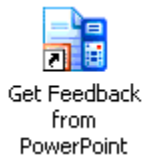


Launching Get Feedback from PowerPoint



The application can be launched via the icon placed on the desktop, or through the Start button (**Programs** → **Get Feedback from PowerPoint** → **Get Feedback from PowerPoint**).

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

Office 2003

The Get Feedback Toolbar is displayed by default, but it can be hidden if required. From PowerPoint's **View** menu, point to **Toolbars** and uncheck the **Get Feedback Toolbar** option.

Office 2007

The Get Feedback Toolbar can be accessed by clicking the **Add-Ins** tab.

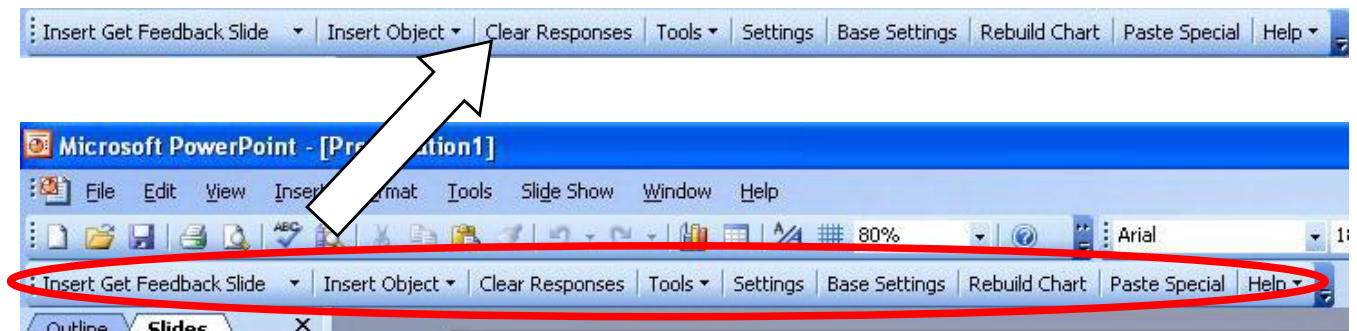


Figure 1 - PowerPoint opens with new Get Feedback Toolbar included (Office 2003)

