

# Quick Start Guide



**TurningPoint**

## Quick Start Guide TurningPoint® 2008 For MAC

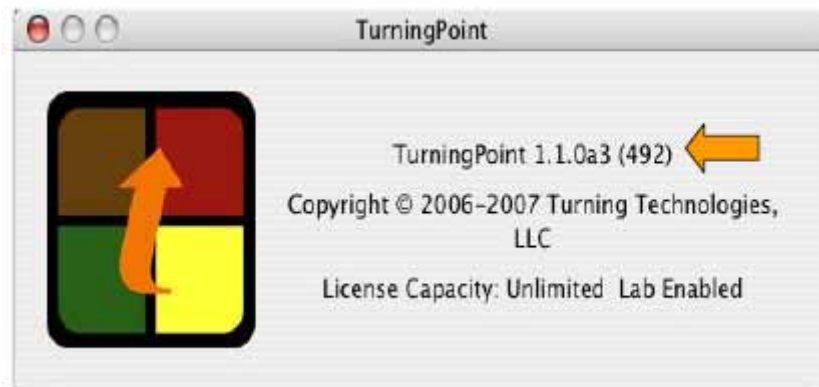
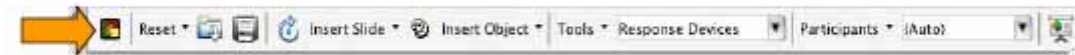
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## Checking the Version of TurningPoint® for Mac Installed

If you already have TurningPoint installed on your Mac you can check your version number.

1. Click the “TurningPoint icon” on the TurningPoint toolbar:



## Steps to Insure TurningPoint Installs Correctly

***Make sure your Mac meets the system requirements.***

- G3-class processor or better**
- Mac OS X 10.3 or higher**
- 256 MB RAM (512 MB recommended)**
- 10 MB hard disk space**
- Microsoft Office 2004 (Full install) for Mac**
- Available USB 1.1 or USB 2.0 port**

## Installing TurningPoint® for Mac

**\*\* If you presently have an earlier version of TurningPoint on your Mac you must remove it and empty the trash before installing the new build.**

