

PRINT OPTIONS

In Respondus, it is possible to format and print exams or surveys directly from the program. It is also possible to save the exam or survey in Microsoft Word format for further enhancement and printing.

- ✦ Click the **Preview and Publish** tab at the top of the Respondus window.
- ✦ Click the **Print Options** button.
- ✦ The **Print Options** window will display (see illustration on next page).
- ✦ Under **Select Format**, click one of the option buttons.
- ✦ Click the **Settings** button to specify what items are to be included on the printout.
- ✦ Click the **Edit Headers** button to open the **Headers** window.
 - ★ This window is used to specify what should appear in the header of the exam.
 - ★ Headers can be specified for the left and right margins of the page.
- ✦ To specify other print options, click on the appropriate options under **Other Options**.
- ✦ Click the **Print Preview** button to see what the exam will look like when it is printed.
- ✦ Click the **Save to File** button to save the exam so that it can be opened in Word.
- ✦ Click the **Send to Printer** button to print a hard copy of the exam.

The screenshot shows the 'Print Options' dialog box with the following sections:

- Print Options** (Title bar)
- Instruction: "Select from the options below, then either print the document or save it to a file for additional formatting using a word processor."
- 1. Select format:**
 - Exam
 - Exam with Answer Key
 - Answer Key only
- 2. Top of Page Contents (Headers):**
 -
 - Preview
- 3. Other Options:**
 - Randomize question order: Randomize all Randomize by type
 - Apply Question Pools when printing (use randomize order to create variations)
 - Questions to be included: from to (leave blank to include all)
- Buttons at the bottom: