empower® Brand Control

Release 9.9

Table of Contents

1. Introduction

This manual provides you with all the basic information about empower® and how it is structured, before going on to give you a detailed insight into each of the software add-ins in the Office applications in all the subsequent chapters.

With the help of the empower® Brand Control, make it easy for users to stick to your brand – not to ignore it.

Certain features also integrate into the empower® Web Components.

If your company uses the empower® Web Components, you can use the features in the Office Online applications.

For further information regarding the web components, refer to our **empower® Web Components manual**.

1.1. System Requirements

In order to use the latest empower® Brand Control release in your Windows environment, your system will need to fulfill the following requirements:

Windows Version

- Windows 10* or 11

*End of life as of October 2025.

As of October 2025, empower does no longer support this Windows version. Please ensure that you switch to a supported version in time.

For further information from Microsoft, see **End of Support Resources**.

Office Version

- Microsoft Office 2016*, 2019*, 2021, 2024

*End of life as of October 2025.

As of October 2025, empower does no longer support this Office version. Please ensure that you switch to supported versions in time.

Subscription Models

- Office 365 Pro Plus, Enterprise E3 or E5

1.2. Telemetry Tracking in empower®

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

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

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

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

2. General Features

In the following chapter, you will learn more about the general empower® Brand Control features and how to use them.

You will learn about features that are available in more than one Office application such as the empower® Library and empower® Designs.

2.1. empower® Sync

The empower® Sync is a background process that synchronizes data between the server and the individual clients.

This process is used to make data available offline so that you can also work with empower® offline. Templates and library searches also work offline.

The following data is synchronized:

- Metadata – e.g. folders, users, designs and permissions
- Content data from the empower® Backend – e.g. templates

If an element's content data is also synchronized it can be inserted entirely without a connection to the empower® Backend.

Write functions such as uploading an element to the empower® Library are not available offline.

If there is no connection to the empower® Sync, only elements that have been made available offline by synchronization can be opened.

For further information regarding offline and online availability, see **Online Availability of Library Content**.

User Interface

To access the empower® Sync, navigate to the Windows task bar. Here, click on the empower® Icon (**Figure 1**).

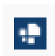

Figure 1. empower® Icon

The icon will either be displayed in the taskbar or in the context menu of the taskbar.

After the installation, empower® will ask you to log in.

You only need to log in once. The empower® Sync will remember your login data.

For further information regarding the user information and the sign out option, see **User Information**.

Main Window

In the main window, you can see when the empower® Sync has executed the last synchronization. In addition, you can see how many files have been synchronized and what the size of this data has been (**Figure 2**).

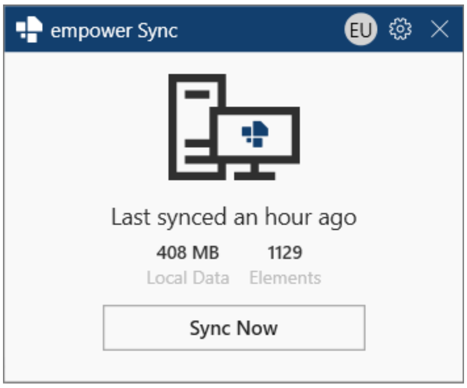

Figure 2. Main Window

To see the exact date and time of the latest synchronization, move your mouse cursor over the text *Last synced* … (**Figure 3**).

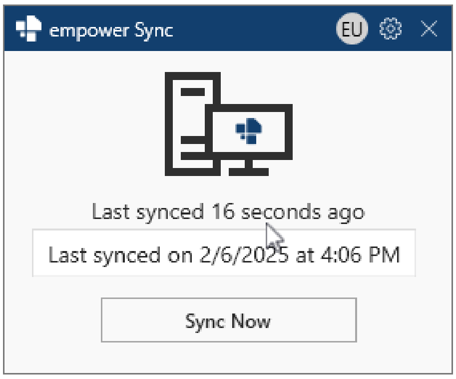

Figure 3. Mouse-Over **Last synced**

Start the Synchronization Manually

To manually initiate a synchronization, click on the button **Sync Now** (**Figure 4**).

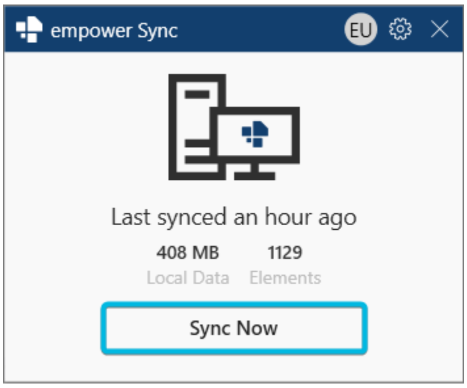

Figure 4. Button **Sync Now**

The empower® Sync will then start the synchronization of any data that has changed or been added since the last synchronization and will also display a progress bar during this time.

The button **Sync Now** can be used when you know that there has been a change which you cannot yet access because the interval for the next synchronization has not yet been reached.

Access the Synchronization Settings

To open the empower® Sync settings, click on the **gear** symbol in the top right corner of the main window (**Figure 5**).

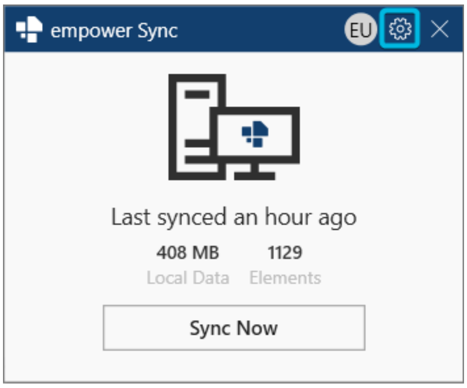

Figure 5. **Gear** Symbol

A drop-down menu containing the available settings appears.

On the top of the drop-down menu, you can see which environment you are connected to. The green circle next to the environment shows if there is a connection to the empower® Backend.

If the empower® Sync cannot establish a connection, this circle will appear in red.

To close the empower® Sync and shut down empower®, click on the option **Exit** (**Figure 6**).

To minimize the empower® Sync window, click on the **X** symbol in the top right corner.

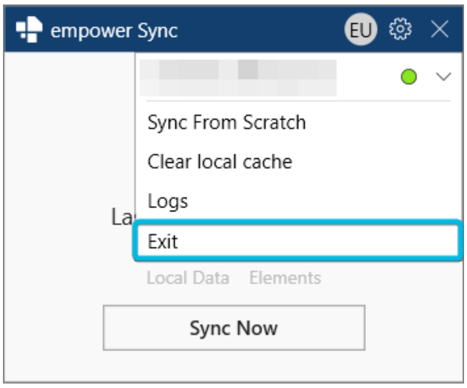

Figure 6. Option **Exit**

If you click on the button **Exit**, a message will appear in the window (**Figure 7**).

To confirm the process, click on the button **Exit Application**.

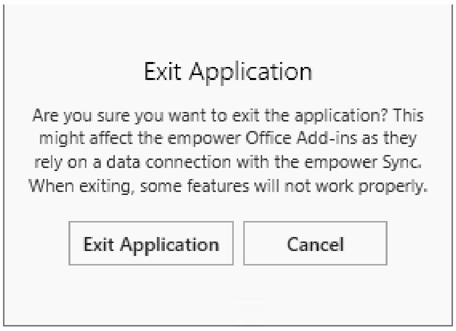

Figure 7. Message for Application Exit

Closing the empower® Sync via the button **Exit** will lead to the empower® Sync being shut down.

Some features need a connection to the empower® Sync to work properly.

If the empower® Sync is shut down, some features are still available but do not always work as expected.

In Outlook, the empower® Features are therefore not available.

If you open the Office application again, the empower® will be restarted automatically.

If the empower® Sync crashes unexpectedly, empower® tries to restart it. If this restart is not successful, a dialog box opens (Figure 8).

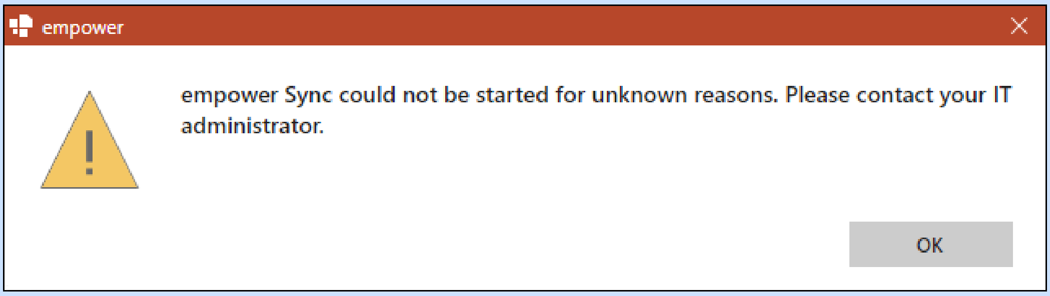

Figure 8. Error Message for Sync

Alternatively, you can access the options **Sync Now**, **Sync from Scratch**, **Logs** and **Exit** via the context menu. To do so, right-click on the empower® Icon in your task bar.

Execute a Sync from Scratch

The option **Sync From Scratch** can be used to delete the previous synchronization metadata. The empower® Sync will start a complete synchronization afterwards.

Content data will not be deleted.

To execute this process, click on the option **Sync from Scratch** (Figure 9).

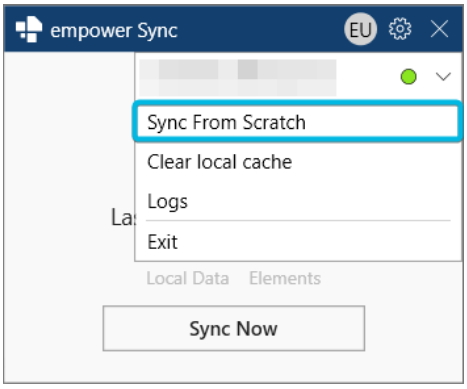

Figure 9. Option **Sync From Scratch**

As this option starts a complete synchronization, the login is also reset. Therefore, you need to login again after using this option.

This option can be used if problems occur despite synchronization or if the synchronization fails regularly.

In addition, the option can help to solve issues regarding user rights as the login data is also reset.

Clear the Local Cache

The option **Clear local cache** can be used to clear the cache for content data. It does not start a synchronization.

To execute this process, click on the option **Clear local cache** (Figure 10).

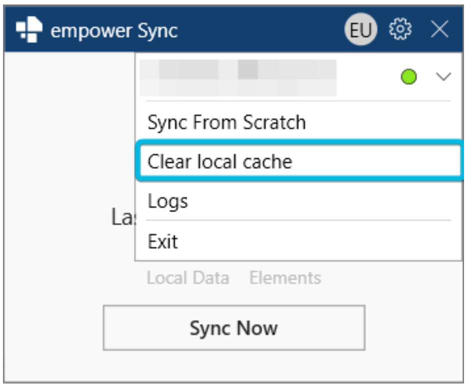

Figure 10. Option **Clear local cache**

A message appears. Read this message carefully.

To clear the cache, click on the button **Clear local cache** (Figure 11). The empower® Sync will then start clearing the cache.

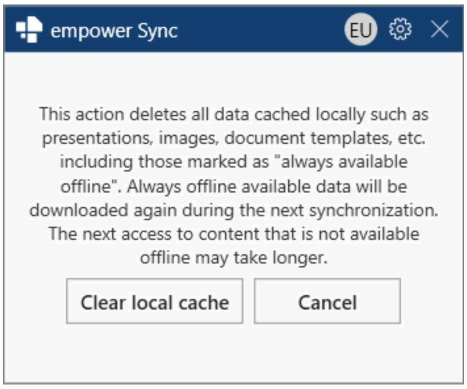

Figure 11. Message for **Clear local cache**

This option can be used to free up hard disk space after several weeks or months of working with empower®.

The next access to content that is not available offline may take longer than usual after clearing the cache, as the content must first be downloaded. This download requires a connection to the empower® Backend.

The next synchronization process can also take longer, as content data must be resynchronized.

Open the Log Files

The option **Logs** can be used to open the file directory in which the log files are stored.

To open the log file directory, click on the option **Logs** (**Figure 12**). The corresponding folder will be opened.

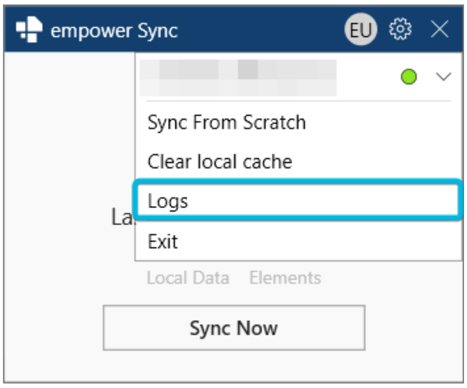

Figure 12. Option **Logs**

This option can be used if the empower® Support Team needs further information regarding the cause of unexpected problems.

User Information

Next to the **gear** symbol, you can see the user's initials (**Figure 13**).

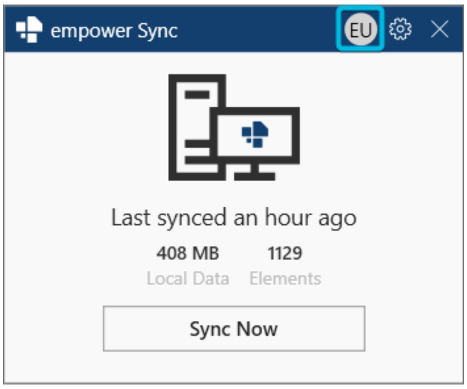

Figure 13. User Initials

To view the user information, click on the initials. The user's full name and the user's e-mail address will be displayed (**Figure 14**).

To log out, click on the option **Sign out**.

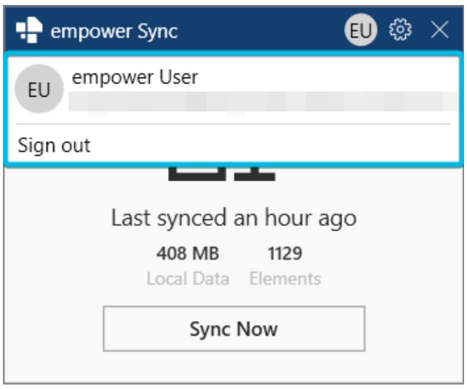

Figure 14. User Information

2.2. empower® Ribbon

In PowerPoint, Word and Excel, the empower® Ribbon can either be displayed as the classic ribbon or as the simplified ribbon.

The classic ribbon provides a more extensive version of the empower® Ribbon (**Figure 15**) while the simplified ribbon organizes the variety of empower® Features in more compact groups (**Figure 16**).

Figure 15. Classic Ribbon in PowerPoint

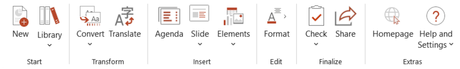

Figure 16. Simplified Ribbon in PowerPoint

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

> Next to the empower® Features, the empower® Ribbon also includes some built-in Office features to ease the work in documents. These built-in features are not explicitly described in this manual.
> For information regarding these built-in Office features, see **Microsoft 365 Support**.

> The available features vary between the Office applications.

> All references in the manual regarding navigation (available areas and buttons in the empower® Ribbon) refer to the simplified ribbon in empower®. The naming of features may differ slightly in the classic ribbon.

Switch Ribbon View

To switch between the classic and simplified ribbon, follow the following steps:

1. In the empower® Ribbon, click on the button **Help and Settings**.
2. Choose the option **User Settings**.
   The sidepane opens.
3. Depending on which ribbon you want to use, switch the toggle button for **Use Simplified Ribbon** to *On* or *Off* (**Figure 17**).
   The ribbon changes to your preferred option.

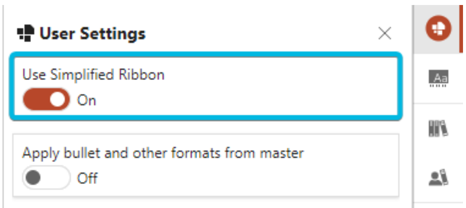

Figure 17. Option **Use Simplified Ribbon**

empower® Ribbon in Outlook

In Outlook, there is no standalone empower® Ribbon.

empower® integrates seamlessly into the Outlook ribbon.

It is located in the tab Home with its own group empower Mails (**Figure 18**).

In addition, the groups Text and Color which are integrated into the Outlook ribbon if you have opened an e-mail draft, only contain options that comply with your corporate design.

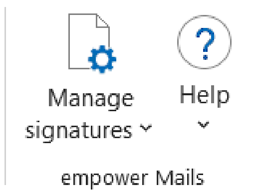

Figure 18. Group **empower Mails**

> For further information regarding the groups Text and Color, see **Edit Text**.

2.3. Edit Text

The group Edit in the empower® Ribbon is similar to the Office built-in groups Font and Alignment.

In the empower® Ribbon, however, the group Edit is linked to your corporate design. Therefore, it represents only the specifications that are in line with your company's corporate design.

To access all features in the group Edit, click on the button **Format** (**Figure 19**).

Figure 19. Button **Format**

The group will be expanded to the right, opening the subgroups Text and Color (**Figure 20**).

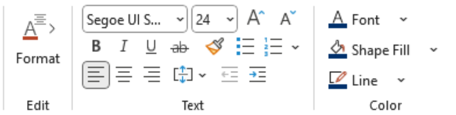

Figure 20. Groups Text and Color in PowerPoint

In Outlook, you can access the editing settings in the groups Text and Color (**Figure 21**). These groups are only available if you have opened an e-mail draft.

Figure 21. Groups Text and Color in Outlook

If your empower® Administrators have not restricted the colors or fonts, all Office built-in formatting options are offered.

empower® does not affect the Office built-in right-click access to font and color information. All Office built-in formatting options, which do not necessarily coincide with your corporate design, are still available.

Text Settings

In the subgroup Text, you have access to all fonts and font sizes that match your company's corporate design.

In the bullet options, you can choose from the predefined bullet styles from the master template in use.

In addition, you have all formatting options, including text alignment options.

For further information regarding empower® Designs, see **empower® Designs**.

Color Settings

In the subgroup Colors, you can choose from a predefined set of font colors, shape fill colors and line colors. All available colors match your company's corporate design.

For further information regarding empower® Designs, see **empower® Designs**.

2.4. Office Theme Adaption

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

If the Office theme is switched to *black*, empower® adapts to this change (**Figure 22**).

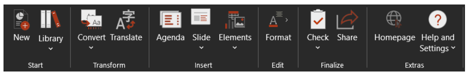

Figure 22. empower® Ribbon in Black Theme

In the same way, empower® adapts to the *white* or the *colorful* Office theme (**Figure 23**).

Figure 23. empower® Ribbon in White Theme

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

2.5. empower® Designs

empower® Designs are created and managed by your empower® Administrators.

In PowerPoint, there can be multiple designs. Master templates that are saved to the empower® Library are assigned to one of these designs.

Depending on your current master's design, only colors and formatting options that have been added to the design are available.

In addition, agenda templates that have been saved to the corresponding design folder can be accessed via the *Agenda Editor*.

The empower® Corporate Design Check also depends on this design. It checks the settings for the master's design and the master settings themselves.

If enabled by your empower® Administrators, the section *Corporate Design Templates* in the empower® Library contains design folders which contain elements that comply with the design.

In Word, Excel and Outlook, there is only one design. The settings in this design also define which colors and formatting options are available for your documents and e-mails.

For further information regarding the formatting and color options, see **Edit Text**.

For further information regarding the agenda, see **Create an Agenda**.

For further information regarding the *Corporate Design Check*, see **empower® Corporate Design Check**.

Add and Edit Designs

For Administrators

Designs can be added and edited in the empower® Admin Center.

They can only be adjusted by *Customizing Admins*.

For further information regarding the creation and adjustment of designs, refer to our **empower® Admin Center manual**.

For further information regarding the assignment of masters to a design, see **Upload a Master Template**.

2.6. empower® Library

The empower® Library contains all corporate design compliant content and is divided into multiple sections. It provides you with access to all files and folders you are allowed to view.

The empower® Library can be accessed via the group Start in the empower® Ribbon. To open the library, click on the button **Library** (**Figure 24**).

It opens in a new window.

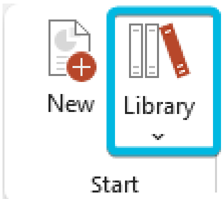

Figure 24. Button **Library**

Alternatively, you can access the empower® Library content via the sidepane.

In Outlook, neither the library nor the sidepane is directly displayed and accessible via a button. You will access all library content via the signature management and the signature(s) you create for yourself.

For further information regarding the sidepane, see **Sidepane**.

For further information regarding the permission concept, see **Permission Concept**.

Library Structure

In the empower® Library, you can see the folder arrangement of the library on the left. It has been constructed in congruence with Microsoft's Windows Explorer (Figure 25).

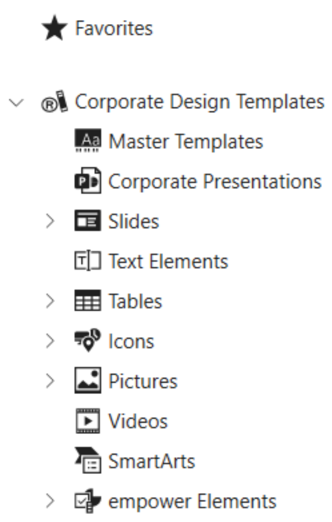

Figure 25. Library Structure

The empower® Library is divided into the following main sections:

- Favorites
- Corporate Design Templates

If you select a folder from the folder tree on the left, you will see all the elements stored in this folder on the right (Figure 26).

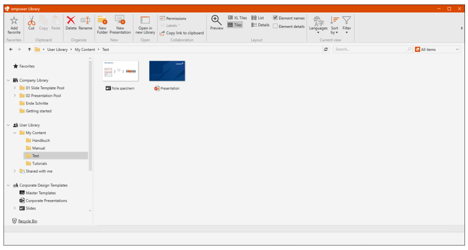

Figure 26. Library Window

You can tell what type of element it is by the icon in the bottom left corner of each element (Figure 27).

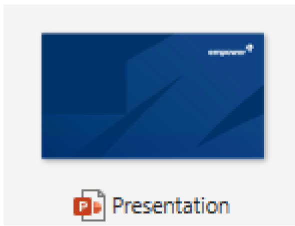

Figure 27. Presentation Icon

For each element, further meta information such as author, last modification date and size can also be viewed on the bottom of the library (Figure 28).

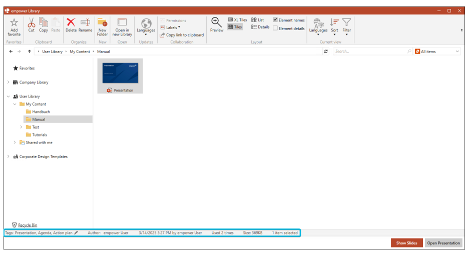

Figure 28. Metadata Display

In the metadata section, you can also view how often the element has been used in your company. The count increases each time an element is inserted or opened by a user.

