

**After the Event, Step 4 workflow:**

**Copying preservation-copies-f0 folder to Digital Preservation Hard Drive**

To use TeraCopy to copy your files from the Event Hard Drive to the Digital Preservation Hard Drive, follow these instructions:

- 1. Navigate to the *preservation-copies-f0* folder within your event file structure on the 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

- 2. Right click on the *preservation-copies-f0* folder and select TeraCopy from the pop-up menu of options. A TeraCopy window should open.
- 3. 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 *preservation-copies-f0* folder.
- 4. Click on the “Target” button and click “Browse” in the pop-up menu. This should open a standard File Explorer window.
- 5. Navigate to the *items* folder on the Digital Preservation Hard Drive for your event (in bold below).

Digital Preservation Hard Drive

- event#-YYYYMMDD-event-name
  - items
  - metadata
  
- 6. 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 items folder on the Digital Preservation Hard Drive listed in the "Target" section.
  
- 7. 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 Event Hard Drive, and not *move* them. You want to retain a copy of all of the files on both hard drives for the time being: Remember the acronym about data redundancy: "LOCKSS," which stands for "lots of copies keep stuff safe."
  
- 8. 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.
  
- 9. You can verify that the *preservation-copies-f0* folder was copied by looking for it in the items folder on your Digital Preservation Hard Drive (in bold below).

Digital Preservation Hard Drive

- event#-YYYYMMDD-event-name
  - items
    - **preservation-copies-f0**
  - metadata
  
- 10. Once you've successfully copied your folder to the Digital Preservation Hard Drive, you can close the TeraCopy window and eject the Event Hard Drive from your computer.