



**StudyWare® Test Preparation Series**

# **USER'S MANUAL**

**Version 4.2**

... with complete  
instructions for scoring  
Cliffs Test Preparation Guides



## Warranty

StudyWare Corporation warrants that this package will perform substantially as advertised and as documented herein. User may, within sixty (60) days of purchase, and with proof of such purchase, return any faulty diskette(s) to StudyWare Corporation for free replacement.

StudyWare Corporation, while having made every effort to minimize defects and/or errors in the software, does not warrant that the software will meet your requirements. The user assumes all risk of damage arising from inability to use, or consequential to the use of, this software.

Some states do not allow the limitations or exclusions of implied warranties, so the above exclusions and/or limitations may not apply to you.

## Quick Start

MS DOS USERS, PLEASE NOTE: You must have *installed* StudyWare prior to using these *Quick Start* instructions. To install, insert Installation Disk 1 in drive A and type A:INSTALL. (See section 1.3 for more information about installing StudyWare.)

### IBM, Tandy, & Compatibles with DeskMate

1. Boot your computer with DeskMate.
2. Pull down the **Directory (F3)** menu.
3. Double-click on **Change Directory**.
4. **Hard Disk Users:**  
In the pop-up **Change Directory** window, type C:\STUDY and double-click on **OK**.
- Floppy Disk Users:**  
In the pop-up **Change Directory** window, type A: and double-click on **OK**.
5. Drag the mouse over to the **Programs** box and click on **GO**.

### IBM & Compatibles without DeskMate

1. Boot your computer normally.
2. **Hard Disk Users:**  
Enter your **STUDY** directory.  
Type **GO** and press **Enter**.
- Floppy Disk Users:**  
Insert the Startup disk in drive A.  
Type **GO** and press **Enter**.

### Macintosh

1. Boot your Macintosh. Use *Finder*, rather than *MultiFinder*. Some memory-resident programs (including some versions of *MultiFinder*) may cause problems, so you may want to avoid screen savers, memory caches, and spoolers. (See section 2.11.)
2. Insert Disk 1.
3. If necessary, double-click the disk open.
4. Double-click on the **GO** icon.

Copyright © 1991 StudyWare Corporation  
All rights reserved.  
P. O. Box 80728  
Lincoln, NE 68501  
Customer Service (402) 423-5050

# Contents

## StudyWare Test Preparations

<b>Part 1</b>	<b>IBM, Tandy*, &amp; Compatibles</b>	<b>1-12</b>
1.1	Copy Protection .....	1
1.2	System Requirements for IBM, Tandy, & Compatibles .....	1
1.3	Installation .....	1
	Users With DeskMate	
	Users Without DeskMate	
1.4	Start-up .....	2
	Users With DeskMate	
	Users Without DeskMate	
1.5	Using a Keyboard Instead of a Mouse .....	4
1.6	Dialog Boxes vs. List Boxes .....	5
1.7	The StudyWare Main Menu .....	6
	StudyWare Test Options	
	StudyWare Drill Options	
	Using Cliffs Test Preparation Guides with StudyWare	
1.8	Pull-down Menus .....	8
	Help F1	
	File F2	
	Exams F3, Drills F4	
	Viewing a Graph/Figure F5, Passage F6, Hint F7	
1.9	The Control Panel .....	11
	Choosing an Answer	
	Using Next Question, Previous Question, Go To	
	Using the On-screen Glossary	

\*IBM, Tandy, and MS DOS are registered trademarks of International Business Machines, Inc., Tandy Corporation, and MicroSoft Corporation, respectively. DeskMate is a registered trademark of Tandy Corporation.

# Contents

<b>Part II</b>	<b>Macintosh*</b>	<b>13-23</b>
2.1	System Requirements for Macintosh .....	13
2.2	Hard Drive Installation .....	13
2.3	Start-up .....	14
	With a Hard Drive	
	With Two Floppy Drives	
	With One Floppy Drive	
2.4	On-screen Features .....	17
2.5	Using the Mouse and Keyboard .....	18
2.6	Pull-down Menus .....	18
	Using the On-screen Glossary	
	Using the InfoWindow and Printing a Screen	
2.7	Omitting a Question .....	19
2.8	Retaking a StudyWare Test .....	19
2.9	Using <u>Cliffs Test Preparation Guides</u> with StudyWare .....	20
	Taking a Cliffs Exam	
	Completing a Section	
	Taking a Break	
	Cliffs Reports	
	Retaking a Cliffs Exam	
2.10	Copying StudyWare Diskettes for Archival Purposes .....	22
2.11	Common Problems .....	22
	Memory Resident Programs, or "INITs"	
	Reconfiguring	
2.12	Exiting StudyWare for the Macintosh .....	23
<b>Part III</b>	<b>Using StudyWare Test-Preps</b>	<b>24-30</b>
3.1	The StudyWare Test-Prep System .....	24
3.2	Test Mode vs. Tutor Mode .....	26
3.3	Measuring Your Progress .....	28
	Drills	
	Tests	
	Reports Menu	
3.4	The On-screen Clock .....	30
3.5	Omitting a Question .....	30

\*Macintosh is a registered trademark of Apple Computer, Incorporated.

# Requirements

## PART I IBM, Tandy, & Compatibles

### 1.1 Copy Protection

StudyWare is copy protected using a type of scheme that is not on the diskette. When using StudyWare, you will need to look up information found in the user's manual in order to proceed, *so do not lose the manual!*

### 1.2 System Requirements for IBM, Tandy, & Compatibles

- ☐ IBM PC/XT/AT/PS2, Tandy, or compatible
- ☐ MS DOS 2.11 or higher
- ☐ 256K free memory
- ☐ two floppy (360K or larger) drives, *or* one floppy drive and a hard drive
- ☐ CGA, EGA, Hercules, or VGA graphics card
- ☐ mouse (optional)
- ☐ IBM Graphic or Laserjet printer (optional)

### 1.3 Installation

You cannot run StudyWare from the diskettes you receive in your package; they are *distribution diskettes* only and must be installed either to your hard drive *or* to a set of formatted diskettes that you supply. Simply put Installation Disk #1 in Drive A and follow the on-screen instructions.

*\*Note:* After installing StudyWare, store the distribution diskettes in a safe place in case you ever need to reinstall the program.

If you already own and use DeskMate, use the "Users With DeskMate" installation instructions. If not, use the "Users Without DeskMate" installation instructions.

Auburn U Main Campus	19700	U of S. Alabama	10600
Jefferson St Jr Col	6000	Troy St U	3500
U of AL, Birmingham	15000	U of Alabama	16125

# Installation

## 1.3 Installation (Cont'd)

### *Users With DeskMate*

1. Place Installation Disk 1 in drive A.
2. From the DeskMate **File** menu (**F2**), click on **Run**.
3. When the system asks what program you would like to run, type **A:INSTALL** and type **Enter**.
4. The on-screen installation instructions will guide you through the remaining steps.

