

# QUICKSLIDE HELP

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# QuickSlide Help

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# WELCOME TO QUICKSLIDE

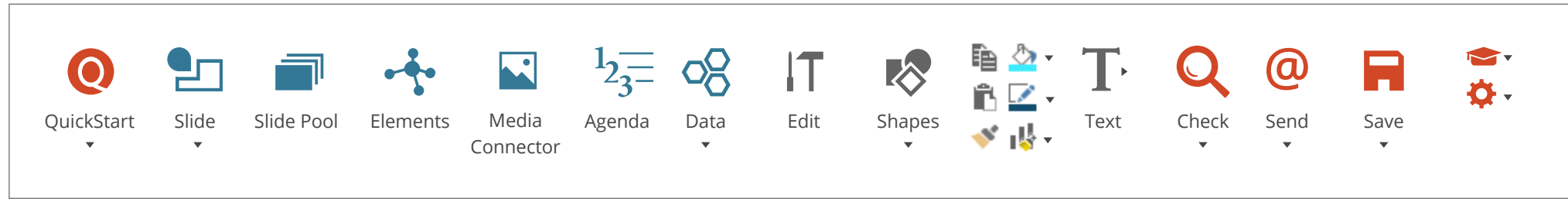
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[QUICKSLIDE HELP](#)

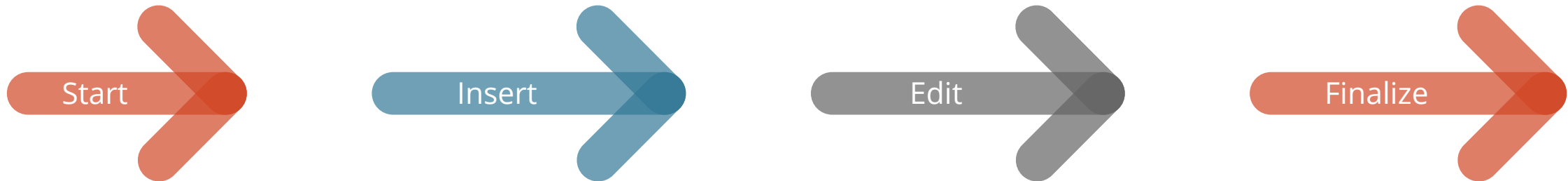
# Welcome to QuickSlide!

Your PowerPoint now contains a new tab: QuickSlide. QuickSlide makes it easier for you to create and manage presentations and graphics and helps you to create brand-compliant presentations.

If you need help with a specific function, simply click on the appropriate place in the following QuickSlide ribbon or use the navigation.



QuickSlide supports you in all steps of presentation creation. This is also evident in the color structure of the ribbon:

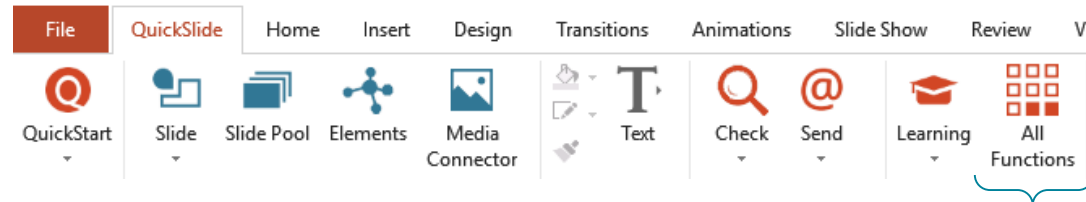


# Ribbon views

You can switch between a simplified view and the full ribbon.

## Simple ribbon:

- A simple introduction to QuickSlide
- The most important tools and functions for creating presentations



All functions > Full ribbon

## Full ribbon:

- All tools and functions of QuickSlide at a glance
- For maximum efficiency and quality



Options > Simple ribbon

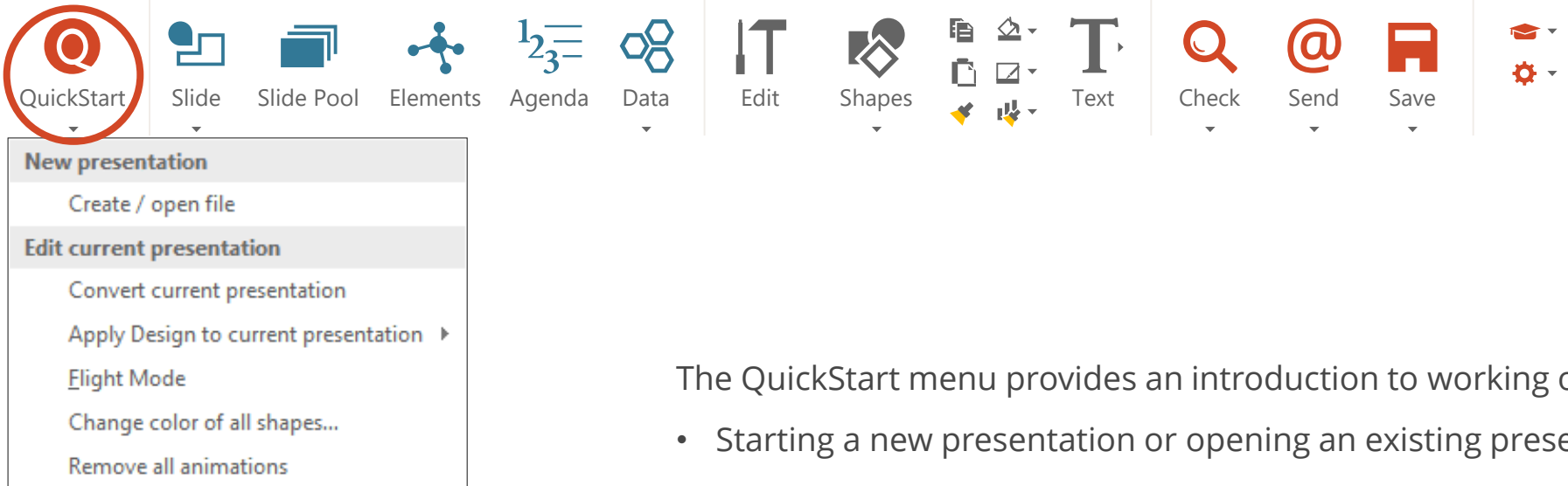


# QUICKSTART

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QUICKSLIDE HELP

# QuickStart



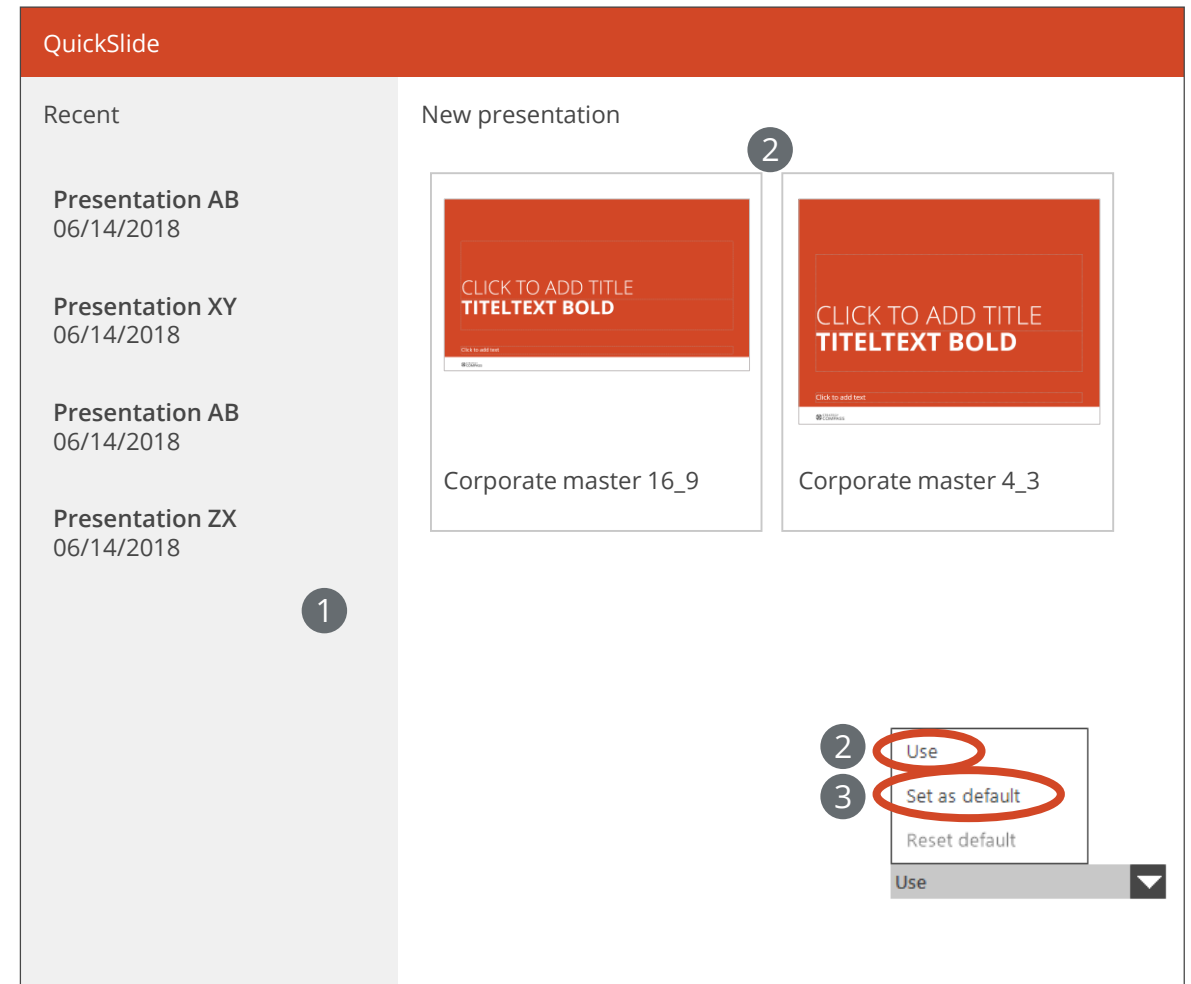
The QuickStart menu provides an introduction to working on a presentation.

- Starting a new presentation or opening an existing presentation
- Editing the opened presentation
- Switching QuickSlide to another design (optional)

# Starting a new presentation or opening an existing presentation: The startup screen

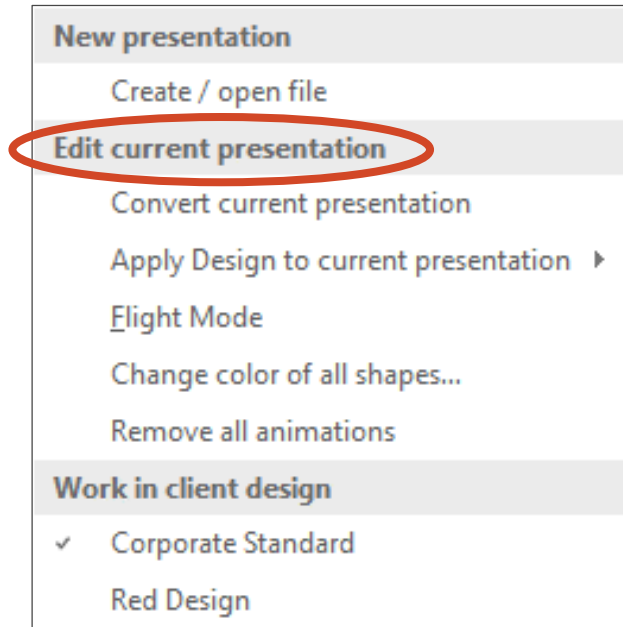
When you start PowerPoint, the QuickSlide startup screen opens automatically (fig.). In QuickSlide versions that do not use a startup screen, the masters are located directly under QuickStart.

- 1 List of recently opened presentations. Click once to open one.
- 2 Available masters. Select the desired master and click on "Use" or double click on the master.  
You can set a master as default. This master opens automatically when PowerPoint is started. To do this, select the desired Master and select "Set as default" from the drop-down menu.
- 3





# Editing the opened presentation



**Convert the current presentation:** Convert a presentation with the QuickSlide conversion tool, e.g. from 4:3 to 16:9 or from the old to the new master (additional function, optional)

**Apply design to current presentation:** Transfer a PowerPoint design to the currently open presentation.

**Flight Mode:** Parts of the presentation such as logo and company will temporarily be anonymized.

**Change color of all shapes:** Change colors throughout the presentation, e.g. after converting slides to a new design.

**Remove all animations:** Remove all animations from the open presentation with one click.

**Work in client design:** Switch QuickSlide functions to another available design (optional)

# Convert current presentation (conversion tool) (additional function, optional)

QuickSlide conversion converts your presentation to another format or design.

The tool proceeds as follows:

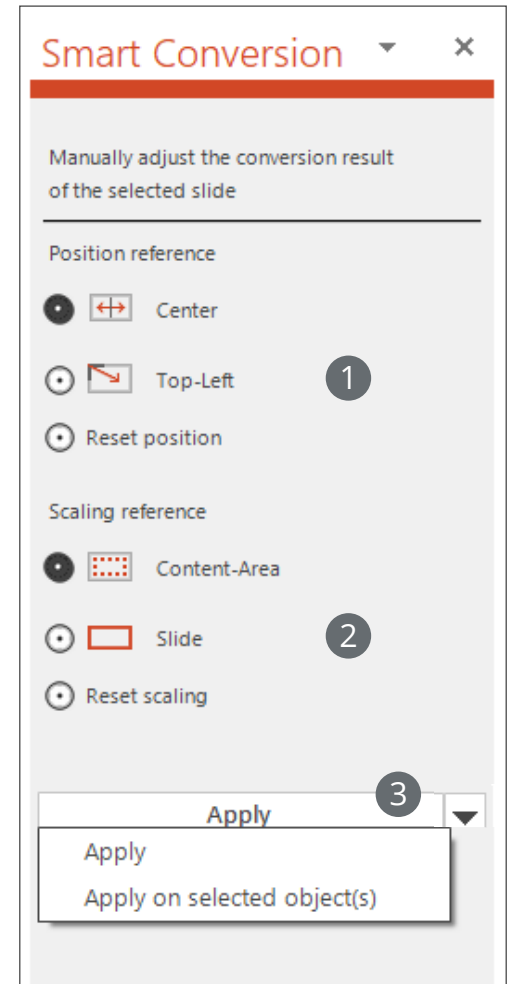
- 1 A copy in the new design is made and the elements on the slides are prepared for conversion
- 2 QuickSlide assigns layouts:
  - Layouts with the same name or similar structure as in the old master with the old design, will be assigned to the layouts with the new design
  - Layouts that cannot be assigned are assigned to a fallback layout (e.g. "Title only").
  - Individual elements from the old design that are no longer needed are deleted.
- 3 Convert slide content
  - Slide content is intelligently scaled and positioned
  - Colors are assigned
  - Text layers are adjusted

This tool is individually adjusted to your master and corresponds to your stored corporate design.

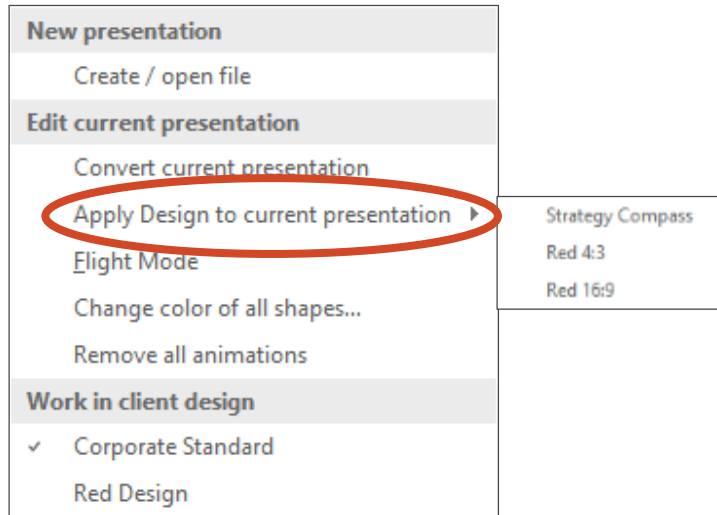
# Format manually

With the "Smart Conversion" task pane, you can quickly correct individual slides. This window opens automatically after the successful conversion of the presentation.

- 1 Select how you want the position the content on the slide: starting from the center, starting from the top left or reset the automatic conversion.
- 2 Select how you want to scale the content on the slide: in relation to the content area of the master, in relation to the entire slide, or reset the automatic conversion.
- 3 Decide whether to reformat the entire slide or only the individual objects. If you only click on "Apply", the entire slide will be reformatted.



# Apply design to current presentation



This function helps you to convert existing presentations into another design, e.g. your new master.

Open the presentation you want to convert. Then select the target master via the menu item. At this point you can see all the masters stored for you. The function now applies the design of the selected master to the current presentation. In doing so, you remove layouts not belonging to the master and place the contents on layouts of the new master.

In contrast to the conversion tool, which is set to your master, a conversion is carried out here which is not set to your master.

Due to the multitude of individual settings and formatting in PowerPoint, you may have to make various corrections in order to achieve the desired appearance of the slides.

# Flight Mode

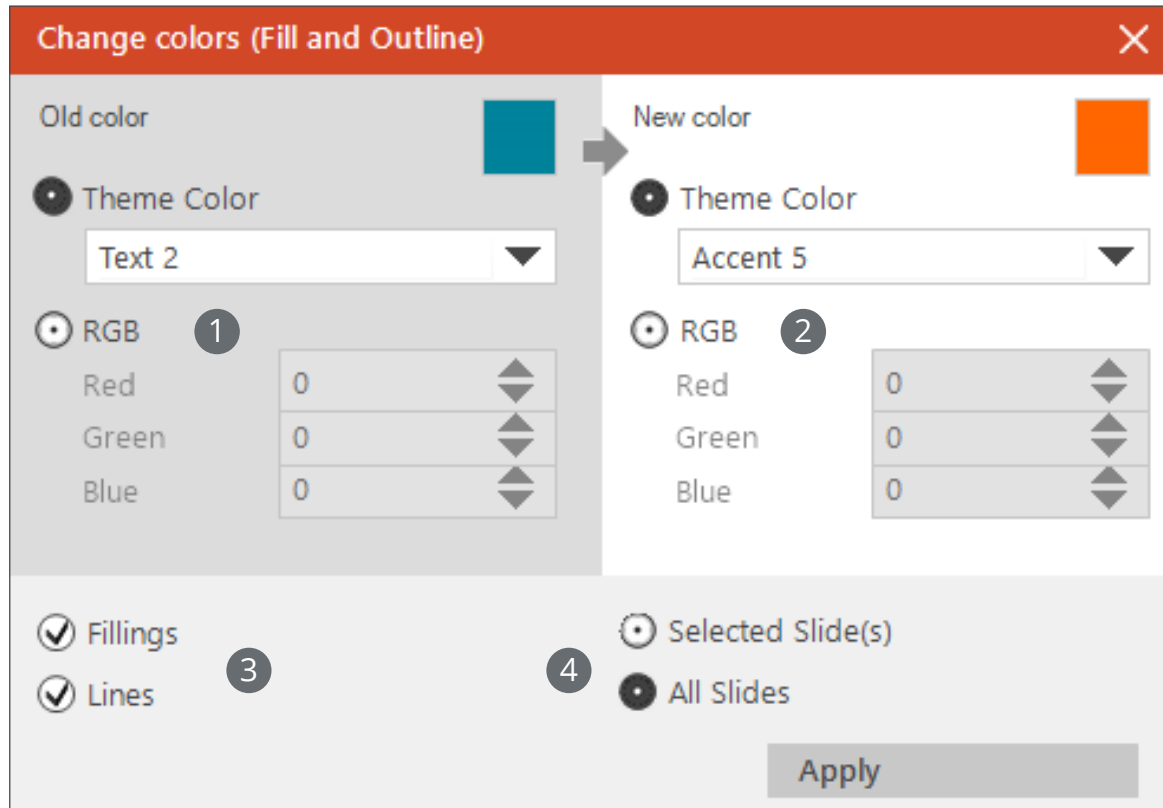
With "Flight Mode" you can ensure that your presentation is made anonymous when working in public areas. This way, nobody can look over your shoulder and draw any conclusions about your company.

By activating the Flight Mode, logo, design elements and predefined terms such as company or product names are hidden or replaced by substitutes.

If you deactivate Flight Mode, the original elements are restored.

The terms for the Flight Mode, e.g. your company name, are stored by the [QuickSlide admins](#).

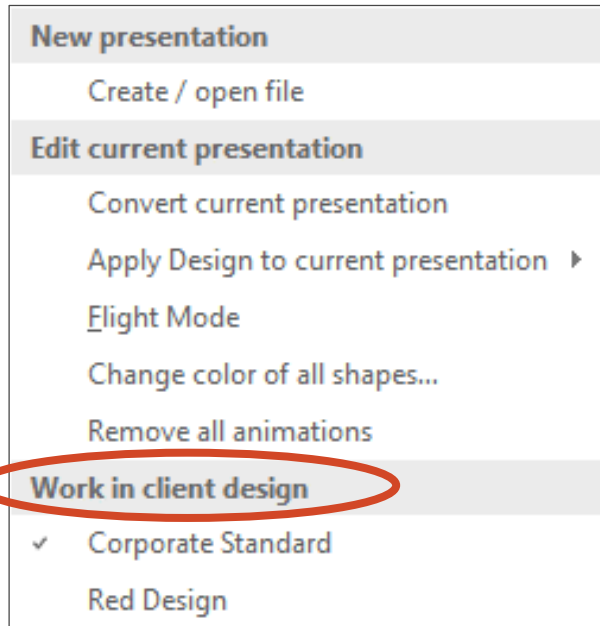
# Change color of all shapes



Change the color of all fills and outlines with one click.

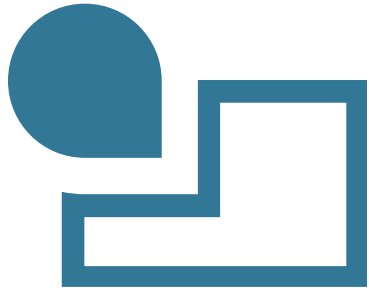
- 1 Select the color you want to change. You can either choose one of the design colors or enter the RGB value directly.
- 2 Select the color to be change.
- 3 Decide whether you want to change the color of the fills and/or outlines.
- 4 Specify whether this color change should only take place for the selected slide(s) or the entire presentation.

# Work in client design (optional)



If presentations are often created in a different corporate design, e.g. by a customer or partner, the [QuickSlide admins](#) can store this design in QuickSlide using the Design Manager. This design will then be available here.

In order to use QuickSlide functions such as the Corporate Design Check, the Agenda Assistant or the grid, you must select the appropriate design when working with the corresponding Master.



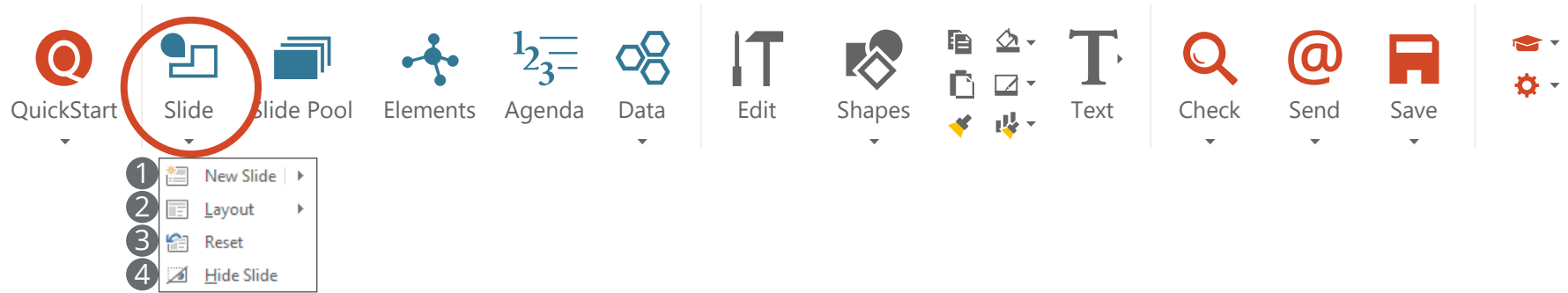
# SLIDE

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QUICKSLIDE HELP



# Slide



With the "Slide" menu you have access to the corporate design layouts that are part of your corporate master. You can use these as a basis for your slides.

- 1 **New slide:** Inserts a new slide into the previously selected position based on a layout.
- 2 **Layout:** Switch a slide to another layout.

- 3 **Reset:** With this option, you can reset the position, size and formatting of your slide placeholders to the default settings.
- 4 **Hide slide:** If you hide a slide, it is not displayed in presentation mode.

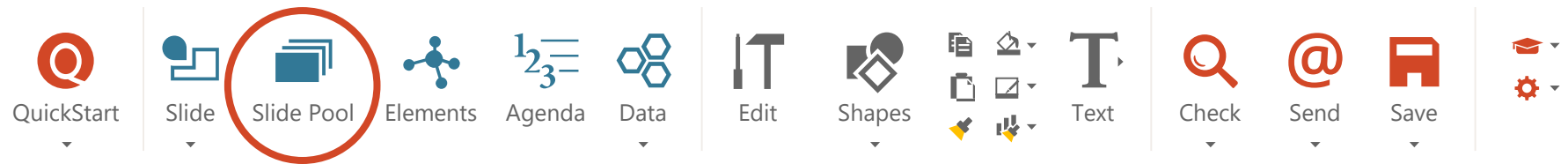


# SLIDE POOL

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QUICKSLIDE HELP

# Slide Pool

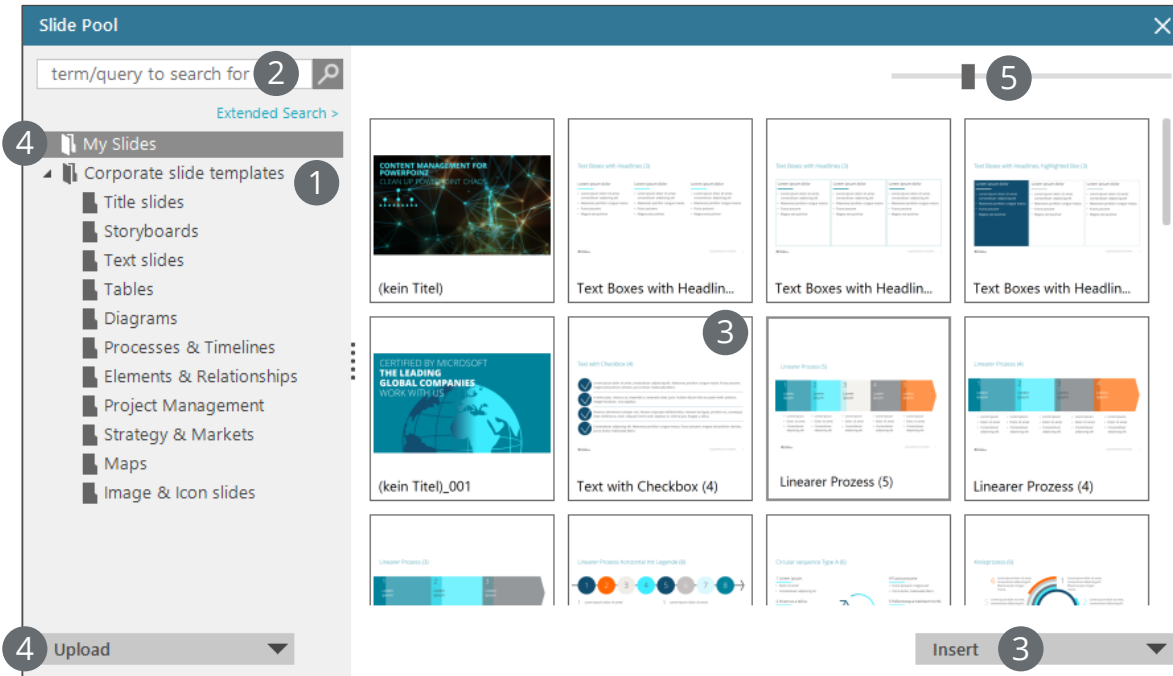


The QuickSlide Slide Pool provides presentations, slides and slide templates within the company and within teams and offers numerous options for easy slide maintenance.

In addition, you can create your own personal library of frequently used presentations and slides in the Slide Pool.

On the following pages, the Slide Pool is described from the perspective of the user. The options for managing presentations in the company or in user groups can be found in the ["QuickSlide Admin"](#) chapter.

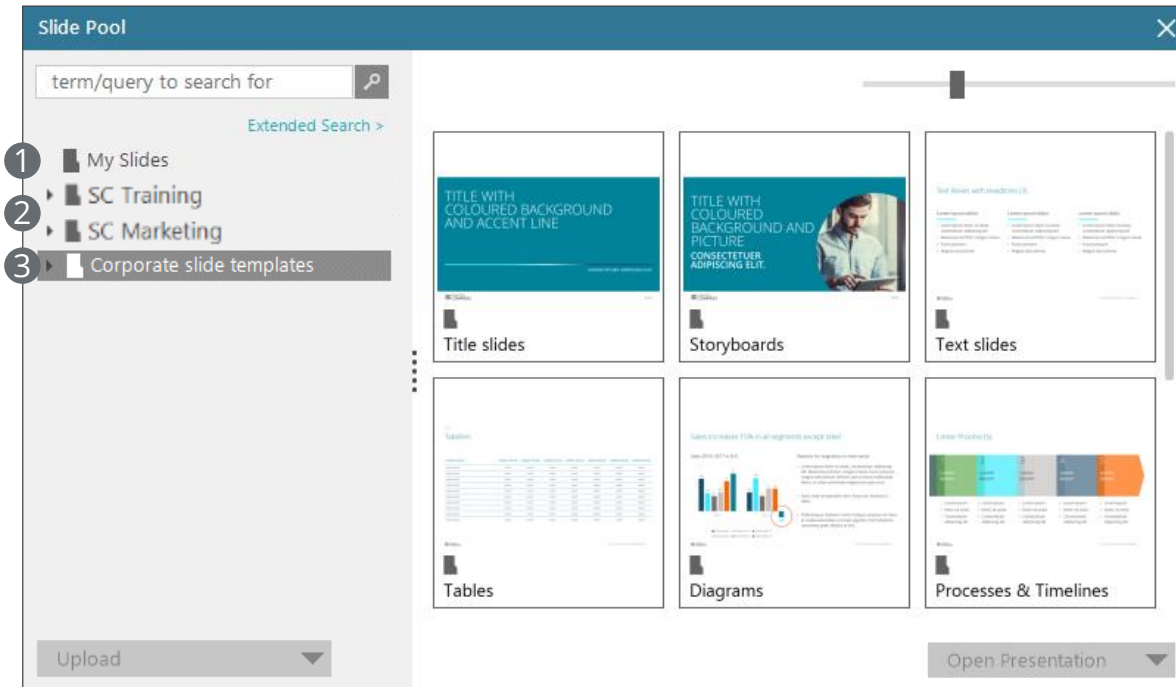
# Slide Pool overview



- 1 Find slides via the folder structure of the navigation tree
- 2 Search for slides using the search function
- 3 Select and insert slides; select and open presentation
- 4 Upload and manage your own slides and presentations in "My Slides"
- 5 Enlarge/reduce thumbnails

- Icons
-  Folders
-  Presentation
-  Updatable slide or presentation
-  Linked copy

# Find slides via the folder structure of the navigation tree

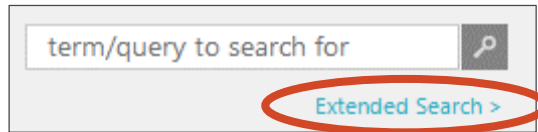


The navigation tree is divided into three areas:

- 1 My Slides
- 2 Group folders (if available and you belong to a the respective user groups)
- 3 Corporate folder (every QuickSlide user sees this folder; it is typically named after your company)

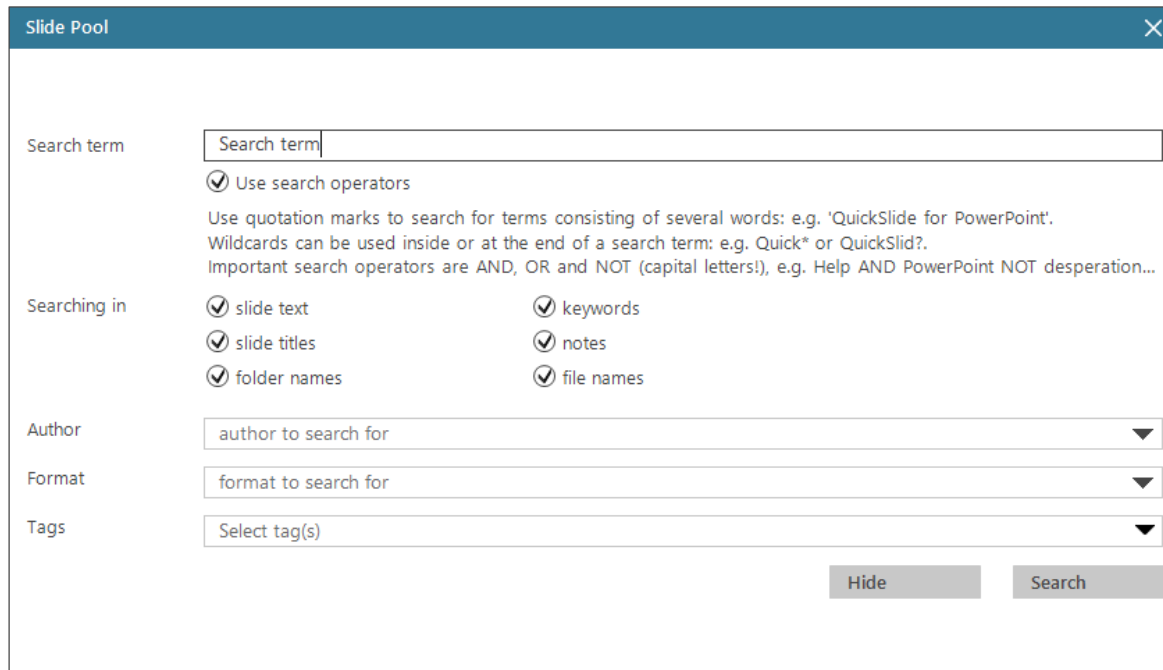
You can see the preview of the selected folder, presentations or slides in the right part of the window.

# Search for slides using the search function



term/query to search for

[Extended Search >](#)



**Slide Pool** [X]

Search term:

Use search operators  
Use quotation marks to search for terms consisting of several words: e.g. 'QuickSlide for PowerPoint'.  
Wildcards can be used inside or at the end of a search term: e.g. Quick\* or QuickSlid?.  
Important search operators are AND, OR and NOT (capital letters!), e.g. Help AND PowerPoint NOT desperation...

