



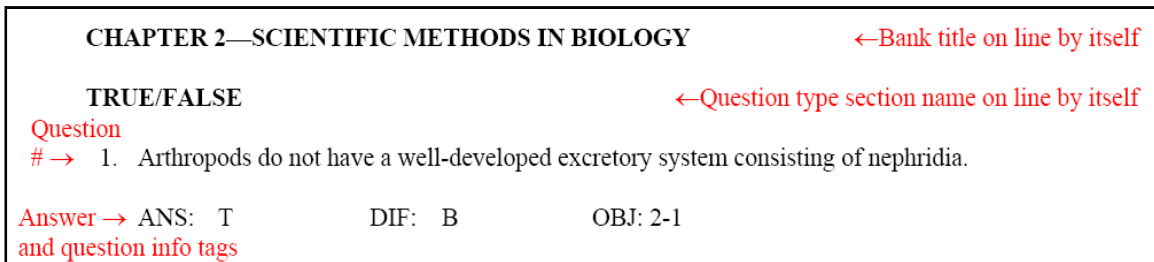
# ExamView Quick Step Guide

## ExamView Import Utility

The import tool is the quickest way to convert multiple tests in RTF format (rich-text format used by Microsoft Word and other compatible word processors) to ExamView question bank format.

### Format the RTF File

1. Navigate to your **ExamView** folder on your hard drive. This is typically at the root of the hard drive or C: drive.
2. Open **Sample Bank.pdf** to see how the RTF file should be formatted.



*Sample Bank.PDF document*

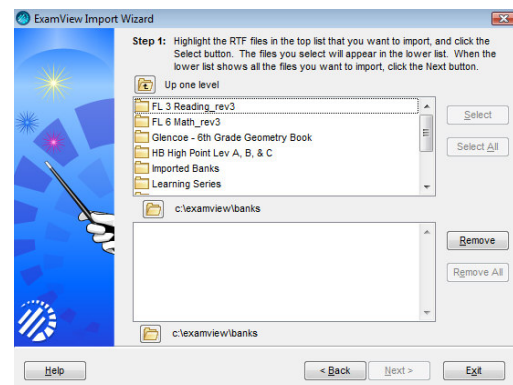
#### Formatting Tips:

- The basic required sections are the test title, question type header, question number, question, answer options (if multiple choice), and correct answer ( ANS: ).
- Create a simple test using just true / false questions. After successfully importing a simple test, try adding more features such as images, tables, narratives, etc.

### Import the RTF File

1. Run the **Exam View Import Utility** program, located in the start menu. The import utility welcome screen will appear. Click **Next**.
2. Select the RTF file you want to import.

*Note:* For practice, you may import the **Sample Bank.rtf** file located in the **Exam View** installation folder.



*ExamView Import Utility*

3. Click **Next**.
4. The rest of the import wizard controls features such as columns, what question information to import, answer option formatting, etc.

