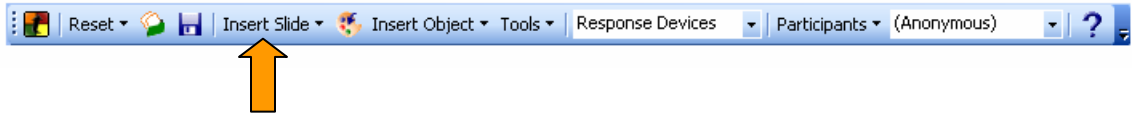
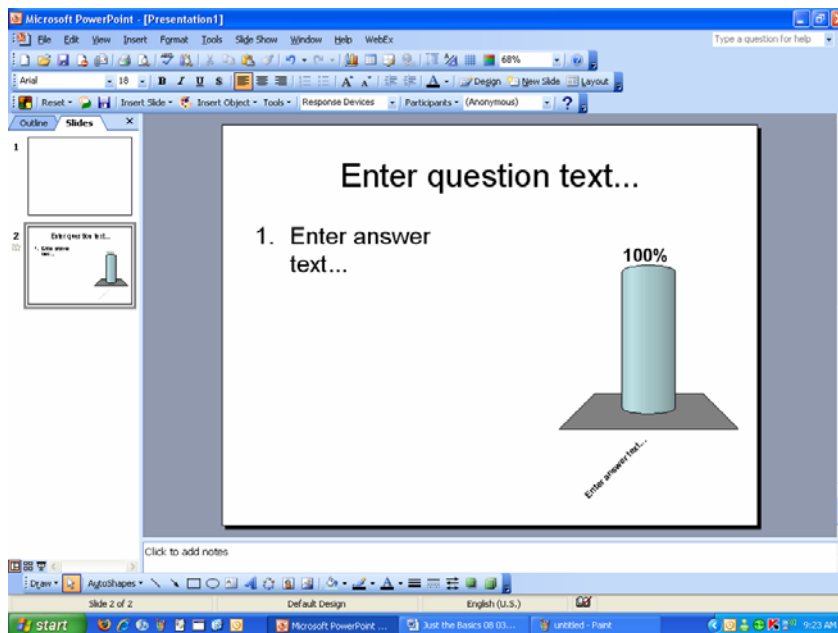


## Inserting a TurningPoint Slide

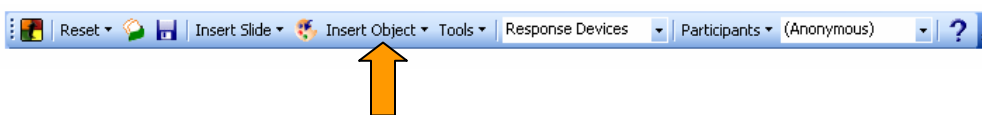
1. Click **Insert Slide** from the TurningPoint toolbar.



2. Choose your slide from the menu that appears. Your choices include:
  - Create a basic question slide by choosing a chart type.
  - Create a competition by adding “smart” score boards or a Team Assignment Slide.
  - Let TurningPoint create a slide for you with pre-assigned questions and answers.
  - Use a TurningPoint Special Purpose slide to enhance a presentation.
3. Your newly inserted slide will prompt you to type in your question, then your answer choices. You may enter up to 10 possible answers.



4. You can add objects into your slide by using the **Insert Object** button on the TurningPoint toolbar.

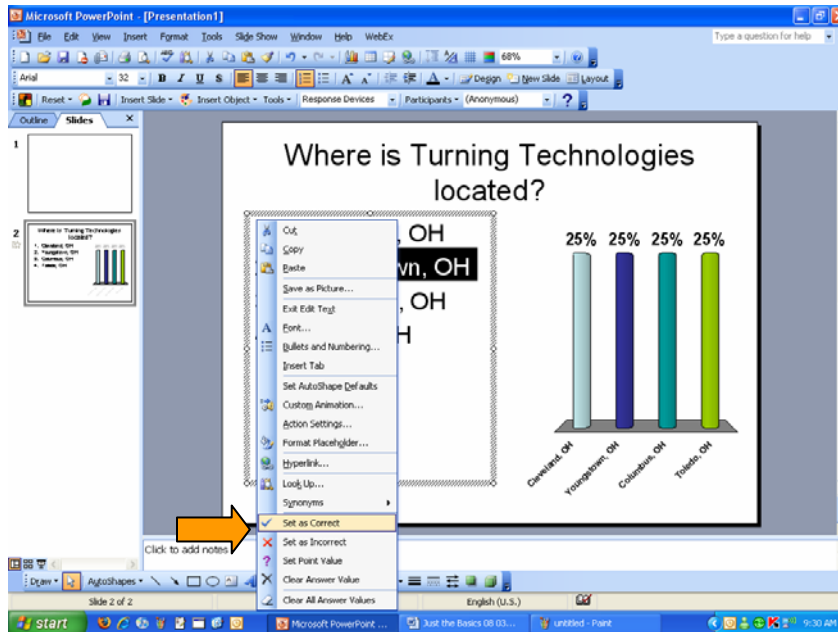


The Insert Object menu gives you the ability to:

- **Choose Charts** – Change your chart type on your slide.
- **Choose Answer Now** – Add an answer now indicator to your slide.
- **Choose Countdown** – Add a countdown time to your slide.
- **Choose Response Counter** – Add a counter that will count your incoming responses to your slide.
- **Choose Response Table** – Add a table that will illustrate individual incoming responses.
- **Choose Correct Answer Indicator** – Demonstrate to your audience what the correct answer was before proceeding to the next slide.
- **Choose Stats** – Add statistical data to your slide.
- **Choose Text Message** – When using vPads, to send a text message to the audience.

