Installation and Operation Instructions
CPT-IP MATRICS International Version 2 Computer Program

Please read these instructions before attempting to install or use the CPT-IP MATRICS International Version 2 program in the downloaded CPT folder. These instructions are also available on the official MATRICS website, http://www.matricsinc.org, and on the MATRICS Download site, https://download.matricsinc.org, in the Frequently Asked Questions (FAQs) sections. They have been updated since the printing of the MCCB Manual Third Edition.

System Requirements
- Windows processing system – Windows XP, Vista, 7, 8, or 10 (The program is NOT compatible with Apple or other processing systems.) Check the MATRICS Assessment, Inc., Web site for updates on compatibility as new versions of Windows are released.
-Adobe Reader (needed to read this PDF file and to run the CPT-IP subprogram described below; a free version is available at http://get.adobe.com/reader)

Computer Settings
Windows 10 Default PDF Reader and Non-Latin-Based Languages:
If you are using a computer running Windows 10, you may need to change your settings from Microsoft Edge, the default PDF reader new in Windows 10, to Adobe Reader before administering the CPT-IP in a language that uses characters that are not part of the Latin alphabet (see sections below on operating the CPT-IP program). Because Microsoft Edge does not execute JavaScript embedded in a PDF file, it will not work properly to open the PDF subprograms of the CPT-IP. This default setting can be changed a number of ways; one is described at www.cnet.com/how-to/how-to-select-default-programs-in-windows-10/ .

Installing the CPT-IP Program
- Insert the CD labeled *CPT-IP MATRICS International Version 2*. If the menu with program installation choices does not appear automatically, click on *My Computer* and then the DVD/CD drive to display the files on the CD. Then click on *AutoRun_Install.exe* to start the menu.
- Click the menu item titled *Install CPT-IP*.
- The install wizard on your computer will indicate that your program files are loading.
- A window titled *Welcome to the InstallShield Wizard for CPT-IP* will then appear.
- Click *Next*.
- A license agreement window will appear.
- After reading the agreement, click *I accept the terms in this license agreement.*
- Click *Next*.
- Enter Customer Information (user name and organization).
- Click *Next*.
- A window titled *Destination Folder* will appear.
- Click *Next*.
-A window titled *Ready to Install the Program* will appear.
- Click *Install* to begin the installation. Please wait while the program installs; installation may take several minutes.

- A window titled *InstallShield Wizard Completed* will appear.
- Click *Finish*.
- A *Start CPT-IP* icon will appear on your computer's desktop.
- Double click the icon to begin running the CPT-IP program.

Operating the CPT-IP Program
The CPT-IP program allows onscreen instructions for respondents to be presented in a number of different languages so a respondent can view them in his or her native language before beginning the practice trials and formal test administration. For languages that use the Latin alphabet (e.g., Dutch, English, German), the instructions for respondents appear on the computer screen as part of the main CPT-IP program. For languages that use characters that are not part of the Latin alphabet (e.g., Chinese, Hebrew, Russian), a subprogram is needed to display the instructions. The use of this subprogram results in a slightly different sequence for accessing the instructions and initiating administration of the CPT-IP program.

Languages using the Latin Alphabet
To select the language in which you would like the onscreen instructions to be presented, click the arrow located to the right of the list box on the *Start CPT-IP* screen. (The *Start CPT-IP* screen appears when you double click the *Start CPT-IP* icon.) Click the desired language from the drop-down menu and then click *RUN*. The CPT-IP logon screen will appear. Complete the login procedure (described in detail in Chapter 5 of the MCCB Manual) and click *Browse* on the screen titled *Experiment Information.* In the IPFiles directory on the screen titled *Open,* select the Test Save File (*.sav) that corresponds to your desired language (e.g., MATRICS-English.sav) and complete the remaining fields on the *Experiment Information* screen, including the test administration (session) number. The instructions for respondents will then display in the desired language. Files of the type *Test Save Files (*.sav)* should be the default. If your computer calls up files of a different type, click the arrow to the right of the *Files of type* list box to select *Test Save Files (*.sav).*
Read the onscreen instructions aloud to the respondent, who should be seated about two feet from the computer screen, with the mouse comfortably in reach beside the keyboard. Progress through the instruction screens by pressing any key except Enter. When you reach the screen with the prompt *Would you like a practice block?*, you have completed the instructions for respondents. Press *y* on the keyboard for *yes* and then press any key except Enter to begin the practice block. Note: The prompt *Would you like a practice block?* appears in English for all languages. Upon satisfactory completion of the practice block, begin administration of the test according to the instructions provided in Chapter 5.

