

empower® AI Text Assistant

Release 10.0

Copyright © 2026 empower GmbH

empower

Table of Contents

1. System Requirements 3

2. Introduction 4

3. Access the empower® AI Text Assistant 5

4. The empower® AI Text Assistant Prompting Window 8

1. System Requirements

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

Windows Version

- Windows 11

Office Version

- Microsoft Office 2024

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

Subscription Models

- Office 365 Pro Plus, Enterprise E3 or E5

2. Introduction

The empower® AI Text Assistant can be used to draft, modify and edit texts. In addition, it can help with translations and summaries.

The AI Text Assistant is available in PowerPoint, Word and Outlook.



The empower® AI Text Assistant has formerly been known as empower® AI Assistant.

To further differentiate this add-on from empower® AI, it has been renamed to *empower® AI Text Assistant*.

For further information regarding empower® AI, refer to our **empower® AI manual**.

The empower® AI Text Assistant in PowerPoint

In PowerPoint, the AI Text Assistant can be used to edit text in elements and slides. You can select one or multiple elements or slides. The AI Text Assistant will guide you from element to element or from slide to slide. It will help you modify your texts within seconds.

The empower® AI Text Assistant in Word

In Word, the AI Text Assistant can be used to draft texts or to create creative headlines and content for your document.

The empower® AI Text Assistant in Outlook

In Outlook, the AI Text Assistant can be used to draft new e-mails or to summarize received e-mails.

3. Access the empower® AI Text Assistant

You can access the AI Text Assistant in PowerPoint, Word and Outlook in different ways.

Access in PowerPoint and Word

To access the empower® AI Text Assistant, follow the following steps:

1. In PowerPoint or Word, make sure you have navigated into the empower® Ribbon.
2. In the empower® Ribbon, navigate to the group AI (**Figure 1**).
3. Click on the button **AI Assistant**.
   The AI Text Assistant opens in a new window.

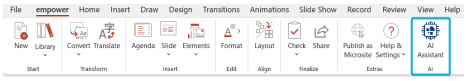


Figure 1. Group AI in PowerPoint

> Alternatively, you can use the keyboard shortcut **Ctrl** + **Alt** + **A** to open the AI Text Assistant.
>
> In addition, you can select any shape or placeholder that contains text and right-click on it. In the context menu, choose the option **empower AI Assistant**.

Invalid Selection in PowerPoint

If you have selected only empty shapes or shapes that do not support text in PowerPoint and try to open the AI Text Assistant, a dialog box opens (**Figure 2**).

Select any kind of shape or placeholder which can be used for text to use the AI Text Assistant.

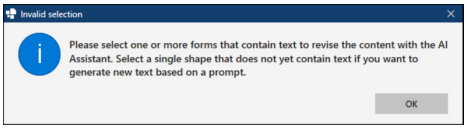


Figure 2. Dialog Box **Invalid Selection** in PowerPoint

Invalid Selection in Word

If you have selected any element other than a shape or body text in Word and try to open the AI Text Assistant, a dialog box opens (**Figure 3**).

Select a shape or body text to use the AI Text Assistant.

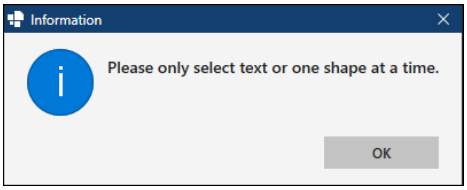


Figure 3. Dialog Box in Word

Access in Outlook

To access the empower® AI Text Assistant in Outlook, follow the following steps:

1. Create a new e-mail or reply to an e-mail you have received.
2. Navigate to the tab Message.
3. Navigate to the group AI (**Figure 4**).
4. Click on the button **AI Assistant**.
   The AI Text Assistant opens in a new window.

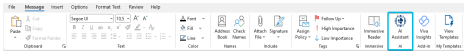


Figure 4. Group AI in Tab Message

Alternatively, you can use the keyboard shortcut **Ctrl** + **Alt** + **A** to open the AI Text Assistant.