### *Users Without DeskMate*

1. Place Installation Disk 1 in drive A.
2. Change your default to that drive by typing **A:** and pressing **Enter**.
3. Type **INSTALL**.
4. The on-screen installation instructions will guide you through the remaining steps.

## 1.4 Start-up

If you already own and use DeskMate, use the "Users With DeskMate" start-up instructions. If not, use the "Users Without DeskMate" start-up instructions.

U of Alaska, Anchorage	5000	U of Phoenix	6000
Northern Arizona U	13700	U of Arizona	24994
Mesa Comm Col	7000	U of Central Arkansas	6700

# Start-up

## 1.4 Start-up (Cont'd)

### *Users With DeskMate*

#### From a Hard Drive:

*Note:* The following instructions assume that you installed StudyWare on your hard drive in a directory called **\STUDY**. If you called the directory something else, simply substitute **\STUDY** with the directory name you used.

1. Boot your computer with DeskMate.
2. Pull down the **Directory (F3)** menu.
3. Click on **Change Directory**.
4. Type **C:\STUDY** in the **Change Directory** window.
5. Click on **OK**.
6. Double-click on **GO** in the **Programs** box.

#### From Two Floppy Drives:

1. Boot your computer with DeskMate.
2. Remove your DeskMate diskette from drive A. Insert the StudyWare System Disk in drive A.
3. Pull down the **Directory (F3)** menu.
4. Click on **Change Directory**.
5. Type **A:** in the **Change Directory** window. Click on **OK**.
6. Double-click on **GO** in the **Programs** box.
7. When you choose an Exam or Drill, be sure to insert the appropriate Exam or Drill DATA diskette in drive B.

U of Arkansas	11300	U of CA, Berkeley	32000
Arkansas St U	7000	U of CA, Davis	19720
U of AR, Little Rock	8500	CSU Fresno	14602

# Keyboard

## 1.4 Startup (Cont'd)

*Users Without DeskMate*

### From a Hard Drive:

1. Enter the **\STUDY** directory by typing **CD\STUDY** and pressing **Enter**.
2. Type **GO** and press **Enter**.

### From Two Floppy Drives:

1. Boot your computer normally.
2. Insert the StudyWare Startup Disk in Drive A.
3. Type **GO** and press **Enter**.
4. When you choose an Exam or Drill, be sure to insert the appropriate Exam or Drill DATA diskette in drive B.

## 1.5 Using a Keyboard Instead of a Mouse

StudyWare works equally well with your mouse or keyboard. This manual is written primarily for mouse users. However, if you prefer using the keyboard, or if you have no mouse:

- ☐ use **Esc** to exit
- ☐ use the **Function** keys (**F1-F10**) to access pull-down menus
- ☐ use **Tab** or **Arrow** keys to move the cursor
- ☐ use the **Arrow** keys to move through the answer choices and pull-down menu options
- ☐ use the **Letter** keys (**A, B, C, D, E**) to select an answer choice
- ☐ use **Tab** or **Arrow** keys to move the cursor across the Control Panel
- ☐ use **Enter** to confirm a selection
- ☐ use **Enter** instead of clicking on **OK**
- ☐ use the **Arrow** keys to move the cursor around the Main Menu List Boxes.

CSU Hayward	12455	CSU Long Beach	19673
U of CA, Santa Barbara	18200	CSU Los Angeles	21186
U of CA, Irvine	17000	U of CA, Los Angeles	34400



# Dialog Boxes

## 1.6 Dialog Boxes vs. List Boxes

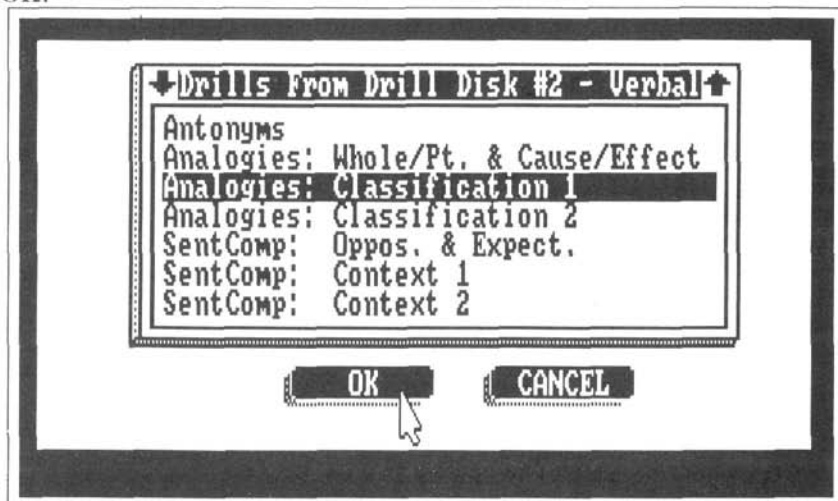
A Dialog Box has one or more buttons (for example, the Control Panel is a Dialog Box). To make a selection in a Dialog Box, **single-click** only. Be



*The StudyWare Control Panel is an example of a Dialog Box.*

careful in a Dialog Box because clicking on an option is the same as selecting it.

A List Box has two buttons, **OK** and **EXIT** or **CANCEL**, and will also present a list of options. To select an item in a List Box, click once to darken. To confirm the selection, **double-click** on the item, or choose an item and click on **OK**.

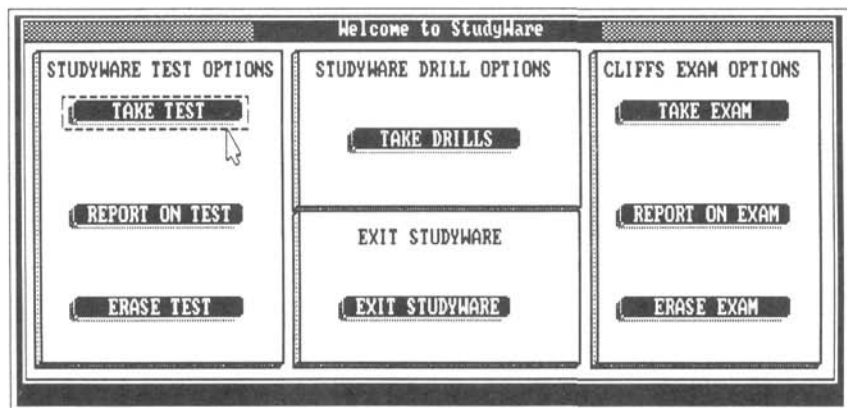


*The StudyWare Drill Menu is an example of a List Box.*

U of Southern CA	20000	U of CA, Riverside	7000
CSU Northridge	30000	San Diego City Col	15000
Cal St Poly U, Pomona	18000	San Diego St U	35950

# Main Menu

## 1.7 The StudyWare Main Menu



*The StudyWare Main Menu is really a Dialog Box.*

The Main Menu is the Dialog Box from which you select StudyWare options. (For help with setting up a study plan, see section 3.1.)

