

empower® Chart Creation

Release 10.0

Copyright © 2026 empower GmbH

empower

Table of Contents

1. Introduction 4

    1.1. System Requirements 4
    1.2. empower® Ribbon 5
    1.3. Office Theme Adaptation 5
    1.4. Telemetry Tracking in empower® 6

2. Non-Charting Features 7

    2.1. Create an Agenda 7
    2.2. Use Layout Tools 13
        2.2.1. Position Painter 23
    2.3. Use Status Elements 25
    2.4. Use Symbols 27
    2.5. Use Presentation Tools 29
    2.6. Translate Content 29
    2.7. Check Spelling 32
    2.8. Share or Download Content 33
    2.9. empower® Help 34
    2.10. Consult the AI Chatbot 37

3. Charting Features 39

    3.1. Flex Customizing 39
    3.2. Chart Migration 40
    3.3. Chart Editing Modes 40
    3.4. User Settings 42
    3.5. Preload Charts 53
    3.6. Chart Settings for Presentation 54
    3.7. Use the Mini Excel 55
    3.8. Use Excel Links 58
    3.9. Excel Link Manager 71
    3.10. Convert Charts 75
    3.11. Use and Edit Labels 78
    3.12. Use Custom Colors 93
    3.13. Use the AI Chart Assistant (Beta) 99

4. Data Charts 106

    4.1. Mini Excel for Data Charts 108
    4.2. Add Lines and Arrows to Data Charts 112
    4.3. Edit Data Series Settings 154
    4.4. Edit Data Chart Properties 157
    4.5. Edit Data Settings in Data Charts 172
    4.6. Edit Data Chart Objects 174

5. Gantt Charts 187

    5.1. Edit Time Axis 196
    5.2. Multi-Columnity in Gantt Charts 196
    5.3. Add Rows and Phases 197
    5.4. Add Tasks and Milestones 200

5.5. Use Markers 201
5.6. Edit Gantt Chart Properties 210
5.7. Use the Notes Areas 217
5.8. Mini Excel for Gantt Charts 219
5.9. Edit Phase Arrows, Task Bars and Milestones 221

1. Introduction

Make enterprise-wide unified PowerPoint content available in your corporate design – empower® Chart Creation, our PowerPoint add-in, provides an intelligent element management system and charting tool, combined with efficiency-enhancing features.

With the help of empower®, you have maximum efficiency in presentation creation.

1.1. System Requirements

In order to use the latest empower® Chart Creation release in your Windows environment, your system will need to fulfill the requirements listed in the following sections.

Windows Version

- Windows 11
- Strong recommendation to use 64-bit systems
  If the .NET 10 variant of empower® is installed, only 64-bit systems are supported.

Office Version

- Microsoft Office 2024



PowerPoint may not be run explicitly as administrator.



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

Subscription Models

- Office 365 Pro Plus, Enterprise E3 or E5
  - with PowerPoint and Excel installed

Further Software Requirements

empower® Chart Creation is available in two variants:

- **.NET 10 Variant:**
  Requires the latest .NET 10* Desktop Runtime version (64 bit).
  This variant can only be used with 64-bit versions of Windows and Office.
  The .NET 10 variant is recommended for 20% better performance.
- **.NET Framework Variant:**
  Requires .NET Framework version 4.8 or higher.

*empower continuously monitors third-party components and framework dependencies. If a component reaches end-of-life, empower will make sure to provide relevant updates that ensure long-term support.

For further information from Microsoft, see **.NET and .NET Core Support Policy**.

1.2. empower® Ribbon

If empower® Chart Creation is installed without any other empower® Product or Solution, its features integrate into the tab Insert in PowerPoint and Excel (**Figure 1**).



Figure 1. Group empower in Tab Insert in PowerPoint

If empower® Chart Creation is installed together with other empower® Products or Solutions, its features additionally integrate into the empower® Ribbon in PowerPoint (**Figure 2**).



Figure 2. Charting Features in empower® Ribbon

Expand each drop-down menu to view more features and buttons.

1.3. Office Theme Adaptation

The empower® User Interface adapts to the Office theme set on your device.

If the Office theme is switched to *black*, empower® adapts to this change (**Figure 3**).



Figure 3. Group empower in Black Theme

In the same way, empower® adapts to the *white* or the *colorful* Office theme (**Figure 4**).

If you change the Office theme, the user interface adapts immediately. You do not need to restart the Office applications.



Figure 4. Group empower in White Theme

1.4. Telemetry Tracking in empower®

By default, the software sends anonymous telemetry data to a central server of empower.

This data can be accessed by empower and discussed with you in a meeting. It helps to understand how well the software's features are used.

If required, telemetry tracking can be disabled for your company.

If you want to access your telemetry report, contact your Onboarding Specialist or Customer Success Manager.

2. Non-Charting Features

2.1. Create an Agenda

In PowerPoint, you can create and edit the agenda for your presentation using the *Agenda Editor*.

The *Agenda Editor* assists you in creating and editing agenda and divider slides to structure your presentation.

To open the *Agenda Editor*, navigate to the group empower and click on the button **Agenda** (Figure 5).



Figure 5. Button **Agenda**

The *Agenda Editor* opens (Figure 6).

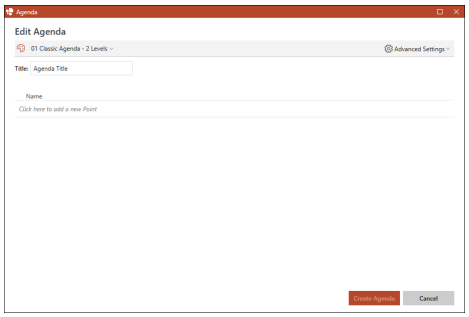


Figure 6. Agenda Editor

If you want to edit an existing agenda, you can either use the button **Agenda** in the group empower or click on any shape on an agenda slide and click on the option **Edit Agenda** (Figure 7).

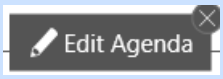


Figure 7. Option **Edit Agenda**

Work with the Agenda Editor

To create or edit your agenda, first select the agenda template you want to use. To do so, open the drop-down menu on the upper left of the *Agenda Editor* (Figure 8).

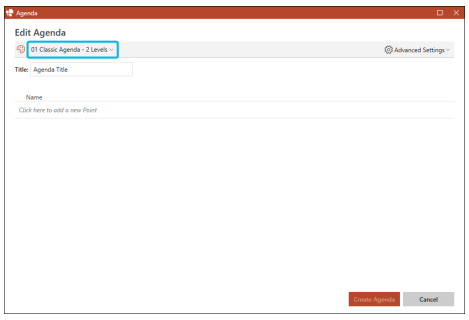


Figure 8. Template Drop-Down Menu

Choose your preferred template (Figure 9).

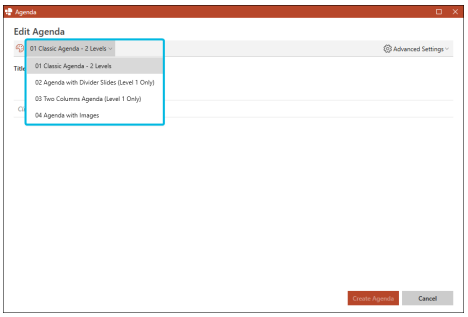


Figure 9. Template Drop-Down Menu (Expanded)

Then, add agenda points to your agenda. To do so, follow the following steps:

1. Enter the title for your agenda point.
2. Click on the button **Add** (Figure 10) or press **Enter**.
3. Repeat this process for all your agenda points.

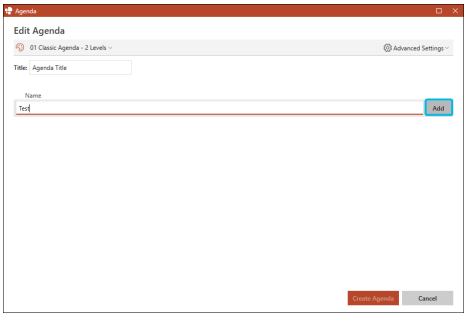


Figure 10. Button **Add**

4. To move an agenda point back to the previous level, click on the **arrow** symbol that points to the left (Figure 11 **(1)**).
   To move one of the agenda points to a sublevel, hover over the agenda point and click on the **arrow** symbol that points to the right (Figure 11 **(2)**).

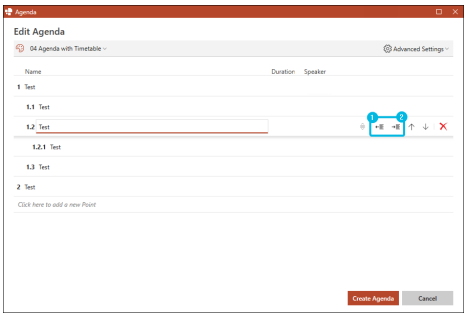


Figure 11. **Arrow** Symbols (Right and Left)

You can change the order of your agenda points using the **arrow** symbol that points up or down (Figure 12). You can use drag & drop to move the agenda point to the preferred position.

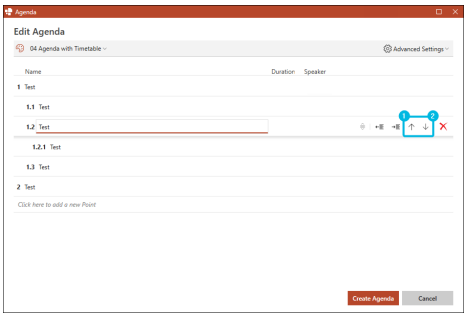


Figure 12. **Arrow** Symbols (Up and Down)

You can create a maximum of three levels.

If the third level has not been configured for your chosen agenda template and you try to insert the agenda, a dialog box opens (Figure 13). In this case, choose another agenda template or do not use third level agenda points.

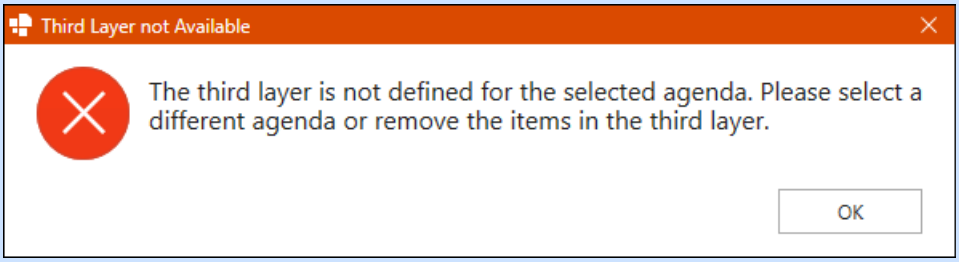


Figure 13. Dialog Box for Third Level

Alternatively, press and hold the key **Ctrl** and use the **arrow** keys for left and right to move the agenda point levels.

Press and hold the key **Ctrl** and use the **arrow** keys for up and down to move the agenda points.

To delete an agenda point, click on the **X** symbol in line with the agenda point (Figure 14).

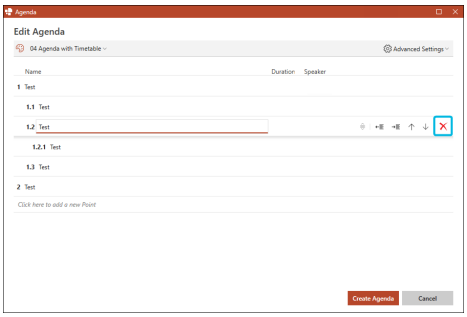


Figure 14. **Cross** Symbol

A menu opens. You will be asked if you also want to delete the agenda point's sublevels (Figure 15).

If you are editing an existing agenda, you can also decide if you want to delete the content slides for this agenda point.

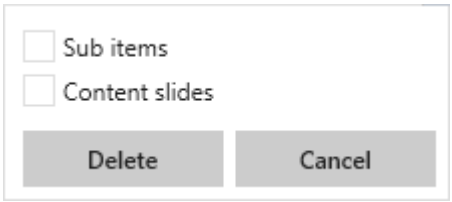


Figure 15. Deletion Options

The deletion of agenda points and their corresponding slides and sections cannot be undone.

Duration and Speaker

If the options have been added to the selected agenda template, you can also add the duration and speaker for each agenda point.

To do so, enter the duration into the input field for *Duration* (**Figure 16**).

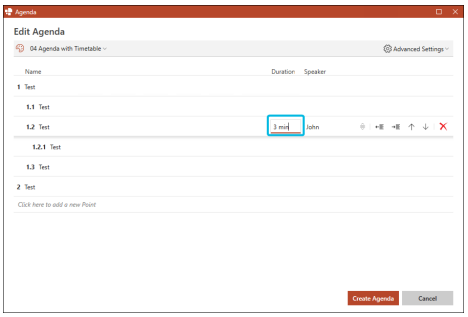


Figure 16. Input Field *Duration*

Enter the speaker's name into the input field for *Speaker* (**Figure 17**).

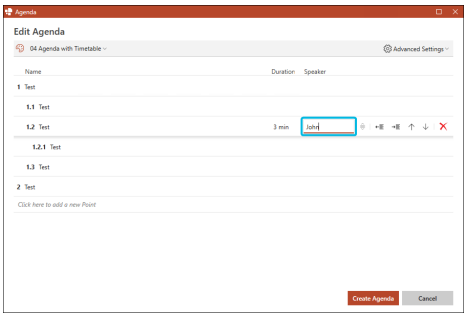


Figure 17. Input Field *Speaker*

Advanced Settings

After you have entered all agenda points, you can implement a multitude of additional settings. To access the advanced settings, click on the button **Advanced Settings** on the upper right of the *Agenda Editor* (**Figure 18**).

A menu opens.

In the menu, tick the checkbox next to a setting to enable the setting (**Figure 19**).

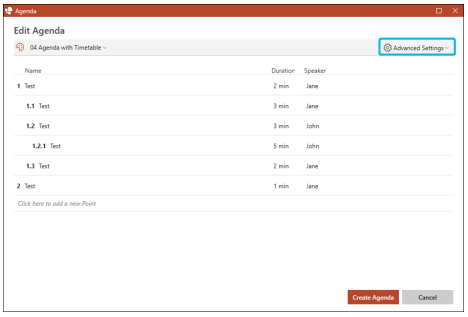


Figure 18. Button **Advanced Settings**

The following settings are available:

- Settings for the agenda slides (Figure 19 (1)):
  - **Overview slide** – Tick the checkbox to create an overview slide for your agenda.
  - **Divider slides** – Tick the checkbox to create divider slides for your agenda.
  - **Divider slides for sublevels** – Tick the checkbox to create divider slides for all sublevels.
- Settings for the sublevels (Figure 19 (2)):
  - **Only show corresponding level 1 item** – Tick the checkbox to display only agenda points on the first level for the corresponding agenda point on your divider slides.
  - **Always show level 2 sub items** – Tick the checkbox to display agenda points on the second level on your divider slides.
    This setting is grayed out if you have not added a second level to your agenda.
  - **Always show level 3 sub items** – Tick the checkbox to display agenda points on the third level on your divider slides.
    This setting is grayed out if you have not added a third level to your agenda.

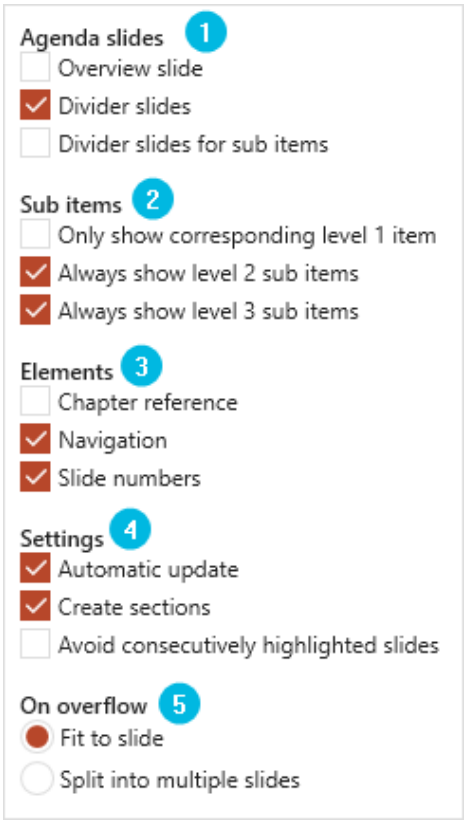


Figure 19. Advanced Settings

- Settings for single elements (Figure 19 (3)):
  - **Chapter reference** – Tick the checkbox to display a chapter reference on each divider slide.
    This setting is grayed out if the setting **Divider slides** is disabled and if the chapter reference has not been configured for the current agenda template.
  - **Navigation** – Tick the checkbox to display a navigation on each divider slide.
    This setting is grayed out if the setting **Divider slides** is disabled and if the navigation has not been configured for the current agenda template.
  - **Slide numbers** – Tick the checkbox to display the slide numbers for each agenda point on the divider slides.
    This setting is grayed out if the setting **Divider slides** is disabled.

- General settings (Figure 19 **(4)**):
  - **Automatic update** – Tick the checkbox to update your agenda automatically.
    In this case, the slide numbers for your agenda points on the divider slides will be updated automatically if you add or delete slides within the presentation sections.
    This setting is grayed out if the setting **Divider slides** is disabled.
  - **Create sections** – Tick the checkbox to automatically create sections based on the agenda points. The sections will be visible in the slide pane on the left of your PowerPoint window.
    This setting is grayed out if the setting **Divider slides** is disabled.
  - **Avoid consecutively highlighted slides** – Tick this checkbox to avoid having multiple divider slides directly following each other.
    This setting is grayed out if the setting **Divider slides** is disabled.
- Overflow settings (Figure 19 **(5)**):
  - **Fit to slide** – Tick the checkbox to fit the agenda to the slide if there are too many agenda points for one slide.
  - **Split into multiple slides** – Tick the checkbox to split the agenda into multiple slides if there are too many agenda points for one slide.

Depending on the setup of your agenda template, the navigation or chapter reference might not appear on each slide.

Insert Agenda

If you have finished, you can insert the agenda into your presentation.

To do so, click on the button **Create Agenda** (Figure 20).

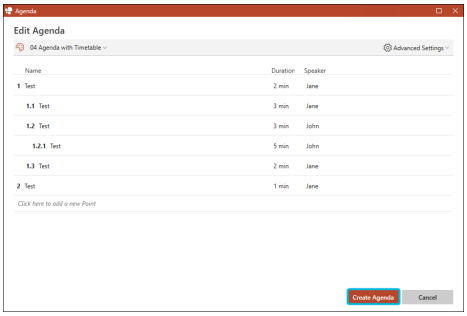


Figure 20. Button **Create Agenda**

If you are editing an agenda, the button is called **Update Agenda** (Figure 21).

The agenda slides are inserted into your presentation. You can now start to fill the sections.

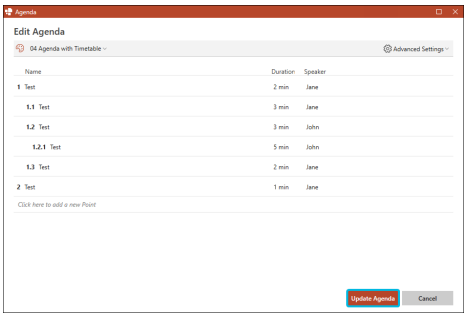


Figure 21. Button **Update Agenda**

If you want to make changes to your agenda, always use the *Agenda Editor*. Manual changes may lead to formatting issues.

Use an Agenda in Presentation Mode

If you have set up an agenda for your presentation, you can use the elements on the agenda slide to navigate through your presentation while you are in presentation mode.

For example, you can click on one of the agenda points on the overview slide or on a divider slide to jump to the respective agenda point.

If your agenda contains navigation elements, you can also use these elements to jump to other agenda points in the presentation.

To navigate to another agenda point, click on the respective navigation element when you are in presentation mode.

You can also use this feature if you are not in presentation mode.

To do so, hold the key **Ctrl** and then click on the agenda point or navigation element to jump to the respective agenda point.

2.2. Use Layout Tools

The empower® Layout Tools assist you in uniformly designing your PowerPoint presentations. Using the tools, you can easily and accurately align elements on the slides within the drawing area.

The drawing area in the master is defined with a text box in the master layout. It delineates the area in which a whole multitude of different content can be inserted into the slide. The drawing area does not affect header and footer.

To access the *Layout Tools*, click on the button **Layout** in the group empower (**Figure 22**).



Figure 22. Button **Layout**

The layout options open in the side pane (**Figure 23**).

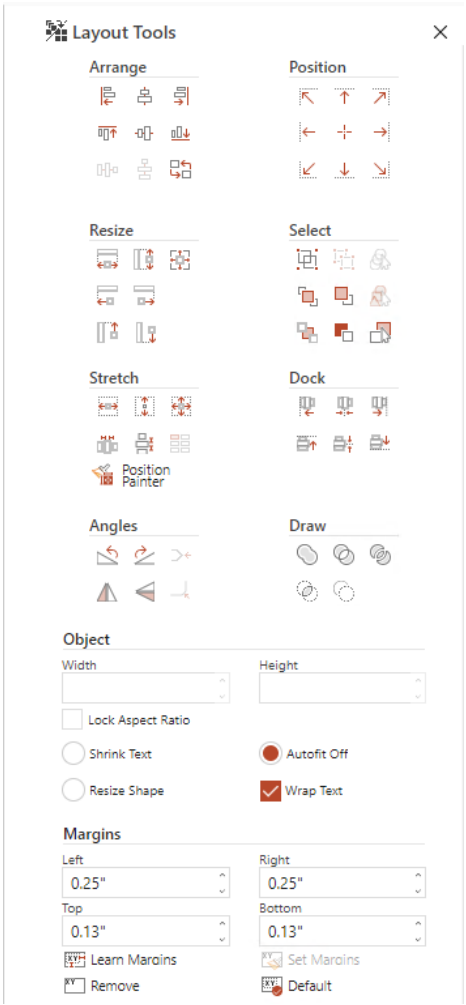


Figure 23. Layout Tools

The separators and units displayed in the user interface depend on your system language.

Use Reference Object

The *Layout Tools* contain an assortment of tools which align and format slide content.

Some *Layout Tools* use a reference object to determine how the other selected objects are adjusted. Upon your first click on a button, the reference object is typically the last selected object, although the exact behavior may vary depending on the tool.

To iterate through your selected objects and make them the reference object successively, click on the respective button again until the desired object becomes the reference object.

For further details, hover over the respective button to view the tooltip. The definition order for the reference object is explained in the tooltip.

Other *Layout Tools* do not use a reference object. Their result depends on the selection as a whole.

Arrange and Position Elements

All features described in the section *Arrange* refer to PowerPoint built-in features with the exception of **Swap Element Position** (Figure 24).



Figure 24. Section *Arrange*

If you select two elements, you can click on the button **Swap Element Position** to change each other's position (Figure 25).



Figure 25. Button **Swap Element Position**

The buttons **Align Left**, **Align Right**, **Align Top** and **Align Bottom** will align two elements in accordance with the selected option. If only a single element is selected, it will be aligned with the edges of the slide (Figure 26).

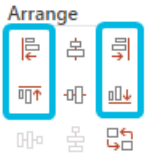


Figure 26. Buttons **Align Left, Right, Top, Bottom**

Distribute Horizontally and **Distribute Vertically** will place elements with reference to the outer elements of a selection. If only a single element is selected, the element will be aligned with the center of the slide (Figure 27).



Figure 27. Buttons **Distribute Horizontally** and **Distribute Vertically**

In the section *Position*, you are able to align selected elements directly within the drawing area (**Figure 28**).

Elements can be aligned to the left, right, top and bottom edge, as well as each corner of the drawing area while the button located in the middle moves all selected elements to the middle.

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



Figure 28. Section *Position*

Resize and Select Elements

In the section *Resize* you can adjust the size of selected elements (**Figure 29**).



Figure 29. Section *Resize*

To do so, select two elements and then click on the button **Apply Same Width**. The elements will now have the same width as the element last selected if no reference shape has been set (**Figure 30**).

Click on the button multiple times to switch between the resizing in accordance with the different elements.



Figure 30. Button **Apply Same Width**

The buttons **Apply Same Height** and **Apply Same Size** work in a similar manner (**Figure 31**).

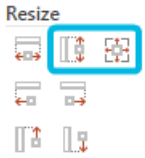


Figure 31. Buttons **Apply Same Height** and **Apply Same Size**

With **Resize to Align Left**, **Resize to Align Right**, **Resize to Align Top** and **Resize to Align Bottom** you can adapt the size of two or more elements to then be able to succinctly align them to the left, right, top or bottom (**Figure 32**).



Figure 32. Buttons **Resize to Align Left, Right, Top, Bottom**

In the section *Select* you can access PowerPoint built-in features to place elements on a slide (**Figure 33**).

You can group elements as well as reverse a grouping. In addition, you can move elements to the foreground or background or move an element a level up or down.

The button to the bottom right will open the PowerPoint selection pane which displays all visible and hidden elements placed on the current slide.

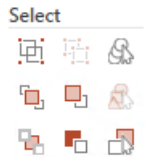


Figure 33. Section *Select*

To hide an element click on the **eye** symbol to the right of the element's name (Figure 34).

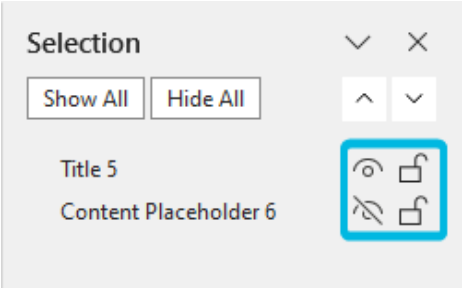


Figure 34. Selection Element Overview **Eye** Symbol

The selection buttons to the right let you select multiple elements with a single click.

Select Same Objects will select all objects of the same type as the currently selected object, e.g. all rectangles, all text boxes, etc. (Figure 35).

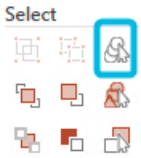


Figure 35. Button **Select Same Objects**

Select Same Color will select all elements that have the same color as the item currently selected (Figure 36).

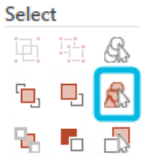


Figure 36. Button **Select Same Color**

Stretch and Dock Elements

In the section *Stretch* you can access multiple functions to adapt the size of elements (Figure 37).

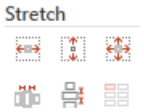


Figure 37. Section *Stretch*

The buttons **Fit to Width**, **Fit to Height** and **Fit to Area** let you adapt the size of a single or multiple elements to the drawing area (Figure 38).

If you select a single element on a slide, it will be resized with regard to width, height and size of the drawing area. If multiple elements are selected, these elements will be arranged in proportion to one another regarding their width, height and the space of the drawing area.

If no element is selected, all elements on the slide except the placeholder will be arranged in the drawing area. This way, you can distribute elements on a slide accurately with a single click, e.g. when conducting a slide conversion.

With a further function, you can arrange elements with the same vertical or horizontal distance between one another.

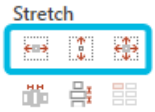


Figure 38. Buttons **Fit to Width, Height, Area**

To do so, follow the following steps:

1. Select the desired elements (a distance can be set between shapes, fields and elements) and either click on the button **Apply Same Margins Horizontal** or on the button **Apply Same Margins Vertical** (Figure 39). A dialog box opens.



Figure 39. Buttons **Apply Same Margins Horizontal** and **Apply Same Margins Vertical**

2. Specify the desired distance between the elements in the input field (Figure 40).

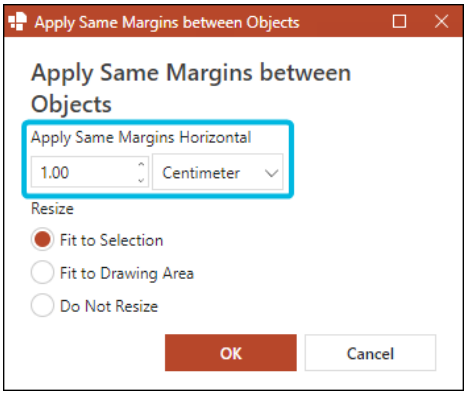


Figure 40. Window Settings for Margins

3. Specify the area in which these elements are to be distributed. Select either of the three available options (Figure 41):
   a. **Fit to Selection** – Distributes all selected elements on the slide within a given frame. The edge of the outer elements will act as the frame. The size of the elements will be adapted proportionally to accommodate the specified margin.
   b. **Fit to Drawing Area** – Distributes all selected elements in the drawing area of your slide. Their size will be adjusted proportionally to arrange the elements with the specified margins between them.
   c. **Do Not Resize** – Distributes all selected elements vertically or horizontally on the slide without their size being altered.

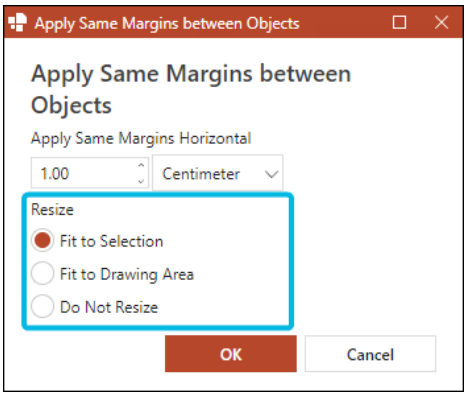


Figure 41. Options for Same Margins

To create a matrix with any shape, follow the following steps:

1. Insert a shape such as a rectangle onto a slide.
2. Click on the button **Multiply Shape** (Figure 42). A dialog box opens.



Figure 42. Button **Multiply Shape**

3. Specify the number of rows and columns and define the horizontal and vertical distance between the elements (Figure 43).

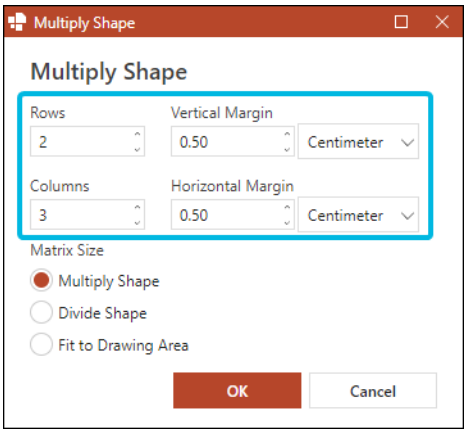


Figure 43. Window Settings for Multiplying Shapes

4. Select either of the three available options (Figure 44):
   a. **Multiply Shape** – Multiplies the selected shape by the specified number of rows and columns and keeps the defined margins between each shape without their size being altered.
   b. **Divide Shape** – Divides the selected shape by the specified number of rows and columns and keeps the defined margins between each shape without their size being altered.
   c. **Fit to Drawing Area** – Multiplies the selected shape by the specified number of rows and columns, keeps the defined margins between each shape and distributes the shapes equally on the drawing area. If required, the size of the shapes is adjusted.

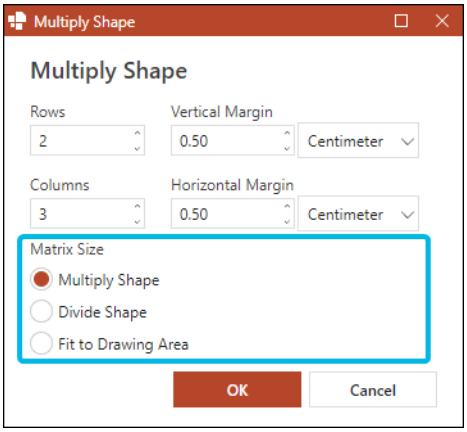


Figure 44. Options for Multiply Shape

In the section *Dock* you can access multiple functions to align two or more elements with one another (Figure 45).



Figure 45. Section *Dock*

With the button **Dock Left** you can dock selected elements to the left (Figure 46).



Figure 46. Button **Dock Left**

The buttons **Dock Right**, **Dock Top** and **Dock Bottom** all function analogously (Figure 47).



Figure 47. Buttons **Dock Right, Top, Bottom**

The latter two buttons place the elements in accordance with their top or bottom edge, while **Dock Center** and **Dock Middle** place selected elements to the middle of each other (Figure 48).



Figure 48. Buttons **Dock Center** and **Dock Middle**

Set Angles and Use Drawing Tools

In the section *Angles* you can mainly access PowerPoint built-in features to set angles to selected elements on a slide (Figure 49).



Figure 49. Section *Angles*

The buttons **Rotate Left 90°** and **Rotate Right 90°** allow you to rotate your selected elements accordingly (Figure 50).



Figure 50. Buttons **Rotate Left 90°** and **Rotate Right 90°**

You can also flip an element vertically or horizontally along its axis with a click on the buttons **Flip Horizontal** or **Flip Vertical** (Figure 51).



Figure 51. Buttons **Flip Horizontal** and **Flip Vertical**

Select an element with rounded edges and click on the button **Adjust Round Corners** to adjust the corners to an angle set in the database (Figure 52).

This way you can set the angle of round edges and (kinked) arrows (group *Shapes* – Option **Block Arrows**) to a value defined in the database.



Figure 52. Button **Adjust Round Corners**

In the section *Draw*, you can mainly access PowerPoint built-in features to join shapes (Figure 53).

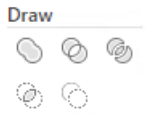


Figure 53. Section *Draw*

Click on the button **Union** to join two selected shapes to a single element (Figure 54).



Figure 54. Button **Union**

The button **Combine** has a similar effect but overlapping sections are cut out of the shape (Figure 55).



Figure 55. Button **Combine**

With the button **Fragment** you can split selected shapes into multiple shapes that resulted due to overlapping, while the button **Intersect** leaves only the intersection area of the selected shapes (Figure 56).

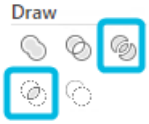


Figure 56. Buttons **Fragment** and **Intersect**

With the button **Subtract** you can cut out the area of the last selected shape placed on another shape (Figure 57).

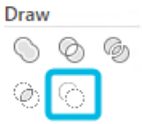


Figure 57. Button **Subtract**

The information stored in the database is provided by your company and set up in coordination with IT.

Configure a Shape

In the section *Object* you will find PowerPoint built-in tools to manipulate size and properties of text boxes and shapes (Figure 58).

Here you can view and set width and height of a selected element.

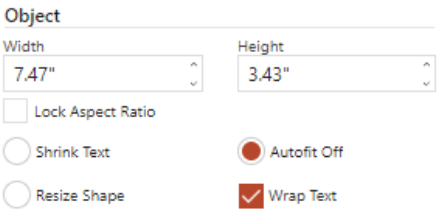


Figure 58. Section *Object*

Tick the checkbox **Lock Aspect Ratio** to lock the aspect ratio of an element (Figure 59).

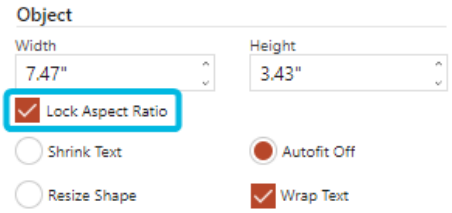


Figure 59. Checkbox **Lock Aspect Ratio**

Select the option **Shrink Text** to have the text adapt to the size of the element if it would otherwise protrude over its edges (Figure 60).

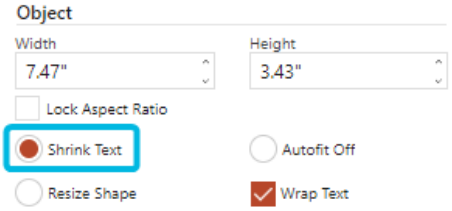


Figure 60. Button **Shrink Text**

Select the option **Resize Shape** to have the shape adapt to the size of its contained text (Figure 61).

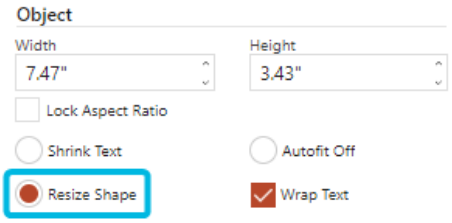


Figure 61. Button **Resize Shape**

Select the option **Autofit Off** to not have the shape adapt at all (Figure 62).

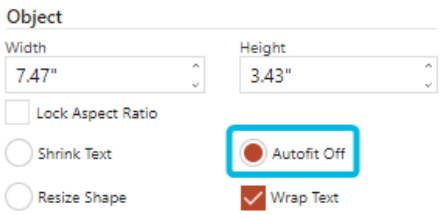


Figure 62. Button **Autofit Off**

Tick the checkbox **Wrap Text** to enable automatic line breaks (Figure 63).

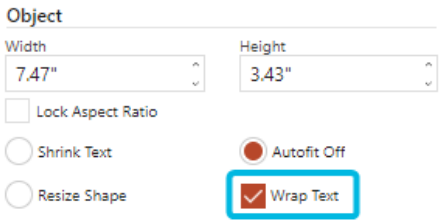


Figure 63. Checkbox **Wrap Text**

Set the Margins of and Spacing in a Shape

In the section *Margins* you can directly enter the value of the margins (Figure 64).

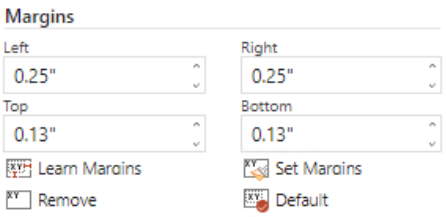


Figure 64. Section *Margins*

To transfer the set margins from one element to another, follow the following steps:

1. Select an element.
2. Click on the button **Learn Margins** (Figure 65).

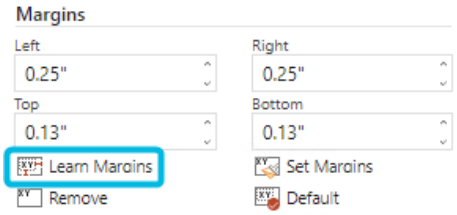


Figure 65. Button **Learn Margins**

3. Select the element you want to transfer the margin to.
4. Click on the button **Set Margins** (Figure 66).

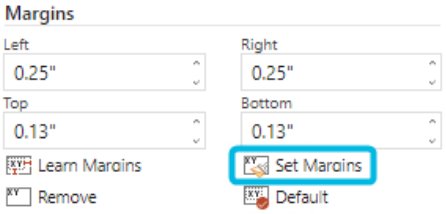


Figure 66. Button **Set Margins**

Click on the button **Remove** to set all margins of a selected element to 0 cm (Figure 67).

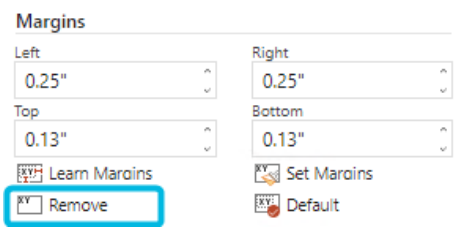


Figure 67. Button **Remove**

Click on the button **Default** to set the margins of a shape to the default margins which are defined in the database (Figure 68).

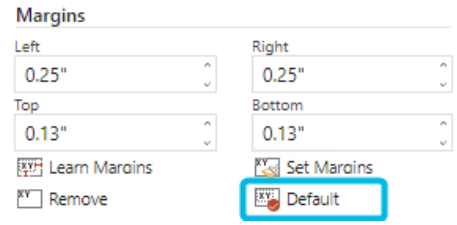


Figure 68. Button **Default**

In the section *Line Spacing* you can access PowerPoint built-in features to set spacing (Figure 69).

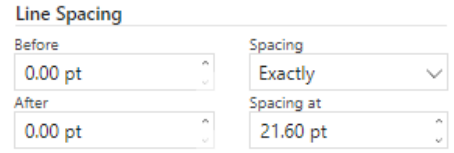


Figure 69. Section *Line Spacing*

Enter a numeric value in the input fields *Before* and *After* to set the spacing before and after the line (Figure 70).

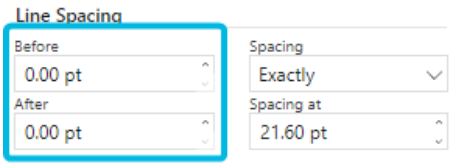


Figure 70. Input Fields *Line Spacing*

Expand the drop-down menu under *Spacing* to select any of the line spacing options.

If you select the option **Exactly**, you can then enter the desired numeric value in the input field *Spacing at* (Figure 71).

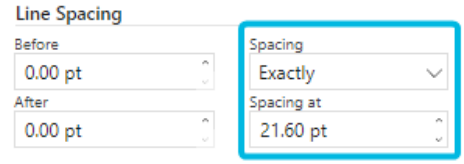


Figure 71. Drop-Down Menu for Spacing and Input Field *Spacing at*

2.2.1. Position Painter

The *Position Painter* is an empower® Layout Tool that – similarly to Microsoft's format painter – enables the transfer of position and size parameters onto other elements.

If you want to adapt an element to a reference shape, follow the following steps:

1. Select the reference shape.

2. Click on the button **Position Painter** in the Layout Tools side pane (Figure 72).
   A menu opens.
   By default, the *Position Painter* stores the element parameters of width, height, and orientation left, right, top or bottom.

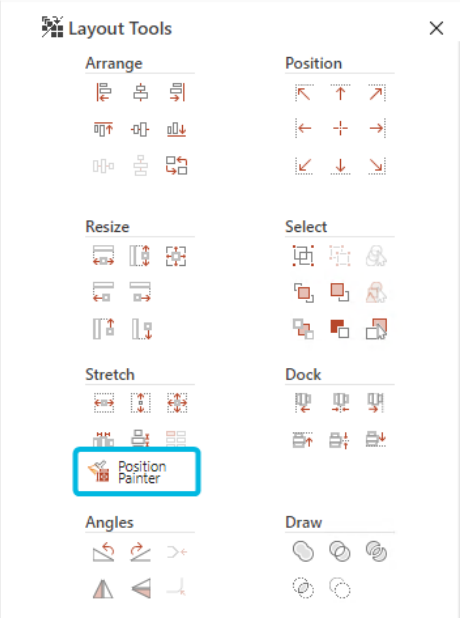


Figure 72. Button **Position Painter** in Layout Tools Side Pane

3. Select what parameter you wish to apply to a different element (Figure 73).
   The selected parameters are then marked in color.
   If the element is to have exactly the same size and orientation as the reference shape, select the parameters of width, height, from the left and the top.



Figure 73. Position Painter with Presaved Values

4. Now select the element and click on the button **Apply** to match this element to your reference shape (Figure 74).
5. Repeat step 4 if you want to apply the same parameters to other elements.



Figure 74. Button **Apply**

All parameters of the reference shape remain saved until you save the parameters of a different element by clicking on the button **Learn** or until you close the *Position Painter* with a click on the **X** symbol (Figure 75).



Figure 75. **Cross** Symbol to Leave Position Painter

To apply your selected parameters to multiple elements on different slides, click on the button **Apply Repeatedly** (Figure 76).

Similar to the double-click on the format brush, you are also able to apply saved parameters directly to elements by selecting them.



Figure 76. Button **Apply Repeatedly**

Adjusting pictures using the *Position Painter* bears the risk that they distort. For this reason, height and width of an image are adjusted consecutively rather than simultaneously. If you manually execute both steps, the image will be distorted in most of the cases.

2.3. Use Status Elements

empower® provides you with certain elements that can be used to indicate the status of a task or process.

The following elements are available:

- Harvey Ball
- Traffic Light
- Checkbox

To access the elements, click on the button **More** (Figure 77).

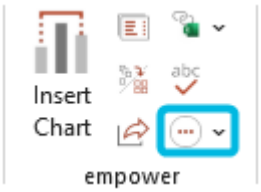


Figure 77. Button **More**

Your options are displayed (Figure 78).

Once you have inserted one of these elements, you can access the corresponding status options via the context menu.

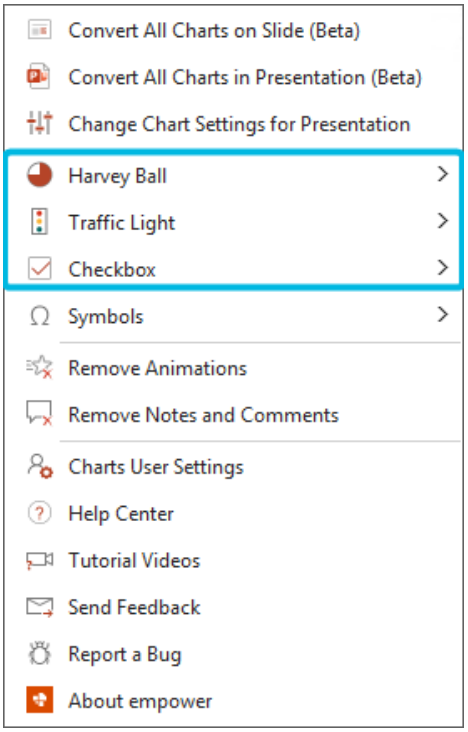


Figure 78. Status Elements

The status element will always be inserted in the same position initially, even if you have selected a placeholder. You can then move it to your preferred position.

The elements cannot be inserted in the slide master view.

Harvey Balls

You can either use one of the sample Harvey Balls (0, 25, 50, 75 or 100%) or customize your own (**Figure 79**).

To customize your own, choose the option **Custom**.

A dialog box opens.

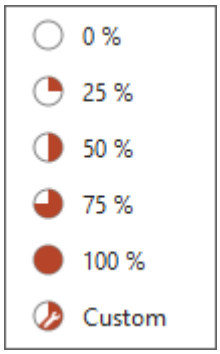


Figure 79. Harvey Ball Options

Here, either use the slider to choose a value or type in a value yourself.

Then, click on the button **OK** (**Figure 80**).

The Harvey Ball will be inserted into your slide.

If you have selected a Harvey Ball and you choose a Harvey Ball from the ribbon drop-down menu, the existing Harvey Ball changes.

Multiple Harvey Balls can exist on the same slide.

To change the status of a Harvey Ball, open its context menu, choose the option **Harvey Ball** and select a new status.

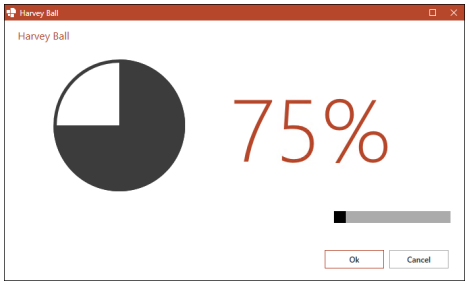


Figure 80. Harvey Ball Dialog Box

Traffic Lights

You can use a red, yellow or green traffic light (**Figure 81**).

If you have selected a traffic light and you choose a traffic light from the ribbon drop-down menu, the existing traffic light changes.

Multiple traffic lights can exist on the same slide.

To change the status of a traffic light, open its context menu, choose the option **Traffic Light** and select a new status.



Figure 81. Traffic Light Options

Checkboxes

You can use checked, crossed or empty checkboxes (**Figure 82**).

If you have selected a checkbox and you choose a checkbox from the ribbon drop-down menu, the existing checkbox changes.

Multiple checkboxes can exist on the same slide.

To change the status of a checkbox, open its context menu, choose the option **Checkbox** and select a new status.

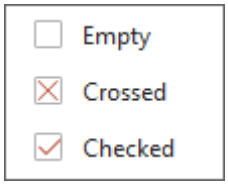


Figure 82. Checkbox Options

2.4. Use Symbols

You can use PowerPoint built-in symbols in your presentation.

To access those symbols, click on the button **More** in the group empower and choose the option **Symbols** (Figure 83).

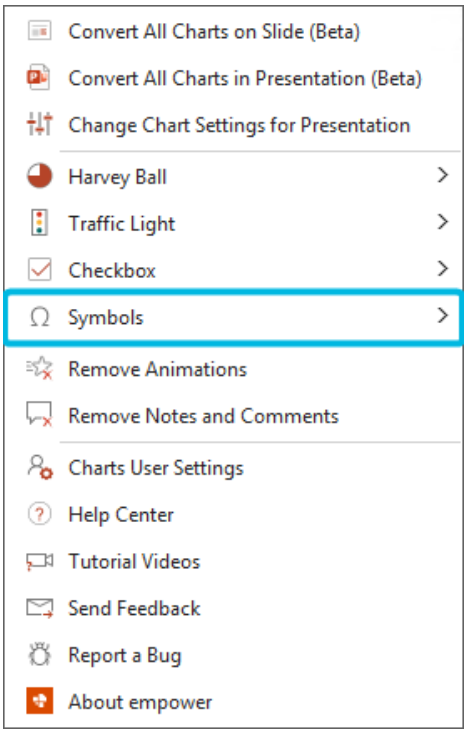


Figure 83. Option **Symbols**

The available symbols are displayed (Figure 84). Choose one of the symbols to insert it into the presentation.

You can either insert them into an existing shape or into a new shape.

If you have navigated into a shape, the symbol is inserted into the shape. If not, a new shape will be added.

If you have selected multiple shapes at once and insert a symbol, a new shape is created for the symbol.

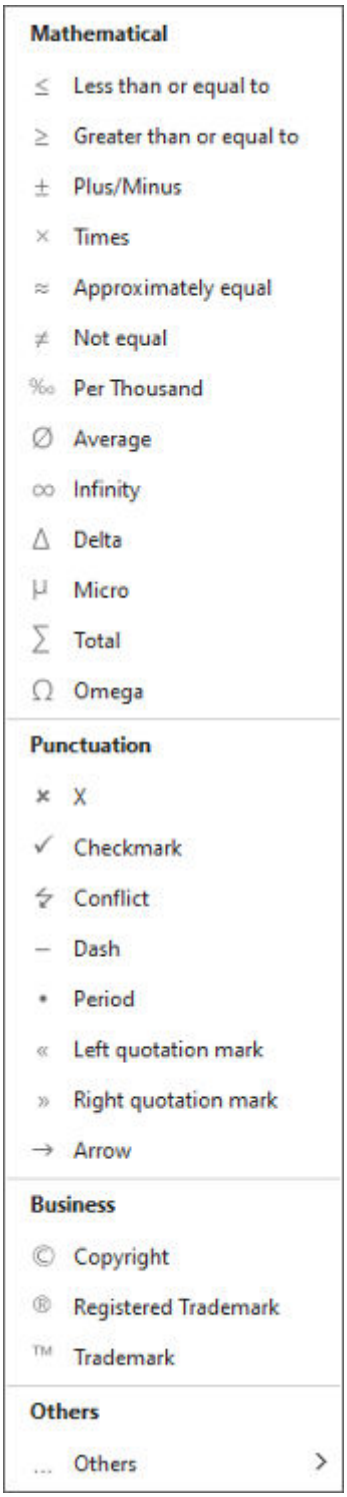


Figure 84. Available Symbols

Via this option, empower® offers the available PowerPoint built-in symbols. Therefore, empower® does not determine the number or types of symbols.

In the master view, you can only add symbols if you are in text edit mode.

2.5. Use Presentation Tools

Under the button **More** in the group empower, you can find the options **Remove Animations** and **Remove Notes and Comments** (Figure 85).

These options can be used to finalize your presentation after making the final edits to the presentation.

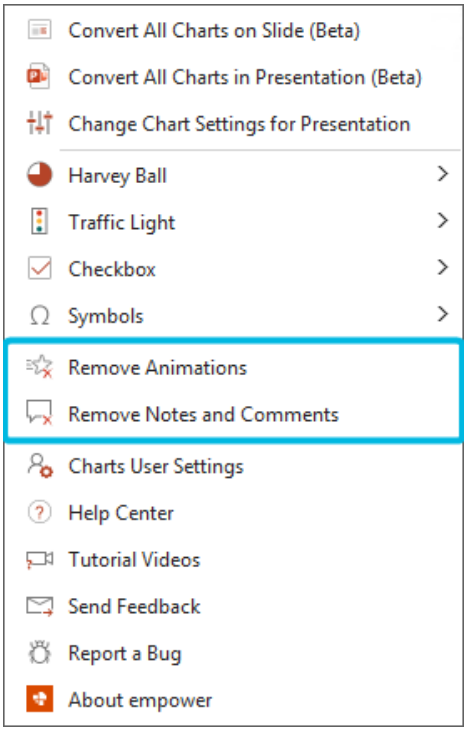


Figure 85. Presentation Tools

Remove Animations

The option **Remove Animations** completely removes all animations from your presentation. This concerns not only animations on the slides but also transitions between slides.

To use this option, click on the button **More** and then choose the option **Remove Animations**.

Remove Notes and Comments

The option **Remove Notes and Comments** deletes all notes and comments on the slides of the complete presentation.

To use this option, click on the button **More** and choose the option **Remove Notes and Comments**.

2.6. Translate Content

If your company uses DeepL and the DeepL integration in empower®, you can translate content automatically.[1]

To translate content with DeepL, follow the following steps:

1. If you want to translate specific slides in your presentation, select them in the slide pane.
2. In the empower® Ribbon, navigate to the group empower in the tab Insert.
3. Click on the button **More** (Figure 86).
   A drop-down menu opens.

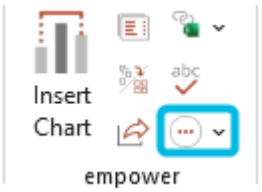


Figure 86. Button **More**

4. Choose the option **Translate** (Figure 87).
   A dialog box opens.

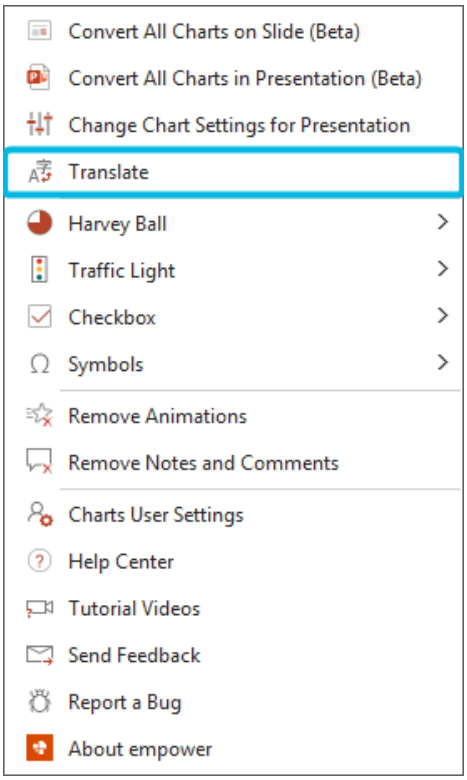


Figure 87. Option **Translate**

5. Here, choose if you want to translate the whole presentation or only the selected slides (Figure 88 **(1)**).
6. Then, choose the language you want to translate the content into (Figure 88 **(2)**).
7. Expand the translation options (Figure 88 **(3)**).

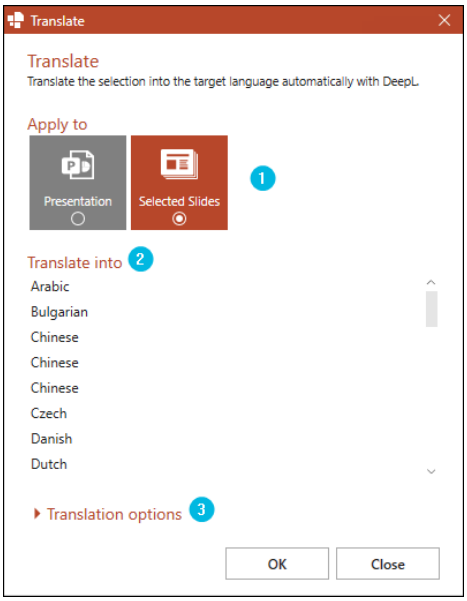


Figure 88. Dialog Box for Translation with DeepL

8. To enable your preferred options, tick the checkboxes (Figure 89).
   There are two options:
   a. **Mark slides translated with DeepL** – If slides are translated by DeepL machine translation, a post-it will be inserted onto these slides to tell you that the content has been translated automatically and needs further review.
   b. **Keep original slides** – The original slides for slides that are translated by DeepL machine translation or with translation groups remain in the presentation.

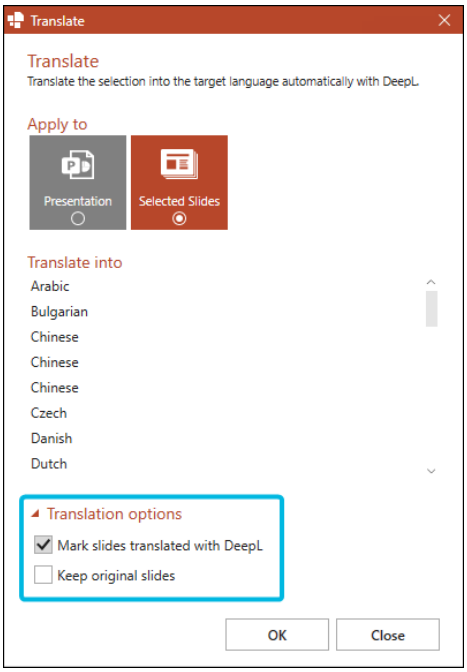


Figure 89. Translation Options

9. Click on the button **OK** (Figure 90).
   The translation is inserted and replaces the former slides.

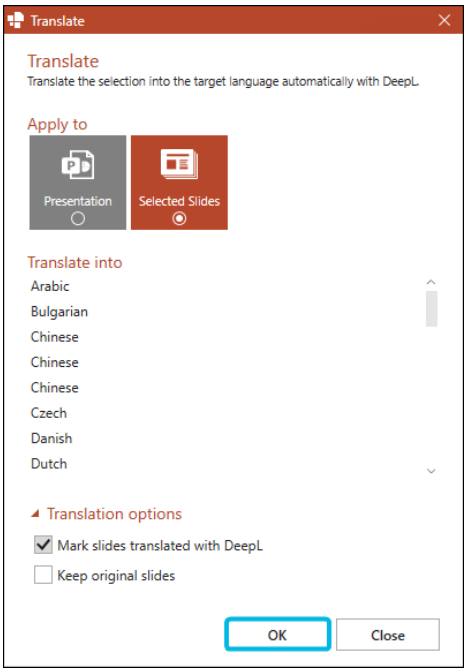


Figure 90. Button **OK**

[1]DeepL is a registered trademark of DeepL GmbH.

Charts that have been added with the Office built-in feature cannot be translated with the DeepL integration in empower®.

Please delete the post-it manually after reviewing the automatically translated content (Figure 91).

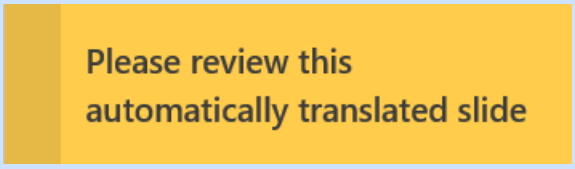


Figure 91. Post-It for Automatic Translations

Your company can decide on a character limit per user for the DeepL translation integration. If you exceed this limit, you receive a message telling you when the feature will be available for you again (Figure 92).

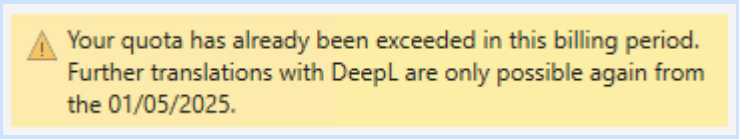


Figure 92. DeepL Limit Exceeded

2.7. Check Spelling

In PowerPoint, you can add your preferences for the Office built-in spell check using empower®.

This feature can be helpful if you have slides in different languages because you can set the language for individual slides before executing the Office built-in spell check.

To set your preferences, follow the following steps:

1. Navigate to the group empower.
2. Click on the button **Spelling** (Figure 93).
   A dialog box opens.



Figure 93. Button **Spelling**

3. Here, choose if you want to apply the settings to the whole presentation or to the selected slides (Figure 94 **(1)**).
4. Then, choose the language you want to check (Figure 94 **(2)**).
5. If you want to check each shape for its language, switch the toggle button for **Apply Spell Check Language to Every Shape** to *On* (Figure 94 **(3)**).
   Only enable this option if there are slides that contain multiple languages.
6. Click on the button **OK** (Figure 94 **(4)**).
7. Repeat this process for all slides you want to assign different languages to.

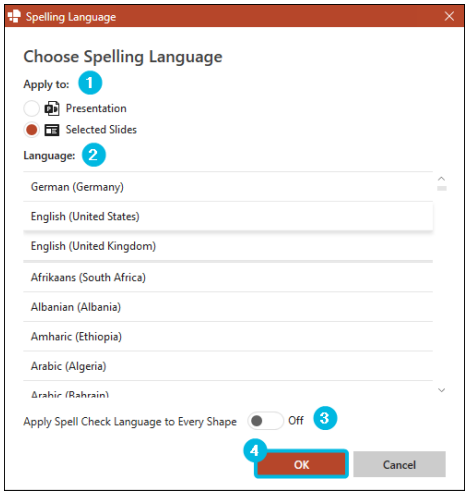


Figure 94. Dialog Box **Spelling Language**

8. Then, execute the Office built-in spell check.
   The spell check opens on the right-hand side of your PowerPoint window.

During the spell check, the language between the different slides switches automatically according to your settings.

2.8. Share or Download Content

You can share content via e-mail or save content to your device using the feature **Share**.

To do so, follow the following steps:

1. If you want to share or save single or multiple slides, select these slides in your presentation.
   If you want to share or save the whole presentation, you can skip this step.
2. Click on the button **Share** in the group empower (Figure 95).



Figure 95. Button **Share**

3. In the input field, enter a name for the file (Figure 96 (**1**)).
4. Then, choose if you want to share or save all slides in the presentation or only the selected slides (Figure 96 (**2**)).
5. Choose if you want to share or save the slides as a .pptx file, a .pdf file or a PowerPoint notes file (Figure 96 (**3**)).
   You can choose multiple formats at once.
6. To save storage, switch the toggle button for **Compress PDF Images** to *Yes* (Figure 96 (**4**)).
   This option is preselected when you open the dialog box. It is grayed out if you only select the .pptx option.
   a. If you do not want to compress the images, switch the toggle button to *No*.

