

empower 

empower[®] AI

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Table of Contents

- 1. Introduction 3
 - 1.1. System Requirements 3
 - 1.1.1. Operating Systems 3
 - 1.1.2. Supported Browsers 3
 - 1.1.3. Office Versions 4
 - 1.2. Log in to empower® AI 4
 - 1.3. empower® Help 4
 - 1.3.1. Access User and Company Information 5
 - 1.3.2. Access the Help Center 5
 - 1.3.3. Watch Tutorial Video 6
 - 1.3.4. Log out Your Current User 6
- 2. Create Slides with AI 7
 - 2.1. Create a New Slide 7
 - 2.1.1. Add External Sources as Context 9
 - 2.1.2. Use Charts and Tables 9
 - 2.1.3. Open Unfilled Layout 11
 - 2.1.4. Customize Content with AI 11
 - 2.1.5. Restore Previous Versions 17
 - 2.1.6. Start a New Chat 18
- 3. Improve with AI 20
 - 3.1. Add External Sources as Context 21
 - 3.2. Customize Content with AI 22
 - 3.2.1. Refine Items with Prompts 22
 - 3.2.2. Change Texts 23
 - 3.2.3. Change Pictures 24
 - 3.2.4. Change Icons 26
 - 3.2.5. Edit Charts and Tables 27
 - 3.3. Restore Previous Versions 28
- 4. Admin Tasks & Settings 30
 - 4.1. Set up the Slide Layout Library 30
 - 4.1.1. General Structure 30
 - 4.1.2. Create Slide Layouts 31
 - 4.1.3. Set up Presentation Sections 32
 - 4.1.4. Add a Layout Description 33
 - 4.1.5. Assign Presentation Modes 34
 - 4.1.6. Create Permutation Groups 36
 - 4.1.7. Upload Your Slide Layout Library 37
 - 4.2. Set up the Picture and Icon Library 37
 - 4.2.1. General Structure 37
 - 4.2.2. Prepare the Metadata File 38
 - 4.2.3. Upload Your Picture and Icon Library 38

1. Introduction

empower[®] AI supports the creation and editing of PowerPoint slides in line with your company's corporate design.

It enables users to generate new slides and optimize existing ones with minimal effort.

By suggesting layouts, automating text creation and refinements such as picture and icon selection, it ensures consistency and reduces manual work.

The focus remains on content while empower[®] takes care of corporate design compliance.

1.1. System Requirements

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

1.1.1. Operating Systems

Once it has been deployed, empower[®] AI is available in the desktop application for Windows and macOS devices as well as in PowerPoint Online.

To use empower[®] AI in the desktop application, the following operating system versions are supported:

- **Windows:**
Windows 11
- **macOS:**
Newest macOS version or the respective previous macOS version



empower[®] AI is not available in PowerPoint on iOS or Android devices.

1.1.2. Supported Browsers

To use empower[®] AI in PowerPoint Online, the latest versions of the following browsers are supported:

- Google Chrome
- Microsoft Edge
- Safari



The voice input option is not compatible with the Safari browser.
To use the voice input option, switch to another browser.

1.1.3. Office Versions

To use empower[®] AI in the desktop application on Windows or macOS devices, the following Office versions are supported:

- **Windows:**
Office 2021*, 2024
- **macOS:**
Office 365 (Current Version)



*End of life as of October 2026.

As of October 2026, empower does no longer support this Office version. Please ensure that you switch to a supported version in time.

For further information from Microsoft, see [End of support for Office 2021](#).

1.2. Log in to empower[®] AI

empower[®] AI is distributed centrally by your IT department.

Usually, you do not need to log in to empower[®] manually.

If a login is required, you will be prompted to log in.

A dialog box opens.

Here, enter your Microsoft credentials.



For further information regarding the logout, see [empower[®] Help](#).

1.3. empower[®] Help

In empower[®] AI, you can access helpful information by clicking on the user initials in the upper right corner of the window ([Figure 1](#)).

A drop-down menu opens.

Via this drop-down menu, you can access information about your current user and environment.

In addition, you can directly navigate to the empower[®] Help Center in your browser.

If required, you can also log out.

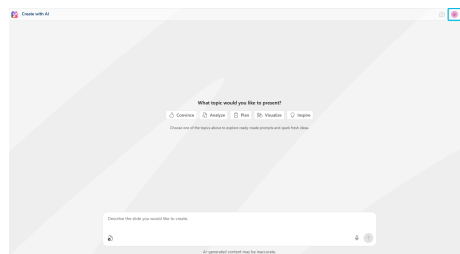


Figure 1. Open Help Options

1.3.1. Access User and Company Information

To access information regarding the user that is currently logged in and regarding the environment you are working on, choose the option **About** (Figure 2).

A dialog box opens.

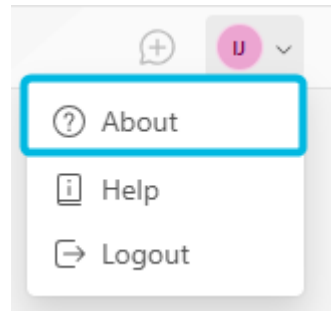


Figure 2. Option **About**

In this dialog box, you can view the following information (Figure 3 (1)):

- Company Name
- User ID
This is the unique Microsoft ID.
- Tenant ID
- Username/UPN (User Principal Name)
- Environment

In addition, you can access the third party notice.

To do so, click on the button **Third Party Notice** (Figure 3 (2)).

The third party notice opens in a dialog box.

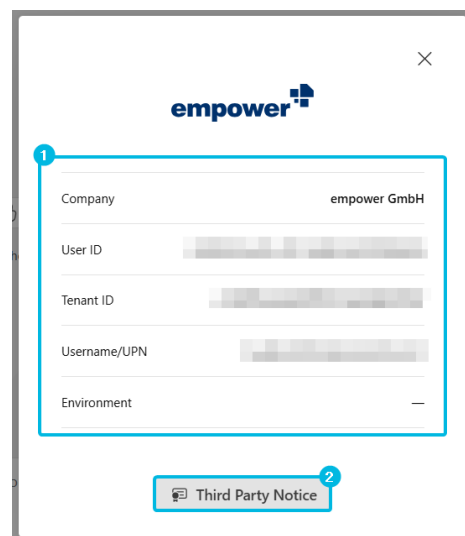


Figure 3. User and Company Information

1.3.2. Access the Help Center

If you have any questions while working with empower®, you can open the Help Center.

To do so, choose the option **Help** (Figure 4).

The Help Center will open in your default browser.

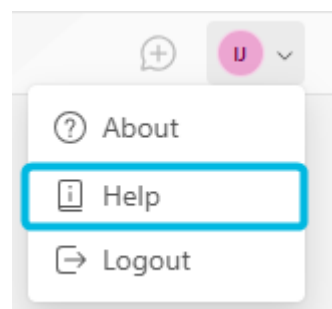


Figure 4. Option **Help**

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 (Figure 5).

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.

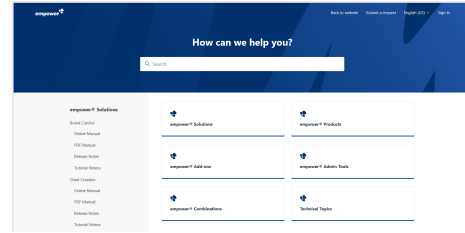


Figure 5. Help Center in Browser

1.3.3. Watch Tutorial Video

If you have opened empower® AI, you can access a tutorial video by clicking on the button **Watch Tutorial Video** (Figure 6).

The video contains a short demo of empower® AI and its functionalities.

After you click on the button for the first time, the button is grayed out. However, you can click on the button to rewatch the video whenever you want.

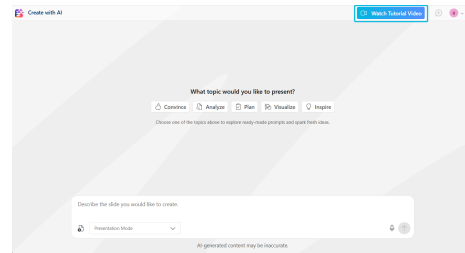


Figure 6. Button **Watch Tutorial Video**

1.3.4. Log out Your Current User

If you want to log out the current user, choose the option **Logout** (Figure 7).

The window closes automatically and you are logged out.

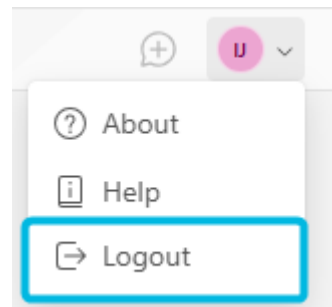


Figure 7. Option **Logout**

2. Create Slides with AI

You can use empower® AI to design new slides for your presentation and fill them with your content.

To do so, you just need to provide the necessary information and tell empower® AI what your slides should look like and what the content should be.

empower® AI is connected to a collection of slide layouts which has been created for your company in concordance with your corporate design and corporate slide templates.

From these slide layouts, empower® AI offers you the most suitable layouts according to your requirements.

2.1. Create a New Slide

To create a new slide with AI, navigate to the group empower AI and click on the button **Create Slide with AI** (Figure 8).

