



# TG Tutorial

Print Template

### *About this Tutorial*

*This tutorial describes Test Generator's Print Template feature.*

### *Audience / Assumptions*

*You are interested in using the Print Template in your tests.*

*Also, you know how to:*

- *Create a course*
- *Create and save a test under a course*
- *Apply and/or modify various test properties*
- *Publish a test*
- *Log in to the Tester and evaluate a test as a t.taker*

*This tutorial does not describe every possible combination of settings or screen views.*

### **Customers**

*To schedule an online support session, [contact us](#) or email [support@testshop.com](mailto:support@testshop.com).*

### **TG Demo Users**

*Register to schedule an [online demo](#).*

*For pricing information [contact us](#) or email [sales@testshop.com](mailto:sales@testshop.com).*

*We welcome your comments and suggestions.*

*Thank You.*

*Your Test Generator Team*

## TG Tutorial: Print Template

### TG Features and Print Templates

The following TG Features have some form of an RTF field or print template.

There are certain features that will support the use of placeholders and others that will not, *Notes* is an example of an RTF field in which you would not insert placeholders, while the *Test Print Template*, *Messages* and *Email* support a variety of placeholders.

**System** > Settings > Security Agreement Tab

**System** > Settings > Print Template Tab

**Course** > Notes Tab

**Test** > Test Properties

- \* General Tab > Print Template

- \* Schedule Tab > Eligibility Settings > Notifications

**Test** > Test Properties > Options Tab > Before the Test

- \* Messages

- \* Email

**Test** > Test Properties > Options Tab > After the Test

- \* Messages

- \* Email

- \* Print Certificates

- \* Test Study Guide

**Test** > Test Properties > Security Tab > Security Agreement

**Test** > Test Properties > Notes Tab

## TG Tutorial: Print Template

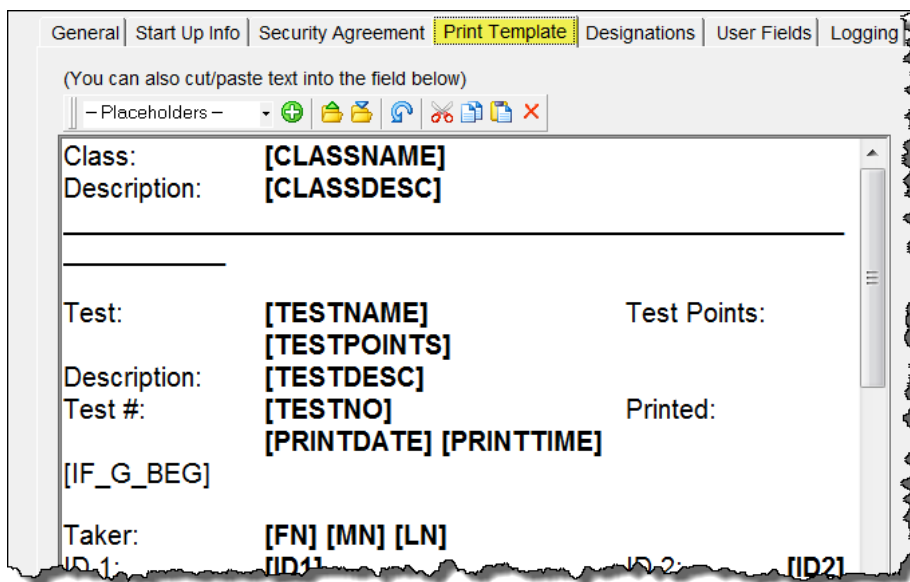
### About Test Print Templates

*Print Template* is, on one level, a test property that enables test authors to customize the presentation of a printed test. Other test properties use variations of this template to influence the display of introductory and post-test messages. These templates can also influence the formatting of post-test emails and test results delivered to your test-taking audience.

After reviewing this tutorial, we encourage you to explore this feature.

### Location

The default print template is located under TG's System > Settings module. To view it, click on the "Print Template" tab.



The *Print Template* display includes an icon toolbar and a "window" or "stage" below. The stage includes text and words in brackets. These are placeholders for data that is drawn from TG's database.

