



# Efficient Elements for presentations

---

## Getting Started

Sign up for a free online training  
[training@efficient-elements.com](mailto:training@efficient-elements.com)

---

Efficient Elements. Click. Done.

# Getting Started – Contents

---

---

<b>1 Introduction</b>	<b>2</b>
2 Presentation	9
3 Wizards	11
4 Position   Size   Shape	19
5 Color	25
6 Text	27
7 Navigation & View	29

# Efficient Elements helps to create more professional presentations in less time

## Product and value proposition



### What is Efficient Elements for presentations?

- Efficient Elements for presentations is an add-in for Microsoft PowerPoint that helps to create more professional presentations in less time.

### What are the key benefits?

- Increased quality of your presentation
  - Improved adherence to your Corporate Design with no additional effort (or actually, even less effort)
  - More precise alignment and sizing of slide elements
- Reduced effort in slide creation
  - A study with more than 100 users shows a time saving of more than 2 hours per week for an average user<sup>1)</sup>

1) Siemens Efficiency Study 2010

# Efficient Elements is located on a task pane on the right side of your screen

## Overview

Open a new file, check presentation, mail and save selected slides

Create agendas, set master options, insert and save elements, insert text snippets, apply predefined formats

Align, dock, stack and switch objects

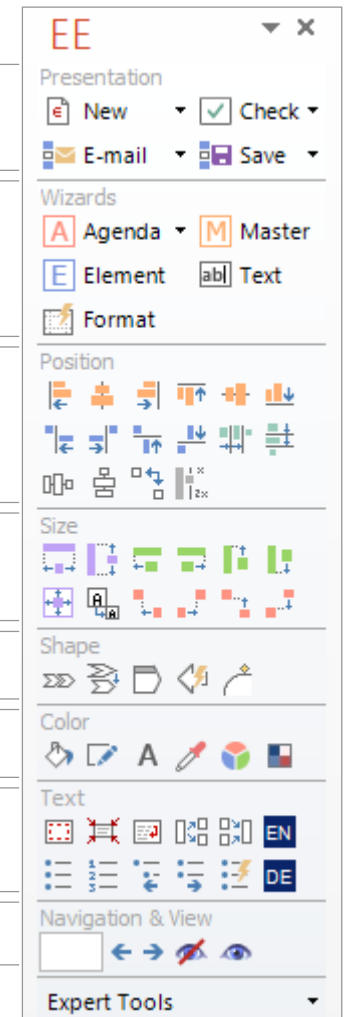
Align sizes, stretch objects, fill gaps and apply the magic resizer

Adjust process chains, pentagons, block arrows and rounded rectangles

Use customized color palette, pick colors, switch between theme and fixed colors

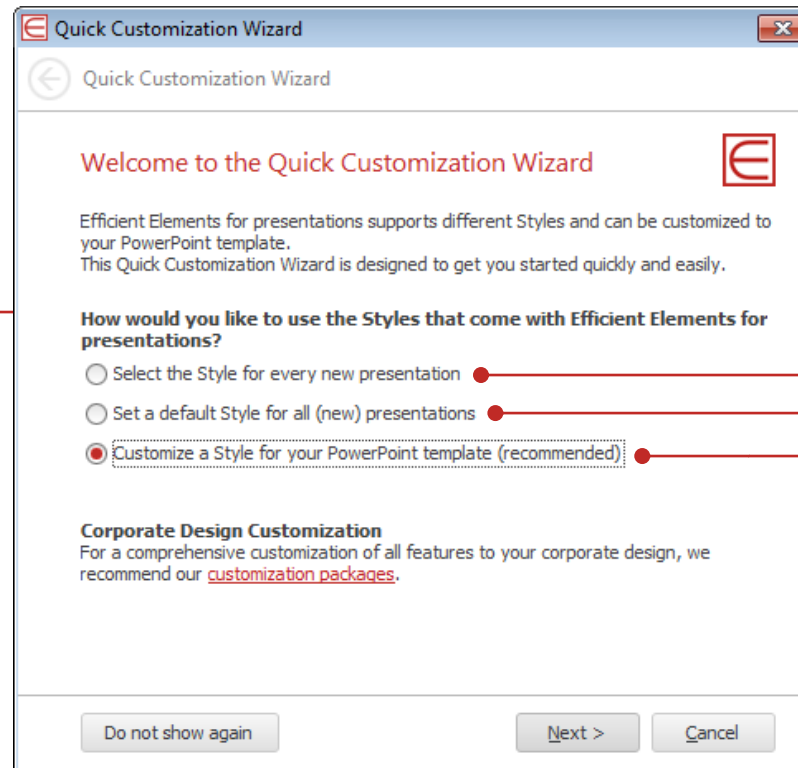
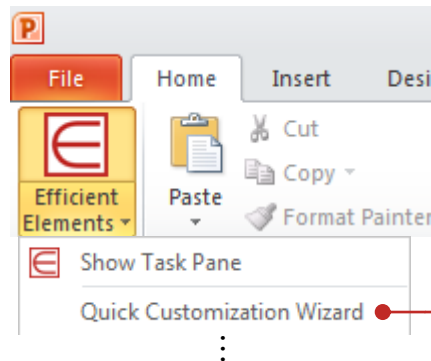
Apply text options, split/merge text boxes, set language, apply bullets and numbers

Jump to slide, jump back- and forwards, hide and unhide elements



# The Quick Customization Wizard lets adjust the content area and main colors used by Efficient Elements (1/2)

## Quick Customization Wizard Overview



Choose options 1 or 2 if you would like to use the **standard content area and colors** of EE

- Option 1: Select the Style EE uses (Box, Line, Shadow) for every new presentation
- Option 2: Set Box, Line or Shadow as default

Choose the third option if you would like to **adjust EE to your own PowerPoint template:**

- You will be able to add your own template to the EE „New“ function
- You will be able to adjust the content area and the colors EE will use in your template

**Hint:** We recommend using option 3. The customization only takes a minute and will greatly improve your productivity when using Efficient Elements

# The Quick Customization Wizard lets adjust the content area and main colors used by Efficient Elements (2/2)

## Option 3 – customize the content area and colors for Element Wizard and Agenda Wizard

After selecting your template click on 'Next'. A new dialog as well as a sample presentation will open.

1 Header A

- Lorem ipsum dolor sit amet, consetetur elitr
- At vero eos et accusam et justo duo dolores et ea rebum
- Stet clita kasd gubergren
- No sea takimata sanctus est

2 Header B

- Lorem ipsum dolor sit amet, consetetur elitr
- At vero eos et accusam et justo duo dolores et ea rebum
- Stet clita kasd gubergren
- No sea takimata sanctus est

Please make sure that there is a high contrast between **Primary** and **Contrast** color

Choose the **Style** you would like to set as default for your template.

Define the **content area** by adjusting the data in the fields for **Left/Width** and **Top/Height**. You will see a preview of the content area in the sample presentation.

