



Efficient Elements for presentations

Getting Started

Efficient Elements. Click. Done.

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Efficient Elements helps to create more professional presentations in less time



Product and value proposition



What is Efficient Elements for presentations?

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

What are the key benefits?

- Increased quality of your presentation
 - Improved adherence to your Corporate Design with no additional effort (or actually, even less effort)
 - More precise alignment and sizing of slide elements
- Reduced effort in slide creation
 - A study with more than 100 users shows a time saving of more than 2 hours per week for an average user¹⁾

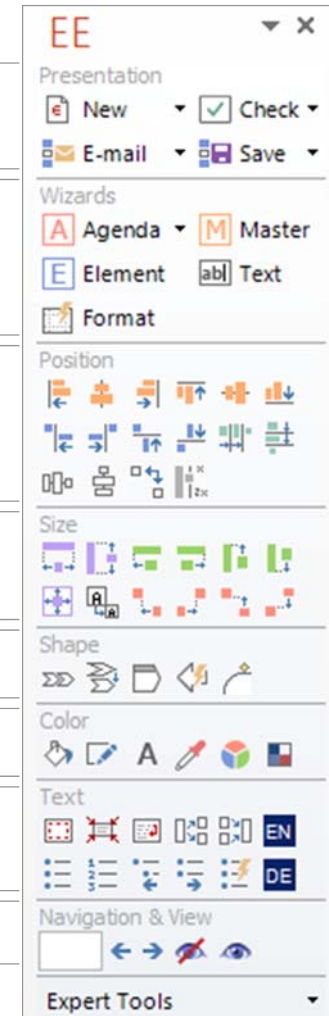
1) Siemens Efficiency Study 2010

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



Overview

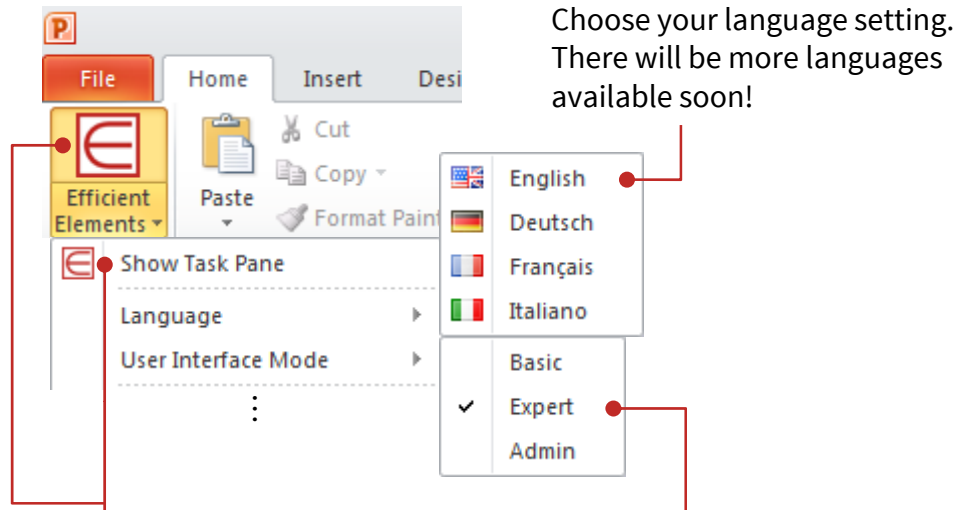
- Open a new file, check presentation, mail and save selected slides
- Create agendas, set master options, insert and save elements, insert text snippets, apply predefined formats
- Align, dock, stack and switch objects
- Align sizes, stretch objects, fill gaps and apply the magic resizer
- Adjust process chains, pentagons, block arrows and rounded rectangles
- Use customized color palette, pick colors, switch between theme and fixed colors
- Apply text options, split/merge text boxes, set language, apply bullets and numbers
- Jump to slide, jump back- and forwards, hide and unhide elements



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



Set Language & User Interface Mode | Assign Shortcuts

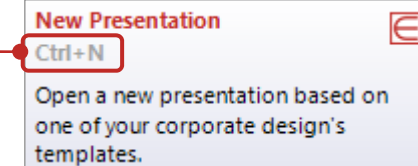
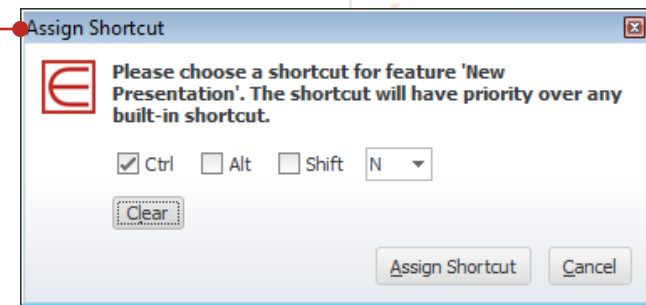


