Presenter's Guide

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Checking the version of TurningPoint® you have installed

Click on the eyeglasses on the TurningPoint toolbar:

Steps to insure TurningPoint installs correctly

Please follow these steps before installing TurningPoint:

1. Open PowerPoint®
2. Click on ***Tools*** and select ***Macro***
3. Select ***Security***
4. Make sure that the Security Level is set to ***Medium***. If it is not, choose ***Medium*** and hit ***OK***.
5. Reboot and install TurningPoint (Uninstall TurningPoint if it is already installed prior to making this change then reinstall TurningPoint. If you are running Norton Anti-Virus, please follow the steps below.)

Steps to ensure that Norton is configured to run TurningPoint correctly

1. Double-Click the Norton icon in the tray or open the Norton application.
2. Click on the ***Options*** button
3. Click on ***Miscellaneous***
4. A setting called ***Enable Office Plug-in*** should be listed. If it is checked, uncheck it.
5. Reboot and reinstall TurningPoint (uninstall TurningPoint first if it is already installed.)

Installing TurningPoint® 2006

***** If you presently have an earlier version of TurningPoint 2006 on your computer you must uninstall it before installing the new build.***

To uninstall TurningPoint 2006:

Go to the ***START*** menu and open the ***Control Panel***. Double click ***Add/Remove Programs***. A second window will open with a list of the programs installed on your computer. Scroll down and find TurningPoint 2006. When you select TurningPoint 2006, the section will expand and the ***Remove*** button will be visible.

Step One: Download TurningPoint 2006

Go to http://www.turningtechnologies.com/grouppresponsesystemsupport/downloads.cfm and click on **TurningPoint 2006 w/ Service Pack** When the file download window pops up stating ***Do you want to run or save this file***, click ***SAVE***. You will need to use the drop down menu at the top of the ***Save As*** dialog box to change the location you are saving to. Once you have set up the file to save to the Desktop, hit save again to save the setup.exe file to your Desktop. Once you have saved the file on your Desktop, you can close your browser.
Make sure to save this file to your Desktop so you can find it again!

Step Two: Installing TurningPoint

Go to your Desktop and double click on the ***setup.exe file***.

The InstallShield Wizard will appear briefly.

Wait a few seconds and the Installation Wizard will start.

Click ***NEXT***

At the license agreement window, choose ***I accept the terms in the license agreement.***

Click ***Next***

You will need to complete the information in the Customer Information window.

Click ***Next***

You will need to choose the language you wish to install TurningPoint in.

Click ***Next***

You are now ready to install

Click ***Install***

It will take a few minutes to install. When you see the following screen:

Click ***Finish***

Activating TurningPoint®

***** It is very important that you activate your software. If you need to reactivate your software, you can access the activation screen, at any time, by clicking on the TurningPoint Logo located on the TurningPoint toolbar.***

Choose: ***Activate License over the Web***

Click ***Next***

** If you **<u>were not provided with a 16 character license code</u>,** or your license is **<u>embedded on your receiver</u>,** choose **I want to evaluate TurningPoint.** Any license embedded on a receiver will override the evaluation code.

If your license code is embedded on your receiver, the following card will be included with your receiver when shipped.

STOP Important: Your Activation Code is Embedded into Your Receiver STOP

1. Be sure that the USB Receiver is unplugged.
2. Go through the TurningPoint® activation process and choose "I want to evaluate TurningPoint."
3. Close TurningPoint.
4. Plug in the receiver, then open TurningPoint. The activation code on the receiver will override evaluation mode.
5. Keep this card in a safe place. This number is required when contacting Technical Support.

TurningPoint 2006
License Code Here

Turning Technologies, LLC
turning ideas into solutions
Toll-Free: 866-746-3015
www.turningtechnologies.com

If your are activating TurningPoint 2006 with a 16 character license code,
Choose: ***I have purchased a license of TurningPoint***

If your are activating TurningPoint 2006 in evaluation mode,
Choose: ***I want to evaluate TurningPoint.***

Click ***Next***

Choose: ***I have a 16 character license code*** and fill in all fields

If you are **activating in evaluation mode, the 16 character license code of MUAL-MXWF-LP0N-ABUB will be entered automatically for you. You will not have the ability to modify this code.*

Click ***Next***

Click ***Finish*** to complete Activation.

Setting up your Hardware

All that is required to install your RF Receiver is to plug the receiver in to a USB port on your computer and install the drivers that were included in your TurningPoint® installation.