In addition, you can select text in an e-mail draft and right-click on it. In the context menu, choose the option **empower AI Assistant** to open the AI Text Assistant.

The options to open the AI Text Assistant are only available if you have opened an e-mail draft.

AI Text Assistant Modes

Depending on the element you have selected, the AI Text Assistant will open either in completion mode or in prompt mode.

Completion Mode

The AI Text Assistant is opened in completion mode if you have selected elements or a space which do not yet contain text (**Figure 5**).

Therefore, completion mode is used to generate texts from scratch.

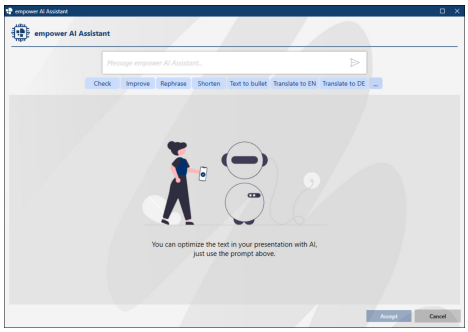


Figure 5. Completion Mode

Prompt Mode

The AI Text Assistant is opened in prompt mode if you have selected an element which already contains text or if you have selected body text (**Figure 6**).

Therefore, prompt mode is used to edit, modify or translate existing text.

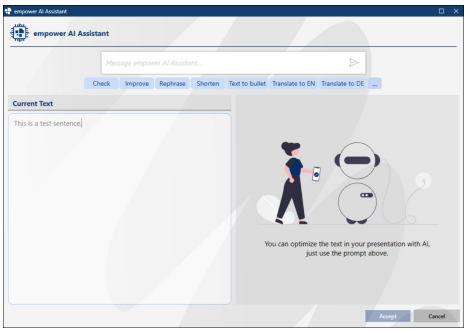


Figure 6. Prompt Mode

4. The empower® AI Text Assistant Prompting Window

After accessing the AI Text Assistant, you can either use your own prompt or use a predefined company prompt.

To use your own prompt, enter your prompt into the input field (**Figure 7**).

To use a predefined company prompt, choose one of the available prompts from the list.

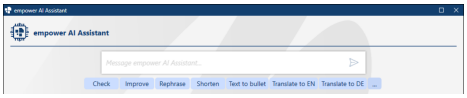


Figure 7. Input Field

The following company prompts are available by default:

- Check
- Improve
- Rephrase
- Shorten
- Text to bullet
- Translate to EN
- Translate to DE

Company prompts are displayed in light blue color (**Figure 8**).

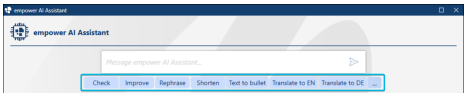


Figure 8. Available Prompts

Company prompts cannot be edited but you can add your own user prompts to the list of available prompts.

For further information regarding the addition of your own prompts, see **Add User Prompts**.

Work in Completion Mode

In completion mode, the AI Text Assistant can help you to create new text.

To use this mode, follow the following steps:

1. Select an empty shape or space in which you want to add text.
2. Click on the button **AI Assistant**.
   The AI Text Assistant opens in a new window.
3. Now, enter your own prompt or choose one from the list.
   The AI Text Assistant will then generate a text according to the prompt.
4. If the text does not fit your expectations, you have multiple options:
   a. Adjust your initial prompt and use the new version to create a new text.
   b. Choose another prompt from the list.
   c. To regenerate the text with the same prompt, click on the **retry** symbol (Figure 9).
   d. Click on the button **Accept** to insert the generated text. Then, select the generated text and click on the button **AI Assistant** again.
      The AI Text Assistant opens in prompt mode and you can modify your text using different types of prompts.
5. To copy the text to your clipboard, click on the **copy** symbol (Figure 9).
6. If the text fits your expectations, click on the button **Accept** (Figure 10 **(1)**).
   The text will be inserted into your shape, document or e-mail.
   a. If you do not want to use the generated text, click on the button **Cancel** (Figure 10 **(2)**).



