

Sessions

Recall the five steps to presentation success. This chapter discusses Step 5, how to save and manage sessions. TurningPoint creates session files whenever you run a TurningPoint presentation, and they are stored temporarily. You can, however, save the session in a file for later access. When you save a session, TurningPoint automatically includes the PowerPoint presentation with your TurningPoint file.

Manage Sessions

This section describes how to:

- **Save Results from a Session**
- **Change the Default Save Location**
- **Continue a Previously Saved Session**
- **Delete Results from a Session**

Save Results from a Session

TurningPoint can quickly save a session so you can retrieve the results or resume the session later.

Before You Begin

Identify a reliable location on the computer or on a data storage device where you want to save the presentation.

Step by Step Instructions

To save a session...

- 1 From the Slide Show view, click the screen. Select End Show.
 - TurningPoint concludes the presentation.
- 2 From the TurningPoint toolbar, select the Save Session button.
 - TurningPoint displays the Save Session dialog that shows the file name, file type, and where the file will be saved. The default location is Documents\TurningPoint\Sessions. If you choose the default name, TurningPoint adds the date and time to the file name. If you choose to rename it, the name you chose is stored.
 - If you wish to change the default location, select a file folder to save the session and give the session a file name. To permanently change the default location, go to **Change the Default Save Location** on page 89.
- 3 Select the Save button.
 - TurningPoint saves the file in the designated location.

Change the Default Save Location

Changing the default save location for your TurningPoint folder changes the save location of your session files, Participant Lists, and standards.

Before You Begin

Identify a reliable location on the computer where you want to save your TurningPoint documents.

Step by Step Instructions To change the default save location...

- 1 From the TurningPoint toolbar, select Tools > Settings.
 - The Settings window opens.
- 2 Select the Settings tab from the Settings window.
- 3 Select Application from the Settings Hierarchy.
 - File Location is the first setting listed under the Application Settings Heading.
- 4 Select Change.
 - A dialog opens allowing you to choose a file location.
- 5 Select a new default location.

Note You can restore your save location to the default settings by selecting Reset All Settings. This will reset all settings to the default.

- 6 Select Open.
 - Your TurningPoint folder location has been changed.

Continue a Previously Saved Session

TurningPoint can resume your presentation using a saved session file. TurningPoint appends new session information to the opened session file, allowing you to save the polling results for the presentation in one file.

Before You Begin

If the session file is saved on an external storage device, insert the device into the computer.

Locate the session you wish to open. On the computer that is running the presentation, the default location for saved sessions is Documents\TurningPoint\ Sessions.

Step by Step Instructions To continue a previously saved session...

- 1 From the TurningPoint toolbar, select the Continue Prior Session button.
 - TurningPoint displays the dialog that shows the file name, file type, and where the file is located. The default location is Documents\TurningPoint\Sessions.
- 2 Navigate to the file you wish to open and select the Open button.
 - TurningPoint opens the previously saved file.

Next Steps

From the TurningPoint toolbar, select the Start a TurningPoint Slide Show button. Advance to the slide from which you want to resume your presentation. Continue presenting the session.

Delete Results from a Session

You can use the same presentation to create a new set of responses. The Reset menu on the TurningPoint toolbar gives you the option of deleting the results from slides in order to redo a session or present a new session. The slide results will still be stored in the session data, but the slide will be cleared so it can be used in a new presentation. You also have the option to redo only one question slide in a session.

Note You cannot undo the Reset function, so be certain that you wish to delete the results from the slide.

Before You Begin

If you want to view the results at a later time, save the session before proceeding with the following steps.

Step by Step Instructions To delete the results of a session from a slide...

- 1 Open the presentation. To delete the results of one question only, select that slide.
- 2 From the TurningPoint toolbar, select the Reset menu.
 - The Reset menu opens, showing the options to reset either the entire session, all the slides, or the current slide.

Note Be certain that you wish to delete the results from the slide. You cannot undo the Reset function for the Session, All Slides, or Current Slide options.

- 3 When you are ready to delete the results from the slide, select either Session, All Slides, or Current Slide.
 - Selecting Session resets the values to zero for every slide in the presentation and clears all of the results from the temporary session file by removing all of the response and participant data.
 - Selecting All Slides resets the values to zero for every slide in the presentation.
 - Selecting Current Slide resets the values to zero on only the currently viewed slide.

Where Do I Go From Here?

This chapter has demonstrated how to save and continue sessions and manage session data.

This user guide has introduced you to the process of creating interactive presentations with TurningPoint. You have learned how to successfully build, deliver, and save the results of an interactive presentation in five easy steps.

You have customized the slides and included animation, feedback mechanisms, and excitement in your presentation. You have also created reports to view the results of your presentation session.

If you have further questions about the TurningPoint system, please contact Customer Support at Turning Technologies. *** 'Customer Support' on page 17 ***