empower®
Content Creation

Version 9.2

Contents

Introduction

1.1 Advantages of empower®

Make enterprise-wide unified PowerPoint content available in your corporate design (in short CD) - empower® Content Creation (in short and subsequently referred to only as empower®), our PowerPoint add-in, provides an intelligent element management system and charting tool, combined with efficiency-enhancing features**.** With the help of the empower®, you have maximum efficiency in presentation creation.

1.2 System Requirements

In order to use the latest empower® release for Windows, your system will need to fulfill the following requirements:

Windows Version

- Windows 8, 8.1, 10 or 11

Office Version

- Microsoft Office 2013 or 2016, 2019, Office 365 Pro Plus and Enterprise E3 and E5 with PowerPoint and Excel installed

We offer support for the above-mentioned versions.

PowerPoint may not be run explicitly as administrator.

The language adapts to the system language of PowerPoint. In case the required language is not supported by PowerPoint, the default language is English.

1.3 Structure of Manual

Welcome to empower® the add-in for Office applications. This manual will help you to understand empower® and to guide you along the first steps using empower®. If you are already familiar with empower®, this manual will aid you as a reference book for your everyday use. All important functions and buttons are explained individually. If you discover a previously unknown button or have always wondered about the function a particular button has, you will find all answers here.

1.4 empower® Ribbon

With the help of the simplified empower® ribbon, the vast variety of empower® features is organized clearly. Grouped features ease their usage (**Figure 1**). When expanding each dropdown menu, more features and buttons are accessible.

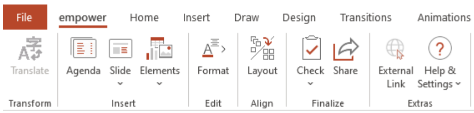


Figure 1: Simplified empower® for PowerPoint ribbon

If you prefer having displayed all available features and buttons at once, you can switch to a classic empower® ribbon (**Figure 2**).

Figure 2: Classic empower® for PowerPoint ribbon

To do so, set the toggle button **Use Simplified Ribbon** in the user settings in the Quick Access Pane to **Off** (**Figure 3**).

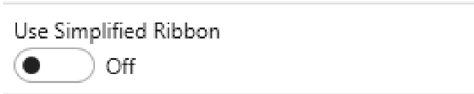


Figure 3: Toggle button **Use Simplified Ribbon** disabled

Please note:
All references in the manual regarding navigation (available areas and buttons in the empower® ribbon) refer to the simplified ribbon in empower®. The naming of features may differ slightly in the classic ribbon.

Please note:
Depending on the empower® version, the features available in the ribbon might vary slightly.

1.5 Quick Access Pane

The Quick Access Pane is located on the right-hand side of the PowerPoint window. It opens when you go to the group Insert within the empower® ribbon, click on **Elements** and chose one of these available buttons. Hereafter, the Quick Access Pane provides you a quicker access to all library folders **(Figure 4).**

Figure 4: Quick Access Pane in empower®

You also have the option of permanently displaying the Quick Access Pane. To do this, click on **User Settings** at the very top of the Quick Access Pane and then select the **Always show sidebar** option (**Figure 5**).

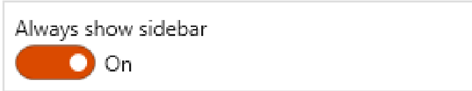


Figure 5: Toggle button **Always show sidebar**

Furthermore, you can set whether you want to switch from the simplified ribbon view to a classic view. By default, the simplified ribbon is recommended and enabled (**Figure 6**), as it displays all essential functions at a glance, intuitively introduces users to the use of empower® and presents the steps involved in creating and working with a document in a logical order.

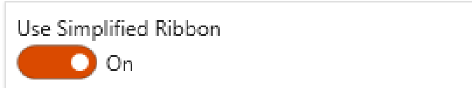
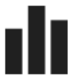
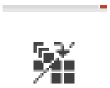


Figure 6: Toggle button **Use Simplified Ribbon**

In the following, all available element types in empower® are listed with icons.

- Presentations 
- Slides 
- Text Elements 
- Chart Templates 
- Tables 
- Icons 
- Images 
- Layout Tools 
- Consistency Check 

1.6 Edit an Area

The group Edit within the empower® ribbon, which can be expanded by using the button **Format** and the right arrow key (**Figure 7**), displays the Office-native groups Font and Color, which can be found in the Home tab of the Office application.

This way, there's no need to switch between the empower® ribbon and other PowerPoint tabs.

Figure 7: Button **Format** expanded

1.7 empower® Contents

1.7.1 Sort and Display Content

Similarly, to Microsoft Office's sorting, you are able to sort and display the content of a folder by different criteria via the Quick Access Pane (**Figure 8**).

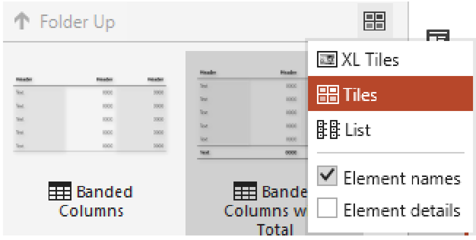


Figure 8: Sorting Options

1.7.2 Search Content

empower®'s Google-esque **search function** enables you a targeted search by searching the entire content and properties of any element stored in your empower® library as a corporate design template, including tags, text, notes and alternative text. Search results are ranked by relevance, so you will always find the best results at the top.

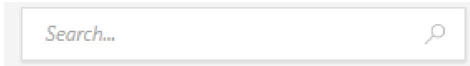


Figure 9: Search Bar in the Quick Access Pane

The search function offers further search options with which you can make your searches more efficient. For example, you have the possibility to perform a **category search**.

With this function, you can search in different categories, e.g. via element name.

With **Wildcard character query,** you can search for elements that have similar file names. Using a wildcard character in a query, you use the question mark "?". This function is useful if you suspect spelling mistakes in the file name, as you can now search for "Test" or "Text" **(Figure 10).**

Figure 10: Wildcard Search

You can extend the wildcard character query by any number of symbols directly after the actual search term by using the asterisk symbol "*". This means you can search for "Test", Tests", "Tester", etc. all together. **(Figure 11).**

Figure 11: Multiple wildcard search

Additionally, you also have several **operators**, which allow you to combine different search terms.

AND will combine two search terms. This means that empower® will search for a document that contains both stated search terms. Take note that all operators are required to be typed in uppercase **(Figure 12).**

Figure 12: Combine search terms

OR will tell empower® to search the whole library for documents that contain either of the search terms you have entered **(Figure 13).**

Figure 13: Search for either one of the search terms

The **NOT** operator specifies your search. This means that if you search for a term, you can exclude files that contain a term you enter after **NOT**. Thus, empower® will display documents that only contain the first term, but not the second **(Figure 14).**

Figure 14: Exclude search term

With the **plus sign** (+) you can search for two terms at once. The term directly after the plus sign (+) must be contained within the file, while the second term

Figure 15: Prioritize one of two search terms

does not necessarily have to be in the file. Take note that you do not type a space between plus sign (+) and the search term **(Figure 15)**.

1.8 empower® Help

The **Help & Settings** button in the group Extra allows you to quickly access the empower® Help Center, tutorial videos, send feedback, report a bug, check your Slides user settings (contains non-charting features) or Charts user settings (contains charting features) and get more detailed information about your software **(Figure 16).**

Figure 16: Button **Help & Settings**

Tutorial Videos

If you have any questions on how to use empower®, you can watch tutorials on how to use single features. Click on the button **Tutorial Videos** to check our YouTube Channel (**Figure 17**).

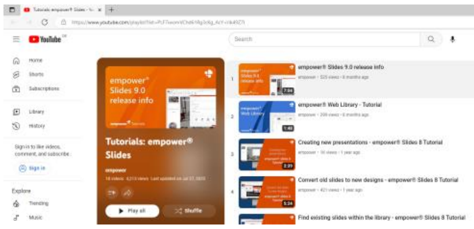


Figure 17: Overview Tutorial Videos YouTube

Send Feedback

If you click on **Send Feedback**, a new window of your primary email application (Outlook or Lotus Notes) will open, already addressed to the right recipient (**Figure 18**). This email will contain a zip file which specifies technical details of your system and error. Please add further details in the body of the email, such as what steps you took that led to the issue with empower®.

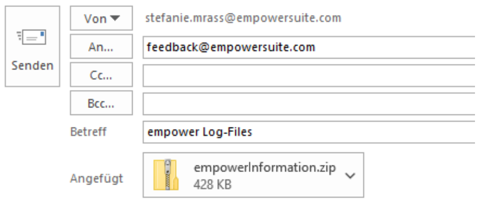


Figure 18: Preview email via Send Feedback

Your descriptions as well as the email's file attachment will aid empower® in replication of the error, analyze the case to conclusively deliver a near-term solution.

Report A Bug

If you click on **Report A Bug**, a window opens in your default Internet browser (**Figure 19**). There you have to enter various information about yourself, as well as the bug you want to report. This is for the support of empower® so that they can respond to it in the best possible way.

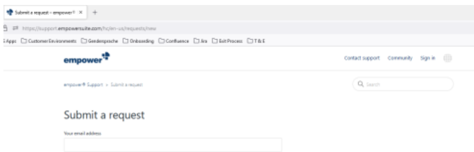


Figure 19: Preview browser via Report A Bug

Help Center

If you have any questions while working with empower®, you can select the **Help Center** from the **Help** button. This will take you to the empower® support website, where you will be able to find an answer either through the articles provided or through the tutorials on the empower® (**Figure 20**).

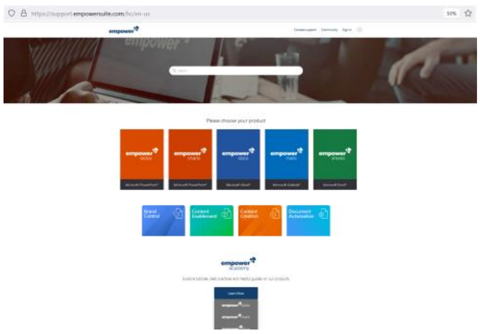


Figure 20: empower® Support Website

If this does not help, you can contact support directly by opening a **New Ticket** at the bottom of the home page and describing your problem (**Figure 21**).

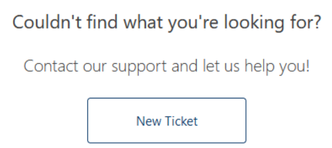


Figure 21: Open a New Ticket via Support

Slides User Settings (non-charting features)

Under **Slides User Settings**, the Quick Access Pane opens, in which you can change your settings regarding the display of the Quick Access Pane and the empower® ribbon as well as enable the features **Apply bullet and other formats** and **Show "Apply Format"** (**Figure 22**).

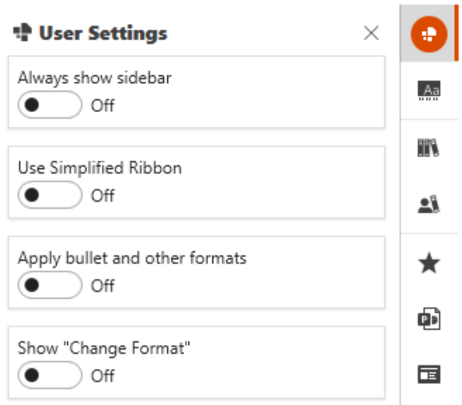


Figure 22: Overview Slides User Settings

Set the toggle button **Always show sidebar** to **On** to permanently display the Quick Access Pane.

Set the toggle button **Use Simplified Ribbon** to **On** to permanently use the simplified ribbon.

Set the toggle button **Apply bullet and other formats** to **On** to check functionalities like the shape, the color, the size and the spacing of the bullets defined in the PowerPoint Master template. It is important to know that empower® will always use bullets as the first layer. If your Master has no bullets defined on the first layer, empower® will go down as many layers until a bullet is found. If you leave this toggle button disabled, empower® will not use the settings of the Master but of the placeholder.

Set the toggle button **Show "Change Format"** to **On** (**Figure 23**) to display on overlay when clicking on an element on a slide, in which you can move the selected element either to one of the listed placeholders and/or shapes defined for the given layout slide or to a text element stored in the empower® library.

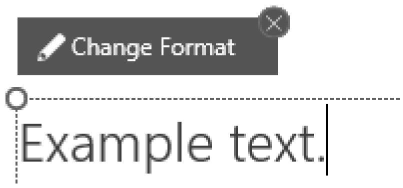


Figure 23: Overlay window *Change Format*

Please note:
By default, all toggle buttons are initially disabled. You can set your own preferences after having installed empower®.

Charts User settings (charting features)

Under Charts User settings, a new window opens up, in which you can change your settings regarding the customizing in use, the Live-Update-Mode, the display of point/series as well as your default Gantt region and your preference for preloading charts (**Figure 24**).

If your empower® version contains a specific customizing in addition to a flex-customizing (see chapter **3.2** Flex-Customizing for Charts), you can set a **Default Customizing** from the dropdown menu **(1)**.

In the dropdown menu of **Live Update Mode**, you can set whether the data displayed by an empower chart should update automatically, not at all, or if you prefer to receive an update notification if the underlying linked Excel data of the chart has changed **(2)**.

The third dropdown menu allows you to choose if **Points** or **Series** should be selected **first (3).**

The fourth dropdown menu allows you to set the default region format for your Gantt chart **(4)**.

Uncheck the checkbox **Preload charts** in case you do not want to use the Preload-Function for all your charts by default **(5).** The Preloading of charts improves the performance significantly and should be enabled.

About empower

Clicking the **About empower** button brings up a screen with information about the current user and version of the software (**Figure 25**).

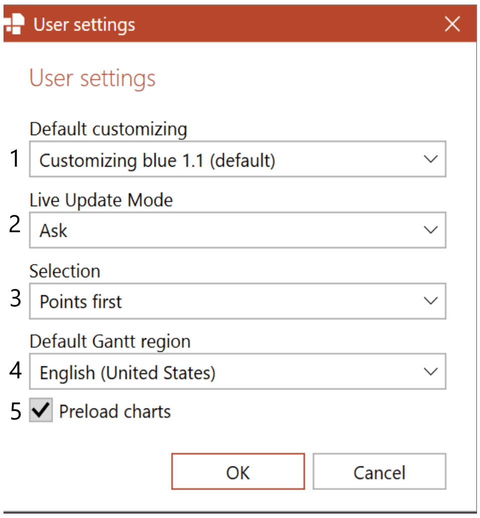


Figure 24: Overview Charts User Settings

Figure 25: Overview **About empower**

1.9 Office-Design

empower® is orients itself to the Office Design of your device.

If the design is set on *Black*, the User Interface of empower® adapts automatically to it **(Figure 26).**

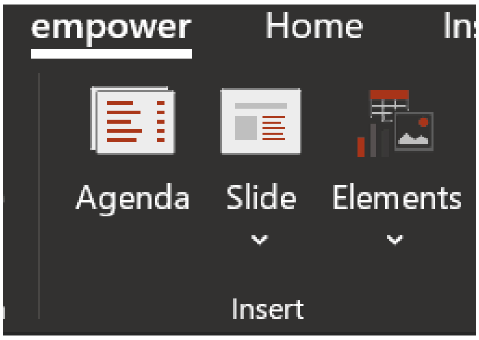


Figure 26: User Interface within a black Office-Design

In comparison, you can see in **Figure 27** how the User Interface acts when set to the *White* theme.

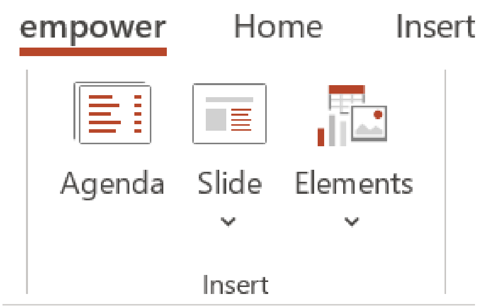


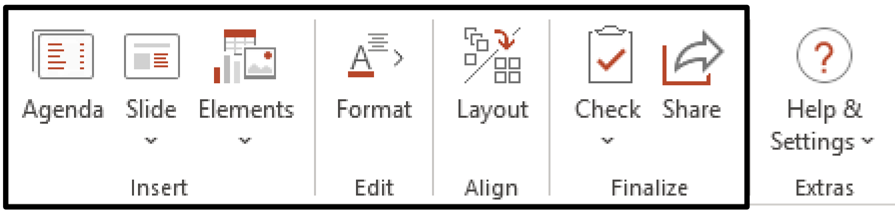
Figure 27: User Interface within a white Office-Design

It is not necessary to restart the Office application, the change is visible immediately within empower®.

Non-charting Features

2.1 Introduction

In this chapter, it is described how to work with all non-charting features:



All accessible features in the empower® ribbon are thoroughly explained and sorted in a logical way to assist you in creating new presentations or edit existing ones.

2.2 Create a New Presentation

After having opened up the master template of your choice, you can make use of different kinds of elements that will automatically adapt to the current master's settings in terms of coloring and fonts.

2.3 Use Slide Templates

To fill your presentation with content you can use slide templates that have been stored in empower®. To do so open the folder **Slides** and select the desired slide template (**Figure 28**).

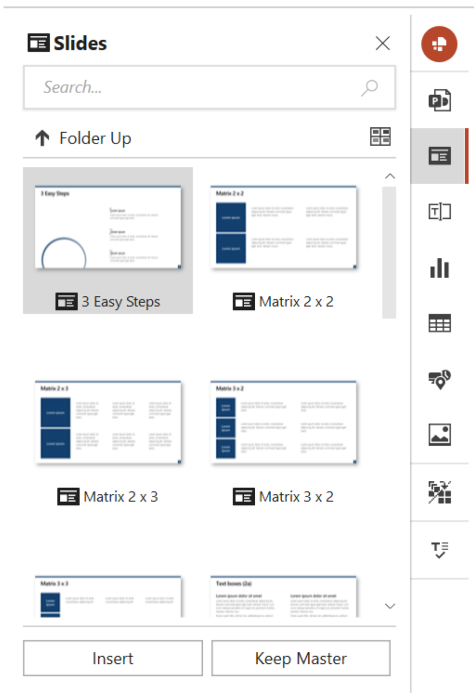


Figure 28: Overview of selected slide templates

There are two ways to insert a slide in your presentation: If you click on **Insert (Figure 29) (1)**, the slide will be used in your presentation and it will adapt to the master of the presentation currently open. You can now fill this slide with the required content.

You are also able to insert the slide using the button **Keep Master (Figure 29) (2)**. The slide will then be inserted as it is stored in the database with the layout from the Master it has been initially been uploaded with. However, this means that its master may differ from that of your presentation. This may be useful, should you want to implement slides of customers while wanting to retain its original design.

Figure 29: Buttons **Insert** and **Keep Master**

> **Please note:**
> Inserting a slide with the feature **Keep Master** leads to adding a master to the presentation (see group Insert – Button **Slide** - **Layout**).

2.3.1 Creating New Slides

You can also still design your own slides once empower® has been installed. Click on the button **New Slide** in the group New and select a layout from the master you have currently in use (**Figure 30**). After this step, you can edit the slide as usual.

Figure 30: Insert new slides

Placeholder options **(Figure 31)** are linked with the template folders in the empower®. Should you, for example, click on the chart button, a chart template folder will open and you can simply insert the appropriate chart template onto the slide. Similarly, you are also able to use all other placeholder options.

Figure 31: Different options for placeholders

All content in the template folder can, of course, also be inserted independently of any placeholders. In order to do so select the desired item and click **Insert**.

When **inserting images from empower® into image placeholders** you can set the insertion behavior yourself. In PowerPoint there is a difference between inserting images into a content placeholder in comparison to just an image placeholder: if an image is inserted into an image placeholder, the size of the image adapts to the size of the placeholder. This may result in just a portion of the image being displayed. If an image is inserted into a content placeholder, the whole image is displayed, even if it does not adapt to the size of the placeholder.

When inserting an image from empower® into a content placeholder, the image is automatically adapted to the content placeholder. If you are unhappy with the result, you can click on the grey button the top left of the image, to **Insert image completely** (analogously to the function of the image placeholder) **(Figure 32)**.

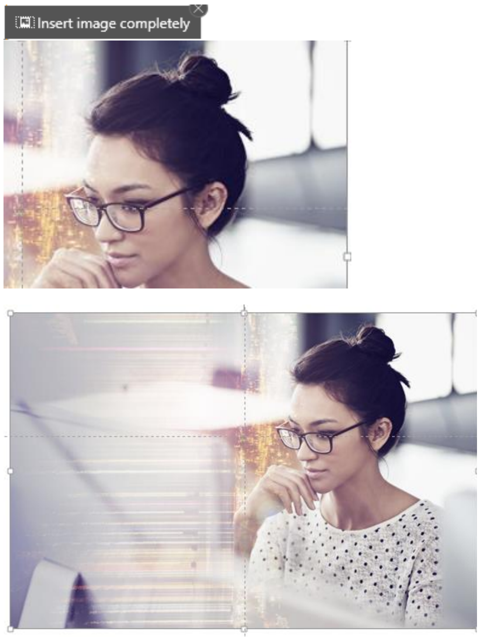


Figure 32: Image after choosing Insert image completely

2.4 Translate Content

By default, the feature *Translate* is deactivated in empower®.

In order to integrate DeepL[1] into empower®, you need a DeepL APIkey, which you can directly purchase via DeepL. Once you have purchased the DeepL APIkey, please provide it to your Onboarding and Professional Services Specialist or Customer Success Manager at empower.

Your Onboarding and Professional Services Specialist or Customer Success Manager will adapt your empower® configuration and provide you with a new installation package,

With the feature *Translate*, you can also have selected slides translated into one of the available target languages via the DeepL translator. The fees incurred for the translation of DeepL are paid directly to DeepL. In order to translate content, select the desired slide(s) and click on the button **Translate** in the empower® ribbon (**Figure 33**).

Figure 33: Translate slides

[1] DeepL is a registered trade mark of DeepL GmbH.

Now a window opens where you can select the desired translation language.

In addition, you have further Translation options. If you select the option **Use translations from library**, in case of an existing translation group the existing translation from the library will be used instead of the machine translation by DeepL. If you select the option **Mark slides translated with DeepL**, slides translated by DeepL will be marked with a post-it. If you select the option **Keep original slides**, the original slides will not be replaced but the translated slides will be added.

After that, clicking **OK** completes the process **(Figure 34)** and texts located on the slides will be translated and duplicated, if the option **Keep original slides** has been selected.

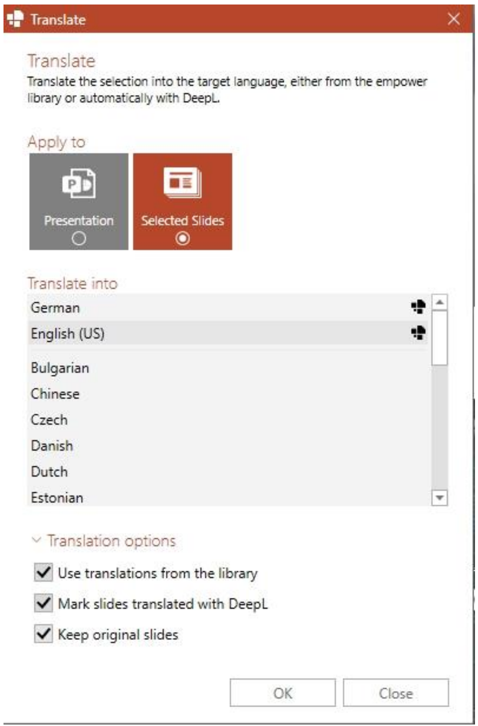


Figure 34: Choose translation language and translation options

If you use DeepL translations, all charts created with empower® will also be translated accordingly. However, no data in linked Excel files is changed.

Please note:
A user limit might have been defined for your company, which defines the maximum number of translatable characters in a specific time period per user.

If this limit is exceeded for you, you will receive an information message when clicking on the button **Translate** (**Figure 35**).

Figure 35: Information message when translation quota is exceeded

2.5 Structure your Presentation

The agenda editor assists you in creating agenda and chapter pages that provide your presentation necessary structure. In order to create an agenda, click on the button **Agenda** in the group Insert (**Figure 36**).

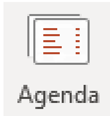


Figure 36: Button **Agenda**

After you have launched the agenda editor you can select one of the available agenda layouts and then begin to type your agenda points into your agenda. By clicking the button **Enter** you can add them to the list at the bottom **(Figure 37)**.

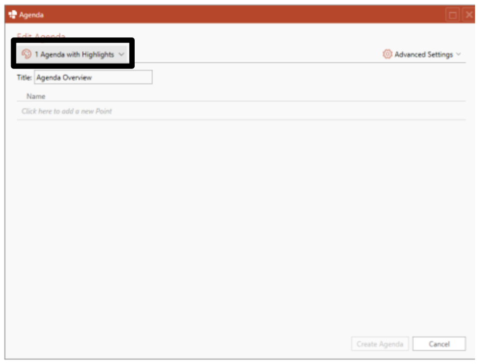


Figure 37: Select agenda layout

Agenda points can be converted to sub items by moving the outline level of an item right or left **(Figure 38)**. To do so, simply hover over the desired item to reveal the controls. The agenda offers a maximum of three levels:

- Main item
- Sub item
- Further sub level (subject to activation of the feature of the agenda as well as availability in the selected template).

