**How to Create Polls**

**Adobe Acrobat Connect Pro**

**Step 1:** From the Toolbar at the top of meeting room, Click Pods. Select Poll from the drop down menu, and from click New Poll Pod from the menu displayed.

*(highlighted in tan in the image to the right)*

**Step 2:** A Poll pod will appear, as shown in the image to the right.

From the drop down menu next to question, select either the Multiple Choice or Multiple Answer format for your poll.

*(circled in red in the images to the right)*

Note: Multiple Choice allows for only one answer to be chosen in the poll. Multiple Answer allows more than one answer to be selected.

**Step 3:** In the Poll pod, type in the Poll Question.

Below the question, type in the possible answers, one per line.

When finished, Click Open Poll to allow those in the meeting room to vote.

*(circled in red in the images to the right)*
Create Polls (cont’d)

**Step 4:** The Poll will now be open for voting, as seen in the image to the right.

Participants cannot see the voting results until you Select Broadcast Results.

To close voting, Click Close Poll at the bottom.

(Circled in red in the image to the right)

**Step 5:** The button with numbers next to the Close Poll button provides the voting statistics.

The first number shows how many people have voted, and the second number shows how many people are in the room.

Click this button and it will display the names of participants who voted and their answer. To return to the poll, click the button again.

(illustrated in the images to the right)
Step 6: The Poll Options button is in the bottom, right corner. Click it for various options.

(Circled in red in the image to the right)

Step 7: From this options menu, you can select or deselect Broadcast Results. Under Results Settings, there are several options to choose from to display the Poll Results, as shown in the image to the right. Click to select your preference.

You can also create a New Poll or Clear All Answers from the current Poll.

(Illustrated in the image to the right)

Step 8: You can create as many polls as you want or need for your meeting. It is easiest to create your poll(s) before the meeting starts to ensure preparedness.