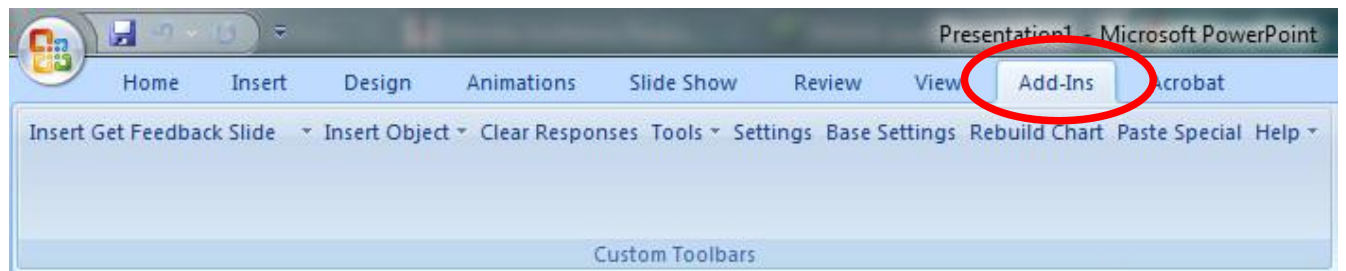


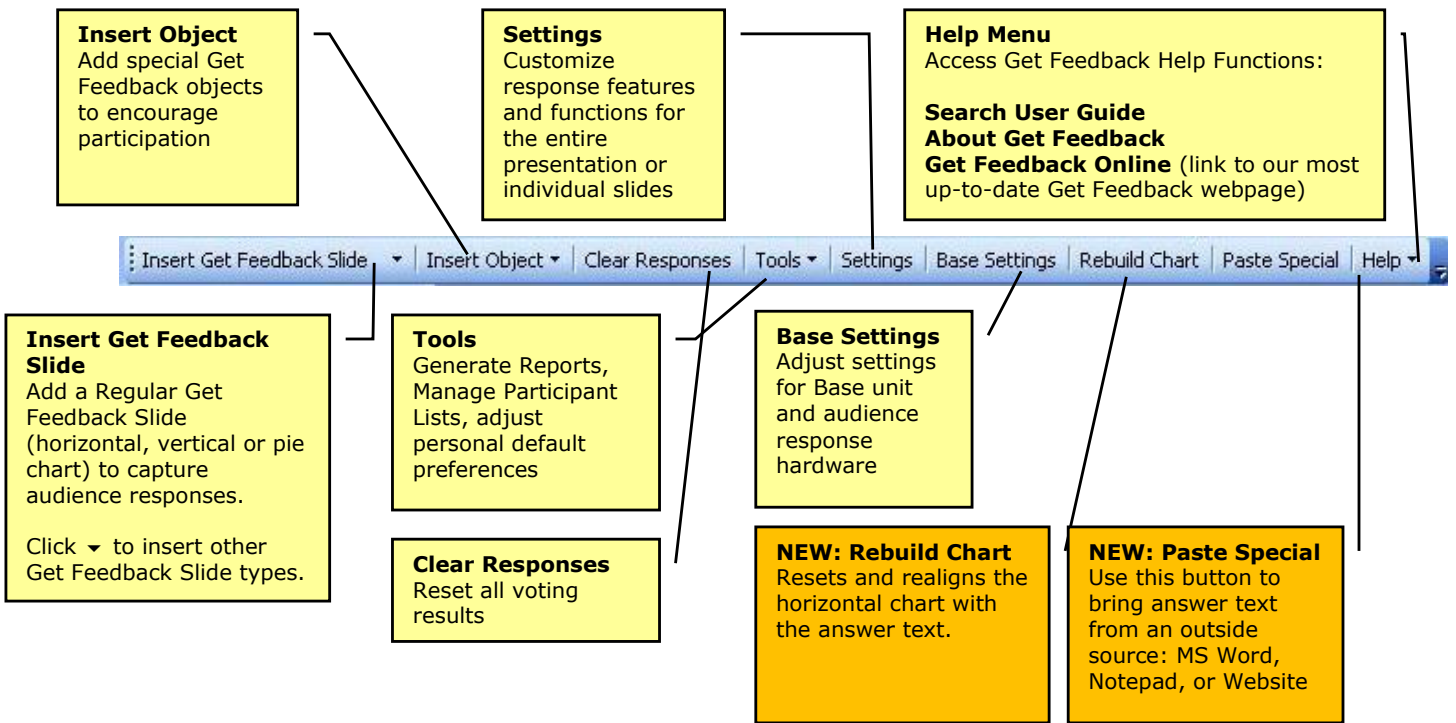
Figure 2 – Get Feedback from PowerPoint toolbar in MS Office PowerPoint version 2007 is under Add-Ins tab

Get Feedback Toolbar Overview

Installing [Get Feedback from PowerPoint](#) adds a new toolbar to PowerPoint. This is the *Get Feedback Toolbar*.

The Get Feedback Toolbar provides nearly all of the functionality available in [Get Feedback from PowerPoint](#). From here, you can add special Get Feedback slides and objects, adjust Get Feedback settings and use Get Feedback tools such as Reports. See *Chapter 3 – Error! Reference source not found.*, *Chapter 6 – Error! Reference source not found.* and *Chapter 8 – Error! Reference source not found.* for full details.

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



Running your first Get Feedback from PowerPoint presentation

This section illustrates how to create and run a simple [Get Feedback from PowerPoint](#) 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 [Get Feedback from PowerPoint](#).

In this example, you are going to include three interactive questions using [Get Feedback from PowerPoint](#) 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 [Get Feedback from PowerPoint](#) is as simple as four easy steps:



1. **Create Get Feedback from PowerPoint Slides** – add interactive Get Feedback slides to a new or existing PowerPoint presentation
2. **Run Presentation** – deliver the interactive PowerPoint presentation to an audience
3. **Collect Responses**– immediately capture votes from your audience using Meridia's [Get Feedback from PowerPoint Responder™](#) RF keypads
4. **Manage Results** – save responses and analyze using custom reports



Step 1: Create Get Feedback from PowerPoint 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 'Get Feedback from PowerPoint Example Presentation'.

