

**HOW TO USE QUICK TEST WIZARD IN EXAMVIEW AND EXPORT FOR RESPONDUS****STEP 2**

Ready the test for export and export

1. Click <test>
2. Click <Layout>

The screenshot shows the Examview software interface. The 'Test' menu is open, and the 'Layout...' option is selected. The main window displays a test page with the following content:

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_ ID: A

p1

**Multiple Choice**  
*Identify the letter of the choice that best completes the statement or answers the question.*

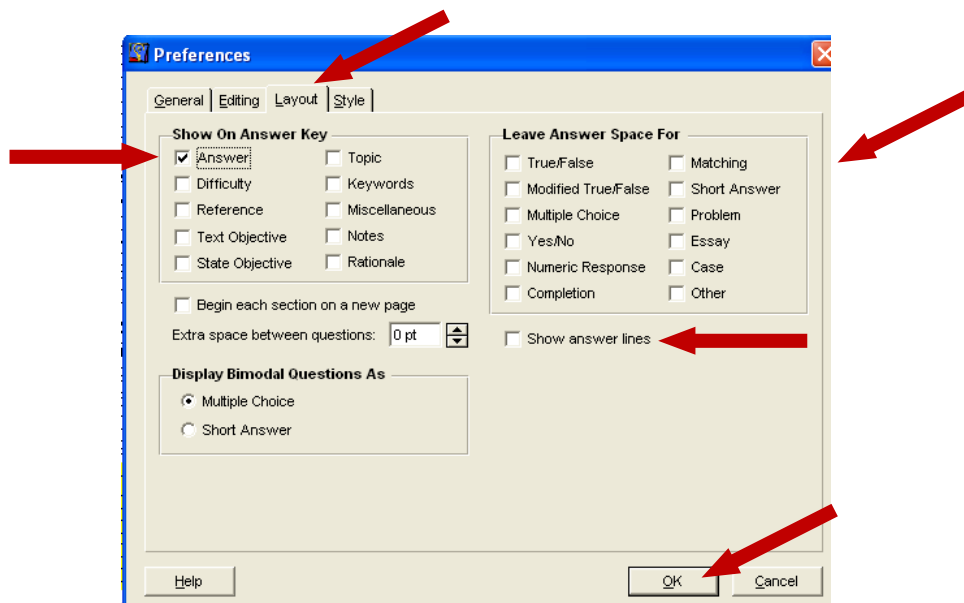
\_\_\_\_\_ 1. Which statement represents an accurate understanding of the concepts of holistic health?

- a. It is the absence of disease or infirmity.
- b. It focuses on curing illnesses of the mind and body.
- c. It considers mind, body, and spirit as integral to a person's being.
- d. It focuses on the health care provider's responsibility to attain client wellness.

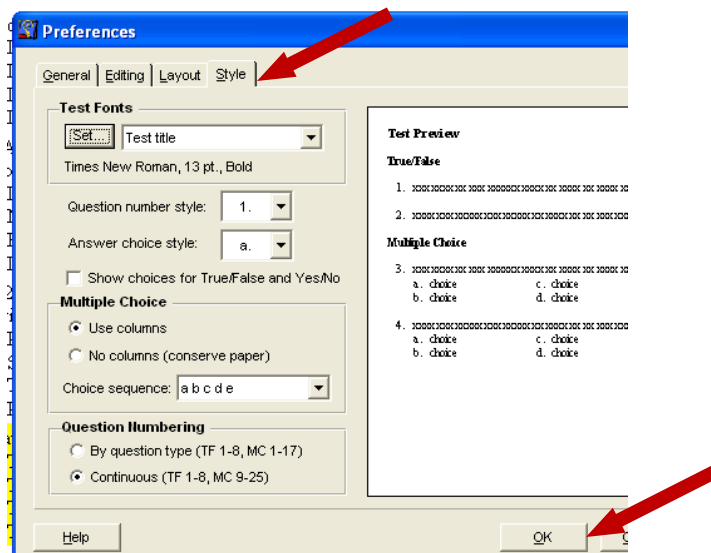
\_\_\_\_\_ 2. An African American client's health history includes hypertension, diabetes, and heart disease. What major factor accounts for the increase in these diseases among some populations?

- a. Lack of access to health care
- b. Medical insurance that fails to cover drug treatment

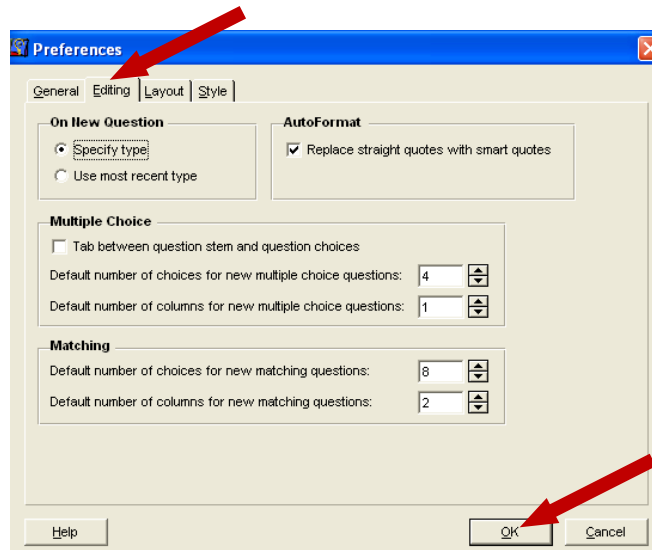
3. Click <Layout> Tab
4. Examview places Rationale for answers with the answer page at the bottom. So only leave rationale checked if you want to cut and paste all the rationale below the actual question.
  - a. Leave only answer block checked. Uncheck the rest.
    - i. Rationale can be left if willing to move it exported file
  - b. Uncheck all blocks in leave answer space area
  - c. Click <OK>



5. Click <Style> Tab
6. Double check settings below and be sure they match the following
7. Click <OK>

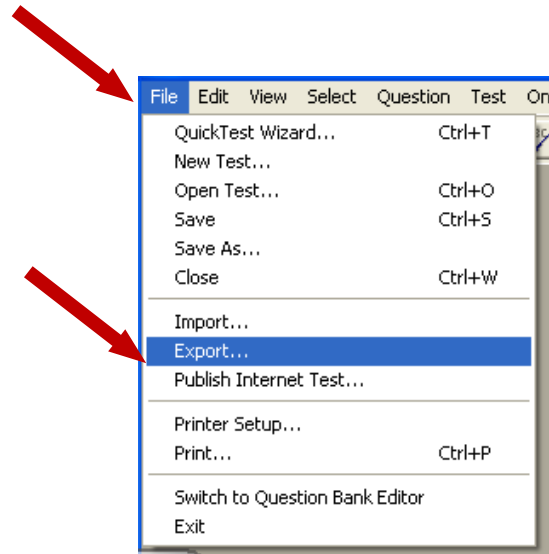


8. Click <Editing> Tab
9. Double check settings below
10. Click <OK>



### Export the Test

1. Click <File>
2. Click <Export>



3. Name the file
4. Choose where to save the file
5. Choose RTF format
6. Click <Save>

