

Add-In

An Add-In is an additional program that extends WinAsks functionalities. When you install an Add-In, it will be shown in the Add-Ins menu of WinAsks. This way you can load it simply clicking its name. Add-Ins can also be realized by independent developers; to know an Add-In specifics, visit SmartLite Software's Internet site.

Status

The Status function of a questionnaire lets you search for all the multimedia objects associated to records. If WinAsks Editor Professional does not find a file, an error message is shown. This special function is very useful because it lets you know if all the files necessary to the questionnaire compilation are present.

Drag & Drop

The Drag & Drop is a technique that lets you make some operations quicker. For example to customize the Toolbar select the Toolbar command in the Options menu. Choose the command to add and click its button; now, keeping the button pressed, drag mouse on a Toolbar button and release the button. The new button will replace the old one.

Compilation code

Every time a questionnaire is compiled, WinAsks Editor creates a compilation code, which is unique for that questionnaire, and includes it in the compilation file. The compilation code is made up of 10 figures and is created quite randomly during the compilation; so it's impossible that two different compiled questionnaires have the same compilation code.

The compilation code is used when in the Analysis window you select the command to load automatically all the reports: when you choose the first report, WinAsks Editor reads the compilation code of the executed questionnaire and loads all the reports which have the same compilation code.

Although we don't recommend it to you, the compilation code can also be set manually if you unselect its option in the Questionnaire compilation options.

Report

A report consists of a file showing the result, the given answers and a lot of other useful information about filling in a questionnaire / survey on screen. If the relative option in the Questionnaire | Options | Advanced 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, ...)

Version

WinAsks Editor lets you print more versions of the same questionnaire. In this way, every questionnaire printed contains the same questions but these ones are arranged in a different order. This function is useful for example when the questionnaire has to be used in a written verification; this way who fills in the questionnaire cannot copy from another person because their questionnaires are different (although they are made up of the same questions).

The number of versions to be printed must always be lower than or equal to the number of copies. Here are some examples of printing:

Copies	Versions	Description
1	1	Prints one copy of the questionnaire
2	1	Prints two identical copies of the questionnaire
2	2	Prints two different copies of the questionnaire
3	3	Prints three different copies of the questionnaire
4	2	Prints four copies of the questionnaire, two with a certain order, two with another one
5	2	Prints five copies of the questionnaire, two with a certain order, three with another one

Normal solutions

Normal solutions are printed exactly in the same way as questionnaire print, but questions are already filled with the right answer.

Compact solutions

Compact solutions let you print more solutions on only one page, because only the right answer is printed (without questions, texts, ...).

Page footer - Format

The text to be used for page foot must be entered in a special format. It must be made up of three sections separated by the | (pipe) character

section1|section2|section3

The first section is left-aligned, the second one is centered, the third one is right-aligned.

For example the following text:

Example questionnaire|SmartLite Software|01 January 2000

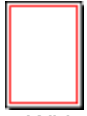
is printed like that:

Example questionnaire	SmartLite Software	01 January 2000
-----------------------	--------------------	-----------------

The text must always be made up of three sections: if a section is not necessary you can omit it, but the | character must be inserted. For example the text *section1||section2* lacks the central section, and in the text *||section1* the left and central sections are missing. Inside the page footer text you can use special codes.

Border

To be clearer, the border is represented here in red color:



With border



Without border

Answers

For the answers of Multiple Choice, True / False and Association type you can select the number of columns on which they have to be printed. The following sample record consists of six answers that are in blue color to be clearer.



Automatically
calculated columns



Two columns



One column

NOTE: The number of columns manually specified is not always the real used one. It happens for example when you select 6 columns, but an answer is too long to be totally printed in a 1/6 of page width. In this case WinAsks Editor tries to see if answer length fits in 5 columns; if it does not fit, it tries with four columns and so on until it finds the right number. In the example above, even if you had entered 6 columns, WinAsks Editor would have used only 3 columns (in fact all the answers would not have fitted in only one row).

Compressed printing

The compressed printing mode lets you print more records on each sheet, because it reduces spaces between lines, images, questions, ...

Besides using the compressed printing mode, to increase the number of records printed on each sheet you could reduce the size of the used font.

Style of insertion lines

This option lets you define a style for the lines to be used for your data introduction (at questionnaire beginning) or for the answers (for questions of Insertion type).

The available styles are three and more exactly:

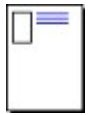
Continuous:

Dashed:

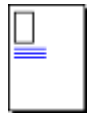
Dotted:

Text alignment

After an image, the text can be printed by image side or below it. In the following example to be clearer the text is blue colored.



Text by side



Text below

Table lines

This option lets you define a style for the lines to be used for table borders.

The available styles are five and more precisely:

Continuous:

Dashed:

Dotted:

Dash dot:

Dash dot dot:

Table border

This option lets you define the border type to be used for table printing.

The available borders are the following (to be clearer the borders are blue colored):



No edge



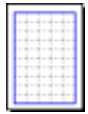
Lower only



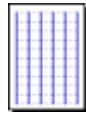
Upper only



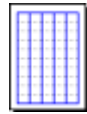
Upper and lower



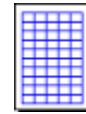
Square



Columns



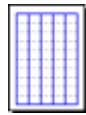
Columns, upper, lower



All



Grouped rows



Grouped columns

Browser

The Browser is a special tool which lets you show in a table format all the records introduced in the questionnaire. It's very useful to have a complete outlook of the questionnaire.

Multimedia objects

With the Multimedia Object term we mean an image, a sound, an animation or a video. WinAsks Editor Professional therefore can associate four kinds of multimedia objects to the questions.

Record

With the Record general term we mean the set of a question, its answers and its relative options. Therefore each questionnaire contains a group of records.

Title

This screen part shows the program title and the file currently loaded (if any).

Menus

Menus let you have access to all the functions of WinAsks Editor Professional. To choose a menu click its name. When you select a menu, in the Status bar you can see that command description.

See also: Commands (Questionnaire Window)

Menus

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See also: Commands (Analysis Window)


Toolbar


The Toolbar contains the buttons that let you access directly to the most used commands. Pressing a button you can immediately execute the relative command, avoiding menu use. The Toolbar is completely customizable, that is you can insert your most used commands. To show a button function, right-click it.


See also: [Customize Toolbar](#)


Question type

These buttons let you select the question type to be used. WinAsks Editor Professional provides four question types and more exactly:

 **Multiple choice:** the multiple choice type lets the user select an answer among the visualized ones

 **Insertion:** the insertion type lets the user enter directly his / her answer

 **True / False:** the true / false type permits to select if every shown answer is true or false.

 **Association:** the association type permits to associate each answer to a set of correspondent elements

Question box

In this box you have to insert the text of the question to ask. This box is completely customizable: you can select background color and font style. Right-clicking this box, you will see the following Pop up menu which contains the most used commands.

<u>U</u> ndo
C <u>u</u> t
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Answer box

In this box you have to enter the text of the various answers to be shown. After selecting the Question type, you can select also the number of answers to insert. You can completely personalize this box changing background color and font style. Right-clicking it, you will see the following Pop up menu which contains the most used commands.

<u>U</u> ndo
C <u>u</u> t
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Comments box

In this box you will insert the comments to show. WinAsks Editor Professional provides five comments type; more precisely:

◆ **Comment before question:** this comment type appears before showing a question.

<u>U</u> ndo
C <u>u</u> t
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Comment after right answer: this comment type appears only if the given answer is right.

<u>U</u> ndo
C <u>u</u> t
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Comment after wrong answer: this comment type appears only if the given answer is wrong.

<u>U</u> ndo
C <u>u</u> t
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Comment after null answer: this comment type appears only if the given answer is null.

<u>U</u> ndo
C <u>u</u> t C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Comment always shown: this comment type appears whatever answer is given.

<u>U</u> ndo
C <u>u</u> t C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Comment never shown: this comment type will never be seen by the user. It's very useful to store information, impressions and notes which are necessary only while developing the questionnaire.

You can completely customize this box, choosing background color and font style. Right-clicking it, you will see a Pop up menu which contains the most used commands.

Hints

These check boxes let you select the answer which will be highlighted if the user asks for help. If the user has problems while filling up the questionnaire, then he / she can ask for a hint; all the questions selected during the creation will be highlighted.

Hints anyway should include also the right answer.

The Hint function is available only for questions of Multiple choice type.

Right answer

These check boxes let you select the right answer among the entered ones. Each question type, has its particular format for the insertion of the right answer. This figure shows you the insertion of a right answer for questions of Multiple Choice type.

Image box

This box shows a thumbnail of the image which is currently associated to the record. To show this image on full screen, double-click its thumbnail.

Right-clicking this box, you will see the following Pop up menu which contains the most used commands:

<u>C</u>opy
<u>V</u>iew
<u>A</u>ssociate...
<u>D</u>issociate

Images list

This list shows all the images associated to the current record. WinAsks Editor Professional can associate up to five images to a record.

A thumbnail of the image currently selected is shown in the Image box.

To show an image on full screen, select it and choose the **View image** command in the **View** menu or press the relative button in the Toolbar.

See also: Multimedia objects format

Sounds list

This list show all the sounds associated to the current record . WinAsks Editor Professional can associate up to five sounds to a record.

To hear a sound, select it and choose the **Play sound** command in the **View** menu or press the relative button in the Toolbar.

See also: [Multimedia objects format](#)

Animations list

This list show all the animations associated to the current record . WinAsks Editor Professional can associate up to five animations to a record.

To see an animation, select it and choose the **View animation** command in the **View** menu or press the relative button in the Toolbar.

See also: [Multimedia objects format](#)

Videos list

This list show all the videos associated to the current record . WinAsks Editor Professional can associate up to five videos to a record.

To see a video, select it and choose the **Play video** command in the **View** menu or press the relative button in the Toolbar.

See also: [Multimedia objects format](#)

Status bar

The Status bar shows some information about the selected option and the current questionnaire. The first part includes a help message about the menu or the option currently selected. Double-clicking this part the Tips of the day window will appear. The second part shows the questionnaire mode (**SHOW**, **ADD**, **EDIT**, **INSERT**). Finally the third part shows the position of the current record and the total numbers of records. Double-clicking this part the Go to... window will appear.

Status bar

The Status bar shows some information about the menu or the option currently selected. Moreover on the status bar the automatic statistics are shown. Double-clicking this part the Tips of the day window will appear.

Tabs

Every analysis is divided into a number of tabs defined by the user. Tabs permit you to organize your work in a more rational way: for example you can have a tab for best scores, a tab for a chart, etc.

Tabs can be created, changed or deleted by the user himself. After a new analysis creation, WinAsks Editor shows three tabs: Data, Statistics and Chart.

To change a tab name, double-click it.

See also: [Insert tabs...](#)

Table

Table represents the main part of an analysis. In the table there are all the data and the answers given by each user.

Every row corresponds to a different user, while each column corresponds to a different question.

You can also right-click the table to show a Pop up menu with some options.

Moreover in every table the automatic statistics and automatic filter AutoFilter are active.

WinAsks Player

WinAsks Player is the program which lets you run on screen questionnaires and surveys created with WinAsks Editor. This program can be freely distributed with your questionnaires.

WinAsks Editor

WinAsks Editor is the program which lets you create and analyze questionnaires and surveys. With this program you can print questionnaire or compile and use them in WinAsks Player, that permits to run them on screen. Moreover you can analyze all the given answers, calculate statistics, ...

Interval

Indicates the interval that exists between the maximum and the minimum value of the selected data.

INTERVAL = MAX - MIN

Example: _____

With data 2, 5, 5, 8, 10 the interval is 8.

Arithmetic mean

Indicates the mean value of all the selected data.

$$\text{MEAN} = \frac{\text{VAL1} + \text{VAL2} + \dots + \text{VALN}}{N}$$

Example: _____

With data 2, 5, 5, 8, 10 the arithmetic mean is 6.

Mode (or Norm)

Indicates the most frequent value among the selected data.

Example: _____

With data 2, 5, 5, 8, 10 the mode is 5.

Median

Indicates the values which is in the central position among selected data arranged in a not decreasing order. If the number of data is even, and so there are two central values, the mean will be their halfsum.

Example: _____

With data 2, 5, 5, 8, 10 the median is 5.

Variance (n)

Indicates the mean of the squares of the differences between data and their arithmetic mean. All the n data are used.

$$s^2 = \frac{\sum_{i=1}^n (y_i - \bar{y})^2}{n}$$

y_i indicates the n-th datum

\bar{y} indicates the arithmetic mean of data

Example: _____

With data 2, 5, 5, 8, 10 the variance(n) is 7.6.

Variance (n-1)

Indicates the mean of the squares of the differences between data and their arithmetic mean. The n-1 data are used.

$$s^2 = \frac{\sum_{i=1}^n (y_i - \bar{y})^2}{n - 1}$$

y_i indicates the n-th datum

\bar{y} indicates the arithmetic mean of data

Example: _____

With data 2, 5, 5, 8, 10 the variance(n-1) is 9.5.

Standard deviation (n) (or Mean Square Difference)

Indicates the weighted square mean of differences with arithmetic mean. It represents the positive root of variance. All the n data are used.

$$s = \sqrt{\frac{\sum_{i=1}^n (y_i - \bar{y})^2}{n}}$$

y_i indicates the n-th datum

\bar{y} indicates the arithmetic mean of data

Example: _____

With data 2, 5, 5, 8, 10 the standard deviation (n) is 2.76.

Standard deviation (n-1) (or Mean Square Difference)

Indicates the weighted square mean of differences with arithmetic mean. It represents the positive root of variance. The n-1 data are used.

$$s = \sqrt{\frac{\sum_{i=1}^n (y_i - \bar{y})^2}{n - 1}}$$

y_i indicates the n-th datum

\bar{y} indicates the arithmetic mean of data

Example: _____

With data 2, 5, 5, 8, 10 the standard deviation (n-1) is 3.08.

Kurtosis

The Kurtosis of a data series indicates the possibility to have a more or less stressed maximum in correspondence to the central value (mean). A great value indicates that data are near the mean and vice versa.

$$Kurtosis = \frac{m^4}{s^4} - 3$$

$$m^4 = \frac{\sum_{i=1}^n (y_i - \bar{y})^4}{n}$$

s indicates standard deviation(n)

y_i indicates the n -th datum

\bar{y} indicates the arithmetic mean of data

Example: _____

With data 2, 5, 5, 8, 10 the Kurtosis is -1.16.

Series

Here is an example that shows the difference between series in row and series in column.

	Pencils	Pens	Rubbers
1995	5	10	7
1996	10	15	12
1997	13	11	8

Starting data

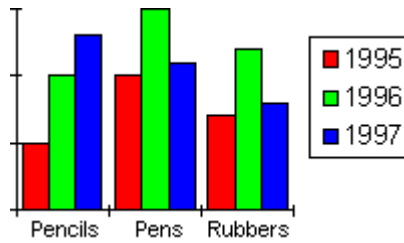


Chart with series in row

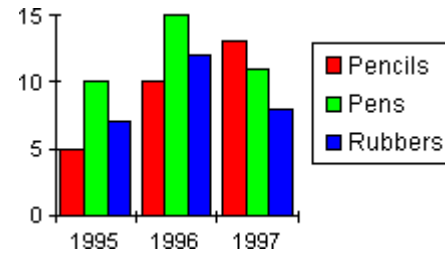


Chart with series in column

NOTE: This chart has 3 series, a red one, a blue one and a green one.

Labels frequency

Indicates the visualization frequency of labels on the x-axis.

Example:

We have the following labels: Jan, Feb, Mar, Apr, May, Jun, Jul.

If the frequency is 1, all of them will be shown.

If the frequency is 2, it will be shown: Jan, Mar, May, Jul

If the frequency is 3, it will be shown: Jan, Apr, Jul.

If the frequency is 4, it will be shown: Jan, May.

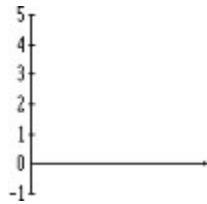
If the frequency is 5, it will be shown: Jan, Jun.

If the frequency is 6, it will be shown: Jan, Jul.

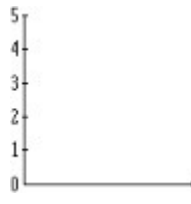
If the frequency is 7, it will be shown: Jan.

Y-axis style - Fixed origin

When you use **fixed origin**, the interval between extreme values of y-axis is automatically calculated referring to the data to be shown. The upper extreme is greater than or equal to the maximum value of data. The lower extreme of y-axis is 0 or, when data include negative values, is lower than or equal to the minimum value of data. Therefore y-axis always includes origin 0.



Y-axis with data: -1, 3, 5

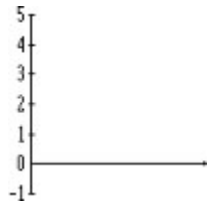


Y-axis with data: 2, 3, 5

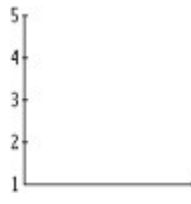
As you can see, if you use **fixed origin** the origin (0) is always included, even when it would not be necessary as in the second case (data start from 2).

Y-axis style - Variable origin

When you use **variable origin**, the interval between extreme values of y-axis is automatically calculated referring to the data to be shown. The upper extreme of y-axis is greater than or equal to the maximum value of data. The lower extreme of y-axis is lower than or equal to the minimum value of data, both if there are negative data and if there are not. Therefore y-axis does not always include origin 0.



Y-axis with data -1, 3, 5



Y-axis with data 2, 3, 5

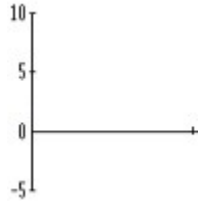
As you can see, if you use **variable origin** the origin(0) is included in the first case(because there is the negative datum -1), but it is not included in the second case (all data are positive).

NOTE: **Variable origin** is useful for example when all data are not far from the 0 value. Using **fixed origin** the data difference could not be visible.

Y-axis style - Custom origin

When you use **custom origin**, the interval between extreme values of y-axis is calculated referring to the options manually selected.

In the following example we have set the lower extreme equal to -5 and the upper one equal to 10.



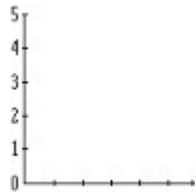
Y-axis with data 2, 3, 5

NOTE 1: **Custom origin** is useful for example when you want to create comparable graphs. If you select upper and lower extremes equal to -1000 and 1000, all the graphs will have the same scale, even if all the data of a chart are positive.

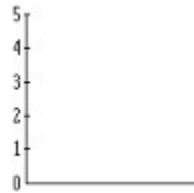
NOTE 2: If data values exceed the limits of y-axis interval, the chart is drawn outside the axes, causing strange results.

Ticks

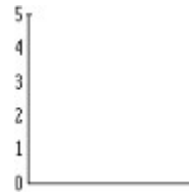
Ticks divide x-axis and y-axis intervals.