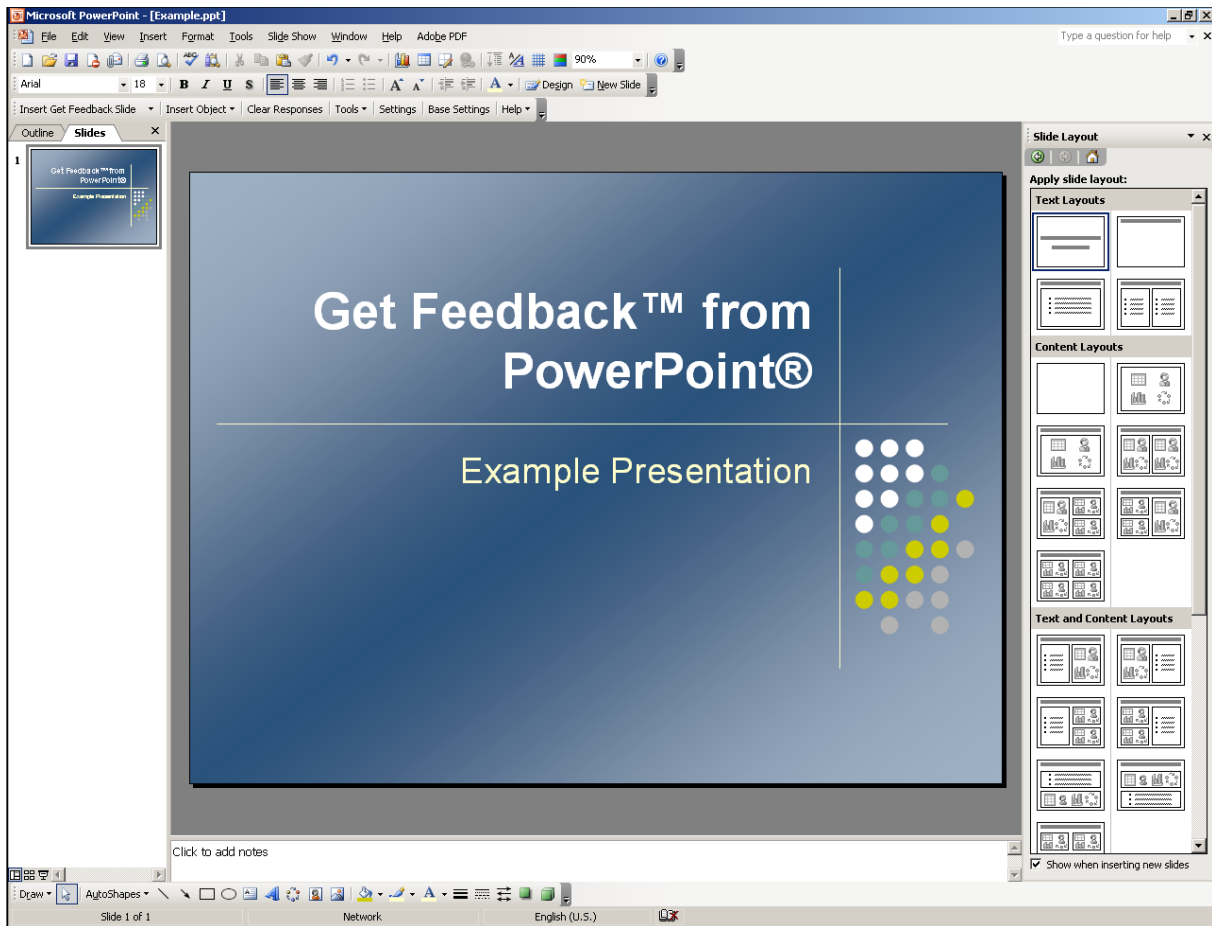
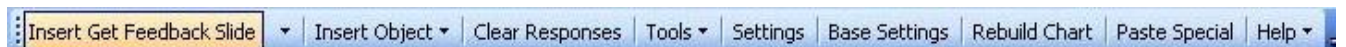


Figure 3 - Title Slide (updated)

From the **Insert Get Feedback Slide** menu, click **Insert Get Feedback Slide**. This adds a **Get Feedback from PowerPoint** slide template to the presentation. By default, a Horizontal Get Feedback Slide is added, but this can be changed to Vertical or Pie using **Settings**. Horizontal, Vertical and Pie slides are great for multiple choice questions. Each of these slide types can support up to 10 answer choices.



