

## INSTRUCTIONS FOR USING THE MULTIPLE CHOICE TEMPLATES

1. Select which template you would like to use (2, 3, or 4)
2. Make a copy of the entire folder. Each activity must have its own folder.
3. You will edit the copy you made, not the template.
4. Rename the folder to be the name of the activity.
5. Open your copy of the folder and open the MULTIPLE CHOICE MAIN



6. Press the “=” key to edit the questions.
7. Type in your question then click on the **Enter Question** button.
8. Type in the correct answer and click on the **Enter Question** button. The computer will search the Symbol Library for a matching picture and will place it below the answer if it can locate one. You will have the option to edit the symbols after entering the questions.
9. Type in the first foil (incorrect answer) and click on the **Enter Foil #1** button.
10. Type in the second foil (incorrect answer) and click on the **Enter Foil #2** button.
11. Type in the third foil (incorrect answer) and click on the **Enter Foil #3** button.
12. If Boardmaker is unable to find a picture for your answer or foil, or you wish to change the picture, do the following:
  - a. Press the **Escape** key to enter *Design* mode.
  - b. Using the Boardmaker Symbol Finder or dragging a picture from a folder on your computer or from a web page, place your picture beneath the word.
  - c. Save your changes by going to the **File** menu and selecting **Save**.
  - d. Press **Ctrl + U** to return to *Use* mode.
13. Repeat these steps to enter more questions.

**NOTE:** *You will need to enter 3 foils for each question regardless of which template you have selected. If you have selected the Multiple Choice-2 folder, only 2 choices will be presented to your student(s). If you have selected Multiple Choice-3, then 3 choices will be presented. If you have selected Multiple Choice -4, then 4 choices will be presented.*