Searching in:

<input checked="" type="checkbox"/> slide text	<input checked="" type="checkbox"/> keywords
<input checked="" type="checkbox"/> slide titles	<input checked="" type="checkbox"/> notes
<input checked="" type="checkbox"/> folder names	<input checked="" type="checkbox"/> file names

Author:  ▼

Format:  ▼

Tags:  ▼

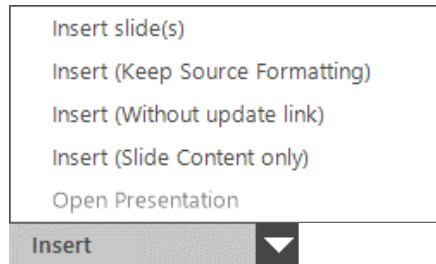
The Slide Pool contains a quick search and an advanced search, in which you can specify search conditions. As you type in the search field, all keywords found in the Slide Pool will be suggested to you.

You can combine several search words using search operators such as AND, OR and NOT.

You can also restrict the search, e.g. to areas to be searched (such as "only in slide titles") or e.g. by slide format.

If you want to find slides that contain a certain keyword or belong to a certain category, select the appropriate word from the dropdown menu under "Keywords". If the dropdown menu is empty, your administrator has not yet defined any keywords or categories for QuickSlide.

# Select and insert slides



Insert a slide by double-clicking it. Formatting is taken over by the currently opened Master. If you want to insert a selection of slides, select them by holding down the Shift or CTRL key and then click on "Insert". Entire presentations are automatically opened in a new PowerPoint window.

You also have the following options in the drop-down menu:

**It will be formatted according to the currently opened master.** A new slide is inserted into the presentation. (corresponds to double-clicking)

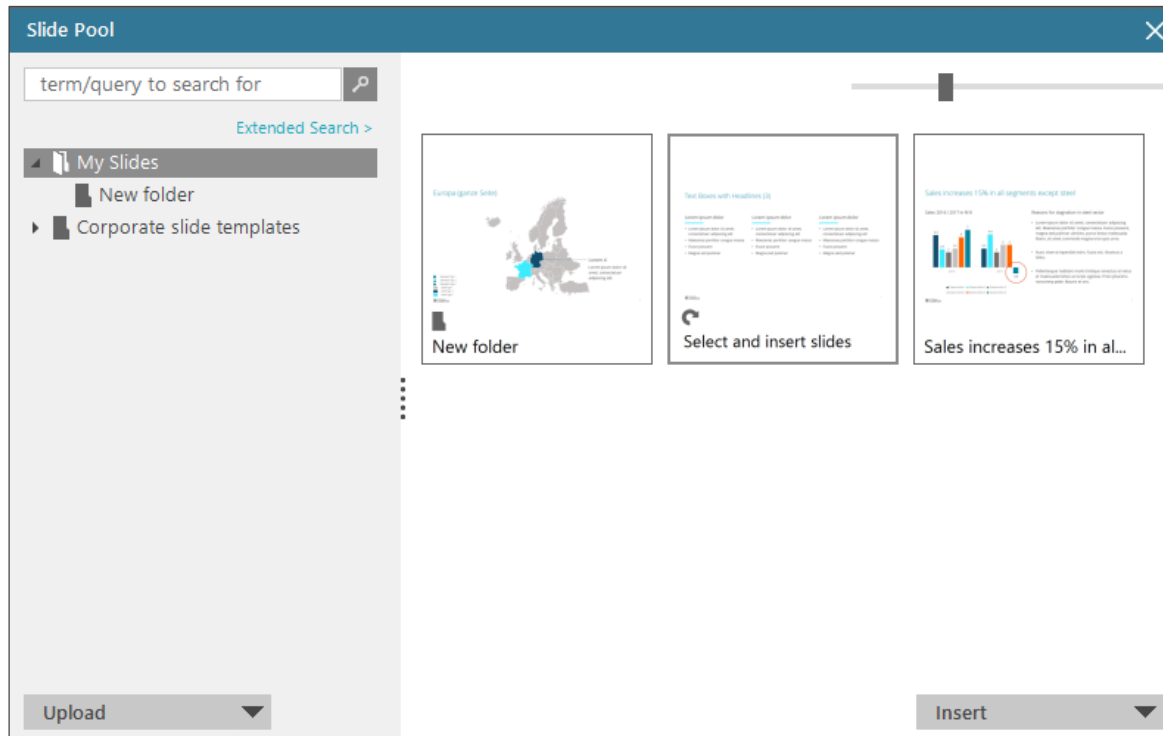
**Insert (keep source formatting)** A new slide is inserted into the presentation. To keep the formatting, the slide's master is also inserted.

**Insert (without update links):** If there is an update link, the slide is inserted without a link to the original. If the original is now updated in the Slide Pool, there is no message that a new version of this slide is available.

**Insert (slide content only):** The slide content is inserted on the currently selected slide. Existing text placeholders on the slide are not used.

**Open presentation:** The entire presentation will open in a new window.

# Organize your own slides and presentations in "My Slides"



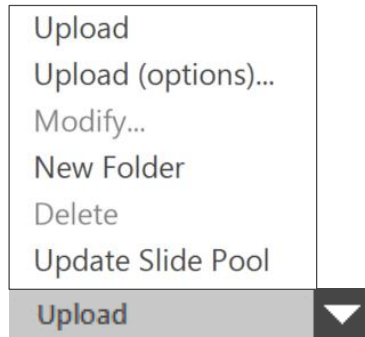
The "My Slides" folder allows you to create your own folder structure. Here you can upload, edit and delete your own slides and presentations. The content of this folder is only visible to you.

The data of the "My Slides" folder is only locally saved on your computer (C:\...\Documents\My QuickSlide\My Slides).

Examples of use: You place your presentations in "My Slides" to quickly find specific slides. Or you are working on a presentation and want to save it for further processing.



# Uploading to "My Slides"



To upload a slide to the "My Slides" folder, first select the desired slide(s) in the slide selection on the left-hand side of the screen. Now open the Slide Pool and click on the folder "My Slides" (or on a subfolder of this folder). Click on "Upload". The slide is uploaded to the selected folder.

By clicking on the drop-down menu, you also have the following options:

**Upload:** Uploads the selected slide(s).

**Upload (Options):** You can enter further information for this slide/presentation, e.g. name, keywords, update information. You can also upload presentations as a whole.

**Change:** You can subsequently change or replace the information in a slide/presentation.

**New folder:** Creates a new folder in the previously selected folder.

**Delete:** Deletes the selected slide/presentation/folder.

**Update Slide Pool:** Updates information for the Slide Pool in "My Slides".

# Upload (Options) in "My Slides"

Selected slide(s)  
 1  All slides  
 Add as presentation

Slide name 2

Tags

Tags (free text) 3

4

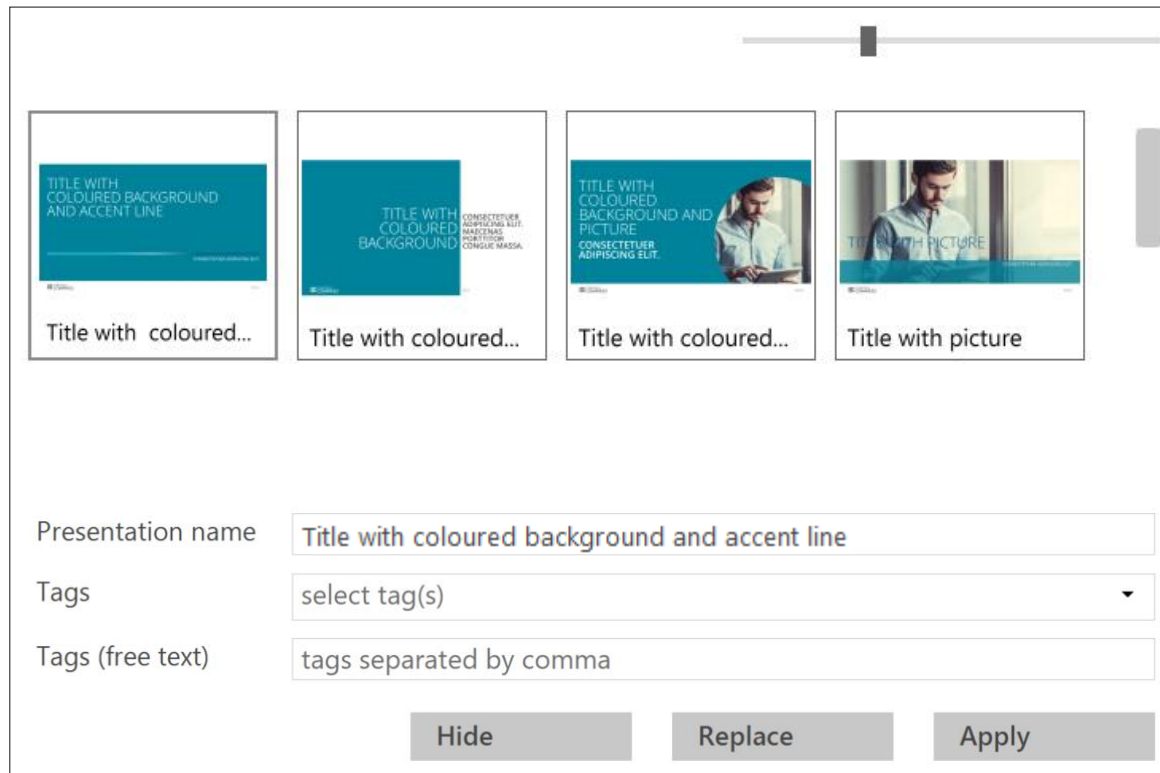
- 1 You can choose whether you want to upload selected slides, all slides as a slide collection in a folder, or the entire presentation.
- 2 Enter the name of the slide. This is displayed in the Slide Pool. The name of the file is automatically suggested for presentations. You don't have to accept it.

- 3 Upload slides with keywords or categories or enter keywords as free text. Keywords are directly linked to the slide or presentation and can be found by searching the Slide Pool. If the dropdown menu is empty, your administrator has not yet defined any keywords or categories for QuickSlide.

Upload the slide(s)/presentation.

- 4 You can also save presentations directly in Windows Explorer under C:\...\Documents\My QuickSlide\My Slides. Then go to the Slide Pool and select the "My Slides" folder. Click on "Update Slide Pool" in the drop-down menu. QuickSlide updates the data and creates thumbnails.

# Changing or replacing a slide/presentation in "My Slides"



The screenshot displays the Slide Pool interface. At the top, there is a horizontal scrollbar. Below it, a grid of four slide thumbnails is shown. The first three thumbnails have a teal background with white text, and the fourth has a white background with a photo of a man. Below the thumbnails is a form with the following fields:

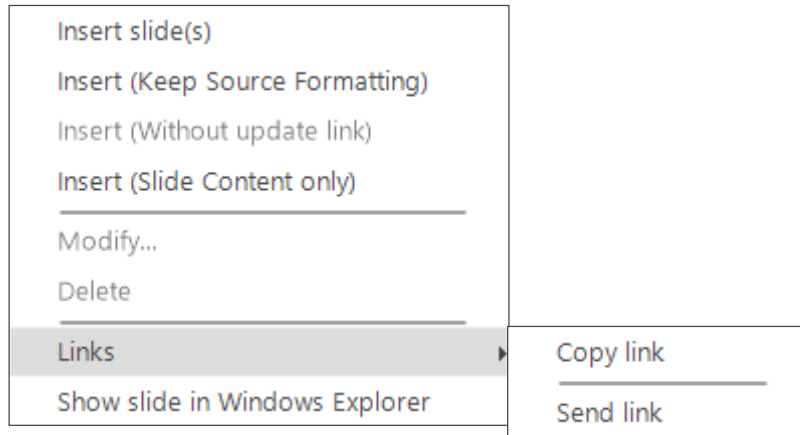
- Presentation name:
- Tags:
- Tags (free text):

At the bottom of the form are three buttons: "Hide", "Replace", and "Apply".

If you want to change a slide, first select it in the Preview Window. Then click on "Change" under "Upload". You can now edit the information for this slide: Updatability, name, keywords. Accept the changes by clicking on "Apply".

If you want to replace a slide, select the slide to upload in your presentation, and then open the Slide Pool. In the Preview Window, select the slide you want to replace. Select the "Modify" option. If necessary, you can now edit the information for this slide. Then click on "Replace". You do the same with presentations.

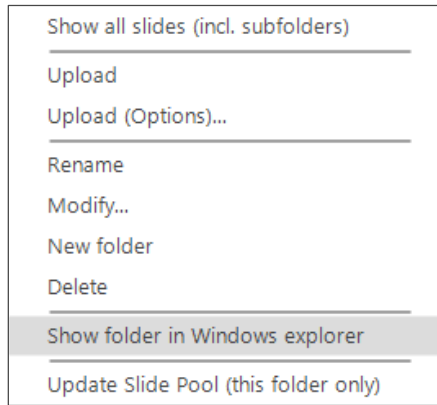
# Send slides as a link



You can send individual slides or presentations directly from the Slide Pool as a link to your colleagues. Attention: This only works within your company or user group (if available), since the recipient must have access to the relevant slides.

Right-click the thumbnail of the presentation or slide. Select "Copy link" to copy the link to the slide to the clipboard. Or select "Send link" to insert the link directly as a message into an e-mail.

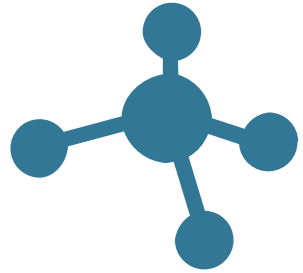
# Show folder in Windows explorer



You can go directly from the Slide Pool to the Windows folder in which your folders, slides, and presentations from the Slide Pool are stored. Right-click on the folder or a thumbnail and select "Show folder in Windows explorer". As a normal user you'll typically see the local folder on your computer (depending on your configuration). The Admin mode takes you to the central network location.

This function offers you several possibilities

- You can simply copy presentations to the relevant Windows folder, e.g. to quickly upload a larger number of presentations. You must then update the Slide Pool. QuickSlide then updates the meta data and creates thumbnails.
- You can access the presentations in the Slide Pool with any device, even without QuickSlide.
- You can link the presentations in the Slide Pool from other systems and manage the Slide Pool comfortably with QuickSlide.

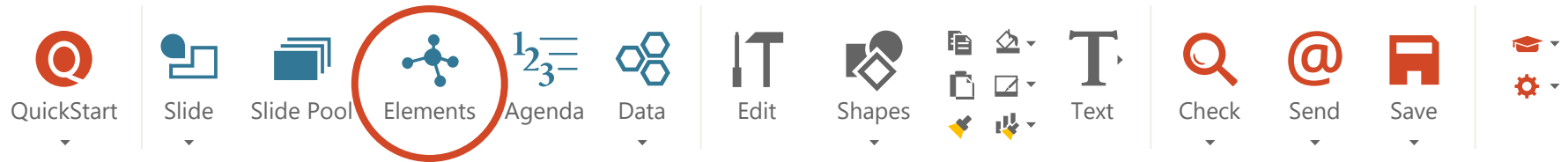


# ELEMENTS

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QUICKSLIDE HELP

# Elements



The "Elements" menu item allows quick access to icons, images, preformatted charts and labels.

The contents of the Elements are company-specific and are defined centrally. Therefore it is possible that your Elements are not fully pre-filled.

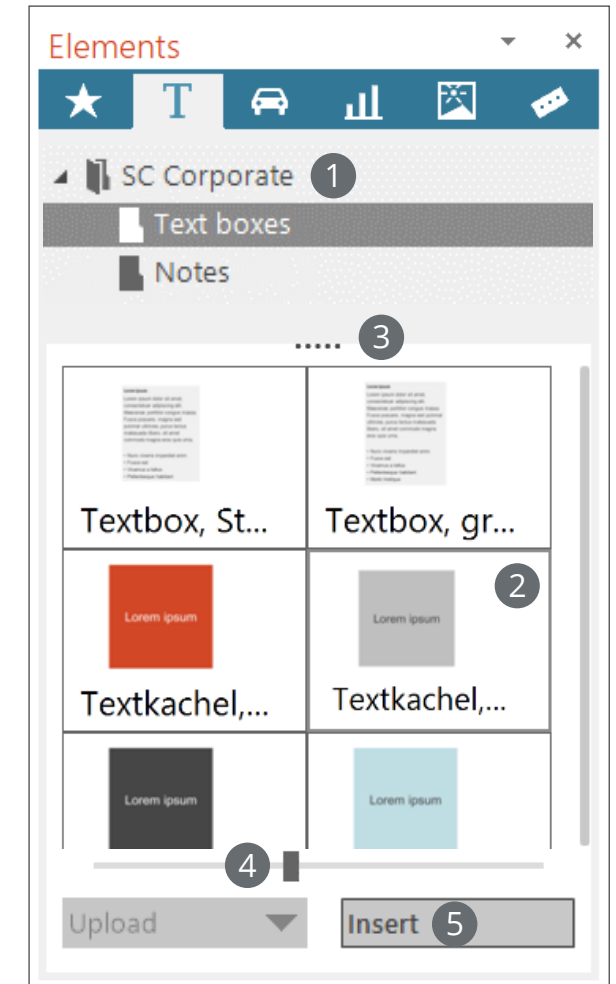
The following pages describe the Elements from the perspective of a normal user. The options for administration in the company or in user groups can be found in the chapter "[QuickSlide Admins](#)".

# Structure of the Elements task pane

In the Elements you will find the following areas:

- |                   |                 |
|-------------------|-----------------|
| ★ My Elements     | T Text elements |
| 🚗 Icons and forms | 📊 Charts        |
| 🖼️ Pictures       | 🏷️ Labels       |

- 1 Find elements via the tab and folder structure
- 2 Preview area
- 3 Enlarge/reduce the preview area
- 4 Enlarge/reduce thumbnails
- 5 Insert element: inserts the element on the selected slide/placeholder





# The areas of the Elements

**My Elements:** The "My Elements" folder allows you to upload your own elements. Here you can create your own folders, upload, change and delete elements. The content of this tab is stored locally on your computer and is only visible to you.

**Text Elements:** Here you will find text elements such as preformatted text boxes in your corporate design or note stickers that you can insert into your slides.

**Icons and forms:** This tab offers you symbols, shapes and icons in your corporate design.

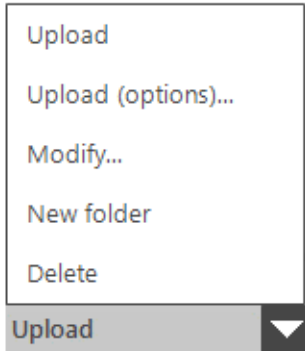
**Charts:** Here you will find preformatted charts. You can change the data by right-clicking and selecting "Edit data". These are normal PowerPoint charts.

**Pictures:** This tab provides you with selected images of your company.

**Labels:** Labels are intelligent elements that are always placed at the same, predefined position on the slide. These can, for example, describe the slide status (backup/draft) or be preformatted footnotes.

To insert an element into a slide, first select the desired slide or placeholder. Then select the element to be inserted and click on "Insert" or double-click the element. The element is inserted on the slide or in the placeholder.

# Upload elements to "My Elements"



To upload an element to the "My Elements" tab, first insert the element on a slide. Then scale and position it as desired. Leave the element selected and click on the "My Elements" tab and select a location to save it. Click on "Upload".

Elements are inserted in the position and size on the slide, in which they were uploaded, unless a placeholder is used to insert them.

By clicking on the drop-down menu, you also have the following options:

**Upload:** Uploads the selected element.

**Upload (Options):** You have the option of naming the element. This is displayed in the preview window.

**Change:** You can change the name of an element later.

**New folder:** Creates a new folder in the previously selected folder

**Delete:** Deletes the selected element/folder

# Labels

Labels are always placed in the same place on the slide. They can be managed later using the Label Manager.

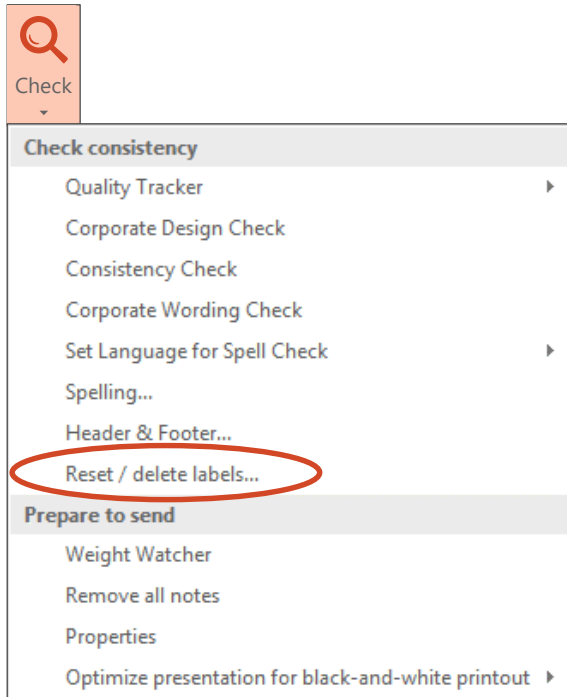
A distinction is made between labels that

- are placed on the master **M**: The label is on the master and can therefore be seen on every slide, as long as it is not covered.
- are only on the title slide **T**: The label is only placed on the title slide (first slide of the presentation).
- are exclusive **E**: An exclusive label deletes all other exclusive labels on the slide when inserted.

In addition to labels with a fixed text, there are also labels that can contain a free text: Type the desired text into the field and select "Insert". A label with the corresponding text is inserted. If you insert the label on further slides, the text is retained.

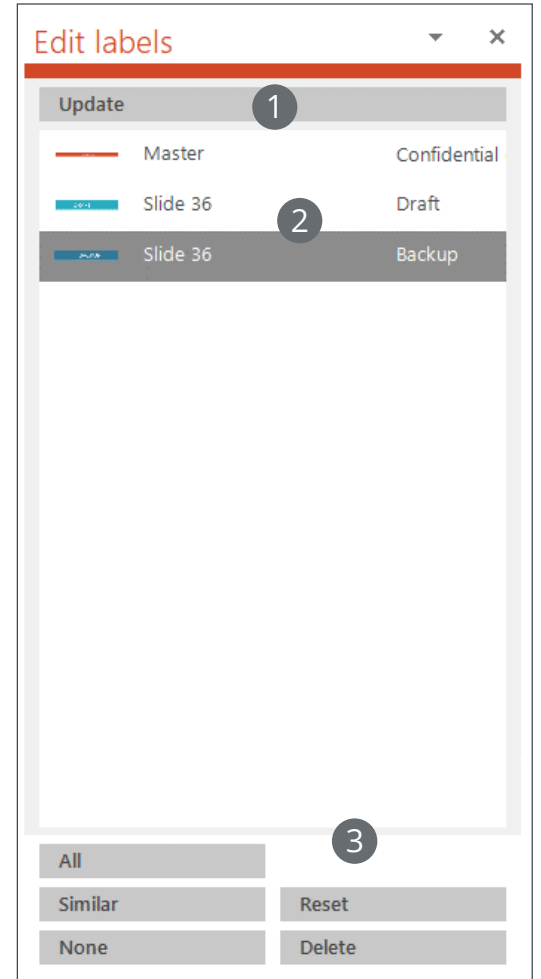
If you select a label on a slide and you double-click the corresponding label in the Elements, the label on the slide is set back to the correct position.

# The Label Manager



You can edit labels in your presentation with the Label Manager. Under "Check" in the QuickSlide ribbon, you will find the option "Reset/Delete Labels".

- 1 Click on "Update" to display the inserted labels.
- 2 Select a label from the list of labels inserted in the presentation.
- 3 Select the action:
  - **All:** All labels are selected
  - **Same:** All labels of the same type are selected
  - **None:** The selection is deselected
  - **Reset:** The label(s) is/are reset to the original position
  - **Delete:** The label(s) is/are be deleted



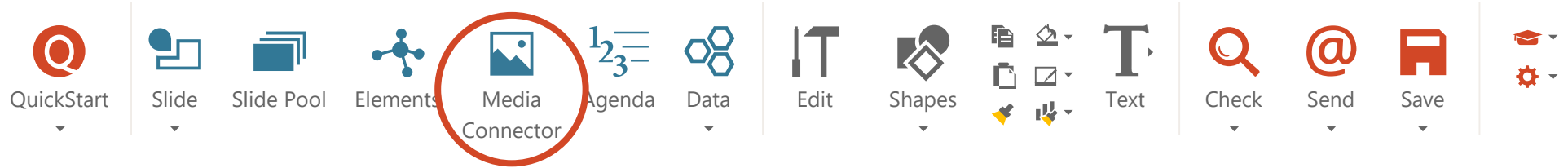


# MEDIA CONNECTOR

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QUICKSLIDE HELP

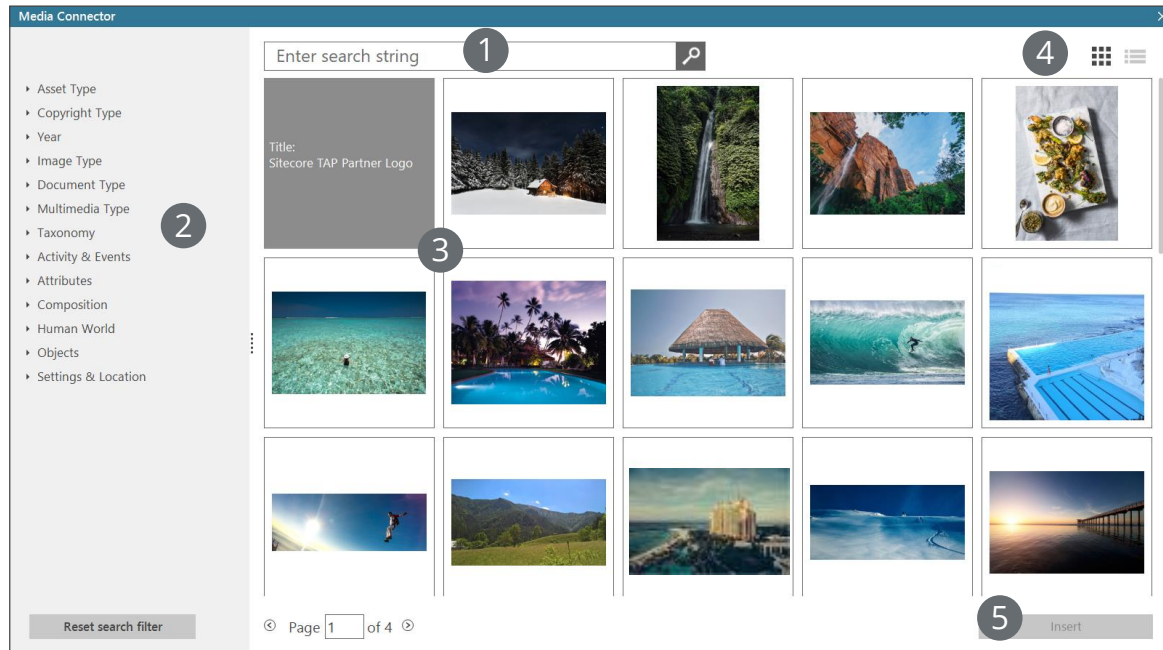
# Media Connector



The Media Connector is an optional additional function that can be ordered separately.

If you use a media database (e.g. MAM, DAM, image database), the Media Connector gives you direct access to your media assets contained in your media database. You can insert content from there directly onto a slide.

# Overview Media Connector



- 1 Enter search terms
- 2 Refine search results with filters
- 3 View search results: if you move the mouse over the respective thumbnail, you will receive additional information that is stored in the medium
- 4 Switch between tile and list view
- 5 Insert selection: the medium is inserted on the previously selected slide

1  
2  
3

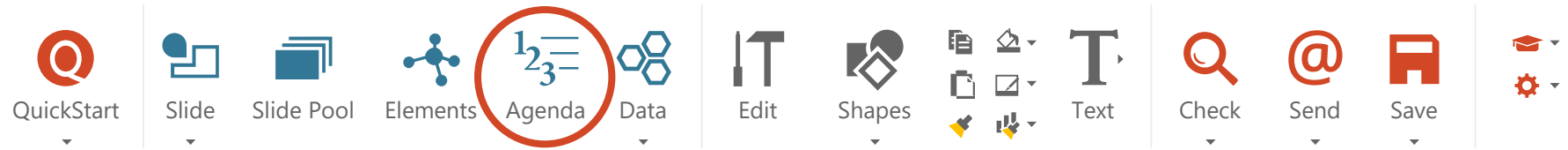
# AGENDA

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QUICKSLIDE HELP



# Agenda



Use the QuickSlide Agenda Assistant to quickly create and update an agenda for your presentation.

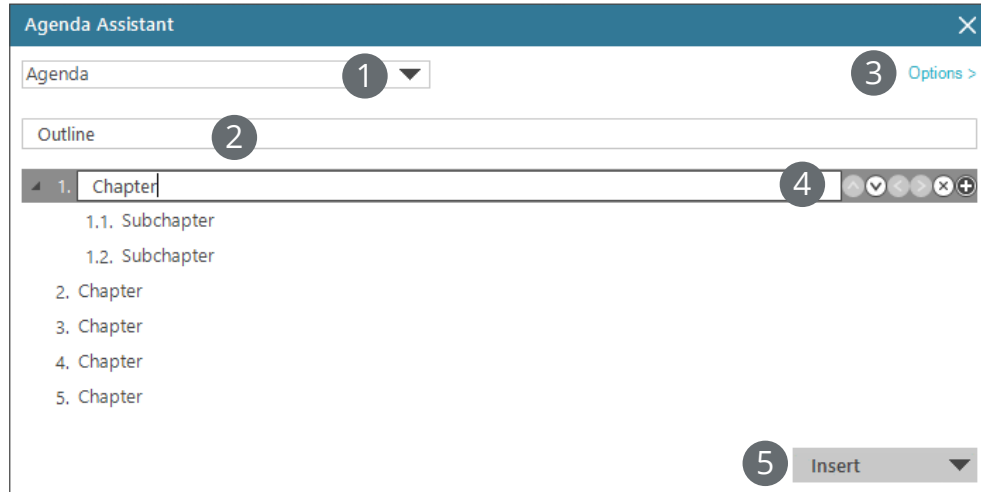
An agenda can consist of an overview slide and separating slides for the individual chapters. With the Agenda Assistant you can create both outlines and schedules in corporate design.

Creating an agenda via the Assistant:

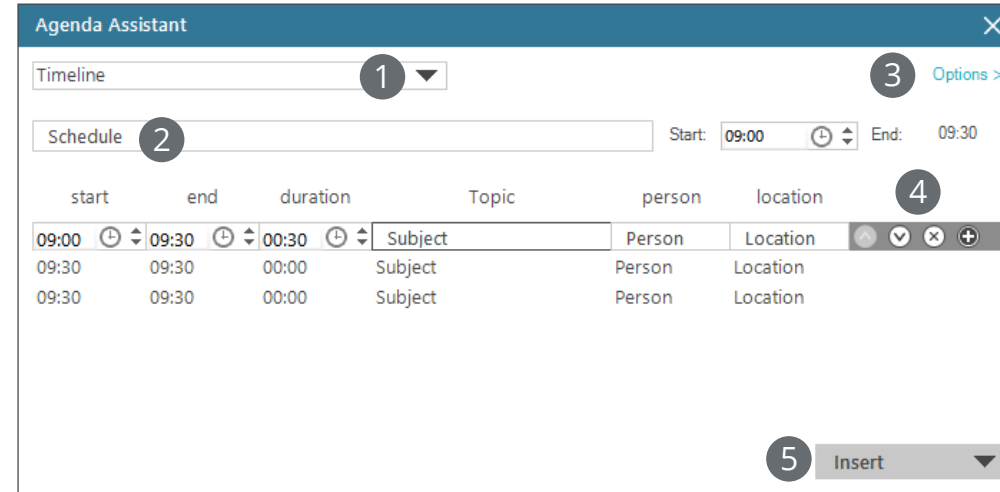
- 1 Select agenda type, assign heading and create agenda items
- 2 Setting the desired options
- 3 Insert agenda
- 4 Update agenda as needed

# Overview Agenda Assistant

## Outline

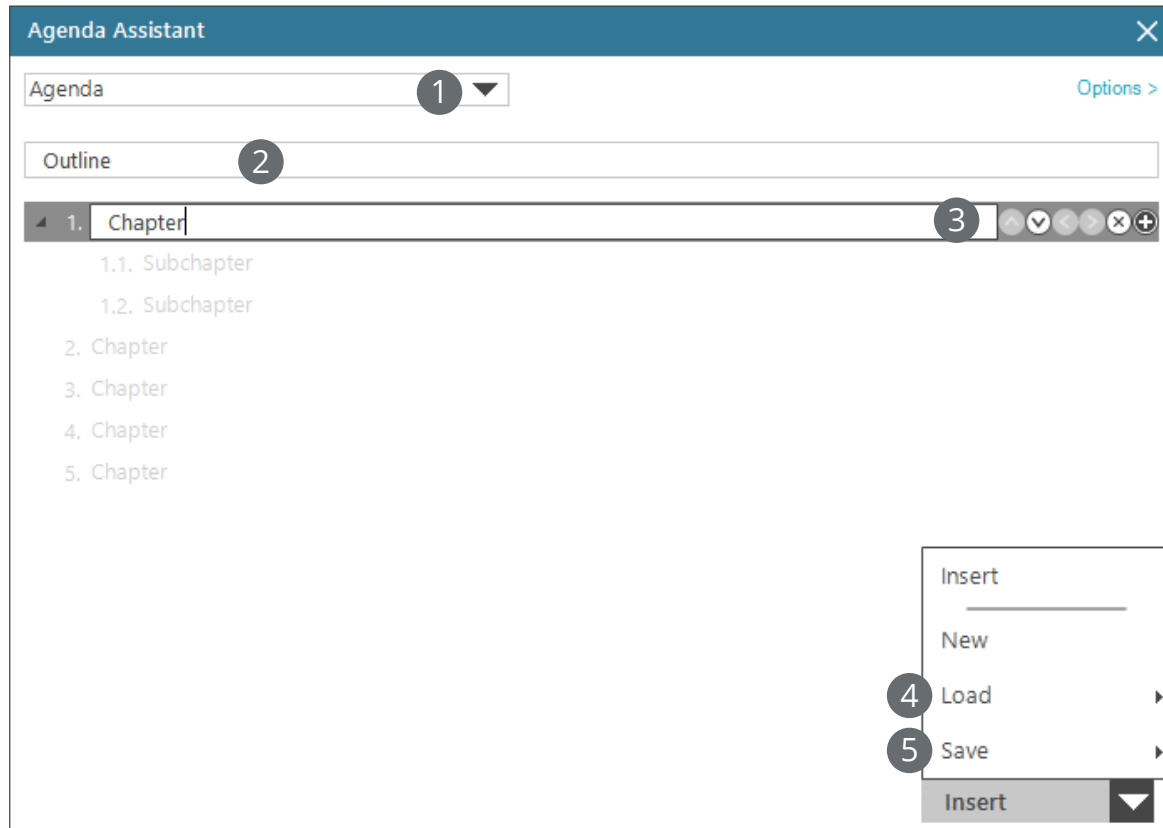


## Schedule



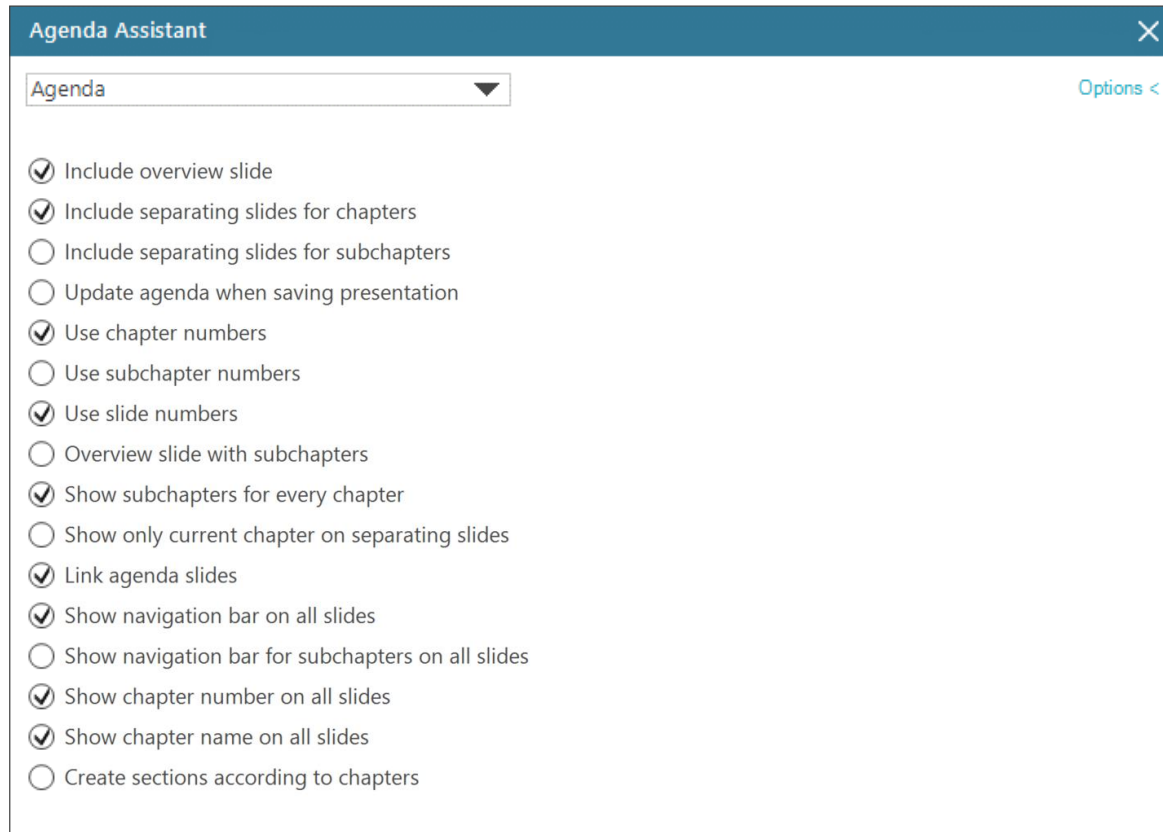
- 1 Select agenda type
- 2 Assign heading of agenda slides
- 3 Set the options
- 4 Edit agenda items
- 5 Add/update/save/load agenda

# Creating, saving and loading agendas



- 1 Agenda type: Choose from different types of outlines (e.g. with/without picture, many/few chapters) and schedules. The possible agenda types are predefined individually for your company
- 2 Heading of the agenda slides
- 3 Agenda items
  - + Add agenda item
  - x Delete agenda item
  - ↕ Convert an agenda item to a submenu item and vice versa
  - ↕ Move one agenda item up or down
- 4 Load prepared structures into the Agenda Assistant
- 5 Save your current agenda structure for reuse

# Information on the options



The available options are company-specific.

