Survey Crafter, Inc.

Survey Crafter Walkthrough

Summary:	Entering the example employee satisfaction survey in Survey Crafter Professional's Survey Designer window
Walkthrough:	SCWT-SCP330-0407601
Applies to:	Survey Crafter Professional 3.3.0 or later
Торіс:	Surveys
Last Updated:	Tuesday, March 16, 2004
More Info:	Click here for more walkthroughs

Synopsis

This tutorial walks you through entering the example employee satisfaction survey in Survey Crafter Professional's Survey Designer window.

Briefly, the following procedure has you do the following:

- 1. Create a new study file
- 2. Create a new survey in the study
- 3. Write the employee satisfaction example survey
- 4. Save the study file

Notes

These instructions assume you are using Survey Crafter Professional 3.3.0 or later.

To determine what version of Survey Crafter Professional you are using, choose About Survey Crafter Professional from Survey Crafter Professional's Help menu.

If you would rather copy and paste than type directly into the Survey Designer window, choose Paste Special from the Edit menu and select the "Unformatted Text" option. This allows the text you are pasting to inherit the settings of the prevailing font.

Walkthrough

Step 1

Start Survey Crafter Professional.

If Survey Crafter Professional displays the evaluation dialog box, click on the Close button. Survey Crafter Professional displays the Welcome dialog box.



Figure 1: Survey Crafter Professional's Welcome dialog box

If Survey Crafter Professional does not display the Welcome dialog box, then if Survey Crafter Professional displays the Tip of the Day dialog box, read the tip and click on the OK button. Then choose New from Survey Crafter Professional's File menu and skip to step 3.

Step 2

Click on the "Start a New Study" button on the Welcome dialog box.

If Survey Crafter Professional displays the Tip of the Day dialog box, read the tip and click on the OK button.

Survey Crafter Professional displays the Study window.



Figure 2: Survey Crafter Professional's Study window

Step 3

Click on the New button on the Surveys tab of the Study window.

Survey Crafter Professional displays the New Survey Wizard dialog box.

Nev	v Survey Wizard - Step 1 of 3	×
		_
	Select the initial options for your survey. You can change your selections later from the Survey Designer window. For more, click on the Help button or press the F1 key.	
	You can at any time view the Survey Designer window in Print Layout, Web Layout or Interviewer Layout mode. Use the layout modes to print your survey on paper, publish your survey on the World Wide Web and tailor your survey for the built-in Interviewer.	
	Choose the Initial Layout Mode:	
	Web Layout	
	Select one or both of the following to more quickly insert new question blocks in your survey.	
	Show Drag and Drop Question Block Lauguts Toolbar	
	Select the following to have a border displayed around each page of your survey.	
	Display Page Border	
l		
	Help Cancel <back einish<="" td=""><td></td></back>	

Figure 3: Step 1 of 3 of the New Survey Wizard dialog box

Step 4

- Choose Web Layout under "Choose the Initial Layout Mode".
- Clear the "Insert Instructional Block" check box.
- Click to select the "Show Drag and Drop Question Block Layouts Toolbar" check box.
- Click to select the "Display Page Border" check box.
- Click on the Next button.

Survey Crafter Professional displays step 2 of 3 of the New Survey Wizard dialog box.

New Survey Wizard - Step 2 of 3				
		_		
	Select the initial options for your survey. You can change your selections later from the Survey Designer window. For more, click on the Help button or press the F1 key.			
	A block style is a set of predefined formatting options that you can apply to a question block. If you want, you can apply a different block style to each question block in your survey.			
	Click on the button to the right of the drop down to add your own block styles or to modify or remove existing block styles.			
	Choose the Initial Block Style:			
	Blue/White Grid			
	The default font is used when you first start typing in the Survey Designer window. You can also use the default font when you insert new question blocks.			
	Default Font			
	When you insert a new question block:			
	Use the Default Font			
	Help Cancel < <u>Back</u> <u>N</u> ext > <u>Finish</u>			

Figure 4: Step 2 of 3 of the New Survey Wizard dialog box

Step 5

- Choose "Blue/White Grid" under "Choose the Initial Block Style".
- Click on the "Default Font" button and select the font you would like the survey to use.
- Choose "Use the Default Font" under "When you insert a new question block".
- Click on the Next button.

Survey Crafter Professional displays step 3 of 3 of the New Survey Wizard dialog box.

