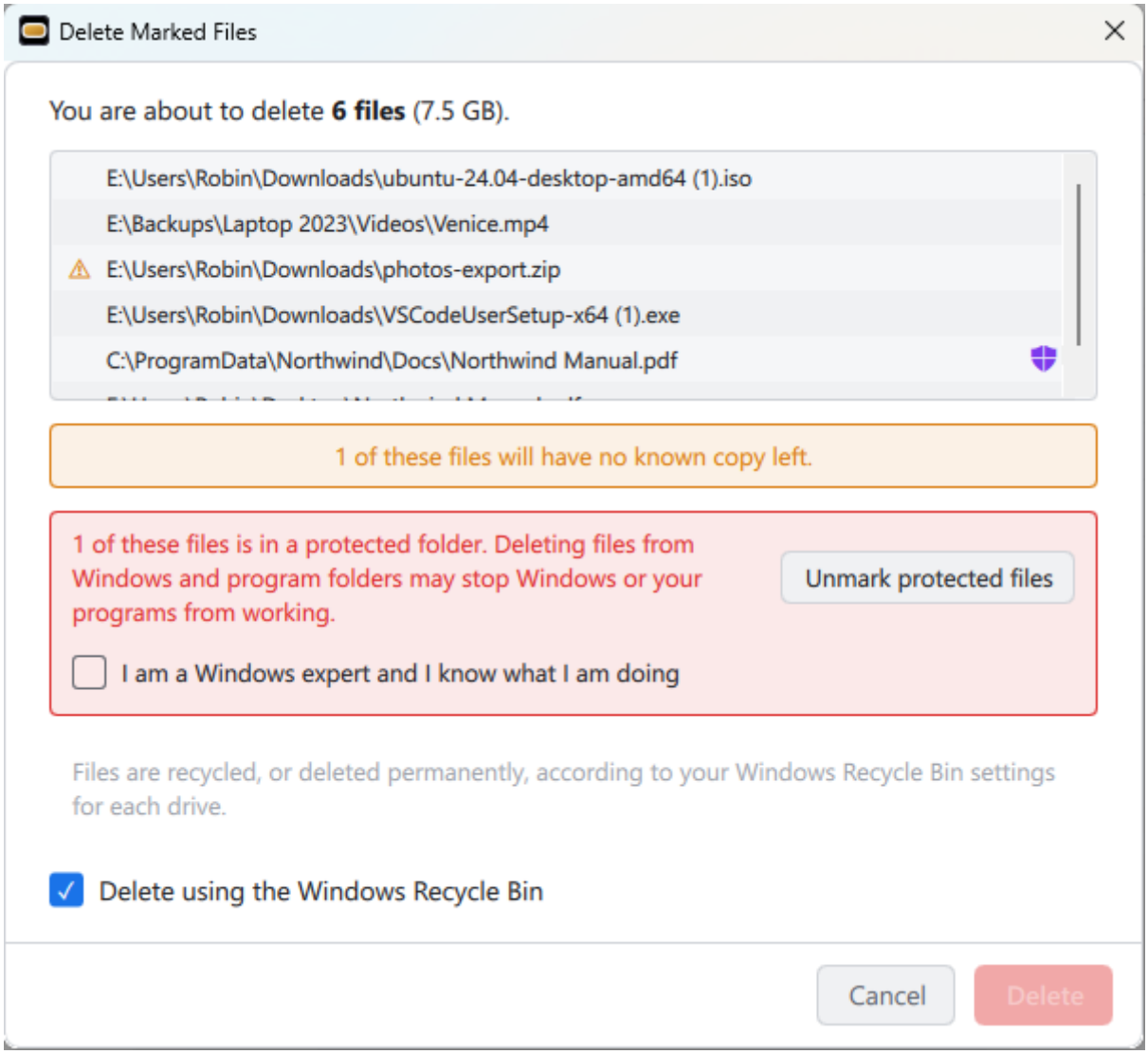


Figure 5.1: Confirming a delete that includes the last copy of a file and a file in a protected folder

summary afterwards. If you have Windows' delete confirmation turned on, Windows also asks before recycling anything, as it does in File Explorer.

Recycled files can be restored from the Recycle Bin as usual. Windows treats the whole delete as one action, so straight afterwards **Ctrl+Z** in a File Explorer window puts back every file it recycled.

> **A drive with its Recycle Bin switched off:** Windows lets you turn the Recycle Bin off for a drive ("Don't move files to the Recycle Bin" in the Recycle Bin's properties). Files on such a drive are deleted permanently, and Windows asks first only if you have also turned on its delete confirmation. SpaceMan 99 cannot see this setting in advance, which is why the dialog's note above the option reads *Files are recycled, or deleted permanently, according to your Windows Recycle Bin settings for each drive.* The summary afterwards says how many files were deleted permanently rather than recycled.

Unchecked, the files are deleted permanently: they do not go to the Recycle Bin and cannot be recovered. The dialog says so in red while the option is unchecked.

5.3 While the files are being deleted

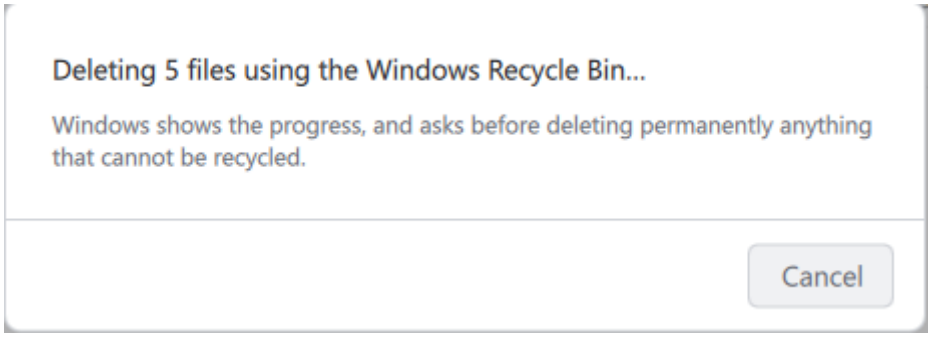


Figure 5.2: A Recycle Bin delete under way: Windows shows its own progress and questions

A panel covers the main window until the delete has finished, and SpaceMan 99 cannot be closed until then.

