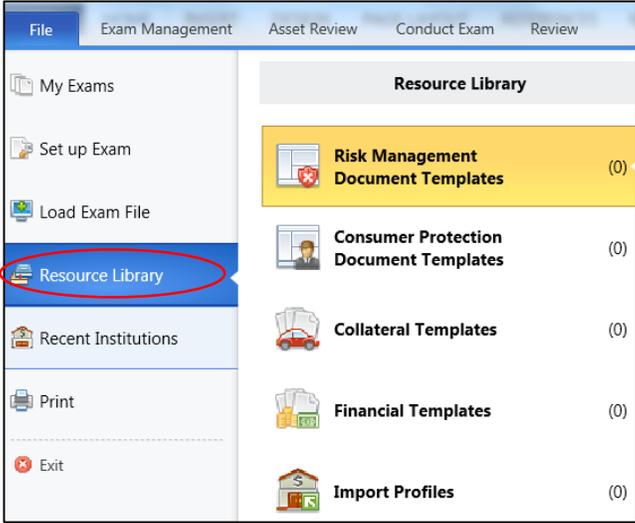
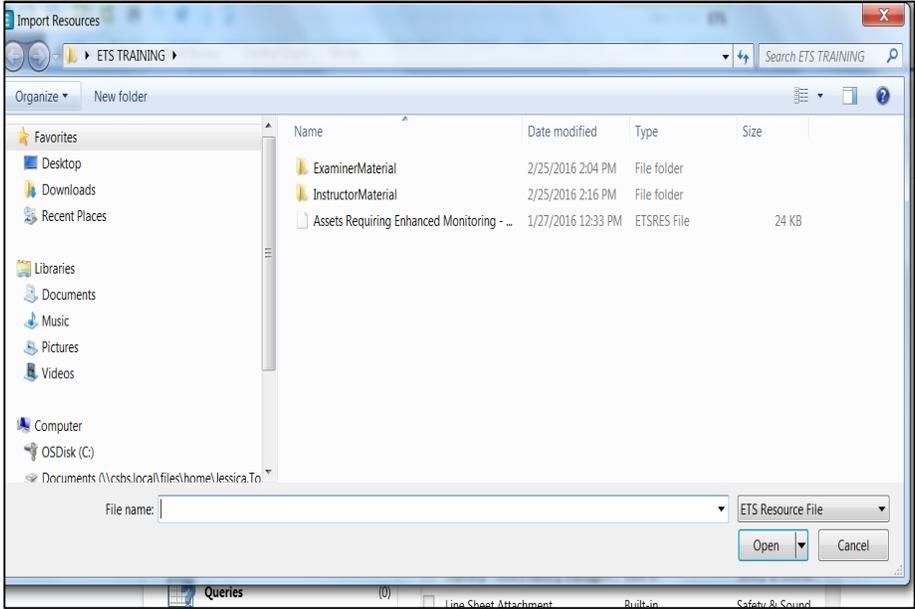
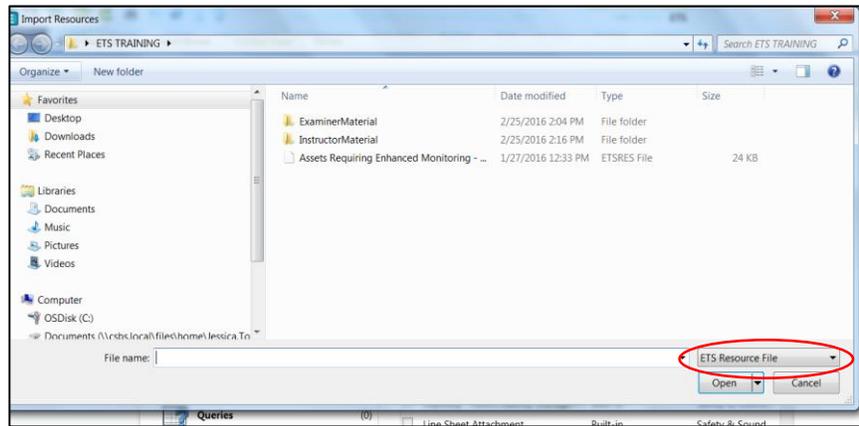


ETS Custom Template Upload to Resource Library

1. Open ETS.	
2. Select the File tab. From File tab select Resource Library.	
3. Select Import resources at the lower portion of the page.	
4. The Import Resources dialog box will appear.	