Ne	w Survey Wizard - Step 3 of 3	×
	Select the initial options for your survey. You can change your selections later from the Survey Designer window. For more, click on the Help button or press the F1 key.	
	You can have Survey Crafter Professional check the spelling of the words as you are typing. You can also choose which spelling dictionary you want to use for your survey.	
	Click on the button to the right of the drop down to add your own spelling dictionaries or modify the locations of the files of existing spelling dictionaries.	
	Spell Checking As You Type	
	Spelling <u>D</u> ictionary:	
	US English 🗾	
	Default "No Reply" Prompt:	
	No Reply	
	Prompt for Drop Down and Single-Selection List Box Controls:	
	- Select One -	
	Help Cancel < Back Next > Finish]

Figure 5: Step 3 of 3 of the New Survey Wizard dialog box

Step 6

Do the following:

- Click to select the "Spell Checking As You Type" check box.
- · Choose the spelling dictionary you want to use under "Spelling Dictionary".
- Click on the Finish button.

Survey Crafter Professional displays the Survey Information dialog box.

Survey Information	×
Name:	ОК
Employee Satisfaction Survey	Cancel
Description:	
Software-R-Us Employee Satisfaction Survey for March 2004.	<u>H</u> elp

Figure 6: Survey Information dialog box

Step 7

- Type the name of the survey under "Name".
- Type the description of the survey under "Description".
- Click on the OK button.

Survey Crafter Professional displays the Survey Designer window.

🕎 Survey Crafter Professional - [Web Layout - Employee Satisfaction Survey]	
S File Edit View Insert Format Table Block Web Window Help	
	1
▲ Arial ▼ 10 ■ B I U ■ ■	
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	For 1 Closed-End Question
	▼ Number □ Notes □ Label
	N QUESTION 0 PROMPT 1 0 PROMPT 2 0 PROMPT 3 : :
	N QUESTION O PMT 1 O PMT 2 O PMT 1 O PMT 2 O PMT 2 I I I I I I I I I I I I I I I I I I I
	PRDMPT 1 0 PRDMPT 2 0
Ready	1.

Figure 7: Survey Crafter Professional's Survey Designer window

Step 8

Do the following:

- Choose 16 from the font size drop down on the formatting toolbar.
- Click on the "Bold" toolbar button on the formatting toolbar.
- Click on the "Center" toolbar button on the formatting toolbar.
- Type "Software-R-Us Employee Satisfaction Survey".
- Make sure the cursor is at the end of the title and press the Enter key.

Survey Crafter Professional displays what you typed and the cursor is blinking in the middle of the next line.

Step 9

- Click on the "Align Left" toolbar button on the formatting toolbar.
- Choose Default Font from the Format menu and click on the OK button.
- Make sure the cursor is on the line below the title and press the Enter key.

The cursor is now blinking two lines below the title on the left.

Step 10

Do the following:

- Type "Please take care in completing the following survey. Your answers will be instrumental in helping to improve the quality of life at Software-R-Us."
- Press the Enter key.

Survey Crafter Professional checks the spelling while you type. A red squiggly line appears under words that Survey Crafter Professional cannot find in the spelling dictionary.



Figure 8: Survey Designer window with title and instructions

Step 11

Do the following:

- Choose "For Multiple Closed-End Questions" on the Question Block Layouts toolbar.
- Click to select the "Number" check box on the Question Block Layouts toolbar.
- Clear the "Notes" and "Label" check boxes on the Question Block Layouts toolbar.
- · Scroll the gallery of block layouts below until you see the 5th row.
- Click once on the layout that shows "Rank" on the right.
- Keep the mouse over the layout for a few seconds.

Survey Crafter Professional displays a tip window that shows basic information about the block layout. The tip should indicate the block layout is "[O60] For Multiple Closed-End Questions".

• Double-click on the block layout.

Survey Crafter Professional displays an online help topic for the block layout. The online help has a topic for each block layout.

• Read about the block layout and then close the online help window.

Step 12

Click on block layout [O60] on the Question Block Layouts toolbar, hold the left mouse button down and drag the layout into the Survey Designer window. When the cursor is pointing below the last line in the Survey Designer window, release the mouse button.

Survey Crafter Professional displays a question block with 5 questions and 5 prompts.



Figure 9: Survey Designer window with a new multiple closed-end question block

Survey Crafter Professional draws a blue border around the question block. Because you chose the "Blue/White Grid" block style in the New Survey Wizard dialog box, Survey Crafter Professional draws lines around each cell in the question block and alternates blue and white.

Step 13

- Choose Paragraph / Above Block from the Insert menu.
- · Double-click inside the question block

Survey Crafter Professional displays the Question Block Wizard dialog box.

Question Block Wizard - Edit Block - Step 1 of 4
Type Questions Prompts Rules
Instructions Choose the block type, select the block's optional components and click on a layout picture. For more information about a block layout, double-click on the layout's picture.
Block Type Optional Block Components For Multiple Closed-End Questions Image: Number Number Notes
Gallery of Block Layouts
N TEXT Q1 0 P1 0 P2 ··· Q2 0 P1 0 P2 ··· Q5TN 1 U3 0 P1 0 P2 ··· ··· ··· ···
$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$
Help Cancel < Back [Next>] Einish

Figure 10: The Type tab of the Question Block Wizard dialog box

The Type tab of the Question Block Wizard dialog box displays the same settings you chose from the Question Block Layouts toolbar. Like on the Question Block Layouts toolbar, you can move the mouse over a block layout to see the layout tip window and doubleclick on a layout picture to read about the block layout in the online help.