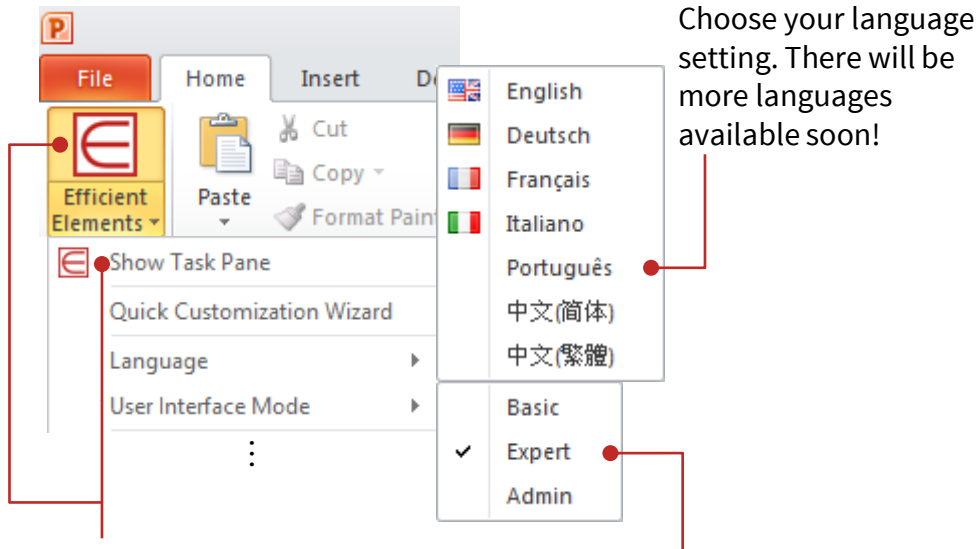
Set the Primary and Contrast colors Efficient Elements will use. You will see the changes you make in the sample presentation.

### Hints:

- Set the Guides in your PPT template to indicate the content area before you start
- Make sure to select two colors with high contrast

# You can customize the Efficient Elements user interface to fit your personal needs

## Set Language & User Interface Mode

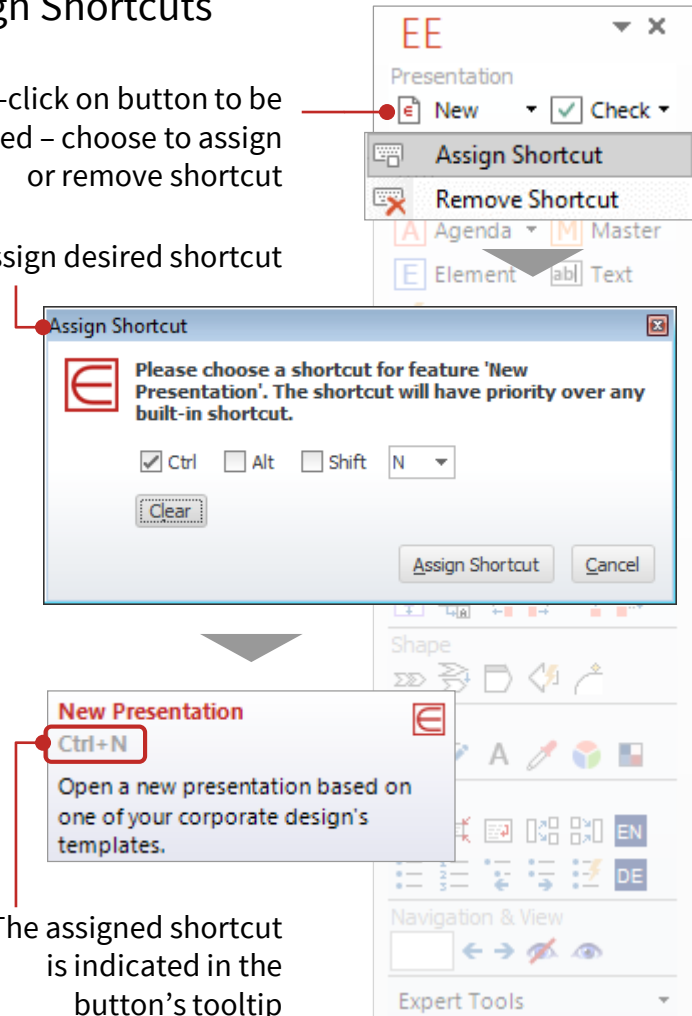


If you have closed the EE task pane you can open it again by clicking on “Show Task Pane”

## Assign Shortcuts

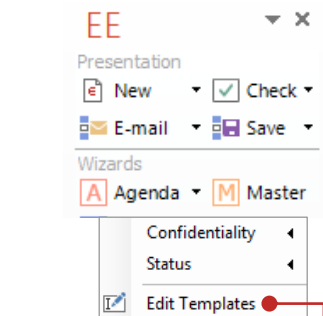
Right-click on button to be assigned – choose to assign or remove shortcut

Assign desired shortcut



# Follow these steps to customize the templates contained in EE to your individual requirements

## Customize Confidentiality & Copyright

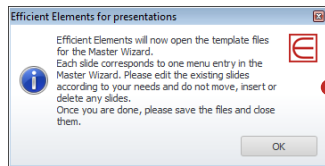


The copyright/ confidentiality in the master wizard might not have set up to match your company, e.g.

For internal use – © 2014 your company

You can change the copyright/ confidentiality notice as follows:

- 1 On the EE Task Pane, click *Master*, *Edit Templates*

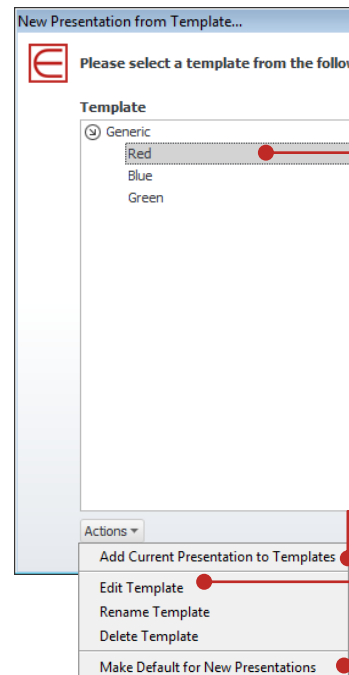


- 2 Read the instructions
- 3 Change the templates as required
- 4 Save and close the templates

## Customize/add Templates and Set Default



- 1 On the EE Task Pane, click *New*



For each of the templates you would like to customize:

- 2 Select template in the list
- 3 Click *Edit Template*
- 4 Optionally use the Master Wizard to insert confidentiality & copyright (see left)
- 5 Customize the template to your needs, e.g.
  - Insert **logos** and **graphical elements**
  - Change the **color scheme, standard font, bullets**, etc.
- 6 Save and close the template
- 7 To add the presentation you are currently using to the 'User templates' click here.

For the template you would like to be opened when PowerPoint starts:

- 8 Select the template in the list
- 9 Click *Make Default for New Presentations*



# Getting Started – Contents

---

1 Introduction	2
<b>2 Presentation</b>	<b>9</b>
3 Wizards	11
4 Position   Size   Shape	19
5 Color	25
6 Text	27
7 Navigation & View	29

# In the “Presentation” section you will find functions pertaining to the presentation file



## New Presentation

Select a template to start a new presentation. The available templates depend on your individual customization.

If you are working on an outdated presentation, update the design by clicking on “Apply template to entire presentation” in the dropdown



## Check Presentation

Clean up your presentation with a click of a button. Remove

- Speech notes
- Animations
- Unused master designs

A corporate design check will be available in a future update



## E-Mail Selected Slides

Select slides in the slide sorter and attach them to a new email either as

- PowerPoint file or
- PDF file



## Save Selected Slides

Select slides in the slide sorter and save them as

- New PowerPoint file or
- PDF file

Hint: By saving to the clipboard you will be able to paste them to an existing email



# Getting Started – Contents

---

1	Introduction	2
2	Presentation	9
<b>3</b>	<b>Wizards</b>	<b>11</b>
3.1	Agenda Wizard	
3.2	Master Wizard	
3.3	Element Wizard	
3.4	Text Wizard	
3.5	Format Wizard	
4	Position   Size   Shape	19
5	Color	25
6	Text	27
7	Navigation & View	29

# The “Wizards” section provides you with a variety of powerful functions

## **A** Agenda Wizard

Generate the agenda or content page for your presentation:

- Show time slots or page numbers
- Multiple agendas per presentation
- Insert line-breaks
- Automatically hide sub-items
- ...