## Assigning Correct Answers

1. **Highlight** the answer(s) you want to give value, then **Right Click** on the selection



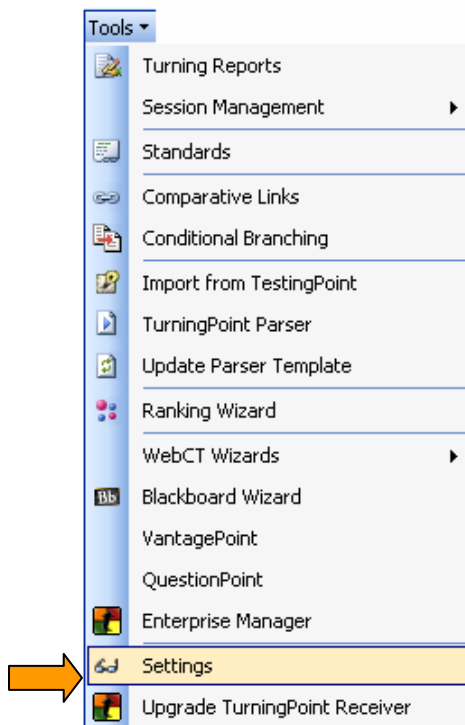
2. A menu will appear, with the answer choices listed near the bottom.
  - Set as Correct**
  - Set as Incorrect**
  - Set Point Value**
  - Clear Answer Value**

**\*\*\*If you choose Correct or Incorrect, TurningPoint will automatically assign it the point value chosen within the TurningPoint settings.**

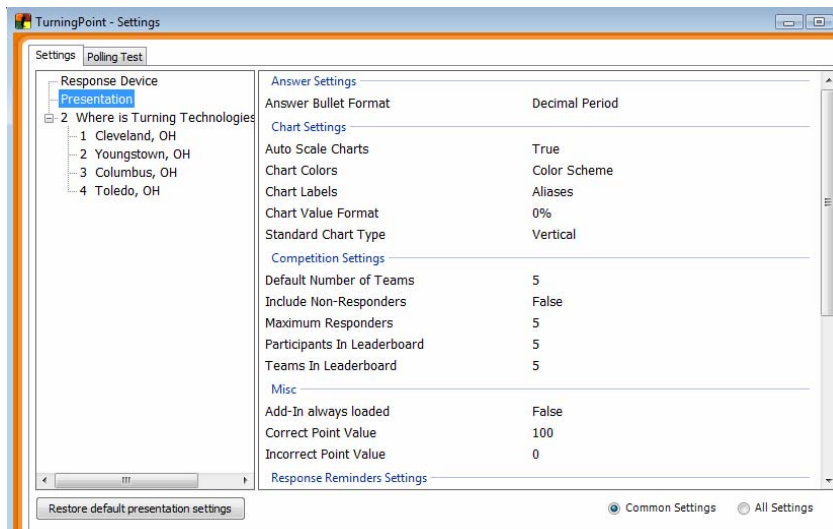
## TurningPoint Settings

You can use TurningPoint Settings to customize your presentation: Change chart colors, point values, or whatever you feel necessary.

1. Click **Tools**.
2. Select **Settings**.



3. Adjust settings to meet your specific needs.



## Simulating a Group Response Session

This is helpful if you want to test your presentation before the class (such as at your office), without a receiver or clicker devices.

1. Click on the down arrow next to **“Response Devices”** on the TurningPoint Toolbar. (Figure G)
3. Highlight and click **“Simulated Data.”** Your system will now simulate responses during **“Slide Show”** mode. The number of responses simulated will be associated with the number of Response Devices you have set in the **“Expected Devices”** settings (Under Tools>Settings).
4. From the PowerPoint toolbar, select **“Slide Show”** and then select **“View Show.”**
5. Left click your mouse to advance text and reminders (response tables, countdowns, etc).
6. To close polling, left click your mouse and your graph will appear, revealing the audience’s response.
7. You can advance to your next slide or press **“esc”** key to quit show.
8. If you wish to reset your slide values to zero in order to re-poll the same slide set and/or to save session data, click **“Reset”** on the TurningPoint Toolbar (Figure H). Choose to reset either the **“Session”, “Current Slide”, or “All Slides.”** Click **“Yes”** to save and follow on-screen instructions. All data will be saved in a session file, and all slide data will be reset to zero.

## Polling with Response Devices

This is helpful if you want to test your presentation before or at the class, with a receiver and at least one clicker device.

1. Open TurningPoint 2008 and open an Interactive Presentation  
Make sure **“Response Devices”** is selected in the drop down menu on the TurningPoint Toolbar.
2. To prep slides for polling, reset your Session by clicking **“Reset”** on the TurningPoint Toolbar, which will display a drop down menu. Click **“Session.”**
3. From the PowerPoint toolbar, launch your presentation in **“Slide Show”** mode and click to advance through the presentation.
4. Once the interactive slide appears, participants can answer the question. Polling will remain open until you advance to display the graphical results.