Figure 9. Command Bar with **Favorites**, **Copy** and **Retry** Symbols in Completion Mode

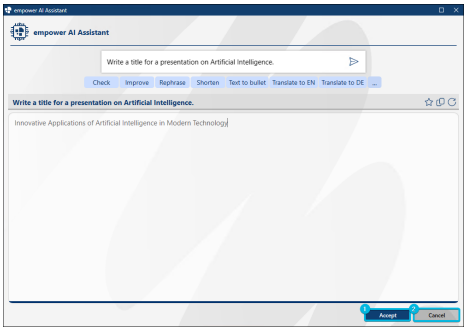


Figure 10. Buttons **Accept** and **Cancel** in Completion Mode

If there are too many prompts to be displayed, click on the button **View more prompts** (Figure 11). You can now access all prompts that have been saved to the list.

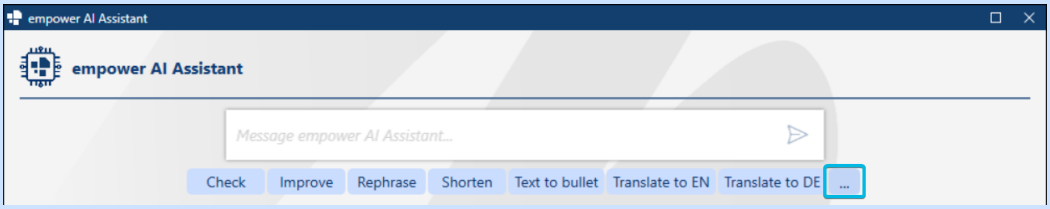


Figure 11. Button **View More Prompts**

Close the prompting window to continue working in the Office application.

Work in Prompt Mode

In prompt mode, the AI Text Assistant can help you to modify, edit or translate existing text.

To use this mode, follow the following steps:

1. Select a shape with text or body text that you want to edit.
2. Click on the button **AI Assistant**.
   The AI Text Assistant opens in a new window. The window will display your source text in the left column.
3. Now, enter your own prompt or choose one from the list. The AI Text Assistant will then modify the text according to your prompt.
   The window will show the result in the right column.
4. If the text does not fit your expectations, you have multiple options:
   a. Adjust your initial prompt and use the new version to create a new text.
   b. Choose another prompt from the list.
   c. Modify the source text in the left column and reuse your prompt.
   d. To regenerate the text with the same prompt, click on the **retry** symbol (Figure 12).
   e. Modify the target text manually before accepting it.
5. To copy the text to your clipboard, click on the **copy** symbol (Figure 12).
6. If the result fits your expectations, click on the button **Accept** (Figure 13 **(1)**).
   The text will be inserted into your shape, document or e-mail. It replaces the text you had selected.
   a. If you do not want to use the generated text, click on the button **Cancel** (Figure 13 **(2)**).



Figure 12. Command Bar with **Favorites**, **Copy** and **Retry** Symbols in Prompt Mode

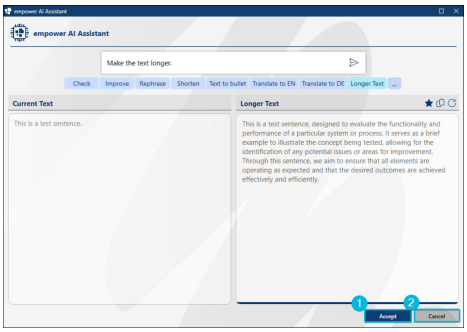


Figure 13. Buttons **Accept** and **Cancel** in Prompt Mode

Once the generated text is inserted, the formatting of the selected text is reset.

In Word and Outlook, all objects that are anchored within the text to be processed are removed when the generated text is inserted. Therefore, make sure to select separate text sections that do not have anchored objects.

If there are too many prompts to be displayed, click on the button **View more prompts** (Figure 11). You can now access all prompts that have been saved to the list.

Close the prompting window to continue working in the Office application.

Working with Multiple Slides or Shapes

If you have selected multiple shapes or slides in PowerPoint, the number of selected shapes or slides is displayed in the prompting window (**Figure 14**).

