

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)
 - 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

Presentation Level

Slide Level

Computer Defaults

Answer Now

Style	Explosion
Text	Answer Now
Auto Insert	No

Answer Choices

Bullet Format	Numeric
Correct Point Value	100
Incorrect Point Value	0
Points to Clock	No

Leader Board

# of Participants	5
# of Teams	5

Countdown Clock

Countdown Seconds	10
Countdown Sound	TicToc.wav
Countdown Style	Stopwatch
Auto-Insert	No

Chart

Chart Colors	Use PowerPoint..
Chart Label Colors	█
Show Result As	Percentage
Decimal Places	0
X-Axis Labels	Full Text
Chart Model	3D
Chart Type	Horizontal

Correct Answer Indicator	Checkmark
# of Simulated Votes	50
Show Results	Yes
Insert Object Using Color	Blue
Input Source	Response Devices
Show Control Bar	Slides with EZ-V..
Event Logging	Errors
Control Bar Position	Bottom Middle

Images As Answers

Show Images During Polling	Yes
Show Images With Responses	Yes
Show Answers During Polling	Yes
Show Answers With Responses	Yes

Response Grid

Main Color	█
Alternative Main Color	█
Fill Style	Answered
Opacity	100%
Correct Color	█
Incorrect Color	█
Text Style	Keypad #
Auto Insert	No

Vote Counter

Style	Rectangle
Display Value	# of Votes Received
Auto Insert	No

Scroll Down for:
Text Color / Fill Color / Border Color

Scoring Type	Voting pads only
Color	User Defined
Assign By	None
Team Using	(Empty)

Team Names

Team 01	(Empty)
Team 02	(Empty)

Save

Restore

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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