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# 1 Nimble Software Duplicate Preventer

## 1.1 System Requirements and Installation

### 1.1.1 System Requirements

Nimble Software Duplicate Preventer runs on Microsoft Windows compatible computers. We recommend any of the following versions of Microsoft Windows:

Any of the following versions of Microsoft Windows:

- Microsoft Windows 98
- Microsoft Windows Me
- Microsoft Windows 2000
- Microsoft Windows XP
- Microsoft Windows Vista

Any of the following versions of Microsoft Office:

- Microsoft Office 2000
- Microsoft Office XP
- Microsoft Office 2003
- Microsoft Office 2007

### 1.1.2 Installation

Duplicate Preventer is shipped in a single file named `duplicate_preventer_setup.exe`.

1. Close all running instances of Excel.
2. Save the file to a temporary folder and run `duplicate_preventer_setup.exe`.
3. Simply double-click on this file and answer a few questions to install Duplicate Preventer on your computer.

Once Duplicate Preventer is installed, you can see an additional toolbar in Excel.

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### 1.1.3 Uninstalling the Software

If you wish to uninstall Duplicate Preventer, follow these instructions:

1. Close all running instances of Excel.
2. Click the Start menu from the taskbar and select Settings/Control Panel.
3. Double-click on Add/Remove Programs.
4. Select Duplicate Preventer from the list and click the Add/Remove button.
5. Confirm that you want to uninstall Duplicate Preventer.

## 1.2 Tutorial

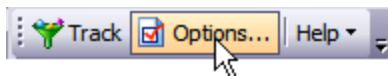
### 1.2.1 What does Duplicate Preventer do?

Duplicate Preventer is a Microsoft Excel add-in that helps to prevent entering duplicate data while working in Excel. Duplicate Preventer integrates into MS Excel by placing its toolbar into the Excel toolbar area. The add-in allows one to define where to check for duplicates in the active row, column or only in a selected area. The duplicate tracking is optionally possible with exactly the same data and data within different letter cases. Defined tracking options save and activate in one click when required.

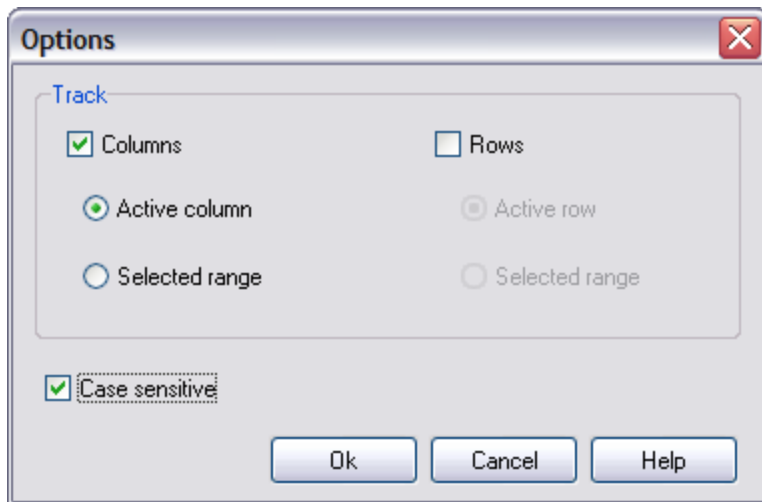
### 1.2.2 Preventing Column Duplicates

To prevent entering duplicates in a column follow the instruction:

- Click the **Options** button on the Duplicate Preventer toolbar.

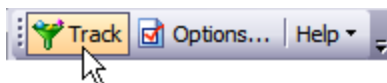


- In the appeared **Options** dialog box select **Columns**.



- Then select **Active column**.
- Click the **Ok** button to save changes.

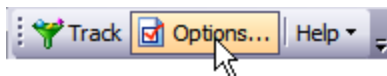
To start tracking, click the **Track** button on the Duplicate Preventer toolbar.



