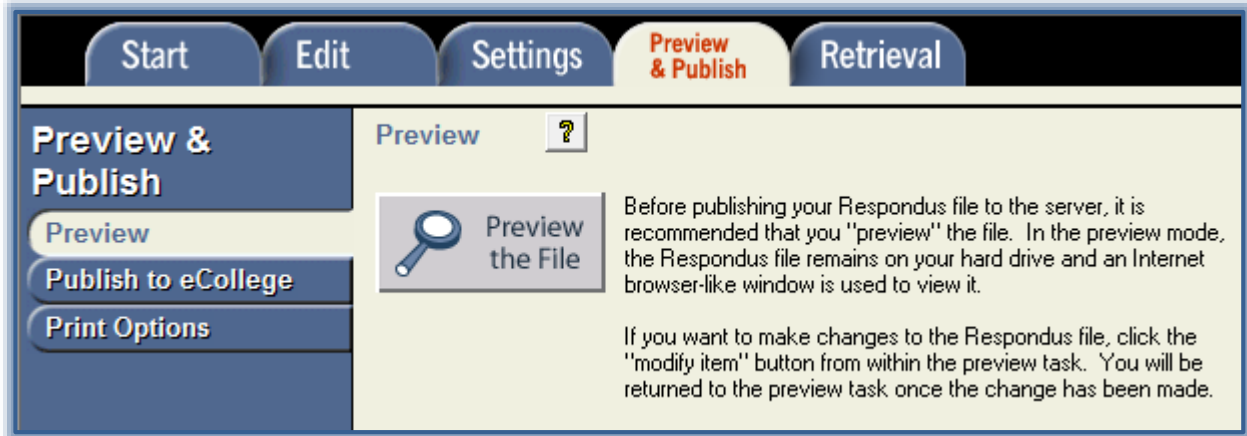


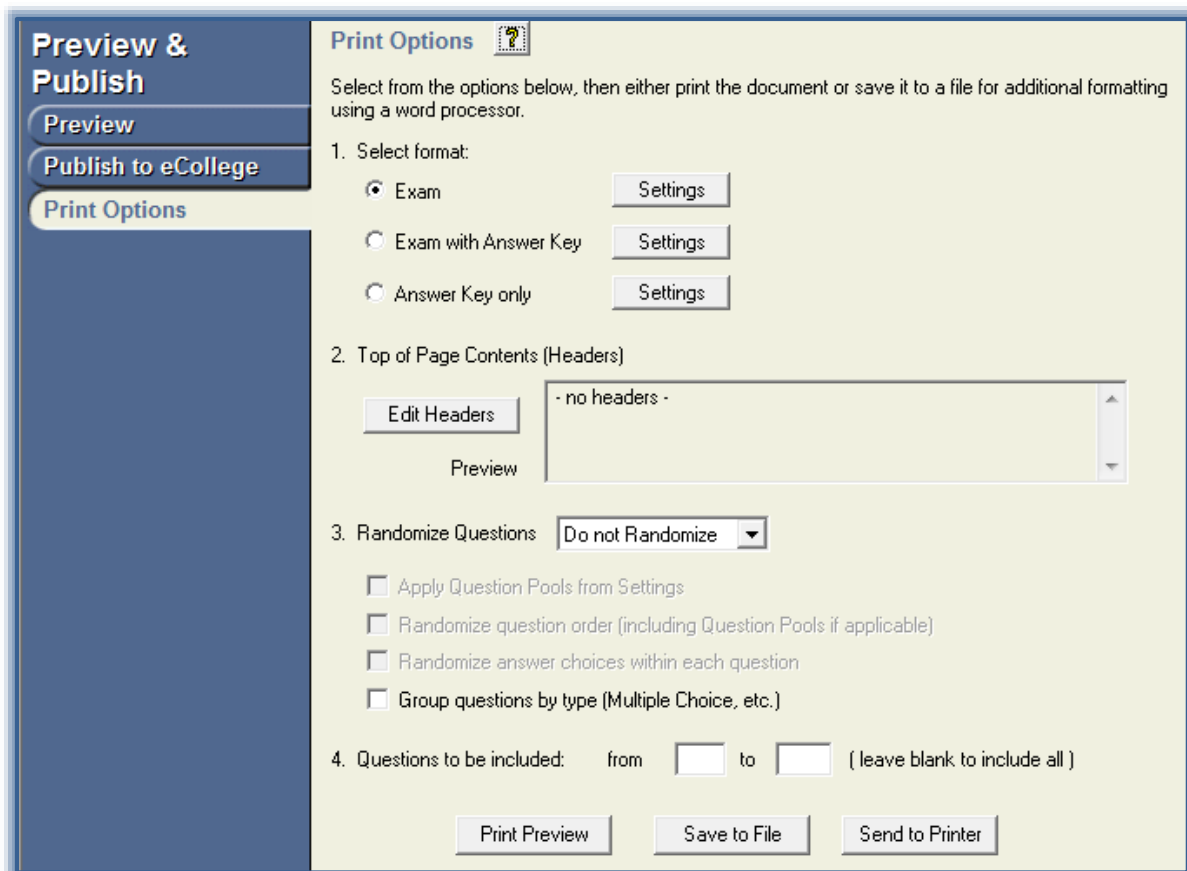
RESPONDUS-PRINT OPTIONS

In Respondus, it is possible to format and print exams or surveys directly from the program. It is also possible to save the exam or survey in Microsoft Word format for further enhancement and printing.

- ✦ Click the **Preview and Publish** tab at the top of the **Respondus** window (see illustration below).

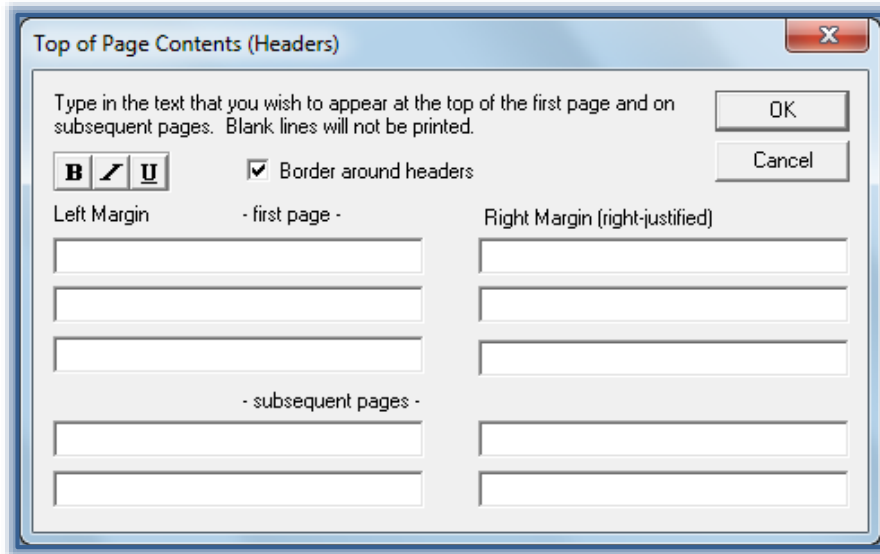


- ✦ Click the **Print Options** button.
- ✦ The **Print Options** window will display (see illustration below).

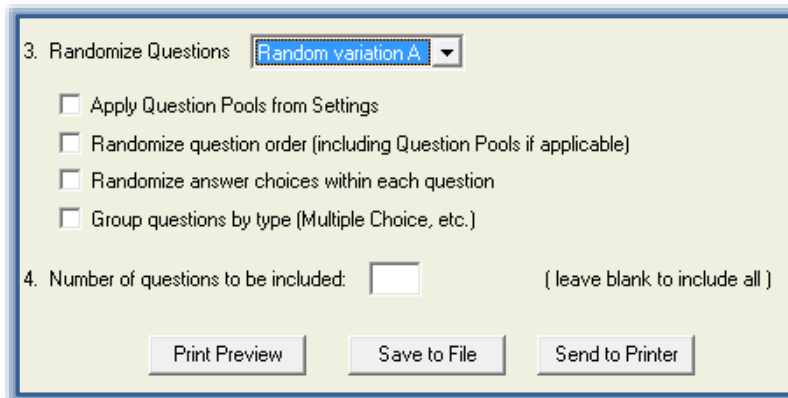


- ✦ Under **Select Format**, click one of the option buttons.
- ✦ Click the **Settings** button to specify what items are to be included on the printout.

- † Click the **Edit Headers** button to open the **Headers** window.
- ★ This window is used to specify what should appear in the header of the exam.
- ★ Headers can be specified for the left and right margins of the page.



- † To provide more than one order for printing the questions, click the **Randomize Questions** list arrow.
- ★ Select one of the random variations.
- ★ The options range from Random Variation A to Random Variation J.
- ★ Different variations may be specified for each by clicking the options in the boxes below the list.



- † Specify the number of questions to include in each of the exams or leave the box empty to print all the questions in the exam.
- † Click the **Print Preview** button to see what the exam will look like when it is printed.
- † Click the **Save to File** button to save the exam so that it can be opened in Word.
- † Click the **Send to Printer** button to print a hard copy of the exam.