WINASKS PLAYER PROFESSIONAL
Version 2.0

Welcome to the help of WinAsks Player Professional. If you want information about help use, press F1. If you want information about program use, select one of the following topics.

WinAsks Player provides also on-line help: in most program windows you can press the Help button (or the F1 key) to have help about that window.

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Contacting SmartLite Software

You can contact SmartLite Software in many ways: choose the one that's proper for you.

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Creating customized questionnaires

The questionnaire you're using was created with WinAsks Editor.
WinAsks Editor is a program that enables you to create, manage and analyze multimedia questionnaires and surveys. It's suitable both for educational and professional use.
Here are some uses of :

- Scholastic questionnaires
- Verifications and evaluation tests
- Training courses
- Questionnaires to be distributed with text-books and not
- Market analyses and researches
- Personnel evaluation
- Quiz-games creation
- And much more!

WinAsks Editor provides very numerous features, which enables you to personalize your questionnaire or survey. For further information Contact SmartLite Software

WinAsks Editor features

Here are some features and functions of WinAsks. For further information <u>contact</u> SmartLite Software.

- Four types of questions: multiple choice, true / false, association, insertion
- Questionnaire compilation for execution on screen
- Numerous options for each question: time, errors, hints, etc...
- Assign scores and evaluations
- Links to other questionnaires
- Automatic saving and loading of all the given answers
- Wizard creation of pie charts, bar charts, etc...
- Presentation and Tutorial
- Questionnaire distribution without any royalty

- Support for images, sounds, animations and videos
- Print and Print Preview of questionnaire, with complete personalization of layout
- Automatic creation of a disk containing your questionnaire and a program of customized installation, all in compressed format
- Questionnaire exportation
- Data request before beginning a questionnaire
- Answers analyses with filters, frequencies, statistics, cross tables, sorting, etc.
- Easy-to-use interface, with Tooltips, today's hint, mouse right button, etc.
- Program for the creation of questionnaire summaries
- Many, many other features!

How to get help

If you're in trouble with the installation and the use of the questionnaire / survey, or with questions and answers interpretation and other things, contact the author of the questionnaire / survey.

If you've specific questions or suggestions about WinAsks Player, or you want to create your questionnaires please <u>contact</u> SmartLite Software.

Distributing this program

This program WinAsks Player, which is necessary to run on screen questionnaire / surveys created with WinAsks Editor, can be distributed free. No royalty has to be paid for the distribution and the use of this program.

The updated version of WinAsks Player can be obtained in the following ways:

- You can ask the questionnaire's author for it
- You can ask SmartLite Software
- You can download it free from SmartLite Software BBS
- You can download it free from SmartLite Software Internet Site

User License

The use of the WinAsks Player program is subject to the following user license. Program use automatically indicates your unconditioned acceptance of the terms of this agreement.

1. The software is property of SmartLite Software and therefore the user must treat this software as material protected by copyright (ex. a book); the user is granted the right to use it on one or more computers, in one or more copies. Furthermore, the user can distribute the software free with the questionnaire / surveys created.

2. The user may not, however, reproduce the manual or however the whole or a part of the written documentation that comes with the software. He cant sell the software, which can only be distributed free or you can ask for the refund of the expenses.

3. The user cant   convert, decode, decompile or disassemby the software.

4. The software hasnt got any sort of   guarantee. By no means SmartLite Software is responsible per damages (included loss or loss of earnings, interruption of the activity, loss of information or other sort of economic loss) caused by the use of the software.

How to load a questionnaire

To load a questionnaire / survey to be run, you can either:

Select the **New...** command in the **File** menu or press button
on the Toolbar.
Select the **Questionnaires** tab in the window you can see; the list shows all the questionnaires / surveys installed in the current system. To load a questionnaire double-click its name or press the **Open** button
If the questionnaire does not appear in the list, you can load it as follows

Select the **Open...** command in the **File** menu or press button
on the Toolbar. In the window that appears, select the questionnaire / survey you want to load.
Questionnaires have the .ASK extension, while summaries have the .CND extension.

