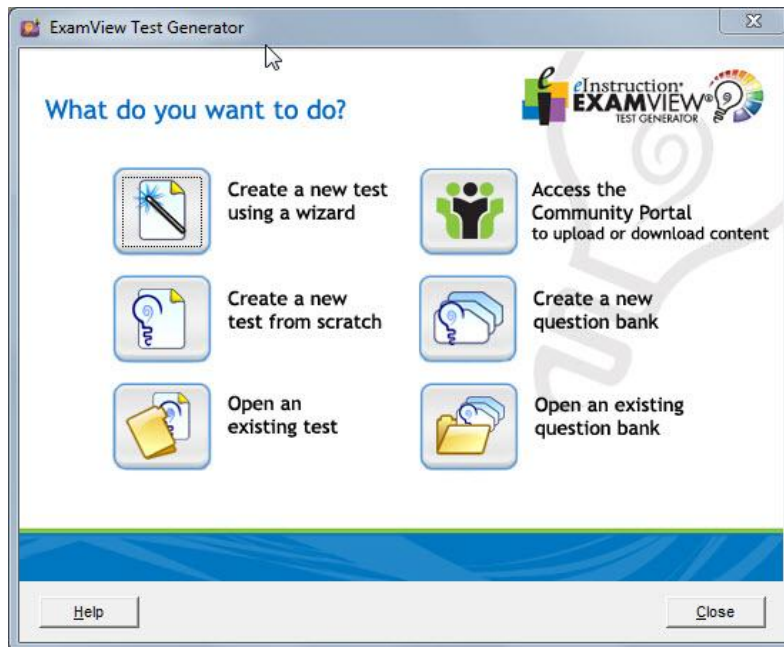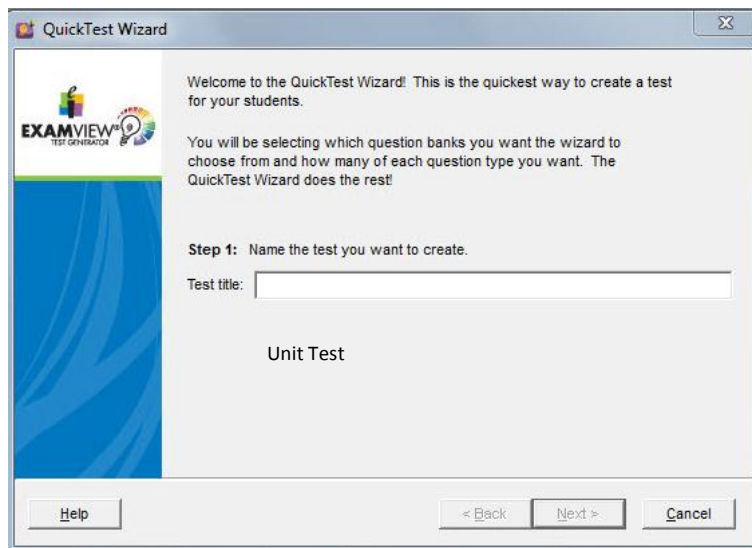## Create a Test Using the ExamView® QuickTest Wizard

