



QUIZMAKER^{'09}

Documentation

Quizmaker '09 Documentation

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General

System Requirements for Quizmaker '09

To run the Quizmaker '09 application to create quizzes, surveys, and assessments, you will need the following minimum system requirements:

Authoring Content

Hardware

CPU:	500 megahertz (MHz) processor or higher (32- or 64-bit)
Memory:	256 MB minimum
Available disk space:	100 MB minimum
Display:	800 X 600 screen resolution (1,024 x 768 or higher recommended)
Multimedia:	Sound card and microphone (if recording narration)

Software

Operating System:	Microsoft Windows 2000 SP4 or later, XP SP2 or later, 2003, or Vista (32 - or 64-bit)
.NET Runtime:	.NET 2.0 or later (gets installed if not present)
Adobe Flash Player:	Adobe Flash Player 6.0.79 or later

Backwards Compatibility:

- Studio '09 products will happily work with content created in previous versions
- Previous versions cannot open content created in Studio '09

Product Integration:

- Presenter '09 is required for integration with Quizmaker '09 or Engage '09
- Articulate Presenter 5 and earlier will not work with Quizmaker '09 or Engage '09

Viewing Content

[Flash Player](#) 6.0.79 or later (Flash Player 7 or later recommended), and one of the following browsers:

- Windows: Internet Explorer 6, Internet Explorer 7, Firefox 1.x and later, Safari 3, Google Chrome, Opera 9.5
- Macintosh: Firefox 1.x and later, Safari 3
- Linux: Firefox 1.x

Installing Quizmaker '09

Here's how to install Quizmaker '09 on your system:

1. Download the [Studio '09 installer](#).
2. Double-click **Studio09.exe** to run the installation program (any previous version will be automatically uninstalled).
3. When the installer completes, double-click the Articulate Quizmaker '09 icon on your desktop.
4. During your 30-day trial (or until you're ready to [purchase the software](#)), click **Activate Later** when prompted to activate the software.
5. After you have purchased the software, [Activate Quizmaker '09](#).

Activating Quizmaker '09

After you've [installed Quizmaker '09](#), you'll have 30 days of trial period, after which you need to activate your software using the serial number you received when you purchased it.

Here's how to do it:

Automatic Activation

1. Click the button to **Activate Now**.
2. Copy and paste your serial number into the field provided.
3. Click the **Activate** button to complete the activation process.
4. Optionally, click **Register Now** to register your software.

You will not be prompted to activate again.

Note: You may need to configure your firewall to allow **Quizmaker.exe** to communicate with the Articulate activation servers.

If you have difficulty activating using the automatic method, refer to the below section for how to request an email-based activation.

Manual Activation

1. Click the button to **Activate Now**.
2. Copy and paste your serial number into the field provided.
3. Click the **Activate** button to attempt automatic activation.
4. After you see that the automatic activation method has failed — you will see this message: “We are unable to contact our activation server. Please try manual activation.” — click **OK**.
5. On the manual activation screen, click the link to **Send an email to Articulate Support to get an activation code**.
6. A new email message should open in your email program; if one does not, email the following details to support@articulate.com:
 - **Serial Number** (copy and paste from the manual activation screen into email)
 - **Machine Code** (copy and paste from the manual activation screen into email)
 - Any **comments** about your request
7. After sending the email to Articulate Support, you should receive an **automated case confirmation email** within 1 minute (60 seconds) of submission.
8. We will process your manual activation request as quickly as possible, typically within 30 to 60 minutes (24x7).
9. When you receive the **Activation Code** from Articulate Support, paste it into the manual activation screen in the specified field.
10. Click **Activate Now** to complete the manual activation process.

You will not be prompted to activate again.

If you are still having difficulty activating after trying both of the above methods, please [contact Articulate Support](#).

Creating & Opening Quizzes

A quiz or survey can be stand-alone or integrated into your Presenter '09 presentation or elearning course. A quiz or survey can contain any number and any combination of questions.

Creating new quizzes or surveys

There are three methods for creating a new quiz or survey:

1. Click **Create a new quiz** from the welcome screen:
2. Select **New** from the Articulate Button.
3. Press **Ctrl-N** on your keyboard.

Next, the **New Quiz** window will open. You can choose to create a graded quiz or a survey:

- Click **Graded Quiz** for a quiz that will be scored. Graded quizzes contain one or more graded questions and can also contain survey questions. Click **OK** to create a graded quiz. To learn more about graded questions, see [Creating a Graded Question](#).
- Click **Survey** for a quiz made up entirely of survey questions. A survey quiz will not be scored. Click **OK** to create a survey quiz. To learn more, see [Creating a Survey Question](#).

Opening existing quizzes or surveys

There are three methods for opening an existing quiz or survey:

1. Click the **name** of one of your most recent quizzes on the welcome screen.
2. Select **Open** from the Articulate Button.
3. Press **Ctrl-O** on your keyboard.

Quizmaker '09 can open the following types of files:

- Quizmaker '09 files (.quiz)
- Quizmaker '09 templates (.quiztemplate)
- Legacy Quizmaker 2.x and Quizmaker 1.x files (.aqm)

Creating Quizzes from Design Templates

Quizmaker '09 design templates contain everything you want to have in your quizzes by default, including the following:

- Quiz properties
- Quiz design (Master view layout)
- Quiz fonts
- Player Template
- Any quiz questions that you always want to include

To create a Quizmaker '09 design template:

1. Launch Quizmaker '09 and create a quiz with the desired default properties, design, questions, etc. (refer to above list).
2. Click the **Articulate menu** and **Save As** to save your quiz as a template.
3. Provide a **File name** for your quiz template.
4. Select **Quizmaker Template (*.quiztemplate)** from the **Save as type** drop-down menu.
5. Click **Save** to save your new Quizmaker '09 design template.

To open a Quizmaker '09 design template:

1. Launch Quizmaker '09 and click the name of the desired template beneath the **New from design template** area of the welcome screen.
2. Alternatively, click the **More...** link beneath the **New from design template** area of the welcome screen.
3. Create your quiz as you would normally do.
4. Save your new quiz, and by default, it will save as a **.quiz** file.

Printing & Emailing Quizzes

In Quizmaker '09, you can print or email a quiz or survey.

To print a quiz or survey in Quizmaker '09:

1. Click the **Articulate Button**.
2. Click the **Print** option. Keyboard shortcut: Ctrl+P.
3. The **Publish** dialog will open with the **Word** tab selected.
4. Under **Publish Location**, specify the **Folder** where you would like your quiz or survey to be published as a Word document, or click the ellipsis (...) button to **Browse for Folder**.
5. Under **Properties**, specify **Output type** as either **Full quiz details** or **Questions only**.
6. Click **Publish** to publish your quiz or survey to Word, or click **Cancel** to exit without printing.
7. When publishing completes, click **View Document** to open your quiz or survey in Word, where you can then print the document via Word.

You can send your source .quiz file to other Quizmaker '09 authors. If you want to email the published quiz to someone, you should go to [Publish -> Web](#) and select the email option.

To email a source quiz or survey (.quiz) in Quizmaker '09:

1. Click the **Articulate Button**.
2. Click the **Send** option.
3. An email message should open in your default email program with the source quiz file (.quiz) attached to the email and the quiz name in the subject line.
4. Type the recipient's email address(es) in the **To** and/or **CC** fields.
5. Click **Send** to email the quiz or survey to the recipient(s).

Running the Spell Check

The Spelling feature allows you to either scan the spelling in your entire quiz or survey, or to check the spelling of a specific word. To quickly spell check your quiz or survey, simply press the F7 key on the keyboard.

To scan the whole quiz or survey, press F7 or select **Spelling** from the main ribbon. To check specific words, simply right-click the word flagged with a wavy red line. Any word not found in the Quizmaker '09 dictionary will have a wavy red underline.

When the spell checker finds a spelling error, you have options such as ignoring the word, changing the word in one instance or all instances, or adding the word to the dictionary. You can also create a **custom dictionary** with words that you use frequently.

Spelling Options

The spelling options dialog allows a lot of customization of how the spelling is handled in Quizmaker '09. Check or uncheck the options as needed. This dialog also allows you to add **custom dictionaries** as well as changing what language to use as the **main dictionary**.

Any changes made can be easily reverted by clicking the **Restore Defaults** button.

Learn more about Spelling Options in [Quizmaker Options](#).

AutoCorrect Options

The AutoCorrect feature corrects misspelled words as you type them. To set up a list of words that you typically misspell and want the spell check to AutoCorrect, click the **AutoCorrect Options** button.

The **AutoCorrect** dialog allows for adding, replacing and deleting AutoCorrection words.

Inserting Symbols

Quizmaker '09 allows you to insert symbols into your quiz text while editing a quiz.

If you wish to insert a symbol not included in the list of common symbols, you can access the Symbol dialog by following the below instructions.

To insert a symbol from the Symbol dialog into your interaction text:

1. Click the **symbol** button.
2. The following options are available in the **Symbol** dialog:
 - An available font
 - A character set:
 - Unicode (hex)
 - ASCII (decimal)
 - ASCII (hex)
 - Unicode subset (if selected):
 - Basic Latin
 - Latin-1 Supplement
 - Latin Extended-A
 - Latin Extended-B
 - Spacing Modifier Letters
 - General Punctuation
 - Kharoshthi
 - Letter-like Symbols
 - Mathematical Operators
 - Character code input field
3. After clicking your selected symbol, click the **Insert** button to insert it into your quiz text, or **Cancel** to cancel without inserting a symbol.

Quizmaker Options

Quizmaker '09 allows you to set application preferences in the **Quizmaker Options** window.

To open the Quizmaker Options window:

1. Click the **Articulate Button**.
2. Click **Quizmaker Options**.

Quizmaker Options include the following:

- **Check for updates at startup:** Leave the box checked to check for updates at startup, or uncheck to stop updates from being checked at startup.
- **Enable publishing for manual upload to Articulate Online:** Click the box to allow a manual upload option in Publish -> Articulate Online. In the Account Information section under Account URL, select from the drop-down menu the option to **Publish Locally**, then specify the **Local Folder** whose contents you can then upload to Articulate Online (a .qm3 file). To learn more, see [Publishing: Articulate Online](#).
- **Show attempts column on question list:** Click the box to show the number of attempts possible for each question.
- **Open questions in Form or Slide View:** Select the default view for a new question by clicking on the drop-down menu and selecting **Form View** or **Slide View**.
- **Reset “Don’t show again prompts:”** Click this button to reset the prompts so that they appear again until the **Don’t show again** box is clicked in each prompt.
- **Spelling**
 - **Spelling Options:** Set options for how the spell checker reviews text. Restore defaults by clicking on the **Restore Defaults** button at the bottom of the window. Click **OK** to accept changes. Click **Cancel** to close the window without saving any changes to spelling options.
 - **Hide spelling errors:** Check box to hide spelling errors.
 - **Ignore words in UPPERCASE:** Leave box checked to ignore words such as ASAP.
 - **Ignore words with numbers:** Leave box checked to ignore words such as Win95.
 - **Ignore Internet and file addresses:** Leave box checked to ignore words such as articulate.com.
 - **Ignore capitalized words:** Check box to ignore words such as Antarctica.
 - **Ignore words with mixed case:** Check box to ignore words such as UltraMan.

- **Ignore HTML markups:** Leave box checked to ignore words such as .
- **Allow accented words:** Leave box checked to ignore words such as Être.
- **Report doubled words:** Leave box checked to report doubled words such as the the.
- **Suggest split words:** Check box to suggest words such as “boy” for “theboy”.
- **Phonetic suggestions:** Check box to offer phonetic suggestions. This feature is only available in English.
- **Typographical suggestions:** Leave box checked to offer suggestions for correct spellings.
- **Casesensitive:** Leave box checked to determine words by case patterns.
- **AutoCorrect:** Leave box checked to automatically perform spell checks. Click **Options** to open the AutoCorrect dictionary. Leave the **Replace text as you type** box checked to automatically correct misspellings. Here you can add or remove the words you want automatically replaced. Enter the word you want replaced in the **Replace** field and the word you want it replaced with in the **With** field. Click **Add** to add it to the AutoCorrect dictionary. To remove a word from the AutoCorrect dictionary, either type the word in the **Replace** field or find the word by scrolling through the AutoCorrect dictionary and clicking on it; click **Delete** to remove the misspelling from the AutoCorrect dictionary. Click **OK** to save changes to the AutoCorrect dictionary or **Cancel** to close the AutoCorrect window without saving changes.
- **Dictionary:**
 - **Main Dictionary language:** Select from the drop-down menu a dictionary to use in spell checks. Available dictionaries include the following:
 - English (Canada)
 - English (U.K.)
 - English (U.S.) (default)
 - French
 - German (Post-reform)
 - German (Pre-reform)
 - Italian
 - Spanish

- **Custom Dictionaries:** Click this button to **Modify, Change Default**, create a **New, Add** existing (.dic file), or **Remove** a custom dictionary. Click **OK** to save changes, or **Cancel** to close the Custom Dictionaries window without saving changes.
- **AutoCorrect Options:** Click to open the AutoCorrect dictionary. See above section on AutoCorrect for more information.
- **Proxy Settings:**
 - **Use Internet Explorer proxy settings:** In most cases, leaving this default option selected will allow you to publish from Quizmaker '09 to Articulate Online using your default Internet settings.
 - **Use proxy server:** If your organization uses a proxy server and you are publishing from Quizmaker '09 to Articulate Online, you may need to select this option and input your organization's proxy server settings. Check with your IT department if you're unsure, or if you do not know the **Address** and **Port** of the proxy server.

Managing Questions

Managing the Question List

The question list shows you all questions, blank slides, and question groups in your quiz or survey, as well as details about each question, including the number of permitted **Attempts** and the **Point** value of graded questions.

Creating a new question will add it after the selected question (click a question to select it and determine where the new question should appear), or to the end of the selected group if no question is selected.

The question list displays the following details:

- **Question Group:** Questions are organized within question groups.
 - **Group Title:** To change the group title, click the title to select it and click again to edit it.
 - **Minimize/Maximize Button:** Click on the minimize button (-) to collapse the questions and display just the group title. Once collapsed, click the **maximize** button (+) to display the questions in the group again.
 - You can drag and drop questions between question groups.
- **Question Details:**
 - **Question Number:** The question number appears to the left of the question. Question order can be rearranged by dragging and dropping the questions into the desired order, or their order can be randomized by clicking the **Randomize Group** button. To learn more, see [Randomizing a Group](#).
 - **Question Type:** The question type appears in bold next to the question.
 - **Question Preview:** A preview of the question is beneath the question type. To edit a question, select it and press the **Edit Question** button in the toolbar, or double-click the question.
 - **Attempts:** The number of attempts the user is permitted to attempt each graded question before getting it right (survey questions are assigned 1 attempt and cannot be changed to another value). To change the number of attempts for graded questions, click the number and select a value from the drop-down menu. You can specify a value from **1 to 10** or **Unlimited**.
 - **Points:** The point value is a score assigned to a graded question (survey questions are assigned 0 cannot be changed to another value). To change the point value for a graded question, click the points value and enter a new value in the points field or click the up and down arrows until you've reached the desired value.

Explore the following help topics to learn more:

- [Inserting Questions](#)
- [Inserting a Blank Slide](#)

- [Inserting a Question Group](#)
- [Importing Questions](#)
- [Editing Questions](#)
- [Results Slides](#)

Inserting Questions

The **Insert** section of the toolbar allows you to add new graded or survey questions, insert blank slides, create new groups, or import questions from other Quizmaker '09 .quiz files.

The following options are available in the Insert section:

- **Graded Question:** Click the **Graded Question** button to add a new graded question to your quiz. To learn more, see [Creating a Graded Question](#).
- **Survey Question:** Click the **Survey Question** button to add a new survey question to your quiz or survey. To learn more, see [Creating a Survey Question](#).
- **Blank Slide:** Click the **Blank Slide** button to insert a blank slide into your quiz or survey. To learn more, see [Inserting a Blank Slide](#).
- **Question Group:** Click the **Question Group** button to create a new question group in your quiz or survey. To learn more, see [Inserting a Question Group](#).
- **Import Questions:** Click the **Import Questions** button to import questions into your quiz or survey from other Quizmaker '09 .quiz files. To learn more, see [Importing Questions](#).

Inserting a Blank Slide

A blank slide can be inserted anywhere in the question order. As a slide, it can hold text, an image, a movie, and/or audio. It can be used in any number of ways. For example, use a blank slide to introduce or summarize a question, a question group, or quiz. Or use it mid-way through a quiz or survey to provide supplemental material to your users.

To insert a blank slide:

1. Click on the **Blank Slide** button.
2. Enter the **Title** of the blank slide.
3. Enter the **Text** of the blank slide.
4. Click on **Save & Close** to save your blank slide, or continue editing your slide as outlined below.

To edit a blank slide:

- **Save & Close**
 - **Save & Close** will save your blank slide and close the slide window, bringing you back to your Question List.
- **Show**
 - **Form View** allows you to work on the blank slide in the form view.
 - **Slide View** allows you to customize your blank slide in greater detail. To learn more, see [Customizing Questions in Slide View](#).
- **Clipboard**
 - **Cut**: Select text and click **Cut** in order to cut the selection from the slide and put it on the clipboard. Keyboard shortcut: Ctrl+X.
 - **Copy**: Select text and click **Copy** in order to copy the selection to the clipboard. Keyboard shortcut: Ctrl+C.
 - **Paste**: Click in the slide and click **Paste** where you want the contents of the clipboard to be pasted. Keyboard shortcut: Ctrl+V.
- **Text**
 - **Formatting**: Learn more in [Formatting Text in Form View](#).
 - **Hyperlink**: Learn more in [Adding Hyperlinks in Form View](#).
 - **Spelling**: Click **Spelling** to check the spelling of text. Keyboard shortcut: F7. Learn more in [Running the Spell Check](#).

- **Insert**

- **Media:** Use the Media button to add a **Picture** or **Flash** movie to your blank slide. Learn more in [Adding Media in Form View](#).
- **Sound:** Use the Sound button to **Record Mic** or **Import Sound** to your blank slide. Learn more in [Adding Audio in Form View](#).

- **Preview:**

- Click **Preview** to see a preview of your blank slide. Available options while previewing your slide include the following:
 - **Close Preview:** Click this button to return to editing your blank slide.
 - **Select:** Click this button to select another question in the quiz or survey to preview.
 - **Replay:** Click this button above the **Replay** text to **Replay this question**. Click the arrow beneath the **Replay** text to select other options, including **Replay this question**, **Replay this group**, or **Replay entire quiz**.

To customize your blank side:

To learn more about further customizing your blank slide, please review [Customizing Questions in Slide View](#).

Inserting a Question Group

Question Groups help organize questions in your quiz. Groups of questions can more easily be moved, copied, cut, randomized, and previewed.

To insert a new question group:

1. Click the **Question Group** button and a new group will be added to the end of the question list.
2. Name the new question group by clicking on the new group's default name (**Question Group X**) and typing it into the text field.
3. Create new graded or survey questions in your group by clicking the [Graded Question](#) or [Survey Question](#) button, or by dragging and dropping questions into the new group.

To delete a question group:

1. Click the title of the question group.
2. Click the **Delete** button on the toolbar (or right-click and select **Delete Group**).
3. Confirm your selection by clicking **OK**, or don't delete by clicking **Cancel**. Note that **deleting a question group deletes all questions in the group**.
4. Optionally, click the checkbox to **Don't show this message again** (which you can restore in [Quizmaker Options](#)).

Editing Questions

The **Edit** section of the toolbar allows questions and groups to be deleted or moved, and questions to be edited.

To edit, delete, or move questions in your question list:

- **Edit Question:** Select a **question** and then click the **Edit Question** button to open the question window (or double-click a question to edit it. Please see [Creating a Graded Question](#) or [Creating a Survey Question](#) to learn more.
- **Delete Question(s) or Group(s):** Select question(s) and/or question group(s) and click the **Delete** button. Click **OK** to delete or **Cancel** to return to the question list without deleting.
- **Move Question(s) or Group(s):** Select question(s) and/or question group(s) and click the **Move** drop-down menu. Click the **Up** or **Down** arrow to move the question(s) or group(s) up or down. Questions or groups can also be moved by dragging and dropping the question or group into the desired spot on the question list.

Randomizing Groups & Locking Questions

With Quizmaker '09, you can create groups of questions, and randomize the order in which questions from a particular group are presented to your users (also known as question group pooling). You can also specify the number of questions from each group to be asked. A question can be locked within a group.

To Randomize a Group:

1. Open **Quizmaker '09** and create a new quiz or survey, or open an existing one.
2. Click the group title or a question in the group you want to randomize and click the **Randomize Group** button.
3. The button color will appear with a yellow highlight to indicate that the currently selected group will be randomized. You will also see a message next to the corresponding group title: **Randomize all questions.**
4. Specify the number of questions from the group to be asked:
 1. Click the drop-down box next to **Include**.
 2. Select the desired number of questions to be asked, **All** or **1 through X**, where X is 1 less than the total number of questions in the current group.
5. To remove the **Randomized Group** setting, select a question in a randomized group, then click the **Randomize Group** button again. The yellow highlight on the button will disappear along with the message next to the question group title.

Question locking allows you to specify that a particular question within a randomized group will always be asked in the specified position, or will always be included in the group of randomized questions.

To lock a question within a randomized group:

1. **Randomize a Group** by following the above instructions.
2. Click a question in the randomized group and select the **Lock Question** drop-down menu. Select from the available choices below (note that some choices may be grayed out, depending on the question's relative position within the group):
 - **To Question Above:** Always ask the current question after the question above it in this randomized group of questions.
 - **To Question Below:** Always ask the current question before the question below it in this randomized group of questions.
 - **To Top of Group:** Always ask the current question as the first one in this randomized group of questions. Only one question can be locked to the top of each group.

- **To Bottom of Group:** Always ask the current question as the last one in this randomized group of questions. Only one question can be locked to the bottom of each group.
3. Remove a question lock by clicking the locked question and selecting **Remove Lock**.

Importing Questions

The **Import Questions** feature allows questions to be imported from other Quizmaker '09 quizzes or surveys.

To import a question:

1. Click the **Import Questions** button or click the **Articulate Button** and select **Import...**
2. Select the quiz or survey from which you want to import questions. Click **Open** to select the quiz.
3. In the **Import Questions** dialog, select questions to import either by quiz, question group, or individual question:
 - **By Quiz:** Click the **Check all** button to select every question in the quiz. Click **OK** to import your questions, or **Cancel** to close the Import Questions dialog without importing anything.
 - **By Question Group:** Check the **Include All** checkbox to select every question in the question group. Click **OK** to import to import your question group, or **Cancel** to close the Import Questions dialog without importing anything.
 - **By Individual Question:** Check the box next to each question to select it for import. Click **OK** to import to import your questions, or **Cancel** to close the Import Questions dialog without importing anything.
 - **Uncheck All:** The Uncheck All button will uncheck every selection.

Form View

Formatting Text in Form View


All types of Quizmaker '09 quiz and survey questions, as well as blank slides allow you to edit text using the rich-text editor.

To format quiz and survey text using the rich-text editor, use the formatting options available in the toolbar directly above the text input field:

- **Bold:** Click on **Bold** to make the selected text bold. Keyboard shortcut: Ctrl+B.
- **Italics:** Click on **Italics** to make the selected text italics. Keyboard shortcut: Ctrl+I.
- **Underline:** Click on **Underline** to make the selected text underlined. Keyboard shortcut: Ctrl+U.

You can further customize your text and questions, as well as add images, video, and audio to your quiz or survey in **Slide View** mode. Learn more in [Customizing Questions in Slide View](#).

Adding Hyperlinks in Form View

Quizmaker '09 allows you to link any selected text or object to a webpage, picture, an email address, or a program. When you click the , the Hyperlink window will open.

