

Bagger Quick Reference

How to...**Make a New Bag**

Advantages: Any arbitrary files or directories can be added to a new bag, and it can be saved in any location using a variety of formats.

Disadvantages: A bag saved in a new location will have all of the files copied, which is potentially expensive in terms of time and disk space.

- * Select '**Create New Bag**' button
- * Select the profile you want to use for bag-info.txt

- * Select green '+' button to add data or tag files

- * Select File or Directory and select '**Open**' button

<Option – Add an additional Tag file>

<Option - Select a Project Profile>

<Option – Add additional Bag-Info>

- * Select '**Save Bag As**' button

- * '**Browse**' – Select Directory – '**Save**'

<Save Option – Create a Holey Bag>

<Save Option – Select a Serialize Type>

<Save Option – Validate the bag upon saving>

- * Bag Saved Successfully '**OK**'

How to...**Make a New Bag-in-place**

Advantages: The files and/or directories will be moved into the bag rather than copied, which is efficient in terms of time and disk space.

Disadvantages: Only the files or directories at a particular location will be added to the new bag, and it will be saved unserialized at that location.

- * Select '**Create Bag-in-place**' button

- * Click the '...' - Select Existing Data Location and select '**Open**' button

- * Choose which profile to use (if any) and select '**OK**' button

- * Bag Saved Successfully '**OK**'

<Save Options>

Once the '**Save Bag As**' button is selected there are many options that determine how the bag is to be saved. Perform the actions and then continue where you left off during the save process.

<Select a Serialize Type>

A bag can be saved either as an unserialized directory or using the serialization format provided: 'zip'

- * Select the desired format checkbox for '**Serialize Type?**'

<Options>

Bagger provides several optional functions to assist with the composition of a bag's contents. In addition to managing files and directories to include in a bag, the user can also manage the contents of the 'bag-info.txt' file through the use of project profiles and fields.

<Add an additional Tag file>

A bag can include any additional tag files the user desires.

- * Select the green '+' button
- * Select File and select '**Open**' button

Any tag file can be excluded from the bag.

- * Select the the file(s) to be removed
- * Select the red '-' button

The contents of all included tag files can be viewed.

- * Select the '**View Tags**' button

<Bag-Info>

Other Bag-Info

Lists all fields added by the user, by the 'Project Profile', or during saving

Bag-Info Contact

Lists all contact fields included in 'bag-info.txt' for the sending organization: 'Source-Organization', 'Organization-Address', 'Contact-Name', 'Contact-Phone', Contact-Email'

For details refer to the *BagIt* specification and *Bagger User Guide*