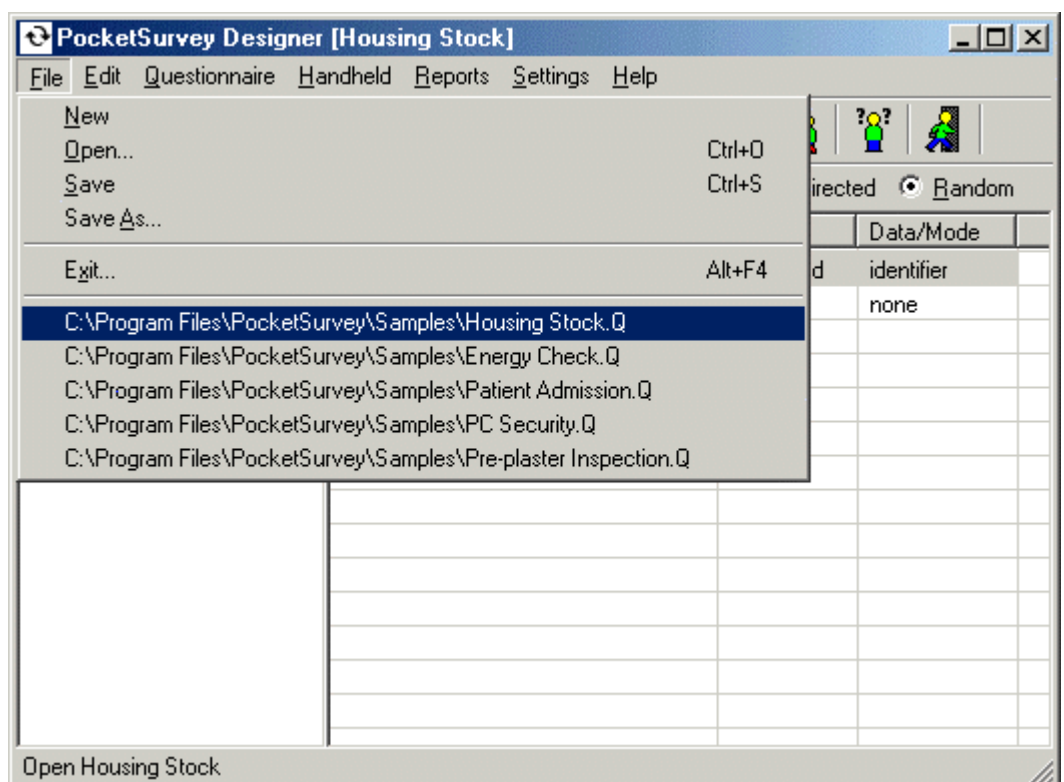


## Chapter 6: Menu | File

The **FILE** menu, shown below, lets you create, save and open questionnaire designs quickly and easily. You can exit the program from this menu as well.

As you use the **File** menu options you will see that the screens displayed work like any other Windows program. You can learn more about each option in this chapter plus we talk about moving and deleting questionnaires.



**Note** The shortcut keys, which give you direct access to menu commands, are shown to the right of each menu option.

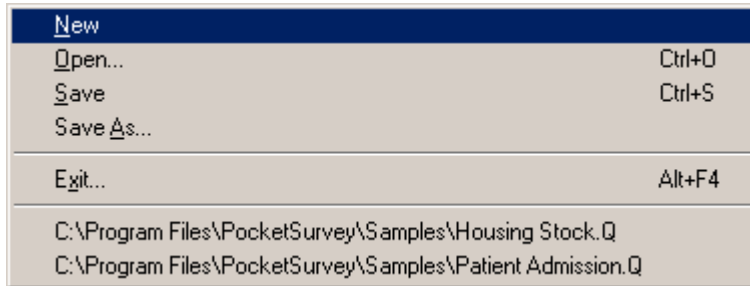
### Chapter Contents

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## File | New... Creating New Questionnaires

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The **FILE | NEW** menu option, shown below, clears your workspace and starts a completely new questionnaire design. If you already have a questionnaire loaded that needs saving you will be prompted to do so before your work space is cleared, so you do not need to worry about losing any work.



When you create a new questionnaire the title bar will say **[NEW QUESTIONNAIRE]** as shown above. You should name your questionnaire to something more descriptive by using the **SAVE** menu option before adding questions. However, if you forget to do this, don't worry – you will be prompted to name your questionnaire when you close the program down anyway.