### *StudyWare Test Options*

#### TAKE TEST

1. Click on **TAKE TEST**.
2. Click on the StudyWare Test you want from the Dialog Box/Main Menu.
3. Click on **TEST** or **TUTOR**.

REPORT ON TEST - Click here for access to your test scores once you have completed an entire StudyWare Test. (For more information on reports, see section 3.3.)

ERASE TEST - Click here to erase previous StudyWare Test results so that you can retake a test.

San Francisco St U	20000	U of CO, Boulder	22500
San Jose City Col	13000	U of Denver	7000
U of LaVerne	1333	U of N. Colorado	8000

# Main Menu

## 1.7 The StudyWare Main Menu (Cont'd)

### *StudyWare Drill Options*

#### TAKE DRILLS

1. Click on **TAKE DRILLS**.
2. Double-click on the Drill you want from the List Box.
3. Click on **TEST** or **TUTOR**.

EXIT STUDYWARE - Click here to exit StudyWare.

### *Using Cliffs Test Preparation Guides with StudyWare*

For additional help in preparing for your exam, StudyWare provides Cliffs Test Preparation Guides. StudyWare will automatically score and diagnose both full-length Cliffs Exams.

Cliffs SAT Prep - Section I - Verbal CLOCK: 0:37

1. A B C D E	14. A B C D E	27. A B C D E	40. A B C D E
2. A B C D E	15. A B C D E	28. A B C D E	41. A B C D E
3. A B C D E	16. A B C D E	29. A B C D E	42. A B C D E
4. A B C D E	17. A B C D E	30. A B C D E	43. A B C D E
5. A B C D E	18. A B C D E	31. A B C D E	44. A B C D E
6. A B C D E	19. A B C D E	32. A B C D E	45. A B C D E
7. A B C D E	20. A B C D E	33. A B C D E	
8. A B C D E	21. A B C D E	34. A B C D E	
9. A B C D E	22. A B C D E	35. A B C D E	
10. A B C D E	23. A B C D E	36. A B C D E	
11. A B C D E	24. A B C D E	37. A B C D E	
12. A B C D E	25. A B C D E	38. A B C D E	
13. A B C D E	26. A B C D E	39. A B C D E	

NEXT SECTION   MARK ANSWERS   RETURN TO MENU   HELP/INFO

*The Cliffs 'scorecard' screen.*

Colorado St U	17000	U of Delaware	14750
Yale Univ	10000	Geo. Washington U, DC	10000
U of Connecticut	17500	U of Florida	28000

# Cliffs Exams

## 1.7 The StudyWare Main Menu (Cont'd)

*Using Cliffs Test Preparation Guides with StudyWare (Cont'd)*

TAKE EXAM - Click here to take a Cliffs Exam. Since no pull-down menus are available, click on the buttons in the Dialog Box at the bottom of the screen.

- ☐ to complete a section, click on **NEXT SECTION**
- ☐ to take a break while taking a Cliffs Exam, click on **RETURN TO MENU**
- ☐ to access on-screen help, click on **HELP/INFO**
- ☐ to get out of the Dialog Box and back into the Scorecard, click on **MARK ANSWERS**

REPORT ON EXAM - Click here for access to your exam scores. (For more information on reports, see section 3.3.)

ERASE EXAM - Click here to erase previous Cliffs Exams results so that you can retake an exam.

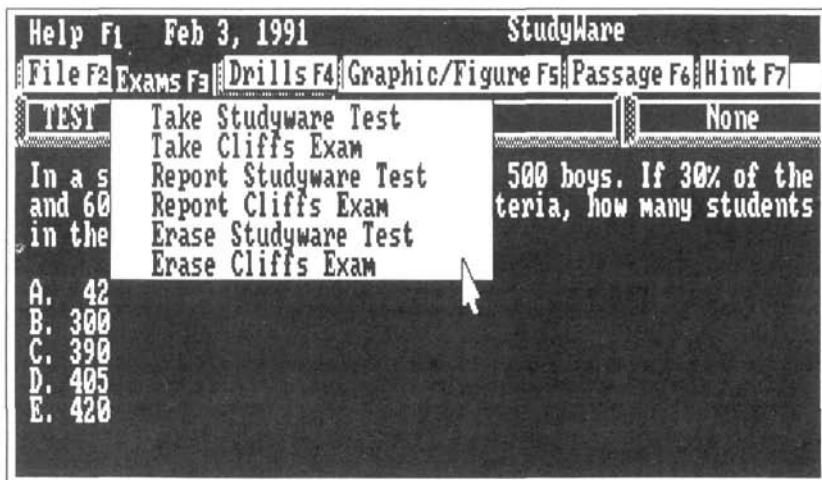
## 1.8 Pull-down Menus

Pull-down menus are available during StudyWare Tests and Drills. They allow access to a number of functions.

Florida Int'l. U	16221	U of S. Florida	15692
St. Petersburg JC, FL	18300	U of Georgia	22800
Florida St U	26000	Emory Univ	8000

# Menus

## 1.8 Pull-down Menus (Cont'd)



*The StudyWare pull-down menus.*

### *Help F1*

You can access on-screen help by pressing **F1**. If you press **F1** when no help is available, a pop-up window or "beep" will indicate that there is none.

### *File F2*

**Exit** - Double-click here when you want to end your StudyWare session.

**Pause** - Double-click here when you need to take a quick break. The clock will stop.

**Print Item** - Double-click here if you want to print the on-screen item. This will print the entire item, including all explanations, not just the portion you see on-screen.

Georgia St U	17409	City Col of Chicago	7500
Illinois Col	825	Loyola U, Chicago	7600
Eastern Illinois U	9222	Northwestern U, IL	10500

# Menus

## 1.8 Pull-down Menus (Cont'd)

### *File F2 (Cont'd)*

*\*Note:* Math symbols, such as superscript numbers, will not print as you see them on-screen. Since your printer cannot interpret our graphic files, you will get a printout which includes graphic file names instead. These names will be embedded in the text of the item at the point where you would see the graphic symbol on-screen.

**Sound ON/OFF** - StudyWare will boot up with the sound on (the program will "beep" when you answer correctly and "buzz" when you answer incorrectly). Double-click on this option to turn the sound off.

**About** - Double-click here for copyright information.

### *Exams F3, Drills F4*

If you are in the middle of any StudyWare Test or Drill, but you want to work on another StudyWare Test or Cliffs Exam, pull down the **F3** menu and double-click on any of the options listed:

**Take StudyWare Test**  
**Take Cliffs Exam**  
**Report StudyWare Test**

**Report Cliffs Exam**  
**Erase StudyWare Test**  
**Erase Cliffs Exam**

If you want to work on a Drill, pull-down the **F4** menu and double-click on **Take Drill**.

