

# Start Simple with **SNAP!**



10 Easy Steps to using the audience response system.

## 1 Check that PowerPoint allows Active-X controls

SNAP works by putting Active-X objects on your PowerPoint slides, so your PowerPoint Security Settings must be revised to allow Active-X controls and include SNAP subdirectory in your trusted locations (C:\Program Files (x86)\Audience Response Systems, Inc\SNAP).

### For PowerPoint 2007



Click on Office button  
PowerPoint Options |  
Trust Center Settings  
ActiveX settings and  
enable all controls

### PowerPoint 2010/13/16

Click on File | Options | Trust  
Center | Trust Center Settings |  
ActiveX & Macro settings-enable  
all controls | Add SNAP to  
trusted locations

## 2 Make sure your questions are in enumerated list format

Run PowerPoint, open your presentation, browse to an audience question, and select (click drag over) the choice text. The



Enumerated List icon on the menu bar should be highlighted, as shown at left. If it is not, click on it and then edit the choice text as needed. Repeat for all the question slides in your presentation.

## 3 Connect your Base Station and Run SNAP!

Attach only one desktop or stick base station to an open USB port on your computer. You will need to complete the New Hardware wizard to connect your base station.

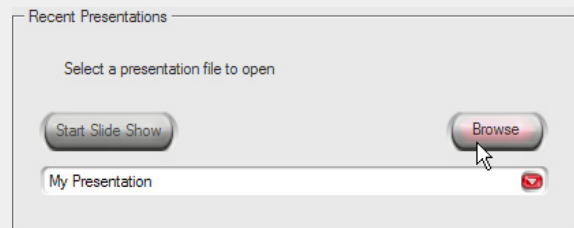


ARS SNAP

Launch SNAP! using the desktop icon, and verify your keypad system type is correctly listed beneath the logo.

## 4 Browse to your slideshow

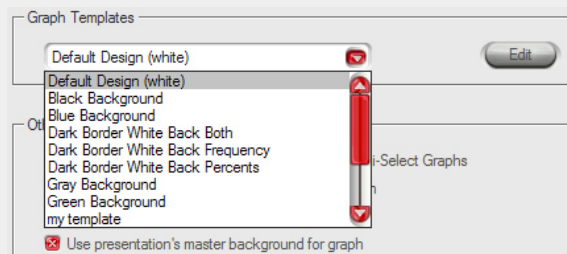
Use the 'Browse' button to select your slideshow file:



SNAP will load your file and automatically place polling triggers on slides containing questions.

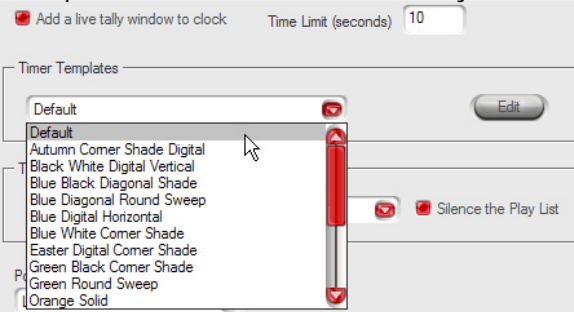
## 5 Choose a Graph template to match your slide background

Click on the Options tab and select a Graph template that matches your presentation's predominant background color:



## 6 Choose a Timer template

Click on the Timer tab to select a Timer template, position and countdown clock options for time limit and live tally:

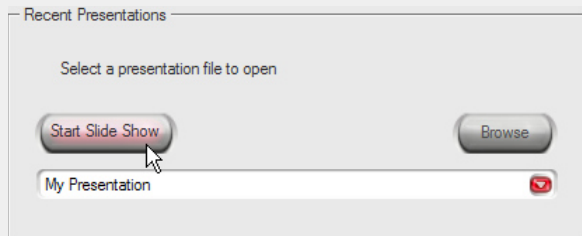


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# Start Simple with **SNAP!** continued...

## 7 Launch your slideshow from SNAP!

Click on the Start tab to start PowerPoint with your presentation. SNAP! will continue to run in the background.



## 8 Click on the SNAP trigger to start polling

When you reach a slide containing an audience question, just left-click on the SNAP trigger to start the countdown timer.



Respondents must press a button on their keypads while the clock is counting down. Response pressed before or after the clock appears will be ignored. If you need to pause the clock, right-click on it. Right-click to continue or left-click to end.

## 9 Click on the graph icon to see the audience response

When the countdown timer reaches zero, the SNAP trigger will change to a graph icon. Left-click on this icon to display the graph of responses (selectable on the Options tab.)

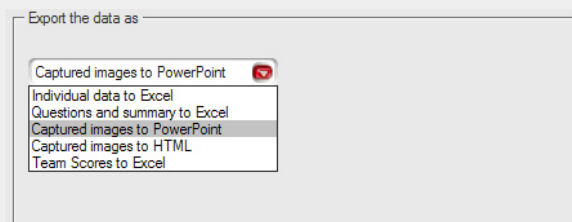


You can navigate back to the slide and redisplay the graph of responses at any time.

To re-poll a question, right-click on the graph icon to restore the polling trigger, then left-click to start the clock again.

## 10 Get your response data

When your presentation is done, it will still contain your response data in the embedded SNAP controls. To export the data to an Excel or HTML file, go to the SNAP Results tab and choose your preferred data and file format.



For more detailed information, refer to the Speaker's Guide at [www.snap-ars.com](http://www.snap-ars.com).