If you have closed the EE task pane you can open it again by clicking on "Show Task Pane"

- Expert – the default setting displaying all functions
- Basic – display only the most important functions
- Admin – includes additional functions for customizing EE

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

Assign desired shortcut



The assigned shortcut is indicated in the button's tooltip

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



New Presentation

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

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



Check Presentation

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

- Speech notes
- Animations
- Unused master designs

A corporate design check will be available in a future update



E-Mail Selected Slides

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

- PowerPoint file or
- PDF file



Save Selected Slides

Select slides in the slide sorter and save them as

- New PowerPoint file or
- PDF file

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



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3.2	Master Wizard	
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The “Wizards” section provides you with a variety of powerful functions

A **Agenda Wizard**

Generate the agenda or content page for your presentation:

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

M **Master Wizard**

Insert/remove elements in/from the slide master:

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

E **Element Wizard**

Insert elements from a comprehensive library in the current slide

abl **Text Wizard**

Insert text snippets in the current text range

Format Wizard

Apply predefined formats/positions to any given element

my E **My Elements | My Texts | My Formats**

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



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

3.1 Agenda Wizard – Basic functions

The screenshot shows the Agenda Wizard window with the following fields and controls:

- Agenda Name:** New Agenda
- Title:** Quick Tour Content
- Layout:** EE, Sizing Mode: Fit to Slide Auto Collapse, Font Size: 16
- Columns:** Responsible (checked), Time Slot (checked), Page Number (unchecked), Free Column (unchecked)
- Time Format:** 24h, **Start Time:** 09:00, **End Time:** 13:00, **Start Item No.:** 1
- Contents Table:**

#	Topic	Responsible	Min.	Time Slot		👁	📄
1	Introduction		30	09:00 – 09:30	<input 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"/>
3	Wizards		30	10:00 – 10:30	<input 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 type="checkbox"/>
3.2	Master Wizard		30	11:00 – 11:30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.3	Element Wizard		30	11:30 – 12:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.4	Text Wizard		30	12:00 – 12:30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.5	Format Wizard		30	12:30 – 13:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Buttons:** Add Item, Delete Item, OK, Cancel
- Options:** Single Agenda Slide (w/o highlighting) (unchecked), Agenda Separating Slides (checked), PowerPoint Sections (unchecked), Backup Slide (checked)

Annotations:

- Red lines point from text labels to specific UI elements:
 - "Set time format and start time" points to the Time Format, Start Time, and End Time fields.
 - "Add agenda item" points to the Add Item button.
 - "Move items up and down" points to the up and down arrow buttons.
 - "Decrease/increase indent level" points to the left and right arrow buttons.
 - "Delete agenda item" points to the Delete Item button.
 - "Set the duration of the agenda item" points to the duration field in the last row of the table.

Hints:

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

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

3.1 Agenda Wizard – Advanced functions

Annotations for the Agenda Wizard interface:

- Insert new agenda (points to 'New Agenda' button)
- Delete, import and export agenda (points to 'Actions' dropdown)
- Pick layout and sizing mode (e.g. auto collapse sub-items) (points to 'Layout' and 'Sizing Mode' dropdowns)
- Select the desired columns (points to 'Columns' checkboxes)

Contents table:

#	Topic	Responsible	Min.	Time Slot	Break	Show	Print
1	Introduction		30	09:00 – 09:30	<input 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"/>
3	Wizards		30	10:00 – 10:30	<input 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 type="checkbox"/>
3.2	Master Wizard		30	11:00 – 11:30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.3	Element Wizard		30	11:30 – 12:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.4	Text Wizard		30	12:00 – 12:30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.5	Format Wizard		30	12:30 – 13:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
?					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Bottom controls:

- Generate agenda overview (points to 'Single Agenda Slide (w/o highlighting)')
- Generate separating slides (points to 'Agenda Separating Slides')
- Create Power-Point sections for items (points to 'PowerPoint Sections')
- Create backup slide (points to 'Backup Slide')
- Select break, show agenda item, generate separating slide (points to break/show/print icons)

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

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

3.2 Master Wizard

The screenshot shows the 'Master Wizard' interface. At the top, it says 'Insert optional content in the slide master with a single click of a button' and features the 'Efficient Elements' logo. Below this, the text 'Master Wizard' is displayed. A large red arrow points downwards towards a list of confidentiality levels: '[None]', 'Normal', 'For internal use', 'Confidential', and 'Strictly Confidential'. The 'Confidential' option is highlighted. To the right, a 'Confidentiality' dropdown menu is open, showing the same list of options. Below the list, there are sections for 'Format', 'Position', 'Size', and 'Shape', each with various icons. At the bottom of the wizard, there is a footer with the text 'Efficient Elements. Click. Done.' and 'Confidential © 2014 Efficient Elements GmbH 13'.