The *Print Template* is in RTF (Rich Text Format). This file type can be edited using MS Word, WordPad, or any text editor that support RTF.

Test authors can edit the text within the stage; however, because text editing options are limited, we recommend exporting the file and working with it in a text editing application like Word or WordPad. Also, individual test authors can create, store, and experiment with more than one version based on the test author's preferences and testing requirements. Each version can be saved as an RTF file and imported into one or multiple tests using TG's Custom Print Template option.

Within the stage, using keyboard shortcuts or the icon tool bar, test authors can:

**Select** All (Ctrl + A)

**Cut** (Ctrl + X)

**Paste** (Ctrl + V) and

**Undo** (Ctrl + Z).

### The Default Print Template

The installed template found under TG's System > Settings contains more placeholders and formatting options than most test authors require. While showcasing the various placeholder options, this template is not intended for use in its "raw" form.

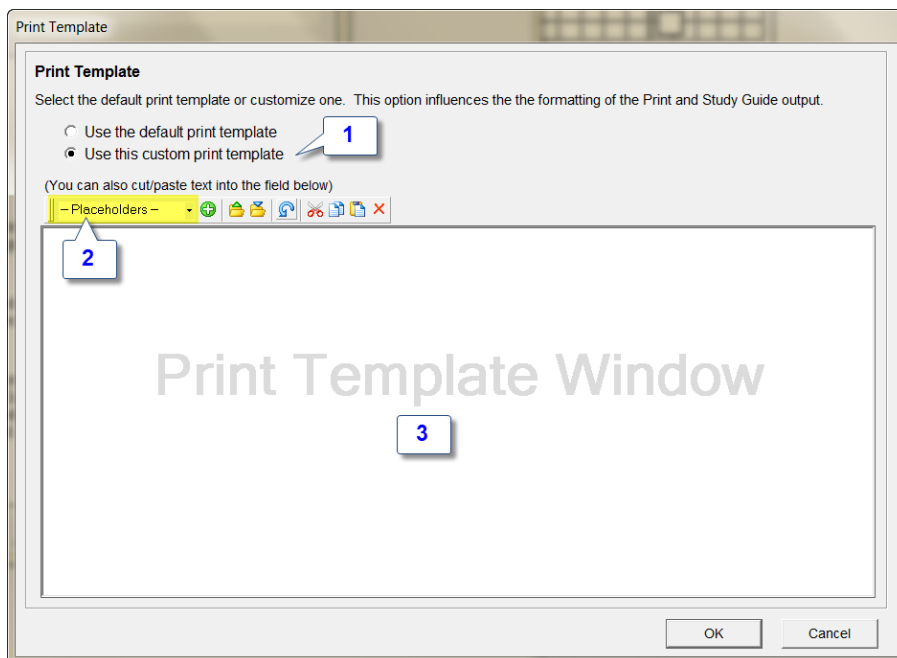
For those who wish to have a standard, default print template that applies to every test, we recommend creating a custom template. The new template can be pasted into the *Print Template* stage, or imported from a predefined file.

### The Custom Print Template

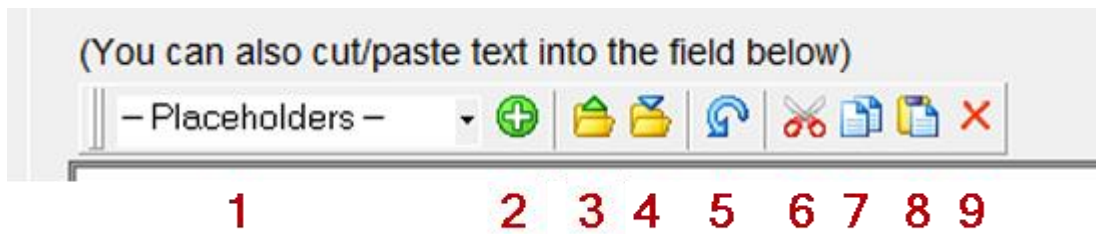
We recommend selecting the *Use this custom print template* (1). The list of available placeholders is found under the *Placeholders* drop-down menu (2). See *Addendum A* for a complete list.

