

# Job Fair Resume Access Instructions

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via Dropbox

Provided by:



**eBizDocs**




INFORMATION AT YOUR FINGERTIPS

<https://ebizdocs.com>

Resumes will be provided via Dropbox, a cloud storage service. You will receive an email with a link to a Dropbox folder. This folder will contain one multipage PDF containing all PDFs from the job fair. This PDF is searchable, allowing you to look up keywords within the file. For example, if you want to search for all resumes containing the word "Accountant" you can do so.

1.) Receive email with link

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   Dropbox Jason Abare shared "High Tech Job Fair 2012-09-10" with you - Jason used Dropbox to

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2.) Open the email and click the link in the email

Jason used Dropbox to share some files with you!

[Click here to view "High Tech Job Fair 2012-09-10".](#)

3.) This will bring you to the folder on Dropbox's website containing the PDF.

4.) To simply view the PDF in your browser, click the link for the PDF.

- a. You cannot do a keyword search on the PDF using this method. Follow step 5 if you wish to do this.

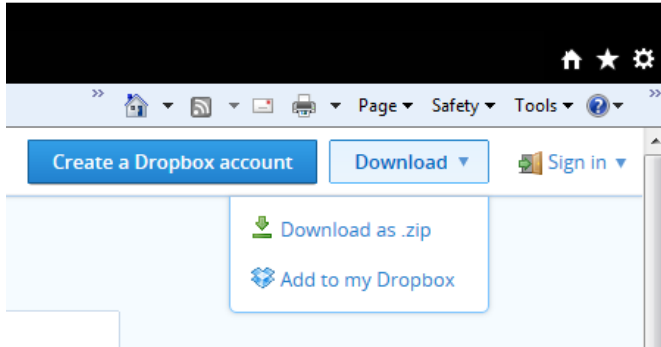
## High Tech Job Fair 2012-09-10

Name



High Tech Job Fair 2012-09-10.pdf

- 5.) To perform a keyword search on the PDF, click the Download dropdown and select 'Download as .zip'. Select a location on your computer to save the zip file.
  - a. If you have your own Dropbox account and wish to store the PDF in your account, you can select the second option 'Add to my Dropbox'



- 6.) Unzip the .zip file to view the PDF.
  - a. To open a .zip, try to right click on the file and use Windows built in 'Extract All'. You can also use numerous free programs available online such as WinZip and WinRAR.
- 7.) Open the PDF using your PDF viewer. We recommend using Adobe Acrobat or Reader to open PDFs.
- 8.) To search (using Adobe products):
  - a. In your menu go to Edit...Find and type in your search criteria (ex. Accountant)
  - b. Use the keyboard shortcut Ctrl+F and type in your search criteria (ex. Accountant)