



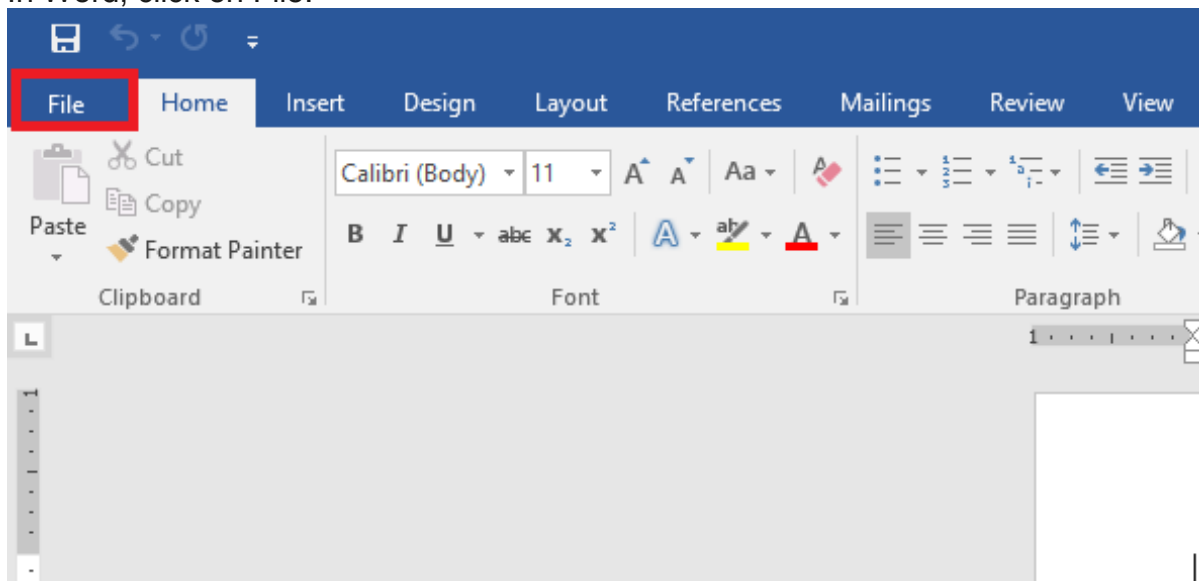
## Tuesday Tip

### Important Tip for Formatting Tests

ISS is always happy to help with uploading tests. Our only request is that you review and follow the guidelines for formatting test questions. As you can see on the instructions [here](#), correct answers must be indicated by placing an asterisk (\*) directly **in front of** the answer choice. Auto-formatting in Word can make this feel impossible. So, here's how to get rid of that the problem once and for all.

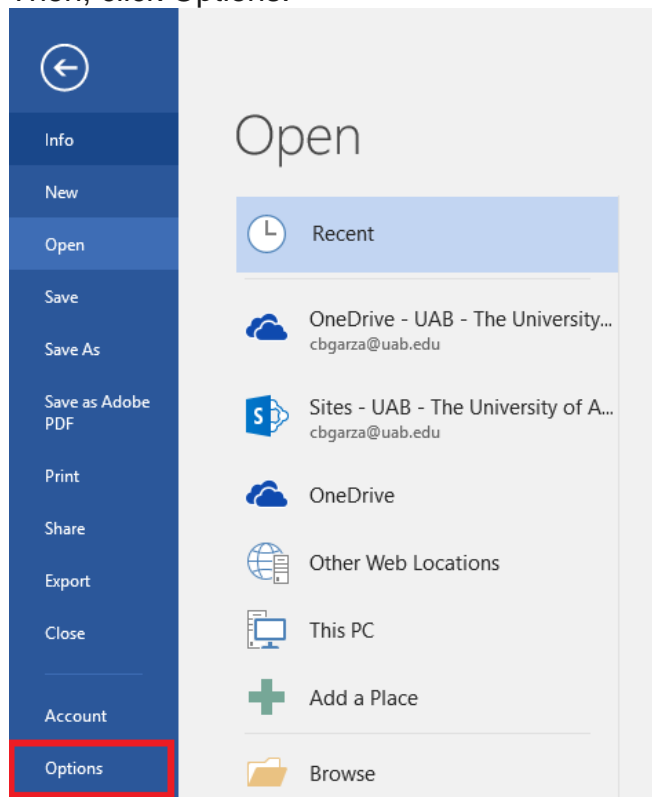
#### Step 1:

In Word, click on File.



