what	why
Open firefox	*Best working browser*
Get ESS qnaire and showcards ready	*You need to have these handy in order to code questions*
Go to link	*You need to follow this link ()*
Log in	*Use your usr and pwd that you got*
Choose France	*The list of questions is shown. You can make a subselection.*
Highlight selected question in list, then title of codeframe	*The question being coded is shown on the right*
Copy-paste question text	*Sometimes you still need to enter the question text*
Click intro help, show scrol, show click to close	*If you need help you can use the question marks*
Click RFA, answer cat help	*All question mark thingies work the same way*
Highlight 'next characteristic' in red	*To start click this button, may be at the bottom of the screen*
Click help for copy tool	*We will show what this is later*
Click help for domain	*All characteristics are explained.*
Highlight watching televion in the question text	*Aha this is about television watching*
Choose Leisure activities	*TV is a leisure activity, so choose this one*
Highlight Domain in coding history	*You can always see your choices in the coding history*
Choose Gambling	*Hey television is a category how neat*
Highlight Gambling in coding history	*Oh wait TV isnt 100% about gambling*
Click previous	*You can navigate back with the previous button*
Choose Television	*TV is a category how neat*
Click next, highlight television in history	*You can correct yourself, phew!*
Choose facts, bg vars, click next	*Wow this is already tedious, that went quick*
Click next for Social Desirability without choosing anything	*You get a warning if you do something wrong*
Make a choice and click next	*Fortunately you can correct your mistakes*
Show a cut	*We won;t bother you with the tedium in between*
Show response scale basic choice	
Choose categories, show Number of categories	*Hey a textbox*
Highlight the text about the suggestion	*The program sometimes calculates automatic suggestiosn*
Show a text-over "suppose there were one category less"	
Remove one line from the ans field, click save	*You can edit this. The suggestion is automatically re-made*
Highlight the 7 in the textfield	*The suggestion has been changed*
Snip	
Show DK	*Hmm is there one or isnt there*
Open the questionnaire	*There is a DK here*
Open the showcard	*No DK here*
Choose only registered	*It is about what the respondent hears/sees*
Snip	
Show number of nouns	*There is a suggestion for nouns? Spiffy! Amazing!*
Hihglight suggestion	*OMG*
Click info icon suggestion	*Suggestions give info sometimes*
Hihglight the "NOM"s, show a counter	*So that;s how it works!*
Click info again to close	*It works the same way as the help boxes*
Snip	
Show showcard used	*This could be the last choice you make...*
Choose No, click next, shows congrats	*When the end is reached, this is what you see*
Scroll though page	*It gives you an overview of what you did*
Click no. abstract nouns in answer	*You can still change your mind*
change choice, click next	*You are back in the interview*
Click next, shows congrats again	*You can also get back to the end*
Highlight 'done' icon in list	*This shows you what you did and di dnbot complete*
Click next question	*You go to the start of the interview of the next question...*
Scroll down, highlight copy tool	*Oh yeah what was that*
Show questionnaire	*They are very similar in all respects*
Choose TVTOT from item	*So we are going to copy*
Highlight success message	
Highlight 'done' icon in list	
Highlight coding history	*All indicates you have made all choices*
Click leisure activities	*You can navigate directly using the history*
Choose Radio	*And correct only what is different*
Hihglight no. syllables	*Hmm that is probably wrong*
Click no sylls	
Highlight suggestion, history	*The suggested codes are only changed when you choose to make t*

Download codebook, open it
Show point list: link, subselection, coding, icon
THE END

to give you more control and prevent nasty surprises.
The lcharacteristics and the help provided are in codebook
quick recap

hem