



## **W**elcome to the WinAsks Professional tutorial!

This guide will let you discover and use all the main program functionalities. The tutorial is divided into four main sections and each one of them refers to a specific phase of the use of a questionnaire or survey.

Each topic of this tutorial can be printed; this way you can consult it while using the program. To have further information you can consult the presentation, the on-line help and the user manual.

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## **Setting general options**

Before you begin to create a questionnaire / survey, it's useful, although not necessary, to proceed immediately to set its general options.

After selecting the **New | Questionnaire** command in the **File** menu (or button  on the toolbar), WinAsks Editor shows the window for questionnaires management.

Select now the **Options...** command in the **Questionnaire** menu ( or press SHIFT + F11): the window for general options setting is divided in two main sections: **Standard** and **Advanced**. Standard options refer to basic functionalities for managing the questionnaire / survey, while advanced options, as the name itself says, refer to more advanced features.

Select the **Sequence | Random** option; this way questions will be shown in a random order, and not in the order of their insertion.

For the moment do not change the other options values and press **Ok**.


 **Next lesson:** [Adding questions](#)



## Adding questions



**Previous lesson:** [Setting general options](#)

If you select command **Add** command in the **Record** menu (or press button  on the [toolbar](#) or press F5) you can add a question to the questionnaire / survey.

WinAsks Editor Professional provides 4 kinds of questions, each one of them can be selected pressing the correspondent button.



Multiple choice



Insertion



True / False



Association

Select **Multiple choice** with **4** answers and, in the first text box, insert the following question: "When did C. Columbus discover America?" (without quotation marks).

Now you can insert 4 different answers in the second text box, using the correspondent tabs. In the first tab insert "1292", in the second "1392", in the third "1492" and finally in the fourth "1592".

In the third text box you can also insert some comments: WinAsks Editor provides 6 kinds of comments:


**Before:** this comment is visualized before showing the question  
**Right:** this comment is visualized if the answer is right  
**Null:** this comment is visualized if the answer is null  
**Wrong:** this comment is visualized if the answer is wrong  
**Always:** this comment is always visualized  
**Never:** this comment is never visualized

Select the **Right** tab and insert "Ok, you're right!"; select the **Null** and insert "Why didn't you answer?"; select the **Wrong** tab and insert "You didn't know it, did you?".

Now you must choose the right answer among the entered ones: to do it, select option button number **3** on the left.

For this question type (multiple choice) you can also choose some hints that will be shown if the user asks for: select check boxes number **2** and **3**.

Let's add now an image to the question: select **Associate object | Image** command in the **Record** menu, choose an image and press **Ok**.

We've finished! To confirm the entered question, select the **Confirm** command in the **Record** menu (or press the  button on the toolbar or press F8).

Now let's add the second question: select again the **Add** command in the **Record** menu and choose the **Insertion** type by clicking the relative button.

In the first text box enter the question : "Which is the biggest planet in our Solar System?".

In the second text box (**Answer 1**) insert the right answer "Jupiter" (the other tabs are used for alternative right answers).

Select the **Confirm** command in the **Record** menu.

Let's add the third question: select again the **Add** command in the **Record** menu and choose the **True / False** type with **4** answers clicking the relative button.

In the first text box insert the question "The following programs have been created by Microsoft".

In the first tab of the second text box insert "Windows", in the second tab "Paradox", in the third "Excel" and in the fourth "Approach".

Now choose if each answer is true or false using the correspondent control boxes on the left: set **T, F, T, F**.

To confirm the entered answer, select the **Confirm** command in the **Record** menu.

Now let's add the last question: select again the **Add** command in the **Record** menu and choose the **Association** type with **4** answers clicking the relative button.

In the first text box insert the question "Associate every event with the year in which it happened". In the first tab of the second box insert "World War One", in the second tab "Columbus discovers America", in the third "World War Two", in the fourth "J. F. Kennedy is murdered".

In the first text box on the left (**Associations**) insert "1966", in the second "1914", in the third "1492", in the fourth "1939".

In the boxes below, select associations **1 - B, 2 - C, 3 - D, 4 -A**.

To confirm the entered question, select the **Confirm** command in the **Record** menu.