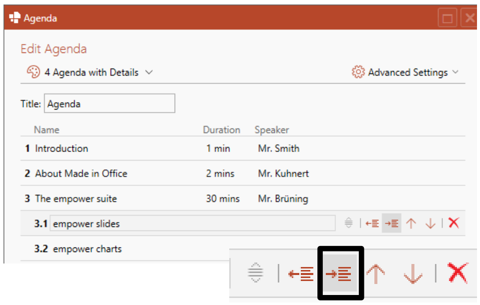


Figure 38: Convert agenda points to sub items

Alternatively, press the key **Ctrl** and use the **arrow key for left and right** in order to move the levels.

To change the order of items you can simply do so via drag & drop. You can also use the labelled button to the right **(Figure 39).**

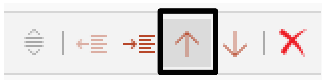


Figure 39: Change order of items

Alternatively, press the key **Ctrl** and the **arrow keys for up and down** to move an agenda point.

In order to navigate in between points just use the **arrow key for up and down**.

All available agenda layouts can be selected from the dropdown menu (**Figure 40**). If implemented, a timetable agenda layout is available, where you can enter and display additional information such as duration and speaker.

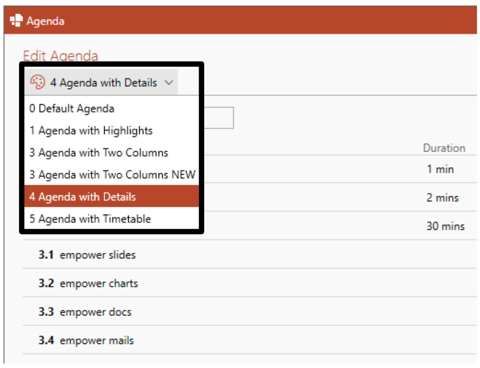


Figure 40: Dropdown menu agenda layouts

Please note:
The number of available agenda layouts might vary from the given example in your empower® version.

To delete an existing agenda point, click on the button **Delete** on the far right **(Figure 41)**.

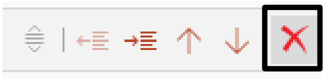


Figure 41: Delete existing agenda point

empower® will then ask if sub items and their corresponding slides are also to be deleted (**Figure 42**).

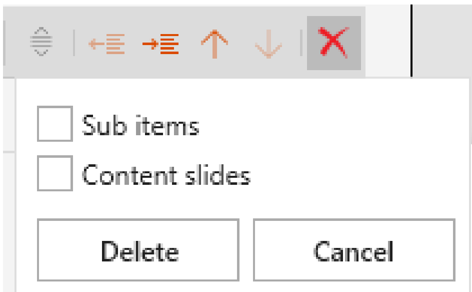


Figure 42: Delete options

Please note:
The deletion of chapters and their corresponding slides cannot be reversed.

After you have entered all agenda points, you can implement a multitude of additional settings. You can access the advances settings by clicking the button **Advanced Settings** (**Figure 43**).

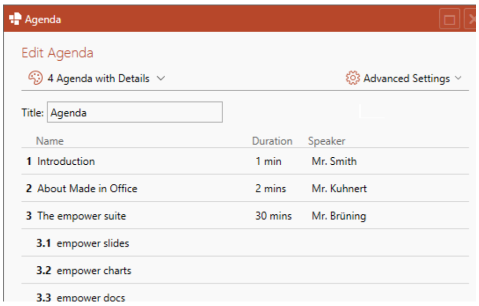


Figure 43: Accessing advanced agenda settings

Please note:
The preselection in the advanced settings have been predefined. You can always perform necessary changes.

There's a vast variety of settings that can be adapted **(Figure 44).**

You can add an **Overview slide** to display all agenda items in an overview **(1)** which will be automatically inserted before the single agenda slides in your presentation. **Divider slides** are single agenda slides that are inserted in between your presentation slides before a main item. This option is selected by default. **Divider slides for sub items** are single agenda slides that are inserted between your presentation slides not only before a main item, but also before a sub item.

If **Only show corresponding level 1 item** is activated **(2)**, only the current level 1 is displayed for subitems. All other level 1 items are not visible on these pages. If **Always show level 2 sub items** is activated, the level 2 sub items will be displayed on each agenda page. If **Always show level 3 sub items** is activated, the level 3 sub items will be displayed on each agenda page.

Elements (3) allows you to select a bar with chapter headers for improved overview of the content slides or the navigation bar for direct navigation between the individual agenda items while in presentation view, depending on whether this function has been activated. In addition, you may select to have the page numbers displayed with the agenda items if this function has been activated.

If you have activated automatic updating in the **Settings (4)**, all page numbers, the navigation, as well as the chapter headers will be automatically adapted or updated once new slides are inserted or copied to the presentation, or when old slides are removed. If **Create Sections** is activated, your presentation will be divided into native PowerPoint sections in accordance to the main items of your agenda. If you select the option **Avoid consecutively highlighted slides**, agenda slides will not be shown in the presentation if another agenda slides will directly follow without content slides between.

If your agenda contains too many items to fit on a single slide, your complete agenda can either be shrunk to fit onto a single slide, or be spread on multiple slides in order to prevent the agenda to extend beyond its allocated area **(5)**.

Once you have made the desired settings, you can click on **Create Agenda** and empower® will automatically create the agenda slides of your presentation (**Figure 45**).

You can move these slides within the presentation as desired, as well as add further content slides between them. Chapter headers and the navigation are automatically inserted into all agenda slides. The **Chapter headers** display the complete path of the current agenda item, incl. all of its levels (**Figure 46**).

The **Navigation (Figure 47)** displays all agenda items of the fist level and highlights it. This way you know exactly at what position you are in your presentation.

In presentation mode you have the ability to use the navigation to jump to any agenda item of your presentation. The items are also linked on your agenda slides to allow you to jump to any agenda item with a single mouse click.

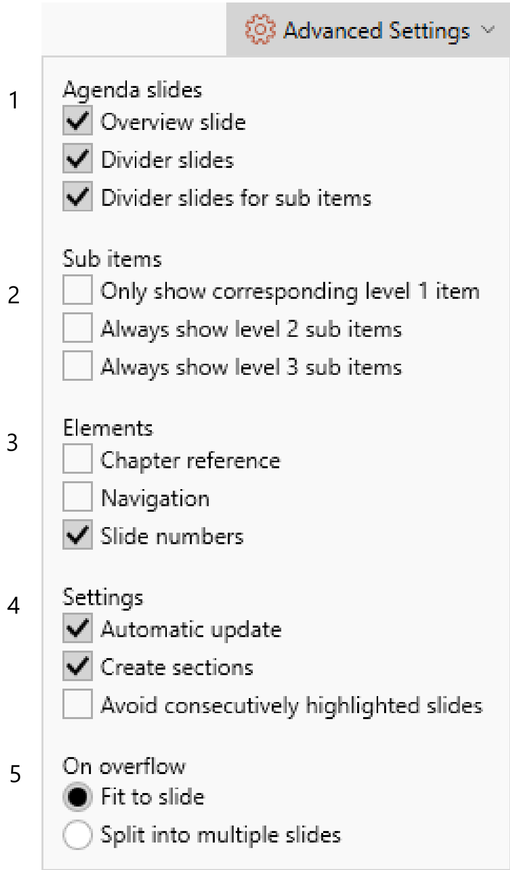


Figure 44: Overview advanced settings

Figure 45: Insert agenda

Figure 46: Chapter reference

Figure 47: Navigation

You can make changes to your agenda via the Agenda Editor by clicking on the button **Agenda** in the empower® ribbon (**Figure 48**).

Figure 48: Open agenda

Alternatively, click on any of your agenda slides in the presentation and select **Edit Agenda (Figure 49)**.

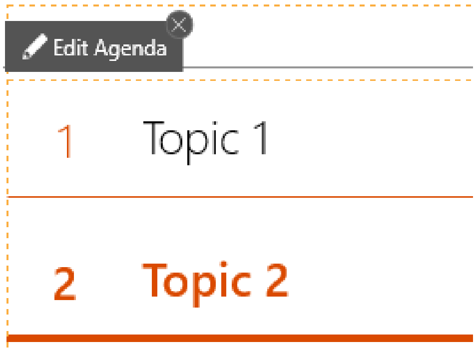
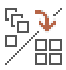


Figure 49: Edit the agenda

Once you have made the required changes empower® will automatically adapt the agenda slides. Even though they are in fact native PowerPoint slides, you should never make changes to them manually, as these changes would then be unable to be detected by the agenda editor. This will then result in e. g. chapter headers or the navigation not being updated. The agenda editor makes these changes for you – even if you change the order of two agenda items, your presentation will always be updated to reflect this change: the agenda slides will be moved together with all of their content pages.

2.6 Format your Slides



The empower® **Layout Tools** assist you in uniformly designing your PowerPoint presentations. You will find the Layout Tools either in its own ribbon group Align in the empower® ribbon, or to the bottom of the Quick Access Pane. Using the tools, you can easily and accurately align objects on the slides within the so-called **Working Area (Figure 50)**.

Figure 50: Working Area

The **Working Area** in the master is defined with a textbox in the master layout. It delineates the area in which a whole multitude of different content can be inserted into the slide – of course, this does not affect header and footer.

A click on **Layout Tools** will open the complete Layout Toolbar on the right **(Figure 51)**.

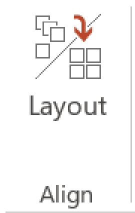


Figure 51: Open the Layout Toolbar

Depending on what elements of the current slide you have selected, you are now able to utilize the functions of the layout tools **(Figure 52)**.

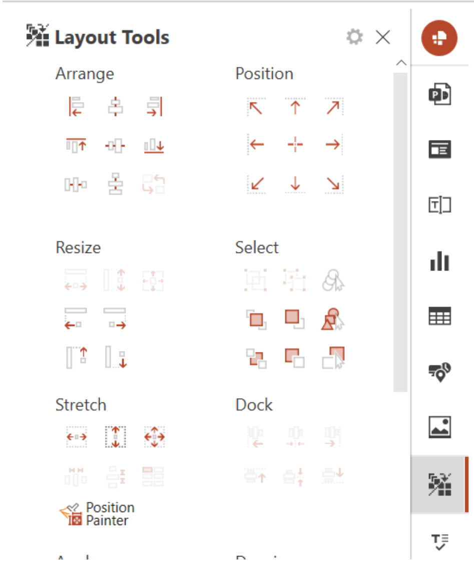


Figure 52: Various Layout Tools

If you wish to access every feature of the layout toolbar directly from the empower® ribbon, please click the **cogwheel** to the top right of the layout tool window. You can individually select groups of tools which will then be displayed in the empower® ribbon **(Figure 53).**

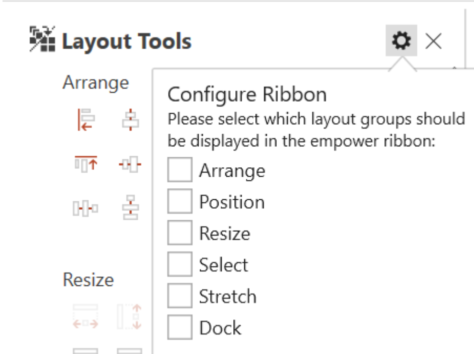


Figure 53: Customize layout toolbar

Please note:
If the simplified empower® ribbon is activated, this **cogwheel** is deactivated and the empower® ribbon and custom adjustments cannot be performed.

The Layout Tools contain an assortment of tools which align and format slide content **(Figure 54).** Here you have the possibility to define an object as a **Reference Shape**. This will set which item will serve as a reference point for all other objects.

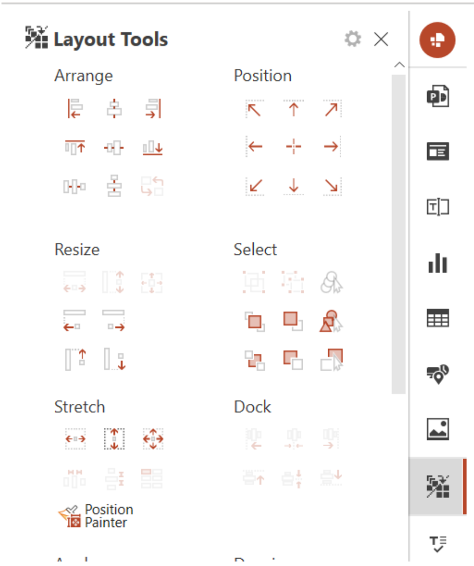


Figure 54: Tools to align and format slide content

In order to set a reference object, select all elements that you want to be adjusted and then click on the object that you want to use as the reference object. If, for example, you want three elements to be oriented to the left, the **Align Left** button would align all object in line with the left edge of the leftmost object (here dark blue) **(Figure 55)**.

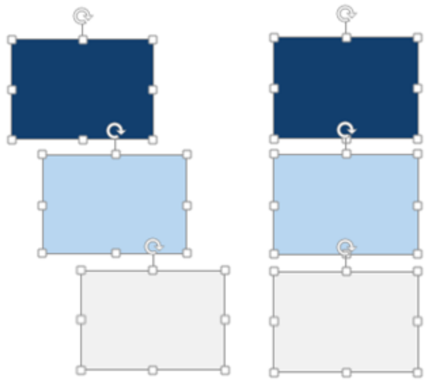


Figure 55: Objects being aligned with the left-most object

If you wish to set the middle object as the reference object, select all the items, and click on the middle object (here light blue). Then click on the **Align left** under **Arrange** option. All items will align to the left of the reference shape **(Figure 56)**.

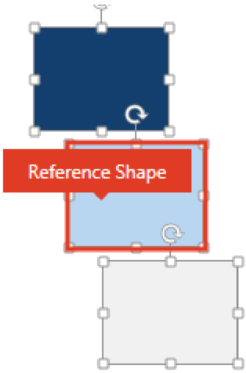


Figure 56: Objects being aligned to the reference shape

Arrange

All features described in this section refer to native PowerPoint functions with the exception of **Swap Elements**. The buttons **Align Left**, **Align Right**, **Align Top** and **Align Bottom** will align two objects in accordance to the selected option. If only a single element is selected, it will be aligned with the edges of the slide.

Distribute Horizontally and **Distribute Vertically** will place objects with reference to the outer objects of a selection. If only a single element is selected, the object will be aligned with the center of the slide.

If you select two elements you can click **Swap Elements** to change each other's position (**Figure 57**).

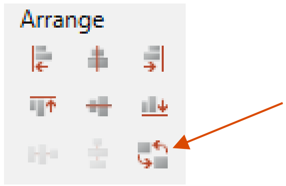


Figure 57: Swap elements

Position

With **Position** you are able to align a selected object directly within the Drawing Area **(Figure 58)**. This way objects can be aligned to the left, right, top and bottom edge, as well as each corner of the Drawing Area while the button located in the middle moves all selected elements to the middle.

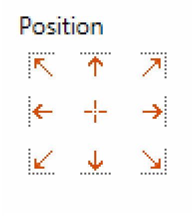


Figure 58: Adjust an elements position

If you did not select any elements on the slide, all freely located elements (excluding placeholders) will automatically align with the selected location.

Resize

In the **Resize** section you can adjust the size of selected elements **(Figure 59)**. To do so, select two items and then click on **Same Width**. The elements will now have the same width as the element last selected if no reference shape has been set. Clicking the button multiple times will switch between the resizing in accordance to the different objects. **Same Height** and **Same Size** work in a similar manner.

With **Resize to Align Left**, **Resize to Align Right**, **Resize to Align Top** and **Resize to Align Bottom** you have the ability to adapt the size of two or more elements to then be able to succinctly align them to the left, right, top or bottom.

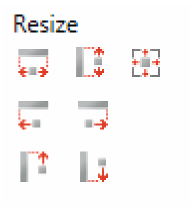


Figure 59: Adjust an elements size

Select

The **Select** section provides native PowerPoint functions to place elements on a slide **(Figure 60)**.

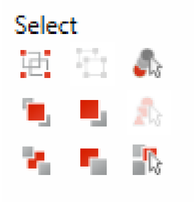


Figure 60: Place elements on a slide

You can group elements as well as reverse a grouping. In addition, you can move elements to the foreground or background or move an element a level up or down. The button to the bottom right will open the PowerPoint selection pane which displays all visible and hidden elements placed on the current slide.

To hide an element simply click on the eye symbol to the right of the element's name **(Figure 61)**. Naturally, invisible elements are also not taken into account by the Design Check.

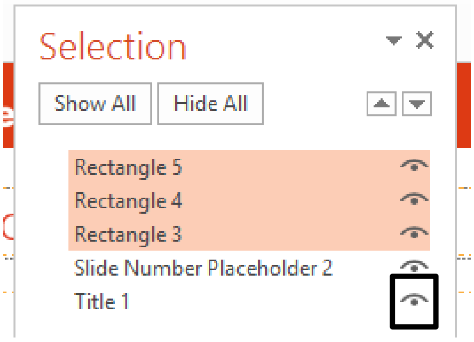


Figure 61: Hide an element

The selection buttons to the right let you select multiple elements with a single click. **Select same objects** will select all objects of the same type as the currently selected object, e. g. all rectangles, all text boxes, etc. **Select same color** will select all elements that have the same color as the item currently selected.

Stretch

The **Fit to Width**, **Fit to Height** and **Fit to Area** buttons let you adapt the size of a single or of multiple items to the Drawing Area **(Figure 62)**. If you select a single item on a slide, it will be resized with regard to width, height and size of the Drawing Area. If multiple elements are selected, these elements will be arranged in proportion to one another regarding their width, height and the space of the Drawing Area. If no element is selected, all elements on the slide except the placeholder, will be arranged in the Drawing Area. This way, you can distribute elements on a slide accurately with a single click, e. g. when conducting a slide migration.

Figure 62: Stretch elements

With a further function, you can arrange objects with the same vertical or horizontal distance between one another. To do so, select the desired elements (a distance can be set between shapes, fields and objects) and either click on **Same Margins Horiz**. or on **Same Margins Vert. (Figure 63)**.

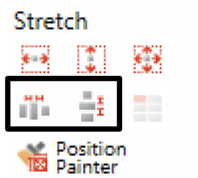


Figure 63: Align distances between objects

A pop-up window will open in which you can then specify the desired distance between the elements, as well as the area in which these elements are to be distributed **(Figure 64)**. Here you can select between **Fit to Selection**, **Fit to Drawing Area** and **Do not resize**. If you select **Fit to Selection**, the edge of the outer elements will act as the frame in which all elements will be distributed. This means that the size of elements will be adapted proportionally to accommodate the specified margin.

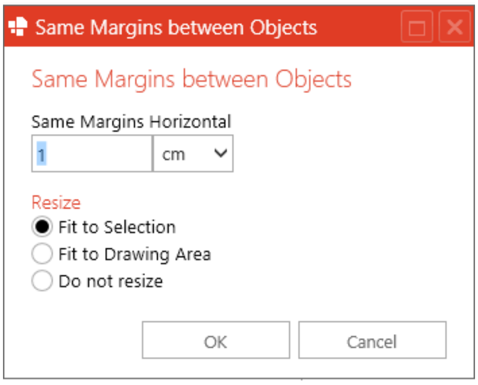


Figure 64: Specify margins between objects

Select **Fit to Drawing Area** to distribute all selected elements in the drawing area of your slide. Their size be adjusted proportionally on order to arrange the elements with the specified distance between them. You can also select **Do not resize** if you do not wish the size of the elements to be changed; the elements will then be distributed vertically and horizontally on the slide without their size being altered.

The **Multiply Shape** button will create a matrix with any shape. To do so, insert a shape such as a rectangle onto a slide and then click on **Multiply Shape (Figure 65).**

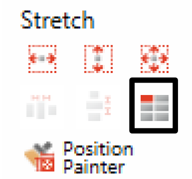


Figure 65: Multiply a shape

A window will open in which you can specify the number of rows and columns **(Figure 66)**. In addition, you can define the horizontal and vertical distance between the elements. Finally, set any of the three options if you wish the element to be multiplied, divided or should fit to the size of drawing area. A click on **OK** will then create the matrix.

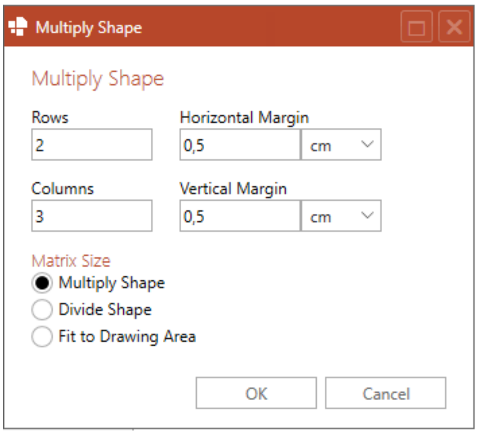


Figure 66: Specify shapes rows and columns

The **Position Painter** allows you to transfer the size and position of one element to another, like the format painter function by Microsoft.

Dock

With Dock you can align two or more elements with one another **(Figure 67).** The **Dock Left** button will dock selected elements to the left.

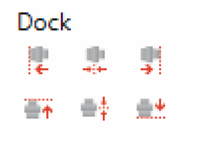


Figure 67: Dock elements with one another

The **Dock Right**, **Dock Top** and **Dock Bottom** buttons all function analogously. The two latter buttons place the elements in accordance to their top or bottom edge, while **Dock Center** and **Dock Middle** place selected elements to the middle of each other.

Adjust

This section mainly provides native PowerPoint functions to adjust selected elements on a slide **(Figure 68)**.

Figure 68: Adjust elements on a slide

Angles

The buttons **Rotate left 90°** and **Rotate Right 90°** allow you to rotate your selected elements accordingly. You also have the possibility to flip an element vertically or horizontally along their axis using the **Flip Vertical** or **Flip Horizontal** buttons **(Figure 69)**.

Figure 69: Rotate and flip elements

Select an element with rounded edges and click on **Adjust Round Corner** in order to adjust the corners to an angle set in the database **(Figure 70)**.

Figure 70: Adjust an elements corner

This way you can set the angle of round edges and (kinked) arrows (to be found in the empower® ribbon **Shapes** - Block Arrows) to a value defined in the empower® database (**Figure 71**).

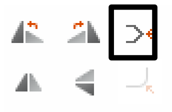


Figure 71: Set angle of edges and arrows

Drawing
In this section you have generic PowerPoint tools that allow you to join shapes (**Figure 72**).

Figure 72: Tools to join shapes

Clicking **Union** will join two selected shapes to a single element. **Combine** has a similar effect but overlapping sections are cut out of the shape. **Fragment** will split selected shapes into multiple shapes that resulted due to overlapping, while **Intersect** leaves only the intersection area of the selected shapes. **Subtract** will cut out the area of the last selected shape placed on another shape.

Shape
In the Shape section you will find PowerPoint native tools to manipulate size and properties of text boxes and shapes **(Figure 73)**. Here you can view and set width and height of a selected element. By clicking the chain symbol, you can lock and unlock the aspect ratio of an object. Select **Shrink Text** in order to have the text adapt to the size of the element if it would otherwise protrude over its edges. If **Resize Shape** is selected, the shape will adapt to the size of its contained text. If none of the options is to be activated, you can select **Autofit off**. Finally, you can activate automatic line break by clicking **Wrap Text**.

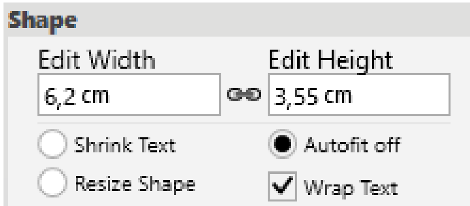


Figure 73: Set width and height of shapes

Margins
In this section you are able to directly enter the value of the margins **(Figure 74).** In addition, you have the possibility to transfer these margins from one element to another – similarly to PowerPoint's format painter. To do so, select an element and click **Learn Margin** and apply the setting to another element by selecting it and then clicking on **Set Margin**. With **Remove** you can set all margins of a selected element to 0 cm. By clicking on **Default**, you can set the margins to the default margins which are defined in the database.

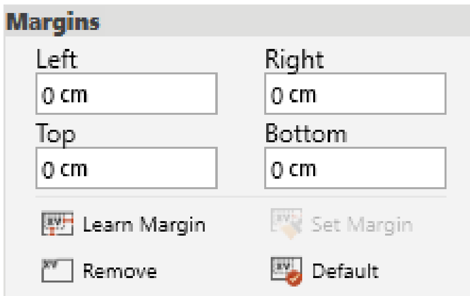


Figure 74: Set specific margins

Spacing
The Spacing section contains generic PowerPoint functions to set spacing **(Figure 75)**. In the dropdown menu of **Line Spacing** you can select any of the line spacing options. If you have selected **Exactly**, you can then enter the desired value in **Spacing at**. In **Before** and **After** you can enter the spacing before and after the line.

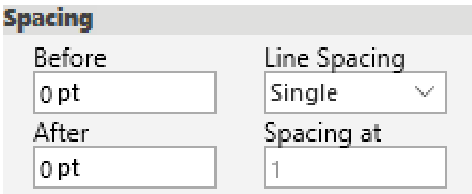


Figure 75: Set spacing between lines

2.6.1 Position Painter

Position Painter is a layout tool that – similarly to Microsoft's format painter – enables the transfer of position and size parameters onto other objects.