You can also at any time change the Block Type, selection of optional block components and/or choice of layout.

Step 14

Keep the original settings in the Type tab and click on the Next button.

Survey Crafter Professional displays the Questions tab of the Question Block Wizard dialog box.

Question Block Wiza	rd – Edit Block – Step 2 of 4	x
Type Ques	tions Prompts Rules	
Instructions TEXT RANK P1 P2 P3 RANK Q1 0 0 0 RANK I::::::::::::::::::::::::::::::::::::	Choose Custom if you want to type your questions directly in the Survey Designer window. Enter the number of questions you want to include in the block. Choose From List to have Survey Crafter Professional automatically type your questions for you by using a predefined list. Click on the button to the right of the drop down to edit the list library.	
Questions © Custom © From List © Bandomize quest	Number of questions: 5	
<u>H</u> elp	Cancel < <u>B</u> ack <u>Next</u> <u>F</u> inish	

Figure 11: The Questions tab of the Question Block Wizard dialog box

The Questions tab of the Question Block Wizard dialog box allows you to choose how many questions you want the question block to contain. You can choose "Custom" and enter a number or choose "From List" and select a list.

Step 15

- Make sure "Custom" is selected.
- Make sure "Number of questions" is 5.
- Click on the Next button.

Survey Crafter Professional displays the Prompts tab of the Question Block Wizard dialog box.

Type Questions Prompts Rules Instructions Encode Custom if you want to type your prompts directly in the Survey Designer window. Enter the number of prompts you want each question in the block to use. Choose Custom if you want to type your prompts directly in the Survey Designer window. Enter the number of prompts you want each question in the block to use. Encode Custom if you want to type your prompts directly in the Survey Designer window. Enter the number of prompts you want each question in the block to use. Choose From List to have Survey Crafter Professional automatically type your prompts for you by using a predefined list. Click on the button to the right of the drop down to edit the list library. Prompts © Lustom Number of prompts: 5 © Lustom Number of prompts: 5 Add "No Reply" prompt Bandomize prompts (Web only)	Question Block Wizard - Edit Block - Step 3 of 4
Instructions Choose Custom if you want to type your prompts directly in the Survey Designer window. Enter the number of prompts you want each question in the block to use. Choose From List to have Survey Crafter Professional automatically type your prompts for you by using a predefined list. Click on the button to the right of the drop down to edit the list library. Prompts 	Type Questions Prompts Rules
Prompts © _Custom Number of prompts: © From List Image: Compare the second s	Instructions Instructions Instructions Choose Custom if you want to type your prompts directly in the Survey Designer window. Enter the number of prompts you want each question in the block to use. Instructions Instructions
	Prompts
 C From List ✓ Add "No Reply" prompt ✓ Bandomize prompts (Web only) 	<u>Custom</u> Number of prompts: <u>5</u>
☐ <u>A</u> dd "No Reply" prompt ☐ <u>B</u> andomize prompts (Web only)	○ From List
Eandomize prompts (Web only)	Add "No Reply" prompt
	□ <u>R</u> andomize prompts (Web only)
Help Cancel < Back Next Finish	Help Cancel < Back Next Einish

Figure 12: Prompts tab of the Question Block Wizard dialog box

The Prompts tab of the Question Block Wizard dialog box allows you to choose how many prompts you want the question block to contain. You can choose "Custom" and enter a number or choose "From List" and select a list.

Step 16

- Click to select "From List".
- Click "..." on the button to the right of the drop down.

Survey Crafter Professional displays the List Library dialog box.

st Libra	ary				×
	Select a list to ins create new lists o	ert it into you r modify exist	r survey. You ing lists.	ı can also	<u>S</u> elect Close
	Name		Description		I <u>m</u> port
L Age	e	Age List			
🛯 Agr	ee/Disagree	Agree/Dis	agree List		Export
🛯 Edu	ucation	Education	List		I
🕒 Fre	quency	Frequency) List		
🛯 Ger	nder	Gender Lis	Gender List		
🕒 Imp	ortance	Importance	Importance List		
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🗉 Ma	rital Status	Marital Status List			
<u>N</u> ew	<u>С</u> ору	<u>E</u> dit	<u>I</u> nfo	<u>D</u> elete	
Preview	V:				
1	Under 25				
2	25 to 34				
3	35 to 44				
4	45 to 54				
5	55 to 64				
6	65+				

Figure 13: Survey Crafter Professional's List Library dialog box

Survey Crafter Professional comes with lists that you can use. You can edit any list or create new ones.