A new window opens.



Figure 8. Button Create Slide with AI

In this window, follow the following steps:

1. Enter your prompt into the input field.
Alternatively, you can choose a prompt from the examples displayed above the input field (Figure 9 (1)).
 - a. If you prefer to speak to empower® AI, click on the **microphone** symbol (Figure 9 (2)) and speak aloud to record your prompt.
Once you stop speaking, click on the **stop recording** symbol.
empower® AI will process your prompt and display it in the input field.
2. In the input field, choose the most suitable presentation modes for your prompt.
To do so, expand the drop-down menu (Figure 10).
You need to choose at least one presentation mode, but you can also choose multiple or all presentation modes.
If you do not choose any presentation mode, empower® AI automatically includes all presentation modes.
3. To send the prompt, either click on the **arrow-up** symbol in the input field or press **Enter**.
empower® AI will process your prompt and display suitable slide layouts on the right-hand side.

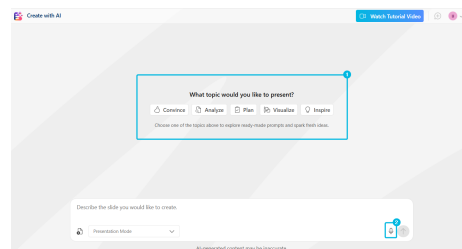


Figure 9. Start Screen

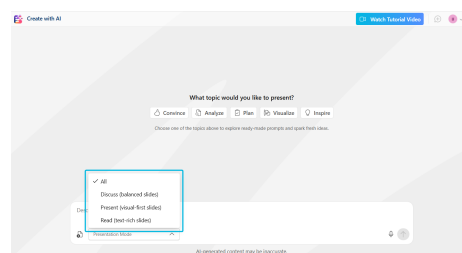


Figure 10. Choose Presentation Mode

4. Select one of the slide layouts suggested on the right-hand side of the window and click on the button **Choose & Proceed** (Figure 11). empower® AI will proceed by filling your slide with suitable content such as text, icons and pictures.
 - a. If you cannot yet find a suitable layout, scroll down further. empower® AI will then add more options until all suitable options are displayed.
5. Check the created slide.
6. If you want to make further changes, provide further information to empower® AI. For example, you can ask the AI to create another bullet point, to change texts or the tone of voice or to translate the content into another language.
7. To edit single elements on the slide, see **Customize Content with AI**.
8. If you have finished and are happy with the result, click on the button **Insert Slide** (Figure 12 (1)). Depending on the default settings in your company, the slide is inserted with or without master into your open presentation.
 - a. To decide if you want to insert the slide with or without master, click on the **arrow up** symbol next to the button **Insert Slide** (Figure 12 (2)).
 - b. To insert the slide with the master, choose the option **Insert Slide with Master**. The slide is inserted as it is displayed in the empower® AI window.
 - c. To insert the slide without the master, choose the option **Insert Slide without Master**. The slide is inserted and adapts to the master of the current presentation.
9. If you want to make further changes, you can now edit your presentation as usual.

If you notice that the slide layout you have chosen is not as suitable as you thought, click on the button **Change Layout** (Figure 13).

You will be redirected to the layout selection and can now choose another layout.

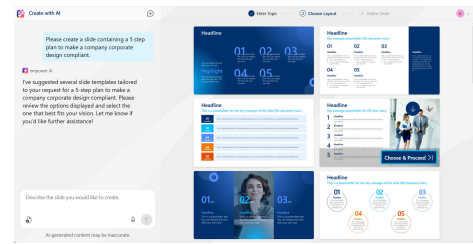


Figure 11. Button Choose & Proceed

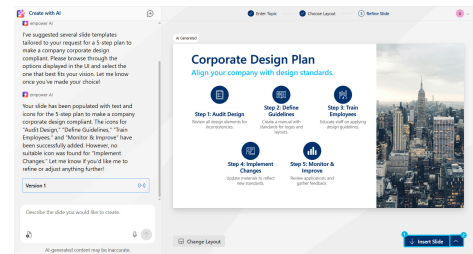


Figure 12. Button Insert Layout

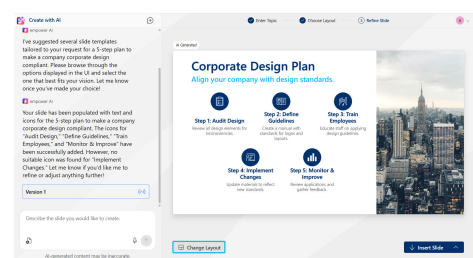


Figure 13. Button Change Layout

i The presentation modes are defined by your administrators. Therefore, the number of presentation modes and their names may differ in your environment.

i If you insert the slide with master, the new master is added to the presentation.

i If you are using the recording feature for the first time, you need to grant access to the microphone first.
A dialog box opens.

i The voice input option is not compatible with the Safari browser.
To use the voice input option, switch to another browser.

2.1.1. Add External Sources as Context

If you want to provide the AI with further context regarding your prompt, you can add context in form of a local file or a URL.

To add a local file to your prompt, follow the following steps:

1. Click on the button **Add Local File** in the lower left corner of the input field (**Figure 14**).
Your file explorer opens.
2. Navigate to the file you want to add.
3. Select the file and click on the button **Open**.

You can always see which files you have added as context in the space above the input field (**Figure 15**).

If you want to add a URL as context for your next prompt, you can simply include the URL in your prompt (**Figure 16**).
The content of the respective web page is read out by empower® AI and the data available will be used as context for the slide content.

You can also add URLs to publicly available documents, e.g. stored in OneDrive or SharePoint.

If the URL is invalid or if it cannot be accessed, empower® AI informs you in the chat.

To remove a file or URL you have added as context, click on the **X** symbol next to it.



Figure 14. Button Add Local File



Figure 15. Uploaded File

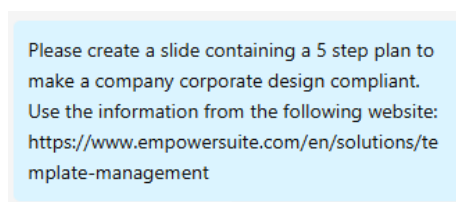


Figure 16. Example Prompt with Included URL

i empower® AI can only process URLs to files that are available publicly.

2.1.2. Use Charts and Tables

If you want to have a table or a data chart on your slide, you can include this information in your prompt.

To receive layout suggestions which contain a chart, use a prompt in which you state that you want to add a chart and which data should be displayed in the chart (Figure 17 (1)). empower® AI will suggest slide layouts that meet your requirements (Figure 17 (2)). Select a suitable layout and click on the button **Choose & Proceed**.



Figure 17. Example Prompt for Chart

The provided data will automatically be inserted into the chart while the layout is filled-in (Figure 18).

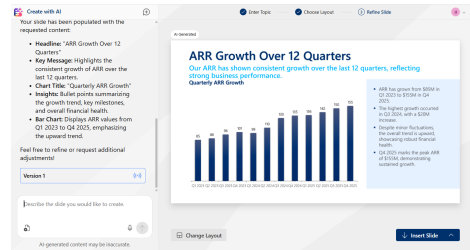


Figure 18. Chart Created by empower® AI

i You can use data from external sources for your chart. To do so, either add a file or a URL to your prompt. For further information, see **Add External Sources as Context**.

i For further information regarding editing a chart, see **Edit Charts and Tables**.

To receive layout suggestions which contain a table, use a prompt in which you state that you want to add a table and which data should be displayed in the table (Figure 19 (1)). empower® AI will suggest slide layouts that meet your requirements (Figure 19 (2)). Select a suitable layout and click on the button **Choose & Proceed**.

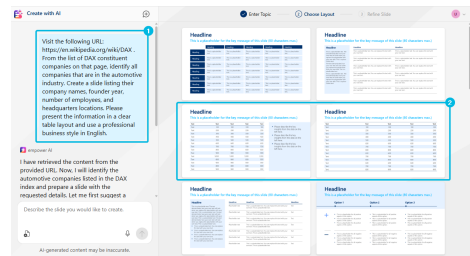


Figure 19. Example Prompt for Table

The provided data will automatically be inserted into the table while the layout is filled-in (Figure 20).

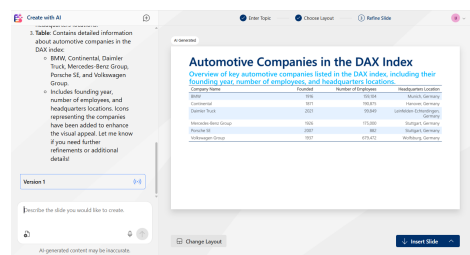


Figure 20. Table Created by empower® AI

i You can use data from external sources for your table. To do so, either add a file or a URL to your prompt. For further information, see **Add External Sources as Context**.



For further information regarding editing a table, see [Edit Charts and Tables](#).

2.1.3. Open Unfilled Layout

If you do not want to fill the slide layout with the help of empower® AI, you can ask empower® AI to suggest a layout matching your purpose and then insert the unfilled slide layout into your presentation.

To do so, enter your prompt into the input field and then choose one of the suggested layouts.

