



## **Installing and Uninstalling the SkillCheck Professional System**

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## Installing and Uninstalling the SkillCheck Professional System

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### Installation — Read Me First!

Both the *SkillCheck Professional* and *SkillCheck Professional Plus* systems install the SkillCheck *TestCenter* (which allows you to give tests to an examinee) and the SkillCheck *Test Administrator* (which allows you to create tests, change passwords, and perform other system functions). Detailed documentation for the *TestCenter* and *Test Administrator* is included in other chapters of this manual.

Because your SkillCheck installation CD and/or disks have been custom prepared for your order, please follow the directions below.

<b>If this is the first time you are installing a SkillCheck product:</b>	<ul style="list-style-type: none"><li>• If you are installing your new <i>SkillCheck Professional 3.1</i> system from a CD, follow the instructions on page 3.</li><li>• If you are installing your new <i>SkillCheck Professional 3.1</i> system from diskettes, follow the instructions on page 5.</li></ul>
<b>If you are installing SkillCheck Professional 3.1 on a computer with an earlier version of SkillCheck installed:</b>	<ul style="list-style-type: none"><li>• <i>SkillCheck Professional 3.1</i> is compatible with the 3.0 release of SkillCheck. If you are installing Release 3.1 on a computer that already has <i>SkillCheck 3.0</i> installed, just install the product normally from your CD or floppy diskettes as described on pages 3-5.</li><li>• If you are installing on a computer that has an earlier release of SkillCheck installed, read the guidelines and instructions on page 2 before installing the new system.</li></ul>
<b>If you are installing new tests on your SkillCheck Professional 3.1 system:</b>	<ul style="list-style-type: none"><li>• If you already have <i>SkillCheck Professional</i> or <i>SkillCheck Professional Plus</i> installed on your computer and are installing new tests into this existing system, read the guidelines and instructions on page 7 before installing the new products.</li></ul>
<b>If you are installing the network version of SkillCheck Professional 3.1:</b>	<ul style="list-style-type: none"><li>• Read the <i>Network</i> section of the SkillCheck documentation before installing SkillCheck on a network. As noted in the <i>Network</i> documentation, if you have any questions about installing SkillCheck on a network, please call SkillCheck technical support at 1-800-648-3166 before you begin installing the product on your network.</li></ul>

The *SkillCheck Professional* installation system is copy protected. Once you have installed it onto a computer, you will not be able to use the same CD or disks to install SkillCheck on another computer. If you want to move your *SkillCheck Professional* system to another computer, you must follow the instructions on page 8 to uninstall the product from the original computer and then reinstall it on the other computer. **Important:** SkillCheck can only be uninstalled to its original disks, so it is vital that you save these disks.

Since SkillCheck releases new products frequently, not all products may be on our most recent installation CD. In these cases, SkillCheck will release a new product on floppy disks until a new installation CD is created. If you receive a package that includes both an installation CD and installation floppies, most of your testing products will install from the CD. After that installation is completed, you can add the new products to your system. To install your complete system, follow these steps:

1. Follow the directions on page 3 to install SkillCheck from a CD and a License Disk.
2. Follow the directions on page 7 to add products to the *SkillCheck Professional 3.1* system.

## Installing SkillCheck Professional 3.1 over an Earlier Version

*SkillCheck Professional 3.1* is compatible with the 3.0 release of SkillCheck. If you are installing Release 3.1 on a computer that already has SkillCheck 3.0 installed, just install the product normally from your CD or diskettes as described on pages 3-5. If you are installing SkillCheck 3.1 on a system that has an earlier version of SkillCheck installed, the *SkillCheck Professional 3.1* installation will completely replace your previous version of *SkillCheck Professional* or *SkillCheck Professional Plus*.

**Note:** If you do not know which version of SkillCheck is installed on your computer, start your SkillCheck system. All SkillCheck Versions after 2.1 list the version number on the opening screen. Earlier versions of *SkillCheck Professional* do not display a version number on the opening screen.