**Next lesson:** Deleting, inserting and editing questions





## Deleting, inserting and editing questions



**Previous lesson:** [Adding questions](#)

After creating a questionnaire / survey with 4 questions (see previous lesson), let's delete one of these questions. Show question number 2 selecting the **Next** or **Previous** commands in the **Record** menu (or press the  o


 buttons on the toolbar); select now the **Delete** command in the **Record** menu (or press DEL) ; after answering to the confirm request, question number 2 is deleted.

Show now question number 2 and select the **Insert** command in the **Record** menu (or press the  button in the toolbar): this way you can insert a new question.

Select the **Multiple choice** with **4** answers pressing the relative button and insert in the first text box the following question: "Which is the smallest planet in our Solar System?" (without quotation marks).

In the first tab of the second text box insert "Mercury", in the second tab "Venus", in the third "Jupiter" and in the fourth "Pluto". Select the right answer number **4** and as hints number **1** and **4**.

To confirm the entered question, select the **Confirm** command in the **Record** menu (or press the  button on the toolbar or press F8).

Select now the **Record** command in the **Edit** menu (or press the  button in the toolbar) and choose the **Insertion** type pressing the relative button. Change the current question into "Which is the biggest planet in our Solar System?".

In the first tab of the second text box insert the right answer "Jupiter".

To confirm the new question, select the **Confirm** command in the **Record** menu.



**Next lesson:** [Setting evaluation](#)



## Setting evaluation



**Previous lesson:** [Deleting, inserting and editing questions](#)

At the end of the questionnaire / survey execution on screen, WinAsks Player can show an evaluation which can be entirely selected by the user.

Select the **Evaluation...** command in the **Questionnaire** menu to show the evaluation window.

An evaluation is made up of single evaluation bands created according to your needs. Every evaluation band is defined by a **Lower bound** and an **Upper bound**, by a **Description** and eventually by an **Image**, a **Sound**, an **Animation** and a **Video**.

Bounds can be considered as **Points** or **Percentages**, according to the selected option. Using **Points** option, to characterize the evaluation band the program calculates the score obtained by the user and, according to it, the correspondent evaluation is shown. Instead using the **Percentages** option, to characterize the evaluation band the program calculates the % of right answers realized by the user and, according to it, the correspondent evaluation is shown.

Let's select the **Points** option and add 4 evaluation bands pressing 4 times the **Add** button; in the first row insert 0 as lower bound and 1 as upper bound; in the second row 1 and 2; in the third 2 and 3; in the fourth 3 and 4.

In the first row insert the description "Insufficient"; in the second "Sufficient"; in the third "Good"; in the fourth "Excellent".

Now the evaluation has been defined. If we consider a questionnaire made up of 4 questions (each one of value 1), if the user gives no right answers then the evaluation # 1 (0 points) is shown; if the user gives one right answer the evaluation # 1 (1 point) is shown again; with 2 right answers the evaluation # 2 (2 points) is shown; with 3 right answers the evaluation # 3 (3 points) is shown; with all right answers the evaluation # 4 (4 points) is shown.



**Next lesson:** [Creating a summary](#)





## Creating a summary



**Previous lesson:** [Setting evaluation](#)

A summary indicates, as the name itself says, a whole of subjects presented to the user that this way has the possibility to choose which is the subject to be treated.

To create a summary in WinAsks Professional you have to use the program **Contents Designer**.

Before starting with its creation however some preliminary operations are necessary. Each topic of a summary can contain other topics or it can be directly represented by:



Texts



Images, sounds, animations, videos



Questionnaires

Besides these elements (which are directly supported by the program) Contents Designer can use any other file; in this case it will only load the file in the associated application.

For our example, we'll use two texts and a questionnaire.

The two text files can be realized with any editor (for example Windows Notepad). The first file, saved as FILE1.TXT contains the text "This is an example of summary realized with WinAsks Professional. Select next topic to run the questionnaire" (without quotation marks); the second file, saved as FILE2.TXT, contains the text "This summary is an example". For the questionnaire we'll use the one created following the lesson [Compiling questionnaires / surveys](#); if you have not followed this lesson, the questionnaire is already available with the name SAMPLE.ASK.

