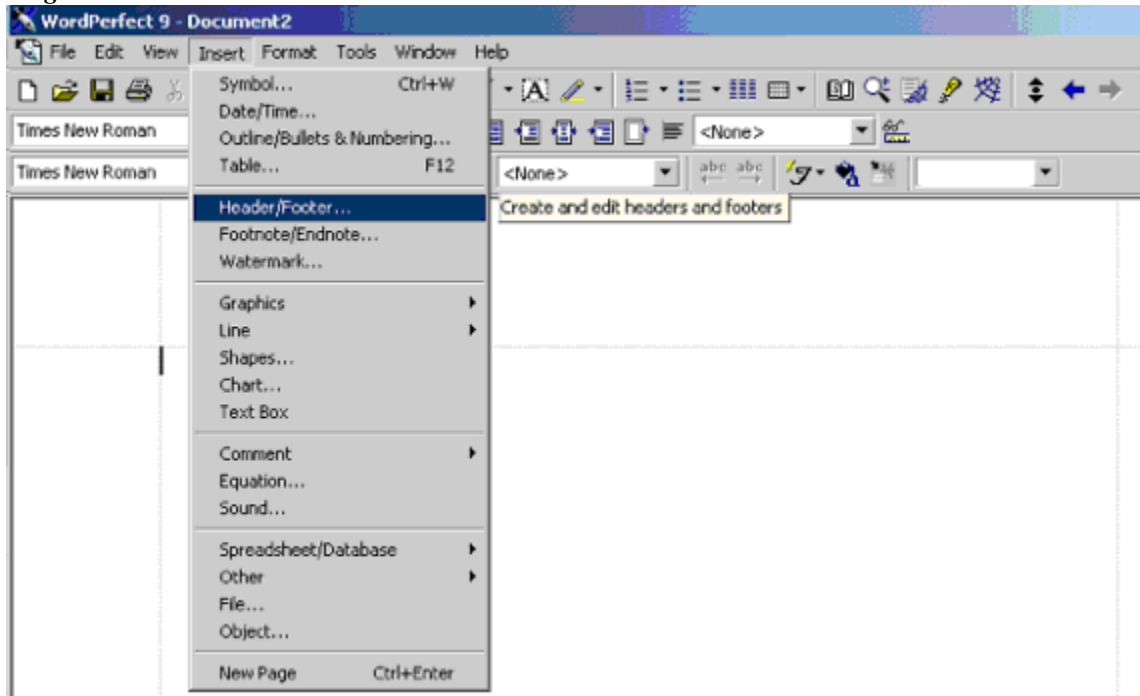


## ***Exam Instructions for WordPerfect:***

- a. Launch WordPerfect program. A blank document will be opened.
- b. Select “Insert,” “header/footer,” (see Diagram A.), “header A,” and “create”(see Diagram B).

