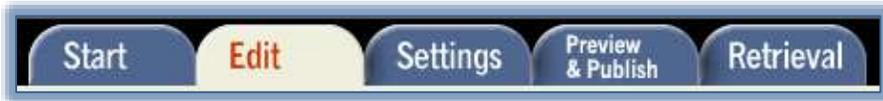


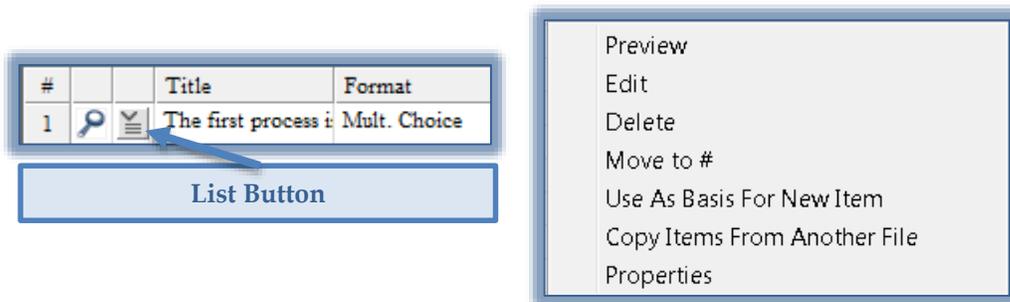
RESPONDUS-POWER EDITOR

This option provides additional features for formatting questions, including a table editor, bulleted lists, the ability to change fonts, the ability to change justification, and the ability to add different font attributes.

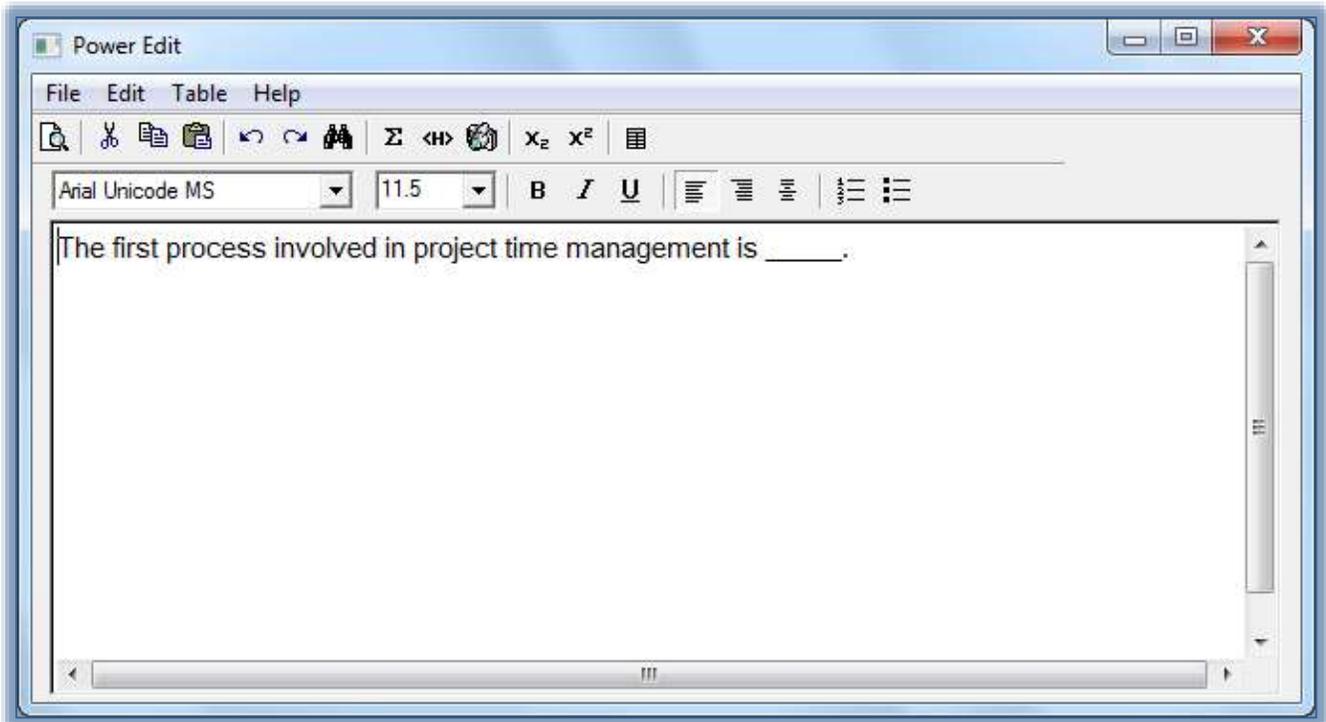
- ✦ Click the **Edit Tab** to open the exam in **Edit** mode, if necessary.



