Prepware User's Guide

Introduction 2
Prepware Titles and Knowledge Tests..... 2
Installation Steps 3
System Requirements 3
Installing Prepware 3
  Installing Multiple Prepware Titles 3
  Installing Prepware on a Windows Computer..... 4
  Installing Prepware on a Macintosh Computer..... 4
Activating Prepware 5
Registering Prepware 6
Updating Prepware..... 6
Getting Started 7
  Open Prepware..... 7
  Set Your Study Session Preferences 7
Study 7
Take a Test 9
  Evaluate 10
  Test-Taking Tips..... 10
Tools..... 11
  QuizMaker 11
  Multi-Database Search 12
  Glossary 12
  One-Step QuizMaker..... 12
Prepware Menus 12
Troubleshooting..... 14
Frequently Asked Questions 15
ASA Product Support 16
Limited Warranty 16

Aviation Supplies & Academics, Inc.
817 Walbridge Street, Kalamazoo, Michigan 49007 USA
Phone: (425) 235-1500 | Fax: (425) 235-0128
Email: support@asa2fly.com | Web: asa2fly.com

November 2026

Introduction

Welcome to Prepware, a test preparation system for FAA Knowledge Tests. Prepware makes your time spent preparing for the FAA test more productive by providing the appropriate tools.

Realistic test simulation, detailed performance graphs, comprehensive study guides, and built-in timers give you the confidence you need to ace your FAA Knowledge Test. Prepware combines all the information you'll find in ASA's Test Prep and Test Guide Series, with the benefits of computer-based training for an efficient, on-track learning program.

- Each title includes the necessary question databases and FAA figures.
- Update the database as new information is available to help you prepare for your FAA test.
- Take practice tests and get immediate feedback on where you need more work.
- Study using the tailor-made practice sessions to improve your performance in those areas where you need to concentrate the most.
- Create pop quizzes of any length, on any subject matter, to supplement the study sessions.
- Review the questions missed on your practice tests.
- Print or email your performance to obtain an endorsement (authorization to take the FAA test) from ASA or your instructor.
- Create a follow-up quiz consisting of the codes from your airman test report.
- Study online at **prepware.com**. Use your Prepware activation code to create an account at Prepware Online.

Prepware Titles and Knowledge Tests

Use this Prepware title	to study for these tests:
Remote Pilot	Unmanned Aircraft System – Small (UAS)
Private Pilot	**Private**: Airplane; Glider; Balloon–Gas; Balloon–Hot Air; Airship; Helicopter; Gyroplane; Powered Parachute; Weight-Shift-Control **Conversions**: Airplane Canadian; Airplane EU Part-FCL; Helicopter Canadian; Airplane Foreign Pilot via BASA (61.71) **Recreational**: Airplane; Helicopter; Gyroplane **Sport**: Airplane; Balloon; Airship; Glider; Powered Parachute; Weight-Shift-Control; Gyroplane; Helicopter–Simplified Flight Controls
Instrument Rating	**Rating**: Airplane; Helicopter **Flight Instructor**: Airplane; Helicopter; Airplane Added Rating; Helicopter Added Rating **Ground Instructor**: Instrument **Conversions**: Airplane Canadian; Airplane EU Part-FCL; Helicopter Canadian; Foreign Pilot via BASA (61.71); Foreign Pilot via Non-BASA (61.75)
Commercial Pilot	**Standard**: Airplane; Glider; Balloon–Gas; Balloon–Hot Air; Airship; Helicopter; Gyroplane **Canadian**: Airplane; Helicopter **Military**: Competence Non-Category
Instructor	**Flight**: Airplane; Glider; Helicopter; Gyroplane; added ratings for each **Ground**: Basic; Advanced **Fundamentals**: Fundamentals of Instructing **Sport Flight**: Airplane; Balloon; Airship; Glider; Powered Parachute; Weight-Shift-Control; Gyroplane; Sport Helicopter–Simplified Flight Controls **Military**: Competence Flight Instructor
Airline Transport Pilot and Flight Engineer	**ATP**: Multiengine Airplane; Single Engine Airplane (135); Helicopter (135); Helicopter (135) Added Rating **Canadian**: Helicopter; Multiengine Airplane; Single Engine Airplane **Aircraft Dispatcher**: Aircraft Dispatcher **Flight Engineer**: Reciprocating Engine, Turbojet, and Turboprop–Basic and Added Ratings

(continued)

Use this Prepware title	to study for these tests:
General Mechanic	General
Airframe Mechanic	Airframe
Powerplant Mechanic	Powerplant
Aviation Mechanic	General, Airframe, and Powerplant
Inspection Authorization	Inspection Authorization (IA)

Installation Steps

- Ensure your computer meets the system requirements
- Install Prepware
- Enter activation code(s)

These steps are explained in detail below.

System Requirements

Windows and Macintosh compatible. 1024x768 minimum screen resolution, mouse or other compatible pointing device. PDF file reader for accessing supplemental support documentation. Product registration is required. Internet access is required for registration as well as program and test question updates.

Windows computers with Windows 10 are supported. Installation requires 300 MB hard drive space.

Macintosh computers with OS X 10.9 or newer are supported. Installation requires 300 MB of hard drive space.

Installing Prepware

The Prepware program **must be installed on your computer**.

This version of Prepware is licensed for the original purchaser only (single user) and can be registered on two computers for use by the original purchaser. For multi-user situations, Prepware School is the correct version of Prepware to use.

Prepware School (ASA-PWO-SCL) comes with a multi-user license and is perfect for flight schools and training centers. Prepware School provides Instructor access to all 12 FAA pilot and maintenance Knowledge Test questions databases and Airman Knowledge Testing Supplements in electronic format, ideal for multi-user needs. Instructors can build and post tests for students to take at the Prepware Online school website. Visit **asa2fly.com/prepware-school** for more information or call ASA at 425-235-1500.

INSTALLING MULTIPLE PREPWARE TITLES

If you have the current version already installed (for instance, Prepware for Private Pilot is already on the computer and you want to add Prepware for Instrument Rating), you do not need to install the program again. Simply open Prepware, go to the Help menu (Prepware menu for Mac) at the top, and select “Enter Activation Codes” from the sub-menu. You can then add the new code to what is already there. This will unlock the question database for the new test category.

