Imprint

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Efficient Elements. Click. Done.
Introduction

Welcome

Welcome to Efficient Elements. Please use this handbook as a reference when working with Efficient Elements for presentations. We hope Efficient Elements for presentations will make your life with Microsoft PowerPoint a whole lot easier.

HINT: We recommend making use of the ‘Page Thumbnails Panel’ of Acrobat Reader for easy navigation through the document. You can open the panel by clicking on the corresponding icon in the top left corner of your Acrobat Reader window.

Installation

The installation of Efficient Elements for presentations is very easy and takes only a few minutes.

System requirements

Any PC that fulfills the minimum requirements to run either Microsoft Windows XP, Microsoft Windows Vista, Microsoft Windows 7 or Microsoft Windows 8 and either Microsoft PowerPoint 2007, Microsoft PowerPoint 2010 or Microsoft PowerPoint 2013 and provides approximately 15 MB of free disk space will be sufficiently equipped to handle Efficient Elements for presentations. In case you are using a customized edition of the add-in, additional free disk space may be necessary.

HINT: Efficient Elements is compatible with 32 bit and 64 bit version of Microsoft Windows and Microsoft Office.

Download

You can download the installation file from our website:
www.efficient-elements.com/downloads/

In case you already have received a license key, you can insert it on the website indicated above to check if there is a customer specific edition available that has been customized to fit your company’s corporate design. In case there is no customer specific version available for you, please contact us for further information on customization options.

Installation

Once the download of either the generic edition or the customer specific edition has been completed, please execute the installation file (msi). The installation instructions will guide you through the installation process.

HINT: If you are in a corporate environment, please check with your IT department before installing Efficient Elements for presentations. Your IT department might have to install the add-in for you.
Our standard installation package can be installed without administrator privileges. Please note that, in this case, Efficient Elements is installed for the current user, not for all users on a machine. In case you would like to install the add-in for all accounts on a machine, please contact us for a multi user installation package. Please note that you will need administrator privileges for the multi user installation.

The default installation path of Efficient Elements for presentations depends on the installation type:

- single user installation: Local Application Data
- multi user installation: Program Files (x86)

**Activation**

In order to obtain full functionality of Efficient Elements for presentations, it is necessary to activate the product using your personal license key. To activate your license, an internet connection is required. Once Efficient Elements for presentations has been installed, it will prompt you to enter your personal license key upon starting Microsoft PowerPoint. The computer will then establish a connection with our license server. If for some reason you should not be able to activate the product during installation, you will be prompted the next time you start Microsoft PowerPoint.

**HINT:** If you do not have a license key yet but wish to start using Efficient Elements for presentations right away, you may also choose the ‘30 Day Trial’ option. Once the trial period is over, you will be prompted to insert your license key again.
You can use your license key as many times as you need to re-install Efficient Elements for presentations on your machine. Please make sure your personal license key does not get stolen or passed on to anyone. We will keep track of all installations and not tolerate license abuse.

When the license period is expired, it is necessary to reactivate the software. Please contact us to acquire a new activation code or instruct your IT-administrator to get the license key for you.

**Activation in corporate network**

Should your company network not permit an automatic activation, please contact us. We will discuss the possibilities for activation within your corporate network with your IT department.

**Update**

From time to time a new version of Efficient Elements is published that contains either new features or bug-fixes. In case you are using a customer specific edition of Efficient Elements, another reason for updates may be that there have been changes to your corporate design which have been carried over to the templates in your specific edition of Efficient Elements. In either case we recommend installing these updates to further improve your experience with Efficient Elements for presentations.

**HINT:** If you are in a corporate environment, updates may automatically be installed through your IT department. Please check with your IT department before installing any update.

For standard single-user-installations, you will be automatically informed by the software, once an update is available. If there is an update available, you will be prompted to download the update shortly after starting PowerPoint. You can choose to start the download right away or postpone the update to a later point in time.

In case you need to interrupt the download, you will be prompted again the following day to reattempt the download.

After the download of the update has been completed successfully, you will need to close PowerPoint before it can be installed.

Please make sure not to interrupt the installation process, as the installation might be corrupted otherwise and you may not be able to
use the add-in until you have reinstalled it manually.