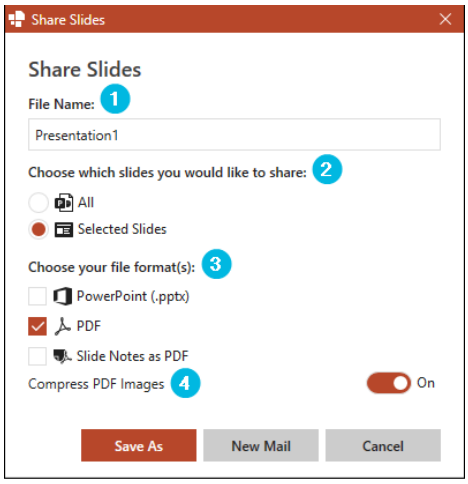


Figure 96. Options for Sharing Slides

Now, you can either send the slides via e-mail to a specific recipient or save them to your device in the chosen format.

To send the slides via e-mail, click on the button **New Mail** (Figure 97).

empower® opens an e-mail draft in the e-mail program of your choice. The slides are already attached to this e-mail in the corresponding format.

Enter the recipient's e-mail address, add a message and send the e-mail.

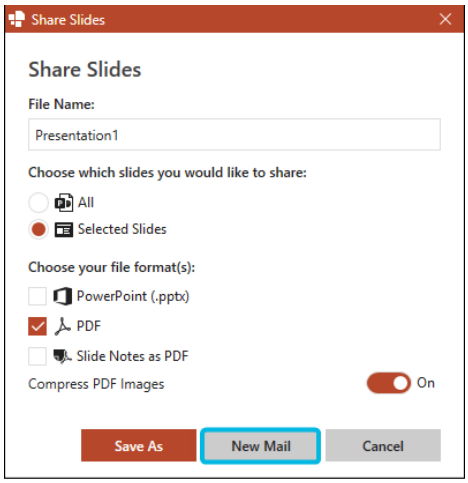


Figure 97. Button **New Mail**

To save the slides to your device, click on the button **Save As** (Figure 98).

empower® opens your explorer. In the explorer, navigate to the location you want to save the slides to and click on the button **Save**.

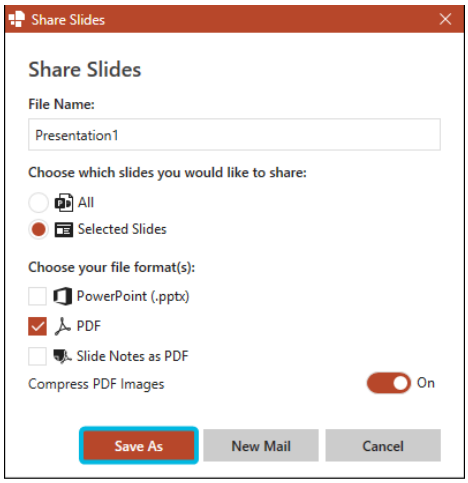


Figure 98. Button **Save As**

empower® supports the most common e-mail clients.

Compatibility is guaranteed for Outlook Classic, New Outlook, and Lotus Notes.

2.9. empower® Help

empower® offers different ways for you to receive help if you have any problems with the software.

In addition, you can access your user settings and view information about your installation.

The respective options are located under the button **More** in the group empower (Figure 99).

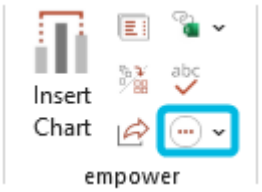


Figure 99. Button **More**

You can choose from the following options (Figure 100):

- Help Center
- Tutorial Videos
- Send Feedback
- Report a Bug
- Charts User Settings
- About empower

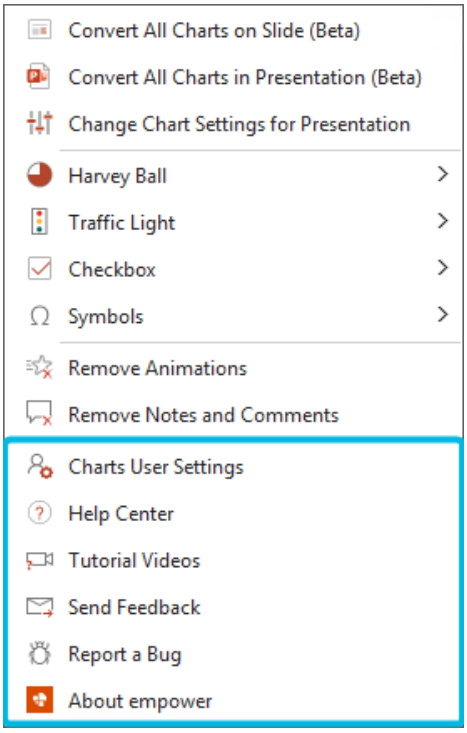


Figure 100. Help Options

For further information regarding the user settings, see User Settings.

Help Center

If you have any questions while working with empower®, you can open the *Help Center*. This will take you to the empower® Support Website, where you will be able to find an answer either through the articles provided or through the tutorials.

The *Help Center* will open in your default browser (Figure 101).

If this does not help, you can contact the empower® Support directly by opening a new ticket at the top of the home page and describing your problem.

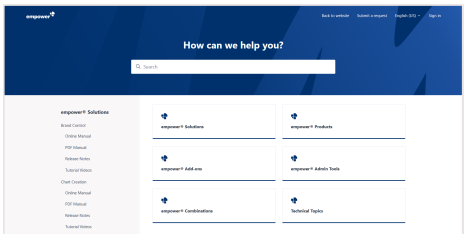


Figure 101. Help Center

Tutorial Videos

To check our tutorials, click on the button **Tutorial Videos**.

The *Help Center* will open in its respective section in your default browser.

If you have any questions on how to use empower®, you can watch tutorials on how to use single features.

Send Feedback

To reach out to us directly, click on the button **Send Feedback**.

A new window of your primary e-mail application will open, already addressed to the right recipient.

The e-mail has a preset subject line (e.g. *Feedback for Chart Creation*) (**Figure 102**). All feedback is welcome as we are always looking to improve our software.

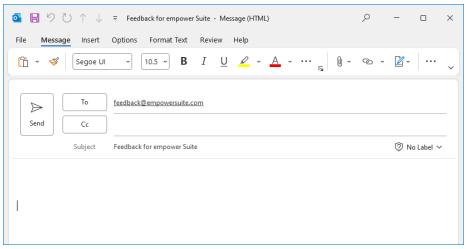


Figure 102. Feedback E-Mail

The e-mail draft can only be opened automatically if you use Outlook as your default e-mail client.

Report a Bug

If you encounter any issues that might be a bug, click on the button **Report a Bug**.

Depending on the configuration in your empower® Environment, clicking on the button **Report a Bug** will lead to:

- Creating a new e-mail via your primary e-mail application and automatically attaching a .zip file (*empowerInformation.zip*).
  The e-mail has a preset subject line (e.g. *Bug report for Chart Creation*) and is already addressed to the right recipient.
- Opening a new window in your default browser (**Figure 103**).
  In this window, you have to enter information about yourself, as well as the bug you want to report. This information is relevant for the empower® Support so that they can respond to it in the best possible way.

Your descriptions as well as the file attachment will help empower® replicate the error and analyze the case to conclusively deliver a near-term solution.

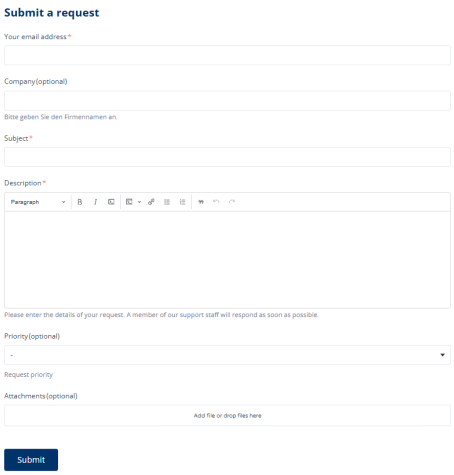


Figure 103. Report a Bug in Help Center

About empower

To view detailed information about your empower® Version and the activated empower® Solutions, click on the button **About empower**.

A dialog box opens. This dialog box contains information about the empower® Version and solutions in use (Figure 104).

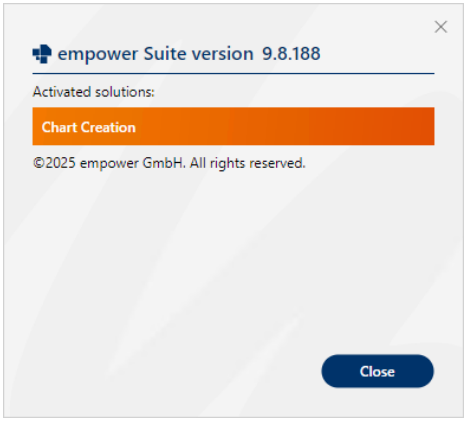


Figure 104. Dialog Box **About empower**

2.10. Consult the AI Chatbot

The empower® AI Chatbot is integrated into empower®.

It helps you find information and complete tasks by answering questions.

You can enter a question or describe what you need.

The empower® AI Chatbot processes your request and provides a response based on the information available to it.

To consult the empower® AI Chatbot, follow the following steps:

1. Navigate to the group empower in the tab Insert.
2. Click on the button **More** (Figure 105).
   A drop-down menu opens.



Figure 105. Button **More**

3. In the drop-down menu, choose the option **AI Help** (Figure 106).
   The AI Chatbot opens in a new window.

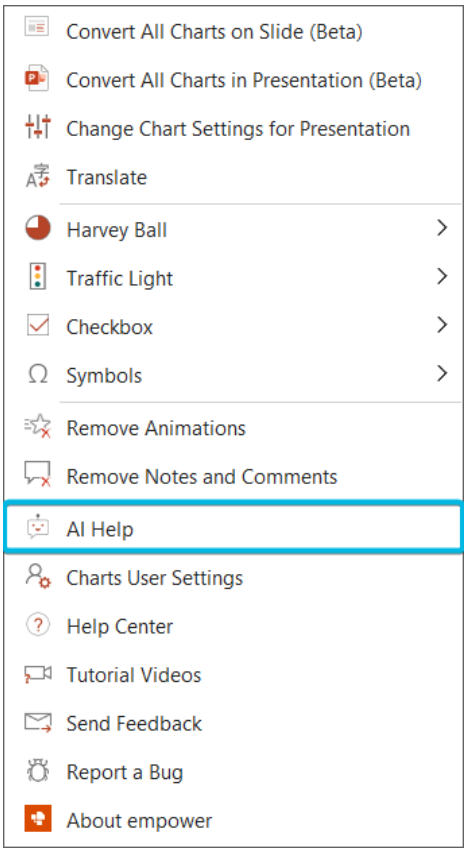


Figure 106. Option **AI Help**

4. Enter your question into the input field (Figure 107).

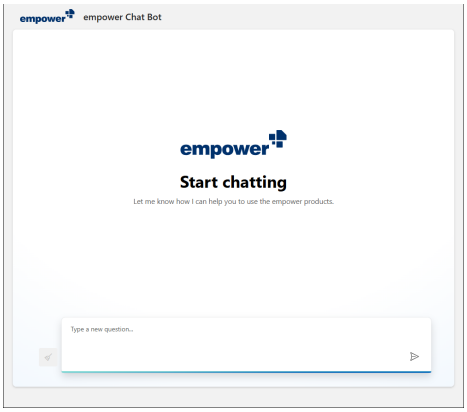


Figure 107. AI Chatbot

Depending on the setup of your empower® Environment, the AI Chatbot might not be available.

3. Charting Features

3.1. Flex Customizing

By default, empower® is delivered with a flexible customizing for creating charts.

Thus, all charts that are created with empower® adapt to the current PowerPoint master, using its color scheme and font settings. Also, the use of a very dark master is possible. This flexible customizing is called *Use PowerPoint Master* in the user interface.

From version 10.0 onwards, a second flexible customizing is available. This flexible customizing features a modern look for charts with color gradients and other modern customizing properties. Charts created with this customizing also adapt to the current PowerPoint master, using its color scheme and font settings. This modern flexible customizing is called *Use PowerPoint Master (Modern)* in the user interface.

If there are multiple customizings available for your company, you can define a default for yourself in the *User Settings*.

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

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

Reach out to your Onboarding Specialist or Customer Success Manager if you are interested in purchasing an additional customizing for creating charts.

For further information regarding the switch of customizings in single data charts, see **Edit Data Chart Properties**.

For further information regarding the switch of customizings in single Gantt charts, see **Edit Gantt Chart Properties**.

For further information regarding the switch of the default customizing, see **Change Default Customizing**.

Depending on your empower® Version, only the flexible customizings might be available.

Depending on the setup of your empower® Environment, there might only be one of the flexible customizings available.

3.2. Chart Migration

Charts created in a newer empower® Version can be used in lower versions.

However, some formatting might not be supported.

Therefore, roll out new empower® Versions as soon as possible to ensure that all charting features and formatting are available to users.

If a chart cannot be edited in a lower version, a dialog box opens when you select the chart (**Figure 108**).

To edit the chart in the lower version, decide whether you want to disable the charting features for this particular chart.

If you disable the charting features, the charting features included in empower® are no longer available.

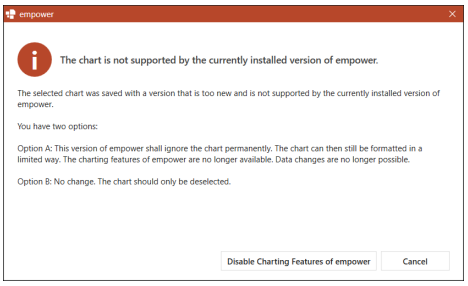


Figure 108. Dialog Box for Chart from Newer Version

Charts created in an older empower® Version can be used in newer versions.

When you select a chart for the first time in the newer version, empower® automatically migrates the chart technically.

No additional action is required. Minor formatting aspects may look different in the newer version.

3.3. Chart Editing Modes

While editing empower® Charts, you can work in normal mode or in manual edit mode.

In normal mode, you can access all empower® Features for charts and you have the best quality for labels and texts.

This mode is the default choice and should be used whenever possible.

Manual Edit Mode

Once you have finished editing your chart, you can still make manual changes at a later stage if absolutely necessary.

If you decide to do that, all empower® Features for charts are disabled and you can implement all manual changes.

To do so, click on the button **Properties** and choose the option **Manual Edit Mode** (Figure 109).

A dialog box opens.

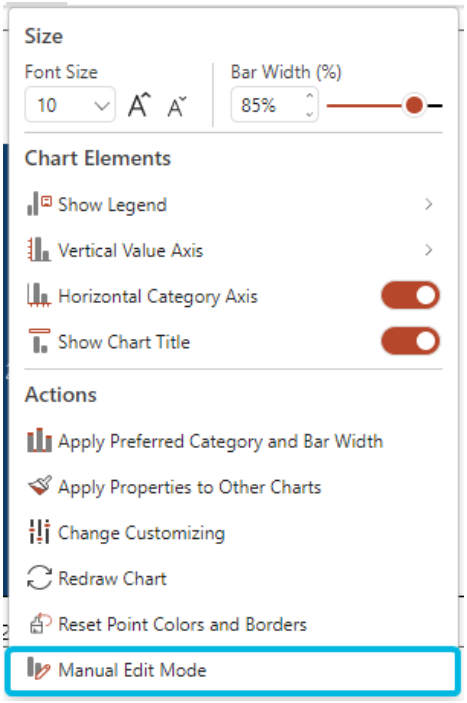


Figure 109. Option **Manual Edit Mode**

Read the message carefully and if you agree, confirm your choice by clicking on the button **Manual Edit Mode** (Figure 110).

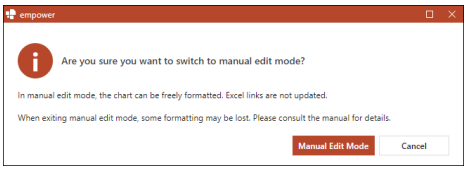


Figure 110. Dialog Box for Manual Edit Mode

Manual edit mode should not be used for manipulation of the chart in normal use as almost all changes made in manual edit mode will be reverted when entering normal mode again.

More fundamental changes may lead to empower® no longer working correctly for this chart.

Leave Manual Edit Mode

To leave manual edit mode, click on the button **Properties** in the action bar and choose the option **Exit Manual Edit Mode** (Figure 111).

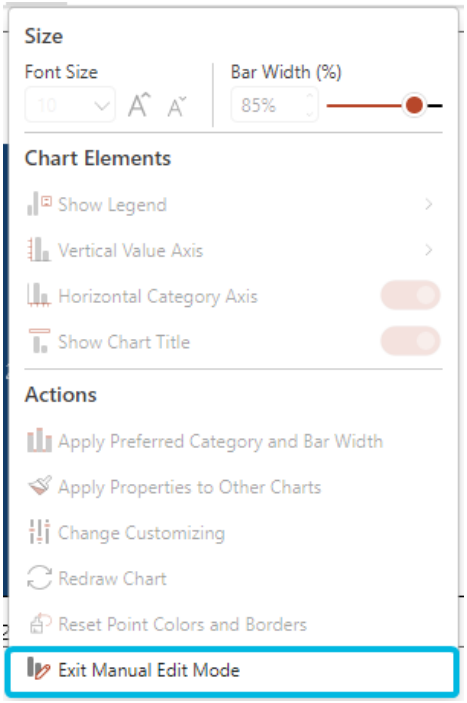


Figure 111. Option **Exit manual edit mode**

If you leave manual edit mode for Gantt charts, almost all changes are revoked.

If you leave manual edit mode for data charts, almost all changes are revoked, except for the following:

- Changes to color of data points (e.g. a section of a bar)
- Changes to shading of data points
- Changes to the category axis
- Changes to axis settings
  You need to insert the PowerPoint axis in manual edit mode and then enable and disable the empower® Axis again when you have left manual edit mode.
- Changes to gridlines in the chart

3.4. User Settings

In the user settings, you can make default settings for your user.

To access the user settings, navigate to the group empower and click on the button **More** (Figure 112).



Figure 112. Button **More**

Here, choose the option **Charts User Settings** (Figure 113). A dialog box opens.

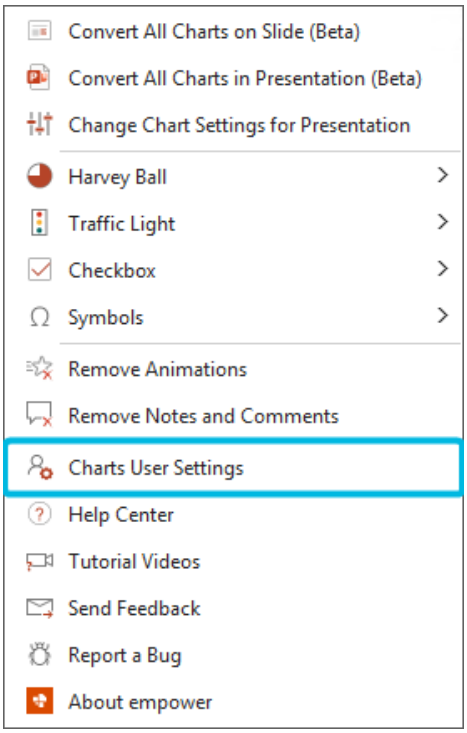


Figure 113. Option **Charts User Settings**

In this dialog box, you can set your default customizing, enable and disable live update mode and choose if data points or data series should be selected first (Figure 114).

In addition, you can enable guiding lines, set your default region for Gantt charts and decide if you always want to preload charts.

Furthermore, you can change the point limit for the restricted mode for data charts and change the values for your preferred category and bar width.

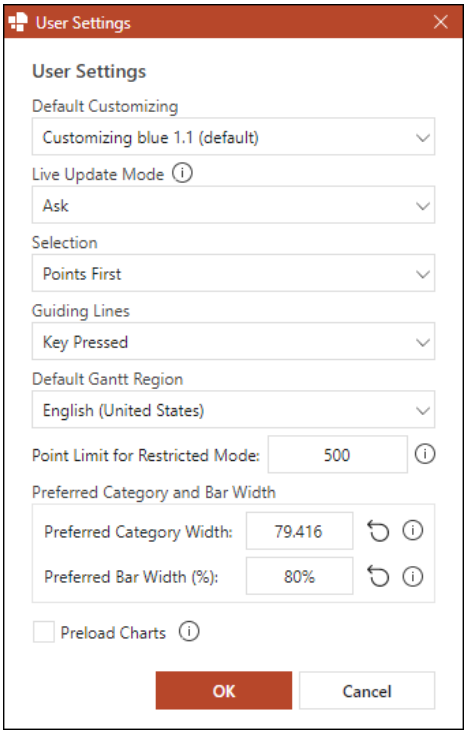


Figure 114. Charts User Settings

Change Default Customizing

If there is more than one customizing for your company, you can change your default customizing. This customizing will then be used for all charts by default.

To change the default customizing, expand the drop-down menu for *Default Customizing* and choose the customizing you want to use (**Figure 115**).

If you choose the option **Use PowerPoint Master** or **Use PowerPoint Master (Modern)**, the Flex Customizing is used. This means that charts adapt to the master template.

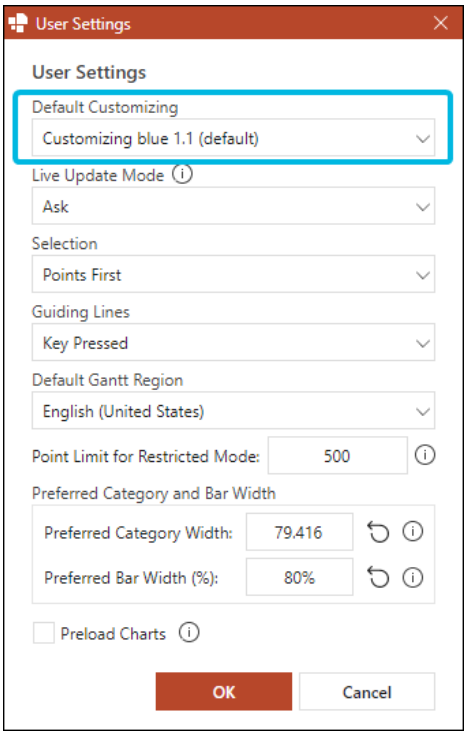


Figure 115. Change Default Customizing

For further information regarding the Flex Customizing, see **Flex Customizing**.

Live Update Mode

If the live update mode is enabled, Excel links are updated automatically if the data in a linked Excel file is changed.

This only applies to linked Excel ranges and not to linked Excel tables or images.

To enable or disable live update mode, expand the drop-down menu for *Live Update Mode* (**Figure 116**).

Here, you have three options:

- **Inactive** – Live update mode is disabled and data in charts is not updated.
- **Active** – Live update mode is enabled and data in charts is updated automatically, without any notification.
- **Ask** – You receive update notifications in case the data in the Excel file changes. You can then decide if you want to apply the changes or not.

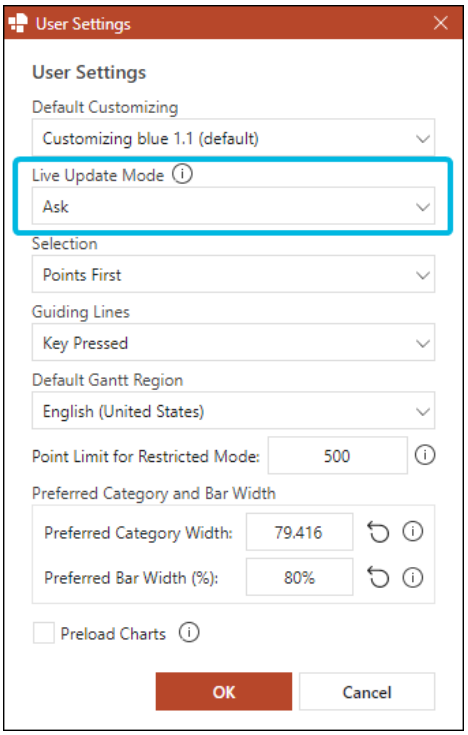


Figure 116. Live Update Mode

For live updates of Excel links, only changes to the included values are taken into account.

Changes to the formatting are not applied during live updates.

For further information regarding Excel links, see **Use Excel Links**.

Set Selection Default

If you click on a point in a data chart, either the point itself or the series it is part of is selected.

In the user settings, you can define which option you prefer.

To do so, expand the drop-down menu for *Selection* and choose your preferred option (**Figure 117**).

To first select the point, choose the option **Points First**.

To first select the series, choose the option **Series First**.

The second click will then select the other option, depending on what option you have chosen in the user settings.

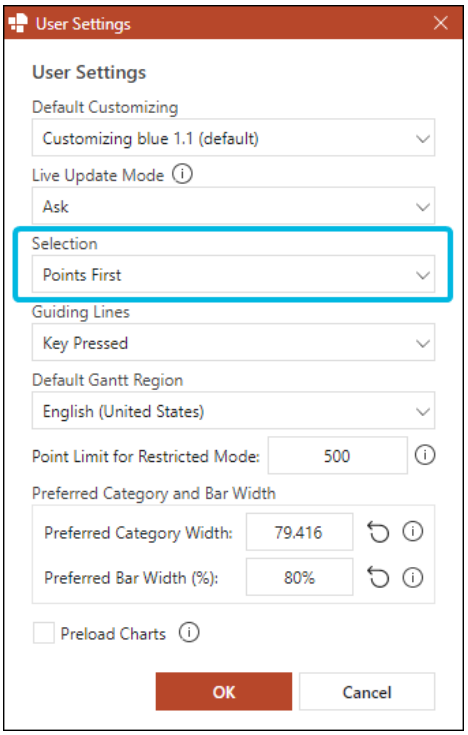


Figure 117. Selection Settings

Enable Guiding Lines

When you insert a chart, you can either draw the chart area freely or insert the chart directly into a placeholder.

In the user settings, you can enable guiding lines which are displayed while you insert a new chart. The guiding lines can help you to align your new chart with existing elements on the slide (**Figure 118**).

You have the following options:

- **Disabled** – There are no guiding lines while you insert a chart. You can draw the chart area freely.
- **Key Pressed** – If you press **Alt** while inserting a chart, guiding lines are displayed.
  You can still draw the chart area freely if you want.
- **Enabled** – Guiding lines are automatically displayed whenever you insert a chart.
  You can still draw the chart area freely if you want.

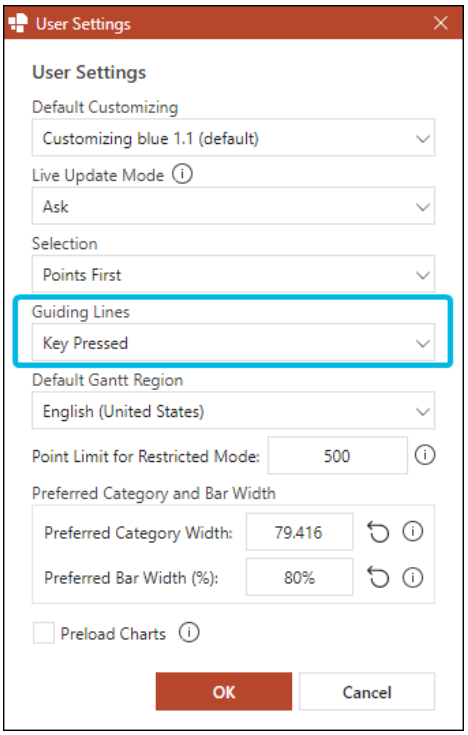


Figure 118. Guiding Lines

Set Default Gantt Region

The default Gantt region defines which regional settings will be used upon the creation of a Gantt chart.

This setting can also be edited for each Gantt chart individually.

To select the region, expand the drop-down menu for *Default Gantt Region* and choose your preferred region (**Figure 119**).

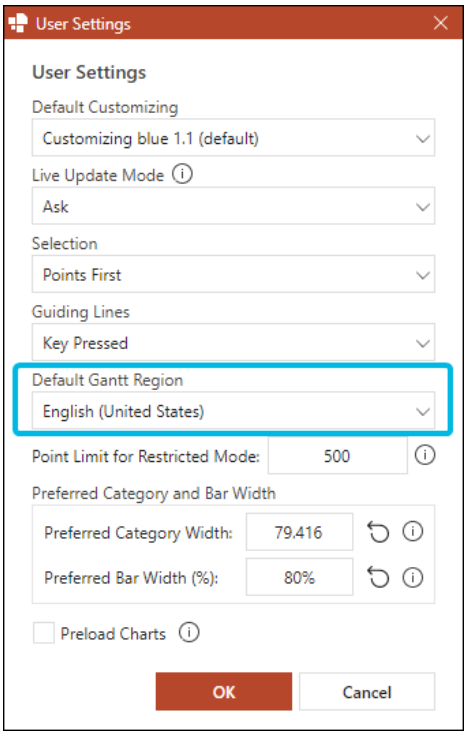


Figure 119. Change Default Gantt Region

For further information regarding the Gantt chart settings, see **Gantt Charts**.

AI Customization

The empower® AI Chart Assistant is based on a default system prompt.

If you want to change or adjust the behavior or the way to communicate of the AI Chart Assistant, you can customize the prompt via the user settings (**Figure 120**).

To do so, enter your specifications in the input field under AI Chart Assistant Instructions.

For example, you can prompt the AI to be concise and professional.

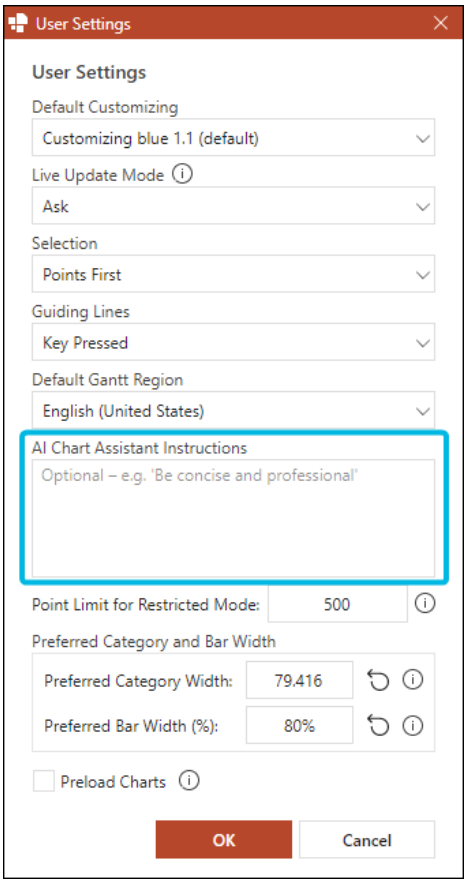


Figure 120. AI Instructions

Restricted Mode

The restricted mode is automatically enabled for charts that contain a large number of data points to improve the performance for those charts.

In restricted mode, only data points of interest can be selected and edited. Arrows can only be placed on these points and data labels are only visible for these points.

If restricted mode is enabled, only the start and end points as well as the minimum and maximum points are available per series.

By default, restricted mode is automatically enabled if a chart has more than 500 data points.

To increase or decrease this limit, enter the new limit into the input field next to *Point Limit for Restricted Mode* (**Figure 121**).

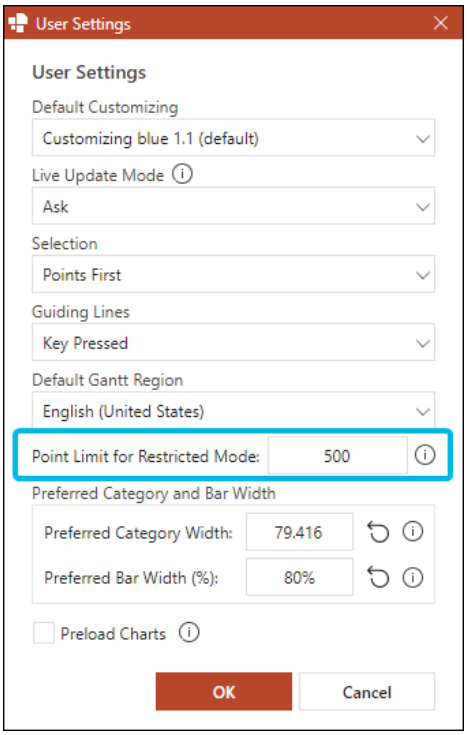


Figure 121. Limit for Restricted Mode

Preferred Category and Bar Width

Under *Preferred Category and Bar Width*, you can enter the bar and category width that you want to apply to data charts by default.

The category width defines the width of a category. In bar, column and waterfall charts, the category width includes the bar or column as well as the gap on both sides of the bar or column. This value is entered in pt (**Figure 122 (1)**).

In other data charts such as line and Mekko charts, the category width defines how wide a single category is.

The bar width defines the width of the bars or columns within a category. This value is entered as a percentage (**Figure 122 (2)**).

If the bar width is set to 85 percent, the bar or column covers 85 percent of the total category width. The gaps on both sides of the bar or column represent the remaining 15 percent of the category's width.

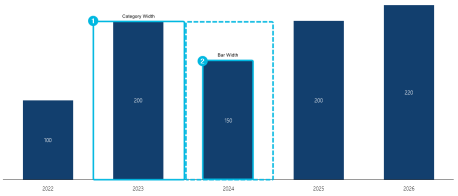


Figure 122. Category and Bar Width in Column Chart

Your preferred category and bar width can be applied to single or multiple charts.

For further information regarding the category and bar width for single charts, see **Edit Data Chart Properties**.

For further information regarding the application of the category and bar width to all charts in your presentation, see **Chart Settings for Presentation**.

To set your preferred category width, enter a new value into the input field (Figure 123).

To revert the category width to the default value, click on the **revert** symbol next to the input field.

The default value for the category width is 79.416 points.

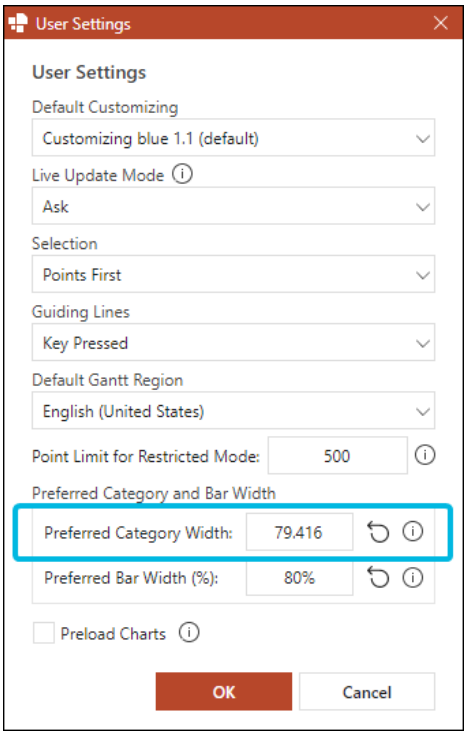


Figure 123. Define Preferred Category Width

To set your preferred bar width, enter a new percentage value into the input field (Figure 124).

To revert the bar width to the default value, click on the **revert** symbol next to the input field.

The default value for the bar width is 84 percent.

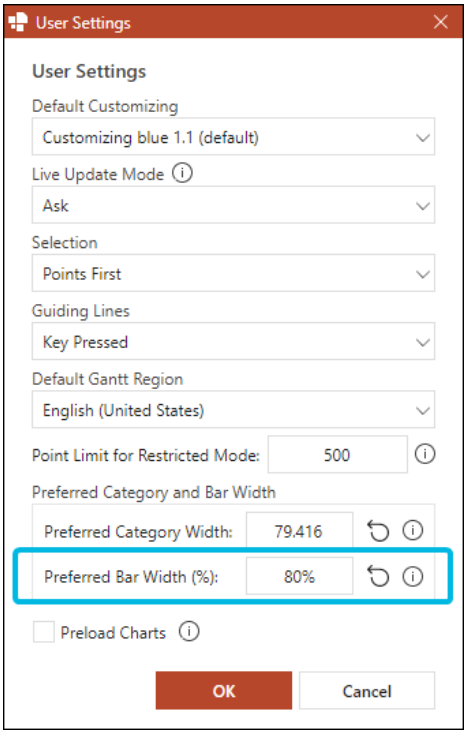


Figure 124. Define Preferred Bar Width

Preload Charts by Default

Charts can be preloaded upon opening a slide. This setting is disabled by default.

Preloading charts improves the performance when using empower® significantly.

If you want to enable this setting, tick the checkbox for **Preload Charts** (Figure 125).

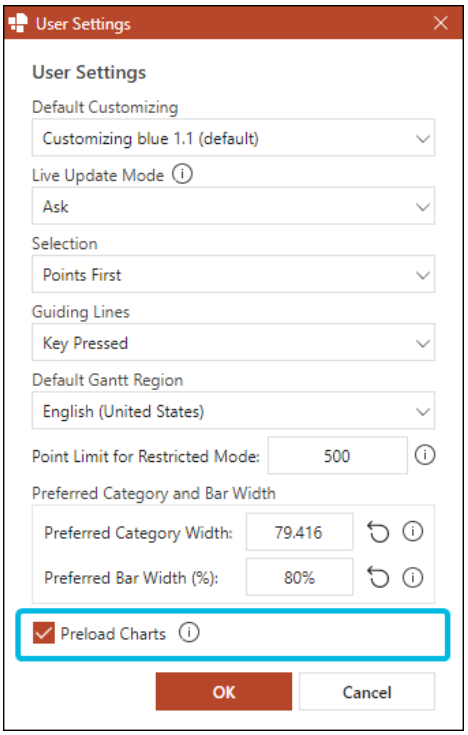


Figure 125. Preload Charts

Preloading charts significantly improves the performance when working on slides with a large number of charts. If this is the case for you, enable this setting.

However, if you experience issues when switching between slides or if you frequently place other shapes on top of charts, you can disable this setting.

For further information regarding this function and information on how to disable it for single charts, see **Preload Charts**.

Preload Charting Features

If the setting has been made available in your company, you can decide if you want to load the charting features upon PowerPoint startup or if they should only be loaded when you first use them (Figure 126).

If you tick the checkbox for **Load Charting Features on PowerPoint Startup**, the features are loaded each time you start PowerPoint.

The features will be made available automatically after PowerPoint startup.

If you untick the checkbox for **Load Charting Features on PowerPoint Startup**, the features are not loaded when you start PowerPoint.

If you click on one of the charting buttons in the group empower, a dialog box opens.

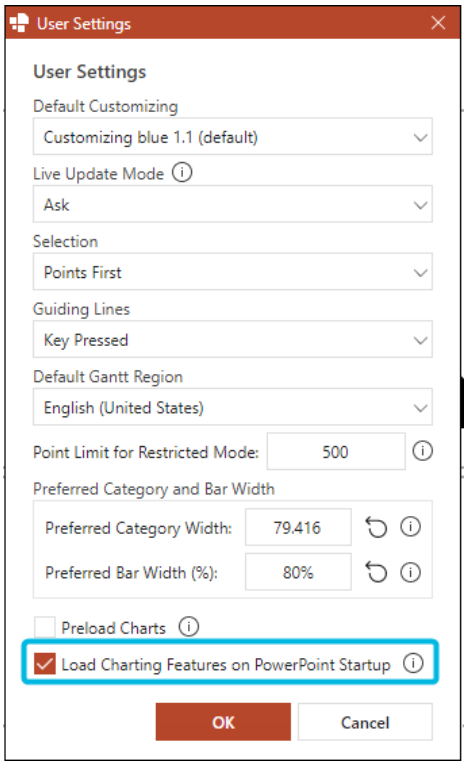


Figure 126. Load Charting Features on Startup

In this dialog box, you will be asked if you want to load the charting features now (Figure 127).

To continue, click on the button **Yes**.

The charting features will then be loaded.

As long as the features are being loaded, a notification bar is displayed. When the notification bar disappears, all charting features have been loaded and you can start working with empower® Chart Creation.

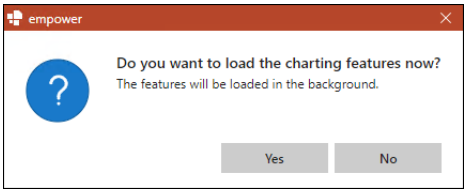


Figure 127. Load Features

If you have disabled the loading of the charting features upon PowerPoint startup and try to use one of the charting buttons in Excel, a notification bar is displayed.

To enable the charting features, navigate to PowerPoint and click on one of the charting buttons in the group empower.

A dialog box opens.

In this dialog box, you will be asked if you want to load the charting features now.

To continue, click on the button **Yes**.

The charting features will then be loaded.

As long as the features are being loaded, a notification bar is displayed. When the notification bar disappears, all charting features have been loaded and you can start working with empower® Chart Creation in PowerPoint and in Excel.

Depending on the setup of your empower® Environment, this setting may not be available.

The features **Share**, **Spelling**, **Remove Animations**, **Remove Notes and Comments** and **Layout Tools** in PowerPoint and the button **Highlight Linked Ranges** in Excel are always available, regardless of the status of the setting.

3.5. Preload Charts

By default, charts are not preloaded.

Preloading charts as soon as you enter a slide can significantly increase the performance around the selection of charts. However, if a slide contains a large number of charts, accessing this slide might take a moment.

If an element is placed above a chart, it can only be used if the preloading is disabled. Otherwise, the element disappears in the layer behind the chart and can therefore not be used or edited.

The preload function can be disabled and enabled for a single chart via the **eye** symbol next to the upper right corner of a chart.

This can be useful if, for example, you want to place a shape above the chart to add information in form of text or to highlight something.

To do so, follow the following steps:

1. Navigate to the user settings and globally enable the preloading of charts.
2. Select a chart and hover over the chart. The **eye** symbol appears next to the chart (**Figure 128**).
3. Click on the **eye** symbol to disable preloading.

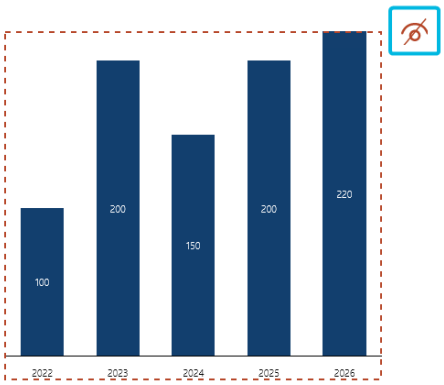


Figure 128. Disable Preloading

To enable preloading again, select the chart and then click on the **eye** symbol in the action bar (**Figure 129**).



Figure 129. Enable Preloading

For further information regarding the user settings, see **User Settings**.

3.6. Chart Settings for Presentation

You can change your general chart settings for the entire presentation.

To do so, click on the button **More** (Figure 130).

A drop-down menu opens.

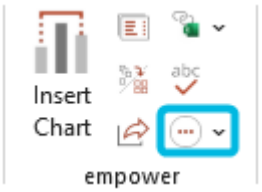


Figure 130. Button **More**

In this drop-down menu, choose the option **Change Chart Settings for Presentation** (Figure 131).

A dialog box opens.

In this dialog box, you can change the customizing for all existing empower® Charts in your presentation.

In addition, you can apply your preferred bar and category width that you have set in your *User Settings* to all data charts in your current presentation.

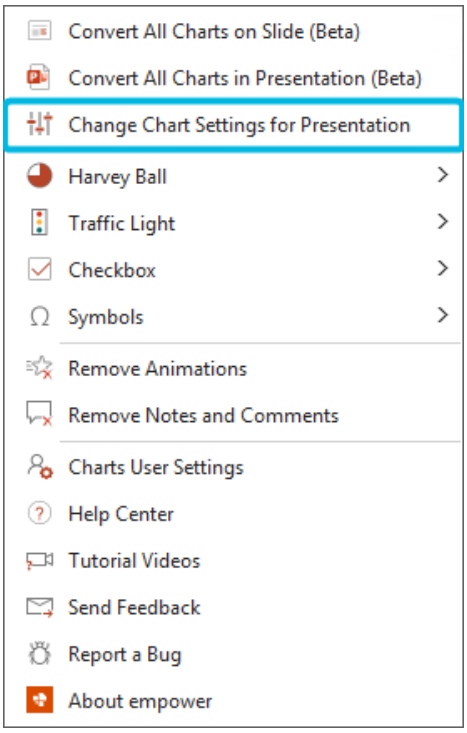


Figure 131. Option **Change Chart Settings for Presentation**

For further information regarding the *User Settings* and how to set your preferred bar and category width, see **User Settings**.

To change the customizing for the entire presentation, expand the drop-down menu under *Change Customizing* (Figure 132).

Then, select the customizing you want to use.

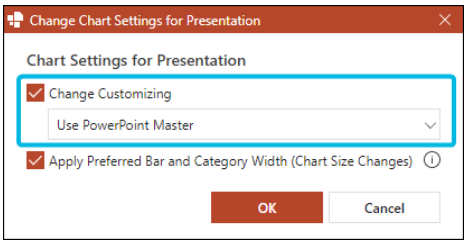


Figure 132. Change Customizing

You can also change the customizings for individual charts via the properties menu.

For further information regarding data charts, see **Edit Data Chart Properties**.

For further information regarding Gantt charts, see **Edit Gantt Chart Properties**.

To apply your preferred bar and category width to all data charts in your presentation, tick the checkbox for **Apply Preferred Bar and Category Width (Chart Size Changes)** (Figure 133).

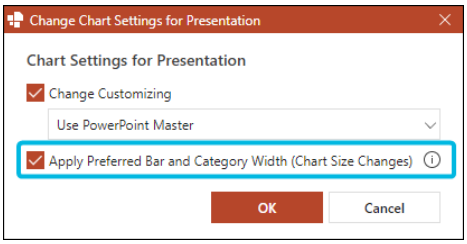


Figure 133. Apply Your Preferred Bar and Category Width

If you apply your preferred bar and category width to all charts, the size of the charts changes according to the change of the category width. This may lead to unexpected changes on your slides.

For further information regarding the preferred bar and category width, see **User Settings**.

If you have finished changing your chart settings for the presentation, click on the button **OK**.

Your changes will be applied on all affected charts in your presentation.

3.7. Use the Mini Excel

To open the mini Excel, perform a double-click on the chart. The mini Excel opens.

All mini Excels have an action bar which can be used to edit the table. This action bar only differs slightly depending on the chart type.

In addition to the available actions, the mini Excel provides an undo and redo action in the upper left corner of the mini Excel.

Most options in the mini Excel's action bar are Office built-in options.

For further information regarding these options, see **Microsoft Support**.

Actions executed via the groups Insert, Delete and Table cannot be undone.

You can always open the mini Excel in a full Excel window. To do so, click on the **table** symbol in the upper left corner of the mini Excel (Figure 134).

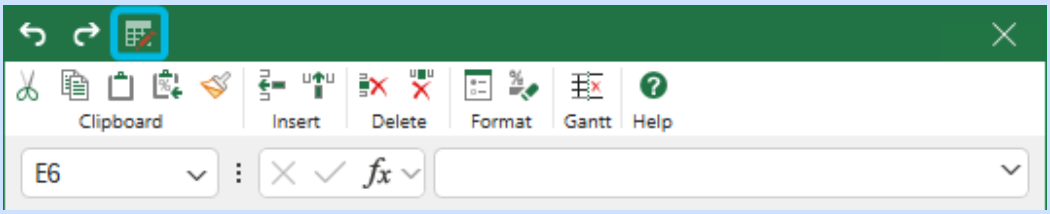


Figure 134. Open Full Excel Window

Use Clipboard Options

Via the group Clipboard, you can cut and copy values from cells in the Excel table (Figure 135).
If you cut or copy a value, the value is marked as cut-out or copied.

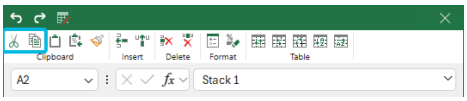


Figure 135. Buttons **Cut** and **Copy**

To paste the value, you can either use the button **Paste** to fill in the value in the source format or **Paste (Keep Destination Format)** to fill in the value in the destination format (Figure 136).

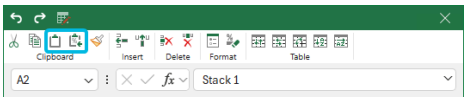


Figure 136. Pasting Options

In addition, you can use the button **Transfer Format** to copy the format of the selected cells and paste it to the cells you select next (Figure 137).

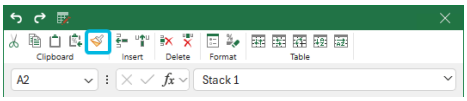


Figure 137. Button **Transfer Format**

Insert Rows and Columns

To insert a new row, click on the button **Insert Row** (Figure 138).
The row will be added above the currently selected row.

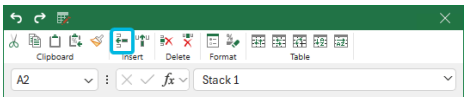


Figure 138. Button **Insert Row**

To insert a new column, click on the button **Insert Column** (Figure 139).
The column will be inserted before the currently selected column.

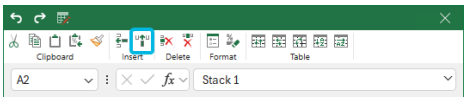


Figure 139. Button **Insert Column**

If there is a running copying or cutting action, it is not possible to insert rows or columns.

Delete Rows or Columns

To delete a row, click on the button **Delete Row** (Figure 140).

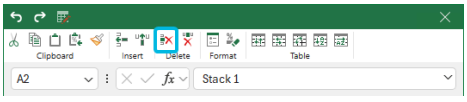


Figure 140. Button **Delete Row**

To delete a column, click on the button **Delete Column** (Figure 141).

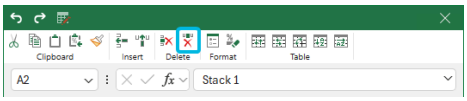


Figure 141. Button **Delete Column**

Use Format Options

To open further formatting options, click on the button **Format** (Figure 142).

A dialog box opens. Here, you are provided with the Office built-in formatting options.

To remove all formatting from the selected cells, click on the button **Clear Format** (Figure 143).

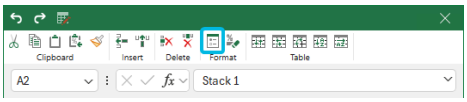


Figure 142. Button **Format**

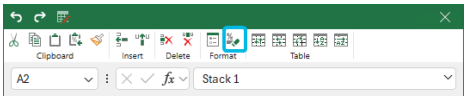


Figure 143. Button **Clear Format**

To open the formatting options, you can also use the keyboard shortcut **Ctrl + 1**.

Use Table Options

To reverse the row order, click on the button **Reverse Rows (with Formulas)** (Figure 144).

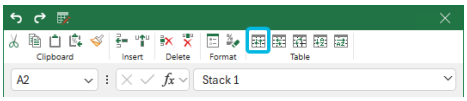


Figure 144. Button **Reverse Rows (with Formulas)**

To reverse the column order, click on the button **Reverse Columns (with Formulas)** (Figure 145).

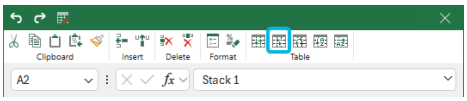


Figure 145. Button **Reverse Columns (with Formulas)**

To change rows to columns and vice-versa, click on the button **Transpose (Values Only)** (Figure 146).

Row *1* will then become column *A*.

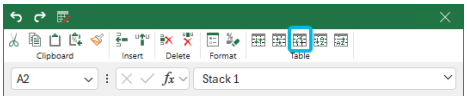


Figure 146. Button **Transpose (Values Only)**

To sort your rows according to their sum, click on the button **Sort Rows Descending According to Their Sum (Values Only)** (Figure 147).

Clicking the button a second time will perform the opposite action.

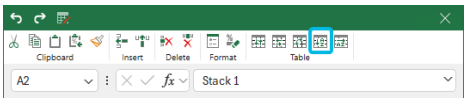


Figure 147. Button **Sort Rows Descending According to Their Sum (Values Only)**

To sort your columns according to their sum, click on the button **Sort Columns Descending According to Their Sum (Values Only)** (Figure 148).

Clicking the button a second time will perform the opposite action.

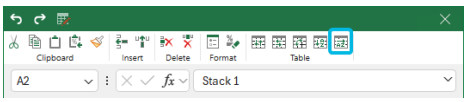


Figure 148. Button **Sort Columns Descending According to Their Sum (Values Only)**

Where possible formulas contained in the table are preserved. The transposing and sorting options will convert any formulas contained in the table to values.

The group Table is only available for data charts.

Clear Gantt Chart

A Gantt chart only requires certain columns. If there are superfluous columns in your Excel table, remove them all at once by using the button **Gantt** (Figure 149).

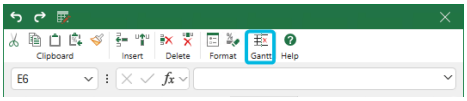


Figure 149. Button **Gantt**

The button **Gantt** is only available for Gantt charts.

Access Help Section

If you need help when editing the mini Excel, click on the button **Help** in the mini Excel's action bar (Figure 150).

A dialog box opens.

Here, you will be provided with further instructions.

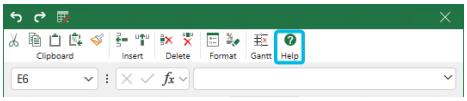


Figure 150. Button **Help**

The button **Help** is only available for Gantt charts, Mekko charts and waterfall charts.

3.8. Use Excel Links

In addition to using integrated data, you can also use external Excel data sources.

To do so, you can link Excel ranges to charts, tables, pictures or text.

Create Excel Links from PowerPoint

At best, you open the external Excel file before creating the Excel link. The file must be saved already.

The file can either be saved locally on your device or on a network drive.

If a SharePoint, OneDrive or Teams file has also been synchronized locally, you can also select this file from your file explorer.

To create an Excel link, click on the button **Data** in the action bar of your chart (Figure 151).

A drop-down menu opens.

Then choose the option **Excel Link** (Figure 152).

A dialog box opens.



Figure 151. Button **Data**

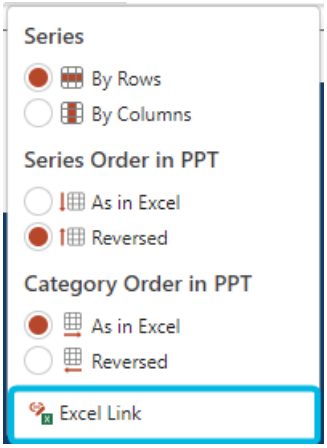


Figure 152. Option **Excel Link**

In this dialog box, you can choose an Excel file with content you want to link to your chart (Figure 153).

Open files are always shown on the top of the list.

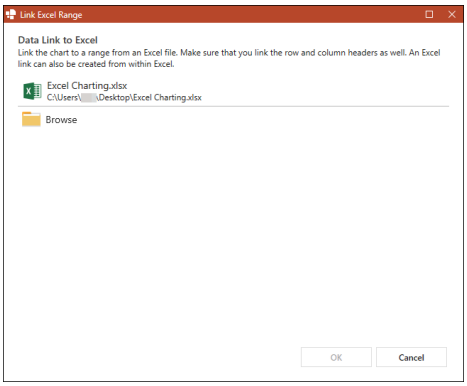


Figure 153. Dialog Box **Link Excel Range**

If you want to use an Excel file that is already open, select it from the list.

To select a file that is not currently opened, click on the button **Browse** (Figure 154).

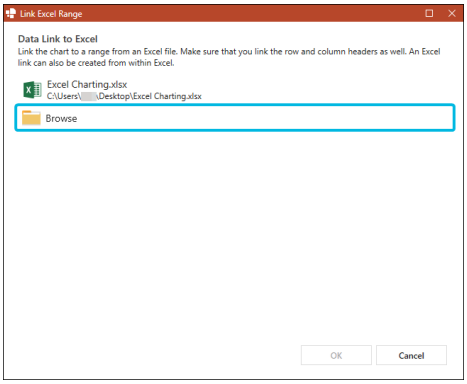


Figure 154. Button **Browse**

After you have selected the file, you can define what range you want to link. The Excel window opens on the right-hand side of your screen (Figure 155).

The range to be selected is usually detected automatically. However, you can always make changes.

Select the range by dragging your mouse from one edge to the other.

Alternatively, enter the range manually.

If you have named a range, you can also enter the name of this range.

Make sure the worksheet is defined in the input field. Otherwise the input is invalid.

Then, click on the button **OK** in the Excel dialog box.

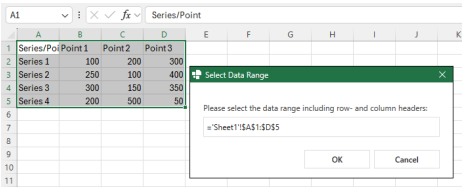


Figure 155. Select Excel Range

You can not only select an entire range, but also connect partial areas with each other (Figure 156).

Doing so, you can exclude certain columns from the source file from charts. To do so, use your mouse cursor to select a range, then press the key **Ctrl** and select another range. You confirm your selection by clicking on the button **OK**.

You can also link Excel files which contain merged cells.

If you are creating an Excel link for a data chart, make sure the Excel range to be linked only contains numeric values. If a cell contains text, the cell is ignored and the data is not transferred to the respective data chart.

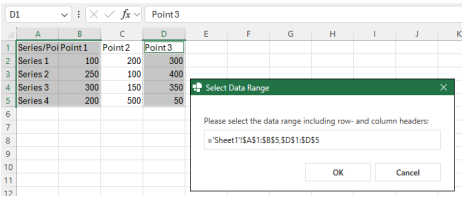


Figure 156. Select Partial Excel Range

Alternatively, you can link an Excel range to a chart using Copy & Paste. To do so, copy the Excel range using **Ctrl** + **C** and then select your chart and press **Ctrl** + **V**.

If you use this shortcut on charts created with empower®, the Excel link is created automatically and a notification bar appears.

Figure 157. Notification Bar for Pasted Excel Link

To edit the default settings, click on the button **Edit Settings** (Figure 157).

The Excel link settings open.

After creating the Excel link via the user interface, the Excel link settings open as well. These settings depend on the chart type you are using the Excel link for.

Further information regarding the settings can be found in the following chapters.

If you have created an Excel link for your chart, you can edit or break it any time.

To edit the Excel link, click on the button **Data** in the action bar and then choose the option **Edit Excel Link** (Figure 158).
The Excel link settings open.

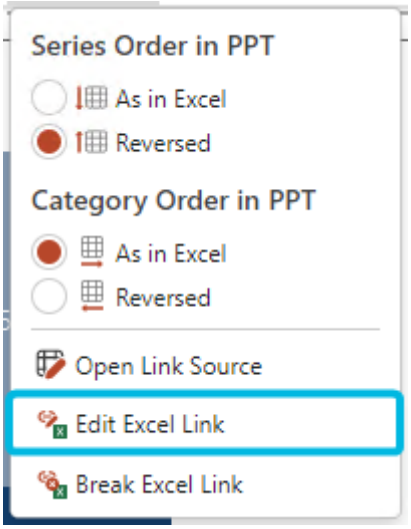


Figure 158. Option **Edit Excel Link**

To break the Excel link, click on the button **Data** in the action bar and then choose the option **Break Excel Link** (Figure 159).
A dialog box opens.

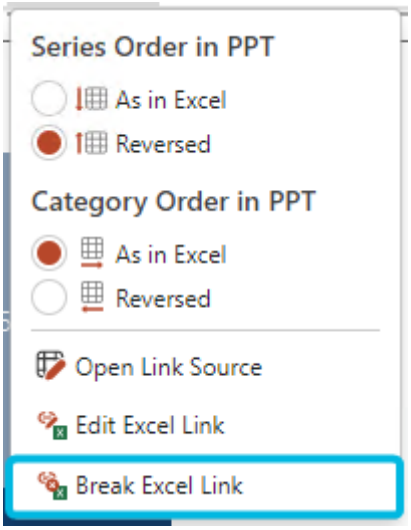


Figure 159. Option **Break Excel Link**

To confirm the process, click on the button **Yes** (Figure 160).

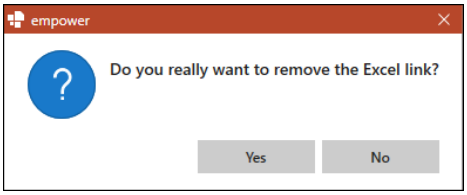


Figure 160. Dialog Box for Excel Link Removal

In addition, you can open the linked Excel file using the button **Open Link Source** (Figure 161).

The Excel file opens in a new window.

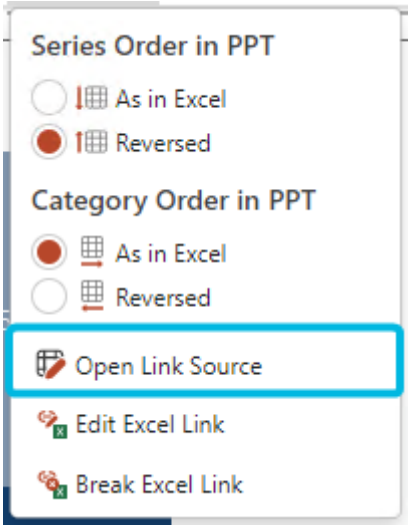


Figure 161. Option **Open Link Source**

To refresh and reload your chart to display changes that have been made to the Excel range, click on the button **Refresh** in the action bar (Figure 162).



Figure 162. Button **Refresh**

If there are updates, a dialog box opens (Figure 163).

Here, confirm if you want to apply the changes.

If the Excel range in the linked Excel file changes in terms of size, the chart shrinks or grows accordingly.

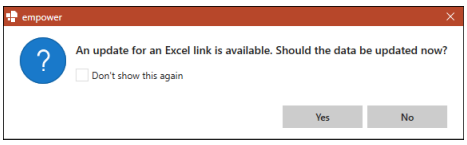


Figure 163. Update Notification

To find the linked Excel file, empower® refers to the file path. Therefore, you must not delete or move the file. If the linked file cannot be found anymore, a dialog box opens.

