

Manual Shakespeare PowerPoint Add-in

Interaction via Internet, SMS and/or Twitter in PowerPoint

2007 and higher

Version SST201512V02

Table of contents

1. The Shakespeak PowerPoint add-in	3
1.1 Requirements	3
1.2 Add-in download	3
2. Voting [add vote]	7
2.1 Create vote	7
2.2 Vote slide options	9
2.3 Edit vote	12
3. Posting [add message slide]	15
3.1 Create message slide	15
3.2 Message slide options	16
3.3 Edit message slide	18
4. Dashboard	20
4.1 Start the dashboard	20
4.2 Navigation menu	22
5. Message filter	25
5.1 Adding messages to your screen manually	25
5.2 Message filter options	27
6. Start a session	29
6.1 Starting session	29
6.3. Creating a QUIZ	32
6.4 Creating a survey	33
7. Start slide show	34
8. Sending in votes & messages	35
8.1 Sending in votes	35
8.2 Sending in messages	38
9. Response website: tabs	40

1. The Shakespeak PowerPoint add-in

In this chapter you will learn how you can download the Shakespeak add-in and what requirements you will need in order to successfully use the add-in. If you have any questions, please feel free to contact us at any time. Good luck!


1.1 Requirements

The following requirements need to be met in order to use the Shakespeak add-in:

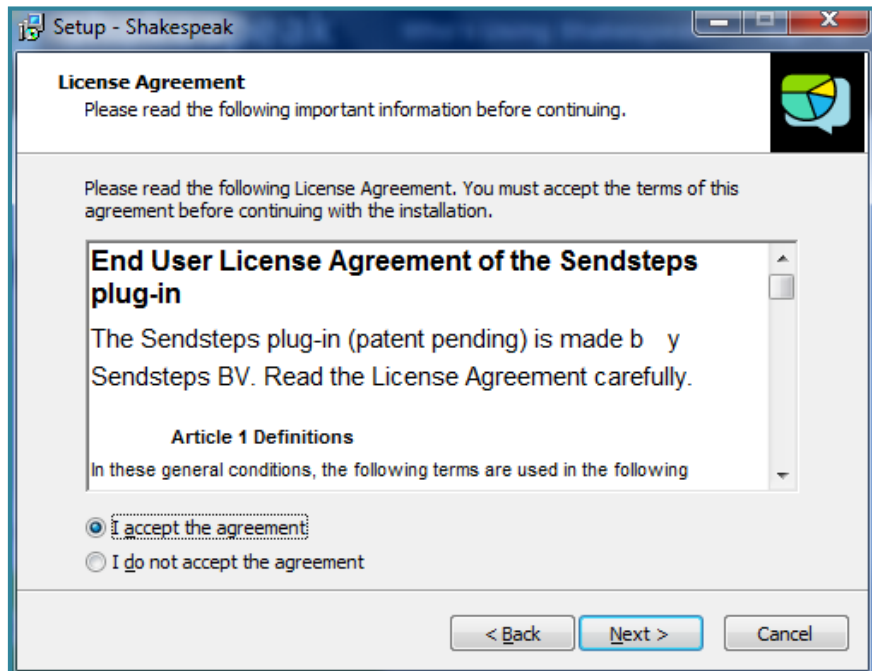
- Microsoft Windows XP or newer
- Microsoft PowerPoint 2007, 2010, 2013 or 2016
- A stable Internet connection. Check out the [Internet specifications](#).

1.2 Add-in download

You can easily download and install the Shakespeak add-in by following the next steps.

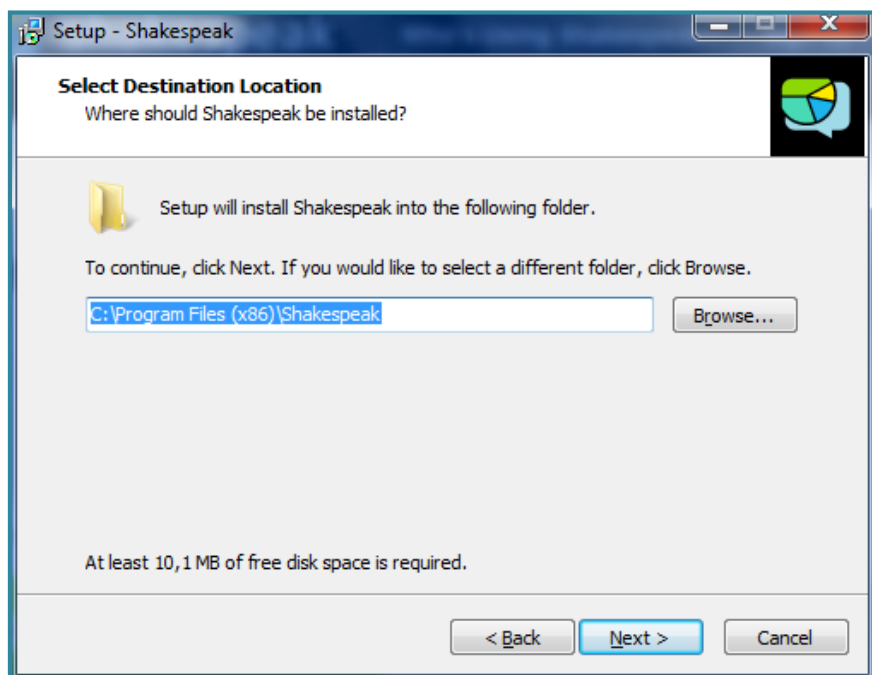
<p>1. Go to https://www.shakespeak.com/</p> <p>Click on “<i>Try it now</i>”.</p> <p>When you see this image, click on “<i>Next</i>”.</p>	
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2. Read and accept the license agreement and click “Next”.

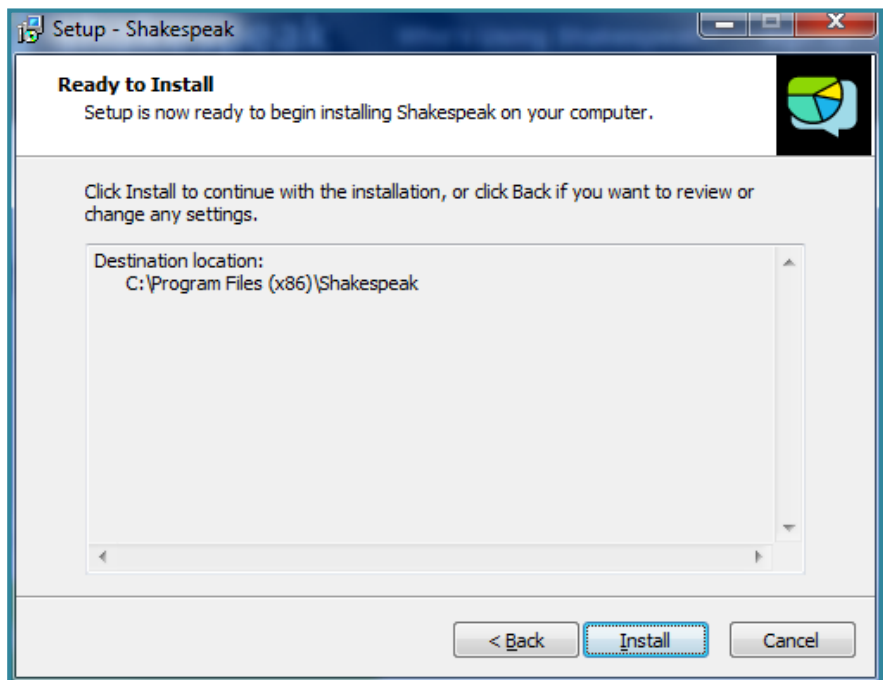


3. Click “Browse” to select a different destination folder. Otherwise, just continue by clicking the ‘Next’ button

Click “Next”.



4. Click *“Install”*. The add-in is now being installed on your computer.



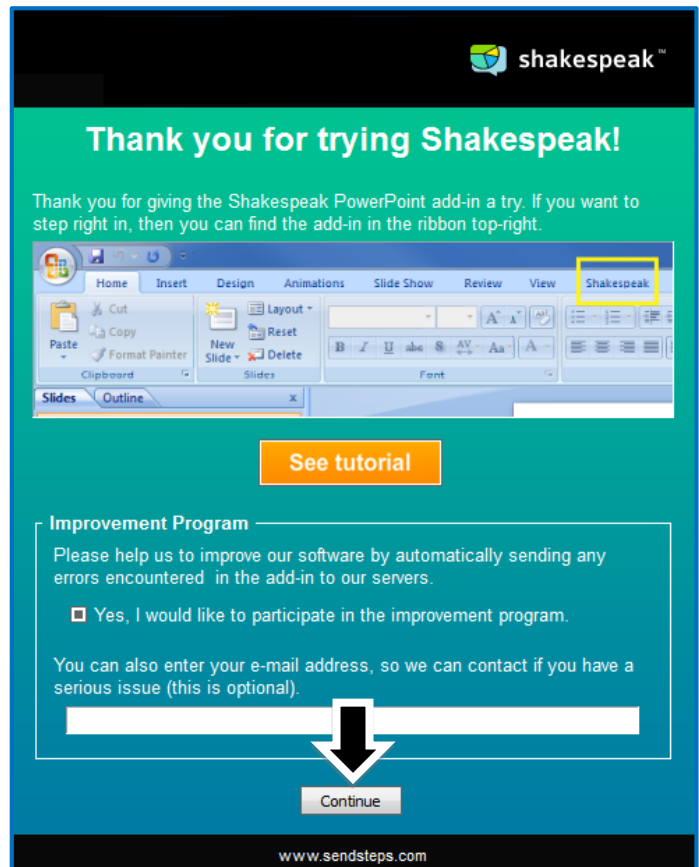
5. Tick the box if you would like to start PowerPoint right away.
Click *“Finish”*.



6. Once the installation has completed and you start PowerPoint again, an explanation screen will be shown.

We would highly appreciate your contribution to our Improvement Program (this provides us with feedback).

Click *“Continue”*.



You are now ready to use Shakespeak!

2. Voting [add vote]

Once the installation of the Shakespeak add-in has been completed, you will find an additional tab in PowerPoint. This tab enables you to make use of the different possibilities that the add-in has to offer. In this chapter, the use of *voting* will be further explained. In the following chapter, the use of *posting* will be further explained.

2.1 Create vote


Via the new Shakespeak toolbar/tab in your PowerPoint, you can now add votes to every presentation. It is not necessary to create slides yourself; Three new slides will appear automatically in your PowerPoint if you click the Add vote button:

- An explanation slide
- A vote slide
- A results slide

The *explanation slide* tells your audience how to send in their votes. This slide is only being added with the first vote. When this slide is put up on the screen, the host of the day or speaker that uses Shakespeak can explain to the audience how they can send in their votes.

The *vote slide* shows your question and options that you have determined. Furthermore, the explanation on how to vote will automatically be added to each vote slide and will be placed on the bottom of each vote slide. This way the audience always knows how to send in their vote.

The *results slide* will show you results in a graph. With every new vote you add, two new slides are added to your presentation (*vote slide* and a *results slide*).

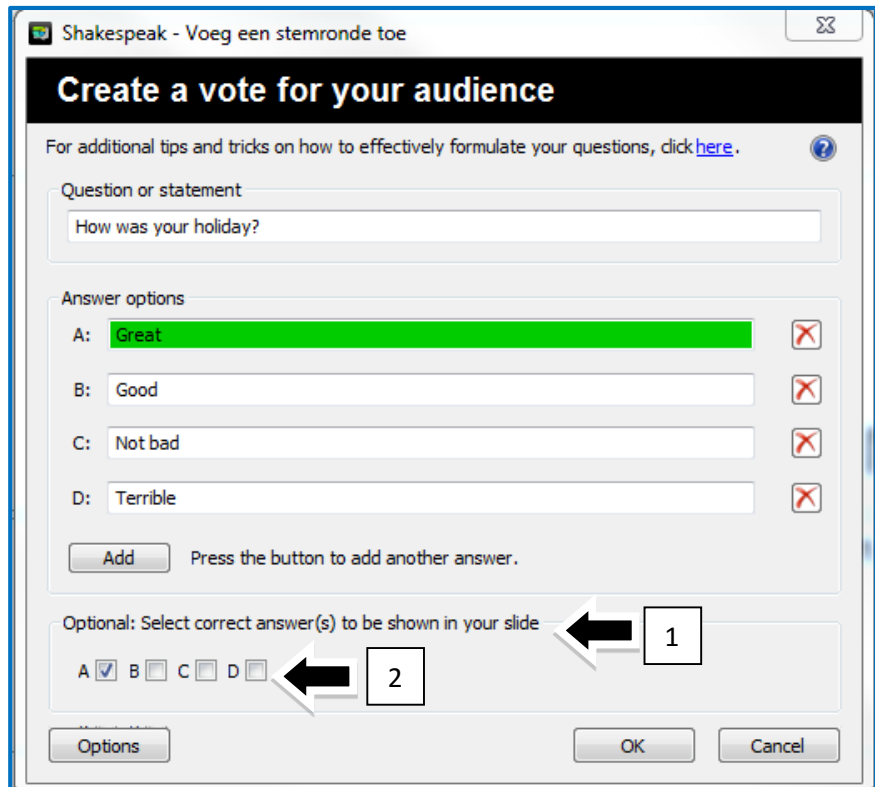
1. Click “Add vote slide”.	 <div> Add vote slide Add message slide Edit presentation Start session Clear results Moderator panel Dashboard </div> Shakespeak Add-In
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2. Enter the question or statement and answer options.

