



PREPWARE

VERSION 10 USER'S GUIDE

08

Comprehensive Preparation for FAA Knowledge Exams

- ✦ Installing Software
- ✦ Getting Started
- ✦ How to Use the Software
- ✦ Frequently Asked Questions
- ✦ Product Support

QUICK START GUIDE:

1. Place CD in drive and follow prompts to install. See page 6.
2. Enter the activation code from the sticker on the back of the User's Guide to "turn on" your program. Click Activate, then Finish. See page 7.
3. Select which test you are preparing for in the Test Name box. See page 11.
4. Click STUDY to review the questions, organized by subject, supported with explanation. See page 14.
5. Click TAKE A TEST to generate a sample, timed, FAA Knowledge Exam. See page 17.
6. View your results by selecting Performance/Open Performance History from the top toolbar. See page 18.

PREPWARE

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Comprehensive
Preparation for FAA
Knowledge Exams

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INTRODUCTION

Welcome to Prepware, a test preparation system for FAA Knowledge Exams. Prepware makes your time spent preparing for the FAA exam more productive by providing the appropriate tools. Take practice exams and get immediate feedback on where you need more work. Study using the tailor-made practice sessions to improve your performance in those areas where you need to concentrate the most. Create pop quizzes of any length, on any subject matter, to supplement the study sessions. Print or email your performance to obtain an endorsement (authorization to take the FAA test) from ASA or your instructor. Create a follow-up quiz consisting of the subject matter knowledge codes from your airman test report. Update the database each time the FAA releases new or changed questions.

Realistic test simulation, access to current FAA questions, study and review modes, detailed performance graphs, comprehensive study guides, and built-in timers give you the confidence you need to ace your FAA written. Every Prepware test is accurate for the actual questions, number of questions, and time allowed for the test issued for your desired certificate or rating. Prepware combines all the information you'll find in ASA's Test Prep and Fast-Track Test Guide Series, with the benefits of computer-based training—including the ability to limit your review to only those questions missed on your practice tests—for an efficient, on-track learning program.

SYSTEM REQUIREMENTS

Before you install Prepware, make sure your computer meets the minimum requirements and the Prepware package contains the required items.

IBM compatible PC with Pentium-class processor, Windows 2000, XP with Service Pack 2, or Vista. 128 MB RAM minimum for Windows 2000 and XP (512 MB for Vista), 150 MB available hard drive space, 1024 x 768 SVGA compatible display, CD-ROM drive, mouse or other compatible pointing device. Internet connection required for product registration and updates.

Macintosh computer with PowerPC G3, G4, G5, or Intel-Mac processor, OS X Tiger (10.4 or higher), 128 MB Ram minimum, 150 MB available hard drive space, 1024 x 768 SVGA compatible display, CD-ROM drive, mouse or other compatible pointing device. Internet connection required for product registration and updates.

Included in the Prepware package:

- One CD-ROM
- Product activation sticker on the back of the User's Guide
- User's Guide
- Prepware School (ASA-TW-SCHOOL) includes the Computer Testing Supplements corresponding to each database (except the IA; this CT-8080 is included in the software as a PDF)

If any pieces are missing, contact the retailer from whom you bought Prepware.

INSTALLING PREPWARE

Prepware School users should refer to page 22 for network-install instructions.

WINDOWS COMPUTERS

Install the .NET v1.1 frameworks (included on the Prepware CD) if prompted to do so; .NET is required for Prepware to function correctly.

The auto-install function of the CD-ROM uses the program SETUP.EXE. The Setup program installs the Prepware program itself, the test files specific to a particular test and other product components from the distribution CD to your hard disk.

To start Setup without using the auto-install feature:

1. Insert the Prepware CD-ROM in your computer CD drive.
2. Click on Start/Run (for Vista users, click Start/All Programs/Accessories/Run).
3. Click on Browse.
4. In the "Look in" window at the top of the Browse window, select your CD-ROM drive. "Prepware10" will show adjacent to the CD-ROM drive letter. Select this drive.
5. In the contents list you will see a file called "Setup.exe." Double-click the "setup.exe" file. This will do 2 things: (1) select the file for use, and (2) automatically close the Browse button.
6. The Run box will now show the letter of your CD-ROM drive followed by "setup.exe." If your drive letter is "D," you would see "D:\setup.exe" without the quotes.
7. Click on OK in the Run box and the installation process will begin.

IMPORTANT: You cannot simply copy files from the distribution CD to your hard disk and run ASA Prepware. The files are stored in a compressed format; you must use the Setup program, which decompresses and installs the files in their appropriate directories.

After installing the files you need, the Setup program creates an ASA Interactive program group and puts the Prepware icon in that group.

MACINTOSH COMPUTERS

Note that **Prepware cannot be run from the CD**. To install Prepware 10, double click on the installer package entitled "Install Prepware 10", and proceed through the installation screens. To begin using the application, double-click the Prepware icon.

SCREEN RESOLUTION

Your screen resolution must be set to at least 1024 x 768 prior to starting Prepware. To adjust your display setting on a PC, right-click your mouse on the Windows desktop and select Properties. In the Display Properties window select the Settings tab. The slider adjustment for Screen Resolution will be on the Settings tab. Slide the pointer in the “More” direction until it is pointing to the 1024 x 768 position. You must click the Apply button at the bottom of the Display Properties window to activate this new setting.

To adjust your display setting on a Mac, open System Preferences and click Displays.

ACTIVATING/REGISTERING PREPWARE

The first time you start Prepware you will see a Registration box with 3 buttons:

Demo will let you explore the program with access to 60 questions from the Private Pilot Airplane database.

Quiz will exit to the desktop.

