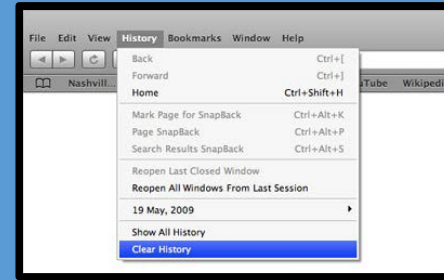Before proceeding you will need to clear the cookies/cache from your internet browser <u>or</u> use a browser that you do not commonly use.

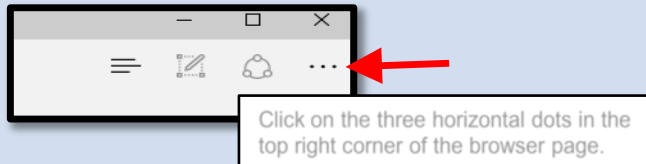## Chrome:

Click on the three vertical dots to the right of the URL window.

1. **Select History from the settings menu**
2. **Select History from the sub-menu**
3. **Clear browsing data**

Safari:

1. **Choose History**
2. **Clear History**
3. **Click Clear**

Microsoft Edge:

Click on the three horizontal dots in the top right corner of the browser page.

1. Select Settings
2. Scroll down to Clear Browsing Data
3. Select "Browsing history" "Cookies and saved website data" and Cached data and files.

Firefox:

Click on the three hash marks to the right of the URL window.
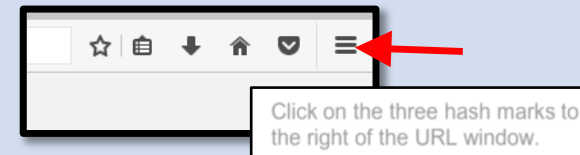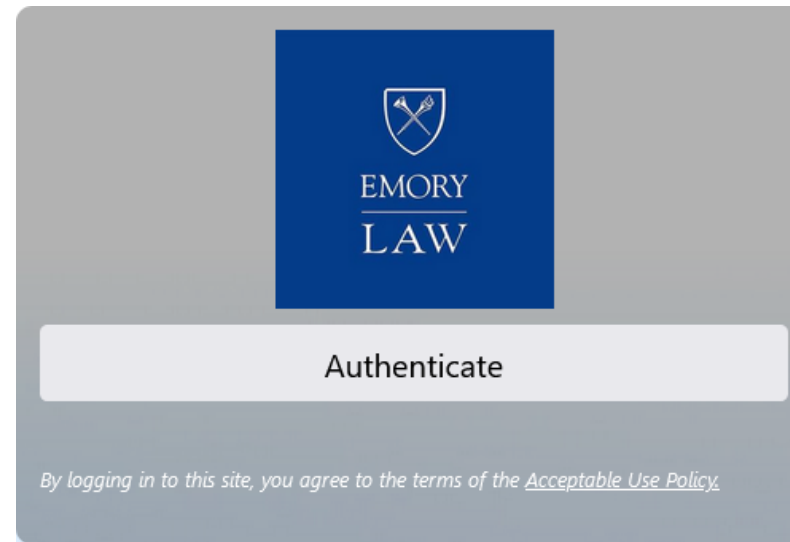
1. Select History
2. Select Clear Recent History
3. Choose "Everything" from the drop down menu

Electronic Blue Book (EBB) Student Portal
https://exams.law.emory.edu

The EBB portal has already been configured with your unique log-in credentials.

