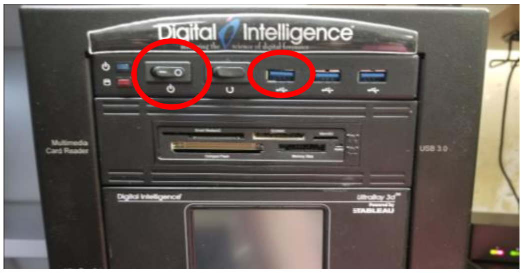
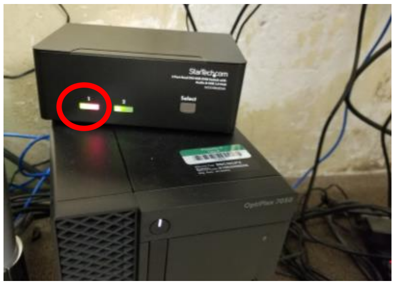
FRED Login: **teacher**
FRED PW: **teacher1**
BitCurator Admin PW: **bcadmin**

Born-digital Processing: Disk Imaging Workflow

Setting Up

1. **Turn on** the F.R.E.D. computer and monitors. Underneath the desk set on top of the Dell computer tower is an input switcher. **Press 1 to select the FRED**. (2 is the Dell computer.)

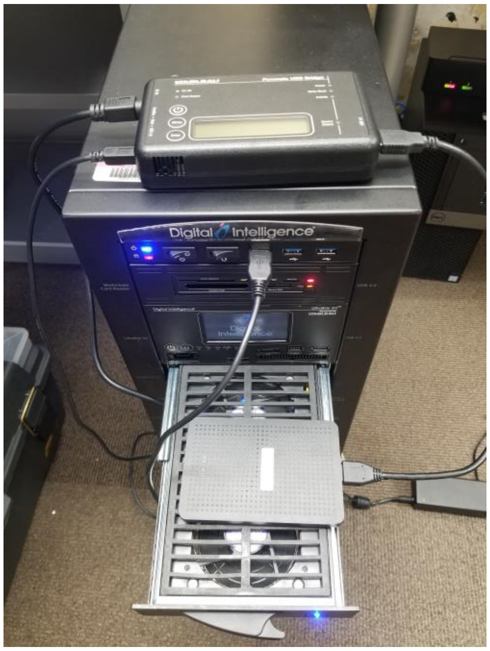




2. If the media is a CD/DVD, place the disk in the CD/DVD reader in the FRED.
3. **Every other type of media will need to be plugged into the FRED through a write blocker**. Locate the portable Tableau Forensic USB Bridge write blocker located in a fanny pack sized bag with an **orange tag** and labeled Digital Intelligence. Usually it's next to the FRED **on top of the toolbox**.

4. Connect the power and USB cords to the **write blocker**. Plug in the power cord to a power socket underneath the table and **plug in the USB cord to one of the 3 USB ports to the right of the power button** on the FRED.

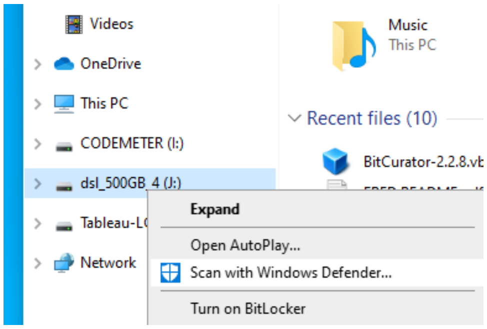
5. Plug the media **directly into the portable write blocker** and **DO NOT** turn it on yet. The setup will look like this:



6. Log into the FRED using the **teacher** account. If the FRED hasn't been turned on in a while, **update the date and time**. You can do this by searching "Date and time" in the search box next to the start menu.
7. In the **BitCurator Shared Folder** on the Windows Desktop, create the following folder structure: *(Note: You can copy the example directory **ualr-ms-collection#_diskimage_000** and rename the folders accordingly.)*
    a. **ualr-ms-*collection*#_diskimage_*001***
        i. **ualr-ms-collection#_diskimage_*001*_SIP**
            1. **Documentation**
                a. **Primary Reports**
                b. **Secondary Reports**
                c. **Carrier Photos**
        ii. **ualr-ms-*collection*#_diskimage_*001*_AIP**
            1. **Original Files**
        iii. **ualr-ms-*collection*#_diskimage_*001*_DIP**
8. Copy the **media carrier photographs** taken during the **Pre-Disk Imaging Workflow** into the **Carrier Photos** folder.

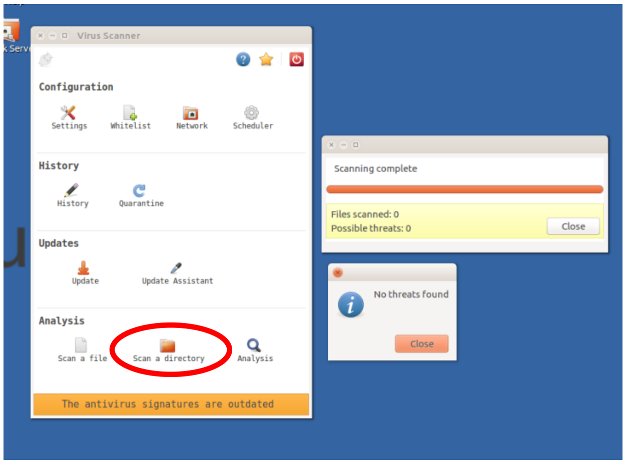
Checking for Viruses

9. On the **write blocker**, press the power button to **turn it on**. In Windows, **open File Explorer** and look through the navigation panel. **Under "This PC" locate the external drive plugged in through the write blocker**. **Right-click** the drive and select "Scan with Windows Defender…"



   a. If the result finds 0 viruses, you can move forward with the remaining steps in the disk imaging workflow.
   b. If the result finds a virus (or more), do NOT move forward with the workflow.
      i. **Immediately safely eject the device**. Contact the CAHC's Director of Digital Projects and Initiatives for next steps.
      ii. On a computer with Internet access, Google the detected virus to help determine next steps.