- **For a Recycle Bin delete**, the panel says how many files are being deleted, and Windows shows the progress in its own window.
- **For a permanent delete**, the panel shows a progress bar, the number of files deleted so far, and the folder it is working in.

Cancel on the panel (or **Esc**) stops the delete, as does **Cancel** in Windows' own window. Files already deleted stay deleted; the rest are left where they are, and stay marked, so you can try again. A file on a network location that has stopped responding can hold things up for a while; the panel shows which folder it is waiting on.

While a delete is running, the Reports window cannot build reports; the ones already built can still be viewed. The other way round, a delete started while a report is being built waits for the report to finish: the panel says **Waiting to start…**, and **Cancel** in the Reports window lets the delete go ahead sooner.

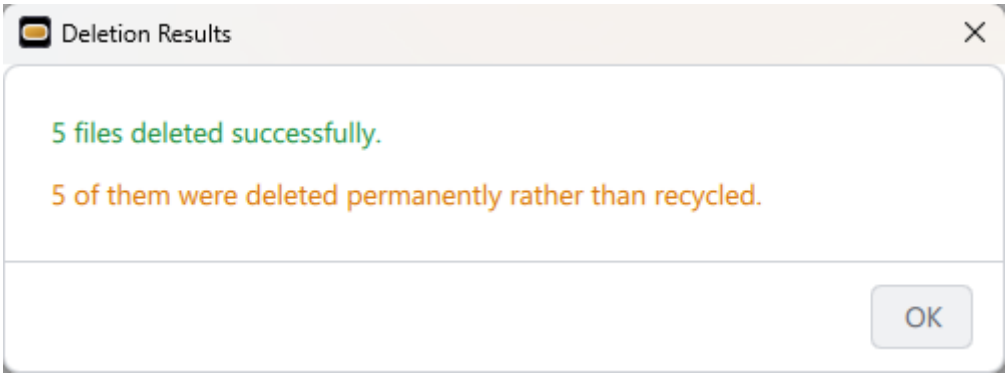


Figure 5.3: The Deletion Results dialog, after Windows deleted files permanently instead of recycling them

5.4 Afterwards

Deleted files leave the Marked tab, and every total, duplicate group and list in SpaceMan 99 is updated to match. If every file was deleted as asked (recycled, with the Recycle Bin option checked), that is all that happens.

Otherwise the **Deletion Results** dialog sums up what happened:

- how many files were deleted;
- how many of those were deleted permanently rather than recycled, if any were;
- how many were left because you canceled, which are still marked;
- any files that could not be deleted, with the reason for each, such as a file being open in another program. These stay marked too.

5.5 Protected folders

Some folders hold files that Windows and your programs need. Deleting from them can stop Windows or a program from working, even when the file looks like a duplicate: a program may need its own copy in its own folder. SpaceMan 99 treats these folders as **protected**:

- the Windows folder;
- the Program Files folders;
- the ProgramData folder;
- the `Programs` folder in your user folder's `AppData\Local`, where some programs install themselves;
- SpaceMan 99's own data folder;
- `$Recycle.Bin` and `System Volume Information` at the top of any drive.

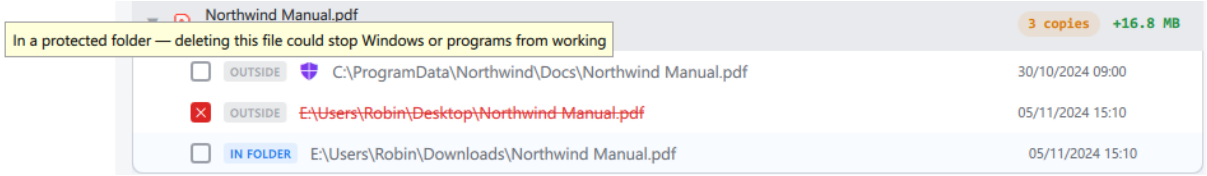


Figure 5.4: A copy in a protected folder, with the shield's tooltip

Files in them are marked with a purple shield, on every tab. **You can still mark them**: protection does not change what any command marks. It comes into play at the delete, where

the red band described above asks you either to unmark those files or to confirm that you know what you are doing.

Protection covers these folders on the computer SpaceMan 99 is running on. The same folders reached over a network are not recognized as protected.

Chapter 6

Reports

Reports turn a scan into a document you can read, keep or share: a summary, folder sizes, file types, duplicates, or the largest files. They open in a window of their own, from **Reports** on the toolbar, which is available once a scan has finished.

Generating and reading reports is free. Saving, printing and copying them needs a Pro license.