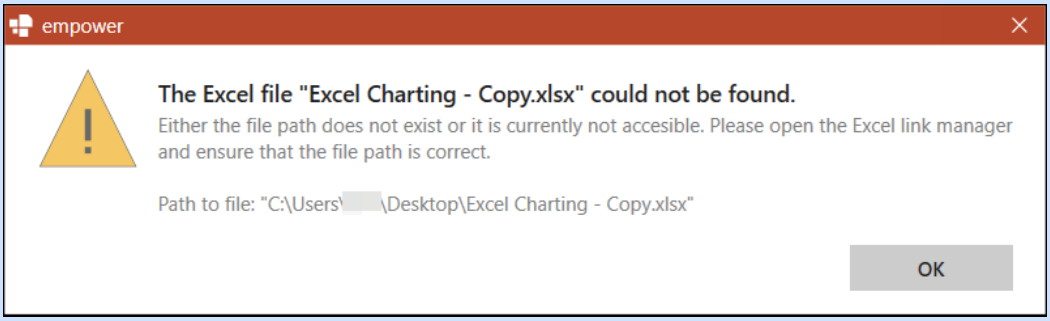


Figure 164. File Cannot Be Found

If you edit a Gantt chart which is linked to Excel, all changes such as added chart objects, added label texts and text changes are revoked after the next Excel link update. If you only edit the formatting inside a label, these changes are not revoked.

If you want to keep your changes, either make the changes in the linked Excel file or break the Excel link.

If you link an Excel range with hidden rows or columns to a chart, the data is hidden in the chart as well. If you break the Excel link, this data is still available.

Always remember to include column and/or row headers in your selection.

In PowerPoint, you can also link tables and text to Excel ranges.

To create an Excel link for a table, follow the following steps:

1. Insert a table into your slide and select it.
2. Navigate to the group empower.
3. Click on the button **Excel Link** (Figure 165).
   A drop-down menu opens.

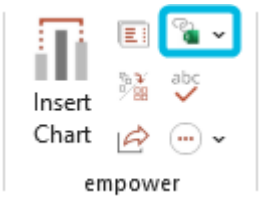


Figure 165. Button **Excel Link**

4. Choose the option **Create Excel Link (Table)** (Figure 166).
   A dialog box opens.
5. Choose the Excel file you want to use.
   The Excel window opens on the right-hand side of your screen.
6. Select the range by dragging your mouse from one edge to the other.
7. Then, click on the button **OK** in the Excel dialog box.
   The Excel link settings open.

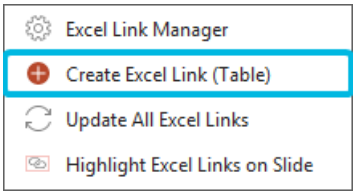


Figure 166. Option **Create Excel Link (Table)**

Alternatively, you can use Copy & Paste to create an Excel link.

To do so, refer to the instructions for Excel links for charts above.

In addition to those instructions, click on the button **Link Table with Pasted Data** after inserting the data (Figure 167). Otherwise the table will not be linked.



Figure 167. Button **Link Table with Pasted Data**

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

To create an Excel link for text, follow the following steps:

1. Insert a text placeholder into your slide and select it.
   Alternatively, you can use an existing placeholder.
2. Navigate to the group empower.
3. Click on the button **Excel Link**.
   A drop-down menu opens.
4. Choose the option **Create Excel Link (Text)** (Figure 168).
   A dialog box opens.
5. Choose the Excel file you want to use.
   The Excel window opens on the right-hand side of your screen.
6. Select the range by dragging your mouse from one edge to the other.
7. Then, click on the button **OK** in the Excel dialog box.
   The Excel link settings open.

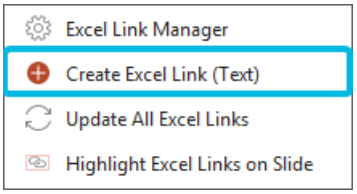


Figure 168. Option **Create Excel Link (Text)**

Alternatively, you can use Copy & Paste to create an Excel link.

To do so, refer to the instructions for Excel links for charts above.

In addition to those instructions, click on the button **Convert Linked Data to Excel Link** after inserting the data.

Otherwise the text will not be linked.

You can create multiple Excel links for text in one placeholder.

If an Excel link to a PowerPoint table is created, text that is formatted with superscript or subscript is taken over and displayed correctly in the chart. If an Excel link to a PowerPoint text is created, text that is formatted with superscript or subscript is not displayed with superscript or subscript due to a technical limitation in PowerPoint.

For tables and text linked to an Excel range, you can access the options **Refresh**, **Open Link Source**, **Edit Excel Link** and **Break Excel Link** via their own action bar (Figure 169).



Figure 169. Action Bar for Linked Objects

General Excel Link Settings

In the Excel link settings for data charts, Gantt charts, tables and text, you can adjust the link source (file and range) and make further changes.

To change the linked Excel file or the Excel range, click on the **pen** symbols next to the input fields (Figure 170).

If you click on the **pen** symbol to change the file, you can browse your files.

If you click on the **pen** symbol to change the range, the currently linked Excel file opens and you can select a new range.

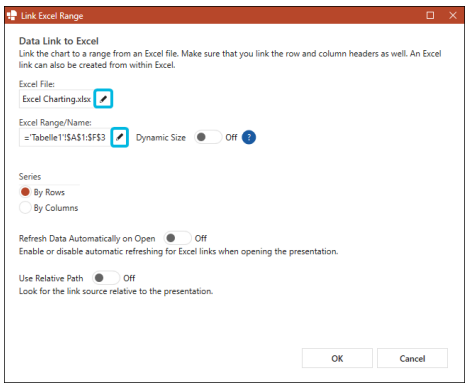


Figure 170. **Pen** Symbols in Excel Link Settings

In addition, decide if you want to use the dynamic range adaptation or not.

If you choose to resize your Excel range dynamically, empower® always starts in the upper left corner of your range and expands to the right and below until it detects empty cells.

To enable the dynamic range adaptation, switch the toggle button for **Dynamic Size** to *On* (Figure 171).

This way, the data range will automatically be extended if you add a column or row to the data source in the Excel file.

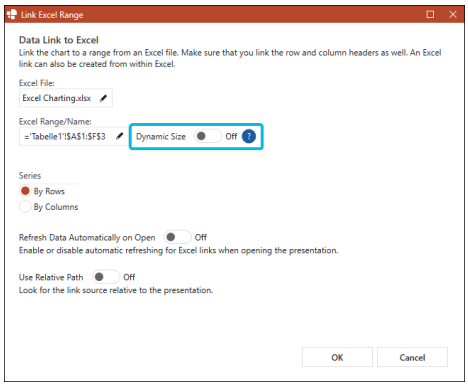


Figure 171. Enable Dynamic Size

To refresh your chart each time you open the presentation, switch the toggle button for **Refresh Data Automatically on Open** to *On* (Figure 172).

If this setting is enabled, empower® checks the linked Excel file for updates each time you open the presentation.

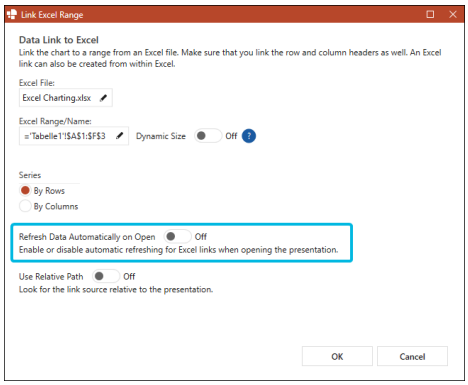


Figure 172. Enable Automatic Refresh

To use a relative path, you need to first save your presentation.

Then, switch the toggle button for **Use Relative Path** to *On* (Figure 173).

Instead of using an absolute path, this setting will allow you to use a relative path of the respective PowerPoint and Excel files.

If you wish to send a PowerPoint or Excel file as an e-mail attachment, their recipient is able to save these files to their local hard drive.

Even though the connection to the chart refers to a path that is inaccessible to this recipient, a link to the Excel range can be established via the relative path, provided the files are saved in a similar way.

If, for example, the original files have been placed in the same folder, it is necessary that these files are also placed in the same folder when saved locally.

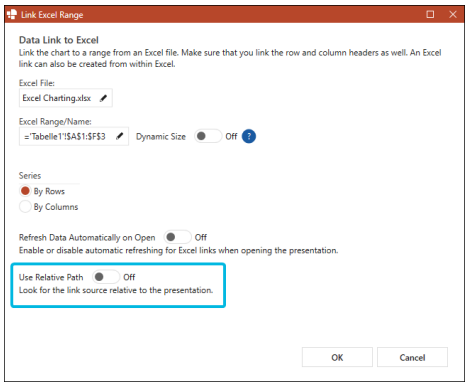


Figure 173. Enable Relative Path

Dynamic size mode is not supported when partial areas of an Excel file are selected.

Settings for Data Charts

For data charts, there are specific settings.

To use the rows in the Excel range as series, choose the option **By Rows** (Figure 174).

To use the columns in the Excel range as series, choose the option **By Columns** (Figure 174).

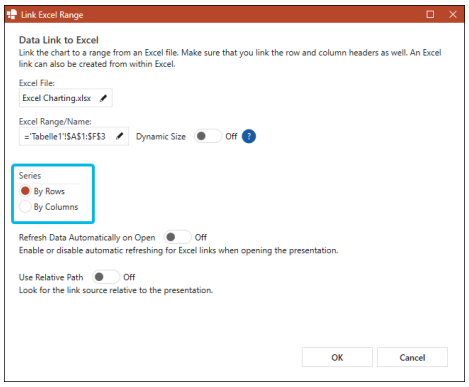


Figure 174. Series Options

If you link an invalid Excel range for a data chart, a note is displayed. This note tells you which columns or rows are missing (Figure 175).

You cannot apply the Excel link unless it is valid.

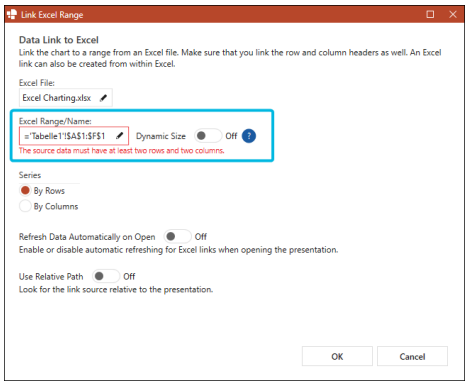


Figure 175. Invalid Data Range Note

Settings for Gantt Charts

For Gantt charts, there are specific settings.

To adjust the time period displayed in your Gantt chart automatically to the Excel range you want to link, switch the toggle button for **Automatically Adjust Gantt Period** to *On* (Figure 176).

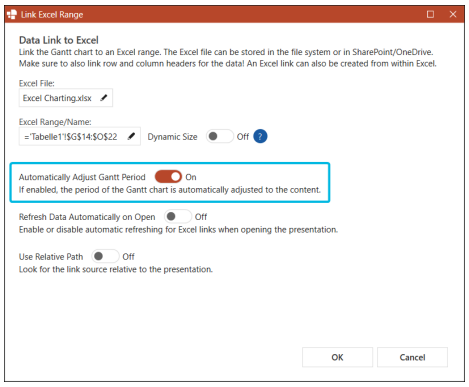


Figure 176. Enable Automatic Adjustments

If you link an invalid Excel range for a Gantt chart, you can apply the Excel link nonetheless.

A dialog box opens (Figure 177).

After the dialog box closes, a notification bar is displayed, telling you that there are issues in your linked Excel file.

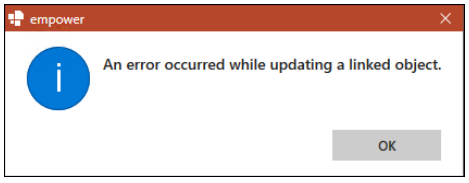


Figure 177. Error Message

Click on the button **Open Link Source** to examine and adjust the Excel range again (Figure 178).

Click on the button **Show Details** to open an error list (Figure 179).

Figure 178. Notification Bar for Invalid Gantt Excel Range – Button **Open Link Source**

Figure 179. Notification Bar for Invalid Gantt Excel Range – Button **Show Details**

In the error list, you can see if there are missing or invalid columns (Figure 180).

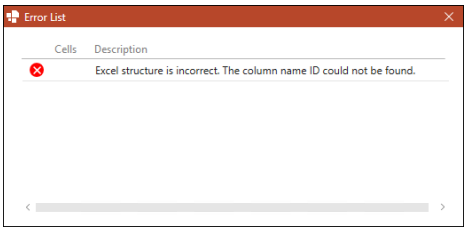


Figure 180. Error List

Settings for Tables

For tables, there are specific settings.

To apply the colors you have used in Excel to the table in PowerPoint, switch the toggle button for **Use Excel Colors** to *On* (Figure 181).

Your table will then be colored the same way the Excel range is colored.

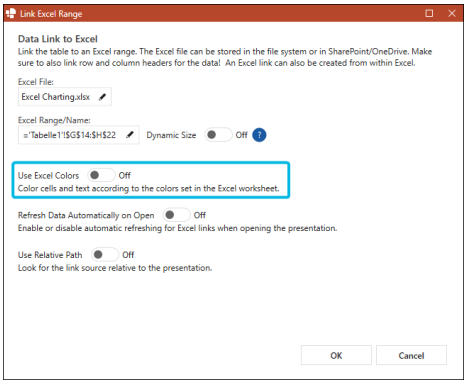


Figure 181. Enable Excel Colors

Highlight and Update All Excel Links

If you have opened a PowerPoint file and want to know if there are any Excel links on your current slide, click on the button **Excel Link** and then choose the option **Highlight Excel Links on Slide** (Figure 182).

All objects with Excel links will be marked with an orange frame.

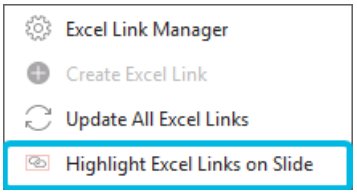


Figure 182. Option **Highlight Excel Links on Slide**

To update all Excel links at once instead of refreshing them one by one, click on the button **Excel Link** and then choose the option **Update All Excel Links** (Figure 183).

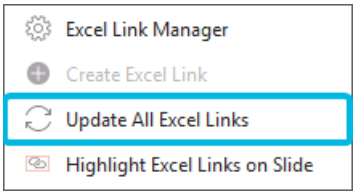


Figure 183. Option **Update all Excel Links**

If there are any updates, a dialog box opens (Figure 184).
Here, confirm if you want to apply the changes.

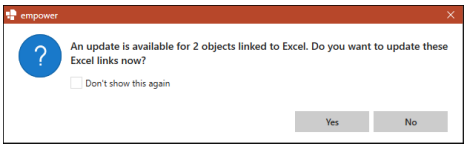


Figure 184. Update Notification for Entire Presentation

Create Excel Links from Excel File

Instead of creating the Excel Link from PowerPoint, you can also create an Excel Link from an Excel file.

Here, you have two options:

- Link the Excel range to an existing object in PowerPoint
- Link the Excel range to a new object in PowerPoint

For both actions, the PowerPoint file must already be opened. Otherwise, the buttons will be grayed out.

To link an Excel range to an existing PowerPoint object, follow the following steps:

1. Select the Excel range.
2. Navigate to the tab Insert and then to the group empower.
3. Click on the button **Link to Existing PPT Object** (Figure 185).
   The last opened PowerPoint file opens.

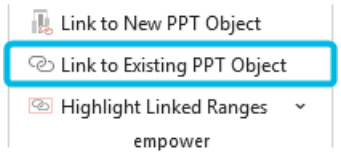


Figure 185. Button **Link to Existing PPT Object**

4. Here, navigate through the presentation to find the object you want to link the Excel range to.
5. Click on the button **Create Link** (Figure 186).
   A notification bar appears.



Figure 186. Button **Create Link**

6. To edit the default settings, click on the button **Edit Settings** (Figure 157).
   The Excel link settings open.

Alternatively, you can also replace an existing Excel link.
In this case, the button is called **Replace Link** instead of **Create Link** (Figure 187).



Figure 187. Button **Replace Link**

To abort the process, click on the button **Cancel** above an object (Figure 188).



Figure 188. Button **Cancel**

To link an Excel range to a new PowerPoint object, follow the following steps:

1. Select the Excel range.
2. Navigate to the tab Insert and then to the group empower.
3. Click on the button **Link to New PPT Object** (Figure 189).
   The chart type selection opens.

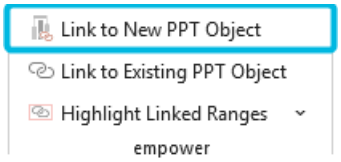


Figure 189. Button **Link to New PPT Object**

4. Choose the chart type you want to use (Figure 190).
   Alternatively, you can link the Excel range as an image.
   The last opened PowerPoint file opens.
5. Either drag and drop your mouse cursor to define the object's size or click into a placeholder.
   The object is inserted into your slide and a notification bar appears.
6. To edit the default settings, click on the button **Edit Settings** (Figure 157).
   The Excel link settings open.

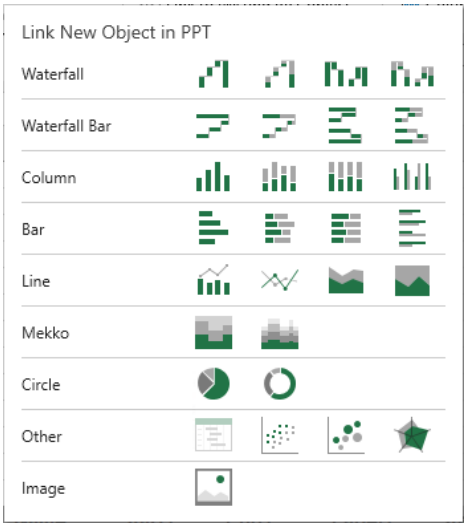


Figure 190. Chart Type Selection

An Excel object that is inserted as an image to PowerPoint can be a range or a table, an Excel chart or a shape.

Excel ranges and tables that are linked as pictures to PowerPoint are also compatible with the live update mode. The picture on the slide will be updated according to the linked Excel data.

The live update does not work for Excel charts or shapes that are linked as pictures to PowerPoint due to technical limitations of Excel.

If you link an Excel range as a picture, make sure the content of the Excel range is displayed completely in the Excel file. Otherwise, it will also be cropped in the picture in PowerPoint.

If you link an Excel range as a picture, the picture is automatically locked in aspect ratio and will not be distorted if its size is being adapted manually.

For pictures linked to an Excel range, you can access the options **Refresh**, **Open Link Source**, **Edit Excel Link** and **Break Excel Link** via their own action bar.

For further information regarding the Excel link settings, see General Excel Link Settings.

For further information regarding the live update mode, see Live Update Mode.

Highlight Linked Ranges

If you have opened an Excel File and you are unsure which ranges in the file have already been linked to PowerPoint, you can highlight linked ranges in Excel.

To do so, navigate to the group empower in the tab Insert and click on the button **Highlight Linked Ranges** (Figure 191).

The ranges which have been linked to PowerPoint will be highlighted.

Click on the edge of such a range to display the link information.

A dialog box opens.

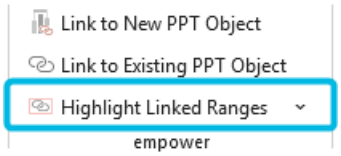


Figure 191. Button **Highlight Linked Ranges**

Here, you can see all Excel links that have been created for the selected Excel range (Figure 192).

In the table, you can view the file path, slide number, Excel range and status of the Excel link.

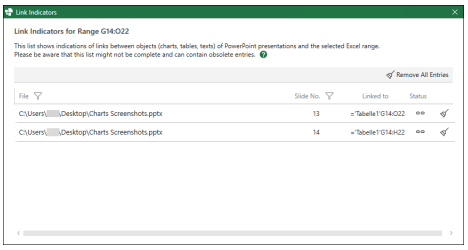


Figure 192. Excel Link Overview

To open the PowerPoint file with the linked chart, select the entry from the list and click on the button **Open** (Figure 193).

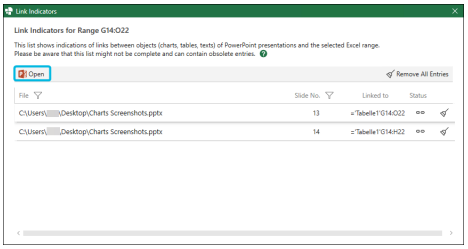


Figure 193. Button **Open**

If PowerPoint is already open, click on the button **Jump to Slide** (Figure 194 **(1)**).

In this case, you can also refresh all Excel links at once, using the button **Refresh** (Figure 194 **(2)**).

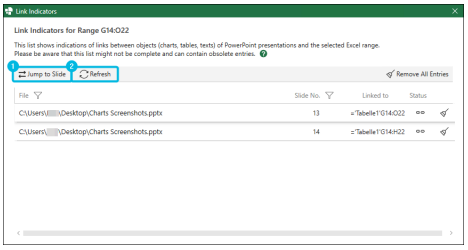


Figure 194. Buttons **Jump to Slide** and **Refresh**

To remove an entry from the list, click on the **broom** symbol (Figure 195).

This action does not remove the Excel link but only the list entry.

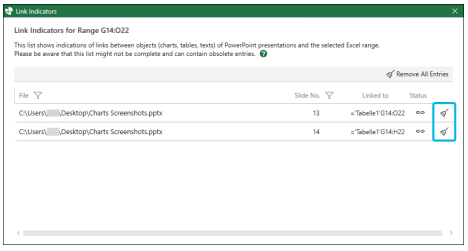


Figure 195. **Broom** Symbols for Single Entries

You can also remove all entries at once by clicking on the button **Remove All Entries** (Figure 196).

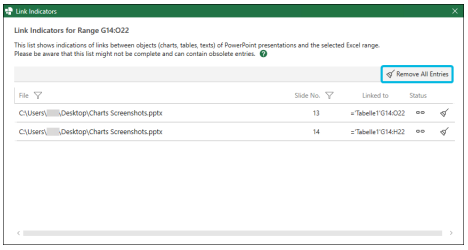


Figure 196. Button **Remove All Entries**

To view the link overview of all links in the current Excel file, you expand the drop-down menu for the button **Highlight Linked Ranges** and then choose the option **Manage Links** (Figure 197).

Here, you have the same options as for single ranges.

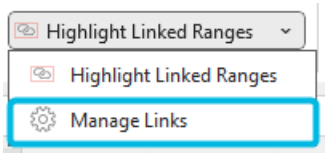


Figure 197. Option **Manage Links**

3.9. Excel Link Manager

Via the Excel link manager, you can view all Excel links present in a PowerPoint presentation at once.

In addition, you can view information about the links such as their status and last update, the file path, their position in the presentation and which element or chart type has been linked.

Furthermore, you can make changes to the links, refresh, edit or break them.

Number separators for linked shapes and tables can also be set in the Excel link manager window.

To access the Excel link manager, navigate to the group empower and click on the button **Excel Link** (Figure 198).

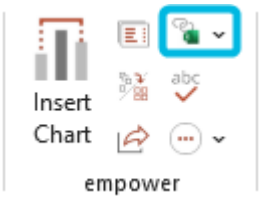


Figure 198. Button **Excel Link**

Then, choose the option **Excel Link Manager** (Figure 199).

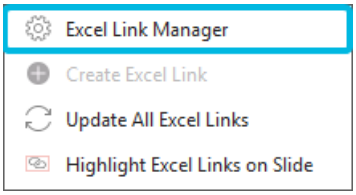


Figure 199. Option **Excel Link Manager**

In the list, you can select one or multiple Excel links (Figure 200 **(1)**).

If you click on one element, it will be highlighted in the presentation with an orange frame (Figure 200 **(2)**).

Alternatively, you can select the element from the list and click on the button **Highlight in PowerPoint** (Figure 200 **(3)**).

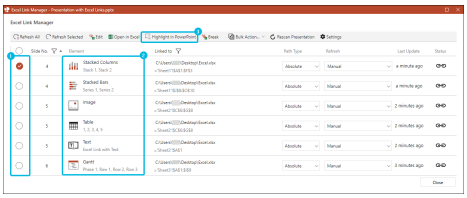


Figure 200. Selection and Highlighting Options

If you click on a link, the Excel file with the linked Excel range opens (Figure 201 **(1)**).

In addition, you can change the path type from absolute path to relative path and vice-versa. To do so, choose your preferred option from the drop-down menu (Figure 201 **(2)**).

You can also decide if you want to update a single Excel link automatically when opening the presentation. To do so, choose your preferred option from the drop-down menu (Figure 201 **(3)**).

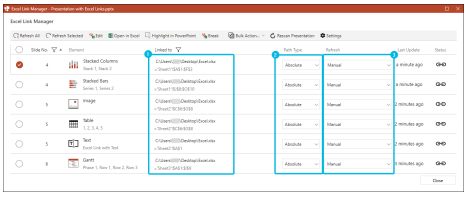


Figure 201. Path Settings And Refresh Options

If you want to set one of these settings for multiple Excel links, select the links from the list and click on the button **Bulk Action...** (Figure 202).

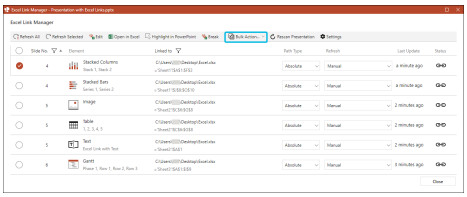


Figure 202. Button **Bulk Action...**

To use absolute paths for all selected Excel links in the list, choose the option **Use Absolute Path** (Figure 203 **(1)**).

To use relative paths for all selected Excel links in the list, choose the option **Use Relative Path** (Figure 203 **(2)**).

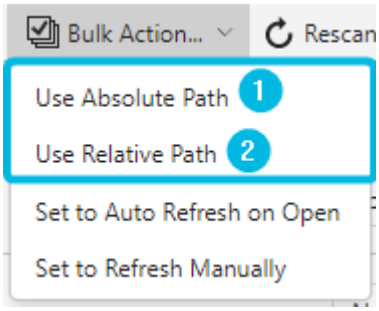


Figure 203. Path Options

To update all selected Excel links automatically when opening the presentation, choose the option **Set to Auto Refresh on Open** (Figure 204 **(1)**).

To disable the automatic update, choose the option **Set to Refresh Manually** (Figure 204 **(2)**).

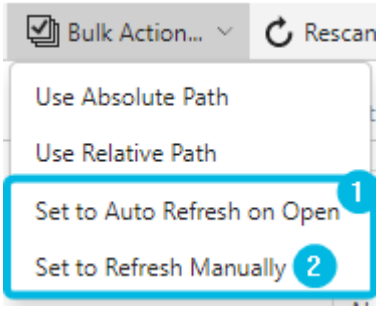


Figure 204. Automatic Refresh Options

On the right-hand side of the window, the link status and the last update time stamp are displayed (Figure 205).

If the link is valid, a **link** symbol is displayed.

If the link is not valid because the linked range cannot be found, e.g. because the file or sheet have been deleted, an **X** symbol is displayed.

If the link is invalid because of issues during an update, e.g. the file can be found but the data structure is invalid, a **warning** symbol is displayed.

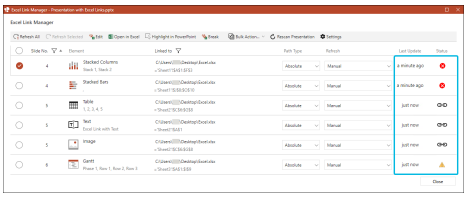


Figure 205. Status Display for Valid and Broken Links

For linked online files and files with an unknown status, separate status symbols are displayed (Figure 206).

If the link for an online file is valid and there is a connection, a **cloud** symbol with a checkmark is displayed.

If the status of an online file is not known yet and still loading, a **cloud** symbol is displayed.

If the status of a locally linked file is unknown, a **paper** symbol with a question mark is displayed.

Hover over the symbols to show further information.

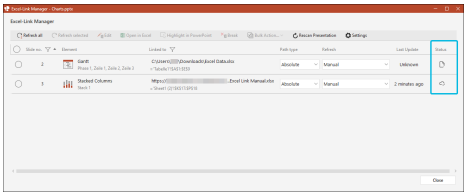


Figure 206. Status Display for Online Links and Unknown Status

If you make changes to your presentation and to your Excel links while the Excel link manager is open, you can reload the list to view the most recent information.

To do so, click on the button **Rescan Presentation** (Figure 207).

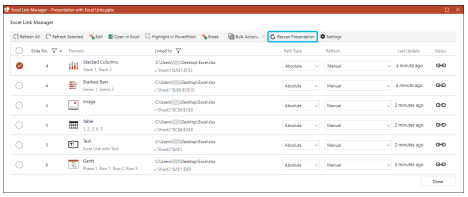


Figure 207. Button **Rescan Presentation**

If you convert a slide or presentation using the empower® Conversion feature, all Excel links are removed.

However, you can restore all Excel links at once using the button **Rescan Presentation** in the Excel link manager.

For further information regarding the conversion, refer to our **empower® Brand Control manual**.

Refresh Excel Links

In the Excel link manager, you can either refresh all Excel links at once or just the ones you have selected.

To refresh all Excel links, click on the button **Refresh All** (Figure 208).

A progress spinner appears and all Excel links will be updated.

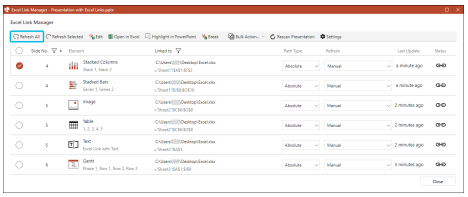


Figure 208. Button **Refresh All**

To refresh only one or certain Excel links, select them from the list and click on the button **Refresh Selected** (Figure 209).

A progress spinner appears and all Excel links will be updated.

If a link cannot be updated successfully, the corresponding symbol appears next to the list entry.

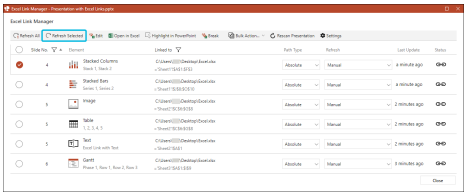


Figure 209. Button **Refresh Selected**

Edit Excel Links

To edit Excel links, you can open the Excel link settings. To do so, select the Excel link from the list and click on the button **Edit** (Figure 210).

The Excel link settings open. For further information regarding those settings, see **General Excel Link Settings**.

If you select more than one entry from the list and click on the button **Edit**, you can choose a new Excel file to be linked.

Click on the button **OK** to confirm your selection.

Here, you cannot select a new Excel range to be linked. Therefore, empower® will link your selected object to the same range that was specified in the initial Excel file.

If this range is empty or does not exist in the new Excel file, this can cause issues.

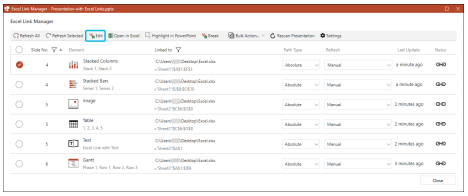


Figure 210. Button **Edit**

To edit the Excel range that is linked to an element, select the element and click on the button **Open in Excel** (Figure 211).
The Excel file opens and the linked range is preselected.
Here, you can make changes to the linked data.

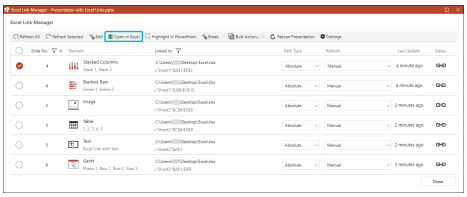


Figure 211. Button **Open in Excel**

To remove one or more Excel links, select them from the list and click on the button **Break** (Figure 212).
A dialog box opens.

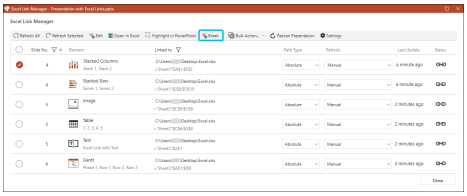


Figure 212. Button **Break**

To confirm the process, click on the button **Yes** (Figure 213).

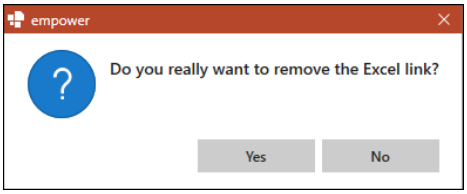


Figure 213. Excel Link Removal Dialog Box

Set Separators for Excel Links

To edit the number separator for tables and shapes linked via an Excel link, click on the button **Settings** (Figure 214).
A dialog box opens.
Here, you can choose if you want to use automatic separators that refer to your language settings or if you want to set them manually for all Excel links.

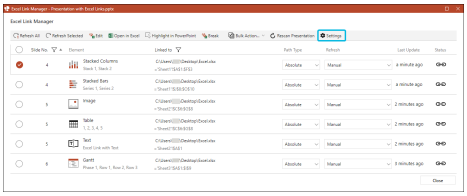


Figure 214. Button **Settings**

To use automatic separators, choose the option **Automatic** (Figure 215).

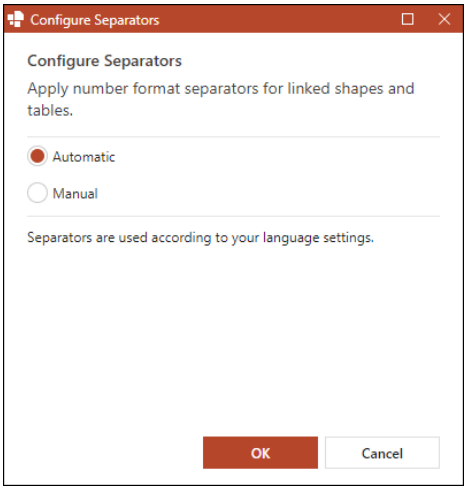


Figure 215. Option **Automatic**

To use custom separators, choose the option **Manual**.

Your options are now displayed (Figure 216).

Define the decimal and group separator you want to use by choosing an option from the drop-down menu.

Alternatively, you can enter a custom separator. This separator will then be added to the drop-down menu for future changes.

If you have finished, click on the button **OK**.

Then, click on the button **Refresh All** for the changes to take effect.

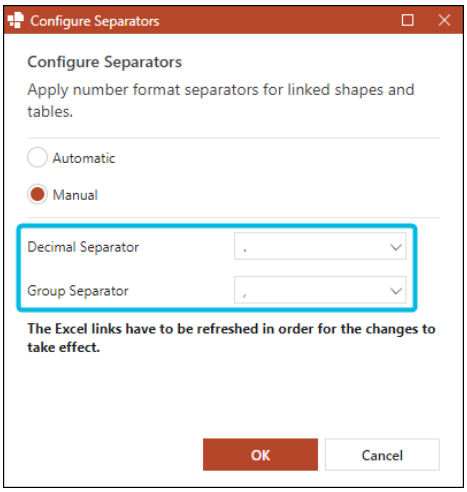


Figure 216. Set Separators Manually

The setting applies to all Excel links, regardless of your selection.

3.10. Convert Charts

You can convert charts that have either been created with the PowerPoint built-in feature or with the software product think-cell®[1] into empower® Charts.

In addition, you can convert one chart type into another chart type, if those chart types and their data structure are compatible.

For example, column charts can be converted into bar or line charts.

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

Convert Multiple Charts

With empower®, you can convert multiple charts on your slide or in your presentation.

This feature should preferably be used to convert PowerPoint charts or charts that have been created with the software product think-cell® into empower® Charts, as copies of the original charts will be preserved as a backup.

To convert all charts on the current slide, navigate to the group empower and click on the button **More** (Figure 217).



Figure 217. Button **More**

Then, choose the option **Convert All Charts on Slide (Beta)** (Figure 218).

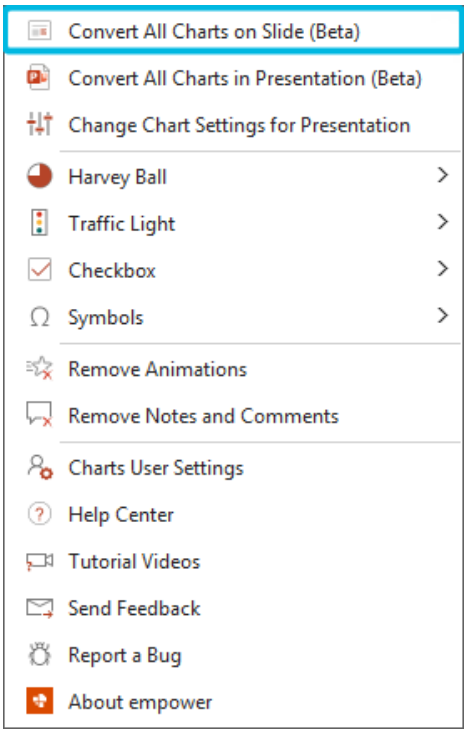


Figure 218. Option **Convert all charts on slide (Beta)**

To convert all charts in the presentation, navigate to the group empower and click on the button **More**.

Then, choose the option **Convert All Charts in Presentation (Beta)** (Figure 219).

All charts that have not been created with empower® are converted into empower® Charts. To do so, empower® uses the respective chart type that has been used for the chart initially.

If you use one of these options to convert charts, a copy of the respective slide or the respective presentation is created during the conversion.

This copy contains the converted chart. Therefore, you can use the original to compare your initial chart with the converted chart.

If the conversion has worked out and everything has been transferred correctly, you can delete the original slide or presentation.

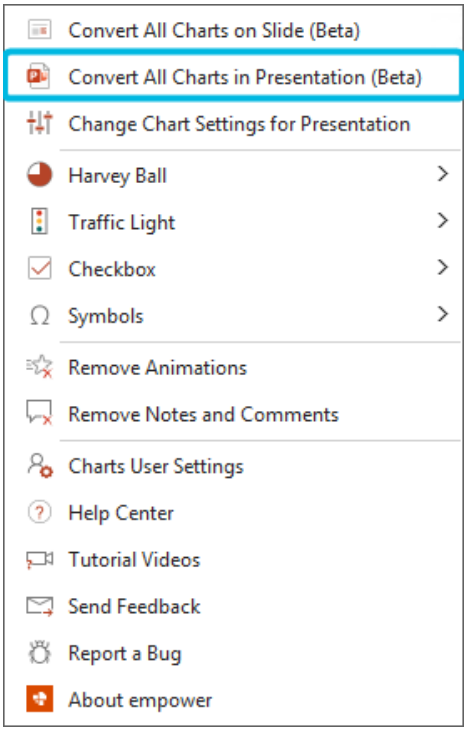


Figure 219. Option **Convert all charts in presentation (Beta)**

As this feature is reliant on a different software, it is in a permanent beta phase. Therefore, check results manually and optimize the chart if required.

Some charts, e.g. line charts, support more data points than other charts, e.g. stacked column charts.

If such a chart contains more data points than the other chart type supports, the original chart cannot be converted into that other chart type.

The chart type is therefore grayed out and a tooltip is displayed if you hover over the chart type.

If single aspects of the conversion require special attention, a note appears next to the converted chart.

These aspects should be reviewed before deleting the original chart.

Convert Single Charts

You can also convert single charts.

This feature is intended to be used to convert existing empower® Charts into another chart type.

It can also be used to convert charts that have not been created with empower® into empower® Charts. However, no backups of the original chart will be available after the conversion.

To convert a single chart, follow the following steps:

1. If the chart has been created with another software, make sure this software is disabled before converting the chart.
2. Select the respective chart.
3. Click on the button **Insert Chart** (Figure 220).
   The chart type selection opens. It only shows the chart types the chart can be converted to and the current chart type is marked by a frame.
4. Select the chart type you want to use (Figure 221).

A progress spinner appears. Your chart is converted into the corresponding empower® Chart.

You can now use all empower® Features to edit your chart.

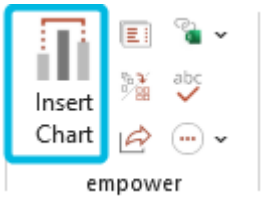


Figure 220. Button **Insert Chart**



Figure 221. Chart Type Selection for Conversion

If you convert a chart that has been created with PowerPoint or another software using this feature, the original chart will be overwritten.

To convert charts that have been created with PowerPoint or another software into empower® Charts, it is recommended to follow the instructions under Convert Multiple Charts.

Some charts, e.g. line charts, support more data points than other charts, e.g. stacked column charts.

If such a chart contains more data points than the other chart type supports, the original chart cannot be converted into that other chart type.

The chart type is therefore grayed out and a tooltip is displayed if you hover over the chart type.

If you want to convert an existing empower® Chart into another chart type, you can also click on the button **Series** in the action bar of your chart and then click on the button **Convert** (Figure 222).

The chart type selection opens and you can choose which chart type you want to convert the selected chart to.

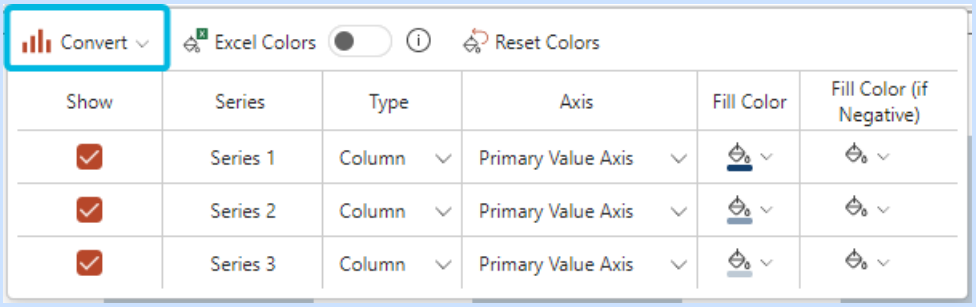


Figure 222. Button **Convert** for Single Chart

3.11. Use and Edit Labels

Labels can be added for most objects in data charts and Gantt charts.

Some objects are added with a label by default. Other objects are added without a label by default.

If a large number of labels is added to a chart, data labels are switched off automatically.

In most cases, you can enable the data labels via a notification bar. If there are too many labels, the data labels cannot be reenabled.

Edit Data Label Settings

Under the button **Data Labels** in the action bar, you can set general settings for the labels in your data chart (Figure 223).



Figure 223. Button **Data Labels**

The available options depend on the chart type. For example, you can enable and disable column totals globally if your chart contains columns or bars.

In addition, you can make changes to the primary value axis labels.

If the chart also has a secondary value axis, the label settings for this axis can also be adjusted.

If the chart contains a horizontal value axis, you can also change the default settings for its labels.

If the chart contains a category axis, you can decide which information should be displayed in the label.

For some charts such as circle charts and Mekko charts, you have additional options.

To disable the data labels globally for your chart, switch the toggle button for **Show Data Labels** to *Off* (Figure 224).

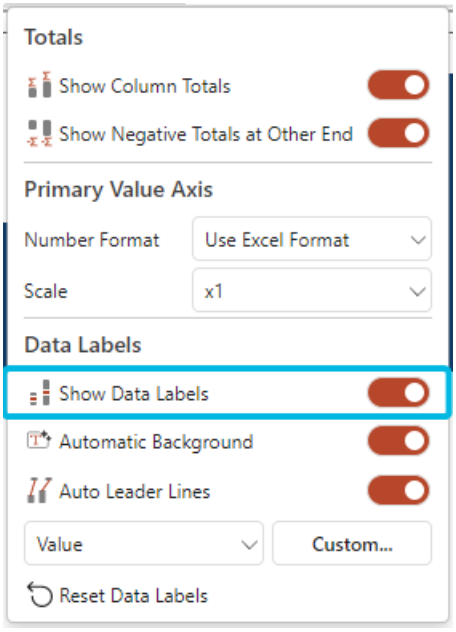


Figure 224. Option **Show Data Labels**

By default, all data labels have an automatic background.

To disable this automatic background, switch the toggle button for **Automatic Background** to *Off* (Figure 225).

Now, you can decide for each data label individually if you want to display the colored background or not.

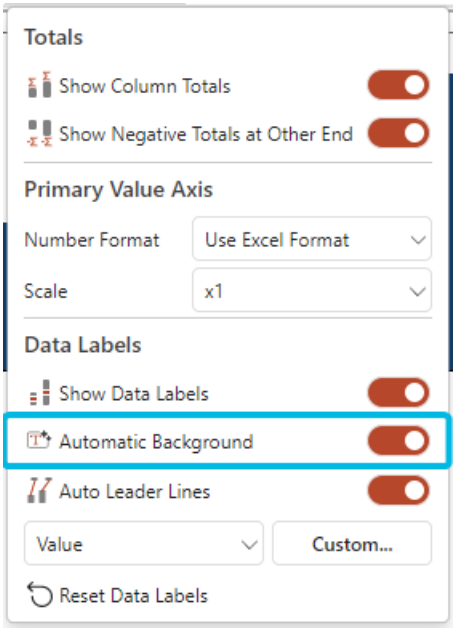


Figure 225. Option **Automatic Background**

By default, automatic leader lines are enabled for all data labels. These leader lines are added to your labels as soon as you move them from their default position and connect them to their data point (Figure 226).

They are supposed to create a clear arrangement of data points and data labels, where data labels can always be mapped correctly to their data points.

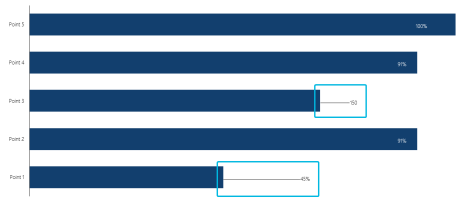


Figure 226. Leader Lines in Chart

To disable these automatic leader lines, switch the toggle button for **Auto Leader Lines** to *Off* (Figure 227).

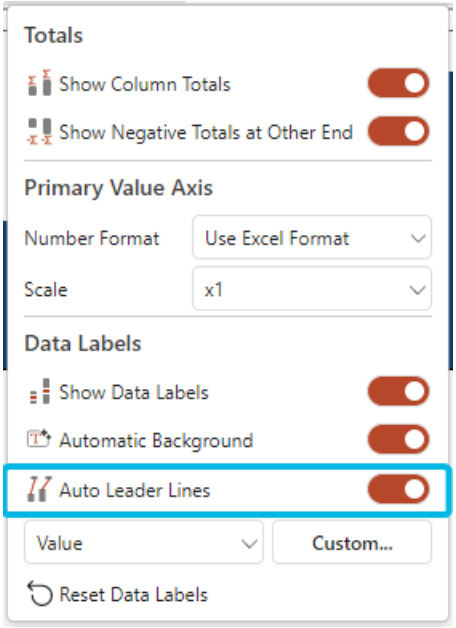


Figure 227. Option **Auto Leader Lines**

The text format for the data labels can also be set globally. To do so, expand the drop-down menu and choose a format (Figure 228).

To create a custom data label format, click on the button **Custom...**.

For further information regarding custom labels, see Custom Labels.

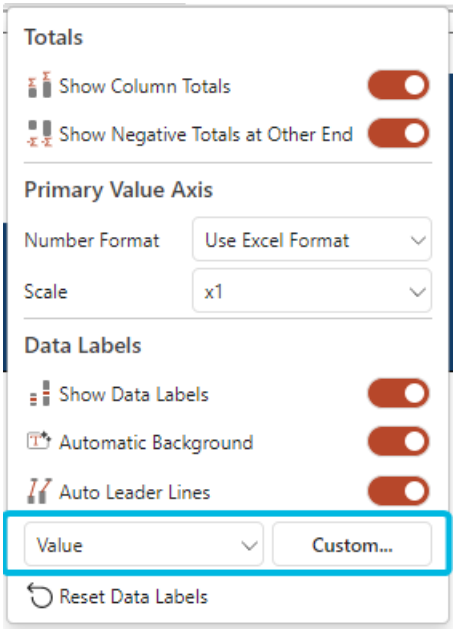


Figure 228. Define Label Format

In charts such as column, bar or waterfall charts, column sums can be used to display the sum value of multiple data series.

To show column totals on all columns or bars in the chart, switch the toggle button for **Show Column Totals** to *On* (Figure 229).

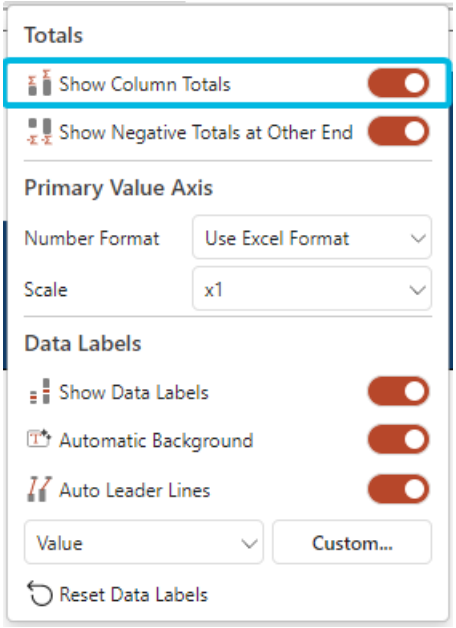


Figure 229. Option **Show Column Totals**

If your chart contains negative data points, you can display the column totals for those data points on the other end of the column or bar.

To do so, switch the toggle button for **Show Negative Totals at Other End** to *On* (Figure 230).

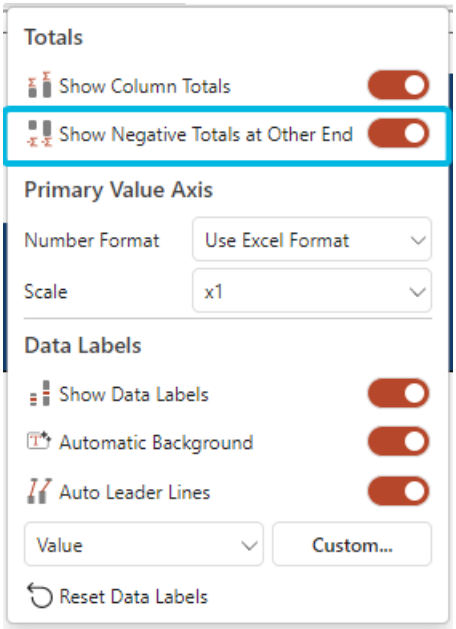


Figure 230. Option **Show Negative Column Totals at Other End**

In circle charts, you can decide if you want to display the data labels inside or outside of the chart.

To display the data labels outside of the chart, switch the toggle button for **Show Data Labels Outside** to *On* (Figure 231).

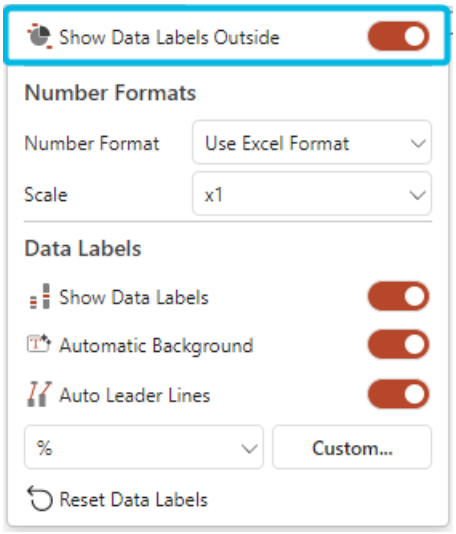


Figure 231. Option **Show Data Labels Outside**

For all value axes in a chart, you can choose a number format and the scale for the axis labels and all values that refer to the axis. These settings can be adjusted individually for each axis (Figure 232).

To do so, expand the drop-down menus and choose your preferred options.

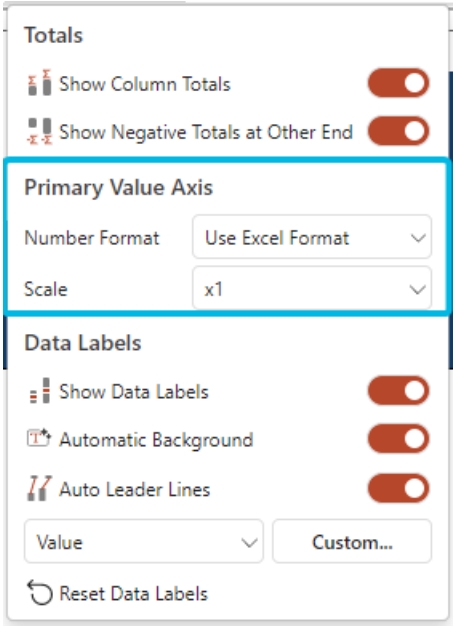


Figure 232. Axis Settings

To use a custom number format, choose the option **Custom Number Format**.

A dialog box opens (Figure 233).

Here, either type in your custom format into the input field or choose one from the list.

A preview is displayed above the input field.

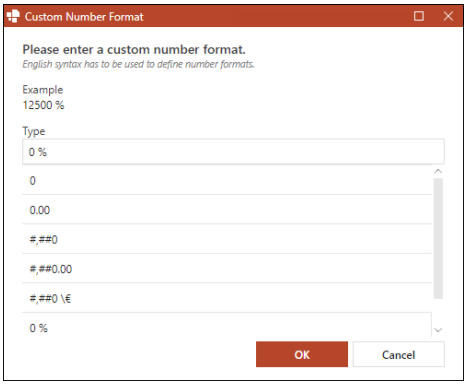


Figure 233. Dialog Box for Custom Number Format

The number format and scale are then applied to the axis labels and to the data points' data labels.

By default, the Excel format is applied on the labels.

If you want to revert all settings to go back to the initial default, choose the option **Reset Data Labels** (Figure 234).

A dialog box opens.

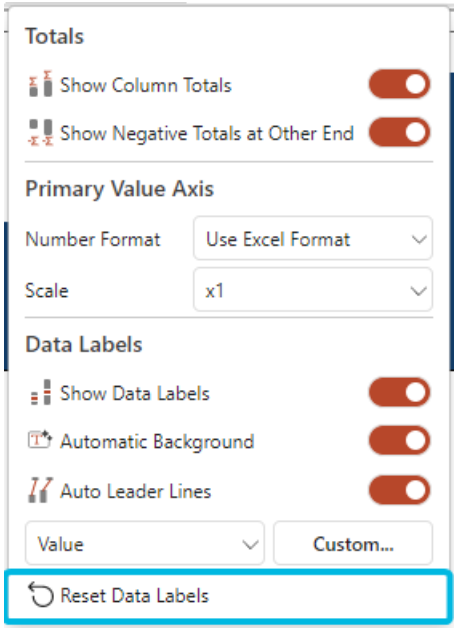


Figure 234. Option **Reset Data Labels**

In this dialog box, you can choose which properties of the data labels should be reset (Figure 235).

By default, the option **Everything** is selected.

To deselect an option, untick its checkbox.

To select an option, tick its checkbox.

To confirm your selection, click on the button **OK**.

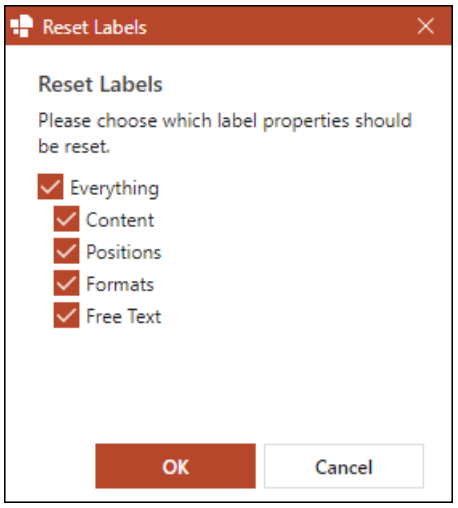


Figure 235. Reset Data Labels

The data label settings in the action bar are only available for data charts.

Add and Edit Labels

To add a label to a Gantt chart object such as a milestone, select the object and click on the button **Label** (Figure 236).

The label is added to the object.

To remove the label, click on the same button (Figure 237).



Figure 236. Button **Label** – Enable



Figure 237. Button **Label** – Disable

To add a label to a data chart object, select the object and click on the button **Show Label** (Figure 238).

To remove the label, click on the same button.

Alternatively, select the label itself and click on the button **Delete** in the open menu.



Figure 238. Button **Show Label**

Labels can also be formatted individually. To do so, select the label.

To select all data labels in a data series, first select one data point in the series and then execute a second click on the same data point.

Alternatively, select a label and then press **Ctrl** + **A**. All labels in the same series will be selected.

If you press **Ctrl** + **A** a second time, all labels in all series will be selected.

If you press **Ctrl** + **A** a third time, all labels including sum and category labels will be selected.

To select multiple labels from different series, hold down **Ctrl** and select all labels you want to edit.

To select multiple labels in a specific area of the chart, click on the first label. Then press **Shift** and click on the last label. All labels within the rectangular span between the two selected labels will be selected.

After your selection, a menu opens.

Here, you can format the label according to your needs (Figure 239).

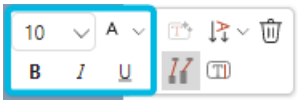


Figure 239. Formatting Options for Labels

You can adjust the font size and format the label in bold, underlined or in italics.

In addition, you can change the font color.

If a label is positioned outside of an object or outside of the chart's data area, it might become illegible.

To avoid this, enable the label background by clicking on the button **Show Data Label Background** (Figure 240).

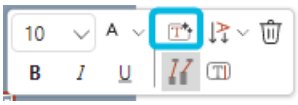


Figure 240. Button **Show Data Label Background**

The background will always be colored in the object's or data point's fill color (Figure 241).

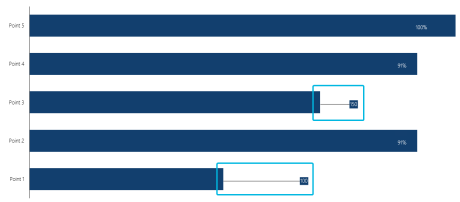


Figure 241. Labels with Background

In data charts, this option is only available if the global setting **Automatic Background** has been disabled under the button **Data Labels** in the action bar.

In Gantt charts, this setting can only be enabled and disabled for individual objects.

For data labels in data charts, you can make global settings. For further information, see **Edit Data Label Settings**.

The date format cannot be changed for individual labels in Gantt charts. However, you can set a global date format.

For further information, see **Define the Time Span**.

Alternatively, you can enter a free text. To do so, double-click into the label's text field.

For further information regarding partial text formatting and free text, see **Format Text Partially**.

For data chart labels, you have additional options.

For example, you can change the text direction according to your needs.

To do so, select the label and then click on the button **Change Text Direction** (Figure 242).

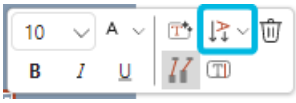


Figure 242. Button **Change Text Direction**

Then, choose an option.

In addition, a second menu opens on the left-hand side of the chart.

Here, you can define the label type for the individual label and make further adjustments to the labels' number formats.

To change the label type, choose an option from the list (Figure 243 **(1)**).

If you want to use a custom label, click on the button **Custom** (Figure 243 **(2)**).

For further information regarding custom labels, see **Custom Labels**.

If you have chosen a label type containing percentages, you can also define how many decimal places should be displayed (Figure 243 **(3)**).

To do so, either enter the value into the input field or increase or decrease the value using the little **arrow** symbols.

In addition, you can choose a number format for the label (Figure 243 **(4)**).

To do so, expand the drop-down menus and choose your preferred options.

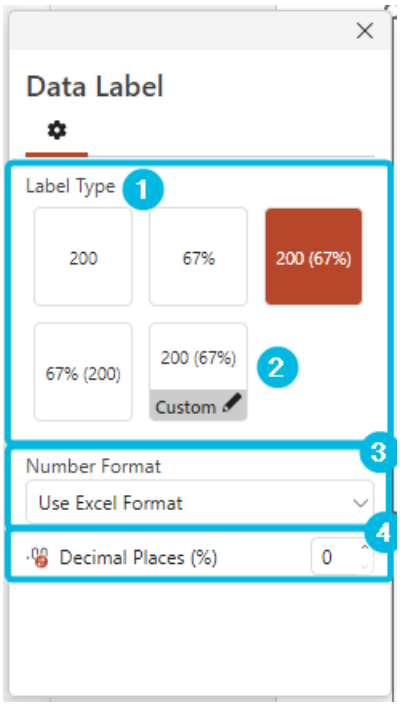


Figure 243. Data Label Menu

To use a custom number format, choose the option **Custom Number Format**.

A dialog box opens (Figure 244).

Here, either type in your custom format into the input field or choose one from the list.

A preview is displayed above the input field.

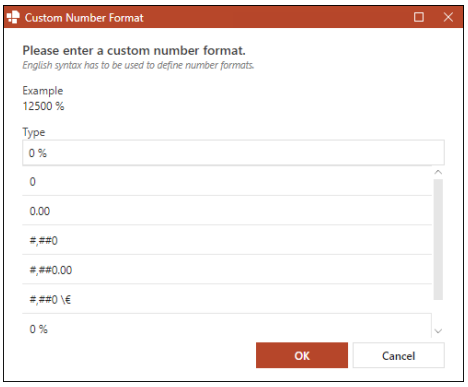


Figure 244. Dialog Box for Custom Number Format

This number format is then applied to the data points' data labels.

By default, the Excel format is applied on the labels.

New data point labels in a data series inherit the formatting of the majority of the data series' labels.

Move Labels

To move a label to another position, select the label and drag it to the new position.

To move all labels in a data series, keeping their relative arrangement, select one label and then execute a second click on the same label.

To move multiple labels, but not all labels in a series, press **Ctrl** and select all labels you want to move.

By default, the data label position is led by empower® and therefore automatically adjusts to its environment.

In order to move data labels exclusively horizontally and vertically, hold the key **Shift** while moving the element to the new position.

For example, this option can be used to move data labels in line charts exactly below the marker point (Figure 245).

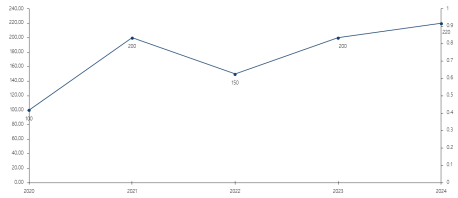


Figure 245. Line Chart with Labels below Line

To move the label(s) freely, hold the key **Ctrl** while moving the label(s).

By default, an automatic leader line is added to a label if it is moved. This clarifies which object the label belongs to.

To disable this leader line for a single label, select the label and then click on the button **Automatic Leader Line** (Figure 246).