### Installing TurningPoint

1. Double click on the **TurningPoint.dmg** file on your desktop



2. Double click on the **installer.mpkg**



3. The installer will open and begin the installation



4. Click **Continue**

5. Read and accept the Software License Agreement

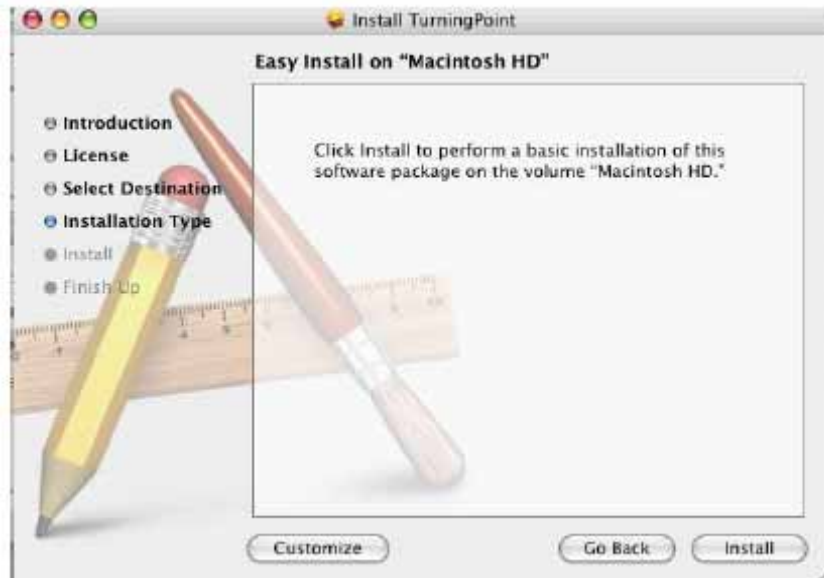


6. Click **Continue**

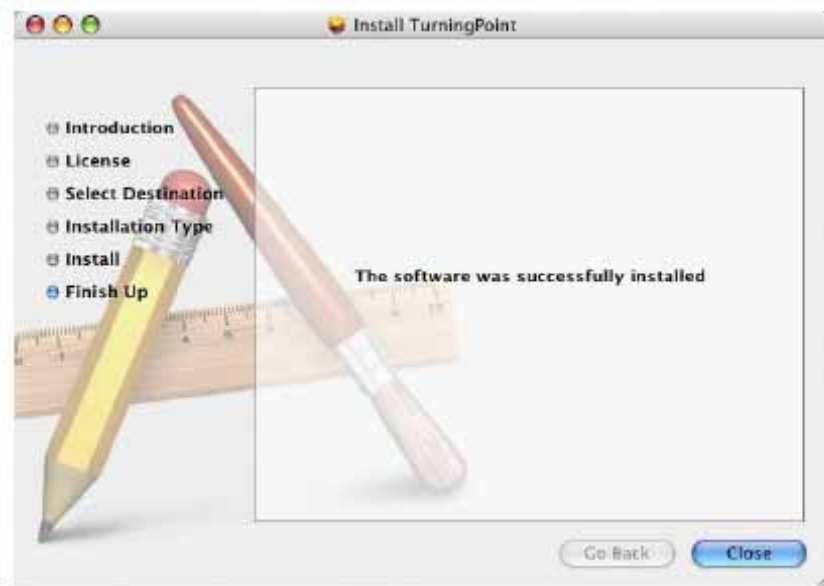
7. Install to your hard drive



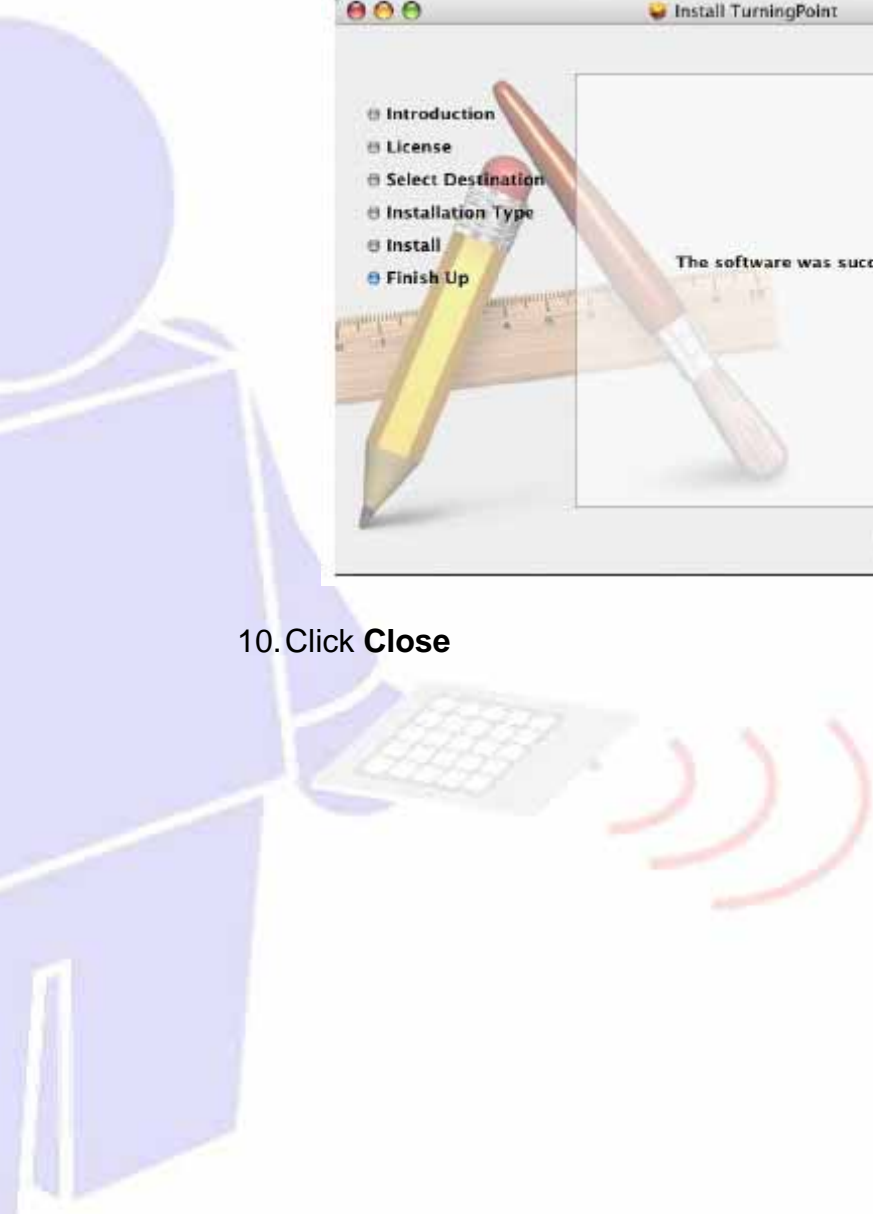
8. Click **Continue**



9. Click **Install**



10. Click **Close**



## Setting Up Your Hardware

TurningPoint 2008 for Mac requires TurningPoint USB IR (Infrared) and USB RF (Radio Frequency) receivers for polling.



RF Receiver

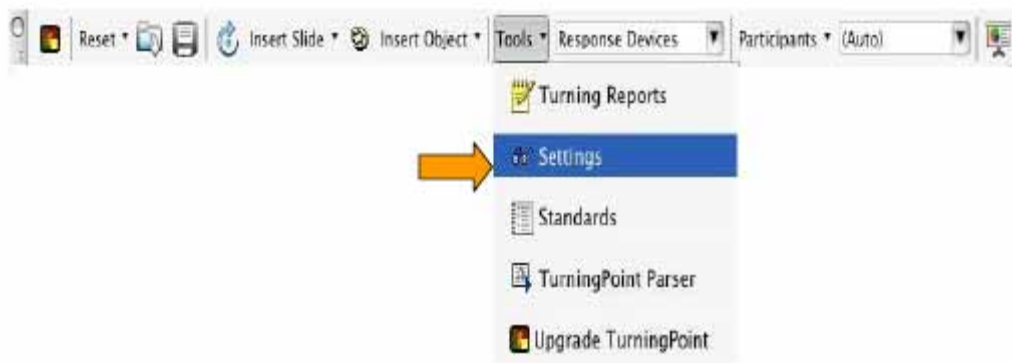


IR Receiver

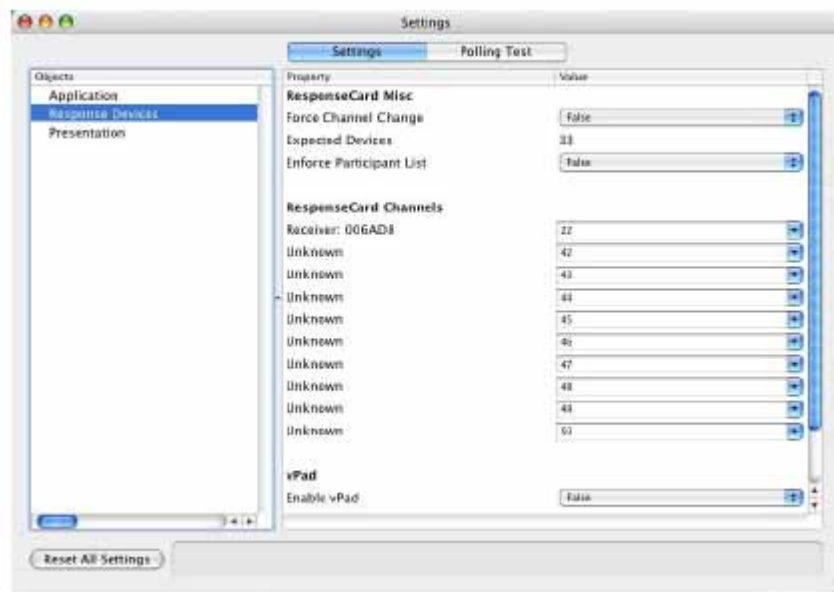
1. Plug in your USB receiver
2. The receiver is now installed and will be detected by TurningPoint

## Setting a Channel for a Radio Frequency (RF) Receiver

1. Click on **Tools** on the TurningPoint Toolbar
2. Select **Settings**



3. Select **Response Devices** on the left of the screen



4. From this menu, you can change the channel on your receiver. All RF receivers and RF Response Cards have a default channel setting of 41. If you are using more than one receiver because of a large audience, you will need to assign different channels for each receiver. Also, if you are using TurningPoint in close proximity to someone else who's using another TurningPoint system, you will need to be on separate channels to prevent interference.

