



2014

PREPWARE

User's Guide

Comprehensive
Preparation for
FAA Knowledge Exams

Quick Start:

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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.

Realistic test simulation, detailed performance graphs, comprehensive study guides, and built-in timers give you the confidence you need to ace your FAA Knowledge Exam. 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 for an efficient, on-track learning program.

- Each title includes the necessary question databases and Computer Testing Supplement figures.
- Update the database as new information is available to help you prepare for your FAA exam.
- 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.
- Review the questions missed on your practice tests.
- 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 Learning Statement Codes from your airman test report.

PREPWARE TITLES AND KNOWLEDGE EXAMS

You will need this

Prepware title...

...to study for these exams:

Sport Pilot	Sport Pilot in: Airplane, Gyroplane, Glider, Lighter-Than-Air, Powered Parachute, or Weight-Shift Control.
Private Pilot	Private or Recreational in: Airplane, Rotorcraft. Private in: Glider, Lighter-Than-Air, Weight-Shift Control, or Powered Parachute.
Instrument Rating	Instrument Rating in: Airplane, Rotorcraft, Foreign Pilot, Instrument Ground Instructor, Instrument Flight Instructor (CFII).
Commercial Pilot	Commercial Certificate in: Airplane, Rotorcraft, Glider, Lighter-Than-Air, or for Military Competency, Airplane, Helicopter.
Instructor	Fundamentals of Instructing (FOI) Certified Flight Instructor Initial and Added ratings in: Airplane, Helicopter, Gyroplane, or Glider. Ground Instructor: Basic or Advanced Sport Pilot Instructor in: Airplane, Glider, Lighter-Than-Air, Powered Parachute, Weight-Shift-Control, or Gyroplane. Military Competency Instructor
Airline Transport Pilot and Flight Engineer	Airline Transport Pilot in: Airplane (Parts 121 or 135), Rotorcraft (Parts 121 or 135), or Aircraft Dispatcher. Flight Engineer in: Turbojet, Turboprop, or Reciprocating.

Continued

General	Aviation Maintenance Technician General
Airframe	Aviation Maintenance Technician Airframe
Powerplant	Aviation Maintenance Technician Powerplant
Inspection Authorization	Inspection Authorization (IA)
Military Competency	Military Competency, Military Competency Instructor
Prepware School	Includes all above titles*

*Perfect for flight schools and training centers, Prepware School (ASA-TWO-SCL) includes all 12 FAA pilot and maintenance Knowledge Exam questions databases and Computer Testing Supplements in electronic format. Ideal for multi-user needs, instructors can build and post tests for students to take at the online Prepware School website. Visit www.prepwareschool.com for more information or call ASA at 1-800-ASA-2-FLY (or 425-235-1500).

WHAT YOU WILL NEED

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

Included in the Prepware package:

- One Prepware CD-ROM or Download Edition zip file
- The 25-digit product activation code found on a sticker on the back of the User's Guide, on the inside cover of your Test Prep Bundle, or sent by email for the Download Edition
- User's Guide

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

SYSTEM REQUIREMENTS

Windows and Macintosh compatible. 1024x768 minimum screen resolution, CD-ROM drive, mouse or other compatible pointing device. PDF file reader for accessing supplemental support documentation. Product registration is required. Internet access is required for registration as well as program and test question updates.

Windows compatible processor, 800 MHz or faster (Windows 2000/XP), 1.0 GHz or faster (Vista/Windows 7). 261 MB available hard drive space. 256 MB system RAM (Windows 2000/XP), 512 MB RAM (Vista), 1024 MB RAM (Windows 7), 2048 MB RAM (Windows 8). Microsoft .NET Framework v2.0. Windows 8 requires .NET Framework v3.5. See page 9 for more information about installing and using Prepware on Windows 8 computers.

Macintosh computer with Intel processor. 274 MB available hard drive space. OS X Snow Leopard (10.6), 1024 MB RAM. OS X Lion (10.7), 2048 MB RAM. OS X Mountain Lion (10.8), 2048 MB RAM.

INSTALLING PREPWARE

The Prepware program must be installed on your computer. It cannot be run from the CD or the Download Edition zip file.

If you already have a Prepware 2014 version installed on your computer, you may skip the following installation instructions, and proceed to the section titled “Installing Multiple Prepware Titles” on page 11.

If you do not yet have Prepware 2014 installed, or have an older version of Prepware, follow the instructions below according to your operating system.

INSTALLING 2014 PREPWARE ON A WINDOWS COMPUTER

Installing from a CD:

Insert the Prepware CD into your CD-ROM drive. An installation window will open automatically if your computer is set to allow program installation routines to “auto-run.” If the auto-run does not begin automatically, go to the Windows Start menu, and click on “My Computer.” You will see the computer’s CD-ROM drive. Double click on the Prepware 2014 listing to begin the program install.

Follow the on-screen instructions to complete the installation process. Once installation is complete, click the **Close** button and remove the Prepware CD from the CD-ROM drive.

Installing from a download file:

Go to www.asa2fly.com/prepnow and download the 2014 Prepware installer for Windows computers. The full name of the file is “Install_Prepware_2014_win.zip” and is 248 MB in size. If given a choice between “Open” or “Save,” choose the “Save” option.

