

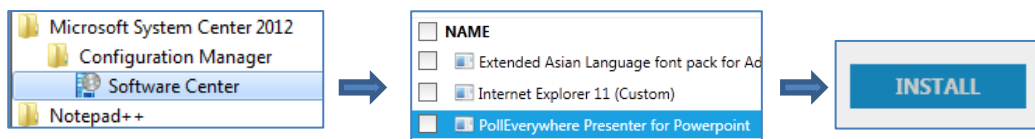
# Polleverywhere Quick Guide supplement

## Presenting polls from PowerPoint

Polleverywhere's PowerPoint plugin enables you to create, embed and present your polls from within a PowerPoint presentation.

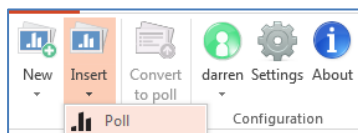
### Installing the Polleverywhere PowerPoint plugin

The plugin is pre-installed in lecture theatres. To download and install it onto your own PC or Apple Mac computer go to <https://www.polleverywhere.com/app>. To install it onto your office computer, launch **Software Center** from the list of programmes installed on your office PC, select the Polleverywhere plugin from the list of available software and press the **install** button on the bottom right hand corner. Please ensure PowerPoint is not running whilst you install the plugin

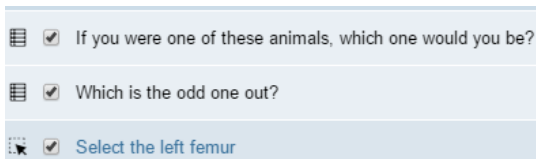



### Inserting Polls into your PowerPoint Presentation

1. Select the Polleverywhere tab at the top of the PowerPoint screen, select **Log in** and enter your Polleverywhere username and password. Select :



2. Go to the **Insert** drop down menu, choose **Poll** and select the questions you want to import



3. Press the **Insert** button. Each question is added as a new slide 
4. You can also create new polls in PowerPoint by selecting the **New** drop down menu then **Poll**. This will add the question to your presentation and your Polleverywhere account.

### Presenting your polls from your PowerPoint Presentation

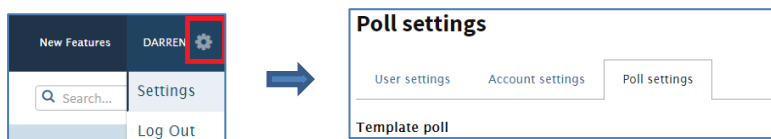
1. Polls will appear on screen when you enter PowerPoint's **Slide Show** (presentation) mode.
2. To control Hover the cursor over to the right hand side of the screen to change the display settings (see previous page for available options). **Please note:**
  - o Ensure you are logged onto Polleverywhere otherwise not all options will appear
  - o As the mouse is being used to operate Polleverywhere, use the computer keyboard (up/down arrow or page up/down keys) to progress through your PowerPoint slides
3. Once inserted the placeholders can be resized, allowing you to add additional text or other media to the PowerPoint slide.

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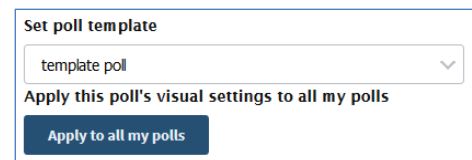
## Setting a template poll

Polleverywhere allows you to set a default visual theme and question settings for polls you create. To do this:

1. Create a new multiple choice question to use as the template poll. It doesn't matter what the question and answers are, e.g. you could just type in "Template poll? Answer 1, answer 2, answer 3, answer 4"
2. Edit the question parameters and visual settings to suit your preferences and save the changes
3. Select **Settings** from the top right drop down menu and choose the **Poll settings** tab



4. Choose the poll to use as the template from the drop down list then select the **Save** button.
5. Repeat steps 3 and 4 if you change your template and want to update existing polls with the new settings.



For further help and guidelines about using other Polleverywhere features please visit the help page at:

<http://www.polleverywhere.com/user-guide>

For examples of how Polleverywhere can be used to enhance learning and teaching, visit the case studies page:

[https://www.polleverywhere.com/use\\_cases](https://www.polleverywhere.com/use_cases)