

What does SpaceMan 99 do?

SpaceMan 99 is an application that can help you find out which files and folders are using up most of your disk space. It also contains facilities to help find files that can be deleted to make more space available. It performs two main functions.

Finding disk space used by folders

SpaceMan 99 can show an overview of all folders, and give the total amount of disk space used by all the files within each one. This can be used to find out which folders are using the most disk space.

Finding duplicate files

SpaceMan 99 can also find files that have identical copies elsewhere on the system. Unnecessary copies can then be deleted to free up space on the disk. SpaceMan 99 finds identical copies by performing a complete byte for byte comparison, so you can be sure that any duplicate files found by SpaceMan 99, really are identical.

System requirements

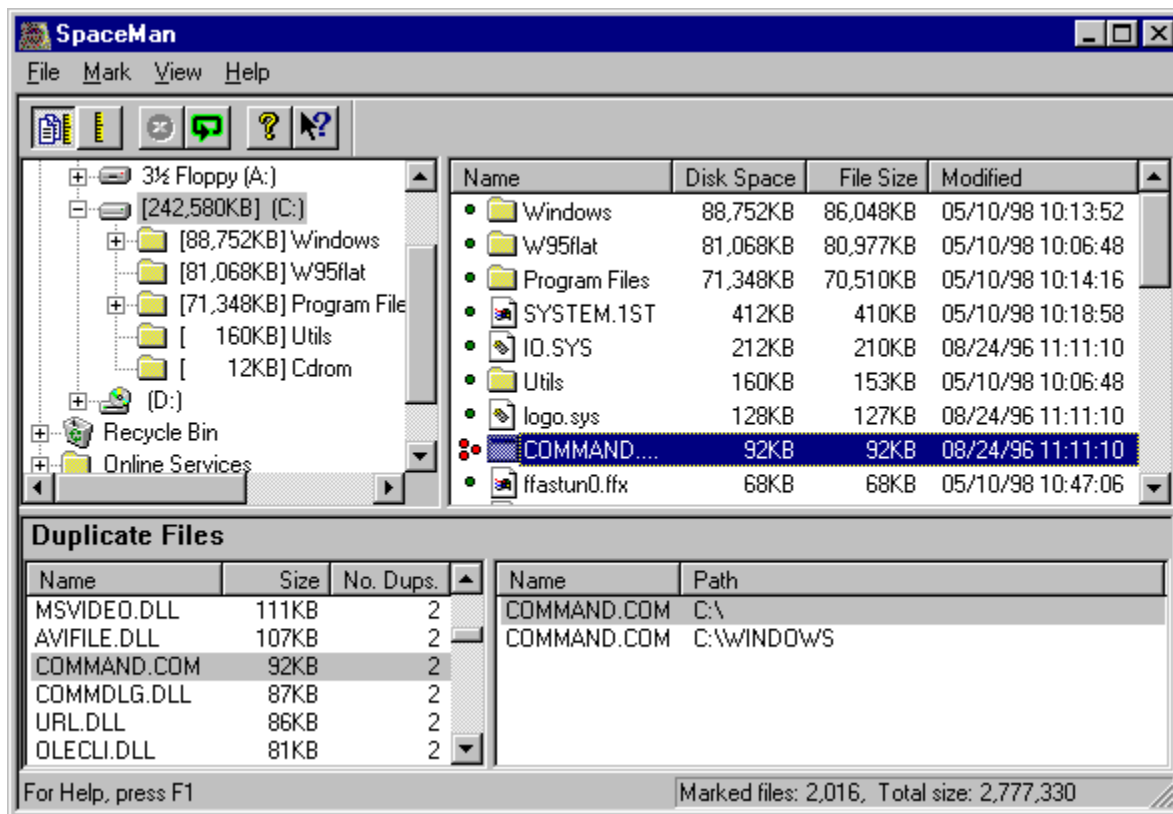
SpaceMan 99 requires:

Windows 95, or later, or
Windows NT 4.0, or later.

2 Mbytes disk space.

Quick tour of SpaceMan 99

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 top left panel contains the folder browser, 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 top right panel contains the file browser, which 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.

The bottom left panel shows the duplicates list. When two (or more) files are found which are exact copies of each other, a line is added to this list which shows the names of the duplicate files, and the size of the files.

