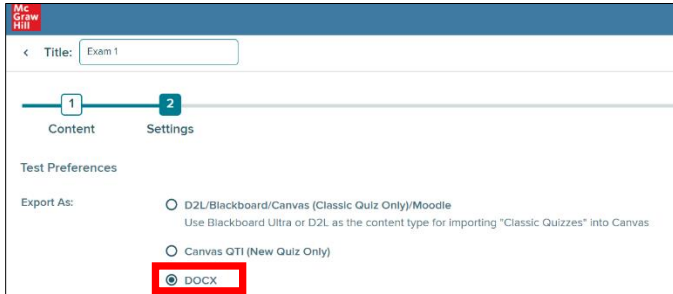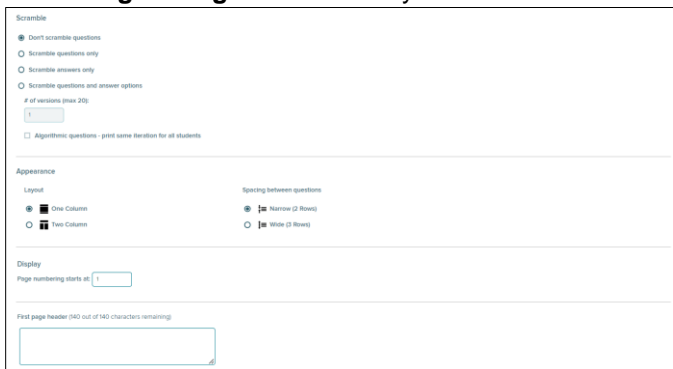# TEST BUILDER: Export to Microsoft Word (New Experience)

Video: **CLICK TO VIEW**

Test Builder allows you to export your test builder exam to a Microsoft Word file so that you can print it to administer to students or share it with a colleague.

To **export your exam to a Microsoft Word file**, on the Settings page, under Test Preferences, select the option to Export as **"DOCX."**
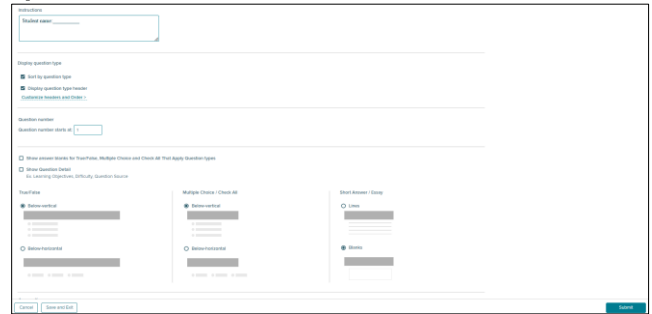

After selecting the DOCX, you will have several **formatting settings** available for your file.

The "**Scramble**" option provides 4 choices. The default is "**Don't scramble questions**." while other options available are "Scramble questions only," "Scramble answers only," and "Scramble questions and answer options." Note that when you select any of the scramble options, up to 20 versions of the test can be created.

If there are algorithmic questions in the test, the check box for 'Algorithmic questions – print same iteration for all students' will be enabled.
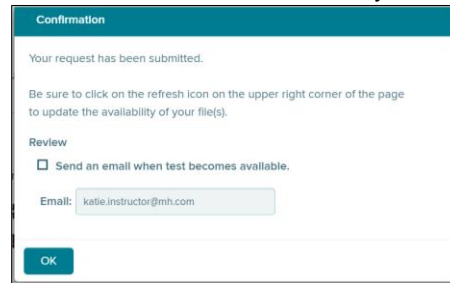
The **appearance** of your test can be displayed using **one column** or **two column layouts**. You can also control how much space is added between each question by selecting **narrow** or **wide**. You can choose to display **page numbers** and **page headers**. Note that the text entered in the 'First page header' will display on all pages of the test unless two different headers are desired. Then the "Other page headers" field will display on all pages of the test, except the first page.

The **"instructions"** field will default to student name. However, this field is fully editable if you would like to write instructions for the test. Other **question detail options** are available to format if desired.

If you would like these settings to be applied to any future tests, click "**Save these settings as default**." and hit "**Submit**."

You will see a **confirmation** screen where you choose to receive an email notifying you when the file is available for download. Click "**OK**" to close the confirmation box and you will automatically be returned to the My Tests page, where you will see a "**pending**" status in the format column for your export request.

Click on the "**Refresh List**" button on the upper right corner to see if the file is available. When the file is ready, the pending indicator will change to a link labeled DOCX. Click the **DOCX link** to download it as a zip file to your computer. With this file, you can share it with a colleague or print it to administer to students.

Check out our other test builder how-to videos for more information on: Test Builder Overview, Selecting Questions, Editing Questions, Export to Learning Management System (QTI), and Import and Export Test Builder Files for Collaboration.

Support and Resources
EMAIL & CHAT: WWW.MHHE.COM/SUPPORT
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SATURDAY: 10 AM–8 PM EST
SUNDAY: 12 PM–12 AM EST