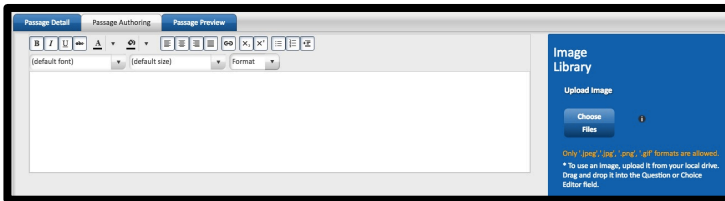


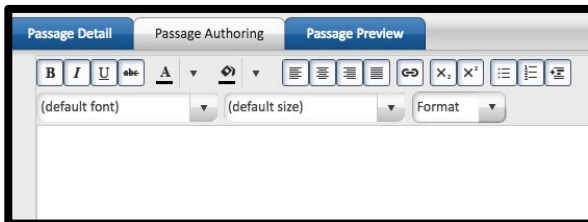
TestPad – New Passage Authoring

Adding New Passage Authoring Information

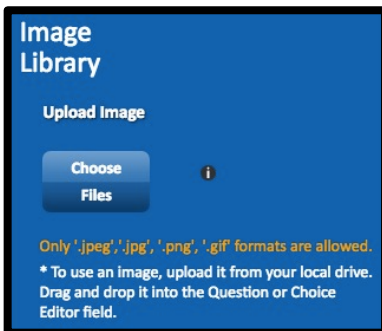
1. When creating a new passage in **TestPad**, the second screen displayed is **Passage Authoring**. Fields marked with * are required.



2. In the left section, enter the desired information as applicable. Text can be formatted using the provided options.



3. The **Image Library** is in the right section. You can upload images that have been saved on your computer.



4. Finish the **Passage Authoring** screen by selecting one option at the bottom.
 - a. **Back** (to return to the **Passage Detail** screen).
 - b. **Cancel** (to cancel creation of the new passage).
 - c. **Save as Draft** (to create a passage that cannot be seen by anyone other than the creator).
 - d. **Next** (to move to the **Passage Preview** screen).



NOTE: For more information about creating passages, please see additional **Five Steps** TestPad documents.