If you do not yet have Prepware installed, or have an older version of Prepware, follow the instructions below according to your operating system.

INSTALLING PREPWARE ON A WINDOWS COMPUTER

Go to **asa2fly.com/prepnow** and download the Prepware installer for Windows computers. The full name of the file is "**Install_Prepware_2026_000_win.exe**" and is 300 MB in size. If given a choice between "Open" or "Save," choose the "Save" option.

- When downloading is complete, go to your downloads folder and find the file named "**Install_Prepware_2026_000_win.exe**."
- Double click this file and select "Run" from the Open File - Security Warning dialog window.
- Follow the prompts to complete the software installation.

Please note, this version of Prepware requires that Microsoft .Net Framework version 4 be installed on the computer to be able to run. Some versions of Windows will not have it pre-installed.

When the Prepware installer does not detect the correct version of .Net Framework on your Windows computer, the installation process will begin with a dialog box titled "Welcome to the Prerequisites Wizard." You must allow this wizard to complete the installation of .Net Framework v4.0. Do not skip this if it comes up on your system.

Please read and accept the .Net Framework license terms to complete the install of this prerequisite. If you cancel or finish prior to completing the installation of this component, Prepware can be installed without it but the program will not be able to start and run. When the installation of .Net Framework completes, the installation of the Prepware software will continue on, automatically.

INSTALLING PREPWARE ON A MACINTOSH COMPUTER

Go to **asa2fly.com/prepnow** and download the Prepware installer for Macintosh computers. The full name of the file is "**Prepware.app**" and is 300 MB in size. If given a choice between "Open" or "Save," choose the "Save" option.

- When downloading is complete, go to your downloads folder and find the file named "**Prepware.app**."
- Drag and drop the file named "**Prepware.app**" to the Applications folder.

Activating Prepware

To start Prepware on your Mac, go to your Applications folder to find the Prepware program icon. There will also be a program shortcut in your Launch Pad app on your dock.

On Windows based computers, at the completion of the program install, there will be a new Prepware Icon on your desktop and there will be a link in your Programs menu. Clicking either of these will start the program and will display the welcome screen (Figure 1).

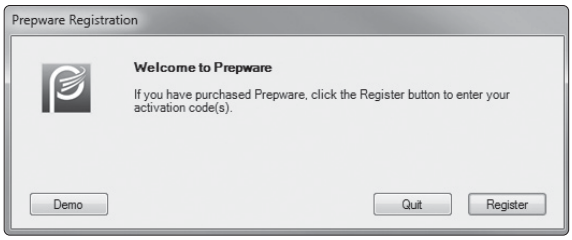


Figure 1: Welcome to Prepware.

The **Demo** button will let you explore the program with access to 60 questions from the Private Pilot Airplane and AMT General databases.

The **Quit** button will close the program.

The **Register** button will allow you to “Activate and Register” your Prepware.

Please note, If there is a previous history of Prepware on your computer, you will not see the “Welcome” window (Figure 1). Go to the Help menu in the top toolbar and select “Enter Activation Codes” from the menu to activate and register your new test category.

On the activation page (Figure 2), enter the 25-digit activation code from Redeem Content section of your ASA order detail or on the inside cover of your Test Prep Plus book. Be sure to enter the code exactly as it appears, then click the **Activate** button. You will receive a message that your Prepware has been activated (Figure 3), click **OK**.

You should now see a green dot in the “Activated” column next to the title of your Prepware, and a red dot in the “Registered” column. Click the **Register** button to register your Prepware.

If you get a red **X** next to the code when you click the Activate button, see the Troubleshooting section of this guide (page 14) for more information.

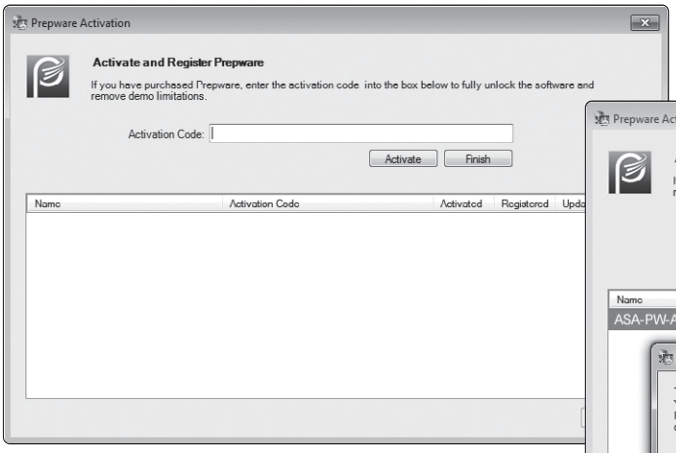


Figure 2: Activation code.

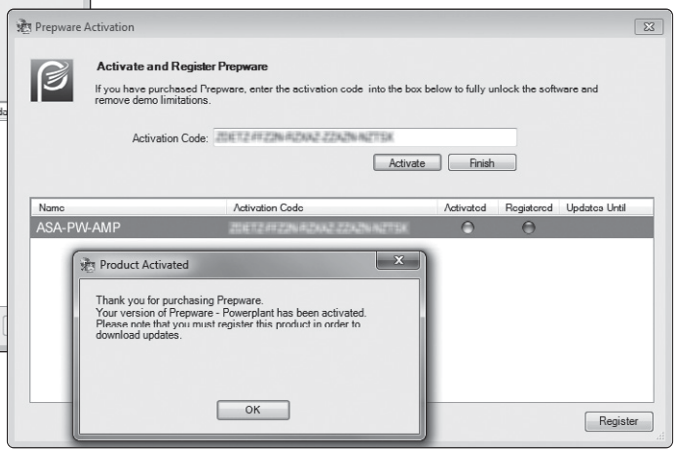


Figure 3: Prepware activated.

Registering Prepware

You will need an internet connection to Register.