**Settings**

**EE Task Pane, EE Button and EE Home Menu**

**Show | Hide the EE Task Pane**

After installing Efficient Elements you should find a task pane labeled 'EE' or 'Efficient Elements' on the right side of the PowerPoint window. If needed, you can close the EE Task Pane by clicking on the ‘x’ located in the top right corner of the task pane. To open the EE Task Pane again, please click on the EE Button located on the left side of the PowerPoint ‘Home’ tab.

**Language settings**

It is possible to change the language of Efficient Elements for presentations. You will find the language setting in the EE Home Menu located below the EE Button on the left side of the PowerPoint ‘Home’ tab. Currently the following languages are available:

- English
- French
- German
- Italian
- Simplified Chinese
- Traditional Chinese

HINT: If your preferred language is not listed above, please contact us. We might be able to add your preferred language in a future update.

**User Interface Mode**

You can adjust the user interface of Efficient Elements for presentations. You will find the user interface mode setting in the EE Home Menu located on the left side of the PowerPoint ‘Home’ tab.

The following presets are available:

- Basic – display only the most important functions
- Expert – the default setting displaying all functions
- Admin – includes additional functions for customizing Efficient Elements for presentations
HINT: If you would like to make further adjustments to the user interface, we can offer you a customized edition of Efficient Elements. Please contact us for more information.

Assign Shortcuts

It is possible to assign your personal shortcuts to each of the buttons on the EE Task Pane. To do so, right-click on the button to be assigned and choose ‘Assign Shortcut’. The ‘Assign Shortcut’ dialog will appear. Simply follow the instructions in the dialog to assign your preferred shortcut.

HINT: Please note that your personal shortcut will have priority over any built-in shortcut.

In case you wish to remove a shortcut, right-click again on the respective button and click ‘Remove Shortcut’.

Edit Efficient Elements for presentations templates

You can adjust the templates integrated in Efficient Elements. To do so, click on ‘New’ on the EE Task Pane to open the ‘New Presentation’ dialog.

Select one of the templates (e.g. ‘Red’ in the example above’) and choose one of the following ‘Actions’:

Select ‘Edit Template’ to make adjustments to the selected template, e.g. insert a logo or edit the color palette. The template will be opened in PowerPoint and can be adjusted like any other PowerPoint file. Please note that these changes cannot be undone once you have saved and closed the template. If in doubt, please save a backup-copy before making any changes.

Click on ‘Make Default for New Presentations’ if you would like PowerPoint to automatically open this template for you when you start PowerPoint. The template will be copied to the Microsoft ‘Templates’ folder.
Quick Tour

What is Efficient Elements for presentations?

Efficient Elements for presentations is an add-in for Microsoft PowerPoint that helps you 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.\(^1\)

In this ‘Quick Tour’, we will give you an overview of the most important functions of Efficient Elements for presentation. For more detailed information on how to use every single menu and button, please check the ‘Reference’ section of this handbook.

The user interface of Efficient Elements for presentations – the EE Task Pane – is located on the right side of your PowerPoint window. The EE Home Menu is located below the EE Button on the left side of the PowerPoint ‘Home’ tab.

For an explanation of the EE Home Menu and the EE Button, please refer to the chapter ‘Settings’. In the following, the eight main sections of the EE Task Pane will be introduced:

Presentation

In the ‘Presentation’ section you will find functions pertaining to the presentation file.

---

\(^1\) Siemens Efficiency Study 2010
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 drop-down menu.

Check Presentation

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

- speech notes,
- animations and
- 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 a PowerPoint file or a PDF file.

Save Selected Slides

Select slides in the slide sorter and save them as a

- new PowerPoint file or a
- PDF file or
- to the clipboard (as .pptx or .pdf).

HINT: By saving the selected slides to the clipboard you will be able to paste them into an existing email. Of course you can also choose either .pptx or .pdf when saving to the clipboard.

Wizards

The 'Wizards' section provides you with a variety of powerful functions. Please check the 'Reference' section of this handbook for a detailed description of each Wizard.

Agenda Wizard

Generate the agenda or content pages for your presentation.
Master Wizard

Insert/remove elements in/from the slide master.