Hints:

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

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

3.3 Element Wizard



EE

Presentation

New Check

E-mail Save

Wizards

Agenda Master

Element Text

World, regions

World, regions w/ subdivisions

Countries

Countries w/ subdivisions

Basics

Layouts

Processes

Org

Tables

Logos

Maps

Flags

My Elements

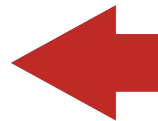
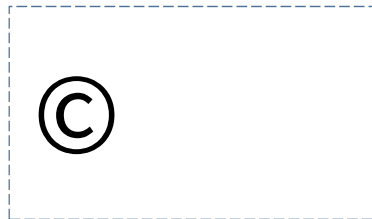
Add Selection to "My Elements"...

Manage "My Elements"...

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

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

3.4 Text Wizard



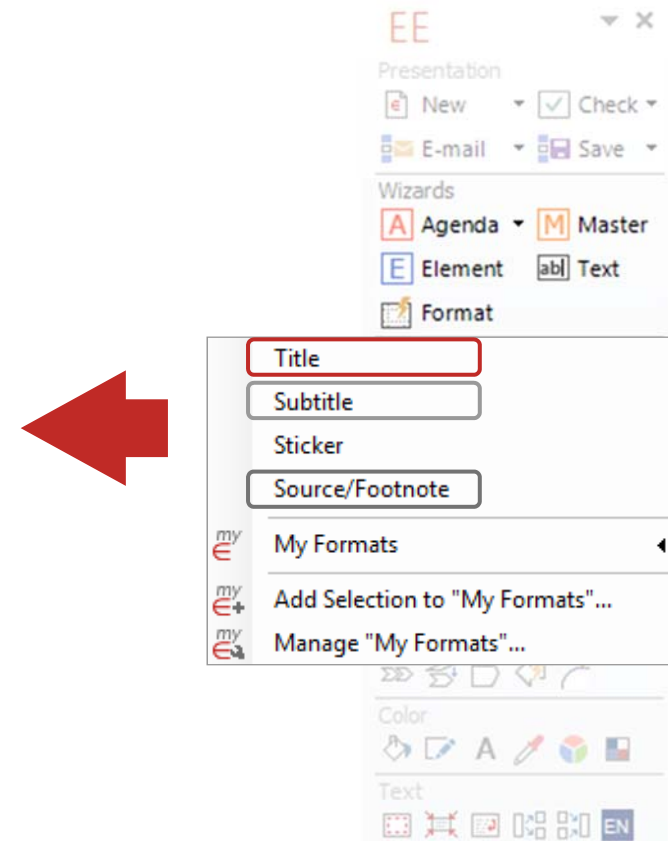
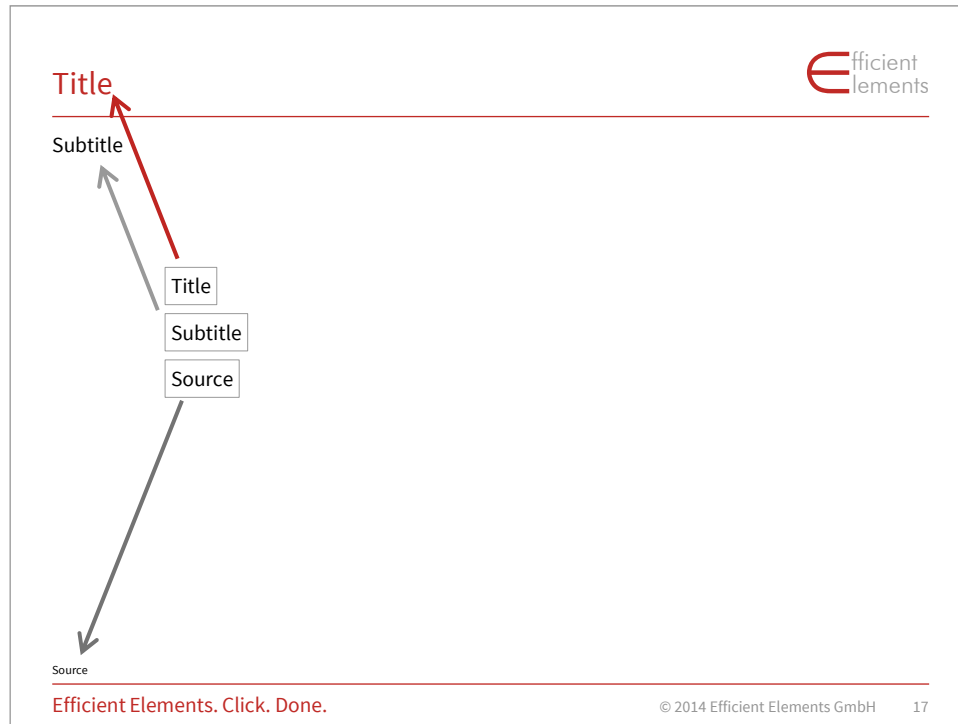
- © Copyright
- ® Registered Trade Mark
- ™ Trade Mark
- ± Plus/minus
- ‰ Per mil
- ¿ Inverted question mark
- ¡ Inverted exclamation mark
- Arrow
- Bold arrow
- Less than or equal to
- Greater than or equal to

