

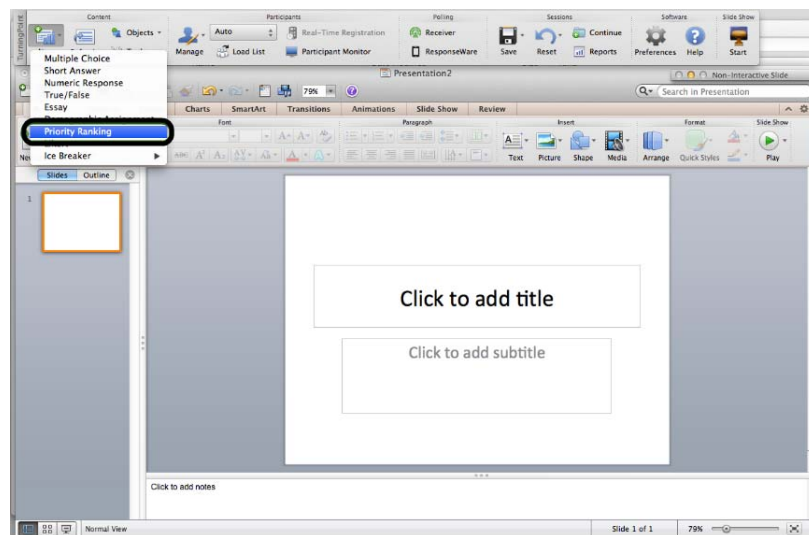
POWERPOINT POLLING FOR MAC ADDITIONAL TOPICS

Priority Ranking

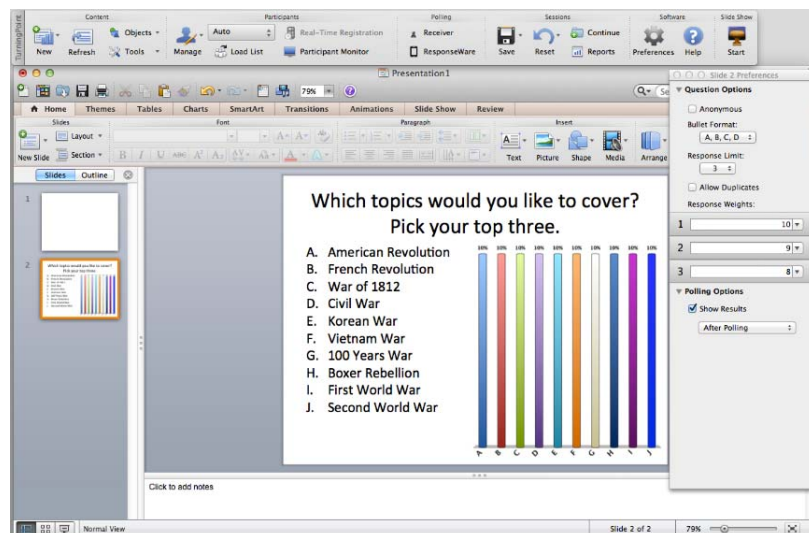
The priority ranking question weighs participants' choices and then ranks them accordingly. By default, the first answer choice is weighted with 10 points, the second with 9, the third with 8 and so on.

INSERTING A PRIORITY RANKING SLIDE

- 1 Click **New** and select **Priority Ranking**.



- 2 Type the **question** and up to **10 possible answer choices**.
- 3 Select the number of **responses** from the *Slide Preferences* panel.



Use the Slide Preferences to change the weighted value and/or number of responses.

Convert to Picture

Text-based answer options can be converted to pictures when visual aids would be beneficial to the audience.

CONVERTING A TEXT-BASED SLIDE TO A PICTURE SLIDE

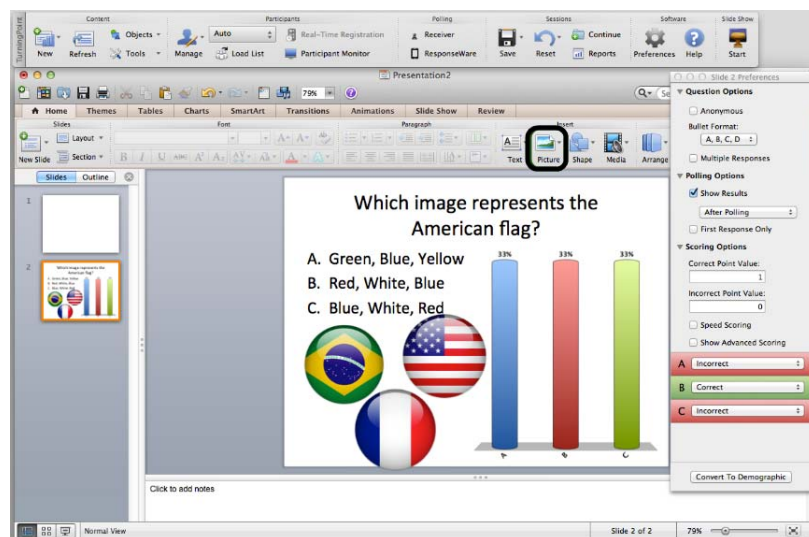
Since pictures are used as answers, a vertical, 3D pie or doughnut chart works well with image placement.