Depending on the application in which you open the empower® Library, the displayed metadata may vary.

If there are two command buttons displayed in the empower® Library, a double-click will always execute the left button command (Figure 29).

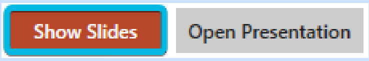

Figure 29. Two Command Buttons in Library

The section *Recycle Bin* is only available in PowerPoint. Depending on the setup of your empower® Environment, the recycle bin might not be available for you.

For further information regarding the recycle bin, see **Use the Recycle Bin**.

For further information regarding the navigation bar, see **Navigation Bar**.

Favorites

You can mark folders and elements as favorites to add them to the section *Favorites*. This section can be used to provide a quick access to your most frequently used folders and elements.

You can add content from all sections in the empower® Library.

To mark a folder or an element as favorite, navigate to the navigation bar and click on the button **Add favorite** (Figure 30).

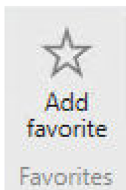

Figure 30. Button **Add favorite**

To remove a folder or an element from the section *Favorites*, navigate to the navigation bar and click on the button **Remove favorite** (Figure 31).

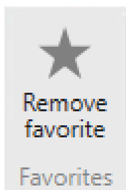

Figure 31. Button **Remove favorite**

Alternatively, you can add and remove folders and elements from the section *Favorites* via their context menu.

If you open a folder in the section *Favorites*, empower® automatically navigates to the original storage location of the folder.

The section *Favorites* is only available in PowerPoint.

Corporate Design Templates

Corporate Design Templates are available with different element types.

The section *Corporate Design Templates* contains, depending on the Office application you are working in, templates for e.g. tables, slides, workbooks, charts or cells, and is intended to help all employees in the company to quickly and easily create new corporate design compliant documents.

> Depending on the setup of your empower® Environment, the amount of available *Corporate Design Templates* might vary.

2.6.1. Permission Concept

In the empower® Library, users and user groups have different permissions for individual folders.

These permissions decide on whether a user can see a folder and its content and to which extend the user is allowed to edit the content.

> All user interface terms in the instructions refer to the empower® User Interface for PowerPoint. In Word and Excel, the user interface might differ slightly.

Permission Roles

The following four types of permission roles can be assigned in the empower® Library:

- ***Folder Administrator*** – Folder Administrators can add, delete and modify all folder content and the folder itself including user rights.
- ***Editor*** – Editors can add, delete and modify all folder content.
- ***Author*** – Authors can add, delete and modify all folder content they have created.
- ***Reader*** – Readers can read and use all folder content but cannot upload changes back to the folder.

> In the *User Library*, you can also have the permission role *Folder Owner*. As a *Folder Owner*, you have the same permissions as a *Folder Administrator*.

Default Settings

By default, all users have the permission role *Reader* in the *Company Library* and are assigned to the technical user *All Users*.

In your *User Library*, you are the only one who has access permissions to the folders unless you actively change the folder permissions.

Some dedicated users have general admin permissions to manage the empower® Library as a whole.

> The technical user *All Users* includes all empower® Users and User Groups in your company.

View Permission Roles

To view the permission distribution for a specific folder, follow the following steps:

1. Select the folder whose permission distribution you want to view.
2. Right-click on the folder.
   A context menu opens (**Figure 32**).

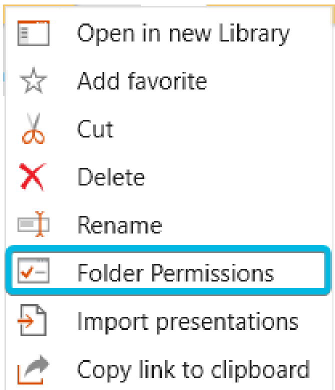

Figure 32. Option **Folder Permissions**

3. Click on the option **Folder Permissions**.
   In the dialog box **Folder Permission**, you can see all users or user groups that have been granted permissions for this folder (**Figure 33**).

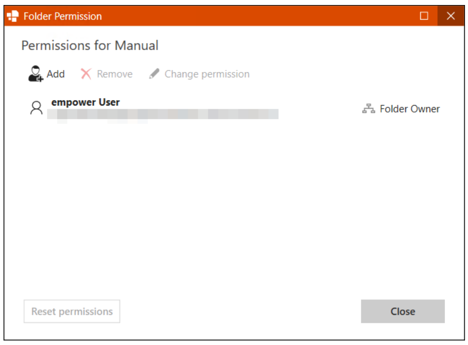

Figure 33. Dialog Box **Folder Permission**

All changes that you make in this dialog box are applied immediately.

Alternatively, you can select a folder and then click on the button **Permissions** in the library navigation bar to open the window **Folder Permission** (Figure 34).

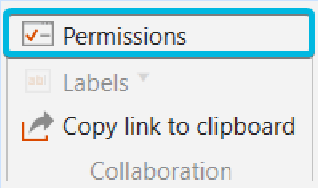

Figure 34. Button **Permissions**

Permission Inheritance

Permissions can only be assigned to folders. Therefore, all elements inside a folder inherit the permission distribution of the folder.

In addition, all subfolders inherit the folder's permission distribution.

You can identify an inherited permission role by the **inheritance** symbol next to the permission role.

Direct permissions do not have a symbol.

For further information regarding granting permissions, see **Grant Permissions**.

Change Permission Roles

To adjust the existing permission role assignment for a folder, follow the following steps:

1. In the dialog box **Folder Permission**, search for the user or group whose permission role you want to adjust.
2. On the right-hand side of the user's or group's name, click on the user's or group's current permission role (**Figure 35**).
   A drop-down menu opens.

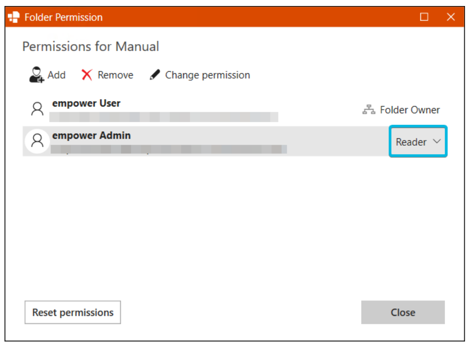

Figure 35. Permission Role Display

3. In the drop-down menu, choose the permission role you want to assign to the user or group (Figure 36).

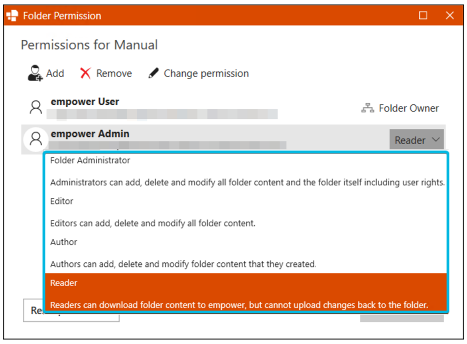

Figure 36. Permission Role Drop-Down Menu

4. If you have finished, click on the button **Close**.

Alternatively, you can select the user or group whose permission role you want to change and click on the button **Change permission** (Figure 37). Then, select a permission role from the list.

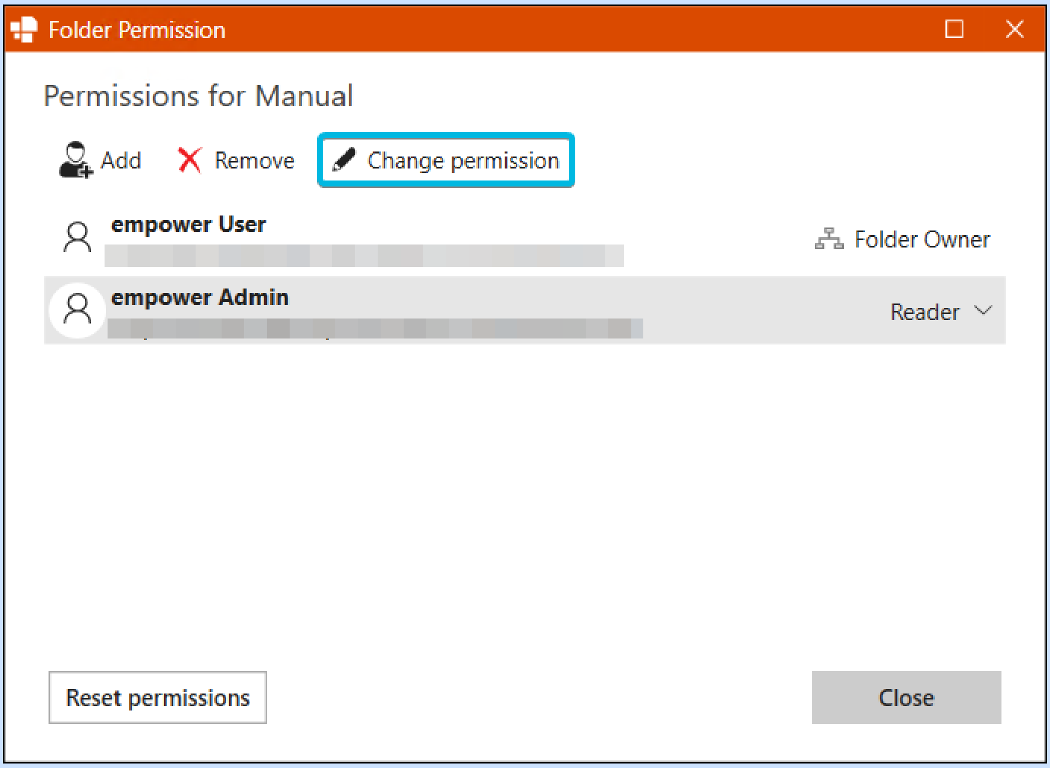

Figure 37. Button **Change permission**

You can only change a user's or a group's permission role if you are the *Folder Owner* or a *Folder Administrator*.

Grant Permissions

To assign a permission role to a user that has not yet been assigned a permission role for the selected folder, follow the following steps:

1. In the dialog box **Folder Permission**, click on the button **Add** (Figure 38).
2. Search for a user or group you want to grant access to this folder.
3. Select the respective user or group from the search results.

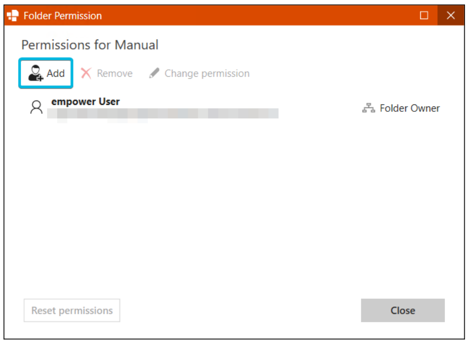

Figure 38. Button **Add** in Window **Folder Permission**

4. Click on the button **Add** (Figure 39).
   The user or group will automatically be added with the permission role *Reader*.
   a. If you want to change the permission role after adding the user or group, follow the steps under **Change Permission Roles**.

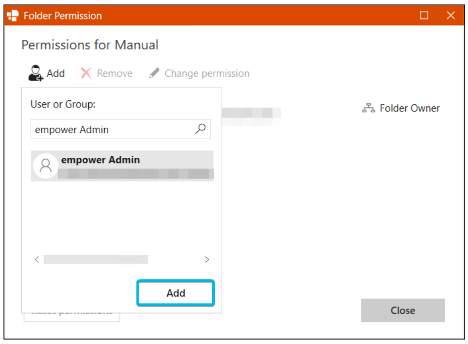

Figure 39. Button **Add**

You can only add a user or a group to the list if you are the *Folder Owner* or a *Folder Administrator*.

Remove Permissions

If you want to remove all permissions from a user or a group, follow the following steps:

1. Select the respective user or group.
2. Click on the button **Remove** (Figure 40).
   A dialog box opens.

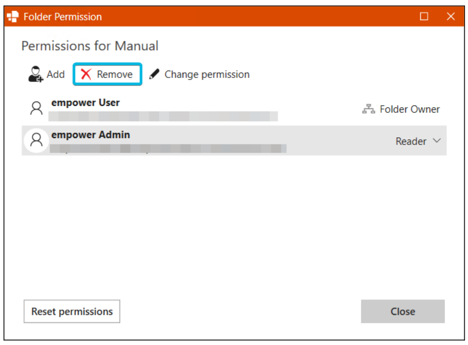

Figure 40. Button **Remove**

3. To remove the user or group from the list, click on the button **Yes** (**Figure 41**).

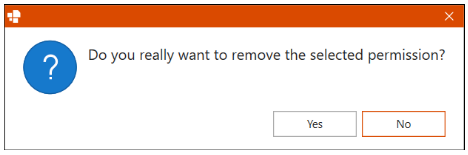

Figure 41. Dialog Box for Permission Removal

> If you delete an inherited permission, you create an invisible break. This break can only be undone by resetting the permissions.
>
> For further information regarding the reset of permissions, see **Reset Permissions**.

Reset Permissions

If you want to reset all changes that have been made to the permission distribution after the creation of the folder, click on the button **Reset permissions** (**Figure 42**).

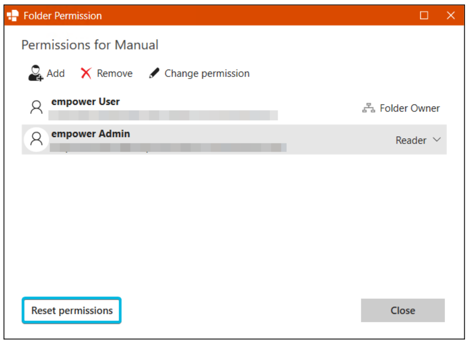

Figure 42. Button **Reset permissions**

A dialog box opens (**Figure 43**).

To reset the permissions, click on the button **Yes**.

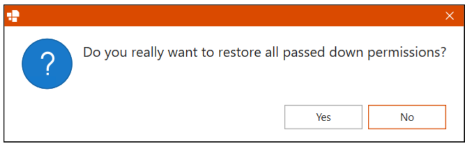

Figure 43. Dialog Box for Permission Reset

2.6.2. Online Availability of Library Content

When synchronization is performed via empower® Sync, both metadata and content data are synchronized. Content data can include, for example, the contents of presentations or slides. Content data is downloaded once accessed upon inserting them from the empower® Library.

Content in library folders marked with a **cloud** symbol is only available online (**Figure 44**).

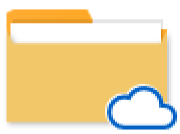

Figure 44. Online Folder

If folders in the library do not have a **cloud** symbol, the content stored here is also available offline (**Figure 45**).

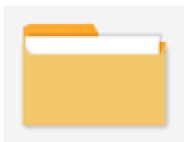

Figure 45. Offline Folder

Online and offline synchronization is inherited by all subfolders: from the top folder of each library section to the entire library content, and from any other folder in the library to its subfolders.

You can make folders available offline for yourself, if temporarily required for your work without a stable internet connection.

To do so, follow the following steps:

1. Right-click the folder you want to make available offline.
   A context menu opens.
2. Click on the option **Offline** to expand the context menu (Figure 46 **(1)**).
3. Click on the option **Make Available Offline** (Figure 46 **(2)**).
4. Navigate to the empower® Sync and click on the button **Sync now**.
   Your folder is now available offline and does no longer have a **cloud** symbol.

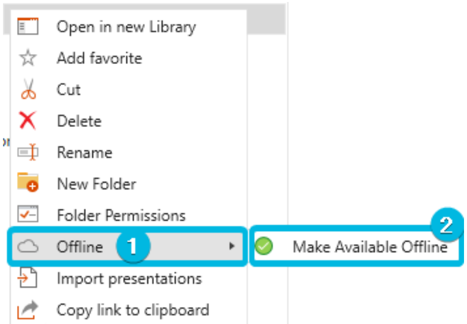

Figure 46. Option **Offline** and Button **Make Available Offline**

To change an offline folder back to an online folder, follow the following steps:

1. Right-click on the folder you want to make available online only.
   A context menu opens.
2. Click on the option **Offline** to expand the context menu (Figure 47 **(1)**).
3. Click on the option **Make Available Online Only** (Figure 47 **(2)**).
4. Navigate to the empower® Sync and click on the button **Sync now**.
   Your folder is now available online and does have a **cloud** symbol.

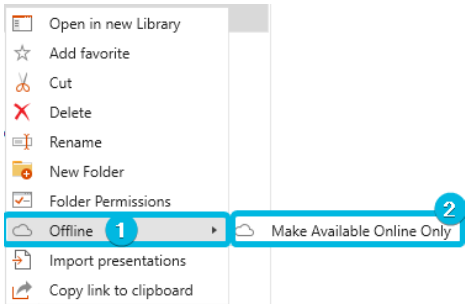

Figure 47. Option **Offline** and Button **Make Available Online Only**

Content data that you have downloaded or synchronized once will remain available offline. Even if the folder is later set to online-only again, the already synchronized content data will not be deleted from your device.

> By default, a specific set of library sections and contents are available offline in your empower® Environment.
>
> Depending on the configuration of your empower® Environment, the amount of offline available content might vary.

> All user interface terms in the instructions refer to the empower® User Interface for PowerPoint. In Word and Excel, the user interface might differ slightly.

2.6.3. Navigation Bar

When you have opened the empower® Library, you can access the navigation bar.

If it is collapsed, you can see a selection of actions (**Figure 48**).

Figure 48. Collapsed Navigation Bar

To expand the navigation bar, click on the button **Expand** in the top right corner (**Figure 49**).

Figure 49. Button **Expand**

In the expanded navigation bar, you can access all available actions (**Figure 50**). If an action is not available for the currently selected element, it is grayed out.

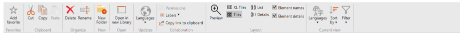

Figure 50. Expanded Navigation Bar

All user interface terms in the instructions refer to the empower® User Interface for PowerPoint. In Word and Excel, the user interface might differ slightly.

Display Options

In the group Layout in the expanded navigation bar, you can choose how the library content should be displayed (**Figure 51**).

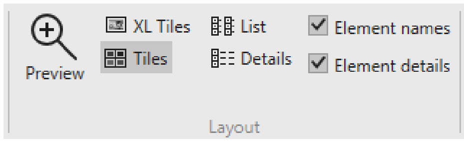

Figure 51. Group Layout

You can choose between normal tiles, XL tiles, a list view and a detailed view.

In addition, you can decide if the element names and details such as the assigned language should be displayed or not.

If you want to know what an element looks like in detail before inserting or opening it, you can use the option **Preview** (**Figure 52**).

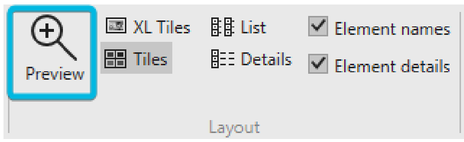

Figure 52. Button **Preview**

If you choose the option **Preview**, all elements will be displayed in a bigger size, so you are able to see the content and decide if you want to use it or not (**Figure 53**).

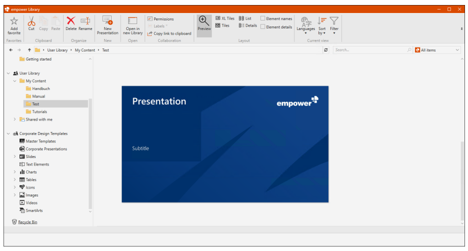

Figure 53. Library Window in Preview View

2.6.4. Create New Content in Library

In the empower® Library, you can create new content, such as folders, from scratch.

In addition, you can create new presentations in the empower® Library.

Depending on your permissions, the library sections in which you can create new content to might vary.

For further information regarding the permission concept, see **Permission Concept**.

Create New Folder

To create a new folder in the empower® Library, navigate to the section in which you want to add a new folder. Then, navigate to the group New in the navigation bar and click on the button **New Folder** (**Figure 54**).

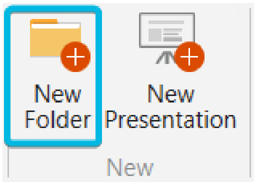

Figure 54. Button **New Folder** in Navigation Bar

The folder is added to the respective library section. By default, the folder is named *New Folder*.

After creation, the folder is automatically added in edit mode. Therefore, you can change its name directly after creating the folder. To do so, enter the name and press **Enter**.

After saving the folder name, the library automatically reloads its content and sorts it according to your sorting preferences.

You cannot create and save folders in the following library sections:

- Favorites
- Corporate Design Templates
- empower Elements
- Integration folders (such as Icons8 or Unsplash)

However, you can create and save folders in the subfolders of the sections *Corporate Design Templates* and *empower Elements*.

Alternatively, you can create a new folder by opening the parent folder's context menu in the folder tree or by opening the context menu in the empty item view and choosing the option **New Folder** (**Figure 55**).

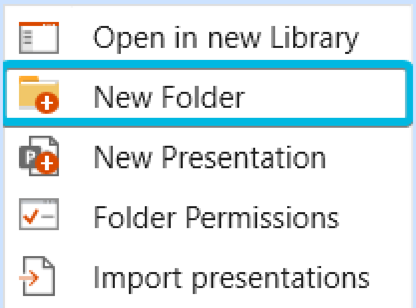

Figure 55. Option **New Folder** in Context Menu

If you create a new folder in the section *User Library* via the empower® Web App or via the Office Online applications, this folder will be automatically added under *My Content* to your *User Library* in the empower® Library for all desktop applications.

You cannot save folders in the library section *User Library*. If you create a folder in the *User Library*, it will automatically be saved to its subfolder *My Content*.

All user interface terms in the instructions refer to the empower® User Interface for PowerPoint. In Word and Excel, the user interface might differ slightly.

For further information regarding sorting the library content, see **Sort Library Content**.

Create New Presentation

To create a new presentation directly in the empower® Library, navigate to the section in which you want to add a new presentation. Then, navigate to the group New in the navigation bar and click on the button **New Presentation** (Figure 56).

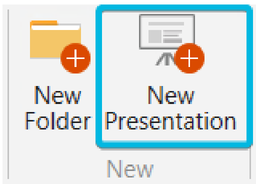

Figure 56. Button **New Presentation** in Navigation Bar

The presentation is added to the respective library section. By default, the presentation is named *New Presentation*.

After creation, the presentation is automatically added in edit mode. Therefore, you can change its name directly after creating the presentation. To do so, enter the name and press **Enter**.

After saving the presentation name, the library automatically reloads its content and sorts it according to your sorting preferences.

Alternatively, you can create a new presentation by opening the parent folder's context menu in the folder tree or by opening the context menu in the empty item view and choosing the option **New Presentation** (Figure 57).

