Option**Power**® 3.2
for Office® 2007

STARTUP GUIDE

Option
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Interactive Audience Response Systems

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Option**Power**® 3.2
for Office® **2007**

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About This Guide

Welcome to the world of interactive presentations, participative workshops and immediate feedback surveys - the OptionPower® system. You are about to explore one of the most powerful and innovative tools available for creating interactive events.

The purpose of this guide is to help you get started; that is, to install and register the software, add polling slides into a presentation and conduct polling during the event. It will also provide you with general information about *OptionPower 3.2 for Office 2007* and a conceptual overview of the application. This guide assumes that you have a general understanding of PowerPoint® software. Please refer to the Help system that is installed with the application for more detailed information about OptionPower.

Installing OptionPower

Minimum Software Requirements

Microsoft Office 2007 (Service Pack 1)
Microsoft Windows Vista or Windows XP (Service Pack 2)

These Microsoft applications are also required by OptionPower and will be installed during OptionPower installation if not present:

Microsoft .NET Framework 2.0
Microsoft SQL 2005 Express (Service Pack 2)

Minimum Hardware Requirements

1.6 GHz processor
2 GB RAM
500 MB hard disk space

Additional Requirements

Administrator rights to your computer

Install OptionPower

1. Insert the *OptionPower 3.2 for Office 2007* CD. If the installation process does not start automatically, browse to your CD-ROM drive and double-click the file named *setup.exe*. The installer program will verify your current settings and begin the installation process. Please follow the on-screen prompts to complete the installation.

2. *OptionPower 3.2 for Office 2007* requires Microsoft Office 2007 Service Pack 1. If Office 2007 Service Pack 1 or higher is not installed on your computer you will receive a warning message prompting you to update your computer. The installer will close. Update your Microsoft Office 2007 application suite and then restart the OptionPower installation process.

3. *OptionPower 3.2 for Office 2007* also requires Microsoft .NET Framework 2.0 and Microsoft SQL 2005 Express in order to work properly. The OptionPower installer searches for these programs and, if they are not found, automatically installs them for you.

If at any time during the installation process the OptionPower installation does not continue automatically, please launch the OptionPower installation manually (Click the Setup.exe file from your original installation media). The OptionPower installation will pick up where it last left off.

OptionPower Updates

Updates are posted on *www.optiontechnologies.com*. You will need a user name and password to access the download pages.

Registration

You will be prompted to register the first time you open OptionPower.
Please make certain you have an active Internet connection before
beginning.

1. Start PowerPoint 2007 and open or create a presentation file.

2. On the *OptionPower* tab, click **Enable**. A registration message box
    will appear. Click **Yes** to open the licensing menu.
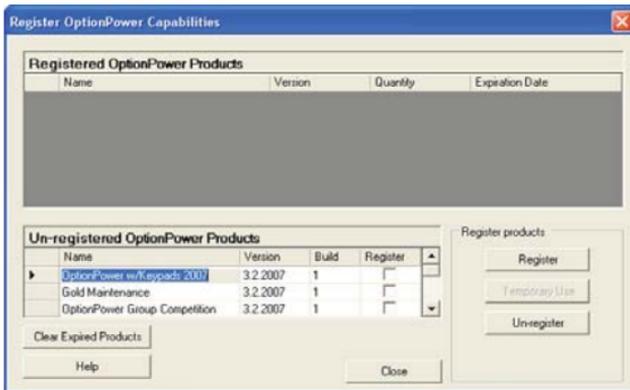
3. In the *Un-registered OptionPower Products* section check the box for
    OptionPower w/Keypads 2007 **or** the box for *OptionPower Authoring*
    and the boxes for any additional products you purchased such as
    the Group Competition Module.

4. Click the **Register** button.

5. Enter your user name and password and click **Submit**.

6. If you do not have a user name and password click **Certificate
    Number**, enter the requested information and click **Submit**.

    *Note: The certificate number is good for one use only. Please record your user
    name and password. You will need them when registering or unregistering
    products in the future.*

7. When registration is complete, Click **OK** and close the registration
    dialog.

Starting Help

Choose either of these methods for additional help:

- On the *OptionPower* tab click **Help** for online instructions.
- If an OptionPower dialog is open, click the **Help** button on the dialog.