If you want to adapt an item to a reference object, all you have to do is select the reference object and then click the **Position Painter** button. A menu will pop open **(Figure 76)**.

Figure 76: **Position Painter** menu

The **Position Painter** now has stored the parameters of width, height, and orientation left, right, top or bottom.

You can now select what parameter you wish to apply to a different object. The selected parameters are then marked in color. If the item is to have exactly the same size and orientation as the reference object, simply select the parameters of width, height, from the left and the top. All you have to do now is select your item and click **Apply**, and your item will be matched to the reference object.

Let us stick to this example. Select the reference object and click the **Apply Position** button. In the pop-up menu, select only the width. Then select the object and click on **Apply**. This object now has the same width as the reference object.

Of course, you are also able to adjust further items. To do so select the respective items and again click **Apply**. All parameters of the reference object remain saved until you save the parameters of a different item by clicking on **Learn** or after you close the tool.

If you require different items on different slides to all assume the same position you can achieve this by clicking on **Apply repeatedly (Figure 77)**. Similar to the double click on the format brush you are also able to apply saved parameters directly to objects by selecting them.

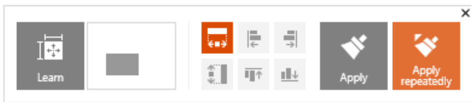


Figure 77: Assign the same position to multiple elements

Adjusting images using the **Position Painter** bears the risk that they distort. For this reason, height and width of an image are adjusted consecutively rather than simultaneously. After this step, both variables can be applied, however in most cases this leads to a distortion of the image.

2.7 Finalize your Presentation

Once you have completed your new presentation using all non-charting features, empower® offers several features to help you review your presentation to ensure brand compliance, consistency and eliminate errors.

2.7.1 Consistency Check

In the group Finalize you will find the **Check** button. Behind this button you will find the button **Consistency Check (Figure 78).**

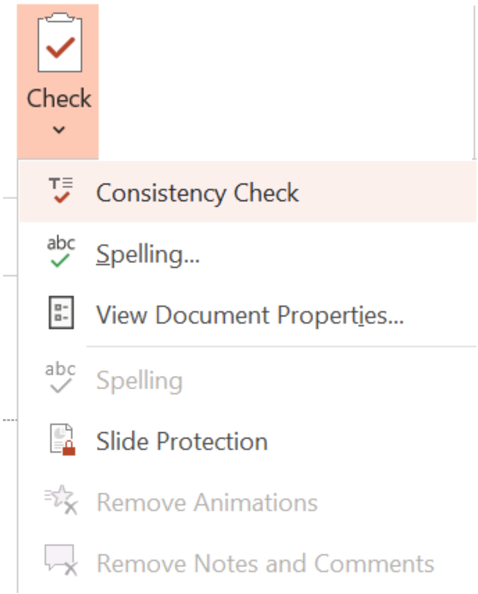


Figure 78: Button **Consistency Check**

By default, the **Consistency Check** inspects your presentation for:

- inconsistent punctuation in bulleting lists
- multiple blank spaces
- incomplete bracket pairs (missing opening or closing bracket).

Valid punctuation in bulleting lists are periods, question marks or no punctuation. With the help of the Consistency Check you can ensure that all bullet points use the same ending punctuation (**Figure 79**).

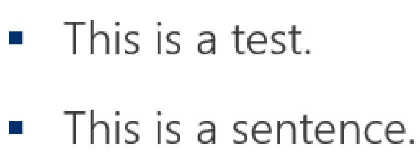


Figure 79: Example for consistent ending punctuation

When executing the Consistency Check, all texts that contain multiple blank spaces are detected (**Figure 80**).

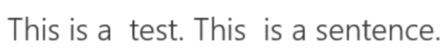


Figure 80: Example for multiple blank spaces

In the default configuration of the Consistency Check, the bracket pair rule applies to round, square and curved brackets (**Figure 81**). An example of a bracket error would be an open but not closed bracket. Here you must determine yourself where the bracket should be closed.

Figure 81: All bracket pairs

On the right side, the Consistency Check lists all errors in adherence to the consistency rules (**Figure 82**). The Consistency Check sorts the errors according to the type of error and gives you the information on which slide each noncompliance is located. If you click on an error, you will jump to the slide of the said error. You can correct spacing and wording errors individually by selecting the specific error and clicking **Correct** or grouped by error type by clicking on **Auto-correct** next to the error type. You also have the option to automatically correct all errors of all error types. To do this, simply click on **Auto-correct all errors**. Excluded from auto-correction are bracket errors. Clicking on **Information** next to the error type bracket will explain exactly how to fix the error.

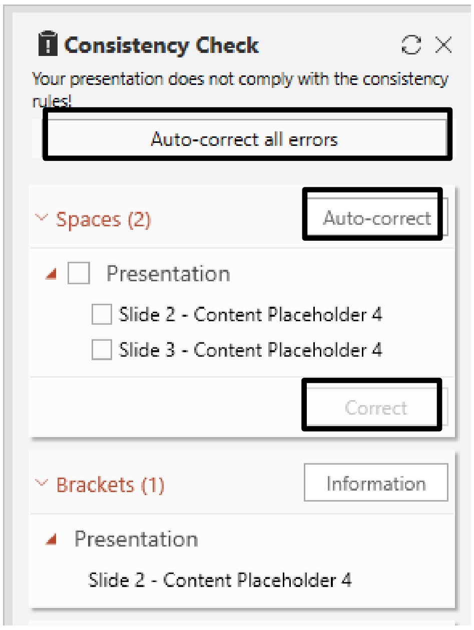


Figure 82: List of every noncompliance with consistency rules

If you have corrected all the items in the list or there was no noncompliance, the Consistency Check will show you accordingly that there are no (more) errors (**Figure 83**).

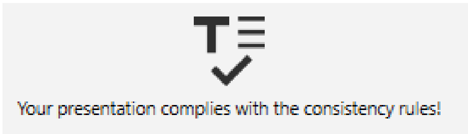


Figure 83: Confirmation of compliance with the consistency rules

Please note:
If purchased, further customization of the default consistency check rules can be done and additional rules added, e.g. the spelling rule with which you can ensure that fixed terms such as your company name are spelled correctly. If you are interested in extending your consistency check configuration, please reach out to your Onboarding & Professional Services Specialist or Customer Success Manager.

2.7.2 Spell Check

The Office-native feature **Spell Check** can directly be accessed via the button **Check** and quickly checks your presentation for spelling errors. To run the feature, just click on the **Check** button and select **Spell Check** afterwards **(Figure 84)**.

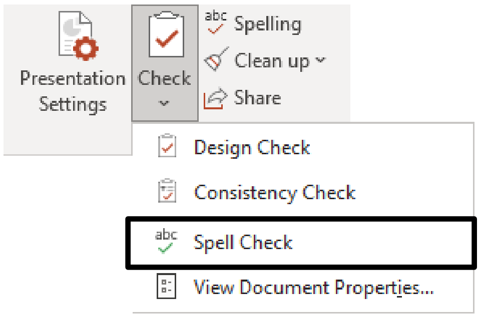


Figure 84: Button **Spell Check**

The Spell Check opens on the right side. At the top you will be presented with the misspelled word. You now have the option to ignore the error, add the word to the dictionary or change the word. If you want to ignore the error, you can either click **Ignore Once** or **Ignore All**. The **Ignore Once** option ensures that the specific error is ignored once. If you choose **Ignore All** instead, all errors involving the shown word will be ignored. Clicking on **Add** will add the word to the dictionary and all errors related to the shown word disappear. Clicking **Change** will change the shown word to the selected improvement suggestion. Clicking **Change All** will change all the same errors to the selected enhancement suggestion. After you have decided about one error, the next one will be presented to you (**Figure 85**).

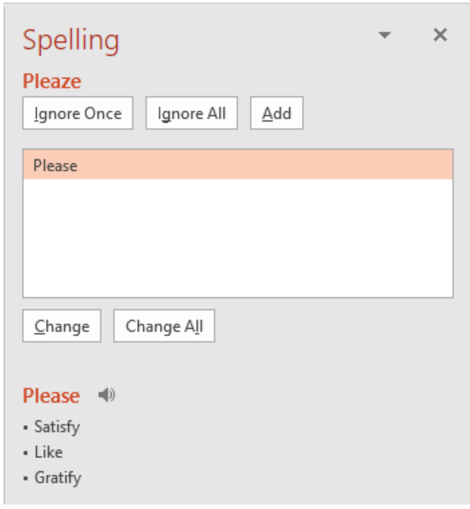


Figure 85: Spell Check

You can optionally change the language of the Spell Check in the bottom right. To do this, click on the field and select a different language from the list that **(Figure 86)**.

Figure 86: Change Spell Check language

If all errors have been fixed or there were no errors, you will be notified that the spell check has been completed (**Figure 87**).

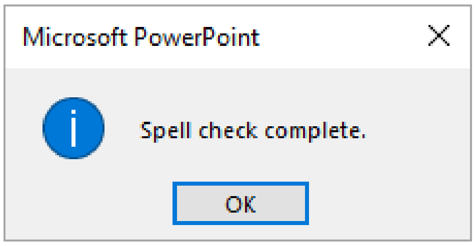


Figure 87: Spell Check completed

2.7.3 Access Document Properties

The Office-native feature **Document Properties** can also directly be accessed via the button **Check** (**Figure 88**). Here you can get additional information in the sections General, Summary, Statistics, Contents and Custom, such as the location and size of the file, the number of versions, the total editing time and the fonts and font sizes used. Moreover, you can add and retrieve additional information yourself, such as subject, company, keywords or comments and more.

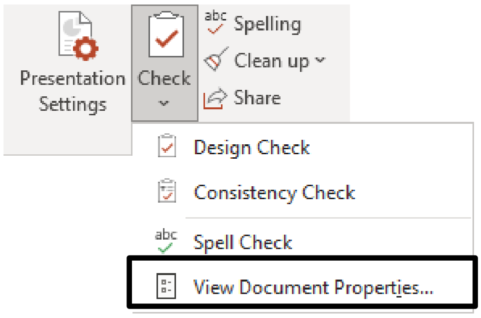


Figure 88: Button **View Document Properties**

2.7.4 Slide Protection

Slide protection allows you to protect selected slides or your whole presentation against unauthorized or unintentional editing. You can access slide protection by right clicking a slide and selecting **Slide Protection** to the bottom of the context menu **(Figure 89)**.

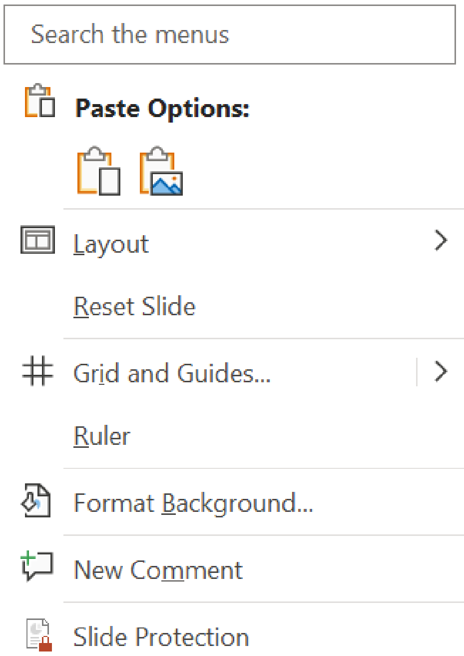


Figure 89: Slide protection from context menu

Alternatively, click on the button **Check** in the group Finalize to access slide protection **(Figure 90)**.

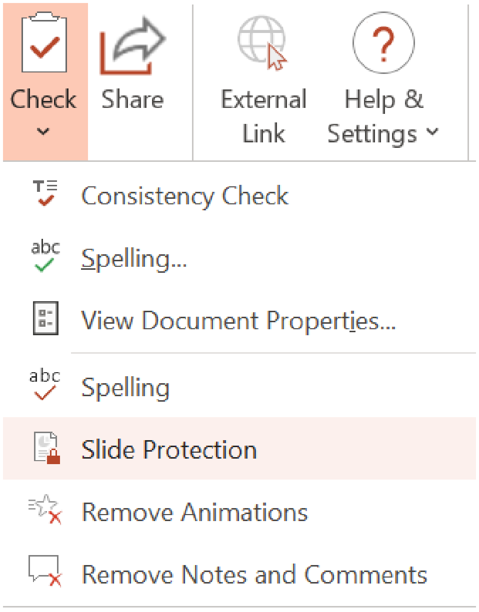


Figure 90: Button **Check** in group Finalize

You have the option to either lock selected slides or the whole presentation **(Figure 91) (1)**. In addition, you can choose to set a password **(2)**, or lock the slides without one. In addition, you have the option to protect charts from being altered by another party. As soon as you toggle the corresponding option, the chart will be converted into an image **(3)**.

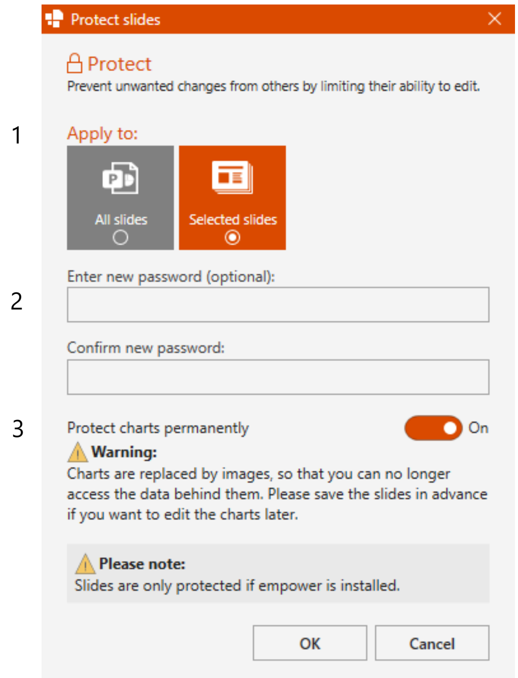


Figure 91: Options for slide protection

To deactivate the slide protection, click on the protected slide(s) and click on the hover over button **Unprotect (Figure 92)**.

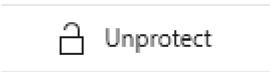


Figure 92: Hover over button **Unprotect**

Alternatively, you can click the button **Slide Protection** again after having selected the slide in the navigation pane on the left (presentation mode).

Enter your chosen password once in the new pop-up window and confirm with a click on the button **OK (Figure 93)**.

Figure 93: Deactivate Slide protection

2.7.5 Button **Share**

The function **Share** allows you to send single slides or a whole presentation to a recipient or to save them on your hard disk as PDF or PPTX. In the open presentation, select one or more slides you want to send and click on **Share (Figure 94)**.

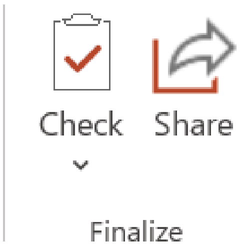


Figure 94: Share presentation or slides

An empower® dialogue box will open (**Figure 95**). Here you have the possibility to adapt the file name if needed. You can also determine if you want to send the **Selected slides** or **All**.

Finally, select one or more file formats you want the file to be sent or saved as. Depending on which version of Microsoft Office you can choose from **PPTX, PDF** and **Slide notes as PDF**.

If you select a PowerPoint format, you have the additional option to toggle on **Slide Protection**. You can now go ahead, and either set a password, or lock the slides without one.

In addition, to reduce the file size for sending, you can use the toggle button **Compress PDF Images** to choose whether to share PDF images in a slightly reduced data quality.

You can also use the Protect diagrams irrevocably toggle button to decide whether any diagrams embedded in your presentation should be saved as an image file. This has the advantage of preventing any unwanted changes to the diagrams as they are sent. This setting is not reversible.

For more details on Slide Protection, see **Chapter2.7.4** Slide Protection.

Then click **Save As** to select the location for the file on your hard disk. Click on **New Mail** to send the file. empower® will then open a new e-mail window of your e-mail program (Outlook or Lotus Notes). You only have to specify the recipient and can then send the e-mail directly.

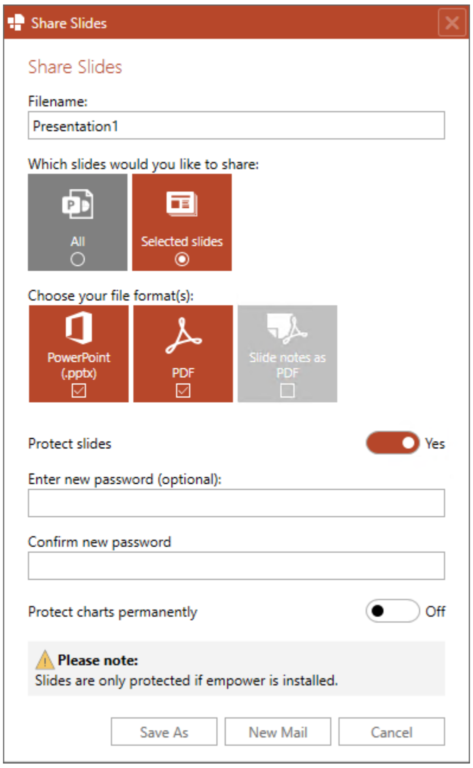


Figure 95: Share options

2.7.6 Remove Animations

Remove Animations completely removes all animations from your presentation. This concerns not only animations on the slides but also transitions between slides. Click on the button **Check** - **Remove Animations** in the group Finalize to execute this feature (**Figure 96**).

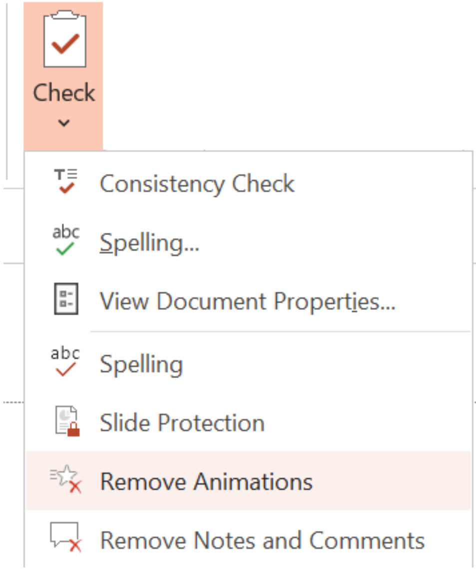


Figure 96: Button **Remove Animations**

2.7.7 Remove Notes and Comments

Remove Notes and Comments deletes all notes and comments on the slides of the complete presentation. Click on the button **Check** - **Remove Notes and Comments** in the group Finalize to execute this feature (**Figure 97**).

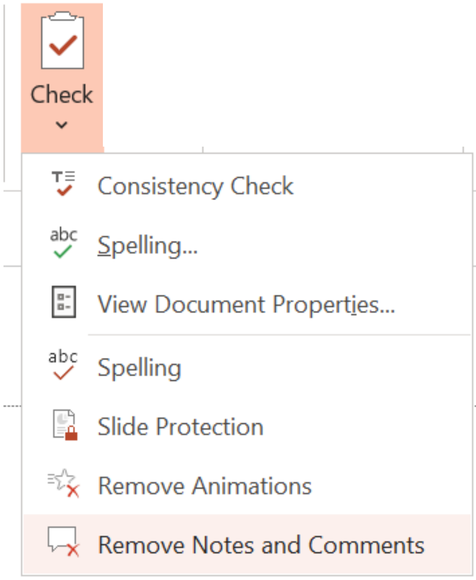


Figure 97: Button **Remove Notes and Comments**

Charting Features

3.1 Introduction

In this chapter, it is described how to work with all charting features.

All charting features are accessed via the **Home** or **Insert** tab in the PowerPoint menu. In the empower® ribbon, you can use empower Charts directly via the split button, clicking on the lower half of the split button will open the window with the chart types (**Figure 98**).

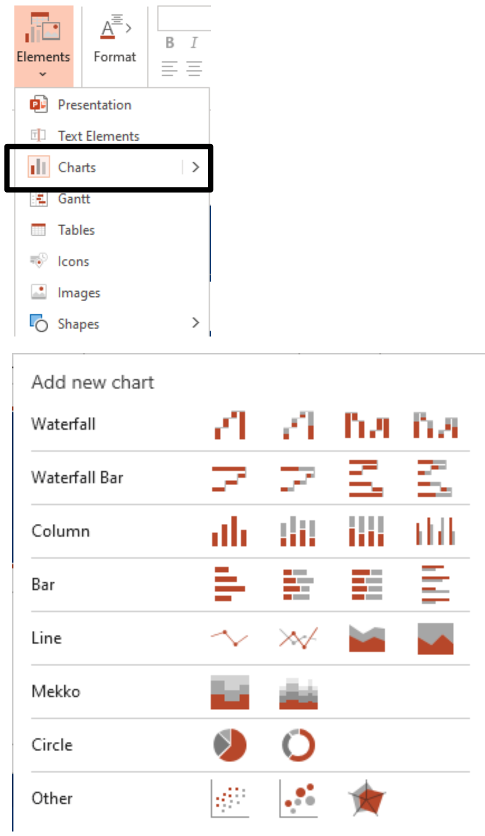


Figure 98: Split button for charts

3.2 Flex-Customizing for Charts

By default, empower® is delivered with a flexible customizing for creating charts. Thus, all charts that are created with empower® adapt to the current PowerPoint master. using its color scheme and font settings.

Also, the use of a very dark master is possible.

In addition, and only if explicitly purchased, on or more specific customizings can be created, where the color palette can be massively extended with corporate design colors and further chart details can be adapted to your corporate design.

This additional customizing can also be set as the default customizing.

For more details on changing the current customizing, see **Chapter 1.8 empower® Help and 3.7.8 Change Customizing**.

Please note:
Reach out to your Onboarding & Professional Services Specialist or Customer Success Manager if you are interested in purchasing an additional customizing for creating charts.

Please note:
Depening on your empower® version, only flex-customizing might be available for you to use.

3.3 Inserting Charts

To insert a chart, click on **Elements** - **Charts** and select one of the available chart types (**Figure 99**).

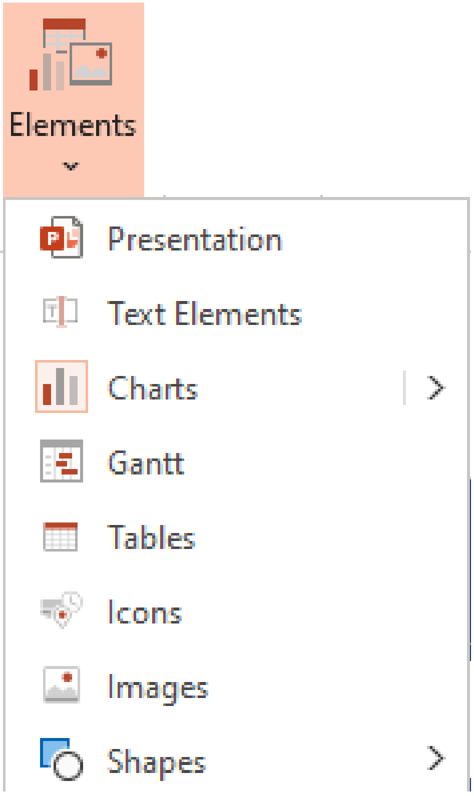


Figure 99: empower chart types

If you have previously selected a placeholder on your slide, empower® will insert the selected chart directly into the selected placeholder. To edit the chart – either its appearance or data – simply select the chart. An Action Bar will appear above the chart which will allow you to make the desired changes. Many formatting can also be done directly in the chart, e.g., coloring elements or moving data labels.

Once a chart has been inserted on a slide, you can move it freely on the slide by Drag & Drop. This works also if you select multiple charts and other shapes as well.

3.4 Editing Chart Data

3.4.1 Edit Charts

The preload function loads charts as soon as you enter a slide, which significantly increases the performance around the selection of charts. Furthermore, charts and their elements already shine at Mouse-Over. This also speeds up the processing, as the desired element in the chart can be selected directly. If an element is placed above a chart, the use of it is only possible if the preload function is deactivated. Otherwise, the element disappears in the layer behind the chart and can therefore not be used or edited. The preload function can be deactivated and activated for a single chart via the eye symbol next to the upper right corner of a chart. Via the user settings, the preload function can also be switched off all together, but this is not recommended (loss of performance) (**Figure 100**).

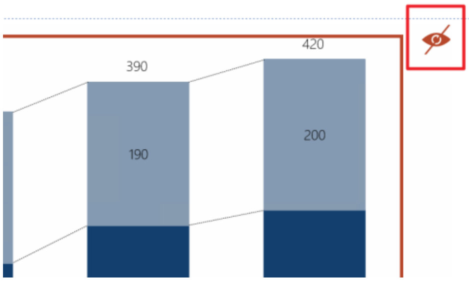


Figure 100: preload charts

3.4.2 Embedded Excel Table

Similar to editing a standard PowerPoint chart, you can edit the data of the chart with the aid of an embedded Excel table.

To do so, click on the action point labeled **Edit Data** in the Action Bar above the chart **(Figure 101)**. Alternatively, you can also instantly open the Excel table by performing a double click on the chart in order to edit its contents. The embedded Excel table will open as you are used to from native PowerPoint behavior.