Please keep in mind not to add answers that are too long; don't make it too difficult for your audience.

OPTIONAL: If it is a question with a correct answer you can check the box of the correct answer below the answer options (1). Please note: you can also select multiple correct answers.

Click "Options" to set different options to meet your needs (2). Further explained below in 2.2 *vote slide options*.



Shakespeak - Voeg een stemronde toe

Create a vote for your audience

For additional tips and tricks on how to effectively formulate your questions, click [here](#).

Question or statement
How was your holiday?

Answer options

A: Great ☒

B: Good ☐

C: Not bad ☐

D: Terrible ☐

Add Press the button to add another answer.

Optional: Select correct answer(s) to be shown in your slide

A ☒ B ☐ C ☐ D ☐

Options

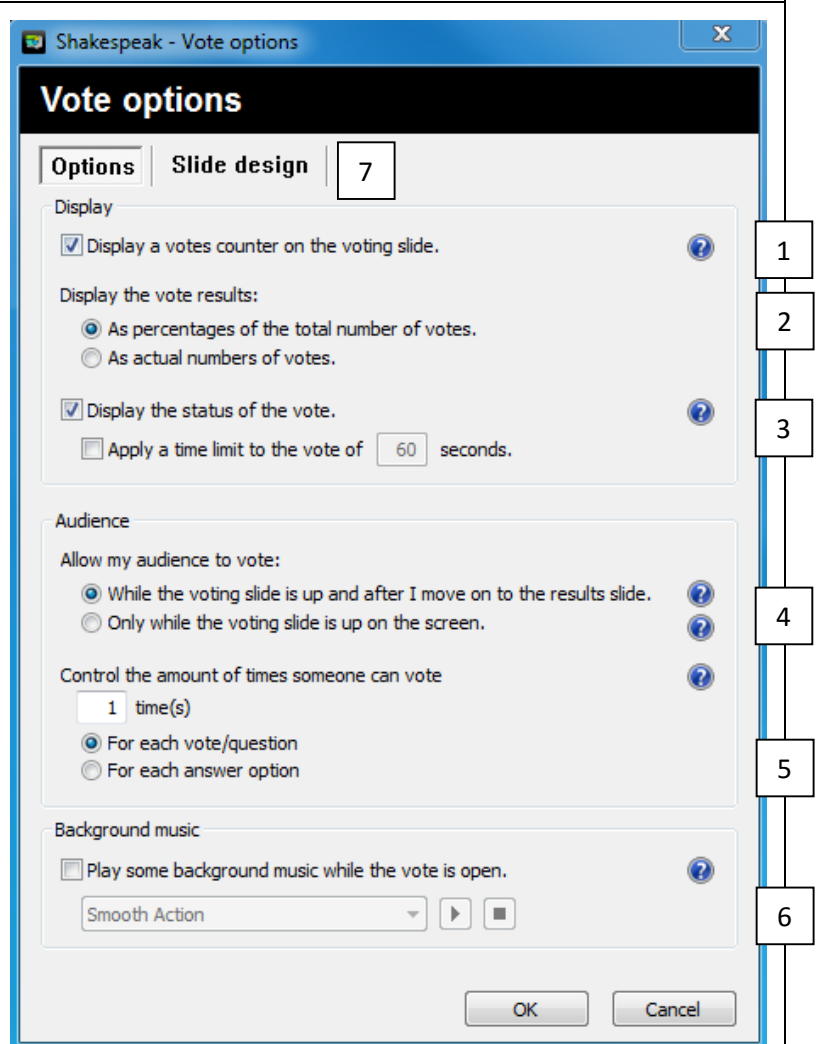
OK Cancel

2.2 Vote slide options

Vote slide option

- 1 Add a vote counter on each vote slide with the actual number of received votes.
- 2 Display the results on the results slide as the absolute number of votes or in percentages.
- 3 Choose whether you want to display the open/closed status. You can also choose to use the status to impose a time limit for your audience.
- 4 Decide whether your audience may vote on the vote slide as well as the result slide, or only on the vote slide.
- 5 Decide if your audience can vote only once or more than once per vote/answer.
- 6 Decide whether you want to play some background music while the voting is open.
- 7 You can adjust the slide design by clicking on the "slide design" button

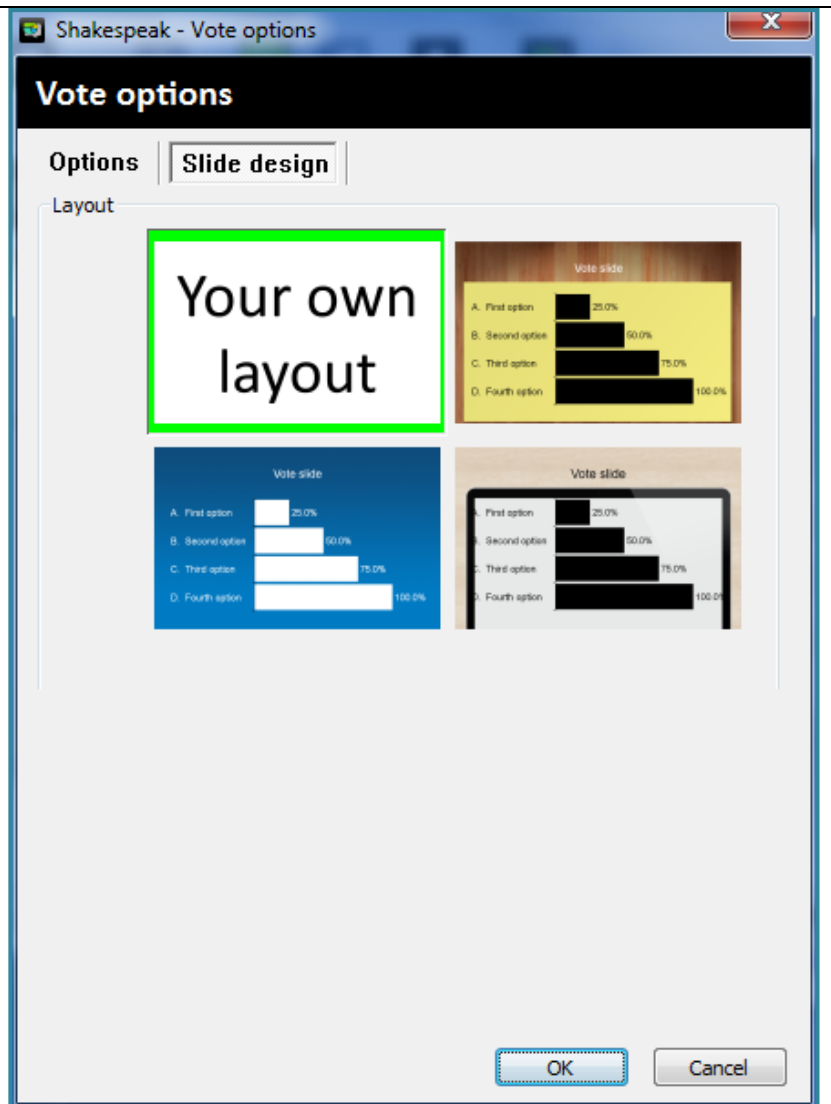
Click "OK" to confirm your choices.



3. The next screen will look like this (In order to adjust your slide design click on the slide design button within your voting options screen). You can choose to create your own layout or use one of our templates.

Click “OK” to confirm your choices.

After you have selected your layout you will be directed to the ‘create a vote screen’. Press OK to confirm your new settings.



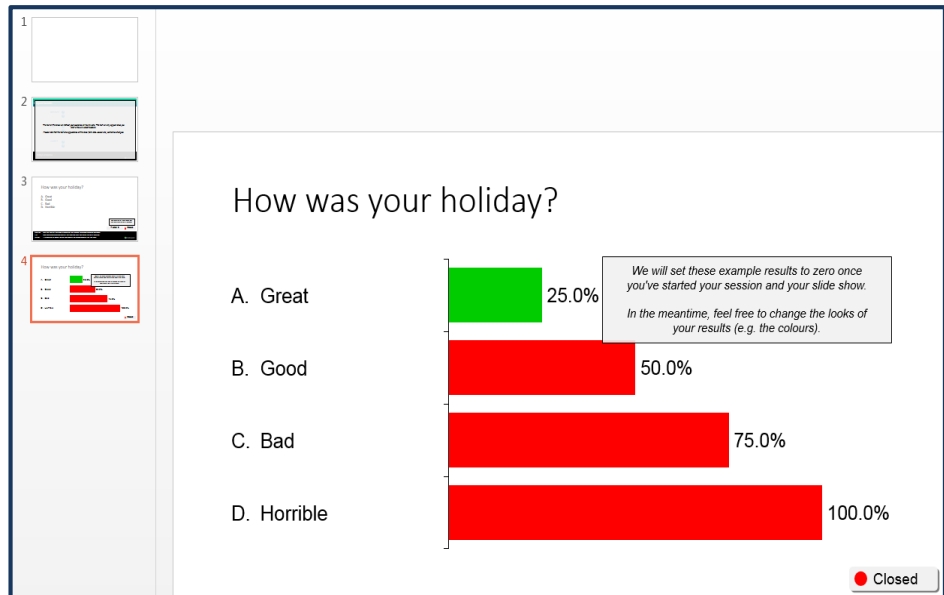
4. Select the language of your presentation. Click “OK”.



5. The vote that you have just created is now being added as a voting slide. Automatically, the add-in will add the matching result slide after each voting slide.

Only before the first voting slide, the add-in will automatically add the explanation slide for the audience. However, the explanation on this slide will only be visible once you start a session.

Feel free to move the results slides more to the back of your presentation, in case you want to discuss these with your audience at a later time.



2.3 Edit vote

It is possible to adjust the vote slides after they have been added. You can edit the text and adjust the layout of the questions.

1. Texts can be edited in the vote slide itself. The result slide will change automatically according to the changes you have made.

How was your holiday?

A. Great

B. Good

C. Bad

D. Horrible

E. |

Internet
TXT
Twitter

This text box will be used to describe the different message sending methods.
 The applicable explanations will be inserted after you have started a session.
 It is possible to move, resize and modify the appearance of this text box.

2. It is possible to change the format, font, design, layout or anything within the vote slide.

You can change whatever you like within your presentation!

Please note: The message slides have the same rules and can be personalized just the way you want.

How was your holiday?

A. Good

B. Great

C. Bad

D. Horrible

Internet	This text box will be used to describe the different message sending methods.
TXT	The applicable explanations will be inserted after you have started a session.
Twitter	It is possible to move, resize and modify the appearance of this text box.