When downloading is complete, go to your downloads folder and find the file named “Install_Prepware_2014_win.zip” and double-click it to show contents. Inside will be three files, double-click “Setup.exe” to start the program installation.

Use the Prepware 2014 desktop icon or the Prepware 2014 shortcut in the Windows Start menu listed under ASA Interactive to start the program.

Using 2014 Prepware on Windows 8 computers:

This version of Prepware requires .NET Framework v3.5 functionality on your Windows 8 computer. Unfortunately, this compatibility is turned off by default in Windows 8. Here are instructions on how to configure your Windows 8 computer to turn on the required .NET Framework compatibility:

1. On the **Start** screen, start to enter **Control Panel**.

As you enter that name, the **Control Panel** icon appears under the **Apps** heading.

2. Choose the **Control Panel** icon, choose the **Programs** icon, and then choose the **Turn Windows features on or off** link.

3. Make sure that the **.NET Framework 3.5 (includes .NET 2.0 and 3.0)** check box is selected, and then choose the **OK** button.

You don't need to select the check boxes for any child nodes for optional components of the .NET Framework.

The .NET Framework 3.5 is now enabled if it wasn't already.

INSTALLING 2014 PREPWARE ON A MACINTOSH COMPUTER

Installing from a CD:

Place the CD in the drive. When your Mac reads the disc contents, it will place a disc symbol in the upper right corner of your desktop. If the disc symbol fails to appear, verify your Finder preferences settings are correctly set to display CDs on the desktop.



To start the the installation of the program, double click the 2014 Prepware disc symbol. A window will open displaying the PKG file that contains the program installer. Double-click the PKG icon.



The Mac installer will request computer administrator authority by asking for your user password. This will initiate the actual program install.

When the install is finished, remove the Prepware CD from the drive before starting the program for the first time.

To start the program, go to your Applications folder to find the 2014 Prepware program icon. For Lion and Mountain Lion users there will also be a program shortcut in your Launch Pad.

Installing from a download file:

Go to www.asa2fly.com/prepnow and download the 2014 Prepware installer for Macintosh computers. The full name of the file is "Install_Prepware_2014_mac.pkg.zip" and is 221 MB in size. If given a choice between "Open" or "Save," choose the "Save" option.

When downloading is complete, go to your downloads folder and find the file named "Install_Prepware_2014_mac.pkg.zip" and click it to extract the contents. A file named "Prepware 2014.pkg" will be extracted and can be found in your Downloads folder. Double click the "Prepware 2014.pkg" file to start the program installation. The Mac installer will request computer administrator authority by asking for your user password. This will initiate the actual program install.

To start Prepware, go to your Applications folder to find the 2014 Prepware program icon. For Lion and Mountain Lion users there will also be a program shortcut in your Launch Pad app on your dock.

INSTALLING MULTIPLE PREPWARE TITLES

Different version years of Prepware will operate independently of each other. If you already have an older version year of Prepware from say 2012 or 2013, you will need to follow the full installation instructions on page 8 of this guide.

However, if you have the current version year, for instance, Prepware for Private Pilot 2014 already installed and you want to add Prepware for Instrument Pilot 2014, do not try to install the program from the installation disc or the download file again. Simply open your current Prepware 2014, go to the Help menu (Prepware menu for Macs) at the top, and select "Enter Activation Codes" from the sub-menu. You can then add the new code to what is already there. This will unlock the question database for the new test category.

Prepware is licensed for the original purchaser only (single user), and can be registered on two computers for use by the original purchaser only.

Prepware School comes with a multi-user license. Contact ASA for information about purchasing Prepware School.

ACTIVATING PREPWARE

The first time you start Prepware, you will receive a welcome screen (Figure 1).



Figure 1: Welcome to Prepware 2014.

Demo will let you explore the program with access to 60 questions from the Private Pilot Airplane and AMT General databases.

Quit will exit Prepware installation.

Register will allow you to "Activate and Register" Prepware.

On the activation page (Figure 2) enter the 25-digit activation code from the sticker on the User's Guide pamphlet or on the inside cover of your Test Prep Bundle. If you purchased the Prepware Download Edition, the 25-digit activation code will be sent to the email address you listed during the purchase process. Be sure to enter the code exactly as it appears, then click the **Activate** button. You will receive a message that your Prepware has been activated (Figure 3), click **OK**.

You should now see a green dot in the "Activated" column next to the title of your Prepware, and a red dot in the "Registered" column. Click the **Register** button to register your Prepware.

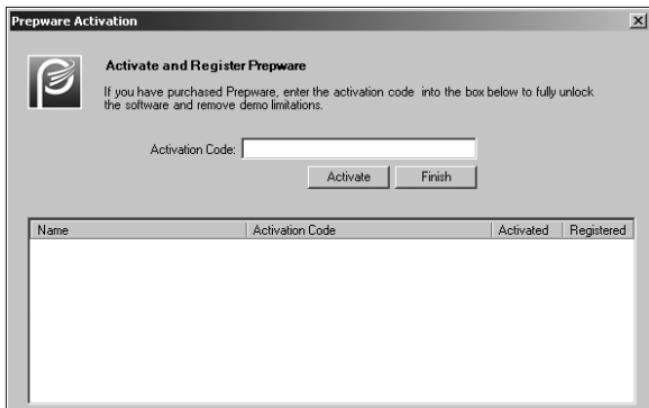


Figure 2: Activation code.