Step 17

- Scroll the list until you see a list called "Satisfaction".
- Double-click on the "Satisfaction" list.

Survey Crafter Professional displays the List - Satisfaction dialog box.

List - S	atisfaction		×
1	Very satisfied	-	ОК
2	Satisfied		
3	Neither satisfied nor dissatisfied		Lancel
4	Dissatisfied		
5	Very dissatisfied		Help
		•	
Арр	end <u>I</u> nsert <u>D</u> elete <u>Up</u> Dow <u>n</u>		

Figure 14: The List - Satisfaction dialog box

Step 18

- Click once to select the "Very satisfied" line.
- Click on the Delete button.
- Click once to select the "Very dissatisfied" line.
- Click on the Delete button.
- Click on the "Dissatisfied" line.
- Click on the Up button 2 times to move the line to the top.
- Click on the "Neither satisfied nor dissatisfied" line.
- Click on the Up button 1 time to move the line to the middle.
- Double-click on the "Neither satisfied nor dissatisfied" line.
- Type "Neutral" and press the Enter key.

Survey Crafter Professional displays the changed definition of the "Satisfaction" list.

Li	st - Sa	tisfaction		×
	1	Dissatisfied		ОК
	2	Neutral		
	3	Satisfied		Cancel
				Help
			-	
	Арре	nd Insert <u>D</u> elete <u>U</u> p Dow <u>n</u>		

Figure 15: The List - Satisfaction dialog box

Step 19

- Click on the OK button.
- Click on the Select button on the List Library dialog box.

Survey Crafter Professional shows that the question block is using the "Satisfaction" list for the prompts.

Question Block Wizard	- Edit Block - Step 3 of 4	×
Type Questio	ns Prompts Rules	
Instructions Cl Image: state sta	noose Custom if you want to type your prompts directly in the Survey esigner window. Enter the number of prompts you want each lestion in the block to use. noose From List to have Survey Crafter Professional automatically pe your prompts for you by using a predefined list. Click on the litton to the right of the drop down to edit the list library.	
Prompts		
<u>L</u> ustom Erom List	Number or prompts: 5	
☐ Add "No Reply" prot ☐ Bandomize prompts	mpt (Web only)	
<u>H</u> elp	Cancel < <u>B</u> ack <u>N</u> ext > <u>F</u> inish	

Figure 16: The Prompts tab of the Question Block Wizard dialog box

Step 20

- Clear the "Add 'No Reply' prompt" check box.
- Clear the "Randomize prompts (Web only)" check box.
- Click on the Next button.

Survey Crafter Professional displays the Rules tab of the Question Block Wizard dialog box.

Question Block Wizard - Edit Block - Step 4 of 4	×					
Type Questions Prompts Rules						
Instructions If the block supports a block number, choose the numbering rules you want to apply to the block. If the block contains one or more questions, choose the response rules you want to apply to the block. If the block contains one or more questions, choose the response rules you want to apply to the block.						
Numbering Rules Automatic Numbering Restart Numbering at: 1						
Response Rules Besponse is required Warn but allow respondent to continue if no response						
Help Cancel < Back Mext >						

Figure 17: the Rules tab of the Question Block Wizard dialog box

Step 21

- Click to select the "Automatic Numbering" check box.
- Clear the "Restart Numbering at" check box.
- Clear the "Response is required" check box.
- Click on the Finish button.

Survey Crafter Professional changes the question block in the Survey Designer window to reflect the changes you made in the Question Block Wizard dialog box.

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					For Multiple	Closed-End Questions	•
Software P		no Satisf	action Surv		V Number	🗆 Notes 🔲 La	abel
Soltware-r	COS Employ	ee Sausia		ey			
Please take care in completi	ng the following surve	y. Your answers	s will be instrument	tal in helping to	N TEXT		ᇽᅴ
Improve the quality of the at s	onware-K-Us.				0.2 O P1		
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	Dissatisfied	Neutral	Satisfied	lext			
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Кеаду							11.

Figure 18: Survey Designer window showing the "Satisfaction" list

Step 22

- In the "Text" area to the right of the block number, replace "Text" with "Please indicate your satisfaction. Then rank the importance from 1 to 5."
- In the "Text" area above "Dissatisifed", replace "Text" with "Satisfaction".
- With the cursor on "Satisfaction", click on the "Center" button on the Formatting toolbar.
- In the "Text" area on the right, replace "Text" with "Importance Ranking".
- With the cursor on "Importance", click on the "Center" button on the Formatting toolbar.
- Replace the "Question" areas with:
 - Software-R-Us as a place to work
 - The company's training program
 - Your compensation at Software-R-Us
 - The company's equity structure
 - Your health care benefits at Software-R-Us