U of Chicago	9500	Illinois St U	17807
U of IL, Chicago	17580	Balt St U	17000
Northern Illinois U	18500	U of Notre Dame	9850

# Control Panel

## 1.8 Pull-down Menus (Cont'd)

*Viewing a Graph/Figure F5, Passage F6, Hint F7*

These three pull-down menus all work the same way. Some questions will require you to look at a graph or figure (**F5**), passage (**F6**), or hint (**F7**). You will know when one is available because the question will read "See Passage #...", or something similar. Also, a box at the upper right corner of the screen will indicate when a graph, passage, or hint is available. If no graph, passage, or hint is required, the box will display the word "None."

These menus also allow you to print out any on-screen passage or hint.

## 1.9 The Control Panel

*Choosing an Answer*

There are several ways for you to indicate your answer choice:

- ☐ click on the appropriate button on the Control Panel; for example, if you think the correct answer is A, click on the A button
- ☐ use the mouse to click on the letter of the answer choice in the on-screen item; for example, if you think the correct answer is A, click on the A just to the left of the answer choice
- ☐ press the letter on your keyboard; for example, if you think A is the correct answer, press A on your keyboard

Indiana St	8750	Wichita St U	10600
U of Northern Iowa	9671	Northern Kentucky U	6000
U of Iowa	23000	Western Kentucky U	10000

# Control Panel

## 1.9 The Control Panel (Cont'd)

### *Using Next Question, Previous Question, and Go To*

Clicking on **NEXT QUESTION** or **PREVIOUS QUESTION** moves you forward or backward one question at a time.

Clicking on **GO TO** allows you to go to a specific question in a Drill or Test section. For example, if you skip question 3 but at the end of the section want to go back and answer question 3, click on **GO TO** and type **3** in the pop-up window. Question 3 will appear on-screen.

Note that when you choose an answer, the corresponding button (A-E) on the Control Panel will flash. If you later use **GO TO** or **PREVIOUS QUESTION** to cycle through that item again, you will see that the button corresponding to your previous answer choice is highlighted. This was designed to remind you of your original answer choice.

### *Using the On-screen Glossary*

If there are glossary terms in a StudyWare Test or Drill item, the **GLOSSARY** button in the Control Panel will be available. When a question has no glossary terms, the button will be blank.

To access the glossary:

1. Click on the **GLOSSARY** button.
2. A pop-up window will appear, listing all available glossary terms from that item. Double-click on the term you would like defined.
3. The word and its definition will appear in a pop-up window. Click the **OK** button to return to the item. The on-screen clock will stop while you are using the glossary.

U of Louisville, KY	22361	SE Louisiana U	6645
Murray St U, KY	5500	Grambling St U, LA	5500
Eastern Kentucky U	14500	U of SW Louisiana	11300



# HD Install

## Part II Macintosh

### 2.1 System Requirements for Macintosh

- ☐ 256K memory
- ☐ two double-sided (800K) disk drives, *or* one double-sided (800K) disk drive and a hard drive, *or* one double-sided (800K) disk drive

Although StudyWare will run on a Macintosh with just one double-sided (800K) disk drive, it is not recommended. If you have only one disk drive, you will constantly be switching between your bootable diskette and the StudyWare diskette.

*\*Note:* StudyWare will *not* run at all on the older single-sided (400K), non-HFS Macintosh computers.

### 2.2 Hard Drive Installation

1. Boot your Macintosh.
2. Create a new folder on your hard drive. You might label it **STUDY**.
3. Insert Disk 1 and double-click it open. Drag everything (usually the **DATA** folder, **DIRECTORIES** file, and **GO** icon) into your new **STUDY** folder. *Do not* put the **GO** icon inside the **DATA** folder.
4. If your StudyWare package came with more than one diskette, insert the other diskettes one at a time. Click them open and drag the folder(s) into the **STUDY** folder.
5. Eject the StudyWare diskette by putting the icon in the trash.

McNeese St U, LA	5470	Tulane U, LA	8900
NE Louisiana U	8500	U of New Orleans	9500
Northwestern St U, LA	8216	Louisiana Tech U	8996

# Start-up

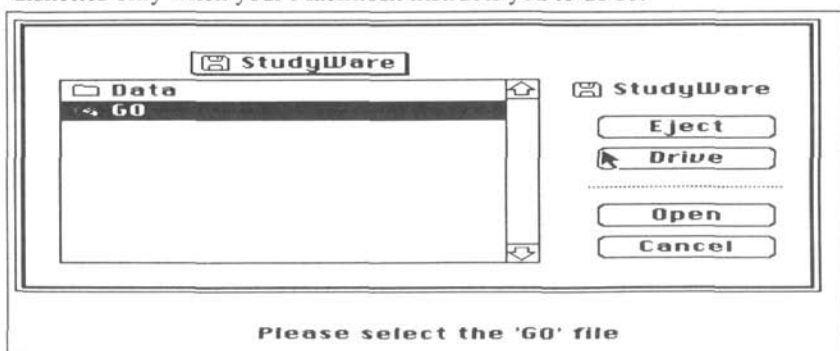
## 2.3 Start-up

### *With a Hard Drive*

*Note:* Be sure your StudyWare diskette is *not* in the floppy drive. If it is, and if this is the first time you are running your StudyWare system, the system may get confused when it finds StudyWare data on both the hard drive *and* in the floppy drive.

1. Boot your Macintosh. Use *FINDER*, rather than *MULTI-FINDER*, if at all possible.
2. Click open the **STUDY** folder.
3. Double-click on the **GO** icon.
4. Click on **Reconfigure**. The first time you run StudyWare from your hard drive, it will find that it no longer needs information from the floppy drive. A menu will pop up allowing you to reconfigure so that the StudyWare program will now look for information on the hard drive.
5. Double-click on **GO**.
6. Use the pull-down menus at the top of the screen. You can use these menus to take a Test or Drill, erase a Test, or report your results. (For information on pull-down menus, see section 2.6.)

If your StudyWare package came with more than one diskette, insert any other diskettes only when your Macintosh instructs you to do so.



*The first time you run your newly installed StudyWare, the system will ask you to 'reconfigure.'*

Nicholls St U, LA	5400	US Naval Academy, MD	4460
U of Southern Maine	4400	Bowie St U, MD	3000
U of Maine	8520	U of Maryland	13132

# Startup

## 2.3 Start-up (Cont'd)

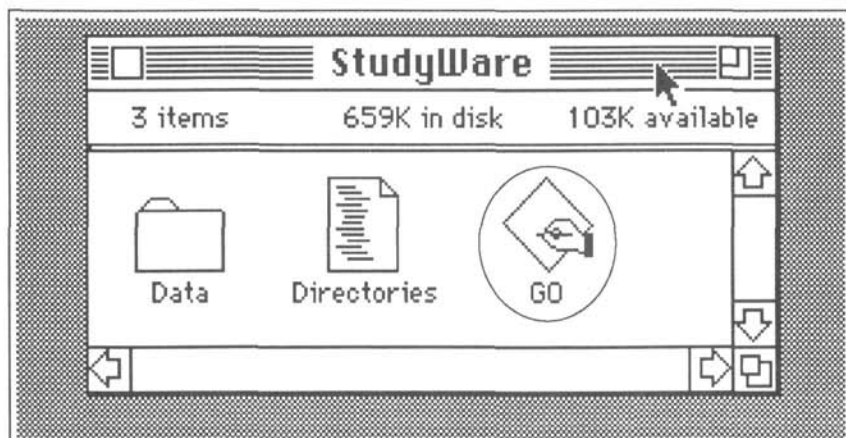
### *With Two Floppy Drives*

1. Boot the Macintosh with your utilities diskette. Leave the diskette in the drive.

*\*Note:* You cannot boot your Macintosh from a StudyWare diskette unless you put the system on the diskette, and in most cases there is not enough space.

