

# 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 a computer running Office 2004 for Mac with Mac OS X 10.3 or higher 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 use Turning Technologies' TestingPoint to streamline creating Participant Lists and reporting classroom results and grades.

## 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:

- G3 processor or better / Intel processors fully supported (Universal Binary)
- 256 MB RAM (512 MB recommended)
- 10 MB hard disk space
- Available USB 1.1 or USB 2.0 port

## Requirements for Software

The following software applications are required to take full advantage of TurningPoint capabilities:

- Mac OS X 10.3 or higher
- Microsoft Office 2004 for Mac

## Initial Setup

Before using TurningPoint, you must.

- **Install TurningPoint**

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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. A computer must meet these system requirements before installation.

#### Step by Step Instructions

 To install TurningPoint software...

- 1 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>. Complete the download request form, and Turning Technologies email the download instructions. When the download is complete, double-click on the DMG file to begin the installation process.
  - To install from a CD, insert the CD into the computer.  
After you insert the CD, double-click the disc that displays on the desktop to begin the installation process.
- 2 If an older version of TurningPoint is installed, a message displays requesting you to uninstall the previous version.
  - If this is the first time you are installing TurningPoint or you have already removed a previous version, continue with step 3.
  - See Mac Help file for instructions on uninstalling a previous version. Resume process at step 1.
- 3 Select the Continue button to continue the installation.
  - 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 Continue.

- A license agreement window opens.
- 5 Select Agree if you accept the terms.
    - Accepting the terms of the license agreement permits you to continue to install TurningPoint.
    - A window opens and allows you to choose the installation destination.
  - 6 Choose the installation destination and select Continue.
    - A window opens and displays a message that the computer is ready to install TurningPoint.
  - 7 Select the Install button.
    - The computer installs TurningPoint and displays the Close button on the page when the process is complete.
  - 8 Select the Close button.
    - A window opens and displays a message that the installation is complete.

## 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:

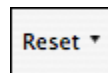
The following descriptions define the buttons that make up the tools in the TurningPoint 2008 toolbar:

Information



Allows you to view information about your TurningPoint License.

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 for retrieval later. Find information about saving sessions in **Chapter 9: Sessions**.

Refresh Current Slide



Implements the changes that have been made to the slide on which you are working.

Insert Slide



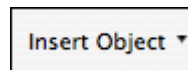
Displays a menu of TurningPoint slides that you select to create a presentation. Find information about TurningPoint slides in **Chapter 3: Creating and Saving Slides**.

Convert to Picture Slide



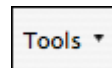
Assigns pictures as answers instead of text. Find information about picture slides in **Chapter 3: Creating and Saving Slides**.

Insert Object



Displays a menu of items that you select to enhance a 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 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**.

Select a Participant List



Assigns a Participant List to a session. Find information about participant lists in **Chapter 5: Track Participants**.

Start a TurningPoint SlideShow



Starts your interactive presentation.

# 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 Learning Community section of the Turning Technologies web site to find:

- Tutorials
- Online Training
- Onsite Training
- Case Studies
- Best Practices
- Presentations/Podcasts

## 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 email at [atsupport@turningtechnologies.com](mailto:atsupport@turningtechnologies.com). Please note that it may take up to 2 business days for a reply if contacted via email.

### *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 state-of-the-art 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.

## Where Do I Go From Here?

If you are new to TurningPoint, this manual will assist you. Read **Chapter 2: Getting Started with TurningPoint** for a general overview of using this product.

Are you a returning user? Details of the new TurningPoint features can be found throughout this document. **Welcome to TurningPoint** on page 5 outlines these new features.