

# SNAP! User Tips



Here is what you need to get started using the basics of SNAP. For more detailed information, refer to the Speaker's Guide available at [www.snap-ars.com](http://www.snap-ars.com).

## **Before You Get Started...**

**Security Settings:** Your PowerPoint Security Settings must be set to allow macros/Active-X controls before you run SNAP. SNAP works by putting Active-X objects on your PowerPoint slides.

**Preparing Your Presentation:** You should always use PowerPoint's ENUMERATED LIST format for your question choices to get the most out of SNAP's features and capabilities.

SNAP is intended for use with READY-TO-PRESENT slideshows. Any revisions to your slideshows other than the setting of SNAP control properties (such as adding, importing or deleting slides) should be done in PowerPoint without SNAP running. Simple text changes on slides can easily be accommodated in SNAP.

## **Getting Your Presentation Started in SNAP:**

Once you have prepared your presentation with questions that have enumerated lists and you are ready to run it in SNAP to collect responses, all you need to do is to:

- call the SNAP program
- test keypads to ensure good collection
- use the browse button to select and load your presentation
- click on the options tab and hit preview to make sure your graph labels will look appropriate on the graphic template and timer/clock options you have selected - you can click on the clock to stop it early and show the sample graph, then click to get back to the options page.
- Click the start/exit tab

## **Running Your Presentation in SNAP:**

- Click the Start Slide Show button
- Advance through your PowerPoint presentation as normal
- When you have a slide that includes an enumerated list, you will see the polling icon/trigger.  If this is a "talking slide", just pass the icon by. If this is a slide with a question you want to poll the audience, then read the question and click on the icon/trigger.
- The countdown timer/clock will run and everyone should enter their responses on the keypad. They can change their mind as much as they would like. At the end of time, it accepts the last response each keypad input.
- Depending on how you have your options set, after the countdown timer/clock is complete, the polling icon/trigger will turn into a graph icon,  or automatically show you the graph and how the audience voted. If the icon turns to a graph icon, you can advance the slide to not show audience results and just save until later for display or reporting, or click on the icon to show the graph.
- Left click the graph to advance to the next slide.

**Note:** If you need to re-poll the question for any reason, you can right-click the graph icon to reset and turn it back to a polling icon/trigger - then just left-click to poll the question again.



## ***Using a Master Keypad to Control Your Presentation:***

To assist with control of the presentation when using SNAP, you can elect to define and use a “master keypad” for presentation control - make sure the option is selected and set the keypad number/address you will be using on the options page. Note that you should practice with the master keypad and get used to the pace of the unit. If using traditional keypads, your key press may be immediate, or it may take as long as 2 seconds to react to the key press. It is handy to use the keypad though, so make sure you practice with it to get used to the pace. The Interact System uses a second base station for more immediate collection and quicker control of the presentation.

Buttons that are used for the master keypad control are:

1	NEXT Slide advance	5	Impromptu Question
2	PREVIOUS Slide advance	6	Correct By Team graph
3	SNAP TRIGGER (poll question or display graph depending on state of trigger)	7	Team Standing Graph
4	FILTER GRAPH ROTATION - displays responses from pre-defined a filter, rotating through the subgroups and back to the audience as a whole.	8	Top Scores Display
		0	Displays/Hides Advanced icon 

## ***How can I make sure my presentation will go smoothly?***

- Rehearse your slideshow using SNAP on computer you are planning to use for the presentation, to be sure your keypad system hardware has installed correctly and your security settings are appropriate. Connect to the monitor or projector so your display properties are appropriate.
- If you have a really large presentation with lots of graphics and video built in, it is best link out to the video file(s). Linked video files need to be in the same folder as the presentation.
- If you are running PowerPoint 2007 (or above) and receive a file from someone in the 2003 format, be sure to save the file into a 2007 format. This will speed up the saving of the presentation. If not, each time it saves, it has to go through the 2003/2007 conversion.  
**Note:** Each time you conduct a SNAP poll, SNAP saves the presentation with the data, if the file is extremely large, it may take a few seconds to save the presentation and allow you to advance.

## ***Moving and Sharing Your Presentation:***

SNAP must be installed on any computer that will be used to load and run a presentation that already contains embedded SNAP controls. Failure to do so will result in your SNAP Active-X objects being deactivated, and will require you to remove and re-insert them into your slideshow. If SNAP controls are not imbedded as yet, it is not necessary for SNAP to be installed.

When moving a slideshow to another computer you also must include all external files that are referenced by the presentation. You can check the files and get more specific information on moving your SNAP presentations between computers, by clicking on the 'File Dependencies' button on the critical tips page of SNAP.

## ***Where do I go to download the latest version of SNAP?***

Go to [www.snap-ars.com](http://www.snap-ars.com) to download and install the latest version. It refers to the download as a trial version, but all you need is the software hasp/key or base encryption key to operate 100 keypads or a full base station (250 for Mini/Worldwide, 500 for Mini Gen2, Plus/Mini+, 400 for Interact/Mini) .

## ***Limitations of SNAP:***

1. Only one presentation at a time can be open when using SNAP. SNAP does allow hyper-linking to play a video or other action, but not to open another presentation; however, you can easily stop and start multiple presentations from within SNAP.
2. Making revisions such as adding, deleting or re-ordering slides in your presentation while running SNAP is not recommended. Make your slide revisions without SNAP running, and then run SNAP to set the SNAP control properties as needed and launch the slideshow.