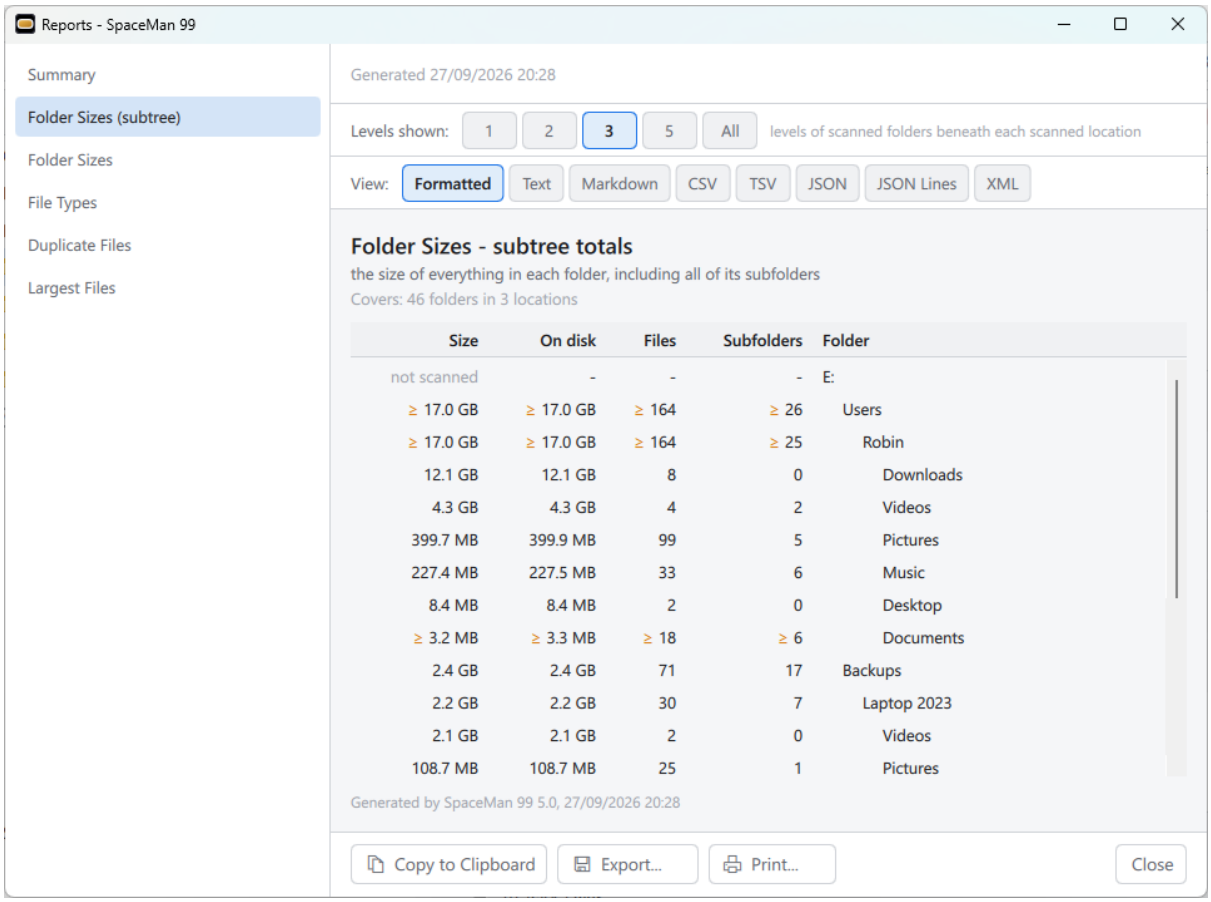


Figure 6.1: The Reports window, showing Folder Sizes (subtree)

6.1 The Reports window

The Reports window is separate from the main window, with its own taskbar button, so you can keep it open beside it. It remembers its size and position, and while SpaceMan 99 stays open it reopens on the report you last looked at. Closing it cancels any report still being built.

The reports are listed on the left. Click one to build it: a spinner shows while it is built, and **Cancel** stops it. After a Cancel, **Generate Report** builds it after all. A built report says when it was built (**Generated**, with the date and time) and stays as it is until you ask for it again, even if you scan more folders: when the scan has changed since the report was built, an orange line says **This report is out of date**, and **Refresh** builds it again. (A progress bar, rather than the spinner, shows while a long report is laid out in one of the text views, or saved or printed.)

Every report says what it covers: the folders checked for scanning when it was built. A report cannot be built while a scan is running, and while one is being built, changes to what is scanned, and any delete, wait until it has finished. A report with nothing in it, such as Duplicate Files before any duplicates are found, says **Nothing to report.**

6.2 The six reports

- **Summary**: the scan in figures: what was scanned, the numbers and sizes of files and folders, how much is in the cloud or compressed, the duplicates found, and what could not be scanned or read.
- **Folder Sizes (subtree)**: every scanned folder, with the size of everything in it, including the folders inside it: size, disk space, number of files and number of subfolders.
- **Folder Sizes**: every scanned folder, with the size of just the files directly in it.
- **File Types**: the space taken by each type of file (each extension), grouped into Pictures, Video, Audio, Documents, Archives and Other.
- **Duplicate Files**: every duplicate group, with each copy's name, folder and date, and the space deleting all but one copy would free.
- **Largest Files**: the scanned files, largest first, by the space they take on disk.

Two reports have an option, shown above the report. Changing it builds the report again.

- **Folder Sizes (subtree)**, **Levels shown**: how many levels of folders to list beneath each scanned location: 1, 2, 3, 5 or All. To begin with, 3.
- **Largest Files**, **Show**: 100, 1,000 or 10,000 files, or All. To begin with, 1,000.

6.3 Viewing a report

View chooses how the report is shown:

- **Formatted**: the Summary as a document, and the other reports as a table. Hover over a cell whose text is cut short to see all of it.
- **Text**, **Markdown**, **CSV**, **TSV**, **JSON**, **JSON Lines** or **XML**: exactly what saving the report in that format would write, character for character. Not every report offers every format: the Summary has no CSV, TSV or JSON Lines, and File Types no JSON Lines.

Every view shows the whole report, with or without a license.