Figure 101: Edit Excel data

This Excel has been enhanced to on the one hand load faster, but also offer easy access to functions such as the sorting, formatting and transposing of data, as well as inserting and deleting columns into the table **(Figure 102)**. Position and sizing of this Excel window will be saved and reapplied when you re-open the Excel. If you wish to open the standard Excel, you can do so by clicking on the **Excel icon** to the top of the window.

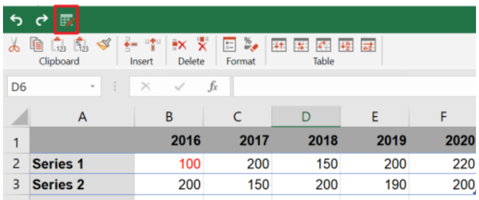


Figure 102: Editing data in integrated empower charts Excel

Additional information on the characteristics of mekko and waterfall charts and their mini-Excel is accessible via a Help symbol. If you click on the Help symbol, a new separate window opens up. The information can be copied out if needed. **(Figure 103).**

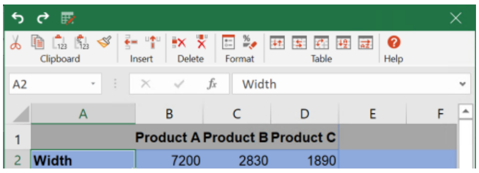


Figure 103: help symbol

You can now edit, add and remove data, as well as select the data range that is to be displayed by the chart.

You can directly format text in superscript or subscript in the Excel table by either selecting the desired text and press **Ctrl + 1** or right-clicking the selected text and click on **Format Cells** to open the formatting options (**Figure 106**).

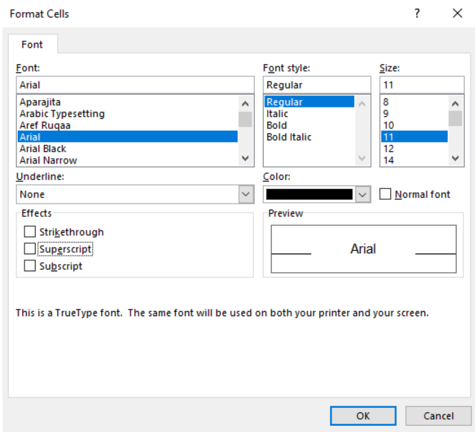


Figure 106: Formatting options for cells

In addition, it is possible to reorder the data displayed in the chart data rows by row or column of the embedded Excel table. The external Excel window allows you to manipulate data in multiple ways **(Figure 107):**

- Reverse rows (with formulas) **(1)**
- Reverse columns (with formulas) **(2)**
- Transpose table (values only) **(3)**
- Sort rows **(4)**
- Sort columns **(5)**

By default, the initial sorting option is **ascending**. Clicking the button, a second time, will perform the opposite action.

Figure 107: Sort data

> **Please note:**
> Where possible formulas contained in the table are preserved. The options for *transpose* and *sort* will convert any formulas contained in the table to values.
>
> During a copy or cut procedure (cell contains a selection frame), an insertion of cells or columns is not possible.

3.4.3 External Excel Data

Apart from using embedded data, empower® charts also allows you to access external Excel data sources. In order to do so, click the action point **Data** and then on **Excel-Link (Figure 108)**. A new dialog window will open in which you can either select a local Excel file or choose a file from your SharePoint.

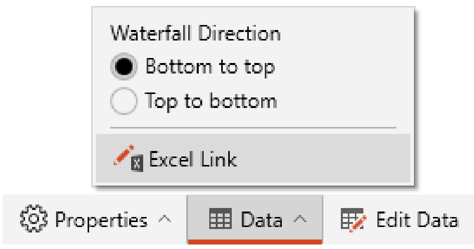


Figure 108: Create Excel-link

Excel files, that are stored in SharePoint or OneDrive but have been as well synchronized locally can be linked locally. This mode is called the hybrid mode. It increases the performance of the links and enables relative paths. Furthermore, online available, linked files can also be opened from PowerPoint. In addition, the Open Link Sources feature is now available for all Excel files.

If you want to open a local Excel file, select **Open local file (Figure 109)**. Granted you already have multiple Excel sheet opened, they will be displayed in a list. From here you can open the table with a single click. If you do not wish to include currently opened Excel sheets (or do not have any opened) click on **Browse…** in the drop-down menu. A Windows Explorer window in which you can select the desired file.

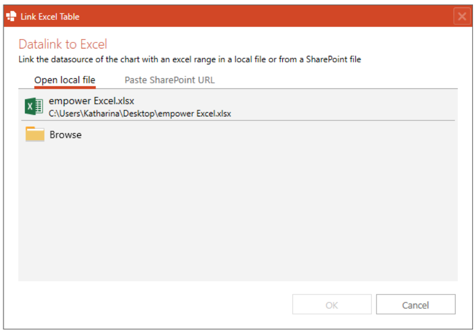


Figure 109: Open local file

To open an Excel file from your SharePoint, select **Paste SharePoint URL (Figure 110).** Paste the link to the file into the entry field. To copy the link, simply click on **Open menu** to the right of the Excel file (this is the button with three dots) and copy the link from the menu that has opened, or by clicking on **Copy link**. After the insertion, click on the button labelled **Open link**. A connection to the selected file will be established. This may take a short period of time and may also require the entry of your SharePoint credentials.

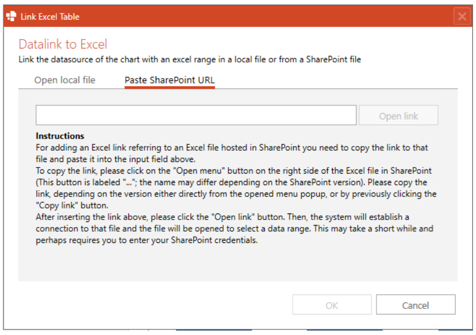


Figure 110: Paste SharePoint URL

MFA (Multifactor Authentication) is also supported in empower Charts. If you create an Excel-link with data from an MFA protected SharePoint location, a login window for entering your login data opens after selecting and opening the SharePoint URL **(Figure 111)**.

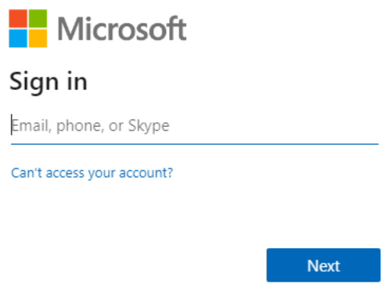


Figure 111: Entering login data

empower Charts supports both SharePoint as well as files located on OneDrive or Microsoft Teams. It is recommended that you open the Excel file first, and then link it to the chart. The hybrid mode makes it possible not only to link files stored online. This makes it easier to work with locally stored files, as they do not have to be uploaded to process them as a chart.

As soon as you have opened an Excel sheet it will be positioned to the right of your PowerPoint window. Now select the data range you wish to include in the chart; empower Charts automatically recognizes data that is to be selected. Use the cursor to adapt the selection if required. A window opens in the Excel sheet which displays the selected range; a click on **OK** will confirm your selection **(Figure 112).**

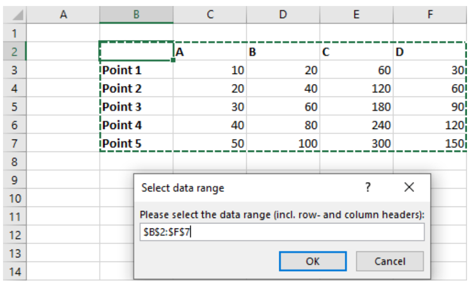


Figure 112: Selecting data range in Excel source file

You can not only select an entire range, but also connect partial areas with each other (**Figure 113**). By that you can exclude certain columns from the source file from integration in charts. To do this, use your cursor to select a range, then hold down **Ctrl** and select another range. You confirm your selection by clicking on **OK**.

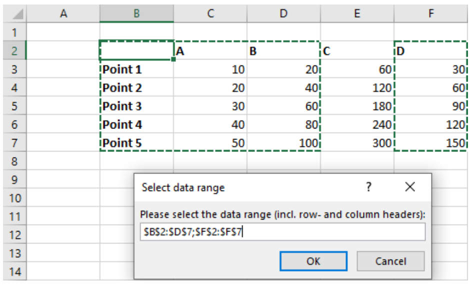


Figure 113: Selecting partial areas

Once you have selected the desired data range, you have the option to have the chart display the data by Series or Column. You have additional options once you have selected the required data range.

To link the chart with the Excel table, click on **OK** again **(Figure 114)**. The data of the Excel sheet should now be displayed by the chart.

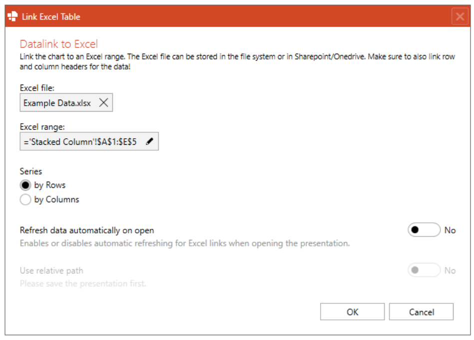


Figure 114: Setup of Excel-Link

The desired range in the Excel table can also be copied using the keyboard shortcut **Ctrl C** and added to a native PowerPoint chart using **Ctrl V**. A window will appear where you can confirm that the previously native PowerPoint chart will be converted to an empower Chart and the copied data area will be applied **(Figure 115)**. If the selected chart is already an empower Chart, the Copy & Paste function can be used as well. Areas copied by keyboard shortcut can also be copied to a table. For all variants, the Excel-Link is created automatically.

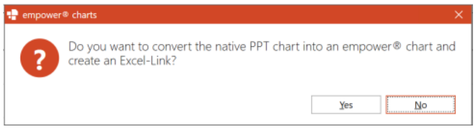


Figure 115: Link through shortcut

If you are unsure which areas of an Excel table have a link, you can select the option **Highlight linked ranges** in the ribbon under insert in the part empower Charts. This function highlights the linked range in the Excel table via a dashed border. Clicking on the border of this area opens a new window called **Link indicators**. This shows where the present Excel table is linked (**Figure 116**). However, it is important that both linked files, the Excel file and the PowerPoint file, must be saved. If a link has been made and the files have been saved, the highlight function can be used by clicking **Refresh**.

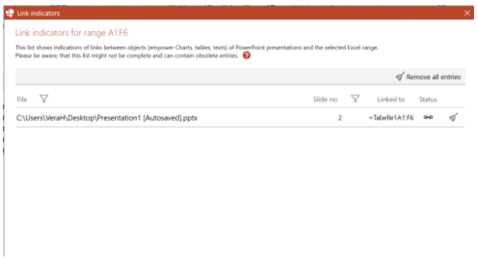


Figure 116: Link indicator

Links to shapes can be established as well. To do this, insert the desired shapes into your presentation. Then you can select the desired cells in the Excel table to link to the presentation. These cells can then be copied to the shapes using **Ctrl C** and **Ctrl V**. Once you have inserted the desired cells, it is possible to create Excel-Links by clicking on the button next to it **(Figure 117).** This process creates multiple links at the same time and each shape gets its own link. This function can also be used if the fields selected in the Excel table contain text only.

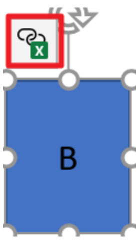


Figure 117: Excel-Link at shape

You can also link Excel objects (range, chart or shape) as images to PowerPoint. The selected Excel object from the Excel table will be inserted as a vector graphic on the slide. The image is automatically locked in aspect ratio and will not be distorted if its size is being adapted manually.

The Excel object can either be placed manually on a slide or with a click on a placeholder.

An Excel object that is inserted as an image to PowerPoint can be a range/table, an Excel chart or a shape (**Figure 118**).

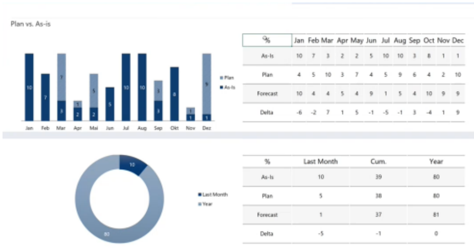


Figure 118: Example linked Excel objects as images

> **Please note:**
> Excel ranges/tables that are linked as images to PowerPoint are also compatible with the live update mode (see chapter **empower® Help**) and the image on the slide will be updated according to the linked Excel data. The live update does not work for Excel charts or shapes that are linked as images to PowerPoint due to technical limitations of Excel.

Alternatively, Excel-Links can also be created directly from Excel. To do so, there are ribbon buttons in Excel on the Insert tab **(Figure 119)**. It can be both a new and an existing PPT target object linked. Native PPT charts can also serve as a target and are directly converted when linked.

Figure 119: Create link in Excel

To create a link to a PPT object, simply click **Link to existing object** and select the desired object in PowerPoint **(Figure 120).**

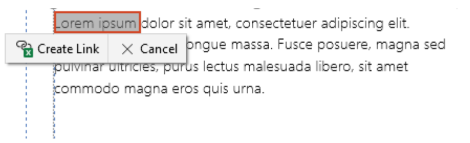


Figure 120: Link to PPT object

empower® automatically recognizes whether a chart or only a table or text can be linked based on the data selection in the Excel file.

For more details on Excel-Links, see **Chapter 3.4.4 Additional Excel-Link Options.**

If you have linked a data chart to an Excel table object via an Excel-Link, the linked data range and thus also the chart automatically grow and shrink when the linked Excel table becomes larger or smaller. If rows/columns are hidden in linked Excel files, they are transferred hidden to PPT. Thus, this data is still available when breaking a link.

3.4.4 Additional Excel-Link Options

With the help of empower Charts, in addition to data charts, tables and text boxes can be linked to Excel files. This allows you to link entire reports to Excel files. In principle, the same procedure is followed as with data charts.

To link a table to an Excel file, you can create similar to data charts a link between your PowerPoint table and an Excel file. First select the PowerPoint table then use **Excel-Link** from the Ribbon and then **Create Excel-Link (Figure 121)**. You can also right click on a PowerPoint table and select **Create Excel-Link.**

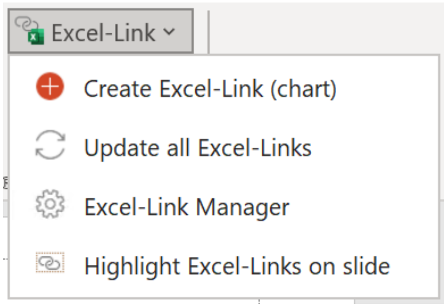


Figure 121: Create Excel-Link

Here, as with charts, a new window will open where you can open an Excel file (local or on a network drive) or from an Excel file from your SharePoint/OneDrive **(Figure 122)**.

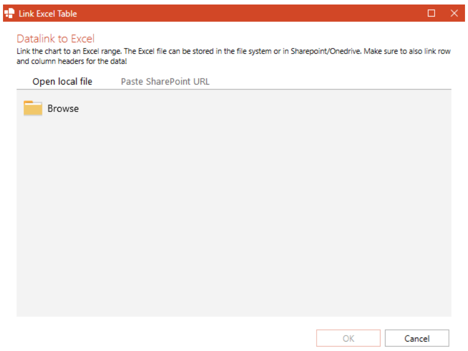


Figure 122: Select file

Here you can also connect partial areas and exclude certain columns. Files with merged cells can be opened and linked as well.

For more details on external Excel data, see **Chapter 3.4.3 External Excel Data**.

When linking tables, formatting (text color, cell fill color) can optionally be adopted. To do this, you can simply **right-click** or click on the **Create Excel-Link (table)** option via **Excel-Link**. Once the file is linked, you can copy the colors from Excel **(Figure 123)**.

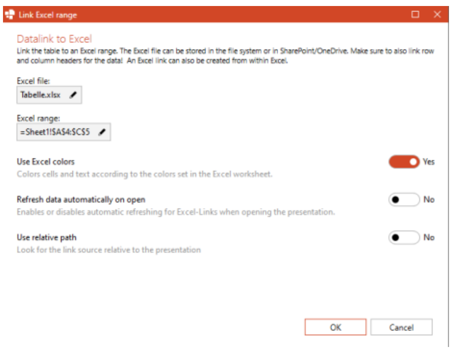


Figure 123: Maintain colors from Excel

Please note:
For tables, the PowerPoint table will always be adjusted to match the Excel cells, but there is no automatic adjustment of column widths or cell formats.

In addition to tables, you also have the option of linking any text boxes as well as individual words or text passages with Excel files.

To do this, you can use the same procedure as for tables, such as linking a title placeholder to an Excel cell.

To link individual words or longer text passages, you can select the desired area and click on **Create Excel-Link (text)** in the right-click context menu **(Figure 124)** or via **Excel-Link** in the Ribbon.

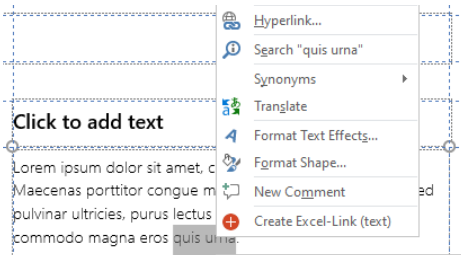
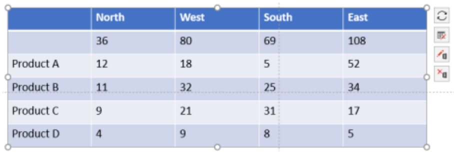


Figure 124: Link text

Linked shapes, tables and texts have hover icons on the right side to update the object, edit the link, open the source, and delete the link **(Figure 125)**.



	North	West	South	East
	36	80	69	108
Product A	12	18	5	52
Product B	11	32	25	34
Product C	9	21	31	17
Product D	4	9	8	5

Figure 125: Hover icons

In the **Excel-Link Manager**, you can define the desired decimal separator and the thousands separator when linking tables and texts. To do this, you can simply click on the **Excel-Link Manager** and use the **Configure Separators** to change the separators by clicking on **Manual** so that they are displayed differently from the Excel table **(Figure 126).** If these are set to **Automatic**, the settings are taken from Excel.

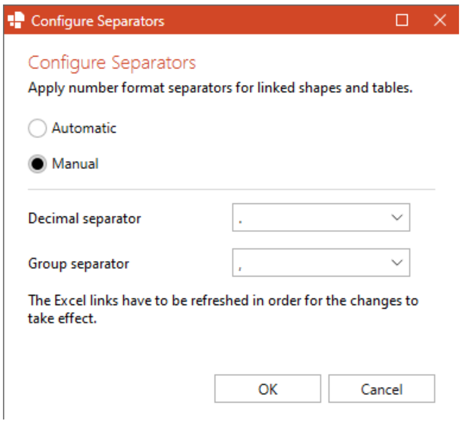


Figure 126: Configure Separators

3.4.5 Automatic Data Refresh after Opening

If you have linked a chart with an external source of data you have the ability to set the chart to update its data once its presentation is opened (locally or from empower). Toggle the switch **Refresh data automatically on open** to either **Yes** or **No** accordingly **(Figure 127)**.

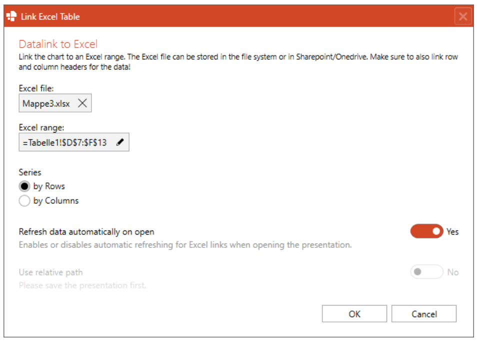


Figure 127: Data refresh settings

3.4.6 Using Relative Paths

If you have linked a chart with an external data source you can set to use **Relative Paths (Figure 128)**. Instead of using an invariable path this setting will allow use of a relative path of the respective PowerPoint and Excel file. If you wish to send a PowerPoint or Excel file (the charts in the PPT are linked with the Excel file) as an email attachment, their recipient is able to save these files to their local hard drive. Even though the connection to the chart refers to a path that is inaccessible to this recipient, a link to the Excel data can be established via the relative path, provided the files are saved in a similar fashion. If, for example, the original files have been placed in the same folder, it is necessary that these files are also placed in the same folder when saved locally.

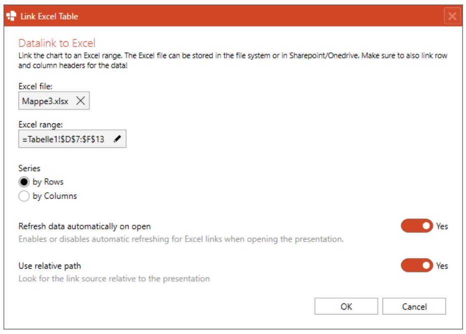


Figure 128: Excel-Link options

> **Please note:**
> If you activate the function to use relative paths you are required to ensure that the path of the Excel file does not change.

3.4.7 Excel-Link Manager

If you use multiple Excel-Links in your presentation, you can click on **Excel-Link** and the **Excel-Link Manager** in order to manage all links **(Figure 129)**. This button is located on the top right of the empower Charts section. Excel-Links can be highlighted here as well. There is a new window opening up, when hovering through the Icons in the Excel-Link Manager.

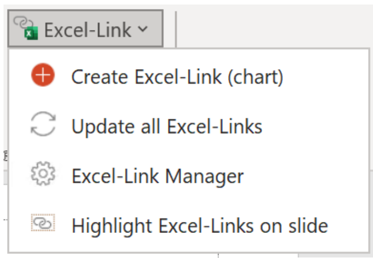


Figure 129: Open Excel-Link Manager

As soon as you have opened the Excel-Link manager, you will see an overview of all Excel files that are linked to elements in your presentation **(Figure 130)**. On the left is listed, on which slide the linked element is located. In addition, the linked element is highlighted on the respective slide. The save location of the Excel file is also specified, which you can open by simply clicking on the path. If you select multiple items, you are able to update all elements at once or delete their connection.

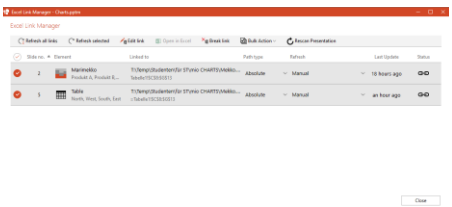


Figure 130: Excel-Link Manager

Conversely, you can also go to a slide, select via the Excel-Link manager **Highlight Excel-Links on slide**. This will show you all the objects that are linked **(Figure 131)**.

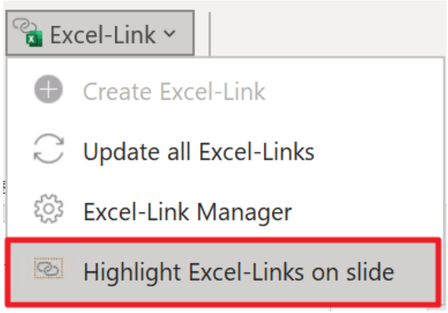


Figure 131: Show Excel-Links on slide

You can also exchange the original file for single or multiple links at the same time. To do this, simply select the corresponding links and click **Edit Link**. This gives you the option to directly switch links pointing to a particular file to another file if it has the same structure. Simply select the file you want **(Figure 132)**.

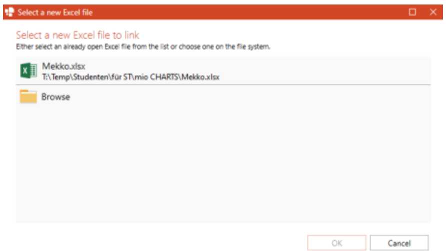


Figure 132: Change link source

This works even if the Excel files are stored in OneDrive or SharePoint.

To maintain consistency, the new Excel-Link Manager offers the feature **Rescan Presentation**. This gives you the opportunity to check the currently opened presentation for existing links and displays for instance all linked objects including sketch of their position on the respective slide **(Figure 133)**.

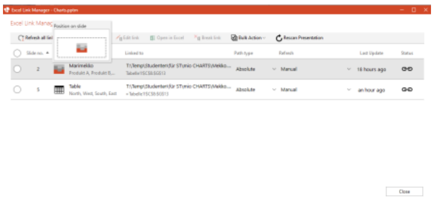


Figure 133: Overview of element and position

Depending on the type of linked source, different icons are displayed in the Excel-Link Manager **(Figure 134)**.

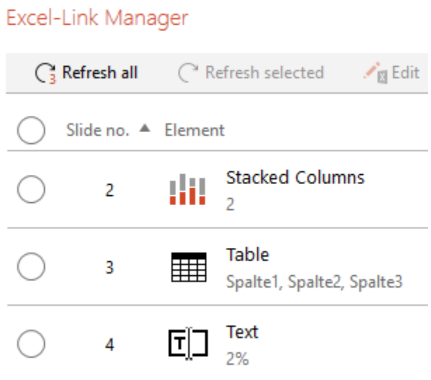


Figure 134: Example different icons

3.5 Adapting Charts

3.5.1 Data Labels

Click on **Data Labels** in the Action Bar in order to change properties as well as data values and labels **(Figure 135)**.