Format Wizard

Apply predefined formats/positions to any given element.

Element Wizard

Insert elements from a comprehensive library in the current slide.

My Elements | My Texts | My Formats

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

Text Wizard

Insert text snippets and special characters in the current text range.

Position | Size | Shape

The ‘Position’ section allows you precisely arrange objects on a slide. The ‘Size’ section provides you with all tools needed for adapting the size of objects. The ‘Shape’ functions help you make adjustments you would not be able to do manually (e.g. align process chains and angles).

The Efficient Elements ‘Master Shape Concept’ makes alignment of shapes much more precise and efficient. The shape that is selected last is called ‘Master Shape’ and serves as a reference point for many alignment and sizing functions.
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:

Most of the position, size and shape functions follow the “Master Shape Concept”.

**Color**

Select a color from your custom color palette and apply it to selected elements. Available colors depend on your individual customization.

Pick colors from virtually any place on your screen with the color picker tool. Either apply color directly or store it in the recent color palette for later use.

Convert all theme colors in current selection to RGB values to make the colors independent of the slide master and theme used. Convert all matching RGB values in current selection to theme colors to automatically adapt to the slide master and theme used.

**Text**

Functions needed to format text fields and boxes can be found in the ‘Text’ section. For instance, if you have trouble with getting the bullets in your presentations to match your corporate design, you will love the ‘Bullet and Numbering’ features. One click and your bullets will appear as they should.

**Navigation & View**

Navigate long presentations quickly with the “Navigation” functions:

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

Efficient Elements. Click. Done.
Reference

The following pages will describe each feature of Efficient Elements in detail. We will go through the EE Task Pane from top to bottom.

Please note that this view corresponds to the maximum feature set as provided by the user interface mode “Admin” in the EE Home Menu. If you are using a different user interface mode, you will only see a subset of the features on your EE Task Pane.

Presentation

New

The ‘New’ menu offers the following options:

Open a new presentation based on one of your corporate design’s templates.

Select one of the templates (e.g. ‘Red’ in the example above) and either click on ‘Open’ or choose one of the following ‘Actions’:

Select ‘Edit Template’ to make adjustments to the selected template, e.g. insert a logo or edit the color palette. The template will be opened in PowerPoint and can be adjusted like any other PowerPoint file. Please note that these changes cannot be undone once you have saved and closed the template. If in doubt, please save a backup-copy before making any changes.

Click on ‘Make Default for New Presentations’ if you would like PowerPoint to automatically open this template for you when you start PowerPoint. The template will be copied to the Microsoft ‘Templates’ folder.

Find in Windows Explorer

Find the current presentation in Windows Explorer. A new explorer window will be opened with the current presentation already selected.
Set Style for New Slide Elements

Set the style for all new slide elements (e.g. Element Wizard, Agenda Wizard).

This is useful if you work with presentations that are not based on the templates provided by Efficient Elements. The available templates styles depend on your respective customization.

Apply Template to Entire Presentation

Apply the selected template to all slides in the current presentation. This is useful, for instance, if you would like to update an old presentation to a new corporate layout or convert a presentation to a client’s PowerPoint template. Please note that you might have to change some of the contents manually to make them appear correctly in the new layout.

Check

The ‘Check’ menu allows you to clean up your presentation with a view clicks. Additional functions, such as a corporate design check will be added in the near future.

Remove All Speech Notes

Remove all speech notes in the current presentation to avoid inadvertently conveying confidential information typed in the speech notes.

Remove All Animations

Remove all animations in the current presentation.

Remove Unused Designs

Remove unused designs from the current presentation to reduce file size.

E-mail

E-mail Selected Slides

Attach the selected slides to a new e-mail. You can change the file name for the attachment, if required.

E-mail Selected Slides as PDF

Attach the selected slides to a new e-mail as PDF. You can change the file name for the attachment, if required.

Save

Save Selected Slides

Extract the selected slides to a new presentation.

Save Selected Slides as PDF

Extract the selected slides to a PDF.
Save Selected Slides to Clipboard

Extract the selected slides to a new presentation and copy the file to the clipboard.

