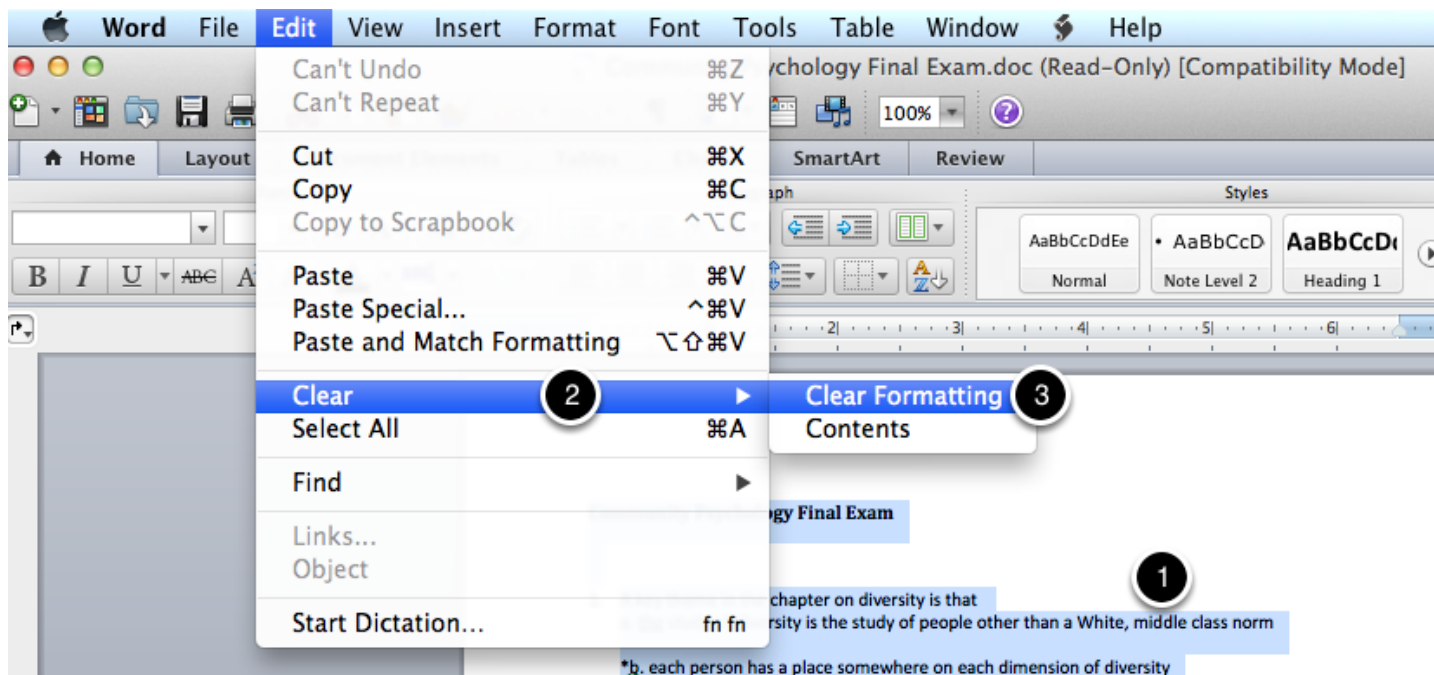


How to prepare your word document

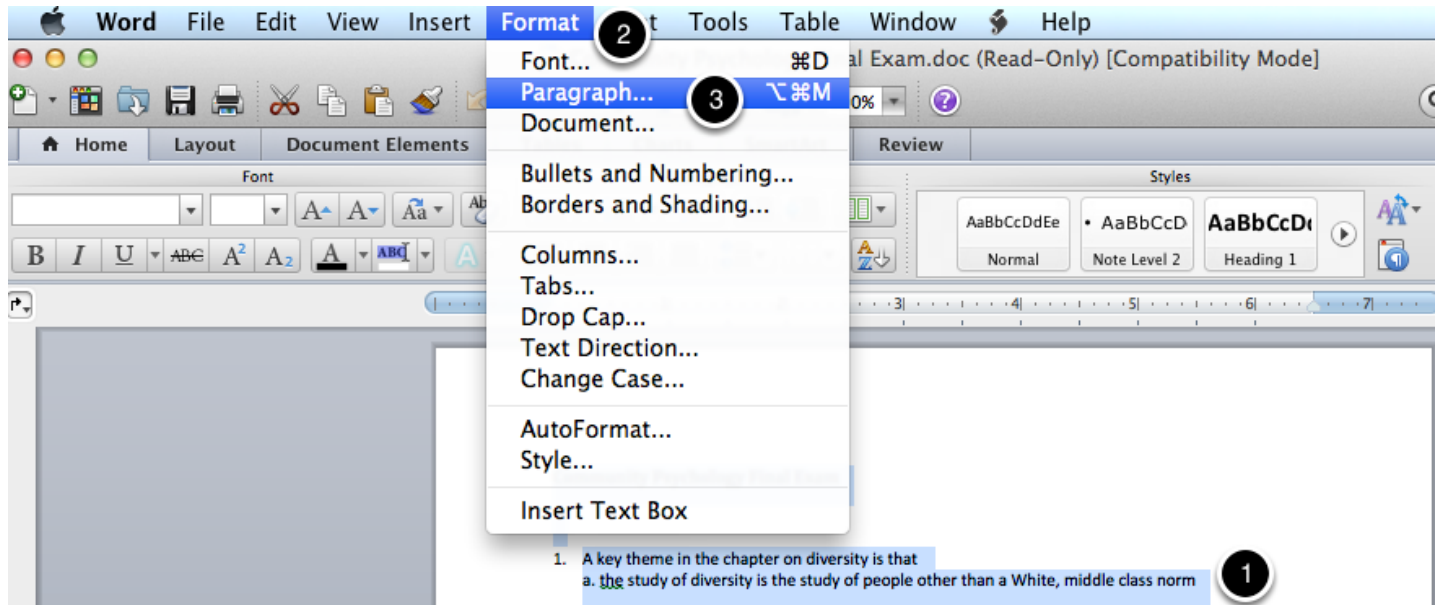
Clear Formatting First:

- 1) Highlight all the text in your document first (*Edit/Select All*)
- 2) Then in the toolbar menu click *Edit*, go to *Clear*, choose *Clear Formatting*



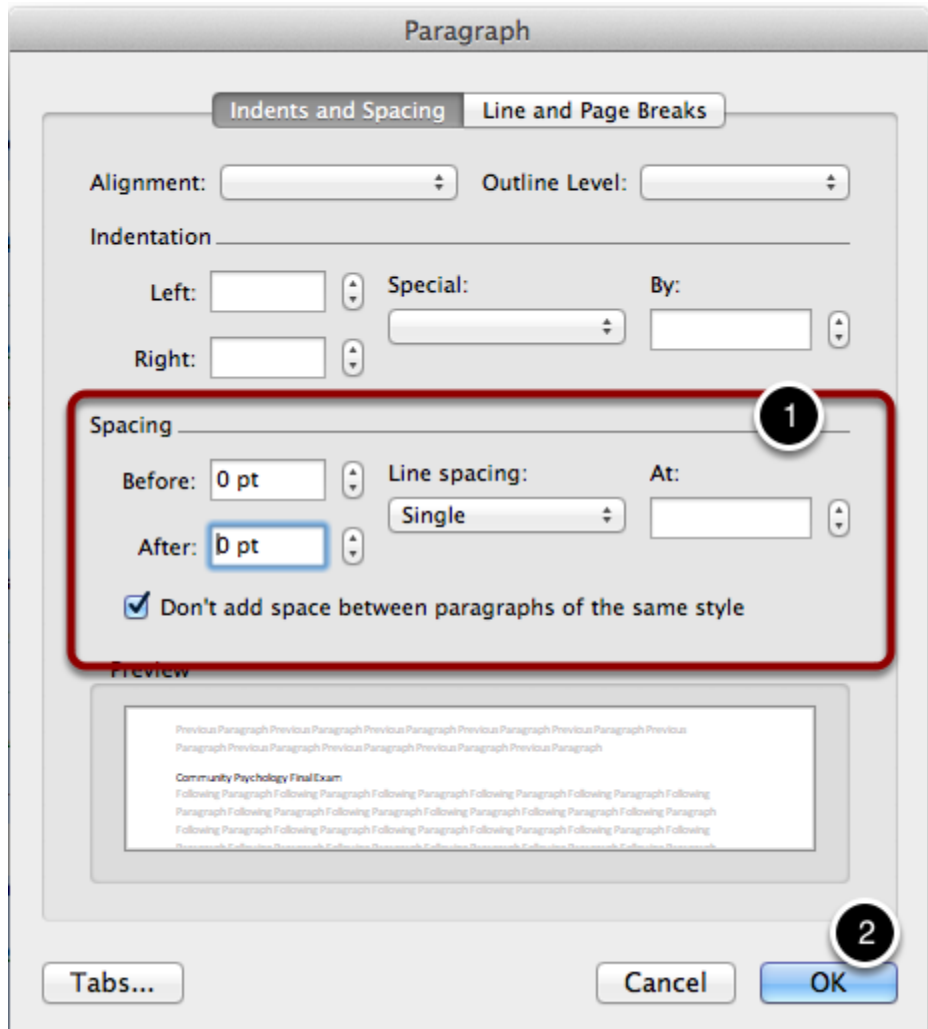
Paragraph Settings I

- 1) Your text in the document should be highlighted, if it is not highlight all the text in your document (*Edit/Select All*)
- 2) Go to *Format*, choose *Paragraph*



