



## How to get started: Installing Raosoft® EZSurvey 2004®

1. Insert the **EZSurvey 2004** disk in your CD-Rom drive. EZSurvey 2004 runs on Windows 2000/2003/NT/XP.
2. Wait about 30 seconds for the setup program to start automatically. If the setup program has not appeared then click the **My Computer**
3. Click the setup program on the CD-Rom.
4. You will be prompted with the first step of the EZSurvey installation. Read the introduction and click **Next**.

**Important:** If you have purchase a network license, you mucs also download the network client installer from our download page at <http://www.raosoft.com/downloads/fullexecs/>. If you have not received a download password, please call us at (206) 525-4025, or email us at [raosoft@raosoft.com](mailto:raosoft@raosoft.com)

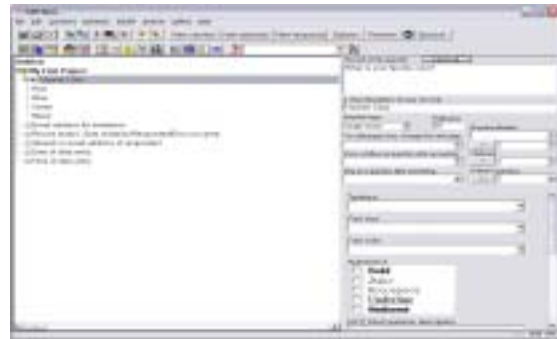


## New EZSurvey 2004 tutorial

Start EZSurvey by selecting the EZSurvey icon in the Start menu. Open the existing form DEMOFORM.EZF to view an example of a completed form. Close the DEMOFORM.EZF form when you are ready to write your own form.

1. Select **File | New | EZSurvey Project** from the menu. Type in the project name you want to create then select **Save**. The default options are fine for a practice form.
2. You will see the Edit Form window with the name of your project being the first section title. To make a new question, select the **New question** button in the middle of the tool bar. A new question with the text *"Type your question text here"* appears in the list on the left hand side. This list shows all of the questions and objects in your form. You can select a question and use the right side of the window to make changes. Select the text area named *The text of the question* and edit it to say *"What is your favorite color?"*
3. Set the question type to **Single choice**. To learn about other question types please see the online help.
4. You can type in a short description of the question, such as *"Favorite color"* in the box *A short description, for your use only*. It is used to replace the longer question text in *"The text of*

*the question"* box for identification during Analysis work.



5. Select the **New response** button next to the **New question** button on the tool bar. This will create a default response with the text *"Type your response text here"* and it will have a *Response code* of "1". This is the method you should use to create an answer set corresponding to your question.
6. Modify the default response text in the *Response text* box. Change it to *"Red"*. The response code can be left as is or changed. The response code is used by the database to identify responses.
7. Your response is now added and you are ready to continue.
8. Add the responses *"Blue"*, *"Green"*, and *"Black"* by repeating steps 5 - 6.

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9. To add a new question, select **New question** and repeat as above. The default question-type will be the same type as the last question used. Change it to another question type as desired.
10. Continue to add additional questions by repeating steps 2 - 8. Try adding a write-in text question.
11. Save the survey by selecting **File | Save** or **File | Save as** and typing in a filename.
12. To see what your survey looks like as send out text, select **Publish | Create a text email form**. A window will open with the survey and fields to enter the address to sent it to. You can also select **File | Export | Text (email)** and then type in a filename to save under, such as MYFORM.TXT. You can view this file in any text editor.
13. To see your survey as HTML, select the **Preview** button in the middle of the tool bar. A web page with your survey will open in your default web browser. You can also select **File | Export | HTML** and then type a filename to save under, such as MYFORM.HTML. To view this file, load it into your web browser.
14. Let's see how EZSurvey's analysis works now. Open the file DEMOFORM.EZF and select the menu item **Analysis | Summary**. Select the **For-**

**mat** tab and then select **Pie chart**. Select **OK** and a window will appear with a graph of data



for each question in the form. Select **Analysis | Summary** and then try some of the different graph types and options.

15. You may want to save a graph as an Adobe Acrobat PDF file. Select a graph to highlight it, then save with **File | Export | PDF(Acrobat)**. You may now view the graph in an Acrobat reader.
16. If you want to customize your reports more, our **Raosoft EZReport** program will give you great flexibility and power. Our **RapidReport** program will give you default reports instantly. See



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### Use this form to order EZSurvey today!

You can have the full version of EZSurvey for only \$399! Fax this form to us at 206-525-4947 or call the number above.

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Shipping \_\_\_\_\_ \$18

(WA St tax 8.8%) \_\_\_\_\_

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