**How to duplicate books and magazines, using a Gutenberg portable hard drive**

**Start up the Gutenberg Drive**

1. Plug in Gutenberg drive to computer.
2. Start up computer – the computer should show a screen that will look different from the Windows start up. This is the Fedora version of Linux, the operating system Gutenberg uses
3. Hit Enter when the selections available of what to startup appear – Fedora will start up
4. At the login screen choose “your username” and hit Enter.
5. Enter password
6. Let the desktop appear

**Setup the Item to be Duplicated**

Items to be duplicated should either be in a .zip format or .vfat format

* Use .zip format when duplicating one book or magazine to a cartridge. This works well when there aren’t lots of different items to be duplicated. Note .zip files copy slower than .vfat files
* Use .vfat format when duplicating multiple books or magazines to a cartridge. This format takes everything from a .zip file and creates one file out of them. This makes the process go much faster and duplicates things with less errors. If you run into a cartridge error duplicating a .zip file, convert it to a .vfat file and this should fix things most of the time.
* To create a .vfat file from a .zip file use the program called zip2vfat
	1. Click on “Terminal”
	2. Type CD Desktop to go to the Desktop folders
	3. Type CD magazines to go to the magazines folder OR type CD books to go to the books folder. It is easier to run zip2vfat inside of the folder where the book or magazine is.
	4. Type zip2vfat “name you want to call the file (don’t include .vfat at the end)” “name of the file you want to convert including the .zip part”
	5. The program should run and do the conversion into the correct format. If the .zip file is large this can take a while. Be patient
	6. When the program is finished the cursor will return to screen and you will then be able to type again. Don’t close the terminal until the blinking cursor returns
	7. Type “exit” to close Terminal

**Start up the Gutenberg Duplication program**

1. Click on “Terminal”
2. Type – “sudo /usr/local/bin/Gutenberg”
3. From the prompt, choose to set the Passphrase. Select to use one Passphrase
4. In the box enter “your passphrase”
5. Click on the “One Key” button
6. When the button says “Verify”, enter “your passphrase (again)” in the box
7. Click enter. You will get a confirmation that the Passphrase has been changed

**To Duplicate using Gutenberg**

1. Put cartridges in Toast Racks (cartridge duplication devices). Verify that each cartridge shows up
2. Click on the box underneath the cartridge
3. Choose either the “Books” folder or the “Magazines” folder. Because all of the USB slots are being using we will need to load up the books and magazines on to the drive separate from this process
4. Select the appropriate file- type:
	1. .vfat – for local magazine cartridges that have multiple issues. .vfat files work better for multiple files
	2. .zip – For single books and magazines. This will be simpler for single items on cartridge and less prone to errors. It will copy a bit slower because it has to do some conversion as it copies things
5. Click the “Write” button to start duplicating
6. Wait for a “green” light to show up. This means that duplication is successful
7. Pull the cartridge and test it in a player to make sure things are working. Test cartridges as you see fit
8. When finished, click the closed button on Gutenberg
9. Type “exit” in Terminal to close the window
10. Click on the “user name” in the top-right corner
11. Select “Shut Down” from the menu. Click on any prompts to shut down
12. Once the computer has turned off you can unplug the Gutenberg Drive