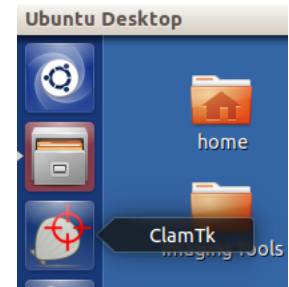


# Instructions for Running a Virus Scan

Princeton University Archives

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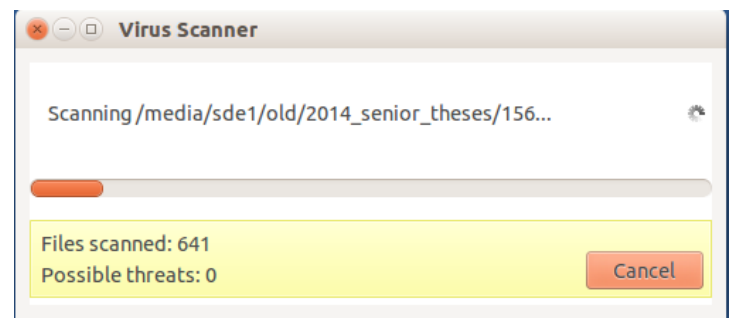
1. Click on **ClamTK** from the side Desktop ribbon.



2. Move the mouse's cursor to the top-left corner of the screen to open the **Scan** menu.

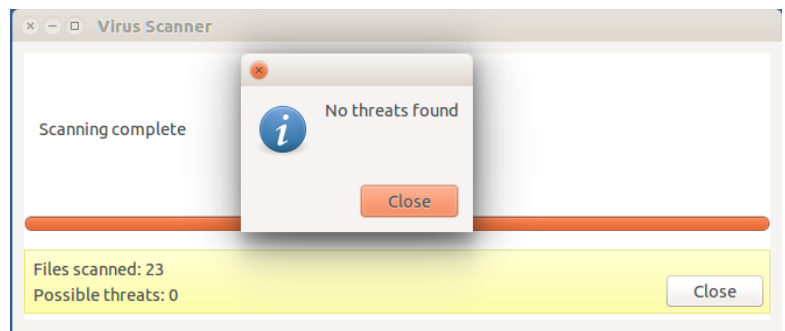
3. Click **Scan a directory** and navigate to the location of the cdo. Initiate the scan by clicking **OK**.

4. The **Virus Scanner** dialog box will show current status of the scan.



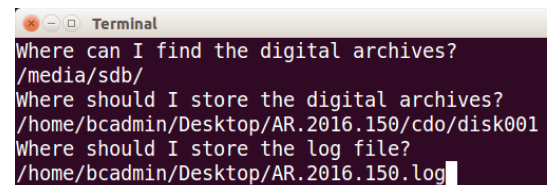
5. When the scan is completed, the dialog box will read **Scanning complete**. If the box indicates "**Possible Threats: 0**" then the device or directory is clean. Click **Close**.

5.1. If the virus scan identifies threats, open the **Scanning Results** dialog box to review the status column and make note of them. Discuss with the Assistant University Archivist for Technical Services whether further action is needed.



5.2. Open the **scripts** folder on the Desktop, and double click on **acquire-digital-archives.sh**. When prompted, select **Run in Terminal**.

5.3. When prompted, type the absolute path to the object, the absolute path to the Desktop's **cdo** folder, and the absolute path to the desired location of the log file, pressing enter after each entry.



5.4. View the log file to verify a successful transfer. If you're not creating a disk image, safely unmount and disconnect the drive or device.

6. Make an appropriate entry in the AT accession record noting the results of the virus scan. See separate log entry documentation for language to use.