## Programming your Response Card RF

1. Press and release the “**GO**” button
2. While the light is flashing red and green, **Enter 2 digit channel number** (i.e. Channel 1 = 01, channel 21 = 21). This is the same channel number the receiver is programmed for
3. After the second digit is entered, press and release the “**GO**” button
4. The light should flash green to confirm

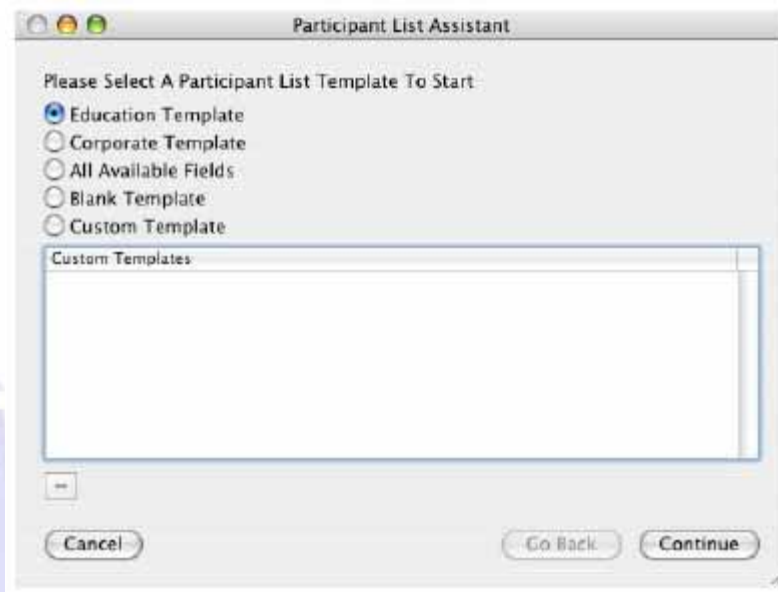


## Setting up a Participant List

1. Click the **Participants** dropdown tab on the TurningPoint Toolbar
2. Select **Participant List Assistant**

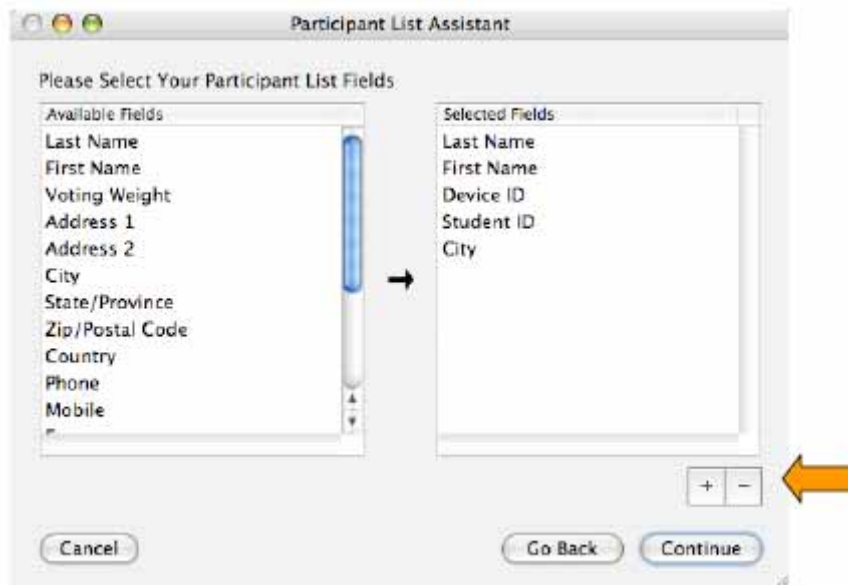


3. You have the option to select a template or create your own custom template from a list

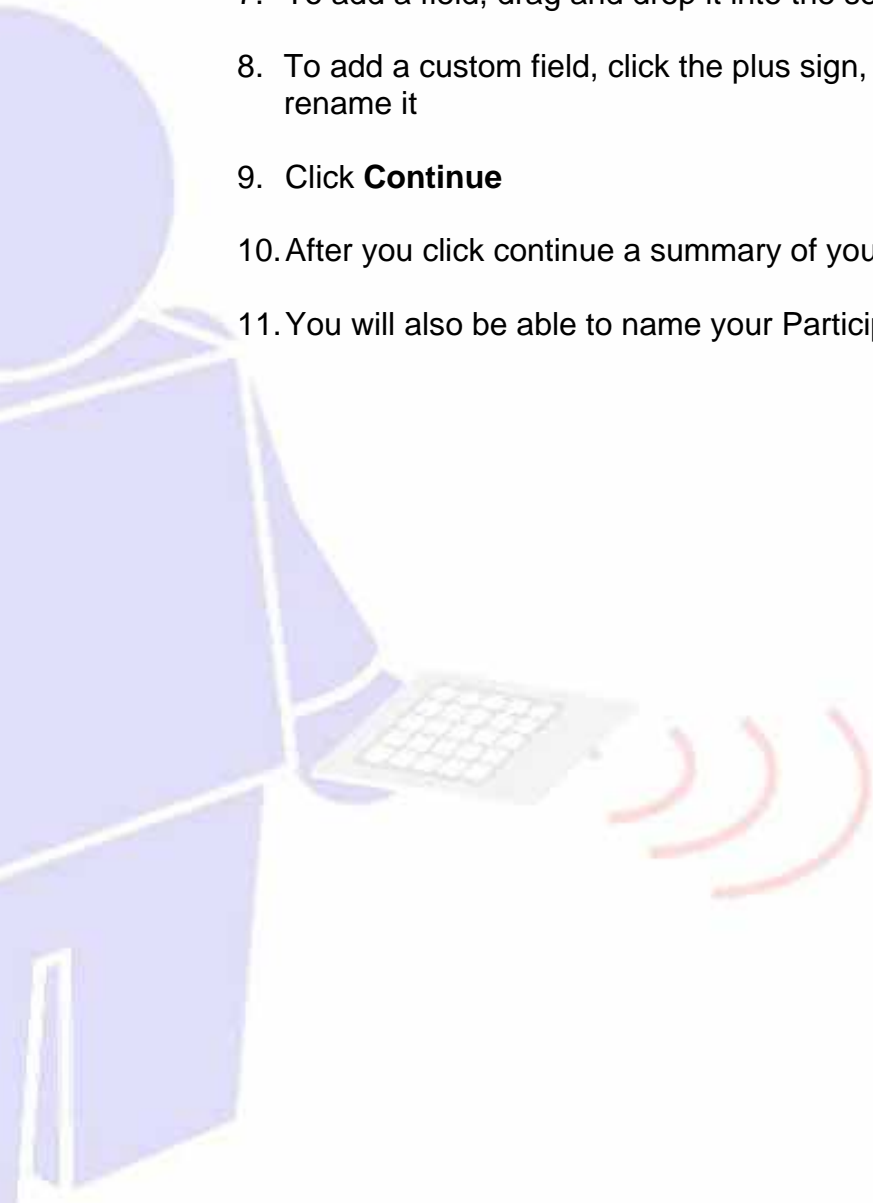


4. Click **Continue**

5. You have the option to add or remove fields to customize your participant list



6. To remove a field, highlight it and click on the minus button
7. To add a field, drag and drop it into the selected fields list
8. To add a custom field, click the plus sign, double click the Custom field and rename it
9. Click **Continue**
10. After you click continue a summary of your participant list will display
11. You will also be able to name your Participant List





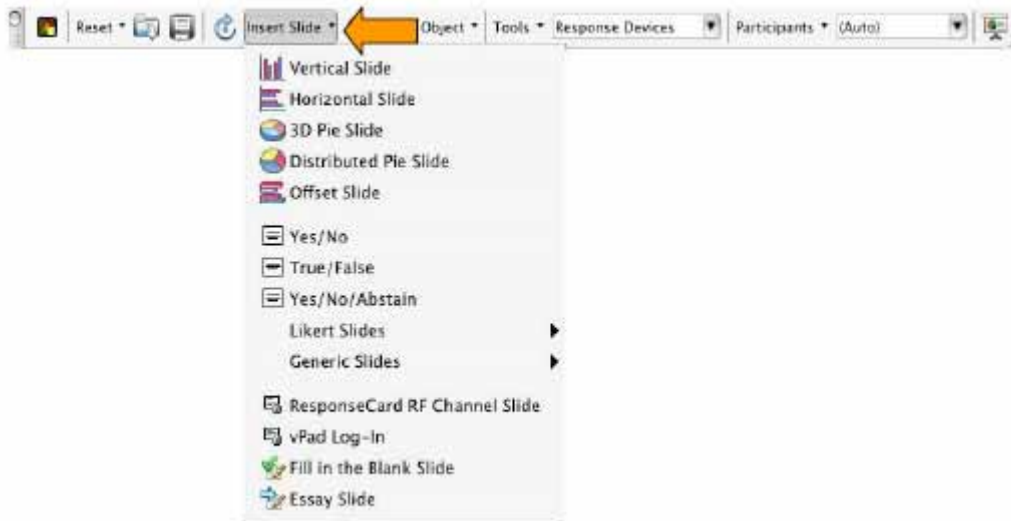
## Loading your Participant List

1. Click the dropdown menu next to Participants
2. You will see a list of the participant lists you have created. (Anonymous) and (Auto) will be listed
3. If you select (Anonymous) responses will not be associated with an individual participant. If you select (Auto) the Device information from the ResponseCard will be captured
4. Selecting a participant list you created will associate all information submitted by participants to the participants' name

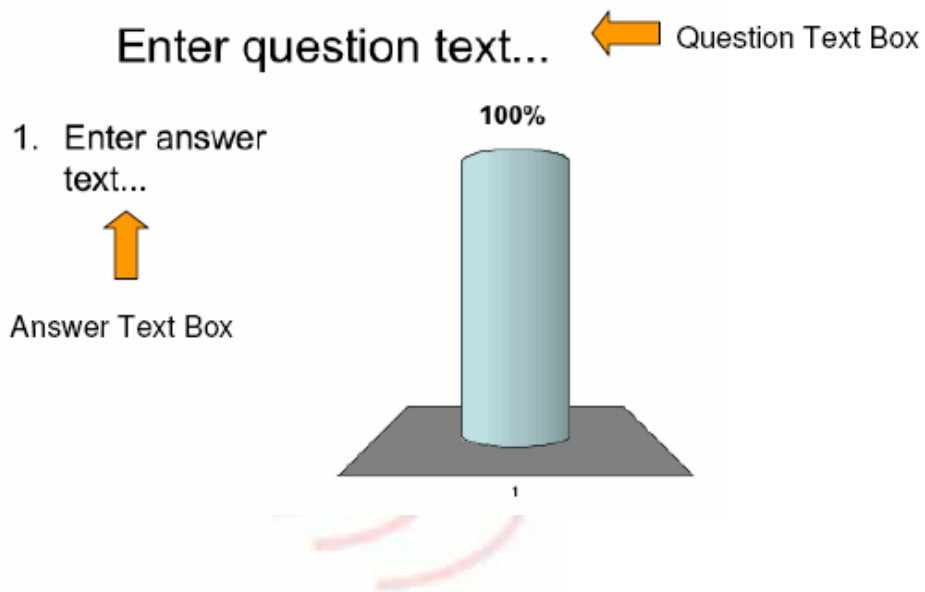


## Creating an Interactive Slide

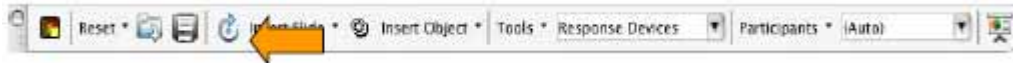
1. On the TurningPoint toolbar click **Insert Slide**
2. Select the **type of slide** you would like to create. For example, start with a simple vertical slide



3. Your new slide will populate
4. Enter your question in the “Enter question text...” box
5. Enter your answers in the “Enter answer text...” box



