

# Test Builder Basics

If you want ExamView Test Generator to choose questions randomly from one or more question banks, choose the [QuickTest Wizard](#) command to create a new test. Then, follow the step-by-step instructions to (1) enter a test title, (2) choose the [question bank\(s\)](#) from which to select questions, and (3) identify how many questions you want on the test. The QuickTest Wizard will automatically create a new test and display it on the screen. You can [print the test](#) as is, [remove questions](#), [add new questions](#), or [edit any question](#).

If you want to create a new test from scratch, choose the option to [create a new test from scratch](#). Enter a test title. You may then add questions to the test by using one or more of the following [question selection options](#): **Randomly, From a List, While Viewing, By Standard, By Criteria, or All Questions.**

After you create a test, you can [customize the appearance](#) of the test by changing the [number of columns](#) for the test, allowing for [mixed question types](#), changing the order of the questions, editing test instructions, specifying the font and style for selected test elements, and choosing whether to leave space for students to write their answers directly on the test. The customizing changes you make to the questions will not change the original question bank; your changes are made only to the copy of the questions on the test you just created.

When you have finished creating your test, you can print it and/or save it. To [print a test](#), you may choose how many copies of the test you want, whether you want all the copies to be the same, whether you want to scramble the questions and the multiple choice options, and whether you want to calculate new values for dynamic questions. If you scramble the questions, the program will print a custom answer sheet for each variation of the test.

## Test Builder Toolbar

The **Test Builder** toolbar provides ready access to the most commonly used tools. Because all the toolbar tool functions can also be accessed using menus, you may select to [turn off the toolbar](#) completely to allow the maximum screen space for viewing the test. Not all toolbar tools are available for the Macintosh, so Mac users will need to use alternate selection methods for these tools (see table footnotes). Windows users can further [customize their toolbar](#) to select which tools are displayed and the size of the tool icons.



	A. File Tools	Win Shortcut	Mac Shortcut
	<a href="#">QuickTest Wizard</a>	CTRL+T	⌘+T
	<a href="#">Create a new test</a>	---	---
	<a href="#">Open an existing test</a>	CTRL+O	⌘+O
	<a href="#">Save the test</a>	CTRL+S	⌘+S

	<a href="#">Print the current test</a>	<b>CTRL+P</b>	<b>⌘+P</b>
<b>B. Edit Tools</b>			
		<b>Win Shortcut</b>	<b>Mac Shortcut</b>
	<a href="#">Find text in the test</a>	<b>CTRL+F</b>	<b>⌘+F</b>
	<a href="#">Replace text in the test</a>	<b>CTRL+R</b>	<b>⌘+R</b>
	<a href="#">Spell check the test</a>	---	---
<b>C. Question Content Tools</b>			
		<b>Win Shortcut</b>	<b>Mac Shortcut</b>
	<a href="#">Calculate values</a>	<b>CTRL+K</b> (Selected Item)	<b>⌘+K</b> (Selected Item)
	<a href="#">Toggle bimodal question(s)</a>	<b>CTRL+B</b> (Selected Question)	<b>⌘+B</b> (Selected Question)
<b>D. Question &amp; Test Tools</b>			
		<b>Win Shortcut</b>	<b>Mac Shortcut</b>
	<a href="#">Reorder test questions</a>	---	---
	<a href="#">Scramble test questions*</a>	---	---
	<a href="#">Style Gallery**</a>	---	---
	<a href="#">Two columns</a>	---	---
	<a href="#">Mix question types</a>	---	---
<b>E. View Tool</b>			
		<b>Win Shortcut</b>	<b>Mac Shortcut</b>
	<a href="#">Percent zoom</a>	---	---
<b>F. Question Selection Tools</b>			
		<b>Win Shortcut</b>	<b>Mac Shortcut</b>
	<a href="#">Select questions randomly</a>	<b>CTRL+1</b>	<b>⌘+1</b>
	<a href="#">Select questions from a list</a>	<b>CTRL+2</b>	<b>⌘+2</b>
	<a href="#">Select questions while viewing</a>	<b>CTRL+3</b>	<b>⌘+3</b>
	<a href="#">Select questions by standard</a>	<b>CTRL+4</b>	<b>⌘+4</b>
	<a href="#">Select questions by criteria</a>	<b>CTRL+5</b>	<b>⌘+5</b>
	<a href="#">Select all questions</a>	<b>CTRL+6</b>	<b>⌘+6</b>
<b>G. Help Tool</b>			
		<b>Win Shortcut</b>	<b>Mac Shortcut</b>
	<a href="#">Help topics</a>	---	---

\* Tool not available on Macintosh, use the **Question** menu to access this function.

\*\* Tool not available on Macintosh, use the **Test** menu to access this function.

# Build a Test with the QuickTest Wizard

The QuickTest Wizard provides the quickest and easiest way to generate an **ExamView** test for new users by providing step-by-step instructions. Let the wizard guide you through the four steps to test creation.

## To use the QuickTest Wizard:

1. Click the **QuickTest Wizard** toolbar icon or choose **QuickTest Wizard** from the **File** menu.



If you just started the program or [switched to the Test Builder](#), you can choose **Create a new test using a wizard** from the **Welcome Screen**.

2. Enter the test title and click the **Next** button.
3. Double-click a folder (if necessary) to display a list of question banks.
4. Choose the [question banks](#) from which you want to select questions..

Click the **Folder** button to identify the location of the files if no question banks appear in the list. If you [assigned a password to the question bank](#), you will be prompted to enter the password before you can continue.

5. Identify how many questions of each type you want on the test.
6. If prompted, enter the number of [matching groups](#) you want the wizard to use when it selects the matching questions you requested.
7. Review the test summary and then click **Finish** to complete the process.

When you click the **Finish** button, **ExamView** selects the questions based on your responses and displays them in the test document window.

8. After the program displays the test, you can [edit/create questions](#), [select additional questions](#), [customize the appearance of the test](#), [save your work](#), or [print the test](#).

## Creating a New Test and Selecting Questions

The Test Builder and the Question Bank Editor are separate parts (or modules) of the **ExamView Test Generator** program. Be sure that you are [working in the Test Builder](#) module.

## To create a new test from scratch and select questions:

1. Click **New Test** toolbar button or choose **New Test** from the **File** menu.



If you just started the program or [switched to the Test Builder](#), you can choose **Create a new test from scratch** from the **Welcome Screen**.

2. Enter the test title (e.g., Chapter 1, Midterm, Section 1 Quiz, etc.).
3. Add up to 250 questions per test using any of the six [question selection options](#).
4. (Optional) [Edit any of the questions](#) you added to the test, or [create a new question](#) from scratch.
5. (Optional) [Customize the appearance of the test](#).
6. [Save the test](#).

**Tip:** You can create a new test from scratch as described above, or you can [create a test using the QuickTest Wizard](#) and then add additional questions to the test.

#### Also see:

- [Test Summary Report](#)
- [Printing the test](#)
- [Publishing the test](#)

## Open a Test

### To open a test file:

1. Click the **Open Test** toolbar button or choose **Open Test** from the **File** menu.



If you just started the program or [switched to the Test Builder](#), choose **Open an existing test** from the **Welcome Screen**.

2. If necessary, identify the folder that contains the test file that you want to open. If the file is located on a different drive or on a network, choose the corresponding drive.
3. Double-click the test file you want to open.

If you [assigned a password to the test](#), you will be prompted to enter the password before you can

continue.

#### Notes:

- All tests use a **.tst** file extension.
- You can automatically open test files from previous versions of the **ExamView Test Generator** program. However, once you save a test using the new version, you cannot open that file with an older version. It is recommended that you use a different file name.

## Clear Selections

### To clear (remove) questions from a test:

1. Click the **Select** menu and choose the **Clear Selections** command.
2. Select **Entire Test** or the bank title for those questions to delete.

The program updates the question information in the lower portion of the window as you make your selection. There you can see the number of questions in each question type. The first number represents how many questions in the test are taken from the selected question bank. The second number shows how many questions of that type are on the entire test.

3. Click **Clear** to delete the questions.
4. Repeat Steps 2 and 3 if there are additional questions you want to delete.
5. Click **Done** when you are finished.

**Important:** When you clear (remove) questions from a test, you are not removing questions from the original question banks. However, if you created any new questions for the test or edited any questions, these questions and changes are permanently deleted.

**Tip:** If you want to delete one or two questions, the best way is to highlight those questions (one at a time) and click the **Delete** button. To delete all questions of the same type (e.g., multiple choice), highlight the question type header and click **Delete**.

## Edit/Create Questions on a Test

### To edit a question on a test:

1. [Identify \(highlight\) the question](#) in the test window.
2. Click the **Edit** button located at the bottom of the test window, or double-click the question to display an editing window.

3. Edit the question, change the answer, update the [narrative](#) , and/or modify the question information (objectives, difficulty code, reference, topic, or notes). See the [Entering/Editing Questions](#) help topic for more detailed instructions.
4. Click the **Record** button to accept all of the changes you made to the question. The program applies the changes only to the copy on the test. The original question in the question bank is not updated.

**Tip:** Use the [Question Bank Editor](#) to permanently change a question or to add a new question for use on other tests.

## To delete a question from a test:

1. Highlight the question to delete.
2. Click the **Delete** button located at the bottom of the test window.
3. Confirm that you want to remove the question from the test.

**Important:** Removing a question you selected from a question bank does not affect the original question. However, the program permanently deletes any new question you created and/or a question you edited.

**Tip:** Use the [Clear Selections](#) command to quickly delete all questions or to remove questions you selected from a particular question bank. To remove an entire question type, select the desired type and click the **Delete** button.

## To create a new question:

1. Click the **New** button located at the bottom of the test window or press either **CTRL+N** (Windows) or **⌘+N** (Macintosh).
2. If prompted, specify the type of question (e.g., true/false, multiple choice, etc.) to create.
3. Enter the new question, answer, and information (optional). See the [Entering/Editing Questions](#) help topic for more detailed instructions.
4. Record the new question.

**ExamView** adds the new question to the current test only.

## Check Spelling for a Test

### To spell check an entire test:

1. Click the **Spell Check** toolbar button or choose **Spell Check** from the **Edit** menu while a visual test appears on the screen.



Before you spell check your work, you can set the options to skip the following words: all-cap words, words with numbers, and mixed-case words. Click **Options** to change these settings.

2. Click **Start** to check the spelling on a test.
3. If the spell checker finds a word that is not in its dictionary, the program highlights the word and gives you several choices. Choose one of the following:
  - Skip Once: Skip the highlighted word one time without changing the word.
  - Skip Always: Ignore the word every time it appears.
  - Add: Add the word to the custom dictionary.
  - Replace All: Replace all occurrences of the word throughout the entire question bank.
  - Replace: Replace only the current instance of the highlighted word.
4. Click **Done** when you finish using the spell checker.

## To spell check a question:

1. Click the **Spell Check** toolbar button while entering/editing a question.



**Important:** If you are entering a question with an open-ended response (e.g., short answer), you must separately check the spelling in the question and then in the answer. Position the cursor in the section you want to spell check.

2. Click **Start** to check the spelling.
3. When the spell checker identifies a misspelled word, choose to skip it once, skip it every time, add the word to the custom dictionary, replace all occurrences of the word, or replace only the current instance.
4. Click **Done** when you finish using the spell checker.

### Notes:

- You can click the **Custom** button to add or remove words in the custom dictionary.

- The custom dictionary (examview.tlx) is stored in the application folder. You can delete this file to remove the entire custom dictionary.
- Click the **Dictionaries** button to select which dictionaries to use for the spell check. **ExamView Test Generator** ships with an American English and a Spanish dictionary, but may include an alternate dictionary (e.g., French or German) depending on the question bank content.
- When viewing a question bank, the spell checker does not check the answer choices for Bimodal questions shown as Short Answer.
- Spell check does not check dynamic content.

## Mix Question Types on a Test

By default, **ExamView** groups test questions by their question type (e.g. multiple choice, true/false, etc.). You can choose not to group questions by type by doing the following.

### To mix question types on a test:

1. Click the **Mix Question Types** button on the toolbar.



- or -

1. Select **Preferences** from the **Edit** menu.
2. Within the preferences dialog click the **Layout** icon and then click the **Question Types** tab.
3. Select the **Allow question types to be mixed** radio button.
4. Click **OK**. (Click **Save As Default** if you want all future tests to allow for mixed question types.)

#### **Note:**

- The instructions that appear with each question type will not display if you choose to allow for mixed question types. To include instructions for specific questions add the instructions to the question or the question narrative.
- Allowing for mixed question types does not automatically mix your questions. Once you allow for mixed question types you should [reorder](#) or [sort](#) your questions to mix them.

## Reorder Questions

## To reorder the questions on a test grouped by question type:

1. Click the Reorder Questions toolbar button or choose Reorder from the Question menu.



2. Click on an item (individual question, question type group, or narrative group) and hold down the mouse button while you drag the item to the new location in the list. Alternatively, press either CTRL+↑/CTRL+↓ (Windows) or ⌘+↑/⌘+↓ (Macintosh) to move the highlighted question.

### Rules:

- You can move a question only within the same question type.
  - To move an entire question type group (e.g., multiple choice), click on the question type title and drag it to the desired location.
  - You can move a group only to certain places in the list. The insertion bar appears as a thick line to indicate where you may move the question group.
  - Questions attached to a narrative can be moved only within the same [narrative](#) group.
  - A question not a part of a narrative group cannot be moved into that group. Likewise, you cannot move a question linked to a narrative outside of the group.
  - Matching questions can be moved only within the same [matching group](#).
3. Repeat Step 2 for each item you want to move.
  4. Click OK to update the current test.

## To reorder the questions on a test with mixed question types:

1. Click the Reorder Questions toolbar button or choose Reorder from the Question menu.



2. Click on an item (individual question or narrative group) and hold down the mouse button while you drag the item to the new location in the list. Alternatively, press CTRL+↑/CTRL+↓ (Windows) or ⌘+↑/⌘+↓ (Macintosh) to move the highlighted question. Another option is to click the [Sort](#) button to sort by question criteria.

### Rules:

- Questions attached to a narrative can be moved only within the same [narrative](#) group.
  - A question not a part of a narrative group cannot be moved into that group. Likewise, you cannot move a question linked to a narrative outside of the group.
  - Matching questions can be moved only within the same [matching group](#) .
3. Repeat Step 2 for each item you want to move.
  4. Click OK to update the current test.

Tip: You can use the [Scramble](#) option if you want to randomly arrange the questions on a test.

 Note: If you do not see the Reorder button right click on the toolbar and select [Customize](#).

