
User's Guide for splitting big files in order to transmit large amounts of data via NDX

This 'User's Guide' has been written and published in order to help users to send large amounts of data (up to 30GB) via NDX. In order to do so, files bigger than 2GB need to be split into smaller files. 7-Zip file manager, a tool available in the Novartis self-service portal, allows to split files. This guide explains how to use 7-Zip to split and combine files.

Document history:

Revision	Date	Author	Comments
1.0	July 29 st 2014	André Gonçalves (Ext), Novartis	First Version

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1 Document Purpose and Introduction

The Novartis Data Exchange (NDX) service provides a web portal based utility that allows the secure encrypted exchange of large amounts of file based data.

This 'User's Guide' has been written and published in order to help NDX users to split/combine files with 7zip in order to transfer files larger than 2GB via NDX.

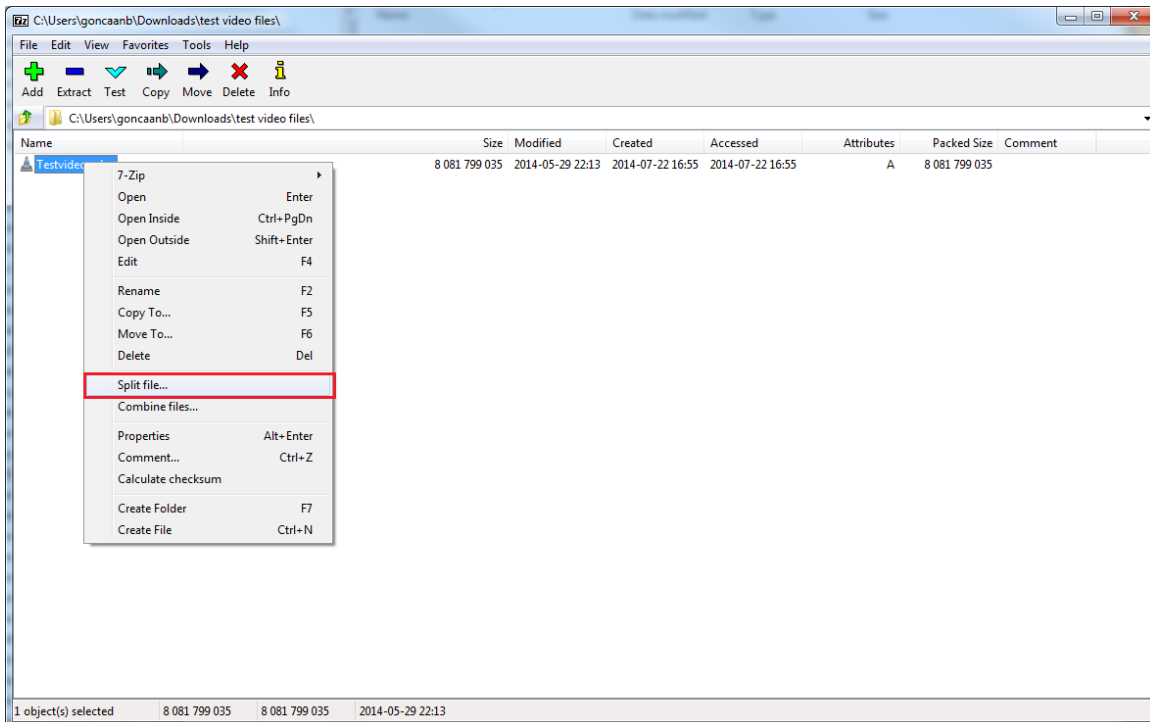
2 Prerequisites

7Zip is an open source file manager which allows you to split and combine files. If you are a Novartis associate you can download it on the [self-service portal](#) if you can't access it you can also download 7Zip on the [official webpage](#).