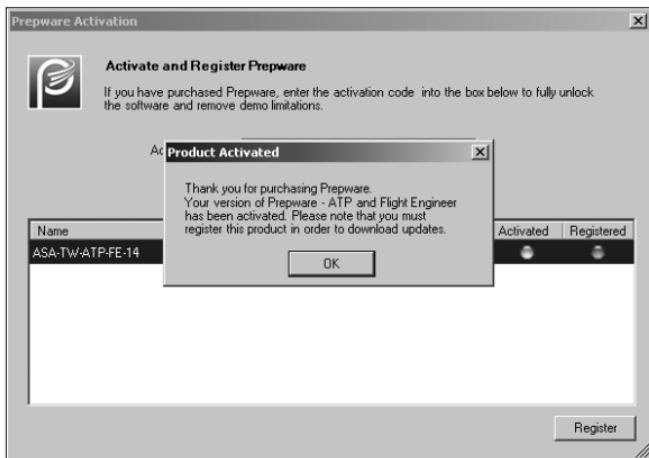


Figure 3: Prepware activated.

REGISTERING PREPWARE

You will need an internet connection to Register.

Prepware must be registered to access Program Updates and Question Database changes. This program is intended for one user who may install it on two computers for their personal use. The same name and email address must be used for both registrations. The information entered during registration is also "case sensitive," meaning you must use the same capital and lower case letters both times. Click the **Register** button to begin the registration process.

In the Product Registration window (Figure 4), enter the required information, and click **Register**. You will receive a message that your registration is complete, click **OK**. With green dots in both the Activated and Registered columns (Figure 5) click the **Finish** button to close the Activation window. You are now ready to "Check for Updates."

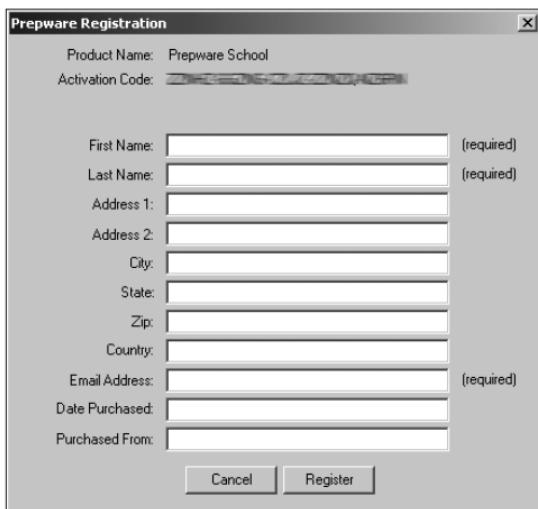


Figure 4: Product registration.

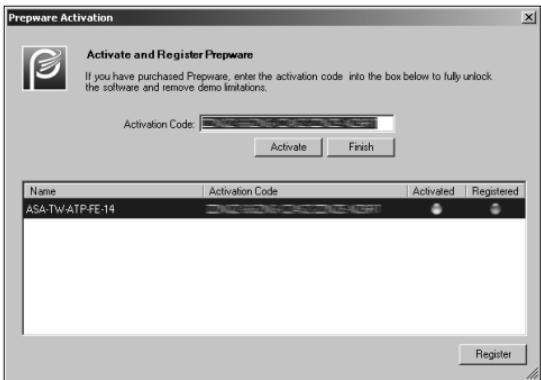


Figure 5: Prepware Activated and Registered.

UPDATING PREPWARE

You will need an internet connection to obtain updates.

Before using Prepware, you should check for updates to be sure your software is running the most current database of questions, answers, and explanations. To do this, click on the Help menu at the top of your screen, and choose "Check For Updates." On Macintosh computers, the "Check for Updates" link will be found in the Prepware menu.

CONFIRM UPDATES

Open Prepware and click on the Help menu. Choose "About Prepware" (For Macs, "About Prepware" will be found in the Prepware menu). The "About Prepware" window shows the currently installed question database effective dates (Figure 6).

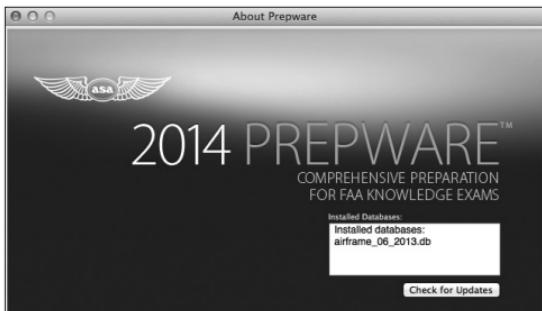


Figure 6: About Prepware.