After loading Contents Designer, in the text box **Element** insert "Chapter1" (without quotation marks) and press the **Add** button. Select with a click the element *Chapter 1*; in the text box **Element** enter "Introduction", in the **File** box press ... button, choose FILE1.TXT and press the **Add** button. Select again with a click the element *Chapter 1*; in the text box **Element** insert "Questionnaire", in the **File** box press the ... button, choose file SAMPLE.ASK and press the **Add** button.

Now to insert an element at the initial level (that is at the same level of *Chapter 1*) right-click the current summary; in the text box **Element** insert "Information", in the **File** box press the ... button, choose file FILE2.TXT and press the **Add** button. Then the summary is created!

To add this summary to the list of the installed questionnaires which appears in the list **New...** of WinAsks Player, save the summary and select the **Add to list** command in the **File** menu. Another very important option is **Keep links** in the **Options** window. Selecting this option, WinAsks Player will search for the summary files in their original path while, on the contrary, it will search in the directory where the summary is installed.



## Compiling questionnaires / surveys

After you have created a questionnaire / survey, it has to be compiled to be run on screen, that is it has to be converted in a format supported by WinAsks Player. Selecting the **Compile...** command in the **File** menu (or pressing F9) the compilation window will be opened.

Press button ..., insert the name "test" for the compiled questionnaire / survey (without quotation marks) and press **Ok**.

Now to compile the questionnaire / survey press the **Ok** button; at the end of the compilation, WinAsks Editor shows a statistics window. Shown statistics include compiled file name and its path, its single size (the file itself) and its total size (including eventual associated objects), its identification code, the number of disks used and compilation time.

To continue press **Ok**.

If you compile the questionnaire on floppies, you can include a personalized installation program (pressing **Installation...** button) with all the necessary to run the questionnaire. This way the created disk can be distributed immediately and the main program will not be requested to execute the questionnaire.

More questionnaires can be compiled on a floppy: when the disk will be installed, a list of the present questionnaires will be shown so that the user will be able to choose the ones he/she needs. To compile more questionnaires on a floppy, proceed normally for the first questionnaire. When you compile the next ones, WinAsks will "notice" that there's already a questionnaire on the disk and will permits you to insert the current one (the old questionnaire is not deleted)



**Next lesson:** [Printing questionnaires / surveys](#)



## Printing questionnaires / surveys



**Previous lesson:** [Compiling questionnaires / surveys](#)

A questionnaire / survey created with WinAsks Editor can also be printed to be filled traditionally on paper.

Printing is very simple, because you need only to select the **Print...** command in the **File** menu. To print immediately all the questions, you can press the **Ok** button.

Anyway, WinAsks lets you completely customize print layout (that is as questionnaire will be printed, fonts, styles, colors, ...); to set your options, press the **Options.....** button.

We want to print questions in bold style (that is more evident) select then the **Font...** tab and, in the elements list, select *Questions*. Press the **Font...** button and select *Bold*. Confirm all the selected options and return to the print window

Now we want to print 2 copies of the questionnaire, one different from the other. Insert **2** in the text box **Copies** and **2** again in the text box **Versions**. WinAsks will print therefore 2 copies of the questionnaire with the same questions, but differently ordered (it just makes two versions of the same questionnaire).

In the **Print** list select *Print questionnaire with one copy of compact keys*, and press the **Ok** button.

WinAsks will print two different copies of the questionnaire (questions in bold style) and a sheet containing the solutions of each questionnaire (two solutions then)



**Next lesson:** [Exporting questionnaires / surveys](#)



## Exporting questionnaires / surveys



**Previous lesson:** [Printing questionnaires / surveys](#)

A questionnaire created with WinAsks Editor can be exported and converted in text format to be used by other applications.

Selecting the **Export...** command in the **File** menu the exportation window is shown.

Activate the **Data request** check box and use the other default options; press the **Ok** button.



Insert the name "Test" (without quotation marks) and press again the **Ok** button.

So the current questionnaire / survey is exported and converted in text format.

To show export result, let's use the internal editor of the program: select then the **Text** command in the **Window** menu. Select the **Open** button in the File menu and double-click file TEST.TXT; so the exported questionnaire / survey is shown on screen.