Paragraph Settings II

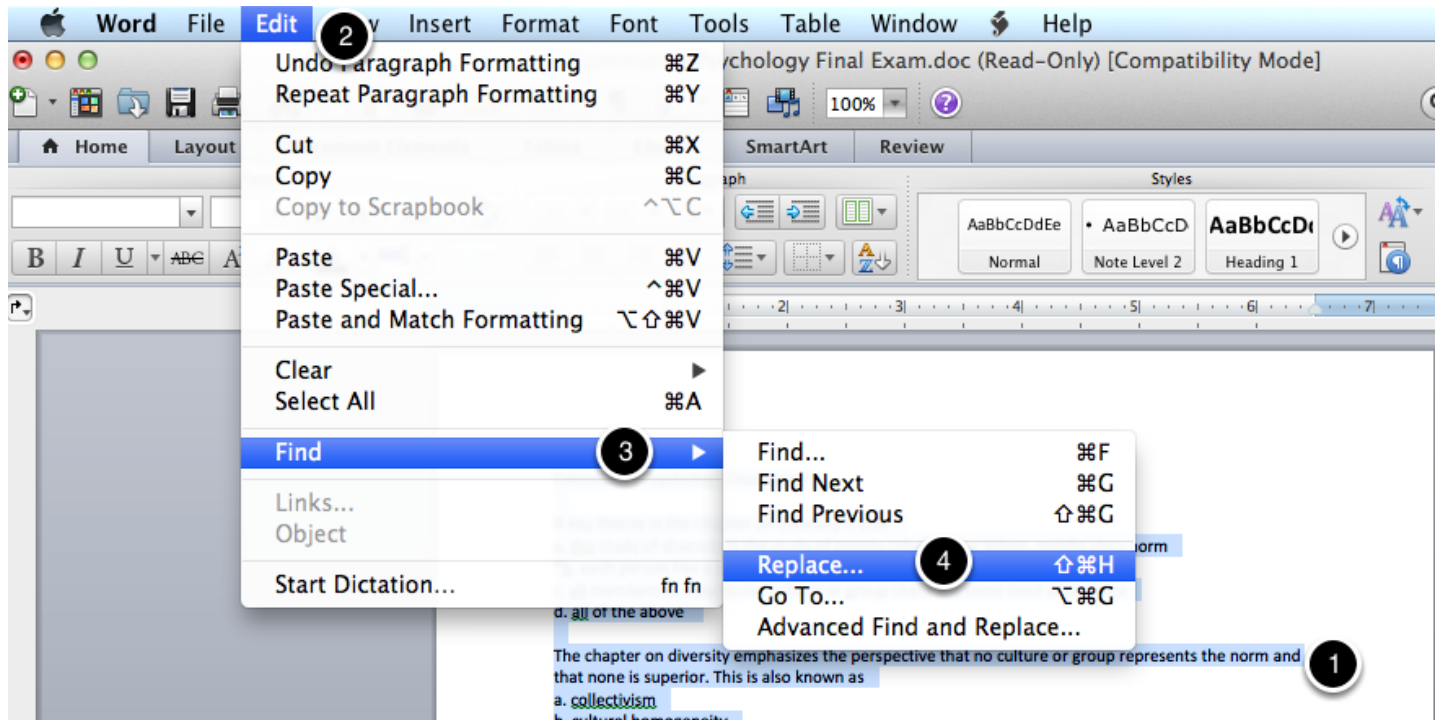
1. A new window will open up. Make sure you set the following settings
2. Click *Ok*



