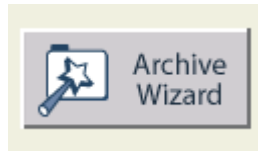


## The Archive Wizard

By Ryan Hanley



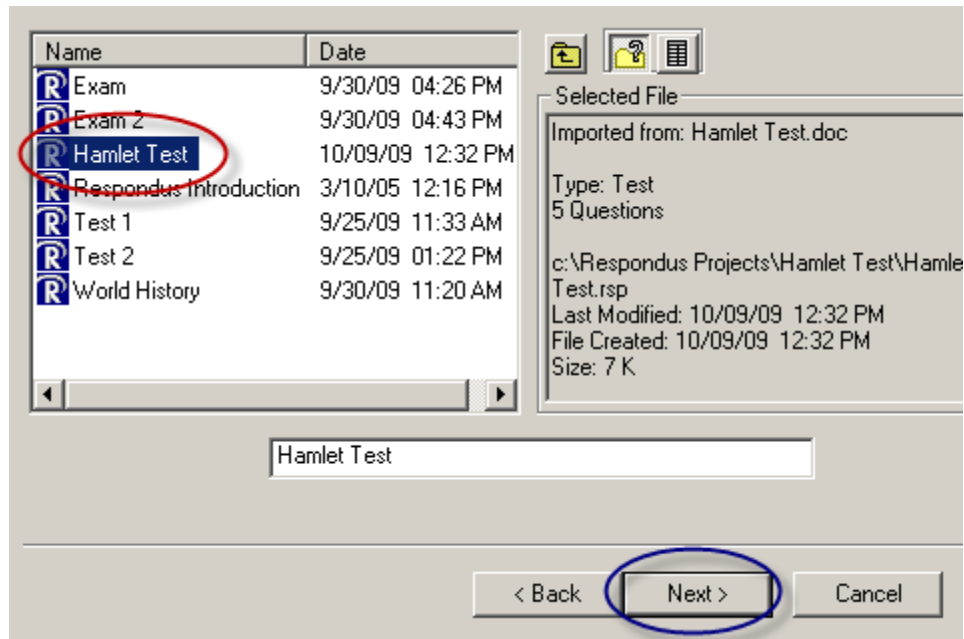
The **Archive Wizard** allows you to create a **Respondus archive file**. This file is a compressed version of an exam, and it includes all questions, media, and equations associated with the exam. Archiving a file is not only useful for saving disk space, but for sending the file in email or saving the file to a flash drive as well.

## Using the Archive Wizard

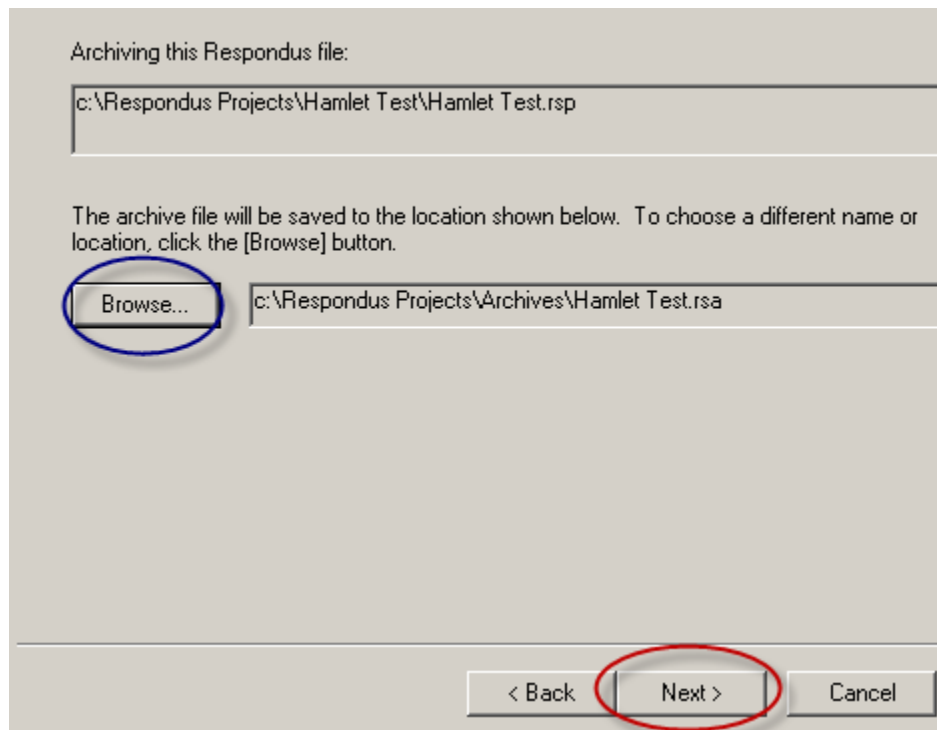
Follow these steps to use the Archive Wizard:



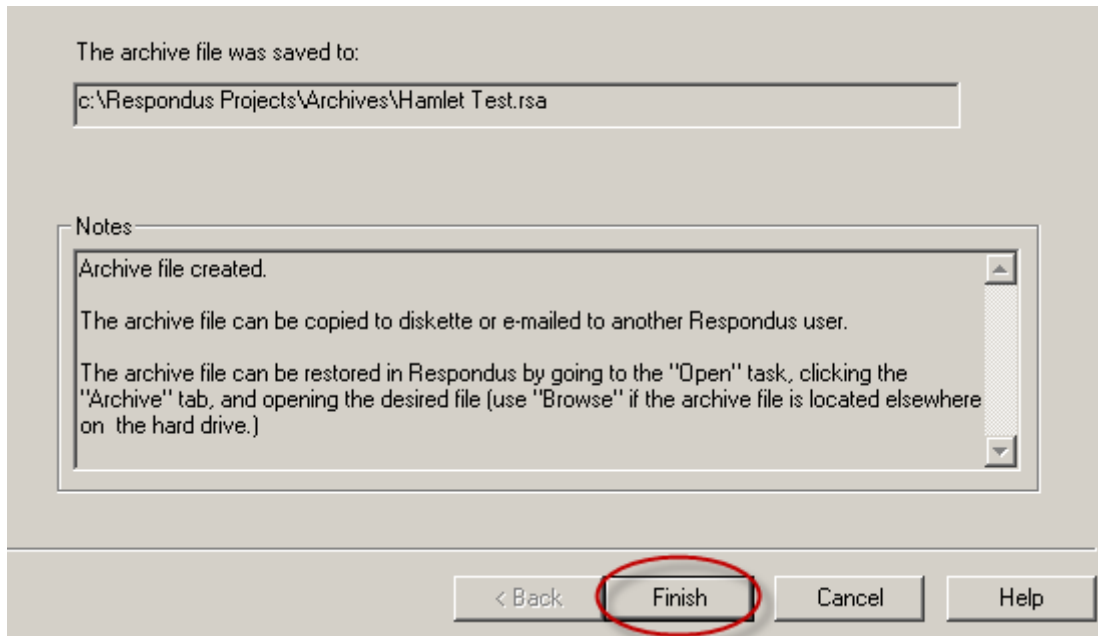
1. From the **Start** tab, click **Archive Wizard**.



2. Click on the exam you would like to archive, then click **Next**.



3. Verify the file name and location, and then click **Next**. If you want to change the file name or location, click **Browse**.



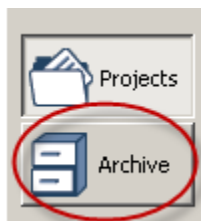
4. Verify that the file was created, and then click **Finish**.

## Open an Archive File

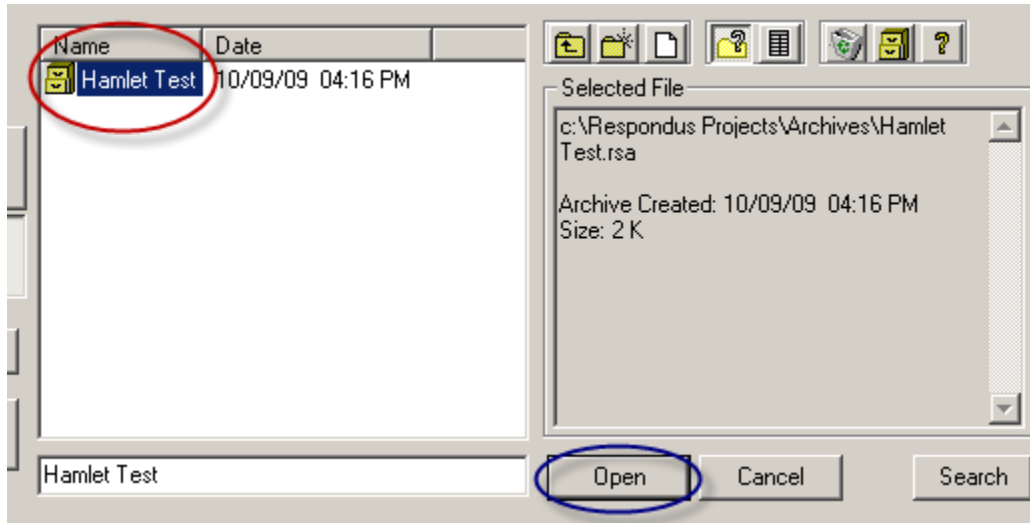
Follow these steps to open an archive file:



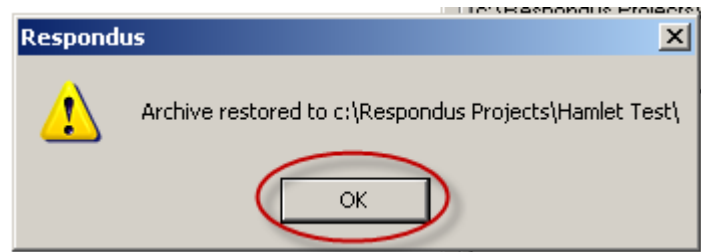
1. From the **Start** tab, click **Open**.



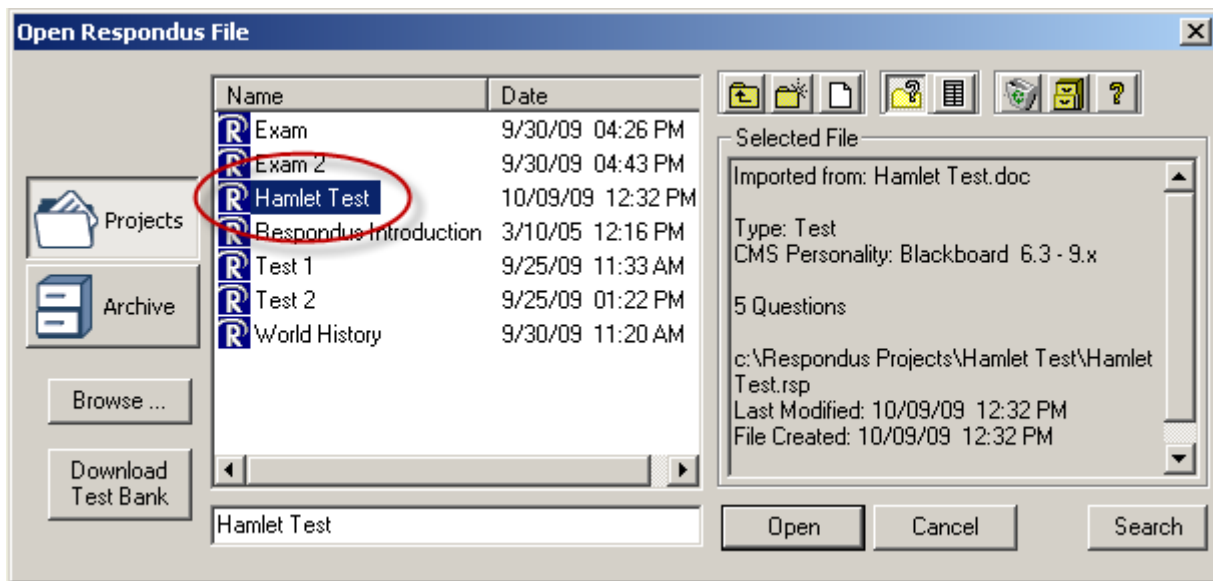
2. Click **Archive**.



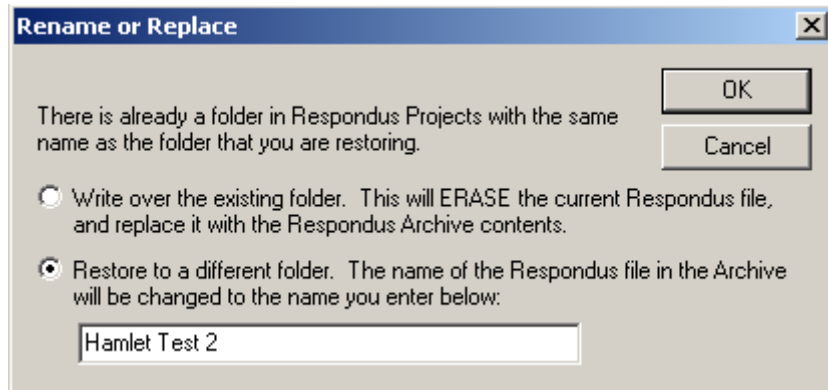
3. Click on the archive file, and then click **Open**.



4. The Respondus file will be restored to the given location. Press **OK** to close the window.



As you can see, the archive file will restore the full Respondus file, which can now be opened and utilized.



If the file already exists, you have the options of replacing the old file, or you can create a brand new file.