1. The log-in is your Emory student NetID (ie: JSmith1).

2. The password is your Student ID login password that you use for OPUS.
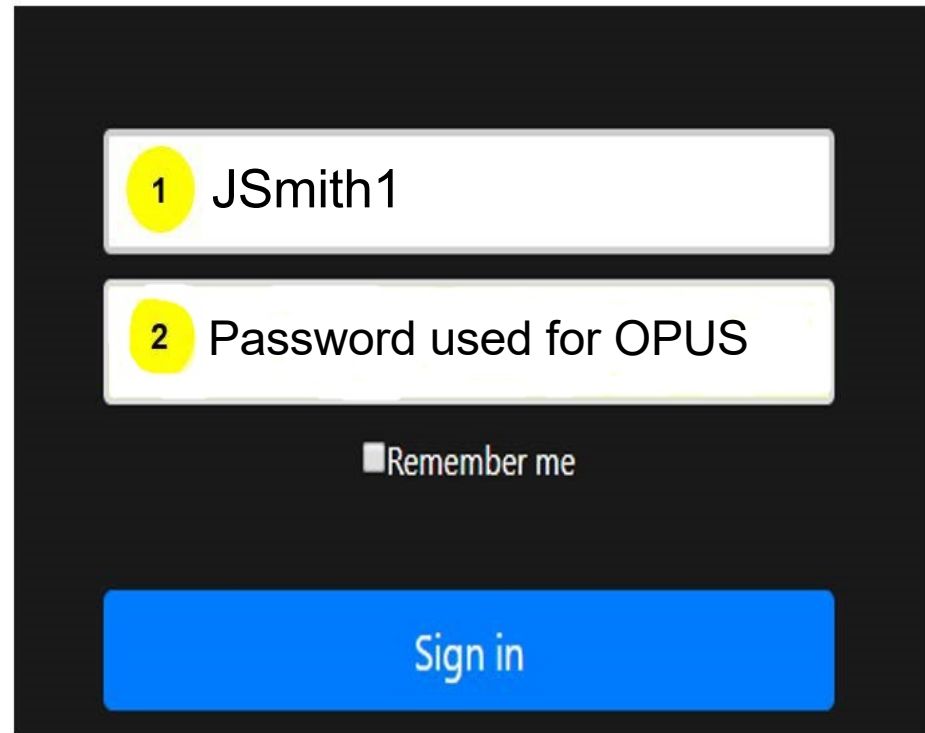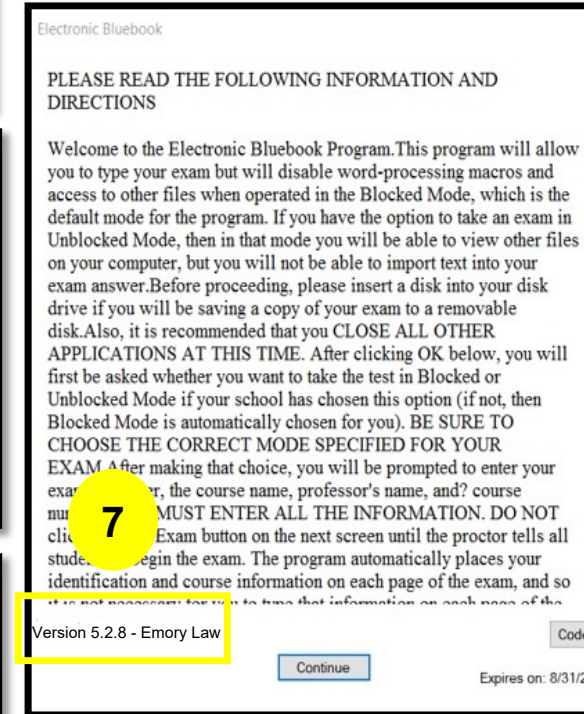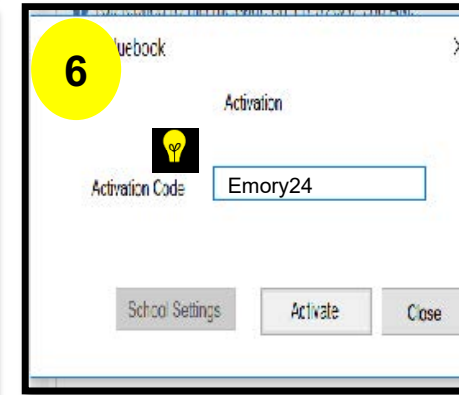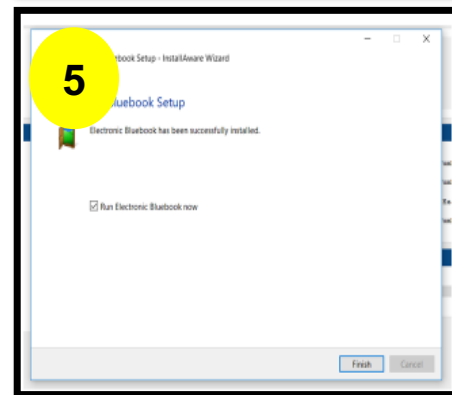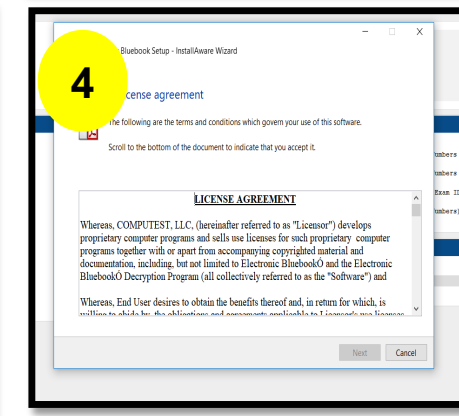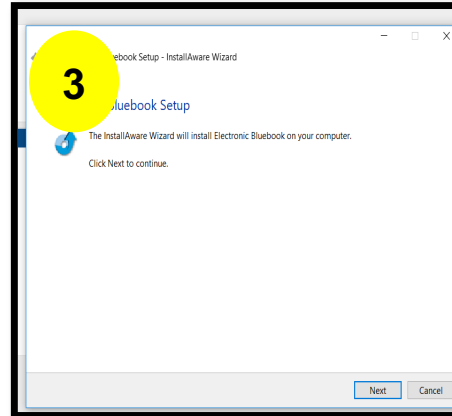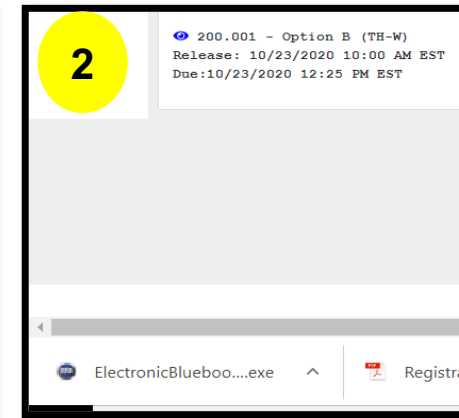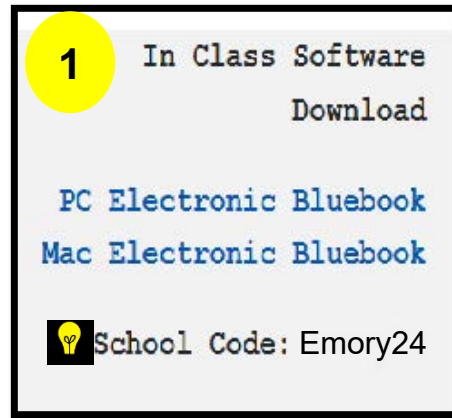
PC Installation Process

