



## ***Read Me First!***

### **Things You Should Know before Using *SkillCheck Professional* or *SkillCheck Professional Plus***

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## Read Me First!: Things You Should Know before Using *SkillCheck Professional* or *SkillCheck Professional Plus*

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Thank you for purchasing *SkillCheck Professional* or *SkillCheck Professional Plus*, today's most effective solution for evaluating employment skills. Before installing your SkillCheck software, please read the information below. It will help you avoid common computer problems and provide you with answers to the most frequently asked questions about your SkillCheck products.

### Using and Changing Passwords

<b>What is the password when I first start SkillCheck?</b>	When your <i>SkillCheck Professional</i> product is first installed, the password is "password". On releases of SkillCheck earlier than Release 3, the password was case sensitive. <b>If you have trouble with your password, be sure your Caps Lock is off and that you are typing the password in the correct case.</b>
<b>The computer is telling me my password is wrong when I know I am typing it correctly.</b>	The password may be case-sensitive if you are using a version of SkillCheck before Release 3.0. <b>Try typing the password again in the correct case, making sure your Caps Lock is off.</b>
<b>How can I change my password or choose not to use one?</b>	You may change your password or choose not to use one in the <i>Test Administrator</i> . See the <i>Test Administrator</i> documentation for password instructions.
<b>What if I forget my password?</b>	If you forget your password, contact SkillCheck Technical Support at 1-800-347-0395.

### Installing and Uninstalling SkillCheck

<b>Can I install SkillCheck on more than one computer?</b>	No. The <i>SkillCheck Professional</i> disks or CD are copy protected and can only be installed on one computer at a time, in accordance with the software's licensing agreement. However, SkillCheck is available in a network version that can be installed on a server and run from multiple nodes. In addition, discounts are available when purchasing multiple copies of SkillCheck products. For more information, please call SkillCheck Sales at 1-888-648-9777 or 1-800-648-3166.
<b>Can I remove tests from one computer and reinstall them on another computer?</b>	Yes. Your SkillCheck disks provide an option to uninstall tests from a computer and reinstall the product onto another computer. <b>Very Important:</b> You can only uninstall SkillCheck products back to their original disks, so it is extremely important that you keep your original installation disks and/or CD. See the Installing/Uninstalling documentation for step-by-step instructions.

## Installing and Uninstalling SkillCheck (continued)

<b>I received both a CD and Product Install Disks with my SkillCheck package. Which should I install first?</b>	The CD should be installed first. Then the Product Install Disks should be installed. For step-by-step instructions, see the Installing/Uninstalling documentation.
<b>I bought the SkillCheck network version. I received System Disks, Product Install Disks, and Network Disks. Which should I install first?</b>	First, install the System Disks on your server, followed by the Product Install Disks. Then install the Network Disks on the server and on each node. For step-by-step instructions, see the Installing/Uninstalling documentation.

## Checking Your Screen Resolution

Release 3.0 or higher of *SkillCheck Professional* and *SkillCheck Professional Plus* will run in a window on high resolution monitors so that SkillCheck simulations will always be perfectly scaled at 640x480, regardless of the resolution at which you are running. Because of this, you will not need to change your computer's screen resolution in order to run Release 3.0 or higher of *SkillCheck Professional* and *SkillCheck Professional Plus*.

If you are running an earlier release of SkillCheck (such as Release 2.1 of *SkillCheck Professional* or *SkillCheck Professional Plus*) or are running SkillCheck Release 3.0 or higher on a Windows 3.x system, it is **STRONGLY RECOMMENDED** that you run these tests at VGA resolution (640 x 480). Otherwise, tests may appear distorted on the screen. To change screen resolutions in these circumstances, do the following:

<b>In Windows 3.1:</b>	<b>In Windows 95/98/NT:</b>
From the <b>Program Manager</b> , select the <b>Main</b> program group. Select <b>Windows Setup</b> . From the <b>Options</b> menu, choose <b>Change System Settings</b> . From <b>Display</b> , scroll down the list and click once on <b>VGA</b> . Select <b>OK</b> and then click <b>Restart Windows</b> .	From the <b>Start Menu</b> , select <b>Settings</b> . Select <b>Control Panel</b> . Select <b>Display</b> . Select <b>Settings</b> . Change the <b>Desktop Area</b> setting to 640 x 480 pixels. Click on <b>OK</b> .

