



Efficient Elements for presentations

Handbook

Imprint

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Efficient Elements. Click. Done.

Contents

Contents	3
Introduction	6
Welcome	6
Installation.....	6
Update	8
Settings	9
EE Task Pane, EE Button and EE Home Menu.....	9
Assign Shortcuts	9
Edit Efficient Elements for presentations templates	10
Quick Tour	12
Presentation	13
Wizards.....	14
Smart Elements	16
Project plan (Gantt Chart)	16
Productivity Tools	16
Position Size Shape	16
Color.....	17
Text.....	17
Navigation & View.....	17
Reference	18
Presentation	18
New Presentation	18
Check	19
Save and Send	20
Wizards.....	21
Agenda Wizard	21
Master Wizard.....	22
Element Wizard.....	23
Text Wizard	24
Format Wizard.....	26
Smart Elements	28
Project plan (Gantt Chart)	28
Position	31
Align.....	31
Distribute Horizontally	31
Distribute Vertically	31
Swap	31
Dock	32
Stack	32
Golden Canon	32
Size	33
Magic Resizer.....	33

Width / Height / Width and Height	33
Stretch	33
Fill	34
Shape	34
Align Process Chain	34
Align Angles	34
Adjust Pentagon Headers.....	35
Align Block Arrows.....	35
Align Rounded Rectangles	35
Color	36
Set Fill Color	36
Set Line Color	36
Set Font Color	36
Color Bar	36
Pick Color from Screen.....	37
Convert to RGB.....	37
Convert to Theme Colors.....	37
Text.....	37
Set Margins	37
Fit Form to Text.....	38
Wrap Text	38
Split Text Box.....	38
Spell Check	38
Merge Text Boxes.....	38
Show / Hide Bullet / Numbering.....	39
Decrease / Increase Indent Level	39
Apply Default Bullets / Numbering	39
Navigation & View	39
Hide Selected Objects	39
Unhide Hidden Objects.....	39
Go to Slide.....	40
History – Previous / Next Slide.....	40
Expert Tools	40
Insert Selected Slides as Pictures	40
Show / Hide Slide Size.....	40
Delete Redundant Masters.....	40
Copy Summary to Clipboard	40
Optimize Free form	41
Select Similar Shapes.....	41
Delete or Replace All Texts	41
Decompose Tables	41
Paste on Selected Slides.....	41
Create Motion Path	41
Print Only Used Notes Pages	42
Set Black and White Mode.....	42
Find in Windows Explorer.....	42
Set Style for New Style Elements	42
Apply Template to Current Presentation	42
Admin Tools	42

Update Thumbnails.....	42
Tag Inspector	42
Shape Dimensions	42
Single Out Objects on Selected Slides.....	43
Open EE Folders	43
Administration	44
Customization.....	44
Deployment	44
Support	45
Frequently Asked Questions (FAQ)	45
E-mail Support.....	45
Training.....	45

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.

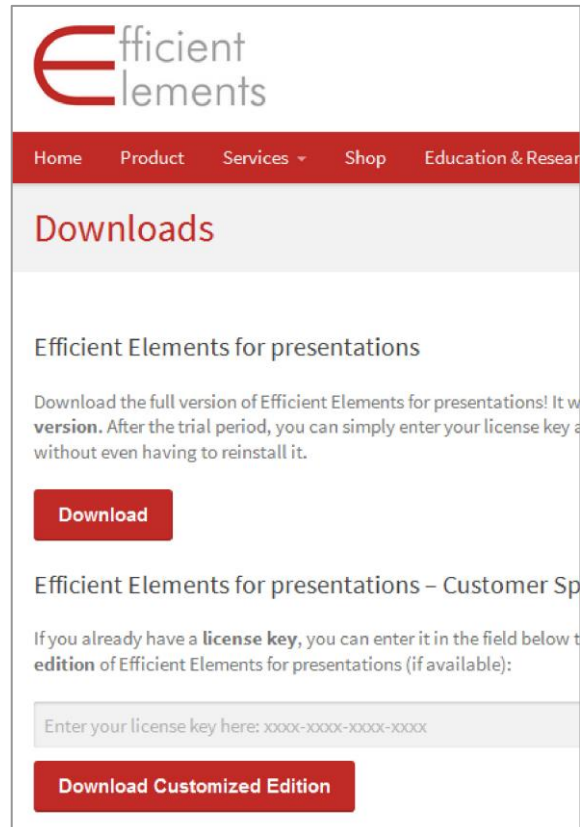
System requirements

- Microsoft PowerPoint 2010 / 2013 / 2016 / 2019 or Office 365 (32- or 64-bit)
- Microsoft Windows 7 / 8 / 8.1 / 10 (32- or 64-bit)
- Microsoft .NET Framework 4.0 or newer
- Shared Network Drive / SharePoint 2013 or newer (on-premise) or SharePoint Online (optional, only required for EE Sync)

Download

You can download the installation file from our website:

www.efficient-elements.com/downloads/

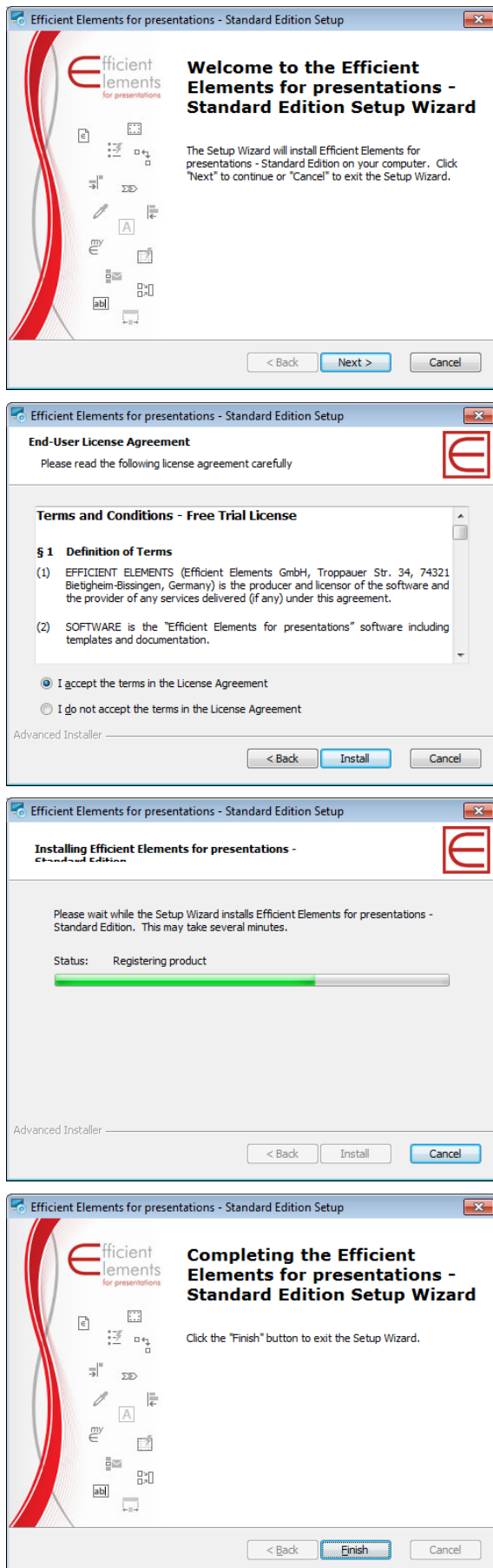


In case you already have received a license key, you can insert it on the website indicated above to check if there is a customer specific edition available that has been customized to fit your company's corporate design. In case there is no customer specific version available for you, please contact 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 installer package is installed per-machine and requires admin privileges.

If you do not have admin privileges you can download our per-user installer package here: www.efficient-elements.com/deployment

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

- Per-user installation:
Local Application Data
- Per-machine installation:
C:\Program Files (x86) and
D:\ProgramData

Activation

In order to use Efficient Elements for presentations, it is necessary to activate the product using a valid 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 license information 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.

Welcome to Efficient Elements!
Your license needs to be activated before you can use Efficient Elements. Please fill in the following form and click "Activate" to activate the software online.

License Key: 1234-5678-9123-4578
User Name: your name
Organization: company name
E-mail: name@yourdomain.com

☒ I would like to sign up for the Efficient Elements Newsletter
☒ I have read the [Privacy Policy](#) and I agree with it

30 Day Trial Activate Close

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 license key does not get stolen or

Efficient Elements. Click. Done.

passed on to anyone. We will keep track of all installations and not tolerate license abuse.

Activation in corporate network

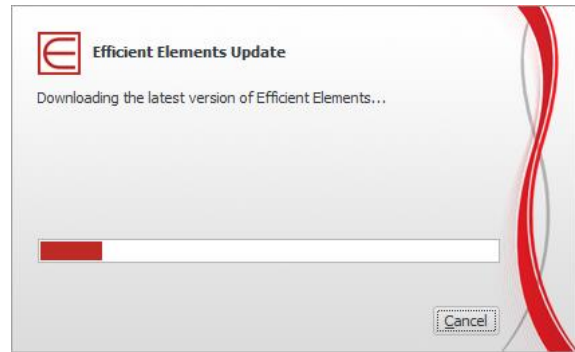
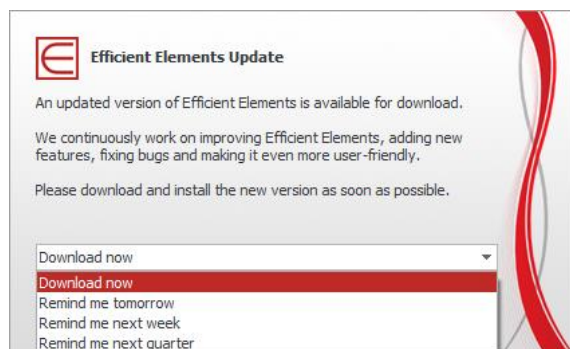
Should your company network not permit an automatic activation, please contact us. We will discuss the possibilities for activation within your corporate network with your IT department.

Update

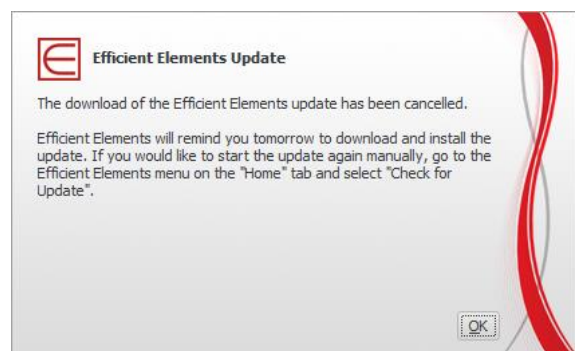
From time to time a new version of Efficient Elements is published that contains either new features or bug-fixes. In case you are using a customer specific edition of Efficient Elements, another reason for updates may be that there have been changes to your corporate design which have been carried over 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.

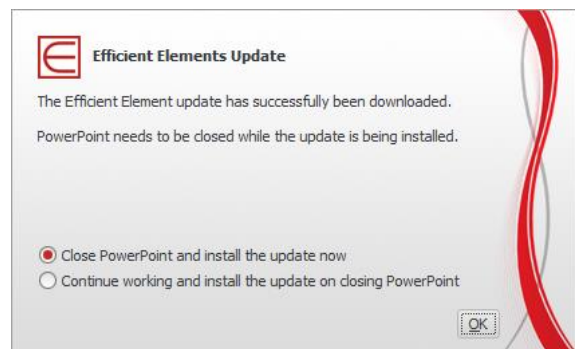
For standard per-user-installations, you will be automatically informed by the software, once an update is available. If there is an update available, you will be prompted to download the update shortly after starting PowerPoint. You can choose to start the download right away or postpone the update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



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



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



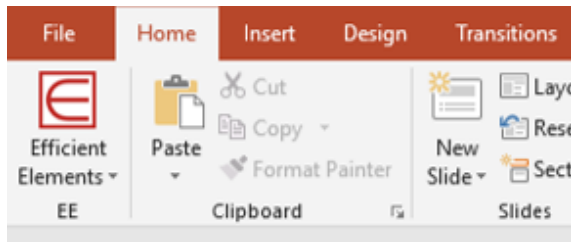
Please make sure not to interrupt the installation process, as the installation might be corrupted otherwise and you may not be able to use the add-in until you have reinstalled it manually.

Settings

EE Task Pane, EE Button and EE Home Menu

Show | Hide the EE Task Pane

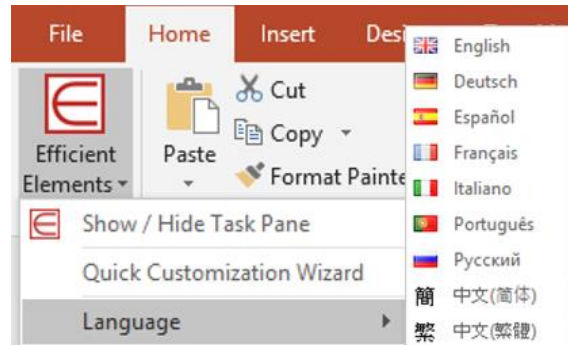
After installing Efficient Elements you should find a task pane labeled 'EE' or 'Efficient Elements' on the right side of the PowerPoint window. If needed, you can close the *EE Task Pane* by clicking on the 'x' located in the top right corner of the task pane. To open the *EE Task Pane* again, please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

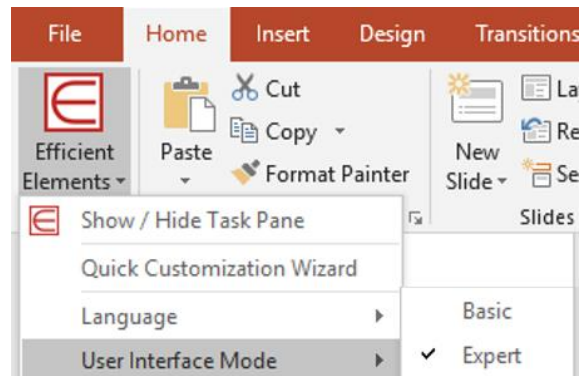
- English
- French
- German
- Spanish
- Italian
- Portuguese
- Russian
- Simplified Chinese
- Traditional Chinese



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

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.