NOTE: *If Windows and/or Windows Defender* ***cannot recognize the device*** *(it doesn't show up in the Windows OS at all), then wait to scan for viruses until you have booted BitCurator. You can use the* ***ClamTk*** *antivirus software available in* ***BitCurator's Additional Tools*** *folder on the Desktop to scan for viruses. Select* ***Scan a Directory****, locate the external hard drive and Scan.*



The antivirus signatures are outdated

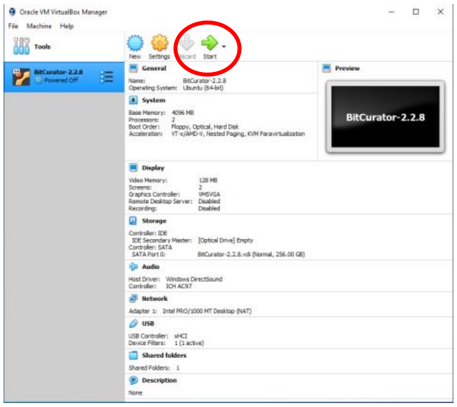
Scanning complete

Files scanned: 0
Possible threats: 0

No threats found

Getting Started

10. **Before doing anything else**, properly eject and **TURN OFF** the write blocker (device name T8R2).
11. On the Windows desktop, click on the **Oracle VM Virtualbox** icon. **Start** the BitCurator virtual machine, version 2.2.8.



General
Name: BitCurator-2.2.8
Operating System: Ubuntu (64-bit)

System
Base Memory: 4096 MB
Processors: 2
Boot Order: Floppy, Optical, Hard Disk
Acceleration: VT-x/AMD-V, Nested Paging, KVM Paravirtualization

Display
Video Memory: 128 MB
Screens: 2
Graphics Controller: VMSVGA
Remote Desktop Server: Disabled
Recording: Disabled

Storage
Controller: IDE
IDE Secondary Master: [Optical Drive] Empty
Controller: SATA
SATA Port 0: BitCurator-2.2.8.vdi (Normal, 256.00 GB)

Audio
Host Driver: Windows DirectSound
Controller: ICH AC97

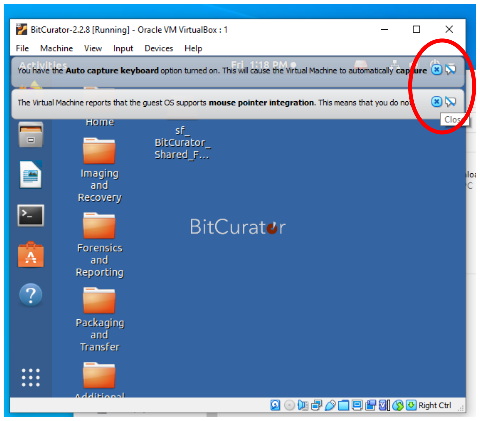
Network
Adapter 1: Intel PRO/1000 MT Desktop (NAT)

USB
USB Controller: xHCI
Device Filters: 1 (1 active)

Shared folders
Shared Folders: 1

Description
None

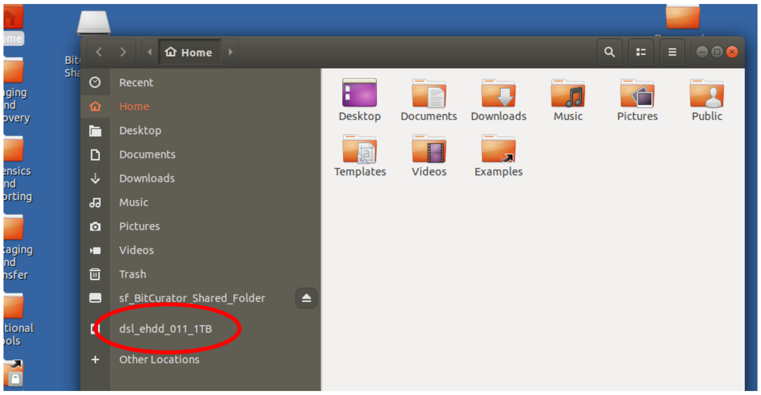
12. It can take a few minutes for BitCurator to fully boot up, during which a number of windows **will display and disappear**. When BitCurator is fully booted, **turn on** the **portable Tableau write blocker**.
13. Two **popup windows** will display at the top of the screen. You can **x out** of both of these.



You have the **Auto capture keyboard** option turned on. This will cause the Virtual Machine to automatically **capture**

The Virtual Machine reports that the guest OS supports **mouse pointer integration**. This means that you do not

14. To check that BitCurator can "see" the attached external device, open the **Home** folder on the Desktop. In the **Navigation Menu**, you should see the external device listed.

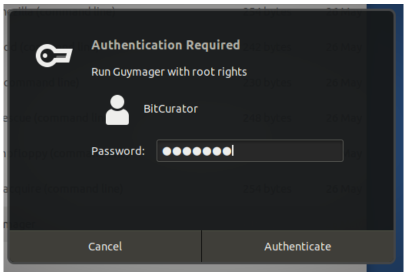


For in-depth descriptions of the BitCurator tools and helpful additional information, check out the BitCurator Wiki: https://confluence.educopia.org/display/BC/BitCurator+Environment

Building a Submission Information Package (SIP)

Creating a Disk Image File

15. In the **Imaging and Recovery** folder on the Desktop, select the **Guymager** application to create a disk image.
16. You will be prompted to enter the **administrator password**, which is **bcadmin**.



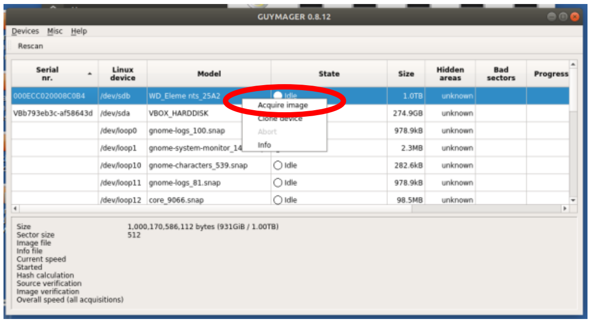
Authentication Required

Run Guymager with root rights

BitCurator

Password: ●●●●●●●

17. ***Right click*** on the appropriate drive which is usually at the top of the list and select **Acquire Image**.