## **M** Master Wizard

Insert/remove elements in/from the slide master:

- Confidentiality note
- Status note
- Logos or images
- ...

## **E** Element Wizard

Insert elements from a comprehensive library in the current slide

## **abl** Text Wizard

Insert text snippets in the current text range

## **Format Wizard**

Apply predefined formats/positions to any given element



My Elements | My Texts | My Formats

Easily reuse and manage your own favorite slide elements, text snippets and formats



# With the Agenda Wizard, you can create and update even complex agenda slides in seconds

## 3.1 Agenda Wizard – Basic functions

#	Topic	Responsible	Min.	Time Slot	Icons
1	Introduction		30	09:00 – 09:30	[edit] [print] [refresh]
2	Presentation		30	09:30 – 10:00	[edit] [print] [refresh]
3	Wizards		30	10:00 – 10:30	[edit] [print] [refresh]
3.1	Agenda Wizard		30	10:30 – 11:00	[edit] [print] [refresh]
3.2	Master Wizard		30	11:00 – 11:30	[edit] [print] [refresh]
3.3	Element Wizard		30	11:30 – 12:00	[edit] [print] [refresh]
3.4	Text Wizard		30	12:00 – 12:30	[edit] [print] [refresh]
3.5	Format Wizard		30	12:30 – 13:00	[edit] [print] [refresh]

Set time format and start time

Add agenda item

Move items up and down

Decrease/increase indent level

Delete agenda item

### Hints:

- Use “tab” / “shift+tab” to jump between cells
- Click in an empty row to create a new agenda item
- Click “Enter” to insert a line break

Set the duration of the agenda item

# With the Agenda Wizard, you can create and update even complex agenda slides in seconds

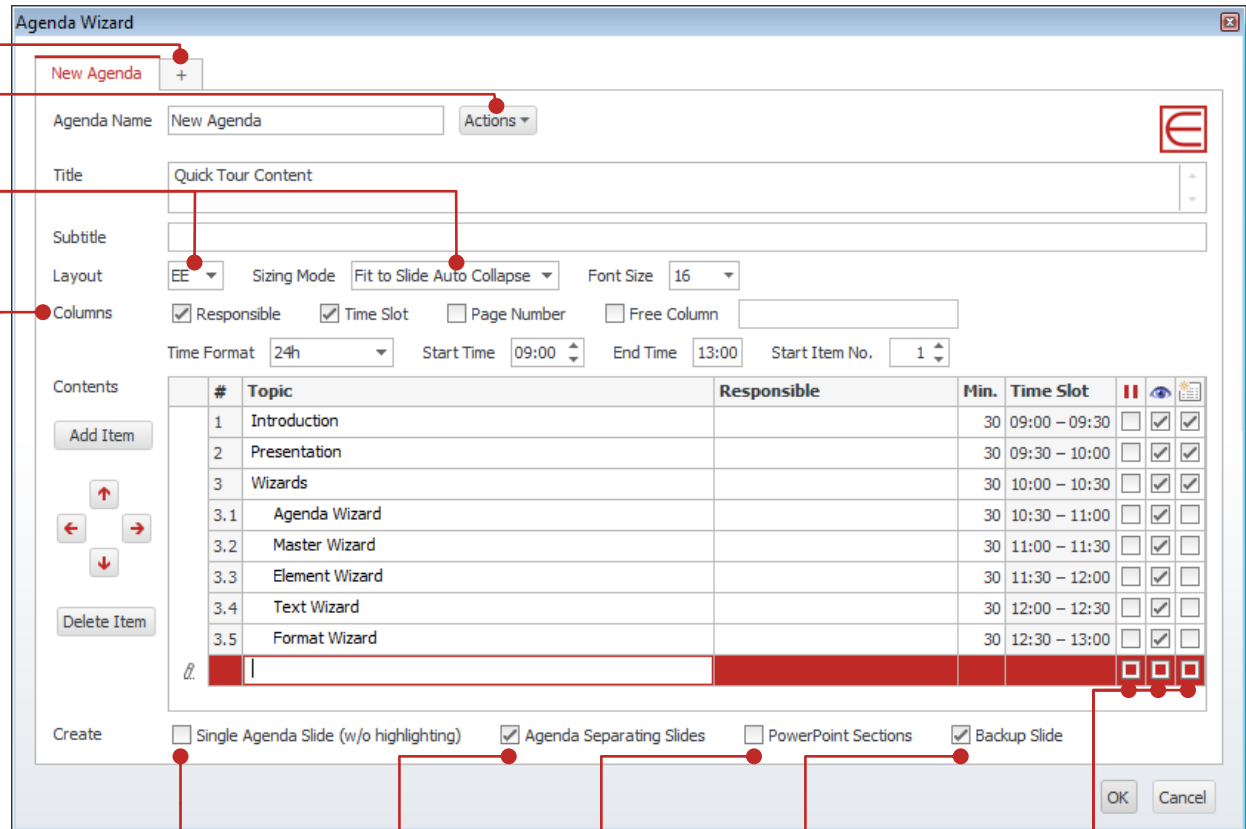
## 3.1 Agenda Wizard – Advanced functions

Insert additional agenda (e.g. for a multi-day workshop)

Delete, import and export agenda

Pick layout and sizing mode (e.g. auto collapse sub-items)

Select the desired columns



### Hints:

- Page numbers will be automatically updated upon saving
- Use the “Free Column” to add information such as participants or location
- When moving agenda items up or down the corresponding content slides will be moved as well
- Use the “Backup” slide to separate back-hand slides

Generate agenda overview

Generate separating slides

Create Power-Point sections for items

Create backup slide

Select break, show agenda item, generate separating slide


# Insert optional content in the slide master with a single click of a button

## 3.2 Master Wizard

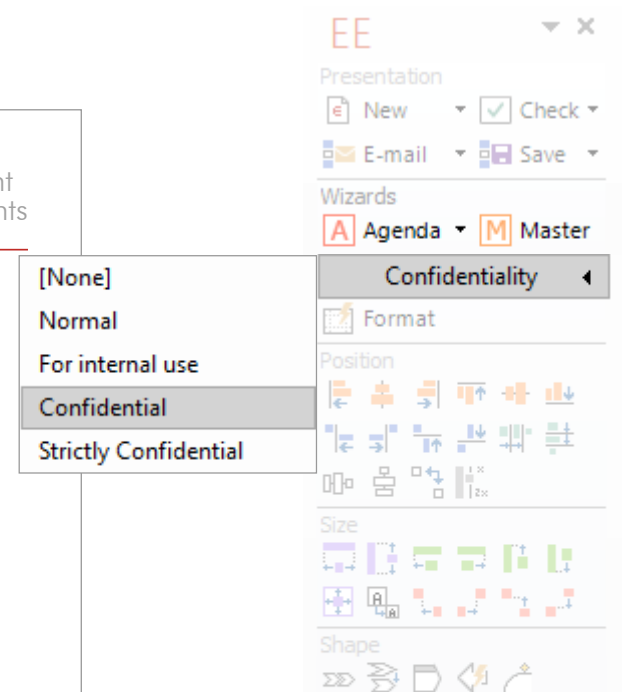
Insert optional content in the slide master with a single click of a button

Efficient Elements

Master Wizard



Efficient Elements. Click. Done. Confidential © 2014 Efficient Elements GmbH 13



The screenshot shows the software's main menu with 'Wizards' selected, leading to the 'Master' wizard. A dropdown menu is open, listing confidentiality levels: [None], Normal, For internal use, Confidential (highlighted), and Strictly Confidential. The background shows various toolbars for presentation editing.