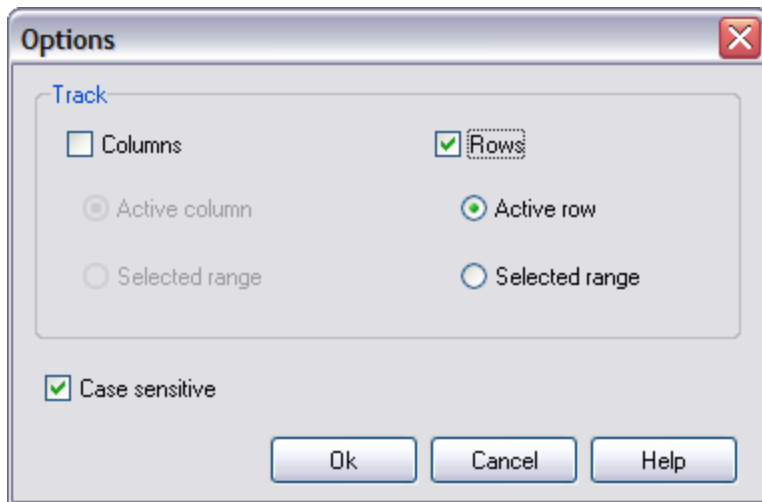
### 1.2.3 Preventing Row Duplicates

To prevent entering duplicates in rows:

- Click the **Options** button on the Duplicate Preventer toolbar.

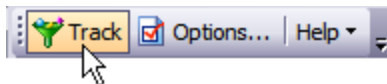


- In the appeared **Options** dialog box select **Rows**.
-



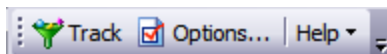
- Then select **Active row**.
- Click the **Ok** button to save changes.

This will define tracking-type options. To start tracking, click the **Track** button on the Duplicate Preventer toolbar.

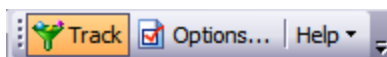


**Tip:** The **Track** button can be in two states--normal and highlighted. In the highlighted state, tracking is enabled; in the normal state, tracking is disabled.

Normal state:



Highlighted state:



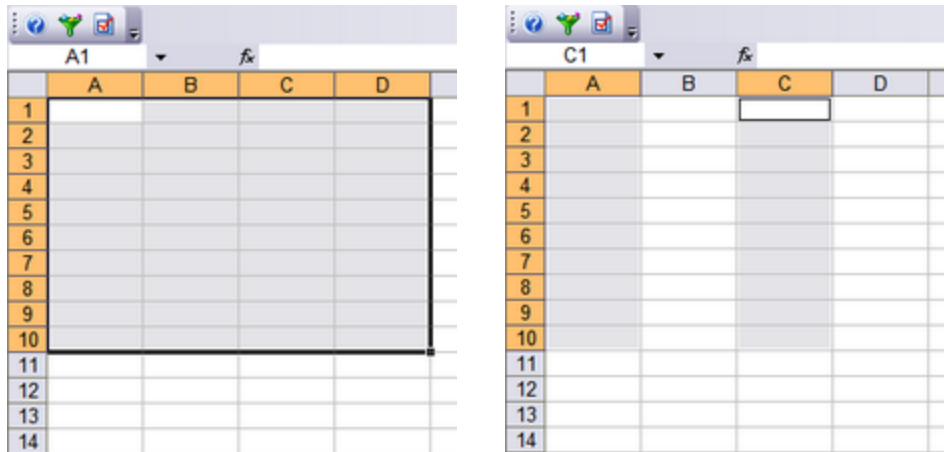
## 1.2.4 Tracking in Selected Areas

To prevent entering duplicates in rows and/or columns of the certain areas:

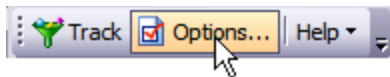
- Define the tracking area by selecting it. The area can be solid or the combination of areas.