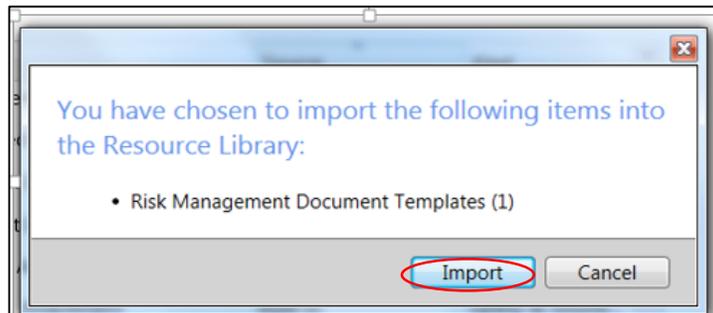
5. Select the file to be imported.



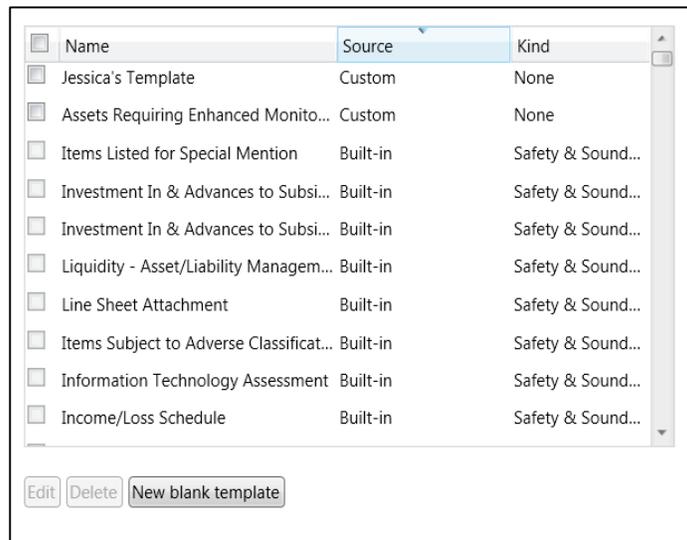
Notes:

- If you are saving the AREM Production template or a custom template that has been shared with you, be sure to save the file locally first. After the file is saved locally, select the file.
- The extension should be .etsres and the dropdown box should state ETS Resource File.

6. Once you double-click the desired file, the following prompt will appear. Click Import.



7. After you select Import the file will load. Note the template appears in the Document Templates box.



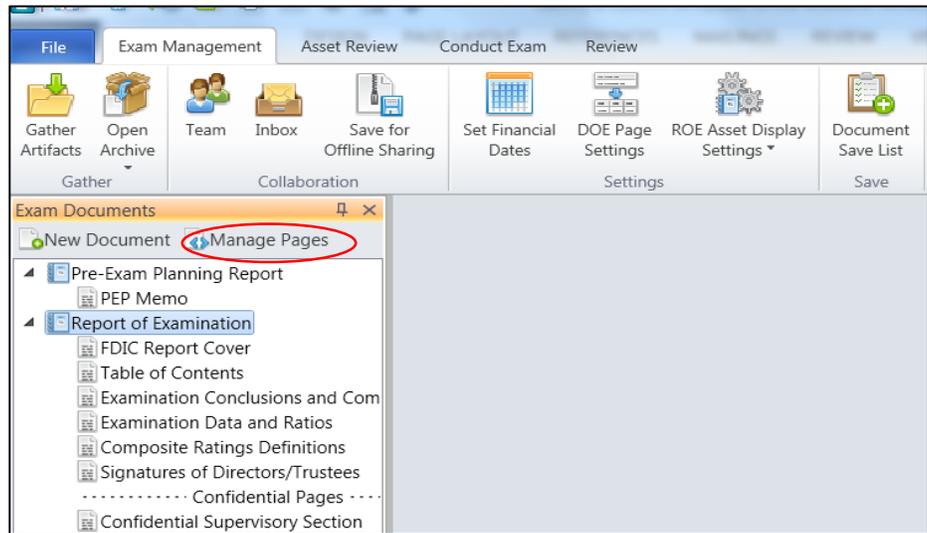
Note:

- You may sort the filters based upon Name, Source and Kind.

8. Open the desired exam.

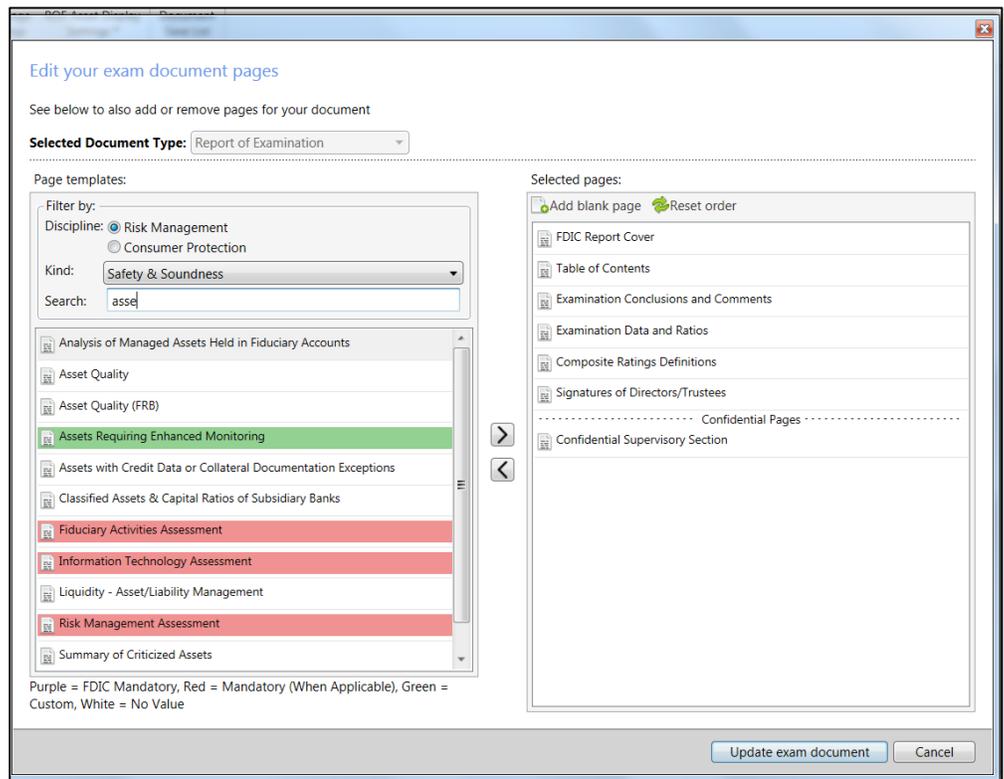
9. Single click the Report of Examination at the Document level to enable Manage Pages.

Click Manage Pages.



For a newly created exam, follow steps 10 – 13. For exams already started, skip to step 14.

