⑧ The Editing Suite

The *Editing Suite* is the most powerful piece of the **Wizard Test Maker™**. It sets the **Wizard™** above and beyond all other test generators on the market. Here is where you can edit existing questions in the **Wizard™** databases or add your own, including: free response, group questions and graphics! The Editing Suite offers you the creativity of customizing your questions and developing your classification system. Simply, you can do anything you want.

USING THE EDITING SUITE

There are two gateways to the *Editing Suite*, either by entering with a question from the *Select Question Suite* or by entering with a new or existing test from the *Vault*.

To enter via the *Select Question Suite*:
1) If you would like to edit an existing question, first find it so that it shows on the preview screen. Then click **Edit** in the menu bar followed by **Edit Selected Question**.

To enter via the *Vault*:
1) Enter the *Vault* by clicking on **Filed Exams** in the *Study*.
2) Click on a test or add a new test; then double-click on it or click **Editing Suite**.
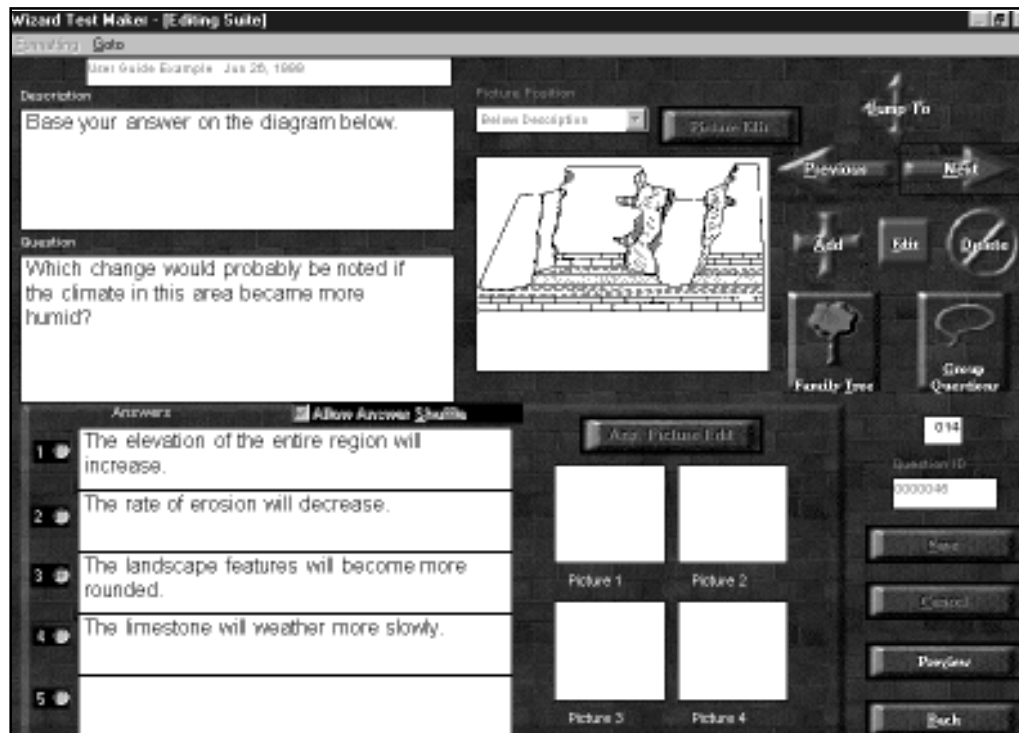
STEPS TO EDITING OR ADDING TEXT TO A QUESTION

1. To edit an existing question, first click on the **Edit** button. To add a new question click, **Add**.
2. Click in any text box and add or change the text. If this is a free response question then type in the correct answer in the *Answer 1* text box. If you wish to set a permanent amount of space allowed for the answer, then in the *Question Field* after the question strike the return key till you have the space you want and then type in any character. This will hold the space you want when the question prints. (Also see *Adding Special Characters*.)
3. Designate the correct answer, by clicking on the circle next to the correct answer.

4. To **not** allow answers to be shuffled, (see appendix) click off the *X* in *Allow Answer Shuffle*.
5. To change or add a classification of any question, click on the *Family Tree* button. **Note: All added questions must be classified.**
6. Click on **Save.**
7. Click **Preview** to see it. If you want to make further changes click **Edit** again. You can overwrite the one you just saved and previewed.
8. When finished adding or editing your question(s), click on **Back**, to return to wherever you came from.

ADDING PICTURES USING THE EDITING SUITE

1. After you have clicked **Add** or **Edit** in the *Editing Suite,* click on **Picture Edit** to add an image to a description or **Ans. Picture Edit** to add an image as an answer. Either action will reveal a somewhat similar screen. (The *Answer Image Selection* screen is shown below).