To insert the slide without the master, click on the **arrow down** symbol in the layout's thumbnail ([Figure 21](#)).

The slide layout is inserted into your presentation with its placeholder texts adapting to the master template of your current presentation.

To insert the slide without the master, click on the **arrow down** symbol with the **brush** symbol in the layout's thumbnail.

The slide layout is inserted into your presentation with its placeholder texts, keeping the master that is displayed in the empower® AI window.

After inserting the layout, replace the placeholder texts with your content.

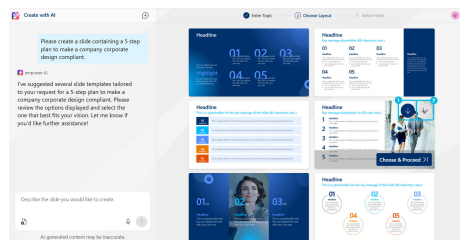


Figure 21. Arrow Down Symbol



If you insert the layout with master, the new master is added to the presentation.



The default option (displayed in blue) depends on the default settings for your company.

2.1.4. Customize Content with AI

After choosing a suitable slide layout, empower® AI fills the layout with content that suits your initial prompt.

To adjust the slide content according to your needs, you can either prompt empower® AI again or use predefined prompts.

If you prompt empower® AI again, you can add internal or external sources as context to provide the required information.

Using predefined prompts, you can change the title and body text on the slide as well as the pictures and icons in use.

2.1.4.1. Refine Items with Prompts

You can add single or multiple items contained in your current slide as context for your next prompt.

For example, this feature can be used to edit texts from different placeholders in the same way, e.g. change the tone of voice of the respective texts.

To add a single item from the current slide as context for your next prompt, follow the following steps:

1. Hover over the item you want to reference. Additional options appear.
2. Choose the option **Refine this with Prompt** (Figure 22). The item will be referenced above the input field on the left-hand side.
3. Enter your prompt into the input field and press **Enter**.
 - a. If you prefer to speak to empower® AI, click on the **microphone** symbol (Figure 23) and speak aloud to record your prompt. Once you stop speaking, click on the **stop recording** symbol. empower® AI will process your prompt and display it in the input field. Check the prompt and press **Enter**.

If you want to add multiple items as context, select them all subsequently.

All selected items will be marked by a dashed frame.

Below the slide preview, choose the option **Refine this with Prompt** (Figure 24).

To remove items from the context for your next prompt, click on the X symbol next to the object name above the input field (Figure 25).

Alternatively, deselect the items on the slide and choose the option **Refine this with Prompt** again.



Figure 22. Option **Refine this with Prompt** for Single Item

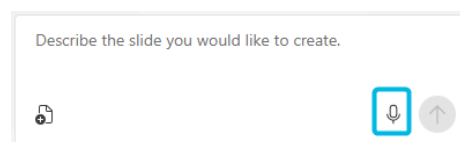


Figure 23. **Microphone** Symbol

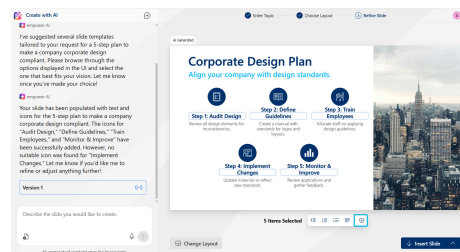


Figure 24. Button **Refine this with Prompt** for Multiple Items

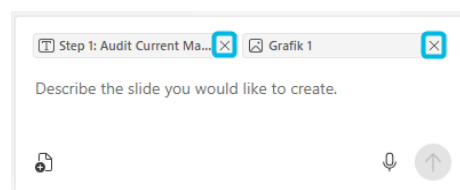



Figure 25. Remove Items from Context

 The voice input option is not compatible with the Safari browser. To use the voice input option, switch to another browser.

2.1.4.2. Change Texts

The text on the suggested slide can be customized according to your needs.

For all texts, you can make the following changes:

- Shorten text
- Elaborate text
- Convert text to bullets
- Convert bullets to continuous text

To edit a text, hover over the text placeholder and select your preferred option (Figure 26).



Figure 26. Options for Single Text Placeholder

If you want to change text located in different placeholders, select all placeholders subsequently.

The selected placeholders will be marked by a dashed frame.

The available options appear below the slide preview (Figure 27).

Here, select the option you want to apply on all texts.

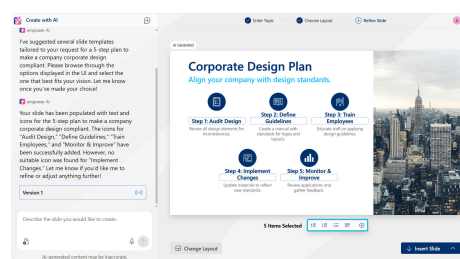


Figure 27. Options for Multiple Text Placeholders

Below the slide preview, you can see how many items have been selected (Figure 28).

To deselect one of the placeholders, click on the placeholder again.

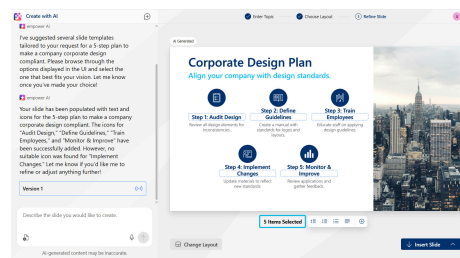


Figure 28. Number of Selected Items

i If you have selected multiple item types, not all options will be available.
If you want to edit text, only select text placeholders.

2.1.4.3. Change Pictures

If you want to replace the suggested picture on the slide with the help of empower® AI, follow the following steps:

1. Hover over the picture you want to change. Additional options appear.
2. Choose the option **Change Picture** (Figure 29). A selection of suitable pictures opens on the right-hand side.



Figure 29. Option Change Picture

3. If there is no suitable picture, enter a new search term into the input field (Figure 30 (1)).
4. Choose a suitable picture and click on the arrow down symbol in its thumbnail (Figure 30 (2)).
The picture is inserted into the respective placeholder.

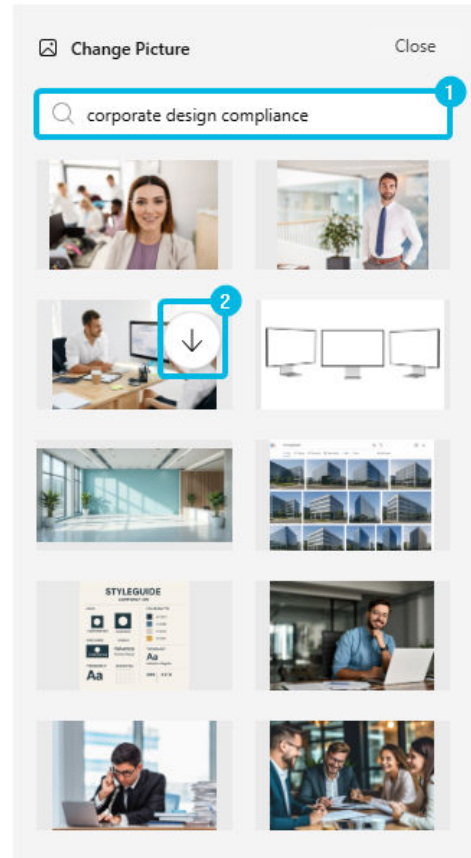


Figure 30. Select New Picture

If you want to stick with the previous picture, close the picture selection by clicking on the button **Close** (Figure 31).

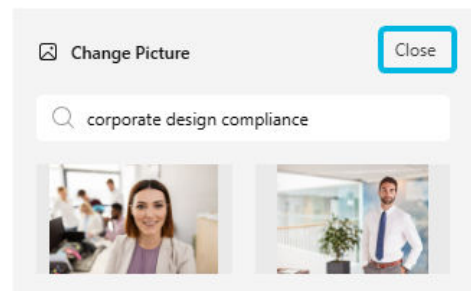


Figure 31. Button Close

If you want to replace a suggested picture with a picture from your device, follow the following steps:

1. Hover over the picture you want to replace. Additional options appear.
2. Choose the option **Upload Local Picture** (Figure 32). Your file explorer opens.
3. Navigate to the picture you want to use and click on the button **Open**.
The picture is inserted into the respective placeholder.



Figure 32. Option Upload Local Picture

If you want to replace a suggested picture with a picture from your clipboard, follow the following steps:

1. Copy the picture you want to use.
2. Hover over the picture you want to replace. Additional options appear.
3. Choose the option **Paste Picture (Ctrl+V)** (Figure 33). Alternatively, use the keyboard shortcut **Ctrl + V**. The picture is inserted into the respective placeholder.



Figure 33. Option Paste Picture (Ctrl+V)



If you are using empower® AI in your browser, use the keyboard shortcut **Ctrl + V** to insert the picture.

The option itself is grayed out.

To insert a picture that you have copied as a file from your file explorer, use the keyboard shortcut.

Files cannot be pasted using the option in the user interface.

.svg files are generally not supported as a picture format.



If you are using the pasting function for the first time, you need to grant access to the clipboard first.

A dialog box opens.



You can upload pictures of a maximum size of 15MB.

If the picture exceeds this limit, a message appears.



