



## **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!

The *SkillCheck Professional* system installs the *SkillCheck TestCenter*. From the *TestCenter* you can administer tests and, using *Advanced Administration* options, you can create tests, change passwords, and perform other system functions. Detailed documentation for the *TestCenter* and *Advanced Administrator* options is included in the “TestCenter” and “Advanced Administration” chapters of this manual.

Because your *SkillCheck Professional* CD and License 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>Instructions for installing your new <i>SkillCheck Professional</i> system follow on page 2.</li></ul>
<b>If you are installing SkillCheck Professional on a computer with an earlier version of SkillCheck installed:</b>	<ul style="list-style-type: none"><li><i>SkillCheck Professional</i> is not compatible with releases of <i>SkillCheck</i> prior to 4.0. If you are installing this version on a computer that already has <i>SkillCheck</i> 3.1 or earlier installed, read the guidelines and instructions on page 4 before installing the new system.</li></ul>
<b>If you are installing new tests on your SkillCheck Professional system:</b>	<ul style="list-style-type: none"><li>If you already have <i>SkillCheck Professional</i> installed on your computer and are installing new tests into this existing system, read the guidelines and instructions on page 5 before installing the new products.</li></ul>
<b>If you are installing the network version of SkillCheck Professional:</b>	<ul style="list-style-type: none"><li>Read the “Network Installation” chapter of this manual before installing SkillCheck on a network. As noted in the “Network Installation” documentation, if you have any questions about installing SkillCheck on a network, please call SkillCheck technical support at <b>1-800-648-3166</b> 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 Professional* on another computer. If you want to move your *SkillCheck Professional* system to another computer, you must follow the instructions on page 6 to uninstall the product from the original computer and then reinstall it on the other computer. **Important:** *SkillCheck Professional* can only be uninstalled to its original license diskette, so it is vital that you save this diskette.

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 a new installation CD. If you receive a package that includes a new installation CD you can add the new products to your system, if you desire. Call SkillCheck Sales at **1-888-648-9777** or **1-800-648-3166** for more information.

## Installing a new version of SkillCheck Professional

**Important:** If you have a previous version of SkillCheck installed on your computer, skip to page 5 and follow the instructions for installing *SkillCheck Professional* with a previous version of the program.

Your *SkillCheck Professional* 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 drive. The CD installation includes a *SkillCheck Professional Installation CD* and a 3.5-inch *License Disk*. Both the Installation CD and License Disk are required for the installation.

**Important:** You also need to keep the original Installation CD and License Disk in case you want to uninstall the *SkillCheck Professional* system (see page 6) and then reinstall it on a different computer following the instructions below.

**Note:** Once *SkillCheck Professional* 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 Professional* tests, including audio transcription, audio data entry, and audio spelling, are installed on a separate Audio CD that is included in your *SkillCheck Professional* package when you order these audio-enabled products.

You will need administrator rights to install *SkillCheck Professional* onto a Windows NT 4, Windows 2000/2003, or Windows XP machine.

To install *SkillCheck Professional* 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>• Select <b>Run</b> from the <b>Start</b> menu.</li></ul>	The <b>Run</b> dialog box appears.
Step 4	<ul style="list-style-type: none"><li>• If the Installation CD is in the D drive, type D:\SETUP and press <b>Enter</b>.</li><li>• If the 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 Welcome screen appears. <b>Note:</b> You can exit the installation at any time by clicking <b>Cancel</b> .
Step 5	Click <b>Next</b> .	The License Agreement 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 Select Drive screen appears.

Step 7	The installation program will create a default directory C:\PROGRAM FILES\SKILLCHECK in which to install <i>SkillCheck Professional</i> . If you would prefer using another directory, enter it or use the <b>Browse</b> function to find the directory you would like to use. Click <b>OK</b> to continue.	The Select Program Manager Group screen appears.
Step 8	Specify the name of the group in the Windows Start menu that will contain <i>SkillCheck Professional</i> 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 <i>SkillCheck Professional</i> .  The Audio File Installation screen appears.
Step 9	Some <i>SkillCheck Professional</i> 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 <i>SkillCheck Professional</i> tests can be very large. It is highly recommended that you run audio from the separate audio CDs that come with your <i>SkillCheck Professional</i> package, rather than storing audio on your computer's hard drive.  The Start Installation screen appears.
Step 10	Click <b>Next</b> to continue.	<i>SkillCheck Professional</i> installs automatically. ( <b>Note:</b> See the information below if you receive installation warning messages.) When the installation is complete, the Installation Complete screen appears.
Step 11	Click the <b>Register Online</b> button.	Registering with SkillCheck helps us keep track of you for future important software updates.
Step 12	Click the <b>Finish</b> button.	The installation is complete, but you will have to restart your computer to use <i>SkillCheck Professional</i> . You may either restart now, or wait until later.

