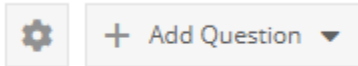


Zoom Functionality in Examn

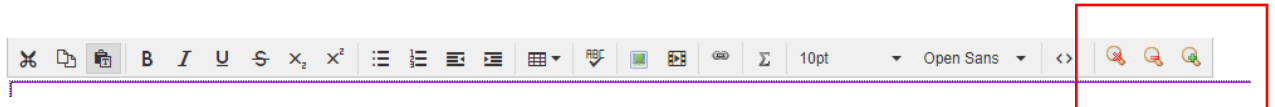
1. Once you have gotten to the area where you want to add your question, click on the + Add Question at the top of the screen.



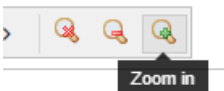
2. From the drop down menu select the question type (usually multiple choice).
3. Click in the text box to begin adding your question.



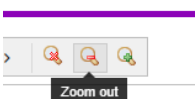
4. When you click inside the box it will open an editing tool bar.



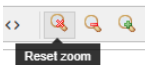
5. On the far right are three magnifying glasses.
6. The last one on the right noted in green will increase the size of the text (or zoom in)



7. You can click on it multiple times to keep enlarging the text.
8. The middle magnifying glass will zoom out making the text smaller.



9. The first magnifying glass will restore the text to the original size.



10. These will also function the same when entering answer choices. The tool bar will appear when you click in the box to add the answer choice.
11. Remember, you should not change the actual font of the question unless you change it to Arial 14.