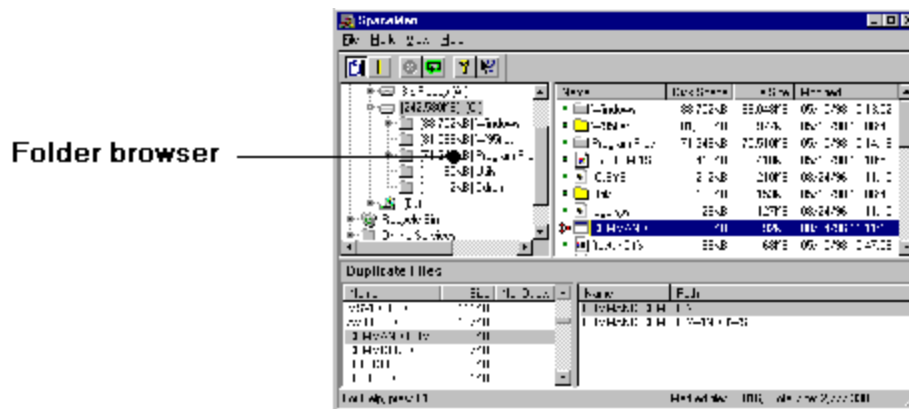
The bottom right panel shows the duplicate files in the duplicates set that is currently selected in the bottom left panel.

Resizing the panels

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.

Folder browser



The folder browser panel is used to:

- Browse through all the folders on the system.
- Show the total disk space used by all files in a folder.
- Select a folder for scanning.
- Select a folder for viewing in the file list panel.
- Select a folder for use by the mark duplicate files panel.

To scan a folder, select the folder name with the left mouse button. When a folder is selected for scanning, its name in the browser will be preceded by empty square brackets `[]`. Once it has been scanned, including all subfolders under it, the total amount of disk space used by all files under the folder will be shown in the square brackets.

If scanning for duplicates is also enabled, then any duplicate files found in the folders that are scanned will be shown in the duplicates list panel.

The currently selected folder is shown in the file list panel. To select a folder without scanning it:

- Hold down the control key while selecting the folder, or
- Select the folder with the right mouse button (this will also bring up the context sensitive menu).

To expand a folder to show subfolders:

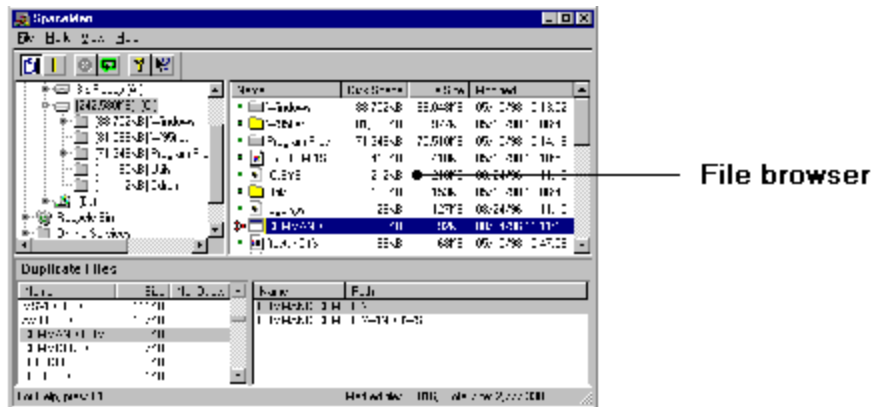
- Click on the + icon next to the folder name, or
- Double click on the folder name.

To contract a folder to hide its contents:

- Click on the - icon next to the folder name, or
- Double click on the folder name.

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

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 is listed:

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

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 delete empty folders command.

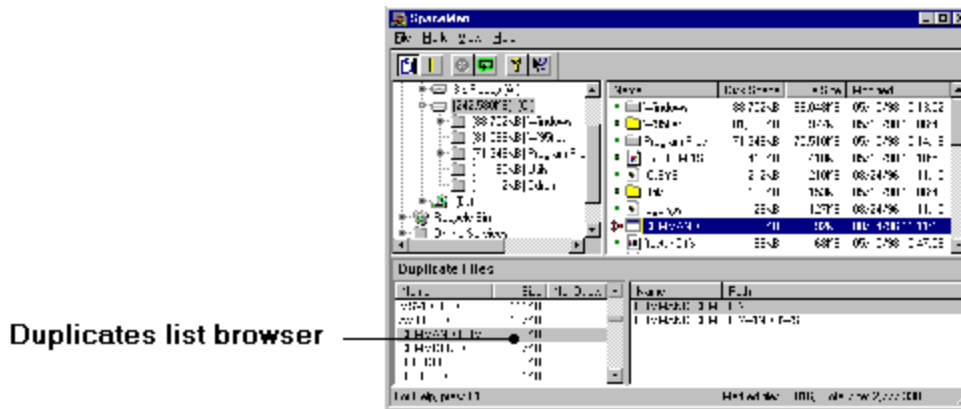
For two folders to be shown as duplicates of each other, they must contain exactly the same files (including the same filenames). If they contain any subfolders, these must be identical as well. If a folder is marked as being a duplicate, then the other folder(s) that it is a duplicate of can be seen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

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.