Register is where you enter the 25-digit activation number from the sticker on the back of the User’s Guide. Click **Activate** and you will see a green checkmark next to the title you have activated (turned on). See Figure 1. The red X indicates the product is not yet registered. You must

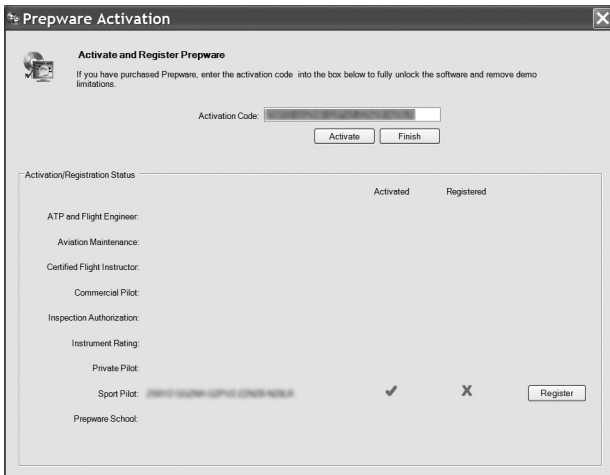


Figure 1: Activate Prepware to “turn on” the database you purchased.

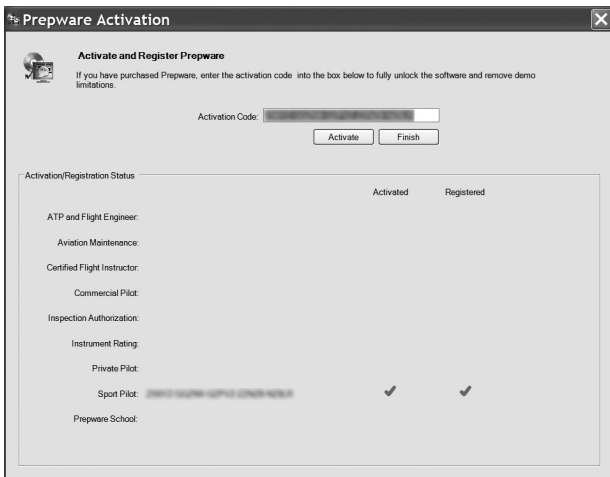


Figure 2: Register Prepware for access to updates.

register your product in order to download program and database updates. Click **Register** and complete the form with your contact details, then click **Register** again. See Figure 2. You will need an internet connection to complete the process. You will see a message noting a successful registration. With the registration complete, you will see 2 green checkmarks next to the title you have both activated and registered. Click **Finish** to complete this one-time registration process.

You can register the program at another time through the top toolbar menu. Select **Help/Enter Activation Codes** (for the Mac version, see **Prepware/Enter Activation Codes**).

Now is a good time to check for updates. These updates will keep your software current to reflect any and all changes to the FAA questions, answers, or explanations. You must have registered the program and have an internet connection established before checking for updates. From the top toolbar, select **Help/Check for Updates**. See Figure 3. Follow the on-screen prompts. You can confirm the update occurred by checking **About Prepware** (for PCs, this is accessed from the top toolbar, **Help/About Prepware**; for Macs, this is accessed from the top toolbar, **Prepware/About Prepware**). You'll see the date of the databases and the software version number in the bottom right box. See Figure 4.

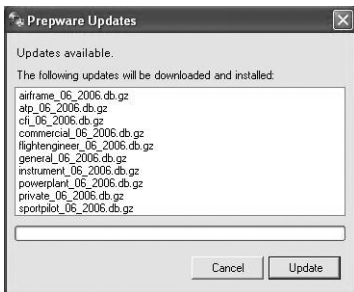


Figure 3: Check for Updates.

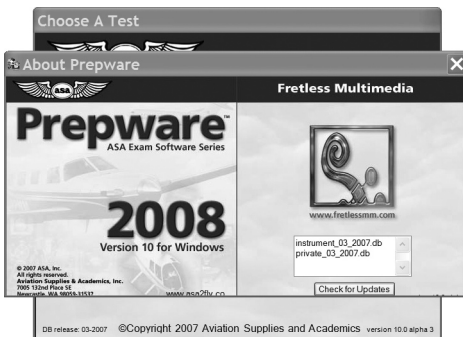


Figure 4: About Prepware.

INSTALLING MULTIPLE PREPWARE TITLES

To install a new Prepware title (Private, Instrument, Commercial, etc.), start Prepware. Select **Help/Enter Activation Codes** (for the Mac version, see **Prepware/Enter Activation Codes**) and repeat the activation/registration steps detailed above. You do not need to run the installer multiple times. You may switch between installed titles from the Prepware main menu [the Choose Quiz window]. Only one title may be open at a time. See Figure 5.

ASA has a Prepware program for the following tests:

1. Sport Pilot Prepware: Study and prepare for the Sport Pilot Airplane, Gyroplane, Balloon, Glider, Powered Parachute, and Weight-Shift Control Knowledge Exams.
2. Private Pilot Prepware: Study and prepare for the Recreational and Private Airplane, Rotorcraft, Glider, Lighter-than-Air, Weight-Shift Control, and Powered Parachute FAA Knowledge Exams.

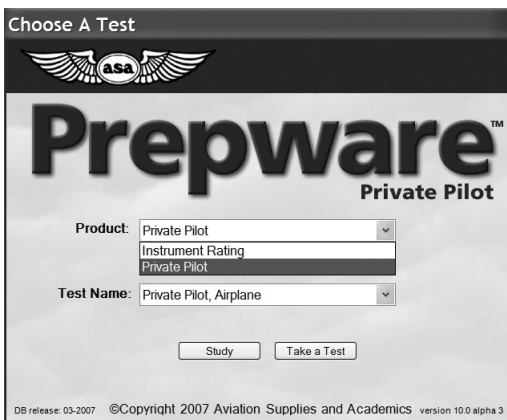


Figure 5: Main Menu with multiple Prepware titles installed.