To use the Insert or Edit Hyperlink dialog:

1. Highlight or select the text or object you wish to link.
2. Click the **Hyperlink** button to open the **Insert or Edit Hyperlink** dialog.
3. Input or edit the text in the **Text to display** field (only applicable when linking text, not other objects).
4. Enter the link in the **Address** field.
5. Click the **Test** button to test if the address is valid.
6. Click the desired radio button to specify where the hyperlink should launch:
 - **Display in new browser window:** Select this option to launch your link in a new browser window. Optionally, click the **Default browser controls at default size** link to change new window preferences. **New Browser Window Properties** include the following:
 - **Browser controls:** Select from the following options:
 - Default
 - No Address Bar
 - No Browser Controls
 - **Window size:** Select from the following options:
 - Default
 - Full-screen
 - Custom, which allows you to specify **Width** and **Height** values (in pixels) of the new browser window by inputting the values or by using the up and down arrows to specify the values
 - **Display in current browser window:** Select this option to launch your link in the current browser window (same as the quiz or survey). Note that if you choose this option, a user who clicks on the link will be taken to the link, leaving the quiz or survey behind, so typically you'd only want to use this option at the end of a quiz or survey, or at a point where you're comfortable having your users exit the quiz or survey.
7. Click **Save** to create the hyperlink.

To edit or remove a hyperlink:

1. Click on or highlight the hyperlinked text or object.
2. Click the **Hyperlink** button.
3. The **Edit Hyperlink** window will open and you can edit the link in the **Address** field, or you can remove the link by clicking the **Remove Link** button.

Keyboard shortcut: Press Ctrl+K to launch the **Insert or Edit Hyperlink** dialog.

Adding Media in Form View

In Quizmaker '09 you are able to **add images or video** to any question or slide.

Supported media types:

- .FLV Flash
- .SWF Flash
- .EMF
- .WMF
- .JPG
- .PNG
- .BMP
- .GIF
- .TIF

To add an image (except Hotspot):

1. Click the **Media** button and select **Picture**.
2. The **Insert Picture** window will open, and you can either browse to the image file and select it, or you can **type the name** in the file name field.
3. Click **Open** to insert the picture in your question.
4. A **Media** panel with a thumbnail of your image will appear to the right of your question
5. By default, when you preview or publish, your image will appear to the right of your question.
6. You can further customize your image or add other media in Slide View mode. To learn more, see [Customizing Questions in Slide View](#).

To add a video (except Hotspot):

1. Click the **Media** button and select **Flash**.
2. The **Insert Movie** window will open, and you can either browse to the Flash file (.SWF or .FLV) and select it, or you can **type the name** in the file name field.
3. Click **Open**.
4. Use the **Flash Movie Options** window to preview the video with the **Play** and **Stop** buttons, and to set the following display and behavior preferences:
 - **Play:** Press the play button to play a preview of your inserted video.
 - **Pause:** Pause the preview playback of your inserted video.
 - **Stop:** Press the stop button to stop playback of your inserted video.

- **Browse:** Click the name of your inserted video to open the **Insert Movie** window and select a new movie to replace the current one.
 - **How do you want to display this movie?**
 - **Display in slide:** Your video will display in the question slide alongside the question. Control placement in **Slide View** mode. To learn more, see [Customizing Questions in Slide View](#).
 - **Display in a new browser window:** Your video will launch in a new window when the user reaches this question.
 - **How should the movie behave?**
 - **Movie starts playing automatically:** Check this box if you want your video to start playing automatically.
 - **Show movie controls:** Check this option to include a playbar with your video.
 - **Sound volume:** Click the icon to specify **Volume** for the video or to **Mute** it.
5. Click **OK** to confirm your preferences and insert the video in your question, or **Cancel** to close the window without inserting the video.
 6. By default, when you preview or publish, your video will appear to the right of your question (if you selected to **Display in Slide** above).
 7. You can further customize your video or add other media in **Slide View** mode. To learn more, see [Customizing Questions in Slide View](#).

To delete an image or video:

1. Click the **Media** button
2. Select **Remove Media**.
3. You will not be prompted to confirm the removal of your media.

To customize your image or video:

To learn more about further customizing your media, switch to **Slide View** mode and refer to the following help topics:

- [Slide View: Picture Tools](#)
- [Slide View: Movie Tools](#)

Adding Audio in Form View

Quizmaker '09 allows you to record, import, or edit audio using the built-in audio feature.

Recording Audio

To record audio in a Quizmaker '09 question or slide:

1. Click the **Sound** button and select **Record Mic**.
2. Click the **Record** button in the **Record Audio** window to begin recording.
3. The audio status bar changes from a status of **No Audio** (or **Ready** if you have existing audio) to **Recording** and the time will begin counting.
4. Click the **Stop** button to stop recording.
5. Click the **Play** button to review the audio you just recorded.
6. Click the **Delete** button to delete recorded (or imported) audio or just click the **Record** button to overwrite existing audio with the new recording.

Other options in the **Record Audio** window include **Edit audio**, **Narration script**, and **Import audio file**. To learn more, see below for each of these features.

You can also record audio using the **Audio** pane in the **Question Feedback** window.

Importing Audio

To import audio in Quizmaker '09:

1. Click the **Sound** button and select **Import Sound**.
2. The **Insert Sound** window will open, and you can either browse to the audio file(s) (.MP3 or .WAV format) and select it, or you can **type the name** in the file name field.
3. Click **Open** to import the audio file(s).

Learn more about [supported audio formats](#).

Playing Audio

To play audio you've already recorded or imported in Quizmaker '09:

1. Click the **Sound** button and select **Play Sound**.
2. The audio will play and automatically stop at the end.
3. To stop playback before the end, click the **Sound** button and select **Stop Sound**.

Note that you can also play audio via the **Record Audio** window (see above section on Recording Audio).

Deleting Audio

To delete audio you've already recorded or imported in Quizmaker '09:

1. Click the **Sound** button and select **Remove Sound**.
2. The audio will be removed. You will not be asked to confirm your choice, so use this feature carefully.

Note that you can also delete audio via the **Record Audio** window (see above section on Recording Audio).

Editing Audio

Quizmaker '09 includes a built-in audio editor. To edit audio in a Quizmaker '09 question or slide:

1. Click the **Sound** button and select **Edit Sound** (or click the **Edit audio** icon from the **Record Audio** window).
2. The toolbar shows you available commands to edit your audio. The main area of the **Articulate Audio Editor** displays the waveform of the audio for the selected question or slide.
3. Use the audio editor to perform the following actions:
 - **Save & Close**
 - **Save & Close** will save your audio and close the Articulate Audio Editor, bringing you back to your question.
 - **Clipboard**
 - **Cut**: Click and drag with your mouse on a selection of the waveform, then click **Cut** in order to cut the selection from the waveform and put it on the clipboard. Keyboard shortcut: Ctrl+X.
 - **Copy**: Click and drag with your mouse on a selection of the waveform, then click **Copy** in order to copy the selection to the clipboard. Keyboard shortcut: Ctrl+C.
 - **Paste**: Click in the waveform on the desired location and click **Paste** where you want the contents of the clipboard to be pasted. Keyboard shortcut: Ctrl+V.
 - **Edit**
 - **Import**: Select this option from the toolbar or from the Articulate menu to import existing audio into the current position in waveform. Navigate to the desired audio file (.MP3 or .WAV), select it, and click **Open** to import the file, or **Cancel** to exit without importing the file.
 - **Export**: Select this option from the Articulate menu to export audio for each slide into a .WAV or .MP3 file. After clicking Export, choose to export the audio to .WAV or .MP3 file(s) (or to **Both .WAV and .MP3**), then specify the folder to which you would like to export the audio tracks. You can **Create New Folder** or specify an existing folder. Click **OK** to export all audio tracks, or **Cancel** to cancel the export process.

- **Delete:** Click and drag your mouse to select a specific section of your waveform, then click the **Delete** button to delete the selection. You will not be prompted to confirm your deletion. Keyboard shortcut: Delete.
 - **Crop:** Click and drag your mouse to select a specific section of your waveform, then click the **Crop** button to delete all of the audio except that which you have selected. You will not be prompted to confirm the Crop action.
- **Volume**
 - **Silence:** Click the Silence button or right-click in the desired location in your waveform and select Insert Silence to launch the **Insert Silence** dialog. Specify the Duration of silence to insert by inputting the numeric value of the desired silence in seconds, up to the 1,000th decimal (for example, 5.584s), or by using the up and down arrows to specify the value. Click **OK** to insert the specified duration of silence into the current location, or **Cancel** to exit without inserting silence. You can also click and drag to select an area of your waveform, then right-click to **Silence Selection**. Note that this will add silence to that part of the timeline but will not change the total audio duration.
 - **Volume:** Specify a section of your waveform (or all of it), then click the Volume button to open the **Change Volume** dialog, where you can use the slider to **Increase or decrease volume by X%**. Click and drag the slider to specify the desired volume change (on a scale of -100% to 100%), then click **OK** to apply the volume change or **Cancel** to exit without changing the volume.
 - **View**
 - **Show All:** Click the Show All button to show the entire waveform for all recorded or imported audio in the current question, slide, or question feedback.
 - **Zoom Selection:** Click and drag your mouse on a specific selection of your waveform, then click the Zoom Selection button to zoom in on the selection.
4. Click the **Save & Close** button to save your changes and exit the audio editor, or click the **red X** in the upper right-hand corner (or under the **Articulate Button**) to close and be given the option to save your changes. Click **Yes** to save and exit, **No** to discard your changes, or **Cancel** to take no action and return to the audio editor.

You can also edit audio you've added to question feedback by clicking the **Edit audio** button in the **Audio** pane of the **Question Feedback** window.

To learn more about editing audio in slide view mode, see [Slide View: Sound Tools](#).

Narration Script

Quizmaker '09 gives you the option to use a narration script when working with audio. To use the narration script in Quizmaker '09:

1. Click the **Sound** button and select **Record Mic**.
2. Click the **Narration Script** icon.
3. Type, edit, or paste your script into the window.
4. Begin recording your audio (see above section on Recording Audio).
5. Click **Close** when you are done (your script is automatically saved).

Supported Audio Formats

When [importing audio](#) into Quizmaker '09, you can choose to import either .WAV or .MP3 format.

The specific types of supported audio formats include the following:

Supported .WAV File Types:

- PCM - Microsoft Pulse-Code Modulation.
- Microsoft ADPCM - Microsoft Adaptive Delta Pulse Code Modulation
- GSM 6.10 - Microsoft Groupe Spécial Mobile
- IMA ADPCM - Microsoft Interactive Multimedia Association (4 bits per sample)
- CCITT A-Law/G.711 CCITT u-Law - Microsoft International Telecommunications Union

Supported .MP3 File Types:

- MP3 - MPEG-1 Audio Layer 3

Graded Questions

Creating a Graded Question

A graded question is a type of question with a correct or incorrect response. The question has a defined point value and the user is assigned a score based on response.

To create a graded question:

1. Click the **Graded Question** button in Quizmaker '09.
2. **Select** the type of graded question you'd like to create:
3. Click **OK** to begin creating your chosen type of graded question.

Explore the following help topics to learn more about each question type:

- [True/False](#)
- [Multiple Choice](#)
- [Multiple Response](#)
- [Fill in the Blank](#)
- [Word Bank](#)
- [Matching Drag and Drop](#)
- [Matching Drop-down](#)
- [Sequence Drag and Drop](#)
- [Sequence Drop-down](#)
- [Numeric](#)
- [Hotspot](#)

True/False

True/False is a graded question that requires the user to select the single correct choice from two choices. It is usually written in the form of a statement that is either true or false.

To add a True/False question to your quiz:

1. Click the **Graded Question** button in Quizmaker '09.
2. Select **True/False**.
3. Click **OK**.
4. Enter your question in the **Enter the question** field.
5. **Enter the Choices** for your question. Note that after you have clicked in the answer grid, you can navigate through your answers by using the **Tab** key to move forward and **Shift-Tab** to move backward.
6. Click the radio button next to the correct choice in the **Correct** column to specify the correct answer for this question.
7. Click **Save & Close** to save your question, or set question feedback and/or continue editing your question as outlined below.

To set question results feedback and branching:

You can define question feedback for your users based on a correct or incorrect response. You can also direct your users to another question in your quiz based on a correct or incorrect response. To learn more, see [Question Results Feedback and Branching](#).

To edit the question:

- **Save & Close**
 - **Save & Close** will save your question and close the question window, bringing you back to your Question List.
- **Show**
 - **Form View** allows you to work on a question in the form view.
 - **Slide View** allows you to customize your question in greater detail. To learn more, see [Customizing Questions in Slide View](#).
- **Clipboard**
 - **Cut**: Select text and click **Cut** in order to cut the selection from the question and put it on the clipboard. Keyboard shortcut: Ctrl+X.
 - **Copy**: Select text and click **Copy** in order to copy the selection to the clipboard. Keyboard shortcut: Ctrl+C.
 - **Paste**: Click in the question and click **Paste** where you want the contents of the clipboard to be pasted. Keyboard shortcut: Ctrl+V.

- **Text**

- **Formatting:** Learn more in [Formatting Text in Form View](#).
- **Hyperlink:** Learn more in [Adding Hyperlinks in Form View](#).
- **Spelling:** Click **Spelling** to check the spelling of text. Keyboard shortcut: F7. Learn more in [Running the Spell Check](#).

- **Display**

- **Feedback:** Click the drop-down menu and specify feedback type for this question:
 - **None:** No feedback will be provided to your users after answering the question.
 - **By Question:** Feedback will be provided to your users after answering the question. This method allows you to provide different feedback depending on whether the answer was correct or incorrect. To learn more, see [Question Results Feedback and Branching](#).
- **Shuffle:** In a True/False question, the Shuffle answers option is not available.

- **Scoring**

- **Score:** In a True/False question, the question can only be scored **By Question**.
- **Attempts:** Set the number of attempts a user will be given to guess the correct answer to the question. Click the drop-down menu and specify a value from 1 through 10 or unlimited.

- **Insert**

- **Media:** Use the Media button to add a **Picture** or **Flash** movie to your question. Learn more in [Adding Media in Form View](#).
- **Sound:** Use the Sound button to **Record Mic** or **Import Sound** to your question. Learn more in [Adding Audio in Form View](#).
- Click **Preview** to see a preview of your question. Available options while previewing your question include the following:
 - **Close Preview:** Click this button to return to editing your question.
 - **Select:** Click this button to select another question in the quiz to preview.
 - **Replay:** Click this button above the **Replay** text to **Replay this question**. Click the arrow beneath the **Replay** text to select other options, including **Replay this question, Replay this group, or Replay entire quiz**.

To customize your question:

To learn more about further customizing your question, please review [Customizing Questions in Slide View](#).

Multiple Choice

Multiple Choice is a graded question that requires the user to select the single correct choice from a maximum of 10 possible choices.

To add a Multiple Choice question to your quiz:

1. Click the **Graded Question** button in Quizmaker '09.
2. Select **Multiple Choice**.
3. Click **OK**.
4. Enter your question in the **Enter the question** field.
5. **Enter the Choices** for your question. Note that after you have clicked in the answer grid, you can navigate through your answers by using the **Tab** key to move forward and **Shift-Tab** to move backward.
6. Click the box in the **Correct** column next to the correct choice for this question.
7. Click **Save & Close** to save your question, or set question feedback and/or continue editing your question as outlined below.

To set question results feedback and branching:

You can define question feedback for your users based on a correct or incorrect response. You can also direct your users to another question in your quiz based on a correct or incorrect response. To learn more, see [Question Results Feedback and Branching](#).

To edit the question:

- **Save & Close**
 - **Save & Close** will save your question and close the question window, bringing you back to your Question List.
- **Show**
 - **Form View** allows you to work on a question in the form view.
 - **Slide View** allows you to customize your question in greater detail. To learn more, see [Customizing Questions in Slide View](#).
- **Clipboard**
 - **Cut**: Select text and click **Cut** in order to cut the selection from the question and put it on the clipboard. Keyboard shortcut: Ctrl+X.
 - **Copy**: Select text and click **Copy** in order to copy the selection to the clipboard. Keyboard shortcut: Ctrl+C.
 - **Paste**: Click in the question and click **Paste** where you want the contents of the clipboard to be pasted. Keyboard shortcut: Ctrl+V.

- **Text**

- **Formatting:** Learn more in [Formatting Text in Form View](#).
- **Hyperlink:** Learn more in [Adding Hyperlinks in Form View](#).
- **Spelling:** Click **Spelling** to check the spelling of text. Keyboard shortcut: F7. Learn more in [Running the Spell Check](#).

- **Display**

- **Feedback:** Click the drop-down menu and specify feedback type for this question:
 - **None:** No feedback will be provided to your users after answering the question.
 - **By Question:** Feedback will be provided to your users after answering the question. This method allows you to provide different feedback depending on whether the answer was correct or incorrect. To learn more, see [Question Results Feedback and Branching](#).
 - **By Answer:** Feedback will be provided to your users after selecting an answer. This method allows you to provide feedback based on each guess the user attempts, whether correct or incorrect. Specify feedback in the **Feedback** field next to each choice, and click the ellipsis button (...) to [format text](#), [insert hyperlinks](#), [add or import audio](#), or [configure branching](#).
- **Shuffle:** You can choose to have the answers appear in random order for your users. Click the drop-down menu and specify one of the following:
 - **Answers:** Select this option to shuffle the answers in this question.
 - **None:** Select this option if you don't want the the answers in this question to be shuffled.

Scoring

- **Score:** You can choose how to score this question. Click the drop-down menu and specify one of the following:
 - **By Question.** Select this option to score this question as a whole. Assign a point value in the **Question Result** section by clicking in the corresponding **Points** field and inputting a whole integer value greater than or equal to 0, or by clicking the up or down arrows.
 - **By Answer.** Assign a point value to each choice in the **Choices** section by clicking in the corresponding **Points** field and inputting a whole integer value greater than or equal to 0, or by clicking the up or down arrows.
- **Attempts:** Set the number of attempts a user will be given to guess the correct answer to the question. Click the drop-down menu and specify a value from 1 through 10 or unlimited.

- **Insert**
 - **Media:** Use the Media button to add a **Picture** or **Flash** movie to your question. Learn more in [Adding Media in Form View](#).
 - **Sound:** Use the Sound button to **Record Mic** or **Import Sound** to your question. Learn more in [Adding Audio in Form View](#).
- Click **Preview** to see a preview of your question. Available options while previewing your question include the following:
 - **Close Preview:** Click this button to return to editing your question.
 - **Select:** Click this button to select another question in the quiz to preview.
 - **Replay:** Click this button above the **Replay** text to **Replay this question**. Click the arrow beneath the **Replay** text to select other options, including **Replay this question, Replay this group, or Replay entire quiz**.

To customize your question:

To learn more about further customizing your question, please review [Customizing Questions in Slide View](#).

Multiple Response

Multiple Response is a graded question that requires the user to select all of the correct choices from a maximum of 10 possible choices. Any number of choices can be correct, and the user must select all correct choices for the question to be graded as correct.

To add a Multiple Response question to your quiz:

1. Click the **Graded Question** button in Quizmaker '09.
2. Select **Multiple Response**.
3. Click **OK**.
4. Enter your question in the **Enter the question** field.
5. **Enter the Choices** for your question. Note that after you have clicked in the answer grid, you can navigate through your answers by using the **Tab** key to move forward and **Shift-Tab** to move backward.
6. Click the box(es) in the **Correct** column next to each correct choice for this question.
7. Click **Save & Close** to save your question, or set question feedback and/or continue editing your question as outlined below.

To set question results feedback and branching:

You can define question feedback for your users based on a correct or incorrect response. You can also direct your users to another question in your quiz based on a correct or incorrect response. To learn more, see [Question Results Feedback and Branching](#).

To edit the question:

- **Save & Close**
 - **Save & Close** will save your question and close the question window, bringing you back to your Question List.
- **Show**
 - **Form View** allows you to work on a question in the form view.
 - **Slide View** allows you to customize your question in greater detail. To learn more, see [Customizing Questions in Slide View](#).
- **Clipboard**
 - **Cut**: Select text and click **Cut** in order to cut the selection from the question and put it on the clipboard. Keyboard shortcut: Ctrl+X.
 - **Copy**: Select text and click **Copy** in order to copy the selection to the clipboard. Keyboard shortcut: Ctrl+C.
 - **Paste**: Click in the question and click **Paste** where you want the contents of the clipboard to be pasted. Keyboard shortcut: Ctrl+V.

- **Text**
 - **Formatting:** Learn more in [Formatting Text in Form View](#).
 - **Hyperlink:** Learn more in [Adding Hyperlinks in Form View](#).
 - **Spelling:** Click **Spelling** to check the spelling of text. Keyboard shortcut: F7. Learn more in [Running the Spell Check](#).
- **Display**
 - **Feedback:** Click the drop-down menu and specify feedback type for this question:
 - **None:** No feedback will be provided to your users after answering the question.
 - **By Question:** Feedback will be provided to your users after answering the question. This method allows you to provide different feedback depending on whether the answer was correct or incorrect. To learn more, see [Question Results Feedback and Branching](#).
 - **Shuffle:** You can choose to have the answers appear in random order for your users. Click the drop-down menu and specify one of the following:
 - **Answers:** Select this option to shuffle the answers in this question.
 - **None:** Select this option if you don't want the the answers in this question to be shuffled.
- **Scoring**
 - **Score:** In a Multiple Response question, the question can only be scored **By Question**.
 - **Attempts:** Set the number of attempts a user will be given to guess the correct answer to the question. Click the drop-down menu and specify a value from 1 through 10 or unlimited.
- **Insert**
 - **Media:** Use the Media button to add a **Picture** or **Flash** movie to your question. Learn more in [Adding Media in Form View](#).
 - **Sound:** Use the Sound button to **Record Mic** or **Import Sound** to your question. Learn more in [Adding Audio in Form View](#).
- Click **Preview** to see a preview of your question. Available options while previewing your question include the following:
 - **Close Preview:** Click this button to return to editing your question.
 - **Select:** Click this button to select another question in the quiz to preview.
 - **Replay:** Click this button above the **Replay** text to **Replay this question**. Click the arrow beneath the **Replay** text to select other options, including **Replay this question**, **Replay this group**, or **Replay entire quiz**.

To customize your question:

To learn more about further customizing your question, please review [Customizing Questions in Slide View](#).

Fill in the Blank

Fill in the Blank question is a graded question followed by a blank field into which the user must type an answer. You can input a minimum of one and maximum of 10 acceptable answers. There is only one correct answer to this type of question, although you may want to account for variations in response.

To add a Fill in the Blank question to your quiz:

1. Click the **Graded Question** button in Quizmaker '09.
2. Select **Fill in the Blank**.
3. Click **OK**.
4. Enter your question in the **Enter the question** field.
5. **Enter the Choices** for your question in the **Acceptable Answers** fields. Note that after you have clicked in the answer grid, you can navigate through your answers by using the **Tab** key to move forward and **Shift-Tab** to move backward.
6. Click the **Answers are case sensitive** box if you want the answers to be case sensitive.
7. Click **Save & Close** to save your question, or set question feedback and/or continue editing your question as outlined below.

To set question results feedback and branching:

You can define question feedback for your users based on a correct or incorrect response. You can also direct your users to another question in your quiz based on a correct or incorrect response. To learn more, see [Question Results Feedback and Branching](#).

To edit the question:

- **Save & Close**
 - **Save & Close** will save your question and close the question window, bringing you back to your Question List.
- **Show**
 - **Form View** allows you to work on a question in the form view.
 - **Slide View** allows you to customize your question in greater detail. To learn more, see [Customizing Questions in Slide View](#).
- **Clipboard**
 - **Cut:** Select text and click **Cut** in order to cut the selection from the question and put it on the clipboard. Keyboard shortcut: Ctrl+X.
 - **Copy:** Select text and click **Copy** in order to copy the selection to the clipboard. Keyboard shortcut: Ctrl+C.

