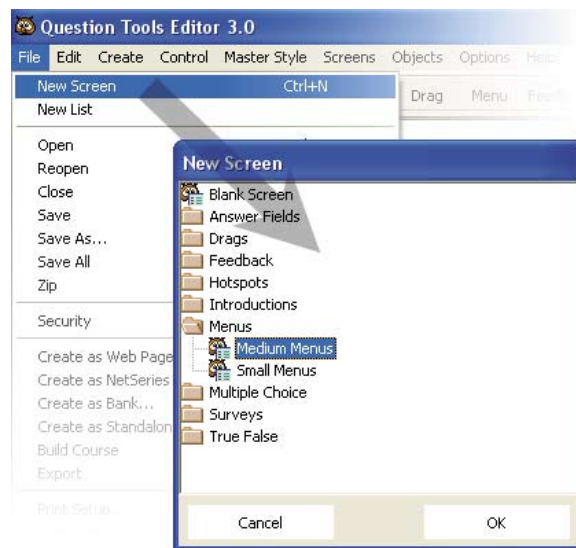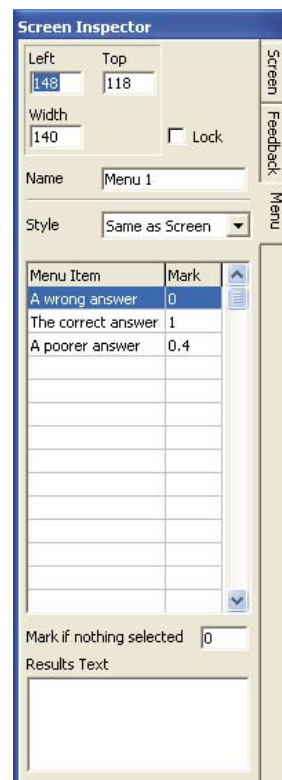## How do I create a Menu question?

- **Select New Screen from the File menu**, click on one of the Menu templates 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. You can press the Tab button on your keyboard to move between text areas.
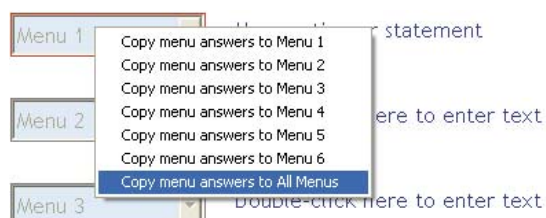
- Click on the first menu using and use the Screen Inspector to **enter the menu items and the marks** they attract.

- **Click on the next menu** and enter the items for this.

- **Copying menu items and marks**. You can **copy the menu items from one Menu to another** simply by clicking on the Menu with the items you want to reuse using the right mouse button and selecting from the pop-up menu that appears.
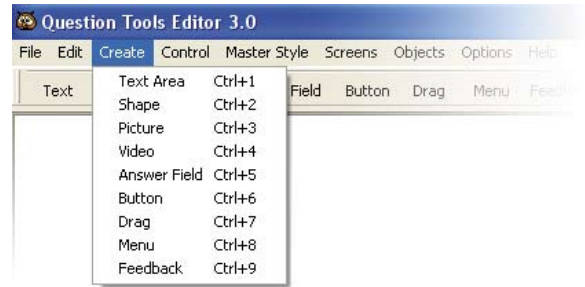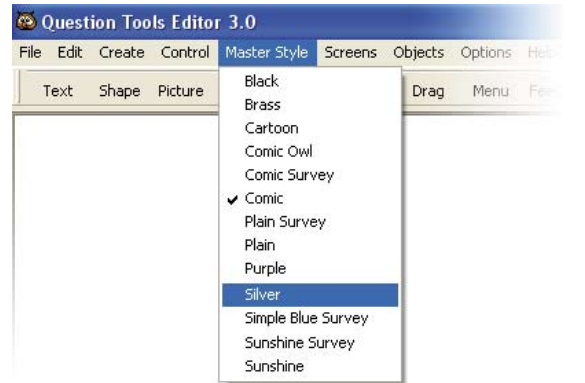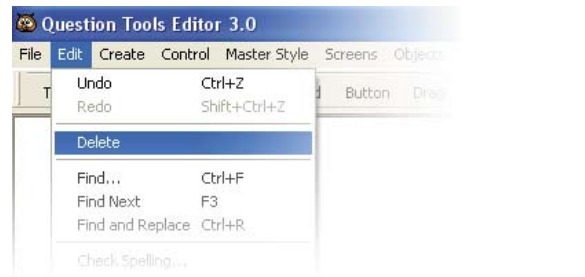
- **Need more Menus and text?** You can use the Create menu, or you can duplicate existing Menus and text areas using Duplicate from the Edit menu.
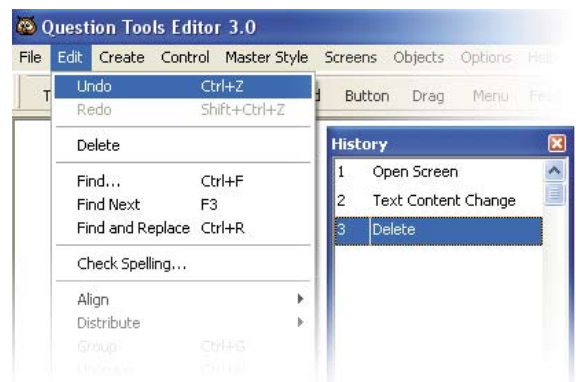
- **Want to change the way it looks?** Just select a different style from the Master Style menu.
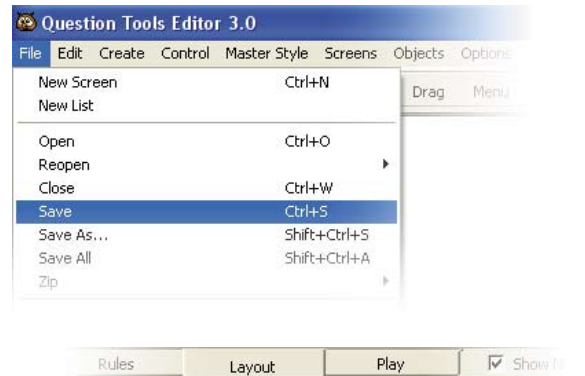
- **Too many buttons or text areas?** Select the buttons or Text Areas you do not and then select Delete from the Edit menu.

- **Deleted the wrong thing?** You can always use Undo from the Edit menu. Alternatively, you can select History from the Options menu. This shows 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.