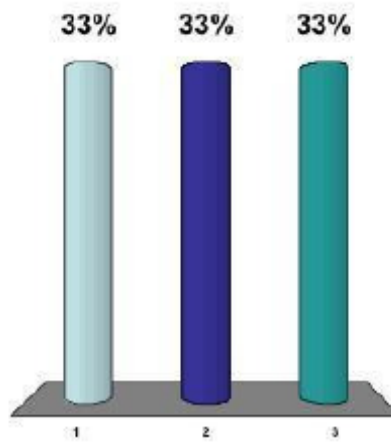
6. Click the Refresh button to apply all modifications you make to your slide



7. Your charts will be updated accordingly

### Who was the first President?

- 1. John Adams
- 2. Benjamin Franklin
- 3. George Washington

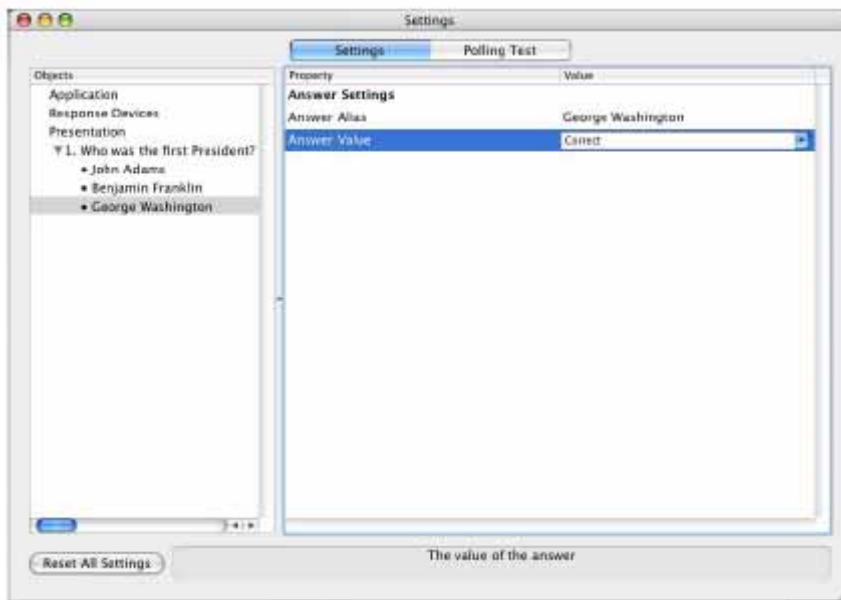


## Setting a Correct Answer

1. Right click (ctrl + click) on an answer and select Set **Answer Values**



2. You can also set an answer by clicking on the **Tools** tab
3. Select **Display Settings** and then selecting an answer



4. You can assign an answer as Correct or Incorrect. You can also give the answer a point value.

## Running Your Presentation

1. Click the “**Start the TurningPoint Slideshow button**” on the TurningPoint toolbar



2. Your presentation will appear in slideshow mode with the TurningPoint Showbar



apple : core :: peach :

1. peel
2. pit
3. skin
4. stem

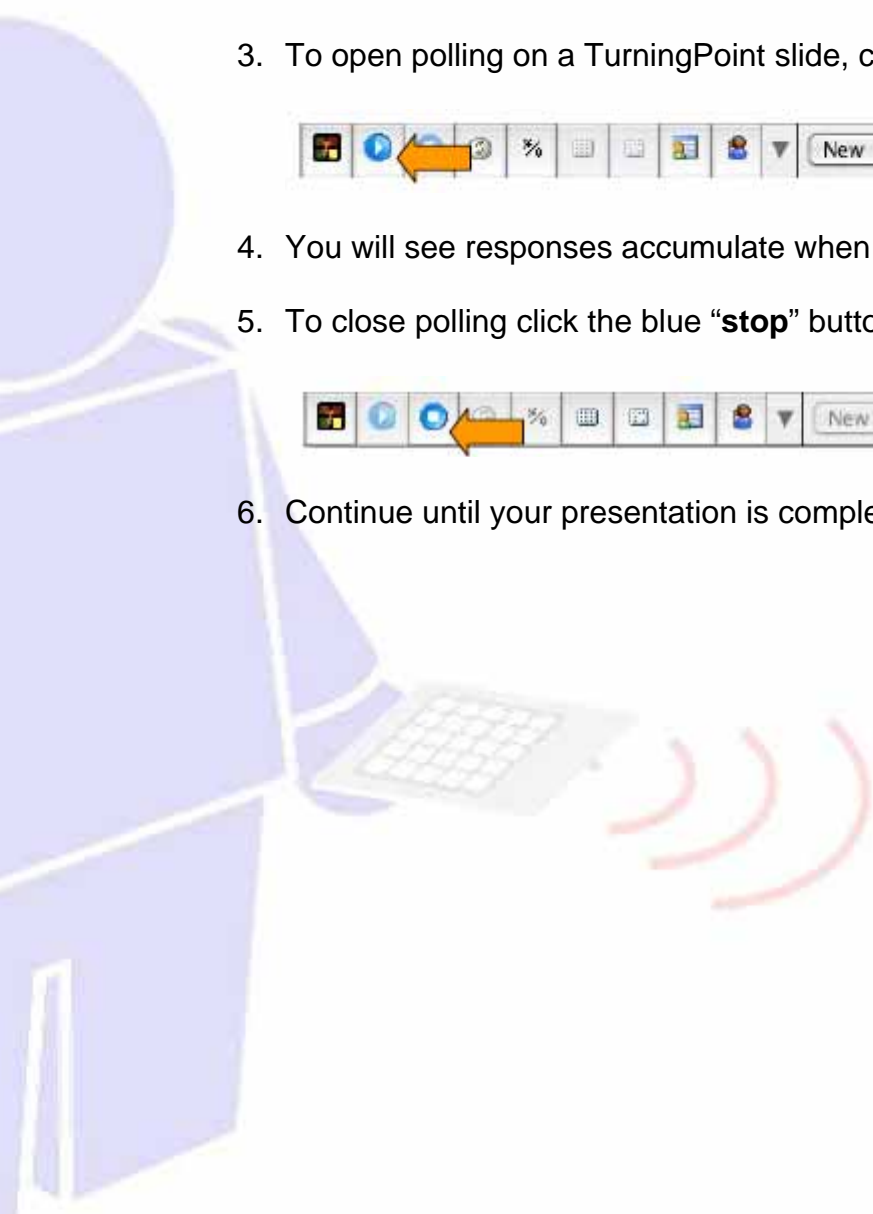
3. To open polling on a TurningPoint slide, click on the blue “**play**” button