As mentioned earlier in this tutorial, rather than trying to construct or edit a print template within the print template window (3), we recommend creating/editing your print templates in MS Word, WordPad or some other text processor that supports the RTF file format.

We also offer a variety of free, print-template formats which we can email to you. We are available to discuss your print requirements by phone, or in an online support session.



### Print Template Icon Toolbar



1- Placeholders drop-down menu, 2- Add button, 3- Import From File, 4- Save to File, 5- Undo, 6- Cut, 7- Copy, 8- Paste and 9- Delete

**Placeholders**—this drop-down lists various placeholder options. You will find a summary with the various placeholders later in this tutorial.

**Add**—button enables the addition of a placeholder from 1 to the print template.

**Import From File**—enables the importing of a pre-defined print template into the print template stage.

**Save to File**—enables the exporting of a print template as an RTF file. This can be helpful for editing and when creating multiple templates for use in other tests.

**Undo**—undoes last edit/change in the print template

**Cut**—removes selected text from the print template

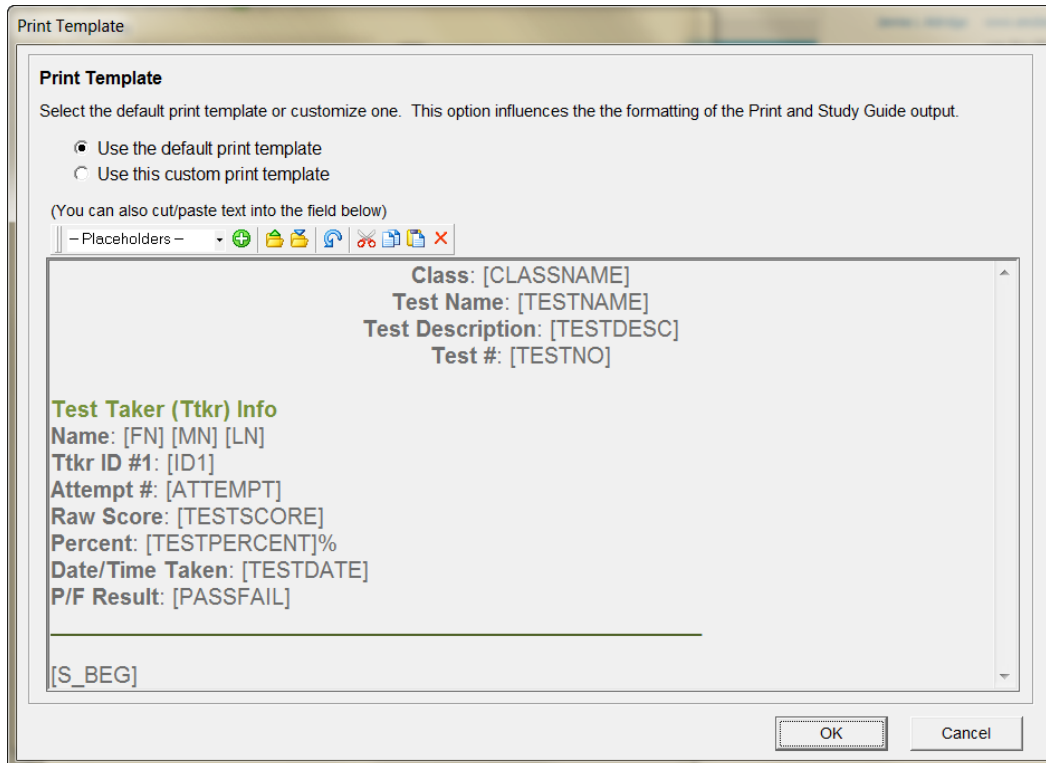
**Copy**—copies selected text from the print template to the clip board