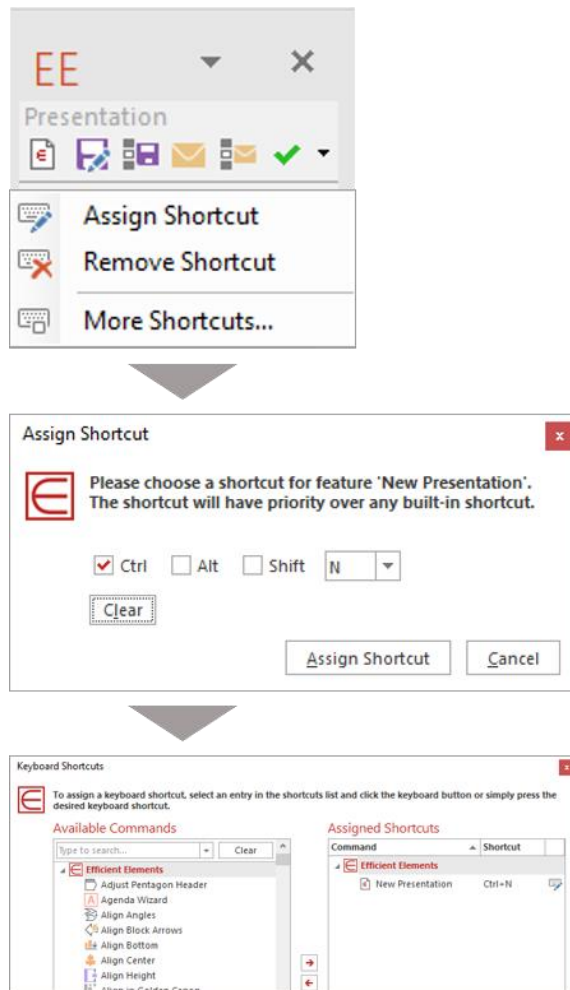
Assign Shortcuts

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'.



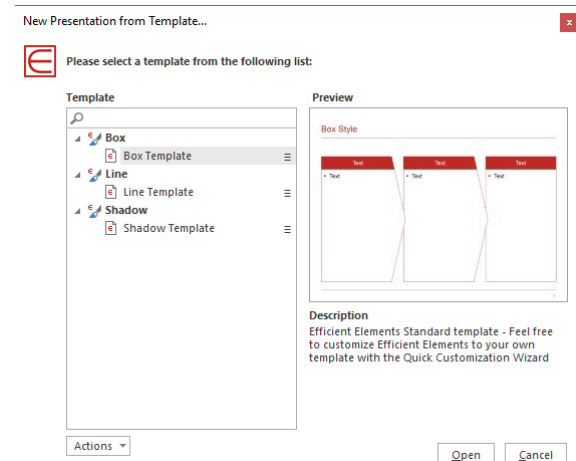
Keyboard Shortcuts

available

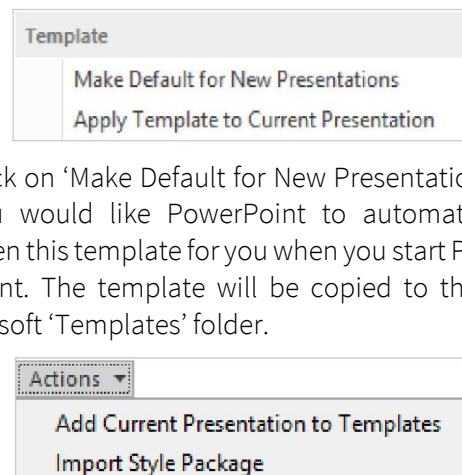
assigned

Edit Efficient Elements for presentations templates

You can adjust the templates integrated in Efficient Elements. To do so, click on the file icon 'E' on top of the *EE Task Pane* to open the 'New Presentation' dialog.



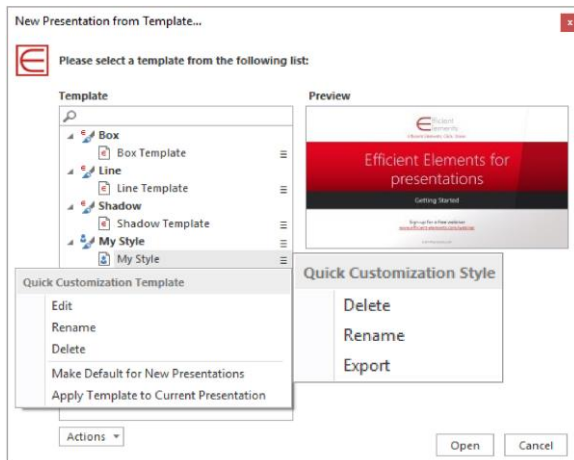
Select one of the templates (e.g. 'Box' in the example above) and open it. Or click at the little menu to the right of the template and choose one of the following commands:



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.

By the 'Actions' menu it is possible to *add* your current presentation to the template list or to 'Import a Style Package'. It is only possible to import EE4P-Style Packages.

There are some more features applicable to imported Style Packages and Quick Customization styles:



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.

To export the Style Package or Quick Customization style choose the *style* and not the *template* and click on the little menu to the right.

Quick Tour

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

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

Use Smart Elements for indicating status or evaluations

Align, dock, stack and switch objects

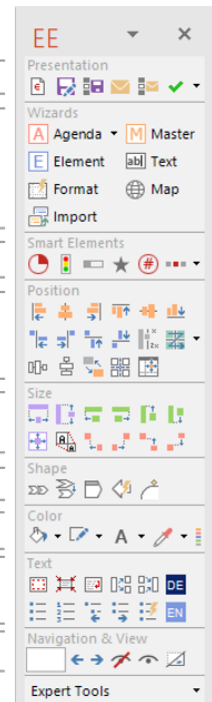
Align sizes, stretch objects, fill gaps and apply the magic resizer

Adjust process chains, pentagons, block arrows and rounded rectangles

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



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 user¹.

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:

¹ Siemens Efficiency Study

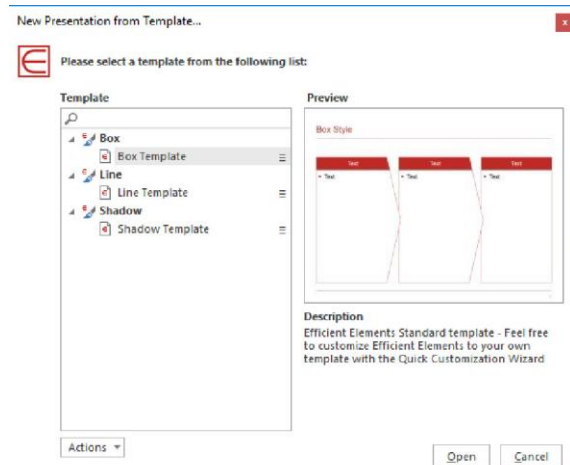
Presentation

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 drop-down menu.

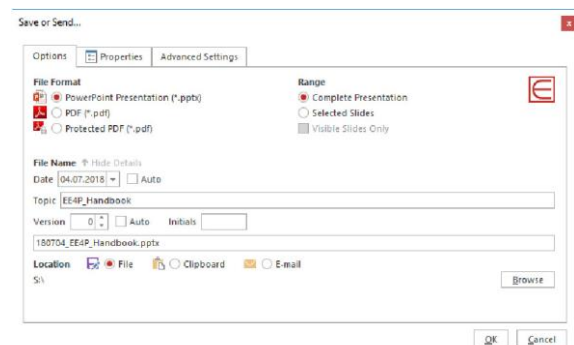


Check your presentation for compliance with your company's corporate design and interactively fix any issues with just one click. More than 25 rules – and your custom rules if needed:

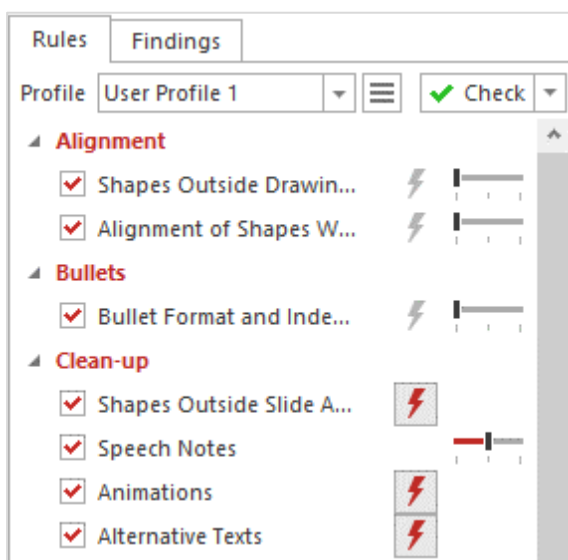
- Corporate colors
- Corporate fonts
- Bullet formats
- Orphaned footnotes
- Double or missing spaces
- Proofing languages

Save or Send entire Presentations or Selected Slides

Save the presentation as a PowerPoint, a PDF or a protected PDF file. Or attach the chosen file format to a new e-mail.



Check Presentation



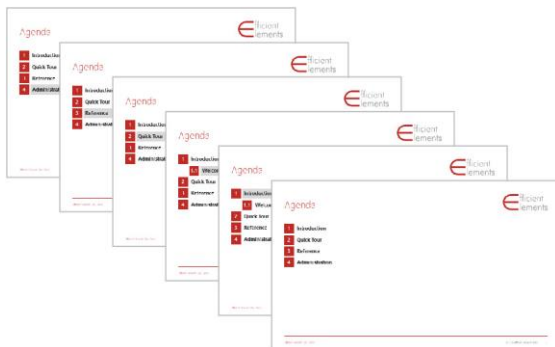
HINT: By saving the selected slides to the clipboard you will be able to paste them into an existing e-mail. Of course you can also choose either .pptx or .pdf when saving to the clipboard.

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.

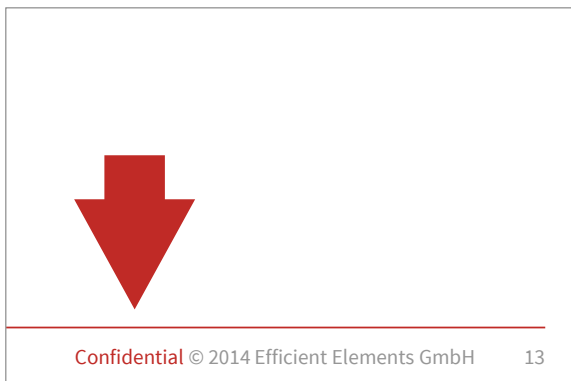
Agenda Wizard

Generate and change the agenda or content pages for your presentation by one click.



Master Wizard

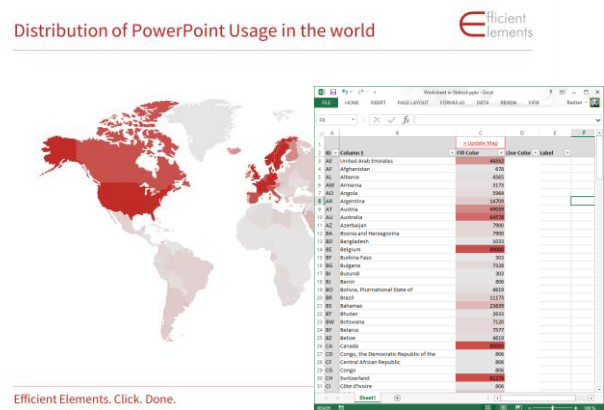
Insert/remove elements in/from the slide master.



Map Wizard

The Map Wizard allows you to format maps using Excel functionality.

Distribution of PowerPoint Usage in the world



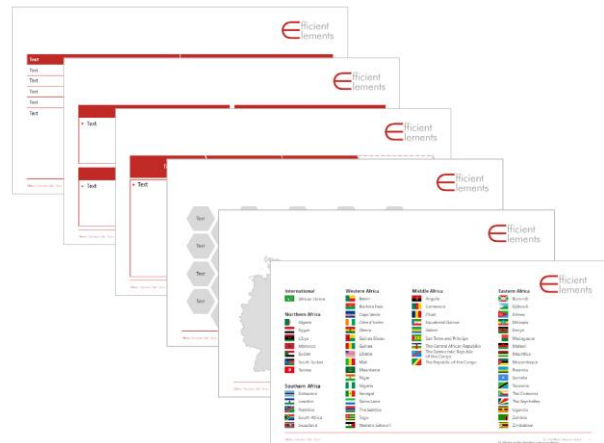
HINT: Adjust fill and line color of individual countries manually using the Excel color palette ... or use Excel's Conditional Formatting function for databased formatting (see example above)

You can create a label for each individual country (e.g. data point or country name)

The Map Wizard will only recognize maps if they are grouped – ungrouped maps can be fixed by regrouping

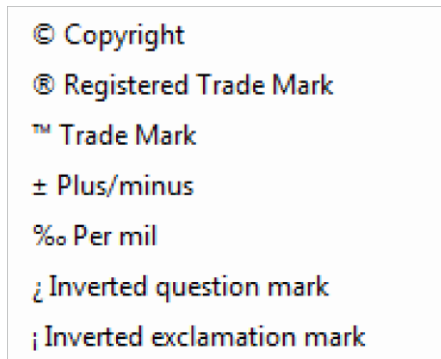
Element Wizard

Insert elements from a comprehensive library in the current slide.