**Use overview slide:** Usually an overview of all agenda items is given at the beginning of the presentation. Can be deactivated, e.g. to save paper when printing.

**Use separating slides for chapters or sections:** Separating slides are structuring elements to give your audience orientation. They are suitable for more extensive presentations, e.g. to introduce a chapter.

**Update agenda when saving the presentation:** The agenda slides are automatically updated each time they are saved.

**Show all subchapters on overview page:** If this option is deactivated, no subchapters are displayed on the overview page.

# Information on the options

Agenda Assistant
✕

Agenda
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Options <

- Include overview slide
- Include separating slides for chapters
- Include separating slides for subchapters
- Update agenda when saving presentation
- Use chapter numbers
- Use subchapter numbers
- Use slide numbers
- Overview slide with subchapters
- Show subchapters for every chapter
- Show only current chapter on separating slides
- Link agenda slides
- Show navigation bar on all slides
- Show navigation bar for subchapters on all slides
- Show chapter number on all slides
- Show chapter name on all slides
- Create sections according to chapters

The available functions are company-specific.

**Show subchapters for every chapter:** If this option is deactivated, subchapters are only displayed on the separating slides for the current chapter.

**Show only current chapter on separating slides:** If this option is activated, only the current chapter (with its subchapters) is displayed on the separating slides.

**Link agenda slides:** Links the agenda items on the overview and separation foils with the respective chapters. This allows you to jump directly to individual chapters when presenting.

**Show navigation bar on all slides:** A bar with chapter names for navigation is displayed on all content slides of your presentation. You need to enter short names for the chapters in the Agenda Assistant.

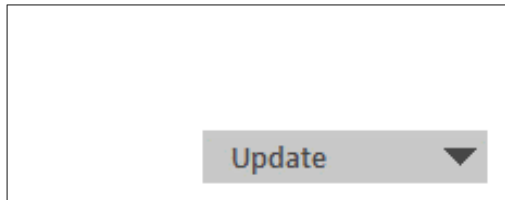
**Show chapter number / chapter name on all slides:** The chapter number or chapter name of the current chapter is displayed on all content slides of your presentation.

# Insert and update an agenda



## Insert an agenda

- Creates the agenda slides and inserts them into the presentation at the previously selected point.
- The separating slides can now be placed in front of the respective chapters – PowerPoint's "Slide sorting" view is best suited for this purpose.



## Update an agenda

- To update the agenda, open the Agenda Assistant again and click "Update".
- Changes on the slides themselves are not applied in the Assistant; updating must always be performed via the Assistant.

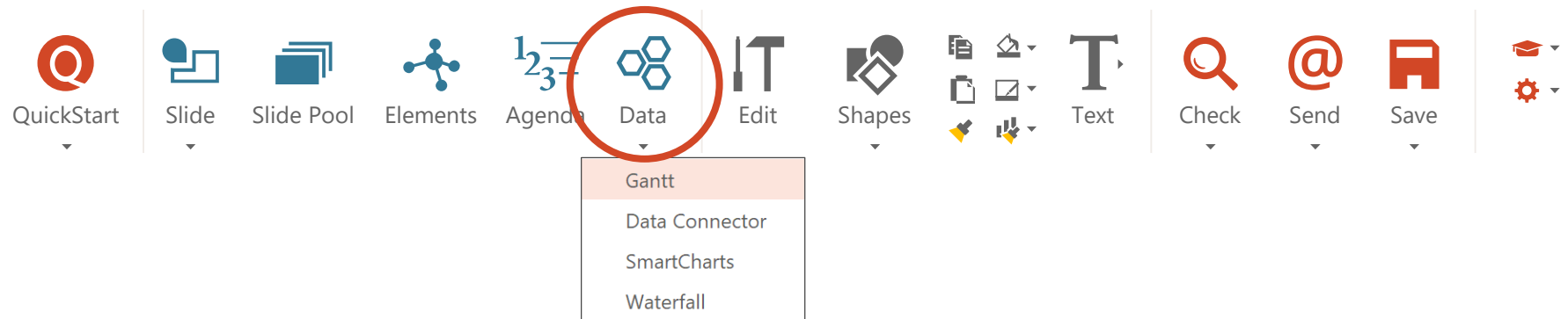


# GANTT

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QUICKSLIDE HELP

# The Gantt Chart Assistant



The Gantt Chart Assistant in QuickSlide makes it very easy to create and update Gantt charts.

Gantt charts are used in project management to display all activities of a project in chronological order. They provide an overview, facilitate coordination and help to stay on schedule.

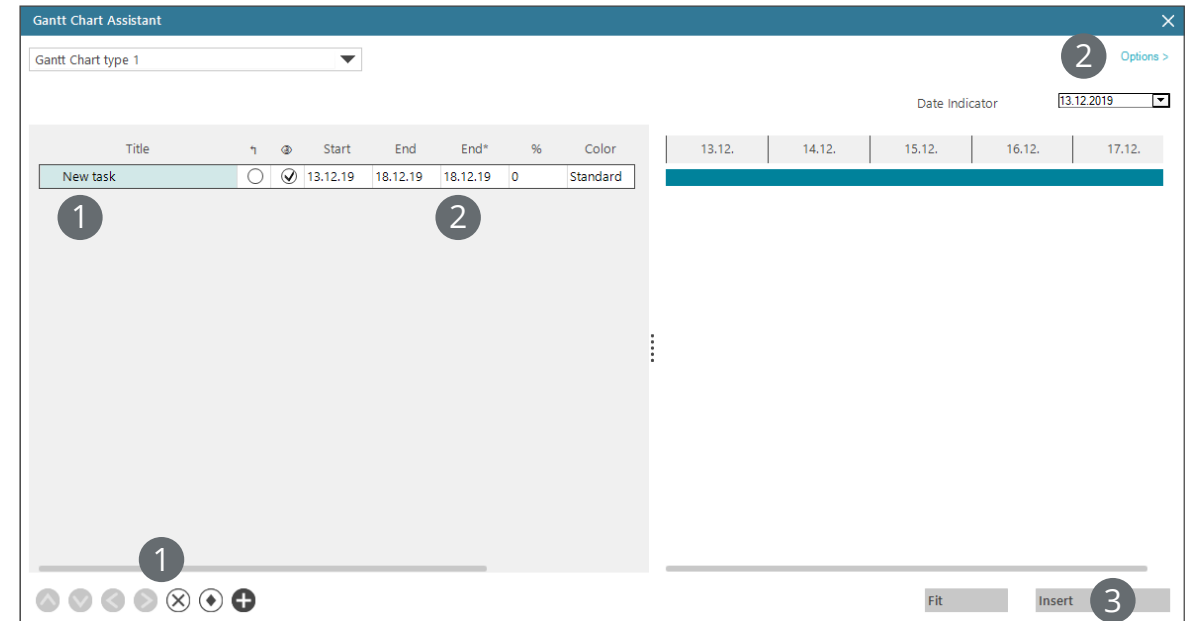
With the Gantt Assistant you can create Gantt charts according to your corporate design specifications. When changes are made afterwards, the charts are updated automatically.



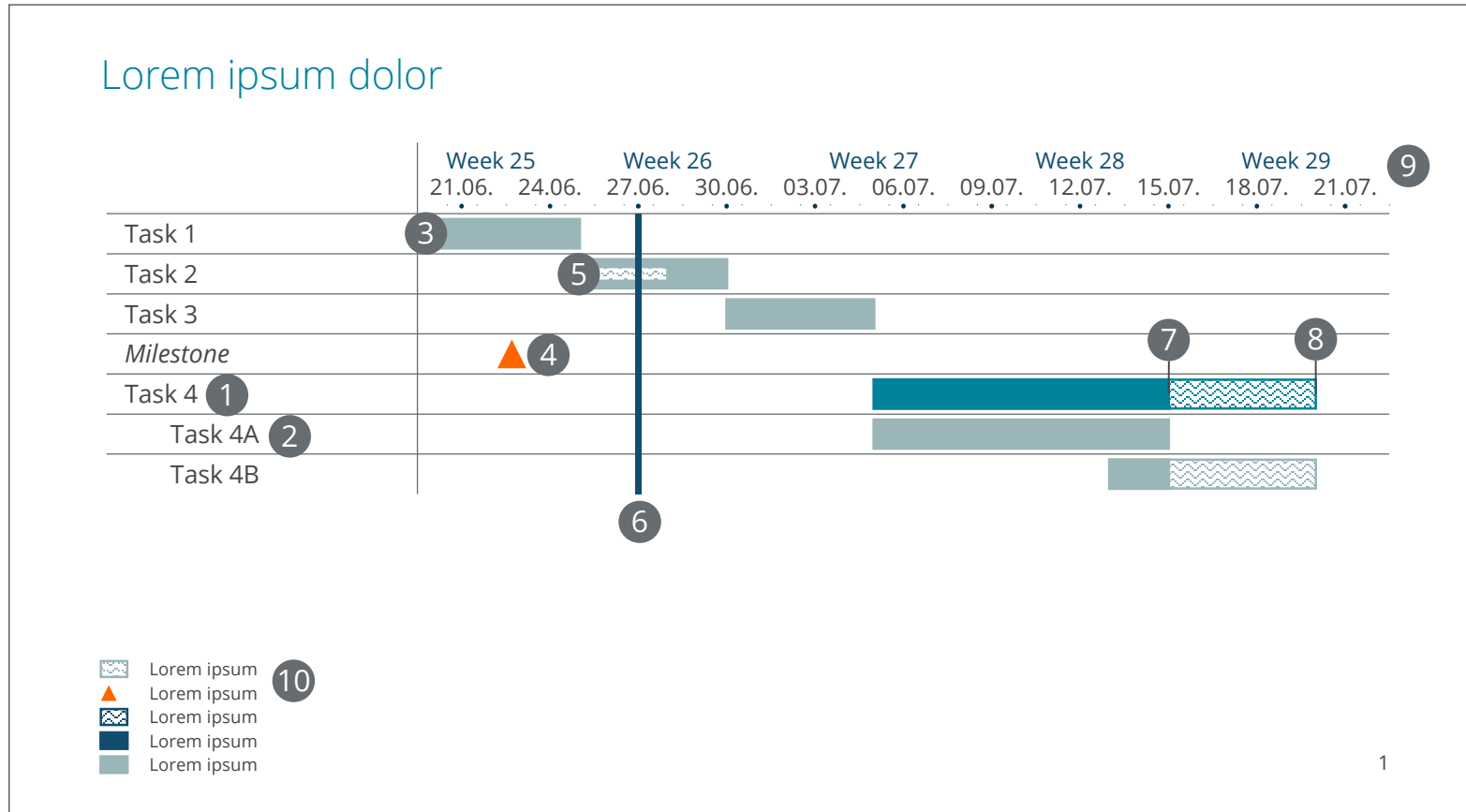
# The Gantt Assistant

Insert a Gantt chart onto a slide:

- 1 Create the project structure in the Gantt Chart Assistant
- 2 Assign the appropriate dates and settings
- 3 Create the Gantt chart and update it when changes are made



# Elements of the Gantt chart



- 1 Higher-level process
- 2 Subordinate process
- 3 Process
- 4 Milestone
- 5 Milestone
- 6 Current date
- 7 Planned end
- 8 End through delay
- 9 Time scale
- 10 Legend

# Creating the structure of the Gantt chart

The screenshot shows the 'Gantt Chart Assistant' window. It is divided into two main sections: 'Create tasks and milestones' on the left and 'Preview area' on the right. The left section contains a table for task management and a toolbar with icons for adding, deleting, and inserting tasks. The right section shows a date indicator and a Gantt chart preview.

Title	Start	End	End*	%	Color	Free text
New task	05.10.18	10.10.18	10.10.18	0	Standard	

Labels below the screenshot:

- 1: Select Gantt design
- 2: Create tasks and milestones
- 3: Create, move and delete tasks:

- 1 Select Gantt design
- 2 Create tasks and milestones
- 3 Create, move and delete tasks:
  - Arrow up / down: Change sequence
  - Arrow left / right: Change hierarchy
  - ◆ : Insert milestone
  - × : Delete task
  - + : Insert task

# Assign options to the Gantt chart

**Gantt Chart Assistant**

Gantt Chart 1

Language: English 2

Timeline type: Days

Date format: DD.MM.YYYY 3 Sample: 13.12.2019

Insert legend 4

Show current date indicator 5

Columns shown in the Gantt Chart Assistant:

Option to hide tasks/milestones 6

Option to show tasks/milestones in same line as predecessor 7

Option to add changed start date (Start\*) 8

Option to add changed end date (End\*) 9

Option to display percentage of completion (%) 9

Option to add freetext description 10

Use the options in Gantt Assistants to assign tasks and milestones to individual settings. Open the menu under Data, click on Gantt and on "Options >" in the upper right corner.

- 1 Specify design
- 2 Select the language of the scale
- 3 Define the time scale and date format for the Gantt chart
- 4 Insert legend (change text directly on the slide)
- 5 Insert a vertical line to show the current date
- 6 Hide task or milestone
- 7 Place the task or milestone on the slide on the same row as the previous one (not displayed in the preview area)
- 8 Display a delay in completion or an earlier start date
- 9 Visualize degree of completion (in %)
- 10 Add a user-defined text to the task or milestone

# Creating and updating Gantt charts



## Create the Gantt Chart

- Click on "Create". QuickSlide now creates a Gantt chart according to the corporate design guidelines on the selected slide.
- Apart from the legend, you should not make any changes in the chart on the slide, as these will otherwise be overwritten during the update.



## Update Gantt chart

- Open the Gantt Assistant again and make your changes there.
- Click "Update" to overwrite the existing Gantt chart on the slide with the new chart.

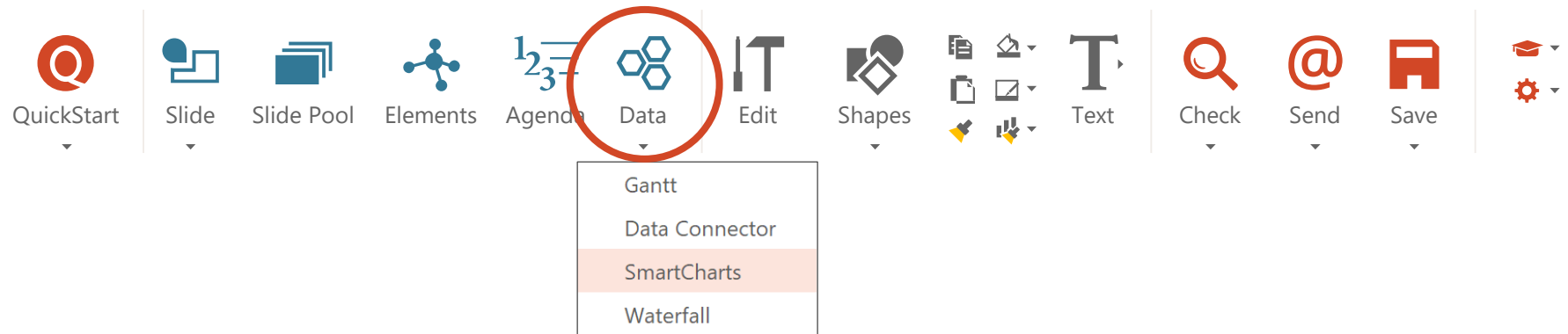


# SMARTCHARTS

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QUICKSLIDE HELP

# SmartCharts

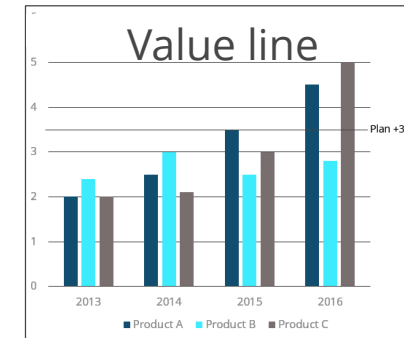
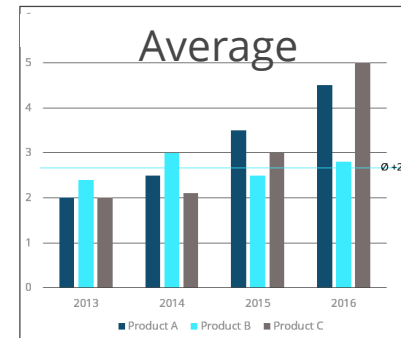
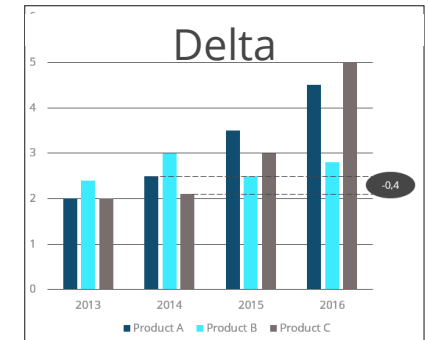
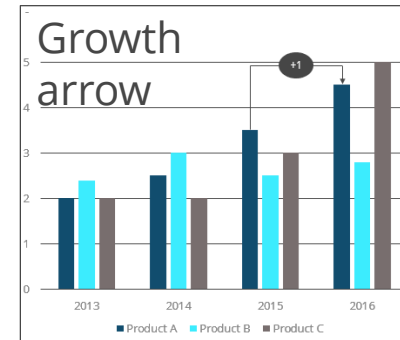
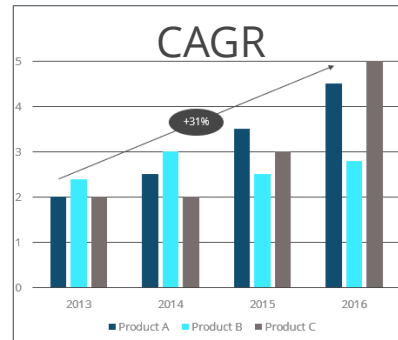
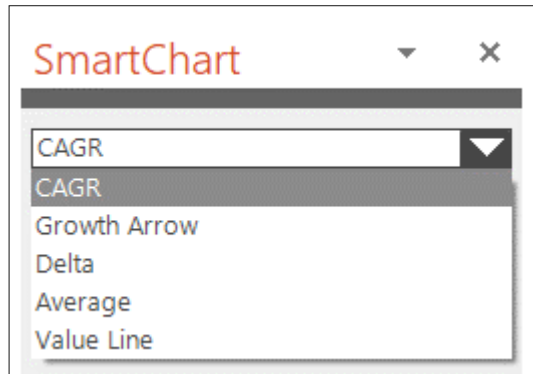


The SmartCharts function in QuickSlide allows you to add additional information to PowerPoint charts:

- CAGR arrows (Compound Annual Growth Rate)
- Growth rate arrows
- Deltas
- Averages
- Value lines

# Insert

To insert additional information into a PowerPoint chart, select the chart first. Then open the SmartCharts via "Data" in the ribbon or by right-clicking and "Insert QuickSlide SmartCharts". Then use the drop-down menu in the SmartCharts task pane to select the additional information you want to include in your chart.



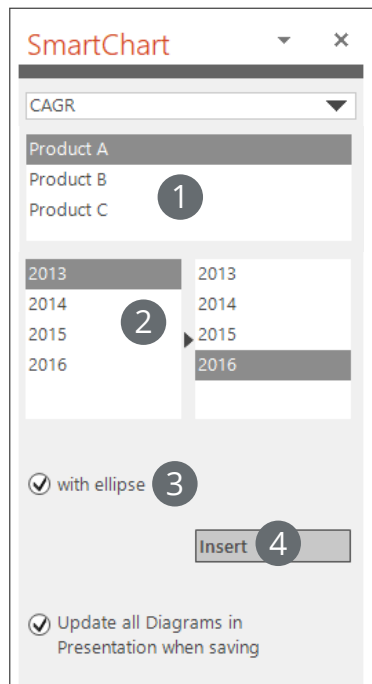
This additional information is automatically calculated by QuickSlide from the values of the chart and plotted at the appropriate location.



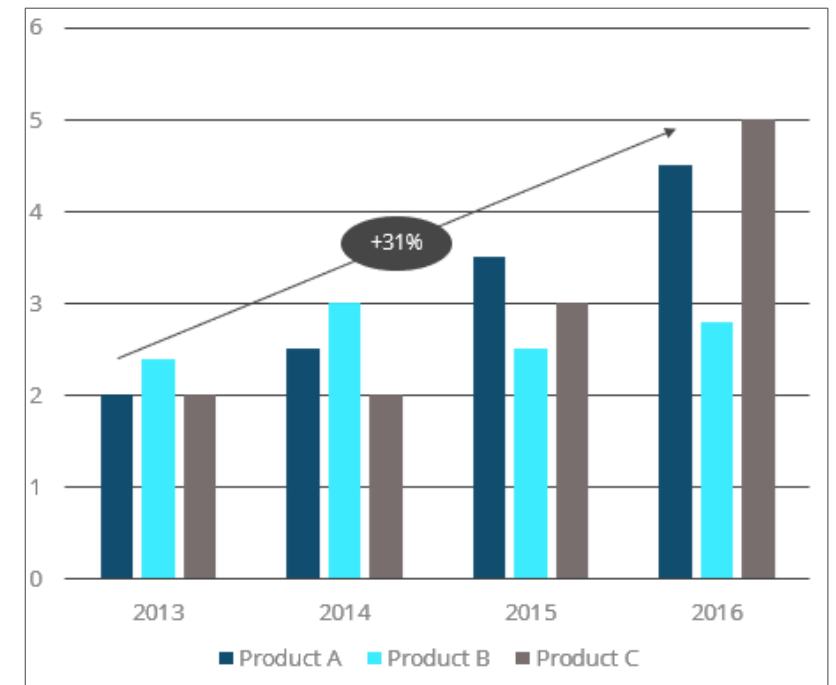
# Insert: CAGR (Compound Annual Growth Rate)

For this additional information, the chart must contain dates (years).

CAGR is the average annual growth rate. The underlying formula for the CAGR from category A to category B is  $[(final\ value/start\ value)^{(1/number\ of\ years)} - 1]$ . If the years are not full, the 30/360 method is used for calculation.

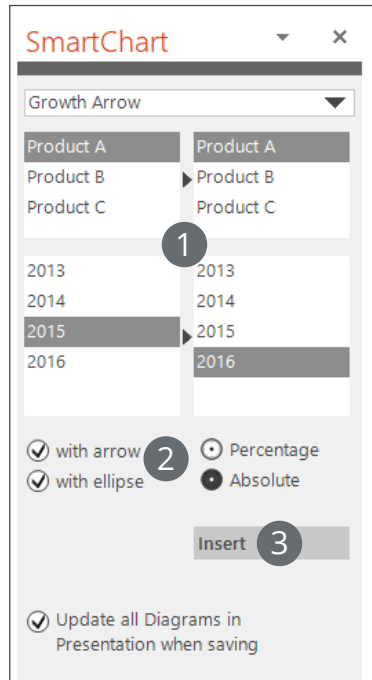


- 1 Select the data series for which you want to calculate the CAGR.
- 2 Determine the start and end year.
- 3 Specify whether the CAGR should be displayed in an ellipse.
- 4 Insert the arrow and value into the chart.

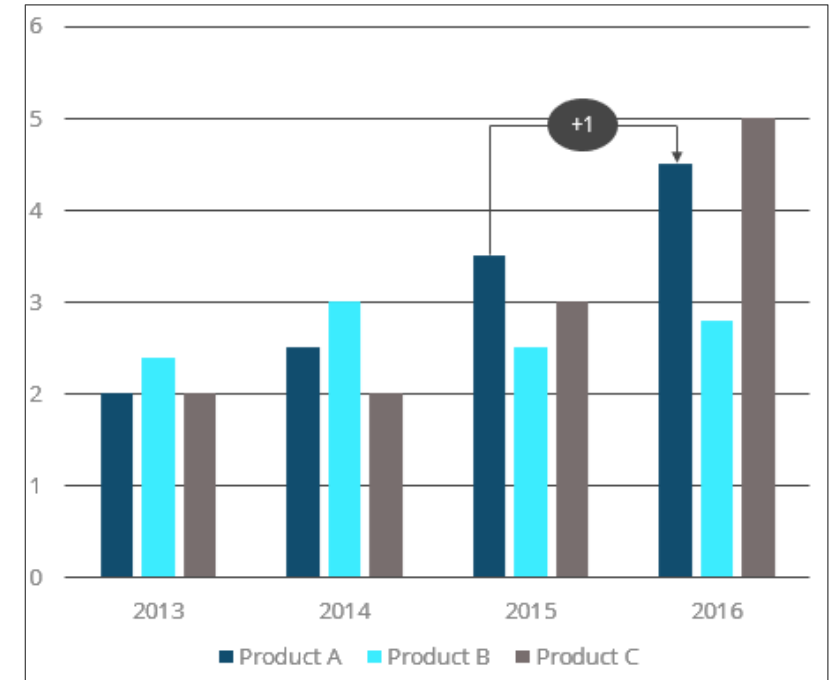


# Insert: Growth arrow

The growth rate is the absolute or relative increase of a variable over a period of time. It is calculated absolutely as  $[final\ value - start\ value]$  and as a percentage as  $[(final\ value - start\ value) / start\ value]$ .

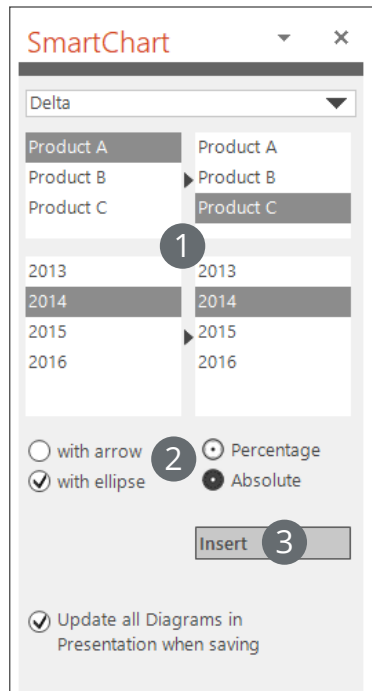


- 1 Select the data series and years for which you want to calculate the growth rate.
- 2 Specify how the growth rate is to be displayed.
- 3 Insert the value into the chart.

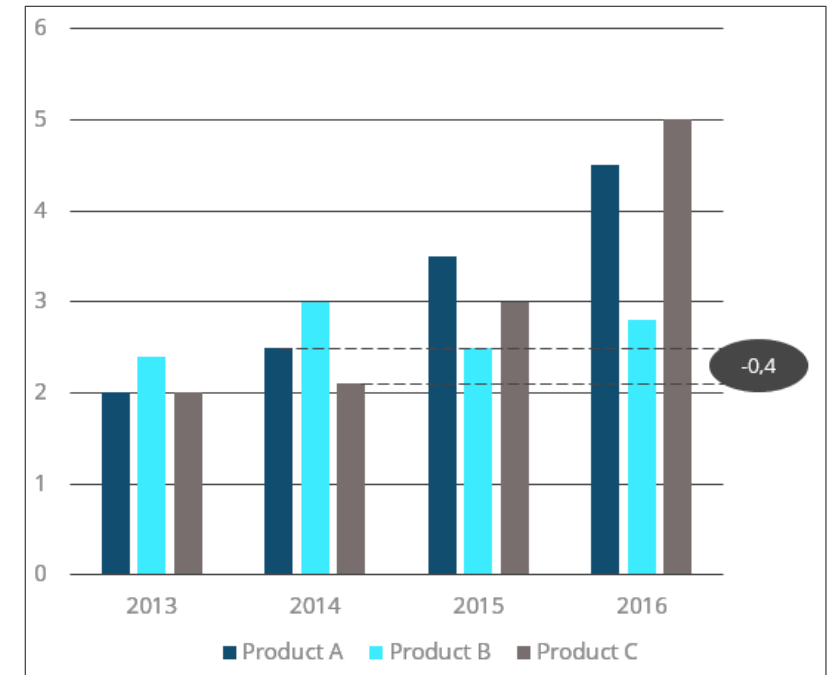


# Insert: Delta

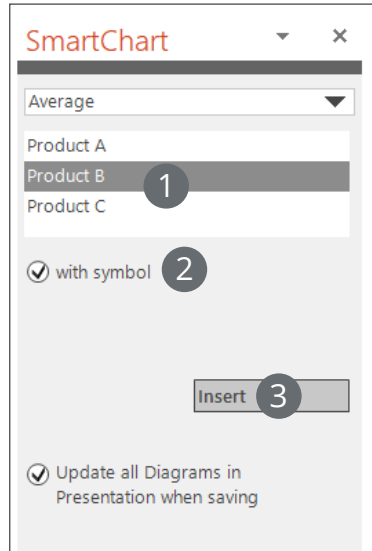
Delta is the difference between two values.



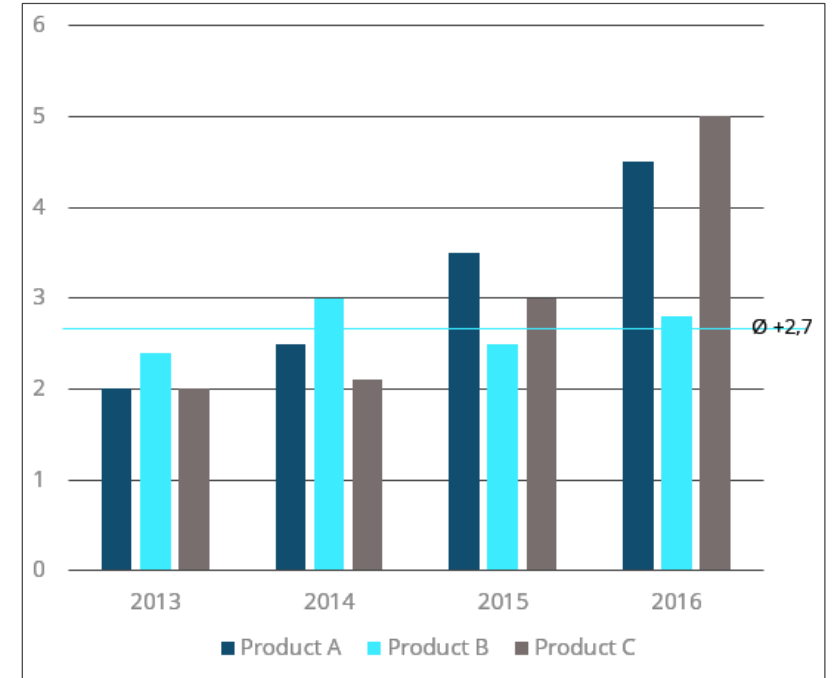
- 1 Select the data series and years for which you want to calculate the growth rate.
- 2 Specify how the delta value is to be displayed.
- 3 Insert the value into the chart.



