

# 1 About TurningPoint

Welcome to TurningPoint, the easiest, most powerful, fully interactive group response system available. For use with PowerPoint, TurningPoint enables an audience to use response devices to provide instant feedback to a speaker.

TurningPoint then gathers the responses and quickly translates the results into test scores, charts, and graphs. It also can store the data for future reference.

This chapter provides an overview of the product and includes the system requirements, installation instructions, and customer support resources.

## Product Introduction

TurningPoint smoothly integrates with PowerPoint to create a more interactive and memorable presentation. TurningPoint was designed to run on Office 2003 and Office 2007 with Office XP support. (Find additional information in **System Requirements** on page 6.)

Once installed, TurningPoint options are accessed through the TurningPoint Toolbar, which can be found in PowerPoint beneath the standard PowerPoint Toolbar. This toolbar displays the options to create interactive slides, set up and run a presentation, and generate reports.

Other TurningPoint features include participant monitoring and reporting tools. TurningPoint also provides the ability to connect to an educational institution's WebCT, Blackboard or Sakai server or other LMS solution to streamline creating Participant Lists and reporting classroom results and grades.

Additionally, TurningPoint is available in multiple languages. Customers may download a language pack from [www.TurningTechnologies.com](http://www.TurningTechnologies.com).

# System Requirements

TurningPoint is designed to function on most computers; however, there are some hardware and software requirements:

## Requirements for Hardware

The following hardware specifications are required before installing TurningPoint:

- Intel or AMD 600 Mhz class processor (1 GHz or higher recommended)
- 256 MB RAM (256 MB or more of “available” RAM recommended)
- 60 MB hard disk space (an additional 32 MB is required if you do not have Microsoft .NET Framework 2.0 installed)
- 1024x768 resolution at 32-bit color or higher
- Standard USB 1.1/2.0 port
- Ethernet or 802.11 compatible wireless network card (for ResponseWare use)

## Requirements for Software

The following software applications are required before installing TurningPoint:

- Microsoft Windows 32-bit or 64-bit XP, Vista and 7
- Microsoft Office 2003, 2007, or XP

# Initial Setup

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## Install TurningPoint

Follow the steps below to install TurningPoint.

### Before You Begin

Check the hardware and software specifications outlined in **System Requirements** on page 6.

To install TurningPoint software...

- 1 If an older version of TurningPoint is installed, the InstallShield Wizard Displays a message requesting you to uninstall the previous version. See Windows Help file for instructions on uninstalling a previous version.
  - a. Select **OK**.

The Windows Installer closes.
- 2 Install TurningPoint in one of two ways:
  - Download the latest edition of TurningPoint from the Turning Technologies web site.

The Turning Technologies web site is located at <http://www.turningtechnologies.com>. Click the Download button to the right of the screen and select the TurningPoint link. Complete the download request form and click Submit. Select the TurningPoint link on the next page and save the file to your computer. When the download is complete, double-click the setup icon to launch the InstallShield Wizard.
  - Or install from a CD. Insert the CD into the computer. The InstallShield Wizard launches automatically.
- 3 Click **Next**.

A window opens and displays the license agreement. Read the license agreement on the screen or click the Print button to send the text to a printer.
- 4 Select the button labeled **"I accept the terms in the license agreement" if you accept the terms.**

Accepting the terms of the license agreement permits you to continue to install TurningPoint.
- 5 Click **Next**.

A window opens and displays customer information entry fields.
- 6 Enter your **name** and **organization** in the fields.

### 7 Click **Next**.

A window opens and displays a message that the computer is ready to install TurningPoint.

### 8 Click **Install**.

The computer installs TurningPoint and displays the Finish button on the page when the process is complete.

### 9 Click **Finish**.

A window opens and displays a message that the installation is complete. Select the Launch TurningPoint checkbox if you would like to immediately open the program.

Double-click the TurningPoint shortcut on the desktop to open the program.

### TurningPoint Shortcut Icon



TurningPoint  
2008

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## Open TurningPoint with PowerPoint

After you install TurningPoint, you can configure it to open automatically when PowerPoint starts.

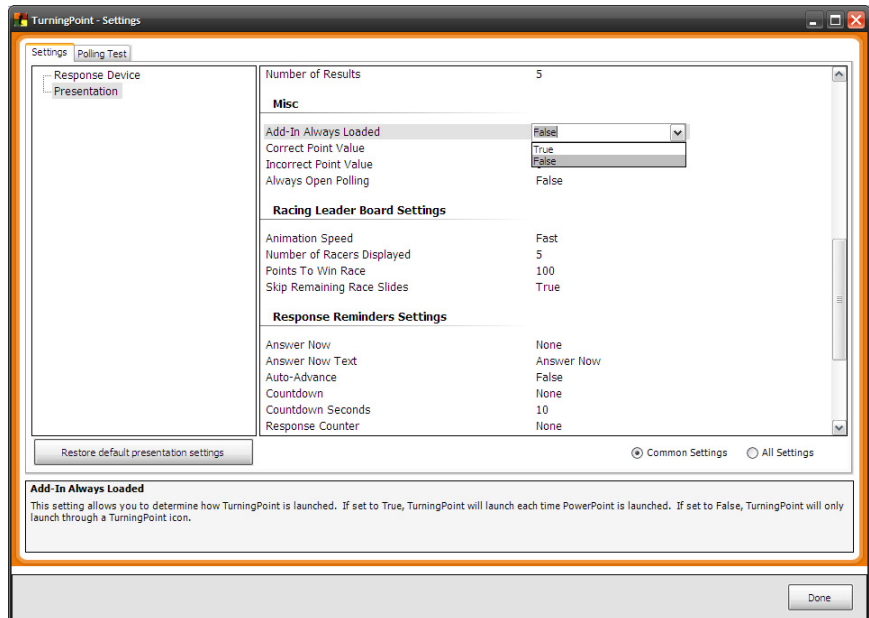
To toggle the option to automatically load TurningPoint...

