

Add/Change Help Index

Menu Items

Edit
Character
Graphic
OK
Cancel

General Information

Editina quesiton

Edit Menu

This menu can be used to copy, cut, clear, paste, or undo. To copy, clear, or cut select the text to be copied, cleared, or cut by placing the cursor with the arrow keys or mouse by the beginning or end of the text. Depress the shift key and use the arrow, end, or home keys to highlight the text to be copied, cleared, or cut. Then select the appropriate command from the Edit menu. To paste place the cursor where you want the text that was copied or cut to go and choose paste from the Edit menu. Undo will go undo what you just did.

Character Menu

This menu allows the user to make a character or selection a subscript, superscript, or normal. For a single character use the arrow keys or mouse to place the cursor in front of the character you want to change and then select the appropriate menu item. Subscripts may also be done by holding down the ALT key and pressing the down arrow, superscripts by holding down the ALT key and pressing the up arrow. To change more than one character place the cursor by the first or last character to be changed, depress the shift key and use the arrow, end, or home keys to highlight the characters, then choose the desired menu item.

OK Item

When this item is chosen the question as it now appears will be saved.

Cancel Item

When this item is chosen any changes made to the question will be ignored.

Graphic Menu

This menu will allow the user to insert a bitmapped image into a question. To do so choose Add/Change from the Graphics menu. A dialog box will appear with all bitmapped files on the same directory as Maketest. Select the file desired. Bitmapped files have an extension of .bmp. They are made by using a drawing or paint program such as Windows Paintbrush. It is recommended that another program is used because Paintbrush images require a lot of memory. They will work fine, but the less the memory the better. A good size for a bitmap is 200 x 200 if your drawing software allows you to pick the bitmap size. When the bitmap is stored be sure a copy of it is on the same directory as Maketest (probably c:\taketest).

Choosing the Delete item will delete the present image from the question, if present.

Editing a question

Type in the question as you would with any work processor. The arrow keys, home, and end all work to move the cursor. The cursor can also be used by clicking the mouse on the location desired. To edit the answer press the Page Down key, to edit the question press the Page Up key. Text may be changed by using the Edit or Character menu. To add or change a graphic image choose Add/Change from the Graphics Menu. When completed click on OK or Cancel