Replace Tab Characters I

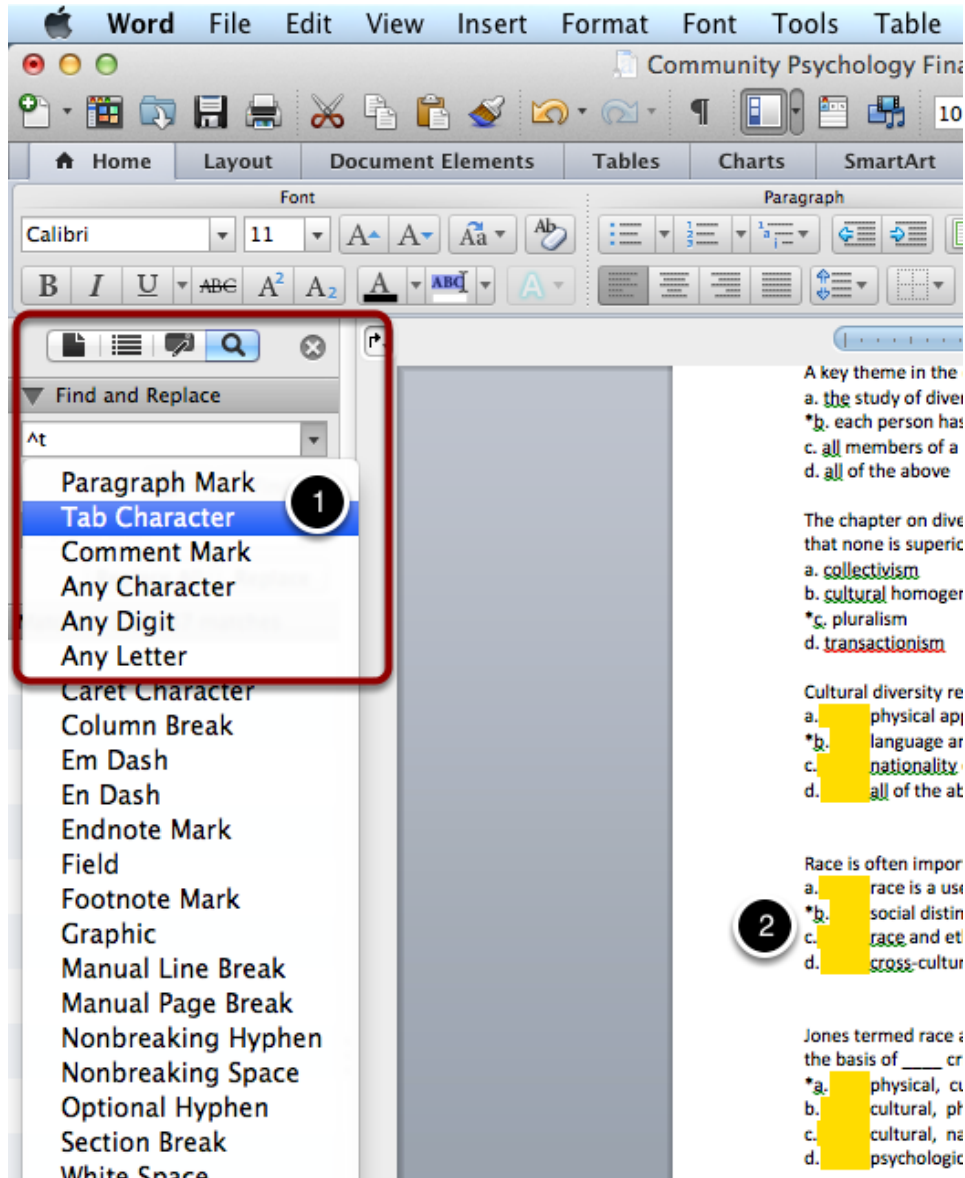
You might still have some tab characters you need to remove from the word document.

- 1) Your text in the document should be highlighted, if it is not highlight all the text in your document (*Edit/Select All*)
- 2) Go to *Edit*
- 3) Choose *Find*
- 4) Click *Replace*



