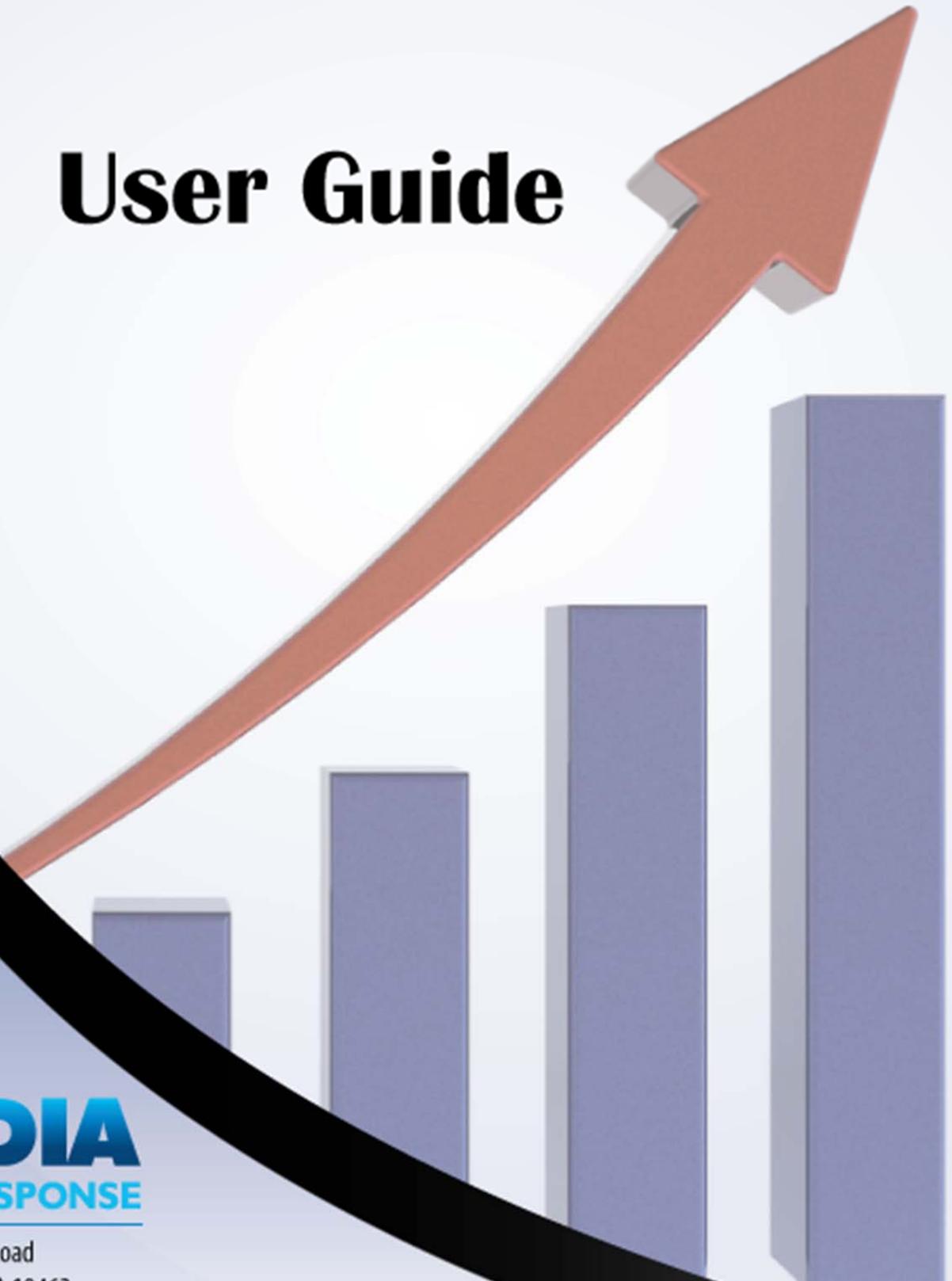


EVOTE v1.0

User Guide



MERIDIA
AUDIENCE RESPONSE

5207 Militia Hill Road
Plymouth Meeting, PA 19462
(610) 260-6800 www.MeridiaARS.com

© 2012 Meridia Audience Response and Microsoft Corporation.

No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose, without the express written permission of Meridia Audience Response. All rights reserved.

Meridia Audience Response
5207 Militia Hill Road
Plymouth Meeting, PA 19462
USA

EZ-VOTE™ v1.0 User Guide, March 2012

EZ-VOTE™ is a trademark of Meridia Audience Response.

PowerPoint® is a registered trademark of the Microsoft Corporation.

Other trademark product names mentioned in this manual are owned by their respective companies.

The following regulatory statements apply to radio frequency devices mentioned in this manual:

FCC Statement

This product has been tested and found to comply with Part 15 of the FCC Rules. Operation is subject to the following conditions:

Devices may not cause harmful interference.

Devices must accept interference received, including interference that may cause undesired operations.

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

<i>About this User Guide</i>	6
What is EZ-VOTE?	6
Hardware & Software Requirements:	6
Setup & Installation	7
<i>Installing the software</i>	8
Download Procedure.....	8
Meridia AppCenter Instructions	9
AppCenter.....	10
Registration in the AppCenter	11
First-Time Installation.....	13
<i>Installing the hardware</i>	17
<i>Installing the hardware</i>	17
MyVote USB Receiver Mini-base	17
<i>Uninstalling EZ-VOTE</i>	18
Quick Start Guide	19
<i>Launching EZ-VOTE</i>	20
<i>EZ-VOTE Toolbar Overview</i>	21
<i>Running your first EZ-VOTE presentation</i>	22
Step 1: Create EZ-VOTE Slides	23
Convert a PowerPoint Slide to an EZ-VOTE slide	28
Step 2: Run Presentation	30
Step 3: Collect Responses.....	31
Step 4: Manage Results.....	33
Adding Interactivity to PowerPoint Presentations	34
<i>Inserting EZ-VOTE Slides</i>	35
Standard EZ-VOTE Slide Templates	37
Yes/No Slide	39
True/False Slide	40
Likert (5 Scale) Slide.....	41
Data Filtering Slide	42
Comparing Responses Slide.....	46
Fastest Responder Slide.....	48
Team Score Slide	49
Leading Participants Slide	50
<i>Setting Answers as 'Correct' / 'Incorrect'</i>	51
<i>Assigning Point Values</i>	53
<i>Inserting Objects</i>	55
<i>Countdown Clock</i>	56
Response Counter	57
Answer Now Indicator.....	58
Response Grid	59
Correct Answer Indicator.....	60
Associate Images with Answers.....	61
Managing Participants	66
Creating a New Participant List	69
Working with Descriptors	70

Close-Ended Descriptors	70
Open-Ended Descriptors	72
Renaming Descriptors.....	73
Deleting Descriptors.....	74
Replacing Descriptor Attributes	75
Modifying Descriptors	76
Viewing and Editing Participant Lists	77
Adding Participants.....	77
Editing Participants.....	78
Deleting Participants	78
Renaming Participant Lists	79
Deleting Participant Lists	79
Exporting Participant Lists	79
Importing Participant Lists	80
Running Presentations	90
<i>Using the EZ-VOTE Control Bar.....</i>	<i>91</i>
<i>Capturing Responses Using the Keypads</i>	<i>95</i>
<i>Adding EZ-VOTE Slides at runtime</i>	<i>97</i>
Data Filtering Slide	97
Insert Quick Slide	98
Leading Participant Slide.....	100
Team Score Slide	100
Configuration & Settings.....	101
<i>Overview.....</i>	<i>102</i>
<i>Individual Settings</i>	<i>106</i>
Answer Now.....	106
Answer Choices	106
Leader Board	106
Countdown	106
Automatic Save & Export Setting.....	107
Chart	107
Other.....	107
Images as Answers	108
Response Grid	109
Team Settings.....	110
Team Names.....	111
Base Settings.....	113
<i>Regular Base Settings.....</i>	<i>114</i>
USB Base Unit.....	115
Enabling and Disabling Base Units.....	117
Auto-Enable	118
Enabling and Disabling Base Units.....	118
<i>Advanced Base Settings</i>	<i>119</i>
Request Base Info	120
Set Base ID / Address.....	120
Set Keypad Polling Groups.....	121
Generating Reports	122
<i>Reports Overview.....</i>	<i>123</i>
Report Formats.....	125
HTML	125

Microsoft® Word™	126
Microsoft® Excel™	127
CSV	128
Advanced Reports.....	129
Data Filtering	129
Compare Responses.....	130
Appendix.....	131
<i>About Meridia Audience Response.....</i>	<i>132</i>
<i>Customer Support.....</i>	<i>132</i>

About this User Guide

This user guide explains how to install and use [EZ-VOTE](#).

Names of chapters in this document are italicized and clickable links (in PDF format). Use these links to quickly navigate between chapters.

First time users should read the *Setup & Installation* section to learn how to get started with the [EZ-VOTE](#) software and hardware. The *Quick Start Guide* describes the basics of how to create and run audience-response enabled PowerPoint presentations.

Later sections describe the individual processes and features in greater detail. These sections can be read in full or used as a reference. The *Appendix* contains additional information about Meridia and details on obtaining technical support.

What is EZ-VOTE?

[EZ-VOTE](#) allows instructors, trainers and presenters to easily insert objective polling questions within standard PowerPoint presentations, and capture and analyze audience responses.

Responses can be captured, compiled, and displayed immediately. All response data can be easily retrieved for further evaluation, and a range of robust reports can be generated. Topical games and contests can also be incorporated within the presentation to further involve the audience and to reinforce the concepts discussed within.

Capturing responses using [EZ-VOTE](#) is as simple as four easy steps:



- Create EZ-VOTE Slides** – add interactive [EZ-VOTE](#) Slides to a PowerPoint presentation
- Run Presentation** – deliver the interactive presentation to an audience
- Collect Responses** – capture audience responses from Meridia's keypads
- Manage Results** – save responses and analyze using custom reports

Hardware & Software Requirements:

Operating System Compatibility	Windows XP, Vista, or Windows 7 (32, or 64-bit) with all Service Packs
MS Office Compatibility	MS PowerPoint 2007 or 2010 (32 or 64-bit) with all Service Packs
Recommended Hardware	Pentium 4 3GHz or greater (dual-core recommended), 2GB RAM (3GB or more recommended)
Minimum Hardware	USB Port (1.1 compatible) required, 50MB disk space
Other Requirements	No disk encrypting software, no active antivirus, no restrictions on USB ports. User must be a local administrator with software installation privileges.



REQUIRED: When the Meridia hardware is connected, the computer should be plugged into a power source (not running on battery power).

Chapter 1

Setup & Installation

This chapter shows you how to install the [EZ-VOTE](#) software and hardware.

Installing the software

IMPORTANT: Do NOT plug the base into the computer at this point! Install the software first!

Download Procedure

EZ-VOTE software can be downloaded using Meridia's AppCenter. To get to the AppCenter, first visit our website www.meridiaars.com and click on the SUPPORT link in the upper right corner (Figure 1). Alternatively, you can get to the AppCenter directly when you navigate to: <http://meridiaars.com/appcenter>.

Once on the Support page, click on the link (Figure 2) to launch the AppCenter and follow the on-screen instructions.



Figure 1 – Meridia Audience Response Support page link



Figure 2 - Meridia Audience Response Support page link to AppCenter

Meridia AppCenter Instructions

Link to AppCenter will open up a window with download instructions (Figure 3). Follow the on-screen instructions:

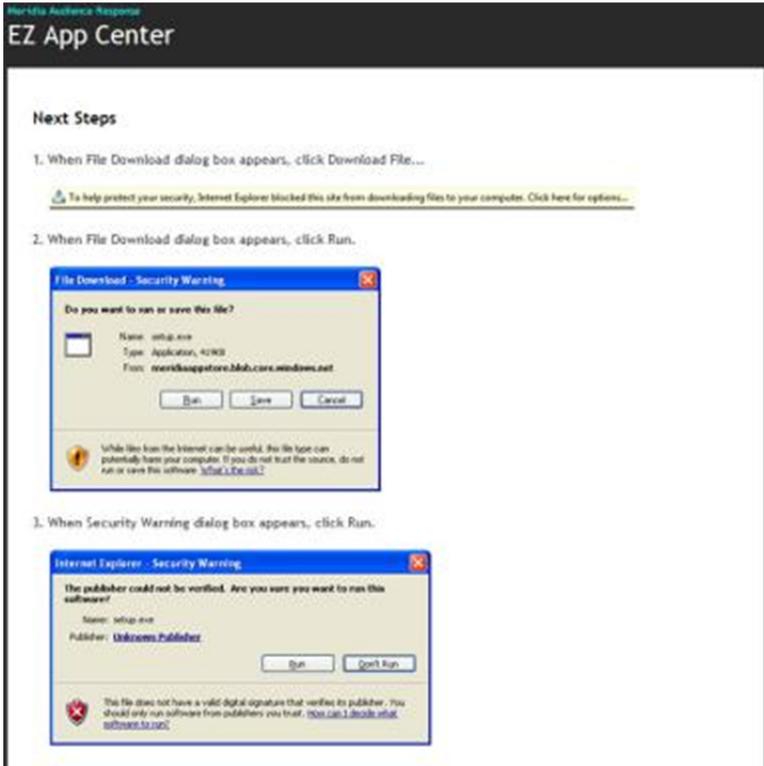


Figure 3 - Meridia AppCenter Download/Launch instructions

4. If .Net Framework License Agreement dialog box appears, click Accept.

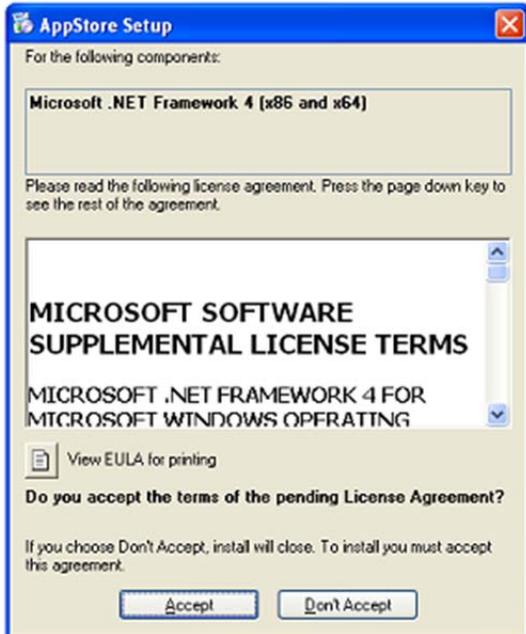


Figure 4 - Microsoft .NET Framework 4 Installation

In case you have trouble installing the AppCenter, download and install .NET Framework 4 ((Figure 4) directly from Microsoft:

<http://go.microsoft.com/fwlink/?LinkId=181012>. Then try to run the AppCenter again.

AppCenter

When AppCenter is running (Figure 5), click on Login button in the upper left-hand section and, if needed, fill out the registration form.

NOTE: If this is the first time registering with us, confirm your account via a link in an email we sent you.

When you confirm your email, come back to the AppCenter and click on the Install button under the desired software and select Run/Allow when prompted.



Figure 5 - Meridia AppCenter (the image shown may change as more apps are published)

Registration in the AppCenter

Once in the AppCenter you will need to login by clicking on the “Login” button in the upper left-hand corner of the page (Figure 6). You will only need to register/log in once per computer/user.



Figure 6 - AppCenter Login button

On the login screen (Figure 7), enter your email address and we'll match it against our database.



Figure 7 - Login screen

If you have not registered before, you will be prompted to enter your information in the registration window (Figure 8). Enter your information into the proper fields. Once you have done this, click the “Create” button.

A registration window titled "Request a new account..." with a close button in the top right corner. The form contains several input fields: "First:", "Last:", "Company:", "Email:", "Email (confirm):", and "Phone:". Below the fields is a yellow "Create" button and a smaller "Back to Login" button.

Figure 8 - Registration Window

Clicking on the “Create” button will register your account and an email will be sent (Figure 9) to the email address you provided.

The confirmation email contains a link that you will need to click on in order to complete the registration process.

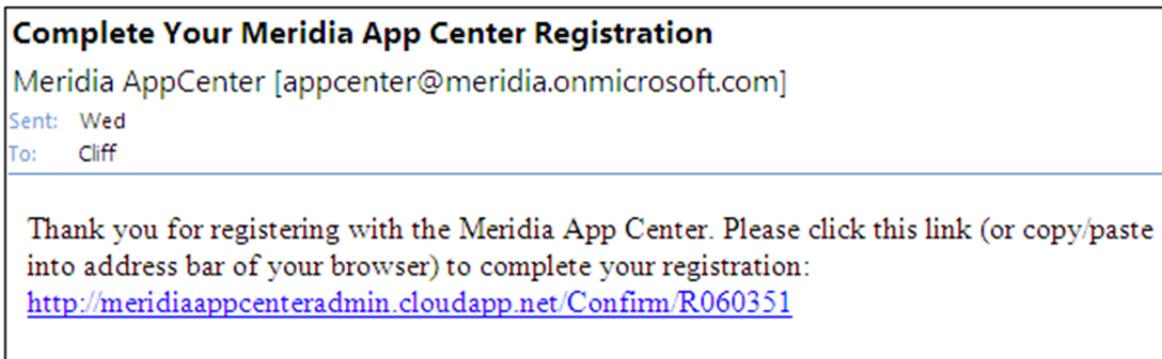


Figure 9 - AppCenter Registration email

Once the registration process is completed by clicking on the link in your email, you will receive this message.

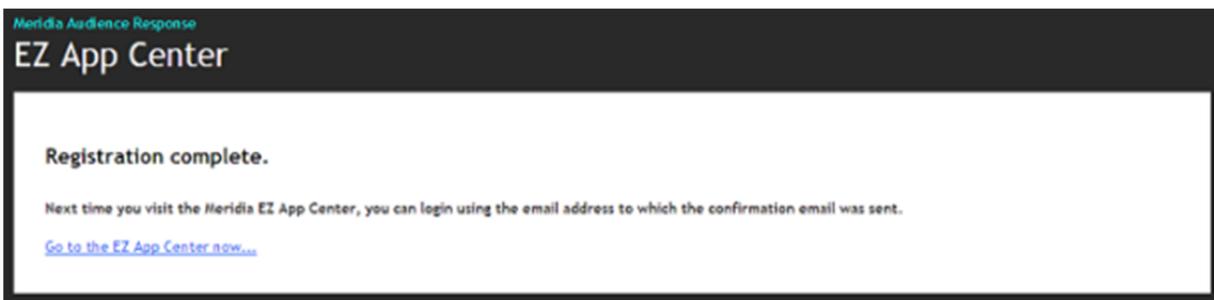


Figure 10 - Registration complete message

First-Time Installation

When you confirm your registration, return to the AppCenter and initiate the download of the EZ-VOTE software by clicking on the appropriate "Install" button.

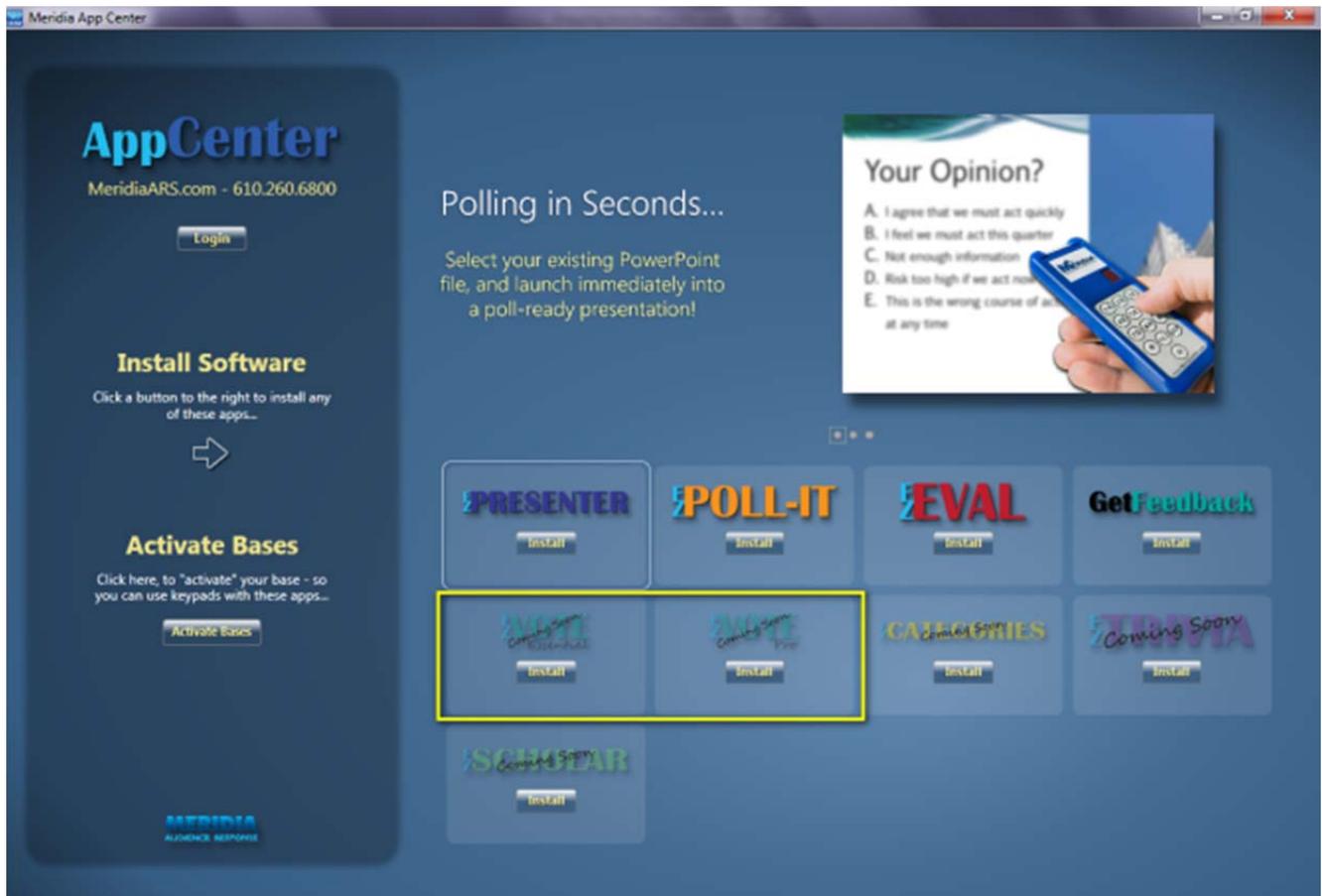
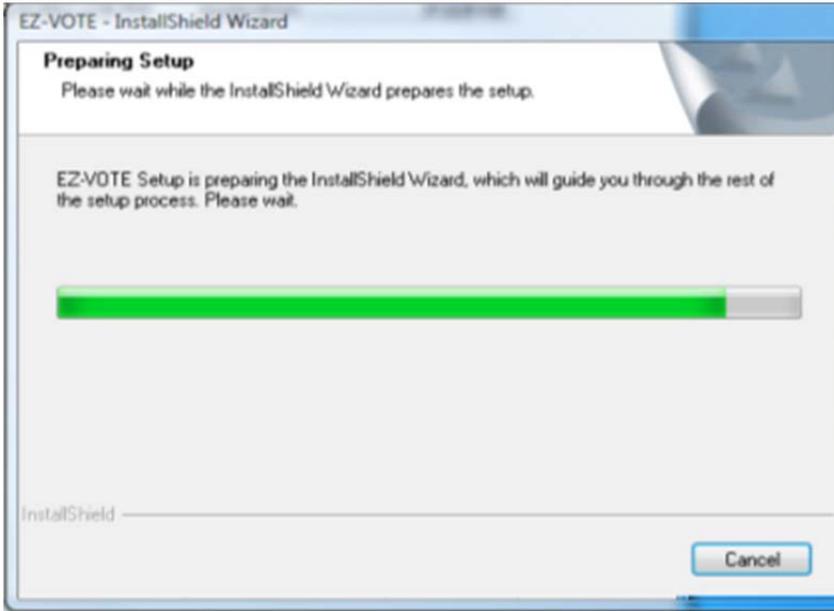


Figure 11 - Download the EZ-VOTE (or any other software) from the AppCenter

Depending on your computer's security settings, you may see a variety of security warnings, all of which should be "Accepted" or "Allowed." When asked if you would like to Run or Save the installation package, choose Save and place the installation package in a known location, e.g. "My Documents."

If you cannot automatically start the setup program after the download, locate the EZ-VOTE installation package “EZ_VOTE_SETUP.EXE” in the folder you’ve selected when you initiated the download and double-click on it to run it. The initial screen of the installation program should look like this:

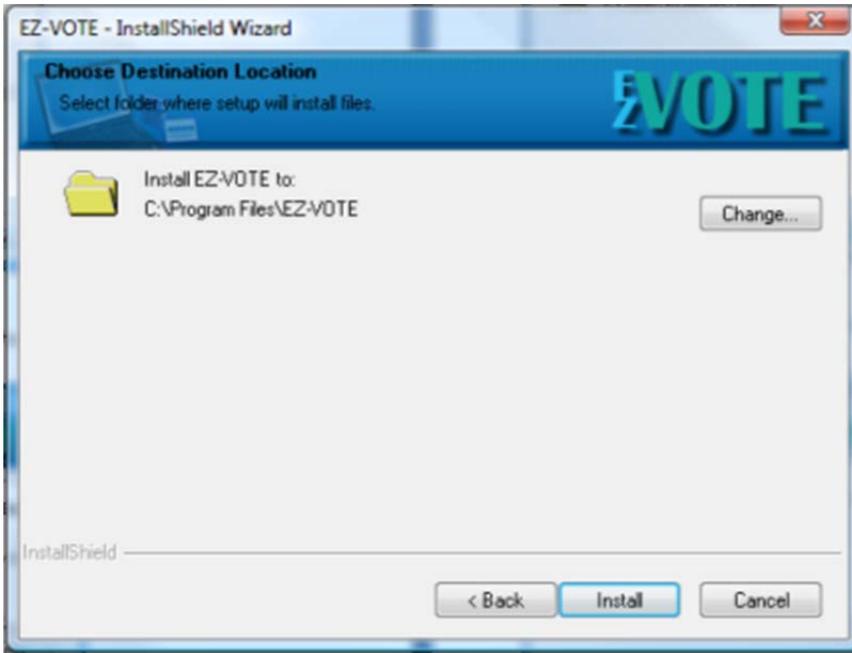


Click **Next** to proceed.

Read the license agreement, and select 'I accept the terms of the license agreement.' Click **Next** to proceed:



By default, EZ-VOTE is installed in the directory C:\Program Files\EZ-VOTE. If you would prefer to install the software elsewhere, click **Change** and choose your preferred location using the *Choose Folder* dialog. Click **OK** when done:

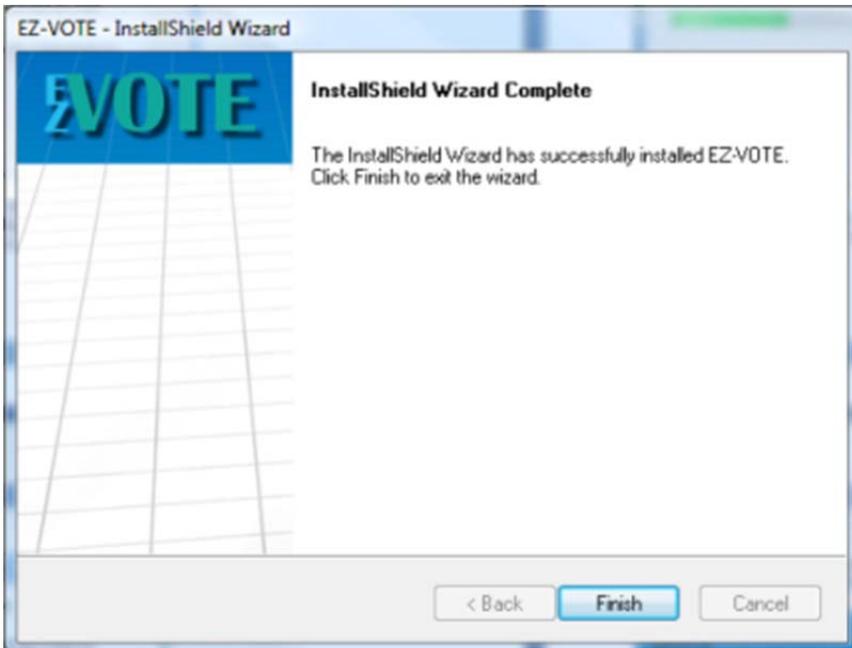


Click **Next** to proceed.

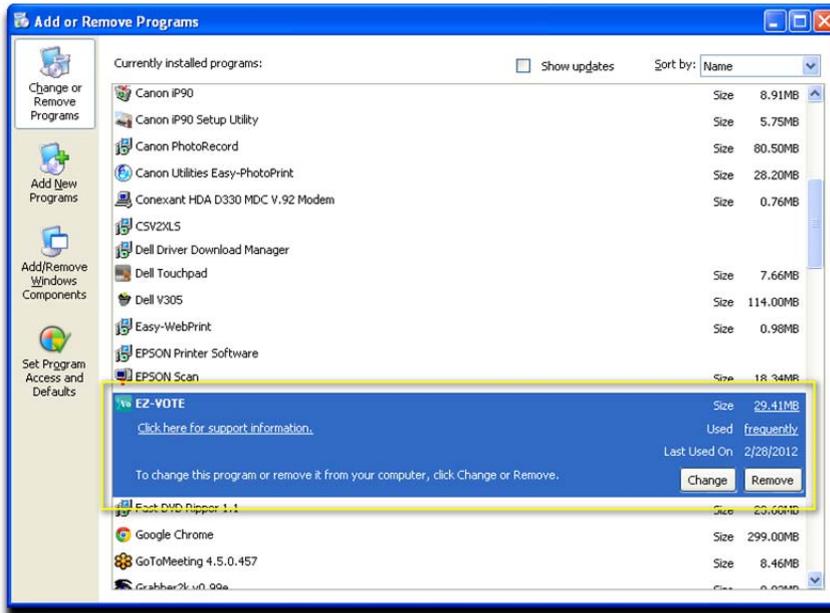
Setup is now ready to install EZ-VOTE. To review or change any of the settings, click **Back**. Otherwise, click **Install**:

After the installation, click Finish to end the installation process and return to the desktop.

This concludes the installation of EZ-VOTE:



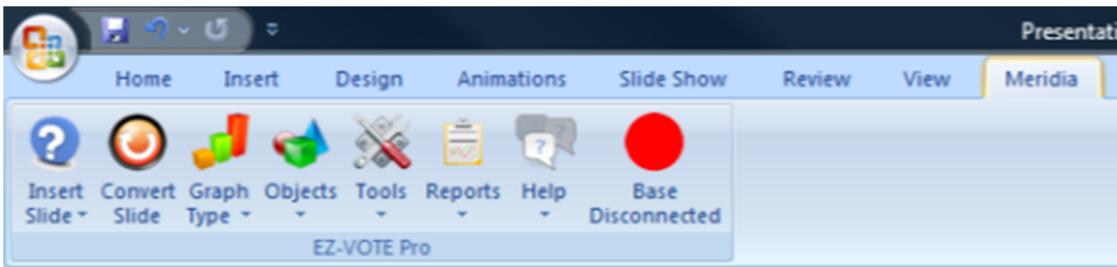
Verify that EZ-VOTE has been installed in Add/Remove Programs (Windows XP) or Programs and Features (Vista & 7):



If you decide to launch the application, you should see the PowerPoint splash screen first and then a EZ-VOTE splash screen immediately after that:



After PowerPoint launches, locate the Meridia tab and EZ-VOTE toolbar in it:

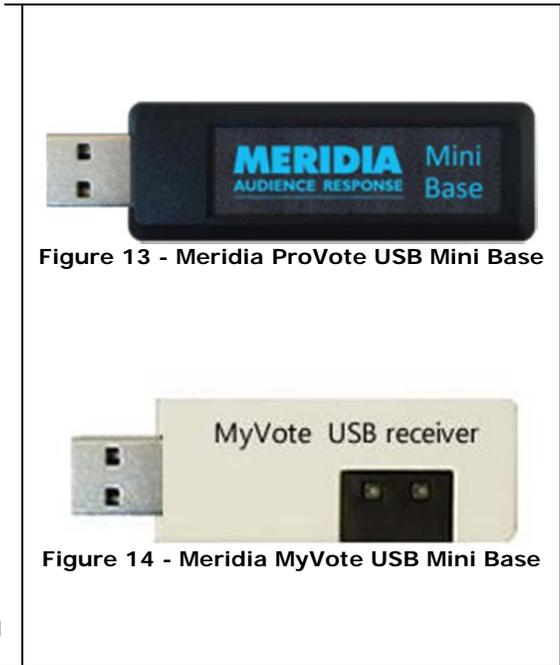


Installing the hardware

EZ-VOTE uses the latest in patented audience response RF (Radio Frequency) technologies. Using one or more Merida Base units connected to a PC, your audience can communicate reliably and instantly with the software using one of our wireless Meridia RF keypads.

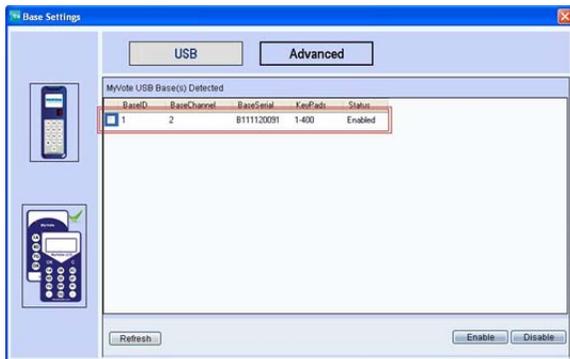
Each Meridia Base unit supports up to 500 wireless RF keypads, gathering the responses from the keypads and sending the data directly to EZ-VOTE. The number of Base units that can be used in a meeting or event is only limited by the number of USB ports you have access to on your computer.

The hardware installation procedure described below only needs to be performed once per each USB port on every computer where the software is installed. Once hardware installation is complete, the Meridia Base Unit is ready to be used as soon as it is connected to the computer.



MyVote USB Receiver Mini-base

1. Plug the ProVote mini-base into an available USB port on your computer...you should hear an audible response from your computer to confirm reception of base.
2. Open up your pptx. file, click on the Meridia tab and select Base Settings under the Tools drop-down menu.
3. A window will open up showing the base ID and that it is enabled. (For more information about Base Settings, see Chapter 7 – Configuration & Settings.



Uninstalling EZ-VOTE

To uninstall **EZ-VOTE**, select **Programs** → **EZ-VOTE** → **Uninstall EZ-VOTE** from the Start button. Alternatively, use the **Add or Remove Programs** or **Programs and Features** option from Control Panel.

Locate **EZ-VOTE** in the list of installed applications and click **Remove (or Uninstall)**.

From the *Confirm Uninstall* prompt, click **Yes** to remove **EZ-VOTE** and all components and settings.

