Basics of Working with TurningPoint® in Office 2007

This document explains the basics of creating a TurningPoint slide and the pre-show steps to follow when using TurningPoint. It will cover:

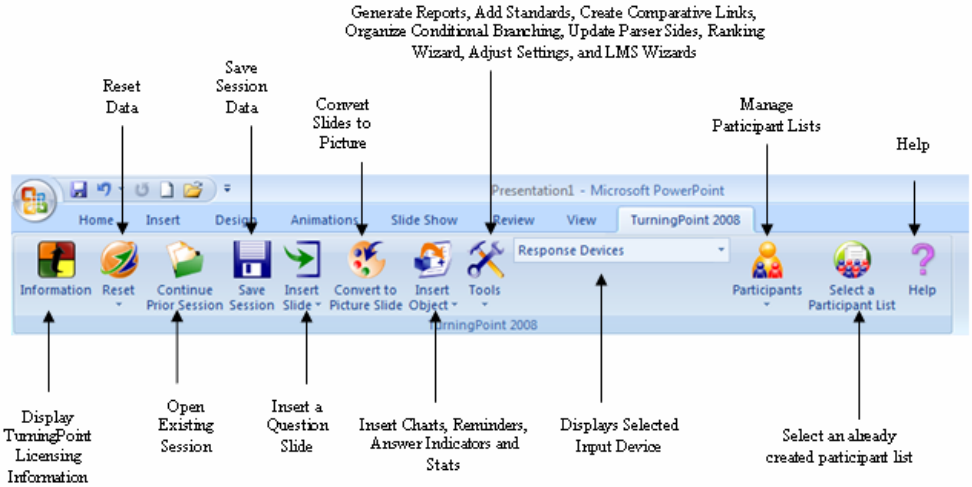
1. Creating TurningPoint Slides and altering default settings.
2. Choosing Participant Options.
3. Running TurningPoint Presentations.

For more information about TurningPoint, visit our website www.turningtechnologies.com. For further assistance with TurningPoint, our Customer Support Specialists can be reached at support@turningtechnologies.com or by calling 1-866-746-3015 between 7:00am and 9:00pm Monday through Friday eastern time.

Online training sessions are also available for your convenience.
You may register for training at:
http://www.turningtechnologies.com/audienceresponsecommunity/onlinetraining.cfm.
You may also contact the training department by calling the company's main line, 1-866-746-3015, or emailing training@turningtechnologies.com.

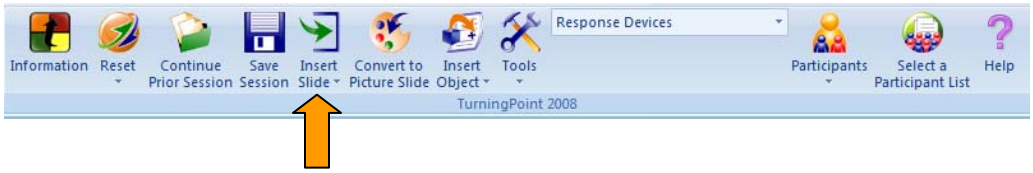
It is important to note that you must save your TurningPoint presentations using the ***PowerPoint Save icon*** or the ***File*** menu in PowerPoint. Though the icons look the same on the TurningPoint & PowerPoint tool bars, they serve completely different purposes. To save your presentation, use the Save button from the PowerPoint toolbar. To save the session data gathered from your audience, use the Save button on the TurningPoint toolbar.

To access TurningPoint, locate the TurningPoint toolbar found below the traditional PowerPoint toolbars.