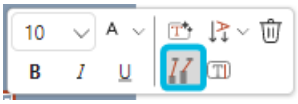


Figure 246. Button **Automatic Leader Line**

To disable the automatic leader lines for all labels in the chart, see **Edit Data Label Settings** for data charts and see **Edit Gantt Chart Properties** for Gantt charts.

If you use custom positioned labels, default positioned labels will evade.

Labels always try to evade in x axis direction, not in y axis direction.

All information and instructions above also apply to line and arrow labels.

If you change the chart in any way, the relative distance and position of the data label to its data point will remain the same.

If a chart has a lot of data and all the labels are enabled, the labels will automatically try to avoid each other.

However, it might occur that not all labels can be placed without overlapping. In this case, a message appears in the chart.

Custom Labels

If you choose to create a custom text format for data labels, axis labels or any other label, a dialog box opens.

In this dialog box, you can combine values, percentages, coordinates and other text elements to create your own text format.

To add one of these elements, click on the button **Add** and choose your preferred option (**Figure 247**).

Each text element can only be added once.

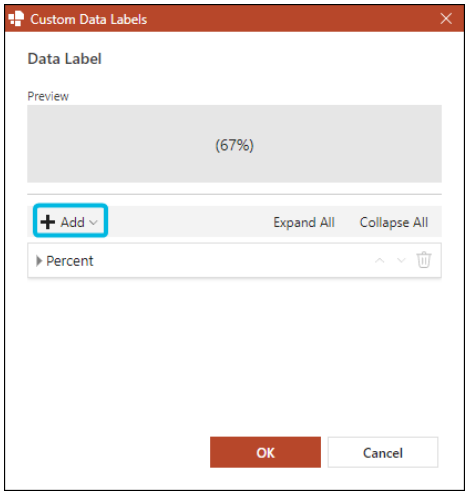


Figure 247. Button **Add**

To display all details for all text elements, click on the button **Expand All** (Figure 248 **(1)**).

To hide the details for all text elements, click on the button **Collapse All** (Figure 248 **(2)**).

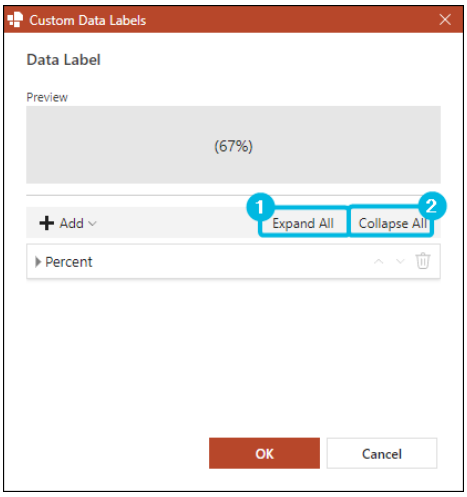


Figure 248. Expand and Collapse Settings

The order of the elements in the list defines which element will be displayed first. To change this order and move one of the text elements up or down, use the little **arrow** symbols (Figure 249).

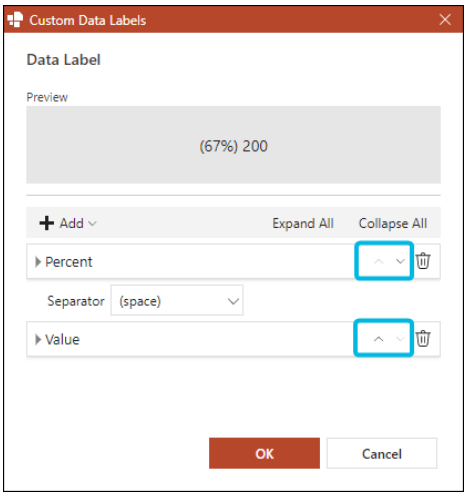


Figure 249. Rearrange Element Order

For values, you can decide if you want to use absolute values or not (Figure 250).

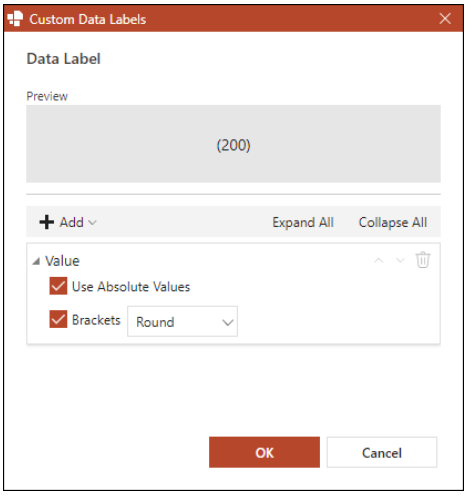


Figure 250. Settings for Value Element

For coordinates, you can also decide if you want to use absolute values or not (Figure 251).

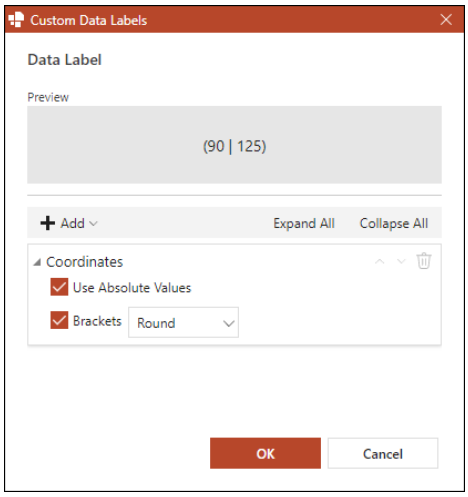


Figure 251. Settings for Coordinates Element

For percentages, you can decide how many decimal places you want to display (Figure 252).

To do so, increase or decrease the number using the little **arrow** symbols.

Alternatively, type in a value into the input field.

In the drop-down menu for *Reference*, choose which series the label should refer to. Alternatively, you can choose the option **Relative**.

Hover over the **question mark** symbol next to this setting.

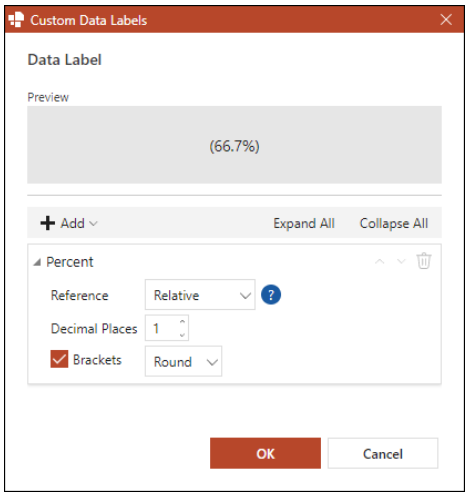


Figure 252. Settings for Percentage Element

If you choose the option **Series**, the series name as defined in the mini Excel will be displayed (Figure 253).

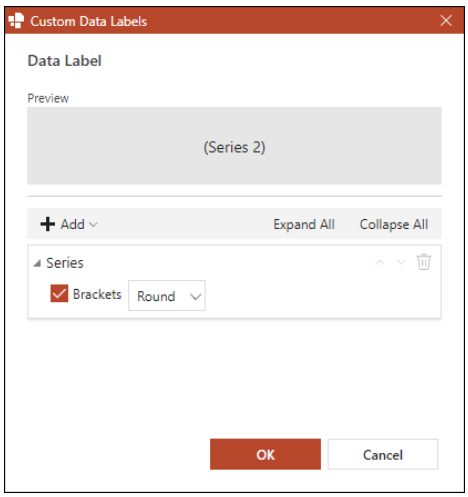


Figure 253. Settings for Series Element

If you choose the option **Category**, the category name as defined in the mini Excel will be displayed (**Figure 254**).

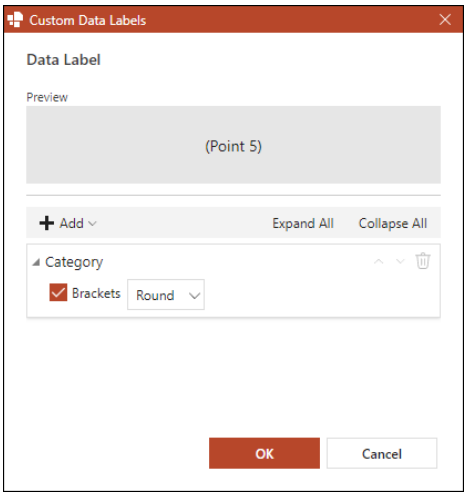


Figure 254. Settings for Category Element

If you choose the option **Excel Label**, the label as defined in the mini Excel will be displayed (**Figure 255**).

This option is only available for scatter and bubble charts.

In data labels for bubble charts, you can also add the bubble size as a text element.

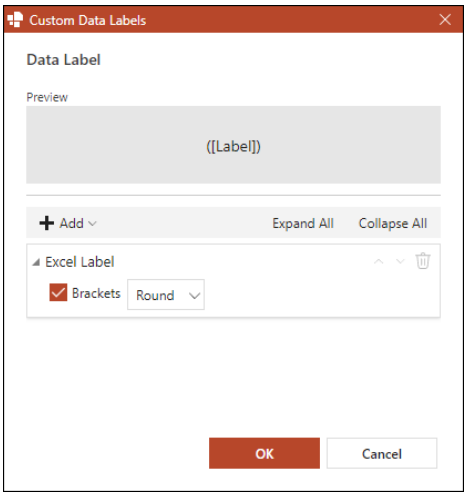


Figure 255. Settings for Excel Label Element

To display any of the text elements surrounded by brackets, tick the checkbox for **Brackets** for the respective text element. You can then also decide which type of brackets you want to use.

If you display more than one text element, you can decide which separator you want to use between the two text elements.

To do so, expand the drop-down menu for *Separator* and choose an option (**Figure 256**).

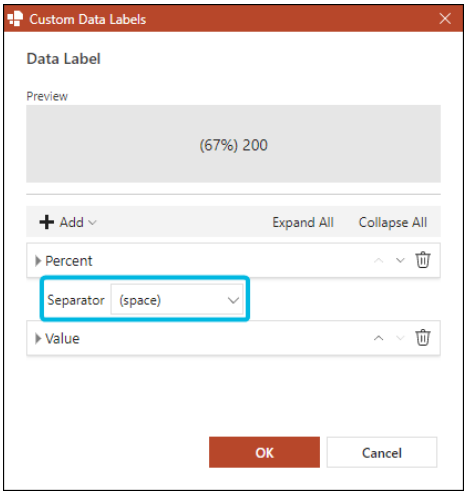


Figure 256. Define Separator

To use a custom separator, choose the option **Custom...** (Figure 257).

Then, type in the separator you want to use into the input field.

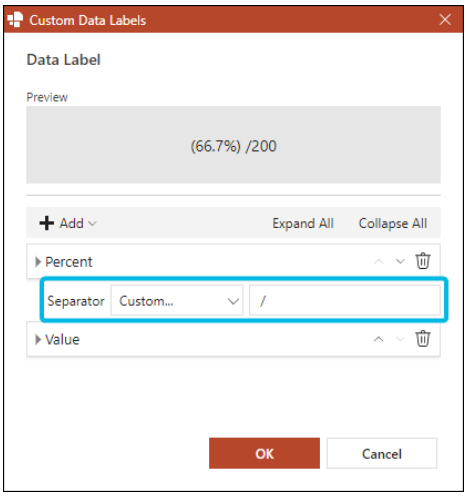


Figure 257. Define Custom Separator

On the top of the dialog box, you can view a preview and see what the axis text will look like according to your current setting (Figure 258 **(1)**).

To delete one of the text elements from your text format, click on the **X** symbol (Figure 258 **(2)**).

If you have finished, click on the button **OK** (Figure 258 **(3)**).

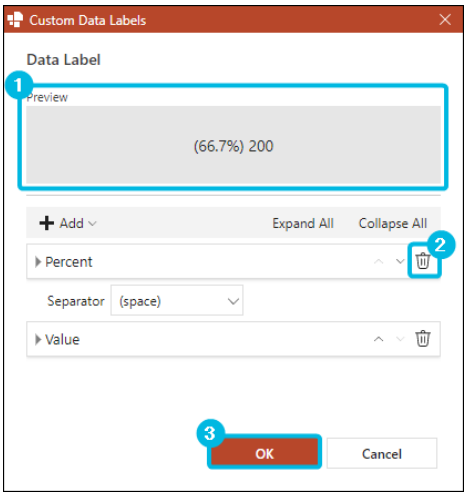


Figure 258. Finalize Custom Text Format

The selection of options and settings depends on the label type you are editing. For example, the options for regular data labels differ from the options for arrow labels.

Custom labels are only available in data charts.

For further information regarding partial text formatting and free text in labels, see **Format Text Partially**.

Format Text Partially

If you want to have more complex labels, you can format those labels partially or add pre- and postfixes.

Doing so, you can color parts of a label, add text to a label, change the font size for parts of the label and format parts of a label in bold, italics etc.

In addition, you can apply hyperlinks on labels or parts of labels in Gantt charts.

The automatically generated label texts, e.g. dates or values, can only be formatted as a whole.

If required, they can be deleted completely.

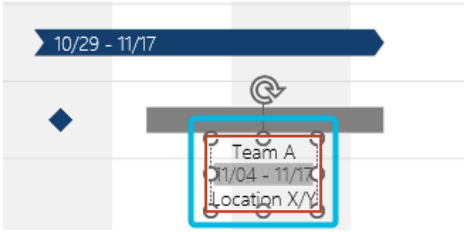


Figure 259. Automatic Label Part

To enter free formatting mode, either double-click on the label or select the label and click on the button **Modify Label Freely** in the menu.

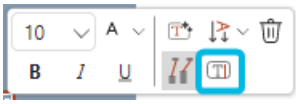


Figure 260. Button **Modify Label Freely**

To add text to a label, navigate to the respective position inside the label and type in your text.

To insert line breaks, press **Enter**.

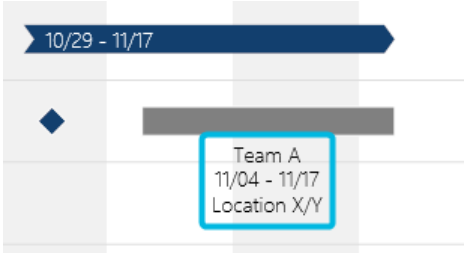


Figure 261. Label with Free Text

To format parts of the label, select the part you want to format and use the PowerPoint built-in features to format the text.

You can use as many different formatting options inside a label as you want.

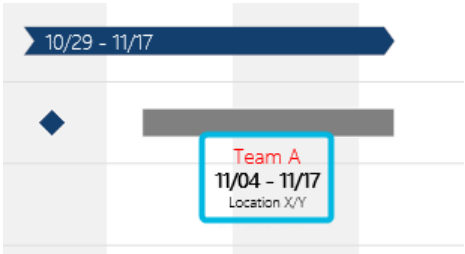


Figure 262. Label with Partial Formatting

For labels in Gantt charts, you can also apply hyperlinks in free formatting mode.

To apply a hyperlink on the label or part of the label, select the text and right-click on it.

Then, choose the option **Link**. A dialog box opens.

You can either add a link to a website or to another file or slide.

If you have finished, click on the button **OK**.

You can also add multiple hyperlinks to a single label.

If you now hover over the link, a tooltip showing the link information appears.

To follow the link, press **Ctrl** and click on the link.

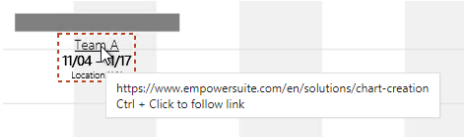


Figure 263. Label with Hyperlink

To change a label's position or text alignment settings, leave free formatting mode and use the empower® Features in the menu.

If you make changes using PowerPoint built-in features, those changes might be revoked after leaving free formatting mode.

If you edit a Gantt chart which is linked to Excel, all changes such as added chart objects, added label texts and text changes are revoked after the next Excel link update. If you only edit the formatting inside a label, these changes are not revoked.

If you want to keep your changes, either make the changes in the linked Excel file or break the Excel link.

The time axis labels in Gantt charts cannot be formatted freely.

Hyperlinks cannot be used with data charts.

Your textual changes inside the labels are also reflected in the mini Excel. Formatting changes are not displayed in the mini Excel.

If you have the mini Excel open, you cannot use free formatting mode.

3.12. Use Custom Colors

When editing the color of chart objects, you can choose from the customizing colors that have been defined by your company.

In addition, you can add custom colors if the available colors do not match your needs.

If you have already added custom colors, you can find them under *Custom Colors* in your color picker (Figure 264).

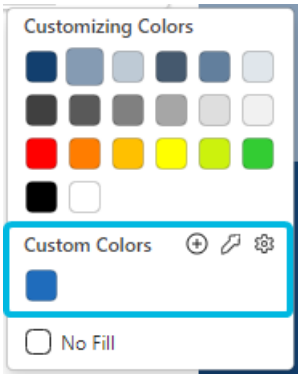


Figure 264. Custom Colors

Custom colors are independent of the customizings. If you change your customizing via the user settings or for a single chart, this does not affect your custom colors.

Manage Custom Colors

To view and manage your custom colors, click on the **gear** symbol next to *Custom Colors* (**Figure 265**).

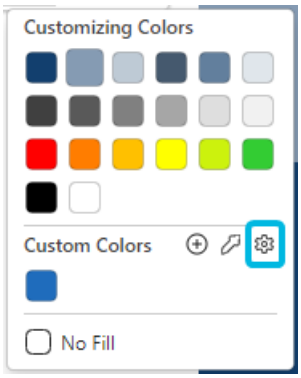


Figure 265. **Gear** Symbol for Custom Colors

On the left-hand side of the dialog box, you can view all custom colors (**Figure 266**).

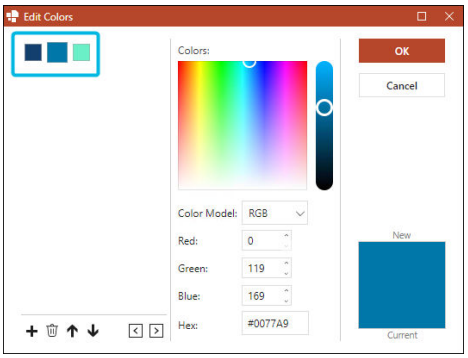


Figure 266. Available Custom Colors

On the right-hand side, the selected color and its respective values are displayed (**Figure 267**).

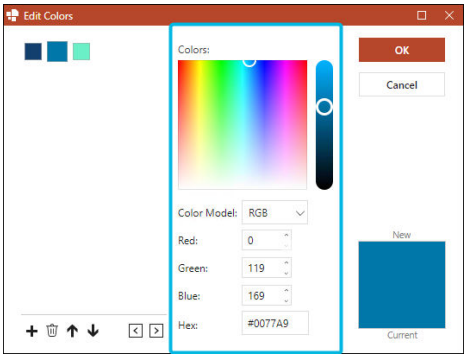


Figure 267. Color Display

If you have added multiple colors, you can change the display order of the colors using the **arrow** symbols on the bottom of the dialog box (**Figure 268**).

The display order is then reflected in the color picker.

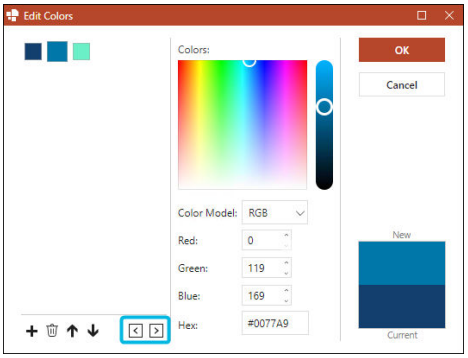


Figure 268. Rearrange Colors

Add and Delete Colors

To add a custom color to your color picker, follow the following steps:

1. Click on the **plus** symbol next to *Custom Colors* (Figure 269).
   A dialog box opens.

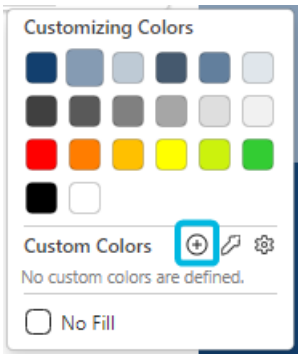


Figure 269. **Plus** Symbol for Custom Colors

2. Either pick a new color from the color scheme (Figure 270 **(1)**) or enter the color values to define the custom color.
   a. To enter specific values, first choose a color model you want to use (Figure 270 **(2)**).
   b. Then, enter the values into the input fields (Figure 270 **(3)**).
   Alternatively, you can enter the HEX value directly.
3. If you have finished, click on the button **OK** to save your changes (Figure 270 **(4)**).
   The new color is added to the color picker.

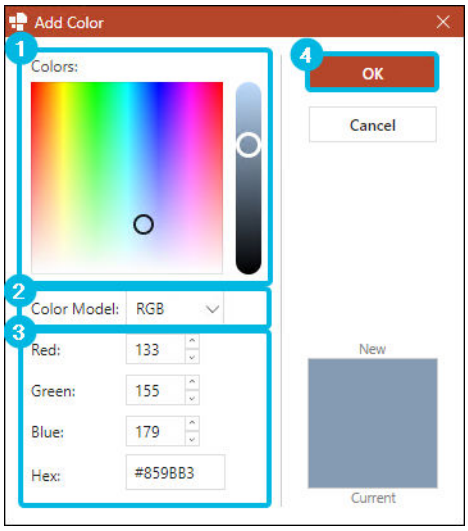


Figure 270. Add Color

To add multiple custom colors at once, follow the following steps:

1. Click on the **gear** symbol next to *Custom Colors*.
   A dialog box opens.
2. Click on the **plus** symbol at the bottom of the dialog box (Figure 271).
   The currently selected color will be added as a copy.
   If you have not selected any of the colors, the color of the selected element is preselected.
3. Make all required changes as described above.
4. If you have finished, click on the button **OK** to save your changes.

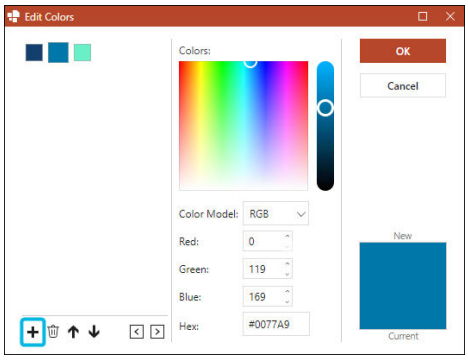


Figure 271. Add More Colors

If you have selected multiple elements, the color of the majority of elements is preselected in the color scheme. If there is no majority, no color is preselected.

If you pick a color from the color scheme, the values are calculated automatically.

To delete a color, open the dialog box via the **gear** symbol and select the color from the list in the dialog box.
Then, click on the **X** symbol (**Figure 272**).

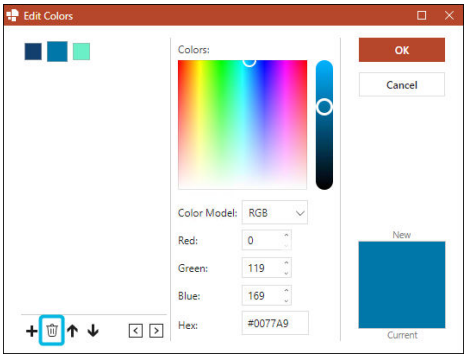


Figure 272. **Cross** Symbol for Custom Colors

Use the Eyedropper

If you want to reuse a color that is present in your current presentation or another opened presentation, you can use the eyedropper to add this color to your custom colors and apply the color to the currently selected chart object.

To do so, follow the following steps:

1. Open the color picker for the chart object you want to apply the color to.
2. Click on the **eyedropper** symbol next to *Custom Colors* (**Figure 273**).

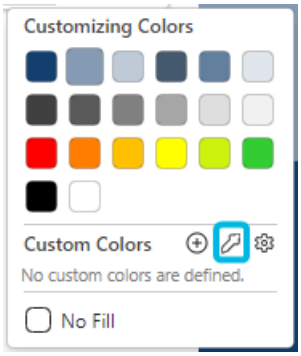


Figure 273. **Eyedropper** Symbol for Custom Colors

3. Navigate to the color you want to use.
   Your mouse cursor is displayed as an eyedropper and the colors are displayed next to it (**Figure 274**).
   The color can also be located in another open PowerPoint presentation.



Figure 274. Eyedropper with Color Display

4. Click on this color.
   You will be navigated back to the selected chart object and a dialog box opens.
   All values for the selected color are entered automatically.
5. If everything is displayed as required, click on the button **OK** (Figure 275).
   If you want to change anything, you can make these changes directly in the dialog box.

The color is now added to your custom colors and it is automatically applied to your currently selected chart object.

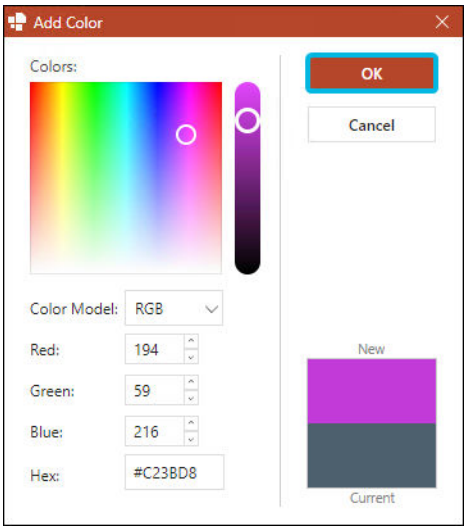


Figure 275. Button **OK** for Eyedropper Color

To leave the eyedropper mode without choosing a color, press **ESC**.

If you add a color via the eyedropper which is already part of your custom colors, the color is added as a duplicate.

Edit a Custom Color

To edit an existing custom color, follow the following steps:

1. Click on the **gear** symbol next to *Custom Colors*.
   A dialog box opens.
2. In this dialog box, select the color you want to edit from the list on the left-hand side of the dialog box.
3. On the right-hand side of the dialog box, either pick a new color from the color scheme or change the values to define the new color.
   a. To enter specific values, first choose a color model you want to use.
   b. Then, enter the values into the input fields.
      Alternatively, you can enter the HEX value directly.
4. If you have finished, click on the button **OK** to save your changes.

If you pick a color from the color scheme, the values are calculated automatically.

If you edit a color, the changes are not automatically applied on objects the color has been used on.

After editing your color, you need to change the object colors manually.

Import and Export Custom Colors

Custom colors can be shared with colleagues.

This means that you can receive a selection of custom colors from a colleague or share your selection of custom colors with another colleague.

This can be helpful to keep consistency between charts created within a company or within a single department which needs colors that differ from the corporate design.

To export your custom colors, follow the following steps:

1. Click on the **gear** symbol.
   A dialog box opens.
2. On the bottom of this dialog box, click on the **export** symbol (Figure 276).
   Your file explorer opens.
3. Navigate to the location where you want to save the export.
4. Save the file to this location.
   You can name the file as you like.

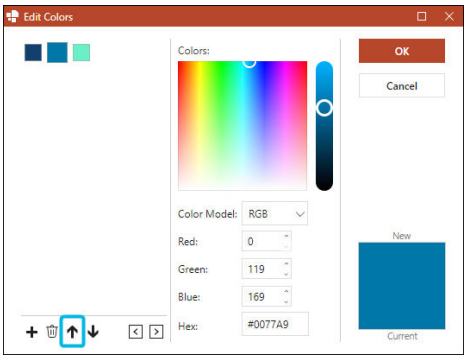


Figure 276. Button **Export Colors**

The custom colors are saved in a .json file.

You can now share this .json file with your colleagues to provide them with your custom colors.

If someone shares their custom colors with you, you also receive a .json file.

To import this file and add the custom colors, follow the following steps:

1. Click on the **gear** symbol.
   A dialog box opens.
2. On the bottom of this dialog box, click on the **import** symbol (Figure 277).
   Your file explorer opens.
3. Navigate to the storage location of the .json file you have received.
4. Open this file.
   The custom colors are added to your list of custom colors.

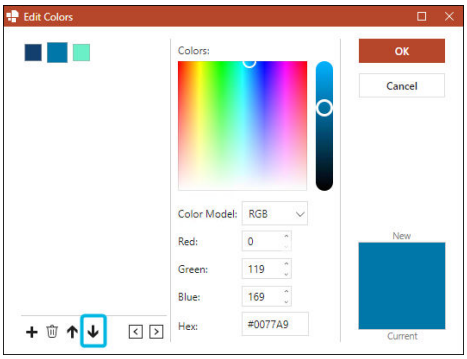


Figure 277. Button **Import Colors**

In case the .json file contains a duplicate of a color that is already part of your custom colors, a dialog box opens (Figure 278).

In this dialog box, you can decide if you want to replace the currently existing colors or save the new colors as duplicates.

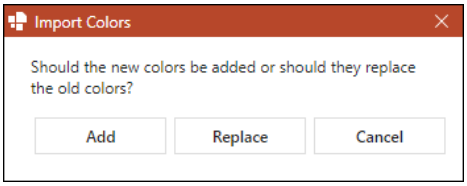


Figure 278. Dialog Box for Existing Colors

3.13. Use the AI Chart Assistant (Beta)

The empower® AI Chart Assistant is currently in a beta phase.

It can be used to create and modify data and Gantt charts based on data the AI has been trained with, data from accessible URLs provided in the chat or custom data provided by yourself in the chat.

The respective data is then transformed and entered into the mini Excel for the respective chart.

Alternatively, you can provide the empower® AI Chart Assistant with an existing Excel file. It then understands the file's structure and where it is stored and can create an Excel link to this file.

In addition, you can use it to insert CAGR and growth arrows or delta and value lines into data charts. For Gantt charts, you can insert task bars and milestones as well as highlights and date lines.

As the empower® AI Chart Assistant is currently in a beta phase, it is disabled by default. Therefore, it may not be available depending on the setup of your empower® Environment.

For Administrators

For the empower® AI Chart Assistant to be available, an LLM API key for your organization is required.

For further information regarding this technical setup and requirements to make the empower® AI Chart Assistant available, see **Technical Setup for the empower® AI Chart Assistant**.

The empower® AI Chart Assistant can transform data from different sources to write it into the mini Excel of a chart.

However, it never changes the content of existing Excel files that you provide.

To open the empower® AI Chart Assistant, click on the button **More** (Figure 279).

A drop-down menu opens.



Figure 279. Button **More**

In this drop-down menu, choose the option **AI Chart Assistant** (Figure 280).

The empower® AI Chart Assistant opens in the side pane on the right-hand side of your PowerPoint window.

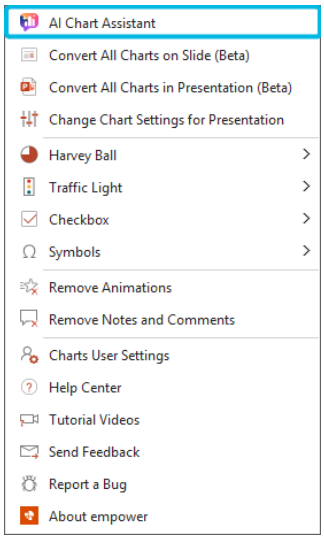


Figure 280. Option **AI Chart Assistant**

Alternatively, you can open the empower® AI Chart Assistant via the action bar of an existing chart.

To do so, select the chart and click on the button **AI Chart Assistant** in the chart's action bar (Figure 281).

Figure 281. Button **AI Chart Assistant** for Data Chart

In your *User Settings*, you can specify custom and company-specific requirements for the empower® AI Chart Assistant.

For example, you can specify coloring preferences or communication preferences.

For further information, see User Settings.

Insert and Create New Charts

If you want to insert a new chart into your presentation using the empower® AI Chart Assistant, select the slide into which you want to insert the chart and then enter your prompt into the input field (Figure 282).

To send your prompt, either press **Enter** or click on the button **Send Prompt** in the input field.

Make sure to be as precise as possible when writing your prompt.

If possible, provide the following information:

- Which chart type do you want to insert?
  If possible, name the exact chart type.
  You can also ask the AI to choose the most suitable chart type for your data.
- Where do you want to place the chart on your slide?
  If there are placeholders on the slide which you want to use, describe which placeholder the chart should be placed in.
  If there are no placeholders or if you do not want to use a placeholder, specify the exact position.
  You can also tell the AI to align the new chart with an existing chart, shape or placeholder.
- Specify the data as clearly as possible.
  If you have an Excel file containing the data, you can also create an Excel link from this file to use the contained data. For further information, see Create Excel Links.
- Optionally, specify which additional objects you want to add to your chart.
  If you want to add lines or arrows in data charts or tasks or milestones in Gantt charts, make sure to specify where in the chart the object should be positioned (e.g. growth arrow from lowest to highest column total, task bar from one date to another).

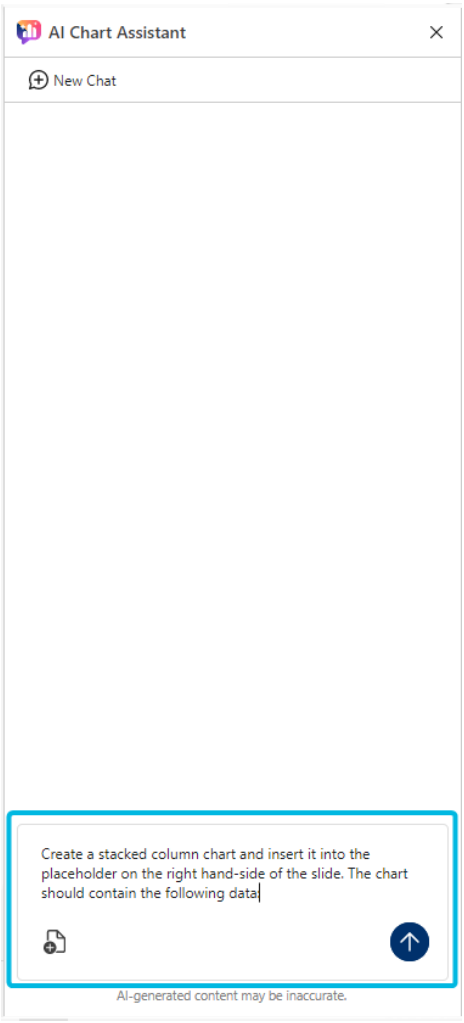


Figure 282. Enter Prompt in Input Field

As the empower® AI Chart Assistant is currently in a beta phase, it is not yet optimized to work with large Excel files.

It is therefore recommended to use smaller Excel files that do not contain big amounts of data.

If not specified otherwise, the empower® AI Chart Assistant will create an Excel link if you add data in form of an Excel file.

If you only want to use the data but do not want to create an Excel link, specify this information in your prompt.

You can also ask the AI to create a chart without providing data.

The empower® AI Chart Assistant will then insert a chart with default values and you can add your own data either manually or by entering a subsequent prompt.

The following use case provides an example prompt and result:

Example

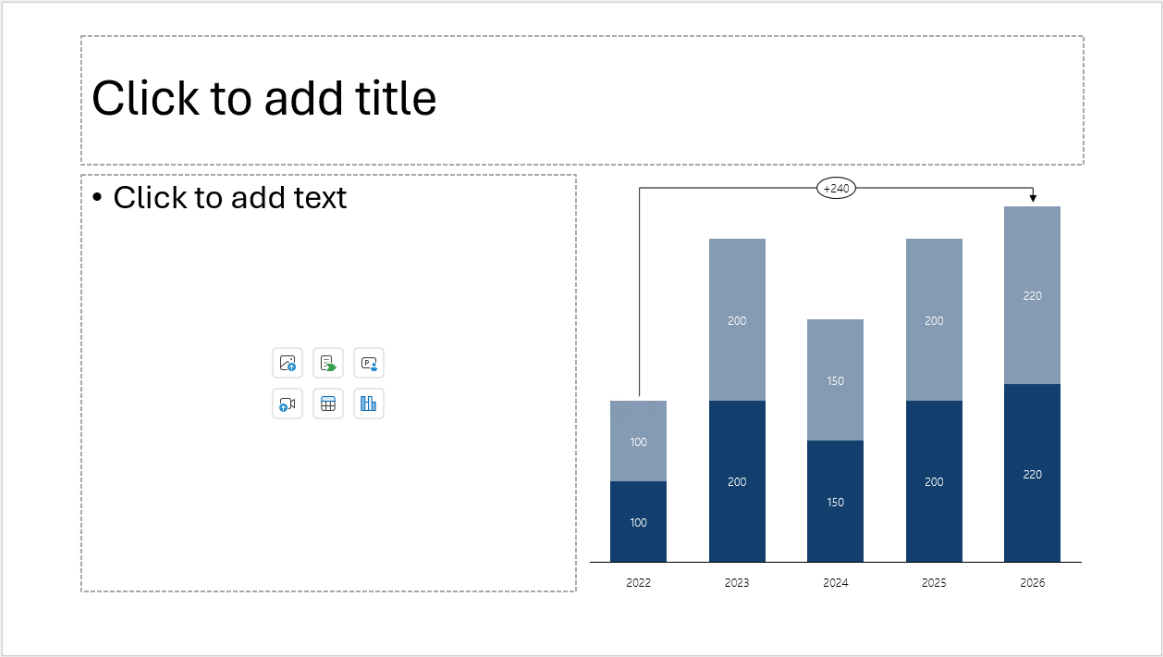
The following prompt could be used to insert a stacked column chart into a slide with a title placeholder and two general placeholders:

Create a stacked column chart and insert it into the placeholder on the right-hand side of the slide. The chart should contain the following data:

- 2 Series (Stack 1 and Stack 2), 5 Categories (Years 2022 to 2026)
- Stack 1 has the following values: 100, 200, 150, 200, 220
- Stack 2 has the following values: 100, 200, 150, 200, 220

Add a growth arrow from the lowest column total to the highest column total.

After the empower® AI Chart Assistant has processed the prompt and inserted the chart into the placeholder, the slide would look as follows:



Use Pictures to Create Charts

If you have a picture of a chart, e.g. a screenshot of a chart that has not yet been created with empower®, you can use this picture to ask the empower® AI Chart Assistant to create the chart in PowerPoint.

To do so, click on the button **Add File** and select a file from your device (Figure 283).

Alternatively, copy the file and paste it into the input field or drag and drop the file into the input field.

The picture is added as context to your prompt.

Then, prompt the empower® AI Chart Assistant to create a chart based on the picture.

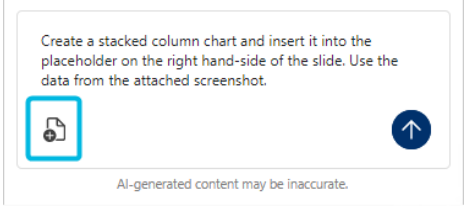


Figure 283. Add Picture File

The empower® AI Chart Assistant will then create a chart based on the picture, choosing the most similar colors and reflecting the displayed values and/or proportion between the series.

Use URLs to Create Charts

If you want to use data from a website to create a chart with empower®, include the URL to this website in your prompt (**Figure 284**).

In your prompt, specify which data you want to use for your chart and, if possible, specify which chart type you want to create.

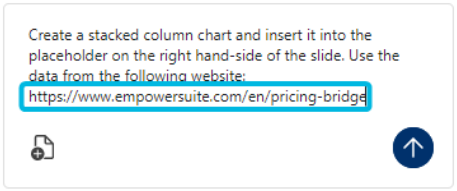


Figure 284. Included URL in Prompt

The empower® AI Chart Assistant will then create a chart based on the data on the website you specified.

Create Excel Links

If you have a local Excel file that contains your data in a suitable data structure, you can use this file to create your chart and directly link that chart to the Excel file.

To do so, click on the button **Add File** and select a file from your device (**Figure 285**).

Alternatively, copy the file and paste it into the input field or drag and drop the file into the input field.

The file is added to the context of your prompt.

Then, you can prompt the empower® AI Chart Assistant to create a chart based on the data in that Excel file by creating an Excel link.

If you do not want to create an Excel link but rather copy the data from the Excel file to the mini Excel of the new chart, prompt the empower® AI Chart Assistant accordingly.

The empower® AI Chart Assistant will then create a chart based on the data in the provided Excel file.

Depending on the specifications in your prompt, it will either create an Excel link to the file or copy the data from the file to the mini Excel of the chart without creating an Excel link.

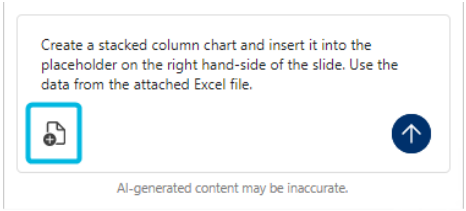


Figure 285. Add Excel File

If you click on the file name in the chat window, the Excel file opens from your device.

If you have an online Excel file that contains your data in a suitable data structure, you can use this file to create your chart and directly link that chart to the Excel file.

To do so, enter your prompt and specify the URL to the online Excel file in your prompt.

If the online Excel file can be opened, the empower® AI Chart Assistant can create a chart based on the data in the Excel file.

In addition, an Excel link to the referenced Excel file can be created in most cases.

As the empower® AI Chart Assistant is currently in a beta phase, it is not yet optimized to work with large Excel files.

It is therefore recommended to use smaller Excel files that do not contain big amounts of data.

For further information regarding Excel links, see **Use Excel Links**.

Edit Existing Data Charts

The empower® AI Chart Assistant is aware of the current slide content and your current selection.

Using the empower® AI Chart Assistant, you can make the following changes to your data charts:

- Replace the current chart data in the mini Excel.
- Insert a CAGR arrow between one specified data point and another.
- Insert a growth arrow between one specified data point and another.
- Insert a delta line between one specified data point and another.
- Insert a value line for the average value or a specified value.
- Change point and series colors.
  You can change fill colors, line colors, marker colors and border colors for all data points.

Edit Existing Gantt Charts

The empower® AI Chart Assistant is aware of the current slide content and your current selection.

Using the empower® AI Chart Assistant, you can make the following changes to your Gantt charts:

- Replace the current chart data in the mini Excel.
- Set the Gantt period to adjust automatically or to display a specified date range.
- Add or delete rows and phases.
- Add or delete task bars, milestones, date lines and markers.
- Change the color for task bars, milestones, date lines and markers.
- Add, change and delete status elements in the notes areas.
- Change and delete labels for Gantt objects.

Start a New Chat

If you have finished your current task or if you want to start a fresh session, you can start a new chat.

For example, this can be useful if you have finished working with a large Excel file.

To do so, click on the button **New Chat** in the upper left corner of the side pane (Figure 286).

The chat window is cleared.

You can now start a new chat session.

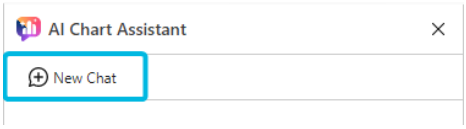


Figure 286. Button **New Chat**

If you start a new chat, your chat messages will be lost. All progress in PowerPoint will be maintained.

4. Data Charts

With empower® Chart Creation, you can choose from a variety of data charts. Chart types such as waterfall charts, bar charts, column charts, line charts and circle charts are available.

To insert a data chart, navigate to the group empower and click on the button **Insert Chart** (Figure 287).

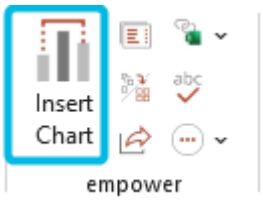


Figure 287. Button **Insert Chart**

Then, choose one of the chart types (Figure 288).

You can now define the area and size of the data chart on your current slide.

To do so, drag and drop your mouse cursor over the respective area.

If you have enabled guiding lines in the user settings, guiding lines are displayed while you insert the chart.

If you have defined the guiding lines option in the user settings accordingly, press **Alt** to display the guiding lines.

The guiding lines help you to align the chart to other placeholders or shapes.

To insert a chart into a placeholder, hover over the placeholder. The placeholder is highlighted by an orange frame.

Click into the placeholder to insert the chart into the highlighted placeholder.

Your chart is inserted into your slide with default values.

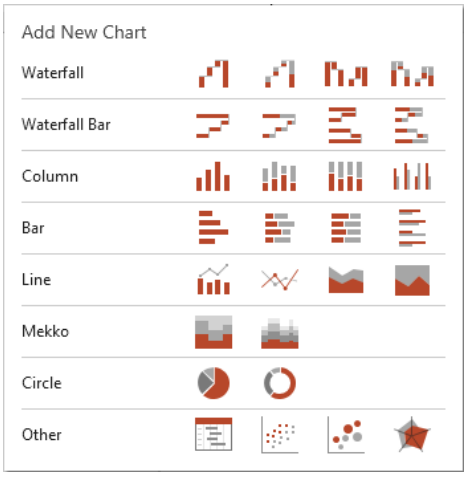


Figure 288. Chart Type Selection

Alternatively, you can select a placeholder you want to use for the chart and then click on the chart type. The chart will be inserted into the selected placeholder, adjusting to its size.

If you want to adjust the size of the chart later on, select the chart and drag its endpoints to your preferred size. If you have enabled guiding lines, they are also displayed if you change the size.

For further information regarding guiding lines, see **Enable Guiding Lines**.

Data charts mainly consist of data series which consist of data points (Figure 289, Figure 290).

You can either edit an entire series or single data points.

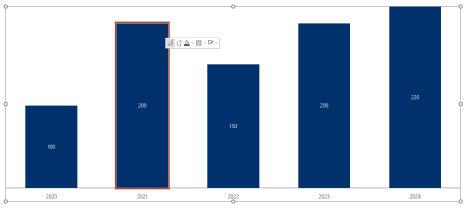


Figure 289. Data Point

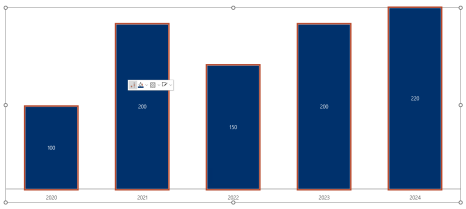


Figure 290. Data Series

If you have an existing data chart that you want to duplicate to place it on the same slide, select the respective chart and press **Ctrl**.

A placeholder with a **plus** symbol appears on the slide (Figure 291).

Drag the placeholder to the position where you want to place the copy of the chart.

Drop the chart at this position.

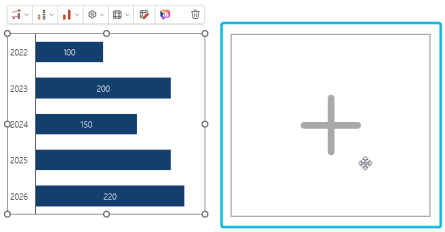


Figure 291. Placeholder with **Plus** Symbol

A duplicate of the copied chart will be placed at the respective position on the slide (Figure 292).

You can also select multiple charts or charts and shapes at once to copy them to another position on the slide. In this case, the relative distance between the charts and shapes is maintained.

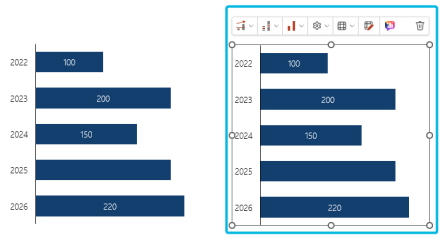


Figure 292. Chart Duplicate

To copy an existing chart to another slide, select the chart and then press **Ctrl + C**.

Then, switch to the slide on which you want to position the duplicate and press **Ctrl + V** to paste the chart.

You can then adjust the chart's position on the slide manually using drag & drop.

For further information regarding the transfer of properties from one data chart to another, see Edit Data Chart Properties.

Use Mixed Charts

In the chart type selection, you can also choose a mixed chart.

A mixed chart consists of data series displayed as columns and of lines (Figure 293).

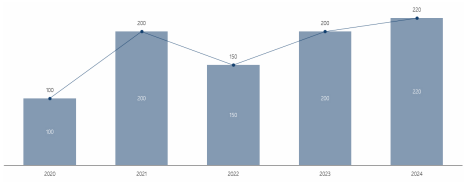


Figure 293. Mixed Chart

To insert a mixed chart, open the chart type selection and select *Mixed* under *Lines* (Figure 294).

A mixed chart is inserted into your slide.

You can always change the series settings via the button **Series** in the action bar.

Here, you can decide which series should be displayed as a line and which series should be displayed as a column.

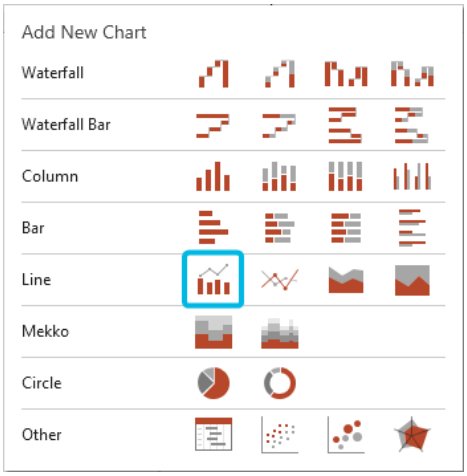


Figure 294. Mixed Chart in Chart Type Selection

For further information regarding the series settings, see Chart Type Dependent Series Settings.

4.1. Mini Excel for Data Charts

You can edit the data in the data chart using the mini Excel.

To access this mini Excel, click on the button **Edit Data** in the action bar (Figure 295).



Figure 295. Button **Edit Data**

Alternatively, perform a double-click on the chart.

The mini Excel opens in a separate window.

You can change the column and row headers. This will change the labels for categories and series, if they are currently displayed.

Then, enter the values you need into the respective cells.

Only enter numeric values. If a cell contains text, the cell is ignored and the data is not transferred to the respective data chart.

To add points or series, you can always add new rows or columns.

In addition, you can apply colors on cells which contain values. These colors can then be used for the data points in the chart itself.

To apply formatting on the currently selected cells, click on the button **Format** in the action bar.

Navigate to the tab *Fill* and apply your changes (Figure 296). Then click on the button **OK**.

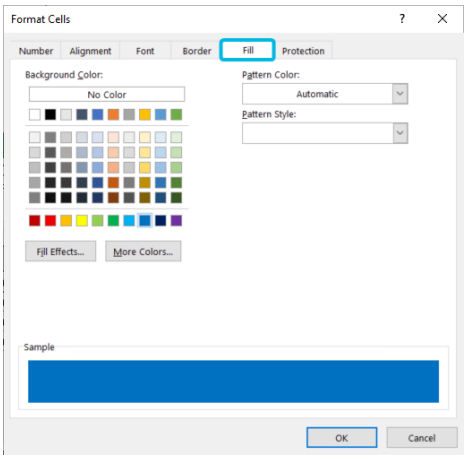


Figure 296. Color Options

To reflect your changes in your chart, close the mini Excel and click on the button **Series** in the action bar of the chart (Figure 297).



Figure 297. Button **Series**

Here, switch the toggle button for **Excel Colors** to *On* (Figure 298).

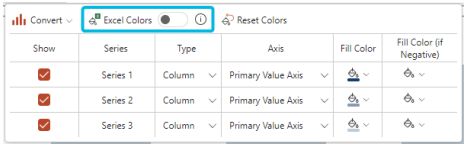


Figure 298. Toggle Button for **Excel Colors**

All changes you make to the mini Excel will be applied immediately after you leave a cell.

Actions executed in the groups Insert and Delete in the action bar cannot be undone.

For further information regarding the Excel action bar, see **Use the Mini Excel**.

If you need help when editing the mini Excel, click on the button **Help** in the mini Excel's action bar.

A dialog box opens.

Here, you will be provided with further instructions.

This option is only available for Mekko and waterfall charts.

For further information regarding the use of Excel colors, see **Use Excel Colors**.

Mini Excel for Mekko Charts

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

A distinction is made between two variants.

The Marimekko chart is to be understood as a two-axis stacked bar chart in which both axes represent 100% (Figure 299).

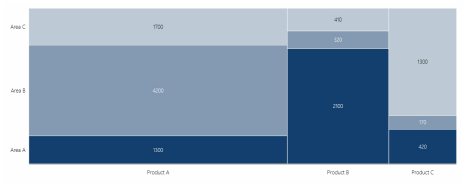


Figure 299. Marimekko Chart

The column Mekko chart, on the other hand, is to be understood as a two-axis stacked bar chart, in which, however, the axes do not represent 100% in contrast to the Marimekko (Figure 300).

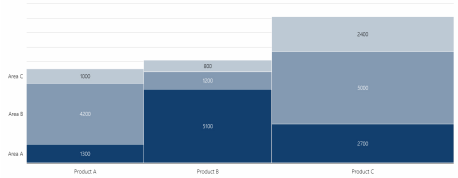


Figure 300. Column Mekko Chart

The mini Excel for Mekko charts contains a special row which is not included in mini Excels for other data charts.

The row *Width* in Mekko charts is used for the sum of all data points in a series (Figure 301).

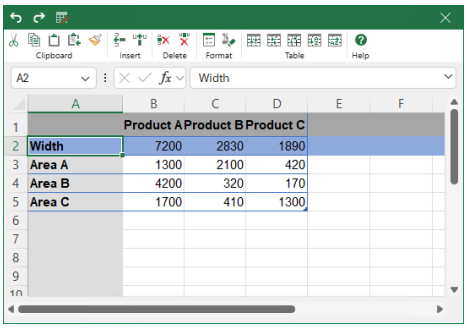
It contains a formula and is therefore calculated automatically.

Therefore, do not edit this row manually.

In column Mekko charts, negative values are supported.

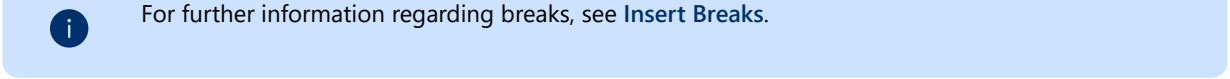
Here, it is important that you enter negative values in the series that you want to achieve the desired shape of the chart for.

The chart can then be optimized using breaks.



	A	B	C	D	E	F
1		Product A	Product B	Product C		
2	Width	7200	2830	1890		
3	Area A	1300	2100	420		
4	Area B	4200	320	170		
5	Area C	1700	410	1300		

Figure 301. Mekko Chart Mini Excel



For further information regarding breaks, see **Insert Breaks**.

Mini Excel for Waterfall Charts

The mini Excel for waterfall charts contains sum columns.

These sum columns are used to calculate the total sum of either all series or one series.

The columns are named *Total N*. To indicate a sum column, set the value of one or more series to *x* for this column (Figure 302).

If only one series value is set to *x*, the overall sum over all series is calculated.

If two or more series values are set to *x*, the per series sums are calculated and displayed.

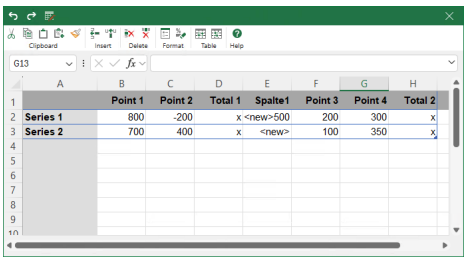
The column itself does not contain a formula. However, the sums are calculated automatically and displayed in the chart accordingly.

If any row of a column contains the keyword <*new*>, a new waterfall starts with the upcoming column. The columns used to indicate the start of a new waterfall are named *SpalteN*.

Sum columns are calculated separately for each new waterfall.

You may configure the starting value for the new waterfall by defining it after <*new*>.

For example, you would then enter <*new*>*500* into the cell (Figure 302).



	A	B	C	D	E	F	G	H
1		Point 1	Point 2	Total 1	Spalte1	Point 3	Point 4	Total 2
2	Series 1	800	-200	x	<new>500	200	300	x
3	Series 2	700	400	x	<new>	100	350	x

Figure 302. Waterfall Chart Mini Excel

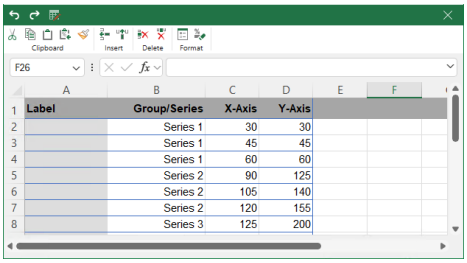
Mini Excel for Bubble and Scatter Charts

The mini Excel for bubble and scatter charts contains an additional column.

This column is named *Group/Series*.

For scatter and bubble charts, the series assignment of the points takes place via this column. You can use this column and similar entries to reach a grouping of their data points (**Figure 303**).

This gives you the opportunity to differentiate the groupings in terms of color and legend.



	A	B	C	D
1	Label	Group/Series	X-Axis	Y-Axis
2		Series 1	30	30
3		Series 1	45	45
4		Series 1	60	60
5		Series 2	90	125
6		Series 2	105	140
7		Series 2	120	155
8		Series 3	125	200

Figure 303. Scatter Chart Mini Excel

Mini Excel for Butterfly Charts

Butterfly charts can be created from stacked column charts (**Figure 304**).

To do so, insert a stacked column chart and edit its mini Excel.

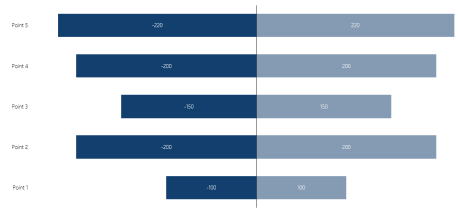
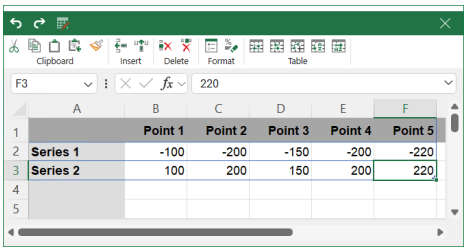


Figure 304. Butterfly Chart

To display the contrast in a butterfly chart, it is important that you enter only negative values for the series that is supposed to be displayed on the left-hand side (**Figure 305**).

Then, disable the column totals via the data label menu in the action bar and set the number format for data labels to *Value*.



	A	B	C	D	E	F
1		Point 1	Point 2	Point 3	Point 4	Point 5
2	Series 1	-100	-200	-150	-200	-220
3	Series 2	100	200	150	200	220
4						
5						

Figure 305. Butterfly Chart Mini Excel

For further information regarding the data label options in the action bar, see **Edit Data Label Settings**.

4.2. Add Lines and Arrows to Data Charts

Under the button **Lines** in the action bar, you can make further changes to your data chart (Figure 306).



Figure 306. Button **Lines**

The available options depend on the chart type in use. For example, you can add connector lines to most charts, but not to line charts.

For most charts, you can also add different arrows, breaks or gridlines, depending on the chart's data structure.

For radar charts, you can only enable gridlines.

For circle charts, there are no options available. The button is grayed out.

Insert Growth Arrows

A growth arrow displays the growth between two data points.

To add a growth arrow, choose the option **Growth Arrow** (Figure 307).

You can now insert a growth arrow by choosing the start and end point of the arrow. To do so, first select the start point and then the end point.

A menu opens.

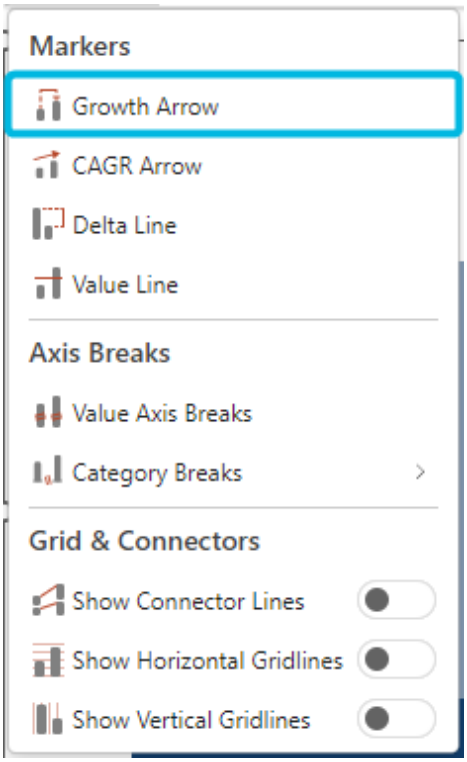


Figure 307. Option **Growth Arrow**

Alternatively, you can set the start and end point via the open menu. To do so, click on the **pen** symbol (**Figure 308**).

Then, first choose your start point and then choose your end point. To do so, tick the corresponding checkboxes.

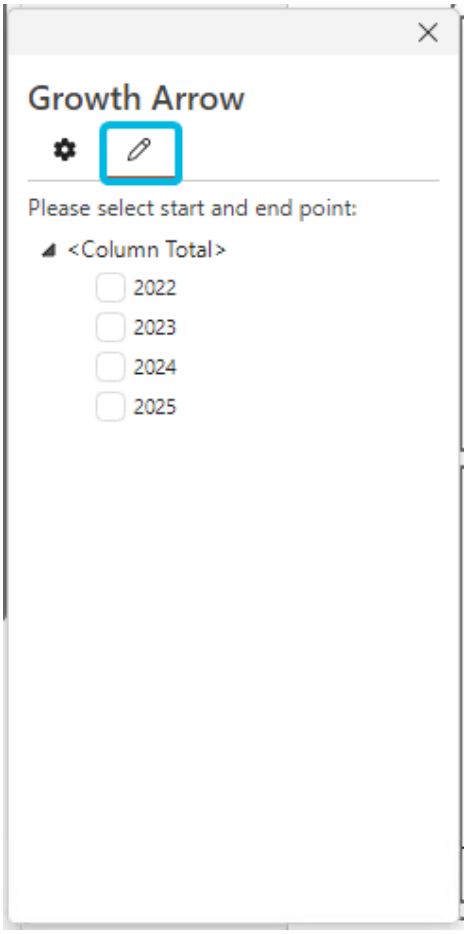


Figure 308. Define Start And End Point for Growth Arrow

The growth arrow is inserted into your chart (**Figure 309**).

You can add as many growth arrows as you need.

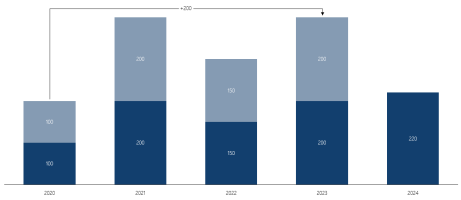


Figure 309. Growth Arrow in Chart

In the open menu, you can make changes to each growth arrow individually. To do so, select the growth arrow you want to edit and make changes.