The screenshot shows a software ribbon with various tool groups. The 'Wizards' group is expanded to show 'My Texts'. Below it, a sub-menu is open, listing 'My Texts', 'Add Selection to "My Texts"...', and 'Manage "My Texts"...'. Other visible groups include 'Quotations', 'Symbols', 'Shape', 'Color', 'Text', 'Navigation & View', and 'Expert Tools'.

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

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

3.5 Format Wizard



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

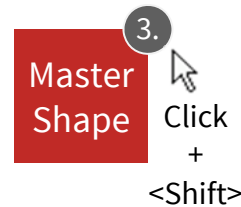
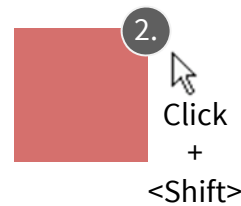
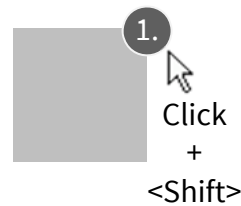
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The “Master Shape Concept” makes alignment of shapes much more precise and efficient

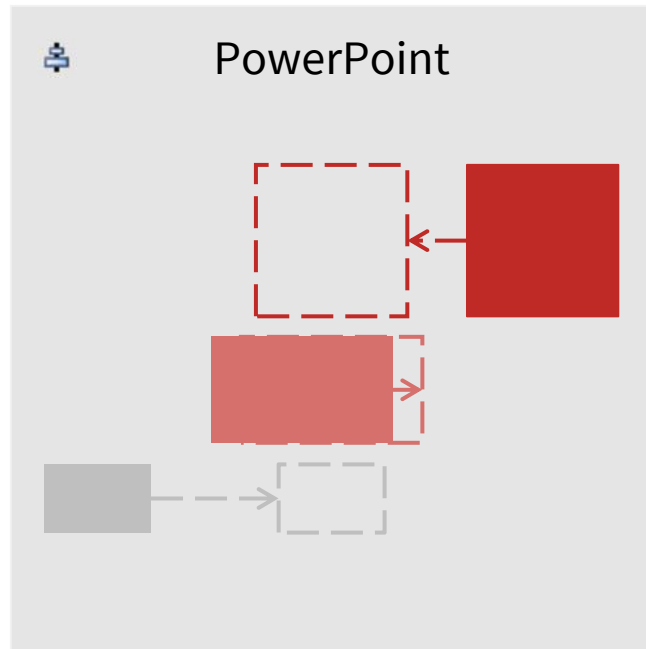
Master Shape Concept

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

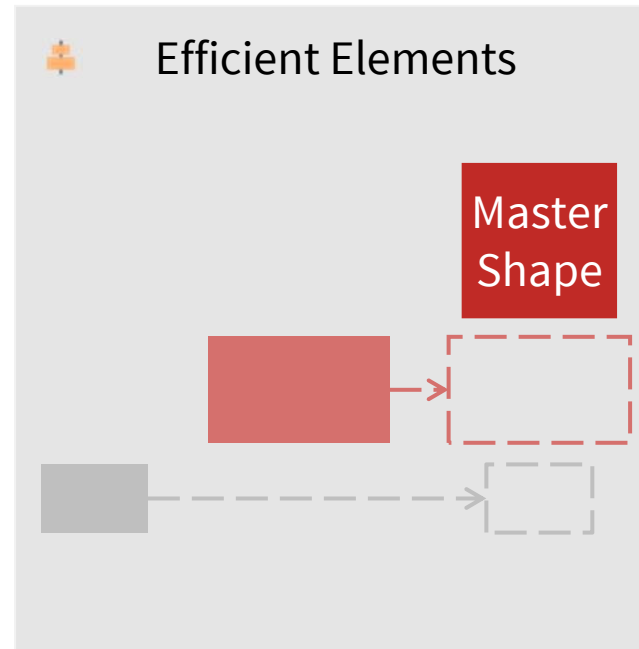


The “Master Shape Concept” makes alignment of shapes much more precise and efficient