**Paste**—pastes the text in the clip board into the print template

**Delete**—deletes highlighted text in the print template

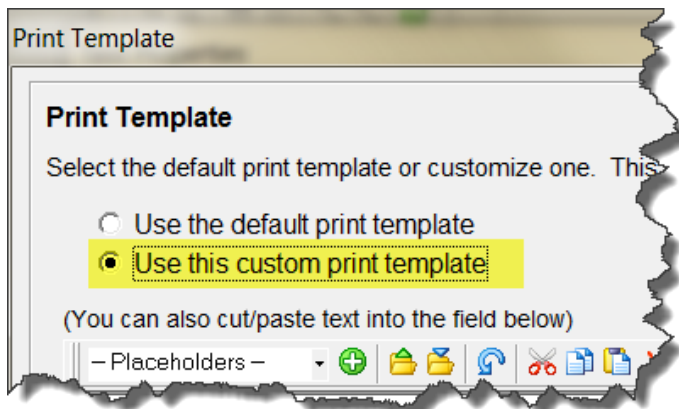
### Test Print Template

When you open a test in TG, and select the menu Test Settings > Test Properties, under the *General* tab, you will find the *Print Template* feature. Clicking on the *Edit* button will display the *Print Template* window. By default, the “Use the default print template” radio button is enabled, below the icon toolbar, a greyed-out window displaying the *default* print template.

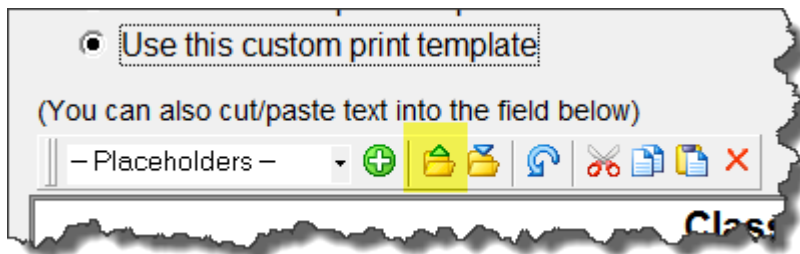


## TG Tutorial: Print Template

As mentioned earlier, we do not recommend using the default print template to print tests, test key or *Study Guide*. The best practice alternative is the custom print template.



Select the *Use this custom print template* option by checking its radio button and then click on the *Import From File* icon...

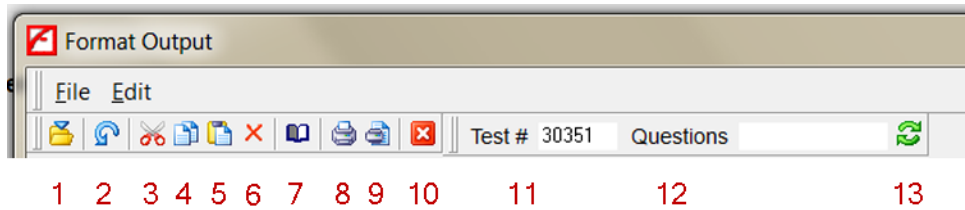


... this launches an *Import from File* dialog window. Locate the customized print template you'd like to try and double-click the file to import it, or select the file and click the *Open* button in the lower right corner of the *Import...* window.



