

## USE A QUESTION AS THE BASIS FOR A NEW QUESTION

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- † 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 (see illustration above).
- † Click the **Use as Basis for New Item** button.
- † The **Edit** window will display.
- † The **Title** for the original question will be modified, probably with a number at the end.
- † Modify the **Title** for the question.
- † Make any other changes you like to the question.
- † Click either the **Add to End of List** or **Insert Into List** button.