## Sorting Questions

In addition to reordering questions in a test/question bank, you can sort the questions based on various criteria provided that [Allow for mixed question types](#) is enabled. This feature is useful for quickly adding another layer of organization to your test/question bank. For example, questions can be sorted to present the questions in order of increasing difficulty level or to group questions by state standard. Note that in order to utilize this sorting feature, questions must contain descriptive meta-data information.

### To sort the questions in a test/question bank:

1. From the **Reorder Question** dialog, click the **Sort** button.
  - If a **Sort** button is not visible, click the Cancel button and enable the [Allow for mixed question types](#) preference. See the topics about mixing question types (for tests and for question banks) for details.
  - Sorting is only allowed if at least some of the questions contain information that can serve as sorting criteria.
2. From the pull-down menu on the **Sort Questions** dialog, select the criteria to use as the basis for the sorting action.
  - The **Sort by list** can sort by any of the question information fields, such as Difficulty, Reference, Topic, State Standard, and Keywords.
  - The **Sort by list** will only contain entries for question information fields that contain at least one entry for the questions being sorted.
  - Sorting treats the entire entry of a question information field as a single entity, even if it contains multiple entries separated by an item delimiter character. For example, if a question contains two keywords stored as “energy | heat”, the category would appear exactly as shown rather than as separate entries for “energy” and “heat.” Further, if another

question contains just the keyword “energy”, it would not be recognized as being a subset of the previous question with multiple entries.

3. A preview of all the entries for the sort criteria will appear in the list box below the pull-down list. Drag an entry up or down to reorder the list to the desired sort sequence.
  - Entries are always initially shown in alphabetical order, not by the order that they appear in the current question order.
  - Changing the sort criteria or closing the **Sort Questions** dialog resets the order of the entries to the initial alphabetical sequence.
4. Click **OK** to apply the sort order to the questions. The question order displayed in the **Reorder Questions** dialog will now reflect the sorting order.

## Scamble Questions on a Test

### To scramble the questions on a test:

1. Click the **Scamble** toolbar button (Windows only) or choose **Scamble** from the **Question** menu.



The **Scamble** option is different from the **Reorder** command in that the [Reorder command](#) lets you move questions one at a time or in a group. And, you can move them exactly where you want the questions to appear. With the **Scamble** option, the program randomly rearranges the questions. If you prefer, you can automatically generate different versions when you [print a test](#).

2. Choose one or more of the scramble options: sections, questions, and choices.
3. You may assign a new test ID (A-Z) each time you scramble the questions.
4. Click **OK** to scramble the current test.

**Note:** This option permanently changes the question order on a test.

## Test Summary Report

The **Test Summary Report** displays information about the questions included on the test and may provide links for relevant remediation content. Look for the icon in the table header to indicate that remedial content links will be active if the question information is available.

In the first section of the report, a table shows which question banks you selected questions from and their point values. The second section of the report shows the number of questions for each question type. The third section of the report lists the Learning Objectives for the questions (if available) along

with the associated keywords. Keywords may contain hyperlinks to remediation content. The last section of the report shows the State Standards (if available) used in the test. State Standards will hyperlink to remediation content if they contain an alignment code.

📌 **Note:** Remediation hyperlinks are only available for keywords and state standards. The state standard information must include an alignment code in order to link to remedial instruction. The **ExamView® Learning Series** questions include state standard alignment codes. Learn more at [www.examview.com](http://www.examview.com).

Remedial instruction is provided through netTrekker d.i. You must have an active netTrekker d.i. account to access the resources. To learn more about netTrekker visit [www.netTrekker.com](http://www.netTrekker.com).

## To display a test summary:

1. Click the **Test** menu and choose **Summary**.
2. Click **Print** to print the test summary.
3. Click **Cancel** when you are finished with the summary.

## Print a Test

### To print a test:

1. Click the **Print** toolbar button or choose **Print Test** from the **File** menu.



2. Specify the number of test variations to print (1-26).
3. Choose to scramble sections, questions and/or multiple choice answer choices. If you choose to scramble sections or questions, you can also choose to print a version map—a correlation chart to show you how the test was scrambled.
4. If your test contains dynamic questions, choose whether you want to calculate new algorithm values for each variation of the test.
5. Indicate whether you want to print an [answer strip](#) .
6. Click **OK** to confirm your responses.
7. In the **Print Test** dialog box, choose to print the entire test or selected pages and then click **OK** to print the test.

 **Note:** You cannot print selected pages if you chose to print an answer strip or multiple versions of a test.

## Two-Column Formatting

By default, ExamView displays tests in one-column format. You can switch to two-column formatting by doing the following:

### To format a test using two columns:

1. Click the Two Columns button on the toolbar.



- or -

1. Select Preferences from the Edit menu.
2. Within the preferences dialog click the Layout icon and then click the Page tab.
3. Select the Two Columns radio button.
4. (*Optional*) Select Show vertical lines between columns and/or Show horizontal lines between sections.
5. Click OK. (Click Save As Default if you want all future tests to display in two-columns.)