The Survey Designer window should now look like this:

🕎 Surv	ey Crafter Profession	al - [Web Layo	out - Employee	Satisfaction	Survey]				
📚 Eile	<u>E</u> dit <u>V</u> iew <u>I</u> nsert F <u>i</u>	ormat <u>T</u> able	<u>B</u> lock We <u>b W</u>	<u>(</u> indow <u>H</u> elp				_ 5	L
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	╶╴╋┙┙┧╍╍┧╹╍╼	┶╍╌┨╦╍╍┦		·	┙┙┨╩┙┙┨┙╴	<u>-<u>6</u> <u>~</u></u>	Click and drag a layou	ut into the survey.	×
							For Multiple Closed-E	nd Questions	•
	Software-R	-Us Emplo	yee Satisfa	action Surv	rey		I Number □ Ng	otes 🔲 Label	
Pl	ease take care in completing prove the quality of life at So	g the following sur vftware R-Us.	vey. Your answers	will be instrumen	tal in helping to		N TEXT 1 0 P1 0 P2 ·· 2 0 P1 0 P2 ·· 3 0 P1 0 P2 ··	N TEXT	
1	. Please indicate your sat	isfaction. Then ra	nk the importance Satisfaction	from 1 to 5.	Importance				
		Diss atisfied	Neutral	Satisfied	Ranking				
	Software-R-Us as a place to work	0	0	0					1
	The company's training	0	0	0				TEXT TEXT P1P2 ··· P1P2 ···	
	Your compensation at Software R-Us	0	0	0					
	The company's equity structure	0	0	0	_				
	Your health care benefits at Software-R- Us	0	0	0					
						J			
T						×			
₿ 🔇	0 💒 🖉 🖉 🖉	1 🖞 🖉 🧶	1 🖸						
Ready									//

Figure 19: Survey Designer window with question and headings on the first group

Step 23

If you want to change the widths of the columns to make more room for the questions, do the following:

- Move the mouse pointer over the vertical line between "Neutral" and "Satisfied".
- Click and hold the left mouse button down and drag the border to the right until the border appears over the "S" of "Satisfied". Release the left mouse button.
- Move the mouse pointer over the vertical line between "Dissatisfied" and "Neutral".
- Click and hold the left mouse button down and drag the border to the right until the border appears over the "N" of "Neutral". Release the left mouse button.
- · Move the mouse pointer over the vertical line between the questions and "Dissatisfied".
- Click and hold the left mouse button down and drag the border to the right until the border appears over the "D" of "Dissatsified". Release the left mouse button.
- Repeat these steps until you have arranged the columns the way you want.

The Survey Designer window may look something like this:

🗑 Survey Crafter Professional - [Web Layout - Employee Satisfaction Survey]	
S File Edit View Insert Format Table Block Web Window Help	X
Blue/White Grid ▼ Arial ▼ 10 ▼ B I U = = = =	Ē≓≟≞⊞⊞
┍─── └ ┙┙┧┙┙┧ ² ┙┙┧┙┙┨ ³ ┙┙┧┙┙┧ ⁴ ┙┙┧┙┙┨ ⁶ ──	Click and drag a layout into the survey.
	For Multiple Closed-End Questions
Software-R-Us Employee Satisfaction Survey	Number Notes Label
Please take care in completing the following survey. Your answers will be instrumental in helping to improve the quality of life at Software R-Us. 1. Please indicate your satisfaction. Then rank the importance from 1 to 5.	N TEXT N TEXT Q1 O P1 O P2 ··· Q STN 1 Q2 O P1 O P2 ··· Q STN 2 Q3 O P1 O P2 ··· Q STN 2 : : : : : : : : : :
Satisfaction Importance Dissatisfied Neutral Satisfied Ranking	
Software R-Us as a place to work OOO	
Your company's training program 0 0 0 0	
The company's equity structure OOOO	
Ready	1

Figure 20: Survey Designer window with adjusted column widths for the first group

Step 24

Choose Save from the File menu to save your work.

Survey Crafter Professional displays the Save As Dialog box.

Save in: 🔁 Studies 💿 🔽 🖛 🛍 🕂	
🗀 Images 🛛 📓 Fashion.mkt	-
🗋 Templates 🛛 📓 Food.mkt	
📓 B&b.mkt 🛛 📓 Grocery.mkt	
🕅 Bank.mkt 🛛 📓 Politics.mkt	
🕅 Casestdy.mkt 🛛 🗃 Restarnt.mkt	
Employ.mkt	
File <u>n</u> ame: Untitled.mkt Save	
Save as type: Studies (*.mkt) Cancel	

Figure 21: Survey Crafter Professional's Save As dialog box

Step 25

Do the following:

- Navigate to a location on your hard disk or on a network drive to save your study file.
- Type a file name in the "File name" box.
- Click on the Save button.

