

After the Event, Step 11 workflow

Copying final Production Copies to event#-YYYYMMDD-event-name folder on the Event Hard Drive

To use TeraCopy to copy your Production Copies from the Digital Preservation Hard Drive to the *event#-YYYYMMDD-event-name* folder on the Event Hard Drive, follow these instructions:

- 1. Make sure both the Digital Preservation Hard Drive and the Event Hard Drive are plugged into your computer.
- 2. Navigate to the *production-copies-f1* folder within your event file structure on the Digital Preservation Hard Drive (in bold below).

Digital Preservation Hard Drive

- event#-YYYYMMDD-event-name
 - items
 - preservation-copies-f0
 - all-items
 - **production-copies-f1**
 - metadata

- 3. Right click on the *production-copies-f1* folder 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 your *production-copies-f1* folder.
- 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 *event#-YYYYMMDD-event-name* folder on the Event Hard Drive for your event (in bold below).

Event Hard Drive

- event#-YYYYMMDD-event-name
 - 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 *event#-YYYYMMDD-event-name* 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 Digital Preservation Hard Drive, and not move them. You want to retain a copy of all the files on the Digital Preservation Hard Drive.
- 9. Once the folder is copied, you should see a button that reads "Result" followed by "Verifying: completed." If any errors occurred during the copying process, this will be noted in this section of the TeraCopy window.
- 10. You can verify that the production-copies-f1 folder was copied by looking for it in the *event#-YYYYMMDD-event-name* folder on your Event Hard Drive (in bold below).

Event Hard Drive

- event#-YYYYMMDD-event-name

- 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
 - **production-copies-f1**
11. Once you've successfully copied this folder to the Event Hard Drive, you can close the TeraCopy window and eject the Event Hard Drive from your computer.