GETTING STARTED

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

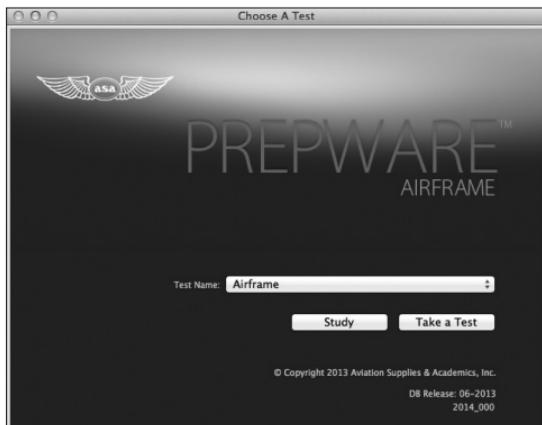


Figure 7: Main Menu.

OPEN PREPWARE

If Prepware is not already open, double-click the Prepware icon on your desktop, dock, or from inside the Prepware 2014 folder. When it opens, you will see the Main Menu (Figure 7). At times this screen may be hidden behind other windows, but it cannot be closed. You may need to minimize or close the other windows in order to get back to this Main Menu.

SET YOUR STUDY SESSION PREFERENCES

Click on “Tools” in the top menu bar, and choose “Preferences” (On a Mac your Preferences will be under the Prepware menu). Click on the **Study Session** tab.

Place a check mark in the features you would like turned on.

- Display feedback pane when an incorrect answer is chosen.* Checking this box will make the answer and explanation appear immediately after answering a question incorrectly.
- Jump to next question if correct answer is chosen.* Upon answering correctly, the explanation will not be displayed, and you will be taken on to the next question.
- Always show explanation.* Checking this box will not only show the questions and possible answers, but also the correct answer and explanation.
- Show correct answer only.* Only the correct answer of the 3 provided answer stems will display.
- Highlight correct answer.* All 3 answer stems will display with the correct answer highlighted.

After setting your preferences, click the **Save and Close** button to return to the Main Menu. You can always return to “Tools/Preferences” to adjust your preferences if they should change.

STUDY

Allows you to review the questions, organized by subject matter and supported with explanations for correct and incorrect answers.

If you only have one title installed, the “Product” name will be defined in the Main Menu. If you have multiple titles installed (Private, Instrument, Commercial, etc.)

click on the down arrow to choose which title you would like to study (CFI and ATP Prepware will also have a Database menu to choose from). Choose the appropriate database, then choose the test name based on the aircraft and rating you wish to study, and click the **Study** button.

The Study Session window will open (Figure 8) giving you all of the chapters available. Click ALL in the Topic column to choose all questions from a chapter, or choose a single topic from the dropdown list. If you would like a specific number of questions from each chapter or topic, simply click on the box in the right column, and enter the number of questions you would like to include. You may choose only one topic per chapter, but you do not have to include questions from every topic or chapter.

If you would like to include ALL available questions from ALL chapters listed, click the **All Questions** button in the lower left corner of the window. If you would like to reset the “Questions In Session” column, click the **Reset** button. When you have customized the Study Session to your liking, click on the **Create Study Session** button to begin.

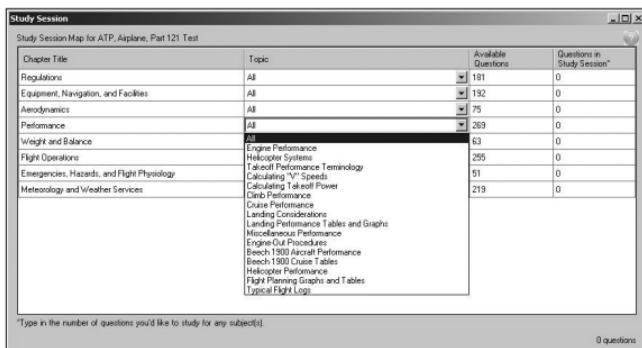


Figure 8: Creating a Study Session.

On the left of your new custom study session window (Figure 9) is the progress information. This shows how many questions are in your session, how many you have answered, have left to answer, or have marked to come back to later. The

colored dot next to the question number and the key at the bottom will help you determine the status of each question.

The right side of the window will display the question, answer choices, and explanations. There are also several buttons at the bottom of the window you will need to use. **NOTE:** If you are unable to see all of the buttons or the text appears to have been cut off, refer to Troubleshooting on page 33.

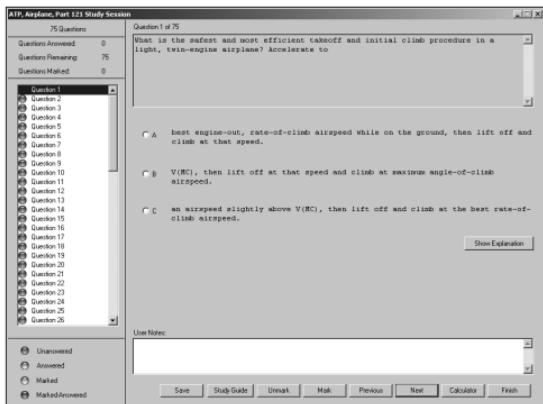


Figure 9: Your custom study session.