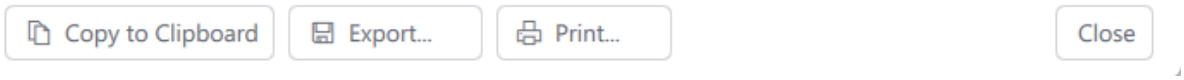


Figure 6.2: Copy, Export and Print, at the foot of the Reports window

6.4 Saving, printing and copying

The buttons at the bottom of the window:

- **Copy to Clipboard**: copies the whole report. From the Formatted view it copies both formatted text and plain text, so it pastes well into a document or an email; from any other view, just that format's text.
- **Export…**: saves the report to a file. The format offered first is the one you are viewing (a web page, for Formatted); the others are Plain Text, Markdown, CSV, TSV, JSON, JSON Lines and XML.
- **Print…**: prints the report.
- **Close**: closes the Reports window.

Only one of Copy, Export and Print can run at a time. Exported and printed reports always use a light, printable style, whichever theme Windows uses. If saving, printing or copying fails, a message says why, for example that the file could not be saved; canceling a Save or Print dialog shows nothing.

Without a Pro license, each of the three shows a PRO chip PRO, and pressing it explains what Pro adds instead. Selecting text in a report is free, but **Ctrl+C** to copy it counts as copying the report. See SpaceMan 99 Pro.

Chapter 7

Settings

The cog at the right of the toolbar opens Settings. Changes take effect immediately, except the language, which waits for the next start; there is nothing to save. **Close** closes the window.

7.1 General

Show sizes in sets the unit sizes are shown in, everywhere in SpaceMan 99: **Auto**, **B**, **KB**, **MB**, **GB** or **TB**. **Auto**, the setting to begin with, picks a suitable unit for each size, and the setting shows examples of what it will do. A fixed unit makes sizes easy to compare down a column.

Sort folder tree by lists the folders in the folder tree by **Name**, or by **Size**, largest first. When sorting by size, each folder's contents are put in order once its scan finishes, so folders still being scanned move into place as they complete.

Under **File Explorer**, **Show "Open in SpaceMan 99" when you right-click a folder** adds the command to File Explorer's right-click menu (see Going to a folder). It is checked to begin with. Unchecking it removes the command at once; there is no need to restart File Explorer.

7.2 Language

The Language tab chooses the language SpaceMan 99 shows its own words in. **Same as Windows**, the setting to begin with, follows the language list in Windows Settings, under **Time & language**: SpaceMan 99 uses the first language in that list that it has, or English if it has none of them. The language that gives today is named in parentheses. Every other choice is listed under its own name, so you can find yours whatever language SpaceMan 99 is showing, with its name in that language beside it in gray.

A new choice takes effect the next time SpaceMan 99 starts, and the tab says so while it differs from the language showing now. If you choose a language other than Windows' own when you first install SpaceMan 99, the installer makes that choice here for you.

7.3 About

The About tab shows:

- **The version** of SpaceMan 99. It ends in **-MS** for the version from the Microsoft Store and **-IN** for the downloaded version, which is worth quoting if you contact support.