- **Paste:** Click in the question and click **Paste** where you want the contents of the clipboard to be pasted. Keyboard shortcut: Ctrl+V.
- **Text**
 - **Formatting:** Learn more in [Formatting Text in Form View](#).
 - **Hyperlink:** Learn more in [Adding Hyperlinks in Form View](#).
 - **Spelling:** Click **Spelling** to check the spelling of text. Keyboard shortcut: F7. Learn more in [Running the Spell Check](#).
- **Display**
 - **Feedback:** Click the drop-down menu and specify feedback type for this question:
 - **None:** No feedback will be provided to your users after answering the question.
 - **By Question:** Feedback will be provided to your users after answering the question. This method allows you to provide different feedback depending on whether the answer was correct or incorrect. To learn more, see [Question Results Feedback and Branching](#).
 - **Shuffle:** In a Fill in the Blank question, the Shuffle answers option is not available.
- **Scoring**
 - **Score:** In a Fill in the Blank question, the question can only be scored **By Question**.
 - **Attempts:** Set the number of attempts a user will be given to guess the correct answer to the question. Click the drop-down menu and specify a value from 1 through 10 or unlimited.
- **Insert**
 - **Media:** Use the Media button to add a **Picture** or **Flash** movie to your question. Learn more in [Adding Media in Form View](#).
 - **Sound:** Use the Sound button to **Record Mic** or **Import Sound** to your question. Learn more in [Adding Audio in Form View](#).
- Click **Preview** to see a preview of your question. Available options while previewing your question include the following:
 - **Close Preview:** Click this button to return to editing your question.
 - **Select:** Click this button to select another question in the quiz to preview.
 - **Replay:** Click this button above the **Replay** text to **Replay this question**. Click the arrow beneath the **Replay** text to select other options, including **Replay this question**, **Replay this group**, or **Replay entire quiz**.

To customize your question:

To learn more about further customizing your question, please review [Customizing Questions in Slide View](#).

Word Bank

Word Bank is a graded question that requires the user to drag and drop the correct choice into the empty box. The user must select the single correct choice from a maximum of 10 possible choices.

To add a Word Bank question to your quiz:

1. Click the **Graded Question** button in Quizmaker '09.
2. Select **Word Bank**.
3. Click **OK**.
4. Enter your question in the **Enter the question** field.
5. **Enter the Choices** for your question. Note that after you have clicked in the answer grid, you can navigate through your answers by using the **Tab** key to move forward and **Shift-Tab** to move backward.
6. Click the box in the **Correct** column next to the correct **Choice** for this question.
7. Click **Save & Close** to save your question, or set question feedback and/or continue editing your question as outlined below.

To set question results feedback and branching:

You can define question feedback for your users based on a correct or incorrect response. You can also direct your users to another question in your quiz based on a correct or incorrect response. To learn more, see [Question Results Feedback and Branching](#).

To edit the question:

- **Save & Close**
 - **Save & Close** will save your question and close the question window, bringing you back to your Question List.
- **Show**
 - **Form View** allows you to work on a question in the form view.
 - **Slide View** allows you to customize your question in greater detail. To learn more, see [Customizing Questions in Slide View](#).
- **Clipboard**
 - **Cut**: Select text and click **Cut** in order to cut the selection from the question and put it on the clipboard. Keyboard shortcut: Ctrl+X.
 - **Copy**: Select text and click **Copy** in order to copy the selection to the clipboard. Keyboard shortcut: Ctrl+C.
 - **Paste**: Click in the question and click **Paste** where you want the contents of the clipboard to be pasted. Keyboard shortcut: Ctrl+V.

- **Text**

- **Formatting:** Learn more in [Formatting Text in Form View](#).
- **Hyperlink:** Learn more in [Adding Hyperlinks in Form View](#).
- **Spelling:** Click **Spelling** to check the spelling of text. Keyboard shortcut: F7. Learn more in [Running the Spell Check](#).

- **Display**

- **Feedback:** Click the drop-down menu and specify feedback type for this question:
 - **None:** No feedback will be provided to your users after answering the question.
 - **By Question:** Feedback will be provided to your users after answering the question. This method allows you to provide different feedback depending on whether the answer was correct or incorrect. To learn more, see [Question Results Feedback and Branching](#).
 - **By Answer:** Feedback will be provided to your users after selecting an answer. This method allows you to provide feedback based on each guess the user attempts, whether correct or incorrect. Specify feedback in the **Feedback** field next to each choice, and click the ellipsis button (...) to [format text](#), [insert hyperlinks](#), [add or import audio](#), or [configure branching](#).
- **Shuffle:** You can choose to have the answers appear in random order for your users. Click the drop-down menu and specify one of the following:
 - **Answers:** Select this option to shuffle the answers in this question.
 - **None:** Select this option if you don't want the the answers in this question to be shuffled.

- **Scoring**

- **Score:** You can choose how to score this question. Click the drop-down menu and specify one of the following:
 - **By Question.** Select this option to score this question as a whole. Assign a point value in the **Question Result** section by clicking in the corresponding **Points** field and inputting a whole integer value greater than or equal to 0, or by clicking the up or down arrows.
 - **By Answer.** Assign a point value to each choice in the **Choices** section by clicking in the corresponding **Points** field and inputting a whole integer value greater than or equal to 0, or by clicking the up or down arrows.
- **Attempts:** Set the number of attempts a user will be given to guess the correct answer to the question. Click the drop-down menu and specify a value from 1 through 10 or unlimited.

- **Insert**
 - **Media:** Use the Media button to add a **Picture** or **Flash** movie to your question. Learn more in [Adding Media in Form View](#).
 - **Sound:** Use the Sound button to **Record Mic** or **Import Sound** to your question. Learn more in [Adding Audio in Form View](#).
- Click **Preview** to see a preview of your question. Available options while previewing your question include the following:
 - **Close Preview:** Click this button to return to editing your question.
 - **Select:** Click this button to select another question in the quiz to preview.
 - **Replay:** Click this button above the **Replay** text to **Replay this question**. Click the arrow beneath the **Replay** text to select other options, including **Replay this question, Replay this group, or Replay entire quiz**.

To customize your question:

To learn more about further customizing your question, please review [Customizing Questions in Slide View](#).

Matching Drag and Drop

Matching Drag and Drop is a graded question that requires the user to drag and drop items in the second column to match items in the first column. There is a maximum of 10 matching pairs. All items in the match column must correctly correspond to all items in the choice column for the question to be graded as correct.

To add a Matching Drag and Drop question to your quiz:

1. Click the **Graded Question** button in Quizmaker '09.
2. Select **Matching Drag and Drop**.
3. Click **OK**.
4. Enter your question in the **Enter the question** field.
5. **Enter the Choices** for your question, along with the correct **Match** for each. Note that after you have clicked in the answer grid, you can navigate through your answers by using the **Tab** key to move forward and **Shift-Tab** to move backward.
6. Click **Save & Close** to save your question, or set question feedback and/or continue editing your question as outlined below.

To set question results feedback and branching:

You can define question feedback for your users based on a correct or incorrect response. You can also direct your users to another question in your quiz based on a correct or incorrect response. To learn more, see [Question Results Feedback and Branching](#).

To edit the question:

- **Save & Close**
 - **Save & Close** will save your question and close the question window, bringing you back to your Question List.
- **Show**
 - **Form View** allows you to work on a question in the form view.
 - **Slide View** allows you to customize your question in greater detail. To learn more, see [Customizing Questions in Slide View](#).
- **Clipboard**
 - **Cut**: Select text and click **Cut** in order to cut the selection from the question and put it on the clipboard. Keyboard shortcut: Ctrl+X.
 - **Copy**: Select text and click **Copy** in order to copy the selection to the clipboard. Keyboard shortcut: Ctrl+C.
 - **Paste**: Click in the question and click **Paste** where you want the contents of the clipboard to be pasted. Keyboard shortcut: Ctrl+V.

- **Text**
 - **Formatting:** Learn more in [Formatting Text in Form View](#).
 - **Hyperlink:** Learn more in [Adding Hyperlinks in Form View](#).
 - **Spelling:** Click **Spelling** to check the spelling of text. Keyboard shortcut: F7. Learn more in [Running the Spell Check](#).
- **Display**
 - **Feedback:** Click the drop-down menu and specify feedback type for this question:
 - **None:** No feedback will be provided to your users after answering the question.
 - **By Question:** Feedback will be provided to your users after answering the question. This method allows you to provide different feedback depending on whether the answer was correct or incorrect. To learn more, see [Question Results Feedback and Branching](#).
 - **Shuffle:** In a Matching Drag and Drop question, the Shuffle answers option is not available.
- **Scoring**
 - **Score:** In a Matching Drag and Drop question, the question can only be scored **By Question**.
 - **Attempts:** Set the number of attempts a user will be given to guess the correct answer to the question. Click the drop-down menu and specify a value from 1 through 10 or unlimited.
- **Insert**
 - **Media:** Use the Media button to add a **Picture** or **Flash** movie to your question. Learn more in [Adding Media in Form View](#).
 - **Sound:** Use the Sound button to **Record Mic** or **Import Sound** to your question. Learn more in [Adding Audio in Form View](#).
- Click **Preview** to see a preview of your question. Available options while previewing your question include the following:
 - **Close Preview:** Click this button to return to editing your question.
 - **Select:** Click this button to select another question in the quiz to preview.
 - **Replay:** Click this button above the **Replay** text to **Replay this question**. Click the arrow beneath the **Replay** text to select other options, including **Replay this question**, **Replay this group**, or **Replay entire quiz**.

To customize your question:

To learn more about further customizing your question, please review [Customizing Questions in Slide View](#).

Matching Drop-down

Matching Drop-down is a graded question that requires the user to select items from drop-down menus to match items in the first column. There is a maximum of 10 matching pairs. All items in the match column must correctly correspond to all items in the choice column for the question to be graded as correct.

To add a Matching Drop-down question to your quiz:

1. Click the **Graded Question** button in Quizmaker '09.
2. Select **Matching Drop-down**.
3. Click **OK**.
4. Enter your question in the **Enter the question** field.
5. **Enter the Choices** for your question, along with the correct **Match** for each. Note that after you have clicked in the answer grid, you can navigate through your answers by using the **Tab** key to move forward and **Shift-Tab** to move backward.
6. Click **Save & Close** to save your question, or set question feedback and/or continue editing your question as outlined below.

To set question results feedback and branching:

You can define question feedback for your users based on a correct or incorrect response. You can also direct your users to another question in your quiz based on a correct or incorrect response. To learn more, see [Question Results Feedback and Branching](#).

To edit the question:

- **Save & Close**
 - **Save & Close** will save your question and close the question window, bringing you back to your Question List.
- **Show**
 - **Form View** allows you to work on a question in the form view.
 - **Slide View** allows you to customize your question in greater detail. To learn more, see [Customizing Questions in Slide View](#).
- **Clipboard**
 - **Cut**: Select text and click **Cut** in order to cut the selection from the question and put it on the clipboard. Keyboard shortcut: Ctrl+X.
 - **Copy**: Select text and click **Copy** in order to copy the selection to the clipboard. Keyboard shortcut: Ctrl+C.
 - **Paste**: Click in the question and click **Paste** where you want the contents of the clipboard to be pasted. Keyboard shortcut: Ctrl+V.

- **Text**
 - **Formatting:** Learn more in [Formatting Text in Form View](#).
 - **Hyperlink:** Learn more in [Adding Hyperlinks in Form View](#).
 - **Spelling:** Click **Spelling** to check the spelling of text. Keyboard shortcut: F7. Learn more in [Running the Spell Check](#).
- **Display**
 - **Feedback:** Click the drop-down menu and specify feedback type for this question:
 - **None:** No feedback will be provided to your users after answering the question.
 - **By Question:** Feedback will be provided to your users after answering the question. This method allows you to provide different feedback depending on whether the answer was correct or incorrect. To learn more, see [Question Results Feedback and Branching](#).
 - **Shuffle:** In a Matching Drop-down question, the Shuffle answers option is not available.
- **Scoring**
 - **Score:** In a Matching Drop-down question, the question can only be scored **By Question**.
 - **Attempts:** Set the number of attempts a user will be given to guess the correct answer to the question. Click the drop-down menu and specify a value from 1 through 10 or unlimited.
- **Insert**
 - **Media:** Use the Media button to add a **Picture** or **Flash** movie to your question. Learn more in [Adding Media in Form View](#).
 - **Sound:** Use the Sound button to **Record Mic** or **Import Sound** to your question. Learn more in [Adding Audio in Form View](#).
- Click **Preview** to see a preview of your question. Available options while previewing your question include the following:
 - **Close Preview:** Click this button to return to editing your question.
 - **Select:** Click this button to select another question in the quiz to preview.
 - **Replay:** Click this button above the **Replay** text to **Replay this question**. Click the arrow beneath the **Replay** text to select other options, including **Replay this question**, **Replay this group**, or **Replay entire quiz**.

To customize your question:

To learn more about further customizing your question, please review [Customizing Questions in Slide View](#).

Sequence Drag and Drop

Sequence Drag and Drop is a graded question that requires the user to drag and drop items to arrange in sequence. There is a maximum of 10 sequence items. All items must be in the proper sequence for the question to be graded as correct.

To add a Sequence Drag and Drop question to your quiz:

1. Click the **Graded Question** button in Quizmaker '09.
2. Select **Sequence Drag and Drop**.
3. Click **OK**.
4. Enter your question in the **Enter the question** field.
5. **Enter the answers in Correct Order**. Note that after you have clicked in the answer grid, you can navigate through your answers by using the **Tab** key to move forward and **Shift-Tab** to move backward.
6. Click **Save & Close** to save your question, or set question feedback and/or continue editing your question as outlined below.

To set question results feedback and branching:

You can define question feedback for your users based on a correct or incorrect response. You can also direct your users to another question in your quiz based on a correct or incorrect response. To learn more, see [Question Results Feedback and Branching](#).

To edit the question:

- **Save & Close**
 - **Save & Close** will save your question and close the question window, bringing you back to your Question List.
- **Show**
 - **Form View** allows you to work on a question in the form view.
 - **Slide View** allows you to customize your question in greater detail. To learn more, see [Customizing Questions in Slide View](#).
- **Clipboard**
 - **Cut**: Select text and click **Cut** in order to cut the selection from the question and put it on the clipboard. Keyboard shortcut: Ctrl+X.
 - **Copy**: Select text and click **Copy** in order to copy the selection to the clipboard. Keyboard shortcut: Ctrl+C.
 - **Paste**: Click in the question and click **Paste** where you want the contents of the clipboard to be pasted. Keyboard shortcut: Ctrl+V.

- **Text**
 - **Formatting:** Learn more in [Formatting Text in Form View](#).
 - **Hyperlink:** Learn more in [Adding Hyperlinks in Form View](#).
 - **Spelling:** Click **Spelling** to check the spelling of text. Keyboard shortcut: F7. Learn more in [Running the Spell Check](#).
- **Display**
 - **Feedback:** Click the drop-down menu and specify feedback type for this question:
 - **None:** No feedback will be provided to your users after answering the question.
 - **By Question:** Feedback will be provided to your users after answering the question. This method allows you to provide different feedback depending on whether the answer was correct or incorrect. To learn more, see [Question Results Feedback and Branching](#).
 - **Shuffle:** In a Sequence Drag and Drop question, the Shuffle answers option is not available.
- **Scoring**
 - **Score:** In a Sequence Drag and Drop question, the question can only be scored **By Question**.
 - **Attempts:** Set the number of attempts a user will be given to guess the correct answer to the question. Click the drop-down menu and specify a value from 1 through 10 or unlimited.
- **Insert**
 - **Media:** Use the Media button to add a **Picture** or **Flash** movie to your question. Learn more in [Adding Media in Form View](#).
 - **Sound:** Use the Sound button to **Record Mic** or **Import Sound** to your question. Learn more in [Adding Audio in Form View](#).
- Click **Preview** to see a preview of your question. Available options while previewing your question include the following:
 - **Close Preview:** Click this button to return to editing your question.
 - **Select:** Click this button to select another question in the quiz to preview.
 - **Replay:** Click this button above the **Replay** text to **Replay this question**. Click the arrow beneath the **Replay** text to select other options, including **Replay this question**, **Replay this group**, or **Replay entire quiz**.

To customize your question:

To learn more about further customizing your question, please review [Customizing Questions in Slide View](#).

Sequence Drop-down

Sequence Drop-down is a graded question that requires the user to select items from drop-down menus to arrange in sequence. There is a maximum of 10 sequence items. All items must be in the proper sequence for the question to be graded as correct.

To add a Sequence Drop-down question to your quiz:

1. Click the **Graded Question** button in Quizmaker '09.
2. Select **Sequence Drop-down**.
3. Click **OK**.
4. Enter your question in the **Enter the question** field.
5. **Enter the answers in Correct Order**. Note that after you have clicked in the answer grid, you can navigate through your answers by using the **Tab** key to move forward and **Shift-Tab** to move backward.
6. Click **Save & Close** to save your question, or set question feedback and/or continue editing your question as outlined below.

To set question results feedback and branching:

You can define question feedback for your users based on a correct or incorrect response. You can also direct your users to another question in your quiz based on a correct or incorrect response. To learn more, see [Question Results Feedback and Branching](#).

To edit the question:

- **Save & Close**
 - **Save & Close** will save your question and close the question window, bringing you back to your Question List.
- **Show**
 - **Form View** allows you to work on a question in the form view.
 - **Slide View** allows you to customize your question in greater detail. To learn more, see [Customizing Questions in Slide View](#).
- **Clipboard**
 - **Cut**: Select text and click **Cut** in order to cut the selection from the question and put it on the clipboard. Keyboard shortcut: Ctrl+X.
 - **Copy**: Select text and click **Copy** in order to copy the selection to the clipboard. Keyboard shortcut: Ctrl+C.
 - **Paste**: Click in the question and click **Paste** where you want the contents of the clipboard to be pasted. Keyboard shortcut: Ctrl+V.

- **Text**
 - **Formatting:** Learn more in [Formatting Text in Form View](#).
 - **Hyperlink:** Learn more in [Adding Hyperlinks in Form View](#).
 - **Spelling:** Click **Spelling** to check the spelling of text. Keyboard shortcut: F7. Learn more in [Running the Spell Check](#).
- **Display**
 - **Feedback:** Click the drop-down menu and specify feedback type for this question:
 - **None:** No feedback will be provided to your users after answering the question.
 - **By Question:** Feedback will be provided to your users after answering the question. This method allows you to provide different feedback depending on whether the answer was correct or incorrect. To learn more, see [Question Results Feedback and Branching](#).
 - **Shuffle:** In a Sequence Drop-down question, the Shuffle answers option is not available.
- **Scoring**
 - **Score:** In a Sequence Drop-down question, the question can only be scored **By Question**.
 - **Attempts:** Set the number of attempts a user will be given to guess the correct answer to the question. Click the drop-down menu and specify a value from 1 through 10 or unlimited.
- **Insert**
 - **Media:** Use the Media button to add a **Picture** or **Flash** movie to your question. Learn more in [Adding Media in Form View](#).
 - **Sound:** Use the Sound button to **Record Mic** or **Import Sound** to your question. Learn more in [Adding Audio in Form View](#).
- Click **Preview** to see a preview of your question. Available options while previewing your question include the following:
 - **Close Preview:** Click this button to return to editing your question.
 - **Select:** Click this button to select another question in the quiz to preview.
 - **Replay:** Click this button above the **Replay** text to **Replay this question**. Click the arrow beneath the **Replay** text to select other options, including **Replay this question**, **Replay this group**, or **Replay entire quiz**.

To customize your question:

To learn more about further customizing your question, please review [Customizing Questions in Slide View](#).

Numeric

Numeric is a graded question that requires the user to enter the correct numeric value. Specify a single number, a range of numbers, or any combination thereof. The user is restricted to entering only numbers when answering this question.

To add a Numeric question to your quiz:

1. Click the **Graded Question** button in Quizmaker '09.
2. Select **Numeric**.
3. Click **OK**.
4. Enter your question in the **Enter the question** field.
5. Enter up to eight **acceptable numeric values**, specifying the number and/or range(s) permitted for your question. Available value options include the following:
 - Equal to
 - Between
 - Greater than
 - Greater than or equal to
 - Less than
 - Less than or equal to
 - Not equal to
 - Not between

Note that after you have clicked in the answer grid, you can navigate through your answers by using the **Tab** key to move forward and **Shift-Tab** to move backward.

6. Clicking the **Answer is correct if X of the above is true** drop-down menu and selecting **All** creates an AND statement, so all the conditions must be met to make the answer correct. Selecting **Any** creates an OR statement, so any of the conditions can be met to make the answer correct.
7. Click **Save & Close** to save your question, or set question feedback and/or continue editing your question as outlined below.

To set question results feedback and branching:

You can define question feedback for your users based on a correct or incorrect response. You can also direct your users to another question in your quiz based on a correct or incorrect response. To learn more, see [Question Results Feedback and Branching](#).

To edit the question:

- **Save & Close**
 - **Save & Close** will save your question and close the question window, bringing you back to your Question List.
- **Show**
 - **Form View** allows you to work on a question in the form view.
 - **Slide View** allows you to customize your question in greater detail. To learn more, see [Customizing Questions in Slide View](#).
- **Clipboard**
 - **Cut**: Select text and click **Cut** in order to cut the selection from the question and put it on the clipboard. Keyboard shortcut: Ctrl+X.
 - **Copy**: Select text and click **Copy** in order to copy the selection to the clipboard. Keyboard shortcut: Ctrl+C.
 - **Paste**: Click in the question and click **Paste** where you want the contents of the clipboard to be pasted. Keyboard shortcut: Ctrl+V.
- **Text**
 - **Formatting**: Learn more in [Formatting Text in Form View](#).
 - **Hyperlink**: Learn more in [Adding Hyperlinks in Form View](#).
 - **Spelling**: Click **Spelling** to check the spelling of text. Keyboard shortcut: F7. Learn more in [Running the Spell Check](#).
- **Display**
 - **Feedback**: Click the drop-down menu and specify feedback type for this question:
 - **None**: No feedback will be provided to your users after answering the question.
 - **By Question**: Feedback will be provided to your users after answering the question. This method allows you to provide different feedback depending on whether the answer was correct or incorrect. To learn more, see [Question Results Feedback and Branching](#).
 - **Shuffle**: In a Numeric question, the Shuffle answers option is not available.
- **Scoring**
 - **Score**: In a Numeric question, the question can only be scored **By Question**.
 - **Attempts**: Set the number of attempts a user will be given to guess the correct answer to the question. Click the drop-down menu and specify a value from 1 through 10 or unlimited.
- **Insert**
 - **Media**: Use the Media button to add a **Picture** or **Flash** movie to your question. Learn more in [Adding Media in Form View](#).

- **Sound:** Use the Sound button to **Record Mic** or **Import Sound** to your question. Learn more in [Adding Audio in Form View](#).
- Click **Preview** to see a preview of your question. Available options while previewing your question include the following:
 - **Close Preview:** Click this button to return to editing your question.
 - **Select:** Click this button to select another question in the quiz to preview.
 - **Replay:** Click this button above the **Replay** text to **Replay this question**. Click the arrow beneath the **Replay** text to select other options, including **Replay this question, Replay this group, or Replay entire quiz**.

To customize your question:

To learn more about further customizing your question, please review [Customizing Questions in Slide View](#).

Hotspot

Hotspot is a graded question that requires the user to click on the correct area within the image. Specify the correct area with a rectangle, an oval, or a freeform shape.

