

At the Event, Step 1 workflow:

Conducting a Mid-Day Backup from Copying Stations to the Event Hard Drive

To use TeraCopy to move files from the event folder on your Copying Station 1 computer to the *Copying Station 1* folder in the *Copying Backup1 Mid-Day* folder on your Event Hard Drive, follow these instructions:

- 1. Navigate to the folder for your event on your Copying Station 1 computer.
- 2. Select all images in the folder using your mouse/touchpad or Control-A (which selects all images in a folder).
- 3. Right click and select TeraCopy from the pop-up menu of options. A TeraCopy window should open.
- 4. There will be a number of settings, depending on the version of TeraCopy you are using. Look for the “Source” button and confirm that it is already showing the folder for your event on the Copying Station 1 computer.
- 5. Click on the “Target” button and click “Browse” in the pop-up menu. This should open a standard File Explorer window.
- 6. Navigate to the *Copying Station 1* subfolder in the *Copying Backup1 Mid-Day* folder for your event on the Event Hard Drive (in bold below).

Event Hard Drive

- event-name-YYYYMMDD
 - preservation-copies-f0
 - all-items
 - **Copying Backup1 Mid-Day**
 - **Copying Station 1**
 - Copying Station 2
 - Copying Station 3
 - Copying Backup2 End-of-Day
 - Copying Station 1
 - Copying Station 2
 - Copying Station 3
 - Descriptive Information Forms

- Emailed Items
 - Event Registration and Permission Forms
-
- 7. Once you've navigated to that folder, click "Select Folder" in the File Explorer window. This will return you to the TeraCopy window, where you should see your *Copying Station 1* folder on the Event Hard Drive listed in the "Target" section.
 - 8. Click on "Copy." Depending on the number of files you are copying, this can take some time.
 - Remember: It's important that you *copy* the files from the Copying Station 1 computer at this time, and not *move* them. You want to retain a copy of all the files on both the computer and the Event Hard Drive for the time being. Remember the acronym about data redundancy: "LOCKSS," which stands for "lots of copies keep stuff safe."
 - 9. Once the contents of the folder have been copied, you should see a button that reads "Result" followed by "Verifying: completed." If any errors occurred during the file moving process, this will be noted in this section of the TeraCopy window. You can visually verify that all the files from the folder for your event on the Copying Station 1 computer were copied to the Event Hard Drive folder.
 - 10. Close TeraCopy.
 - 11. After copying all the files and safely ejecting the storage drive, continue the backups to the *Copying Backup1 Mid-Day* folder for each of the remaining Copying Station Tables using the above workflow.