How to start questionnaire execution

To start running a questionnaire / survey on screen select the **Start** command in the **Questionnaire** menu or press button on the Toolbar. Now follow the instructions shown on the screen.

How to end questionnaire execution

To end screen execution of a questionnaire / survey, select the **End** command in the **Questionnaire** menu or press button on the Toolbar.

NOTE 1: The questionnaire / survey ends automatically when you answer all the questions or make the maximum number of errors permitted.

NOTE 2: If you're running a questionnaire, in order to quit WinAsks Player first you must end the questionnaire.

How to print a questionnaire

To print a questionnaire select the **Print...** in the **File** menu or press button on the Toolbar
You can print **All** the questions or an **Interval** of them. Print order can be calculated in a **Random** way and you can print also **Keys**.

NOTE: If the print command is not activated, the questionnaire's author has not activated this function

See also: Print window

Images are not shown

If you have problems in loading images, maybe it is because your system has not enough memory. Many images (especially those in .JPG format) require big memory and elaboration power.
Try to close all application, restart Windows and retry; often it is enough to retry immediately. If you can not to load them yet, contact questionnaire's author and ask if images can be converted into a smaller size, preferably using .BMP or .WMF format (very fast).

If you've problems about correct visualization of images, probably it is because you system does not support the number of colors used in the image. To solve this problem, try to increase the number of colors of the driver of your display card, using the proper Windows commands.

Sounds and videos are not reproduced

To reproduce a sound you need a sound card installed. In this case check if it was properly installed and recognized by Windows. Try to use the card with other applications (for example Windows Multimedia Viewer); if no sound is produced, the card is not properly installed. Consult your sound card manual for further information.

If you have problems with video reproduction, probably you're using Windows 3.x and you have not installed the Microsoft Video Runtime (or you have an old version) which is necessary for a correct video reproduction. To get it (or to have an updated version) contact Microsoft or SmartLite Software. Instead, if you use Windows 95, the Video Runtime is included in the operating system.

Print preview is not correct

Print preview needs a lot of memory to work properly. If print preview is not correct, probably your free memory is not enough. To free memory, close all applications, restart Windows and retry.

Print Preview window...

This window will show the print preview of a questionnaire, a <u>report</u> or a text.
The document is represented on the screen exactly as it will be printed on paper.

If the print preview of a page does not fit the screen, you will see control bars that make you move quickly through the page.
A simpler and quicker   way to move through the sheet is the following: left-click on the page and, keeping mouse button pressed, move the mouse.
If the print preview is made up of more pages, to move from one page to another one you can use the following buttons:

<<	It shows the first page
<	It shows the previous page
>	It shows the next page
>>	It shows the last page

Another way to move from one page to another is: keep SHIFT pressed, and double-click with left or right button to show respectively the previous and the next page.

Print preview provides also the possibility to zoom the page, selecting a percentage from the correspondent list aloft, and the possibility to show colors, selecting the respective check box.

NOTE 1: High zoom percentages and color representation of print preview are operations which requires a lot of memory and elaboration power. Therefore, their use is not recommended on slow computers, to avoid long waiting.

NOTE 2: To create the print preview WinAsks Editor uses the installed printer driver. If no driver is present, print preview cannot be shown. If you've not a printer and want to show print preview anyway, install any printer driver.

NOTE 3: During creation of print preview, press ESC to abort operation.

See also: <u>Questionnaire print...</u>

🔵 Questionnaire print...

This window allows you to print the loaded questionnaire.
Select if you want to print **All** the questions of the questionnaire or an **Interval** of them.

Other two options available are **Print in random order** and **Print keys**.
The **Random** box allows you to print randomly selected questions, while **Print keys**, as the name itself says, prints questions keys.

If the questionnaire contains comments, you can choose to print them with questions; if the relative options are not available, the current questionnaire does not contain comments.