- **Save** saves your study session, and the progress you have made. You can retrieve saved study sessions by going to the “Study” menu at the top and clicking on “Open Existing Study Session.”
- **Study Guide** opens the study guide related to the question. You can also access the Study Guide by going to your top menu bar and clicking “Study.”
- **Mark** and **Unmark** help you remember which questions you need to return to.
- **Previous** displays the previous question.
- **Next** displays the next question.
- **Calculator** opens the CX-2 electronic flight computer for use in performing

calculations (this is an approved device for taking with you to the testing center but will not be available to you on screen — you must bring your approved flight computer with you for your official test).

- **Finish** submits for grading.
- **Hide Explanation** or **Show Explanation** will display based on the way you have your preferences set. Use this button to hide or show an explanation for a given question.
- **View Figure** will appear when a question requires you to reference a figure, such as a graph or drawing (Figure 10). Click on this button and a window containing the figure will appear (Figure 11). You may also access these figures through the top toolbar Tools menu.

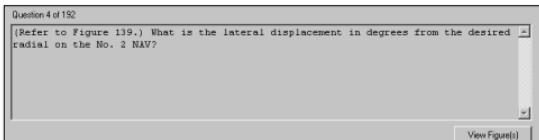


Figure 10: View Figures button.

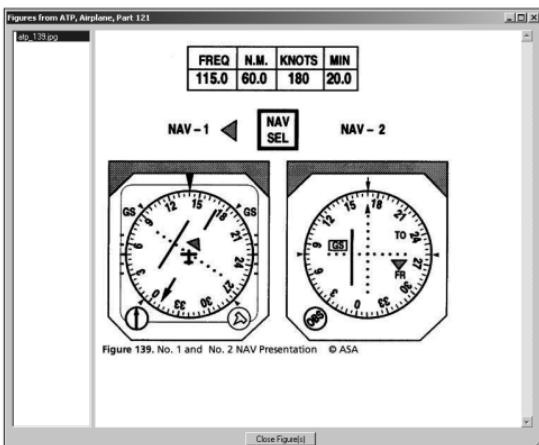


Figure 11: Figures window.

Select your answer choice with the mouse or keyboard (A, B, or C keys). You may right-click on the text of an answer choice and choose "Eliminate Answer Choice" to remove an answer choice (a strike-through is drawn through the answer choice). Remove this strike-through by right-clicking and choosing "Remove Strikethrough." On Macintosh systems, hold down the Control key and click on the text of an answer choice to use this feature. This is helpful as a process of elimination for determining the best of the possible three answer choices.

When you are through with your study session, click **Finish** to submit for grading. Prepware will ask if you are sure you want to submit. Confirm by clicking "Submit for Grading." You will then be able to see the "Question Detail" (Figure 12) and "Performance Chart" (Figure 13) for your study session. If you would like to save the questions you missed and try again later, click the **Save Missed Questions** button. If you would like to re-test the missed questions right away, click the **Re-Test Missed** button.

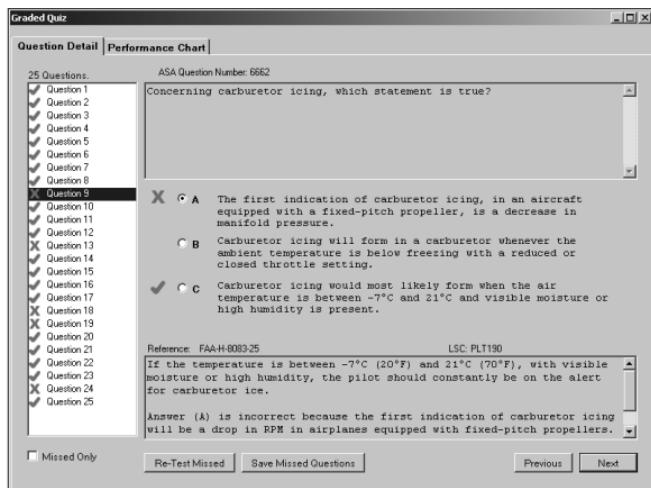


Figure 12: Question Detail.

The Performance Chart shows a breakdown by chapter. You can see your areas of strength and weakness here. Do some additional studying over the areas that do not show 80% or better, then come back and re-visit the study session performance history to see your improvement.

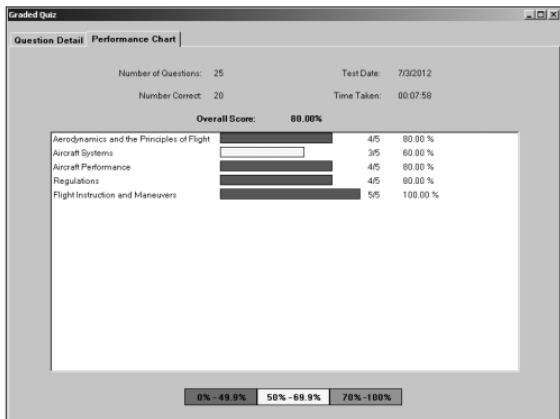


Figure 13: Performance Chart.

TAKE A TEST

Allows you to generate a sample FAA Knowledge Exam.

If you only have one title installed, the “Product” name will be defined in the Main Menu. If you have multiple titles installed (Private, Instrument, Commercial, etc.) click on the down arrow to choose which title you would like to study (CFI and ATP Prepware will also have a Database menu to choose from). Choose the appropriate database, then choose the test name based on the aircraft and rating you wish to study, and click the **Take A Test** button.