1 Create a multiple choice polling slide.

The text in the answer region will be replaced by pictures. Therefore, it is recommended to use descriptive words or phrases in the answer region because this text will be used for the chart labels, reports, extracted question lists and in the session editor. Correct answer indicators need to be inserted on the slide **BEFORE** converting it to a picture slide.

2 Type the **question** and up to **10 answer choices**.

3 **Insert pictures** through the PowerPoint toolbar or copy and paste.

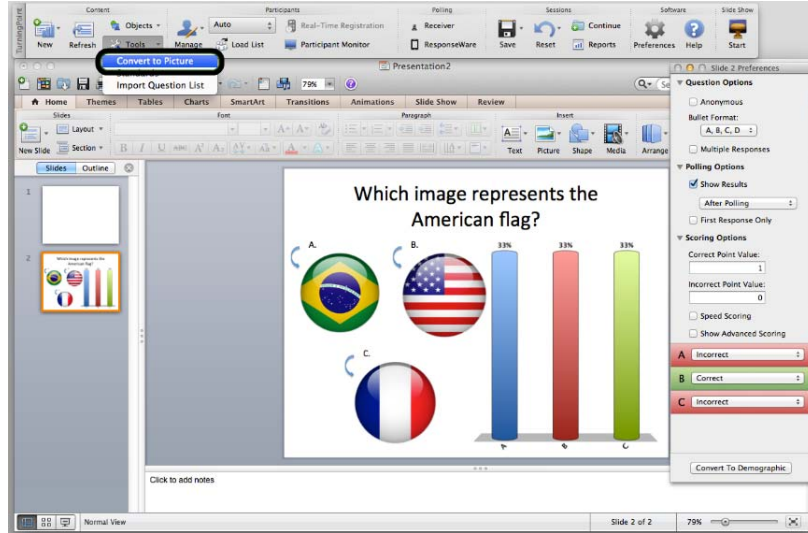


4 **Resize and arrange** the pictures so that they are properly displayed on the slide.

5 To assign the pictures to proper answer choice follow these steps:

- a Ensure that no objects on the slide are selected by clicking outside the slide.
- b Click the **picture** that corresponds to the first answer choice.
- c Hold down the **Shift** or **Command** key on the keyboard and click the **second picture**.
Now both the first and second pictures are selected.
- d Repeat **step c** for each additional picture until all of the pictures have been selected.

6 Click Tools and select Convert to Picture.



The pictures are given a label and the text-based answer options are now hidden. The pictures can be resized and arranged as necessary.

The PowerPoint Polling Showbar

The showbar appears when a polling slide is displayed during the Slide Show. The showbar is a toolbar that provides buttons for polling, monitoring, viewing responses and other polling tools during the slide show. The showbar can be moved if a different screen position is preferred.



The following table provides a description for each button on the showbar:

Minimize Showbar



When the showbar is minimized, the responses, polling status and maximize showbar button is displayed.



Start/Stop



Select the Start button to open polling. Select the Stop button to close polling.

Toggle Response Count



Toggle Response Count changes the values displayed on each chart. The values can be represented as response counts or percentage of votes.

Repoll Question



Repoll Question clears the responses and accepts new responses from the participants for the currently displayed question. Both the original responses and the new responses are stored in the session file.

Show/Hide Response Grid

The Show/Hide Response Grid toggles the display of a response grid on the screen to indicate which participants have responded.

The visual display and contents of the response grid are controlled in the PowerPoint preferences.

Insert New Question

Select a slide type from the drop-down menu to be inserted into the presentation.

Set Anonymous

Makes the current slide anonymous. Participant information will not be associated with the results.

Data Slice

Data Slice allows the chart to display only the section of responses that correlate to chosen responses from previous slides.

View Original Chart

Use this command after using the Toggle Response Count or Data Slice commands to return the chart to its original appearance.

Display Participant Monitor

Display Participant Monitor opens the participant monitor.

Show/Hide Connection Info

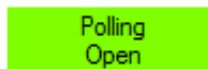
Show/Hide Connection Info displays the ResponseCard channel number. The ResponseWare logon information is also displayed if applicable.

Display Messaging Window

Display Messaging Window opens the feedback monitor.

Responses

Responses displays the number of participants that have responded to the current question.

Polling Status

Polling Status displays the current polling status.