Ticks on x-axis and y-axis



Ticks on y-axis



No ticks

Logical operator

The logical operator indicates the way WinAsks Editor calculates the various filter conditions and applies the filter. The program lets you use the **AND** and **OR** logical operators.

The **AND** logical operator requires that all conditions are verified; the **OR** logical operator requires that at least one of the conditions is verified. Here is an example:

We want to apply two conditions: 1. Adult 2. Female sex.

We have the following data:

Paul	18
Amy	17
John	17
Helen	20

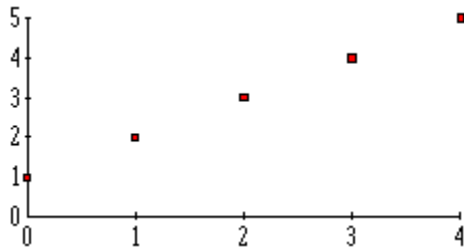
Applying the filter ADULT **AND** FEMALE SEX, the datum Helen 20 is selected.

Applying the filter ADULT **OR** FEMALE SEX, the data Paul 18, Amy 17, Helen 20 are selected.

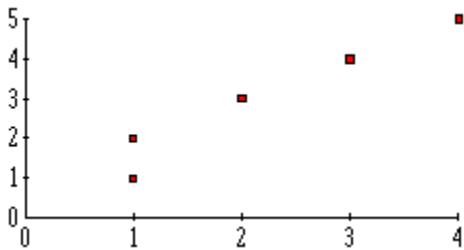


X-axis position

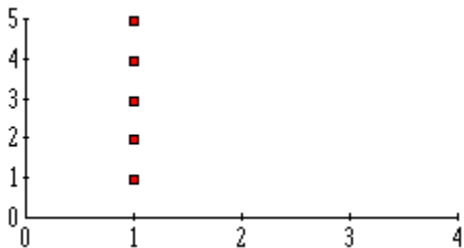
This option lets you assign for each chart datum an X-axis independent value. Each chart datum corresponds automatically to an increasing position on the X-axis; for example, first datum is in position 1 on the X-axis, the second datum in position 2 and so on. Here is a chart example (scatter) made up of 5 data, each one has an increasing value on the X-axis starting from 0.



Sometimes however it would be useful to have more data with the same X-axis value. The following chart is like the previous one, but the first datum is in position 1 (together with the second datum).



Finally last chart shows all the data represented in position 1 on X-axis.



NOTE 1: When the X-axis value of one or more data has been changed, to return to initial settings delete all the data values.

NOTE 2: If the chart has more than one series and you set the X-axis values of one series only, then the new X-axis values of that series are automatically used for the other ones.



Automatic filter: description

The automatic filter is a special feature of [WinAsks Editor](#) which lets you show a part of all the available data; this way you can focus your attention only on those data and make aimed analyses and charts. For example you can show only adults, or only males, or only those who have given a certain answer, etc.

To activate the automatic filter, right-click on the table and select the **Automatic filter** command. In the first two rows of that column, two boxes will be added: **Condition** and **Values**.

The condition box lets you define the condition that will be used by the automatic filter (ex. greater than, lower than, equal to ...), while the values box contains all the values of that column.

The following figure is an example of automatic filter:

	Name	Age	Sex
Cond			Equal to
Val.			(All)
1	Paul	17	(All)
2	Shelley	16	F
3	Michael	19	M
4	Paul	21	M
5	Lisa	17	F
6	Alex	22	M
7	Helen	19	F
8	George	22	M

To apply a filter, first make sure that the **Automatic update** option in the [Environment / Filter](#) window is selected. Then choose a condition in the first box and, after that, select a value in the second one.

Automatically WinAsks Editor will show only those cells which satisfy the entered condition.

If the **Automatic update** option had not been selected, to apply the filter after selecting condition and value you should have clicked on the header of the column containing the filter (in the case above, the Sex header)

In the second box of the automatic filter (the values one) , besides all the values of the column, is also present "(All)". If you select this value, WinAsks Editor will show all the table cells (so you'll return to the initial situation).

WinAsks Editor lets you apply more filters. Selecting the automatic filter in another column, you can use more filters together. For example, in the figure above if you select the filter for the *Age* column, you can find adult females applying the two filters *Greater than 17* and *Equal to F*.

This is possible if the **Allow subsequent selections** option, which is available in the [Environment / Filter](#) window, is selected. This way by applying the two specified filters to the data of the figure above, WinAsks Editor will show only row **7**, that is adult and female.

If the **Allow subsequent selections** option is not selected, then every time you apply a filter WinAsks Editor considers the original data and not the ones obtained from the previous filter application(s). For example if you don't select **Allow subsequent selections** and apply in the figure above first the *Sex equal to F* filter and then *Age greater than 17*, WinAsks Editor will show the rows **3,4,6,7,8** because original data are always used for each filter application (in the quoted example, the application of the first filter *Sex equal to F* is "lost").

NOTE: When you apply more filters sequentially and the **Allow subsequent selections** option is selected, WinAsks Editor uses the [logic operator](#) AND for each filter after the first one. To use other logical operators and other advanced options, consult the [Filters...](#) window.

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B ackground...
F <u>o</u> nt...
D <u>e</u> fault
I <u>m</u> port...

Automatic Statistics: description

The automatic statistics are a special feature of WinAsks Editor that lets you perform quick statistic analyses on the available data.

WinAsks Editor also provides the Statistics... window, which shows several statistic information about the selected data. However to know what the mean value, the maximum or minimum value, etc. are, the automatic statistics represent a much more useful, simple and quick function.

To use the automatic statistics it's necessary that the **Calculate automatic statistics** option, which is available in the **Environment / Statistics** window, is active. You also need to select, always in that window, at least one statistic to calculate and show (by default, they're all selected).

Let's consider for example the following data:

Age
17
16
19
21
17
22
19
22

If we select them, on the Status bar the following statistics will be shown:

Statistic	Value	Description
Count	8	Shows the number of selected data
Max	22	Shows the maximum value among the selected ones
Min	16	Shows the minimum value among the selected ones
Mean	19.13	Shows the arithmetic average of selected data
Sum	153	Shows the sum of selected data

If you are using a fast computer, then you can select the **Update during selection** option that is available in the **Environment / Statistics** window. This way the statistics will be computed and shown not at the end but during data selection, so that you can have a continuous update.

Instead if you have not a fast computer, you should select the **Do not calculate for entire rows / columns** option which is available in the **Environment / Statistics** window. Selection of entire rows or columns is used a lot during analyses (for example to create a chart) and the user does not always want statistics. So using this option you will not waste time waiting for the calculation of statistics which would be not necessary in that moment.

See also: [Statistics window...](#)

U ndo
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<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Special printing codes: description

In some text parts you can introduce special codes that, while printing, will be replaced by their respective values. Here is the description of all the available codes, with the indication of the texts in which they can be used.

Code	Meaning	Description	Use in
%A	A UTHOR	Inserts questionnaire's or analysis' author	Page footer
%AR	A CTUAL R ECORD	Inserts actual position of current record	Image caption, Record caption
%CI	C URRENT I MAGE	Inserts position of current image	Image caption
%CR	C URRENT R ECORD	Inserts position of current record	Image caption, Record caption
%D	D ATE	Inserts current date	Page footer
%F	F ILE NAME	Inserts file name of questionnaire or analysis	Page footer
%H	H OUR	Inserts current time	Page footer
%LF	L ONG F ILE NAME	Inserts image name (with path)	Image caption
%NS	N ULL ANSWER S CORE	Inserts the null answer score	Record caption
%P	P AGE	Inserts current page	Page footer
%RS	R IGHT ANSWER S CORE	Inserts the right answer score	<u>Record</u> caption
%SF	S HORT F ILE NAME	Inserts image name (without path)	Image caption
%T	T ITLE	Inserts questionnaire or analysis title	Page footer
%TI	T OTAL I MAGES	Inserts total number of images for that record	Image caption
%TR	T OTAL R ECORDS	Inserts total number of records	Record caption
%WS	W RONG ANSWER S CORE	Inserts the wrong answer score	Record caption

Here are some examples; to get simpler, codes and respective values are red colored.

<i>With this text...</i>	<i>you obtain...</i>
Created by %A on %D at %H	Created by John Smith on 01/01/2000 at 12:00
Image %SF is the n. %CI of %TI	Image TEST.BMP is the n. 1 of 3
Record n. %CR of score %RS	Record n. 1 of score 1
The record %CR is the actual record %AR	The record 1 is the actual record 3

Current record value (%CR) corresponds to the position occupied by the record in the printed questionnaire; the actual record value (%AR) corresponds to the position occupied by the record in the original questionnaire (that certainly has an order different from the one of a questionnaire printed randomly).

The following example shows the difference:

We have a questionnaire made up of 4 records: record A, record B, record C and record D. We want to print the questionnaire randomly and the following order is produced: CDBA. So here are the values of %CR and %AR for each record:

Record	%CC	%AR
A	4	1
B	3	2
C	1	3
D	2	4

U ndo
Cut
C opy
P aste
B ackground...
F ont...
D efault
I mport...

Hints for chart use

This part shows you some hints to use the various chart types. These hints are general and so they have to be compared to your particular situation.



2D and 3D Pie

It lets you represent the proportions among the various parts and the global whole. It cannot have negative values and it cannot show more than one series at a time. It has a big visual impact.



2D and 3D Bars

They can be used to represent comparisons either among different sets or among single elements and the whole. You can use negative values and they have horizontal or vertical orientation. They can show more series together and the *stacked* style has a big visual impact.



Gantt

The Gantt chart is a special version of 2D bars. It is always horizontal and requires 2 or more series. The values of the first series are not shown. It doesn't accept negative values.



Log / Lin Lines

It's proper to represent changes of a small group of values referred to longer periods of time. They can be used with many series at the same time but sometimes they intersect each other so often that they cannot be distinguished anymore. Negative values are allowed.



Area

They're ideal to compare single parts to the whole. However they're not proper however to manage more series, because the area which represents higher values can hide the ones of lower values. Negative values are not allowed.



Scatter

It shows the correlation of two number series tracing the points where the two variables x and y intersect each other. It accepts negative values.



Polar

It does not accept negative values.



High-Low-Close

It's proper to represent data referred to prices in a given period, when you try to express a values interval for the same element in a certain historical time. It manages 3 series that must be sorted so that the first series represents the highest value, the second one the lowest value and the third one the middle value.

U ndo
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F ont...
D efault
I mport...

Thanks to...

WinAsks Professional was developed with the help of...

Andrea D. - Free disco tickets
Andrea DB. - The 2nd graphics man
Dario V. - The graphics man
Marco G. - The laser printer man
Marco N. - The man of Nark
Michele B. - Precious Help
Silvia T. - The dream

and all those who tested, tried or only deleted the program! Thank you!

U ndo
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<u>B</u> ackground...
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<u>I</u> mport...

[Information about help...](#)

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Version: 2.0 Revision: 1

Contents Designer

Version 2.0

Welcome to the Contents Designer help! To have more information on a topic, choose it in the following list.

U ndo
Cu t
C opy
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B ackground...
F ont...
D efault
I mport...

[Introduction](#)

U ndo
Cu t
C opy
P aste
B ackground...
F ont...
D efault
I mport...

[Adding items at first level](#)

U ndo
Cu t
C opy
P aste
B ackground...
F ont...
D efault
I mport...

[Adding items at next levels](#)

U ndo
Cu t
C opy
P aste
B ackground...
F ont...
D efault
I mport...

[Editing, deleting and inserting items](#)

U ndo
Cu t
C opy
P aste
B ackground...
F ont...
D efault
I mport...

Setting options

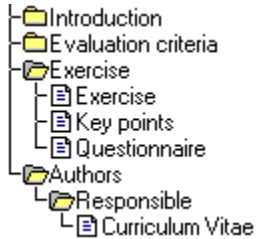
U ndo
Cu t
C opy
P aste
B ackground...
F ont...
D efault
I mport...

Adding summary to the list of installed questionnaires / surveys



Introduction

The Contents Designer program is used to create questionnaires / surveys summaries. Before developing a questionnaire on video, the user can thus skim through the summary and select the questionnaire to run. Here is an example of summary:



A summary can contain the following elements:

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Texts

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Images, sounds, animations, videos

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Other questionnaires

U ndo
C ut C opy P aste
B ackground... F ont... D efault
I mport...

Other programs

Moreover any file type can be used; in this case Contents Designer will load the application that has produced it.

Therefore Contents Designer is very useful to create, for instance, guided tours, short multimedia lessons, etc.

Adding items at first level

First level items show the summary main elements, that is what appears on the extreme left. In the following example, the first level items are *Introduction*, *Evaluation criteria*, *Exercise* and *Authors*.

U ndo
C <u>u</u> t C <u>o</u> py P <u>a</u> ste
<u>B</u> ackground... <u>F</u> ont... <u>D</u> efault
<u>I</u> mport...

To create a first level item, right-click on the summary and enter item name in the **Item** text box. If the item has not to contain other ones, enter in the **File** text box which file it has to load, otherwise leave this box empty. Press finally the **Add** button.

Adding items at next levels

As the name says, items of next levels are all those which are not of first level. In the following example, items of next levels are *Exercise*, *Key Points*, *Questionnaire*, *Responsible* and *Curriculum Vitae*.

U ndo
C <u>u</u> t
C opy
P aste
B ackground...
F ont...
D efault
I mport...

To create an item at next levels, select the already existing one in the level preceding the one you're in (for example to create the item *Curriculum Vitae* select *Responsible*). In the **Item** text box enter its name; if the item has not to contain other ones, enter in the **File** text box which file it has to load, otherwise leave this box empty. Finally press the **Add** button.

Editing, deleting and inserting items

To change an already entered item, select it, insert the new text in the **Item** and/or **File** text boxes and press the **Change** button.

To delete an already entered item, select it and press the **Delete** button.

To insert a new item (not at the end), select the item that will follow the one you're creating. In the **Item** text box enter its name; if the item has not to contain other ones, insert in the **File** text box which file it has to load, otherwise leave this box empty. Finally press the **Insert** button.

Setting options

Pressing **Options...** button (or selecting the **Options...** command in the **Edit** menu), you can insert some information about the current summary. For example, it's possible to insert its title, its subject, its author, etc.

It's also possible to choose an icon that will be used by WinAsks Player, in its **New...** windows, if the current summary is added to the list of already installed questionnaires.

A very important option is **Keep links** with the linked files. If this option is selected, when WinAsks Player load the summary, it will search for the linked files in their original path. Instead if it is not active, the program will search for the files in the summary path. This option must not be active when the summary is distributed to other users.

Adding summary to the list of installed questionnaires / surveys

You can add the summary to the list of installed questionnaires/surveys which appears in the **New...** window of WinAsks Player. This way, the user will be able to load the summary simply double-clicking on its icon.

Select the **Add to list** in the **File** menu: if the summary is not already present, it will be added to the list.

NOTE: Before a summary can be added to the list, it has to be saved at least one time.

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Start-Up window...

This welcome window, which is shown at each program start-up, shows a series of options and the tip of the day.

To continue you can select one of the options available and press the **Ok** button.

If you want to close this window without selecting anything, press the Cancel button or the ESC key.

As already said, this window is shown at every program start-up. However if you don't want to show it any longer, unselect the option **Always show this window on startup**.

To show it again on each program start-up, select the option **Show window on start-up** that is available in the **Environment...** | **Show** window.

U ndo
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Print Preview window...

This window shows the print preview of a questionnaire, an analysis or a text. The document is represented on the screen just as it will be printed on paper; this way you can change the final look (font, style, color, ...) without printing it.

If the print preview of a page does not fit the screen, you will see two control bars that let you move quickly in the page.

Another way, which is simpler and quicker, to move in 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:

U ndo
Cu <u>t</u>
<u>C</u> opy
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<u>B</u> ackground...
<u>F</u> ont...
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<u>I</u> mport...
U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

<< It shows the first page

< It shows the previous page

U ndo	>	It shows the next page
Cut		
Copy		
Paste		
Background...		
Font...		
Default		
Import...		
U ndo	>>	It shows the last page
Cut		
Copy		
Paste		
Background...		
Font...		
Default		
Import...		

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

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

If you right-click the page, a pop-up menu will appear. Here is the description of every single command:

Copy	It copies current page in the Clipboard
Print	It prints current page immediately
Zoom	It allows you to select a zoom % or to enter a custom one
Color	It shows print preview in colors
First	it shows the first page
Previous	It shows the previous page
Next	It shows the next page
Last	It shows the last page
Go to	It shows a page selected by the user

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

NOTE 2: The **Print** command which is available in the pop-up menu allows, as said before, to print directly the current page. The print you'll have is however of lower quality than normal print you can obtain using the Print window). This happens because screen resolution is used which, in most cases, is much lower than printer resolution. Therefore, we recommend you to use this command only for print proofs (which are therefore printed more quickly) and to print normally for quality print.

NOTE 3: 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, install any printer driver.

NOTE 4: During creation of print preview, press ESC to abort operation.

See also: [Questionnaire print...](#)
[Analysis print...](#)
[Print options...](#)

U ndo
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Questionnaire print...

This window allows you to print the current questionnaire on paper. Here is the description of each single option:

All	It prints all the <u>records</u> contained in the current questionnaire
Random	It prints randomly the selected number of records. For example, if the questionnaire contains 50 records and you choose to print 10 of them, WinAsks Editor will randomly select 10 of the 50 records and will print them
Interval	It prints the records which are included in the specified interval (extremes are included)
Selection	It prints the specified records. Each record must be divided from the next one by a space

You can also specifies the number of copies to be printed, using the **Copies** text box and the versions number using the **Versions** text box.

The **Print** list allows you to select what to print.

Questionnaire only	It prints only the current questionnaire
Questionnaire with 1 copy of keys	It prints the current questionnaire and one copy of <u>normal solutions</u> .
Questionnaire with 1 copy of compact keys	It prints the current questionnaire and one copy of <u>compact solutions</u>
Keys only	It prints only solutions
Compact keys only	It prints only compact solutions

 TIP: to print a questionnaire with more solutions copies, proceed as follows:

1. First print only the questionnaire
2. Select **Print keys only** (or **Print compact keys only**).
3. Select (if it is active) the option **Use last print settings**.
4. Insert in the **Copies** box the number of solutions copies to print
5. Press the **Ok** button

NOTE 1: When WinAsks Editor prints one or more solutions (normal or compact), at top-right of the first page it prints a "K" to indicate that it is a key.

When a questionnaire is printed, WinAsks Editor saves the print order used.

The **Use last print settings** allows you to use for printing the settings of the last print made.

Here is an example that describes this function:

We have a questionnaire made up of 50 questions and we print 10 of them randomly selected (without solutions), using the Random option. If afterwards we want to print the relative solutions, we cannot

choose Random anymore, because a new print order would be produced and it would not correspond to the one we used for questionnaire print. Instead, if we select the **Use last print settings** option, the solutions will be printed using settings of the previous print, that is following the old print order.