Prepware will generate a test representative of the Knowledge Exam you will be issued at the computer testing center and the timer will start. All questions are the objective, multiple-choice type, with three 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.

The buttons and menus in Test mode behave in the same manner as they do in Study mode (see pages 17–22), however, because this is a “Test,” you will not have access to such features as Explanations, the Study Guide, or Multi-database searches.

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 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 when in Test mode. You may, however, use the CT8080-Legends and Figures found in the Tools menu as these resources will be available to you during the official test.

If you begin taking a test, you must finish it for it to count as a complete test. Endorsements can only be acquired by submitting two complete tests. If you stop or save a test before completion, it will be saved as a “Study Session” and not as a “Test.” You can access your saved Study Session by selecting **Study/Open Existing Study Session** from the top toolbar. (Study Sessions and Custom Quizzes are not eligible for receiving endorsements).

EVALUATE

Once you are consistently scoring above 80%, you are probably ready for your test. Submit two complete tests to ASA, each with a score of 80% or better, to receive an endorsement to take your actual FAA Knowledge Exam (AMT and IA applicants must receive authorization from the local FSDO or Part 147 school). You may also elect to email scores to your instructor to receive your endorsement from them.

Check your performance by clicking on the “Performance” menu and choosing “Open Test Performance History.” Here, you can review your test(s) (Figure 14). Click on the **Email Scores** button to submit your test scores. When the “Email Score” window opens (Figure 15), put checkmarks next to two complete tests with scores of 80% or better, fill in the requested information, and then click the **Send Email** button.

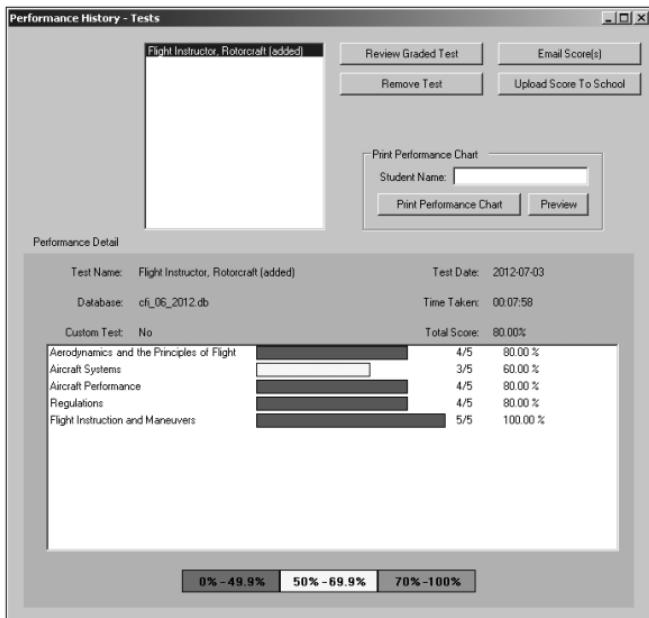


Figure 14: Performance History.

Email Score

Quiz Selection

You must send 2 non-custom quizzes, each with a score of 80% or higher, when requesting your endorsement from ASA.

Quiz Name	Score
<input type="checkbox"/> Flight Instructor, Rotorcraft (added)	80.00%
<input type="checkbox"/> Flight Instructor, Rotorcraft (added)	92.00%

Email Information

Student Name: (required)

Student Email: (required)

Recipient Email: (required)

Mailing Address (Required to receive the FAA Knowledge Exam endorsement)
Do not put your name here; just your mailing address:

Memo:

Figure 15: Email Score.

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. Make full use of your monitor. Most windows in Prepware can be moved and re-sized, so you can access multiple windows at once.
3. Make sure every question has an answer selected. Unanswered questions will be marked as incorrect.
4. 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 pencil, and the Computer Testing Supplement (you will be issued a Computer Testing Supplement figures book at the testing center; the Figures and Legends from this book are reproduced and available for you under the Tools menu in the top toolbar).
5. 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.
6. 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).
7. If you find a question difficult, **Mark** it and move on. Return to the marked questions once you have worked through the whole test, but before grading. This procedure will enable you to use the available time to the maximum advantage.
8. A right-click over the left side of the test window provides the option of saving all your marked questions as a Study Session, or to Reset all of your questions. **WARNING:** Resetting your questions removes all of your marks and your answers.

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. When taking your official FAA exam at the testing center your test will be graded immediately upon completion and your score will display on the computer screen. You will be allowed 10 minutes to review any questions you missed. You will see the question only; you will not see the answer choices or your selected response. This allows you to review the missed areas with an instructor prior to your Practical Exam (checkride).

TOOLS

The following tools can be found under “Tools” in the top toolbar. In order to maintain the integrity of testing, they will not be accessible while taking a Quiz or a Test.

QUIZMAKER

This function enables you to search the entire database, review areas of concern, and create Study Sessions and Quizzes. A “Study Session” includes questions and answers supported with explanations. A “Quiz,” is timed, and does not include explanations.

The QuizMaker window is divided into three sections: Search For Questions, Build a Custom Quiz or Study Session, and Question Detail (Figure 16).

