

# SpaceMan 99 Quick Start Guide

**Folder Browser**  
Folder sizes shown in square brackets.

**Find Duplicate Files box**  
Uncheck to turn off scanning for duplicates. This speeds up finding folder sizes.

**Duplicates List**  
Each line shows a set of files that are duplicates of each other.

**Status Bar**  
During scanning, shows the folder currently being scanned. The right hand part shows the number of, and total size of all marked files.

**Omit Small Files**  
Allows small files to be omitted when scanning for duplicates. This can be used to speed up the scan if you only want to find large duplicate files.

**Current Folder Box**  
Shows current folder.

**File Browser**  
Shows contents of current folder.

**Duplicate Files**  
Shows the files in the currently selected set in the Duplicates List

**Find Duplicates Options**  
Configure how duplicate files are found.  
*Match Contents drop down list*  
**Contents:** uses byte by byte comparison to guarantee duplicate files are identical.  
**Checksum & Size:** faster than **Contents**, but there is a small chance that two files could be shown as duplicates when they are not.  
**Size Only:** treats files with same size as duplicates.  
**Name Only:** treats files with same name as duplicates.  
*Filename checkbox*  
If checked, filename must also match  
*Date checkbox*  
If checked, file modification date must also match

*Tip:* The sizes of the panes in the SpaceMan 99 window can be adjusted by dragging the bars that separate them.

*Tip:* Right click in the column headers to select which columns are shown in the lists.

## Finding Folder Sizes

- For fastest results (if you don't need to also find duplicates) uncheck the **Find Duplicate Files** box.

## Finding Duplicate Files & Folders

- Make sure **Find Duplicate Files** box is checked
- Set the **Find Duplicates Options**

- Check the box next to the folder you want to scan in the **Folder Browser**

This can be repeated to scan more folders. You do not need to wait for the first folders added to be fully scanned before selecting more to scan.

## Filtering Files or Folders

The **Filter Files** command on the **Filter** menu brings up a panel that allows files to be filtered. This is usually used to filter files by their extension (for example, to only look at image files, or to exclude temporary files).

Folders can be filtered out by clicking in the checkbox next to the folder you want to exclude. A cross in this checkbox means the folder will be excluded.

## Deleting Duplicate Files

The **Mark Duplicate Files** command in the **Mark** menu brings up a panel that can be used to automatically mark duplicate files for deletion, while making sure that at least one file in each duplicates set is left.

The **Delete Marked Files** command can then be used to delete the files that were marked.