 **Note:** Not all questions can be displayed in two-column format. For example, a question may be too wide to fit within the column, etc. For an explanation of why some questions won't display in two-column format as well as tips for optimizing your questions for two-column formatting see [Optimizing Tests for Two-Column Format](#).

## Printing a Bubble Form (Window only)

### To print a bubble form:

1. Choose **Print Bubble Form** from the **File** menu.
2. Select a form from the **Form Name** list that appears on the left. A description of the selected bubble form will display in the area on the right.
3. Click **OK** to confirm your selection.

#### Notes:

- Bubble forms are available for printing from either the **Test Generator** or **Test Manager** application.
- These bubble forms are compatible with the [plain-paper scanning](#) feature of the **Test Manager** (Windows only). Refer to the **Test Manager Help** for details about this capability.

## Translate a Test

When you choose to "translate" a test, **ExamView Test Generator** automatically builds a new test using an alternate language question bank. The software does **not** actually translate a test. It simply finds and selects the matching questions from the alternate question bank(s).

**Important:** The **Translate Test** command appears in the menu only if the publisher-prepared banks include banks for multiple languages (e.g., English and Spanish). See the notes at the end of this topic before using this feature.

### To translate a test:

1. Save the current test.
2. Click the **Test** menu and choose the **Translate Test to (language)** command.
3. If necessary, you may have to identify the location of the question bank file(s).

#### Notes:

- For best results, do **not** edit any questions or add new ones to the publisher-supplied question banks. If, for example, you edit a question in an English question bank, the equivalent question in the Spanish bank is not updated. This same rule applies for new questions you add to a question bank.
- Any changes you make to questions on a test or new questions you add will not be reflected in a "translated" test. If you edit a question on a test, it is necessary to make the same edits once the "translated" test appears.
- If you want to add your own questions, create a completely new question bank. When you build a test that includes your own questions, the program will not be able to "translate" those questions. **ExamView Test Generator** will display a message letting you know if it could not "translate" some of the questions. You can then manually add those questions to the test.
- If you accidentally change a question bank, it may be best to re-install the question bank(s). You may need to delete any question bank files you changed for the installer to correctly update the question bank files.

- Once installed, do not change the folder names for the question banks as the program may not be able to locate the alternate language files.

## Save a Test

### To save a test:

1. Click the Save toolbar button or choose Save from the File menu.



If you already saved the file, the program will automatically save the current test with the same file name to the same location.

2. Enter a name for the test (with a .tst extension) if this is the first time that you have chosen to save the test.
3. Identify the folder where you want to save the test. If you want to save the file on a different drive or on a network, choose the location.
4. Click the OK button to save the test.

### To save a test with a different file name or to a new location:

1. Click the File menu and choose the Save As command.
2. Enter a new file name with a .tst extension.
3. Identify the folder where you want to save the test. If you want to save the file on a different drive or on a network, choose the location.
4. Click the OK button to save the test.

 Note: You can automatically open test files from previous versions of the ExamView Test Generator program. However, once you save a test using the new version, you cannot open that file with an older version. It is recommended that you use a different file name.

Also see:

- [Test Summary Report](#)
- [Printing the test](#)

- [Publishing the test](#)

## Assign a Password to a Test

### To assign a password to a test:

1. Choose Test Password from the Edit menu.
2. Enter a password and click OK.
3. Re-enter the password and click OK to confirm the password.

**Important:** Be sure to write your password on a piece of paper and store it in a safe place. You will not be able to open the test without the password.

 Note: The program will prompt you to enter a password when you open a test.

### To remove an existing password:

1. Choose Test Password from the Edit menu.
2. Delete the password and click OK.

## Export/Import a Test

### To export a test:

1. Click the File menu and point to the Export command.
2. Specify an export file type:
  - Rich Text Format (.rtf)
  - HTML (.html)
  - ExamView Question Bank (.bnk)
  - ANGEL (.zip) —Windows only
  - Blackboard (.zip)
  - WebCT (.zip) —Windows only
3. Enter a new file name.
4. (Optional) Select a folder to identify the location where you want to save the file. If you want to save the file on a different drive or on a network, choose that location.
5. Click the Save button to export the test.

Some export formats require additional settings to be specified and an options dialog will appear. Complete the required fields to continue the export process.

**Important:** The Help button on these dialogs links to help files unavailable anywhere else in the program and contains export details specific to that format.

**Tip:** You can copy an entire test using the [Copy Entire Test](#) command. Then, you can paste the test into a word processor.

 Notes:

- The Rich Text Format (.rtf) provides an easy way to export to a program such as a word processor. Depending on the application you use to import an RTF file, some of the formatting options may not be supported. For example, WordPad does not accommodate tables, borders, shading, etc.
- You can export a test to a question bank format. By exporting a test to a question bank format, you can then include those questions on another test.
- To merge several question banks into one question bank, build a test using all of the questions from the desired banks. Then, export the test as a question bank.
- The export option supports ANGEL, WebCT, and Blackboard formats. When you export a test using any of these choices, the program formats the questions and images and then compresses them into one .zip file that you can import into your course management system. For direct publishing of the test to the LMS, use the Publish To menu option (not available for all learning platforms) rather than Export.