2. Pictures may be imported in any of the following three ways: a) From disk/drive (**Load New Image:**The following image file types are supported: .BMP, .PCX, .GIF, and most .JPG,) **b)** copied directly from the Windows Clipboard, or **c)** entering the Picture ID number (Image Catalogue required).
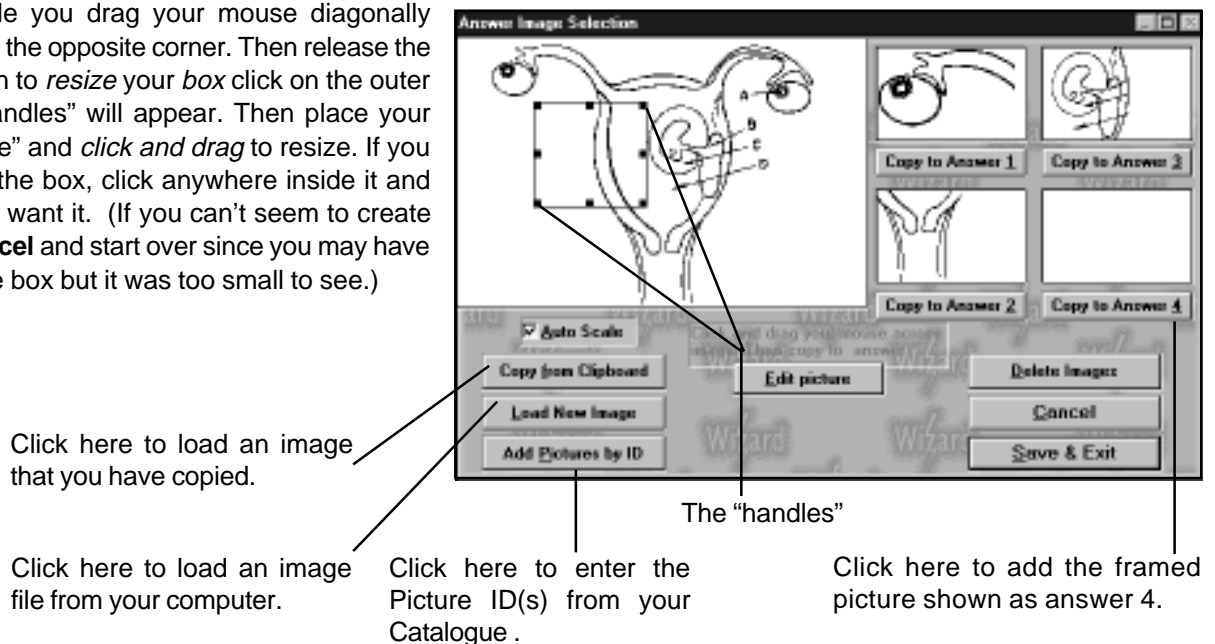**Note: Any scanned images should be 300 dpi.**

3. After importing the image, you must use a technique called *click and drag* to outline the portion of the image you wish to save as description or answer. Here's how: Place your mouse curser over an imaginary corner of the "frame" or box you want to make then depress the left mouse button while you drag your mouse diagonally across the image to the opposite corner. Then release the mouse. If you wish to *resize* your *box* click on the outer perimeter and "handles" will appear. Then place your mouse on a "handle" and *click and drag* to resize. If you want to *reposition* the box, click anywhere inside it and drag to where you want it. (If you can't seem to create the frame click **Cancel** and start over since you may have already created the box but it was too small to see.)

4. After you have "framed" your image, click on **Copy to Description** or **Copy to Answer #** and your image will appear in a box at the right. Note: If you have multiple images, as in the picture below, that you wish to copy individually as answers do not try to create a new box! Simply move and resize the box that already exists on the screen.

5. When you have added all your images, click **Save and Exit**. To exit without changes click **Cancel**. To remove all of the pictures, click **Delete**.

Special notes for Description Pictures:
   After you have added a Description Picture please be sure that you have placed it at the correct position for your question. The default is for the picture to be placed below the text description for the question, but this can be changed by clicking on the down arrow in that box and selecting a new position.

Click here to load an image that you have copied.

Click here to load an image file from your computer.

Click here to enter the Picture ID(s) from your Catalogue .

The "handles"

Click here to add the framed picture shown as answer 4.

EDITING A PICTURE

Here's you chance to get those creative juices flowing! The **Wizard Test Maker™** can export any picture stored in the Wizard's database into any imaging program for editing and then adding to your question.

