**IMPORT A TEST TYPED IN WORD INTO EXAMVIEW**

1. The test you type using ***Word*** must be formatted exactly.

[PRESS AND HOLD THE CTRL KEY. THEN CLICK HERE!](http://mulvaneks.org/USD263/Technology/EaxmView/ImportFromWordFormat.pdf)

1. The test you type using ***Word*** must be saved as a ***RTF*** (rich text format) file
	1. Click on ***FILE*** (top, left corner)
	2. Select ***SAVE AS*** from the pop-up menu
	3. Change the ***SAVE AS TYPE*** to ***RICH TEXT FORMAT***
	4. Be aware of the ***FILE NAME*** and ***SAVE IN*** location
2. Open ***ExamView Import*** software
	1. ***TEACHER PROGRAMS*** folder
	2. ***EXAMVIEW*** folder
	3. Double click on the ***EXAMVIEW IMPORT*** icon
3. Click ***NEXT***
4. Locate the test you typed in ***Word*** (top frame)
5. Highlight the test you typed in ***Word*** (top frame)
6. Click on ***SELECT*** (top frame)
7. You may modify where the ***ExamView*** file will be saved (bottom frame)
	1. 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.
8. Click ***NEXT***
9. Click ***NEXT***
10. Click ***NEXT***
11. Click ***NEXT***
12. Click ***FINISH***
13. The software will convert the ***RTF*** Word file to ***ExamView***
14. Read the import screen and edit any questions containing errors. Repeat steps 1-15 if needed.
15. The new ***ExamView*** file (test bank) is automatically saved to the location selected in step 8



Step 8

Step 7

Step 6

Step 5

Step 7 and 8

Notice the selected file moves down.