NOTE 1: If the printer supports color printing, the eventual images present in the questionnaire will be printed in colors.

NOTE 2: To change print font, consult the Questionnaire options: advanced window.

NOTE 3: During print preview creation, press ESC to abort current operation

NOTE 4: For more complex printing operations (different fonts and styles, layout personalization, creation of more versions, ...) check WinAsks Editor Professional.

🔵 The **Ok** button prints the selected questions

🔵 The **Cancel** button closes print window

🔵 The **Preview** button shows the print preview of the selected questions

🔵 The **Help** button opens program on-line help

🔵 Data entry window...

This window requires insertion of the specified data.
To move from one datum to the next, press   ENTER or TAB.
To confirm the entered data and continue with questionnaire / survey execution press the **Continue** button.

🔵 Summary window...

This window shows the summary of the loaded questionnaire / survey.
The summary contains the list of all the questionnaires, documents and other files available to be used or shown

To select an item double-click its name or select it with one click and press the **Open** button
The **Information...** button (if present) shows some information on the summary.
To close the summary without selecting, press the **Close** button.

🔵 New window...

This welcome window shows information about WinAsks Player and allows you to load a questionnaire already installed in the system.

To load a questionnaire, select the **Questionnaires** tag and double-click questionnaire name or press the **Open** button
To print a short guide on program use, press the **Print** button. After printing, fold the sheet up in 4 parts, in order to have a booklet of 4 pages. The folding marks are printed on sheet edges.
To show the help index, press the **Show** button.
To close the window, press the **Close** button.

🔵 Questionnaire options: Standard

See also: <u>Advanced options</u>

This dialogue window allows you to select the standard options about the whole questionnaire. Each option is described in detail.

🔵 Hints

Hints represent a special help function that the user can call when he's not able to answer to a multiple choice question. When the user asks for a hint, WinAsks Player shows the following symbol close to the answers set as hints: ✔

This option allows you to define the total number of hints that the user can ask for during questionnaire execution. Not all the questions have hints: it depends on questionnaire's author.

TAKEN VALUES
This option can assume the following values:

-1	The user has infinite available hints, so the hints number is equal to the total number of the questionnaire questions
0	The user has no available hint
From 1 to n	The user has a fixed number of available hints; this number can range from 1 to the total number of questionnaire questions (n)

🔵 Errors

Errors represent the total number of wrong answers that the user can give before questionnaire execution is stopped. If for example you select error number equal to 0, as soon as the user makes a mistake, questionnaire execution is stopped. If instead you want to finish questionnaire execution independently from answers result, set errors number to -1.

TAKEN VALUES
This option can assume the following values:

-1	The user has countless errors available and therefore questionnaire execution will never be stopped.
0	The user has no error available
From 1 to n	The user has a fixed number of errors available; this number can range from 1 to the total number of questionnaire questions (n)

🔵 Sequence

This option defines questions order during questionnaire execution.

TAKEN VALUES
This option can assume the following values:

Random	Questions are shown randomly
Sequential	Questions are shown in a sequential order, according to the order followed when they were entered in <u>WinAsks Editor Professional</u>

🔵 Questions

This option defines the number of questions to show during questionnaire execution.

TAKEN VALUES
This option can assume the following values:

| -1 | During questionnaire execution all the entered questions are shown |
| From 1 to n | During questionnaire execution a fixed number of questions is shown; this number can range from 1 to the total number of questionnaire questions (n) |

Style

This option defines the visualization style of the questionnaire. The Questionnaire style shows a question, waits for the user's answer and checks it, while Survey style permits to show firstly all the questions and to check then answers result.
In the Survey style, WinAsks Player shows the following buttons to move through the various questions:

TAKEN VALUES
This option can assume the following values

| Questionnaire | Selects Questionnaire style |
| Survey | Selects Survey style |

Show

With this option you can select to show some information in WinAsks Player.
During questionnaire execution you can show some statistics and the partial obtained score, while at the end you can show the obtained evaluation.
To show an evaluation you need first to enter it with the **Evaluation...** command in the **Questionnaire** menu. If you're making a survey and not a questionnaire you should not select any of these options.