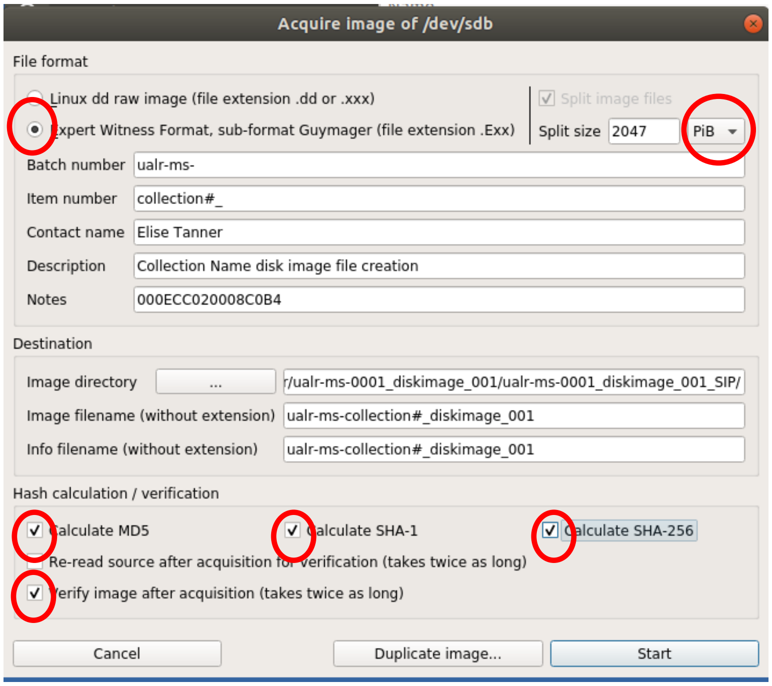


GUYMAGER 0.8.12

Serial nr.	Linux device	Model	State	Size	Hidden areas	Bad sectors	Progress
000ECC020008C0B4	/dev/sdb	WD_Eleme nts_25A2	Idle	1.0TB	unknown		
VBb793eb3c-af58643d	/dev/sda	VBOX_HARDDISK		274.9GB	unknown		
	/dev/loop0	gnome-logs_100.snap		978.9kB	unknown		
	/dev/loop1	gnome-system-monitor_14		2.3MB	unknown		
	/dev/loop10	gnome-characters_539.snap	○ Idle	282.6kB	unknown		
	/dev/loop11	gnome-logs_81.snap	○ Idle	978.9kB	unknown		
	/dev/loop12	core_9066.snap	○ Idle	98.5MB	unknown		

Size	1,000,170,586,112 bytes (931GiB / 1.00TB)
Sector size	512
Image file	
Info file	
Current speed	
Started	
Hash calculation	
Source verification	
Image verification	
Overall speed (all acquisitions)	

18. A new window will appear. For **File format**, select **Expert Witness Format**. *(Note: the file extension for Expert Witness Format is .E01, not Exx.)*



Acquire image of /dev/sdb

File format

○ Linux dd raw image (file extension .dd or .xxx)

● Expert Witness Format, sub-format Guymager (file extension .Exx)

☑ Split image files

Split size 2047 PiB

Batch number: ualr-ms-

Item number: collection#_

Contact name: Elise Tanner

Description: Collection Name disk image file creation

Notes: 000ECC020008C0B4

Destination

Image directory: r/ualr-ms-0001_diskimage_001/ualr-ms-0001_diskimage_001_SIP/

Image filename (without extension): ualr-ms-collection#_diskimage_001

Info filename (without extension): ualr-ms-collection#_diskimage_001

Hash calculation / verification

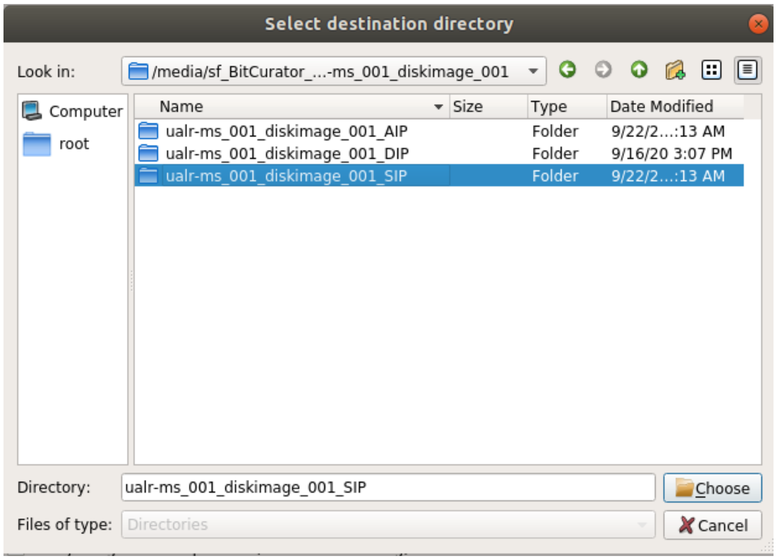
☑ Calculate MD5 ☑ Calculate SHA-1 ☑ Calculate SHA-256

☐ Re-read source after acquisition for verification (takes twice as long)

☑ Verify image after acquisition (takes twice as long)

19. Under **Split size**, change the denomination to **PiB**.

20. Fill in appropriate metadata fields.
    a. Batch number = **ualr-ms-**
    b. Item number = **collection#_**
    c. Contact name = your full name
    d. Description = brief description
21. Click the ellipses next to **Image directory.** Browse to the package **SIP** folder via **media > sf_BitCurator_Shared_Folder > ualr-ms-*collection#*_diskimage_*001*_SIP.** Choose the SIP folder.