2. Insert Disk 1 into the other drive.
3. Double-click on the StudyWare diskette icon to open it.
4. Double-click on **GO**.
5. Use the pull-down menus at the top of the screen. You can use these menus to select a Test or Drill, erase a Test, or report your results. (For more information on pull-down menus, see section 2.6.)

If your StudyWare package came with more than one diskette, insert any other diskettes only when your Macintosh instructs you to do so.



*After you 'click' open your Mac StudyWare disk, double-click on the 'GO' icon to begin.*

Boston Univ	21000	U of MA, Boston	7011
Harvard Univ	4700	MA Institute of Tech	8995
Tufts U, MA	7350	Boston Col	10000

# Start-up

## 2.3 Start-up (Cont'd)

*With One Floppy Drive*

Remember, this is not the preferred system, but your StudyWare package *will* run with this configuration.

1. Boot the Macintosh with your utilities diskette.

*\*Note:* You cannot boot your Macintosh from a StudyWare diskette unless you put the system on the diskette, and in most cases there is not enough room.

2. Eject the utilities diskette.
3. Insert Disk 1. You will have to repeat these last two steps (2 and 3) several times.
4. Double-click on the StudyWare diskette icon to open it.
5. Double-click on the **GO** icon.
6. Use the pull-down menus at the top of the screen. You can use these menus to take a Test or Drill, erase a Test, or report your results. (For more information on pull-down menus, see section 2.6.)

If your StudyWare package came with more than one diskette, insert any other diskettes only when your Macintosh instructs you to do so.

U of Lowell, MA	8400
Emerson Col	2100
Merrimack Col, MA	2200

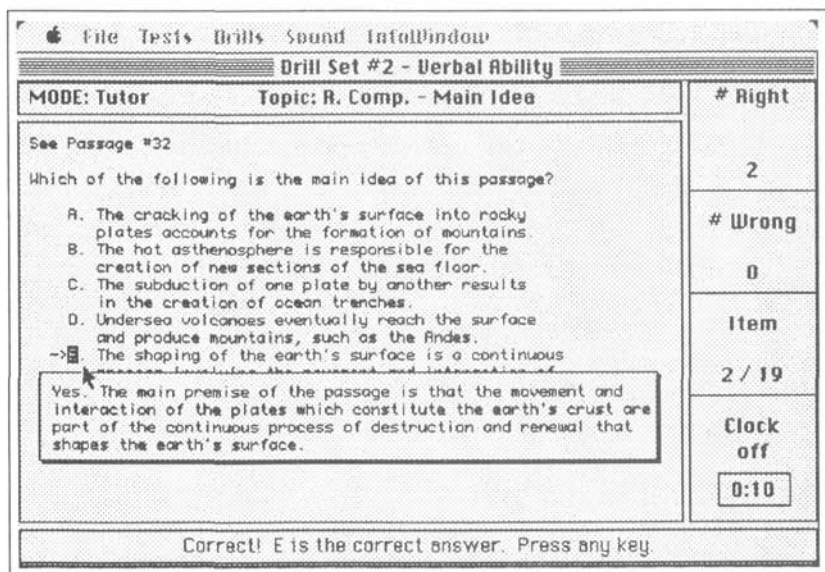
SE Massachusetts U	5800
U of Detroit	3200
Wayne St U, MI	14600

# Features

## 2.4 On-screen Features

Besides giving you the question and answer choices, the StudyWare screen indicates:

- ☐ if you are in Test or Tutor mode (For more information on Test or Tutor mode, see section 3.2.)
- ☐ what topic or test section you are in
- ☐ the number of questions you have answered correctly and incorrectly
- ☐ how many questions you have answered and how many are available
- ☐ how much time you have spent on the section



*A typical StudyWare screen - Macintosh version.*

Michigan St U	42500
U of Michigan, Flint	4500
Michigan Tech U	5730

Western Michigan U	15500
Northern Michigan U	5400
Eastern Michigan U	24000

# Mouse

## 2.5 Using the Mouse and Keyboard

You can use the mouse for all StudyWare functions. But for those of you who prefer using the keyboard, there are a few things you can do:

- ☐ move the answer selection arrow with the **Space Bar**
- ☐ move the answer selection arrow with the **Arrow** keys
- ☐ move the answer selection arrow with the **Letter** keys
- ☐ select your answer choice by pressing **Return**
- ☐ access the on-screen glossary by pressing **Command G**  
(but you still have to click on the word you want defined)

## 2.6 Pull-down Menus

Use the pull-down menus to:

- ☐ quit a particular section or end a study session
- ☐ choose which StudyWare Test, Drill, or Cliffs Exam to take
- ☐ report results of a StudyWare Test or Cliffs Exam
- ☐ turn the sound on or off
- ☐ enter or exit the on-screen glossary
- ☐ access an on-screen passage, graph/figure, or hint

### *Using the On-screen Glossary*

There are two ways to enter (and exit) the on-screen glossary.

#### With the Mouse:

1. Pull down the **InfoWindow** menu.
2. Click on **Glossary**.

#### With the Keyboard:

1. Press **Command G**.

Notice that your cursor now looks like a large "G" with an arrow in front of it. Just click on the term you would like defined and a window will pop up with the word and definition. If the term is not in the glossary, a message, "Sorry, no glossary entry for...", will display.

U of S. Mississippi	9400	SE Missouri St U	6900
Jackson St U	5000	U of Missouri	19200
Mississippi St U	10500	NW Missouri St U	4500

# Glossary

## 2.6 Pull-down Menus (Cont'd)

### *Using the On-Screen Glossary (Cont'd)*

To return to the normal, arrow-shaped cursor, press **Command G** or pull down the **InfoWindow** menu and click on **Glossary**.

### *Using the InfoWindow and Printing a Screen*

When a question reads "See Passage #...", "See Hint #...", or something similar:

1. Pull down the **InfoWindow** menu.
2. Click on the darkened option to display the information needed.
3. To return to the question, press any key on your keyboard or click anywhere on the screen.
4. If you would like to print out the passage, hint, or figure (or any screen), press **Command Shift 4**.

## 2.7 Omitting a Question

Just click on **Omit** to skip a question. (For more information on omitting a question, see section 3.5.)

## 2.8 Retaking a StudyWare Test

You may take a StudyWare Test as many times as you like, but before retaking, you must erase your original answers.

1. Pull down the **Tests** menu.
2. Click on **Erase Test**.

Rockhurst Col	3014	Montana St U	9208
SW Missouri St U	13000	U of Montana	7100
Eastern Montana Col	2680	U of Nebraska	18261

# Cliffs Exams

## 2.9 Using Cliffs Test Preparation Guides with StudyWare Test Preparations

For additional help preparing for your exam, StudyWare provides Cliffs Test Preparation Guides. StudyWare will automatically score and diagnose both full-length Cliffs Exams.

### *Taking a Cliffs Exam*

1. Open your Cliffs Test Preparation Guide to Exam 1 or Exam 2.
2. Click on **Cliffs Exams**.
3. Click on the test you want to take.
4. Use the mouse, or a combination of the mouse and keyboard, to mark your answer choices on-screen.

If you mark an answer choice but want to change it, you may do so simply by clicking on the new choice. If you want to leave the question unanswered, press **O** to omit the question (this will only work after you have made an answer choice).

### *Completing a Section*

If you have finished a section of a Cliffs Exam and are ready to go on to the next section, press **N**. Remember that once you mark a section "Complete," you cannot return to that section.

U of Nevada, Las Vegas	8000	Dartmouth Col, NH	5000
U of Nevada, Reno	7300	Rutgers St U, NJ	3300
U of New Hampshire	10100	Rider Col, NJ	3100



# Cliffs Exams

## 2.9 Using Cliffs Test Preparation Guides with StudyWare Test Preparations (Cont'd)

### *Taking a Break*

If you want to stop in the middle of a Cliffs Exam and return to finish later, just pull down the **File** menu and click on **Quit Cliffs Exam**.

When you return to the exam, you will find your answer choices and the clock just as you left them!

### *Cliffs Reports*

If you want to check on your progress at any time during the Cliffs Exam, you may do so:

1. Pull down the **Cliffs Exam** menu.
2. Click on **Report Results of Exam**. This will direct you to a new Cliffs Exam Results menu.
3. Click on **Cliffs Exam Results**.
4. Click on the option you want: **Topic Breakdown**, **Items Missed**, or **Results Graph**.

### *Retaking a Cliffs Exam*

You may repeat a Cliffs Exam as often as you like:

1. Pull down the **Cliffs Exams** menu.
2. Click on **Erase Exam Results**.
3. Click on **Take Exam**.

NJ Institute of Tech	4400	Eastern New Mexico U	3750
Trenton St Col, NJ	5100	Western New Mexico U	1200
U of New Mexico	14600	St U of NY, Albany	12000

# Problems

## 2.10 Copying StudyWare Diskettes for Archival Purposes

StudyWare allows licensed owners to copy StudyWare diskettes in case anything happens to damage your originals. (See the license and warranty information for more details.)

*Note:* When running StudyWare from copied diskettes for the first time, the **Reconfigure** menu will appear. Click on **Reconfigure**. (For more information on reconfiguring, see sections 2.3 and 2.11.)

## 2.11 Common Problems

Although StudyWare for the Macintosh has been designed to be simple to use, experience tells us that there are a few stumbling blocks, all of which can be avoided.

*Memory-Resident Programs, or 'INITs'*

If you have a **print spooler**, **multi-finder**, **screen saver**, or other memory-resident program, you may get one of several errors:

- ☐ a bomb
- ☐ a loop where the Macintosh will keep asking you to switch diskettes
- ☐ an "out of memory" message or error #7

If any of these problems occur when you are using StudyWare:

1. Remove the memory resident program(s) from your system folder.
2. Set the memory resident program(s) on the Macintosh desktop, or in a temporary "Utilities" folder.
3. Reboot your Macintosh.
4. If this solves the problem, start plugging the INITs back in until you find the one that is causing the problem.

St U of NY, Buffalo	18505	Long Island U, NY	4550
Fordham U, NY	14000	Columbia U, NY	15000
Yeshiva U, NY	4150	Saint John's U, NY	19234

# Problems

## 2.11 Common Problems (Cont'd)

### *Reconfiguring*

If you install StudyWare on your hard drive but do not eject the StudyWare diskette *before* you get the **Reconfigure** menu, you will reconfigure to the floppy drive, not the hard drive. The next time you run the program from the hard drive, the computer will look for information in the floppy drive and, of course, not find anything there. You will get a "Please Insert Disk" message.

If this happens:

1. Reboot your Macintosh.
2. Erase the entire contents of your StudyWare folder.
3. Repeat the hard drive installation. (See section 2.2.)
4. Remember to eject the StudyWare diskette *before* you run the program from the hard drive.

## 2.12 Exiting StudyWare

At any point, you may exit the system:

1. Pull down the **File** menu.
2. Click on **Quit StudyWare**.

If you are in the middle of a Test or Drill, the system will ask you to confirm that you really want to exit and will then return you to the Macintosh desktop.

Adelphi U, NY	5350	New York Univ	15500
Hofstra U, NY	8000	RIT, New York	10000
Ithaca Col, NY	5900	U of NC, Chapel Hill	20000

# General Info

## Part III Using StudyWare Test-Preps

Information in Part III of this manual applies to both MS DOS and Macintosh users.

### 3.1 The StudyWare Test-Prep System

#### *Strategies*

There are many ways to use StudyWare with Cliffs Test Preparation Guides to help you prepare for your upcoming exam. No single method is best for everyone, but for excellent results, the experts at StudyWare suggest you work through the following steps at your own pace:

1. **Take a look at the "Study Guide Checklist" in the Cliffs Test Preparation Guide.** Follow all the suggestions up to, but not including, taking Practice Test 1. Note especially the section on how to deal with guessing on questions. This varies from test to test and Cliffs (in the "Questions Commonly Asked" section) will advise you as to the best strategy for your particular exam.
2. **Take StudyWare Test 1 in Test Mode.** During this first practice test, concentrate on getting correct answers. Do not worry about how much time you are taking. Do note, however, using the "Section Summary" screens, how much time you spend on each section. Even though improving your time is not the focus now, in later practice tests you will concentrate on improving your time. You will want to compare the time spent on all of your previous tests.
3. **Generate and print out "Items Missed" and "Topic Breakdown" reports.**

U of NC, Charlotte	13400	North Carolina St U	21000
Western Carolina U, NC	4800	Wake Forest U, NC	4935
Duke U, NC	9000	North Dakota St U	8500