10. Search for the desired custom template in the left pane under Page templates.



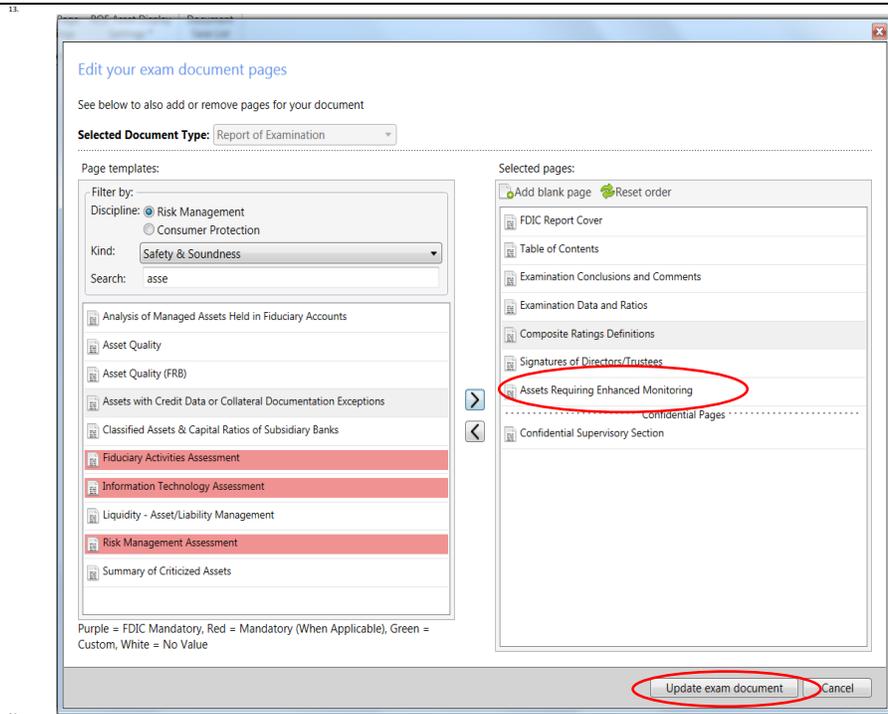
Notes:

- For exams that have not been started and the template is imported into the Resource Library before starting the exam, the custom template will easily populate in the list of available pages under Manage Pages.

11. Select the custom page.

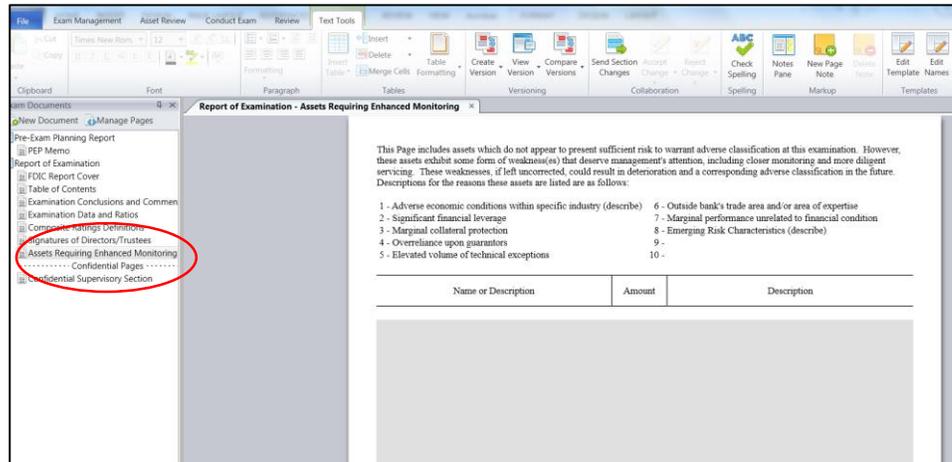
12. Click the arrow to the right to move the add the page to the Selected pages pane.

Click Update exam document.



