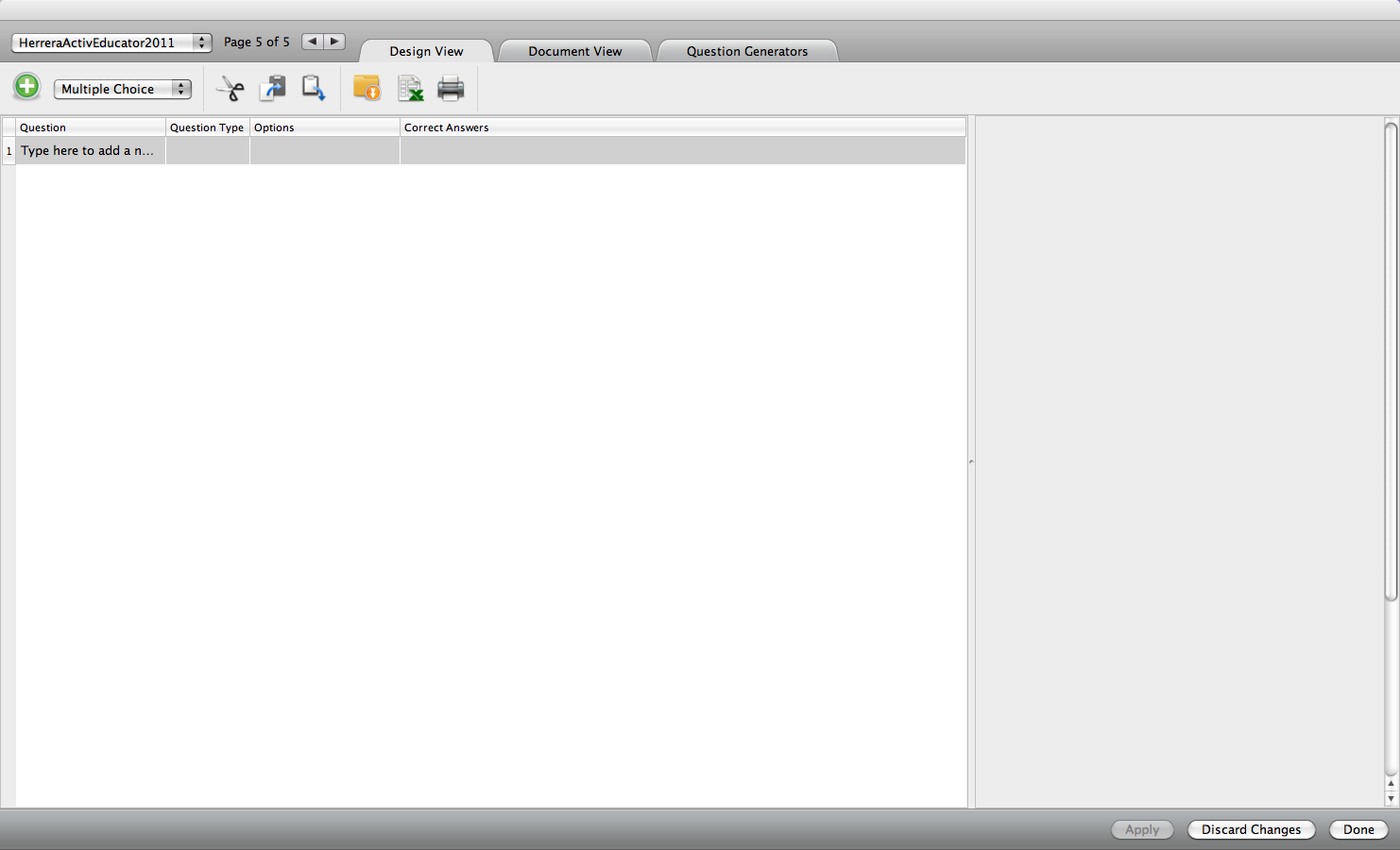
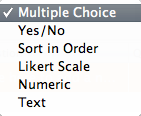
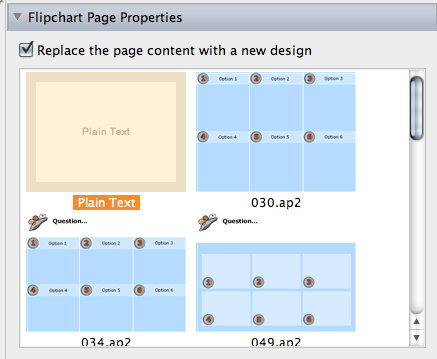
**How to Create a Question on a Flipchart Page**

1. Open up a new flipchart. To do this, go to **File > New Flipchart**.
2. In the menu at the top of the screen, go to **Insert > Questions**. The **Question Manager** window will appear.



1. In the upper left hand corner of the window is a dropdown menu that will allow you to choose the question type for **Question 1**. Using the dropdown menu, select the question type that you would like to use. For this tutorial, we will use **Multiple Choice**.

1. Below this menu, double click the **Type here to add a new question** field. You will now be able to type in your question. When you have typed in your question, click in the blank **Correct Answers** field. The **Question Properties** window will appear on the right-hand side.
2. In the **Question Properties** window, you may edit your question, type in your answer choices and select the correct answer. If you only wish to have four answer choices, click the **X** on the right hand side of the answer choices to eliminate possible answers.



1. Scroll down the **Question Properties** window to the **Flipchart Page Properties**. Check Replace the page content with a new design if you would like to use one of the question templates.
2. When you are finished creating your question, select **Apply** and then select **Done**.