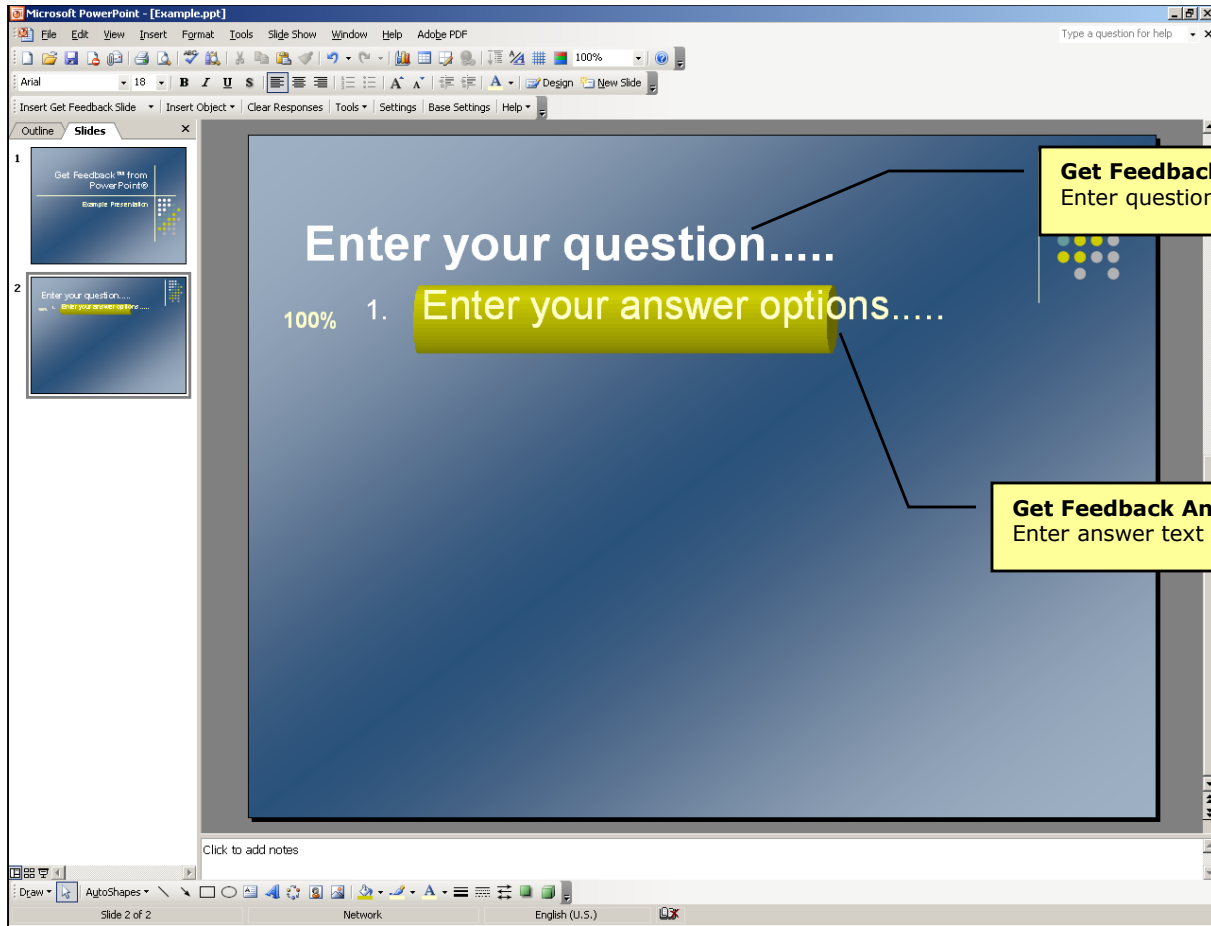


Figure 4 - Blank Horizontal Get Feedback Question Slide added to the presentation

Enter question and answer data in the **Get Feedback Question Box** ('Enter your question') and the **Get Feedback Answer Region** ('Enter your answer options').

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

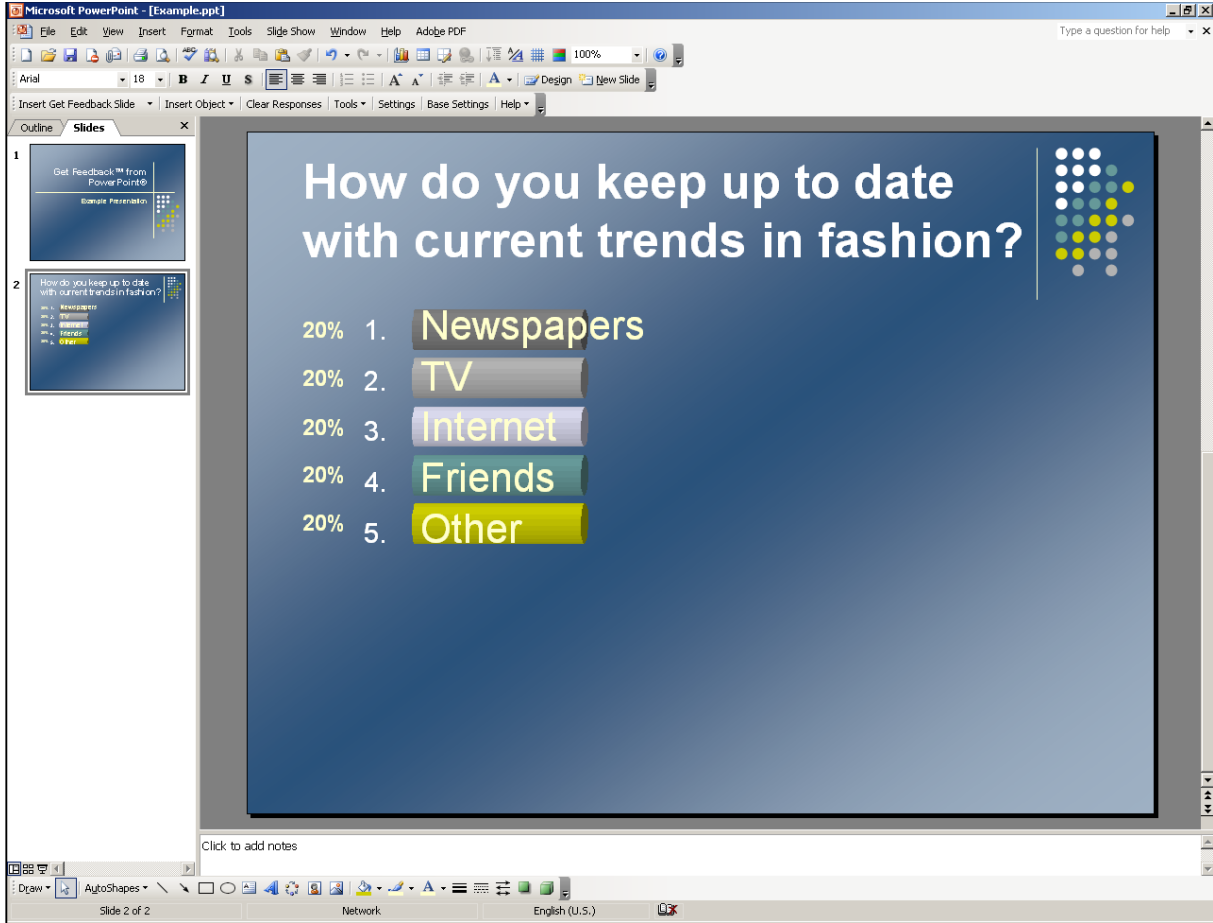
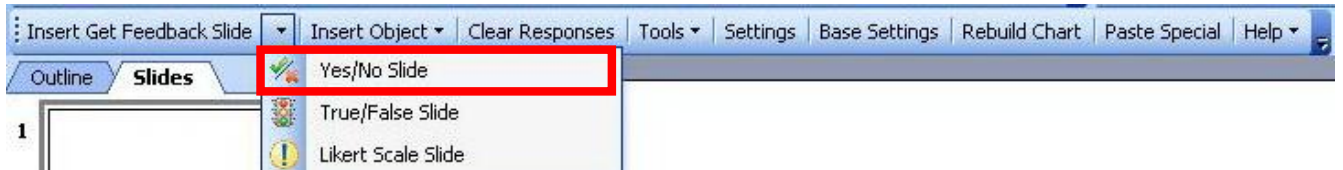


