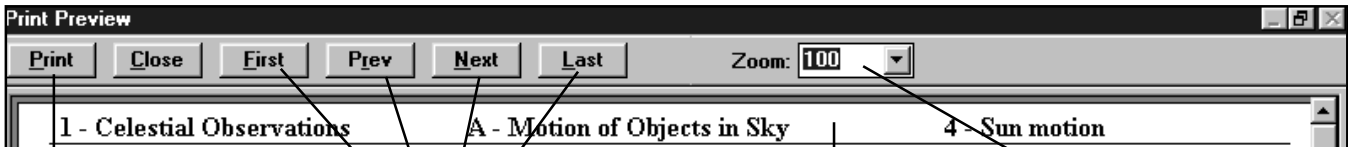# ⑨ Special Options

PRINTING AND UPDATING QUESTION CATALOGUES

As a unique option, you can print out your own *Classified Question Catalogue* with pre-formatted page headers and footers showing the Unit, Chapter, Topic and Subtopic and ID numbers of your questions. Follow these instructions to print out a new catalogue with updated questions:

1) Enter the *Study* and create a test via **By Browsing the Topics**.
2) Make sure to select the topics that have the new questions and then enter the *Select Questions Suite*.
3) Select the *Print Catalogues* menu at the top of the screen.
4) You now have two options: You can opt to *Print all Group Questions in Topic Selected* or to *Print all Questions in Subtopic Selected*. By choosing the latter option, you will not print group questions!
5) In *Print Preview*, you will see the catalogue. Note the diagram below for additional information.

Print Preview

| Print | Close | First | Prev | Next | Last | Zoom: 100 |

1 - Celestial Observations   A - Motion of Objects in Sky   4 - Sun motion

Print: Click here to print your catalogue.

First/Previous/Next/Last: Use these buttons to navigate through the preview.

Note the pre-formatted header. A footer with the Unit title would appear at the bottom.

Use the Zoom feature to preview the catalogue in different sizes.

CLASSROOM REVIEW OF TEST QUESTIONS

You can preview or review questions from any test or previously selected questions. They will appear one-at-a-time on the full screen. A click reveals the next question in your test.

1) In the *Study*, create a test by *Using the Catalogue*.
2) In the *Add By Question ID* window (shown to the right), open your saved test by clicking the *Retrieve a Test From Disk* button.
3) Select the first questions number and press *Preview*. This will open the *Print Preview* window.
4) In order to view the next question, click the **Next** button on the *Print Preview* screen. (Only one question will be displayed at a time.)