All your saved PowerPoint presentations will be preserved, as long as they are not saved in the **EZ-VOTE** program installation directory (which will be deleted).

Once **EZ-VOTE** has been uninstalled, saved presentations including **EZ-VOTE** Slides will still open and display only as regular PowerPoint presentations. Although saved response data will remain visible in charts, graphs etc., neither the **EZ-VOTE** Toolbar in Add-Ins tab nor the **EZ-VOTE** Control Bar during a Slide Show Mode will be available and reports will not be able to generate.

Chapter 2

Quick Start Guide

Using a step-by-step example, this chapter demonstrates how to use [EZ-VOTE](#) to create and run an audience-response enabled presentation.

Launching EZ-VOTE



The application can be launched via the icon placed on the desktop, or through the Start button (**Programs** → **EZ-VOTE** → **EZ-VOTE**).

You can also open PowerPoint as normal (e.g. by selecting PowerPoint from the Start button menu or by opening a PPT file) and **EZ-VOTE** will start with it. New toolbar will be available: the *EZ-VOTE Toolbar*. (Figure 13)

Office 2007 & 2010

The **EZ-VOTE** can be accessed by clicking the **MERIDIA** tab.

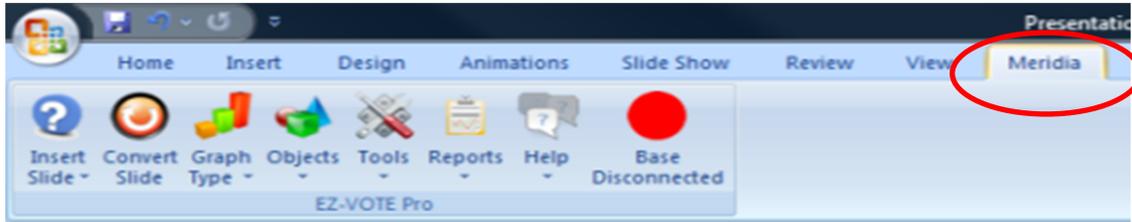


Figure 13 – EZ-VOTE toolbar in MS Office PowerPoint version 2007 & 2010 is under the Meridia Tab

EZ-VOTE Toolbar Overview

Installing EZ-VOTE adds a new toolbar to PowerPoint. This is the *EZ-VOTE Toolbar*.

The EZ-VOTE Toolbar provides nearly all of the functionality available in EZ-VOTE. From here, you can add special EZ-VOTE slides and objects adjust EZ-VOTE settings and use EZ-VOTE tools such as Reports. See *Chapter 3 – Adding Interactivity to PowerPoint Presentations*, *Chapter 6 – Configuration & Settings* and *Chapter 8 – Generating Reports* for full details.

All other PowerPoint toolbars and menus will function as normal. However, they can now be leveraged with EZ-VOTE to provide a powerful interactive response tool.

The image shows a screenshot of the Microsoft PowerPoint ribbon with the 'Meridia' tab selected. The 'EZ-VOTE Pro' toolbar is overlaid on the ribbon, containing several buttons: 'Insert Slide', 'Convert Slide', 'Graph Type', 'Objects', 'Tools', 'Reports', 'Help', and 'Base Disconnected'. Each button is linked to a yellow callout box providing a detailed description of its function.

- Insert EZ-VOTE Slide**: Add a standard EZ-VOTE Slide to capture audience responses. Click on the drop-down menu to insert commonly used, pre-made EZ-VOTE special slides. - (Y/N, T/F, Likert Scale, Filter and Compare)
- Objects**: Choose from a variety of polling objects. - (Response Counter, Countdown Clock, Correct Answer Indicator)
- Reports**: Choose from a variety of reports to further analyze the polling data. - (All Data, Results by Question)
- Convert Slide**: Changes a standard PowerPoint slide into an EZ-VOTE slide
- Graph Type**: Use this button to change the graph type for any EZ-VOTE slide. - (Horizontal, Vertical & Pie Chart)
- Help Menu**: Access EZ-VOTE Help Functions: Search User Guide, Check for Update, About EZ-VOTE, **EZ-VOTE Online** (link to our most up-to-date EZ-VOTE webpage)
- Tools**: Adjust Base Settings, Manage Participant Lists, Clear Response, General Settings
- Connection and Registration Aid**: Visually confirms if the base is connected to the computer and if the software has been properly registered. Will turn Green when connected.

Running your first EZ-VOTE presentation

This section illustrates how to create and run a simple EZ-VOTE presentation using a step-by-step approach.

Scenario: You are going to deliver a seminar about online fashion retailing. Although you have a standard PowerPoint presentation prepared, you would like to include several interactive slides created using EZ-VOTE.

In this example, you are going to include three interactive questions using EZ-VOTE slides:

How do you keep up to date with current trends in fashion?

Newspaper

TV

Internet

Talking with friends

Other

Have you ever purchased goods or services using the Internet?

Yes

No

I buy clothes I like, regardless of current fashion.

Strongly Agree

Agree

Neutral

Disagree

Strongly Disagree

Capturing audience responses using EZ-VOTE is as simple as four easy steps:



Create EZ-VOTE Slides – add interactive EZ-VOTE slides to a new or existing PowerPoint presentation

Run Presentation – deliver the interactive PowerPoint presentation to an audience

Collect Responses– immediately capture votes from your audience using Meridia's keypads

Manage Results – save responses and analyze using custom reports

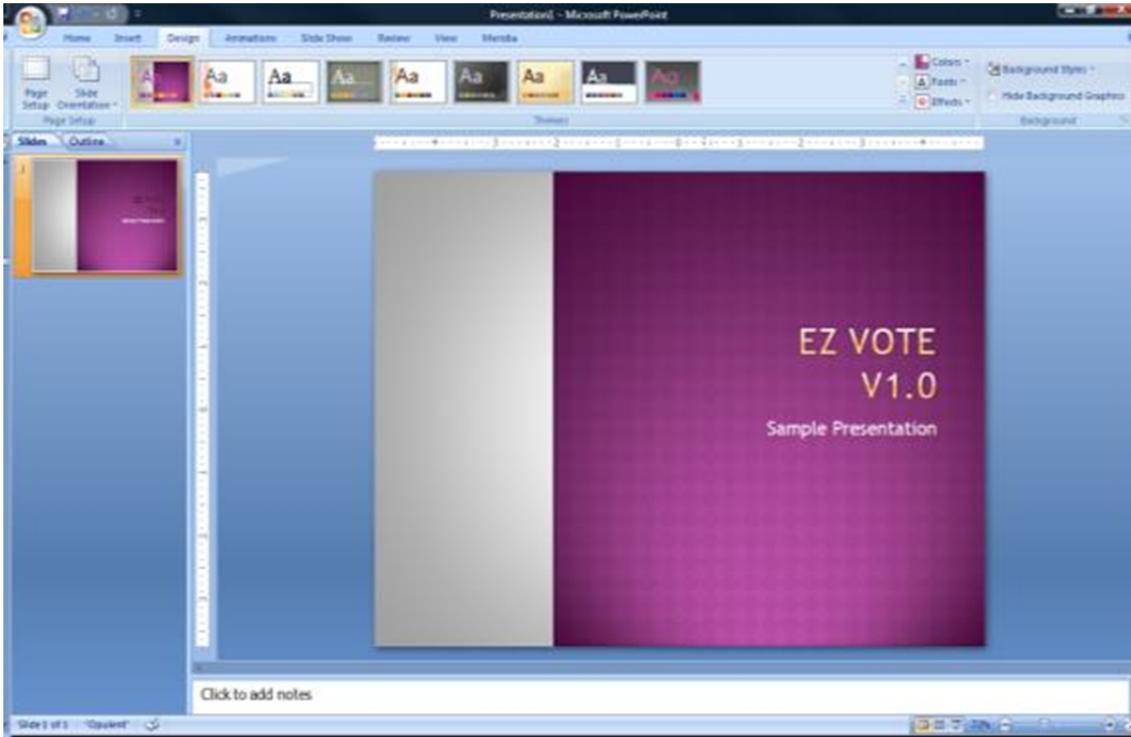


Step 1: Create EZ-VOTE Slides

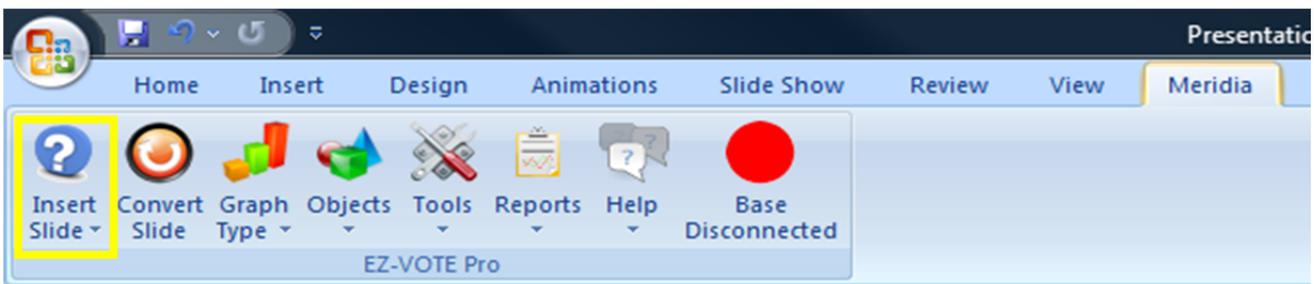
Click the **New Blank Document** icon to create a new presentation. Pick a slide layout, color scheme and default design template as required.

NOTE: Depending on the chosen color scheme and template, your slides may vary from the slides illustrated here.

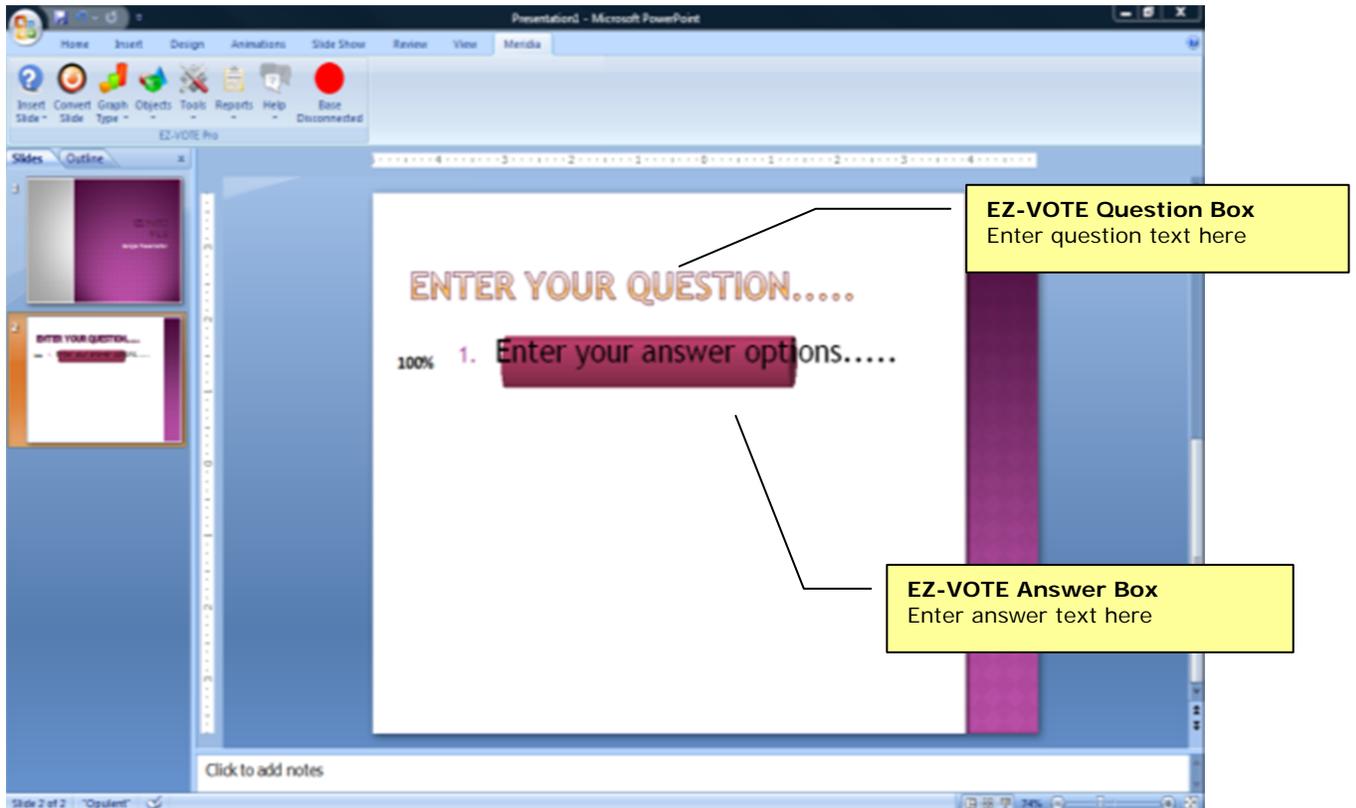
Add some text to the title slide, for example 'EZ-VOTE Sample Presentation'.



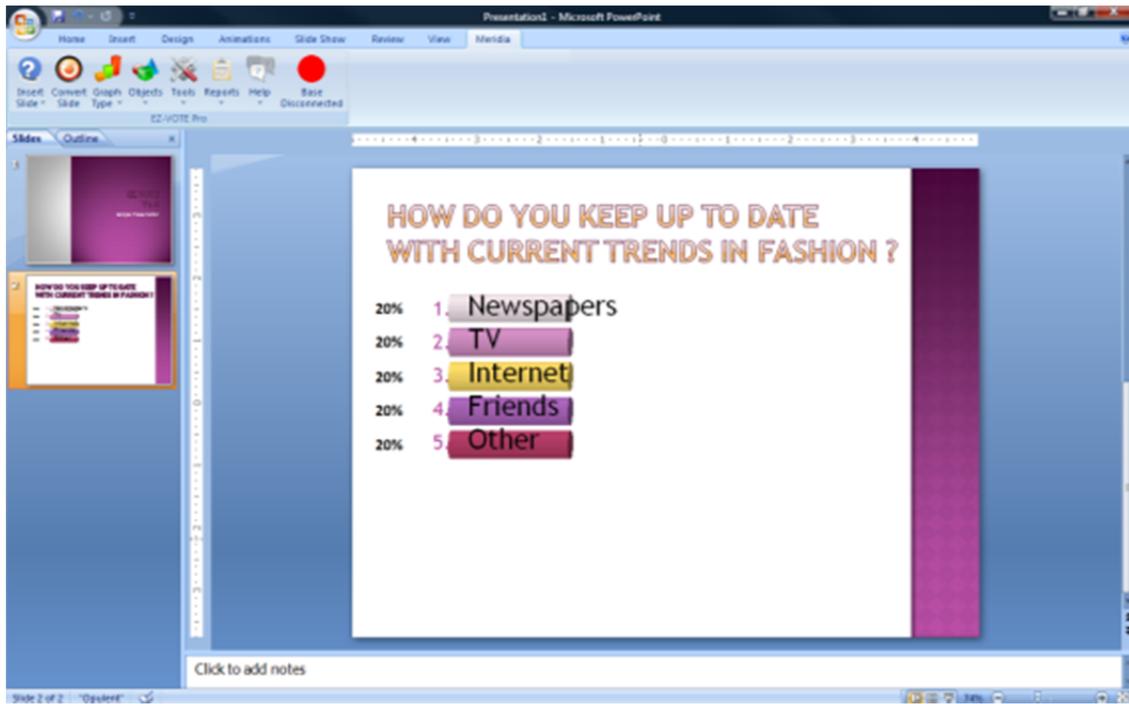
From the **EZ-VOTE Toolbar** menu, click **Insert Slide**. This adds an **EZ-VOTE** slide template to the presentation. By default, a Horizontal **EZ-VOTE** Slide is added, but this can be changed to Vertical or Pie using the **Graph Type** button. Horizontal, Vertical and Pie slides are great for multiple choice questions. Each of these slide types can support up to 10 answer choices.



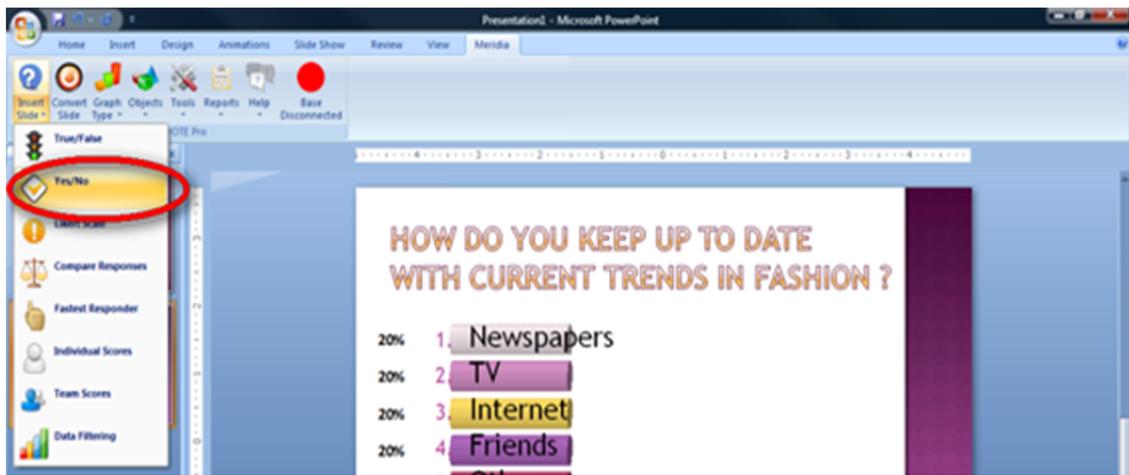
Enter question and answer data in the **EZ-VOTE Question Box** ('Enter your question') and in the **EZ-VOTE Answer Box** ('Enter your answer options'). Use Enter/Return key after each answer choice to move to the next line.



After entering the new text, click outside the Question Box or Answer Region. The EZ-VOTE Slide will automatically reformat to include the question and answers, and the chart type (horizontal bars in this example):

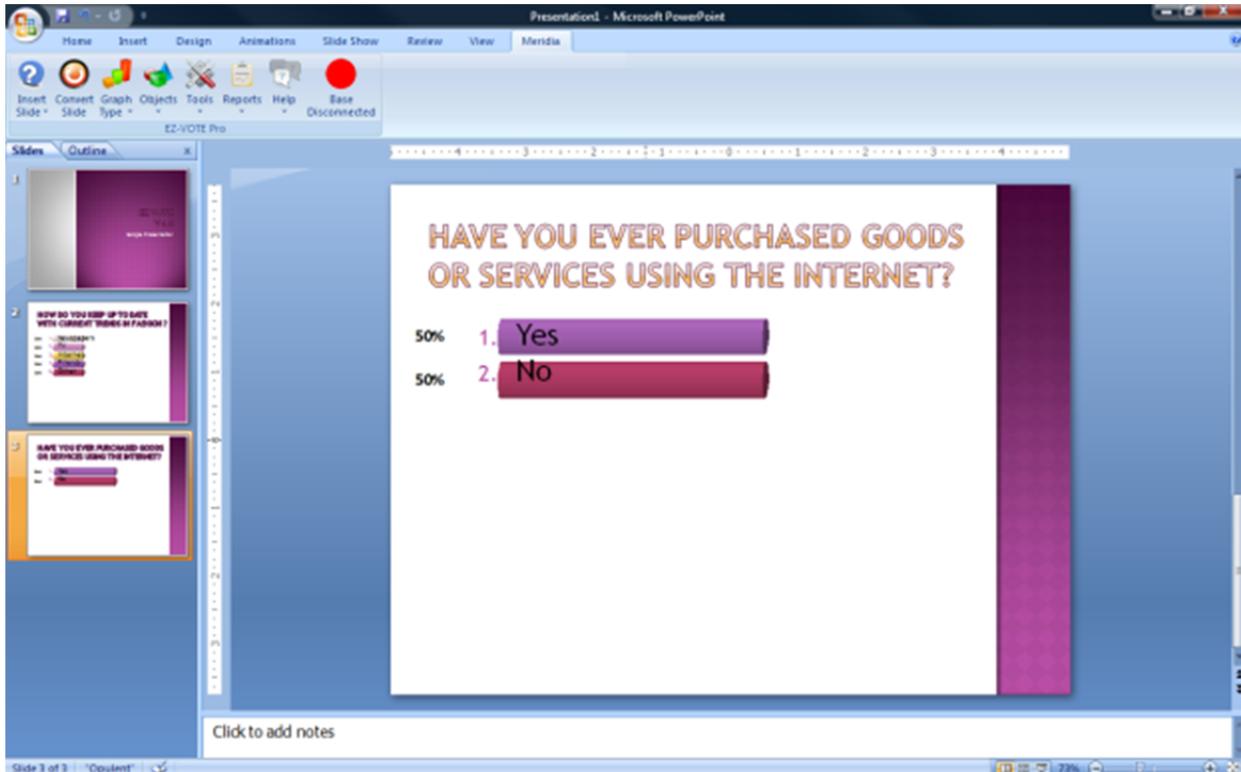


The first slide has been added. Now, from the **EZ-VOTE Insert Slide** drop-down menu, click **Yes/No Slide**:

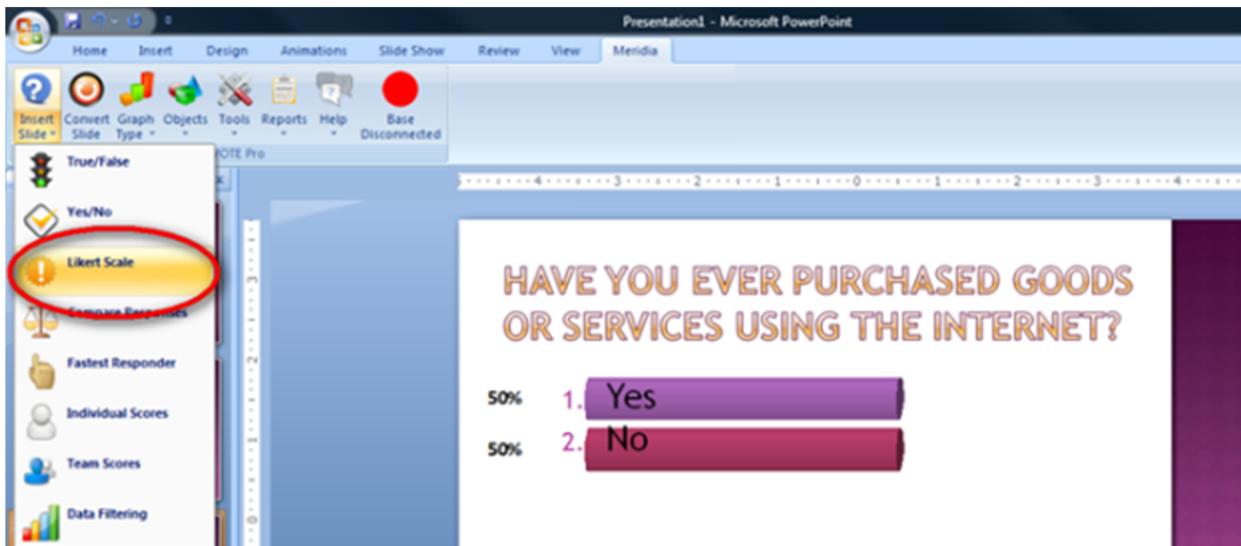


Replace the default text in the 'Do you agree' Question Box and click outside the box to update the slide. EZ-VOTE automatically provides the Yes / No alternatives as default answer choices.

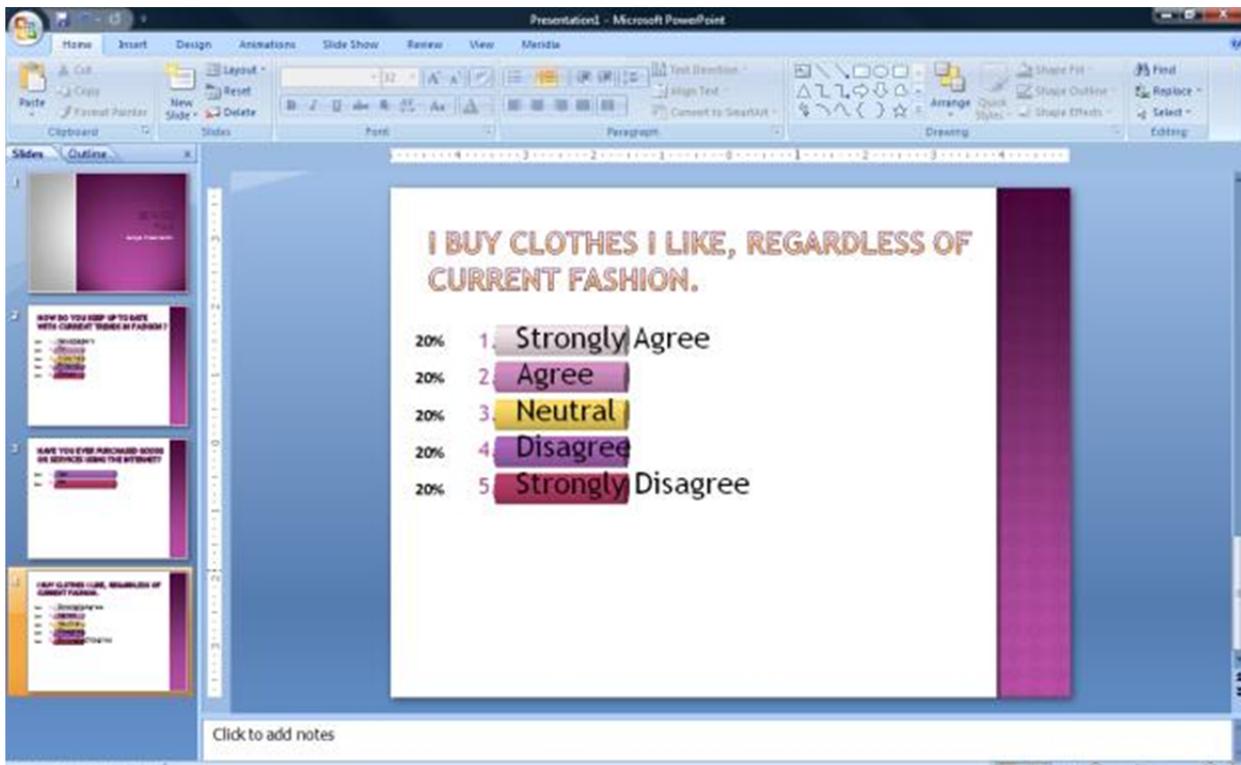
Remember, you can change the default text for both question text and answer text.



Now add the final slide for this sample presentation. From the **EZ-VOTE Insert Slide** drop-down menu, click **Likert Scale Slide**. Likert Scale slides measure the respondent's level of agreement with a specific statement.



Replace the text in the 'What is your opinion' text box and click outside the box to update the slide. EZ-VOTE automatically provides a standard five-point Likert answer scale.



You have now created a PowerPoint presentation including three EZ-VOTE slides that your audience will be able to vote on using their keypads.

Although this presentation includes just three EZ-VOTE Slides, remember that there are eleven different EZ-VOTE Slide templates to choose from.

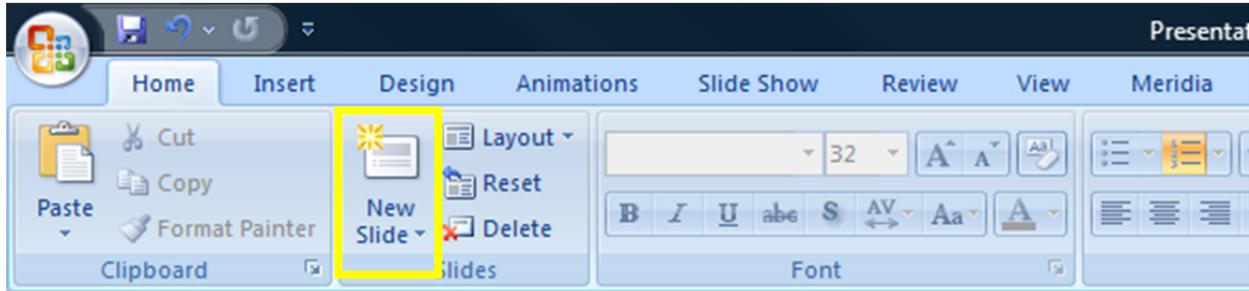


Click **Save** to name and save your presentation just as you would for any other PowerPoint presentation.

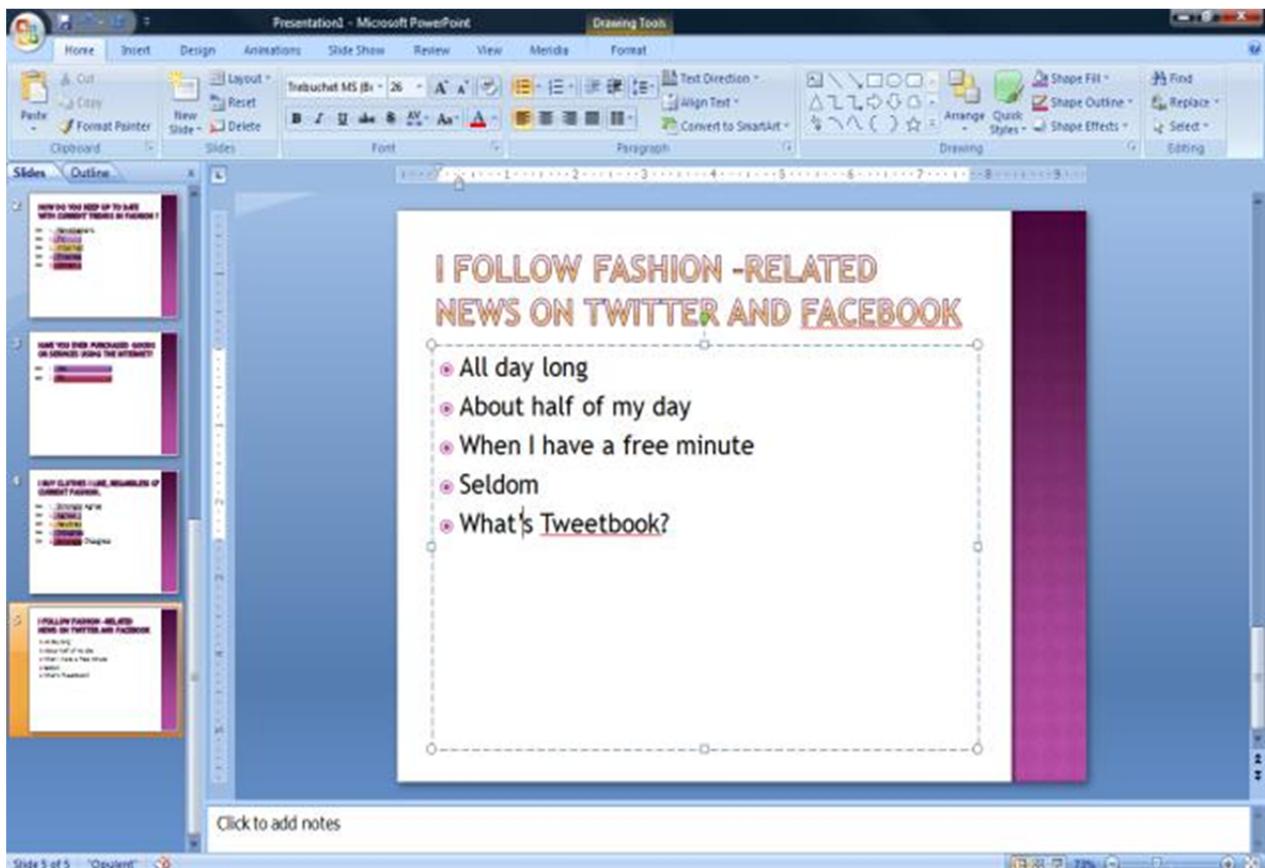
Let's learn something new now...

Convert a PowerPoint Slide to an EZ-VOTE slide

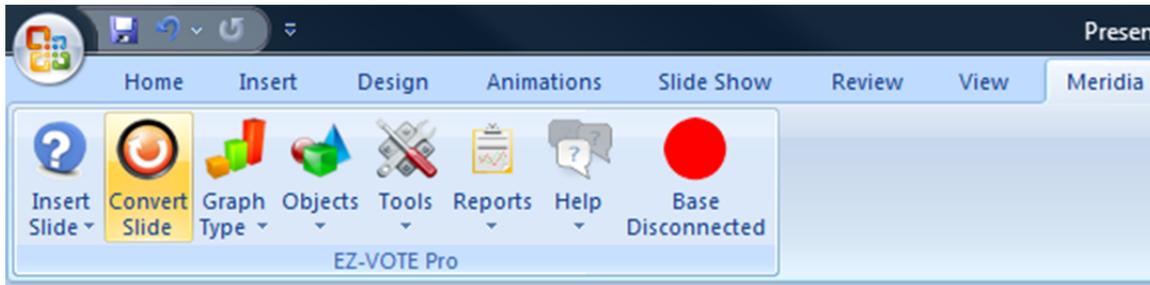
Now you can use a regular PowerPoint slide and quickly turn it into an interactive EZ-VOTE slide. Simply create a new PowerPoint slide (via the Home tab) with two text boxes: one for question text and one for answer text:



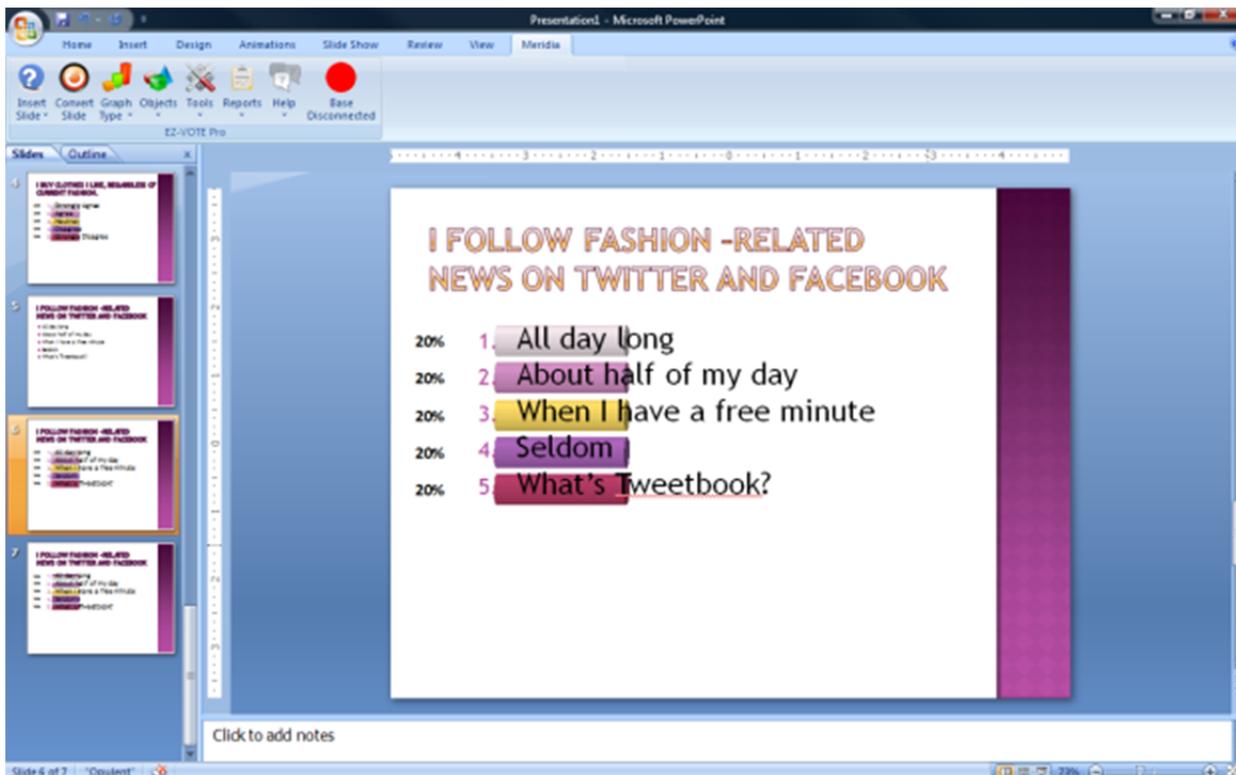
Then update the text in each box to match your goals:



Next click on the **Convert Slide** button on the EZ-VOTE Toolbar



The result will be a new EZ-VOTE slide created under (after) the regular PowerPoint slide:



In about five minutes, you've successfully created a set of four interactive slides, which allow you to collect votes from your audience. Let's learn how to control the presentation in Slide Show Mode...