**Solid**

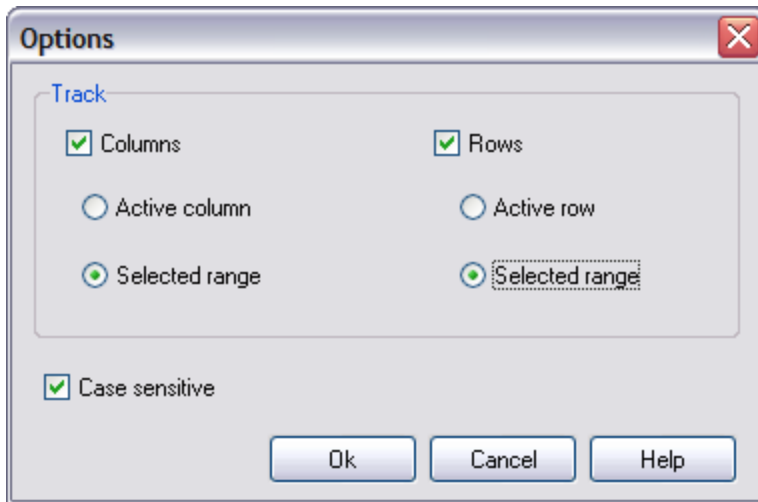
**Combination**



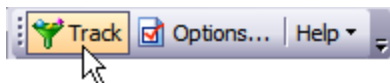
- Click the **Options** button on the Duplicate Preventer toolbar.



- In the appeared **Options** dialog box select **Rows** or/and **Columns**.



- Then select **Selected range** under **Columns** and/or **Rows**.
- Click the **Ok** button to save the changes.
- To start tracking, click the **Track** button on the Duplicate Preventer toolbar if required.

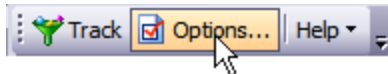


**Note:** You don't have to keep the areas selected. Once the options have been saved, the add-in will track columns and/or rows only within a specified selection. The selection tracking is available only when Excel is running. On the next run the areas must be redefined and then committed by clicking the **Options** button and then the **Ok** button.

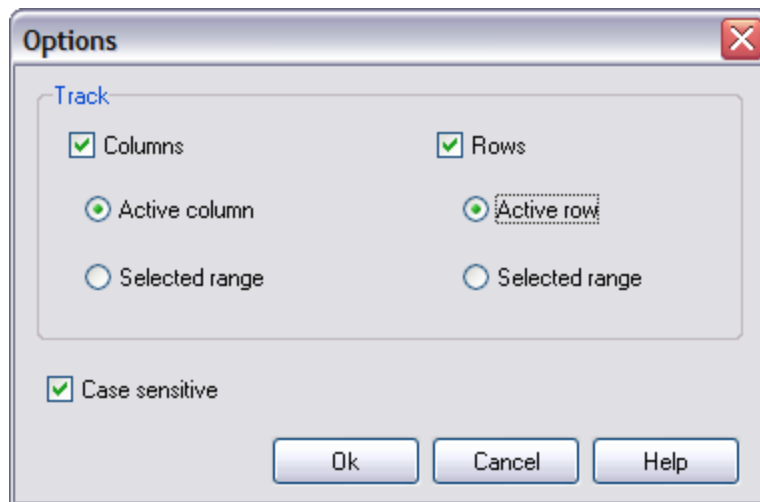
## 1.2.5 Defining Case Sensitivity

Whenever it is important to control entered text independently by letter case, i.e., Odessa and odessa are the equivalents, do the following:

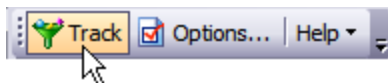
- Click the **Options** button on the Duplicate Preventer toolbar.



- In the appeared **Options** dialog box select required options.
- Then select **Case sensitive** at the bottom of the dialog box.



- Click the **Ok** button to save the changes.
- To start tracking, click the **Track** button on the Duplicate Preventer toolbar if required.



## 1.3 Getting Help

### 1.3.1 Help

The help file that comes with Duplicate Preventer contains complete documentation of all aspects of the program.

To display Help:

Choose Start » Programs » Duplicate Preventer » Help or press F1

-or-

Click the Help command in the Duplicate Preventer toolbar

### **1.3.2 Sending Feedback to Nimble Software**

We love to hear from our customers. Send us your suggestions, ideas, and bug reports about Duplicate Preventer to [support@nimblesoftware.com](mailto:support@nimblesoftware.com). Please include your e-mail address so that we can contact you if we have any questions.

If you want to get the latest information about Duplicate Preventer, please visit the Duplicate Preventer Homepage on the web.

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