

Office Add-In

Manual

Version 7.4

ΕN

20 September 2022

10160000000

Table of Contents

1	Intr	oduction	3	
2	Pre	requisites	4	
3	Inst	allation	5	
-	3 1	Initial installation	5	
	2.1		6	
4	J.Z		-	
4	Add	ing images to a document	/	
5	Sup	Support		

Copyright

Specifications and data contained in this document are subject to change without prior notice. The names and data employed in the examples are fictitious unless stated otherwise. No part of this document may be reproduced or made available for any purpose and in any way by whatever means, be it electronically or mechanically, without the express written permission of BrandMaker GmbH.

© BrandMaker GmbH. All rights reserved.

Rüppurrer Straße 1, 76137 Karlsruhe (Germany), <u>www.brandmaker.com</u> All brands mentioned are the sole property of their respective owners.

Your feedback is important to us!

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

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)

	Search:		
	nature	Se	arch
gregations:	Filters:	Sort by: Relevance 🔻	
mage (11)	By winter186 By winter186 By kool 157 kb 124 Bit - RGB Dee, John 106/02/2015 106/C ID: M-489 1VDB: Pictures unlimited validity) 55/2015	
	900x598 172 kb 24 Bit - RG Marzy, Michael 04/24/2015 ID: M-365 VDB: generally av unlimited validity	i8 06/05/2015 ailable data	
	900x600 33 kb 24 Bit - RGB Dec. John 06/02/2015 06/0 ID: M-480 VDB: Pictures unlimited validity	26 3 22/2015	
	Assets found: 11	< < > >>	Page 1 c

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.

	2.0	L© ≑							Preser
FILE	HOME	INSERT	DESIGN	TRANSITIONS	ANIMATIONS	SLIDE SHOW	REVIEW	VIEW	BRANDMAKER
Insert Image	Settings								
Media Pool	General			Í.					

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: <u>https://YourURL.brandmaker.com</u>).
- 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.
- In the Server name field, enter the first character of the URL for the stored system (including <u>https://</u>).

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.

	Search:	
	nature	Search
regations:	Filters:	Sort by: Relevance
nes age (11)	Image: System 1 Image: System 2 System	
	Source of the second seco	2015 Jata
	900x600 33 kb 24 Bit - RGB Dee, John 06/02/2015 06/02/2015 ID: M-480 VDB: Pictures unlimited validity	
	Jpg winter201	<u>ା</u> ମ୍ଲ ୭ ୦୦

- 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