Step 26

In the Survey Designer window, do the following:

- Move the cursor to the blank line below the question block.
- Choose Page Break from the Insert menu.

Survey Crafter Professional shows a second empty page below the page that contains the first question block.

😼 Survey Crafter Professional - [Web Lavo	ut - Employee Satis	faction S	urvev]			_ 0 ×
> File Edit View Insert Format Table E	lock Web Window	Help				_ & ×
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					For Multiple Closed-E	ind Questions 📃 💌
Software-R-Us Employ	/ee Satisfactio	n Surv	ey	וו	▼ Number □ N	otes 🔽 Label
Please take care in completing the following surv improve the quality of life at Software-R-Us.	, ey. Your answers will be k the importance from 1	: instrument.	al in helping to		N TEXT Q1 O P1 O P2 Q2 O P1 O P2 Q3 O P1 O P2	
1. Trease mulcale your satisfaction. men fail	Satisfaction		Importance			
	Dissatisfied Neutral	Satisfied	Ranking			
Software-R-Us as a place to work						
Your compensation at Software-R-Us	- ŏ ŏ	ŏ				N TEXT
The company's equity structure	l o l o	ō				P1P2 ·· P1P2 ··
Your health care benefits at Software R-Us	0 0	0				
Page	Break			J		
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Ready						//.

Figure 22: Survey Designer window with a second blank page

Step 27

Do the following:

- Move the cursor to the blank line on the second page.
- Type "In this next section, you will be given a series of statements about Software-R-Us."
- Press the Enter key 2 times.

Step 28

Do the following:

- Choose "For Multiple Rating Questions" on the Question Block Layouts toolbar.
- Click to select the "Number" check box on the Question Block Layouts toolbar.
- Clear the "Notes" and "Label" check boxes on the Question Block Layouts toolbar.
- Scroll the gallery of block layouts to the top until you see the 1st row.
- Click once on the layout in the 1st column of the 1st row.
- Keep the mouse over the layout for a few seconds.

Survey Crafter Professional displays a tip window that shows basic information about the block layout. The tip should indicate the block layout is "[R53] For Multiple Rating Questions".

Step 29

Click on block layout [R53] on the Question Block Layouts toolbar, hold the left mouse button down and drag the layout into the Survey Designer window. When the cursor is pointing below the last line in the Survey Designer window, release the mouse button.

Survey Crafter Professional displays a question block with 5 questions, each using the "Satisfaction" list for the prompts.

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1. Please indicate your satisfaction.	Then rank the importan	ce from 1 to 5.		-	imber 🔲 N <u>o</u> t	es 🔽 Label	
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Ready							

Figure 23: Survey Designer window with a new question block for multiple rating questions

Step 30

- Double-click inside the question block.
- Click on the Next button on the Type tab of the Question Block Wizard dialog box.
- Change the number 5 to 7 in the Questions tab of the Question Block Wizard dialog box.
- Click on the Next button on the Questions tab of the Question Block Wizard dialog box.
- Click on the "..." button to the right of the "From List" drop down.

Survey Crafter Professional displays the List Library dialog box.

List Library			×					
Select a list to inse create new lists or Lists:	rt it into your survey. You modify existing lists.	ı can also	<u>S</u> elect Close					
Name	Description		Import					
L Income	Income List							
L Marital Status	Marital Status List		Export					
L Probability	Probability List		I					
L Quality(7-pt)	Quality(7-pt) List							
L Quality(9-pt)	Quality(9-pt) List							
L Race/Ethnicity	Race/Ethnicity List							
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USA 50 States + DC	USA 50 States + DC							
<u>N</u> ew <u>C</u> opy	<u>E</u> dit <u>I</u> nfo	<u>D</u> elete						
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1 Dissatisfied								
2 Neutral	2 Neutral							
3 Satisfied								
		-						

Figure 24: Survey Crafter Professional's List Library dialog box

Step 31

- Scroll the list up until you see the "Agree/Disagree" list.
- Double-click on the "Agree/Disagree" list.
- Use the Up and Down buttons to reverse the order of the list.

The List - Agree/Disagree dialog box should look like this:

List - A	Agree/Disagree	×
1	Strongly disagree	• ОК
2	Disagree	
3	Neither agree nor disagree	Cancel
4	Agree	
5	Strongly agree	Help
App	end Insert <u>D</u> elete <u>Up</u> Dow <u>n</u>	-

Figure 25: The List - Agree/Disagree dialog box

Step 32

- Click on the OK button.
- Click on the Select button on the List Library dialog box.
- Click on the Finish button on the Question Block Wizard dialog box.

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Survey Crafter Professional displays the question block using the "Agree/Disagree" list.