1. **In-class exams require the download of the EBB application. Log into the EBB Student Portal and click on the appropriate link for the type of computer you are using to begin the installation process.**

   💡 *You will need this information to finish the installation process so be sure to keep it available for reference.*

2. **The download file will appear in the bottom toolbar of the computer screen. Once it has downloaded in full (i.e. there is not a time status showing) then click on the file to begin.**

3. **A dialog box will appear stating the InstallAware Wizard will install EBB with your confirmation of clicking NEXT.**

4. **The installation will zip through until reaching the EBB License Agreement. Scroll down through the agreement for the NEXT button to become live and proceed by clicking on it.**

5. **The installation process will continue and generate a dialog box to FINISH installing.**

   💡 *To fully complete the installation process, leave the Run Electronic Bluebook now radio box checked.*

6. **To finish installing the software, it will need to be activated. The Activation pop-up will appear at which time emory24 will need to be entered and click on the Activate button.**

7. **Confirm you are using the current version of the software by verifying the Version number on the EBB welcome screen.**

---

1 In Class Software Download

PC Electronic Bluebook
Mac Electronic Bluebook

💡 School Code: Emory24

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2 👁 200.001 - Option B (TH-W)
Release: 10/23/2020 10:00 AM EST
Due:10/23/2020 12:25 PM EST

ElectronicBlueboo....exe   Registrat

---

3 Bluebook Setup - InstallAware Wizard

Bluebook Setup

The InstallAware Wizard will install Electronic Bluebook on your computer.

Click Next to continue.

Next   Cancel

---

4 Bluebook Setup - InstallAware Wizard

License agreement

The following are the terms and conditions which govern your use of this software.

Scroll to the bottom of the document to indicate that you accept it.

