

# Save data and reports for later use or editing

## Frequently Asked Question:

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### Answer:

The Children's Memory Scales Scoring Assistant does not keep database records of the raw scores entered and does not save the report, but there are two ways for you to save the data:

Export the data:

- With the new data record open, click File and click Export. This will create a comma-delimited ASCII text file that will include the raw scores and the norm reference scores.
- The default file location for the CMS Scoring Assistant software is { C:\CMS-SA }. When you save (export) the data record, it is appended to file name { CMS.DAT }.

Note: When you try to open the { CMS.dat file }, you may get a Windows Caution message: "You are attempting to open a file of type 'DAT File' (.dat). These files are used by the operating system and by various programs. Editing or modifying them could damage your system. If you still want to open the file, click Open With, otherwise, click Cancel."

Solution:

Rename the file extension before you open the saved file. Locate the file { CMS.DAT }. Highlight the file name and click File, Rename. Change the .dat extension to .txt, as { CMS.txt }. You can then open the file with Windows Notepad, your Windows word processor, or a spreadsheet or database application.

Print the Report. This option provides a hard copy backup of the raw scores entered.

Save the graphic image of the report. This will use the Windows copy and paste functions to place each page of the report in a word processing document.

- Open a new document in your Windows word processor software.
- Begin with the CMS SA report on screen. Resize the displayed report onscreen so you can see the top and bottom of the individual page.
- Press the [Print Screen] key to save the image to the Windows Clipboard.
- Immediately return to the word processor screen and click Edit, Paste to copy the report page to the document.
- You may need to resize the individual screen image for best viewing results.

This document cannot be edited because each page is a graphic image.

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