



Quick Start Guide

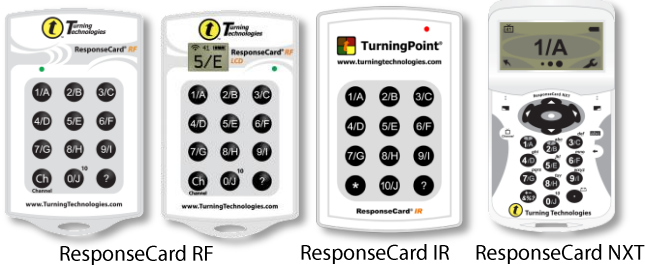
TurningPoint® 2008 for PC

TurningPoint

Creating an Interactive PowerPoint Slide

Required Hardware

1. ResponseCard®



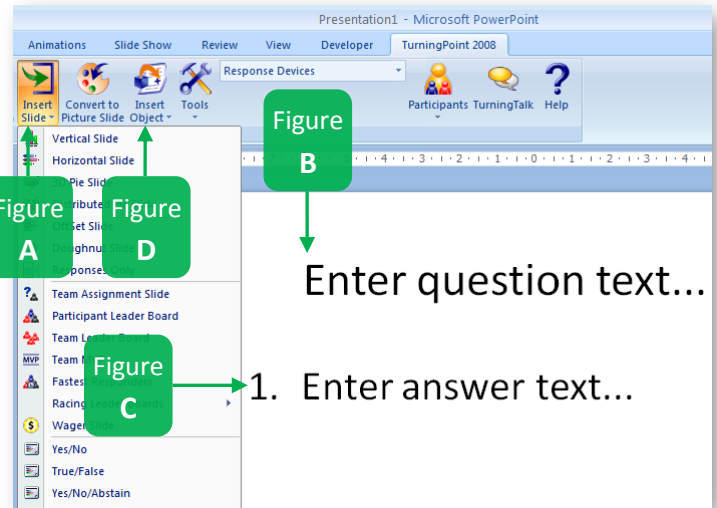
2. ResponseCard® Receiver



3. USB Port



1. Open TurningPoint from the TurningPoint icon on your desktop or the Start Menu.
2. When TurningPoint 2008 is opened, a non-interactive slide is displayed.
3. Locate the TurningPoint toolbar on the top portion of the PowerPoint screen.
4. From the TurningPoint toolbar, click **"Insert Slide"** (Figure A).
5. Select a slide type from the drop-down list. An interactive slide is inserted in the presentation.
6. Enter the question into the text box entitled **"Enter Question text..."** (Figure B).
7. Enter appropriate responses into the text box entitled **"Enter answer text..."** (Figure C). Press **"Enter/Return"** after each answer option.
8. ****Optional****
Click **"Insert Object"** (Figure D) to access the drop-down menu. Select a reminder type – countdowns, response counters, response tables, and/or answer now objects to add additional control to the slide.
9. Congratulations! You have just created an interactive slide.



Technical Requirements

- Microsoft Windows 32-bit or 64-bit XP, Vista, or 7
- Office XP, 2003 or 2007
- Requires a 2008 licensed RF or IR Receiver or an active ResponseWare™ account.
- Intel or AMD 600 MHz class processor (1 GHz or higher recommended).
- 256 MB RAM
- 60 MB hard disk space (an additional 32MB is required if you do not have Microsoft .NET Framework 2.0 installed).
- 1024 x 768 resolution on a 32-bit colour or higher.
- Standard USB 1.1/2.0 port (for USB-based hardware devices).
- Ethernet or 802.11 compatible wireless network card*
* Required if ResponseWare is used.

Installing TurningPoint 2008

** If you have an old version of TurningPoint installed on your computer, you must first remove it before installing TurningPoint 2008. **

Note: You must be logged into your computer as the local computer administrator before installation.

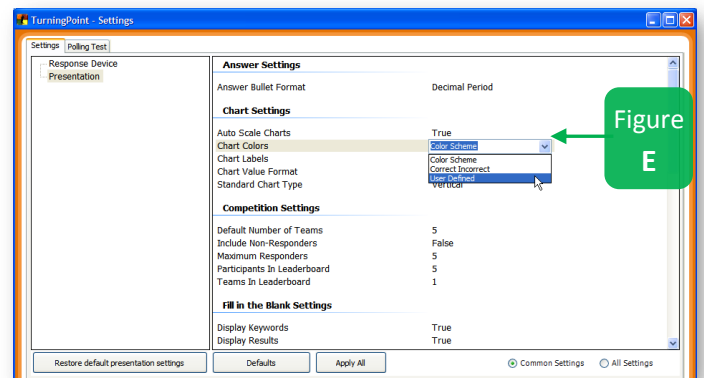
1. If you have a TurningPoint 2008 CD, insert the CD into your computer's CD drive, then follow the on-screen instructions to begin the installation wizard. (Skip to step 3.)
2. If you do not have a CD, download TurningPoint 2008 from the download page on www.keepad.com. (The Downloads page is under Support).
3. Once downloaded, double-click the **"Setup"** icon to start the installation.
4. Select **"Run"** to start the InstallShield wizard.
5. If you accept the terms of the License Agreement, select the button labelled **I accept the terms in the license agreement** and click **"Next"**.
6. Enter your User Name and Organisation in the customer information window and then click **"Next"** to continue.
7. Click **"Install"**, TurningPoint will now begin installing.
8. Click **"Finish"** when the process is complete.