LICENSE AGREEMENT

Whereas, COMPUTEST, LLC, (hereinafter referred to as "Licensor") develops proprietary computer programs and sells use licenses for such proprietary computer programs together with or apart from accompanying copyrighted material and documentation, including, but not limited to Electronic BluebookÓ and the Electronic BluebookÓ Decryption Program (all collectively referred to as the "Software") and

Whereas, End User desires to obtain the benefits thereof and, in return for which, is willing to abide by the obligations and agreements applicable to Licensor's use license

Next   Cancel

---

5 Bluebook Setup - InstallAware Wizard

Bluebook Setup

Electronic Bluebook has been successfully installed.

☑ Run Electronic Bluebook now

Finish   Cancel

---

6 Bluebook

Activation

💡

Activation Code   Emory24

School Settings   Activate   Close

---

7 Electronic Bluebook

PLEASE READ THE FOLLOWING INFORMATION AND DIRECTIONS

Welcome to the Electronic Bluebook Program. This program will allow you to type your exam but will disable word-processing macros and access to other files when operated in the Blocked Mode, which is the default mode for the program. If you have the option to take an exam in Unblocked Mode, then in that mode you will be able to view other files on your computer, but you will not be able to import text into your exam answer. Before proceeding, please insert a disk into your disk drive if you will be saving a copy of your exam to a removable disk. Also, it is recommended that you CLOSE ALL OTHER APPLICATIONS AT THIS TIME. After clicking OK below, you will first be asked whether you want to take the test in Blocked or Unblocked Mode if your school has chosen this option (if not, then Blocked Mode is automatically chosen for you). BE SURE TO CHOOSE THE CORRECT MODE SPECIFIED FOR YOUR EXAM. After making that choice, you will be prompted to enter your exam number, the course name, professor's name, and course number. YOU MUST ENTER ALL THE INFORMATION. DO NOT click Exam button on the next screen until the proctor tells all students to begin the exam. The program automatically places your identification and course information on each page of the exam, and so it is not necessary for you to type that information on each page of the

Version 5.2.8 - Emory Law

Continue

Code

Expires on: 8/31/2

MAC Installation Process

1. In-class exams require the download of the EBB application. Log into the EBB Student Portal and click on the appropriate link for the type of computer you are using to begin the installation process.

2. The download file will appear in the bottom toolbar of the computer screen. Once it has downloaded in full (i.e. there is not a time status showing) then click on the file to begin.

3. A dialog box will appear stating the EBB Installer will install EBB with your confirmation of clicking NEXT.

4. EBB will request a destination for the install file to live on the computer, either the default or a different location can be selected. Click CONTINUE when you have made the choice.

5. EBB will alert you to the amount of space the program will consume out of your computer storage/memory which is minimal, proceed by clicking INSTALL.

6. You may be prompted to enter your computer log-in credentials to authorize the installation process to continue.

7. A confirmation of a successful installation will appear and you may close the dialog box.

8. Once clicking on close, you will be prompted to select whether you will Keep or Move to Trash the installation files—it does not matter which you select as neither option will affect the performance of the software.

9. After the installing the software, go to the Finder icon, locate Applications folder and click on the EBB icon.

10. To finish installing the software, it will need to be activated. The Activation pop-up will appear at which time emory24 will need to be entered and click on the Activate button.