You can decide which label type you want to use (Figure 310).

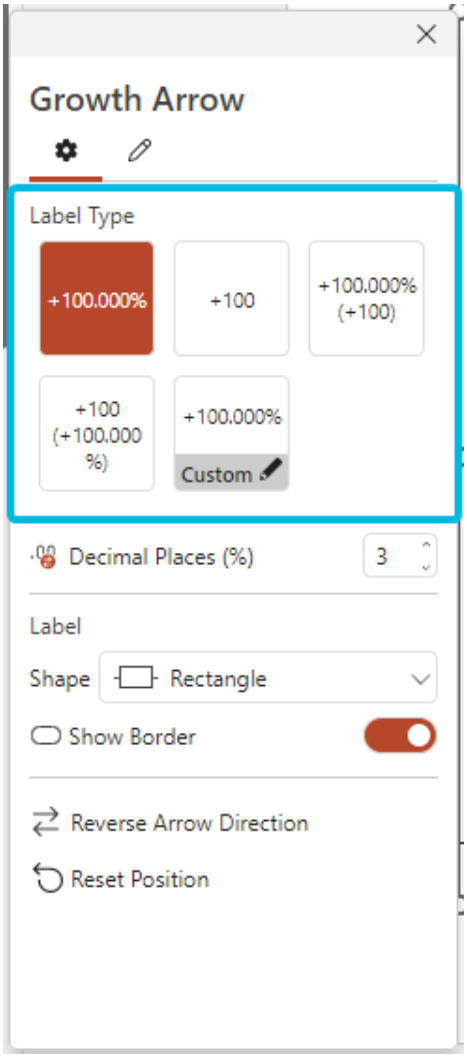


Figure 310. Define Label Type for Growth Arrow

If you have chosen to display a percentage as a label, you can decide how many decimal places you want to display.

To do so, either type in a value or use the **arrow** symbols to increase or decrease the value (Figure 311).

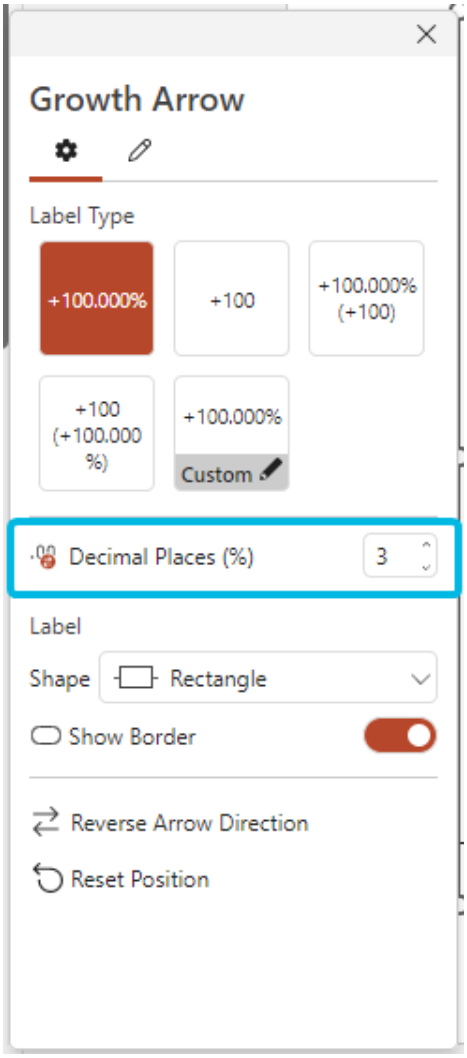


Figure 311. Set Decimal Places for Growth Arrow Label

If you have chosen to display a value as a label, you can decide which number format you want to use.

To do so, expand the drop-down menu under *Number Format* and choose your preferred option (**Figure 312**).

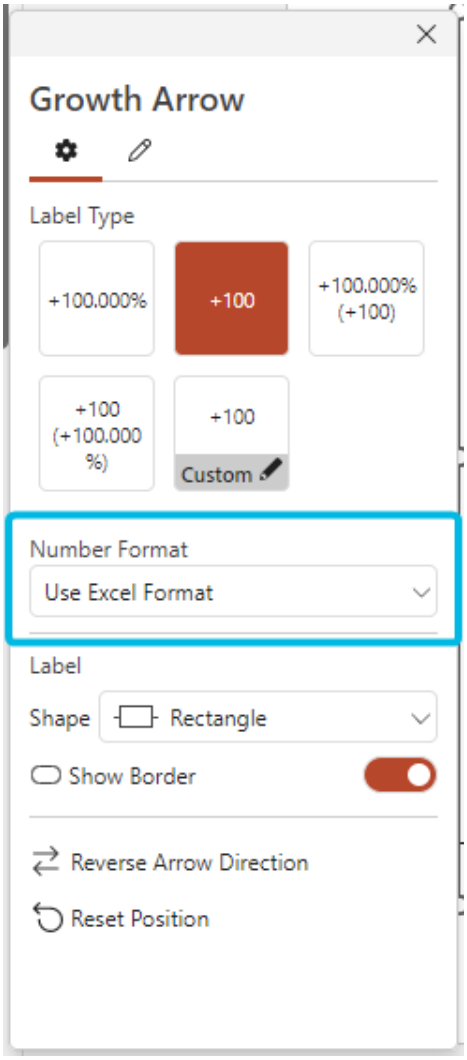


Figure 312. Set Number Format for Growth Arrow Label

Under *Label*, you can make further adjustments to the growth arrow label (Figure 313).

To select a shape for the label, expand the drop-down menu next to *Shape* and select your preferred option.

To display a border for the label, switch the toggle button for **Show Border** to *On*.

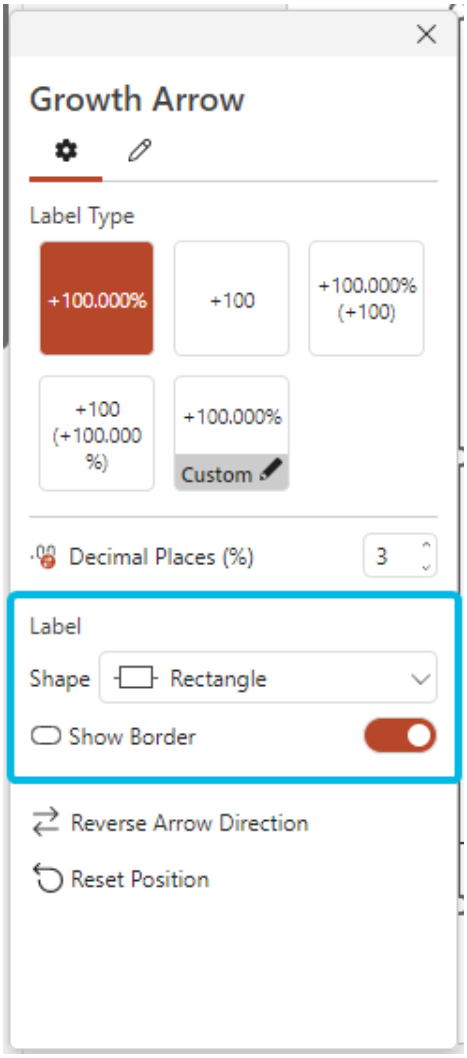


Figure 313. Label Settings for Growth Arrow

If you select a shape and enable the border, the shape is displayed in the growth arrow (Figure 314).

This shape can also be colored.

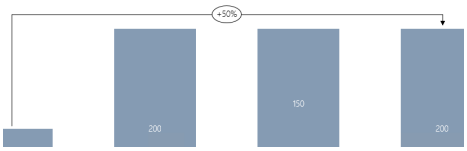


Figure 314. Growth Arrow with Ellipse

To reverse the direction of the growth arrow, click on the button next to *Reverse Arrow Direction* (**Figure 315**).

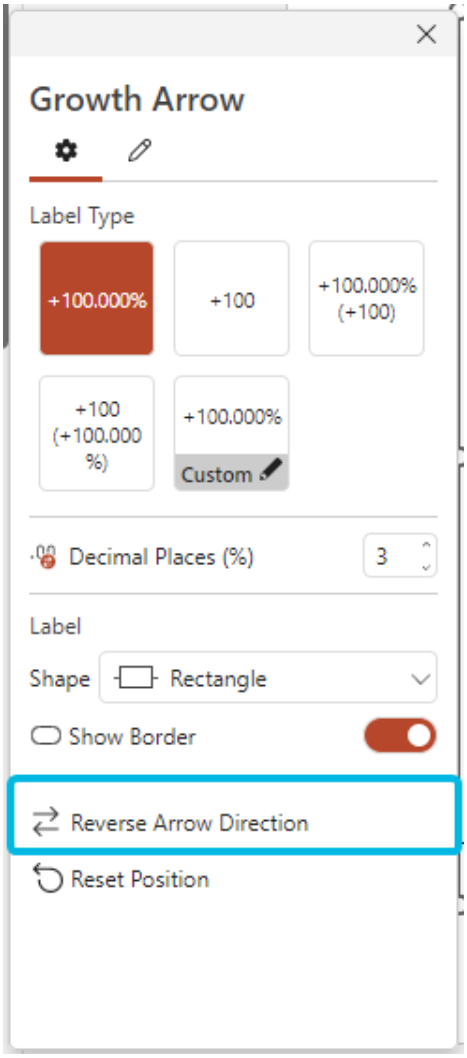


Figure 315. Reverse Arrow Direction for Growth Arrow

You can move the horizontal line according to your needs. To do so, hover over this line.

A bilateral arrow appears. Now, drag and drop the line to your preferred position.

As a result, two overarching growth arrows can also be fused into each other (**Figure 316**).

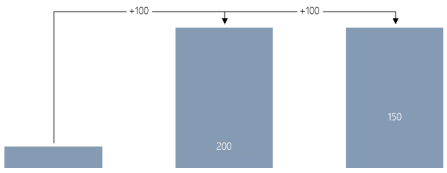


Figure 316. Merged Growth Arrows

If you want to reset this change, click on the button next to *Reset Position* in the open menu (**Figure 317**).

To exit the growth arrow settings, either close the menu or press **ESC**.

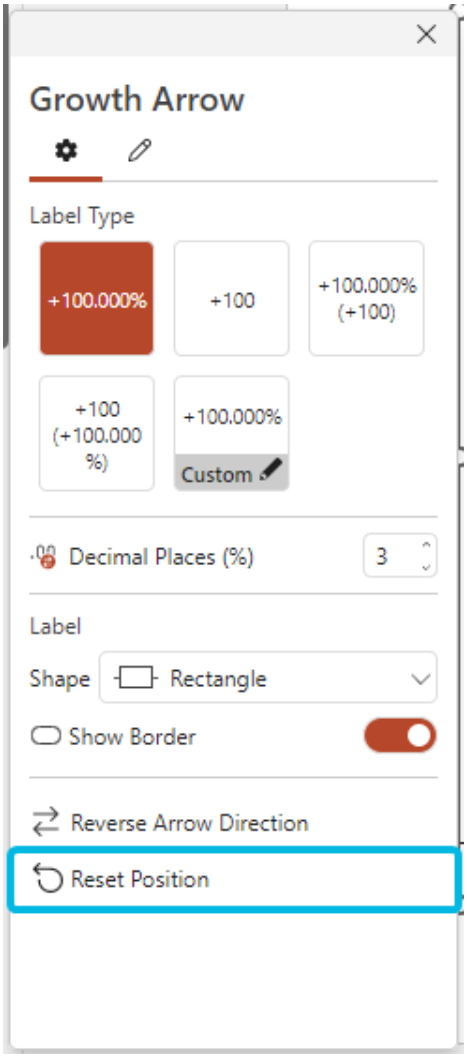


Figure 317. Reset Growth Arrow Position

For further information regarding editing options for growth arrows, see **Edit Data Chart Objects**.

Insert CAGR Arrows

A CAGR (Compound Annual Growth Rate) arrow displays the annual average growth rate of the time period between two data points.

To add a CAGR arrow, choose the option **CAGR Arrow** (Figure 318).

A menu opens.

You can now insert a CAGR arrow by choosing the start and end point of the arrow. To do so, first select the start point and then the end point.

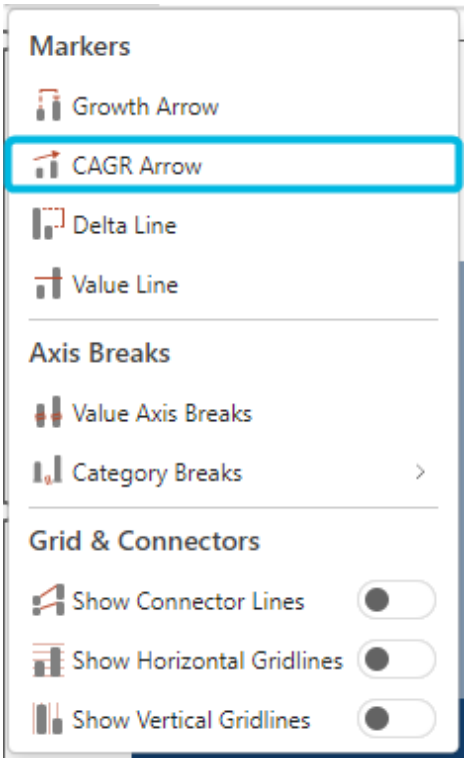


Figure 318. Option **CAGR Arrow**

Alternatively, you can set the start and end point via the open menu. To do so, click on the **pen** symbol (Figure 319).

Then, first choose your start point and then choose your end point. To do so, tick the corresponding checkboxes.

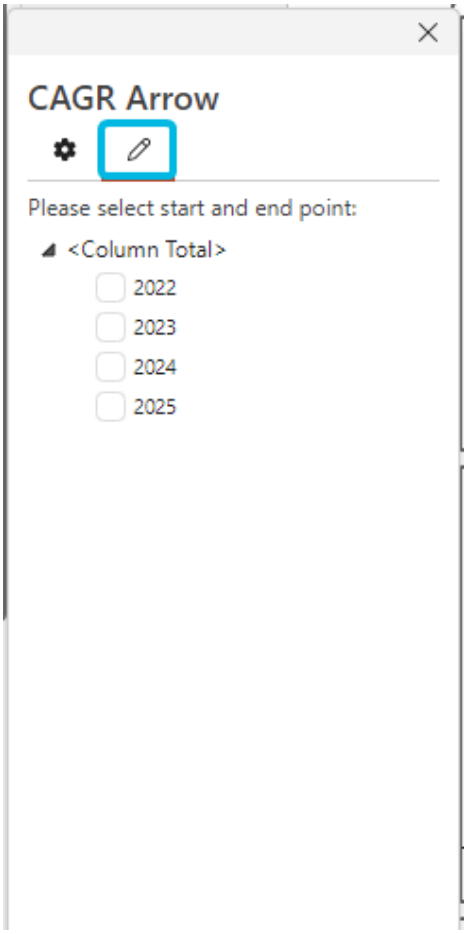


Figure 319. Define Start and End Point for CAGR Arrow

The CAGR arrow is inserted into your chart (Figure 320).

You can add as many CAGR arrows as you need.

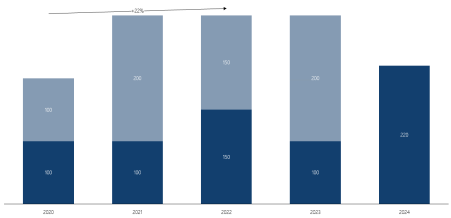


Figure 320. CAGR Arrow in Chart

In the open menu, you can make changes to each CAGR arrow individually. To do so, select the CAGR arrow you want to edit and make changes.

You can decide which label type you want to use (Figure 321).

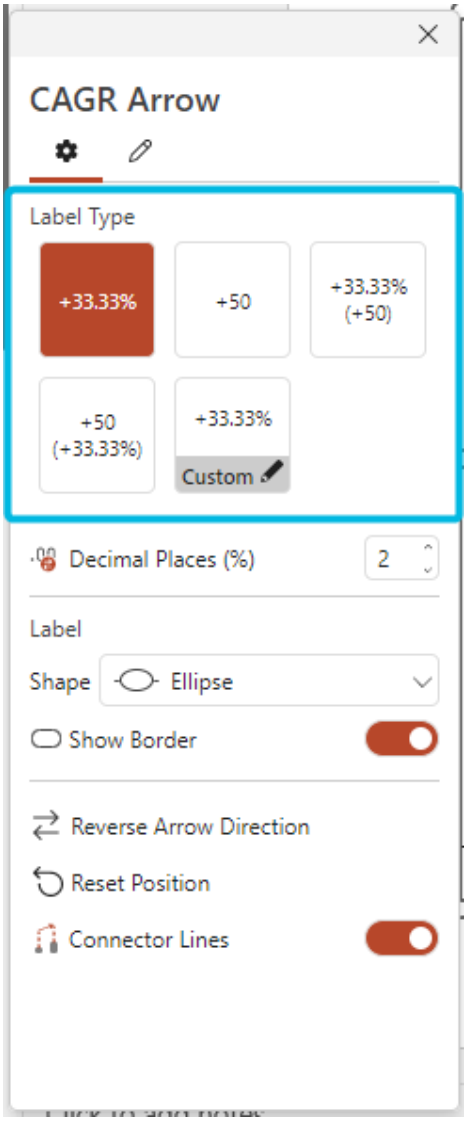


Figure 321. Define Label Type for CAGR Arrow

If you have chosen to display a percentage as a label, you can decide how many decimal places you want to display.

To do so, either type in a value or use the **arrow** symbols to increase or decrease the value (Figure 322).

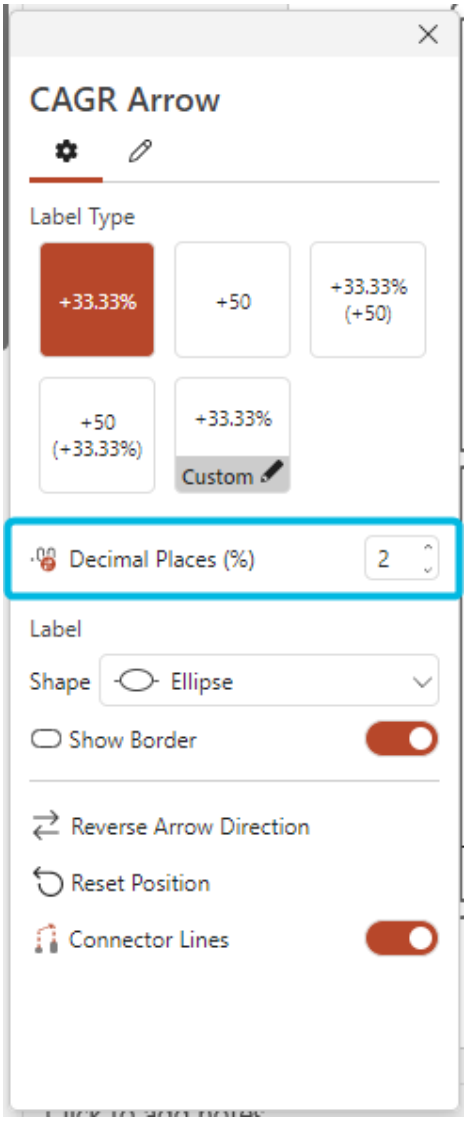


Figure 322. Set Decimal Places for CAGR Arrow Label

If you have chosen to display a value as a label, you can decide which number format you want to use.

To do so, expand the drop-down menu under *Number Format* and choose your preferred option (**Figure 323**).

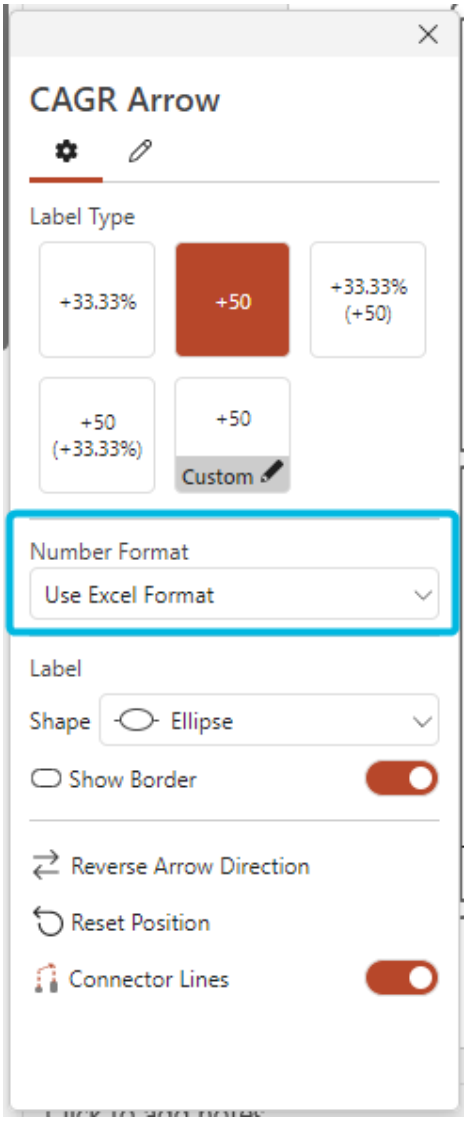


Figure 323. Set Number Format for CAGR Arrow Label

Under *Label*, you can make further adjustments to the CAGR arrow label (**Figure 324**).

To select a shape for the label, expand the drop-down menu next to *Shape* and select your preferred option.

To display a border for the label, switch the toggle button for **Show Border** to *On*.

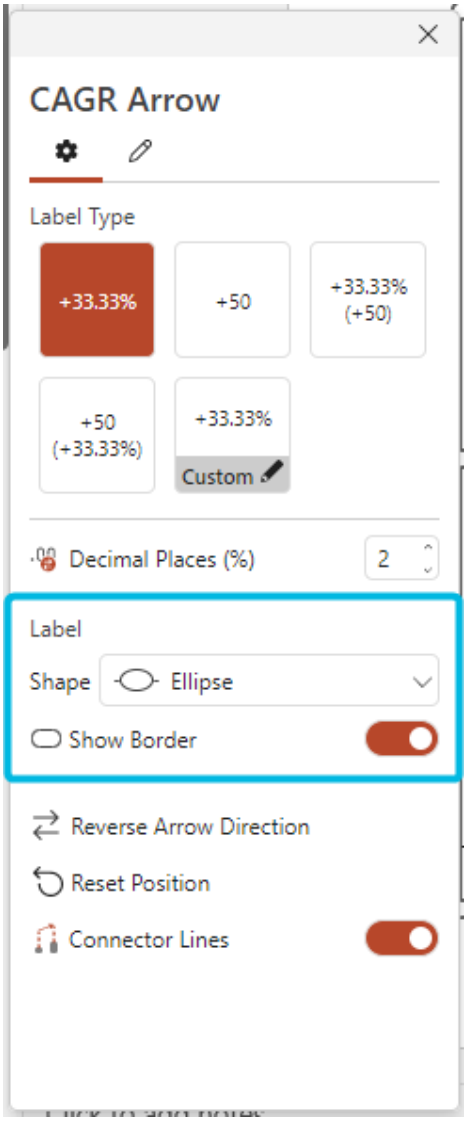


Figure 324. Label Settings for CAGR Arrow

If you select a shape and enable the border, the shape is displayed in the CAGR arrow (**Figure 325**).

This shape can also be colored.

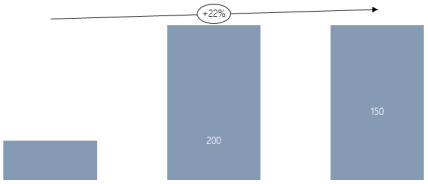


Figure 325. CAGR Arrow with Ellipse

To reverse the direction of the CAGR arrow, click on the button next to *Reverse Arrow Direction* (Figure 326).

You can move the arrow according to your needs. To do so, hover over the CAGR arrow.

A bilateral arrow appears. Now, drag and drop the CAGR arrow to your preferred position.

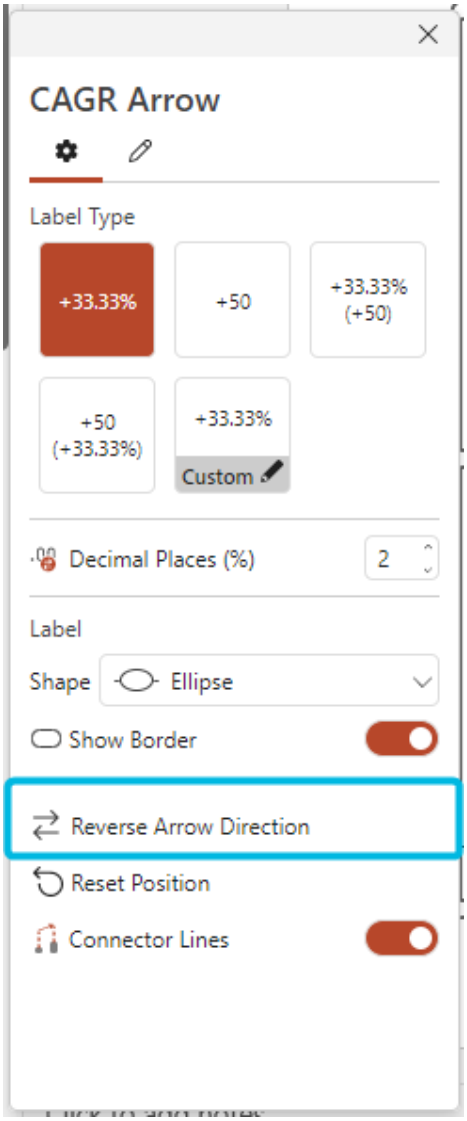


Figure 326. Reverse Arrow Direction for CAGR Arrow

If you want to reset this change, click on the button next to *Reset Position* in the open menu (**Figure 327**).

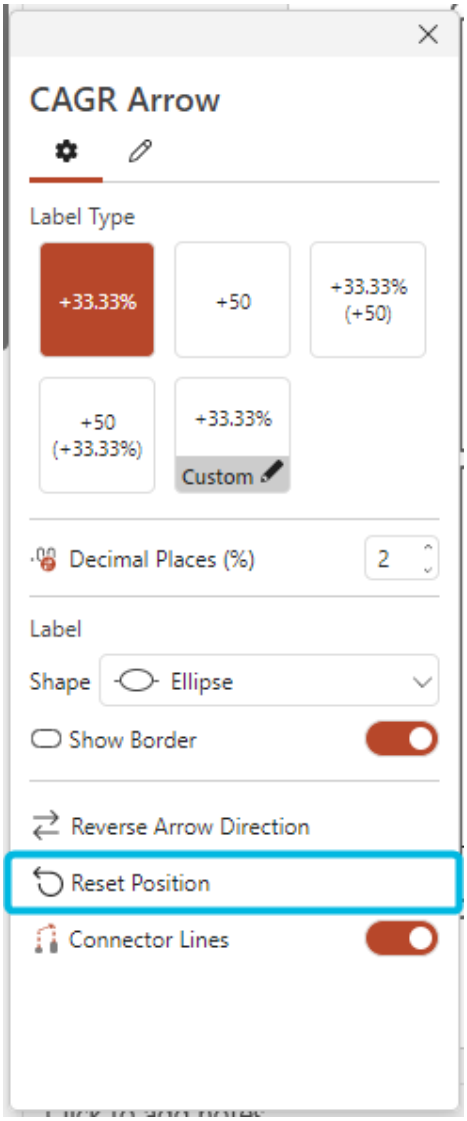


Figure 327. Reset CAGR Arrow Position

In addition, you can display connector lines for the CAGR arrow and the respective data points.

To do so, switch the toggle button for **Connector Lines** to *On* (Figure 328).

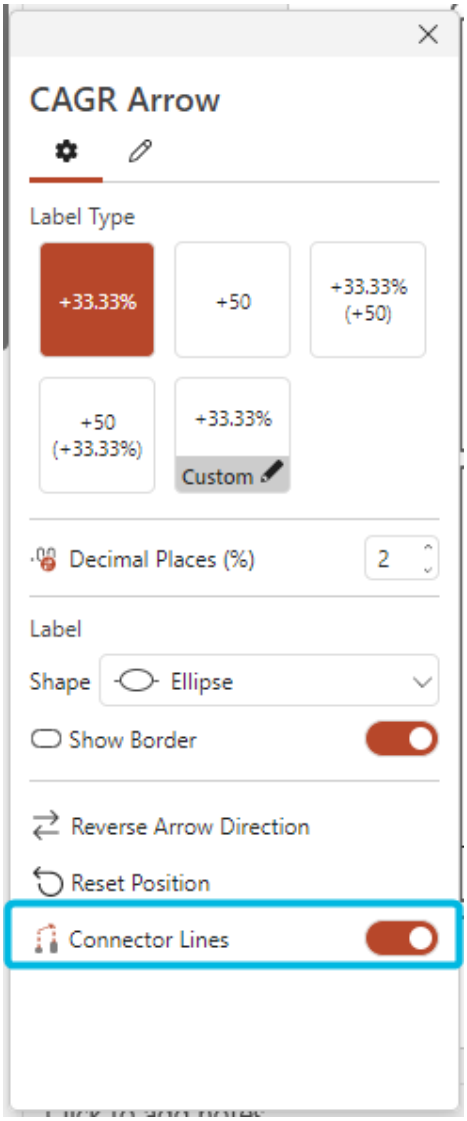


Figure 328. Show Connector Lines for CAGR Arrow

Connector lines are then inserted between the CAGR arrow and its data points (Figure 329).

To exit the CAGR arrow settings, either close the menu or press **ESC**.

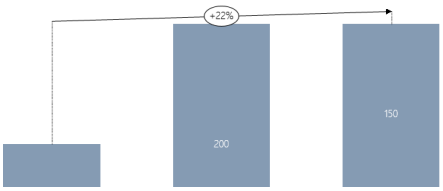


Figure 329. CAGR Arrow with Connector Lines

For further information regarding editing options for CAGR arrows, see Edit Data Chart Objects.

Insert Delta Lines

The delta line shows the percentage or absolute difference between two data points.

To add a delta line, choose the option **Delta Line** (**Figure 330**).

A menu opens.

You can now insert a delta line by choosing the start and end point of the line. To do so, first select the start point and then the end point.

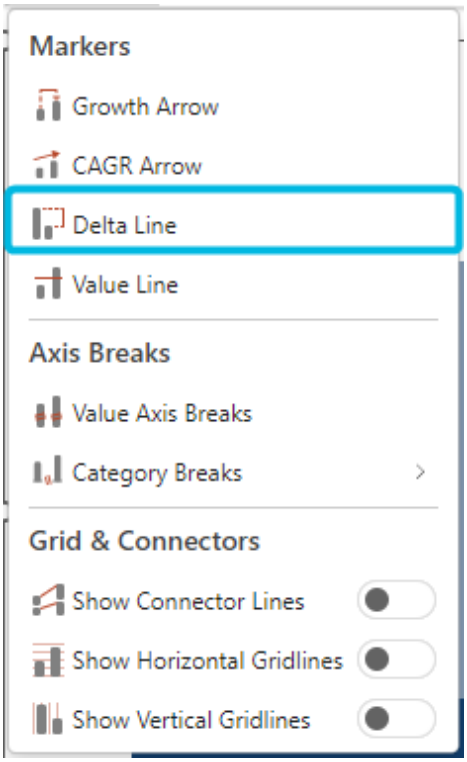


Figure 330. Option **Delta Line**

Alternatively, you can set the start and end point via the open menu. To do so, click on the **pen** symbol (Figure 331).

Then, first choose your start point and then choose your end point. To do so, tick the corresponding checkboxes.

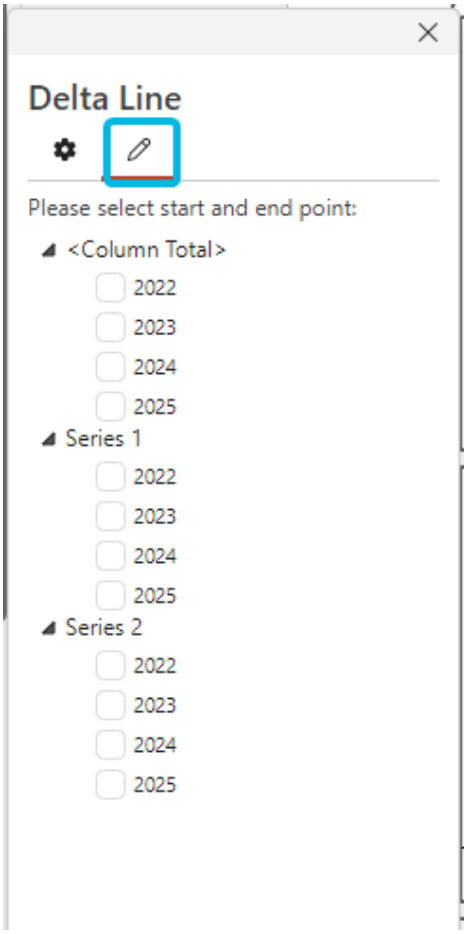


Figure 331. Define Start And End Point for Delta Line

The delta line is inserted into your chart (Figure 332).

You can add as many delta lines as you need.

The delta line aligns with the axis delta between two points, also in waterfall charts.

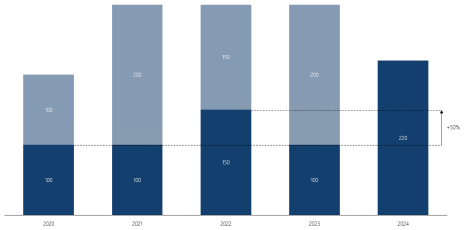


Figure 332. Delta Line in Chart

In the open menu, you can make changes to each delta line individually. To do so, select the delta line you want to edit and make changes.

You can decide which label type you want to use (Figure 333).

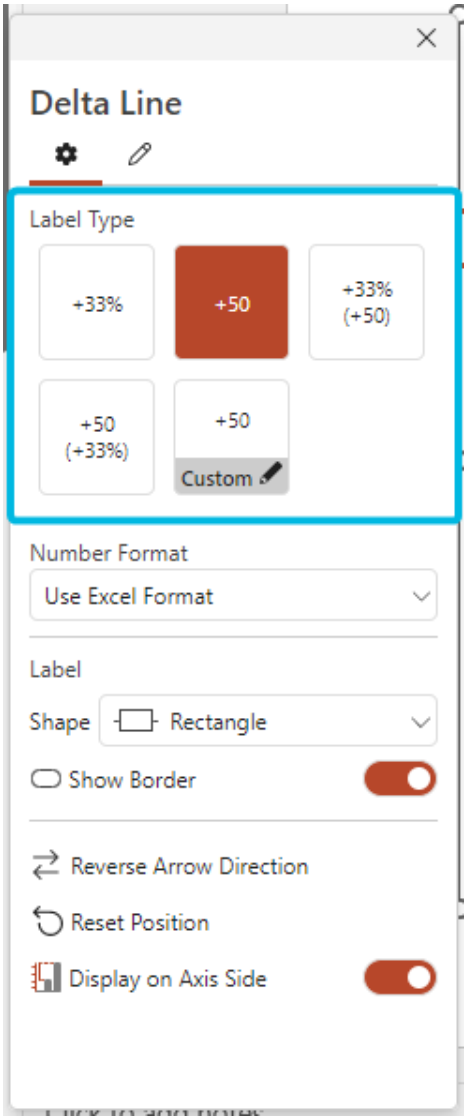


Figure 333. Define Label Type for Delta Line

If you have chosen to display a percentage as a label, you can decide how many decimal places you want to display.

To do so, either type in a value or use the **arrow** symbols to increase or decrease the value (Figure 334).

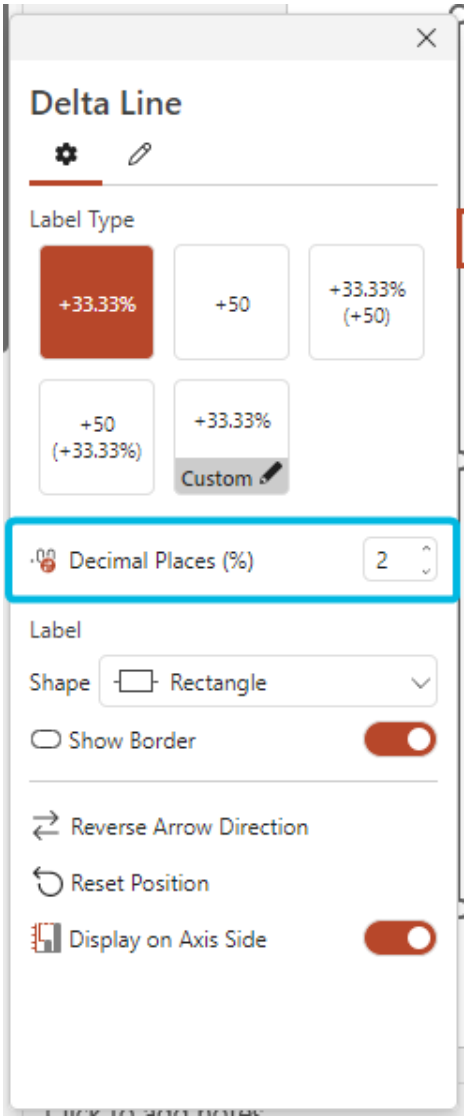


Figure 334. Set Decimal Places for Delta Line Label

If you have chosen to display a value as a label, you can decide which number format you want to use.

To do so, expand the drop-down menu under *Number Format* and choose your preferred option (**Figure 335**).

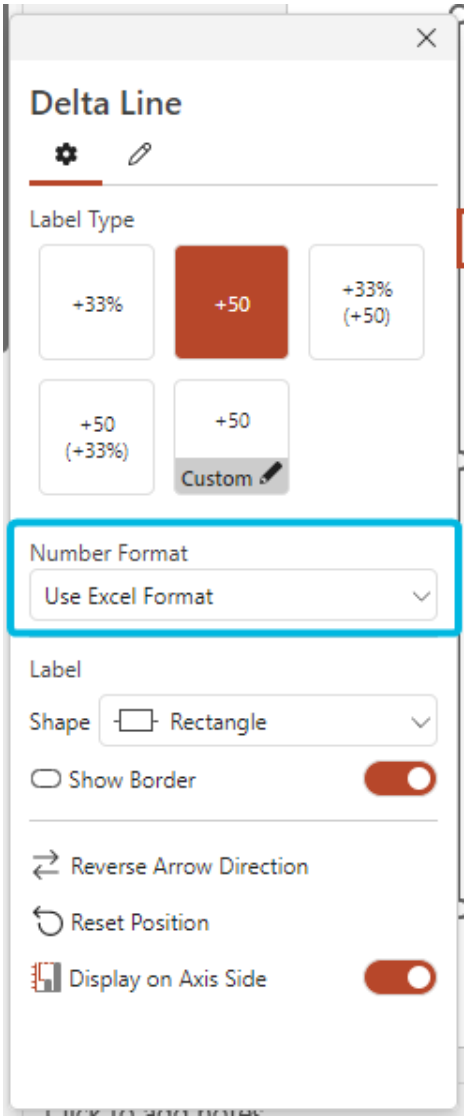


Figure 335. Set Number Format for Delta Line Label

Under *Label*, you can make further adjustments to the delta line label (Figure 336).

To select a shape for the label, expand the drop-down menu next to *Shape* and select your preferred option.

To display a border for the label, switch the toggle button for **Show Border** to *On*.

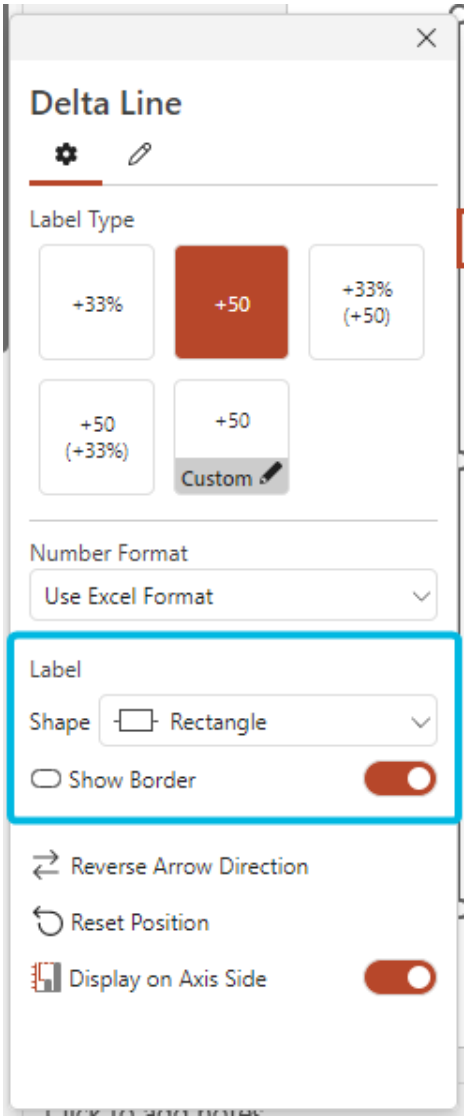


Figure 336. Label Settings for Delta Line

If you select a shape and enable the border, the shape is displayed in the delta line (Figure 337).

This shape can also be colored.

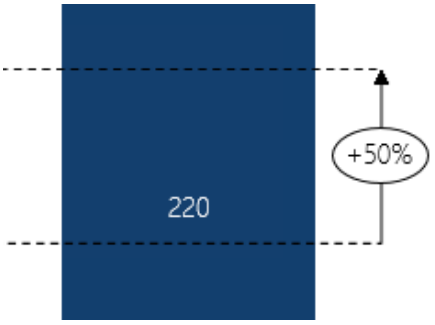


Figure 337. Delta Line with Ellipse

To reverse the direction of the delta line, click on the button next to *Reverse Arrow Direction* (**Figure 338**).

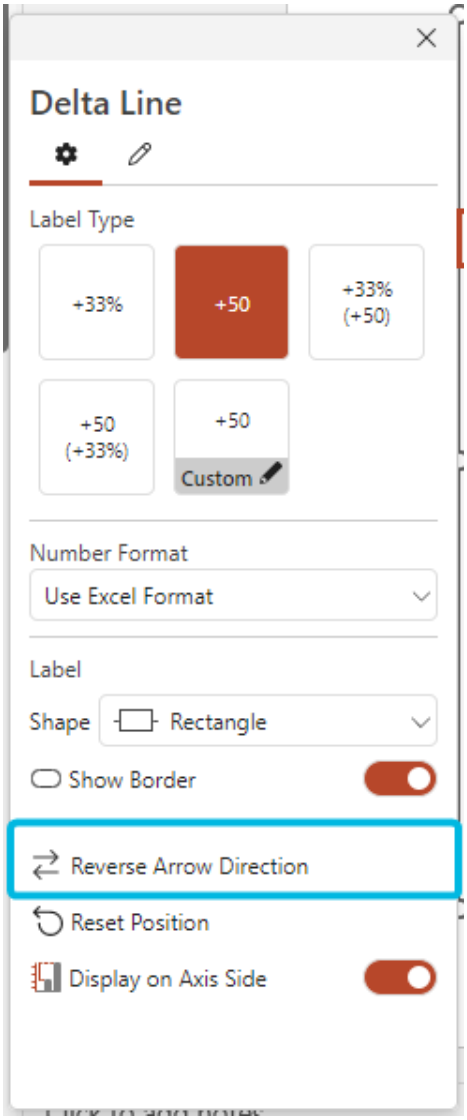


Figure 338. Reverse Arrow Direction for Delta Line

You can move the line according to your needs. To do so, hover over the vertical part of the delta line.

A bilateral arrow appears. Now, drag and drop the delta line to your preferred position.

If you want to reset this change, click on the button next to *Reset Position* in the open menu (**Figure 339**).

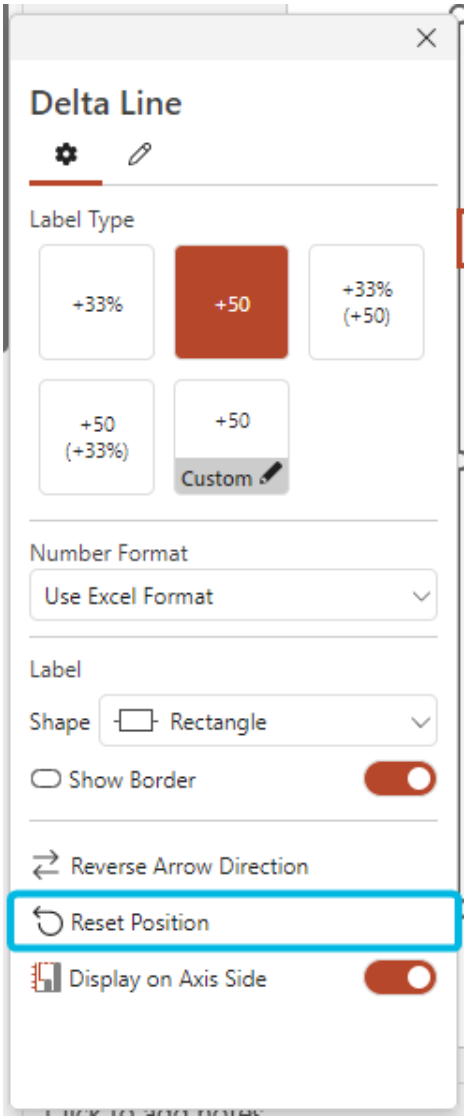


Figure 339. Reset Delta Line Position

In addition, you can decide if you want to display the value on the axis side or on the other side of the line.

To display the value on the axis side, switch the toggle button for **Display on Axis Side** to *On* (Figure 340).

To exit the delta line settings, either close the menu or press **ESC**.

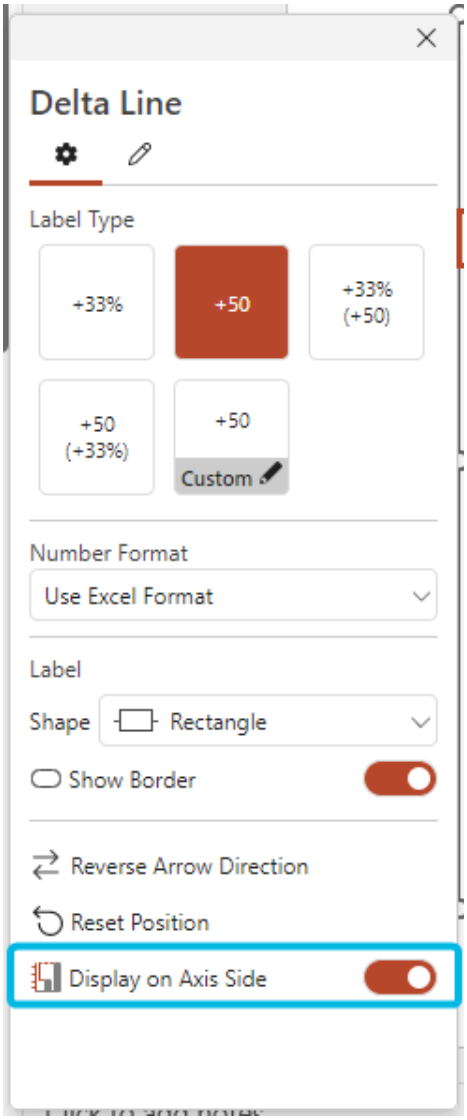


Figure 340. Display Delta Line Value on Axis Side

For further information regarding editing options for delta lines, see **Edit Data Chart Objects**.

Insert Value Lines

A value line can be used to mark a specific value in your chart.

To add a value line, choose the option **Value Line** (Figure 341).

The line is inserted into your chart and a menu opens.

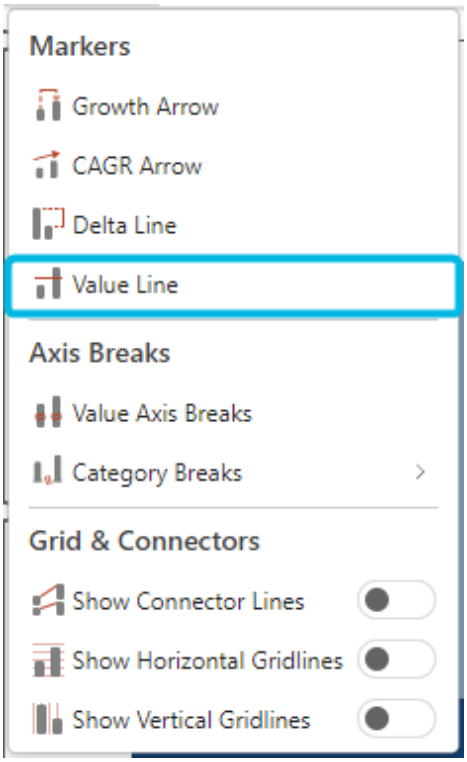


Figure 341. Option **Value Line**

Here, you can specify the value that the value line should mark (Figure 342).

To do so, either type in a value into the input field or tick the checkbox for **Average**.

If you choose the option **Average**, the average is automatically calculated and the value line is inserted accordingly.

You can also decide not to show the value in the value line label.

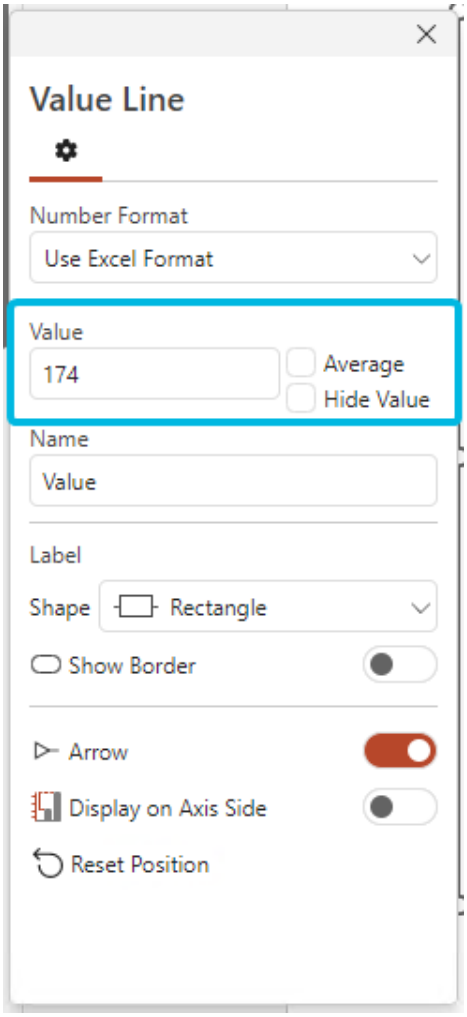


Figure 342. Value Settings for Value Line

If you have chosen to display the value, you can decide which number format you want to use.

To do so, expand the drop-down menu under *Number Format* and choose your preferred option (**Figure 343**).

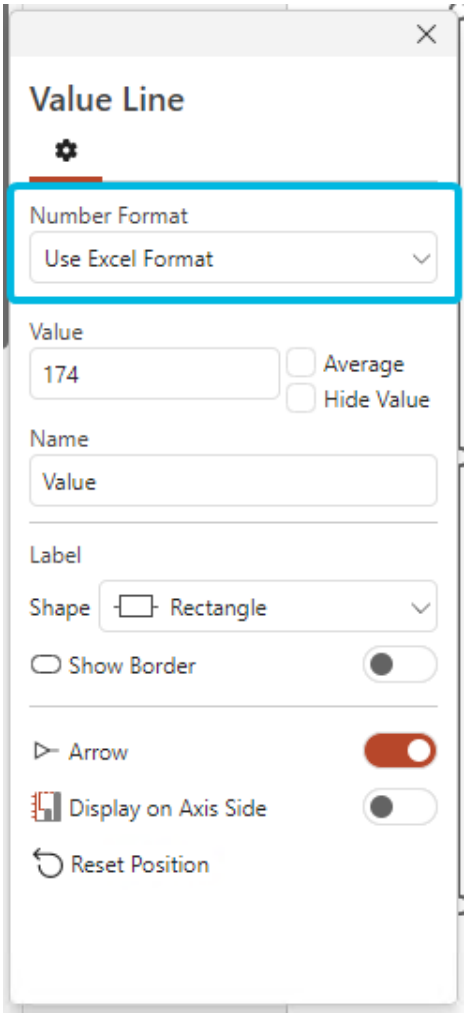


Figure 343. Set Number Format for Value Line Label

In addition, you can type in a custom label for the value line (Figure 344).

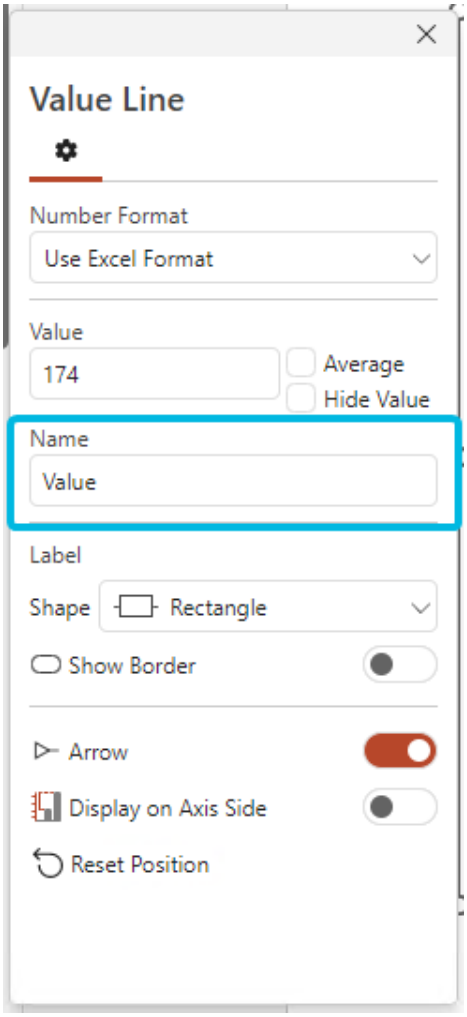


Figure 344. Define Custom Label

Under *Label*, you can make further adjustments to the value line label (**Figure 345**).

To select a shape for the label, expand the drop-down menu next to *Shape* and select your preferred option.

To display a border for the label, switch the toggle button for **Show Border** to *On*.

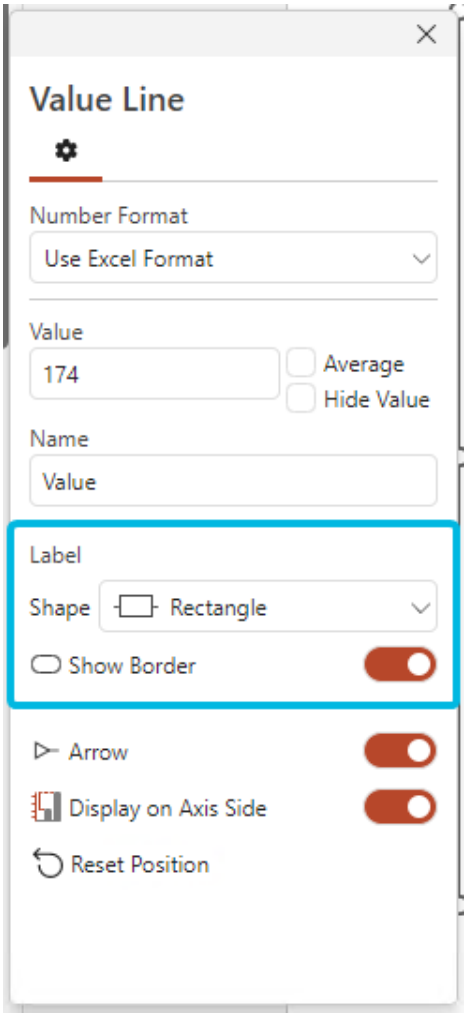


Figure 345. Label Settings for Value Line

If you select a shape and enable the border, the shape is displayed next to the value line (**Figure 346**).

This shape can also be colored.



Figure 346. Value Line with Ellipse

By default, an arrow is displayed next to the value line, pointing to the line.

This arrow adapts to the font size you use for the value line label.

If you want to remove this arrow, switch the toggle button for **Arrow** to *Off* (Figure 347).

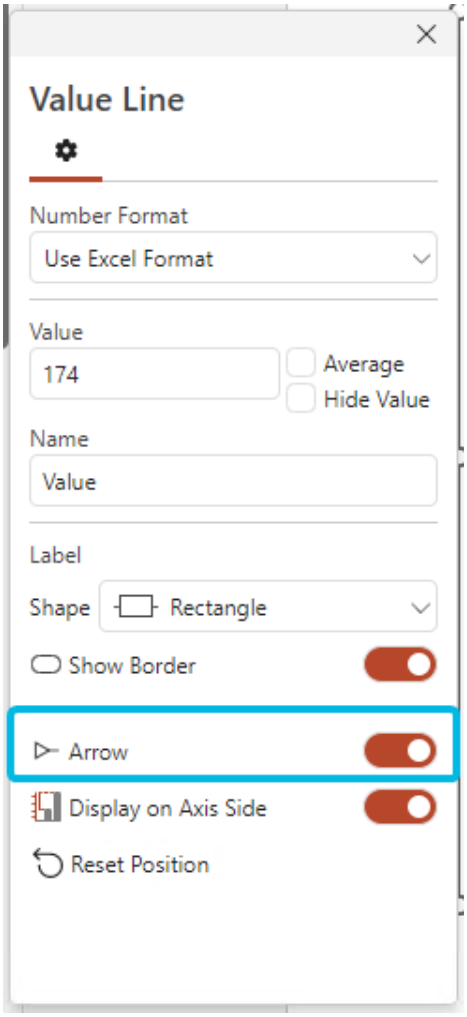


Figure 347. Disable Arrow for Value Line

In addition, you can decide if you want to display the value on the axis side or on the other side of the line.

To display the value line on the axis side, switch the toggle button for **Display on Axis Side** to *On* (Figure 348).

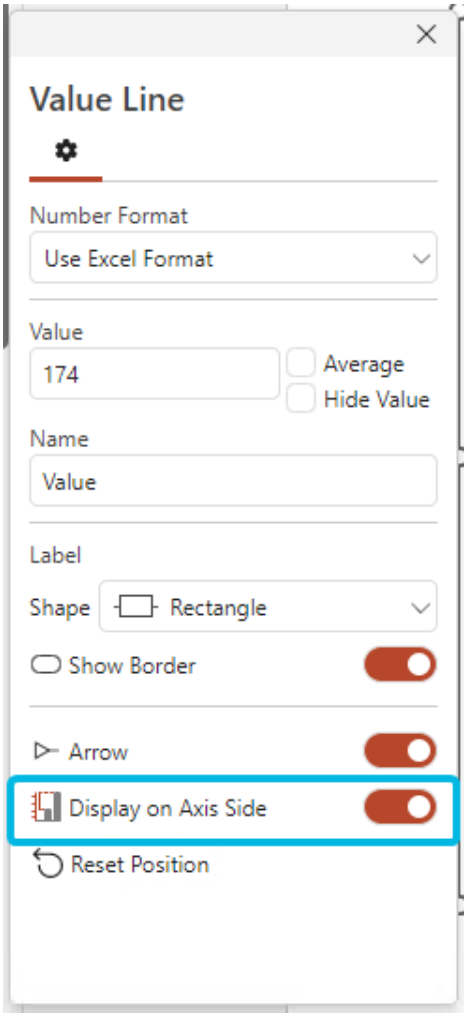


Figure 348. Display Value Line Value on Axis Side

If you want to reset the position of the label, click on the button next to *Reset Position* in the open menu (Figure 349).

To exit the value line settings, either close the menu or press **ESC**.

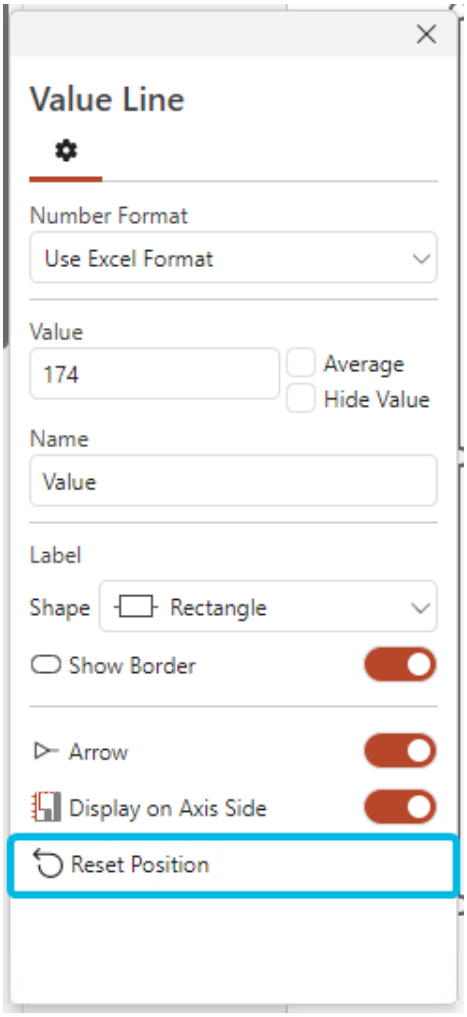


Figure 349. Reset Value Line Label Position

In 100% stacked charts, you can insert a value manually or hide the value via the ticked checkbox. You cannot select the average.

For further information regarding editing options for value lines, see **Edit Data Chart Objects**.

Insert Free Lines and Trend Lines

In scatter and bubble charts, you can add free lines.

A free line can be used to mark individual areas in your chart.

To add a free line, choose the option **Free Line** (Figure 350).

A menu opens.