Figure 5 – Horizontal Get Feedback Question Slide updated with question and answer data

The first slide has been added. Now, from the **Insert Get Feedback Slide** ▾ 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. [Get Feedback from PowerPoint](#) automatically provides the Yes / No alternatives as default answer choices.

Remember, you can change the default text for both questions and answers.

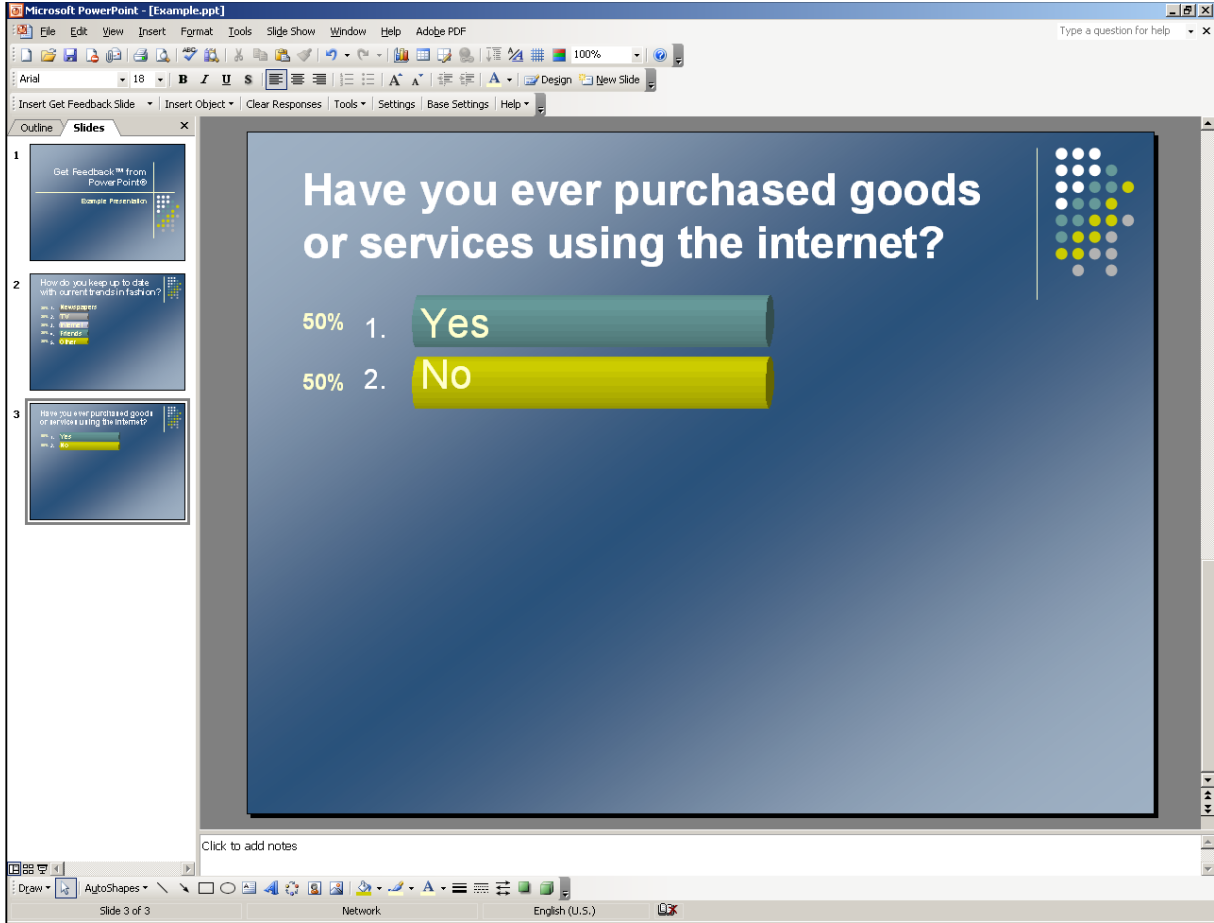
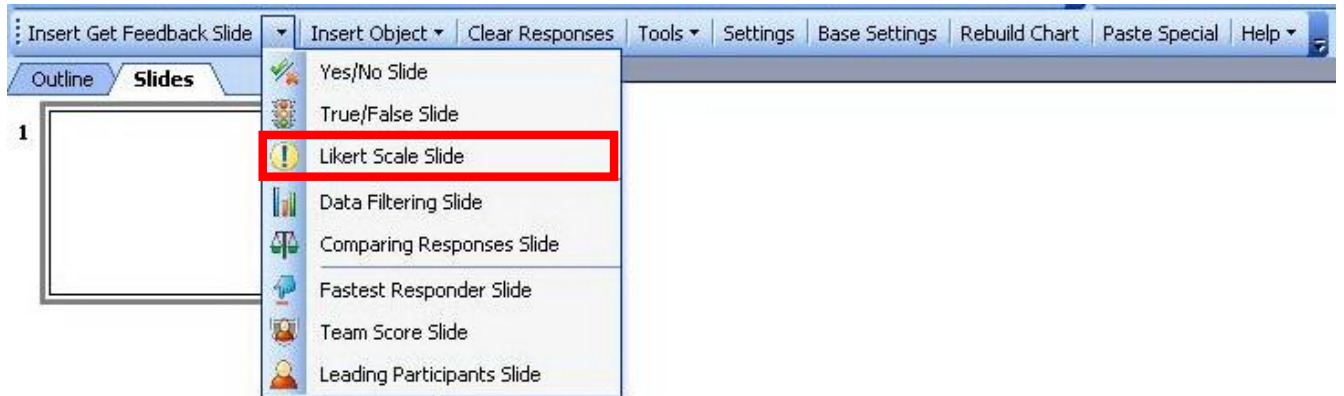