Figure 26: Survey Designer window with the second group of question using "Agree/Disagree"

Step 33

- In the "Text" area to the right of the block number, replace "Text" with "Please indicate how strongly you agree or disagree with each statement."
- Replace the "Question" areas with:
 - I have the appropriate technology and tools to perform my job well.
 - Software-R-Us is a fun place to work.
 - Hard work at this company is adequately rewarded with promotions and increased compensation.
 - I work an appropriate number of hours each week.
 - I feel empowered to make decisions at Software-R-Us.
 - I feel comfortable speaking my mind to company management.
 - Management is interested in what I have to say.

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							5	✓ Number □ Notes □	 Label
In this n	ext section, you will be given as	series of sta	tements abo	out Software-	R-Us.				•
2. P	lease indicate how strongly you	agree or dis.	agree with e	ach stateme	nt.				
		Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree		LIST I O O O LIST I O O O O	0 0517 0 0577 0 0573
a	have the appropriate technology nd tools to perform my job well.	0	0	0	0	0			
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H ar pr	ard work at this company is dequately rewarded with romotions and increased ompensation.	0	0	0	0	0		PMT1 O O PMT2 O O PMT3 O O : : : :	0 PMT1 0 PMT2 0 PMT3 : :
	work an appropriate number of ours each week.	0	0	0	0	0			
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	feel comfortable speaking my	0	0	0	0	0			
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Ready									

The Survey Designer window should now look like this:

Figure 27: Survey Designer window showing the 2nd question block completed.

Step 34

Do the following:

- Move the cursor to the blank line below the second question block.
- Choose Page Break from the Insert menu.

Survey Crafter Professional shows a third empty page below the page that contains the 2nd question block.

Step 35

Do the following:

- Choose "For 1 Closed-End Question" on the Question Block Layouts toolbar.
- Click to select the "Number" check box on the Question Block Layouts toolbar.
- Clear the "Notes" and "Label" check boxes on the Question Block Layouts toolbar.
- Scroll the gallery of block layouts until you see the 3rd row.
- Click once on the layout in the 2nd column of the 3rd row.
- Keep the mouse over the layout for a few seconds.

Survey Crafter Professional displays a tip window that shows basic information about the block layout. The tip should indicate the block layout is "[O15] For 1 Closed-End Question".

Step 36

Click on block layout [O15] on the Question Block Layouts toolbar, hold the left mouse button down and drag the layout into the Survey Designer window. When the cursor is pointing below the last line in the Survey Designer window, release the mouse button.

Survey Crafter Professional shows a new closed-end question block that uses the "Agree/ Disagree" list.

📓 Survey Crafter Professional - [Web Layout - Employee Satisfaction Survey]									
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I feel empowered to make decisions at Software-R-Us.	0	0	0	0	0			1	
I feel comfortable speaking my mind to company management.	0	0	0	0	0			ī	
Management is interested in what I have to say.	0	0	0	0	0		O PROMPT 1 O PROMPT 2 O PROMPT 3 O PMPT 3 O PMPT 3 O PMPT 3		
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Ready								11.	

Figure 28: Survey Designer with a new closed-end question block

Step 37

Do the following:

- Double-click inside the question block.
- Click on the Next button on the Type tab of the Question Block Wizard dialog box.
- Change the selected list from "Agree/Disagree" to "Age".
- Click on the Finish button.

Survey Crafter Professional redisplays the question using the "Age" list.

Step 38

Replace "Question" with "What is your age?"

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Management is interested in what I have to say.	0	0	0	0	0		O PROMPT 2 O PROMPT 3	O PMPT 2 TXT 2 O PMPT 3 TXT 3	
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3. What is your age 1 ○ Under 25 ○ 25 to 34	O 35 to 44 O 45 to 54		0 55 0 65	to 64 +] _	N QUESTION O PMT1 O PMT2 O PMT3 O PMT4 : : : : : : : : :	N QUESTION O PMT10 PMT4 O PMT2 : : O PMT3 : :	
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Ready									//.

The Survey Designer window should now look like this:

Figure 29: Survey Designer showing the 3rd question block completed

Step 39

Click on block layout [O15] on the Question Block Layouts toolbar, hold the left mouse button down and drag the layout into the Survey Designer window. When the cursor is pointing below the last line in the Survey Designer window, release the mouse button.

Survey Crafter Professional displays a new closed-end question block that uses the "Age" list.

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I work an appropriate number of hours each week.	0	0	0	0	0		O PROMPT 1 O PROMPT 2	O PMT1 TEXT1 O PMT2 TEXT2			
I feel empowered to make decisions at Software-R-Us.	0	0	0	0	0		0 PROMPT 3 : : · ·	O PMT 3 TEXT 3			
I feel comfortable speaking my mind to company management.	0	0	0	0	0						
Management is interested in what I have to say.	0	0	0	0	0						
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Ready											

Figure 30: Survey Designer window showing the 4th question block

Step 40

Do the following:

- Double-click inside the question block.
- Click on the Next button on the Type tab of the Question Block Wizard dialog box.
- Change the selected list from "Age" to "Gender".
- Click on the Finish button.

