

After the Event, Step 16 workflow:

Generating a final checksum for all the files, forms, and spreadsheets from your event on the Digital Preservation Hard Drive

To generate a final checksum for all the files, forms, and spreadsheets from your event, follow these instructions:

- 1. Open the MD5Summer tool. If you encounter a pop-up window that reads something like “MD5Summer failed to set file associations...” just click “OK.” The window that opens should read something like “MD5Summer / Please select the root folder:”
- 2. Navigate to and select the *event#-YYYYMMDD-event-name* folder on your 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. Make sure that the Checksum type is “MD5” at the bottom of the window and click the “Create sums” button. This should open a new window that reads “Create list of files to sum.”
- 4. In this new window, click on the “Select All” button to select all folders, and then click the “Add recursively” button (which adds all subfolders to the list).
- 5. Click the “OK” button to generate the checksum.
- 6. Be patient, depending on the number of files, it can take some time to complete the checksum process.
- 7. After the checksum generation is complete, a window will pop up giving you the option to save the checksum file. Save the file with the following filename “event#-YYYYMMDD-event-name-checksum” (in this case, the date should be the date you

created the checksum). For example, if this was your sixth event, your event name was “Bartlesville Community Stories” and you created the checksum using MD5Summer on November 16, 2018, the filename would be “event6-20181116-bartlesville-community-stories-checksum.md5”

- 8. Save the file to the *event#-YYYYMMDD-event-name* folder on the Digital Preservation Hard Drive (as shown in bold below).

Digital Preservation Hard Drive

- event#-YYYYMMDD-event-name
 - **event#-YYYYMMDD-event-name-checksum.md5**
 - items
 - preservation-copies-f0
 - all-items
 - production-copies-f1
 - metadata

- 9. After you’ve saved the checksum file, click on “Close” in the first checksum generating window, and then click the “X” in the top right corner of the “MD5Summer / Please select the root folder:” window. This will close out of MD5Summer entirely.