

**Instructions
For Opening BLM Chapter Test Banks
In ExamView**

1. Save the Examview Banks from the Teacher CD on the C drive of your computer in the ExamView folder. (This should be on your computer if you have installed ExamView.)
2. Open ExamView
3. Create a New Test
4. Name the Test
5. Find the file where the banks are stored in the box at the top. If you do not see the file, scroll down. If you still do not see the file, click on the folder above the box. Once the file appears, select it. It should go in the lower box. Then you can make your test.