Using dupeGuru to handle duplicate files

This document will explain how to use dupeGuru software to identify and handle duplicate files in collections. This process can be used to identify duplicates within a single directory or across many.

[Download dupeGuru.](#)

About dupeGuru

dupeGuru is a free, open source and easy to use tool which helps you find and manage duplicate files in your collections. It works across Windows, OS X and Linux systems and offers a graphical user interface for simple usage.

dupeGuru uses a custom algorithm to quickly identify similarities in your data such as filenames, metadata tags or characteristics such as file sizes and timestamps. It can also scan the contents of your files at byte level to ensure exact matches. dupeGuru can be used to scan any file type but also offers specialized modes for working with audio and image data. Its menu is highly customizable, allowing for multiple types of scanning, filtration and file management outcomes.

dupeGuru is well documented with extensive help guides available on the [developer website](#). It is also hosted and supported through [GitHub.](#)

Basic Use Guide

Scanning a directory

Open DUPEGURU and add the directory/s you wish to scan. You can drag & drop into the GUI or click on the '+' arrow in the bottom left corner.

When you have added everything you want to scan, click 'Scan' in the bottom right corner. Upon completion it will display any duplicates found in two columns. The process will run from top to bottom of the directory, treating the first instance of a duplicated file as the 'original' and subsequent copies as the duplicates.

Click 'File > Save Results…' and save the DUPEGURU profile to a location of your choice. This will allow you to access the results later without the need to scan again.

Exporting results

The results of a completed scan can be exported to csv or html format for further analysis.

Click 'File > Export to csv' or 'Export to html' and save to a location of your choice.

Open the file and you will see your results: