




ExamView Quick Step Guide

Format a Test

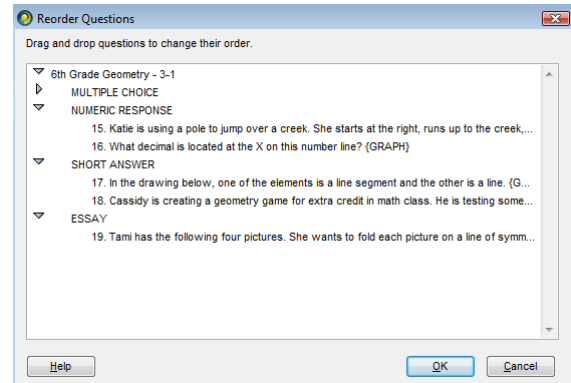
Reorder

Use the Reorder feature to manually rearrange the questions and question type sections.

1. Choose **Questions > Reorder** from the menu options or click the **Reorder**

Questions button . The Reorder Questions window will appear.

2. **Click and drag an item** (individual question, question type group, or narrative group) by holding down the mouse button while moving it to a new location.



Reorder Questions window

Rules:

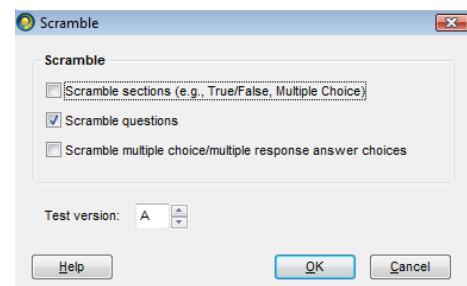
- You can move a question only within the same question type unless **Mix Question Types** feature is set in the preferences. See the help file for more information on mixing question types.
- To move an entire question type group (e.g., multiple choice), click on the question type title and drag it to the desired location.
- You can move a group only to certain places in the list. The insertion bar appears as a thick line to indicate where you may move the question group.
- Questions attached to a narrative can be moved only within the same narrative group.
- A question not a part of a narrative group cannot be moved into that group.
- Likewise, you cannot move a question linked to a narrative outside of the group.
- Matching questions can be moved only within the same matching group.

3. Click **OK** to update the current test.

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

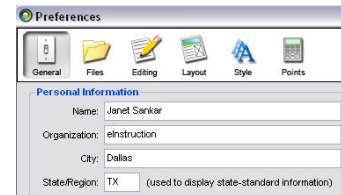




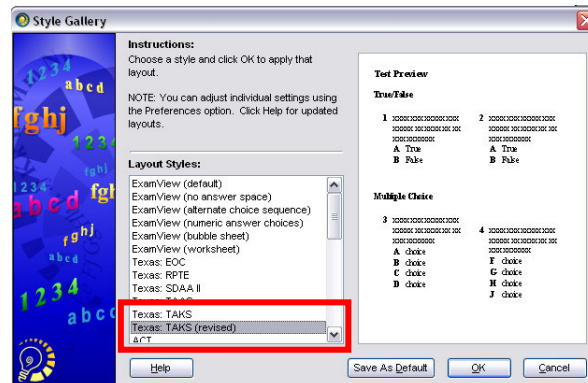
ExamView Quick Step Guide

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