Step 2: Run Presentation



To run the presentation, from PowerPoint's **Slide Show** menu, click **View Show**. Alternatively, press **F5**. If you want to start the Slide Show from any *specific slide*, press Shift + F5.

After the usual title slide, using the standard navigation, move forward to the first ARS (EZ-VOTE) question/slide.

The presentation runs just like a regular PowerPoint presentation, except when you reach an EZ-VOTE slide. Please see *Chapter 5 – Running Presentations* for more details.



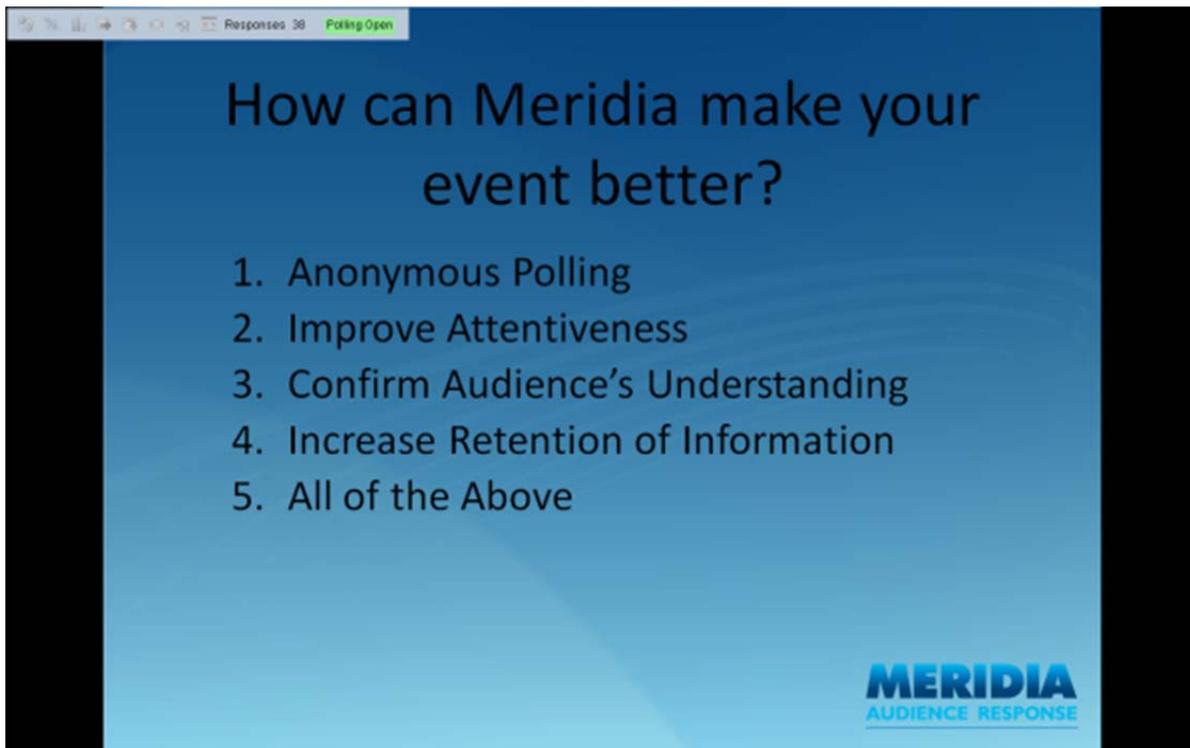
Step 3: Collect Responses

Once a EZ-VOTE Slide is presented to the audience, the Polling Indicator displayed on the EZ-VOTE Control Bar changes to 'Polling Open'.



NOTE: Control Bar does not appear on EVERY slide by default, but you can adjust this using the **Settings** menu. See *Chapter 6 – Configuration & Settings* for details.

EZ-VOTE is now ready to capture audience responses.



Instruct the audience to vote using the alphanumeric keys on their keypads. Please see *Chapter 5 – Running Presentations* for more details about capturing audience responses.

Once all responses have been captured, mouse-click again or press the SPACEBAR key to close polling.

The Polling Indicator changes to 'Polling Closed' and the screen updates (figure 15) to reflect the votes cast:



Figure 15 - Menu bar/Polling Indicator

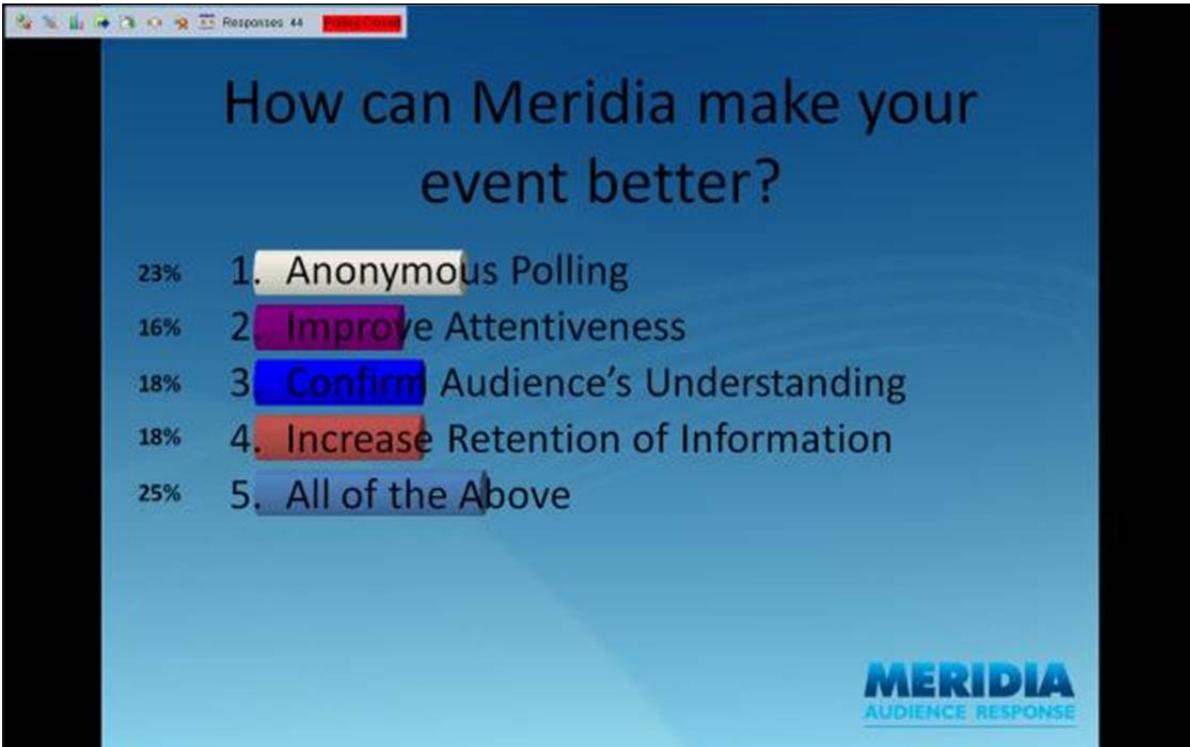


Figure 16 - Results showing Percentages & Bar graphs

Click again to continue to the next slide. Repeat the process for all EZ-VOTE Slides until the end of the presentation.



Step 4: Manage Results

Once the presentation has finished and audience responses have been captured, you can save all response data for further analysis.

Response data is stored within the PowerPoint .PPTX file itself. Saving the presentation will therefore save the **EZ-VOTE** results data as well.

Always remember the golden rule: ***“Save Early. Save Often.”***



To save the presentation along with the results, click **Save**.

To save the results in a new file, from the **File** menu click **Save As**. From the **Save As** dialog box, specify the filename and folder location, then click **Save**.

You can review the captured audience response data by viewing the slides in PowerPoint’s preview pane.

You can also run Reports to analyze your captured response data. See *Chapter 8 – Generating Reports* for more details.

Chapter 3 – Adding Interactivity to PowerPoint Presentations explains how to insert all the different types of **EZ-VOTE** Slides, along with special **EZ-VOTE** Objects (e.g. countdown clocks, response counters, and correct answer indicators).

Chapter 4 – Managing Participants explains how to establish rosters of participants, and how to assign participants to teams for competitions and analysis using demographics and other attributes to filter the results.

Chapter 5 – Running Presentations explains how to add slides ‘on-the-fly’ at during your presentation, and how to pause and restart polling.

Chapter 8 – Generating Reports explains how **EZ-VOTE** can compile and help analyze your audience response data through a portfolio of powerful report templates.

Chapter 3

Adding Interactivity to PowerPoint Presentations

This chapter describes how to add interactive [EZ-VOTE](#) Slides to a presentation, along with special objects such as images and countdown timers.

Inserting EZ-VOTE Slides

Enhance traditional PowerPoint presentations by adding interactive **EZ-VOTE Slides**, fitting seamlessly within the presentation flow.

These slides can be inserted when you are preparing your presentations (design time) or even during Slide Show mode itself.

When presented to an audience to vote, these slides provide thought-provoking and interactive questions, collect and display answers, and provide the ability to perform immediate advanced data analysis.

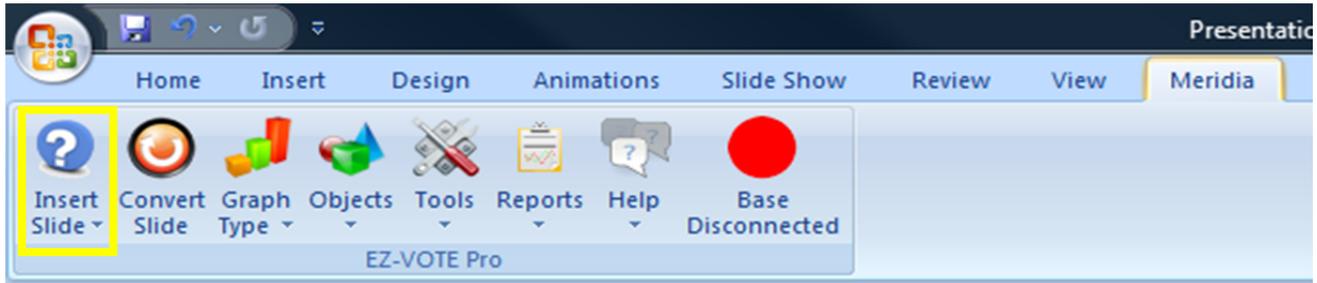
EZ-VOTE slides fall into two main categories:

EZ VOTE Question Slide Templates (Yes/No, True/False, Likert Scale) ask questions and collect audience responses.

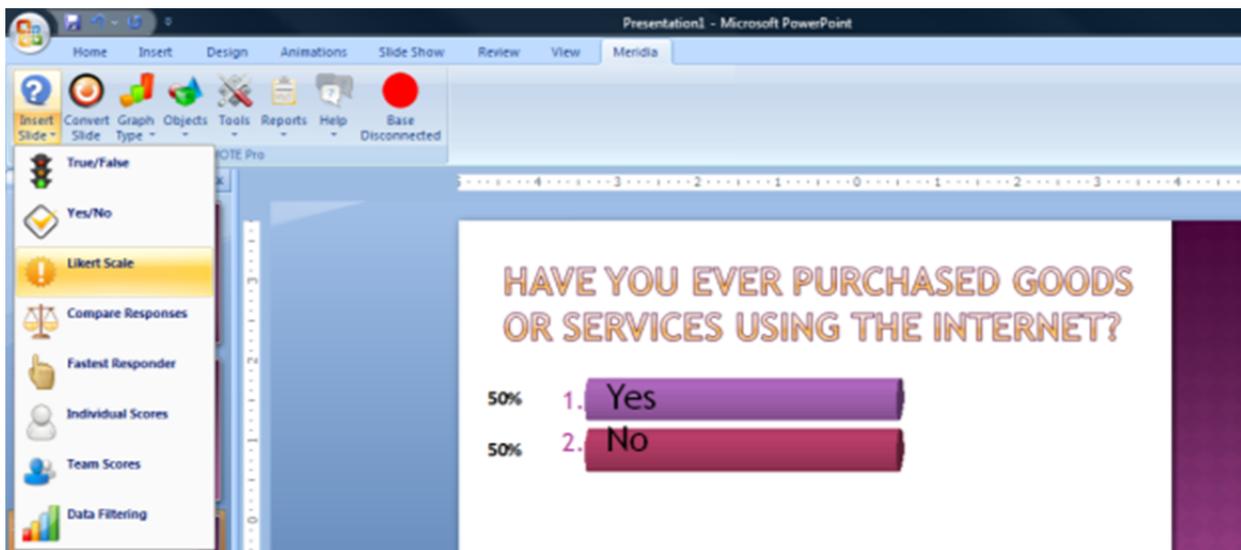
EZ-VOTE Information Slide Templates (Data Filtering, Comparing Responses, Fastest Responder, Team Score, Leading Participants) present additional information based on collected audience responses.

Slide Type	Description
 Insert Slide	Multiple choice question with answers displayed horizontally, vertically or as a 3D pie chart
 Yes/No	Choice of two alternative answers – ‘Yes’ and ‘No’
 True/False	Choice of two alternative answers – ‘True’ and ‘False’
 Likert Scale	Record opinion-based responses on a scale (e.g. strongly agree → strongly disagree)
 Data Filtering	Filter responses to EZ-VOTE Slide based either on the answer to another question, or according to membership of a Participant List Group.
 Compare Responses	Compare polling results for functionally similar questions asked at two different points
 Fastest Responder	Displays the Keypad ID of the fastest responder to the previous EZ-VOTE Slide
 Team Scores	Display the current Team Scores (based on an average of team member’s points totals)

Standard EZ-VOTE Question Slides are inserted simply by clicking the **Insert Slide** Button from the EZ-VOTE Toolbar.



Other slide types can be selected from the **Insert Slide** drop-down menu.



Remember, EZ-VOTE Slides perform just like any other PowerPoint slide, except they also include advanced audience response functionality. That means you can add watermarks and additional images, include transitions and special effects, and edit color schemes, just as you would for any other presentation.



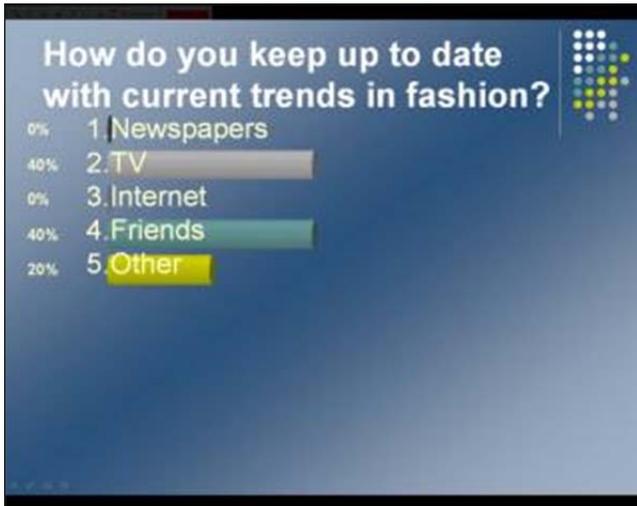
Figure 7 – EZ-VOTE Question Slide including images



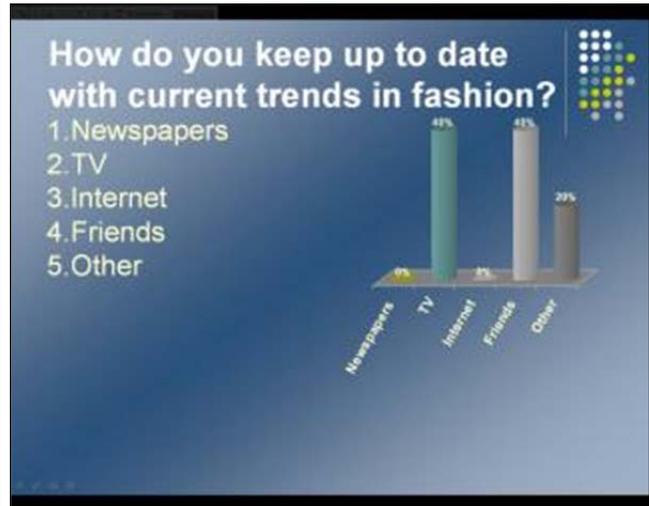
Figure 8 – EZ-VOTE Question Slide including background images, slide background and images associated with answers

Standard EZ-VOTE Slide Templates

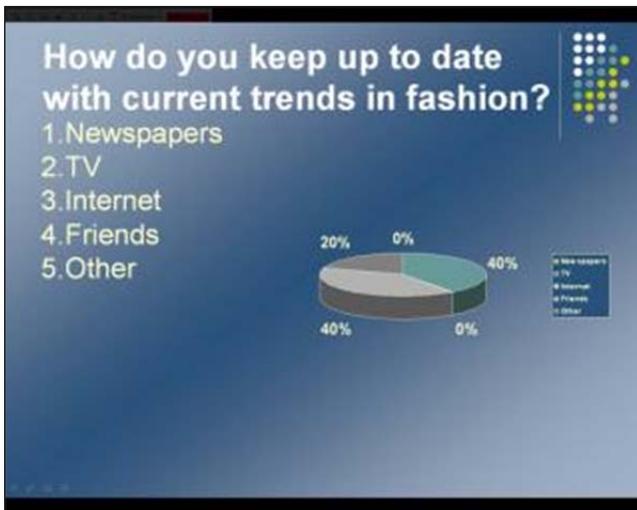
The most common type of EZ-VOTE slide, presenting a question with up to 10 possible answer choices from which the audience will select using their Keypads. Results can be displayed using a horizontal bar chart (system default), vertical bar chart, or pie chart.



Horizontal EZ-VOTE Question Slide



Vertical EZ-VOTE Question Slide



Pie EZ-VOTE Question Slide



Standard **EZ-VOTE** Question Slide Templates are added with a single click of the **Insert Slide** button.

Other **EZ-VOTE** Question Slide Templates are selected from the **Insert Slide** drop-down menu.

From the **EZ-VOTE** Toolbar, click **Insert Slide**.

Depending on the **Chart Type** specified under **Settings**, a Horizontal, Vertical or Pie slide appears. Initially, the presentation will insert whatever slide template is specified in the Computer Default Settings (e.g. Horizontal). However, you can adjust the Presentation Level or Slide Level Settings to insert a different slide type (e.g. Vertical). Please see *Chapter 6 – Configuration & Settings* for further details.

Enter question and answer data in the **EZ-VOTE Question Box** ('Enter your question...') and the **EZ-VOTE Answer Region** ('Enter your answer options...'). After entering the new text, click outside the Question Box or Answer Region. The **EZ-VOTE** Slide automatically reformats to include the question and answers, properly aligned along with chosen chart type (e.g. horizontal bars).

Yes/No Slide

Presents a question to the audience with two possible answer choices – ‘Yes’ and ‘No’. Results can be displayed using a horizontal bar chart, vertical bar chart, or pie chart.

Remember that all slides can be edited, so if you wanted to add a third answer choice (e.g. ‘Maybe’) all you would have to do is type that choice in the **EZ-VOTE Answer Region** when editing your slide presentation. **EZ-VOTE** will automatically add a third bar to the chart to reflect three possible answer choices now available.



Figure 17 - Yes/No Slide (horizontal)

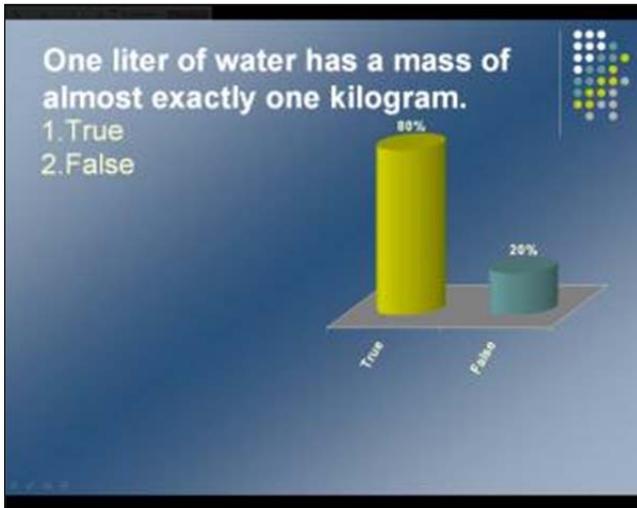
From the **EZ-VOTE** Toolbar, click **Insert Slide**. From the dropdown menu, click **Yes/No Slide**. Depending on the **Chart Type** specified under **Settings**, a Horizontal, Vertical or Pie slide appears. Initially, the presentation will insert whatever slide template is specified in Personal Default Settings (e.g. Horizontal). However, you can adjust the Presentation Level or Slide Level Settings to insert a different slide type (e.g. Vertical). Please see *Chapter 6 – Configuration & Settings* for further details.

Enter question data in the **EZ-VOTE Question Box** (‘Do you agree?’). You can also edit the text in the **EZ-VOTE Answer Region** if you want to change the default answer options (‘Yes’ and ‘No’).

After entering the new text, click outside the Question Box. The **EZ-VOTE** Slide automatically reformats to include the question and answers, properly aligned along with chosen chart type (e.g. horizontal bars).

True/False Slide

Presents a question with two possible answers – ‘True’ and ‘False’.
Results can be displayed using a horizontal bar chart, vertical bar chart, or pie chart.



True/False Slide (vertical)

From the [EZ-VOTE](#) Toolbar, click **Insert Slide**. From the dropdown menu, click **True/False Slide**. Depending on the **Chart Type** specified under **Settings**, a Horizontal, Vertical or Pie slide appears. Initially, the presentation will insert whatever slide template is specified in Personal Default Settings (e.g. Horizontal). However, you can adjust the Presentation Level or Slide Level Settings to insert a different slide type (e.g. Vertical).

Please see *Chapter 6 – Configuration & Settings* for further details.

Enter question data in the **EZ-VOTE Question Box** ('Is the statement?'). You can also edit the text in the **EZ-VOTE Answer Region** if you want to change the default answer options ('True' and 'False').

After entering the new text, click outside the Question Box. The [EZ-VOTE](#) Slide automatically reformats to include the question and answers, properly aligned along with chosen chart type (e.g. horizontal bars).

Likert (5 Scale) Slide

Likert Scale slides measure a respondent’s level of agreement with a specific statement. A statement is presented along with five possible answer choices – ‘Strongly Agree’, ‘Agree’, ‘Neutral’, ‘Disagree’, ‘Strongly Disagree’. Results can be displayed using a horizontal bar chart, vertical bar chart, or pie chart.

Likert Scale slides are perfect for gauging opinions.



Figure 14 - Likert Slide (horizontal)

From the [EZ-VOTE](#) Toolbar, click **Insert Slide**. From the dropdown menu that appears, click **Likert**. Depending on the **Chart Type** specified under **Settings**, a Horizontal, Vertical or Pie slide appears. Initially, the presentation will insert whatever slide template is specified in Personal Default Settings (e.g. Horizontal). However, you can adjust the Presentation Level or Slide Level Settings to insert a different slide type (e.g. Vertical).

Please see *Chapter 6 – Configuration & Settings* for further details.

Enter question data in the **EZ-VOTE Question Box** ('What is your option?'). You can also edit the text in the **EZ-VOTE Answer Region** if you want to change the default answer options.

After entering the new text, click outside the Question Box. The [EZ-VOTE](#) Slide automatically reformats to include the question and answers, properly aligned along with chosen chart type (e.g. horizontal bars).

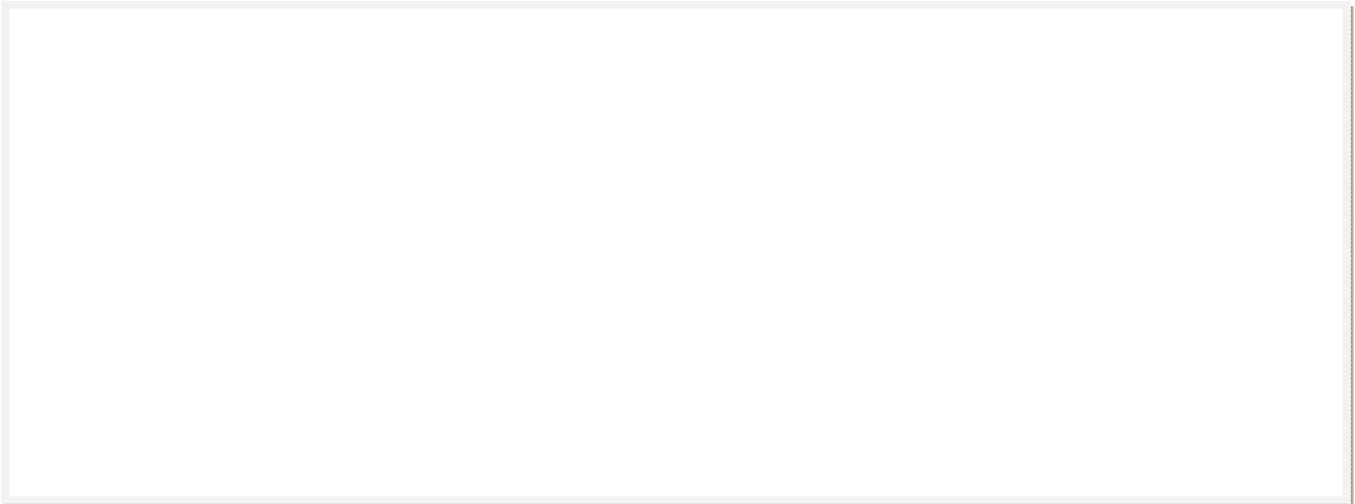
Data Filtering Slide

The results displayed on Standard [EZ-VOTE](#) Slides show you how the *entire* audience responded.

In contrast, Data Filtering Slides allow you to see how a specific *subset* of the audience responded. For example, your audience may consist of people from various parts of an organization and you would like to see how each department responded to a given question. Or you may want to know how people that responded a certain way to an earlier question, have responded to the most recent question.

Data Filtering slides allow you to define the subset of audience members in which you are interested and which question's responses you want to filter by that subset of the audience.

In this way, you are able to drill down further into the responses of two independent questions in order to derive truly useful marketing (or other) information.

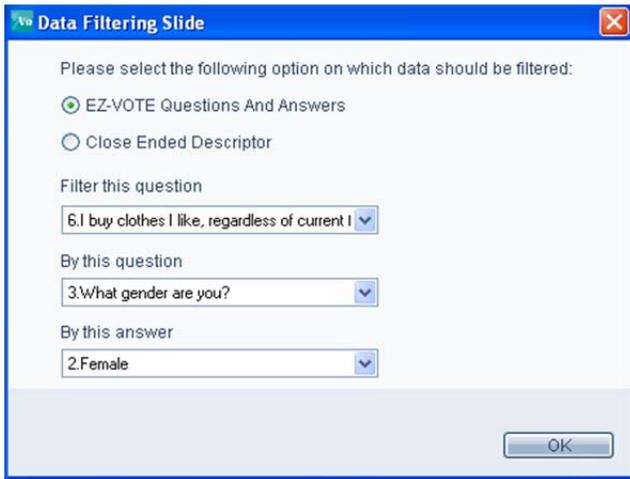


From the [EZ-VOTE](#) Toolbar, click **Insert Slide**.

From the dropdown menu that appears, click **Data Filtering Slide**.

The **Data Filtering Slide** dialog box appears. Select the option by which the data should be filtered – '[EZ-VOTE](#) Questions and Answers' or 'Close Ended Descriptor'.

Data Filtering Scenario 1: 'EZ-VOTE Questions and Answers'



Select the question to filter from the **Filter this question** list.

Select the question to filter by from the **By this question** list.

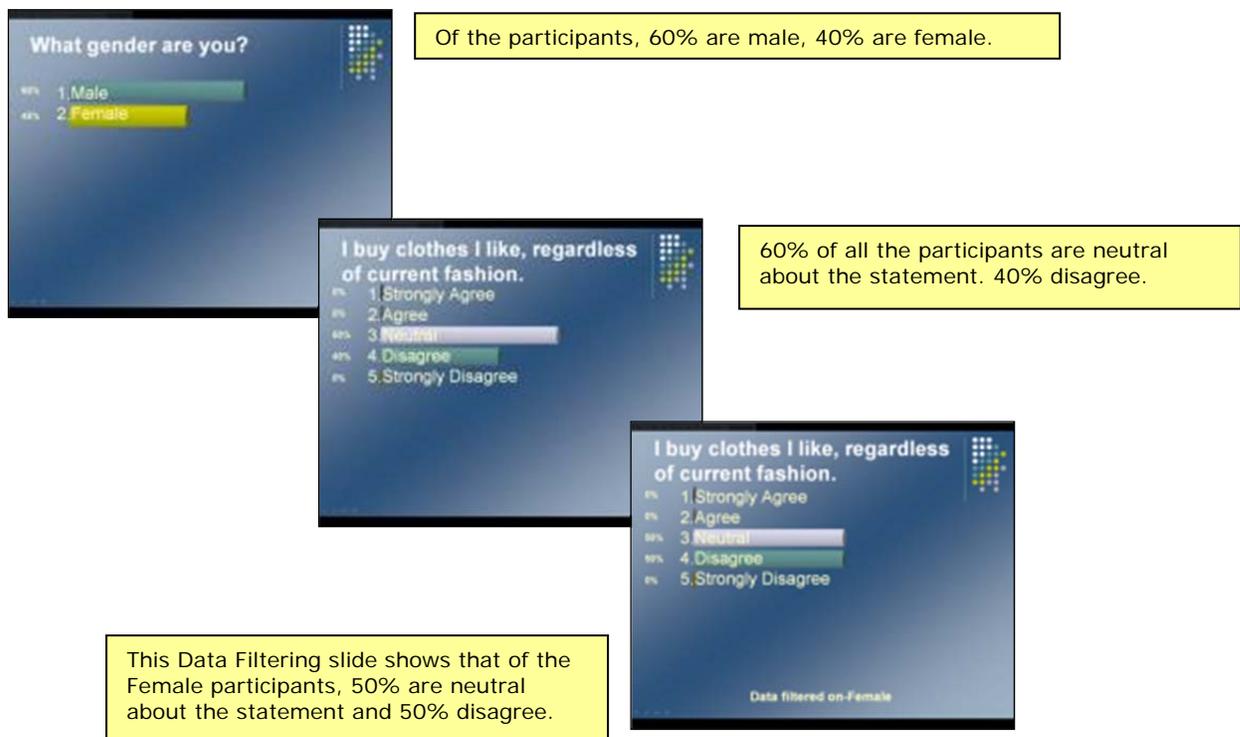
Select the answer to filter by from the **By this answer** list.

Click **OK**. The Data Filtering Slide is added. The results will be presented in Vertical format.

When the presentation runs, the audience will vote on the **EZ-VOTE** Question Slides. The captured audience response data is analyzed to build the Data Filtering Slide.

Depending on the **Chart Type** specified under **Settings**, a Horizontal, Vertical or Pie slide appears. Initially, the presentation will insert whatever slide template is specified in Personal Default Settings (e.g. Horizontal). However, you can adjust the Presentation Level or Slide Level Settings to insert a different slide type (e.g. Vertical).

Please see *Chapter 6 – Configuration & Settings* for further details.



Data Filtering Scenario 2- 'Close Ended Descriptor'

In Scenario 1, the responses from two unique slides were filtered in order to derive the information data needed.

But could this data be derived if the specific gender question wasn't asked of the audience? The answer is yes, as long as the required demographic data has been established (and associated to) the individuals in your Participant List answering questions during your EZ-VOTE session.

For more information about Participant Lists, see *Chapter 4 - Managing Participants*.

Remember that any close-ended descriptive data you associate with a voting participant (e.g. gender, age, profession, keypad number) can be used in a Data Filtering slide.

Select the question to filter from the **Filter this question** list.

Select the Close Ended Descriptor to filter by from the **By this Close Ended Descriptor** list.

Select the Close Ended Descriptor value to filter by from the **By this Close Ended Descriptor Value** list.

Click **OK**. The Data Filtering Slide is added. The results will be presented in Vertical format.

As previously mentioned, the EZ-VOTE presentation must include a Participant List where participants have a Close Ended Descriptor assigned. In this example, the Close Ended Descriptor is 'Gender', with the possible values 'Male' and 'Female'. When the presentation runs, the audience will vote on the EZ-VOTE Question Slides. The captured audience response data is analyzed to build the Data Filtering Slide.

Depending on the **Chart Type** specified under **Settings**, a Horizontal, Vertical or Pie slide appears. Initially, the presentation will insert whatever slide template is specified in Personal Default Settings (e.g. Horizontal). However, you can adjust the Presentation Level or Slide Level Settings to insert a different slide type (e.g. Vertical).

Please see *Chapter 6 – Configuration & Settings* for further details.



60% of all the participants are neutral about the statement. 40% disagree.

This Data Filtering slide shows that of the Female participants (determined via the Close Ended Descriptor value 'Female' in the Participant List), 50% are neutral about the statement and 50% disagree.



Please see *Chapter 4 – Managing Participants* for more information about Participant Lists and Close Ended Descriptors.

Comparing Responses Slide

This type of slide compares responses for two questions. Typical usage might include gauging the audience’s understanding of a topic at two different points in the presentation, or asking an opinion-based question at the start of the presentation, then asking again at the end to see if attitudes have changed.