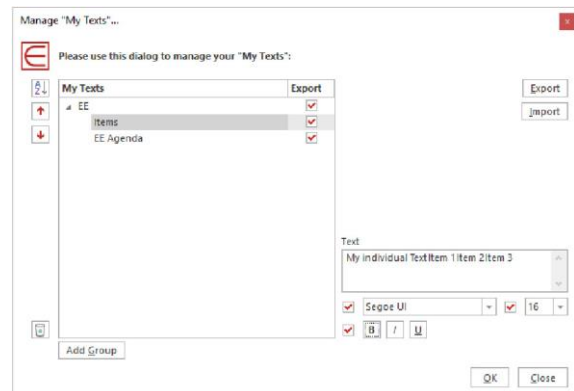
Text Wizard

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



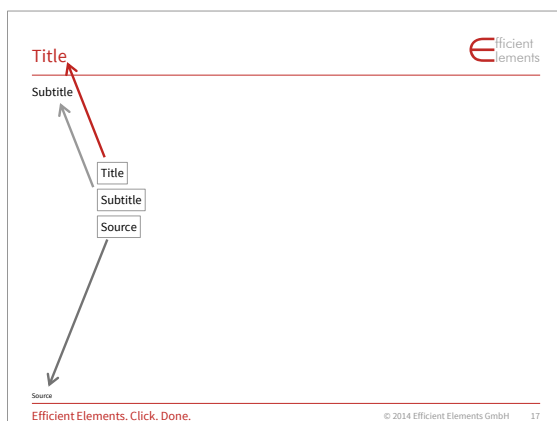
My Texts

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



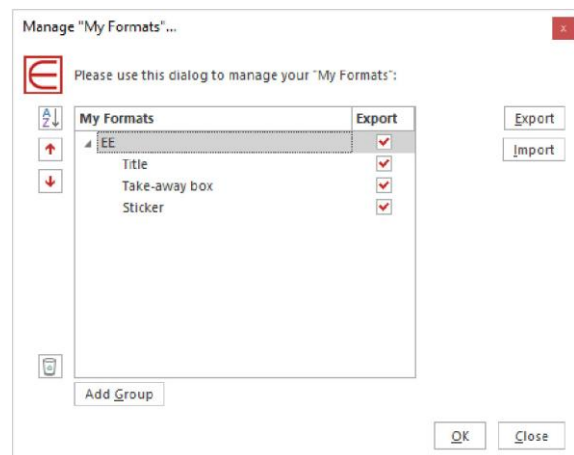
Format Wizard

Apply predefined formats/positions to any given element.

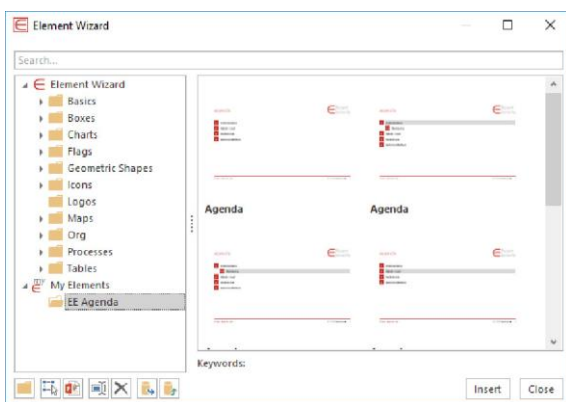


My Formats

... and formats.



My Elements



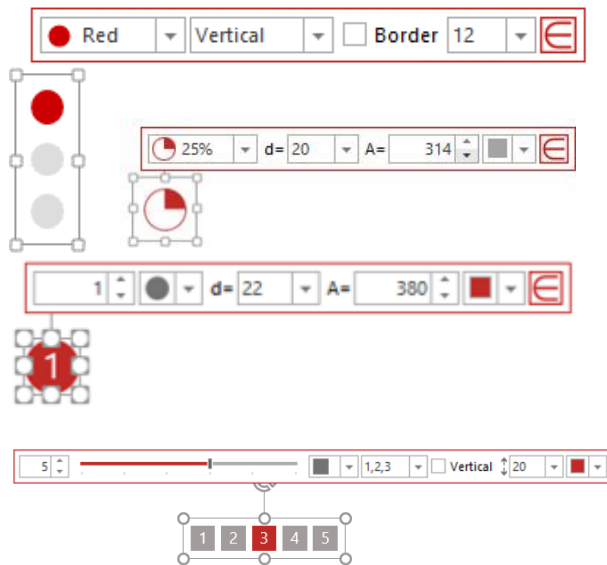
Easily reuse, manage and share your own favorite elements ...

Add/rename/delete folder, add selected slides and entire presentations, sort elements per drag and drop, export/import elements ...

Smart Elements

Via the Smart toolbar you can change the settings of Smart Elements directly on the slide:

- status information
- evaluations
- and status indication

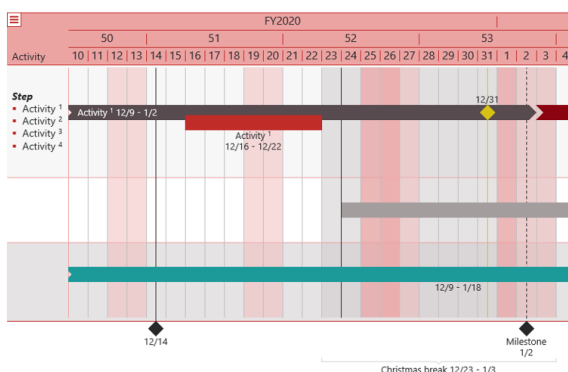


HINT: Click on the EE symbol to close the Smart toolbar in case it is in your way.

There will be more Smart Elements added in the future.

Project plan (Gantt Chart)

Create detailed project plans with just a few clicks. Adjust bars and milestones via drag & drop. Color and label bars, arrows, chevrons, milestones & position them.

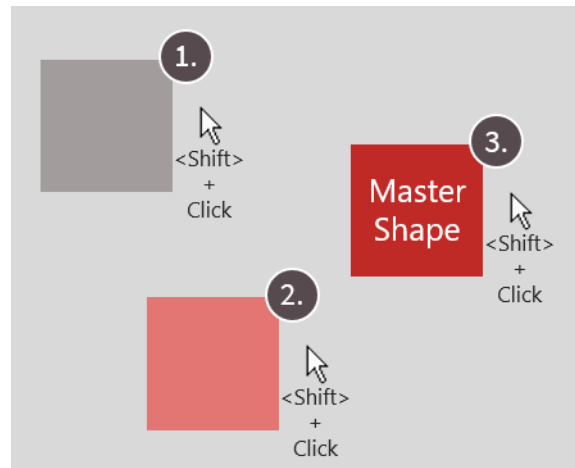


Productivity Tools

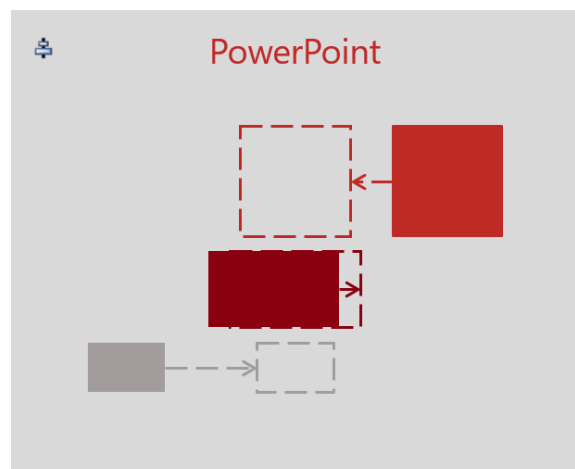
Position | Size | Shape

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.

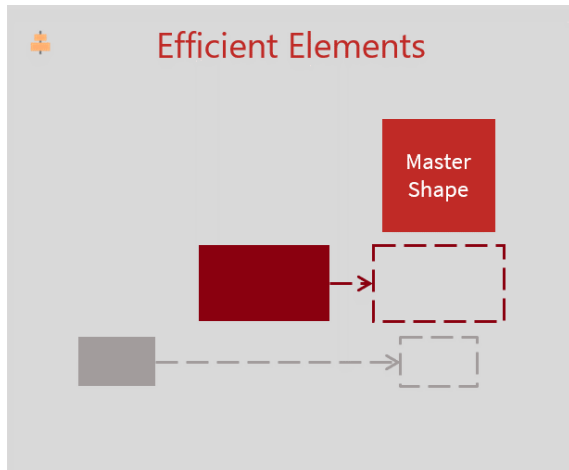


The standard PowerPoint functions do not allow for an alignment of objects with respect to another specific object:



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

Efficient Elements. Click. Done.



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 and show / hide Objects

Enter number to jump to slide



Jump back to previous slide



Jump forward to next slide



Hide selected Objects



Unhide hidden Objects

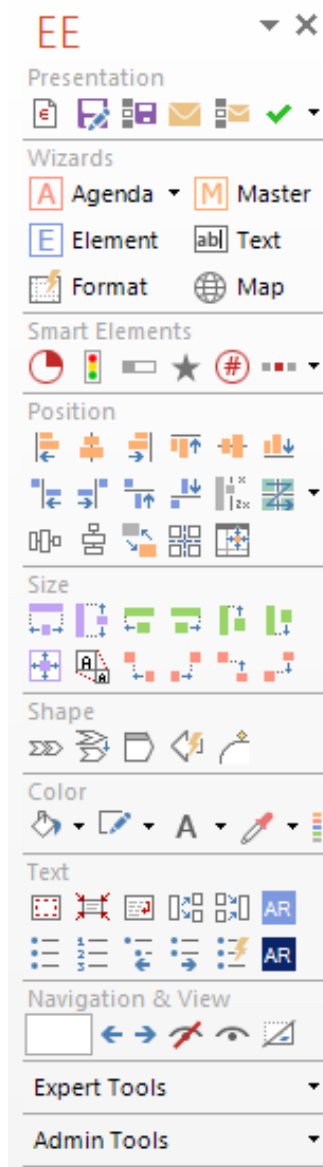


Hide / Show Master Objects



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.



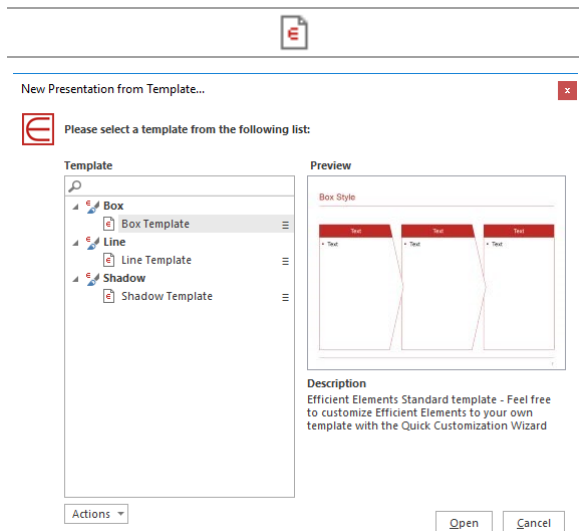
Please note that this view corresponds to the maximum feature set as provided by the user interface mode “Expert” in the *EE Home Menu*.

If you are using a different user interface mode, you may only see a subset of the features on your *EE Task Pane*.

Presentation

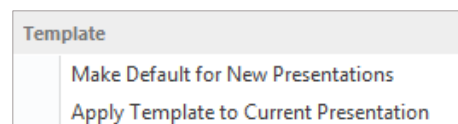
New Presentation

Custom Styles and Templates



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

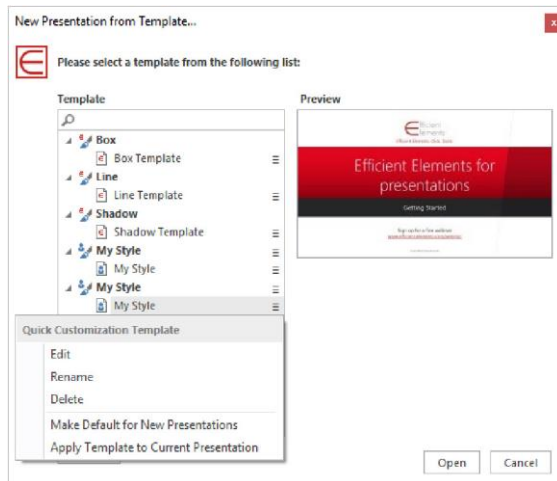
Select one of the templates (e.g. ‘Box in the example above) and either click on ‘Open’ or choose one of the following ‘Actions’:



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.

Select ‘Apply Template to Current Presentation’ to 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.

Quick Customization Templates

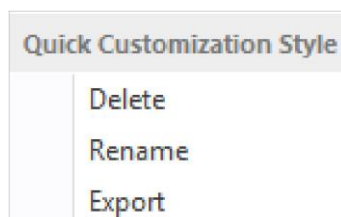


Templates created using the Quick Customization Wizard and imported client templates can, in opposite to the custom templates, be edited, deleted and renamed.

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.

'Client- and Quick Customization-Styles'

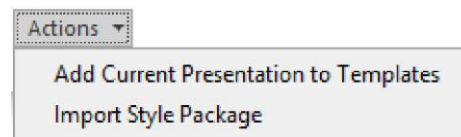
To delete/rename/export a Client- or QCW-Style click on the menu to the right of the desired style.



Client and QCW styles cannot be edited.

Select "Export" to export a Client- or QCW-Style with all templates in EE4P format. Style packages of this format can be imported via 'Actions'.

'Actions'



Select 'Add Current Presentation to Templates' to add your active presentation to the chosen style.

Click on 'Import Style Package' to import an EE4P-Style package.