Wizards

Agenda Wizard

Create or update agenda slides automatically. In the following the individual functions/options are explained in detail:

1. Insert additional agenda (e.g. if you have a meeting taking place for multiple days). Label each agenda by clicking into the field next to ‘Agenda Name’. To insert a Title and Subtitle on the agenda separating slides, click in the fields for ‘Title’ and ‘Subtitle’ respectively.

2. Choose one of the following ‘Actions’: Delete, import and export agenda. The latter are useful if you would like to reuse an existing agenda from a different presentation.

3. Pick layout and sizing mode (e.g. whether or not to auto collapse sub-items). The available layouts depend on your customization. In most cases you do not need to adjust the option for ‘Font Size’.

4. Select the desired columns: Responsible, Time Slot and/or Page number. The ‘Free Column’ lets you add another column for additional information (e.g. participants or location).

5. Set time format (24h, AM/PM or minutes) and start time. In case your agenda layout includes an item number, you can choose at which number to start.
latter can be useful if you have a multi-day-agenda and would like to continue the numbering throughout the agendas for each day.

6. Add agenda item.

7. Move items up and down to reorganize your meeting/presentation. The content slides will be moved automatically.

8. Decrease/increase indent-level to create sub-items.

9. Delete agenda item.

10. Click on an empty row to create a new agenda item (alternative to 'Add Item')

11. Set the duration of the agenda item. Either use the up/down buttons or enter a number directly.

12. Check to generate agenda overview slide without highlighting of current item.

13. Check to generate agenda separating slides.

14. Check to connect each agenda item to a PowerPoint section (PowerPoint function to organize your presentation).

15. Check to create backup slide. The backup slide separates the content slides of the last agenda item from the backup slides. This option is necessary to make sure your backup slides are not mixed with your content slides in case you reorganize your presentation.

16. Check ‘Break’ to indicate a coffee or lunch break. This option will change the format of the agenda item, (e.g. no item number).

17. Uncheck ‘Show Agenda Item’ to insert a ‘hidden’ agenda item. This can be useful if you want to have a gap in the automatic calculation of the time slots.

18. Uncheck ‘Generate Separating Slide’ to not generate a separating slide for the current item (e.g. a coffee break or sub-item). This can be useful to reduce the total number of slides in a presentation.

Hints:

- Use <tab> / <shift+tab> to jump between cells
- Click on an empty row to create a new agenda item
- Click <Enter> to insert a line break
- Page numbers will be automatically updated upon saving; alternatively you can click on ‘Agenda’ pull down menu - ‘Update Page Numbers’
- 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
- Click on ‘Agenda’ pull down menu - ‘Move Selected Slides to End of Presentation’ to sort out slides to the ‘Backup’ section

Master Wizard

Replace elements in all slide masters at once, such as confidentiality levels, copyright notices

Confidential © 2014 Efficient Elements GmbH
or logos. The content of the Master Wizard depends on your individual customization.

**Element Wizard**

Insert an element from the Element Wizard library on the current slide. In the following the individual functions/options are explained in detail:

1. The upper part of the ‘Element Wizard’ menu contains the Element Library structured into several sub-menus. The contents depend on your individual customization. Some Elements have a fixed position and size (e.g. stickers) others can/should be adjusted after inserting them (e.g. icons, tables).
2. The content of each sub-menu is displayed in a gallery to facilitate the search for your desired elements.
3. You can store your own individual elements in the ‘My Elements’ section.

Once added, the elements will also be displayed in an element gallery.

4. To add another entry to ‘My Elements’, select the desired elements and click on ‘Add Selection to "My Elements”’

5. Click on ‘Manage “My Elements”’ to organize, import and export your elements.

You can rename elements, assign them to a different group, sort them alphabetically or delete them.

Check the boxes next to each element to select them for export. Click on ‘Export’ to create a ZIP-file you can send to your
colleagues. To import elements click on 'Import' and select the respective ZIP-file. In case there are elements with the same name in the import file, you will be asked if you would like to replace the existing element or import a duplicate.

Text Wizard

Insert a text snippet or symbol from the Text Wizard at the current cursor position. In the following the individual functions/options are explained in detail:

1. The upper part of the 'Text Wizard' menu contains the Text Snippet Library structured into several sub-menus. The contents depend on your individual customization. Text snippets can range from multiple lines of text to a single character. They can either be plain unformatted text or contain formatting.

