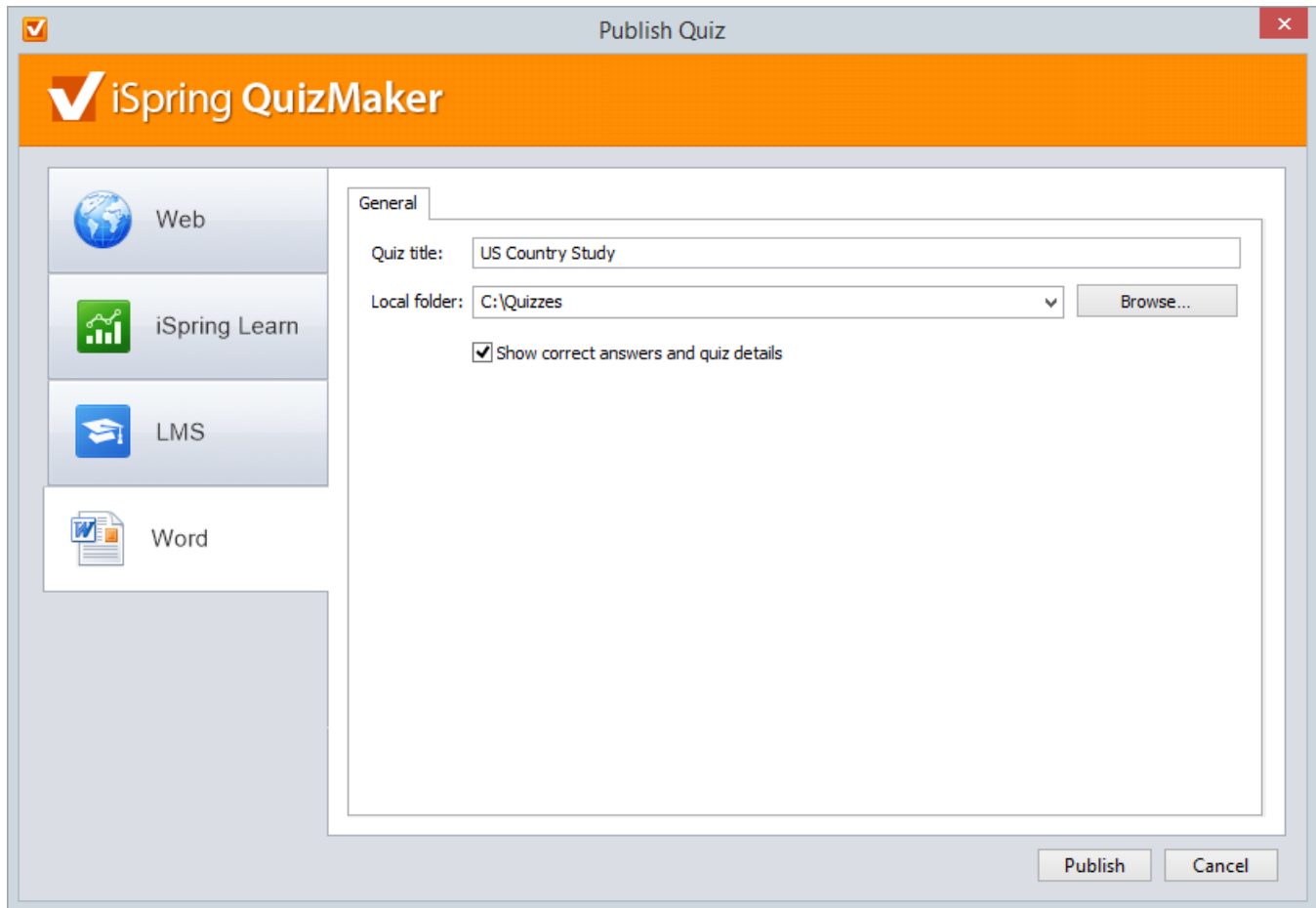


# Exporting Quizzes to Word Documents

You can easily export your quiz to a Word document and print it out as a training hand-out.



To export your quiz to a Word document:

1. Click the **Publish** button on the toolbar.
2. Open the Word tab.
3. Edit a quiz title in the corresponding edit field, if necessary.
4. Choose a folder, to which a given quiz will be exported.
5. Select the **Show correct answers and quiz details** checkbox, if necessary.  
When selected, the Word document with the exported quiz will include additional data:
  - Quiz stats in the beginning of the document
  - Correct answers in question descriptions
  - Feedback messages
6. Click **Publish**.

You quiz will be exported to a Word document.