

Basics of working with TurningPoint (w. Office 07):

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

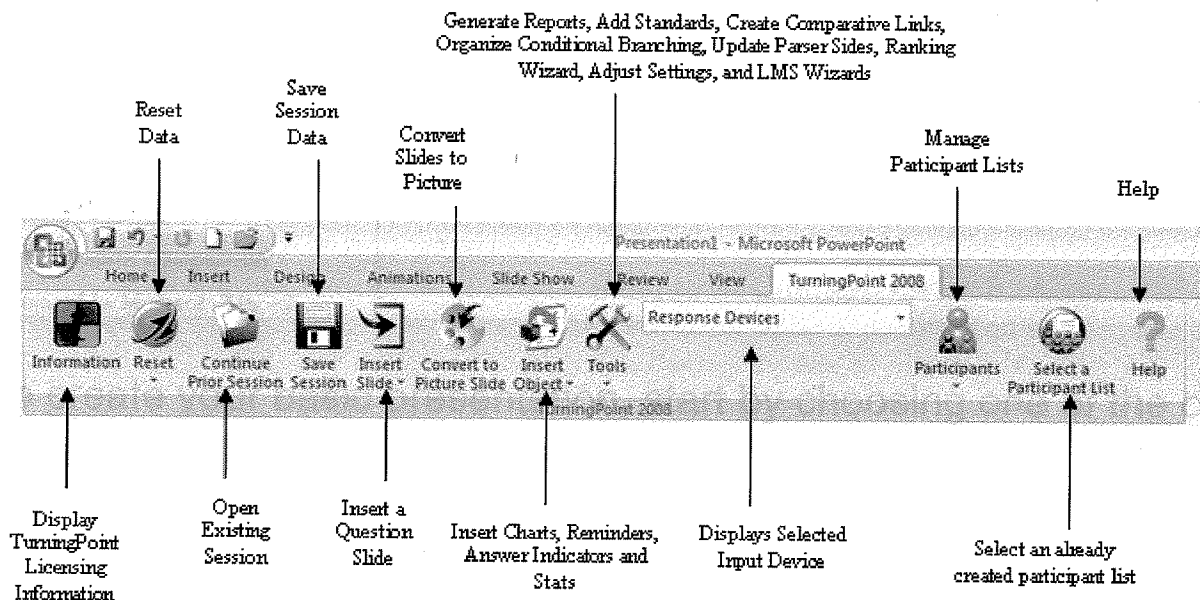
- 1) Creating TurningPoint Slides and altering default settings
- 2) Choosing Participant Options
- 3) Running TurningPoint Presentations

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

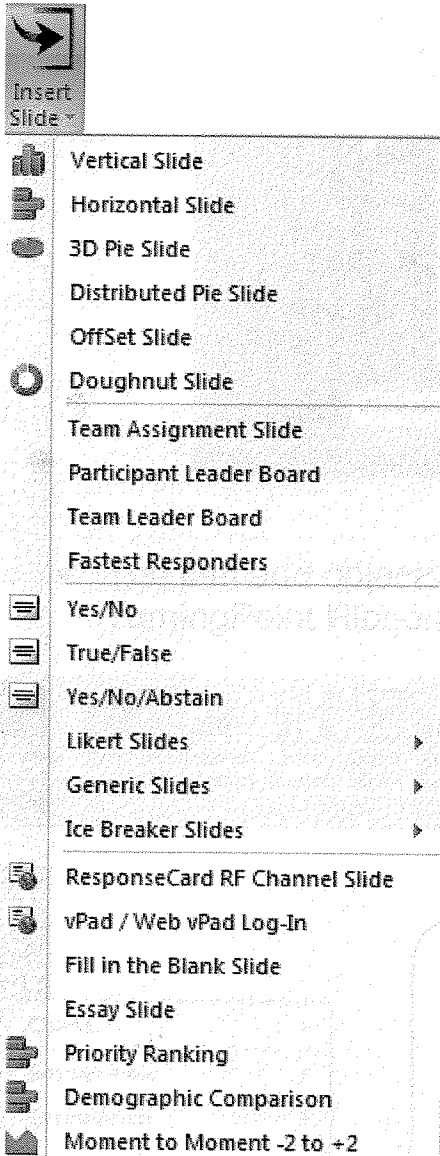
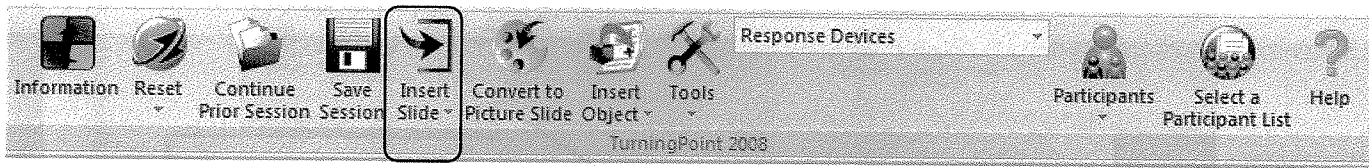
Online training sessions are also available for your convenience. You may register for those at <http://www.turningtechnologies.com/audienceresponsecommunity/onlinetraining.cfm>. You may also contact the training department by calling the company's main line, 1-888-522-8689, or emailing support@turningtechnologies.ca

It is important to note that you must save your TurningPoint presentations from the **PowerPoint Save icon** or the **File** menu in PowerPoint. Though the icons look the same on the TurningPoint & PowerPoint tool bars, they do something completely different. Save from PowerPoint when saving your presentation; save from TurningPoint to save the session data you gathered from the audience.

