

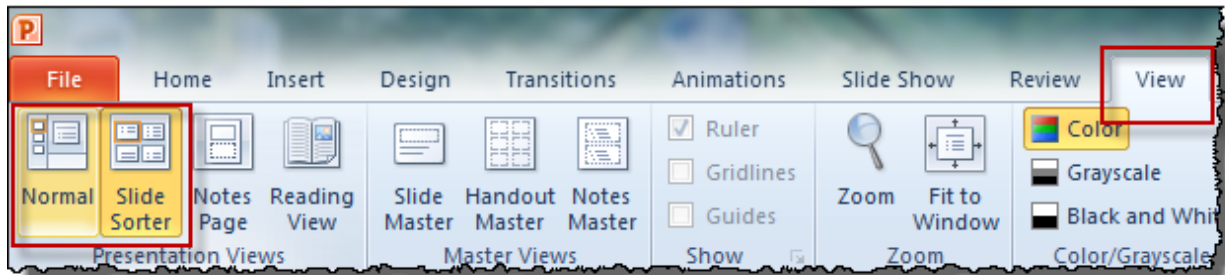
Insert Everything DiSC Video Slides

You can insert Everything DiSC video slides into your own PowerPoint file to customize your presentations.

Insert the Everything DiSC USB drive into your computer's USB port. Close the Auto Play window.

Open the PowerPoint presentation that you want to customize with Everything DiSC video slides.

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













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

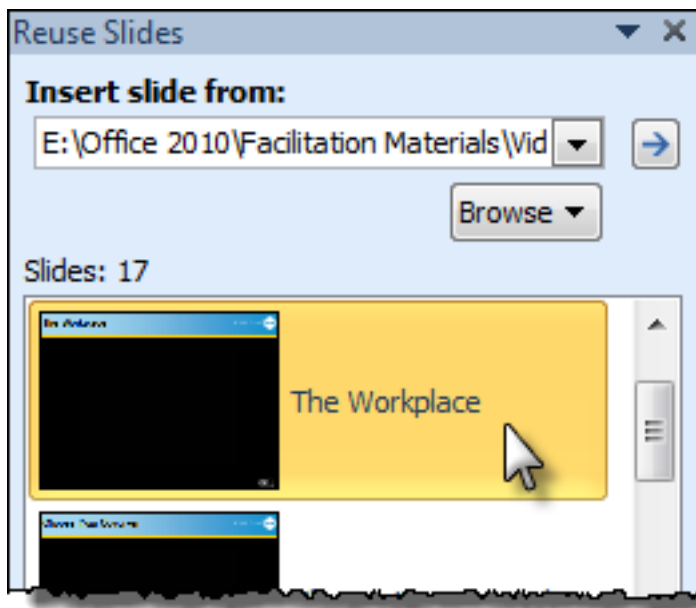
On the Home ribbon, click the **New Slide down arrow**, then select **Reuse Slides** at the bottom of the drop-down window.

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 Everything DiSC USB drive. Open the **Office 2010** folder, then open the **Facilitation Materials** folder. Double click the **Video_BuildYourOwn** file (or click it once and click Open in the bottom-right corner.)

-  Everything DiSC Workplace_Handout.dotx
-  Everything DiSC Workplace_Leader's Guide.dotx
-  Everything DiSC Workplace_PPT.potx
-  Optional Activity_Comparison Report.dotx
-  Optional Activity_Comparison Report_PPT.potx
-  Optional Activity_People Reading.dotx
-  Optional Activity_People Reading_Handout.dotx
-  Optional Activity_People Reading_PPT.potx
-  Video_BuildYourOwn_EnglishSubtitles.potx
-  Video_BuildYourOwn_NoSubtitles.potx

The Reuse Slides pane will now show all of the slides in the Video_BuildYourOwn file. Use the scroll bar to move through the list of videos slides. If you wish for the video slide to retain the format of the Everything DiSC header after it's inserted, select "**Keep source formatting**" at the bottom of the pane **before** clicking on the slide.



Click the desired video slide and it will appear where your cursor was positioned in the slide order.

Delete the navigation link from the bottom-right corner of the screen, and edit the slide as needed.