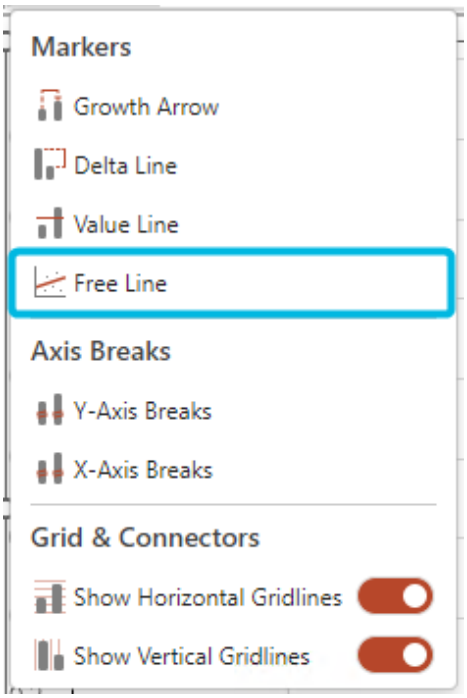


Figure 350. Option **Free Line**

In this menu, you can choose if you want to draw a free line or use a trend line (Figure 351).

The free line is selected by default.

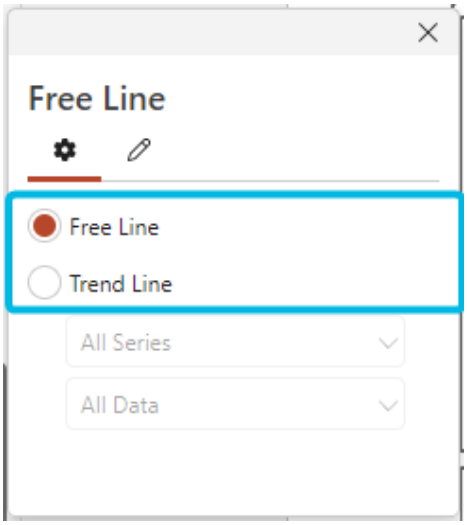


Figure 351. Choose Line Type

To draw a free line, click into the chart to define the start point for the line and then click again to define the end point.

Alternatively, click on the **pen** symbol in the menu and then enter the coordinates for start and end point into the input fields (Figure 352).

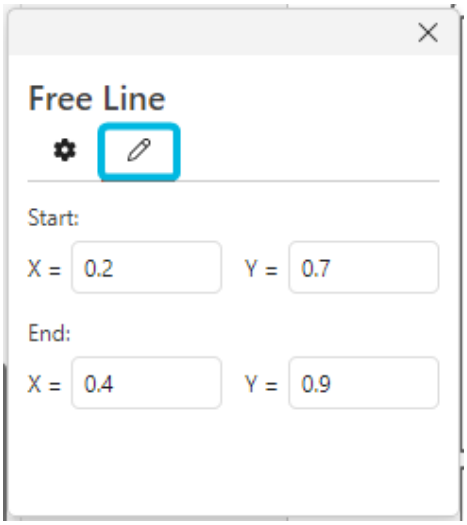


Figure 352. Define Start And End Point for Free Line

By default, the free line sticks to the coordinate system (Figure 353).

To draw the line angle-guided, press **Shift** while drawing the line.

Doing so, you can also draw vertical or horizontal lines.

To draw a line without sticking to the coordinate system, press **Ctrl** while drawing the line.

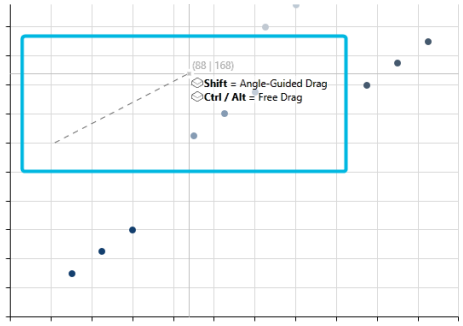


Figure 353. Draw a Free Line

To insert a trend line, choose the option **Trend Line**.

Now, you can define which series the trend line should refer to. To do so, choose the respective option from the drop-down menu (Figure 354 **(1)**).

Then, you can define if you want the trend line to refer to all data or only the average of the x or y axis. To do so, choose the respective option from the drop-down menu (Figure 354 **(2)**).

To change the position of a free line, click on the middle of the line and move it via drag & drop.

If you move a line outside of the chart, the line jumps back to a position where the full line can be displayed.

The line keeps its length and gradient.

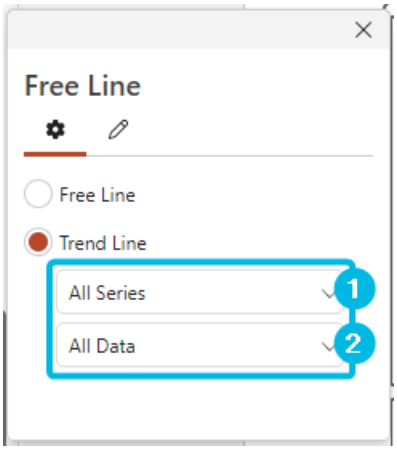


Figure 354. Define Reference for Trend Line

To move the start or end point of the line, hold the start or end point and adapt the size via drag & drop (**Figure 355**).

Doing so, you can shrink and enlarge the line or change its gradient.

To move the line or its start and end point freely, press **Ctrl** while moving the line or the start and end point.

To move the line or the start and end point angle-guided, press **Shift** while moving the line or the start and end point.

To exit the free line settings, either close the menu or press **ESC**.

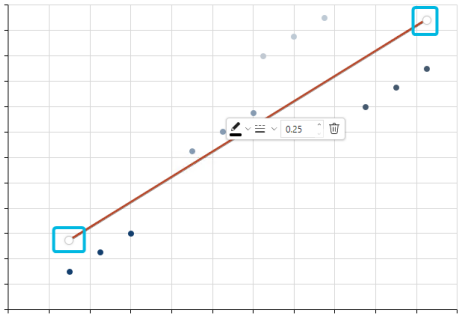


Figure 355. Start and End Point for Trend Line

If you move a trend line, it automatically transforms into a free line.

For further information regarding editing options for free lines, see **Edit Data Chart Objects**.

Insert Breaks

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

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

You can either insert value axis breaks and/or category axis breaks, depending on the chart type in use.

If there are two value axes, breaks can be set in the primary axis as well as in the secondary axis.

For bubble and scatter charts, you can insert y-axis and x-axis breaks.

To insert breaks on the value axis, choose the option **Value Axis Breaks** (Figure 356).

If there are two axes, the options are named **Primary Axis Breaks** and **Secondary Axis Breaks**.

For bubble and scatter charts, the options are named **Y-Axis Breaks** and **X-Axis Breaks**.

A dialog box opens.

In this dialog box, you can decide if you want to calculate the breaks automatically, insert breaks manually or delete all breaks from the chart.

To delete all existing breaks from the chart, choose the option **None**.

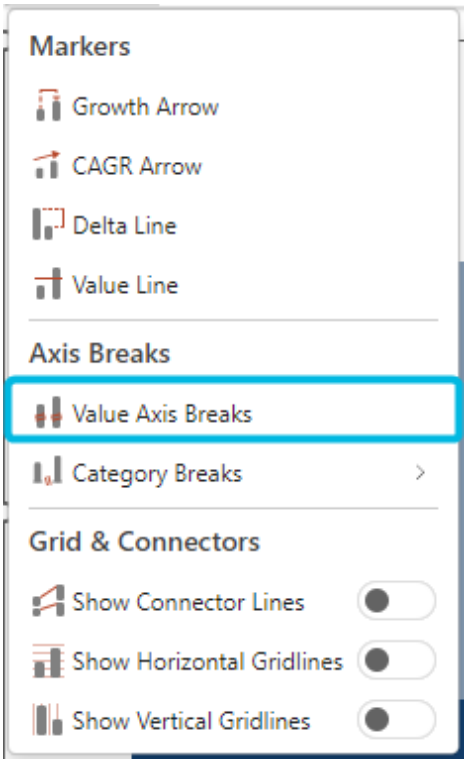


Figure 356. Option **Value Axis Breaks**

If you have chosen the automatic calculation, tick the checkboxes for the series that you want to include in your calculation (Figure 357).

empower® calculates the size of a break so that the expressiveness of the chart is optimally balanced.

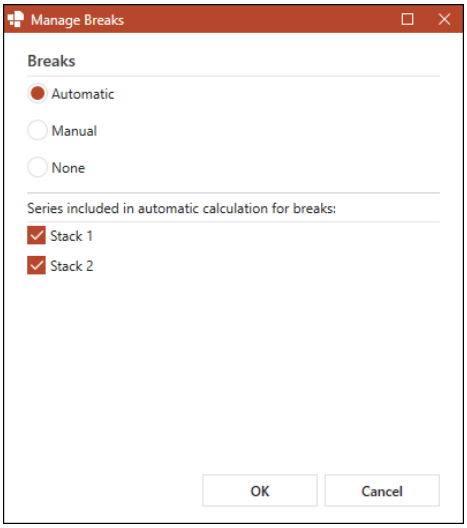


Figure 357. Automatic Value Axis Breaks

If the automatic calculation result does not contain breaks, a notification bar is displayed (Figure 358).



Figure 358. Notification Bar – No Breaks

If you have chosen to insert breaks manually, click on the **plus** symbol to add a new break (Figure 359 **(1)**).

Then, type in the start and end value for your break (Figure 359 **(2)**).

To delete a break, select it from the list and then click on the **X** symbol (Figure 359 **(3)**).

If you have finished, click on the button **OK**.

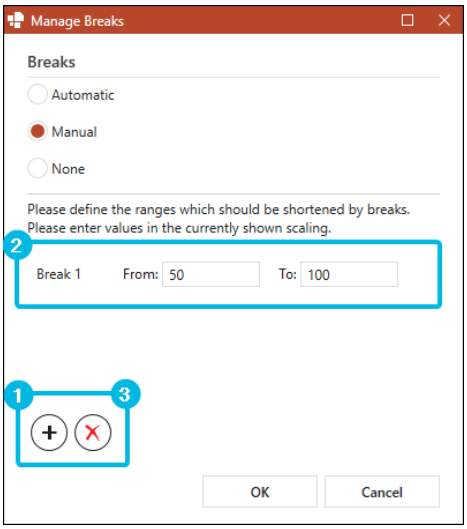


Figure 359. Manual Value Axis Breaks

The defined breaks will be inserted into your chart (Figure 360).

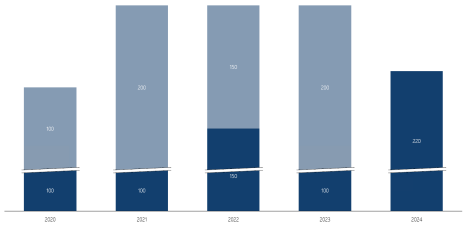


Figure 360. Value Axis Breaks in Chart

To insert breaks on the category axis, choose the option **Category Breaks** (Figure 361).

A menu opens.

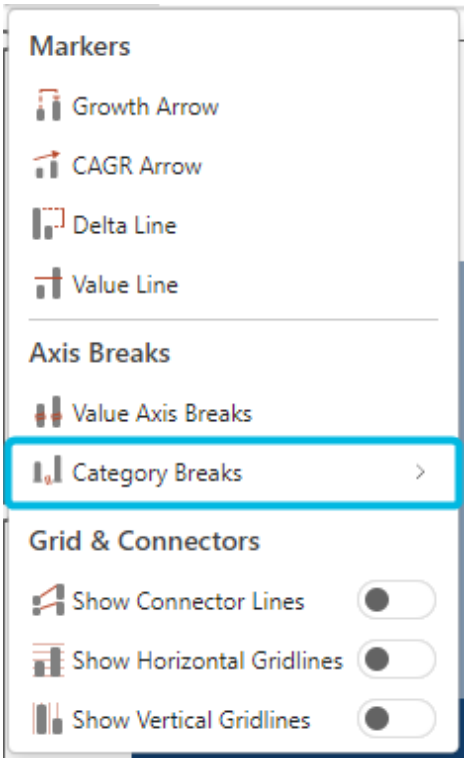


Figure 361. Option **Category Breaks**

Here, tick the checkboxes for the categories for which you want to insert a break (**Figure 362**).

Then, click on the button **OK**.

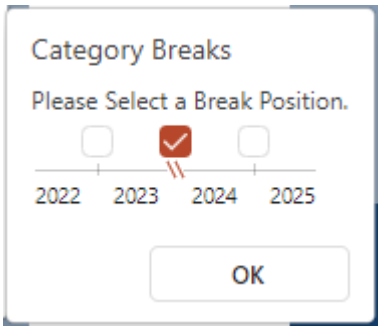


Figure 362. Category Breaks Menu

The defined breaks will be inserted into your chart (**Figure 363**).

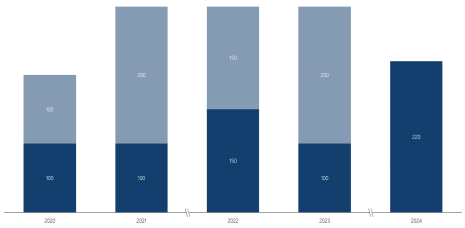


Figure 363. Category Breaks in Chart

You cannot insert breaks in Marimekko charts. However, breaks can be inserted into column Mekko charts.

Insert Connector Lines

For chart types such as bar or column charts, data points can be connected via connector lines.

For waterfall charts, connector lines are inserted automatically (**Figure 364**) but can also be drawn freely. They can also be deleted if required.

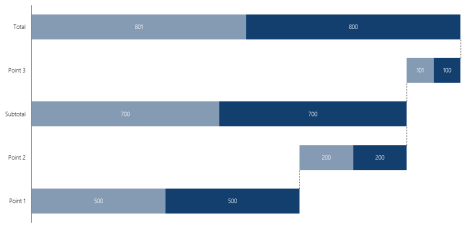


Figure 364. Automatic Connector Lines in Waterfall Chart

To insert new connector lines in a waterfall chart, choose the option **Connector Lines** (Figure 365).

Then, select the start and end point of the connector line subsequently to create a new connector line.

Hold down the key **Ctrl** to draw multiple connector lines.

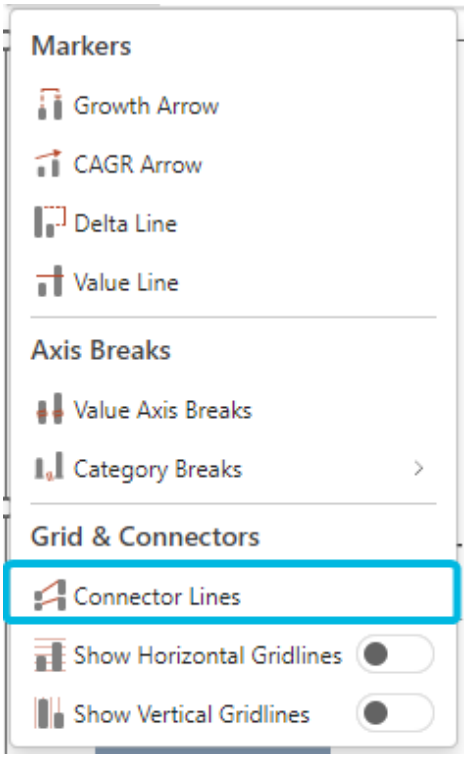


Figure 365. Option **Connector Lines** for Waterfall Charts

To show all connector lines in bar and column charts, switch the toggle button for **Show Connector Lines** to *On* (Figure 366).

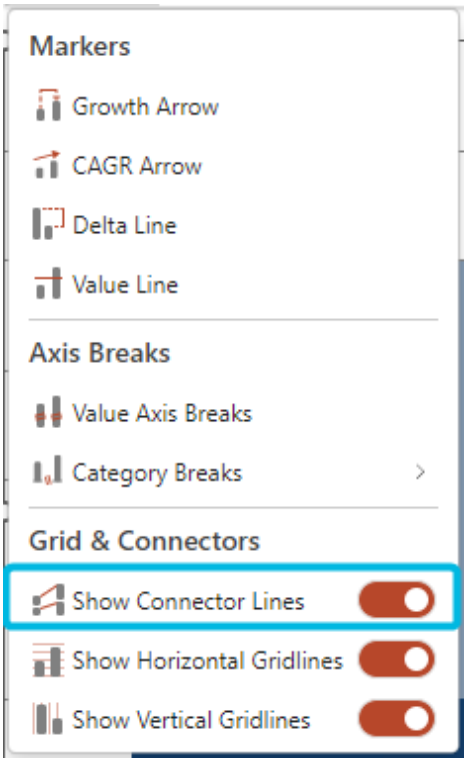


Figure 366. Option **Show Connector Lines**

Connector lines are inserted between the data points (**Figure 367**). In this case, they cannot be deleted individually.

However, you can disable the connector lines globally for the chart by switching the toggle button to *Off* again.

To exit the connector line settings, press **ESC**.

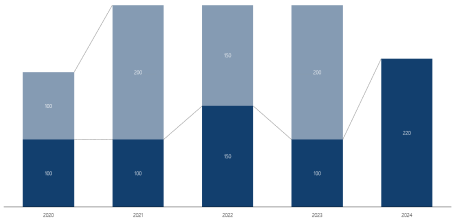


Figure 367. Connector Lines in Chart

Insert Gridlines

For most charts, you can enable and disable horizontal and vertical gridlines.

For radar charts, you can only set horizontal gridlines.

To enable horizontal gridlines, switch the toggle button for **Show Horizontal Gridlines** to *On* (**Figure 368**).

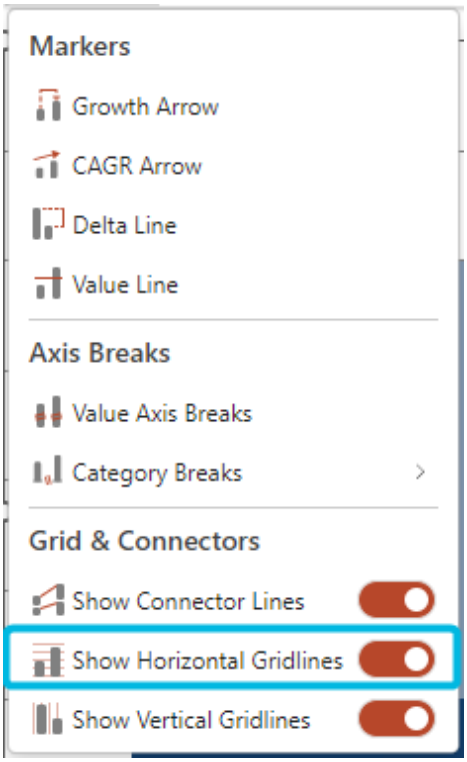


Figure 368. Option **Show Horizontal Gridlines**

To enable vertical gridlines, switch the toggle button for **Show Vertical Gridlines** to *On* (Figure 369).

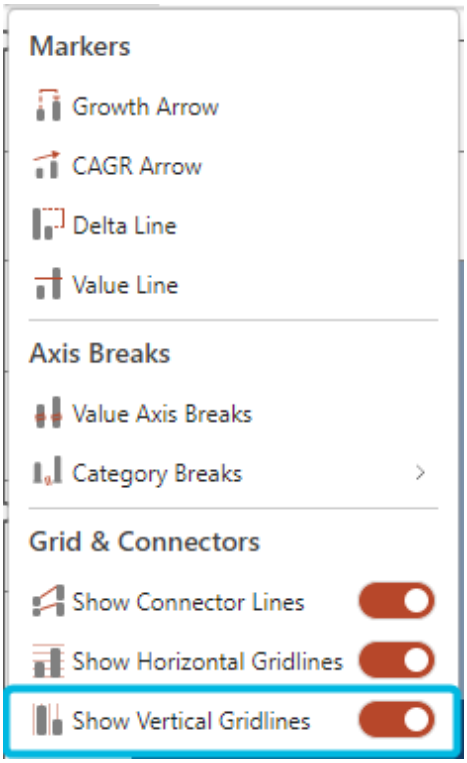


Figure 369. Option **Show Vertical Gridlines**

The gridlines are inserted into your chart (Figure 370).

Editing the gridlines is only possible in manual edit mode. If the manual edit mode is enabled, all settings of the lines, such as color or width, can be set manually.

When you exit manual edit mode, all settings are applied.

However, if the gridlines are disabled and re-enabled, the settings are reset to default.

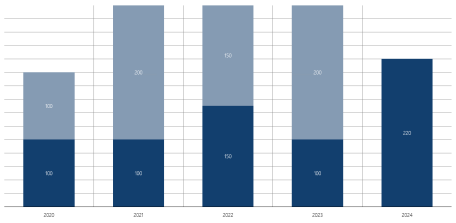


Figure 370. Horizontal and Vertical Gridlines in Chart

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

For further information regarding manual edit mode, see Manual Edit Mode.

4.3. Edit Data Series Settings

Under the button **Series** in the action bar, you can make further changes to your data series (Figure 371).

The available options depend on the chart type in use. For example, you can change the series type (column or line) and the axis the series refers to in a stacked column chart, but not in a waterfall chart.

For most charts, you can enable and disable the series, apply a fill color for positive and negative values and apply Excel colors.

In addition, you can convert the chart into another chart type.



Figure 371. Button **Series**

For further information regarding the conversion of charts, see **Convert Charts**.

Use Excel Colors

If you have colored the cells in the chart's mini Excel according to your needs, you can use these colors to color the data series and data points in your chart.

Like this, you do not need to apply the colors individually via the user interface.

This also works if you have linked the chart to another Excel file via an Excel link.

To enable the color transfer from Excel, switch the toggle button for **Excel Colors** to *On* (**Figure 372**).

The colors will be transferred to your chart.

If you have not colored the cells in Excel, the customizing colors are used.

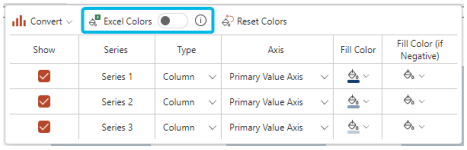


Figure 372. Toggle Button for **Excel Colors**

To reset the colors and not use Excel colors anymore, click on the button **Reset Colors** (**Figure 373**).

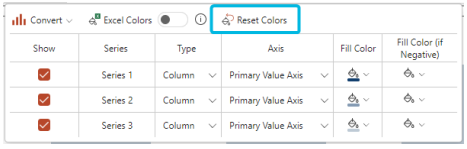


Figure 373. Button **Reset Colors**

To make sure your chart is still corporate design compliant, the Excel color is transferred into the most similar color in your corporate design.

For further information regarding the mini Excel for data charts, see **Mini Excel for Data Charts**.

General Series Settings

For all data chart types, you can show or hide series and adjust the series' colors.

To hide a series, untick the checkbox for the respective series (**Figure 374**).

The series is removed from the chart. You can always unhide it again by ticking the respective checkbox.

The data is not lost nor deleted.

If only one series is left, the checkbox is ticked but grayed out. A chart cannot contain less than one series.

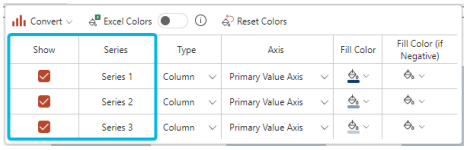


Figure 374. Show and Hide Series

To adjust the fill color for a whole series, click on the **painting bucket** symbol under *Fill Color* in line with the respective series (**Figure 375**).

A color picker opens.

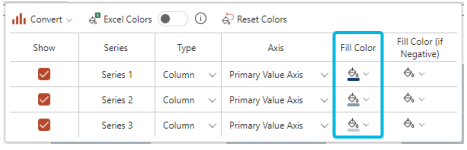


Figure 375. Set Fill Color

Here, choose the color you want to use (Figure 376).

If you do not want to use a fill color, choose the option **No Fill**.

The series will be colored in the respective color.

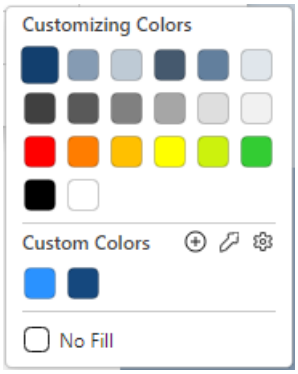


Figure 376. Color Picker

By default, there is no specific color for negative data points. However, you can choose a different color for those data points inside a series.

To do so, click on the **painting bucket** symbol under *Fill Color if Negative* in line with the respective series (Figure 377).

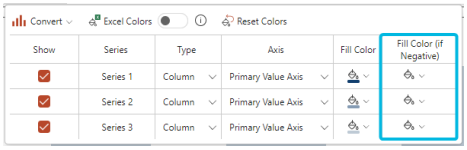


Figure 377. Set Negative Fill Color

A color picker opens.

Here, choose the color you want to use. If you do not want to use a fill color, choose the option **No Fill**.

All data points inside the series with a negative value will be colored in the respective color.

If you want to go back to the original customizing colors, click on the button **Reset Colors**.

In circle charts, you cannot set fill colors for negative data points because negative values cannot be displayed in the chart.

For further information regarding the editing of data series and data points, see **Edit Data Chart Objects**.

For further information regarding custom colors, see **Use Custom Colors**.

Chart Type Dependent Series Settings

In column charts and line charts, you can set the type for a series.

Here, you can decide if you want to display a data series as columns or lines.

To change the type of a series, expand the drop-down menu under *Type* in line with this series and choose the type you want to use (Figure 378).

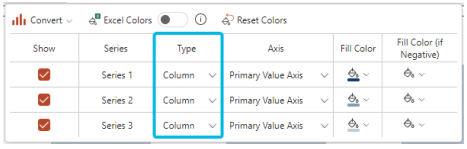


Figure 378. Define Series Type

The changes will be applied to the chart.

If you want to create a mixed chart (bars or columns and lines) and work with two axes, empower® automatically ensures that columns are only on one of the two axes.

The bars or columns would otherwise overlap and lead to misinterpreted representations.

You can always change back to the original series type.

If your chart is capable of displaying two value axes, you can also decide which axis the series should refer to.

To do so, expand the drop-down menu under *Axis* in line with the respective series and choose the axis you want to use (Figure 379).

If you choose an axis which has not been enabled before, it is automatically enabled upon selection.

One series must always refer to the primary value axis. This series can then also not be disabled anymore.

If only the primary axis is selected for all series, the secondary is automatically disabled.

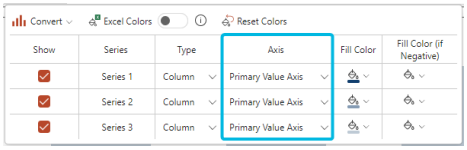


Figure 379. Choose Axis

If you are displaying two value axes, the button **Swap Axes** becomes visible (Figure 380).

Use this button to switch the axes and display the primary value axis as secondary value axis and vice-versa.

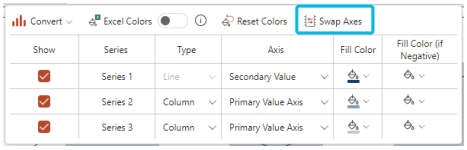


Figure 380. Button **Swap Axes**

By changing the series type, you create a mixed chart, consisting of lines and columns.

Alternatively, you can choose the mixed chart directly in the chart type selection when inserting or converting a chart.

For further information, see **Use Mixed Charts**.

For further information regarding the editing of axes, see **Edit Data Chart Objects**.

For waterfall charts, you have the additional option to place a series on top of the waterfall.

This is only possible if the chart contains more than one series.

To do so, tick the checkbox for **On Top of Waterfall** in line with the respective series (Figure 381).

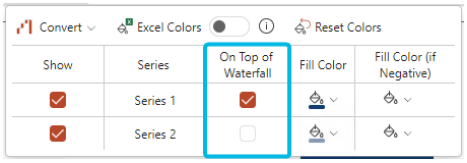


Figure 381. Move Series on Top of Waterfall

4.4. Edit Data Chart Properties

Under the button **Properties** in the action bar, you can make further changes to your data chart (Figure 382).

The available options depend on the chart type in use. For example, line chart properties include additional options for lines, and for Mekko or line charts you can add more axes than for bar and waterfall charts.

Here, you can edit the default settings for the data chart and decide which axes you want to display. In addition, you can enable and disable a chart title and the chart legend.

For all data chart types, you have the option to apply global changes to all charts on the current slide, to change the customizing, redraw the chart and to enable manual edit mode.



Figure 382. Button **Properties**

In the first section, you can set the chart text's font size and the bar width, if there are bars in your chart.

To define a new font size, enter a value into the input field under *Font Size* (Figure 383).

Alternatively, expand the drop-down menu or use the buttons next to the input field to increase or decrease the value.

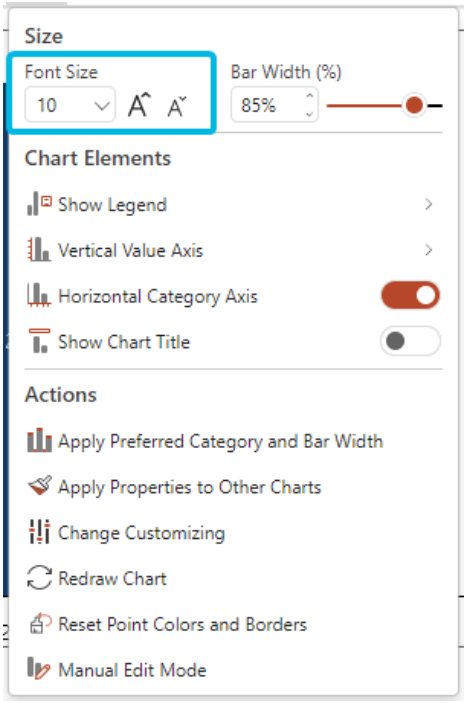


Figure 383. Font Size Setting

To set a new bar width, type in a percentage into the input field under *Bar Width (%)* (Figure 384).

Alternatively, use the little **arrow** symbols next to the input field or use the slider to increase or decrease the value.

If you set the bar width to 100%, the bars will be located right next to each other without any space between them.

The lowest value you can use is 10%.

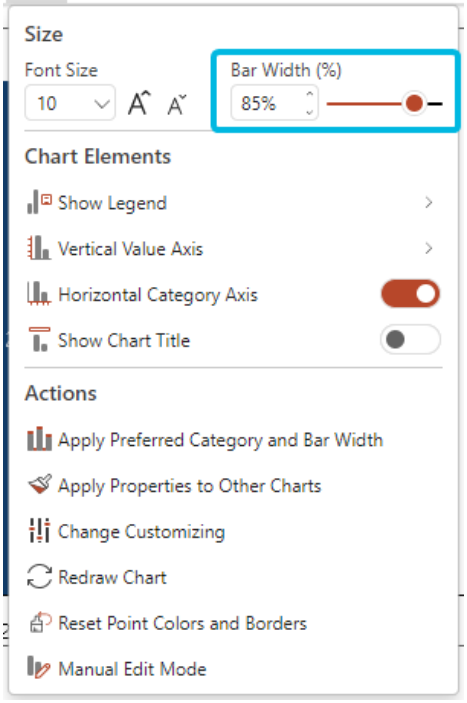


Figure 384. Bar Width Setting

For some chart types such as circle charts, you can define the chart size instead of the bar size (Figure 385).

To edit the chart size, type in a percentage into the input field.

Alternatively, use the little **arrow** symbols next to the input field or use the slider to increase or decrease the value.

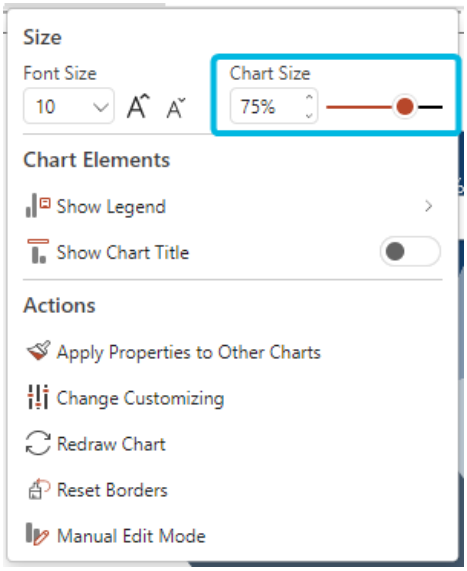


Figure 385. Chart Size Setting

In doughnut charts, you can also set the doughnut width (Figure 386).

To edit the doughnut width, type in a percentage into the input field.

Alternatively, use the little **arrow** symbols next to the input field or use the slider to increase or decrease the value.

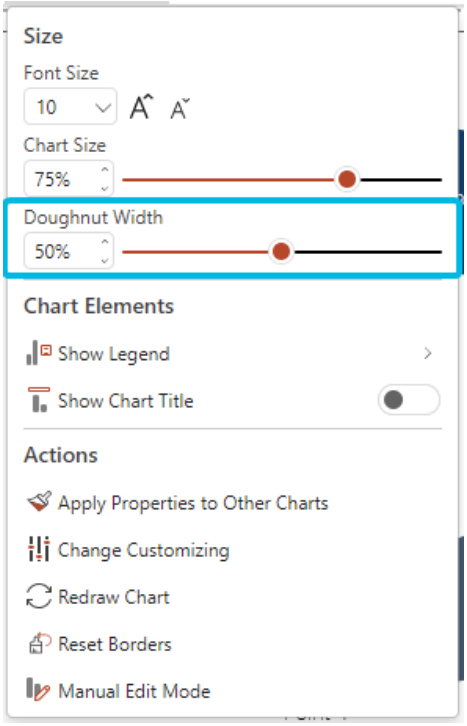


Figure 386. Doughnut Width Setting

Due to technical limitations in PowerPoint, the percentage refers to the doughnut hole in the middle of the chart.

During the calculation, the values are therefore rounded.

If your entered value is rounded up, you can enter a lower value to achieve your preferred result.

Edit Legend, Axes and Title Properties

For most chart types, you can enable or disable the legend and axes. In addition, you can decide if you want to display a chart title or not.

To enable a legend, choose the option **Show Legend** (Figure 387).

Then, choose where you want to display the legend. Here, you have several options.

To disable the legend completely, choose the option **None**.

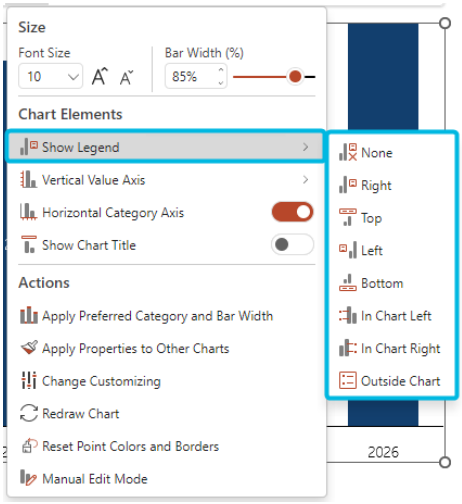


Figure 387. Legend Options

To display a vertical axis for the value, choose the option **Vertical Axis (Value)** and then switch the toggle button for **Show Value Axis** to *On* (Figure 388 **(1)**).

To reverse the axis direction and place the horizontal axis above the chart instead of underneath, switch the toggle button for **Reverse Axis Direction** to *On* (Figure 388 **(2)**).

You can also use this option if you have not enabled the vertical axis but the horizontal axis.

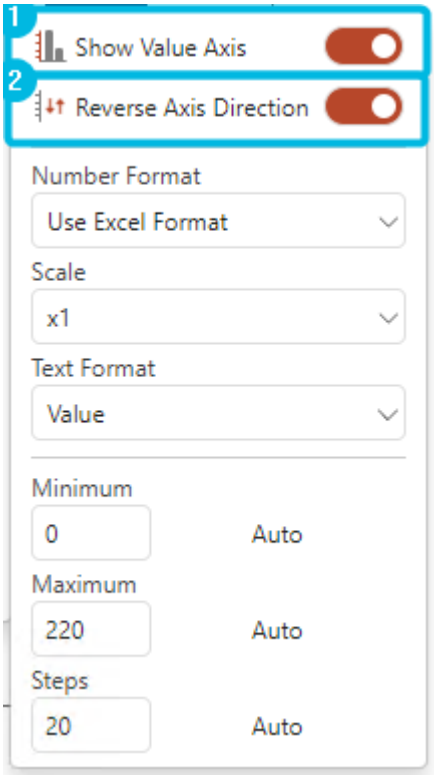


Figure 388. Enable And Reverse Vertical Axis

If you have enabled the vertical axis, you can make further changes to the axis.

You can set the number format, scale and text format.

To set the number format, expand the drop-down menu under *Number Format* and choose a format (**Figure 389**).

To define your own custom format, choose the option **Custom Number Format**.

A dialog box opens.

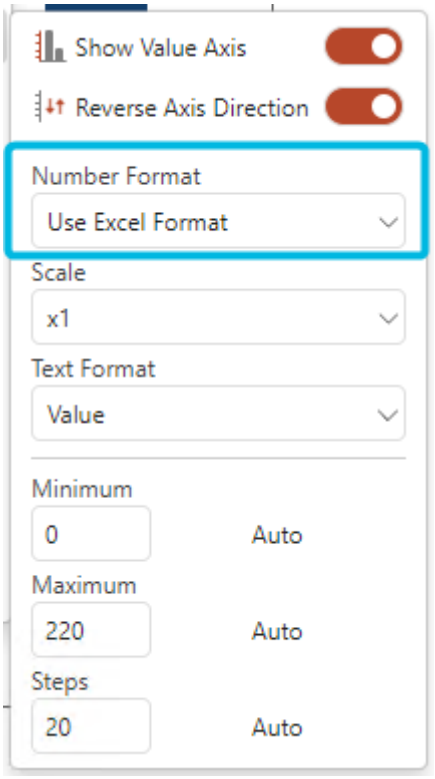


Figure 389. Number Format

In this dialog box, either choose a format from the list or type in a custom format you want to use (**Figure 390**).

A preview is displayed above the input field.

If you have finished, click on the button **OK**.

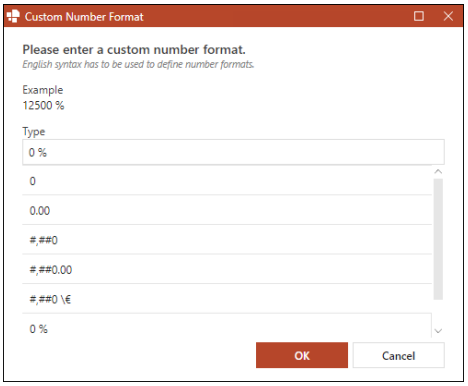


Figure 390. Custom Number Format

To set a scale, expand the drop-down menu under *Scale* and choose a value (Figure 391).

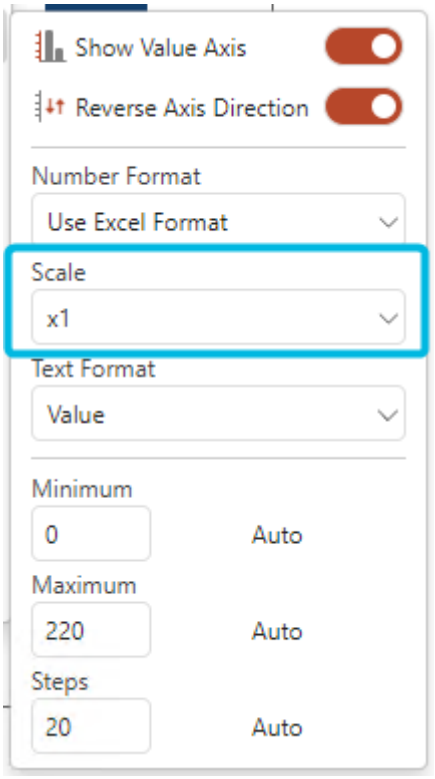


Figure 391. Scale

To set a text format, expand the drop-down menu under *Text Format* and choose a format (Figure 392).

To define your own text format, choose the option **Custom...**.

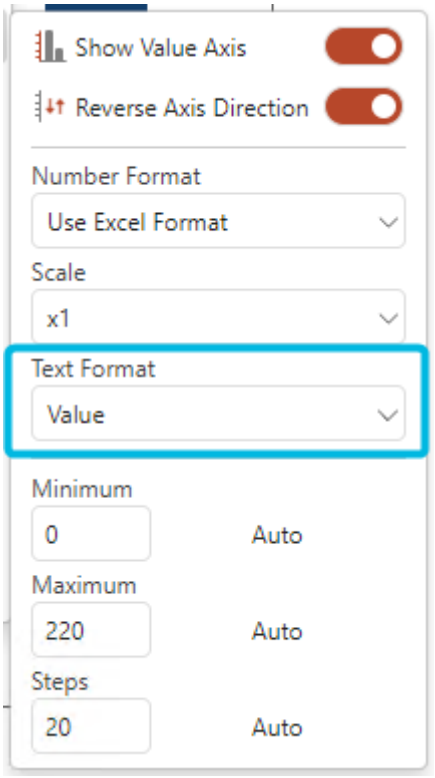


Figure 392. Text Format

For further information regarding custom text formats for labels, see Custom Labels.

You can define the minimum and maximum value displayed on the axis. In addition, you define how big the steps between each displayed value should be (Figure 393).

Values are already entered automatically.

To change them, type in a new value into the input field.

To go back to the automatic value, click on the button **Reset** next to the input field.

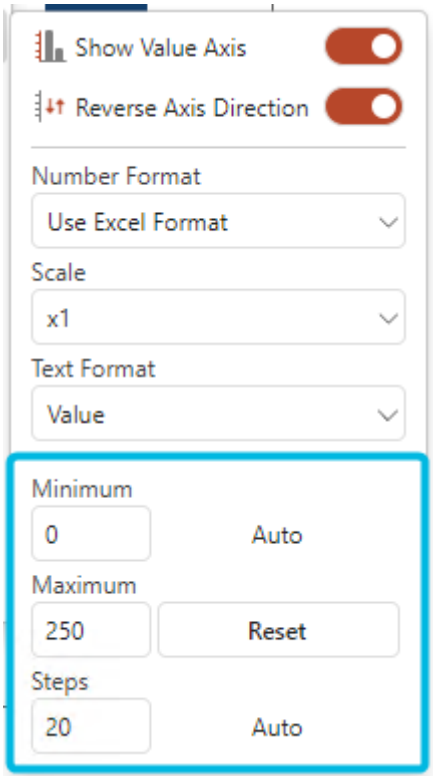


Figure 393. Define Values And Step Size

For some chart types, you have the option to enable a second vertical axis. This axis is then inserted on the right of the chart and also displays the values.

To enable this axis, choose the option **Secondary Vertical Axis (Value)** (Figure 394) and then switch the toggle button for **Show Value Axis** to *On*.

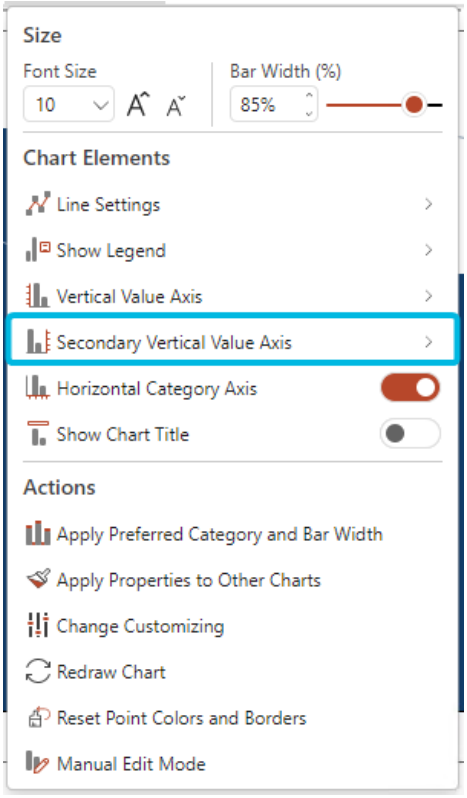


Figure 394. Enable Secondary Vertical Axis

To enable the horizontal axis for the categories, switch the toggle button for **Horizontal Axis (Category)** to *On* (Figure 395).

The axis labels display the text that is added in the mini Excel.

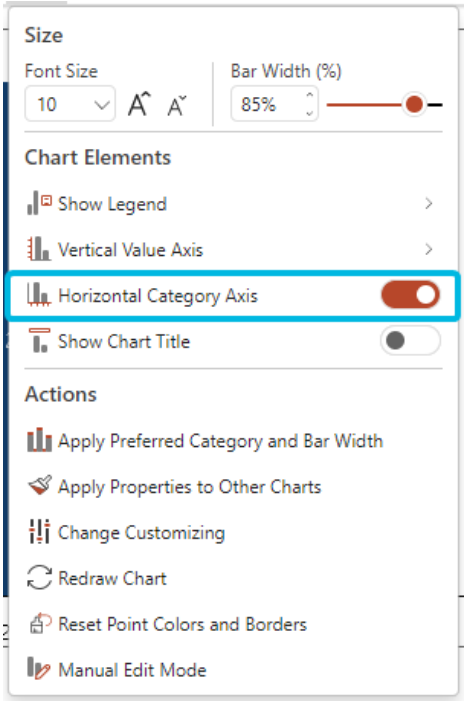


Figure 395. Enable Horizontal Axis for Category

For some chart types, you have the option to enable a second horizontal axis. This horizontal axis will then be used as a second value axis.

To enable the horizontal axis for values, switch the toggle button for **Horizontal Value Axis** to *On* (Figure 396).

For some chart types such as bar charts, you have the same options for the horizontal value axis as for the vertical value axis.

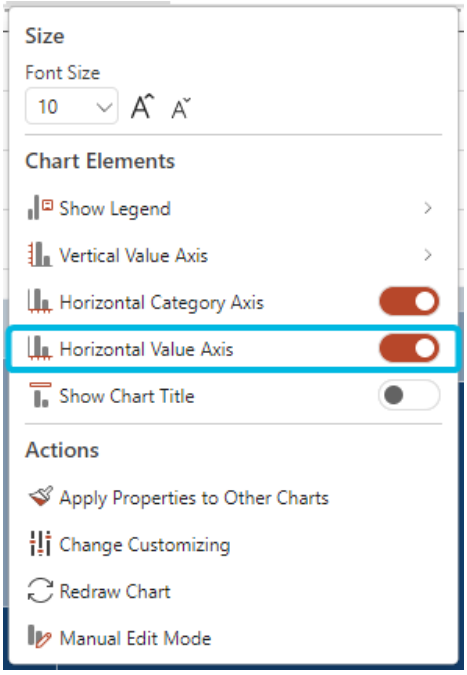


Figure 396. Enable Horizontal Axis for Value

For further information regarding the mini Excel for data charts, see Mini Excel for Data Charts.

If you want to display a chart title, switch the toggle button for **Show Chart Title** to *On* (Figure 397).

The title will be displayed and you can edit the title text as required.

If you enable and disable the chart title again, your changes to the title text will be lost.

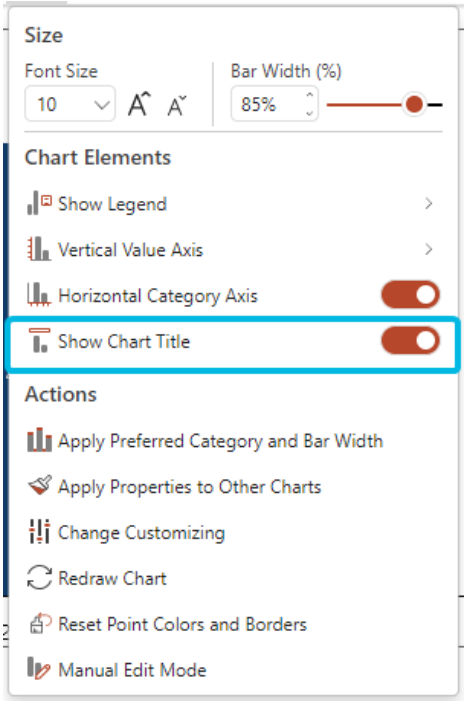


Figure 397. Enable Chart Title

To remove the chart title, you can also select it and click on the button **Remove** (Figure 398).

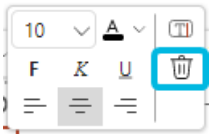


Figure 398. Button **Remove**

For circle chart types only the legend and title options are available.

Edit Line Settings

For line charts, you have additional options.

To open these settings, choose the option **Line Settings** (Figure 399).

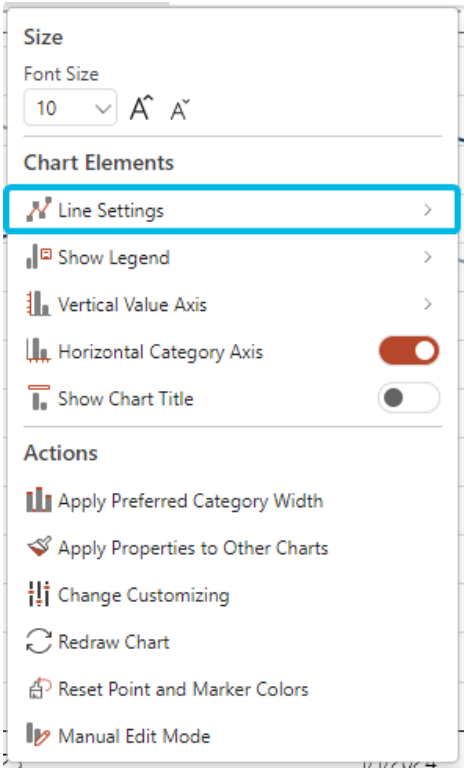


Figure 399. Line Settings

To interpolate missing values, switch the toggle button for **Interpolate Missing Values** to *On* (Figure 400).

To use a smooth line, switch the toggle button for **Smooth Line** to *On* (Figure 400).

The line will change to be displayed smoothly, without sharp edges.

To use markers, switch the toggle button for **Markers** to *On* (Figure 400).

If you disable this setting, the dots and the line which mark the data points will be removed.

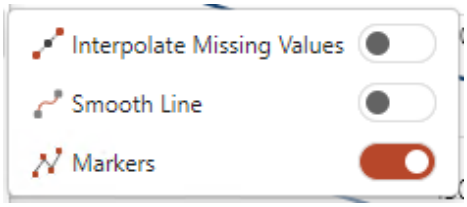


Figure 400. Line Settings Options

Edit General Chart Properties

In the last section of the properties menu, you can make general changes.

To apply the preferred category and bar width that you have defined in your user settings to the chart, choose the option **Apply Preferred Category and Bar Width** (Figure 401).

The values from your user settings are automatically applied to the chart.

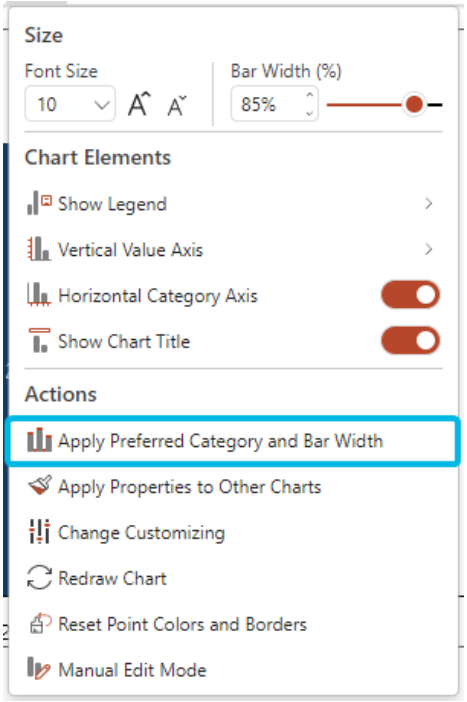


Figure 401. Preferred Category and Bar Width

If you apply your preferred category and bar width to the chart, the size of the chart may change.

For further information regarding the preferred bar and category width, see User Settings.

To apply the properties and settings of the currently selected chart to other empower® Charts on your slide or in your presentation, choose the option **Apply Properties to Other Charts** (Figure 402).

A dialog box opens.

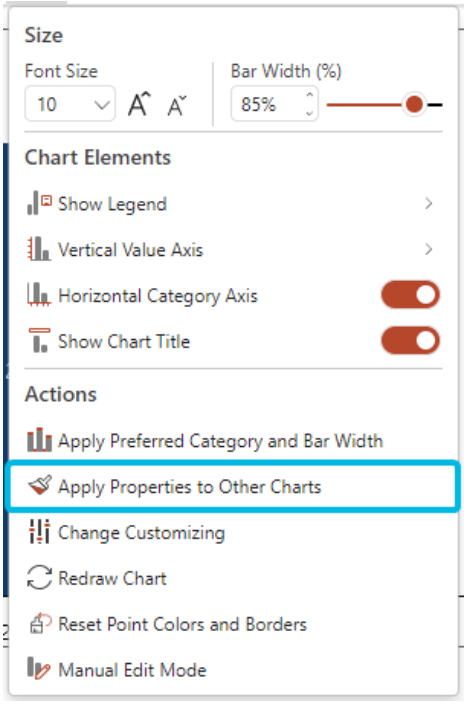


Figure 402. Apply Properties to Other Charts

In this dialog box, you can choose which properties you want to transfer to the other data charts (Figure 403).

You can transfer properties from the following categories:

- Labels
- Colors
- Axes
- Alignments
- Bar and Category Width

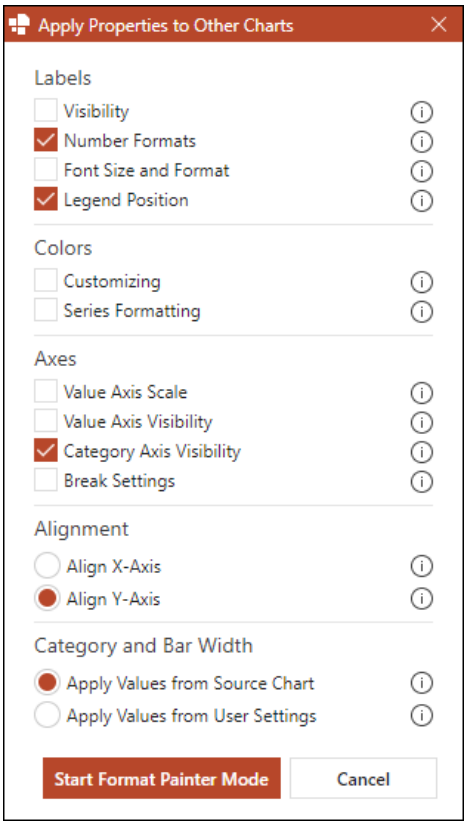


Figure 403. Select Properties to Transfer to Other Charts

To display further information regarding the options, hover over the **information** symbols.

To select one of the properties, tick the checkbox for the respective option.

Under *Alignment* and *Bar and Category Width*, only one option can be selected.

Then, click on the button **Start Format Painter Mode**.

Then, go through your presentation and click on the charts that you want to transfer the properties of the source chart to.

The selected properties from the source chart will be applied to the data charts you click on.

When you have finished, press **ESC** to exit the format painter mode.

Some properties cannot be transferred to other charts, e.g. due to the data structure of different chart types or the availability of properties across chart types.

If one of the selected properties from the source chart cannot be transferred to one of the selected target charts, or if the respective property has already been applied on the target chart, this property is skipped but all applicable properties are transferred.

If you only want to transfer the properties and settings from one chart on your current slide to other charts on your current slide, follow the following steps:

1. Select all charts to which you want to transfer the properties.
   To do so, press **Ctrl** and then select all charts.
2. Then, press **Ctrl** and select the chart whose properties you want to transfer.
   A **settings** symbol appears in the upper right corner of the chart (Figure 404).
3. Click on the **settings** symbol.
   A dialog box opens.
   Here, you have the same options as mentioned above.

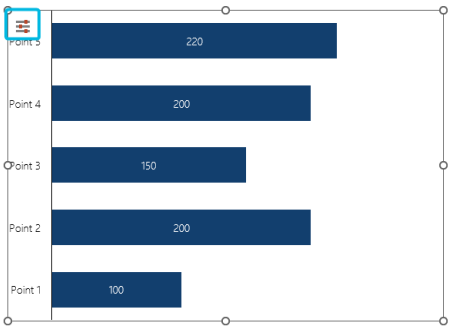


Figure 404. **Settings** Symbol

4. In this dialog box, select all properties that you want to transfer (Figure 405).
5. Then, click on the button **Apply**.

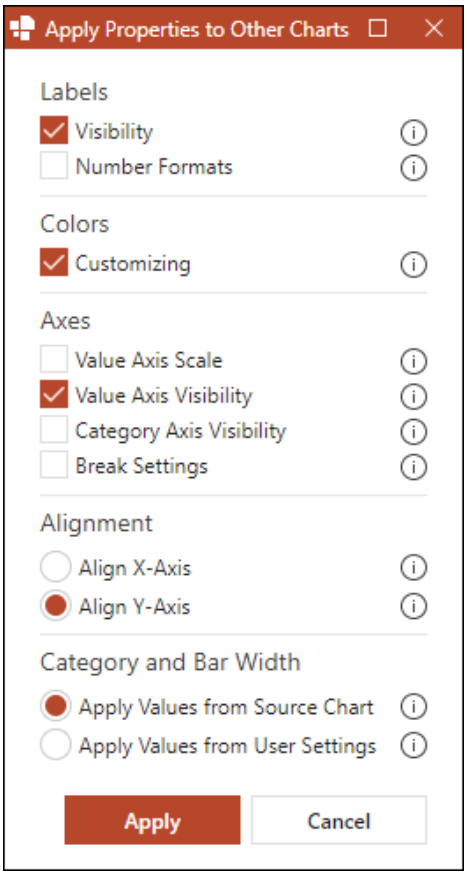


Figure 405. Select Properties to Transfer to Selected Charts

If an option is not displayed, it is currently not available.

If there are multiple customizings for your company, you can switch between the customizings. To do so, choose the option **Change Customizing** (Figure 406).

A dialog box opens.

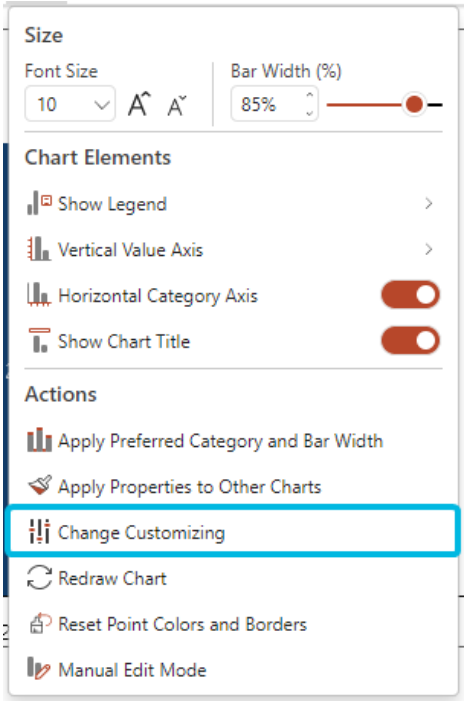


Figure 406. Option **Change Customizing**

Expand the drop-down menu and choose the customizing you want to use for this chart (Figure 407).

Then, click on the button **OK**.

If there is only one customizing for your company, the option **Change Customizing** is grayed out.

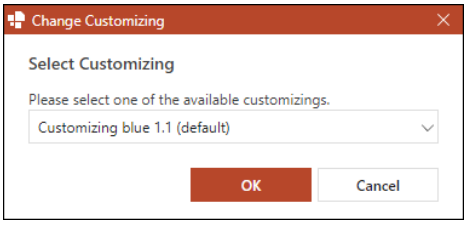


Figure 407. Choose Customizing

If you encounter any display issues in the chart, you can use the option **Redraw Chart** to reload the chart and its content (Figure 408).

Display issues should then be corrected automatically.

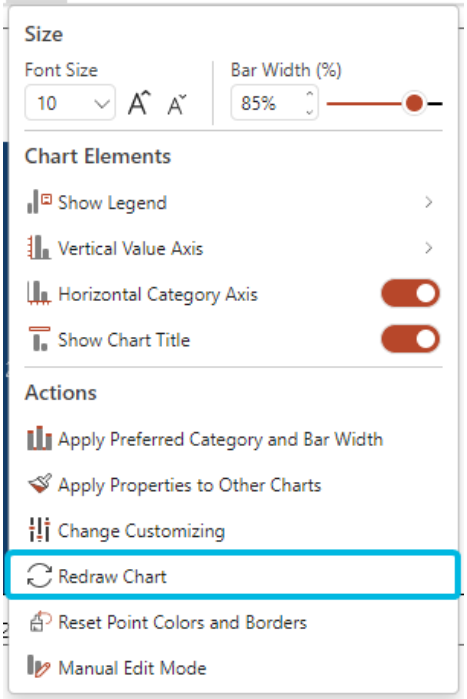


Figure 408. Option **Redraw Chart**

Alternatively, you can change the customizing for the whole presentation. To do so, click on the button **More** in the group empower and then choose the option **Change Customizing for Presentation**. A dialog box opens and you can choose a customizing.

For further information regarding the switch of the default customizing, see **User Settings**.

To reset colors and borders that you have applied manually on data points to go back to the default customizing colors, choose the option **Reset Point Colors and Borders** (**Figure 409**).

For some charts, you can only reset the borders.

In addition to the settings mentioned above, you can enter the manual edit mode.

Manual edit mode should only be entered if you want to make final changes that cannot be made to an empower® Chart. In manual edit mode, you can edit the chart and its components freely.

If you use manual edit mode and then leave it again, some formatting you have made in manual edit mode may be lost.

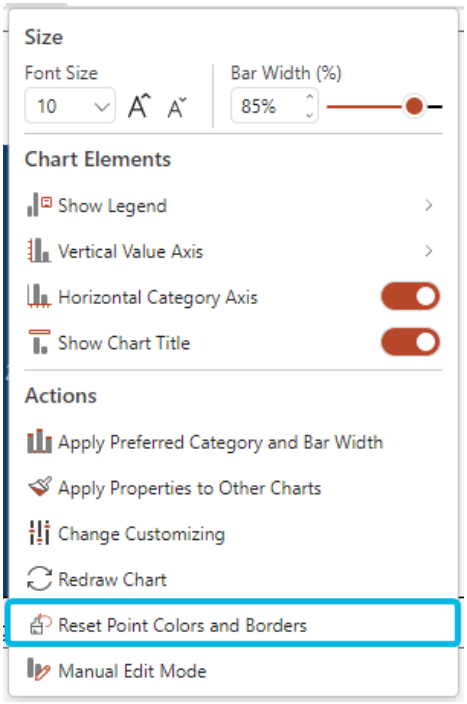


Figure 409. Reset Point Formatting

For further information regarding manual edit mode, see **Manual Edit Mode**.