2. You can store your own individual text snippets in the 'My Texts' section.

3. To add another entry to 'My Texts', select the desired range of formatted or unformatted text and click on 'Add Selection to "My Texts"…' You can choose to save the text snippet with its formatting for font, font size,
bold, italic and/or underlined. If necessary, you can edit text and formatting in the ‘Add to My Texts…’ dialog.

4. Click on ‘Manage “My Texts”…’ to organize, import and export your text snippets.

You can rename text snippets, edit the text or formatting, assign them to a different group, sort them alphabetically or delete them.

Check the boxes next to each text snippet to select them for export. Click on ‘Export’ to create a ZIP-file you can send to your colleagues. To import elements, click on ‘Import’ and select the respective ZIP-file. In case there are text snippets with the same name in the import file, you will be asked if you would like to replace the existing text snippet or import a duplicate.

**HINT:** The content of the Text Wizard depends on your individual customization.

---

**Format Wizard**

Format and/or position the selected objects based on a Format Wizard template. In the fol-
ollowing the individual functions/options are explained in detail:

1. The upper part of the ‘Format Wizard’ menu contains the Format Library structured into several sub-menus. The contents depend on your individual customization. The predefined formats can have different attributes which can range from a position or a font size to a combination of most of the format attributes available in PowerPoint (see below for more details).

2. You can store your own individual elements in the ‘My Formats’ section.

3. To add another entry to ‘My Formats’, select the element that has been formatted as desired and click on ‘Add Selection to “My Formats”…’.

4. Click on ‘Manage “My Formats”…’ to organize, import and export your individually defined formats:

   ![Manage My Formats](image)

   You can rename elements, assign them to a different group, sort them alphabetically or delete them.

   Check the boxes next to each element to select them for export. Click on ‘Export’ to create a ZIP-file you can send to your colleagues. To import formats, click on ‘Import’ and select the respective ZIP-file. In case there are formats with the same name in the import file, you will be asked if you would like to replace the existing format or import a duplicate.

   **HINT:** The content of the Text Wizard depends on your individual customization.

---

**Efficient Elements. Click. Done.**
Position

Align

Align all selected objects to the respective edge of the 'Master'.

The ‘Master’ is always the object that you selected last.

If only one object is selected, the object is aligned to the respective edge of the slide.

Distribute Horizontally

Distribute the selected objects horizontally. The leftmost and rightmost objects keep their positions, the spaces between all objects in between are distributed evenly.

Switch

Switch two selected objects. You can specify relative to which corner or edge the objects should be switched, and whether also the layer position should be switched.

Efficient Elements. Click. Done.
When the objects to be switched are identical in shape and size, it does not matter which reference point you choose. The layer position defines which object is in the foreground and which object is in the background. As a default the layers will be switched as well as, as this is the correct option in most cases.

Dock

Move the selected objects in the respective direction until they touch the ‘Master’. The ‘Master’ is always the object that you selected last.

Stack

Stack the selected objects horizontally / vertically so that they touch each other. The stacking takes place in the order of selection.

Golden Canon

Vertically align the selected objects in the ‘Golden Canon’ relative to the ‘Master’. The ‘Master’ should be higher than the objects to be aligned. The objects will be aligned such that the margin between object and ‘Master’ is twice the size at the bottom compared to the top.
The ‘Master’ is always the object that you selected last.

HINT: The Golden Canon is used to arrange objects in a certain relation to one another that is most pleasing to the eye.

Size

Magic Resizer

Resize the selected objects to a given absolute or relative size. You can choose to which attributes the resizing factor should be applied.

Width / Height / Width and Height

Align the size of all selected objects to the size of the ‘Master’, either for width, height, or both. The ‘Master’ is always the object that you selected last.

Stretch

Stretch the selected objects to the far edge of the ‘Master’.

Efficient Elements. Click. Done.
The ‘Master’ is always the object that you selected last.

**Fill**

Fill the gap between all selected objects and the ‘Master’ (if any).

The ‘Master’ is always the object that you selected last.