From the [EZ-VOTE](#) Toolbar, click **Insert Slide**. From the dropdown menu that appears, click **Comparing Responses Slide**. The **Comparing Responses Slide** dialog box appears. Select the two questions to be compared using the dropdown lists.



Comparing Responses Slide dialog box

Click **OK**. The Comparing Responses Slide is added. The results will be presented in Horizontal Bar format.

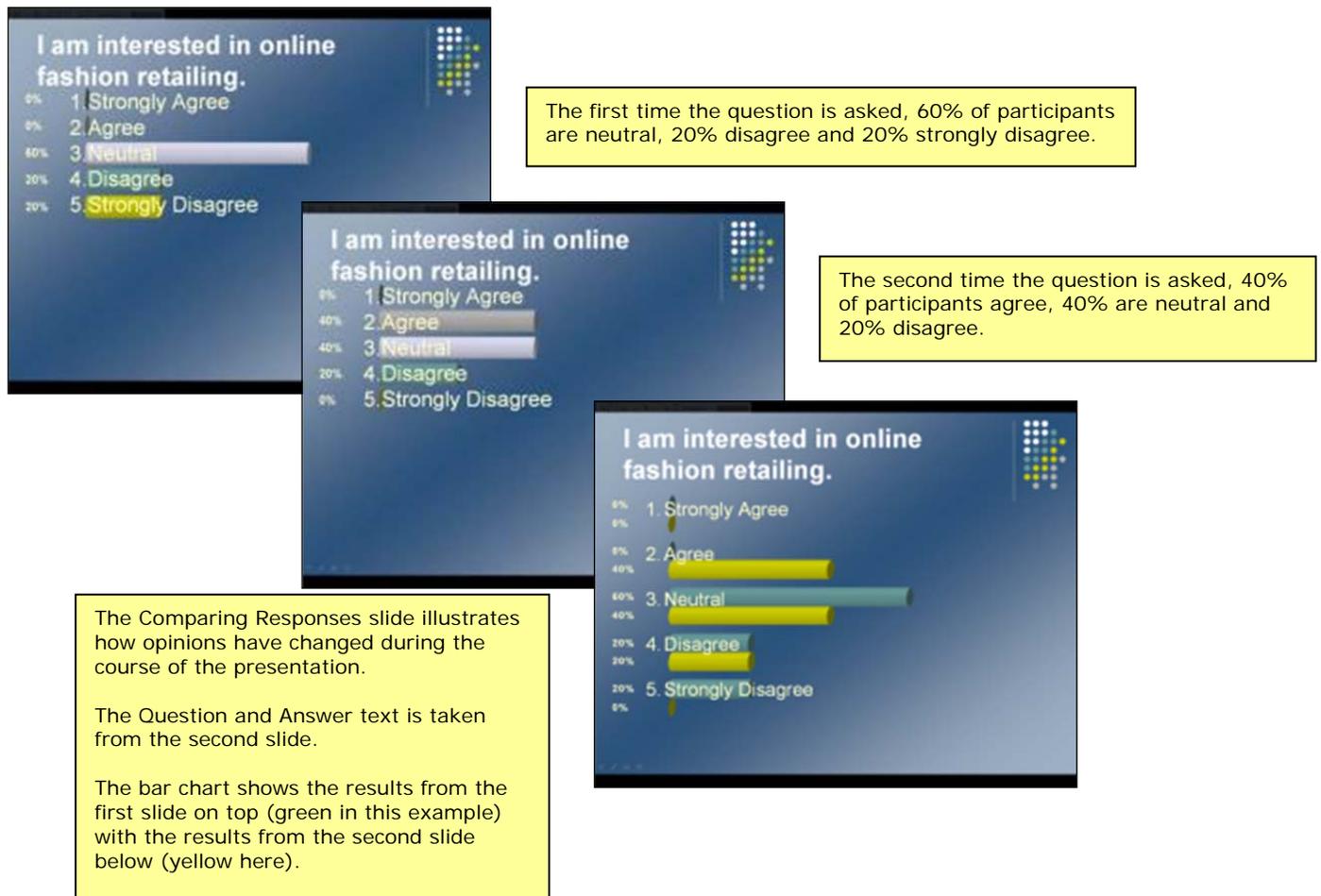
When the presentation runs, the audience will vote on the **EZ-VOTE** Question Slides. The captured audience response data is analyzed to build the Comparing Responses Slide.

Since the responses of any question slide can be compared to the responses of any other, the results may not necessarily be meaningful. For example, comparing the results from 'What is your favorite color?' to 'True or False: Dolphins are mammals' will produce meaningless results.

It is best to compare two similar slides, either using the same question and answer text for both slides or featuring only minor changes. For example, 'How do you feel about XYZ?' and 'How do you feel about XYZ now?'

Regardless of the content of the questions, the Question and Answer text shown on the Comparing Responses Slide is taken from the second slide.

The bar chart shows the results from the first slide on top, with the results from the second slide below.



Fastest Responder Slide

This type of slide displays the name and Keypad ID of the fastest participant to respond to the previous [EZ-VOTE Slide](#). If that slide had 'Correct' and 'Incorrect' answers defined, only participants who answered correctly are considered.

For the participant's name to be displayed, the presentation must have a Participant List associated with it. See *Chapter 4 – Managing Participants* for more details about creating Participant Lists. Otherwise, only the Keypad ID is shown.

From the [EZ-VOTE](#) Toolbar, click **Insert Slide**. From the dropdown menu that appears, click **Fastest Responder Slide**. A Fastest Responder slide is created. Modify the default text in the 'Fastest Responder' text box, if desired (e.g. to 'Well done!'). Click outside the text box to finish formatting the slide.

When the presentation runs, the Fastest Responder slide will record and display the name and Keypad ID of the quickest participant to respond to the last [EZ-VOTE Slide](#). Remember, if 'Correct' and 'Incorrect' answers were defined for that slide, only participants who answered correctly are considered.



Fastest Responder Slide

Team Score Slide

This type of slide displays the current point scores for each Team based on all the responses collected up to the point the slide appears. A Team's score is calculated by taking the average of all the team member's individual scores. See the *Assigning Point Values* section for more information about assigning point values to answers.

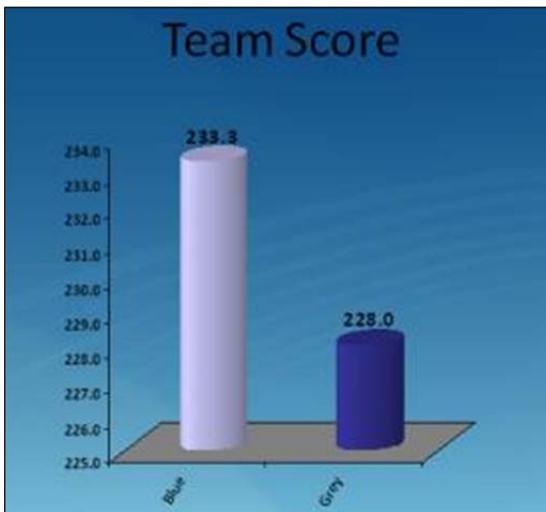
For example, if team member John has scored 500 points, James has scored 300, and Jack 100, the team's score will be $(500+300+100)/3 = 300$ points.

From the EZ-VOTE Toolbar, click **Insert Slide**. From the dropdown menu that appears, click **Team Score**. A Team Score slide is created. Modify the default text in the 'Team Scores' text box, if desired (e.g. to 'Head-to-Head'). Click outside the text box to finish formatting the slide.

Team assignments can be made in two ways (both through **Settings**) – either according to the result of an earlier slide in the presentation (e.g. 'Select Your Team: Left Side or Right Side') or according to a Close-Ended Descriptor (e.g. 'Team') specified in the Participant List.

See *Chapter 6 – Configuration & Settings* for more details about Team Settings.

During Slide Show mode, the audience will register their votes using their Keypads. The responses are compiled and analyzed, and the Team Score Slide displays the team scores up to the point at which the slide is displayed.



Team Score Slide

NOTE: If a team member doesn't respond to a question, they will be credited with zero points for that question. Depending on the Team Scoring Type setting specified in the **Settings** window, the non-response will either be reflected in the total calculation of the Team's score (setting = 'All Pads') or not (setting = 'Voting Pads Only').

Please see *Chapter 6 – Configuration & Settings* for further details.

Leading Participants Slide

This type of slide displays the name and Keypad ID of participants with the highest number of points accumulated up to this point in the presentation. See the *Assigning Point Values* section for more information about assigning point values to answers.

For the name to be displayed, the presentation must have a Participant List associated with it. See *Chapter 4 – Managing Participants* for more details about creating Participant Lists. Otherwise, only the Keypad ID and score are shown.

From the **EZ-VOTE** Toolbar, click **Insert Slide**. From the dropdown menu that appears, click **Leading Participants Slide**. A Leading Participants slide is created. Modify the default text in the 'Leading Participants' text box, if desired (e.g. to 'Top of the Class!'). Click outside the text box to finish formatting the slide.

During Slide Show mode, the audience will register their votes using their Keypads. The responses are compiled and analyzed, and the Leading Participants Slide displays the leading individuals at the point at which the slide is displayed.

The system default is to show the top 5 participants in the Leader Board. This can be adjusted through **Settings**.

Please see *Chapter 6 – Configuration & Settings* for further details.



The screenshot shows a presentation slide titled "Leading Participants" with a decorative graphic of colored dots in the top right corner. The slide contains a table with the following data:

Keypad ID	Name	Score
4	Jane	1000
3	Jill	500
2	James	250
1	Jack	250
5	Julie	0

Leading Participants Slide

NOTE: If a participant doesn't respond to a question, they score zero points for that question, which will be reflected in their score.

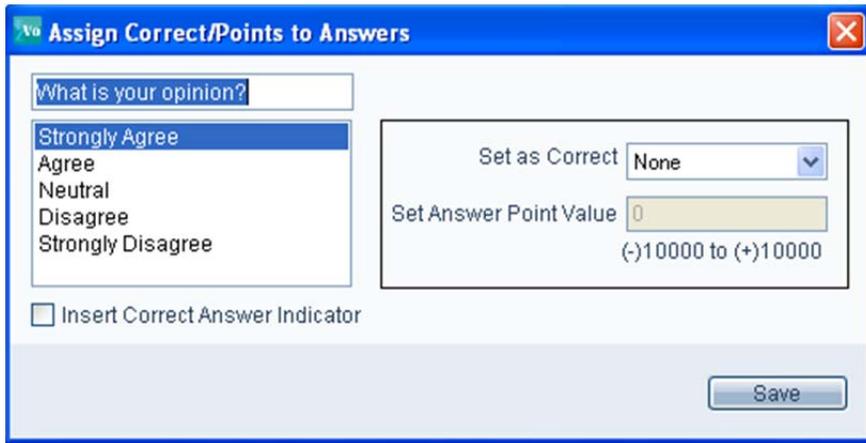
Setting Answers as 'Correct' / 'Incorrect'

Each answer in an EZ-VOTE Question Slide can be identified as 'Correct' or 'Incorrect' (or 'None'), primarily for the purposes of scoring for Team competitions or tracking individual scores for tests, quizzes and competitions.

For example, when running a quiz, there will be correct and incorrect answers. But in a personality test, the concepts of 'correct' and 'incorrect' would not apply.

To set answer status on an EZ-VOTE Question Slide:

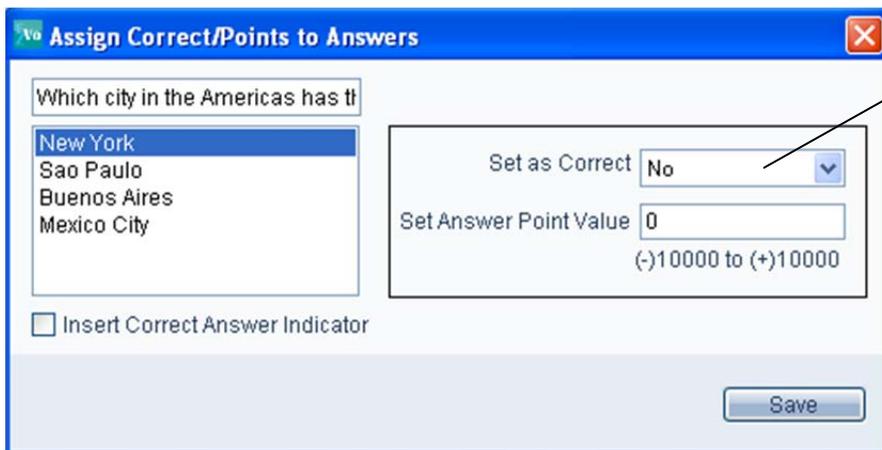
From the EZ-VOTE Toolbar's **Object** menu, click **Assign Correct/Points to Answers**.



The **Set Answers** dialog box appears. Highlight the specific answer choice for which you want to set the answer status and select your chosen status from the **Set as Correct** list. 'Yes' means that the answer is correct, 'No' that the answer is incorrect, and 'None' that the answer is neither. There is no restriction on the number of 'correct' or 'incorrect' answers (subject to the maximum of 10 answer choices per question).

You can also select or clear the **Insert Correct Answer Indicator** check box.

Please see the *Inserting Objects* section for more information about Answer Indicators.



In this example, the answer 'New York' has been marked as incorrect, by setting the 'Set as Correct' status to 'No'.

The dialog box is titled "Assign Correct/Points to Answers". It contains a question: "Which city in the Americas has the most people?". Below the question is a list of four options: "New York", "Sao Paulo", "Buenos Aires", and "Mexico City". The "Buenos Aires" option is highlighted. To the right of the list, there is a "Set as Correct" dropdown menu set to "Yes" and a "Set Answer Point Value" input field set to "100". Below the input field, it says "(-)10000 to (+)10000". At the bottom left, there is a checked checkbox labeled "Insert Correct Answer Indicator". At the bottom right, there is a "Save" button.

'Buenos Aires' has been marked as correct, by setting the 'Set as Correct' status as 'Yes'.

Insert Correct Answer Indicator
It is checked here, meaning an indicator will appear on the slide next to the correct answer once polling has closed.

The dialog box is titled "Assign Correct/Points to Answers". It contains a question: "When faced with a decision, I am most likely to...". Below the question is a list of three options: "Pick/choose quickly, often on an impulse", "Analyze all options with care, so I can make a good decision", and "Tend to become indecisive". The "Analyze all options with care, so I can make a good decision" option is highlighted. To the right of the list, there is a "Set as Correct" dropdown menu set to "None" and a "Set Answer Point Value" input field set to "0". Below the input field, it says "(-)10000 to (+)10000". At the bottom left, there is an unchecked checkbox labeled "Insert Correct Answer Indicator". At the bottom right, there is a "Save" button.

In this example, the question is 'When faced with a decision, I am most likely to...'

Because this question is part of a personality quiz, there are no 'Correct' or 'Incorrect' answers. Therefore the 'Set as Correct' status has been set to 'None'.

Insert Correct Answer Indicator
There is no 'Correct' answer in this case, so the indicator has been turned off.

Click **Save** to finish setting the answer status and return to the slide.

Assigning Point Values

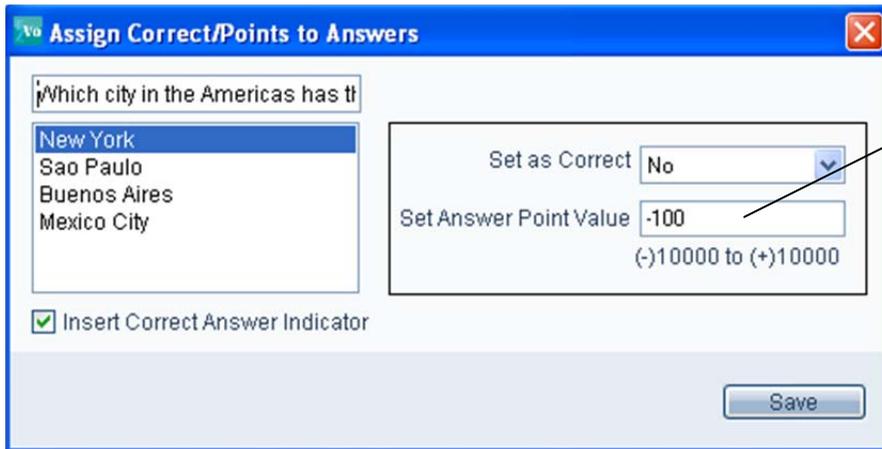
Each answer in an EZ-VOTE Slide can be assigned an (optional) point value. For example, if you're running a quiz, you can keep a running total of points scored to determine the leading participant(s).

Point values can be whole numbers anywhere in the range -10,000 to +10,000. This allows the assignment of negative point values to penalize incorrect answer selections from participants. However, there is no restriction on the assignment of point values (negative or positive) to 'correct', 'incorrect' or 'none' answer types.

From the EZ-VOTE Toolbar's **Objects** menu, click **Assign Correct/Points to Answers**.



The **Set Answers** dialog box appears. For each answer choice for which to want to assign a point value, enter a point value in the **Set Answer Point Value** field (or retain the default value of zero).



In this example, the answer 'New York' has been given an Answer Point Value of -100. This penalizes an incorrect answer.

If a participant chooses this answer, 100 points will be deducted from their score.

The dialog box is titled "Assign Correct/Points to Answers". It contains a question: "Which city in the Americas has the most people?". Below the question is a list of four options: "New York", "Sao Paulo", "Buenos Aires", and "Mexico City". The "Buenos Aires" option is selected. To the right of the list, there are two fields: "Set as Correct" with a dropdown menu set to "Yes", and "Set Answer Point Value" with a text box containing "200". Below these fields is a range indicator: "(-)10000 to (+)10000". At the bottom left, there is a checked checkbox labeled "Insert Correct Answer Indicator". At the bottom right, there is a "Save" button.

'Buenos Aires' (the correct answer) has been given an Answer Point Value of 200.

If a participant chooses this answer, 200 points will be added to their score.

The dialog box is titled "Assign Correct/Points to Answers". It contains a question: "When faced with a decision, I am most likely to...". Below the question is a list of three options: "Pick/choose quickly, often on an impulse", "Analyze all options with care, so I can be sure", and "Tend to become indecisive". The "Analyze all options with care, so I can be sure" option is selected. To the right of the list, there are two fields: "Set as Correct" with a dropdown menu set to "None", and "Set Answer Point Value" with a text box containing "0". Below these fields is a range indicator: "(-)10000 to (+)10000". At the bottom left, there is an unchecked checkbox labeled "Insert Correct Answer Indicator". At the bottom right, there is a "Save" button.

In this example, the question is 'When faced with a decision, I am most likely to...'

This question is part of a personality quiz, so there are no 'correct' or 'incorrect' answers.

However, different Answer Point Values can still be assigned for different answers.

Insert Correct Answer Indicator
There is no 'Correct' answer in this case, so the indicator has been turned off.

Click **Save** to finish assigning Answer Point Values and return to the slide.

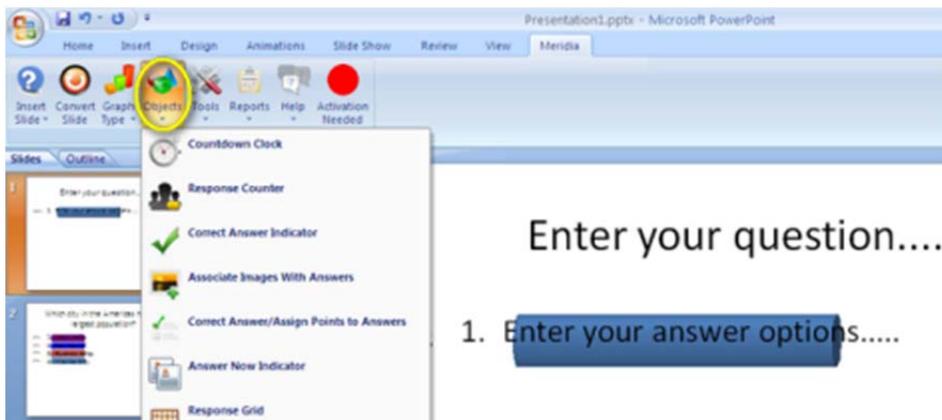
Inserting Objects

With EZ-VOTE you can add unique audience response objects to your EZ-VOTE Slides. These objects will enhance the core polling activities your audience will experience during your interactive presentation.

Several special objects can be added to EZ-VOTE Slides. These objects can add an extra level of interactivity to your presentation.

Object Type	Description
 Countdown Clock	Onscreen clock showing amount of time remaining for responses to be collected
 Response Counter	Displays running and final totals of responses received
 Correct Answer Indicator	Visual indicator identifying the designated correct answer(s), displayed after polling has closed
 Associate Images With Answers	Associate images to answer choices for audience members to vote
 Correct Answer/Assign Points to Answers	Assign Answer Point Values to answer choices and set Correct/Incorrect answers
 Answer Now Indicator	Graphic prompting the audience to 'Answer Now'
 Response Grid	Grid displaying Keypad IDs of the responses as they are received

All objects are accessible from the EZ-VOTE Toolbar's **Objects** menu.



Each EZ-VOTE Object's appearance, effects and performance can be customized by clicking the **TOOLS** icon to access the setting menu.

See *Chapter 6 – Configuration & Settings* for more details about the specific settings for each object type.

Countdown Clock

When running an EZ-VOTE presentation, it is often necessary to limit the amount of time for your audience to register their responses to an EZ-VOTE Question Slide.

This time limit can be enforced using a Countdown Clock on the slide, which visibly counts down the seconds remaining before polling closes. No votes will register after polling has closed, but audience members are able to change their votes while the countdown clock is active. The last vote selected before polling closes will be 'final' and included in the response totals.

From the Insert Object menu, click Countdown Clock. The Countdown Clock is added to the slide. Like any other PowerPoint object, the Countdown Clock can be easily moved and resized.



EZ-VOTE Question Slide including Countdown Clock

During Slide Show mode, when the EZ-VOTE Slide featuring a Countdown Clock is active, mouse click or press SPACEBAR to start the countdown. When the counter reaches zero, polling is closed. You can also close polling early by a second mouse click or pressing the SPACEBAR or RIGHT ARROW key.

Countdown Clock settings (e.g. style, sound effects, duration) can be adjusted by clicking the **TOOLS** icon to access the setting menu.

See *Chapter 6 – Configuration & Settings* for more details.

Response Counter

When running an EZ-VOTE presentation, it is possible to include Response Counters on EZ-VOTE Question Slides to show the cumulative number of responses received.

From the **Object** menu, click **Response Counter**. The Response Counter is added to the slide. Like any other PowerPoint object, it can be easily moved and resized.



EZ-VOTE Question Slide including Response Counter

During the presentation, when you reach an EZ-VOTE Slide featuring a Response Counter, the number increments as responses are received from the audience members voting with their Keypads.

Response Counter settings (e.g. style) can be adjusted by clicking the **TOOLS** icon to access the settings menu.

See *Chapter 6 – Configuration & Settings* for more details.

Answer Now Indicator

An 'Answer Now Indicator' can be added to an EZ-VOTE Question Slides to prompt the audience to start polling responses.

From the Object menu, click Answer Now Indicator. The Answer Now Indicator is added to the slide. Like any other PowerPoint object, it can be easily moved and resized. The text can also be edited by clicking and typing directly on the object itself.



EZ-VOTE Question Slide including Answer Now Indicator

During Slide Show mode, the Answer Now Indicator will appear when polling is open, and will disappear when polling is closed.

Answer Now Indicator settings (e.g. style, text) can be adjusted by clicking the **TOOLS** icon to access the settings menu.

See *Chapter 6 – Configuration & Settings* for more details.

Response Grid

When running an EZ-VOTE presentation, it is possible to include a Response Grid on EZ-VOTE Question Slides to show the Keypad IDs (or other designated attributes and identifiers) of the participants who have voted during polling.

As votes are registered, individual cells within the Response Grid change colors (or fill style) and indicate the designated participant attributes (e.g. Keypad number, First Name). A maximum of 3 characters is displayed in each grid cell.

NOTE: to display any attributes other than the Keypad ID, the presentation must include a Participant List. See *Chapter 4 – Managing Participants* for more information about creating and using Participant Lists.

This feature provides visual confirmation that an audience member’s individual vote was collected. In addition, the activity in the Response Grid can be monitored by the presenter as a way to determine if specific participants are reluctant or late in voting.

From the Insert Object menu, click Response Grid. The Response Grid is added to the slide.

The screenshot shows a presentation slide with a blue background. At the top, the text reads "One liter of water has a mass of almost exactly one kilogram." To the right of this text is a decorative graphic of colored dots. Below the text is a bar chart showing two options: "1. True" with a 60% bar and "2. False" with a 40% bar. At the bottom of the slide is a 2x10 grid of colored boxes, each containing a name. A yellow callout box with a pointer to the grid contains the following text:

Response Grid
By default, the Grid has one box for each Participant on the Participant List, up to a maximum of 40 boxes.

In this example, there are 20 boxes on the Grid, since the Participant List has 20 members.

Jac	Jam	Jil	Ala	Ang	Lia	Ler	Ian	Jan	Jul
Lee	Rob	Pau	Han	Jef	Ben	Dar	Joe	Ray	Emm

EZ-VOTE Question Slide including Response Grid

During Slide Show mode, when you reach a EZ-VOTE Slide featuring a Response Grid, the Grid updates to display the specified description text for Participants as they respond.

Response Grid settings (e.g. color, fill style) can be adjusted by clicking the **TOOLS** icon to access the setting menu.

See *Chapter 6 – Configuration & Settings* for more details.

Correct Answer Indicator

If you have an [EZ-VOTE](#) Slide where one or more answers has been marked 'Correct', a Correct Answer Indicator can be added to the slide, revealing the correct answer(s) to the audience once polling has closed.

The Correct Answer Indicator can be applied to specific answer choices from the **Set Answer** dialog box – see the *Setting Answers as 'Correct' / 'Incorrect'* section for details.

Alternatively, the Indicator can be added from the **Insert Object** menu:

From the Insert Object menu, click Correct Answer Indicator. An Indicator will be added for each answer marked as 'Correct'.

- | | |
|-------------------|-------------------|
| 1. New York | 1. New York |
| 2. Sao Paulo | 2. Sao Paulo |
| ✓ 3. Buenos Aires | → 3. Buenos Aires |
| 4. Mexico City | 4. Mexico City |

During the presentation, the Indicator will appear on the [EZ-VOTE](#) Slide once polling has closed.

The style of the Correct Answer Indicator (e.g. checkmark, arrow) can be customized by clicking the **TOOLS** icon to access the setting menu.

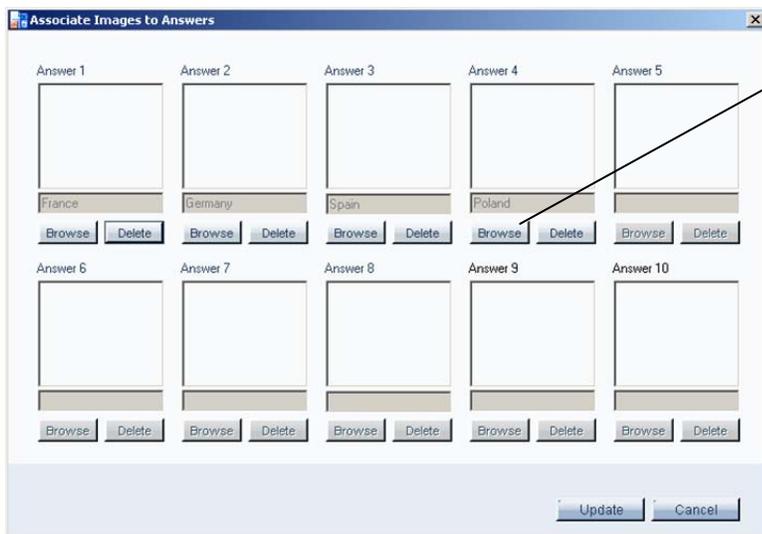
See *Chapter 6 – Configuration & Settings* for more details.

Associate Images with Answers

Once an EZ-VOTE Question Slide has been created, images may be associated with any answer choice. Images can be set to display during polling, after polling (when polling results are displayed), or in both instances (the system default setting).

NOTE: images are *not* included in EZ-VOTE Reports (including 'Question List' reports), although the underlying answer text will be compiled and reported as normal.

From the Insert Object menu, click Associate Images with Answers. The Associate Images to Answers dialog box appears.



Answer
Click **Browse** to locate an image to be associated with the answer.

Associate Images to Answers dialog box

For each Answer that you want to associate an image with, click **Browse** and locate the image file. Supported image formats are .jpg, .jpeg, .bmp, .wmf and .png format. It is not necessary to associate an image with every answer choice.

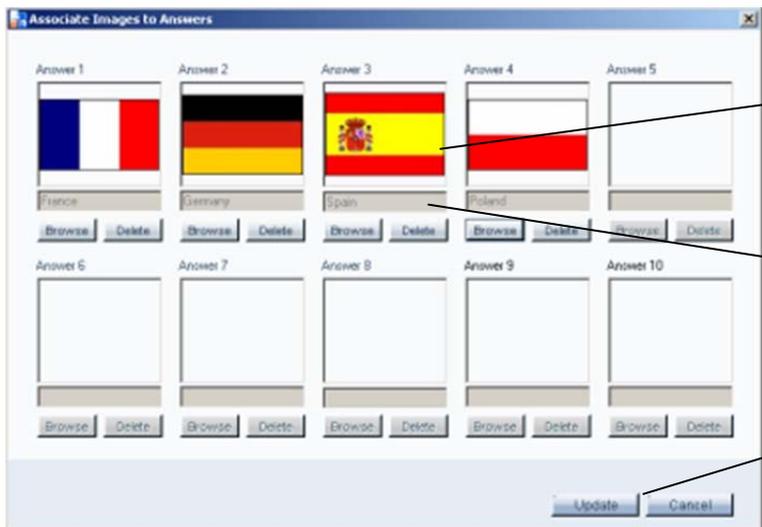


Image Previews
Images have been associated with each answer and are previewed here.

Answer Choices
The answer choices entered on the Question Slide are displayed here

Update
Click to update the Slide to include the Associated Images.

Associate Images to Answers dialog box (with images associated)

Click **Update**. The EZ-VOTE Slide is updated to include and display all the associated images. The images will be placed together on the Slide, with the last inserted picture on top.

Click on each image in turn and reposition / resize it as required. Once you have placed all the images, the EZ-VOTE Slide is ready.



EZ-VOTE Question Slide with images associated

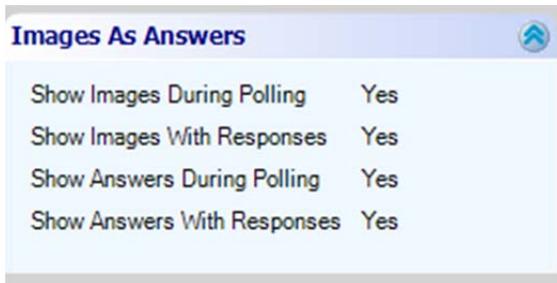
Depending on the display options specified in the **Settings** window, the images and answer text can be displayed at different times and in different configurations during the Slide Show.

OPTION A: Displays answer text and images at polling time.

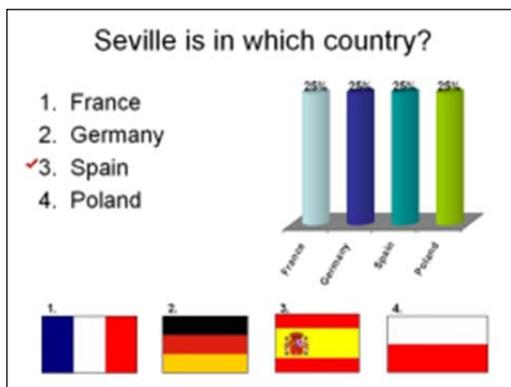
This approach shows any images associated with answer choices on a **EZ-VOTE** Question Slide *while polling is open*.

To set this option, use Settings to specify 'Show Images During Polling' and 'Show Answers During Polling' as 'Yes'.

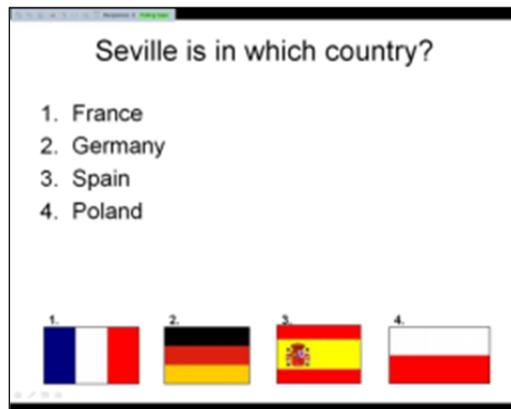
See *Chapter 6 – Configuration & Settings* for more details about applying slide-level settings.



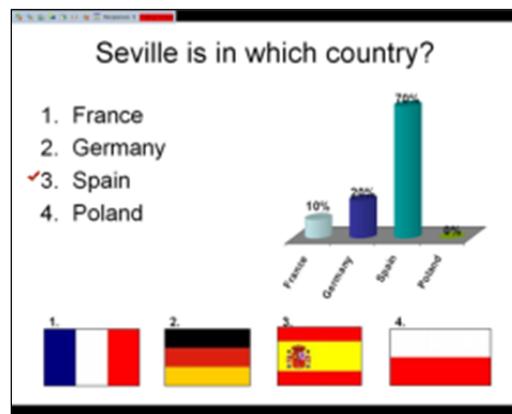
This option works well when teamed with a Correct Answer Indicator. See the *Setting Answers as 'Correct' / 'Incorrect'* section for details.



The EZ-VOTE Slide at editing time. An image has been associated with the correct answer, and a Correct Answer Indicator added.



The EZ-VOTE Slide at runtime, with polling open. The answer text and the images are displayed.



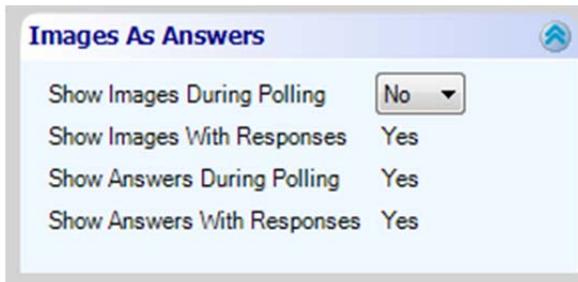
The EZ-VOTE Slide at runtime, with polling closed. The image is now displayed along with the answer text (and results chart).

OPTION B: Displays answer text at polling time. Displays image(s) after polling has closed.

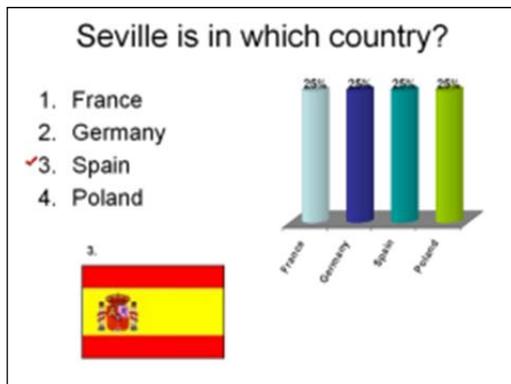
This approach can be used to display a pictorial representation of the correct answer once polling has closed.