## Executing questionnaires / surveys on screen

You can run a questionnaire / survey on screen using the program WinAsks Player. After its loading, WinAsks Player shows the **New...** window containing two tabs: **Questionnaires** and **Instructions**. In the first one there is a list of the questionnaires / surveys that are already present in the current system. Close the window pressing the **Close** button (or pressing ESC) and select the **Open...** command in the **File** menu ( or press the  on the **toolbar**); choose file SAMPLE.ASK and, pressing **Ok**, the questionnaire is loaded. To begin its execution on video, select the **Start** command in the **Questionnaire** menu ( or press  on the toolbar or press F5). Insert your data and press the **Continue** button.

So the first question is shown; to choose the right answer among the 4 ones click an arrow, to change answer click another arrow, to cancel answer click the currently selected arrow. To confirm your answer press the **Check** button.

In the second question you must insert manually the right answer in its respective text box; to confirm the answer press the **Check** button.

In the third question you must specify if each sentence is true or false. To choose true click **T**, to choose false click **F**, to cancel the answer click current selection.

In the fourth question you must associate each sentence with the respective completion. To do it, select it in the list on the left; to cancel the answer select the null answer for each assertion.



**Next lesson:** [Executing printed questionnaires / surveys](#)



## Executing printed questionnaires / surveys




**Previous lesson:** [Executing questionnaires / surveys on screen](#)


A printed questionnaire / survey is filled up normally like the others questionnaires. Answers therefore can be given directly on the sheet, that will be given then to whom collects the results.

If the questionnaire is for educational use and more versions are printed (to avoid, or at least to limit, answers copy) WinAsks can print also the solutions of each version. This way the teacher can compare immediately given answers with right answers and define an evaluation.

## Collecting and loading data

All the answers given by the users who have filled up the questionnaire / survey can be automatically collected and loaded in WinAsks Editor for successive analyses.

Activate the window for data analysis selecting the **New analysis** command in the **File** menu (or pressing  on the toolbar). This window has a spreadsheet outlook and its use results then facilitated. Each column represents a question while each row represents a different user.

Let's load automatically some reports (that is files containing the given answers). Select the **Add automatically...** in the **Record** menu ( or press the  button on the toolbar): in the directory SAMPLES of WinAsks, there are 10 sample reports. You need only to select one, press the **Ok** button and WinAsks Editor will load automatically all the other reports that refer to the same questionnaire (that is: all)

Reports are loaded in an "intelligent" way: if in the same directory there had been other reports referred to other questionnaires, WinAsks Editor would have noticed it and would have loaded only the really necessary ones.

Now all reports are shown in a window; for each report you can show some general options (score, time, errors, etc.), given answers, used hints, etc.

Let's transfer data of interest from this window to the main table, for a successive analysis. In the **General** tab click on the **Surname** column title and, holding down mouse button, drag it on the column title **Age**; this way the three columns Surname, Name and Age will be selected. Press the **Copy...** button, make sure that in *Which records do you want to copy?* the option **Selected ones in current tab** is selected and press **Ok**.

Still in the **General** tab, click the **Total score** column title; this way all the column will be selected. Press the **Copy...** button, be sure that in *Which records do you want to copy?* the option **Selected ones in current tab** is selected and press **Ok**.

Activate then the **Answers** tab and press the **Copy...** button; in *Which records do you want to copy?* select **All ones in the current tab** and press **Ok**.

Finally press the **Close** button. So in the main table all the data are ready for an analysis, a print or only a look.

To get simpler we have only transferred Surname, Name, Age, Score and Answers; of course any data (results, hints, times, ...) can be transferred in the main table.

The following steps are not expressly required, but they're often necessary because a question is too long to be visualized completely in the column title.

Double-click column header **Score...** and insert the name *Score*; double-click column header **1. When...** and insert *1. War*; double-click column header **2. When...** and insert *2. War*; finally double-click column header **3. Which month...** and insert *Atomic bomb*.

We've finished! All the data have been entered correctly in WinAsks Editor!




**Next lesson:** Statistics and automatic filters





## Automatic statistics and filters

 **Previous lesson:** [Collecting and loading data](#)

WinAsks Editor provides several features for data analysis: one of them, the most simple and immediate, is represented by automatic statistics and automatic filters.

