

Tuesday Tip

Important Tip for Formatting Tests

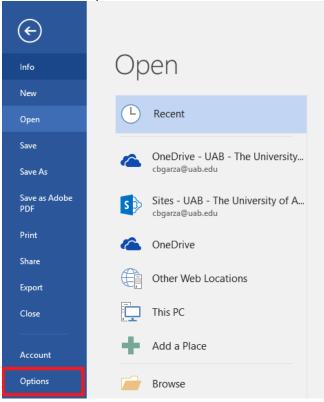
ISS is always happy to help with uploading tests. Our only request is that you review and follow the guidelines for formatting test questions. As you can see on the instructions here, correct answers must be indicated by placing an asterisk (*) directly **in front of** the answer choice. Autoformatting 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. Home Insert Design Layout References Mailings Review View A A A A Calibri (Body) v 11 Copy 💕 Format Painter Clipboard Font Paragraph 1 L

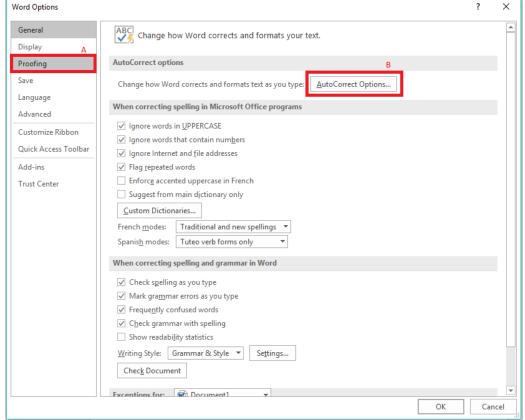
Step 2:

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.

AutoCorrect		? ×
AutoFormat		Actions
AutoCorrect	Math AutoCorrect	AutoFormat As You Type
Replace as you type		
"Straight quotes" with "smart quotes"		☑ Ordinals (1st) with superscript
Fractions (1/2) with fraction character (1/2)		✓ Hyphens () with dash (—)
=== *Bold* and _italic_ with real formatting		
✓ Internet and network paths with hyperlinks		
Apply as you type		
Automatic bulleted lists		Automatic numbered lists
✓ Border lines		✓ Tables
☐ Built-in Heading	styles	
Automatically as you t		
Automatically as you type Format beginning of list item like the one before it		
Set left- and first-indent with tabs and backspaces		
Define styles based on your formatting		
		OK Cancel

Step 5:

Uncheck the "Automatic numbered lists" box.



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 or Courtney Garza at cbgarza@uab.edu.

For more information, please contact the <u>ISS team</u>. View all of our Tuesday Tips on our <u>SHP/ISS website!</u>

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