Substantially WinAsks Editor always saves the order produced by each print made. When you print, if a preceding print order is already present in memory, WinAsks Editor allows you to overwrite it or not (in the last case, the current print order won't be saved because it's possible to save one order only).

If the **Use last print settings** is not active, then no print has been made or previously all the record or an interval of them have been printed (see note 3)

NOTE 2: The saving of a print order also operates when more versions are used. In this case, WinAsks Editor automatically saves the print order of each version.

NOTE 3: WinAsks Editor does not save the print order when you print all the record (or an interval of them) in only one version. In fact in this case the saving is not necessary because the user can always use that print order simply re-selecting the necessary options (*All or Interval*).

NOTE 4: 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, just install any printer driver.

NOTE 5: During creation of print preview, press ESC to abort operation.

See also: [Print options](#)

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<u>C</u> opy
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<u>F</u> ont...
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<u>I</u> mport...

Analysis print...

This window allows you to print the current analysis. You can print tables, charts or both them.

Cells

All

Selection

It prints all the cells of the table to be printed

It prints only the selected cells

The **Print...** list allows you to select the tables and/or charts to be printed.

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

U ndo
C <u>u</u> t
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<u>P</u> aste
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The **Ok** button starts printing.

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<u>I</u> mport...

The **Cancel** button closes window without printing.

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F ont...
D efault
I mport...

The **Options...** button allows you to set some printing options.

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F ont...
D efault
I mport...

The **Preview...** button shows a print preview.

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D efault
I mport...

The **Help** buttons opens program on-line help.

See also: [Print options](#)

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Print options...

This window allows you to set all the options relative to questionnaire or analysis printing. It's divided in 5 main parts: **General**, **Record**, **Image**, **Font**, **Table**.

Here is the description of each one:

General

This tab allows you to set some general options:

- Footer** It specifies the formatted text, if any, to be printed at the end of each page. You can also enter special codes and, selecting the **Separation line** option, you can add a separation line between the questionnaire (or analysis) and the page footer.
- Print Questionnaire** It allows you to print in colors or black & white.
- Questionnaire** It allows you to limit print preview to a maximum number of records. This function is very useful with slow computers which, in this case, can create print preview quicker.
- Analysis** It allows you to specify the font to be used for the printing of analysis tables.

Record

This tab allows you to set some options relative to the records to be printed.

Print:

- Box** It prints a box at the edges of the print sheet.
 - Separation line** It prints a line that divides each record from the next one.
 - Last separation line** It prints the separation line also for the last record
 - Version number** When you print more versions of the same questionnaire, this option permits to print also at top left of the sheet the number of current version. This option is useful when answers have to be checked; this way you can know which version was used and so use the relative solution.
 - Associated images** It prints the images, if any, associated to the records.
 - Answer numbers** For questions of multiple choice and true / false type, it prints a progressive number close to each possible answer.
 - Wrong answer comment** It prints the comments, if any, entered for wrong answers. For example, you could first print the questionnaire normally (without selecting this option) and then print the solutions using this option. The solutions therefore would contain also explanations on each answer.
 - Comments before** It prints the comments, if any, which have to be shown before a question.
-
- Answers** For questions of multiple choice, true / false and association type, this option allows you to specify if the answers must be printed on a

Options

columns number manually defined or automatically calculated.
It allows you to activate the compressed print and to specify if each record must be printed entirely on a page; if a record is too long, a new page will be used.

Caption

It allows you to specify a caption that will be printed before the record itself. You can use special codes. To print a progressive numeration of records, use only the special code %CR.

Insertion line style

It allows you to specify a style for insertion lines for data or for the answers (insertion type)

NOTE: If the option **Go to a new page...** is selected, when a record is too long to be printed on the same page, it will be printed entirely on next page. However, using this option print velocity results a little lower, since the program has to calculate the same record twice.

Images

This tab allows you to set some general options relative to the printing of the images associated to records.

Options:

Show images in print preview

Selecting this option, images, if any, will be shown in the Print preview window. If this option is not selected, images will be replaced by place-marks. With slow computers, it would be better to unselect this option.

Draw border

It draws a border around every image

Draw shadow

It draws a shadow around every image.

After image...

It allows you to specify if the text has to be printed by image side or below it. You can also see the minimum space needed to print text by image side

Size

This image allows you to define the maximum size of images. If an image is greater than the selected maximum size, it will be resized (shrunk). If the image is smaller than the maximum size, selecting **Stretch if smaller**, it will be resized (stretched)

Caption

It allows you to define a caption that will be printed under each image. You can use special codes. To print a progressive numeration (referred to the same record) of images, use only the special code %CI.

Font

This tab allows you to select fonts, colors and styles to be used for printing.

Item

It allows you to select an item to which apply a font, a color and/or a style. Double-clicking an item name, you can directly set the font to use.

Font...

This button allows you to choose the font for the selected item

Background...

This button allows you to choose the background color for the selected item

Border

It adds a border around the selected item

Shaded

It adds a shadow around the selected item

Replace font

Selecting this option, for printing you'll use the font (and colors and styles) set in this window. If instead this option is not selected, then for printing the font (and colors and styles) set during questionnaire creation will be used.

Table

This tab allows you to select fonts, colors and styles to be used for printing.

Options:

Print columns headers:	It prints columns headers too
Center table:	It prints the table and centers within the page
Text (vertical):	It changes the vertical alignment for cells text
Text (horizontal):	It changes the horizontal alignment for cells text

Charts:

Width	It specifies in inches the length of the chart to be printed
Height	It specifies in inches the height of the chart to be printed
Border	It prints a black border around each chart
One per page	It prints each chart in a centered position on each page. If for example you have 3 charts, then 3 pages will be printed

Font	It allows you to select a font, a style and a color for the text of the table to be printed.
Messages	It specifies the starting (to be printed before the analysis) and ending (to be printed after the analysis) messages. Typically the starting message is used for an introduction while the ending message is used for a conclusion
Borders	It allows you to define the <u>border</u> type of the table, the <u>lines</u> style, the color and size. Size is expressed in 1/1500 inches (1500 = 1in).

See also: [Questionnaire print](#)
[Analysis print](#)

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Insert cells...

This window allows you to insert new cells (rows or columns) in the current table. Here is the description of each single option:

Cells number	It specifies the number of new cells you want to insert.
Position	It specifies the starting point for new cells insertion. Pressing the C button the current position in the table will be shown.
Type	It specifies if new rows or new columns have to be introduced

NOTE: In a table with many cells, all the analysis and management operations will take longer.


See also: [Delete cells...](#)

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Delete cells...

This window allows you to delete the selected cells (rows or columns) or the contained text. Here is the description of each single option:

Selected row	It deletes the selected row(s)
Selected column	It deletes the selected column(s)
Text in the selected cell	It deletes the text contained in the selected cell(s)

 TIP: You can open this window simply pressing DEL.

See also: [Insert cells...](#)

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Insert tab...

This window allows you to insert a new tab in the current analysis.
Here is the description of each single option:

Name	It specifies the name of the tab to be inserted
Type	It specifies if the tab to be inserted should contain a table or a chart
Position	It specifies the position of the tab to be inserted

WinAsks Editor allows you to use up to 8 tabs.

You can also delete a tab using the **Delete** command in the **Edit | Tabs** menu.

NOTE: WinAsks Editor cannot delete the tabs that contain the first table and the first chart

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Statistics window...

This window shows some statistics about the selected data.
Here are the shown statistics:

# Values	It shows the number of data used to calculate statistics
Minimum value	It shows the minimum value among the selected data
Maximum value	It shows the maximum value among the selected data
Interval	It shows the <u>interval</u> of selected data.
Arithmetic mean	It shows the <u>arithmetic mean</u> of the selected data.
Mode	It shows the <u>mode</u> of the selected data.
Median	It shows the <u>median</u> of the selected data.
Sum	It shows the sum of the selected data
Variance (n)	It shows the <u>variance (n)</u> of the selected data.
Variance (n-1)	It shows the <u>variance (n-1)</u> of the selected data.
Standard deviation (n)	It shows the <u>standard deviation (n)</u> of the selected data.
Standard deviation (n-1)	It shows the <u>standard deviation (n-1)</u> of the selected data.
Kurtosis	It shows the <u>Kurtosis</u> of the selected data

WinAsks Editor calculate statistics without considering empty cells that might be present in the selection.
To consider empty cells too, select the **Include empty cells** option.

The **C** (Copy) button allows you to copy in the Clipboard the relative statistic, ready to be used later..

See also: [Automatic statistics](#)
[Data frequency...](#)
[Cross table...](#)

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Color selection...

This window allows you to select a color to be applied to the selected element. To select a color click its box and press the **Ok** button or double-click its box

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The **Ok** button confirm the selected color.

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The **Cancel** button closes window


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

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Chart exportation...

This window allows you to export a chart in Bitmap (BMP) or Metafile (WMF) format. Select in the list the size you want and press the **Ok** button. Now insert the file name with the correct extension (BMP for Bitmap and WMF for Metafile). If in the list there's not any proper size, select **Custom** and enter width and height (in pixels).

 **TIPS:** Whats the difference between Bitmap BMP format and Metafile WMF format? If you export the chart in Bitmap format, you can subsequently use it in another program to made some changes (for example add shadings, change colors). This format gives you a greater action freedom, since you can change each single pixel of the chart, but it takes a lot of space on disk and in memory. On the contrary, the Metafile format produces much smaller files, but it doesn't allow you to change pixel by pixel and to apply other special effects available in a photo-retouching programs.

NOTE: Exportation of charts with great size (800x600, 1024x768, 1280x1024) requires a lot of memory. Therefore we recommend not to use it on slow machines.

See also: [Chart Wizard...](#)

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Chart font...

This window allows you to select font and style to be used for the various chart elements (titles, legend, labels).

Here is the description of each single option:

- Font** It allows you to specify a font among Times New Roman, Swiss and Modern. WinAsks Editor uses this fonts only because they're always available on all computers, while other fonts might not be present.
- Size %** It specifies the size (in % respect to default font) of the font to use. If size is too big to be represented, it is automatically reduced.
- Style** It specifies the style to use (*Italic*, **Bold**, Underlined)

NOTE: To select font color, consult the Chart options... window

See also: Chart Wizard...

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Chart type...

This window allows you to select the type to apply to the current chart.
These are the chart types available:

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2D Pie

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3D Pie

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2D Bars

U ndo
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3D Bars

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Gantt

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Lines

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Log / Lin

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Area

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Scatter

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Polar

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High-Low-Close

Each chart type allows you to use its own visualization style; to change it, select the new desired style in the respective list.

Using models 2D Pie, 3D Pie and 3D Bars you can set other options if you select the relative tab.

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For 2D and 3D Pie types you can decide if each datum is exploded, that is separated from chart center. Here is an example:



Not exploded



Exploded

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For the 3D Bars type you can change the color of each bar side.

See also: [Chart Wizard...](#)
[Hints on charts use...](#)

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Chart Wizard...

This window allows you to create a chart of the selected data simply following the suggested steps and answering to some simple questions.

Here is the description of each single step:

Step 1

This step represents the introduction that shows some information about Chart Wizard.

Step 2

The second step allows you to specify the model to use for the chart. For a few hints about the choice of a particular chart, consult [Hints on charts use...](#)

Step 3

Series	It specifies if <u>series</u> have to be considered in rows or in columns
Chart style	It defines one of the available styles for the selected chart
Labels	It defines which labels to use in the chart. To each label you can add the value of the selected datum with the option Add values .
Legend	It defines the legend to use in the chart
Destination tab	It specifies in which tab of the available ones the chart will be created.

Step 4

Titles	It specifies the main title, the subtitle and left title to be used in the chart.
Colors	It specifies the foreground (titles, labels, glossary, ...) and background colors to be used in the chart.
Grid	It shows a vertical and/or horizontal grid

Step 5

Chart creation is finished! To create the definitive chart, press the **Create chart** button.

See also: [Chart types...](#)
[Setting chart options...](#)
[Chart font...](#)
[Chart exportation...](#)
[Hints on charts use...](#)

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Setting chart options...

This window allows you to set all the options relative to the current chart. It's divided in 9 main parts: **General, Colors, Patterns, Symbols, Labels, Glossary, X-axis, Y-axis** and **Advanced**. Here is the description of each single option:

● General

Titles

It allows you to specify the main title, the subtitle and the left title. The maximum length of each title is 80 characters. The left title is not available for 2D and 3D Pie types

Chart colors

It specifies the foreground (titles, labels, legend, ...) and background colors to be used in the chart.

Draw chart

It draws the chart in colors or black & white.

Show grid

It specifies if a horizontal and/or vertical grid has to be shown

● Colors

This tab allows you to select the color of each series. If the chart is made up of only one series, you can set each datum color.

● Patterns / Lines

This tab allows you to select the filling pattern of each series. If the chart is made up of only one series, you can set the filling pattern of each datum.

For Lines, Log / Lin and Polar charts this tab instead allows you to select lines style or their size.

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Symbols

For Lines, Log / Lin, Dispersion and Polar charts, this tab allows you to select each series symbols.

● Labels

Labels text
Show labels
Frequency of x-axis labels

It allows you to show and/or change chart labels text.
It specifies if labels must be shown on x-axis and/or y-axis
It specifies the visualization frequency of labels on x-axis. The maximum frequency is 999.

Legend

Legend text
Legend text color

It allows you to show and/or change the text of chart glossary
It specifies if the glossary text should be shown in colors or black&white

X-axis

X-axis position
Ticks interval

It allows you to select an independent x-axis value. It's not available for the 2D Pie, 3D Pie and Gantt chart types
It specifies the interval of ticks shown on x-axis. It is not available for Scatter type and when you have set an independent position for x-axis

Y-axis

Y-axis style
Y-axis position
Custom style

It defines the style to be used for chart y-axis: fixed origin, variable origin, custom origin.
It specifies y-axis position: on the left, on the right or automatic (according to data values).
It allows you to set options used for custom origin: upper and lower extremes and ticks number (interval divisions)

Advanced

Colors palette
Show ticks
Statistic lines

It defines which colors palette to use to draw the chart: solid colors, pastel colors or greyscale.
It shows the division ticks on x-axis and/or y-axis
For the Lines and Log / Lin types permits to overlap statistical lines to the chart

See also: [Chart Wizard...](#)
[Chart types...](#)

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[Add record...](#)

This window shows all the record (that is the reports) which have been loaded manually or automatically. It is divided in 6 main tabs; more precisely they are: **General**, **Result**, **Answers**, **Hints**, **Time**.

General

As the name itself says, this tab shows general information about the users who have filled in the questionnaire / survey. In the first column is shown the report file name of that user; from second column onward you'll see the requested data at questionnaire beginning. Finally there is other information, for example total questions, shown questions, total score, total time, ...

The visualized questions might be different from total questions because total questions indicate the number of questions in the questionnaire, while shown questions indicate how many questions have really been answered. If for example the user makes a mistake and the questionnaire execution stops, the visualized questions will be fewer than total questions.

Result

This tab shows the result of the answers of each user who has filled in the questionnaire. The result can be: right, wrong, null, without check (for example in surveys)

In the case of surveys (where answers have only to be saved and not checked), all the results will be without verification.

Answers

This tab shows the answers given by every user who has filled in the questionnaire / survey.

In the case of questionnaires, you'll see also the right answers for each question


Hints

This tab specifies in which question hint have been requested

Time

This tab shows the time (in seconds) used to answer to each question.

NOTE: the automatic statistics are active in this window too.

 TIP: you can move from one tab to another simply double-clicking any cell.

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The **C**opy... button allows you to transfer records in the main table for successive analyses.

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The **C**lose button closes the window.

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The **H**elp button opens program on-line help.

See also: [Load manually a record](#)
[Load automatically more records...](#)
[Records copy...](#)

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Load manually a record...

This window allows you to load one or more records (that is reports) and shows them in the Add record... window

To select a record, click the file name.

To select more records, press CTRL and click file name.

NOTE 1: When you select more records, WinAsks Editor will allow you to load only those created from the same questionnaire / survey (that is they have the same compilation code).

NOTE 2: You can load a limited number of records together. This limit depend on the length of file names in Windows and it is a standard feature of Windows (it does not depend from WinAsks Editor). If you have to load more records, repeat more times the loading operation or use the automatic loading.

See also: Load automatically more records...
Add record...

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Load automatically more records...

This window allows you to load more records automatically(that is reports) and shows them in the Add record... window.

To load more records, you only need to select one; WinAsks Editor will load all the records automatically in the directory created by the same questionnaire / survey (that is they have the same compilation code).

See also: [Load manually a record...](#)
[Add record...](#)

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Record copy...

This window allows you to transfer the records (that is the reports) from the Add record... window to the main table, ready for a new analysis.
Here is the description of each single option

Which records do you want to copy?

All records of current tab

It transfers all the records that are contained in the currently active tab in the main table.

Selected records in current tab

It transfers all the records selected in the currently active tab in the main table.

Selected record in all tabs

It transfers all the records selected in all tabs in the main table.

Do you want to copy headers too?


It transfers also columns headers in the main table.

Where do you want to copy records?

It specifies in which table records are to be transferred. You can also copy records in the Clipboard.

From...

It specifies the row and column of the main table from which records will be transferred.

 **TIP:** To transfer only some data in the main table you can repeat more times copy operation. For example, if you want to use in the main table name, surname and totalized score, you can proceed in this way:

1. In the Add record... window select the Name and Surname columns by clicking their headers.
 2. Press the **Copy...** button; in **Which records do you want to copy?** Select *Selected ones in current tab* and press the **Ok** button.
 3. This time select in the Add record... window the Score column clicking its header.
 4. Repeat step 2
 5. Press the **Close** button.
-

See also: Add record...

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Cells...

This window allows you to show or hide every row or column of the current table. It is divided in two tabs, **Rows** and **Columns**, to select the table rows and columns.

It's useful to hide rows / columns, for example, when you want to focus your attention only on a particular data series, without considering the other ones at least for the moment.

When you use the [automatic filter](#) or the [normal filters](#) the rows which are not included in the selection are hidden; to show them again use this window.

Both for rows and columns you can specify if they have to be shown or hidden and a short comment. Only for columns, moreover, you can insert their name (which appears in the column header itself). The **All visible** button shows all rows and columns (according to the active tab).

💡 TIP: To change quickly a column name double-click its header.

See also: [Automatic filter...](#)
[Filters...](#)

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Filters...

This window allows you to apply a filter to the data of the current table.

The filter application allows you to show only some data, hiding others for the moment. For example you can show only adults, who has made a certain score, who has given a certain answer, etc.

A filter is made up of one or more conditions (for example *adult and female*). You can show data which satisfy all conditions (*adult girls*) or one or more of them (*adult*, and so adult males also, or *girls*, and then not adult girls also).