### Hints:

- The content of the Master Wizard depends on your individual customization
- Contact us in case you would like to customize the Master Wizard

# Insert layout elements such as boxes, processes or maps formatted in your corporate design

## 3.3 Element Wizard



EE

Presentation

New Check

E-mail Save

Wizards

Agenda Master

Element Text

Basics

Layouts

Processes

Org

Tables

Logos

Maps

Flags

My Elements

Add Selection to "My Elements" ...

Manage "My Elements" ...

World, regions

World, regions w/ subdivisions

Countries

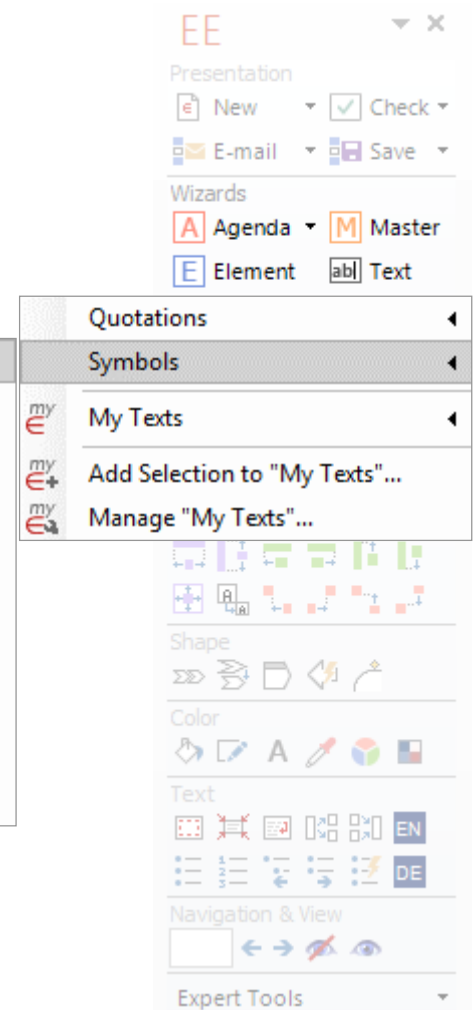
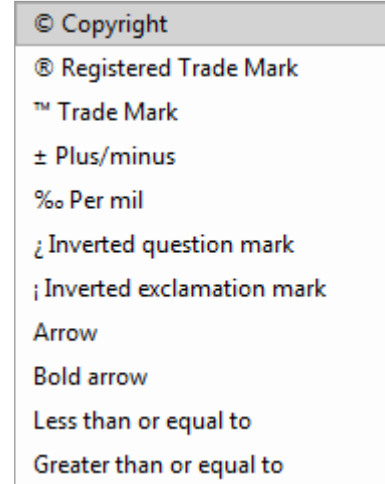
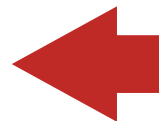
Countries w/ subdivisions

- Hints:
- Use the “My Elements” feature to store and reuse elements you have created yourself
  - Click on “Manage My Elements” to export and import collected elements



# Insert special text symbols or characters and store your own text snippets

## 3.4 Text Wizard

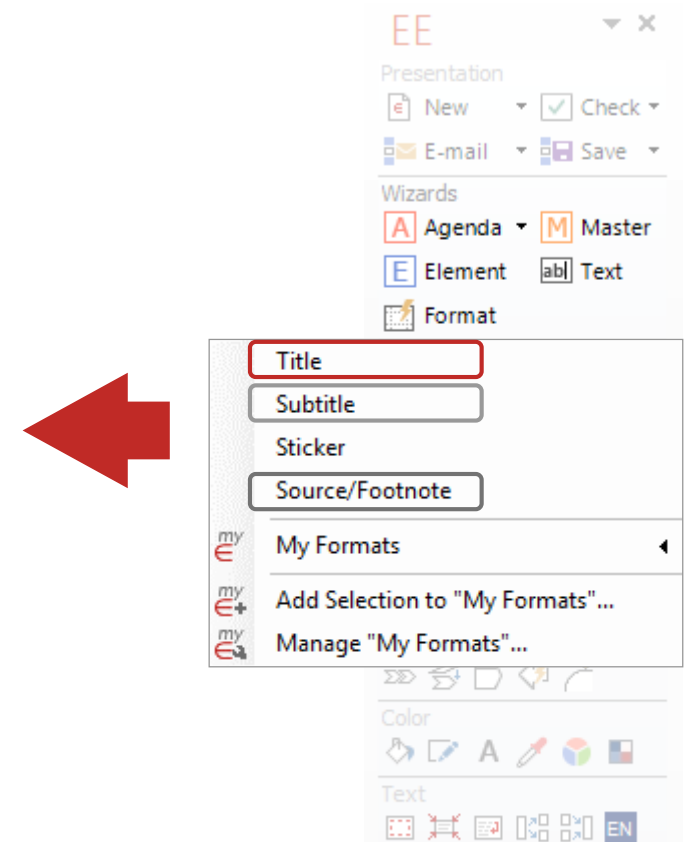
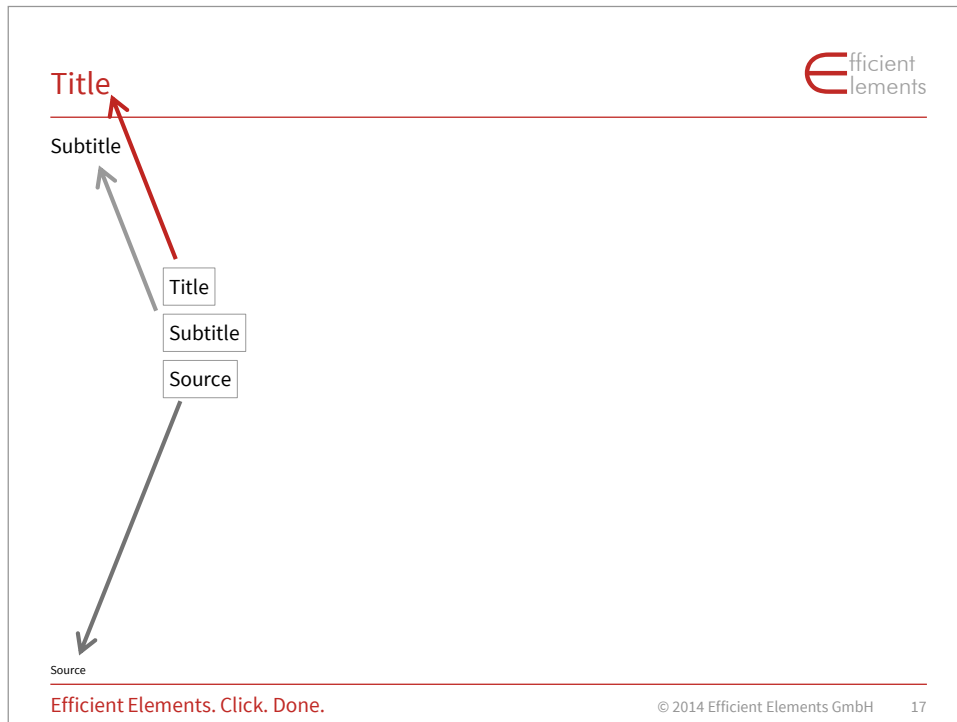


