Hash My Files Resource Guide

Tool Name: Hash My Files (v2.43)

Functionality/Use: Create checksum value/s for monitoring files over time. The program can calculate multiple checksums at the same time. The program can also identify duplicate files. (Windows only)

To Install:
- Download at NirSoft: http://www.nirsoft.net/utils/hash_my_files.html (the download link can be found 2/3 of the way down the page in light purple)
- Unzip 'hashmyfile.zip'

To Use:
- Open the hashmyfiles folder and double click HashMyFile.exe

*Selecting Hash Types and Other Options*
Before you run the program, you may want to take time and choose your settings.

- Under Options, go to Hash Types, and select only the checksum algorithms you want to use. You can only uncheck one box at a time; you will have to navigate to the menu for each one you want to select or remove.
- To take advantage of identifying duplicate files, make sure the "Mark Identical Hashes" is checked. Also make sure the Add Header Line to CSV/Tab-Delimited File is checked (not checked in screenshot below)

LIBRARIES
UNIVERSITY OF MINNESOTA
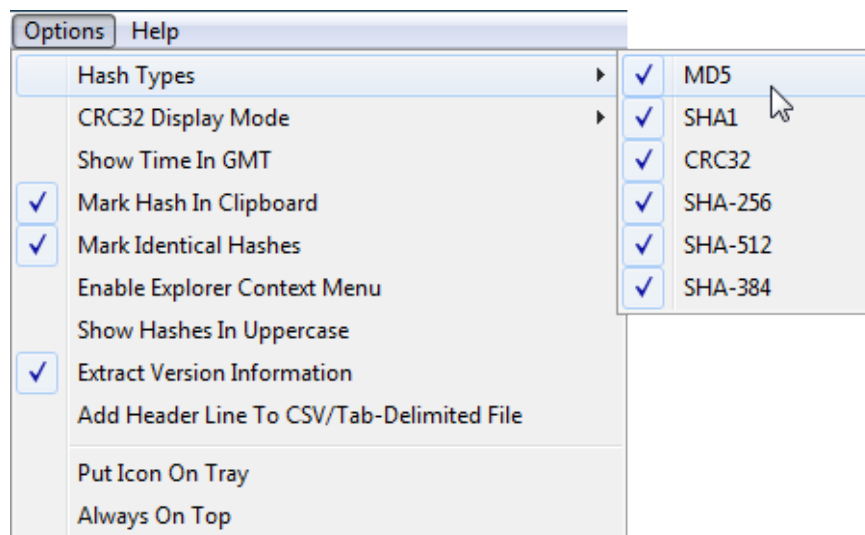
Choosing Columns to View and for Reports

- Under View, go to Choose Columns, then select the items you want to include on the screen as well as in a CSV report/file. You can also order the columns here by highlighting the item you want to move and click the Move Up or Move Down buttons appropriately.
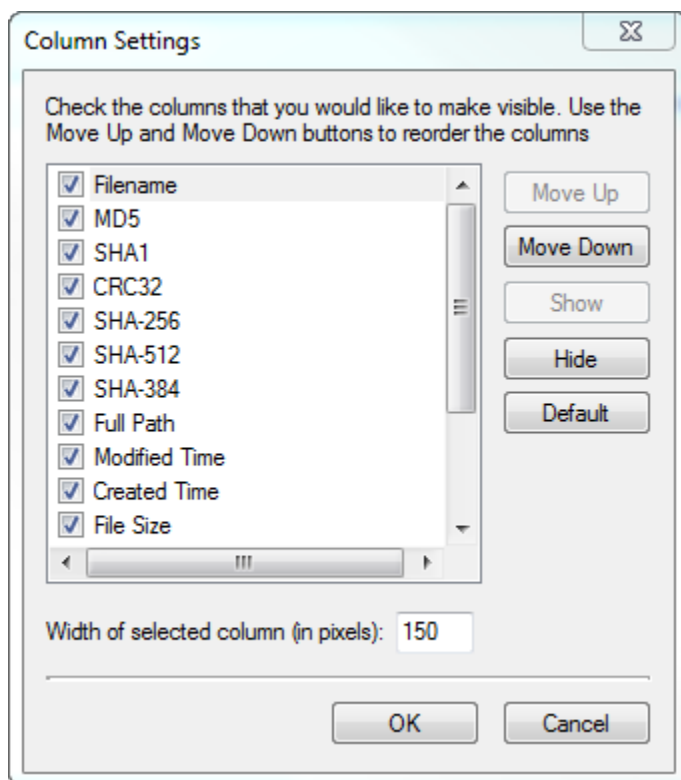
- The resulting header bar might look like this:

- After the settings are the way you want them to be you can select files on which to calculate hash values for.
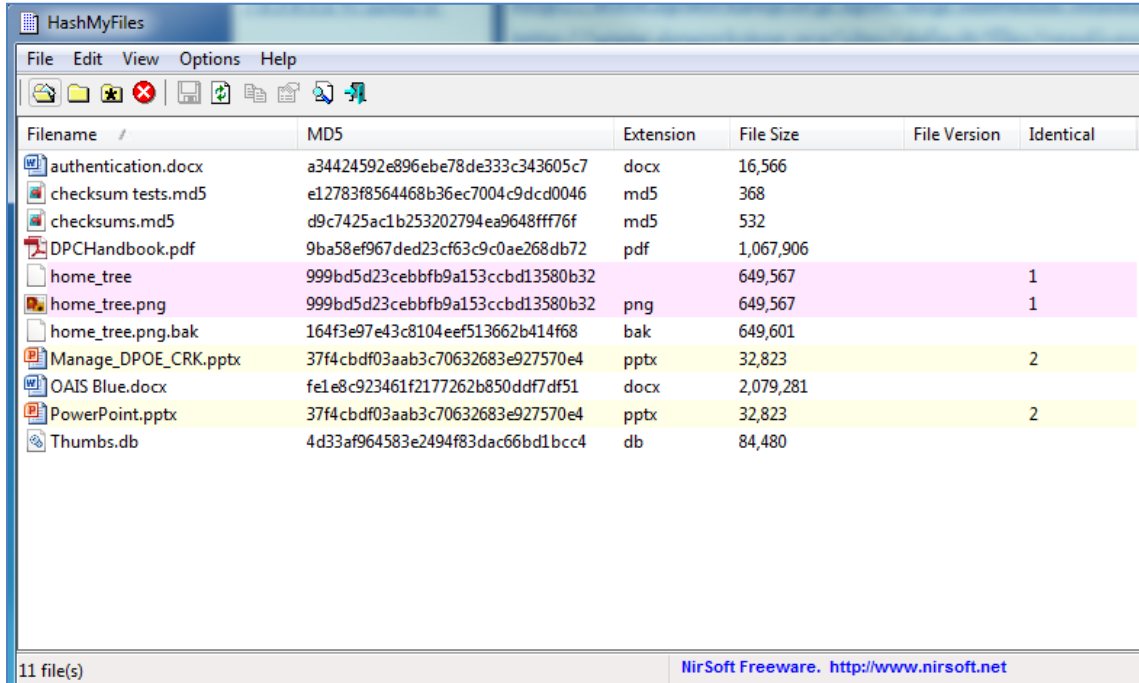
Calculate Hash Values

[There are many ways to do this, only one way is shown below.]

- Go to File, Add Folder
- Browse to the folder you want to add

- Select Add Files in Subfolders to capture any folder hierarchy
- Click OK

The checksums will be calculated and information collected displayed. One added benefit of this program is it visually demonstrates if duplicates are found by color coding and labeling the duplicate files.

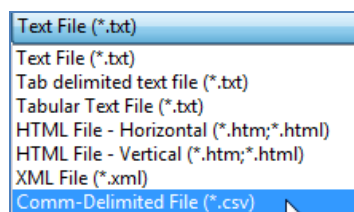All headers can be used to sort the information.

Save a Report

- Sort the data and move the column order around if you choose.
- [If you want to include headers in a csv file or tab delimited text file, you will need to click the box indicating your preference under Options.]
- Highlight all of the records you want to include in the report ("Ctrl A" on your keyboard to select all items.)
- To save click the Disk Icon or use the File menu and select Save Selected Items.
- In the Save Window
  - Select the location you want to save the file in
  - Name the report
  - Choose a format

Text File (*.txt)
Text File (*.txt)
Tab delimited text file (*.txt)
Tabular Text File (*.txt)
HTML File - Horizontal (*.htm;*.html)
HTML File - Vertical (*.htm;*.html)
XML File (*.xml)
Comm-Delimited File (*.csv)

- o Click Save

A CSV report looks something like this:

	A	B	C	D	E	F	G
1	Filename	MD5	Extension	File Size	File Version	Identical	
2	authentication.docx	a34424592e896ebe78de333c343605c7	docx	16,566			
3	checksum tests.md5	e12783f8564468b36ec7004c9dcd0046	md5	368			
4	checksums.md5	d9c7425ac1b253202794ea9648fff76f	md5	532			
5	DPCHandbook.pdf	9ba58ef967ded23cf63c9c0ae268db72	pdf	1,067,906			
6	home_tree	999bd5d23cebbfb9a153ccbd13580b32		649,567		1	
7	home_tree.png	999bd5d23cebbfb9a153ccbd13580b32	png	649,567		1	
8	home_tree.png.bak	164f3e97e43c8104eef513662b414f68	bak	649,601			
9	Manage_DPOE_CRK.pptx	37f4cbdf03aab3c70632683e927570e4	pptx	32,823		2	
10	OAIS Blue.docx	fe1e8c923461f2177262b850ddf7df51	docx	2,079,281			
11	PowerPoint.pptx	37f4cbdf03aab3c70632683e927570e4	pptx	32,823		2	
12	Thumbs.db	4d33af964583e2494f83dac66bd1bcc4	db	84,480			
13							
14							

Another guide with additional information is available:
http://www.mnhs.org/preserve/records/legislativerecords/carol/docs_pdfs/HashMyFilesEvaluatio
n.pdf