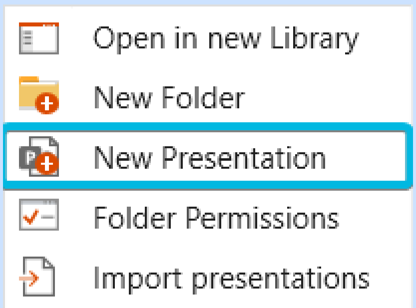

Figure 57. Button **New Presentation** in Context Menu

For further information regarding sorting the library content, see **Sort Library Content**.

After its creation, the presentation is empty. You can add slides to the presentation using copy & paste.

To do so, copy a slide from the library that you want to add to the presentation. Then navigate into the new presentation and paste the slide into the presentation.

You can also copy multiple slides contained in the same folder and paste them to the new presentation all at once.

2.6.5. Import Presentations

Use the *Presentation Importer* to bulk import individual presentations and slide template collections or entire folders of presentations to the empower® Library.

To do so, follow the following steps:

1. Right-click on the folder into which you want to import the presentation(s).
   A context menu opens.
2. Click on the option **Import presentations** (Figure 58).
   A dialog box opens.

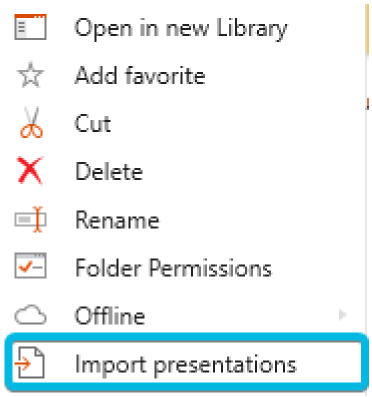

Figure 58. Option **Import presentations**

3. Choose your preferred option:
   a. Click on the option **Selected presentations** to import individual presentations to your selected folder (Figure 59 **(1)**).
   b. Click on the option **Whole folders** to import entire folders with presentations to your selected folder (Figure 59 **(2)**).
4. Browse to your individual files or folders with presentations on your device and confirm your selection to import the content to your selected library folder.

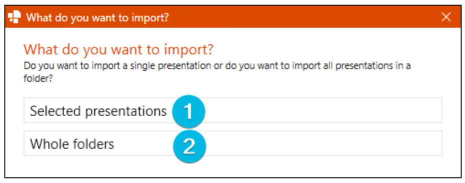

Figure 59. Dialog Box with Import Options

If you choose to import a whole folder, a dialog box opens (Figure 60).

Read the message carefully and decide if you want to include subfolders or not.

Then, click on the button **Start import of presentations**.

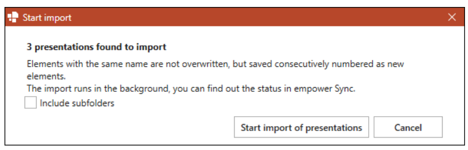

Figure 60. Dialog Box for Folder Import

The *Presentation Importer* is available in the following library sections:

- Corporate Design Templates – Corporate Presentations
- Corporate Design Templates – Slides

Usually, the *Presentation Importer* is used in the library section *Corporate Design Templates – Slides* to upload slide template collections. Slide template collections are sets of similar (e.g. variations of) slides or slide templates that are grouped in a presentation.

Imported presentations are not automatically converted to your current master template. Use the empower® Conversion to ensure your imported content is compliant to your corporate design.

For further information regarding the conversion, see **Convert Content**.

2.6.6. Manage Content in empower®

In empower®, you can manage your content in one location.

When you have created new content such as documents or presentations, you can save this content to the empower® Library.

Once you have saved content to the empower® Library, you can move the content by using the cut, copy and paste actions, rename the content or delete it from the library again.

You can execute these actions if you have the required permissions.

All user interface terms in the instructions refer to the empower® User Interface for PowerPoint. In Word and Excel, the user interface might differ slightly.

For further information regarding the permission concept, see **Permission Concept**.

For further information regarding the creation of content in the empower® Library, see **Create New Content in Library**.

For further information regarding the creation of new presentations, see **Create a New Presentation**.

For further information regarding the creation of new documents, see **Create a New Document**.

For further information regarding the creation of new workbooks, see **Create a New Workbook**.

Save Content to the Library

Once you have created new content in one of the Office applications, you can save it to the empower® Library.

To do so, follow the following steps:

1. Select the elements you want to save.
   If you want to save a single object, select the object.
   If you want to save a single slide or a slide set, select the respective slides.
   If you want to save the entire presentation, skip this step.
   If you want to save the entire document, skip this step.
2. Navigate to the group Start in the empower® Ribbon.
3. Click on the lower part of the split button **Library** (**Figure 61**).

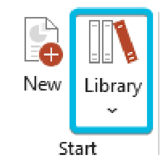

Figure 61. Button **Library**

4. In the drop-down menu, click on the option **Save** (Figure 62).
   A menu opens.

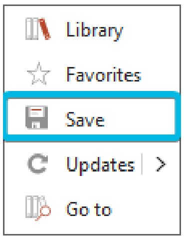

Figure 62. Option **Save**

5. In the menu, choose what element type you want to save.
6. Then, click on the button **Save as** (Figure 63).
   The library opens.

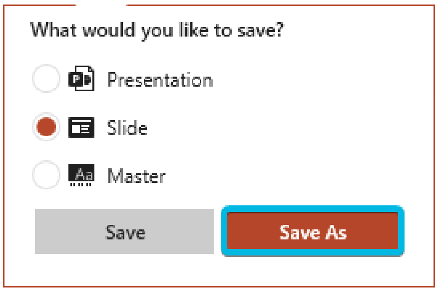

Figure 63. Button **Save as**

7. In the library, navigate to the folder in which you want to save the element.
8. Change the element name.
9. Click on the button **Save** (Figure 64).

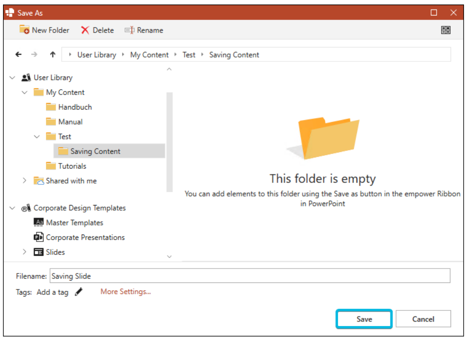

Figure 64. Button **Save** in Library

If you want to overwrite the existing version of the element, navigate to its original location and click on the button **Overwrite** (Figure 65).

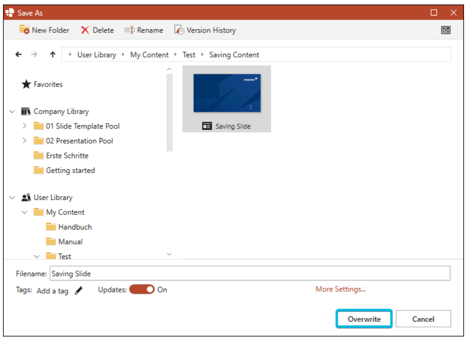

Figure 65. Button **Overwrite** in Library

If enabled by your empower® Administrators, a *Corporate Design Check* will be executed automatically when you save an element from PowerPoint to the empower® Library.

For further information regarding the empower® Corporate Design Check, see empower® Corporate Design Check.

Document Templates with relative links cannot be saved in the empower® Library.

A dialog box opens (**Figure 66**).

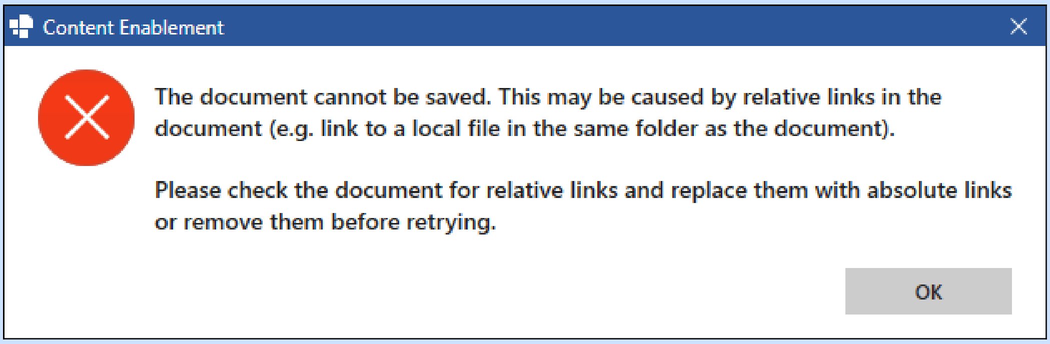

Figure 66. Document Template with Relative Links

Files that are bigger than 500MB cannot be saved to the empower® Library.

Files that are protected either by the Office built-in document protection or by AIP (Azure Information Protection) cannot be processed by empower®.

For further information regarding AIP, see **What is Azure Information Protection?**.

If you save a slide, you can navigate into a presentation to save the slide directly to the presentation.

If you use the button **Save as** to save single objects, the library always displays the library folders as being empty. However, the content has not been deleted, it is only hidden during the saving process.

The selection of element types varies in the Office applications.

Save empower® Elements

For Administrators

If you are an empower® Administrator, you can save empower® Elements to the library.

To do so, select the element you want to save and then follow steps 2 to 4 under **Save Content to the Library**.

Then, select the option **empower Elements** from the list. Here, you can choose which type of empower® Elements you want to save.

If you have finished, click on the button **Save as** (Figure 67).

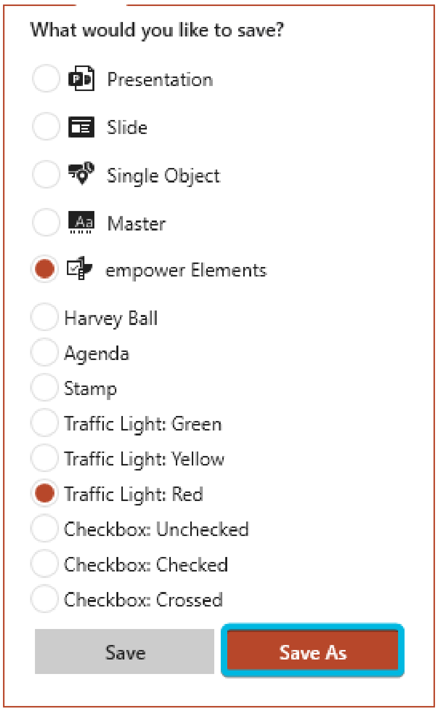

Figure 67. Save empower® Elements

If you have selected an element type that your selection does not comply with, a message appears (Figure 68).

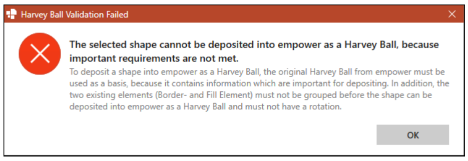

Figure 68. Dialog Box for Invalid Element Selection

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empower® Elements are always saved to the subsection *empower Elements*. If you have created design folders for your empower® Designs you can add them to these design folders.

There can only be one Harvey Ball template, one set of traffic light templates and one set of checkbox templates per design folder.

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If a user uses an empower® Elements such as a stamp, a traffic light, a checkbox or a Harvey Ball, the element is always inserted at the position where it was saved at.

Save and Edit Content Blocks

For Administrators

To save a content block to the empower® Library, select the content block you want to save and then follow steps 2 to 4 under **Save Content to the Library**.

Then, select the option **Content Block** (Figure 69 **(1)**) from the list and click on the button **Save as** (Figure 69 **(2)**).

Now, save the content block to the desired storage location.

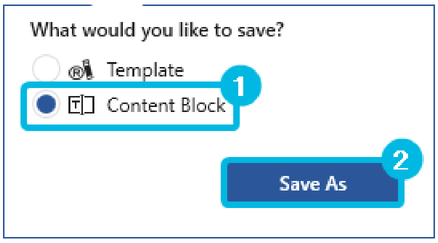

Figure 69. Save Content Block

If you have used text styles for the content block, these text styles are preserved when saving the content block.

When the content block is inserted into a document with a different design, the content block therefore adapts to the design and adheres to the respective text styles in this document.

The thumbnail in the empower® Library always shows the style the content block was saved in.

Overwrite Content Blocks

To be able to overwrite the content block, follow the following steps:

1. Insert the content block from the empower® Library.
2. If it is not already available in your ribbon tabs, add the tab Developer to your ribbon tabs.
   For further information, see **Show the Developer Tab in Word**.
3. Navigate to the tab Developer and click on the button **Design Mode** (Figure 70).
   You can now see the start and end marker for the rich text content control (Figure 71).

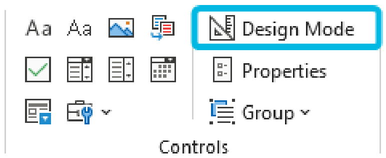

Figure 70. Enter Design Mode

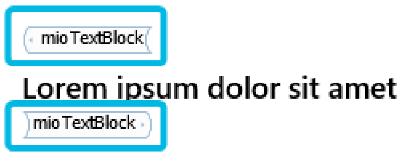

Figure 71. Start and End Marker for Content Control

4. To delete the rich text content control, right-click on the start marker and choose the option **Remove Content Control** (**Figure 72**).
5. Click on the button **Design Mode** again to disable the *Design Mode*.
   If you do not leave the *Design Mode*, you will not be able to save the content block.
6. Now, make your changes to the content block.
7. Save the content block back to the empower® Library under the same storage location and under the same name.
   A dialog box opens.

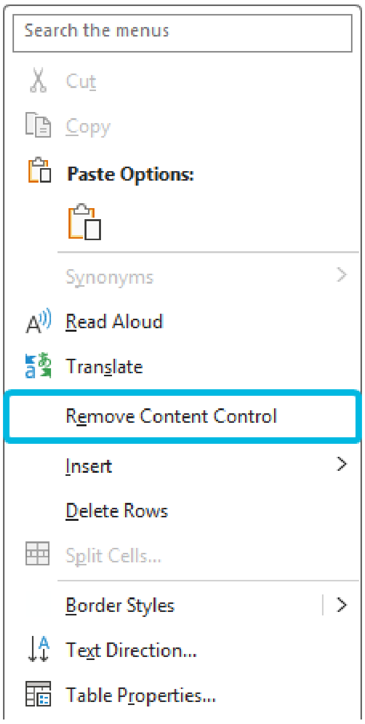

Figure 72. Option **Remove Content Control**

8. In this dialog box, confirm that you want to overwrite the content block by clicking on the button **Yes** (**Figure 73**).

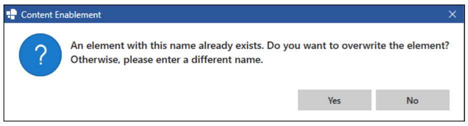

Figure 73. Dialog Box on Overwrite

If you do not delete the rich text content control, a dialog box opens when you try to overwrite the content block (**Figure 74**).

This is due to the fact that a content block cannot be saved if it is present in the currently open document.

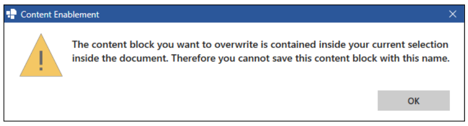

Figure 74. Dialog Box for Selected Content Block

If you are still in *Design Mode* while saving a content block, a dialog box opens (**Figure 75**).

Leave *Design Mode* to save the content block.

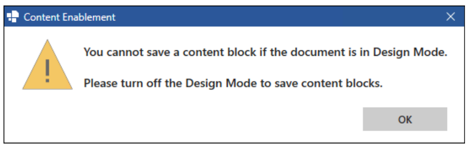

Figure 75. Dialog Box for Design Mode

The same method can be used if you have multiple content blocks in a document and want to compose a new content block out of existing content blocks and new text ranges.

Once you remove the start and end marker of the content block, the content block will not be updated anymore.

Save and Edit Table Sizes

For Administrators

If you have already defined a table (column widths, total width) within your workbook, select it to save it and follow the following steps:

1. Navigate to the group Start in the empower® Ribbon.
2. Click on the lower part of the split button **Library** (Figure 76).

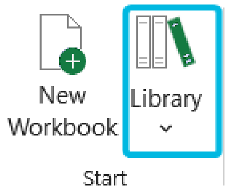

Figure 76. Button **Library**

3. Click on the option **Save** (Figure 77).

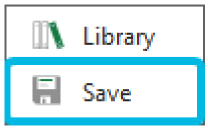

Figure 77. Option **Save**

4. Then click on the option **Table Size** (Figure 78 **(1)**).
5. Select the option **Save as** (Figure 78 **(2)**).
6. Navigate to the desired storage location, give the table size a name and confirm your selection.
   The table size is saved.

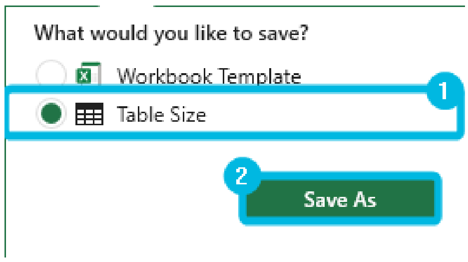

Figure 78. Save Table Size

If you have not yet defined a table, follow the following steps:

1. Navigate to the group Insert in the empower® Ribbon and click on the button **Elements** (Figure 79).

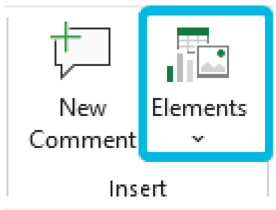

Figure 79. Button **Elements**

2. Select the option **Tables** (Figure 80).

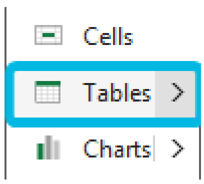

Figure 80. Option **Tables**

3. Then select the option **Table Size** (Figure 81 **(1)**).
4. Then select the option **Create Table Sizes** (Figure 81 **(2)**).
   A new workbook opens.

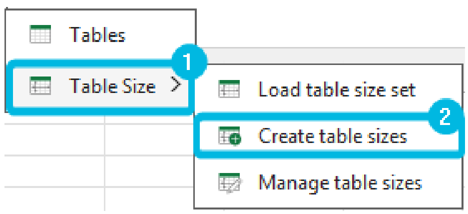

Figure 81. Options in **Table Sizes**

5. Apply your desired formatting to each column (Figure 82):
    a. Column A – Name of the table size set
    b. Column B – Name of the table size
    c. Column C – Total width of the table in centimeters (cm)
    d. Column D et sqq. – Individual fixed column widths

    You can define multiple table sizes from the table in the workbook that opens and then upload them as a set to the library.
6. Save the table size to the empower® Library.
    The workbook closes automatically.

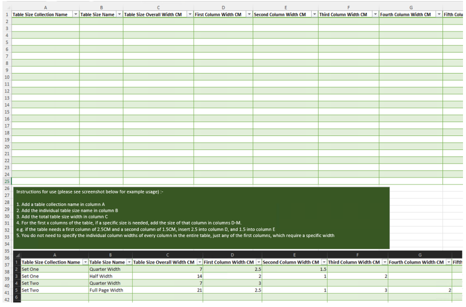

Figure 82. Workbook to Define Table Sizes

> It is not necessary to manually set an individual column width for each column. The width of all columns that are not manually defined is automatically calculated and set to the total width of the table based on the remaining width.
>
> A brief guide to the available settings can also be found in the workbook that opens.

To edit table sizes, follow the following steps:

1. Navigate to the group Insert in the empower® Ribbon and click on the button **Elements** (Figure 79).
2. Select the option **Tables** (Figure 80) and **Table size** (Figure 83 **(1)**).
3. Then select the option **Manage table sizes** (Figure 83 **(2)**).
    The library opens in the section *Table sizes*.
4. Select the table size you want to edit and double-click to open it.
    A new workbook opens.
5. Adjust the table sizes according to your requirements and save it back to the empower® Library.
    a. Keep the table size name to overwrite it.
    b. Change the table size name to create a new table size.

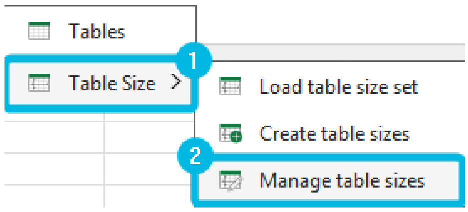

Figure 83. Option **Manage table sizes**

> If the *User Library* is enabled in your empower® Environment, you can save table sizes to your *User Library*.

Overwrite Content

To overwrite an element, follow the following steps:

1. Click on the lower part of the split button **Library**.
2. Click on the option **Save**.
3. In the menu, choose what you want element type to save.
4. Then, click on the button **Save** (Figure 84).

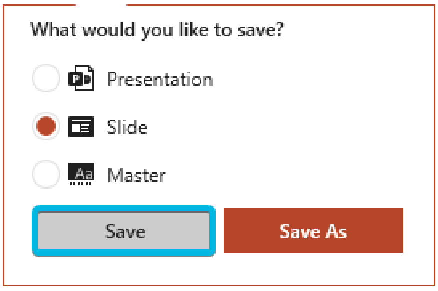

Figure 84. Button **Save**

If the content originates from the empower® Library, the element will be overwritten without opening the library.

If the content does not originate from the empower® Library, the library opens.

This means the content is saved to the library for the first time. To do so, follow the steps to save a new element.

> If you overwrite an element which is part of an update group, a dialog box might open. In this dialog box, you can decide if you want to share, force or not distribute the update at all.
>
> Depending on the setup of your empower® Environment, the dialog box might not open at all.
>
> For further information regarding update groups, see Update Groups.

Advanced Settings

When you save an element in the empower® Library, you can make further adjustments using the advanced settings.

To do so, click on the button **More Settings…** (Figure 85).

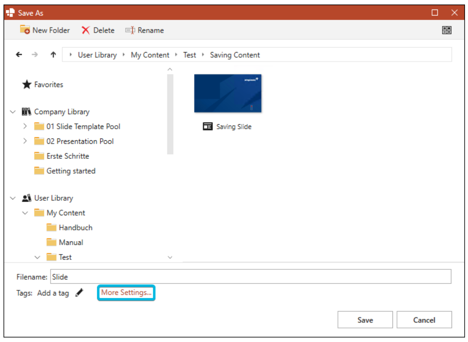

Figure 85. Button **More Settings…**

Here, you have three options (Figure 86):

- **Change Detection** – To deactivate the automatic change detection, switch this toggle button to *Off*.
  The change detection checks if an element has really been changed since its last upload. If this is not the case, empower® will not create a new version of the element.
- **Automatic language detection** – To deactivate the automatic language detection, switch the toggle button to *Off*.
  The automatic language detection is used to assign a language to an element once it is saved based on its content. It works for all languages that have been enabled by your empower® Administrators.
- **Version comment** – Type in a comment if you want to tell other users what has changed for this version.
  This comment will be shown in update notifications and in the version history.

