



## **Read Me First!**

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## Things You Should Know Before Using SkillCheck Professional or SkillCheck Professional Plus

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Thank you for purchasing version 4.0 of *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 password should I use when I first start <i>SkillCheck Professional</i>?</b>	When your <i>SkillCheck Professional</i> product is first installed, it will have two passwords assigned. The password for the <i>TestCenter</i> is "password"; the password for the <i>Advanced Administrator</i> is "admin".
<b>I want to change my password or choose not to use a password at all. How do I do that?</b>	You may change your password or choose not to use a password in the <i>Advanced Administrator</i> . To find the <i>Advanced Administrator</i> , go to the <b>File</b> menu in the <i>TestCenter</i> . Select the <b>Advanced</b> submenu, then select <b>Advanced Administration</b> . See the "Advanced Administration" chapter of this manual for password instructions.
<b>What if I forget my password?</b>	If you forget your password, contact SkillCheck Technical Support at <b>1-800-347-0395</b> .

### Installing and Uninstalling SkillCheck

Extensive step-by-step instructions for installing and uninstalling *SkillCheck Professional* can be found in the "Installation" chapter of this manual. Below are some basic points to remember before you get started.

<b>Can I install SkillCheck on more than one computer?</b>	No. The <i>SkillCheck Professional</i> CDs are copy protected and can only be installed on one computer at a time, in accordance with the software's licensing agreement. However, <i>SkillCheck Professional</i> 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 <b>1-800-648-3166</b> .
<b>Can I remove tests from one computer and reinstall them on another computer?</b>	Yes. Your License disks provide an option to uninstall tests from a computer and reinstall the tests onto another computer.  <b>Very Important:</b> You can only uninstall the SkillCheck system back to its original license diskette, so it is extremely important that you keep your original installation CD and license diskette. See the "Installation" chapter of this manual for step-by-step instructions.

## Hiding the Taskbar in Windows 95/98/NT/2000/Millennium

How do I hide the Taskbar so that it will not show up during the <i>SkillCheck Professional</i> test?	<ul style="list-style-type: none"><li>• Go to the bottom of your screen.</li><li>• Right-click once on the <b>Taskbar</b>.</li><li>• From the menu that appears, select <b>Properties</b>.</li><li>• On the Taskbar Properties dialog box, click once on the box next to <b>Auto hide</b>, so a check appears.</li><li>• Click <b>OK</b>.</li></ul>
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## Deactivating Your Screen Saver

SkillCheck recommends that you deactivate your screen saver. 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 lockup.

Deactivate your screen saver by following these instructions.	<ul style="list-style-type: none"><li>• From the <b>Start</b> menu, select <b>Settings</b>.</li><li>• Select <b>Control Panel</b>.</li><li>• Select <b>Display</b>.</li><li>• Select the <b>Screen Saver</b> tab.</li><li>• In the field on the left called <b>Screen Saver</b>, select “None” from the list box.</li><li>• Click <b>OK</b>.</li></ul>
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## Closing Other Programs When Running SkillCheck

While *SkillCheck Professional* will run on computers with 16 MB of memory, 32 MB or more of RAM is highly recommended. You may receive errors if the program 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.

<b>How do I see what programs are running on my computer?</b>	<ul style="list-style-type: none"><li>• From the <b>Start</b> menu, select <b>Programs</b>.</li><li>• Select <b>Startup</b>. Any programs listed here are automatically started when your computer begins running Windows.</li><li>• Check the <b>Taskbar</b> at the 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.</li><li>• Please consult with your computer manager about closing these programs.</li></ul>
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## Selecting Print Options

<b>What are the different ways to view and/or print the results of a test?</b>	<p>Go to the <i>TestCenter's</i> Test Selection screen (where you choose what tests you will administer). From the <b>File</b> menu, select the <b>Print</b> submenu, then select <b>Options</b>. The Print Options dialog box will open. Select any of the following radio buttons:</p> <ul style="list-style-type: none"><li>• <b>Go to the scores screen at the end of a testing sequence.</b> Scores will be displayed at the end of a test on a Scores screen. You can print them from there.</li><li>• <b>Print test scores automatically at the end of a testing sequence and go to the scores screen.</b></li><li>• <b>Print test scores automatically at the end of a test sequence and go to the test selection screen.</b></li><li>• <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 go to the <b>File</b> menu and select <b>Reporting</b> to view test results.</li></ul> <p>For more information, see the <i>TestCenter</i> documentation.</p>
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## Ending a Test Before It Is Finished

How do I end a Software test before it is finished?	<p>To end a <i>SkillCheck Professional</i> Software test before it is finished follow these steps:</p> <ul style="list-style-type: none"><li>• Continue with the test until you reach a screen that reads “Go to the next question / Try this question again.”</li><li>• Hold <b>Control</b> and <b>Shift</b> and press <b>F4</b>.</li></ul> <p><b>Warning:</b> If you exit a test using this method, no scores will be recorded for the test.</p>
How do I end a Typing, Data Entry, or Employment Skills (such as Spelling, Filing, or Math) test before it is finished?	<p>To end any one of these tests at any time, hold <b>Control</b> and <b>Shift</b> and press <b>F4</b>.</p> <p><b>Warning:</b> If you exit a test using this method, no scores will be recorded for the test.</p>

## Retrieving Test Scores

I forgot to print my previous test scores. How do I retrieve them?	<p>To retrieve and print the last set of test scores given, follow these steps:</p> <ul style="list-style-type: none"><li>• Open the <i>TestCenter</i>.</li><li>• From the <b>File</b> menu, select the <b>Print</b> submenu, then select <b>Print Previous Results</b>. This will print all the scores from the last set of tests given on your system.</li></ul>
How do I retrieve results from a test given a few days ago?	<p>The <i>SkillCheck Professional</i> system saves test scores. To retrieve them, follow these steps:</p> <ul style="list-style-type: none"><li>• Open the <i>TestCenter</i>.</li><li>• From the <b>File</b> menu, select <b>Reporting</b>. From here, you can search for the test or the person who took the test in several ways. See the <i>TestCenter</i> documentation for more information.</li></ul>