If you are installing onto a computer that has a release of SkillCheck before Release 3.0, the new version will completely replace your existing product. Because of this, read the instructions below before installing the new system. **If you have any questions about which version you currently have installed on your computer or which of the following scenarios represent your setup, contact SkillCheck Technical Support at 1-800-347-0395 before installing your new release of SkillCheck.**

<b><u>Scenario 1</u></b>  <b>I have never created custom tests and do not need to save my scores databases.</b>	<ul style="list-style-type: none"><li>• If you are installing your system from a CD and License Disk, go to page 3.</li><li>• If you are installing your new system from diskettes only, go to page 5.</li><li>• If you are installing your new system from a CD and Product Install Disks, go to page 3 first to install the CD and License Disk, then go to page 7 to install extra products from floppy disk.</li></ul>
<b><u>Scenario 2</u></b>  <b>I want to save my scores databases for future reference.</b>	<p>Copy the SCORES.DBF file to a diskette or a different directory (<i>outside</i> the SKILLCHK directory) of your hard disk. This database is located on your hard disk in the \SKILLCHK\SCORES subdirectory. To view previous scores, open this file using a spreadsheet like Microsoft Excel or a database like Microsoft Access.</p> <p>Once the SCORES.DBF file has been safely backed up, follow the Scenario 1 directions above to install the new release of SkillCheck.</p>
<b><u>Scenario 3</u></b>  <b>I have created custom tests that I would still like to use on my new version of SkillCheck Professional.</b>	<p><i>SkillCheck Professional Plus</i> allows you to create four different types of custom tests: Software Skills and Employment Skills tests, TestMaker (multiple-choice/true-false) tests, Typing tests, and Data Entry tests. To save tests created with SkillCheck 2.1 or earlier so they can be used with your new SkillCheck 3.1 system, read the following:</p> <ul style="list-style-type: none"><li>• The <i>SkillCheck Professional Plus TestMaker</i> allows you to export Software Skills tests and Employment Skills tests. This Export function creates files with the extension .SWT that can be imported into your new system once it has been installed. See the documentation for the <i>Professional Plus TestMaker</i> for more information on exporting and importing tests.</li><li>• TestMaker, Typing, and Data Entry tests create single files that can be moved to the new SKILLCHK directory created after you install SkillCheck 3.1. After copying the custom test files described below back into the appropriate folders, open and save the tests using the appropriate test-maker program.<ul style="list-style-type: none"><li>◆ SkillCheck <i>TestMaker</i> test files end with the extension .TST and are located in the \SKILLCHK\TESTMKR subdirectory.</li><li>◆ SkillCheck <i>Typing</i> tests end with the extension .TYP and are located in the \SKILLCHK\TYPING subdirectory.</li><li>◆ SkillCheck <i>Data Entry</i> tests end with the extension .DET and are located in the \SKILLCHK\DATA subdirectory.</li></ul></li></ul>

## Installing SkillCheck Professional 3.1 from a CD and License Disk

Your *SkillCheck Professional 3.1* Installation CD has been customized for your order so you can quickly and easily install the tests you have purchased onto your computer's hard disk. The CD installation includes an *Installation CD* and a 3.5-inch *License Disk*. Both the Installation CD and License Disk are required for the installation.

**Note:** Once SkillCheck has been installed, you do not need the Installation CD or the License Disk to run the system. However, if you want to use the audio portion of SkillCheck, audio files for software tests are included on your installation CD. Audio files for other SkillCheck tests, including audio transcription, audio data entry, and audio spelling, are installed on a separate Audio CD that is included in your SkillCheck package when you order these audio-enabled products.

**Important:** You also need to keep the original Installation CD and License Disk (and any Product Install Disks) in case you want to uninstall the SkillCheck system (see page 8) and then re-install it on a different computer following the instructions below.

To install *SkillCheck Professional 3.1* from the Installation CD and License Disk, follow these instructions:

Step 1	Insert the <i>SkillCheck Professional</i> Installation CD into your computer's CD-ROM drive.	
Step 2	Insert the <i>SkillCheck Professional</i> License Disk into your computer's disk drive.	<b>Important:</b> You must use the original License Disk for the installation, not a copy.
Step 3	<ul style="list-style-type: none"><li>• <b>For Windows 95:</b> From the <b>Start</b> menu, select <b>Run</b>.</li><li>• <b>For Windows 3.1:</b> From the <b>File</b> menu, select <b>Run</b>.</li></ul>	The <b>Run</b> dialog box appears.
Step 4	<ul style="list-style-type: none"><li>• If the SkillCheck Installation CD is in the D drive, type D:\SETUP and press <b>Enter</b>.</li><li>• If the SkillCheck Installation CD is on another drive (such as E, F, or G), type the drive letter followed by a colon followed by \SETUP (such as E:\SETUP or F:\SETUP) and press <b>Enter</b>.</li></ul>	The <i>Welcome</i> screen appears.
Step 5	Click <b>Next</b> .	The <i>License Agreement</i> screen appears.
Step 6	<ul style="list-style-type: none"><li>• Click the <b>I agree</b> button to accept the license conditions and continue the installation.</li><li>• Click the <b>I don't agree</b> button to end the installation.</li></ul>	The <i>Select Drive</i> screen appears. <b>Note:</b> You can exit the installation at any time by clicking <b>Cancel</b> .
Step 7	Enter the hard disk drive onto which SkillCheck should be installed. For example, type C: to install onto your computer's C drive or D: to install onto your computer's D drive. Click <b>OK</b> to continue.	The <i>Select Program Manager Group</i> screen appears.

Step 8	Specify the name of the group in the Windows Program Manager or Windows 95/NT Start menu that will contain SkillCheck Professional program icons. Click on <b>Next</b> after specifying a group name.	<b>Note:</b> It is highly recommended that you use the default program group name <b>SkillCheck Professional</b> .  The <i>Audio File Installation</i> screen appears.
Step 9	Some SkillCheck tests use audio files. Specify here if the audio for these tests will be run from a CD or from your computer's hard drive. Click on <b>Next</b> after specifying an audio source.	<b>Note:</b> Audio files for many SkillCheck tests can be very large. It is highly recommended that you run audio from the separate audio CDs that come with your SkillCheck package, rather than storing audio on your computer's hard drive.  The <i>Start Installation</i> screen appears.
Step 10	Click <b>Next</b> to continue.	<b>SkillCheck Professional 3.1</b> installs automatically. ( <b>Note:</b> See the information below if you receive installation warning messages .) When the installation is complete, the <i>Installation Complete</i> screen appears.
Step 11	Click the <b>Finish</b> button.	The installation is complete. You are now ready to use Release 3.1 of <b>SkillCheck Professional</b> or <b>SkillCheck Professional Plus</b> .

## Installation Warning Messages

### ***Insufficient Disk Space***

If the hard disk onto which you are installing SkillCheck has insufficient disk space, you may receive a warning message to that effect. If you see this message, click **OK** to exit the installation. You can then install SkillCheck onto a different hard drive or clear enough space on your hard disk to hold **SkillCheck Professional** or **SkillCheck Professional Plus**.

### ***Previous Version of SkillCheck Installed***

If your computer has a version of **SkillCheck Professional** or **SkillCheck Professional Plus** before Release 3.0 installed, you will see a warning message indicating that the new system will replace the existing one. Read page 2 before installing your system onto a computer that has a previous version of **SkillCheck Professional** or **SkillCheck Professional Plus** installed.

## Installing SkillCheck Professional Version 3.1 from Diskettes

If you are installing *SkillCheck Professional* from diskettes, your package of diskettes will contain a set of diskettes labeled *System Disks* as well as multiple *Product Install Disks*.

Some points to remember when installing from diskettes:

After installing the System Disks, the installation system will ask you if you want to begin installing products. You can install some or all of your SkillCheck tests by following the on-screen prompts and inserting the Product Install Disks into the diskette drive. **Important:** it is highly recommended that you install all your products at one time.

- *SkillCheck Professional* does allow you to install additional products after the initial installation has been completed. To do this, follow the instructions on page 7.
- If you have a *SkillCheck Professional* Installation CD and Product Install Disks, first follow the directions for installing from a CD and key disk on page 3. Then install additional products by following the directions on page 7.

To install *SkillCheck Professional 3.1* from diskettes, follow the instructions below.