Prepware must be registered to access Program Updates and Question Database changes. This program is intended for one user who may install it on two computers for their personal use. The same name and email address must be used for both registrations. The information entered during registration is also "case sensitive," meaning you must use the same capital and lower case letters both times. Click the **Register** button to begin the registration process.

In the Product Registration window (Figure 4), enter the required information and click **Register**. You will receive a message that your registration is complete, click **OK**. With green dots in both the Activated and Registered columns (Figure 5), click the **Finish** button to close the Activation window. You are now ready to "Check for Updates."

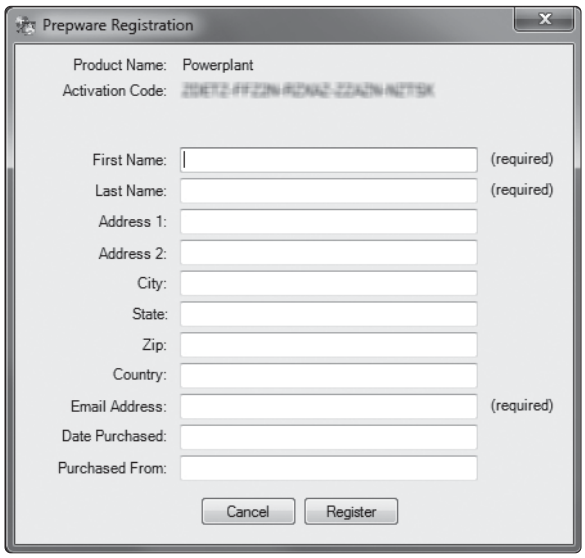


Figure 4: Product registration.

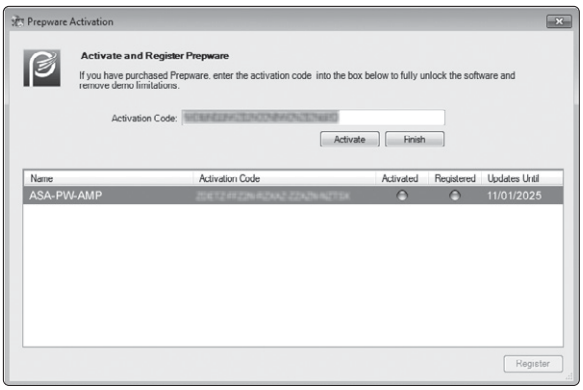


Figure 5: Prepware Activated and Registered.

Updating Prepware

You will need an internet connection to obtain updates.

Before studying with Prepware, you should check for updates to be sure your software is running the most current database of questions, answers, and explanations. To do this, click on the Help menu at the top of the screen, and choose "Check For Updates." On Macintosh computers, the "Check for Updates" link will be found in the Prepware menu.

CONFIRM UPDATES

Open Prepware and click on the Help menu. Choose "About Prepware" (For Mac, "About Prepware" will be found in the Prepware menu). The "About Prepware" window shows the currently installed question database effective dates (Figure 6).

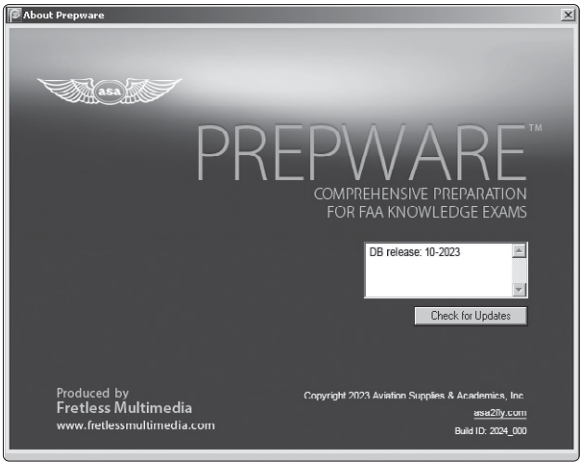


Figure 6: About Prepware.

Getting Started

This program will help you successfully prepare for an FAA Knowledge Test in the most efficient and effective manner. There are several steps involved in preparing for a test. First and foremost is to get acquainted with the required knowledge.

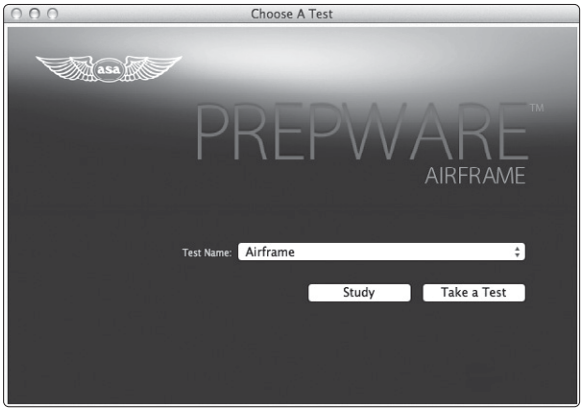


Figure 7: Main Menu.

OPEN PREPWARE

Start the program by clicking the Prepware icon on your desktop or dock, or Launch Pad. When it opens, you will see the Main Menu (Figure 7). At times this screen may be hidden behind other windows, but it cannot be closed. You may need to minimize or close the other windows in order to get back to this Main Menu.

SET YOUR STUDY SESSION PREFERENCES

Click on "Tools" in the top menu bar and choose "Preferences" (on a Mac your Preferences will be under the Prepware menu). Click on the **Study Session** tab.

Place a check mark in the features you would like turned on.

☐ *Display feedback pane when an incorrect answer is chosen.* Checking this box will make the answer and explanation appear immediately after answering a question incorrectly.

☐ *Jump to next question if correct answer is chosen.* Upon answering correctly, the explanation will not be displayed, and you will be taken on to the next question.

☐ *Always show explanation.* Checking this box will not only show the questions and possible answers, but also the correct answer and explanation.

☐ *Show correct answer only.* Only the correct answer of the 3 provided answer stems will display.

☐ *Highlight correct answer.* All 3 answer stems will display with the correct answer highlighted.

After setting your preferences, click the **Save and Close** button to return to the Main Menu. You can always return to "Tools/Preferences" to adjust your preferences if they should change.