Search For Questions (upper left pane) — Use the “Chapter Search” tab to locate questions within a given chapter. Use the “Advanced Search” tab for the ability to find a word, phrase, or question element. This Advanced Search tab function is particularly useful to build a custom quiz using the learning statement codes from an airman test report. You can also search for questions or answers that contain a particular word. For instance, if you want to find questions that contain the word “airspace,” just type the word into the Question box to do a search.

Build a Custom Quiz or Study Session (upper right pane) — Once Prepware has found the questions that match your search, they will appear in the Build a Custom Quiz or Study Session area inside the “Questions from Search” box. Click on a question number to select it. Click on the single arrow (> or <) buttons to move the questions from the search box into the custom quiz box to the right. Once you’ve added

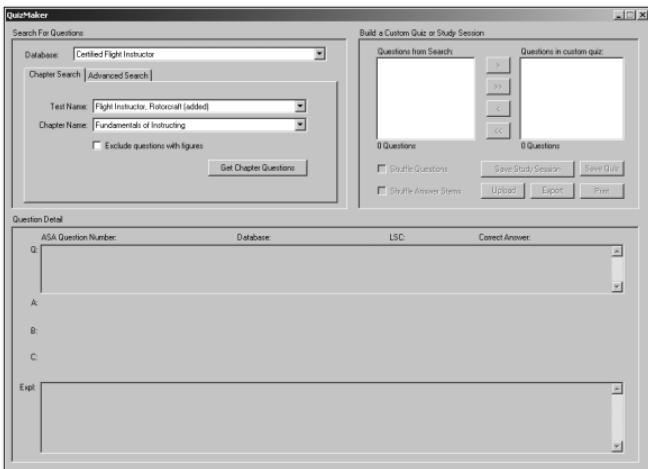


Figure 16: QuizMaker window.

the questions to your quiz, you can return to the “Search for Questions” pane to select another chapter, or do another search. This allows you to build a quiz consisting of questions from multiple chapters. If you would like to move ALL questions from the search box to the custom quiz box, click the double arrow (>> or <<) button.

Place a check mark in the box next to “Shuffle Questions” if you would like the questions to be presented randomly. Do the same for “Shuffle Answer Stems” to discourage test-takers from memorizing the letter associated with the correct answer.

Question Detail (bottom pane) — This area shows the question and answer in detail. Use the question detail area to preview the questions, answers, explanations, and learning statement codes for consideration in creating your “Study Session” or “Quiz.”

When you have the questions you want listed in the “Questions in custom quiz” box, choose the **Save Study Session** (answers are supported with explanations) or **Save Quiz** (includes timer) button. You can access these saved Study Sessions and

Quizzes using the Study and Test items in the top menu bar. You can also export it to another location or a Respondus format. The Print option allows you to print the Quiz, answer sheet for students, answer grading key, and master key (to include the quiz questions, correct answers and explanations).

MULTI-DATABASE SEARCH

If you have more than one Preppware product of the same version year installed on your computer you can access the multi-database search through the top toolbar "Tools/QuizMaker" to find related questions in different databases. This is especially helpful for review. You can view questions from multiple databases (Private, Instrument, Commercial, etc.), however, you cannot create a quiz or study session from multiple databases.

GLOSSARY

The Glossary allows you to search and obtain definitions and explanations for over 1,300 words, acronyms, and phrases. Use it in your studies when you come across a word you are unfamiliar with, an acronym you can't remember, or a phrase that needs clarification.

ONE-STEP QUIZMAKER

The One-Step QuizMaker lets you quickly generate a timed quiz of random questions from specific areas of concentration. For instance, you might want a 10-question, 15-minute quiz on Aerodynamics. Open the One-Step QuizMaker, choose your topic(s), number of questions, and the time limit for the quiz. Then give it a name and save it. You can take this new Quiz under Test/Open Existing Test.

PREPWARE MENUS

Prepware (Mac only)

<i>About Prepware</i>	Display software version number and installed database dates. You can check updates from here.
<i>Enter Activation Codes</i>	Enter activation code from the back of the User's Guide.
<i>Check for Updates</i>	Make sure you're running the latest software and data. You must have an internet connection established before checking.
<i>Preferences</i>	Preferences define how you want to see data in Study Sessions.
<i>Quit Prepware</i>	Close the program. Return to your computer desktop.

File

<i>Quit Prepware</i> (<i>Ctrl+Q</i>) (PC only)	Close the program. Return to your computer desktop.
<i>Print</i>	Print a Performance Result for a Completed Test.

Test

<i>Open Existing Test</i> (<i>Ctrl+Shift+T</i>)	Open a test previously created and saved.
<i>Test Instructions</i>	View test-taking tips.
<i>FAA Testing Centers</i>	Telephone numbers to schedule your test.

Study

<i>Open Existing Session</i> (<i>Ctrl+Shift+S</i>)	Open a study session that has been previously created and saved.
<i>Study Guide</i>	Explanatory text on each subject. These are also available during a study session by selecting the Study Guide button.