Duplicates list browser




The duplicates list browser shows the duplicate files that have been found. Each line in the list shows one set of files that are all identical copies of each other. The information 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.

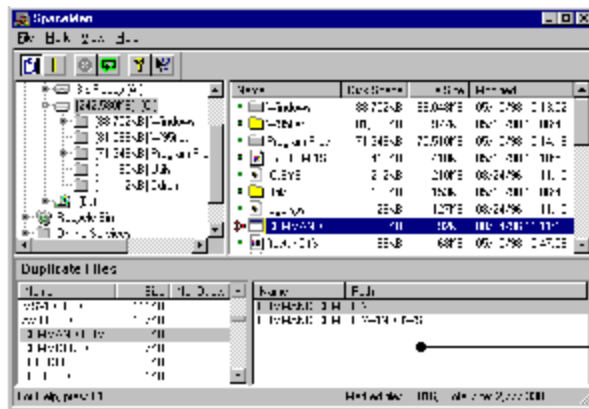
To see the full paths to each of the files in a duplicates set, select the line. The [duplicate files browser](#) will then show the path for each file.

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 or number 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.

If the duplicates list browser is shown grayed out, it means that scanning for duplicates has been disabled. It can be re-enabled either by pressing the  [button](#) on the toolbar, or by choosing the [File/Scan Size Only](#) menu command.

Duplicate files browser




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 are always identical copies of each other.

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](#).

Pressing F5 in this window advanced 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.

If the duplicate files browser is shown grayed out, it means that scanning for duplicates has been disabled. It can be re-enabled either by pressing the  [button](#) on the toolbar, or by choosing the [File/Scan Size Only](#) menu command.

Folder context menu

Explore	
Mark Duplicate Files...	
Mark All	F8
Unmark All	Shift+F8
Delete	Del
Delete Empty Folders	
Next Duplicate	F10
Previous Duplicate	Shift+F10
Clear Folder Data	

The folder context menu is brought up by right clicking on a folder in the [folder browser](#) or [file browser](#). It contains the following commands:

Explore

Launches Windows Explorer, expanded to show the selected folder.

Mark Duplicate Files

Brings up the [mark duplicate files panel](#) for the selected folder.

Mark All

Marks all files in the selected folder. For more information, see the [mark command](#).

Unmark All

Unmarks all files in the selected folder. For more information, see the [unmark command](#).

Delete

Deletes the selected folder and all subfolders under it. For more information, see the [delete command](#).

Delete Empty Folders

Deletes all subfolders of the selected folder that contain no files. This command is useful to use after marking and deleting duplicate files, which can lead to lots of empty folders.

Next Duplicate

This command only appears in the folder context menu when the selected folder is a duplicate folder. This command selects the next folder that is a duplicate of this folder. This command and the following one allow you to cycle through a set of folders that are all duplicates of each other. Once every duplicate folder in the set has been cycled through, the first duplicate folder is selected again.

Previous Duplicate

This command also only appears in the folder context menu when the selected folder is a duplicate folder. It performs the same action as the preceding command, except that it cycles the other way through the folders. Note that if the selected folder is a duplicate of only one other, then this command and the preceding command have the same effect.

Clear Folder Data

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 [File/Reset 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.

File context menu

Open	
Mark	F8
Unmark	Shift+F8
Delete	Del

The file context menu is brought up by right clicking on a file. It contains the following commands:

Open

If the file is an executable, it is run. Otherwise, the file will be opened in the appropriate application for the type of file.

Mark

Marks the selected file or files. For more information, see the [mark command](#).

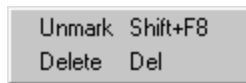
Unmark

Unmarks the selected file or files. For more information, see the [unmark command](#).

Delete

Deletes the selected file or files. For more information, see the [delete command](#).

View marked context menu



The view-marked context menu is brought up by right clicking on a file in the View Marked Files panel. It contains the following commands:

Unmark

Unmarks the selected file or files. For more information, see the unmark command. When a file is unmarked, it is immediately removed from the marked files list.


Delete

Deletes the selected file or files. For more information, see the delete command.

Finding disk space used by folders

To find the total disk space used by all the files in a folder, and in all subfolders under it, simply select the folder in the folder browser with the left mouse button. For example, to find the sizes of all folders on the **C:** drive, simply select the **C:** folder in the folder browser. For more information on selecting folders for scanning, [follow this link](#).

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.


By default, selected folders are also scanned for duplicate files. If you only want to find folder sizes, it will be much quicker if you disable scanning for duplicates before selecting the folder to scan. This can be done either by pressing the  button on the toolbar, or by choosing the File/Scan Size Only menu command.