The **Add** button allows you to add a condition. Here is the description of all the options to complete condition:

Operator	When there are more conditions it specifies the <u>logical operator</u> to use of filter application.
Field	It indicates the subject of the condition being defined. Fields are the headers of table columns.
Condition	It specifies which condition to apply
Value	It indicates the object of the condition being defined
Comparison	The comparison made during filter application can be of Automatic , Numeric or Literal type. You should always use Automatic comparison; in this case the program decides automatically if a cell contains a number or a word and accordingly applies the numeric or literal comparison. Sometimes, however, you can set this option to numeric or literal. For example, if a column contains both numbers and words, the program won't be able to recognize which comparison to be made and then the data shown after filter application might not be correct.
Case sensitive	If it is active uppercase and lowercase letters are considered different. For example, LONDON is different from London
Empty cells	If it is active, then also empty cells are included

Example:

We have the following data:


Name	Sex	Age
Paul	M	18
Sarah	F	17
John	M	17
Helen	F	20

We want to show only adult females. So we have to define two conditions (adult and female). After

pressing twice the **Add** button conditions have to be filled as follows:

Operator	Field	Condition	Value
	Age	Greater	17
AND	Sex	Equal	F

This way it will select and show only the data which satisfy our two conditions, that is adult females.

 HINT: After applying one or more filters, to show again all the initial data, apply a filter without any condition.

NOTE 1: WinAsks Editor provides also the automatic filter, a special feature that allows you to apply simple filters quickly.

NOTE 2: If you use more conditions to define a filter, WinAsks Editor calculates them following the order they've been introduced. For example, if we have 3 conditions the program calculates the first two ones and then with their result it computes the third one.

COND1 **AND** COND2 **AND** COND3 = ((COND1 **AND** COND2) **AND** COND3)

See also: [Data sorting...](#)
[Cells...](#)

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Data sorting...

This window allows you to sort the data of the current table.

This way, for example, you can show best scores made, show in alphabetical order all the user who have filled the questionnaire / survey, etc.

The **Add** button allows you to add a sorting criteria (ex. sort by name); more sorting criteria can be used (ex. sort by surname and then by name).

Here is the description of each option needed to complete a sorting criteria:

- Sort by ...** It specifies the field to be used for sorting. Fields are the titles of table columns.
- Order** Sort data in **increasing** order (from min. to max.) or **decreasing** (from max. to min.)
- Comparison** The comparison made during filter application can be of **Automatic**, **Numeric** or **Literal** type. You should always use Automatic comparison; in this case the program decides automatically if a cell contains a number or a word and accordingly applies the numeric or literal comparison. Sometimes, however, you can set this option to numeric or literal. For example, if a column contains both numbers and words, the program won't be able to recognize which comparison to be made and then the data shown after filter application could not be correct.
- Empty cells** If it is active, then also empty cells are included

If you press the **Sort** button, data are sorted and shown in the table; used fields are red colored.

Now you can transfer in the main table the sorted data. Select a destination in the **Copy** list and press **Ok**. To transfer only some data, select them in the table.

NOTE 1: You can sort only a part of the data available. In the main table select the rows that have to be sorted and proceed normally.

NOTE 2: The automatic statistics are active in this window too.

See also: [Filters...](#)

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Data frequency...

This window shows the frequency, that is the number of presence of each datum.

For each datum it shows the number of presence (blue background) their percentage (pink background) respect to total data.

Now you can transfer in the main table the frequency values. Select a destination in the **Copy** list and press **Ok**. To transfer only some data, select them in the table.

Here is the description of the other options:

- Case sensitive** If it is active uppercase and lowercase letters are considered different. For example, LONDON is different from London
- Include empty cells** If it is active, it includes in frequency calculation also empty cells, if any.

NOTE 1: You can calculate the frequency of only a part of the data available. In the main table select the data to use and proceed normally.

NOTE 2: The automatic statistics are active in this window too.

See also: [Statistics...](#)
 [Cross table...](#)

U ndo
C <u>u</u> t
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Cross table...

This window allows to calculate a cross table, that is all the answers of two questions are connected each other.

To create a cross table, select in each list a question and press the **Create cross table** button.

Now you can transfer the result in the main table. Select a destination in the **Copy in** list and press the **Ok** button. To transfer only some parts, select them in the table.

Here is the description of the other options:

- Case sensitive** If it is active uppercase and lowercase letters are considered different. For example LONDON is different from London
- Include empty cells** If it is active, it includes in frequency calculation also empty cells, if any.

The following example describes the values that constitute a cross table.
The initial data are the following

Sex	Nationality
F	Italy
M	France
F	France
M	Italy
F	France

Calculating the cross table relative to the two questions (sex and nationality) you will obtain the following result:

	A	B	C	D
1	Answers	Total	Italy	France
2	All	5	2	3
3	% group (columns)		100 %	100 %
4	% total (all)	100 %	40 %	60 %
5	F	3	1	2
6	% group (columns)		50 %	66.67 %
7	% answer (rows)	100 %	33.33 %	66.67 %
8	% total (all)	60 %	20 %	40 %
9	M	2	1	1
10	% group (columns)		50 %	33.33 %
11	% answer (rows)	100 %	50 %	50 %
12	% total (all)	40 %	20 %	20 %

In the first column (A) all the various answers to the first question (sex) are shown in blue color; in this case *M* and *F*; in the first row (1) all the various answers to the second question (nationality) are shown in blue color; in this case *Italy* and *France*.

The second column (B) and the second row (2) represent totals. There have been 5 answers (B-2); 3 of them are females (B-5) and 2 are males (B-9). Moreover 2 are Italian (C-2), correspondent to the 40% of total (C-4) and 3 are French (D-2), correspondent to the 60% of total (D-4).

Let's begin to analyze girls: among the girls in total (B-5), 1 is Italian (C-5) and the other 2 girls are French (D-5). Then the 50% (C-6) of Italians and the 66.67% (D-6) of French are girls. On the contrary, the 33.33% (C-7) of the girls is Italian, while the remaining 67.67% (D-7) is French. In all, the 60% (B-8) of all who have answered are girls, and more precisely the 20% (C-8) are Italian girls and the 40% (D-8) are French girls.

The procedure is the same for male analysis: of the 2 boys in total (B-9), 1 is Italian (C-9) and the other one is French (D-9). Therefore the 50% (C-10) of Italians and the 33.33% (D-10) of French are boys. On the contrary, the 50% (C-11) of the boys is Italian, while the remaining 50% (D-11) is French. In all, the 40% (B-12) of all who have answered are boys, and more precisely the 20% (C-12) are Italian boys and the 20% (D-12) are French boys.

This is the procedure to interpret a cross table of any size. Totals should not be difficult to understand, but you could have some problems with % group (columns) e % answer (rows).

Here is a simple way to interpret correctly these two values:

1. Read the value contained in the cell of interest.
2. Read the column or row header, according to whether it's written **columns** or **rows**.
3. Read what you have not read at step 2 (if at step 2 you've read rows header, now read columns header and vice versa).

<u>U</u> ndo
<u>C</u> ut
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Example for the cell D-6: 66.67%

1. 66.67%
2. France
3. Females

You obtain:: 66.67% of French are females, that is the correct interpretation.

<u>U</u> ndo
<u>C</u> ut
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Example for the cell C-7: 33.33%

1. 33.33%
2. Females
3. Italy

You obtain: 33.33% of females are Italian, that is the correct interpretation.

NOTE: The automatic statistics are active in this window too.

See also: [Statistics...](#)
[Data frequency...](#)

Shareware

Unregistered

Distributors

What is Shareware? A short definition...

Shareware is a concept which is not understood by everyone. Software's author keeps all rights established by law but permits to distribute it freely. Doing so he / she gives the user the possibility to test and evaluate the software freely, in order to see if it satisfies his / her necessities.

You should not confuse Shareware with "Public Domain Software" (also known as "Freeware"), even if both of them could be obtained from the same sources. If you continue to use a Shareware software, you have to register to the author and pay the registering rate. What you will obtain, it depends on the author, but you could obtain a printed manual, phone support, new versions, and if you pay for the Shareware software you will help the author to continue to upgrade the software you use and to produce another one.

If you consider that registering rates for Shareware software are always much lower than the comparable commercial programs, if any, then of course you'll realize that Shareware software is a good business for whom using it. Moreover you'll have the possibility to be sure that the software is compatible with your computer and to know if it satisfies your needs before you "buy" it with the registration. Furthermore many Shareware author can be reached more easily than Software houses and your suggestions have a much greater chance to be followed.

Unregistered version

This version of WinAsks Professional is not registered. This particular version lets you discover all the program features, so you can be sure that it satisfies your needs. Anyway there are some limitations:

U ndo
C <u>u</u> t
C <u>o</u> py
P <u>a</u> ste
B ackground...
F <u>o</u> nt...
D <u>e</u> fault
I mport...

You'll see some screens which remember you to register

U ndo
C <u>u</u> t
C <u>o</u> py
P <u>a</u> ste
B ackground...
F <u>o</u> nt...
D <u>e</u> fault
I mport...

You cannot save and print questionnaires with more than 10 questions

If you continue to use WinAsks Professional for more than 15 days, then you have to register. If you register, you'll have many benefits, including:

 Complete version of the program

U ndo
C <u>u</u> t
C <u>o</u> py
P <u>a</u> ste
B ackground...
F <u>o</u> nt...
D <u>e</u> fault
I mport...

Illustrated and bound detailed manual

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

User license

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Free upgrade to 32 bit version for Windows 95 (not included in Single License EDU)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Questionnaire distribution without any royalty

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Free technical support for 90 days

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

20 % discount on upgrades and other products

<u>U</u> ndo
C <u>u</u> t C <u>o</u> py P <u>a</u> ste
<u>B</u> ackground... <u>F</u> ont... <u>D</u> efault
<u>I</u> mport...

Demos of other programs

<u>U</u> ndo
C <u>u</u> t C <u>o</u> py P <u>a</u> ste
<u>B</u> ackground... <u>F</u> ont... <u>D</u> efault
<u>I</u> mport...

Personal registration code


To register follow the instructions provided in the **Distributors** Tab.

Instead if you do not want to register, we thank you for testing this software and we ask you to delete it from your hard disk and possibly give it to someone who might be more interested. Thanks.




SmartLite Softwares Distributors & Registration Points



For your convenience we have contracted other companies to process any orders you may wish to place. Our list of authorized distributors is always growing so, if you have Internet access, you may contact us to check if there is a new distributor near you.

To register WinAsks Professional we recommend you to use our *Registration Wizard* , which follows you with easy step-to-step questions, thus making registration really a snap. On the contrary, if you want to register by yourself, read the following information.

In order to identify the services offered by a distributor, we used the following symbols close to every name:

-  This distributor handles orders
-  This distributor handles information requests
-  This distributor handles technical support

If you need some information and/or technical support and the distributor you wish to contact does not handle these tasks, you should contact directly SmartLite Software.

When you contact a distributor for an order, please provide (or be prepared to provide) the following information:

U ndo
Cu t
C opy
P aste
B ackground...
F ont...
D efault
I mport...

The program you are purchasing ("WinAsks Professional") and the license type

U ndo
Cu t
C opy
P aste
B ackground...
F ont...
D efault
I mport...

Your mailing address

U ndo
Cu t
C opy
P aste
B ackground...
F ont...
D efault
I mport...

Your credit card number and its expiration date (if using credit card)

U ndo
Cu t
C opy
P aste
B ackground...
F ont...
D efault
I mport...

Your e-mail address (if you have one)

	AUSTRALIA	Byte Services
	GERMANY	Vogel Datentechnik
	HOLLAND & BELGIUM	Computer Solutions Dorth
	ITALY	SmartLite Software
	UK	The Thompson Partnership
	USA & CANADA	NorthStar Solutions
	OTHER	SmartLite Software
<hr/>		
	INTERNET	NorthStar Solutions
	INTERNET	SmartLite Software
	COMPUSERVE	CompuServe

If you have any problem registering WinAsks or don't know what to do, don't hesitate to contact [SmartLite Software](#). We'll be very happy to help you!

<u>U</u> ndo
C <u>u</u> t C <u>o</u> py P <u>a</u> ste
<u>B</u> ackground... <u>F</u> ont... <u>D</u> efault
<u>I</u> mport...

NorthStar Solutions

NorthStar Solutions accepts:

<u>U</u> ndo
C <u>u</u> t C <u>o</u> py P <u>a</u> ste
<u>B</u> ackground... <u>F</u> ont... <u>D</u> efault
<u>I</u> mport...

Credit card orders: Visa, MasterCard, Discover

<u>U</u> ndo
C <u>u</u> t C <u>o</u> py P <u>a</u> ste
<u>B</u> ackground... <u>F</u> ont... <u>D</u> efault
<u>I</u> mport...

Check orders

<u>U</u> ndo
C <u>u</u> t C <u>o</u> py P <u>a</u> ste
<u>B</u> ackground... <u>F</u> ont... <u>D</u> efault
<u>I</u> mport...

Money orders

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Cash orders

NorthStar Solutions can be contacted for orders ONLY via any of the following methods:

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Phone

Available 10 am - 8 pm, EST, Monday thru Saturday
 1-800-699-6395 (calls from the U.S. only)
 1-803-699-6395

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Fax

1-803-699-5465 (available 24 hours. International and business orders encouraged)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Internet

Available both secure and unsecure online forms
<http://nstarsolutions.com> (our product is at <http://nstarsolutions.com/357.htm>)

U ndo
Cu t
C opy
P aste
B ackground...
F ont...
D efault
I mport...

E-Mail

America Online: STARMAIL

CompuServe: STARMAIL

Internet: starmail@compuserve.com

U ndo
Cu t
C opy
P aste
B ackground...
F ont...
D efault
I mport...

Mail

Make checks payable to "NorthStar Solutions" and send them to:

NorthStar Solutions
 PO Box 25262
 Columbia, SC 29224

U ndo
Cu t
C opy
P aste
B ackground...
F ont...
D efault
I mport...

Order information

The following prices include 10 USD for S&H. If you need information about licenses types, please consult the file README.WRI

Product	Price (in USD)	Registration ID
WinAsks Professional 2.0 Single License EDU	\$ 79	# 1340
WinAsks Professional 2.0 Single License	\$ 109	# 1341
WinAsks Professional 2.0 10 Pack License	\$ 709	# 1342
WinAsks Professional 2.0 Lab Pack EDU	\$ 409	# 1344
WinAsks Professional 2.0 School Pack EDU	\$ 709	# 1345
Maintenance & Support Contract	\$ 69	# 1347

Thanks again for registering! If you have any question, don't hesitate to contact [SmartLite Software](#).

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Byte Services Pty Ltd

Byte Services Pty Ltd accepts:

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Credit card orders: Visa, MasterCard, BankCard

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Check orders

U ndo
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<u>C</u> opy
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Money orders

<u>U</u> ndo
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<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Cash orders

Byte Services Pty Ltd can be contacted for orders only via any of the following methods:

<u>U</u> ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Phone

(612) 9957-6655

<u>U</u> ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Fax

(612) 9957-6688

<u>U</u> ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Internet

<http://www.byteserve.com.au> (our product is at <http://www.byteserve.com.au/ASR>)

U ndo
Cut
C <u>o</u> py
P <u>a</u> ste
B ackground...
F <u>o</u> nt...
D <u>e</u> fault
I mport...

E-Mail

waynei@byteserve.com.au

U ndo
Cut
C <u>o</u> py
P <u>a</u> ste
B ackground...
F <u>o</u> nt...
D <u>e</u> fault
I mport...

Mail

Make checks payable to "Byte Services Pty Ltd" and send them to:

Byte Services Pty Ltd
61 West St Crows Nest
Sydney, NSW 2065

U ndo
Cut
C <u>o</u> py
P <u>a</u> ste
B ackground...
F <u>o</u> nt...
D <u>e</u> fault
I mport...

Order information

The following prices include 15 ASD for S&H. If you need information about licenses types, please consult the file README.WRI

Product	Price (in ASD)
WinAsks Professional 2.0 Single License EDU	110 ASD
WinAsks Professional 2.0 Single License	150 ASD
WinAsks Professional 2.0 10 Pack License	960 ASD
WinAsks Professional 2.0 Lab Pack EDU	554 ASD
WinAsks Professional 2.0 School Pack EDU	960 ASD
Maintenance & Support Contract	95 ASD

Thanks again for registering! If you have any question, don't hesitate to contact [SmartLite Software](#).

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Computer Solutions Dorth by

Computer Solutions Dorth accepts:

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Credit card orders: Visa, MasterCard, Eurocard, Diners, American Express

U ndo
Cu <u>t</u>
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<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Check orders

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Money orders

Computer Solutions Dorth can be contacted for orders and information via any of the following methods:

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Phone

(0575) 494 545 (available 9 am - 5 pm)

U ndo
Cu <u>t</u>
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<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Fax

(0575) 491 222 (available 24 hours)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

E-Mail

CompuServe: CSD_NL Internet: CSD_NL@compuserve.com

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Mail

Make checks payable to "Computer Solutions Dorth" and send them to:
 Computer Solutions Dorth bv
 Postbus 59
 NL-7213 ZH GORSSEL
 The Netherlands

U ndo
Cut
C opy
P aste
B ackground...
F ont...
D efault
I mport...

Order information

The following prices include 20 DFL for S&H. They **do not** include 17.5% VAT. If you need information about licenses types, please consult the file README.WRI

Product	Price (in DFL)
WinAsks Professional 2.0 Single License EDU	153 DFL
WinAsks Professional 2.0 Single License	213 DFL
WinAsks Professional 2.0 10 Pack License	1383 DFL
WinAsks Professional 2.0 Lab Pack EDU	796 DFL
WinAsks Professional 2.0 School Pack EDU	1383 DFL
Maintenance & Support Contract	133 DFL

Thanks again for registering! If you have any question, don't hesitate to contact [SmartLite Software](#).

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

SmartLite Software

SmartLite Software accepts:

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Check orders

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Money orders

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Cash orders

SmartLite Software can be contacted for orders, additional information and support via any of the following methods:

U ndo
Cu <u>t</u> C <u>o</u> py P <u>a</u> ste
<u>B</u> ackground... F <u>o</u> nt... D <u>e</u> fault
<u>I</u> mport...

Phone

++39 331 626191 Italian speaking

U ndo
Cu <u>t</u> C <u>o</u> py P <u>a</u> ste
<u>B</u> ackground... F <u>o</u> nt... D <u>e</u> fault
<u>I</u> mport...

Fax

++39 331 626191 (24h)

U ndo
Cu <u>t</u> C <u>o</u> py P <u>a</u> ste
<u>B</u> ackground... F <u>o</u> nt... D <u>e</u> fault
<u>I</u> mport...

BBS

++39 331 827572 (24h)

U ndo
Cu <u>t</u> C <u>o</u> py P <u>a</u> ste
<u>B</u> ackground... F <u>o</u> nt... D <u>e</u> fault
<u>I</u> mport...