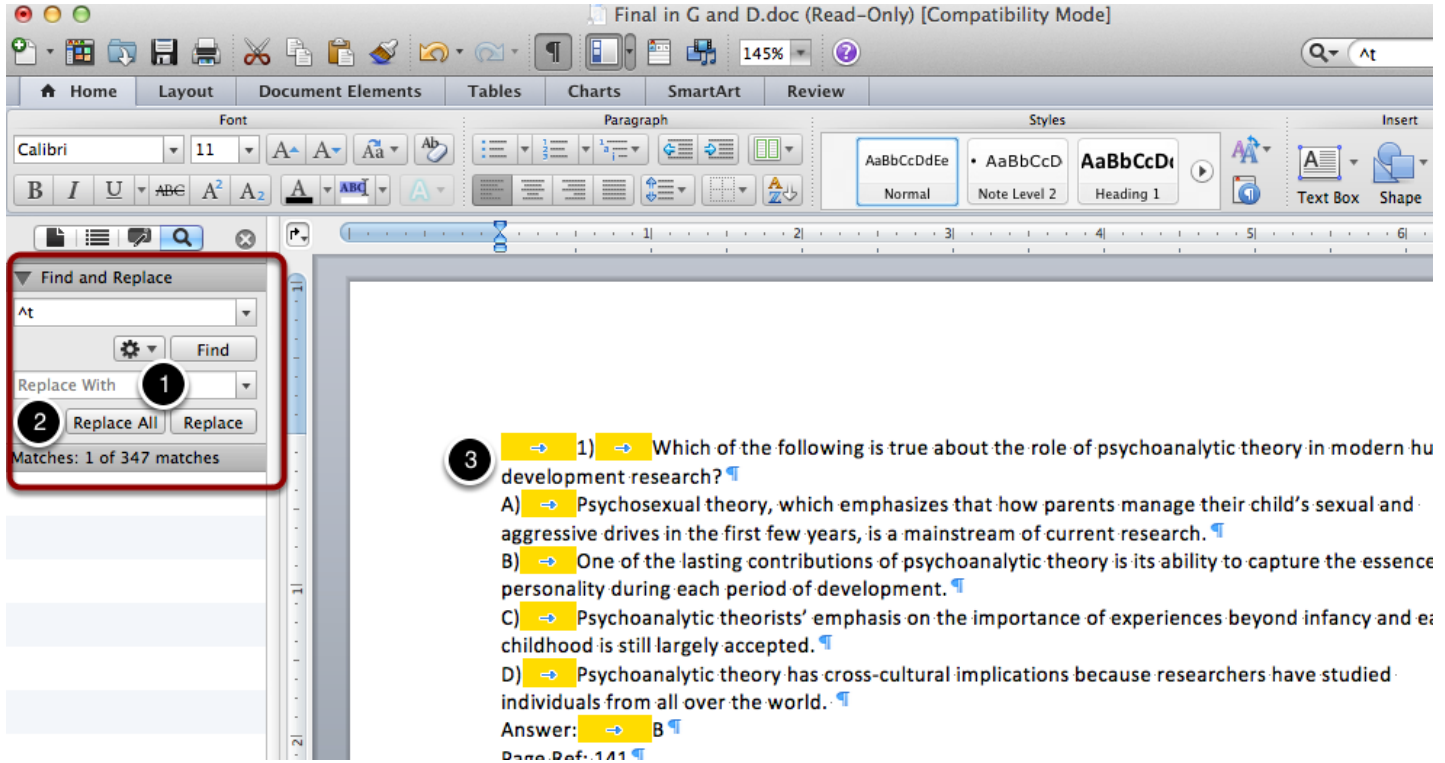
Replace Tab Characters II

- 1) In the Find and Replace menu choose *Tab Character*
- 2) You will see that Tab Characters are highlighted in your text



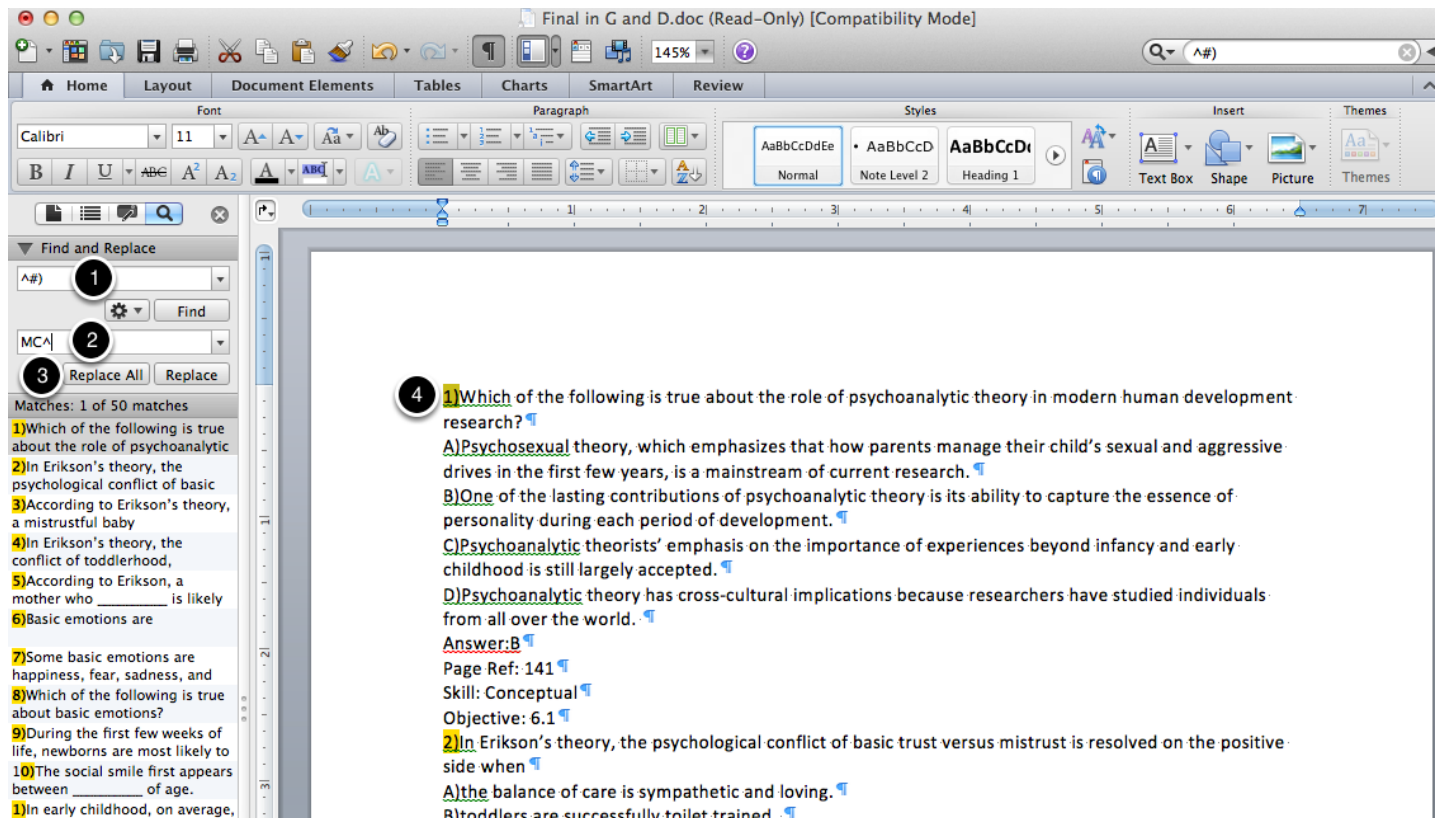
Replace Tab Characters III

- 1) Don't choose anything under the *Replace With* option
- 2) Use *Replace All* to replace all at once or *Replace* to do it one by one
- 3) You will see the arrows identifying character spaces that will be removed



Inserting MC^ I

Make sure to add the question type in front of the question text. (Ex: MC^ Question text...). Do not put the question number in front of the question text. If you already have the number in front of your question text use the *Find and Replace* function to replace the question number with the question type.