## Hiding the Taskbar in Windows 95/98/NT

<b>How do I hide the Taskbar so that it will not show up during the SkillCheck Professional test?</b>	Go to the bottom of your screen. Click once on the <b>Taskbar</b> with the right mouse button. From the menu that appears, select <b>Properties</b> . On the <b>Taskbar Properties</b> screen, click once on the box next to <b>Auto hide</b> , so a check appears. Click on <b>OK</b> .
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## Deactivating Your Screensaver

SkillCheck recommends that you deactivate your screensaver. In some cases, it may become active at the end of a testing sequence (when the security message is on the screen) and appears to make the *SkillCheck Professional* program lock up. As a precaution, it may be best to deactivate your screensaver by following these instructions:

In Windows 3.1:	In Windows 95/98/NT:
From the <b>Program Manager</b> , select <b>Main</b> . Select <b>Control</b> Menu. Select <b>Desktop</b> . In the field on the left called <b>Screen Saver</b> , select “None” from the list box. Double-click on <b>OK</b> .	From the <b>Start Menu</b> , select <b>Settings</b> . Select <b>Control Panel</b> . Select <b>Display</b> . Select <b>Screen Saver</b> . In the field on the left called <b>Screen Saver</b> , select “None” from the list box. Click on <b>OK</b> .

## Closing Other Programs When Running SkillCheck

While *SkillCheck Professional* will run on computers with 8 MB of memory, 16 MB or more of RAM is highly recommended. *SkillCheck Professional* may lock up if it is running on a computer with less than 16 MB of memory and your computer is simultaneously running other programs that require large amounts of memory. Check to see if other programs are running, and if so, consult with your computer manager about closing these programs. To see what programs are running on your computer, follow the instructions in the table below.

In Windows 3.1:	In Windows 95/98/NT:
At the <b>Program Manager</b> screen, use the down arrow in the top right-hand corner to minimize the screen.  In the bottom left-hand corner of the screen, see what icons are present. You should only see the <b>Program Manager</b> icon.  If there are other icons, please consult with your computer manager about closing these programs.	From the <b>Start</b> menu, select <b>Programs</b> .  Select <b>Startup</b> . Any programs listed here are automatically started when your computer begins running Windows.  Check the <b>Taskbar</b> at bottom of the screen. Any program buttons appearing on the <b>Taskbar</b> or any program icons appearing near the screen clock on the right (such as a shield for a virus program) indicate programs running.  Please consult with your computer manager about closing these programs.

## Selecting Print Options

<b>What are the different ways to view and/or print the results?</b>	<p>At the <i>TestCenter's</i> Test Selection screen (where you choose what tests you will administer), you can decide how you will view and/or print test results. From the <b>File</b> menu, select <b>Print Options</b>, which include:</p> <p><b>Go to the Scores screen at the end of a testing sequence.</b> (At the <i>Scores</i> screen, you will see the results on the screen and be able to print them.)</p> <p><b>Print test scores automatically at the end of a testing sequence and go to the scores screen.</b></p> <p><b>Print test scores automatically at the end of a test sequence and go to the test selection screen.</b></p> <p><b>Go back to the Test Selection screen at the end of a test sequence without viewing or printing scores.</b> (When you select this option, you will need to start the <i>Database Viewer</i> to view test results.)</p> <p>For more information, see the <i>TestCenter</i> documentation.</p>
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## Ending a Test Before Completion

<b>How do I end a Software test before it is finished?</b>	To end a <i>SkillCheck Professional</i> Software test before it is finished, continue with the test until you reach a screen that reads "Go to the next question / Try this question again." Then, hold <b>Control</b> and <b>Shift</b> and press <b>F4</b> . <b>Warning:</b> If you exit a test by this method, no scores will be recorded for the test.
<b>How do I end an Employment Skills (such as Spelling, Filing or Math), Typing or Data Entry test before it is finished?</b>	To end any one of these tests at any time, hold <b>Control</b> and <b>Shift</b> and press <b>F4</b> . <b>Warning:</b> If you exit a test by this method, no scores will be recorded for the test.

## Retrieving Test Scores

<b>I forgot to print my previous test scores. Can I still retrieve them?</b>	Yes. If you want to print scores from the last set of tests you gave, at the <i>TestCenter</i> screen, from the <b>File</b> menu, select <b>Print Previous Results</b> . This will print all the scores from the last set of tests given on your system.
<b>I want to retrieve results from a test given a few days ago. Can I still do this?</b>	Yes. The <i>SkillCheck Professional</i> system saves test scores. To retrieve them, open the <i>TestCenter</i> . At the <i>Test Selection</i> screen, from the <b>File</b> menu, select <b>Database Viewer</b> . You can search for the person in several ways. See the <i>TestCenter</i> documentation for more information.