Internet

<http://www.SmartliteSoftware.com>

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

E-Mail

info@smartlitesoftware.com (for information)
sales@smartlitesoftware.com (for orders)
support@smartlitesoftware.com (for technical support)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Mail

Make checks payable to "SmartLite Software" and send them to:
SmartLite Software
Via Canova 10
21052 Busto Arsizio (VA)
Italy

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Order information

The following prices include 10 USD for S&H. If you need information about licenses types, please consult the file README.WRI

Product	Price (in USD)
WinAsks Professional 2.0 Single License EDU	\$ 79
WinAsks Professional 2.0 Single License	\$ 109
WinAsks Professional 2.0 10 Pack License	\$ 709
WinAsks Professional 2.0 Lab Pack EDU	\$ 409
WinAsks Professional 2.0 School Pack EDU	\$ 709
Maintenance & Support Contract	\$ 69

Thanks again for registering! If you have any question, don't hesitate to contact us.

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

The Thompson Partnership

The Thompson Partnership accepts:

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Credit card orders: Visa, MasterCard, AmEx

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Check orders

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Cash orders

The Thompson Partnership is an authorized distributor (packages are sent directly by them) and can be contacted for orders, information and technical support via any of the following methods:

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Phone

(01889) 564601

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Fax

(01889) 563219 (available 24 hours)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Internet

<http://www.ttp.co.uk>

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

E-Mail

CompuServe: 100530,2050 Internet: sales@ttp.co.uk
 CompuServe: GO TTP (UkShare)

U ndo
Cu t
C opy
P aste
B ackground...
F ont...
D efault
I mport...

Mail

Make checks payable to "The Thompson Partnership" and send them to:

The Thompson Partnership
 Lion Buildings, Market Place
 Uttoxeter, Staffordshire
 ST14 8HZ
 England

U ndo
Cu t
C opy
P aste
B ackground...
F ont...
D efault
I mport...

Order information

The following prices **do not** include 17.5% VAT and £ 3 for S&H. If you need information about licenses types, please consult the file README.WRI. Included with the program, you can also find the file ORDER.WRI, that you can use to order with The Thompson Partnership.

Product	Price (in £)
WinAsks Professional 2.0 Single License EDU	43 £
WinAsks Professional 2.0 Single License	62 £
WinAsks Professional 2.0 10 Pack License	439 £
WinAsks Professional 2.0 Lab Pack EDU	249 £
WinAsks Professional 2.0 School Pack EDU	439 £
Maintenance & Support Contract	43 £

Thanks again for registering! If you have any question, don't hesitate to contact [SmartLite Software](#).

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Vogel Datentechnik - Sharible Leserservice

Vogel Datentechnik accepts:

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Credit card orders: Visa, MasterCard, Eurocard

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Check orders

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Money orders

<u>U</u> ndo
C <u>u</u> t
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Cash orders

Vogel Datentechnik can be contacted for orders and information via any of the following methods:

<u>U</u> ndo
C <u>u</u> t
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Phone

(089) 6085 1220 (available 9 am - 4 pm, 9 pm - 11 pm, Monday thru Friday)

<u>U</u> ndo
C <u>u</u> t
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Fax

(089) 6085 1220 (available 24 hours)

<u>U</u> ndo
C <u>u</u> t
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Internet

Order: <http://www-city.europeonline.com/cyberhome/vogeldat/order>

Other: <http://members.aol.com/vogeldat>

<http://ourworld.compuserve.com/homepages/vogeldat>

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

E-Mail

CompuServe: 100346,2206 Internet: sharible@poboxes.com
 CompuServe: GO SHARIBLE, Forum "Sharible - Magazin"
 AOL: Keyword "sharible", Forum SAVE, "Sharible Magazin"

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Mail

Make checks payable to "Vogel Datentechnik" and send them to:
 Vogel Datentechnik - Sharible Leserservice
 Masurenweg 1 - D-85521
 Ottobrunn
 Germany

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Order information

The following prices include 19 DEM for S&H. They **do not** include 15% VAT. If you need information about licenses types, please consult the file README.WRI

Product	Price (in DEM)	Registration ID
WinAsks Professional 2.0 Single License EDU	149 DEM	# 02811
WinAsks Professional 2.0 Single License	207 DEM	# 02812
WinAsks Professional 2.0 10 Pack License	1346 DEM	# 02821
WinAsks Professional 2.0 Lab Pack EDU	776 DEM	# 02822
WinAsks Professional 2.0 School Pack EDU	1346 DEM	# 02823
Maintenance & Support Contract	130 DEM	# 02891

Thanks again for registering! If you have any question, don't hesitate to contact [SmartLite Software](#).

U ndo
C <u>u</u> t
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

CompuServe

If you are a CompuServe member, you can register WinAsks Professional in a very simple way; just **GO** to **SWREG** forum and select which program to register. The registration fee is added to your CIS bill for the month.

The following prices include 10 USD for S&H. If you need information about licenses types, please consult the file README.WRI

Product	Price (in USD)	Registration ID
WinAsks Professional 2.0 Single License EDU	\$ 79	# 14795
WinAsks Professional 2.0 Single License	\$ 109	# 14796
WinAsks Professional 2.0 10 Pack License	\$ 709	# 14797
WinAsks Professional 2.0 Lab Pack EDU	\$ 409	# 14798
WinAsks Professional 2.0 School Pack EDU	\$ 709	# 14799
Maintenance & Support Contract	\$ 69	# 14800

Thanks again for registering! If you have any question, don't hesitate to contact [SmartLite Software](#).

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Multimedia objects format

This part of the guide describes the multimedia objects formats that are supported by WinAsks Editor Professional.

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Images

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

*.BMP (Windows Bitmap)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

*.GIF (CompuServe)

U ndo		
Cu <u>t</u>		
<u>C</u> opy		
<u>P</u> aste		
B ackground...		
F ont...		
D efault		
I mport...	*.JPG	(Joint Photographic Group)
U ndo		
Cu <u>t</u>		
<u>C</u> opy		
<u>P</u> aste		
B ackground...		
F ont...		
D efault		
I mport...	*.PCX	(Zsoft Paintbrush)
U ndo		
Cu <u>t</u>		
<u>C</u> opy		
<u>P</u> aste		
B ackground...		
F ont...		
D efault		
I mport...	*.RLE	(Run Length Encoded)
U ndo		
Cu <u>t</u>		
<u>C</u> opy		
<u>P</u> aste		
B ackground...		
F ont...		
D efault		
I mport...	*.TGA	(Targa)
U ndo		
Cu <u>t</u>		
<u>C</u> opy		
<u>P</u> aste		
B ackground...		
F ont...		
D efault		
I mport...	*.TIF	(Tagged Image File Format)

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

*.WMF (Windows Metafile)

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Sounds

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

*.MID (Midi)

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

*.WAV (Wave Audio)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Animations

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

*.FLI (Autodesk ®)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

*.FLC (Autodesk ®)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

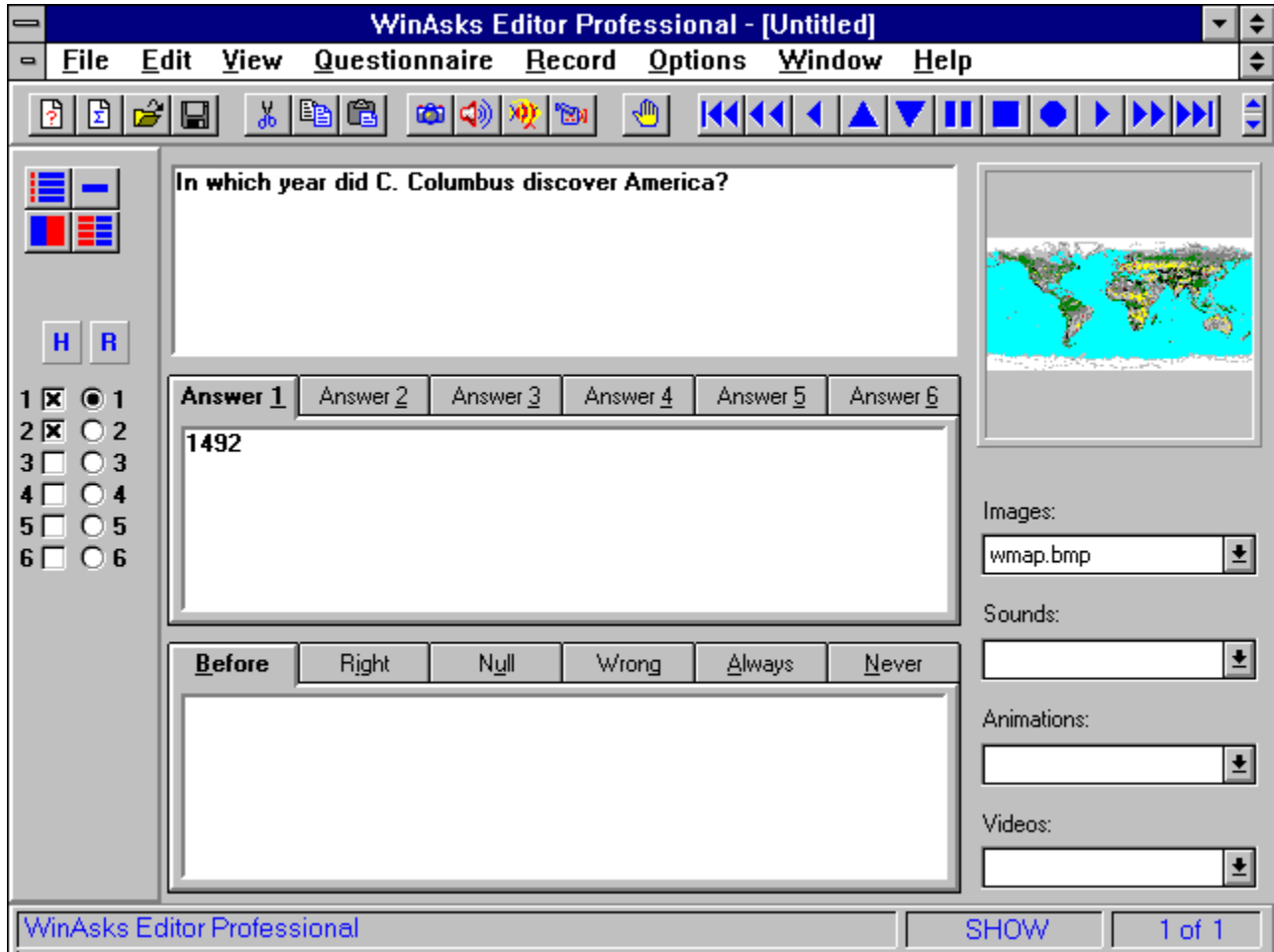
Videos

U ndo
C <u>u</u> t
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

*.AVI (Microsoft ©)

Questionnaire window

To have further information, click the screen part you're interested in.



Analysis window

To have further information, click the screen part you're interested in.

WinAsks Editor Professional - [d:\english\editor\sample.an]

File Edit Record Analysis Chart Options Window Help

	Surname	Name	Age	Sex	Country	Score 1
1	Brown	Arnold	17	M	Italy	82
2	Hall	Shelley	16	F	France	74
3	Sinclair	Michael	19	M	Usa	81
4	Keats	Arnold	21	M	Italy	89
5	Young	Jennifer	17	F	Italy	69
6	Hall	Alex	22	M	Italy	89
7	Young	Helen	19	F	Usa	63
8	Sinclair	James	22	M	Spain	71
9	Walker	Jennifer	19	F	Germany	90
10	White	Thomas	23	M	France	85
11	Rolle	Mark	25	M	Italy	55
12	Lewis	Ruth	23	F	Germany	78
13	Newton	Michelle	20	F	Usa	79
14	Brown	Peter	23	M	Italy	75
15	Young	Rick	21	M	Italy	79
16	Walker	Jennifer	20	F	Spain	89
17	Hall	Susan	17	F	France	85
18	Lewis	Simone	19	F	Germany	67
19	Newton	Michael	21	M	Italy	80
20	Sinclair	Larry	19	M	Italy	79
21						

Data Statistics Best Distribution Admitted

Data

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Commands: File Menu

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

New Questionnaire

It prepares WinAsks Editor Professional for the creation of a new questionnaire. Two windows are shown: the main one and the Browser. The main window contains the boxes to enter questions, answers, comments and all the eventual associated objects. The Browser shows all the questions introduced in the questionnaire in table form.

Shortcut:

 on standard Toolbar

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

New Analysis

It prepares WinAsks Editor Professional for the creation of a new analysis. An analysis is initially composed of two tables (Data and Statistics) and of a chart (Chart).

Shortcut:

 on standard Toolbar

U ndo
Cut
Copy
Paste
Background...
Font...
Default
Import...

Open...

It opens a file previously saved. You can open questionnaires (*.WAP) or analyses (*.ANL). According to the selected file, WinAsks Editor Professional shows the necessary windows.

Shortcut:

 on standard Toolbar

See also: [File window...](#)

U ndo
Cut
Copy
Paste
Background...
Font...
Default
Import...

Find...

It shows the window to search for a questionnaire or an analysis on all the disk. You can also specify information for a quicker search.

See also: [Find file...](#)

U ndo
Cut
Copy
Paste
Background...
Font...
Default
Import...

Delete...

It deletes a file from disk. WARNING! A deleted file cannot be read any longer and so you should use this command carefully. Sometimes to recover the original file you can use some specific utilities (as UNDELETE of Ms-Dos 5.0 or higher).

See also: [File window...](#)

U ndo
Cut
C opy
P aste
B ackground...
F ont...
D efault
I mport...

Set printer...

It shows a window to install and set your printer (if present).
See also: Microsoft Windows 3.1 or Windows 95 manual

U ndo
Cut
C opy
P aste
B ackground...
F ont...
D efault
I mport...

1. 2. 3. 4. Filename

It permits you to use numbers and names listed at the end of File menu to open one of the latest used files. You just have to choose the number or the name correspondent to the desired file.

U ndo
Cut
C opy
P aste
B ackground...
F ont...
D efault
I mport...

Exit

It quits WinAsks Editor Professional and returns to Program Manager.

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Commands: View Menu

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

View image...

It shows a window for images visualization. To have information about the formats supported by WinAsks Editor Professional consult the correspondent help section.

Shortcut:

 on standard Toolbar

See also: [Multimedia objects format](#)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Play sound...

It shows a window to reproduce a musical file. To have information about the formats supported by WinAsks Editor Professional consult the correspondent help section.

Shortcut:

 on standard Toolbar

See also: [Multimedia objects format](#)

U ndo
Cut
C opy
P aste
B ackground...
F ont...
D efault
I mport...

View animation...

It shows a window to show an animation file. To have information about the formats supported by [WinAsks Editor Professional](#) consult the correspondent help section.

Shortcut:



on standard Toolbar

See also: [Multimedia objects format](#)

U ndo
Cut
C opy
P aste
B ackground...
F ont...
D efault
I mport...

Play video...

It shows a window to reproduce a video. To have information about the formats supported by [WinAsks Editor Professional](#) consult the correspondent help section.

Shortcut:



on standard Toolbar

See also: [Multimedia objects format](#)

U ndo
Cut
C <u>o</u> py
P <u>a</u> ste
B ackground...
F <u>o</u> nt...
D <u>e</u> fault
I mport...

Commands: Options Menu

U ndo
Cut
C <u>o</u> py
P <u>a</u> ste
B ackground...
F <u>o</u> nt...
D <u>e</u> fault
I mport...

Environment...

This command lets you select some general options about the work environment of WinAsks Editor Professional.

See also: Environment...

U ndo
Cut
C <u>o</u> py
P <u>a</u> ste
B ackground...
F <u>o</u> nt...
D <u>e</u> fault
I mport...

Toolbar...

This command shows a window for the personalization of WinAsks Editor Professional Toolbar.

See also: Customize toolbar...

U ndo
Cut
C <u>o</u> py
P <u>a</u> ste
B ackground...
F <u>o</u> nt...
D <u>e</u> fault
I mport...

Tips...

This command permits to show all the tips which have been introduced in WinAsks Editor Professional. A tip consists of some information which is very useful while using the program.

See also: [Tips of the day...](#)

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Commands: Help Menu

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Index

It shows the index of WinAsks Editor Professional help.

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Commands

It shows the guide about the commands of WinAsks Editor Professional menus.

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Find...

It shows a window to search for a certain word in the WinAsks Editor Professional guide.

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

How to use help

It shows the guide on Windows help

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

WinAsks Professional

It shows information about WinAsks Professional.

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

System information...

It shows some information about the current system.

See also: [System information...](#)

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

About...

It shows the name and the address of the author of WinAsks Professional.

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Commands: File Menu (Questionnaire)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

New Questionnaire

It prepares WinAsks Editor Professional for the creation of a new questionnaire. Two windows are shown: the main one and the Browser. The main window contains the boxes to insert questions, answers, comments and all the eventual associated objects. The Browser shows all the questions introduced in the questionnaire in table form.

Shortcut:

 on standard Toolbar

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

New Analysis

It prepares WinAsks Editor Professional for the creation of a new analysis. An analysis is initially composed of two tables (Data and Statistics) and of a chart (Chart).

Shortcut:

 on standard Toolbar

U ndo
Cut
C <u>o</u> py
P <u>a</u> ste
B ackground...
F <u>o</u> nt...
D <u>e</u> fault
I mport...

Open...

It opens a file previously saved. You can open questionnaires (*.WAP) or analyses (*.ANL). According to the selected file, WinAsks Editor Professional shows the necessary windows.

Shortcut:

 on standard Toolbar

See also: [File window...](#)

U ndo
Cut
C <u>o</u> py
P <u>a</u> ste
B ackground...
F <u>o</u> nt...
D <u>e</u> fault
I mport...

Save

It saves a file on disk without asking its name. If the file has been just created or it had not been previously saved, then you'll see a dialogue window to enter its name.

Shortcut:

 on standard Toolbar

See also: [File window...](#)

U ndo
Cut
C <u>o</u> py
P <u>a</u> ste
B ackground...
F <u>o</u> nt...
D <u>e</u> fault
I mport...

Save as...

It saves a file on disk and prompts for its name

See also: [File window...](#)

U ndo
Cu <u>t</u> C <u>o</u> py P <u>a</u> ste
<u>B</u> ackground... F <u>o</u> nt... D <u>e</u> fault
<u>I</u> mport...

Close

It closes and deletes a file from memory. If the file has been changed since last save, WinAsks Editor Professional shows a window where you can choose to save the file, proceed with closing or cancel the command.

Shortcut:

The check box of active window

U ndo
Cu <u>t</u> C <u>o</u> py P <u>a</u> ste
<u>B</u> ackground... F <u>o</u> nt... D <u>e</u> fault
<u>I</u> mport...

Find...

It shows the window to search for a questionnaire or an analysis on all the disk. You can also specify information for a quicker search.

See also: [Find file...](#)

U ndo
Cu <u>t</u> C <u>o</u> py P <u>a</u> ste
<u>B</u> ackground... F <u>o</u> nt... D <u>e</u> fault
<u>I</u> mport...

Delete...

It deletes a file from disk. WARNING! A deleted file cannot be read any longer and so you should use this command carefully. Sometimes to recover the original file you can use some specific utilities (as UNDELETE of Ms-Dos 5.0 or higher).