To add a Hotspot question to your quiz:

1. Click the **Graded Question** button in Quizmaker '09.
2. Select **Hotspot**.
3. Click **OK**.
4. Enter your question in the **Enter the question** field.
5. Click the **Choose Image** button to open the **Insert Picture** window and select an image. Click **Open** to insert the picture.
6. Click the **Add Hotspot** button to add a hotspot to the image. From the drop-down menu select one of the following options:
 - **Add Oval:** Select this option to create an oval hotspot. Click and drag on the image to add the oval in the desired place and size.
 - **Add Rectangle:** Select this option to create a rectangular hotspot. Click and drag on the image to add the rectangle in the desired place and size.
 - **Add Freeform** Select this option to draw a custom-shaped hotspot. or rectangular hotspot. **Click** on the image to add points for a freeform shape. **Click** back on the first point to complete the freeform shape.
7. If you want to delete your current hotspot and redo it, click the **Remove Hotspot** button, then repeat Step 6 above.
8. Click **Save & Close** to save your question, or set question feedback and/or continue editing your question as outlined below.

To set question results feedback and branching:

You can define question feedback for your users based on a correct or incorrect response. You can also direct your users to another question in your quiz based on a correct or incorrect response. To learn more, see [Question Results Feedback and Branching](#).

To edit the question:

- **Save & Close**
 - **Save & Close** will save your question and close the question window, bringing you back to your Question List.

- **Show**
 - **Form View** allows you to work on a question in the form view.
 - **Slide View** allows you to customize your question in greater detail. To learn more, see [Customizing Questions in Slide View](#).
- **Clipboard**
 - **Cut**: Select text and click **Cut** in order to cut the selection from the question and put it on the clipboard. Keyboard shortcut: Ctrl+X.
 - **Copy**: Select text and click **Copy** in order to copy the selection to the clipboard. Keyboard shortcut: Ctrl+C.
 - **Paste**: Click in the question and click **Paste** where you want the contents of the clipboard to be pasted. Keyboard shortcut: Ctrl+V.
- **Text**
 - **Formatting**: Learn more in [Formatting Text in Form View](#).
 - **Hyperlink**: Learn more in [Adding Hyperlinks in Form View](#).
 - **Spelling**: Click **Spelling** to check the spelling of text. Keyboard shortcut: F7. Learn more in [Running the Spell Check](#).
- **Display**
 - **Feedback**: Click the drop-down menu and specify feedback type for this question:
 - **None**: No feedback will be provided to your users after answering the question.
 - **By Question**: Feedback will be provided to your users after answering the question. This method allows you to provide different feedback depending on whether the answer was correct or incorrect. To learn more, see [Question Results Feedback and Branching](#).
 - **Shuffle**: In a Hotspot question, the Shuffle answers option is not available.
- **Scoring**
 - **Score**: In a Hotspot question, the question can only be scored **By Question**.
 - **Attempts**: Set the number of attempts a user will be given to guess the correct answer to the question. Click the drop-down menu and specify a value from 1 through 10 or unlimited.
- **Insert**
 - **Media**: In a Hotspot question, use the **Choose Image** button to change the primary image. To add supplemental **Pictures** or **Flash** movies, switch to **Slide View -> Insert** . To learn more, see [Slide View: Insert Tab](#).
 - **Sound**: Use the Sound button to **Record Mic** or **Import Sound** to your question. Learn more in [Adding Audio in Form View](#).

- Click **Preview** to see a preview of your question. Available options while previewing your question include the following:
 - **Close Preview:** Click this button to return to editing your question.
 - **Select:** Click this button to select another question in the quiz to preview.
 - **Replay:** Click this button above the **Replay** text to **Replay this question**. Click the arrow beneath the **Replay** text to select other options, including **Replay this question, Replay this group, or Replay entire quiz**.

To customize your question:

To learn more about further customizing your question, please review [Customizing Questions in Slide View](#).

Survey Questions

Creating a Survey Question

A survey question is a type of question with no correct or incorrect response. The question has no point value and the user is not scored on response.

To create a survey question:

1. Click the **Survey Question** button in Quizmaker '09.
2. Select the type of survey question you'd like to create:
3. Click **OK** to begin creating your chosen type of survey question.

Explore the following help topics to learn more:

- [Likert Scale](#)
- [Pick One](#)
- [Pick Many](#)
- [Which Word](#)
- [Short Answer](#)
- [Essay](#)
- [Ranking Drag and Drop](#)
- [Ranking Drop-down](#)
- [How Many](#)

Likert Scale

Likert Scale is a survey question that allows the user to choose the response that best represents his or her opinion relative to a series of statements. There is a maximum of 10 statements for each Likert Scale question.

To add a Likert Scale question to your quiz or survey:

1. Click the **Survey Question** button in Quizmaker '09.
2. Select **Likert Scale**.
3. Click **OK**.
4. Enter your instructions in the **Enter the instructions** field.
5. Enter a maximum of 10 Statements in the **statements fields**. Note that after you have clicked in the statements grid, you can navigate through your statements by using the **Tab** key to move forward and **Shift-Tab** to move backward.
6. To customize Likert scale labels, click on the **Scale** button. The **Likert Scale Labels** dialog will open with the default labels. You can edit or replace any of the scale labels by entering text into each of the label fields. If you don't want numbers to show on the scale, uncheck the **Show numbers on scale** box. Click on **OK** to finish.
7. Click **Save & Close** to save your question, or set question feedback and/or continue editing your question as outlined below.

To set question results feedback and branching:

You can define question feedback for your users after they respond. You can also direct your users to another question in your quiz using branching. To learn more, see [Question Results Feedback and Branching](#).

To edit the question:

- **Save & Close**
 - **Save & Close** will save your question and close the question window, bringing you back to your Question List.
- **Show**
 - **Form View** allows you to work on a question in the form view.
 - **Slide View** allows you to customize your question in greater detail. To learn more, see [Customizing Questions in Slide View](#).
- **Clipboard**
 - **Cut**: Select text and click **Cut** in order to cut the selection from the question and put it on the clipboard. Keyboard shortcut: Ctrl+X.

- **Copy:** Select text and click **Copy** in order to copy the selection to the clipboard. Keyboard shortcut: Ctrl+C.
- **Paste:** Click in the question and click **Paste** where you want the contents of the clipboard to be pasted. Keyboard shortcut: Ctrl+V.
- **Text**
 - **Formatting:** Learn more in [Formatting Text in Form View](#).
 - **Hyperlink:** Learn more in [Adding Hyperlinks in Form View](#).
 - **Spelling:** Click **Spelling** to check the spelling of text. Keyboard shortcut: F7. Learn more in [Running the Spell Check](#).
- **Display**
 - **Feedback:** Click the drop-down menu and specify feedback type for this question:
 - **None:** No feedback will be provided to your users after answering the question.
 - **By Question:** Feedback will be provided to your users after answering the question. To learn more, see [Question Results Feedback and Branching](#).
 - **Shuffle:** In a Likert Scale question, the Shuffle answers option is not available.
 - **Require:** Click the drop-down menu and specify whether to require that the user answer this question:
 - **User may skip:** User may bypass this question in your quiz or survey.
 - **User must answer:** User must answer this question in your quiz or survey before proceeding.
- **Insert**
 - **Media:** Use the Media button to add a **Picture** or **Flash** movie to your question. Learn more in [Adding Media in Form View](#).
 - **Sound:** Use the Sound button to **Record Mic** or **Import Sound** to your question. Learn more in [Adding Audio in Form View](#).
- Click **Preview** to see a preview of your question. Available options while previewing your question include the following:
 - **Close Preview:** Click this button to return to editing your question.
 - **Select:** Click this button to select another question in the quiz to preview.
 - **Replay:** Click this button above the **Replay** text to **Replay this question**. Click the arrow beneath the **Replay** text to select other options, including **Replay this question, Replay this group, or Replay entire quiz**.

To customize your question:

To learn more about further customizing your question, please review [Customizing Questions in Slide View](#).

Pick One

Pick One is a survey question that allows the user to choose a single item from a maximum of 10 choices.

To add a Pick One survey to your quiz or survey:

1. Click the **Survey Question** button in Quizmaker '09.
2. Select **Pick One**.
3. Click **OK**.
4. Enter your question in the **Enter the question** field.
5. Enter all possible choices for your question in the **Enter the choices** field. A maximum number of 10 choices can be entered. Note that after you have clicked in the answer grid, you can navigate through your answers by using the **Tab** key to move forward and **Shift-Tab** to move backward.
6. Click **Save & Close** to save your question, or set question feedback and/or continue editing your question as outlined below.

To set question results feedback and branching:

You can define question feedback for your users after they respond. You can also direct your users to another question in your quiz using branching. To learn more, see [Question Results Feedback and Branching](#).

To edit the question:

- **Save & Close**
 - **Save & Close** will save your question and close the question window, bringing you back to your Question List.
- **Show**
 - **Form View** allows you to work on a question in the form view.
 - **Slide View** allows you to customize your question in greater detail. To learn more, see [Customizing Questions in Slide View](#).
- **Clipboard**
 - **Cut**: Select text and click **Cut** in order to cut the selection from the question and put it on the clipboard. Keyboard shortcut: Ctrl+X.
 - **Copy**: Select text and click **Copy** in order to copy the selection to the clipboard. Keyboard shortcut: Ctrl+C.
 - **Paste**: Click in the question and click **Paste** where you want the contents of the clipboard to be pasted. Keyboard shortcut: Ctrl+V.

- **Text**

- **Formatting:** Learn more in [Formatting Text in Form View](#).
- **Hyperlink:** Learn more in [Adding Hyperlinks in Form View](#).
- **Spelling:** Click **Spelling** to check the spelling of text. Keyboard shortcut: F7. Learn more in [Running the Spell Check](#).

- **Display**

- **Feedback:** Click the drop-down menu and specify feedback type for this question:
 - **None:** No feedback will be provided to your users after answering the question.
 - **By Question:** Feedback will be provided to your users after answering the question. To learn more, see [Question Results Feedback and Branching](#).
 - **By Answer:** Feedback will be provided to your users after selecting an answer. This method allows you to provide feedback based on each answer the user selects. Specify feedback in the **Feedback** field next to each choice, and click the ellipsis button (...) to [format text](#), [insert hyperlinks](#), [add or import audio](#), or [configure branching](#).
- **Shuffle:** You can choose to have the answers appear in random order for your users. Click the drop-down menu and specify one of the following:
 - **Answers:** Select this option to shuffle the answers in this question.
 - **None:** Select this option if you don't want the the answers in this question to be shuffled.
- **Require:** Click the drop-down menu and specify whether to require that the user answer this question:
 - **User may skip:** User may bypass this question in your quiz or survey.
 - **User must answer:** User must answer this question in your quiz or survey before proceeding.

- **Insert**

- **Media:** Use the Media button to add a **Picture** or **Flash** movie to your question. Learn more in [Adding Media in Form View](#).
- **Sound:** Use the Sound button to **Record Mic** or **Import Sound** to your question. Learn more in [Adding Audio in Form View](#).
- Click **Preview** to see a preview of your question. Available options while previewing your question include the following:
 - **Close Preview:** Click this button to return to editing your question.
 - **Select:** Click this button to select another question in the quiz to preview.

- **Replay:** Click this button above the **Replay** text to **Replay this question**. Click the arrow beneath the **Replay** text to select other options, including **Replay this question, Replay this group, or Replay entire quiz**.

To customize your question:

To learn more about further customizing your question, please review [Customizing Questions in Slide View](#).

Pick Many

Pick Many is a survey question that allows the user to choose many items from a maximum of 10 choices.

To add a Pick Many survey to your quiz or survey:

1. Click the **Survey Question** button in Quizmaker '09.
2. Select **Pick Many**.
3. Click **OK**.
4. Enter your question in the **Enter the question** field.
5. Enter all possible choices for your question in the **Enter the choices** field. A maximum number of 10 choices can be entered. Note that after you have clicked in the answer grid, you can navigate through your answers by using the **Tab** key to move forward and **Shift-Tab** to move backward.
6. Click **Save & Close** to save your question, or set question feedback and/or continue editing your question as outlined below.

To set question results feedback and branching:

You can define question feedback for your users after they respond. You can also direct your users to another question in your quiz using branching. To learn more, see [Question Results Feedback and Branching](#).

To edit the question:

- **Save & Close**
 - **Save & Close** will save your question and close the question window, bringing you back to your Question List.
- **Show**
 - **Form View** allows you to work on a question in the form view.
 - **Slide View** allows you to customize your question in greater detail. To learn more, see [Customizing Questions in Slide View](#).
- **Clipboard**
 - **Cut:** Select text and click **Cut** in order to cut the selection from the question and put it on the clipboard. Keyboard shortcut: Ctrl+X.
 - **Copy:** Select text and click **Copy** in order to copy the selection to the clipboard. Keyboard shortcut: Ctrl+C.
 - **Paste:** Click in the question and click **Paste** where you want the contents of the clipboard to be pasted. Keyboard shortcut: Ctrl+V.

- **Text**
 - **Formatting:** Learn more in [Formatting Text in Form View](#).
 - **Hyperlink:** Learn more in [Adding Hyperlinks in Form View](#).
 - **Spelling:** Click **Spelling** to check the spelling of text. Keyboard shortcut: F7. Learn more in [Running the Spell Check](#).
- **Display**
 - **Feedback:** Click the drop-down menu and specify feedback type for this question:
 - **None:** No feedback will be provided to your users after answering the question.
 - **By Question:** Feedback will be provided to your users after answering the question. To learn more, see [Question Results Feedback and Branching](#).
 - **Shuffle:** You can choose to have the answers appear in random order for your users. Click the drop-down menu and specify one of the following:
 - **Answers:** Select this option to shuffle the answers in this question.
 - **None:** Select this option if you don't want the the answers in this question to be shuffled.
 - **Require:** Click the drop-down menu and specify whether to require that the user answer this question:
 - **User may skip:** User may bypass this question in your quiz or survey.
 - **User must answer:** User must answer this question in your quiz or survey before proceeding.
- **Insert**
 - **Media:** Use the Media button to add a **Picture** or **Flash** movie to your question. Learn more in [Adding Media in Form View](#).
 - **Sound:** Use the Sound button to **Record Mic** or **Import Sound** to your question. Learn more in [Adding Audio in Form View](#).
- Click **Preview** to see a preview of your question. Available options while previewing your question include the following:
 - **Close Preview:** Click this button to return to editing your question.
 - **Select:** Click this button to select another question in the quiz to preview.
 - **Replay:** Click this button above the **Replay** text to **Replay this question**. Click the arrow beneath the **Replay** text to select other options, including **Replay this question, Replay this group, or Replay entire quiz**.

To customize your question:

To learn more about further customizing your question, please review [Customizing Questions in Slide View](#).

Which Word

Which Word is a survey question that allows the user to drag and drop the word that best represents his or her opinion. There is a maximum of 10 choices.

To add a Which Word survey to your quiz or survey:

1. Click the **Survey Question** button in Quizmaker '09.
2. Select **Which Word**.
3. Click **OK**.
4. Enter your question in the **Enter the question** field.
5. Enter all possible choices for your question in the **Enter the choices** field. A maximum number of 10 choices can be entered. Note that after you have clicked in the answer grid, you can navigate through your answers by using the **Tab** key to move forward and **Shift-Tab** to move backward.
6. Click **Save & Close** to save your question, or set question feedback and/or continue editing your question as outlined below.

To set question results feedback and branching:

You can define question feedback for your users after they respond. You can also direct your users to another question in your quiz using branching. To learn more, see [Question Results Feedback and Branching](#).

To edit the question:

- **Save & Close**
 - **Save & Close** will save your question and close the question window, bringing you back to your Question List.
- **Show**
 - **Form View** allows you to work on a question in the form view.
 - **Slide View** allows you to customize your question in greater detail. To learn more, see [Customizing Questions in Slide View](#).
- **Clipboard**
 - **Cut:** Select text and click **Cut** in order to cut the selection from the question and put it on the clipboard. Keyboard shortcut: Ctrl+X.
 - **Copy:** Select text and click **Copy** in order to copy the selection to the clipboard. Keyboard shortcut: Ctrl+C.
 - **Paste:** Click in the question and click **Paste** where you want the contents of the clipboard to be pasted. Keyboard shortcut: Ctrl+V.

- **Text**

- **Formatting:** Learn more in [Formatting Text in Form View](#).
- **Hyperlink:** Learn more in [Adding Hyperlinks in Form View](#).
- **Spelling:** Click **Spelling** to check the spelling of text. Keyboard shortcut: F7. Learn more in [Running the Spell Check](#).

- **Display**

- **Feedback:** Click the drop-down menu and specify feedback type for this question:
 - **None:** No feedback will be provided to your users after answering the question.
 - **By Question:** Feedback will be provided to your users after answering the question. To learn more, see [Question Results Feedback and Branching](#).
 - **By Answer:** Feedback will be provided to your users after selecting an answer. This method allows you to provide feedback based on each answer the user selects. Specify feedback in the **Feedback** field next to each choice, and click the ellipsis button (...) to [format text](#), [insert hyperlinks](#), [add or import audio](#), or [configure branching](#).
- **Shuffle:** You can choose to have the answers appear in random order for your users. Click the drop-down menu and specify one of the following:
 - **Answers:** Select this option to shuffle the answers in this question.
 - **None:** Select this option if you don't want the the answers in this question to be shuffled.
- **Require:** Click the drop-down menu and specify whether to require that the user answer this question:
 - **User may skip:** User may bypass this question in your quiz or survey.
 - **User must answer:** User must answer this question in your quiz or survey before proceeding.

- **Insert**

- **Media:** Use the Media button to add a **Picture** or **Flash** movie to your question. Learn more in [Adding Media in Form View](#).
- **Sound:** Use the Sound button to **Record Mic** or **Import Sound** to your question. Learn more in [Adding Audio in Form View](#).
- Click **Preview** to see a preview of your question. Available options while previewing your question include the following:
 - **Close Preview:** Click this button to return to editing your question.
 - **Select:** Click this button to select another question in the quiz to preview.

- **Replay:** Click this button above the **Replay** text to **Replay this question**. Click the arrow beneath the **Replay** text to select other options, including **Replay this question, Replay this group, or Replay entire quiz**.

To customize your question:

To learn more about further customizing your question, please review [Customizing Questions in Slide View](#).

Short Answer

Short Answer is a survey question that allows the user to enter a short, freeform response. User responses can be up to 256 characters long.

To add a Short Answer survey to your quiz or survey:

1. Click the **Survey Question** button in Quizmaker '09.
2. Select **Short Answer**.
3. Click **OK**.
4. Enter your question in the **Enter the question** field.
5. Click **Save & Close** to save your question, or set question feedback and/or continue editing your question as outlined below.

To set question results feedback and branching:

You can define question feedback for your users after they respond. You can also direct your users to another question in your quiz using branching. To learn more, see [Question Results Feedback and Branching](#).

To edit the question:

- **Save & Close**
 - **Save & Close** will save your question and close the question window, bringing you back to your Question List.
- **Show**
 - **Form View** allows you to work on a question in the form view.
 - **Slide View** allows you to customize your question in greater detail. To learn more, see [Customizing Questions in Slide View](#).
- **Clipboard**
 - **Cut**: Select text and click **Cut** in order to cut the selection from the question and put it on the clipboard. Keyboard shortcut: Ctrl+X.
 - **Copy**: Select text and click **Copy** in order to copy the selection to the clipboard. Keyboard shortcut: Ctrl+C.
 - **Paste**: Click in the question and click **Paste** where you want the contents of the clipboard to be pasted. Keyboard shortcut: Ctrl+V.
- **Text**
 - **Formatting**: Learn more in [Formatting Text in Form View](#).
 - **Hyperlink**: Learn more in [Adding Hyperlinks in Form View](#).

- **Spelling:** Click **Spelling** to check the spelling of text. Keyboard shortcut: F7. Learn more in [Running the Spell Check](#).
- **Display**
 - **Feedback:** Click the drop-down menu and specify feedback type for this question:
 - **None:** No feedback will be provided to your users after answering the question.
 - **By Question:** Feedback will be provided to your users after answering the question. To learn more, see [Question Results Feedback and Branching](#).
 - **Shuffle:** In a Short Answer question, the Shuffle answers option is not available.
 - **Require:** Click the drop-down menu and specify whether to require that the user answer this question:
 - **User may skip:** User may bypass this question in your quiz or survey.
 - **User must answer:** User must answer this question in your quiz or survey before proceeding.
- **Insert**
 - **Media:** Use the Media button to add a **Picture** or **Flash** movie to your question. Learn more in [Adding Media in Form View](#).
 - **Sound:** Use the Sound button to **Record Mic** or **Import Sound** to your question. Learn more in [Adding Audio in Form View](#).
- Click **Preview** to see a preview of your question. Available options while previewing your question include the following:
 - **Close Preview:** Click this button to return to editing your question.
 - **Select:** Click this button to select another question in the quiz to preview.
 - **Replay:** Click this button above the **Replay** text to **Replay this question**. Click the arrow beneath the **Replay** text to select other options, including **Replay this question**, **Replay this group**, or **Replay entire quiz**.

To customize your question:

To learn more about further customizing your question, please review [Customizing Questions in Slide View](#).

Essay

Essay is a survey question that allows the user to enter a long, freeform response. The default response length is limited to 5,000 characters.

To add a Essay survey to your quiz or survey:

1. Click the **Survey Question** button in Quizmaker '09.
2. Select **Essay**.
3. Click **OK**.
4. Enter your question in the **Enter the question** field.
5. Set the maximum number of characters by typing the number in the **Maximum number of characters** field or by clicking on the up and down arrows.
6. Click **Save & Close** to save your question, or set question feedback and/or continue editing your question as outlined below.

To set question results feedback and branching:

You can define question feedback for your users after they respond. You can also direct your users to another question in your quiz using branching. To learn more, see [Question Results Feedback and Branching](#).

To edit the question:

- **Save & Close**
 - **Save & Close** will save your question and close the question window, bringing you back to your Question List.
- **Show**
 - **Form View** allows you to work on a question in the form view.
 - **Slide View** allows you to customize your question in greater detail. To learn more, see [Customizing Questions in Slide View](#).
- **Clipboard**
 - **Cut**: Select text and click **Cut** in order to cut the selection from the question and put it on the clipboard. Keyboard shortcut: Ctrl+X.
 - **Copy**: Select text and click **Copy** in order to copy the selection to the clipboard. Keyboard shortcut: Ctrl+C.
 - **Paste**: Click in the question and click **Paste** where you want the contents of the clipboard to be pasted. Keyboard shortcut: Ctrl+V.

- **Text**
 - **Formatting:** Learn more in [Formatting Text in Form View](#).
 - **Hyperlink:** Learn more in [Adding Hyperlinks in Form View](#).
 - **Spelling:** Click **Spelling** to check the spelling of text. Keyboard shortcut: F7. Learn more in [Running the Spell Check](#).
- **Display**
 - **Feedback:** Click the drop-down menu and specify feedback type for this question:
 - **None:** No feedback will be provided to your users after answering the question.
 - **By Question:** Feedback will be provided to your users after answering the question. To learn more, see [Question Results Feedback and Branching](#).
 - **Shuffle:** In an Essay question, the Shuffle answers option is not available.
 - **Require:** Click the drop-down menu and specify whether to require that the user answer this question:
 - **User may skip:** User may bypass this question in your quiz or survey.
 - **User must answer:** User must answer this question in your quiz or survey before proceeding.
- **Insert**
 - **Media:** Use the Media button to add a **Picture** or **Flash** movie to your question. Learn more in [Adding Media in Form View](#).
 - **Sound:** Use the Sound button to **Record Mic** or **Import Sound** to your question. Learn more in [Adding Audio in Form View](#).
- Click **Preview** to see a preview of your question. Available options while previewing your question include the following:
 - **Close Preview:** Click this button to return to editing your question.
 - **Select:** Click this button to select another question in the quiz to preview.
 - **Replay:** Click this button above the **Replay** text to **Replay this question**. Click the arrow beneath the **Replay** text to select other options, including **Replay this question**, **Replay this group**, or **Replay entire quiz**.

To customize your question:

To learn more about further customizing your question, please review [Customizing Questions in Slide View](#).