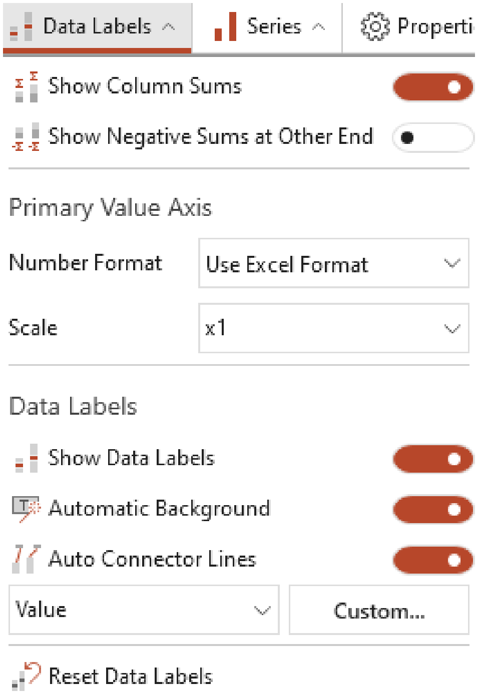


Figure 135: Data labels

When working with column and bar charts, you have the possibility to decide if you wish to display the **column sums** in the chart. When working with grouped charts you can activate **Show data labels outside** instead. Values are then not displayed within the column or bar, but outside of it **(Figure 136)**.

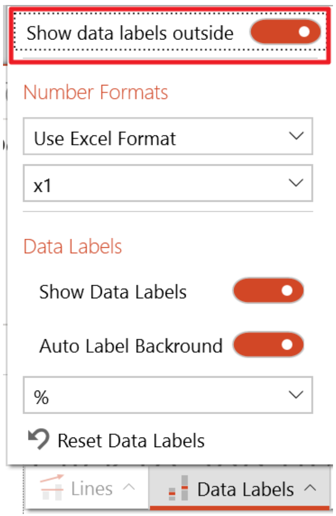


Figure 136: Show data labels outside

Using **Show Data Labels,** the data labels in the chart can be switched on and off globally. If these are turned on, you can set in the drop-down list below what you want the caption to display. If you want to display the values of the chart as percentages or as a combination of value and percentage value, you can select the corresponding entry **(Figure 137)**.

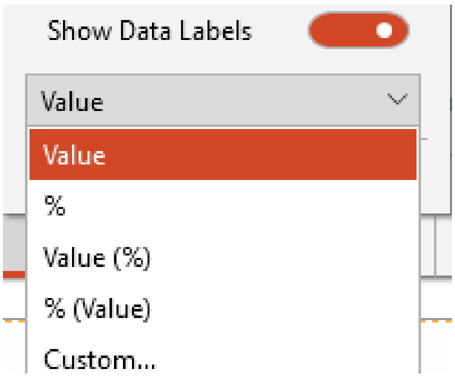


Figure 137: Value or percentage

For more details on data labels, see Chapter 3.5.2 Custom Data Labels.

If data points are very small, so that the data label would not be properly readable, data label backgrounds for those particular labels are automatically displayed to allow better readability **(Figure 138)**.

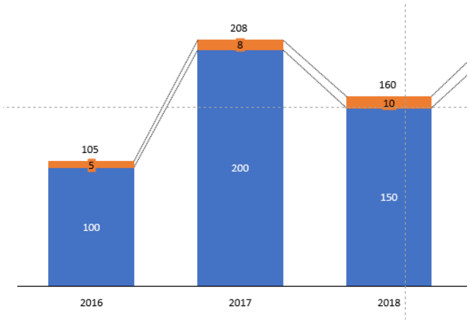


Figure 138: Data label background

Furthermore, you can reset the settings of the data label to the original format, please click reset **Data Labels**. This resets both formatting and the position of the data labels.

Background visibility for data labels can be controlled manually if required in a chart. By default, **Auto Label Background** is enabled, but can be disabled if necessary **(Figure 139)**. If the automatic data label is deactivated, you can select individually for each data label whether a background should be displayed or not. This setting does not have to be applied for an entire chart.

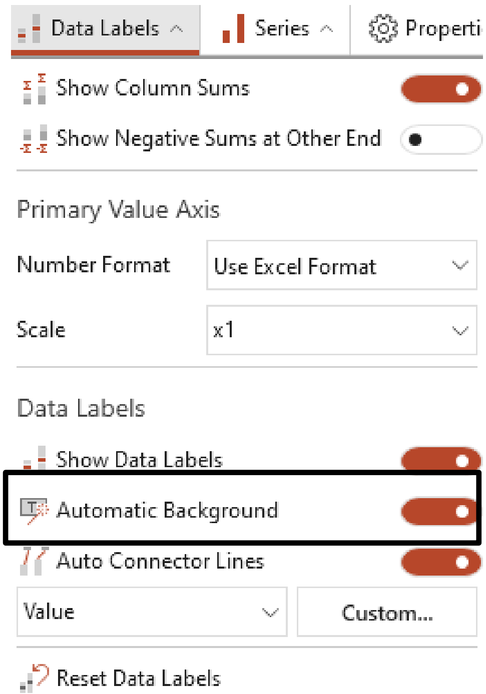


Figure 139: Auto Label Background

You can select multiple data labels at once and format them all at once. To do so, either press the key **Ctrl** and select all desired labels or select the first label, then press the key **Shift** and select the last label so that the desired range of labels is selected at once.

Data labels on a chart are connected via connector lines when they are dragged out of their default position (**Figure 140**).

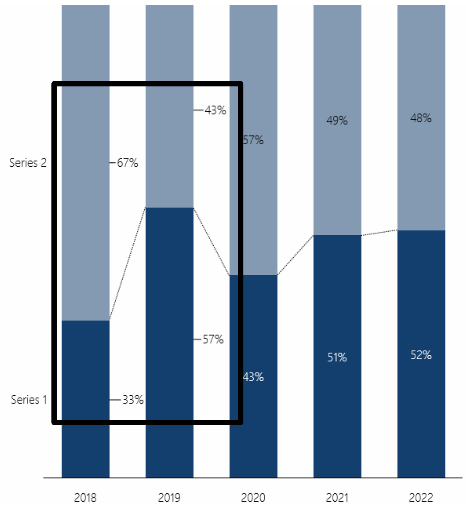


Figure 140: Chart with connector lines

By default, **Auto Connector Lines** is enabled, but can be disabled for the entire chart if necessary **(Figure 141)**.

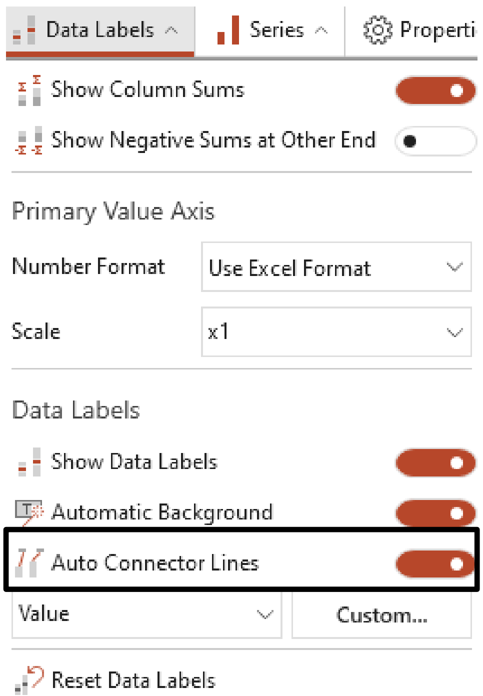


Figure 141: Default setting Connector Lines

If the automatic connector lines are disabled, you can select individually for each data label whether a connector line should be displayed or not (**Figure 142**). This setting does not have to be applied for an entire chart.

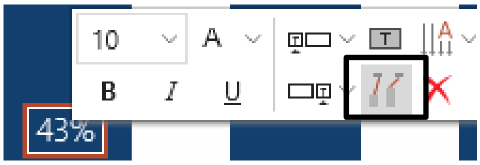


Figure 142: Set connector lines individually for single data labels

When working with column or bar charts, you additionally have the option to display negative column or bar sums at the other end of the column or bar. Just activate **Show negative sums at the other end (Figure 143)**. To do so, you need to activate the option **Show column sums.**

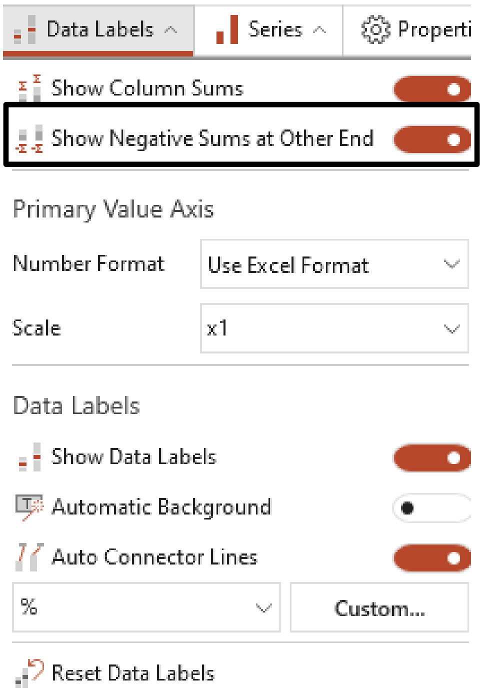


Figure 143: Show negative sums at the other end

By default, the **numeric format** of the chart is based on the Excel chart it is linked to. Using the respective drop-down menu, you can change the numeric format (e.g. to change from a European to an American radix format) **(Figure 144)**.

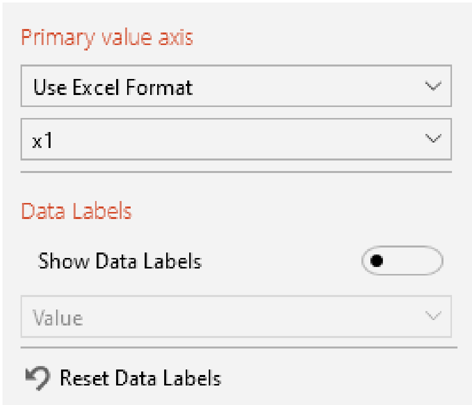


Figure 144: Set number format (1)

You have the option to select predefined formats or create one of your own **(Figure 145)**. If you click on **Custom Number Format** a window will open in which you can select the desired format or define your own in the entry field provided. Here, you are also able to display a specific percentage of a chart.

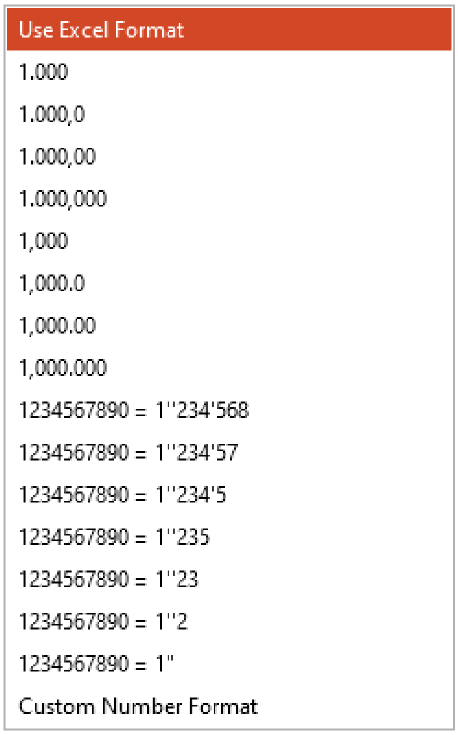


Figure 145: Set number format (2)

Finally, you are able to change the scaling of values in order to better display large numbers.

3.5.2 Custom Data Labels

The entry **Custom Data Labels** in the drop-down list for data labels can be used to set the data label specifically **(Figure 146)**.

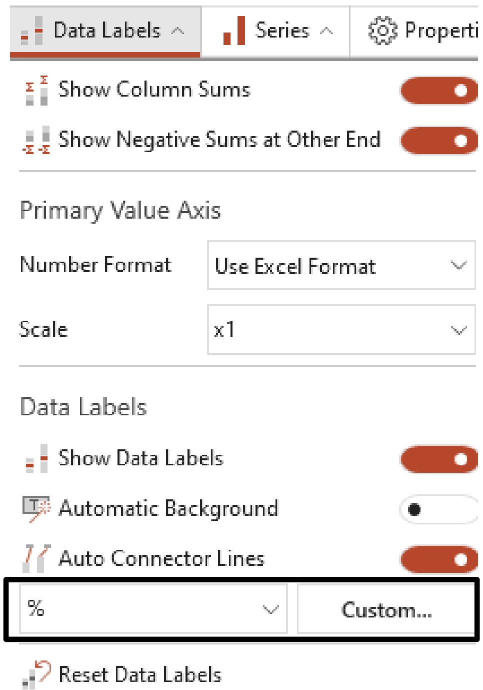


Figure 146: Custom data label

When you select this entry, a window appears in which you can set which information should be displayed in the data labels (value, percent, series name). Optionally, you can display the value absolutely, and for percentages you can define the number of decimal places.

For percentages, you can also define the reference for the calculation, which value/series should correspond to 100%. For example, if you want to create a chart that should represent a target-actual comparison, this function is very helpful. You can then set the reference for the percentage calculation to the series that represents the target value. In the example, the line is the reference for the percentage calculation in the bars **(Figure 147)**.

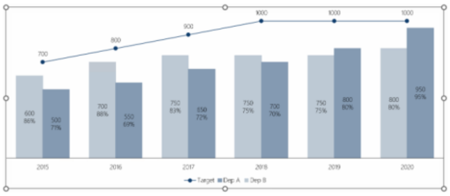


Figure 147: target-actual comparison

For this purpose, the type of the target can be changed to line within the Series function. This line must now be displayed on its own axis, which has the same parameters as the other. The axis can also be selected under Series. The value of the data labels must then be adjusted manually. This is done via data labels (Value - Custom) **(Figure 148).** Here, the percentage value can be determined by adding and selecting the percentage value to what extent the goal has been achieved. All you have to do is adjust the reference. The result is a chart by representing a target-actual comparison.

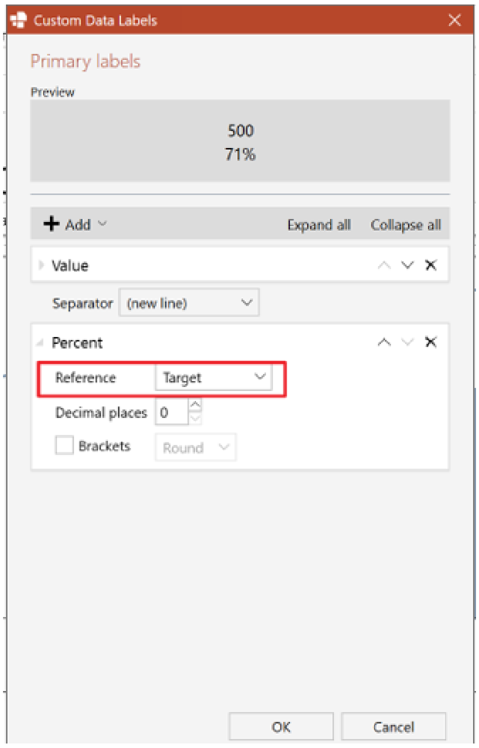


Figure 148: Custom Data Labels

3.5.3 Data Series

Clicking the **Series** button in the Action Bar allows you to either select the axis, type or color of each series of a chart. In the **Axis** section you are then able to set if the series is to orientate itself to the primary of the secondary axis. When using bar charts, you can also click **Type** to set if the data series is to be displayed as a line or a bar. This way a hybrid chart can be compiled using lines as well as bars. In addition, you have the option to activate or deactivate visibility of a series. If you do not wish to display a certain data series in your chart, simply uncheck the option **Visible**. Additionally, you are able to set not only a different **Fill Color** per series but also a different specific color per series when negative figures are used **(Figure 149)**.

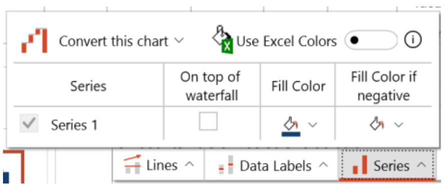


Figure 149: Determine series settings

Moreover, a data chart can be configured so that colors will be adopted from Excel **(Figure 150)**. The closest CD-compliant color of the current empower® customizing is used. This also works for any complex conditional formatting in Excel.

Figure 150: Apply Excel colors

Please note:
If an external link to a PowerPoint table is created, text that is formatted with superscript or subscript is taken over and displayed correctly in the chart.

If an external link to a PowerPoint text is created, text that is formatted with superscript or subscript is not displayed with superscript or subscript in PowerPoint due to a technical limitation in PowerPoint.

For all data charts (except point and bubble charts), a row or column, depending on the series reference corresponds to a series.

For scatter and bubble charts, the series assignment of the points takes place via an extra column (Group/Series). If you click **Edit Data** in such a chart, you can use this column and similar entries to reach a grouping of their data points **(Figure 151).**

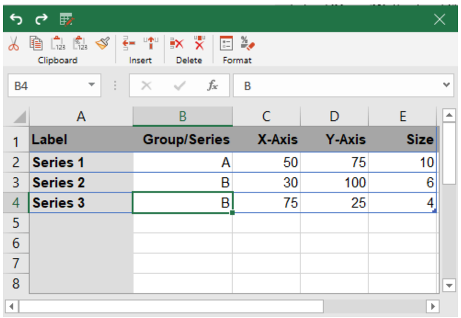


Figure 151: Grouping of series

This gives you the opportunity to differentiate the groupings in terms of color and legend **(Figure 152)**.

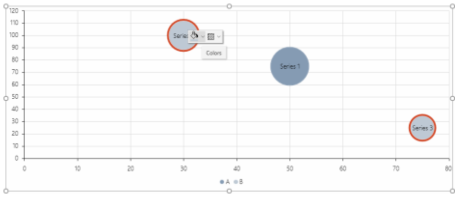


Figure 152: Format grouping

Please note:
If you want to create a mixed chart (bars and lines) and work with two axes, empower® automatically ensures that bars are only on one of the two axes. The bars would otherwise overlap and lead to misinterpreted representations.

3.5.4 Data

When opening the function, **Data** you have the possibility to further customize charts in relation to their series or categories **(Figure 153)**.

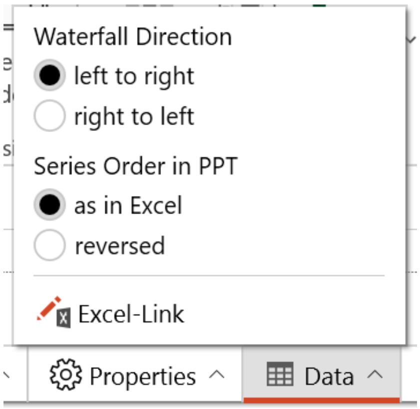


Figure 153: Adjust data

The direction of the waterfall bar can be set up individually. You can choose If the chart should start from the left or right.

Here you can set the serial reference of your chart either by rows or by columns of your Excel data.

empower® will automatically apply these adjustments to your chart.

You can also use **Data** to create an **Excel-Link**, which automatically adjusts your chart to the data of an external file. You can also delete an used Excel-Link. If you click on **Excel-Link** you will get to the source of the chart and can adjust the table instead of just adjusting the chart in the presentation.

For more details on external Excel data, see Chapter 3.4.3 External Excel Data.

If you wish to remove the link to the external data source, click on the action point **Break link** in the Action Bar above the chart. If you want to edit the Excel-link, select the option **Edit link (Figure 154)**. With a click on **Open link source** you can directly open the linked source and adjust it for the chart.

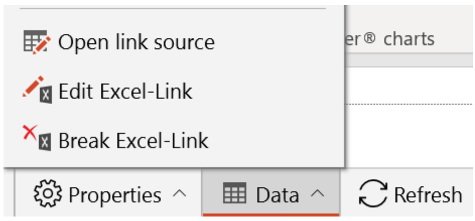


Figure 154: Edit Link

3.5.5 Editing Category Labels

For the category labels, you have the option to customize them **(Figure 155)**.

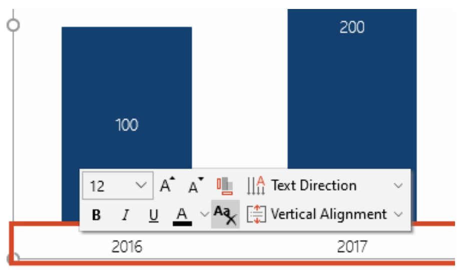


Figure 155: Adjust category label

Long category labels are automatically wrapped **(Figure 156)**. If you want to create text breaks manually, you can do this directly in Excel by pressing **Alt** and **Enter**.

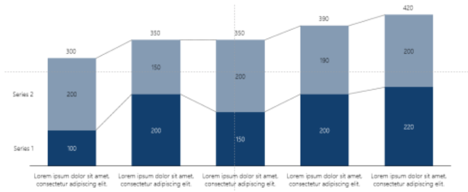


Figure 156: Align text

You can also change the text orientation or the vertical text orientation, so that the text remains manageable and does not overlap even with longer labels. To avoid such behavior, you can align the text at the top, center, or bottom.

3.5.6 Adapting Data Labels

To change the design of data labels in terms of caption or position, please select the desired element.

An overlay will appear in which font size and color may be adapted in accordance to corporate design. You can also select text formatting options such as **Bold**, **Italics**, and **Underlined (Figure 157)**. Multiple elements of data labels can be selected and edited simultaneously. To do so, select the desired elements while holding **Ctrl**.

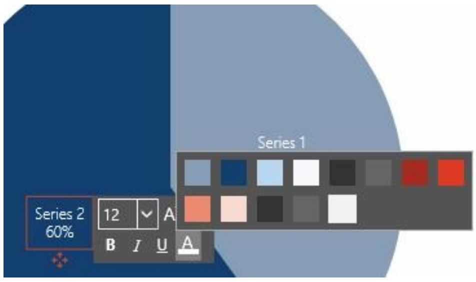


Figure 157: Formatting options

If you wish to change the position of the element, move it via Drag & Drop. The position of data labels automatically adapts to its environment, e.g. when they would otherwise overlap. To deactivate this automation, you are able to move the data label via Drag & Drop while holding the **Ctrl button** on your keyboard in order to place the element to its desired location. In order to move data labels exclusively horizontally and vertically, hold the **Shift key** while moving the element to the desired location. Even after larger changes to the underlying data displayed by the chart, the relative position of this manually moved data label will remain the same.

You also have the option to add a prefix before or a postfix after the data labels of a chart. Click on a data label, and the click either the **Prefix** or **Postfix** button **(Figure 158)**. You can now enter your text and then click **OK**. For example, should you wish to remove the prefix, you can do so by selecting one of the data labels and after clicking the prefix button select **Clear**. A removal of the postfix is performed in a similar manner.

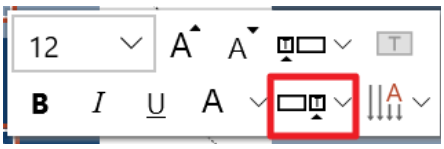


Figure 158: Add prefix or postfix

You can format prefix or postfix texts in superscript or subscript. To do so, use **\sup{text}** for superscript or **\sub{text}** for subscript and replace {text} with your prefix/postfix text you want to format with superscript or subscript. A tooltip also gives information on how to use superscript or subscript (**Figure 159**).

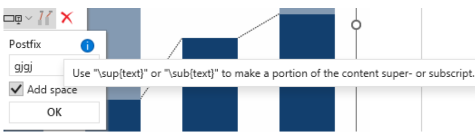


Figure 159: Tooltip on how to format prefix or postfix text

The data labels can also be adjusted in their arrangement. To do this, the labels in the desired empower Chart must be selected. By clicking on **Change Text Direction** the orientation of the label can then be adjusted. Individual labels within a chart can also be changed via this function **(Figure 160).**

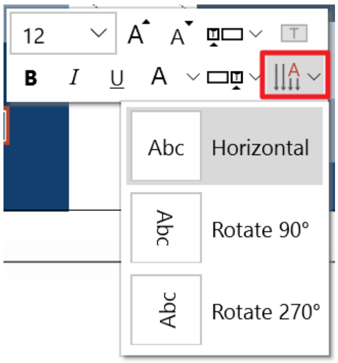


Figure 160: Change text direction

Individual data and arrow labels within a chart can also be changed via this function. The adjustments can be customized in a differentiated way for each individual label, independent of the other labels within a chart.

3.5.7 Coloring Chart Elements

empower® allows you to change chart colors of a series as well as of a single element while keeping in line with corporate design. To do so, select the desired element of a series and then click the **Color button** to select a color (**Figure 161**).

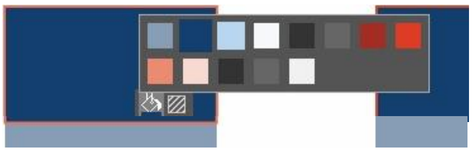


Figure 161: Changing color of series

If the selected element is part of a series, all elements of this series will adapt automatically. If you wish to change just a single element, do so by selecting the element with a double click and then make the desired changes **(Figure 162)**.

Figure 162: Changing color of series

In addition, you can add shading to empower Chart elements by selecting the element and clicking the **Shading button**. Now you can select a pattern **(Figure 163)**.