See also: [File window...](#)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Information...

This command shows the window to enter some information about the current file. This information will be very useful to identify the file later.

See also: [File information...](#)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Compile...

This command lets you compile a questionnaire, so that it can be run on-screen. The questionnaire can be also visualized on systems that have not [WinAsks Editor Professional](#).

See also: [Compiling a questionnaire...](#)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Export...

It lets you export a questionnaire in text format, in order to be able to use it in other applications.

See also: [Exporting a questionnaire...](#)

U ndo
Cut
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Insert...

It inserts a previously saved questionnaire in the current one.

See also: [Inserting a questionnaire...](#)

U ndo
Cut
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Set printer...

It shows a window to install and set your printer (if present).

See also: Microsoft Windows 3.1 or Windows 95 manual

U ndo
Cut
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Print...

This command lets you print the current questionnaire. You can also print only the associated images and set many options.

See also: [Printing a questionnaire...](#)

U ndo
Cut
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

1. 2. 3. 4. Filename

It permits you to use numbers and names listed at the end of the File menu to open one of

the latest used files. You just have to choose the number or the name correspondent to the desired file.

U ndo
C <u>u</u> t
C <u>o</u> py
P <u>a</u> ste
B ackground...
F <u>o</u> nt...
D <u>e</u> fault
I <u>m</u> port...

Exit

It quits WinAsks Editor Professional and returns to Program Manager.

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Commands: Edit Menu (Questionnaire)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Undo

It cancels current operation, that is an addition, an edit or a record insertion. After this command the **SHOW** mode is restored.

Shortcut:

 on standard Toolbar

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Cut

It deletes the selected text and copies it into the Clipboard.

Shortcut:

 on standard Toolbar

U ndo
C <u>u</u> t
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Copy

It copies the selected text into the Clipboard

Shortcut:



on standard Toolbar

U ndo
C <u>u</u> t
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Paste

It copies the text contained in the Clipboard in the active text box.

Shortcut:



on standard Toolbar

U ndo
C <u>u</u> t
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Clear

It resets Clipboard contents.

U ndo
C <u>u</u> t
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Background...

Select the background color to use to write text.

U ndo
C <u>u</u> t
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Font...


Select the font, the style and the color to use to write text.

U ndo
C <u>u</u> t
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Record

It permits you to edit the current record. To save the operation press the relative button on standard Toolbar or select Confirm command in the Record menu.

Shortcut:

 on standard Toolbar

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Commands: View Menu (Questionnaire)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

View image...

It shows a window for images visualization. To have information about the formats supported by WinAsks Editor Professional consult the correspondent help section.

Shortcut:

 on standard Toolbar

See also: [Multimedia objects format](#)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Play sound...

It shows a window to reproduce a musical file. To have information about the formats supported by WinAsks Editor Professional consult the correspondent help section.

Shortcut:

 on standard Toolbar

See also: [Multimedia objects format](#)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

View animation...

It shows a window to show an animation file. To have information about the formats supported by [WinAsks Editor Professional](#) consult the correspondent help section.

Shortcut:

 on standard Toolbar

See also: [Multimedia objects format](#)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Play video...

It shows a window to reproduce a video. To have information about the formats supported by [WinAsks Editor Professional](#) consult the correspondent help section.

Shortcut:

 on standard Toolbar

See also: [Multimedia objects format](#)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Find...

This command lets you search for a particular text string in the questionnaire.

See also: [Find text...](#)

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Find next...

This command lets you search in the questionnaire for the text string previously entered. If you have not entered a string yet, WinAsks Editor Professional shows you a window to enter it.

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Go to...

It shows a window that permits you to enter the record number on which you want to move on.

See also: Go to... window

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Browser...

This command creates or updates the Browser. If the Browser is already loaded, then you can select it choosing the Browser command in the Window menu.

U ndo
Cut
C opy
P aste
B ackground...
F ont...
D efault
I mport...

Commands: Questionnaire Menu (Questionnaire)

U ndo
Cut
C opy
P aste
B ackground...
F ont...
D efault
I mport...

Data...

This command shows a window to insert the data to be required before a questionnaire execution.

See also: [Data request window...](#)

U ndo
Cut
C opy
P aste
B ackground...
F ont...
D efault
I mport...

Messages...

This command shows a window to insert or customize the messages that appear while running a questionnaire.

See also: [Messages window...](#)

U ndo
Cut
C opy
P aste
B ackground...
F ont...
D efault
I mport...

Objects...

This command lets you select the [multimedia objects](#) which have to be shown or reproduced

in certain parts of questionnaire execution.
See also: [Objects window...](#)

U ndo
Cu <u>t</u> C <u>o</u> py P <u>a</u> ste
<u>B</u> ackground... <u>F</u> ont... <u>D</u> efault
<u>I</u> mport...

Links...

This command lets you link the current questionnaire to other ones that are already created and compiled.

See also: [Links window...](#)

U ndo
Cu <u>t</u> C <u>o</u> py P <u>a</u> ste
<u>B</u> ackground... <u>F</u> ont... <u>D</u> efault
<u>I</u> mport...

Score...

This command lets you select a score for each questionnaire record. You can select different scores according to answer results.

See also: [Score window...](#)

U ndo
Cu <u>t</u> C <u>o</u> py P <u>a</u> ste
<u>B</u> ackground... <u>F</u> ont... <u>D</u> efault
<u>I</u> mport...

Evaluation...

This command lets you specify an evaluation that will be shown at the end of questionnaire execution. You can define a different evaluation according to questionnaire result.

See also: [Evaluation window...](#)

U ndo
C <u>u</u> t
C <u>o</u> py
P <u>a</u> ste
B ackground...
F <u>o</u> nt...
D <u>e</u> fault
I mport...

Options...

This command lets you select general options about the questionnaire.

See also: [Questionnaire options: Standard](#)

[Questionnaire options: Advanced](#)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Commands: Record Menu (Questionnaire)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Add

This command lets you add a new record to the questionnaire. The record is introduced at the end of the current questionnaire.

Shortcut:

 on standard Toolbar

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Insert

This command lets you insert a new record in the questionnaire. The record is inserted at current position in the questionnaire.

Shortcut:

 on standard Toolbar

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...


Swap...

This command shows a window that lets you swap two record positions.
See also: [Records swap...](#)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Confirm

It confirms and saves in memory the addition, the insertion and the editing of a record.
Shortcut:

 on standard Toolbar

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Delete

This command lets you delete current record. After deleting, the Browser is updated to show the changes made.

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Information...

This command shows you some information about the current record .
See also: [Record information...](#)

U ndo
Cu <u>t</u> C <u>o</u> py P <u>a</u> ste
<u>B</u> ackground... <u>F</u> ont... <u>D</u> efault
<u>I</u> mport...

Options...

This command shows a window that lets you set all the options of the questionnaire and the current record. If current mode is **SHOW**, then the record option can only be shown and not be changed.

Shortcut:

 on standard Toolbar

See also: [Record options: Standard](#)
[Record options: Advanced](#)

U ndo
Cu <u>t</u> C <u>o</u> py P <u>a</u> ste
<u>B</u> ackground... <u>F</u> ont... <u>D</u> efault
<u>I</u> mport...

Associate image

It associates an image to the current record. You can associate up to 5 images to the same record.

See also: [Multimedia objects format](#)

U ndo
Cu <u>t</u> C <u>o</u> py P <u>a</u> ste
<u>B</u> ackground... <u>F</u> ont... <u>D</u> efault
<u>I</u> mport...

Associate sound

It associates a sound to the current record. You can associate up to 5 sounds to the same record.

See also: [Multimedia objects format](#)

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Associate animation

It associates an animation to the current record. You can associate up to 5 animations to the same record.

See also: [Multimedia objects format](#)

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Associate video

It associates a video to the current record. You can associate up to 5 videos to the same record.

See also: [Multimedia objects format](#)

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Dissociate image

Dissociates from current record the selected image.

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Dissociate sound

Dissociates from current record the selected sound.

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Dissociate animation

Dissociates from current record the selected animation.

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Dissociate video

Dissociates from current record the selected video.

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

First

It shows the first record of the questionnaire.

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Back

It goes ten records back in the questionnaire.

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Previous

It shows the record that precedes the current one.

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Next

It shows the record that follows the current one.

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Forward

It goes ten records forward in the questionnaire.

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Last

It shows the last record of the questionnaire.

U ndo
Cut
C <u>o</u> py
P <u>a</u> ste
B ackground...
F <u>o</u> nt...
D <u>e</u> fault
I mport...

Commands: Options Menu (Questionnaire)

U ndo
Cut
C <u>o</u> py
P <u>a</u> ste
B ackground...
F <u>o</u> nt...
D <u>e</u> fault
I mport...

Environment

This command lets you select all the options of the work environment of WinAsks Editor Professional.

See also: [Environment...](#)

U ndo
Cut
C <u>o</u> py
P <u>a</u> ste
B ackground...
F <u>o</u> nt...
D <u>e</u> fault
I mport...

Toolbar...

This command shows a window that permits you to customize the Toolbar simply using Drag & Drop.

See also: [Customize Toolbar](#)

U ndo
Cut
C <u>o</u> py
P <u>a</u> ste
B ackground...
F <u>o</u> nt...
D <u>e</u> fault
I mport...

Status

This command shows you the Status of the current questionnaire.

See also: [Questionnaire Status...](#)

U ndo
C <u>u</u> t
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Tips...

This command permits to show all the tips which have been introduced into [WinAsks Editor Professional](#). A tip consists of some information which is very useful while using the program.
See also: [Tips of the day...](#)

U ndo
Cut
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Commands: Windows Menu (Questionnaire)

U ndo
Cut
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Cascade

This command overlaps all the windows currently loaded. All the windows (the hidden ones too) are overlapped and the title bar of each one is shown.

U ndo
Cut
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Tile horizontally

It arranges horizontally all the group windows opening them one next to the other in order to make them all visible. Moreover this command lets you show windows that could be hidden or organize windows on screen.

U ndo
Cut
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Tile vertically

It arranges vertically all the group windows opening them one next to the other in order to make them all visible. Moreover this command lets you show windows that could be hidden

or organize windows on screen.

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Arrange icons

It arranges all the icons of the currently opened windows.

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

WinAsks Player

It loads WinAsks Player program.

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Text...

This command loads the text editor included in WinAsks Editor Professional.

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Add-Ins...

It shows all the WinAsks Professional Add-Ins installed in the system.

U ndo
C <u>u</u> t C <u>o</u> py P <u>a</u> ste
<u>B</u> ackground... F <u>o</u> nt... D <u>e</u> fault
<u>I</u> mport...

Window name...

It shows the name of all the currently loaded windows. To go from a window to another one, click its name.

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Commands: Help Menu (Questionnaire)

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Index

It shows the index of WinAsks Editor Professional help.

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Commands

It shows help on commands of WinAsks Editor Professional menus.

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Find...

It shows a window to search for a certain word in the WinAsks Editor Professional help.

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

How to use Help

It shows the guide on Windows Help.

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

WinAsks Professional

It shows information about WinAsks Professional.

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

System information...

It shows information about the current system.

See also: [System information...](#)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

About...

It shows the name and the address of WinAsks Professional author.

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Commands: File Menu (Analysis)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

New Questionnaire

It prepares WinAsks Editor Professional for the creation of a new questionnaire. Two windows are shown: the main one and the Browser. The main window contains the boxes to insert questions, answers, comments and all the eventual associated objects. The Browser shows all the questions introduced in the questionnaire in table form.

Shortcut:

 on standard Toolbar

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

New Analysis

It prepares WinAsks Editor Professional for the creation of a new analysis. An analysis is initially composed of two tables (Data and Statistics) and of a chart (Chart).

Shortcut:

 on standard Toolbar

U ndo
Cut
C opy
P aste
B ackground...
F ont...
D efault
I mport...

Open...

It opens a file previously saved. You can open questionnaires (*.WAP) or analyses (*.ANL). According to the selected file, WinAsks Editor Professional shows the necessary windows.

Shortcut:

 on standard Toolbar

See also: [File window...](#)

U ndo
Cut
C opy
P aste
B ackground...
F ont...
D efault
I mport...

Save

It saves a file on disk without asking its name. If the file has been just created or it had not been previously saved, then you'll see a dialogue window to enter its name.

Shortcut:

 on standard Toolbar

See also: [File window...](#)

U ndo
Cut
C opy
P aste
B ackground...
F ont...
D efault
I mport...

Save as...

It saves a file on disk and prompts for its name

See also: [File window...](#)

U ndo
Cu <u>t</u> C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Close

It closes and deletes a file from memory. If the file has been changed since last save, WinAsks Editor Professional shows a window where you can choose to save the file, proceed with closing or cancel the command.

Shortcut:

The check box of active window

U ndo
Cu <u>t</u> C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Find...

It shows the window to search for a questionnaire or an analysis on all the disk. You can also specify information for a quicker search.

See also: [Find file...](#)

U ndo
Cu <u>t</u> C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Delete...

It deletes a file from disk. WARNING! A deleted file cannot be read any longer and so you should use this command carefully. Sometimes to recover the original file you can use some specific utilities (as UNDELETE of Ms-Dos 5.0 or higher).

See also: [File window...](#)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Information...

This command shows the window to enter information about the current file. This information will be very useful to identify the file later.

See also: [File information...](#)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Import...

It lets you import data in text format into the current analysis.

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Export...

If a table is active, this command lets you export an analysis in text format. Instead if a chart is active, it lets you export the chart in BMP or WMF format.

See also: [Exporting a chart...](#)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Set printer...

It shows a window to install and set your printer (if present).

See also: Microsoft Windows 3.1 or Windows 95 manual

U ndo
Cu <u>t</u> C <u>o</u> py P <u>a</u> ste
<u>B</u> ackground... <u>F</u> ont... <u>D</u> efault
<u>I</u> mport...

Print...

This command lets you print the current analysis.

See also: [Print analysis...](#)

U ndo
Cu <u>t</u> C <u>o</u> py P <u>a</u> ste
<u>B</u> ackground... <u>F</u> ont... <u>D</u> efault
<u>I</u> mport...

1. 2. 3. 4. Filename

It permits you to use numbers and names listed at the end of File menu to open one of the latest modified files. You just have to choose the number or the name correspondent to the desired file.

U ndo
Cu <u>t</u> C <u>o</u> py P <u>a</u> ste
<u>B</u> ackground... <u>F</u> ont... <u>D</u> efault
<u>I</u> mport...

Exit

It quits [WinAsks Editor Professional](#) and returns to Program Manager.

U ndo
C <u>u</u> t
<u>C</u> opy
<u>P</u> aste
B ackground...
<u>F</u> ont...
<u>D</u> efault
I mport...

Commands: Edit Menu (Analysis)

U ndo
C <u>u</u> t
<u>C</u> opy
<u>P</u> aste
B ackground...
<u>F</u> ont...
<u>D</u> efault
I mport...

Cut

If a table is shown, this command deletes the selected text and copies it into the Clipboard.
 If a chart is shown, this command copies the chart in WMF Metafile format into the Clipboard.

U ndo
C <u>u</u> t
<u>C</u> opy
<u>P</u> aste
B ackground...
<u>F</u> ont...
<u>D</u> efault
I mport...

Copy

If a table is shown, this command copies the selected text into the Clipboard.
 If a chart is shown, this command copies the chart in BMP Bitmap into the Clipboard.

U ndo
C <u>u</u> t
<u>C</u> opy
<u>P</u> aste
B ackground...
<u>F</u> ont...
<u>D</u> efault
I mport...

Paste

It copies the text contained in the Clipboard to the current table.

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Clear

It deletes Clipboard contents

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Select all

It selects all the table cells in which data have been inserted.

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Find...

It searches for a string in the current analysis.

See also: [Find text...](#)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Find next

It repeats search of the same string in the current analysis

U ndo
Cut
Copy
Paste
Background...
Font...
Default
Import...

Cells - Insert...

It inserts new cells (rows or columns) in the current table
See also: [Insert cells...](#)

U ndo
Cut
Copy
Paste
Background...
Font...
Default
Import...

Cells - Delete...

It deletes selected cells (or their contents) from current table
See also: [Delete cells...](#)

U ndo
Cut
Copy
Paste
Background...
Font...
Default
Import...

Tabs - Insert

It inserts a new tab (table or chart) in the current analysis
See also: [Insert tab...](#)

U ndo
Cut
Copy
Paste
Background...
Font...
Default
Import...

Tabs - Delete

It deletes the active tab from current analysis

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Commands: Record Menu (Analysis)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Add - Manual...

It adds a record, that is a report which contains the result (right answers, wrong answers, ...) of the questionnaire / survey execution on screen.

Shortcut:



on standard Toolbar

See also: [Loading record manually...](#)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Add - Automatic...

It adds a record series, that is reports that contain the results (right answers, wrong answers, ...) of the questionnaire / survey execution on screen. You only need to select one report, the other ones will be automatically loaded by the program.

Shortcut:



on standard Toolbar

See also: [Loading record automatically...](#)

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Filter...

Apply a filter to the introduced data. This way you can view only specific data.

Shortcut:

 on standard Toolbar


See also: [Filters..](#)

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Sort...

It sorts the introduced data. You can define the element by which the sorting has to be made (ex. surname, score, ...)

Shortcut:

 on standard Toolbar

See also: [Sort...](#)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Commands: Analysis Menu

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Statistics...

It calculates and shows statistics about the selected data.

Shortcut:

 on standard Toolbar

See also: [Statistics...](#)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Frequency...

It calculates and shows the frequency of the selected data.

Shortcut:

 on standard Toolbar

See also: [Frequency...](#)

U ndo
C <u>u</u> t
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Cross table...

It calculates and shows a cross table.

Shortcut:

 on standard Toolbar

See also: [Cross table...](#)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Commands: Chart Menu

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Chart Wizard...

It starts the Chart Wizard. This way you can create a chart only answering to some simple questions.

Shortcut:

 on standard Toolbar

See also: [Chart Wizard...](#)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Types...

It lets you select a model (pie, bars, lines, ...) for the current chart.

Shortcut:

 on standard Toolbar

See also: [Chart types...](#)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Options...

It lets you select all the options of the current chart.

Shortcut:

 on standard Toolbar

See also: [Chart options...](#)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Font...

It changes the font and the style used for the various elements (titles, legend, ...) of the current chart

Shortcut:

 on standard Toolbar

See also: [Chart fonts...](#)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Delete

It deletes the current chart

U ndo
Cut
C opy
P aste
B ackground...
F ont...
D efault
I mport...

Commands: Options Menu (Analysis)

U ndo
Cut
C opy
P aste
B ackground...
F ont...
D efault
I mport...

Environment

This command lets you select all the options of the work environment of WinAsks Editor Professional.

See also: Environment...

U ndo
Cut
C opy
P aste
B ackground...
F ont...
D efault
I mport...

Toolbar...

This command shows a window that permits you to customize the Toolbar simply using Drag & Drop.