Languages using characters that are not part of the Latin Alphabet
    To select the language in which you would like the onscreen instructions to be presented, click the arrow located to the right of the list box on the *Start CPT-IP* screen. (The *Start CPT-IP* screen appears when you double click the *Start CPT-IP* icon.) Click the desired language from the drop-down menu and then click *RUN*. The CPT-IP subprogram will open, and a prompt stating, *"This document is trying to put Acrobat in full screen mode, which takes over your screen…"* will appear. Click *Yes* to allow the onscreen instructions to appear in full screen mode, which is the desired view. (To bypass this screen in
the future, click the box beside the text *Remember my choice for this document*.) The instructions for respondents will display in the desired language.
   Read the onscreen instructions aloud to the respondent, who should be seated about two feet from the computer screen, with the mouse comfortably in reach beside the keyboard. Progress through the

instruction screens by pressing the Enter key, the Page Down key, or the space bar. When you reach the last screen of the instructions, which says (in the selected language), *Now we're going to try a few. The numbers will flash very fast on the screen. Remember, click (press and release) the left mouse button only when you see TWO numbers in a row that are exactly the same,* press the Escape key to exit full screen mode and then click the "X" in the upper right corner of the subprogram. The subprogram will close, and the *Start CPT-IP* screen will reappear with a button labeled *Go to main CPT-IP program.* Click the button. The CPT-IP logon screen will appear.

   Complete the login procedure (described in detail in Chapter 5 of the MCCB Manual) and click *Browse* on the screen titled *Experiment Information.* In the IPFiles directory on the screen titled *Open,* select the Test Save File (*.sav) that corresponds to the language in which you have just viewed the instructions for respondents (e.g., MATRICS-Chinese-Traditional.sav) and complete the remaining fields on the *Experiment Information* screen, including the test administration (session) number. A screen will appear that contains only the prompt *Press any key to continue*. Press a key and a screen with the prompt *Would you like a practice block?* appears. Press *y* on the keyboard for *yes* and then press any key except Enter to begin the practice block. Upon satisfactory completion of the practice block, begin administration of the test according to the instructions provided in Chapter 5.

Using the CPT-IP Program in Clinical Trials
Requiring individual administrators/testers to have unique log-on IDs and passwords is often desirable during clinical trials for security purposes. When the CPT-IP program is installed on a computer using Windows Vista or newer versions of Windows, individuals who have only "user privileges" (i.e., individuals who administer the CPT-IP to patients but are not directly responsible for quality control) cannot change or update program files. If an individual with only user privileges tries to change or update program files, a warning message appears. The central administrator at a particular site can add or change testers who will be given user privileges by following these instructions:
-In the CPT-IP directory, right click the *MCPTAdm.exe* icon and select *Run as Administrator*. A screen asking if you want the following program from an unknown publisher to make changes to your computer may appear. Click *yes*. The *New CPT Administration* window will appear.
-Click *Login* and enter the default user ID and password for administrator privileges (user ID=Admin1000; password=password). Click *Users* to add new testers, remove existing ones, and create specific log-on IDs and passwords for each user.

For best results, disconnect from the Internet while administering the CPT-IP. If you are connected to the Web and an automatic download occurs during testing, the download could disrupt the timing of the stimulus on the computer screen and the respondent's response time that is recorded by the program.

NOTE: Although these programs have been tested on Windows operating systems from XP through Windows 10, it is possible that unforeseen problems in their installation or operation may occur. Please contact us via e-mail at matricsassessment@gmail.com with questions.