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

This version of the Guidance Document is specifically for Apple users

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

1. *File types*

Electronic files have been prepared using the most current and up-to-date software. The filenames and types are listed below.

Intermediate 2

Filename	**File extension**	**File type**
KCSS (SUPPLIERS)	.cwk	Appleworks 6 spreadsheet
KCSS (DISCOUNTS)	.cwk	Appleworks 6 spreadsheet
KCDB	.fp7	Filemaker Pro 8 database
KCMEMO	.cwk	Appleworks 6 word processing

2. *Other file formats*

It is not possible at this time to support the full range of file formats that are currently available. Where an electronic version of a file cannot be utilised, the set-up files for the paper in question will have to be created from hard copy making use of the set-up instructions that accompany them.

3. *Downloading files from the SQA website*

Clicking on the file will start the download to your machine.

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.