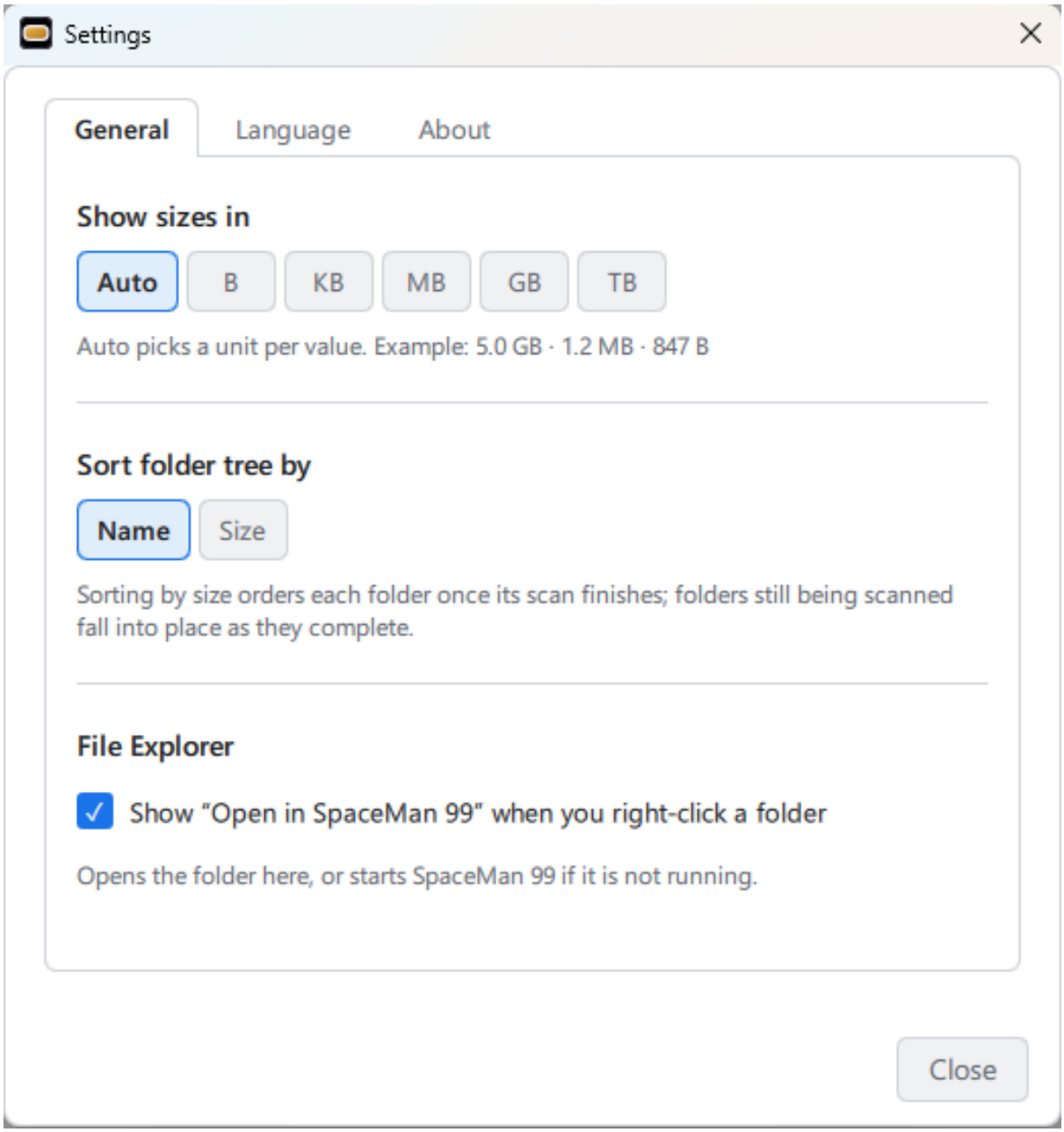


Figure 7.1: Settings, General tab

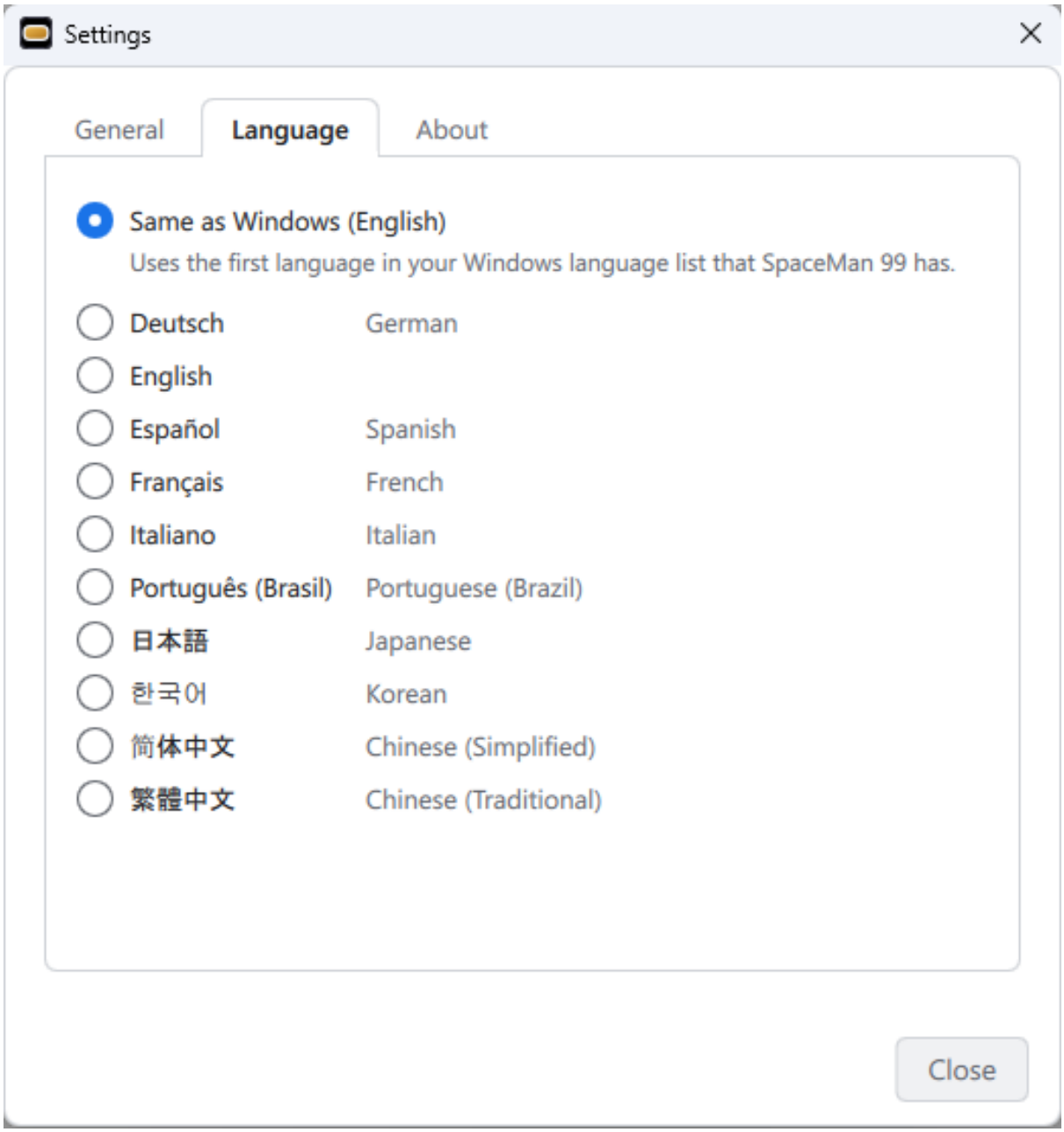


Figure 7.2: Settings, Language tab

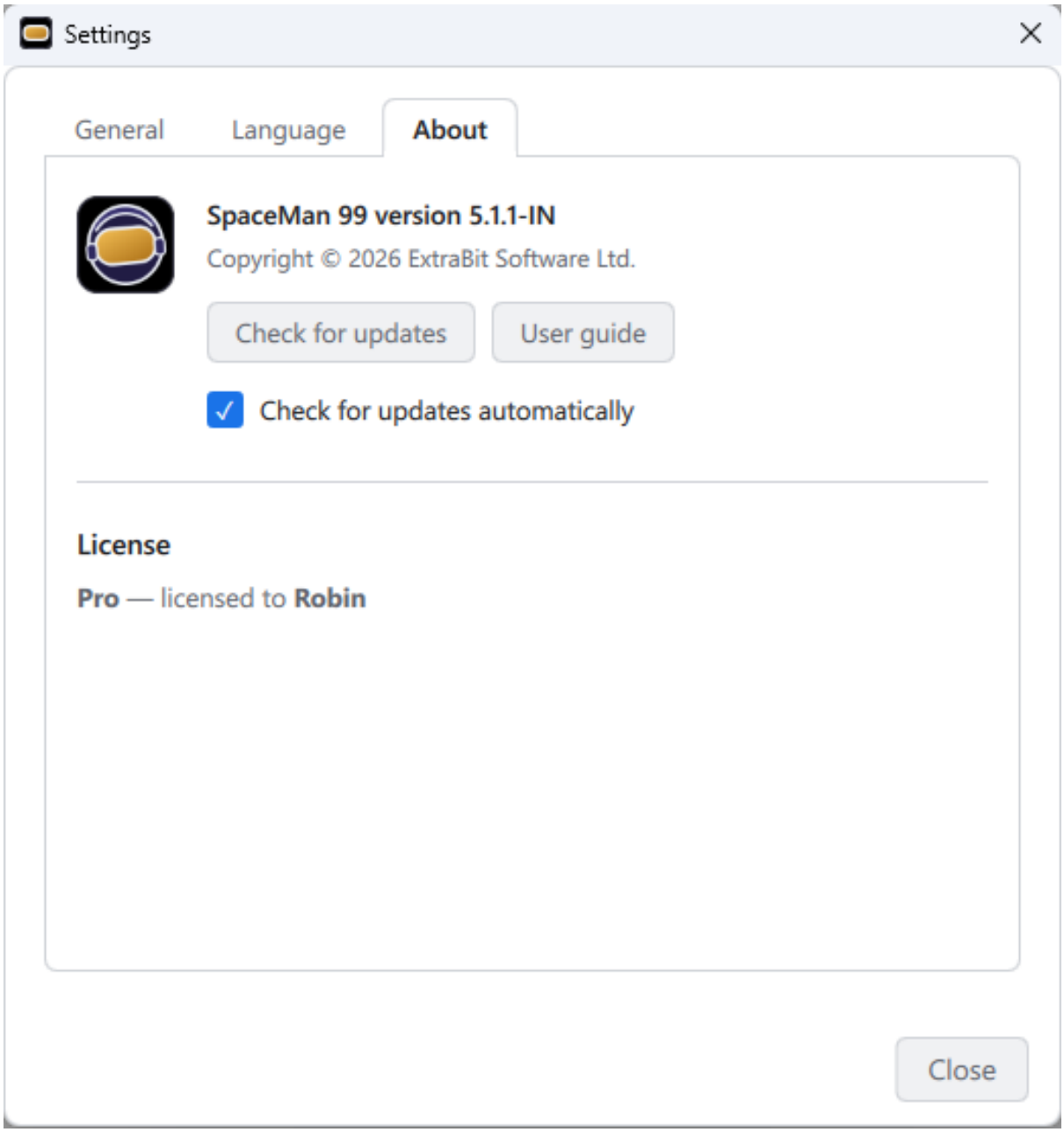


Figure 7.3: Settings, About tab

- **Updates.** The Microsoft Store version is kept up to date by the Store. The downloaded version checks for a new version once a day, and while one is available the About tab says so, and the Settings cog on the toolbar shows a blue dot. **View update** (or **Check for updates**, when none is known) opens the update page on the ExtraBit website. To stop the daily check, clear **Check for updates automatically**.
- **User guide** opens this guide. **F1** anywhere in SpaceMan 99 does the same, as does the **?** button on the toolbar.
- **License.** Whether SpaceMan 99 is using the free license, which is for non-commercial use, or a Pro license, and whom it is licensed to. With the free license, **Buy Pro** opens the Pro license dialog (see SpaceMan 99 Pro).

Chapter 8

SpaceMan 99 Pro

SpaceMan 99 is free for non-commercial use. The free license scans your own drives, finds duplicates, and lets you mark and delete files and read every report. A **Pro license** allows commercial use, and adds:

Pro adds	Free, without it
Scanning network locations: folders on other computers and network drives.	Browsing network locations, and seeing what is in them.
Marking files for you in bulk: the Bulk Mark Duplicates rules, **Keep only this copy**, **Mark all but newest**, **Mark all but oldest**, and **Mark all in folder**.	Marking files one at a time with their checkboxes, **Mark Selected** and **Ctrl+M**, and every kind of unmarking.
Saving, printing and copying reports.	Generating every report, and reading it in every view.

Everything else is the same with either license.

8.1 What you see without a license

Without a Pro license, a banner across the top of the main window says **FREE**, and that the free license is for non-commercial use. Its **Buy** button opens the Pro license dialog (below).

The Pro features stay visible, so you can see what they would do:

- In the folder tree, a padlock takes the place of the checkbox on network folders. Clicking it explains what Pro adds.
- The bulk marking commands carry a PRO chip PRO. They still work out what they would mark, and tell you how many files and how much space, but mark nothing.
- In the Reports window, **Copy to Clipboard**, **Export…** and **Print…** carry a PRO chip, and pressing one explains what Pro adds.

Each explanation ends with what a Pro license gives you, and a **Buy Pro** button that opens the Pro license dialog.