Ranking Drag and Drop

Ranking Drag and Drop is a survey question that allows the user to drag and drop items to rank in preferential order. There is a maximum of 10 ranking items.

To add a Ranking Drag and Drop survey to your quiz or survey:

1. Click the **Survey Question** button in Quizmaker '09.
2. Select **Ranking Drag and Drop**.
3. Click **OK**.
4. Enter your question in the **Enter the question** field.
5. Enter all possible choices for your question in the **Enter the choices** field. A maximum number of 10 choices can be entered. Note that after you have clicked in the answer grid, you can navigate through your answers by using the **Tab** key to move forward and **Shift-Tab** to move backward.
6. Click **Save & Close** to save your question, or set question feedback and/or continue editing your question as outlined below.

To set question results feedback and branching:

You can define question feedback for your users after they respond. You can also direct your users to another question in your quiz using branching. To learn more, see [Question Results Feedback and Branching](#).

To edit the question:

- **Save & Close**
 - **Save & Close** will save your question and close the question window, bringing you back to your Question List.
- **Show**
 - **Form View** allows you to work on a question in the form view.
 - **Slide View** allows you to customize your question in greater detail. To learn more, see [Customizing Questions in Slide View](#).
- **Clipboard**
 - **Cut:** Select text and click **Cut** in order to cut the selection from the question and put it on the clipboard. Keyboard shortcut: Ctrl+X.
 - **Copy:** Select text and click **Copy** in order to copy the selection to the clipboard. Keyboard shortcut: Ctrl+C.
 - **Paste:** Click in the question and click **Paste** where you want the contents of the clipboard to be pasted. Keyboard shortcut: Ctrl+V.

- **Text**

- **Formatting:** Learn more in [Formatting Text in Form View](#).
- **Hyperlink:** Learn more in [Adding Hyperlinks in Form View](#).
- **Spelling:** Click **Spelling** to check the spelling of text. Keyboard shortcut: F7. Learn more in [Running the Spell Check](#).

- **Display**

- **Feedback:** Click the drop-down menu and specify feedback type for this question:
 - **None:** No feedback will be provided to your users after answering the question.
 - **By Question:** Feedback will be provided to your users after answering the question. To learn more, see [Question Results Feedback and Branching](#).
- **Shuffle:** In a Ranking Drag and Drop question, the Shuffle answers option is not available.
- **Require:** Click the drop-down menu and specify whether to require that the user answer this question:
 - **User may skip:** User may bypass this question in your quiz or survey.
 - **User must answer:** User must answer this question in your quiz or survey before proceeding.

- **Insert**

- **Media:** Use the Media button to add a **Picture** or **Flash** movie to your question. Learn more in [Adding Media in Form View](#).
- **Sound:** Use the Sound button to **Record Mic** or **Import Sound** to your question. Learn more in [Adding Audio in Form View](#).
- Click **Preview** to see a preview of your question. Available options while previewing your question include the following:
 - **Close Preview:** Click this button to return to editing your question.
 - **Select:** Click this button to select another question in the quiz to preview.
 - **Replay:** Click this button above the **Replay** text to **Replay this question**. Click the arrow beneath the **Replay** text to select other options, including **Replay this question, Replay this group, or Replay entire quiz**.

To customize your question:

To learn more about further customizing your question, please review [Customizing Questions in Slide View](#).

Ranking Drop-down

Ranking Drop-down is a survey question that allows the user to select items from drop-down menus to rank in preferential order. There is a maximum of 10 ranking items.

To add a Ranking Drop-down survey to your quiz or survey:

1. Click the **Survey Question** button in Quizmaker '09.
2. Select **Ranking Drop-down**.
3. Click **OK**.
4. Enter your question in the **Enter the question** field.
5. Enter all possible choices for your question in the **Enter the choices** field. A maximum number of 10 choices can be entered. Note that after you have clicked in the answer grid, you can navigate through your answers by using the **Tab** key to move forward and **Shift-Tab** to move backward.
6. Click **Save & Close** to save your question, or set question feedback and/or continue editing your question as outlined below.

To set question results feedback and branching:

You can define question feedback for your users after they respond. You can also direct your users to another question in your quiz using branching. To learn more, see [Question Results Feedback and Branching](#).

To edit the question:

- **Save & Close**
 - **Save & Close** will save your question and close the question window, bringing you back to your Question List.
- **Show**
 - **Form View** allows you to work on a question in the form view.
 - **Slide View** allows you to customize your question in greater detail. To learn more, see [Customizing Questions in Slide View](#).
- **Clipboard**
 - **Cut:** Select text and click **Cut** in order to cut the selection from the question and put it on the clipboard. Keyboard shortcut: Ctrl+X.
 - **Copy:** Select text and click **Copy** in order to copy the selection to the clipboard. Keyboard shortcut: Ctrl+C.
 - **Paste:** Click in the question and click **Paste** where you want the contents of the clipboard to be pasted. Keyboard shortcut: Ctrl+V.

- **Text**
 - **Formatting:** Learn more in [Formatting Text in Form View](#).
 - **Hyperlink:** Learn more in [Adding Hyperlinks in Form View](#).
 - **Spelling:** Click **Spelling** to check the spelling of text. Keyboard shortcut: F7. Learn more in [Running the Spell Check](#).
- **Display**
 - **Feedback:** Click the drop-down menu and specify feedback type for this question:
 - **None:** No feedback will be provided to your users after answering the question.
 - **By Question:** Feedback will be provided to your users after answering the question. To learn more, see [Question Results Feedback and Branching](#).
 - **Shuffle:** In a Ranking Drop-down question, the Shuffle answers option is not available.
 - **Require:** Click the drop-down menu and specify whether to require that the user answer this question:
 - **User may skip:** User may bypass this question in your quiz or survey.
 - **User must answer:** User must answer this question in your quiz or survey before proceeding.
- **Insert**
 - **Media:** Use the Media button to add a **Picture** or **Flash** movie to your question. Learn more in [Adding Media in Form View](#).
 - **Sound:** Use the Sound button to **Record Mic** or **Import Sound** to your question. Learn more in [Adding Audio in Form View](#).
- Click **Preview** to see a preview of your question. Available options while previewing your question include the following:
 - **Close Preview:** Click this button to return to editing your question.
 - **Select:** Click this button to select another question in the quiz to preview.
 - **Replay:** Click this button above the **Replay** text to **Replay this question**. Click the arrow beneath the **Replay** text to select other options, including **Replay this question**, **Replay this group**, or **Replay entire quiz**.

To customize your question:

To learn more about further customizing your question, please review [Customizing Questions in Slide View](#).

How Many

How Many is a survey question that allows the user to enter a numeric response. The user is restricted to entering only numbers in response to the question.

To add a How Many survey to your quiz or survey:

1. Click the **Survey Question** button in Quizmaker '09.
2. Select **How Many**.
3. Click **OK**.
4. Enter your question in the **Enter the question** field. The question restricts the user to a numeric response, so your question should be phrased to solicit a number.
5. Click **Save & Close** to save your question, or set question feedback and/or continue editing your question as outlined below.

To set question results feedback and branching:

You can define question feedback for your users after they respond. You can also direct your users to another question in your quiz using branching. To learn more, see [Question Results Feedback and Branching](#).

To edit the question:

- **Save & Close**
 - **Save & Close** will save your question and close the question window, bringing you back to your Question List.
- **Show**
 - **Form View** allows you to work on a question in the form view.
 - **Slide View** allows you to customize your question in greater detail. To learn more, see [Customizing Questions in Slide View](#).
- **Clipboard**
 - **Cut**: Select text and click **Cut** in order to cut the selection from the question and put it on the clipboard. Keyboard shortcut: Ctrl+X.
 - **Copy**: Select text and click **Copy** in order to copy the selection to the clipboard. Keyboard shortcut: Ctrl+C.
 - **Paste**: Click in the question and click **Paste** where you want the contents of the clipboard to be pasted. Keyboard shortcut: Ctrl+V.
- **Text**
 - **Formatting**: Learn more in [Formatting Text in Form View](#).
 - **Hyperlink**: Learn more in [Adding Hyperlinks in Form View](#).

- **Spelling:** Click **Spelling** to check the spelling of text. Keyboard shortcut: F7. Learn more in [Running the Spell Check](#).
- **Display**
 - **Feedback:** Click the drop-down menu and specify feedback type for this question:
 - **None:** No feedback will be provided to your users after answering the question.
 - **By Question:** Feedback will be provided to your users after answering the question. To learn more, see [Question Results Feedback and Branching](#).
 - **Shuffle:** In a How Many question, the Shuffle answers option is not available.
 - **Require:** Click the drop-down menu and specify whether to require that the user answer this question:
 - **User may skip:** User may bypass this question in your quiz or survey.
 - **User must answer:** User must answer this question in your quiz or survey before proceeding.
- **Insert**
 - **Media:** Use the Media button to add a **Picture** or **Flash** movie to your question. Learn more in [Adding Media in Form View](#).
 - **Sound:** Use the Sound button to **Record Mic** or **Import Sound** to your question. Learn more in [Adding Audio in Form View](#).
- Click **Preview** to see a preview of your question. Available options while previewing your question include the following:
 - **Close Preview:** Click this button to return to editing your question.
 - **Select:** Click this button to select another question in the quiz to preview.
 - **Replay:** Click this button above the **Replay** text to **Replay this question**. Click the arrow beneath the **Replay** text to select other options, including **Replay this question**, **Replay this group**, or **Replay entire quiz**.

To customize your question:

To learn more about further customizing your question, please review [Customizing Questions in Slide View](#).

Results

Question Results Feedback and Branching

Quizmaker '09 allows you to include results feedback and to set up branching in questions.

To set question feedback and branching:

1. Create a new or edit an existing question.
2. In the **Set Feedback and Branching** section at the bottom of the question, enter text in the feedback field (leave blank for no prompt).
3. To format text, add audio feedback, or configure branching, click the ellipsis button (...) next to the feedback field to open the **Question Feedback** window.
 1. **Format** text, as desired. Learn more in [Formatting Text in Form View](#).
 2. Add any **hyperlinks**, as desired. Learn more in [Adding Hyperlinks in Form View](#).
 3. **Record** or **import audio** for your question feedback, as desired. Learn more in [Adding Audio in Form View](#).
 4. Configure **Branching**, as desired, by using the **Branch to the following slide** drop-down menu. By default, the user will progress to the next question or slide after answering a question. Instead of the next question or slide, you can specify which question or slide a user will go to after a correct or incorrect answer to a question (or after any response to a survey question). Options include the following:
 - Next question (->) (default)
 - Finish Quiz (->|)
 - Specific question
 5. Click **OK** to save your feedback and branching settings, or **Cancel** to exit without saving changes.
4. If you recorded any audio feedback or configured branching, you will see icons to indicate your choice(s) next to each feedback field in the question view.
5. You can also assign a point value to a correct or incorrect answer (graded questions only) by clicking in the corresponding **Points** field and inputting a whole integer value greater than or equal to 0, or by clicking the up or down arrows.

Quiz Results Slide

The results slide is a customizable slide you can choose to enable at the end of your quiz. You can choose to display a pass and/or fail results slide, which will display based on quiz results.

Learn more about the results slides:

- **Pass Result:** To change the results slide for a pass message, click the **Pass Result** button on the toolbar. To learn more, see [Quiz Pass Result Slide](#).
- **Fail Result:** To change the results slide for a fail message, click the **Fail Result** button on the toolbar. To learn more, see [Quiz Fail Result Slide](#).

Quiz Pass Result Slide

The Pass Results slide is a slide the user sees at the end of a quiz that is successfully passed.

To edit the Pass Result slide of a quiz or survey:

1. Click the **Pass Result** button on the Quizmaker '09 toolbar. This will open the **Pass Result Slide** window.
2. Ensure you are viewing in **Form View** by selecting the Form View button in the top ribbon.
3. Check the **Display passing result slide** box to enable the pass result slide; uncheck the box to disable the pass results slide.
4. Set other options for your pass results slide:
 - **Show user's score:** Check this option to display the user's score on the slide; uncheck to hide the user's score on the slide.
 - **Show passing score:** Check this option to display the passing score on the slide; uncheck to hide the passing score on the slide.
 - **Allow user to review quiz:** Check this option to allow the user to review the quiz; uncheck to disallow the user from reviewing the quiz.
 - **Allow user to email results to:** Check this box to allow a user to email the results of the quiz to an email address that you specify in the email field.
 - **Allow user to print results:** Check this box to allow a user to print results. When checked, you can also enable the below option:
 - **Prompt the user for their name before printing:** Check to prompt users for name; uncheck this box to disable a prompt for name before printing.
5. Set the **Finish Action** for your slide. This is what will happen when the user finishes the quiz or survey. Choose from the following options:
 - **Close browser window:** Select this option to make the finish button close the window when the user clicks it.
 - **Go to URL:** Select this option and specify a URL to make the finish button link to it when the user clicks it.
6. Click **Save & Close** to save your slide, or continue editing your slide as outlined below.

To edit the results slide:

- **Save & Close**
 - **Save & Close** will save your slide and close the slide window, bringing you back to your Question List.

- **Show**
 - **Form View** allows you to work on your slide in the form view.
 - **Slide View** allows you to customize your slide in greater detail. To learn more, see [Customizing Questions in Slide View](#).
- **Clipboard**
 - **Cut**: Select text and click **Cut** in order to cut the selection from the question and put it on the clipboard. Keyboard shortcut: Ctrl+X.
 - **Copy**: Select text and click **Copy** in order to copy the selection to the clipboard. Keyboard shortcut: Ctrl+C.
 - **Paste**: Click in the question and click **Paste** where you want the contents of the clipboard to be pasted. Keyboard shortcut: Ctrl+V.
- **Text**
 - **Formatting**: Learn more in [Formatting Text in Form View](#).
 - **Hyperlink**: Learn more in [Adding Hyperlinks in Form View](#).
 - **Spelling**: Click **Spelling** to check the spelling of text. Keyboard shortcut: F7. Learn more in [Running the Spell Check](#).
- **Insert**
 - **Media**: In a results slide, add **Pictures** or **Flash** movies by switching to **Slide View -> Insert**. To learn more, see [Slide View: Insert Tab](#).
 - **Sound**: Use the Sound button to **Record Mic** or **Import Sound** to your slide. Learn more in [Adding Audio in Form View](#).
- Click **Preview** to see a preview of your slide. Available options while previewing your slide include the following:
 - **Close Preview**: Click this button to return to editing your slide.
 - **Select**: Click this button to select another question or slide in the quiz to preview.
 - **Replay**: Click this button above the **Replay** text to **Replay this question**. Click the arrow beneath the **Replay** text to select other options, including **Replay this question**, **Replay this group**, or **Replay entire quiz**.

To customize your question:

To learn more about further customizing your slide, please review [Customizing Questions in Slide View](#).

Quiz Fail Result Slide

The Fail Results slide is a slide the user sees at the end of a quiz that is not passed.

To edit the Fail Result slide of a quiz or survey:

1. Click the **Fail Result** button on the Quizmaker '09 toolbar. This will open the **Fail Result Slide** window.
2. Ensure you are viewing in **Form View** by selecting the Form View button in the top ribbon.
3. Check the **Display failing result slide** box to enable the fail result slide; uncheck the box to disable the fail results slide.
4. Set other options for your fail results slide:
 - **Show user's score:** Check this option to display the user's score on the slide; uncheck to hide the user's score on the slide.
 - **Show passing score:** Check this option to display the passing score on the slide; uncheck to hide the passing score on the slide.
 - **Allow user to review quiz:** Check this option to allow the user to review the quiz; uncheck to disallow the user from reviewing the quiz.
 - **Allow user to email results to:** Check this box to allow a user to email the results of the quiz to an email address that you specify in the email field.
 - **Allow user to print results:** Check this box to allow a user to print results. When checked, you can also enable the below option:
 - **Prompt the user for their name before printing:** Check to prompt users for name; uncheck this box to disable a prompt for name before printing.
5. Set the **Finish Action** for your slide. This is what will happen when the user finishes the quiz or survey. Choose from the following options:
 - **Close browser window:** Select this option to make the finish button close the window when the user clicks it.
 - **Go to URL:** Select this option and specify a URL to make the finish button link to it when the user clicks it.
6. Click **Save & Close** to save your slide, or continue editing your slide as outlined below.

To edit the results slide:

- **Save & Close**
 - **Save & Close** will save your slide and close the slide window, bringing you back to your Question List.

- **Show**
 - **Form View** allows you to work on your slide in the form view.
 - **Slide View** allows you to customize your slide in greater detail. To learn more, see [Customizing Questions in Slide View](#).
- **Clipboard**
 - **Cut**: Select text and click **Cut** in order to cut the selection from the question and put it on the clipboard. Keyboard shortcut: Ctrl+X.
 - **Copy**: Select text and click **Copy** in order to copy the selection to the clipboard. Keyboard shortcut: Ctrl+C.
 - **Paste**: Click in the question and click **Paste** where you want the contents of the clipboard to be pasted. Keyboard shortcut: Ctrl+V.
- **Text**
 - **Formatting**: Learn more in [Formatting Text in Form View](#).
 - **Hyperlink**: Learn more in [Adding Hyperlinks in Form View](#).
 - **Spelling**: Click **Spelling** to check the spelling of text. Keyboard shortcut: F7. Learn more in [Running the Spell Check](#).
- **Insert**
 - **Media**: In a results slide, add **Pictures** or **Flash** movies by switching to **Slide View -> Insert**. To learn more, see [Slide View: Insert Tab](#).
 - **Sound**: Use the Sound button to **Record Mic** or **Import Sound** to your slide. Learn more in [Adding Audio in Form View](#).
- Click **Preview** to see a preview of your slide. Available options while previewing your slide include the following:
 - **Close Preview**: Click this button to return to editing your slide.
 - **Select**: Click this button to select another question or slide in the quiz to preview.
 - **Replay**: Click this button above the **Replay** text to **Replay this question**. Click the arrow beneath the **Replay** text to select other options, including **Replay this question**, **Replay this group**, or **Replay entire quiz**.

To customize your question:

To learn more about further customizing your slide, please review [Customizing Questions in Slide View](#).

Slide View

Customizing Questions in Slide View

One of the more remarkable features of Quizmaker '09 is the ability to customize the appearance of your questions or quizzes.

Selecting **Slide View** from the ribbon when editing a question brings up a host of settings and options which can allow you to import images, sounds, text and videos, set animations and transitions for slides and individual objects, choose a theme, edit and create custom themes, choose a background style and edit and create custom background styles, format a background, create **Master Slides** with their own animations, transitions, background styles and objects.

On top of all the above features, **Quizmaker '09** introduces the new **Timeline** tool, enabling authors to time actions and events within individual questions.

To manage Slide View customization:

1. Select and open an existing question in your quiz or survey or create a new question.
2. Click the **Slide View** from the top ribbon.

Explore the following help topics to learn more:

- [Home Tab](#)
- [Insert Tab](#)
- [Options Tab](#)
- [Design Tab](#)
- [Animations Tab](#)
- [View Tab](#)
- [Format Tab](#)
- [Timeline](#)

Home Tab

Use the **Home tab** of **Slide View** to specify text and basic drawing settings for your quizzes.

To manage the Home tab:

1. Select and open an existing question in your quiz or survey or create a new question.
2. Click the **Slide View** from the top ribbon.
3. The **Home tab** is opened by default and is divided into the following sections:
 - **Clipboard**
 - **Paste**: Click on **Paste** to paste the contents of your clipboard into the document. Keyboard shortcut: Ctrl+V.
 - **Cut**: Click on Cut (icon) to cut the selection from the document and place it on the clipboard. Keyboard shortcut: Ctrl+X.
 - **Copy**: Click on Copy (icon) to copy the selection from the document and place on the clipboard. Keyboard shortcut: Ctrl+C.
 - **Format Painter**: Click on Format Painter to copy formatting from one place to another. Double-click this button to apply the same formatting to multiple places in the document. No keyboard shortcut
 - **Text**: This sections contains the following options to format your text.
 - **Font**: Click Font to change the font face.
 - **Font size**: Click Font size to specific a size for the font.
 - **Grow Font**: Click this button to increase the font size. Keyboard shortcut: Ctrl+>.
 - **Grow Font**: Click this button to decrease the font size. Keyboard shortcut: Ctrl+<.
 - **Bold**: Click Bold to make the selected text bold. Keyboard shortcut: Ctrl+B.
 - **Italics**: Click Italics to make the selected text italics. Keyboard shortcut: Ctrl+B.
 - **Underline**: Click Underline to make the selected text underlined. Keyboard shortcut: Ctrl+U.
 - **Strikethrough**: Click Strikethrough to draw a line through the middle of the selected text.
 - **Subscript**: Click Subscript to create small letters below the text baseline. Keyboard shortcut: Ctrl+=.
 - **Superscript**: Click Superscript to create small letters above the text baseline. Keyboard shortcut: Ctrl+Shift++.

- **Change Case:** Click Change Case to change all the selected text to UPPERCASE, lowercase or other common capitalizations.
 - **Text Highlight Color:** Click Text Highlight Color to make text look like it was marked with a highlighter pen. Click the down arrow to the right to change color.
 - **Font Color:** Click Font Color to apply the font color. Select the down arrow to change the color.
 - **Spelling:** Click Spelling to check the spelling of text. Keyboard shortcut: F7. To learn more, see [Running the Spell Check](#).
 - **Clear Formatting:** Click Clear Formatting to clear all the formatting from the text, leaving only the plain text.
- **Paragraph**
 - **Bullets:** Click Bullets to start a bulleted list
 - **Numbering:** Click Numbering to start a numbered list. Click the arrow to choose different numbering formats.
 - **Decrease Indent:** Click Decrease Indent to decrease the indent level of the paragraph.
 - **Increase Indent:** Click Increase Indent to increase the indent level of the paragraph.
 - **Line Spacing:** Click Line Spacing to specify the line spacing to use.
 - **Align Text Left:** Click Align Text Left to align text to the left. Keyboard shortcut: Ctrl+L.
 - **Center:** Click Center to center text. Keyboard shortcut: Ctrl+E.
 - **Align Text Right:** Click Align Text Right to align text to the right. Keyboard shortcut: Ctrl+R.
 - **Justify:** Click Justify to align paragraph to both the left and right margins by adding extra space between characters as necessary. This creates a document with a clean look.
 - **Align Text:** Click Align Text to change how the text is aligned within the shape.
 - **Drawing**
 - **Arrange:** Click Arrange to arrange objects on the slide by changing their order, position, and rotation.
 - **Shape Quick Styles:** Click Quick Styles to arrange objects on the slide by changing their order, position, and rotation.
 - **Shape Fill:** Click Shape Fill to choose a visual style for the shape or line.

- **Shape Outline:** Click Shape Outline to specify the color, width, and line style for the outline of the selected shape.
- **Shape Effects:** Click Shape Effects to apply a visual effect to the selected shape, such as shadow, glow, reflection, or rotation.
- **Format Shape:** Click Format Shape to show the **Format Shape** dialog box.

Insert Tab

Use the **View tab** of **Slide View** to insert text, shapes, callouts, video and sound to your quiz layout.

To manage the Insert tab:

1. Select and open an existing question in your quiz or survey or create a new question.
2. Click the **Slide View** from the top ribbon.
3. Select **Insert tab** from the menu.

The **Insert tab** is divided into the following sections:

1. Choices

- The **Add Choice** button allows you to add an extra choice to a question (applies only to **Multiple Choice** and **Multiple Response** quiz type questions and **Pick One** and **Pick Many** survey type questions).

2. Illustrations

- **Picture:** Select this button to insert a picture from a file.
- **Shapes:** Select this option to insert ready-made shapes, such as rectangles, circles, arrows, lines, and callouts.

3. Text

- **Text Box:** Insert a text box into the slide.
- **Hyperlink:** Select this option to create a link to a Web page, a picture, an e-mail address, or a program. To learn more, see [Adding Hyperlinks in Form View](#).
- **Symbol:** Click this button to insert characters that are not on your keyboard, such as copyright symbols, trademark symbols, paragraph marks, and Unicode characters. To learn more, see [Inserting Symbols](#).