Study

Allows you to review the questions, organized by subject matter and supported with explanations for correct and incorrect answers.

If you only have one title installed, the "Product" name will be defined in the Main Menu. If you have multiple titles installed (Private, Instrument, Commercial, etc.) click on the down arrow to choose which title you would like to study (Maintenance and ATP Prepware will also have a Database menu to choose from). Choose the appropriate database, then choose the test name based on the aircraft and rating you wish to study, and click the **Study** button.

The Study Session window will open (Figure 8) giving you all of the chapters available. Click ALL in the Topic column to choose all questions from a chapter, or choose a single topic from the dropdown list. If you would like a specific number of questions from each chapter or topic, simply click on the box in the right column, and enter the number of questions you would like to include. You may choose only one topic per chapter, but you do not have to include questions from every topic or chapter.

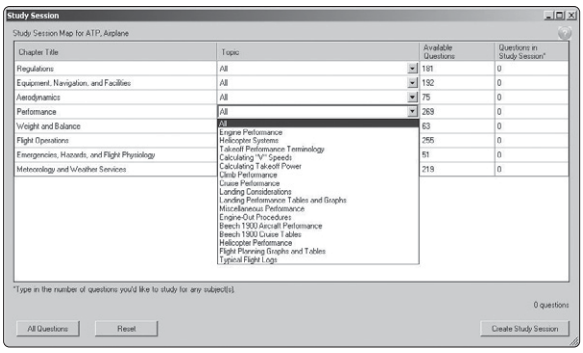


Figure 8: Creating a Study Session.

If you would like to include ALL available questions from ALL chapters listed, click the **All Questions** button in the lower left corner of the window. If you would like to reset the "Questions In Session" column, click the **Reset** button.

When you have customized the Study Session to your liking, click on the **Create Study Session** button to begin.

On the left of your new custom study session window (Figure 9) is the progress information. This shows how many questions are in your session, how many you have answered, have left to answer, or have marked to come back to later. The colored dot next to the question number and the key at the bottom will help you determine the status of each question.

The right side of the window will display the question, answer choices, and explanations. There are also several buttons at the bottom of the window you will need to use. NOTE: If you are unable to see all of the buttons or the text appears to have been cut off, refer to Troubleshooting on page 14.

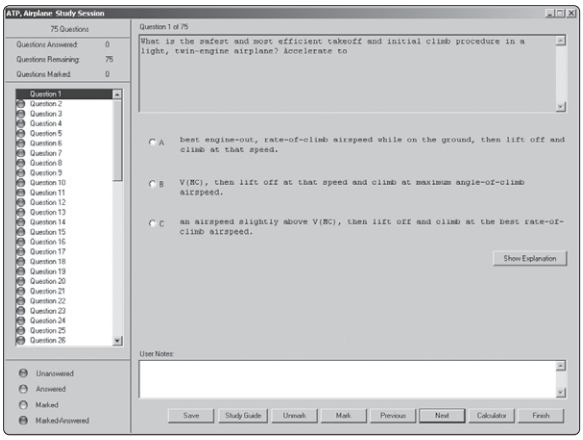


Figure 9: Your custom study session.

- **Save** saves your study session, and the progress you have made. You can retrieve saved study sessions by going to the "Study" menu at the top and clicking on "Open Existing Study Session."
- **Study Guide** opens the study guide related to the question. You can also access the Study Guide by going to your top menu bar and clicking "Study."
- **Mark** and **Unmark** help you remember which questions you need to return to.
- **Previous** displays the previous question.
- **Next** displays the next question.
- **Calculator** opens the on-screen version of the CX-3 Pathfinder flight computer for use in performing calculations.
- **Finish** submits the session for grading.
- **Hide Explanation** or **Show Explanation** will display based on the way you have your preferences set. Use this button to hide or show an explanation for a given question.
- **View Figure** will appear when a question requires you to reference a figure, such as a graph or drawing (Figure 10). Click on this button and a window containing the figure will appear (Figure 11). You may also access these figures through the **Figure Library** in the Tools menu in the top toolbar.

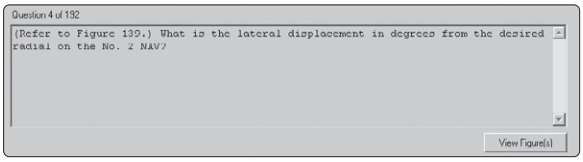


Figure 10: View Figures button.

Select your answer choice with the mouse or keyboard (A, B, or C keys). You may right-click on the text of an answer choice and choose "Eliminate Answer Choice" to remove an answer choice (a strike-through is drawn through the answer choice). Remove this strike-through by right-clicking and choosing "Remove Strikethrough." On Macintosh systems, hold down the Control key and click on the text of an answer choice to use this feature. This is helpful as a process of elimination for determining the best of the possible three answer choices.

When you are through with your study session, click **Finish** to submit for grading. Prepware will ask if

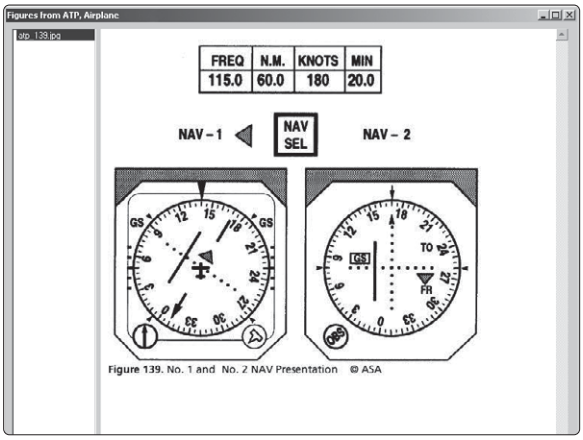


Figure 11: Figures window.

