

## •Saving, Exporting & Printing

Now that you've created your first GTS test, you'll want to save it. Select "Save" from the File menu to call up the save dialog, give the test file a name, navigate to the folder into which you would like to save the document and click on the Save button.

Mode)

The File Menu (Control

The other functions of the File menu are as follows:

Open...: Opens an existing GTS test document for editing or testing.

Save As...: Saves a copy of the currently loaded test document including any testing results, and continues to work with this new copy.

Export Test...: Saves a copy of the currently loaded test as a standard text document which can be opened with the application of your choice for further editing or printing. Hold down the **Command** key while choosing "Export Test..." to generate an answer key.

Page Setup...: Opens a printing dialog allowing you to set options for your printer.

Print Test...: Prints a formatted test with the test's title and a space for students to fill in

their name. Hold down the **Command** key while choosing "Print Test..." to print out an answer key.

Exit Control: Closes all control windows and returns to the sign-in window of the student mode.