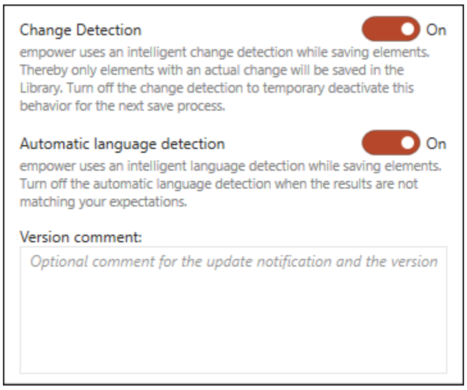

Figure 86. Advanced Settings

> For multilingual slides, the automatic language detection works reliably if 2/3 of the content consist of one language.

> The advanced settings are only available in PowerPoint.

> For further information regarding the assignment of languages, see **Languages and Translations**.

If you overwrite an element in the empower® Library, there are additional options for sharing updates.

The following options are available (Figure 87):

- **Updates** – To treat the element as an update, switch the toggle button to *On*. If this toggle button is switched to *On*, the default update mode is used to distribute updates.
- **Share Update** – To make sure updates are shared with other users when they open an element that is part of the same update group, select this option.
- **Force Update** – To force the update and update all elements in the same update group without asking for confirmation, select this option.

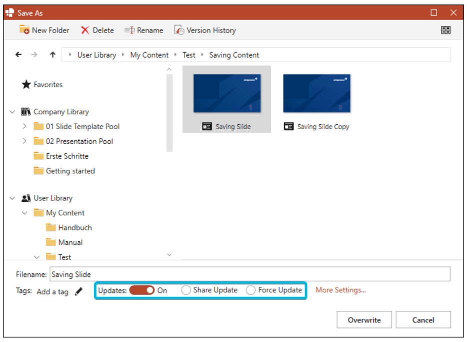

Figure 87. Update Settings

> The settings **Share Update** and **Force Update** are only available for root elements of update groups.
> For further information on update groups, see **Update Groups**.

Set Documents as Default

For Administrators

If you have been granted admin permissions, you can set a company default template in Word or Excel that will be used for the whole company. The saving process is the same in both Office applications and is explained based on empower® in Word.

To do so, follow the following steps:

1. Open the empower® Library.
2. In the section *Corporate Design Templates*, navigate to the required subsection *Document Templates*.
3. Right-click on the template you want to define as the company default.
   A context menu opens.
4. In the context menu, click on the option **Set as default** (**Figure 88**).
   A dialog box opens.

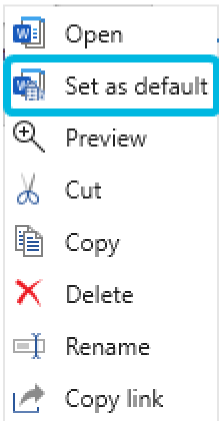

Figure 88. Option **Set as default**

5. Read the message carefully and make sure all users have permissions to access the template.
6. In the dialog box, confirm the new company-wide default by clicking on the button **Yes** (**Figure 89**).

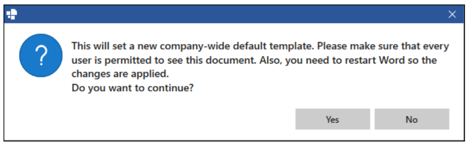

Figure 89. Dialog Box for New Company Default

The template will now be marked as the *Company's Default* (**Figure 90**).

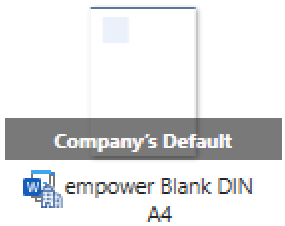

Figure 90. Document Template with Label

To revoke your choice for the company-wide default, right-click on the template and choose the option **Remove default** (Figure 91).

A dialog box opens.

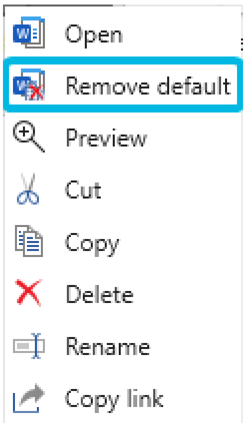

Figure 91. Option **Remove default**

To confirm the process, click on the button **Yes** (Figure 92).

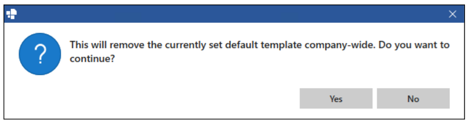

Figure 92. Dialog Box for Removal of Company Default

Alternatively, you can access the options **Set as default** and **Remove default** in the navigation bar via the group Selection.

For information regarding a company-wide default master in PowerPoint, see Use Master Templates.

Cut, Copy and Paste Content

You can use the cut, copy and paste actions to create duplicates or to move content from one location in the library to another.

You can cut and paste elements and folders but folders cannot be copied.

You can also select multiple elements at once. However, the selection of elements and folders at the same time is not possible.

To cut out an element, select the element and navigate to the group Clipboard. Then, click on the button **Cut** (Figure 93).

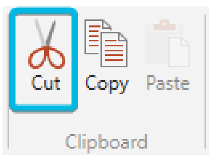

Figure 93. Button **Cut**

The element is marked as cut out until it is pasted again.

To copy an element, select the element and navigate to the group Clipboard. Then, click on the button **Copy** (Figure 94).

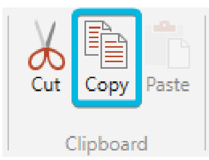

Figure 94. Button **Copy**

As soon as you have either used the cut or the copy action, the paste action becomes available.

To paste an element to a location in the empower® Library, navigate to this location. Then navigate to the group Clipboard in the navigation bar and click on the button **Paste** (Figure 95).

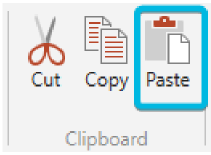

Figure 95. Button **Paste**

The element or the folder is pasted to the location.

Alternatively, you can access the options **Cut**, **Copy** and **Paste** via the context menu of elements or folders or use the following keyboard shortcuts for **Copy** and **Paste**:

Copy – **Ctrl** + **C**

Paste – **Ctrl** + **V**

If you paste an element to a folder in which another element with the same name is present, a number in brackets is added to your copy's name.

If you paste a folder to a location in which another folder with the same name is present, both folders keep this same name.

You cannot cut, copy or paste the subsections of the section *Corporate Design Templates* as a whole. However, you can copy and paste content from these locations to other locations.

Rename Content

To rename an element or a folder, select it in the library. Then, navigate to the group Organize in the navigation bar and click on the button **Rename** (Figure 96).

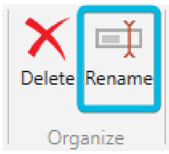

Figure 96. Button **Rename**

Type in the new element name (Figure 97).

Figure 97. Rename Element

To finish the renaming process and save the new name, either press **Enter** or select another element.

To cancel the renaming process, press **ESC**.

If you rename an element in a folder in which another element with the same name is present, a number in brackets is added to the element name.

If you rename a folder in a location in which another folder with the same name is present, both folders keep this same name.

Alternatively, you can access the option **Rename** via the context menu of elements or folders.

You cannot rename the content of integration folders such as Unsplash, Icons8 or SharePoint but you can rename the integration folder itself.

You cannot rename the subsections of the section *Corporate Design Templates*. However, you can rename content inside these subsections if you have the required permissions.

Delete Content

To delete content, select it in the library. Then, navigate to the group Organize and click on the button **Delete** (**Figure 98**).

Figure 98. Button **Delete**

A dialog box opens.

If you have selected a folder, an automated template or a master template, you will not be asked about deletion updates.

To confirm the deletion process, click on the button **Yes** (**Figure 99**).

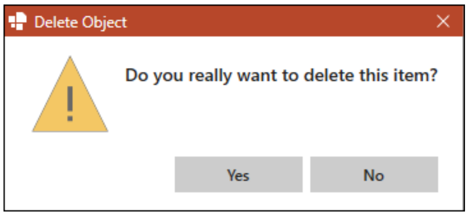

Figure 99. Dialog Box for Folder Deletion

If you delete an element that is not part of an update group or that is a linked copy of a root element, you will be asked if you want to share a deletion update (**Figure 100**).

If you want to share the deletion update, tick the checkbox.

Then, click on the button **Yes**.

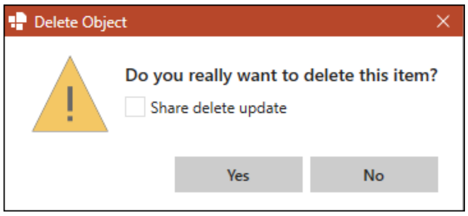

Figure 100. Dialog Box for Slide Deletion

The delete update is shared with presentations that contain the slide and have been stored locally. It is not shared with other slides in the same update group.

For further information regarding this behavior, see **Update Slides in Update Group**.

If you delete an element that is the root element of an update group, you will be asked which update mode you want to use for the deleted element (**Figure 101**).

Select the option you want to use and then click on the button **Delete anyway**.

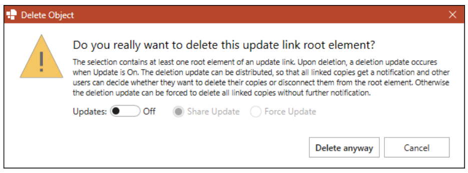

Figure 101. Dialog Box for Root Element Deletion

The element is deleted from the empower® Library.

If you delete a folder, all its content is deleted without deletion updates.

Alternatively, you can access the option **Delete** via the context menu of elements or folders.

If the feature *Recycle Bin* has been enabled by your empower® Administrators, you can find deleted content in the recycle bin.

For further information regarding the recycle bin, see **Use the Recycle Bin**.

You cannot delete integration folders such as Unsplash or Icons8 and their content.

You cannot delete the subsections of the section *Corporate Design Templates*.

2.6.7. Search in Library

With the library search, you can execute a targeted search which searches the entire library, including the properties of an element such as tags, text, notes and alternative text.

To execute a search, enter your search word in the search bar and press **Enter** (**Figure 102**).

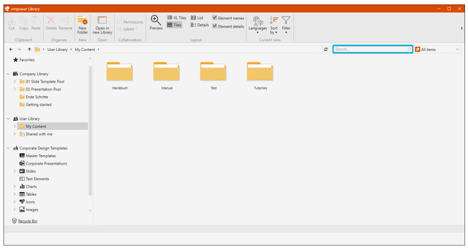

Figure 102. Search Bar

The search is available online and offline.

If you want to broaden or specify your search, you can modify your search by defining the search scope and by using operators, wildcards and fields.

All user interface terms in the instructions refer to the empower® User Interface for PowerPoint. In Word and Excel, the user interface might differ slightly.

For further information regarding the online and offline availability, see **Online Availability of Library Content**.

Search Scope

Before executing your search, you can define the scope of the search (**Figure 103**).

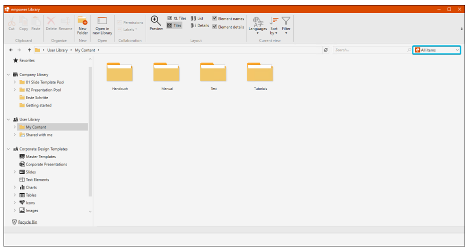

Figure 103. Search Scope

You can decide if you want to search in the whole library, in the current library, in the current folder or in the current folder and all its subfolders (**Figure 104**).

To do so, open the drop-down menu next to the search field and choose the preferred option.

If you execute a search now, empower® will only search for elements in the respective library section.

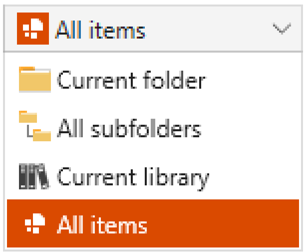

Figure 104. Search Scope Drop-Down Menu

By default, the option **All items** is set in empower®.

Wildcards and Operators

To broaden your search results, you can use the following wildcard characters:

- Question mark (?) for single character wildcards (**Figure 105**)
  - Use the question mark (?) to replace a character. The question mark can stand for any character. For example, if you search for *Te?t*, you will receive results for elements containing the words *Test* and *Text*.
- Asterisk (*) for multiple character wildcards (**Figure 106**)
  - Use the asterisk (*) to replace multiple characters. The asterisk can stand for any number of characters. For example, if you search for *Test**, you will receive results for elements containing the words *Test*, *Tester*, *Tests* and *Testing*.

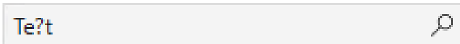

Figure 105. Question Mark

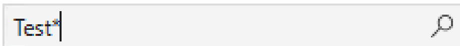

Figure 106. Asterisk

In addition, you can use the following operators to narrow down or to broaden your search results:

- AND: To combine two search terms (Figure 107)
  - Use the operator *AND* to search for two obligatory terms at once. For example, if you search for *Germany AND Switzerland*, you will only receive results for elements containing both terms.

Figure 107. AND

- OR: To search for elements containing either of the search terms (Figure 108)
  - Use the operator *OR* to search for two optional terms at once. For example, if you search for *Germany OR Switzerland*, you will receive results for elements containing either one of the terms or both terms.

Figure 108. OR

- NOT: To exclude elements containing a specific term (Figure 109)
  - Use the operator *NOT* to exclude terms from your search. For example, if you search for *Germany NOT Switzerland*, you will only receive results for elements containing the term *Germany* but not the term *Switzerland*.

Figure 109. NOT

- Plus (+): To make a term obligatory (Figure 110)
  - Use the plus (+) to make terms obligatory for your search. For example, if you search for +*Germany Switzerland*, you will receive results for elements definitely containing the term *Germany* and optionally containing the term *Switzerland*.
    Make sure to place the plus (+) directly in front of the search term. Otherwise the operator will not have the same effect.

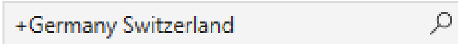

Figure 110. Plus

Fields

To specify your search, you can use fields. The following fields can be searched (Figure 111):

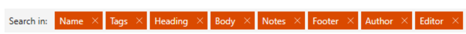

Figure 111. Available Fields in PowerPoint

- Name
- Tags
- Author
- Editor
- Header
- Header (First Page)
- Footer
- Footer (First Page)
- Content
- Heading
- Body
- Notes

To use the fields to specify your search, you must first execute a search. When the search results are displayed, the fields become visible and you can deselect fields that you do not want to search.

To do so, click on the respective field.

The empower® Library automatically carries out a new search each time a field is enabled or disabled.

By default, all fields are searched for the initial search.

> Depending on the Office application in use, not all fields are available.

> The field selection for the search does not apply to library content that comes from integrations such as Unsplash or Icons8.
>
> For example, if you disable the field *Name*, you will still receive search results from the integration that contain the search term in the name.

Open Library Location

If you find an element you want to use, you can navigate to its actual location in the empower® Library.

To do so, click on the button **Open in Library** in the navigation bar. empower® will automatically jump to the element's location in the library (Figure 112).

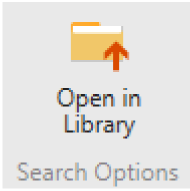

Figure 112. Button **Open in Library**

For slides that are part of a presentation, the button is called **Show in presentation** (Figure 113).

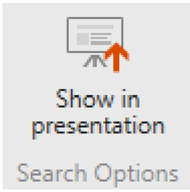

Figure 113. Button **Show in presentation**

> Alternatively, you can open the context menu of the respective element and choose the option **Open in Library** or **Show in presentation**.

2.6.8. Element Tags

You can add so-called tags to an element if you want to add information to the element's metadata (Figure 114).

Figure 114. Tag *Presentation*

To do so, follow the following steps:

1. Select the respective element in the empower® Library.
2. On the bottom of the window, click on the **pen** symbol (Figure 115).
   A dialog box opens (Figure 116).

Figure 115. **Pen** Symbol

3. In the dialog box, choose one of the tags from the tag list or enter your own tag and press **Enter**.
   You can add as many tags as you want.
   a. To add multiple tags at once in the text field, separate your keywords with non-breaking spaces. To create a non-breaking space, hold the key **Alt** while typing **0160** with the number block.

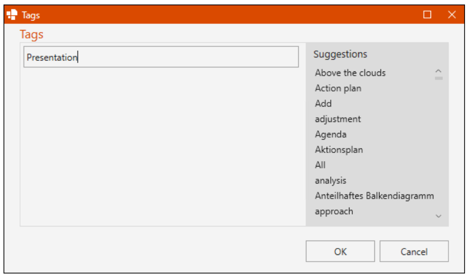

Figure 116. Window **Tags**

4. If you have finished, click on the button **OK** (Figure 117).
   Your tags will be added to the element. They are displayed along with the metadata on the bottom of the library window (Figure 118).
   a. If you have added multiple tags at once using non-breaking spaces, close the empower® Library and open it again to view the separate tags.
   After closing the tag editor, the tags will first be displayed as one single tag.

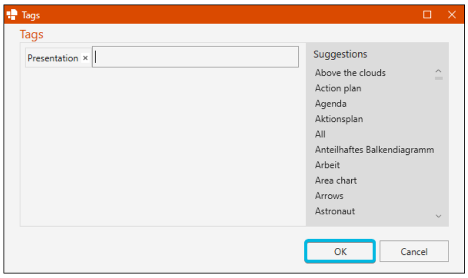

Figure 117. Button **OK**

Figure 118. Metadata Info Tags

If you want to add the same tag to multiple elements, select multiple elements at once by holding down the key **Ctrl** while clicking on the elements. Then, click on the **pen** symbol.

Now, follow the steps to add tags.

In addition, you can add tags to an element directly when you save it.

To do so, click on the **pen** symbol next to *Add a tag* in the library window (Figure 119).

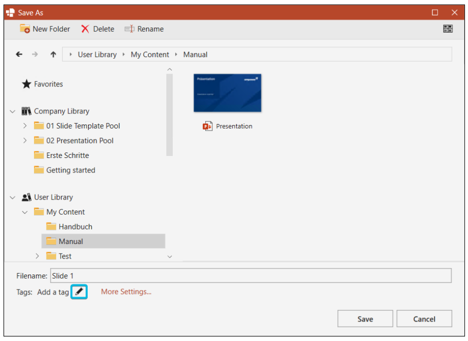

Figure 119. Add a Tag When Saving

Tags can be used to find elements more easily when executing a library search.

Only users with the permission roles *Editor*, *Author* or *Administrator* can add and edit tags.
For further information regarding the permission concept, see **Permission Concept**.

You cannot add tags to elements that are located in an integration folder such as Icons8 or Unsplash.

There is a limit of a maximum of 1020 characters for all tags placed on an element (Figure 120).

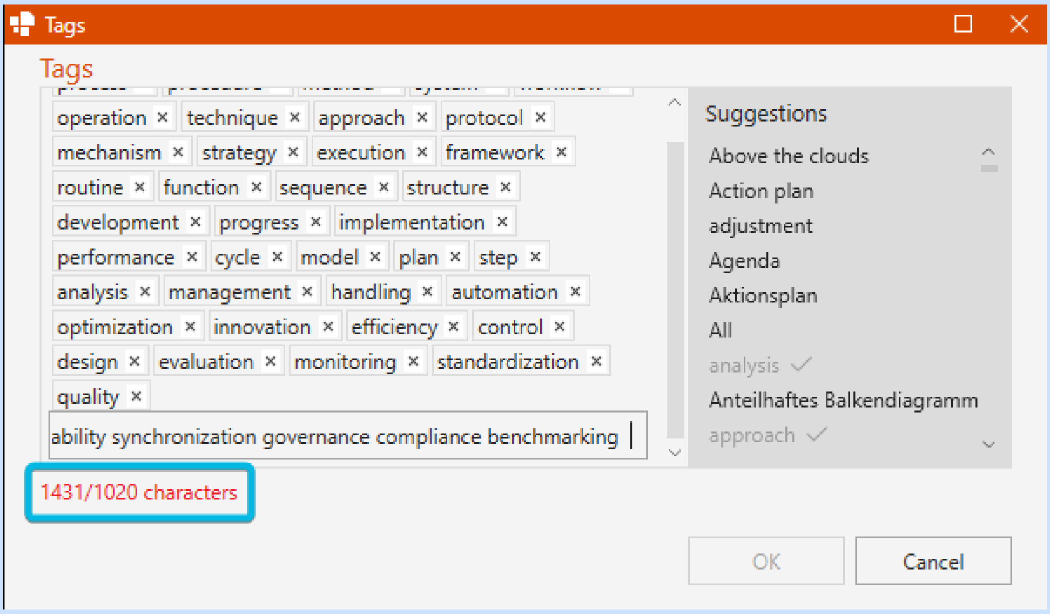

Figure 120. Character Limit

Tag List

The tag list consists of tags that are in use for at least one element (Figure 121). They are sorted in alphabetical order.

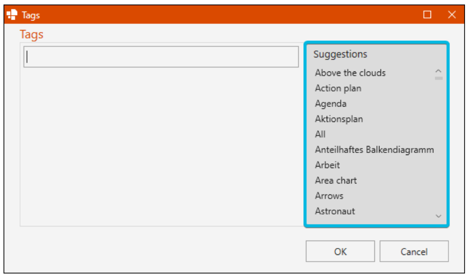

Figure 121. Tag List

To remove a tag from the tag list, remove it from all elements it is used on.

To remove a tag from an element, follow the following steps:

1. Select the respective element in the empower® Library.
2. On the bottom of the window, click on the **pen** symbol. A dialog box opens. The currently added tags are displayed in the input field.
3. To remove one of the tags, click on the **X** symbol next to the tag (Figure 122).
4. If you have finished, click on the button **OK**.

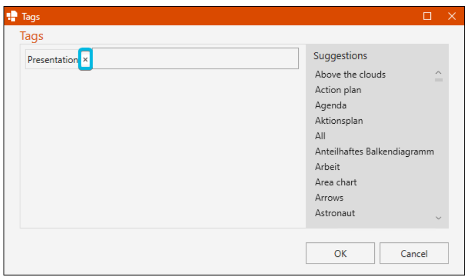

Figure 122. **Cross** Symbol

2.6.9. Filter by Element Type

You can filter the content in the empower® Library by element types.

To do so, follow the following steps:

1. In the empower® Library, navigate to the group Current view in the navigation bar.
2. Click on the Button **Filter** (**Figure 123**).
   A drop-down menu opens.

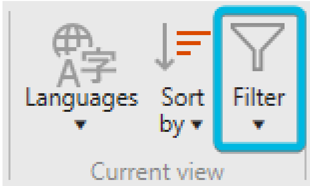

Figure 123. Button **Filter**

3. To select an element type you want to view, tick the checkbox next to the element type (**Figure 124**).
   As soon as you tick a checkbox, the library will reload the content and apply the filter immediately.