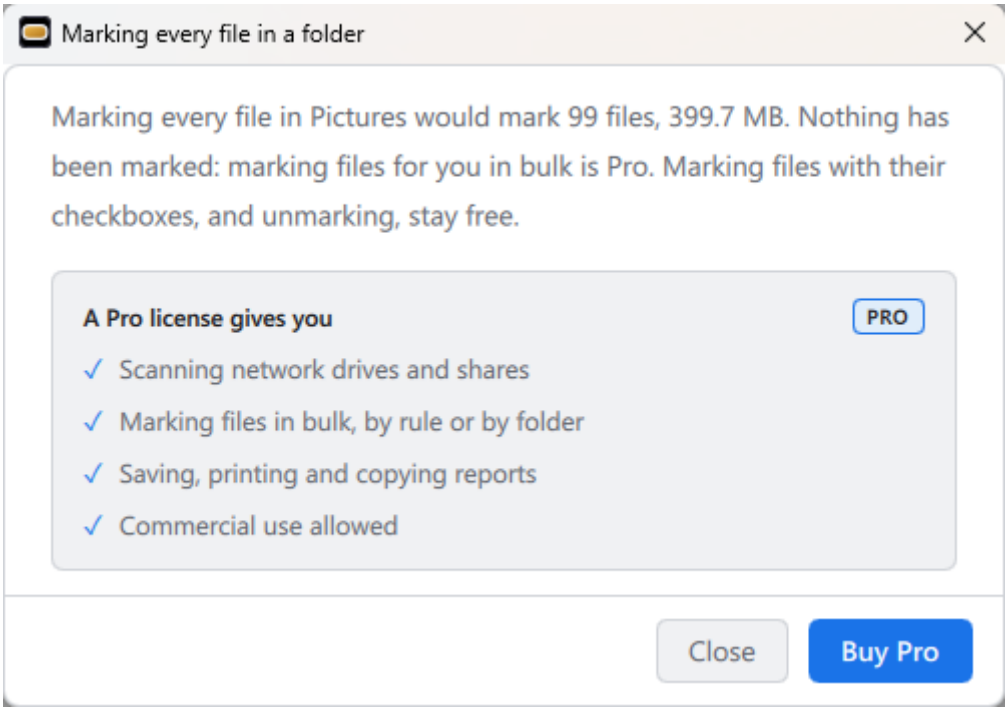


Figure 8.1: What a free user sees on choosing Mark all in folder

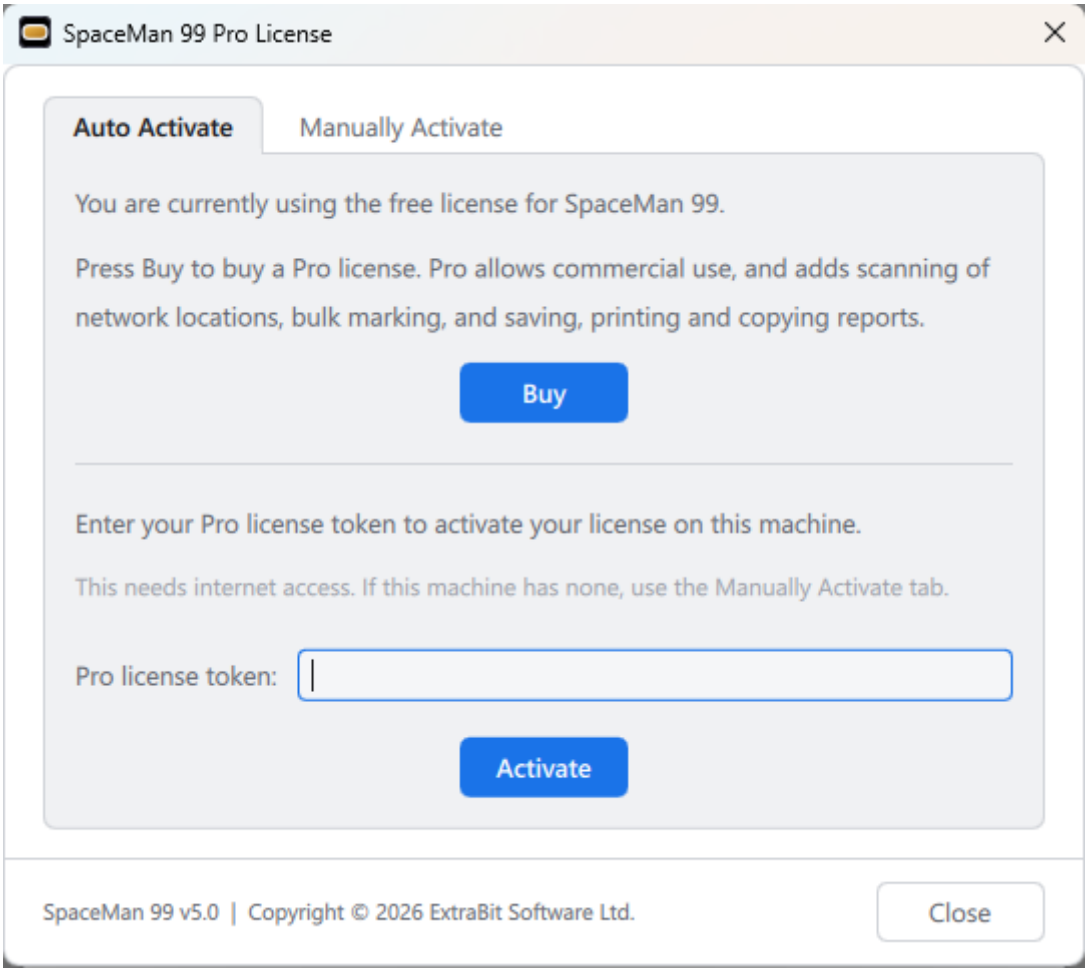


Figure 8.2: The SpaceMan 99 Pro License dialog

8.2 Buying and activating a license

The **SpaceMan 99 Pro License** dialog opens from any **Buy** or **Buy Pro** button: on the FREE banner, in an upgrade explanation, or on the About tab of Settings. It has two tabs.

Auto Activate is for a computer with internet access:

1. Press **Buy** to buy a Pro license on the ExtraBit website. You receive a **Pro license token**.
2. Paste the token into **Pro license token**, and press **Activate**.

