



Configuring EBB

May 2009

[ Windows Vista]

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In order to prevent possible problems during an EBB exam, LawIT recommends that you change some settings on your laptop before taking an exam. 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"

Click **OK** on the Screen Saver Settings window; then **Close** the Personalization window.

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.

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.

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.

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:

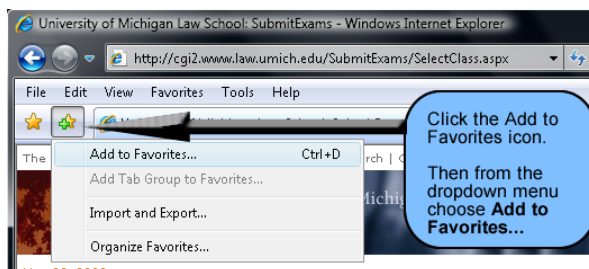
1. **Control Panel | Hardware and Sound | Mouse | Device Settings** (If you do not have a Device Settings tab, you may skip this step).
2. Click the **Settings...** button.
3. Select **Virtual Scrolling** in the left pane and uncheck both **Horizontal Scrolling** and **Vertical Scrolling** in the right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

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.

