How do I create an Answer Field question?
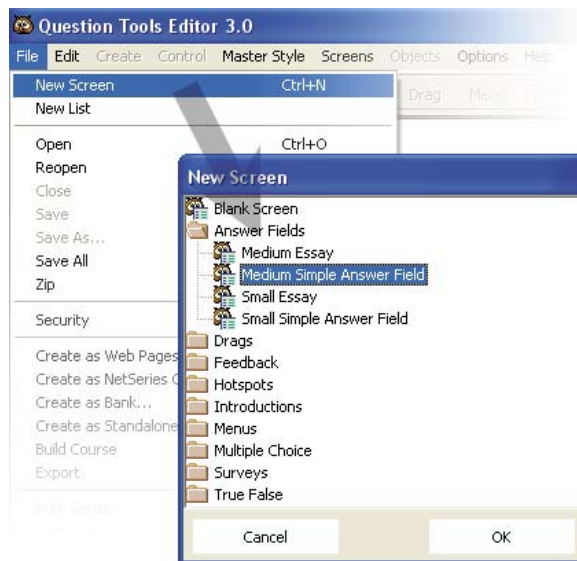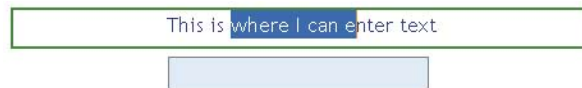
- **Select New Screen from the File menu**, click on a Simple Answer Field template from the list that appears, and then press the OK button.

- **Edit the text on the screen.** To do this you double-click on the text area you wish to edit.
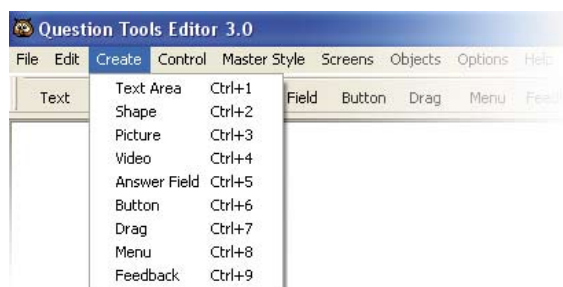
- Click on the Answer Field and, using the Screen Inspector, **enter the answers and marks.** You can also enter the marks the user receives for not answering, and for entering an answer that does not match any of the answers you have entered. You can also enter an initial value for the field.

- **Change the type of the field** if you need to. The choices include Free Text, Integers, Real Numbers. If you select a numeric option then you can enter ranges. If you select Multiline then essay marking will be used.

- **Need more fields and text?** You can use the Create menu, or you can duplicate existing Answer Fields and Text Areas by selecting and choosing Duplicate from the Edit menu.
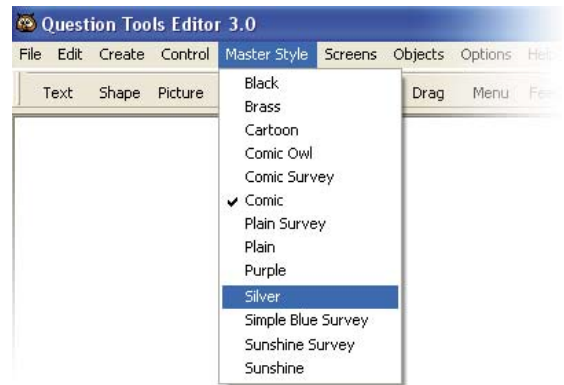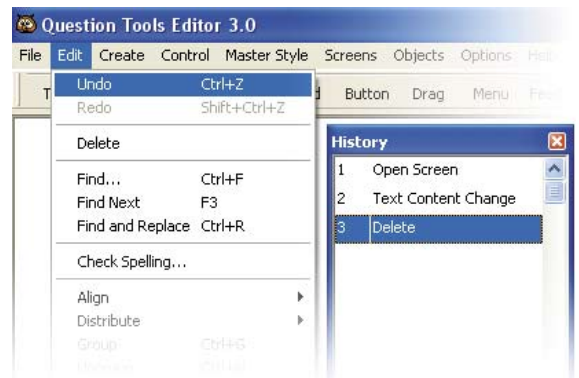
Answer Fields

- **Want to change the way it looks?** Just select a different style from the Master Style menu.
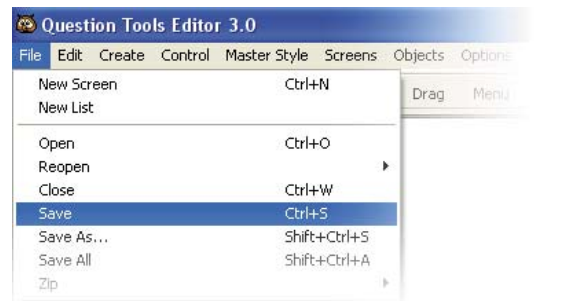

- **Too many Answer Fields or Text Areas?** Select the Answer Fields or Text Areas you do not and then select Delete from the Edit menu.

- **Deleted the wrong thing?** You can always use Undo from the Edit menu. Alternatively, you can select History from the Options menu. This shows you your actions and allows you to undo and redo the last 50 actions for each screen.

- Remember to **save your screen** (Save from the File menu).

- **Test your screen.** Press the Play tab and try to answer your question. Use the Mark and Cheat buttons to see how your screen works. Press the Layout tab when you want to return to editing.