

These instructions were written using pictures and examples from Internet Explorer 7. Other browsers will work but the pictures and steps may vary slightly.

Download and Install EBB

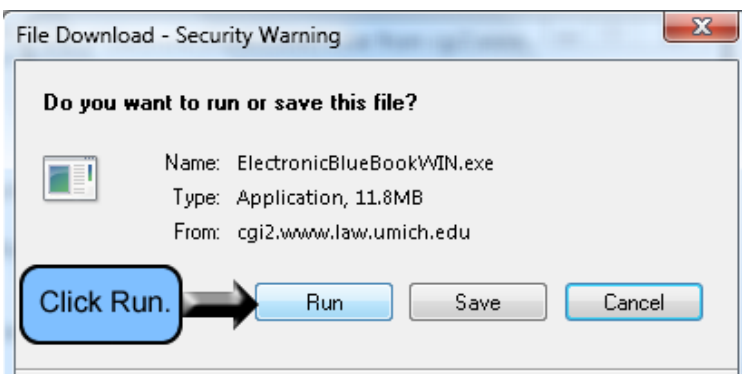
1. Go to <http://www.law.umich.edu/currentstudents/informationtechnology/laptops/EBB>.

- 2.



3. Log in if prompted. Click the **WINDOWS** link to begin downloading EBB.

- 4.

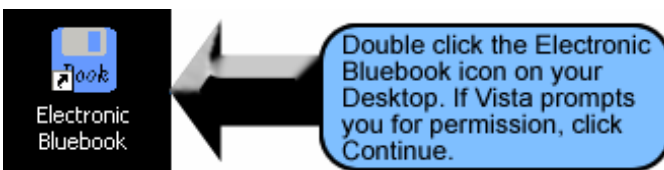


5. If Vista prompts you for permission, click **Continue**.
6. Click **Next** to run the EBB setup program and follow the wizard to install EBB.
7. Click the **Finish** button to complete the installation. A shortcut to Electronic Bluebook (EBB) will be placed on your desktop.

Test Blocked & UnBlocked EBB

* We urge you to test both Blocked and UnBlocked versions of the program thoroughly to make sure they work properly. You don't want any unpleasant surprises on exam day.

- 1.



5. Test EBB's features under each section tab to make sure they are working properly and to familiarize yourself with the program. Also take this opportunity to practice the shortcut keys, including Cut and Paste.
6. Click on the **Finish Exam** button to end the exam, or press **Ctrl-F**; press "YES...." to confirm that you are finished with your exam; and then **OK** to exit the EBB program.
7. You will be redirected to the Submit Exams Web site. Log in if prompted.

For testing purposes, select any class that is displayed in the dropdown menu, browse to your flash drive, upload one of your EBB test files, and click **Continue**. You will get an error when trying to upload your file for this test because your ExamID will not match your real ExamID for that class. Upload your test file anyway so that you can become familiar with the upload process.

During a real exam you will upload and submit your actual exam file from your flash drive to the network.

8. Close your Web browser to return to your laptop's desktop.



Repeat steps 1 – 8, but this time choose **UNBLOCKED** for the Exam Type.

NOTE: When you are finished testing, you may delete the test files that EBB creates on your flash drive.

In order to prevent possible problems during an EBB exam, LawIT recommends that you change some settings on your laptop before taking an exam. [You do not need to make the following changes during orientation](#), but as exam time approaches, pay attention to email alerts from the Registrar's Office, as they will remind you to change these settings at that time. For your convenience, a laptop configuration program is available that will automatically change the settings on your laptop. You can download this program from <http://www.law.umich.edu/currentstudents/informationtechnology/laptops/EBB/Pages/LaptopSettings.aspx>.

If you would prefer to configure the settings manually, instructions are provided below.

Configure Laptop Exam Power Plan Profile

1. Right-click on the desktop | **Personalize**| **Screen Saver**.
2. Click on **Change power settings...** (located under "Power Management")
3. Click on **Create a power plan** in the left-hand menu. This will take you to the Power Options window.
4. To create a "laptop exams" power plan click on the circle next to **Power saver**; in the Plan name: field, type **Laptop Exams**. Click **Next**.
5. Set all the power settings for "Plugged in" AND "On battery" to **Never**. This will require selecting "Never" in at least four (4) drop-down menus. Click **Create**.
6. If you want to revert to your previous power plan, you can choose it from the Power Options window. Just be sure to select your newly created **Laptop Exams** power plan ***before taking any EBB exams***.
7. Close the Power Options window; click **OK** on the Screen Saver Settings window; then **Close** the Personalization window.

Disable Screensaver

1. Right-click on the desktop | **Personalize**| **Screen Saver**.
2. Select **(None)** from the dropdown menu under "Screen saver"
3. Click **OK** on the Screen Saver Settings window; then **Close** the Personalization window.

Disable Virtual Scrolling (if installed and enabled)

This setting only applies to laptops with *Synaptics* pointing device drivers installed. To check for and disable this feature:

1. **Control Panel | Hardware and Sound | Mouse | Device Settings** (If you do not have a **Device Settings** tab, you may skip this step).
2. Click the **Settings...** button.
3. Select **Virtual Scrolling** in the left pane and uncheck both **Horizontal Scrolling** and **Vertical Scrolling** in the right pane.
4. Click **OK | OK** and close the Control Panel.

English Language Settings

If you use a version of Windows other than the English language version, or if you have multiple languages installed, follow these steps:

1. Go to **Control Panel | Clock, Language, and Region | Regional and Language Options**
2. **Formats** tab:
 - a. Make sure that **English (United States)** is selected as your current format.
3. **Administrative** tab:
 - a. Under the heading “Language for non-Unicode programs”, make sure that **English (United States)** is listed.
4. **Keyboards and Languages** tab: Click on **Change keyboards...** On the General tab:
 - a. Under the heading “Default input language” make sure that **English (United States) – US** is selected.
 - b. Under the heading “Installed services”, make sure that **EN English (United States)** and **US Keyboard** are selected.
5. Click **OK** to save any setting changes and then click **OK** again to exit the Regional and Language Options display.

Disable Dial-up Internet prompts

1. **Control Panel | Network and Internet | Internet Options | Connections tab:**
2. Under the heading “Dial-up and Virtual Private Network settings”, make sure the radio button next to **Never dial a connection** is selected. Click **OK** to save setting change.

Remove Microsoft Works Suite Add-in for Microsoft Word

if it is installed on your laptop. Removing this Add-in will not un-install either Word or Works and both applications will still work; it will just break the connection between them.

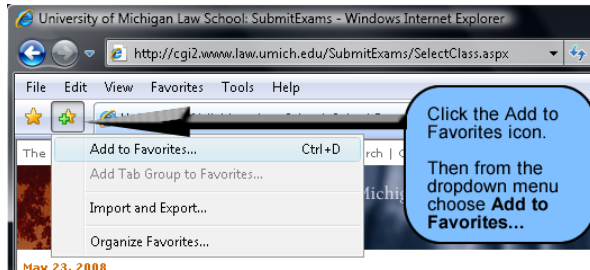
1. **Control Panel | Programs | Programs and Features | Microsoft Works Suite Add-in for Microsoft Word.**
2. Click the **Uninstall** button and follow the uninstall wizard.

Bookmark the Submit Exams Web site

Create a bookmark to the Submit Exams Web page now for use in the event that EBB does not automatically redirect you to it.

1. Go to: <http://cgi2.www.law.umich.edu/submitexams> and log in, if prompted.

2.



3.