***Diagram A.***

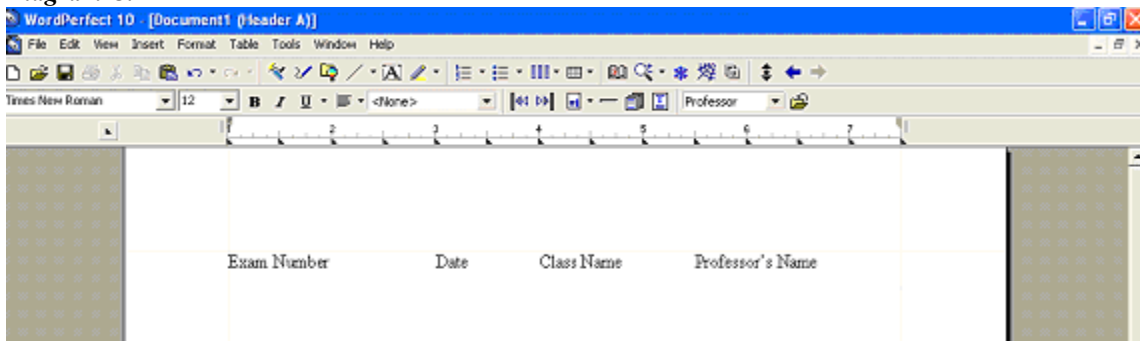


***Diagram B.***



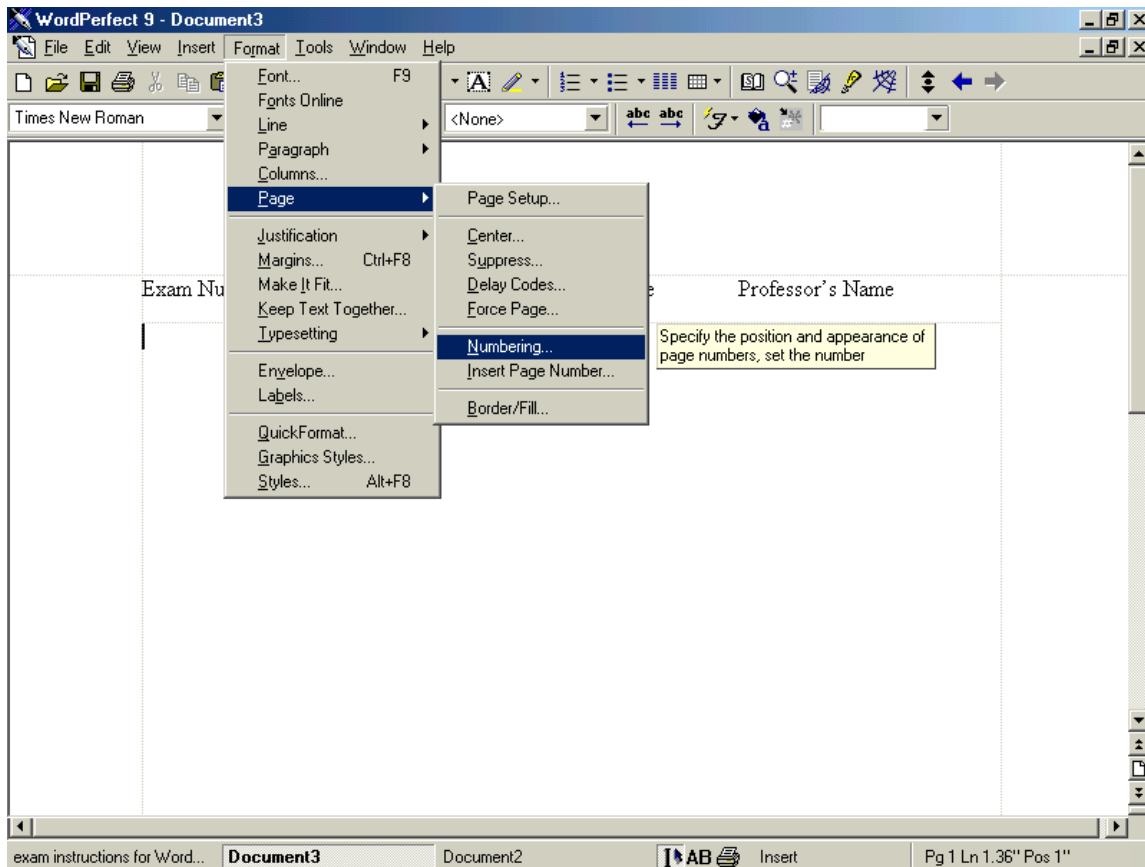
- c. Format the header with Exam Number, Date, Class Name and Professor’s name as shown from left to right. Click on the “X” to close the header box. Please note that you will not be able to see the headers or footers if the View is in Draft mode.

***Diagram C.***



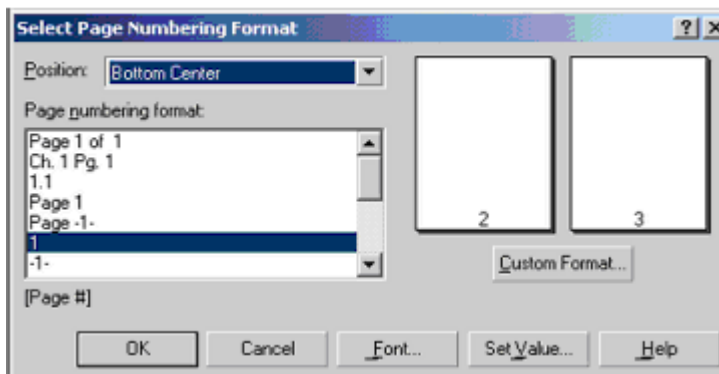
d. Select “format,” “page” and “Numbering” (see Diagram D).

*Diagram D.*



e. put the numbering in the bottom center and select of the formats then select ok (see Diagram E).

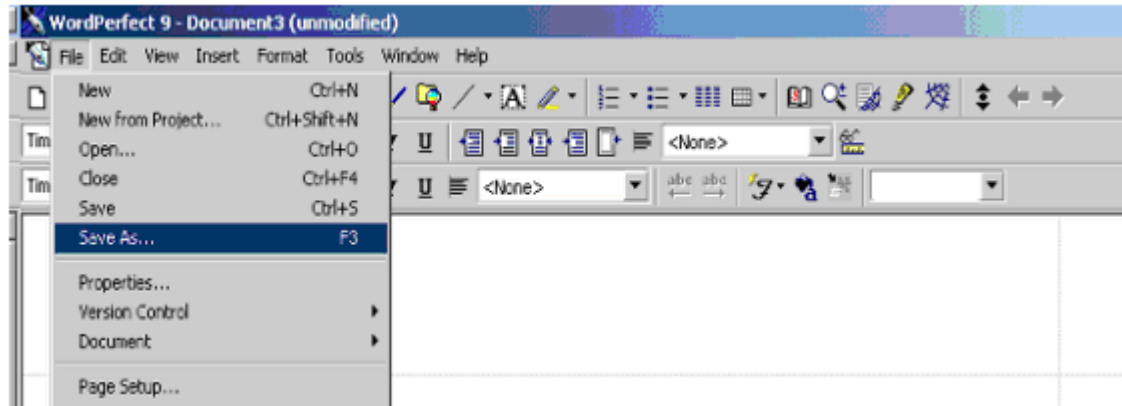
*Diagram E*



f. Select “file” and “save as.” (see Diagram F). Give the document the name “exam.wpd”. Save the document to a location where you can locate it. **IMPORTANT:** When the exam is printed, they will look for the file name “exam.wpd” so it must have that name.

g. Select “save.”

*Diagram F.*



h. When you finish the exam save it to your hard drive of your computer. Copy it over to the diskette. To assure that there has been no problem in the copy process, open the diskette to review your exam. When satisfied the exam is complete, put the diskette into the exam envelope and return the envelope as instructed by the professor. The exam will be printed before submitted to the professor.