Inserting MC^ II

1) A new window might open up saying that ^ is not a valid character. Just click OK

A) Psychosexual theory, which emphasizes that how parents manage their child's sexual drives in the first few years, is a mainstream of current research. ¶

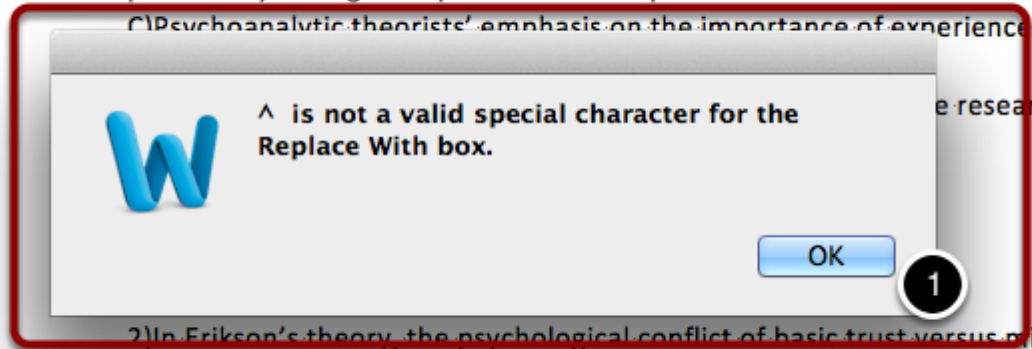
B) One of the lasting contributions of psychoanalytic theory is its ability to capture the essential personality during each period of development. ¶

C) Psychoanalytic theorists' emphasis on the importance of experiences beyond infancy and childhood has led to a new wave of researchers have studied the effects of early childhood experiences on adult personality. ¶

2) In Erikson's theory, the psychological conflict of basic trust versus mistrust is resolved on the positive side when ¶

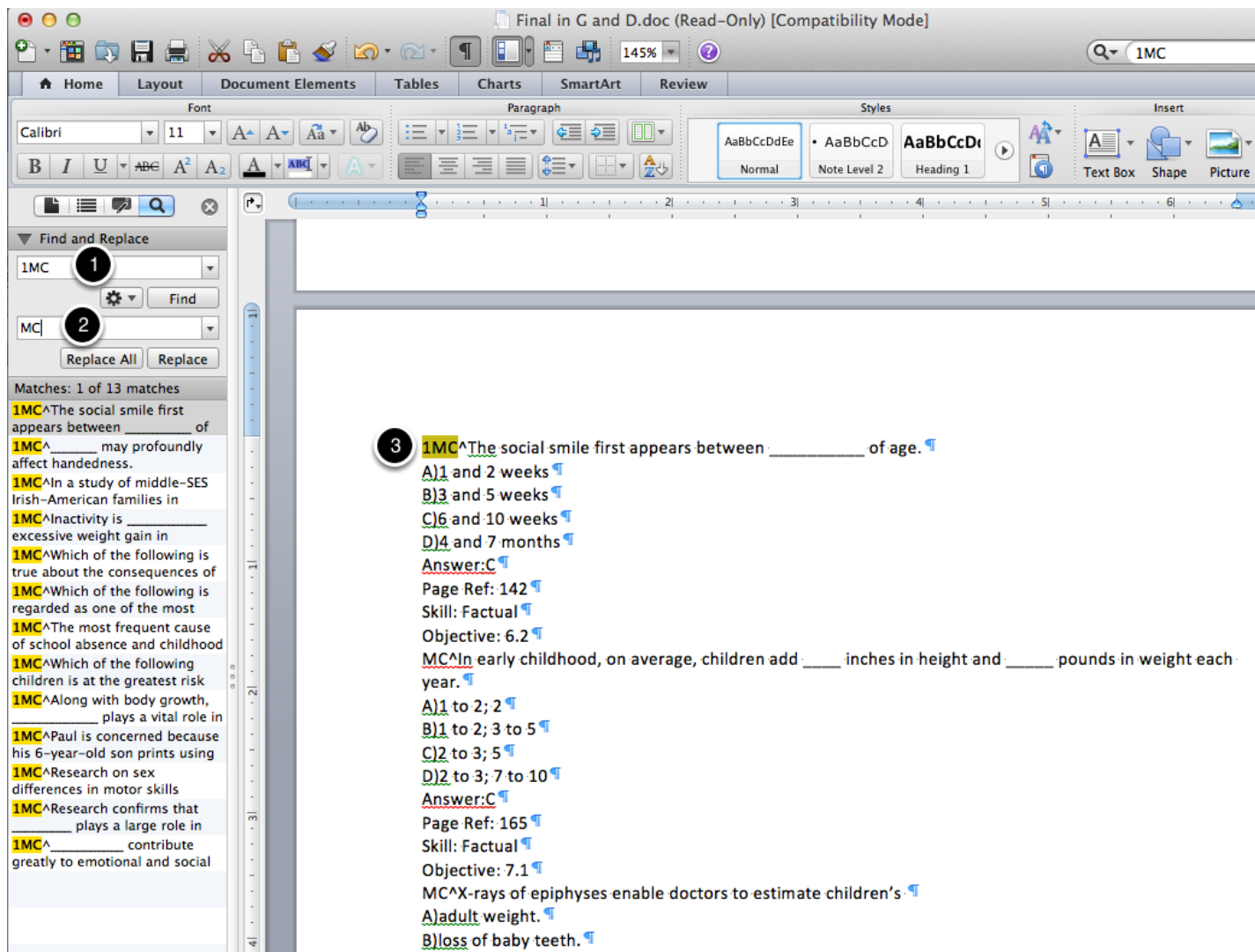
A) the balance of care is sympathetic and loving. ¶