1. Open the ExamView Test Generator and at the Home Screen, click the **Create a new test using a wizard button.**

2. Next, give your test a **Name** and then click **Next**.

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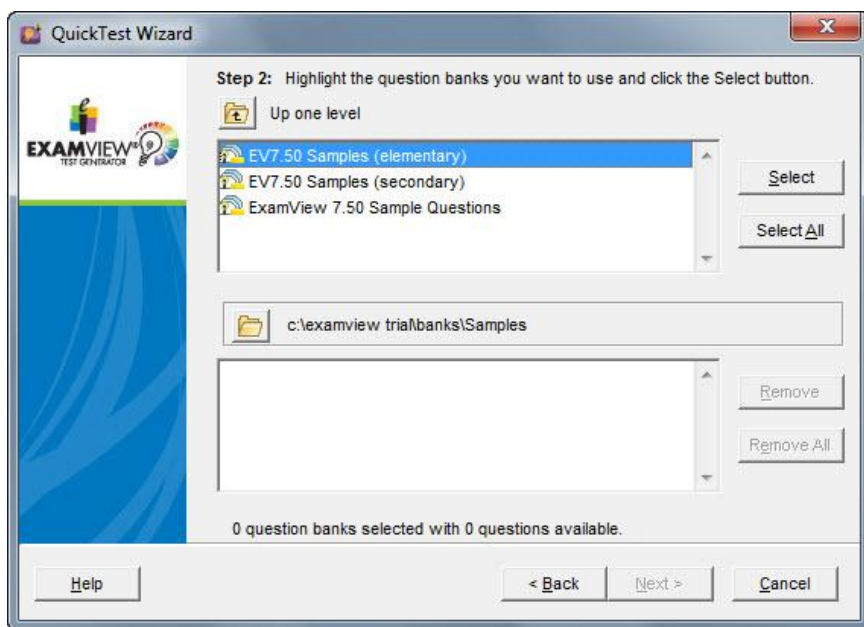
3. Now you are ready to choose your question banks. Your question banks could be stored on your personal computer or on your school's network. Speak with your Network Administrator to learn the location of your ExamView Test Banks.
   a. If necessary, you will select the "Up One Level" folder to browse for your Tests. Otherwise, you will be defaulted to your ExamView Test Banks and you will simply select the desired test banks.
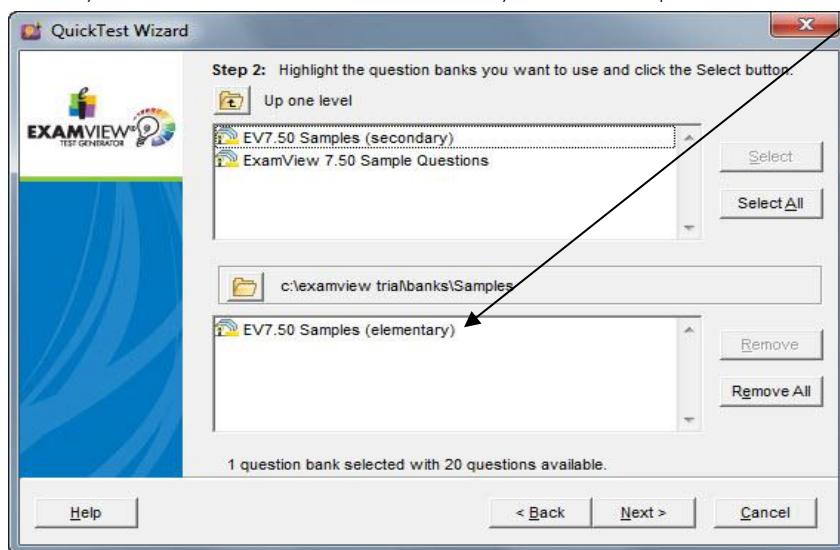
   b. To select a test bank, follow these steps:
      1. Highlight your chosen test bank by clicking on it.

         2. Click **Select**. You also have the choice of choosing all test banks by using the **Select All** button

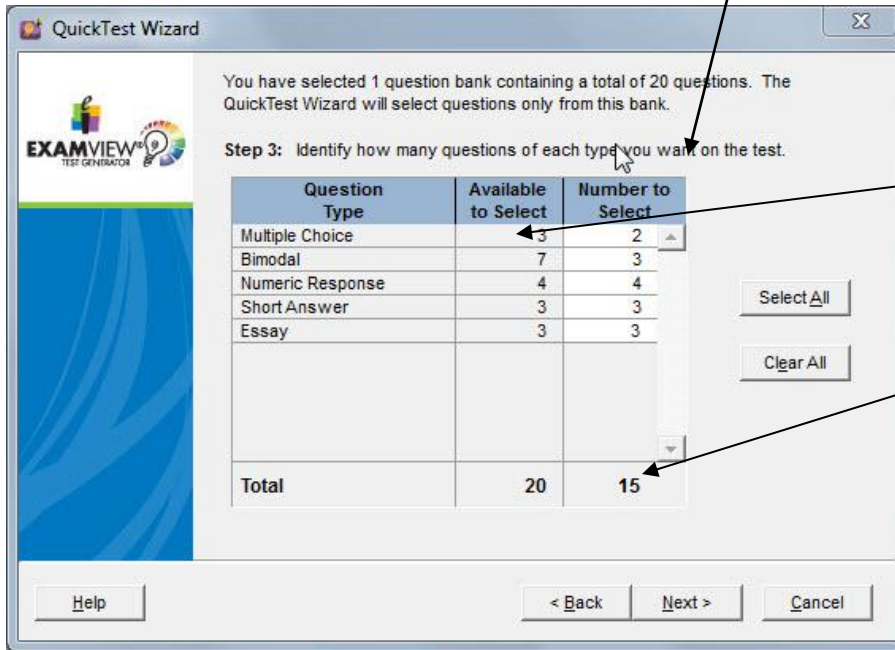Note: Once your banks have been chosen, they will show up in the bottom of the screen.

