

HOW TO EXTRACT DATA FILES

These instructions are based on Windows 2000 and may be modified as needed. It is suggested that you print them for reference before proceeding with the data extract.

1. Create a folder for the extract

- Open *My Computer*
- Double click on the drive you want to use (do not select your *Desktop* as you will not be able to access it during step three.)
- On the toolbar, select *File > New > Folder*
- Type in a name for the folder that will allow you to easily identify it in the future. (To rename a folder when in *My Computer*, click on the folder once to highlight it and then choose *File > Rename* from the toolbar. Be sure to hit enter to save the change to the folder name.)
- Exit *My Computer*

2. Go to website to extract file

- Visit http://www.myflorida.com/dbpr/sto/file_download/download_files.shtml
- Select the file you want to extract by clicking on it
- Choose *Save* or "*Save this program to disk*"
- Select the drive in which you created your folder
- Double click on the folder you created
- Click on *Save*
- After the download is complete, click on *Open Folder*

3. Complete process

- The folder will contain an icon for an .exe file
- Double click on the icon
- Select the drive where your folder is located
- Double click on your folder so that it is listed in the "*Extract to*" box. (If you do not see your folder in the list, double click on the yellow folder icon at the top of the list. For example, if using your C drive, click on the folder icon next to "c:\\" and you will now see all top level folders in your C drive. Find and double click on the folder you created.)
- Click on *Extract* button on bottom left of screen.
- File has been created. It may be an Excel file, a .txt file, or it may be identified as .csv (comma separated values), which means it can be opened up by text programs and other types of programs like Excel.
- Open the file by double clicking on it.
- If opened in Excel, adjust the column widths as needed
- Consult the READ ME file linked on the website that include keys to understanding the layout of data fields.

Note: You may repeat steps 2 and 3 for additional downloads without having to create a new folder.