

Adding Non-Question Elements to a Test Form

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You can add labels, images and lines to your test form. Labels are useful to add free text, such as instructions or headings for sections on your form. Images are useful for adding logos to your forms, or for putting question information contained in an image on your form (e.g. a passage of text to read then answer questions on). Lines are useful for separating questions from one another. For all of these elements, once they are created you can drag them around the form to reposition them. Start on the **Edit Test** page. **To Insert a Label:** Click the **Add** button and choose **Label**. Enter the **Label** **Text** and then choose the **Alignment** for the label: Left, Center or Right. Select the letter **"A"** to change the **font** **type**, **size**, make the text **bold** or **italic**, or change the **color**. Then click **OK**. Click the **Save** **Section** button to save the label. **To Insert an Image:** Click the **Add** button and choose **Image**. Drag the image to the box or click in the box to select an image. Images must be in the PNG, JPG or GIF format and can be no larger than 200 KB. Click the **Layout** tab to choose the **Alignment** for the image: Left, Center or Right. Then choose the **zoom** level. If you would like a page break to appear before the image, mark the checkbox for **Insert page break before section** (this puts the image on the next page). Click the **Save** **Section** button to save the image. **To Insert a Line:** Click the **Add** button and choose **Line**. Choose the **Width** of the line in terms of percentage across the page. Choose the **Thickness** of the line using the slider (1-5). Choose the **Color** of the line. Choose the **Alignment** for the line: Left, Center or Right. Click the **Save** **Section** button to save the image.

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