### Hints:

- Use the “My Texts” feature to store and reuse text snippets you have created yourself
- You can store text snippets with or without formatting
- Click on “Manage My Texts” to export and import collected text snippets

# Apply pre-defined formats to any given object and define your own formats

## 3.5 Format Wizard



- Hints:
- Use the “My Formats” feature to define your own formats
  - You can define attributes for position, size, shape, format, text options, paragraph, font and bullets
  - Click on “Manage My Formats” to export and import collected formats

# Getting Started – Contents

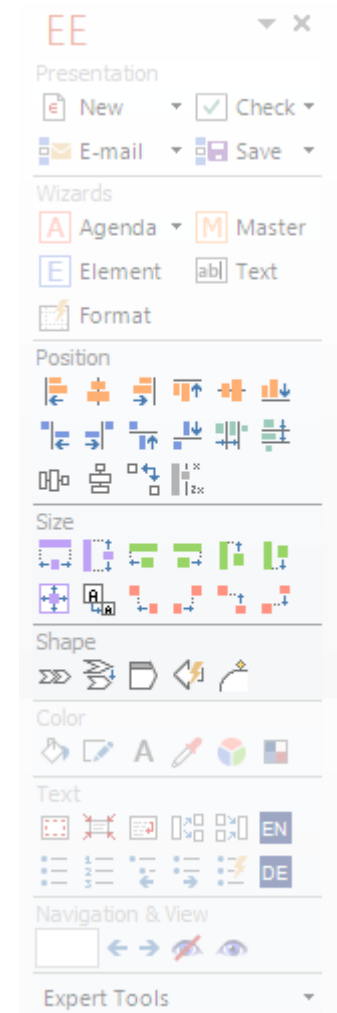
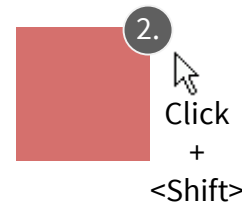
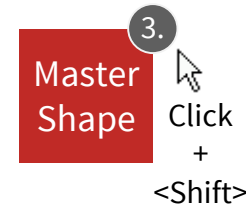
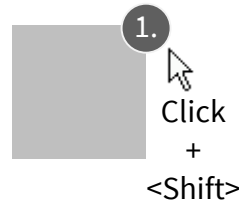
---

1	Introduction	2
2	Presentation	9
3	Wizards	11
4	<b>Position   Size   Shape</b>	<b>19</b>
5	Color	25
6	Text	27
7	Navigation & View	29

# The “Master Shape Concept” makes alignment of shapes much more precise and efficient

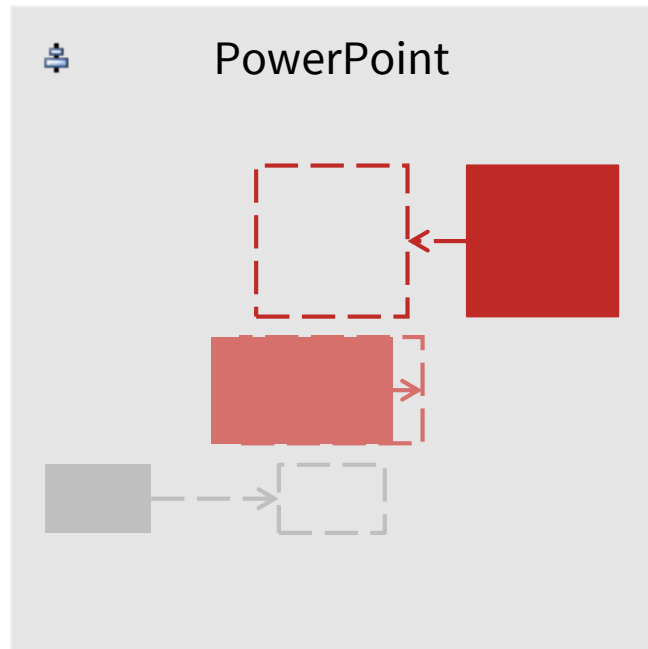
## Master Shape Concept

The shape that is selected last is called "Master Shape" and serves as a reference point for many alignment and sizing functions