Step 1	Insert <i>System Disk 1</i> in the disk drive.	<b>Note:</b> You must use the original floppy disk for the installation, not a copy.
Step 2	<ul style="list-style-type: none"><li>• <b>For Windows 95:</b> From the <b>Start</b> menu, select <b>Run</b>.</li><li>• <b>For Windows 3.1:</b> From the <b>File</b> menu, select <b>Run</b>.</li></ul>	The <b>Run</b> dialog box appears.
Step 3	If the SkillCheck disk is in drive A, type A:\SETUP. (If the disk is in another drive, such as the B drive, type the drive letter followed by :\SETUP.) Press <b>Enter</b> .	<ul style="list-style-type: none"><li>• If your computer only has one hard drive, the installation process for SkillCheck begins.</li><li>• If your computer has more than one hard drive, a <i>Select Installation Drive</i> screen appears. Select the drive on which SkillCheck should be installed.</li><li>• <b>Note:</b> If you receive a warning message, turn to page 6.</li></ul>
Step 4	Follow the on-screen prompts for removing and inserting the System Disks.	After installing the last System Disk, a message appears asking if you want to install one or more testing products.
Step 5	Click the <b>Yes</b> button to install one or more products	<ul style="list-style-type: none"><li>• You are prompted to insert <i>Product Install Disk 1</i>. <b>Note:</b> You may have more than one <i>SkillCheck</i> product and therefore more than one set of Product Install Disks. You can install the products in any order but always begin with <i>Product Install Disk 1</i>.</li></ul>
Step 6	Follow the on-screen prompts for removing and inserting the Product Install Disks. <b>Note:</b> If a warning message appears, go to page 6.	After installing the last Product Install Disk for a specific product, a screen appears asking if you want to install more testing products.

(Instructions continue on following page.)

## Installing SkillCheck Professional Version 3.1 from Diskettes (continued)

Step 7	<ul style="list-style-type: none"><li>If you want to install more products, click the <b>Yes</b> button.</li></ul>	<ul style="list-style-type: none"><li>You are prompted to insert <i>Product Install Disk 1</i>. Install this disk for a product other than one you have already installed.</li></ul>
	<ul style="list-style-type: none"><li>If you do not want to install more products, click the <b>No</b> button.</li></ul>	<ul style="list-style-type: none"><li>A <i>SkillCheck Professional</i> program group appears in your Windows 95/98/NT <b>Program</b> menu or Windows 3.1 <b>Program Manager</b>.</li></ul>
Step 8	Repeat Step 6 until you have installed all your tests.	

## Installation Warning Messages

### *Insufficient Disk Space*

If the hard disk onto which you are installing SkillCheck has insufficient disk space, you may receive a warning message to that effect. If you see this message, click **OK** to exit the installation. You can then install SkillCheck onto a different hard drive or clear enough space on your hard disk to hold *SkillCheck Professional* or *SkillCheck Professional Plus*.

### *Previous Version of SkillCheck Installed*

If your computer has a version of *SkillCheck Professional* or *SkillCheck Professional Plus* before Release 3.0 installed, you will see a warning message indicating that the new system will replace the existing one. Read page 2 before installing onto a computer that has a previous version of *SkillCheck Professional* or *SkillCheck Professional Plus* installed.

## Installing New SkillCheck Products on an Existing SkillCheck 3.1 System

SkillCheck customers may purchase additional products to be added to their *SkillCheck Professional* or *SkillCheck Professional Plus* systems.

**If you receive new products on a CD with a License Disk enclosed**, follow the directions on page 3 to install new products from CD.

**If you received new products on floppy diskettes, these new products will be labeled Product Install Disks** (for example, a Word 97 test may come on three diskettes labeled *Product Install Disk 1 — Microsoft Word 97* through *Product Install Disk 3 — Microsoft Word 97*), SkillCheck makes it easy for you to add these new products to your SkillCheck system from within the *TestCenter*. To install a new product from product disks using the *TestCenter*, follow these steps:

Step 1	Place <i>Product Install Disk 1</i> of the new SkillCheck product disks in your diskette drive.	For example, if you are installing a new Microsoft Word 97 test, place the diskette labeled <i>Product Disk 1 — Microsoft Word 97</i> into your computer's diskette drive.
Step 2	Open the SkillCheck <i>TestCenter</i> .	The <i>Test Selection</i> screen appears.
Step 3	<ul style="list-style-type: none"><li>Select <b>Install Product</b> from the <b>File</b> menu of the <i>Test Selection</i> screen.</li></ul> or <ul style="list-style-type: none"><li>Hold <b>Control</b> and press <b>N</b>.</li></ul>	The product installation begins.
Step 4	Make sure the first <i>Product Install</i> disk is in drive A and click <b>OK</b> .	
Step 5	Follow the onscreen prompts from the product installation program.	When the installation is complete, a message will appear asking if you want to install another product.
Step 6	<ul style="list-style-type: none"><li>To install another product, insert the first <i>Product Install Disk</i> for the new product into the diskette drive and click <b>Yes</b>.</li><li>If you finished installing new products, click <b>No</b>.</li></ul>	<ul style="list-style-type: none"><li>You can continue to add products to your system by following the on-screen instructions.</li></ul>

Once the new product has been installed, you will need to restart your *SkillCheck Professional* or *SkillCheck Professional Plus TestCenter* for the new tests to appear in the **Display Test Group** list.

