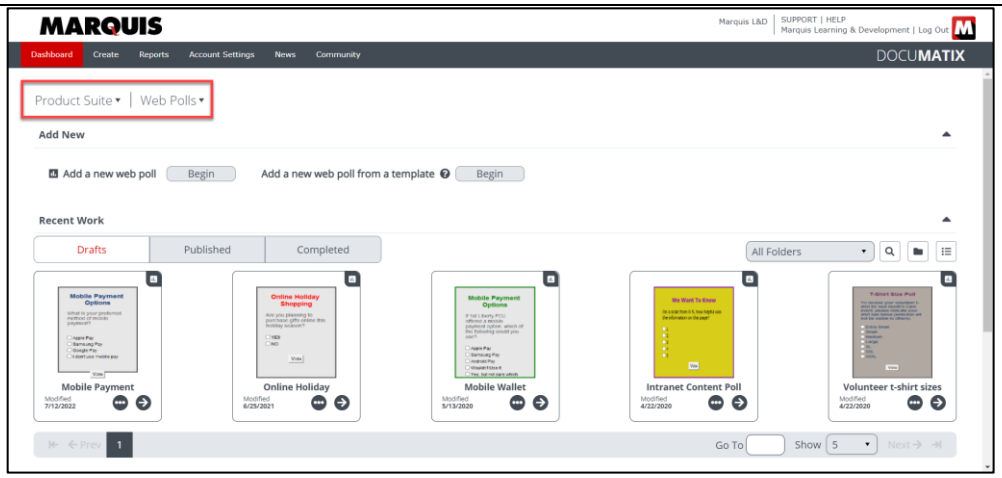
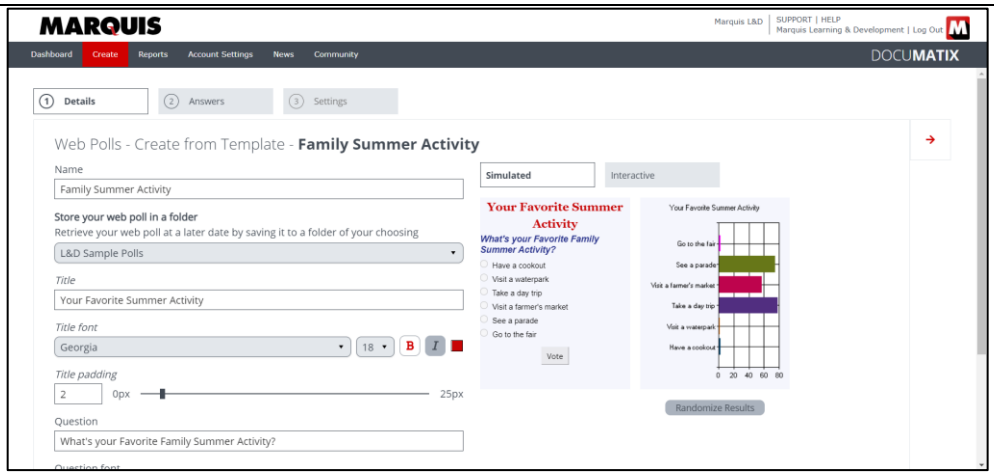
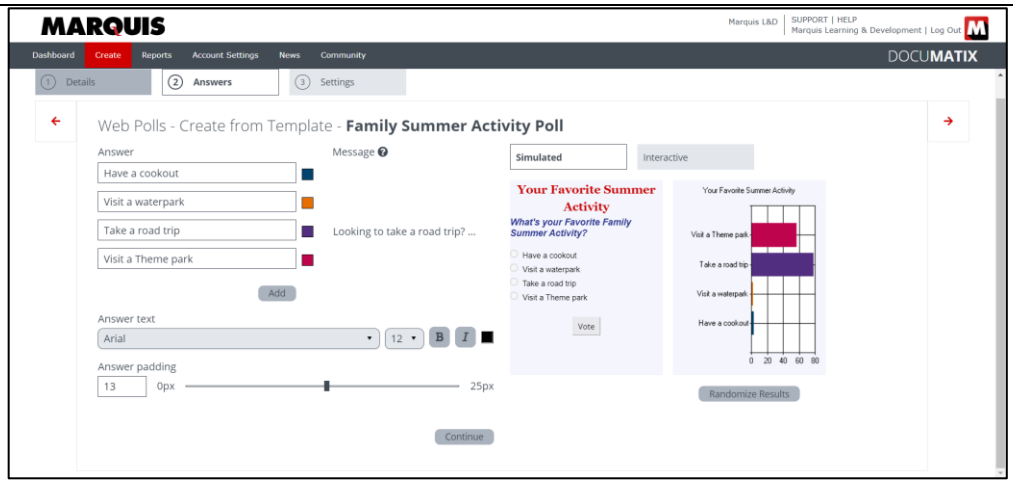
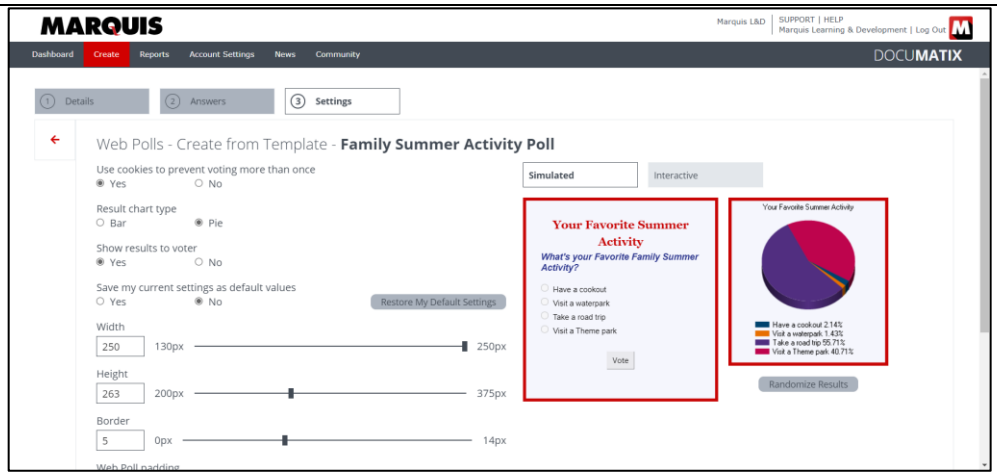
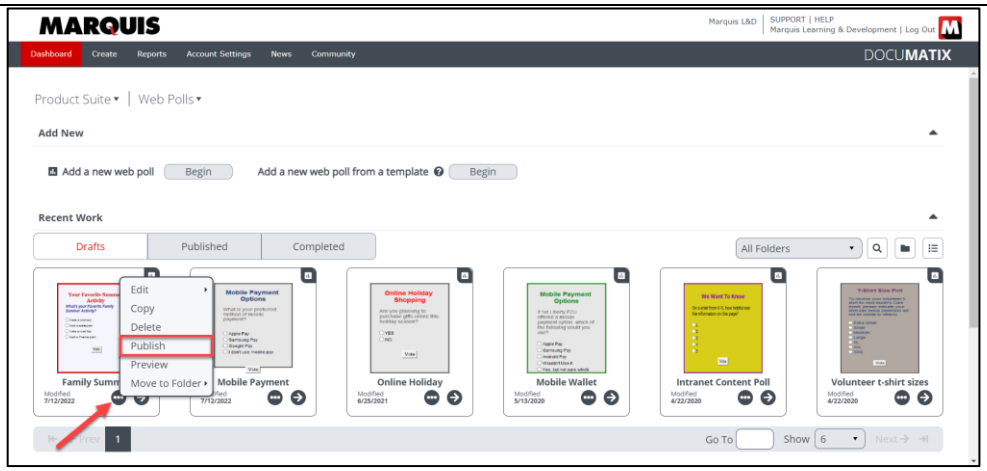
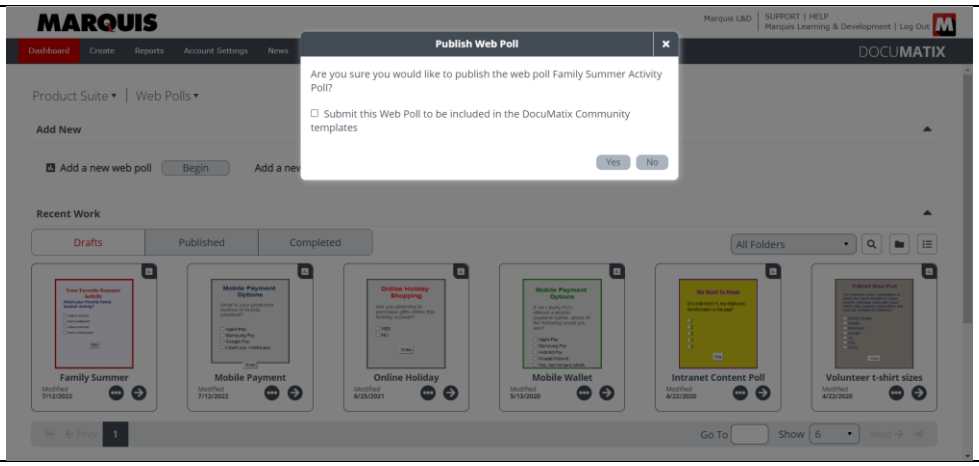
DMX343	Add a Web Poll from scratch
Order of Steps	**Tasks**
Step 1	Log into **DocuMatix**
Step 2	Use the product drop-down arrow to select **Product Suite**
Step 3	Use the module drop-down arrow to select **Web Polls**
	