4. Media Clips

- **Flash:** Click the Flash button to add a .SWF or .FLV video into the slide.
- **Sound:** Click the Sound button to import or record a sound clip or music into the slide.
 - **Record Mic** to open the Record Audio box.
 - **Import Audio** to select either a WAV file or MP3.

To learn more, see [Adding Audio in Form View](#).

Options Tab

The Options tab gives you the same options that are available when editing a question in the **Form View**.

To manage the Options tab:

1. Select and open an existing question in your quiz or survey or create a new question.
2. Click the **Slide View** from the top ribbon.
3. Select the **Options tab**.

Refer to the help topics on creating questions to learn more about available **Display** and **Scoring** settings by question type:

- [Creating a Graded Question](#)
- [Creating a Survey Question](#)

Design Tab

Use the **Design tab** of **Slide View** to define settings for your design parameters.

To manage the Design tab:

1. Select and open an existing question in your quiz or survey or create a new question.
2. Click the **Slide View** from the top ribbon.
3. Select the **Design tab** from the menu.

There are two main sections to the Design tab:

- Themes
- Backgrounds

Themes

This section allows you to define a theme for a particular question. (If you want to define a theme for a series of questions or an entire quiz, you can set the theme via the Slide Master -> Slide View -> Slide Master.)

- **Select a Theme:** Choose one of the seven visible themes or click on the up or down arrows to scroll up and down through the available selection of themes. Clicking the bottom arrow brings up all the available themes as well as options to Browse for themes on your computer (keyboard shortcut: M when all theme drop-down is expanded), or to save a theme for later use. Themes are saved in the format: Articulate Themes and Themed Documents (.athm).
- **Change the Color of a Theme:** You can apply different color palettes to a theme by clicking on the Color button to the right of the Theme selection window. A variety of ready-made palettes are available which will change how shapes, hyperlinks or other aspects of your theme will appear. If you prefer, you can create your own color palette by clicking on **Create New Theme Colors** (keyboard shortcut: C when Colors drop-down is expanded). This opens a new dialog box called **Customizing the theme colors**. You can select which colors to apply to which parts of your template and then save your selection under a new name by clicking on the Save button.
- **Theme Fonts:** Clicking the **Theme Fonts** button allows you to define a group of fonts for a particular theme. A selection of Theme Fonts are available to choose from or you can create a new Theme font by clicking on **Create New Theme Fonts** (keyboard shortcut: C when Fonts drop-down is expanded). This opens a new dialog box where you can choose a Heading font and a Body font that make up the **Theme Font**. You can save your customized **Theme Font** by clicking on **Save**.

Background

The Background section of the Design Tab allows you to apply affects to the Theme that you have selected.

Background styles

Background Styles are powerful tools to alter the overall appearance of your question or quiz.

Clicking on **Background Styles** brings up a selection of 12 background styles, which, when applied to a particular theme, will change its appearance. Right-clicking on one of the available styles allows you to apply this style to **Only This Question** or **All Questions**.

Format Background

Clicking on **Format Background** (keyboard shortcut: B from the **Background Styles** dialog box) brings up a new dialog box called **Format Background**.

Available options include:

- **Fill:** The **Fill tab** has a number of options:
 - **Solid Fill:** Selecting **Solid Fill** gives you a plain color background style to your question or quiz. You can opt to hide the background graphics giving you just a plain color as background.
 - **Colors:** You can also define the color of your background style by clicking on **Color**, and selecting a color from a **Theme Color**, a **Standard Color** or by creating a **Custom Color** (select **More Colors** - keyboard Shortcut: M when the color palette drop-down is expanded).
 - **Transparency:** You can define the transparency of your background style by moving the cursor from left to right. Alternatively you can define the transparency you desire by entering a figure in the box to the right, and increasing and decreasing this figure by selecting the up and down arrows.
 - **Gradient Fill:** This option enables you to have a gradient effect in your background style. There are a number of parameters available to customize your gradient effect.
 - **Preset Colors:** You can choose to use Preset Colors by clicking on the Preset Colors button. Twenty-four preset gradient colors are available.
 - **Type:** You can choose from four types of gradient; Linear, Radial, Rectangular and Path.
 - **Direction:** According to the Type of gradient chosen (see above), various settings are available to fix the direction of the gradient. These include up to eight preset directions settings and the possibility to fix the angle oneself. Not all Direction types allow the customization of the direction settings.
 - **Gradient Stops:** You can add and remove Gradient Stops to give a further effect to your background style by clicking on the Add and Remove buttons, and define the Stop position for each Gradient Stop by dragging the cursor from left to right or by entering a percentage to the right.
 - **Colors:** You can also define the color of your background style by clicking on **Color**, and selecting a color from a **Theme Color**, a **Standard Color** or by

creating a **Custom Color** (select **More Colors** - keyboard Shortcut: M when the color palette drop-down is expanded).

- **Transparency:** You can define the transparency of your background style by moving the cursor from left to right. Alternatively you can define the transparency you desire by entering a figure in the box to the right, and increasing and decreasing this figure by selecting the up and down arrows.
- **Picture or Texture Fill:** Selecting this option allows you to define an image or texture rather than a plain color or gradient as your background style.
 - **Texture:** Clicking the Texture button brings up a choice of 35 textures which you can apply to your question or quiz. These are preset textures.
 - **Insert from::** You can customize your texture background by selecting a file from your computer or by importing an image. Click the **File...** button to import an image from your computer. Click the **Clipboard** button to paste an image from your Clipboard.
 - **Tile picture as Texture:** This option allows you to tile the image file over the entire background style. It therefore allows you to apply a background while minimizing the image file size, as the same image is copied several times. it can also be useful to create certain effects.
 - **Tiling Options:** You can apply X and Y Offset parameters, X and Y Scaling, choose from a variety of Alignment options as well as choose one of four Mirror type options: Horizontal, Vertical, Both or None.
 - **Transparency:** You can define the transparency of your background style by moving the cursor from left to right. Alternatively you can define the transparency you desire by entering a figure in the box to the right, and increasing and decreasing this figure by selecting the up and down arrows.
- **Picture:** If you've inserted a picture, click the Picture tab to set options for your picture.
 - **Recolor:** You can recolor your picture by clicking the Recolor drop-down and choosing one of the options under 4 categories of recoloring: No Recolor, Color Modes, Dark Variations, or Light Variations.
 - **Brightness:** You can define the brightness of your picture by moving the cursor from left to right. Alternatively you can define the brightness you desire by entering a figure in the box to the right, and increasing and decreasing this figure by selecting the up and down arrows.
 - **Contrast:** You can define the contrast of your picture by moving the cursor from left to right. Alternatively you can define the contrast you desire by entering a figure in the box to the right, and increasing and decreasing this figure by selecting the up and down arrows.

- **Transparency:** You can define the transparency of your picture by moving the cursor from left to right. Alternatively you can define the transparency you desire by entering a figure in the box to the right, and increasing and decreasing this figure by selecting the up and down arrows.

Animations Tab

The **Animations Tab** allows you to apply amazing animation effects to all your objects on your question slide including images, shapes, text and Flash movies.

To manage the Animations Tab:

1. Select and open an existing question in your quiz or survey or create a new question.
2. Click the **Slide View** from the top ribbon.
3. Select the **Animations Tab** from the menu.

The Animations Tab is divided into three sections:

1. Entrance Animations
2. Exit Animations
3. Transitions to This Slide

Entrance Animations

- **Animate:** To apply an entrance animation to an object, do the following:
 1. Select the object on the slide with your mouse.
 2. Choose which animation to apply from the five animation effects available:
 - Fade In
 - Grow
 - Fly In
 - Spin
 - Spin and Grow
 - None (no animation)
- **Speed:** You can determine the speed at which your animation will enter by choosing from the following options:
 - Very Fast
 - Fast
 - Medium
 - Slow
 - Very Slow
- **Enter From:** You can set from which direction your animation will appear by clicking on the Enter From selection. Either keep the current setting or choose the direction from the eight arrows available.

Exit Animations

- **Animate:** To apply an exit animation to an object:
 1. Select the object on the slide with your mouse.
 2. Choose which animation to apply from the five animation effects available:
 - Fade Out
 - Shrink
 - Fly Out
 - Spin
 - Spin and Shrink
 - None (no animation)
- **Speed:** You can determine the speed at which your animation will exit by choosing from the following options:
 - Very Fast
 - Fast
 - Medium
 - Slow
 - Very Slow
- **Exit From:** You can set from which direction your animation will disappear by clicking on the Exit From selection. Either keep the current setting or choose the direction from the eight arrows available.

Transitions To This Slide

As well as applying animation effects to objects within a question, you can also apply transition effects to the entire slide. The transition you choose in the **Transitions To This Slide** determines how the slide will **appear**.

- **No Transition:** Select the **No Transition** button to have no transition effect for this question.
- **Transition:** Select the **Transition** button to apply the current transition to the question. By clicking on the up and down arrows, you can scroll through the available transitions for the slide. By clicking on the bottom arrow, all the available transitions are visible. They are divided into four types of transition.
 - No Transition
 - Fades and Dissolves
 - Wipes
 - Push and Cover
- **Transition Speed:** Choose how fast to animate the transition between the previous slide and the current slide. Options include the following:

- Very Fast
 - Fast
 - Medium
 - Slow
 - Very Slow
- **Apply To All:** Select this button to set the transition between all slides in the project to be like the transition you have set up for the current slide.

Preview

At any point, you can preview your animations and transitions by clicking the **Preview** button.

View Tab

The **View Tab** allows you to set how the application displays the slide on your computer while you are working on it. It also gives you access to the **Slide Master View**.

To manage the View Tab:

1. Select and open an existing question in your quiz or survey or create a new question.
2. Click the **Slide View** from the top ribbon.
3. Select the **View Tab** from the menu.

There are three sections in the View Tab:

1. Master
2. Show/Hide
3. Zoom

Master

Selecting the **Slide Master** icon opens the **Slide Master View** to change the design and layout of the **Master Slides**.

The **Slide Master View** enables you to apply themes, background styles, fonts and colors in much the same way as you would for one unique slide, except that you can use the **Slide Master View** to apply these effects to several slides. By creating a **Master Slide**, you can use the formatting and layout to produce a consistent style for all your questions.

Available options in the **Edit Master** section include the following:

- **Insert Slide Master:** Click this button to add a new Slide Master.
- **Delete:** Click this button to remove the layout from the project.
- **Rename:** Click this button to rename the custom layout. The name is shown in the layout gallery when adding slides to the project.
- **Preserve:** Click this button to preserve the selected master so that it remains with the project even if it is not used.

Just as with a single slide, you can edit the theme or the background of a Slide Master and format the background.

Show/Hide

You can show or hide various features of your slide to help you work more effectively. Options include the following:

- **Ruler:** View the rulers, used to measure and line up objects on the stage.
- **Gridlines:** Turn on gridlines to which you can align objects on the stage (keyboard shortcut: Shift+F9).
- **Notes: Show the notes.** This displays a bar to the right of the slide on which you can click to show a notes window where you can write your own personal notes for this question.
- **Timeline:** Show the Timeline to help select individual objects and to change their order, visibility, and timing.
- **Player:** View the player on the stage.

Zoom

- **Zoom:** Open the Zoom dialog box to specify the zoom level of the stage. In most cases, you can also use the zoom controls in the status bar at the bottom of the window to quickly zoom the stage.
- **Fit to Window:** Zoom the stage so that the content fills the window.

Format Tab

The **Format Tab** allows you to apply formatting to all your objects on your question slide including images, shapes, text, Flash movies, and audio.

To manage the Format Tab:

1. Select and open an existing question in your quiz or survey or create a new question.
2. Click the **Slide View** from the top ribbon.
3. Select an object on your slide.
4. According to the type of object you select, a **Format tab** will appear in the top menu for one of four sets of tools:
 - [Drawing Tools](#)
 - [Picture Tools](#)
 - [Movie Tools](#)
 - [Sound Tools](#)
5. Click the **Format tab** to access these tools.

You can move from one set of tools to another by clicking on an appropriate object on your question slide.

For example, to view the **Movie Tools**, click on a movie (a .SWF or .FLV file) on your slide.

Timeline

With Quizmaker '09's timeline feature, you have the power to build custom Flash animations that make your questions engaging and highly interactive.

The **Timeline** allows you to apply amazing animation effects to all your objects on your question slide including images, shapes, text and Flash movies.

To manage the Timeline:

1. Select and open an existing question in your quiz or survey or create a new question.
2. Click the **Slide View** from the top ribbon.
3. Select the **View Tab** from the menu.
4. Select the **Timeline** from the Show/Hide section of the menu. This adds the timeline to the bottom of your screen. You can hide or display the timeline by clicking the arrow on the right side of the timeline.

What makes the timeline powerful is that it lets you select objects and change their order on the screen, control the sequence of animations, and set the slide timing.

Notes

- Objects are layered on the timeline. The top-most layered object on the slide is also at the top of the timeline.
- If you click on an object, it is highlighted in the timeline.
- To change the layer order of the objects, drag the layer up or down in the timeline.
- You can also change the object's position on the timeline by dragging it from left to right. This will change when the object first appears.
- To change the object's duration, select it and then click and drag its end points.
- To change the name of the layers, double-click on the object name and type your own description. You can name the layers to make it easy to find objects.
- Locking the layer keeps you from making accidental changes to it. When it's locked you can't accidentally change the layer in the timeline or move the object on the screen.
- You can hide the layer so it's not visible. This is helpful when you want to reduce clutter and focus on making changes to a particular object.

Using the Timeline

A playhead starts at the beginning and moves along the timeline. Objects enter or exit the slide based on their position on the timeline. When you press the play button or hit your spacebar, you can see the playhead move across the timeline. When the playhead gets to an object, the object appears on the slide. When the playhead gets to the end of an object, it will disappear. This is how you can make objects come in and out of the slide.

You can move any object you see on the timeline, regardless if it is a formatted quiz question, a sound file, or a Flash movie. And because of this, Quizmaker '09 gives you a lot of power.

If you right-click on a layer, you'll find additional timing and display options.

- Cut
- Copy
- Paste
- Bring to Front
- Send to Back
- Align to Playhead
- Show Until End
- Show Always
- Timing

Quizmaker '09's timeline gives you a lot of power to create animated sequences for your quizzes and surveys. You are empowered to build sophisticated Flash-based animations for you quiz and survey questions.

Drawing Tools

The **Drawing Tools** allow you to apply formatting to the text boxes and shapes on your question slide.

To manage the Drawing Tools:

1. Select and open an existing question in your quiz or survey or create a new question.
2. Click the **Slide View** from the top ribbon.
Select a text box or a shape on your slide.
3. Select the **Format Tab** which appears on the menu with the label **Drawing Tools**.

The Drawing Tools are divided into four sections:

1. Insert Shapes
2. Shape Styles
3. Arrange
4. Size

Insert Shapes

This section allows you to insert ready-made shapes, such as rectangles, circles, arrows, lines, and callouts or a text box. To view other shapes and options, click on the up and down arrows to the right of the section. To view all the options, click the bottom arrow.

Shape Styles

This section allows you to define a particular style for your shape or text box.

- **Preset Styles**

A selection of 7 preset Shape Styles is visible. The colors available are determined by the Color Theme you have selected ([Slide View -> Design](#)). Clicking the arrows to the right allows you to scroll through the 35 preset Shape Styles available. Clicking the bottom arrow brings up all of the 35 styles from which you can choose.

- **Customize Your Styles:** You can also customize your Shape Style by selecting one of the three tools to the right of the Shape Styles section:

- **Shape Fill:** Fill the selected shape or text box with a solid color, gradient, picture, or texture. Clicking the icon will fill the shape with the default color as shown in the button itself. Clicking the down arrow to the right will allow you to define the color, gradient, picture or texture.
- **Shape Outline:** Specify the color, width, and line style for the outline of the selected shape or text box. Selecting the icon will apply the default color. Clicking the down arrow to the right allows you to define a color to apply.

- **Shape Effects:** Apply a visual effect to the selected shape, such as shadow, glow, reflection, or rotation. A number of styles are available for each, and further options are available for defining Shadows.

Arrange

This section allows you to organize and set the object layers with which your slide will be viewed and the alignment and rotation of objects within your slide. The following options are available:

- **Bring to Front:** Bring the selected object in front of all other objects so that no part of it is hidden behind another object. Clicking the right arrow gives the option **Bring Forward**. This brings the object one layer forward rather than right to the very front.
- **Send to Back:** Send the selected object behind all other objects. Clicking the right arrow gives the option **Send Backward**. This sends the object one layer down rather than straight to the very back.
- **Timeline Pane:** Show the [Timeline](#) to help select individual objects and to change their order, visibility, and timing.
- **Align:** Align the edges of multiple selected objects. You can also center them or distribute them evenly across the slide.
- **Rotate:** Rotate or flip the selected object. Under the rotate menu is the option to select **More Rotation Options**. See below for more details on this dialog.

Size

This section allows you to define the width and height (in pixels) of your shape or text box. You can input the size in pixels directly or use the arrows to reach the desired values. Clicking the small arrow at the bottom right of the **Size** section brings up the **Size and Position** dialog box. The **Size and Position** dialog includes the following options:

- **Size**
 - **Size and rotate** (height, width, rotation)
 - **Scale** (height, width, lock aspect ratio)
 - **Crop from** (left, right, top, bottom)
 - **Original Size** (height and width in pixels)
 - **Reset** button
- **Position**
 - **Position on slide** (horizontal from, vertical from)

Picture Tools

The **Picture Tools** allow you to apply formatting to pictures on your question slide.

To manage the Picture Tools:

1. Select and open an existing question in your quiz or survey or create a new question.
2. Click the **Slide View** from the top ribbon.
Select a picture on your slide.
3. Select the **Format Tab** which appears on the menu with the label **Picture Tools**.

The Picture Tools are divided into four sections:

1. Adjust
2. Picture Styles
3. Arrange
4. Size

Adjust

This section allows you to make adjustments to your pictures, including making changes to the brightness and the contrast of your pictures. The following options are available:

- **Brightness:** Increase or decrease the brightness of the picture. Nine settings are available that allow you to lighten or darken your picture as well as a link to other Picture Correction Options within [Format Shape dialog](#).
- **Contrast:** Increase or decrease the contrast of the picture. Nine settings are available that allow you to increase or reduce the contrast of your picture as well as a link to other **Picture Correction Options** within the [Format Shape dialog](#).
- **Recolor:** Recolor the picture to give it a stylized effect, such as grayscale or sepia tone. A number of color modes and variations are available. You also have the option to set a transparent color.
 - Click on the **Set Transparent Color icon**. The cursor changes form.
 - Click on a particular color on your picture.
 - That color becomes transparent in your picture.

This option can be useful when you want to remove a background color from an object in a picture.

- **Change Picture:** Change to a different picture, preserving the formatting and size of the current picture.
- **Reset Picture:** Remove all formatting to the picture and return it to its original state when being inserted into the slide.

Picture Styles

- **Preset Styles:** A selection of preset Picture Styles is visible. Clicking the arrows to the right allows you to scroll through the preset Picture Styles available. Clicking the bottom arrow brings up all of the styles from which you can choose.
- **Customize Your Styles:** You can also customize your Picture Style by selecting one of the three tools to the right of the Picture Styles section:
 1. **Picture Shape:** Change the shape of the picture, preserving all the formatting. A variety of shapes are available, including callouts.
 2. **Picture Border:** Specify the color, width, and line style for the outline of the selected picture. Selecting the icon will apply the default color. Clicking the down arrow to the right allows you to define a color to apply as well as the type of border. You can vary the width of your border as well as its nature.
 3. **Picture Effects:** Apply a visual effect to the selected picture, such as shadow, glow, reflection, or rotation. A number of styles are available for each, and further options are available for defining Shadows.

Arrange

This section allows you to organize and set the object layers with which your slide will be viewed and the alignment and rotation of objects within your slide. The following options are available:

- **Bring to Front:** Bring the selected object in front of all other objects so that no part of it is hidden behind another object. Clicking the right arrow gives the option **Bring Forward**. This brings the object one layer forward rather than right to the very front.
- **Send to Back:** Send the selected object behind all other objects. Clicking the right arrow gives the option **Send Backward**. This sends the object one layer down rather than straight to the very back.
- **Timeline Pane:** Show the [Timeline](#) to help select individual objects and to change their order, visibility, and timing.
- **Align:** Align the edges of multiple selected objects. You can also center them or distribute them evenly across the slide.
- **Rotate:** Rotate or flip the selected object. Under the rotate menu is the option to select **More Rotation Options**. See below for more details on this dialog.

Size

This section allows you to add a zoom option, crop your picture, as well as to define the width and height (in pixels) of your shape or text box.

- **Zoom Picture:** Allow user to zoom picture, if picture is smaller than original. This feature allows you to place a zoom button on your slide if you want the student to be able to zoom the picture while they are taking the quiz. First select the picture and then click on Zoom Picture. A magnifying glass symbol indicating that a zoom is possible is placed on the slide next to the picture.

- **Crop:** Crop the picture to remove any unwanted parts.
- **Width and Height:** You can input the size in pixels directly or use the arrows to reach the desired values. Clicking the small arrow at the bottom right of the **Size** section brings up the **Size and Position** dialog box. The **Size and Position** dialog includes the following options:
 - **Size**
 - **Size and rotate** (height, width, rotation)
 - **Scale** (height, width, lock aspect ratio)
 - **Crop from** (left, right, top, bottom)
 - **Original Size** (height and width in pixels)
 - **Reset** button
 - **Position**
 - **Position on slide** (horizontal from, vertical from)

Formatting Shapes

The **Format Shape** dialog box allows you to apply formatting to shapes, pictures, text boxes, and movies on your question slide.

To manage the Format Shapes dialog box:

1. Select and open an existing question in your quiz or survey or create a new question.
2. Click **Slide View** on the toolbar.
3. Select a shape, picture, text box or movie on your slide.
4. Click the **Format** tab under **Drawing Tools**.
5. On the **Shape Styles** section of the **Format** toolbar, click the arrow in the bottom right-hand corner (or right-click your object and choose **Format Shape**).
6. The **Format Dialog** box will open.

The Format Shape dialog box has the following six sections:

Fill

The Fill tab in the Format Shapes dialog box allows you to apply fill effects to a shape, picture, text box or movie.

- **No Fill:** Selecting **No Fill** will not fill your object.
- **Solid Fill:** Selecting **Solid Fill** gives you a plain color background style to your shape, picture or text box.
 - **Colors:** You can define the color of your shape, picture, or text box by clicking **Color**, and selecting a color from a **Theme Color**, a **Standard Color**, or by creating a **Custom Color** (select **More Colors** - keyboard Shortcut: M when the color palette drop-down is expanded).
 - **Transparency:** You can define the transparency by moving the cursor from left to right. Alternatively you can define the transparency you desire by entering a figure in the box to the right, and increasing and decreasing this figure by selecting the up and down arrows.
- **Gradient Fill:** This option enables you to have a gradient effect in your shape or text box. There are a number of parameters available to customize your gradient effect:
 - **Preset Colors:** You can choose to use Preset Colors by clicking on the **Preset Colors** button. Twenty-four preset gradient colors are available.
 - **Type:** You can choose from four types of gradient; Linear, Radial, Rectangular, and Path.
 - **Direction:** According to the Type of gradient chosen (see above), various settings are available to fix the direction of the gradient. These include up to eight preset directions

settings and the possibility to fix the angle oneself. Not all direction types allow the customization of the direction settings.