3. Instrument Rating Prepware: Study and prepare for the Instrument Rating, Instrument Foreign Pilot, Instrument Ground Instructor, and Instrument Flight Instructor (CFII): Airplane and Rotorcraft FAA Knowledge Exams.
4. Commercial Pilot Prepware: Study and prepare for the Commercial Airplane, Rotorcraft, Glider, Lighter-than-Air, and Military Competency FAA Knowledge Exams.
5. CFI Prepware: Study and prepare for the Fundamentals of Instructing (FOI), Ground, Sport, and Flight Instructor, and Designated Pilot Examiner: Airplane, Rotorcraft, Glider, Weight-Shift Control, and Powered Parachute FAA Knowledge Exams.
6. ATP and Flight Engineer Prepware: Study and prepare for the Airline Transport Pilot: Airplane, Rotorcraft, Part 121 and 135, Aircraft Dispatcher, and Flight Engineer: Turbojet, Turboprop, and Reciprocating FAA Knowledge Exams.
7. AMT Prepware: Study and prepare for the General, Airframe, Powerplant, and Aviation Maintenance Examiner (from the General database) FAA Knowledge Exams.
8. Inspection Authorization Prepware: Study and prepare for the IA FAA Knowledge Exam

Each title includes the necessary question databases and Computer Testing Supplement figures.

MULTI-USER/SITE LICENSE: PREPWARE SCHOOL

Prepware must be registered to gain access to Updates. This program is intended for one user who may install it on two machines.

Prepware School (order number ASA-TW-SCHOOL) can be used in classroom environments where more than one student will be using the program, or where multiple ground schools are available (Private and Instrument, etc.). This product ships with all 11 databases and the Computer Testing Supplement figures. Prepware School lets users track performance history, tests, and study sessions for multiple students and instructors, running on a single workstation or in a network environment. For information on purchasing this product, call your distributor or ASA at 1-800-ASA-2-FLY (or 425-235-1500).

You must register the program on each workstation in order to download program and database updates. Click **Register** and complete the form with your contact details, then click **Register** again. See figure 2. You will need an internet connection on that workstation to complete the process. You will see a message noting a successful registration. With the registration complete, you will see 2 green checkmarks next to the Prepware School Activation Code. Click **Finish** to complete this one-time registration process.

GETTING STARTED

Double-click the Prepware icon on your desktop (alternately, PC users can navigate to Programs/ASA Interactive/Prepware). The program displays the Main Menu at startup:

1. Select which test you are preparing for in the **Test Name** box.
2. Select **Study** to review the questions, organized by subject matter and supported with explanations for correct and incorrect answers.
3. Select **Take a Test** to generate a sample FAA Knowledge Exam.
4. View your results by selecting Performance/Open Test Performance History from the top toolbar.

PREPWARE TOOLS

TOOLBAR MENU

Prepware (Mac only)

About Prepware

Display software version number and installed database dates. You can check updates from here.

Preferences	Preferences Define how you want to see data in Study Sessions; enable Prepware School (student/instructor) functions.
Enter Activation Codes	Enter activation code from the back of the User's Guide
Quit Prepware	Close the program. Return to your computer desktop.

File

Quit Prepware	Close the program. Return to your computer desktop. (PC only)
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Test

Open Existing Test	Open a test previously created and saved.
Print Stored Test	Print a test created in QuizMaker.
Export Stored Test	Export a test created in QuizMaker.
Upload Stored Test	Upload a test created in QuizMaker to the Prepware School site (must have a TW-SCHOOL account).
Test Instructions	View test-taking tips.

Study

Open Existing Session	Open a study session that has been previously created and saved.
Study Guide	Explanatory text on each subject. These are also available during a study session by selecting the Study Guide button.
Preparation	A description of the tests and the testing procedures.

Performance

Open Test Performance History	View scores, performance graphs, and graded tests. Performance chart can be printed or emailed.
Open Study Session Performance History	View scores and performance graphs for study sessions completed.

School (Prepware School only)

Manage Class Lists	Instructors can add or remove students who have access to Custom Quizzes (set up Student Accounts). (web link)
View Class Performance	Instructors can view scores for tests taken by students (web link).

Manage Quizzes	Instructors can add/remove tests to their Prepware School site (web link).
Prepware School Info	Home page for Prepware School Administrator and Instructors to access School tools (web link).

Tools

QuizMaker	Complete search capabilities (word, phrase, Subject Matter Knowledge Code, question, answer, explanation, etc.). Create custom quizzes or study sessions to be printed or saved and accessed in Study or Test.
Multi-Database Search	Search any element (word, phrase, subject matter knowledge code, question, answer, explanation, etc.) of the databases you have activated.
Glossary	Use the mouse to scroll the glossary or enter a search term and it will be located within the glossary.
One-Step QuizMaker	Build a pop-quiz from the subjects you select for the total number of questions you define.
Preferences	Preferences define how you want to see data in Study Sessions; enable Prepware School (student/instructor) functions. (PC only).

Help

User's Guide	Access the Prepware User's Guide
Product Support	Information on contacting ASA support
FAA Testing Centers	Telephone numbers to schedule your test
Subject Matter Knowledge Codes	(SMKCs) FAA knowledge code descriptions
CT-8080 Legends	Select the radio button to view the legends available in the Computer Testing Supplement for your test.
IA CT-8080-8	PDF of Inspection Authorization Computer Testing Supplement
About Prepware	Provides software version number and publisher/developer contact details. (PC only).

Enter Activation Codes

Enter activation code from the back of the User's Guide. (PC only).

Check for Updates

Make sure you're running the latest software and data. You must have an internet connection established before checking.

Submit Feedback about Prepware

Tell us what you like, don't like, or would like to see in future versions. Internet connection required.

FAQ/Usage Tips

Answers to frequently asked questions and tips for using Prepware features. Internet connection required.

Workflow Demo Movies

Free training movies that show typical Prepware workflows (web link).