If you are adding new products to a network system, read the *Network* documentation before installing new products on your server.



## Uninstalling SkillCheck Professional

*SkillCheck Professional* and *SkillCheck Professional Plus* are copy protected. If you want to move the system or products from one machine to another, you must uninstall the product from the original computer following the instructions below. Once the product has been uninstalled, you can then use your original Installation CD and/or Product Install Disks to reinstall the system or products onto another computer.

**Note:** Tests created using the SkillCheck test makers do not uninstall automatically. They must be exported using the appropriate test maker before the SkillCheck system is uninstalled. See the appropriate test-maker documentation for detailed instructions.

To uninstall *SkillCheck Professional* or *SkillCheck Professional Plus*, follow these steps:

Step 1	<b>CD Installation Systems:</b> <ul style="list-style-type: none"> <li>Place the SkillCheck License Diskette in your computer's disk drive.</li> </ul>	<b>Note:</b> You must use the original License Diskette that came with your SkillCheck products for the uninstallation.
	<b>Diskette-based Installation Systems:</b> Products installed from installation product diskettes must be uninstalled one at a time. <ul style="list-style-type: none"> <li>Insert <i>Product Install Disk 1</i> of the product you want to uninstall into your diskette drive.</li> </ul>	<b>Example:</b> If you are uninstalling Microsoft Word 97, insert the diskette labeled <i>Product Install Disk 1 — Microsoft Word 97</i> into your computer's diskette drive.  <b>Note:</b> You do not have to uninstall your System Disks when moving SkillCheck from one computer to another, just the Product Install Disks.
Step 2	<ul style="list-style-type: none"> <li><b>For Windows 95/98/NT:</b> From the <b>Start</b> menu, select <b>Run</b>.</li> <li><b>For Windows 3.1:</b> From the <b>File</b> menu, select <b>Run</b>.</li> </ul>	The <b>Run</b> dialog box appears.
Step 3	<ul style="list-style-type: none"> <li>If you are uninstalling a CD system and SkillCheck is installed on your computer's C drive, type C:\SKILLCHK\UNINSTAL (with one "L") and press <b>Enter</b>. If SkillCheck is installed on another hard drive (such as D, E, or F), type the drive letter followed by a colon followed by SKILLCHK\UNINSTAL (such as E:\SKILLCHK\UNINSTAL) and press <b>Enter</b>.</li> <li>If you are uninstalling onto a product diskette, type A:\UNINSTAL (with one "L") and press <b>Enter</b>. If the SkillCheck Product Install Disk is in another drive (such as B), type the drive letter followed by a colon followed by \UNINSTAL (such as B:\UNINSTAL) and press <b>Enter</b>.</li> </ul>	A <i>SkillCheck Uninstall</i> screen appears.
Step 4	<ul style="list-style-type: none"> <li>To continue with the uninstallation, follow the on-screen instructions.</li> </ul> <b>Note:</b> You can exit the uninstallation at any time by clicking <b>Cancel</b> .	When the uninstallation is complete, an <i>Uninstallation Completed</i> screen appears.

## Uninstalling SkillCheck Professional (continued)

**Note:**

- If you are uninstalling products onto SkillCheck Product Install Disks, you must complete the above process for each product.
- If you completed the above process successfully, the CD or product diskettes can now be used to install *SkillCheck Professional* on another computer.
- When you uninstall using the CD and License Disk, everything is removed from your hard drive except for the SKILLCHK directory with just the UNINSTAL.EXE program remaining. To completely remove SkillCheck from your system, delete the SKILLCHK directory manually. You will also have to remove the SkillCheck Professional group from your Windows Program Manager or Start menu manually after uninstallation is completed.
- If you uninstall using floppy disks, the SkillCheck system files and icons remain on your system after uninstallation. To remove SkillCheck from your system completely, you will need to delete the SKILLCHK directory from your hard drive and your SkillCheck Professional icons manually.