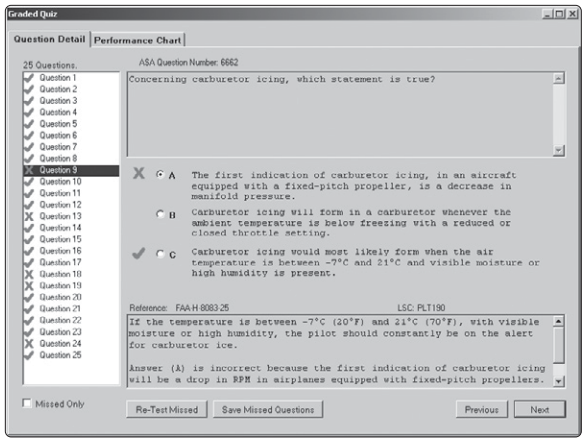


Figure 12: Question Detail.

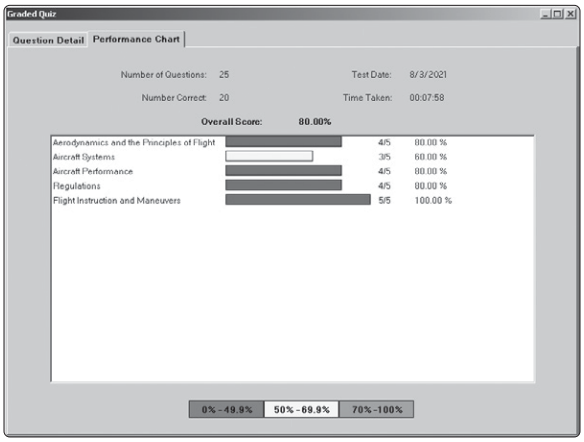


Figure 13: Performance Chart.

you are sure you want to submit. Confirm by clicking “Submit for Grading.” You will then be able to see the “Question Detail” (Figure 12) and “Performance Chart” (Figure 13) for your study session. If you would like to save the questions you missed and try again later, click the **Save Missed Questions** button. If you would like to re-test the missed questions right away, click the **Re-Test Missed** button.

The Performance Chart shows a breakdown by chapter. You can see your areas of strength and weakness here. Do some additional studying over the areas that do not show 80% or better, then come back and re-visit the study session performance history to see your improvement.

Take a Test

Allows you to generate a sample FAA Knowledge Test.

If you only have one title installed, the “Product” name will be defined in the Main Menu. If you have multiple titles installed (Private, Instrument, Commercial, etc.) click on the down arrow to choose which title you would like to study (Maintenance and ATP Prepware will also have a Database menu to choose from). Choose the appropriate database, then choose the test name based on the aircraft and rating you wish to study, and click the **Take A Test** button.

Prepware will generate a test representative of the Knowledge Test you will be issued at the computer testing center and the timer will start. All questions are the objective, multiple-choice type, with three answer choices. Each question can be answered by the selection of a single response. Each test question is independent of other questions; that is, a correct response to one does not depend upon or influence the correct response to another.

The buttons and menus in Test mode behave in the same manner as they do in Study mode (see pages 7–8), however, because this is a “Test,” you will not have access to such features as Explanations, the Study Guide, or Multi-database searches.

You must complete the test in the allotted time. You will be given a 5-minute and 1-minute warning before the clock runs out. The test will automatically stop and you will be given the option to submit for grading once the time expires. A question left blank will be marked as incorrect.

The FAA Knowledge Tests, except for the Inspection Authorization test, are closed-book tests. For the score to accurately represent your knowledge, you should not reference your textbooks, DVDs, Test Prep, or software to answer any of the questions when in Test mode. You may, however, use the CT-8080-Legends and Figures found in the Tools menu as these resources will be available to you during the official test.

If you begin taking at test, you must finish it for it to count as a complete test. Endorsements can only be acquired by submitting two complete tests. If you stop or save a test before completion, it will be saved as a “Study Session” and not as a “Test.” You can access your saved Study Session by selecting **Study/Open Existing Study Session** from the top toolbar. (Study Sessions and Custom Quizzes are not eligible for receiving endorsements).

EVALUATE

Once you are consistently scoring above 80%, you are probably ready for your test. Submit two complete tests to ASA, each with a score of 80% or better, to receive an endorsement to take your actual FAA Knowledge Test (some tests do not require an endorsement; ATP, AMT and IA applicants must receive authorization from local FSDO or Part 147 or approved pilot training program). You may also elect to email scores to your instructor to receive your endorsement from them.

Check your performance by clicking on the "Performance" menu and choosing "Open Test Performance History." Here, you can review your test(s) (Figure 14). Click on the **Email Scores** button to submit your test scores. When the "Email Score" window opens (Figure 15), put check marks next to two complete tests with scores of 80% or better, fill in the required information, and then click the **Send Email** button. The "Email Scores" window can also be accessed by selecting the "Performance" menu and choosing "Request Endorsement."

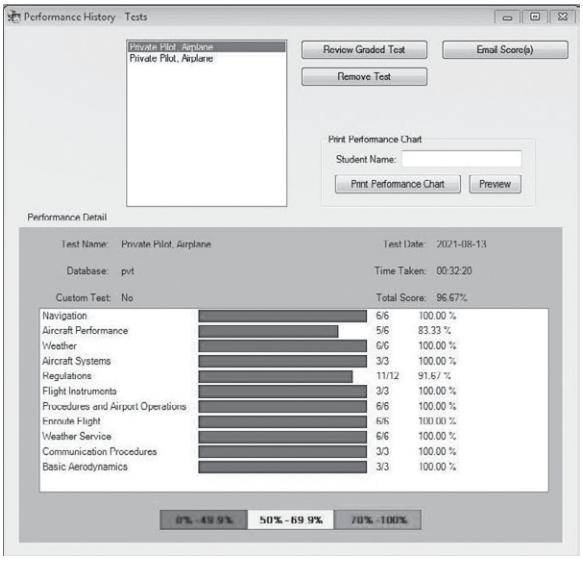


Figure 14: Performance History.