13. See that the page populates in the left pane.

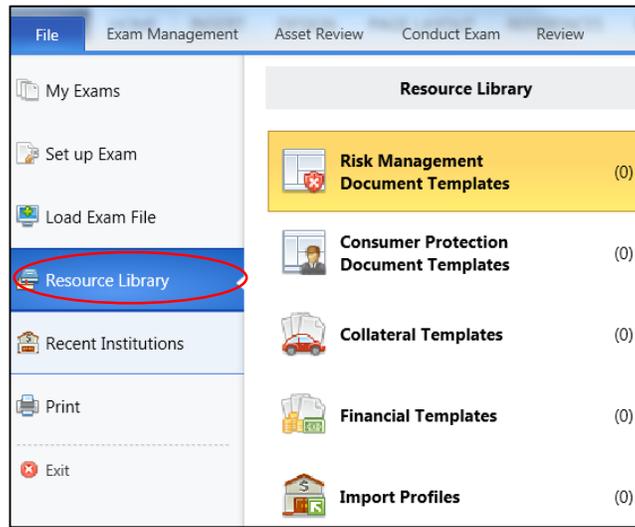
To open the page, double-click.



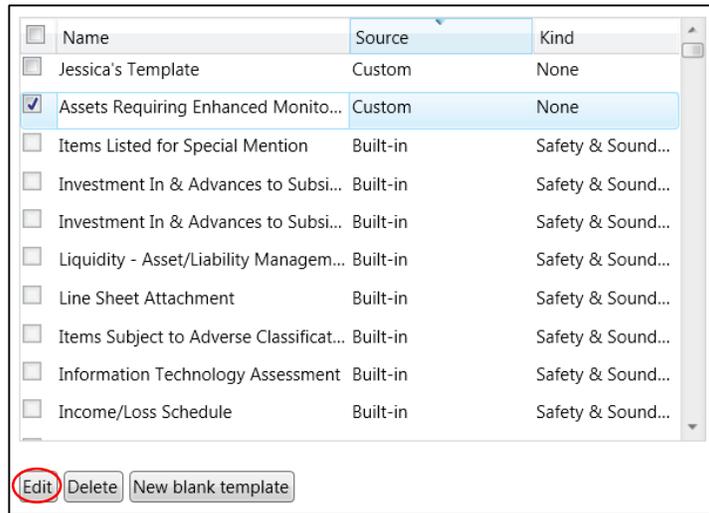
14. For an exam already started, you must Edit the imported template from the Resource Library.

Open the desired exam.

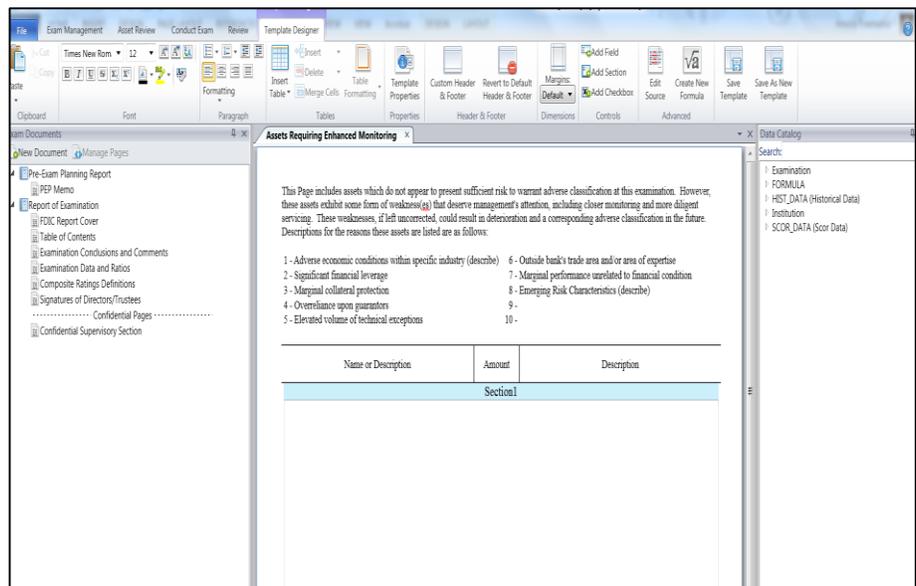
15. Select Resource Library.



