Office Add-In

Manual

Version 7.4

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Copyright

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We would be grateful to be notified of any errors you may discover. Just send us an e-mail to documentation@brandmaker.com.

1 Introduction

The BrandMaker *Office Add-In* gives you direct access to media objects in the Media Pool from Microsoft Office programs. You can browse the available assets in the Media Pool and embed preview images in PNG format directly into your Office file.

> **Note:** Please note that you can only embed images. It is not possible to add documents or audio and video files.

Support Office versions

- Microsoft Office 2010 (PowerPoint, Word, Excel)
- Microsoft Office 2013 (PowerPoint, Word, Excel)
- Microsoft Office 2016 (PowerPoint, Word, Excel)
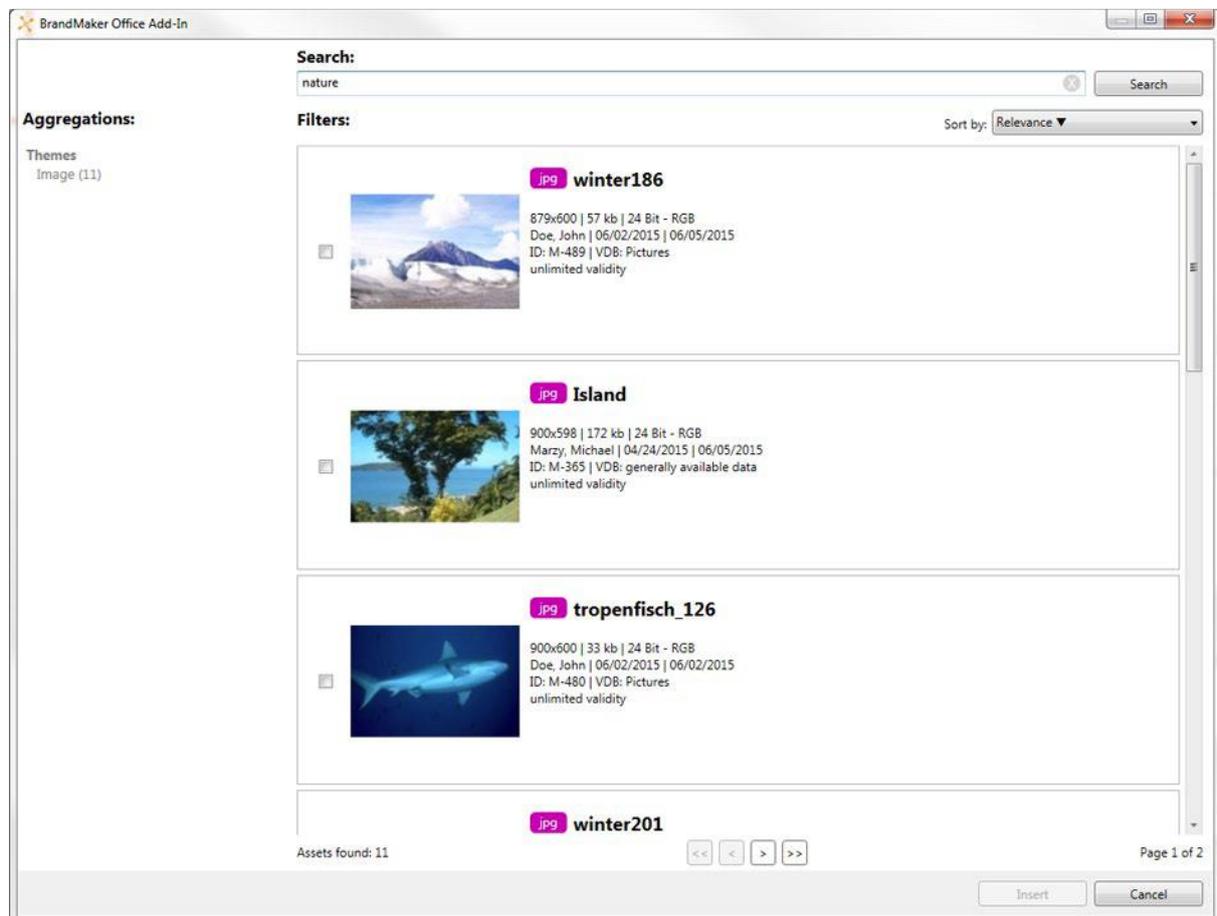
2 Prerequisites

The following prerequisites apply for using the Office Add-In:

- To install the Office Add-In, you must have administration rights on your computer.

- You must have access to the BrandMaker system and access rights for the Media Pool.

If you do not have these rights, please contact your administrator.

3   Installation

3.1   Initial installation

> **Note:** It is not possible to perform multiple installations at the same time. Always finish one installation before starting the next installation.

To install the Office Add-In, perform the following steps:

1. Open the installation package. Select the appropriate folder based on your Microsoft Office program.

2. Unzip the installation file on your computer.

3. Execute the file *BrandMaker_MediaPool_Office_Add-In_Setup.exe*.

4. Follow the installation steps.

5. Once the installation is complete, open your Microsoft Office program. You can find the Office Add-In on the *BrandMaker* menu.

6. Choose > *Settings.*

The *Brandmaker Office Add-In* dialog box and *View* tab are displayed.

7. Optional: Edit the following fields:

- *Count of assets per page in the search results*: Choose how many hits are displayed on one page.

- *Show color indicators for file types in the search results*: Choose whether the file type of a hit is highlighted in color in the display.

8. Go to the *Connection* tab.

9. Edit the field *Server name*: Enter the URL of your BrandMaker system (for example: https://YourURL.brandmaker.com).

10. For system authentication, select:

- *Single Sign-on*: Your authentication at the BrandMaker system is processed via the Identity Provider. If you want to insert an image in a document via the Office Add-In,

then you have to authenticate to the Identity Provider. If you are already authenticated to the Identity Provider, then you are automatically directed to the BrandMaker system.

