**Poll Taker** - version 1.0

The automated, intelligent questionnaire for Windows 3.1.

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## What Is...

## How Do I...

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## Getting Started

The Poll Taker software consists of three files:
> POLLTAKR.EXE - the main program file
> POLLTAKR.HLP - the help file
> SAMPLE.POL - a sample questionnaire created with Poll Maker

*Installation:*
> Just copy the files to any directory on your floppy or hard disk.   Poll Taker may be distributed freely, but only with this help file.   Use Program Manager, File Manager, or Norton Desktop to launch Poll Taker as you would any other Windows Program.

*Usage:*
> First, Open a POL File that has been created with Poll Maker.   To begin answering questions, press the **Start** button.   Select one of the possible responses be selecting it, and pressing **Accept**, or by double clicking the desired response.

*Registration:*
> Poll Taker is free, but Poll Maker is available to registered users only.   To register, send $9.00 to:

> D. A. Karp
> P.O. Box 20024
> Oakland, CA   94620

## About Poll Taker

Poll Taker / Poll Maker version 1.0 was written in Visual Basic 1.0 by D. A. Karp for the U. C. Santa Barbara Political Science department.   Poll Taker is distributed as shareware, but Poll Maker is available to registered users of Poll Taker **only**.   To register, send $9.00 to:

D. A. Karp
P.O. Box 20024
Oakland, CA   94620

Internet Address:      Daaron@ocf.Berkeley.edu

Thank you for using Poll Taker.   All comments, ideas and criticisms are encouraged.

## Taking a Questionnaire

After the desired questionnaire has been <u>loaded</u>, press **Start** to begin answering questions.   Select one of the possible responses be selecting it, and pressing **Accept**, or by double clicking the desired response.   When all the questions have been answered, the responses will be recorded in a file; the name of which is specified in the POL file.

Abort may be pressed at any time, and any responses given after the last time **Start** was pressed will be ignored.   To go back to the previous question, select **Previous Question** from the **Action** menu at any time..

## Configuring a Questionnaire

All options for Poll Taker questionnaires can be set and changed only with Poll Maker. To get a copy of Poll Maker, register by sending $9.00 to:

D. A. Karp
P.O. Box 20024
Oakland, CA   94620

## Creating a Questionnaire

Poll Taker questionnaires can be created and edited only with Poll Maker.   To get a copy of Poll Maker, register by sending $9.00 to:

D. A. Karp
P.O. Box 20024
Oakland, CA   94620

## Changing the Font Size

The font size of the Question Box can be changed at any time by pressing either the plus [**+**] or minus [**-**] buttons in the Action Section, below the **Question Box**.   A larger font is more readable, but a smaller font allows more text on the screen at a time.   The font size can also be changed by selecting **Screen Font** from the **Action** menu, and choosing either **Larger** or **Smaller**.

## Opening a File

Select **Open** from the **File** menu, or press Ctrl-O to open a POL file.   Poll Taker only accepts POL files; those made with Poll Maker.   See About Poll Taker for registration information.

## Menu Commands

*File Menu*:
> Open a File - opens a valid POL file.
> Quit - exits the program.

*Action Menu*:
> Start - Select this to begin asking questions; same as **Start** button.
> Previous Question - aborts current question, and repeats previous question.
> Start Over/Abort - abort current questionnaire and ignore previous responses; same as **Abort** button.
> Screen Font - increase or decrease the size of the font in the Question Box.

*Help Menu*:
> Help - allows access to POLLTAKR.HLP (what you're reading)
> About - displays some brief program information, version, registration, etc.

## Information Section

The Information section displays the following information:

*Pollee #*:   the number of pollees since the program was started.
*Question #*:   the number of the current question and the total number of questions.
*Time*:   the current time
*Timer*:   amount of elapsed time since the user pressed **Start**.

## Action Section

The Action section allows the user to do the following:

**+** increases the <u>Question Box</u> font size by two points.
**-** decreases the Question Box font size by two points.
**Start** - begin displaying questions and recording responses.
**Abort** - stop displaying questions and ignore all past responses.

## Response Section

This section displays all of the possible responses to the current question displayed in the Question Box.   To respond to a question, select a response and press **Accept**, or double click the desired response.

## The Question Box

The Question Box is where the current question is displayed.   This question can be responded to by selecting a <u>Response</u>.   The font size of the Question Box can be easily <u>Changed</u>.   If the question is too long to fit in the box, either reduce the font size, or use the vertical scroll bar to the right of the Question Box to scroll up or down.