See also: Customize Toolbar...

U ndo
Cut
C opy
P aste
B ackground...
F ont...
D efault
I mport...

Cells...

This command permits to show or hide current table cells (rows and columns).

See also: [Cells...](#)

U ndo
C <u>u</u> t
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Tips...

This command permits to show all the tips which have been introduced in [WinAsks Editor Professional](#). A tip consists of some information which is very useful while using the program.

See also: [Tips of the day...](#)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Commands: Window Menu (Analysis)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Cascade

This command overlaps all the windows currently loaded. All the windows (the hidden ones too) are overlapped and the title bar of each one is shown.

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Tile horizontally

It arranges horizontally all the group windows opening them one next to the other in order to make them all visible. Moreover this command lets you show windows that could be hidden or organize windows on screen.

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Tile vertically

It arranges vertically all the group windows opening them one next to the other in order to make them all visible. Moreover this command lets you show windows that could be hidden

or organize windows on screen.

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Arrange icons

It arranges all the icons of the currently opened windows.

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Text...

This command loads the text editor included in WinAsks Editor Professional.

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Add-Ins...

It shows all the WinAsks Professional Add-Ins installed in the system.

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Window name...

It shows the name of all the currently loaded windows. To go from a window to another one, click its name.

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Commands: Help Menu (Analysis)

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Commands

It shows help on commands of WinAsks Editor Professional menus.

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Find...

It shows a window to search for a certain word in the WinAsks Editor Professional help.

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

How to use Help

It shows the guide on Windows help.

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

WinAsks Professional

It shows information about WinAsks Professional.

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

System information...

It shows information about the current system.

See also: [System information...](#)

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

About...

It shows the name and the address of WinAsks Professional author.

WinAsks Editor Professional

Version 2.0 Unregistered shareware

Welcome to the WinAsks Editor Professional help! WinAsks provides a complete on-line help: when you need help while running the program press the **Help** button or the F1 key.
To have information on the main subjects, choose one of the three buttons below.



<u>U</u> ndo
Cu <u>t</u>
<u>C</u> opy
P <u>a</u> ste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

You can contact SmartLite Software in the following ways:



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U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Commands: Index

This is the index of all the commands inserted in the WinAsks Editor Professional menus. You can also show this on-line help pressing F1 key after selecting the command about which you want to have more information.

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

File Menu (No loaded file)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

This menu contains all the necessary commands to open and save file. There are also the commands for questionnaires compilation.

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
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<u>I</u> mport...

View Menu (No loaded file)

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

This menu contains the commands that permit to view images and play sounds, animations and videos.

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Options Menu (No loaded file)

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

This menu contains the necessary commands to customize the Toolbar and the work environment of WinAsks Editor Professional.

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Help Menu (No loaded file)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

This menu contains all the necessary commands to have access to program on-line help and to some information about software's author.

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

File Menu (Questionnaire)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

This menu contains all the necessary commands to open and save files. There are also commands for compiling and exporting questionnaires.

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Edit Menu (Questionnaire)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

This menu contains all the necessary commands to manage Clipboard and to edit a record or change the used font.

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

View Menu (Questionnaire)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

This menu contains the commands that permit to visualize images and to reproduce sounds, animations and videos. There also commands that let you search for strings in the current questionnaire.

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Questionnaire Menu (Questionnaire)

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

This menu contains the commands that let you customize the questionnaire.

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Record Menu (Questionnaire)

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

This menu contains the commands that permit questionnaires creation and all record operations. There also commands that let you customize the questionnaire and the current record.

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Options Menu (Questionnaire)

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

This menu contains the necessary commands to customize the Toolbar and the work environment of WinAsks Editor Professional.

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Window menu (Questionnaire)

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

This menu contains the commands that let you arrange the loaded windows. There are also the names of all the active windows and the included Text Editor.

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Help Menu (Questionnaire)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

This menu contains the commands that let you have access to the program on-line help and to some information about software's author.

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

File Menu (Analysis)

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

This menu contains all the necessary commands to open and save files. There are also commands for importing and exporting analyses.

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Edit Menu (Analysis)

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

This menu contains all the necessary commands to manage Clipboard, cells and tabs.

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Record Menu (Analysis)

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

This menu contains the necessary commands to insert new records and to sort data.

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Analysis Menu (Analysis)

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

This menu contains the commands that let you perform analyses and calculate statistics about entered data.

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Chart Menu (Analysis)

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

This menu contains the commands for creating and managing charts.

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Options Menu (Analysis)

U ndo
Cu <u>t</u> C <u>o</u> py P <u>a</u> ste
<u>B</u> ackground... F <u>o</u> nt... D <u>e</u> fault
<u>I</u> mport...

This menu contains the necessary commands to customize the Toolbar and the work environment of WinAsks Editor Professional.

U ndo
Cu <u>t</u> C <u>o</u> py P <u>a</u> ste
<u>B</u> ackground... F <u>o</u> nt... D <u>e</u> fault
<u>I</u> mport...

Window Menu (Analysis)

U ndo
Cu <u>t</u> C <u>o</u> py P <u>a</u> ste
<u>B</u> ackground... F <u>o</u> nt... D <u>e</u> fault
<u>I</u> mport...

This menu contains the commands that let you arrange the loaded windows. There are also the names of all the active windows and the included Text Editor.

U ndo
Cu <u>t</u> C <u>o</u> py P <u>a</u> ste
<u>B</u> ackground... F <u>o</u> nt... D <u>e</u> fault
<u>I</u> mport...

Help Menu (Analysis)

<u>U</u>ndo
C<u>u</u>t <u>C</u>opy <u>P</u>aste
<u>B</u>ackground... <u>F</u>ont... <u>D</u>efault
<u>I</u>mport...

This menu contains the commands that let you have access to the program on-line help and to some information about software's author.

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Questionnaire options: Standard

See *also*: [Advanced options](#)

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

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Hints

Hints represent a special help function that the user can call when he/she is 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 lets you define the total number of hints that the user can ask for during questionnaire execution.

TAKEN VALUES

This option can assume the following values:

- 1 The user has infinite available hints, so that the number of hints is equal to the one 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)

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

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

U ndo
Cu t
C opy
P aste
B ackground...
F ont...
D efault
I mport...

Sequence

This option defines questions sequence 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 inserted in WinAsks Editor Professional

U ndo
Cu t
C opy
P aste
B ackground...
F ont...
D efault
I mport...

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)

U ndo
C <u>u</u> t
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

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 at first all the questions and then check 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 Select Questionnaire style
- Survey Select Survey style

U ndo
C <u>u</u> t
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Show

With this option you can select to show some information in WinAsks Player.

During questionnaire execution you can show some statistics about 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.

See also: Evaluation window...

U ndo
Cut
C opy
P aste
B ackground...
F ont...
D efault
I mport...

Questionnaire Options: Advanced

See *also*: [Standard options](#)

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

U ndo
Cut
C opy
P aste
B ackground...
F ont...
D efault
I mport...

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 permits 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. Every 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 length of the name of the entered report must not be greater than five characters (the other three ones are used for automatic increment, ex. REPT001.RPT)
- Save** At the end of questionnaire execution, it saves on file the produced report
- Show** At the end of questionnaire execution, it shows on screen the produced report
- Print now** At the end of questionnaire execution, it prints the produced report
- Name** This option lets you select the name and an eventual path for the report to be produced. If the path is not present in the current system, WinAsks Editor Professional permits to accept it anyway; an error will occur however if the path is

not valid also in the system in which the questionnaire will be executed.
You can have the report name chosen directly by the user who executes the questionnaire, using the REPORTNAME datum in the initial data request.

See also: [Data request...](#)

U ndo
Cu t
C opy
Paste
B ackground...
F ont...
D efault
I mport...

Protection

This option defines options relative to questionnaire protection. You can always give access to the questionnaire or you can set a protection, based on number of accesses or on a password. Protection based on accesses number is useful when, for example, you want to permit questionnaire execution only a fixed number of times while protection based on a password permits questionnaire execution only to the users who know that password.

TAKEN VALUES

This option can assume the following values:

No protection	Questionnaire execution is not protected
With accesses	Questionnaire execution is permitted only a limited number of times, from 1 to 9999
With password	Questionnaire execution is permitted only to the users who know the specified password

Single description

Here is the description of each single option

Accesses	It specifies the number of permitted accesses to the questionnaire
Password	It specifies the password used to have access to the questionnaire
Allow print	It allows questionnaire print in WinAsks Player
Allow options change	It allows to change questionnaire options in WinAsks Player
Exclusive window	When this option is active, the user who's running the questionnaire cannot activate other applications before questionnaire end.

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Record options: Standard

See *also*: [Advanced options](#)

This dialogue window lets you set standard options for each single record. Each option is described in detail.

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Time

This option defines the number of seconds the user has for giving an answer. The number of seconds can range from 1 to 60.

TAKEN VALUES

This option can assume the following values:

- 0 The user is not limited by time
- From 1 to 60 The user has a fixed number of seconds

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Activate object

An object associated to a record can be automatically reproduced immediately before question visualization or only by user's request.

Taken values

This option can assume the following values:

- Never The associated object is not reproduced before showing the question. The user can

Always
By request

reproduce it only after WinAsks Player has shown the question.
The associated object is automatically reproduced before showing the question
The associated object is reproduced before showing the question only by user's request

U ndo
C <u>u</u> t
C opy
P aste
B ackground...
F ont...
D efault
I mport...

Show

This part allows to show some information during questionnaire execution.

SINGLE DESCRIPTION

Here is the description of each single option

- Result** It allows visualization of user's answer result, that is if the given answer is right, wrong or null (no answer).
- Right answer** It allows visualization of the right answer (only if the given answer is wrong or null).
- Record score** It allows visualization of each question score.

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Record options: Advanced

See *also*: [Standard options](#)

This dialogue window lets you set advanced options for each single record. Each option is described in detail.

U ndo
Cut C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

Answers

This part allows null answer (that is not to answer) and activation of eventual associated objects after question visualization.

SINGLE DESCRIPTION

Here is the description of each single option:

Allow null answer	It allows null answer use, that is the user has the possibility not to answer to the question.
Allow object activation	It allows the user to reproduce eventual <u>objects</u> after question visualization
Allow saving	It gives the user the possibility, during questionnaire execution, to save the current situation (Right answers, wrong answers, ...) so that he/she can resume questionnaire execution later.

The **Verification type** defines the type of the verification used to check answers result.

TAKEN VALUES

This option can assume the following values:

Automatic	Automatic verification checks automatically the result of the answer given by the user basing on the right answer given by questionnaire's author
Manual	Manual verification allows the user to check by himself / herself the result of his answer.
No verification	Selecting this option, <u>WinAsks Player</u> does not perform any check of answer result, but it only saves the given answer. This option is useful for surveys.

U ndo
C <u>u</u> t
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Insertion

This part defines some options which are used only for questions of the Insertion type.

SINGLE DESCRIPTION

Here is the description of each single option:

- Case sensitive** It considers differences between upper and lower cases. If this option is selected, the for example the words "LONDON" and "London" are considered different
- Characters** It defines the maximum number of available characters for the answer. With the -1 value, there' s no limit.
- Lines** It defines the number of lines that can be used to enter the answer. This option is considered only when you have to print or export the questionnaire

U ndo
Cu t
C opy
P aste
B ackground...
F ont...
D efault
I mport...

Data request...

This dialogue window lets you define the data which WinAsks Player has to request to the user before a questionnaire execution.

To define a datum to be requested you have to set some properties of it.

Name	It specifies the name of the datum to be requested. This name is used only by <u>WinAsks Editor Professional</u> inside the program
Description	The datum description is shown by <u>WinAsks Player</u> in the datum insertion point
Type	It specifies the type of the datum to be requested. A datum can be of Numeric type (values from -32768 to 32767), Numeric Long (from -2147483648 to 2147483647), Variable string, Fixed string
Length	If the type is Fixed string, this option defines the maximum number of allowed characters
Required	It specifies if a datum must be entered by the user, If this option is selected, the program does not continue until the user enters the requested datum

Note: the datum with REPORTNAME name (Variable string type) corresponds to the file name of the report which will be produced by WinAsks Player (if the Report option is not set to No report). In this case you can directly let the user choose the name of the file that contains the report.

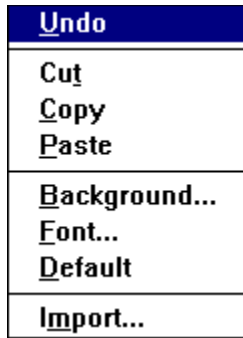
See also: Questionnaire options: Advanced

U ndo
Cu t
C opy
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I mport...

The **Add** button permits you to insert a new datum to be requested

U ndo
C <u>u</u> t C <u>o</u> py P <u>a</u> ste
B <u>a</u> ckground... F <u>o</u> nt... D <u>e</u> fault
I <u>m</u> port...

The **Delete** button permits you to delete the currently selected datum



Messages...

This dialogue window lets you define some messages which are shown by WinAsks Player during questionnaire execution on screen. There are 6 different available message types:

- Loading** This message is shown before loading a questionnaire. After reading the message, the user can decide not to load the questionnaire
- Start** This message is shown before starting to run a questionnaire on screen
- End** This message is shown after finishing questionnaire execution on screen

Besides these 3 message types, WinAsks Editor Professional provides 3 other ones which, if used, replace the default ones of WinAsks Player:

- Right** This message is shown when the user guesses the right answer. The default value used by WinAsks Player for this message is the following:
"Well done, you've guessed the right answer!"
- Wrong** This message is shown when the user gives a wrong answer. The default value used by WinAsks Player for this message is the following:
"Sorry, you didn't guess the right answer."
- Null** This message is shown when the user gives no answer, neither right nor wrong. The default value used by WinAsks Player for this message is the following:
"The given answer is considered null."

In the messages you can insert, besides the normal text, also particular **fields**, that is values which are automatically calculated by WinAsks Player during questionnaire execution. The always available fields are `.DATE.`, `.TIME.`, `.TITLE.` that respectively correspond to the date and time of questionnaire compilation and its title.

If you insert for example the message "This questionnaire was compiled on `.DATE.` at `.TIME.`", WinAsks Player will show during execution "This questionnaire was compiled on 1/1/1996 at time 12:00", where 1/1/1996 and 12:00 are just the questionnaire compilation date and time.

Besides this always present fields, you can also define personalized fields, using the Data Request window. WinAsks Editor lets you manually define some data that will be requested by WinAsks Player before beginning questionnaire execution; for example you can ask the user his name and surname, age and other information. Every time you define a datum to be requested, you must give it a name which therefore, appearing among the available fields, can be used in the messages.

If for example in the Data Request window you define 2 data to be requested, Name and Surname, pressing the **Fields** button of the Messages... window the following available fields will appear:



For the messages Loading, Start, End is also available the possibility of a link to the questionnaire information. Selecting the check box **Link to information** the message will be equal to the information entered in the Information window of the questionnaire. In this case anyway you cannot use any field type.

See also: Data Request window...

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I mport...

Objects...

This dialogue window lets you set the multimedia objects which can be used during questionnaire execution.

The program allows the use of multimedia objects ...

Presentation	These objects will be shown by <u>WinAsks Player</u> soon after questionnaire loading. Their purpose is essentially to present the questionnaire just loaded
Start	These objects will be shown by WinAsks Player before beginning a questionnaire execution
End	These objects will be shown by WinAsks Player after finishing questionnaire execution
After right answer	These objects will be shown by WinAsks Player every time the user gives a right answer
After wrong answer	These objects will be shown by WinAsks Player every time the user does not give the right answer
After null answer	These objects will be shown by WinAsks Player every time the user gives no answer, neither right nor wrong

Normally after showing the just defined object, WinAsks Player also shows the message relative to the answer result. However there might be cases in which the visualization of the result message is superfluous; for example if you choose to show an image after a right answer and this image contains the writing "You've guessed it!", then the successive result message would be unnecessary.

Using options **Show result text...** you can decide if ,after every object type, the result message has to be shown or not.

You can also specify if after a manual check the eventual objects after an answer have to be shown: to do it, use the proper check box **Use answer object after manual verification**.

WinAsks Player allows to use of 4 objects type: images, sounds, animations and videos. To visualize the last 3 ones special drivers are necessary. Then if the user who has to fill in the questionnaire has not these drivers, he cannot visualize the relative objects. Using these options you can allow the visualization of all the objects. The options for all the possible objects are the following:

Always	WinAsks Player always uses the specified multimedia objects (if their drivers are present)
Never	WinAsks Player never uses the specified multimedia objects
By request	Before beginning a questionnaire, WinAsks Player asks if it has to show the specified objects

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Links...

This dialogue window lets you define the eventual links of the main questionnaire to other questionnaires already created and compiled.

If you link the main questionnaire to another one, all the questions of the linked questionnaire will be used also by the main one.

For example let's take 2 questionnaires: QUEST1 containing 10 questions and QUEST2 containing 5 questions. If you link QUEST2 to QUEST1, WinAsks Player, during QUEST1 execution, will show 15 questions, while QUEST2 will not be changed.

The advantage of this special function in comparison with the insertion of the 5 questions of QUEST2 directly into QUEST1 is that this function does not use space, differently from the direct insertion of the 5 questions. However when QUEST1 is executed, QUEST2 must be present too.

Links are very useful when, for example, you create a series of questionnaire about different matters. If at the end you want to create a summarizing questionnaire, that is it contains all the presented matters, instead of entering all the questions in another questionnaire, you have only to use a new questionnaire with 0 questions, but with links to the specific questionnaires.

When you link one or more questionnaires, all the general options are the ones of the main questionnaire.

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The **Add** button lets you add a new link

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The **Delete** button lets you delete the currently selected link.

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The **Change** button lets you modify the currently selected link.

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Score...

This dialogue window lets you define the score of each question in case of right, wrong or null answer.

To set a score, insert the values in the proper text boxes, select the questions to change and press the **Set** button. You can also change directly every single cell of the grid. To select at once all the questionnaire questions, press the **Select all** button.

The **Colors** check box lets you show grid in colors. Each color corresponds to a particular question type (multiple choice, insertion, true/false, association). To show the legend click the grid header.

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Evaluation...

This dialogue window allows you to set all the options needed to evaluate a questionnaire. The general evaluation of a questionnaire is composed of single evaluation bands which can be entirely personalized by the user. Every evaluation band has certain characteristics: upper and lower bounds, description and eventually image, sound, animation and video.

To create a new evaluation band press the **Add** button. In the **Upper (bound)** and **Lower (bound)** cells insert the evaluation intervals and in the **Description** box insert the text to be shown. You can also complete each evaluation band adding an image, a sound, an animation and a video in their proper cells. The entered bounds can be seen as **Points** or **Percentage**, selecting the respective option. In the first case to determine which band must be used, WinAsks calculates the total score obtained by the user and shows the respective band. In the second case, WinAsks calculates the percentage of right answers and shows the respective band.

