

## **Maketest Help Index**

### **Menu Items**

File  
Edit  
Import

### **General Information**

The purpose of the program

## File Menu

This menu can be used to start a new set of test questions, to open an existing set, to save a file or saveas a file with a new name while still maintaining the old file. Files can also be printed. To exit the program select exit or press Alt-x.

## Edit Menu

This menu allows the user to change or delete an existing question. Questions can also be added . Words or phrases can be searched for by choosing search or search again .

## **Import Item**

A text file can be opened and questions from the file used to create a new file or add to an existing file. The text file **MUST** be on the same directory as Maketest. To use this option use your word processor to save an existing test as a text file on the directory where Maketest is located (most probably C:\TAKETEST). Click on import and you will be presented with a file dialog box which you can use to choose the file of interest. The file will appear in a window. To choose a question select the text you want by either using the mouse or using the Shift+arrow keys. Click the left button on the first letter you want imported, drag the mouse until it is over the last letter and then release the button. The text you selected is then highlighted. To use the Shift-arrow keys combination use the arrow keys until the cursor is to the left of the first letter you want selected. Depress and hold down the shift key while using the arrow keys until the cursor is to the right of the last letter. Release the shift key and your selection will be highlighted. Click on Select of the menu and the question will be added to your file. You will also be asked for the answer to the question. The question chosen will disappear from the screen but your text file will be unaffected.

### **Purpose of the program**

This program allows the instructor to create tests that can be taken on a computer by using the program Taketest. Questions are always presented in a different order and results can be printed. The computer grades the test.

## **New File**

This menu item will allow the user to create a new test from scratch. A window will be presented which asks for the question and answer. Type in your question and press the page down key to go to the answer area. If you want to delete, copy, cut, or paste within the question box select the text to be deleted, copied, or cut with the Shift+arrow keys and then chose the appropriate action from the Edit menu. If cut or copy is chosen the selected text can then be pasted where the cursor is located in the question or answer area. Graphics may be included with the question by clicking on Graphics. Subscripts and superscripts are done by placing the cursor before the character to be changed and then selecting Character|Subscript, Superscript, or Normal. Depressing the Alt key plus arrow down will do subscripts and the Alt key plus arrow up will do superscripts as well. When completed click on OK. When all questions have been entered press Cancel. To scroll the text use the arrow keys or page up and page down keys or the scroll bar.

## Open File

This menu item will present a file dialog box. Select the file desired from the box and then click on OK. Delete will delete the selected file. The file can then be changed with the Edit menu or by importing questions by clicking on Import. To scroll the text use the arrow keys or page up and page down keys.

## **Save File**

This will save an existing file with the same name on disk. If the file is a new file the user is prompted for a file name. Use a name of 8 characters or less with no spaces.



## **Save As File**

Choosing this item will allow the user to save an existing file under another name without changing the original file. A dialog box is presented which asks for the name of the new file. Use a name of 8 characters or less with no spaces.

**Print File**

Choosing this menu item will cause the present file to be printed. Only questions will be printed.

## Exit

To quit the program select this menu item or press Alt-x.

## **Edit Change**

Choosing this item will allow present the user with a dialog box asking for the question number to be changed. Enter the desired question in the box and press enter. An edit window box containing the question will appear. Change the text as desired and click on OK when completed.

## **Edit Delete**

Choosing this item will allow present the user with a dialog box asking for the question number to be deleted.

## **Edit Add**

To add a question to a file choose this menu option. A window similar to that present when file new is selected will be presented. The question entered in the window will be added to the existing file.

## **Edit Search**

Choosing this item will and a dialog box will appear asking for the word or phrase you want to search for. The question number containing the word or phrase will then be presented.

### **Edit Search Again**

To search for a word or phrase that has been searched for previously choose this menu item.