To access TurningPoint, open the TurningPoint 2008 Ribbon found on the far right of your ribbon menu.



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



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

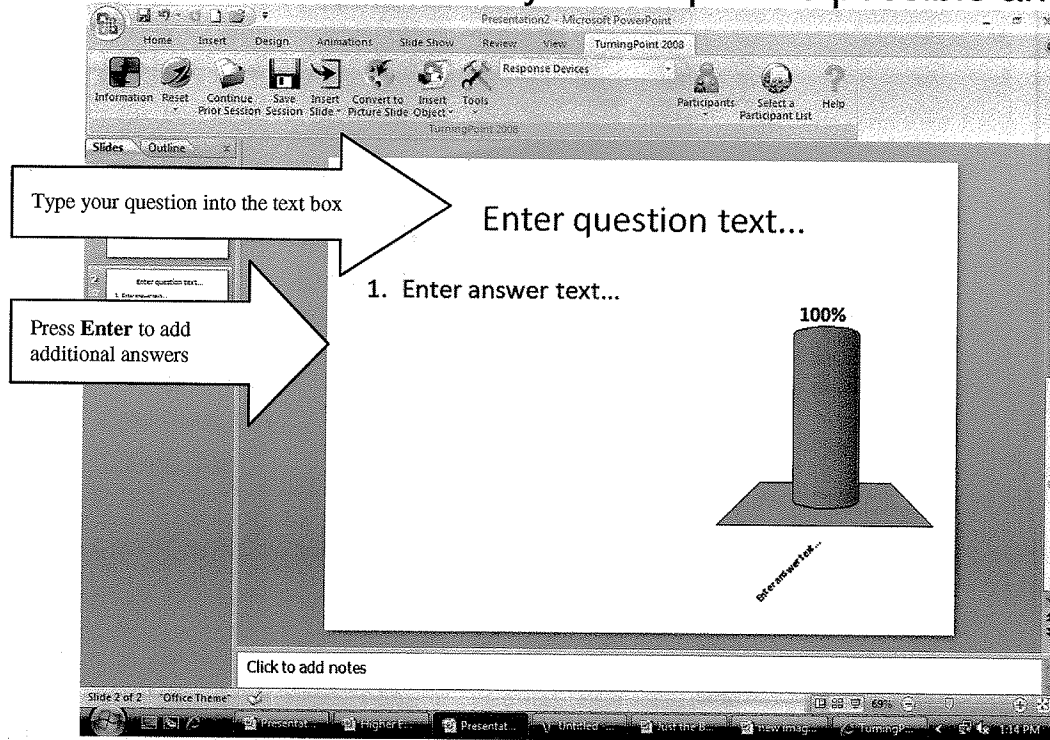
Letting TurningPoint create a slide for you with pre-generated questions and answers

Or

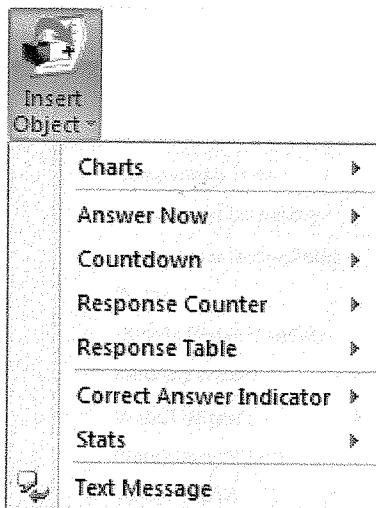
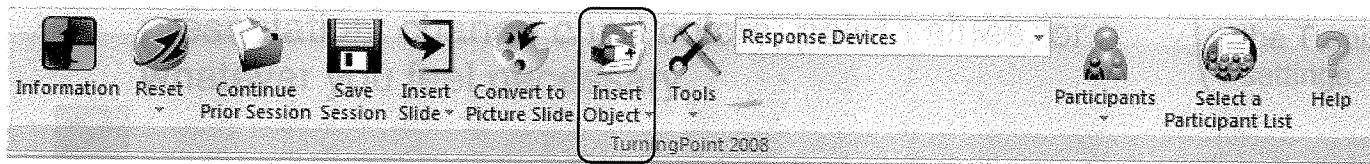
Using a TurningPoint Special Purpose slide to enhance a presentation.

- 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 Ribbon.



- 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

