

SPTMP-SPITMP AND SPITEMP Folders needed to open Excel

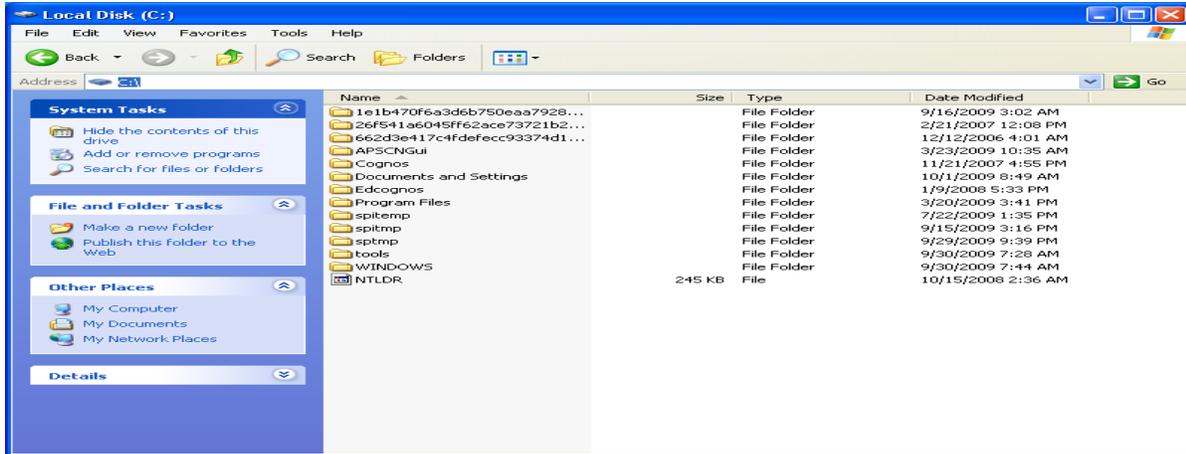
For further information contact Jayne Green, Title I Director 501-682-2395
or your local APSCN Field Representative.

The following files need to be on your computer before you can save a file to PDF or upload/download from software (APSCN) to excel; view file in excel format from Cognos

spitemp

spitmp

sptmp



If you do not have the folders you will need to add them to your computer.

Click on 'Window's Start Button 'icon in the left corner of menu bar at bottom of screen.

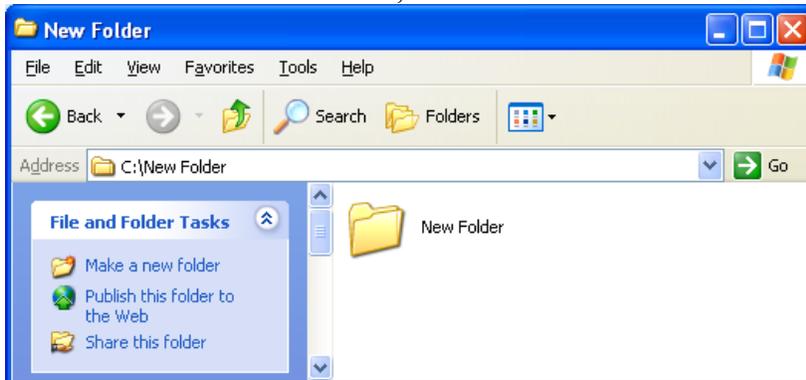
Click on 'Computer'

Double Click on 'C' Drive.

Click on 'Make a new folder.' (other versions of Windows may have a different name such as 'New Folder' .

The following screen will display.

Click on the words **New Folder**,



Type in the above referenced folder names in three new folders.

Repeat this process for each folder needed to add:

spitemp

spitmp

sptmp