To describe these two functionalities we'll use the data obtained following the previous lesson [Collecting and loading data](#). If you've not followed it, data are already available on disk in the subdirectory SAMPLES with the name TUTOR.ANL.

Let's observe automatic statistics. You often need to calculate for example the mean of realized scores, the maximum value, the minimum value, etc. WinAsks Editor has made all this information available with only one click!

For example let's select realized scores: click the first cell of column **Score** (that is the cell containing 2) and, holding mouse button down, select all the scores of this column. Now, releasing mouse button, 10 cells will be selected; in the status bar (the bar at the bottom of the screen) statistics will be immediately calculated and shown. Now we know that the mean of the realized scores is 1.90, the maximum value is 3, the minimum one is 0, etc.

The same operation can be repeated for any data type (for example try with the **Age** column). Therefore automatic statistics represent an important feature that lets you know quickly and easily the main statistics of current data.

Let's observe the automatic filter; when you treat many data (but not only) is useful, maybe necessary, to have the possibility to focus your attention only on the data which at the moment are more explanatory than others. For example referring to the already available data of our table, it would be useful to know and show only the adults who have answered to our questionnaire.

For this purpose, WinAsks Editor provides the automatic filter, that lets you show only the selected data.

Select any cell of the **Age** column (ex. the first cell), right-click and choose the **Automatic filter** command. At column top you'll see two new cells which let you set the options of the automatic filter. In the first cell select **Greater than** and in the second **17**, after doing it you'll see only adult users, that is only user that are 18 or older.

Moreover you can use more filters at the same time, activating one for each column.

After a filter has been activated, it can be removed unselecting the **Automatic filter** command (always in the pop up menu that appears pressing right mouse button).

In the second list of each automatic filter (the one where column data appear) the **(All)** value is always available; selecting it, all the value will be shown (so returning to initial situation).

 **Next lesson:** [Data frequency and sorting](#)


## Data frequency and sorting




**Previous lesson:** [Statistics and automatic filters](#)

In this section we'll describe you two functionalities of WinAsks Editor; more precisely data sorting and data frequency. Using data sorting you can for example show best scores, list user who have answered in alphabetically order, etc. Frequency instead lets you know how many times a certain answer was given.

To describe these two functionalities we'll use the data obtained following the previous lesson [Collecting and loading data](#). If you've not followed it, data are already available on disk in the subdirectory SAMPLES with the name TUTOR.ANL.

Let's begin to observe data sorting. Select **Sort** command in the **Record** menu (or press  button on the [toolbar](#)). In the first table, in the column **Sort by...** select *Surname* and press the **Sort** button. All the data will be shown in the second table; however as you can see the first three user have the same surname; in this case it would be useful to sort their name too. So press the **Add** button to add a new sorting criterion and in the column **Sort by...** select *Name*. Pressing again the **Sort** button data will be sorted first by surname and then by name. The sorted data can be transferred in the main table for further analyses: select in the **Destination** list the *Sorted* tab and press **Ok**.

Let's observe now data frequency. First of all choose command **Select all** in the **Edit** menu to select all the data in the table. Then select the **Frequency** command in the **Analysis** menu (or press the  on the toolbar) Automatically WinAsks Editor calculates and shows the frequency of each datum for each question; for example we can see that there are three people (corresponding to 30 % of total) that have surname Collins, 1 person (10 %) with Zangwill, 2 people (20 %) are 24 , etc. Like sorting, also data frequency can be transferred in the main table for further analyses.



**Next lesson:** [Creating charts](#)



## Creating charts




**Previous lesson:** [Data frequency and sorting](#)

All the data and analyses can be represented using explanatory charts that subsequently can be printed and/or exported in other applications.

To create a chart, WinAsks Editor provides a Chart Wizard, that makes all the procedure quick and easy: you need only to answer some questions.

To describe this functionality we'll use the data obtained following the previous lesson [Collecting and loading data](#). If you've not followed it, data are already available on disk in the subdirectory SAMPLES with the name TUTOR.ANL.