B) toddlers are successfully toilet trained. ¶



Inserting MC^ III

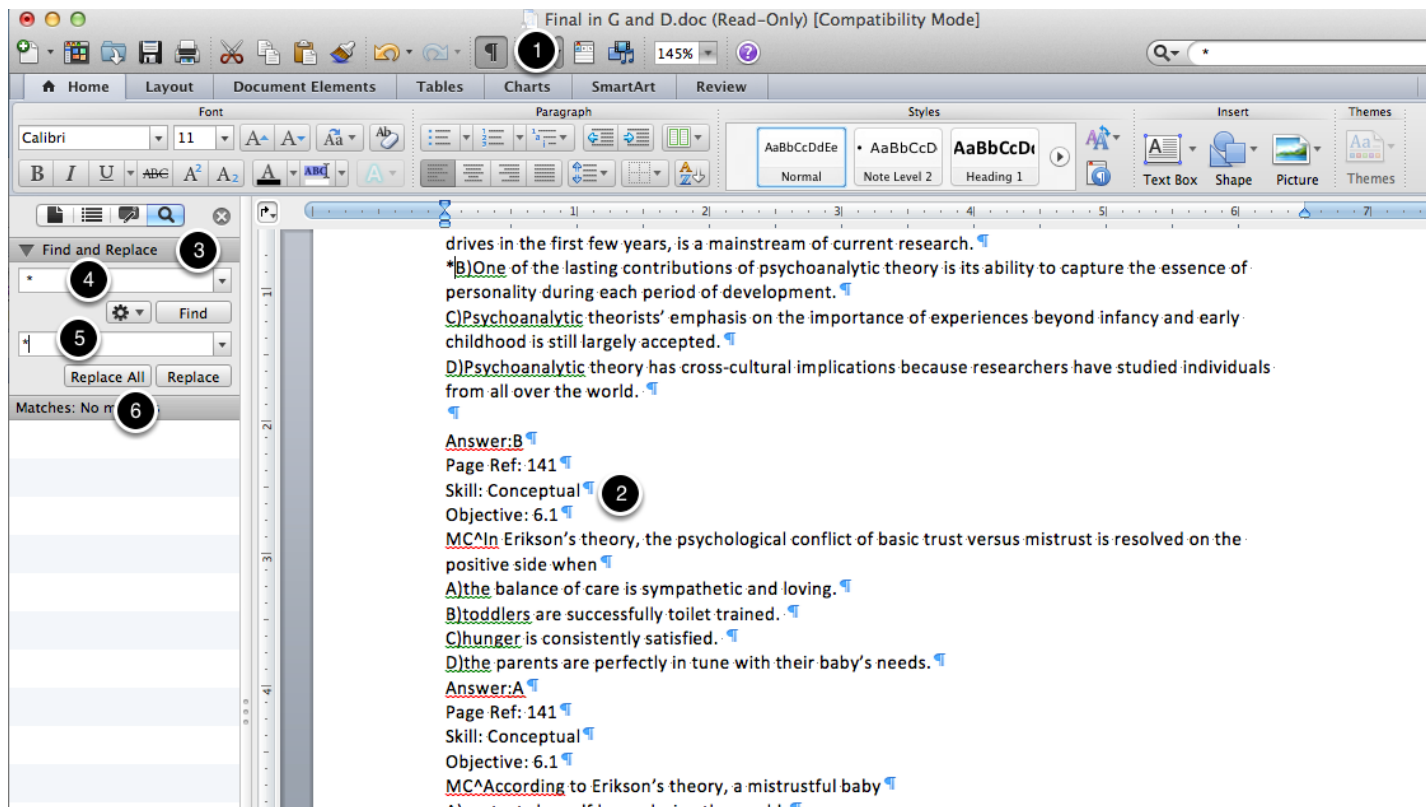
If you have questions with a double digit you might have to replace those too, as they might have not been picked up in the previous step



Removing extra spaces

- 1) Turn on *Show all nonprinting characters* in your document
- 2) You will see the symbols show in your text
- 3) You can manually try to get rid of extra spacing or use the *Find and Replace*
- 4) Under *Find* hit the space key on your keyboard and enter *(an asterisk)
- 5) Under *Replace with* just enter * (an asterisk)