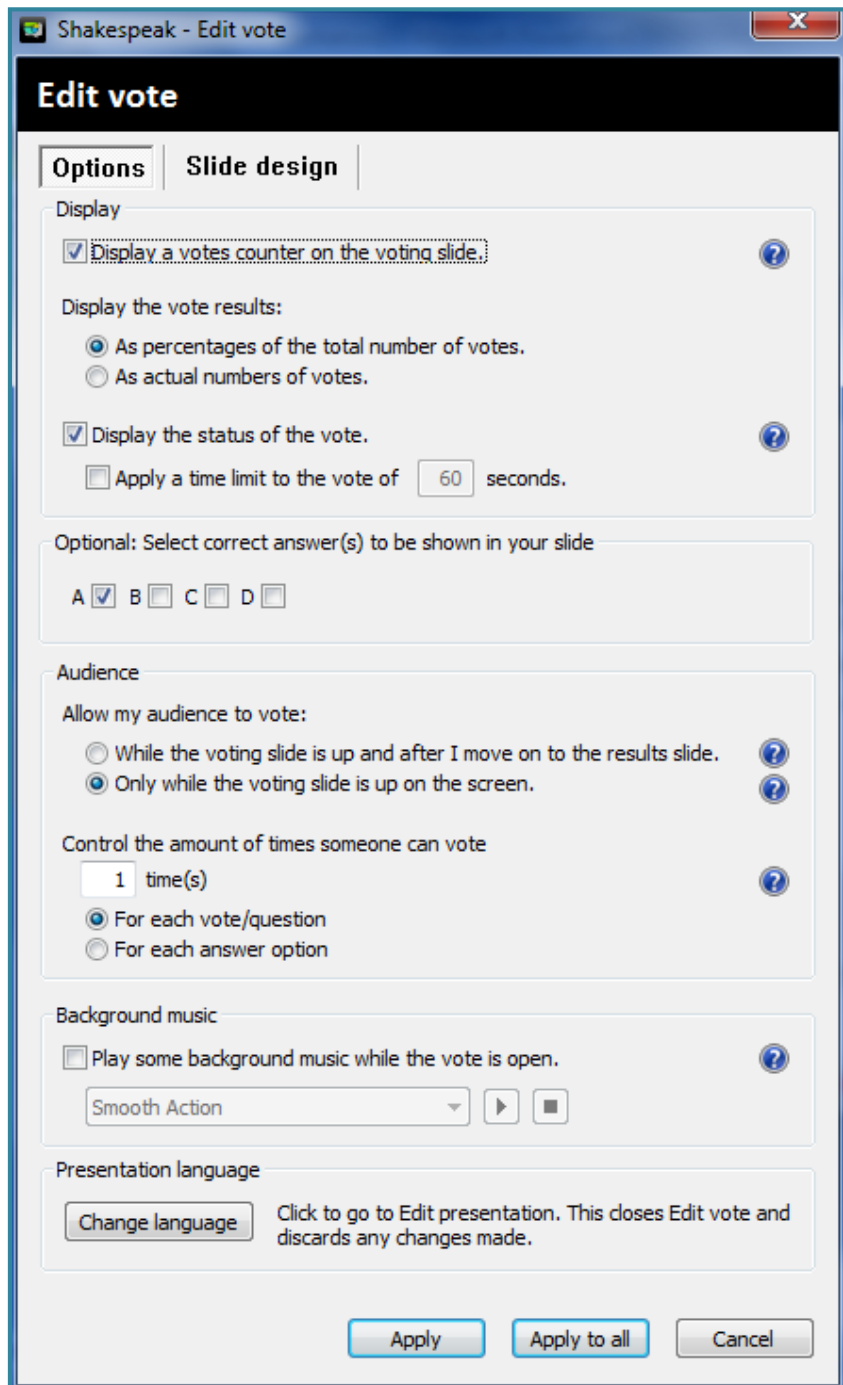
3. Click on the vote slide which you would like to adjust.

Now click “*Edit vote*” in the toolbar.



4. You can adjust the voting options for only this slide (“*Apply*”) or all voting slides (“*Apply to all*”).

See chapter 2.2 *vote slide options* for more information.



Shakespeak - Edit vote

Edit vote

Options | **Slide design**

Display

- ☒ Display a votes counter on the voting slide. ?
- Display the vote results:
 - ☒ As percentages of the total number of votes.
 - ☐ As actual numbers of votes.
- ☒ Display the status of the vote. ?
- ☐ Apply a time limit to the vote of seconds.

Optional: Select correct answer(s) to be shown in your slide

A ☒ B ☐ C ☐ D ☐

Audience

Allow my audience to vote:

- ☐ While the voting slide is up and after I move on to the results slide. ?
- ☒ Only while the voting slide is up on the screen. ?

Control the amount of times someone can vote

time(s) ?

- ☒ For each vote/question
- ☐ For each answer option

Background music

- ☐ Play some background music while the vote is open. ?

Smooth Action

Presentation language

Click to go to Edit presentation. This closes Edit vote and discards any changes made.

3. Posting [add message slide]

Besides voting on questions, it is also possible to create slides with the add-in that can receive messages from your audience. These are called *message slides*. On this slide your audience can share their opinion/questions/remarks or anything they would like to share. You receive messages from the audience and you choose which ones will appear on the screen, due to the built-in filter called Message filter [see more in chapter 4].

3.1 Create message slide








Once a message slide has been added to your presentation, two slides and the Message filter will appear. The new slides are:

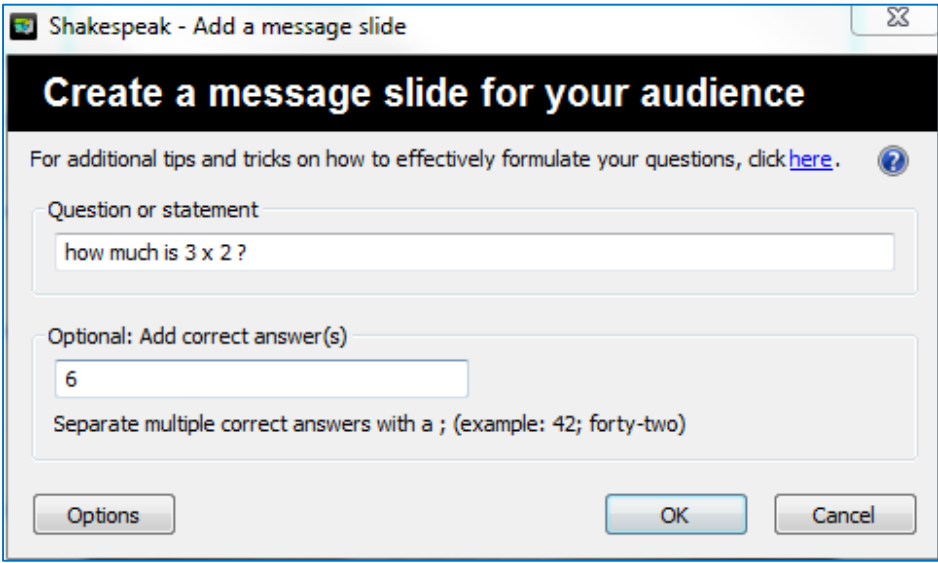
- An explanation slide.
- A message slide.

The *explanation slide* tells your audience how to post their message. This slide is only added with the first message slide. When this slide is put up on screen, the host or speaker that uses Shakespeak can explain to the audience how they can send in their messages.

The Message filter can be used as filter. Select the messages you would like to put up on screen first, and then send them through to the message slide. Or automatically accept all messages without screening (this is the default option).

The *message slide* will show the (selected or automatically) send-in messages on the screen.

Click "Add message slide".	      
	Add vote slide Add message slide Edit vote slide Start session Clear results Moderator panel Dashboard Shakespeak Add-In

<p>Add your question or statement.</p> <p>Optional: You can add the correct answer(s). If multiple answers are applicable you should place a ";" in between each answer.</p> <p>When a correct answer is given the indicated success rate will be shown on the screen.</p> <p>The message slide options are explained on the next page.</p>	
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3.2 Message slide options

Message slide options

1 Add a message counter on each vote slide with the actual number of received votes.

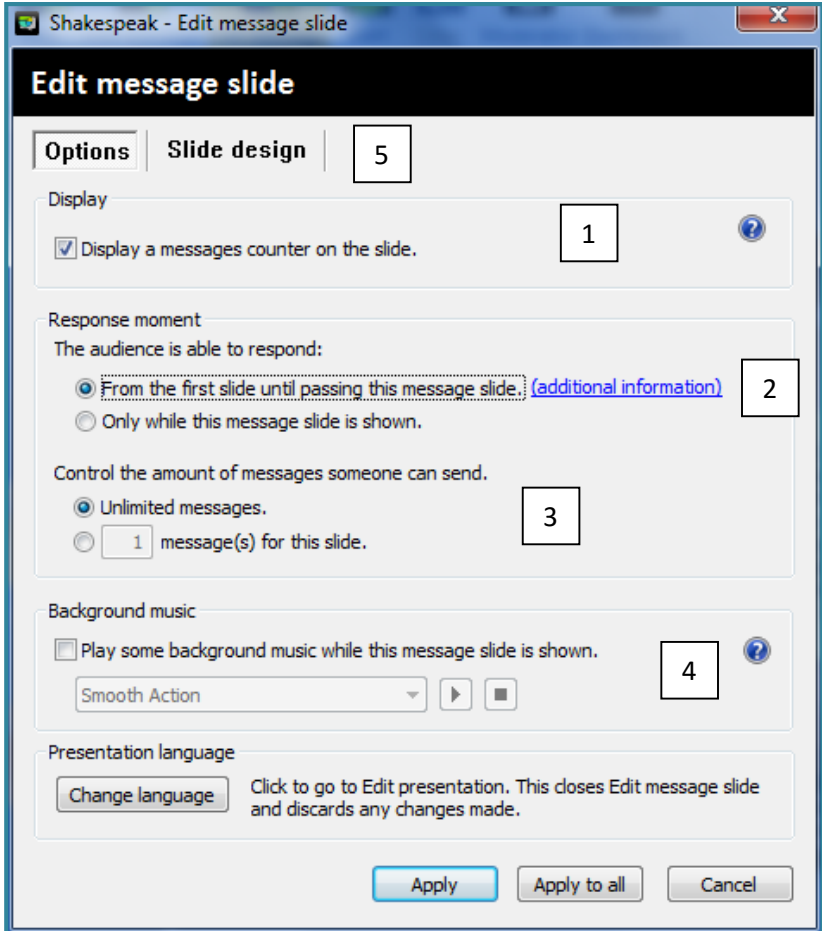
2 Decide whether your audience is able to send in messages from the first slide (of your presentation) onwards or only when the message slide is shown.

3 Decide if your audience can send in one or multiple messages.

4 Decide whether you want to play some background music while the voting is open.

5 You can adjust the slide design by clicking on the "slide design" button. *See next page* for further explanation.

Click "OK" to confirm your choices.



Slide design

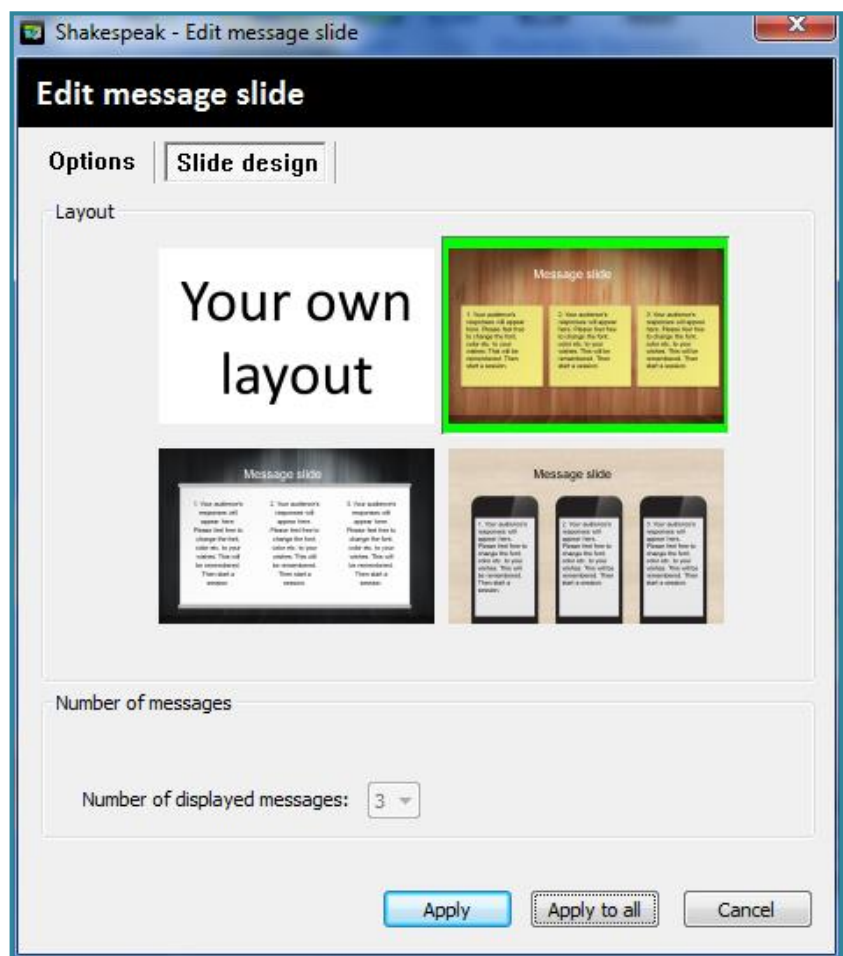
You can choose the layout which you would like to use. The default is post-its.

If you choose 'Your own layout' it will be added in the layout of your slides.

With our default layouts you are only able to show 3 messages per slide. If you select your own layout you can select up to 8 messages simultaneously.