To set this option, use Settings to specify 'Show Images During Polling' as 'No'.

See *Chapter 6 – Configuration & Settings* for more details about applying slide-level settings.



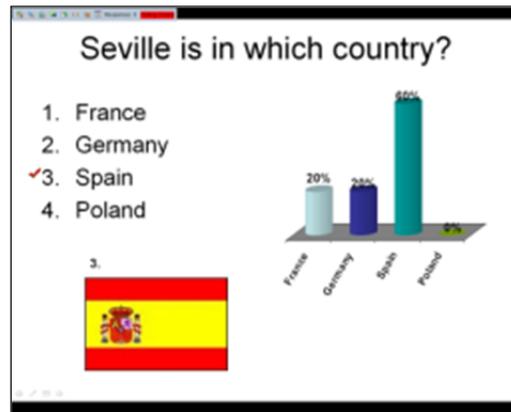
This option works well when teamed with a Correct Answer Indicator. See the *Setting Answers as 'Correct' / 'Incorrect'* section for details.



The EZ-VOTE Slide at editing time. An image has been associated with the correct answer, and a Correct Answer Indicator added.



The EZ-VOTE Slide at runtime, with polling open. The answer text is displayed, but the image is not.



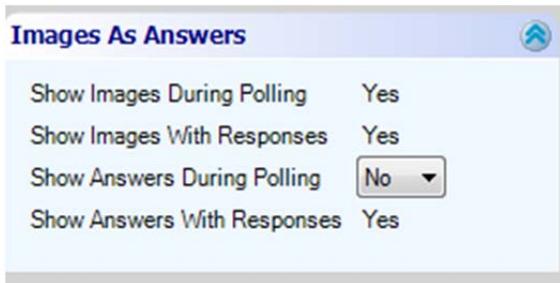
The EZ-VOTE Slide at runtime, with polling closed. The image is now displayed along with the answer text (and results chart).

OPTION C: Display answer text after polling has closed. Display images at polling time.

This approach can be used to set a question where the answers are initially represented by images. The answer text will only appear after polling has closed.

To set this option, use Settings to specify 'Show Answers During Polling' as 'No'.

See *Chapter 6 – Configuration & Settings* for more details about applying slide-level settings.



The EZ-VOTE Slide at editing time. Images have been associated with each answer, and a Correct Answer Indicator added.



The EZ-VOTE Slide at runtime, with polling open. The images are displayed, but the answer text is not.



The EZ-VOTE Slide at runtime, with polling closed. The answer text is now displayed along with the images (and results chart).

Chapter 4

Managing Participants

This chapter explains how to set up and maintain Participant Lists, which can be used to track and analyze the individual responses of your audience members to [EZ-VOTE](#) Question Slides.

When audience members vote during an EZ-VOTE presentation, EZ VOTE captures their responses. These responses can be associated with individual audience members (and their Keypads) using *Participant Lists*.

A Participant List may contain an unlimited series of attributes to define a voting participant. Keypad Serial Numbers, First Names, Last Names, Education Levels, Job Classifications and Gender are all examples of attributes that can be tracked and reported on both during the presentation (e.g. through EZ-VOTE Objects and EZ-VOTE Information Slides) and after the presentation (e.g. through EZ-VOTE Reports).

Participant List descriptors also provide the basis to allocate individual's to Teams for EZ-VOTE competitions and games.

Participant Lists can contain any number of Descriptors, which fall into two types:

Close-ended The possible attributes or values for such a descriptor are limited to a finite user-defined list. For example, a descriptor named 'Gender' might contain only the attributes 'Male' and 'Female'.

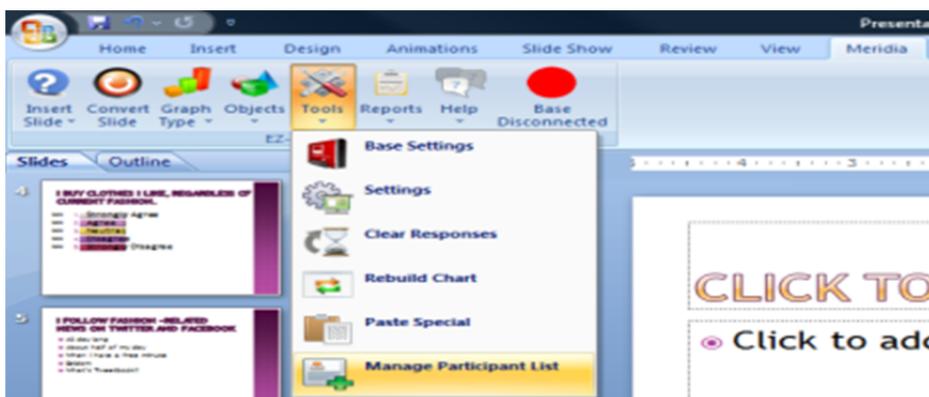
Open-ended The descriptor attributes are not limited to a pre-determined list. For example, a 'Home Town' descriptor could contain any city name as a possible attribute. Similarly, the 'First Name' and 'Last Name' fields are also Open-ended Descriptors, provided by default.

For example, you might create a Close-ended Descriptor called 'Team', with the possible attributes 'Red', 'Blue' and 'Green'. When building your Participant List, each Participant would be assigned to a particular team. Later, when analyzing captured audience responses, you can present the results according to each Team and its members.

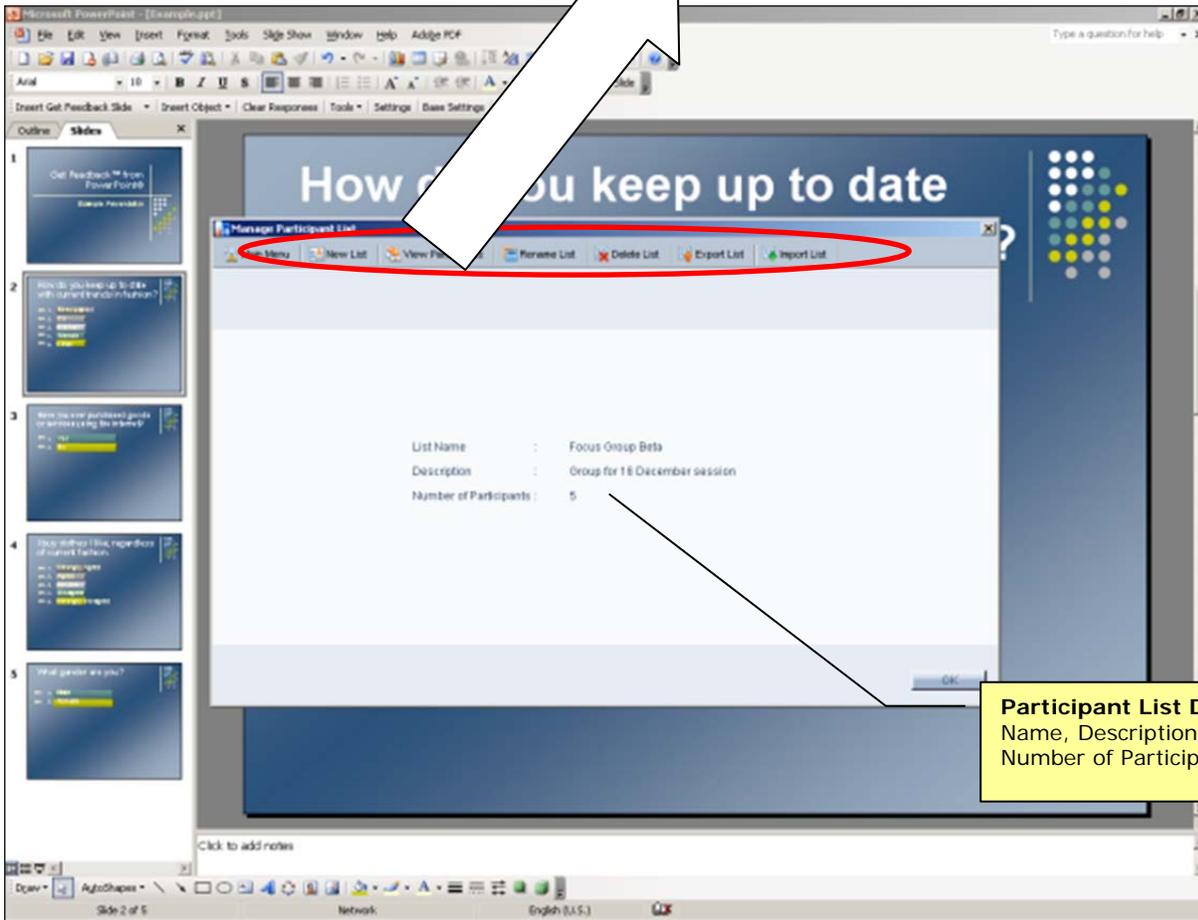
Participant List data is stored within the PowerPoint .PPT file itself. Saving the presentation will also save the Participant List data.

NOTE: A presentation can have only one Participant List associated with it. To run the same presentation for multiple audiences, save multiple copies of the presentation and create (or import) a unique Participant List for each one.

To Manage Participant Lists, from EZ-VOTE Toolbar's **Tools** menu, click **Manage Participant List**.



The **Manage Participant Wizard** Home Screen appears.



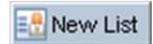
Manage Participant Wizard – Home Screen

If a Participant List has already been created for the current presentation, then the specific Participant List details (list name, description, number of participants) are displayed and all Participant List Menu options are active. If no list is currently associated with the presentation, then the only active Menu options are **New List** and **Import List**.

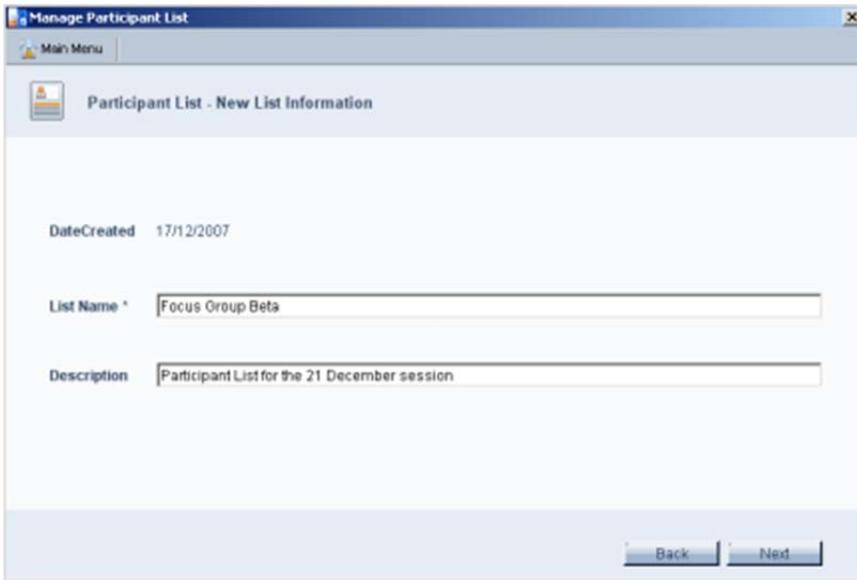


You can return to the Home Screen of the Wizard at any point by clicking **Main Menu** on the Participant List Menu.

Creating a New Participant List

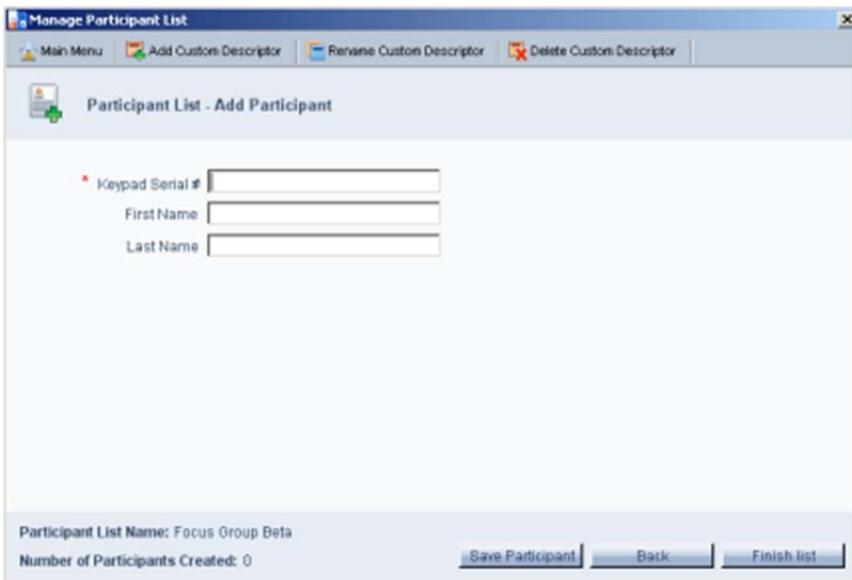


From the Participant List Menu, click **New List**. The *New List Information* screen is displayed.

A screenshot of a web application window titled "Manage Participant List". The window has a menu bar with "Main Menu" and a sub-header "Participant List - New List Information". The main content area contains a form with the following fields: "DateCreated" with the value "17/12/2007", "List Name *" with the value "Focus Group Beta", and "Description" with the value "Participant List for the 21 December session". At the bottom right, there are two buttons: "Back" and "Next".

Manage Participant List - New List Information screen

Enter the List Name (mandatory) and Description (optional). Click **Next**. The *Add Participant* screen is displayed.

A screenshot of a web application window titled "Manage Participant List". The window has a menu bar with "Main Menu", "Add Custom Descriptor", "Rename Custom Descriptor", and "Delete Custom Descriptor". The sub-header is "Participant List - Add Participant". The main content area contains a form with the following fields: "Keypad Serial #" (mandatory, marked with a red asterisk), "First Name", and "Last Name". At the bottom, there is a status bar showing "Participant List Name: Focus Group Beta" and "Number of Participants Created: 0". To the right of the status bar are three buttons: "Save Participant", "Back", and "Finish list".

Manage Participant List – Add Participant Screen

At this point you are ready to populate the Participant List with descriptors and attributes that will provide a trail to the votes cast by your audience members. Enter the Keypad Serial # (mandatory) along with the Participant's First Name and Last Name (optional). These fields are always provided by EZ-VOTE when building a Participant List.

To add a Custom Descriptor (optional), click **Add Custom Descriptor**. Please see *Working with Descriptors* for details. Otherwise, click **Save Participant**. Repeat the steps until all Participants have been added, then click **Finish List**. The Participant List is added to the presentation, and the Wizard returns to the Home Screen.

Working with Descriptors



When adding Participants to a Participant List, you can create one or more Custom Descriptors. These Descriptors allow you to further define the measurable characteristics and qualities of the Participants. In addition, you can use these Descriptors as the basis of placing Participants into groups or Teams in EZ-VOTE

Remember, Participant Lists can contain two types of Descriptors.

Close-ended The possible attributes or values for such a descriptor are limited to a finite user-defined list. For example, a descriptor called 'Gender' might contain only the attributes 'Male' and 'Female'.

Open-ended The descriptor attributes are not limited to a pre-determined list. For example, a 'Home Town' descriptor could contain any city name as a possible attribute. Similarly, the 'First Name' and 'Last Name' fields are also Open-ended Descriptors, provided by default.

For example, you might create a Close-ended Descriptor called 'Team', with the possible values 'Red', 'Blue' and 'Green'. When building your Participant List, each Participant can be assigned to a particular team. Later, when analyzing captured audience responses, you can present the results according to each Team and its members.

Close-Ended Descriptors

During the Add Participant step, click **Add Custom Descriptor**. The *Add Custom Descriptor* dialog box is displayed.



Add Custom Descriptor dialog box (Close Ended selected)

Enter the Descriptor Name (e.g. 'Gender') and select 'Close Ended' from the **Descriptor Type** list. Click **OK**.

Add Descriptor dialog box

Add the Descriptor data (i.e. the possible values) one entry at a time by typing in the Enter Descriptor Attribute field and clicking **Add**. For example, 'Male' and 'Female'. When all entries have been added, click **OK**, then **OK** again.

Manage Participant List – Add Participant screen (Close Ended Descriptor added)

The Descriptor is added to the list of fields on the Add Participant step. Because it's a Close-Ended Descriptor, the possible attributes are now selectable from a drop-down list of values.

Open-Ended Descriptors

During the Add Participant step, click **Add Custom Descriptor**. The *Add Custom Descriptor* dialog box is displayed.

Add Custom Descriptor dialog box (Open Ended selected)

Enter the Descriptor Name (e.g. 'Home Town') and select 'Open Ended' from the **Descriptor Type** drop-down list. Click **Add**.

Manage Participant List – Add Participant screen (Open Ended Descriptor added)

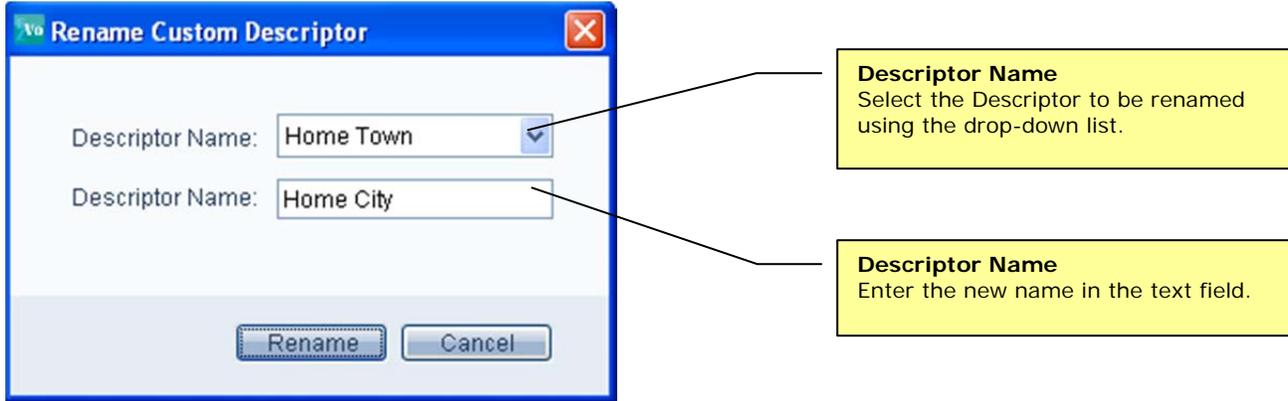
The Descriptor is added to the list of fields shown during the Add Participant step. Because it's an Open-Ended Descriptor, when you enter the attribute values they will be entered as free text (i.e. not limited to a list).

NOTE: Open-Ended Descriptors (and their related attributes) cannot be used as the basis for forming Teams, since there is no limit to the number of possible attributes for an Open-Ended Descriptor. EZ-VOTE limits the number of Teams to 10.

Renaming Descriptors

It may be necessary to rename Descriptors – perhaps due to a misspelling or a change in terminology.

From the toolbar on the Add Participant step, click **Rename Custom Descriptor**. The *Rename Custom Descriptor* dialog box appears.



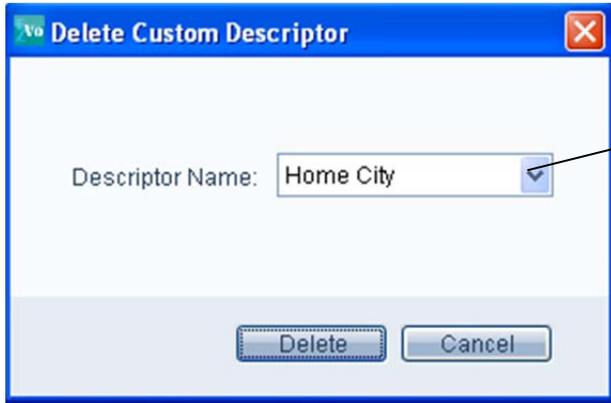
Rename Custom Descriptor dialog box

Select the Descriptor to be renamed from the drop-down list, and enter the new name in the **Descriptor Name** text field. Click **Rename** to rename the descriptor, or **Cancel** to return without making any changes.

Although the descriptor name has changed, any previously entered attributes associated with it remain the same.

Deleting Descriptors

From the toolbar on the Add Participant step, click **Delete Custom Descriptor**. The *Delete Custom Descriptor* dialog box appears.



Descriptor Name
Select the Descriptor to be deleted using the drop-down list.

Delete Custom Descriptor dialog box

Select the Descriptor to be deleted using the drop-down list. Click **Delete** to delete the descriptor (you will be asked to confirm), or click **Cancel** to return without making any changes.

NOTE: If you delete a Descriptor, then all the associated attribute values will also be deleted. This will also have the effect of deleting Teams or Group assignments that were formed using the Descriptor attributes.

Replacing Descriptor Attributes

Once a Participant List has been created, it is possible to replace the attribute values for user-defined Close-Ended Descriptors, for example due to a misspelling or a change in terminology.

From the Participant List Menu, click **View Participants**. The *Participant List* screen is displayed. Click **Replace Descriptor Values**. The *Replace Descriptor Values* dialog box is displayed.



 A screenshot of a software dialog box titled "Replace Descriptor Values". The dialog box has a blue title bar with a close button (X) in the top right corner. Inside the dialog, there are three input fields:

- "Custom Descriptor Name:" with a dropdown menu showing "Team".
- "Descriptor Value:" with a dropdown menu showing "Blue Team".
- "New Descriptor Value:" with a text input field containing "Green Team".

 At the bottom of the dialog, there are two buttons: "Replace" and "Cancel".

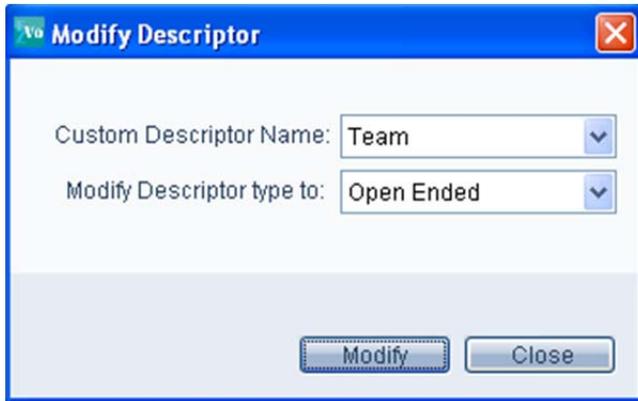
Replace Descriptor Values dialog box

From the **Custom Descriptor Name** list, select the Custom Descriptor for the attribute that is to be replaced. From the **Descriptor Value** list, select the attribute to be replaced. Enter the new value in the **New Descriptor Value** field. Click **Replace** to confirm the change, or **Cancel** to return without making changes.

Modifying Descriptors

Once a Participant List has been created, it is possible to modify all Descriptors to change the type (e.g. to change from Close Ended to Open Ended).

From the Participant List Menu, click **View Participants**. The *Participant List* screen is displayed. Click Modify Descriptor. The Modify Descriptor dialog box is displayed.



Modify Descriptor dialog box

From the **Custom Descriptor Name** drop-down list, select the Custom Descriptor to be modified.

To change an Open-Ended Descriptor to Close-Ended, select the new type from the **Modify Descriptor Type To** list and click **Modify**. You will be prompted to add Descriptor Attribute Values. All currently assigned values are added to the list by default (up to a maximum of 10). Click **OK** when you have finished making changes. Remember, **EZ-VOTE** supports a maximum of 10 Attribute Values for each Close Ended Descriptor.

To modify the values for a Close-Ended Descriptor, click **Modify**. You will then be prompted to **Add / Delete** Descriptor Data. Click **OK** when you have finished making changes.

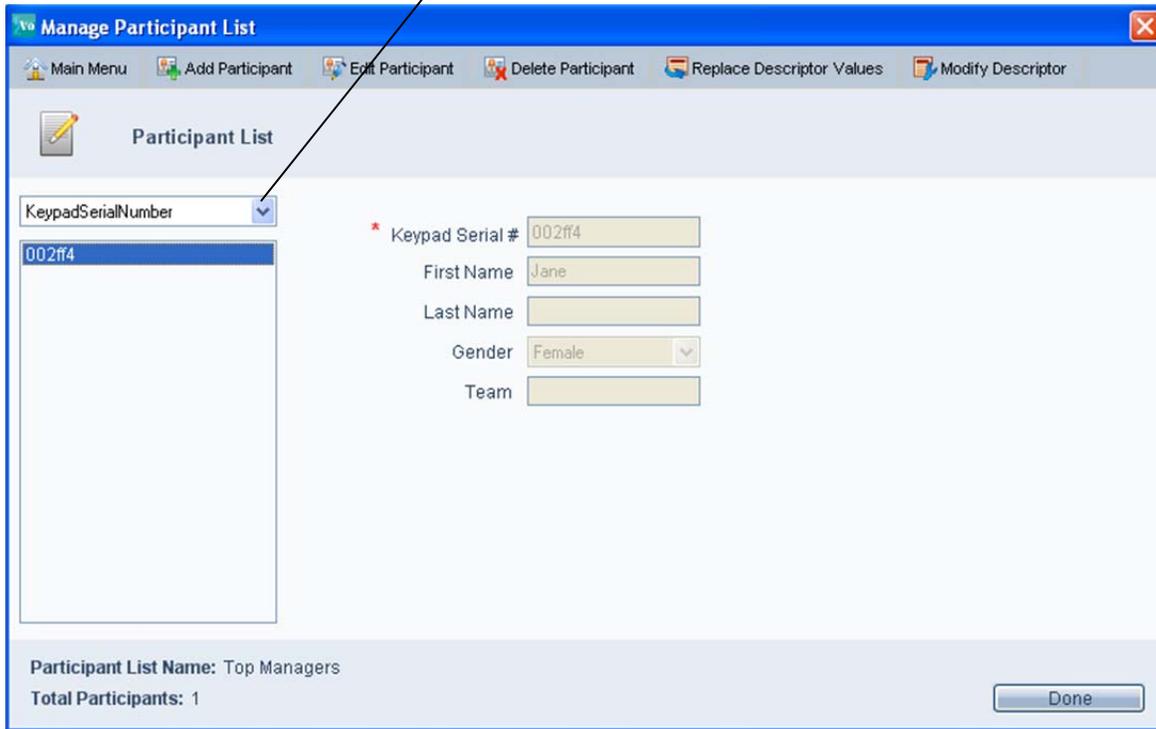
To change the Descriptor Type from Close-Ended to Open-Ended, select the new type from the **Modify Descriptor Type To** list. Click **Modify**. You will be prompted to confirm. Click **Yes** to apply the changes or **No** to cancel.

Viewing and Editing Participant Lists



From the first page of the **Manage Participant List Wizard**, click **View Participants**. The *Participant List* is displayed.

Sort Participants using fields selected from this drop-down list. All fields and Custom Descriptors (if any) are listed.



Manage Participant List Wizard – Participant List screen (view)

By default, the Participants are sorted according to their Keypad Serial Number. The sort can be changed by selecting a field (e.g. 'First Name') from the drop-down list of Descriptors.

Adding Participants

From the toolbar, click **Add Participant**. The *Add Participant* screen is displayed. The process for adding a Participant to an existing list is identical to adding a Participant to a new list. See the *Creating a New Participant List* section for full details on how to add participants.

Editing Participants

Select a Participant from the Participant List. From the toolbar, click **Edit Participant**. The Descriptor fields are enabled for editing.

Manage Participant List Wizard – Participant List screen (edit)

Make the required changes, and click **Save Participant** to update, or **Cancel** to return without saving.

Deleting Participants

Select a Participant from the Participant List. From the toolbar, click **Delete Participant**. A confirmation dialog box is displayed. Click **Yes** to delete the Participant or **No** to return without making changes.

Renaming Participant Lists



From the toolbar, click **Rename List**. Enter the New List Name and Description (optional) and click **OK**.

Deleting Participant Lists



From the toolbar, click **Delete List**. A dialog box appears asking for confirmation. Click **Yes** to delete or **No** to return without deleting.

Exporting Participant Lists



A presentation's associated Participant List can be exported to a .CSV (Comma Separate Value) format file. This file can then be imported into other [EZ-VOTE](#) presentations, or used for any other purpose you have. This approach is useful for sharing a specific Participant List (e.g. via email) without having to share the associated PowerPoint presentation file.

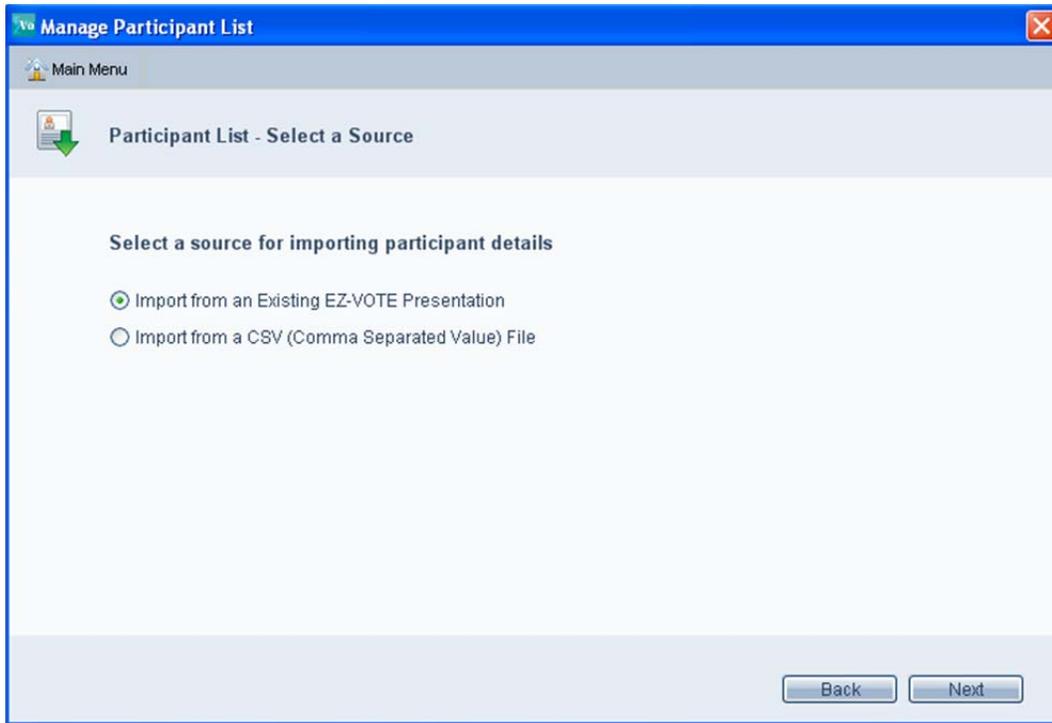
From the toolbar, click **Export List**. The **Save As** dialog box appears. Enter the file name and location for the .CSV list file and click **Save**. You can email the list as an attachment.

Importing Participant Lists



A Participant List can be added to a presentation either by adding it manually (see *Creating a New Participant List*) or by importing it from either another EZ-VOTE presentation or a .CSV file.

From the toolbar, click **Import List**. If your presentation already has a Participant List, you will be asked to confirm whether to overwrite the existing list. Click **Yes** to overwrite or **No** to cancel the Import operation.



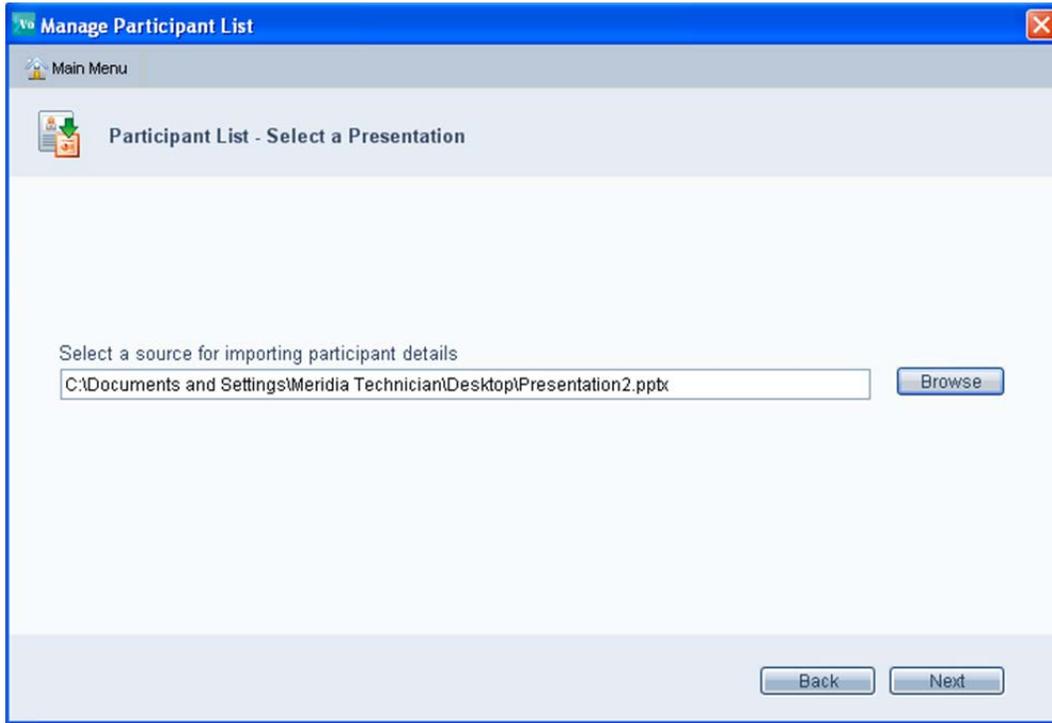
Manage Participant List Wizard – Select a Source screen

The *Select a Source* screen is displayed. Select an Import option – ‘Import from existing EZ-VOTE presentation’ or ‘Import from a CSV (comma separated value) file’. Click **Next** to proceed.