Finding duplicate files

To find duplicate files, simply select the folder you want to scan in the [folder browser](#) with the left mouse button. For example, to find all the duplicate files on the C: drive, simply select the C: folder in the folder browser. For more information on selecting folders for scanning, [follow this link](#).

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 an exact copy 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.

If you have disabled scanning for duplicates, it must be re-enabled before you select the folder for scanning. This can be done either by pressing the  [button](#) on the toolbar, or by choosing the [File/Scan Size Only menu command](#).

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 permissions and ownership of the file.

Controlling the folders that are scanned

If you don't want to scan all folders on a drive, you can browse to the folder you want to scan and just select that one. However, if you simply double click on a folder to expand it, this will also begin scanning that folder. To avoid this, either expand folders by selecting the + next to the folder name, or hold down the CTRL key while double clicking on the folder. The CTRL modifier allows a folder to be selected without being scanned.

More folders can be selected for scanning before the first has been finished. 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 were selected.

At any time, scanning can be aborted by pressing the stop button.

Rescanning folders

If any files are changed, added or removed by another application, then if SpaceMan 99 has already scanned the affected folders, the information gathered by SpaceMan 99 has to be cleared so that the folder will be scanned again. The easiest way to do this is to use the Reset Data command. This clears all information gathered by SpaceMan 99. Alternatively, just particular folders can be rescanned by using the Clear Folder Data command.

Deleting files

Any file or folder can be deleted by simply selecting it, and choosing the [delete command](#).

You should always [take great care when deleting files](#), as you can lose work or stop something from working if you delete the wrong file. The best rule is, if you don't know what a file is, then don't delete it. By default, SpaceMan 99 protects most files used by the Windows operating system. To turn this protection off, use the [options panel](#).

Also, see these notes on [removing applications](#) from your system.

Deleting duplicate files

SpaceMan 99 has special purpose commands built in to help find and delete duplicate files. First, you can [mark duplicate files](#). The files marked can then be reviewed by viewing the marked files as a list, or by browsing through folders and seeing the marked files in the [file browser](#). Once you are sure you have marked exactly the files you want to delete, you can use the [delete marked files](#) command. This provides a safe way to delete files and be sure you still have at least one other copy of any file deleted.

Note, however, that just because a file is a duplicate, this does not always mean it can be safely deleted. For example, an application may install a copy of a file that already exists on the system, but if the application only looks for the file in the new location, it will fail if the new copy of the file is deleted.

Mark Duplicate Files panel

To bring up the mark duplicate files panel, select a folder in the [folder browser](#), and then use the [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. For more information on scanning for duplicate files, [follow this link](#).

Options panel

To bring up the options panel, use the [view options command](#).

The options panel allows you to change 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.

The protected folder is shown. This is fixed by the operating system and can not be changed.

Marked Files panel

To bring up the marked files panel, use the [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 the [marked files context 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

To bring up the report panel, use the 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. Note that the size shown is the total disk space used by the files, rather than the sum of the individual file sizes.

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. Note that the size shown is the total disk space used by the files, rather than the sum of the individual file sizes.

Duplicate Files report

This report shows all the duplicate files. The first column shows the file sizes, the second column shows the duplicate files. The files are grouped so that files which 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.

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

Copy To Clipboard

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.

Print

Prints the current selection from the current report, or the entire report if there is no selection.

OK

Closes the report panel.

Marking Files panel

This panel appears while all files under the selected folder are being marked. To abort the operation, which will leave some of the files marked and others not, press the Cancel button.

Generating Report panel

This panel appears while a report is being generated. If the report being generated is very long, it may take some time to generate the report. However, at any time you can press the "Stop" button to stop any more of the report from being generated. This generally still leaves a useful report, since the reports list the most important information first. When you stop the generation of a report before it has completed, the last line of the report shown will be "..." so that you can see that the report is incomplete.

Deleting files safely

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](#).

For recommendations on removing whole applications from your system, [follow this link](#).

Removing applications

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.

Using built-in Windows commands

This section briefly describes how to use the Windows *Find* command, which can be very useful for disk management.

SpaceMan 99 helps find the largest folders on a disk. If you just want to know where the largest files are, then you can do this as follows:

How to find the largest files on a disk

- From the Windows *Start* menu, select *Find*, then *Files or Folders*.
- Choose the disk(s) you want to search in the *Look In* selector.
- Select the *Advanced* tab, and select *Size is At least, 1000 KB*. Strictly speaking this step is not necessary, but it filters out small files of less than about 1 MB.
- Press the *Find Now* button.
- You will then get a list of all files that match the criteria specified. To find the largest files, click on the *Size* column header, which will sort the files by size. The largest file will then be first in the list.
- You can make the Find panel bigger by dragging out either of the bottom corners, or by pressing the maximize button in the title bar.

