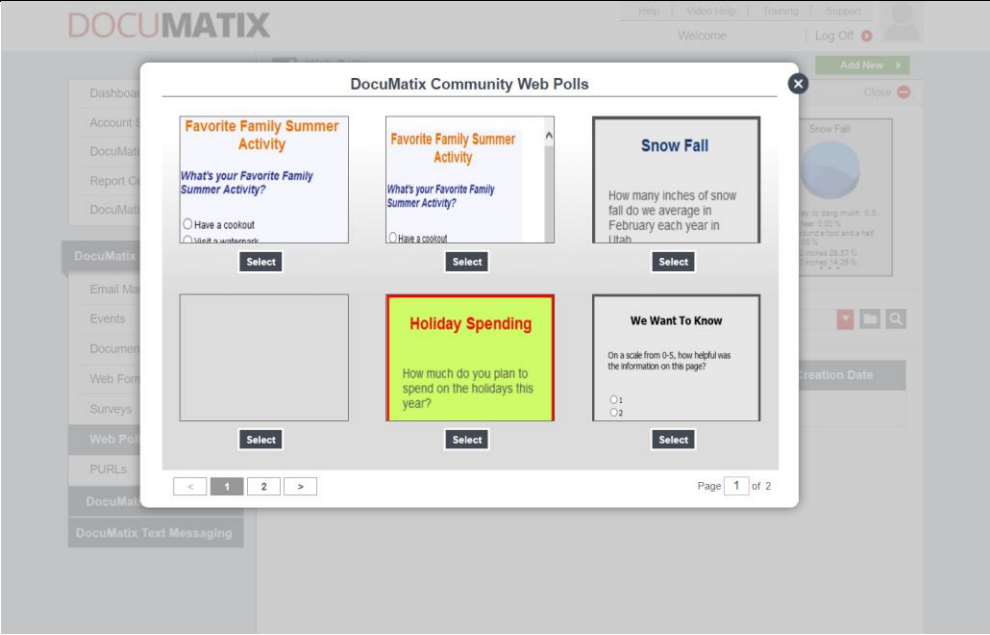


MARQUIS

DMX342	Add a Web Poll from a Template
Order of Steps	Tasks
Step 1	Log into DocuMatix
Step 2	Click on “Web Poll” located in the menu on the hand left side of the page
Step 3	Click the green “Add New” button
Step 4	Choose “From the DocuMatix Community”
Step 5	Click “Select” on the desired template
	
Step 6	Make necessary changes on the “Details” page
	<ul style="list-style-type: none"> • Name
	<ul style="list-style-type: none"> • Title
	<ul style="list-style-type: none"> • Question
	<ul style="list-style-type: none"> • Folder

MARQUIS

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Web Polls - Create

Details | Answers | Style | Options

Name:

Title:

Question:

Folder:

Next

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Step 7 Click "Next"

Step 8 Make necessary changes to the answers

- Type into the Answer box to change the text
- Click on a Color square to select a different color
- Click the **Off** button to toggle to **On** to allow for a message.
 - Click the pencil to edit and type in the desired message

Step 9 Click "Add" to add more answer selections

Step 10 Click "Remove" to remove answers

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Web Polls - Create From Template - Holiday Spending Poll

Details | **Answers** | Style | Options

Answer	Chart Color	On-Screen Message
\$0-\$100	<input type="checkbox"/>	<input type="checkbox"/> Off
\$101-\$250	<input type="checkbox"/>	<input type="checkbox"/> Off
\$251-\$500	<input type="checkbox"/>	<input type="checkbox"/> Off
\$501-\$1,000	<input type="checkbox"/>	<input type="checkbox"/> Off
over \$1,000	<input type="checkbox"/>	<input type="checkbox"/> Off
Whatever it takes!	<input type="checkbox"/>	<input type="checkbox"/> Off

