

## How to input a Quiz?

- Choose “New” in the File menu.
- Type your first question and then press tab (->)
- Type the correct answer beside the blue check. Press tab to go to the next entry point.
- Then type the false answer(s), separated by return. (a line for each false answer)
- To create a new question, press tab.

Save your document

press command-S or choose “Save” in the File menu.

## Question editing Tools (upper right corner)

## Choose the kind of question you need:

any questions in a same quiz can be a different kind of question

## How to print the final quiz

Once all questions & answer are input, you can generate a print out of the quiz (the one you give to the students).

Click on .....

The following dialog will appear:

Using the input data, **QuizMaker** generates a formatted printed quiz. You can set the parameters in the dialog box reproduced above.

- title: title of the quiz, at the head of the document
- reference: as each printed document is DIFFERENT, a reference is necessary to match the answer sheet with the quiz (just for your own reference).

2 types of reference:

- personalized (by default, 4 first letters of the document name & today's date)
- auto (your initials and a coded version of the current date&time-this code number can be converted in date&time in the menu Special ("Convert reference...").

Separators:

between the questions and the choices. For example 1) ... 2)....

Click on "OK" when finished.

The order of the choices (in the multiple-choice questions) will be chosen randomly.

### Special functions

- allows you to change printed font & size
- to modify the creator of on-disk quizzes (so that you can open it directly with your text processor)
- to change the appellation of "true" and "false" in another language.

Go to "Special Settings" chapter.

### Limitations

This version of QuizMaker is limited to 30000 chars for each saved document and up to 60000 chars for a printed document.

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