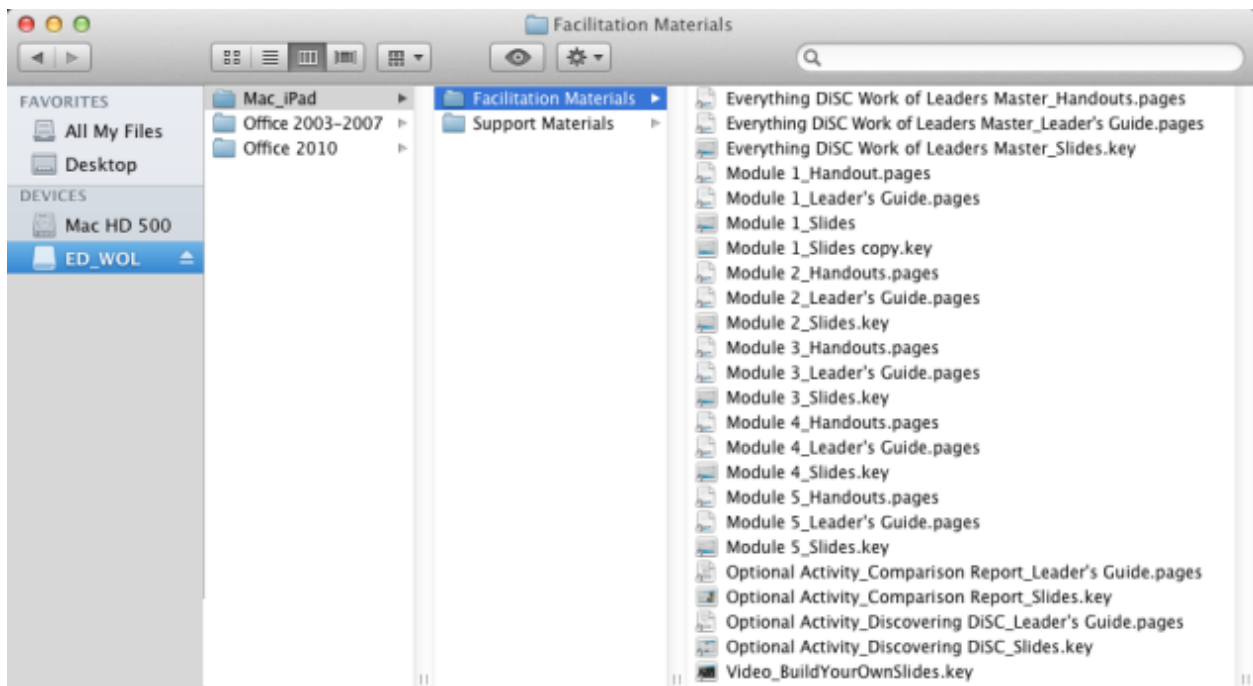


## Locate Everything DiSC Handouts

All facilitation materials are located on the Everything DiSC USB drive. Insert the USB drive into your computer's USB port, open the Mac\_iPad folder, and then open Facilitation Materials.

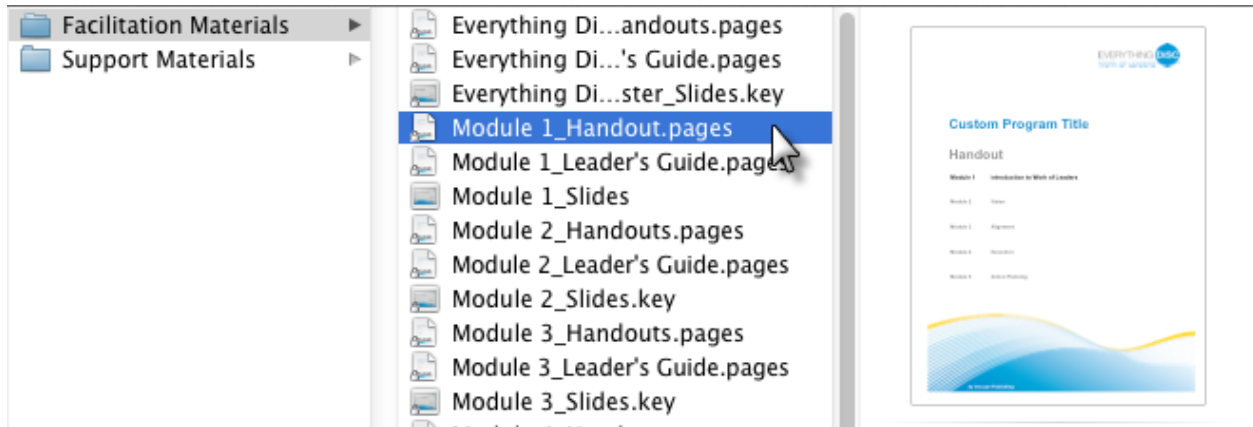
The picture below shows the Mac\_iPad Facilitation Materials folder from the Everything DiSC Work of Leaders USB drive.



