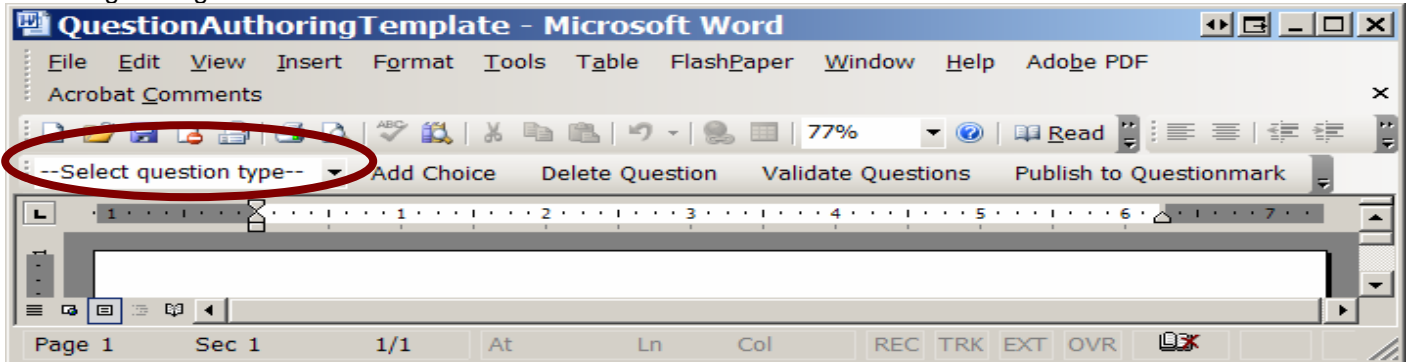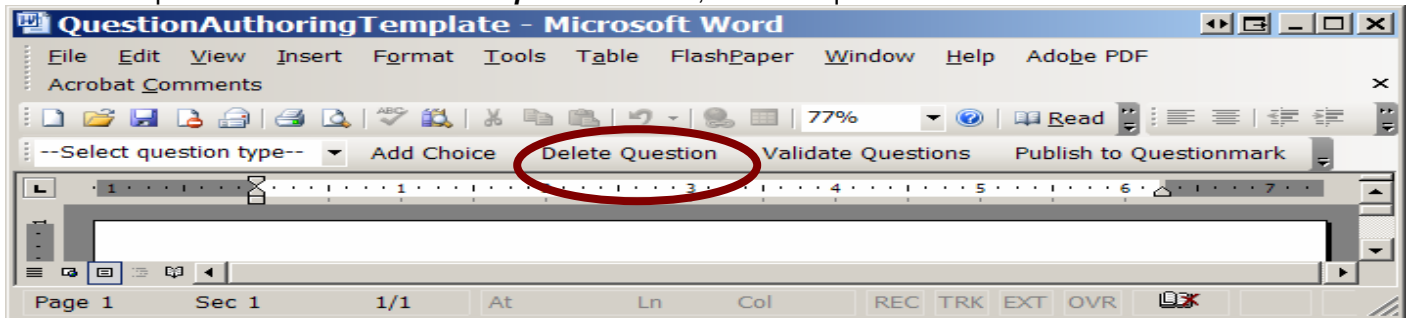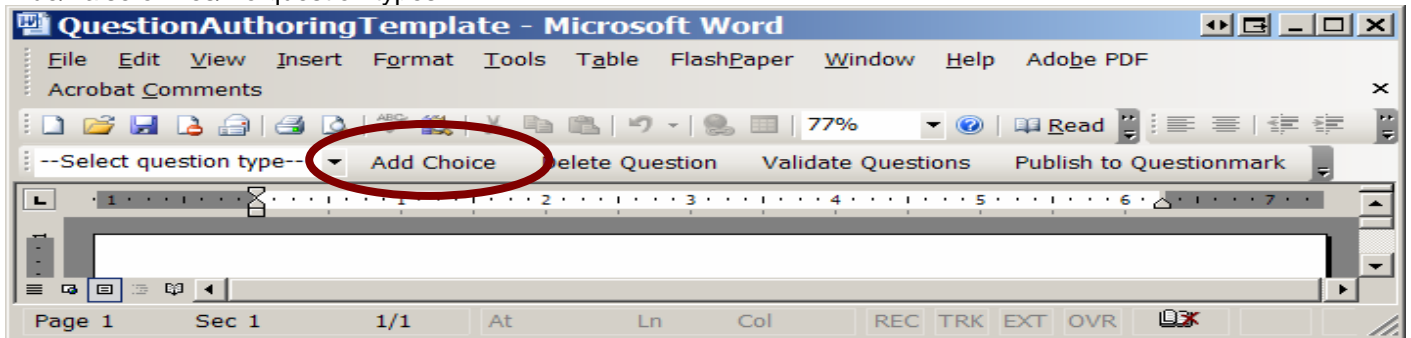# How to use QM Word Tool/Template

To add a question – click on the down arrow next to **Select question type** and choose the question type you want to add. This will provide you with a template for the question. You can type or copy & paste text into the specified area. The text does not have to be within the angle brackets <>. You can only create true Multiple choice, True/False, Yes/No, and likert scale type questions with this tool/template. For any other question type you will need QM Authoring Manager.

To delete a question – click on the **Delete question** button, enter the question number and confirm the delete.

To add a choice to the question – click on **Add Choice** button and you will be provided with the template to enter your answer choice. You can only add choices to Multiple Choice question type and Likert Scale question type and not to True/False or Yes/No question types.

Publishing to Questionmark – this step will be done by the Instructional Technology Specialists. After you are done with entering the questions in the tool/template, send the file (or the first few times you bring the file to us) with details as to where the questions should be put in the folder structure. And we will take care of the rest with your input.