4.5. Edit Data Settings in Data Charts

Under the button **Data** in the action bar, you can make further changes to your data chart (**Figure 410**).



Figure 410. Button **Data**

The available options depend on the chart type in use. For example, you can edit your series preferences as well as the series and category order for most charts, but not for bubble or scatter charts.

For waterfall charts, you can also set the waterfall direction.

In addition, you have the option to create, edit and break Excel links.

For further information regarding Excel links, see **Use Excel Links**.

Under *Series*, you can decide if you want to use the columns or rows in Excel as series. The other option will then be used as categories (**Figure 411**).

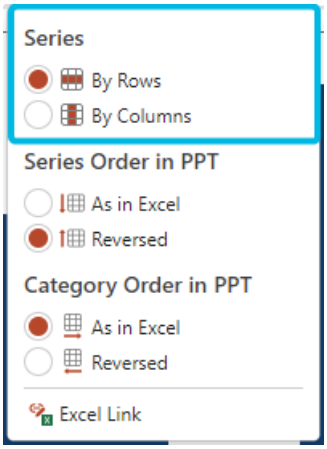


Figure 411. Options for Series

If you change the series reference under *Series*, hidden series will automatically be unhidden.

Under *Series Order in PPT*, you can decide if the series are sorted according to their order in Excel or if this order should be reversed (**Figure 412**).

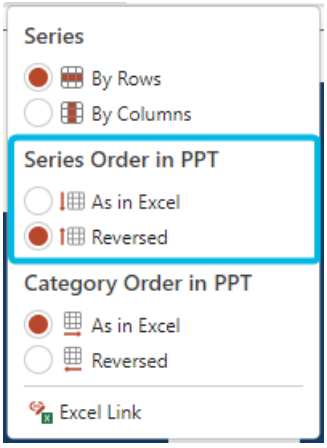


Figure 412. Options for Series Order

Under *Category Order in PPT*, you can decide if the categories are sorted according to their order in Excel or if this order should be reversed (**Figure 413**).

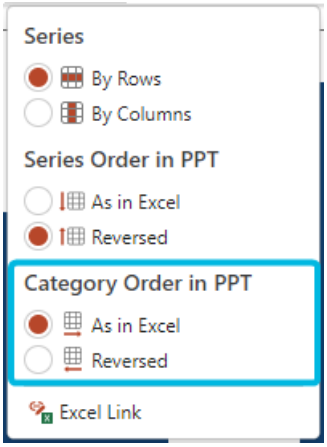


Figure 413. Options for Category Order

For circle charts, you can decide if the categories are sorted clockwise or counter clockwise (**Figure 414**).

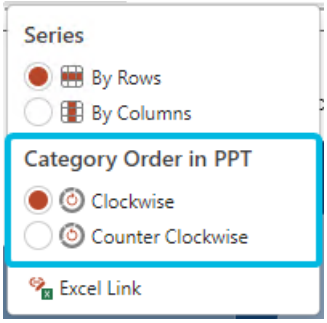


Figure 414. Options for Category Order in Circle Charts

For waterfall charts, under *Direction of Flow*, you can decide if the waterfall direction should go from left to right or from right to left (**Figure 415**).

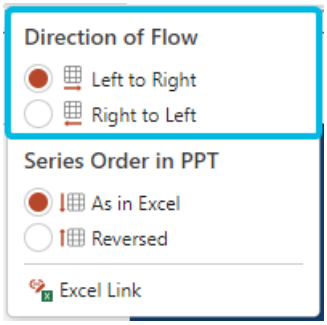


Figure 415. Options for Waterfall Direction (Waterfall Chart)

For waterfall bar charts, under *Direction of Flow*, you can decide if the waterfall direction should go from bottom to top or from top to bottom (**Figure 416**).

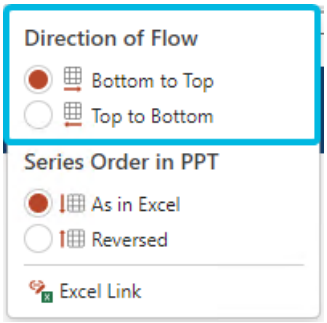


Figure 416. Options for Waterfall Direction (Waterfall Bar Chart)

4.6. Edit Data Chart Objects

Objects in data charts can be edited individually. To do so, select the object and make your changes in the open menu.

Depending on the object, you can change its color, shape, pattern, font and much more.

For further information regarding the editing options for labels, see **Use and Edit Labels**.

Edit Data Points and Data Series

For data points, you can decide if you want to display the label or not.

To display data labels, select the data point and click on the button **Show Label** (Figure 417).



Figure 417. Button **Show Label** for Data Points

If your chart contains columns, you can also decide if you want to display column totals.

To display column totals, select the data point and click on the button **Show Column Total** (Figure 418).



Figure 418. Button **Show Column Total** for Data Points

To change the color of a data point, select the data point and click on the button **Colors** (Figure 419).

Then, select a color or choose the option **No Fill** if you do not want to apply a fill color.



Figure 419. Button **Colors** for Data Points

To change the pattern of the data point, select the data point and click on the button **Pattern** (Figure 420).

Then, choose a pattern for the data point.



Figure 420. Button **Pattern** for Data Points

For column, bar and circle charts, you can also edit the data points' border.

To do so, select the data point and click on the button **Edit Line Style** (Figure 421).



Figure 421. Button **Edit Line Style** for Data Points

Here, choose a color.

If you have selected a color, you can change the dash style and weight of the border (Figure 422).

If you do not want to display a border at all, choose the option **No Border**.

To reset the border style to the initial border style, click on the button **Reset**.

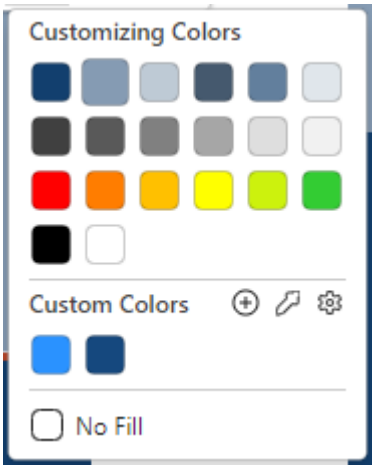


Figure 422. Options for Borders

In line, scatter, bubble and radar charts, you can edit the marker points.

In line and radar charts, you can additionally edit the line between the data points.

For the marker points, you can decide if you want to display a label.

To display a label, click on the button **Show Label** (Figure 423).



Figure 423. Button **Show Label** for Marker Points

In addition, you can change the color of the marker point.

To do so, click on the button **Colors** and choose a color (Figure 424).



Figure 424. Button **Colors** for Marker Points

To change the marker's shape, click on the button **Marker Style** and choose a new shape (Figure 425).

If you do not want to display any markers, choose the option **None**.



Figure 425. Button **Marker Style** for Marker Points

To change the size of the marker point, either type in a new value into the input field or use the **arrow** symbols to increase or decrease the value (Figure 426).



Figure 426. Increase Or Decrease Marker Point Size

In bubble charts, you also have the option to bring the data point's bubble to the front in case it is overlapping another bubble.

To do so, click on the button **Bring Bubble to Front** (Figure 427).



Figure 427. Button **Bring Bubble to Front**

For lines between data points, you can also change the color.

To do so, click on the button **Colors** and choose a color.

If you do not want to use any color, choose the option **No Fill**.

To change the dash style of the line, click on the button **Dash Style** (Figure 428).

Here, choose a style.



Figure 428. Button **Dash Style** for Data Point Lines

To display the line thicker or thinner, either type in a new value into the input fields or use the **arrow** symbols to increase or decrease the value (Figure 429).



Figure 429. Increase Or Decrease Data Point Line Weight

For pie charts, you have additional options.

You can rotate the pie chart using the **rotation** symbol in the center above the chart (Figure 430).

To do so, drag and drop the symbol until you have reached your preferred position.

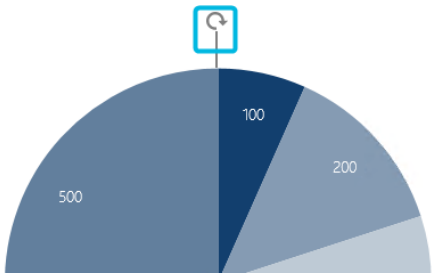


Figure 430. Rotate Pie Chart

In addition, you can pull out a data point to highlight it (Figure 431).

To do so, select the data point and pull it out of the chart.

Its data label is moved accordingly.

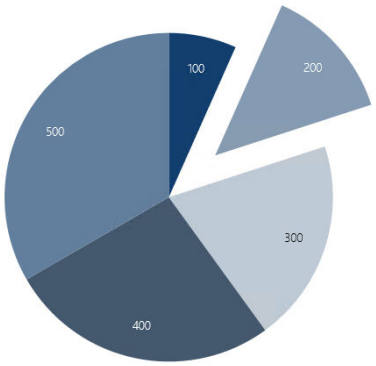


Figure 431. Pull Out Data Point

For data series, you have the same options as for the respective data points (Figure 432).



Figure 432. Data Series Settings

However, you cannot enable the column totals for a data series. This setting needs to be enabled and disabled for each data point separately or globally for all series and points via the data labels menu in the action bar.

If you select a data series in line or radar charts, your options for data data point markers and the line between them are combined (Figure 433).



Figure 433. Data Series Settings for Line and Radar Charts

The default setting for borders is **No Border**. Depending on your empower® Version, borders might be set for specific chart types by default.

In both cases, the border settings can be adjusted according to your needs.

For further information regarding the data label menu in the action bar, see Edit Data Label Settings.

For further information regarding custom colors, see Use Custom Colors.

Edit Axes

For all axes in your chart, you can make changes to the text formatting and appearance of the axis.

To edit the font size, font color and formatting of the axis labels globally, select the axis and make your changes.

All labels in the axis adjust to your changes.

In addition, you can add an axis title to each axis. To do so, select the axis and click on the button **Show Axis Titles** (Figure 434).

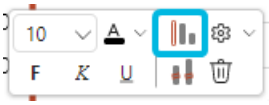


Figure 434. Button **Show Axis Titles**

Then, you can adjust the title text and formatting. To do so, select the title.

For category axes, you can also edit the text direction, alignment and category order.

To change the text direction, click on the button **Text Direction** and choose your preferred option (Figure 435).

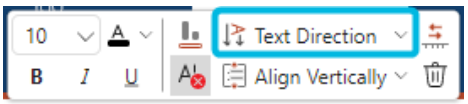


Figure 435. Button **Text Direction**

To change the alignment, click on the button **Align Vertically** and choose your preferred option (Figure 436).

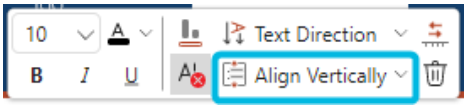


Figure 436. Button **Align Vertically** for Horizontal Axes

In vertical category axes, you can choose the alignment option directly in the menu (Figure 437).

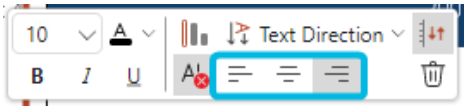


Figure 437. Alignment Options for Vertical Axes

Long category labels are wrapped automatically. To create a soft line break manually, press **Shift** + **Enter**.

To change the category order, click on the button **Categories Order Reversed** (Figure 438).

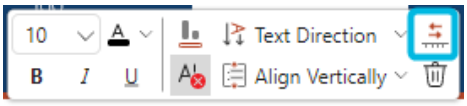


Figure 438. Button **Categories Order Reversed**

In column Mekko and Marimekko charts, you have additional options for the category axis.

To view those options, select the axis and click on the button **Settings** (Figure 439).

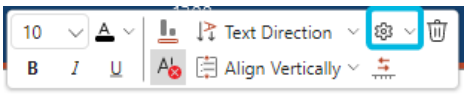


Figure 439. Button **Settings** for Mekko Charts

Here, you can decide if you want to display the name, the values or the percentages as labels (Figure 440).

If you choose to display percentages, you can also decide on how many decimal places you want to display.

You can enable multiple options at once.

If you disable all of them, the axis stays empty.

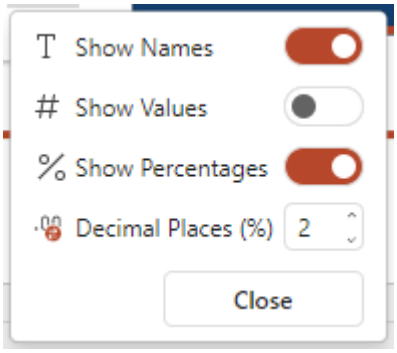


Figure 440. Mekko Chart Options for Category Axes

To delete an axis, select it and then click on the button **Remove** (Figure 441).



Figure 441. Button **Remove** for Axes

For value axes, you can access the axis settings via the button **Settings** and the break settings via the button **Manage Breaks**. This will open the same axis and break options you have under the button **Properties**.

For further information regarding axis settings, see **Edit Legend, Axes and Title Properties**.

For further information regarding break settings, see **Insert Breaks**.

For further information regarding custom colors, see **Use Custom Colors**.

Use Date Axes

To use an axis as a date axis, open the mini Excel via the button **Edit Data** (Figure 442).

Then, enter the dates you want to display into the cells that represent the axis of your choice.

The dates must have an Excel date format and they must not function as table headers (Figure 443).

Close the mini Excel.



Figure 442. Button **Edit Data**

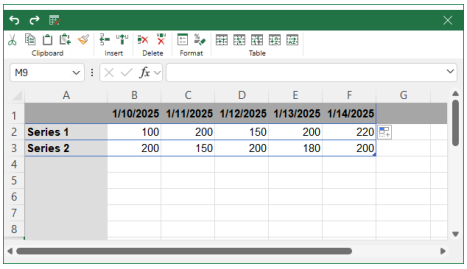


Figure 443. Date Values in Mini Excel

Now that you have entered dates, click on the axis and then click on the button **Settings**. Here, you are provided with further options.

Here, you can see that the date axis is enabled (**Figure 444**).

To disable the date axis, switch the toggle button for **Date Axis Enabled** to *Off*.

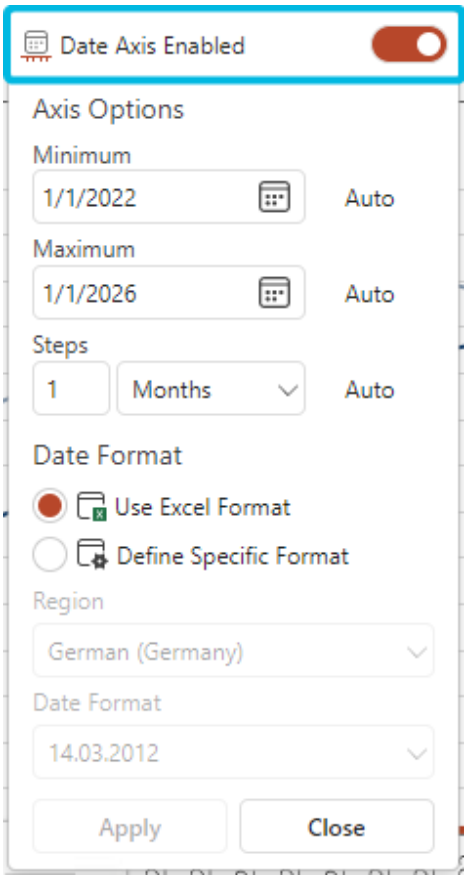


Figure 444. Toggle Button for **Date Axis Enabled**

Under *Axis Options*, you can define the minimum and maximum date (**Figure 445**).

To do so, either type in the dates into the input fields or use the calendar to pick a date.

To go back to the automatically calculated value, click on the button **Reset**.

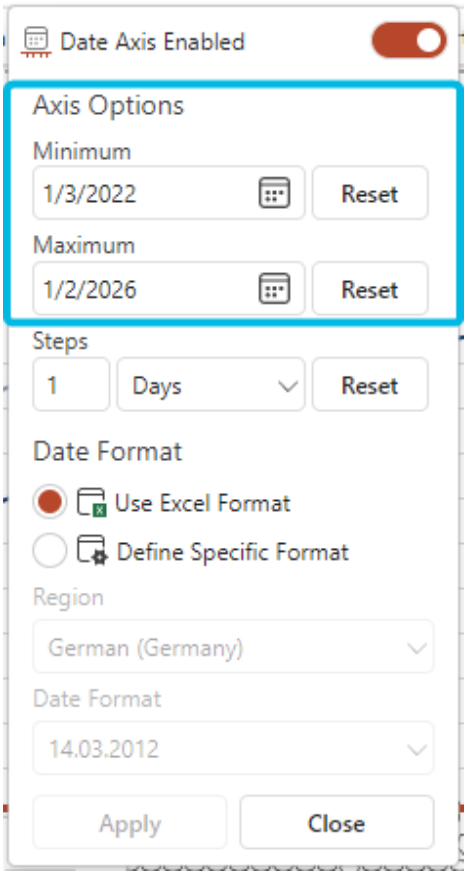


Figure 445. Set Dates

To define the step size displayed in the axis, type in a value into the input field and select a time unit from the drop-down menu (**Figure 446**).

To go back to the automatically calculated value, click on the button **Reset**.

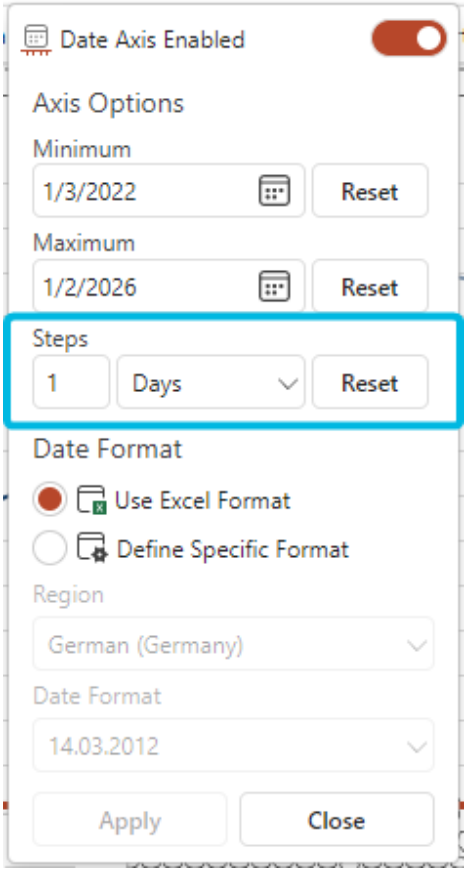


Figure 446. Set Steps

As a date format, you can either use the format from your mini Excel or define a custom date format (Figure 447).

To use the date format from Excel, choose the option **Use Excel Format**.

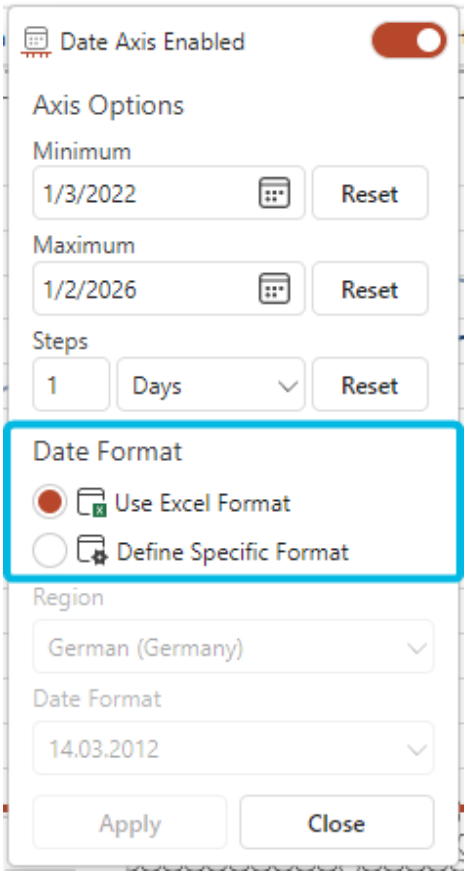


Figure 447. Date Format Options

To define your own format, choose the option **Define Specific Format** (Figure 448 **(1)**).

Then, choose the region your dates refer to from the drop-down menu under *Region* (Figure 448 **(2)**).

In the drop-down menu under *Date Format*, choose the date format you want to use (Figure 448 **(3)**).

If you want to use a custom format, choose the option **Custom Date Format**.

A dialog box opens.

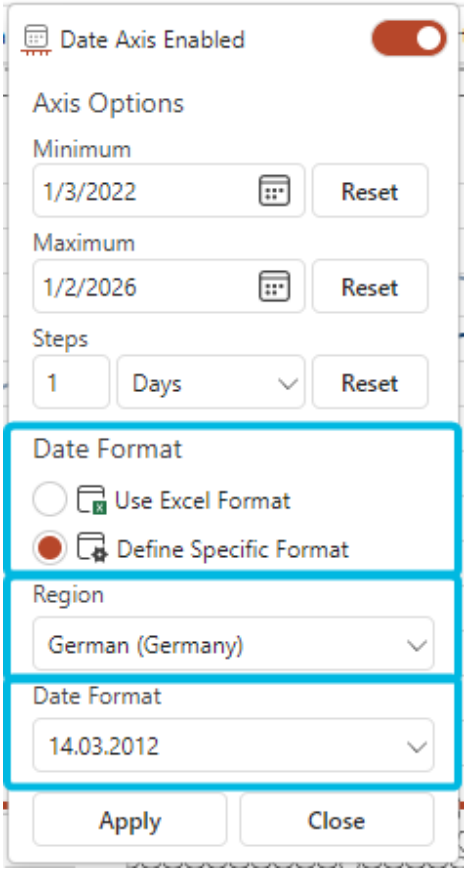


Figure 448. Use Custom Date Settings

Here, either choose a format from the list or enter a new one into the input field (Figure 449).

A preview is displayed above the input field.

Then, click on the button **OK**.

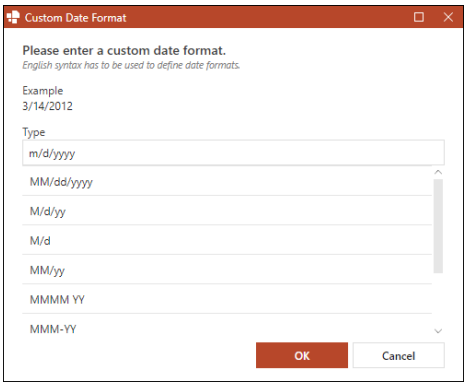


Figure 449. Dialog Box **Custom Date Format**

To apply all changes to the date axis, click on the button **Apply**.

Edit Chart Title

If you have enabled the chart title via the button **Properties** in the action bar, you can edit this title according to your needs.

To edit the chart title text, click into the text field and type in the title you want to use.

To display the chart title in two rows, use the keyboard shortcut **Ctrl** + **Enter** to create a soft line break (Figure 450).

Subscript or superscript can also be used in chart titles.

To do so, use *\sup{text}* for superscript or *\sub{text}* for subscript and replace *{text}* with your text you want to format with superscript or subscript.



Figure 450. Example – Title in Two Lines

To edit the chart title formatting, select it.

A menu opens (Figure 451).

In this menu, you can define the font size, font color, formatting and text alignment.

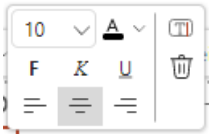


Figure 451. Menu for Chart Title

To change the chart title text freely, click on the button **Modify Label Freely** (Figure 452).

You then enter free text formatting mode automatically.

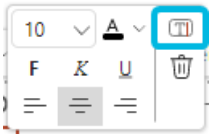


Figure 452. Button **Modify Label Freely** for Chart Title

In addition, you can move the chart title to your preferred position.

To drag it freely, press **Alt** + **Ctrl**.

The chart title cannot be dragged out of the chart area.

To delete the chart title, click on the button **Remove** (Figure 453).

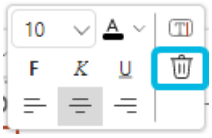


Figure 453. Button **Remove** for Chart Title

For further information regarding the property menu in the action bar, see **Edit Data Chart Properties**.

For further information regarding the partial text formatting mode, see **Custom Labels**.

For further information regarding custom colors, see **Use Custom Colors**.

Edit Legend

If you have inserted a legend via the button **Properties** in the action bar, you can edit this legend according to your needs.

The position of the legend can be changed in the properties menu and directly via the legend.

To do so, select the legend and click on the button **Legend Position** (Figure 454).

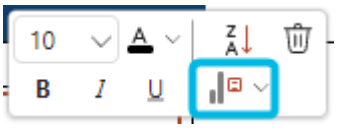


Figure 454. Button **Legend Position**

Alternatively, you can drag and drop the legend inside and outside of the chart area.

When you first drag the legend, the legend snaps at the default positions at the edge of the chart area.

If you let the legend drop at another position within the chart or if you let it drop outside of the chart, the legend will not snap at these positions when you move it the next time.

If you want to place it at one of the default positions, use the button **Legend Position** (Figure 454).

If you want to revert the order of the legend entries, select the legend and click on the button **Revert Legend Entry Order** (Figure 455).

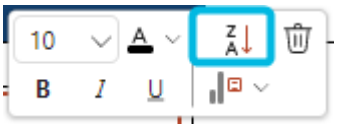


Figure 455. Button **Revert Legend Entry Order**

In the same menu, you can also change the font size and color as well as the formatting globally for all legend texts (Figure 456).

If you change the font size of legend texts, the legend icon size adapts accordingly.

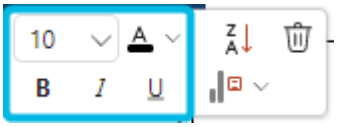


Figure 456. Formatting Options for Legend Labels

To enlarge the legend, select the legend and hover over its border.

A bilateral arrow appears. Drag and drop this arrow to adjust the size of the legend (Figure 457).

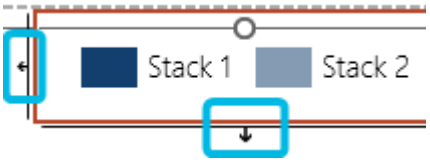


Figure 457. Enlarge Or Shrink Legend

In addition, you can access all data series settings via the legend icon (Figure 458).

These settings will be applied to all data points in a series and will then be reflected in the legend.

To do so, select the legend icon and make your changes.



Figure 458. Data Series Settings in Legend

The legend icon labels can also be formatted individually.

To delete a legend entry, select the legend icon and click on the button **Delete**.

The entry is deleted from the legend. The corresponding series will not be deleted or hidden from the chart.

To delete the entire legend, select the legend and click on the button **Delete** (Figure 459).

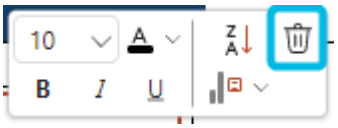


Figure 459. Delete Legend

If you display the legend as series labels inside the chart, you have additional formatting options for the labels (Figure 460).

This is the case if you use one of the options **In Chart Left/ Right**, **In Chart Top/Bottom** or **In Chart**.

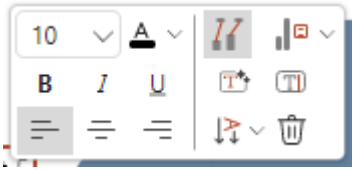


Figure 460. Formatting Options for Series Labels

In addition to the formatting options, you can modify the label freely.

To do so, click on the button **Modify Label Freely** (Figure 461).



Figure 461. Button **Modify Label Freely** for Series Label

You can also enable automatic leader lines.

To do so, click on the button **Automatic Leader Line** (Figure 462).

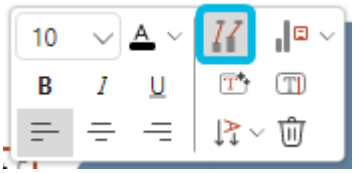


Figure 462. Enable Leader Line

To enable the label background for a series label, click on the button **Show Data Label Background** (Figure 463).

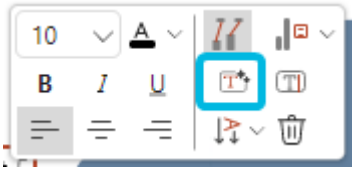


Figure 463. Enable Label Background

To change the text direction, click on the button **Change Text Direction** (Figure 464).

A drop-down menu opens.

Here, choose your preferred option.

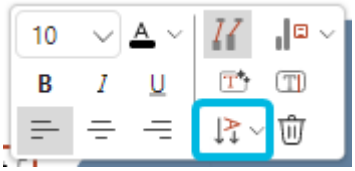


Figure 464. Change Text Direction

In addition, you can change the legend position and delete the individual series labels.

If you have made major changes to the legend and want to revert them, click on the button **Properties**, choose the option **Show Legend** and then select **None**.

Then, enable the legend again by inserting it at your preferred position.

For further information regarding the property menu in the action bar, see **Edit Data Chart Properties**.

For further information regarding custom colors, see **Use Custom Colors**.

For further information regarding the partial text formatting mode, see **Custom Labels**.

Edit Arrows and Lines

If you have added lines or arrows via the lines menu in the action bar, you can edit these arrows and lines according to your needs.

For most of them, you can edit the label text and label formatting (**Figure 465**).



Figure 465. Formatting Options for Arrow and Line Labels

In addition, you can edit the color of most arrows and lines.

For some lines and arrows, you can also choose the dash style and line weight.

To change the color of a line or an arrow, select it and click on the button **Colors** with the **pen** symbol (**Figure 466**).

Here, choose a color.



Figure 466. Button **Colors** for Lines and Arrows

For value lines, you can also change the dash style and line weight (**Figure 467**).

To change the dash style, click on the button **Dash Style** and choose a style.

To change the line weight, click on the button **Weight** and select a weight.

To reset the arrow or line style to the initial style, click on the button **Reset**.

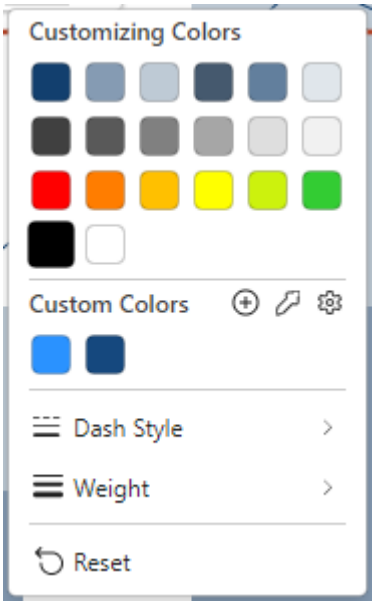


Figure 467. Options for Value Lines

For the label, a second button **Colors** is displayed. This button displays a **painting bucket** symbol (**Figure 468**).

Click on this button to choose a fill color for the label shape.

If you do not want to display any color, choose the option **No Fill**.



Figure 468. Button **Colors** for Label

To change the label of an arrow or line freely, click on the button **Modify Label Freely** (Figure 469).
You then enter free text formatting mode automatically.



Figure 469. Button **Modify Label Freely** for Arrows and Lines

To delete a line or an arrow, select it and click on the button **Delete** (Figure 470).



Figure 470. Button **Delete** for Arrows and Lines

Connector lines and breaks cannot be edited.
However, single connector lines in waterfall charts can be deleted.

For further information regarding editing options for lines representing data points, see **Edit Data Points and Data Series**.
For further information regarding editing options for labels, see **Use and Edit Labels**.
For further information regarding the editing options for gridlines, see **Add Lines and Arrows to Data Charts**.
For further information regarding custom colors, see **Use Custom Colors**.
For further information regarding the partial text formatting mode, see **Custom Labels**.

5. Gantt Charts

Gantt charts are usually used in project management context. They can be used to display the timeline of a project as well as its status.

To insert a Gantt chart into your presentation, navigate to the group empower and click on the button **Insert Chart** (Figure 471).

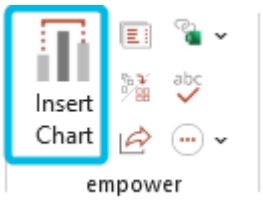


Figure 471. Button **Insert Chart**

Then, click on the option **Gantt** under *Other* (Figure 472).

You can now define the area and size of the Gantt chart on your current slide.

To do so, drag and drop your mouse cursor over the respective area.

If you have enabled guiding lines in the user settings, guiding lines are displayed while you insert the chart.

If you have defined the guiding lines option in the user settings accordingly, press **Alt** to display the guiding lines.

The guiding lines help you to align the chart to other placeholders or shapes.

To insert a chart into a placeholder, hover over the placeholder. The placeholder is highlighted by an orange frame.

Click into the placeholder to insert the chart into the highlighted placeholder.

After the insertion of the chart, the Gantt chart settings open in a new window.

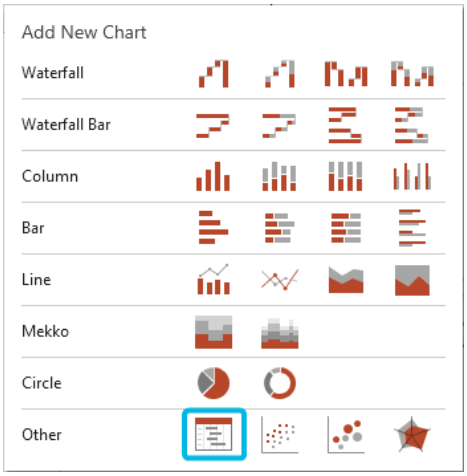


Figure 472. Option **Gantt**

Alternatively, you can select a placeholder you want to use for the chart and then click on the option **Gantt**. The Gantt chart will be inserted into the selected placeholder, adjusting to its size.

If you want to adjust the size of the Gantt chart later on, select the chart and drag its endpoints to your preferred size. If you have enabled guiding lines, they are also displayed if you change the size.

If you reduce the Gantt chart's size, you may receive a notification that the font size has been adjusted automatically. To revert these changes, click on the button **Revert**.

For further information regarding guiding lines, see **Enable Guiding Lines**.

If you have an existing Gantt chart that you want to duplicate to place it on the same slide, select the respective chart and press **Ctrl**.

A placeholder with a **plus** symbol appears on the slide (Figure 473).

Drag the placeholder to the position where you want to place the copy of the chart.

Drop the chart at this position.

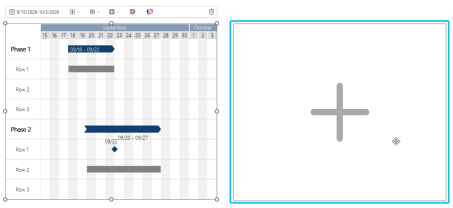


Figure 473. Placeholder with **Plus** Symbol

A duplicate of the copied chart will be placed at the respective position on the slide (Figure 474).

You can also select multiple charts or charts and shapes at once to copy them to another position on the slide. In this case, the relative distance between the charts and shapes is maintained.

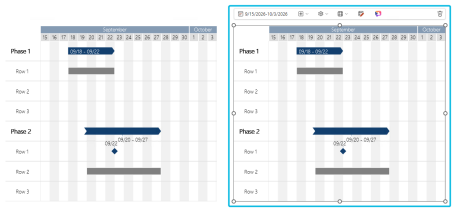


Figure 474. Gantt Chart Duplicate

To copy an existing chart to another slide, select the chart and then press **Ctrl + C**.

Then, switch to the slide on which you want to position the duplicate and press **Ctrl + V** to paste the chart.

You can then adjust the chart's position on the slide manually using drag & drop.

Adjust Gantt Chart Settings

On the left-hand side of the window, you can use the calendar to define the time span you want to display in the Gantt Chart (Figure 475).

On the right-hand side, you can adjust the default settings for your Gantt chart.

Here, you can make changes to the regional settings, the header settings, the content and the notes section.

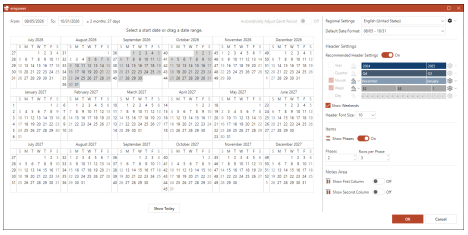


Figure 475. Gantt Chart Settings

If you want to adjust these settings after the initial insertion of the Gantt chart, you can access the calendar and regional settings by clicking on the **date** displayed in the action bar and the notes section settings via the button **Properties** in the action bar.

Define the Time Span

To define the time span that should be displayed in your Gantt chart, either type in the dates into the input fields on the top or select start and end date in the calendar (Figure 476).

Alternatively, you can drag and drop from start date to end date. If you drag your mouse below the calendar, the calendar will scroll automatically.

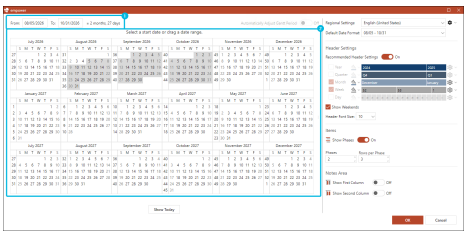


Figure 476. Set Time Span

To jump back to the current date, click on the button **Show Today** (Figure 477).

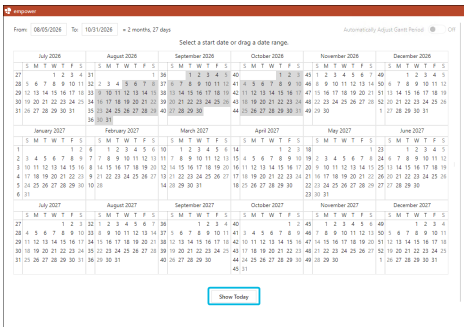


Figure 477. Button **Show Today**

The current date is not automatically selected when you click on the button **Show Today** to avoid affecting the date range you have selected for the Gantt chart.

Alternatively, you can set the Gantt period to adapt to the Gantt chart objects automatically.

In this case, the Gantt period covers the period represented by the Gantt objects.

The Gantt period then enlarges if you add an object outside of the current Gantt period or it shrinks if you delete an object that marks the start or end of the period.

The size of the Gantt chart itself does not change, only the time span is adjusted.

To set the Gantt period to adapt automatically, click on the **date** in the action bar.

The Gantt chart settings open.

Here, switch the toggle button for **Automatically Adjust Gantt Period** to *On* (Figure 478).

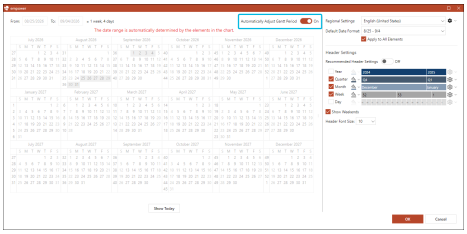


Figure 478. Adjust Gantt Period Automatically

The Gantt period can only be set to adjust automatically if the Gantt chart already contains objects such as task bars, phase arrows, milestones or markers.

If this is not the case, insert the Gantt chart, add objects and then open the Gantt chart settings again. The toggle button will then be available.

Adjust Default Settings

On the right-hand side, you can make adjustments to the default settings for Gantt charts.

To make changes to the regional settings, follow the following steps:

1. To select your regional settings, expand the drop-down menu for *Regional Settings* and choose the region your Gantt chart should comply with (Figure 479 (1)).

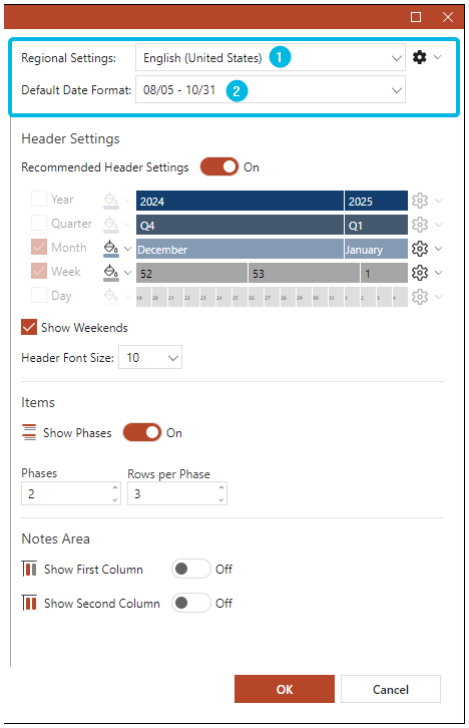


Figure 479. Regional Settings and Date Format

2. To change the week start and weekend settings, click on the **gear** symbol (Figure 480).
   Here, you can decide which days should be displayed as the first day of the week and as weekends.
3. To choose your preferred date format, expand the drop-down menu for *Default Date Format* and choose the format you want to use (Figure 479 (2)).
   The available formats depend on the selected regional settings.
   If you choose to apply a custom date format, a dialog box opens.

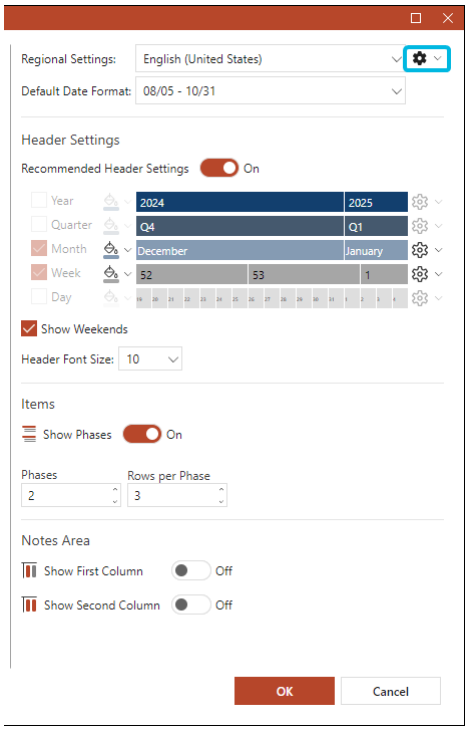


Figure 480. **Gear** Symbol for Regional Settings

4. Here, either choose a format from the list or enter a new one into the input field.
   A preview is displayed above the input field.
5. Then, click on the button **OK**.

6. If you want to apply the selected date format to all elements in your Gantt chart, tick the checkbox for **Apply to All Elements** (Figure 481).
   This option is only available if you are editing the settings for an existing Gantt chart. During the creation of a Gantt chart, the default date format is automatically applied to all Gantt chart objects.

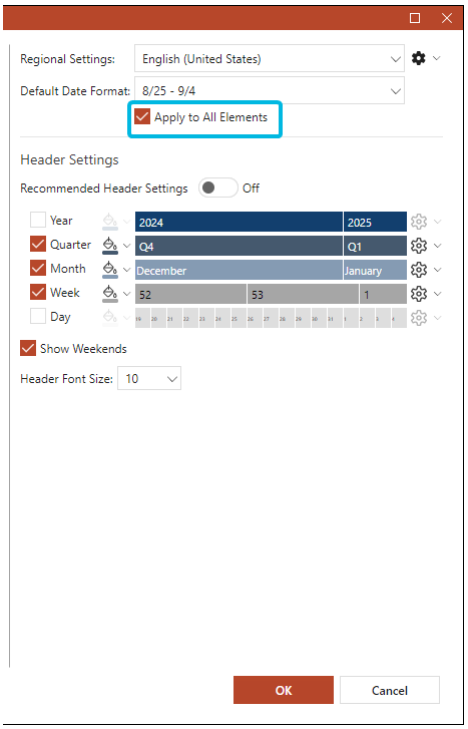


Figure 481. Apply Date Format to All Elements

If the regional setting *International* is used, the Gantt chart will be displayed in the current Office language.

For further information regarding the default Gantt region, see **User Settings**.

If you want to use the default header settings, switch the toggle button for **Recommended Header Settings** to *On* (Figure 482).

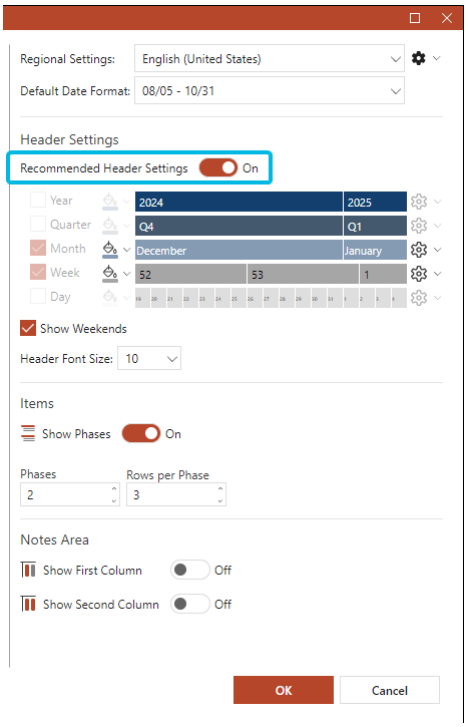


Figure 482. Toggle Button for **Recommended Header Settings**

If you want to adjust the header settings, switch the toggle button to *Off* and follow the following steps:

1. Tick the checkboxes for the units you want to include in the Gantt chart (Figure 483).

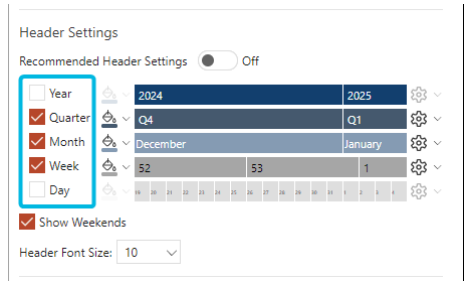


Figure 483. Choose Time Units

2. Click on the **painting bucket** symbol next to a unit and choose a color (Figure 484).
   This color will be used as fill color for the unit's bars in the Gantt chart.

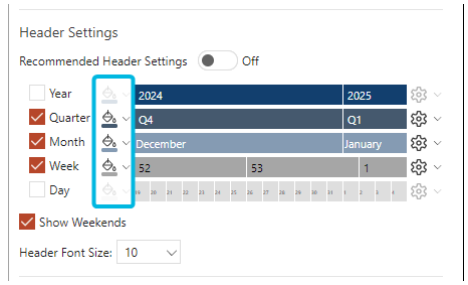


Figure 484. Choose Colors

3. If you enabled the unit *Year*, click on the **gear** symbol next to it (Figure 485).
   a. If you want to show vertical lines in the Gantt chart to make the unit more visible, tick the checkbox for **Show Vertical Lines**.
4. If you enabled the unit *Quarter*, click on the **gear** symbol next to it.
   a. If you want to show vertical lines in the Gantt chart to make the unit more visible, tick the checkbox for **Show Vertical Lines**.
   b. Choose the format in which you want to display the labels.
      You can choose between *Short*, *Number* and *Company*.
5. If you enabled the unit *Month*, click on the **gear** symbol next to it.
   a. If you want to show vertical lines in the Gantt chart to make the unit more visible, tick the checkbox for **Show Vertical Lines**.
   b. Choose the format in which you want to display the labels.
      You can choose between *Automatic*, *Long Name*, *Short Name*, *Letter* and *Number*.
6. If you enabled the unit *Week*, click on the **gear** symbol next to it.
   a. If you want to show vertical lines in the Gantt chart to make the unit more visible, tick the checkbox for **Show Vertical Lines**.
   b. Choose the format in which you want to display the labels.
      You can choose between *Calendar Week*, *Short Week Start*, *Long Week Start*, *Short Week Duration* and *Long Week Duration*.
7. If you enabled the unit *Day*, click on the **gear** symbol next to it.
   a. If you want to show vertical lines in the Gantt chart to make the unit more visible, tick the checkbox for **Show Vertical Lines**.
   b. Choose the format in which you want to display the labels.
      You can choose between *Numbers*, *Weekdays (m)* and *Weekdays (Mon)*.
8. If you want to display weekends in your chart, tick the checkbox for **Show Weekends** (Figure 486).

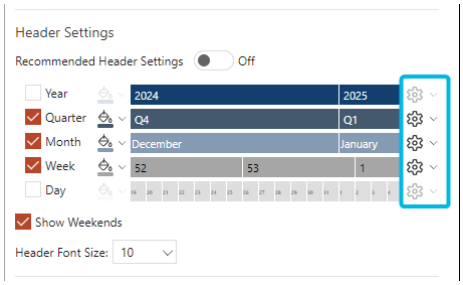


Figure 485. **Gear** Symbols for Time Units

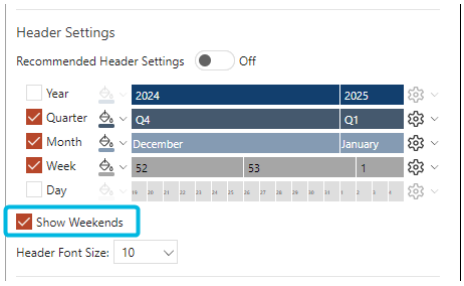


Figure 486. Checkbox for **Show Weekends**

9. Define the header font size by expanding the drop-down menu for **Header Font Size** and choosing the size (Figure 487).

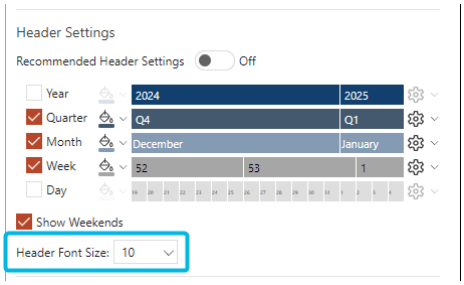


Figure 487. Choose Header Font Size

Between the **painting bucket** symbols and the **gear** symbol, you can see a preview of what the different time axis levels for the time units will look like in the Gantt chart according to your settings (Figure 488).

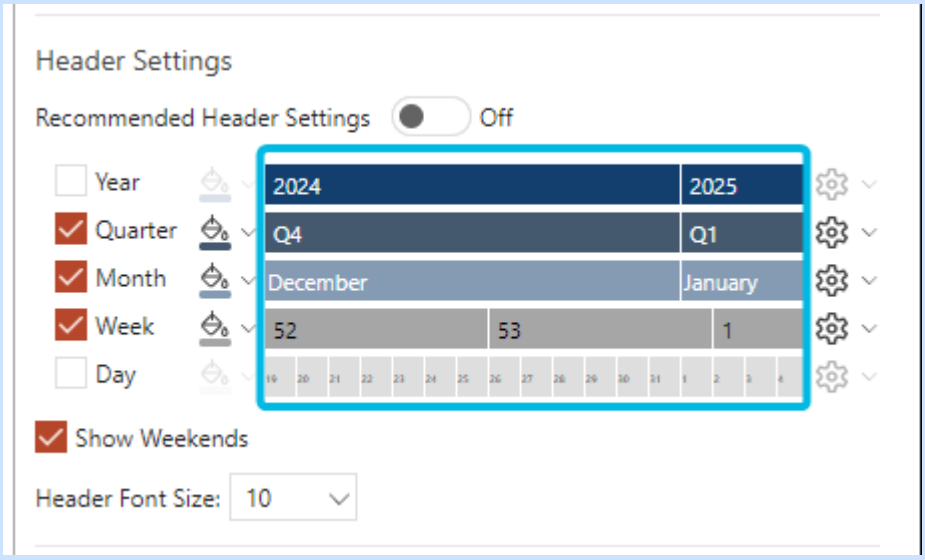


Figure 488. Header Preview

For further information regarding custom colors, see Use Custom Colors.

To define the content of the Gantt chart, follow the following steps:

1. If you want to show phases in your Gantt chart, switch the toggle button for **Show Phases** to *On* (Figure 489 **(1)**).
2. Under *Phases*, define the number of phases to be displayed (Figure 489 **(2)**).
   Either type in a number or use the **arrow** symbols to increase or decrease the value.
3. Under *Rows per Phase*, define the number of rows to be displayed per phase (Figure 489 **(2)**).
   Either type in a number or use the **arrow** symbols to increase or decrease the value.

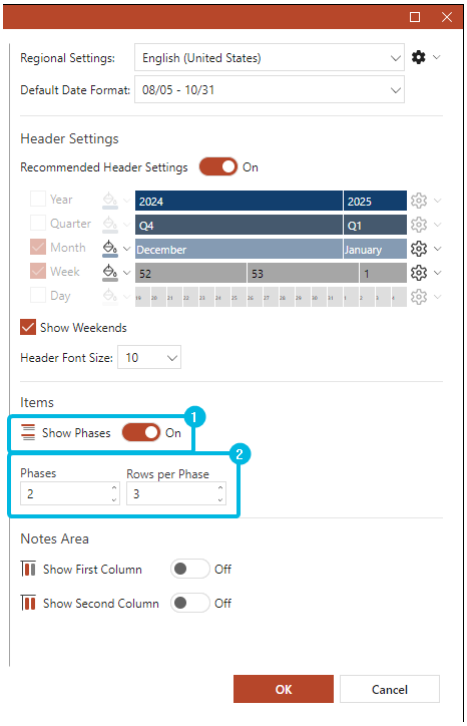


Figure 489. Define Rows and Phases

Under *Notes Area*, decide if you want to display the first and the second column, both or none.

To do so, switch the toggle button to *On* or *Off* (Figure 490).

If you have finished adjusting the settings, click on the button **OK** to insert the Gantt chart.

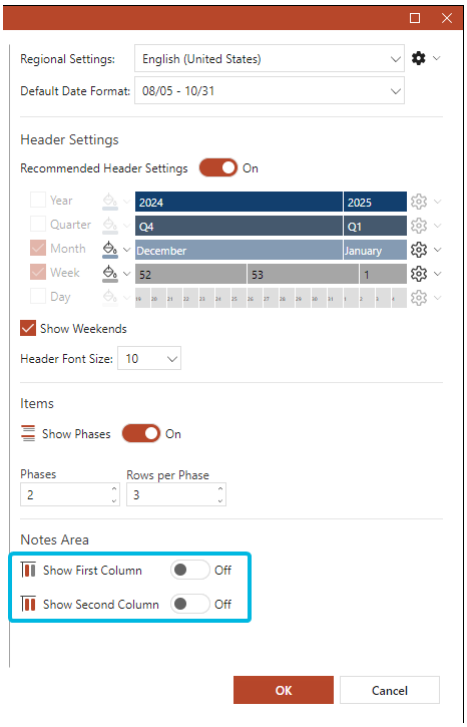


Figure 490. Enable and Disable Notes Areas

If you need more phases or rows while editing the Gantt chart, you can add them directly in the chart.

For further information regarding phases and rows, see Add Rows and Phases.

If you want to enable or disable the notes sections later on, you can access this setting via the button **Properties** in the action bar.

For further information regarding the properties, see **Edit Gantt Chart Properties**.

5.1. Edit Time Axis

While editing your Gantt chart, you can change the look of the time axis levels.

To do so, click on a time axis level.

A menu opens.

In this menu, you can change the font formatting, font size and font color (**Figure 491**).

In addition, you can change the fill color of the time axis level.

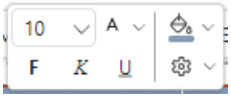


Figure 491. Formatting Options

You can also adjust further settings by clicking on the **gear** symbol (**Figure 492**).

If you want to enable vertical lines for the selected time unit, tick the checkbox for **Show Vertical Lines**.

Then, choose how you want to display the time axis level's label.

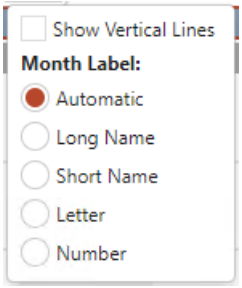


Figure 492. Menu for Time Unit

If you want to display more time units and axis levels, click on the date in the action bar (**Figure 493**).



Figure 493. Date in Action Bar

Here, you can enable further time axis levels and begin to format them as required.

For further information regarding custom colors, see **Use Custom Colors**.

5.2. Multi-Columnity in Gantt Charts

When creating more complex Gantt charts, it can be helpful to add multiple columns to the notes areas or to the phase and row column.

For example, you could add separate columns to display notes, the status and the responsible person.

To do so, you can use tab stops. Follow the following steps:

1. Click into the title input field in the column you want to add columns to.
2. Set the alignment to left aligned (Figure 494).
3. Add as many tab stops as columns you want to create. To do so, use the **tab** key.
4. Enter the titles for those columns, if required (Figure 494).
5. In the following rows, enter the content for the columns, separating them by the same number of tab stops (Figure 495).

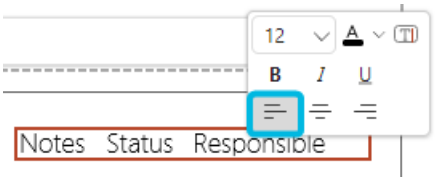


Figure 494. Title Row Formatting

Notes	Status	Responsible	Notes
Note	DONE	Admin	
Note	In Progress	User	

Figure 495. Notes Area with Columns

If the text you enter is too long, it might be necessary to add two tab stops subsequently or to adjust the column width.

When you have finished, the content is displayed according to your set columns.

The alignment setting always applies to the whole column.

The column size is automatically adjusted. Alternatively, you can adjust its size in advance.

5.3. Add Rows and Phases

Phases and rows divide the Gantt chart into sections. One phase can have multiple rows.

All tasks and milestones across all rows in a phase are combined into one time span which is represented by a phase arrow (Figure 496).

You can decide on how many phases and rows you need when first creating the Gantt chart.



Figure 496. Task and Milestone Combined to Phase Arrow

For further information regarding the initial Gantt chart settings, see Gantt Charts.

In addition, you can add phases and rows while editing the chart later on.

To do so, hover over the line between a phase and a row or between two rows.

A **plus** symbol appears (Figure 497).

Click on the **plus** symbol to add a phase or a row.

Rows can be added above or below any row or phase.

Phases can only be added above another phase.

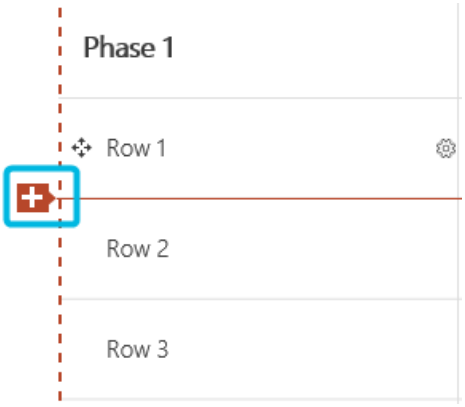


Figure 497. **Plus** Symbol

To delete a row or a phase, hover over the first column of the row or the phase and click on the **gear** symbol (Figure 498).

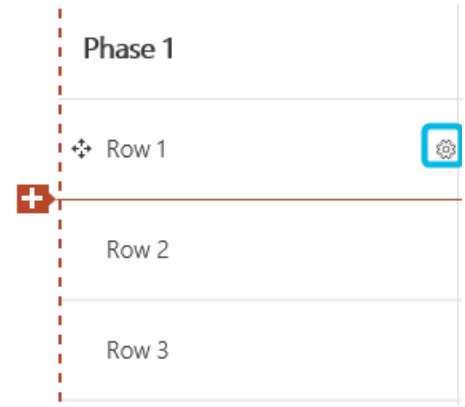


Figure 498. **Gear** Symbol

Then, click on the button **Delete** (Figure 499).



Figure 499. Button **Delete**

Edit Rows and Phases

After creating phases and rows, you can edit them according to your requirements.

To rename a row or a phase, hover over the name and click into the text field.

Enter a name and press **Enter**.

You can change the fill and line color for rows and phases.

To edit the fill color, follow the following steps:

1. Hover over the first column of the row or the phase and click on the **gear** symbol.
2. Click on the button **Color Line** (Figure 500).
   A color picker opens.

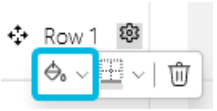


Figure 500. Button **Color Line**

3. Here, choose a color to be used as fill color (Figure 501).
4. If you do not want to use any fill color, choose the option **No Fill**.

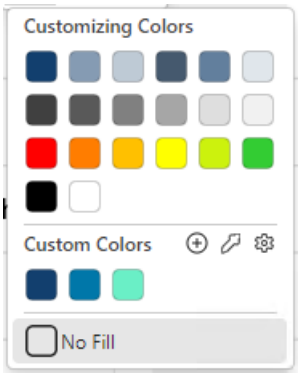


Figure 501. Color Picker

To edit the line color, follow the following steps:

1. Hover over the first column of the row or the phase and click on the **gear** symbol.
2. Click on the button **Customize Separator Line** (Figure 502).
   A color picker opens.

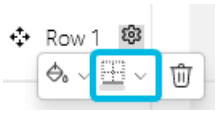


Figure 502. Button **Customize Separator Line**

3. Here, choose a color to be used as line color (Figure 503).
   The color is always applied to the separator line below the phase or row.
4. If you do not want to use any line color, choose the option **No Line**.
5. If you are using a line color, decide if you want to display it in dashed and what weight the line should have:
   a. To display the line in dashes, click on the option **Dashes** and choose your preferred option.
   b. To change the line weight, click on the button **Weight** and choose your preferred option.
6. If you want to go back to the initial settings, click on the button **Reset**.

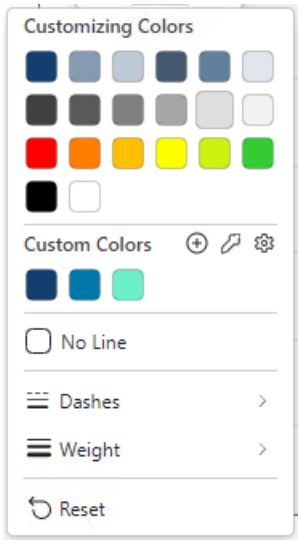


Figure 503. Line Options

In addition, you are able to enlarge or shrink the region in which phases and rows are displayed.

To do so, move your cursor to the right of the region until a bilateral arrow appears (Figure 504). You can then adjust the width of this section while holding the left mouse button.

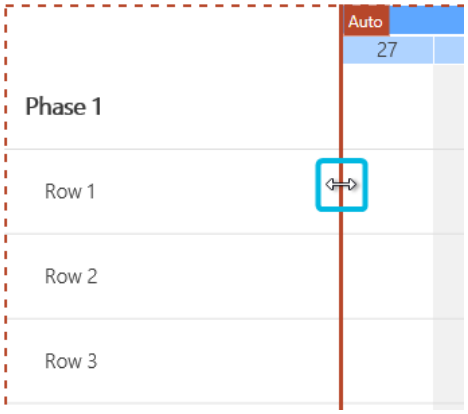


Figure 504. Bilateral Arrow

To reset the region to its original size, click on the button **Auto** (Figure 505).

