

After the Event, Step 9 workflow:

Creating Production Copies of any PDF files in the all-items folder

To use TeraCopy to create Production Copies of any PDF files from the *all-items* folder for your event, follow these instructions:

- 1. Navigate to the *all-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**
 - production-copies-f1
 - metadata

- 2. Select the “View” option in the File Explorer settings and select the “Details” option. This setting allows you to view all the files in the folder as a list, but also with a column showing the file type (such as TIF or Adobe Acrobat, etc.).
- 3. Return to the folder and select the “Type” column (just clicking on the word “Type” at the top of that column will sort the files by document type).
- 4. Look for any grouping of PDF files (likely showing a “Adobe Acrobat Document” file type).
- 5. Click on and select all the PDF files.
- 6. Right click on the files and select TeraCopy from the pop-up menu of options. A TeraCopy window should open.
- 7. 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 *all-items* folder.
- 8. Click on the “Target” button and click “Browse” in the pop-up menu. This should open a standard File Explorer window.

- 9. Navigate to the *production-copies-f1* 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
 - **production-copies-f1**
 - metadata
- 10. 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 *production-copies-f1* folder from the Digital Preservation Hard Drive listed in the "Target" section.
- 11. Click on "Copy."
- 12. Once the contents of the folder have been copied, you should see a button that reads "Result" followed by "Verifying: completed." If any errors occurred during the file copying process, this will be noted in this section of the TeraCopy window.
- 13. You can visually verify that there are now copies of all the PDF files from the *all-items* folder in the *production-copies-f1* folder.
- 14. Once you've successfully created copies of the PDF files in the *production-copies-f1* folder, close TeraCopy.