



HOW TO RETRIEVE DATA REQUEST RESULTS FROM THE SSJVIC

Download 7zip Software (Free Software)

1. Go to the 7zip website: www.7-zip.org
2. In the first box, click "Download" for the version of Windows your computer is running. (There is also an option for Mac on the "Download" page to the right.)
 - a. If you are unsure if you are running 32-bit or 64-bit Windows, [Microsoft Windows Support](#) can show you how to check.
3. Once your download is complete, double click on the file and follow the prompted steps to install you 7-Zip File Manager.

7-Zip is a file archiver with a high compression ratio.

Download 7-Zip 19.00 (2019-02-21) for Windows:

Link	Type	Windows	Size
Download	.exe	32-bit x86	1 MB
Download	.exe	64-bit x64	1 MB

Downloading SSJVIC Data Request Results

1. When your request has been completed, SSJVIC staff will send you one Dropbox invitation link and a second email with your password.
 - a. The Dropbox invitation will provide a link to your results, as shown on the right.
 - b. The second email, as shown below, will be an encryption key unique to these results, as well as these instructions.



Hi there,

Southern San Joaquin Valley Information Center (ssjvic@csub.edu) invited you to view the file "23-194.7z" on Dropbox.

[View file \[dropbox.com\]](#)

Enjoy!

The Dropbox team

We have completed work on this request and uploaded the encrypted file to DropBox. The link to download your results will be sent in a second email, directly from DropBox. Results will be available for download for one week. Instructions for opening the downloaded file are attached. The encryption key is: pA55WoRd

Regards,

Celeste M. Thomson, Coordinator (she/her/hers)
Southern San Joaquin Valley Information Center

2. Click the Dropbox link provided in the Dropbox email. A web page will open.
 - a. Encrypted files cannot be previewed online. In the middle of the page, you will see a message indicating your files cannot be viewed.
 - b. Click on the "Download" button in the upper left corner of the browser.
 - c. The encrypted file is now saved to your computer, likely in your "Downloads" folder.

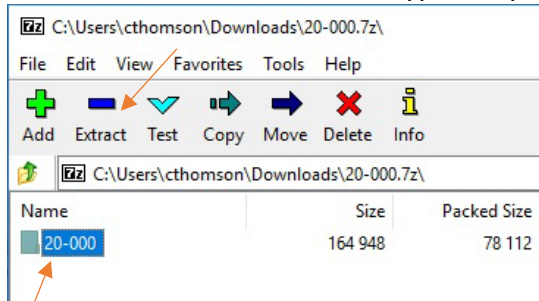


[Download](#)

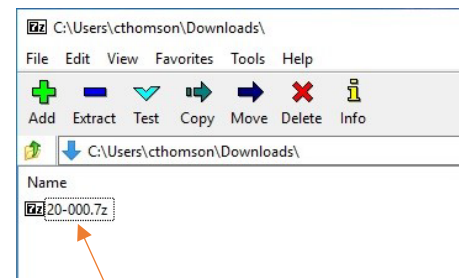
[Save a copy to Dropbox](#)

Opening and Saving Your Downloaded Results

1. Open your 7-Zip File Manager and navigate to your downloaded results.
 - a. Double click on the downloaded file. You will get a pop-up window prompting you to enter a password.
 - b. Type in the encryption key SSJVIC staff sent in the second email. **NOTE:** copy and paste can sometimes cause errors. It is best to retype the password as shown.



saved to your computer.



- c. When the password has been successfully entered, the folder containing your results can now be viewed.
 - d. To save an unencrypted copy of this file to your computer, first highlight the folder by clicking on it one time. Then hit the “Extract” button on the toolbar. A pop-up window will ask you to choose where save a copy of your results. Do so, then click “OK.”
 - e. You now have an unencrypted copy of your results