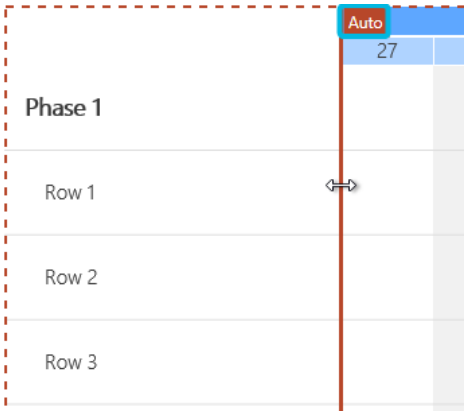


Figure 505. Button **Auto**

To move a row to another position, hover over the row. An **arrow** symbol pointing in four directions appears (Figure 506).

Click on this **arrow** symbol and hold. Now, drag the row to its new position.

Phases cannot be moved.

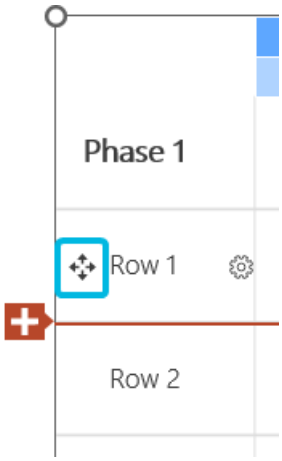


Figure 506. Move Row

To display phases larger than rows, hover over the phase. An **arrow** symbol appears (Figure 507).

Click on this **arrow** symbol.

To revoke this action, click on the symbol again.

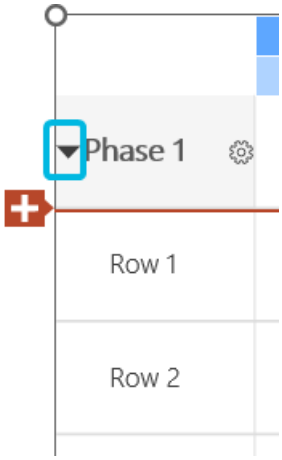


Figure 507. Enlarge Phase

For further information regarding custom colors, see Use Custom Colors.

5.4. Add Tasks and Milestones

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

You can add a new task or milestone to every row.

For further information regarding editing options for tasks, milestones and phase arrows, see **Edit Phase Arrows, Task Bars and Milestones**.

Click into the Gantt chart and then either select the option **Add Task** (**Figure 508** (**1**)) or **Add Milestone** (**Figure 508** (**2**)).
Your project plan will then update in accordance with your settings.

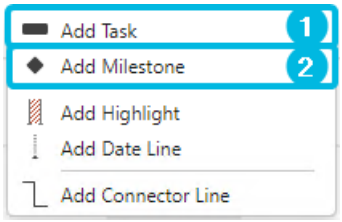


Figure 508. Options **Add Task** and **Add Milestone**

When hovering the mouse over Gantt objects and when moving objects (e.g. a task bar), information about the start, end, and duration of the task is displayed (**Figure 509**).
The height of the task bar, as well as the size of milestones, is set automatically.
However, changes can be always done via the properties menu in the action bar.

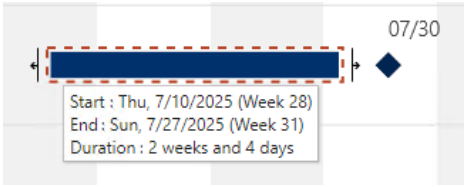


Figure 509. Task Information

For further information regarding the Gantt chart properties, see **Edit Gantt Chart Properties**.

You can always enlarge or shrink a task bar by dragging its endpoints.

For further information regarding the editing options for task bars and milestones, see **Edit Phase Arrows, Task Bars and Milestones**.

5.5. Use Markers

In a Gantt chart, use different markers to display certain events and circumstances.

The following options are available:

- **Holidays** – Display relevant holidays in your chart.
- **Date Line** – Display a vertical line for a specific date.
- **Highlight** – Highlight a specific time span in your chart.
- **Delay** – Display a delay for a time span in your chart.
- **Connector Line** – Connect tasks and milestones using connector lines.

You can access these options via the button **Markers** in the action bar (**Figure 510**).

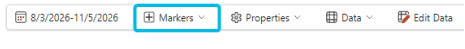


Figure 510. Button **Markers**

Alternatively, you can access the options **Add Highlight**, **Add Date Line** and **Add Connector** by clicking into the empty calendar area (Figure 511).

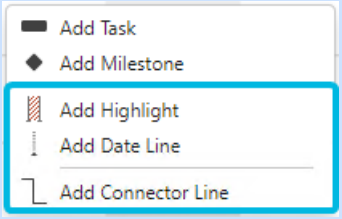


Figure 511. Options in Context Menu

Add Holidays

To add holidays to your Gantt chart, follow the following steps:

1. In the action bar, click on the button **Markers**.
   A drop-down menu opens.
2. Choose the option **Holidays** (Figure 512).
   A dialog box opens.

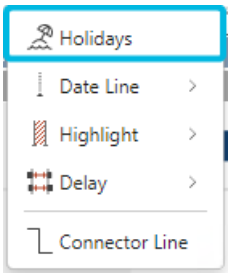


Figure 512. Option **Holidays**

3. To expand the options for a country, click on the little **arrow** symbol next to the country.
4. Then, choose the regions whose holidays you want to add.
   You can add holidays of multiple regions and multiple countries at the same time.
5. Click on the button **Insert** (Figure 513).

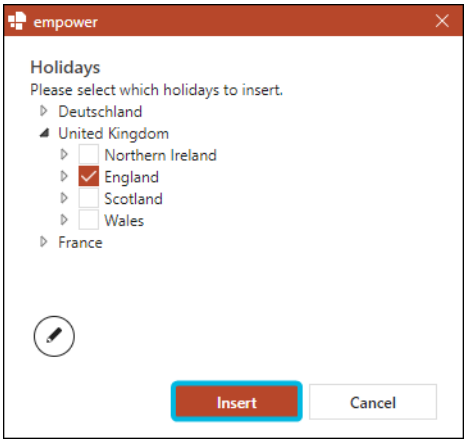


Figure 513. Choose Holidays

The holidays you have selected are now shown in your Gantt chart.

A label is automatically added to the holiday. You can edit the label according to your needs.

To edit the holiday formatting, click on the holiday. In the menu, you can hide the label, choose a new time span and change the fill color (Figure 514).



Figure 514. Editing Options for Holidays

Alternatively, you can move the holiday to another date using drag & drop.

Holidays can also be dragged outside of the Gantt chart area. At least one day of the holidays must remain in the Gantt chart area.

If you drag multiple objects outside of the chart area, part of these objects can also be dragged out of the Gantt chart area completely. Only one day of the outermost object must remain in the Gantt chart area.

To delete a holiday marker from the chart, click on the button **Delete**.

Manage Holidays

You can always add, edit and delete personalized holiday categories. For example, you could add holidays for another country or specific holidays for your company.

To add a new holiday category, follow the following steps:

1. In the dialog box, click on the **pen** symbol (Figure 515).
   A dialog box opens.

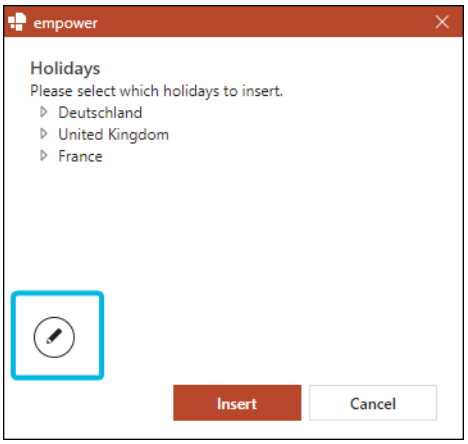


Figure 515. **Pen** Symbol for Holidays

2. Click on the button **New Country** (Figure 516).
   A folder is added to the list.
3. Adjust the folder name.

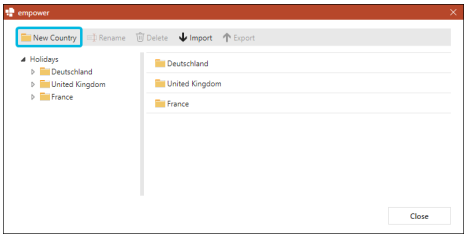


Figure 516. Button **New Country**

4. Select the new folder in the folder tree on the left-hand side.
5. Click on the button **New Calendar** (Figure 517).
   A folder is added.
6. Adjust the folder name.

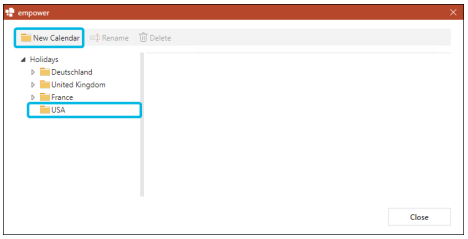


Figure 517. Button **New Calendar**

7. Select the new folder in the folder tree on the left-hand side.
8. Click on the button **New Entry** (Figure 518).
   A new entry is added.

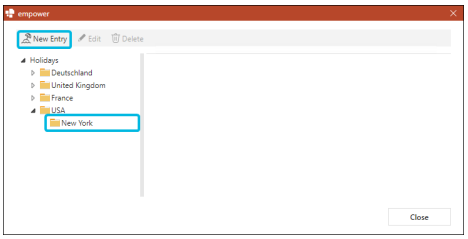


Figure 518. Button **New Entry**

9. Select the new entry in the folder tree on the left-hand side.
10. Here, adjust the entry name (Figure 519 **(1)**).
11. Then, either select the start and end date in the calendar or type them into the input fields (Figure 519 **(2)**).
12. To save your new entry, click on the button **Save** (Figure 519 **(3)**).

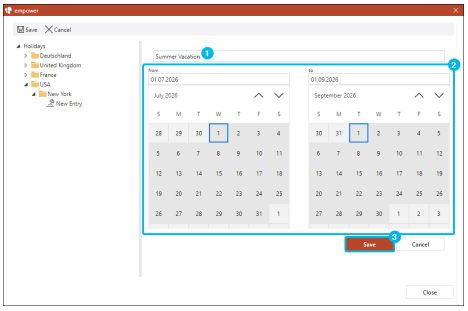


Figure 519. Edit Entry

You can always edit an entry by choosing it from the list and clicking on the button **Edit** (Figure 520).

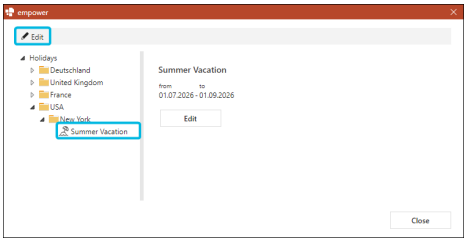


Figure 520. Button **Edit**

To delete an entry, choose its folder and select the entry from the list.

Then, click on the button **Delete** (Figure 521).

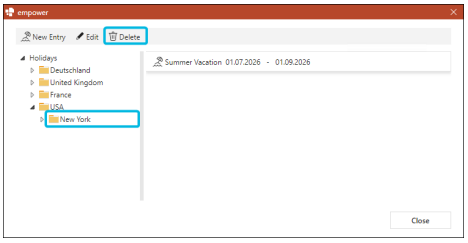


Figure 521. Button **Delete** for Entry

To delete a calendar folder, select its top-level folder from the folder tree on the left-hand side and then choose the calendar folder from the list.

Then, click on the button **Delete** (Figure 522).

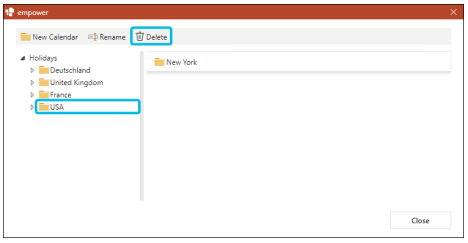


Figure 522. Button **Delete** for Calendar Folder

To delete a whole country folder, navigate to the section *Holidays* and select it from the folder overview.

Then, click on the button **Delete** (Figure 523).

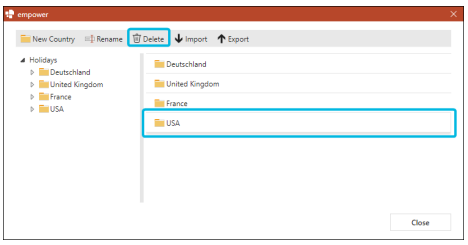


Figure 523. Button **Delete** for Country Folder

If you delete a folder or an entry, you will be asked to confirm the process. To confirm, click on the button **Yes** (Figure 524).

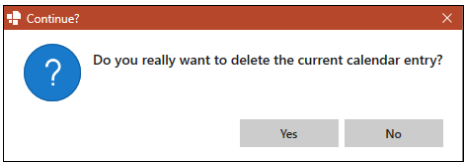


Figure 524. Deletion Confirmation

If you have created a holiday which you want to share with other colleagues, you can export the folder and forward it.

To do so, follow the following steps:

1. Navigate to the section *Holidays*.
2. In the folder overview, choose the folder you want to share.
3. Click on the button **Export** (Figure 525).
4. Choose a location to save the folder.
   The file will be saved in .xml format. It contains all entries from the folder.

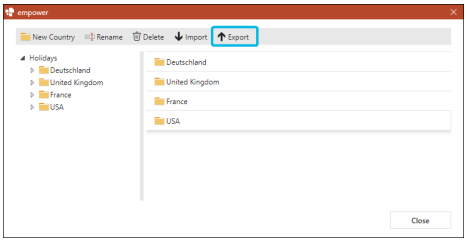


Figure 525. Button **Export**

To import holidays you have received from another colleague, follow the following steps:

1. Navigate to the section *Holidays*.
2. Click on the button **Import** (Figure 526).
3. Find the file you want to import and click on the button **Open**.
   The new folder will be displayed in your folder overview.

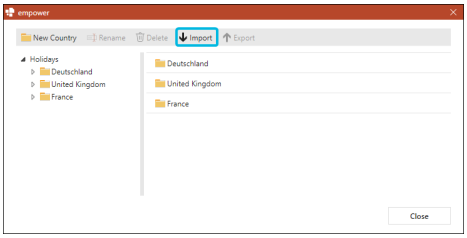


Figure 526. Button **Import**

The existing calendars are already complete and they will be updated by empower if needed.
They cannot be deleted or edited.

You need to add separate holiday entries for each holiday type and for each year.

Use Date Lines

Date lines can be used to mark a date in your project calendar. For example, you can add a date line to show that a specific task or milestone should be completed on that date.

To add a date line, follow the following steps:

1. In the action bar, click on the button **Markers**.
   A drop-down menu opens.
2. Choose the option **Date Line** (Figure 527).

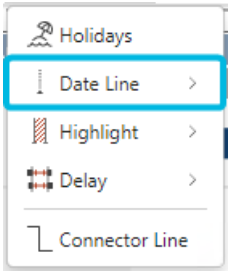


Figure 527. Option **Date Line**

3. Either type in a date into the input field or click on the **calendar** symbol to select it from the calendar (Figure 528).
4. Then, click on the button **OK**.
   A dashed line will be added to the project plan.

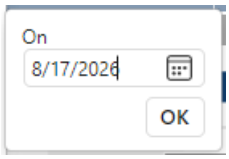


Figure 528. Choose Date for Date Line

A label is automatically added to the date line. You can edit the label according to your needs.

To edit the line formatting and settings, click on the date line.

In the menu, you can change the line color, disable the label and change the date (Figure 529).



Figure 529. Editing Options for Date Line

To hide the label, click on the button **Label**. To unhide the label, click on the same button again.

To delete a date line, select it and click on the button **Delete**.

If you click on the button **Date Settings** to change the date, a dialog box opens.

In this dialog box, select the date on which you want to insert the date line (Figure 530 **(1)**).

Alternatively, type in the date into the input field for *Date* (Figure 530 **(2)**).

Here, you can also choose at which position in the day the date line should be inserted. To do so, expand the drop-down menu for *Position within the day* and select your preferred option (Figure 530 **(3)**).

In addition, you can change the date format for the date line label.

To do so, expand the drop-down menu and select your preferred option (Figure 530 **(4)**).

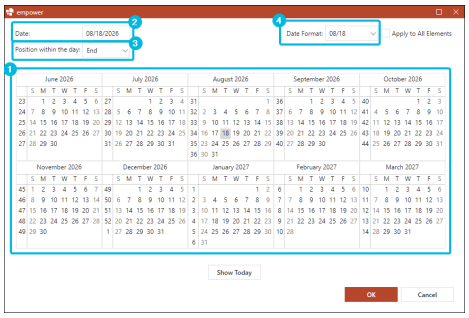


Figure 530. Date Settings for Date Line

If you choose to apply a custom date format, a dialog box opens (Figure 531).

Here, either choose a format from the list or enter a new one into the input field.

A preview is displayed above the input field.

Then, click on the button **OK**.

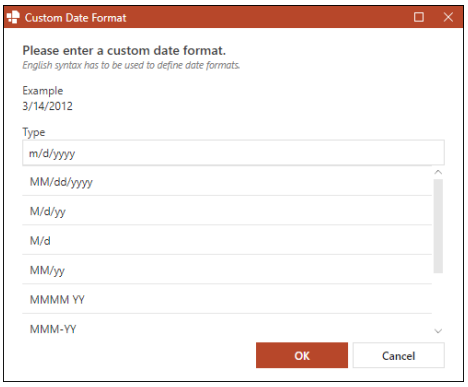


Figure 531. Custom Date Format for Date Line

If you want to apply the selected date format to all elements in your Gantt chart, tick the checkbox for **Apply to All Elements** (Figure 532).

Then, click on the button **OK**.

Your settings are applied to your chart.

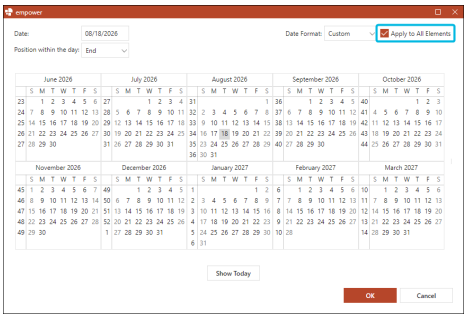


Figure 532. Apply Date Line Date Format to All Elements

Alternatively, you can move the date line to another date using drag & drop.

If date lines are moved together with other objects, they can also be dragged out of the Gantt chart area itself.

Use Highlights

Highlights can be used to mark a specific period in the project plan. For example, you could mark when colleagues working on the projects are on vacation.

To add a highlight, follow the following steps:

1. In the action bar, click on the button **Markers**.
   A drop-down menu opens.
2. Choose the option **Highlight** (Figure 533).

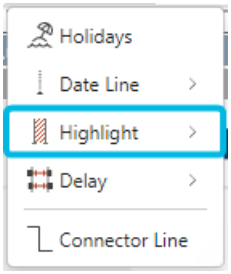


Figure 533. Option **Highlight**

3. Either type in the dates into the input fields or click on the **calendar** symbols to select them from the calendar (Figure 534).
4. Then, click on the button **OK**.
   The highlight will be added to the Gantt chart.

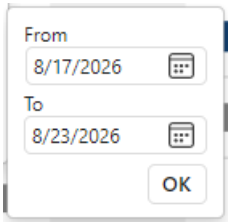


Figure 534. Choose Dates for Highlight

A label is automatically added to the highlight. You can edit the label according to your needs.

To edit the highlight formatting, click on the highlight. In the menu, you can change the fill color and the dates. In addition, you have the option to hide the label (Figure 535).



Figure 535. Editing Options for Highlight

If you click on the button **Date Settings** to change the time span, a dialog box opens.

In this dialog box, select the time span in which you want to insert the highlight (Figure 536 **(1)**).

Alternatively, type in the dates into the input fields in the upper left corner (Figure 536 **(2)**).

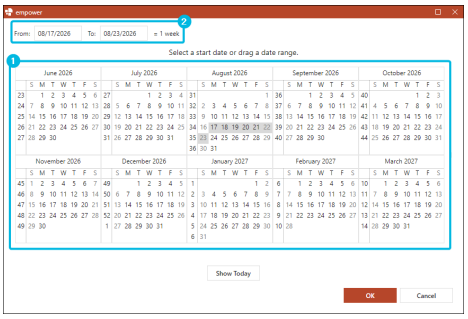


Figure 536. Date Settings for Highlight

Alternatively, you can move the highlight to another date using drag & drop.

Highlights can also be dragged outside of the Gantt chart area. At least one day of the highlight must remain in the Gantt chart area.

If you drag multiple objects outside of the chart area, part of these objects can also be dragged out of the Gantt chart area completely. Only one day of the outermost object must remain in the Gantt chart area.

To delete a highlight, select it and click on the button **Delete**.

Use Delays

Sometimes, projects may encounter delays. These delays can be marked in the Gantt charts.

To add a delay, follow the following steps:

1. In the action bar, click on the button **Markers**.
   A drop-down menu opens.
2. Choose the option **Delay** (Figure 537).

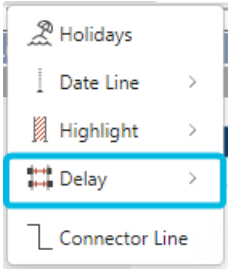


Figure 537. Option **Delay**

3. Either type in the dates into the input fields or click on the **calendar** symbols to select them from the calendar (Figure 538).
4. Then, click on the button **OK**.
   The delay will be added to the Gantt chart.

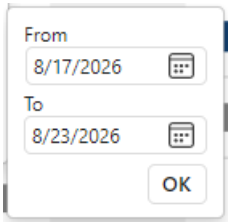


Figure 538. Choose Dates for Delay

A label is automatically added to the delay. You can edit the label according to your needs.

To edit the delay formatting, click on the delay. In the menu, you can change the fill color and the dates. In addition, you can either hide the label or the whole delay (Figure 539).


Figure 539. Editing Options for Delay

Alternatively, you can move the delay to another date using drag & drop.

Delays can also be dragged outside of the Gantt chart area. At least one day of the delay must remain in the Gantt chart area.

If you drag multiple objects outside of the chart area, part of these objects can also be dragged out of the Gantt chart area completely. Only one day of the outermost object must remain in the Gantt chart area.

If you choose to hide the delay, the delay is removed from the calendar area and only the arrow underneath the calendar area remains.

To revoke this action, select the hidden delay and click on the **eye** symbol again.

To delete a delay, select it and click on the button **Delete**.

Use Connector Lines

Tasks and milestones can be connected using connector lines. This can help to display the dependency between tasks and milestones.

To add connector lines, follow the following steps:

1. In the action bar, click on the button **Markers**.
   A drop-down menu opens.
2. Choose the option **Connector Line** (Figure 540).
   In the calendar area, start and end points of tasks and milestones are marked with dots.

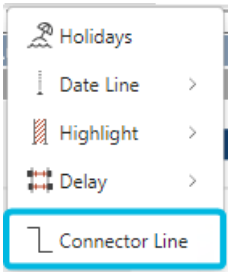
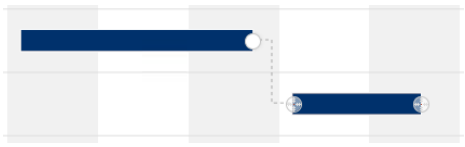


Figure 540. Option **Connector Line**

3. In the calendar area, either click on two dots subsequently to connect them or drag a line from one dot to another (Figure 541).
   The connector line will be added between the two dots.


Figure 541. Draw Connector Line

To edit the connector line formatting, click on the connector line. In the menu, you can change the line color and dash style (Figure 542).



Figure 542. Editing Options for Connector Line

In addition, you have the option to lock the connector line. This will lock the connected tasks, so if you move one of them, the connected ones will move accordingly.

To do so, select the connector line and click on the button **Lock Connector Lines** (Figure 543).



Figure 543. Button **Lock Connector Lines**

To unlock the connector line, click on the same button again.

To delete a connector line, select it and click on the button **Delete**.

5.6. Edit Gantt Chart Properties

Under the button **Properties** in the action bar, you can make further changes to your Gantt chart (Figure 544).



Figure 544. Button **Properties**

You can edit default settings for task bars and milestones.

In addition, you can edit the default settings that are applied on the chart in general.

In the first section, you can set a font size for the rows and apply a specific height for bars and a size for milestones (Figure 545).

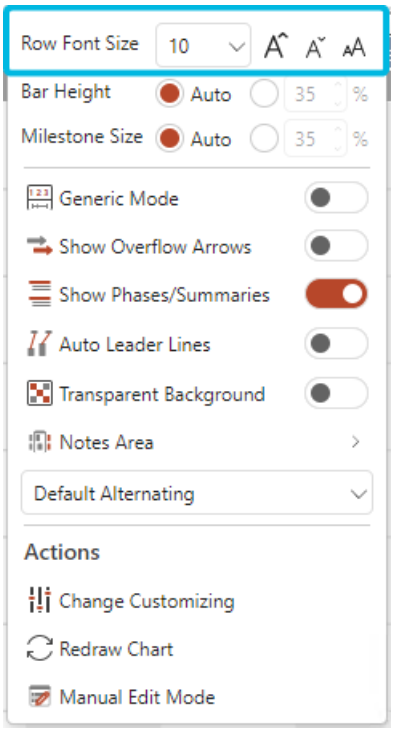


Figure 545. Row Font Size Settings

To set another font size for rows, expand the drop-down menu next to *Row Font Size* and select a font size.

Alternatively, use the buttons next to the drop-down menu to increase or decrease the font size.

This font size is applied for all rows. In addition, the font size for the phases changes in relation to the row font size.

By clicking on the button **Maximize**, the largest possible font size for the current chart size is applied on all texts in the Gantt chart.

By default, the option **Auto** is selected for the bar height and the milestone size (Figure 546).

If you want to change this, select the other option and enter a new percentage into the input fields or use the **arrow** symbols to increase or decrease the value.

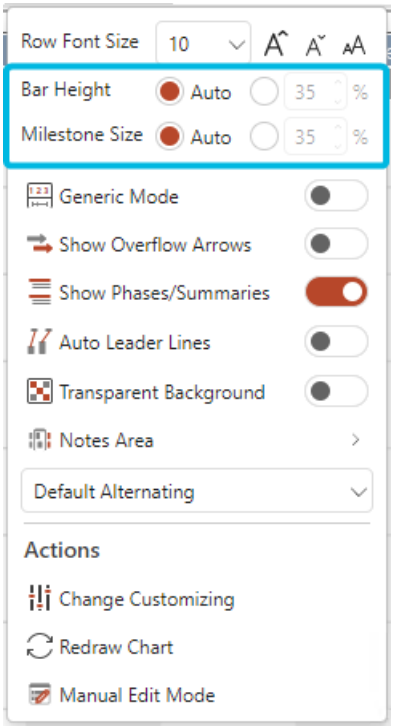


Figure 546. Bar Height and Milestone Size Settings

The percentage relates to the full row and phase height. If you choose a bar height of 100%, the bar will fill out the row in terms of height (Figure 547).

The same applies to the milestone size.



Figure 547. Example – Bar Height at 100%

In some cases, it may be necessary to enlarge the bar width of your Gantt chart in order to display larger font sizes.

If you want to display the Gantt chart without using specific dates, switch the toggle button for **Generic Mode** to *On* (Figure 548).
The time level axis and the date labels are adjusted accordingly.

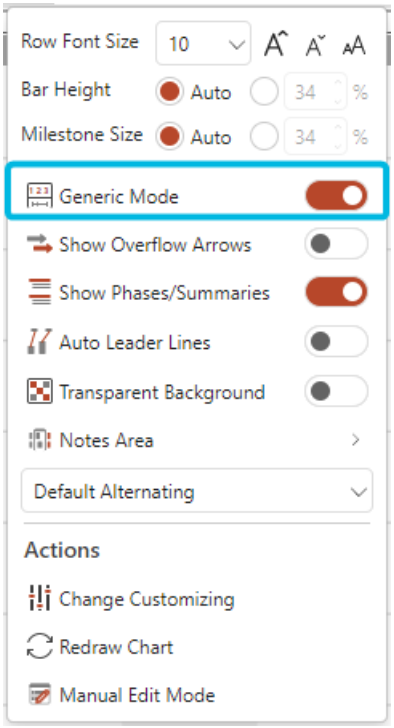


Figure 548. Enable Generic Mode

If you want to show overflow arrows in case a task or a milestone is outside of the defined calendar area, switch the toggle button for **Show Overflow Arrows** to *On* (Figure 549).

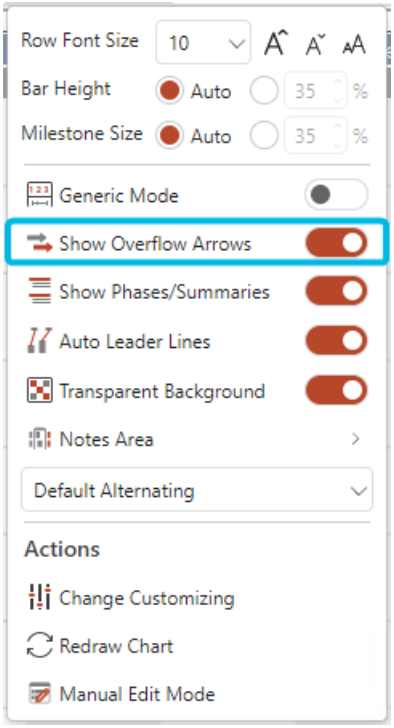


Figure 549. Enable Overflow Arrows

By default, phases are displayed in your Gantt chart. If you don't want the phases to be displayed, switch the toggle button for **Show Phases/Summaries** to *Off* (Figure 550).

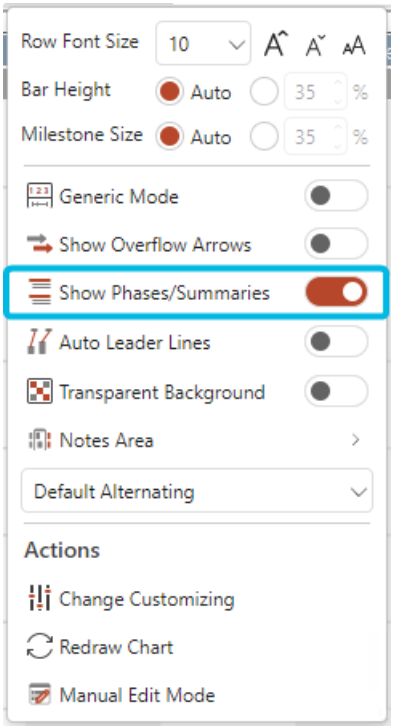


Figure 550. Enable Phases

By default, leader lines are automatically added to labels which are placed outside of the default areas. If you do not want the leader lines to be added by default, switch the toggle button for **Auto Leader Lines** to *Off* (Figure 551).
You can also disable this setting for each label individually.

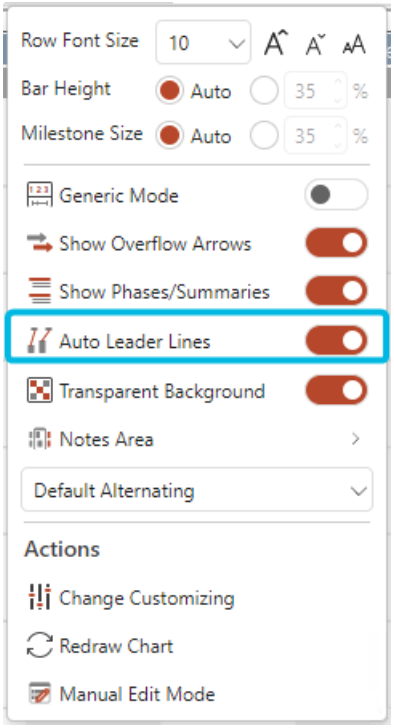


Figure 551. Enable Automatic Leader Lines

For further information regarding labels, see Use and Edit Labels.

If you are using a colorful slide and want the Gantt chart to be transparent, you can turn on the transparent background.

To do so, switch the toggle button for **Transparent Background** to *On* (Figure 552).

Your Gantt chart will then be displayed transparently and the slide background will be visible through the Gantt chart.

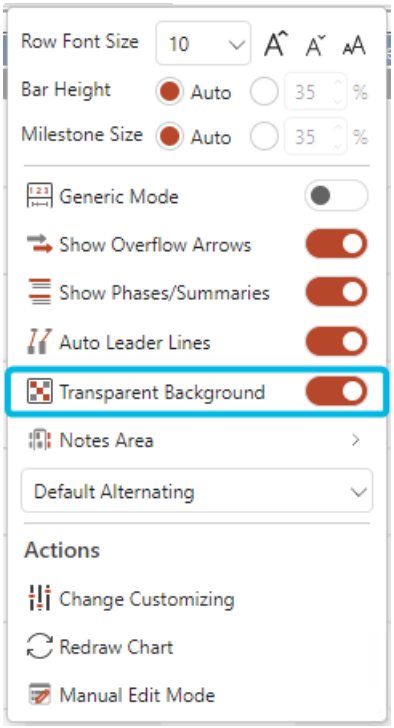


Figure 552. Enable Transparent Background

Choose the option **Notes Area** to enable or disable the two note areas in the Gantt chart (Figure 553).

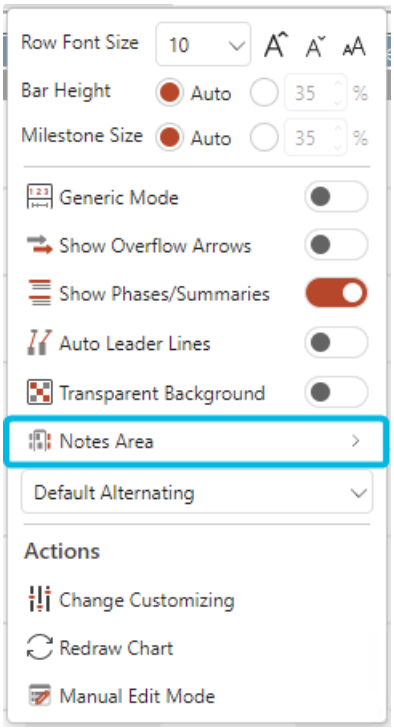


Figure 553. Enable Notes Areas

Expand the drop-down menu to define how you want to display different sections of your Gantt chart (Figure 554).
The following options are available:

- **Default Alternating** – Column color alternates according to the lowest time unit.
  E.g. if you have chosen to display the time unit *Days*, the columns alternate per day. If you have chosen to display *Weeks* as lowest time unit, the columns alternate per week.
- **Highlight Weekends** – Weekends are highlighted in a different color.
- **No Alternating** – Column color does not alternate at all.

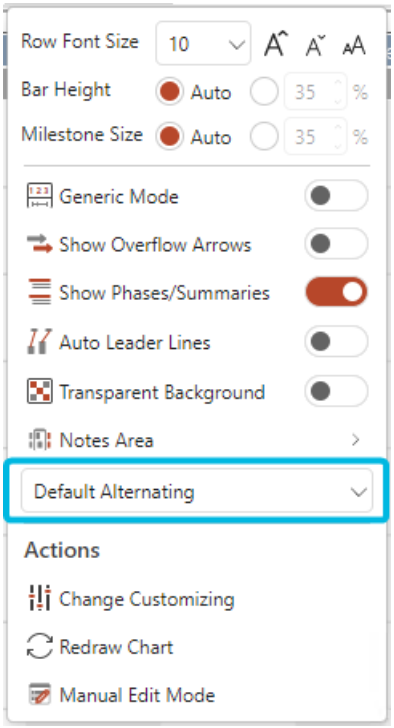


Figure 554. Choose Alternating Option

If there are multiple customizings for your company, you can switch between the customizings. To do so, choose the option **Change Customizing** (Figure 555).
A dialog box opens.

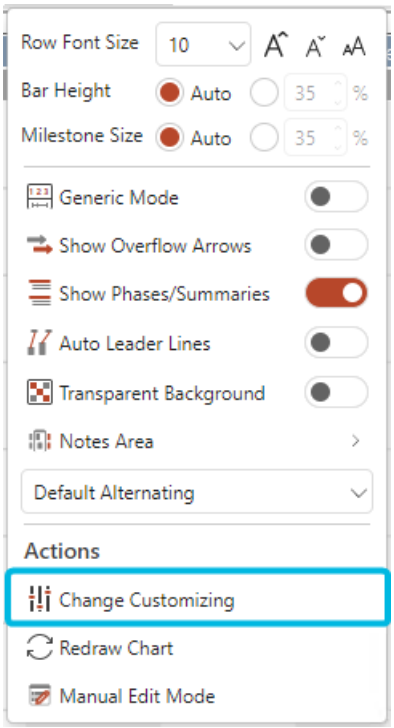


Figure 555. Option **Change Customizing**

Expand the drop-down menu and choose the customizing you want to use for this chart (Figure 556).

Then, click on the button **OK**.

If there is only one customizing for your company, the option **Change Customizing** is grayed out.

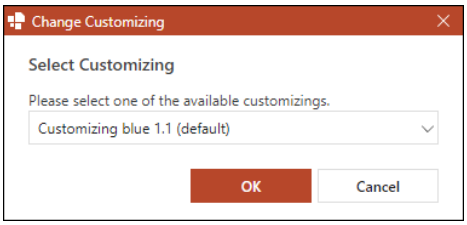


Figure 556. Dialog Box to Change Customizing

If you encounter any display issues in the chart, you can use the option **Redraw Chart** to reload the chart and its content (Figure 557).

Display issues should then be corrected automatically.

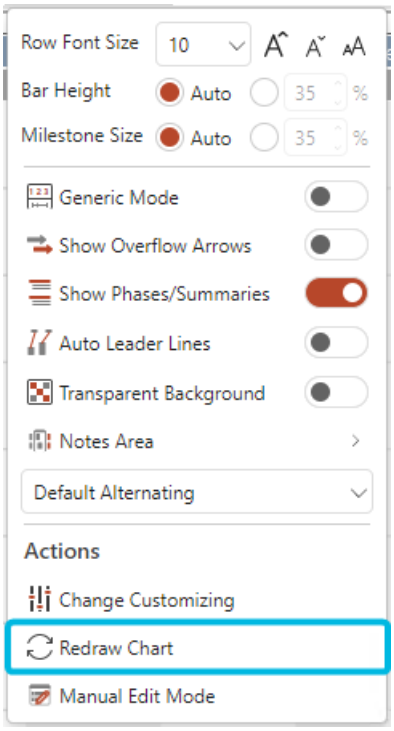


Figure 557. Option **Redraw Chart**

Alternatively, you can change the customizing for the whole presentation. To do so, click on the button **More** in the group empower and then choose the option **Change Customizing for Presentation**. A dialog box opens and you can choose a customizing.

For further information regarding the switch of the default customizing, see User Settings.

In addition to the settings mentioned above, you can enter the manual edit mode.

Manual edit mode should only be entered if you want to make final changes that cannot be made to an empower® Chart. In manual edit mode, you can edit the chart and its components freely.

If you use manual edit mode and then leave it again, some formatting you have made in manual edit mode may be lost.

For further information regarding manual edit mode, see **Manual Edit Mode**.

5.7. Use the Notes Areas

The notes areas can be used to add status elements or notes on phase or row level.

As status elements, you can add Harvey Balls, traffic lights or checkboxes. You can also add all available status elements at once.

To add an individual note to a row or phase, you can also add text.

These elements can be inserted into both notes areas, if they are both enabled.

In addition, the title of the notes areas is editable and can be modified according to your needs.

To decide which elements should be displayed in a notes area, follow the following steps:

1. Hover over the space next to the title.
   A **gear** symbol appears (**Figure 558**).
2. Click on this **gear** symbol.
   A menu opens.

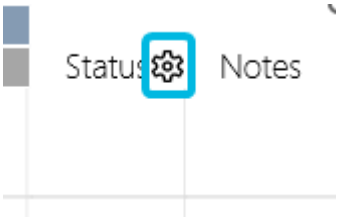


Figure 558. **Gear** Symbol

3. In this menu, select the elements you want to display (**Figure 559**).
   You can choose between Harvey Balls, checkboxes, traffic lights and text.
   a. To deselect one of the elements, click on it again.

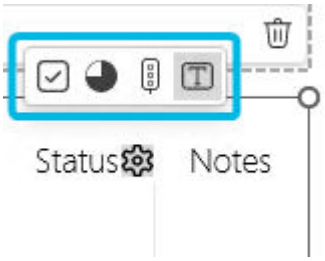


Figure 559. Options for Notes Area

The elements are inserted in an empty state for all rows and phases (**Figure 560**).

The notes area adjusts its size to its content automatically.

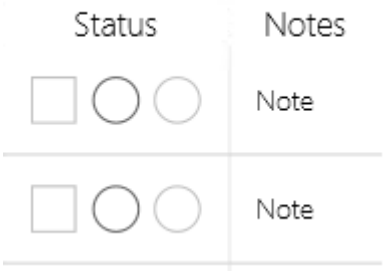


Figure 560. Notes Area with Empty Status Symbols (Left) and Notes (Right)

To define the status of a row or phase using one of the status elements, click on the empty element in the notes area.

A menu opens.

In this menu, choose the most suitable option.

For checkboxes, you can choose between empty, ticked or crossed-out checkboxes (Figure 561).

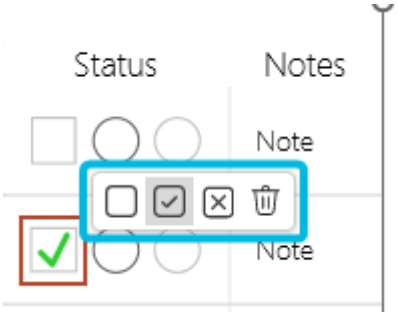


Figure 561. Status Options for Checkboxes

For Harvey Balls, you can choose between predefined percentages or define your own percentage (Figure 562).

In addition, you can define the color for the Harvey Ball in this menu.

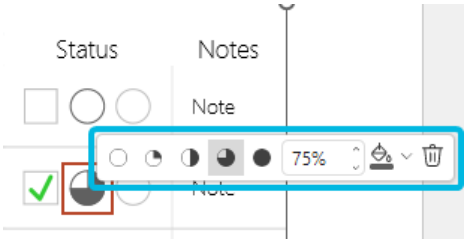


Figure 562. Status Options and Editing Options for Harvey Balls

For traffic lights, you can choose between green, yellow and red lights (Figure 563).

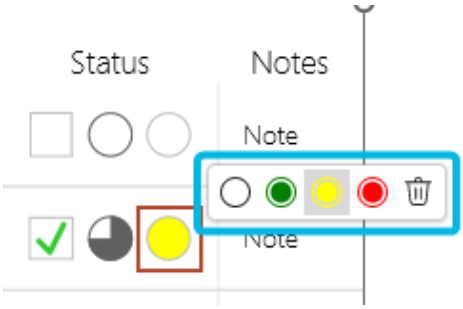


Figure 563. Status Options for Traffic Lights

To remove a single element from the notes area, select the element and click on the **bin** symbol in the menu.

The element is removed. All other elements in the same column remain in the notes area.

To reinsert the element, click on the empty space and choose the status option you want to display.

If you disable a notes area and then enable it again, the previously inserted content is preserved.

For further information regarding the activation of the notes areas, see **Edit Gantt Chart Properties**.

For further information regarding the mini Excel for Gantt charts, see **Mini Excel for Gantt Charts**.

5.8. Mini Excel for Gantt Charts

You can edit the data in the Gantt chart using the mini Excel.

To access this mini Excel, click on the button **Edit Data** in the action bar (Figure 564).

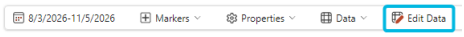


Figure 564. Button **Edit Data**

Alternatively, perform a double-click on the chart.

The mini Excel opens in a separate window.

The first two columns show phases and rows. Here, you can also rename the phases and rows, using the column *Name*.

In addition, you can add tasks using the following columns. Each task consists of the start date (*StartN*), the end date (*EndN*) and the label (*LabelN*).

You can add as many tasks per row as required. To do so, add columns following the same pattern (*StartN*, *EndN*, *LabelN*).

A task does not necessarily need a label (Figure 565).

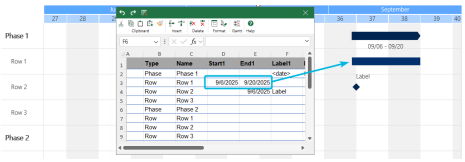


Figure 565. Task without Label

To add a milestone, leave the start or end date empty. Here, you can also add a label (Figure 566).

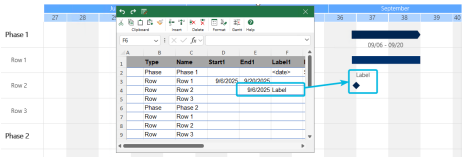


Figure 566. Milestone with Label

To use the date or time span as the label for tasks, milestones or phase arrows, enter *<date>* in the label column (Figure 567).

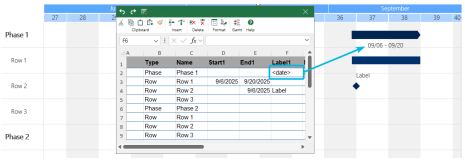


Figure 567. Automatic Date Label for Phase Arrow

You can also view and edit your notes areas in the mini Excel.

If you only want to add text, use the columns *Notes1* and *Notes2* and add text to required cells (Figure 568).

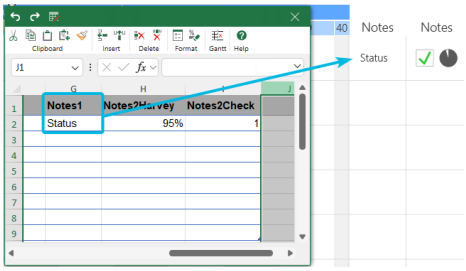


Figure 568. Notes Area with Text

To add Harvey Balls, traffic lights or checkboxes to your notes areas, use the columns *Notes1Harvey*, *Notes2Harvey*, *Notes1Traffic*, *Notes2Traffic*, *Notes1Check* and *Notes2Check* (Figure 569).

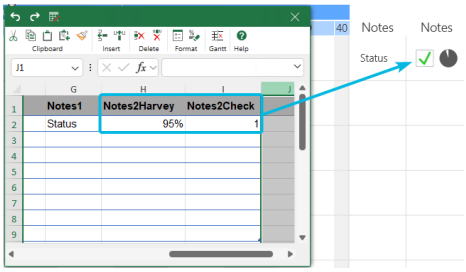


Figure 569. Notes Area with Status Elements

For the Harvey Ball columns, enter percentages (e.g. 50%) into the required cells.

For traffic light columns, enter *g* for a green traffic light, *y* for a yellow traffic light and *r* for a red traffic light.

For checkbox columns, enter *0* for empty checkboxes, *1* for checked checkboxes and *2* for crossed checkboxes.

You can also combine text and status elements or multiple status elements in one notes area by using the respective columns for *Notes1* or *Notes2*.

All changes you make to the mini Excel will be applied immediately after you leave a cell.

The notes areas are only displayed if they have been enabled during the initial Gantt setup or via the button **Properties** in the action bar. Adding the columns to the mini Excel will not enable the notes areas in the chart.

For further information regarding the Gantt chart properties, see **Edit Gantt Chart Properties**.

For further information regarding the initial Gantt chart settings, see **Gantt Charts**.

To remove all redundant columns from the mini Excel, click on the button **Gantt** in the action bar (**Figure 570**).

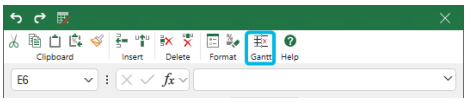


Figure 570. Button **Gantt** in Mini Excel

If your mini Excel contains issues, a note appears in the upper right corner of the mini Excel (**Figure 571**).

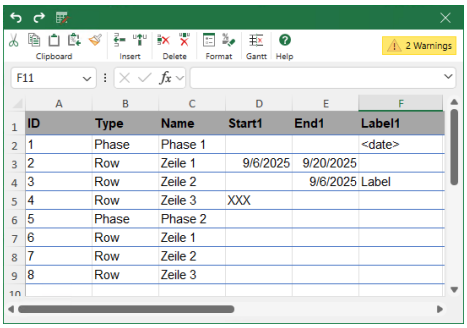


Figure 571. Warning

Click on this note to view further information about the issue (**Figure 572**).

To navigate to the affected cells, click on the cell numbers.

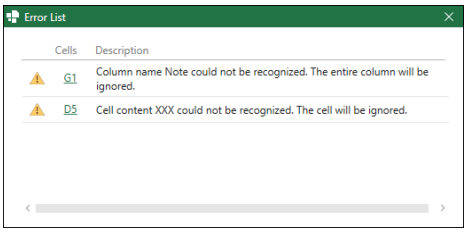


Figure 572. Error List

Actions executed in the groups Insert and Delete in the action bar cannot be undone.

For further information regarding the Excel action bar, see **Use the Mini Excel**.

If you need help when editing the mini Excel, click on the button **Help** in the mini Excel's action bar.

A dialog box opens.

Here, you will be provided with further instructions.

5.9. Edit Phase Arrows, Task Bars and Milestones

If you have added tasks and milestones, phase arrows appear on the phase level.

All of these Gantt objects can be edited according to your needs.

You can edit the objects' color, pattern, shape, labels and much more.

Edit Task Bars

Whenever you hover over a task bar, you can view information about the start, end and duration of the task.

You can drag and drop a task to any position. Doing so, you can also select multiple objects at once while pressing **Ctrl** and drag them to a new position.

Task bars can also be dragged outside of the Gantt chart area. At least one day of the task bar must remain in the Gantt chart area.

If you drag multiple objects outside of the chart area, part of these objects can also be dragged out of the Gantt chart area completely. Only one day of the outermost object must remain in the Gantt chart area.

If you press **Shift** on the first and last object you want to move, all objects in between will be moved and the margins between all objects are kept.

In addition, you can drag the endpoint of a task bar to enlarge or to shrink it.

If two task bars overlap, they are stacked automatically, so both bars are visible (Figure 573).

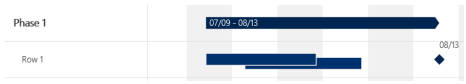


Figure 573. Stacked Task Bars

To add a label to the task bar, select the task bar and click on the button **Label** (Figure 574).



Figure 574. Button **Label** for Task

The label is added in the middle of the task bar. You can move the label to your preferred position. To do so, drag and drop the label.

If you move a task bar, its label is moved as well.

To remove a label from a task bar, select the task bar and click on the button **Label** again.

Alternatively, you can change the time span for a task by clicking on the button **Date Settings** (Figure 575).



Figure 575. Button **Date Settings** for Task

A dialog box opens.

Here, either type in the dates in the input fields (Figure 576 (1)) or select a time span from the calendar (Figure 576 (2)).
You can also change the date format in the upper right corner (Figure 576 (3)).
To do so, expand the drop-down menu and select your preferred option.

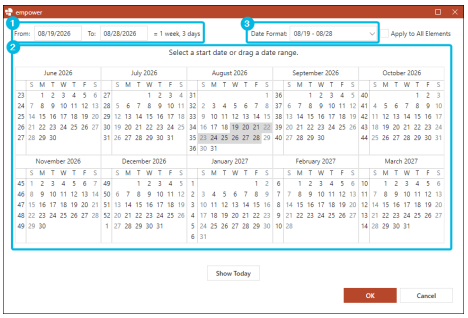


Figure 576. Date Settings for Tasks

If you choose to apply a custom date format, a dialog box opens (Figure 577).
Here, either choose a format from the list or enter a new one into the input field.
A preview is displayed above the input field.
Then, click on the button **OK**.

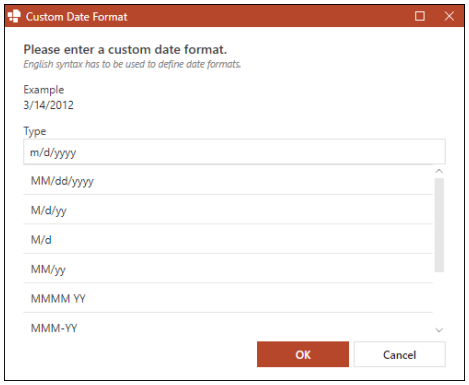


Figure 577. Custom Date Format for Task Bar

If you want to apply the selected date format to all elements in your Gantt chart, tick the checkbox for **Apply to All Elements** (Figure 578).
Then, click on the button **OK**.
Your settings are applied to your chart.

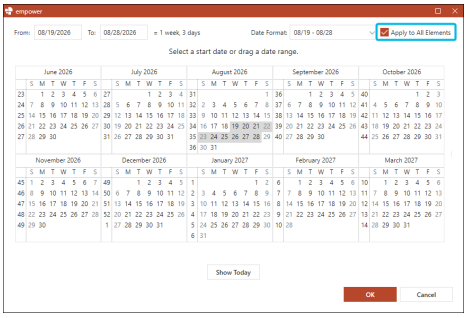


Figure 578. Apply Task Bar Date Format to All Elements

To change the color of a task bar, select the task bar and click on the button **Colors** (Figure 579). Then, select a color from the color picker.



Figure 579. Button **Colors** for Task

In addition, you can display the task bar in a certain pattern. To do so, select the task bar, click on the button **Pattern** and select the pattern you want to use (Figure 580).



Figure 580. Button **Pattern** for Task

If you want to display the task bar transparently and with a dashed line, click on the button **Toggle Dashed** (Figure 581).



Figure 581. Button **Toggle Dashed** for Task

To adjust the task bar's shape, click on the button **Bars** and select the shape you want to use (Figure 582).



Figure 582. Button **Bars** for Task

To delete a task bar, select the task bar and click on the button **Delete** (Figure 583).



Figure 583. Button **Delete** for Task

All of these changes can also be applied on multiple task bars at once. To do so, select the respective task bars at once and apply the formatting settings.

You can move the task bars right-angled by pressing **Shift**.

In addition, all objects dock to each other when moving by default, unless you press **Alt**. Objects can be moved freely by pressing **Alt** or using the cursor keys.

You can also select a task and press **Ctrl** to copy the task bar and move the copy to your preferred position.

For further information regarding custom colors, see Use Custom Colors.

For further information regarding the usage of reference styles, see Use Reference Styles.

Edit Milestones

Whenever you hover over a milestone, you can view information about the milestone's date.

You can drag and drop a milestone to any position within the Gantt chart area. Doing so, you can also select multiple objects at once while pressing **Ctrl** and drag them to a new position.

If you press **Shift** on the first and last object you want to move, all objects in between will be moved and the margins between all objects are kept.

If milestones are moved together with other objects, they can also be dragged out of the Gantt chart area itself.

Milestones are inserted with a label by default.

The label is added next to the milestone. You can move the label to your preferred position. To do so, drag and drop the label.

If you move a milestone, its label is moved as well.

To remove a label from a milestone, select the milestone and click on the button **Label** (Figure 584).



Figure 584. Button **Label** for Milestone

Alternatively, you can change the date for a milestone by clicking on the button **Date Settings** (Figure 585).



Figure 585. Button **Date Settings** for Milestone

A dialog box opens.

Here, either type in the date in the input field (Figure 586 **(1)**) or select a date from the calendar (Figure 586 **(2)**).

In addition, you can decide if the milestone should be displayed at the start, in the middle or at the end of the day (Figure 586 **(3)**).

You can also change the date format in the upper right corner (Figure 586 **(4)**).

To do so, expand the drop-down menu and select your preferred option.

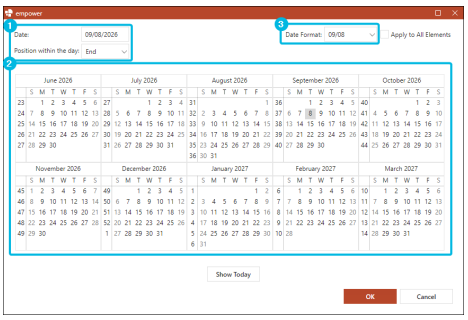


Figure 586. Date Settings for Milestone

If you choose to apply a custom date format, a dialog box opens (Figure 587).

Here, either choose a format from the list or enter a new one into the input field.

A preview is displayed above the input field.

Then, click on the button **OK**.

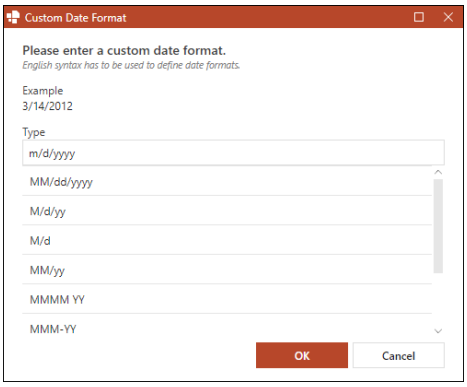


Figure 587. Custom Date Format for Milestone

If you want to apply the selected date format to all elements in your Gantt chart, tick the checkbox for **Apply to All Elements** (Figure 588).

Then, click on the button **OK**.

Your settings are applied to your chart.

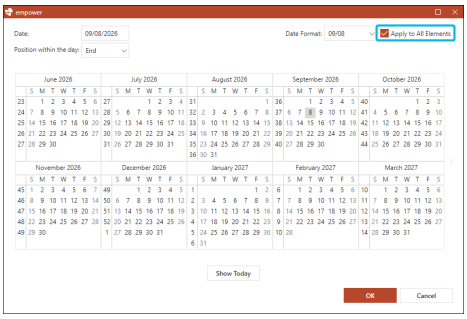


Figure 588. Apply Milestone Date Format to All Elements

To change the color of a milestone, select the milestone and click on the button **Colors** (Figure 589). Then, select a color from the color picker.



Figure 589. Button **Colors** for Milestone

In addition, you can display the milestone in a certain pattern. To do so, select the milestone, click on the button **Pattern** and select the pattern you want to use (Figure 590).



Figure 590. Button **Pattern** for Milestone

To adjust the milestone's shape, click on the button **Marker Style** and select the shape you want to use (Figure 591).



Figure 591. Button **Marker Style** for Milestone

To delete a milestone, select the milestone and click on the button **Delete** (Figure 592).



Figure 592. Button **Delete** for Milestone

All of these changes can also be applied on multiple milestones at once. To do so, select the milestones and apply the formatting settings.

You can move the milestones right-angled by pressing **Shift**.

In addition, all objects dock to each other when moving by default, unless you press **Alt**. Objects can be moved freely by pressing **Alt** or using the cursor keys.

You can also select a milestone and press **Ctrl** to copy the milestone and move the copy to your preferred position.

For further information regarding custom colors, see Use Custom Colors.

For further information regarding the usage of reference styles, see Use Reference Styles.

Edit Phase Arrows

Phase arrows are inserted with a label by default.

The label is added on the left inside of the phase arrow. You can move the label to your preferred position. To do so, drag and drop the label.

If the position of the phase arrow changes due to changes within the phase, the label position is adjusted accordingly.

To remove a label from a phase arrow, select the phase arrow and click on the button **Label** (Figure 593).



Figure 593. Button **Label** for Phase Arrow

To change the date format of the phase arrow label, click on the button **Date Format** and choose your preferred format (Figure 594).



Figure 594. Button **Date format** for Phase Arrow

If you choose to apply a custom date format, a dialog box opens (Figure 595).

Here, either choose a format from the list or enter a new one into the input field.

A preview is displayed above the input field.

Then, click on the button **OK**.

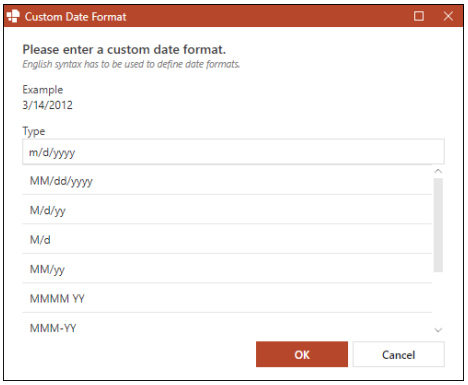


Figure 595. Custom Date Format for Phase Arrow

If one of your tasks or milestones is outside of the displayed date area, you can switch on the option **Display Overflow Arrows** under **Properties** in the action bar.

If Gantt objects within a phase are moved out of the Gantt chart area, the phase arrow is also moved out of the Gantt chart area partially or completely.

To change the color of a phase arrow, select the phase arrow and click on the button **Colors** (Figure 596). Then, select a color from the color picker.



Figure 596. Button **Colors** for Phase Arrow

In addition, you can display the phase arrow in a certain pattern. To do so, select the phase arrow, click on the button **Pattern** and select the pattern you want to use (Figure 597).



Figure 597. Button **Pattern** for Phase Arrow

To adjust the phase arrows' shape, click on the button **Bars** and select the shape you want to use (Figure 598).



Figure 598. Button **Bars** for Phase Arrow

If you are displaying phases, you cannot delete the generated phase arrows. However, you can hide the phases via the button **Properties** in the action bar.

All of these changes can also be applied on multiple phase arrows at once. To do so, select the phase arrows and apply the formatting settings.

For further information regarding the Gantt chart properties, see **Edit Gantt Chart Properties**.
For further information regarding custom colors, see **Use Custom Colors**.

Use Reference Styles

If you want to use the same styling for all task bars or all milestones, you can use the first object of this type as a reference.

To do so, insert the object into the Gantt chart and style it according to your requirements.

Then, insert other objects of that type.

All objects of the same type that you insert behind the one that you have styled as a reference are styled the same way.

All common properties such as fill color, pattern, border color, label position and label styling are applied on these objects.

For labels, the date format is also applied. Free text is not transferred.



Figure 599. Objects Styled by Reference

While searching for reference styling, empower® only considers objects that are positioned before the newly inserted object.

That means that only objects of the same type that are positioned in the same row to the left of the new object or above the new object are taken into consideration.

The nearest object in that hierarchy is taken as the reference.



If you need any further help, refer to our **Help Center** and to our **Video Tutorials**.