

After the Event, Step 4 workflow:

Verify that the files copied to the Digital Preservation Hard Drive were not damaged during copying process

To use MD5Summer to verify the accuracy of your checksum and that your files weren't damaged during the transfer process, 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 the Digital Preservation Hard Drive and select the *preservation-copies-f0* folder in the items folder for your event (in bold below).

Digital Preservation Hard Drive

- event#-YYYYMMDD-event-name
 - items
 - **preservation-copies-f0**
 - metadata

- 3. Select that folder and make sure that the Checksum type is “MD5” at the bottom of the window and click the “Verify sums” button. This should open a File Explorer window showing the *preservation-copies-f0* folder.
- 4. Select the MD5Summer checksum file in the *preservation-copies-f0* folder that you originally generated and saved on the Event Hard Drive. It should have a filename like “event#-YYYYMMDD-event-name-checksum” (in this case, with the date being the date you originally created the checksum on the Event Hard Drive).
 - 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 25, 2018, the filename would be “event6-20180725-bartlesville-community-stories-checksum.md5”
- 5. Select this MD5Summer checksum file and click “Open.”
- 6. MD5Summer will automatically generate a new checksum and compare these two checksums files against each other. If there are errors, MD5Summer will display an

error message and the red error indicator in the lower left corner of the window will report the number of errors.

- 7. If there are no errors, click on “Save” and (without changing the new filename, which should end in “_Result”) save the new checksum file to the *metadata* folder for your event on the Digital Preservation Hard Drive (in bold below).

Digital Preservation Hard Drive

- event#-YYYYMMDD-event-name
 - items
 - **metadata**

- 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.