




# CPS Quick Step Guide

## Preview a Question in Standard Mode



1. Click **Preview** in the Proofing group.
2. The question appears in Standard mode.

*Note:* Depending upon the option chosen, the Notes and Media button  will appear either during the question or after ending the response cycle.

3. Click the **Notes and Media** button to see your note or choose a media file from the drop-down menu that appears.
4. Click **Close** to return to the question-authoring window.

