

Quiz Creation: Aiken Format

Saving in Plain Text UTF-8 using Word

1. Click on the **Office** button or **File** tab and select **Save As > Other Formats**.
2. Name your file to reflect its contents (e.g., chapter 1 pool).
3. Under "Save as type," click on the pull-down arrow and scroll down the list.
4. Select **Plain Text (*.txt)** and click on **Save**.
5. In the "Text encoding" dialogue box, select **Other encoding**.
6. Select **Unicode (UTF-8)**.
7. Click on **OK**.

Saving in Plain Text UTF-8 using Word for Mac

1. Choose **File, Save As**.
2. Name your file to reflect its contents (e.g., chapter 1 pool).
3. From the "Format" drop-down menu, choose **Plain Text (.txt)**.
4. Click on **Save**.
5. In the File Conversion screen, choose **Other encoding** (under Text encoding).
6. In the box at right, scroll down (if necessary) and select **Unicode 5.0 UTF-8**.
7. Click on **OK**.

Notepad (Windows) or Text Edit (Mac OS X)

1. Write your questions in a text editor such as **Notepad (Windows) or Text Edit (Mac OS X)**, and format as follows:
 - The question must be all on one line.
 - Each answer must start with a single uppercase letter, followed by a period "." or a right parenthesis ")", then a space.
 - The answer line must immediately follow, starting with "ANSWER: " (with a space after the colon) and then give the letter for the correct answer.
Note: The word "ANSWER" and the answer letters (A,B,C etc.) must be capitalized as shown, otherwise the import will fail.
2. Use **Save As** and save your questions as a **.txt** (plain text) file in **UTF-8** format.