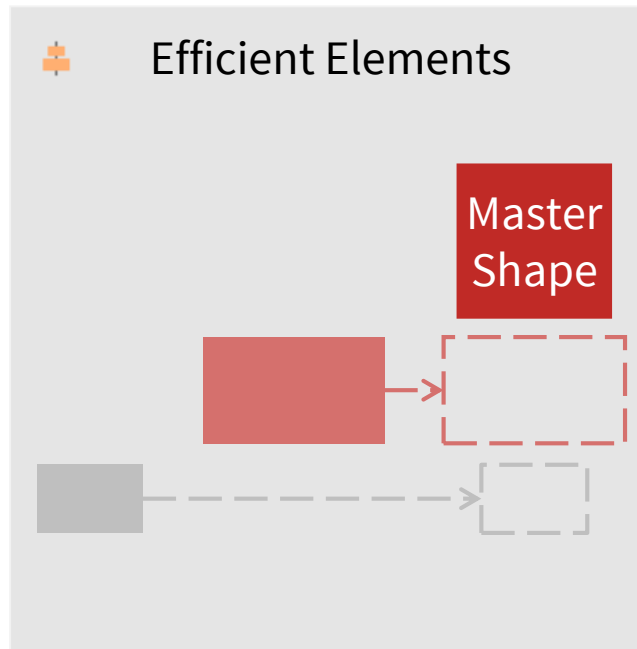


# The “Master Shape Concept” makes alignment of shapes much more precise and efficient

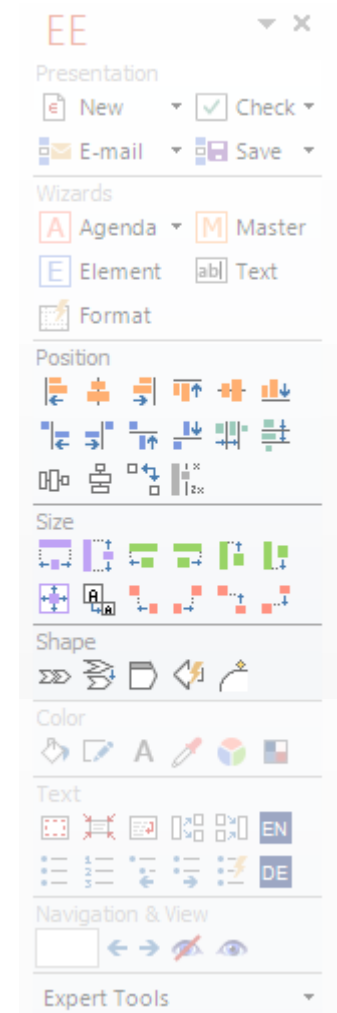
## Master Shape Concept



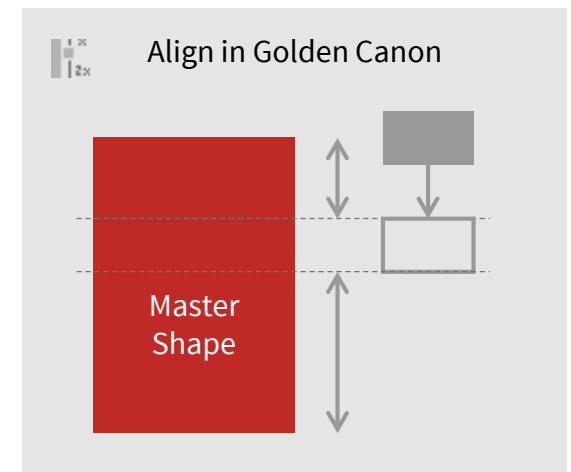
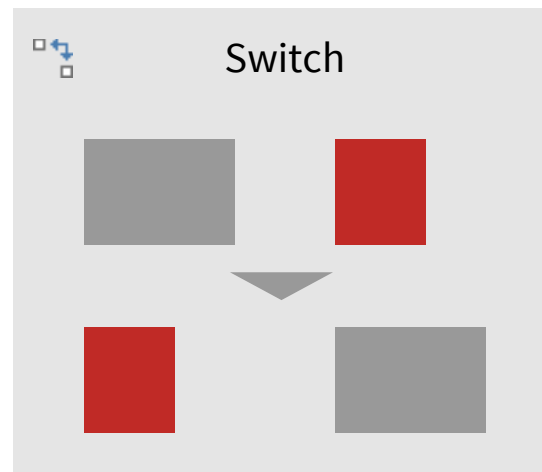
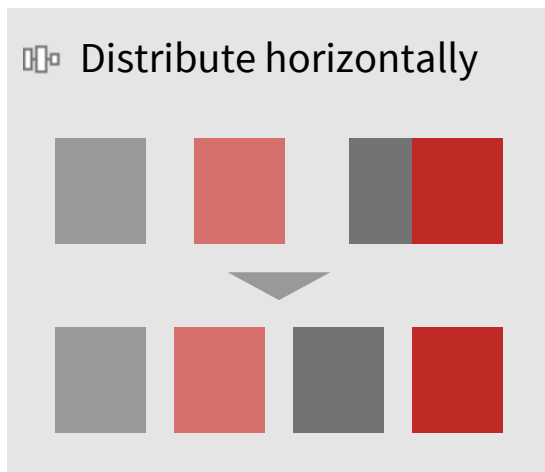
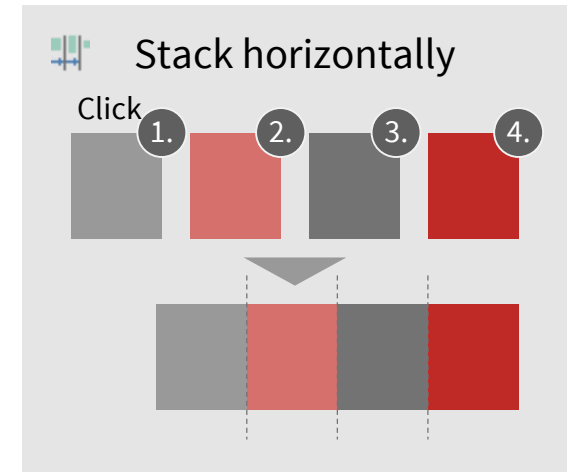
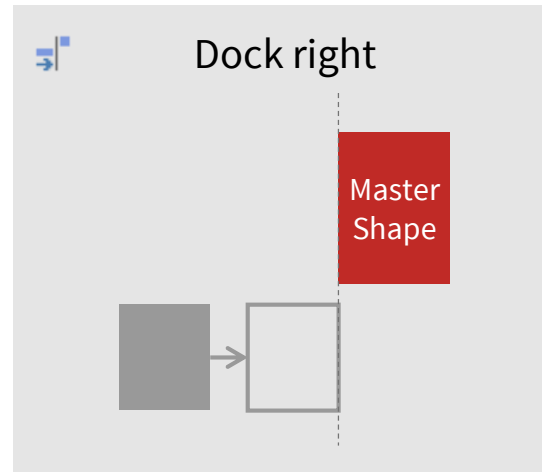
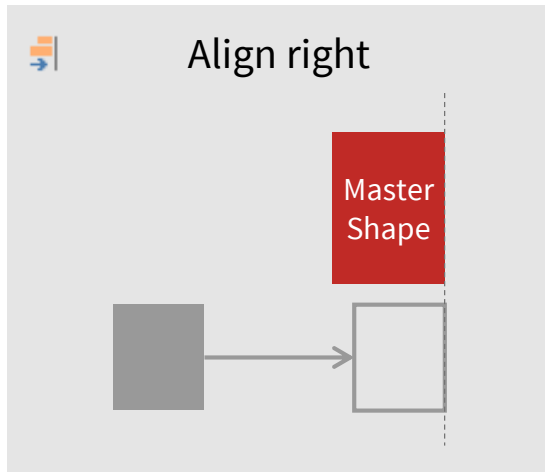
The standard PowerPoint functions do not allow for an alignment of objects with respect to another **specific** object



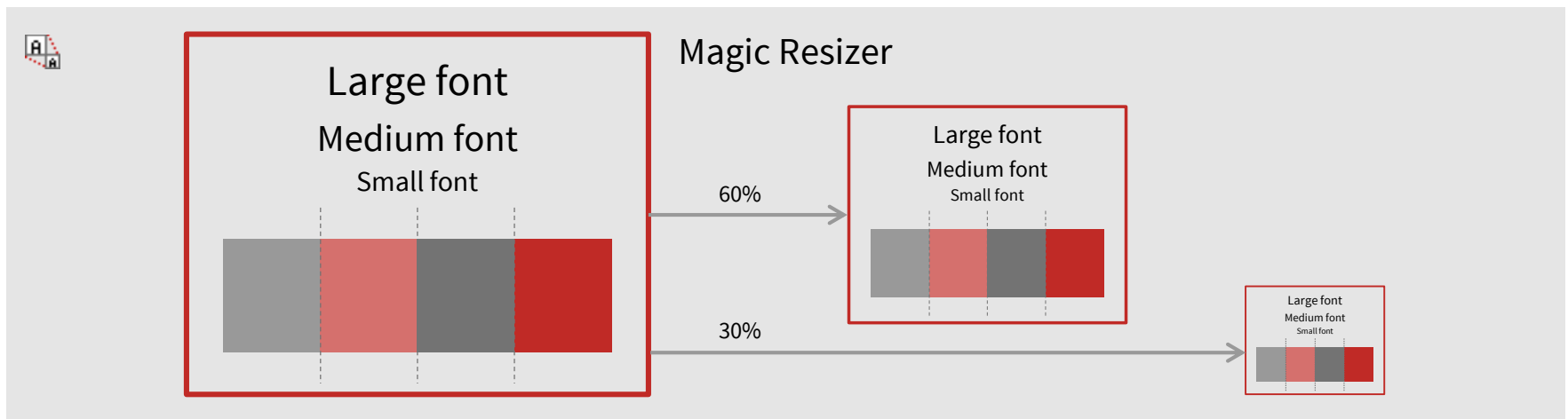
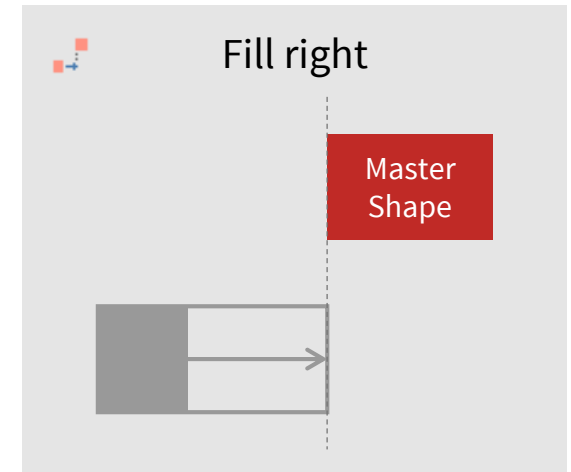
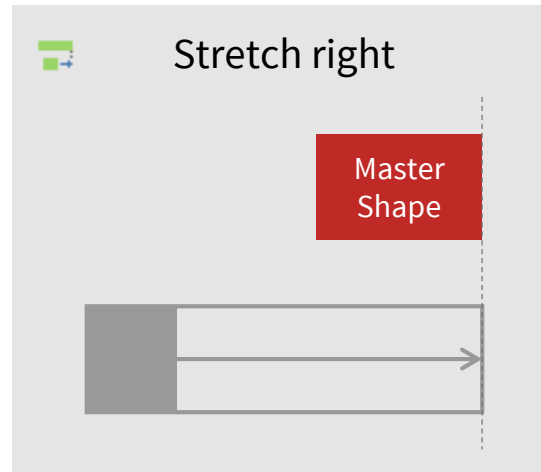
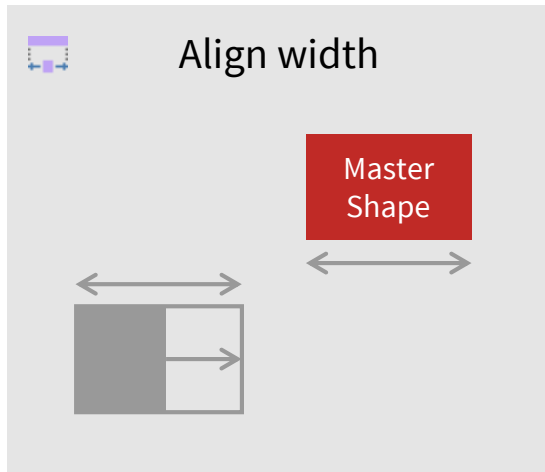
Efficient Elements lets you choose a **reference object** in respect to which all other objects will be aligned



