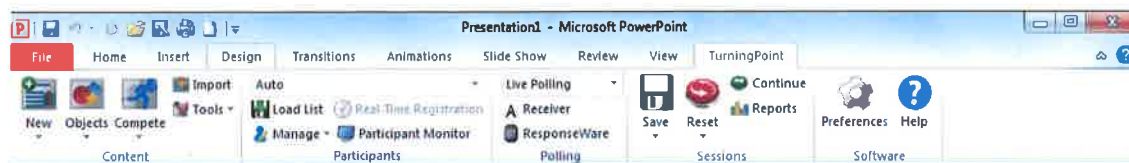


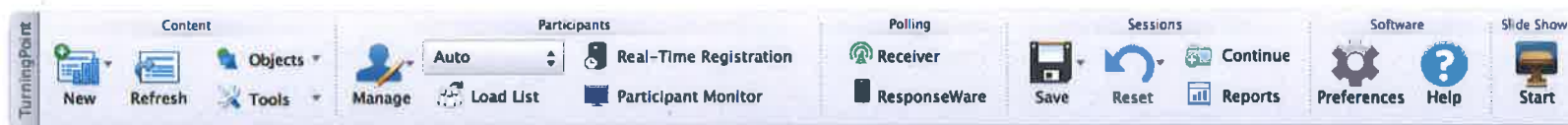
# Creating Content in PowerPoint

## Before You Begin

Open PowerPoint through TurningPoint. Select the Polling tab and click PowerPoint Polling.



PC PowerPoint Ribbon



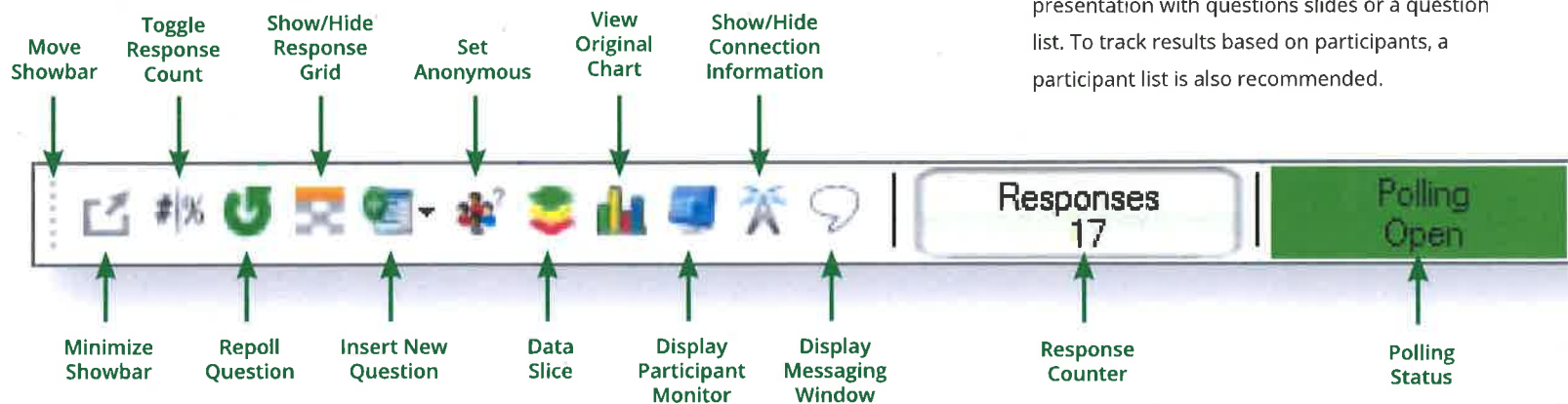
Mac PowerPoint Toolbar

## How to Create Content in PowerPoint

1. Select the **TurningPoint** ribbon or toolbar.
2. Click **New** and select the **question type**.  
**TIP:** On PC, you can specify a default chart type in the Preferences. The TurningPoint PowerPoint Preferences are accessed through the Preferences button on the TurningPoint ribbon. You can also insert a new chart onto a slide using the **Objects** button on the ribbon.
3. Enter the **question text** and **answer text**. On Mac, click the Refresh button to update your chart to reflect your slide changes.
4. Optionally, set the **Question Options** in the Slide Preferences pane. On Mac, verify the slide number on the **Slide Preferences** pane before making option adjustments.
5. Optionally, set the **Scoring Options**, such as point values or speed scoring in the Slide Preferences pane.
6. Optionally, adjust the **Polling Options** in the Slide Preferences pane.
7. Optionally, click on the chart and adjust the **Chart Options** in the Slide Preferences pane. (Only available on PC.)
8. When finished, **save** the PowerPoint presentation.

# PowerPoint Polling PC

## Polling in PowerPoint: PC Showbar



## Before You Begin

To poll in PowerPoint, you need a presentation with questions slides or a question list. To track results based on participants, a participant list is also recommended.

## How to Poll in PowerPoint for PC

1. Plug in the receiver.
2. Open TurningPoint and select a **participant list** and **content**, if applicable.
3. Click **PowerPoint Polling**. The TurningPoint window closes and PowerPoint opens. If a question list was selected, TurningPoint will automatically parse the content into slides. If there are a large number of questions in the question list, this may take a few moments.
4. Open the **PowerPoint presentation** that contains the question slides if content was not selected before PowerPoint was opened.
5. Verify the correct participant list has been loaded and **Live Polling** is selected in the Polling drop-down box from the TurningPoint ribbon.
6. Start the Slide Show.
7. Depending on the Polling Options that were selected during slide creation, when you come to a polling slide you may need to advance the slide to open polling.
8. Continue until the Slide Show is finished.
9. **Close** the presentation when you have finished polling.
10. Click **Yes** to save the session. **TIP:** To save the session before closing the application, click **Save** on the TurningPoint ribbon, **name** the session and click **Save**.
11. TurningPoint opens to the Manage tab to view reports.