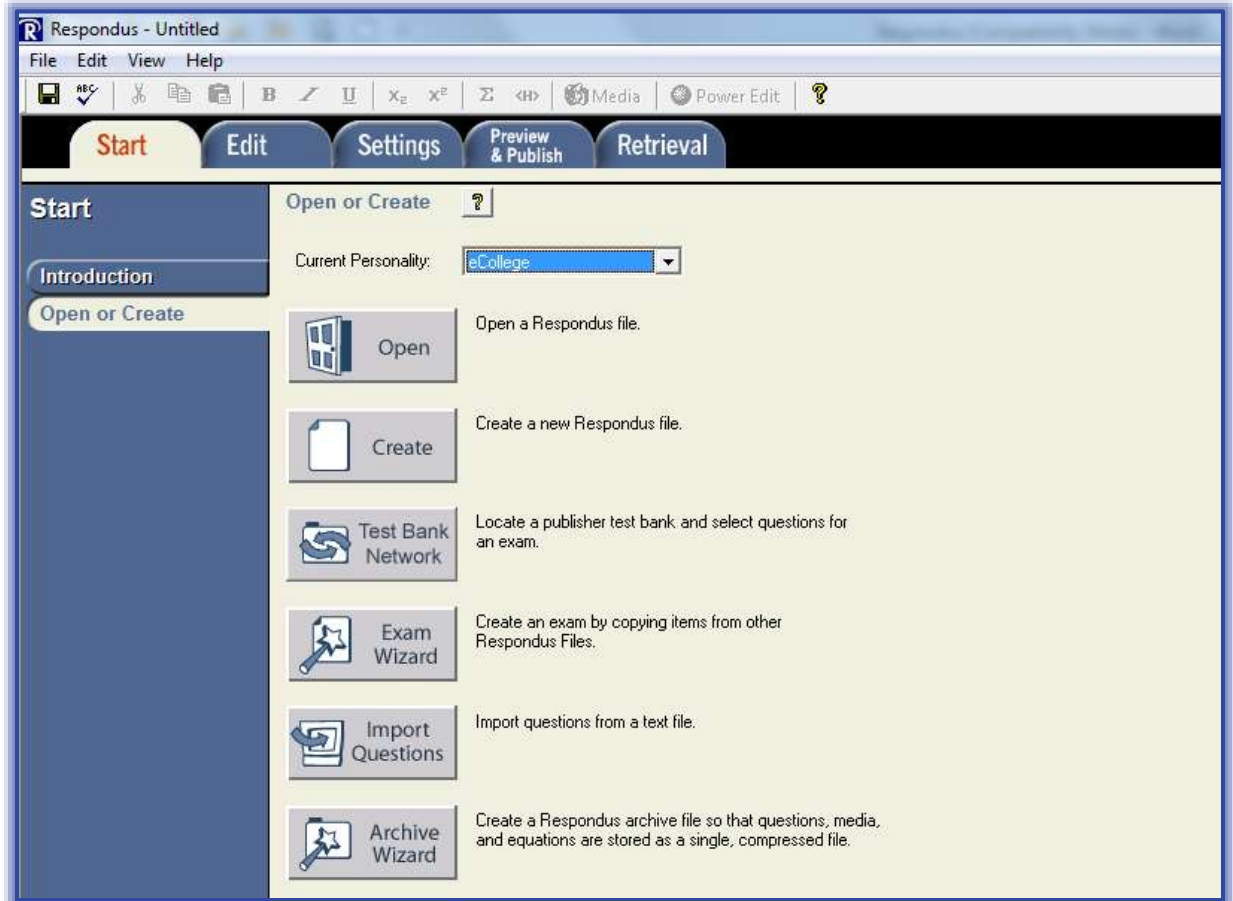


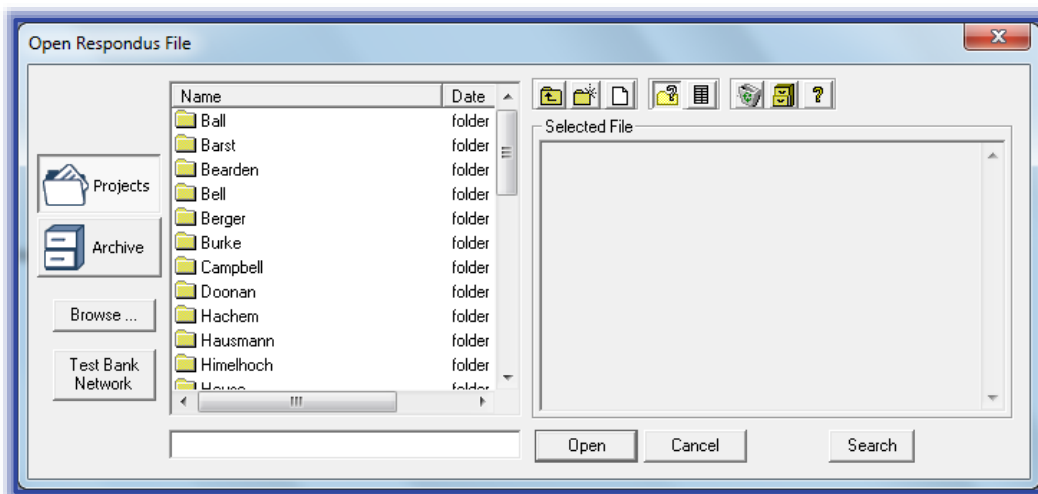
RESPONDUS-OPEN AN EXISTING FILE

This button is used to open an existing Respondus Project. When this button is selected the Open Respondus File window will display. Once the file is open, the **Edit Menu** will display. The questions in the selected exam will appear at the bottom of the window.

✚ Click the **Open** button on the **Start Menu**.











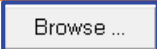
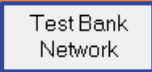
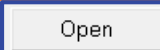
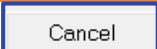
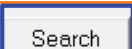


✚ The **Open Respondus File** box will display (see illustration below).



✚ Select the exam project that is to be opened by clicking it once.

† The table below, provides an illustration and explanation of the buttons in the Open Respondus File window.

Button		Explanation
Up One Level		This button is used to move up one folder level.
Create New Folder		To create a new folder to store a group of exams, click this button.
Create New File		Use this button to create a new exam file. When the button is clicked, the Create New File window will open.
General Information		When this button is clicked, information about the selected file, such as number of questions, will appear in the Selected File pane. This is the default display when the Open Respondus File window is opened.
Item List		Click this button to see a list of the questions in the selected exam.
Delete File		This button is used to delete one of the exams from the list. When the button is clicked, a confirmation window will display.
Create Archive File		Use this button to create an archive copy of an exam. When the button is clicked, the Create Respondus Archive window will display.
Help		To obtain help with the different features in Respondus, click this button.
Projects		When this button is clicked, a list of the exam projects that have been created will display. Click any of the projects to open it.
Archive		Click this button to display a list of archived files. Select one of the files and click the Open button to open the file.
Browse		This button is used to locate a Respondus file that is stored in other areas on the computer hard drive. Once the file is located, it can be copied to the Respondus Projects folder.
Test Bank Network		To download test banks from textbook publishers, click this button. Hundreds of textbook companies have test banks that are available in Respondus format.
Open		After an exam project is selected, click this button to open the exam.
Cancel		Use this button to close the Open Respondus File window without opening an exam.
Search		This button is used to search a file before it is opened. This option is only available when the Item List button has been clicked.

† After all the options have been chosen, click the **Open** button.