# Strategies

## 3.1 The StudyWare Test-Prep System (Cont'd)

### *Strategies (Cont'd)*

4. In the Topic Breakdown report, note in which areas you scored under 50%. (If you scored higher than 50% in all sections, choose your four weakest areas.) **Review the Cliffs Test Preparation Guide pages suggested by the "Topic Breakdown" report for your weak areas.**
5. **Take the StudyWare Drills in Tutor Mode** in all areas in which you scored under 50% (or your four weakest areas). Although the on-screen clock is running, there is no need to rush. Spend time browsing through all of the explanations for correct and incorrect answers.
6. **Take Cliffs Exam 1.** While taking this exam, concentrate primarily on getting correct answers, but be aware of how much time you are spending on each question. Refer to the Cliffs book for exactly how much time you will be given to complete each section of the actual exam. Using the on-screen clock and section summary screens, note how much time you spend on each section.
7. **Generate and print out "Items Missed" and "Topic Break down" reports.** Compare these reports with the results of StudyWare Test 1 and note any improvements.
8. **Repeat steps 4 & 5,** but this time for areas in which you scored under 75% (or your six weakest areas).
9. **Take StudyWare Test 2.** Be sure to time yourself with the on-screen clock. Attempt to keep your time for each section under the amount of time you will have in the actual test.
10. **Generate and print out "Items Missed" and "Topic Break down" reports.**

U of North Dakota	9730	Ohio Univ	15000
Minot St U, ND	3000	Bowling Green St U, OH	15000
U of Akron	16600	Cincinnati Tech Col	4700

# Test or Tutor

## 3.1 The StudyWare Test-Prep System (Cont'd)

### *Strategies (Cont'd)*

11. If your weakest areas are *not* the same ones you have already reviewed twice, follow steps 4 and 5. However, if your weakest area are the same ones as before, use the **Items Missed** report, and **review the items you missed on StudyWare Test 1, this time in Tutor Mode**. Also, use the Items Missed report for Cliffs Exam 1. Review the questions you missed, then look up the correct answers and explanations.
12. **Take Cliffs Exam 2.** Be sure to keep within the allotted time. If you run out of time, skip the rest of the questions. After all, that is what will happen when you take the actual test.
13. **Generate this final report and compare it with the three previous tests.** Note the improvement you have made since you began using the StudyWare Test-Prep System.

## 3.2 Test Mode vs. Tutor Mode

StudyWare Test Preparations offer you two ways to answer questions.

### *Test Mode*

Test Mode is used to measure your current test-taking skills by simulating an actual exam situation. Just as in a real exam, in Test Mode you choose the best answer or skip the question. Repeat until you complete the StudyWare Test or Drill section.

Taking a StudyWare Test in Test Mode indicates how you might do on a real exam and gives you valuable test-taking experience. Taking a Drill in Test Mode provides additional test-taking experience.

Cleveland St U	9700	Ohio St U, Marion	4059
Ohio St U	41500	Miami U Oxford, OH	14500
Wright St U, OH	10500	Oberlin Col, OH	2700

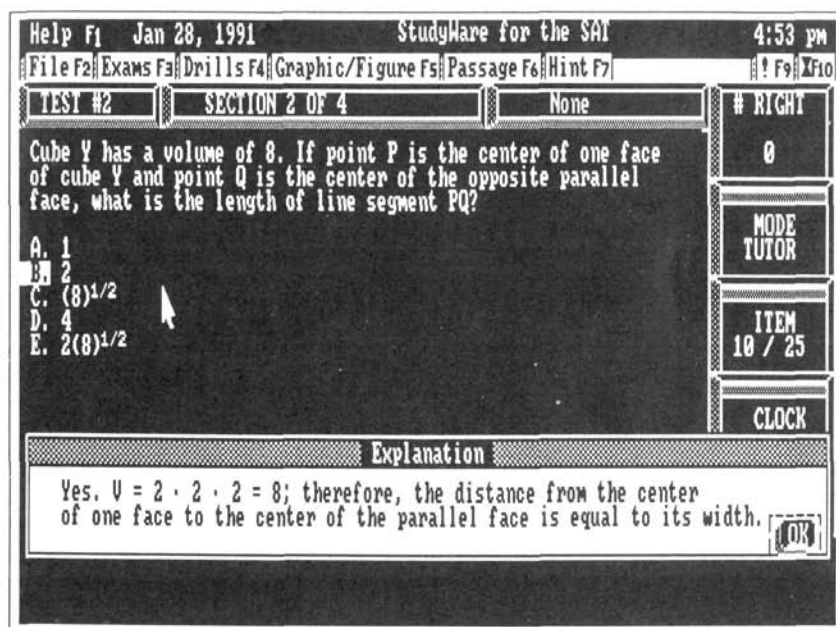
# Test or Tutor

## 3.2 Test Mode vs. Tutor Mode (Cont'd)

### *Tutor Mode*

Tutor Mode is used to improve your subject matter skills by giving you instant feedback on correct and incorrect answer choices.

In Tutor Mode, you still choose the best answer. Then StudyWare provides you with an instant response to your correct or incorrect answer choice. For instance, if your first answer choice is incorrect, a window pops up that explains why the choice is incorrect. You may then browse through the rest of the explanations *without being timed*. If your second guess is incorrect, the letter of the correct answer will be highlighted. The clock will automatically resume when you go to the next question.



*A StudyWare explanation window - available in Tutor Mode.*

Cuyahoga Comm Col, OH  
Belmont Tech Col, OH  
U of Toledo

3000  
2000  
15298

Oklahoma City Comm Col  
Oklahoma St U  
Tulsa Jr Col, OK

8500  
17000  
6500

# Test or Tutor

## 3.2 Test Mode vs. Tutor Mode (Cont'd)

Remember:

- ☐ Tutor Mode displays explanations for correct and incorrect answer choices
- ☐ Test Mode does *not* display explanations
- ☐ you may take the StudyWare Tests and Drills in both Test and Tutor Modes
- ☐ you may use all StudyWare features, including the glossary, in both Test and Tutor Modes

## 3.3 Measuring Your Progress

### *Drills*

When taking a Drill, in either Test or Tutor Mode, you will be given a mini-progress report at the end of each completed Drill section. You may use this to determine which Drills you have mastered and which Drills you need to practice.

### *Tests*

After you complete a section of a StudyWare Test, in either Test or Tutor Mode, you will get a "Section Summary" screen. When you complete an entire StudyWare Test, access the **Reports Menu** for a detailed look at how you have done on the entire test. It is a good idea to print out these reports so you can compare your early results with your later ones.

U Center at Tulsa, OK	4000	Lane Comm Col, OR	7700
SW Oklahoma St U	4085	U of Oregon	18000
Oregon St U	15350	Portland Comm Col	10000



# Reports

## 3.3 Measuring Your Progress (Cont'd)

### *Reports Menu*

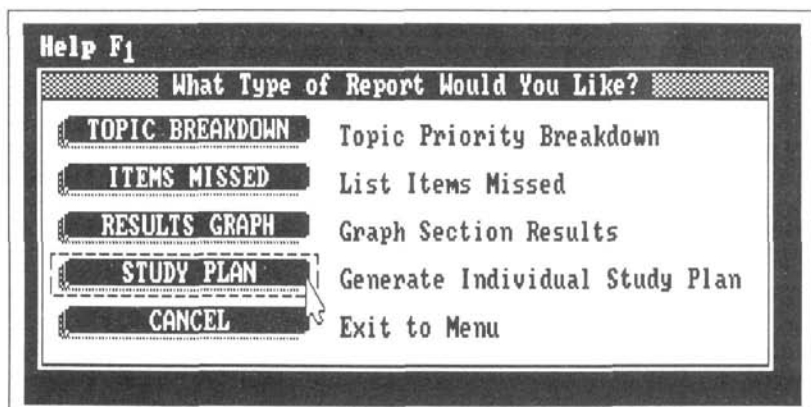
Since you are using StudyWare to raise your test score, we provide three types of reports to help you track your progress.

