




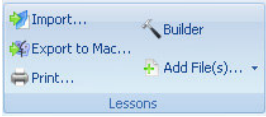
# CPS Quick Step Guide

## Add ExamView Files into CPS

You can add **ExamView** question banks and tests into any folder or lesson within your CPS database. Once the files are added they cannot be edited so be sure to use the **ExamView Test Generator** to create whatever files you want to use with CPS prior to importing them.

### Add ExamView Files

1. Click the **Prepare > Lessons and Assessments** tab.
2. **Select the folder or lesson** under which you would like to import the **ExamView** lesson.

3. Click **Add Files**  in the Lessons group . The Add Files window opens.

4. Navigate your computer to **select the ExamView file** you want to add. (*Note: To limit which files are displayed, click the arrow in the Files of type: box, and select the **ExamView** Files option.*)

5. Click **Open**.

6. The **ExamView** file appears in the folder or lesson you selected.