Figure 6 – Yes/No Get Feedback Question Slide updated with question and answer data

Now add the final slide for this example presentation. From the **Insert Get Feedback Slide** ▼ 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. [Get Feedback from PowerPoint](#) automatically provides a standard five-point Likert answer scale.

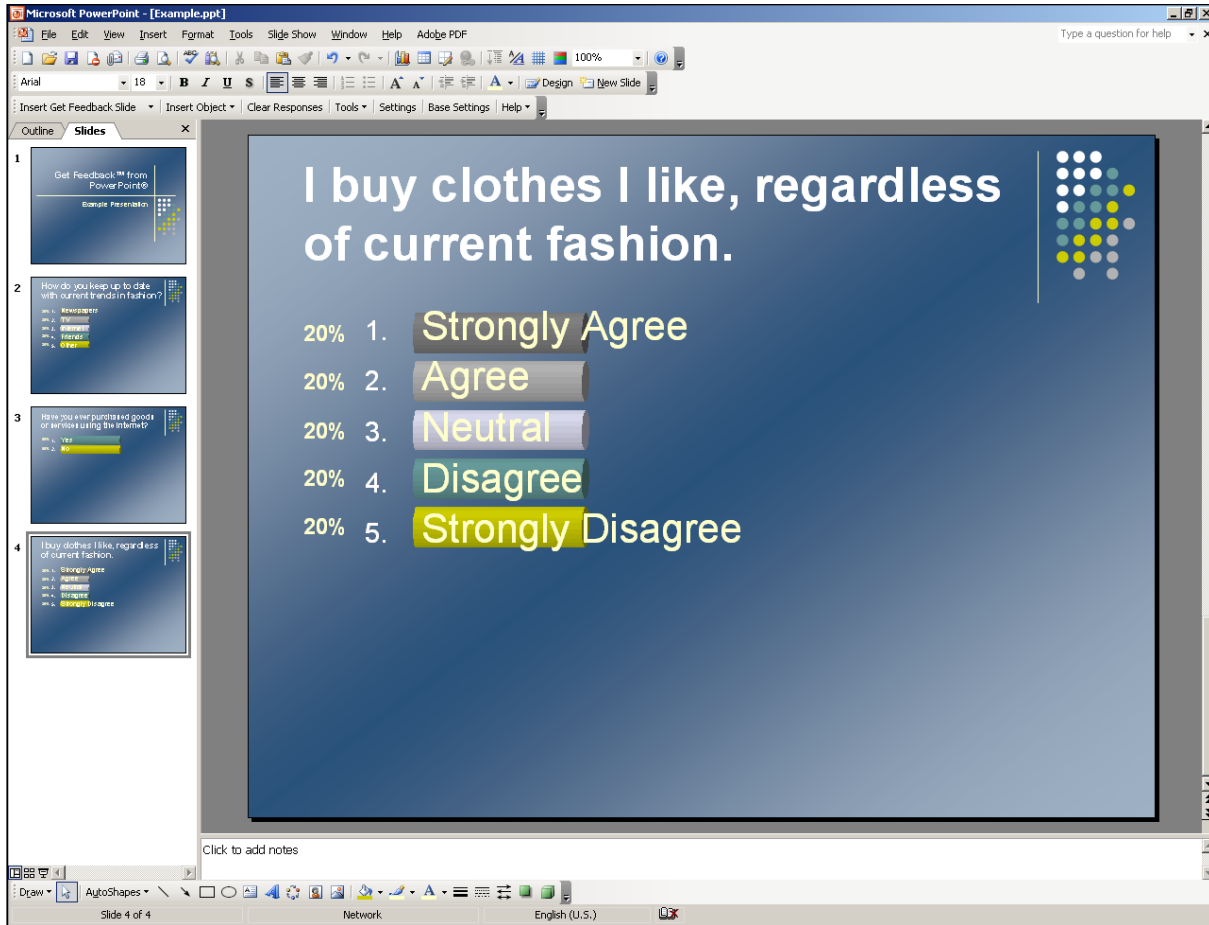


Figure 7 – Likert Scale Get Feedback Question Slide updated with question and answer data

You have now created a PowerPoint presentation including three [Get Feedback from PowerPoint](#) slides that your audience will be able to vote on using their *Responder* keypads.