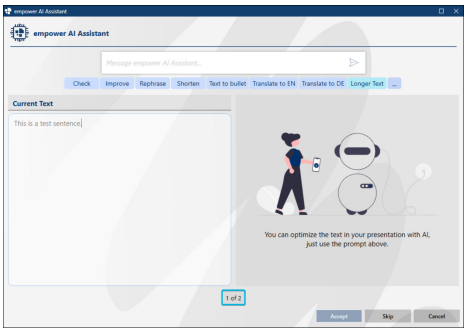


Figure 14. Number of Selected Shapes or Slides

To accept the generated text for the current shape or slide, click on the button **Accept**.

To move on to the next shape or slide, click on the button **Skip** (**Figure 15**).

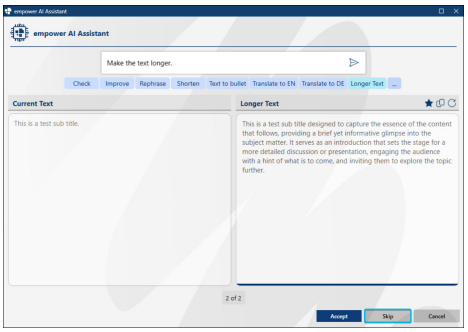


Figure 15. Button **Skip** in Multi-Shape and Multi-Slide Support

Multi-shape and multi-slide support is only available in PowerPoint.

If multiple shapes or slides are selected, the AI Text Assistant is automatically opened in prompt mode. Therefore, empty shapes are skipped automatically.

To generate text from scratch for empty shapes or slides, select them separately and work in completion mode.

Add User Prompts

While working in prompt mode, you can add your own prompts to the prompt list. This way, you will be able to reuse your prompts any time.

To add a new prompt to the list, follow the following steps:

1. If the prompt is not yet entered in the input field, enter the respective prompt.
2. In the right column, click on the **favorites** symbol (Figure 12).
3. Change the display name of your prompt.
   This name will be displayed in the prompt list.
4. In the input field, check your prompt and if required, adjust the prompt to your needs.
5. To save your final prompt to the list, click on the button **Add** (Figure 16).
   If you do not want to add the prompt, click on the button **Cancel**.

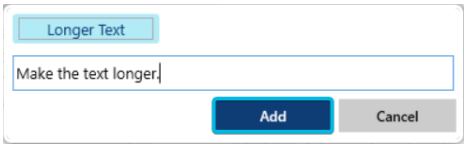


Figure 16. Button **Add**

Your prompt will now be displayed in the list. It is displayed in another color to distinguish it from the company prompts (Figure 17).

To view the complete prompt in the list, hover over the prompt. A tooltip will be displayed showing the complete prompt.

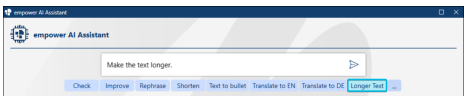


Figure 17. User Prompt

Prompts can only be added in prompt mode.

Remove User Prompts

To delete user prompts, follow the following steps:

1. Click on the button **View more prompts** (Figure 11).
2. Click on the button **Edit** (Figure 18).
3. Navigate to the prompt you want to delete.
4. Click on the **bin** symbol next to the respective prompt (Figure 19).
5. To save your changes, click on the **checkmark** symbol (Figure 20).
   a. To discard your changes, click on the **X** symbol (Figure 20).

If you want to close the edit menu, click on the **arrow up** symbol (Figure 21).

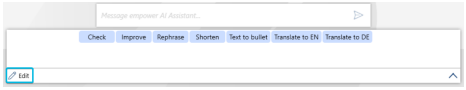
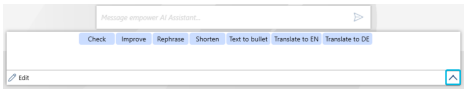

Figure 18. Button **Edit**


Figure 19. **Bin** Symbol


Figure 20. **Checkmark** and **X** symbol


Figure 21. **Arrow Up** Symbol

If you have selected the user prompt and it has been inserted into the input field, you can also click on the **favorites** symbol again to delete the user prompt from the list.



If you need any further help, refer to our **Help Center** and to our **Video Tutorials**.