Check



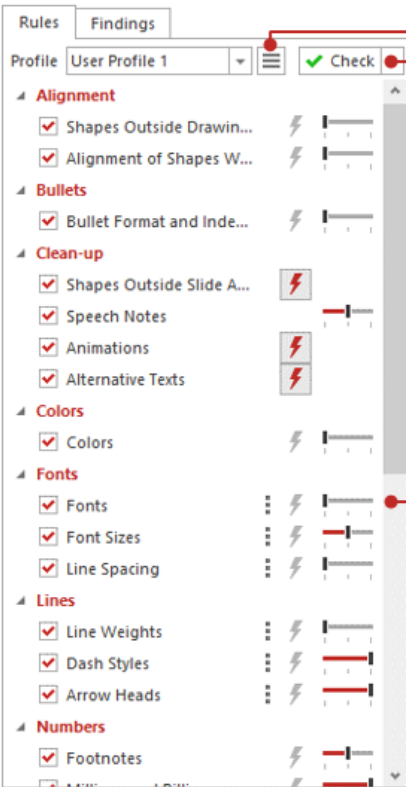
Check your presentation for compliance with your company's corporate design and interactively fix any issues with just one click. More than 25 rules – and your custom rules if needed:

- Corporate colors
- Corporate fonts
- Bullet formats
- Orphaned footnotes
- Double or missing spaces
- Proofing languages

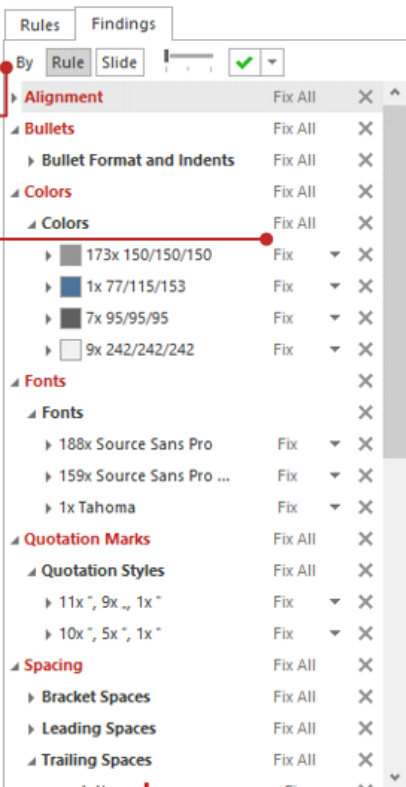
Additional clean-up features – just one click away:

- Remove all speech notes to avoid inadvertently conveying confidential information
- Remove all animations
- Remove unused designs from the current presentation to reduce file size

Rules



Findings



Manage Check-Profiles

Start check

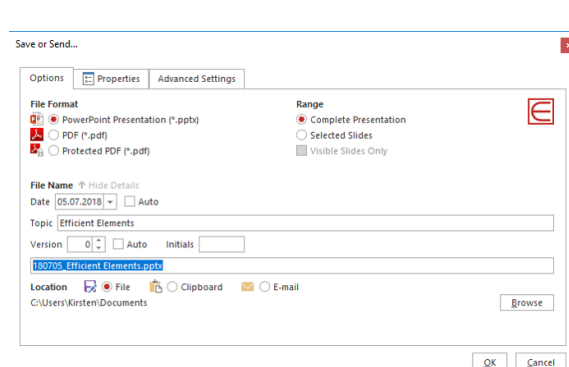
Sort and filter findings

Fix findings individually or in groups

Choose options:

- De-/activate rules
- Adjust values
- Activate autofix
- Set priorities for findings

Save and Send



Selected Slides



- Extract and save the selected slides to a new presentation
- Extract and send selected slides as attachment per e-mail
- or copy on clipboard

Entire Presentations



- Save current presentation as new presentation
- Send current presentation as attachment per e-mail
- or copy to clipboard

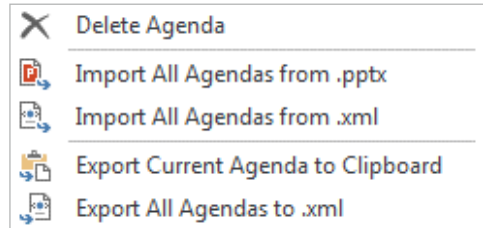
Wizards

Agenda Wizard

A

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.
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).



Agenda Wizard

New Agenda + 1

Agenda Name: New Agenda Actions 2

Title: Quick Tour Content

Subtitle:

Layout 3: EE Sizing Mode: Fit to Slide Auto Collapse Font Size: 16

Columns 4: ☒ Responsible ☒ Time Slot ☐ Page Number ☐ Free Column

5 Time Format: 24h Start Time: 09:00 End Time: 13:00 Start Item No.: 1

Contents

Add Item 6

7

8

Delete Item 9

#	Topic	Responsible	Min.	Time Slot	11	12	13	14	15	16	17	18
1	Introduction		30	09:00 – 09:30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Presentation		30	09:30 – 10:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Wizards		30	10:00 – 10:30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3.1	Agenda Wizard		30	10:30 – 11:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3.2	Master Wizard		30	11:00 – 11:30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3.3	Element Wizard		30	11:30 – 12:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3.4	Text Wizard		30	12:00 – 12:30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3.5	Format Wizard		30	12:30 – 13:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Create 12: ☐ Single Agenda Slide (w/o highlighting) ☒ Agenda Separating Slides 13: ☐ PowerPoint Sections 14: ☒ Backup Slide 15: OK Cancel

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.
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. The 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.

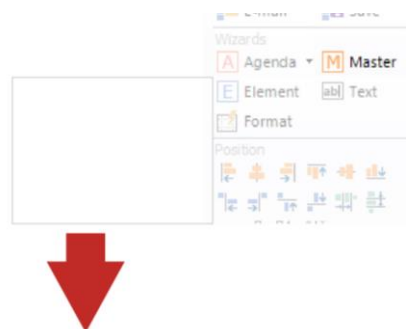
HINTS:

- 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

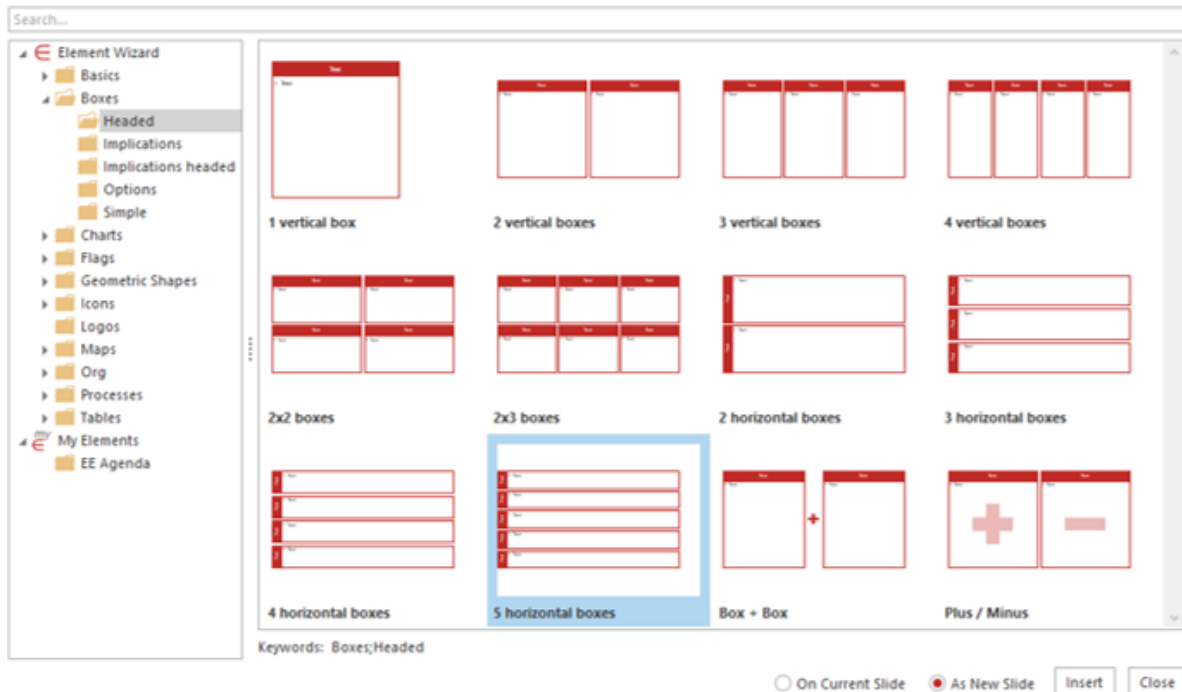


This function can be enabled on request.



Confidential © 2014 Efficient Elements GmbH

Replace elements in all slide masters at once, such as confidentiality levels, copyright notices 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', click on 'My Elements' and



- 4.1. create a new folder
- 4.2. add presentation from file
- 4.3. Export selected folders or elements to ZIP
- 4.4. Import elements from ZIP
5. Choose a folder with 'My Elements' and



- 5.1. add a new subfolder
- 5.2. add selected elements from current presentation
- 5.3. add the current presentation
- 5.4. rename folder / elements
- 5.5. remove folder / elements
- 5.6. export selected folders / elements to create a ZIP-file you can send to your colleagues
- 5.7. import element by selecting 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.
- 5.8. Rearrange your elements per drag & drop

Text Wizard

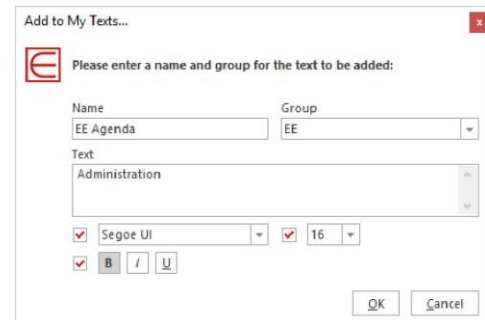


Insert a text snippet or symbol from the Text Wizard at the current cursor position. In the following the individual functions/options are explained in detail:

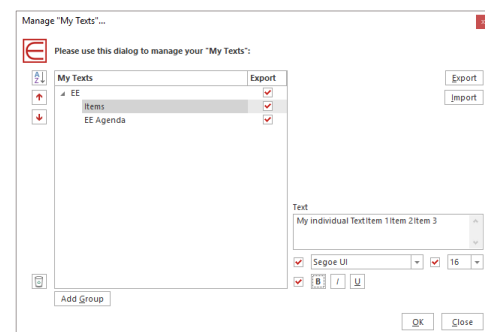
1. The upper part of the 'Text Wizard' menu contains the Text Snippet Library structured into several sub-menus. The contents depend on your individual customization. Text snippets can range from multiple lines of text to a single character. They can either be plain unformatted text or contain formatting.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



Sample text
© 2014 Sample
company

➔

© Copyright

® Registered Trade Mark

™ Trade Mark

± Plus/minus

‰ Per mil

¿ Inverted question mark

¡ Inverted exclamation mark

Arrow

Bold arrow

Less than or equal to

Greater than or equal to

EE

Presentation

New ▾ Check ▾

E-mail ▾ Save ▾

Wizards

Agenda ▾ Master

Element abl Text

Quotations

Symbols

My Texts

Add Selection to "My Texts"...

Manage "My Texts"...

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.

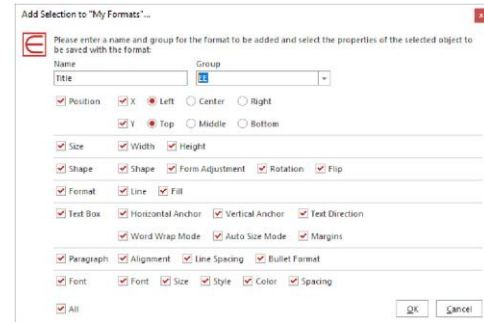
HINT: The content of the Text Wizard depends on your individual customization.

Format Wizard



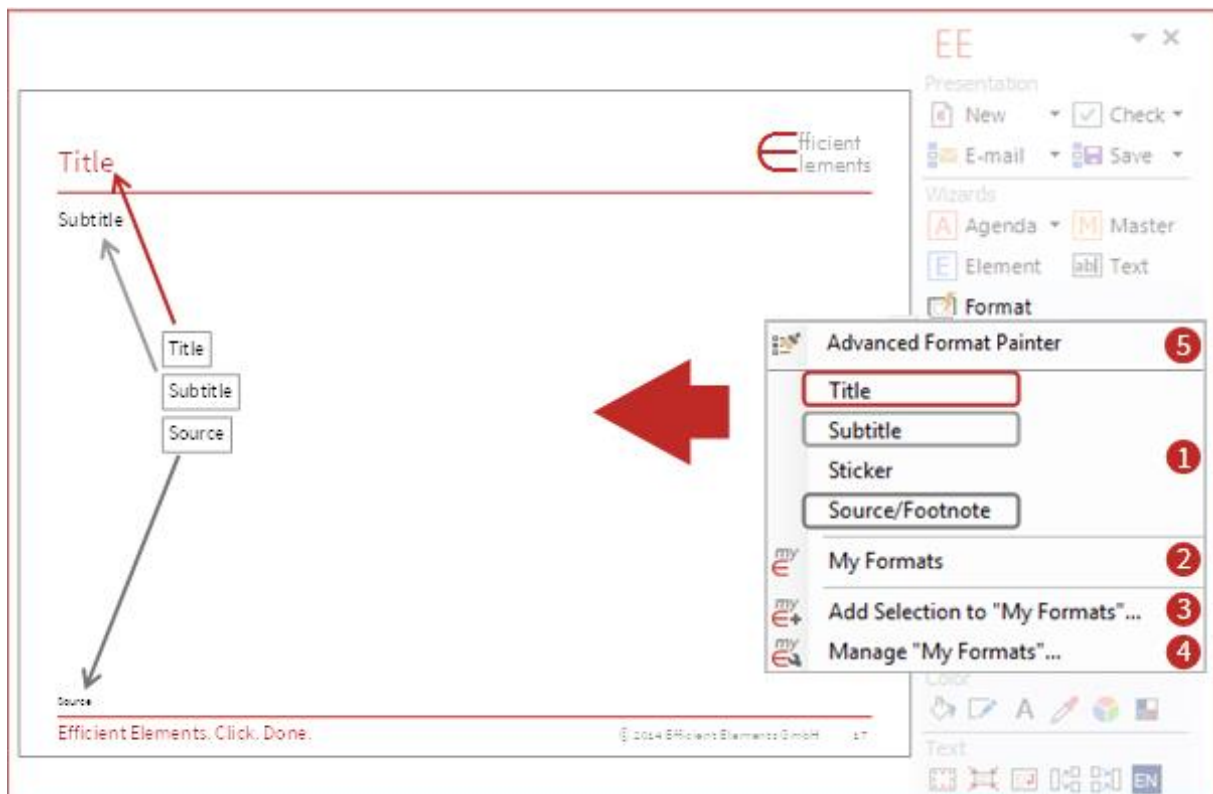
Format and/or position the selected objects based on a Format Wizard template. In the following the individual functions/options are explained in detail:

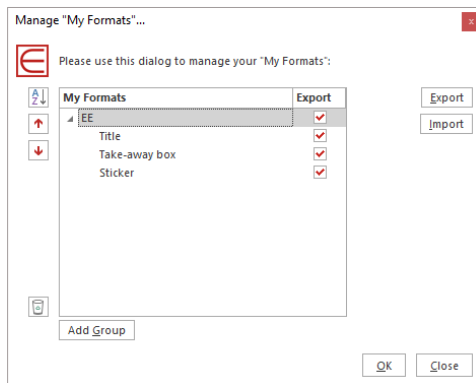
1. The upper part of the 'Format Wizard' menu contains the Format Library structured into several sub-menus. The contents depend on your individual customization. The predefined formats can have different attributes which can range from a position or a font size to a combination of most of the format 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" ...'.



