

Guidance Document for use with Electronic Files for Higher Administration Paper 2 Diet 2008 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 Higher Administration Diet 2008 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.

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Filename	File extension	File type
NEW CARAVANS	.fp7	FileMaker Pro 7 database
DETAILS	.fp7	FileMaker Pro 7 database
KEY	.fp7	FileMaker Pro 7 database
STANDARD PARAGRAPHS	.cwk	Appleworks 6 wordprocessing
HEADING	.cwk	Appleworks 6 wordprocessing
SALES	.cwk	Appleworks 6 spreadsheet
SUMMARY	.cwk	Appleworks 6 spreadsheet
LOGO	.jpg	Picture file

Note: Apple users must ensure that they have set up the database file relationships as detailed in the Instructions to Teachers/Lecturers.

The files should be saved into a folder called “Tayforth”.

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.