Manually Activate is for a computer without internet access:

1. Press **Copy** to copy the computer's **Fingerprint**.
2. On a computer that does have internet access, go to the link shown on the tab, and follow the instructions there. You receive the license key data.
3. Copy the license key data to the clipboard, back on the computer being activated, and press **Activate**. SpaceMan 99 reads the license from the clipboard.

Once activated, the dialog confirms it, and the Pro features work straight away, with no need to restart SpaceMan 99. The FREE banner disappears, and the About tab of Settings shows whom SpaceMan 99 is licensed to.

Activation ties the license to the computer it was activated on. If you replace or rebuild that computer, SpaceMan 99 needs to be activated again.

If activation fails, the dialog says why. For questions about your license, contact support@extrabit.com.

Chapter 9

Keyboard Shortcuts

9.1 Anywhere

Key	Does
F1	Opens this guide, from the main window, the Reports window or any dialog.

9.2 The path bar

Key	Does
Enter	Goes to the path typed.
Esc	Leaves the path as it was.

9.3 The folder tree

Key	Does
Up, **Down**	Move to the folder above or below, and select it.
Right	Expand the folder, or move into it if it is already expanded.
Left	Collapse the folder, or move to the folder above it.
Enter	Switch to the Folder Contents tab, showing the selected folder.
Space	Click the folder's scan checkbox.
Menu key, or **Shift+F10**	Open the folder's right-click menu.
Tab, **Shift+Tab**	Leave the folder tree.

9.4 The Folder Contents, Largest Files and Marked lists

Key	Does
Up, **Down**	Move up or down one row.
Page Up, **Page Down**	Move up or down a page.
Home, **End**	Move to the first or last row.
Shift with any of the above	Extend the selection as you move.
Ctrl with any of the above	Move without changing the selection.
Space	Select or deselect the current row.
Ctrl+A	Select every row.
Esc	Clear the selection.
Ctrl+M	Mark the selected files, or unmark them if they are all marked (Folder Contents and Largest Files).
Delete	Unmark the selected files (Marked tab only; nothing is deleted).
Menu key, or **Shift+F10**	Open the right-click menu.

The Duplicates tab is used with the mouse.

9.5 Menus

Key	Does
Up, **Down**	Move through the entries.
Home, **End**	Move to the first or last entry.
Enter, **Space**	Choose the highlighted entry.
Esc	Close the menu.

9.6 Dialogs

Key	Does
Esc	Closes a dialog without doing anything, like its **Cancel** or **Close** button. It also cancels **Mark all in folder** while it is finding files, and a delete that is under way.
Enter	In the Pro license token field, activates the license.

Chapter 10

End-User License Agreement

1. Introduction

This License applies to the SpaceMan 99 software and its accompanying files, data and materials (“SpaceMan 99”). You should carefully read the following terms and conditions before using, installing, copying, or distributing this software. Unless you have a different license agreement signed by ExtraBit Software Ltd. (“ExtraBit”), your use, installation, copying, or distribution of SpaceMan 99 indicates your acceptance of this agreement. There are two licenses available for SpaceMan 99, “Free” and “Pro” which are described in section 2.

2. Scope of License

All rights of any kind in SpaceMan 99 which are not expressly granted in this License are entirely and exclusively reserved to and by ExtraBit. SpaceMan 99 is protected by copyright laws and other applicable laws and treaties. You may use, install and distribute SpaceMan 99 solely as expressly provided in this License. You may not rent, lease, loan, sublicense, modify, translate, reverse engineer, decompile, disassemble, or create derivative works based on SpaceMan 99, nor permit anyone else to do so. You may not make access to SpaceMan 99 available to others in connection with a service bureau, application service provider, or similar business, nor permit anyone else to do so.

2.1. Free License

The Free license for SpaceMan 99 is for NON-COMMERCIAL USE ONLY.

For the avoidance of doubt, commercial use is anything other than:

- Personal use on a home computer, or
- Educational use on a computer owned by a recognized school, college or university, or
- Charitable use on a computer owned by a registered charity.

If you want to use SpaceMan 99 for any other purpose, you need to use the Pro license for SpaceMan 99.

2.2. Pro License

The Pro license for SpaceMan 99 may be used for any purpose and has no built-in restrictions.

Pro licenses must be purchased from www.extrabit.com or an authorized distributor/reseller.

Each SpaceMan 99 Pro License may be activated in one of two modes, machine or user.

If a license is activated in machine mode, then the license can be used by any user on the machine on which it is activated.

User mode is intended for enterprise environments and allows a given user to use a license on any machine, but only by that user.

Once a license has been activated it cannot be transferred to a different machine or user, or reactivated in a different mode.

If you or your organization has a valid multi-license pack of Pro licenses, then you or your organization has the right to activate up to the number of licenses indicated in the pack.

3. Distribution

You may make as many copies of this software and documentation as you wish. You may freely distribute this software by any means provided that you include all files in the original distribution, and none of the files are altered in any way.

The Pro license(s) must not be distributed beyond the individual/organization that purchased them and/or the end user(s) that they were purchased for.

4. Warranty Disclaimers and Liability Limitations

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IN ADDITION, IN NO EVENT DOES EXTRABIT AUTHORIZE YOU OR ANYONE ELSE TO USE SPACEMAN 99 IN APPLICATIONS OR SYSTEMS WHERE SPACEMAN 99’S FAILURE TO PERFORM CAN REASONABLY BE EXPECTED TO RESULT IN A SIGNIFICANT PHYSICAL INJURY, OR IN LOSS OF PROPERTY, OR IN LOSS OF LIFE. ANY SUCH USE IS ENTIRELY AT YOUR OWN RISK, AND YOU AGREE TO HOLD EXTRABIT HARMLESS FROM

ANY AND ALL CLAIMS OR LOSSES RELATING TO SUCH UNAUTHORIZED USE.

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