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



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



Step 2: Run Presentation

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

As usual, the title slide appears. However, unlike a regular PowerPoint presentation, the screen also displays the *Get Feedback Control Bar*. The Get Feedback Control Bar includes buttons to stop/resume polling, and to alter the presentation 'on the fly' (including adding extra slides). See *Chapter 5 – Error! Reference source not found.* for more details.

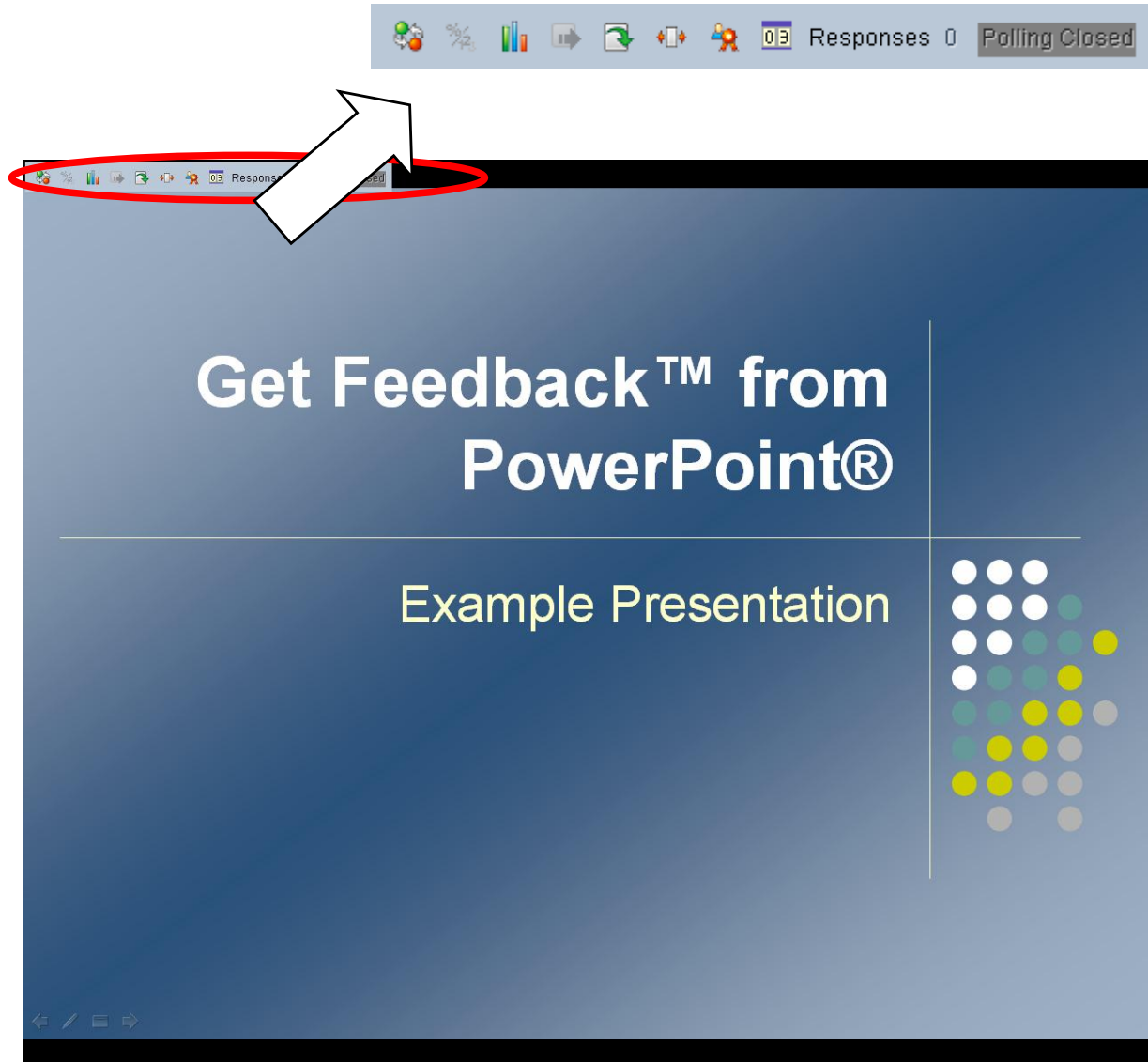


Figure 8 - Presentation in Slide Show mode, Get Feedback Control Bar displayed

Proceed through the presentation as usual (e.g. through mouse clicks or pressing enter / spacebar on the keyboard). The presentation runs just like a regular PowerPoint presentation, except when you reach a [Get Feedback from PowerPoint](#) question slide. Please see *Chapter 5 – Error! Reference source not found.* for more details.