You can choose which format attributes of the selected element to save (see illustration above). For instance, if you would like to save a format for an element without any given position – this can be useful if you do not wish to alter the position of an element later – deselect the bullets for position. The default selection of attributes will fit for most formats you might want to save.

4. Click on 'Manage "My Formats" ...' to organize, import and export your individually defined formats:





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.

5. Right at the top of the 'Format Wizard' menu you find the Advanced Format Painter which helps you to transform selected formats and positions on the fly to the objects you mark.

HINT: You can transform the selected format through the presentation and all slides until you press 'ESC'

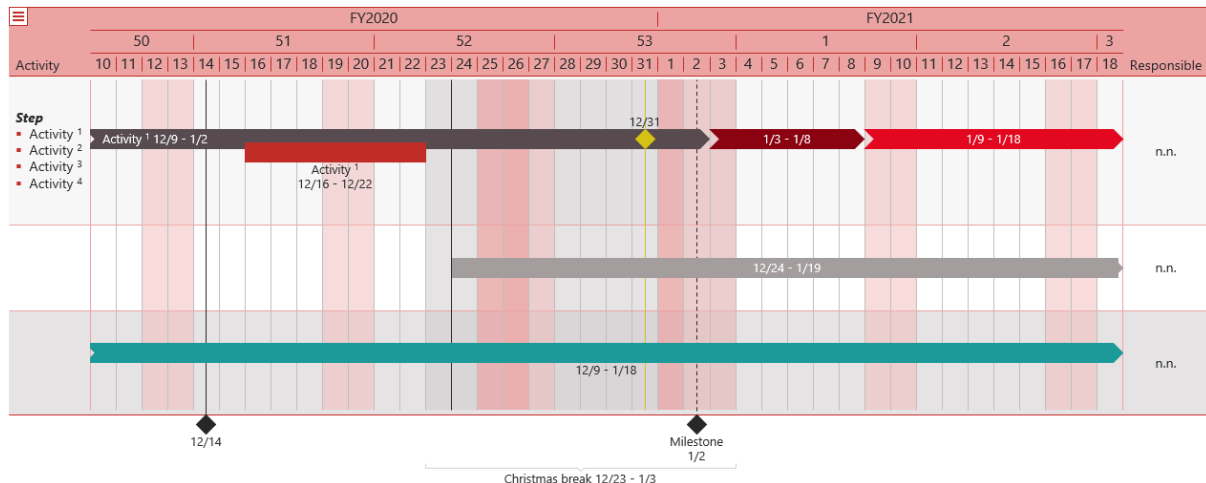
The content of the Format Wizard depends on your individual customization

Smart Elements

Project plan (Gantt Chart)



Create detailed project plans with just a few clicks.



In the following the individual functions & options are explained in detail:

Calendar:

Settings



Basics

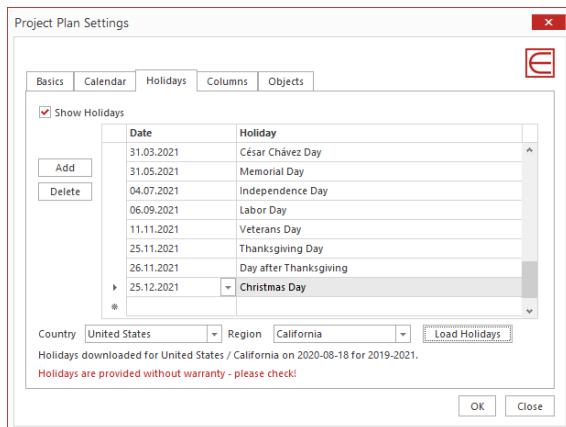
The Project Plan Settings dialog box, Basics tab, shows options for language and layout. The language is set to English. The layout is set to Standard. There are checkboxes for Right-to-left, Shade Alternate Rows, Show Grid Lines, and Distribute Rows.

- Change language and layout
- Check right to left
- Check Shade Alternate Rows, Show Grid Lines, Distribute Rows

The Project Plan Settings dialog box, Calendar tab, shows options for the calendar. The timeframe is set from 10.12.2020 to 18.01.2021. The number of days is set to 40. The separators are set to Days. The weekends are set to Shaded. The format is set to Automatic. The prefix is set to FY. The options are set to Start, Jan, and -1 Year. The font size is set to 11.

- Start and End
- Move project including all items
- Show separators (lines) between chosen time period.
HINT: If the period is too long, days may not be displayed.
- Weekends shaded or not (choose day/s of the week)
- Check classification of periods and format
- Settings for the fiscal year
- Font size of calendar (header)

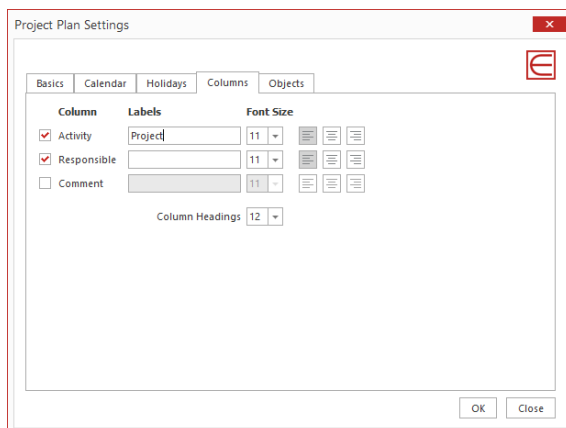
Holidays



- Check “Show Holidays” and the loaded or added holidays will be shown as shade in your project plan
- Add your holidays
- Delete loaded or self added holidays
- Choose country and region
- Load holidays

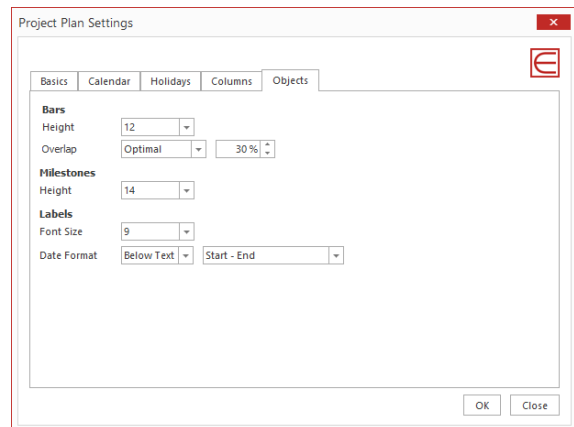
HINT: they are provided without warranty – please check

Columns



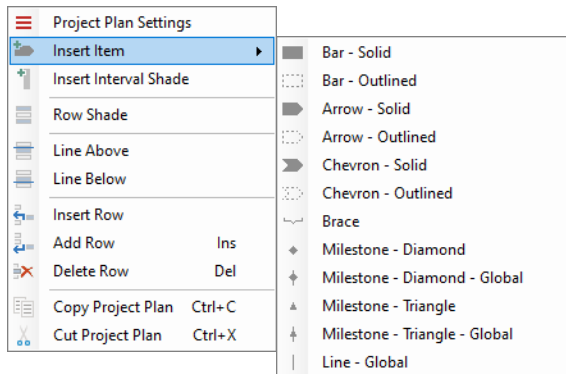
- Check Activity (left column)
- Check Responsible (right column)
- Check Comment (additional right column)
- Change the name of column (heading)
- Choose font size for text of columns
- Choose font size for column headings

Objects



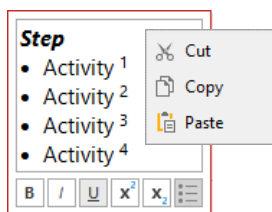
- Choose height of objects (items) as bars, arrows and chevrons
- Overlap:
 - optimal (select the percentage overlap)
 - cascade (select the percentage overlap)
 - full
- Choose height of milestones
- Choose font size of labels
- Choose position of date
 - Hide
 - Before Text (label)
 - After Text (label)
 - Above Text (label)
 - Below Text (label)
- Choose format of date
 - Start
 - Start – End
 - Start – End (days)
 - Start – End (working days)
 - Start – End (2 lines)
 - Days (number of days)
 - Working days (number of days)

Content settings



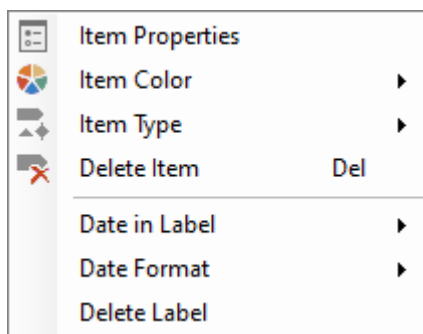
With a right-click into the content area this settings will appear. Use this menu to insert items, interval shades, row shades, lines etc.

Add text to columns

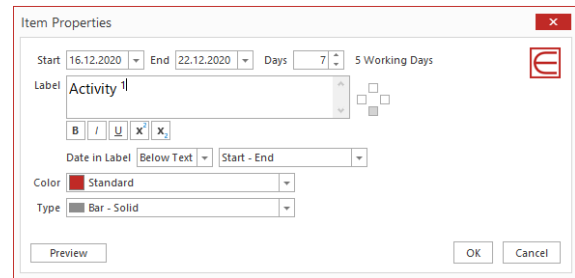


Write text to the cell of a column and set bullet points and format the text. With a right mouse click into the text field selectet text can be copied or cut and then be pasted it into another text field.

Format items and labels



With a right-click into an item view the options to format items and labels.



Within the properties

- rework the timeframe
- add text to label
- change position and format of the label
- dye items in another color
- change items type

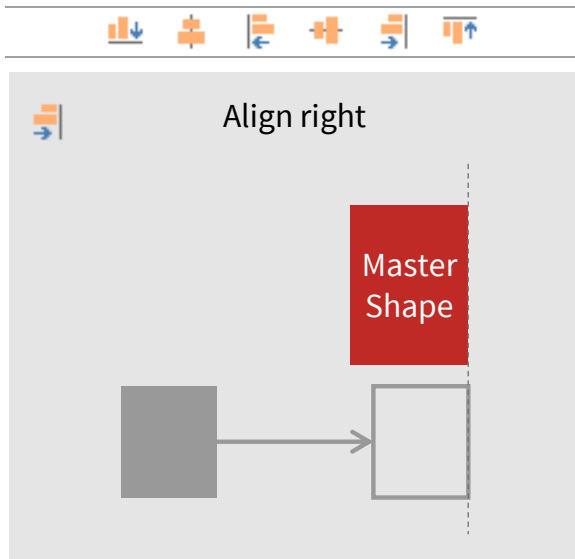
HINT: the position of the label in relation to the object depends of the with of item and format of label, especially when label should be centered on the item.

Quick Overview

1. To add text in the left or right column, click into the cell.
2. To insert items, lines, rows etc. right-click on the calendar area.
3. Edit items with a right-click and drag them to the desired position.
4. To copy rows and / or items select them with CTRL and drag them to the new position.

Position

Align



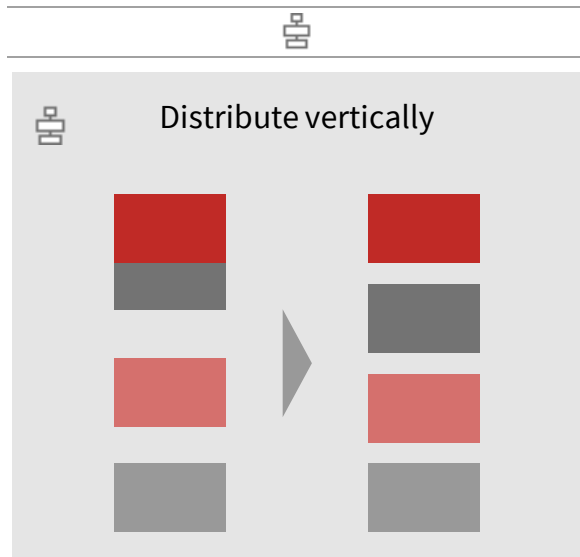
Align all selected objects to the respective edge of the 'Master'.

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.

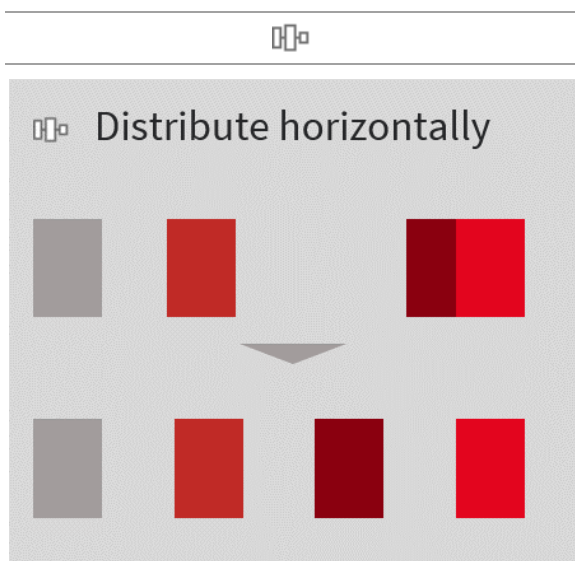
Distribute the selected objects horizontally. The leftmost and rightmost objects keep their positions, the spaces between all objects in between are distributed evenly.