The first time you use the RF receiver the Found New Hardware Wizard will appear.

Choose: ***No, not this time***

Click ***Next***

Select: ***Install from a list or specific location***

Click ***Next***

Select: ***Search for the best driver in these locations*** and Browse to ***C:\Program Files\Turning Technologies\TurningPoint 2006***

Click ***Next***

Click ***Continue Anyway*** **&** Click ***Finish*** to complete the installation

Allowing the software and hardware to communicate

You will now need to run the Hardware Wizard from the TurningPoint® toolbar. Select the ***Lighting Bolt*** icon from the TurningPoint toolbar.

Checkmark the type of hardware you are using. *(** You must have all types of hardware you will be using hooked up to complete this*)

Click ***Next***

When you enter this screen, the double arrow will be red with a green animation on it. The RF receiver is a USB device and will be found by TurningPoint automatically. When the receiver is found, the arrow will turn a solid green as shown below.

Click ***Next***

The following screen is a Summary of how you are connected. This screen will also allow you to change the range you will be using. It will appear with starting keypad as one and ending at what ever your license capacity is.

Click ***Next***

You can test your hardware by clicking on the ***Start Test*** in the upper right corner of the box below. Once you have tested your hardware, choose ***End Test*** to complete the test and click
Finish to complete the Hardware Wizard.

Creating a Participant List

To allow TurningPoint® to track your audiences' answers, you must create a participant list and include the participants' names and the unique ID number from the back of your keypad.
First choose ***Participants*** from the TurningPoint toolbar:

Then choose ***Participant List Wizard***

You can give your list a descriptive name or use the default name given. In the second section, you can either use the current configuration or manually specify range and/or location.

** Choose current configuration if you are creating the list on the same PC you will present on.

** Choose manually specify if you are authoring your slides on a different PC.

To manually specify:

Right click under location and choose ***Auto-detect***. You will then be able to set the range to the number of participants that you are expecting to attend your presentation or class.

You can also choose Auto-detect for location if you are not sure what type of hardware will be used.

Click ***Next***

Choose ***Education Template***

Click ***Next***

Accept the default fields and click ***Next OR*** click ***Edit*** and add/remove fields.

You can add demographic groups by typing a name and clicking ***Add***. You are able to predefine teams here also. If predefining teams, you will need to checkmark them in the ***Included Groups*** section. TurningPoint® sees the teams as demographics and that will be reflected in your reports, but by check marking the Teams they are able to accumulate points.

Click ***Next***

This is a summary of what you have chosen. You can click on any one of the links to change the information.

Click ***Finish***

	Location	Device #	Last Name	First Name	Device ID	Student ID	male	female	Blue Team	Green Team	Red Team
1	COM4	1	Shaner	Elissa	FIXED ID#	School ID#	☐	☑	☐	☑	☐
2	COM4	2	Pinney	Todd			☑	☐	☑	☐	☐
3	COM4	3	Greenaway	Carrie			☐	☑	☐	☐	☑
4	COM4	4	Owens	Kevin			☑	☐	☐	☑	☐
5	COM4	5					☐	☐	☐	☐	☐
6	COM4	6					☐	☐	☐	☐	☐
7	COM4	7					☐	☐	☐	☐	☐
8	COM4	8					☐	☐	☐	☐	☐
9	COM4	9					☐	☐	☐	☐	☐
10	COM4	10					☐	☐	☐	☐	☐
11	COM4	11					☐	☐	☐	☐	☐
12	COM4	12					☐	☐	☐	☐	☐
13	COM4	13					☐	☐	☐	☐	☐
14	COM4	14					☐	☐	☐	☐	☐
15	COM4	15					☐	☐	☐	☐	☐
16	COM4	16					☐	☐	☐	☐	☐
17	COM4	17					☐	☐	☐	☐	☐
18	COM4	18					☐	☐	☐	☐	☐
19	COM4	19					☐	☐	☐	☐	☐
20	COM4	20					☐	☐	☐	☐	☐

Fill in ***Last Name & First Name*** and the ***Device ID*** from the back of each student's keypad. You will also need to check the demographic and teams that apply to each student.

Creating your list does not include it in your presentation. To include a list, click on the dropdown next to ***Participants*** on the TurningPoint® toolbar and choose from the list.

