PREPARATION to run the BagIt *bag* command
Open a DOS Command Window (Start -> Run. Then enter: **cmd**)
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 containing one folder:
> bag create E:\BagIt_Bags\my_1999_NC_Congress_Districts**_bag**   H:\GIS_datasets\1999_NC_Congress_Districts
                   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 containing several folders
> bag create E:\BagIt_Bags\my_NC_Congress_Districts **_bag** H:\ GIS_datasets\1992_NC_Congress_Districts
H:\ GIS_datasets \1999_NC_Congress_Districts   H:\ GIS_datasets\2009_NC_Congress_Districts

2. To verify a Bag:
> bag verifyvalid E:\BagIt_Bags\my_1999_NC_Congress_Districts**_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_1999_NC_Congress_Districts**_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_1999_NC_Congress_Districts**_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 inti 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

Installation Sites:
Java Runtime Environment:
http://www.oracle.com/technetwork/java/javase/downloads/index.html
Select: **Download JRE**
Must install Java Runtime Environment on your computer, and then set the JAVA_HOME environmental variable. (Setting the JAVA_HOME environmental variable generallyl requires Administrator's rights)

BagIt:
http://sourceforge.net/projects/loc-xferutils/
Select: **Download bagit-3.9-bin.zip**
Download the compiled binary that's available, rather than the source code.
Installation consists of a simple copy of the bagit-3.9 folder from the zip archive into your folder structure.
Recommend placing near top of the directory hierarcy, as you will need to 'cd' to this directory to invoke the *bag* command through a DOS command window (see page 1)