Select destination directory

Look in: /media/sf_BitCurator_...-ms_001_diskimage_001

Computer
root

Name	Size	Type	Date Modified
ualr-ms_001_diskimage_001_AIP		Folder	9/22/2...:13 AM
ualr-ms_001_diskimage_001_DIP		Folder	9/16/20 3:07 PM
ualr-ms_001_diskimage_001_SIP		Folder	9/22/2...:13 AM

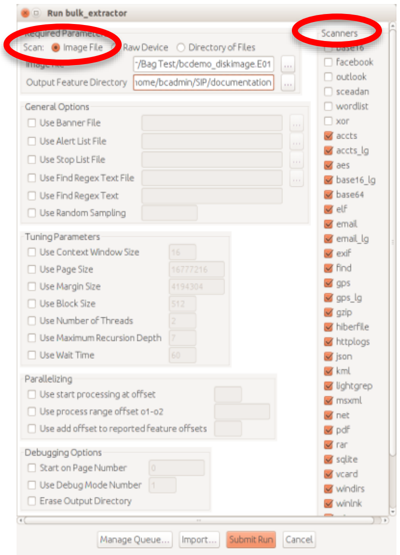
Directory: ualr-ms_001_diskimage_001_SIP

Files of type: Directories

22. In **Image filename** type **ualr-ms-*collection#*_diskimage_*001***
23. Under **Hash Calculation**, check **MD-5**, **SHA-1**, **SHA-256**, **Verify Image** after acquisition, and then click **Start**.
24. When complete, close Guymager and ***EJECT THE ATTACHED DISK* *and turn off the write blocker.*** (NOTE: At this point in the workflow, you can image multiple media/devices before moving on to Creating Documentation.)

Creating Documentation

25. On the Desktop in the **Forensics and Reporting** folder, select **Bulk Extractor Viewer**.
26. In **Bulk Extractor Viewer**, under the **Tools** dropdown menu, select **Run Bulk Extractor**.



Run bulk_extractor

Required Parameters

Scan: ● Image File ○ Raw Device ○ Directory of Files

Image File: ~/Bag Test/bcdemo_diskimage.E01

Output Feature Directory: ıome/bcadmin/SIP/documentation

General Options

- ☐ Use Banner File
- ☐ Use Alert List File
- ☐ Use Stop List File
- ☐ Use Find Regex Text File
- ☐ Use Find Regex Text
- ☐ Use Random Sampling

Tuning Parameters

- ☐ Use Context Window Size 16
- ☐ Use Page Size: 16777216
- ☐ Use Margin Size: 4194304
- ☐ Use Block Size: 512
- ☐ Use Number of Threads: 2
- ☐ Use Maximum Recursion Depth: 7
- ☐ Use Wait Time: 60

Parallelizing

- ☐ Use start processing at offset
- ☐ Use process range offset o1-o2
- ☐ Use add offset to reported feature offsets

Debugging Options

- ☐ Start on Page Number: 0
- ☐ Use Debug Mode Number: 1
- ☐ Erase Output Directory

Scanners

- ☐ base16
- ☐ facebook
- ☐ outlook
- ☐ sceadan
- ☐ wordlist
- ☐ xor
- ☑ accts
- ☑ accts_lg
- ☑ aes
- ☑ base16_lg
- ☑ base64
- ☑ elf
- ☑ email
- ☑ email_lg
- ☑ exif
- ☑ find
- ☑ gps
- ☑ gps_lg
- ☑ gzip
- ☑ hiberfile
- ☑ httplogs
- ☑ json
- ☑ kml
- ☑ lightgrep
- ☑ msxml
- ☑ net
- ☑ pdf
- ☑ rar
- ☑ sqlite
- ☑ vcard
- ☑ windirs
- ☑ winlnk

27. For **Scan**, click the **Image File** option.
28. For **Image File**, browse via ***[Desktop > Shared Folders and Media > sf_BitCurator_Shared_Folder > ualr-ms-collection#_diskimage_001_SIP]*** and select the **disk image file** (file extension **.E01**). Click OK.

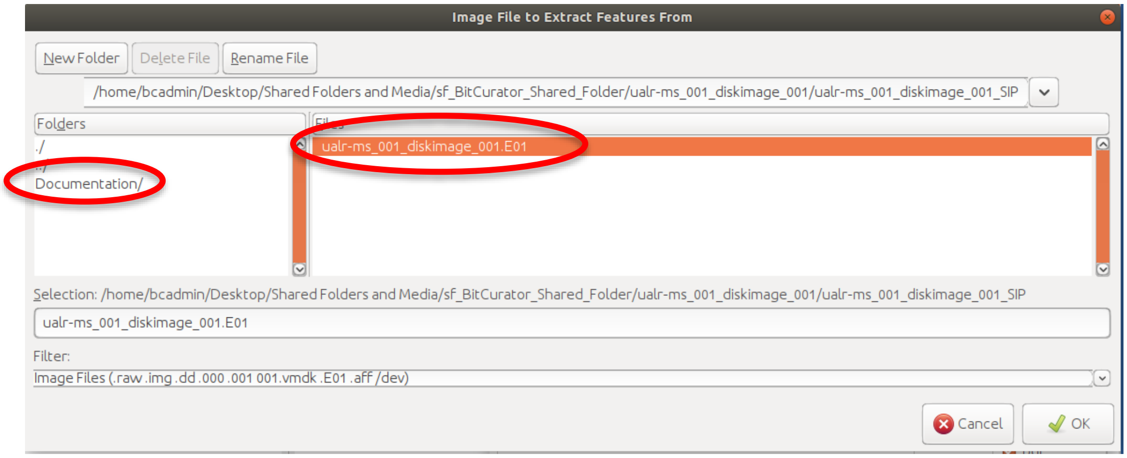


Image File to Extract Features From

/home/bcadmin/Desktop/Shared Folders and Media/sf_BitCurator_Shared_Folder/ualr-ms_001_diskimage_001/ualr-ms_001_diskimage_001_SIP