Adjusting TurningPoint Settings

You can use the TurningPoint Settings to customise the presentation.

Open the Settings by clicking **"Tools"** on the TurningPoint toolbar and then select **"Settings"** from the drop-down menu. A description for each setting can be found at the bottom of the Settings window.

Example: you can change chart colours (Figure E), point values or whatever you feel necessary.





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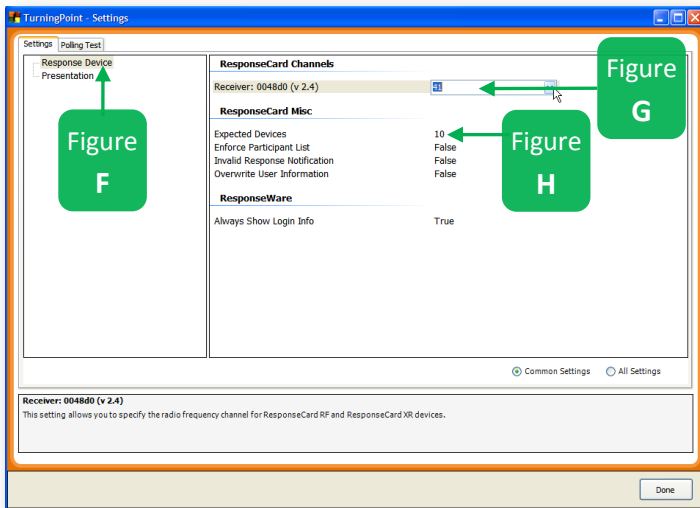
TurningPoint

Polling with Response Devices

Hardware Setup

1. Connect your licensed TurningPoint 2008 Receiver.
2. Open TurningPoint from the TurningPoint icon on the desktop.
3. Click "Tools" on the TurningPoint 2008 toolbar.
4. Select "Settings" from the drop-down menu.
5. Select "Response Device" from the top left pane of the "TurningPoint Settings" window. **(Figure F)**
6. For RF receivers, select the "Receiver Channel" number from the drop-down menu in the right panel (next to the receiver with the serial number listed). **(Figure G)**
 - For IR receivers, verify that the receiver serial number is listed.
7. Set the "Expected Devices" to match the number of ResponseCards that will be used. **(Figure H)**
8. Select the "Polling Test" tab from the top of the Settings window.
9. Click the "Start Test" button.
10. Press a key on each ResponseCard and verify the response is received in the Polling Test window.
11. Click "Done" to close the Settings window.

1. Open your TurningPoint presentation as you would normally open a PowerPoint presentation by selecting "File" from the PowerPoint toolbar then browsing to where the presentation has been saved.
2. If using a participant list, select the list from the Participant List drop-down menu. *If you do not have a custom participant list, you can set it to "Auto" to track the Device IDs.
3. Make sure "Response Devices" is selected in the drop-down menu on the TurningPoint toolbar. **(Figure I)**
4. To prepare slides for polling, reset the session by clicking "Reset" on the TurningPoint toolbar **(Figure J)**, which will display a drop-down menu. Click "Session".
5. Launch the presentation by pressing the F5 key or by selecting "Slide Show" from the PowerPoint toolbar and then clicking "View Show" or "From Beginning." Click to advance through the presentation.
6. Polling will open automatically when a TurningPoint slide is displayed.
7. Give the participants time to respond the question.
8. Polling will remain open until you advance to display the results. (The control of each slide will vary slightly depending on the objects on each slide).
9. At the conclusion of the presentation, click once to exit the Slide Show (or press Esc.)
10. From the TurningPoint toolbar, select the "Save Session" button.
11. Name the session file and click "Save". (The file will save as .tpz).



Generating a Report

1. Click the "Tools" tab on the TurningPoint toolbar.
2. Select "Reports".
3. Select the session file you saved.
4. From the available reports menu, select the desired report by ticking the check box.
5. A Microsoft Excel® or Word® document will open.
6. Click "Save" to save the report or "Print" to print a hard copy.

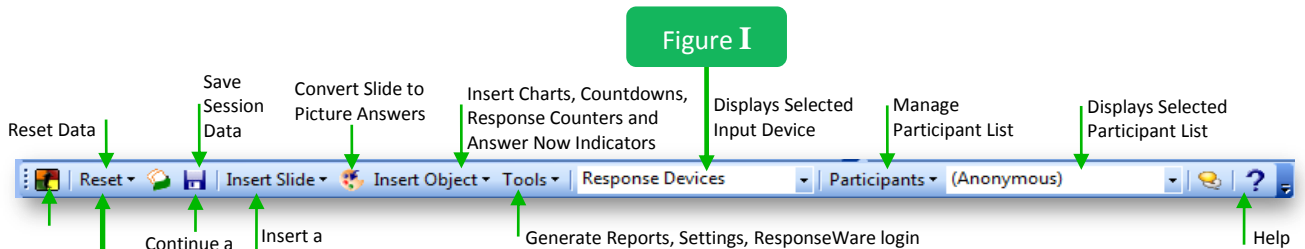
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TurningPoint® 2008
Toolbar for
Office 2003



TurningPoint® 2008
Ribbon for Office 2007