<i>Preparation</i>	A description of the tests and the testing procedures.
Performance	
<i>Open Test Performance History (Ctrl+Shift+H)</i>	View scores, performance graphs, and graded tests. Performance chart can be printed or emailed.
<i>Open Study Session Performance History</i>	View scores and performance graphs for study sessions completed.
Tools	
<i>QuizMaker (Ctrl+Shift+Q)</i>	Complete search capabilities (word, phrase, Learning Statement Code, question, answer, explanation, etc.). Create custom quizzes or study sessions to be printed or saved and accessed in Study or Test.
<i>Multi-Database Search (Ctrl+Shift+M)</i>	Search any element (word, phrase, Learning Statement Code, question, answer, explanation, etc.) of the databases you have activated.
<i>Glossary (Ctrl+Shift+G)</i>	Use the mouse to scroll the glossary or enter a search term and it will be located within the glossary.
<i>One-Step QuizMaker (Ctrl+Shift+O)</i>	Build a pop-quiz from the subjects you select for the total number of questions you define.
<i>CX-2 Calculator</i>	Access the flight computer; also accessible using the Calculator button in the Study and Test windows.
<i>Figure Library</i>	Contains all the Computer Testing Supplements (CT-8080) figures referenced in the question database.
<i>CT-8080 Legends</i>	Select the radio button to view the legends available in the Computer Testing Supplement for your test.

<i>IA CT-8080-8</i>	PDF of Inspection Authorization Computer Testing Supplement.
<i>Preferences (PC only)</i>	Preferences define how you want to see data in Study Sessions.
Help	
<i>User's Guide</i>	Access the Prepware User's Guide.
<i>Product Support</i>	Information on contacting ASA support.
<i>FAQ/Usage Tips</i>	Answers to frequently asked questions and tips for using Prepware features. Internet connection required.
<i>About Prepware (PC only)</i>	Provides software version number and publisher/developer contact details.
<i>License Agreement</i>	Prepware installation licensing agreement.
<i>Enter Activation Codes (PC only)</i>	Enter activation code from the back of the User's Guide or from the email (Download Edition).
<i>Check for Updates (PC only)</i>	Make sure you're running the latest software and data. You must have an internet connection established before checking.
<i>What's New</i>	Details the latest changes to the software and/or database contents. Internet connection required.
<i>Learning Statement Codes</i>	(LSCs) Descriptions for the codes issued on the Airman Test Report to indicate questions missed.
<i>Submit Feedback about Prepware</i>	Tell us what you like, don't like, or would like to see in future versions. Internet connection required.

TROUBLESHOOTING

SCREEN RESOLUTION

As mentioned in the System Requirements section (page 7), the screen resolution for the computer's monitor must be set to a minimum of 1024 x 768 pixels. Further, on a Windows based system the DPI setting must be set to "Normal size (96 DPI)". Symptoms of incorrect settings will be the inability to see all of the information on the various Prepware screens. See below for instructions on how to check the settings on your system.

Windows—Right-click on the Windows desktop and select "Properties" from the menu. In the Display Properties window select the "Settings" tab. Verify that the screen resolution setting is 1024 x 768 (or higher). To increase the screen resolution setting, drag the pointer to the right. Be sure to click the **Apply** button after making changes.

To check and set the DPI setting, click the **Advanced** button on the "Settings" tab in the Display Properties window. The DPI setting will be found on the "General" tab. Once it is set to Normal size (96 DPI) be sure to click the Apply button and then OK to close the Display Properties window. If prompted, select the option to make these changes without using the Windows installation CD. You may be prompted to restart your computer for the changes to take effect.

Mac—Click on the Apple in the upper left hand corner to open "System Preferences." Click the "Displays" icon to choose your display setting of 1024 x 768 or higher from the list.

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 two 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 the **Take a Test** button and click Save (Save as Study Session). Give it a test name, then click **Save Study Session**. When your Study Session is saved successfully, click OK. Close the test, then open the Study menu in the top toolbar and select Open Existing Study Session. Locate the test you just created and select the **Edit In Quizmaker** button. 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, go to the Test menu in the top toolbar and select Open Existing Test. Select the quiz 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 mode), as well as taking multiple tests, you can be confident you will be prepared for the questions on your official FAA exam.

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. Move all questions in the Hits column to the Questions In Custom Quiz column by clicking the >> button. 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 the current FAA Questions?

A: The FAA exams are “closed tests” which means the exact database of questions is not available to the public. The question and answer choices in this software provide the largest sampling of representative FAA questions available and they are derived from history and experience with the FAA testing process. ASA publishes Updates as new information is available to help you prepare for your test. Updates are available free of charge from the ASA website: www.asa2fly.com/testupdate as well as within your software: **Help/Check for Updates**.

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

A: When taking your official FAA exam at the testing center your test will be graded immediately upon completion and your score will display on the computer screen. You will be allowed 10 minutes to review any questions you missed. You will see the question only; you will not see the answer choices or your selected response. You will be given an Airman Test Report, which includes Learning Statement Codes (LSC) for the questions answer incorrectly. You can use this information to build a Custom Test to review representative questions from these subject areas. Select **Tools/QuizMaker**, Advanced Search. Enter the LSC 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) or by email at: support@asa2fly.com.

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

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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 or ASA has certified the software has been un-installed 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-TWO-SCL), the product built for multi-user/site license requirements.