1. If you click **Edit Picture** in *Picture Edit* the program will export the existing image to our default image editor which is MS Paint (typically installed with Windows 3.1, 95, or 98.) (This path can be changed to another program by clicking on **Set Edit Image Path.** Then select the program you wish to use. This will now be your default program.)
2. Now click **Paste** in you imaging program. The image will import for you to edit.
3. When finished, copy the picture in your image program then return to The Wizard's *Picture Edit* screen and click **Copy from Clipboard.** Your edited picture will now appear for you to copy as a description or answer image**.**

USING THE FAMILY TREE

The *Family Tree* allows you to classify your questions for future access by the Wizard's database. There are four levels of classification: Units, Chapters, Topics and Subtopics. You can rename, delete or add to any of them as you wish. Keep in mind that for the **Wizard Test Maker™** to properly store your question you should classify your question, or it could possibly become an orphan without having a *Family Tree*. (Note: The *Family Tree* edits independently of the *Editing Suite* so there is no need to click **Edit** or **Save** in the *Editing Suite* to access or make changes within the **Family Tree**.)

CLASSIFYING OR RECLASSIFYING A QUESTION

While in the *Editing Suite*, click the *Family Tree* button and the *Family Tree* screen like the one shown below pops up.

Clicking in the text box below any level will cause it to expand, clicking again will collapse it.

1) Click on any Unit present in the selection box or on the scroll button to the right. The box should extend downward revealing more Units. If you don't see the Unit you want, use the scroll bar arrow to the right of the box to scroll until you find it.

2) Now click on your Unit and it will become highlighted.

This action should cause the Chapters of that Unit to descend.

3) Find your Chapter and click on it, and the Topics list will descend . . . and so on down until you have highlighted the Subtopic you want.

4) Anytime your subtopic is showing in the subtopic list box click **OK**.

The Wizard will now save your classification. (See the Appendix for the easiest method of reclassifying significant numbers of questions.)
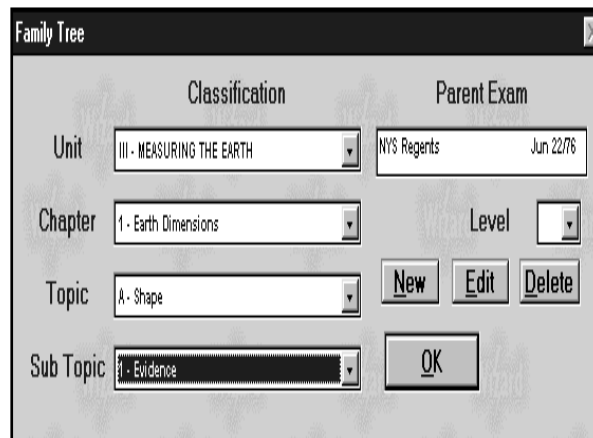

ADDING A NEW CLASSIFICATION

To add a new classification:
1) Click **New**.
2) This brings up the *New Genealogy* screen. Be sure that the proper level has a black dot in the radio button next to it. If not click in the radio button next to the level of your choice.
3) Now, type in your new name for that level
4) Click **OK** to add the classification or **Close** to cancel if you've changed your mind.

RENAMING A CLASSIFICATION

To rename a classification:
1) It's best to first click on the name in the *Family Tree* and highlight it.
2) Then click **Edit** and the *Rename Units, Chapters, Topics, Subtopics* screen will appear.
3) Check to see that the top name is what you want to change then type in the new name on the bottom. In this example "Earth Dimensions" will be renamed to "Earth Properties."
4) Click **OK**.
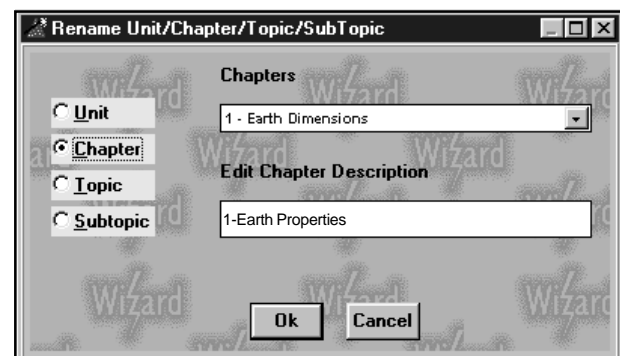
DELETING A CLASSIFICATION

Deleting a Unit, Chapter, Topic or Subtopic will remove these classifications from your *Family Tree*. [Note: If you have any questions classified under the classification that you wish to keep you should first reclassify them. If you don't they will be "orphaned." (See Chapter 10 for the easiest method of reclassifying significant numbers of questions.)]