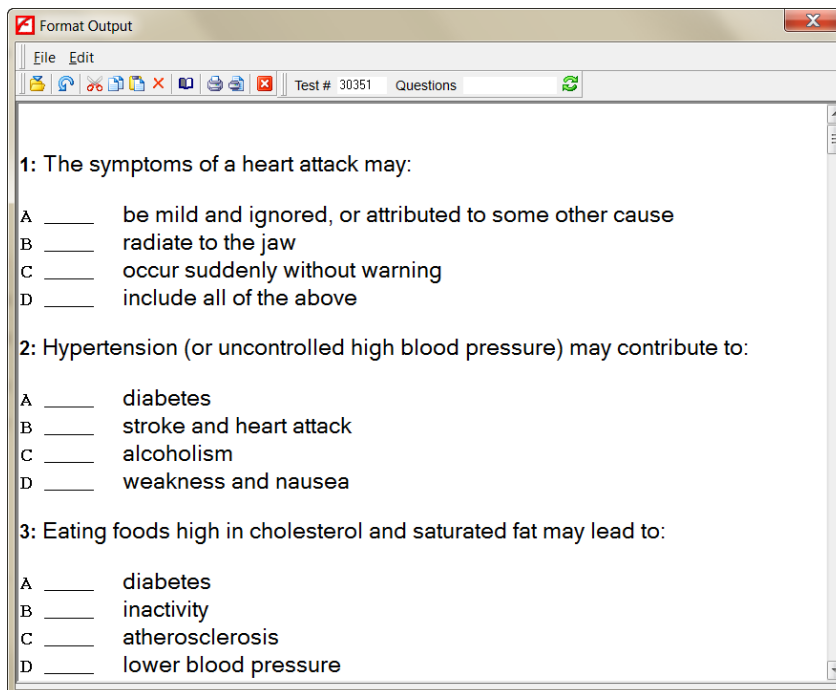
### Format Output Window

Once a custom print template has been applied to a test, a test author can select *File > Print > Preview* to display the test in a *Format Output* window. This window includes a Menu (*File, Edit*), icon toolbar...



**1- Export to File, 2- Undo, 3- Cut, 4- Copy, 5- Paste, 6- Clear 7- Page Setup, 8- Print 9- Print Preview 10- Close, 11 Test #, 12 Questions, 13 Refresh**

... and a print preview window. This example displays a test using a custom print template:



## TG Tutorial: Print Template

The print template used to generate the above output looks like this. The red placeholders are question and answer choice placeholders.

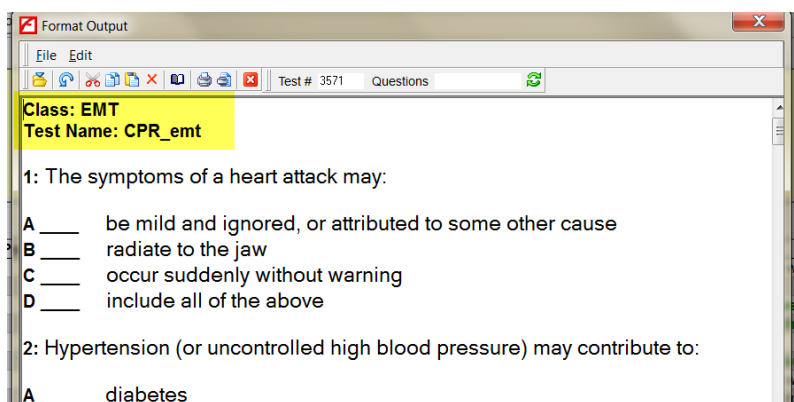
```
[IF_G_BEG]
[IF_G_END]
[S_BEG]
[IF_G_BEG]
[IF_G_END]
[Q_BEG]
[Q_NUM]: [Q_TEXTRTF]
[IF_G_BEG]
[IF_G_END]
[Q_MEDIA]
[IF_G_BEG]
Your Answer(s): [A_G_U_RTF]
[IF_G_END]
[IF_GA_BEG]
Correct Answer(s): [A_GA_U_RTF]
[IF_GA_END]
[A_BEG]
[A_U] [A_TEXTRTF]
[A_END]
[Q_END]
[S_END]
```

For example, entering...

**Class:** [CLASSNAME]

**Test Name:** [TESTNAME]

...at the beginning of the template, will display the Class and the Test names.



[Q\_NUM]: [Q\_TEXTRTF] will display the question number and question stem, for example:

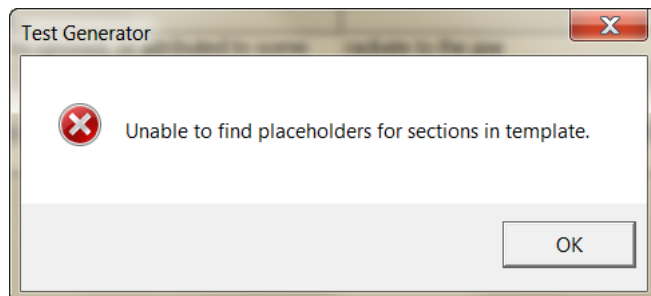
*1: The symptoms of a heart attack may:*