STUDY

This program will help you successfully prepare for an FAA Knowledge Exam in the most efficient and effective manner. Prepware consists of 2 main parts: STUDY and TEST. There are several steps involved in preparing for an exam. First and foremost is to get acquainted with the required knowledge.

1. Define which test you are preparing for in the Test Name box.
2. Create a study session. Select **Study** from the Main Menu. A list of subjects will appear. See Figure 6. Create a study session by double-clicking the right column (Questions in Session) for the subject you'd like to study and enter the number of questions you want to review at this time. The middle column tells you how many ques-

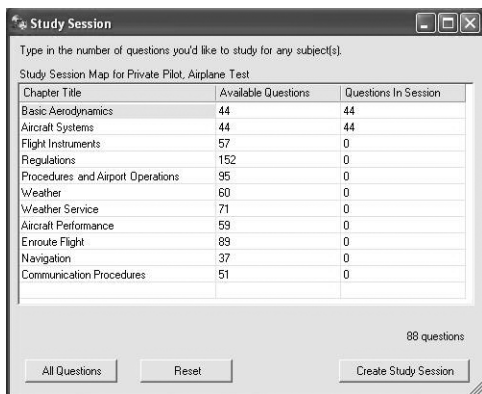


Figure 6: Study Session.

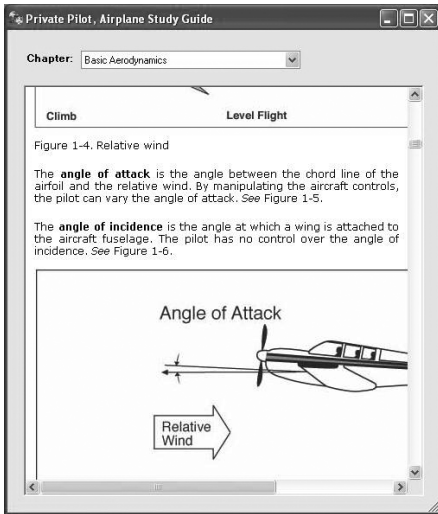


Figure 7: Study Session with Study Guide open.

- tions are in each subject. Select the **All Questions** button to create a study session with all available questions. Select the **Create Study Session** button when you're ready to begin.
3. Study material is available by selecting the **Study Guide** button. This is so you may learn the subject matter before starting to work on the questions. See Figure 7.
 4. STUDY will provide you with the answers and explanations to the questions. You are in control of seeing the explanations every time, receiving explanations after answering every question, or after answering just those questions that you answered incorrectly. Define your preferences through the top toolbar (PC: Tools/Preferences, Mac: Prepware/Preferences). See Figure 8. You can access the explanation at any time by selecting the **Show Explanation** button. Select your answer choice with your mouse or the keyboard (A, B, or C keys). You may right-click on the text of an answer choice and choose Eliminate Answer Choice to eliminate an answer choice (a strike-through is drawn through the answer choice). Remove this strike-through by right-clicking and choosing Remove Strikethrough. You can also Mark a question for future review. Right-click the list of questions on the left side of the screen to save the **Marked Questions** or **Reset the Answer Key** (to unmark and remove answers previously selected). The CX-2 electronic flight

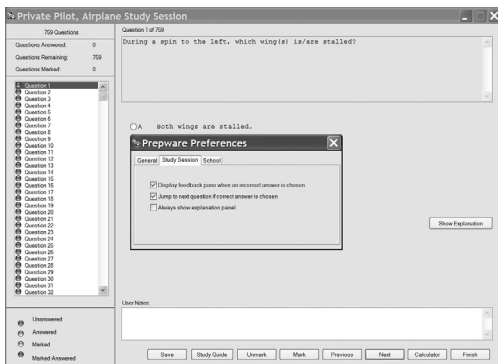


Figure 8: Preware Preferences.

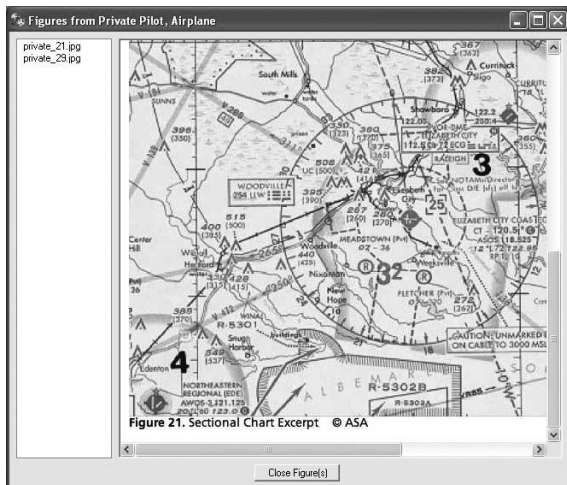


Figure 9: View Figures referenced in the Questions.

computer is available for your use by selecting the **Calculator** button. Select the **View Figures** button for questions that include a figure reference. See Figure 9. A **View Figures** button will also display for explanations with supporting illustrations.