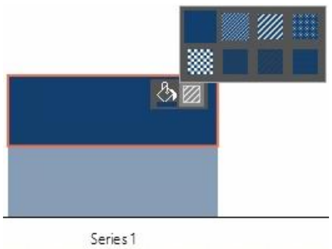


Figure 163: Add or change shading

Additionally, you can set a border color for a selected series or specific series elements (**Figure 164**) **(1)**. If a border color is selected, you can choose a dash style **(2)** and the weight of the lines **(3)**. All changes for your current chart can be revoqued with a click on the button **Reset (4)**.

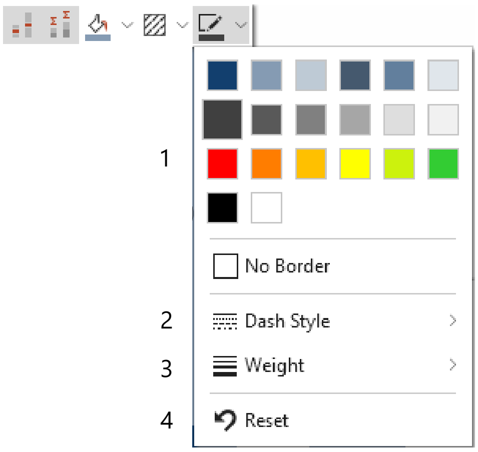


Figure 162: Select border color

Please note:
The default setting for borders is *No border*. Depending on your empower® version, borders might be set for specific chart types by default. In both cases, the border settings can be adjusted according to your needs.

3.6 Connector Lines

Data labels on a chart are connected via connector lines when they are dragged out of their default position (**Figure 165**).

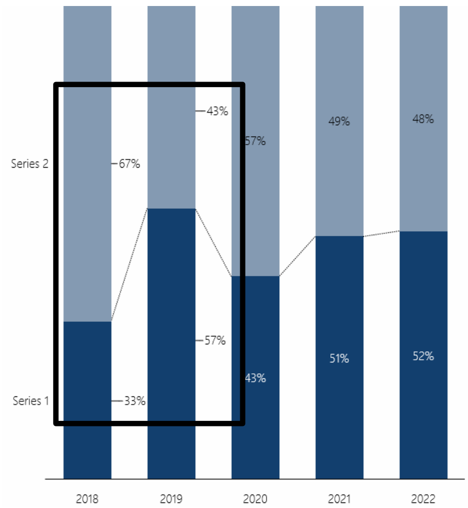


Figure 165: Chart with connector lines

By default, **Auto Connector Lines** is enabled, but can be disabled for the entire chart if necessary **(Figure 166)**.

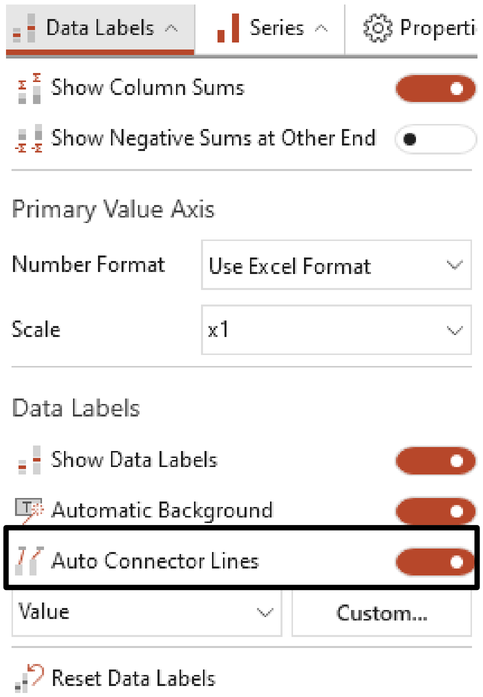


Figure 166: Default setting Connector Lines

If the automatic connector lines are disabled, you can select individually for each data label whether a connector line should be displayed or not (**Figure 167**). This setting does not have to be applied for an entire chart.

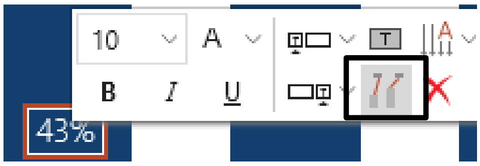


Figure 167: Set connector lines individually for single data labels

3.7 Chart Properties

3.7.1 Bar Width and Font Size

Click on **Properties** in the Action Bar in order to adjust bar width and font size **(Figure 168)**.

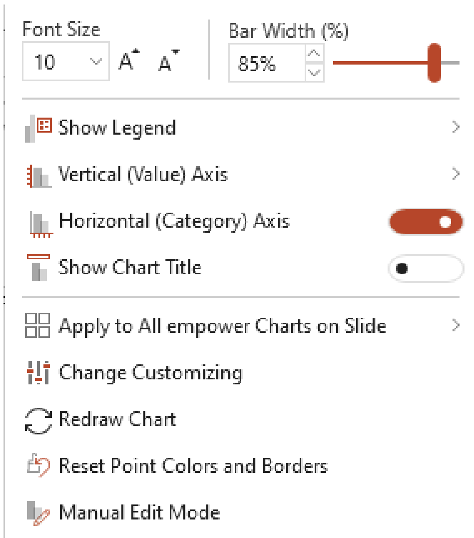


Figure 168: Set bar width and font size

Change the bar width by manipulating the slide bar. Below you have the possibility to change the font size in the same manner. To apply the same font size settings to all charts contained on the slide click **Apply font size to all charts on slide**.

3.7.2 Legend

In order to display a legend for your chart, click on **Properties** in the Action Bar and then on **Show Legend (Figure 169).**

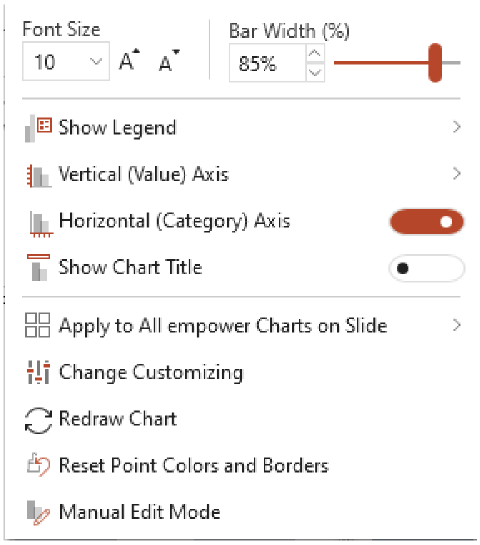


Figure 169: Show legend

Here you can choose if you want the legend to be inserted to the **Right**, **Top**, **Left**, **Bottom**, **In Chart Left**, **In Chart Right** or **Outside Chart (Figure 170)**. Once you have selected a position, the legend will be inserted accordingly. A click on the legend allows you to adjust the design (font size, font color, etc.) for a uniform appearance.

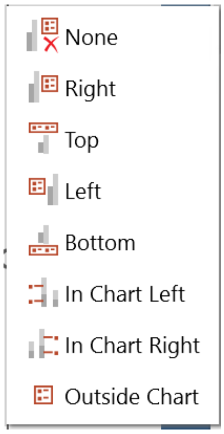


Figure 170: Define position of the legend

A click on the legend allows you to adjust the design (font size, font color, etc.) for a uniform appearance (**Figure 171**).

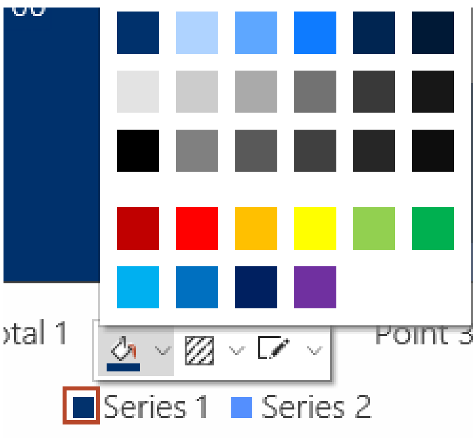


Figure 171: Change series color via legend

To remove the legend, simply open Properties and in **Show Legend** select **None**.

You can move and adjust the legend at any time. You can also change the area where the legend is to be displayed by dragging with the mouse. The legend can also be placed outside the chart. Furthermore, you can extend the legend to show all series in a row or customize, how many series shall be displayed in a row. In addition, you can also change the order of the series items as desired.

To change the horizontal orientation of the texts of the In-Chart legend (left, center, right), you can simply click on the legend and arrange the contents accordingly **(Figure 172)**.

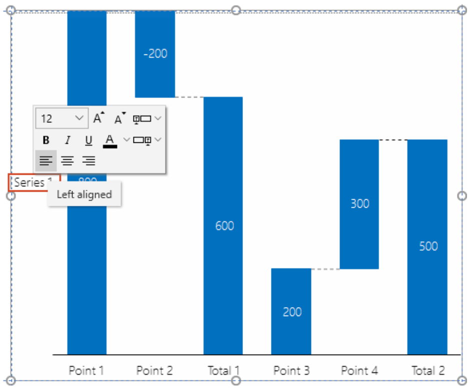


Figure 172: Horizontal alignment

3.7.3 Chart Title

There is the possibility to enter a title to a chart. This can be activated or deactivated individually for each chart as required **(Figure 173).** The keyboard can also be used by pressing the key **Del** to delete the title. If the title is activated for a chart, the default settings of the formatting are used. Nevertheless, the title can be formatted individually. For this purpose, the manual editing mode (seen in **3.7.5 Manual Edit Mode**) can be used. The editing of the text via the keyboard is possible with the usual key combinations, for example to display the title bold or italic.

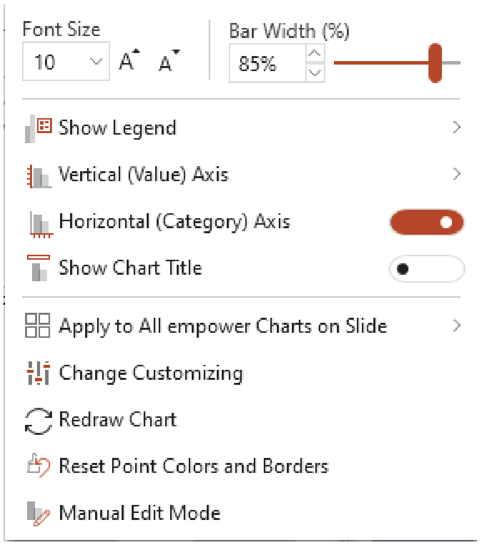


Figure 173: Show Chart Title

Displaying the title in multiple lines is also supported **(Figure 174).** The title can be moved and positioned freely via Drag & Drop. If the selected chart is to receive a legend, it is inserted next to the title, but can be positioned independently as described in **3.7.2 Legend**.

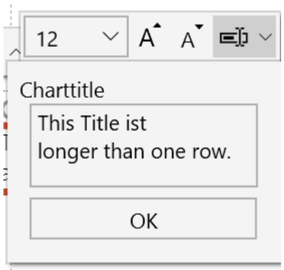


Figure 174: Chart Title longer than one row

The setting to give the chart a title is supported by all chart types.

Subscript or superscript can be used in chart titles. To do so, use **\sup{text}** for superscript or **\sub{text}** for subscript and replace {text} with your text you want to format with superscript or subscript.

3.7.4 Performance Mode

Basically, when working with empower®, a good performance is ensured, so that the user can efficiently create and edit charts. The performance mode is therefore only triggered if individual data charts have a lot of content or if the loading of the data chart takes longer for technical reasons. The message to be able to switch to performance mode therefore only appears in some data charts. Excluded from this are data charts that are located on the first slide of a presentation. By clicking on **Switch to performance mode** in the navigation bar you can switch to the same **(Figure 175).** In this mode, individual data is then scaled down, which means, for example, that oblique texts can be distorted.

If you do not want to switch to performance mode and do not want to be asked for it for this data chart in the future, click **Do not show again**. The performance mode is used for better and faster processing of these data charts. After editing the data chart in this mode, however, it should be left again. This works via the **properties** in the action bar by clicking **Leave Performance Mode** (**Figure 176**).

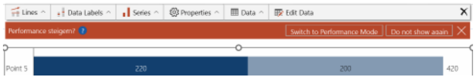


Figure 175: Performance Mode

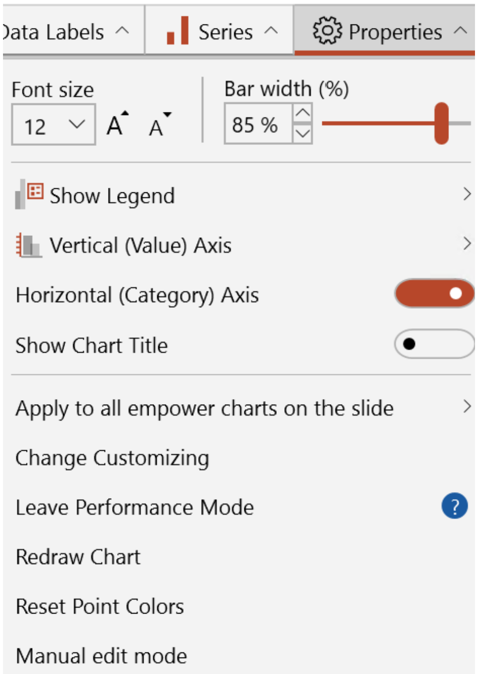


Figure 176: Leave Performance mode

3.7.5 Manual Edit Mode

Once you are content with the design of your chart, you can still make manual changes at a later stage if absolutely necessary. To do so, activate **Manual edit Mode (Figure 177)**. In doing so all empower Charts functions are deactivated and you can now implement all manual changes to your chart.

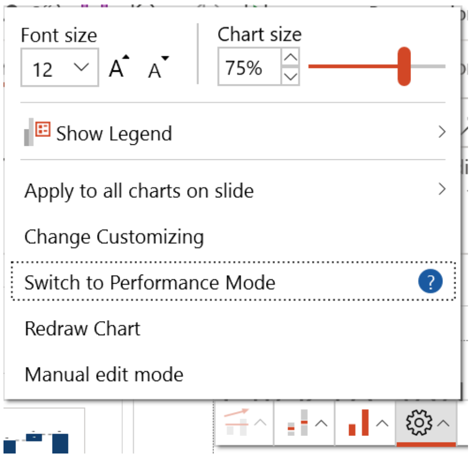


Figure 177: Manual edit mode

Please note:
Some formatting may be lost in the process after you have deactivated Manual edit mode.

Manual edit mode should not be used for manipulation of the chart in normal use as almost all changes made so far will be reverted; more fundamental changes may lead to empower Charts no longer working correctly for this chart.

In order to gain an overview of the different changes that occur when leaving Manual edit mode, it is necessary to distinguish between Gantt charts and data charts:

Gantt charts

After leaving Manual edit mode (almost) all changes made by the user are reverted.

Data charts

After leaving Manual edit mode all changes made by the user are reverted apart from the following exceptions:

- Changes to color of data points (e.g. a section of a bar)
- Changes to shading of data points
- Any changes to the category axis
- Changes to axis settings (the PPT axis will need to be inserted in Manual edit mode, later the EC axis will need to be toggled on and off in charts mode)
- Changes to gridlines in the chart.

3.7.6 Configuring Axis

In **Properties** you can insert a primary axis (as well as a secondary axis). Once you have selected an axis, you can either scale it automatically, or enter a value manually for a minimum as well as a maximum for the axis scale **(Figure 178)**.

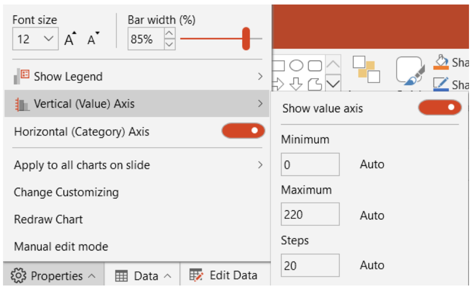


Figure 178: Axis configuration

In addition, you can adjust the text formatting of the axis labelling by clicking on the respective axis. You also have the possibility to change the scaling of the axis. The labelling can be shown in multi lines. **(Figure 179)**.

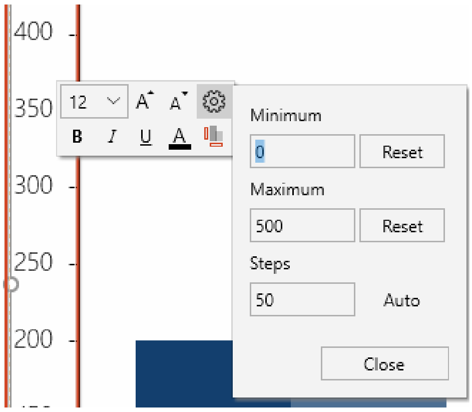


Figure 179: Configuring scaling of axis

With empower Charts, axes can also be designed flexibly. To flip the axis direction, you can simply click **Properties** and **Vertical (Value) Axis**. Here you can set the option **Reverse Axis Direction (Figure 180)**.

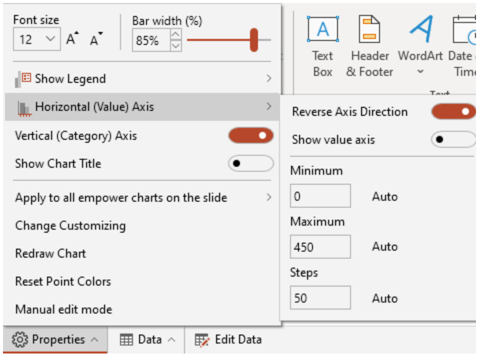


Figure 180: Reverse axis direction

This automatically reverses the axis direction of the chart **(Figure 181)**.

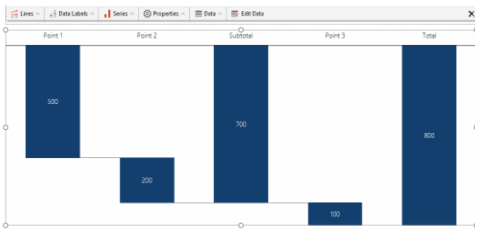


Figure 181: Adjustment of chart

Conversely, the same behavior applies to bar charts and their **Horizontal (Value) Axis**.

empower Charts also allows the use of a date axis. If you aim to use one, select the desired chart and click on **Data** in the Action Bar and then on **Edit Data.** In the Excel table that opens you will then have the ability to enter the date values into the corresponding cells for the axis of your choice. It is important that these values have the same date format as Excel (e.g. *07/01/2018*) and that this date does not function as a table header **(Figure 182)**.

	A	B
1		Series 1
2	01.01.2012	100
3	01.01.2013	200
4	01.01.2014	250
5	01.01.2015	200
6	01.01.2016	150
7		

Figure 182: Excel date format

Once you have changed the values of the axis to a date format in the Excel, you can close the Excel table. Once you click on the axis labels, you will be provided with further options in **Properties**. You can set the time frame to be displayed on the axis by setting the start and end dates manually or by selecting the dates using the date picker. In addition, select if you want the time steps as days, months, or years. Lastly, you can change the **Date Format** using the relevant dropdown menu **(Figure 183)**.

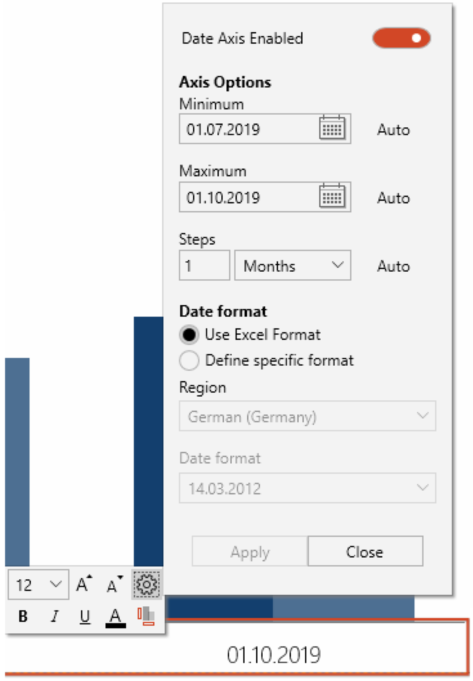


Figure 183: Configuring date axis

3.7.7 Same Scale and Size for all Charts

In order to aid comparison of charts on the same slide, it is possible to match the scale and size of the charts. To do so, select a chart on the slide and click **Properties**. Afterward click **Apply to all charts on slide**. You can then choose between applying the **font size** of the selected charts for all the charts on the slide or applying the **scale and size** of the selected chart for all the charts on the slide **(Figure 184)**. The matching to height orients itself to the highest chart on the slide.

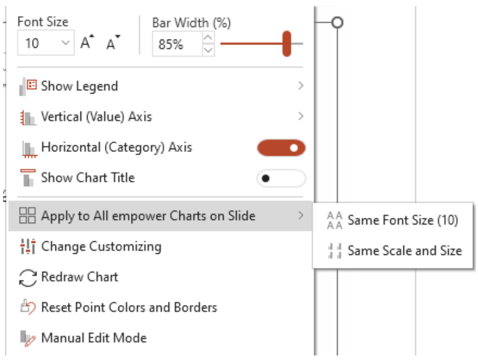


Figure 184: Chart scale settings

Charts with breaks can be matched to other charts with the function **same scaling and size (Figure 185)**. This ensures that the scales of the axes are identical and the charts appear more uniform.

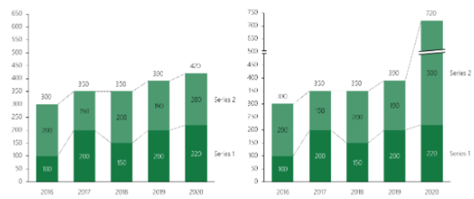


Figure 185: Adjustment of charts with breaks

Tip: Always apply the **same scale and size** function to the chart, which has the smallest scale, i.e. where a certain reference value (e.g. 100) is displayed the smallest.

3.7.8 Change Customizing

If there are multiple customizings set up in empower® for creating charts, it is possible to change to a different design or convert individual charts. A customizing contains information such as fonts, colors, or even axis settings.

To change to a different customizing, click on the chart and then on the button **Properties** and then on **Change Customizing.** A new window will open which will provide all available customizations. Select the desired customization and confirm your selection by clicking **OK (Figure 186)**.

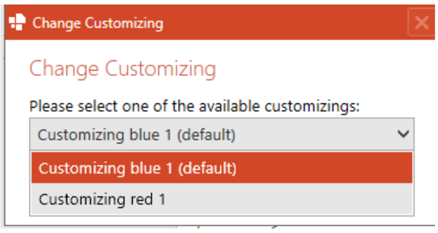


Figure 186: Change customizing

3.7.9 Reset Point Color and Borders

Under the **Properties**, the **Reset Point Color and Borders** function can be selected (Figure 187). If you select this function, the colors and borders of the current chart are reset to the default set in the customizing.

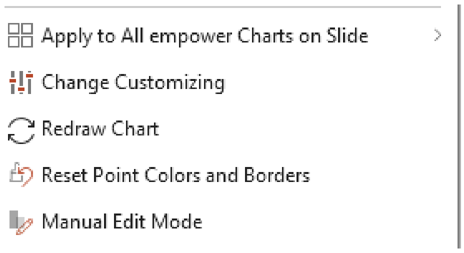


Figure 187: Button **Reset Point Colors and Borders**

3.8 Chart Features

3.8.1 Growth Arrow

A growth arrow displays the growth between two data points. In order to set up a growth arrow, click on **Lines** in the Action Bar and select **Growth Arrow (Figure 188)**.

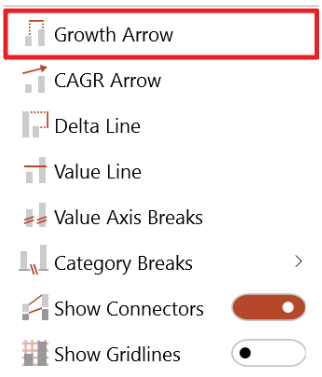


Figure 188: Growth Arrow

In addition, an extra window opens with a mouse click on the growth arrow, **(Figure 189),** by displaying and changing additional settings. These settings can be made and adjusted at any time. In addition, you can decide, which labelling type you prefer (percentage, absolute, or both) and if an ellipsis is to be placed around the value. You can also drag and drop the growth arrow to the desired data points. Via **Esc**, you can exit and close the arrow settings windows at any time.

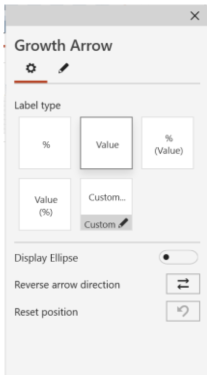


Figure 189: Growth Arrow

If you would like to make adjustments at a later stage, simply go to the settings and click on the growth arrow. The selection area is now displayed again, where you can change the settings of the growth arrow. If you want to delete the arrow from the presentation, select the arrow here as well and use the key **Del** or click **Delete.**

You can also influence the height of the arrows by holding and moving the desired arrows with the mouse. As a result, two overarching growth arrows can also be fused into each other **(Figure 190).**

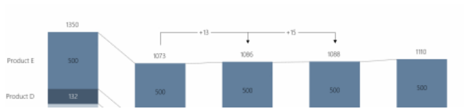


Figure 190: Overarching growth arrows

3.8.2 CAGR Arrow

A CAGR (Compound Annual Growth Rate) arrow displays the annual average growth rate of the time period between two data points. To add a CAGR arrow click on **Lines** in the Action Bar and then select **CAGR Arrow**. Now a selection window opens again where settings can be made and you can simultaneously select the two desired data points via Drag & Drop **(Figure 191)**. Similar to the growth arrow you can make changes or delete the CAGR arrow by clicking on the element.

