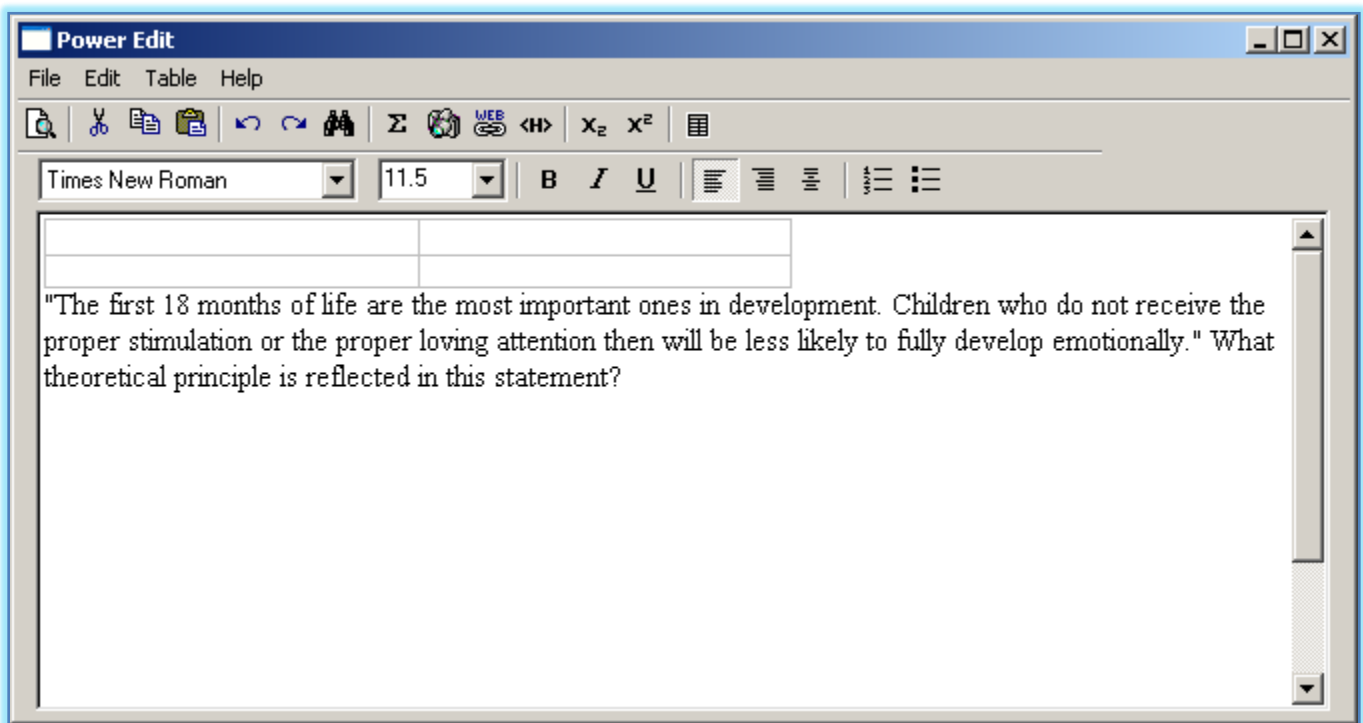
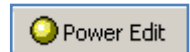


POWER EDITOR

This feature provides additional features for formatting questions, including a table editor, bulleted lists, the ability to change fonts, the ability to change justification, and the ability to add different font attributes.

- † Open the exam in **Edit** mode, if necessary.
- † Select a question from the **Question List**.
- † Click the blue area (Title) for the selected question.
- † The **Properties** window will display.
- † Click the **Modify** button.
- † The question will appear in the **Edit** window.
- † Place the insertion point into the area of the question that is to be edited.
- † Click the **Power Edit** button on the toolbar (see illustration at right).
- † The **Power Edit** window will display (see illustration below).
- † The buttons on the toolbar are explained and illustrated in the table below.
 - ★ The buttons in the top row are described first as displayed left to right.
 - ★ The buttons in the bottom row are described next as displayed left to right.



Button	Description
Show or Hide Preview	This button is used to display how the question will display in eCollege or another course management system.
Cut	To remove text or an object from a question and place it on the clipboard, select the text and then click this button.
Copy	Use this button to make a copy of selected text and place it on the clipboard.

Button	Description
Paste	Click this button to place the text from the clipboard into the question.
Undo	This button is used to undo an action that has been completed, such as removing text from the question.
Redo	When the Undo button has been clicked, this button will reverse the action.
Find	To locate text within a question, click this button. The Find dialog box will display where text can be inserted.
Equation Editor	This editor is used to add equations to a question. For information on how to accomplish this, access the Help Menu.
Insert Picture or File	To insert a media image or an attachment into a question, use this button. Information on how to accomplish this can be found earlier in this document.
Web Links	This button is used to insert media from a different Web server into a question. For information on how to accomplish this, please see the Help Menu.
HTML Editor	Use this button to insert HTML code into a question.
Subscript	To insert a word, number, or letter that will appear slightly below and smaller than normal text, click this button.
Superscript	Click this button to insert a word, number, or letter that will appear slightly above and smaller than the normal text, click this button.
Insert Table	This button is used to insert a table into a question. When the button is clicked, the Insert Table window will display.
Font Type	To change to a different type of font, click the list arrow and click on the type of font to be used.
Font Size	Click the list arrow for this option to change the size of the font for selected text.
Bold	To apply bold formatting to selected text, click this button
Italic	To italicize selected text in the question, click this button
Underline	Use this button to underline selected text in a question.
Align Left	This button is used to align the question text to the left.
Align Right	Click this button to align the question text to the right.
Center	Use this button to center the question text.
Numbers	To create a numbered list, click this button. Once the button has been clicked a number will appear to the left of the text. Each time the enter key is pressed a new number will be added.
Bullets	This button is used to insert a bulleted list into a question. When the button is clicked a bullet will appear to the left of the selected paragraph. Each time the enter key is pressed a new bullet will be added.