As an example, let's create the charts of the age of the first three people who have answered to our questionnaire / survey. Click first cell of the column **Name** (the cell that contains *Mark*) and, holding mouse button down, drag the selection to the third cell of the **Age** column (the cell containing *17*). Now 6 cells are selected, three for each column. Select the **Chart Wizard...** command in the **Chart** menu (or press  button on the [toolbar](#)) and press the **Next** button. Choose **3D Bars** type and press **Next**; select the **Add values** option and press **Next**; insert the main title *Example* and press **Next** again. Now we've finished; to create the chart press the **Create chart** button.

The created chart can be modified setting and customizing several options (ex. titles, colors, styles, fillings, etc.); it can also be exported to be used in other applications.



## Introduction

Planning and creation represent the first step of the use of a questionnaire / survey. WinAsks Editor allows you to add, insert, change questions and to completely customize the questionnaire / survey to adapt it to your needs and requirements.

## Toolbar

The toolbar is the bar of the main commands listed in the program menus. Using its buttons, you can have quicker access to program functions, instead of using the same commands in the menus. Each toolbar button, when you move the button over it, shows a description of its function; if you right-click a button, you'll see a more complete description of its function

## Introduction

Distribution represents the second step of the use of a questionnaire / survey.

WinAsks Editor, the program for the creation of questionnaires / surveys, allows you both to print them to distribute in the traditional paper format, and to compile them to run directly on screen. WinAsks Editor can also create a personalized disk containing the questionnaire / survey to be distributed and all the necessary files.

## Introduction

Questionnaire execution represents the step phase of the use of a questionnaire / survey. Differently from the other phases this is not carried out by the questionnaire's author but from the people who have to answer to the questions.

The questionnaire can be filled in both on paper (printed) and directly on the screen (compiled); if you choose the second possibility, the data will be immediately available to be imported and used by analysis functions.



## Introduction

Data collection and analysis represent the fourth step of the use of a questionnaire / survey.

WinAsks Editor permits to load automatically all the data and provides many functions for their analysis: you can calculate statistics, apply filters, create cross tables, etc.

Moreover data are presented in the familiar spreadsheet format, making the program much more easy to use.

## Hints...

The questionnaires / surveys created with WinAsks can be completely personalized and fitted to your needs. In spite of this you should keep in mind some rules during questionnaires / surveys creation.

For example, a questionnaire should be created using few fonts, preferably only one font, since this way the questionnaire would be more readable, both on paper and on the screen.

If the questionnaire will be run on screen, the font to select is "Ms Sans Serif", while "Times New Roman" or "Arial" fonts are the more proper for print.

Furthermore a questionnaire should never contain more than 50 questions, since of course a user would not feel at his ease in answering to many questions and his attention would decrease gradually.

If the questionnaire will be used on the screen, then it's very important to have the possibility of using multimedia objects (images, sounds, videos, etc.) which attract the user and get him involved in carrying out the questionnaire.



## Hints...

Questionnaires created with WinAsks therefore can be distributed in a great variety of ways. The best is compilation, because the questionnaire / survey can be run directly on the screen and the answers will be automatically saved.

WinAsks Player (the "runtime" to execute questionnaires) can use all the questionnaires created by WinAsks Editor; this way you can distribute only one copy of the Player (even if more questionnaires are used).

Another easy way is distributing only the questionnaires, letting the user the possibility to find the Player, for example downloading it freely from the BBS or the Internet site of SmartLite Software.



## Hints...

As already said, questionnaires / surveys can be filled up on paper or on screen. In the first case they're similar any other type of questionnaire, and so there's no difficulty in their filling. In the second case they're run on the screen using WinAsks Player; this program is very easy and immediate to use, so even an unskilled user can learn to use it quickly



## Hints...

Most of the necessary analyses can be made directly inside WinAsks, using its functions. Anyway, all the data can be exported in other applications, so that further evaluations can be performed. Charts can be exported too; for example, in a graphics or a presentation program, etc.

Moreover, performed analyses can be only shown or printed on paper too.

## Summing up...

This tutorial has only shown some features of WinAsks Professional, while the other ones can be discovered using the program directly, consulting its on-line help or reading the manual.

WinAsks helps the user in the entire procedure necessary to use a questionnaire / survey and, in this case, no other additional programs are necessary.

If you have problems in using WinAsks, don't hesitate to contact us; we'll be glad to give you all the necessary explanations!

## Help information...

This guide Copyright 1993-1997 SmartLite Software. All rights reserved.  
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