Distribute Vertically

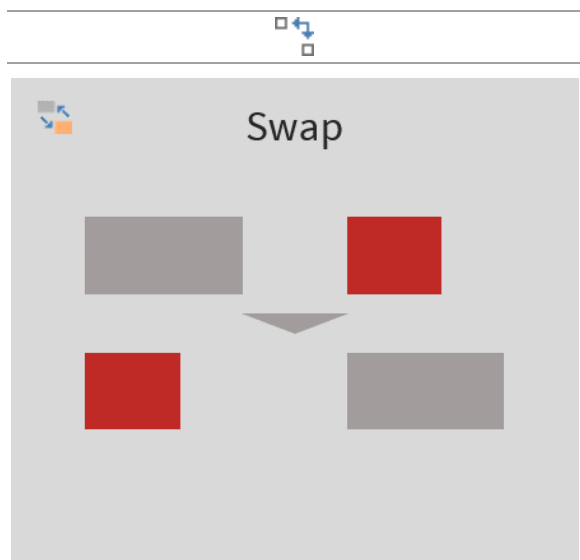


Distribute the selected objects vertically. The topmost and bottommost objects keep their positions, the spaces between all objects in between are distributed evenly.

Distribute Horizontally

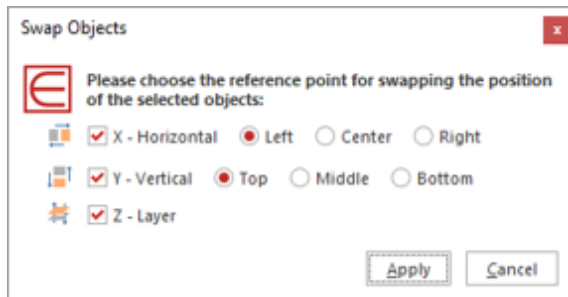


Swap



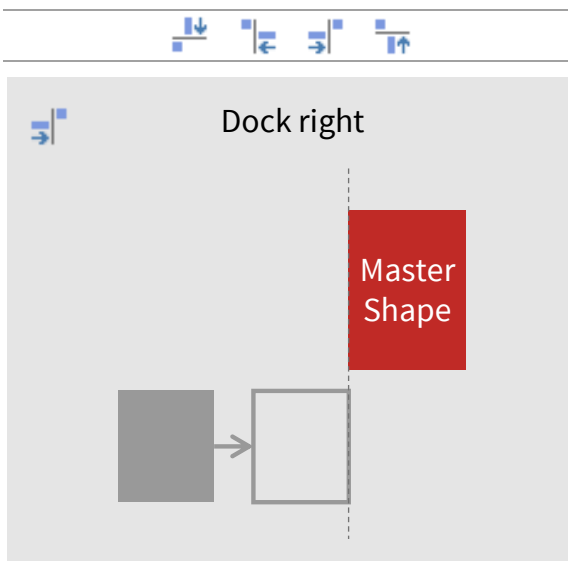
Swap two selected objects. You can specify relative to which corner or edge the objects should

be swapped, and whether also the layer position should be swapped.



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 this is the correct option in most cases.

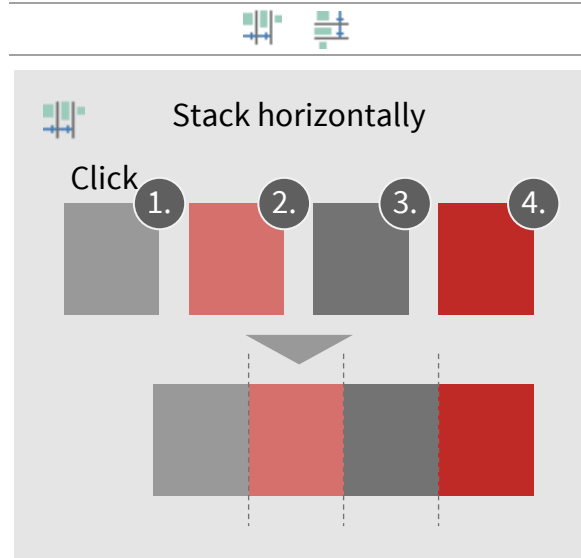
Dock



Move the selected objects in the respective direction until they touch the 'Master'.

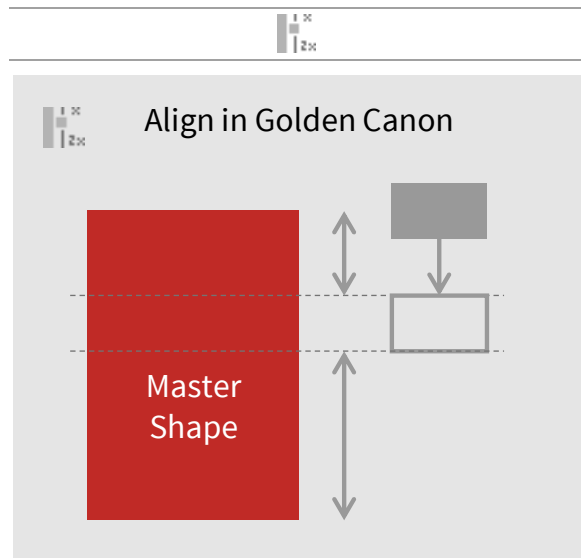
The 'Master' is always the object that you selected last.

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.

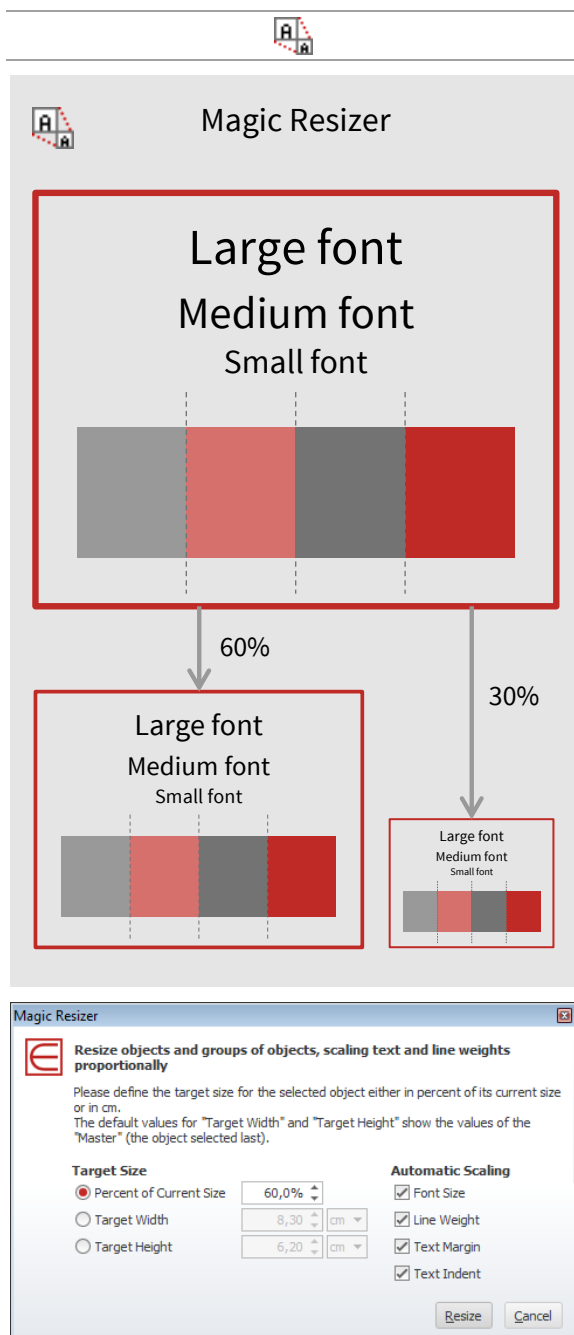
The objects will be aligned such that the margin between object and 'Master' is twice the size at the bottom compared to the top.

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.

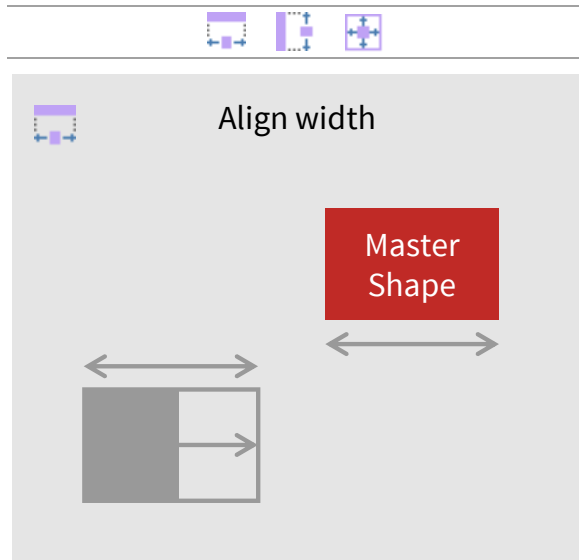
Size

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.

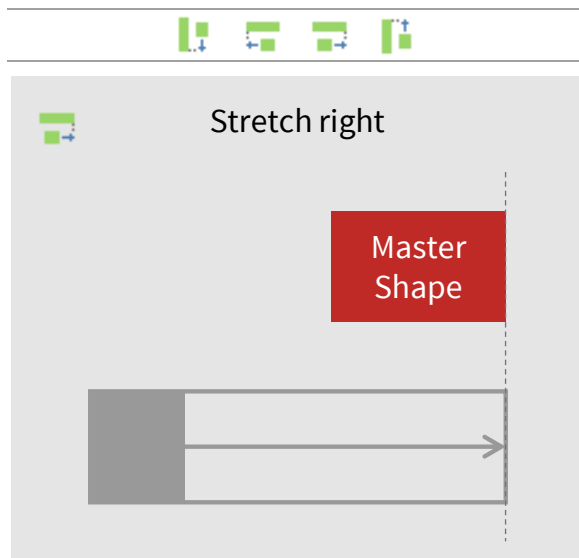
Width / Height / Width and Height



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.

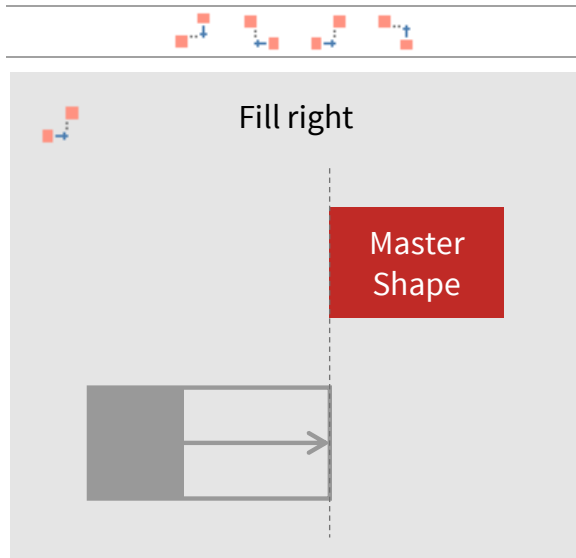
Stretch



Stretch the selected objects to the far edge of the 'Master'.

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

Fill

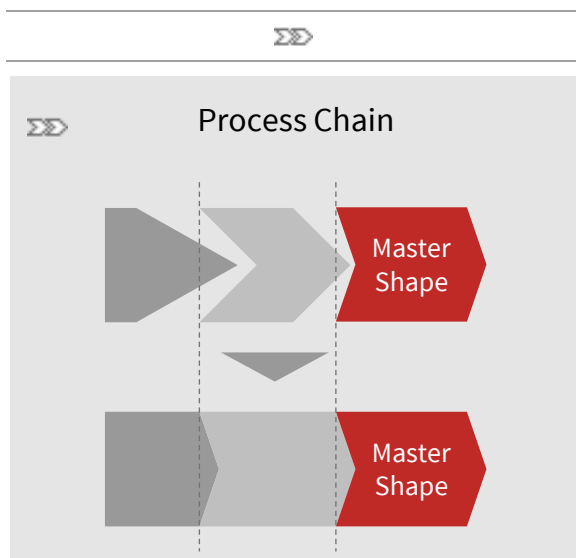


Fill the gap between all selected objects and the 'Master' (if any).

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

Shape

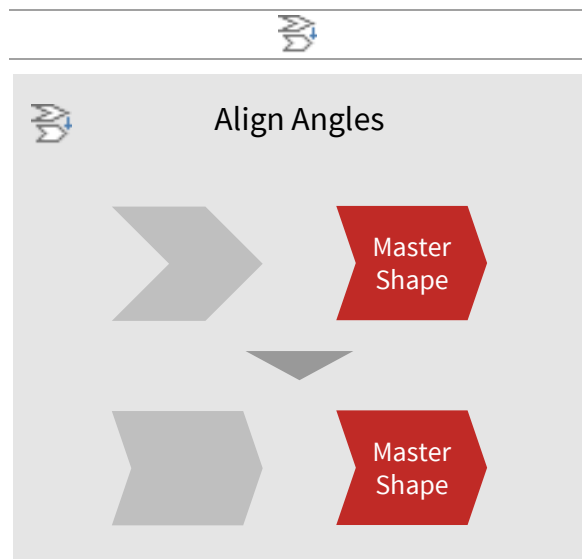
Align Process Chain



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.

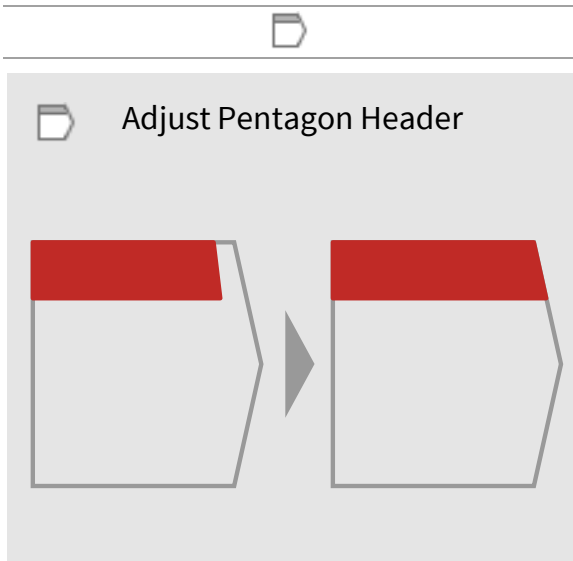
Align Angles



Align the angles of all selected block arrows to the 'Master'.