- **Gradient Stops:** You can add and remove Gradient Stops to give a further effect to your shape or text box by clicking on the Add and Remove buttons, and define the Stop position for each Gradient Stop by dragging the cursor from left to right or by entering a percentage to the right.
- **Colors:** You can also define the color of your shape or text box by clicking on **Color**, and selecting a color from a **Theme Color**, a **Standard Color** or by creating a **Custom Color** (select **More Colors** - keyboard Shortcut: M when the color palette drop-down is expanded).
- **Transparency:** You can define the transparency of your shape or text box by moving the cursor from left to right. Alternatively you can define the transparency you desire by entering a figure in the box to the right, and increasing and decreasing this figure by selecting the up and down arrows.
- **Rotate with shape:** Check this box if you wish the background to stay aligned should you wish to rotate the shape or text box. Rotating the shape or text box will cause the background effect to rotate, too.
- **Picture or Texture Fill:** Selecting this option allows you to define an image or texture rather than a plain color or gradient for the background of your shape or text box.
 - **Texture:** Clicking the Texture button brings up a choice of 35 textures that you can apply. These are preset textures.
 - **Insert from::** You can customize your texture by selecting a file from your computer or by importing an image. Click the **File...** button to import an image from your computer. Click the **Clipboard** button to paste an image from your Clipboard.
 - **Tile picture as Texture:** This option allows you to tile the image file over the entire shape or text box. It therefore allows you to apply a background while minimizing the image file size, as the same image is copied several times. It can also be useful to create certain effects.
 - **Tiling Options:** You can apply X and Y Offset parameters, X and Y Scaling, choose from a variety of Alignment options as well as choose one of four Mirror type options: Horizontal, Vertical, Both, or None.
 - **Transparency:** You can define the transparency of your background style in the shape or text box by moving the cursor from left to right. Alternatively you can define the transparency you desire by entering a figure in the box to the right, and increasing and decreasing this figure by selecting the up and down arrows.
- **Slide Background Fill:** Select this option if you want the background of your text box or shape to be the same as the background you have defined for the question or slide.

Line Color

The Line Color tab in the Format Shapes dialog box allows you to apply line colors to the lines around your shape, text object, or picture.

- **No line:** Select this option to have no line appear around your shape, text object, or picture.
- **Solid line** Select this option to have a solid line around your shape, text object, or picture. You can define the color and the transparency of the line:
 - **Color:** You can define the color of the line by clicking on **Color**, and selecting a color from a **Theme Color**, a **Standard Color** or by creating a **Custom Color** (select **More Colors** - keyboard Shortcut: M when the color palette drop-down is expanded).
 - **Transparency:** You can define the transparency of the line by moving the cursor from left to right. Alternatively you can define the transparency you desire by entering a figure in the box to the right, and increasing and decreasing this figure by selecting the up and down arrows.
- **Gradient line** To apply a gradient effect to the line and border surrounding your shape, picture or text object, select Gradient Line.
 - **Preset Colors:** You can choose to use Preset Colors by clicking on the **Preset Colors** button. Twenty-four preset gradient colors are available.
 - **Type:** You can choose from four types of gradient; Linear, Radial, Rectangular, and Path.
 - **Direction:** According to the Type of gradient chosen (see above), various settings are available to fix the direction of the gradient. These include up to eight preset directions settings and the possibility to fix the angle oneself. Not all Direction types allow the customization of the direction settings.
 - **Gradient Stops:** You can add and remove Gradient Stops to give a further effect to your shape or text box by clicking on the Add and Remove buttons, and define the Stop position for each Gradient Stop by dragging the cursor from left to right or by entering a percentage to the right.
 - **Colors:** You can also define the color of your gradient line by clicking on **Color**, and selecting a color from a **Theme Color**, a **Standard Color** or by creating a **Custom Color** (select **More Colors** - keyboard Shortcut: M when the color palette drop-down is expanded).
 - **Transparency:** You can define the transparency of the gradient line by moving the cursor from left to right. Alternatively you can define the transparency you desire by entering a figure in the box to the right, and increasing and decreasing this figure by selecting the up and down arrows.

Line Style

This setting allows you to define the style of your line around shapes, pictures and text boxes, as well as for special shapes like arrows.

- **Width:** Enter the width in pixels of your line or arrow or click on the arrows to increase or decrease the width by 1 pixel at a time.
- **Compound type:** Click the Compound type button to reveal five options for your line:
 - Simple
 - Double
 - Thick Thin
 - Thin Thick
 - Triple
- **Dash type:** Click the Dash type button to reveal eight possible dash types for the line or arrow:
 - Solid
 - Round Dot
 - Square Dot
 - Dash
 - Dash Dot
 - Long Dash
 - Long Dash Dot
 - Long Dash Dot Dot
- **Cap type:** This represents how the ends of the line are capped. Three possible caps are offered:
 - Square
 - Round
 - Flat
- **Join type:** This defines how different lines are joined, like on the corners of a triangle. There are three options:
 - Round
 - Bevel
 - Miter
- **Arrow settings:** These settings allow you to specify specific characteristics for the arrows that you have drawn:
 - **Begin type:** Choose a type of arrow head from six options for the beginning of your arrow.
 - **End type:** Choose a type of arrow head from six options for the end of your arrow.
 - **Begin size:** Choose a size from nine options for the beginning of your arrow.
 - **End size:** Choose a size from nine options for the end of your arrow.

Shadow

The Shadow tab in the Format Shapes dialog box allows you to apply shadow effects to a shape, picture, text box or movie.

- **Presets:** Four types of preset shadow effects are available.
 1. **No Shadow:** No shadow effect at all
 2. **Outer**
 3. **Inner:** Not available for movies
 4. **Perspective**
- **Color:** You can define the color of the shadow by clicking on **Color**, and selecting a color from a **Theme Color**, a **Standard Color** or by creating a **Custom Color** (select **More Colors** - keyboard Shortcut: M when the color palette drop-down is expanded).
- **Transparency:** You can define the transparency of the shadow by moving the cursor from left to right. Alternatively you can define the transparency you desire by entering a figure in the box to the right, and increasing and decreasing this figure by selecting the up and down arrows.
- **Size:** You can define the size of the shadow by moving the cursor from left to right. Alternatively you can define the size you desire by entering a figure in the box to the right, and increasing and decreasing this figure by selecting the up and down arrows.
- **Blur:** You can define the blur of the shadow by moving the cursor from left to right. Alternatively you can define the blur you desire by entering a figure in the box to the right, and increasing and decreasing this figure by selecting the up and down arrows. The larger the number, the greater the shadow appears blurred.
- **Angle:** You can define the angle of the shadow in degrees relative to its object by moving the cursor from left to right. Alternatively you can define the angle you desire by entering a figure in the box to the right, and increasing and decreasing this figure by selecting the up and down arrows.
- **Distance:** You can define the distance of the shadow from the object by moving the cursor from left to right. Alternatively you can define the distance you desire by entering a figure in the box to the right, and increasing and decreasing this figure by selecting the up and down arrows. Its position relative to the object will be dependent on the distance and the angle (see above).

Picture

If you've inserted a picture, click the Picture tab to set options for your picture.

- **Recolor:** You can recolor your picture by clicking the Recolor drop-down and choosing one of the options under 4 categories of recoloring: No Recolor, Color Modes, Dark Variations, or Light Variations.

- **Brightness:** You can define the brightness of your picture by moving the cursor from left to right. Alternatively you can define the brightness you desire by entering a figure in the box to the right, and increasing and decreasing this figure by selecting the up and down arrows.
- **Contrast:** You can define the contrast of your picture by moving the cursor from left to right. Alternatively you can define the contrast you desire by entering a figure in the box to the right, and increasing and decreasing this figure by selecting the up and down arrows.
- **Transparency:** You can define the transparency of your picture by moving the cursor from left to right. Alternatively you can define the transparency you desire by entering a figure in the box to the right, and increasing and decreasing this figure by selecting the up and down arrows.
- **Reset Picture:** Click on this button to reset the picture to its original state when you imported it into the slide.

Text Box

The Text box tab in the Format Shape dialog box allows you to apply certain parameters to how your text box will appear in the slide.

- **Text layout:**
This section allows you to fix the vertical alignment of the text relative to the text box. Three options are available:
 1. Top
 2. Middle
 3. Bottom
- **Autofit:** This setting defines how you want the text box to react if your text is too large to fit in the text box.
 - **Do not Autofit:** Select this to make no changes to either the text or the text box. Any text that does not fit in the box will not appear on the slide.
 - **Shrink text on overflow:** Select this to make the text smaller so that it will correctly fit in the text box. The text will only be reduced if there is too much text for the box. Otherwise, it will remain at its original size.
 - **Resize shape to fit text:** Select this option if you want to maintain the text size you have chosen, and fit the text box around the text.
- **Internal margin:** You can apply a margin to your text box such that the text will not appear on the immediate edge of the box but at a margin or distance you define from the border of the box. You can define a margin on all four sides of the text box: Left, Right, Top, Bottom by entering a figure in pixels or clicking on the up and down arrows.
- **Wrap text in shape:** Check the box to have the text wrapped in the shape.

Movie Tools

The **Movie Tools** allow you to apply formatting to movies (.SWF and .FLV files) on your question slide.

To manage the Movie Tools:

1. Select and open an existing question in your quiz or survey or create a new question.
2. Click the **Slide View** from the top ribbon.
3. Select a movie on your slide.
4. Select the **Format Tab** which appears on the menu with the label **Movie Tools**.

The Movie Tools are divided into four sections:

1. Play
2. Movie Options
3. Arrange
4. Size

Play

The **Play** section consists of a single Preview button which plays the selected movie so that you can preview it. Clicking on the Preview button again stops the movie.

Movie Options

This section allows you to make various settings for your inserted movie.

- **Movie Volume:** Change the volume of the movie. The following four levels are available:
 - Low
 - Medium (default)
 - High
 - Mute
- **Play Movie:** Two choices are available:
 - **Automatically:** Play the movie automatically upon switching to this slide. When the user reaches this slide, the movie begins automatically.
 - **When Clicked:** Play the movie only when the user clicks the movie. The movie does not play automatically when the user reaches the slide. The user must click on the play button next to the movie for it to begin.
- **Show Movie:** Two choices are available:
 - **In the slide:** Play the movie in the main slide
 - **In new browser window:** Play the movie in a new browser window.

- **Show Movie Controls:** Check the box if you want movie controls to show for the selected movie.

Clicking the small arrow at the bottom right of the **Movie Options** section launches the **Flash Movie Options** dialog box. This dialog box basically groups together the above options and allows you to specify the volume more precisely for your movie. It is the same dialog you see when you [insert a new Flash movie](#) into your quiz slide.

Arrange

This section allows you to organize and set the object layers with which your slide will be viewed and the alignment and rotation of objects within your slide including your movies. The following options are available::

- **Send to Back:** Send the selected movie behind all other objects. Clicking on the right arrow gives the option **Send Backward**. This sends the object one layer down rather than straight to the very back.
- **Bring to Front:** Bring the selected movie in front of all other objects so that no part of it is hidden behind another object. Clicking on the right arrow gives the option **Bring Forward**. This brings the object one layer forward rather than right to the very front.
- **Timeline Pane:** Show the [Timeline](#) to help select individual objects and to change their order, visibility, and timing.
- **Align:** Align the edges of multiple selected objects. You can also center them or distribute them evenly across the slide. You will also find options to **View Gridlines** and set **Grid and Guides** options under this menu. Grid and Guides options include the following:
 - **Snap to:**
 - Snap objects to grid
 - Snap objects to other objects
 - **Grid settings:**
 - Spacing
 - Display grid on screen
 - **Guide settings:**
 - Display drawing guides on screen
 - **Set as Default**

Size

This section allows you to define the width and height (in pixels) of your movie. You can input the size in pixels directly or use the arrows to reach the desired values.

Clicking the small arrow at the bottom right of the **Size** section brings up the **Size and Position** dialog box. Options include the following:

- The **Size** tab gives you extra detailed options on rotation, scaling and cropping, including the following:
 - **Size and rotate** (height, width, rotation)
 - **Scale** (height, width, lock aspect ratio)
 - **Crop** from (left, right, top, bottom)
 - **Original Size** (height and width details)
 - **Reset** button
- The **Position** tab allows you to specify the position of the movie relative to either the top left corner of your slide or its center.

Sound Tools

The **Sound Tools** allow you to apply formatting to audio on your question slide.

To manage the Sound Tools:

1. Select and open an existing question in your quiz or survey or create a new question.
2. Click the **Slide View** from the top ribbon.
3. Select a sound on your slide by clicking the speaker icon.
4. Select the **Options** tab which appears on the menu with the label **Sound Tools**.

The Sound Tools are divided into two sections:

1. Play
2. Sound Options

Play

The **Play** section consists of a single Preview button which plays the selected sound so that you can preview it. Clicking on the Preview button again stops and resets the sound.

Sound Options

This section allows you to change settings for your inserted sound file:

- **Sound Volume:** Change the volume of the sound. The following four levels are available:
 - Low
 - Medium (default)
 - High
 - Mute
- **Audio Editor:** Record, import and edit your audio using the audio editor. To learn more, see [Adding Audio in Form View](#).
- **Change Sound:** Change to a different sound, preserving the options of the current sound.
- **Export Audio:** Export the current sound. Choose to export to both .WAV and .MP3 formats, or select to export either to .WAV or .MP3.
- **Reset Sound:** Discard all of the option changes you made to this sound.

Audio Options

Clicking the small arrow at the bottom right of the **Sound Options** section launches the **Audio Options** dialog box.

Audio Options allow you to define the following:

1. Sound playback default device
2. Sound recording default device

3. Sound recording line
4. Sound recording volume

Player Templates

Managing Player Templates

Quizmaker '09 lets you easily customize the look and features of your quiz player. With Player Templates, you can modify how the player looks and choose which features you want available in your quizzes and surveys.

Quizmaker '09 comes with 4 pre-configured player templates:

- Quiz - Submit one at a time (default)
- Quiz - Submit all at once
- Survey
- Branched Scenario

If, after selecting one of the default templates, you make custom configurations to the template and click the **OK** button, you will be prompted with a message asking if you want to save your configuration changes.

If you want to save your configuration changes, click **Yes** and, when prompted, enter a name for the new template and click **OK**. This is to avoid overwriting the default template.

Note that you cannot delete the default templates.

To access the Player Templates:

1. Click the **Player Templates** button on the toolbar.
2. The **Player Template Manager** will open and a list of existing Player Templates will be displayed.
3. Select from the following options:
 - **New:** To create a new Player Template.
 - **Edit:** To edit an existing Player Template.
 - **Delete:** To delete an existing Player Template.
 - **Rename:** To rename an existing Player Template.
 - **Duplicate:** To copy an existing Player Template.
 - Click **Close** when you are done managing your templates, or to exit the Player Template Manager without making a selection

To create a new template:

1. Select **New** from the menu.
2. You will be prompted to enter the name for your new template as shown below:
3. Enter the name for your new template and click **OK**.

4. Customize your template as desired (refer to the links at the bottom of this page for more details on each of the customization tabs).
5. When you are finished making your customizations, click the **OK** button. To exit without saving your changes, click **Cancel**.

To edit an existing template:

1. Select the template you would like to edit and click **Edit**.
2. Modify your template as desired (refer to the links at the bottom of this page for more details on each of the customization tabs).
3. When you are finished making your customizations, click the **OK** button. To exit without saving your changes click **Cancel**.

To delete an existing template:

1. Select the template you would like to delete and click **Delete**.
2. You will be prompted with a message asking if **you want to permanently delete the template**.
3. Click **Yes** to do so, or click **No** to cancel the deletion.

To rename an existing template:

1. Select the template you would like to rename and click **Rename**.
2. You will be prompted for the **New Template** name.
3. Click **OK** to save your changes or **Cancel** to exit without saving your changes.

To duplicate an existing template:

1. Select the template you would like to duplicate and click **Duplicate**.
2. You will be prompted for the name of your **Duplicate Template**.
3. Click **OK** to save your changes or **Cancel** to exit without saving your changes.

At any time, you can select a Template from the list provided and click **Apply to Project** to enable it for the currently open quiz or survey.

Learn more on customizing the Player Template in the following help topics:

- [Layout](#)
- [Navigation](#)
- [Text Labels](#)
- [Colors and Effects](#)
- [Other](#)

-

Layout

Quizmaker '09 lets you easily customize the look and features of your quiz player. With Player Templates, you can modify how the player looks and choose which features you want available in your quizzes and surveys.

To access the Player Templates:

1. Click the **Player Templates** button on the toolbar.
2. The **Player Template Builder** will open and a list of existing Player Templates will be displayed.
3. Select from the following options:
 - **New:** To create a new Player Template.
 - **Edit:** To edit an existing Player Template.
 - **Delete:** To delete an existing Player Template.
 - **Rename:** To rename an existing Player Template.
 - **Duplicate:** To copy an existing Player Template.
4. You'll see the **Player Template Builder** open with 5 tabs, which you can use to build and customize your player templates.

Elements of the Layout Section:

The elements of the **Layout** section of the **Player Template Builder** are below. Use the checkbox or drop-down menu next to each element to determine if this element should be available in your player template.

6. Display Settings

- **Display question point value:** Whether or not the numeric point value of each question should be shown to your users.
- **Display cumulative score with each question:** Whether or not your user should be shown the cumulative score with each question.
- **Display quiz title:** Whether or not to display the quiz title to your users.
- **Question numbering style:** The question numbering display format to show to your users. Style options include the following:
 - Question 3 of 9
 - Question 3
 - 3 of 9
 - 3
 - (No numbering)

7. Question List

- **Display question list navigation panel:** Specify whether or not you want to display your question list in a navigation panel. This panel will allow users to easily jump around from question to question in any order. If you enable this option, you can then choose to enable the following:
 - Display correct/incorrect icons
 - Display question point value
 - Display actual points awarded

8. Timer

- **Display timer:** To include the timer icon.
- **Time format:** Select from one of the following format options:
 - Remaining
 - Elapsed out of total
 - Elapsed
 - Do not show time

Click **Preview** at any time to review the template with its current settings. Click **OK** to exit the Preview or **Replay** to review again.

Click **OK** to save the template with the current settings or **Cancel** to exit without saving.

-

Navigation

Quizmaker '09 lets you easily customize the look and features of your quiz player. With Player Templates, you can modify how the player looks and choose which features you want available in your quizzes and surveys.

To access the Player Templates:

1. Click the **Player Templates** button on the toolbar.
2. The **Player Template Builder** will open and a list of existing Player Templates will be displayed.
3. Select from the following options:
 - **New:** To create a new Player Template.
 - **Edit:** To edit an existing Player Template.
 - **Delete:** To delete an existing Player Template.
 - **Rename:** To rename an existing Player Template.
 - **Duplicate:** To copy an existing Player Template.
4. You'll see the **Player Template Builder** open with 5 tabs, which you can use to build and customize your player templates.

Elements of the Navigation Section:

The elements of the **Navigation** section of the **Player Template Builder** are below. Use the checkbox next to each element to determine if this element should be available in your player template.

Answer Submission

- **Submit one question at a time:** Select this option if you want questions to be submitted by users one at a time. If you're incorporating question-level or answer-level feedback, you will want to use this option.
- **Submit all at once:** Select this option if you want questions submitted all at once. If you select this option, you can also choose to enable the following:
 - Allow user to finish without answering all questions
- **Require user to scroll to bottom on longer questions:** Select this option to require users to scroll to the end of longer questions before submitting an answer. This is useful to ensure that users take the time to review all available options.

Resume

- **Prompt to resume on quiz restart:** Whether or not the user should be prompted to resume the quiz or survey from where he or she left off last time. If you enable this option, you can also choose to enable the following:

- **When running in LMS, ignore Flash cookie:** If checked, the quiz will always resume by using the LMS' bookmarking feature (if your LMS supports it). If unchecked, your content will resume using the LMS' resume data, but will use the Flash cookie if the LMS does not support resume.

Click **Preview** at any time to review the template with its current settings. Click **OK** to exit the Preview or **Replay** to review again.

Click **OK** to save the template with the current settings or **Cancel** to exit without saving.

-

Text Labels

Quizmaker '09 lets you easily customize the look and features of your quiz player. With Player Templates, you can modify how the player looks and choose which features you want available in your quizzes and surveys.

To access the Player Templates:

1. Click the **Player Templates** button on the toolbar.
2. The **Player Template Builder** will open and a list of existing Player Templates will be displayed.
3. Select from the following options:
 - **New:** To create a new Player Template.
 - **Edit:** To edit an existing Player Template.
 - **Delete:** To delete an existing Player Template.
 - **Rename:** To rename an existing Player Template.
 - **Duplicate:** To copy an existing Player Template.
4. You'll see the **Player Template Builder** open with 5 tabs, which you can use to build and customize your player templates.

Elements of the Text Labels:

Every text element of the quiz interface — buttons and messages — can be customized to display any text you'd like. This is particularly useful when targeting additional languages or regions.

Click the **Custom Text** field corresponding to the **Button/Message** you'd like to modify. Download a spreadsheet containing the full list of text that can be customized:

 [Quizmaker '09 Player Text Labels](#)

By default, you see English language labels, but Quizmaker '09 provides 11 additional language choices for easy conversion of the text labels for non-English quizzes and surveys. Below are available languages:

- English (modified)
- Chinese Simplified
- Chinese Traditional
- Dutch
- English
- French
- German
- Italian
- Japanese

- Korean
- Portuguese (Brazil)
- Spanish

10. **Save:** Click this button to save your latest revisions.

1. Click the **Save** button.
2. Assign a name to your custom Text Labels.
3. Click **Save**.

11. **Load:** Click this button to open a previously-saved custom Text Label file.

1. Click the **Load** button.
2. Navigate to the custom Player Text Labels file (.labels) you wish to load for your quiz.
3. Click **Open**.
4. Click **OK** to make this custom set active.

Click **Preview** at any time to review the template with its current settings. Click **OK** to exit the Preview or **Replay** to review again.

Click **OK** to save the template with the current settings or **Cancel** to exit without saving.

-

Colors and Effects

Quizmaker '09 lets you easily customize the look and features of your quiz player. With Player Templates, you can modify how the player looks and choose which features you want available in your quizzes and surveys.

To access the Player Templates:

1. Click the **Player Templates** button on the toolbar.
2. The **Player Template Builder** will open and a list of existing Player Templates will be displayed.
3. Select from the following options:
 - **New:** To create a new Player Template.
 - **Edit:** To edit an existing Player Template.
 - **Delete:** To delete an existing Player Template.
 - **Rename:** To rename an existing Player Template.
 - **Duplicate:** To copy an existing Player Template.
4. You'll see the **Player Template Builder** open with 5 tabs, which you can use to build and customize your player templates.

Elements of Colors and Effects:

The elements of the **Colors and Effects** section of the **Player Template Builder** are below. Use the checkbox or drop-down menu next to each element to determine if this element should be available in your player template.

Quizmaker '09 comes with a number of preset color schemes that are coordinated with Presenter '09 and Engage '09 color schemes. You can quickly choose one of those preset schemes or create your own.

Color Scheme

- **Color Scheme:** Select from the drop-down list to choose the color scheme to use in your player template. Included color schemes include the following:
 - Black
 - Dark Blue
 - Forest Green
 - Light Blue
 - Medium Blue
 - Olive
 - Orange
 - Silver

- Slate
- White (default)
- **Edit:** Click this button to open the **Color Scheme Editor**, then do the following options to create your custom color scheme:
 1. Using the drop-down menu at the bottom, choose a part of the Player template to edit. Available areas to customize include the following:
 - Frame
 - Text
 - Buttons
 - Timer
 - Scrollbar
 2. Select the preferred color for that part of the Player. Add Custom Colors as necessary by selecting **More Colors**.
 3. Set the preferred **Transparency**.
 4. Click **OK** to save the template with the current settings or **Cancel** to exit without saving.
- **New:** Click this button to create a new Color Scheme, then do the following:
 1. Enter a **Color scheme name** and click **OK** to save or **Cancel** to exit without saving.
 2. Follow the above steps (Color Scheme -> Edit) to customize and save your new color scheme.

