

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.

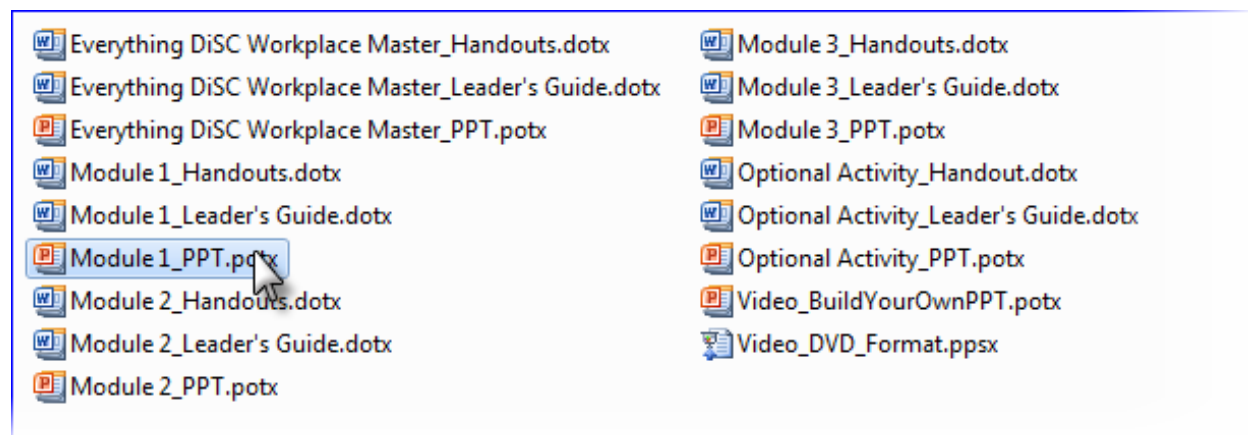
The Auto Play window for the Everything DiSC Workplace USB drive. Click on **Open folder to view files**.

Select the **Office 2010** folder, then double-click on the **Facilitation Materials** folder to open it.

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:

- **Everything DiSC Program Master_PPT.potx**: template file containing all module PowerPoint slides in consecutive program order
- **Individual module PowerPoint files**: template files of the PowerPoint presentation (PPT) for each module

This picture shows the Everything DiSC Workplace Facilitation Materials folder.



Double-click on the desired file to open it.

Changes made in the template file cannot be otherwise saved.

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**.