TEST-TAKING TIPS

1. Select the answer using your mouse or the A, B, C keys on your keyboard. You may right-click an answer choice to eliminate it from your decision-making process. Right-click again to remove the strike-through.
2. Make full use of your monitor. Most windows in Prepware can be moved and re-sized, so you can access multiple windows at once.
3. Make sure every question has an answer selected. Unanswered questions will be marked as incorrect.
4. You may use your aviation plotter or flight computer (E6B or CX-3) or take advantage of the in-software version of the CX-3 available when you select the **Calculator** button (a similar on-screen version is available at the testing center). In addition, you are allowed blank scratch paper and pencil (these items are provided at the testing centers). A Computer Testing Supplement with Figures and Legends is included within Prepware (Tools menu/Figure Library/CT-8080 Legends). A printed copy of the figures booklet will be provided to you at the testing center.

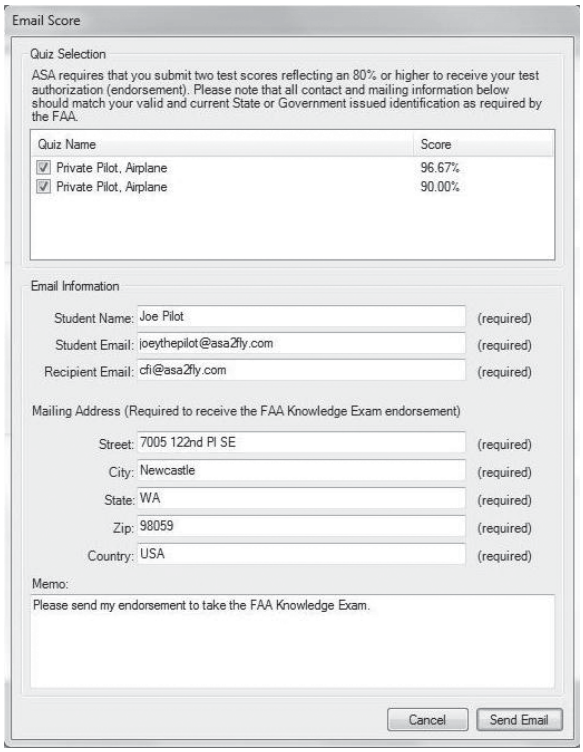


Figure 15: Email Score.

5. Answer each question in accordance with the latest regulations and guidance publications. Read each question carefully before looking at the possible answers. You should clearly understand the problem before attempting to solve it.
6. When solving a calculation problem, select the answer choice that is nearest to your solution to the problem. The problem has been checked with various types of calculators; therefore, if you have solved it correctly, your answer will be closer to the correct answer than any of the other choices (but may not exactly match the answer choices).

7. If you find a question difficult, **Mark** it and move on. Return to the marked questions once you have worked through the whole test, but before grading. This procedure will enable you to use the available time to the maximum advantage.
8. A right-click over the left side of the test window provides the option of saving all your marked questions as a Study Session, or to Reset all of your questions. WARNING: Resetting your questions removes all of your marks and your answers.
9. After answering all the questions, press the **Finish** button and your test will be graded. You may then review your test. The questions will display with the correct answer, the answer you selected, and the explanation.
10. When taking your official FAA test at the testing center your test will be graded immediately upon completion and your score will display on the computer screen.

Tools

The following tools can be found under "Tools" in the top toolbar. In order to maintain the integrity of testing, they will not be accessible while taking a Test.

QUIZMAKER

This function enables you to search the entire database, review areas of concern, and create Study Sessions and Tests. A "Study Session" includes questions and answers supported with explanations. A "Test," is timed, and does not include explanations.

The QuizMaker window is divided into three sections: Search For Questions, Build a Custom Quiz or Study Session, and Question Detail (Figure 16).

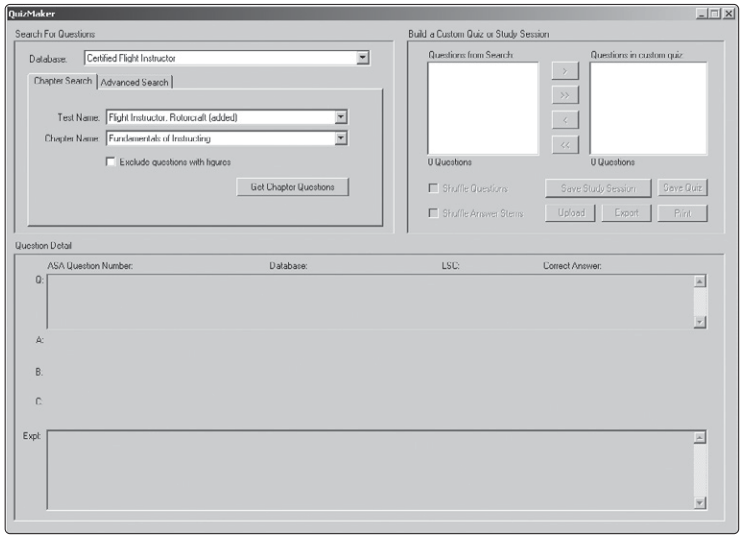


Figure 16: QuizMaker window.

Search For Questions (upper left pane)—Use the "Chapter Search" tab to locate questions within a given chapter. Use the "Advanced Search" tab for the ability to find a word, phrase, or question element. This Advanced Search tab function is particularly useful to build a custom quiz using the codes from an airman test report. You can also search for questions or answers that contain a particular word. For instance, if you want to find questions that contain the word "airspace," just type the word into the Question box to do a search.

Build a Custom Quiz or Study Session (upper right pane)—Once Prepware has found the questions that match your search, they will appear in the Build a Custom Quiz or Study Session area inside the "Questions from Search" box. Click on a question number to select it. Click on the single arrow (> or <) buttons to move the questions from the search box into the custom quiz box to the right. Once you've added the questions to your quiz, you can return to the "Search for Questions" pane to select another chapter, or do another search. This allows you to build a quiz consisting of questions from multiple chapters. If you would like to move ALL questions from the search box to the custom quiz box, click the double arrow (>> or <<) button.

Place a check mark in the box next to "Shuffle Questions" if you would like the questions to be presented randomly. Do the same for "Shuffle Answer Stems" to discourage test-takers from memorizing the letter associated with the correct answer.

