

Before installing a new version of Query, you must uninstall any previous version that you have on your hard drive.

To Uninstall a Previous Version of Query on the PC:

1. Go to the Start menu, and choose Programs.
2. Find **Riverside Publishing**, and go to the drop-down menu. Choose **Washington Query System 2.x Uninstall**.
3. When it asks you if you wish to completely remove the Washington Query System and all of its components, click on the **Yes** button.
4. In the next window, when it asks you if you want to remove the shared file called MSDAERR.DLL, click on the **Yes to All** button.
5. When the final window has a bar filled in with blue blocks, click on the **OK** button.

To Install Query 3.0 on the PC

1. Insert your *Washington Query System Install CD* into your CD-ROM drive.
2. **Welcome Screen:**
The large, colorful **Welcome** screen will appear after a few seconds. If you have the older version of *Query* on your computer, you'll need to cancel out of this and uninstall the older version of *Query* before proceeding ahead with this version. If you do not have an older version of *Query* on your computer, click the **Next** button.
3. **Software License Agreement:**
Click on the **Yes** button to accept the licensing terms.
4. **Destination Location:**
The computer finds your Program folder automatically, and defaults to putting the software in that folder. Click on the **Next** button.
5. **Setup Type:**
You want a **complete** set up. Click the **Next** button.
6. **Program Folder:**
This window wants to name the enclosing folder *Riverside Publishing*. However, this is not very intuitive. Change *Riverside Publishing* to *Washington Query System*. Then click on the **Next** button.
7. **Installation Process:**
This will automatically take place. The bar will fill in as the installation is done.
8. **Setup Complete:**
Click on the **Finish** button to exit. The next several steps will tell you how to prepare a folder that will hold your student data from spring, 2001.
9. Open the icon called **My Computer** on your desktop.
10. Open the **C: drive** (hard drive).
11. Open the folder called **Program Files**.
12. Find the **WQS30** folder, and open it up.
13. Pull down the **File** menu, and choose **New...Folder**.
14. Rename the new folder so that it reflects a name that reminds you that it will hold student data from the spring of 2001. A good sample name would be **2001 Data**. Then click off of the folder to "set" the new name.
15. Close all windows.

To Install Student Data onto Your PC:

1. Insert your **Student Data CD** into your CD-ROM drive.
2. Go to the **Start** menu, move up to **Programs**, and find **Washington Query System**. Move the mouse across the blue stripe, and choose **Install Database**.
3. **Install Database:**
To find the database to install, click on the top **Browse** button.
4. **Select the Database Archive File:**
Navigate to your CD-ROM drive, and locate the file that you wish to install. It will have your school's ID number, followed by some abbreviations that refer to the kind of data you wish to install (WASL, ITBS or ITED), the grade level, and the year in which the tests were administered. Click on the file you wish to install, and then click on the **Open** button.
5. **Install Database:**
You are now back in the same window as you were in Step 3. The destination path is already selected for you. (In other words, the computer already knows where to put the student database. If you read that second white stripe from right to left, the student database will be placed in the **WQS30** folder that is in the **Programs** folder which is on the **C drive**.) Click on the **Install** button.
6. The student database will install and you will receive a message that it has been completed.
7. Repeat Steps 3-6 for each student database you wish to install.
8. Open the icon called **My Computer** on your desktop.
9. Open the **C: drive** (hard drive).
10. Open the folder called **Program Files**.
11. Find the **WQS30** folder, and open it up.
12. Drag the student database file (it starts with a long string of alpha and numeric characters) to the folder that you made to contain the 2001 data.
13. Close all windows.