- 1 Double-click the **TurningPoint icon**.
- 2 Click **Tools** on the TurningPoint Toolbar and select **Settings**.
- 3 Select **Presentation** from the Settings Hierarchy.

A specific list of settings options displays in the menu.
- 4 Scroll down until you see the **Misc settings**.
- 5 Select the **Add-In always loaded** setting.

A drop-down menu opens.

### Settings Window: Add-In always loaded



#### 6 Choose either **True** or **False**.

Choosing True will have TurningPoint automatically load when PowerPoint is opened.

Choosing False means that TurningPoint does NOT automatically load when PowerPoint is opened; you must launch TurningPoint by using the TurningPoint.exe shortcuts created at the time of installation.

**Note** TurningPoint uses False as the default setting for Add-In always loaded.

#### 7 Click **Done**.

The Settings window closes and, depending on your selection, TurningPoint will either load or not load the next time you open PowerPoint.

# Tour of the TurningPoint Toolbar

When you launch TurningPoint, PowerPoint opens and the TurningPoint Toolbar is displayed beneath the PowerPoint toolbars, as the following image depicts:

## TurningPoint Toolbar



The following descriptions define the buttons that make up the tools in the TurningPoint 2008 Toolbar:

### Information



Allows you to view information about your TurningPoint Software. It also shows licensing information for the receiver you are using, and it provides a mechanism to supply feedback to Turning Technologies for support assistance.

### Reset



Displays a menu of options to clear the current user response data to start a new session or reset individual slides for polling. Find information about polling the audience in **Chapter 7: Run Presentations**.

### Continue Prior Session



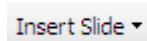
Opens a previously saved session. A session is a run-through of a presentation where an audience has submitted responses to some or all of the questions. Find information about continuing a prior session in **Chapter 9: Sessions**.

### Save Session



Stores the current session. Find information about saving sessions in **Chapter 9: Sessions**.

### Insert Slide



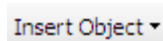
Displays a menu of TurningPoint slide types that allows you to select from in order to create a presentation. Find information about TurningPoint slides in **Chapter 3: Creating and Saving Slides**.

### Convert to Picture Slide



Assigns pictures as answers in place of text. Find information about picture slides in **Chapter 3: Creating and Saving Slides**.

### Insert Object



Displays a menu of items to enhance a TurningPoint slide. Find information about slide options in **Chapter 3: Creating and Saving Slides**.

**Tools**



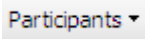
Displays a menu of options to report, modify, track, create, and integrate TurningPoint presentations and sessions.

**Select Input Source**



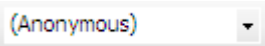
Selects the input source to be used for collecting response data. These include Response Devices, Keyboard Keys (0-9), and Simulated Data. Find information about response devices in **Chapter 4: Response Device and Settings Management**.

**Participants**



Provides options to create, edit, and delete Participant Lists. Find information about these options in **Chapter 5: Track Participants and Teams**.

**Select a Participant List**



Used to associate a participant list with the current session. Find information about Participant Lists in **Chapter 5: Track Participants and Teams**.

**Turning Talk**



Opens the TurningTalk User Community, a social learning community for users of Turning Technologies products and services.

**Display TurningPoint Help**



Opens the help file.

**Toolbar Options**



Customizes the PowerPoint and TurningPoint toolbars.

# Customer Support Resources

If you have questions or concerns, additional resources are available online or by calling a Turning Technologies representative.

## Online Assistance

Turning Technologies offers online assistance through its web site at <http://www.turningtechnologies.com>.

Go to the Product Guides and Manuals section of the web site to find more information about using TurningPoint, such as the Quick Start Guide.

Go to the Product Training section of the Turning Technologies web site under Support to find:

- Tutorials
- Online Training
- Onsite Training
- Case Studies
- Presentations

## Customer Support

Turning Technologies Customer Service Department offers technical support, which is available Monday - Friday, 7am - 9pm EST. From within the continental United States, call Customer Service toll-free at 1 866 746 3015. If calling from outside the United States, call +(1) 330 746 3015. Customer Service also may be reached via e-mail at [support@turningtechnologies.com](mailto:support@turningtechnologies.com). Please note that it may take up to 2 business days for a reply if contacted via e-mail.

### *Mailing Address:*

Turning Technologies, LLC 255 West Federal Street Youngstown, OH 44503

Turning Technologies, LLC offers complete TurningPoint training. Our trainers are available for onsite training at your location, or you may send your team to our training facility in Ohio.

Typical training sessions last from two to six hours, depending on your intended use of TurningPoint and skill level with Microsoft Office products. For Training Services, call 1 866 746 3015 for details.