You can only change or replace one picture at a time.

2.1.4.4. Change Icons

If you want to replace the suggested icon on the slide with the help of empower® AI, follow the following steps:

1. Hover over the icon you want to change. Additional options appear.
2. Choose the option **Change Icon** (Figure 34). A selection of suitable icons opens on the right-hand side.



Figure 34. Option Change Icon

3. If there is no suitable icon, enter a new search term into the input field (Figure 35 (1)).
4. Choose a suitable icon and click on the arrow down symbol in its thumbnail (Figure 35 (2)).
The icon is inserted into the respective placeholder.

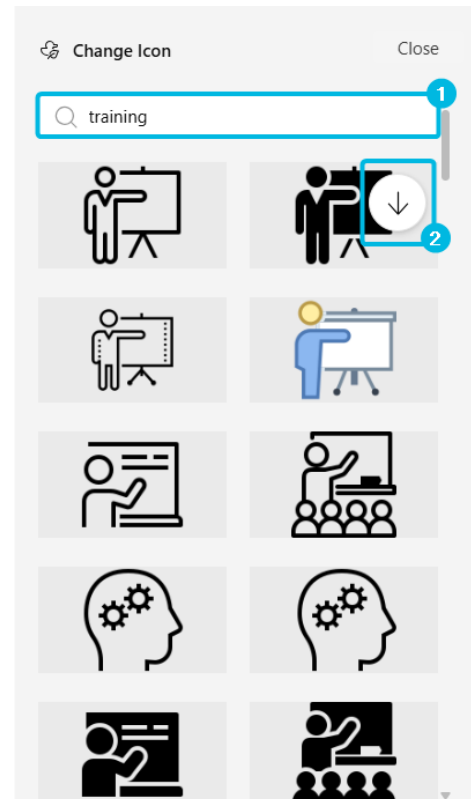


Figure 35. Select New Icon

If you want to stick with the previous icon, close the icon selection by clicking on the button **Close** (Figure 36).

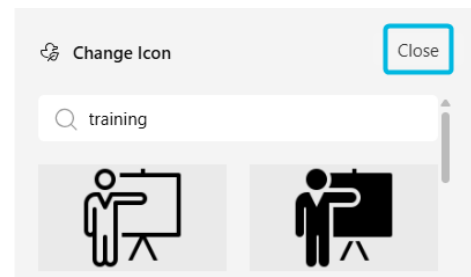


Figure 36. Button Close



You can only change one icon at a time.

2.1.4.5. Edit Charts and Tables

If the filled-in slide contains a chart or a table, you can edit the chart or table using prompts.

To do so, add the chart or table as context to your next prompt.

Then, enter your prompt.

For example, use one of the following prompts:

- Insert one row below the last row of the table. Add the following data: [...]
- Delete the first column from the table.
- Add a data point for [...] with a value of [...] to the chart.
- Delete the first data point from the chart.

i Charts can be filled with new data. However, they cannot yet be formatted using empower® AI.

i Due to their data structure, not all chart types can be edited using empower® AI. If the current chart type is not compatible, a message appears if you hover over the chart.

i If a chart is linked to an external Excel workbook, it cannot be edited using empower® AI. This is usually the case if a chart has initially been created in PowerPoint Online or if the chart has been actively linked to an Excel file. If the current chart has been linked to an external workbook, a message appears if you hover over the chart.

i Charts that have been created with empower® Chart Creation cannot be edited using empower® AI.

2.1.5. Restore Previous Versions

If you are not happy with the changes made during the refinement stage, you can restore previous versions anytime.

In the chat section on the left-hand side, you can find all versions that have been stored by empower® AI (Figure 37). Each time you make a change to the slide using empower® AI, the previous version of the slide is stored in the chat section.

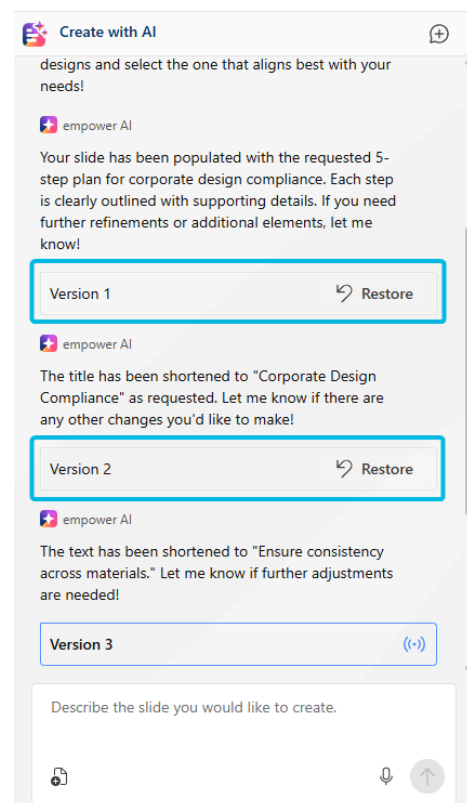


Figure 37. Previous Versions

The current version is marked by a blue frame in the chat section (Figure 38).

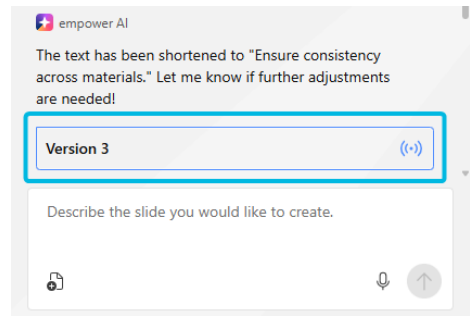


Figure 38. Current Version

To restore a previous version, click on the button **Restore** (Figure 39).

A dialog box opens.

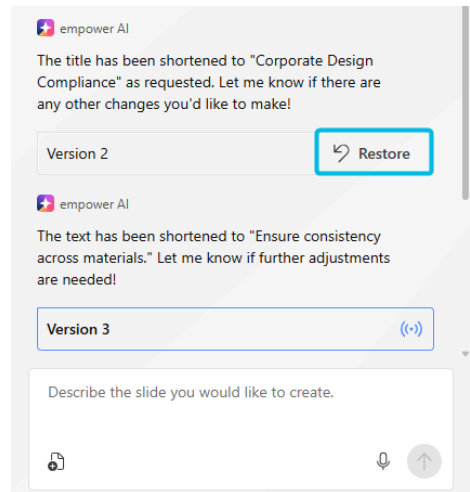


Figure 39. Button Restore

In this dialog box, you need to confirm that you want to restore the respective version.

If you restore the previous version, all changes that have been made after this version has been stored are revoked.

If you agree, click on the button **Proceed** (Figure 40).

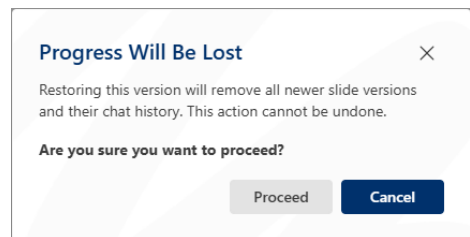



Figure 40. Dialog Box for Restoring Versions

 Versions are stored within your chat session. If you close the window or if you start a new chat, all versions in your current chat are lost.

2.1.6. Start a New Chat

If you want to restart the creation process with empower® AI, you can start a new chat.

To do so, click on the button **Restart** in the upper right corner of the chat section (Figure 41).
A dialog box opens.

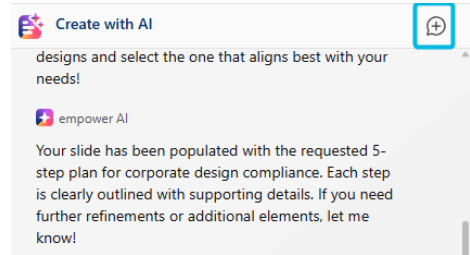


Figure 41. Button **Restart**

In this dialog box, you need to confirm that you want to restart the creation process.
If you restart the process, your entire progress will be lost.
If you agree, click on the button **Proceed** (Figure 42).
You will be redirected to the start screen.

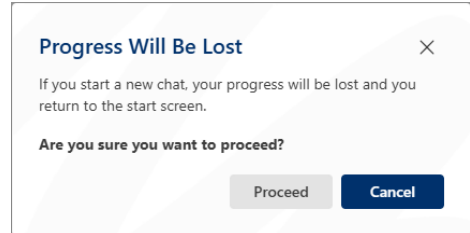



Figure 42. Dialog Box for New Chat

 For further information regarding the creation of slides, see [Create Slides with AI](#).

3. Improve with AI

If you have created a slide with empower® AI or manually but you are not happy with the outcome, you can improve the slide with empower® AI.

Using this feature, you can change the slide layout as well as the slide content with empower® AI.

To do so, follow the following steps:

1. Select the slide you want to improve from the slide pane.
2. Navigate to the group [empower AI](#) and click on the button **Improve Slide with AI** (Figure 43).
A new window opens.



Figure 43. Button Improve with AI

3. If you want to change the slide layout, click on the button **Change Layout** (Figure 44).
The layout selection opens.
If you do not want to change the slide layout, skip step 3 and 4.