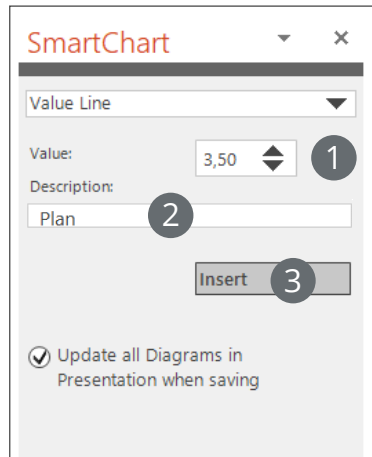
# Insert: Average



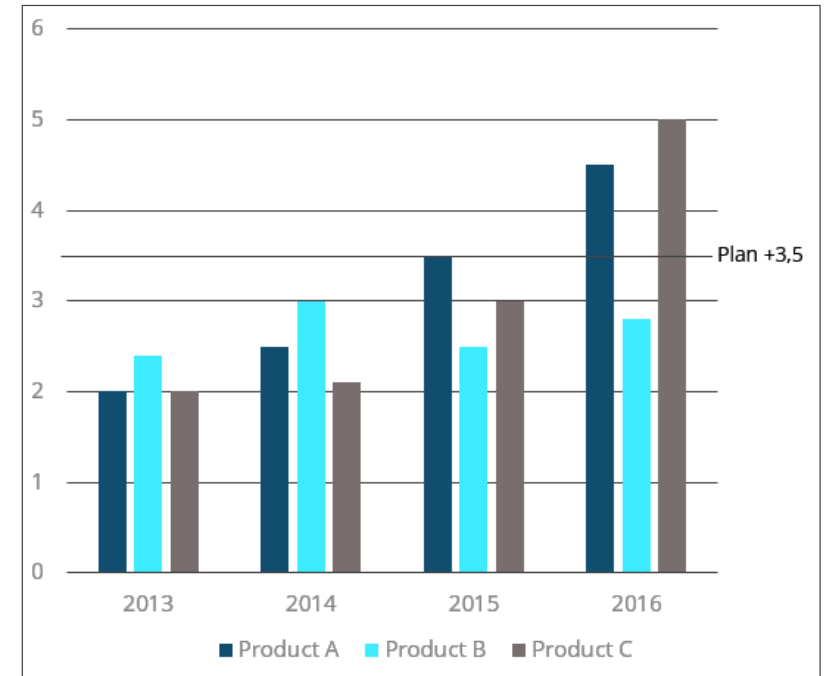
- 1 Select the data series for which you want to calculate the average.
- 2 Specify whether the average is to be displayed with the Ø icon.
- 3 Insert the value into the chart.



# Insert: Value line



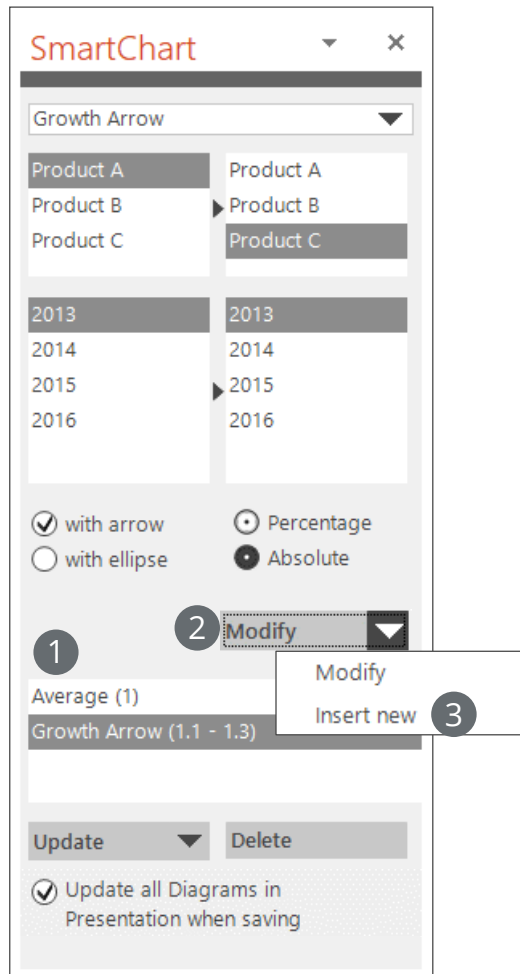
- 1 Specify the value you want to include.
- 2 Give the value a name.
- 3 Insert the value line into the chart.



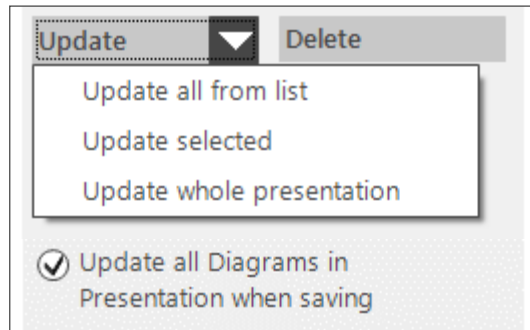
# Changing the additional information

If you want to make changes to additional information inserted with QuickSlide, click on the corresponding chart and open the SmartCharts Assistant. Then proceed as follows:

- 1 Select the additional information you want to edit from the list.  
Make the required changes.
- 2 Click "Change". You also have the following options in the dropdown menu:
- 3
  - **Change:** The desired changes are applied.
  - **Insert new:** The changed data is also entered. New additional information is added to the overview list 1.



# Changes to the chart



If the values of the chart change, you must update the additional information using the SmartCharts Assistant. There are two ways to do this:

- 1 First select the chart whose data has changed. Then click on "Update". You also have the following options in the drop-down menu:
  - Update all from list: Updates all additional information from the overview list of the chart
  - Update selected: Updates only the selected additional information of the chart
  - Update whole presentation: Updates all additional information in the presentation
- 2 When creating the additional information, select the option "Update all Diagrams in Presentation when saving" (set by default).

If your company uses the QuickSlide Data Connector to link presentations to Excel data, the SmartCharts are automatically linked to it and update themselves with.



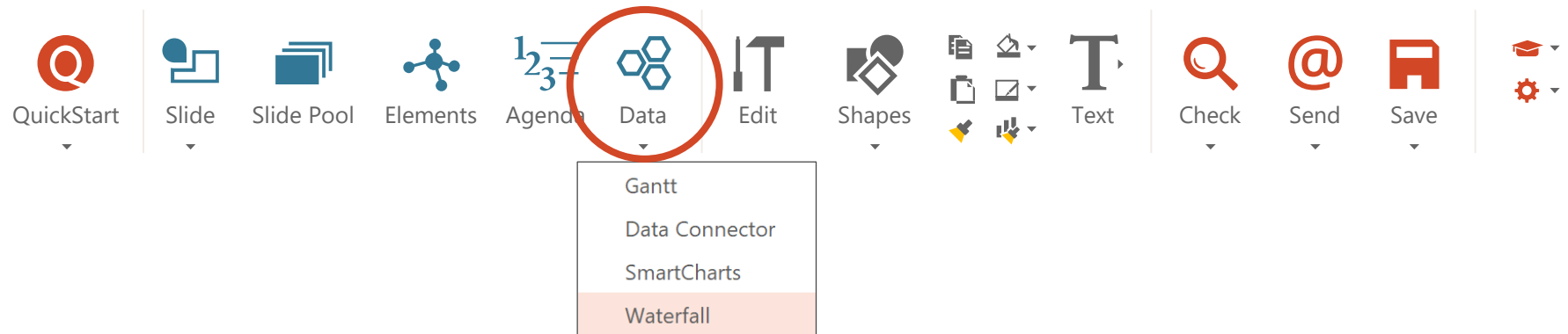
# WATERFALL

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QUICKSLIDE HELP



# Waterfall Assistant



Waterfall charts show which influencing factors make up a value or how a value changes over time. They provide a quick overview for your viewers, e.g. of the composition of cost blocks or of developments and forecast of an initial value.

The Waterfall Assistant makes it easy to create and update waterfall charts.

# Create a waterfall chart

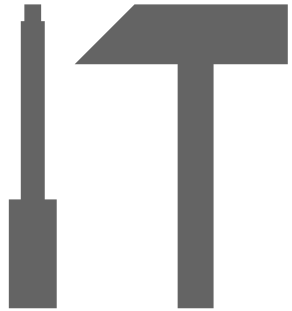
Waterfall Chart Assistant

Start value	Change	Subtotal	Change	End value
Label	Label	Change	Label	Label
0,00	0,00	Subtotal	0,00	0,00
		End value		

with labels  
 with connector lines  
 Decimal Places:

Insert

- Select the slide on which you want to display your waterfall chart.
- Open the Waterfall Assistant.
- Enter a start value.
- Specify positive or negative values for changes. Use the plus sign to add more fields. The final value is calculated automatically.
- For a subtotal, select "Subtotal" from the drop-down menu. It is then calculated automatically.
- In the "Label" field, add labels and check the "with labels" box.
- Set the options if you want the connection lines to be displayed and with how many decimal places your values should be displayed.
- The "Insert" function inserts your chart into your corporate design.



EDIT

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QUICKSLIDE HELP

# Edit



A professional presentation requires not only good content, but also neatly formatted slides.

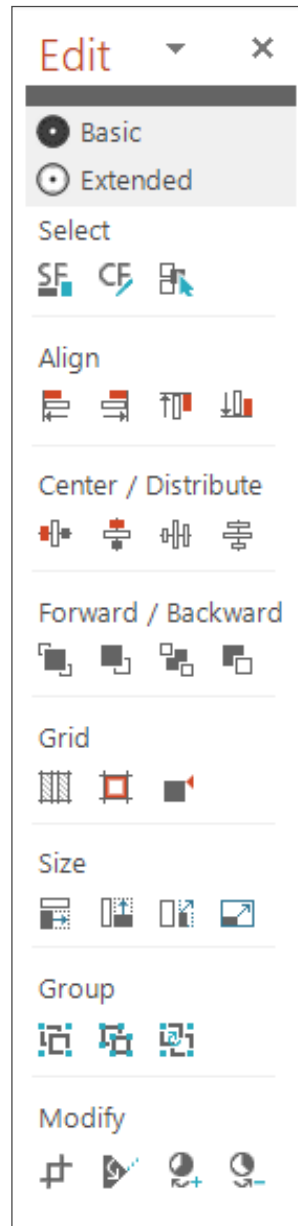
With the "Edit" function, QuickSlide offers a wide range of tools to help you with your graphical work. Collected in a task pane, you will find important standard PowerPoint functions, optimized PowerPoint functions and numerous tools only available in QuickSlide.

You can choose the appropriate view for yourself:

**Basic** – the most important tools, clearly labeled

**Enhanced** – the basic tools and numerous other tools for power users

Click the button for which you need help.



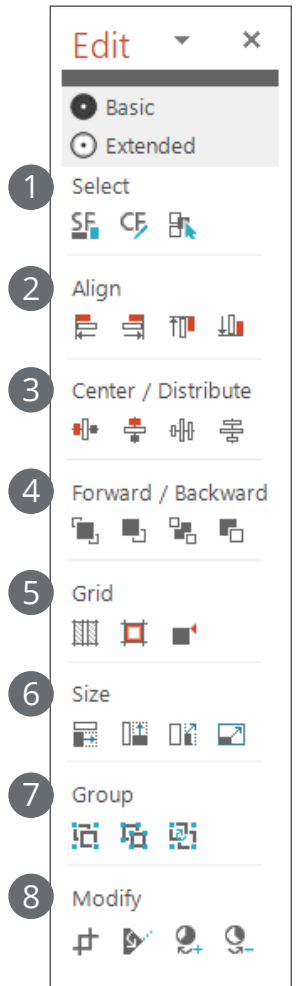
Basic



Extended

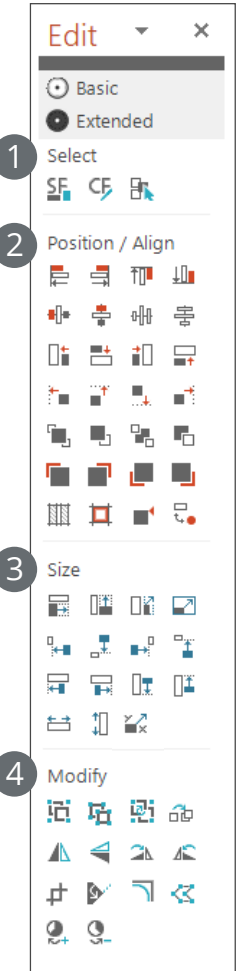
# Basic

- 1 Select:** Use the Shape Finder (SF) and Color Finder (CF) to find objects with the same shape or color on your slide.
- 2 Align flush:** Use these functions to align objects flush with each other.
- 3 Center/distribute:** Use these functions to distribute objects evenly or center them.
- 4 Forward/Backward:** Select an object and move it to the front or the background.
- 5 Grid:** QuickSlide uses its own grid to align objects flush on your slide.
- 6 Adjust size:** Scale objects to slide size or equal in size with a single click.
- 7 Group:** Group or ungroup elements on a slide.
- 8 Modify:** Change the appearance of objects by adding or removing parts.

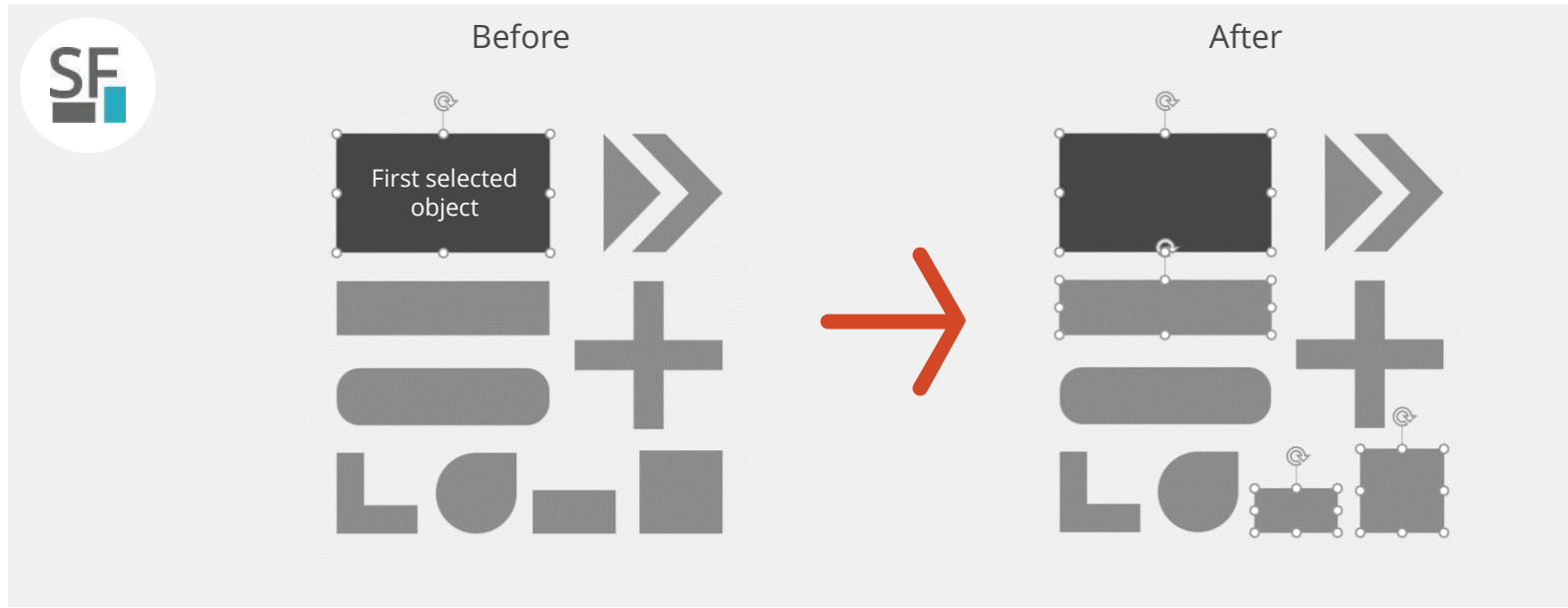


# Extended

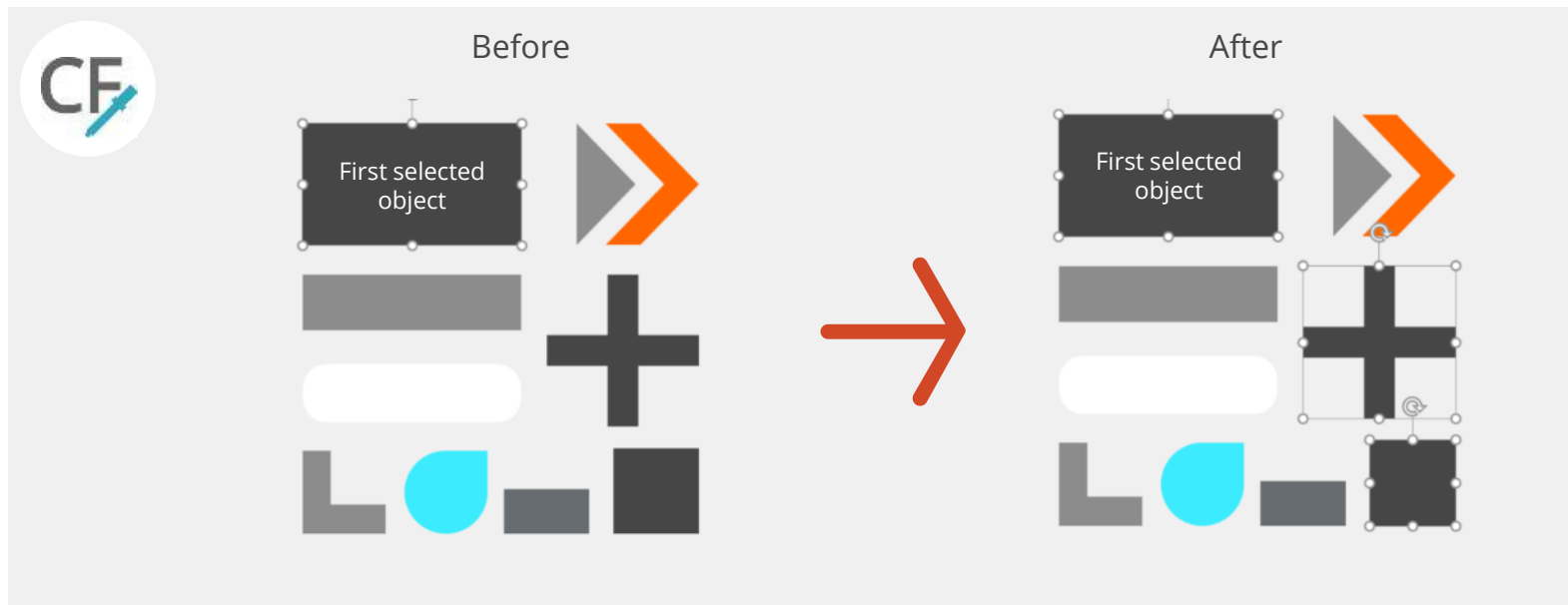
- 1 **Select:** Select objects on the slide.
- 2 **Position / Align:** Align objects flush with each other or the grid.
- 3 **Size:** Change the size of objects.
- 4 **Modify object:** Change the appearance of objects.



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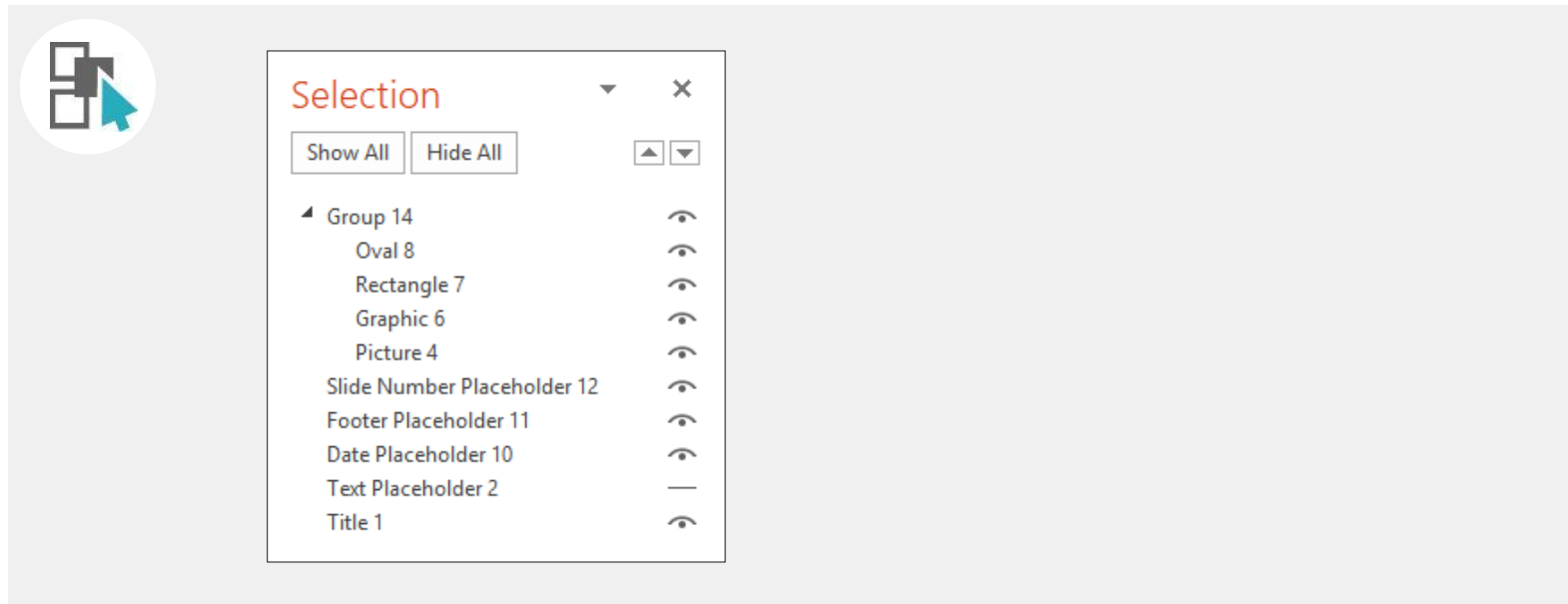


Use the **ShapeFinder (SF)** to select all objects on the slide that have the same shape type as the first selected object (for example, all squares).



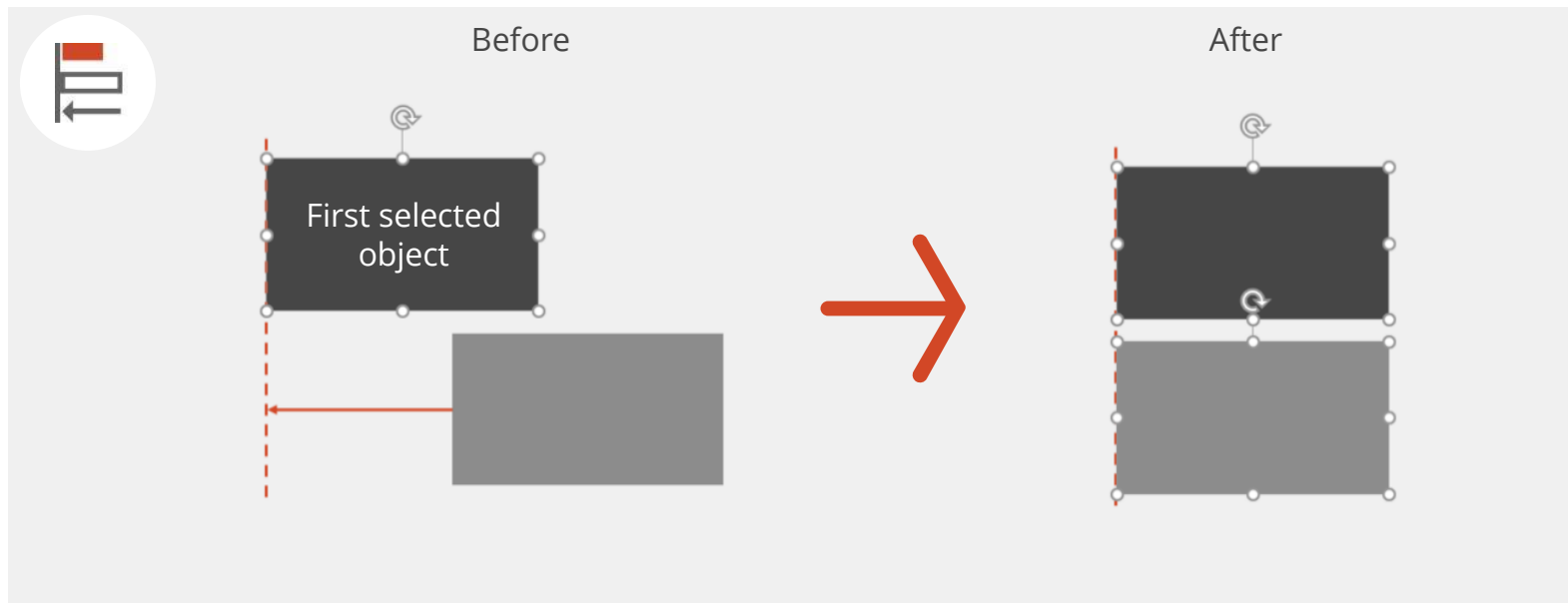
The **ColorFinder (CF)** selects all objects on a slide that have the same fill color as the first selected object.



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## Selection range

This function displays all elements of the current slide. You can select elements that lie behind other objects or move layer sequences. You can also hide objects.

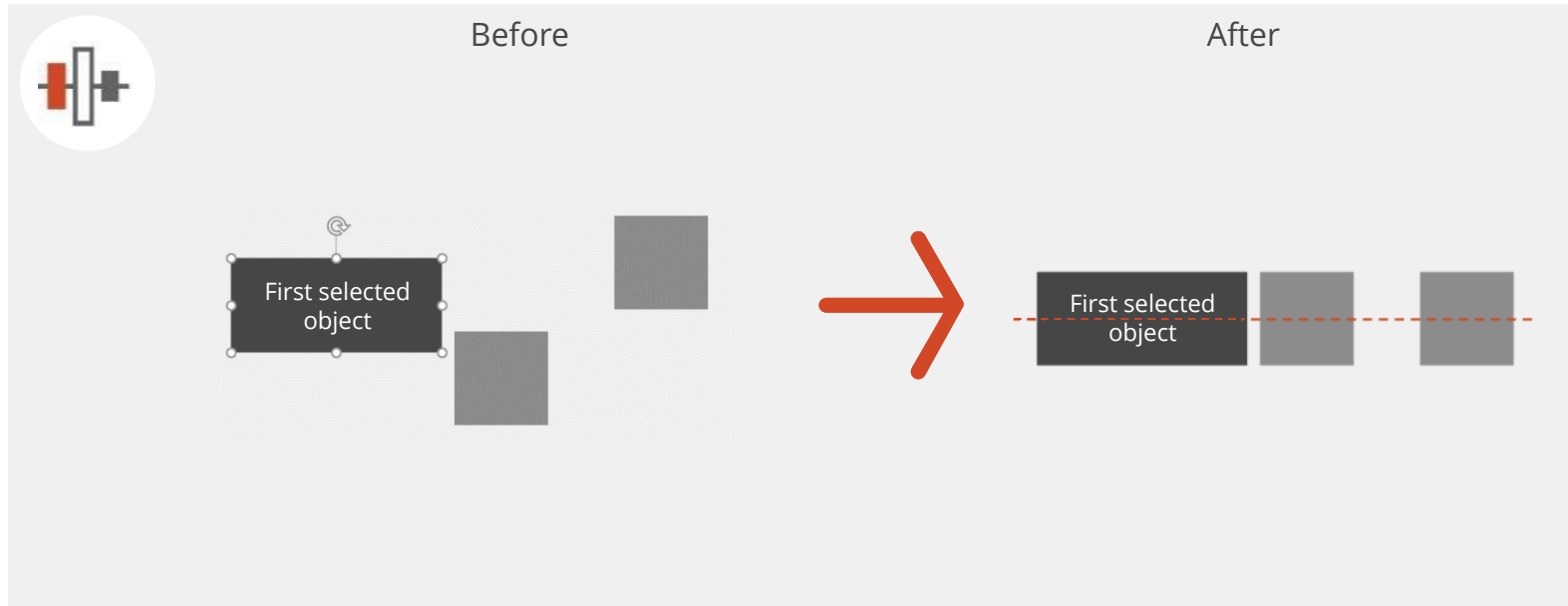


Use these functions to align objects flush with each other.

### E.g. Align links to the first selected object

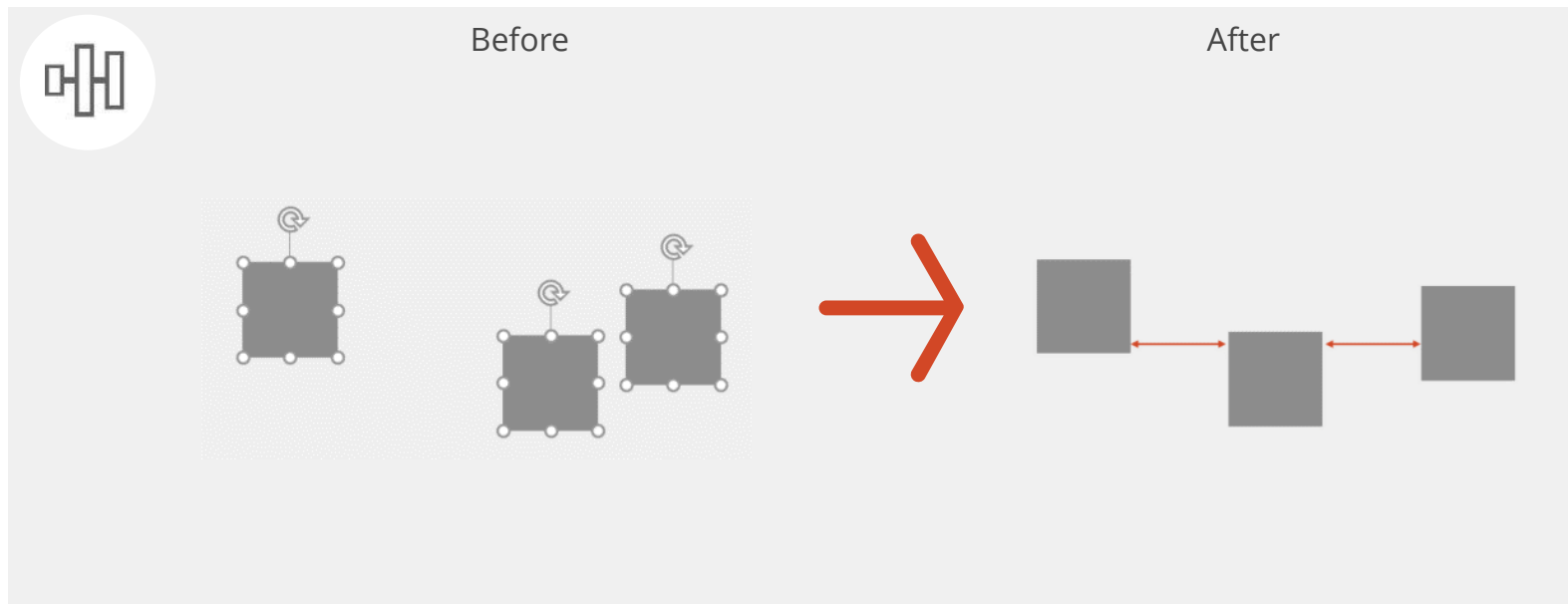
Select at least two objects and align them flush with the left edge of the first selected object.

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Use these functions to align objects centered to each other.  
**E.g. Align object center horizontally to first selected object**

Select at least two objects and align them horizontally centered on the first selected object.

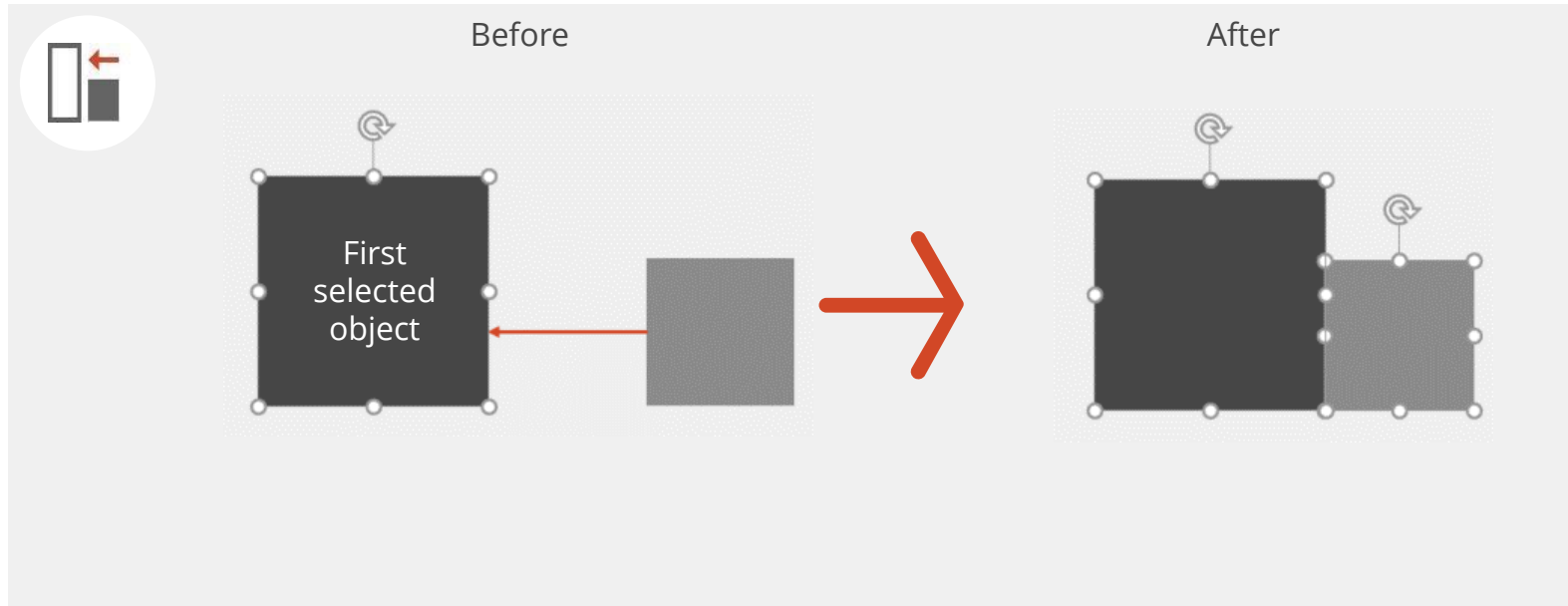


Use these functions to distribute objects evenly.

