

After the Event, Step 3 workflow:

Generating a checksum of event files on the Event Hard Drive

To generate a checksum for the files from your event using MD5Summer, 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 *preservation-copies-f0* 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

- 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 to the *preservation-copies-f0* folder on the Event Hard Drive 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 and your event name was “Bartlesville Community Stories” and you created the checksum using MD5Summer on July 24, 2018, the filename would be “event6-20180724-bartlesville-community-stories-checksum.md5”
- 8. 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.