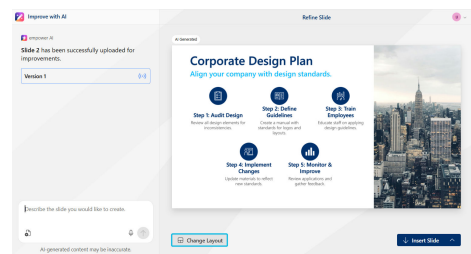


Figure 44. Button Change Layout

4. Select one of the slide layouts suggested on the right-hand side of the window and click on the button **Choose & Proceed** (Figure 45).
The slide will be migrated to the new slide layout.
The content on your slide is preserved.
 - a. If you cannot yet find a suitable layout, scroll down further.
empower® AI will then add more content options until all suitable options are displayed.

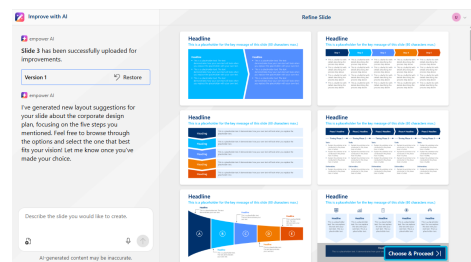


Figure 45. Buttons Choose & Proceed

5. If you want to make further changes, provide further information to empower® AI.
For example, you can ask the AI to create another bullet point, to change texts or the tone of voice or to translate the content into another language.
 - a. If you prefer to speak to empower® AI, click on the **microphone** symbol (Figure 46) and speak aloud to record your prompt.
Once you stop speaking, click on the **stop recording** symbol.
empower® AI will process your prompt and display it in the input field.
Check the prompt and press **Enter**.
6. To edit single elements on the slide, see [Customize Content with AI](#).

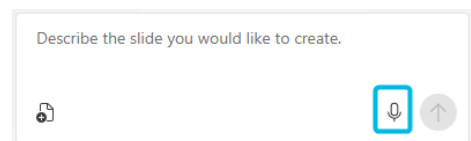


Figure 46. Microphone Symbol

7. If you have finished and are happy with the result, click on the button **Insert Slide** (Figure 47 (1)). Depending on the default settings in your company, the slide is inserted with or without master into your open presentation.
 - a. To decide if you want to insert the slide with or without master, click on the **arrow up** symbol next to the button **Insert Slide** (Figure 47 (2)).
 - b. To insert the slide with the master, choose the option **Insert Slide with Master**.
The slide is inserted as it is displayed in the empower® AI window.
 - c. To insert the slide without the master, choose the option **Insert Slide without Master**.
The slide is inserted and adapts to the master of the current presentation.
8. If you want to make further changes, you can now edit your presentation as usual.

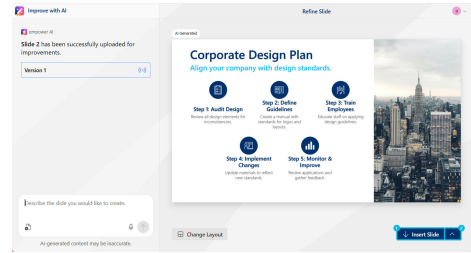


Figure 47. Button Insert Layout

- i
The voice input option is not compatible with the Safari browser. To use the voice input option, switch to another browser.
- i
The improved slide is inserted as a new slide. The original slide is preserved, so you can compare the two slides and decide which one to keep.
- i
You can only improve one slide at a time. To be able to use the button **Improve Slide with AI**, only select one single slide.

3.1. Add External Sources as Context

If you want to provide the AI with further context regarding your prompt, you can add context in form of a local file or a URL.

To add a local file to your prompt, follow the following steps:

1. Click on the button **Add Local File** in the lower left corner of the input field (Figure 48). Your file explorer opens.
2. Navigate to the file you want to add.
3. Select the file and click on the button **Open**.

You can always see which files you have added as context in the space above the input field (Figure 49).

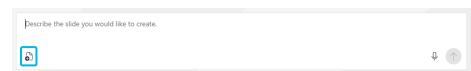


Figure 48. Button Add Local File

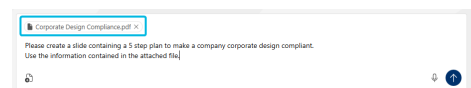


Figure 49. Uploaded File

If you want to add a URL as context for your next prompt, you can simply include the URL in your prompt (Figure 50).

The content of the respective web page is read out by empower® AI and the data available will be used as context for the slide content.

You can also add URLs to publicly available documents, e.g. stored in OneDrive or SharePoint.

If the URL is invalid or if it cannot be accessed, empower® AI informs you in the chat.

To remove a file or URL you have added as context, click on the X symbol next to it.

Please create a slide containing a 5 step plan to make a company corporate design compliant. Use the information from the following website: <https://www.empowersuite.com/en/solutions/template-management>

Figure 50. Example Prompt with Included URL



empower® AI can only process URLs to files that are available publicly.

3.2. Customize Content with AI

After choosing a suitable slide layout, empower® AI fills the layout with content that suits your initial prompt.

To adjust the slide content according to your needs, you can either prompt empower® AI again or use predefined prompts.

If you prompt empower® AI again, you can add internal or external sources as context to provide the required information.

Using predefined prompts, you can change the title and body text on the slide as well as the pictures and icons in use.

3.2.1. Refine Items with Prompts

You can add single or multiple items contained in your current slide as context for your next prompt.

For example, this feature can be used to edit texts from different placeholders in the same way, e.g. change the tone of voice of the respective texts.

To add a single item from the current slide as context for your next prompt, follow the following steps:

1. Hover over the item you want to reference. Additional options appear.
2. Choose the option **Refine this with Prompt** (Figure 51). The item will be referenced above the input field on the left-hand side.



Figure 51. Option Refine this with Prompt for Single Item

3. Enter your prompt into the input field and press **Enter**.
 - a. If you prefer to speak to empower® AI, click on the microphone symbol (Figure 52) and speak aloud to record your prompt. Once you stop speaking, click on the **stop recording** symbol. empower® AI will process your prompt and display it in the input field. Check the prompt and press **Enter**.

If you want to add multiple items as context, select them all subsequently.

All selected items will be marked by a dashed frame.

Below the slide preview, choose the option **Refine this with Prompt** (Figure 53).

To remove items from the context for your next prompt, click on the X symbol next to the object name above the input field (Figure 54).

Alternatively, deselect the items on the slide and choose the option **Refine this with Prompt** again.

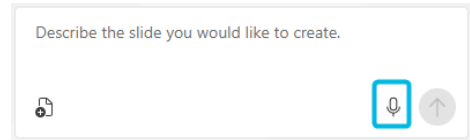


Figure 52. Microphone Symbol

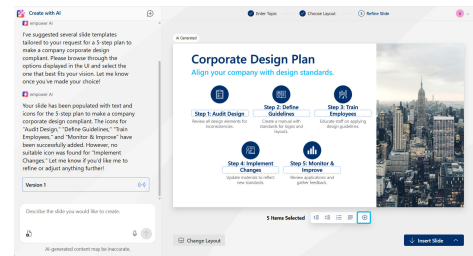


Figure 53. Button Refine this with Prompt for Multiple Items

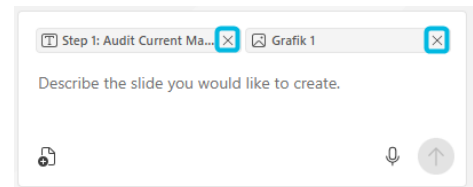


Figure 54. Remove Items from Context

i The voice input option is not compatible with the Safari browser. To use the voice input option, switch to another browser.

3.2.2. Change Texts

The text on the suggested slide can be customized according to your needs.

For all texts, you can make the following changes:

- Shorten text
- Elaborate text
- Convert text to bullets
- Convert bullets to continuous text

To edit a text, hover over the text placeholder and select your preferred option (Figure 55).



Figure 55. Options for Single Text Placeholder

If you want to change text located in different placeholders, select all placeholders subsequently.

The selected placeholders will be marked by a dashed frame.

The available options appear below the slide preview (Figure 56).

Here, select the option you want to apply on all texts.

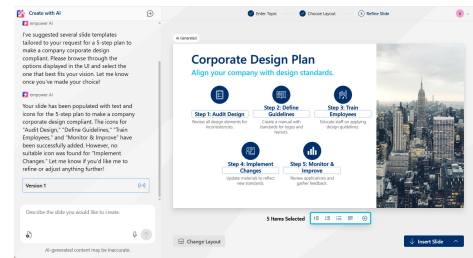


Figure 56. Options for Multiple Text Placeholders

Below the slide preview, you can see how many items have been selected (Figure 57).

To deselect one of the placeholders, click on the placeholder again.

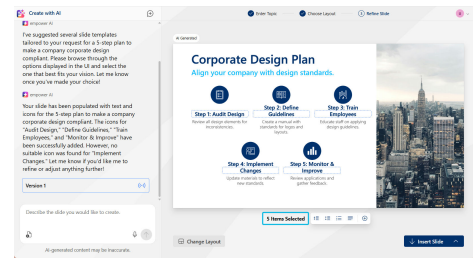


Figure 57. Number of Selected Items

i If you have selected multiple item types, not all options will be available. If you want to edit text, only select text placeholders.