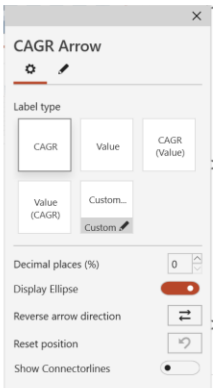


Figure 191: CAGR arrow settings

3.8.3 Delta Line

The delta line shows the percentage or absolute difference between two data points. To add a delta line, click on **Lines** in the Action Bar and select **Delta Line (Figure 192)**. Now a selection window opens again where settings can be made and you can simultaneously select the two desired data points via Drag & Drop. In addition, you can decide, which labelling type you prefer (percentage, absolute, or both). And if an ellipsis is to be placed around the value. In order to delete the delta line, simply select it and click the Delete button.

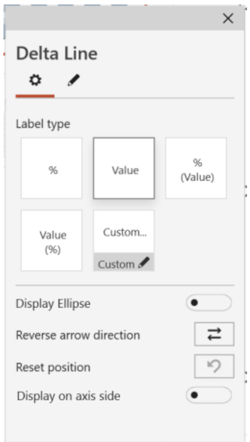


Figure 192: Delta line

3.8.4 Value Line

This feature displays a horizontal value line into your chart. In order to set up a value line, click on **Lines** in the Action Bar and select **Value Line (Figure 193)**. Now a selection window opens again where settings can be made and you can simultaneously select the two desired data points via Drag & Drop. In addition, you can label the value line. To adjust or delete the value line, simply select it make the appropriate changes or click the Delete button to remove the line from the chart.

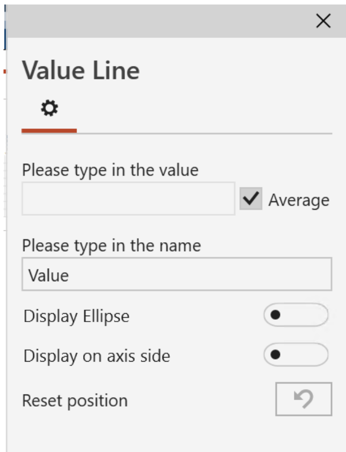


Figure 193: Value line

3.8.5 Insert Breaks

Breaks allow you to truncate data segments, e.g. to be able to better display smaller columns.

To add breaks, click on **Lines** in the Action Bar and select **Value Axis** or **Category Break (Figure 194)**.

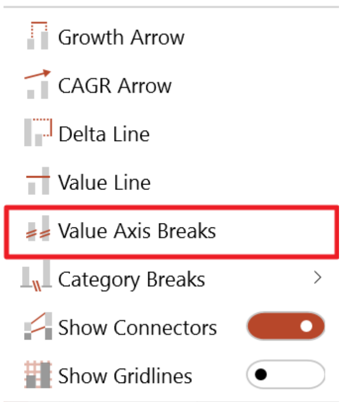


Figure 194: Select Break

A further window will open in which you can set new breaks **(Figure 195)**. The width (the hidden value section) of the break can be adjusted automatically or manually.

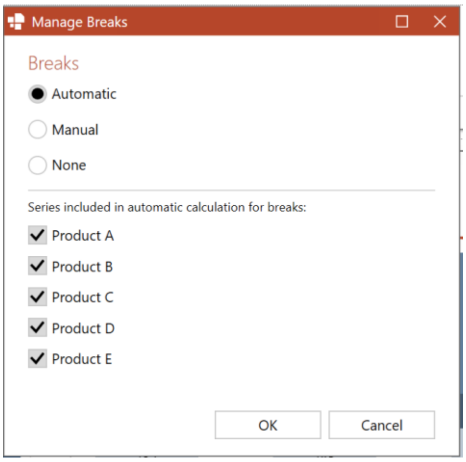


Figure 195: Inserting breaks

If you click on **Automatic**, automatic break logic will be used, which calculates the size of a break so that the expressiveness of the chart is optimally balanced. Individual series can also be explicitly excluded **(Figure 196)**.

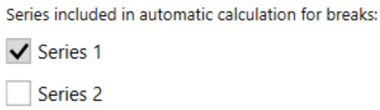
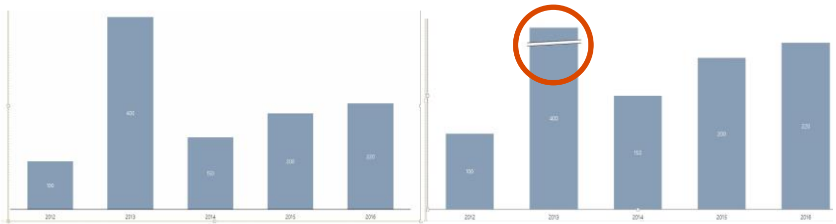


Figure 196: Insert series automatically

Sometimes you may use data in a chart that differs strongly in size. This may result in columns with lower values to be displayed next to columns with a high value which can result in a confusing chart. Breaks can help to maintain readability.

To the left is an example of a chart without a break, while the right chart has a break inserted:



Also, when selecting category break, a popup window will open, where you can set appropriate breaks **(Figure 197)**.

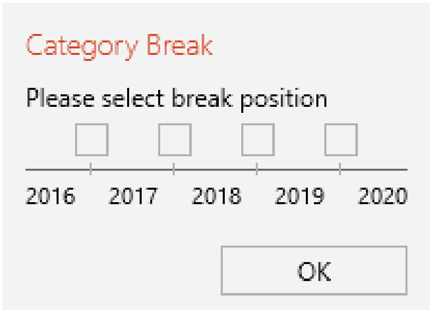


Figure 197: Set category break

3.8.6 Gridlines

The editing of the gridlines is only possible in Manual edit mode. This can be activated as described in **3.7.5 Manual Edit Mode**. If the Manual edit mode is activated, all settings of the lines, such as color or width, can be set manually. When you exit Manual edit mode, all settings are applied. However, if the gridlines are disabled and re-enabled, the settings are reset to Default **(Figure 198).**

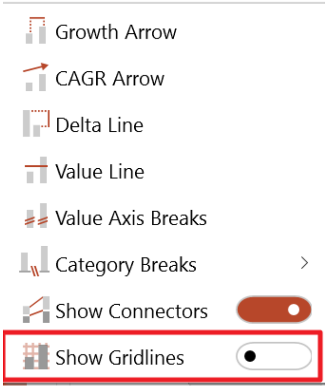


Figure 198: Show Gridlines

The manual editing of the gridlines does only work for charts which have value axes.

The gridlines can also be set manually in Flex-Customizing. This is where the PowerPoint logic regarding light background and dark font applies, and the other way around.

3.9 Converting Charts

There is a possibility to convert a native PowerPoint chart or a chart created with the software think-cell® to an empower chart.

If you have installed empower® Slides additionally, you can also convert a chart by using the **Apply** function if an empower Chart is saved in the chart templates folder of the library. To apply the format of an empower Chart to a regular chart, simply select the chart on the slide, and the select the empower Chart in the library folder. Now click **Apply (Figure 199).**

Figure 199: Converting with empower® via Quick Access pane

The same method can be used to convert existing empower Charts to other empower Chart types. Please note that only charts that use a similar data structure in their underlying Excel tables can be converted. A column chart, for example, can be converted to a stacked bar chart. A stacked column chart, however, cannot be converted to a waterfall chart.

3.9.1 Native PowerPoint Charts

To convert a native PowerPoint chart, simply select the chart you wish to convert, and click on **empower Chart**, the same way you would when inserting an empower Chart. Select the desired chart type, and the chart will convert accordingly **(Figure 200)**. The previous chart type is stressed through a border.

Figure 200: Convert chart

Alternatively, you have the possibility to convert a native PowerPoint chart into an empower chart by clicking on the empower Icon which appears in the upper left corner **(Figure 201)**.

Figure 201: Convert to empower chart

3.9.2 think-cell® Charts

To convert a chart created with think-cell®[2], you have multiple options. Firstly, you can select a think-cell® chart and convert it like native PPT charts, provided that the software think-cell® is not activated **(Figure 202)**. The transfer of **colors, percentage values, hatches** and **broken Excel-Links** etc. is possible.

Figure 202: Convert think-cell® chart

It should be noted that the function for converting think-cell® charts is still in a beta phase and will be further optimized over the next versions.

3.9.3 Converting Multiple Charts

Clicking on **More** and then **Convert charts** you also have the option to convert all the charts on the slide or in the entire presentation at once **(Figure 203)**.

Figure 203: Convert multiple charts

When you convert a slide, it is duplicated first, then the first copy performs the conversion. You have the second copy as a backup to compare whether the conversion worked well. When you convert a presentation, an unsaved

[2] think-cell® is a registered trademark of think-cell Software GmbH.

copy of the presentation is created and the conversions are performed on that copy. Thus, you have the possibility to check the result and do not have to change the original.

This feature is in a permanent beta phase (because this feature is dependent on a different Software) and results should be checked manually and optimized if necessary.

> **Please note:**
> If it comes to problems within the converting process, a warning box will appear next to the converted chart

3.10 Special Charts

3.10.1 Waterfall Chart

Adding a waterfall chart is performed similar to other empower charts, however its data entry differs slightly.

In an Excel table a **x** is entered into the column that is to correspond to the sum of data of the previous data (in previous columns). To indicate a column sum, the value of one or more series has to be set to **x** for this column. If only one series value is set to **x**, the overall sum (over all series) is calculated.

Two or more series values set to **x** indicate that the per series sums are calculated and displayed. If any row of a column contains the keyword **<new>**, a new waterfall starts with the upcoming column. Sum columns are calculated separately for each new waterfall.

In addition, it is also possible to change the direction of your waterfall chart. This way waterfall charts can also be set up in reverse. To change the direction of your chart, simply click in the button **Data** in the Action Bar and select **Left to right** or **Right to left (Figure 204)** For laying waterfalls, you can choose between **Bottom to top** or **Top to bottom**.

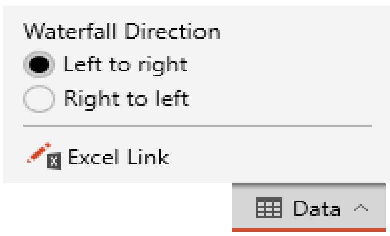


Figure 204: Edit waterfall direction

You can also display multiple waterfalls after one another. To add a new waterfall within a chart, click **Data** in the Action Bar and select **Edit Data**. In the corresponding cell of the Excel table enter the keyword **<new>**. The new waterfall chart will then begin at the next column while the sum starts at zero.

In waterfall charts, series can be set to or below the regular waterfall levels (e.g. to indicate a possible deviation or in order to take out not yet final numbers of a sum). To set this, a check mark can be set under the item **Series** in the Action Bar at on the waterfall **(Figure 205).** The corresponding chart is thus directly adjusted.

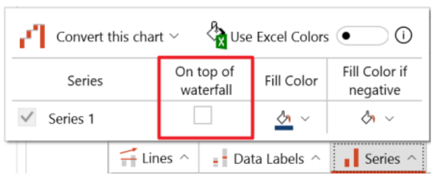


Figure 205: On top of waterfall

There is now also the possibility to adjust the orientation of the label, e.g. a horizontal chart **(Figure 206).** This can make reading easier, especially for multi-line labels.

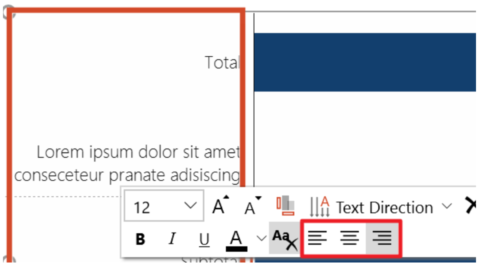


Figure 206: Text orientation

3.10.2 Circle Charts

Insert a circle chart in the same manners as you would insert any other empower chart. What makes a circle chart different is that its user is unable to use chart features such as Lines; also, other settings such as Data Labels are not possible.

Click on **Data Labels** in the Action Bar in order to activate data labels of the chart. In **Value label** you can activate the value of the circle chart by toggling the **Show Value** slider. You can also set the number format as well as display the percentage of the value. You also have the possibility to set the decimal place of your percentage. Finally, you have the option to display the category names by activating **Show Series Name (Figure 207)**.

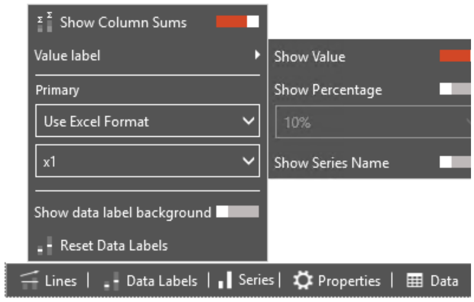


Figure 207: Data label settings

In order to improve legibility of data labels of a background using the same color, you can insert transparent backgrounds for labels by activating **Show data label background**. In addition, you can reset the data labels to their original formatting by clicking **Reset Data Labels (Figure 208)**.

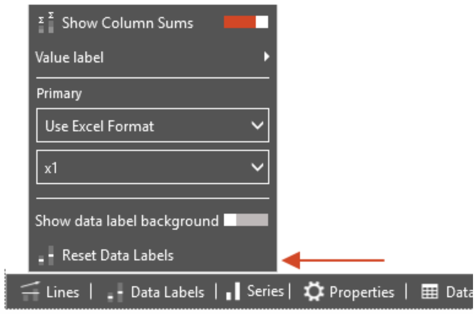


Figure 208: Data label settings

Pie charts can be rotated. This is done by moving the rotation symbol **(Figure 209)**, which appears independently in a created chart. The chart can be rotated in any direction.

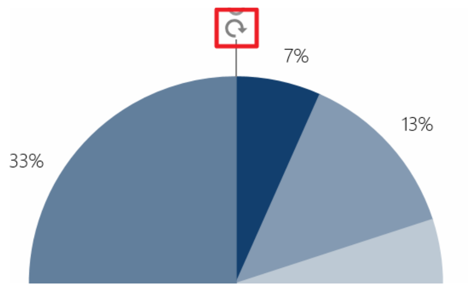


Figure 209: Pie chart rotation

In addition, individual pieces can be pulled out of the pie chart **(Figure 210)**. This works by clicking and dragging with a mouse.

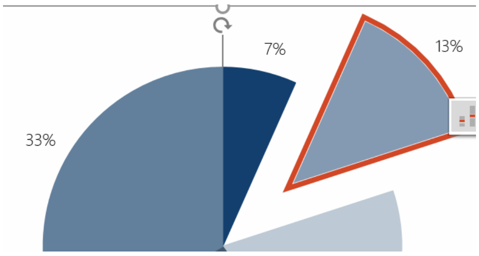
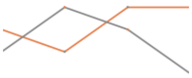


Figure 210: Pull out a piece

3.11 Line Charts



The line charts can be inserted analogously to the other charts from empower®. Their difference lies in their ability to allow additional adjustments for lines and markers.

With a single click on the line, you can set a line's color, thickness, and type **(Figure 211)**.

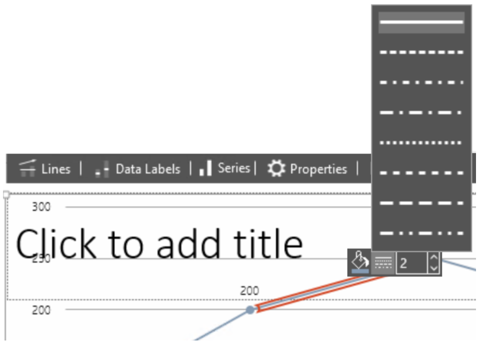


Figure 211: Line formatting

You can also smooth the lines of your charts. To do so, select the line and then click **Properties** in the Action Bar above the chart, then click **Smooth Line (Figure 212)**.

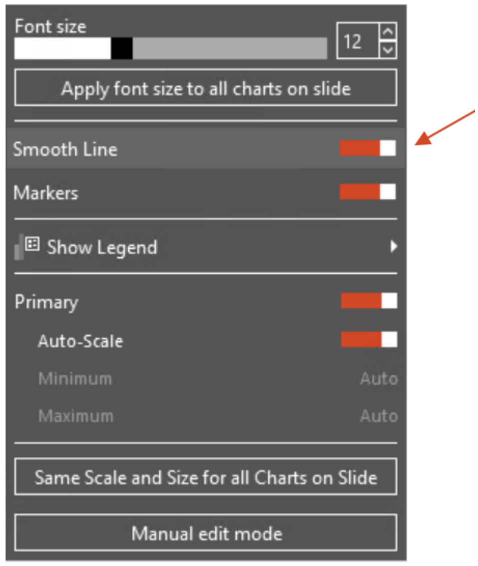


Figure 212: Smooth line setting

In order to edit the markers of data points, simply select a marker. In the overly that opens you can now select from fill colors, type, as well as size of the element **(Figure 213)**.

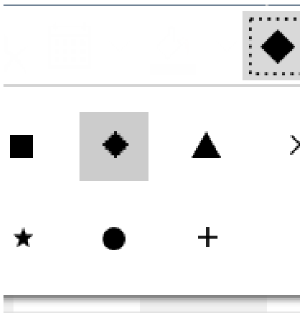


Figure 213: Marker editing options

For visualization reasons, you also have the option to freeze the line chart labels below the point **(Figure 214)**. To do this, you can simply select the labels by pressing **Shift** and drag them to the position below.

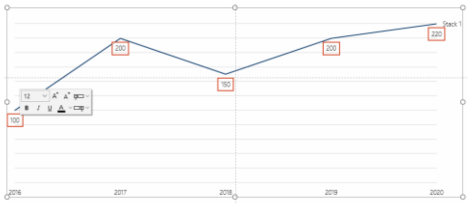


Figure 214: Freeze labels

3.12 Butterfly Chart

To visually contrast two series, you can use the Butterfly chart **(Figure 215)**. To do so, complete the following steps.

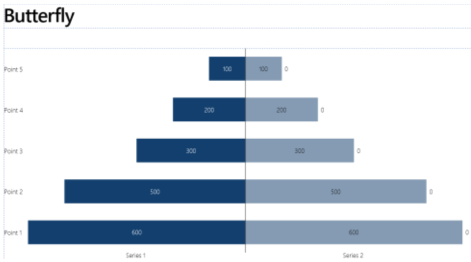


Figure 215: Butterfly chart

First, click **empower Chart** and select as a base **Stacked Bars** for a vertical Butterfly chart **(Figure 216)**.

Figure 216: Select the chart

Here, it is important that you enter negative values in the series that you want on the left to achieve the desired shape of the chart **(Figure 217)**.

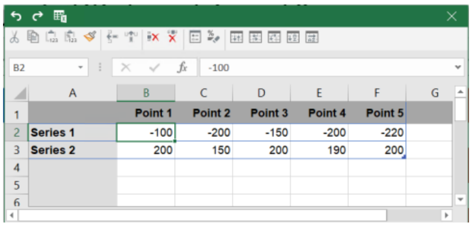


Figure 217: Edit Excel data

Then go to **Labels**, select the option **Show Absolute Values** and hide **Show Column Sum (Figure 218)**.

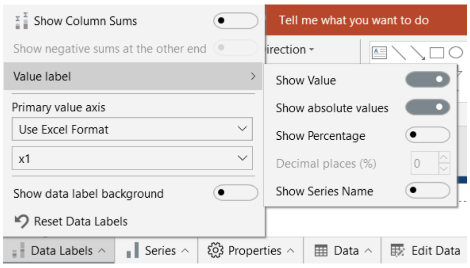


Figure 218: Adjust settings

3.13 Mekko Chart

To illustrate a numerical value depending on at least two dimensions, Mekko charts are particularly suitable.

A distinction is made between two variants.

The **Marimekko** chart is to be understood as a two-axis stacked bar chart in which both axes represent 100% **(Figure 219)**.

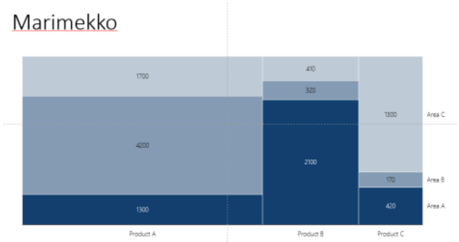


Figure 219: Marimekko chart

The **Column Mekko**, on the other hand is to be understood as a two-axis stacked bar chart, in which, however, the axes do not represent 100% in contrast to the Marimekko **(Figure 220)**.

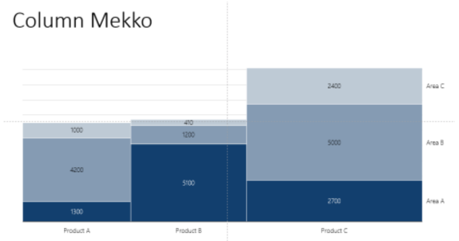


Figure 220: Column Mekko

To create such a chart, follow these steps.

Open **empower Chart** and select one of the two Mekko charts **(Figure 221)**.

Figure 221: Select Mekko chart

You can then customize the data under **Edit Data (Figure 222)**. The data structure initially corresponds to that of a normal 100% or normal column chart, but with the difference of the additional "width row", which determines the relative width of the individual columns. It is often technically desired that the width is equal to the sum of the column values, so this is already preset.

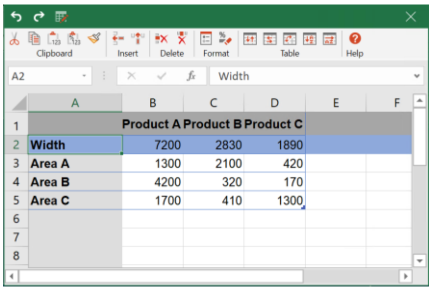


Figure 222: Edit data

When using the button **Transpose**, you have the option to swap rows and columns **(Figure 223)**. Note that the Width line is immutable.

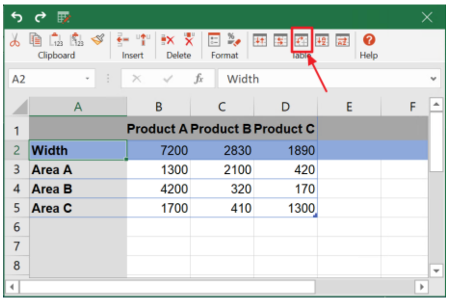


Figure 223: Specifics of the chart

Alternatively, you can link the chart to an Excel file under **Data** and **Excel-Link (Figure 224)**.

More information can be found in Chapter 3.4.3 External Excel Data.

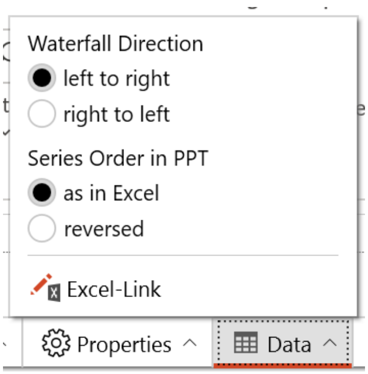


Figure 224: Create Excel-Link

3.14 Gantt Chart

To insert a Gantt chart, click on the **Insert** Tab in the PowerPoint menu, navigate to the empower Charts section and click on the button **Gantt chart** (**Figure 225**). You can now define the area in you want to insert the Gantt chart by clicking and drawing the cursor across the slide. This step can be interrupted by clicking **Esc**.

If you wish to insert a Gantt chart directly into a placeholder on the slide, select the respective content or chart placeholder and click the button **Gantt chart**.

Once you have set the area in which you wish to insert the Gantt chart, a settings window will open (**Figure 226**). Here you can set the length of time to be displayed by the chart, as well as header settings and date format, if it is to differ from the default settings **(1).**

In addition, you can also set how many phases and rows are to be displayed in the chart. Further phases and rows can be inserted directly in the chart upon requirement **(2).** In addition, up to 2 note columns are available on the right side. In these, you can insert text as well as interactive symbols (traffic lights, Harvey balls, etc.) **(2).**

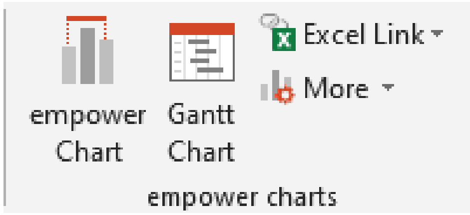


Figure 225: Insert Gantt chart

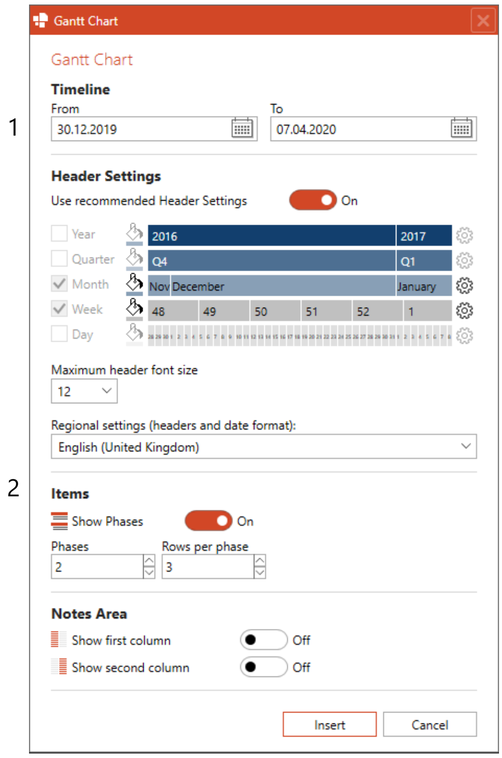


Figure 226: Gantt chart settings

To change the size of the Gantt chart at a later date, select the chart and the click and draw the endpoints to the desired size. Alternatively, you can alter the size via the native PowerPoint function. To do so, select the chart and navigate to the **Format** tab in the PowerPoint menu then change the chart's height and width. Once you reduce the size of the Gantt chart you may receive a notification that the font size has been automatically adjusted. If this was not desired, you have the option to simply click on **Undo changes**.

