

Insert Slides from Other Presentations

You can customize your *Everything DiSC* program by adding slides from your own PowerPoint presentations, or you can insert Everything DiSC PowerPoint slides into your existing programs.

Open the PowerPoint presentation that you want to customize with slides from another presentation.

Click on the **View** tab and select either Normal view or **Slide Sorter** view from the Presentation Views group on the menu ribbon.

Determine where in the slide order you want the new slide to be located and click to position the cursor.

On the Home ribbon, click the **New Slide down arrow**, then select **Reuse Slides** at the bottom of the drop-down window.

The Reuse Slides pane will appear at the right of your screen. Click **Browse** near the top of the pane, then **Browse File**.

In the Browse window, locate the PowerPoint file that contains the slides you want to insert and double click it (or click it once and click Open in the bottom-right corner.)

The Reuse Slides pane will now show all of the slides in the presentation you selected. Use the scroll bar to move through the slide list.

NOTE: If you wish for the inserted slide to retain the formatting of the original presentation, select "**Keep source formatting**" at the bottom of the pane **before** clicking on the slide.

Click the slide and it will appear where your cursor was positioned in the slide order. If you wish to use all of the slides in the selected presentation, **right-click** any slide and click **Insert All Slides**.

Edit the slides you inserted as needed.