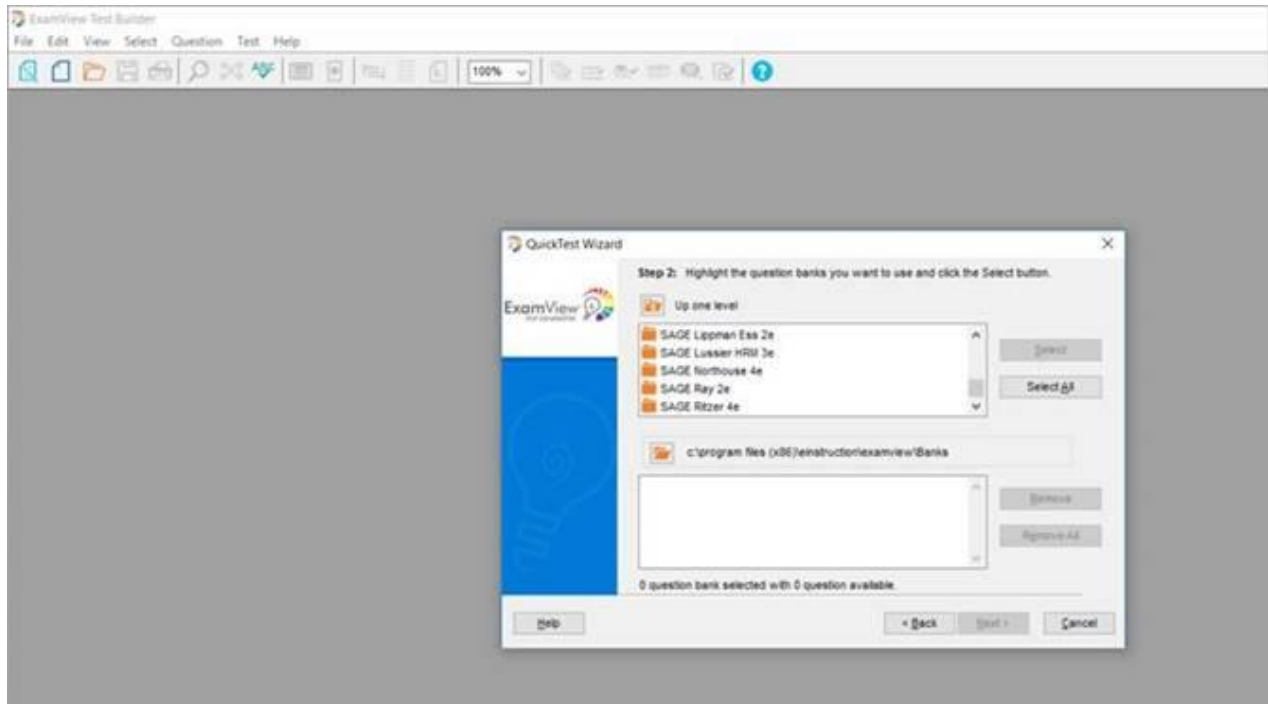


The file folder where our test banks are held is called “Banks” and the path on a PC should be:  
**C:\program files (x86)\einstruction\examview\banks**