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

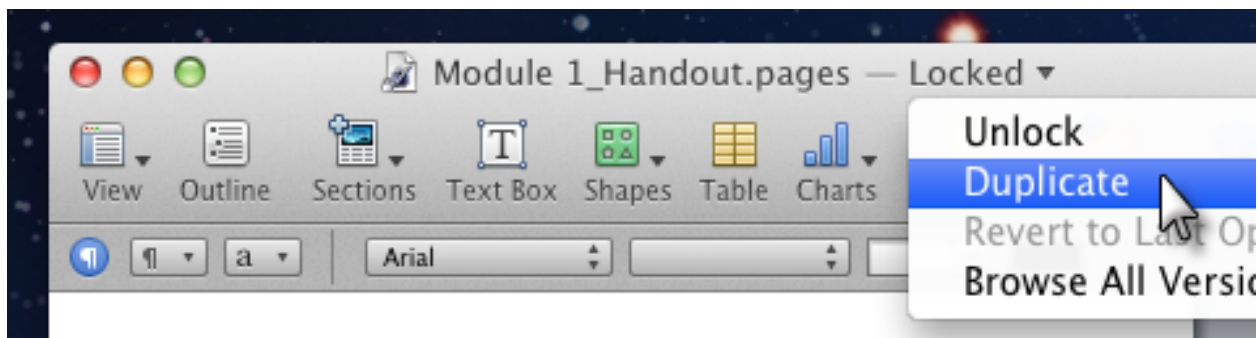
- **Everything DiSC Program Master\_Handouts:** locked Pages file containing all leader's guides in consecutive program order
- **Individual module handout files:** locked files of the leader's guide for each module

Double-click on the desired file to open it.

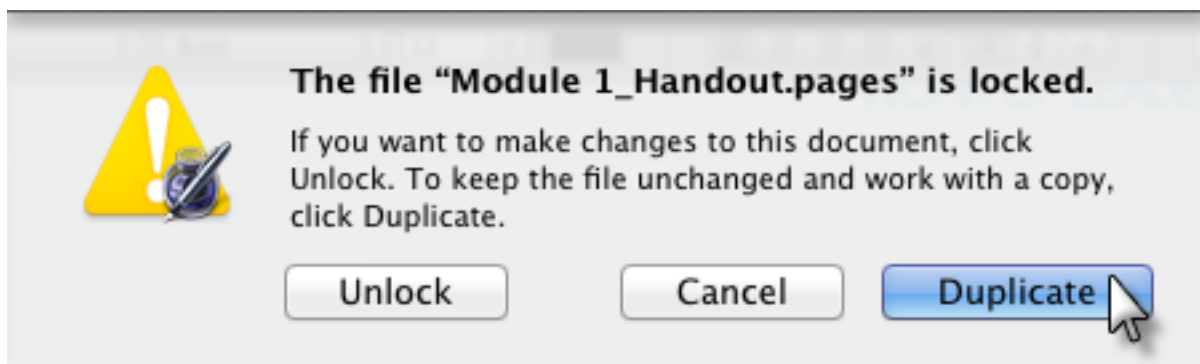


Everything DiSC files are locked to preserve the original content.

To create a duplicate file that you can customize, click the **down arrow** next to the word "Locked" in the file name at the top of the window. Select **Duplicate**, and a copy of the file will appear in front of the window with the current locked file.



If you try to make a change to a locked file, you will receive a notice that it is locked. It is **recommended that you duplicate the file** to keep the original unchanged for future use. Select **Duplicate** to make a copy of the original file.



Click somewhere in the copy, then click on **File** in the Pages menu at the top of your screen and select **Save** to name and save your new version

