

Export EZ Test Online Test to Print Format

EZ Test Online allows you to export your tests in a variety of popular formats to allow you to produce printed tests.

To access the Export to Print/CMS Formats screen:

1. Select the course containing the test you want to export.
2. Click the title of the test you want to export. The Online Settings for the selected test appears by default.
3. Select **Export to Print/CMS Formats** from the Test Management Menu.
The Export to Print/CMS Formats screen appears.

Versions and Output Format

[Print Preview](#) [Save as MS Word®](#) [.docx](#) [add table formatting](#) Versions: 1 to create [Save as PDF®](#)

Text Settings and Layout

Font Family: Times New Roman
Stem Size: 12
Response Size: 12
Title Size: 20
Name: suppress student name line
Labels: insert type labels
Key: with questions and answers
Numbering: start at 1
Advanced: select an advanced print option to change

Question Scrambling

do not scramble question order
 scramble ALL multiple choice distracters

Export Formats

[WebCT®](#) [Blackboard®](#) [PageOut®](#) [iQuiz](#) [EZ Test Online](#)
[What is this?](#)

Save Your Test

You can save your test in MS Word or PDF format.



Save your test as an MS Word document when you wish to edit the layout or print it out. Click the left button to get a “.doc” export (older Word format), or click the link for “.docx” to get the newer Word export.



Use the PDF format to produce a final formatted layout of the original version.

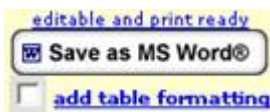
Save as MS Word®

1. Click Save as MS Word® or click the link for “.docx”.

Note to Mac users: The file will automatically be downloaded to your desktop. You will not be prompted with the dialogue boxes mentioned below.

If you have selected to create more than one scrambled version of your exam using the Versions to Create drop down select box available in the produce Scrambled Versions mode, EZ Test will provide a .zip file that contains each scrambled version of the test in separate .rtf files. Note that when exporting multiple versions of a test that contains several graphics, there will be a noticeable delay anywhere from several seconds to several minutes to generate your tests.

2. If presented with a File Download dialogue box, click **Save**.
3. In the **Save As** dialogue box, enter the file name and click **Save**.



option is selected.

Optionally, check the box next to "**add table formatting**" if you want the test to be output with extra tables to indent the test numbers, questions and answers. The Word document will be more difficult to edit your due to the nested tables used when this

Save as PDF®

1. Click **Save as PDF**.

Note to Mac users: The file will automatically be downloaded to your desktop. You will not be prompted with the dialogue boxes mentioned below.

If you have selected to create more than one scrambled version of your exam using the Versions to Create drop down select box available in the produce Scrambled Versions mode, EZ Test will provide a .zip file that contains each scrambled version of the test in separate .pdf files.

2. If presented with a File Download dialogue box, click **Save**.
3. In the **Save As** dialogue box, enter the file name and click **Save**. You can now print the test from the PDF file.