



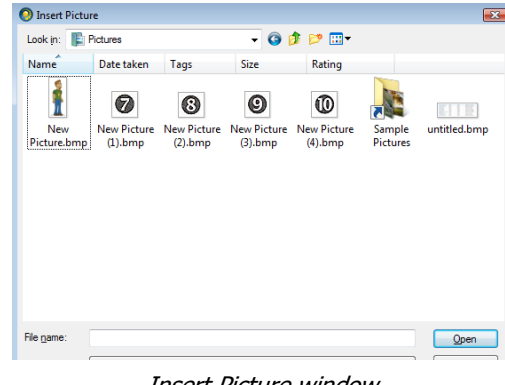
# ExamView Quick Step Guide

## Insert Objects

Pictures, equations, graphs and tables can be inserted using the question editor. The steps below cover the basic aspects of these tools. Within each tool, additional information can be found by clicking the **Help** button.

### Insert Pictures

1. If question editor window is not already open double click on the question to open the question editor window.
2. Position the cursor at the location where you want to insert the picture.
3. Choose **Insert > Picture** from the menu options. The Insert Picture window appears.
4. The default picture type is bitmap (.bmp). Click the **Files of type** drop-down box and choose the type of picture files you want to insert. This program supports most common graphic formats including: bitmap (.bmp), jpeg (.jpg), TIFF (.tif), and PICT (.pct).
5. Change the folder to locate the picture file you want to open. **Double-click** the file you want to open.
6. The program inserts the picture at the current cursor location.
7. After you insert a picture, you can modify its properties by going to **Format > Format Picture...** from the menu options.
8. Click **Record**.



*Insert Picture window*

*Note:* You cannot move an image in a question by clicking and dragging it. If you need to move an image, click on it, cut the picture, and paste it at the new location.



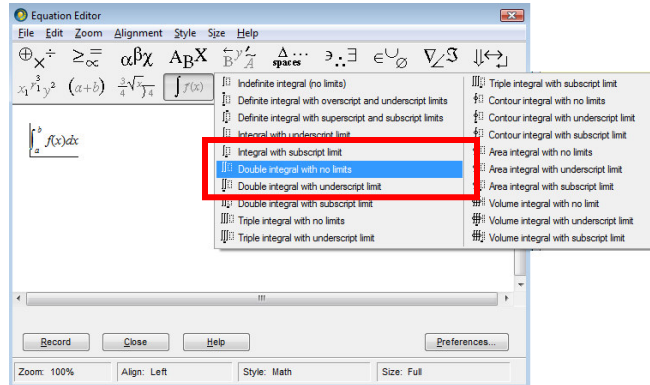


# ExamView Quick Step Guide

## Insert Equations

**Exam View** Test Generator includes a full-featured equation editor that is available when you enter/edit questions. The equation editor gives you the ability to lay out complex equations using over one hundred mathematical symbols, dozens of mathematical templates or structures, and multiple formatting options.

1. Click **Insert > Equation** from the menu options. The Equation Toolbar will appear.
2. Use the equation toolbar to insert equations.
3. After the equation is complete, click **Record** to save the equation.
4. Click **Close** to close the Equation Toolbar.



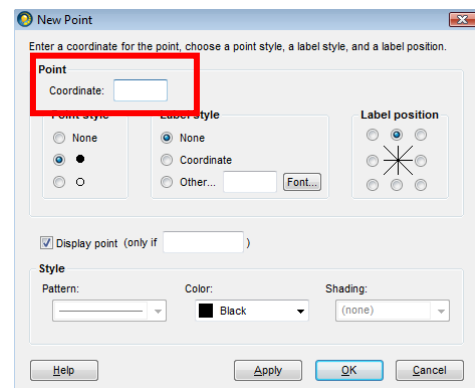
*Insert Equations window*

## Insert Graphs

**Exam View** Test Generator allows you to insert polar, Cartesian, or number line graphs.

*The following is a sample of how to insert a Number Line Graph, for detailed instructions on how to insert and format the various graph options see the help file included with the ExamView program.*

1. Position the cursor at the location where you want to insert the number line.
2. Choose **Insert > Graph > Number Line** from the menu options. A number line with default properties will be inserted, and the **Format Graph – Number Line** dialog will be displayed.
3. Click **New..** to insert a point on the number line. The **New Point** window will appear.
4. Type "3" in the **Coordinate** text box.
5. Click **OK**. The number line will be inserted at the current cursor location.



*New Point window*

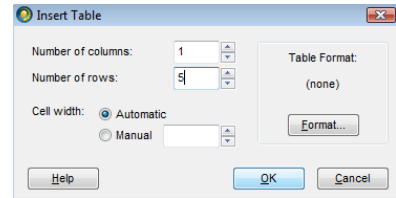




# ExamView Quick Step Guide

## Insert Tables

1. Choose **Table > Insert Table** from the menu options. The Insert Table window opens.
2. Indicate the number of columns and rows for the table.
3. Click **OK**. Press **tab** or the **down/up arrow keys** to move among the table cells.



*Insert Table window*