To evaluate all the possible situations, the lower bound of a cell must be equal to the upper bound of the previous cell. The upper bound is always included in the band, while the lower one is never bound (except the lower bound of the first band, that is included). The maximum number of bands you can create is 100.

The following examples will help you to understand the difference between **Points** and **Percentage**.

Example 1 - Percentage

Let's define two bands: the first one from 0 to 50, the second one from 50 to 100. If the user realizes an exactness percentage that is equal to 50 %, then the first band is considered, because the upper extreme (50) of the first band is included.

Example 2 - Percentage and Points

The example questionnaire is made up of 4 questions: pressing 4 times the **Add** button you'll create 4 evaluation bands which are defined as follows:

Lower	Upper	Description
0	25	Insufficient
25	50	Sufficient
50	75	Good
75	100	Excellent

Now if the user gives no right answer, the percentage of right answer is equal to 0% and so the first evaluation band is taken. If the user gives one right answer, the percentage is 25% and so the first evaluation band is taken again. With 2 right answers, the percentage of right answers is 50% and the second band is considered. With 3 right answers, the percentage of right answers is 75% and the third band is used. Finally with 4 right answers the percentage is 100% and the fourth band is used.

To obtain the same result using **Points**, bands would have been defined in the following way (we assume that the score for each right answer is +1, and for wrong and null answers is 0).

Lower	Upper	Description
0	1	Insufficient
1	2	Sufficient
2	3	Good
3	4	Excellent

NOTE 1: If you use the **Percentage** option, the lower bound of the first evaluation band must be 0 (when all the given answers are wrong) while the upper bound must be 100 (when all the given answers are right).

NOTE 2: When questions have a different "weight" so some have a greater value than others, you have to use the **Points** option. Essentially the **Percentage** option focuses on the % of right answers (giving questions the same "weight") while the **Points** option focuses on the totalized score (some questions could have a greater value)

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The **Insert** button lets you insert a new band in the current position

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<u>D</u> efault
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The **Delete** button lets you delete the current band

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The **Browse...** button lets you select the files to use

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File information...

This window lets you show and/or insert general information about the current questionnaire or analysis. The following information is shown:

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File name

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Title

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Subject

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Keywords (used for example during a search)

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Some other information

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C <u>u</u> t C <u>o</u> py P <u>a</u> ste
<u>B</u> ackground... <u>F</u> ont... <u>D</u> efault
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Author

If the current file is a questionnaire, you will see also:

U ndo
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Records number of the questionnaire

U ndo
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<u>B</u> ackground...
<u>F</u> ont...
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Number of images present in the questionnaire

U ndo
Cu <u>t</u>
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Number of sounds present in the questionnaire

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
<u>D</u> efault
<u>I</u> mport...

Number of animations present in the questionnaire

U ndo
Cu <u>t</u>
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<u>P</u> aste
<u>B</u> ackground...
<u>F</u> ont...
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<u>I</u> mport...

Number of videos present in the questionnaire

U ndo
Cu <u>t</u>
<u>C</u> opy
<u>P</u> aste
<u>B</u> ackground...
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<u>D</u> efault
<u>I</u> mport...

An icon that represents the questionnaire

💡 TIP: We recommend you to insert always information for every questionnaire; in fact it is used both by WinAsks Editor and, after compilation by WinAsks Player.

NOTE: To enter more keywords, separate them with spaces

U ndo
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D e fault
I mport...

The **I**con... button lets you assign an icon to the questionnaire

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Cu t
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F o nt...
D e fault
I mport...

The **D** button deletes the icon currently associated to the questionnaire

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Find file...

This window lets you search your hard disk for a questionnaire or an analysis. For a more specific analysis you can add some information (Title, Subject, Keywords, Information, Author) and the initial path; this way only the files which have those characteristics will be shown. After beginning search, WinAsks Editor opens a window that contains the eventual found questionnaires (or analyses). To stop a search once it's started, press ESC.

NOTE 1: To find all the questionnaires (or all the analyses), do not enter any information.

NOTE 2: To enter more keywords, separate them with spaces

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The **Information...** button lets you show information about the selected file

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The **Reset** button shows the search window again

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Questionnaire compilation...

This window permits you to compile the questionnaire to run it on screen. The compilation creates a file .ASK which can be read by WinAsks Player and can be distributed freely; you can also automatically create an installation disk which contains, in a compressed format, the created questionnaire, the multimedia objects that might be present in the questionnaire and the runtime module. After starting questionnaire compilation, if necessary, you can abort it pressing ESC. Here is the description of each single option:

Source Here you will see some statistics about the current questionnaire: its name, number of records and of eventual images, sounds, animations and videos and questionnaire size.

Name and Path They define the name and the path of the compiled questionnaire. To change them press the button ... If you choose as destination drive A or B then you can create an automatic installation of your questionnaire by pressing the **Installation...** button

Disk format It defines the format of the disks to be used when the destination path corresponds to drive A or B

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The ... button allows you to enter name and path of the compiled questionnaire

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O ptions...

The **Options** button allows you to set some options about the compiled questionnaire

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The **Installation...** button lets you create an automatic installation of the questionnaire

See also: [Compilation options...](#)
 [Installation options...](#)
 [Compilation statistics window...](#)

NOTE: WinAsks Editor provides also a special feature that allows more questionnaires to be compiled on floppies, so that during installation a window will be opened for the selection of the questionnaires to be installed among the available ones on the disk. To compile more questionnaires on one or more disks, proceed as follows:

1. Compile normally the first questionnaire.
 2. Compile the second questionnaire (and the successive ones, if present) on the same disk used for the first questionnaire (if the first questionnaire has requested more disks, use the first one).
 3. WinAsks Editor "realizes" that on the disk is already present a questionnaire and gives you the possibility to delete it or to add the current one. Choose not to delete it (and so to add the current one).
-

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Questionnaire compilation options...

This window lets you define some options relative to the questionnaire to compile. Here is the description of each single option:

Use only default font and colors

If this option is selected, the compiled questionnaire will use only default font (Ms Sans Serif, 8 size, bold, black color, white background) even if during its creation different fonts and colors were used. This option is useful for example when you have to create a printed questionnaire (using for example Times New Roman font), but you also want to run it on screen where it would be better to use default font)

Encrypt compiled questionnaire

This option lets you encrypt, that is it makes unreadable, all the string inside the questionnaire. This way, even if a user manually opens the questionnaire file, he won't be able to read questions, answers, comments, ...

Keep links to objects

This option refers to the multimedia objects which might be present in the questionnaire. If you select this option, the questionnaire is compiled so that the "original" files of the objects are used, otherwise a copy of each object is created in the compilation path and that copy will be used. Therefore selecting this option the space required by the questionnaire will be lower (objects are not duplicated) but to run the questionnaire those files shall never be deleted, renamed, moved from their original position. When you compile on disk with a personalized installation, links are never kept (because objects are copied on disk).

Add to the list of already installed questionnaires

If this option is active, the compiled questionnaire will be added (if it's not already present) to the list which appears in WinAsks Player in the **New...** window, so that it will be immediately available to be run.

Automatic compilation code

If this option is active, every time you compile a questionnaire, a compilation code that is unique for that questionnaire will be automatically created. If you don't select this option, you can enter manually the code or, pressing ... button, take it from an already compiled questionnaire. However, you should ALWAYS left this option selected.

See also:

[Questionnaire compilation...](#)

[Installation options...](#)

[Compilation statistics window...](#)

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Questionnaire exportation...

This window lets you export and convert in text format the current questionnaire. This way the questionnaire created with WinAsks Editor can be used and/or changed by other programs. Here is the description of each single option:

- Carriage return** Insert a carriage return after **n** characters, that is each line length will never be greater than **n** characters. The characters number ranges from 30 to 100
- Comments** It inserts in the exported questionnaire the comments of each record
- Messages** It inserts in the exported questionnaire the entered messages (**Questionnaire | Messages...** command)
- Update fields** If this option is active, the .DATE. .TIME. .TITLE. fields that might be present in the messages will be replaced with their real values
- Score** It inserts at the end of the exported questionnaire a table that contains each record score (**Questionnaire | Score...**command)
- Data request** It inserts at the beginning of the exported questionnaire the data which have to be requested to the user (**Questionnaire | Data...**command)
- Right answer** It inserts in the exported questionnaire the right answer of each question. It can be placed after each record or at the end of the questionnaire.

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Questionnaire insertion...

This window lets you specify options relative to the insertion of a questionnaire (already created) inside another questionnaire.

Here is the description of each single option:

- Record** It specifies which records have to be inserted in the current questionnaire: all ones or only a selection of them.
- Position** It specifies the position of the new records insertion: they can be added at the end of the current questionnaire or starting from current position.

To confirm insertion press the **Ok** button.

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Multimedia objects reproduction...

This window lets you reproduce sounds, animations and videos.

WinAsks Editor needs a correct installation of MCI drivers; if you've problems during reproduction of these objects, please consult the DRIVERS.TXT file contained in the WinAsks directory.

To select a file to reproduce press the **Choose...** button

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Find text...

This window allows you to search for text in the questionnaire or analysis.
Here is the description of each single option:

Find	It defines the text to search for
Case sensitive	If this option is selected, WinAsks Editor search for the text as it was entered, respecting upper and lower cases. For example, if this option is active and you search for "London" (without quotation marks), WinAsks Editor finds "London" but not "london"
Whole word	It considers the entered text as a whole word. For example if this option is active and you search for "like" (without quotation marks), WinAsks Editor finds "like" but not "likely"
Direction	It specifies search direction: in all the questionnaire (or analysis), up or down

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Find text...

This window allows you to search for text in the current file.
Here is the description of each single option:

Text	It defines the text to search for
Case sensitive	If this option is selected, WinAsks Editor search for the text as it was entered, respecting upper and lower cases. For example, if this option is active and you search for "London" (without quotation marks), WinAsks Editor finds "London" but not "london"
Direction	It specifies search direction: up or down from current position

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Go to...

This window lets you specify the record you want to view.
It can range from 1 to the maximum number of records present in the questionnaire
To show the selected record, press the **Ok** button.

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Swap records...

This window allows you to swap positions of two records.

Insert in the proper text boxes the source and destination records (they can range from 1 to the maximum number of records present in the questionnaire).

To confirm the exchange, press the **Ok** button.

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Record information...


This window lets you show some information about the current record.
Shown information includes question type (Multiple Choice, True / False, INsertion, ASsociation), existing comments (BEfore, RIght, NUll, WRong, ALways, NEver) and associated objects (with their path).
This information can be shown but not changed.
To close the window, press the **Close** button.

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Environment...

This window lets you set general options about the work environment of WinAsks Editor. It's divided in 6 main parts: **Show**, **Questionnaire**, **Header**, **Browser**, **Filter**, **Statistics**.

Show

Status	This option lets you define the visualization mode of questionnaire <u>status</u> . After questionnaire loading, the status can be shown Always , Never or only when it is Necessary (that is when some file is missing - recommended choice)
Toolbar	It shows the <u>toolbar</u>
Status bar	It shows the <u>Status bar</u>
Show Tooltips	It shows the description of every button on which the cursor stops for a few instants
Change toolbar with scrolling	When you change the Toolbar pressing the relative button  , it shows a scrolling effect. On slow computers, this effect can be unselected
Reset tips	it resets today's hints
Show window on start-up	On every program start-up, it shows the welcome window which allows you to decide what to do
Information window	When you save for the first time a file without name (that is with the name UNTITLED), it shows a window for information request

Questionnaire

Copy associations	This option refers to the <u>objects</u> that are associated to the questionnaire questions. If you select Never , objects will never be copied; if you select Always objects will always be copied in the specified directory; if you select Only if from floppy / Cd then they will be copied in the specified directory only if they come from a floppy or a CD-Rom (you have to insert the CD unit). This option is useful for example when you use objects that come from floppies and because questionnaire objects must always be present (and this is not sure if they are on a floppy) they are automatically copied on the hard disk and that copy will be used.
Show images	This option lets you view in the respective box the images associated to a question
Saving	This option allows to create automatically a backup file in the specified directory during every saving

Header

This tab lets you insert an short header that will be automatically printed at the beginning of page (for example school or company name).
In the print options, you can customize color and style used for this header.

See also: [Print options...](#)

Browser

This tab lets you personalize the background colors used by the [Browser](#) to represent type (multiple choice, insertion, true / false, association) of the various questions.

Filter

This tab lets you set the options used by the [automatic filter](#) in the [analysis window](#).

- | | |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Automatic update | If this option is selected, data visualization is updated every time the user selects a new value in the second box of the automatic filter (that is every time the automatic filter is applied). On the contrary, to update visualization you have to press on the header of the column that contains the automatic filter. |
| Allow subsequent selections | If this option is selected, the automatic filter is applied on currently visible data. Therefore if you apply two filters in succession, the second filter will be applied on the data obtained after the first filter, reducing this way the shown data. If this option is not selected, all the filters are applied on original data. |
| Sort alphabetically | It sorts alphabetically the values present in the second box of the automatic filter |
| Include empty cells in selection | If this option is selected, when an automatic filter is applied, the empty cells, if any, are included. In the opposite case they're not included. |
| Comparison type | The comparison made during automatic filter application can be of Automatic , Numeric or Literal type. You should always use the Automatic comparison; in this case the program automatically decides if a cell contains a number or a word and consequently applies the comparison. Sometimes however you can set this option to numeric or literal. For example if a column contains both numbers and words, the program will not be able to recognize which comparison it has to apply and so the data shown after the filter application might not be correct. |

Statistics

This tab lets you set the options used by [automatic statistics](#) in the [analysis window](#).

- | | |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Calculate automatic statistics | If this option is selected, after selecting data, the program calculates and shows some statistics on the Status Bar |
| Count, maximum, minimum, mean, sum | It calculates the correspondent statistics |
| Include empty cells | It includes empty cells (if selected by the user) in the statistics calculation |
| Update during selection | It calculates statistics during selection and not at its end. Every time you change the selection, statistics are updated. We recommend you not to select this option if |

you have a slow computer, because it can increase waiting time.

Don't calculate for entire rows / columns

It does not calculate statistics if you select entire rows or columns pressing on their headers. The selection of entire rows / columns is very used during analyses and therefore with slow computers you could avoid calculating statistics which would not be useful to the user in that moment.

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Toolbar personalization...

The standard toolbar of WinAsks Editor can be modified and customized according to your needs. To change a toolbar button, select it in the list; click its image and, keeping pressed mouse button, drag it on the button to be changed. Finally release mouse button. After making changes, if you want to return to the standard toolbar of WinAsks Editor, press the **Standard** button.

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Questionnaire status...

This window shows a questionnaire Status .

The table shows all the files necessary to the current questionnaire; if a file is shown with a red background, then it means that the file has not been found.

Some cells can contain the names of more files; in this case if the cell has a red background it's difficult to determine which file is missing. WinAsks Editor provides then the **Check** button; once a cell containing more files is selected, this button permits to check if each file is present or not.

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The **Path...** button lets you change the path of the objects associated to the questions

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Changing objects path...

This window lets you change the path of the objects associated to the questions. For example if all the images associated to the questions are taken from the directory C:\IMAGES (so for example C:\IMAGES\IMAGE1.BMP, ...) and you want to change path, you can enter for example C:\PICTURES and therefore you will use the images (which of course must have the same name) present in the directory C:\PICTURES (so C:\PICTURES\IMAGE1.BMP, ...).

This option is very useful for example when you receive a not compiled questionnaire; in fact the objects inside it refer to the computer on which the questionnaire was created. Therefore to run correctly the questionnaire on the new computer you can proceed in two ways:

1. You create the directory as on the other computer
2. You use this function to change the path (but not the name) of the used objects

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Tips of the day...

This window shows some tips that are very useful while using WinAsks Editor.

Tips can be shown automatically on every program start-up selecting the **Show window on start-up** that is available in the Environment | **Show** window.

Pressing the **Previous** or **Next** buttons you can show respectively the previous or the next tip.

To reset tips, select the **Reset tips** option in the Environment... | **Show** window.

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System information...

This window shows some information about the current system.

Shown information includes free memory and resources, screen resolution, Windows and DOS versions and other things.

To close the window press the **C**lose button.

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Compilation statistics...

This window shows some statistics about the just executed compilation.
Here is the description of each item:

Name	It specifies the name of the compiled questionnaire
Destination	It specifies the destination of the compiled questionnaire
ASK Size	It specifies the size of the compiled questionnaire (with .ASK extension)
Total size	It specifies the total size of the compiled questionnaire, including the eventual used objects. The total minimum size is represented by the file .ASK size plus the relative icon (if no icon was assigned, WinAsks Editor will use the default one).
Code	It shows the <u>code</u> generated by the program for that particular questionnaire. This code is used in data analysis, when automatically loading existing <u>reports</u> .
Time	It shows (in minutes : seconds) the time used for questionnaire compilation

See also: [Questionnaire compilation...](#)

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Installation options...

This window lets you specify some options relative to the personalized installation which has to be generated by WinAsks Editor. It's divided in three main parts: **General**, **Background** and **Other files**. Here is the description of each single option:

Create installation If this option is selected, a personalized installation of your questionnaire will be automatically created on the floppy

General

**Installation of
Default directory
Create icons group**

It specifies the title that is shown during installation
It specifies the installation directory shown as default
It creates a group in the Program Manager (or in Windows 95 Start menu) and lets you specify the group name

**Include WinAsks
Player**

If you select this option, with the compiled questionnaire also the WinAsks Player program, that is necessary to run it in screen, will be copied on disk. If the user who has to filling in the questionnaire has already this program, you can decide not to include it, saving therefore space

Background

**Shaded blue
Image**

During installation a shaded blue background will be shown
During installation the specified image (Bitmap or Metafile) will be shown as background. The image can be **centered** on screen, placed **by side** or placed **laterally on bottom right**. The ... button lets you select an image, while the **D** button deletes the selected image.

Other files

**File name
Install**

It specifies the name of the file to be included in the installation
If this option is selected, the file will be installed. On the contrary, the file will be copied on disk, but it will not be installed subsequently with the questionnaire (This case is useful for example for text files about installation instructions, ...)

Icon

It specifies the icon that will be used to represent the file in the Program Manager. If you want to install the file and no icon is assigned, the file will be installed but no new icon will be created. Moreover you can also use the DEFAULT string; in this case WinAsks will use as icon the one of the relative associated program (for example if you are installing a TXT file, the Notepad icon will be used). If you are installing and EXE program and want to use its own icon, just enter again DEFAULT.

Description It specifies the file description to show in the Program Manager (or in Windows 95 Start menu)

See also: [Questionnaire compilation...](#)

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File window...

This window lets you specify the file you want to use.

If the file already exists, to select it double-click its name; if the file does not exist, insert its name in the relative text box and press the **Ok** button

Besides the **Ok**, **Cancel** and **Help** buttons, according to the file type to be used, the following buttons might be shown:

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Preview: this button lets you show a preview of the selected multimedia object.

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Search: this button lets you search your hard disk for a questionnaire or an analysis.

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Information: this button lets you show some information about the selected questionnaire or analysis.

