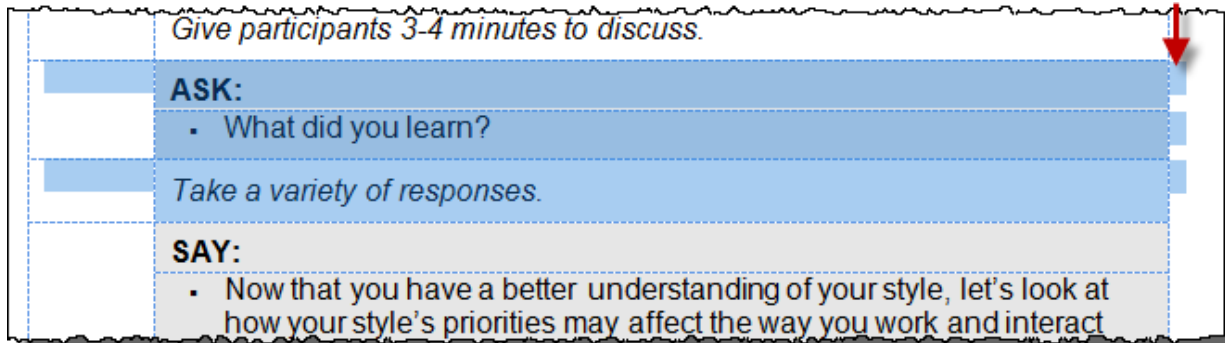


Copy Rows in the Leader's Guide

The easiest way to maintain formatting when adding new content is to copy entire rows that have the formatting you want to use, and then change the text. To maintain the look and feel of the document, copy and paste a series of rows.

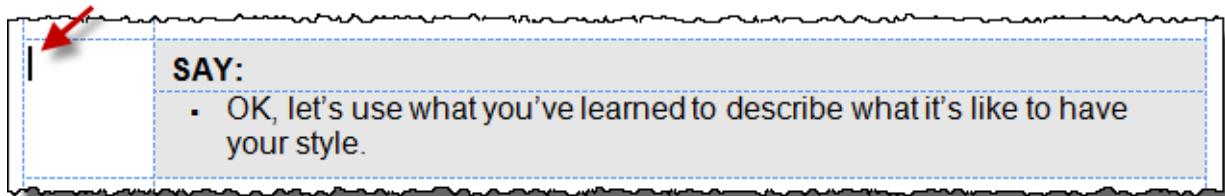
For example, to add the rows of an ASK section to the script of the leader's guide:

Highlight the three rows containing the ASK header, its bulleted text, and the unshaded row. **Note:** Be sure to highlight beyond the right border to capture the entire row.**

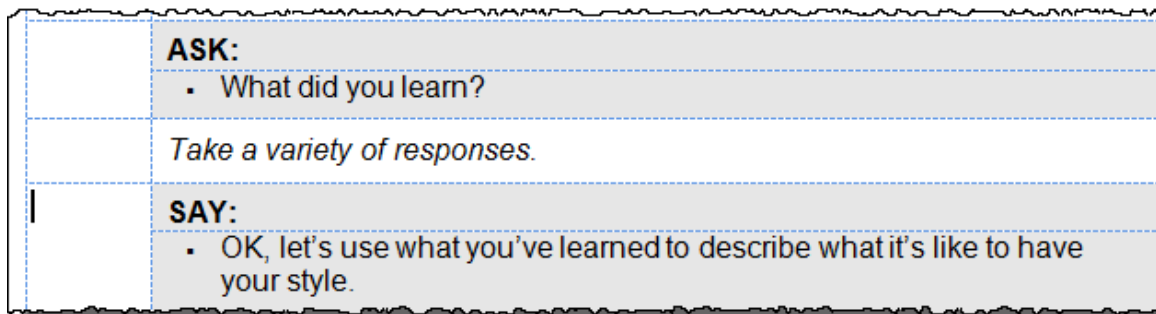


Click the **Copy** icon in the **Home** ribbon (or Ctrl-c) to copy the rows.

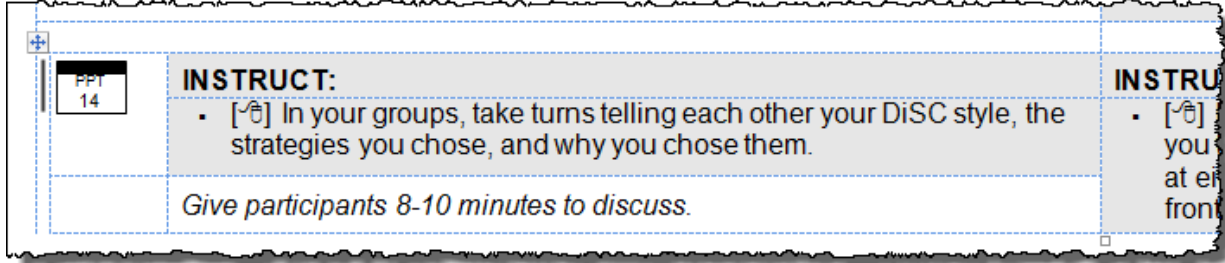
Click your cursor in the far-left cell of the row below where you want to add the copied rows.



Click the **Paste** icon in the **Home** ribbon (or Ctrl-v) to paste the rows. The copied rows will appear above the cursor position. Highlight the text contained in the copied cells and edit.



****NOTE:** If copying rows from another document, be sure to keep that document open until after you have pasted the rows, otherwise, your new rows will appear inside the table cell instead of being added as a row above, altering the format of the entire table. See image below.



The image shows a table with a ghosted row being pasted into it. The table has two columns and two rows. The first row is shaded grey and contains the text 'INSTRUCT:' followed by a bullet point: '• [☺] In your groups, take turns telling each other your DiSC style, the strategies you chose, and why you chose them.' The second row contains the text 'Give participants 8-10 minutes to discuss.' The ghosted row is identical to the first row and is positioned above the second row, with a dashed border indicating it is not yet part of the table. A small square icon is visible in the bottom right corner of the ghosted row.

PPT 14	INSTRUCT: <ul style="list-style-type: none">• [☺] In your groups, take turns telling each other your DiSC style, the strategies you chose, and why you chose them.	INSTRU <ul style="list-style-type: none">• [☺] you at e front
	<i>Give participants 8-10 minutes to discuss.</i>	