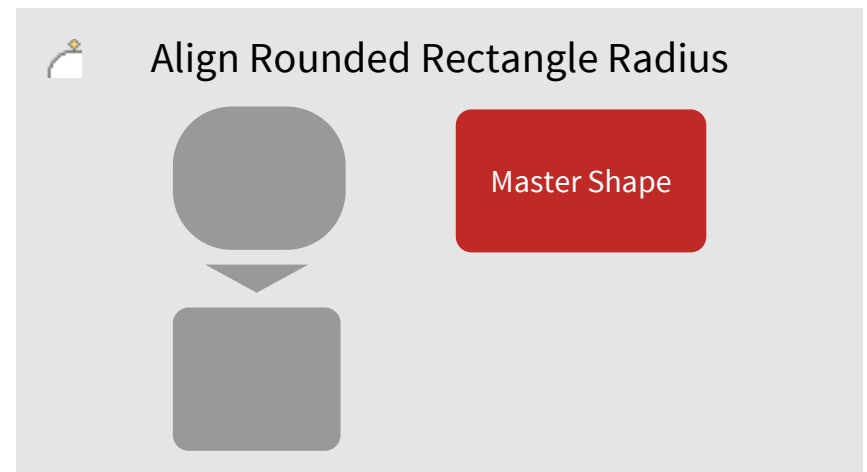
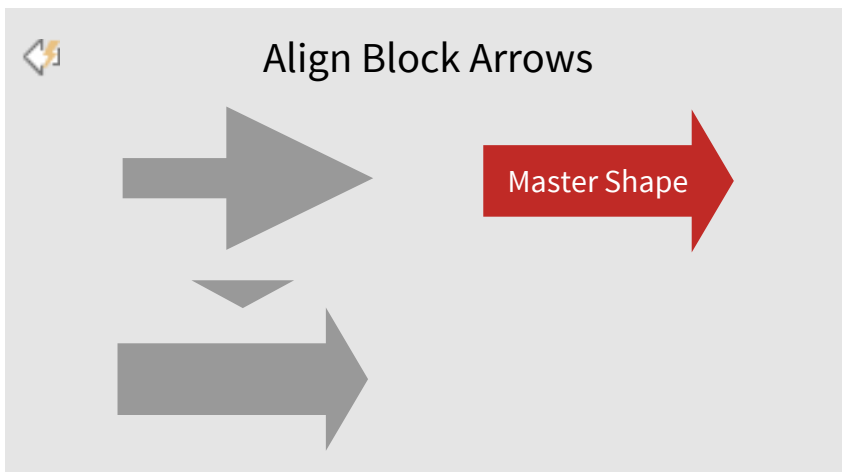
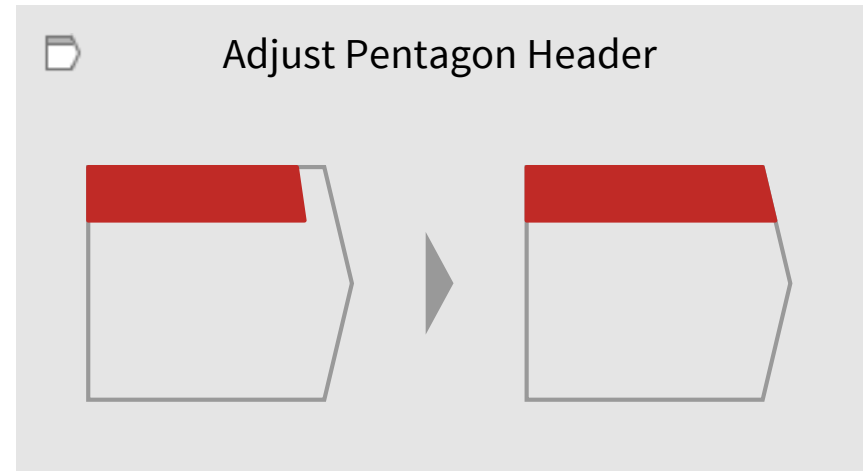
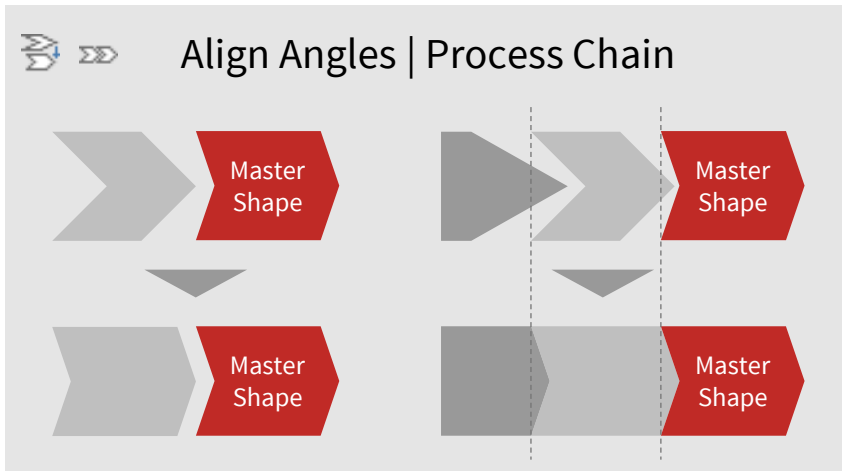
# The “Position” section allows you precisely arrange elements on a slide