### Elements of a Test Print Template

Required placeholders include:

[S\_BEG]  
[Q\_BEG]  
[Q\_NUM]: [Q\_TEXTRTF]  
[A\_BEG]  
[A\_U] [A\_TEXTRTF]  
[A\_END]  
[Q\_END]  
[S\_END]

“S” denotes a section, “Q” a question, “A” an answer (distractor). If key placeholder elements are removed and you attempt to print or print preview a test you may see an error message like this:



It's important to keep in mind that certain placeholders, while not essential in the display of basic test content--question stem, correct answer(s) and distractors—may be elements that you wish to add if, for example, you want to include media in the printed test, or if you want to view the test taker's answers in the *Study Guide* report.

### Print Output versus Study Guide Requirements

A test's print template influences *both* the display of a previewed or printed test as well as the output of TG Report's *Study Guide* and *Test Key*. Inserting placeholders in a test that are related to a *Study Guide*'s display, will not affect the display of a printed test, but *not* including them will negatively influence the output of the *Study Guide* and *Test Key* reports.

### Basic Elements of a Test Print Template

This print template will work well with *both* print, *Study Guide* and *Test Key*.

[S\_BEG]  
[Q\_BEG]  
[Q\_NUM]: [Q\_TEXTRTF]  
[Q\_MEDIA]  
[IF\_G\_BEG]  
Your Answer(s): [A\_G\_U\_RTF]  
[IF\_G\_END]  
[IF\_GA\_BEG]  
Correct Answer(s): [A\_GA\_U\_RTF]  
[IF\_GA\_END]  
[A\_BEG]  
[A\_U] [A\_TEXTRTF]  
[A\_END]  
[Q\_END]  
[S\_END]

### General Placeholders

There are placeholders that do not have to be nested between “G\_BEG” and “G\_END”, or conditional placeholders like “[IF\_G\_BEG] and “IF\_G\_END”. A list of these placeholders can be found under Addendum\_1.

### Placeholder List

You will find a more extensive list of placeholders under Addendum\_2.

Please keep in mind that some of these placeholders are designed to work with certain TG features and that not all placeholders “are created equal”.

### Conditional Nested Placeholders

[IF\_G\_BEG]  
<placeholders here>  
[IF\_G\_END]

Any of the following placeholders can be nested:

Taker:	[FN] [MN] [LN]
ID 1:	[ID1]
ID 2:	[ID2]
Result:	[PASSFAIL]
Attempt:	[ATTEMPT]
Raw Score:	[TESTSCORE]
Percent:	[TESTPERCENT]
Taken:	[TESTDATE]
Location:	[LOCATION]

### Section placeholders

## TG Tutorial: Print Template

```
[S_BEG]
[IF_G_BEG]
<placeholders here>
[IF_G_END]
[S_END]
```

The following placeholders can be nested:

Raw Score: [S\_SCORE]  
Percent: [S\_PERCENT]

### Other TG Features and Print Templates

Earlier in this document we listed the various TG features that use some form of a print template. Each of these features includes a set of placeholders that can be used in, for example, the creation of an auto-response email, as in this simple example:

```
TEST NAME: [TESTNAME]
TEST DATE: [TESTDATE]
TEST TIME: [TESTTIME]
EMPLOYEE: [FN] [LN]
```

*[FN],  
Your test attempt was successful!  
Your test results have been emailed to your manager for review.*

*If you have any questions regarding your test, please contact  
Ella Fain, sales@testshop.com.*

*Thank You!*

### Customization

TG provides the test author with a range of options designed to meet various testing scenarios. We also offer customization services for the development of specialized print templates. Please [contact us](#) for a free consultation.

### Your Feedback/Comments

Our goal is continuous improvement of our product and services. Your feedback is *always* welcome.

Thank You.