Step 3: Collect Responses

Once a Get Feedback Slide is presented to the audience, the Polling Indicator displayed on the Get Feedback Control Bar changes to 'Polling Open'.

NOTE: Although the Control Bar appears by default, you can adjust whether it appears for different slide types using the **Settings** menu. See *Chapter 6 – Error! Reference source not found.* for details.

Get Feedback from PowerPoint is now ready to capture audience responses.



Figure 9 – Get Feedback Question Slide in Slide Show mode, 'Polling Open'

Instruct the audience to vote using the alphanumeric keys on their *Responder* keypads. Please see *Chapter 5 – Error! Reference source not found.* 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 to reflect the votes cast.

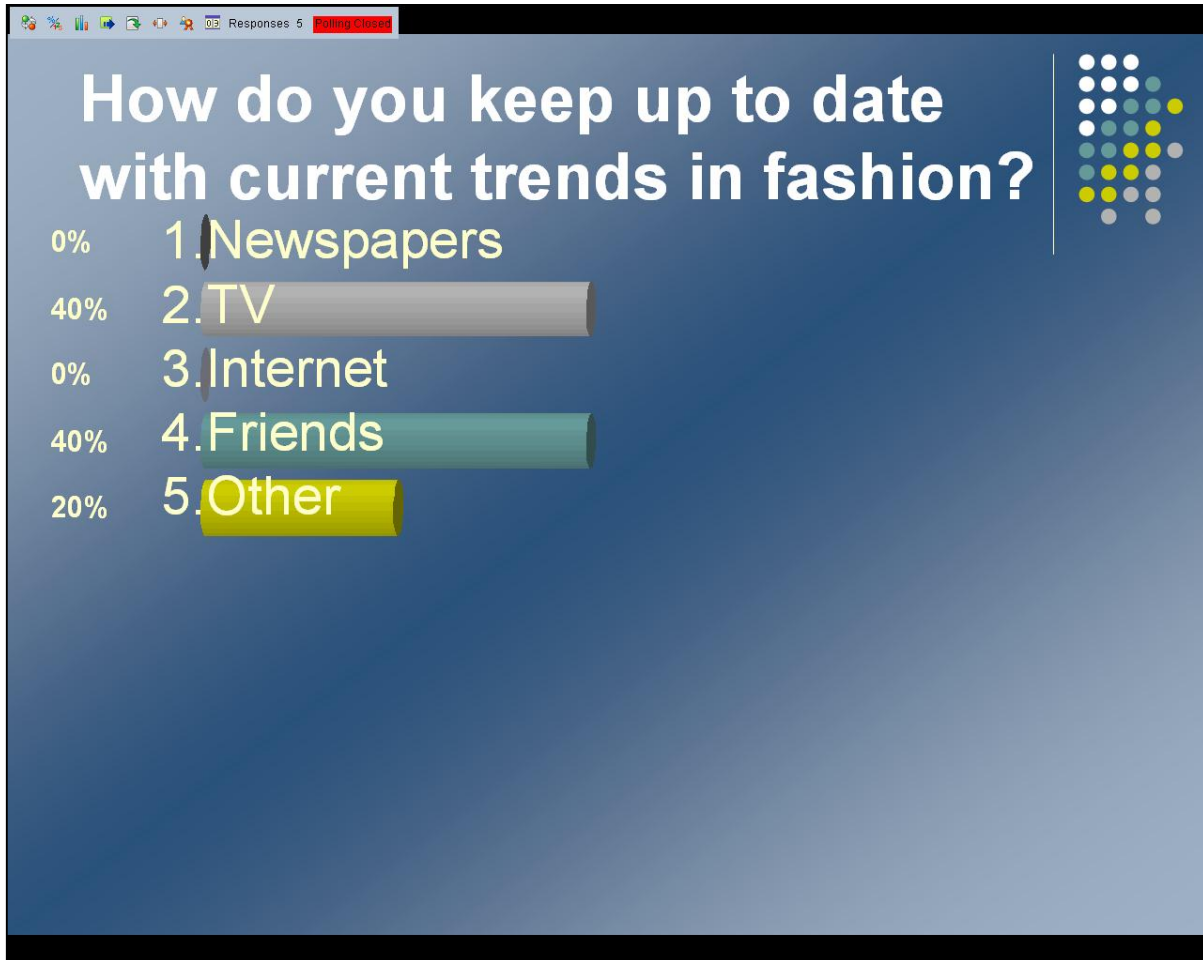
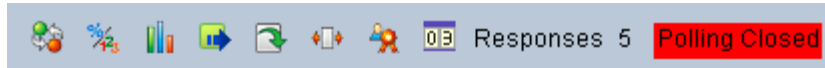


Figure 10 – Get Feedback Results displayed, 'Polling Closed'

Click again to continue to the next slide. Repeat the process for all Get Feedback 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 .PPT file itself. Saving the presentation will therefore save the Get Feedback results data as well.



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 – **Error! Reference source not found.*** for more details.