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

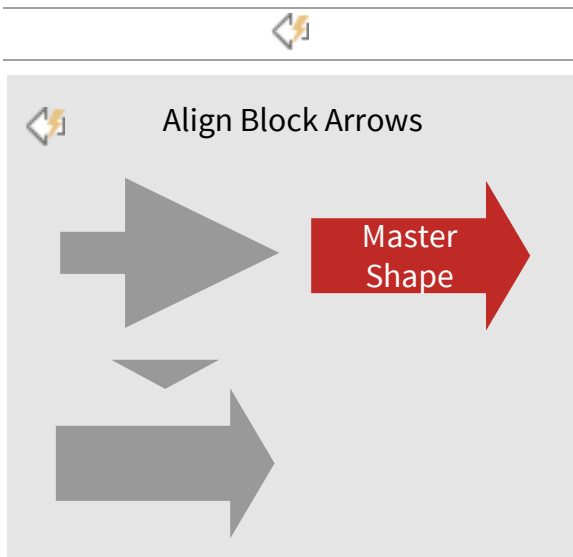
Adjust Pentagon Headers



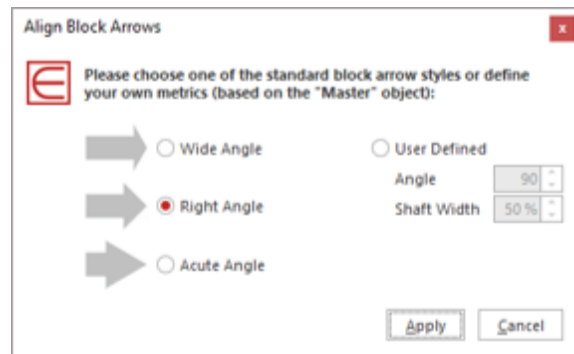
Adjust the header boxes of headed 'Conclusion' boxes (standard elements in the Element Wizard).

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

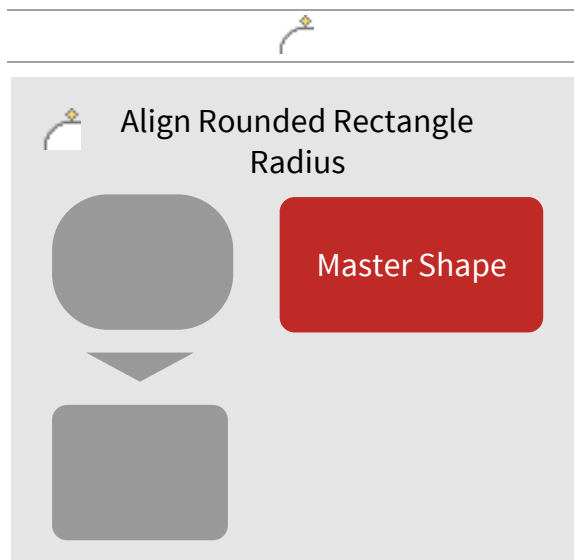
Align Block Arrows



Apply a standard style to all selected block arrows or define your own metrics based on the 'Master'. The 'Master' is always the object that you selected last.

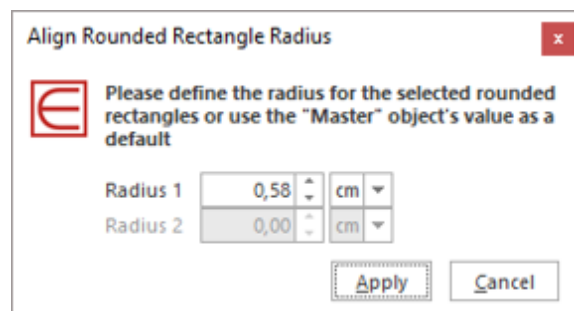


Align Rounded Rectangles



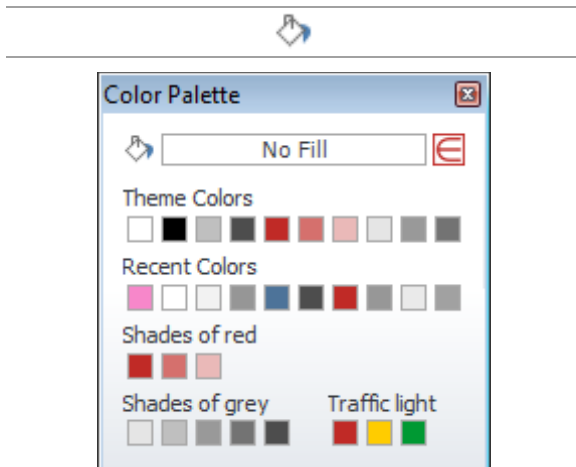
Define the radius for the selected rounded rectangles or use the 'Master' object's value.

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



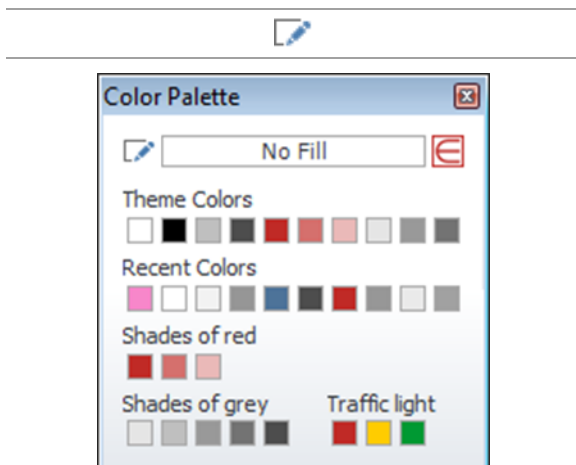
Color

Set Fill Color



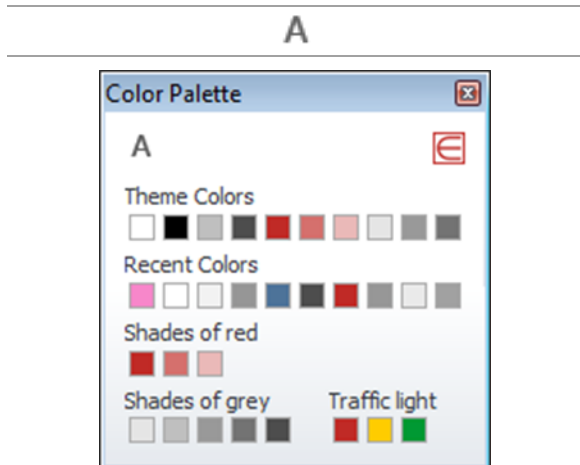
Set the fill color of all currently selected objects. Available colors depend on your individual customization.

Set Line Color



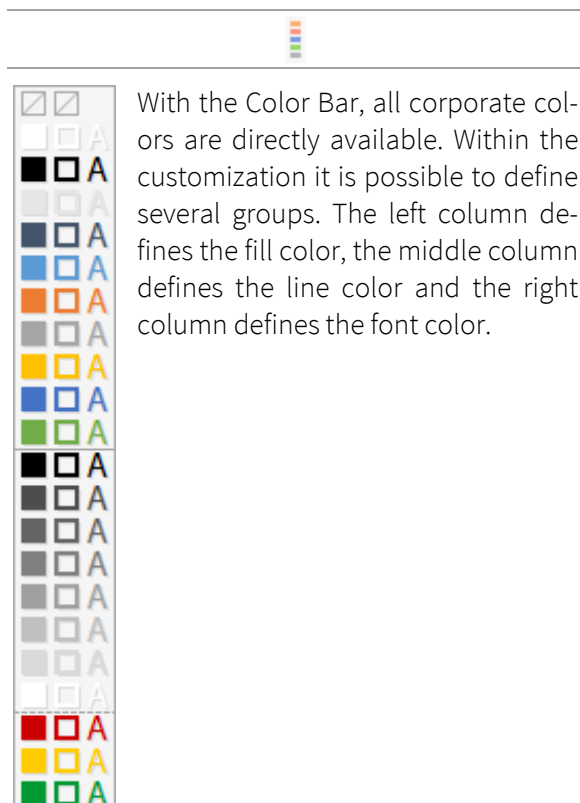
Set the line color of all currently selected objects. Available colors depend on your individual customization.

Set Font Color

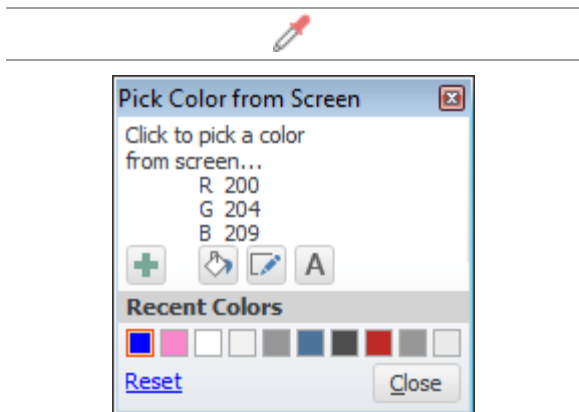


Set the font color of all currently selected objects. Available colors depend on your individual customization.

Color Bar

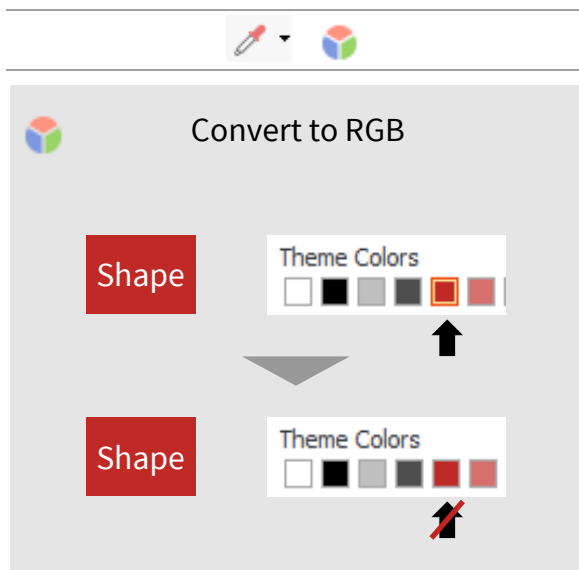


Pick Color from Screen



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.

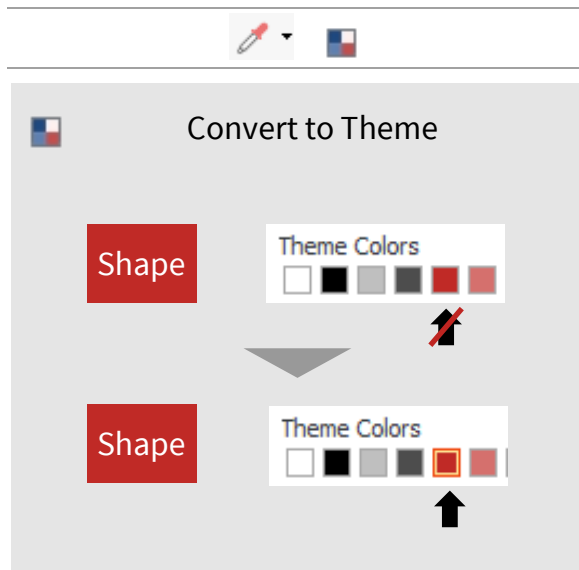
Convert to RGB



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

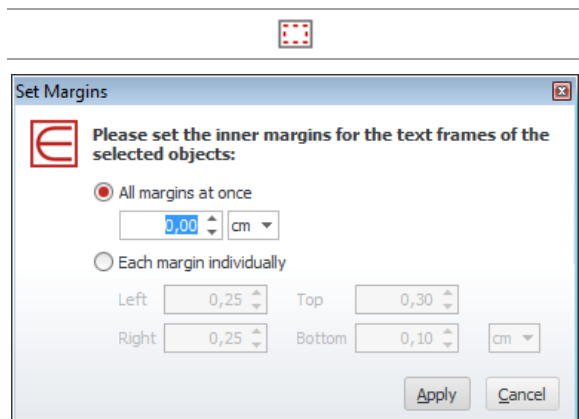


Convert all matching RGB values in current selection to theme colors.

This is useful if you would like the colors to automatically adapt to the slide master and theme used.

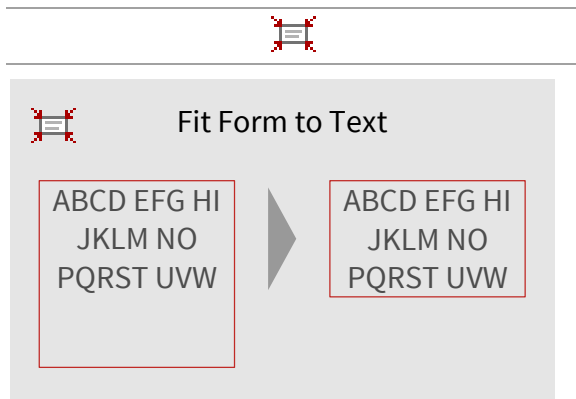
Text

Set Margins



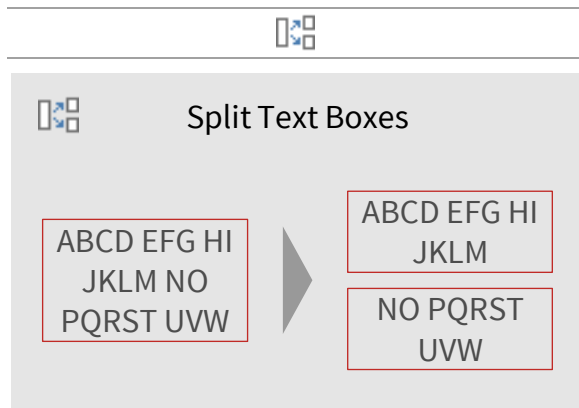
Set the margins of the selected text box or shape, either all margins at once or each margin individually.

