

Locate Everything DiSC PowerPoint Files

Facilitation materials are located on the Everything DiSC USB drive. Insert the USB drive into your computer's USB port.

The Auto Play window for the Everything DiSC Workplace USB drive will appear. Click on **Open folder to view files**.

Depending on your product, you may need to select the **Office 2010** folder first, then double-click on the **Facilitation Materials** folder to open it. Or, you may just double-click on the **Facilitation Materials** folder.

Facilitation materials are provided in template files to preserve the original content. The folder contains all of the files used to facilitate the Everything DiSC program, including the PowerPoint files.

Double-click on the desired file to open it.

To customize one of these template files, save and rename a new copy of it by clicking the **File** tab in the Menu ribbon and selecting **Save As**.

Changes made in the template file cannot be otherwise saved.