Guidance Document for use of Electronic Files for
Higher Administration Paper 2 Diet 2007 Examination

This version of the Guidance Document is specifically for PC users

NOTE: Apple users may wish to utilise Word and Excel files if they are running Microsoft Office X for Mac

This Guidance Document has been produced to support users of electronic files prepared centrally by SQA for use with the Higher Administration Paper 2 Diet 2007 Examination.

1 *File types*
Electronic files have been prepared using the most current and up-to-date software. Database files are also supplied in Word format as a table. The filenames and types are listed below.

Higher

Filename	**File extension**	**File type**
STAFF	.mdb	Microsoft Access 2003 3 Tables – CENTRE DETAILS, STAFF DETAILS, CLASSES
CENTRE DETAILS	.doc	Microsoft Word 2003
STAFF DETAILS	.doc	Microsoft Word 2003
CLASSES	.doc	Microsoft Word 2003
MONTHLY REPORT	.doc	Microsoft Word 2003
LOGO	.doc	Microsoft Word 2003
LOGO	.JPEG	Picture file
WAGES	.xls	Microsoft Excel 2003 3 worksheets – INCREASE, WAGES, BUDGET SUMMARY

2 *Other file formats*
It is not possible at this time to support the full range of file formats that are currently available.

3 *Downloading files from the SQA website*

Clicking on the file will start the download to your machine. Save the file with the appropriate filename.

It is essential that the downloaded files are checked against the Instructions to Teachers/Lecturers provided by SQA to ensure consistency and integrity.

4 *Problems*

If you encounter problems downloading or using these files, please check in the first instance that there is not a problem with your Internet connection and that you are using the correct version of the software to make use of the file.

If you are unable to download the files or unable to make use of them once downloaded, the normal procedures for keying in the files from hard copy will apply.