Useful articles in Windows Help.

There are also some useful hints and tips in the Windows Help system.

- From the Windows *Start* menu, select *Help*.
- Double click on *Troubleshooting*
- Double click on *If you need more disk space*

How to buy

To register SpaceMan 99 costs just \$15. You can order by any of the following methods using one of these credit cards: MC, Visa, Amex, or Discover.

Online: Go to our Web site at <http://www.extrabit.com> and click on "Order Online".
{button Open Web Page Now,EF(` www.extrabit.com/index.html`,`',1)}

To order by fax, email or mail, use the form in **order.txt**.
{button Open Order Form Now,EF(` order.txt`,`',1)}

FAX: To **713-524-6398**. Use the form in **order.txt**. The easiest way is to fill out the form and fax it directly from your computer. If you can't do that, then fill it out and print the form. If you can't print the form and you copy it out by hand, then please write in plain block print, and make sure you include the product number 30822.

Email: To PSL at "**30822@pslweb.com**". Fill out the form in **order.txt**, then copy and paste the contents into an email message.

Mail: check or credit card orders to PSL at **P.O.Box 35705, Houston, TX 77235-5705**. Fill out the form in **order.txt**, then print it out and send it to this address. If you can't print the form and you copy it out by hand, then please write in plain block print, and make sure you include the product number 30822. If you are sending a check, you do not need to fill out the section of the form that deals with credit cards. Checks must be in US\$, and drawn on a US bank, and should be made payable to "PSL".

Quantity discounts

If you order more than 1 license at the same time, you qualify for the following quantity discounts:

1st license	\$15
2nd - 9th licenses	\$10 each
10th and above license	\$5 each

The following table shows how this works:

No. of licenses	Total cost
1	\$15
2	\$25
3	\$35
4	\$45
5	\$55
6	\$65
7	\$75
8	\$85
9	\$95
10	\$100
More than 10	Add \$5 for each additional license

When you order SpaceMan 99, you will receive a registration code that you will need to enter into the [registration panel](#). The registration code will also work with any future versions of SpaceMan 99. You can check on the Internet site www.extrabit.com to find the latest version.

END-USER LICENSE AGREEMENT FOR SPACEMAN 99

License Agreement

You should carefully read the following terms and conditions before using this software. Your use of this software indicates your acceptance of this license agreement and warranty.

Evaluation and Registration

This is not free software. Subject to the terms below, you are hereby licensed to use this software for evaluation purposes without charge for a period of 30 days. If you use this software after the 30 day evaluation period a registration fee of \$15 is required. The software can be ordered as described in the section "[How to buy](#)". When payment has been received you will be given a registration code that can be used to register your copy of SpaceMan 99.

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.

You are expressly forbidden from distributing by any means the registration code.

Registered Version

One registered copy of SpaceMan 99 may either be used by a single person who uses the software personally on one or more computers, or installed on a single workstation used non-simultaneously by multiple people, but not both.

You may access the registered version of SpaceMan 99 through a network provided that you have obtained individual licenses for the software covering all workstations that will access the software through the network. For instance, if ten different workstations will access SpaceMan 99 on the network, each workstation must have its own SpaceMan 99 license regardless of whether they use SpaceMan 99 at different times or concurrently.

Governing Law

This agreement shall be governed by the laws of England.

Disclaimer of Warranty

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Print Report Button

Pressing this button brings up the Print Dialog panel. This allows you to select which printer the report currently shown should be printed to.

Copy Report to Clipboard Button

Pressing this button copies the selected part of the report currently shown to the clipboard. If there is no selection in the currently shown report, then the whole report is copied to the clipboard. This allows the report to be copied into another application, such as a mail message, or into a spreadsheet such as Excel.

Reset Data command (File menu)



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, R

Show Sizes in Bytes command (View menu)

All sizes will be shown in bytes.

Show Sizes in Kilobytes command (View menu)

All sizes will be shown in kilobytes (1 kilobyte = 1024 bytes). If the size is not a whole number of kilobytes, it will be rounded up.

Show Sizes in Megabytes command (View menu)

All sizes will be shown in megabytes (1 megabyte = 1024 kilobytes = 1,048,576 bytes). If the size is not a whole number of megabytes, it will be rounded up.

Show Sizes in Gigabytes command (View menu)

All sizes will be shown in gigabytes (1 gigabyte = 1024 megabytes = 1,073,741,824 bytes).
If the size is not a whole number of gigabytes, it will be rounded up.