Survey Crafter Professional redisplays the question using the "Gender" list.

Step 41

Replace "Question" with "What is your gender?"

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I feel empowered to make decisions at Software-R-Us.	0	0	0	0	0		O PROMPT 3	O PMT 3 TEXT 3		
I feel comfortable speaking my mind to company management.	0	0	0	0	0					
Management is interested in what I have to say	0	0	0	0	0					
O Under 25 C) 35 to 44		0 55	to 64			NQUESTION			
0 25 to 34	/ 45 to 54		0 65	+			OPMT1 OPMT2 OPMT3 OPMT4	0 PMT1 0 PMT4		
4. What is your gender?		O Male								
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T						Þ		PROMPT 1 0 PROMPT 2 0		
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Ready										

The Survey Designer window should now look like this:

Figure 31: Survey Designer showing the 4th question block completed

Step 42

Do the following:

- Choose "For 1 Open-End Question" on the Question Block Layouts toolbar.
- Click to select the "Number" check box on the Question Block Layouts toolbar.
- Clear the "Notes" and "Label" check boxes on the Question Block Layouts toolbar.
- Scroll the gallery of block layouts until you see the 1st row.
- Click once on the layout in the 1st column of the 1st row.
- Keep the mouse over the layout for a few seconds.

Survey Crafter Professional displays a tip window that shows basic information about the block layout. The tip should indicate the block layout is "[L01] For 1 Open-End Question".

Step 43

Click on block layout [L01] on the Question Block Layouts toolbar, hold the left mouse button down and drag the layout into the Survey Designer window. When the cursor is pointing below the last line in the Survey Designer window, release the mouse button.

1	Surve	y Crafter Professional - [We	b Layout	- Employe	e Satisfa	action Su	rvey]			<u>- D ×</u>
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l.		I work an appropriate number of hours each week.	0	0	0	0	0		For 1 Open-End Question	•
18	11	I feel empowered to make decisions at Software-R-Us.	0	0	0	0	0		Number Notes La	bel
18	11	I feel comfortable speaking my mind to company management.	0	0	0	0	0			
18		Management is interested in what I have to say.	0	0	0	0	0			
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	4.	What is your gender?		O Mala						
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Survey Crafter Professional displays a new open-end question block.

Figure 32: Survey Designer window with a new open-end question block

Step 44

Ready

Do the following:

8 9 9 💒 2 2 2 1 1 1 2 2

Question

- Double-click inside the question block.
- Click on the Next button on the Type tab of the Question Block Wizard dialog box.

Survey Crafter Professional displays the Range tab of the Question Block Wizard dialog box.

Question Block Wizard - Edit Block - Step 2 of 3								
Type Range Rules								
Instructions If the question block contains one or more quantity questions, enter the minimum and maximum values you want to allow in a response to each quantity question. If the question block contains one or more open-end questions, enter the maximum number of characters you want to allow in a response to each open-end question.								
Quantity Questions Minimum number allowed: 0 Maximum number allowed:								
Open-End Questions Maximum open-end response length: 250 * characters Height of open-end response box(es): 3 * rows Width of open-end response box(es): 50 * columns								
Use a text substitution table: Image: State of the substitution table: <t< td=""></t<>								

Figure 33: Range tab of the Question Block Wizard dialog box

Step 45

Do the following:

- Change the "Maximum open-end response length" from 250 to 2500.
- Click on the Finish button.

Survey Crafter Professional redisplays the question.

Step 46

Replace "Question" with "Do you have any suggestions about how Software-R-Us can be made a better place to work?"

👹 Survey Crafter Professional - [W	eb Layout - Employee Satis	faction Survey]	
🏷 File Edit View Insert Format	<u>T</u> able <u>B</u> lock We <u>b</u> <u>W</u> indow	Help	_ 8 ×
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I work an appropriate number of	0 0 0	0 0	For 1 Open-End Question
I feel empowered to make decisions at Software-R-Us.	0 0 0	0 0	Number Notes Label
I feel comfortable speaking my mind to company management. Management is interested in	0 0 0	0 0	
what I have to say.	0 0 0	0 0	
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4. What is your gender?			
O Female	O Male		
5. Do you have any suggestions a	bout how Software-R-Us can be mad	ie a better place to work?	PT1 PT2
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Ready			

The Survey Designer window should now look like this:

Figure 34: Survey Designer window with the 5th question block completed

Step 47

Choose Save from the File menu to save the changes you have made to the study file.

You have now completed entering the "Employee Satisfaction Survey" in Survey Crafter Professional's Survey Designer window.