Master Shape Concept



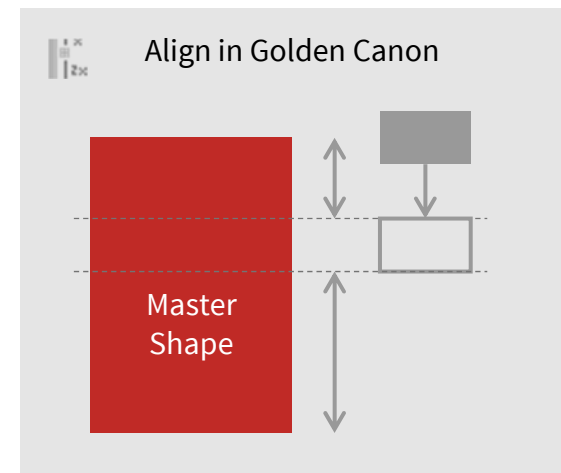
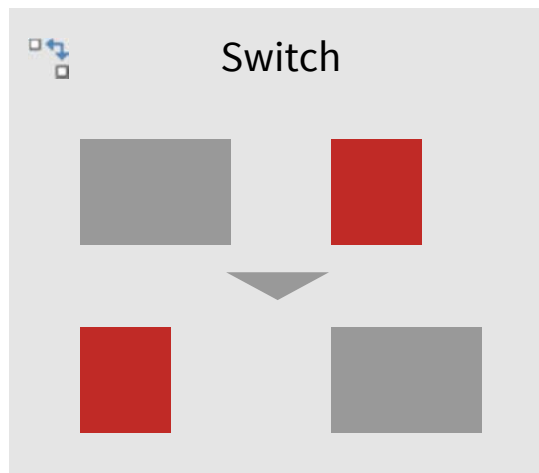
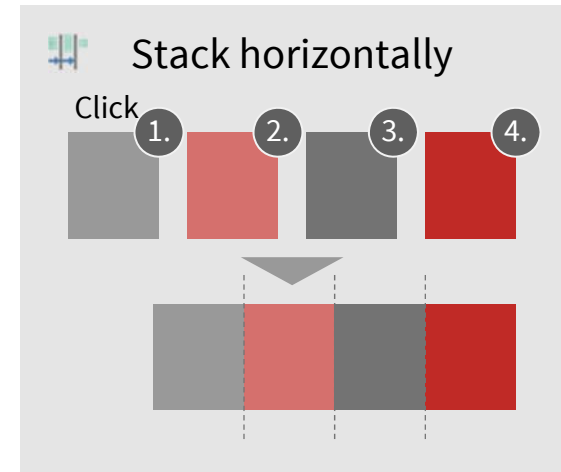
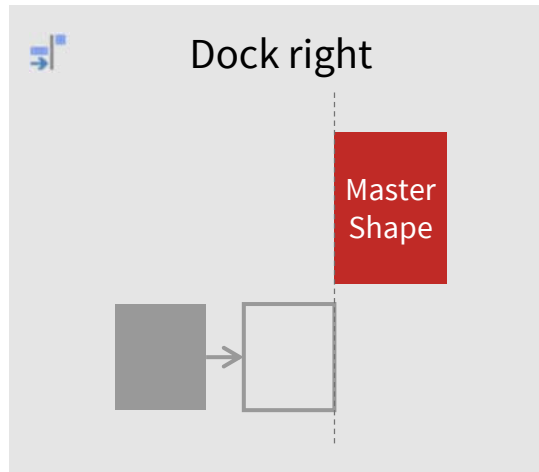
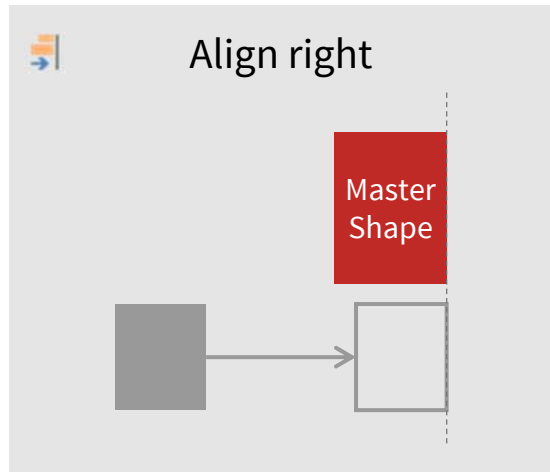
The standard PowerPoint functions do not allow for an alignment of objects with respect to another **specific** object