Show Sizes in Automatic Units command (View menu)

Sizes will be shown in different units, depending on the value. The following table shows which units will be used for different sizes:

Size in bytes	Units used	Shown as
0 - 1,023	Bytes	
1,024 - 1,048,575	Kilobytes	KB
1,048,576 - 1,073,741,823	Megabytes	MB
1,073,741,824 or greater	Gigabytes	GB

Stop command (File menu)



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

Shortcut

Key: ESC

Enable Scanning for Duplicates command



This command enables scanning for duplicates, if it has been disabled. Scanning for duplicates can be slow, so if you only want to find folder sizes, then it is best to disable scanning for duplicates.

Shortcut

Keys: ALT, F, S To toggle between enable/disable

Disable Scanning for Duplicates command



This command disables scanning for duplicates. Scanning for duplicates can be slow, so if you only want to find folder sizes, then it is best to disable scanning for duplicates.

Shortcut

Keys: ALT, F, S To toggle between enable/disable

Enable/Disable Scanning for Duplicates command (File menu)

When this menu item is checked, scanning for duplicates is disabled. Select again to re-enable. Scanning for duplicates can be slow, so if you only want to find folder sizes, then it is best to disable scanning for duplicates.

Shortcut

Keys: ALT, F, S

Mark Duplicate Files command (Mark menu)

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](#).

Mark command (Mark menu)

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 (Mark menu)

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

Delete Marked Files command (Mark menu)

This command deletes all the marked files. Marked files can be viewed using the [View Marked Files](#) command.

Shortcut

Keys: ALT, M, D

Unmark All Files command (Mark menu)

This commands unmarks all files.

Shortcut

Keys: ALT, M, U

View Marked Files command (Mark menu)

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

Shortcut

Keys: ALT, M, V

Delete command (File menu)

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

Report command (File menu)

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

View Options command (View menu)

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

Shortcut

Keys: ALT, V, O

See: [Options Panel](#)

Help command (Help menu)

Opens the help window, showing the contents.

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

Shortcut

Keys: ALT, H, H

This is the currently selected folder in the Folder Browser. To change this, press the Cancel button, select a different folder in the Folder Browser, then bring up the Mark Duplicate Files panel again.

When this option is selected, the files selected for marking will be 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.

When this option is selected, the files selected for marking will be 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 this option is selected, the files selected for marking will be 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.

When this option is selected, the files selected for marking will be 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. If more than one of the duplicate files have the oldest modification time, then it will be arbitrary which of them is not marked.

This area shows the list of files that will be marked if the Mark button is pressed. To change the width of the file names or paths column, drag the right edge of either column title box.

Pressing this button closes the panel without marking any files.

Pressing this button marks the files listed.

This area shows the list of all marked files. To change the widths of the file name, size or path columns, drag the right edge of the appropriate column title box.

Right clicking on files in this list brings up the Marked Files context menu.

Registration dialog box

To bring up the registration dialog box, go to the **Help** menu, then select **About SpaceMan 99**. This brings up the About box. If you are running an unregistered version of SpaceMan 99, then this panel will have a **Register** button on it to bring up the registration dialog box.

When you order SpaceMan 99, you will be given a registration code. Once you have entered this code into the registration dialog box, your copy of SpaceMan 99 will be registered.

Welcome to SpaceMan 99

The code you have entered has been verified, so your version of SpaceMan 99 is now registered. This means that none of the panels referring to the evaluation period will appear from now on.

We hope you continue to find SpaceMan 99 to be a valuable tool.

Thank you for registering SpaceMan 99.

Incorrect code

The code you have entered is invalid. Check that you have entered the code exactly as given.

If you do not have a registration code, you can get one by [ordering SpaceMan 99](#).

No duplicates found

The currently selected folder does not contain any duplicate files. Therefore, there are no files in this folder that can be deleted from the delete duplicates panel.

Not scanned for duplicates

The currently selected folder has not been scanned for duplicates yet. Make sure that scanning for duplicates is enabled, and then select the current folder again with the left mouse button.

See: [Mark duplicate files panel](#).

No application registered for this type of file

No applications are registered for the type of file you are trying to open. The file is probably used internally by an application and is not meant to be opened, or you do not have the application that is needed to open it.

The type of a file is determined from its extension (the part of the name after the '.'). When applications are installed, they register the types of files that they can open. Additional associations can be set up by attempting to open a file with Windows Explorer, and selecting an application from the Open With panel that appears.

Access denied

You do not have permission to access this file. Check the ownership and permissions of the file.

Can't open file

An error has occurred which prevents the file from being opened. This could be due to there being a problem with the application associated with this type of file.

Alternatively, you could be low on memory. Close some applications and try again.

Protected files

You have attempted to delete a file that is in the folder where Windows stores files that are needed to run the operating system. Unless you know what you are doing, you are advised not to delete any files in this folder.

If you are sure that you want to delete this file, you need to disable the option that protects the Windows files. This is done from the options menu command.