Client Support

To contact the technical support staff please call toll-free 888.684.6389 between 9:00 a.m. and 7:00 p.m. Eastern time. For e-mail support please send messages to *support@optiontechnologies.com*.

Technical support is available for clients currently enrolled in our maintenance program (see your maintenance agreement for details). Clients without maintenance support agreements will incur a per-incident support charge. The current rate, which may change without notification, is $45 per incident.

OptionPower Controls

After *OptionPower for Office 2007* is loaded, PowerPoint's menus expand to include OptionPower commands. Most of the commands are located on the *OptionPower* tab on the PowerPoint Ribbon. The commands are accessed through buttons or dropdown menus. They are organized in groups of related functions and placed in the sequence in which they are likely to be accessed when creating polling presentations.

For example, the first section contains the button for the hardware setup page from which you define and test your keypad system. The second section contains the buttons and menus needed to insert slides, insert polling objects and format the objects. The remaining sections contain the features you need to test your system before polling, to create reports, and to manage the OptionPower database.

There are also commands on both the slide and slide show shortcut menus (right-click). Use the slide shortcut menu to access the properties for the slide, the chart, and any polling objects that were added to the slide. Use the slide show shortcut menu to access the commands to change the way data is collected and displayed during the show

OptionPower Slides

OptionPower slides are inserted from the *New Slide* menu on the OptionPower tab. OptionPower slides are standard PowerPoint slides to which specific polling objects have been added. Some of the objects that are common to polling slides are: polling prompts, response choice lists, and numeric response counters.

The polling prompt is the question or statement that initiates participant responses. The response choice list contains all of the possible answers to a question. The numeric response counter displays the number of responses that have been received and the number of keypads defined in the hardware settings.

OptionPower Objects

All OptionPower objects can be grouped into one of the following two categories:

1. **Polling Objects** are added to slides to help facilitate the polling process. Response counters, for example, display the number of responses received so the system operator knows when to advance the slide.

2. **Polling Data Statistics** are text boxes that present polling data in ways that supplement the OptionPower chart object. For example, you may want to show the average or the standard deviation for the responses to a poll.

Properties

All OptionPower slides and most OptionPower objects have property settings that you can adjust to customize your presentation. Properties are used to define the attributes of objects, specify that a slide should be treated in a particular way, and control the appearance of polling results during a slide show. To access the properties, right-click a polling slide, point to OptionPower Properties and click the properties you wish to change.

Create an OptionPower Presentation

Load *OptionPower for Office 2007*

1. Start PowerPoint 2007.

2. Open an existing presentation or create a new, blank presentation.

3. Click **Enable** on the OptionPower tab.

Note: If you open a presentation that contains OptionPower slides, OptionPower will automatically start.
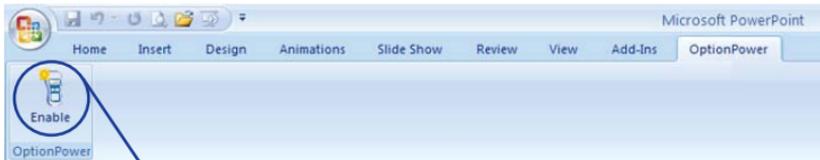
Load OptionPower 3.2 for Office 2007

Edit the Title Slide

Click the title placeholder on the first slide and enter the title of your presentation.

Insert OptionPower Slides

Insert a new polling slide

1. On the OptionPower tab, click the New Slide menu.

2. Select a slide layout from the dropdown menu.

3. Enter a polling prompt (question) in the box labeled *Click to enter prompt*.

4. Enter the text of the response choices (possible answers) in the box labeled *Click to enter choices*.

5. Repeat this process for any place in your presentation where you wish to have an interactive polling slide.

Save the Presentation

1. Click the Office Button and choose **Save**.

2. Enter a name and location for your presentation.

3. Click **Save**.

View a Slide Show

Click the System Checklist icon on the *OptionPower for Office 2007* toolbar. The System Ready dialog box displays the settings that are critical to polling and uses a color scheme to indicate their status.