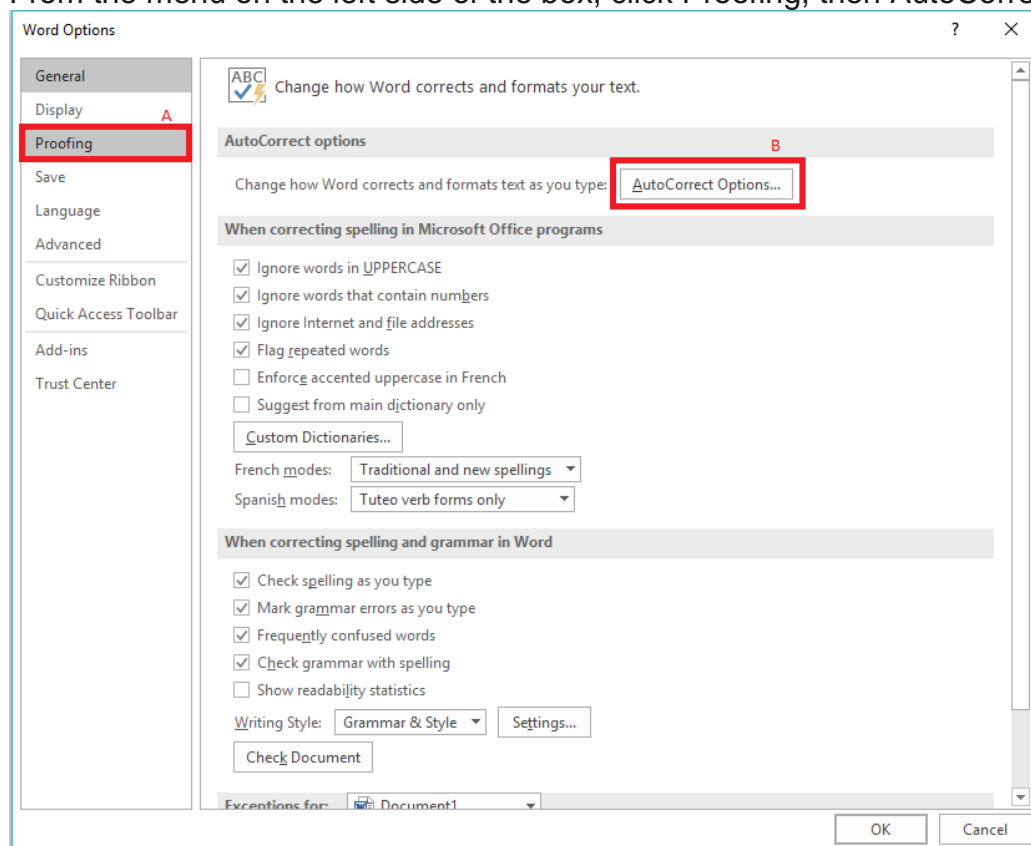
## Step 2:

Then, click Options.



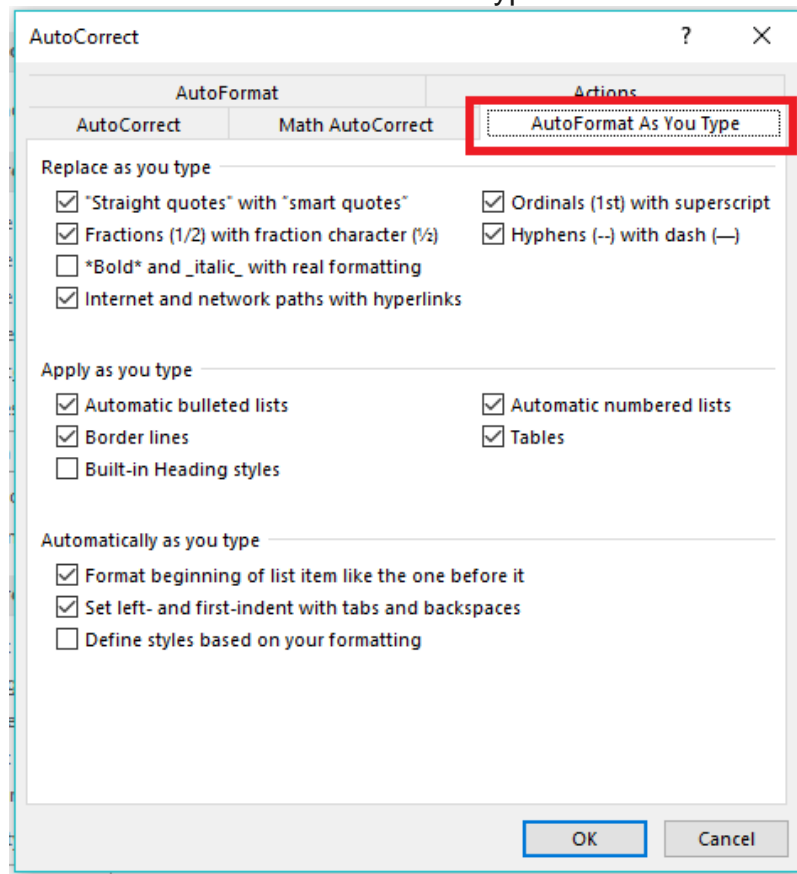
## Step 3:

From the menu on the left side of the box, click Proofing, then AutoCorrect Options...



#### Step 4:

Click on the AutoFormat As You Type tab.



#### Step 5:

Uncheck the "Automatic numbered lists" box.

Apply as you type

- ☒ Automatic bulleted lists
- ☒ Border lines
- ☐ Built-in Heading styles
- ☐ Automatic numbered lists
- ☒ Tables



#### Step 6:

Type all of your test questions being sure to add an asterisk (\*) directly **in front of** the correct answer choice. When you are finished, email your test to Rebecca Harrison at [millerr@uab.edu](mailto:millerr@uab.edu) or Courtney Garza at [cbgarza@uab.edu](mailto:cbgarza@uab.edu).

For more information, please contact the [ISS team](#).  
View all of our Tuesday Tips on our [SHP/ISS website](#)!

**UAB|SHP Instructional Support Services**

Learning Resource Center | The University of Alabama at Birmingham  
LRC 211 | 1716 9<sup>th</sup> Avenue South | Birmingham, AL 35294  
P: 205.996.1407 | [ISSHelp@uab.edu](mailto:ISSHelp@uab.edu)

**Knowledge that will change your world**