



# Quick Start Guide

TurningPoint® AnyWhere™ for PC  
version 2.2.0.85

**TurningPoint**  
AnyWhere

## Technical Requirements

- Microsoft Windows 32 or 64 bit XP, Vista or 7
- 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.

**Important Note:** Customers using a Receiver with a part number (on the back) of “RRRF-01” or “RRLR-01”, and have never had a TurningPoint product installed on the computer, must run the ftdi.exe file (found in the download file) in order to use the receiver with TurningPoint AnyWhere 2.1 or greater.

## Downloading and Running TurningPoint AnyWhere

TurningPoint AnyWhere does not need to be installed on your computer. The below instructions explain how to run TurningPoint AnyWhere directly from a convenient location on your computer or a memory stick.

1. Download TurningPoint AnyWhere for PC from: <http://www.keepad.com/tp08-downloads.php>
2. Select **TurningPoint AnyWhere for PC**.
3. Complete the software download registration form then click on **Download**.
4. Click on the link to start downloading **TurningPoint AnyWhere**.
5. A file download window will appear, click on **Save** then browse to a suitable location on your computer and click **Save** to start the download.
6. When the download is complete, double-click the downloaded zip file.
7. Copy the contents of the zip file to the desired destination. The folder can be placed on the desktop, in My Documents, or on a memory stick.
8. Once copied, open the folder and double-click TurningPoint AnyWhere.exe. to open the program.

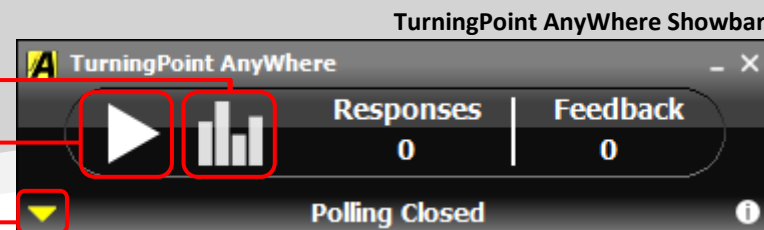
**NOTE:** For quicker access to the application, you can create a short-cut for the TurningPoint AnyWhere.exe on your desktop by right clicking on the .exe file and selecting **Set To > Desktop (create shortcut)**.

Updated 15<sup>th</sup> February 2010

Chart

Start/ Stop Polling

Main Menu



## Setting the Language

**TIP:** TurningPoint must be closed before TurningPoint AnyWhere is opened.

1. Open TurningPoint AnyWhere from the .exe file.
2. Click the Main Menu button (down arrow) on the Showbar.
3. Mouse over **Tools** and select **Settings**.
4. Select **Application** from the left panel.
5. Select your preferred language from the drop down box beside **Language**.
6. Click **Done** to apply the change.

## Response Device Configuration

1. Plug in your RF or IR Receiver.
2. Click the Main Menu button (down arrow) on the Showbar.
3. Mouse over **Tools** and select **Settings**.
4. Select **Response Devices** from the left panel.
5. For RF receivers, select the **Radio Frequency channel** number from the drop-down menu in the right panel, next to the receiver with the serial number listed.
  - For IR receivers, verify that the receiver serial number is listed.
6. Select the **Polling Test** button from the left panel.
7. Select the **Start Test** button.
8. Press a key on each response device to be used. The Polling test will display the Device ID, and the key entry from each response device in the order in which they were tested.
9. Select the **End Test** button.
10. Click **Done** to close the Settings Window.

## Basic Polling

1. Click the **Start Polling** (play) button on the Showbar.
  - The Start Polling button now becomes the Stop Polling button.
  - Clicking the Chart button on the Showbar displays a dynamic chart that will adjust to the responses being received. The chart will remain on screen until you click the Chart button again.
2. TurningPoint AnyWhere will now receive responses from the participants.
3. Click the Stop Polling button to display the results. The chart window can be resized by dragging the corner to your desired size.

**TIP:** You can turn off the charts so they are not displayed automatically when polling closes. This option can be found in the TurningPoint AnyWhere Settings.
4. If the question has a correct answer you can set it from the chart by right clicking on the bar you want to set as correct and then selecting **Mark as correct**.
5. Repeat steps 1 to 4 to poll another question.
6. See page 2 for how to save the results.