3.2.3. Change Pictures

If you want to replace the suggested picture on the slide with the help of empower® AI, follow the following steps:

1. Hover over the picture you want to change. Additional options appear.
2. Choose the option **Change Picture (Figure 58)**. A selection of suitable pictures opens on the right-hand side.



Figure 58. Option Change Picture

3. If there is no suitable picture, enter a new search term into the input field (Figure 59 (1)).
4. Choose a suitable picture and click on the **arrow down** symbol in its thumbnail (Figure 59 (2)).
The picture is inserted into the respective placeholder.

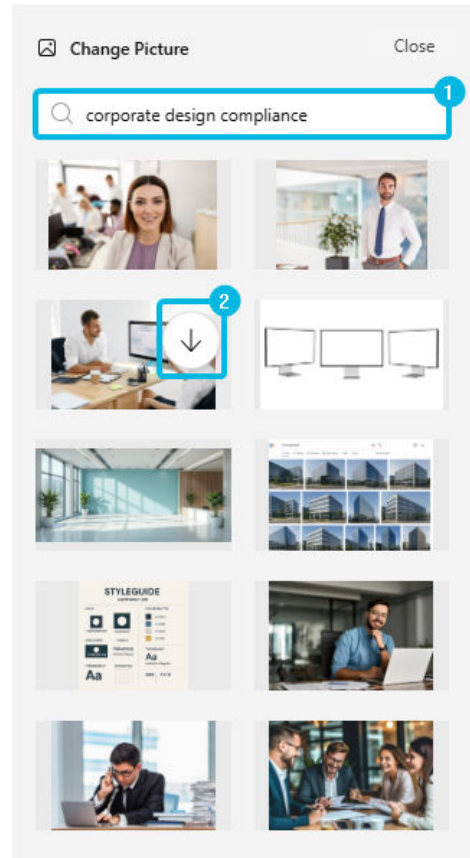


Figure 59. Select New Picture

If you want to stick with the previous picture, close the picture selection by clicking on the button **Close** (Figure 60).

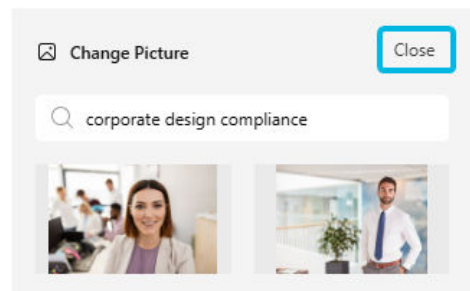


Figure 60. Button Close

If you want to replace a suggested picture with a picture from your device, follow the following steps:

1. Hover over the picture you want to replace.
Additional options appear.
2. Choose the option **Upload Local Picture** (Figure 61).
Your file explorer opens.
3. Navigate to the picture you want to use and click on the button **Open**.
The picture is inserted into the respective placeholder.



Figure 61. Option Upload Local Picture

If you want to replace a suggested picture with a picture from your clipboard, follow the following steps:

1. Copy the picture you want to use.
2. Hover over the picture you want to replace. Additional options appear.
3. Choose the option **Paste Picture (Ctrl+V)** (Figure 62). Alternatively, use the keyboard shortcut **Ctrl + V**. The picture is inserted into the respective placeholder.



Figure 62. Option **Paste Picture (Ctrl+V)**



If you are using empower® AI in your browser, use the keyboard shortcut **Ctrl + V** to insert the picture.

The option itself is grayed out.

To insert a picture that you have copied as a file from your file explorer, use the keyboard shortcut.

Files cannot be pasted using the option in the user interface.

.svg files are generally not supported as a picture format.



If you are using the pasting function for the first time, you need to grant access to the clipboard first.

A dialog box opens.



You can upload pictures of a maximum size of 15MB.

If the picture exceeds this limit, a message appears.



You can only change or replace one picture at a time.

3.2.4. Change Icons

If you want to replace the suggested icon on the slide with the help of empower® AI, follow the following steps:

1. Hover over the icon you want to change. Additional options appear.
2. Choose the option **Change Icon** (Figure 63). A selection of suitable icons opens on the right-hand side.



Figure 63. Option **Change Icon**

3. If there is no suitable icon, enter a new search term into the input field (Figure 64 (1)).
4. Choose a suitable icon and click on the arrow down symbol in its thumbnail (Figure 64 (2)).
The icon is inserted into the respective placeholder.

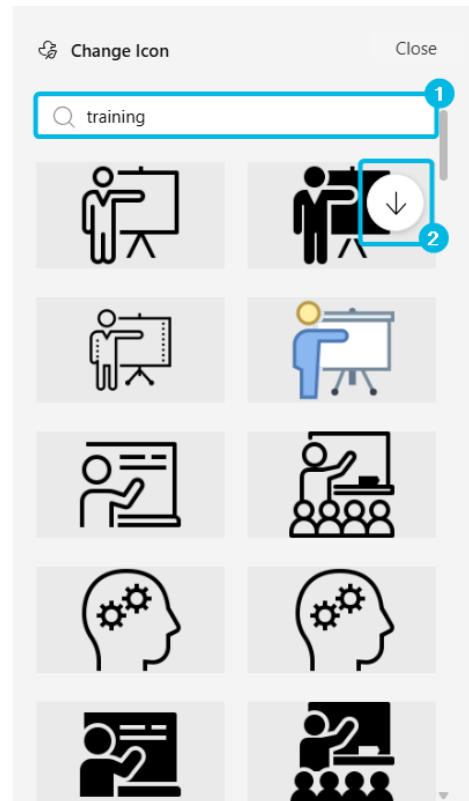


Figure 64. Select New Icon

If you want to stick with the previous icon, close the icon selection by clicking on the button **Close** (Figure 65).

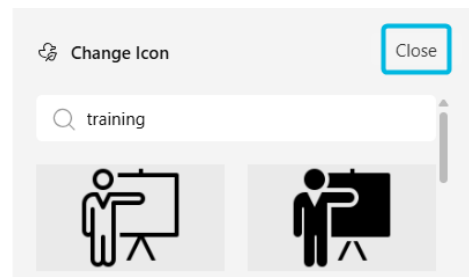


Figure 65. Button Close



You can only change one icon at a time.

3.2.5. Edit Charts and Tables

If the filled-in slide contains a chart or a table, you can edit the chart or table using prompts.

To do so, add the chart or table as context to your next prompt.

Then, enter your prompt.

For example, use one of the following prompts:

- Insert one row below the last row of the table. Add the following data: [...]
- Delete the first column from the table.
- Add a data point for [...] with a value of [...] to the chart.
- Delete the first data point from the chart.



Charts can be filled with new data. However, they cannot yet be formatted using empower® AI.



Due to their data structure, not all chart types can be edited using empower® AI. If the current chart type is not compatible, a message appears if you hover over the chart.



If a chart is linked to an external Excel workbook, it cannot be edited using empower® AI. This is usually the case if a chart has initially been created in PowerPoint Online or if the chart has been actively linked to an Excel file. If the current chart has been linked to an external workbook, a message appears if you hover over the chart.



Charts that have been created with empower® Chart Creation cannot be edited using empower® AI.

3.3. Restore Previous Versions

If you are not happy with the changes made during the refinement stage, you can restore previous versions anytime.

In the chat section on the left-hand side, you can find all versions that have been stored by empower® AI (Figure 66). Each time you make a change to the slide using empower® AI, the previous version of the slide is stored in the chat section.

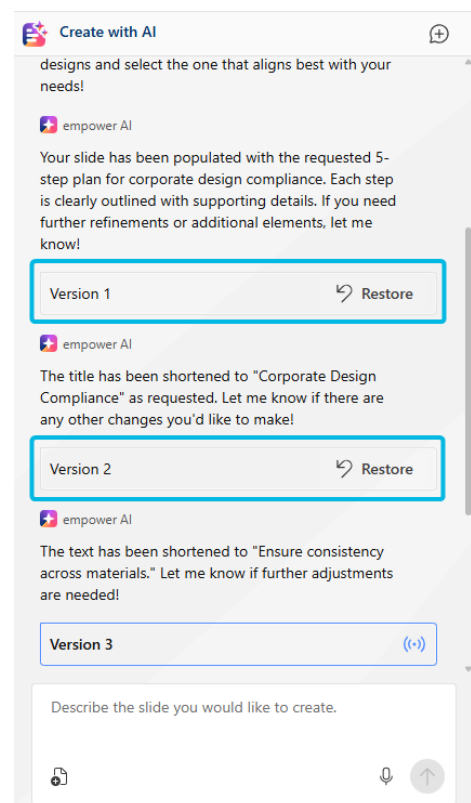


Figure 66. Previous Versions

The current version is marked by a blue frame in the chat section (Figure 67).

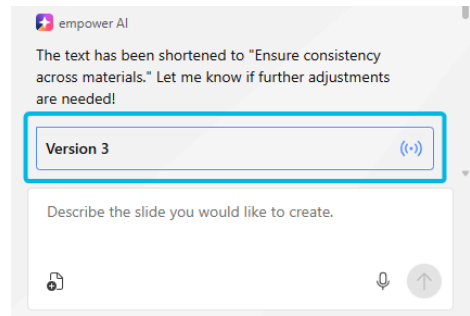


Figure 67. Current Version

To restore a previous version, click on the button **Restore** (Figure 68).