11. Confirm you are using the current version of the software by verifying the Version number on the EBB welcome screen.
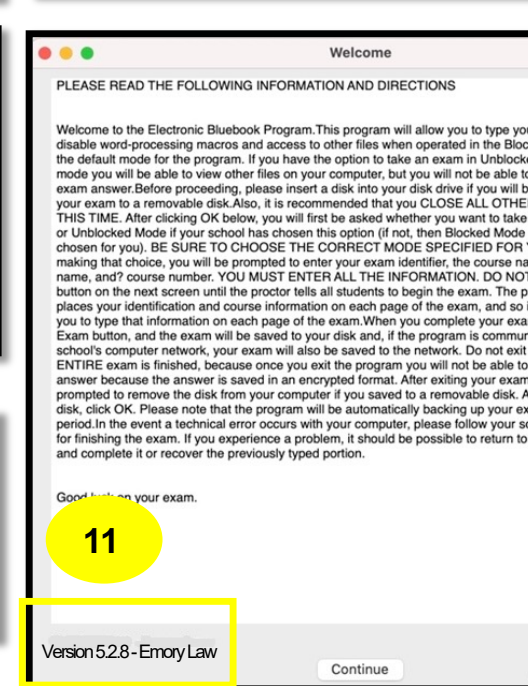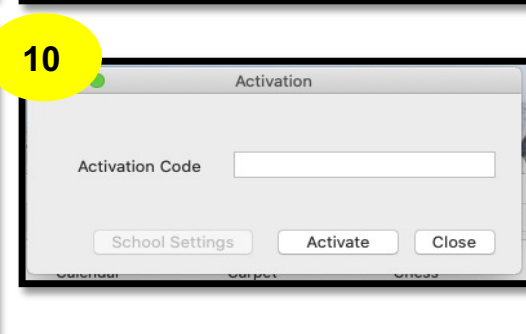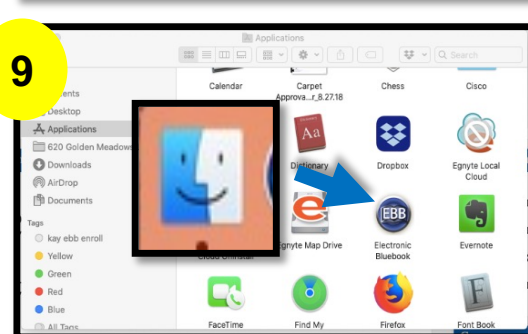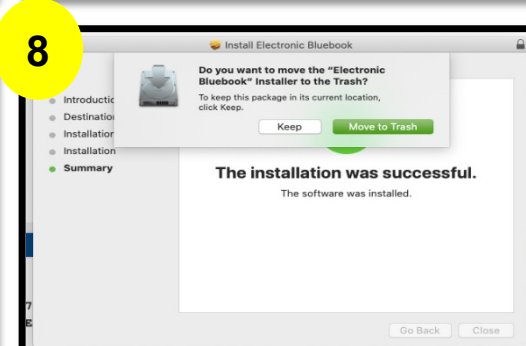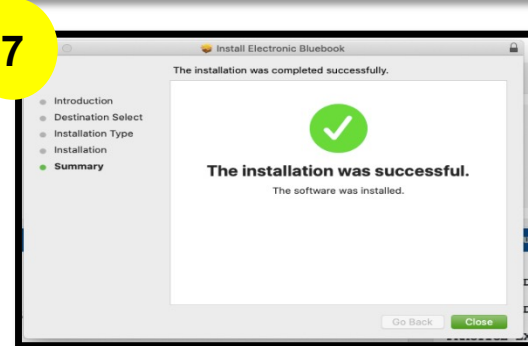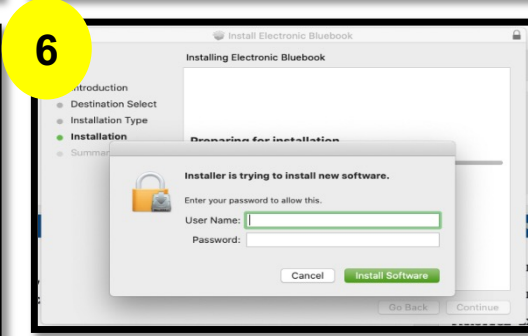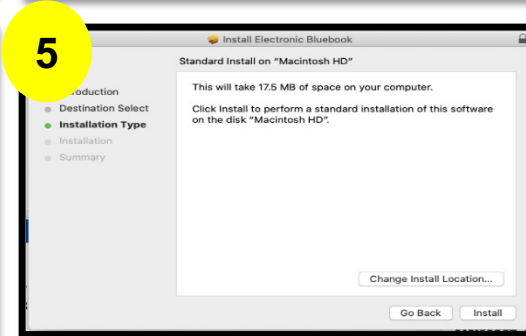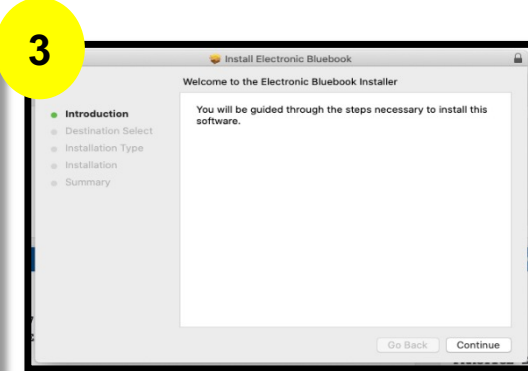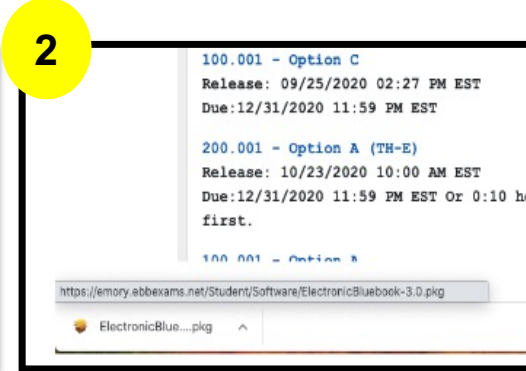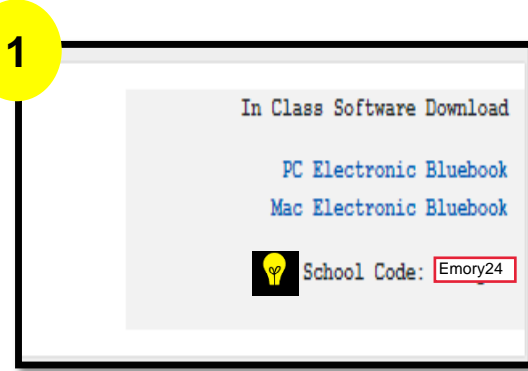
FAQ