Step 4	Click **Begin** located to the right of "**Add a new web poll**"
Step 5	Make the desired selections on the **Details** tab:
5.1	Enter a **Name** for the web poll
5.2	Use the drop-down arrow to place the web poll into a **folder**, if desired
5.3	Enter the web poll **Title**, if desired
5.4	Use the drop-down arrows to configure the font type, size and color of the **Title font**
5.5	Use the value box or sliding bar to select a size of **Title padding** between the title and the question, if desired
5.6	Enter the desired question into the **Question** box
5.7	Use the drop-down arrows to configure the font type, size and color of the **Question font**
5.8	Use the value box or sliding bar to select a size of **Question padding** between the question and the answers, if desired
	

Step 6	Click **Continue**
Step 7	Complete the Answers tab:
7.1	Click in each **Answer box** to alter the text within
7.2	Click on a **color square** to select a different color
7.3	To display a **message** when an answer is picked, hover the mouse over the answer and click the **edit icon**
7.4	Click in the text box and enter the desired message
7.5	Click **Close** once the message has been updated
7.6	Click **Add** to create more answer selections
7.7	To **Delete** an answer, hover the mouse over the answer and click the delete icon
7.8	Use the drop-down arrows to configure the font type, size and color of the **Answer text**
7.9	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 8	Click **Continue** once all answers are added
Step 9	Make any necessary changes on the **Settings** tab:
9.1	Use the radio dial to Disable/enable the option to **Use cookies to prevent voting more than once**
9.2	Use the radio dial to select the desired **Result chart type**
9.3	Use the radio dial to Disable/enable the option to **Show results to voter**
9.4	Use the radio dial to Disable/enable the option to **Save my current settings as default values**
9.5	Use the value box or sliding bar to select the **Width**
9.6	Use the value box or sliding bar to select the **Height**
9.7	Use the value box or sliding bar to select the **Border**
9.8	Use the value box or sliding bar to select the **Web Poll Padding**
9.9	Use the value box or sliding bar to select the **Button Padding**
9.10	Click in the **Border color** square to select a color for the border
9.11	Click in the **Background color** to select a color for the background

	
Step 10	To reset to the default settings, click the **Restore My Default Settings** button
Step 11	Click **Finish**
Step 12	To Publish the web poll, click the **Options icon** ••• on the web poll project
12.1	Click **Publish**
	
12.2	If desired, click the checkbox to include the Web Poll as a **template** within the DocuMatix Community
12.3	Click **Yes** to the confirmation message

	
	A window will pop up with HTML information to integrate into an email or website.