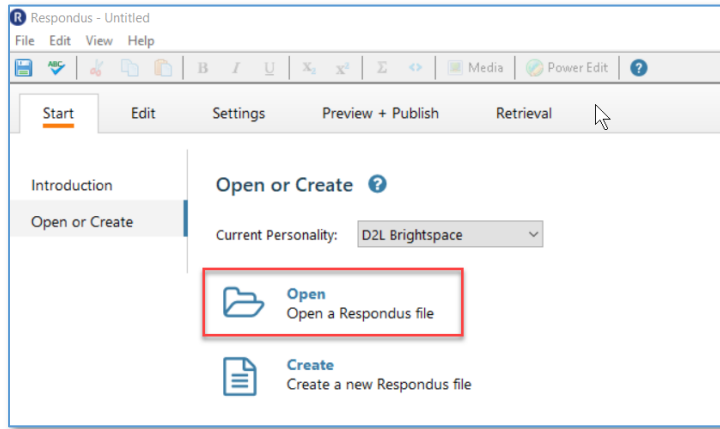
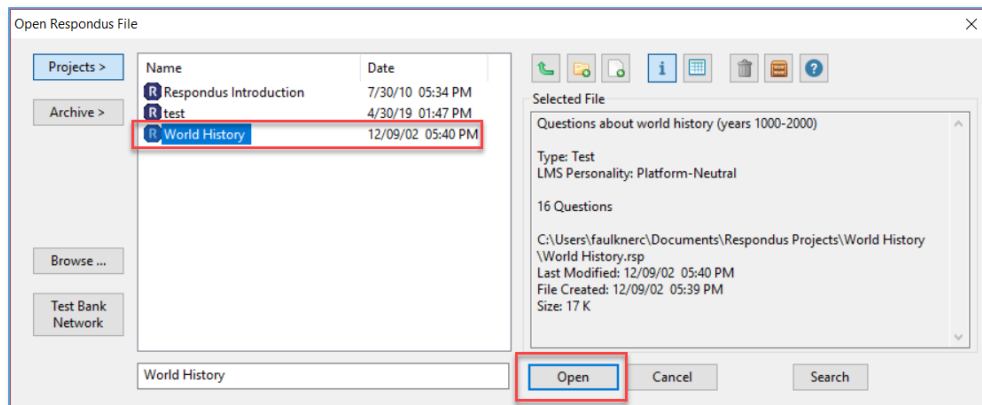


Guide to Printing and Saving Respondus Quizzes to File (text, Word, PDF)

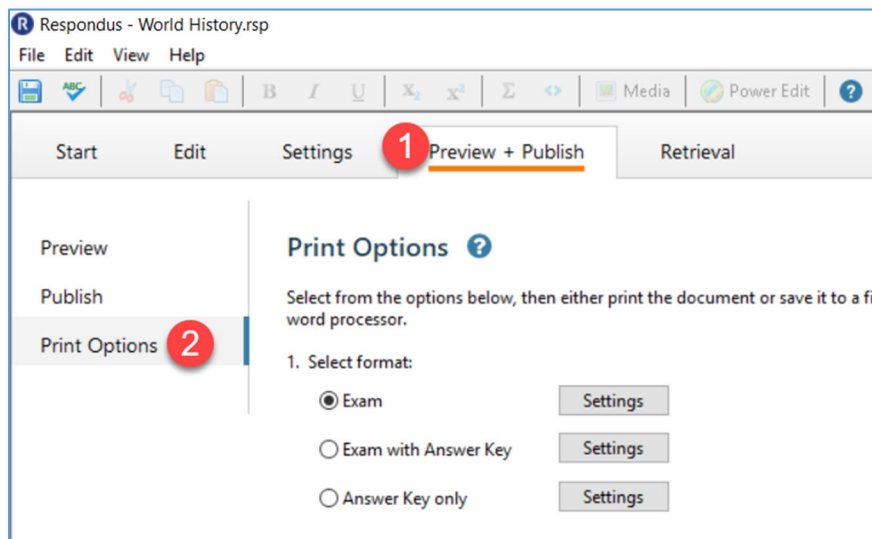
1. Open the Respondus 4.0 Campus-Wide program on your computer.
2. Select the “Open” icon to open a Respondus file.



3. Choose the appropriate file from your Projects list and select “Open.”



4. Select the “Preview + Publish” tab and then “Print Options.”



- Review the Print Options screen and select the settings under Questions 1-4 appropriate to your purpose.

Print Options ?

Select from the options below, then either print the document or save it to a file for additional formatting using a word processor.