## To import a test into ExamView Test Generator from an XML format:

1. Click the File menu and choose the Import command.
2. Select an .xml test file to import.
3. Click the Open button to import the test.

 Notes:

- You can use this feature to import only a test that is formatted with the XML format.
- If there are errors in the .xml file, a message appears to identify the location and nature of the error. You must edit the file, correct the error, and save the file to disk. Then, repeat the steps to import the file. The XML specification requires that the file include specific tags and content in a particular format.

### Notes:

- See the next topic for help on [importing questions from other sources](#).
- If there are errors in the .xml file, a message appears to identify the location and nature of the error. You must edit the file, correct the error, and save the file to disk. Then, repeat the steps to import the file. The XML specification requires that the file include specific tags and content in a particular format.

## To import a CPS lesson: (Windows only)

1. Click the File menu and select Import > CPS Lesson.
2. Locate the CPS database (both .CPS and .CXM file types are supported) that includes the lesson you want to import. Highlight the file and click the Open button.

 Note: By default, the CPS file selection window opens the My Documents directory.

3. Select the lesson that you want to import from the directory tree and click OK.

 Note: Folders and lessons that do not contain questions cannot be imported and are indicated with an icon that includes a minus sign in a red circle. 

## Select Questions Randomly

Use the **Select Questions Randomly** option if you want to quickly choose questions without regard to the content of the question. For example, you could choose 20 multiple choice questions randomly and then use another method to select additional questions.

### To select questions randomly:

1. Click the **Select Randomly** toolbar button or choose **Randomly** from the **Select** menu.



2. Highlight the question bank(s) you want to use and click the **Select** button. You may also click the **Select All** button to use all question banks within the selected folder. If necessary, click the folder button to navigate to the folder containing your question banks. Click the **Next** button.
3. A window with five columns appears—**Already Selected** shows the number of questions of each type from the current bank(s) that are already on the test, **Number Remaining** lets you know how many more you can select, **Additional Selections** includes space for you to select new questions, and **Total** shows the total for each question type from the current bank.

4. In the **Additional Selections** column, enter the number of new questions you want to select for each question type.
5. Click **Finish** to select the new questions.

## Select Questions from a List

The **Select Questions From a List** command is an easy way to select questions if you know which ones you want to select. Using a question bank printout, you can scan through the questions ahead of time even if you don't have access to a computer. Write down the question types and the question numbers. Later, while working with the software, you can use the **From a List** command to select those questions you already identified.

### To select questions from a list:

1. Click the **Select From a List** toolbar button or choose **From a List** in the **Select** menu.



2. Highlight the question bank(s) you want to use and click the **Select** button. You may also click the **Select All** button to use all question banks within the selected folder. If necessary, click the folder button to navigate to the folder containing your question banks. Click the **Next** button.
3. A window with three columns appears. The first two columns show the question type and question number. The last column changes depending on the current sort by setting. For example, you can sort by: difficulty, reference, objective/standard, keywords, miscellaneous, or topic.  
  
 **Note:** The availability of a difficulty code, objectives, reference, or topic depends on each particular question bank.
4. Use the mouse to click on the check box next to each question you want to select. Or, use the arrow keys to move to a question and then click the check box or press the **SPACEBAR**. Click the check box again to deselect the question. Use the button to expand/collapse question banks to see other questions.
5. Click **Finish** to select the questions you identified.

#### Notes:

- Using the [question information option](#), you can mark questions not to be used on a test instead of deleting a particular question. Question numbers will not appear in the list for those questions that you have marked not to be included on a test.
- A black dot appears next to any [bimodal](#) multiple choice or short answer questions in the list.

## Select Questions While Viewing

The **Select Questions While Viewing** command lets you view the questions on the screen and choose which ones you want to include on a test. It's an easy way to preview questions before you add them to a test. You can see the question and answer together, along with the [question information](#) (if available). You may also use the **Options** button to customize which question information fields are shown in the preview.

## To select questions while viewing:

1. Click the **Select While Viewing** toolbar button or choose **While Viewing** from the **Select** menu.



2. Highlight the question bank(s) you want to use and click the **Select** button. You may also click the **Select All** button to use all question banks within the selected folder. If necessary, click the folder button to navigate to the folder containing your question banks. Click the **Next** button.
3. When you choose this option, the program displays a window with all of the questions in the current bank. A selection check box appears next to each question. Check boxes also appear next to the bank title, each question type title, and each narrative.
4. Use the mouse to [scroll through the question bank](#). Click a check box to select an item. Or, use the arrow keys to move through the items and then press the **SPACE BAR**. Click an item check box again to deselect it.
  - Click the check box next to the bank title to select the entire bank. Then you can selectively deselect questions you don't want to include.
  - To choose all questions of a particular type (e.g., all multiple choice), click the check box next to that type.
  - If you want all questions that are linked to a narrative, select the narrative.
  - The check boxes next to bank titles, question types, and narratives have four states.
    - No questions in the group are selected
    - All questions in a group are selected
    - Some, not all of the questions in a group are selected
    - Can't be selected
5. Click **Finish** to select the questions you identified.