🔵 Questionnaire Options: Advanced

See also: Standard options

This dialogue window allows you to define the advanced option about the whole questionnaire. Each option is described in detail.

🔵 Report

A report means a report that is created after questionnaire execution. This way you can have all the information about answers results, entered data, used time, etc.
This option allows you to select the report type that WinAsks Player has to create.

TAKEN VALUES
This option can assume the following values:

No report   WinAsks Player produces no report
Generic   WinAsks Player produces a generic report, that is it contains all the general data of the questionnaire, and not data about every single record
Detailed   WinAsks Player produces a detailed report, which contains all the information of the generic report besides all the data about every single record.

SINGLE DESCRIPTION
Here is the description of each single option:

Autoincrement   It activates automatic autoincrement mode. Each time a report is produced, WinAsks Player adds a progressive number to the file name. This way you can save all the produced reports, without overwriting anyone. If you select this mode, the name of the entered report must be made up of no more than five characters (the other three are used for automatic increment, ex. REPT001.RPT)

Save   At the end of questionnaire execution the produced report is saved on file
Show   At the end of questionnaire execution the produced report is shown on screen
Print now   At the end of questionnaire execution the produced report is printed
Name   This option allows you to select the name and to produce an eventual path for the report .

Exclusive window   When this option is active, the user who's running the questionnaire cannot activate other applications before questionnaire end..
Font   It specifies the font to be used for printing.
Print images   If you select this option, eventual images which are present in the questionnaire will be included in the print.

🔵 Password window...

This window appears if the questionnaire is protected by a   password or by limited number of accesses.

If the questionnaire is protected by a password you must insert it in its text box.
If the questionnaire has a limited number of accesses, pressing the **Continue** button the available accesses will be reduced in the unit. When the permitted accesses reaches 0, the questionnaire will be no longer accessible.

🔵 Report window...

This window shows the <u>report</u> of the current questionnaire / survey.
There are 2 kinds of report: General and Detailed. The general report shows general information and statistics about questionnaire execution. The detailed report gives information and detailed statistics for each question

If the detailed report is shown (there are two tables), in the second table you can double-click a cell containing a question, an answer, etc.: this way it will be shown entirely.

The **Preview** button shows a print preview of the current report.
The **Print** button lets you print the current report.

To continue, press button **Close**.

🔵 System information...

This window shows some information on the current system.
The information shown includes free memory and resources, screen resolution, Windows and DOS versions and other things.

To close the window press the **Close** button.

🔵 Text window...

This window allows you to see a text (message, evaluation, etc.)

If the text is too long to fit the screen, use the scrolling bars to show the not visible parts.
The text can also be printed (for example for a successive consultation) pressing the **Print** button.
To continue press the **Continue** button (or **Close**).

🔵 Manual check window...

This window allows you to check manually your answer

The question is shown, in a shortened form, close to the button ; if you press this button the complete question will be   shown.
Besides the question, the right answer and the previously given answer are shown; this way you can see if your answer is right, wrong or null.
To do it, select the proper option and press the **Continue** button

🔵 Answers check window...

This window allows you to see the result of all the answers given.
You will see questions, right answers, entered answers and the various results.
Every row has a different color, according to the result of the answer.

You can double-click a cell containing a question or an answer to show them entirely.
If you double-click a cell containing a result it will be possible to show the eventual associated comment
(not all the question have a comment, it depends on questionnaire's author).

To continue press the **Continue** button

Report

A report consists of a file showing the result, the answers given and a lot of other useful information about filling up a questionnaire / survey on the screen. If the relative option in the <u>Questionnaire | Options | Advanced</u> window is active, at the end of questionnaire filling WinAsks Player creates a report that can be subsequently used in WinAsks Editor to show and analyze all the information (given answers, result, ...)

Information about help...

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