**E.g. Distribute Horizontally**

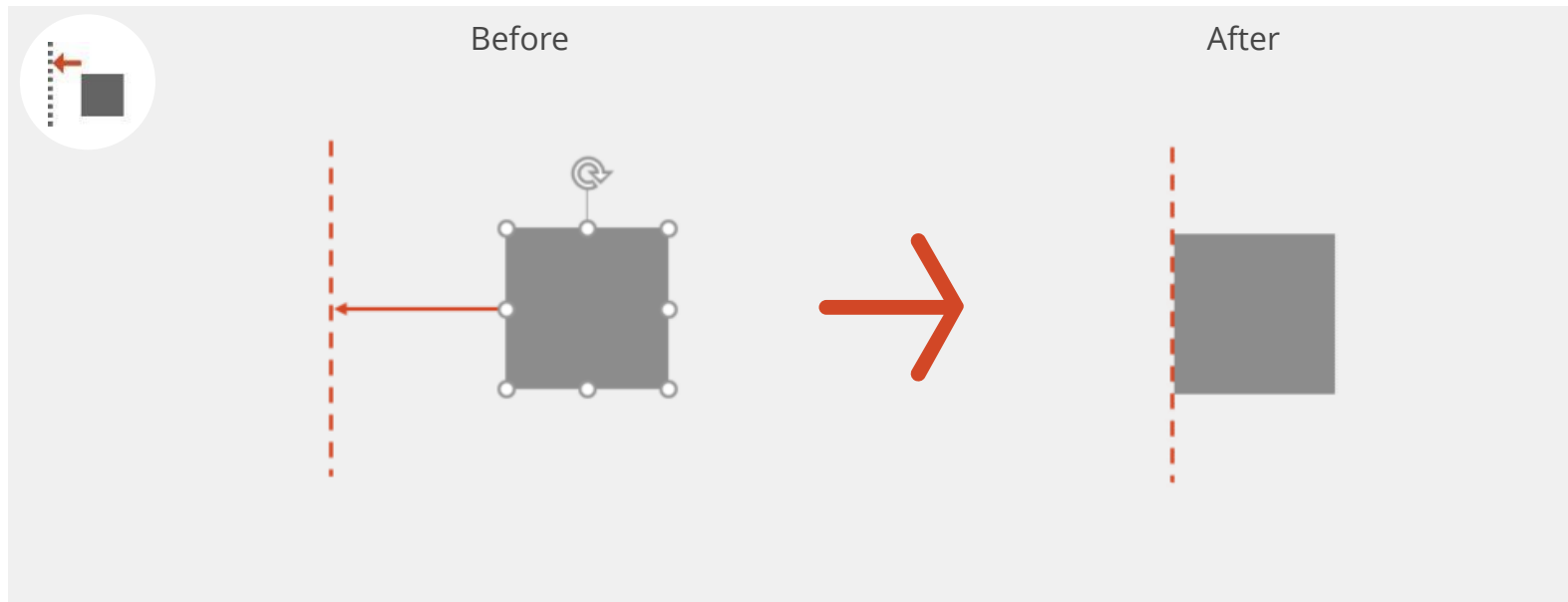
Select at least three objects and distribute them horizontally at regular intervals.

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Use these functions to align objects. **E.g. Dock to the right of the first selected object**

First select a reference object by clicking on it. Then select the object to be moved. Then click on the button and the desired object moves to the left to the right edge of the first selected reference object.

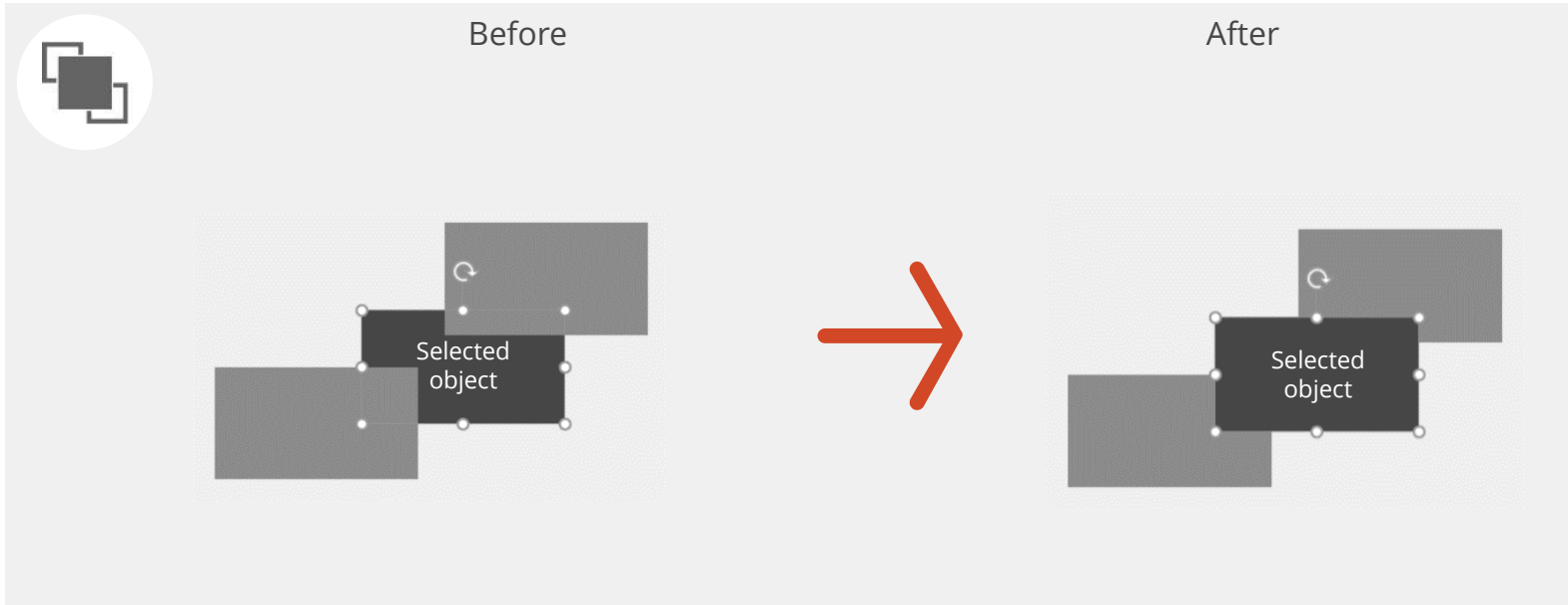


Use these functions to align objects to guidelines.

**E.g. Move left side to the guideline left**

Clicking this button will move your selected object to the left until you reach the next QuickSlide guideline.

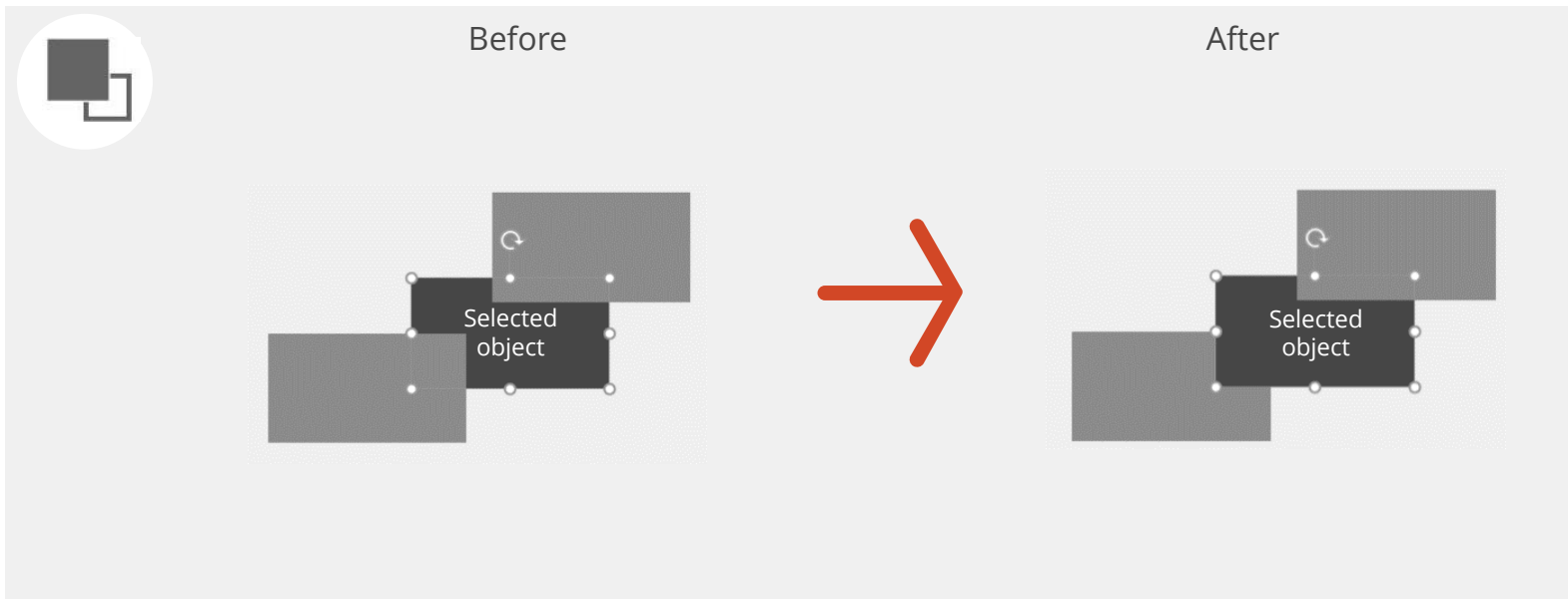
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Use these functions to bring objects to the front or background.

**E.g. Bring to front**

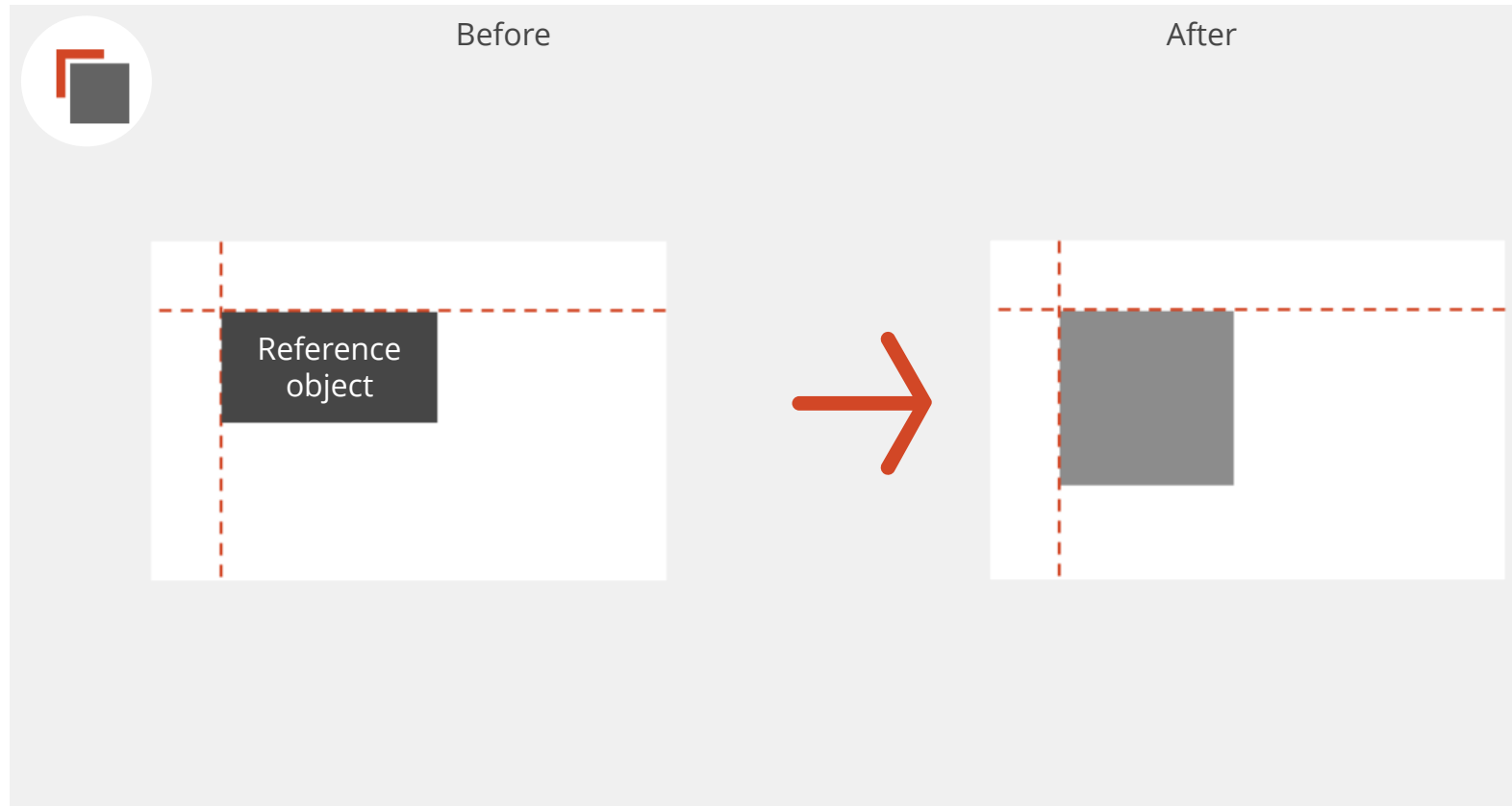
The selected object is brought to the front by clicking on it.



Use these functions to bring objects to the front or background.

**E.g. Bring Forward**

The selected object is brought forward by clicking on it.

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Use these functions to place objects in the same position.

**For example, copy position of objects**

Select a reference object by clicking on it. By clicking the function, QuickSlide remembers the position of this object (measured from the top left) and moves the selected objects to the same position. Another click on the button deactivates this function again. You can use this function, for example, to ensure that objects are positioned in the same place across several slides, so that they do not "jump".

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### Show and hide QuickSlide grid

QuickSlide uses its own grid, which was created for your corporate design. This grid consists of guides on which you can align objects on your slide to the nearest guide. This makes it easier to create slides with a consistent look.



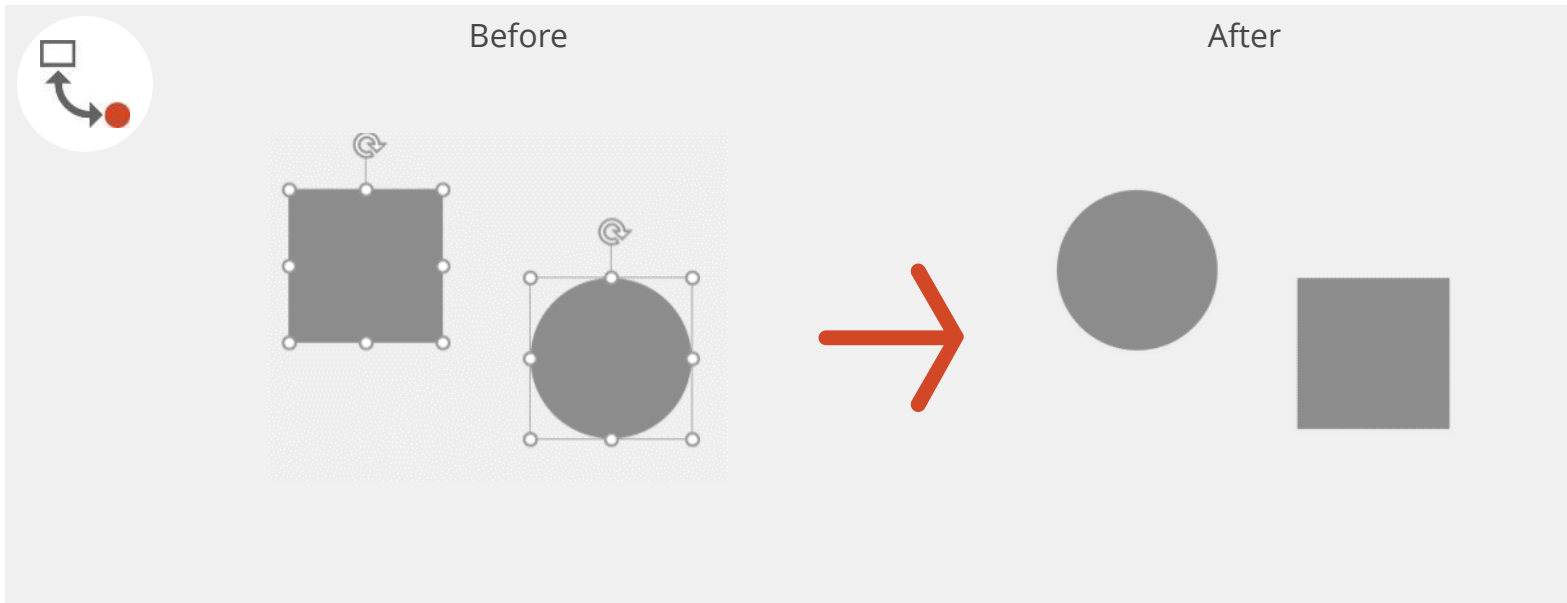
### Align with gridlines

Align objects to the gridlines stored in the master.



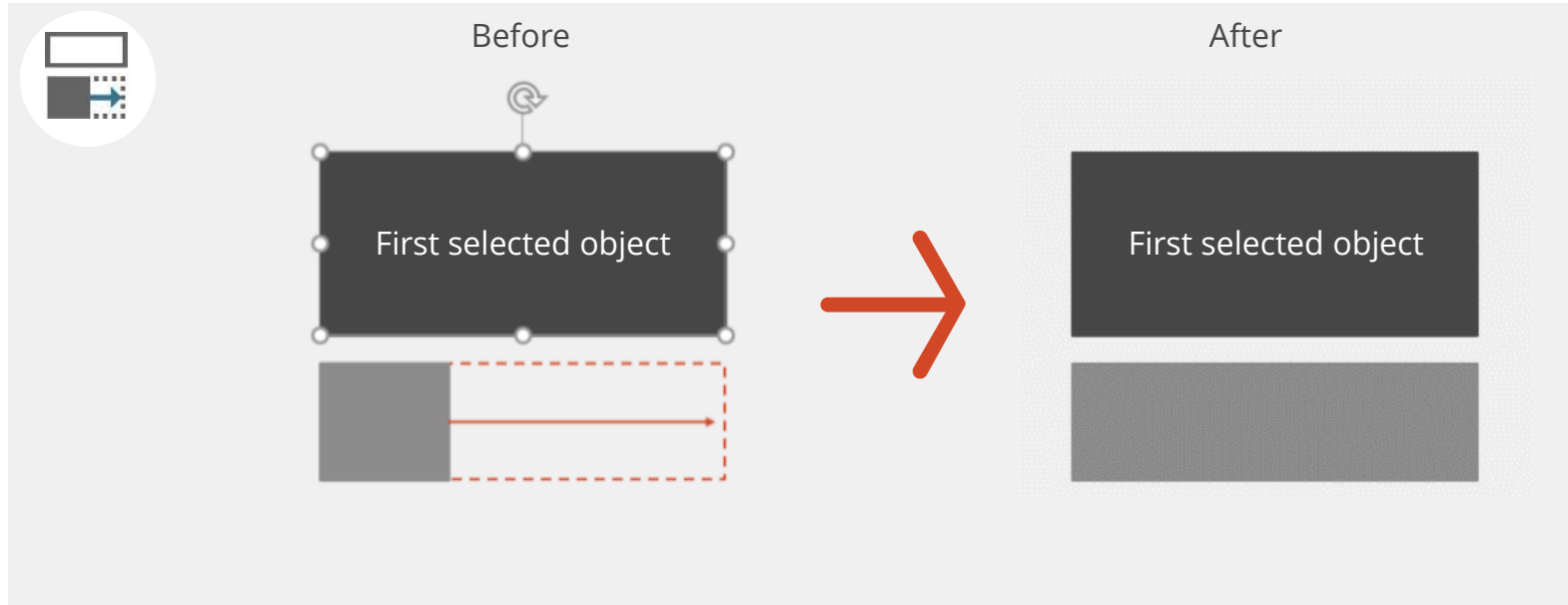
### Snap to shape

Align objects to other objects (without guides).



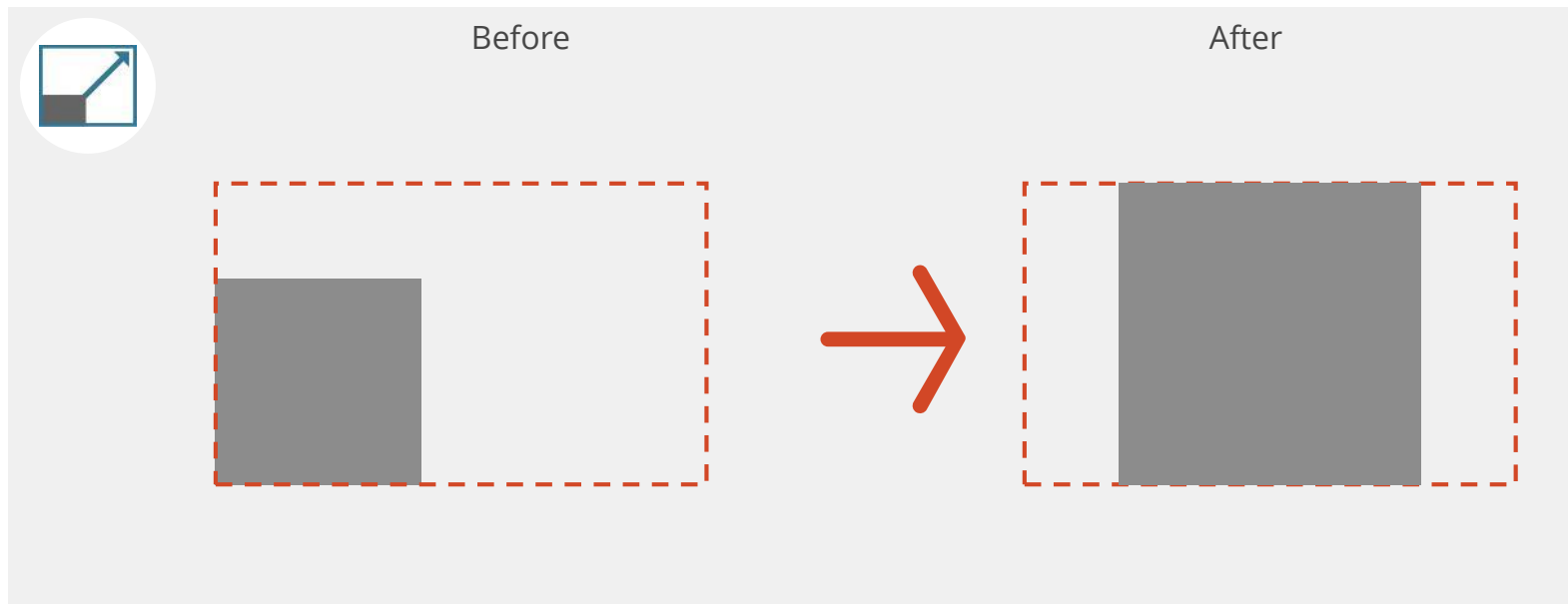
### Swap objects

Select two or more objects. By clicking the "Swap objects" button, the objects swap positions.

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Use these functions to scale objects in width and height.

**E.g. Adjust width to first selected object:** If you want to distribute objects on a slide, it is often useful to adjust the size of the objects beforehand. Select at least 2 objects. Clicking this function will give all objects the same width as the first selected object.

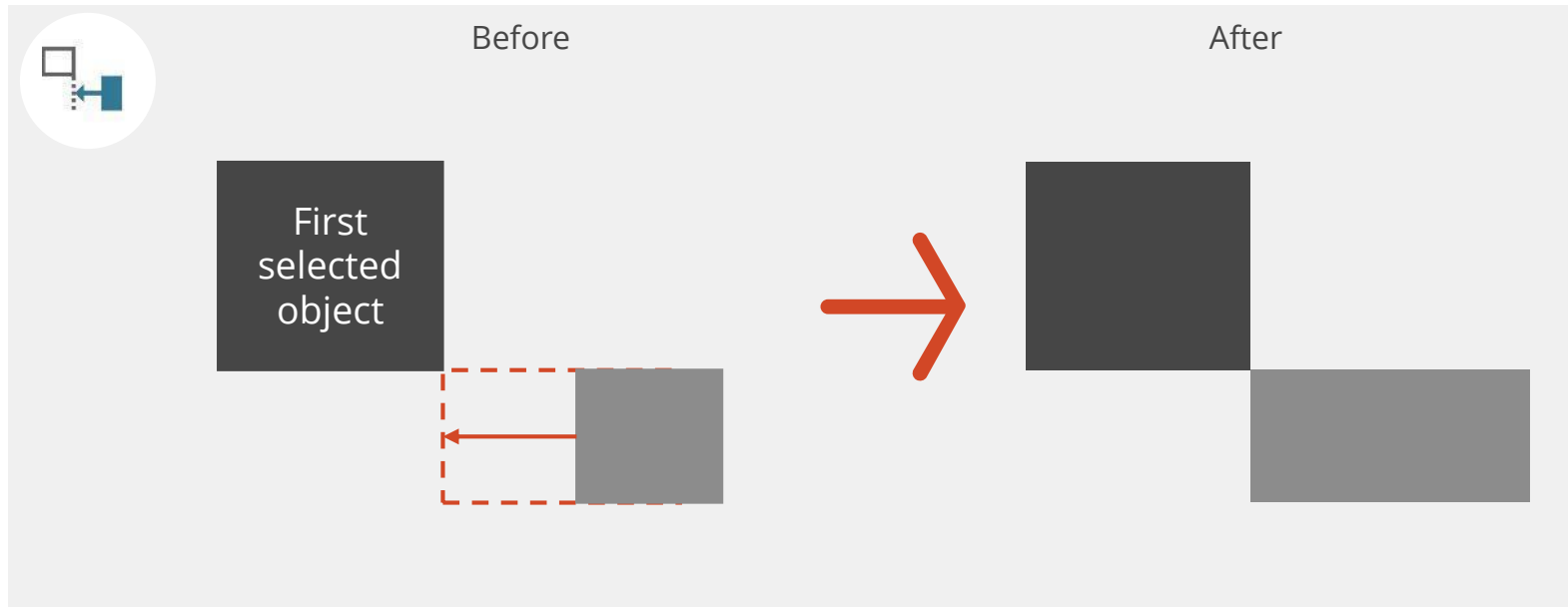


Use this function to scale objects to slide size.

**Scale image/object size to slide width/height**

For example, if you insert images on your slide, they are often much larger than the slide. Use this QuickSlide function to resize your image to fit the slide.

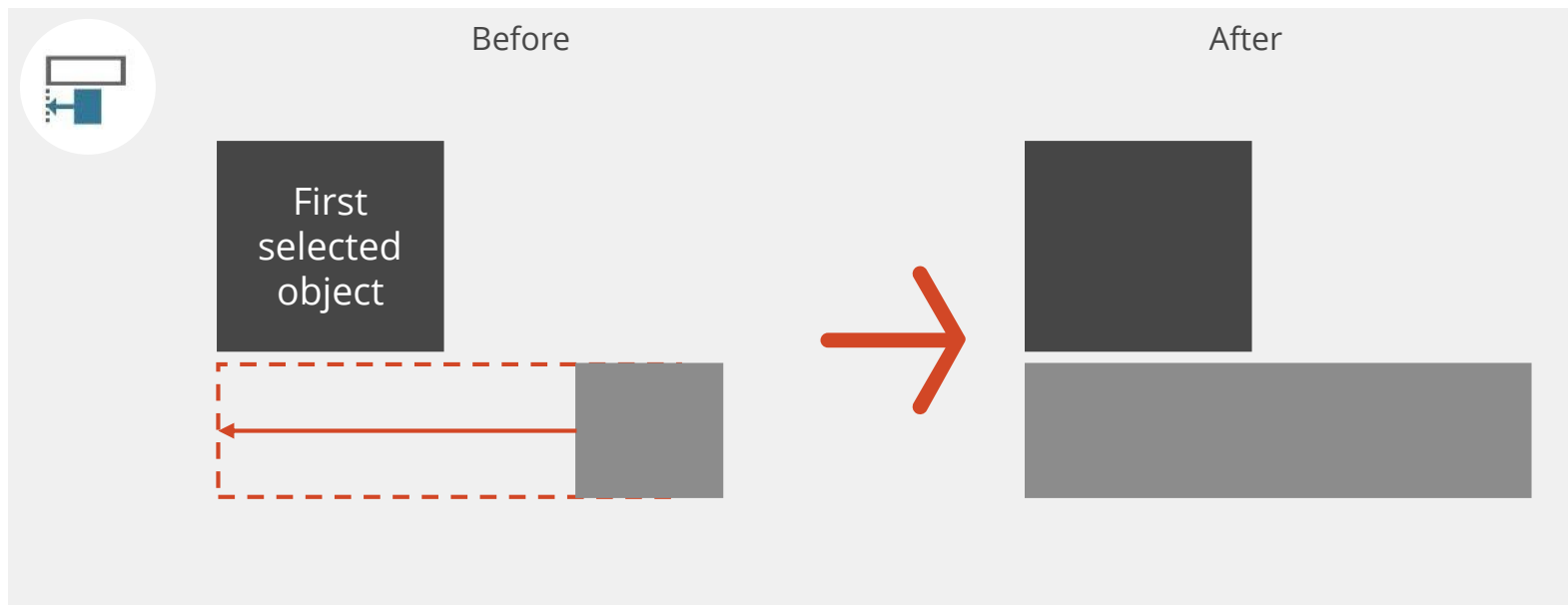
[Back to the overview of buttons](#)



Use these functions to scale objects in width and height.

**E.g. Extend left edge to the right edge of the first selected object**

First select a reference object. The object that you then select will expand to the right edge of the reference object after clicking on the button.

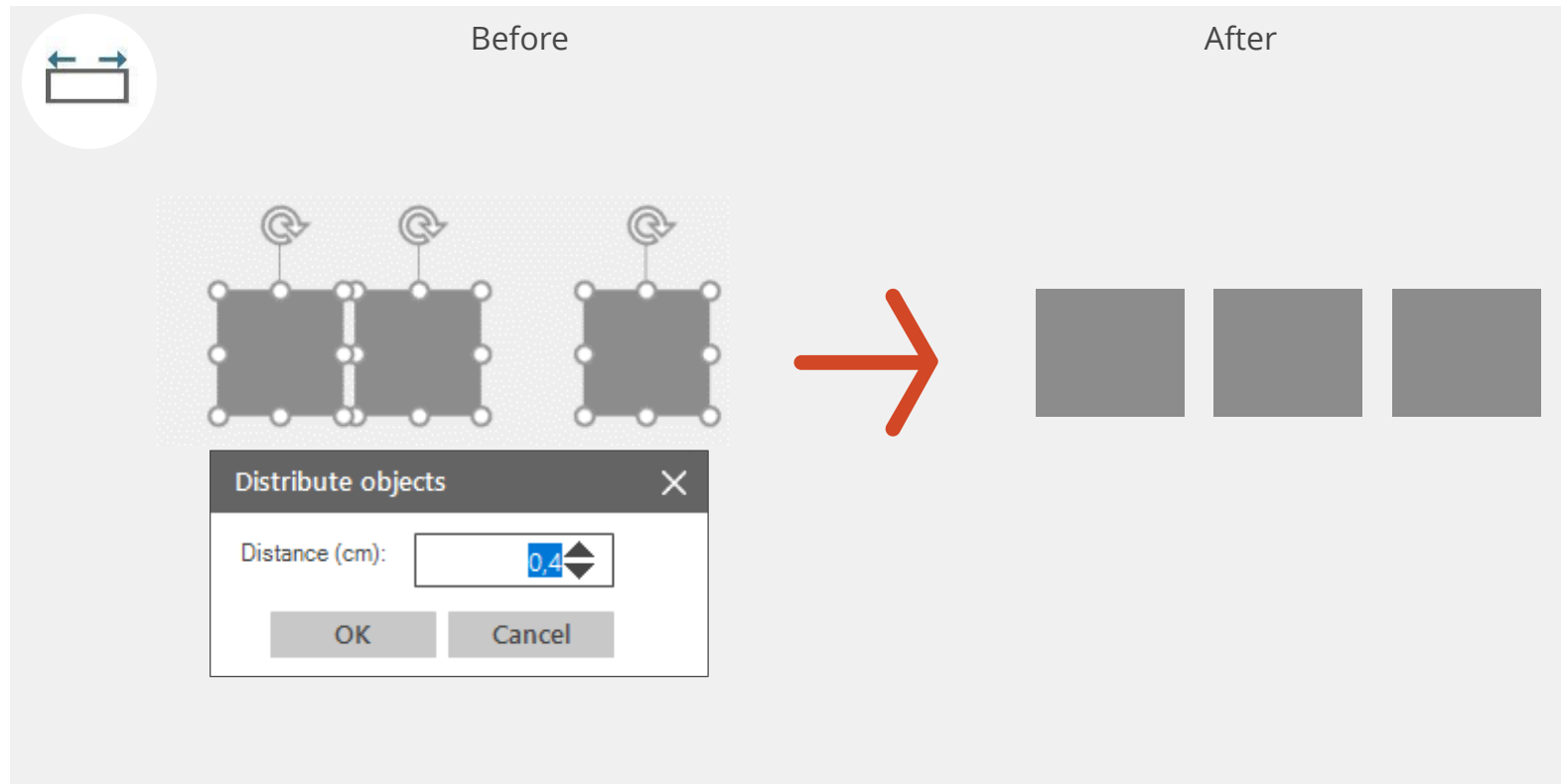


Use these functions to scale objects in width and height.

**E.g. Extend to left edge of the first selected object**

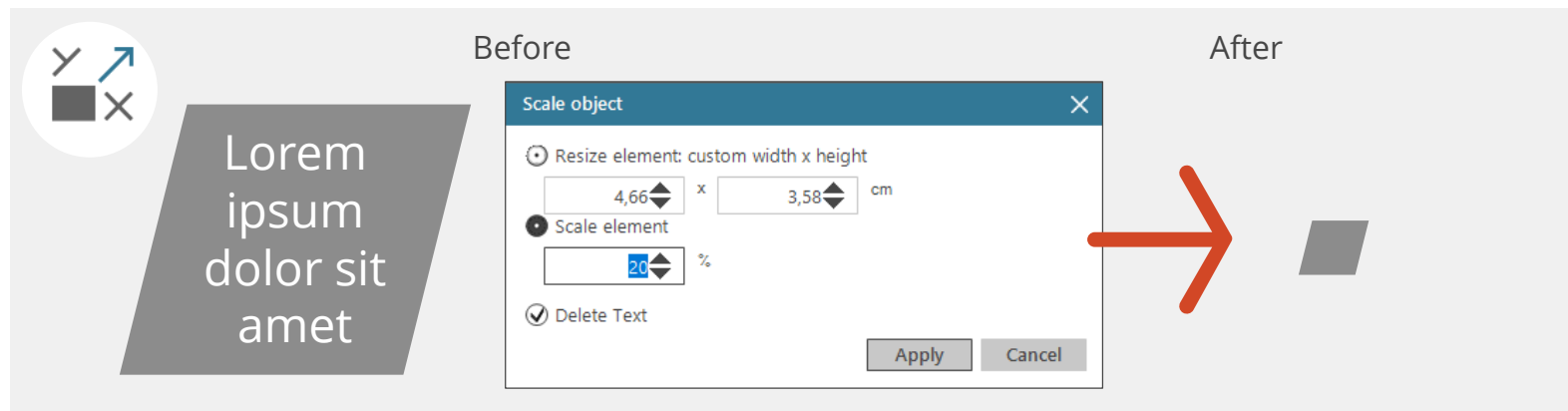
First select a reference object. The object that you then select will expand to the left edge of the reference object after clicking on the button.