SpaceMan is scanning folders

SpaceMan can not clear all the folder data while it is scanning folders. You can either press Cancel to allow SpaceMan to complete the scanning, or press OK to stop the scanning and clear all the folder data.

SpaceMan is scanning folders

SpaceMan can not enable duplicates scanning when it is already scanning folders for size. You can either press Cancel to allow SpaceMan to complete the scanning, or press OK to stop the scanning and turn on duplicates scanning.

SpaceMan is scanning folders

SpaceMan can not delete files while it is scanning folders. You can either press Cancel to allow SpaceMan to complete the scanning, or press OK to stop the scanning and delete the files.

SpaceMan is scanning folders

SpaceMan can not mark duplicate files while it is scanning folders. You can either press Cancel to allow SpaceMan to complete the scanning, or press OK to stop the scanning and mark the duplicate files found so far.

No empty folders found

No empty folders were found under the selected folder(s).

Disk space / file size

The file browser shows two different sizes for files. This is due to the fact that when files are stored on a disk, the amount of disk space used is usually greater than the size of the file.

If you are using the NTFS file system, then it is possible to have a file that takes up less disk space than the size of the file. This can happen if the file is compressed. To compress a file, right click the file icon in Windows NT Explorer, then select Properties from the menu that pops up. Tick the compressed box in the Properties panel and press Apply or OK to compress the file.

Disk space is divided into clusters, and each file takes up a whole number of clusters. The cluster size varies depending on the size of the disk and the type of file system. It can vary from as low as 512 bytes, to as much as 32 Kbytes (or even more)! For example, if the cluster size is 8 Kbytes, then even a 1 byte file takes up 8 Kbytes of disk space.

This can have a dramatic effect on the amount of disk space used. A folder that contains 1,000 files, each of which is only 1 byte in size, could use up as much as 32 Mbytes if the cluster size is 32 Kbytes, instead of less than 1 Kbytes that might be expected.

Obviously, the smaller the cluster size, the better, since less disk space is wasted. Unfortunately, the most common type of file system which is called FAT-16 (usually abbreviated to just FAT) has large cluster sizes for large disks, as shown in the following table.

Disk size	Cluster size
128 Mbytes	2,048 bytes
256 Mbytes	4,096 bytes
512 Mbytes	8,192 bytes
1 Gbytes	16,384 bytes
2 Gbytes	32,768 bytes

Note: 2 Gbytes is the largest disk size supported by FAT-16.

To check which type of file system you have, double click on the *My Computer* icon on your desktop. In the panel that appears, right click on the drive you wish to check, then select *Properties* from the popup menu. The Properties panel shows you the file system being used on that drive.

If you are currently using a FAT file system on a large disk

If you are running Windows NT, you can use an alternative file system called NTFS. This also has the advantage of being a more robust file system than FAT.

If you have a PC that was bought after 1996, it may have a newer version of Windows 95 called OSR 2 (this stands for OEM Service Release). This version of Windows 95 is only available with new PCs, it can not be bought separately. This version of Windows 95 supports a new type of file system called FAT-32. This has much smaller cluster sizes than FAT-16 on large disks, and also supports larger disks than FAT-16. Windows 98 also supports FAT-32.

If you have a version of Windows 95 that does not support FAT-32, or if you want to carry on

using FAT-16 for some other reason, then one solution is to use smaller partition sizes. The description above simplifies things a little, since it assumes that a disk has only one file system filling the whole disk. However, a disk can be divided into sections called partitions, each of which has a separate file system in it. As you can see from the table above, the smaller the partition size, the smaller the cluster size. Dividing a 2 Gbyte disk into four 512 Mbyte partitions will generally allow more data to be stored on the disk, although you will have the disadvantage that it has to be spread over four partitions. These would appear as four drive letters, such as C:, D:, E: and F:.

If you are using Windows 95, then another thing you can do to get more capacity from your disk is to enable compression. See the Windows Help article referred to in [this section](#) for more information.

File menu commands

The File menu offers the following commands:

<u>Delete</u>	Deletes the selected file(s) or folder(s).
<u>Scan Size Only</u>	When checked, disables scanning for duplicates.
<u>Stop Scanning</u>	Stops scanning currently in progress.
<u>Reset</u>	Clears all folder size and duplicate file data.
<u>Report</u>	Brings up the Reports panel.
<u>Exit</u>	Exits SpaceMan 99.

Mark menu commands

The Mark menu offers the following commands:

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

View menu commands

The View menu offers the following commands:

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

Help menu commands

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

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

Exit command (File menu)

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

Toolbar command (View menu)

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.

See [Toolbar](#) for help on using the toolbar.

Toolbar



The toolbar is displayed across the top of the application window, below the menu bar. The toolbar provides quick mouse access to many tools used in SpaceMan 99,

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

Click To

- Enable searching for duplicate files.