Question Detail (bottom pane)—This area shows the question and answer in detail. Use the question detail area to preview the questions, answers, explanations, and learning statement codes for consideration in creating your "Study Session" or "Test."

When you have the questions you want listed in the "Questions in custom quiz" box, choose the **Save Study Session** (answers are supported with explanations) or Save Quiz (includes timer) button. You can access these saved Study Sessions and Tests using the Study and Test items in the top menu bar. You can also

export it to another location or a Respondus format. The Print option allows you to print the Quiz, answer sheet, answer grading key, and master key (to include the quiz questions, correct answers and explanations).

MULTI-DATABASE SEARCH

If you have more than one Prepware product installed and activated on your computer you can access the multi-database search through the top toolbar "Tools/QuizMaker" to find related questions in different databases. This is especially helpful for review. You can view questions from multiple databases (Private, Instrument, Commercial, etc.), however, you cannot create a quiz or study session from multiple databases.

GLOSSARY

The Glossary allows you to search and obtain definitions and explanations for over 1,300 words, acronyms, and phrases. Use it in your studies when you come across a word you are unfamiliar with, an acronym you can't remember, or a phrase that needs clarification.

ONE-STEP QUIZMAKER

The One-Step QuizMaker lets you quickly generate a timed quiz of random questions from specific areas of concentration. For instance, you might want a 10-question, 15-minute quiz on Aerodynamics. Open the One-Step QuizMaker, choose your topic(s), number of questions, and the time limit for the quiz. Then give it a name and save it. You can take this new Quiz under Test/Open Existing Test.

Prepware Menus

Prepware (Mac only)	
About Prepware	Displays software version number and installed database dates. You can check for updates from here.
Enter Activation Codes	Enter your activation code and register the program after installation or add new codes for additional Test categories.
Check for Updates	Make sure your version is up-to-date with the most current question changes. An internet connection is required.
Preferences	Define how you want to see data displayed in Study Sessions.
Quit Prepware	Close the program. Return to your computer's desktop.
File (Windows only)	
Quit Prepware *(Ctrl+Q)*	Close the program. Return to your computer's desktop.
Test	
Open Existing Test *(Ctrl+Shift+T)*	Open a test previously created and saved.
Test Instructions	View test-taking tips.
FAA Testing Centers	Telephone numbers to schedule your test.
Study	
Open Existing Session *(Ctrl+Shift+S)*	Open a study session that has been previously created and saved.
Study Guide	Explanatory text on each subject. These are also available during a study session by selecting the Study Guide button.
Preparation	A description of the tests and the testing procedures.

Performance	
Open Test Performance History *(Ctrl+Shift+H)*	View scores, performance graphs, and graded tests. Performance chart can be printed or emailed.
Open Study Session Performance History	View scores and performance graphs for study sessions completed.
Request Endorsement	Submit completed practice tests to receive FAA Knowledge Test Endorsement via email.
Tools	
QuizMaker *(Ctrl+Shift+Q)*	Complete search capabilities (word, phrase, Learning Statement Code, question, answer, explanation, etc.). Create custom quizzes or study sessions to be printed or saved and accessed in Study or Test.
Multi-Database Search *(Ctrl+Shift+M)*	Search any element (word, phrase, Learning Statement Code, question, answer, explanation, etc.) of the databases you have activated.
Glossary *(Ctrl+Shift+G)*	Use the mouse to scroll the glossary or enter a search term and it will be located within the glossary.
One-Step QuizMaker *(Ctrl+Shift+O)*	Build a pop-quiz from the subjects you select for the total number of questions you define.
CX-3 Calculator	Access the flight computer; also accessible using the Calculator button in the Study and Test windows.
Figure Library	Contains all the Computer Testing Supplements (CT-8080) figures referenced in the question database.
CT-8080 Legends	Select the radio button to view the legends available in the Computer Testing Supplement for your test.
IA CT-8080-8	PDF of Inspection Authorization Computer Testing Supplement.
Preferences (Windows only)	Preferences define how you want to see data in Study Sessions.
Help	
User's Guide	Access the Prepware User's Guide.
Product Support	Information on contacting ASA support.
FAQ/Usage Tips	Answers to frequently asked questions and tips for using Prepware features. An internet connection is required.
About Prepware (Windows only)	Displays software version number and installed database dates. You can check for updates from here.
License Agreement	Prepware software licensing agreement.
Enter Activation Codes (Windows only)	Enter your activation code and register the program after installation or add new codes for additional Test categories.
Check for Updates (Windows only)	Make sure your software is up-to-date with the most current question changes. An internet connection is required.
Learning Statement Codes	Descriptions for the codes issued on the Airman Knowledge Test Report to indicate questions missed.
Submit Feedback about Prepware	Tell us what you like, don't like, or would like to see in future versions. An internet connection is required.
What's New	Details the latest changes to the question database contents. Internet connection is required.

Troubleshooting

One of my test categories disappeared when I installed this version of the software

This can happen If the activation code associated with the test category that disappeared is more than 24 months old. If Prepware was already installed on your computer and it was displaying an activation code with an “updates until” date that has already passed, the question database for that expired license will be removed when this version of the software is installed or updated.

Prepware activation codes come with a 2 year/24 month license and cannot be used once the license expires. If your studies require continued access to the test category associated with the expired code, you will have to purchase a new activation code.

Screen Resolution

As mentioned in the System Requirements section (page 3), the screen resolution for the computer’s monitor must be set to a minimum of 1024 x 768 pixels. Further, on a Windows based system the DPI setting must be set to “Smaller (100%).” Symptoms of incorrect settings will be the inability to see all of the information on the various Prepware screens. See below for instructions on how to check the settings on your system.

Windows—Right-click on the Windows desktop and select “Personalize” from the menu. On the left side of the resulting window, under “see also,” select Display. Verify that “Smaller” is selected. Next, select “adjust resolution” from the left side menu. On the “Change the appearance of your display” page, verify that the screen resolution setting is 1024 x 768 (or higher). To adjust the screen resolution setting, click the “resolution” button. On flat panel displays, the setting marked “recommended” is usually the best choice for the resolution setting for your monitor.