- ✦ In the **Question List**, click the list button (see illustration below left) for the question which is to be edited.
- ✦ A menu of options will display (see illustration below).



- ✦ Select **Edit** from the list.
- ✦ The question will appear in the **Edit** window.
- ✦ Place the insertion point into the area of the question that is to be edited.
- ✦ Click the **Power Edit** button on the toolbar (see illustration at right).
- ✦ The **Power Edit** window will display (see illustration below).



Menu Bar

There are four menus within this area. Each menu is described in the table on the next page.

Button	Description
File	This menu is used to save an exam you have been working on. When this menu option is selected, a option will appear that allows you to save the question and exit from the Power Editor.
Edit	This menu contains many of the options that are available on the toolbar. In addition it contains commands to delete the question or to select all the questions.
Table	Use this option to add a table to the question. Several options for working with tables are available when you click the button.
Help	To obtain assistance with any of the Respondus features, select this option.

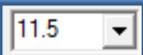
Toolbar

The buttons on the toolbar are explained and illustrated in the table below.

† The buttons in the top row are described first as displayed left to right.

† The buttons in the bottom row are described next as displayed left to right.

Button	Description
Preview	 This button is used to display how the question will appear in eCollege or another course management system.
Cut	 To remove text or an object from a question and place it on the clipboard, select the text and then click this button.
Copy	 Use this button to make a copy of selected text and place it on the clipboard.
Paste	 Click this button to place the text from the clipboard into the question.
Undo	 This button is used to undo an action that has been completed, such as removing text from the question.
Redo	 When the Undo button has been clicked, this button will reverse the action.
Find	 To locate text within a question, click this button. The Find dialog box will display where text can be inserted.
Equation Editor	 This editor is used to add equations to a question. For information on how to accomplish this, access the Help Menu.
HTML Editor	 Use this button to insert HTML code into a question.
Media Wizard	 To insert a media image, video file, audio file or other documents into a question, use this button. Information on how to accomplish this can be found on the Respondus page of the Training Assistance Site.
Subscript	 To insert a word, number, or letter that will appear slightly below and smaller than normal text, click this button.

Button		Description
Superscript		Click this button to insert a word, number, or letter that will appear slightly above and smaller than the normal text, click this button.
Insert Table		This button is used to insert a table into a question. When the button is clicked, the Insert Table window will display.
Font Type		To change to a different type of font, click the list arrow and click on the type of font to be used.
Font Size		Click the list arrow for this option to change the size of the font for selected text.
Bold		To apply bold formatting to selected text, click this button. This is a toggle button. Click it once to bold the text and again to remove the bold formatting.
Italic		To italicize selected text in the question, click this button. This is a toggle button. Click it once to italicize the selected text and again to remove the italics.
Underline		Use this button to underline selected text in a question. This is a toggle button. Click it once to underline the selected text and again to remove the underline.
Align Left		This button is used to align the question text to the left. This will align the whole paragraph not just selected text.
Align Right		Click this button to align the question text to the right. This will align the whole paragraph not just selected text.
Center		Use this button to center the question text. This will align the whole paragraph not just selected text.
Numbers		To create a numbered list, click this button. Once the button has been clicked a number will appear to the left of the text. Each time the enter key is pressed a new number will be added. Press the Enter key twice to remove the numbering feature.
Bullets		This button is used to insert a bulleted list into a question. When the button is clicked a bullet will appear to the left of the selected paragraph. Each time the enter key is pressed a new bullet will be added. Press the Enter key twice to remove the bullet feature.