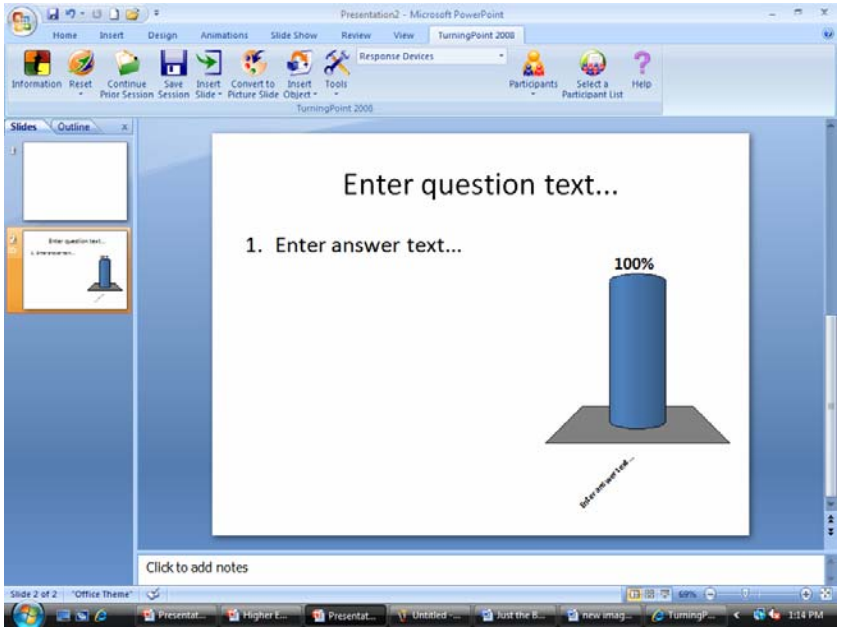
Inserting a TurningPoint Slide

1. Click **Insert Slide** from the TurningPoint Ribbon.

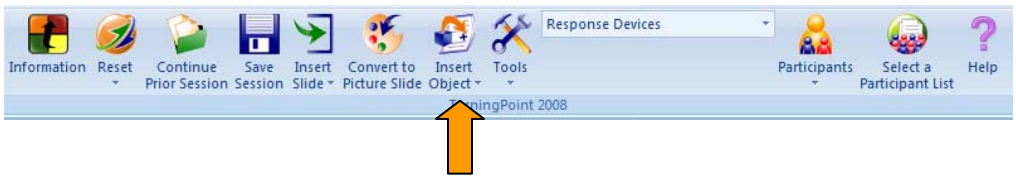


2. Choose your slide from the menu that appears. Your choices include:
   - Create a basic question slide by choosing a chart type.
   - Create a competition by adding "smart" score boards or a Team Assignment Slide.
   - Let TurningPoint create a slide for you with pre-assigned questions and answers.
   - Use a TurningPoint Special Purpose slide to enhance a presentation.

3. Your newly inserted slide will prompt you to type in your question, then your answer choices. You may enter up to 10 possible answers.



4. You can add objects into your slide by using the **Insert Object** button on the TurningPoint Ribbon.

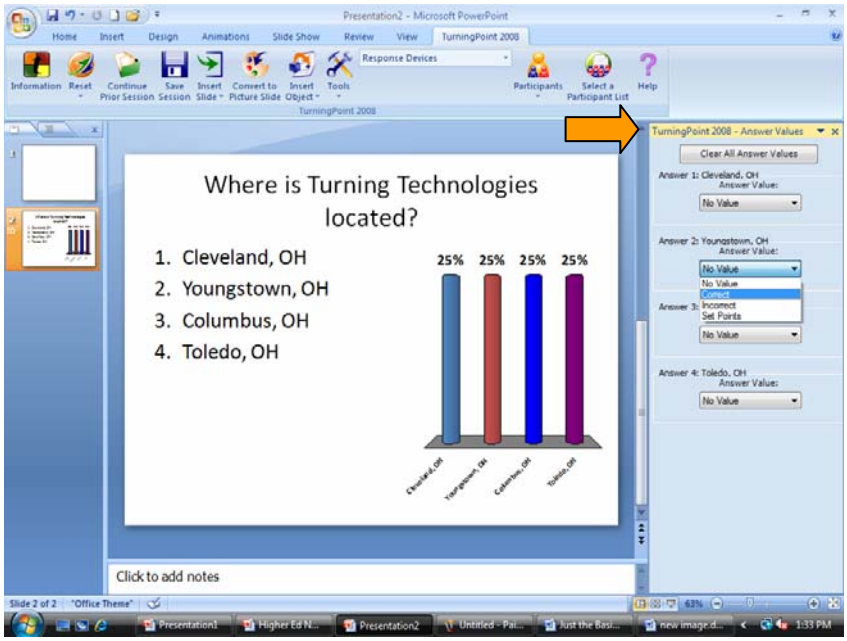


The Insert Object menu gives you the ability to:

- **Choose Charts** – Change your chart type on your slide.
- **Choose Answer Now** – Add an answer now indicator to your slide.
- **Choose Countdown** – Add a countdown time to your slide.
- **Choose Response Counter** – Add a counter that will count your incoming responses to your slide.
- **Choose Response Table** – Add a table that will illustrate individual incoming responses.
- **Choose Correct Answer Indicator** – Demonstrate to your audience what the correct answer was before proceeding to the next slide.
- **Choose Stats** – Add statistical data to your slide.
- **Choose Text Message** – When using vPads, to send a text message to the audience.

Assigning Correct Answers

1. When adding answer choices, an **Answer Value** task pane appears.



2. Choose the answer(s) you want to give value, then choose the value from the dropdown menu. Your choices include:
   - **No Value**
   - **Correct**
   - **Incorrect**
   - **Set Points**

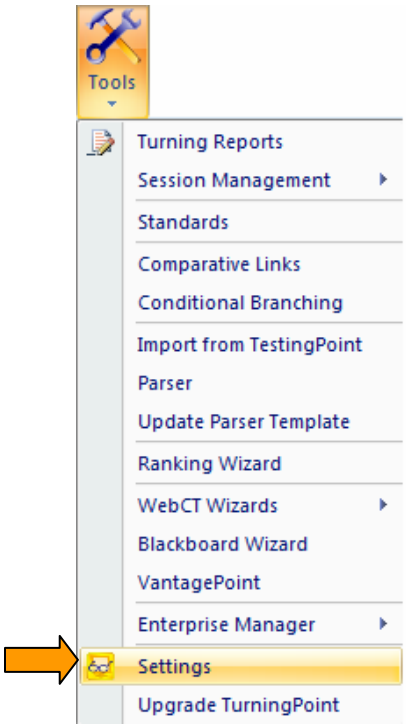
*****If you choose Correct or Incorrect, TurningPoint will automatically assign it the point value chosen within the TurningPoint settings.**