OPTION A: Import from existing EZ-VOTE presentation

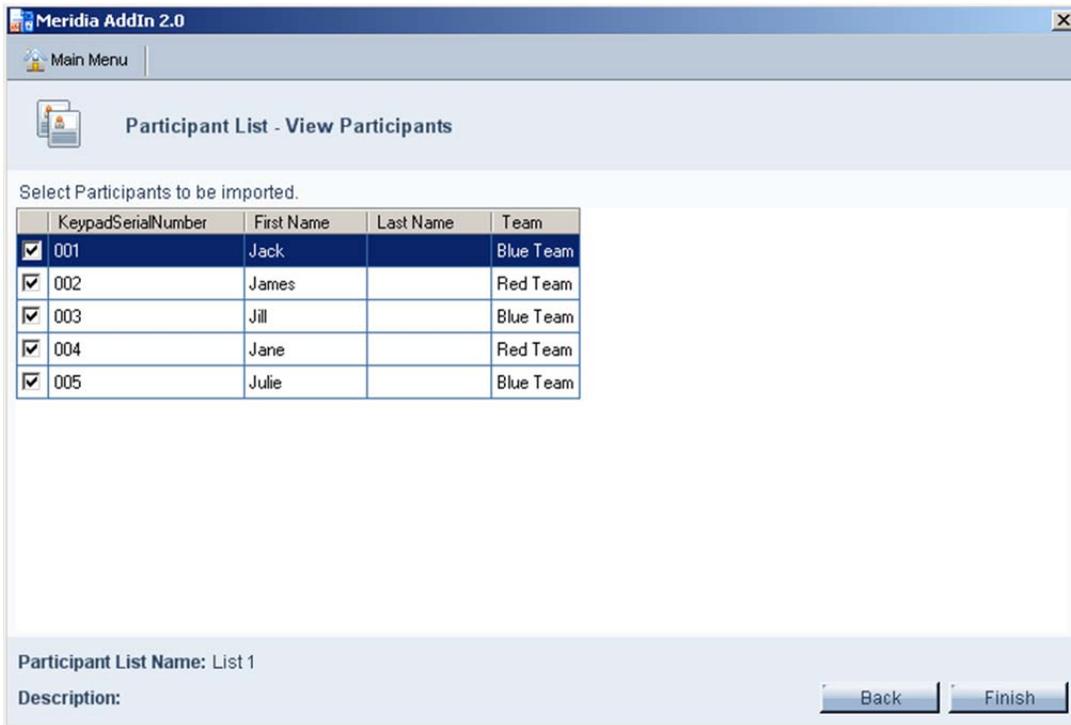
This approach imports a Participant List from an existing EZ-VOTE presentation into the current presentation.

From the prompt, click **Browse** to locate the PowerPoint file that contains the list to be imported. The **Open** dialog box appears. Locate the file and click **Open**.



Manage Participant List Wizard – locate PPT source file for import

Click **Next**. The presentation is read and the Participant List is displayed.



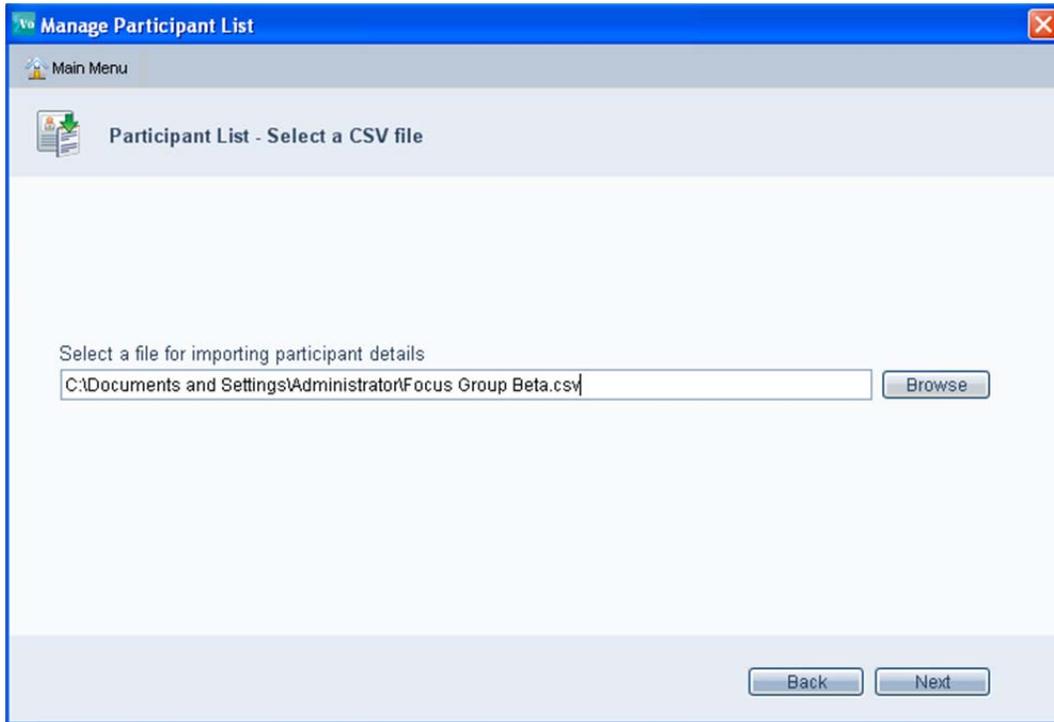
Manage Participant List Wizard – select Participants to be imported

Use the checkboxes to select the Participants to be imported (by default, all are checked). Click **Finish** to import the Participant List.

OPTION B: Import from a CSV (Comma Separated Value) file

This approach reads a CSV file (e.g. one created during the *Exporting Participant Lists* process) and creates a new Participant List using the data.

From the prompt, click **Browse** to locate the .CSV file that contains the list to be imported. The **Open** dialog box appears. Locate the file and click **Open**.



Manage Participant List Wizard – select CSV file for import

Click **Next**. The CSV file is read and the *Descriptors Mapping* screen is displayed.



Manage Participant List Wizard – Descriptors Mapping

If importing a CSV file that was previously exported from EZ-VOTE (and if you just want to accept that list 'as is') simply click **Next** to proceed to the Step 4.

If importing a CSV file from another source, you may need to map the fields to the Descriptors using the drop-down lists. The process varies depending on whether the first row of the CSV file contains descriptors for each column.

CSV Import Scenario 1: CSV file includes descriptors in the first row

If the first row of the CSV file includes descriptors for each column, ensure the **First row contains descriptors** checkbox is selected (the default setting).

	A	B	C	D
1	KeypadSerialNumber	First Name	Last Name	Place
2	0001DE	Jack	Smith	Chicago
3	00216C	Jill	Jackson	Illinois
4	002B08	Jamie	Brown	San Francisco
5	002B14	Luiz	Roberts	New York
6	002B31	Sam	Green	London
7	003FE5	Sandeep	Kale	Tampa Bay
8	0040A7	Nigel	D'Costa	Cleveland
9	0040BE	Michael	Allen	Nashville
10	003FAF	Rani	Lewis	Seattle

Extract from the CSV File (including descriptors in the first row), displayed in MS Excel

Participant List - Descriptors Mapping

First row contains descriptors

Descriptor 1	Descriptor 2	Descriptor 3	Descriptor 4
Keypad Serial #	First Name	Last Name	Place
0001DE	Jack	Smith	Chicago
00216C	Jill	Jackson	Illinois
002B08	Jamie	Brown	San Francisco
002B14	Luiz	Roberts	New York
002B31	Sam	Green	London
003FE5	Sandeep	Kale	Tampa Bay
0040A7	Nigel	D'Costa	Cleveland
0040BE	Michael	Allen	Nashville
003FAF	Rani	Lewis	Seattle

First row contains descriptors
If the first row of your CSV file contains descriptors for each column (as in this example), select this checkbox.

You can accept the CSV file's Descriptor names 'as is', or change them manually.

Descriptor Dropdown
Leave this selection alone to accept the Descriptor 'as is'.
Select 'Custom Descriptor' to enter a Descriptor name manually.
Select '<Ignore>' to disregard this column when importing the Participant List.

Back Next

Participant List - Descriptors Mapping screen (checkbox selected)

To accept the list 'as is', simply click **Next** to proceed to the Step 4.

To change the Descriptor for a specific column, select the drop-down at the top of that column, and click **Custom Descriptor**.



The **Custom Descriptor Name** dialog box appears. Enter the new name of the Custom Descriptor in the text box and click **OK**.



Custom Descriptor Name dialog box

The first row of the Participant List updates to show the new Custom Descriptor name. Repeat for each column as required, or select **<Ignore>** from the drop-down list to disregard a particular column when importing the Participant List. Click **Next** to proceed to Step 4.

CSV Import Scenario 2: CSV file does not contain descriptors in the first row

If the first row of the CSV file does not include descriptors for each column, ensure the **First row contains descriptors** checkbox is cleared.

	A	B	C	D
1	0001DE	Jack	Smith	Chicago
2	00216C	Jill	Jackson	Illinois
3	002B08	Jamie	Brown	San Francisco
4	002B14	Luiz	Roberts	New York
5	002B31	Sam	Green	London
6	003FE5	Sandeep	Kale	Tampa Bay
7	0040A7	Nigel	D'Costa	Cleveland
8	0040BE	Michael	Allen	Nashville
9	003FAF	Rani	Lewis	Seattle

Extract from the CSV File (not including descriptors in the first row), displayed in MS Excel

Participant List - Descriptors Mapping

First row contains descriptors

Descriptor 1	Descriptor 2	Descriptor 3	Descriptor 4
Keypad Serial #	<Ignore>	<Ignore>	<Ignore>
0001DE	Jack	Smith	Chicago
00216C	Jill	Jackson	Illinois
002B08	Jamie	Brown	San Francisco
002B14	Luiz	Roberts	New York
002B31	Sam	Green	London
003FE5	Sandeep	Kale	Tampa Bay
0040A7	Nigel	D'Costa	Cleveland
0040BE	Michael	Allen	Nashville
003FAF	Rani	Lewis	Seattle

First row contains descriptors
If the first row of your CSV file does not contain descriptors for each column (as in this example), clear this checkbox.
You will have to add the Descriptors manually.

Descriptor Dropdown
Select 'Custom Descriptor' to enter a Descriptor name manually.
Select '<Ignore>' to disregard this column when importing the Participant List.

Back Next

Participant List - Descriptors Mapping screen (checkbox selected)

The first column automatically maps to 'Keypad Serial #'. The other columns are mapped to '<Ignore>'.

To add a Descriptor for a specific column, select the drop-down at the top of that column, and click **Custom Descriptor**.

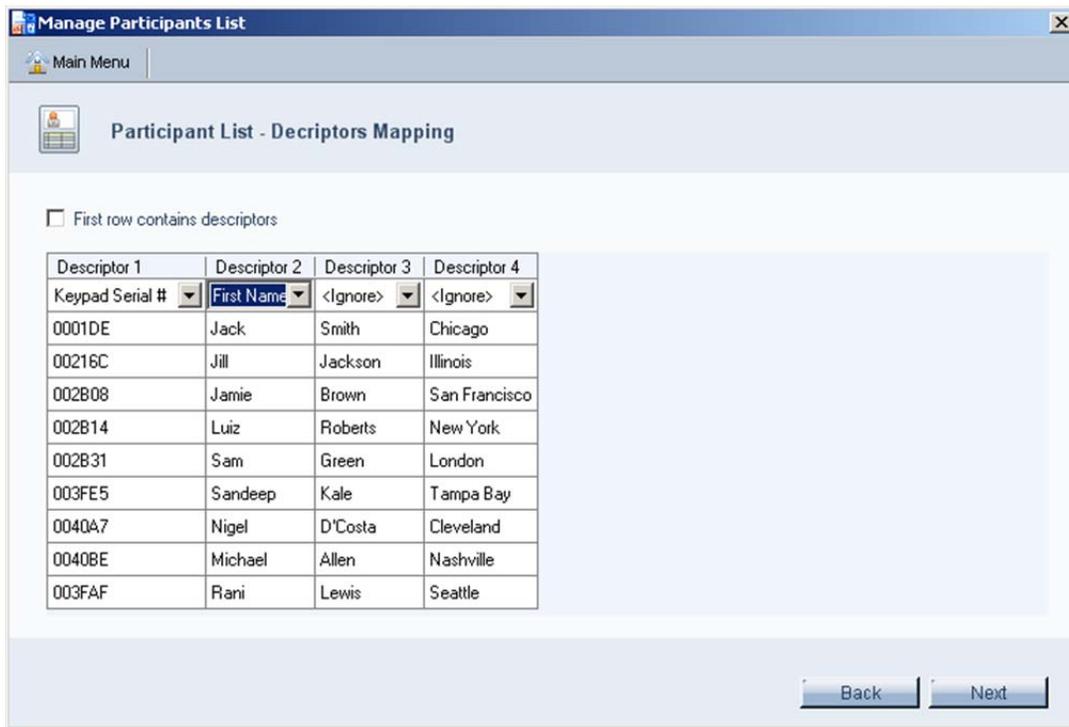


The **Custom Descriptor Name** dialog box appears. Enter the name of the Custom Descriptor in the text box and click **OK**.



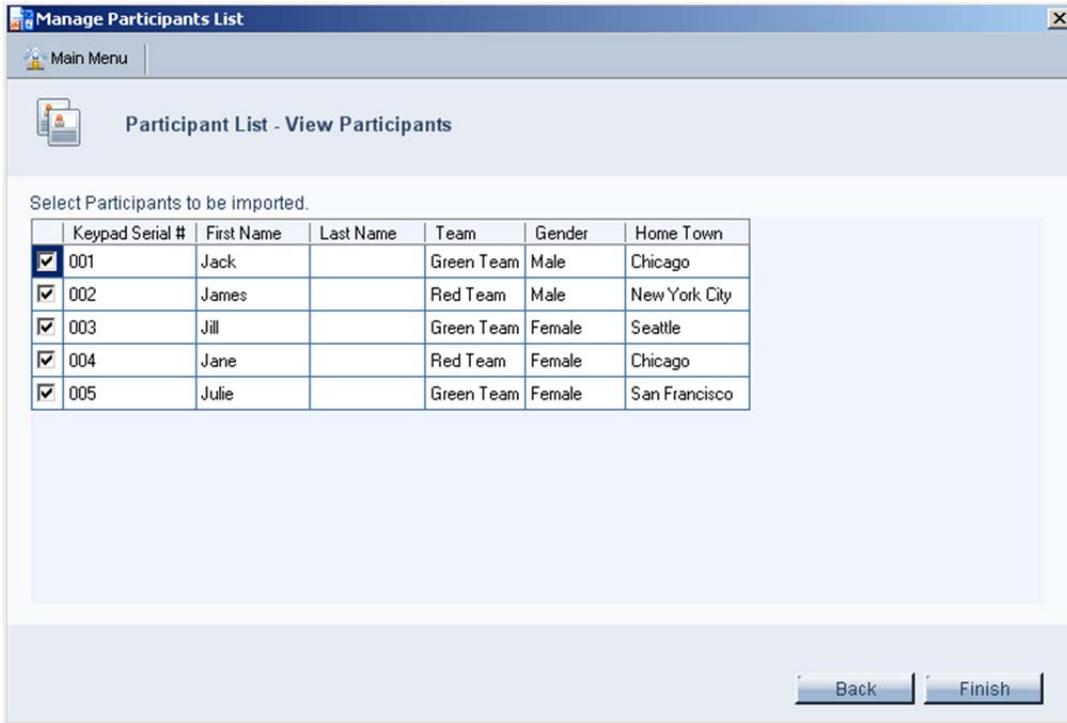
Custom Descriptor Name dialog box

The first row of the Participant List updates to show the new Custom Descriptor name. Repeat for each column as required, or select **<Ignore>** from the drop-down list to disregard a particular column when importing the Participant List. Click **Next** to proceed to Step 4.



Manage Participant List - Descriptors Mapping screen (checkbox cleared)

Use the checkboxes to select the Participants to be imported (by default, all are checked). Click **Finish** to import the Participant List.



Manage Participant List Wizard - select Participants to be imported

Chapter 5

Running Presentations

This chapter describes how to run [EZ-VOTE](#) presentations, how to use the Keypads to capture audience responses, and how to add extra [EZ-VOTE](#) Slides even while the presentation is in progress.

Using the EZ-VOTE Control Bar



To run the presentation, from the **Slide Show** menu, click **View Show**. Alternatively, press F5.

As usual, the title slide appears. However, depending on the options specified in **Settings**, the *EZ-VOTE Control Bar* is also displayed. The *EZ-VOTE Control Bar* can be displayed for all slides, no slides, or only slides that include *EZ-VOTE Objects*.

See *Chapter 6 – Configuration & Settings* for more information.

The *EZ-VOTE Control Bar* allows you control various aspects of your *EZ-VOTE* Presentation during Slide Show mode.

Using the *EZ-VOTE Control Bar*, you can add additional *EZ-VOTE* Question Slides (e.g. Likert, Yes/No) during slideshow mode, along with *EZ-VOTE* Information Slides (e.g. Data Filtering, Compare Responses, Team Scores). The *EZ-VOTE Control Bar* also indicates the number of audience responses received on the current slide and the current polling status.

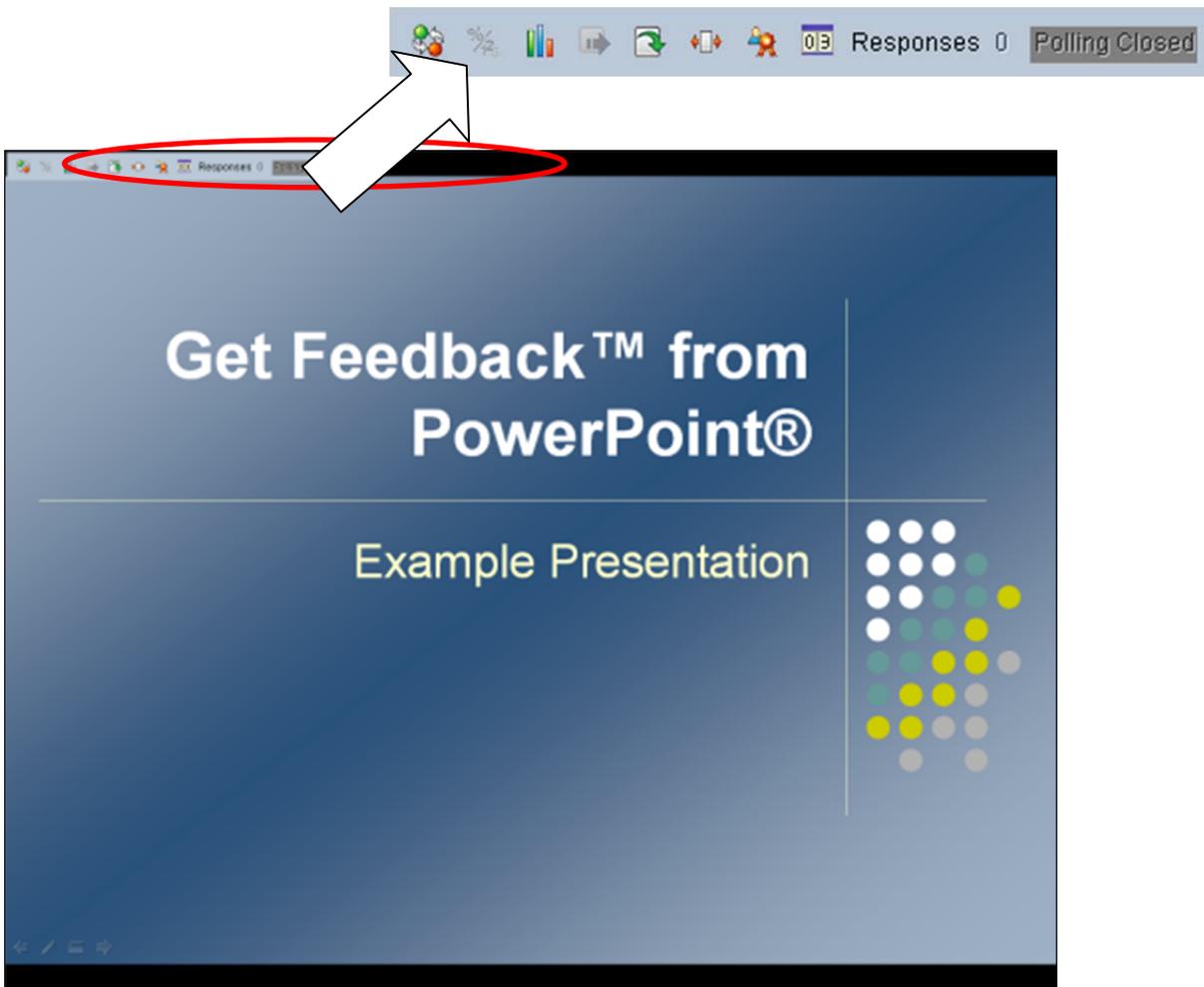


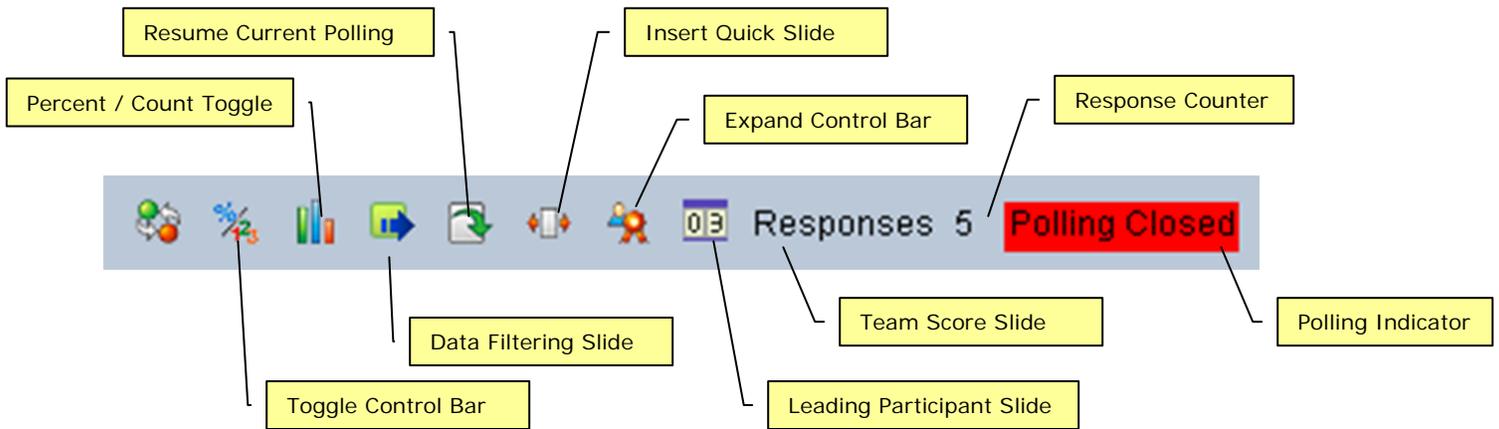
Figure 53 - Title slide of new presentation, with EZ-VOTE Control Bar displayed

Proceed through the presentation as usual (e.g. through mouse clicks, remote-clicks or pressing the SPACEBAR or RIGHT ARROW key on the keyboard).

Depending on the options specified in **Settings**, the EZ-VOTE Control Bar can be displayed for all slides, no slides, or only slides that include EZ-VOTE Objects.

See *Chapter 6 – Configuration & Settings* for more information.

Even if the EZ-VOTE Control Bar is not displayed, hotkey functions will still be available (see below). Pressing F2 will display the EZ-VOTE Control Bar.



	Function	Description	Hotkey
	Toggle Control Bar On/Off	Show or Hide the Control Bar during the presentation	F2
	Percent/Count Toggle	Display results as a percentage of votes cast, or as absolute numbers	F3
	Data Filtering Slide	Insert a Data Filtering Slide	F4
	Resume Current Polling	Re-open polling on the current slide	F5
	Insert Quick Slide	Insert a Quick Slide (Yes/No, True/False, Likert or Custom)	F6
	Expand Control Bar	Toggle contracting and expanding the Control Bar	F7
	Leading Participant Slide	Insert a Leading Participant Slide	F8
	Team Score Slide	Insert a Team Score Slide	F9

When the presentation begins, the Control Bar has all options available except the **Percent/Count Toggle** and **Resume Current Polling** functions, which would logically not apply to a regular PowerPoint slide. The Polling Indicator is grayed out to show that the current slide is not an **EZ-VOTE** Question Slide.



Once an **EZ-VOTE** Question Slide is reached, all Control Bar options are made unavailable. The Polling Indicator changes to 'Polling Open'. Audience members can now vote using their Keypads (or other data input source including keyboard entry and simulated responses).

Mouse-click, remote-click, or press the SPACEBAR to close polling.



NOTE: If the slide includes a Countdown Clock object, mouse-click, remote-click, or press the SPACEBAR or RIGHT ARROW key to start the countdown. Polling will close automatically once the countdown reaches zero.

Once polling has closed, the Polling Indicator changes to 'Polling Closed'.

If the Show Results setting is 'Yes' (the system default), the slide will update to reflect the results of the voting. If the Show Results setting is 'Delay', the slide will update to reflect the results of the voting after an additional mouse-click or press of the SPACEBAR or RIGHT ARROW key. If the Show Results setting is 'No', the results will not be displayed.

For more information about the Show Results setting, see *Chapter 6 – Configuration & Settings*.





Polling Closed, results displayed

During the presentation, the **Toggle Control Bar** button can be used to show or hide the EZ-VOTE Control Bar.



Similarly, the **Expand Control Bar** button contracts or expands the Control Bar.



The **Percent/Count Toggle** button switches between displaying polling results as percentages or as absolute numbers of votes cast.



For information about the other buttons, see the *Adding EZ-VOTE Slides at runtime* section.

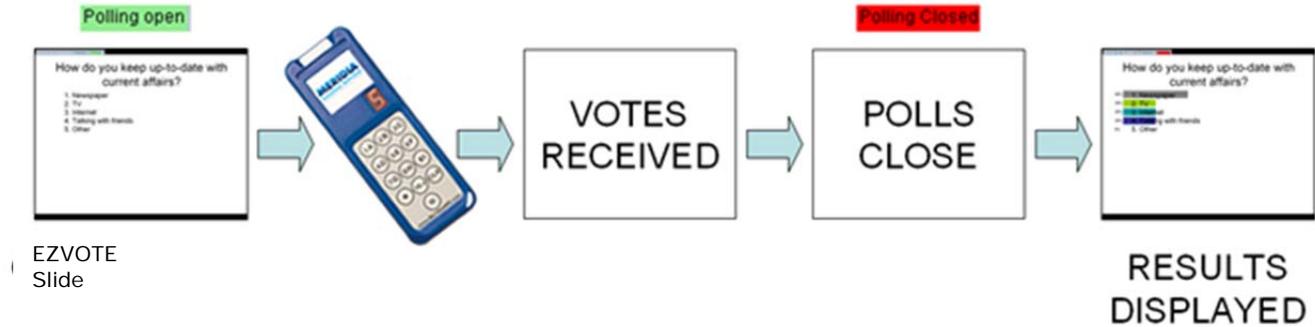
Capturing Responses Using the Keypads

Whenever polling is open (the EZ-VOTE Control Bar displays 'Polling Open'), EZ-VOTE is ready to accept audience responses from Meridia's *Responder™* keypads.



The Keypad includes 13 buttons: the alphanumeric buttons **1A-10J** and the special keys *****, **ID** and **CLR**.

To register a response to an EZ-VOTE Question Slide, an audience member simply presses the alphanumeric key that corresponds with their chosen answer shown on the EZ-VOTE Question Slide. For example, to choose option '4' as their answer, they would press the **4D** button on the Keypad. The LED Display briefly flashes the number of the key pressed to indicate to the voter that their selection has been registered.



As long as polling remains open, a participant can change their response by voting again. The last entered answer before polling closes is accepted as the 'final' answer for the EZ-VOTE Question Slide.

If the audience member selects an invalid option (e.g. a number that is outside the range of corresponding answer options) then that number will remain on the LED for several seconds to show that the selection has not been registered. The audience member can vote again to register a valid response.

For EZ-VOTE Question Slides that have point values defined, invalid responses and non-responses will give the participant a score of zero points for that slide.

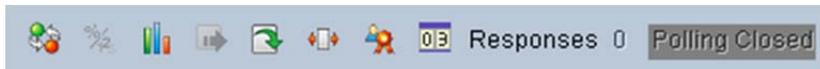
Adding EZ-VOTE Slides at runtime

One advanced feature of EZ-VOTE is the ability to insert additional EZ-VOTE Slides into the presentation even as the presentation is being delivered in Slide Show mode. These can either be EZ-VOTE Question slides (e.g. Horizontal, Vertical, Pie, True/False, Likert), or EZ-VOTE Information Slides (e.g. Data Filtering, Team Scores).

NOTE: Inserted slides will automatically follow the format settings (e.g. objects, colors, list styles) specified under Presentation Level Settings in the **Settings** window.

See *Chapter 6 – Configuration & Settings* for more information about applying Settings.

EZ-VOTE Slides can be added using buttons on the EZ-VOTE Control Bar.



	Function	Description
	Data Filtering Slide	Insert a Data Filtering Slide
	Insert Quick Slide	Insert a Quick Slide (Yes/No, True/False, Likert or Custom)
	Leading Participant Slide	Insert a Leading Participant Slide
	Team Scoring Slide	Insert a Team Scoring Slide

Data Filtering Slide



Please see the *Data Filtering Slide* section in *Chapter 3 – Adding Interactivity to PowerPoint Presentations* for instructions about adding Data Filtering Slides.

When adding a Data Filtering Slide during Slide Show mode there is one change to the process. For Step 1, instead of clicking **Insert Slide** from the EZ-VOTE Toolbar, in Slide Show mode click the **Data Filtering Slide** icon from the EZ-VOTE Control Bar. All other instructions apply as normal.

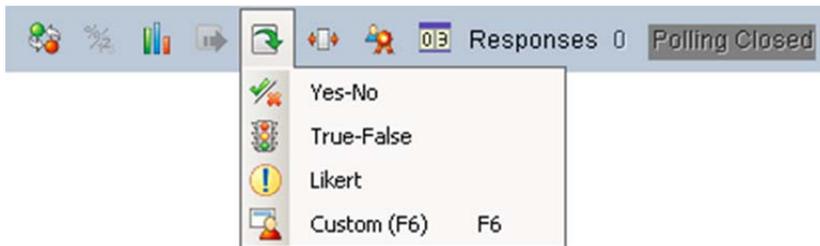


Insert Quick Slide

The **Insert Quick Slide** menu can be used to add extra **EZ-VOTE** Question Slides during Slide Show mode.

For example, you may have got some interesting feedback from the audience during your presentation, and now you want to ask one or more additional questions.

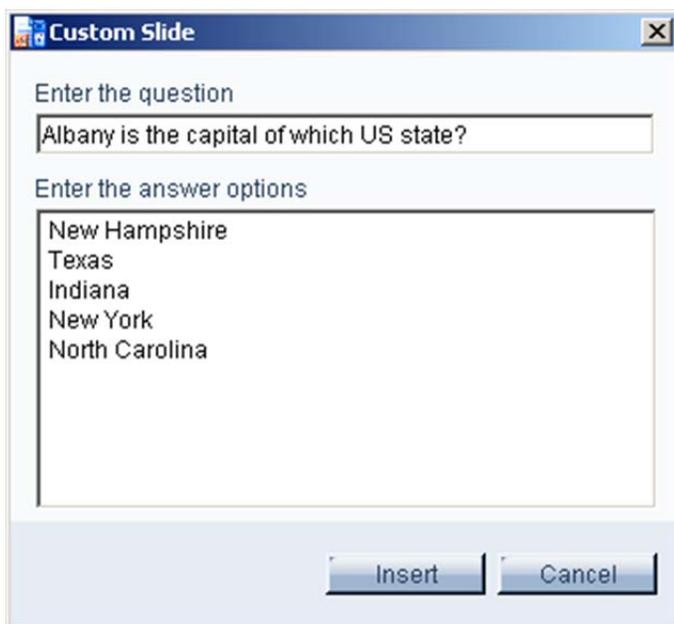
NOTE: **EZ-VOTE** Question Slides inserted during Slide Show mode are also included in **EZ-VOTE** Reports. See *Chapter 8 – Generating Reports* for more information about creating and viewing **EZ-VOTE** Reports.



The **Yes-No**, **True-False** and **Likert** slides work exactly as if they were added during the original presentation design.

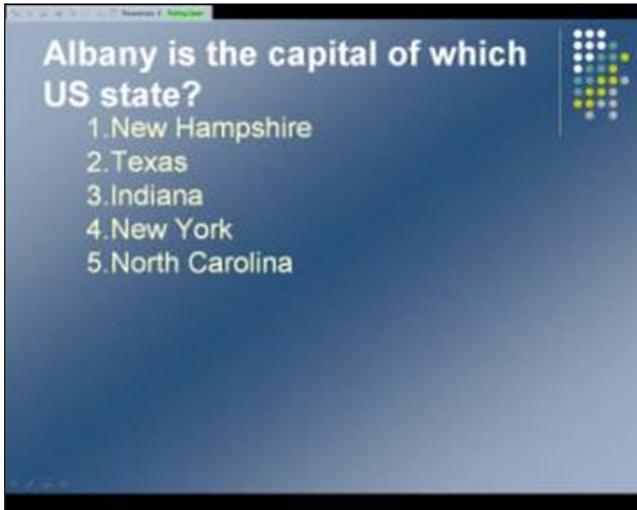
See the *Inserting EZ-VOTE Slides* section of *Chapter 3 – Adding Interactivity to PowerPoint Presentations* for details.

Clicking **Custom** opens the **Custom Slide** dialog box. Enter the question and answer options in the text boxes.



Custom Slide dialog box

Click **Insert** to add the custom slide, or **Cancel** to return to the presentation without making any changes.

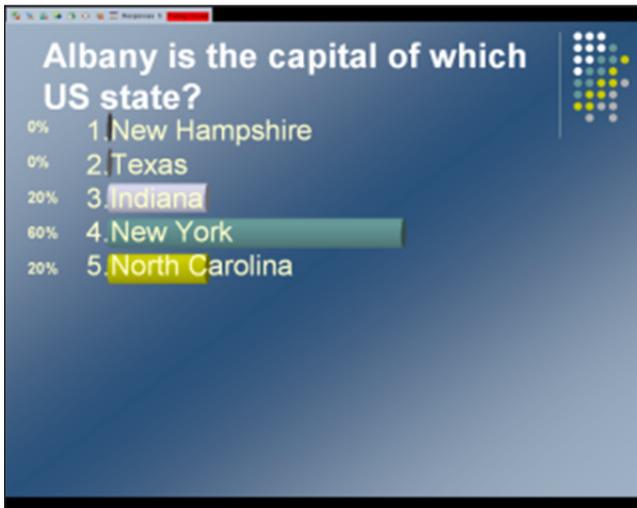


Inserted Custom Slide, 'Polling Open'

The custom slide is displayed immediately, and the Polling Indicator changes to 'Polling Open'. Mouse-click or press the SPACEBAR key to close polling.

If the Show Results setting is 'Yes' (the system default), the slide will update to reflect the results of the voting. If the Show Results setting is 'Delay', the slide will update to reflect the results of the voting after an additional mouse-click or press of the SPACEBAR or RIGHT ARROW key. If the Show Results setting is 'No', the results will not be displayed.

For more information about the Show Results setting, see *Chapter 6 – Configuration & Settings*.



Inserted Custom Slide, 'Polling Open'



Leading Participant Slide

Please see the *Leading Participants Slide* section in *Chapter 3 – Adding Interactivity to PowerPoint Presentations* for instructions about adding Leading Participant Slides.

When adding a Leading Participant Slide during Slide Show mode there is one change to the process. For Step 1, instead of clicking **Insert Slide** from the **EZ-VOTE** Toolbar, in Slide Show mode click the **Leading Participant Slide** icon from the **EZ-VOTE** Control Bar. All other instructions apply as normal.