Folders

- ./
- ../
- Documentation/

Files

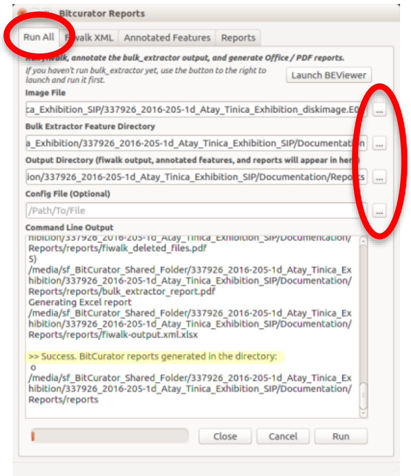
- ualr-ms_001_diskimage_001.E01

Selection: /home/bcadmin/Desktop/Shared Folders and Media/sf_BitCurator_Shared_Folder/ualr-ms_001_diskimage_001/ualr-ms_001_diskimage_001_SIP

ualr-ms_001_diskimage_001.E01

Filter: Image Files (.raw .img .dd .000 .001 001.vmdk .E01 .aff /dev)

29. For **Output Feature Directory**, browse to that same **SIP folder** and **select the Documentation folder.**
30. For the remainder of the options (including **Scanners**), keep the default settings. Lastly, click **Submit Run**.
31. When **Bulk Extractor** indicates **Progress** as **Done**, close the Bulk Extractor Viewer. Go back to the **Forensics and Reporting** on the Desktop, and select **BitCurator Reporting Tool**.



Run fiwalk, annotate the bulk_extractor output, and generate Office / PDF reports.
If you haven't run bulk_extractor yet, use the button to the right to launch and run it first.

Image File: ca_Exhibition_SIP/337926_2016-205-1d_Atay_Tinica_Exhibition_diskimage.E0

Bulk Extractor Feature Directory: a_Exhibition/337926_2016-205-1d_Atay_Tinica_Exhibition_SIP/Documentation

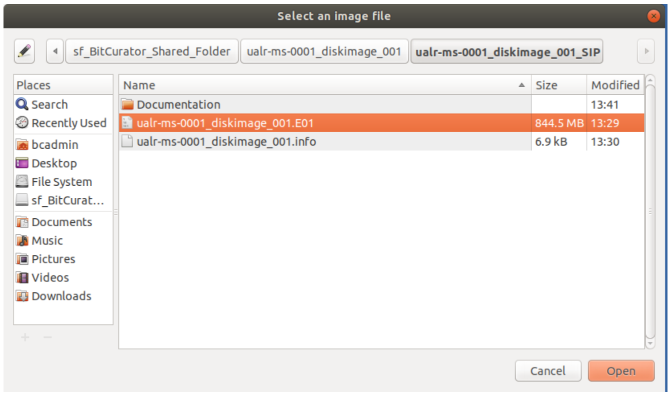
Output Directory (fiwalk output, annotated features, and reports will appear in here): ion/337926_2016-205-1d_Atay_Tinica_Exhibition_SIP/Documentation/Reports

Config File (Optional): /Path/To/File

Command Line Output

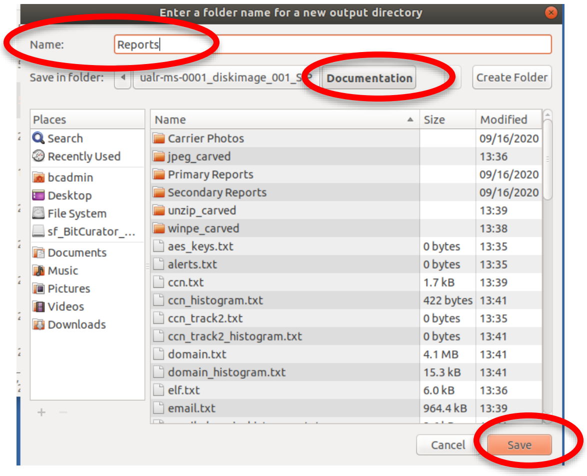
```
hibition/337926_2016-205-1d_Atay_Tinica_Exhibition_SIP/Documentation/
Reports/reports/fiwalk_deleted_files.pdf
5)
/media/sf_BitCurator_Shared_Folder/337926_2016-205-1d_Atay_Tinica_Ex
hibition/337926_2016-205-1d_Atay_Tinica_Exhibition_SIP/Documentation/
Reports/reports/bulk_extractor_report.pdf
Generating Excel report
/media/sf_BitCurator_Shared_Folder/337926_2016-205-1d_Atay_Tinica_Ex
hibition/337926_2016-205-1d_Atay_Tinica_Exhibition_SIP/Documentation/
Reports/reports/fiwalk-output.xml.xlsx

>> Success. BitCurator reports generated in the directory:
 o
/media/sf_BitCurator_Shared_Folder/337926_2016-205-1d_Atay_Tinica_Ex
hibition/337926_2016-205-1d_Atay_Tinica_Exhibition_SIP/Documentation/
Reports/reports
```

32. Select the **Run All** tab. In **Image File**, browse via ***[Desktop > Shared Folders and Media > sf_BitCurator_Shared_Folder > ualr-ms-collection#_diskimage_001_SIP]*** and select the **disk image file (.E01)**. Click Open.



Name	Size	Modified
Documentation		13:41
ualr-ms-0001_diskimage_001.E01	844.5 MB	13:29
ualr-ms-0001_diskimage_001.info	6.9 kB	13:30

33. In **Bulk Extractor Feature Directory**, browse to and select the **Documentation** folder in the **SIP** folder. Click Open.
34. In **Output Directory**, browse to and open the **Documentation** folder. In the empty output directory for **Name** type "**Reports"** and **CLICK SAVE**. (Note: **DO NOT** click the **Create Folder** button.)



