Guidance Document for use of Electronic Files for
Intermediate 2 Administration Paper 2 Diet 2009 Examination

This version of the Guidance Document is specifically for PC users

This Guidance Document has been produced to support users of electronic files prepared centrally by SQA for use with the Intermediate 2 Administration Paper 2 Diet 2009 Examination.

1 *File type*

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

Intermediate 2

Filename	**File extension**	**File type**
BTSS	.xls	Microsoft Excel 2003
BTDB	.mdb	Microsoft Access 2003
BTDB	.rtf	Text table
BTLETTER	.doc	Microsoft Word 2003

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 hard copy 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.