Topic Breakdown - tells you the number and percentage of questions answered correctly in each category, and in total. To improve your score, use the Cliffs book included in your package. The page numbers on the **Topic Breakdown** screen will indicate exactly where to look for the specific type of help you need.

Items Missed - lists items answered incorrectly or omitted.

Results Graph - displays a bar graph which illustrates how well you have performed on each section of the StudyWare Test.

Study Plan - gives you an overall breakdown of how well you did on the entire test and lists suggested practice sessions from both the Cliffs Guides and StudyWare drills.



*StudyWare allows you to generate a variety of reports.*

Portland St U	8900	Bloomsburg U of PA	5500
Temple U, PA	32000	California U of PA	5250
Lehigh U, PA	4450	Widener U, PA	4082

# Clock

## 3.4 The On-screen Clock

Pacing yourself is a very important aspect of any test-taking strategy. The on-screen clock is there to make you aware of how long you are spending on each question. StudyWare does not penalize you for taking your time with the Tests or Drills. However, if you are taking too long on the practice exams, you will probably run out of time when taking the actual exam for which you are preparing. Take note of your time and try to improve it along with improving the percentage of questions answered correctly.

## 3.5 Omitting a Question

### *Drills*

StudyWare Drills do not penalize you for omitting questions. For example, if a section has ten questions, and you omit five but answer the other five correctly, you will receive a 100% score on your section summary for getting five correct answers.

### *StudyWare Tests*

Just as in a real exam, an omitted question will be counted as incorrect and will affect your score just like an incorrect answer.

*Note:* When taking the actual test for which you are preparing, it may actually *lower* your score to answer every question, especially if you cannot definitely eliminate even one answer choice. The SAT, for example, subtracts a fraction of a point for every incorrect answer, but subtracts nothing for an omitted question. In this case, you are penalized more for marking an incorrect answer than for omitting the question. Find out how your test will be scored by looking at "Questions Commonly Asked" in your Cliffs book, and practice using the method that will get you the highest score possible on your actual exam.

Lafayette Col. PA	2005	Millersville U of PA	5100
Edinboro U of PA	6409	Drexel U. PA	7798
Indiana U of PA	11500	Carnegie-Mellon Univ	6656

arrow keys 4, 18

choosing an answer 11

Cliffs reports 21

Cliffs Test Preparation Guides 24-25, 30

(IBM, Tandy, Compatibles) 7-8

(Macintosh) 20-21

clock, on-screen 30

common problems (Macintosh) 22-23

completing a Cliffs Exam section 20

control panel 6, 11, 12

copy protection 1

DeskMate, with 1-3

DeskMate, without 1-2, 4

Dialog Box 5

distribution diskettes 1

Drills 10, 28

ERASE CLIFFS EXAM 8, 10

Erase StudyWare Test 10

ERASE TEST 7

erase test results 19, 21

Esc 4

Exams 10

Exit (from IBM, Tandy, Compatibles) 7, 9

(from Macintosh) 23

F1 (Help) 4, 9

F2 (File) 9-10

F3 (Exams) 3, 10

F4 (Drills) 10

F5 (Graph/Figure) 11

F6 (Passage) 11

F7 (Hint) 11

File 9

finder 14

function keys 4

glossary, on-screen 28

(IBM, Tandy, Compatibles) 12

(Macintosh) 18-19

"GO" icon 13-16

GO TO 12

Graph/Figure (F5) 11

hard drive

(IBM, Tandy, Compatibles) 1, 3

(Macintosh) 13-14

HELP/INFO, on-screen 8-9

Hint, on-screen 11

INITs 22

InfoWindow 18-19

installation

(IBM, Tandy, Compatibles) 1-2

(Macintosh hard drive) 13

items missed 24-25, 29

keyboard 4, 11

letter keys 4, 18

List Box 5

Main Menu (IBM, Tandy, Compatibles) 6-8

MARK ANSWERS 8

math symbols 10

mouse (IBM, Tandy, Compatibles) 4, 11

multi-finder 14, 22

memory resident programs 22

NEXT SECTION 8

NEXT QUESTION 12

omit (a question) 19

omitting a question 30

one floppy drive (Macintosh) 16

out of memory 22

pacing yourself 30

passage (reading) 11

pause (IBM, Tandy, Compatibles) 9

pull-down menus

(IBM, Tandy, Compatibles) 8-11

(Macintosh) 14

PREVIOUS QUESTION 12

print item/screens

(IBM, Tandy, Compatibles) 9, 11

(Macintosh) 19

printer, IBM Graphic or Laserjet 1

reconfigure 14, 23

Results Graph 29

REPORT ON TEST 6

REPORT ON CLIFFS EXAM 8, 10

Report on StudyWare Test 10

Reports menu 28-29

retaking a Cliffs Exam 21

RETURN TO MENU 8

Run 2

screen-saver 22

Sound ON/OFF 10

space bar 18

spooler 22

Start-up

(IBM, Tandy, Compatibles) 2-4

(Macintosh) 14-16

strategies, test-taking 24-26

system requirements

(IBM, Tandy, Compatibles) 1

(Macintosh) 13

TAKE CLIFFS EXAM 10, 25

(IBM, Tandy, Compatibles) 8

(Macintosh) 20

take StudyWare Test 10

TAKE DRILLS 7, 10

TAKE TEST 6, 21

Tests 18

Tests menu (Macintosh) 19

Test options 6-7

Test Mode 6-7, 17, 26-28

Topic (Priority) Breakdown 24-25, 29

Tutor Mode 6-7, 17, 25, 26-28

two floppy drives

(IBM, Tandy, Compatibles) 3

(Macintosh) 15

utilities diskette (Macintosh) 15-16

Available from



The StudyWare Test Preparation Series:

- StudyWare for the **SAT**
- StudyWare for the **ACT**
- StudyWare for the **GRE**
- StudyWare for the **LSAT**
- StudyWare for the **GMAT**
- StudyWare for the **NTE**
- StudyWare for the **CBEST**

The StudyWare Course Review Series:

- StudyWare for **Biology**
- StudyWare for **Calculus**
- StudyWare for **Chemistry**
- StudyWare for **Economics**
- StudyWare for **Physics**
- StudyWare for **Statistics**

Also Available from StudyWare:

- **BABY-NAMER!**
- **Mission: UFO**

Available for: IBM (5.25 & 3.5), Tandy, and compatibles  
Macintosh  
Apple II Family (SAT and ACT only)