After the Event, Step 5 workflow:
Removing duplicate files from the Coping Station folders for your event

To use HashMyFiles to determine which files are duplicates, follow these instructions:

☐ 1. Open HashMyFiles.

☐ 2. Click on "File" / "Add Folder" from the top menu.

☐ 3. In the pop-up window, click on the button to the right of the search box which will show a "Browse for Folder" window. Navigate to the *Copying Backup1 Mid-Day* folder for your event on the Digital Preservation Hard Drive (in bold below).

Digital Preservation Hard Drive
- event#-YYYYMMDD-event-name
    - items
        - 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
    - metadata

☐ 4. Select the *Copying Backup1 Mid-Day* folder and click "OK."

☐ 5. In the next window, make sure that the "Add files in subfolders" box is checked, and then click "OK" again.

☐ 6. Click again on "File" / "Add Folder" from the top menu.

☐ 7. In the pop-up window, click on the button to the right of the search box which will show a "Browse for Folder" window. Navigate to the *Copying Backup2 End-of-Day* folder for your event on the Digital Preservation Hard Drive (in bold below).

    Digital Preservation Hard Drive
- event#-YYYYMMDD-event-name
    - items
        - 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
    - metadata

☐ 8. Select the *Copying Backup2 End-of-Day* folder and click "OK."

☐ 9. In the next window, make sure that the "Add files in subfolders" box is checked, and then click "OK" again.

☐ 10. Once you've added both the *Copying Backup1 Mid-Day* folder and the *Copying Backup2 End-of-Day* folder to HashMyFiles, you'll notice several multi-colored rows on the screen and that there are a number of columns, many of which you can only see by scrolling to the right.

☐ 11. Scroll to the right and click on the header for the "Full Path" column to sort the HashMyFiles listing. The column shows the location on the computer of each file. You may need to click and drag to change that column's width so you can read the Full Path/location of the file.

☐ 12. Continue scrolling to the right and look for the "Identical" column. If all the files in the *Copying Backups1 Mid-Day* folders have a number in this "Identical column" that means that the files in these Mid-Day folders are all duplicates of the files in the End-of-Day folders.

☐ 13. If all the files in the *Copying Backups1 Mid-Day* folders have a number in this "Identical" column, you can now perform a second check. The highest number in the "Identical" column should equal the total number of files in all the *Copying Backups1 Mid-Day* folders.
   o For example, if the highest number in the "Identical" column is 43, you should do a visual count of all the files in the Copying Station Table subfolders of the *Copying Backups1 Mid-Day* folder. You should find that there are 43 files.
   o Note: You shouldn't use the option to have Windows do a count of files in each folder (by right-clicking on a folder and selecting "Properties" from the list of options). This action may also count hidden files, such as image thumbnails. It's important to do a physical and visual count of the number of files in each folder.
   o Anomalies:
      ▪ If you see a "thumbs.db" file while doing your item count, you should ignore this in your count. But you also may need to subtract it from the count of files in HashMyFiles. Windows machines are getting better at always hiding these files, which are only saved to make viewing thumbnails of images faster, but they sometimes still appear in folders.
      ▪ In the Copying Items module of RoPA, Copying Station Volunteers are instructed that under no circumstances should they digitally rotate, crop, or otherwise edit a Contributor's Item after it has been copied and saved to the event folder on the Copying Station laptop. However, if you find that you have non-duplicate files in the *Copying Backups1 Mid-Day* folders, it may be due to a Copying Station Volunteer or another member of the Project Team rotating, cropping, or otherwise editing an Item. Any edits to a digital file, however small, will alter the checksum for that individual file.

☐ 14. After you have definitively confirmed that the files in the *Copying Backups1 Mid-Day* folder are all duplicates of the files in the *Copying Backups2 End-of-Day* folder, you can delete the *Copying Backups1 Mid-Day* folder from the Digital Preservation Hard Drive using the Microsoft Windows File Explorer.

☐ 15. To delete all the Mid-Day backup files, simply right-click on the *Copying Backups1 Mid-Day* folder in the File Explorer window and select "Delete."

☐ 16. Close HashMyFiles.