1. **I have put in "emory24" in the activate blank and clicked "activate" but it did not work. I am a PC user. What should I do?**
   a. You will need to receive further assistance on this matter. Contact lawregistrar@emory.edu

2. **The software downloaded fine, but when I launch the software, the only thing that pops up is a small, blank square with the EBB logo in the corner? The computer's resolution needs to be adjusted.**
   a. For PC users, Start Menu→Settings→System→Display→Scroll to Resolution and select 1920 x 1080→Keep Changes→Restart Computer→Try to install EBB again
   b. For Mac users, the computer should automatically adjust and you should not encounter this issue.

3. **If #2 doesn't work, try adjusting the DPI (dots per inch) setting on your computer.** *You may have to do an internet search for your specific type of computer's operating system.*
   a. For Windows 10, The next step to try is adjusting the DPI (dots per inch). For PC, right click on desktop→select Display Settings→Click Display→Advanced Display settings→Advanced sizing of text and other items→Set a custom scaling level→Change size of text, apps, and other items→Set percentage to 100% →Restart computer

4. **I installed the software, but I do not show the same version number on the Welcome screen as identified in the training?** You will need to uninstall the previous version of EBB in order for the current version to install.
   a. For PC users, C: drive→Locate the Program Files (x86) folder→Locate the Electronic Bluebook folder→Right click and delete the entire folder→Re-install→Activation Code: **emory24**
   b. For Mac users, Finder app→Locate the EBB icon→Drag to Trash→Empty trash can→Re-install→ Activation Code: **emory24**

5. **I launched the software, entered my email address, and clicked Skip. I don't see any of my exams in the "Exam Name" drop down menu?**
   a. For PC users, be sure to click on "**Get Exams**" NOT Skip.
      i. This should generate your upcoming exam in the "Exam Name" drop down menu. Once you have selected the exam, the anonymous number, course name, professor name, number of essay questions, and number of multiple choice question(s) will auto-populate.
   b. For Mac users, be sure to click on **"Download Exams"** NOT Skip.
      i. This should generate your upcoming exam in the "Exam Name" drop down menu. Once you have selected the exam, the anonymous number, course name, professor name, number of essay questions, and number of multiple choice question(s) will auto-populate.

6. **I launched the software, but as soon as EBB opens it crashes.** There are a few things that can cause this to happen.
   a. Antivirus software—it is recommended that you disable any antivirus software as it could be interfering with EBB or add the EBB specs to the "safe" list.
   b. Computer settings in a foreign language—given the coding used for EBB, some language characters can interfere with the coding and cause EBB to fail. It is recommended that the computer settings be updated to English. *(instructions provided on next page)*

How to change language settings:

View the System Locale settings for Windows
1. Click Start, then Control Panel
2. Click Clock, Language and Region
3. Windows 10, Windows 8: Click Region
   Windows 7: Click Region and Language

Windows XP: Click Regional and Language Options *The Region and Language options dialog appears.*
4. Click the Administrative tab or "Advanced" button
   a. On Windows XP, click the Advanced tab
   b. If there is no Advanced tab, then you are not logged in with administrative privileges.
5. Under the Language for non-Unicode programs section, click Change system locale and select English language.
6. Click OK
7. Restart the computer to apply the change.