- Select format:**
 - Exam
 - Exam with Answer Key
 - Answer Key only
- Top of Page Contents (Headers)**
 - no headers -
 - Preview
- Randomize Questions**
- Apply Random Sections from Settings
- Randomize question order (including Random Sections if applicable)
- Randomize answer choices within each question
- Group questions by type (Multiple Choice, etc.)

4. Questions to be included: from to (leave blank to include all)

Print Preview and Copying Text

The “Print Preview” option allows you to preview the quiz based on your Print Option selections. By selecting “Copy to Clipboard,” you can copy and paste the content into a document program such as Word, Google Doc, Notepad, etc. Select “OK” to exit.

Print Options ?

Select from the options below, then either print the document or save it to a file for additional formatting using a word processor.

- Select format:**
 - Exam
 - Exam with Answer Key
 - Answer Key only
- Top of Page Contents (Headers)**
 - no headers -
 - Preview
- Randomize Questions**
- Apply Random Sections from Set
- Randomize question order (includ
- Randomize answer choices within each question
- Group questions by type (Multiple Choice, etc.)

4. Questions to be included: from to (leave blank to include all)

Preview

1. Who was the sculptor of *Bacchus*, *Sleeping Cupid*, *Madonna of the Stairs*, and *David*?

a. Donatello
b. Leonardo da Vinci
c. Giotto
d. Michaelangelo

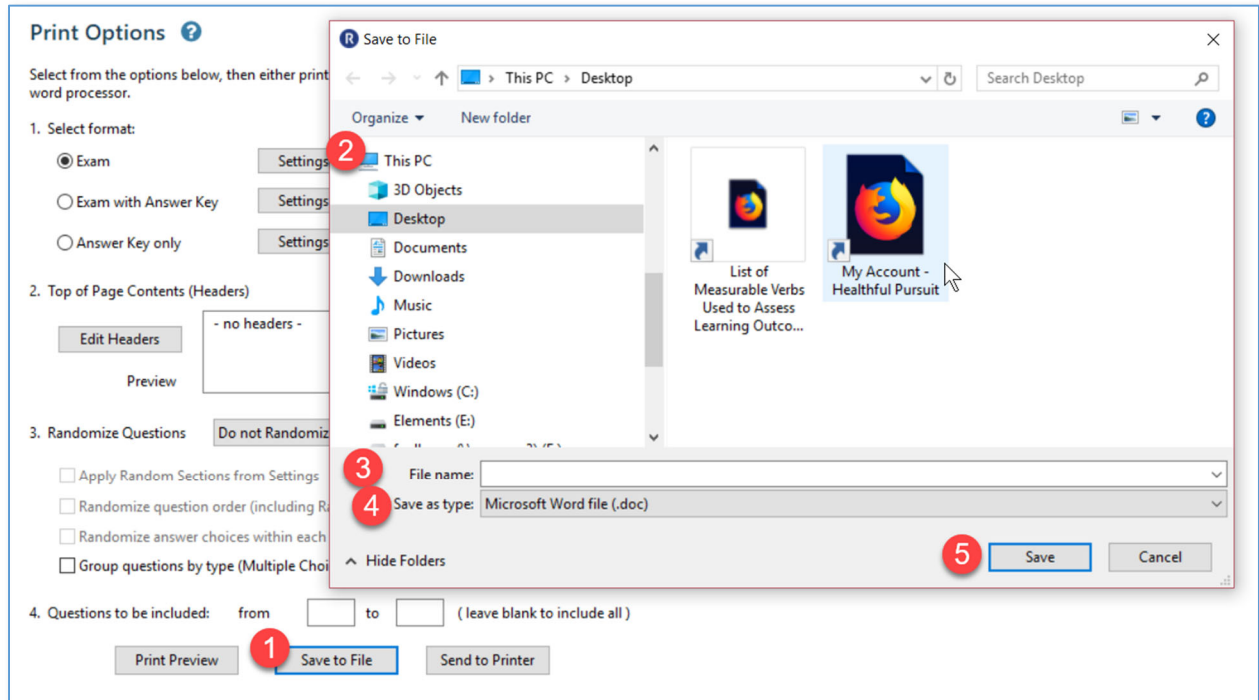
Answer: _____

2. This German composer is known for the following works: *Magnificat*, *Christmas Oratorio*, and the *Brandenburg Concertos*.

a. Handel

Save to File

The “Save to File” option allows you to save the quiz as a Word document, Rich Text File, or Plain Text File. You can direct the program to save the file to a specific place on your computer, change the file name, and select your file type.



Send to Printer

The “Send to Printer” option allows you to print a paper copy directly to a printer or save it as a PDF by selecting an option such as Microsoft Print to PDF.