TurningPoint Settings

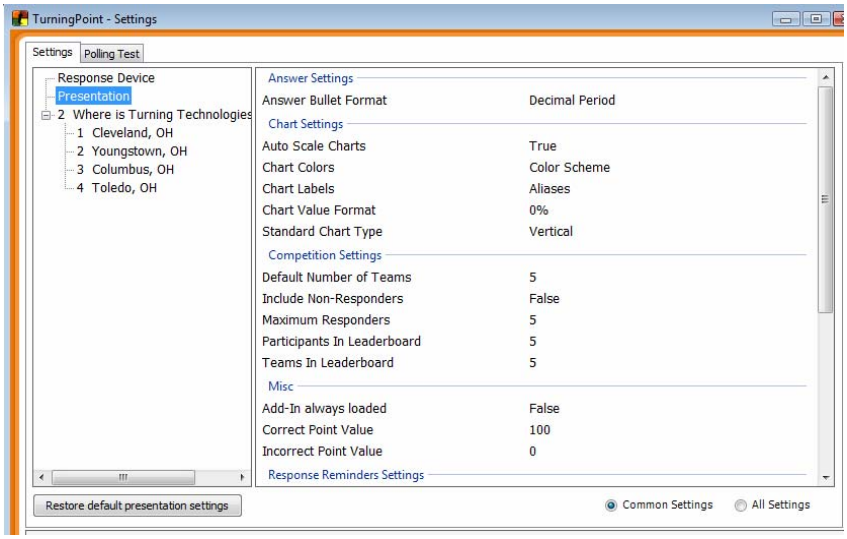
You can use TurningPoint Settings to customize your presentation: Change chart colors, point values, or whatever you feel necessary.

1. Click **Tools**.

2. Select **Settings**.



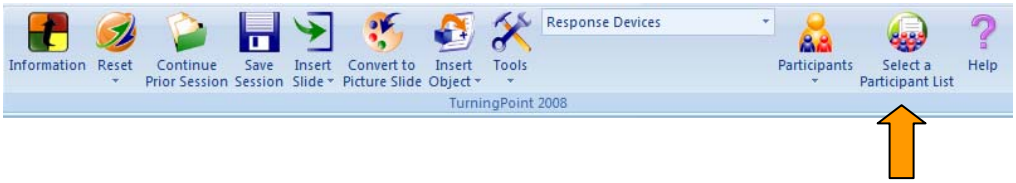
3. Adjust settings to meet your specific needs.



Participant Lists

The **Participants** button gives you several options:

- **Participant List Wizard** – Create a list.
- **Import a Participant List** – Bring a list in from another location.
- **Edit a Participant List** – Open a list and make changes.
- **Delete a Participant List** – Delete a list from your computer.



The **Select a Participant List** button opens a task pane that allows you to choose a participant list that has already been created.

- **Anonymous** – Responses are confidential.
- **Auto** – Polling will grab device id's, but with no official list loaded.
- **Lists** – Polling will observe the individual participant list selected.

Running a TurningPoint Presentation

1. Plug in your receiver.

2. **Launch** TurningPoint, and open your presentation.

3. Click **Reset** on the TurningPoint ribbon, choose **Session**. This will prepare your slides to collect new information from the participants.

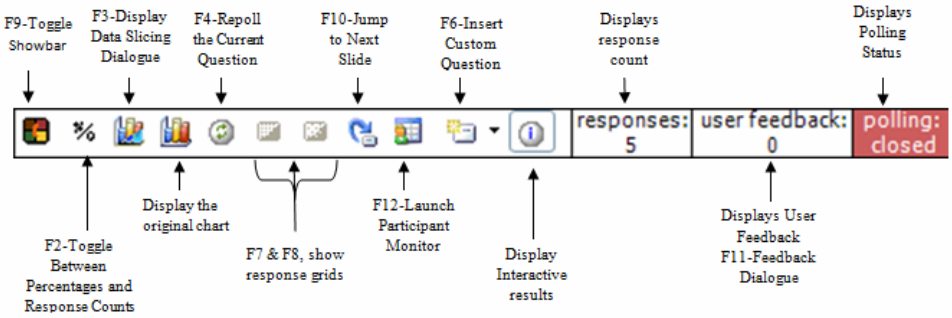
4. If using a participant list, use the **Select a Participant List** option from the ribbon to select a list.

5. Choose the type of responses you would like to receive.

   - **Response Devices** – If you are receiving live results from an audience.
   - **Keyboard Keys 0-9** – If you would like to simulate response data manually on the keyboard.
   - **Simulated Data** – If you would like TurningPoint to automatically simulate response data.

6. Start your presentation from PowerPoint Slide Show options.

7. When the presentation opens, advance through the slides by using traditional PowerPoint methods, such as mouse clicks or arrow keys. When you reach a TurningPoint slide, polling will automatically open, with the showbar appearing in the top right corner.



8. When finished with your presentation, **Save** the collected data using the TurningPoint Ribbon.