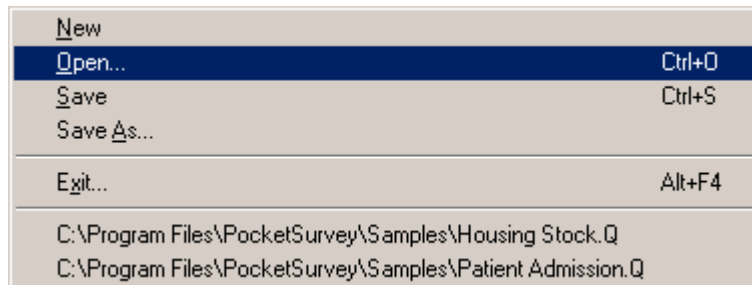


### Behind the Scenes

When you create a new questionnaire (and save it) a file named **YOURNAME.Q** and a folder with the same name is created in the location you specify. You can store the .Q file anywhere on your computer. The folder for each questionnaire is used to store collected data, reports and other files relating to your survey.

## File | Open... Opening Questionnaires

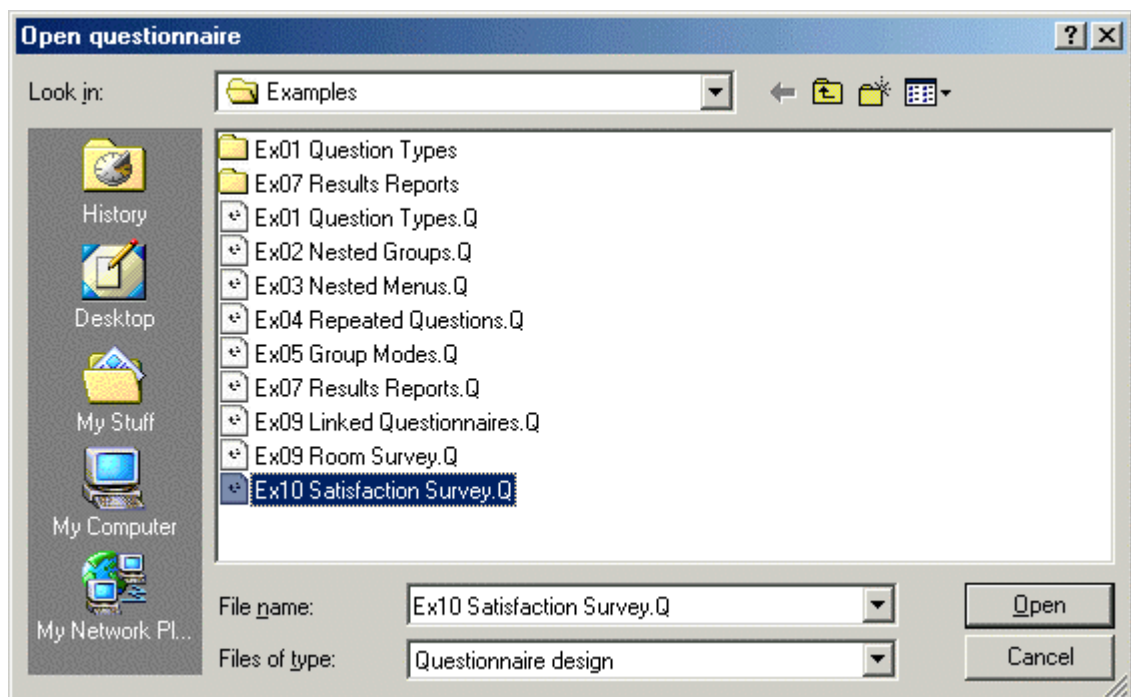
The **FILE | OPEN** menu option, shown below, lets you open previously saved questionnaires quickly and easily.



If you have previously named your questionnaire using descriptive words can easily find the questionnaire design you want to work on.

### Note

Questionnaires have the file extension of .Q. If you do not see file extensions on your computer we recommend you show these by changing your folder view options in 'My Computer' or 'Windows Explorer'. Refer to your Windows documentation for details on how to do that.

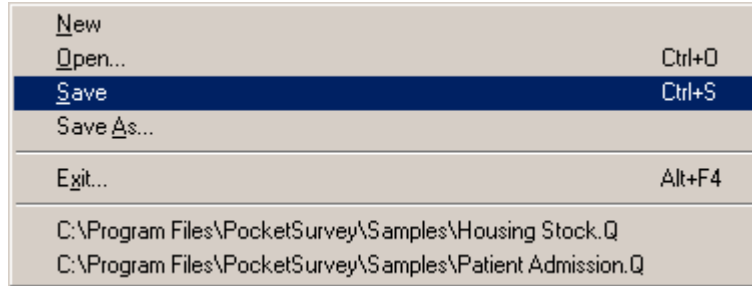


### Warning

Although you can rename files from this screen using the standard Windows features, we do not recommend doing so, unless you rename the associated folder. It is better to open the questionnaire design and save as a different name from within the PocketSurvey program.

## File | Save... Saving Questionnaires

The **FILE | SAVE** menu option, shown below, saves your current questionnaire to disk. Because even large questionnaires are small and efficient the save operation does not take long to complete.