5. If you do not have sufficient time to complete the study session, you can save it by selecting the **Save** button; all your user notes, answer selections, answer choice selections, etc. will be saved. You can ac-

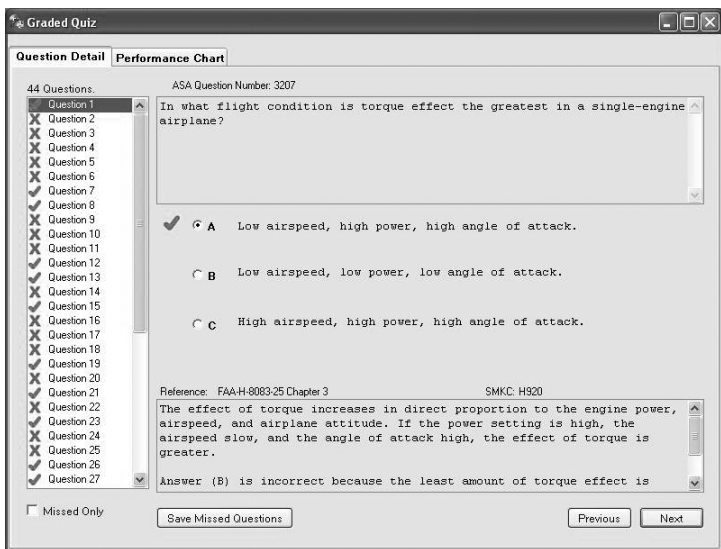


Figure 10: Graded Study Session.

cess this saved study session by selecting **Study/Open Existing Study Session** from the top toolbar. Select **Finish** after working through all the questions. You can review your performance in detail (viewing the explanations for the whole test or only the questions you missed) or view a performance chart. See Figure 10.

6. To open a previous study session, select **Study/Open Existing Study Session** from the top toolbar. You can continue from where you left off, or reset all the questions to unanswered by right-clicking in the left side of the window and selecting **Reset Answers**.

TEST

1. Take a Test. From the main menu, select **Take a Test**. The tests are representative of the Knowledge Exams you will be issued at the computer testing center. All test questions are the objective, multiple-choice type, with 3 answer choices. Each question can be answered by the selection of a single response. Each test question is independent of other questions; that is, a correct response to one does not depend upon or influence the correct response to another. See Figure 11.

You must complete the test in the allotted time. You will be given a 5-minute and 1-minute warning before the clock runs out. The test

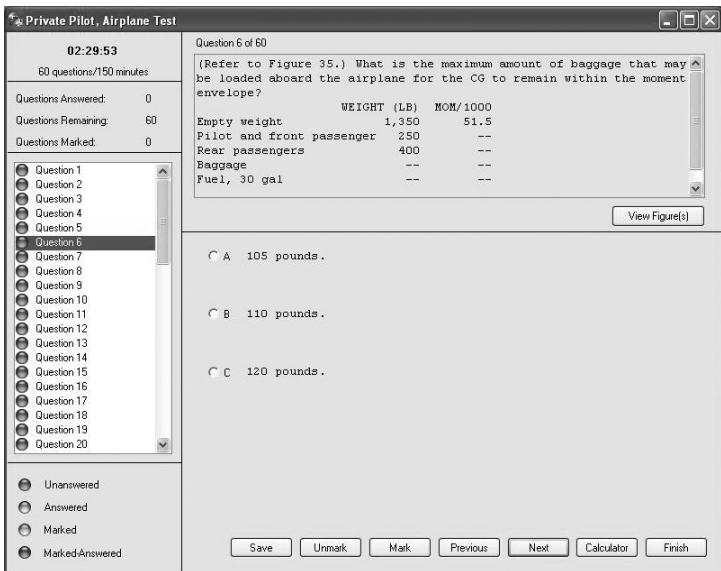


Figure 11: Prepware test screen.

will automatically stop and you will be given the option to submit for grading once the time expires. A question left blank will be marked as incorrect.

The FAA Knowledge Exams are “closed” book exams. For the score to accurately represent your knowledge, you should not reference your textbooks, DVDs, Test Prep, or software to answer any of the questions. However, you can and should use the **Legends** from the **Help** toolbar menu; these figures will be available to you during your real exam; they are printed at the front of the Computer Testing Supplement which is the figures book you will be issued at the testing center. To view the figures referenced within any question, click on the **View Figure** button.

You should achieve 80% or better on 2 tests before requesting your sign-off. Email or show your results to your ground or flight instructor or email your results to ASA (cfi@asa2fly.com) to receive your endorsement.

2. Review Your Results. After each test, review your performance. You should continue studying any subjects with a score of 70% or less. See Figure 12.

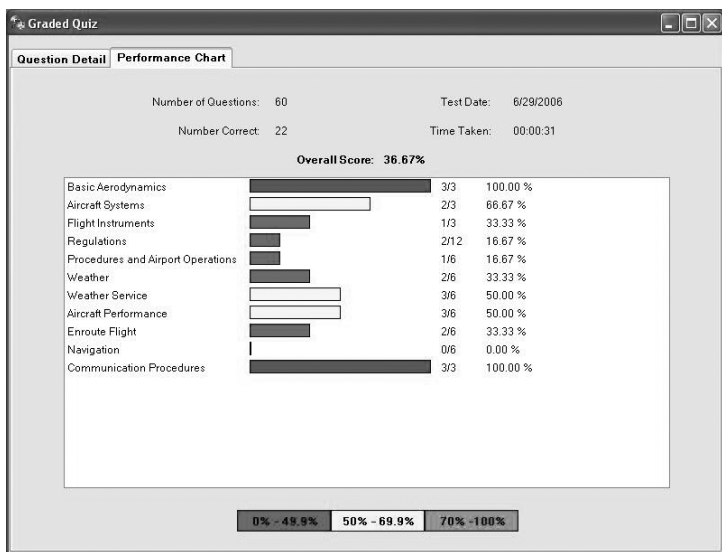


Figure 12: Performance Results.

3. Take the FAA Exam. Once you have received continuous positive results [FAA passing requirements are 70%] and are confident in your abilities, you should sign up for the FAA Exam. You have the ability to print or email your test performance which your instructor can use in assessing whether you are ready to be signed-off for the test. You may also email your results to ASA to receive your endorsement direct from us at no additional charge. See Figure 13. Print and email functions are accessed through the top toolbar **Performance/Open Test Performance History** (or Ctrl + Shift + H).

TEST-TAKING TIPS

1. Select the answer using your mouse or the A, B, C keys on your keyboard. You may right-click an answer choice to eliminate it from your decision-making process. Right-click again to remove the strike-through.
2. Click on the **View Figures** button to view the figure referenced in the questions.
3. Make sure every question has an answer selected. Unanswered questions will be marked as incorrect.