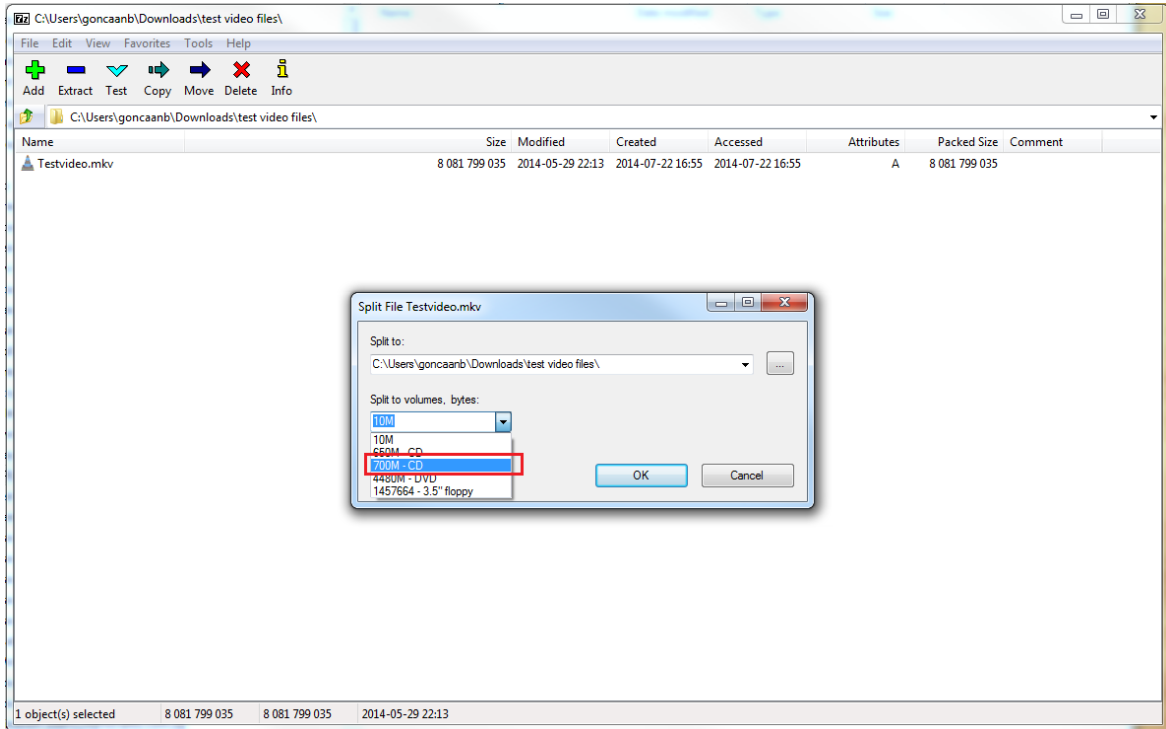


3 How to use it

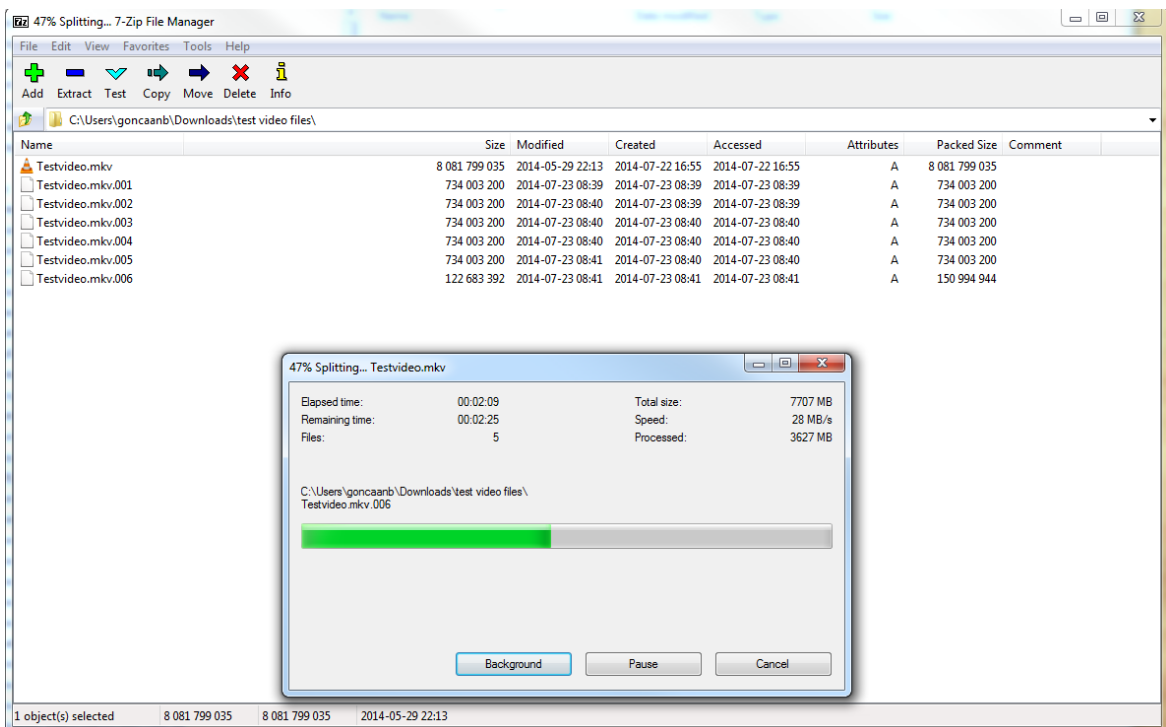
Open the 7Zip file manager and browse to the large file which you would like to split, right click it and select *Split file...* .



You will need to split the files to 700MB pieces, therefore select *700M – CD* and confirm this operation with *OK*.



Depending on the filesize this process may take up to several minutes. When completed, you can upload the split files on NDX and send the message.



The recipient of the NDX message with the split files needs to download them first. Open 7Zip and browse to the download path. Right click a random split file and then use the operation *Combine files...* , select combine path and confirm with *OK*. 7Zip will then start to combine the files back to its original form.

