**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*