# The “Size” section provides you with all tools needed for adapting the size of your elements



# The “Shape” functions empower you to make adjustments you would not be able to do manually





# Getting Started – Contents

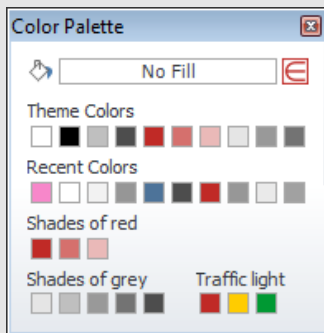
---

1	Introduction	2
2	Presentation	9
3	Wizards	11
4	Position   Size   Shape	19
<b>5</b>	<b>Color</b>	<b>25</b>
6	Text	27
7	Navigation & View	29

# Find all colors allowed by your corporate design in the “Color” section

## Set Color

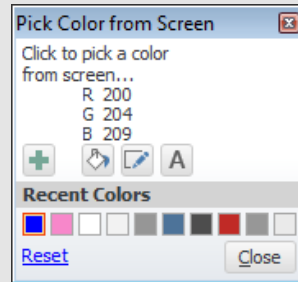
- Fill color
- Line color
- Font color



Select color from palette and apply it to selected element  
Available colors depend on your individual customization

## Pick Color

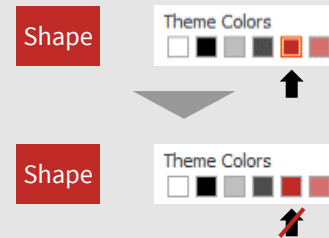
Pick colors from virtually any place on your screen



Either apply color directly or store it in the recent color palette for later use

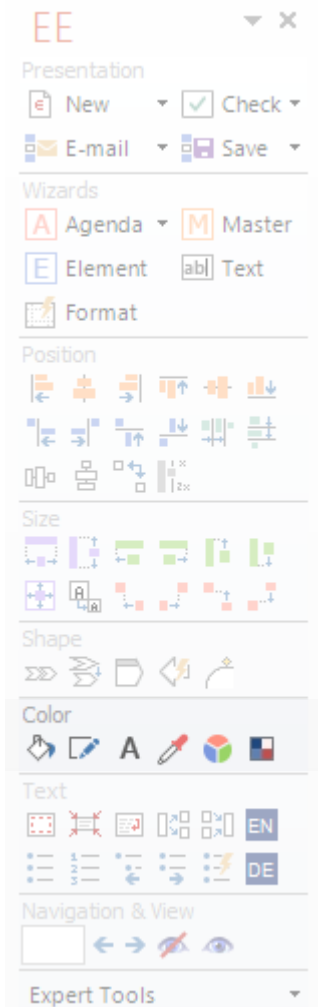
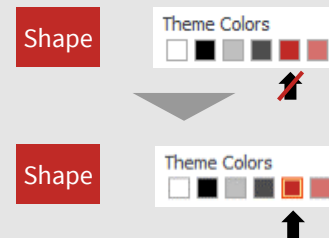
## Convert to RGB

Make color independent of master template



## Convert to Theme

Assign matching colors to theme color palette



# Getting Started – Contents




---

1	Introduction	2
2	Presentation	9
3	Wizards	11
4	Position   Size   Shape	19
5	Color	25
<b>6</b>	<b>Text</b>	<b>27</b>
7	Navigation & View	29

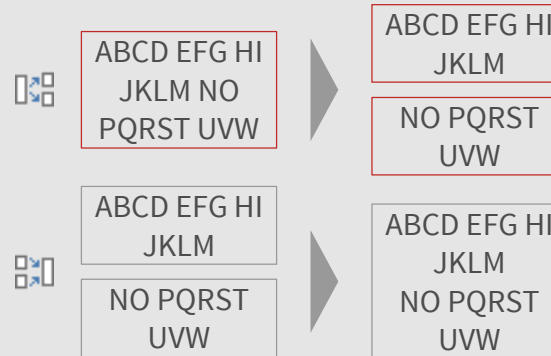
# Functions needed to format text fields and boxes can be found in the “Text” section

## Text Options






The text options give you quick access to frequently used formatting functions:

-  Improved margins setting
-  “Fit Form to Text” – Button
-  “Wrap Text in Form” - Button

## Split | Merge Text Boxes



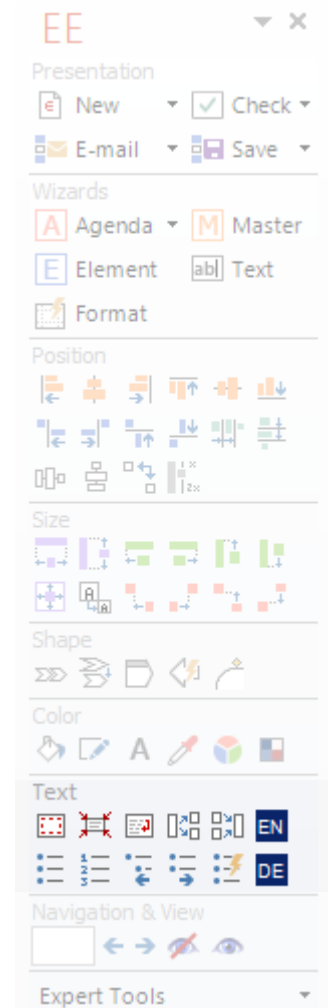
## Bullets & Numbering

-  Show/hide bullets
-  Show/hide numbering
-  Decrease indent level
-  Increase indent level
-  Format existing bullets or numbering

## EN Set Spell Check Language

You can set the spell check language either for

- a text range
- a selection of elements
- a selection of slides
- all slides at once



# Getting Started – Contents

---

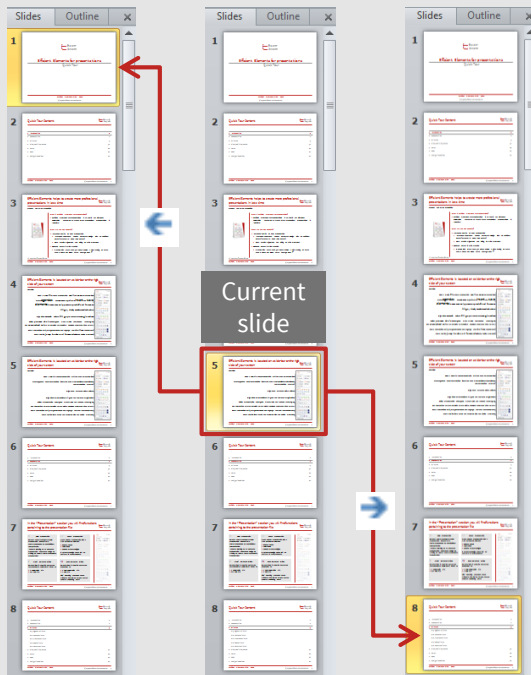
1	Introduction	2
2	Presentation	9
3	Wizards	11
4	Position   Size   Shape	19
5	Color	25
6	Text	27
<b>7</b>	<b>Navigation &amp; View</b>	<b>29</b>

---

# Navigate long presentations quickly with the “Navigation” functions

## Navigate presentation

- Enter number to jump to slide
- Jump back to previous slide
- Jump forward to next slide



## Hide Selected Objects

Hide objects that obstruct access to other objects

Shape covering shape to be edited

Shape to be edited

Shape to be edited



## Unhide Selected Objects

Once you have finished editing unhide the hidden shape

Finished shape

Finished shape



Thank you!

---



Any further  
questions?

### Contact

Efficient Elements GmbH  
Troppauer Str. 34  
74321 Bietigheim-Bissingen  
Germany

[info@efficient-elements.com](mailto:info@efficient-elements.com)  
[www.efficient-elements.com](http://www.efficient-elements.com)

Phone      +49 7142 999 90 20  
Fax         +49 7142 999 99 65