

We recommend changing the following settings for ease of use and optimal performance:

1. Double-click the **TurningPoint icon**.
2. Click **Tools** on the TurningPoint Ribbon and select **Settings**.
3. Select **Presentation** from the *Settings Hierarchy*.

A specific list of settings options displays in the menu.

4. Scroll down until you see the *Misc settings*.
5. Select the **Add-In always loaded** setting.
6. Choose **True** to have TurningPoint automatically load when PowerPoint is opened.
7. Scroll down until you see *Response Reminder settings*.
8. Select **Response Table**.
9. Choose **Fixed** to automatically display the response table at the bottom of each slide.
10. Click **Done** to save your changes.

You are now ready to create your TurningPoint presentations.