### Tip

As you start to create more complex questionnaires, we recommend that you save your questionnaires regularly to prevent loss of data should your computer freeze as a result of running some other Windows program.

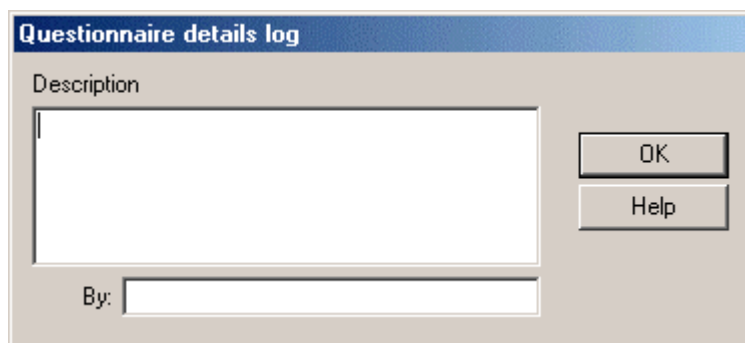
### New Questionnaires

When you first save a newly created questionnaire you will be prompted to give it a name. Since PocketSurvey uses long filenames you can name your questionnaires using descriptive words. You can also use spaces in the filenames.

If you choose a name that has already been used, you will not be allowed to overwrite an existing design without a warning screen to advise you that this will happen.

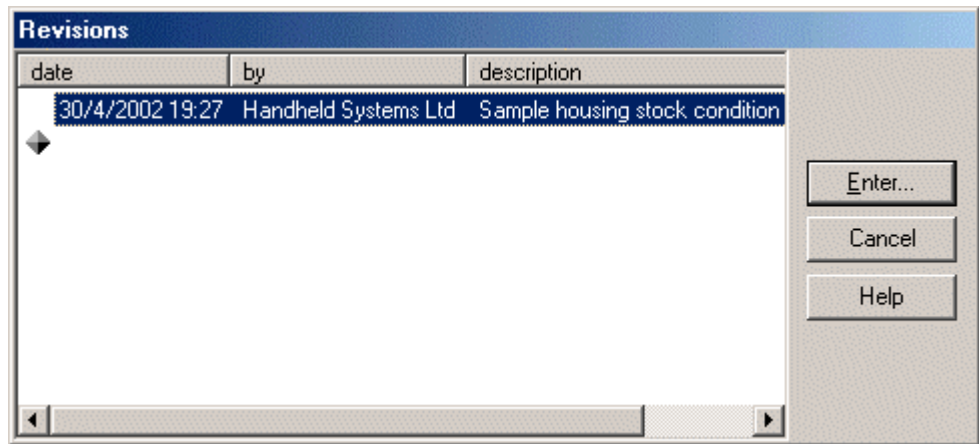
The first time a questionnaire is saved, a folder of the same name as your questionnaire is also created. This folder stores reports and data collected by running the questionnaire survey. Data can be collected by using the handheld simulator or by transferring survey results from your handheld to your PC.

When you first save a questionnaire you are prompted to add a detailed description and an author.



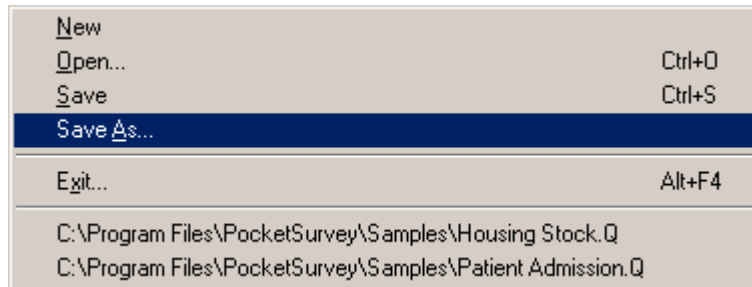
## Change Log

As you change your questionnaire it is useful to document who and what has been done by using the **Questionnaire | Change Log** menu option. The change log screen is shown below.

