

README – Creating an Emotionally Intelligent World

1. Facilitator Guide - ppt
2. Introduction – ppt
3. Creating an Emotionally Intelligent World Game – ppt (******Before opening this file you must enable Macros in PowerPoint. See instructions below.**)
4. Debrief - ppt
5. Personal Development Guide – pdf

Upon receiving the product application from HRDQ you will want to unzip the files and save them to your computer. If you do not already have the ability to unzip files on your computer, you can download a version of WinZip at <http://www.winzip.com>.

Note: This program runs on Windows PC's only. NO Macs, tablets, or other devices.

Instructions

1. Review the technical information below.
2. Download and review the Facilitator Guide.
3. Open the Introduction. To begin, click on Slide show on the top tool bar. Choose start slide show from current slide. Run through the slides.
4. Open Creating an Emotionally Intelligent World Game. To begin, click on Slide show on the top tool bar. Choose start slide show from current slide. Select **Start new game** from the main menu.
5. After completing the game, open the Debrief. To begin, click on Slide show on the top tool bar. Choose start slide show from current slide. Run through the slides.
6. Personal Development Guide - open and print the pdf for all participants.

******Setting Macros in PowerPoint******

The Creating an Emotionally Intelligent World Game uses macros to automate several different game functions. **Before opening the game file**, you must enable macros in PowerPoint.

- To enable macros in PowerPoint 2002/2003 – Open PowerPoint and select Tools, Options, Macro Security, then set to Medium.
- To enable macros in PowerPoint 2007 – Open PowerPoint, Click on the PPT Icon (top right corner), click on PowerPoint Options (button located at the bottom of the drop down box), select Trust Center (menu on the left), Trust Center Settings button, and choose the radio button “Disable all macros with notification”, click OK and exit PowerPoint.

Prior to opening the Creating an Emotionally Intelligent World Game file you will be prompted to enable the game’s macros, select “Enable this content”.

MS Office 2007 Compatibility

To ensure complete downward compatibility, the game is written in Office 2002 and has been tested in Office 2003-2007. This ensures the greatest overall compatibility for the game for all of our customers.

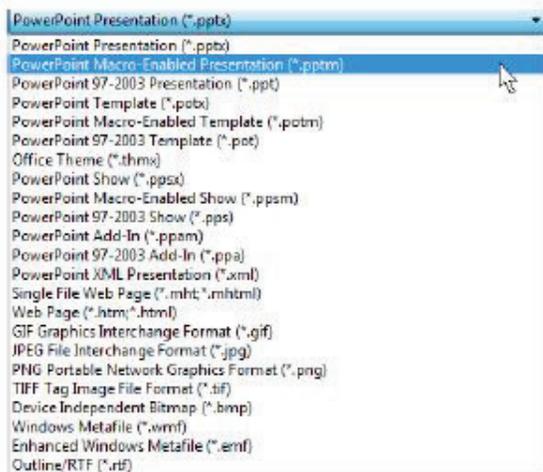
This game will run in PowerPoint 2007 Compatibility Mode. You however, may also opt to convert and save your game to the native 2007 formats for viewing in PowerPoint.

PowerPoint files with an extension of PPT can be saved as a PPTX or a Macro-enabled PPTM. If macros are present in the PowerPoint application you purchased, you must enable macros (See notes below for details).

