

# Basics of working with TurningPoint 2008 (w. Office '03)

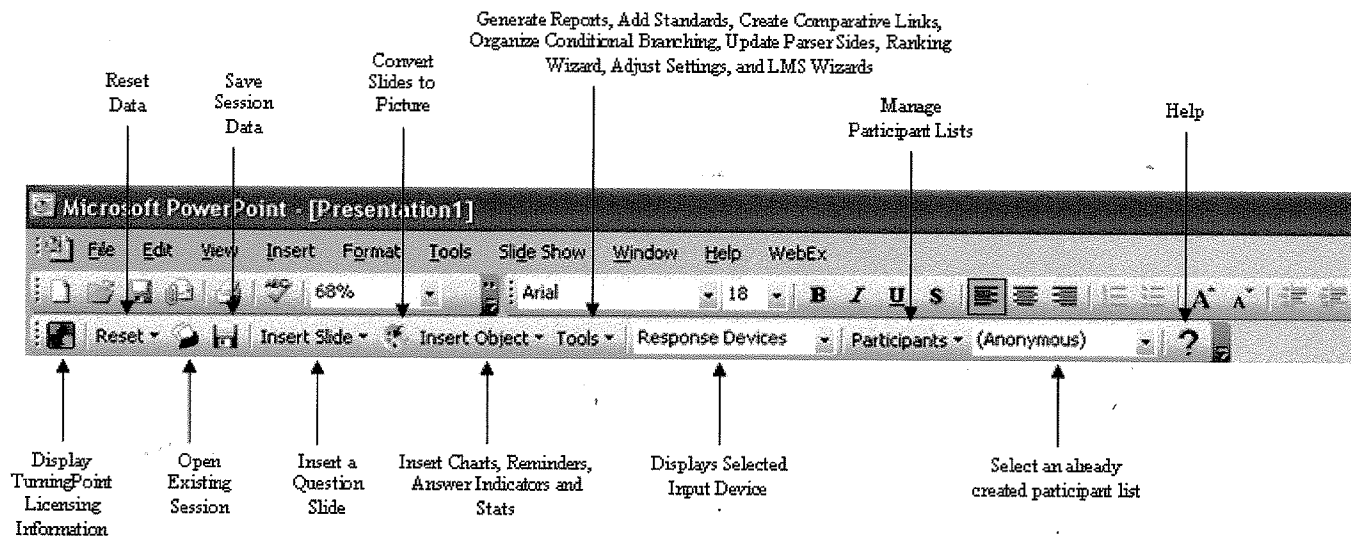
This document will explain the basics of creating a TurningPoint slide and the pre-show steps to follow when using TurningPoint. It will cover:

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

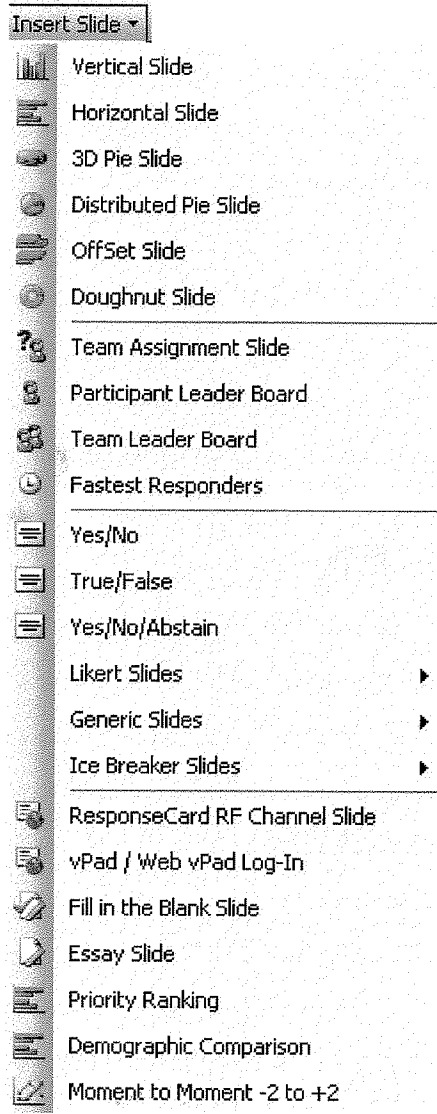
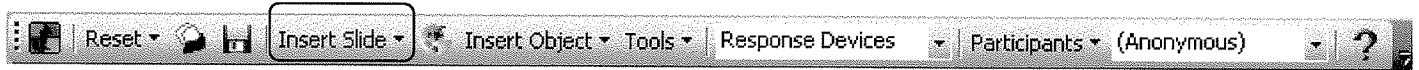
For more information on TurningPoint visit our website ([www.turningtechnologies.ca](http://www.turningtechnologies.ca)). For further assistance with TurningPoint, our Customer Support Specialists can be reached at [support@turningtechnologies.ca](mailto:support@turningtechnologies.ca) or by calling 1-888-522-8689 between 9:00am and 5:00pm Monday through Friday Eastern Standard Time.

