

PREPARATION to run the BagIt *bag* command

view **JAVA_HOME** environmental variable setting (assumes JRE installed on **C:** drive)
 (You can check the **Java** entry in the Control Panel to see where your JRE is installed)
 > **set**

```
JAVA_HOME=C:\Program Files\Java\jre6
```

Assumes BagIt application is installed on Portable Drive connected at **E:**

```
> E:
> cd \bagit-3.9\bin
> dir
  bag
  bag.bat
```

CREATING A BAG

1a. create a Bag with one folder:

```
> bag create E:\BagIt_Bags\my_Easley_Exec_orders_bag H:\MyProjects\Gov_Easley_Executive_Orders
                name of bag creating                list of files to put in bag
                ** use _bag suffix to denote that this is a bag
```

1b. create a Bag with several folders

```
> bag create E:\BagIt_Bags\my_NC_Gov_Exec_orders_bag H:\MyProjects\Gov_Easley_Executive_Orders
H:\MyProjects_Gov_Perdue_Executive_Orders H:\MyProjects\Gov_Hunt_Executive_Orders
```

2. To verify a Bag:

```
> bag verifyvalid E:\BagIt_Bags\my_Easley_Exec_orders_bag
                name of bag to verify/validate
  Result is True - means that the bag is valid
  Result is False - means that something in the bag is altered. Read message for more information
```

RETRIEVING, VERIFYING, UNPACKING A BAG

1. Copy bag from the Portable Disk Device to a local "staging" folder (e.g. **H:\BagIt_Staging**)

2. Verify the bag has arrived intact and unaltered

```
> bag verifyvalid H:\BagIt_Staging\my_Easley_Exec_orders_bag
                name of bag to verify/validate
  Result is True - means that the bag is valid
  Result is False - means that something in the bag is altered. Read message for more information
```

3. Navigate down into **H:\BagIt_Staging\my_Easley_Exec_orders_bag\data**

4. Use Windows Explorer to copy the files out of the bag into your local working space from the **data** folder

BagIt INFORMATION FILES

bag-info.txt - records # of files in the bag, the date the bag was created, the disk utilization size for the bag

manifest-md5.txt - records the list of all files put into the bag and the checksum for each of the files (see **data** dir)

tagmanifest-md5.txt - records the list of all of the bag information files and the checksum for each info file