




Add Graphics to a Question

You can add .jpg, .gif, or .bmp graphics files to questions. Smaller files are usually better, and range from .jpg as the smallest to .bmp as the largest. All question templates with graphics include the pixel size of the graphic area. To create a question with a graphic, follow these directions:

1. Click **Template**  in the Format group. A drop-down menu appears.
2. Click **Add Graphics**, and select the graphic style.
3. **Click inside the graphic area.** A shortcut menu appears.
4. Click the **Browse** command. The Set Image File window opens.
5. Navigate your computer to **select the image file** you want to add. The graphic appears in the graphic area of the question or answer option you selected.
6. Click **Save** and **Close** in the Navigate group.