Name: Reports

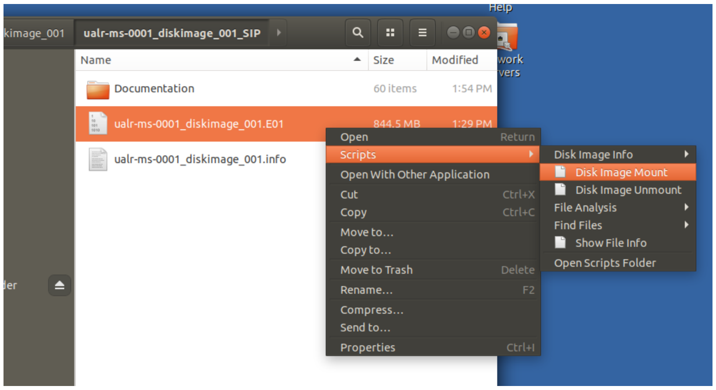
Name	Size	Modified
Carrier Photos		09/16/2020
jpeg_carved		13:36
Primary Reports		09/16/2020
Secondary Reports		09/16/2020
unzip_carved		13:39
winpe_carved		13:38
aes_keys.txt	0 bytes	13:35
alerts.txt	0 bytes	13:35
ccn.txt	1.7 kB	13:39
ccn_histogram.txt	422 bytes	13:41
ccn_track2.txt	0 bytes	13:35
ccn_track2_histogram.txt	0 bytes	13:41
domain.txt	4.1 MB	13:41
domain_histogram.txt	15.3 kB	13:41
elf.txt	6.0 kB	13:36
email.txt	964.4 kB	13:39

35. Back in BitCurator Reports, click **Run**. Scroll to the bottom of the **Command Line Output** window. It will read **Success** when finished. Close BitCurator Reports.

For in-depth descriptions of the BitCurator tools and helpful additional information, check out the BitCurator Wiki: [*https://confluence.educopia.org/display/BC/BitCurator+Environment*](https://confluence.educopia.org/display/BC/BitCurator+Environment)

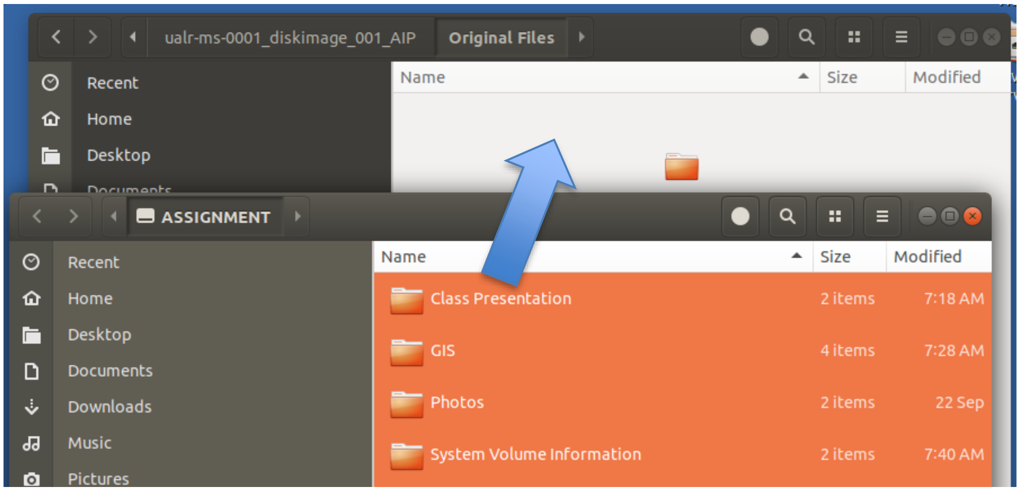
Building the Archival Information Package (AIP)

36. Navigate to your **disk image file** and ***right click***. Select **Scripts** and then **Disk Image Mount**.



Name	Size	Modified
Documentation	60 items	1:54 PM
ualr-ms-0001_diskimage_001.E01	844.5 MB	1:29 PM
ualr-ms-0001_diskimage_001.info		

37. With the disk image mounted, you can now extract the actual files. **Locate the mounted disk** on the desktop and **copy ALL of its contents** into the **Original Files** folder in the **AIP** folder.



Name	Size	Modified
Class Presentation	2 items	7:18 AM
GIS	4 items	7:28 AM
Photos	2 items	22 Sep
System Volume Information	2 items	7:40 AM

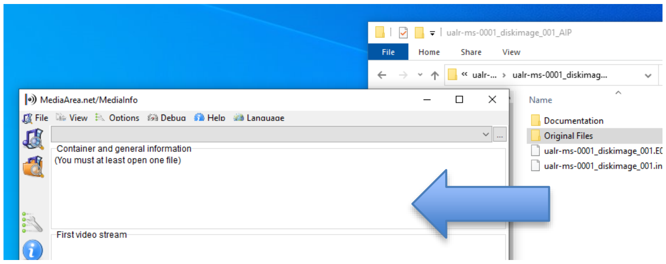
38. Once copied, unmount the disk image by ***right-clicking*** the **mounted disk** on the desktop and selecting **Unmount**. You will again be prompted to input the admin password: **bcadmin**.
39. At this point in the workflow, you will choose one of two routes:
    a. You will **keep the disk image** E01 file.
        i. Move the **Documentation** folder and the **.E01** file from the **SIP folder** into the **AIP folder** with the extracted files.
    b. You will **NOT keep the disk image** E01 file. It will be up to the supervising archivist as to which route to take.
        i. Move only the **Documentation** folder from the **SIP folder** into the **AIP folder** with the extracted files. **Delete the .E01 disk image file**.
40. **Save open files** and **close** all applications running in BitCurator.
41. Once everything is copied into the appropriate folders, **close BitCurator** (select the **Power Off Machine** option when prompted) and **the Virtual Machine**.

Building a Dissemination Information Package (DIP)

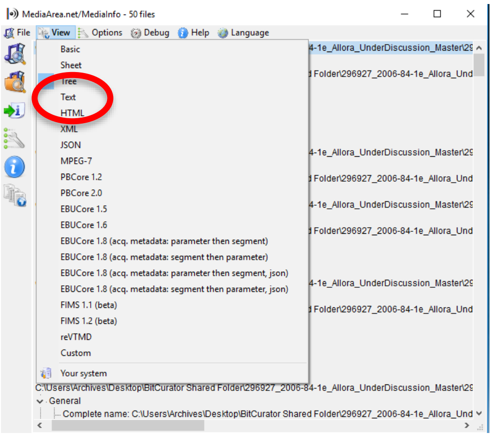
TBD

Capturing Technical Metadata

42. Now that the AIP package has been assembled, **technical metadata** for the files can be created. On the Windows 10 desktop, locate the **MediaInfo** shortcut and start the program.
43. In MediaInfo, drag the **Original Files** folder from the AIP folder into MediaInfo.