Creating a basic interactive TurningPoint® Slide

Choose ***Insert Slide*** on the TurningPoint Toolbar

You can choose to insert your new slide by choosing the type of chart you would like to use

Or

Use one of our smart slides to create Teams and have a competition.

Or

Choose from one of the template slides for

- yes/no
- true/ false
- an opinion (Likert)
- Generic
- & Fun “Ice Breaker” Slides

Choose: ***Vertical Slide***

Setting Correct Answers

Running Presentations with a Projector

A) SETTING UP SINGLE AND DUAL MONITOR SCHEMES

In order to run presentations with projectors reliably, you must set up display ***Schemes*** in the ATI software, one for a single monitor setup and one for a dual monitor (projector) setup. This is a one-time setup.

1) Right-click on your ***Desktop*** and click ***Properties***. (Alternately, you may go to the ***Control Panel*** and click ***Display***)

2) Go to ***Settings*** Tab.

3) Verify the ***Screen Resolution*** is set to 1024 x 768 on both monitors. (This step has not been verified on all projectors yet, so I am including it just to be safe)

4) Verify the second monitor is disabled by right-clicking on ***Monitor 2*** and verifying there is no checkmark next to ***Attached***. (See image below)

5) Click on ***Monitor 1*** then click the ***Advanced*** button.

6) You should see a screen that looks like this

7) Click on the ***Displays*** tab

8) Your scheme may be set to ***Default Single Display.*** If it is not, click the drop-down list and select it.
9) Once selected, your screen should look somewhat like the above screen. The main point should be that ***Monitor*** has the red button next to it
10) Click in the ***Hotkey*** area and hold down ***CTRL+ALT+F7***
11) Click ***Save***. When it asks to overwrite, click ***Yes***.
12) Next, click that red button. Both the ***Monitor*** and ***Panel*** buttons should change color to a bluish-green. (See below)

13) Verify that ***Panel*** has the circular button pressed:
14) Verify ***Monitor*** has the windowed button pressed:
15) Up where it says ***Scheme,*** type in ***Monitor plus projector***

16) Click in ***Hotkey*** and hold down ***CTRL+ALT+F8***
17) Click ***Save***
18) Click the drop down and select ***Default Single Display*** again, then click ***OK***

B) SWITCHING BETWEEN SCHEMES

Before going into presentations, you will need to load the proper scheme. When running in a normal environment (i.e. no projector), use the ***Default Single Display*** scheme. When you connect the projector, use the ***Monitor plus projector*** scheme. To switch between the two:

1) Boot up your computer and connect the projector
2) **DO NOT** use the ***Fn+F8*** key combination to switch between displays
3) Press ***CTRL+ALT+F8***
4) You will see this dialog box:

5) Click ***Yes***

You will now have the video going to both your laptop's monitor and the projector.
Once you have completed the presentation, set the displays back by doing the following:

1) Press ***CTRL+ALT+F7***
2) You will see the above dialog box again. Click ***Yes***

The image will then disappear from the projector and the screen will be reset back to normal.

C) RUNNING A PRESENTATION AS AN EXTENSION OF THE DESKTOP

This method is very reliable; however it is more difficult to run a presentation this way.

1) Right click on the ***Desktop*** and go to ***Properties***
2) Click on the ***Settings Tab***
3) Click on the box that contains the 2
4) Check the box next to ***Extend my Windows desktop onto this monitor***
5) Click ***Apply***
6) Click ***OK*** and close the ***Display Properties Screen***

7) Open your presentation
8) On the PowerPoint® toolbar go to ***Slide Show***
9) Click on ***Set Up Show***

10) Look for Multiple Monitors
11) Click the drop down arrow and ***Select Monitor 2 Plug and Play Monitor*** or the ***Secondary Monitor***
12) Click ***OK***
13) Now you are ready to run the presentation as an extension of the desktop

D) DRAGGING A PRESENTATION OVER TO THE EXTENDED DESKTOP

1) Right click on the ***Desktop*** and go to ***Properties***
2) Click on the ***Settings Tab***
3) Click on the box that contains the 2
4) Check the box next to ***Extend my Windows desktop onto this monitor***
5) Click ***Apply***
6) Click ***OK*** and close the ***Display Properties Screen***
7) Open the presentation

8) Double-click on the Title Bar of the presentation.

9) Drag the presentation off of the computer's desktop onto the projection screen.
10) Go to ***Slide Show*** on the PowerPoint® Toolbar
11) Select ***View Show***

TurningPoint & PowerPoint Shortcut Keystrokes