*Your Test Generator Team*

## **ADDENDUM\_1**

### **Placeholders that do not need to be nested**

Class Designation: [CLASS]

Classes Designation: [CLASSES]

Instructor Designation: [INSTRUCTOR]

Instructors Designation: [INSTRUCTOR]

Student Designation: [TAKER]

Students Designation: [TAKERS]

Class Name: [CLASSNAME]

Class Description: [CLASSDESC]

Test Name: [TESTNAME]

Test Points: [TESTPOINTS]

Test Description: [TESTDESC]

Test #: [TESTNO]

Print date: [PRINTDATE]

Print time: [PRINTTIME]

Eligible Date: [ELIGIBLE]

Eligible Time: [ELIGIBLETIME]

Deadline Date: [DEADLINE]

Deadline Time: [DEADLINETIME]

## ADDENDUM\_2: Placeholder List

[CLASS] - class designation  
[CLASSES] - classes designation  
[INSTRUCTOR] - instructor designation  
[INSTRUCTORS] - instructors designation  
[TAKER] - student designation  
[TAKERS] - students designation  
[CLASSDESC] - class description  
[CLASSNAME] - class name  
[TESTNAME] - test name  
[TESTDESC] - test description  
[ELIGIBLE] - eligible date  
[ELIGIBLETIME] - eligible time  
[DEADLINE] - deadline date  
[DEADLINETIME] - deadline time  
[TESTNO] - test number  
[TESTDATE] - test date  
[TESTTIME] - test time  
[TESTPOINTS] - test points  
[TESTPERCENT] - test percent  
[TESTSCORE] - test score  
[ATTEMPT] - test attempt number  
[PASSFAIL] - test pass/ fail result  
[PASSFAILPERCENT] - test pass/ fail percent  
[S\_NAME] -- Section Name  
[S\_NUM] -- Section Number  
[S\_POINTS] -- Section Points  
[S\_PERCENT] -- Section Percent  
[S\_SCORE] -- Section Score  
[S\_PASSFAIL] -- Section Pass/Fail Result  
[S\_PASSFAILPERCENT] -- Section Pass/Fail Percent  
[Q\_NUM] -- Question Number  
[Q\_TYPE] -- Question Type  
[Q\_TEXT] -- Question Text (Plain) if placeholder is bolded this will show the question text bolded  
[Q\_TEXTRTF] -- Question Text (Formatted) does not show bold even if place holder is bolded  
[Q\_POINTS] -- Question Points  
[Q\_SCORE] -- Question Score  
[Q\_FEEDBACK] - Test Author Feedback  
[Q\_REFERENCE] -- Question Reference  
[Q\_NOTES] -- Question Notes

## TG Tutorial: Print Template

[Q\_CUSTOM1] through [Q\_CUSTOM10] – custom fields used in System > Settings > **Question Fields tab**  
. once defined they can be found under a question's Question Settings > Edit Custom Fields—note: these placeholders need to be nested between [Q\_BEG] and [Q\_END]

[FN] - first name

[MN] - middle name

[LN] - last name

[ID1] - ID 1

[ID2] - ID 2

[UID] - system ID

[PRINTDATE] - system date

[PRINTTIME] - system time

Placeholders not available in drop down window in System Settings Print Template:

[Q\_MEDIA] - does not display in Study Guide but does display in Print Preview

[Q\_USERFEEDBACK] - shows user feedback

[A\_GA\_U\_RTF] - shows test takers essay answer see placeholder nesting doc

[A\_G\_U\_RTF] - shows answer given by test taker (except essay answer)

[A\_U] - marks correct answer

[A\_TEXTRTF] - answer text

[TOPIC\_NAME] - subject name

[TOPIC\_NUM\_Q] - number of times subject is in section

[TOPIC\_POINTS] - possible points within a subject in a particular section

[TOPIC\_SCORE] - the score the test taker made in a particular section referring to a specific subject

[TOPIC\_PERCENT] - the percent the test taker made in a particular section referring to a specific subject

[PRINTDATE] - date printed

[PRINTTIME] - time printed

[TA\_CUSTOM1] through [TA\_CUSTOM10] – custom fields used in System > Settings > **User Fields tab** –  
once defined they can be found under the User > Instructor/Test Taker > **Personal tab** info--does not  
require nesting