

How to Download AFEQT Scoring Program (Calculator)

To download scoring program for Microsoft Access 2003:

- 1) Click on MS Office Access on the Web site
- 2) Save WinZip file to your computer
- 3) Go to saved file to use the AFEQT Scoring Program
- 4) Double click on AFEQT Scoring Program
- 5) Click **Open** twice
- 6) A security warning box will pop up. Click open.
- 7) The calculator is now ready to use

To download scoring program for Microsoft Access 2007:

- 1) Click on MS Office Access on the Web site
- 2) Open WinZip file
- 3) Double click on AFEQT Scoring Program
- 4) Click **Open** AFEQT Scoring Program twice
- 5) Click **Save As** to save Scoring Program to your computer
- 6) In the dialog box that asks Do you want AFEQT calculator Version 1.0 to close the objects? Click **Yes**
- 7) Save the scoring program to your computer

To use the AFEQT Questionnaire Score Calculator:

- 1) Go to your saved file
- 2) Click on option box (located by Security Warning)
- 3) In the Security Alert dialog box,
 - a. Click on **Enable this content**
 - b. Click on **OK**

The calculator is now ready to use. You must click on the option box and click on enable this content every time you use the calculator.