[Back to the overview of buttons](#)

Use these functions to define distances between objects

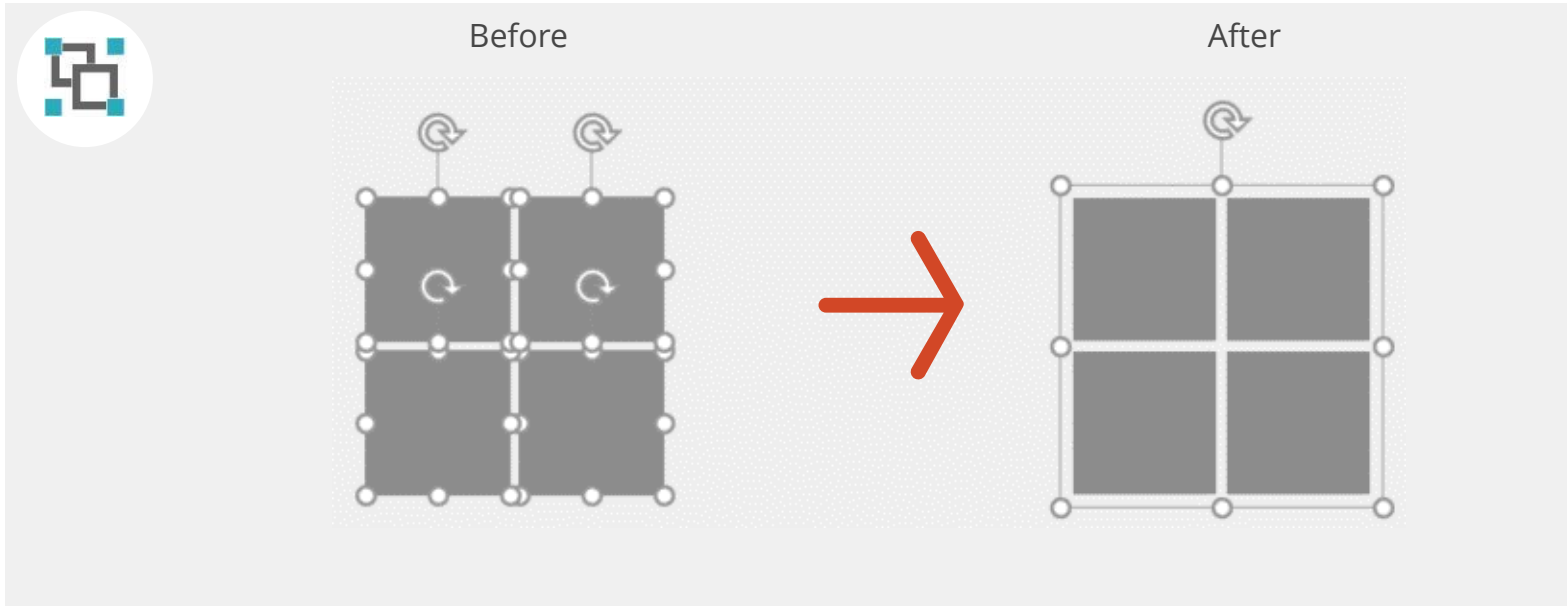
**E.g. Set horizontal distance between objects** First select the objects between which you want to set a certain distance. After clicking the button an input window appears in which you enter the desired distance. When you click "OK", QuickSlide sets the desired distances by keeping the outer objects in place and adjusting the object sizes to the desired distance.



### Scale object

Scale an object proportionally in cm or as a percentage. At the same time, you can delete the text from the object. This function is suitable, for example, for creating a pictogram from a chart.

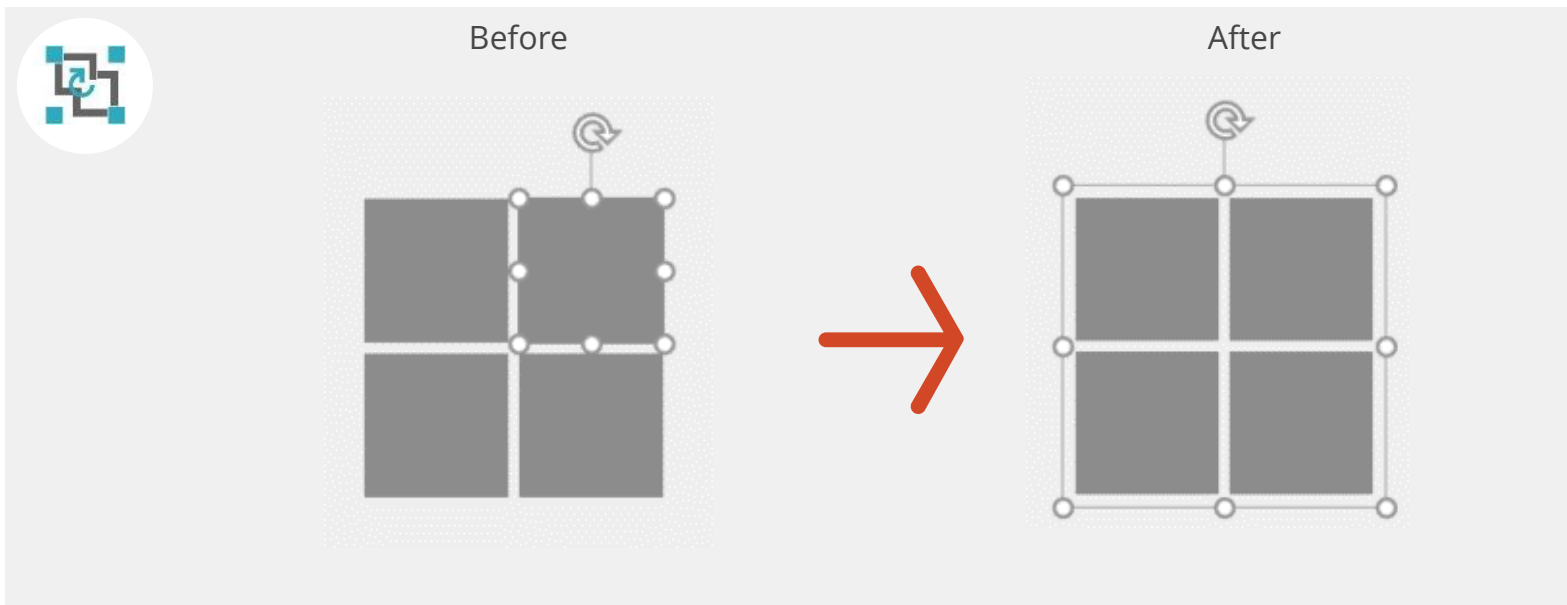
[Back to the overview of buttons](#)



Group or ungroup multiple objects on your slide.

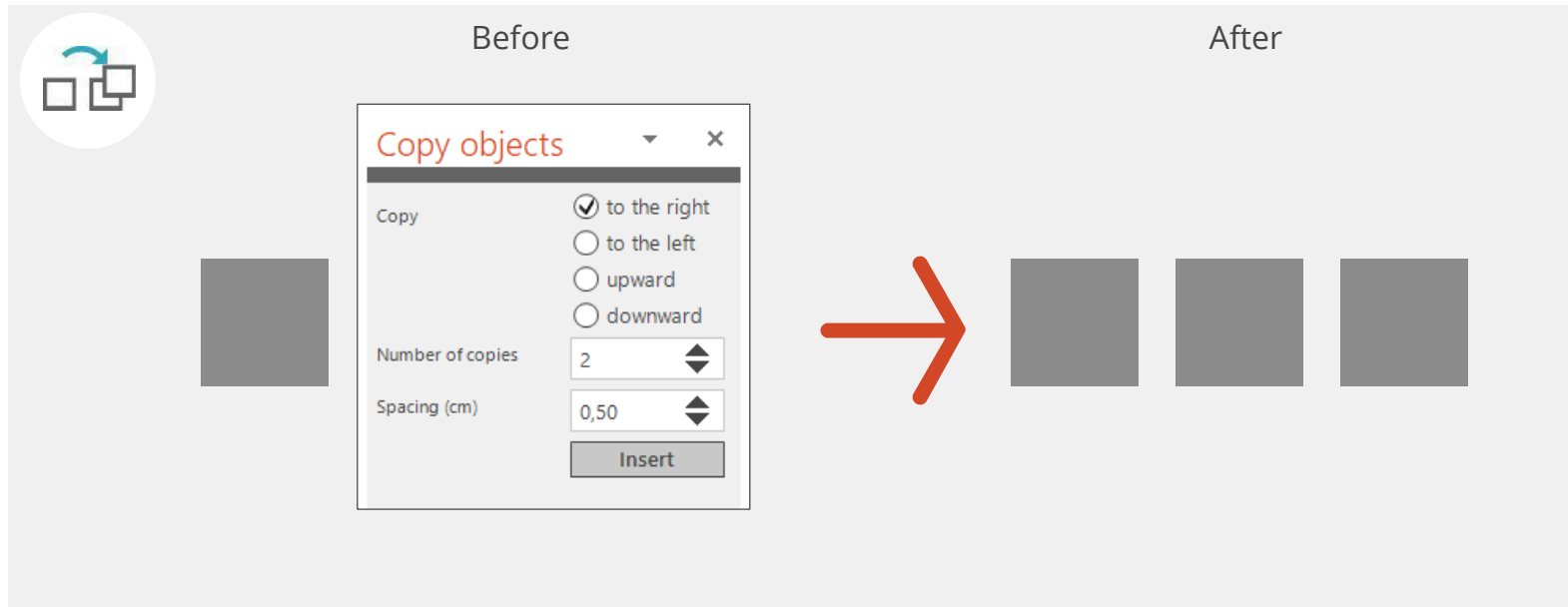
**E.g. Group**

Select several objects and group them. This way, you can treat all objects as one element. This makes it possible to move, enlarge or reduce the whole group and maintain the proportions.



Restore the last grouping.

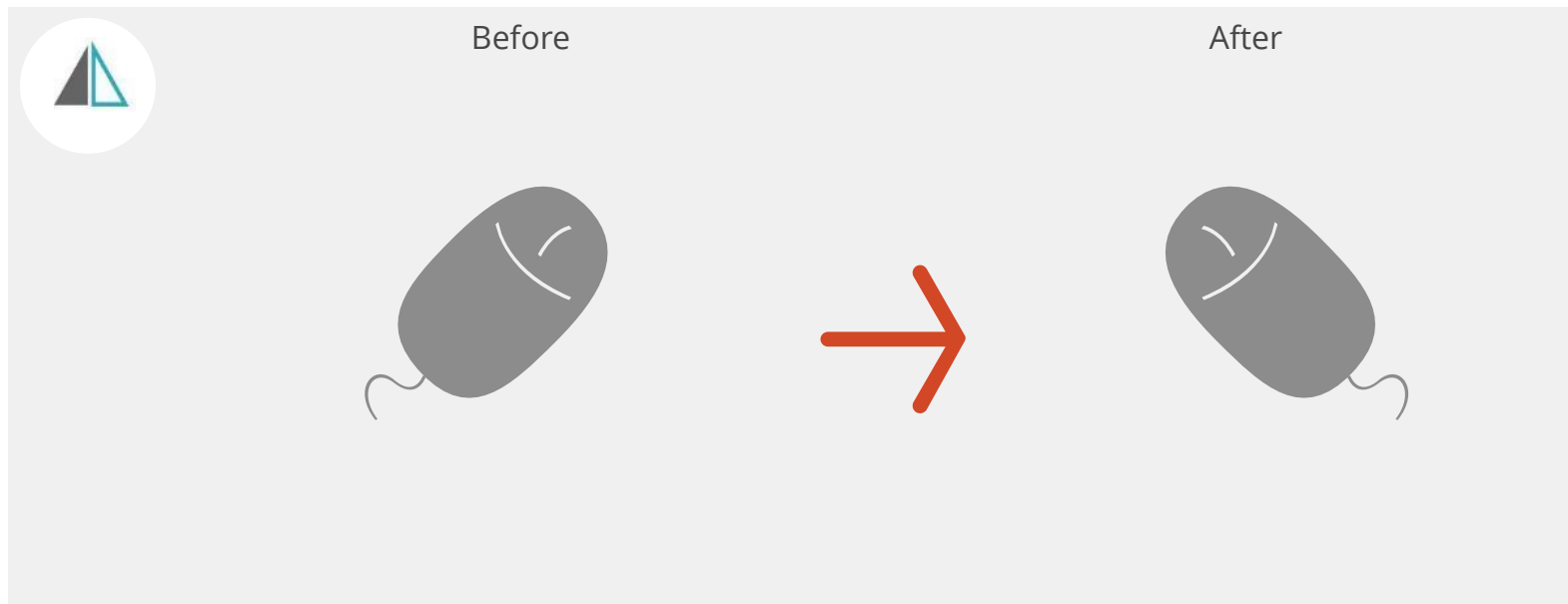
**Restore grouping** Previously grouped objects can be grouped again with this function after the grouping has been removed. To do this, select one of the previously grouped objects and then click "Regroup".

[Back to the overview of buttons](#)

Use this function to duplicate objects on your slide.

### Copy object

Select the object to be copied and click the button. Now an input window appears, in which you can enter the desired number, the distances and the direction of the copies. With this function you can easily create tables from rectangles, for example.

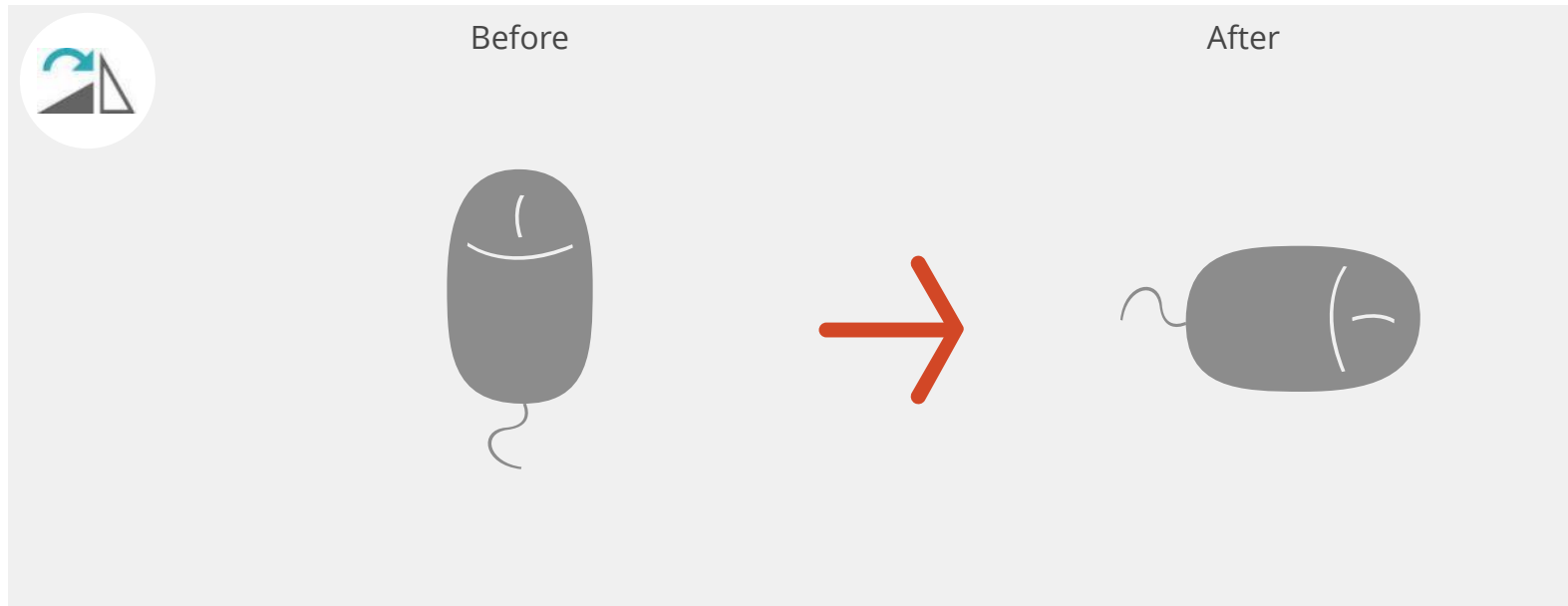


Use these functions to mirror objects on your slide.

### E.g. Flip Horizontal

Select one or more objects and click the button. The selected objects are rotated around the vertical axis and thus mirrored. Fonts are not mirrored horizontally.

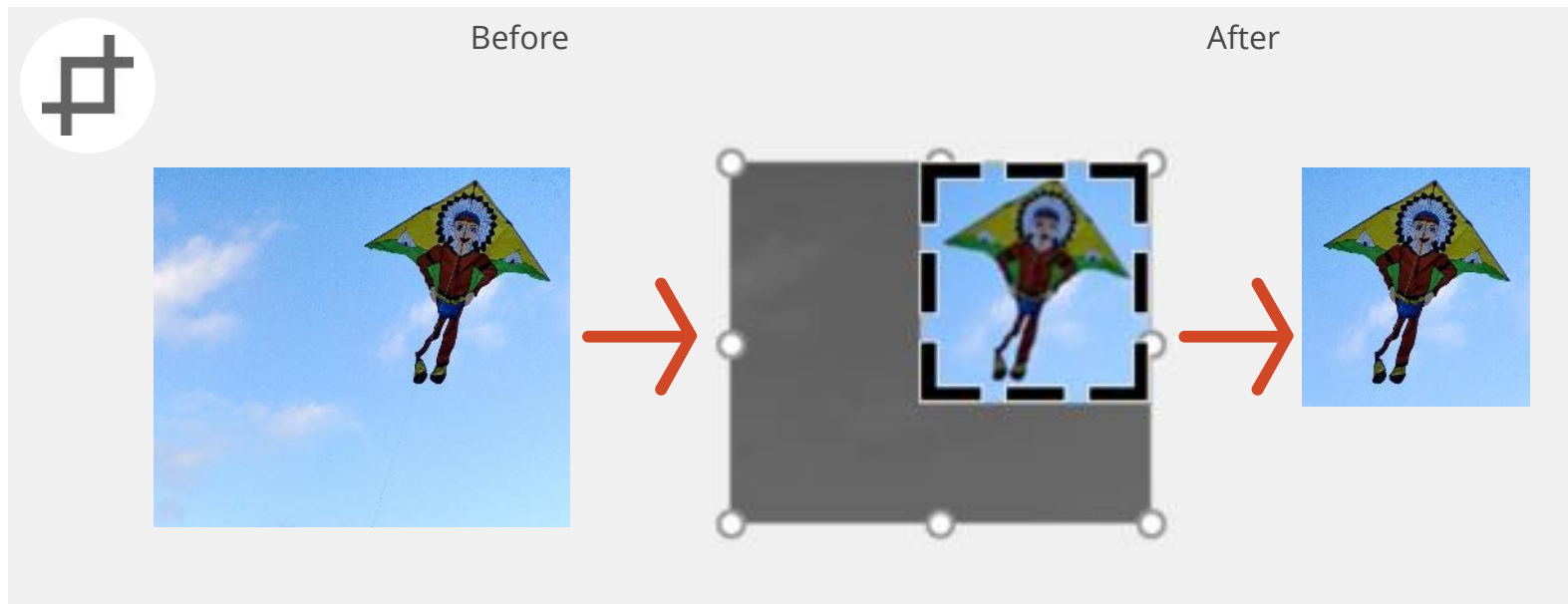
[Back to the overview of buttons](#)



Use these functions to rotate objects.

**E.g. Rotate Right 90°**

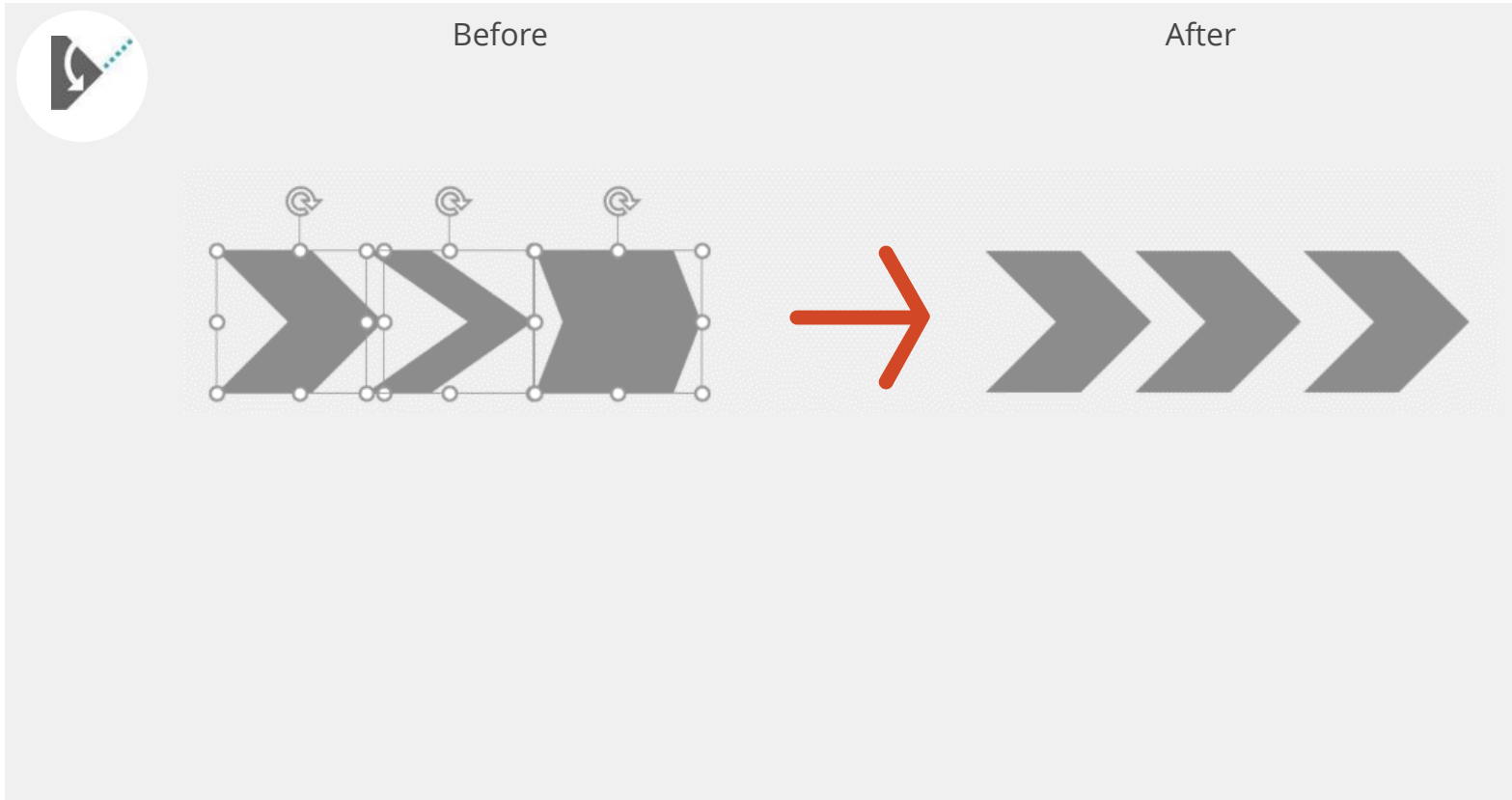
Rotate your selected object 90° to the right.  
The pivot point is the center of your object.



You can use this function to hide unwanted parts of an image or graphic to show only a specific section.

**Crop**

Select the image you want to crop and click "Crop". With the black markers now displayed, you can select a section of the image.

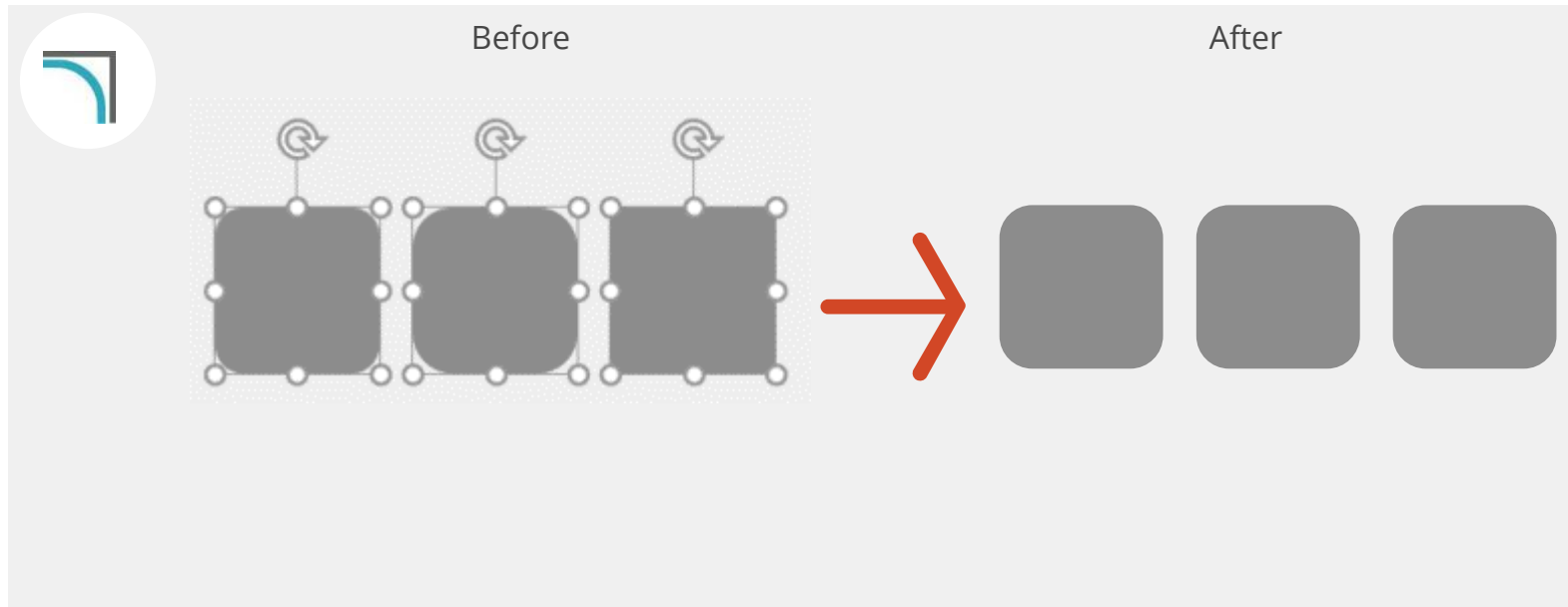
[Back to the overview of buttons](#)

Adjusting the different angles of block arrows on a slide is often difficult. With this function, you can adjust the arrow angles of several block arrows at 20° intervals.

### Adjust arrow angles

Adjust the arrow angle The "Adjust arrow angle" function adjusts the arrow angles for these. You can now change the arrow angles at 20° intervals: 70°, 90°, 110°, 130°, 150°.

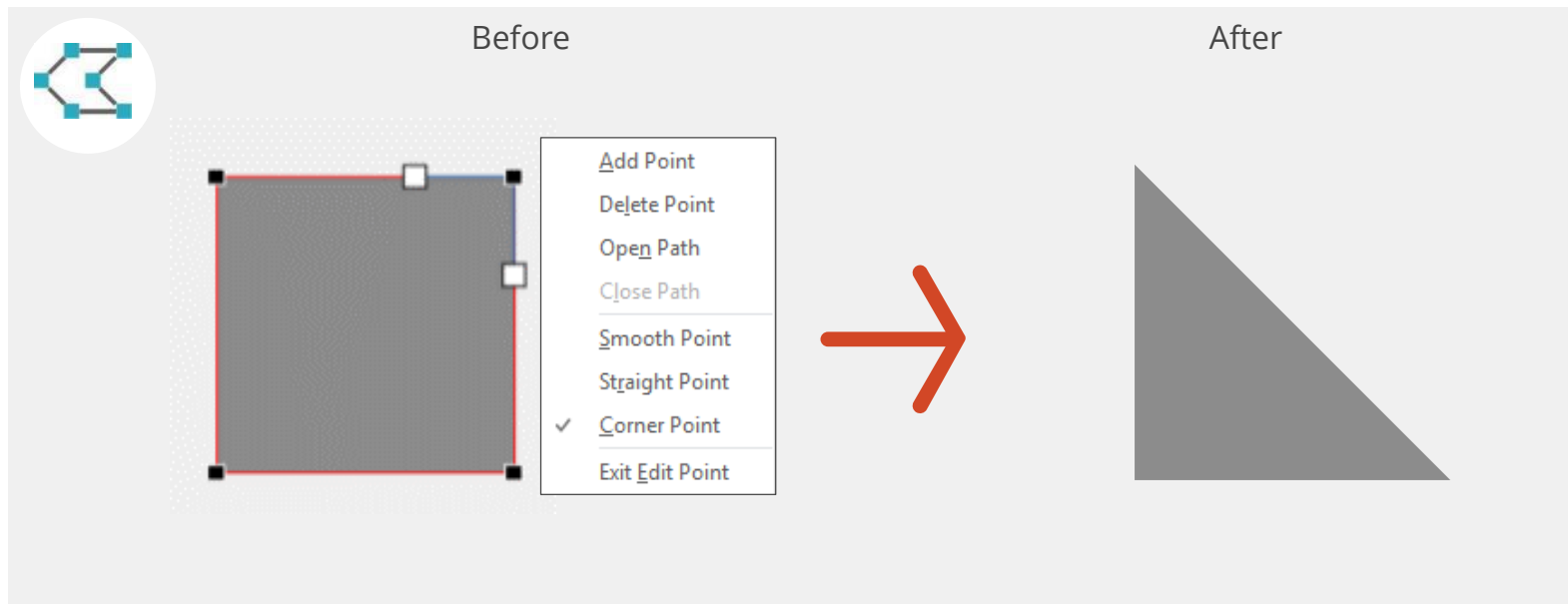
A fixed angle may also be predefined for your company in this function. QuickSlide will then only allow these angles to be selected.

[Back to the overview of buttons](#)

This function adjusts the corner curves of all selected objects.

### Adjust rounding of corners

Simply select all objects with a round corner on your slide. Clicking on the button adjusts the corner rounding for all selected objects.

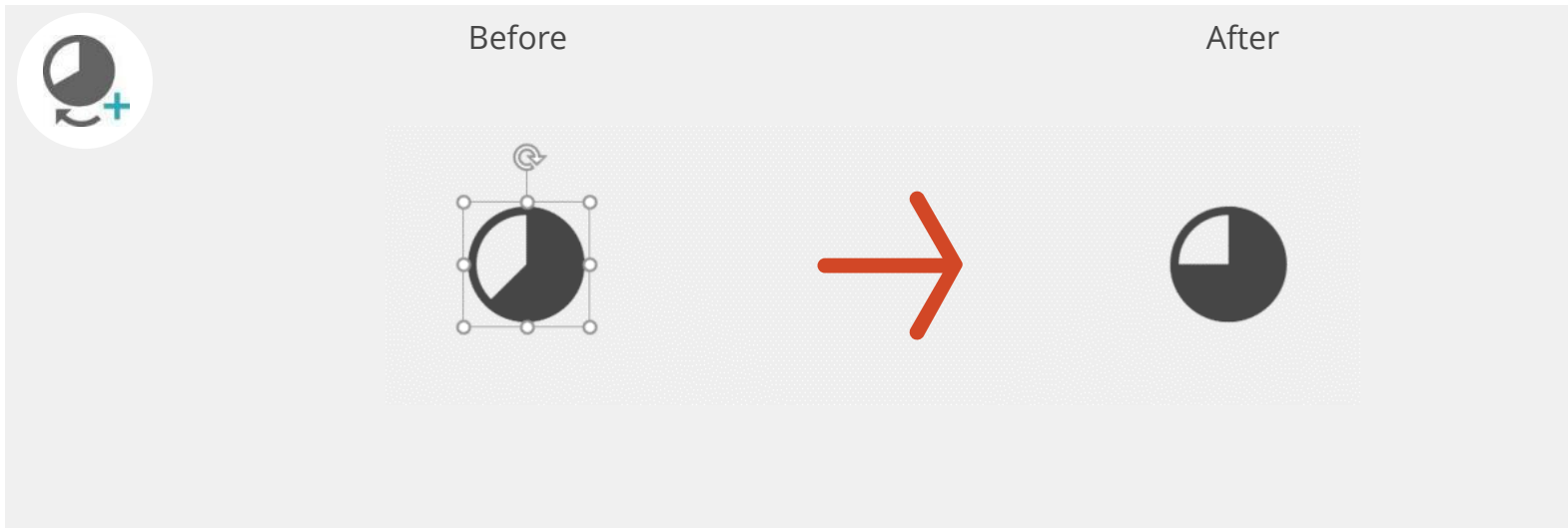


This allows you to edit individual points of a geometric shape.

### Edit points

Select the shape you want to change. After you have clicked on the button, the individual points of the shape are displayed. Take a point and move it, the shape changes. You can also delete or add points.

[Back to the overview of buttons](#)



Increase or decrease the fill of a selected Harvey Ball.

**E.g. Harvey Ball +1/8 fill**

Place a Harvey Ball from the QuickSlide elements. Click the button to increase the fill by 1/8 (45°). Only Harvey Balls created with QuickSlide can be modified with this function.



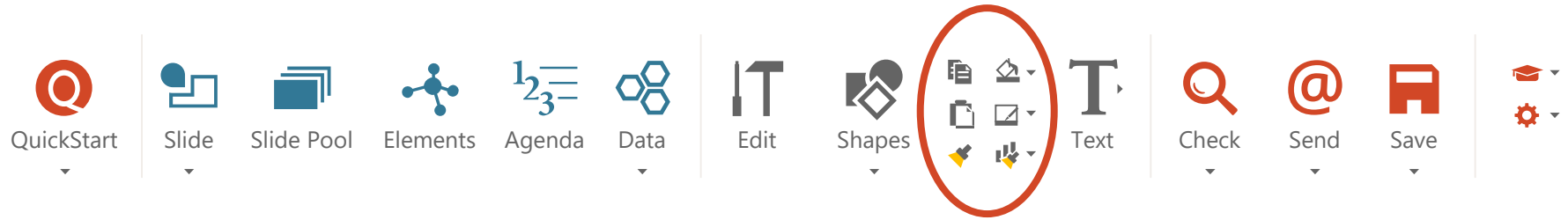
# EDIT (OTHERS)

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QUICKSLIDE HELP



# Edit (others)



This area contains important PowerPoint functions such as "Copy", "Paste", "Transfer format", fill and line color. You will also find the QuickSlide function "Format diagram in Corporate Design" here.

