





ExamView Quick Step Guide

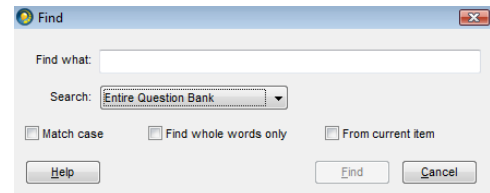
Editing Features

Spell Check

1. While viewing a question bank, click the **Spell Check toolbar** button  or choose Spell Check from the Edit menu. The Spell Check window appears.
2. Click **Start** to check the spelling.
3. Click **Done** when you finish using the spell checker.


Find

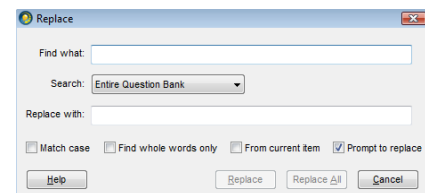
1. Choose **Edit > Find** or click Find  to find specific text in the question bank. The Find window opens.
2. Click the **Search** drop-down box to define which parts of the question bank to search.



Find window

Replace

1. Choose **Edit > Replace** or click **Replace**  to replace specific text in the question bank. The Replace window opens.
2. Click the **Search** drop-down box to define which parts of the question bank to search.

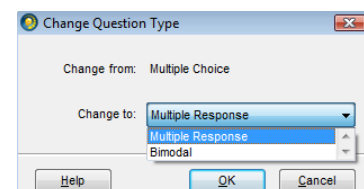


Replace window

Change Question Type

Some question types are interchangeable, converting them from one question type to another.

1. To change a question from one type to another, select the question and choose **Question > Change Type**.
2. To change all questions of a particular question type, select the question type header (for example, Yes/No) and then choose **Question > Change Type**.
 - You can change True/False questions to Yes/No questions and vice versa.
 - Multiple Choice, Multiple Response, and Bimodal questions are interchangeable in any combination.
 - Numeric Response, Completion, Short Answer, Problem, Essay, Case, and Other questions are interchangeable.



Change Question Type window