**Shape**

**Align Process Chain**

Align the selected block arrows to form a process chain.

The block arrow selected last will define the angle, the position and sizing for all other block arrows in the process chain. The gaps between block arrows are filled from left to right and from top to bottom.

**Align Angles**

Align the angles of all selected block arrows to the ‘Master’.

The ‘Master’ is always the object that you selected last.
**Adjust Pentagon Headers**

Adjust the header boxes of headed 'Conclusion' boxes (standard elements in the Element Wizard).

Select a pentagon (block arrow) and the corresponding header box before using this feature.

**Align Block Arrows**

Define the radius for the selected rounded rectangles or use the 'Master' object’s value.

The 'Master' is always the object that you selected last.

---

**Efficient Elements. Click. Done.**
Color

Set Fill Color

Set the fill color of all currently selected objects. Available colors depend on your individual customization.

Set Line Color

Set the line color of all currently selected objects. Available colors depend on your individual customization.

Set Font Color

Set the font color of all currently selected objects. Available colors depend on your individual customization.

Pick Color from Screen

Pick any color from anywhere on the screen and add it to the palette of recently used colors or apply it to the selected objects.
Convert to RGB

Convert all theme colors in current selection to RGB values.
This is useful if you would like to make the colors independent of the slide master and theme used.

Convert to Theme Colors

Convert all matching RGB values in current selection to theme colors.
This is useful if you would like the colors to automatically adapt to the slide master and theme used.

Text

Set Margins

Set the margins of the selected text box or shape, either all margins at once or each margin individually.

Fit Form to Text

Fit the size of the selected objects to the contained text.
Wrap Text

Wrap Text in Form

ABCD EFG HI JKLM NO PQRST UVW

Wrap the text within the selected objects.

Split Text Box

Split Text Boxes

ABCD EFG HI JKLM NO PQRST UVW

ABCD EFG HI JKLM

NO PQRST UVW

Split the selected text box at the cursor position to create two separate text boxes.

Spell Check

Set the spell checking language for the current selection to the language indicated by the language code, e.g. EN for English, DE for German.

The selection may be anything from a single character to all slides in the current presentation.

Merge Text Boxes

Merge Text Boxes

ABCD EFG HI JKLM

NO PQRST UVW

ABCD EFG HI JKLM NO PQRST UVW

Merge the selected text boxes in a single text box. The text boxes will be merged in the order they were selected.

Show / Hide Bullet / Numbering

Show/hide the bullets or numbering for the selected paragraphs or objects.

The bullet/numbering format may depend on the indent level.

The bullet types and indents depend on your individual customization.

Decrease / Increase Indent Level

Decrease/increase the indent level of the current selection.

In addition to standard PowerPoint functionality, this works across cells of tables as well.

The bullet types and indents depend on your individual customization.
Apply Default Bullets / Numbering

Apply default bullets/numbering to the current selection.

The indent spacing is optimized based on the font size. If there is more than one font size used in a paragraph, the font size of the first character will be used to calculate the indent spacing.

The bullet types and indents depend on your individual customization.

HINT: If you have trouble with getting the bullets in your presentations to match your corporate design, you will love this feature. One click and your bullets will appear as they should.

Navigation & View

Hide Selected Objects

Hide all selected objects temporarily.

The objects will maintain their horizontal, vertical and layer position while hidden.

Hidden objects can be shown again with the command „Unhide Hidden Objects“.

This is particularly useful if you have a lot of overlapping or layered objects on a slide. You can easily get rid of everything that is in the way for editing with „Hide Selected Objects“ and get it back with „Unhide Hidden Objects“.

Unhide Hidden Objects

Unhide all temporarily hidden objects in the selected slides and restore their original position.

This is particularly useful if you have a lot of overlapping or layered objects on a slide. You can easily get rid of everything that is in the way for editing with „Hide Selected Objects“ and get it back with „Unhide Hidden Objects“.

Go to Slide

Enter the number of the slide in the text field and press „Enter“ to go to any given slide in the current presentation.
History – Previous / Next Slide

Navigate presentation

Go to previous / next slide in history.

Copy the slide titles of all selected slides to the clipboard as a summary.