### Notes:

- If you selected multiple question banks, click the **Bank** drop-down list to choose a different bank from which to select questions.
- Click the **Options** button to make adjustments to how much question information is shown in

the preview window. Changing the viewing options allows you to just show the question information that you need to make your selections.

- Questions that you marked not to be included on a test will appear with a disabled check box  so that you cannot select them. To make the question available, edit the question using the Question Bank Editor and change the option in the [question information](#).

## Select Questions by Standard

Use the **Select Questions by Standard** option if you want to choose questions based on their learning objective, national standard, state standard, or local standard. This powerful tool allows you to quickly create a test to help you determine which objectives your students have met and which objectives they still need to work on.

### To select questions by standard:

1. Click **Select By Standard** toolbar button or choose **By Standard** from the **Select** menu.



2. Highlight the question bank(s) you want to use and click the **Select** button. You may also click the **Select All** button to use all question banks within the selected folder. If necessary, click the folder button to navigate to the folder containing your question banks. Click the **Next** button.
3. A window with five columns appears. The first column shows the objective/standard. Click the **Standard type** drop-down list to choose whether you want to display the learning objective, national standard, state standard, or local standard.
4. The **Already Selected** column shows the number of questions for each objective/standard that are already on the test. **Number Remaining** lets you know how many more you can select from the current bank(s). **Additional Selections** includes space for you to select new questions. **Total** shows the total for each objective/standard.
5. In the **Additional Selections** column, enter the number of new questions you want to select for each objective/standard.
6. Click **Select**.

The program selects the number of questions you requested that match the objectives/standards you selected and then it rebuilds the test in the background.

7. Repeat Steps 3-6 to select additional questions.
8. Click **Close** when you finish selecting questions by standard.

#### Notes:

- Because some questions may contain more than one objective/standard, the total in the Number Remaining column may not match the actual total of questions available.
- If standard descriptions are available for the selected bank(s), a check box to Show descriptions will appear in the dialog. Turning this option on appends the description to the standard code.

## Select Questions by Criteria

When you want to choose questions based on certain criteria, use the **Select Questions by Criteria** command. You could, for example, select all multiple choice questions that have "average" as the difficulty code. Just enter the search criteria and **ExamView Test Generator** tells you how many questions match that request. Then select the number of questions you want to include on the test.

### To select questions by criteria:

1. Click the **Select by Criteria** toolbar button or choose **By Criteria** from the **Select** menu.



2. Highlight the question bank(s) you want to use and click the **Select** button. You may also click the **Select All** button to use all question banks within the selected folder. If necessary, click the folder button to navigate to the folder containing your question banks. Click the **Next** button.
3. Select a search option. You may choose to have your criteria match exactly or to search using wildcards. If you choose to use wildcards, see the notes below for search commands.
4. Set the **Question type** to filter the search or leave it set to **Any**.
5. Click the **List** buttons to select from a list; or key the **Difficulty**, **Reference**, **Objective/Standard**, **Topic**, **Keywords**, and/or **Miscellaneous** search criteria. If you select from a list, the **Search options** drop-down list will automatically be set to **Match criteria exactly**.



After you enter the search criteria, the program shows you how many questions match the criteria from those available (not already selected) in the current bank.

6. From the pool of questions matching the criteria, you can now choose either to select questions individually from a preview window (**Select While Viewing**) or specify the number of questions and have the program randomly choose the questions (**Select Randomly**). Click the button with the desired selection mode.
7. From the next dialog, select individual questions (**Select While Viewing**) or specify the number of questions (**Select Randomly**) to add to the test and click the **OK** button.

The program rebuilds the test in the background to include the selected questions.

8. Repeat Steps 3-7 to select additional questions.
9. Click **Close** when you finish selecting questions by criteria.

 **Notes:** You may use the following commands to refine your search. Searches are not case-sensitive, so whether or not you use capital letters, your results will be the same.

- To find items where two or more words are all present, just enter the words with a space between them. For example, a search for **nouns proper capital** would return items with all three words in any order.
- To find items containing certain words in a particular order, place quotation marks around the group of words. For example, a search for "**Romeo and Juliet**" would return items containing **Romeo and Juliet**, but not those just containing **Romeo, and,** or **Juliet**.
- To find items that don't contain a certain word, place a minus sign immediately before the word to be excluded (no space). For example, a search for **subjects predicates -compound** would return items containing the words **subjects** and **predicates** but not containing the word **compound**.
- To find items where one word or another is present, enter words in parentheses separated by commas. For example, a search for **(adjectives, adverbs)** would return items that contain either the word **adjectives** or the word **adverbs**.
- To find items that contain words starting with a particular sequence of letters, enter the letter sequence followed by an asterisk. For example, a search for **pro\*** would return words starting with **pro**, such as **pronoun, proper, properties**, etc. The asterisk must be at the end of the sequence of letters.
- You may combine the above find commands. For example, a search for **noun (common, compound, -proper)** would return items that contain the word **noun** and either **common, compound,** or not the word **proper**. A search for **-pro\*** would return all items that did not contain a word beginning with **pro**.