Fit Form to Text



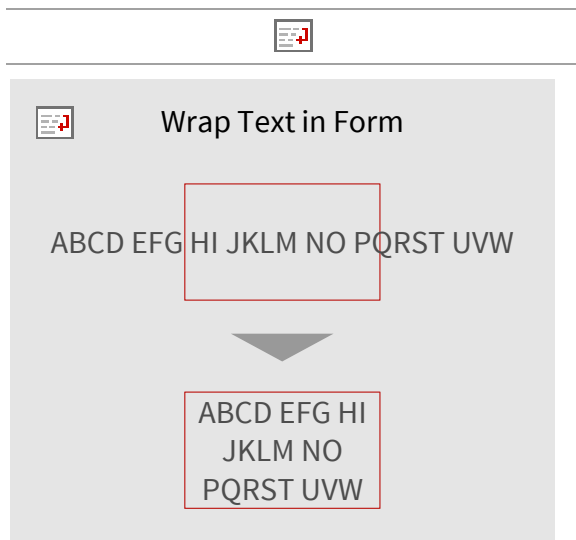
Fit the size of the selected objects to the contained text.

Split Text Box



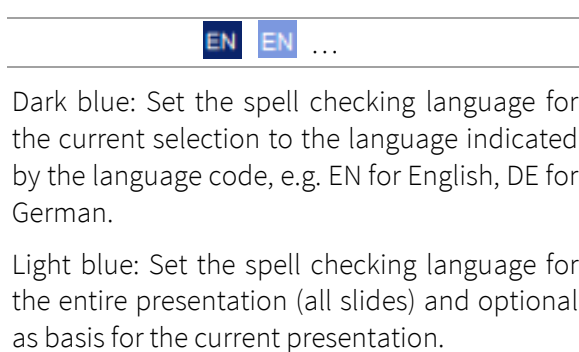
Split the selected text box at the cursor position to create two separate text boxes.

Wrap Text



Wrap the text within the selected objects.

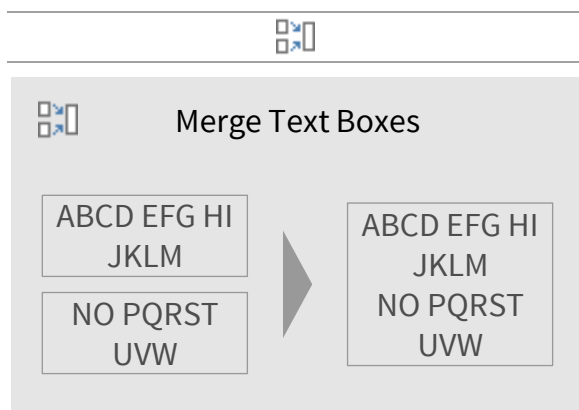
Spell Check



Dark blue: 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.

Light blue: Set the spell checking language for the entire presentation (all slides) and optional as basis for the current presentation.

Merge Text Boxes



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.

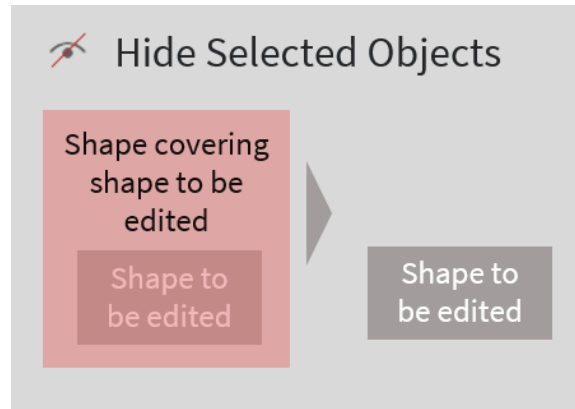
The indent spacing is optimized based on the font size. If there is more than one font size used in a paragraph, the font size of the first character will be used to calculate the indent spacing.

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



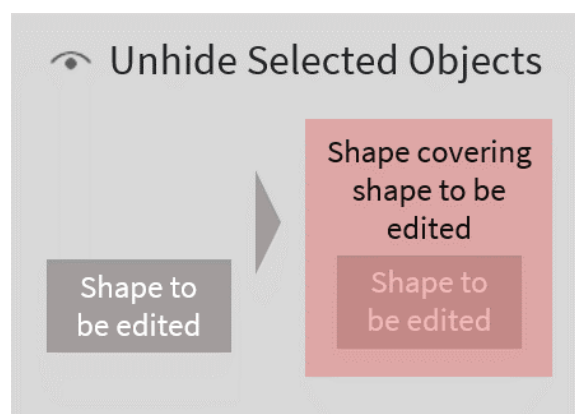
Hide all selected objects temporarily.

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.

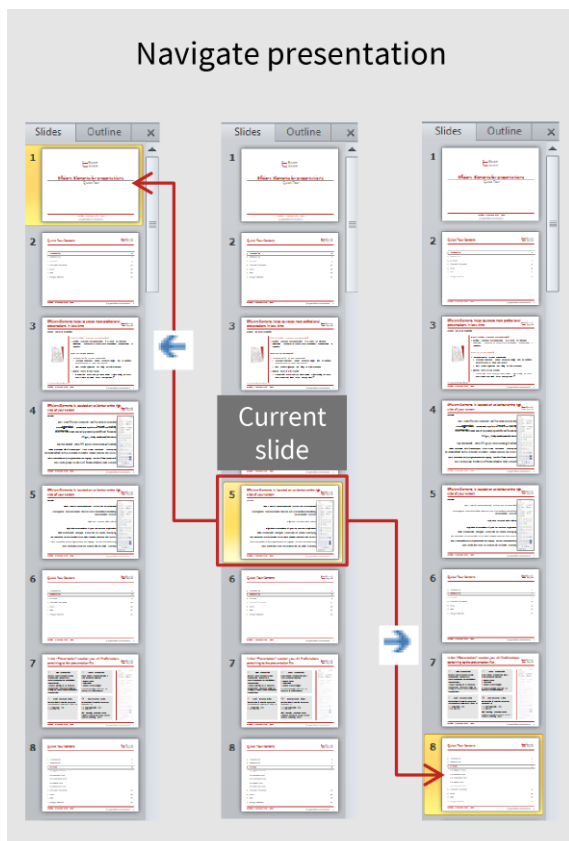
This is particularly useful if you have a lot of overlapping or layered objects on a slide. You can easily get rid of everything that is in the way for editing with „Hide Selected Objects” and get it back with „Unhide Hidden Objects”.

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



Go to previous / next slide in history.

Expert Tools

Insert Selected Slides as Pictures



Insert the selected slides as pictures on a blank slide. The size of the pictures will be automatically adjusted to fit all pictures on a single slide.

Show / Hide Slide Size



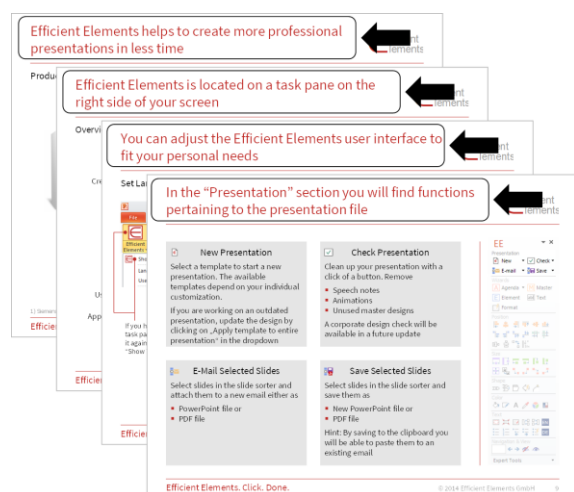
Show or hide the size of all embedded objects (images, sounds, videos, etc.) on each of the slides in the presentation.

Delete Redundant Masters



Delete all slide masters except the first one and try to find the best matching layout for all slides migrated to the first master. Migrated slides will be marked and need to be checked manually.

Copy Summary to Clipboard



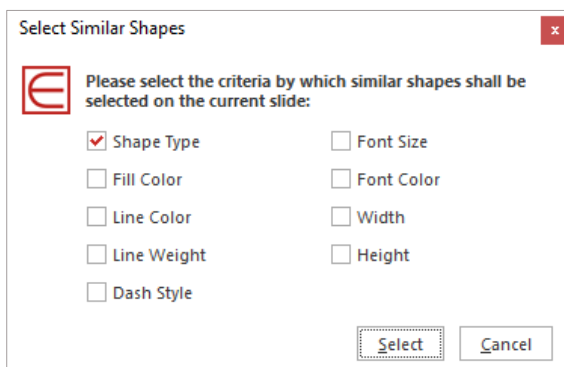
Copy the slide titles of all selected slides to the clipboard as a summary.

Optimize Free form



Optimize the selected free forms.

Select Similar Shapes



Select all shapes on the current slide that are similar to the currently selected shape. You can define a set of criteria for the shapes to match e.g. shape type or fill color.

Delete or Replace All Texts



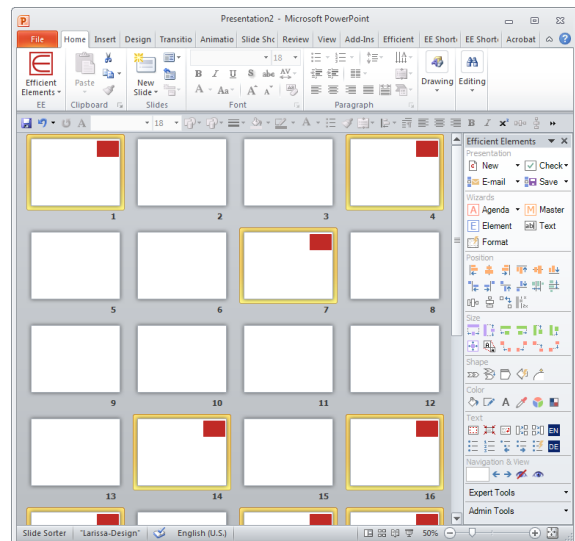
Delete or replace texts in all text frames within the current selection. Caution: In case of multi-slide selections this applies to all selected slides!

Decompose Tables



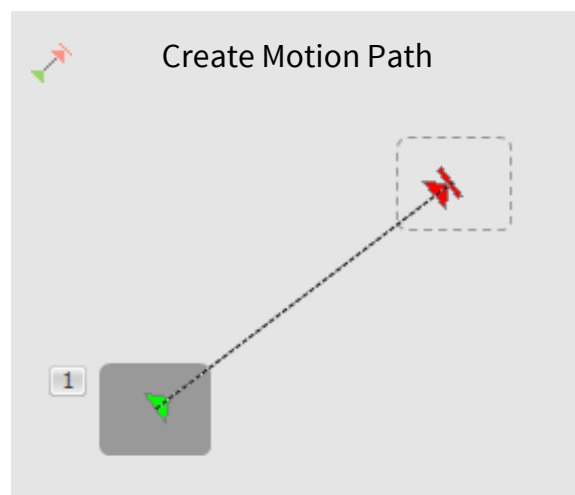
Decompose the selected tables and convert them to individual objects.

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.

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.

Print Only Used Notes Pages



Open the print preview for notes pages and pre-select only used notes pages for printing.

Set Black and White Mode



Set the black and white mode for the current selection or the overall presentation.

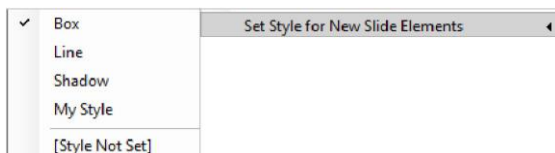
This can be useful for optimizing the appearance of the printed presentation on black and white printers.

Find in Windows Explorer



Find the current presentation in Windows Explorer.

Set Style for New Style Elements



Choose the style you wish your new slide elements to be referred.

Apply Template to Current Presentation

Open dialog to choose a template to be applied to your current presentation.

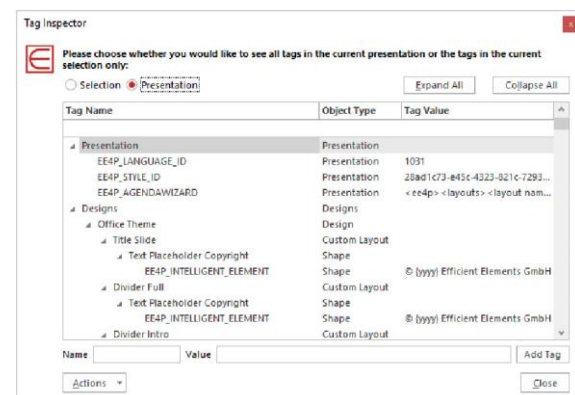
Admin Tools

Update Thumbnails



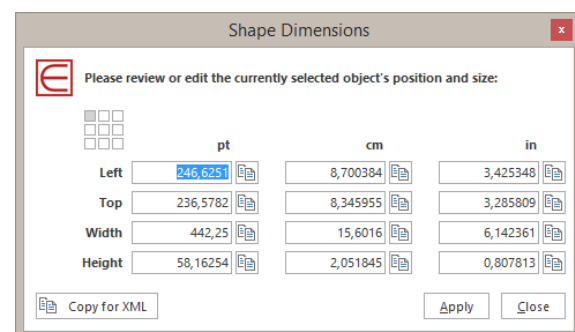
Update thumbnail images for Element Wizard and Map Wizard.

Tag Inspector



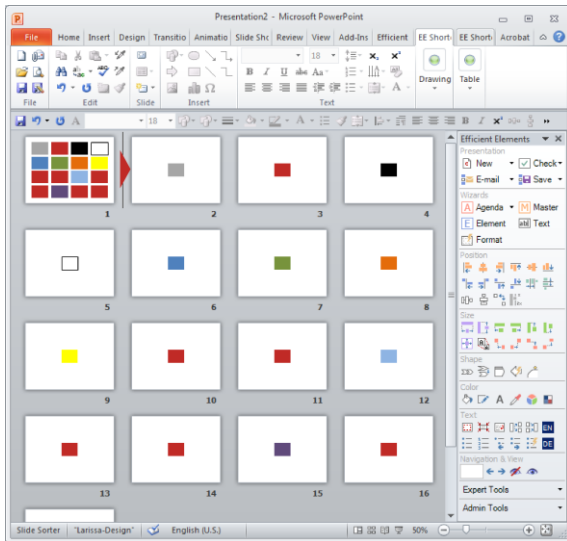
Add, edit or delete tags for the current presentation or selection.

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.

Open EE Folders



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

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

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

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/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/webinar 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.