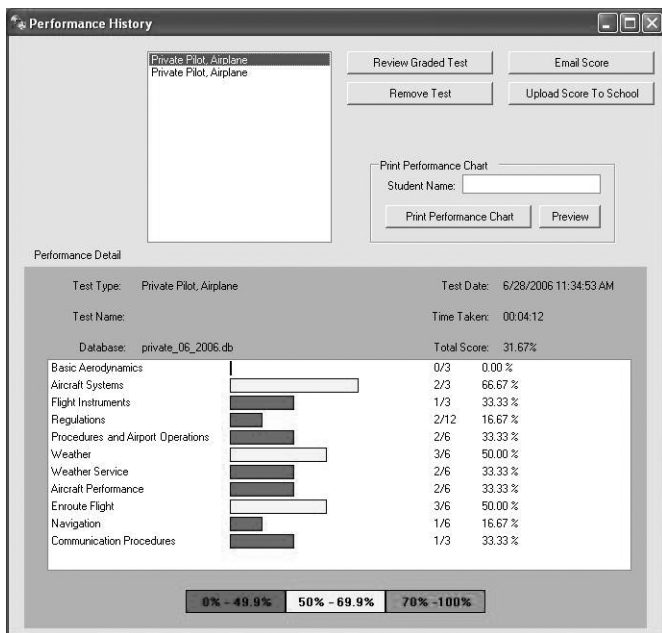


Figure 13: Email or print your results to obtain your endorsement to take the FAA Knowledge Exam.

- You may use your aviation plotter, flight computer (the CX-2 Pathfinder pops up when you select the **Calculator** button; this is an authorized tool for the testing centers but will not be available as it is here in this software—you will need to bring yours with you to the center), blank scratch paper and pen, and the Computer Testing Supplement (you will be issued a Computer Testing Supplement figures book at the testing center; the Legends from this book are reproduced and available for you to use by selecting **Help/Legends**).
- Answer each question in accordance with the latest regulations and guidance publications. Read each question carefully before looking at the possible answers. You should clearly understand the problem before attempting to solve it.
- When solving a calculation problem, select the answer choice that is nearest to your solution to the problem. The problem has been checked with various types of calculators; therefore, if you have solved it correctly, your answer will be closer to the correct answer

- than any of the other choices (but may not exactly match the answer choices).
8. If you find a question difficult, select the **Mark** button and move on. Return to the unanswered or marked questions once you have worked through the whole test. This procedure will enable you to use the available time to the maximum advantage. You may save all your marked questions by right-clicking the left side of the screen. You can reset the marked questions (“unmark” all questions) also by right-clicking the right side of the screen.
 9. After answering all the questions, press the **Finish** button and your test will be graded. You may then review your test. The questions will display with the correct answer, the answer you selected, and the explanation.
 10. If you do not have sufficient time to complete the test you can save it by selecting the **Save** button; although a test in progress cannot be saved as a test, you can save this as a study session. You can access this saved study session by selecting **Study/Open Existing Study Session** from the top toolbar.

QUIZMAKER

QuizMaker is accessed through the top toolbar (**Tools/QuizMaker**). This function enables you to create subject (pop) quizzes, full-length tests, review, or search the entire database. The left side of the window represents the search functions, while the right screen represents the built quiz. Use the **Chapter Search** tab to locate questions within a given subject. Use the **Advanced Search** tab for the ability to find a word, phrase, or question element. This Advanced Search function is particularly useful to build a Custom Quiz using the Subject Matter Knowledge Codes from an Airman Test Report. See Figure 14.

The single-arrow buttons will add (right arrow) or delete (left arrow) the question currently highlighted. The double-arrow buttons will add (right arrow) or delete (left arrow) all the questions in the pane. Once you’ve added the questions to your quiz, you can return to the left pane to select another subject; in this way you can build a quiz consisting of questions from multiple subjects.

Once you’ve defined the questions for your quiz, you have the option to randomize the questions (Shuffle Questions) or rearrange the answer choices (Shuffle Answer Stems), to discourage test-takers from memorizing the letter associated with the correct answer.

You have the option to save the custom quiz as a Study Session (where answers are supported with explanations) or as a Quiz (which includes a timer).

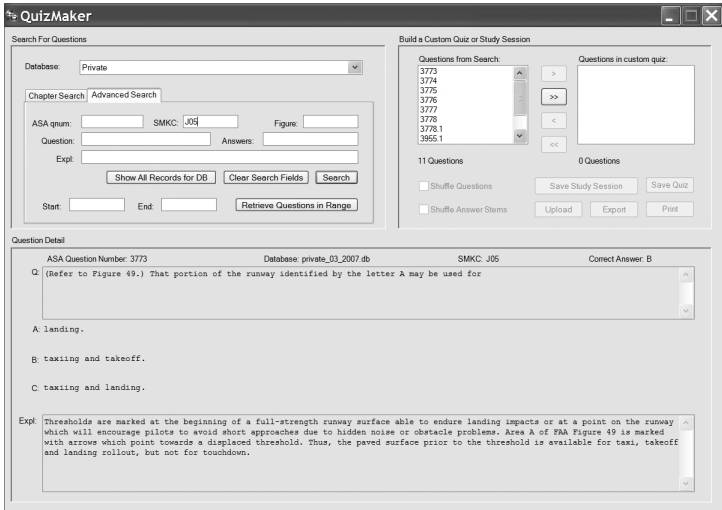


Figure 14: QuizMaker is found in Tools/QuizMaker or by pressing Ctrl + Shift + Q

The print function lets you print the full test (Quiz), the answer sheet for your students to fill out (Student Answer Sheet) and the master answer sheet (Instructor Master Key) for you to use when grading the students' tests. You may also export the quiz to a file.