A dialog box opens.

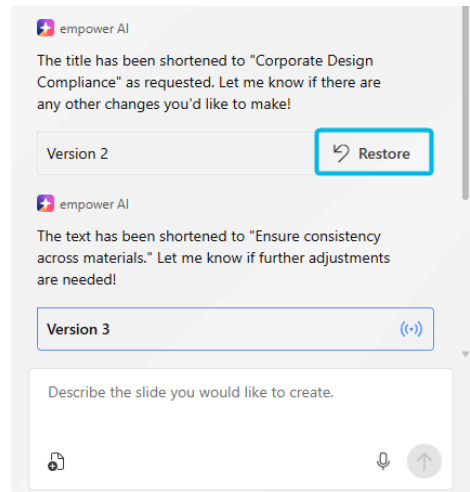


Figure 68. Button Restore

In this dialog box, you need to confirm that you want to restore the respective version.

If you restore the previous version, all changes that have been made after this version has been stored are revoked.

If you agree, click on the button **Proceed** (Figure 69).

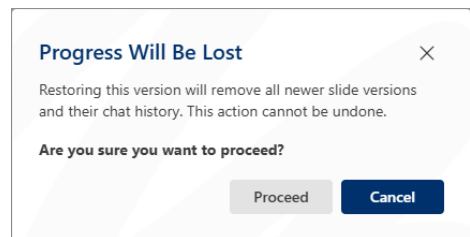



Figure 69. Dialog Box for Restoring Versions

 Versions are stored within your chat session. If you close the window or if you start a new chat, all versions in your current chat are lost.

4. Admin Tasks & Settings

empower[®] Administrators can perform specific tasks and make specific settings to further customize their company's content for empower[®] AI.

These tasks and settings are explained in the following chapters.

4.1. Set up the Slide Layout Library

For Administrators

For empower[®] AI, you can use a custom slide layout library which empower[®] AI retrieves its corporate design compliant layouts from.

This slide layout library is structured and tagged to reflect your company's needs and design guidelines.

In addition, metadata is added to the slide layouts to enable empower[®] AI to select the most suitable slide layouts for the users' requests.

4.1.1. General Structure

All slide layouts are stored in a PowerPoint presentation (.pptx file).

Each slide in this presentation defines one slide layout.

The presentation itself is structured using presentation sections.

Each section title describes when the slide layouts contained in the section should be used.

In addition, the notes section of each slide contains different metadata.

By default, a description of the slide layout and presentation modes which the slide is most suitable for are defined for each slide.

For further information regarding available presentation modes, see [Assign Presentation Modes](#).

In addition, permutation groups can be created for similar slide layouts that reflect variations of each other.

These permutation groups are optional and can also be defined in the notes section of the respective slides.

The following provides an example for a slide layout with a fully equipped notes section:

Example

The following slide layout has been created for empower® AI, featuring a fully equipped notes section including permutation group information:

Description: Vertically aligned (horizontally equally distributed) text boxes (with a headline, some text and an icon) that point to an additional last text box below that uses a highlight color to differentiate itself from the other boxes
Presentation Mode: reading, discussion
Permutation Group: impact
Permutation Item Count: 3

4.1.2. Create Slide Layouts

When creating slide layouts for empower® AI, make sure to use a logical structure and neutral texts for placeholders.

For example, use the following placeholder text:

This is a placeholder text.

You can create slide layouts for all kinds of use cases and customize them according to your needs.



Icons that are added to a slide layout must be inserted in .svg format.

Pictures can be added in all common picture formats but must not be added in .svg format.



Do not group elements on the slide layout. Grouped elements cannot be processed by empower® AI.



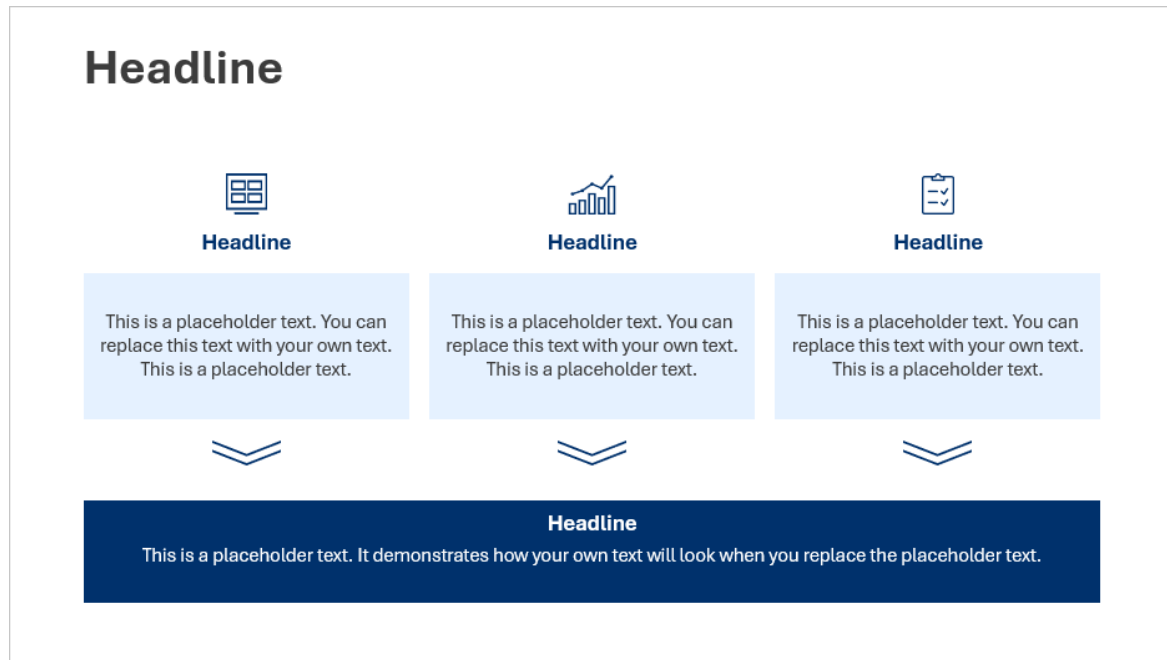
If there are elements on a slide layout which you do not want to be changed (e.g. pictures, texts, icons), the respective elements can be marked by tags, e.g. using VBA.

Contact your Onboarding Specialist or Customer Success Manager, so they can make the required changes to the layout.

The following provides an example for a slide layout which can be used for empower® AI:

Example

The following slide layout has been created for empower® AI, featuring a default set of icons and placeholders with neutral placeholder texts:



Some slide layouts are generally not well suited for the use with empower® AI. These include slide layouts with the following characteristics:

- High complexity
- Deeply nested structures
- Numerous small text boxes
- Unclear visual hierarchies

4.1.3. Set up Presentation Sections

The PowerPoint section title should describe for which use cases the slide layouts contained in the respective presentation section can be used.

The sections themselves can then be used to cluster slide layouts that should be used for similar use cases.

This helps empower® AI to select slide layouts that are suitable for the users' prompts.

The following is an example for a section title from the slide layout library:

Example

A presentation section containing slide layouts featuring sequential procedures and progressions is named as follows:

Sequential Frameworks – workflow stages, implementation phases, service process, operational steps, customer journey, strategic roadmap, onboarding flow, milestone progression



Section descriptions may contain up to 255 characters and should be written as specifically as possible.

4.1.4. Add a Layout Description

The description should focus exclusively on the slide layout's visible structure.

When writing the description of a slide layout, consider the following guiding question:

What does the slide look like?

The description should address only the visual arrangement of elements:

- Number and type of text boxes
- Picture placement
- Visual hierarchies
- Element placement
- Columns, rows and clusters
- Charts or process structures

empower® AI should be able to visualize the slide layout solely from the description.

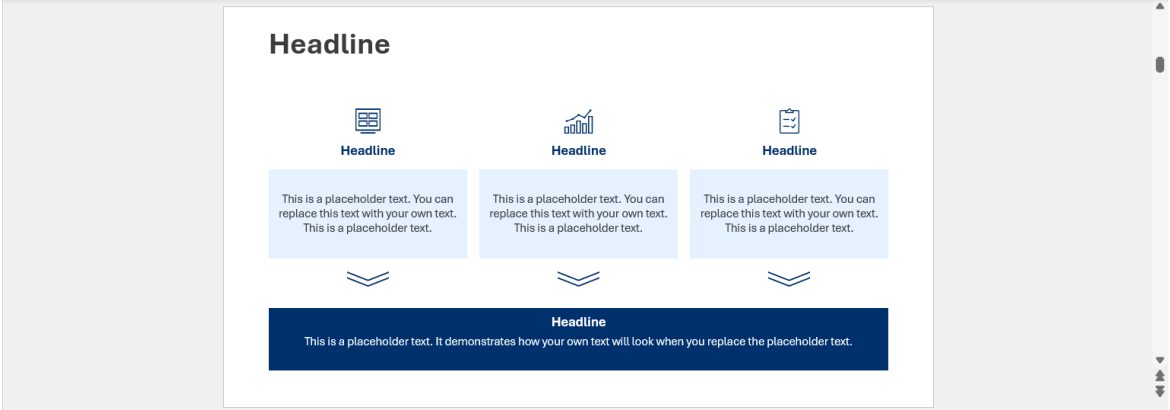
As complexity increases, the description should become correspondingly more detailed and precise.