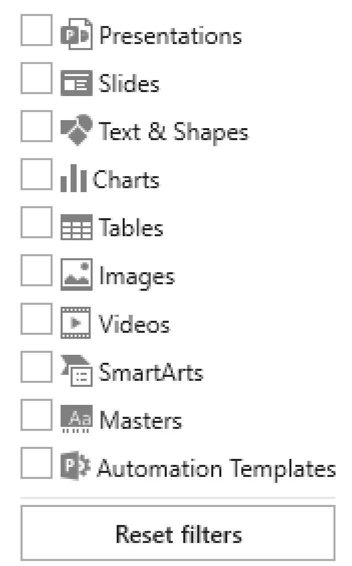

Figure 124. Available Filters

If you have selected any filters, empower® shows the number of applied filters next to the **filter** symbol (**Figure 125**).

You can select multiple element types at once.

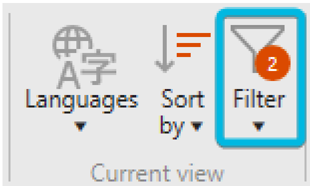

Figure 125. Number of Active Filters

Your selection applies to the whole library and will only be reset if you close the library.

To deselect all applied filters at once, click on the button **Reset filters** (Figure 126).

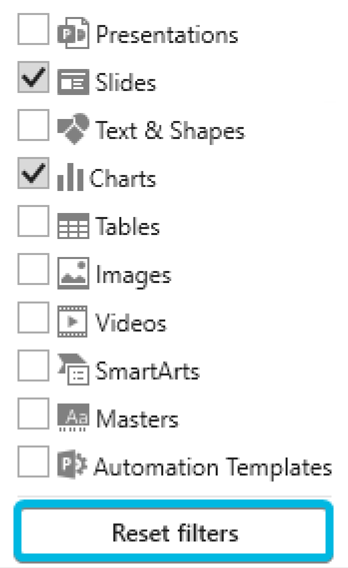

Figure 126. Button **Reset filters**

If you have chosen the display view **Details**, the button **Filter** is grayed out. In the display view **Details**, you can filter directly via the column *Type* in the item view.

The displayed element types depend on the empower® Solutions in use.

The element type filter is only available in PowerPoint.

2.6.10. Labels

In the empower® Library, you can add labels to content to give additional information about the element. These labels will then be visible in the element's thumbnail (Figure 127).

Figure 127. Presentation with Label

To add a label, follow the following steps:

1. Select an element.
2. Navigate to the group Collaboration in the navigation bar.
3. Click on the button **Labels** (Figure 128).
   A drop-down menu opens.

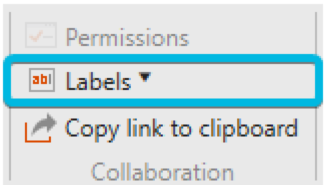

Figure 128. Button **Labels**

4. Choose the option **Custom label** (Figure 129).

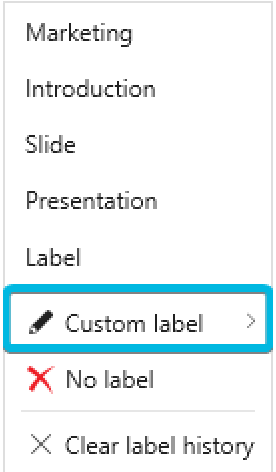

Figure 129. Option **Custom label**

5. In the input field, enter the label name.
6. Click on the button **Add** (Figure 130).
   The label will appear in the element's thumbnail.

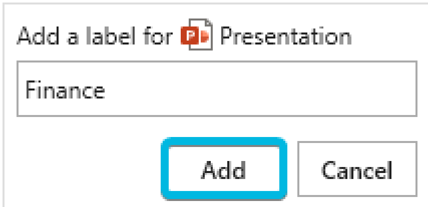

Figure 130. Button **Add** for New Label

One element can only have one label. To replace the label, follow the steps to add a new label.

The new label will replace the old one.

You can add the same label to multiple elements at once.

To do so, select the respective elements and then follow the steps to add a new label.

To remove a label, click on the option **No label** (Figure 131).

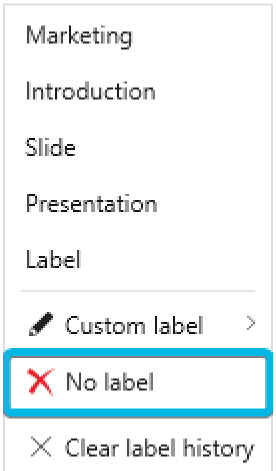

Figure 131. Option **No Label**

Only users with the permission roles *Editor*, *Author* or *Administrator* can add labels and edit labels. For further information regarding the permission concept, see Permission Concept.

Alternatively, you can access the button **Labels** via the context menu of the element.

Labels are only available in PowerPoint.

Label History

If you have used labels before, they will also appear in the drop-down menu as a label history (**Figure 132**). The label history is sorted by the last usage date of the labels. The most recently used label will appear on top of the label history.

You can use a label from the label history by choosing the label name instead of using the option **Custom Label**.

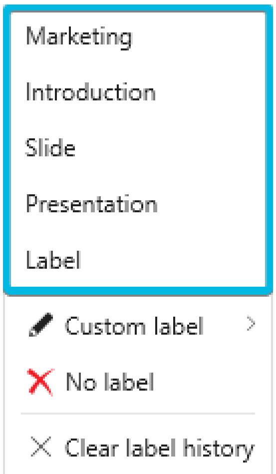

Figure 132. Label History

To delete all labels from the label history, click on the option **Clear label history** (**Figure 133**).

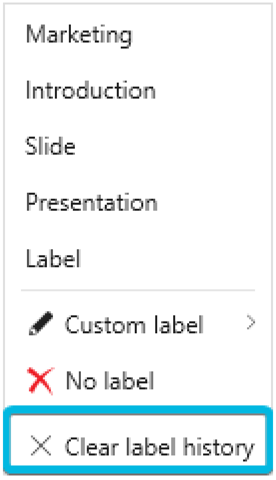

Figure 133. Option **Clear label history**

The label history can save up to ten labels. If the number of labels is exceeded, the oldest label will be deleted to add the new label to the label history.

2.6.11. Filter by Language

If multilingualism has been enabled by your administrators, you can filter the content in the empower® Library by languages.

To use the language filter, follow the following steps:

1. In the navigation bar, navigate to the group Current view.
2. Click on the button **Languages** (**Figure 134**).
   A drop-down menu opens. The drop-down menu offers you all languages that have been set up as available element languages in the library.

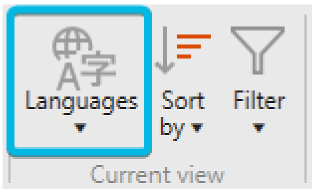

Figure 134. Button **Languages**

3. To select the languages to be displayed, tick the checkbox next to the respective language (**Figure 135**).

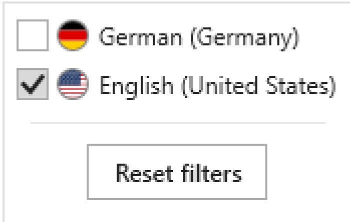

Figure 135. Drop-Down Menu for Language Filters

Your selection applies immediately. The empower® Library will now only show elements that have been assigned the selected language or languages. In addition, elements which are assigned to *Universal* will always be displayed.

Your selection applies to the whole library and will only be reset if you close the library window.

To deselect all applied filters at once, click on the button **Reset filters** (**Figure 136**).

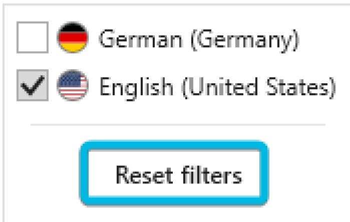

Figure 136. Option **Reset filters**

The language filter is only available in PowerPoint.

For further information regarding the assignment of languages and translation groups, see **Languages and Translations**.

2.6.12. Sort Library Content

You can sort the content in the empower® Library by different criteria.

The following sorting criteria is available:

- Name
- Last change
- Author
- Custom Sort

Most of the criteria can either be used for ascending or descending sorting. For the options **Name** and **Author**, empower® uses an alphabetical order. For the option **Last change**, the numerical order is used.

The display order for the option **Custom Sort** is defined in the background for the whole company. This setting is fixed and cannot be changed by users and administrators.

This display order either defines in which order the element types are displayed or it defines a specific order for the folders in a specific section.

To sort the library content, navigate to the group Current view in the navigation bar and click on the button **Sort** (**Figure 137**). Then, choose your preferred option.

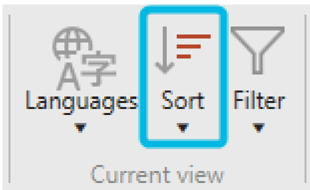

Figure 137. Button **Sort**

By default, the content is sorted by **Name (ascending)**. As soon as you select another option, the library resorts the folder content currently displayed.

Your selection applies to the whole library and will only be reset if you close the library window.

If you have chosen the display view **Details**, the button **Sort** is grayed out. In the display view **Details**, you can sort the content directly in the item view.

All user interface terms in the instructions refer to the empower® User Interface for PowerPoint. In Word and Excel, the user interface might differ slightly.

2.6.13. Version History

Via the version history, you can view older versions of an element and restore them if required.

A new version of an element is saved to the version history each time a new version of the element is saved to the empower® Library.

If you copy and paste an element, the new version will have its own version history. It does not inherit the copied element's version history.

To view the version history of an element, right-click on the element. A context menu opens. In the context menu, click on the option **Version History** (Figure 138).

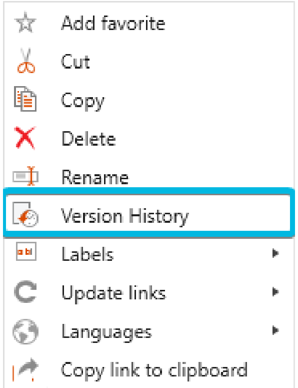

Figure 138. Option **Version History** in Element Context Menu

The version history opens in a new window (Figure 139).

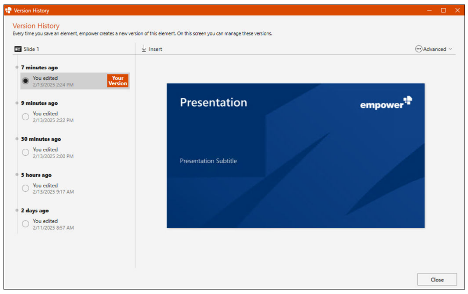

Figure 139. Window **Version History**

In the window **Version History**, you can see a timeline of all available versions on the left. You can also view the editor as well as the saving date and time for each version. The current version is highlighted (Figure 140).

On the right-hand side, you can see a preview of the element version.

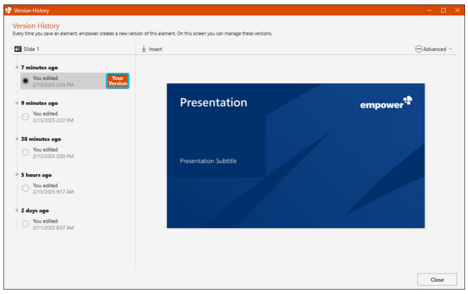

Figure 140. Highlight for Current Version

To insert the current version into your presentation, click on the button **Insert** (Figure 141).

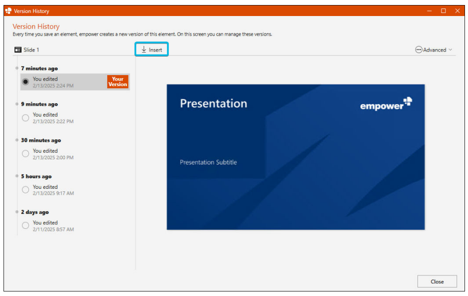

Figure 141. Button **Insert** for Current Version

To download the current version to your device, open the drop-down menu for the split button **Insert** and click on the option **Download**.

Alternatively, you can access the version history of an element via the navigation bar in the empower® Library.

To view the version history, the permission role *Reader* is sufficient. To restore a version, you need have *Editor* or *Administrator* permissions.

For further information regarding the permission concept, see **Permission Concept**.

The version history is available for single elements and slides but not for presentations.

The version history is not available for elements that originate from integrations such as Icons8 or Unsplash.

It is only available for PowerPoint.

Use and Restore Older Versions

If you select an older version of the element, you have further options.

Similar to the current version, click on the button **Insert** to insert the older version into your open presentation (**Figure 142**).

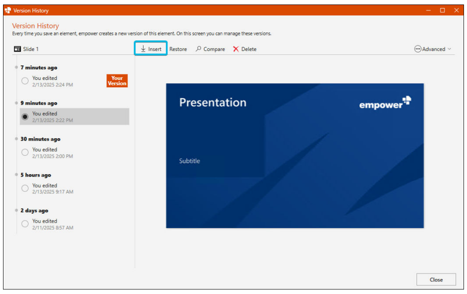

Figure 142. Button **Insert** for Old Version

To restore the selected version, click on the button **Restore** (**Figure 143**).

The older version will be restored and replaces the current version in the empower® Library. The current version is not deleted but will still be displayed in the timeline and can be restored if required.

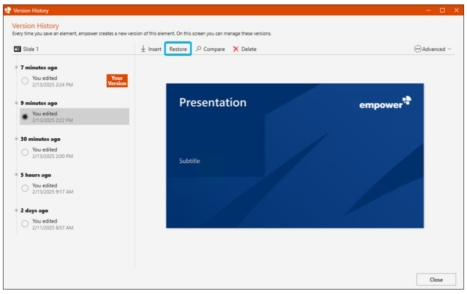

Figure 143. Button **Restore**

Compare Versions

To compare one of the older versions with the current version, select the older version and click on the button **Compare** (**Figure 144**).

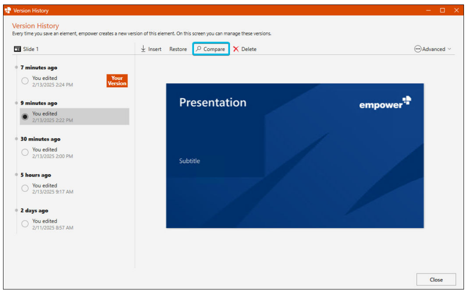

Figure 144. Button **Compare**

The older version is shown on the left and the current version is shown on the right (**Figure 145**).

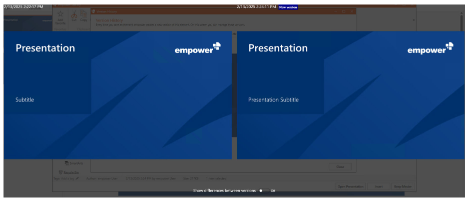

Figure 145. Comparison

In the comparing view, you can also show the differences between the two versions. To do so, switch the toggle button **Show differences between versions** to *On* (**Figure 146**).

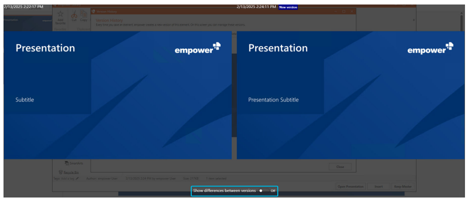

Figure 146. Toggle Button **Show differences between versions**

The differences will be highlighted in yellow (**Figure 147**).

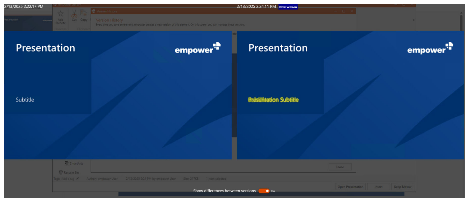

Figure 147. Comparison with Highlights

Delete Version

To delete an older version from the timeline, select the version and click on the button **Delete** (**Figure 148**).

A dialog box opens.

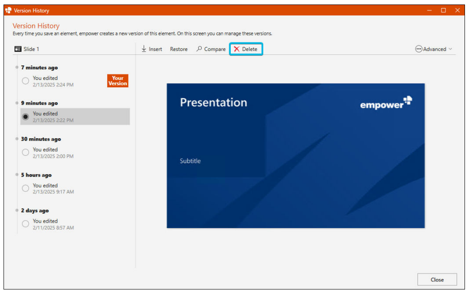

Figure 148. Button **Delete**

To confirm the deletion, click on the button **Yes** (**Figure 149**).

The selected version will be removed from the timeline.

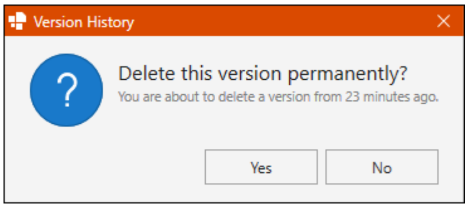

Figure 149. Dialog Box for Deletion

Advanced Settings in Version History

To open advanced settings for the version history, click on the button **Advanced** (Figure 150). A drop-down menu opens.
The button is available for the current version as well as for the older versions.

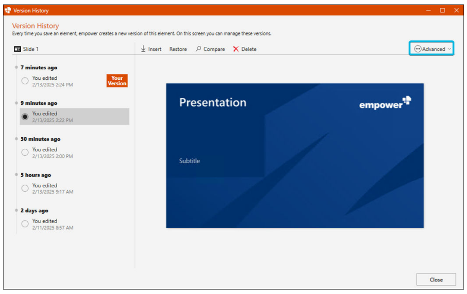

Figure 150. Button **Advanced**

In the drop-down menu, you have two additional options (Figure 151).

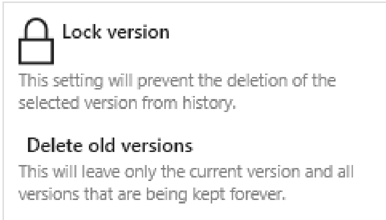

Figure 151. Drop-Down Menu for Button **Advanced** for Unlocked Version

1. Lock the currently selected version so it cannot be deleted from the timeline.
   To do so, click on the option **Lock version**. A dialog box opens. To confirm the process, click on the button **Yes** (Figure 152).
   The version will be locked. A **lock** symbol appears next to the version in the timeline (Figure 153) and the button **Delete** is removed if the respective version is selected.
   To unlock the version, click on the button **Advanced** again and then click on the option **Unlock** (Figure 154).

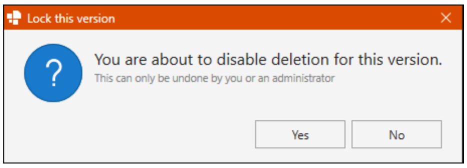

Figure 152. Dialog Box for Locking

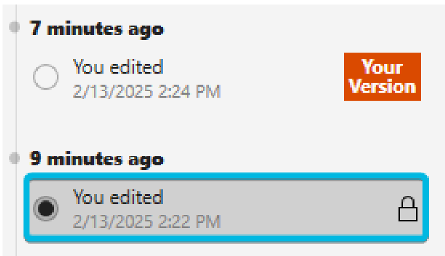

Figure 153. Locked Version

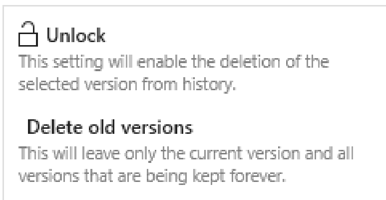

Figure 154. Drop-Down Menu for Button **Advanced** for Locked Version

2. Delete all versions except the current one.
   To do so, click on the option **Delete old versions**. A dialog box opens. To confirm the deletion process, click on the button **Yes** (Figure 155).
   If you have locked versions before using the option **Delete old versions**, the locked versions will not be deleted.

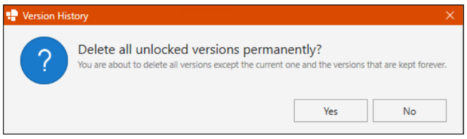

Figure 155. Dialog Box for Bulk Deletion

2.6.14. Use empower® Links

With the help of empower® Links, you can share links to elements or whole folders with other users.

Via the empower® Link, other users can view the content, download the content or directly open it in their corresponding desktop app.

empower® Links can be created by all users, regardless of their permission for the respective folder.
If you share a link to an element or folder with a user who does not have the required permissions to view the element, a message appears when the user opens the empower® Link (Figure 156).

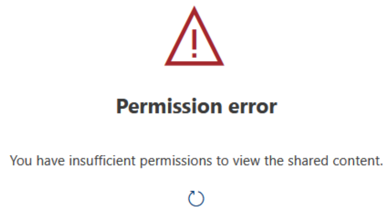

Figure 156. Message for Missing Permissions

Depending on the configuration of your empower® Environment, the feature might not be available.

For further information regarding the permission concept, see Permission Concept.

All user interface terms in the instructions refer to the empower® User Interface for PowerPoint. In Word and Excel, the user interface might differ slightly.

Enable empower® Links

For Administrators

The empower® Link feature can be enabled in the empower® Admin Center.

For further information regarding the empower® Admin Center and the activation of features, refer to our empower® Admin Center manual.

Create empower® Links

To create an empower® Link, follow the following steps:

1. In the empower® Library, navigate to the element or folder you want to share.
2. Select the element or folder.
   You can also select multiple elements and folders at once.
3. In the navigation bar, navigate to the group Collaboration and click on the button **Copy link to clipboard** (Figure 157).
   The empower® Link is automatically copied to your clipboard.

You can now send the link that has been copied to your clipboard via your preferred messaging or e-mail application.

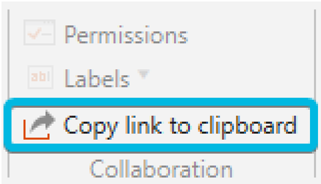

Figure 157. Button **Copy link to clipboard**

Integration folders such as Unsplash or Icons8 and their content cannot be made available via empower® Links.

If you select elements in the empower® Library that cannot be made available via empower® Links, a dialog box opens (**Figure 158**). You can then decide to exclude them from the link.

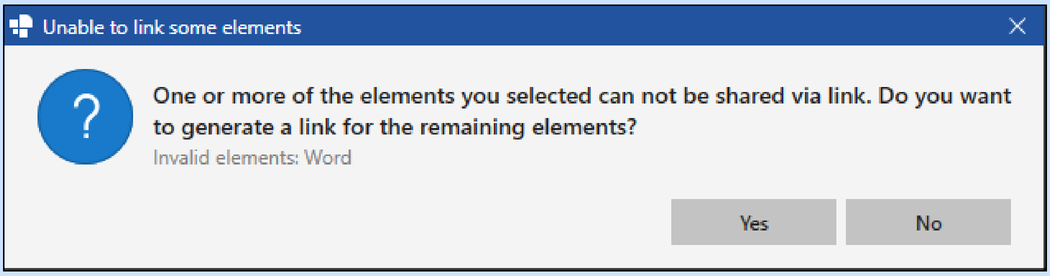

Figure 158. Dialog Box for Invalid Elements

In PowerPoint, there is no dialog box. The option is hidden if you have selected unsupported elements.

You can select up to 30 elements in total. Folders and elements can be shared with the same empower® Link.

Open empower® Links

If you have received an empower® Link, you can open it in your browser.

Here, you can see the elements that have been shared with you. If multiple elements have been shared via this link, each element and/or folder is displayed separately (Figure 159).