Paste on Selected Slides

Paste the current contents of the clipboard on all selected slides.

Create Motion Path

Create an animated motion path between two selected objects. The object selected first will be animated to move to the location of the object selected last.

Expert Tools

Copy Summary to Clipboard

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

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

You can adjust the Efficient Elements user interface to fit your personal needs.

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

Copy Summary to Clipboard

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

You can adjust the Efficient Elements user interface to fit your personal needs.

In the “Presentation” section you will find functions pertaining to the presentation file.
You may want to create a copy of the object to be animated, position the copy at the target position of the animation, apply this function and afterwards delete the copy again.

Set Black and White Mode

Set the black and white mode for the current selection or the overall presentation.
This can be useful for optimizing the appearance of the printed presentation on black and white printers.

Admin Tools

Tag Inspector

Add, edit or delete tags for the current presentation or selection.

Open EE Folders

Open a specific Efficient Elements installation folder for customization or bug fixing purposes.

Shape Dimensions

Show and edit the currently selected object’s position and size in pt, cm or in.

Single Out Objects on Selected Slides

Distribute multiple objects from one slide to multiple slides with one object per slide.
This is useful to prepare your slide element collection before integrating them in the Element Wizard.
Shortcuts

As described in the section ‘Settings’ of this handbook, shortcuts can be defined to any button or function on the EE Task Pane. By default, shortcuts for some buttons and functions have already been predefined. In the following these predefined shortcuts are listed:

- **New Presentation**  
  Ctrl+N
- **Align Top**  
  Ctrl+Alt+T
- **Align Center**  
  Ctrl+Alt+C
- **Align Left**  
  Ctrl+Alt+L
- **Align Right**  
  Ctrl+Alt+R
- **Align Middle**  
  Ctrl+Alt+M
- **Align Bottom**  
  Ctrl+Alt+B
- **Align Width**  
  Ctrl+Alt+W
- **Align Height**  
  Ctrl+Alt+H
- **Align Width and Height**  
  Ctrl+Alt+S
Administration

Customization

Efficient Elements shows its true potential, both in terms of slide quality and time saving, when it is customized to your company’s corporate design. We highly recommend taking advantage of our customization services – not because we are good sales people, but because it makes a lot of sense for you.

We offer the following options to customize Efficient Elements for presentations to your needs:

- **Standard Customization**
  Adjustment of colors, sizes, positions, font, line weight etc. for Agenda Wizard, Element Wizard, Format Wizard and Master Wizard (also available for multiple designs and PowerPoint versions).

- **Element Wizard Extension**
  Extension of the Element Wizard’s contents by elements or templates specific to your company, such as pictures, logos or reporting templates.

- **Custom Features**
  Implementation of additional tools and program features specific to your individual needs.

- **Update service**
  Automatic distribution of updated templates to all users in your company.

Please contact us at info@efficient-elements.com to learn more about the customization options.

Deployment

If you would like to deploy Efficient Elements to multiple users in your company, we can offer you different installation packages.

We offer two standard Windows Installer Packages (MSI):

- **Per-User Installation**
  To be installed from the end user’s account for the logged on user only, no admin privileges required.

- **Per-Machine Installation**
  To be installed from an administrative account, admin privileges required.

If none of our standard packages works for you, we can also offer individual installation packages tailored to your specific needs.

Please contact us at info@efficient-elements.com to learn more about the deployment options.
Support

Frequently Asked Questions (FAQ)

If you have any questions on how to use Efficient Elements or how to solve a specific problem, please visit our website at www.efficient-elements.com/en/faq to find the complete list of frequently asked questions and answers.

We continuously update the FAQ on our website. For many typical questions this will be the quickest way to get an answer.

E-mail Support

You can of course always contact us directly if you have questions around Efficient Elements. Simply send us an e-mail to info@efficient-elements.com and we will come back to you as quickly as possible, often within hours or latest within a few days.

Training

We also offer online trainings on Efficient Elements. Please check our website at www.efficient-elements.com for the next available date for a training or contact us at info@efficient-elements.com if you are interested in an individual training session for your company or department.

Further Resources

Please also check our website at www.efficient-elements.com for further resources.