Fonts and Effects

- **Sound Effects:** Use this drop-down menu to modify your quiz Sound effects. Options include the following:
 - **Enable (default):** Your quiz will include sound effects.
 - **Disable:** Your quiz will not include sound effects.
- **Player font:** Select the preferred font from the drop-down menu.
- **Use rounded corners:** Check this box to use rounded corners in your quiz.
- **Display likert scale tooltips after: X milliseconds:** Add the preferred timing in this field by inputting a value or by using the up and down arrows.

Click **Preview** at any time to review the template with its current settings. Click **OK** to exit the Preview or **Replay** to review again.

Click **OK** to save the template with the current settings or **Cancel** to exit without saving.

Other

Quizmaker '09 lets you easily customize the look and features of your quiz player. With Player Templates, you can modify how the player looks and choose which features you want available in your quizzes and surveys.

To access the Player Templates:

1. Click the **Player Templates** button on the toolbar.
2. The **Player Template Builder** will open and a list of existing Player Templates will be displayed.
3. Select from the following options:
 - **New:** To create a new Player Template.
 - **Edit:** To edit an existing Player Template.
 - **Delete:** To delete an existing Player Template.
 - **Rename:** To rename an existing Player Template.
 - **Duplicate:** To copy an existing Player Template.
4. You'll see the **Player Template Builder** open with 5 tabs, which you can use to build and customize your player templates.

Elements of the Other Section:

The elements of the **Other** section of the **Player Template Builder** are below. Use the checkbox or drop-down menu next to each element to determine if this element should be available in your player template.

Browser Settings

- **Browser size:** Select from the drop-down menu the desired browser option:
 - **Display at user's current browser size:** Do not change the user's browser size.
 - **Resize browser to optimal size:** Resize the user's browser to 720 pixels wide x 540 pixels tall.
 - **Resize browser to fill screen:** Maximize the user's browser to fill the screen.
- **Player size:** Select from the drop-down menu the desired quiz size:
 - **Scale player to fill browser window:** Enlarge the quiz to fill the user's browser.
 - **Lock player at optimal size:** Lock the quiz at 720 pixels wide x 540 pixels tall.
- **Launch player in new window (creates launch page):** If checked, quiz will launch in a new window via a launch page. When checked, you can choose to enable the following options:

- **Display window with no browser controls:** Whether or not to display browser controls (stop, refresh, forward, backward, etc.).
- **Allow user to resize browser:** Whether or not the user should be able to resize the browser containing the Articulate Player.

Background Color

- **Page background:** Choose from the available theme colors or add a custom color.

Click **Preview** at any time to review the template with its current settings. Click **OK** to exit the Preview or **Replay** to review again.

Click **OK** to save the template with the current settings or **Cancel** to exit without saving.

Quiz Properties

Managing Quiz Properties

In Quizmaker '09, the Quiz Properties dialog box allows you to set defaults and essential information about your quiz, including the title of the quiz, the passing score, a time limit, and default scoring information.

To manage the Quiz Properties:

1. Click the **Quiz Properties** button from the toolbar.
2. The **Quiz Properties** dialog box opens with two tabs (click to learn more about each section):
 - [Quiz Info](#)
 - [Question Defaults](#)

Quiz Info

Use quiz info to set options such as quiz title, passing score, and time limit in your Quizmaker '09 quiz or survey.

To access Quiz Info:

1. Open an existing quiz or survey or create a new one.
2. Click the **Quiz Properties** button on the toolbar.
3. Select the **Quiz Info** tab (opens by default the first time you access Quiz Properties).

Elements of the Quiz Info tab:

- **Quiz Title:** Choose the title of your quiz or survey.
- **Passing Score:** Choose a passing score for your quiz in the form of a percentage (a whole integer between 0 and 100) by inputting the value or by using the up and down arrows. Passing score does not apply to surveys.
- **Time Limit:** Check the box next to **End quiz after X minutes X seconds** to apply a time limit for the user when taking the quiz or survey. Indicate a quiz time limit in minutes and seconds by inputting the values in each field or by using the up and down arrows.
- **Quiz Type:** Select from the drop-down menu from the following options:
 - **Graded Quiz:** Select this option if your quiz has at least one graded question.
 - **Survey:** Select this option if your quiz consists of only survey (non-graded) questions.

Question Defaults

Use question defaults to set default properties for new questions you add to your Quizmaker '09 quiz or survey.

To access Question Defaults:

1. Open an existing quiz or survey or create a new one.
2. Click the **Quiz Properties** button on the toolbar.
3. Select the **Question Defaults** tab.

Question Defaults: Note that changes to any of the below settings only apply to questions that you create *after* changing the setting. Any settings you change in an individual question will overrule the defaults you select here.

- **Question Properties:**

- **Points Awarded:** Use this field to set the default number of points awarded for a correct answer.
- **Attempts Permitted:** Use this field to set the default number of attempts permitted before the user is forced to move to the next question.
- **Shuffle Answers:** Check the box to have the answers appear in a different order each time a user attempts the question rather than in the order the answers appear in the Quizmaker '09 question list.
- **Allow user to skip survey questions:** Check this box to allow users to skip survey questions included in your quiz.

- **Prompt Font:**

- **Font to use for prompts in the player:** Select the default font you wish to use for the prompts that appear in the player.

- **Default Feedback:**

- **Provide Feedback by Default:** Check this box if you wish to supply default feedback responses for correct and incorrect answers to your questions. You can [format your feedback text](#) using the formatting options above the feedback fields.

Publishing

Previewing Quizzes

If you would like to review changes you've made prior to publishing the entire quiz or survey, Quizmaker '09 offers a **Preview** option.

From within the quiz or survey or from a specific question, choose the **Preview** button on the toolbar.

From the Preview player you can interact with the Quizmaker '09 player using all controls that you've enabled in your active player template (via [Player Templates](#)). Additionally, you can select the following options:

- **Select:** To choose a question or slide to preview.
- **Replay:** To replay a question, group, or entire quiz.
- **Edit Question:** To make changes to the Preview selection.
- **Close Preview:** To close the Preview dialog box.

Publishing Quizzes

Quizmaker '09 provides simple, 1-click publishing for generating your Flash-based quiz or survey. Delivery options include Web, CD, Articulate Online, LMS, Word, or via an Articulate Presenter presentation.

1. Click the **Publish** button on the toolbar (or from the **Articulate** menu).
2. Select the preferred publish option (the default is Articulate Presenter).

Learn more about each publish tab in the following help topics:

- [Publish to Articulate Presenter](#)
- [Publish to the Web](#)
- [Publish to Articulate Online](#)
- [Publish to Your LMS](#)
- [Publish to CD](#)
- [Publish to Word](#)

Publish to Articulate Presenter

Quizmaker '09 provides simple, 1-click publishing for generating your Flash-based quiz or survey. If you're creating a quiz to incorporate into an existing or new Articulate Presenter e-learning course or presentation, use the **Publish for Articulate Presenter** option.

To Publish for Articulate Presenter:

1. Click the **Publish** button on the toolbar (or from the **Articulate** menu).
2. Select the **Articulate Presenter** publish tab.
3. **Select a presentation to publish into** by choosing from the active presentations listed or select the ellipsis button (...) to browse to a different presentation.
4. Choose to insert the quiz or survey as a **Slide in the Presentation** or as a **Tab in the Player**.
 - If you wish to modify the **Quiz Title**, click the corresponding link.
 - **Questions:** This field displays the number of questions (and any randomization and pooling you've enabled) in your quiz or survey.
 - If you wish to modify the **Passing Score**, click the corresponding link. To learn more, see [Managing Quiz Properties](#).
 - If you wish to modify **Player Templates**, click the corresponding link. To learn more, see [Managing Quizmaker '09 Player Templates](#).
 - If you wish to modify the **Quality**, click the corresponding link.
 - Set your desired **Compression** settings:
 - **Optimize for Web Delivery:** If this quiz will be delivered on a Web server — on either the Internet or an intranet — then choose this as your compression setting.
 - **Optimize for CD-ROM Delivery:** If this quiz will be delivered via CD-ROM, then choose this as your compression setting.
 - **Custom (Advanced):** This option is recommended only for users with advanced knowledge of compression settings. Set the **JPEG factor for Compression** using the sliding percentage scale. A quality factor of 75 is the default image setting when using Optimize for Web Delivery. You can also specify an **Audio bitrate** using the drop-down menu. The range is between 16 kbps and 160 kbps; the default is 24 kbps (Web).
 - Click **OK** to accept your settings or **Cancel** to exit without saving.
5. Click **Publish**.
6. When the Publish process is complete, you will receive a **Publish Success** message and you will now have a placeholder slide in your presentation. The **Quizzes and Interactions** dialog

box will open, allowing you to establish the properties of your quiz or survey within the presentation:

- **When user passes, 'Finish' button:** Available options include the following:
 - Closes Window
 - Goes to URL (specify a URL)
 - Goes to Next Slide
 - Goes to Previous Slide
 - Goes to X (specify a slide in your presentation)
- **When user fails, 'Finish' button:** Available options include the following:
 - Closes Window
 - Goes to URL (specify a URL)
 - Goes to Next Slide
 - Goes to Previous Slide
 - Goes to X (specify a slide in your presentation)
- **Allow user to leave quiz:** Available options include the following:
 - At any time
 - After user has completed quiz
- **User may view slides after quiz:** Available options include the following:
 - At any time
 - After attempting quiz
 - After passing quiz.
- **User may attempt quiz:** Available options include the following:
 - Unlimited times
 - Just once
 - 2 through 10 times

Publish to Web

Quizmaker '09 provides simple, 1-click publishing for generating your Flash-based quiz or survey. If you're creating a quiz or survey to view on your computer or share on a Web site, use the **Publish for Web** option.

To Publish for Web:

1. Click the **Publish** button on the toolbar (or from the **Articulate** menu).
2. Select the **Web** publish tab.
3. Specify a **Publish location** for your quiz. The default location is in this directory: **My Documents\My Articulate Projects**. Click the ellipsis button (...) or type a directory path if you want to pick a different location on your computer.
4. Modify the **Properties** as necessary.
 - If you wish to modify the **Quiz Title**, click the corresponding link.
 - **Questions:** This field displays the number of questions (and any randomization and pooling you've enabled) in your quiz or survey.
 - If you wish to modify the **Passing Score**, click the corresponding link. To learn more, see [Managing Quiz Properties](#).
 - If you wish to modify **Player Templates**, click the corresponding link. To learn more, see [Managing Quizmaker '09 Player Templates](#).
 - If you wish to modify the **Quality**, click the corresponding link.
 - Set your desired **Compression** settings:
 - **Optimize for Web Delivery:** If this quiz will be delivered on a Web server — on either the Internet or an intranet — then choose this as your compression setting.
 - **Optimize for CD-ROM Delivery:** If this quiz will be delivered via CD-ROM, then choose this as your compression setting.
 - **Custom (Advanced):** This option is recommended only for users with advanced knowledge of compression settings. Set the **JPEG factor** for **Compression** using the sliding percentage scale. A quality factor of 75 is the default image setting when using Optimize for Web Delivery. You can also specify an **Audio bitrate** using the drop-down menu. The range is between 16 kbps and 160 kbps; the default is 24 kbps (Web).
 - Click **OK** to accept your settings or **Cancel** to exit without saving.
5. Click **Publish**.
6. When the Publish process is complete, you will receive the following **Publish Success** dialog box to choose the next step:

- **View Quiz:** Allows you to see the published output in your Web browser.
- **Email:** Automatically generates a message with the .zipped output attached to send content via e-mail.
- **FTP:** To publish directly to your server via FTP.
 - **Provide the following information for FTP Upload** (example credentials shown in italics):
 - **Server:** *yourserver.com*
 - **Port:** *default is 21*
 - **Username:** *your login*
 - **Password:** *secure password*
 - **Directory:** */users/jsmith/public_html/quizzes/newhire****
***Path is relative to starting point when logging in via FTP
 - Click **Test Connection** to confirm FTP access.
 - Select **Save username and password** as necessary.
- **Zip:** To create and save a .zipped version of the output.
- **Open Folder:** Opens the published output folder.
- Choose **Close** when you are done or to exit without selecting one of the above options.

Publish to Articulate Online

If you have an Articulate Online trial or paid account and wish to publish content directly to your account, then follow the **Publish to Articulate Online** instructions below.

In order to **Publish to Articulate Online**, you must already have an existing account. You can learn more about Articulate Online, including how to create a free 30-day trial account or how to purchase a paid account, [here](#).

To Publish for Articulate Online:

1. Click the **Publish** button on the toolbar (or from the **Articulate** menu).
2. Select the **Articulate Online** publish tab.
3. **Title and Description**
 - In the **Title** field, type the name for your published quiz or survey.
 - In the **Description** field, type a description for your published quiz or survey that will appear along with the quiz or survey in your Articulate Online account.
4. **Properties**
 - **Questions:** This field displays the number of questions (and any randomization and pooling you've enabled) in your quiz or survey.
 - If you wish to modify the **Passing Score**, click the corresponding link. To learn more, see [Managing Quiz Properties](#).
 - If you wish to modify **Player Templates**, click the corresponding link. To learn more, see [Managing Quizmaker '09 Player Templates](#).
 - If you wish to modify the **Quality**, click the corresponding link.
 - Set your desired **Compression** settings:
 - **Optimize for Web Delivery:** If this quiz will be delivered on a Web server — on either the Internet or an intranet — then choose this as your compression setting.
 - **Optimize for CD-ROM Delivery:** If this quiz will be delivered via CD-ROM, then choose this as your compression setting.
 - **Custom (Advanced):** This option is recommended only for users with advanced knowledge of compression settings. Set the **JPEG factor** for **Compression** using the sliding percentage scale. A quality factor of 75 is the default image setting when using Optimize for Web Delivery. You can also specify an **Audio bitrate** using the drop-down menu. The range is between 16 kbps and 160 kbps; the default is 24 kbps (Web).
 - Click **OK** to accept your settings or **Cancel** to exit without saving.

5. Reporting

- Click the **Reporting** button to determine how your quiz or survey's status will be tracked and deemed complete by Articulate Online. Select from the **Report status to AO as** drop-down the option you would like Articulate Online to use in reporting the status of this quiz or survey. Options include the following:
 - Passed/Incomplete
 - Passed/Failed
 - Completed/Incomplete
 - Completed/Failed

6. Account and Information

- **Account URL:** The full URL of your account. The subdomain is unique to your account. The format should be *http://<accountname>.articulate-online.com*. If you have a professional-level account, you might also have a custom root-level domain. If so, input that here. For example, *http://<accountname>.elearningserver.com*.
- **E-mail:** The administrator or publisher e-mail address/login associated with your account. Only administrators and publishers have permission to publish to Articulate Online accounts.
- **Password:** The password you selected when you created your account, or the current password if you've changed it.
- **Save my password:** Check this box to save your password for subsequent publishing to your Articulate Online account.

When you are finished with your choices, click **Publish** to publish your quiz or survey. Next time you publish, your last-used selections will be saved.

After you begin publishing to Articulate Online, Quizmaker '09 will automatically upload your quiz or survey to your account.

When the upload is complete, you will have the option to **Manage Content**, which will launch your Web browser and display the content item you just published, or **Close**, which closes the **Publish Successful** window.

Publish to Your LMS

Quizmaker '09 provides simple, 1-click publishing for generating your Flash-based quiz or survey. If you're creating a quiz to host in your SCORM- or AICC-compliant Learning Management System (LMS), use the **Publish for LMS** option.

To Publish for LMS:

1. Click the **Publish** button on the toolbar (or from the **Articulate** menu).
2. Select the **LMS** publish tab.
3. Specify a **Publish location** for your quiz. The default location is in this directory: **My Documents\My Articulate Projects**. Click the ellipsis button (...) or type a directory path if you want to pick a different location on your computer.
4. Modify the **Properties** as necessary.
 - If you wish to modify the **Quiz Title**, click the corresponding link.
 - **Questions:** This field displays the number of questions (and any randomization and pooling you've enabled) in your quiz or survey.
 - If you wish to modify the **Passing Score**, click the corresponding link. To learn more, see [Managing Quiz Properties](#).
 - If you wish to modify **Player Templates**, click the corresponding link. To learn more, see [Managing Quizmaker '09 Player Templates](#).
 - If you wish to modify the **Quality**, click the corresponding link.
 - Set your desired **Compression** settings:
 - **Optimize for Web Delivery:** If this quiz will be delivered on a Web server — on either the Internet or an intranet — then choose this as your compression setting.
 - **Optimize for CD-ROM Delivery:** If this quiz will be delivered via CD-ROM, then choose this as your compression setting.
 - **Custom (Advanced):** This option is recommended only for users with advanced knowledge of compression settings. Set the **JPEG factor** for **Compression** using the sliding percentage scale. A quality factor of 75 is the default image setting when using Optimize for Web Delivery. You can also specify an **Audio bitrate** using the drop-down menu. The range is between 16 kbps and 160 kbps; the default is 24 kbps (Web).
 - Click **OK** to accept your settings or **Cancel** to exit without saving.

5. Define the **Output Options**.

- Select from the **LMS** drop-down the industry standard you wish to use:
 - SCORM 1.2
 - SCORM 2004
 - AICC
- Click the **Reporting and Tracking** button to specify your metadata.
 - Provide **LMS Course Information** that will be passed to your LMS:
 1. **Title:** The title of your quiz.
 2. **Description:** A description of your quiz.
 3. **Identifier:** A brief identifier for your quiz.
 4. *AICC only* **Creator:** The author's name.
 5. *SCORM only* **Version:** The version of your quiz, if applicable.
 6. *SCORM only* **Duration:** How long it will take the average user to complete the quiz.
 7. *SCORM only* **Keywords:** Keywords for your quiz.
 8. *AICC only* **Filename (URL):** The location where the quiz will be hosted with your LMS.
 - *SCORM only* **LMS Lesson SCORM Information** that will be passed to your LMS (can be the same as above):
 1. **Title:** The title of your quiz.
 2. **Identifier:** A brief identifier for your quiz.
 - Select **LMS Reporting** options that will be passed to your LMS (leave at default settings if you're not sure):
 1. Passed/Incomplete
 2. Passed/Failed
 3. Completed/Incomplete
 4. Completed/Failed
 - Click **OK** to save your **LMS Metadata**.
- 6. Click **Publish** to publish your quiz or survey.
- 7. When the Publish process is complete, you will receive the following **Publish Success** dialog box to choose the next step:

- **View Quiz:** Allows you to see the published output in your Web browser.
- **Email:** Automatically generates a message with the zipped output attached to send content via e-mail.
- **FTP:** To publish directly to your server via FTP.
 - **Provide the following information for FTP Upload** (example credentials shown in italics):
 - **Server:** *yourserver.com*
 - **Port:** *default is 21*
 - **Username:** *your login*
 - **Password:** *secure password*
 - **Directory:** */users/jsmith/public_html/quizzes/newhire****
***Path is relative to starting point when logging in via FTP
 - Click **Test Connection** to confirm FTP access.
 - Select **Save username and password** as necessary.
- **Zip:** To create and save a zipped version of the output.
- **Open Folder:** Opens the published output folder.
- Choose **Close** when you are done or to exit without selecting one of the above options.

Publish to CD

Quizmaker '09 provides simple, 1-click publishing for generating your Flash-based quiz or survey. If you're creating a quiz or survey to distribute via CD or DVD, use the **Publish for CD** option.

To Publish for CD:

1. Click the **Publish** button on the toolbar (or from the **Articulate** menu).
2. Select the **CD** publish tab.
3. Specify a **Publish location** for your quiz. The default location is in this directory: **My Documents\My Articulate Projects**. Click the ellipsis button (...) or type a directory path if you want to pick a different location on your computer.
 - If you wish to modify the **Quiz Title**, click the corresponding link.
 - **Questions:** This field displays the number of questions (and any randomization and pooling you've enabled) in your quiz or survey.
 - If you wish to modify the **Passing Score**, click the corresponding link. To learn more, see [Managing Quiz Properties](#).
 - If you wish to modify **Player Templates**, click the corresponding link. To learn more, see [Managing Quizmaker '09 Player Templates](#).
 - If you wish to modify the **Quality**, click the corresponding link.
 - Set your desired **Compression** settings:
 - **Optimize for Web Delivery:** If this quiz will be delivered on a Web server — on either the Internet or an intranet — then choose this as your compression setting.
 - **Optimize for CD-ROM Delivery:** If this quiz will be delivered via CD-ROM, then choose this as your compression setting.
 - **Custom (Advanced):** This option is recommended only for users with advanced knowledge of compression settings. Set the **JPEG factor** for **Compression** using the sliding percentage scale. A quality factor of 75 is the default image setting when using Optimize for Web Delivery. You can also specify an **Audio bitrate** using the drop-down menu. The range is between 16 kbps and 160 kbps; the default is 24 kbps (Web).
 - Click **OK** to accept your settings or **Cancel** to exit without saving.
4. Click **Publish**.
5. When the Publish process is complete, you will receive the following **Publish Success** dialog box to choose the next step:

- **View Quiz:** Allows you to see the published output.
- **Email:** Automatically generates a message with the zipped output attached to send content via e-mail.
- **FTP:** To publish directly to your server via FTP.
 - **Provide the following information for FTP Upload** (example credentials shown in italics):
 - **Server:** *yourserver.com*
 - **Port:** *default is 21*
 - **Username:** *your login*
 - **Password:** *secure password*
 - **Directory:** */users/jsmith/public_html/quizzes/newhire****
***Path is relative to starting point when logging in via FTP
 - Click **Test Connection** to confirm FTP access.
 - Select **Save username and password** as necessary.
- **Zip:** To create and save a zipped version of the output.
- **Open Folder:** Opens the published output folder.
- Choose **Close** when you are done or to exit without selecting one of the above options.

Publish to Word

If you're collaborating with others to create your quiz and want to collect input while your quiz is still in development, or if you want to generate a question-only version of your quiz to provide to your users, use the **Publish for Word** option.

To Publish for Word:

1. Click the **Publish** button on the toolbar (or from the **Articulate** menu).
2. Select the **Word** publish tab.
3. Specify a **Publish location** for your quiz. The default location is in this directory: **My Documents\My Articulate Projects**. Click the ellipsis button (...) or type a directory path if you want to pick a different location on your computer.
4. Select from the drop-down list what **Output type** you would like:
 - **Full quiz details (default)**: Creates a Word document with all quiz details.
 - **Questions only**: Creates a Word document with questions only (ideal if you want to create a printable version of your quiz to distribute to quiz takers as a paper-based quiz).
5. Click **Publish**.
6. When the Publish process is complete, you will receive the following **Publish Success** dialog box to choose the next step:
 - **View Document**: Allows you to see the published output in Word.
 - **Email**: Automatically generates a message with the zipped output attached to send content via e-mail.
 - **FTP**: To publish directly to your server via FTP.
 - **Provide the following information for FTP Upload** (example credentials shown in italics):
 - **Server**: *yourserver.com*
 - **Port**: *default is 21*
 - **Username**: *your login*
 - **Password**: *secure password*
 - **Directory**: */users/jsmith/public_html/quizzes/newhire****
***Path is relative to starting point when logging in via FTP
 - Click **Test Connection** to confirm FTP access.
 - Select **Save username and password** as necessary.
 - **Zip**: To create and save a zipped version of the output.

- **Open Folder:** Opens the published output folder.
- Choose **Close** when you are done or to exit without selecting one of the above options.

Publish Success

After publishing your project, you will see a **Publish Successful** dialog. You will also have the choice to take action — for example, to view the published content after you've Published for the Web.

Refer to the final step of each of the following help topics to learn more about the options available on each **Publish Successful** dialog:

- [Publish to Articulate Presenter](#)
- [Publish to the Web](#)
- [Publish to Articulate Online](#)
- [Publish to Your LMS](#)
- [Publish to CD](#)
- [Publish to Word](#)