



# ExamView Quick Step Guide

## Add ExamView Files to CPS

You can add **ExamView** question banks and tests into any folder or lesson within your CPS database. CPS cannot be used to edit the question banks and tests. Instead, use the **ExamView** Test Generator to edit these files.

### Add ExamView Files - Windows

1. **Open CPS** from the desktop icon or start menu.
2. Click the **Prepare>Lessons and Assessments** tab.
3. **Select the folder or lesson** under which you would like to import the **ExamView** lesson.

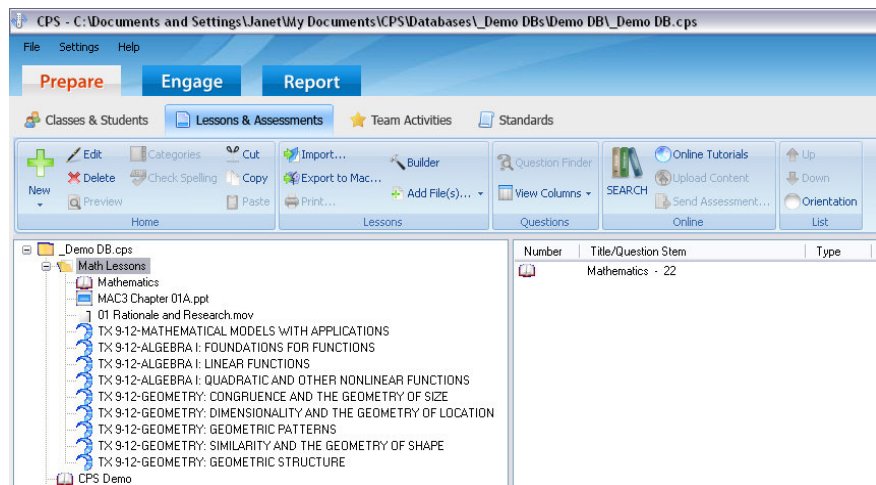
4. Click **Add Files**  in the Lessons group . The Add Files window opens.

5. 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.)

6. Click **Open**.

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

*Note:* For more information on how to utilize the **ExamView** materials in CPS, consult the CPS training materials.



CPS window



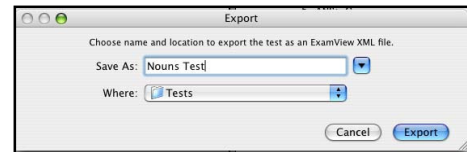
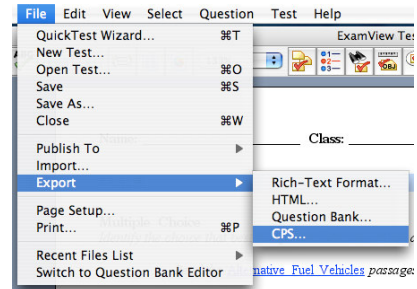


# ExamView Quick Step Guide

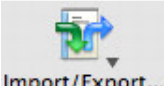
## Import Exam View Files – Mac

Save Your **Exam View** Test as a **CPS File**

1. Open your test in **Exam View** Test Generator.
2. Click the **File** menu and move your mouse over the **Export** option.
3. Choose **CPS....** The Export window appears.
4. Type a name for the file in the **Save As:** text box.
5. Use the **Where:** pull-down menu to select where to save the file.
6. Click **Export** to export your test.

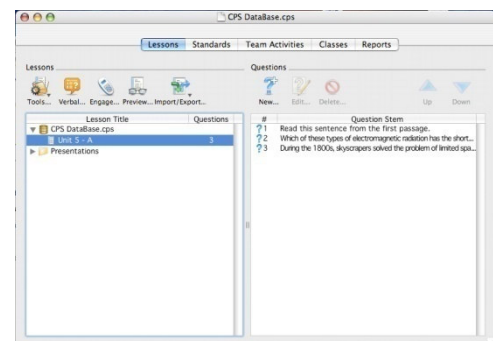


Import **Exam View** Files

1. Click the **Lessons** section.
2. **Select the lesson** under which you would like to import the **Exam View** lesson.
3. Click the **Import/Export** button . A pop-up menu appears.
4. Choose **Import from Exam View XML....** The CPS: Open dialog appears.
5. Navigate your computer to **select the Exam View file** you want to add.

6. Click **Open**.
7. The **Exam View** file appears in the lesson you selected.

*Note:* For more information on how to utilize the **Exam View** materials in CPS, consult the CPS training materials.





# ExamView Quick Step Guide

---

