Removing duplicates

You only need one copy of an item in your account.
You can check if you have any duplicate records and then delete a copy of them.

1. Select **Tools → Find Duplicates**

2. In the **Find Duplicate References** box:

3. **Decide** whether you want to search within a selected folder or all references.

4. **Select** the criteria for matching e.g. **Exact Match** or **Close Match** (information is given within the box)

5. **Click** on **Find duplicates**.

6. **Select** the reference(s) you want to delete. Duplicates are automatically ticked for deletion.

7. If you are happy go ahead and delete.

8. **Click** on the delete button on the main tool-bar

**Note**: before deletion check if a selected reference has already been assigned to a folder. If you delete this one it will mean that the reference will no longer be in the folder.