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A2J Author®

Basics of Question Design
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Agenda

1. Question Tab
2. Fields Tab
3. Buttons Tab
4. Advanced Tab
5. Additional Resources
Question Tab

- Bold & Italicize text
- Link text
- Definition Pop-up
- Add Audio
- Question Preview
- Question Text
- Learn More Text & Graphics
- Design Notes
- Question Step & Name
- Question Design Tabs
- Repeat Loop Counting Variable
- View Code
- Full Screen Preview
Question Tab

- Identify step & name for question
- Questions appear in the question list organized by 1) Step and then 2) Question Name
- Tip: Start EVERY question name with a number to keep questions organized in the list
Questions appear in the interview by how they are connected to each other (through button destinations or advanced logic).

- Identify the interview’s first question in the “Staring Point” field below the question list.
- Choosing an “Exit” question enables the Save & Resume feature.
Question Tab

- Bold & Italicize fonts
- Link to websites
- Add definition pop-ups
- Add "learn more" information windows
- Add graphics (.jpg, .png, .gif) and video (.flv) to learn more windows, by selecting option in drop down menu
- Add audio clips (.mp3) to everything
Fields Tab

- Fields are the format of the answer an end user provides.
- Six basic categories of field types available for use in Questions – Text, Number, Date, Gender Fields, Radio Buttons and Check Boxes.
Fields Tab

- Can select a Field Template with preformed fields.
- Be sure to rename variables with your own convention.
Fields Tab

- “Label” appears before field in question
- Designate variable to hold data entered by end-user
- Assign default values (i.e. might auto fill in state)
- Limit value range for numbers
- Sort text & numbers lists

- Can require an answer from user
- Prompt – explains to end user they must enter information or what type of information

![Fields Tab Diagram]
Buttons Tab

- Button Label
- Option List
- Add & Delete Buttons
- Destination Question on Button Click
- Assign a Variable a Value
- Repeat Loop Options

The image illustrates the Question Design Window with options for button label, variable assignment, question design, and loop options.
Buttons Tab

- Can have up to three buttons per question
- Label buttons whatever you like
- By default a new question will have one “Continue” button
Buttons Tab

Buttons perform actions (one or many):
- Assign a value to a variable
- Go to another question (next, previous, or jump ahead)
- Set or increment a counting variable
Buttons Tab

Select “Destination Question” from drop down

Select from:

- Other questions you made
- “Back to prior question”
- “Success – Process Form”
- Exit functions
- Can Exit user to a website
Advanced Tab

Summary of Conditions (Data Evaluations)

Event: When to run the evaluation (before question or after)

Condition: what data to evaluate and how

Actions: what to do if condition is met (go to another Q or assign Variable value)
Advanced Tab

- Branch or set value of variables based on simple logic conditions
- Add condition with the plus button, then the Event, Condition, and Actions properties will be displayed
- Condition – what the trigger situation is
- Event – when to test for the condition
- Condition – expression to be evaluated as true or false I.E. evaluating whether income is above a set amount
- Actions – what happens after expression is evaluated
Tips & Helpful Resources

Tips

- Be careful naming variables – use a naming system and stick with it
- Organize as you go – use the steps and flowchart in A2J Author® to help you stay organized
- Keep your audience in mind – keep language simple, offer links to look up zip codes, counties, etc.
- Before uploading to LHI clean up any unused variables
Helpful Resources

- The **A2J Authoring Guide** uses images to step you through learning everything about A2J Author®
- **Trainings & Presentations** page of [www.a2jauthor.org](http://www.a2jauthor.org) includes recorded training modules
- **A2J Author® Starter Kit** includes: *A2J Authoring Guide*, Four Starter Interviews, Video Demonstrations, Training Modules, Sample XML Lists: US States, etc., End Graphic Sample

Find all of these downloads at [www.a2jauthor.org](http://www.a2jauthor.org)
Questions? Feedback?

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