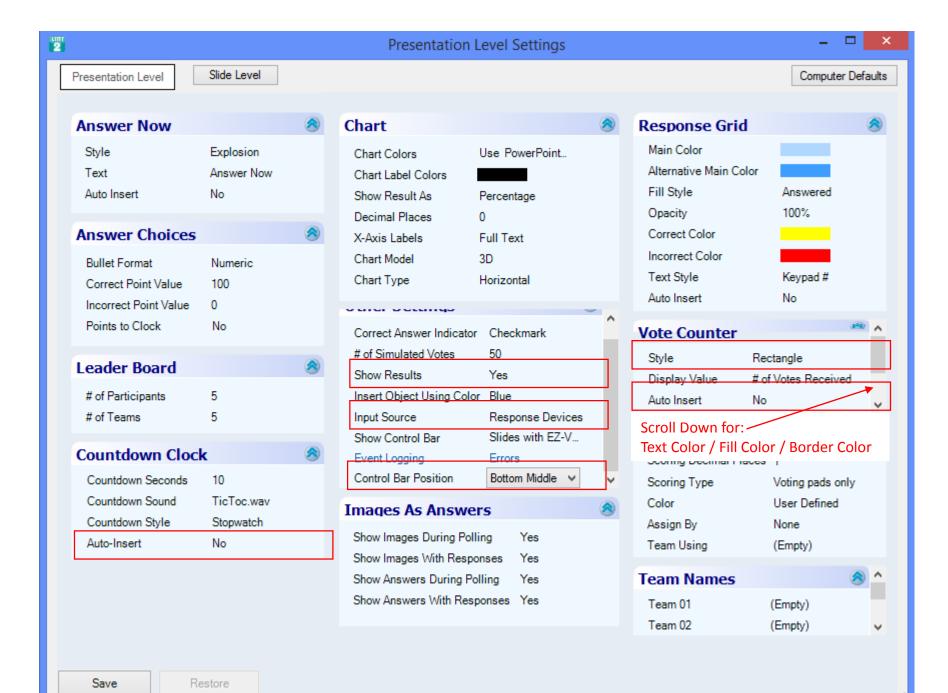
EZ-Vote2 Survey Creation Workflow

- 1. Always start with a new, blank PowerPoint presentation
 - Go to File > New > Blank Presentation
 - Do not double-click a template to create the presentation, it will not work with the EZ-Vote Add-in
 - Do not overwrite an existing survey or presentation—unwanted (hidden) elements may be present or may cause malfunctions
- 2. Add a theme from an existing template
 - DESIGN > Themes (click lower right corner for full menu) > Browse for Themes...select an appropriate template
- 3. Enable EZ-Vote2 from the MERIDIA toolbar
- 4. Set your EZ-Vote2 settings for the presentation

General Settings Recommendations

- Countdown timer display/use is optional
 - Recommendation: Auto Insert = No
- Vote Counter
 - Recommendation:
 - Rectangle / Auto Insert = No / Text Color = Black / Fill & Border Color = White
 (You need to scroll down in this section to reach all settings)
 - o Insert on first polling slide / move to lower right corner and resize
- Show Results = Yes or No (as desired for audience)
- Input Source = Response Devices
- Control Bar Position = Bottom Middle
 - Or you can set Show Control Bar = No Slides if you are comfortable using the Vote Counter only
 - You will need to use F5 to re-poll a slide after voting has ended if required



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- 5. Add slides as required
 - Use HOME > New Slide to insert PowerPoint slides
 - Use MERIDIA > Insert Slide to add polling slides
- 6. Apply a layout from the template if desired
 - Make certain that the layout does not compromise the three critical EZ-Vote polling elements (Title field, Content Field, or Graph elements) by significantly altering or removing these elements
 - Also do not remove these elements and then reinsert them manually on polling slides
 - If these elements are moved or resized, rebuild the chart (i.e. graph elements) using MERIDIA > Tools > Rebuild Chart
- 7. If cutting and pasting text from another presentation into polling slides...
 - Open Notepad, paste into Notepad, then copy and paste into the survey
 - This will prevent hidden artifacts from previous polling slides and incompatible data from corrupting the new polling slide

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- 8. Test the survey in Slide Show mode by setting the Input Source to Simulated Data
 - Use MERIDIA > Tools > Settings > Input Source = Simulated Data
- 9. Following a good test, reset the Input Source to Response Devices
 - Use MERIDIA > Tools > Settings > Input Source = Response Devices
- 10. Close the presentation without saving (to ensure data is cleared from all slides and test data is not retained)
 - If you accidentally saved the presentation with test data present,
 use MERIDIA > Tools > Clear Responses > Clear All Data
 - This must be done with a polling slide selected
 - Save a clean copy of the survey with data clear