# Transfer Formats

## **Transfer Format**

You use this function to transfer the formatting of an object to other objects.

Select the object with the required formatting. Click on the brush icon and then on all objects you want to reformat.

To format individual words, select the correctly formatted word, click the brush icon, and then select the words you want to reformat.

Press the ESC key to exit the function.

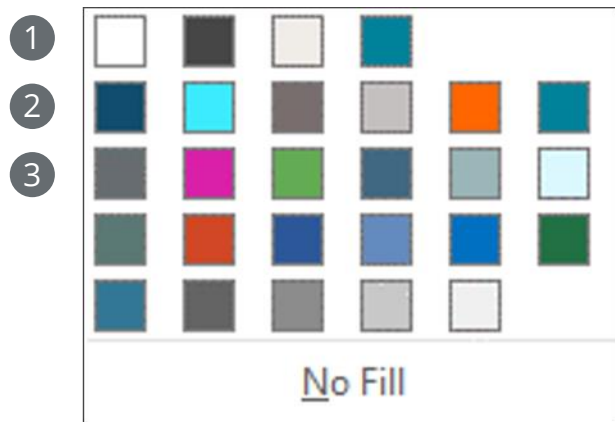
## **Format chart in corporate design**

Use this function to transfer PowerPoint charts into your corporate design.

Select a chart and click the button. Select the desired type. The chart then automatically changes formatting.

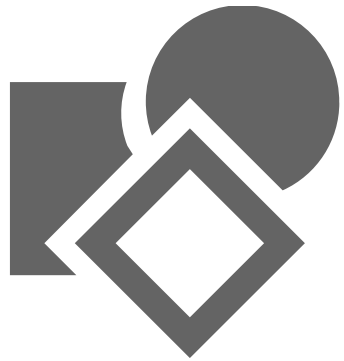
# Restricted colors

Some QuickSlide versions have a reduced color palette, i.e. the PowerPoint standard colors are not offered. Your color palette will then only show the colors that your corporate design specifies and allows.



Color series for design colors:

- 1 Background 1, Text 1, Background 2, Text 2
- 2 Accent 1-6 (automatically used for charts, for example)
- 3 Additional colors (so-called user-defined colors)

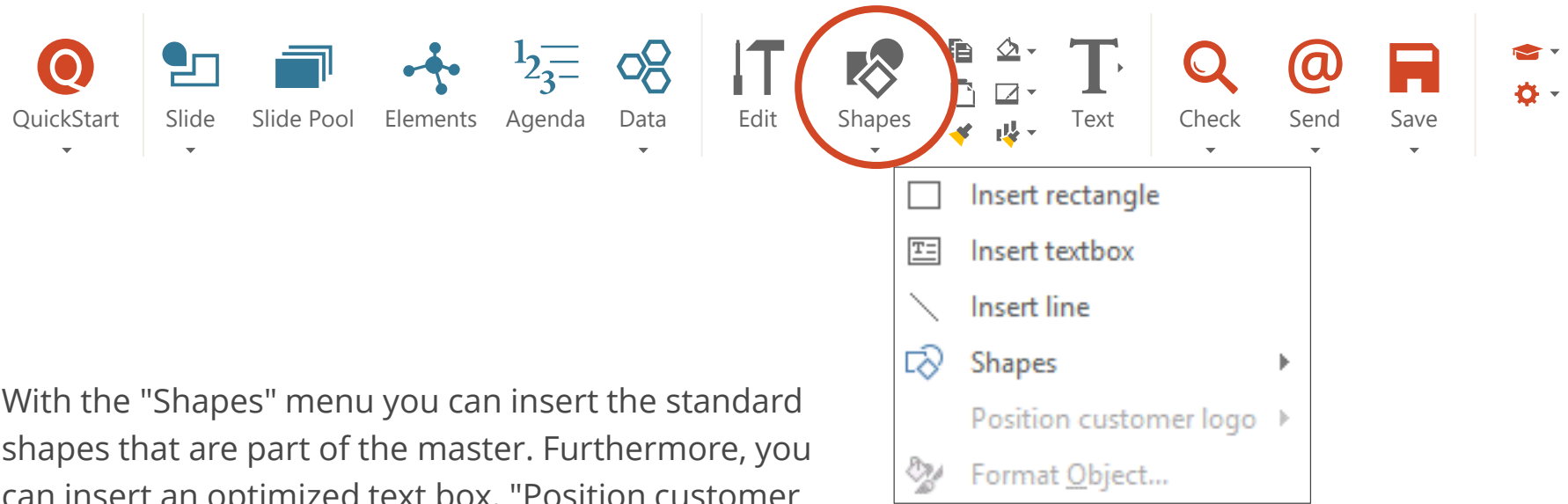


# SHAPES

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QUICKSLIDE HELP

# Shapes



With the "Shapes" menu you can insert the standard shapes that are part of the master. Furthermore, you can insert an optimized text box. "Position customer logo" (optional) places a logo you have selected on a slide, on all slides in the correct position.

# Shapes

**Insert rectangle:** Inserts a rectangle in the middle of the slide. It uses the formatting that has been defined in your master.

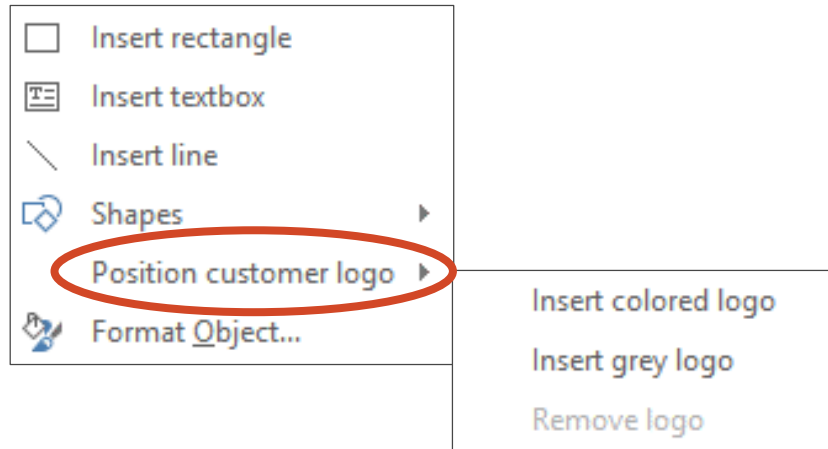
**Insert text box:** Inserts a text box in the middle of the slide. This text box already contains your company's text level formatting as it is defined in you master.

**Insert line:** Inserts a line in the middle of the slide. It uses the formatting that has been defined in your master.

**Shapes:** Inserts a standard PowerPoint shape.

**Format Object:** Opens the PowerPoint task pane for formatting objects.

# Position customer logo (optional)



This function places a logo in a predefined position and predefined size on all slides of the presentation. The function is optional and must be configured for your company.

First insert the desired logo on a slide. Now click on "Shapes" and select under "Position customer logo" whether the logo should be inserted in color or in grayscale. The logo will now be inserted into your presentation at all points (e.g. large on the title slide and smaller on the remaining slides).

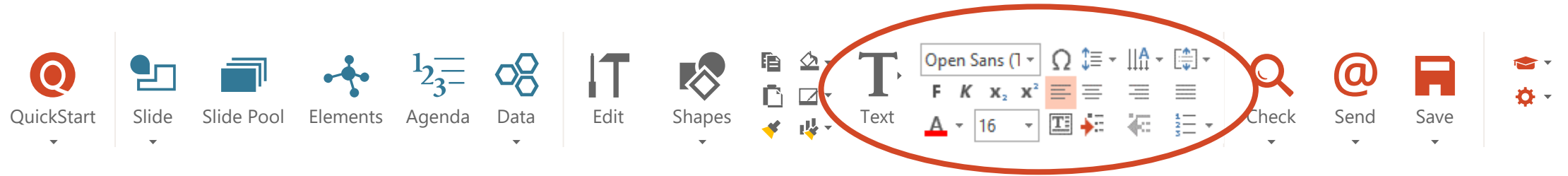
You can delete a logo that was inserted using this function by clicking on "Remove logo".

T


TEXT






# Text



The "Text" section summarizes important text formatting tools from PowerPoint and offers the following additional functions of QuickSlide:

 **Insert text box / apply standard formatting** Inserts formatted text box or formats for the selected text box bullets, indents and text according to the design guidelines.

**Symbols:** Provides the most important special characters clearly  ranged for insertion into text boxes

  **Increase/decrease list level:** Use these buttons to switch between the different text layers. Bullets, indentations and font are adapted according to specifications. Use this function for placeholders and text boxes optimized with QuickSlide. Do not use the bullets/numbering function from the PowerPoint Start menu.

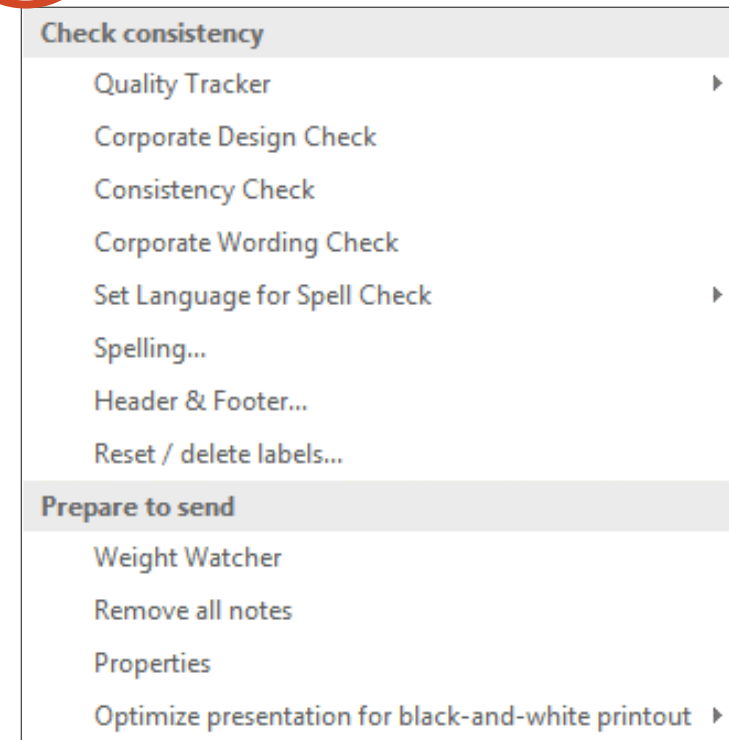


CHECK

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QUICKSLIDE HELP

# Check



The "Check" menu contains functions with which you can finally check and optimize your finished presentation in order to ensure high quality and consistency in terms of corporate identity.

**Quality Tracker:** Supports quality management when several people work on a presentation.

**Corporate Design Check:** Checks your presentation for compliance with your corporate design specifications.

**Consistency Check:** Analyzes your presentation for inconsistencies independent of the corporate design specifications.

# Check

**Corporate Wording Check:** Checks your presentation for compliance with your corporate wording specifications.

**Set Language for Spellcheck:** Unifies the language setting for all objects in the presentation so you can use spell checking correctly.

**Spelling:** Starts the Spell Check.

**Header and footer:** Opens the PowerPoint dialog for headers and footers.

**Reset/delete labels:** Manages your QuickSlide labels that you have already placed on slides.

**Weight Watcher:** Reduces presentation size by finding and compressing large images.


**Remove all notes:** Removes all notes from your presentation.

**Properties:** Displays the file properties.

**Optimize presentation for black-and-white printout:** Displays your presentation in grayscale or optimizes it for black and white printing.

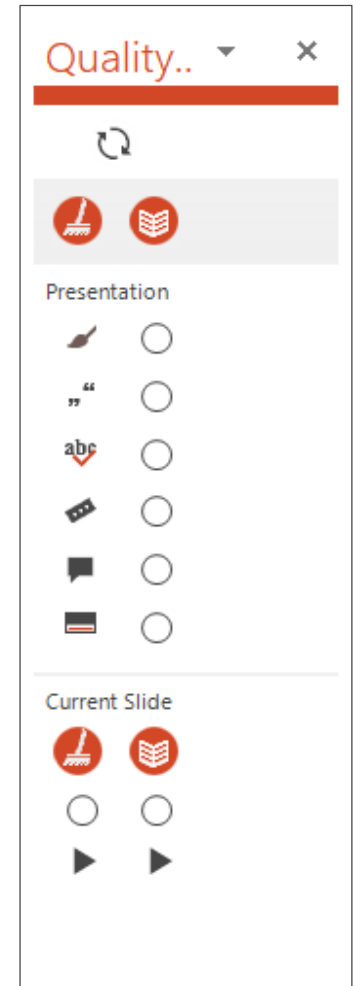
# Quality Tracker

If several people are working on a presentation, there are often several rounds of coordination until all slides are finished. Often a person collects, merges and updates all slides. In order not to lose the overview, QuickSlide provides you with an Assistant that records exactly which slides have already been adjusted and which have not. All slides are provided with stickers in the area to the right of the slide. If a sticker is visible, something must be coordinated for this slide:

 **Stands for the contents of the slide:** Check the box if the content of this slide has been reviewed and approved.

 **Stands for the formal inspection of the slide:** Check the box when all listed tests have been carried out.

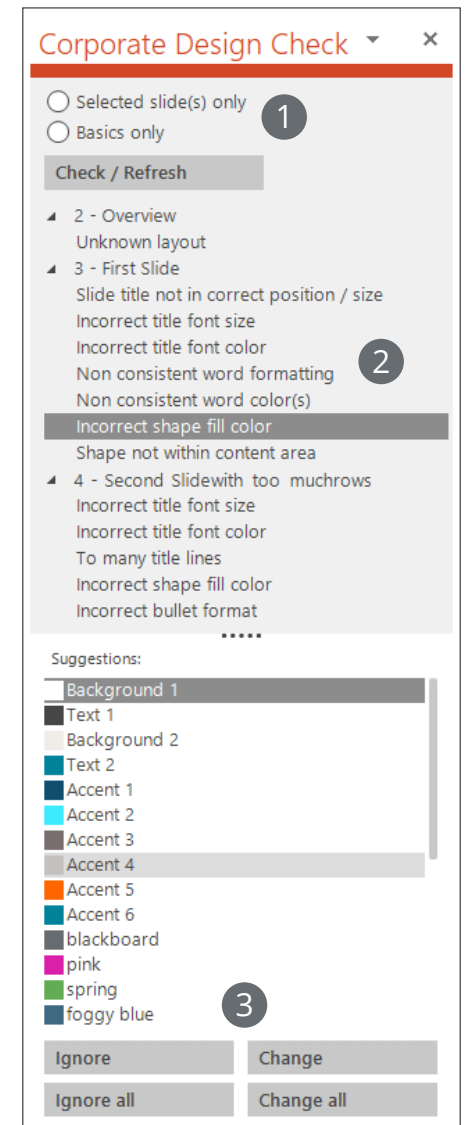
The two icons in the task pane turn green as soon as all checks have been successfully completed. If you insert a new slide into the presentation, it is automatically marked as unchecked.



# Corporate Design Check

The Corporate Design Check checks your slides for compliance with your corporate design specifications. Uniformly implemented corporate design guidelines ensure a professional appearance and save rework when merging different presentations.

- 1 Select options and start check.
- 2 Select deviations from the corporate design specifications to be processed.
- 3 Correct or ignore deviations. Most deviations are corrected by the Corporate Design Check by clicking on "Change". Some changes, however, you make manually.



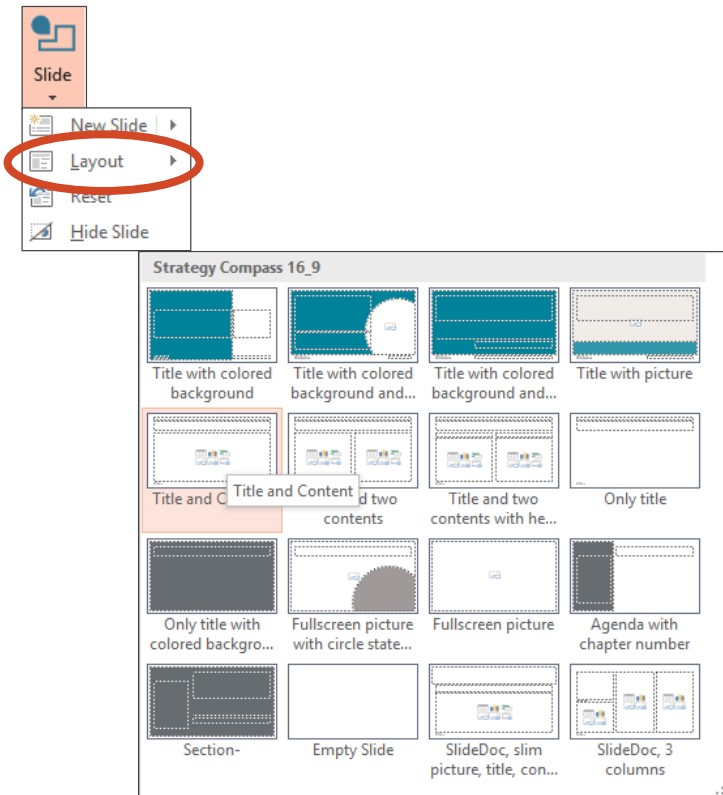
# Select deviations from the corporate design specifications to be processed

Depending on the individual configuration, the Corporate Design Check checks whether

- the right master and the right layouts are used
- the titles and subtitles of the slides are set correctly
- the colors correspond to the corporate design specifications
- the fonts correspond to the corporate design specifications
- all contents are within the type area or the predefined area
- the lines correspond to the corporate design specifications

If you select the option "Basic check only", only the most important checks for master, layouts, type area, colors and font are performed.

# Manual corrections



**Unknown master / design:** The Corporate Design Check checks whether the correct master is stored in your presentation. If this is not the case, you can either use QuickStart to call a current master or apply the correct design to the current presentation.

**Unknown slide layout:** Even if the correct master is used, it is still possible that the use of slides from another / older presentation may lead to strange / old layouts in your presentation. Please assign a suitable layout from the stored master to the slides in your presentation (image).

**Shape not within content area:** Placeholders can be corrected automatically by clicking "change". Text boxes and shapes that are not placeholders require manual correction. Slide the object into the content area marked with QuickSlide guides.

After you have made manual corrections, update the Corporate Design Check and check the other errors.



# Consistency Check

The Consistency Check analyzes your presentation for inconsistencies, independent of the corporate design specifications.

- Uniform use of page numbers
- Uniform use of punctuation marks at the end of the slide titles
- Double blanks
- Check whether opened parentheses are also closed

**Consistency Check**

Check / Refresh

Slide numbers used inconsistently

Punctuation marks in title used inconsistently

2 - Lorem

Parentheses don't match (unequal number...

.....

Suggestions:

3 slides have slide numbers.

1 slide doesn't have slide number.

What would you like to be the standard for this presentation?

(Layouts that don't contain slide number...

Don't show on title slide

With slide numbers  Without slide numbers

Ignore Change

Ignore all Change all

# Corporate Wording Check

Uniform standards in corporate wording ensure a consistent brand appearance and save rework when merging different slides.

In QuickSlide, uniform spellings can be stored for your organization. You can then apply these with the Corporate Wording Check. It checks your presentation for spelling errors and offers suggestions for corrections.

The terms for the Corporate Wording Check are stored by the [QuickSlide-Admins](#).



# Header and footer

Header and Footer

Slide Notes and Handouts

Include on slide

Date and time

Update automatically

13.12.2019

Language: German (Germany) Calendar type: Gregorian

Fixed

13.12.2019

Slide number

Footer

QuickSlide Help - Check

Don't show on title slide

Preview

Apply Apply to All Cancel

When you select this menu item, a PowerPoint dialog opens. Here you can enter the footer, the page numbers and the date. The field for the footer always displays the text from the footer of the currently selected slide.

Use the "Apply" command to apply the settings to your current slide.

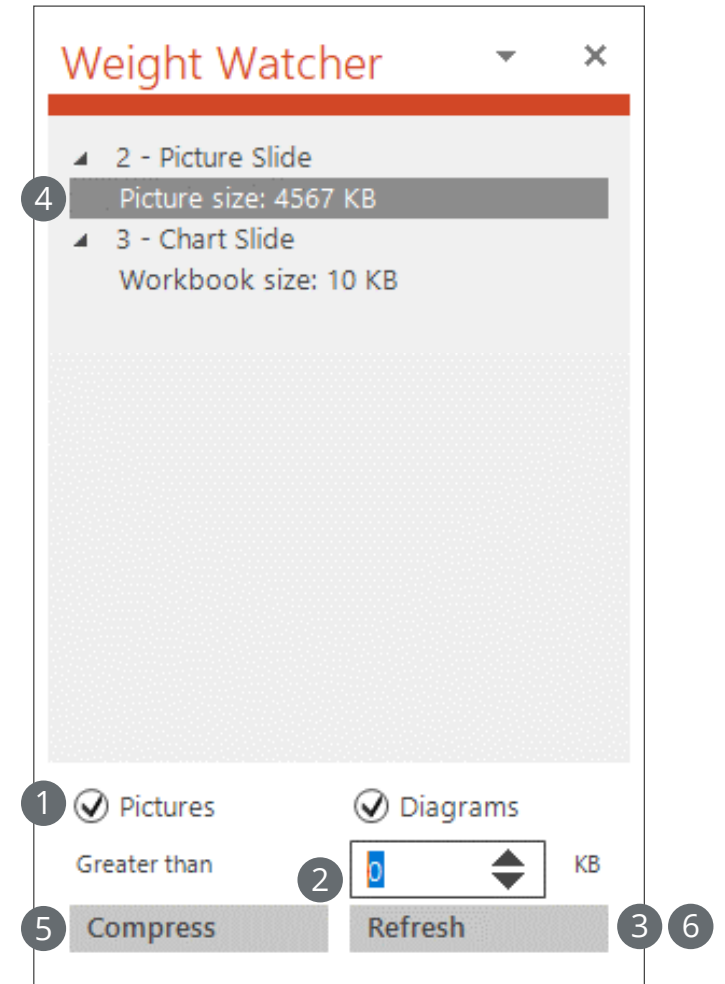
Use the "Apply to all" command to apply the header and footer to all slides. This does not work when the title slide is currently selected.

You can hide the header and footer on the title slides.

# Weight Watcher

Presentations require a lot of storage space due to inserted images or embedded Excel data. Weight Watcher helps you find elements that make your file unnecessarily large. You can then specifically compress individual images.

- 1 In the Weight Watcher window, specify whether you want to search for images and/or charts in your presentation.
- 2 Enter the minimum size of the content to be searched for.
- 3 Click "Refresh". Weight Watcher now shows you in the upper part of the window on which slides the large contents are located.
- 4 Select an image from the list. QuickSlide automatically jumps to the selected image and highlights it.
- 5 Compress the images and delete invisible image areas. For PowerPoint presentations 150 dpi are usually completely sufficient.
- 6 Update to display the result.



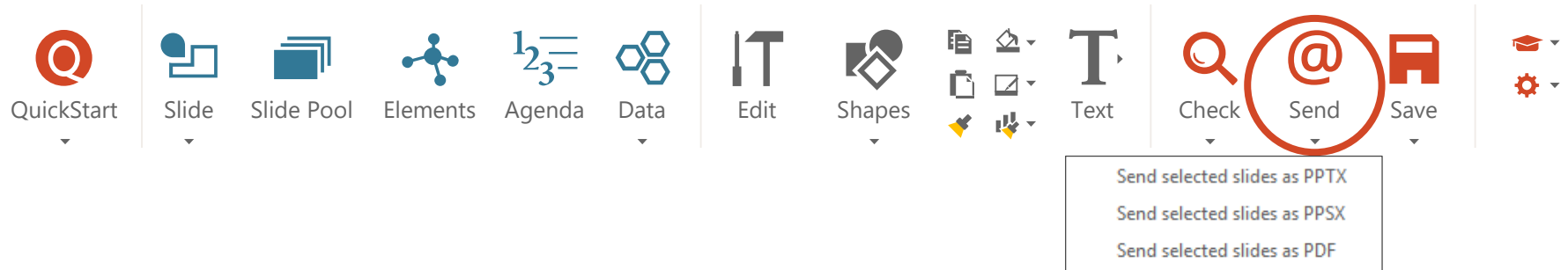


SEND

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QUICKSLIDE HELP

# Send



With "Send" you can send selected slides directly from PowerPoint by email.

You have the option to send your selected slides as PowerPoint presentations (PPTX), PowerPoint Show File (PPSX) or PDF.

QuickSlide automatically opens a new message in your default mail program and inserts the selected slides as a presentation as an attachment.

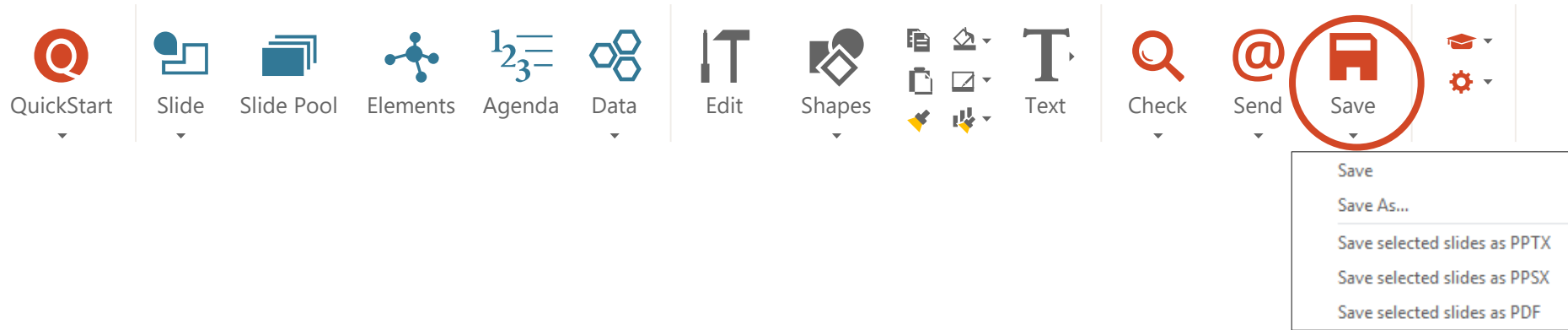


SAVE

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QUICKSLIDE HELP

# Save



Under "Save" you can save the selected presentation as usual. You can also save selected slides as PowerPoint presentations (PPTX), PowerPoint Show file (PPSX) or PDFs. To do this, select the required slide(s) in the Slide Sorter and then select the required option.



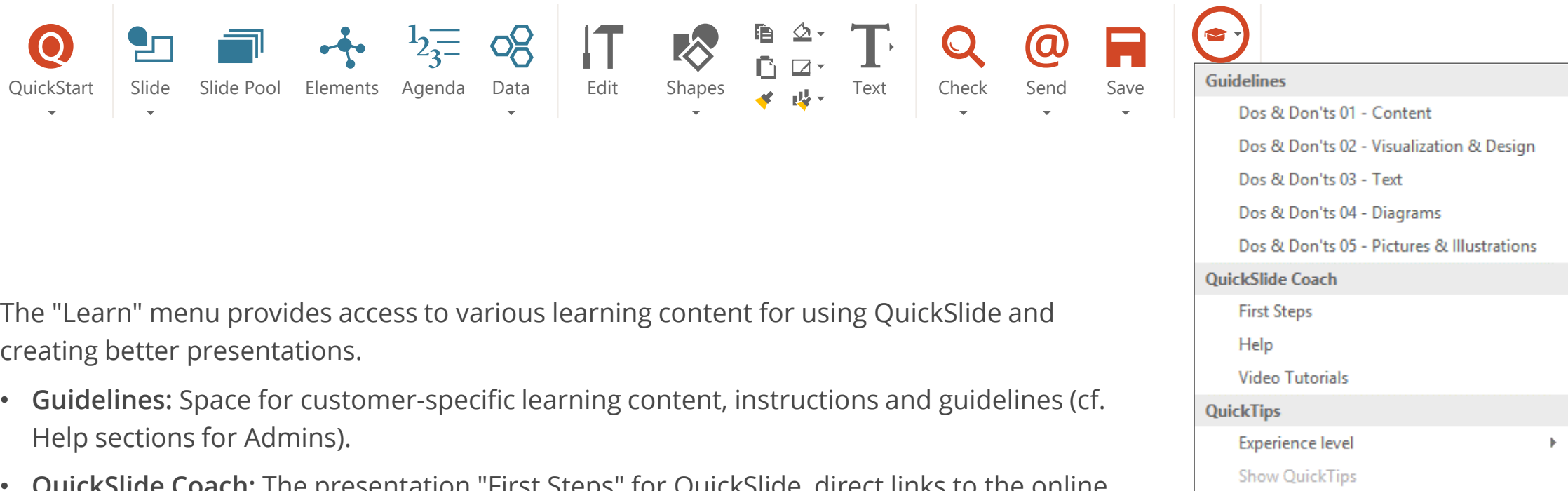


# LEARN

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QUICKSLIDE HELP

# Learn



The "Learn" menu provides access to various learning content for using QuickSlide and creating better presentations.

- **Guidelines:** Space for customer-specific learning content, instructions and guidelines (cf. Help sections for Admins).
- **QuickSlide Coach:** The presentation "First Steps" for QuickSlide, direct links to the online help portal and video tutorials.
- **QuickTips:** Experience level settings to display the appropriate QuickTips.

# QuickTips

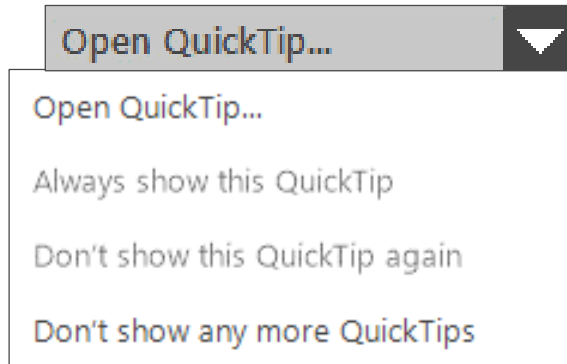


QuickTips give you useful hints about QuickSlide presentations. The bar appears below your QuickSlide ribbon. A maximum of five QuickTips are displayed.

- 1 Arrows to navigate between the five QuickTips
- 2 Title of the QuickTip
- 3 Open the QuickTip as a PowerPoint presentation and set the future display of it

If you have already watched a QuickTip, other QuickTips will appear the next time you start PowerPoint. A QuickTip with an exclamation mark must be read before another can be displayed.

# QuickTips



You have the following options in the drop-down menu:

**Open QuickTip:** Opens the displayed QuickTip as a PowerPoint Show.

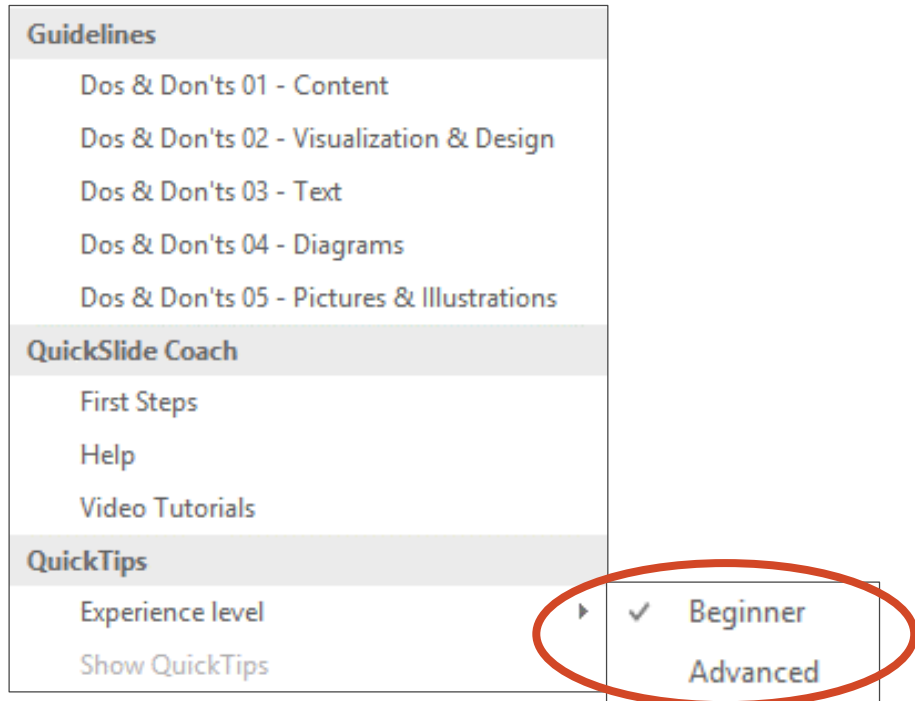
**Always show this QuickTip:** Always displays the QuickTip in the selection bar; it is marked with an asterisk.

**Do not show QuickTip again:** No longer displays the active QuickTip.

**Do not show QuickTips again:** Closes the QuickTips bar permanently. You can display the QuickTip bar again by clicking on "Show QuickTips" under "Learning".

**Close with the x sign:** The QuickTips remain closed until PowerPoint is restarted.

# QuickTips Experience Levels



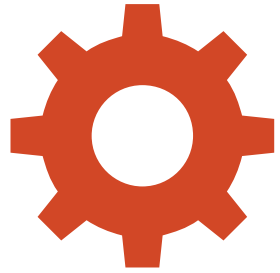
You can choose whether you want to see tips for beginners or experts.

## Examples of tips for beginners:

- Correct handling of the master
- Benefit from slide templates
- Format text boxes correctly
- Use placeholders
- Check spelling more easily

## Examples of expert tips:

- Make slides visually appealing
- Create outlines automatically
- Create project plans automatically
- Manage slides centrally in the team



# QUICKSYNC

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QUICKSLIDE HELP

# QuickSync

QuickSlide QuickSync synchronizes QuickSlide content from your central location to your computer. The data is usually copied locally into a "QS\_Content" folder in the user profile, which ensures faster access. Above all, you can access your QuickSlide content on the go without network access.

QuickSync compares at defined intervals which changes have been made to the central content and synchronizes them to your computer. Thus you are always up to date.

The QuickSync icon appears at the bottom of your Windows task bar and indicates the status of the synchronization.



A green check mark means that the last synchronization was successful.