3.14.1 Adjusting the Date Section

By default, the Gantt chart displays a period with the current date. To adjust the time period, click on the date above the Gantt chart (**Figure 227**).

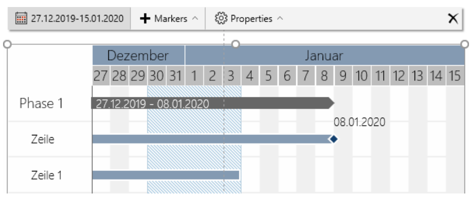


Figure 227: Adjusting date section

An integrated selection window will open in which you can adjust the dates for start and end, either by selecting an item in the calendar or by directly entering a specific date (**Figure 228**). Here you can change the date range as desired without losing any data.

Figure 228: Calendar view

In addition, you have the possibility to change **Header Settings** on the right. Here you can either use the recommended header settings or define the formatting of the header yourself. Here you have the possibility to activate or deactivate the time specification (day, week, month, year) as well as adapt the settings of the labelling of your Gantt chart individually (**Figure 229**).

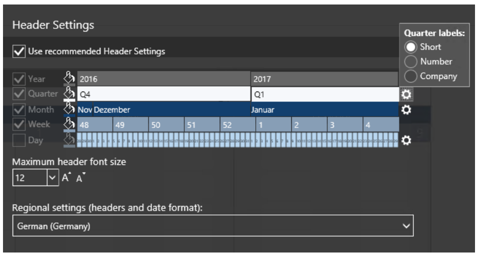


Figure 229: Adjusting header settings

You can choose between **Numbers** and **Week days** to display days in the header, as well as display just the work week (Mo.-Fri.). The labelling of the months can be displayed completely or in truncated form, in either **Letters** or **Numbers**. Setting the labeling option to **Automatic** will choose **long**, **short** or **letters** depending on the size of your Gantt chart. It is possible to display quarters as **Short**, **Number** or **Company**. The latter option is a setting to display the time specification of quarters as defined by your company. It is also possible to display each time unit as vertical lines in the Gantt chart, which are automatically inserted. To do so, simply select **Show vertical lines**.

You can further change the minimal font size of the Gantt chart, the language of the header as well as the date format **(Figure 230)**. A click on **OK** will take you back to your Gantt chart that will then have adapted in accordance to your settings.

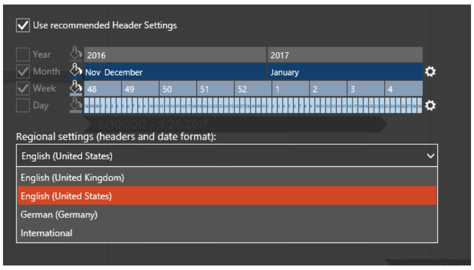


Figure 230: Setting language and date format

3.14.2 Edit Scale

A Gantt chart displays phases on the line level that are divided up into rows. These rows contain **Tasks** or **Milestones**.

Phases and rows can be renamed, moved according to requirement, and phase arrows can be hidden, revealed or deleted. You can add a new task or milestone to every row. To do so, hover over the row until a **plus** symbol (add) appears and then select either to add a **Task** or a **Milestone**. Your project plan will then update in accordance to your settings **(Figure 231)**.

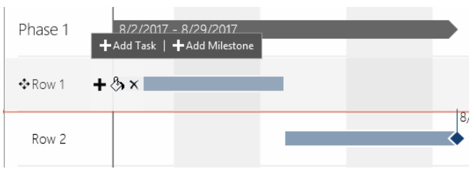


Figure 231: Adding task or milestone

The height of the task blocks, as well as milestones, is set automatically. However, changes can be always done via the action item **Properties (Figure 232)**.

In addition, you are able to enlarge or shrink the region in which phase and line labels are displayed. To do so, move your cursor to the right of the region until a bilateral arrow. You can then adjust the width of this section while holding the left mouse button.

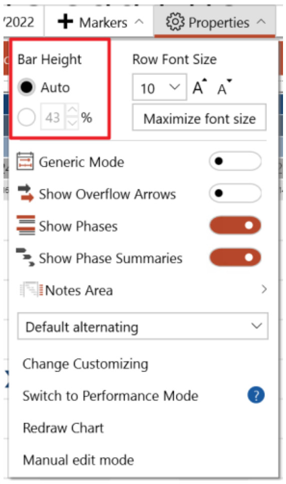


Figure 232: Task blocks height

3.14.3 Adding Phases or Rows

A pop-up menu will appear if you hover the cursor over the bottom end of a phase or row. In doing so you will be able to add a further phase or row to your project plan **(Figure 233)**.

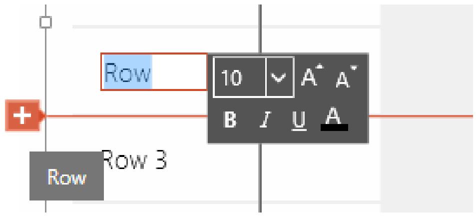


Figure 233: Adding a new row

3.14.4 Embedded Excel Table

As with empower Charts, you can edit the data of a Gantt chart using an Excel table embedded in the chart.

To do so, click on **Edit Data** on the Action Bar above the Gantt chart. As usual, the built-in Excel table opens and you can edit, add, remove and select the respective ranges **(Figure 234)**. If you have a **Notes Area** in PowerPoint displayed under **Properties** in the empower Action Bar, you can edit it from Excel.

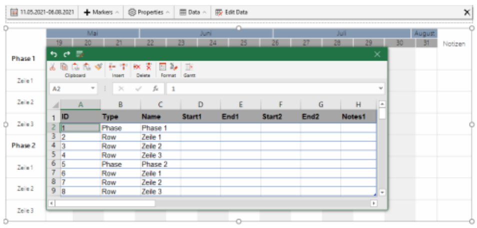
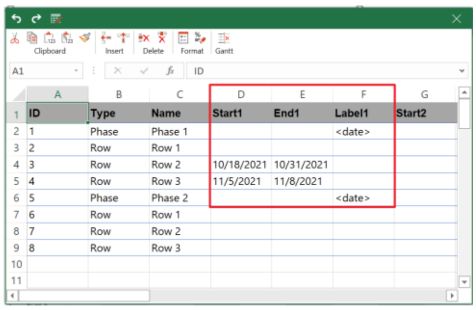


Figure 234: Edit data

In the Excel table of Gantt charts are datalables of phases, bars, milestones as well as highlights and datelines organized. If the inserted task should have a text and date, it will be visible in the Excel table **(Figure 235).** The Date can also be generated automatically, if you enter **<date>** to the related field in the Excel. The beginning and end date of the task are also shown in the Excel table.



ID	Type	Name	Start1	End1	Label1	Start2
1	Phase	Phase 1			<date>	
2	Row	Row 1				
3	Row	Row 2	10/18/2021	10/31/2021		
4	Row	Row 3	11/5/2021	11/8/2021		
5	Phase	Phase 2			<date>	
6	Row	Row 1				
7	Row	Row 2				
8	Row	Row 3				

Figure 235: New Excel Format

3.14.5 Excel-Link

In addition to using integrated data, you can also use external Excel data sources. To do so, click **Excel-Link (Figure 236).** A new window will now open where you can open data from either an Excel file (local or on a network drive) or from an Excel file from your SharePoint/OneDrive. Here you can select the desired area that you want to display in the Gantt chart.

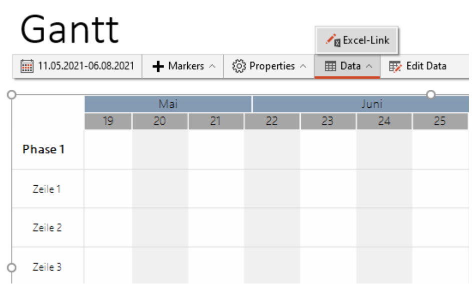


Figure 236: Create Excel-Link

A new window opens where you can open data either from an Excel file (on-premises or on a network drive) or from an Excel file from your SharePoint/OneDrive **(Figure 237).** The easiest way is if you already have the Excel file open. Open files are always offered as the first option in the window.

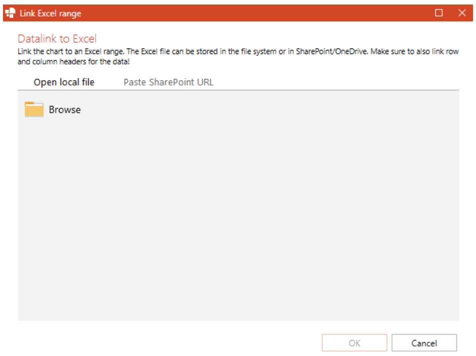


Figure 237: Connect Excel file

After selecting a file, you can select the desired area that you want to display in the Gantt chart **(Figure 238).** You can then make further settings in the window for linking.

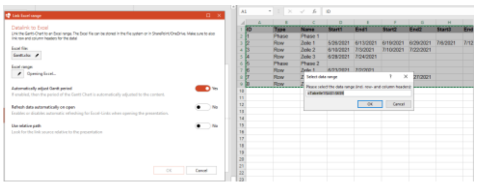


Figure 238: Select data range

As with the other charts, the Gantt chart also offers the possibility to copy and paste selected areas of the Excel table.

For more details on how the Copy & Paste function works, see **Chapter 3.4.3 External Excel Data.**

Here you can also select the option **Automatically adjust Gantt period**. When this setting is enabled, the Gantt chart period is automatically adjusted to the earliest and latest dates from the data range **(Figure 239).**

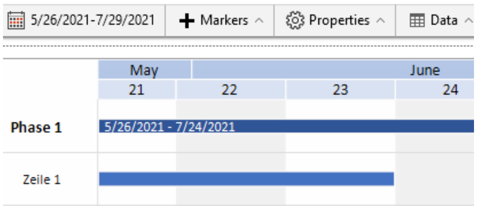


Figure 239: Adjust Gantt period automatically

For more details on Excel-Links, see **Chapter 3.4.3 External Excel Data.**

3.14.6 Multi-Columnity

In the areas left and right within a Gantt chart (task description and notes) tab stops can be used to achieve multi-columnity. The heading line for the task column can be used to define column titles **(Figure 240)**.

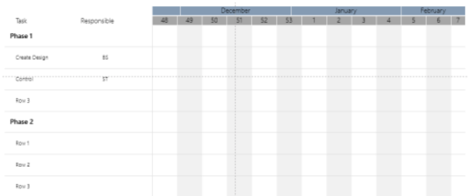


Figure 240: Create multi-columnity

The concept of multi-columnity with tab stops can be used in the text columns to the left and to the right of the Gantt chart. The header textboxes of these columns need to be set to left-aligned.

You can create multi-columnity by dragging the left column wider, then define the column headings, and then add the corresponding content within the rows. The tabs must be created using the **Tab key**.

The text alignment in the notes columns can be changed (**Figure 241**).

The set text alignment always applies to the whole notes column.

The column heading can be configured separately.

Figure 241: Text alignment in columns

3.14.7 Editing Phase Arrows, Task Bars and Milestones

Hover your cursor over a task arrow in order to edit its color or font **(Figure 242)**. Several tasks and milestones can also be marked and moved together. When drawing task blocks, the details of the current block (start, end, duration) are displayed. It is also possible to move labels of multiple tasks at the same time. If a task extends beyond the displayed data area, the item **Show overflow arrows** can be selected under **Properties**.

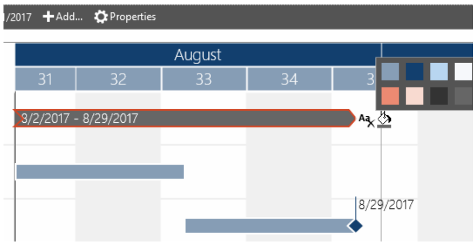


Figure 242: Editing phase arrow

Objects in the Gantt chart can be copied and moved individually (**Figure 243**). Tasks and milestones can also be copied and moved together, even if they are not on the same row. If you press Shift on the first and last object you want to move, all objects in between will be moved and the margins between all objects are kept. Alternatively you can also select multiple objects while holding the Ctrl key. You can move them Right-Angled by pressing **Shift**. In addition, objects dock to each other when moving by default, unless you press **Alt**. Objects can be moved freely by pressing **Alt** or using the cursor keys.

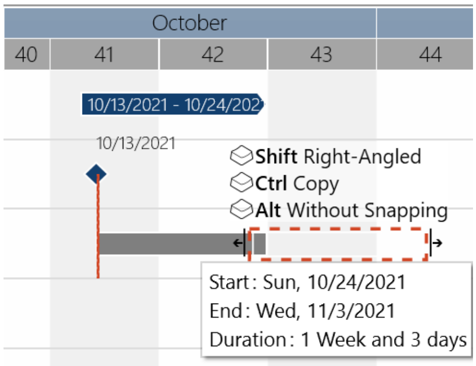


Figure 243: Move Objects

When editing a task or milestone you also have the ability to display the bar as a dashed frame without filling, you can completely delete, move it, as well as change its size. In addition, you can choose between different shapes **(Figure 244)**.

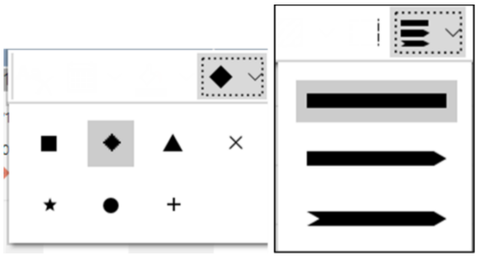


Figure 244: Editing task/milestone

Finally, you have the option to change the shape and color of the symbol used to represent the milestone (**Figure 245**). The labelling of this milestone can be moved with the help of snapping points. To do so, simply click on the milestone to make a snapping point appear. Select it and move it to the desired location while holding the mouse button.

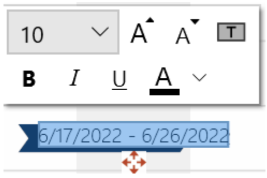


Figure 245: Changing milestone shape

If the labeling of the phase goes beyond the limitation of the Gantt chart, it may be that the legibility is impaired. For this purpose, the background of the label can be adjusted by means of the button **Show label background (Figure 246).**

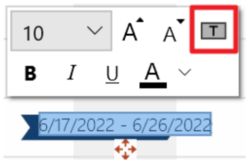


Figure 246: Background of the label

3.14.8 Add Data to the Scale Indicator

In the calendar view of the Gantt chart you can select different display options. To do so, click **Add** in the Action Bar above the Gantt chart. A drop-down menu will appear offering you different options to choose from **(Figure 247)**:

- Holidays
- Date Line
- Highlight
- Delay
- Connector.

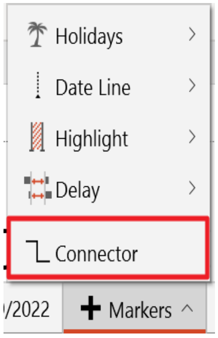


Figure 247: Markers

3.14.9 Adding Holidays

If you wish to display school holidays in your calendar click **Add…** in the Action Bar and select **Holiday**. A window will open in which you can select the desired holiday. Clicking **OK** will add the dates of the holiday to the calendar of your project plan which will then be highlighted in color.

In addition, you can add, edit or delete personalized holiday categories and calendars via the menu bar at the bottom left **(Figure 248)**. You have the possibility to export the data as an XML file as well as import data of other users.

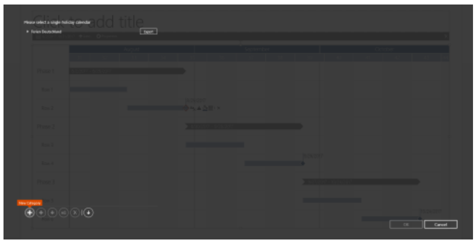


Figure 248: Setting holiday category

3.14.10 Adding Date Line

A further feature of the Gantt chart is the **Date Line**. It can be placed at any location within the project calendar in order to signify that a certain phase, task or milestone needs to be reached or completed by a specific date. In order to add a Date Line, click **Add...** in the Action Bar and select **Date Line**. A vertical dotted line will be inserted into your calendar, which can be moved to any date **(Figure 249)**.

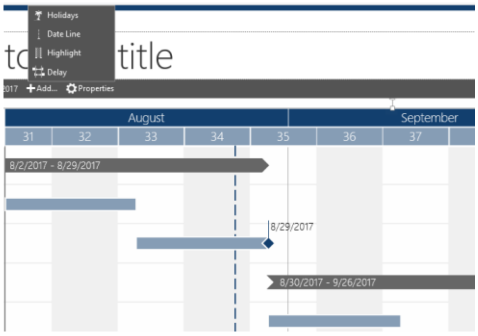


Figure 249: Date line

A text box is located at the bottom of the line, which contains the word **Date (Figure 250)**. Click it to change the word to your requirements. Furthermore, the appearance of this text can be changed in terms of font color and size.

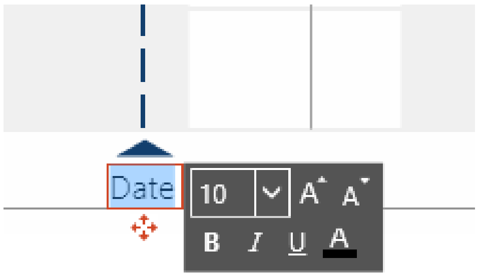


Figure 250: Changing date line label

3.14.11 Adding Highlights

In addition to the options of **Holidays** and **Date Line** empower Charts allows you to **add highlights** to your calendar, e.g. for a specific time period of a project or vacation **(Figure 251)**.

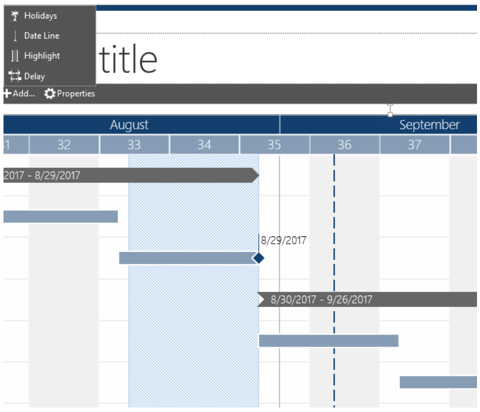


Figure 251: Inserting highlight

Below the highlight is a text box which provides the same editing options as that of the Date Line. In addition, you can move or extend the highlight manually to any date. To do so, move your cursor below the highlighted section in order to display the context menu that allows you to do so.

3.14.12 Adding Delays

Sometimes a project encounters delay. empower® Charts allows you to add delays to your project calendar. Click **Add...** in the Action Bar and select **Delay** to add a delay to your calendar. An entry field will appear in which you can specify the begin and end of a period, alternatively you can enter these dates via the calendar view. Confirm the changes by clicking **OK** (**Figure 252**).

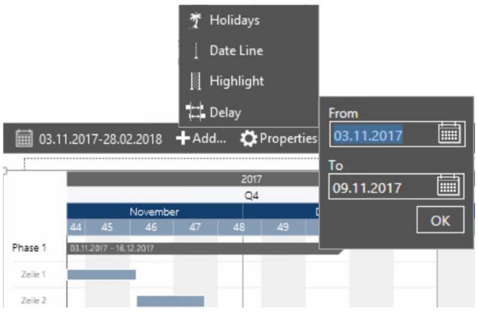


Figure 252: Entering delay dates

The delay in your project plan will be automatically inserted into your Gantt chart. A click on the enlargement arrow allows you to hide or display the hatched area as well as any labelling (**Figure 253**). Here, you also have the ability to change the color as well as completely remove the enlargement from the Gantt chart.

Figure 253: Adapting appearance of the delay

3.14.13 Connector

Various tasks can be connected using the connector. Select this feature via **Add** in the action bar **(Figure 254).**

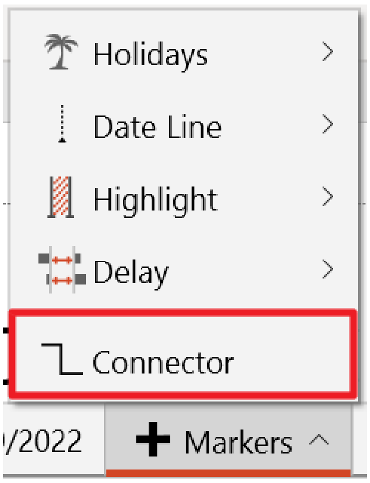


Figure 254: Create Connector

This will cause circles to appear at the start & end points of each task you have already inserted **(Figure 255).** You can then choose which tasks you want to connect. Multiple connection of tasks is also possible.

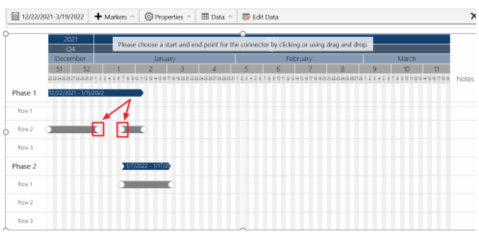


Figure 255: Place Connector

If you have inserted a Connector, you can adjust it as you like. The connection can be secured via **lock connector (Figure 256).** This also moves the tasks that are connected by lock connectors when you move a task. Also, the color, as well as the dash style of the connector can be adjusted.

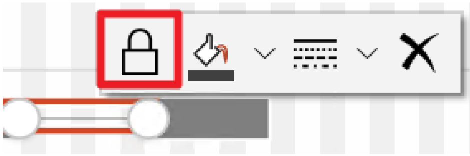


Figure 256: Lock Connector

3.14.14 Properties

In addition to the **Date Range** and the **Add... button**, you can also click on **Properties** in the Action Bar. Doing so will open a drop-down menu which allows you to change a number of settings of your Gantt chart **(Figure 257)**. You can change the font size as well as the height of the bars. A click on **Maximize font size** will automatically select the largest possible font for your Gantt chart. In some cases, it may be necessary to enlarge the bar width of your Gantt chart in order to display larger font sizes.

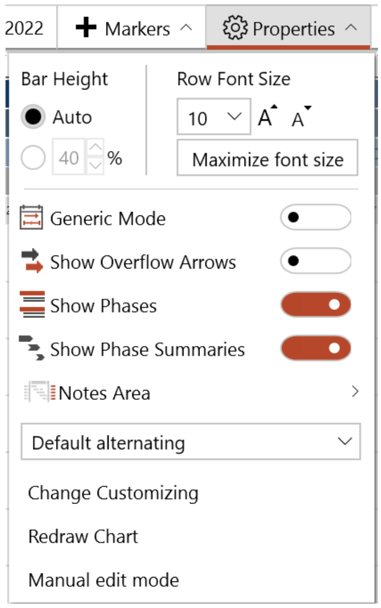


Figure 257: Gantt chart properties

You can set a **Generic Mode** in order to display days or weeks in the Gantt chart without connection to a specific date format. You can also select **Show Overflow Arrows** and the task fields that go beyond the set range are supplemented by an arrow on the applicable task fields. You also have the option to display the individual **phases**, **phase arrows** or the **Note Area** individually as well as change to **Manual edit mode**. The width of the notes area can be adjusted in the region that displays the phase and line labels. To do so, simply move your cursor to the right until it turns into a bilateral arrow. Change the size of the region while holding the left mouse button. If you want to make manual changes to the Gantt chart, you can switch to **Manual edit mode**. Please note, however, that such manual modifications are usually lost when returning from manual mode.

Finally, you have the option to set that the background is colored in alternating colors (alternating colors are set by default) or to highlight weekends in color **(Figure 258)**.

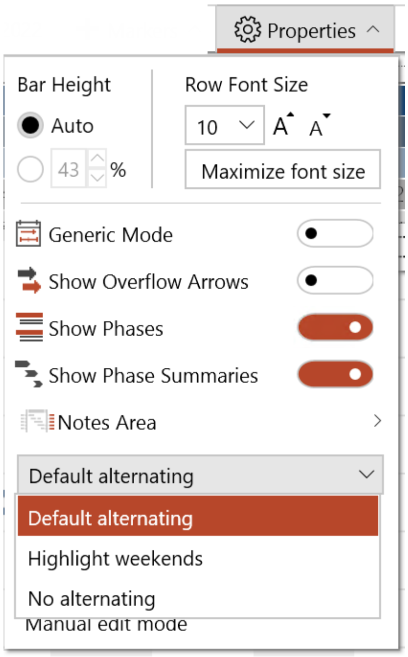


Figure 258: Setting Gantt chart alternation

Gantt charts are fully translated when a translation is initiated via empower® Slides. (e.g. headings like month names).

Please note:
All manual changes to a Gantt chart will be lost as soon as you close Manual edit mode. This function should rather be used as a last step in editing a Gantt chart.