

After the Event, Step 6 workflow:

Move Items from the *Emailed Items* folder to the *all-items* folder

To use TeraCopy to move files from the *Emailed Items* folder to the *all-items* folder on the Digital Preservation Hard Drive, follow these instructions:

- 1. Navigate to the *Emailed Items* folder on the Digital Preservation Hard Drive (in bold below).

Digital Preservation Hard Drive

- event#-YYYYMMDD-event-name
 - items
 - preservation-copies-f0
 - all-items
 - 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

- 2. It's important to remember that you are not moving the entire *Emailed Items* folder, but rather the Items *within* that folder. Select all images in the folder using your mouse/touchpad or Control-A (which selects all images in a folder).
- 3. Right click and select TeraCopy from the pop-up menu of options. A TeraCopy window should open.
- 4. 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 Emailed Items folder.
- 5. Click on the "Target" button and click "Browse" in the pop-up menu. This should open a standard File Explorer window.

- 6. Navigate to the *all-items* folder in the *preservation-copies-f0* folder for your event on the Digital Preservation Hard Drive for your event (in bold below).

Digital Preservation Hard Drive

- event#-YYYYMMDD-event-name
 - items
 - preservation-copies-f0
 - **all-items**
 - Copying Backup2 End-of-Day
 - Copying Station 1
 - Copying Station 2
 - Copying Station 3
 - Descriptive Information Forms
 - Emailed Items
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- 7. 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 *all-items* folder from the Digital Preservation Hard Drive listed in the “Target” section.
- 8. Click on “Move.” Depending on the number of files you are moving, this can take some time.
 - Because you are moving the files using TeraCopy, and not just copying them, this will mean that the *Emailed Items* folder should be empty after you’ve moved the files to the **all-items** folder.
- 9. Once the contents of the folder have been moved, you should see a button that reads “Result” followed by “Verifying: completed.” If any errors occurred during the file moving process, this will be noted in this section of the TeraCopy window.
- 10. You can visually verify that all the files from the *Emailed Items* folder were moved to the *all-items* folder. The *Emailed Items* folder should now be empty.
- 11. Close TeraCopy.