Team Score Slide

Please see the *Team Score Slide* section in *Chapter 3 – Adding Interactivity to PowerPoint Presentations* for instructions about adding Team Score Slides.

When adding a Team Score Slide during Slide Show mode there is one change to the process. For Step 1, instead of clicking **Insert Slide** from the **EZ-VOTE** Toolbar, in Slide Show mode click the **Team Score Slide** icon from the **EZ-VOTE** Control Bar. All other instructions apply as normal.

Chapter 6

Configuration & Settings

This chapter explains how to view and update [EZ-VOTE](#) settings. Settings can be applied to all new presentations, just the current presentation, or even a single slide.

Overview

EZ-VOTE is designed to leverage the regular functions and features of Microsoft PowerPoint. As such, learning to use EZ-VOTE is intended to be simple and intuitive.

When adding EZ-VOTE Slides to a PowerPoint presentation, many of PowerPoint's existing settings are applied. For example, fonts, styles and backgrounds for EZ-VOTE Slides will default to the regular PowerPoint settings already applied to your presentation.

Although you can modify EZ-VOTE settings to alter the look and behavior of your EZ-VOTE Slides, there is no obligation to do so. System defaults ensure that your presentation can function effectively even if you leave the settings alone.

The core audience response functions of EZ-VOTE are explained in Chapters 3, 4 and 5. By adding and managing these audience response functions via the EZ-VOTE Toolbar and the EZ-VOTE Control Bar, you and your audience members can experience the benefits of interactive meetings, workshops and classes.

EZ-VOTE supports settings (for EZ-VOTE Slides *only*) at three different levels, allowing you to specify settings for all audience response presentations, just the current audience response presentation, or even a single EZ-VOTE Slide.

Computer Default Settings

These settings are applied to all new EZ-VOTE presentations. There is no need to alter these if EZ-VOTE's pre-installed default settings and configurations meet your requirements. The values are initially read from the system default settings, but can be changed and updated as required. Changes to these settings will be applied to any new EZ-VOTE presentations that you create. Any currently open EZ-VOTE presentations are unaffected.

Presentation Level Settings

The settings apply to all existing slides in the current EZ-VOTE presentation; unless override settings are later applied at Slide Level (see below). All new Slides added to the presentation will also inherit these settings. The values are initially taken from the Computer Default settings, but can be changed and updated as required.

Slide Level Settings

These settings affect only the currently selected slide, overriding the Computer Default and Presentation Level settings. The values are initially read from the Presentation Level settings, but can be changed and updated as required. For example, if an inserted object such as a Countdown Clock is included on every EZ-VOTE Question Slide in a presentation, you can change the object's background color for just one slide by making changes to that slide's Slide Level settings.

System Defaults

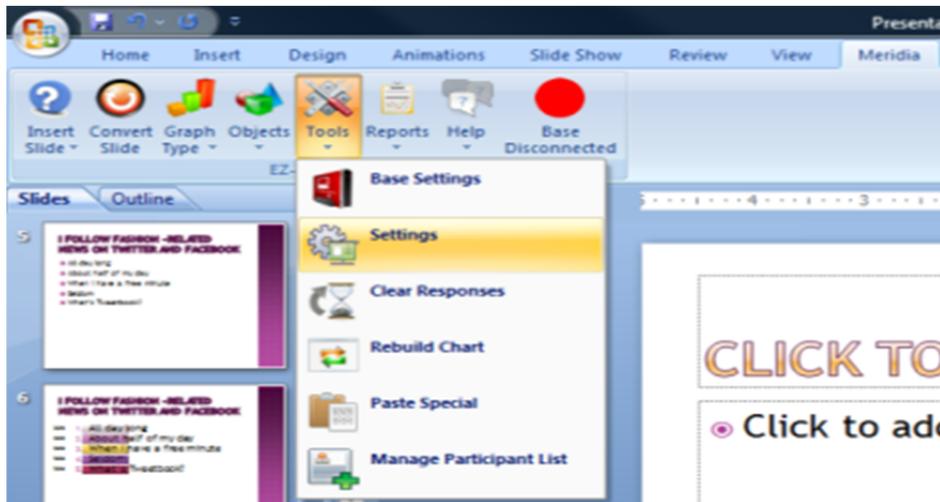


These settings apply to all new presentations. Initially the settings are read from the System Defaults, but these can be changed (and saved).

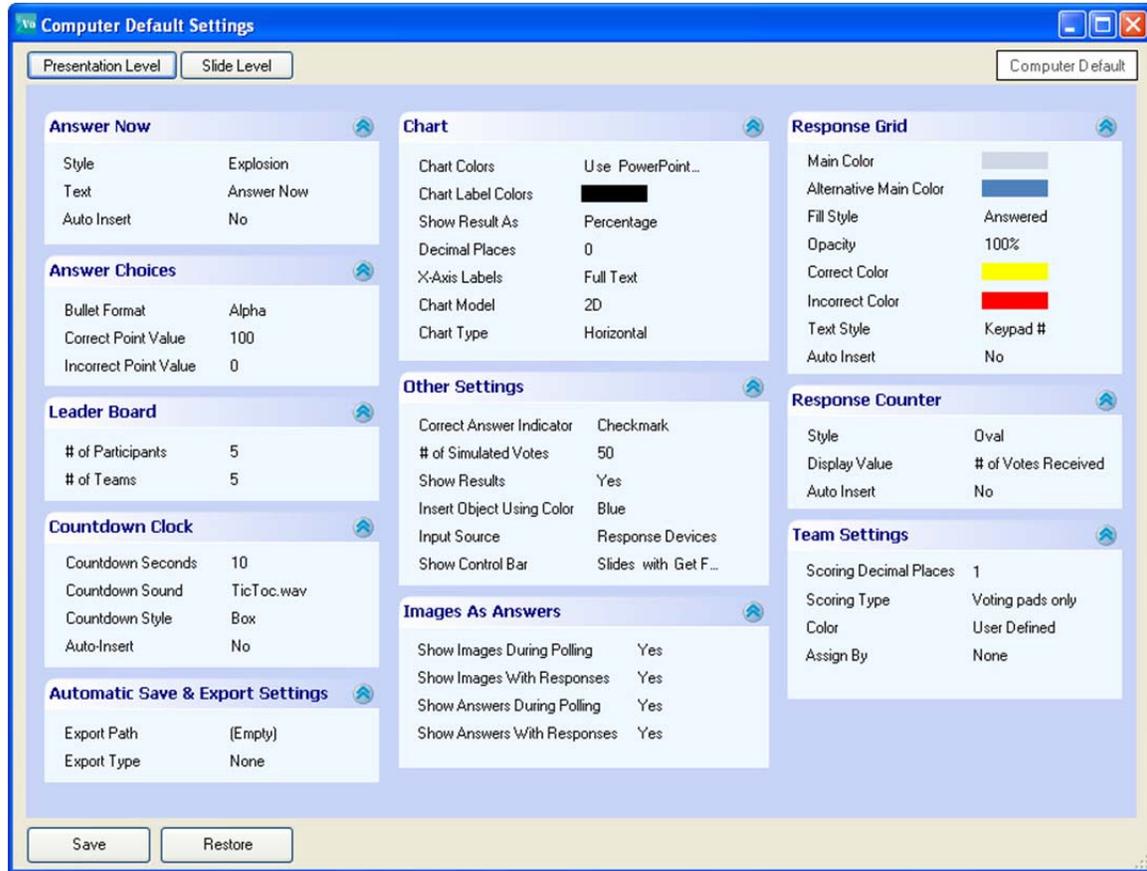
These settings apply to all new and existing slides in the current presentation, unless further settings are later applied at Slide Level. Initially the settings are read from the Personal Defaults but these can be changed (and saved).

These settings apply only to the currently selected slide. Initially the settings are read from the Presentation Level settings but these can be changed (and saved).

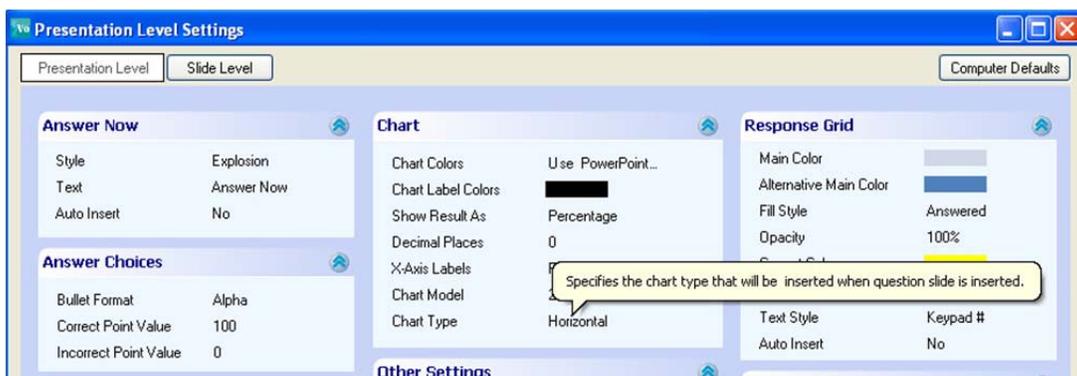
To view and edit Computer Default, Presentation level and Slide level Settings, from the [EZ-VOTE](#) Toolbar's **Tools** menu, click **Settings**.



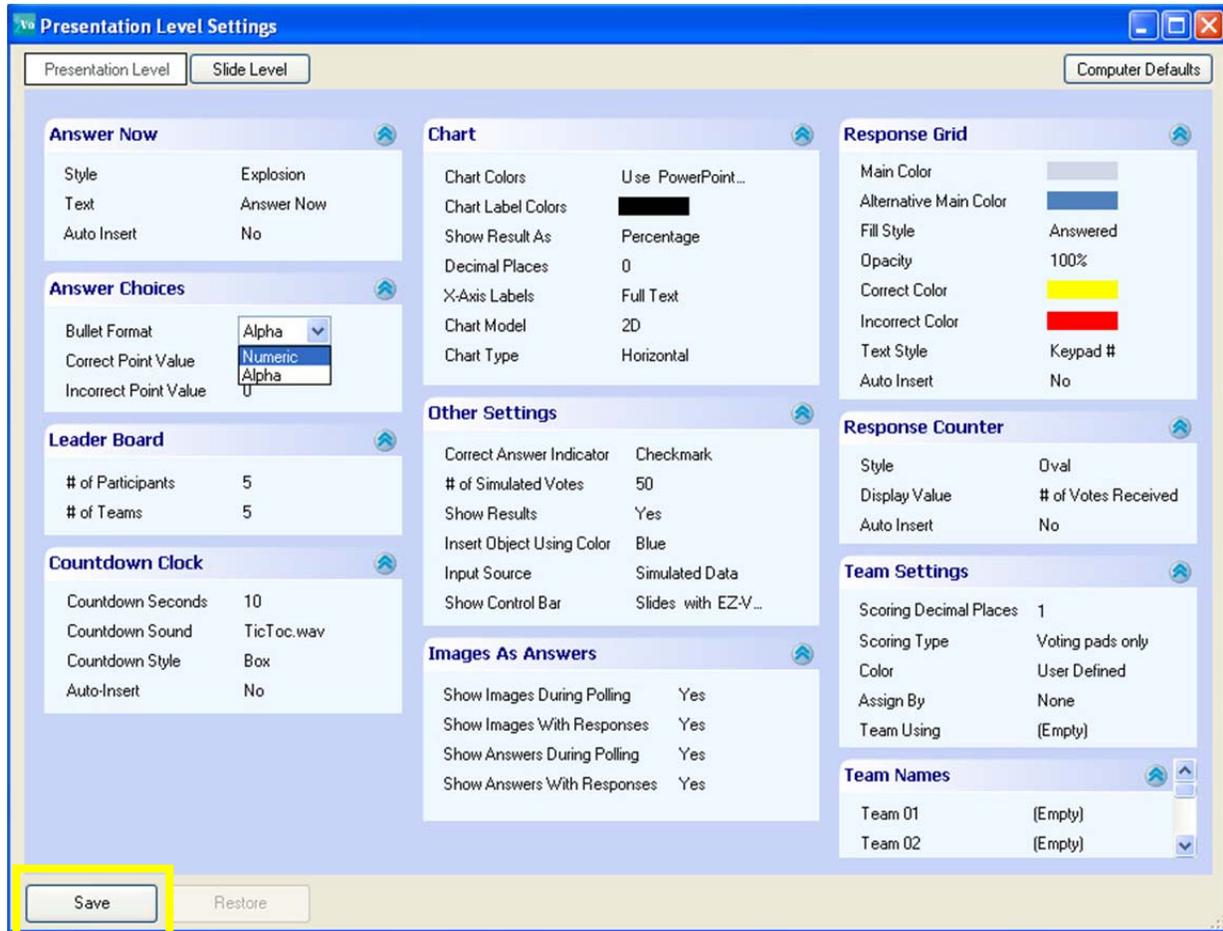
By clicking on **Settings** a dialog box will appear containing three tabs. The Presentation Level button will be selected by default. To access Computer Default and Slide Level settings simply mouse click on the desired setting level.



To change settings (Presentation Level, Slide Level, or Computer Default) Mouse click on the individual setting you wish to change. When you hover over a setting a "Tool Tip" will appear detailing the function of that particular setting.



Once a setting has been changed, click on the Save button to activate the new setting.



Individual Settings

Answer Now

Auto-Insert Specifies whether an Answer Now indicator is automatically displayed on *EZ-VOTE* Slides. System default is 'No'.

Specifies the style for the Answer Now indicator. Options include 'Explosion', 'Horizontal Scroll' and 'Double Wave'. System default is 'Explosion'.

Style



Text

Specifies the text used in the Answer Now indicator. System default is 'Answer Now'.

Answer Choices

Bullet Format Specifies whether answers should be listed with numerals (e.g. 1, 2, 3) or alpha characters (e.g. A, B, C). System default is 'Numeric'.

Correct Point Value Specifies the default point value for correct answers. System default is '0'.

Incorrect Point Value Specifies the default point value for incorrect answers. System default is '0'.

Leader Board

of Participants Specifies the number of Participants to be listed when showing the *Leading Participants* Leader Board (maximum of 20). System default is '5'.

of Teams Specifies the number of Teams to be listed when showing the *Team Scores* Leader Board (maximum of 10). System default is '5'.

Countdown

Auto-Insert Specifies whether a Countdown Clock is automatically displayed on *EZ-VOTE* Question Slides. System default is 'No'.

Countdown Seconds Specifies the number of seconds for the Countdown Clock (0 to 1,000 seconds). System default is '10'.

Countdown Sound Specifies the sound file to be played while the Countdown is taking place. System default is 'TicToc.wav'. Select 'Browse' from the drop-down list to locate an alternative sound file (must be in .wav format).

Countdown Style Specifies the style for the Countdown Clock. Options include 'Box', 'Thermometer' and 'Circle with hour hand'. System default is 'Box'.



Automatic Save & Export Setting

- Export Path Specifies where the copy of the presentation and response data will be saved after the presentation ends.
- Export Type Specifies what to do when presentation is closed.

Chart

Specifies the color scheme to use for EZ-VOTE Charts (e.g. Polling Results, Team Scores). The System Default uses PowerPoint's own color scheme, but this can be overridden by changing the setting to 'User Defined'. The **Chart Colors** dialog box is displayed. Adjust the colors to your preferred color scheme and click **Save**.

Chart Colors



- Chart Label Colors Specifies the color for X & Y axis labels. System default is black.
- Chart Model Specifies between 2D and 3D chart 'bar' model. System default is 3D.
- Chart Type Specifies whether the results chart should be shown in Horizontal, Vertical or Pie format. System default is Horizontal.
- Decimal Places Specifies the number of decimal places to be used when displaying percentage results. System default is '0'.
- Show Results As Specifies whether to display the results in the graph as 'Percentage' or 'Number'. System default is 'Percentage'.
- X Axis Labels Toggles between 'Full Text' and 'Answer Bullets'. This setting is useful if your answer text is wordy and you want to refer to it in the graph with just a number, corresponding to the order in the answer text box. System default is 'Answer Bullets'.

Other

- Correct Answer Indicator Specifies the style for the Correct Answer Indicator, either 'Checkmark' or 'Arrow'. System default is 'Checkmark'.
- Input Source Specifies the source from which audience responses are to be received. Options are 'Response Devices' (Meridia Responder RF Key pads), 'Keyboard Values' (user-entered values via the computer keyboard's numeric keypad, maximum of 5 votes) and 'Simulated Data' (randomly generated responses, user specifies the # of votes in "Simulated Vote Count" section).

The latter two options are useful when testing and demonstrating your presentation. System default is 'Response Devices'.
- Insert Objects Using Color Specifies the background color for inserted objects (e.g. Countdown Clock, Answer Now Indicator). System default is 'Red'.
- Show Control Bar Specifies which slides will include the EZ-VOTE Control Bar during Slide Show mode. Options include 'All Slides', 'Slides with EZ-VOTE Objects' and 'No Slides'. System default is 'Slides with EZ-VOTE Objects'.
- Show Results Specifies whether to show the results once polling has closed. Options include 'Yes' (display immediately), 'No' (do not show results) and 'Delay' (display only after an additional mouse-click or press of the SPACEBAR or RIGHT ARROW key). System default is 'Yes'.

Images as Answers

Show Images During Polling	Specifies whether to show images associated with answers during polling. System default is 'Yes'.
Show Images With Responses	Specifies whether to show images associated with answers when response statistics are displayed. System default is 'Yes'.
Show Answers During Polling	Specifies whether to show answer text during polling. System default is 'Yes'.
Show Answers With Responses	Specifies whether to show answer text when response statistics are displayed. System default is 'Yes'.

Response Grid

Grid Auto-Insert	Specifies whether a Response Grid is automatically displayed on EZ-VOTE Question Slides. System default is 'No'.
Main Color	Determines the text color or correct answer color of the response grid
Grid Color Alternate	Determines the alternate color of the response grid
Grid Fill Style	Specifies whether the grid cells will fill upon receipt of any answer or only the correct answer
Grid Opacity	Specifies the opacity of the color fill in the Response Grid. System default is '50%'.
Correct Color	Specifies the color of the text inside the Response Grid object.
Incorrect Color	Specifies the color of the text inside the Response Grid object when the answer is incorrect. Correct answer must be chosen via the 'Insert Object' menu first.
Text Style	Specifies the descriptor (e.g. Keypad ID, First Name, Last Name) used to identify responses on the Response Grid. Any open ended descriptor (including user-defined descriptors) can be used. System default is 'Keypad ID'.

Team Settings

Scoring Decimal Places

Specifies the number of decimal places to be used when displaying Team Scores.

Team competitions may be decided by small point margin differences. By setting display scores to include one or more decimal places, it is possible to report on such small point differences.

System default is '1'.

Scoring Type

Specifies whether to calculate the Team Score for a Question Slide based on 'Voting Pads only' (count only the Keypads for which votes are received) or on 'All Pads' (count all the Keypads on a Participant List).

Example: Red Team has 10 members. A True/False EZ-VOTE Question Slide is displayed. The correct answer ('True' in this case) is worth 25 points. 'False' is worth 0 points.

The Team Members vote. 6 vote 'True', 2 vote 'False' and 2 do not vote.

If 'Voting Pads only' is specified, the average Team Score will be $6 * 25 \text{ points} / 8 \text{ pads} = 18.75 \text{ points}$.

If 'All Pads' is specified, the average Team Score will be $6 * 25 \text{ points} / 10 \text{ pads} = 15 \text{ points}$.

Color

Specifies the color scheme to use for charts in Team Scoring slides. System Default is to use PowerPoint's own color scheme, but this can be overridden by changing the setting to 'User Defined' and clicking the Change Team Colors icon. The Teams Colors dialog box is displayed. Adjust the colors and click Save.



Assign By

Specifies whether to assign Team groups using the following options:

'Participant List' – use a close ended descriptor from the Participant List (Team assignments will be based on attribute values for that descriptor)

'Question Slide' – use an existing EZ-VOTE Question Slide included in the presentation (Team assignments will be based on the answer choices for that question)

'None' (do not assign Teams)

System default is 'None'.

Teams Using

Specify which close ended descriptor to be used for Team assignments. All available close ended descriptors are listed (if any).

There is no system default. This appears only as a Presentation-level setting.

Team Names

Specifies the Team Names to be used in your presentation, based on the close ended descriptor values defined in your Participant List and specified under the 'Assign Teams Using' setting.

Example: You have created a Participant List including a user-defined close ended descriptor called 'Team' with the possible values 'Red Team' and 'Blue Team'.

By specifying the descriptor 'Team' under the *Assign Teams Using* setting, the *Team Names* setting will list the following possible descriptor values.

<input type="checkbox"/> Team Names	Blue Team,Red Team
Team 01	Blue Team
Team 02	Red Team
Team 03	

Map these to 'Team 01' and 'Team 02' to define the Team Names used in your presentation.

Most settings can be specified at all three levels: Personal, Presentation and Slide. However, some settings are not available at certain levels. The table below explains the details:

Setting	System Default	Personal	Presentation	Slide
Answer Now				
Answer Now Auto-Insert	No	•	•	•
Answer Now Style	Explosion	•	•	•
Answer Now Text	Answer Now	•	•	•
Answer				
Answer Bullet Format	Numeric	•	•	•
Default Correct Point Value	0	•	•	x
Default Incorrect Point Value	0	•	•	x
Chart				
Chart Color	Use PowerPoint Color Scheme	•	•	•
Chart Type	Horizontal	•	•	•
Percentage Decimal Places	0	•	•	•
Countdown				
Countdown Auto-Insert	No	•	•	•
Countdown Seconds	10	•	•	•
Countdown Sound	TicToc.wav	•	•	•
Countdown Style	Box	•	•	•
Leader Board				
Participants in Leader Board	5	•	•	•
Teams in Leader Board	5	•	•	•
Associate Images With Answers				
Display Answer Images During Polling	Yes	•	•	•
Display Answer Images With Responses	Yes	•	•	•
Display Answer Text During Polling	Yes	•	•	•
Display Answer Text With Responses	Yes	•	•	•
Other				
Auto Recover Presentation	Yes	x	•	x
Auto Recovery Time Interval	5	x	•	x
Control Bar State	Expanded	•	•	x
Correct Answer Indicator	Checkmark	•	•	•
Event Viewer Logging	Errors and Information	•	x	x
Input Source	Response Devices	•	•	x
Insert Objects Using Color	Red	•	•	•
Response Percentage Based On	# of Responses	•	•	•
Show Control Bar	All Slides	•	•	•
Show Results	Yes	•	•	•
Response Counter				
Response Counter Auto-Insert	No	•	•	•
Response Counter Display Value	# of Votes Received	•	•	•
Response Counter Style	Oval	•	•	•
Response Grid				
Grid Auto-Insert	No	•	•	•
Grid Fill-Color Value	Yellow	•	•	•
Grid Fill Style	Answered	•	•	•
Grid Opacity	50%	•	•	•
Grid Text Style	Keypad #	•	•	•
Team Settings				
Assign Teams By	None	•	•	x
Assign Teams Using	-	x	•	x
Team Color	Use PowerPoint Color Scheme	•	•	x
Team Names	-	x	•	x
Team Scoring Decimal Places	1	•	•	•
Team Scoring Types	Voting Pads Only	•	•	x

Chapter 7

Base Settings

This chapter describes how to adjust settings for Meridia Base Units (both USB and Ethernet).

NOTE: Although this chapter explains how to alter Base Unit settings, you may not be required to apply any configuration changes if:

You are using a single USB base. The USB Base Unit and Keypads have not been altered from their original factory-set configuration

In this case, the Keypads and Base Units will already be configured to communicate with each other.

Regular Base Settings



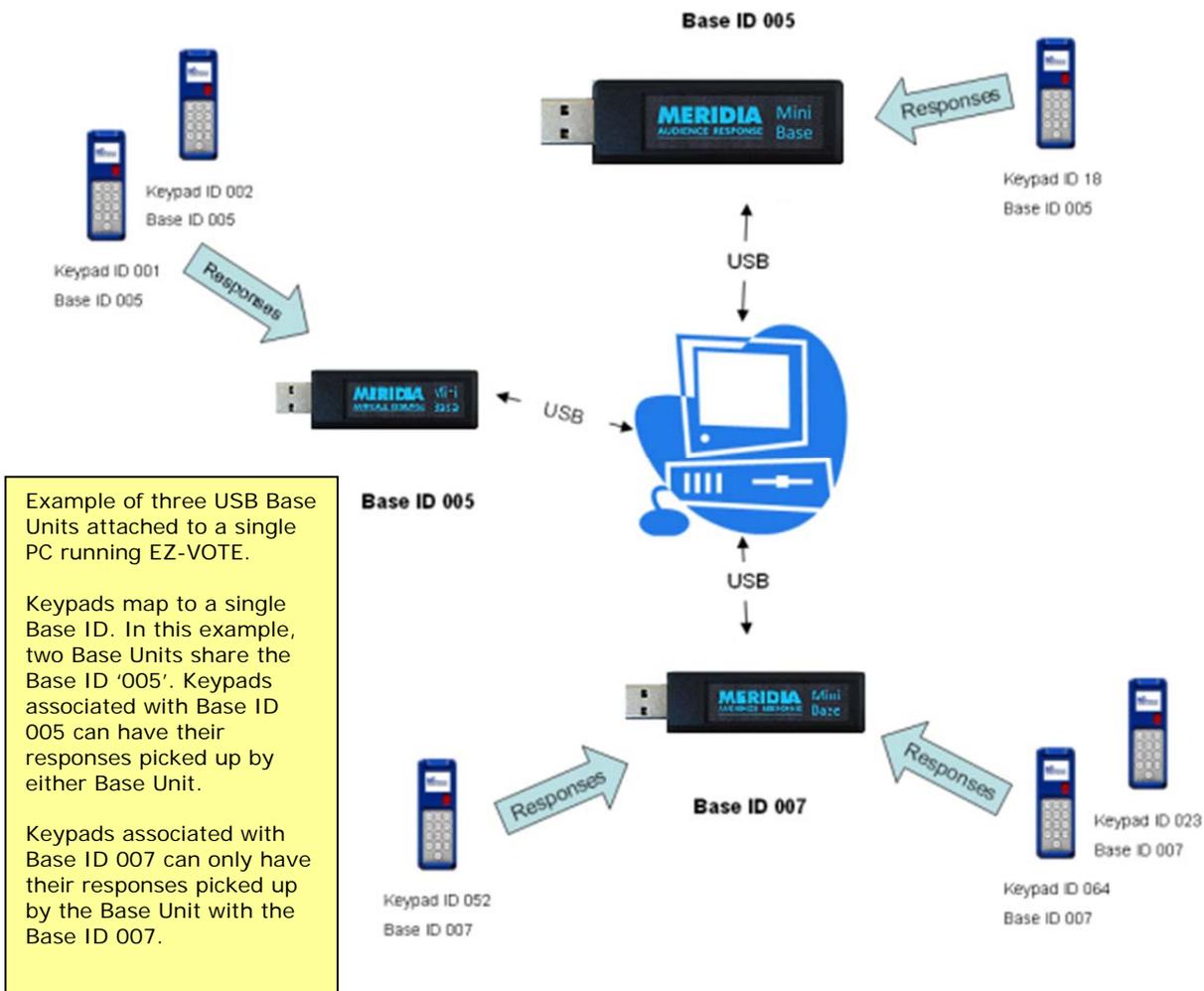
USB Base Units are connected to a PC via a USB port. To capture responses from a USB Base Unit, the **EZ-VOTE** presentation must run from the same PC to which the unit is attached. **EZ-VOTE**, running on a single PC, can connect to one or more USB Base Units simultaneously. **EZ-VOTE** will automatically detect USB Base Units attached to the PC.

Every Base Unit has a Base ID (e.g. '005'). Base IDs range from 001 to 075.

Every Keypad is configured to be associated with a single Base ID. When the audience member votes, the response is captured by a Base Unit with the corresponding Base ID.

Up to 500 Keypads can be associated with a single Base ID. If more than 500 Keypads are to be used, then additional Base IDs will be required.

NOTE: In rare cases, a block of Keypads sharing the same Base ID may be used over such a wide area that they cannot all be in RF range of a single Base Unit. In this case, multiple Base Units (sharing the same Base ID, and connected to the same PC) can be spread over the area to provide the RF coverage required.



USB Base Unit



To view and edit Base Settings, from the EZ-VOTE Toolbar, click the **Base Settings** button.

The **Base Settings** dialog box is displayed. Click the **USB Port** tab if it is not already selected.

Click **Refresh** to check for installed Base Units and update the List Area.

The screenshot shows the 'Base Settings' dialog box with the 'USB' tab selected. The dialog has three tabs: 'USB', 'Ethernet', and 'Advanced'. The 'Ethernet' tab shows 'N/A'. The 'Advanced' tab is also present. A table titled 'ProVote USB Base(s) Detected' lists one device: 'COM3' with BaseID '42', BaseAddress '1', BaseSerial '33ABFB', and PollingGroups '1-100, 101-200, 201-300, 301-400, 401-500'. The status is 'Enabled'. A 'Refresh' button is at the bottom left, and 'Enable' and 'Disable' buttons are at the bottom right. Callouts provide instructions for each element.

BaseName	BaseID	BaseAddress	BaseSerial	PollingGroups	Status
<input checked="" type="checkbox"/> COM3	42	1	33ABFB	1-100, 101-200, 201-300, 301-400, 401-500	Enabled

USB Port tab
Click to view settings for USB Base Unit/s connected to the PC

Ethernet tab
N/A

Advanced tab
Click to view and change advanced base settings like Base ID and Polling Groups

Select Checkbox
Click to select the Base Unit (s) for Enabling or Disabling

List Area
Display details for all detected Base Units

Refresh
Check for installed Base Unit hardware and update the list

Enable / Disable
Enable or Disable currently selected Base Unit(s)

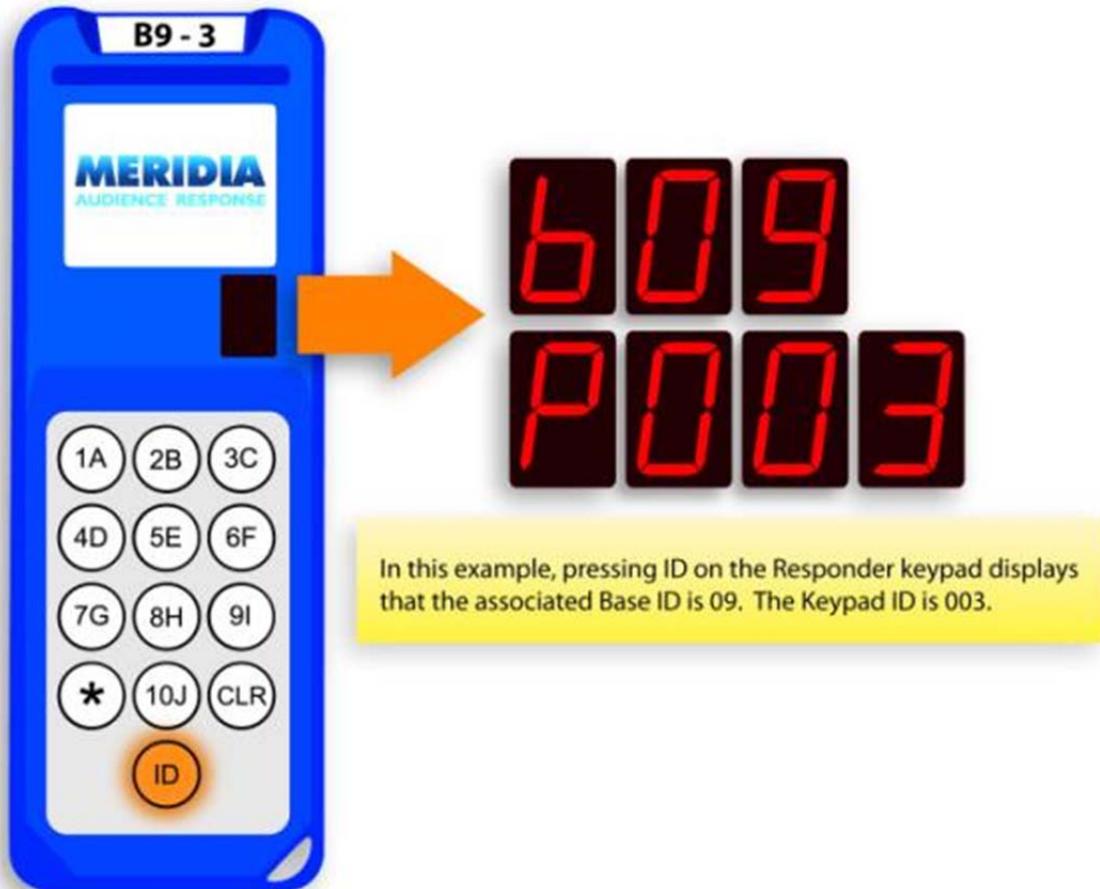
Base Settings dialog box (USB tab)

Several fields are displayed for each Base Unit. All fields are for display only, apart from **Description**. Double-click this field to add text (e.g. 'Base Unit Alpha').

Field	Description
BaseName	The COM port to which the Base Unit is attached (via USB).
BaseID	The Base ID of the Base Unit. Keypads are associated with a specific BaseID. Note: multiple Base Units can share the same BaseID.
BaseAddress	The Base Address of the Base Unit. Note: EZ-VOTE v2.6 does not use this setting.
BaseSerial	The Base Serial number of the Base Unit. It is the number found directly underneath the barcode, 6 digits in length.
PollingGroups	Shows the range of keypads that are able to be used with that particular base.
Status	Enabled or Disabled. Enabled Base Units will capture and report audience responses. Disabled Base Units will not.

Base IDs are important because every *Responder* Keypad is associated with a specific Base ID. Responses from that Keypad will be recorded only by the Base Unit/s having that Base ID.

To check the Base ID associated with a *Responder* Keypad, press **ID** on the Keypad. The LED display flashes the associated Base ID followed by the Keypad ID.



Enabling and Disabling Base Units

From the **Base Settings** dialog box, you can manually enable and disable Base Units.

This is useful if you would like to disregard responses from all Keypads associated with a particular Base ID.

Example: You are giving an interactive EZ-VOTE presentation for 200 people in a large hall.