In addition, the metadata such as editor or file size details for each element is displayed.

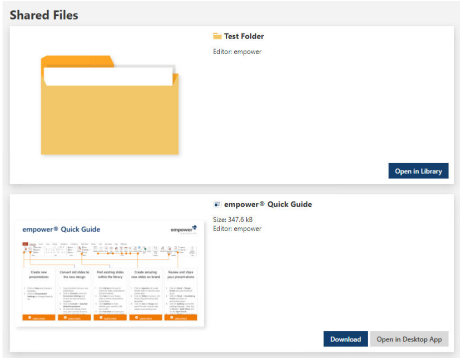

Figure 159. Shared Files

You can now choose between the following options:

- Download elements to your device by clicking on the button **Download** (Figure 160 **(1)**).
- Open elements directly on your device by clicking on the button **Open in Desktop App** (Figure 160 **(2)**).

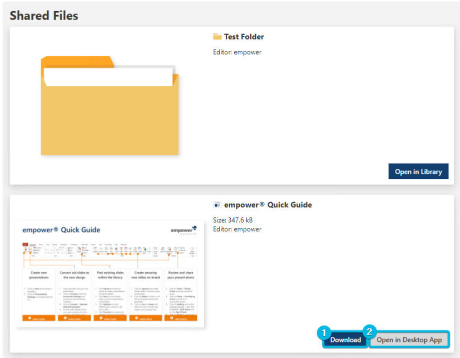

Figure 160. Buttons **Download** and **Open in Desktop App**

- Open folders directly in the empower® Web App by clicking on the button **Open in Library** (Figure 161).
  This option is only available for folders.

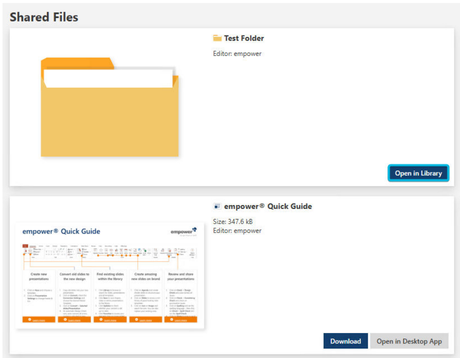

Figure 161. Button **Open in Library**

i

For further information regarding the empower® Web App, refer to our empower® Web Components manual.

The following element types can be included in an empower® Link but they cannot be downloaded:

- Content blocks
- Table style sets
- Table sizes
- Cell style sets
- Images that do not originate from the library in PowerPoint

As a recipient, you can view the content online via the link but you cannot use it (Figure 162).

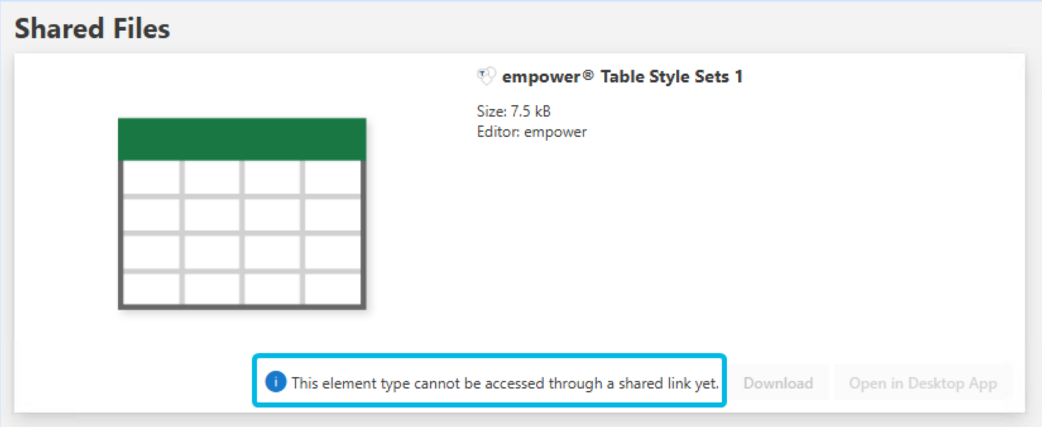

Figure 162. Message in Browser

Use empower® Links in Presentation

You can use empower® Links to link slides or presentations inside a presentation and open them directly while presenting your slides.

The linked slide or presentation is opened in presentation mode when you click on the link.

To use an empower® Link in a presentation, follow the following steps:

1. Create an empower® Link for the slide or presentation you want to link.
   To do so, follow the instructions under **Create empower® Links**.
2. Make sure the folder in which this slide or presentation is included is available offline.
3. Set the empower® Link that has been copied to your clipboard as a hyperlink on a text or a shape in the presentation in which you want to link the content.
4. Enter presentation mode to present your slides.
5. To open the linked slide or presentation, click on the hyperlink in the presentation.
   The linked slide or presentation opens in presentation mode.
   a. To come back to the main presentation, either click through the linked presentation or press **ESC**.
      If you click through the entire linked presentation, you jump back to the main presentation after the black PowerPoint screen.

> You can only use slides or presentations that are included in folders that are available offline.
> For further information regarding offline availability, see **Online Availability of Library Content**.

> If you link a slide which is part of a presentation, all slides in this presentation are opened when clicking the link in presentation mode.

2.6.15. Use the Recycle Bin

You can access the recycle bin via the empower® Library in PowerPoint.

To do so, open the empower® Library and click on the button **Recycle Bin** on the lower left-hand side of the library window (**Figure 163**).

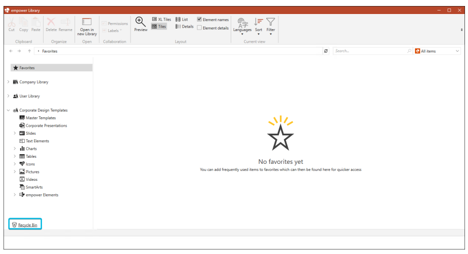

Figure 163. Button **Recycle Bin**

empower® opens the section *Recycle Bin* in the empower® Web App in your default browser.

The empower® Permission Concept also applies to the recycle bin. Therefore, users can only see content that they have been granted permissions for. If the you are the only one with permissions for an element, you are the only one who can see the element in the recycle bin.

The button **Recycle Bin** is not available in the empower® Library in Word and Excel. However, deleted content from Word and Excel is added to the recycle bin. You can access this content by following the instructions above.

Depending on the setup of your empower® Environment, the recycle bin might not be available.

For further information regarding the permission concept, see **Permission Concept**.

Enable the Recycle Bin

For Administrators

The recycle bin feature can be enabled and disabled in the empower® Admin Center.

For further information regarding the empower® Admin Center and enabling features, refer to our **empower® Admin Center manual**.

View and Restore Content

To open a preview of an element, click on the button **Preview** (**Figure 164**).

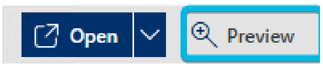

Figure 164. Button **Preview**

To restore an element from the recycle bin, follow the following steps:

1. Select the respective element.
2. If you have selected a presentation, click on the **arrow** symbol next to the button **Open** (**Figure 165**).
   If you have selected a slide, the button **Download** can be accessed directly.

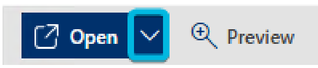

Figure 165. **Arrow** Symbol

3. Then, click on the option **Download** (**Figure 166**).
   The file will automatically be downloaded to your download folder.
4. Open the file on your device.
5. Then, save the element back to the empower® Library.

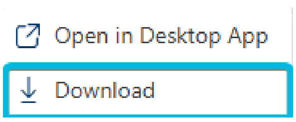

Figure 166. Option **Download**

Deleted elements are available to be manually restored in the recycle bin for twelve months after deletion. Please note:

- Complete folders cannot be restored.
- Metadata cannot be reset.
- Update groups and translation groups cannot be restored.

After twelve months, the files may be deleted either by empower® Support or by your IT department.

If available, you can also click on the button **Open** or, if you have selected a master template, use the button **Create New Presentation**. The element will then automatically be opened in your respective desktop app. Then, you can save the element back to the empower® Library.

Directly restoring content from the recycle bin back into the folder the element was deleted from is not possible.

2.7. Sidepane

The sidepane is available in PowerPoint, Word and Excel.

It is located on the right-hand side of your Office application window and provides quicker access to the empower® Library content.

To open the sidepane, click on the button **Help and Settings** and then choose the option **User Settings**.

The sidepane opens its respective section.

Available Elements

In all Office applications, you can access the section *User Settings*.

Further sections to be displayed depend on the Office application.

The icons in the sidebar are indicators for the element types. In addition, you can hover over the icons to view a tooltip. The tooltip explains which element type you can access via the icon.

Available Elements in PowerPoint

In PowerPoint, you can access the following additional sections via the sidebar (**Figure 167**):

- Master Templates
- Favorites
- Presentations
- Slides
- Text Elements
- Charts
- Tables
- Icons
- Pictures
- Videos
- SmartArts

In addition to those sections, you can also access the *Layout Tools*, the *Corporate Design Check* and the *Consistency Check*.

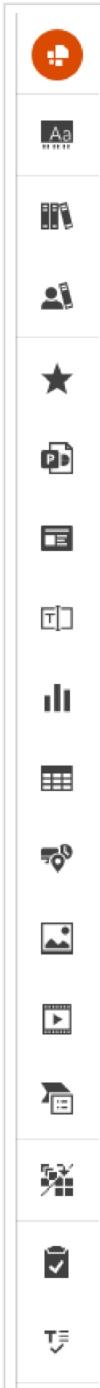

Figure 167. Sidebar in PowerPoint

Depending on the setup of your empower® Environment, not all sections mentioned above will be visible.

For further information regarding the *Layout Tools*, see **Use Layout Tools**.

For further information regarding the *Corporate Design Check*, see **empower® Corporate Design Check**.

For further information regarding the *Consistency Check*, see **empower® Consistency Check**.

Available Elements in Word

In Word, you can access the following additional sections via the sidebar:

- Content blocks
- Pictures

In addition, you can access the *Document Check*.

Document Templates do not have their own icon in the sidepane but they can be accessed via the library sections.

For further information regarding the *Document Check*, see **empower® Document Check**.

Template Assistant

For Administrators

If you are a *Customizing Admin*, the *Template Assistant* will also be visible in the sidepane (**Figure 168**).

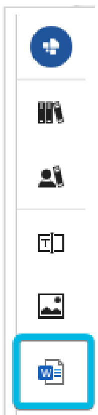

Figure 168. *Template Assistant* Icon in Sidebar

For further information regarding the *Template Assistant*, see **Template Assistant**.

Available Elements in Excel

In Excel, you can access the following additional sections via the sidebar:

- Cell Style Sets
- Table Style Sets
- Table Sizes
- Chart Styles
- References

Workbook Templates do not have their own icon in the sidebar but they can be accessed via the library sections.

2.8. Content Updates

In PowerPoint, you can be notified about changes that have been made to single slides.

In Word, you can be notified about changes that have been made to content such as content blocks and elements or profile and company data in use.

In Outlook, you receive a notification on your screen if there have been changes to the profile or company data contained in your signature (**Figure 169**).

After the data has been loaded successfully, the screen disappears.

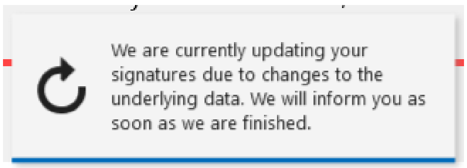

Figure 169. Update Notification in Outlook

In Excel, there are no update notifications.

For further information regarding update groups, see **Update Groups**.

Updates in PowerPoint

In PowerPoint, empower® offers a comprehensive update function that can be adjusted to your individual needs and the needs of your company.

This update function does not only apply to elements in the empower® Library but also to locally stored elements that originate from the empower® Library.

There are three actions that are taken into account for this update function:

- Adjusting content such as text on a slide
- Deleting an element
- Changing master templates

If there are updates to elements in the empower® Library, you will be notified.

The notification mode has been defined by your empower® Administrators. However, you can change your default notification mode.

To do so, follow the following steps:

1. Navigate to the group Start in the empower® Ribbon.
2. Click on the lower part of the split button **Library** (**Figure 170**).

Figure 170. Button **Library**

3. Click on the arrow next to the option **Updates** (**Figure 171**).

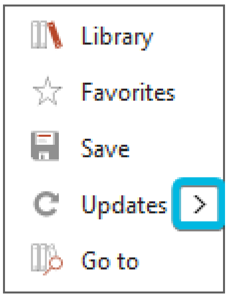

Figure 171. **Arrow** Symbol for Option **Updates**

4. Choose one of the notification modes (**Figure 172**).
   a. **Show Update Wizard** – The update wizard opens if you insert or open an element that has been updated.
      Show Notification Bar – A notification bar appears in the PowerPoint window after you insert or open an element that has been updated.
      Change Ribbon Icon Only – A red dot appears next to the option **Updates** under the split button **Library**.
      No Update Notification – You are not notified about updates at all.

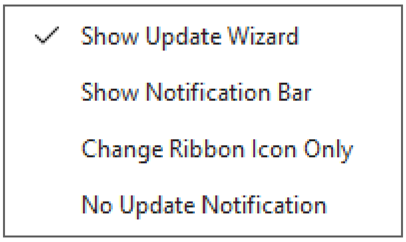

Figure 172. Update Notification Modes

The chosen notification mode will be used for future updates.

In addition, a red dot is displayed in the thumbnail of elements with open updates in the empower® Library (**Figure 173**).

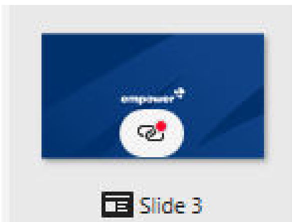

Figure 173. Thumbnail for Updated Element

The notification mode **Show Update Wizard** should always be preferred.

If you add a slide to a presentation, this update is only shown for presentation that have been saved to your device, OneDrive or SharePoint. In the empower® Library, updates are only checked on slide level.

For further information regarding the presentation mode of the *Update Wizard*, see **Update Presentations Saved on Your Device**.

For presentations that are opened from OneDrive or SharePoint, empower® does not automatically check for updates. Here, a notification bar is displayed and you can execute an update check manually.

To check your presentation for updates manually, click on the option **Updates** under the split button **Library** (**Figure 174**).

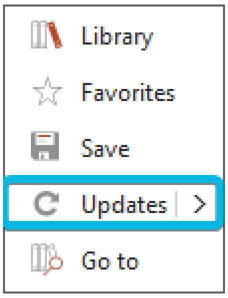

Figure 174. Option **Updates**

empower® checks your presentation for updates. If there are updates in your presentation, the *Update Wizard* opens.

If a single object such as a shape which has been used on your slide is deleted from the empower® Library, you will not be notified automatically.

To check a slide or presentation for deletion updates for single objects, check for updates manually.

Update Wizard

In the *Update Wizard*, you can manually decide how to deal with an update.

If you have selected the option **Show Update Wizard**, the *Update Wizard* opens automatically if you insert or open an element.

If you have selected the option **Show Notification bar**, click on the button **Show updates** in the notification bar to open the *Update Wizard* (**Figure 175**).

Figure 175. Notification Bar

If you have selected the option **Change Ribbon Icon Only**, check the presentation for updates manually (**Figure 176**). If there are updates, the *Update Wizard* opens.

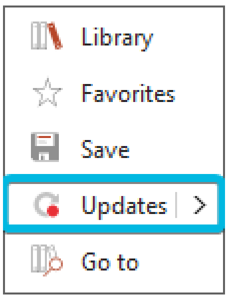

Figure 176. Changed Ribbon Icon

In the *Update Wizard*, you can see an overview of all elements that are part of an update group as well as their respective versions (**Figure 177**).

Here, you can manage the updates for the whole presentation in bulk or individually.

On the left-hand side, you can see all slides contained in your presentation for which there are available updates.

On the right-hand side, you can see the updated versions of the respective slide.

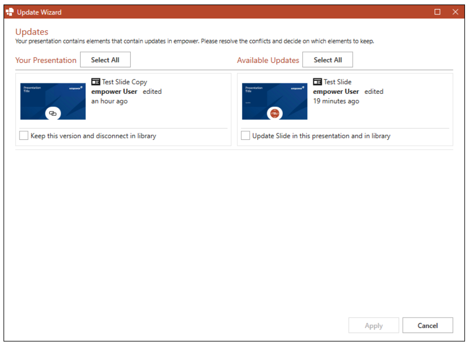

Figure 177. Update Wizard

To compare the versions, hover over the thumbnail of one of the versions and click on the **magnifying glass** symbol (**Figure 178**).

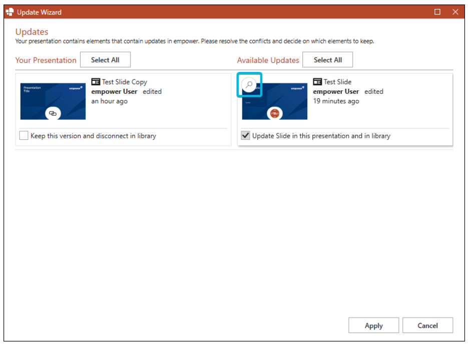

Figure 178. **Magnifying Glass** Symbol

The older version is displayed on the left and the updated version is displayed on the right (**Figure 179**).

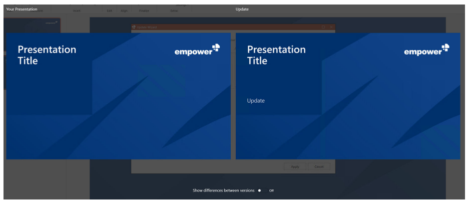

Figure 179. Comparison

To highlight the differences, switch the toggle button for **Show differences between versions** to *On* (**Figure 180**).

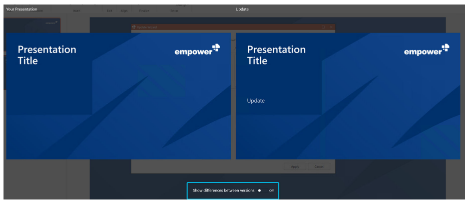

Figure 180. Toggle Button **Show differences between versions**

The differences between the versions are highlighted in yellow (**Figure 181**).

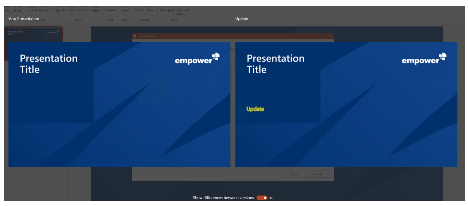

Figure 181. Comparison with Highlight

Select Preferred Version

In the *Update Wizard*, you can decide which of the two versions of a slide you want to keep.

You can either make your decision for each slide individually or for all slides at once.

To keep the older version of an individual slide, tick the checkbox next to **Keep this version and disconnect in library** for the respective slide (Figure 182 (**1**)).

To update the older version of an individual slide to the newer version, tick the checkbox for **Update Slide in this presentation and in library** for the respective slide (Figure 182 (**2**)).

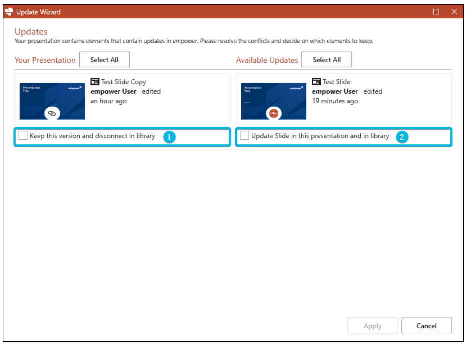

Figure 182. Options for Updated Slides

To keep all older version in the presentation, click on the button **Select All** next to *Your Presentation* (Figure 183 (**1**)).

To update all slides in the presentation to the newer versions, click on the button **Select All** next to *Available Updates* (Figure 183 (**2**)).

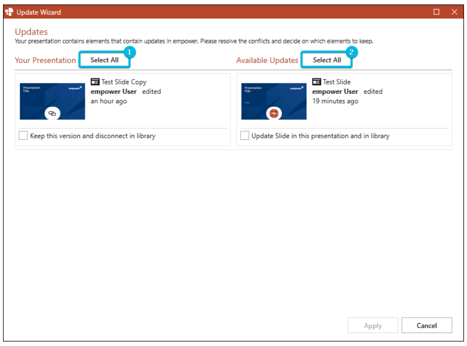

Figure 183. Buttons **Select All**

When you have finished, click on the button **Apply** (Figure 184).

Your changes are applied on the presentation.

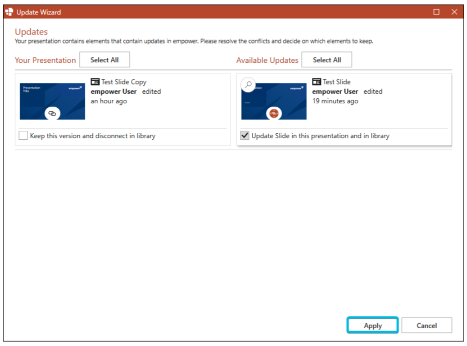

Figure 184. Button **Apply**

If you choose to keep the older version, the slide is removed from the update group and will therefore no longer receive any updates.

Automatic update notifications do no longer apply for a SharePoint presentation you have opened, rejected the update for and saved back to SharePoint. You will not receive any update notifications when you open this presentation afterwards.

To make sure you are aware of content updates, check the presentation for updates manually.

Deletion Updates

If an element that is used in your presentation is deleted from the empower® Library, you can also decide whether to keep the element or to delete it.

If an element is deleted, you have the option to keep the element on your slide or to remove it.

To keep the element on your slide, tick the checkbox for **Keep this version (no more updates)** for the respective version (Figure 185 **(1)**).

To delete the element from the slide, tick the checkbox for **Delete Object** for the respective version (Figure 185 **(2)**).

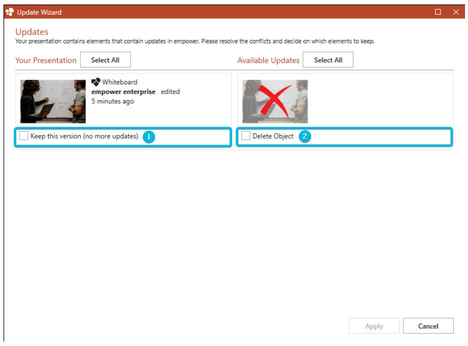

Figure 185. Options for Deleted Object

If a slide is deleted, you have the option to keep the slide or to remove it from your presentation and the library.

To keep the slide, tick the checkbox for **Keep this version and disconnect in library** for the respective version (Figure 186 **(1)**).

To delete the slide from the presentation and from the library, tick the checkbox for **Delete Slide in this presentation and in library** for the respective version (Figure 186 **(2)**).

