Guidance Document for use of Electronic Files for Higher Administration Paper 2 Diet 2012 Examination

This Guidance Document is for Apple and PC users

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 2012 Examination.

1. *File types*
Electronic files have been prepared using up-to-date software.

Database files are also supplied in Excel format for users of older versions of Access to import to the database.

The filenames and types are listed below.

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Filename	File extension	File type
INFORMATION LEAFLET	.doc	Microsoft Word
MARKETS	.mdb	Microsoft Access database
AREAS	.xls	Microsoft Excel export from database
MARKET DAYS	.xls	Microsoft Excel export from database
MARKET INFORMATION	.xls	Microsoft Excel export from database
AREAS	.fp7	FileMaker Pro 9 database
MARKET DAYS	.fp7	FileMaker Pro 9 database
MARKET INFORMATION	.fp7	FileMaker Pro 9 database
MARKETING	.xls	Microsoft Excel spreadsheet
LOGO	.doc	Microsoft Word
LOGO	.jpg	Picture file

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.