



**Thank you for choosing Crowd Insight for your audience response system requirements.
To make the most of the system, here is some help to get you started**

1 Download polling software

- Download Edivote100 from www.edivote100.com
- Go to the file where you downloaded the Edivote to. Right click the ZIP file and choose: **'extract all'**
- After the ZIP is extracted, go to the directory where the files are extracted to.
- Right click the **'Setup.exe'** (not the "EdiVoteSetup.msi") and select: **'Run as administrator'**
- After EdiVote is installed- under the **'Add-ins'** tab of PowerPoint, an EdiVote button will now appear. Click on the Edivote button to start Edivote.

2 Hardware Setup

- Plug in the base station into any USB port and open PowerPoint
- Click the **'Add-ins'** tab then click the **'EdiVote'** logo at the top left of the screen to open Edivote.
- Click on **'Hardware Setup'**. A new window called Base station Manager will open.
- Click on **'Autodetect USB'**. The laptop will now look for the base station.
- The 'Lowest #' column should reflect your lowest keypad number. The 'Highest #', type in your highest keypad number (all keypads are numbered with a label). Click **Apply**

3 Creating a multiple-choice polling slide.

- In the **'Add-ins'** tab, click the **'Create Slide'**
- In the window that appears select the kind of graph you want. Individual horizontal and vertical graphs are best. In the drop down menu, select the number of options/ possible answers. Click **OK**.
- You will now see a template. Replace the word **'Question'** with the question you wish to ask your audience. Replace 'Choice1' with your first option. Repeat until you have typed all your options.
- This slide is now ready to use. On the slide you will see a **'010'**. This is the 10 second countdown timer. You can change the length of the time just by typing in the new time.
- The grey circle at the bottom is the **Vote Status Indicator**. In show mode this will change colour on a click, showing the vote is open. It will change again when the vote is closed.

4 Tips

- Do not use Edivote in Presenter Mode. Like most PowerPoint add-ins, Edivote doesn't work well in this mode.
- Do not delete objects provided by EdiVote from the slide (e.g. Vote counter, Timer, Vote Status Indicator). If you prefer not to show them, simply move them out from the slides viewable area to hide from the audience.
- For a smooth running presentation, make sure you practice using the system in plenty of time.
- Format your polling/ voting slides to match your existing presentation. You can add still images if required but avoid moving images such as GIFs and video files on polling slides.
- To edit the functions of your slide, right click to the side of a polling slide then select **Edivote Options\ Question Properties**. For more help programming your slides, go to **Add-ins\ Tools\ User Guide**. You can also find plenty of hints and tips on **YouTube** just by searching for **'Edivote'**.