Disable searching for duplicates, scan folders for file sizes only.



Stop scanning folders.

- Clears all folder sizes and the duplicate files list.



Bring up the About box.



Bring up the context sensitive help cursor.

Status Bar command (View menu)

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.

See [Status Bar](#) for help on using the status bar.

Status Bar



The status bar is displayed at the bottom of the SpaceMan 99 window. To display or hide the status bar, use the Status Bar command in the View menu.

The status bar describes actions of menu items as you use the arrow keys to navigate through menus. This area similarly shows messages that describe the actions of toolbar buttons as you depress them, before releasing them. If after viewing the description of the toolbar button command you wish not to execute the command, then release the mouse button while the pointer is off the toolbar button.

The right part of the status bar shows the number of and total size of the marked files. See the [mark files command](#) for information about marking files. The total size shown is the sum of the file sizes of all the marked files. This means that if you mark all the files in a folder, the total size of the marked files can be shown as less than the folder size, since the folder size is usually shown as the amount of [disk space](#) used by the files in that folder.

The status bar also shows which folder is being scanned when SpaceMan 99 is getting folder size or duplicate file information.

Using Help command (Help menu)

Use this command for instructions about using Help.

About command (Help menu)



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

Context Help command



Use the Context Help command to obtain help on some portion of SpaceMan 99. When you choose the Toolbar's Context Help button, the mouse pointer will change to an arrow and question mark. Then click somewhere in the SpaceMan 99 window, such as another Toolbar button. The Help topic will be shown for the item you clicked.

Shortcut

Keys: SHIFT+F1

Title Bar



The title bar is located along the top of a window. It contains the name of the application.

To move the window, drag the title bar. Note: You can also move dialog boxes by dragging their title bars.

A title bar may contain the following elements:

- Application Control-menu button
- Document Control-menu button
- Maximize button
- Minimize button
- Name of the application
- Name of the document
- Restore button

Scroll bars

Displayed at the right and bottom edges of the panes in the main window, when the contents of a pane are too large to fit. The scroll boxes inside the scroll bars indicate your vertical and horizontal location in the view. You can use the mouse to scroll to other parts of the view.

Size command (System menu)

Use this command to display a four-headed arrow so you can size the active window with the arrow keys.



After the pointer changes to the four-headed arrow:

1. Press one of the DIRECTION keys (left, right, up, or down arrow key) to move the pointer to the border you want to move.
2. Press a DIRECTION key to move the border.
3. Press ENTER when the window is the size you want.

Note: This command is unavailable if you maximize the window.

Shortcut

Mouse: Drag the size bars at the corners or edges of the window.

Move command (Control menu)

Use this command to display a four-headed arrow so you can move the active window or dialog box with the arrow keys.



Note: This command is unavailable if you maximize the window.


Shortcut

Keys: CTRL+F7

Minimize command (application Control menu)

Use this command to reduce the SpaceMan 99 window to an icon.


Shortcut

Mouse: Click the minimize icon  on the title bar.
Keys: ALT+F9

Maximize command (System menu)

Use this command to enlarge the active window to fill the available space.

Shortcut

Mouse: Click the maximize icon  on the title bar; or double-click the title bar.
Keys: CTRL+F10 enlarges a document window.

Next Window command (document Control menu)

Use this command to switch to the next open document window. SpaceMan 99 determines which window is next according to the order in which you opened the windows.

Shortcut

Keys: CTRL+F6

Previous Window command (document Control menu)

Use this command to switch to the previous open document window. SpaceMan 99 determines which window is previous according to the order in which you opened the windows.

Shortcut

Keys: SHIFT+CTRL+F6

Close command (Control menus)

Use this command to close the application or a dialog box.

Double-clicking a Control-menu box is the same as choosing the Close command.

■

Shortcuts

Keys: ALT+F4 closes the application or a dialog box

Restore command (Control menu)

Use this command to return the active window to its size and position before you chose the Maximize or Minimize command.

Switch to command (application Control menu)

Use this command to display a list of all open applications. Use this "Task List" to switch to or close an application on the list.

Shortcut

Keys: CTRL+ESC

Dialog Box Options

When you choose the Switch To command, you will be presented with a dialog box with the following options:

Task List

Select the application you want to switch to or close.

Switch To

Makes the selected application active.

End Task

Closes the selected application.

Cancel

Closes the Task List box.

Cascade

Arranges open applications so they overlap and you can see each title bar. This option does not affect applications reduced to icons.

Tile

Arranges open applications into windows that do not overlap. This option does not affect applications reduced to icons.

Arrange Icons

Arranges the icons of all minimized applications across the bottom of the screen.

No Help Available

No help is available for this area of the window.

No Help Available

No help is available for this message box.