4. You will see responses accumulate when polling is open
5. To close polling click the blue “**stop**” button



6. Continue until your presentation is complete

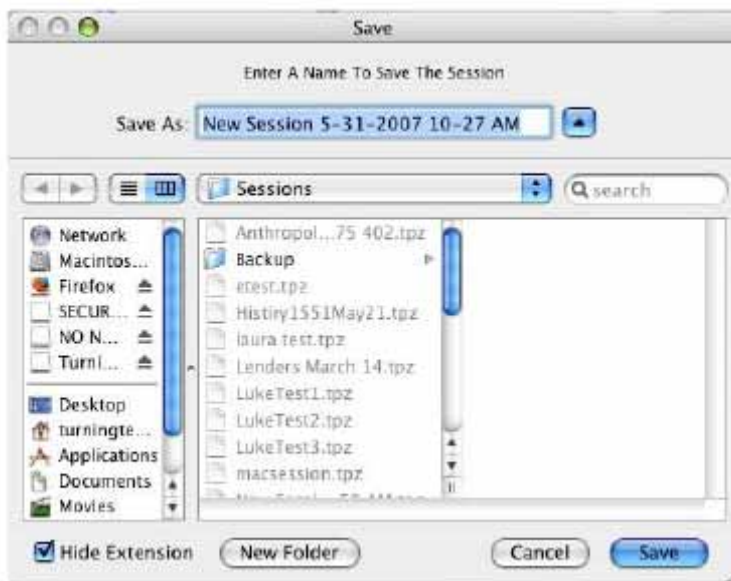


## Saving a Session

1. Click on the **Save Icon** in the TurningPoint toolbar

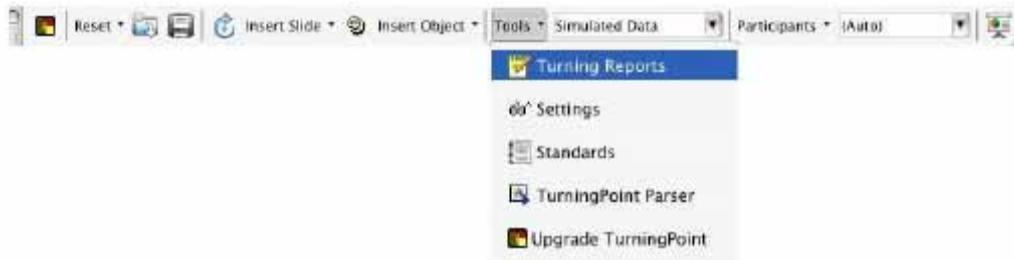


2. Name the session
3. Click **Save**

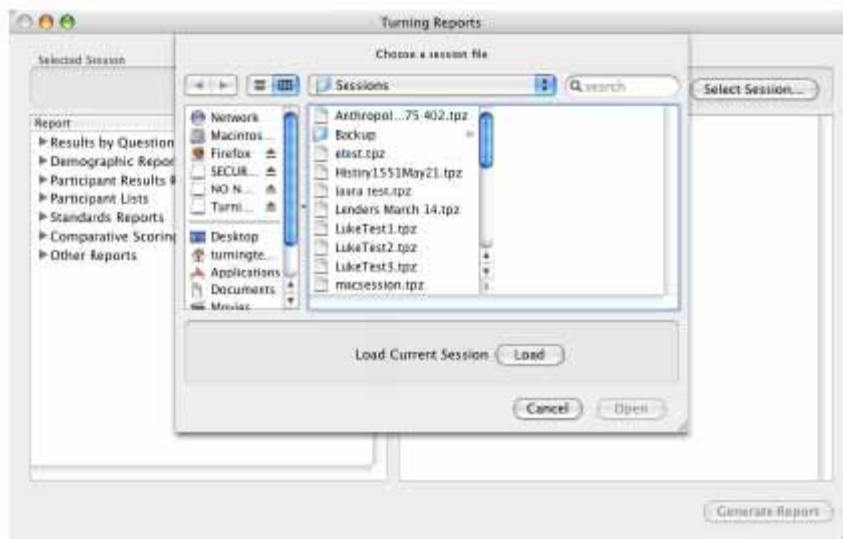


## Running Reports

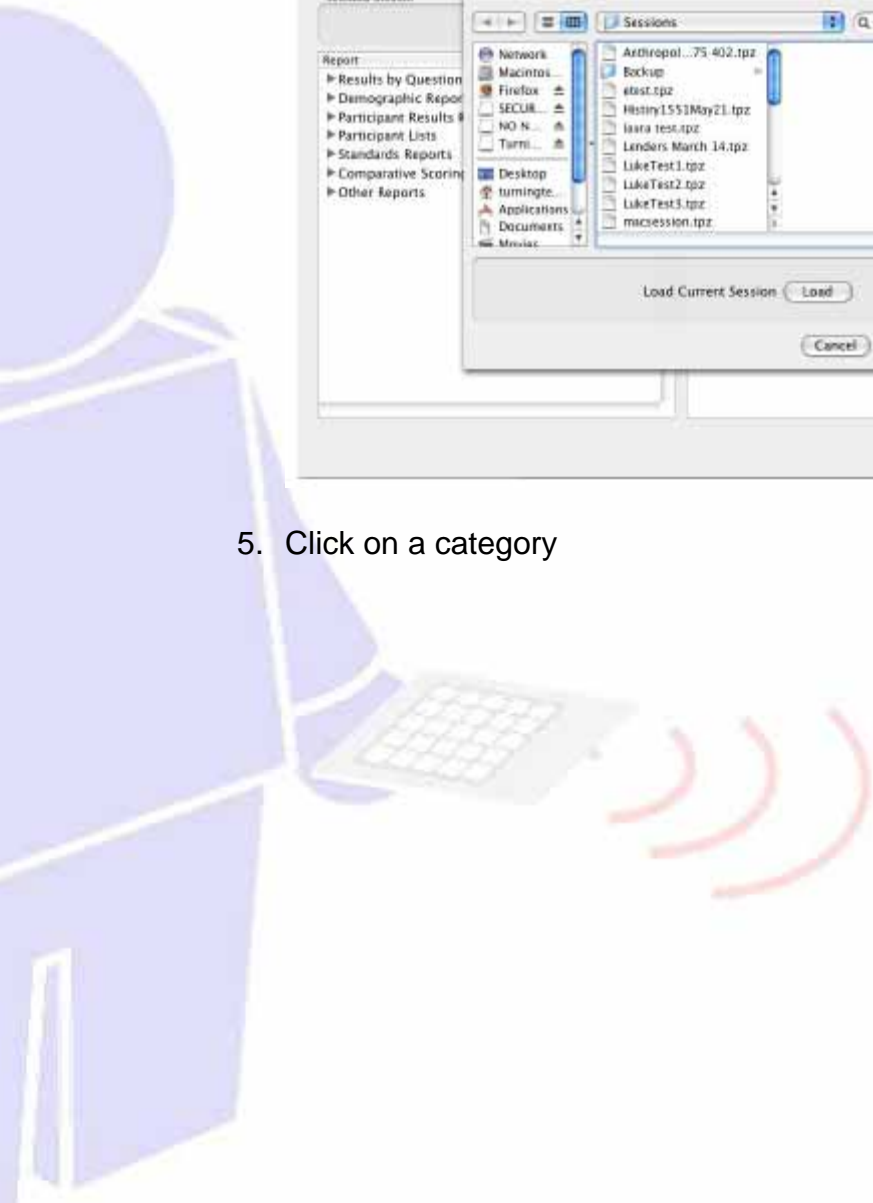