Online training sessions are also available for your convenience. You may register for those at <http://www.turningtechnologies.com/audiencecommunity/onlinetraining.cfm>. You may also contact the training department by calling the company's main line, 1-888-522-8689, or emailing [support@turningtechnologies.ca](mailto:support@turningtechnologies.ca)

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



- 1.) To add a TurningPoint Slide to your presentation, Choose the **Insert Slide** choice from the TurningPoint Toolbar.



Choose your slide from the menu that appears. Your choices include:

Creating a basic question slide by choosing a chart type

Or

Creating a competition by adding “smart” score boards or a Team Assignment slide

Or

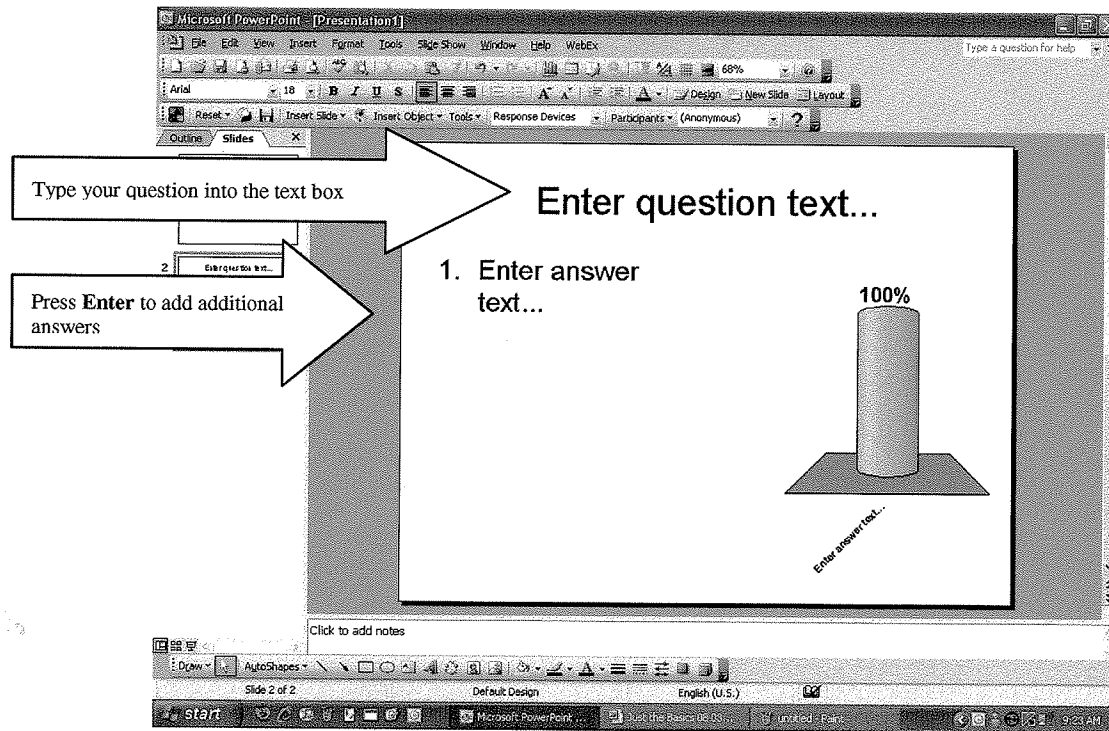
Letting TurningPoint create a slide for you with pre-generated questions and answers

Or

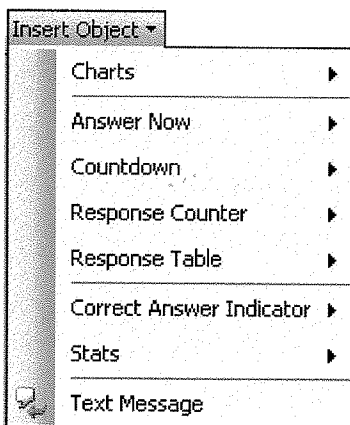
Using a TurningPoint Special Purpose slide to enhance a presentation.