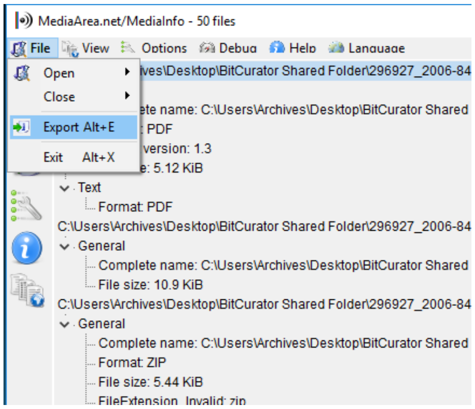

ualr-ms-0001_diskimage_001_AIP
File
Home
Share
View
« ualr-... › ualr-ms-0001_diskimag...
Name
Documentation
Original Files
ualr-ms-0001_diskimage_001.E(
ualr-ms-0001_diskimage_001.in
MediaArea.net/MediaInfo
File
View
Options
Debug
Help
Language
Container and general information
(You must at least open one file)
First video stream

44. Once you've opened the **Original Files** folder directory in MediaInfo, go to the **View** drop-down menu to explore the different formats/schema in which the information can be displayed. The **Tree** view is particularly easy to parse.


MediaArea.net/MediaInfo - 50 files
File
View
Options
Debug
Help
Language
Basic
Sheet
Tree
Text
HTML
XML
JSON
MPEG-7
PBCore 1.2
PBCore 2.0
EBUCore 1.5
EBUCore 1.6
EBUCore 1.8 (acq. metadata: parameter then segment)
EBUCore 1.8 (acq. metadata: segment then parameter)
EBUCore 1.8 (acq. metadata: parameter then segment, json)
EBUCore 1.8 (acq. metadata: segment then parameter, json)
FIMS 1.1 (beta)
FIMS 1.2 (beta)
reVTMD
Custom
Your system

```
4-1e_Allora_UnderDiscussion_Master\29
d Folder\296927_2006-84-1e_Allora_Und
4-1e_Allora_UnderDiscussion_Master\29
d Folder\296927_2006-84-1e_Allora_Und
4-1e_Allora_UnderDiscussion_Master\29
d Folder\296927_2006-84-1e_Allora_Und
4-1e_Allora_UnderDiscussion_Master\29
d Folder\296927_2006-84-1e_Allora_Und
C:\Users\Archives\Desktop\BitCurator Shared Folder\296927_2006-84-1e_Allora_UnderDiscussion_Master\29
  General
    Complete name: C:\Users\Archives\Desktop\BitCurator Shared Folder\296927_2006-84-1e_Allora_Und
```

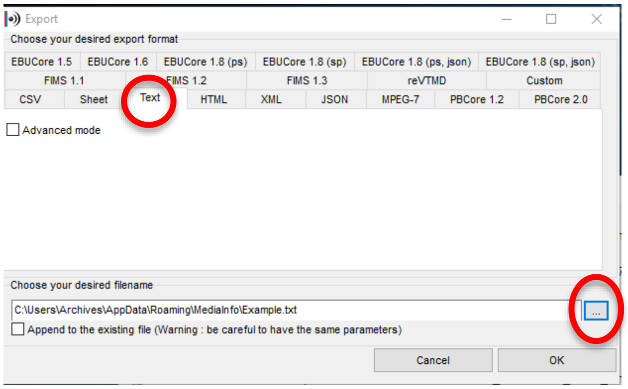
45. The next step is to **export this technical information** into a readable file format. Go to the **File** drop-down menu and select **Export**.



```
ves\Desktop\BitCurator Shared Folder\296927_2006-84
te name: C:\Users\Archives\Desktop\BitCurator Shared
: PDF
version: 1.3
e: 5.12 KiB
  Text
    Format: PDF
C:\Users\Archives\Desktop\BitCurator Shared Folder\296927_2006-84
  General
    Complete name: C:\Users\Archives\Desktop\BitCurator Shared
    File size: 10.9 KiB
C:\Users\Archives\Desktop\BitCurator Shared Folder\296927_2006-84
  General
    Complete name: C:\Users\Archives\Desktop\BitCurator Shared
    Format: ZIP
    File size: 5.44 KiB
    FileExtension_Invalid: zip
```

For in-depth descriptions of the BitCurator tools and helpful additional information, check out the BitCurator Wiki: https://confluence.educopia.org/display/BC/BitCurator+Environment

46. Select the **Text tab** and then click on the **…** button

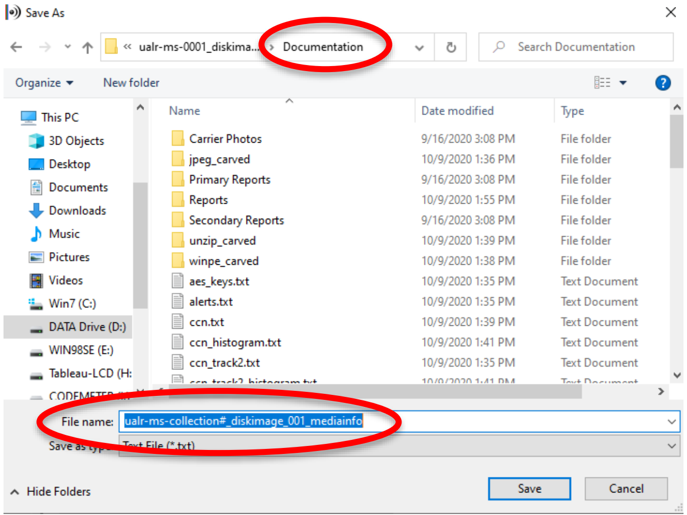


□ Advanced mode

C:\Users\Archives\AppData\Roaming\MediaInfo\Example.txt

□ Append to the existing file (Warning : be careful to have the same parameters)