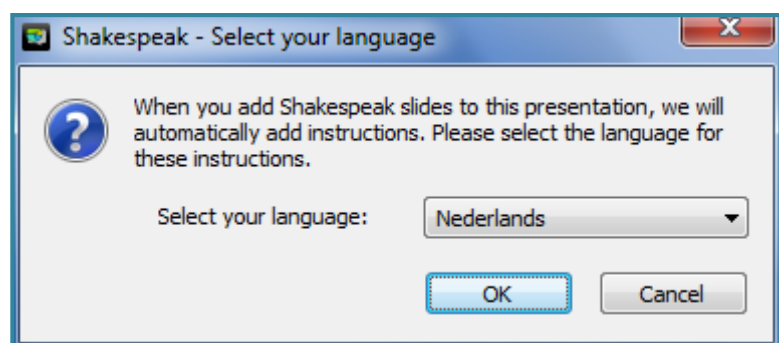
With the message filter (see *chapter 5*) you decide which message(s) will be shown on the screen.

Click "OK" to confirm your choices. After you have selected your layout you will be redirected to your 'create a message slide' screen. Press "OK" to confirm your new settings.



Select the language of your presentation and click "OK".

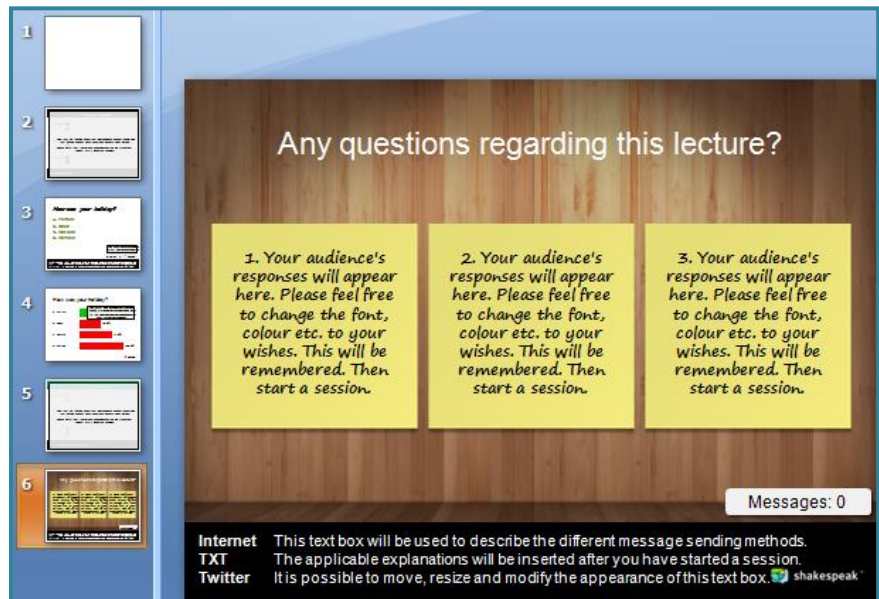
Please note: this screen will only appear if you haven't selected your language yet.



4. The message slide that you have just created will now appear in the presentation.

Only before the first message slide, the add-in will automatically place an explanation slide for the audience. However, the explanation on this slide will only be visible once you start a session.

The add-in will automatically start the Message filter once you start your session (See *Chapter 5*).



3.3 Edit message slide

Make sure you have selected the message slide you would like to adjust. Then click *"Edit message slide"* in the tool bar.

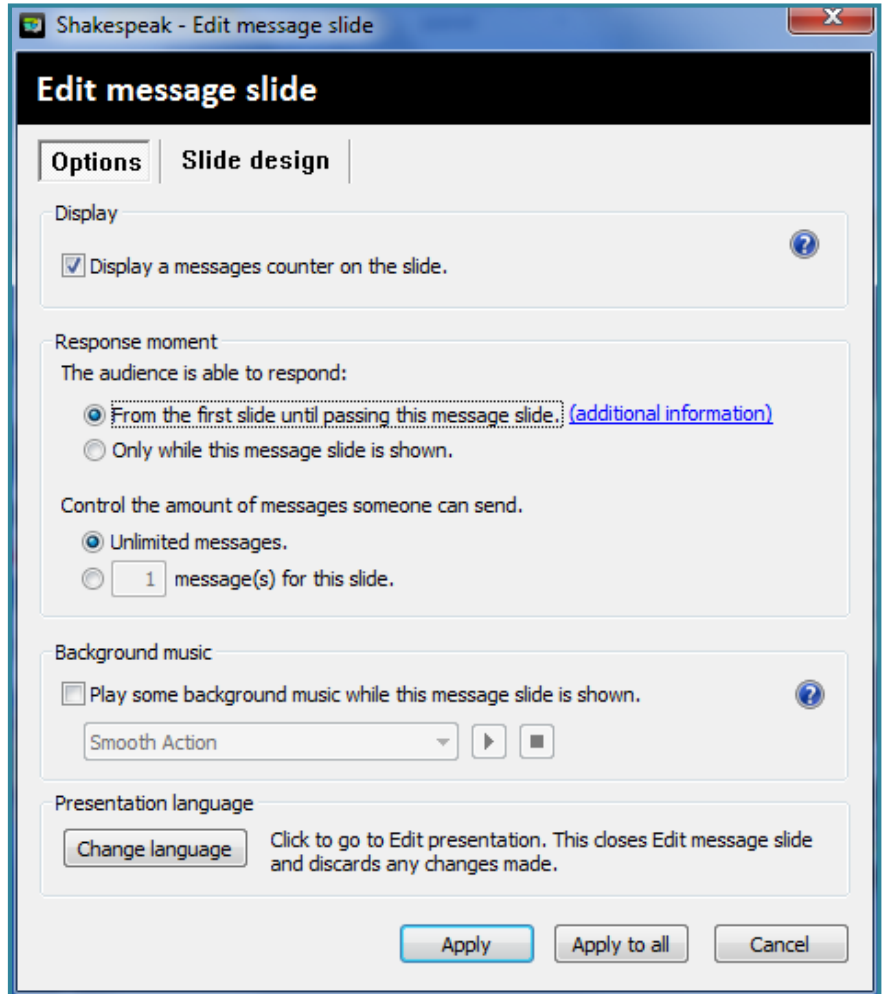


2. Edit message slide

You can change the settings of your message slide and adjust the language settings here.

For changing the slide design, please refer to chapter 3.2 *message slide options*.

You can adjust the message slide options for only this slide (*"Apply"*) or all message slides (*"Apply to all"*).



Shakespeak - Edit message slide

Edit message slide

Options | Slide design

Display

☒ Display a messages counter on the slide.

Response moment

The audience is able to respond:

☒ From the first slide until passing this message slide. [\(additional information\)](#)

☐ Only while this message slide is shown.

Control the amount of messages someone can send.

☒ Unlimited messages.

☐ 1 message(s) for this slide.

Background music

☐ Play some background music while this message slide is shown.

Smooth Action

Presentation language

[Change language](#) Click to go to Edit presentation. This closes Edit message slide and discards any changes made.

Apply Apply to all Cancel

4. Dashboard

In order to let you create your own personalized Shakespeak environment we have established a dashboard. In your dashboard you can create surveys, filter the incoming messages, change your password, find all your stored data and so on. In the following chapter we will explain you exactly how you should use your dashboard.

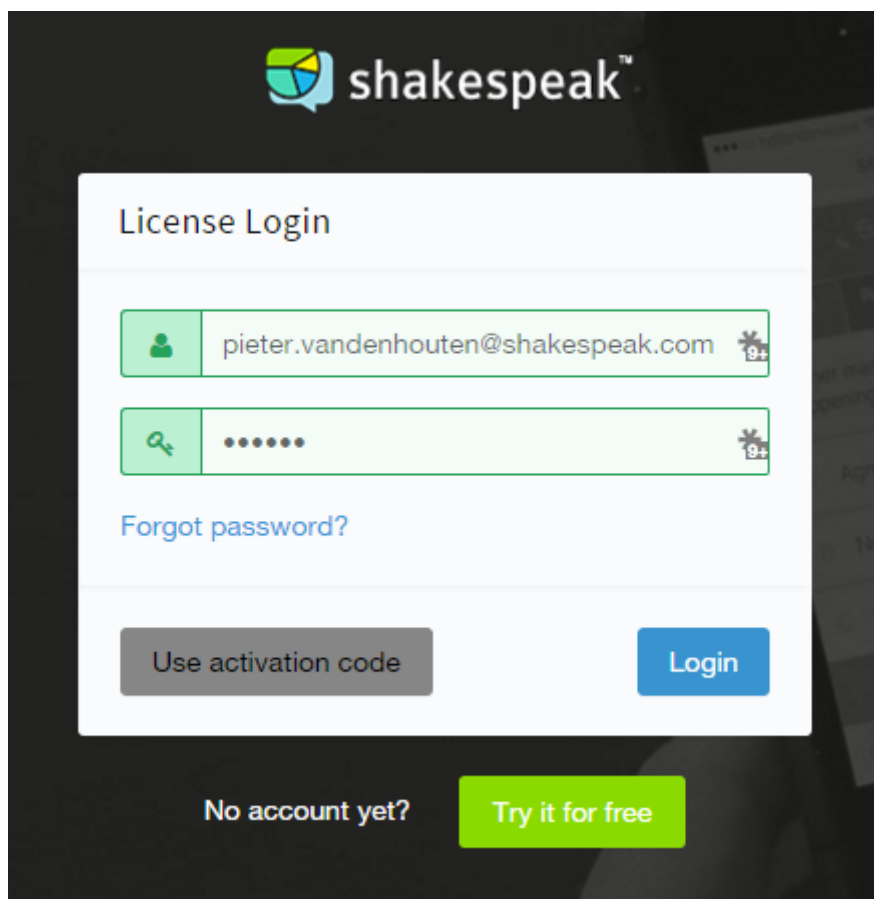
4.1 Start the dashboard

There are two ways to enter your personal dashboard:

1. Go to dashboard.shakespeak.com and fill in your login combination
2. Press the last button [Dashboard] in your PPT presentation within the Shakespeak tab

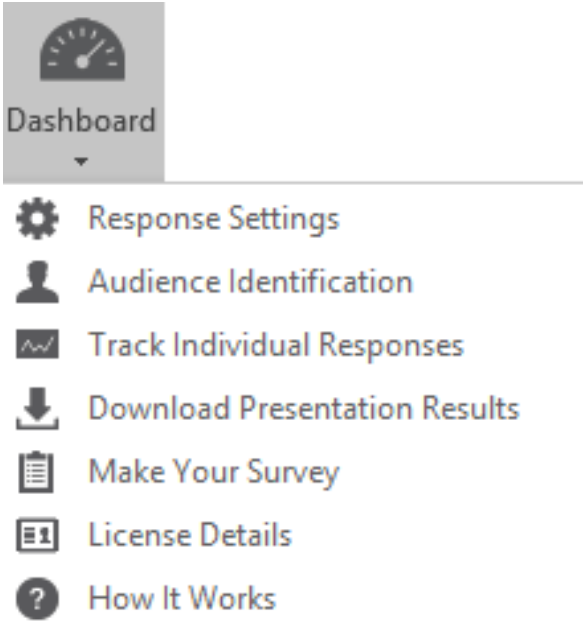
The most important features from the Dashboard can also be found within PPT, in the dropdown menu of the Dashboard Tab. Below I will briefly explain you how each sub-tab can help you to create your personalized presentation.

Option 1: If you use this option you will see the following page:



The screenshot shows the Shakespeak License Login page. At the top is the Shakespeak logo. Below it is a white login box with the title "License Login". Inside the box, there are two input fields: the first for email, containing "pieter.vandenhouten@shakespeak.com", and the second for password, represented by dots. Below the password field is a link "Forgot password?". At the bottom of the login box are two buttons: "Use activation code" (grey) and "Login" (blue). Below the login box, outside the white box, are two more buttons: "No account yet?" (white) and "Try it for free" (green).

Option 2: If you use this option you will see the following dropdown menu

<p>Response settings On this page you can edit your session details. E.g. response settings [internet/twitter/SMS]</p> <p>Audience identification On this page you can switch the anonymity of your audience on or off.</p> <p>Track individual responses On this page you can track live score of your participants, if you are playing a Quiz for example.</p> <p>Download presentation results On this page you can download the results in order to communicate this with your colleagues or students.</p> <p>Make your survey Create your own survey in the dashboard. We will elaborate on this matter in chapter 6.4.</p> <p>License details Have a look at your personal license details.</p> <p>How it Works On this page you will learn everything you need to know in order to make optimal use of Shakespeak.</p>	 <p>The screenshot shows a dropdown menu from the 'Dashboard' icon. The menu items are: Response Settings (gear icon), Audience Identification (person icon), Track Individual Responses (line graph icon), Download Presentation Results (download arrow icon), Make Your Survey (clipboard icon), License Details (ID card icon), and How It Works (question mark icon).</p>
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4.2 Navigation menu

In the next steps we will go through the navigation menu in your personal [dashboard](#). Assuming that you have entered your dashboard [with your login], we will explain each tab in the navigation menu.

Response settings

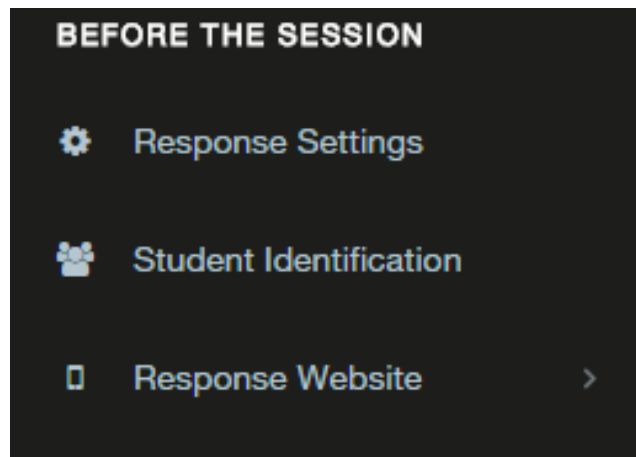
On this page you can edit your response settings [e.g. twitter/SMS/internet or country codes].

Audience identification

On this page you can switch the anonymity on or off and ask your audience to log in with any variable.

Response website

Using this tab allows to decide which tabs will be visible for your audience. E.g. react/result/tweet/survey tab



Response website

For each sub-tab you can choose whether you want this tab to be visible and usable for each of your participant.

React

Make sure your audience can vote

Results

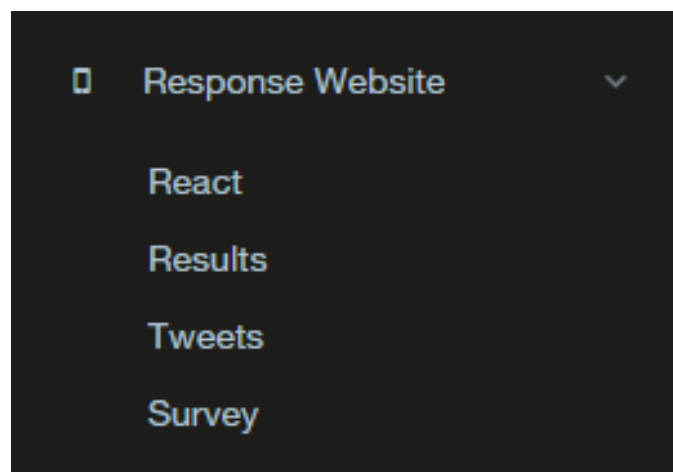
Make sure your audience can share the Shakespeak results with their colleagues or friends

Tweets

Make sure your audience can follow a certain hashtag

Survey

Make sure your audience can fill in your own created Survey. See chapter 6.4.



Individual responses

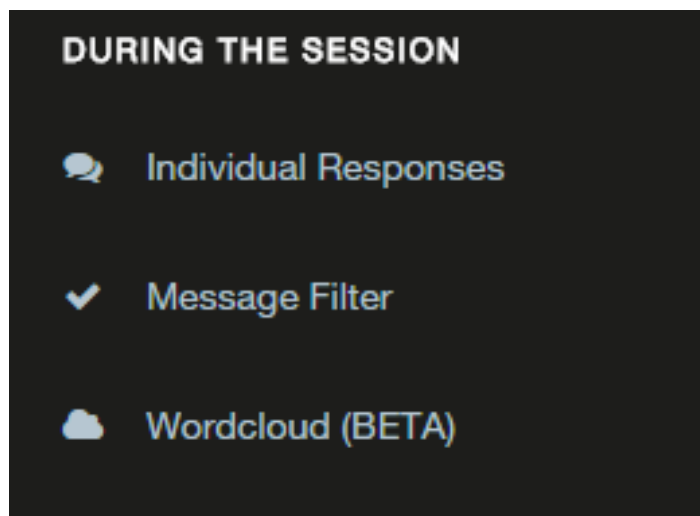
Track individual responses of your audience members. If you are playing a quiz, you can see the (live) results on this page.

Message filter

Control the incoming messages?
Read chapter 5.

Wordcloud

See chapter below.

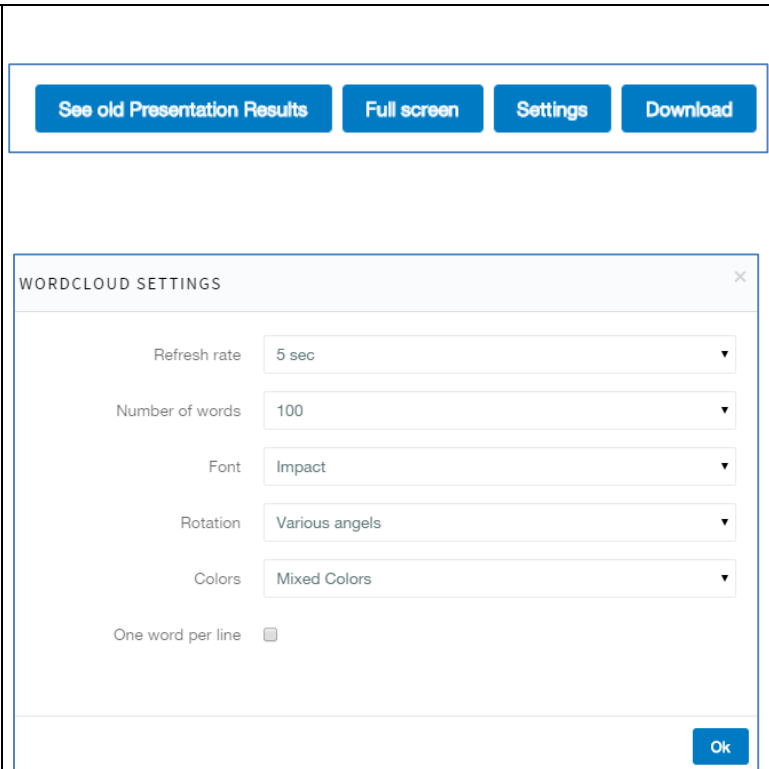


Wordcloud

The wordcloud is a visualization of words that your audience can send in. Our wordcloud will present the most trending words more dominant than other, less trending words.

In order to use this function, make sure you have a **message slide** in your presentation [chapter 3]. An example question would be: *Describe your overall feeling of today in one word.* Whenever your audience has sent in their Words, you can embed [this link](#) into your PPT presentation in order to present the Wordcloud. You can use the **Full screen** mode to enlarge your Wordcloud.

Use the **settings button** to set the refresh rate, number of words, font, rotation and preferred colors.




Presentation results


On this page you can find all your stored Shakespeak presentations and export them into Excel or Pdf.

Survey results

On this page you can find all your stored Shakespeak surveys and export them into Excel or Pdf.

AFTER THE SESSION

 Presentation Results

 Survey Results

How it works

On this page we will take you through the most important steps to start your interactive presentation. Use our video's or our extensive manual.


Dashboard


An introduction to the dashboard. A quick overview of what you can do within the dashboard.


Shakespeak

Want to get in touch with our amazing team? Have a look at this page.

ABOUT

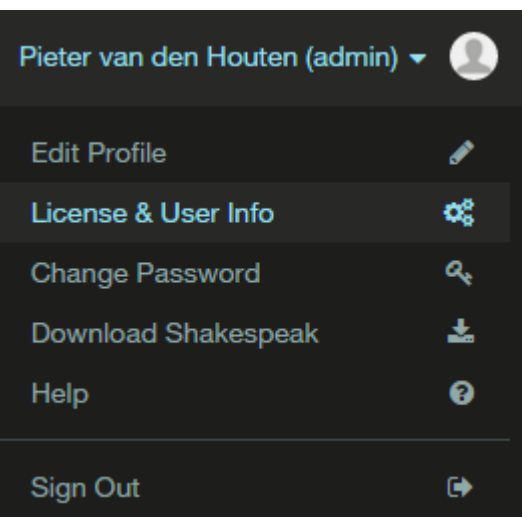
 How it works

 Dashboard

 Shakespeak


Your profile

If you click on your name in the right top corner you will open a dropdown menu. This menu allows you to change your profile, user details, password and license.

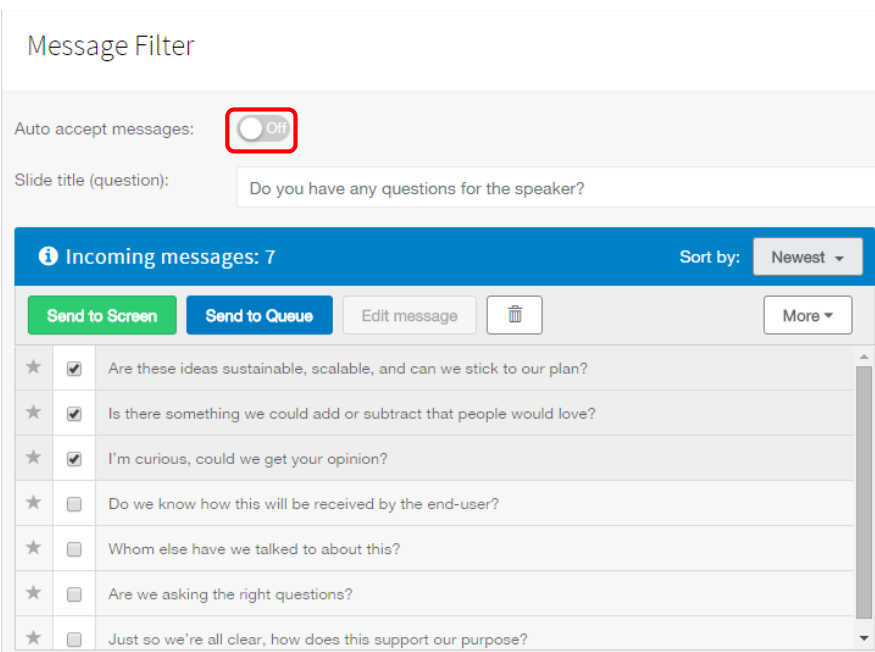


5. Message filter

On default all incoming messages will appear automatically on the screen when starting a session and slide show. In the Message filter you can see all incoming messages and decide which messages you want to show to your audience.

<p>1. You can open the Message filter by clicking “Message filter”. Or go directly to the message filter via dashboard.Shakespeak.com/filter</p>	 <p>Shakespeak Add-In</p>
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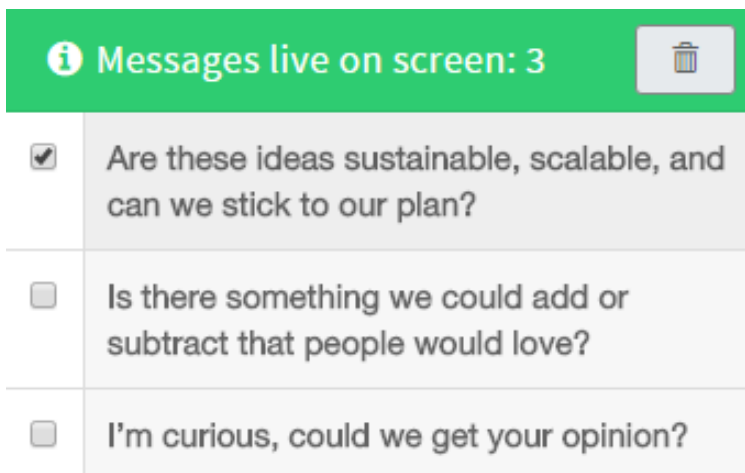
5.1 Adding messages to your screen manually

<p>2. In order to make sure you can filter the incoming messages you should switch off the auto-accept messages function [see picture].</p> <p>Ticking the slide title box enables you to have a look at the different open ended questions that are in your presentation.</p> <p>We are going to start simple. Just tick three messages that you want to show to your audience and click on Send to screen [green button]. Have a look at your slide show screen and you’ll notice they have popped-up.</p>	
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How can I add other questions on the same slide?

Select 1,2 or 3 new messages from the incoming message screen [see above] and click on **Send to screen**. You'll notice they replace the messages on screen automatically.

In order to **delete** a message; select the message you want to remove and click on the **trash bin** in the right top corner.

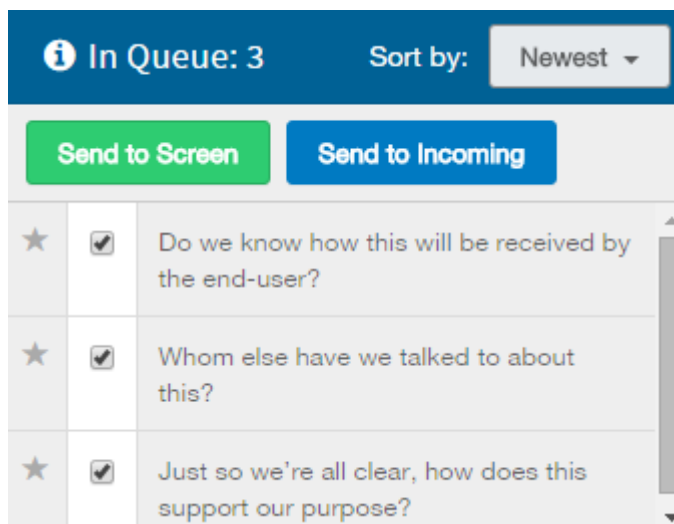


Messages live on screen: 3	
<input checked="" type="checkbox"/>	Are these ideas sustainable, scalable, and can we stick to our plan?
<input type="checkbox"/>	Is there something we could add or subtract that people would love?
<input type="checkbox"/>	I'm curious, could we get your opinion?

If you aren't 100% about the relevancy of your selected messages, you can use the **'in queue'** function. The 'in queue' function can be seen as double check where messages can still be edited before putting it on the screen.

Sort by; allows you to newest, oldest, group or star. Group and star are functions we will discuss in the next block.

When you are 100% sure about the FINAL three messages you can select them and press the green button **send to screen**. If you still want to change it send them to incoming or just add a new question and the message will be replaced.



In Queue: 3		Sort by: Newest
<div> <div>Send to Screen</div> <div>Send to Incoming</div> </div>		
★	<input checked="" type="checkbox"/>	Do we know how this will be received by the end-user?
★	<input checked="" type="checkbox"/>	Whom else have we talked to about this?
★	<input checked="" type="checkbox"/>	Just so we're all clear, how does this support our purpose?

5.2 Message filter options

We are going to continue with the message filter options. We have discussed the send to screen and send to queue options so far. Now it's time to go a little bit more in depth.

By clicking on the **add message button**, you can manually add messages that you find relevant.

By selecting one of the send in messages the add message button will be replaced with an **edit message button** so you can correct any grammar mistakes.

If you want to sort the incoming message by theme/color or any other variable, you can use the **group function**. Click on 'My groups' and start adding groups with different colors. Whenever you select one the messages you can click on the dropdown menu [add to group] and press the green button ADD. Each group can be given an own color.

Another easy way sort incoming message is by **starring** them. In front of each message you find a star which can be easily ticked.

Incoming messages: 7
Sort by: Newest

Send to Screen
Send to Queue
Add Message

Add to group: -none-
Add
My Groups
Send to ...

★	<input type="checkbox"/>	Are these ideas sustainable, scalable, and can we stick to our plan?
★	<input type="checkbox"/>	Is there something we could add or subtract that people would love?
★	<input type="checkbox"/>	I'm curious, could we get your opinion?
★	<input type="checkbox"/>	Do we know how this will be received by the end-user?
★	<input type="checkbox"/>	Whom else have we talked to about this?
★	<input type="checkbox"/>	Are we asking the right questions?
★	<input type="checkbox"/>	Just so we're all clear, how does this support our purpose?

MY GROUPS

Add new group

For CTO
purple
Add

My Groups

For CIO
red

For CEO
orange

For CFO
green

Ok

The **share message filter** function enables you to share your message filter with other people. This makes it possible to filter, star, group the incoming message with multiple people.

The great thing about this functionality is that your colleagues or other involved people won't be able to enter any other functionalities/data in your dashboard.

SHARING MESSAGE FILTER

On

Share Message Filter

Sharing URL

Copy the link and let one or multiple person(s) filter the messages for you or save the link on your phone/tablet in order to filter messages from this device

https://dashboard.shakespeak.com/filter?access=4gF7C

6. Start a session

A Free Session can be used as many times as you like up to an audience size of 20 people. This means that you can receive 20 votes / messages per question. It is a great way to test how the add-in works before you go live for a bigger audience.

If your audience exceeds more than 20 you can get in touch with us to upgrade your account (support@shakespeak.com/ +31 20 716 3680).

6.1 Starting session

To start a session, click **"Start session"**. Please make sure you have vote/message slide in your presentation.

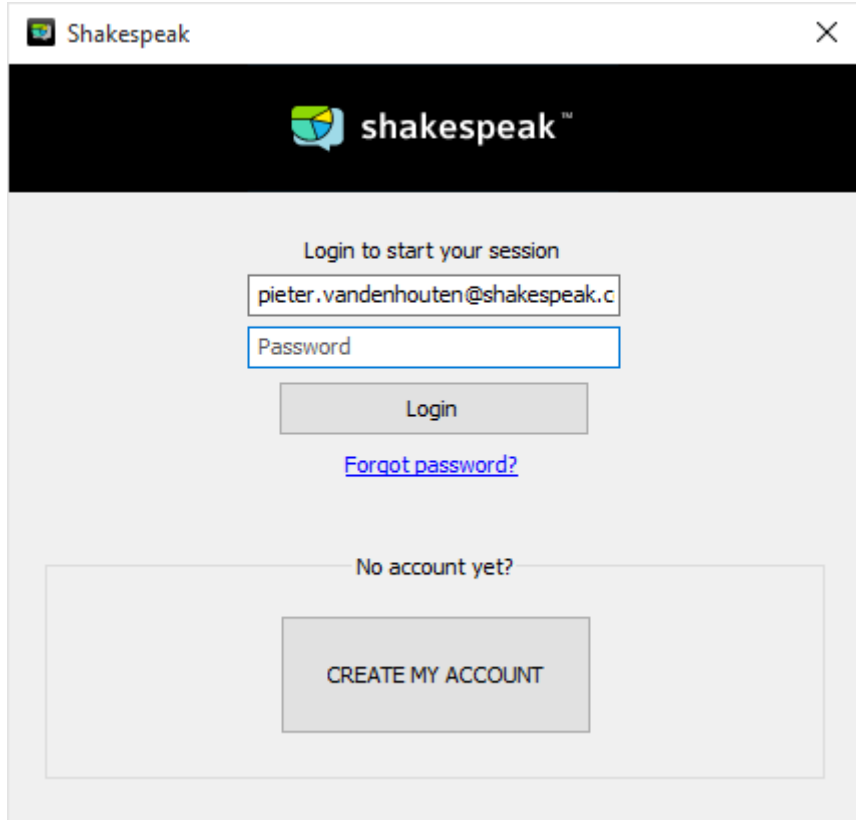


Login

Please make sure you have a vote/message slide in your presentation. Login using your email address and password or create a new account.

Create my account

Create your own account. See below how to do this.



Shakespeak

shakespeak™

Login to start your session

Login

[Forgot password?](#)

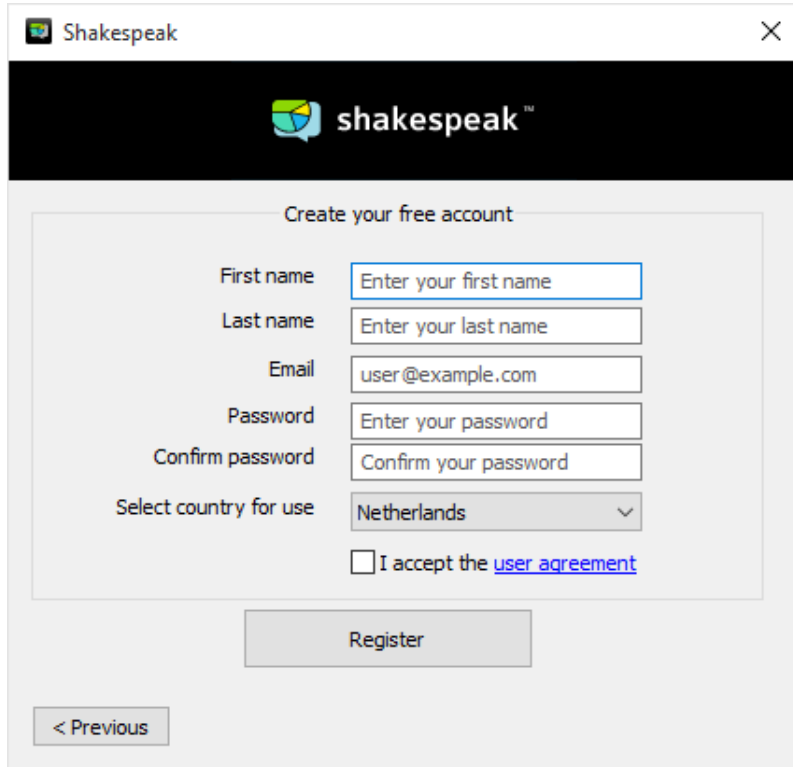
No account yet?

CREATE MY ACCOUNT

Create my account

Create a new account by clicking on create my account in order to start a session.

Fill in your details, accept the user agreement and register your new account to start a session.



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Create your free account

First name

Last name

Email

Password

Confirm password

Select country for use

☐ I accept the [user agreement](#)

Register

< Previous

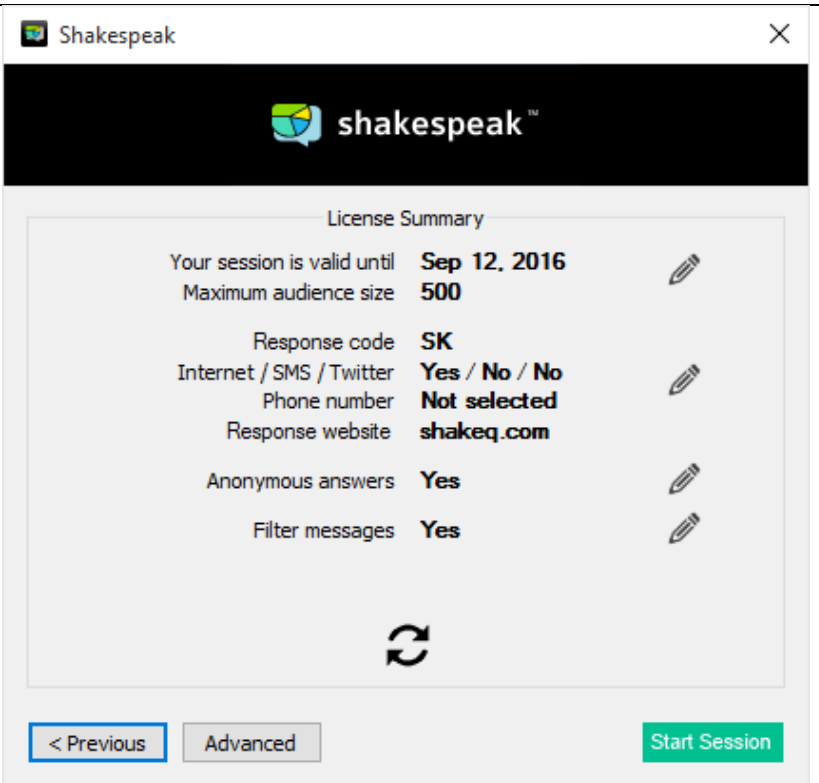
License summary

When you continued your way through the wizard you will see the license summary screen. This is a short summary of your current license. If you wish to change the settings press one of the pencils on the side.

You'll be directed to the accompanied page in your dashboard. For a more extensive explanation of the dashboard please refer to chapter 4.

Click on the **refresh** button to make sure your changes are implemented.





Start your session.




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License Summary

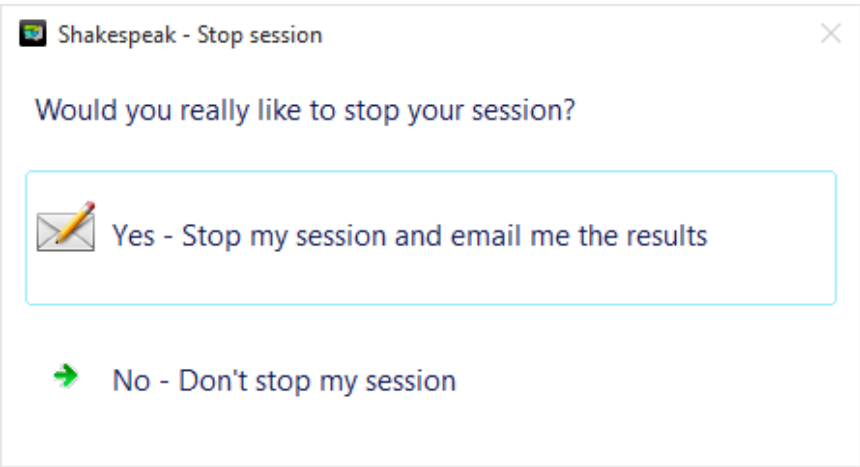
Your session is valid until	Sep 12, 2016	
Maximum audience size	500	
Response code	SK	
Internet / SMS / Twitter	Yes / No / No	
Phone number	Not selected	
Response website	shakeq.com	
Anonymous answers	Yes	
Filter messages	Yes	



< Previous Advanced Start Session

The session has now been activated. Please make sure to be connected to the Internet and have your presentation on the presentation/slide show (F5) mode in order to receive reactions (More details in chapter 6: Start voting). In your presentation you will find an explanation slide and the explanation text for the audience in short at the bottom of every voting slide and/or message slide. This also includes the correct telephone number to send your SMS to.

<p>You can stop your session when you have finished. Click <i>“Stop Session”</i> in the toolbar to end your session.</p>	 <p>Shakespeak Add-In</p>
--	---




<p>Stop session Once you have stopped your session and votes or messages came in. You can either choose to stop the session or don't stop the session. If you stop your session the results automatically be send to you by mail.</p> <p>Please note you can always access your presentation results via your dashboard [chapter 4].</p>	
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6.3. Creating a QUIZ


In this chapter I am going to explain you how you to play an interactive quiz with your colleagues or students. If you will follow the steps below you will be able to create your own quiz in just a few minutes. Before we start, make sure that you enter your dashboard (dashboard.shakespeak.com).

1. In order to start a quiz, it is required to add a question with one or multiple correct answer(s).
2. If you have added a questions with one or multiple correct answer(s) you can go to your dashboard (dashboard.shakespeak.com) and log in.
3. If you are logged in; the first step you are going to take is to turn off anonymity by going to Audience Identification in the navigation menu.
4. Tick the 'non anonymous' box and Make sure you add one or multiple questions for your audience.
5. Type in your text questions, choose the type of question and decide whether it should be a required question.
6. To confirm press the save button.
7. When your audience uses the response website they will be asked to fill in the given question.
8. If you want to track the individual responses click on the tab individual responses and you can see the live status of the quiz.

BEFORE THE SESSION

-  Response Settings
-  Student Identification
-  Response Website >

How to identify your participants?

How to participate  ☐ Anonymous ☒ Non Anonymous

Text question




Type

Their answer

☒ Required question



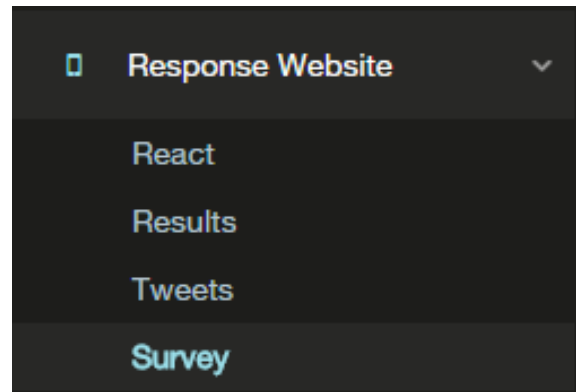
DURING THE SESSION

-  Individual Responses
-  Message Filter
-  Wordcloud (BETA)

6.4 Creating a survey

In this chapter I'm going to explain you how to execute a survey. If you will follow the steps below you will be able to create your own survey in just a few minutes. Before we start, make sure that you enter your dashboard.

1. Go to your dashboard and login
2. Go to the navigation menu and open the tab 'response website'
3. Enter a survey name in the open text box and click on create survey.
4. Add as many questions as you'd like and click on go back to save your survey.
5. Click on the green start now button and turn on the show survey tab in order to put your survey live.
6. You can leave the survey open as long as you'd like. Be aware that you can only run one survey at the time.
7. Do you want to send the direct link of the survey to your audience? You can use this link shakeq.com/XXX/#survey In which XXX your response code is.
8. You can download the results in the survey results tab.



Survey Name

Text

type

Their answer

☐ Required question

New question

Changes are saved automatically

Show Survey ☒

Survey Name

Show entries

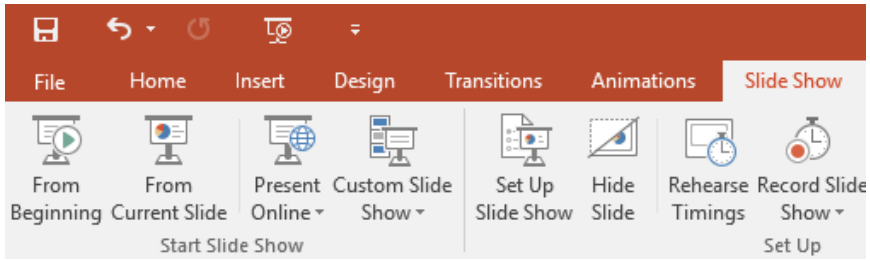
Search:

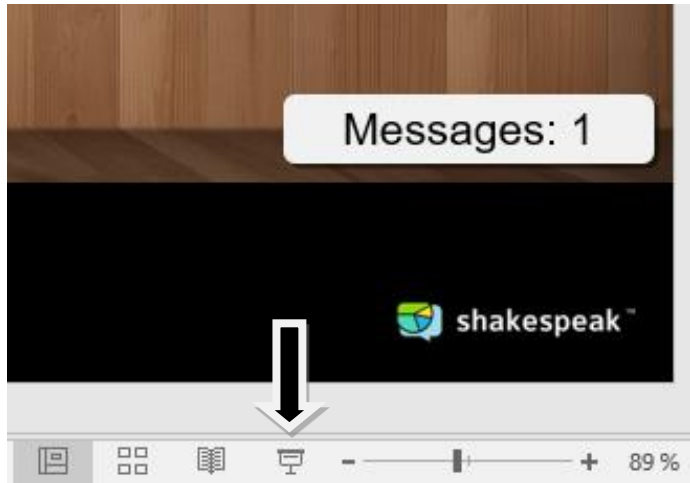
Survey Name	Start Date/Time	Answered Surveys	
Creating a survey		0	<input type="button" value="Start Now"/> <input type="button" value="Edit"/>

7. Start slide show

The final step that is necessary to receive votes and messages is to start a slide show. You can start a slide show from the beginning or from any slide in your presentation.

The add-in cannot count votes or receive messages if you haven't started a slide show.

<p>Start your slide show by clicking "F5" or go to the "Slide Show" tab and select "Start slide show".</p>	
--	--

<p>You can also select the presentation icon in the bottom corner of PowerPoint.</p>	
--	---

PLEASE NOTE: You can only vote and/or receive messages if you have started a slide show!

8. Sending in votes & messages

Have you followed these steps?

- Create (a) voting slide(s)
- Start a session
- Start a slideshow

8.1 Sending in votes

You can send in your vote now! The default setting is that you can send in your vote while the voting slide is up on the screen as well as on the result slide. If you only want to enable your audience to send in their vote while the voting slide is up on the screen (and not on the result slide) please go to chapter 2.2 *vote slide options* to see how you can adjust this.

To send in your vote, please follow the instructions that can be found at the bottom of the voting slide. Depending on the sending methods that are set (Internet, TXT and/or Twitter) the instructions will be shown in there.

How was your holiday?

A. Good

B. Great

C. Bad

D. Horrible

The question will open when you start your session and slideshow.


votes: 0

● Closed

Internet This text box will be used to describe the different message sending methods.

TXT The applicable explanations will be inserted after you have started a session.

Twitter It is possible to move, resize and modify the appearance of this text box.

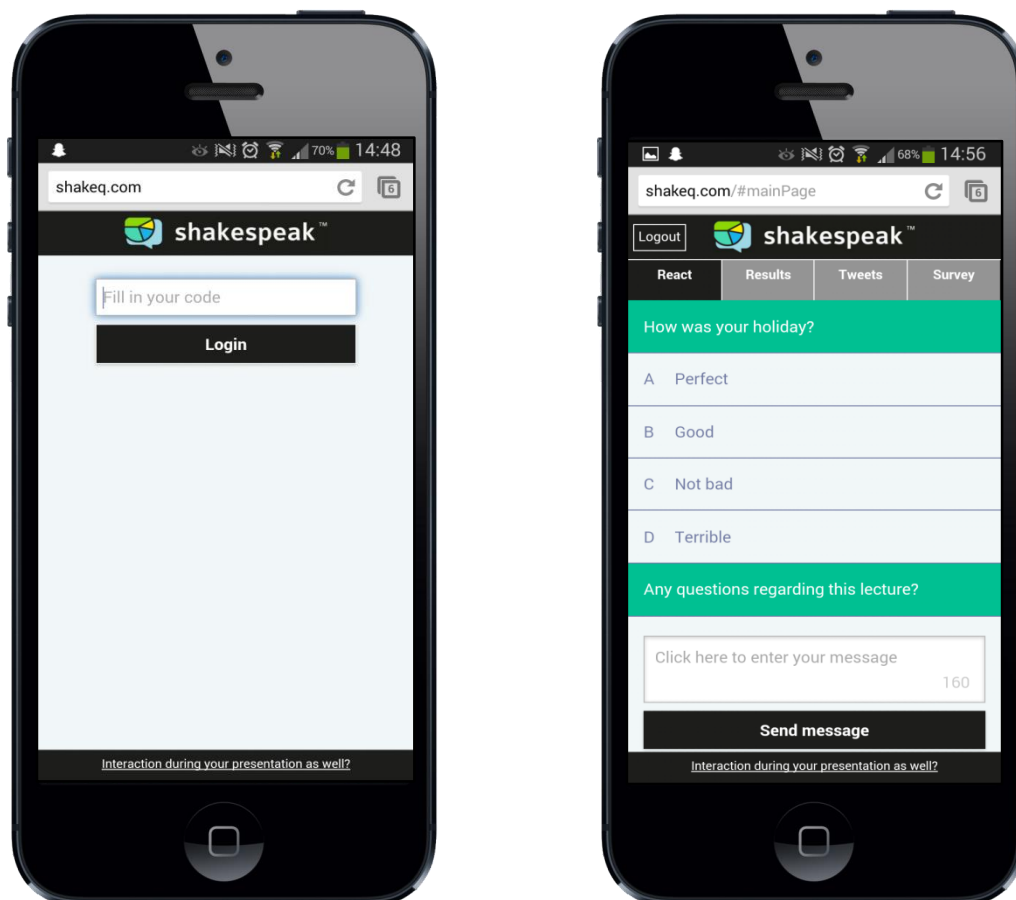


Via TXT

When sending in via TXT, everyone has to start his/her message with a certain keyword. All messages starting with this specific keyword will be sent through to your presentation. The keyword in the example is “Free39”. When you send ‘Free39 <space> a, b, c or d’ to the number displayed in the slide. The votes are received within 1 second. If you would like to have your own personal keyword please contact Shakespeak ([contact](#)) or go to [this link](#) to personalize your URL or Lay-out.

Via (mobile) Internet

Go to [shakeq.com](#) and log in with the word that is being shown in the explanation at the bottom of the slide. Subsequently, you can vote by clicking on your answer option.



Twitter

Send a tweet from your Twitter account according to the explanation at the bottom of the slide. The code that you have to send in to vote always consists of three elements: the #hashtag, the vote number and your choice. In an example #Test <space> 1 <space> a, b, c or d.

When you have sent in your vote according to the instructions, you will see your vote coming in at the vote counter on the vote slide.

How was your holiday?

A. Good
B. Great
C. Bad
D. Horrible

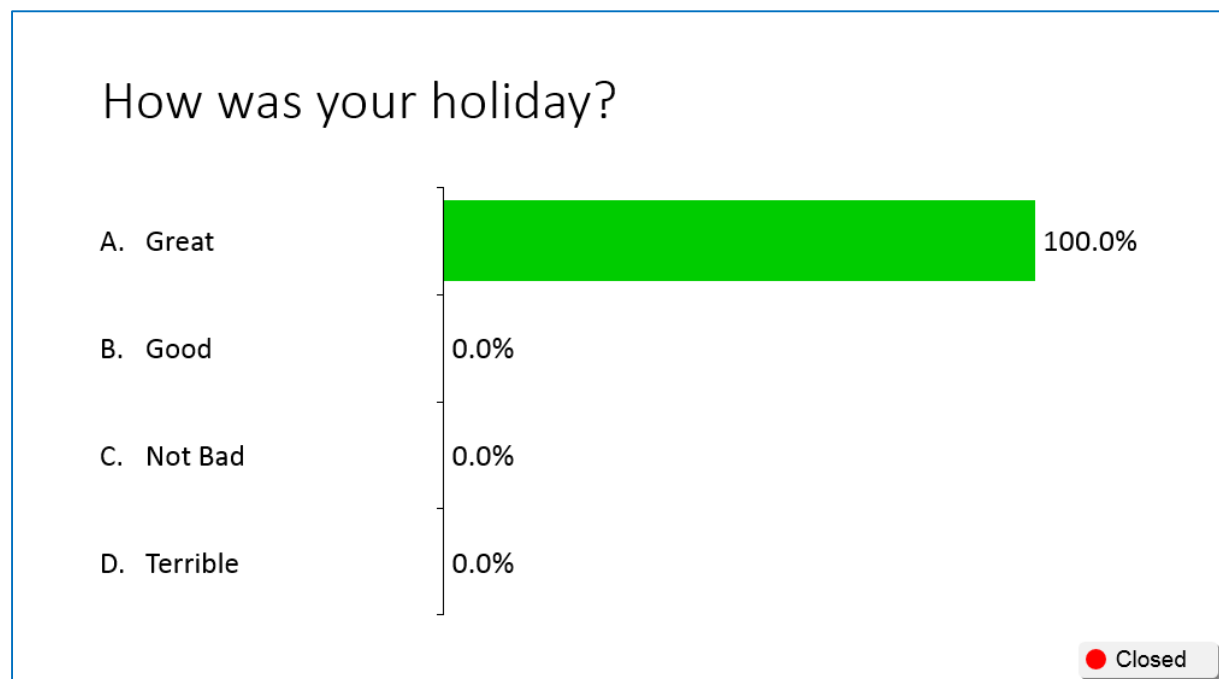
The question will open when you start your session and slideshow.

votes: 0 ● Closed

Internet This text box will be used to describe the different message sending methods.
TXT The applicable explanations will be inserted after you have started a session.
Twitter It is possible to move, resize and modify the appearance of this text box.



Subsequently, if you go to the result slide you will see the results displayed in a graph.



TIP: Make sure the first slide already tells your audience that they are going to vote today. Give them the [response website link](#) so when they walk in they can go to the response website before you have actually started your presentation.

8.2 Sending in messages

Have you followed these steps?

- Created (a) message slide(s)
- Started a session
- Started a slideshow

You can send in your messages now! The default setting is that you can send in messages from the first slide until you pass the message slide in your presentation. If you only want to send in messages while the message slide is up on the screen (and not before this slide) please go to Chapter 4 to see how you can adjust this. The default settings for the Message filter, are that messages will be put on the slide automatically (without reviewing). Please go to Chapter 5 to see how you can adjust this.

To send in your messages, please follow the instructions that can be found at the bottom of the message slide. Depending on the sending methods that are set (Internet, TXT and/or Twitter) the instructions will be shown in there.

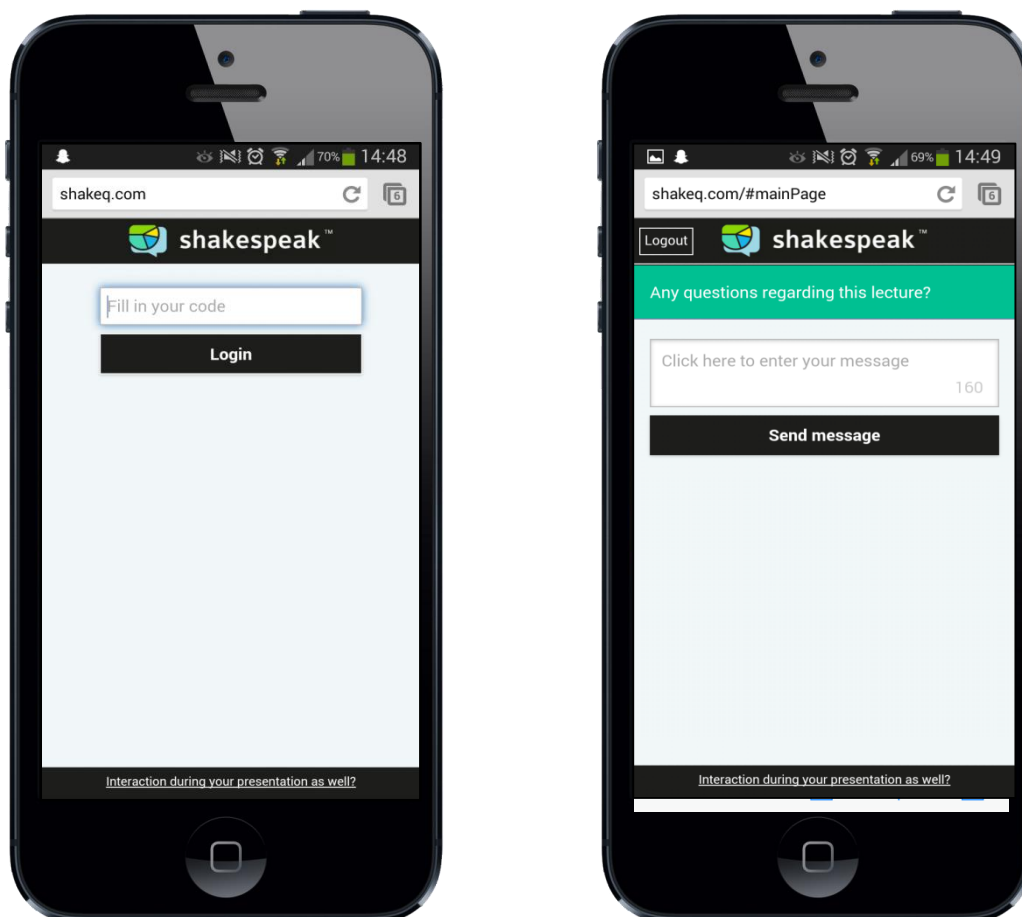


Via TXT

When sending in via TXT, everyone has to start his/her message with a certain keyword. All messages that start with this specific keyword will be sent through to your presentation. The keyword in the example is “Test39”. When you send ‘Test39 <space> your message’ to the number displayed in the slide. If the presentation automatically adds the messages to the slides without checking in the Message filter the message will be displayed in the slide within 1 second. Every second message will be displayed at an interval of 10 seconds (If you would like to adjust this please go to Chapter4).

Via (mobile) Internet

Go to www.shakeq.com and log in with the word that is being shown in the explanation at the bottom of the slide. In this example the word is “Test39”. Subsequently, you can send in your message by writing this down and click on Send message.



Via Twitter

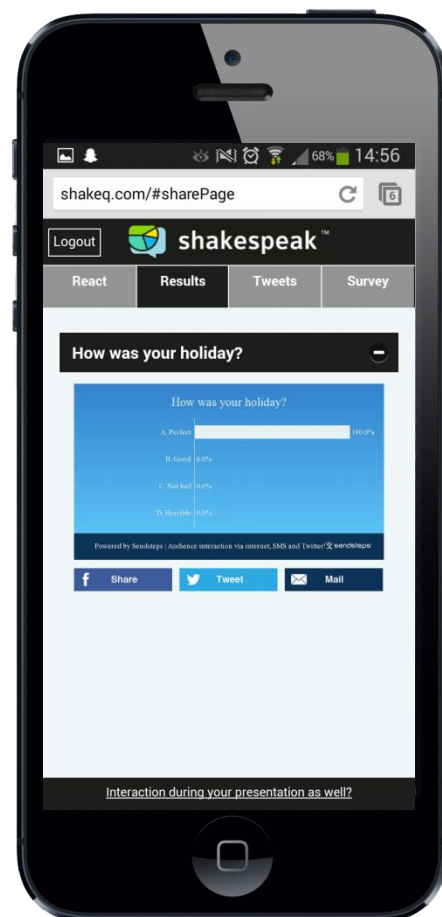
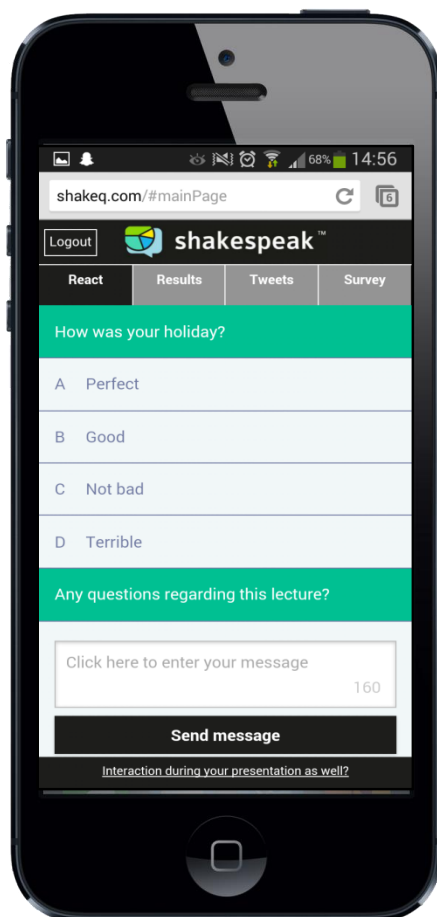
Send a tweet from your Twitter account according to the explanation at the bottom of the slide. You need to add two hashtags into your tweet. In this example #Test39 and #Q.

9. Response website: tabs

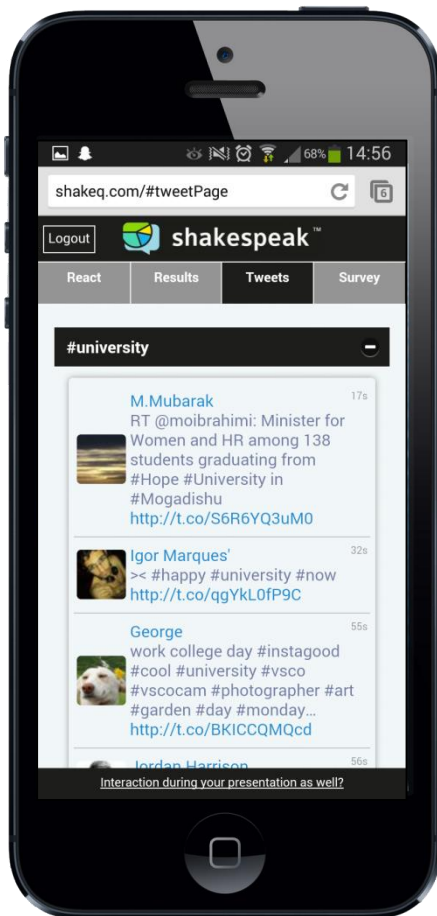
The Shakespeak Response Website allows real-time interaction during presentations and events. No download necessary, but instant online access via phone, laptop and tablet! In this chapter we will briefly describe you what each of the available tab can contribute.

Respond to multiple choice and open questions [e.g. questions, comments]. Tap into people's knowledge and experience!

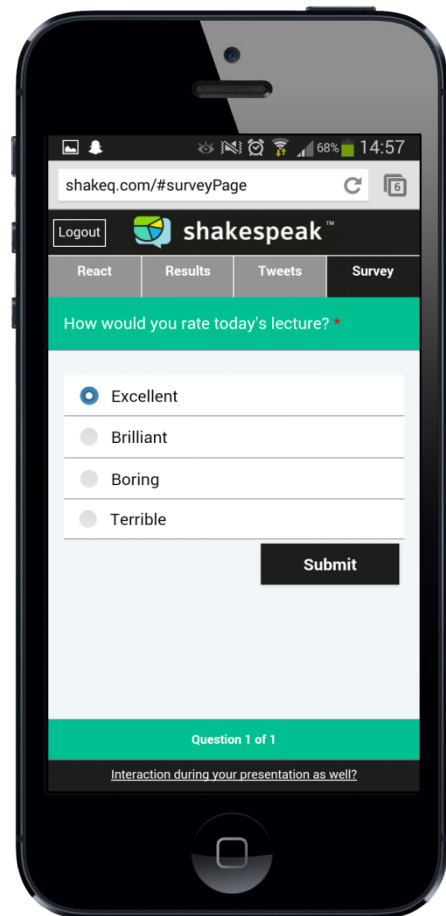
Share vote results via Facebook, Twitter and e-mail. Let your audience generate free exposure outside the venue!

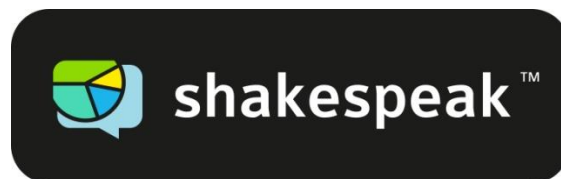


Follow tweets related to the event hashtag. Don't miss a thing!



Give feedback via a live survey. No more e-mailing afterwards, grab everybody's opinion right now!





Shakespeak PowerPoint Add-in

Interaction via Internet, TXT and/or Twitter

More information?

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