



Quick Start Guide

TurningPoint® AnyWhere™ for Mac
version 2.0

TurningPoint
AnyWhere

Technical Requirements

- Requires a 2008 licensed RF or IR Receiver or an active ResponseWare™ account.
- G3-class processor or better.
- Mac OS X 10.4 or higher.
- 256 MB RAM (512 MB recommended).
- 10 MB hard disk space.
- Available USB 1.1 or USB 2.0 port.
- Ethernet or 802.11 compatible wireless network card.*
*Required if ResponseWare is used.

Installing TurningPoint AnyWhere 2.0

If you presently have an earlier version of TurningPoint AnyWhere installed you must delete all associated files and empty the trash before installing the new build.

1. Download TurningPoint AnyWhere from: <http://www.keepad.com/tp08-downloads.php>
2. Select **TurningPoint AnyWhere for Mac** version 2.0.0
3. Complete the software download registration form then click **Download**.
4. Click the link to start downloading TurningPoint AnyWhere for Mac.
5. When the download is complete, double-click the **Disk image file (dmg)** to start the installation.
6. Click and drag the TurningPoint AnyWhere logo to the folder on the right. (This will place TurningPoint AnyWhere in the Applications folder).
7. TurningPoint AnyWhere for Mac is now ready for use.
8. Eject the Disk image file by dragging it to the trash.

Opening TurningPoint AnyWhere

TurningPoint AnyWhere for Mac can be opened by one of the following methods:

1. **Click** the TurningPoint AnyWhere for Mac icon on the Dock.
2. Navigate to the Applications folder and double click on TurningPoint AnyWhere.

NOTE: TurningPoint must be closed before TurningPoint AnyWhere is opened.

Start/ Stop Polling

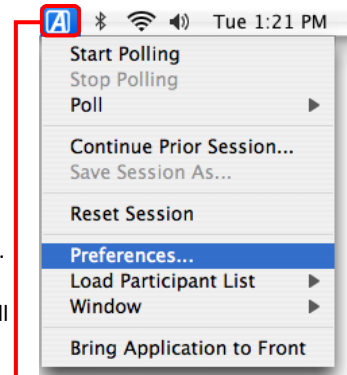
Chart



TurningPoint AnyWhere Showbar

Response Device Configuration

1. Plug in your RF or IR Receiver.
2. Select **Preferences** from the TurningPoint AnyWhere Status icon in the toolbar, as pictured right.
3. Select **Response Devices** from the left panel.
4. 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.
5. Select the **Polling Test** tab from the top of the Preferences Window.
6. Select the **Start Test** button.
7. 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.
8. Select the **End Test** button.
9. Close the Preferences Window.
10. The response device configuration is now complete.



TurningPoint
AnyWhere Status Icon

Basic Polling

1. Click the **Start Polling** (play) button on the Showbar.
TIP: You can specify a keyboard shortcut to start polling in the TurningPoint AnyWhere Preferences.
 - 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 Preferences.
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.

TIP: If the **Showbar is hidden** you can display it by clicking on the TurningPoint AnyWhere Status Icon then mouse over Window and select Showbar.



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Creating a Question List

- From the TurningPoint AnyWhere menu bar select **Question List > New Question List**. (See menu bar pictured below).
 - The Question Editor opens. Questions are listed in the left panel, selecting a question displays the question and answers in the right panel.
- Type the question text in the “**Enter Question text**” text box at the top of the right panel.
- 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.
 - 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).
- Click the (+) button at the bottom of the **right panel** to add another answer choice.
- Click the (X) button next to the answer choice to remove it from the list.
- Add another question to the list by clicking the (+) button at the bottom of the **left panel**.
- To **save** the question list, click the **gear** button at the bottom of the left pane and select **Save As** then name the file and click Save Question List.

TurningPoint AnyWhere File Edit Participant List Question List Polling Window Help

TIP: If the TurningPoint AnyWhere menu bar is hidden you can display it by clicking on the **gear** icon on the Showbar then selecting **Bring Application to Front**.

TurningPoint AnyWhere Menu Bar

Polling with a Question List

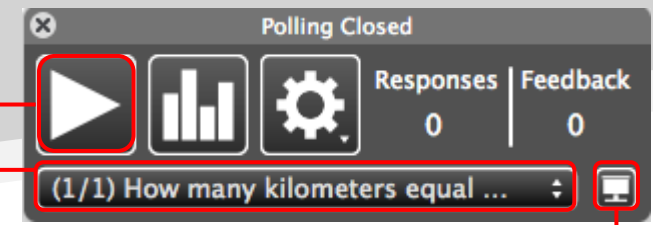
- From the TurningPoint AnyWhere menu bar select **Question List > Open Question List**.
- Select the question list (TPQ or TPZ extension) and click **Open**.
- Use the **drop down menu** on the Showbar to select the question you want to poll.
- Open the polling by clicking on the **Start Polling** (play) button on the Showbar.

Updated 17th June 2009

Start/ Stop Polling

Current Question

Display



Showbar with Question List loaded

Polling with a Question List continued...

- The question appears on a white background, similar to a PowerPoint Slideshow. You can adjust the question display settings within the TurningPoint AnyWhere Presentation Preferences.
 - 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.
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).
- Click the **Stop Polling** button to display the results.
 - Repeat steps 2 - 5 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.

- Click on the TurningPoint AnyWhere Status Icon in the toolbar and select **Save Session As**.
- Name the file and click **Save**.

TIP: Sessions can also be saved by selecting **File > Save Session As** from the TurningPoint AnyWhere menu bar.

Generating a Report

- Click on the TurningPoint AnyWhere Status Icon in the toolbar.
- Mouse over **Window** 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 the **gear** button at the bottom of the left pane and browse to the saved session file. The session file will now be listed under Saved Sessions.
- Select a session in the left panel.
- Select the desired report from the drop-down menu at the top of the right pane.
- Click **Save As** to save the report or **Print** to print a hard copy.

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