Add Remove

Next

Holiday Spending

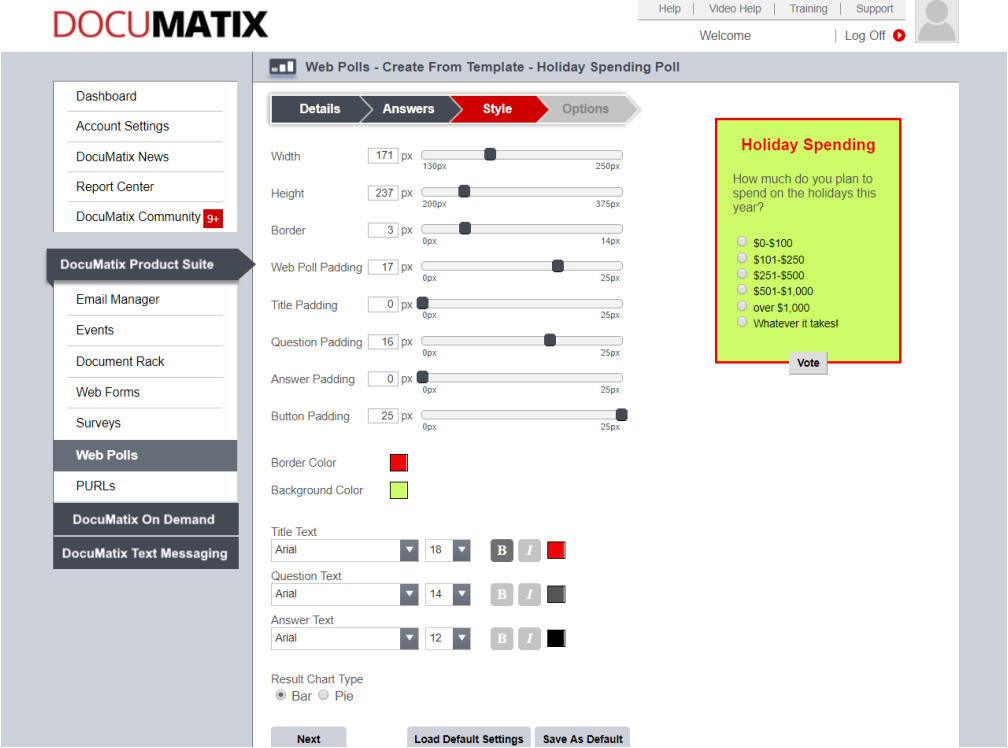
How much do you plan to spend on the holidays this year?

- \$0-\$100
- \$101-\$250
- \$251-\$500
- \$501-\$1,000
- over \$1,000
- Whatever it takes!

Vote

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Step 11	Click "Next"
Step 12	Make necessary changes on the "Style" page
	<ul style="list-style-type: none"> • Width • Height • Border • Web Poll Padding • Title Padding • Question Padding • Answer Padding • Button Padding • Border and Background color • Title Text • Question Text • Answer Text • Result Chart Type
	 <p>The screenshot shows the DocuMatix interface for configuring a web poll. The 'Style' tab is active, showing sliders for Width (171 px), Height (237 px), Border (3 px), Web Poll Padding (17 px), Title Padding (0 px), Question Padding (16 px), Answer Padding (0 px), and Button Padding (25 px). There are also color pickers for Border Color (red) and Background Color (green). Text formatting options for Title, Question, and Answer text are visible, including font type (Arial), size (18, 14, 12), and bold/italic/underline buttons. A 'Result Chart Type' section has radio buttons for 'Bar' (selected) and 'Pie'. A 'Next' button is at the bottom. On the right, a preview of the poll is shown with the question 'How much do you plan to spend on the holidays this year?' and five radio button options: '\$0-\$100', '\$101-\$250', '\$251-\$500', '\$501-\$1,000', and 'over \$1,000', plus a 'Whatever it takes!' option. A 'Vote' button is at the bottom of the preview.</p>
Step 13	Click "Next"
Step 14	Make necessary changes to the "Options" page
	<ul style="list-style-type: none"> • Use cookies to prevent voting more than once • Show results
Step 15	Click "Finish"
Step 16	Click on the web poll in the list and click "Publish"
Step 17	Click "Yes"
	A window will pop up with HTML information to integrate into an email or website.