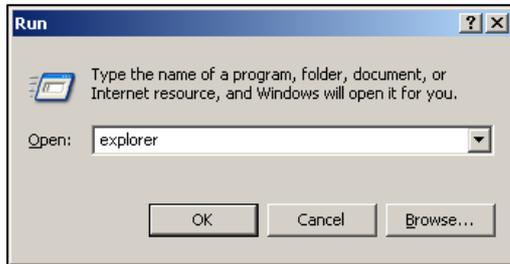


SECTION 1: Creating a PDT Folder

If a PDT folder has not previously been created, you will need to add a new folder on your computer called **PDT**. Where this folder exists depends on your school type:

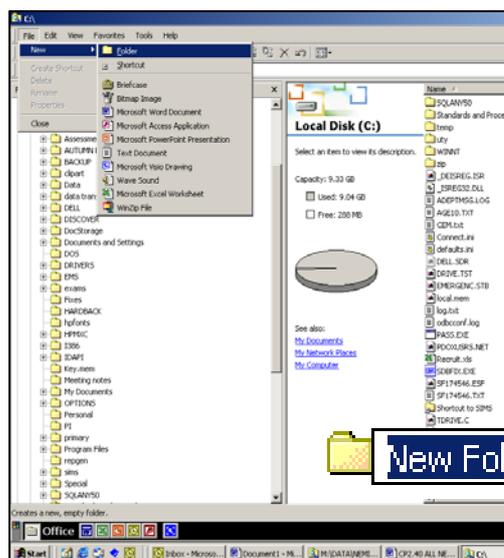
Standalone Schools	C:\
Network Schools	S:\

Open Windows Explorer by clicking on your start menu, click **RUN** and type explorer.



Left click on the **C: drive** or **S: drive**. The contents of the C: drive will be displayed in the right-hand screen.

Using the menu bar, go to **File | New | Folder**. This will create a new folder in the **C:** or **S:** drive. The new folder will be added to right hand side of explorer and will be highlighted in blue entitled **New Folder**.



Press the delete key on the keyboard to remove the new folder text. Rename the new folder to **PDT** Press **Enter**

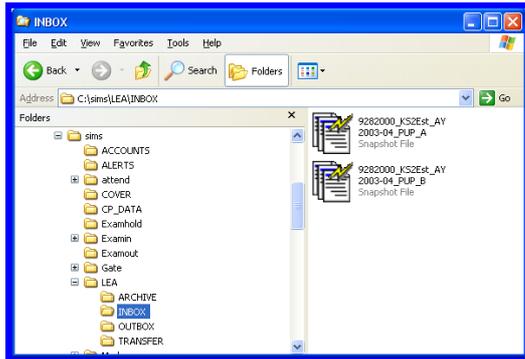
PDT

You have now created the new folder. Close down explorer.

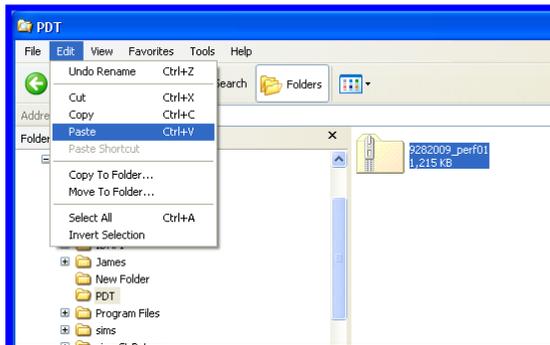
SECTION 2: Moving Files

Run AVCO to download the pack (Start | Programs | AnyComms | Pupils).
Once imported, the files will be placed into the **LEA Inbox**.

Select **Start | Run** and type **Explorer** to open Windows Explorer.
Navigate to the **SIMS/ LEA/ INBOX** and find relevant files within this folder:



Highlight the relevant file(s) and select **Edit, Cut**.



Navigate to the PDT folder and highlight it then click on **Edit, Paste** (diagram above).

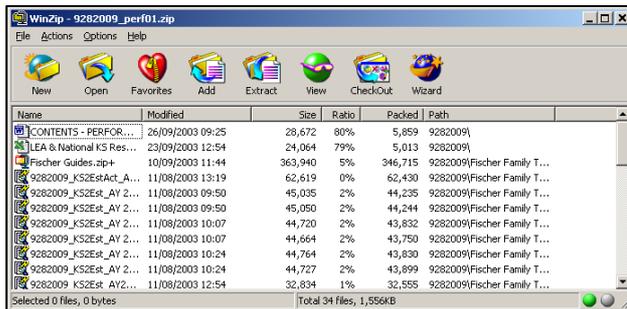
SECTION 3: Unzipping the Data File

Once the data file has been moved to the PDT file it needs to be extracted.

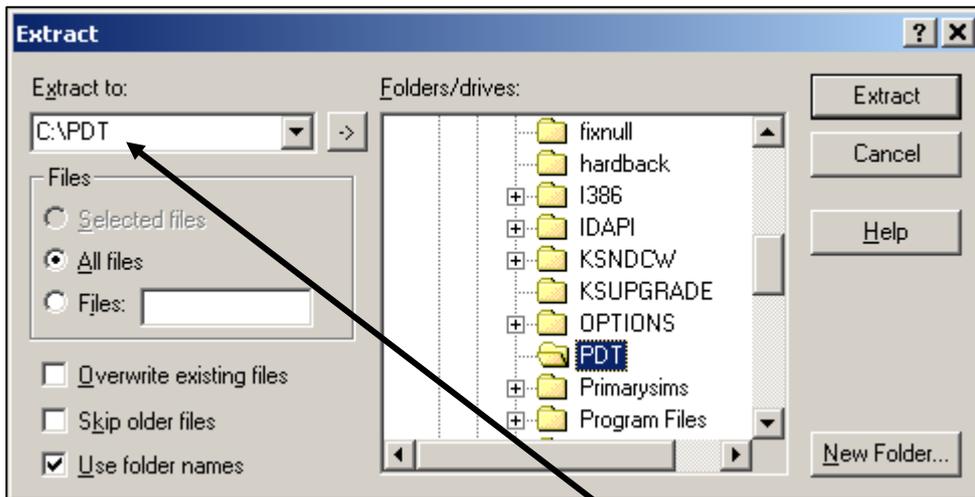
Simply double click on the zipped file



This will open up the WinZip window which displays all files within the zipped file:



Click on **Extract** and you will be asked the location the file needs to be extracted to:



Navigate to the PDT folder by simply typing **C:\PDT** (for standalones schools) or **S:\PDT** (for network schools) in the Extract to box and then press **Extract**

This file will then extract to the PDT folder, within Windows Explorer you will see a folder with the same name as the WinZip file

This is your school's performance and target setting pack.