

After the Event, Step 7 workflow:

Move digitized forms and paperwork to the metadata folder

To use TeraCopy to move and consolidate all the Event Registration and Permission Forms and Descriptive Information Forms in the *metadata* folder on the Digital Preservation Hard Drive, follow these instructions:

- 1. Navigate to the *Event Registration and Permission Forms* 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. Select all the files 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 *Event Registration and Permission Forms* 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 *metadata* 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
 - Event Registration and Permission Forms
 - **metadata**

- 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 *metadata* folder from the Digital Preservation Hard Drive listed in the “Target” section.
- 8. Click on “Move.”
 - Because you are moving the digitized forms using TeraCopy, and not just copying them, this will mean that the *Event Registration and Permission Forms* folder should be empty after you’ve moved the files to the *metadata* 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 digitized forms from the *Event Registration and Permission Forms* folder were moved to the *metadata* folder. The *Event Registration and Permission Forms* folder should now be empty.
- 11. Once you’ve successfully moved the contents of the *Event Registration and Permission Forms* folder, you can repeat the above steps 1-10 to move the files from the *Descriptive Information Forms* folder to the *metadata* folder.

- 12. Close TeraCopy.