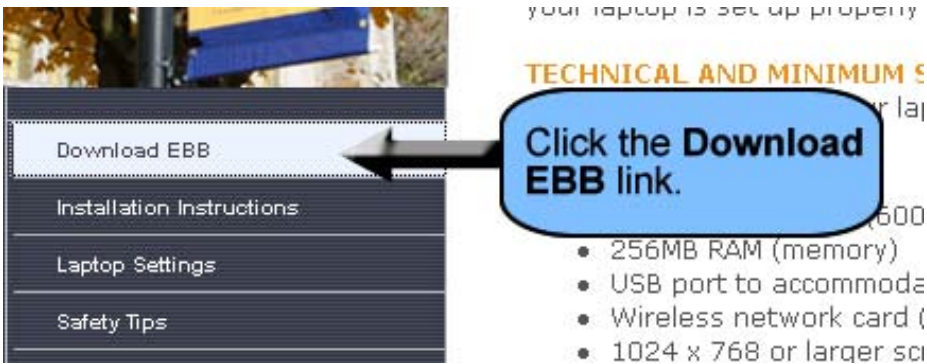


These instructions were written using pictures and examples from Internet Explorer. Other browsers will work but the pictures and steps may vary slightly.

Download and Install EBB

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

2. The screenshot shows a website navigation menu with four items: 'Download EBB', 'Installation Instructions', 'Laptop Settings', and 'Safety Tips'. A blue callout box with the text 'Click the Download EBB link.' has an arrow pointing to the 'Download EBB' link. To the right of the menu, there is a list of technical requirements under the heading 'TECHNICAL AND MINIMUM S'.
 - 256MB RAM (memory)
 - USB port to accommodate
 - Wireless network card (
 - 1024 x 768 or larger sc

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

4. The screenshot shows a 'File Download - Security Warning' dialog box. It asks 'Do you want to run or save this file?'. The file name is 'ElectronicBlueBookWIN.exe', the type is 'Application, 11.8MB', and it is from 'cgi2.www.law.umich.edu'. There are three buttons: 'Run', 'Save', and 'Cancel'. A blue callout box with the text 'Click Run.' has an arrow pointing to the 'Run' button.

5. You may see this screen.

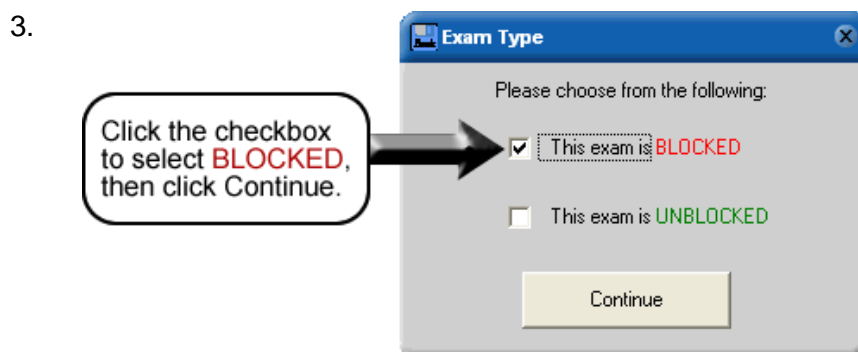
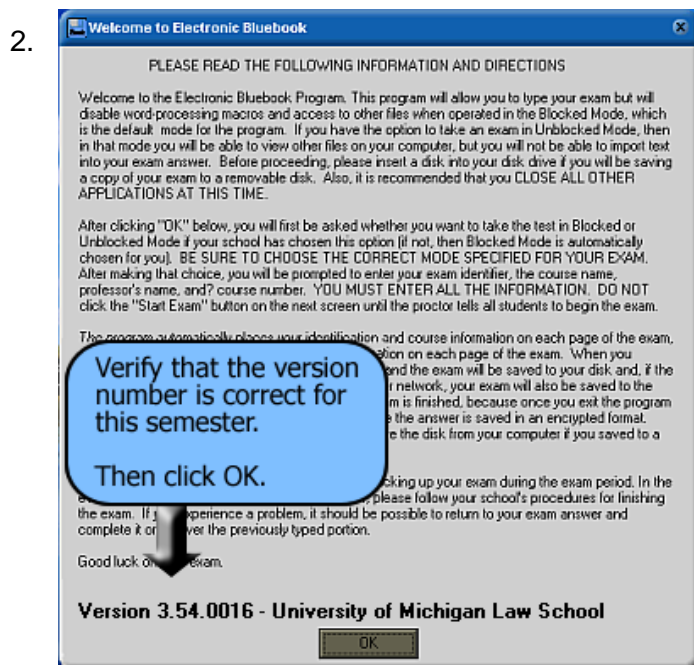
The screenshot shows an 'Internet Explorer - Security Warning' dialog box. It asks 'Do you want to run this software?'. The name is 'Electronic Bluebook' and the publisher is 'CompuTest, LLC'. There are two buttons: 'Run' and 'Don't Run'. A blue callout box with the text 'Click Run.' has an arrow pointing to the 'Run' button. At the bottom, there is a warning icon and text: 'While files from the Internet can be useful, this file type can potentially harm your computer. Only run software from publishers you trust. [What's the risk?](#)'