When you have chosen your desired question bank(s), you can click the **Next** button to advance through the Wizard. **Note:** You can add several test banks during this process. There is a limit of 250 questions per test.

Create an ExamView Test Using the QuickTest Wizard

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4. When the QuickTest Wizard Screen appears, **type in the number of questions** you would like to select from each question type.
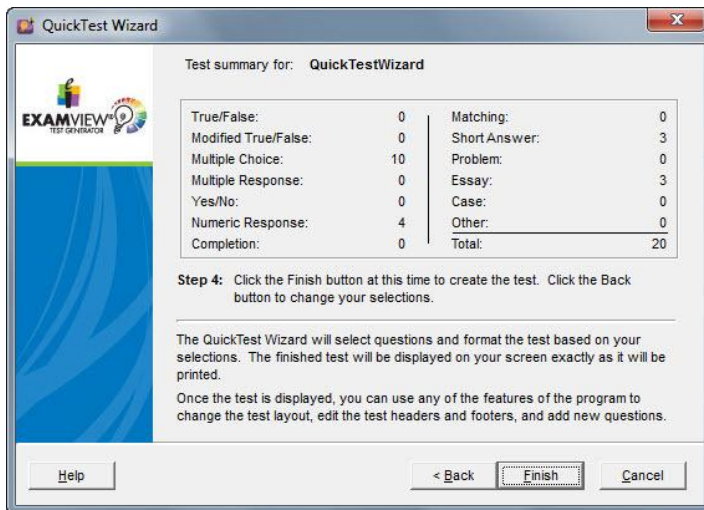
You can also use the "**Select All**" button to choose all questions in the bank.

In this column, you will find the **total number** of questions available.

This is the number of questions **you have chosen**.

Once you have chosen the desired number of questions from each type, click the **Next** button.
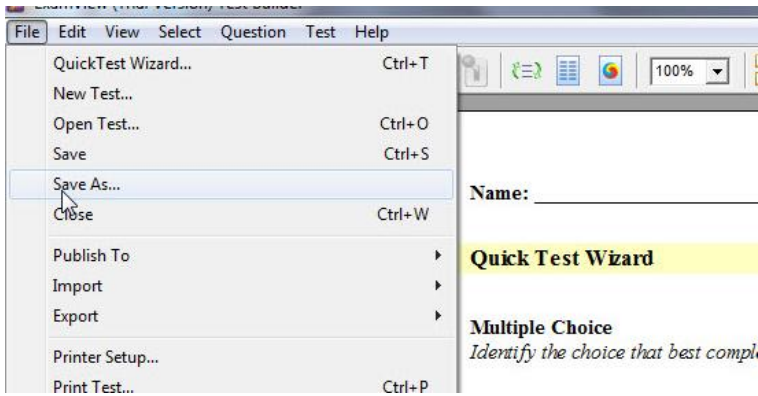
5. At the Summary window, verify your selections. You can click the Back button to make any desired changes. When you are satisfied with your selections, click **Finish** to build your test.

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6. Select **File→Save As**, and name your test to complete this process and save your test for future use.

7. **Type a name** for your test and **save** it to your desired location.

Note: All tests will default to your ExamView→Test Folder on your C Drive.

Congratulations! You have just created a Test using the ExamView Quick Test Wizard!

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