**Finding Duplicate Documents**

Over the years Jon has saved many Word documents on his system. Some of those documents are duplicates of each other. He wonders if there is a way to locate duplicate documents, regardless of their name and the folder in which they may be stored.

This sort of searching is not something that can be done natively, within Word; you need to look outside the program for a solution. The first place you might want to look is within Windows itself, but even there you won't find an answer—the search capabilities of Windows aren't that great at determining what constitutes a "duplicate" file.

The best solution is to find and use a third-party utility program that can compare files. A search of the Internet will turn up lots of candidates; WordTips subscribers were quick to suggest utilities available at the following sites:

<http://www.digitalvolcano.co.uk/duplicatecleaner.html>

<http://www.auslogics.com/en/software/duplicate-file-finder/>

<http://www.hardcoded.net/dupeguru/>

<http://doubles.sourceforge.net/>

Each program (and many more like these) functions different and some have different bells and whistles than the others. You'll want to take some time to look around and find the right mix of features and cost. (All of the options I was able to find were very reasonable on cost, ranging from free to $25 or so.)

The second program is the one that works best for me.