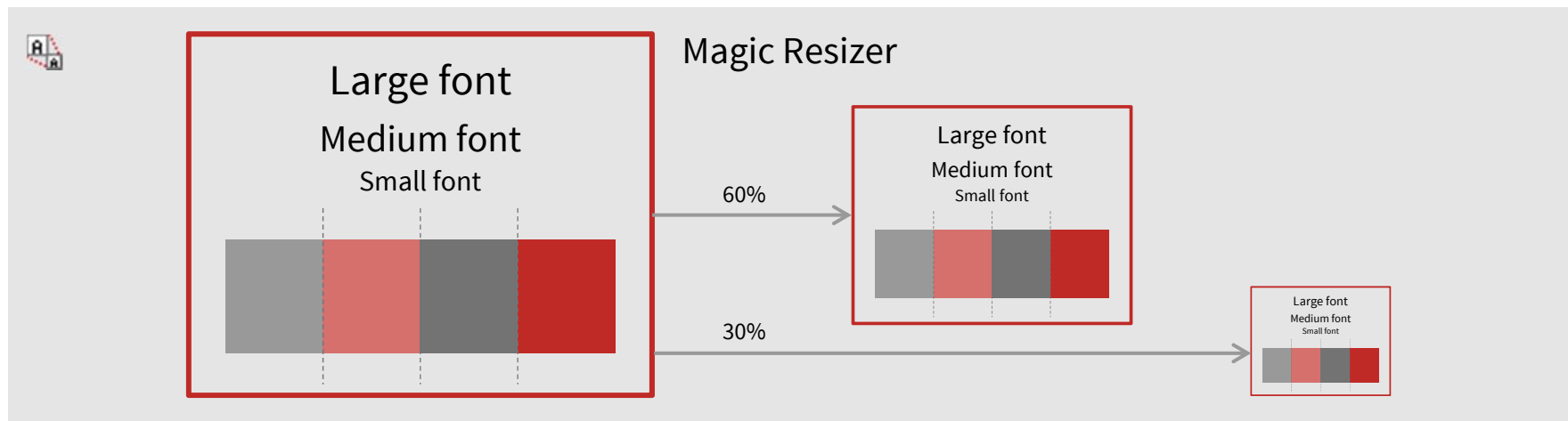
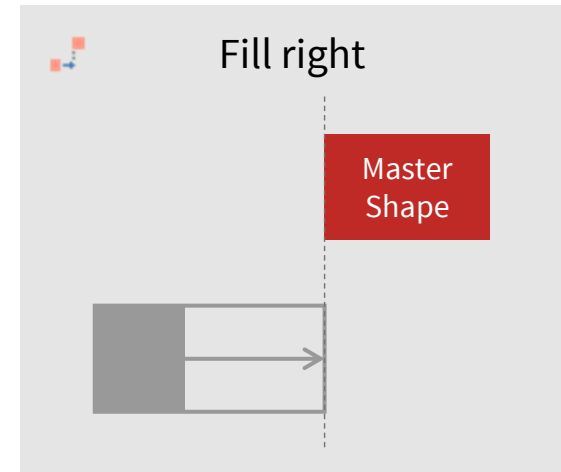
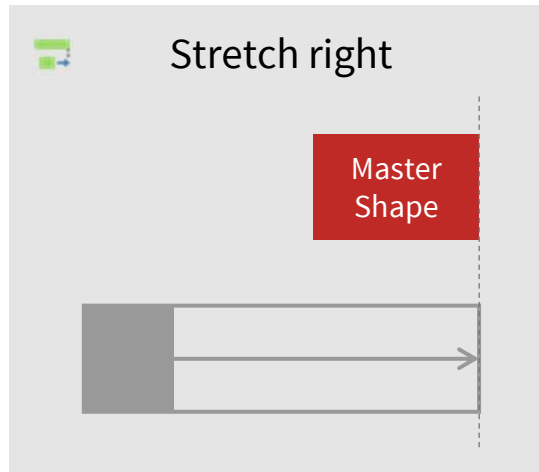
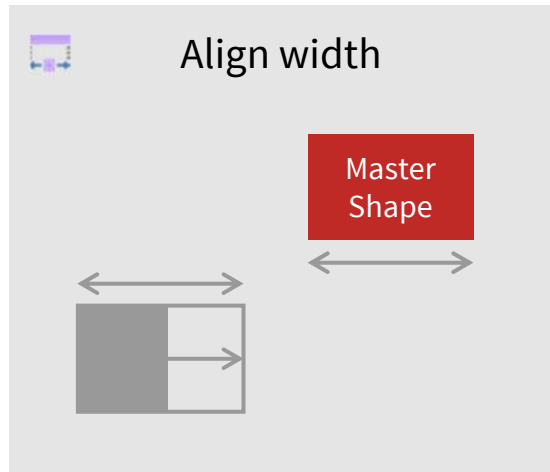
Efficient Elements lets you choose a **reference object** in respect to which all other objects will be aligned