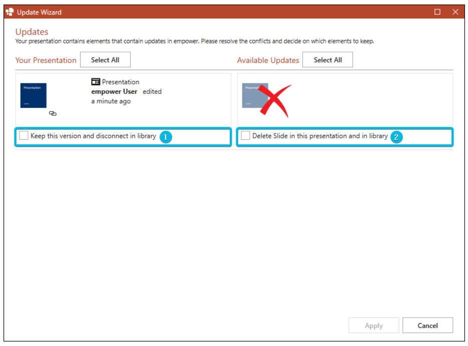

Figure 186. Options for Deleted Slides

Update Presentations Saved on Your Device

If you have saved a presentation that has been created with empower® on your device or in the cloud, you also receive update notifications.

For presentations in the cloud, the notification bar is displayed.

For presentations on your device, the default notification mode is used.

If you open a presentation that has been saved on your device, the *Update Wizard* opens in presentation mode.

Here, you can decide if you want to apply all updates in the presentation or if you want to keep the older version of the presentation.

To keep the older version of your presentation, tick the checkbox for **Keep this version (no more updates)** (Figure 187 **(1)**).

To update your presentation, tick the checkbox for **Update presentation** (Figure 187 **(2)**).

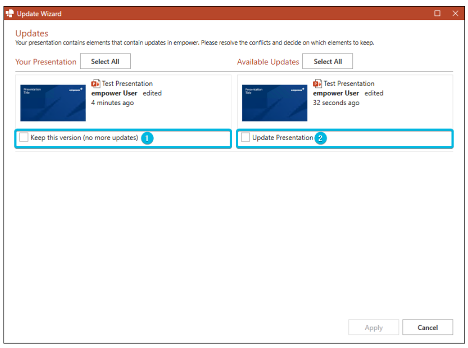

Figure 187. Options in Presentation Mode

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

If you choose to keep the older version of your presentation, you can still open the *Update Wizard* again to view the updates for the individual slides and objects.

Here, you can select your preferred version for each slide individually. For further information regarding the *Update Wizard*, see **Select Preferred Version**.

Updates in Word

In Word, you are notified about changes that have been made to your profile or company data.

In addition, you are notified if there have been changes to content blocks or pictures you are using in a document.

Updates of Profile and Company Data

If there have been changes to your profiles or to the company data, you will be notified by empower®.

If you open a *Document Template* and your profile or company data that you have set as a default has been deleted, a dialog box opens.

empower® prompts you to select another profile and/or location for the current document template.

If you want to set new default values, click on the button **Manage defaults**.

> You are only notified if your default profile or company data is missing because it has been removed.
>
> If there have been changes to the data for a profile or a company or if your default has been changed, there is no notification. The changes are synchronized in the background.

If you have already filled in the template and your profile data changes in the meantime, a dialog box opens (**Figure 188**).

In this dialog box, you can decide if you want to apply the changes.

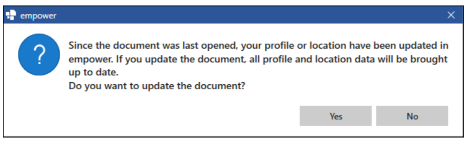

Figure 188. Changed Profile Data

Updates of Content Blocks And Pictures

If you open a *Document Template* which contains content blocks or pictures that have been updated in the meantime, a dialog box opens.

In this dialog box, you can decide if you want to update the content blocks and pictures in your *Document Template* or not (Figure 189).

To update all content blocks and pictures in the document, click on the button **Yes**.

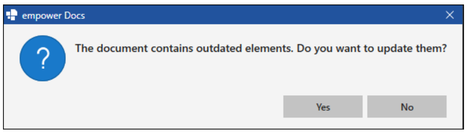

Figure 189. Update Notification for Elements

If you have opened a *Document Template* or a document that has been created with empower®, you can also check manually if there are outdated elements.

To do so, click on the lower part of the split button **Library** and then choose the option **Update elements** (Figure 190).

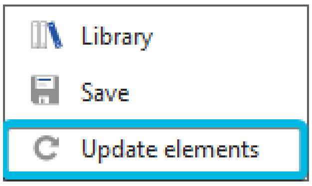

Figure 190. Option **Update elements**

If there are outdated elements, the same dialog box opens.

To update all elements in the document, click on the button **Yes**.

> i You can only decide to accept all updates that are available for your document at once. It is not possible to select individual updates to be applied.

2.9. Share or Download Content

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

To do so, follow the following steps:

1. If you want to share or save single or multiple slides, select these slides in your presentation.
   If you want to share or save the whole presentation, you can skip this step.
2. Navigate to the group Finalize and click on the button **Share** (Figure 191).
   A dialog box opens.

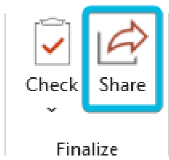

Figure 191. Button **Share**

3. In the input field, enter a name for the file (Figure 192 (**1**)).
4. Then, choose if you want to share or save all slides in the presentation or only the selected slides (Figure 192 (**2**)).
5. Choose if you want to share or save the slides as a .pptx file, a .pdf file or a PowerPoint notes file (Figure 192 (**3**)).
   You can choose multiple formats at once.
6. To save storage, switch the toggle button for **Compress PDF Images** to *Yes* (Figure 192 (**4**)).
   This option is preselected when you open the dialog box. It is grayed out if you only select the .pptx option.
   a. If you do not want to compress the images, switch the toggle button to *No*.
7. To apply the slide protection on the slides to be sent, switch the toggle button for **Protect Slides** to *On* (Figure 192 (**5**)).
   The slide protection options appear in the dialog box.
   This option is grayed out if you have not selected the PowerPoint format.

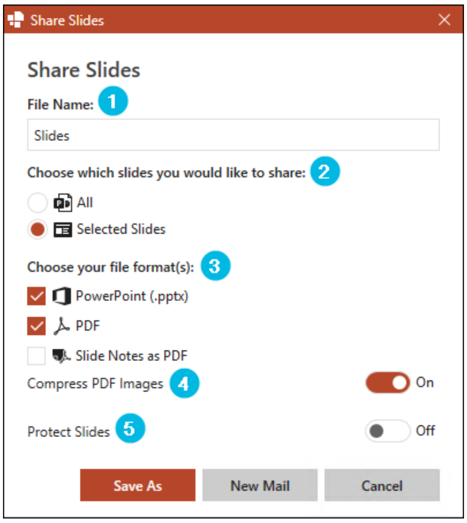

Figure 192. Options for Sharing Slides

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

To send the slides via e-mail, click on the button **New Mail** (Figure 193).

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

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

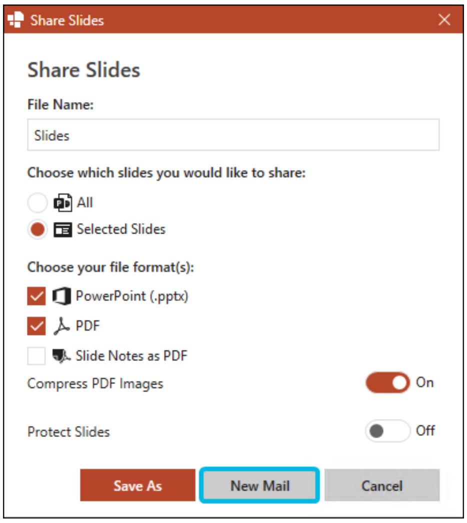

Figure 193. Button **New Mail**

To save the slides to your device, click on the button **Save As** (Figure 194).

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

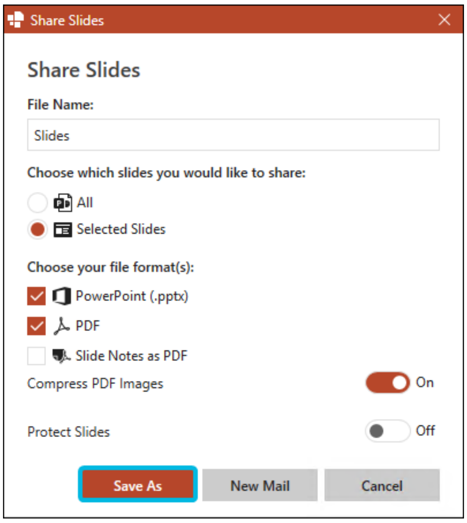

Figure 194. Button **Save As**

The feature **Share** can only be used to send e-mails with Classic Outlook or Lotus Notes.

For further information regarding slide protection, see **Protect Slides**.

For further information regarding empower® Links, see **Use empower® Links**.

2.10. Set up Profiles

When Word and Outlook are started for the first time after the installation of empower®, the default profile is either automatically loaded or newly created in the background.

In Outlook, you will be guided through your first steps. For further information regarding these first steps, see **Initially Set up empower® in Outlook**.

In Word, you can start right away with your default profile.

If you want to make changes to your profile or add a new profile, see **Manage Profiles**.

Initially Set up empower® in Outlook

After first startup of Outlook, with empower® installed, you will be greeted by a welcome screen.

The welcome screen only appears once after having installed empower® and guides you through the first setup of your signature, which consists of the following components:

- Your profile data
- Your location and company data
- Your language
- The signature template

Your default profile will be loaded automatically.

In addition, you can select your company and location. In further steps, you can view your signature in the signature management window.

For further information regarding the signature management, see Manage Signatures.

Manage Profiles

You can access your profile management via Outlook or Word.

To view your profile management in Word, navigate to the group Insert and click the lower part of the split button **Fill in document** (Figure 195).

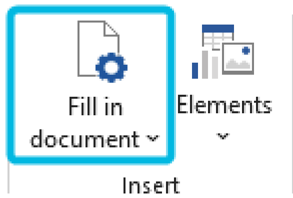

Figure 195. Split **Button Fill in document**

A drop-down menu opens.
Choose the option **Profiles** (Figure 196).

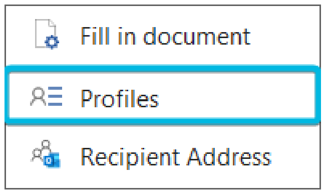

Figure 196. Option **Profiles**

To view your profile management in Outlook, navigate to the group empower Mails and click on the lower part of the split button **Manage Signatures** (Figure 197).

Figure 197. Split Button **Manage signatures**

A drop-down menu opens.
Choose the option **Profiles** (Figure 198).

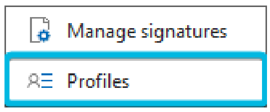

Figure 198. Button **Profiles**

A new window opens (Figure 199).
The window offers the same settings in both applications.

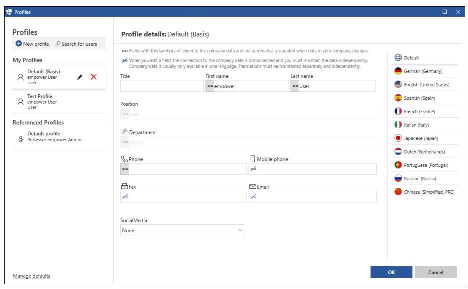

Figure 199. Profile Management Window

On the left, the window shows your default profile as well as all profiles you have created so far under *My Profiles*. Referenced profiles are listed under *Referenced Profiles*.

If you have selected one of the profiles, this profile is shown on the right.

Edit a Profile

To edit a profile, select it from the profile list. It will be displayed in edit mode on the right.

Basic information is automatically retrieved from your company's directory service and synchronized into fields in your profile. Fields that are filled this way are indicated by a **chain** symbol (**Figure 200**).

empower® frequently synchronizes the data from the directory service to ensure the data is always up to date.

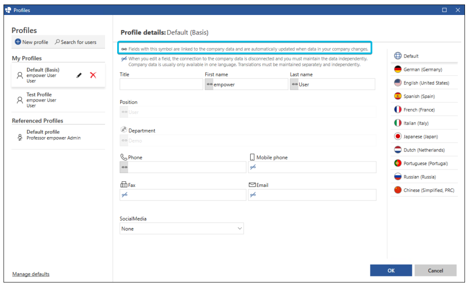

Figure 200. **Chain** Symbol for Automatically Synchronized Data

A **crossed-out chain** symbol (**Figure 201**) indicates that:

- No data is stored for you for this specific field in the directory service or
- You manually typed in (different) data and thus overruled the data stored in the directory service.

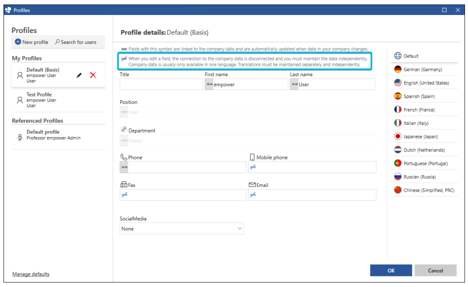

Figure 201. **Crossed-out Chain** Symbol for Not Automatically Synchronized Data

Fill in any missing data you want to add. Only temporarily change existing data if necessary.

To reset a specific profile field, click on the **crossed-out chain** symbol. This will lead to the field being filled by data synchronized from the directory service (if applicable) and thus delete the data you entered manually.

If you have finished entering your data, click on the button **OK** (**Figure 202**).

If you do not want to save your changes, click on the button **Cancel**.

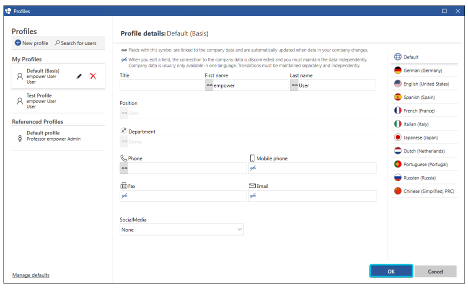

Figure 202. Button **OK** to Confirm Profile Data Changes

> The directory service of your company should always contain up to date and correct data. If you find any of the synchronized information being incorrect or outdated, you can enter the correct information manually into your profile, but you should contact your IT administrator at the same time to have the data in the directory service corrected as well. Once the data synchronized from the directory service is up to date again, click the **crossed-out chain** symbol to reset the profile field(s) to be synchronized from your directory service again.

Rename a Profile

To rename a profile, click on the **pen** symbol next to the profile name in the list (**Figure 203**).

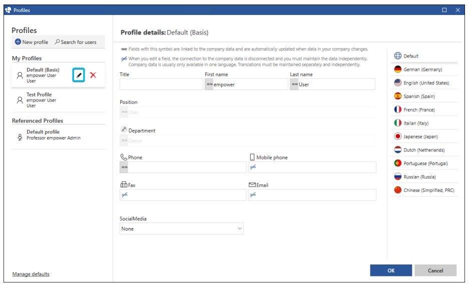

Figure 203. **Pen** Symbol to Rename a Profile

Enter the new name in the input field and click on the button **Apply** (**Figure 204**).

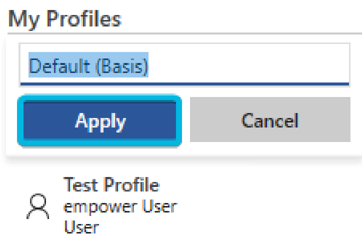

Figure 204. Button **Apply** to Confirm New Profile Name

Translate a Profile

To add a translation for a profile, select the language you want to add from the list on the right-hand side (**Figure 205**).

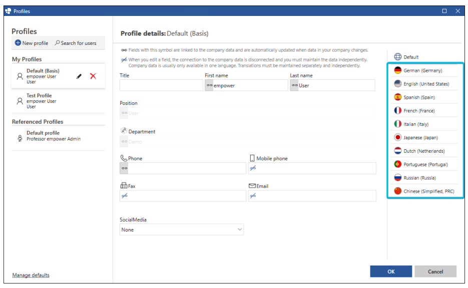

Figure 205. New Translation

As soon as you select the language, the translation opens.

The data will not be preloaded from the directory service. To add translations, enter the translated values into the input fields.

Alternatively, you can click on the crossed-out chain symbol to load data from the directory service, if there is any.

If you want to clear the translation completely to fill in values manually, click on the **X** symbol next to the profile name.

For further information regarding the editing mode, see **Edit a Profile**.

Add a Profile

To add a profile, click on the button **New Profile** (**Figure 206**).

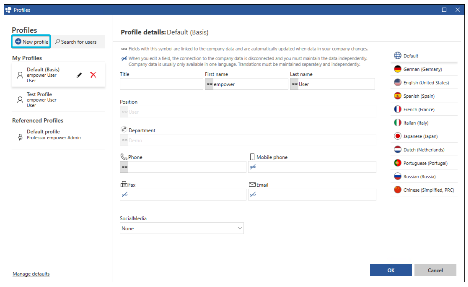

Figure 206. Button **New Profile**

Enter the profile name and click on the button **Add** (**Figure 207**).

The data from the directory service is preloaded. You can now make changes and add data to the profile.

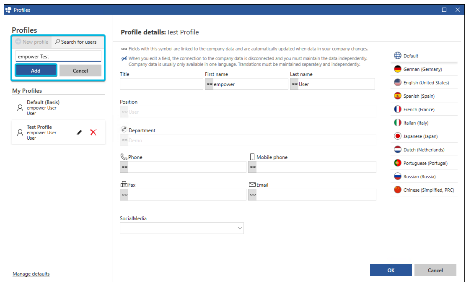

Figure 207. Add Profile

If you have finished entering your data, click on the button **OK** (**Figure 202**).

Work with Multiple Profiles

Once more than one profile has been created, any of your profiles can be set as the default profile. The first profile, which is created automatically, is first set as the default profile.

To manage your default profiles, click on the button **Manage defaults** (**Figure 208**).

A dialog box opens.

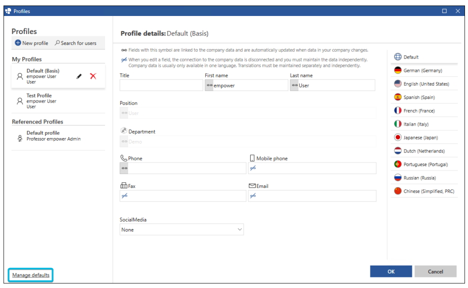

Figure 208. Button **Manage Defaults**

In this dialog box, you can set up to three default profiles which will be used to fill in your documents or to create your e-mail signature (Figure 209).

You can choose from all profiles listed in your profile management window under *My Profiles* and *Referenced Profiles*.

Adding additional default profiles can be useful if a document template includes multiple placeholders for data from multiple profiles.

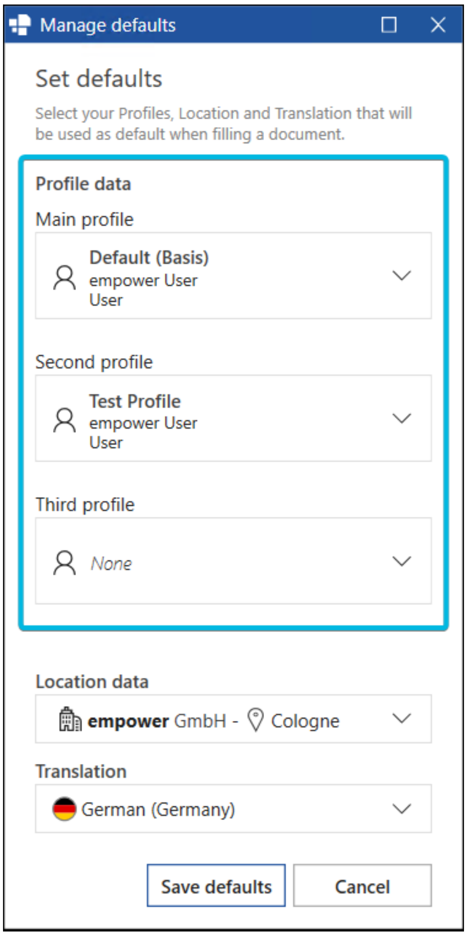

Figure 209. Set Default Profiles

In addition, you can set a default location and a default language to be used.

In the drop-down menu under *Location data*, all available companies and their locations are listed (Figure 210). To add a default company location, choose one from the list.

If there is no default location, the document templates will not be filled automatically and empower® will prompt to select a location each time a document template is opened.

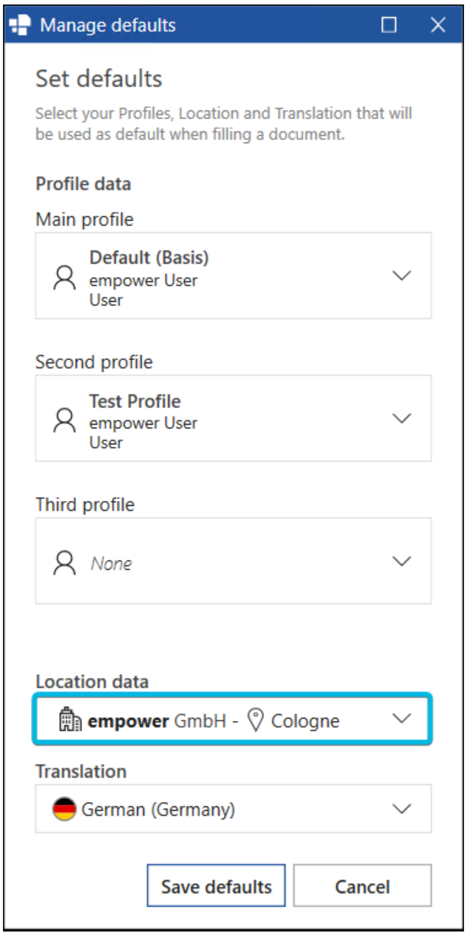

Figure 210. Location Data

In the drop-down menu under *Translation*, all available languages are listed (**Figure 211**). To add a default translation, choose a language from the list.

The language setting is decisive for the display of the referenced profile and company data. Information that is maintained in empower® by your empower® Administrators in multiple languages is displayed according to the selected language. Also, signatures are created by completing signature templates with labels and data in the specified language, if available.

For example, a referenced country (e.g. Germany) from a location is mapped as *Germany* or *Deutschland*, depending on the language selection made.

In empower®, the translation labeled *Default* can be configured for language settings by your administrators. Typically, this default is set to English. If *Default* is selected, the document template is filled according to the set translation language labeled as default.

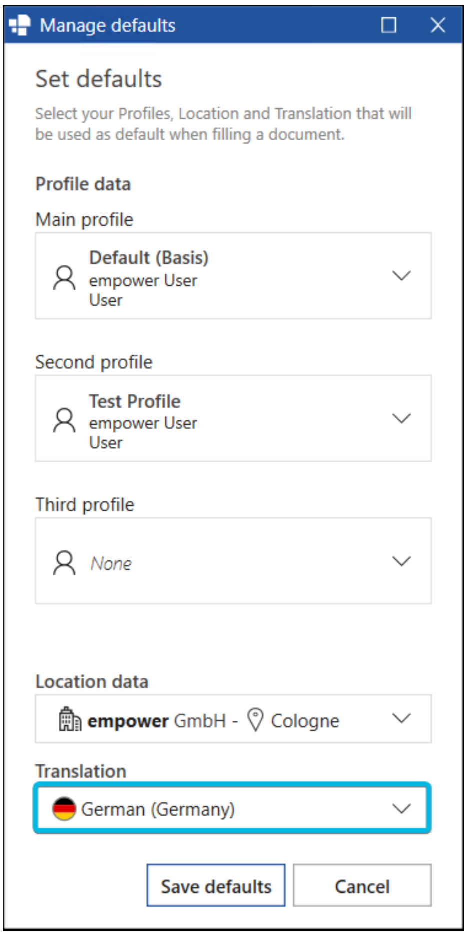

Figure 211. Translation

If you have finished, click on the button **Save defaults** (Figure 212).