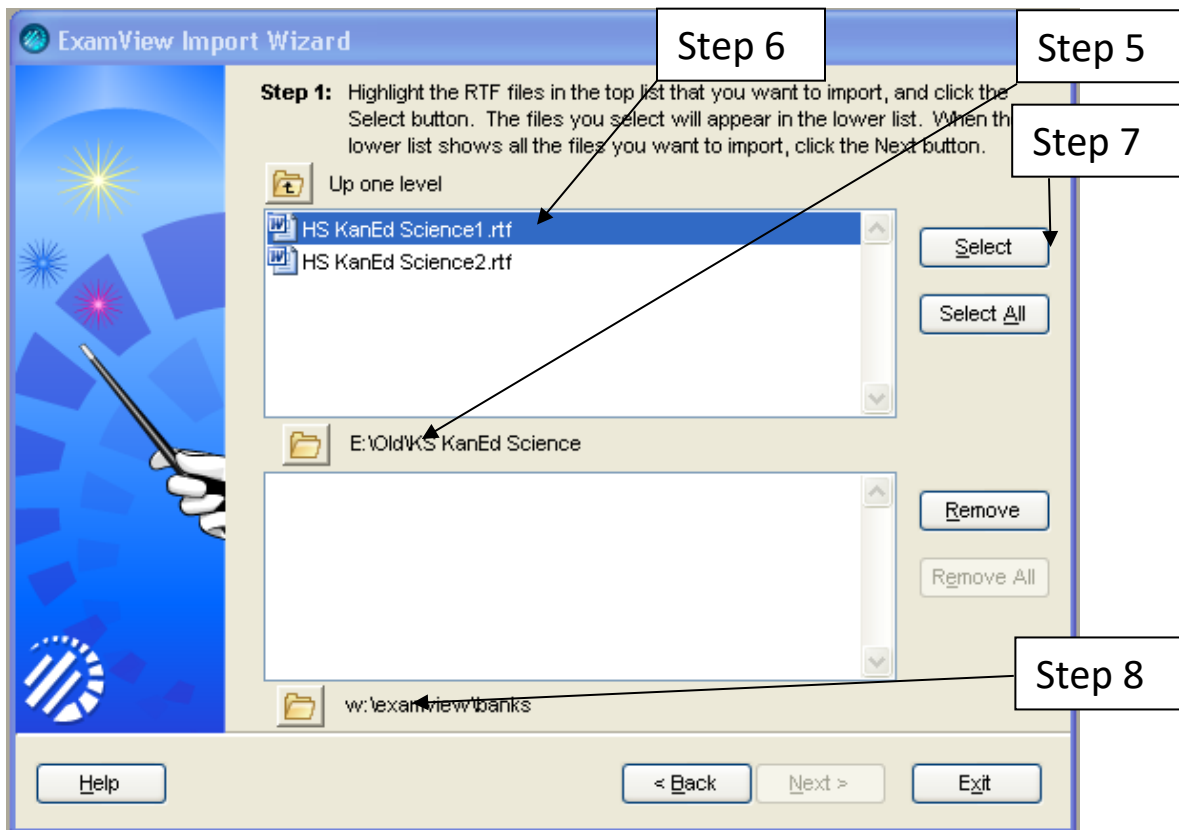


## Import a test typed in Word into ExamView

1. The test you type using **Word** must be formatted exactly.
2. The test you type using **Word** must be saved as a **RTF** (rich text format) file
  - a. Click on **FILE** (top, left corner)
  - b. Select **SAVE AS** from the pop-up menu
  - c. Click on **Browse**
  - d. Change the **SAVE AS TYPE** to **RICH TEXT FORMAT**
  - e. Be aware of the **FILE NAME** and **SAVE IN** location
3. Open **ExamView Import Utility** software
  - a. **einstruction** folder
  - b. **EXAMVIEW** folder
  - c. Double click on the **EXAMVIEW IMPORT** icon
4. Click **NEXT**



5. Locate the test you typed in **Word** (top frame)
6. Highlight the test you typed in **Word** (top frame)
7. Click on **SELECT** (top frame)
8. You may modify where the **ExamView** file will be saved (bottom frame)
  - a. The **EXAMVIEW** software currently uses **W:\Examview\Banks** as the default. This location is available to all building teachers. I would suggest your H drive.
9. Click **NEXT**
10. Click **NEXT**
11. Click **NEXT**
12. Click **NEXT**
13. Click **FINISH**
14. The software will convert the **RTF** Word file to **ExamView**
15. Read the import screen and edit any questions containing errors. Repeat steps 1-15 if needed.
16. The new **ExamView** file (test bank) is automatically saved to the location selected in step 8



Step 7 and 8 Notice the selected file moves down.