Mac—Click on the Apple in the upper left hand corner to open “System Preferences.” Click the “Displays” icon to choose your display setting of 1024 x 768 or higher from the list.

Some Question Figures are Hard to Open

Clicking the View Figure button in a Test or Study session in Prepware does not function correctly on Windows computers when the default Windows Photo Viewer is not set to manage the .png file type. A File Download dialog box will open, asking if you want open or save the file. This happens when a 3rd party photo viewer is installed on the computer. Part of that external photo viewer’s function is to take over management of the .png file type.

The fix is to change a default setting in Prepware. There are two methods to do this. When the View Figures button is selected in the question and the File Download window opens, click cancel to close it. In the View Figures window that is left open, at the bottom of the window, put a check mark in the box next to “Open figs in external viewer.” Close the Figures window and re-open the figure using the View Figures button in the question. Prepware will then be able to work with the external photo viewer to be able to open the figures.

This setting can also be changed in Preferences. Go to the Tools menu in the top toolbar and select Preferences from the dropdown menu. On the General tab in Prepware Preferences, put a check mark next to “Open figures in external viewer” and select Save and Close to save this setting.

Entering the Activation Code Produces a Red X

There are two basic reasons for this. First and most common is the code is mis-typed. Verify you have entered the code the same as it is on the Quick Start Guide or in the email. The second reason this can happen is because of older codes. Activation codes from 2018 and earlier will not work in the current version of Prepware and will produce the red **X**. In rare instances we have seen the program not accept a valid code due to settings on the computer. Verify that “United States, English” is set in Regional Settings in the Windows Control Panel. These issues also manifest on Macintosh computers. However, there will not be a red **X** displayed when a code is rejected. Instead, the Mac will give a sound notification, similar to “plunk.”

Frequently Asked Questions

From within Prepware, click Help/FAQ/Usage Tips for answers to additional questions and tips for using Prepware features; an internet connection is required.

Q: I would like to build a test using questions from the General and Airframe databases. How do I access both databases at the same time?

A: Only one database can be open at a time. However, you can open the General database, select the questions for the custom test, export it; then, open this existing quiz in QuizMaker again, this time opening the Airframe database, and export it. You can then use a word processing program to merge these two quizzes (but you will need to build your own grading key).

Q: How can I make the figures, referenced in the questions, larger?

A: Expand the figures box to full size. Use the arrows to scroll about the figure.

Q: I would like to print the test, so I can take it on paper as well as electronically.

A: Select the Take a Test button and click Save (Save as Study Session). Give it a test name, then click Save Study Session. When your Study Session is saved successfully, click OK. Close the test, then open the Study menu in the top toolbar and select Open Existing Study Session. Locate the test you just created and select the Edit In Quizmaker button. You can print the quiz and answer sheet here (figures will not print with the questions). The tests cannot be printed from the TEST menu, as this feature provides the timer and performance graphs that are dependent on computer-based testing. If you wish to print a stored quiz, open the Stored Quizzes window, go to the Test menu in the top toolbar and select Open Existing Test. Select the quiz and click the Print Quiz button.

Q: How do I find only the rotorcraft (or airplane, balloon, glider, etc.) questions so I can study specifically for the test I'm going to take?

A: Define which test you're studying for on the main menu. The program pulls only those questions that are candidates for your test. By studying all the subjects (in Study mode), as well as taking multiple tests, you can be confident you will be prepared for the questions on your official FAA test.

Q: I would like to review every question in the database; not only those questions defined for my test (rotorcraft, airplane, balloon, glider, etc.) but also those questions designed for the other aircraft categories.

A: From the top toolbar, select Tools/QuizMaker, select Advanced Search, then Show All Records for DB. You will see every question in the database. Move all questions in the Hits column to the Questions In Custom Quiz column by clicking the >> button. You can save this Study Session (Save Study Session) and return to it at any time (Study/Open Existing Study Session). You can work through the questions incrementally, saving as you go, if you do not have time to complete the review in a single session.

Q: How can I be certain I'm working with the current FAA Questions?

A: The FAA tests are "closed tests" which means the exact database of questions is not available to the public. The question and answer choices in this software provide the largest sampling of representative FAA questions available and they are derived from history and experience with the FAA testing process. ASA publishes Updates as new information is available to help you prepare for your test. Updates are available free of charge from the ASA website: **asa2fly.com/testupdate** as well as within your software: Help/Check for Updates.

Q: How can I find out which questions I missed after taking my FAA Knowledge Test?

A: When taking your official FAA test at the testing center your test will be graded immediately upon completion and your score will display on the computer screen. You will be given an Airman Test Report, which includes Learning Statement Codes (LSC) or Airman Certification Standard (ACS) codes for the questions answered incorrectly. You can use this information to build a Custom Test to review representative questions from these subject areas. Select Tools/QuizMaker, Advanced Search. Enter the ACS/LSC from your airman test report. You will see all questions from this subject and can build a follow-up quiz accordingly.

ASA Product Support

ASA Product Support is available on the ASA website at **asa2fly.com** or by calling 425-235-1500 (available Monday through Friday) or by email at: **support@asa2fly.com**.

ASA materials are used and sold by schools and retail locations worldwide. For information about the location nearest you and a free copy of the ASA catalog call:

Sales and Service: (425) 235-1500
Fax: (425) 235-0128
Email: asa@asa2fly.com
Website: **asa2fly.com**

Aviation Supplies & Academics Inc.
817 Walbridge Street
Kalamazoo, Michigan 49007

Limited Warranty

ASA warrants Prepware, that, if properly installed and operated on a computer for which it is designed, the program will perform substantially in accordance with the accompanying written materials for a period of 45 days from the date of purchase. ASA warrants Prepware to be free from defects in materials and workmanship under normal use. This Limited Warranty is void if failure of the software has resulted from accident, abuse, or misapplication. Digitally delivered products may not be returned or refunded.

Prepware is a single-user software program. If your situation requires you to have Prepware for multiple users, call ASA at (425) 235-1500 for information about Prepware School (ASA-PWO-SCL), the product built for multi-user/site license requirements.