



ExamView Quick Step Guide

Save and Print

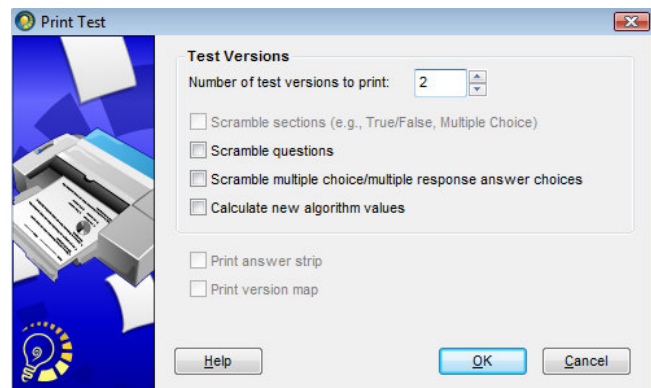
Save the Test

1. Choose **File > Save** from the menu options.
2. Save the file in the appropriate location.

Print the Test

1. Choose **File > Print** from the menu options. The Print Test window will appear.
2. Specify the number of test variations to print (1-26) along with the scramble and algorithm modifications per each variation.

Note: The test variations are not saved. They are modified on the fly and sent to the printer. If you need to save multiple versions, use the **Save As** command to create multiple versions.



Print Test window

Note: For information on the purpose of an **answer strip** or **version map**, click the **Help** button.

3. Click **OK** to confirm your responses. Your standard print dialogue box will appear.
4. In your print dialog box, choose to **print the entire test** or **selected pages**.
5. Click **OK** to print the test.





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Print Bubble Forms (Windows only)

Instead of purchasing expensive preprinted bubble forms, you may choose to print your own bubble forms if using a twain complaint scanner. Printed bubble forms do not replace your existing bubble sheets if they are for an existing EOM scanner.

1. Choose **File > Print Bubble Form...** from the menu options. The Print Bubble Form window appears.
2. Select a form from the **Form Name** list that appears on the left. A description of the selected bubble form will display in the area on the right.
3. Click **OK** to confirm your selection.