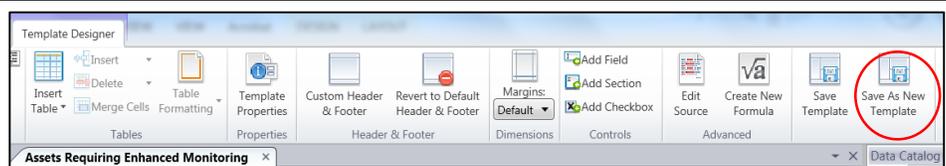
16. Select the custom template to edit. Select Edit.



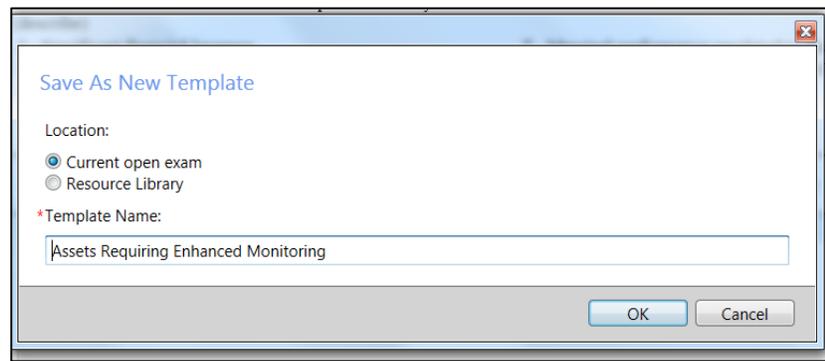
17. Note the template appears open in the Template Designer contextual tab.



18. Click Save As New Template.



19. Note the Save As New Template dialog box appears.



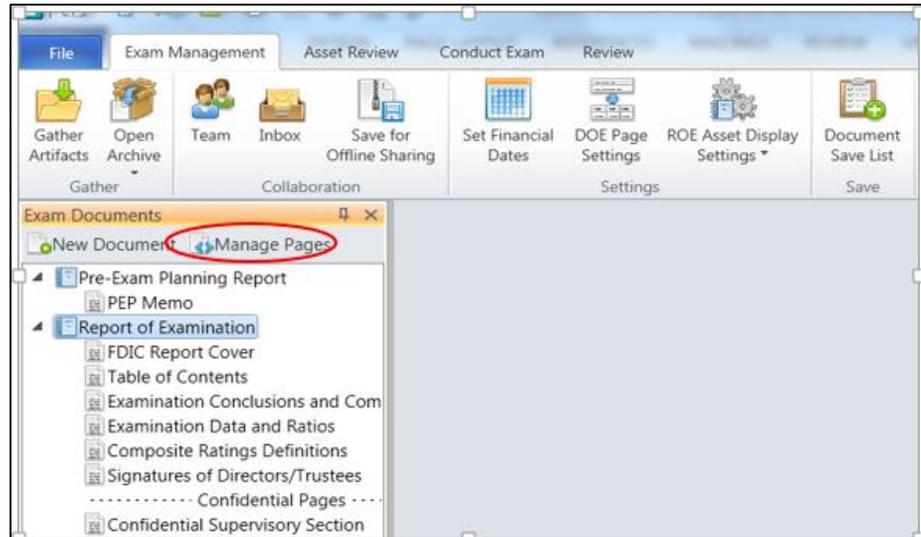
20. Select the Current open exam as the location.