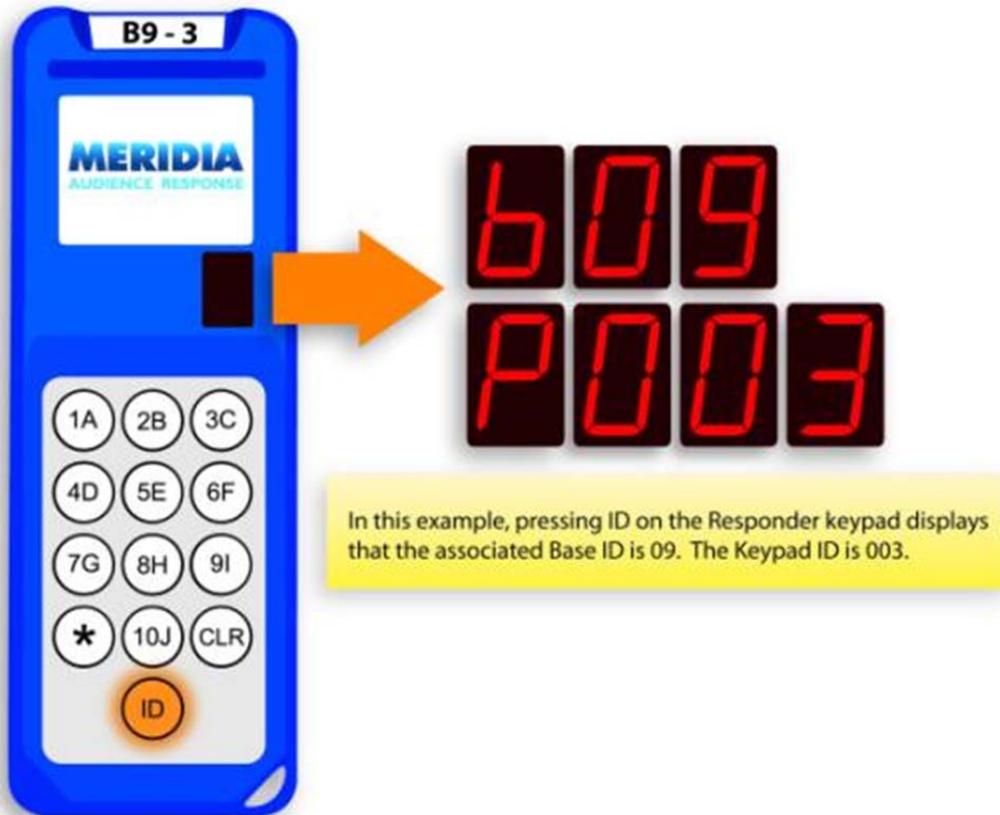
All audience members on the left side of the room have *Responder* Keypads assigned to a Base Unit with the BaseID '5'. All audience members on the right side of the hall have Keypads assigned to a Base Unit with the BaseID '8'.

During the presentation, you want to present a EZ-VOTE Question Slide but only gather responses from the left side of the room.

By setting the Status of the Base Unit with BaseID 8 to 'Disabled', only votes received from Keypads assigned to the Base Unit with BaseID 5 will be considered.

Every *Responder* Keypad is associated with a specific Base ID. Responses from that Keypad will be recorded only by the Base Unit/s matching that Base ID.

To check the Base ID associated with a *Responder* Keypad, press **ID** on the Keypad. The LED display flashes the associated Base ID followed by the Keypad ID.



Auto-Enable

Adjust this setting using the **Auto-Enable** dropdown list. Options are 'Yes' and 'No'.

If Auto-Enable is set to 'Yes', the Ethernet Base Unit will automatically be Enabled when **EZ-VOTE** starts. Note: if a USB unit is attached to the PC, it will take priority. The Ethernet Base Unit will not be enabled, since USB and Ethernet Base Units cannot be used simultaneously.

If Auto-Enable is set to 'No', the Base Unit will have to be enabled manually each time **EZ-VOTE** starts.

Enabling and Disabling Base Units

From the Base Settings dialog box, you can manually enable and disable Base Units. This can be useful if you want to include or disregard responses from all Keypads associated with a particular Base ID.

Example: You are giving an interactive **EZ-VOTE** presentation for 200 people in a large hall.

All audience members on the left side of the room have *Responder* Keypads assigned to a Base Unit with the BaseID '5'. All audience members on the right side of the hall have Keypads assigned to a Base Unit with the BaseID '8'.

During the presentation, you want to present a **EZ-VOTE** Question Slide but only gather responses from the left side of the room.

By setting the Status of the Base Unit with BaseID 8 to 'Disabled', only votes received from Keypads assigned to the Base Unit with BaseID 5 (status 'Enabled') will be considered.

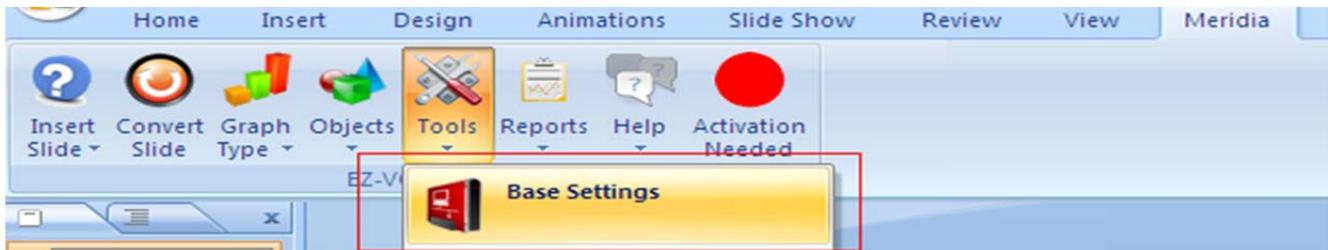
To enable a Base Unit, select the Base Unit from the List Area using the checkbox, and click **Enable**.

To disable a Base Unit, select the Base Unit from the List Area using the checkbox, and click **Disable**.

Advanced Base Settings

NOTE: On delivery, Base Units and Keypads are configured to operate with each other. In most cases, you will not need to modify Advanced Base Settings. **Be aware that inappropriate modifications to Base Unit or Keypad settings could result in improperly operating equipment.** Any changes made to Base Unit or Keypad settings are retained (even when the hardware is powered off) until they are modified again.

To view and edit Advanced Base Settings, in the EZ-VOTE Toolbar's **Base Settings** dialog, click on **Advanced Base Settings** tab. These settings work the same way regardless of whether you are using USB or Ethernet base units.



The **Advanced Base Settings** dialog box is displayed.

Advanced Base Settings dialog box

Select Base
Choose a Base Unit from the dropdown list.

- USB Base Units are listed by their COM port
- Ethernet Base units are listed by their IP Address

Reply from Base
Displays all responses received from the selected Base Unit

Set Base ID/Address
Edit the Base ID/Address for the selected Base Unit.

Request Base Information
Get information (e.g. Base ID / Address) from the selected Base Unit

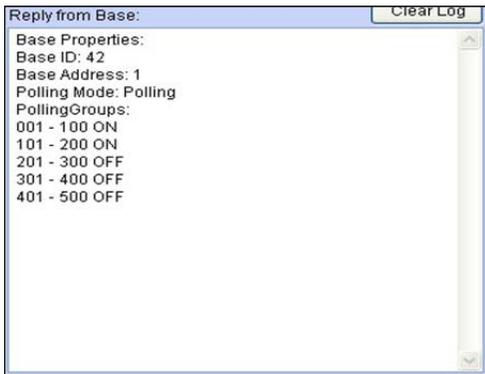
Apply Settings
Apply changes to selected Base Unit

Keypad Polling Groups
In this example, Keypads 001-200 are active.
Responses from Keypads 201-500 will be ignored.

Request Base Info

Select the Base Unit from the **Select Base** list. Click **Base Information**.

A request is sent the Base Unit and the reply is shown in the **Reply from Base** window.

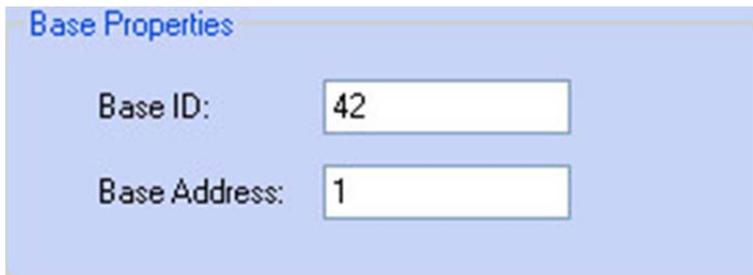


Reply from Base window

The Base ID, Base Address, Polling Mode and Polling Groups are all listed.

Set Base ID / Address

Select the Base Unit from the **Select Base** list.

A screenshot of a form titled "Base Properties". It contains two input fields. The first is labeled "Base ID:" and contains the number "42". The second is labeled "Base Address:" and contains the number "1".

Base Properties - Set Base ID/Address

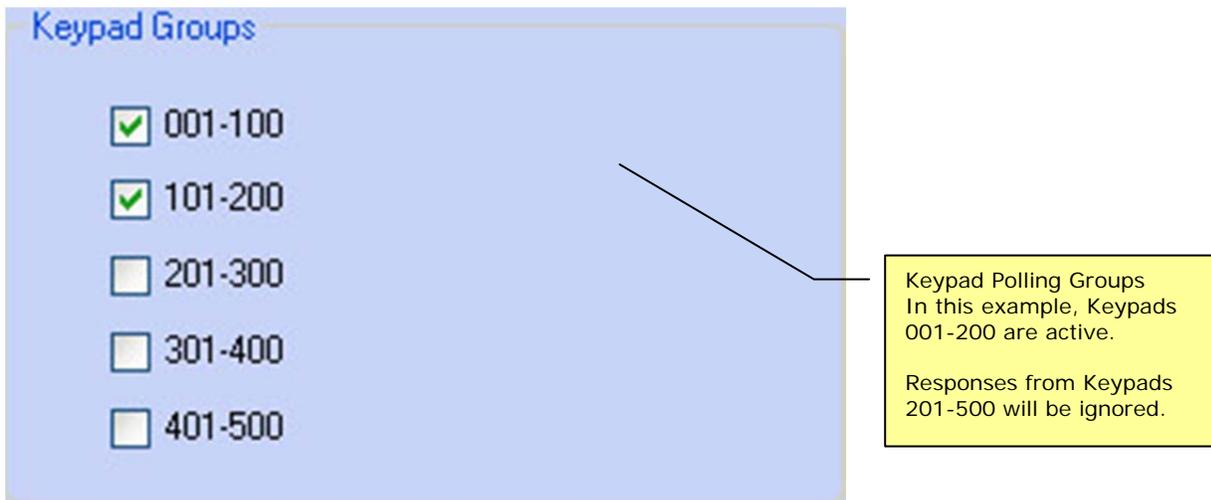
Edit the **Base ID** and / or **Base Address** fields as required and click **Apply Settings**.

Multiple Base Units can share the same Base ID. This is useful if you are giving your presentation in a large room, for example. You can place several Base Units (sharing the same Base ID) around the room. Any *Responder* Keypad assigned to that Base ID can register responses with any of the Base Units.

Set Keypad Polling Groups

Each Base Unit can support up to 500 Responder Keypads. By using Keypad Polling Groups, you can easily include or exclude groups of Keypads from polling.

Select the Base Unit from the **Select Base** list.



Advanced Base Settings - Set Keypad Polling Groups

By selecting or clearing the checkboxes, you can include or exclude responses from Keypads depending on their Keypad ID. Keypads are grouped 100 at a time.

For example, selecting the checkboxes for 001-100 and 101-200 will accept responses from all Keypads with an ID in the range 001 to 200. Keypads with IDs from 201-500 will be ignored.

After making your selections, click **Apply Settings** to update the Keypad Polling Groups. The **Reply from Base** window updates to show the new settings.

Chapter 8

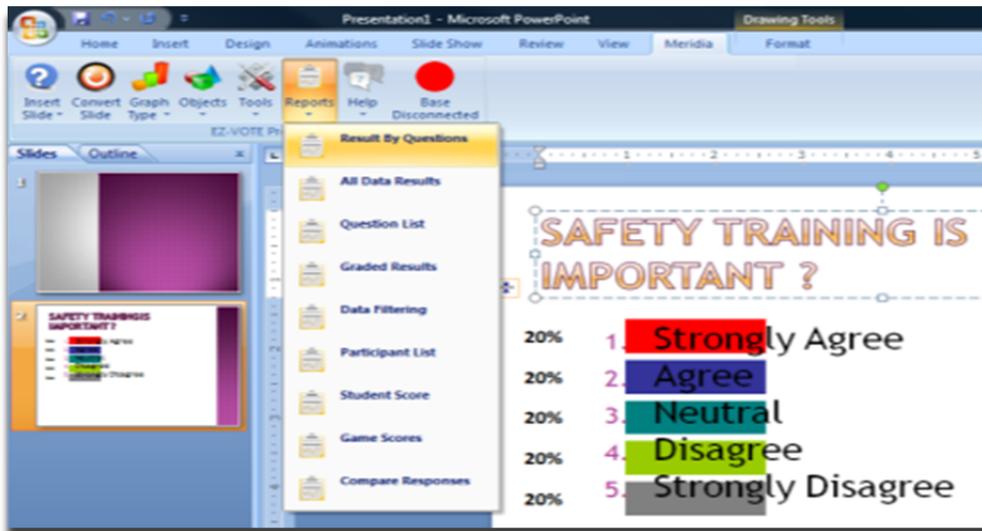
Generating Reports

This chapter describes how to generate reports from the captured audience response data. Several different report types are available, and reports can be displayed and exported using several different output formats.

Reports Overview

Once audience responses have been captured, it is possible to generate up to nine standard reports that present the captured data. These reports can be generated, saved, exported and retrieved for further analysis.

From the **Reports** menu on the EZ-VOTE Toolbar, select the report type from the dropdown list. For example, **Reports** → **Results by Question**.



EZ-VOTE provides many different report types.

Report	Description
Results By Question	Displays response results for each question (percentage and absolute totals)
Question List	Lists all questions (and associated answers) in the presentation
Data Filtering	Filters responses according to a predefined Participant List attribute or from responses retrieved from two different EZ-VOTE Question Slides
Participant List	Lists all participants and the respective descriptor values assigned to them
All Data Results	Lists all participants and their responses for each question
Graded Results	Displays all participants and their correct answer percentage / scores
Student Score	Identifies the individual participants together with all of their responses and scores
Game Scores	Displays scores by team for each question, together with combined totals for the entire presentation
Compare Responses	Compares responses for two questions asked at different points during the presentation

For each report type, you will be prompted to select the preferred output format: Excel, Word, CSV or HTML.

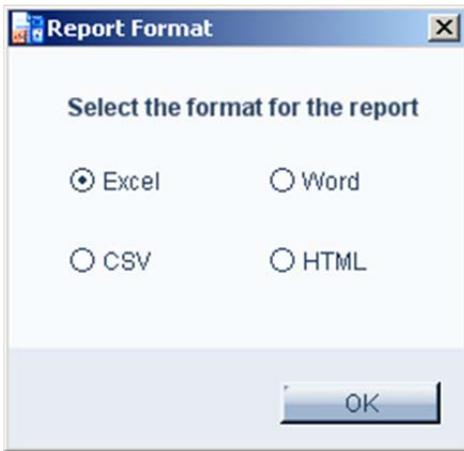
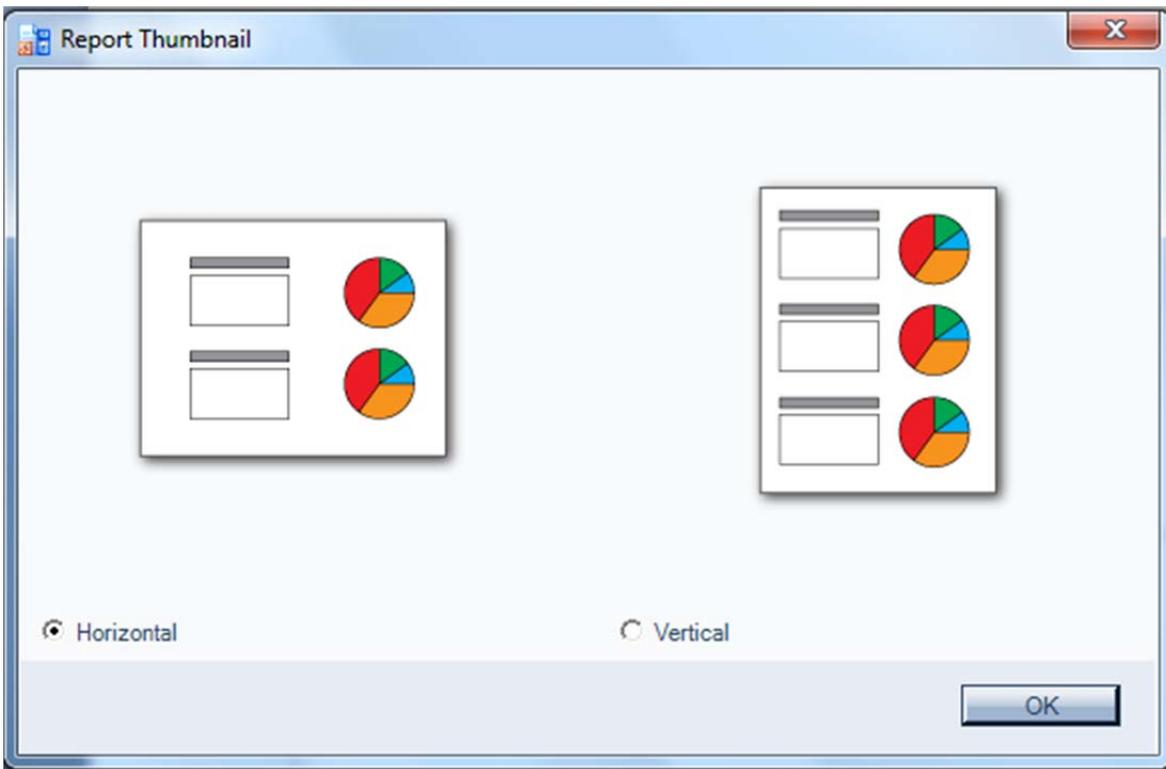


Figure 67 - Report Format dialog box

When you choose the type of report from the Tools -> Reports menu and select the 'Results by Question' report, you will be presented with this dialog box:



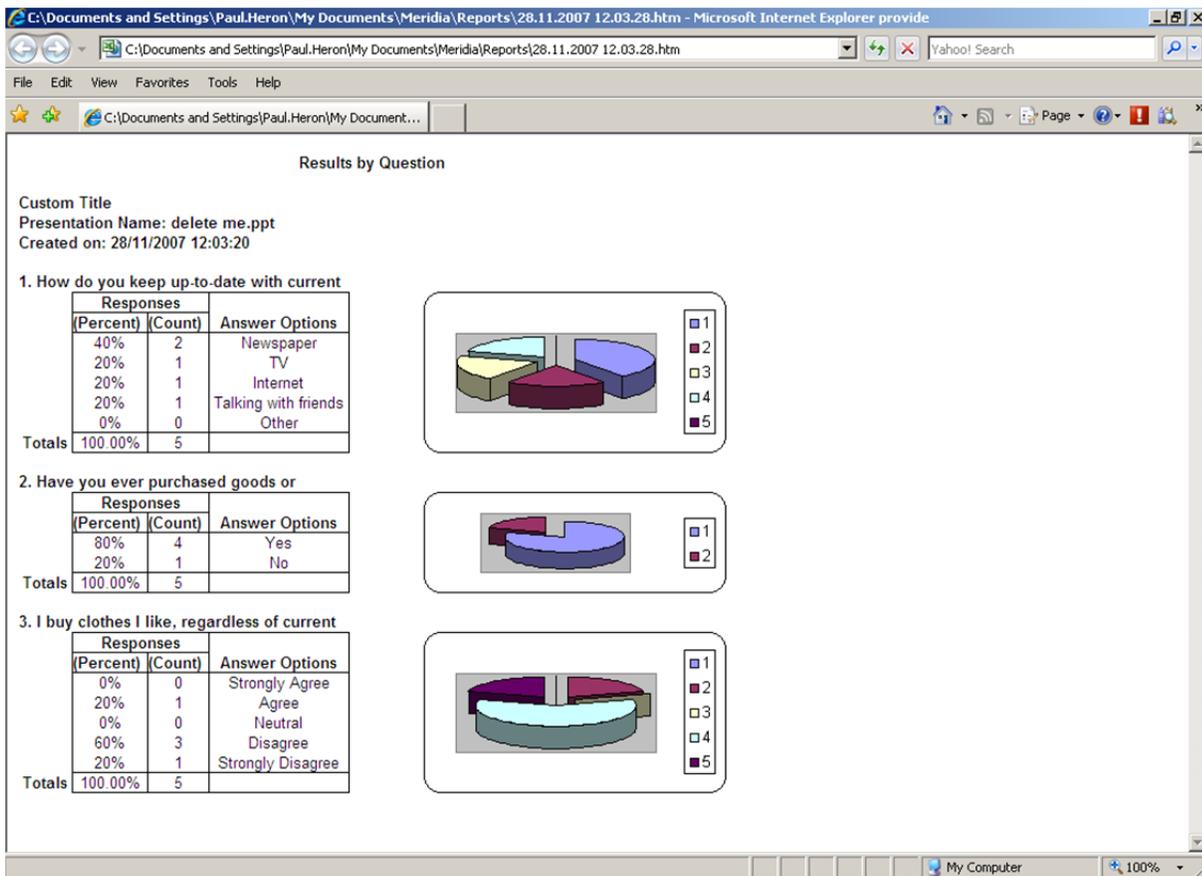
Once the report has been generated, it will be launched and displayed appears in its native application (Internet Explorer for 'HTML', Word for 'Word', Excel for 'Excel' and 'CSV').

Report Formats

EZ-VOTE generates reports in several different user determined formats: HTML, MS Word, MS Excel and CSV.

HTML

HTML reports are generated in as standard.HTM files, suitable for viewing with a web browser. Once generated, reports (including charts as appropriate) are automatically displayed within Internet Explorer.



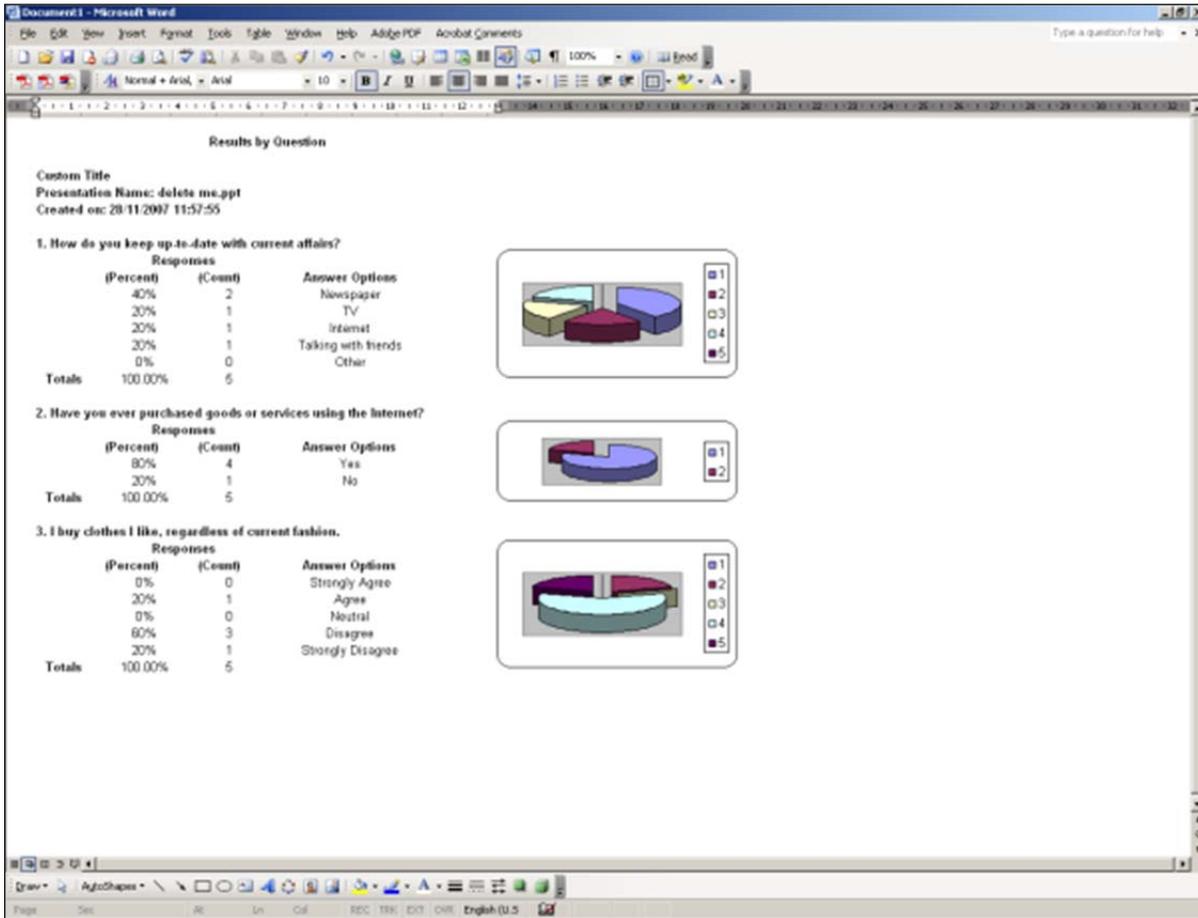
'Results by Question' report in HTML format

Reports are stored in My Documents\Meridia\Reports\ with the filename format DD.MM.YYYY HH.MM.SS.htm.

Microsoft® Word™

Word reports are generated in the standard Word .DOC format. Once generated, reports (including charts as appropriate) are automatically displayed in Word.

As with any other Word document, click **Save** to save the document.

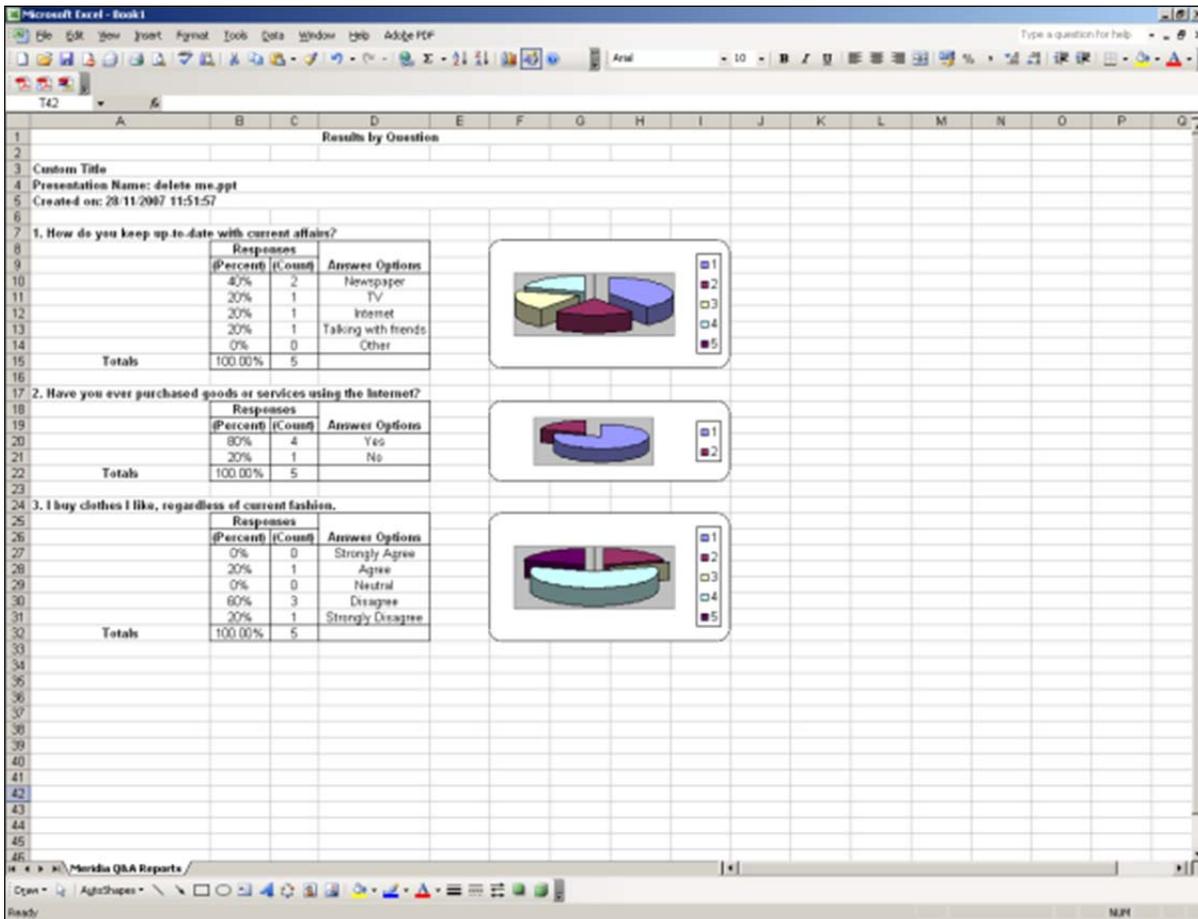


'Results by Question' report in Word .DOC format

Microsoft® Excel™

Excel reports are generated in the standard Excel .XLS format. Once generated, reports (including charts as appropriate) are automatically displayed in Excel. As with any other Excel document, click **Save** to save the document.

NOTE: the data in exported reports is rendered without including any underlying formulas. Therefore any edits to the tables (e.g. percentages, number of votes received) will NOT be automatically reflected in the graphical charts. Any further data analysis is dependent on your knowledge of Excel itself.



'Results by Question' report in Excel .XLS format

CSV

CSV (comma-separated values) reports are generated in the standard .CSV format, which can be read by many different applications. Once generated, reports (charts are NOT included) are automatically displayed in Excel.

The screenshot shows a Microsoft Excel spreadsheet with the following data:

Custom Title		
Presentation Name: delete me.ppt		
Created on: 28/11/2007 11:59:27		
1. How do you keep up-to-date with current affairs?		
Responses	Answer Options	
(Percent)	(Count)	
40%	2	Newspaper
20%	1	TV
20%	1	Internet
20%	1	Talking with friends
0%	0	Other
Totals	100.00%	5
2. Have you ever purchased goods or services using the Internet?		
Responses	Answer Options	
(Percent)	(Count)	
80%	4	Yes
20%	1	No
Totals	100.00%	5
3. I buy clothes I like, regardless of current fashion.		
Responses	Answer Options	
(Percent)	(Count)	
0%	0	Strongly Agree
20%	1	Agree
0%	0	Neutral
60%	3	Disagree
20%	1	Strongly Disagree
Totals	100.00%	5

'Results by Question' report in .CSV format, displayed in Excel

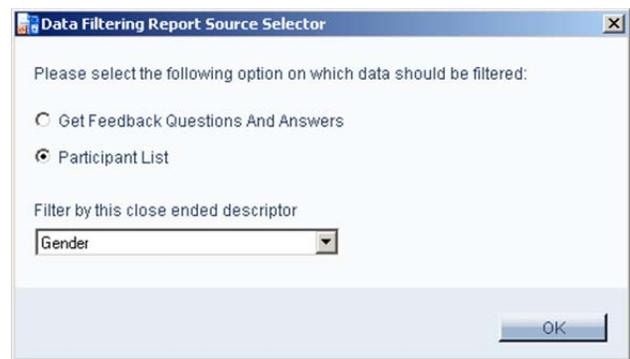
Reports are stored in My Documents\Meridia\Reports\ with the filename format DD.MM.YYYY HH.MM.SS.csv.

Advanced Reports

Data Filtering

This report shows responses associated with a Participant List Group or according to a particular question (e.g. 'What gender are you?')

1. From the **Reports** menu on the **EZ-VOTE** Toolbar, select **Data Filtering**.
2. From the **Data Filtering Report Source Selector** dialog box, select the option on which the data should be filtered.



If you select 'EZ-VOTE Questions And Answers', select a question to filter by from the **Filter by this question** list. Alternatively, if you select 'Participant List Teams', select a close ended descriptor from the **Filter by this close ended descriptor** list. Click **OK**.

3. From the **Report Format** dialog box, select the preferred output format (e.g. Excel). Click **OK**.
4. The report is generated and appears in the appropriate application (Internet Explorer, Word or Excel).

1) What is your gender?												
	Male		Female		Total							
Male	100%	2	0%	0	2							
Female	0%	0	100%	3	3							

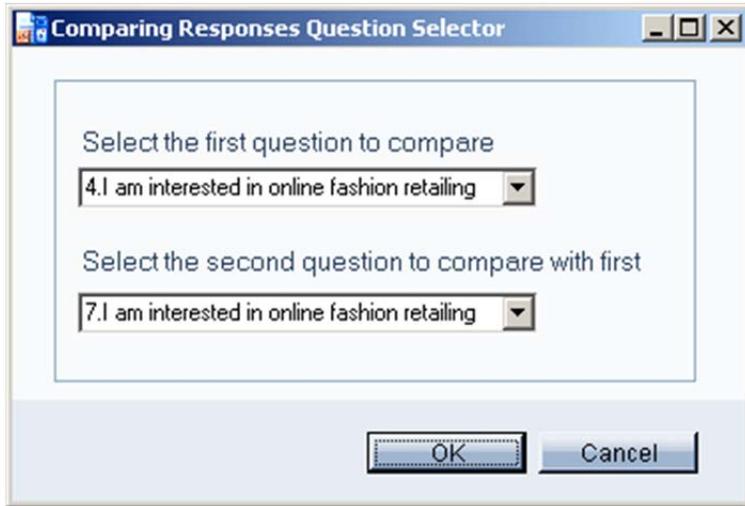
2) How do you keep up-to-date with current affairs?											
	Newspaper		TV		Internet		Talking with friends		Other		Total
Male	100%	1	100%	1	0%	0	0%	0	0%	0	2
Female	100%	2	0%	0	100%	1	0%	0	0%	0	3

Data Filtering (by EZ-VOTE Slide)
In this example, you can see that of the male participants, 1 answered 'Newspaper' and the other answered 'TV'. Of the female participants, 2 answered 'Newspaper' and 1 answered 'Internet'.

Compare Responses

This report compares responses for two functionally similar questions. Typical usage might be to ask an opinion-based question at the start of the presentation, then ask again at the end to see if attitudes have changed.

1. From the **Reports** menu on the EZ-VOTE Toolbar, select **Compare Responses**.
2. From the **Comparing Responses Question Selector** dialog box, use the dropdown lists to select the two questions to be compared. Click **OK**.



Comparing Responses Question Selector

3. From the **Report Format** dialog box, select the preferred output format (e.g. Excel). Click **OK**.
4. The report is generated and appears in the appropriate application (Internet Explorer, Word or Excel).

Appendix

About Meridia Audience Response

Meridia Audience Response has been in the event industry since 1970 and for the past 27 years, we have been providing an exceptional on-site audience polling services, as well as electronic audience voting keypad (clicker) systems for sale.

Contact us at:

Meridia Audience Response
5207 Militia Hill Road
Plymouth Meeting, PA 19462
USA

Telephone: 610-260-6800
Fax: 610-260-6810
Email: rsvp@MeridiaARS.com
Web: www.MeridiaARS.com

Customer Support

For technical support contact us at Support@MeridiaARS.com or call us at (610) 260-6800. You can find useful downloadable files, tips & tricks and training videos on our Support page: <http://www.meridiaars.com/support/>