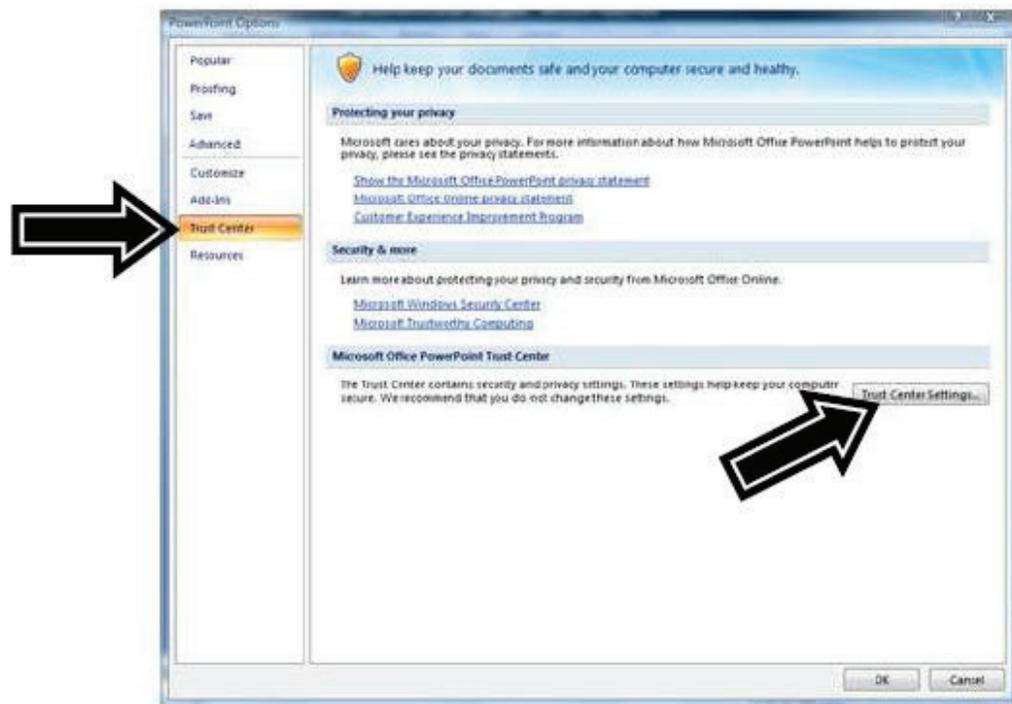
If you are unsure of the presence of macros, simply save the file as a PPTM. (Other PowerPoint file extensions are .PPT .PPTX .PPTM)

	2002-2003 format	Normal 2007 format	Macro 2007 format
PowerPoint	.PPT	.PPTX	.PPTM

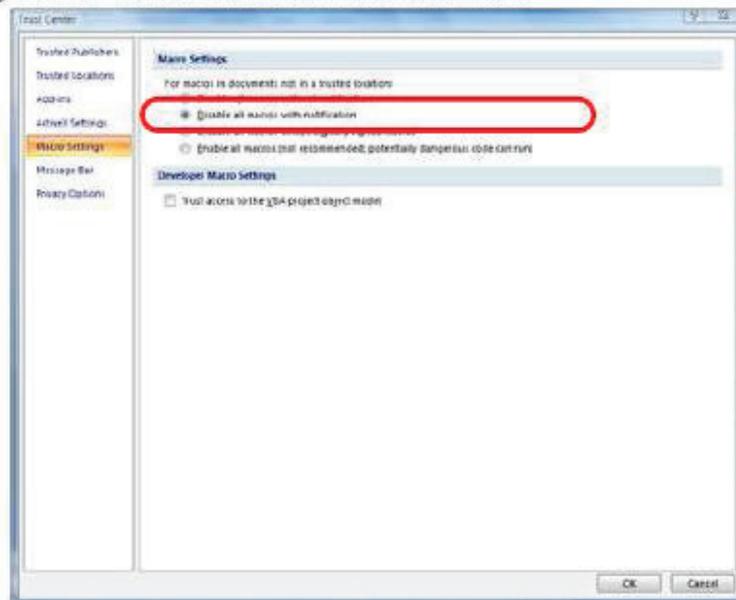
To convert a PPT file format to a PPTX, use Save As and select the normal PowerPoint Presentation in 2007. This will save the file as a PPTX. Or when the Save pop-up is opened, use the dropdown to select PPTM.



From the PowerPoint Options pop-up, select the Trust Center tab and then Trust Center Settings.



From the Macro Settings select "Disable all Macros with notification"



Now after launching your TGI application you will be given a choice to "Enable Macros". Select Enable Macros to start your game.