



This is designed to help agencies to quickly populate the necessary indexing spreadsheet when preparing to transfer archival audio records to Washington State Archives.

STEP 1 – Open the folder containing the files you want to index.

Name	Date modified	Type	Size
CashHE20060726.wav	3/25/2019 10:19 AM	WAV File	162,158 KB
CashHE20060816.wav	3/25/2019 10:19 AM	WAV File	162,158 KB
CashHE20060926A.wav	3/25/2019 10:12 AM	WAV File	244,370 KB
CashHE20060926B.wav	3/25/2019 10:12 AM	WAV File	244,370 KB
CashHE20070820.wav	3/25/2019 9:06 AM	WAV File	245,894 KB
CashHE20080129.wav	3/25/2019 8:51 AM	WAV File	245,698 KB
CashHE20080421.wav	3/25/2019 8:28 AM	WAV File	245,706 KB
CashHE20080505.wav	3/22/2019 3:25 PM	WAV File	245,250 KB
CashHE20080527.wav	3/22/2019 3:00 PM	WAV File	245,242 KB
CashHE20080818.wav	3/22/2019 3:10 PM	WAV File	245,218 KB
CashHE20081020.wav	3/22/2019 2:45 PM	WAV File	245,258 KB
CashHE20081110.wav	3/22/2019 2:08 PM	WAV File	245,270 KB
CashHE20090611.wav	3/22/2019 1:55 PM	WAV File	245,234 KB
CashHE20090814.wav	3/22/2019 1:39 PM	WAV File	245,226 KB
CashHE20090914.wav	3/22/2019 1:17 PM	WAV File	243,750 KB

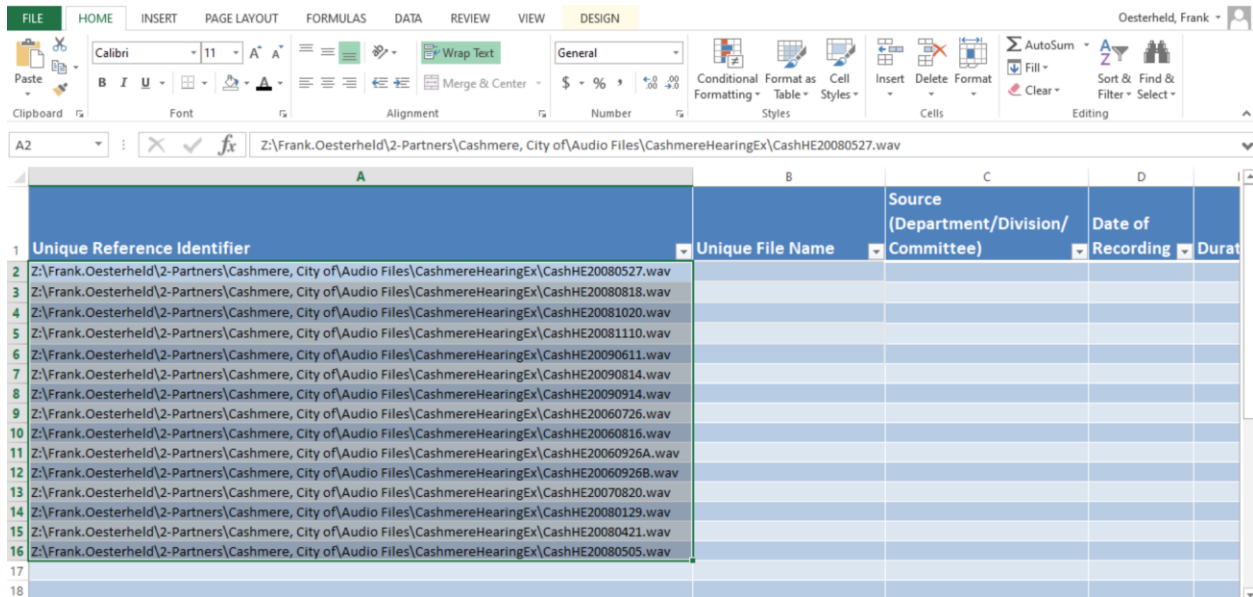
Step 2 – Select all the files (CTRL+A), Shift+right click, and choose “Copy as Path”

The screenshot shows a Windows File Explorer window with the following path: This PC > Documents > 2-Partners > Cashmere, City of > Audio Files > CashmereHearingEx. The file list contains 16 WAV files, all of which are selected. A context menu is open over the selected files, showing the following options:

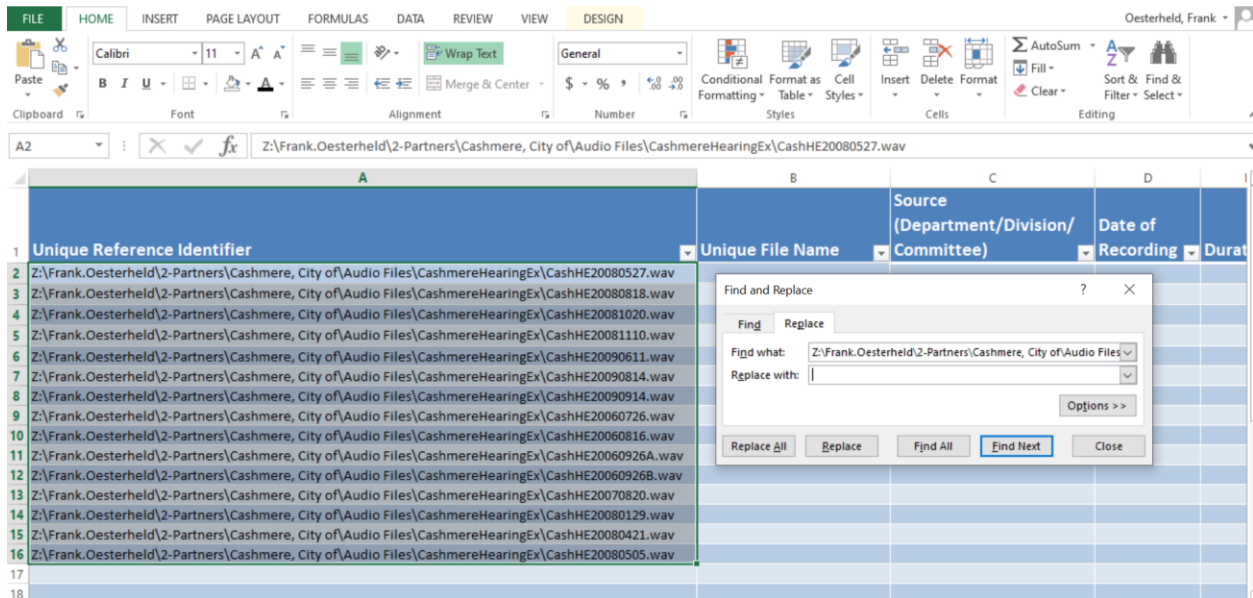
- Open
- Add to Windows Media Player list
- Play with Windows Media Player
- Cast to Device >
- 7-Zip >
- CRC SHA >
- Edit with Notepad++
- Bulk Rename Here
- Share
- Copy as path
- Always available offline
- Send to >



Step 3 – Paste the copied directory path into the Unique Reference Identifier column in the index:



Step 4 – Click CTRL+F and use “Find and Replace” to remove everything but the file name:





Step 5 – Copy and paste the Unique Reference Identifier column to Unique File Name and add the Department/Division/Committee. Type it once, and then copy and paste the rest:

The screenshot shows the Microsoft Excel interface with the 'DESIGN' ribbon selected. The spreadsheet contains the following data:

	A	B	C	D	E	F
	Unique Reference Identifier	Unique File Name	Source (Department/Division/Committee)	Date of Recording	Duration	
1	CashHE20080527.wav	CashHE20080527.wav	Hearing Examiner			
2	CashHE20080818.wav	CashHE20080818.wav	Hearing Examiner			
3	CashHE20081020.wav	CashHE20081020.wav	Hearing Examiner			
4	CashHE20081110.wav	CashHE20081110.wav	Hearing Examiner			
5	CashHE20090611.wav	CashHE20090611.wav	Hearing Examiner			
6	CashHE20090814.wav	CashHE20090814.wav	Hearing Examiner			
7	CashHE20090914.wav	CashHE20090914.wav	Hearing Examiner			
8	CashHE20060726.wav	CashHE20060726.wav	Hearing Examiner			
9	CashHE20060816.wav	CashHE20060816.wav	Hearing Examiner			
10	CashHE20060926A.wav	CashHE20060926A.wav	Hearing Examiner			
11	CashHE20060926B.wav	CashHE20060926B.wav	Hearing Examiner			
12	CashHE20070820.wav	CashHE20070820.wav	Hearing Examiner			
13	CashHE20080129.wav	CashHE20080129.wav	Hearing Examiner			
14	CashHE20080421.wav	CashHE20080421.wav	Hearing Examiner			
15	CashHE20080505.wav	CashHE20080505.wav	Hearing Examiner			
16						
17						
18						

Step 6 – Once you’ve done that, the only thing you have to do is add the Date of Recording and the Duration. After you’ve done it a few times, you’ll be able to populate 80% of the index in a couple of minutes. This method has the added advantage of creating an index that is guaranteed to match the digital object names *exactly*, so you can be sure ArchiveThis! will authenticate them every time.