1) It is also best to start your deleting at the Subtopic level and continue to delete all lower levels until you finally delete the highest. Highlight a Subtopic then click **Delete**.

2) A screen will ask if you wish to delete. Click **OK**.

3) Continue deleting the Subtopics.

4) Now continue on to the deletion of higher classifications.
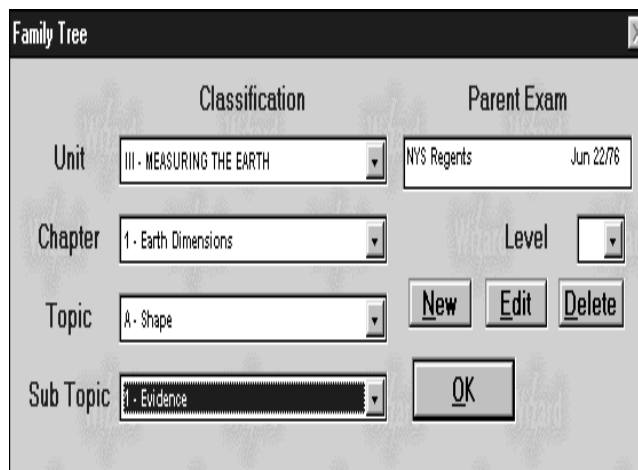
SETTING TYPE STYLES

To Make text bold, italic, underline, superscript, or subscript:

1. **We suggest that you type all of the characters of your text first.** Then go back, and with your mouse highlight the text you wish to reformat or the place to insert a special character.

2. Now Right-Click your mouse or Click on **Formatting**. The screen shown to the right should appear.

3. Use the mouse button to select the formatting option you want. (In this example, the "3" in the first line has been highlighted and will become superscript like the "3" in the second line.) **Note:** Sometimes with certain formatting changes (like superscripts) if you continue to type, all subsequent characters will remain formatted until you highlight them and reselect the formatting that they presently have or Click **Clear Formatting**.
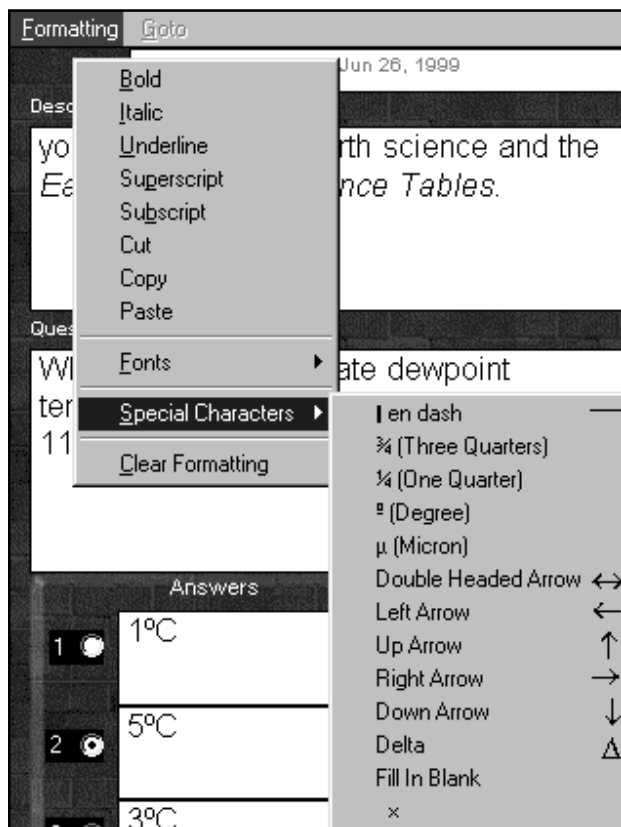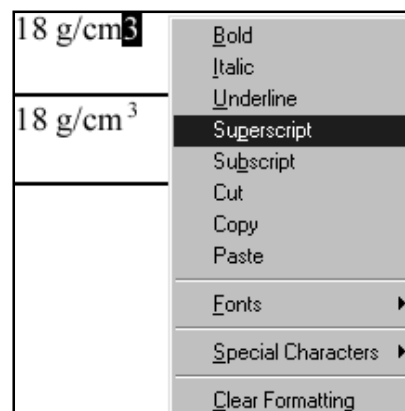
USING SPECIAL CHARACTERS

To add one of the special characters shown on the screen to the right:

1. Place the cursor at the position you want the special character to appear.

2. Now right-click your mouse or click on **Formatting**.

3. With your mouse, highlight the *Special Characters* pop out screen. The Screen shown to the right should appear.

4. Then mouse click on the desired special character and that will be inserted in your text.