- To create your basic presentation, start by choosing one of the chart slides from the menu. This will insert the chosen slide into the presentation.

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

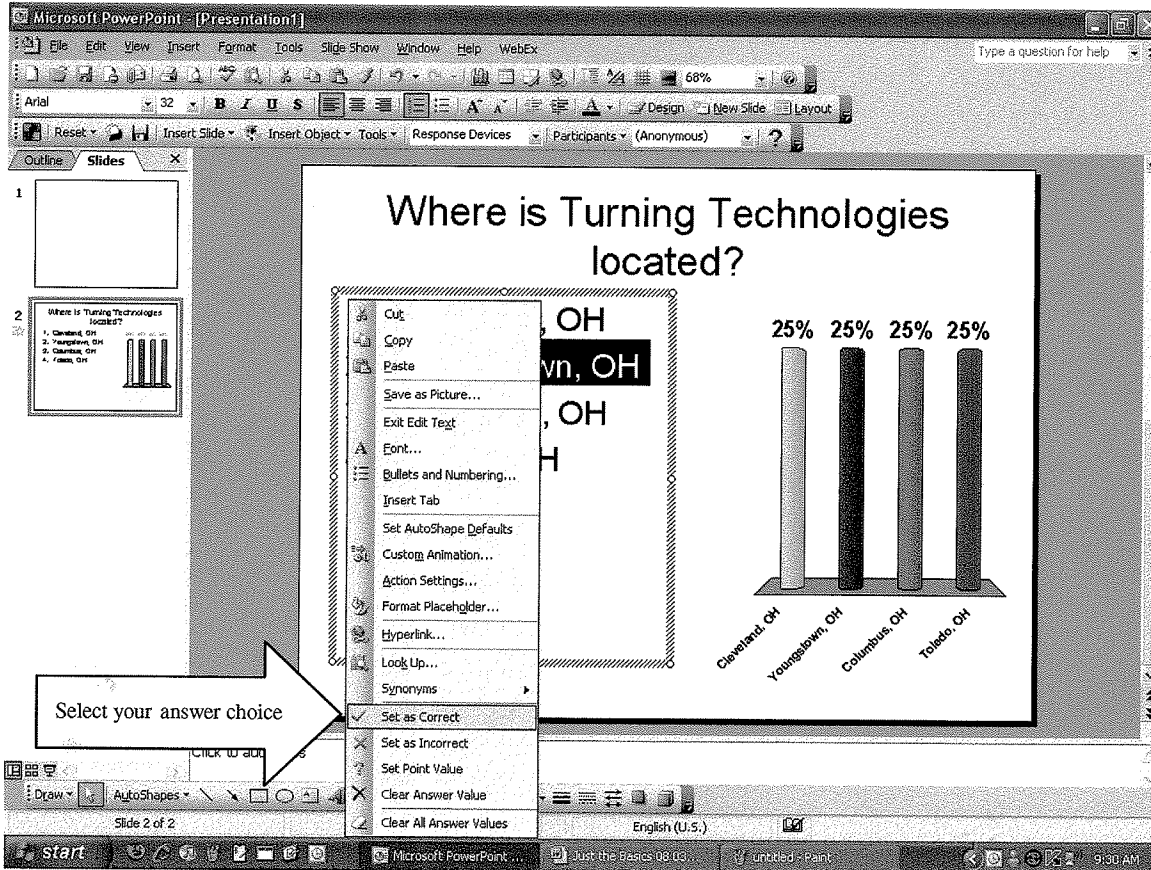


- You can add objects into your slide by using the **Insert Object** button on the TurningPoint Toolbar.



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

- To Set an Answer as Correct:



Highlight the answer(s) you want to give value, then right click on the selection.