PREPWARE SCHOOL

Prepware School includes all 11 Prepware databases (General, Airframe, Powerplant, Inspection Authorization, Sport, Private, Instrument, Commercial, Certified Flight Instructor, Flight Engineer, and Airline Transport Pilot) and includes all the Computer Testing Supplement figures (CT-8080 books are included for all but the Inspection Authorization test; for this IA exam, the CT-8080 is available within the software as a PDF). It lets schools and instructors upload tests and quizzes for their students to download and take electronically, as well as view students' performance on these tests.

INSTALLATION

Since networks vary per installation, we cannot provide a specific method that will work in all cases. You cannot install Prepware School via a workstation to a server drive, and have student records kept on this drive and be ac-

cessible via workstations. The two primary requirements to ensure proper operation of the software in a networked environment are as follows:

1. The software must be installed on each individual workstation.
2. .NET Frameworks 1.1 or higher must be installed and operational on each workstation, and each workstation must be running Windows 2000, XP or Vista.

To access custom quizzes, students only need internet access and a School account (set up by the Prepware School Administrator or Instructor): <http://www.prepware.com/schools>. However, the software **MUST** be installed on each individual workstation where you want access to the complete software package (including STUDY and TEST modes with all the databases). This can be done manually, or automatically via network scripting. The latter method can be used to remotely copy/paste a complete installation of the software from one workstation to other workstations. If you are unfamiliar with scripting, or network policies and procedures, contact your school's IT department.

As a general guideline to remotely install the software, the following steps can be used. Again, if you are not familiar with these procedures, contact your IT department:

1. Install one copy to a workstation.
2. Start the application.
3. Enter the activation code to get this copy of the application operational. Use scripting (or a network management tool) to copy the prepware app folder to the appropriate location on the target [workstation] machines.
4. The settings will get copied along with the app folder (the settings are stored in a file called preferences.xml).

NOTE: The "preferences.xml" file, found in the root directory, as well as the "StudySessions", "Quizzes", and "Graded Quizzes" folders, found on the local workstation after installation, are not static, i.e., they change with user intervention. Thus, from a "permissions" standpoint, and for archiving/saving purposes to keep track of student records, these are the folders and files that should be considered.

The .NET Framework 1.1 MUST be installed and operational on each workstation, and each workstation must be running Windows 2000, XP or Vista. The .NET Framework is software from Microsoft that provides the foundation for modern desktop and web applications. Prepware School utilizes this technology to enable students/instructors to upload/download quizzes and tests and provides for remote access of this material. Install the .NET Framework 1.1 if prompted to do so; it is required for

Prepware to function correctly. Please ensure that it is installed prior to running Prepware School. .NET Frameworks is also available direct from Microsoft at www.microsoft.com/downloads. Thus if you use scripting to copy/paste Prepware's directory to multiple stations, and you can access other workstations remotely which have access to the internet, you can remotely download and install .NET Frameworks.

Users will need rights to create/delete files in the folders listed here (i.e. read/write privileges for these directories/folders); Limited User Account (LUA) logon in XP will not work. The folders that change, based on student input, are as follows:

- When a student saves a study session, it is saved to the StudySessions directory.
- When a student saves a quiz, it is saved to the Quizzes directory.
- When a student takes a quiz, the graded quiz is saved to the GradedQuizzes directory.
- When the student Checks for Updates, the auto-updater will write files to the database, figs, and legends folders.

PREPWARE ADMINISTRATOR

Begin by creating a school ID for your school and creating the initial administrator account. This should be done by the assigned Prepware School Administrator. The Prepware Administrator is responsible for setting up the school account, defining the Courses, and is the only one who can add, delete, or edit the accounts of instructors who are allowed access to the school's Prepware School accounts.

1. Set up the School Account. Follow the start-up prompts to activate the program. Select **School/Prepware School Info** from the application menu. You will enter a School ID and School Name. Your School ID will be given to all your instructors and students; we recommend basing the school ID on the name of your school; for example, **topgun** would be a good school ID for a school named **Top Gun Aviation**.
2. Set up the Instructor Accounts. Log in as the Administrator. View, add, delete, or edit the instructors who will be allowed to upload quizzes to the school's account.
3. Set up Courses. Select Manage Courses, Add Course, then define the Course Identifier, Course Name, and select which instructors may upload tests for this course.

INSTRUCTORS

Registered instructors (established by the school's Prepware Administrator) can upload quizzes to the school site which students can then

download to their local copy of Prepware (purchased separately). Alternatively, students can take quizzes using an online quiz engine from any computer with an internet connection, by logging on to <http://www.prepware.com/schools> using their instructor-provided student account.

To enable the instructor features in Prepware:

1. Select **Preferences** from the Tools menu (PC) or the Prepware menu (Mac).
2. Select the School tab.
3. Put a check mark in the instructor box and enter the school ID as defined by the school's Prepware administrator.
4. Make sure your students have the school ID so they can download your tests and upload their scores.

To upload a quiz to the school site:

1. Build your quiz using Take Test or QuizMaker.
2. From the top toolbar, select **Test/Open Existing Test**. Single-click the name of the quiz you want to upload, and select the **Send to School** button.

Students must have a School Account (assigned by the School Administrator or Instructor) to download quizzes or upload scores.

To manage your student list:

1. From the top toolbar, select **School/Manage Class Lists**.
2. Click the **Add Student** button to add students to the list. Enter their first name, last name, email address, and assign a login name and password.
3. Click **edit** to modify the student account details or delete to remove students from the list

To view the scores for the tests you've uploaded:

1. From the top toolbar, select **School/View Class Performance**.
2. Select the course and the test for which you want to view scores.
3. You can remove a student/score from the list by clicking **delete**.