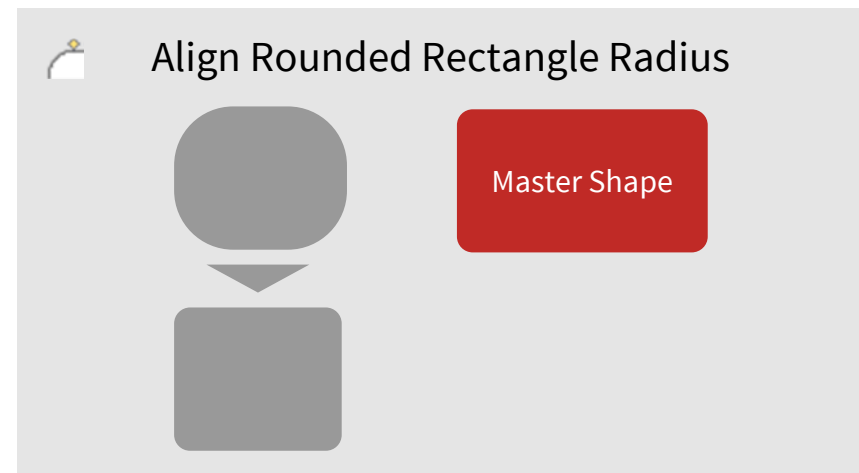
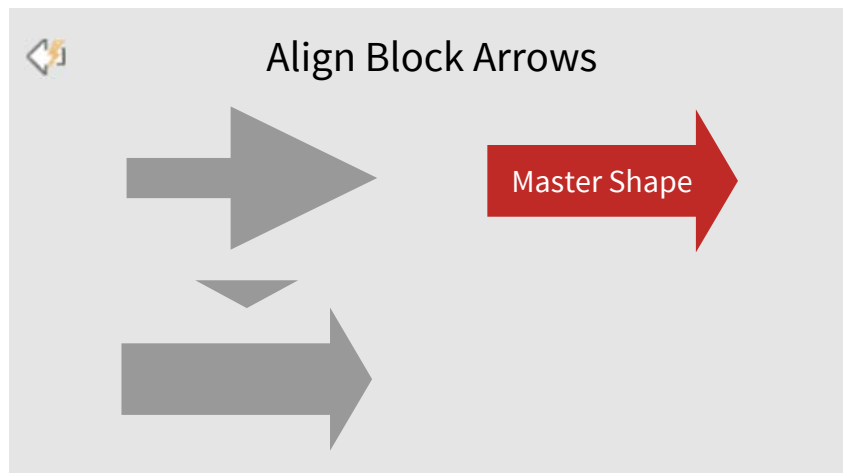
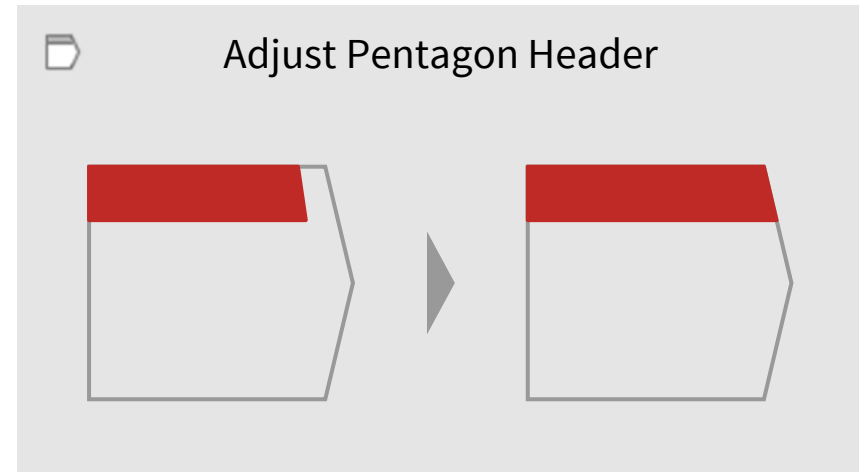
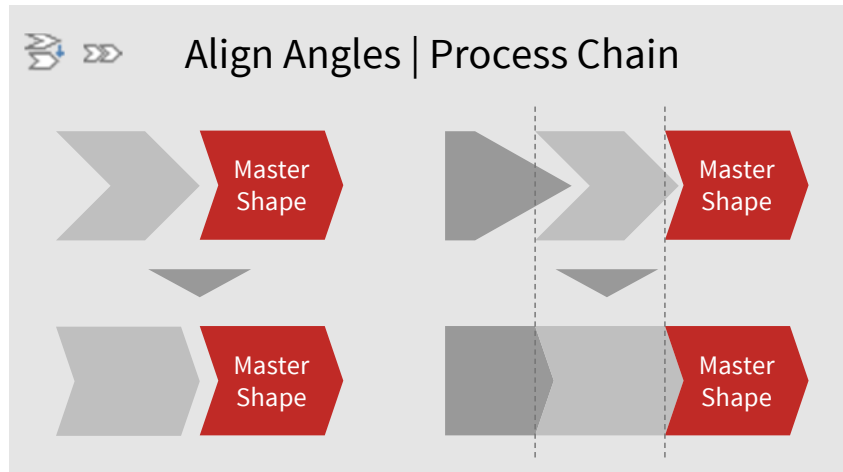
The “Position” section allows you precisely arrange elements on a slide