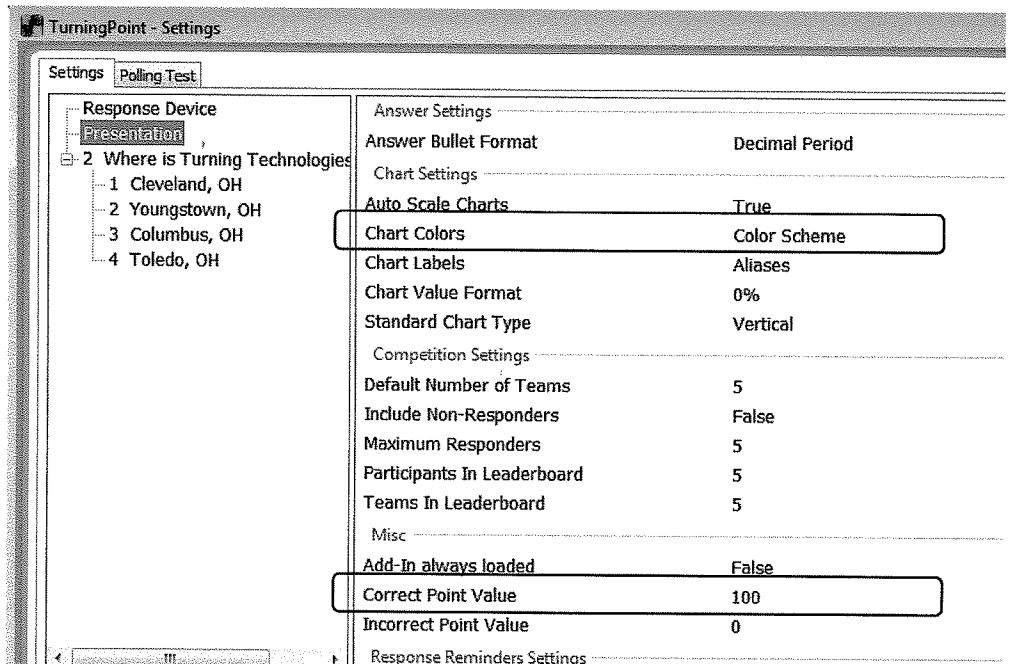
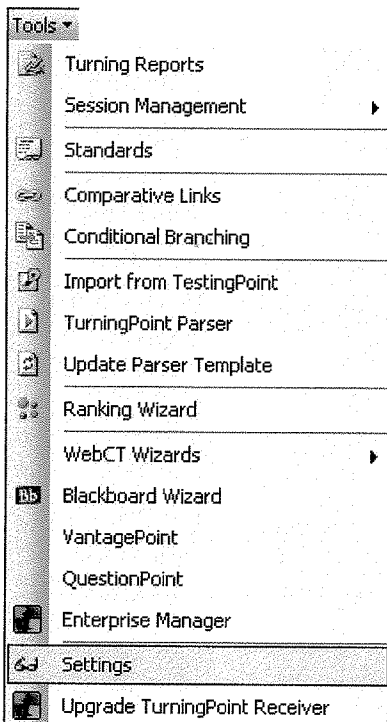
A menu will appear, with the answer choices listed near the bottom.

Your choices include:

- Set as Correct**
- Set as Incorrect**
- Set Point Value**
- Clear Answer Value**

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

- Adjust your TurningPoint **Settings** to customize your presentation: change chart colors, point values, or whatever you feel necessary.

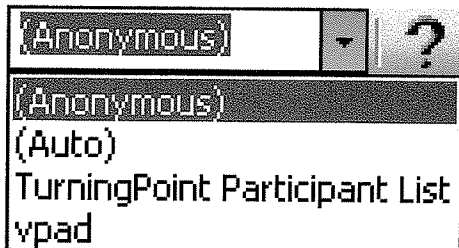
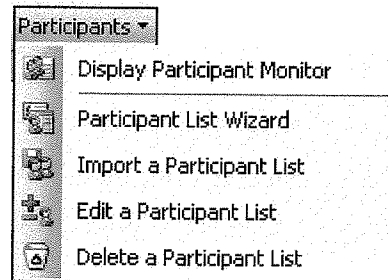


## 2.) Choose your participant options:



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

- **Participant List Wizard** to create a list
- **Import a Participant List** to bring a list in from another location
- **Edit a Participant List**, to open a list and make changes
- **Delete a Participant List**, to delete a list from your computer



The **Participant List dropdown menu** allows you to select the participant list you would like to use.

- **Anonymous**, polling is anonymous
- **Auto**, polling will grab device id's, but with no official list loaded