- *Basic*: You enter your username and password for the BrandMaker system. The Office Add-In authenticates you to the BrandMaker system.

11. If the connection is established via a proxy server, go to the *Proxy* tab.

12. Edit the fields so that the connection can be established via the proxy server.

13. Click *Test*.

The connection is tested.

14. If an error is detected in the connection data, correct the data.

15. Repeat step 13 and 14, until the test is succesful.

16. Choose *OK*.

The Office Add-In is ready for use.

3.2 Installing additional connections

If you want to connect images from multiple systems using the Office Add-In, you can save multiple connections.

Setting up an additional connection

1. Click *> BRANDMAKER > Settings* and go to the Connection tab.

2. Enter the new connection data.

3. Choose *OK*.

The Office Add-In connects to the new system. The new access data is saved as well as the previous data.

Calling a saved connection

1. Click *> BRANDMAKER > Settings* and go to the Connection tab.

2. In the *Server name* field, enter the first character of the URL for the stored system (including https://).

A dropdown menu is displayed with the system URLs that match your entry.

3. Select your required system.

4. Choose *OK*.

The appropriate saved user data for the URL is loaded.

4 Adding images to a document

If you want to add images, proceed as follows:

1. Open a file in a Microsoft-Office program in which the add-in is installed.

2. Go to the *BrandMaker* menu.

3. Choose ⊠ *Insert Image*.

The search dialog box opens.

4. Search for the image that you want to add to the file:

- Enter keywords in the search line.

- Limit the result by selecting one or more aggregations on the left-hand side.

- Change the order by selecting other sorting criteria on the right above the search results.
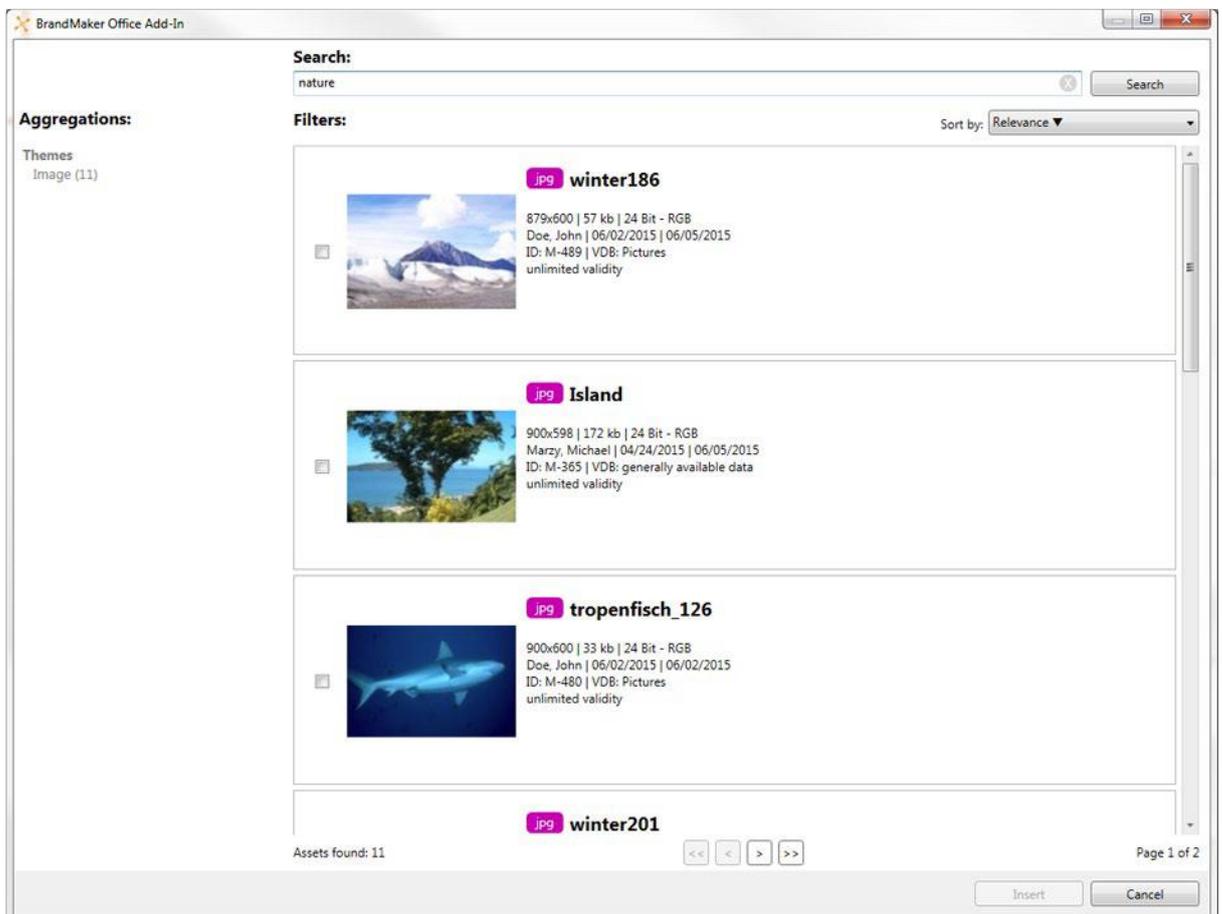
5. Activate the checkboxes of the images that you want to add.

6. Choose *Insert*.

The images have been added to the file.

5 Support

If you have any problems during the installation, please contact your responsible support representative. Support will require the following information:

- Description of the problem
- Your operating system
- Your Office package version and the affected program
- Installation package: To find this, choose *About* in the *BrandMaker* menu.
- If possible: Screen shot