## Select All Questions

When you want to choose all the questions in a question bank, use the **Select All Questions** command.

### To select all questions from the current question bank:

1. Click the **Select All** toolbar button or choose **All Questions** from the **Select** menu.



2. Highlight the question bank(s) you want to use and click the **Select** button. You may also click the

Select **All** button to use all question banks within the selected folder. If necessary, click the folder button to navigate to the folder containing your question banks. Click the **OK** button.

3. When prompted, click **Yes** to indicate if you want to add all of the remaining questions.

## Change the Layout and Style for a Test

**ExamView Test Generator** allows you to customize nearly every aspect of a test's appearance. Specifying the font face, amount of space between questions and choices, number of columns on the page, and the letter sequence for answer choices are just a few of the controls that you can configure. If you want your test to resemble a standard national or state format, browse through the list of pre-made templates from the [Style Gallery](#).

### To change the layout/style for the current test:

1. Click the **Test** menu and choose **Layout...** to go directly to the **Layout** category in the **Preferences** dialog box.
2. Set the **Layout** options. Notice that the options are separated into five sub-categories. Descriptions of the Layout options can be found in the Layout Preferences help topic.
3. Click the **Style** icon if you want to change any of the test fonts, answer style, or number style. Notice that the options are separated into two sub-categories. A description of the Style options can be found in the **Style Preferences** help topic.
4. Click **OK** to apply the settings to the current test.

 **Note:** Some of the layout options (e.g., two-column format to conserve paper) do not apply to online tests.

## Optimizing Tests for Two-Column Format

When two-column formatting is selected, **ExamView** displays every question possible in two-column format. The program follows a series of rules in deciding if a question can or cannot be displayed in two-column format. A list of reasons why a question might not display in two columns is included below, along with steps you can take to modify the question.

### Question contains an image or table that is too wide to fit within a column.

Images and tables included in a question must be roughly three inches or less in width in order for the question to display in two columns. (The exact width will depend on your page orientation, margin settings, etc.)

**Solution:** If appropriate, resize the image or table to three inches or less in width. If the image or table cannot be resized, the question will have to display in one column.

### **Question is between two questions that cannot be displayed in two-column format.**

If a question is positioned between two questions that cannot be displayed in two-column format (e.g. wide questions), then it will also display in one column.

**Solution:** Click the [Reorder](#) button  and reposition the question.

### **Question contains dynamic content.**

The variability of some dynamic content requires that it display in one column.

**Solution:** Consider replacing the question with one that is not dynamic.

### **Question is set to always display in one-column format.**

**ExamView** provides the option to always display individual questions in one-column format. If a question will not display in two-column format check to see that it is not set to always display in one column. To do this:

1. Double-click the question that will not display in two-column format.
2. Click the **Info** button.
3. Make sure that a checkmark is not included next to **Always display this question in one column format in two-column tests**.
4. Click **OK**.

## **Change Headers and Footers**

### **To change the headers/footers for a test:**

1. Click the **Test** menu and choose **Headers** or **Footers**.
2. Choose to edit the first page or subsequent pages header/footer.
3. Enter the new header or footer.

You can use the [word processing features](#) (styles, fonts, tabs) in the headers/footers as needed.

4. To insert a page number, page count, version ID, or the current date, choose the command from the **Insert** menu. Or, click the corresponding button in the entry window.

When you print multiple versions of the same test, **ExamView Test Generator** automatically increments the version ID for each test. You can use this code to match a test to the corresponding answer key.

5. Click **Record** to apply the changes you made.

## Change Instructions

### To change the instructions for a test:

1. Click the **Test** menu and choose Instructions.
2. Choose the question type (e.g., true/false, multiple choice, etc.) that you want to update. Each question type has its own instructions.
3. Enter the new instructions.

You can use all of the [word processing features](#) (styles, fonts, tabs, etc.) except for tables.

4. Click **Record** to apply the changes you made.

**Note:** Instructions do not appear when tests are set to allow for [mixed question types](#).

## Set the Instruction Language

### To set the instruction language:

1. Select the **Test** menu and then **Instructions**. Choose the **Set Language** option.
2. Select the language option.
3. Click **OK** to complete the process.

## Style Gallery

### To format a test with the Style Gallery:

1. Click the **Style Gallery** toolbar button (Windows only), or select the **Test** menu and then **Style Gallery**.



2. Select a test style from the **Layout Styles** list on the left. A preview of the test style will appear in the test preview window on the right.
3. Click **OK** to apply the style to your test.

 **Notes:**

- After selecting a style, you can override individual layout and style [preferences](#).
- The list of available styles is based on your **State/Region** setting in the [Preferences \(General\)](#).
- Visit the downloads section of the [ExamView website](#) for more information on styles and to download additional styles for the **Style Gallery**.