## Installation Warning Messages

### Insufficient Disk Space

If the hard disk onto which you are installing *SkillCheck Professional* 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 the program onto a different hard drive or clear enough space on your hard disk to hold *SkillCheck Professional* or *SkillCheck Professional Plus*.

If you receive this warning and know that you have enough space on your hard drive to install the program, click **Skip**.

## Previous Version of SkillCheck Installed

If your computer has an earlier version of *SkillCheck Professional* installed, you will see a warning message indicating that the new system will replace the existing one. Click **Cancel** and follow the instructions on the next page before installing *SkillCheck Professional*.

## Installing SkillCheck Professional over an Earlier Version

**Important:** *SkillCheck Professional* is not compatible with older releases of SkillCheck. In order to install *SkillCheck Professional*, you must first follow the instructions on page 6 for uninstalling any previous versions of the product. If you install *SkillCheck Professional* over a previous version, you will lose your scores Database.

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 Professional*.

<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>Go to page 2 to learn how to install your system from the CD and License Disk.</li></ul>
<b><u>Scenario 2</u></b> <b>I want to save my scores databases for future reference.</b>	<p>Copy the SKSCORES.MDB or SCORES.DBF file located on your hard drive in the \SKILLCHK\SCORES subdirectory to a diskette or a different directory (<i>outside</i> the SKILLCHK directory) of your hard disk.</p> <p>Once the SKSCORES.MDB or SCORES.DBF file has been safely backed up, follow the Scenario 1 directions above to install the new release of <i>SkillCheck Professional</i>.</p> <p>You will be able to view the database using either Access or Excel.</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 <i>SkillCheck Professional</i>.</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 4.0 or earlier so they can be used with your new SkillCheck 4.0 system, read the following:</p> <ul style="list-style-type: none"><li>The SkillCheck Professional Plus TestMaker allows you to export Software Skills tests and Employment Skills tests. This Export function creates files with the extension .SWT. Export all .SWT files you would like to save to a separate diskette or directory before installing <i>SkillCheck Professional</i>. See the chapter in the documentation on “TestMaker” for more information on exporting and importing tests.</li><li>TestMaker, Typing, and Data Entry tests created using an earlier version of SkillCheck must be saved to a separate diskette or directory before installing <i>SkillCheck Professional</i>. After you have installed <i>SkillCheck Professional</i>, copy the files back into the appropriate folder described below. After copying the custom test files, open and save the tests using the appropriate test-maker program.<ul style="list-style-type: none"><li>◆ SkillCheck TestMaker test files end with the extension .TST and are located in the \SKILLCHECK\TESTMKR subdirectory.</li><li>◆ SkillCheck Typing tests end with the extension .TYP and are located in the \SKILLCHECK\TYPING subdirectory.</li><li>◆ SkillCheck Data Entry tests end with the extension .DET and are located in the \SKILLCHECK\DATA subdirectory.</li></ul></li></ul>

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

SkillCheck customers may purchase additional tests to be added to their *SkillCheck Professional* system by contacting SkillCheck Sales at 1-888-648-9777 or 1-800-648-3166.

If the test was included on your original Installation CD, you will receive only a new License Diskette. Use your original Installation CD with the new License Diskette and reinstall *SkillCheck Professional* following the instructions found on page 3. The *SkillCheck Professional* system will recognize that you already have the program installed, and will only copy the new tests to your current system.

If the test was not included on your original Installation CD, you will receive a new Installation CD with a new License Disk. Simply reinstall *SkillCheck Professional* using the new CD and License Disk and following the instructions on page 3.

Once the new products have been installed, you will need to restart your *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 Installation” chapter of the documentation before installing new products on your server.

## Uninstalling SkillCheck Professional

*SkillCheck Professional* is 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 License Diskette 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*, follow these steps:

Step 1	<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.
Step 2	<ul style="list-style-type: none"><li>From the <b>Start</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 <i>SkillCheck Professional</i> is installed on your computer's C drive, type C:\PROGRAM FILES\SKILLCHECK\UNINSTAL (with one "L") and press <b>Enter</b>. If <i>SkillCheck Professional</i> is installed on another hard drive (such as D, E, or F), type the drive letter followed by a colon followed by SKILLCHECK\UNINSTAL (such as E:\SKILLCHECK\UNINSTAL) and press <b>Enter</b>. (You may need to modify the path specified above to match your installation.)</li></ul>	A SkillCheck Uninstall screen appears.
Step 4	<ul style="list-style-type: none"><li>To continue with the uninstallation, follow the on-screen instructions.</li></ul> <p><b>Note:</b> You can exit the uninstallation at any time by clicking <b>Cancel</b>.</p>	When the uninstallation is complete, an Uninstallation Completed screen appears.

**Note:**

- Once the above process has been completed successfully, the CD can be used to install *SkillCheck Professional* on another computer.
- Everything is removed from your hard drive except for the PROGRAM FILES\SKILLCHECK directory with just the UNINSTAL.EXE program remaining. To completely remove *SkillCheck Professional* from your system, delete this 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.