If the status is red, this indicates a show stopper and you should define or test the setting before you start your show. The yellow is a cautionary status, and you may need to check the setting so that the presentation runs according to your expectations. If the status is green, then this component has been set and is ready for the slide show.
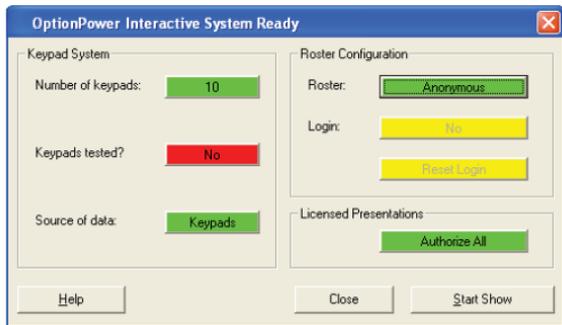
To test your presentation prior to the actual event:

1. Click the **Source of data** button until it shows *Keyboard*.
   Note: Use the keyboard to test your polling slides without setting up your hardware system. Make sure the Source of data option is set to Keypads when you poll with an audience.

2. Click the **Start Show** button to view the show. (It will take a few seconds for OptionPower to check for existing polling data and start the show).

3. The *Session Manager* dialog box will appear. Click **Next** to create a new session. The Polling Sessions contain the data collected when viewing a slide show. The *Session Manager* dialog box will appear each time you start a show giving you the opportunity to create a new, delete, or review existing polling sessions. Click the **Help** button on the dialog for an explanation of the options presented.

4. The first slide in your show is the title slide. Advance to the next slide using any of PowerPoint's *Next* commands (e.g., right arrow, page down, mouse click, spacebar). On the first slide, it may take a few seconds for the response counter to appear.

5. Enter responses on your computer keyboard.

6. When all of the responses have been received, the slide advances and the chart appears. You can advance the slide before all responses have been entered to cut off polling and display the results chart.

7. With the chart showing, right-click the slide and select **Toggle data** or press **F7** to change the data labels between percentages and counts.

8. Advance to your next polling slide and enter responses. When the chart appears go back to the previous slide. Move back and forth among the slides to get a feel for how navigation works.

9. Display the chart for either slide. Now right-click the slide and click **Re-poll** or press **V**. This command deletes data from the first poll and opens polling again.

10. Right-click the slide to view the shortcut menu and a list of functions available when viewing a slide show.

   Note: Please see pages 14-16 for a description of available functions.

You will follow these same steps to run the actual interactive presentation. However, in Step 1 you will choose *Keypads* as your data source.

Edit an Existing Slide

1. Exit the slide show.

2. Click the item you wish to edit (response counter, response choices, etc.) and make the desired changes. Additional response choices must be added at the **end** of the list of possible choices.

3. Save your presentation again when your edits are completed.

Change the Response Choices on a Slide

OptionPower allows you to change most things on a slide, but certain restrictions apply if you intend to keep the polling data from earlier sessions. If you want to add a response choice, you can only add it as the **last** choice. If you need to insert it into the middle of the choices, you will have to delete the polling data from the practice session.

Start the Show Again

1. Restart the slide show by clicking the **System Checklist** button on the **OptionPower** tab and then clicking **Start Show**.

2. Select **Purge a single session and re-poll** and click **Next**. Confirm that you want to delete the previous session.

3. Enter new data for all of the slides ... you will see all changes made during editing.

4. Exit the show when finished.

Saving Data

During a show, polling data is automatically saved to the database as each poll is completed. Use the *Import/Export* database utility to export polling session data from the database and save a copy of the data to another location.

Reports

The *Report Manager* extracts data from the OptionPower database and saves it to Excel worksheets. You indicate what data should be extracted by selecting the polling sessions (if you ran the show more than once) and by selecting specific questions. You can also include a breakdown of the data by cross-tab categories.

OptionPower Functions

Polling Functions

These functions are available while polling is open:

- **Decrease to current** (Shortcut key = **D**) Decreases the number of keypads OptionPower will expect responses from on future polls to only those keypads that have responded to the present poll.

- **Increase to maximum** (Shortcut key = **I**) Increases the number of keypads OptionPower will accept (on this and future polls) to the maximum number of keypads specified in the keypad setup wizard.

