



## Edit a Test – Adjust Columns, Scramble, and Style Gallery

### Adjust Choices/Columns

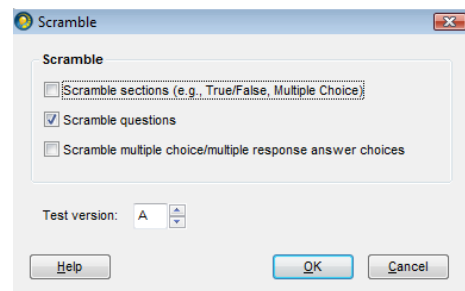
Adjust Choices / Columns alters the test for special-needs students.

1. Go to **Question > Adjust Choices/Columns**.
2. If you wish to reduce the number of answer choices, check the **Reduce choices...** check box. Enter the desired number of answer choices, or click the up and down arrows to select the desired number of choices.
3. If you wish to adjust the number of columns for multiple choice and multiple response answer choices, click the **Adjust columns...** check box. Enter the desired number of columns, or click the up and down arrows to select the desired number of columns.
4. Check the **Use best fit...** check box if you want the program to automatically format the number of columns for multiple choice questions with long answer choices.
5. Click **OK**.

### Scramble

With the **Scramble** option, the program randomly rearranges the questions.

1. Go to **Question > Scramble**.
2. Choose one or more of the scramble options: **sections**, **questions**, and **choices**.
3. You may assign a new test ID (A-Z) each time you scramble the questions.
4. Click **OK** to scramble the current test.



*Scramble window*

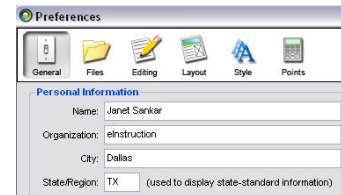




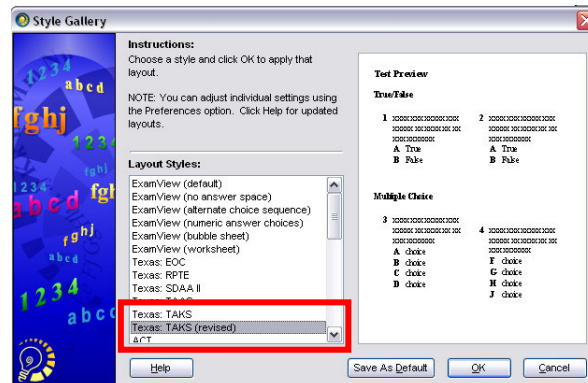
# CPS Quick Step Guide

## Style Gallery

1. Make sure your state is chosen in general preferences by going to **Edit > Preferences > General** to check.
2. Click **OK** to close the Preferences window.
3. Choose **Test > Style Gallery** from the menu options.
4. **Choose a format** from the Layout Styles list. (*Note: The list of styles available changes based on what state is listed in your preferences.*)
5. Click **OK**.



Preferences window



Style Gallery window