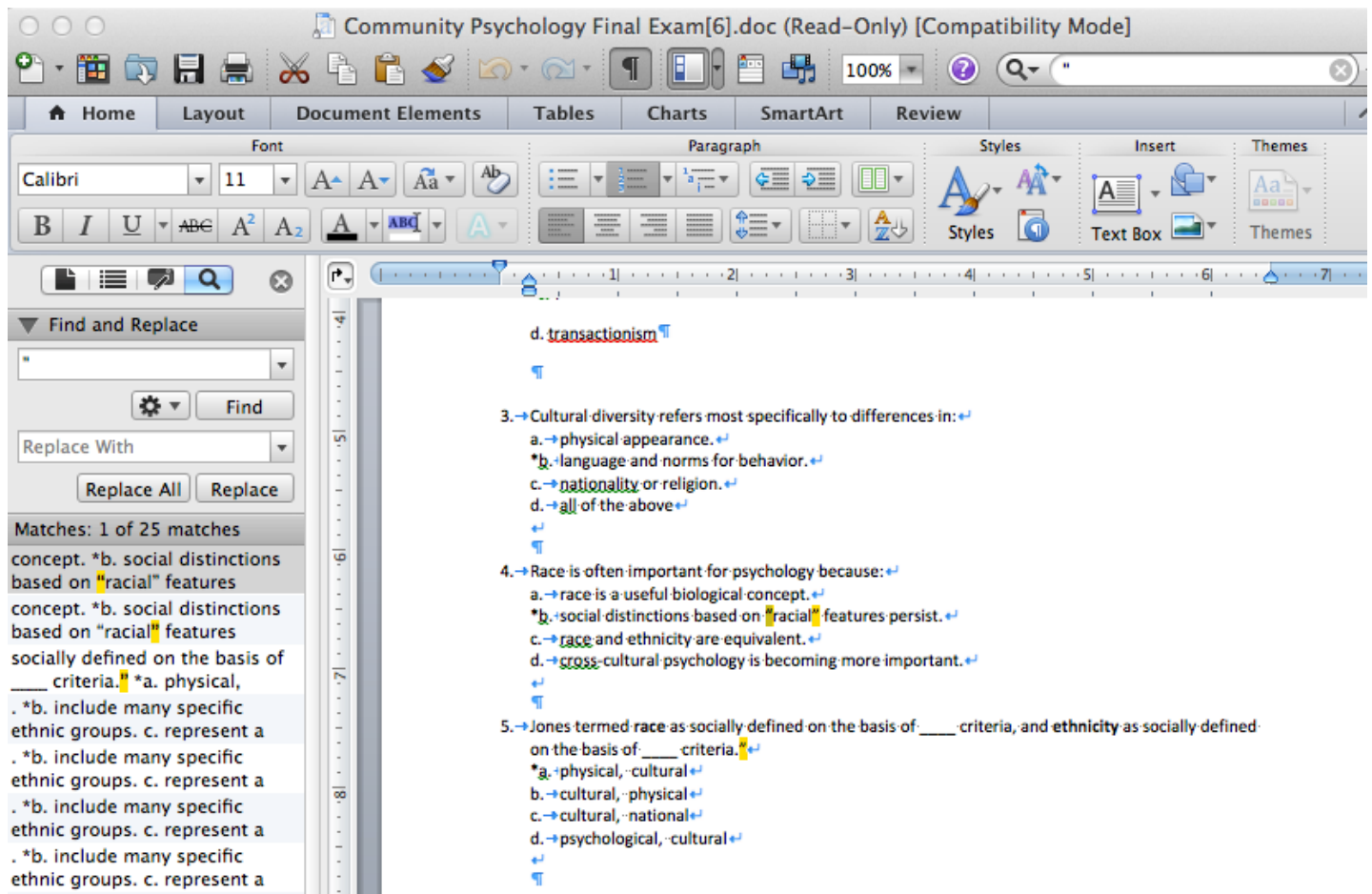
If you entered a space in front on an asterisk by mistake this step will help you remove those spaces.



Remove all quotation marks or apostrophes

If you have any quotation marks or apostrophes (e.g. John's) make sure you remove them as they turn into unrecognizable characters during the text file conversion

- 1) Use *Find and Replace*
- 2) Under *Find* type an apostrophe or a quotation mark
- 3) Under *Replace with* don't enter anything
- 4) You will see the characters highlighted in your text
- 5) Use *Replace All* to replace all at once or *Replace* to do it one by one



One Line Spacing Between Each Question

Make sure that there is only one line between each question

MC^According to Piaget, the balance between assimilation and accommodation.
A)is steady throughout early childhood.
B)favors assimilation.
C)favors accommodation.
*D)varies over time.

MC^Two-year-old Laura dropped a block into her toy box. She then dropped a cup, a car, and a doll into the box, throwing some objects gently, while using more force with others. Laura's modification of her dropping scheme is an example of.
A)equilibrium.
B)organization.
*C)accommodation.
D)assimilation.