1. Click **Tools** on the TurningPoint toolbar
2. Select **Turning Reports**



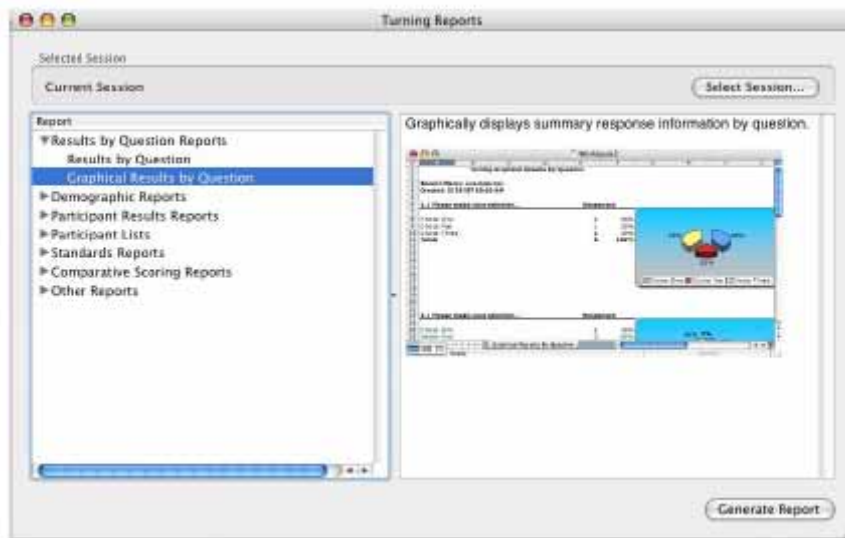
3. Select the Session from which you would like to view results
4. Click **Load**



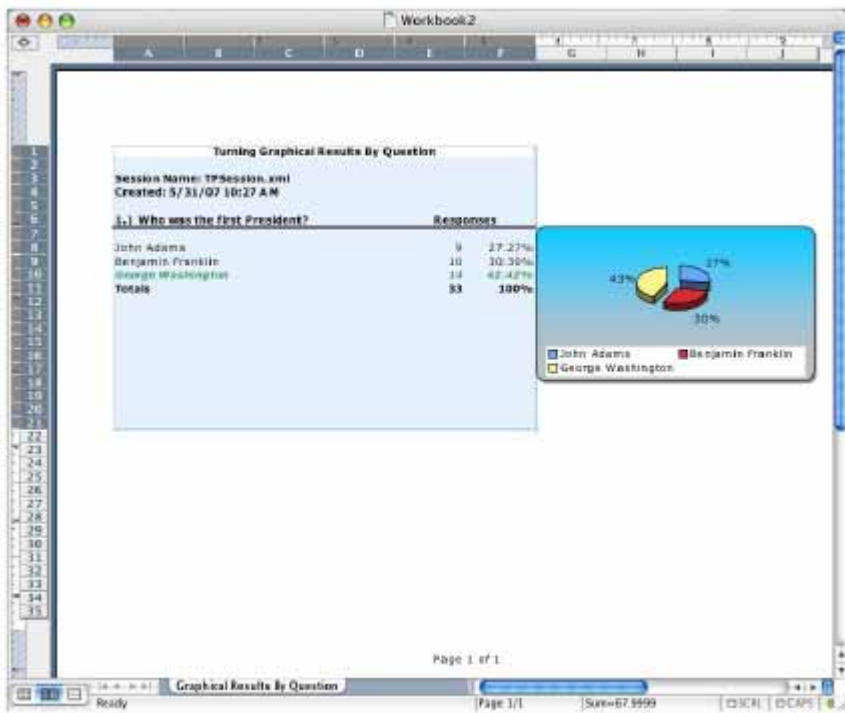
5. Click on a category



6. Select which report is to be run



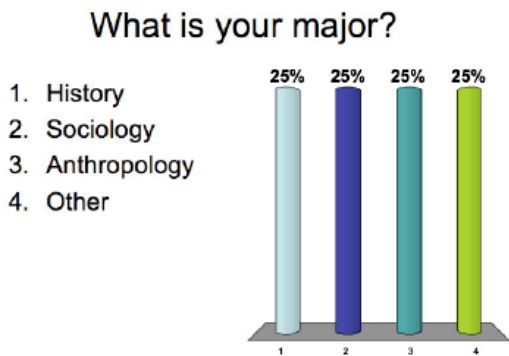
7. Click on Generate Report, and the report will generate in Microsoft Excel or Word



