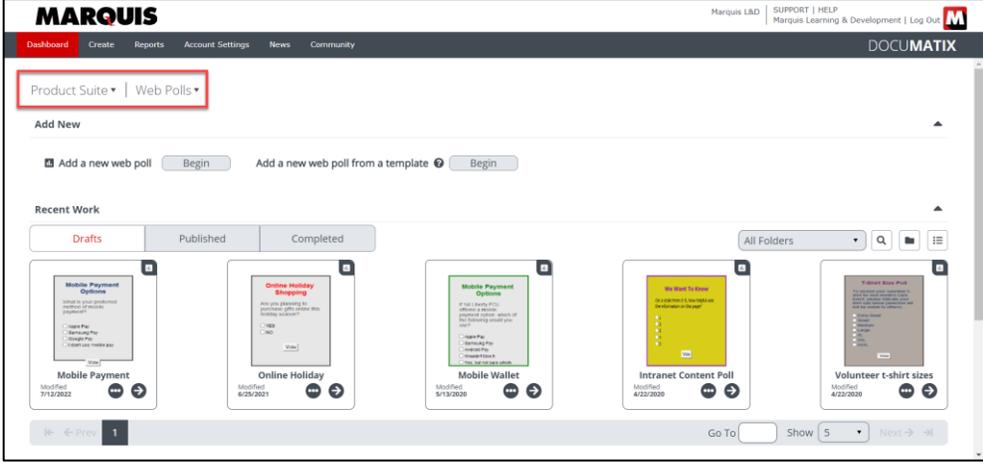
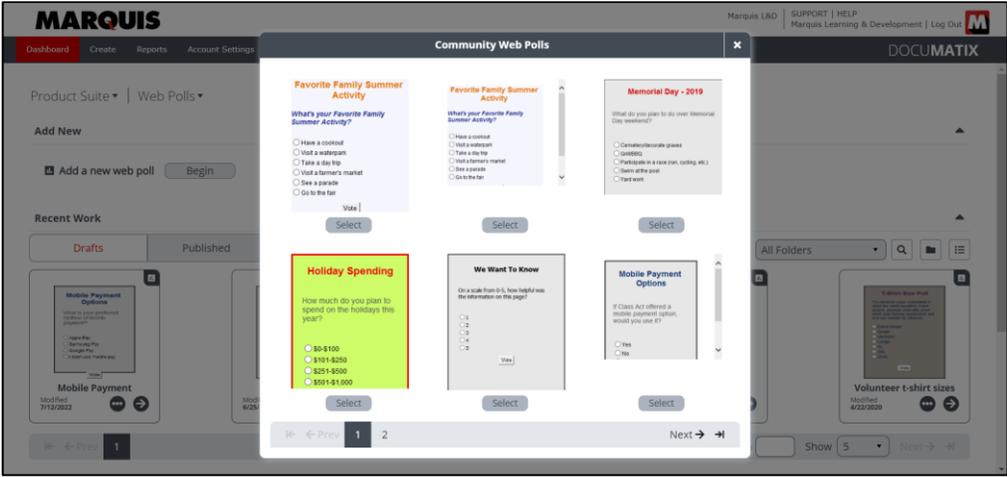
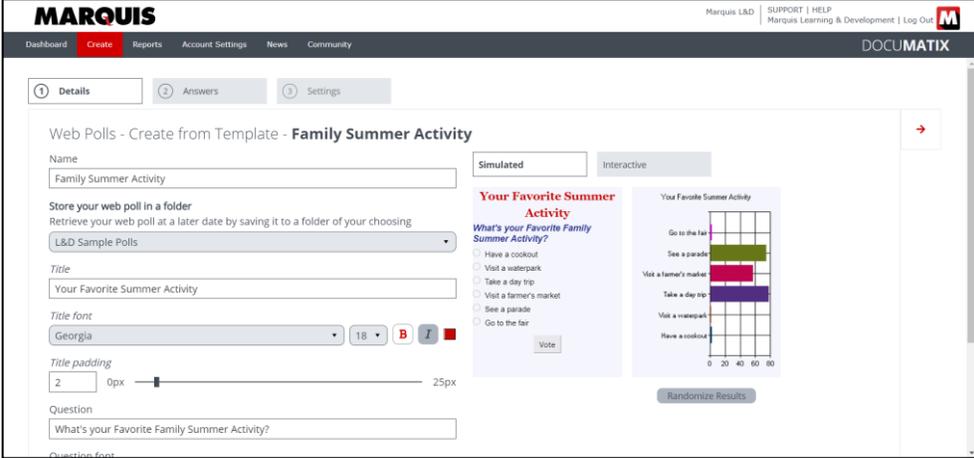
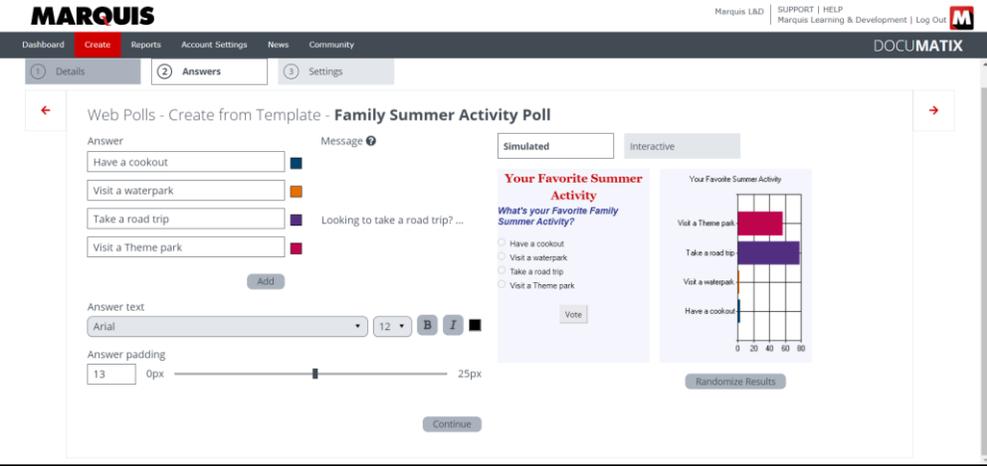


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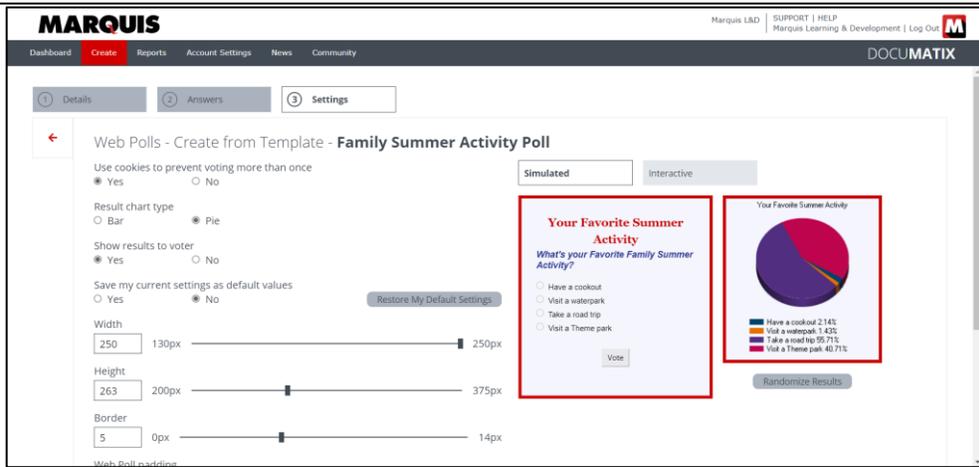
DMX342	Add a Web Poll from a Template
Order of Steps	Tasks
Step 1	Log into DocuMatix
Step 2	Use the product drop-down arrow to select Product Suite
Step 3	Use the module drop-down arrow to select Web Polls
	
Step 4	Click Begin located to the right of “Add a new web poll from a template”
Step 5	Click Select under the desired template
	
Step 6	Make the desired selections on the Details tab:
6.1	Enter a Name for the web poll
6.2	Use the drop-down arrow to place the web poll into a folder , if desired
6.3	Update the web poll Title , if desired
6.4	Use the drop-down arrows to configure the font type, size and color of the Title font
6.5	Use the value box or sliding bar to select a size of Title padding between the title and the question, if desired
6.6	Enter the desired question into the Question box
6.7	Use the drop-down arrows to configure the font type, size and color of the Question font

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6.8	Use the value box or sliding bar to select a size of Question padding between the question and the answers, if desired
	
Step 7	Click Continue
Step 8	Make necessary changes within the Answers tab:
8.1	Click in an Answer box to alter the text within, if desired
8.2	Click on a color square to select a different color
8.3	To Delete an answer, hover the mouse over the answer and click the delete icon 
8.4	To display a message when an answer is picked, hover the mouse over the answer and click the edit icon 
8.5	Click in the text box and enter the desired message
8.6	Click Close once the message has been updated
8.7	Click Add to create more answer selections
8.8	Use the drop-down arrows to configure the font type, size and color of the Answer text
8.9	Use the value box or sliding bar to select a size of Answer padding between the answers and the Vote button and the question, if desired
	
Step 9	Click Continue
Step 10	Make necessary changes on the Settings tab:
10.1	Use the radio dial to Disable/enable the option to Use cookies to prevent voting more than once

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10.2	Use the radio dial to select the desired Result chart type
10.3	Use the radio dial to Disable/enable the option to Show results to voter
10.4	Use the radio dial to Disable/enable the option to Save my current settings as default values
10.5	Use the value box or sliding bar to select the Width
10.6	Use the value box or sliding bar to select the Height
10.7	Use the value box or sliding bar to select the Border
10.8	Use the value box or sliding bar to select the Web Poll Padding
10.9	Use the value box or sliding bar to select the Button Padding
10.10	Click in the Border color square to select a color for the border
10.11	Click in the Background color to select a color for the background

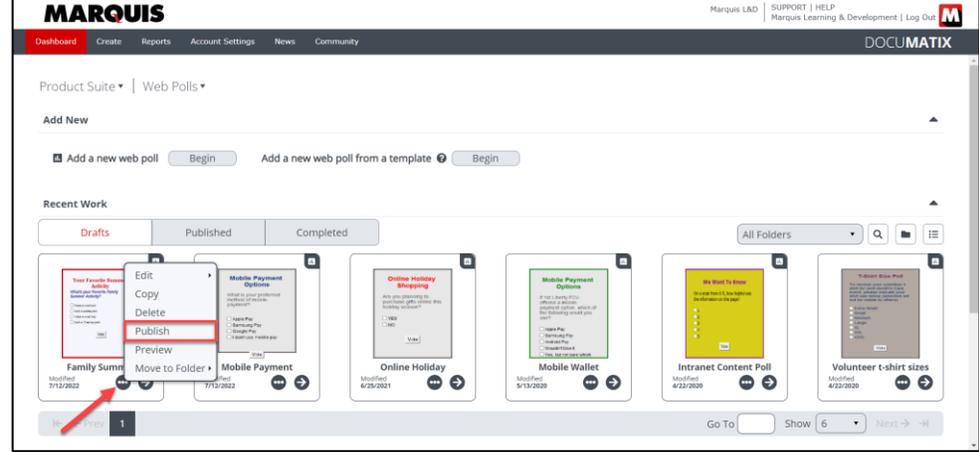


Step 11 To reset to the default settings, click the **Restore My Default Settings** button

Step 12 Click **Finish**

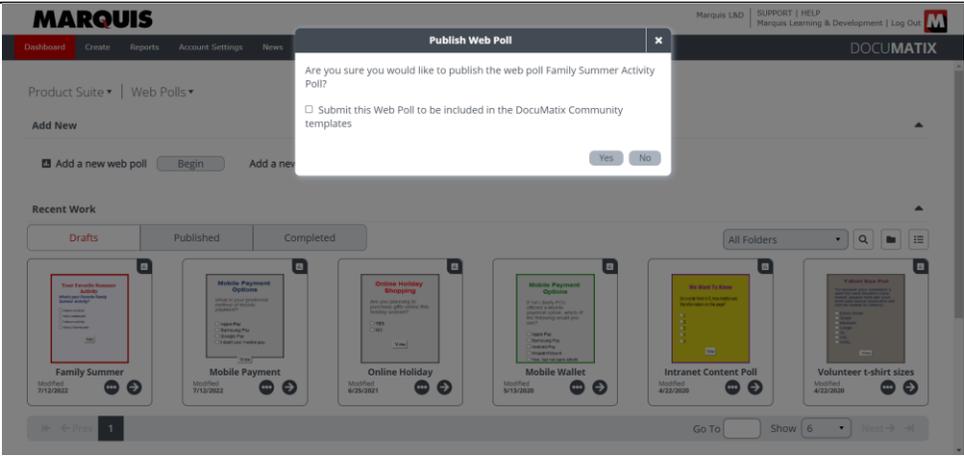
Step 13 To Publish the Web poll, click the **Options icon**  on the Web Poll project

13.1 Click **Publish**



13.2 If desired, click the checkbox to include the Web Poll as a **template** within the DocuMatix Community

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13.3	Click Yes to the confirmation message
	
	A window will pop up with HTML information to integrate into an email or website.