6. Click **Next** to run the EBB setup program and follow the wizard to install EBB.

- 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 out 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.



4. For testing purposes choose the class number "OTEST" to test EBB. During a real exam you will select your actual class number.

If you don't know what the drive letter is for your flash drive, open **My Computer** to locate it.

The screenshot shows the 'Student Input' dialog box with the following fields and callouts:

- 1. Enter any ID for testing purposes. For a real exam, enter your actual exam ID.** Points to the 'Exam ID (include the 'E')' field containing 'EBLOCK'.
- 2. Choose "OTEST" from the dropdown menu. The Professor and Course fields are filled in for you.** Points to the '5-digit Class Number' dropdown menu containing 'OTEST'.
- 3. Enter the number of EBB sections.** Points to the 'Number of EBB Essay Sections' field containing '3'.
- 4. Choose the letter of your flash drive.** Points to the 'Select Drive to Save Exam to:' dropdown menu containing 'e:'.
- 5. Click Start Exam.** Points to the 'Start Exam' button.


The dialog box also displays 'Please provide the following information: **BLOCKED**' and includes an 'Exit' button at the bottom right. The version number 'Version 3.54' and a note 'Click 'Start Exam' on Proctor's Instruction' are visible at the bottom.

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 where you will 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 Scheme Profile

1. Right-click on the desktop | **Properties**| **Screen Saver** tab.
2. Click the **Power** button (located under the heading "Monitor power")
3. Click on the **Power Schemes** tab. Set all the power settings for "Plugged in" **AND** "Running on batteries" to **Never**. This will require selecting "Never" in at least six (6) drop-down menus.
4. Click the **Save As...** button located under the heading "Power Schemes"
5. Save this power scheme as: **Laptop Exams**. Click **OK** to save your new profile.
6. If you want to revert to your previous power scheme, you can choose it from the "Power Schemes" drop-down menu. Just be sure to select your newly created **Laptop Exams** profile **before taking any EBB exams**.
7. Click **OK** and then **OK** again to exit the Display Properties window.

Disable Screensaver and Hibernation

1. Right-click on the desktop | **Properties**| **Screen Saver** tab.
2. Select **(None)** from the dropdown menu under the heading "Screen saver" and click **OK**.
3. Click **Hibernate tab** and **uncheck** "Enable hibernation."

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 | 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.

Disable Dial-up Internet prompts

1. **Control Panel | Internet Options | Connections tab:**
2. Under the heading "Dial-up and Virtual Private Network settings", click on the radio button to select **Never dial a connection**. Click **OK** to save setting change.

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 | Regional and Language Options**
2. **Regional Options tab:**
 - a. Under the heading “Standards and formats”, make sure that **English (United States)** is selected as your format
3. **Advanced tab:**
 - a. Under the heading “Language for non-Unicode programs”, make sure that **English (United States)** is selected.
4. **Languages tab:**
 - a. Under the heading “Text services and input languages”, click on the **Details...** button. Make sure that your default input language is set to **English (United States) – US**
 - 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.

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.

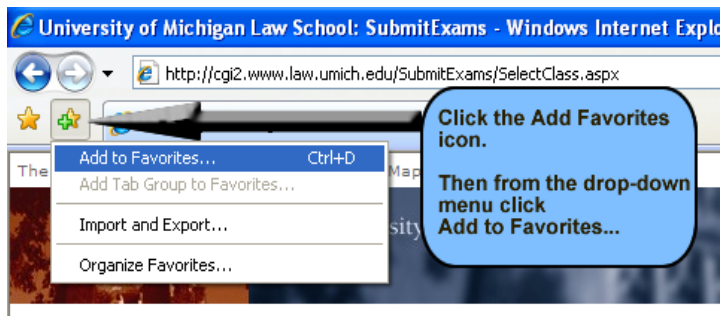
1. **Control Panel | Add or Remove Programs | Microsoft Works Suite Add-in for Microsoft Word.**
2. Click the Remove button and follow the uninstall wizard.

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. 