Note:

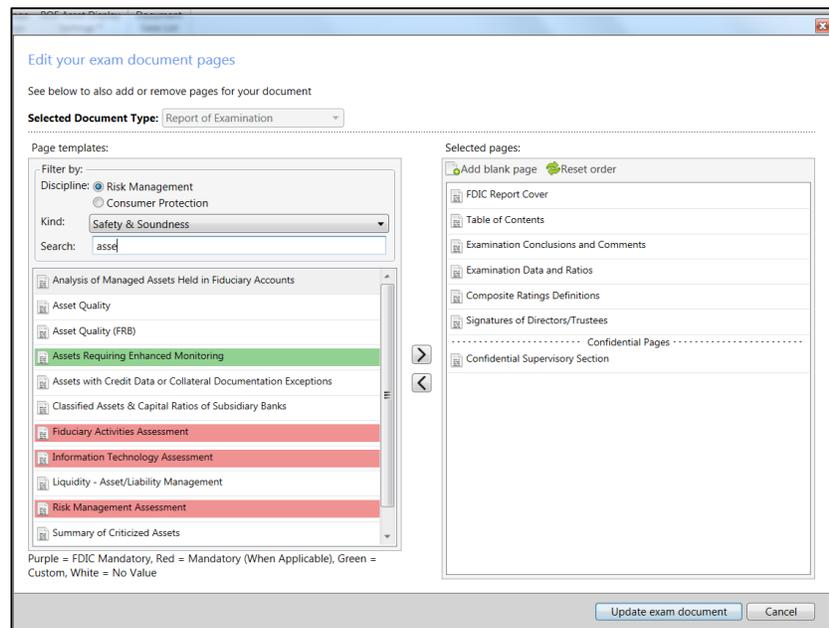
- The radio button will default to Current open exam
- The template name should already default because you are editing the template you brought in from the Resource Library. If desired, you can rename it; otherwise leave the name as it defaulted.
- By selecting this Current open exam, the template will appear in this exam. The custom template has already been added to the Resource Library for future exams.

21. Select Ok.

22. Click Manage Pages.



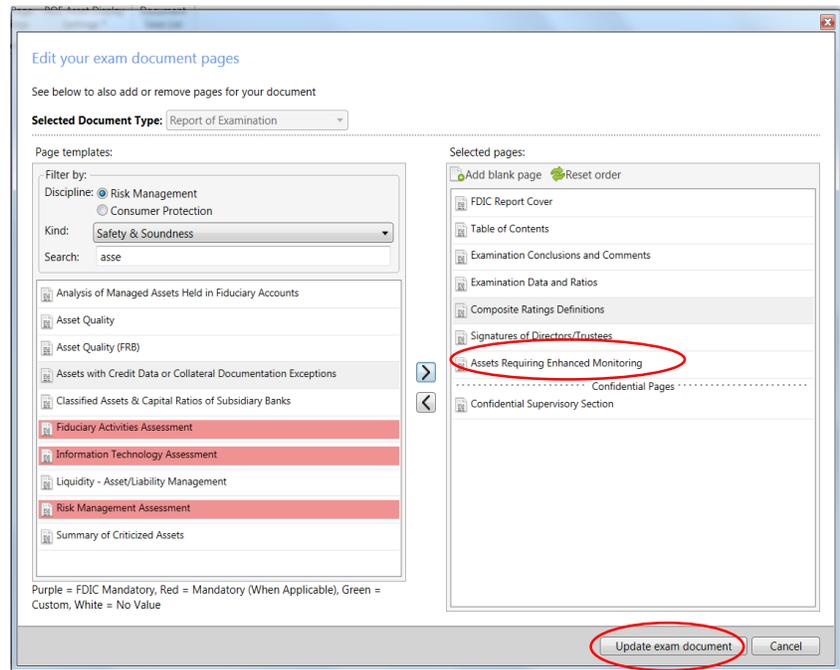
23. Search for the desired custom template in the left pane under Page templates.



24. Select the custom page.

25. Click the arrow to the right to move the page to the Selected pages pane.

Click Update exam document.



26. See that the page populates in the left pane.