STUDENTS

Students can access custom-built quizzes from any computer with an internet connection (<http://www.prepware.com/schools>) using the login and password set up by their instructor. A local copy of Prepware is not required to take tests and submit scores. However, if a student does have a local copy of Prepware on their machine (to use all the software features,

including STUDY and TEST modes with the full database), they will need the school ID to download a quiz from the School account.

To enable the student features in Prepware:

1. Select **Preferences** from the **Tools** menu.
2. Select the School tab.
3. Put a check mark in the student box and enter the school ID selected by the school's Prepware administrator.
4. Get the Student Account information from the instructor who added the student to the class list (login and password).

To download a quiz from the school site:

1. From the top toolbar, select **Test/Open Existing Test**, and click the **Get From School** button.
2. Enter the Login and Password, as assigned by the instructor and the quizzes will be downloaded. Students must be present in the School/Manage Students list (this is where instructors will find the student login and password).
3. Students may take these quizzes like any Prepware test.

To upload a score to the school site:

1. Students can upload a graded quiz for their instructor to view by selecting **Performance/Open Test Performance History** and single-click the quiz you want to upload.
2. Students will be prompted for their login and password (as defined in School/Manage Students).
3. Click the Upload Score button for the quiz to be posted on the school's site.
4. Once the score has been uploaded successfully, instructors can select **School/View Class Performance** from the top toolbar menu to view all the scores for a given test.

FREQUENTLY ASKED QUESTIONS

From within Prepware, click **Help/FAQ/Usage Tips** for answers to additional questions and tips for using Prepware features; an internet connection is required.

Q: I would like to build a test using questions from the General and Airframe databases. How do I access both databases at the same time?

A: Only one database can be open at a time. However, you can open

the General database, select the questions for the custom test, export it; then, open this existing quiz in QuizMaker again, this time opening the Airframe database, and export it. You can then use a word processing program to merge these to quizzes (but you will need to build your own grading key).

Q: How can I make the figures, referenced in the questions, larger?

A: Expand the figures box to full size. Use the arrows to scroll about the figure.

Q: I would like to print the test, so I can take it on paper as well as electronically.

A: Select **Take a Test, Save** (Save as Study Session), close this test, then select **Test/Open Existing Test** and locate the test you just created. Select **Edit** in QuizMaker. You can print the quiz and answer sheet here (figures will not print with the questions). The tests cannot be printed from the **TEST** menu, as this feature provides the timer and performance graphs that are dependent on computer-based testing.

If you wish to print a stored quiz, open the Stored Quizzes window (**Test/Print Stored test**), select a test, and click the **Print Quiz** button.

Q: How do I find only the rotorcraft (or airplane, balloon, glider, etc.) questions so I can study specifically for the test I'm going to take?

A: Define which test you're studying for on the main menu. The program pulls only those questions that are candidates for your test. By studying all the Subjects (in Study), as well as taking multiple tests, you can be confident you will have seen all the questions the FAA could ask you on your test.

Q: I would like to review every question in the database; not only those questions defined for my test (rotorcraft, airplane, balloon, glider, etc.) but also those questions designed for the other aircraft categories.

A: From the top toolbar, select **Tools/QuizMaker**, select **Advanced Search**, then **Show All Records** for DB. You will see every question in the database. You can save this Study Session (**Save Study Session**) and return to it at any time (**Study/Open Existing Study Session**). You can work through the questions incrementally, saving as you go, if you do not have time to complete the review in a single session.

Q: How can I be certain I'm working with current FAA questions?

A: The FAA makes changes to the tests 3 times a year (typically in June, October, and February). ASA publishes new books and software once a year, releasing new editions/version every July. Once these materials are published, we track all changes made to the tests and post new questions and changes on the ASA website. Visit the ASA website for information on the FAA tests, once you begin studying. Select **Help/Check for Updates** to ensure your software reflects all current data. Sign up for the free subscription service at www.asa2fly.com/testupdate.html; we will send you an email each time an update is available for your test.

Q: How can I find out which questions I missed after taking my FAA Knowledge Exam?

A: You will be given an Airman Test Report upon completion of your test. The FAA will not tell you exactly which questions you missed. Instead, they will print the Subject Matter Knowledge Codes (SMKC) for the questions answered incorrectly. You can use this information to build a Custom Test to review all questions from these subject areas. Select **Tools/QuizMaker**, Advanced Search. Enter the SMKC from your airman test report. You will see all questions from this subject and can build a follow-up quiz accordingly.

ASA PRODUCT SUPPORT

ASA Product Support is available on the ASA website at www.asa2fly.com or by calling 425-235-1500 (available Monday through Friday, 8:00 a.m. to 5:00 p.m. Pacific Time).

ASA materials are used and sold by schools and retail locations worldwide. For information about the location nearest you and a free copy of the ASA catalog call:

ASA Sales and Service: (425) 235-1500

ASA Fax: (425) 235-0128

ASA Email: asa@asa2fly.com

ASA Website: www.asa2fly.com

Aviation Supplies & Academics Inc.
7005 132nd Place SE
Newcastle, Washington 98059-3153

LIMITED WARRANTY

ASA warrants Prepware, that, if properly installed and operated on a computer for which it is designed, the program will perform substantially in accordance with the accompanying written materials for a period of 45 days from the date of purchase. ASA warrants Prepware to be free from defects in materials and workmanship under normal use. This Limited Warranty is void if failure of the software has resulted from accident, abuse, or misapplication. ASA will replace the software with the same version once the entire package (CD, manual, packaging) is received by ASA during the warranty period. All returns shall be sent to ASA, Software Warranty, 7005 132nd Place SE, Newcastle, Washington 98059-3153. ASA cannot accept responsibility for lost or damaged parcels. It is recommended that you insure the product when mailing.

Prepware is a single-user software program. If you want to run the software for multiple users, call ASA at (425) 235-1500 for information about Prepware School (ASA-TW-SCHOOL), the product built for multi-user/site license requirements.