- **Reset polling** (Shortcut key = **Z**) Deletes the responses collected so far and resets the poll timer (if a poll timer is on the slide).

- **Pause/Un-pause polling timer** (Shortcut key = **Pause**) If a poll timer exists on the slide, this pauses or restarts the timer. OptionPower continues to collect responses even if the poll timer is paused.

Viewing Functions

These functions are available when viewing the chart or scoreboards:

- **Select a cross-tab question** (Shortcut key = **G**) Opens a dialog box for selecting a cross-tab filter to apply to the current polling data. For example, you could select another polling question (e.g., Gender), then break down data to the current poll by gender.

- **Rotate cross-tab categories** (Shortcut key = **R**) Once a cross-tab question has been applied (e.g., gender), you may filter the data by rotating among the cross-tab categories.

- **Load the current cross-tab question** (Shortcut key = **Ctrl+G**) Allows you to apply the "current" cross-tab question without having to bring up the "select cross-tab question" dialog.

- **Toggle data** (Shortcut key = **F7**) Toggle the data labels on the chart between percentages and numbers on standard polling slides. On Game Point slides, toggle between cumulative scores and scores from a single game point slide.

- **Re-poll** (Shortcut key = **V**) Poll the slide again. You may either replace the existing polling data or make a copy of the slide and enter a second set of responses.

- **Toggle Comparison** (Shortcut key = **F6**) Toggle between a single series chart and a chart displaying comparative data. Comparative data charts display a series of bars for the current responses and additional series for data from some other source. Sources for comparative data include: data from another question in the same presentation, data from a different polling session, or data entered manually. On Team and Participant Scoreboards the **F6** key toggles between points and times in which the participant or team responded.

- **Rotate Comparative Series** (Shortcut key = **S**) Rotate between the different series of data displayed on a comparative data chart. For example, rotate once to display the current responses only, rotate again to display the first series of comparative data only, etc. After rotating through the individual series, rotate again to display all of the series at once.

- **Order Results** (Shortcut key = **O**) Change the order of items displayed on ranking results scoreboards. Data may be ordered in three ways: high to low, low to high, or in alpha order.

- **Highlight Next Item** (Shortcut key = **T**) Highlight one item at a time on an Average Results or XY chart. Press **T** once to highlight the first item on the chart. The next item may be the first list item, the item with the highest average, or the item with the lowest average depending on the sort order of the bars. The first item may the first list item, the item with the highest average or the item with the lowest average depending on the sort order of the bars.

- **Highlight Previous Item** (Shortcut key = **Shift+T**) Highlight the previous item.

- **Toggle Accumulative Scores** (Shortcut Key = **Ctrl+F7**) Calculate the scores for Teams or Participants using data from the current custom show only. The slides in some game shows, including The Answer Is template, are organized into custom shows. By default, OptionPower calculates scores using the points accrued in all shows. Use **Ctrl+F7** to calculate scores using points accrued in the current custom show only.

- **Rotate Scoreboard** (Shortcut Key = **F8**) Display the next set of participants on Team and Participant Scoreboards. A maximum of ten names may be displayed on scoreboards at any one time. If you have more than ten participants or teams press **F8** to rotate through the entire list.

Constant Functions

These functions are available any time:

- **Verbal Question** (Shortcut key = **Q**) Automatically inserts a new slide for the presentation. The slide has the prompt "please respond now." The facilitator may verbally state a question with up to ten response choices. The number of bars on the chart is determined by the highest number participants press on their keypad.

- **Show Hidden Chart** (Shortcut key = **F9**) You can change your settings to not display results after a question is polled. If the need arises to display polling results, the **F9** key overrides your settings and displays the chart.

- **Replace Keypad** (No Shortcut key) Use the Right-Click menu to find this shortcut. Displays a dialog box for swapping out a failed keypad. You would do this if a keypad fails and the participant has already "logged" into demographic categories.

- **OptionPower Help** (Shortcut key = **Ctrl+H**) Produces a small help box showing just these hot keys and show functions.

- **PowerPoint Shortcuts** During the show press **F1** to bring up a list of PowerPoint shortcuts ... **B** shows a black screen, **W** shows a white screen.

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