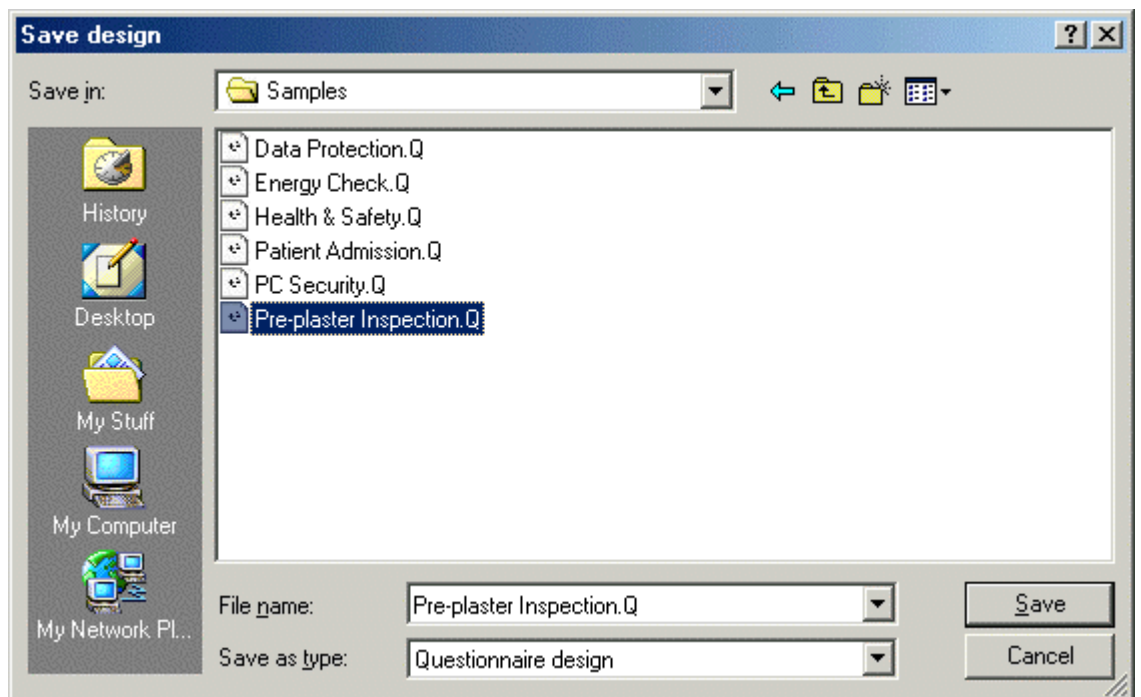


## File | Save As... Saving as a Different Name

The **FILE | SAVE AS** menu option, shown below, lets you save the currently opened questionnaire as a different name. This option is often used to create a new questionnaire based on the design of another.

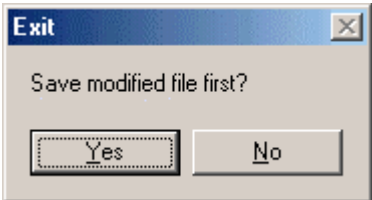
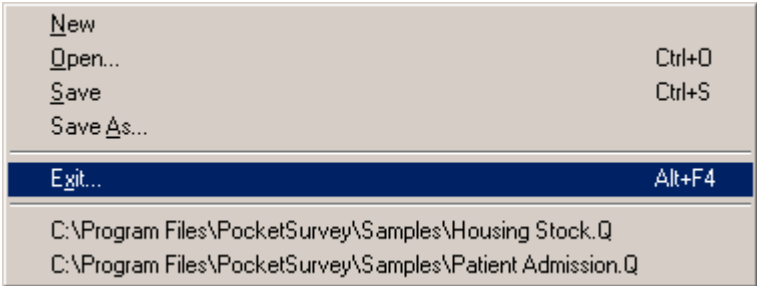


Since PocketSurvey uses long filenames you can name your questionnaire designs using descriptive words. You can also use spaces in the filenames.



## File | Exit... Closing Down PocketSurvey

The **FILE | EXIT** menu option, shown below, will prompt you to save any modified files and then close PocketSurvey. If you choose not to save the modified file the changes since you last save will be lost.

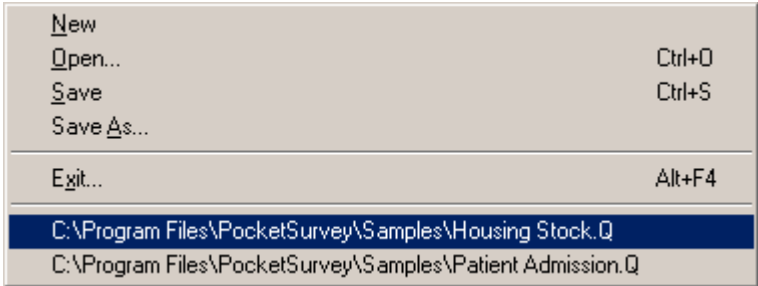


**Tip** The shortcut key for closing PocketSurvey is **ALT + F4**.

### Last Opened Files

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As you open questionnaire designs the name and location of the file is remembered and stored at the end of the **FILE** menu. To open a file quickly just select the required file from the list and click the mouse.



## Moving Questionnaires

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If you need to move a questionnaire design from one PC to another, you should use Windows Explorer to copy the main questionnaire file (.Q file) and the associated folder of the same name to another location or another computer.

## Deleting Questionnaires

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To delete a questionnaire design, simply use Windows Explorer to remove the main questionnaire file (.Q file) and the associated folder of the same name.