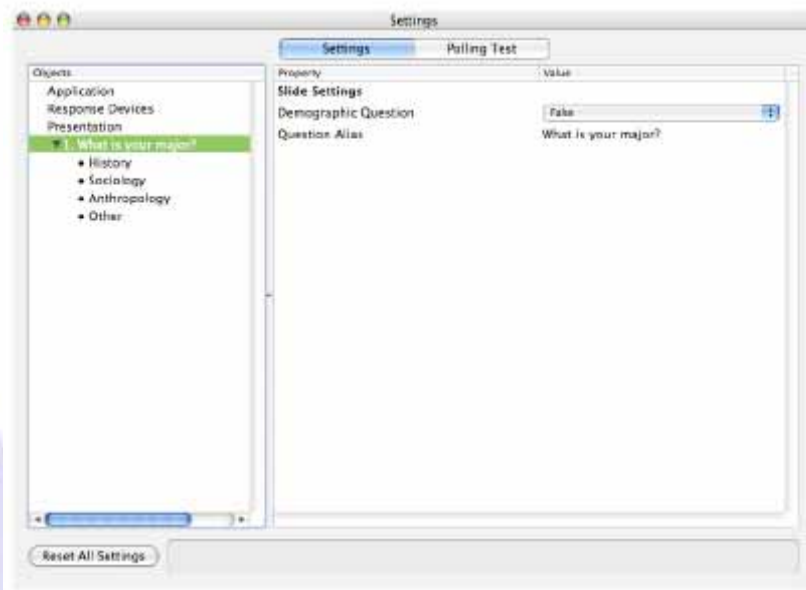
## Running Demographics

A new feature of our TurningPoint 2008 software is the ability to track demographics. Based on how the audience responds to a certain question or questions, you can run reports at the end based on those demographic breakdowns.

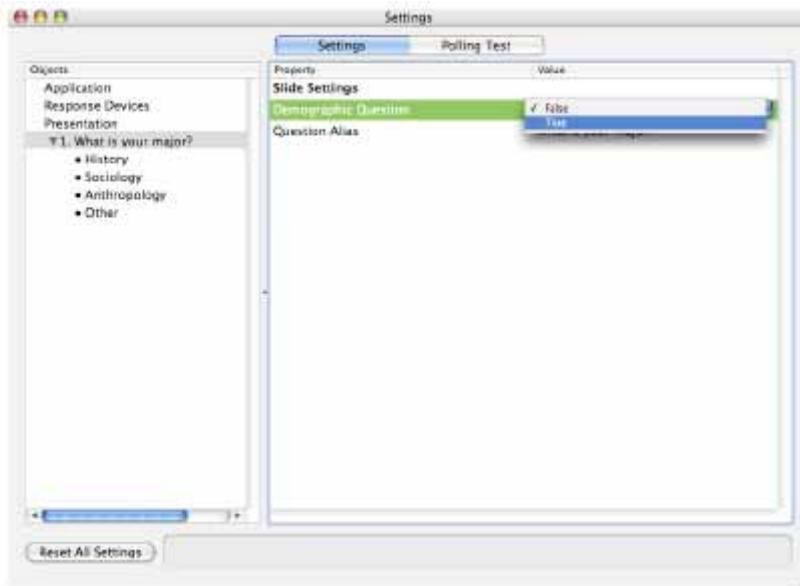
1. Start by inserting a question slide



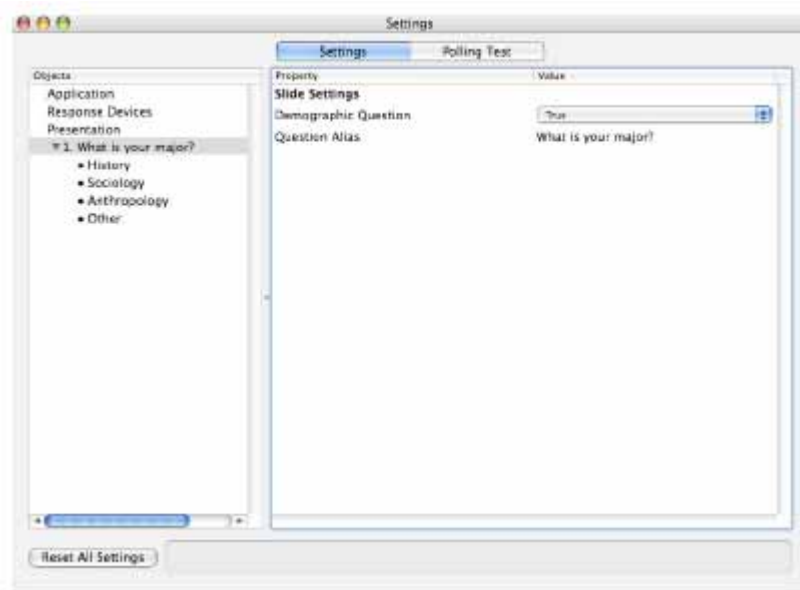
2. Go to the Settings Menu



3. Click on the arrows to the right of the “Demographic Question” selection

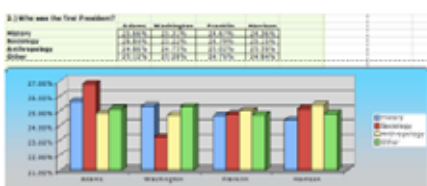


4. Change the setting to “True”



5. The audience will now be assigned to the demographical categories you selected as answers based on how they respond to this question
6. After your session is complete, you can now run demographic reports

Example of a Demographic Report:



## Troubleshooting and support

If you have any questions, queries, or problems with your TurningPoint installation, please contact Keepad for support.

Freecall within Australia: 1800 463 279

International: +61 7 5592 2800

Via the web: [www.keepad.com](http://www.keepad.com)

Via email: [support@keepad.com](mailto:support@keepad.com)

### **Corporate Headquarters:** *Sydney, Australia*

42 Richmond Road,  
Homebush, New South Wales, 2140  
Sydney, Australia

**Tel:** + 61 2 9390 9000

**Fax:** +61 2 9390 9001

### **Office Locations:**

Europe

UK

Japan

Singapore

Australia

New Zealand