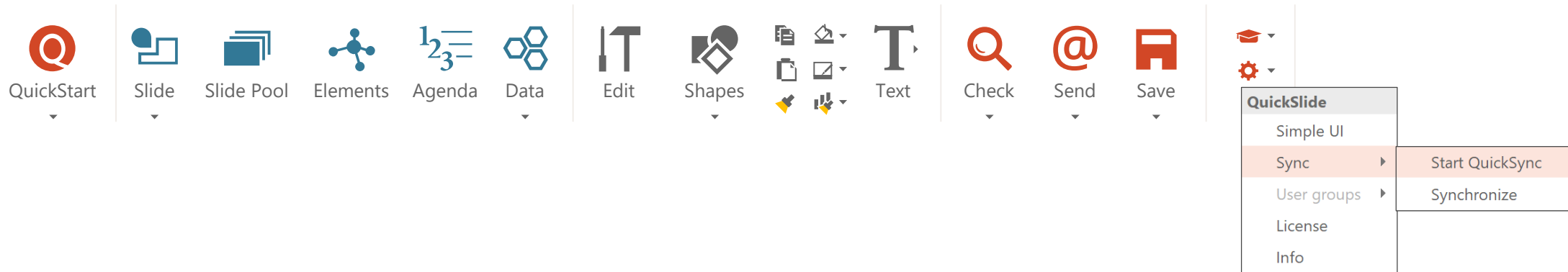
A red cross means that the last synchronization was not successful. QuickSlide will try to synchronize again at regular intervals. This is typically because there is no connection to the central storage location or because it has been interrupted.



A blue gear wheel indicates that the synchronization is currently in progress.

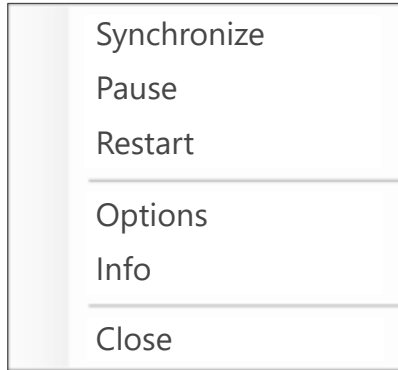
# Starting QuickSync manually

The QuickSync usually starts automatically when you start up your computer and works in the background. If you start PowerPoint for the first time after installing QuickSlide and there is no content (e.g. no master) yet, you have to start the QuickSync manually once. To do this, click on "Start QuickSync" in the QuickSlide ribbon under Options. If QuickSync is already visible in the Windows task bar, click "Synchronize".





# QuickSync Options



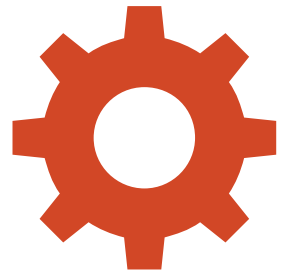
With a right click on the QuickSync icon, you also have the following options:

**Pause:** Pauses the current synchronization.

**Restart:** Restarts the synchronization.

**Options:** Determines which user groups are synchronized. You can exclude individual groups from synchronization (for example, if they require a lot of storage space or are not relevant to you) or activate synchronization for other available groups.

**Exit:** Exits QuickSync.

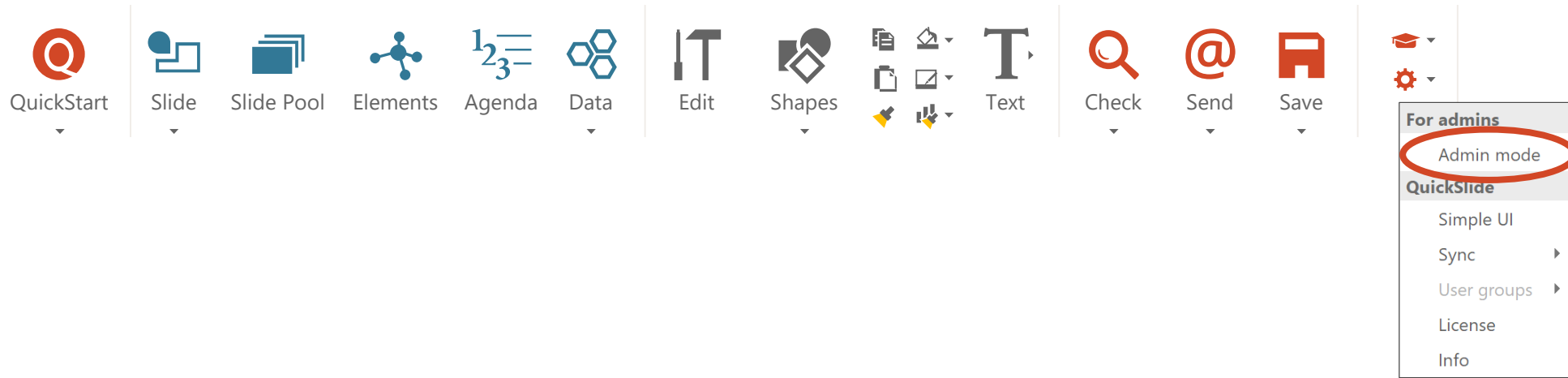


# QUICKSLIDE-ADMINS

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QUICKSLIDE HELP

# Who is the Admin?



There are two types of users in QuickSlide: "Normal Users" and "Admins". Normal users work with QuickSlide and use the predefined contents and settings. Admins, on the other hand, can manage the content and change some of the settings.

Whether a user can be an admin depends on his or her permissions. If he has write access to the content drive or folder for a user group, he can be an admin, if he only has read access, he is always a normal user.

If you have write access, you can switch to Admin mode, making the admin functions available to you in QuickSlide. If you do not have write access to any folder (content or user group), the "Admin mode" button does not exist in your QuickSlide.

# What can an Admin do?

As an Admin, the following additional options are available to you compared to normal users:

- Manage Slide Pool
- Manage Elements
- Managing terms for the Corporate Wording Check
- Manage Flight Mode terms
- Customize the "Learn" section
- Manage additional masters (optional)
- Manage additional corporate designs (optional)

As soon as you switch to Admin mode, you no longer work locally, but directly on the central content in the network.

All changes you make are displayed in All user's QuickSlide after the next synchronization.

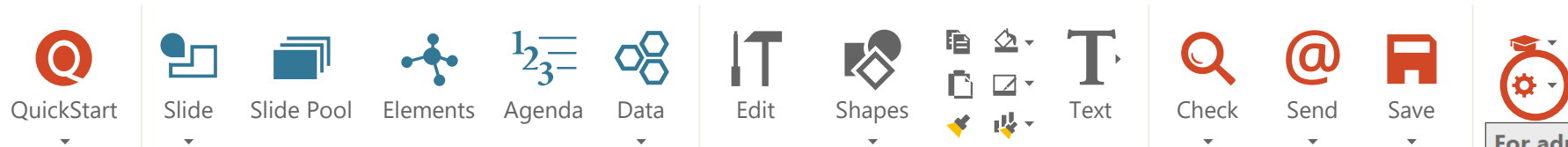


# USER GROUPS

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QUICKSLIDE HELP

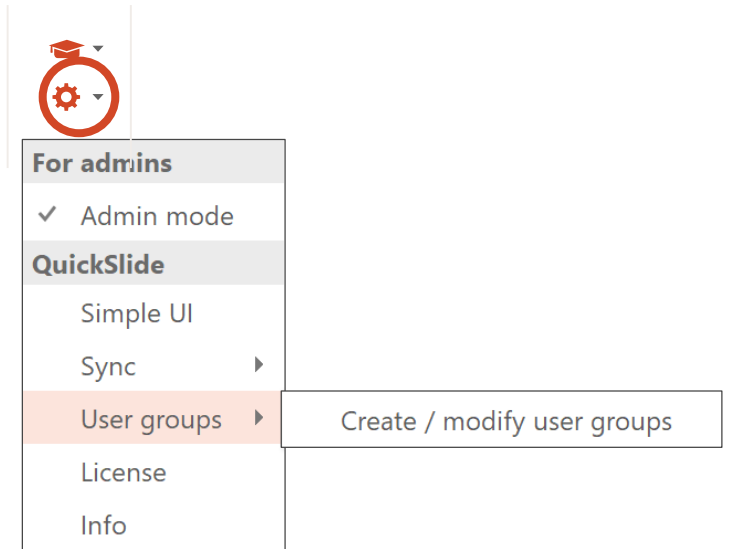
# User groups



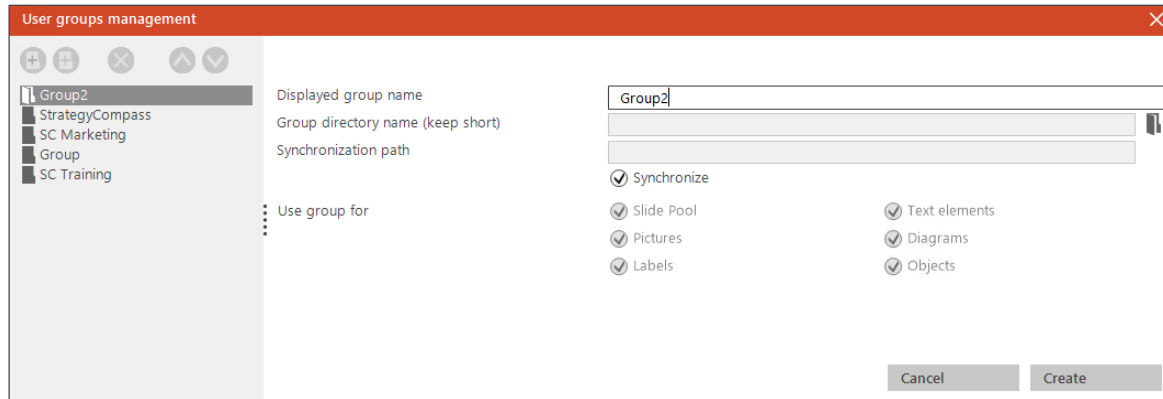
User groups enable you to create folders for the Slide Pool and Elements, and to make these folders available only to certain staff members, allowing you to manage content e.g. within your team.

To create, update, move or delete user groups, you will need write permissions to the directory in which the group folders are saved. Within the user-group folder, a distinction is made between admins (with write permissions) and normal users (with only read permissions). The read and write permissions are established on the group folder and adopted by QuickSlide.

Older versions of QuickSlide do not offer the option of managing user groups. If you wish to work with user groups in this case, please contact your IT department or Strategy Compass.



# Creating and managing user groups



Click the "Add Group" button to create a new user group.

User groups are available both in the Slide Pool and in Elements.

Click the "Add Library" button to integrate an existing folder (Windows folder, SharePoint library) into QuickSlide as a user group. Libraries are currently only available in the Slide Pool.

**Displayed group name:** Assign a name to the group folder here.

**Group directory name (as short as possible):** Enter the path to which all group members have access here. To do this, select an existing folder or create a new one. The path for group folders may be predefined. In this case, stay in the directory that is automatically displayed.

**Synchronization path:** The path for the local copy (synced files) is entered automatically. You may also change the path if necessary.

**Synchronize:** If this box is checked, the group folder is selected for group members in the SyncService options, and is thus copied locally.

**Use user group for:** Select the areas of QuickSlide for which you wish to use the group folders. Libraries can only be displayed in the Slide Pool.

# Providing and updating content for user groups

Content can be added and updated through the QuickSlide Slide Pool or Elements. For this, read the help section under [Upload \(options\)](#).

Group members see the changes to the content or settings after a Slide Pool update (only if changes are made in the Slide Pool), after the next sync, or when PowerPoint is restarted.

If user groups are deleted, they are no longer visible in the Slide Pool or Elements. The folders containing the content are kept, however, and need to be deleted separately.

For more information for IT Professionals, please visit our Help website at [Managing user groups](#).





# SLIDE POOL

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[QUICKSLIDE HELP](#)

# Manage Slide Pool

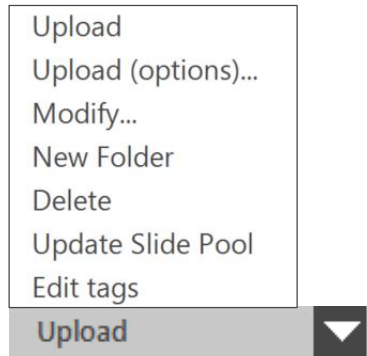
The QuickSlide Slide Pool provides presentations and slides within the company and within user groups (if applicable) and offers numerous options for easy administration and maintenance.

As the admin, you have the possibility to manage the Slide Pool. You can:

- Add/delete folders
- Upload/replace/delete presentations/slides
- Add update information to presentations/slides
- Link slides to other presentations
- Update the Slide Pool

- } About the Slide Pool, Windows Explorer and the user groups (further information in the "[User groups](#)" chapter)
- } Via the Slide Pool and Windows-Explorer
- } Via the Slide Pool

# Uploading



To upload a slide to the Slide Pool, first select the desired slide in the slide selection on the left side of the screen. Now open the Slide Pool and click on the folder into which you want to load the slide. Click on "Upload". The slide is uploaded to the selected folder.

By clicking on the drop-down menu, you also have the following options:

**Upload:** Uploads the selected slide(s).

**Upload (Options):** You can enter further information for this slide/presentation, e.g. name, keywords, update information. You can also upload presentations as a whole.

**Modify:** You can subsequently change or replace the information in a slide/presentation.

**New folder:** Create a new folder in the previously selected folder.

**Delete:** Delete the selected slide/presentation/folder.

**Update Slide Pool:** Update information for the Slide Pool.

# Upload (Options)

The screenshot shows the 'Upload (Options)' dialog box with the following elements and callouts:

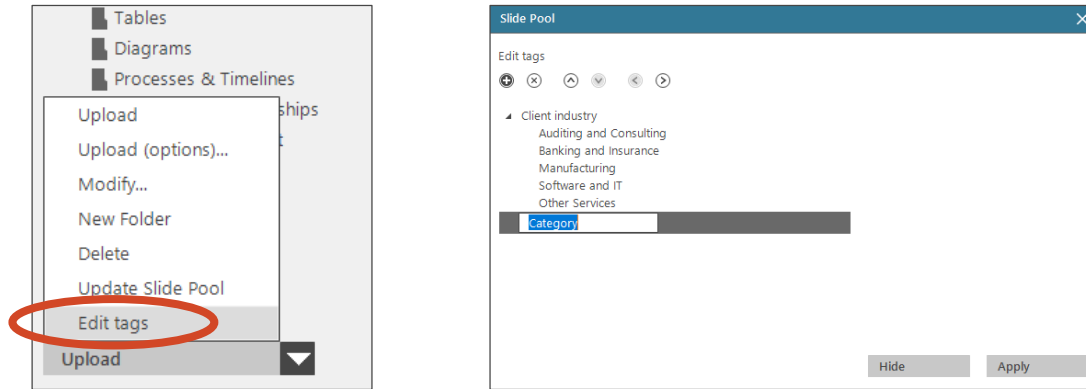
- 1**: Radio button for 'All slides'.
- 2**: Text input field for 'Slide name' containing 'Upload (Options)'.
- 3**: Dropdown menu for 'Tags' with 'select tag(s)' selected.
- 4**: Radio button for 'Updatable'.
- 5**: 'Upload' button.

Other visible elements include: 'Selected slide(s)' (selected), 'Add as presentation', 'Tags (free text)' with 'tags separated by comma', and 'Hide' button.

- 1 You can choose whether you want to upload selected slides or all slides as a slide collection in a folder, or the entire presentation.
- 2 Enter the name of the slide. This is displayed in the Slide Pool.
- 3 Enter optional keywords. These are used for searching the Slide Pool.
- 4 Decide whether slides/presentations should be provided with the information "Updatable".
- 5 Upload the slide(s)/presentation.

You can also save presentations directly in Windows Explorer. To do this, go to the central storage location. The folder "Slides" contains another folder, which is typically labeled with your company name (Corporate Folder). You can copy presentations to this folder or create new sub-folders. Make sure all new content is put inside the Corporate Folder, not on the same level or elsewhere. Next, go to the Slide Pool. Click on "Update Slide Pool" in the drop-down menu. QuickSlide updates the data and creates thumbnails.

# Create keywords or categories



As an admin you have the possibility to define keyword categories for slides and presentations.

These categories help the users to provide their slides with a unified keyword. This allows all users to find content more quickly.

The administrator is responsible for the structure and designation of the categories and keywords. The individual user simply selects the keyword when uploading the slides.

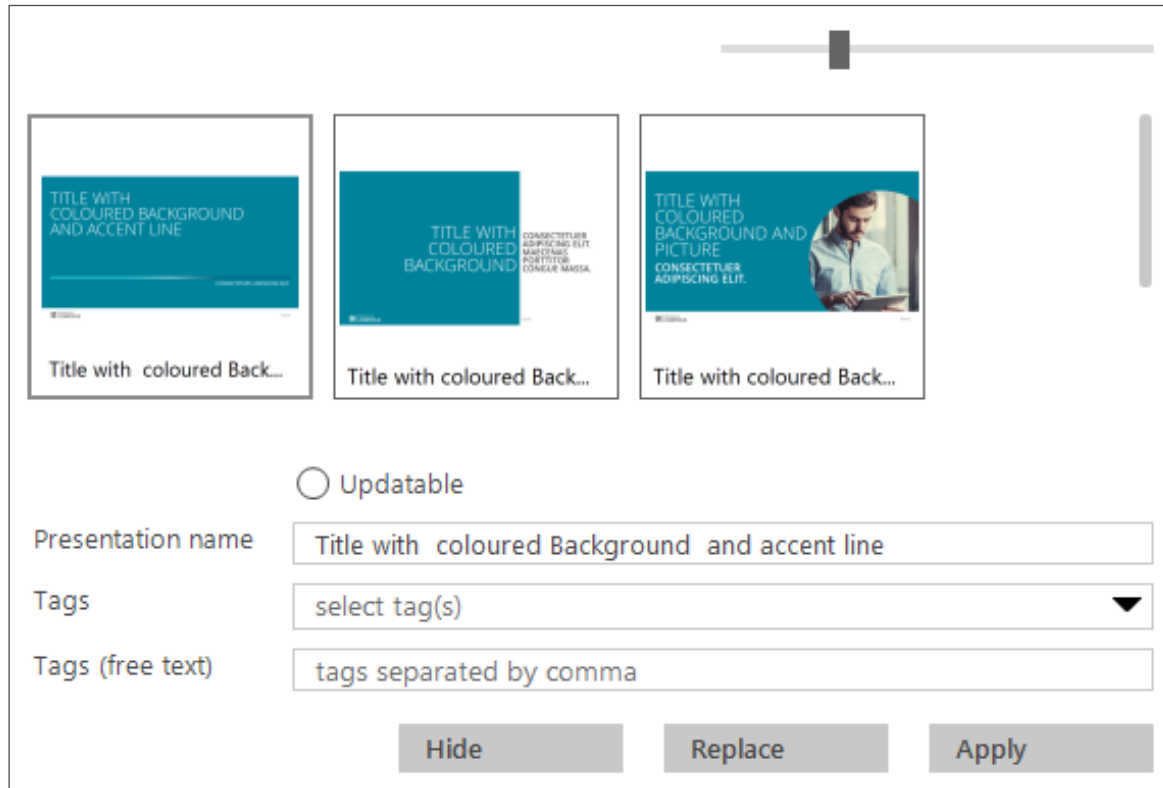
By clicking on the drop down menu of "Upload" you can select the option "Edit keywords":

You can add a category with 

You can create nested layers with the arrows  

The keywords entered here appear in "Upload (Options)" and in the Advanced Search.

# Changing or exchanging a slide/presentation



The screenshot shows the Slide Pool interface. At the top, there is a horizontal scrollbar. Below it, three slide thumbnails are displayed. Each thumbnail has a title and a description. The first two thumbnails have a blue background and white text. The third thumbnail has a blue background, white text, and a circular image of a man looking at a tablet. Below the thumbnails is a configuration panel with the following elements:

- Updatable
- Presentation name:
- Tags:
- Tags (free text):
- Buttons: Hide, Replace, Apply

If you want to change a slide, first select it in the Preview Window. Then click on "Change". You can now change the information for this slide: Updatability, name, keywords. Accept the changes by clicking on "Apply".

If you want to change a slide, select the slide to upload in your presentation. Open the Slide Pool. In the Preview Window, select the slide you want to replace. Select the "Change" option. If necessary, you can now edit the information for this slide. Then click on "Replace". You do the same with presentations.

# "Updatable" option

You can also provide slides with update information, a kind of invisible time stamp. When users use such slides in their presentations and you later make changes to the slides in the Slide Pool, users automatically receive a message when they open a presentation that contains obsolete slides. This ensures that the current slides from the Slide Pool are actually used.

You can also link updatable slides within the Slide Pool. If a slide is used in several presentations in the Slide Pool, it is sufficient to maintain the original slide. The linked copies in the Slide Pool are automatically updated by QuickSlide.

# Link slides to another presentation/manage copies in the Slide Pool

If an updatable slide from the Slide Pool is used in several presentations, you only need to maintain the original in the Slide Pool. You can upload the other copies as a "linked copy". These are then automatically updated if something changes in the original.

To do this, proceed as follows:

- Upload the slide into the Slide Pool. Make sure to check "Updatable". This slide is now your original.
- Insert this slide from the Slide Pool into a presentation.

If you would like to upload this presentation to the Slide Pool afterwards, QuickSlide will offer you to upload the contained updatable slides as "linked copies".

## Upload presentation

At least one slide is based on an original in the Slide Pool and already contains respective update information. The presentation will be uploaded as an independent original. However, you can upload the slides as linked copies.

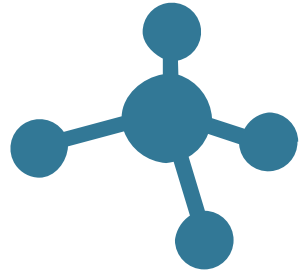
- Keep links to the original slides and upload slides as linked copies. An update of an original will automatically lead to an update of the linked copy.
- Remove link to the original slides and upload slides as independent originals with new update information.

Upload

Cancel

If you disconnect the original slide, updates are not applied to the presentation.





# ELEMENTS

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QUICKSLIDE HELP

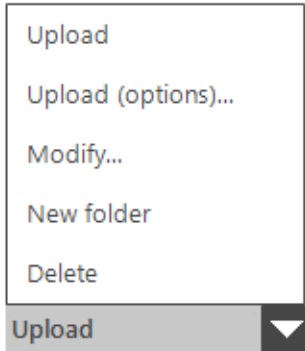
# Manage elements

In QuickSlide you can provide elements such as text boxes, icons or images centrally in the company and within user groups (if available).

As admin, you have the possibility to manage the elements. You can:

- Add/modify/remove folders
  - Add/modify/delete elements
- } About the Elements and user groups  
(further information in the "[User groups](#)" chapter)
- } About Elements

# Upload elements



To upload an element, first select the desired element on your slide. Then select the category (text element, icon, image) and the folder into which the element is to be uploaded (alternatively, you can create a new folder). Click on "Upload".

Elements are inserted later in the position and size on the slide in which they were uploaded.

By clicking on the drop-down menu, you also have the following options:

**Upload:** Uploads the image without further information

**Upload (Options):** You have the option of naming the element. This is displayed in the preview window.

**Modify:** You can subsequently change the name of an element/folder. Select it first in the preview window.

**New folder:** Creates a new folder in the previously selected folder

**Delete:** Deletes the selected element/folder



# CORPORATE WORDING CHECK

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QUICKSLIDE HELP

# Manage terms for the Corporate Wording Check

You can set the definitions for the Corporate Wording Check using the following file, which is stored in your central storage location (usually in the "QS Content" folder): **wordingDefinitions.csv**

The best way to open this file is with Microsoft Excel or a text editor.

## Instructions for Excel:

The first column of a line contains the wrong spelling of the respective word.

Several variants of an incorrect spelling are separated by double hashtags (##). The second column contains the correct spelling.

## Instructions for Word/text editor:

The first word in a line is the wrong spelling of the respective word. Several variants of an incorrect spelling are separated by double hashtags (##). This is followed by a semicolon, and the correct spelling.



# FLIGHT MODE

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QUICKSLIDE HELP

# Manage Flight Mode terms

You can set the definitions for the Flight Mode using the following file, which is stored in your central storage location (usually in the "QS Content" folder): **flightModeDefinitions.csv**

The best way to open this file is with Microsoft Excel or a text editor.

## Instructions for Excel:

The first column of a line contains the word to be replaced in Flight Mode. The second column contains the word to be used instead.

## Instructions for Word/text editor:

The first word of a line is the word to be replaced in Flight Mode, followed by a semicolon. This is followed by the word that should be there instead.

Do not use any replacement terms that actually occur in the language (e.g. replacing your company name with "Company"). Use fictional terms. Otherwise, undesired replacements may occur when the Flight Mode is switched off again.



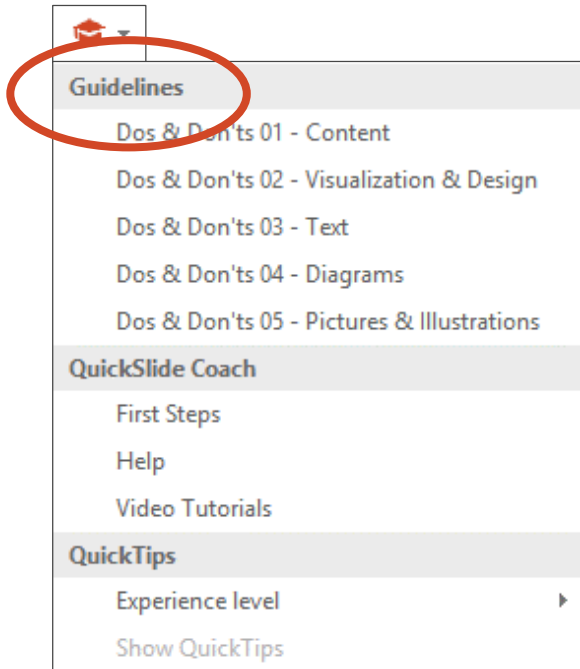
# ADJUST THE "LEARN" SECTION

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QUICKSLIDE HELP



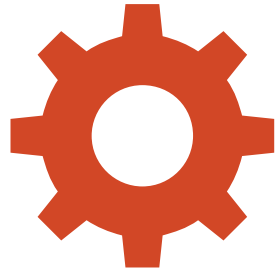
# Adding guidelines



You have the option to store guidelines under "Learn" in the QuickSlide ribbon. This can be help or information for QuickSlide users, e.g. Dos & Don'ts for better presentations.

To provide such presentations, go to your central storage location. In the QuickSlide folder (usually called "QS Content") you will find a folder "Guidelines". Save the presentations in this folder as .ppsx files. They will be displayed to QuickSlide users under "Learning" after the next synchronization.

**IMPORTANT:** The extension must be ".ppsx", not ".PPSX".

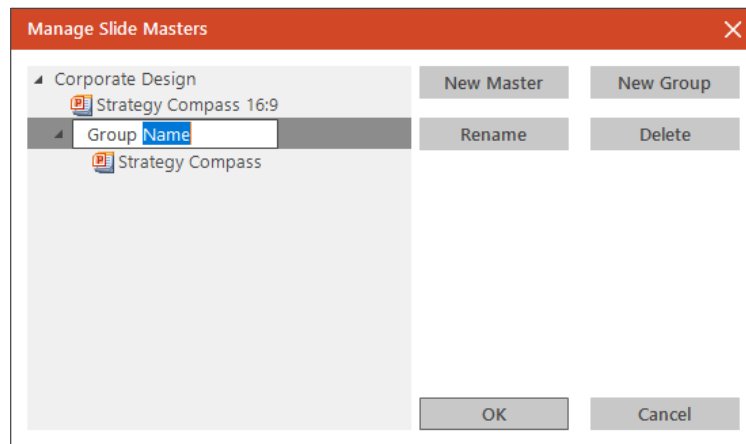
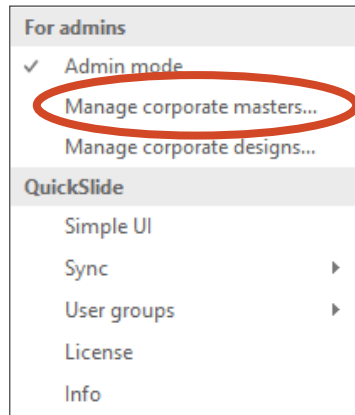


# MANAGE MASTERS

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QUICKSLIDE HELP

# Manage masters (optional)

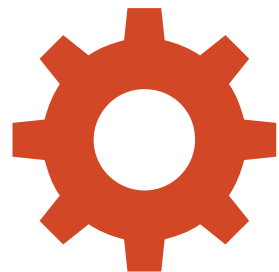


Use the "New Master" button to upload a master file (.potx). Click on the "New Group" button under QuickStart to create a group to which you can then upload masters. These groups do not correspond to the user groups in QuickSlide, the masters are visible to all users.

To change group or master names, use the "Rename" button.

Masters that are uploaded here cannot use some QuickSlide functions, e.g. the Corporate Design Check, which is specially set up for the respective master. In order to use these functions with such masters, add a "Corporate Design" under "Manage Corporate Designs".

With this function you can insert additional masters (.potx files) under QuickStart or in the startup screen and make them available to all QuickSlide users. Go to "Options" and select "Manage corporate masters...".

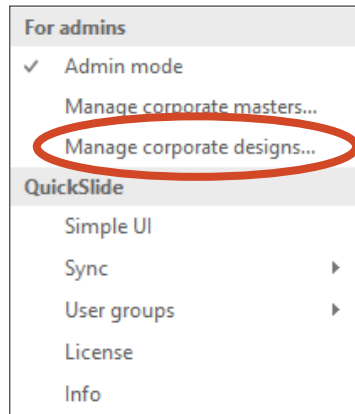


# MANAGE CORPORATE DESIGNS

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QUICKSLIDE HELP

# Manage corporate designs (optional)

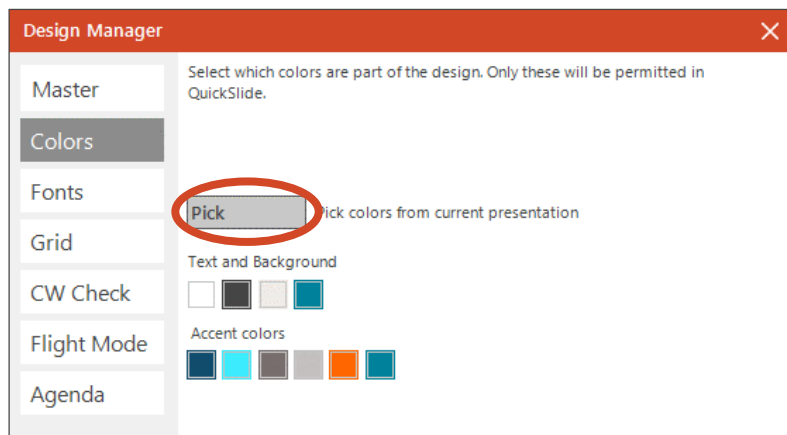


You can use QuickSlide to work with additional corporate designs, e.g. for customers / partners, or for additionally uploaded masters. To do this, set up a Corporate Design for each additional master. These designs are then displayed in the QuickStart menu under "Switch Corporate Design Settings".

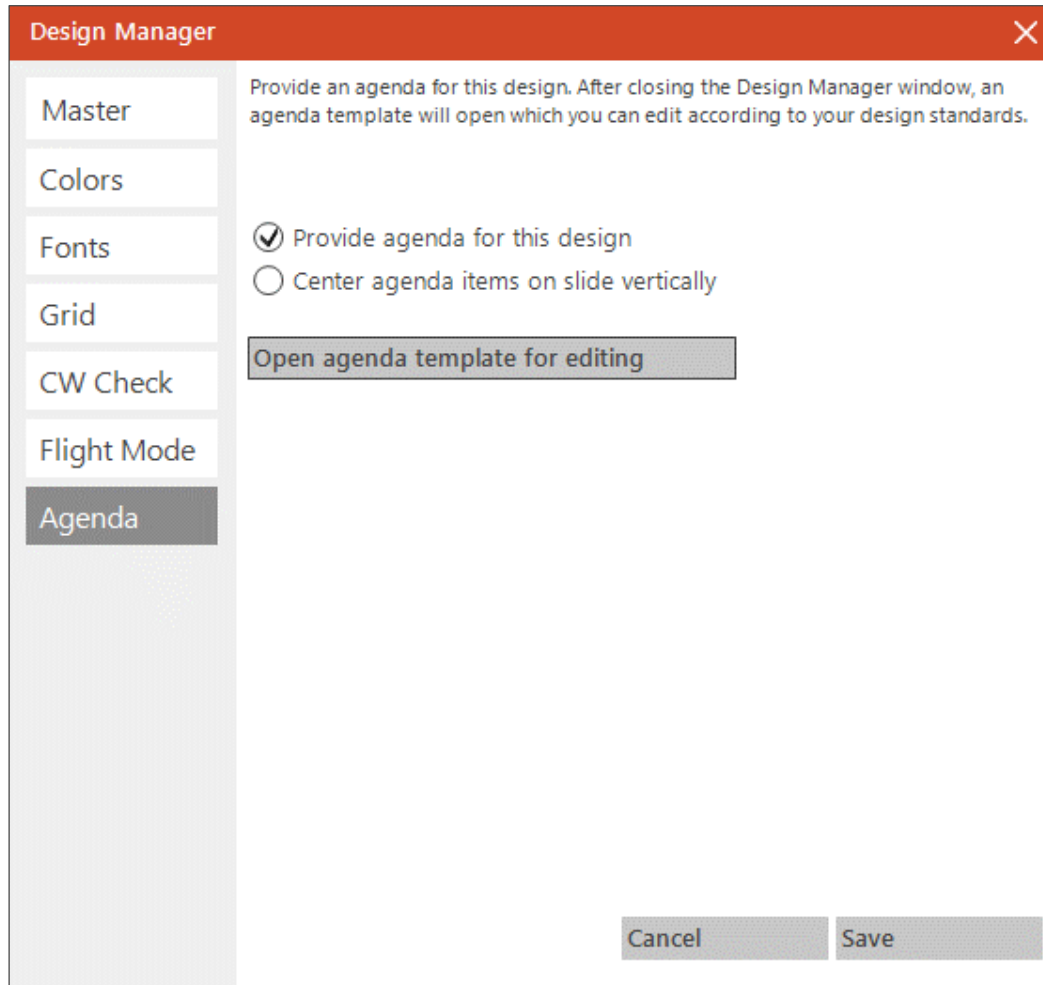
To add or delete designs, open the design manager in the "Options" menu by clicking "Manage corporate designs...".

To add a new design, click on "Create design". Now you can enter the settings for this corporate design. The easiest way is if you have already opened a presentation in the new design. Many values can then be picked automatically ("Pick" button).

Edit the individual tabs and follow the instructions there.



# Creating an agenda design



As part of a Corporate Design you can define an agenda design, which you can then use via the QuickSlide Agenda Assistant.

To do this, tick "Provide agenda for this design" under "Agenda". If no agenda has been created for this design, click Save and close the Design Manager. An agenda template opens automatically, in which you can create your agenda templates graphically. Follow the instructions on the first slide.

When you have finished customizing the agenda presentation, simply save and close it. You can reopen it later by clicking on the "Open agenda template for editing" button in the Design Manager.