The following is an example for the layout description for a slide within the slide layout library:

Example

The following description is suitable for the slide layout displayed below:

Description: Vertically aligned (horizontally equally distributed) text boxes (with a headline, some text and an icon) that point to an additional last text box below that uses a highlight color to differentiate itself from the other boxes




Description: Vertically aligned (horizontally equally distributed) text boxes (with a headline, some text and an icon) that point to an additional last text box below that uses a highlight color to differentiate itself from the other boxes


Presentation Mode: reading, discussion

Permutation Group: impact

Permutation Item Count: 3

 The following should not be included in the description:

- Interpretations
- Use cases

 Do not use semicolons in the notes section.
Instead, use commas or periods.

4.1.5. Assign Presentation Modes

Each slide layout must be assigned to at least one presentation mode.

The presentation mode defines for which kind of presentation the respective slide layout would be suitable.

While setting up the slide layout library, you can define the presentation modes individually.

When defining the presentation modes, keep the following in mind:

- A presentation mode is defined by its unique and clearly distinguishable name.
Therefore, the spelling of the name must be identical across the presentation.
If the name is spelled differently for different slides, each spelling appears as an individual presentation mode for the user.
- The presentation mode name should reflect which kind of presentations and slides the included slide layouts are suitable for.
Users should be able to select suitable presentation modes by their name.
- The presentation mode names that are assigned in the slide layout library will be displayed to the user in the user interface of empower® AI.

The presentation modes are added in the notes section. They are represented by a flat, comma-separated list.

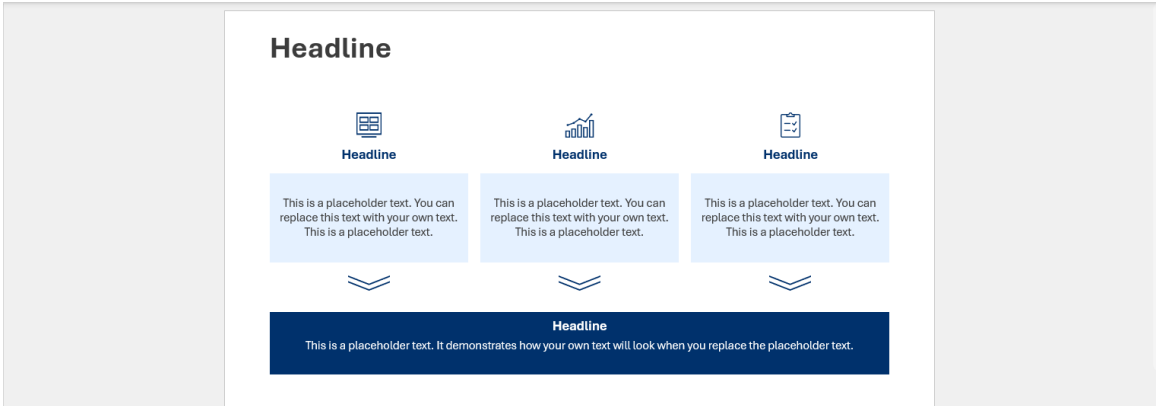
The following is an example for the assignment of multiple presentation modes for a slide within the slide layout library:

Example

You have defined the following presentation modes:

- **reading** – Text-intensive slides designed primarily for independent review.
- **discussion** – Slides intended for meetings, workshops, and collaborative conversations.
- **stage** – Visually driven slides with minimal text, suitable for keynote and stage presentations.

The following slide layout has been assigned to two presentation modes, *reading* and *discussion*:



Description: Vertically aligned (horizontally equally distributed) text boxes (with a headline, some text and an icon) that point to an additional last text box below that uses a highlight color to differentiate itself from the other boxes

Presentation Mode: reading, discussion

Permutation Group: impact

Permutation Item Count: 3



The presentation modes must be entered in a flat, comma-separated list.
Make sure there are no typos or other errors within the list.



One slide layout can be assigned to multiple presentation modes.

4.1.6. Create Permutation Groups

If there are multiple variants of a slide layout, these layouts can be grouped in permutation groups.

For example, this method can be used for layouts that only differ in the number of steps, points or arguments on the slide layout.

To do so, the parent layout of a group is defined.

This slide layout's notes section contains all required information (description and presentation mode) as well as the permutation group name and the permutation item count.

All other slide layouts of that permutation group only require the permutation group name and the permutation item count to be stated in the notes section.

All other metadata is inherited from the parent layout.

i It is recommended to place slides that are part of the same permutation group next to each other. This makes it easier to manage permutation groups and slide layouts in general.

If a permutation group has been set up accordingly, slide layouts are mapped to a permutation group by the permutation group name.

The permutation item count is an indicator for the number of structural items such as arguments, comparison elements, tiles or steps contained on the respective slide layout.

This structure allows empower® AI to determine both, the logical relationship between layouts and the most appropriate variation for a specific prompt.

empower® AI will recommend only a single best-fit permutation from within a permutation group at a time.

The following provides an example of slides that are part of a permutation group:

Example

The slide layout on the left-hand side is the parent layout of the permutation group *impact*. The parent layout has an item count of 3. The notes section for the parent layout also contains the description and the presentation mode for the entire permutation group.

The slide layout on the right-hand side is part of the same permutation group. It has an item count of 4. The notes section only contains the information on the permutation group name and the permutation item count.

Headline

This is a placeholder text. You can replace this text with your own text. This is a placeholder text. You can replace this text with your own text. This is a placeholder text. You can replace this text with your own text.

Headline

This is a placeholder text. It demonstrates how your own text will look when you replace the placeholder text.

Description: Vertically aligned (horizontally equally distributed) text boxes (with a headline, some text and an icon) that point to an additional text text box below that uses a highlight color to differentiate itself from the other boxes.

Presentation Mode: read

Permutation Group: impact

Permutation Item Count: 3

Headline

This is a placeholder text. You can replace this text with your own text. This is a placeholder text. You can replace this text with your own text. This is a placeholder text. You can replace this text with your own text. This is a placeholder text. You can replace this text with your own text.

Headline

This is a placeholder text. It demonstrates how your own text will look when you replace the placeholder text.

Permutation Group: impact

Permutation Item Count: 4



Permutation group names must be unique and clearly distinguishable. Similar or duplicate names may cause incorrect associations.

4.1.7. Upload Your Slide Layout Library

After creating your slide layout library, send the .pptx file to your Onboarding Specialist or Customer Success Manager. Your Onboarding Specialist or Customer Success Manager will then upload your slide layout library to the empower® AI Backend.

4.2. Set up the Picture and Icon Library

For Administrators

As an administrator, you can create and manage the company-wide picture and icon library.

The picture and icon library is used by empower® AI to retrieve pictures and icons to fill in slide layouts.

This picture and icon library can be equipped with pictures and icons that reflect your company's needs and design guidelines.

4.2.1. General Structure

The picture and icon library consists of a .zip folder.

The .zip folder can be filled as required. Pictures and icons can be added directly on the first level of the .zip folder or they can be clustered in subfolders.

In addition, the .zip folder contains a metadata file named *metadata.csv*.

This file contains metadata for the pictures contained in the library.

For example, the folder structure may look as follows:

- **Picture & Icon Library.zip**
- *Picture1.png*
- **Folder1**
 - *Picture2.png*
 - *Picture3.png*
- **Folder2**
 - *Picture4.png*
 - *Picture5.png*
- **Folder3**
 - *Icon1.svg*
 - *Icon2.svg*
- *metadata.csv*



Pictures can be added in all common picture formats, except .svg. If a picture is added in .svg format, it will be recognized as an icon. Icons must be added in .svg format to be recognized as icons.

4.2.2. Prepare the Metadata File

The file *metadata.csv* contains a semicolon-separated list that contains the full file names (including path and file extension) and metadata information such as descriptions for all pictures and icons.

Depending on the system, file paths can be displayed using single forwards slashes (/) or double backslashes (\\).

The file is structures as follows:

```
Name;Description
Picture1.png; This is the description of Picture1
Folder1/Picture2.png; "Laptop; Notebook; Display"
Folder3/Icon1.svg; This is the description of Icon1
```



To avoid excessive costs, the maximum size of the .zip file is by default limited to 300MB. It is recommended to create the file using Microsoft Excel, as Excel automatically places semicolon-separated values in quotation marks, ensuring proper formatting without manual adjustments.

4.2.3. Upload Your Picture and Icon Library

After creating your picture and icon library, send the .zip folder to your Onboarding Specialist or Customer Success Manager.

Your Onboarding Specialist or Customer Success Manager will then upload your picture and icon library to the empower® AI Backend.



If you need any further help, refer to our [Help Center](#) and to our [Video Tutorials](#).