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



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



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

Set Color

- Fill color
- Line color
- Font color

Select color from palette and apply it to selected element

Available colors depend on your individual customization

Pick Color

Pick colors from virtually any place on your screen

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

Convert to RGB

Make color independent of master template

Convert to Theme

Assign matching colors to theme color palette



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

Text Options

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

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

Split | Merge Text Boxes

ABCD EFG HI JKLM NO PQRST UVW

ABCD EFG HI JKLM

NO PQRST UVW

ABCD EFG HI JKLM NO PQRST UVW

Bullets & Numbering

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

EN Set Spell Check Language

You can set the spell check language either for

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

EE

Presentation

New Check

E-mail Save

Wizards

Agenda Master

Element Text

Format

Position

Size

Shape

Color

Text

EN DE

Navigation & View

Expert Tools

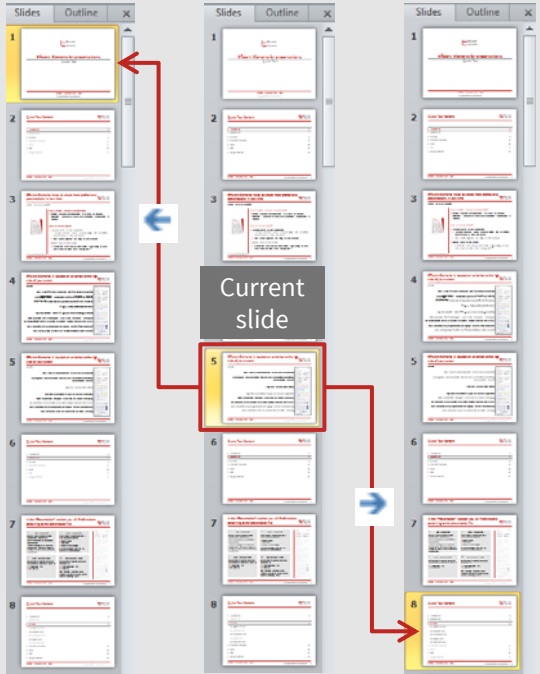
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Navigate long presentations quickly with the “Navigation” functions

Navigate presentation

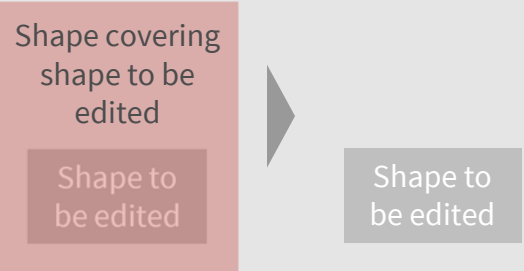
- Enter number to jump to slide
- Jump back to previous slide
- Jump forward to next slide



The image shows three sequential screenshots of the 'Slides' pane in a presentation software. In the first, slide 1 is highlighted with a yellow border. In the second, slide 4 is highlighted, and a blue arrow points from slide 1 to slide 4. In the third, slide 8 is highlighted, and a blue arrow points from slide 4 to slide 8. A red box around slide 5 in the second screenshot is labeled 'Current slide'.

Hide Selected Objects

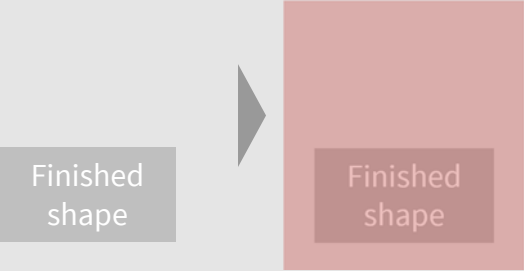
Hide objects that obstruct access to other objects



The diagram shows a large light red rectangle labeled 'Shape covering shape to be edited'. A smaller dark red rectangle labeled 'Shape to be edited' is positioned in front of it. An arrow points to the right, where the dark red rectangle is now visible, and the light red rectangle is semi-transparent, indicating it has been hidden.

Unhide Selected Objects

Once you have finished editing unhide the hidden shape



The diagram shows a dark red rectangle labeled 'Finished shape' on the left. An arrow points to the right, where the same dark red rectangle is now visible, and the light red rectangle behind it is no longer visible, indicating it has been unhidden.



The screenshot shows the 'Efficient Elements' software interface. At the top, there is a search bar with 'EE' and a dropdown arrow. Below it are several toolbars: 'Presentation' with 'New' and 'Check' buttons; 'E-mail' and 'Save' buttons; 'Wizards' with 'Agenda', 'Master', 'Element', and 'Text' buttons; 'Format' button; 'Position' with various alignment and distribution icons; 'Size' with various size and scale icons; 'Shape' with various shape icons; 'Color' with various color and fill icons; 'Text' with various text and font icons; 'Navigation & View' with a search bar, navigation arrows, a hide icon, and an unhide icon; and 'Expert Tools' with a dropdown arrow.

Thank you!



Any further questions?

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