47. Browse to and select the **ualr-ms-*collection*#_diskimage_*001*_AIP_Documentation** folder.



« ualr-ms-0001_diskima... › Documentation

Name	Date modified	Type
Carrier Photos	9/16/2020 3:08 PM	File folder
jpeg_carved	10/9/2020 1:36 PM	File folder
Primary Reports	9/16/2020 3:08 PM	File folder
Reports	10/9/2020 1:55 PM	File folder
Secondary Reports	9/16/2020 3:08 PM	File folder
unzip_carved	10/9/2020 1:39 PM	File folder
winpe_carved	10/9/2020 1:38 PM	File folder
aes_keys.txt	10/9/2020 1:35 PM	Text Document
alerts.txt	10/9/2020 1:35 PM	Text Document
ccn.txt	10/9/2020 1:39 PM	Text Document
ccn_histogram.txt	10/9/2020 1:41 PM	Text Document
ccn_track2.txt	10/9/2020 1:35 PM	Text Document
ccn_track2_histogram.txt	10/9/2020 1:41 PM	Text Document

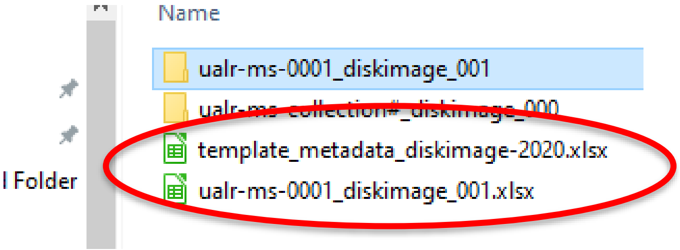
File name: ualr-ms-collection#_diskimage_001_mediainfo

Save as type: Text File (*.txt)

48. Before selecting the Save button, in the **Filename** address bar, name the text file as: **ualr-ms-*collection number*_diskimage_*001*_mediainfo**. Click **Save** to return to the **Export** window. Then click **OK** to run the export process.
49. Next, **create HTML** and **XML** files by clicking each tab and then OK. They will save in the **same location** with the same file name as the text file.
50. Lastly, once all three (Text, HTML, and XML) files are created, move copies of these files into the ***Documentation > Primary Reports*** folders in **AIP** folder.
51. Lastly, use this technical data to fill out the metadata spreadsheet.

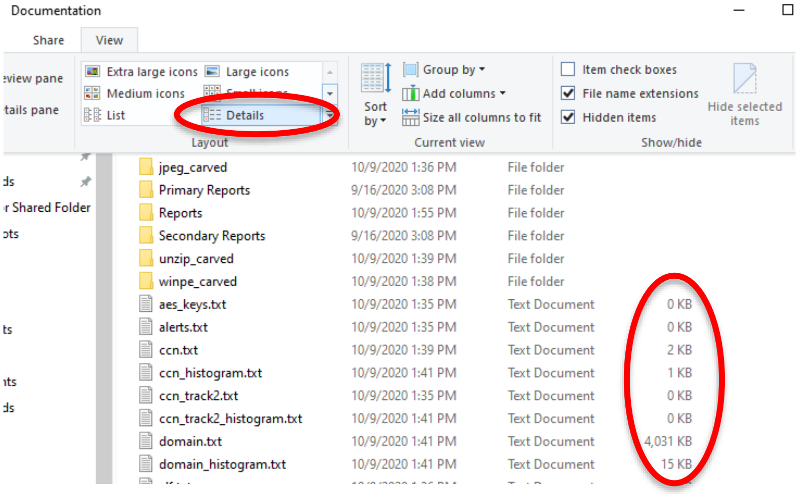
Arranging and Describing

52. Open the **template_metadata_diskimage-2020.xlsx** spreadsheet file located on the Windows Desktop in the **BitCurator Shared Folder** and save it as **ualr-ms-*collection#*_diskimage_001**.



Name
- ualr-ms-0001_diskimage_001
- ualr-ms-collection#_diskimage_000
- template_metadata_diskimage-2020.xlsx
- ualr-ms-0001_diskimage_001.xlsx

53. To begin arrangement, move the **.info file** into the **Documentation** folder. Next, open the **Documentation** folder. Delete reports and sub-folders devoid of any information. *(Note: The simplest way to do this is to **change to the Details view** in the finder window so that the file size is visible. This way you don't have to open each folder to see if it's empty. **Delete all files and folders that indicate 0 KB**.)*



jpeg_carved	10/9/2020 1:36 PM	File folder	
Primary Reports	9/16/2020 3:08 PM	File folder	
Reports	10/9/2020 1:55 PM	File folder	
Secondary Reports	9/16/2020 3:08 PM	File folder	
unzip_carved	10/9/2020 1:39 PM	File folder	
winpe_carved	10/9/2020 1:38 PM	File folder	
aes_keys.txt	10/9/2020 1:35 PM	Text Document	0 KB
alerts.txt	10/9/2020 1:35 PM	Text Document	0 KB
ccn.txt	10/9/2020 1:39 PM	Text Document	2 KB
ccn_histogram.txt	10/9/2020 1:41 PM	Text Document	1 KB
ccn_track2.txt	10/9/2020 1:35 PM	Text Document	0 KB
ccn_track2_histogram.txt	10/9/2020 1:41 PM	Text Document	0 KB
domain.txt	10/9/2020 1:41 PM	Text Document	4,031 KB
domain_histogram.txt	10/9/2020 1:41 PM	Text Document	15 KB

54. Following the recommendations of the **Disk Imaging Metadata Spreadsheet Instructions** document, open each of the remaining reports created by **Bulk Extractor** and **MediaInfo** to **find and record** the information in the spreadsheet.
55. As you fill in the spreadsheet, place the **reports that you use** to fill out the spreadsheet into **the Primary Reports** folder. **All other reports** can be moved into the **Secondary Reports** folder. *(Note: Do not keep sub-folders. Remove the files from each sub-folder and then delete it when empty.*
56. Once the spreadsheet is complete, **save** and review your work.