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## Creating a Question List

1. Click the Main Menu button (down arrow) on the Showbar.
2. Mouse over Question and select **New Question List**.
  - The Question Editor opens. Question list options are listed across the top of the window; questions are listed in the left panel. Selecting a question in the left panel displays the question and answers in the right panel.
3. Type the question text in the “Enter Question text” text box at the top of the right panel.
4. Type the answer text in the “Enter Answer” text boxes provided.
  - **Assign a correct answer** by selecting Correct from the drop-down menu next to the answer choice. All other answer choices will automatically be designated as Incorrect.
  - You may assign more than one correct answer by selecting Correct from the drop-down menu next to another answer choice.
  - Check the box above the answer options to apply a **correct answer indicator** that will display next to the correct answer after polling has closed. You can apply a correct answer indicator to an individual question or all of the questions in the question list.
  - A **correct point value** can be assigned to an answer by clicking in the drop down menu next to the answer choice and typing the point value. (The default point value is 100).
5. Click the **Add Answer Choice** button at the bottom of the right panel to add another answer.
6. Click the (X) next to the answer choice to remove it from the list.
7. Add another question to the list by clicking the **Add Question** button at the top of the window.
8. Click the **Save** button at the top of the window to save the question list.

## Polling with a Question List

1. Click the Main Menu button (down arrow) on the Showbar.
2. Mouse over **Question** and select **Load Question List**.
3. Select the question list (TPQ or TPZ extension) and click **Open**.
4. Use the **Next** and **Previous** buttons to select the question you want to poll.
5. Open the polling by clicking on the **Start Polling** (play) button on the Showbar.
  - The question appears on a white background, similar to a PowerPoint Slideshow. You can adjust the question display settings within the TurningPoint AnyWhere Presentation Settings.
  - Click the **Maximize/Restore** icon on the bottom left of the question screen to display the question in full screen mode. Click the Maximize/Restore button again to reduce the size of the window.

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Next Question

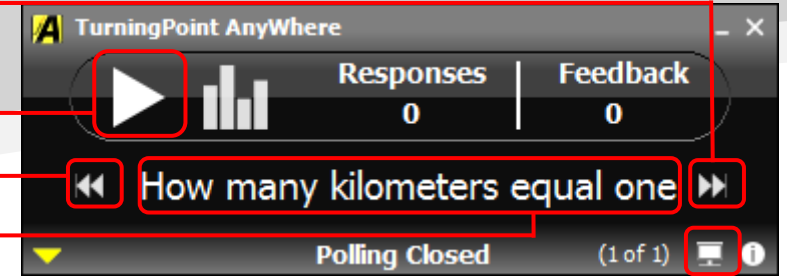
Showbar with Question List loaded

Start/ Stop Polling

Previous Question

Current Question

Display



## Polling with a Question List continued...

- Click the **Showbar** icon on the bottom left of the question screen to hide the TurningPoint AnyWhere Showbar. Click the Showbar icon again to bring back the Showbar. (The Showbar icon is to the right of the Maximize/Restore icon).
- TIP:** You can click the **Display** icon on the TurningPoint AnyWhere Showbar to hide the question and click it again to display the question. (The Display icon is located on the bottom right corner of the Showbar, it resembles a projector screen).
6. Click the **Stop Polling** button to display the results.
  7. Repeat steps 2 - 6 for the remaining questions in the question list.

## Saving the Results

If you want to review the results or generate reports at a later time you must **save** the session file when you have finished polling the questions.

1. Click the **Main Menu** (down arrow) button on the Showbar.
2. Mouse over **Session** and select **Save Session**.
3. Name the file and click **Save**.

## Generating a Report

1. Click the **Main Menu** (down arrow) button on the Showbar.
2. Mouse over **Tools** and select **Reports**.
  - In the left panel TurningPoint AnyWhere displays a list of the saved session files and the current session file. If the session file you wish to generate a report from is not listed, click **Load Session** and browse to the saved session file. The file will now be listed under Saved Sessions.
3. Select a session in the left panel.
4. From the Available Reports drop-down menu, select the desired report.
5. Click **Save** to save the report or **Print** to print a hard copy.

## Contact Us

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