Your settings are saved.

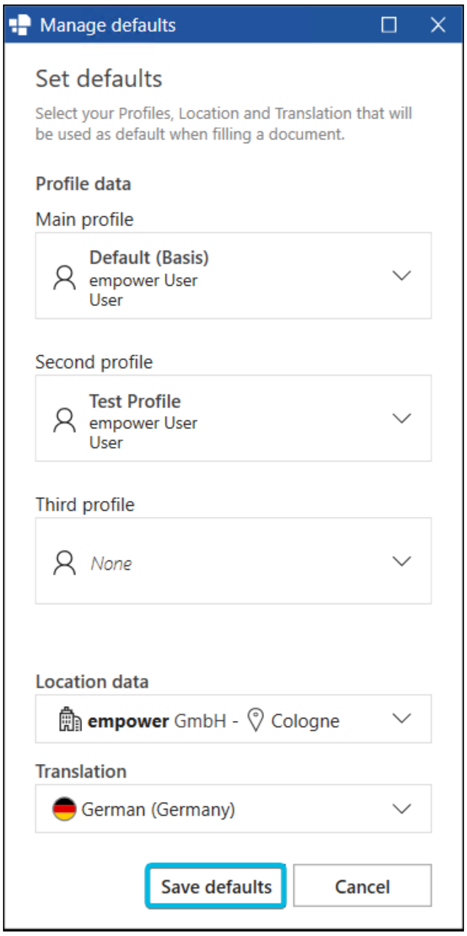

Figure 212. Button **Save defaults**

Depending on your permissions, you will not see all available locations and companies in the list. Therefore, you only see locations and companies that are relevant for your work.

Depending on the setup in your empower® Environment, the range of available languages you can choose from may vary.

Reference Profiles

When someone is out sick or on vacation, it can be helpful to be able to send e-mails on someone else's behalf using their signature. Therefore, empower® offers the option to reference profiles other than your own.

Once a user has set up a default profile, you can search for it via *Search for users* (Figure 213).

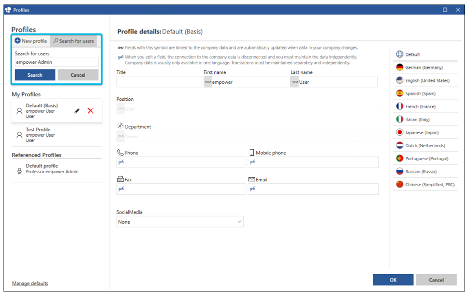

Figure 213. Option *Search for users* in Profile Management

To find their profile, type in the first and/or last name of your colleague and press **Enter** or click on the button **Search** (Figure 214).

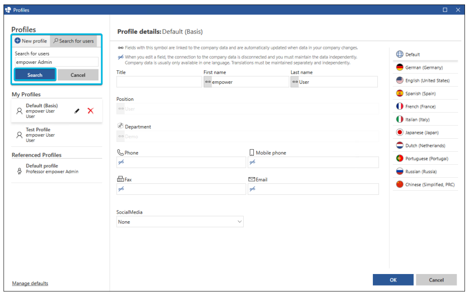

Figure 214. Button **Search**

You will receive suggestions that match your search. To add the user's profile to your reference profiles, click on the **plus** symbol next to the profile in the profile list (Figure 215).

Your colleague's profile will now appear under *Referenced Profiles* in the profile list.

Unlike your own profiles, you cannot edit your colleagues' profiles in the profile management window.

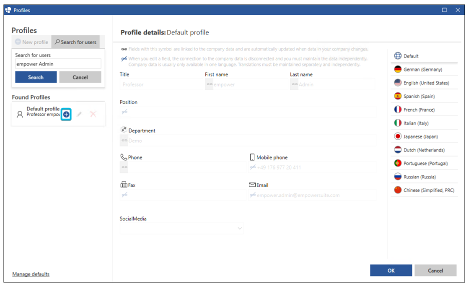

Figure 215. **Plus** Symbol to Add Profiles

The sender address displayed when an addressee receives an e-mail will always be the mailbox (e-mail address) you’ve been logged in to whilst creating a new e-mail. Using a signature that is based on a referenced profile does not affect from which mailbox the e-mail is sent.

The button **Search** is grayed out if there is no profile for the entered name.

If you have already added the user's profile to your reference profiles, a dialog box opens (Figure 216).

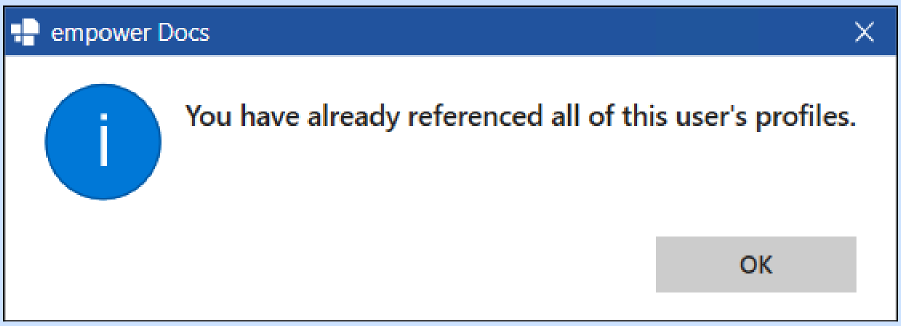

Figure 216. Dialog Box for Referenced Profiles

Delete a Profile

To delete a profile, click on the **X** symbol next to the profile in the profile list (**Figure 217**).

A dialog box opens.

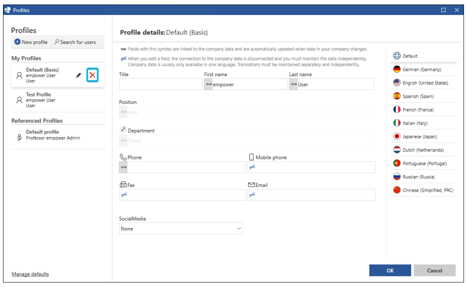

Figure 217. **Cross** Symbol to Delete a Profile

To confirm the deletion process, click on the button **Yes** (**Figure 218**).

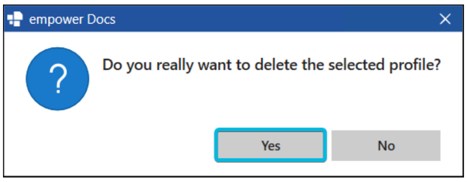

Figure 218. Button **Yes** to Confirm Deletion of a Profile

If you delete a profile from the list *My Profiles*, it will be deleted completely and cannot be restored.

If you delete a profile from the list *Referenced Profiles*, it will only be deleted from your list of referenced profiles. The profile can then be referenced again.

2.11. Company Management

For Administrators

As an empower® Administrator, you have access to the company and location management in empower® for Word and Outlook.

The data from the company and location management is used to fill in documents and to create signatures.

In Word, you can access the company management via the group Insert.

Here, click on the lower part of the split button **Fill in document** (**Figure 219**).

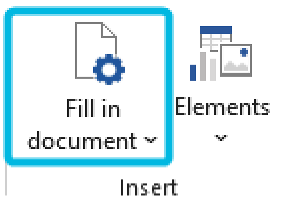

Figure 219. Split Button **Fill in document**

Choose the option **Companies** (Figure 220).
A dialog box opens.

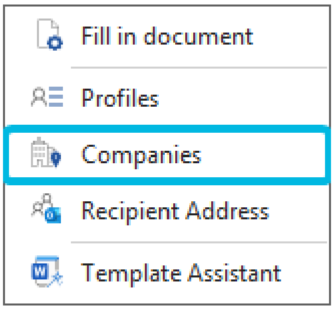

Figure 220. Option **Companies** in Word

In Outlook, you can access the option **Companies** by clicking on the lower part of the split button **Manage Signatures** (Figure 221).

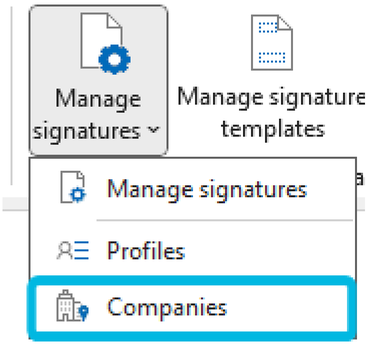

Figure 221. Option **Companies** in Outlook

Manage Companies

In the company management, you can see all existing companies on the left-hand side.

If you have selected a company from the list, the company data is displayed on the right-hand side.

Create a New Company

To create a new company, follow the following steps:

1. Click on the button **Create Company** (Figure 222).

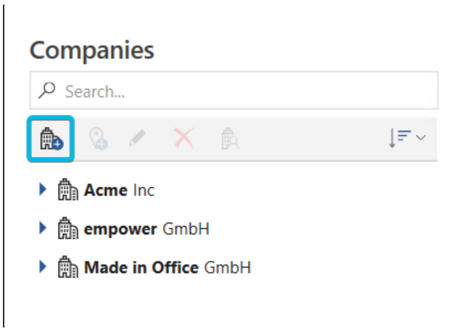

Figure 222. Button **Create Company**

2. Enter the display name for the company (Figure 223 **(1)**).
3. Select the legal entity type (Figure 223 **(2)**).
4. Click on the button **Apply** (Figure 223 **(3)**).
   On the right-hand side, the empty company fields appear.

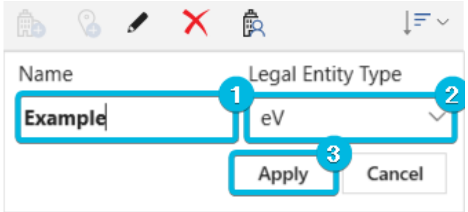

Figure 223. Add Company

5. To add a logo, click on the button **Select logo** (Figure 224 **(1)**).
6. Select the logo you want to use.
7. Then, fill in all company fields (Figure 224 **(2 + 3)**).
   The company fields vary depending on the legal entity type you have chosen.

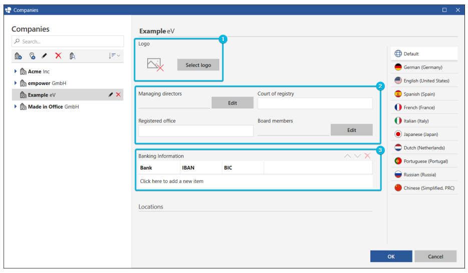

Figure 224. Company Fields

8. Depending on the field type, either click on the button **Edit** or type directly into the input fields.
   If you click on the button **Edit**, a dialog box opens (Figure 225).
   a. Here, click into the field *Click here to add a new item*.
   b. Type in the value you want to add and press **Enter**.
      If you add multiple values, you can change the display order using the two **arrow** symbols.
   c. Then, click on the button **OK**.

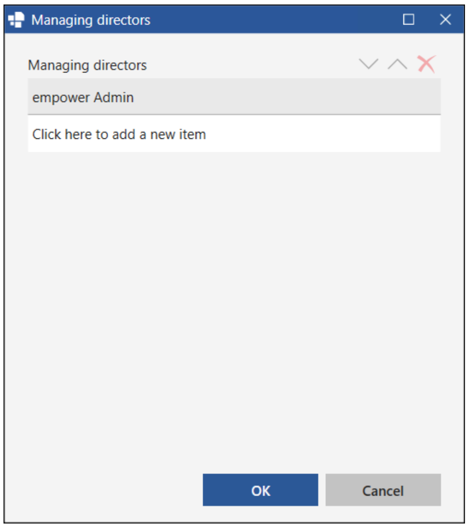

Figure 225. Add Values

9. To enter the company's banking information, click into the field *Click here to add a new item* (Figure 224 **(3)**).
   The fields to fill in vary depending on the legal entity type you have chosen.
10. To save the new company, click on the button **OK**.
    Alternatively, you can proceed and add a location to the company.

If any required fields are not filled in, you cannot save the company. The respective fields will be highlighted.

A company requires at least one location. If a company does not have any locations, it will not be visible for the users and they cannot choose this location when filling in a document.

The available company fields are predefined in the data scheme according to legal entity type and location and can only be modified via the EAV editor.

For further information regarding the setup of the document template, see Template Assistant.

Edit and Delete Companies

To edit an existing company's name or legal entity type, select the company and click on the **pen** symbol (Figure 226).

To save you changes, click on the button **Apply**.

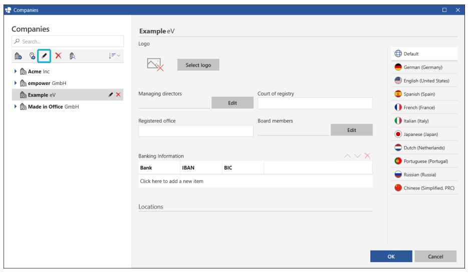

Figure 226. **Pen** Symbol for Company

If you change the legal entity type of a company, a dialog box opens (Figure 227).

To confirm the process, click on the button **Yes**.

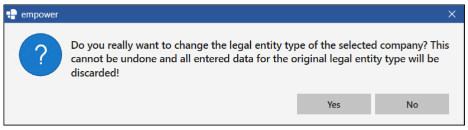

Figure 227. Dialog Box for Legal Entity Type Change

To edit the company data, select the company from the list.

On the right-hand side, you can edit the logo, the company fields and the banking information.

To delete a company, select it from the list and click on the **X** symbol (Figure 228).

A dialog box opens.

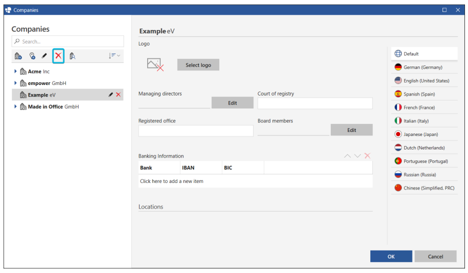

Figure 228. **Cross** Symbol for Company

To confirm the process, click on the button **Yes** (Figure 229).

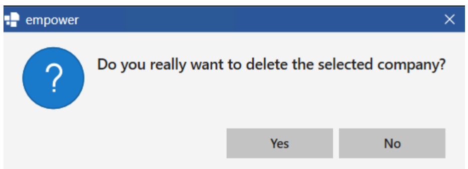

Figure 229. Dialog Box for Company Deletion

To edit the permissions for the company, click on the button **Edit permissions for selected company** (Figure 230).

A dialog box opens.

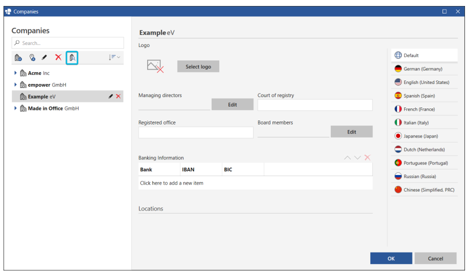

Figure 230. Button **Edit permissions for selected company**

In this dialog box, you can grant permissions to other users, remove permissions from users or change the permissions for users (**Figure 231**).

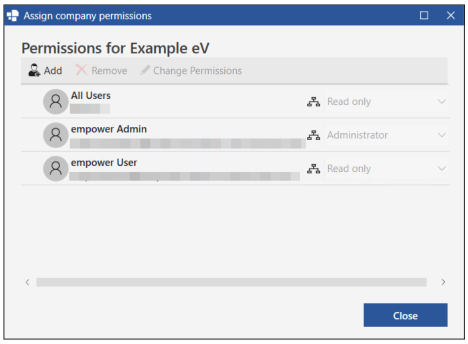

Figure 231. Permissions

If the **inheritance** symbol is displayed next to a user, this user has been granted permissions via the database (**Figure 232**). These permissions cannot be changed via the user interface.

Therefore, the permissions and the drop-down menu are grayed out.

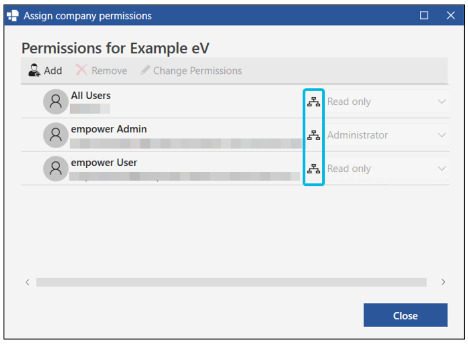

Figure 232. **Inheritance** Symbol

To add a user to the list, follow the following steps:

1. Click on the button **Add** (**Figure 233**).

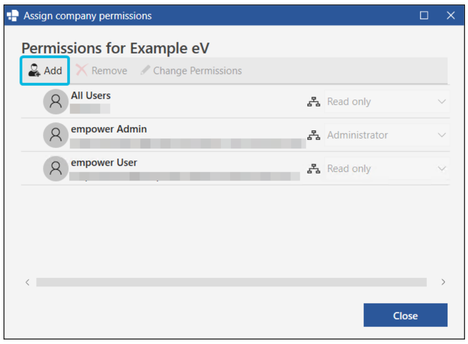

Figure 233. Button **Add**

2. Enter the name of the user or the group into the search bar and press **Enter**.
3. Select the respective user or group.
4. Click on the button **Add** (**Figure 234**).
   The user will be added with the permission *Read only*.

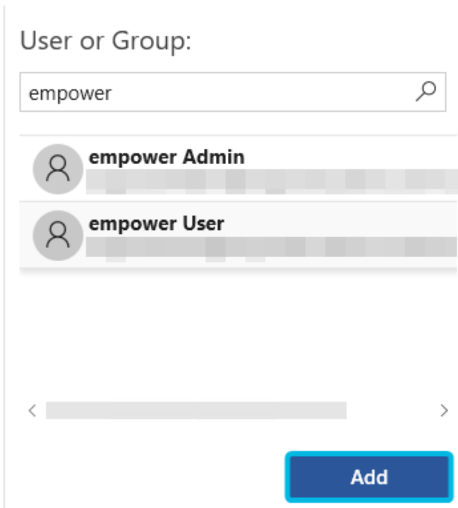

Figure 234. Add User

To change the permission, expand the drop-down menu and select the permissions you want to grant to the user or group.

To remove a user or a group from the list and therefore remove their permissions, select the user or group and then click on the button **Remove**.

The user or group is removed from the list. No confirmation is necessary.

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

> If you grant the permissions *Author* or *Administrator* to a user, the user must have been assigned the role *EAV Company Admin* via the database.

> If you delete a company or a location, users who have set this company or location as their default will be notified.
>
> They can then choose another company as their default.

Manage Locations

To expand the company entry and show all locations of the company, click on the **arrow** symbol next to the company.

If you have selected a location, the location data is displayed on the right-hand side.

Create a New Location

To create a new location, follow the following steps:

1. Select the company for which you want to add a location.
2. Then, click on the button **Create location** (Figure 235).

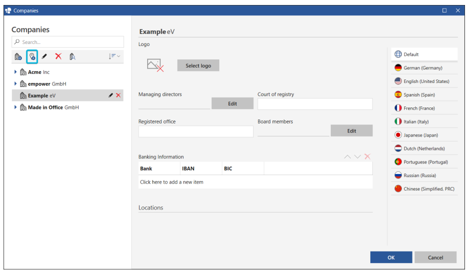

Figure 235. Button **Create location**

3. Enter the display name for the location (Figure 236 (**1**)).
4. Click on the button **Apply** (Figure 236 (**2**)).
   On the right-hand side, the empty location fields appear.

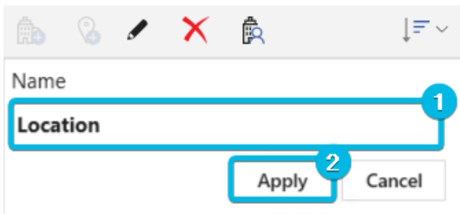

Figure 236. Add Location

5. To add a logo, click on the button **Select logo** (Figure 237 **(1)**).
6. Select the logo you want to use.
7. Then, fill in all location fields (Figure 237 **(2)**).

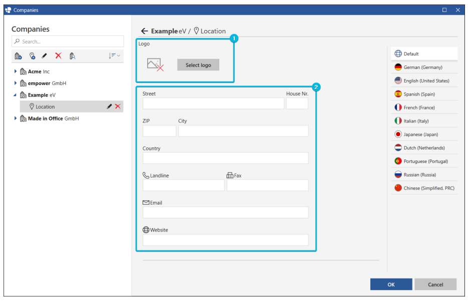

Figure 237. Location Fields

8. To save the new location, click on the button **OK**.

If any required fields are not filled in, you cannot save the location. The respective fields will be highlighted.

Edit and Delete Locations

To edit an existing location's name, select the location and click on the **pen** symbol (Figure 238).

To save you changes, click on the button **Apply**.

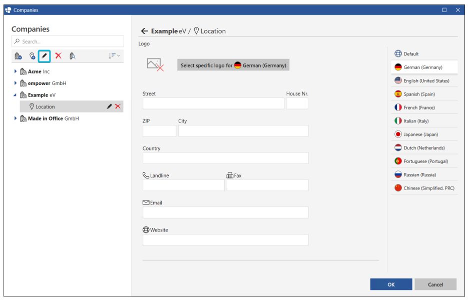

Figure 238. **Pen** Symbol for Location

To edit the location data, select the location from the list.

On the right-hand side, you can edit the logo and the location fields.

To delete a location, select it from the list and click on the **X** symbol (Figure 239).

A dialog box opens.

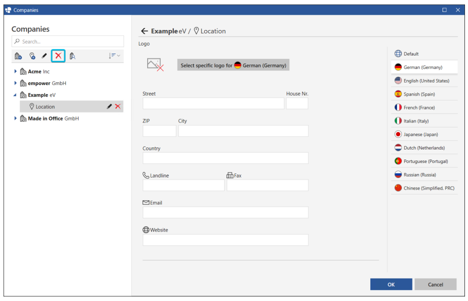

Figure 239. **Cross** Symbol for Location

To confirm the process, click on the button **Yes** (Figure 240).

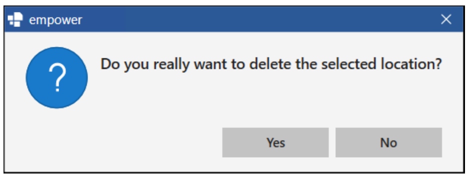

Figure 240. Dialog Box for Location Deletion

Translate Companies and Locations

To add a translation for a company or a location, follow the following steps:

1. Select the company or location from the list on the left-hand side.
2. Then, choose the language you want to add a translation for (Figure 241).

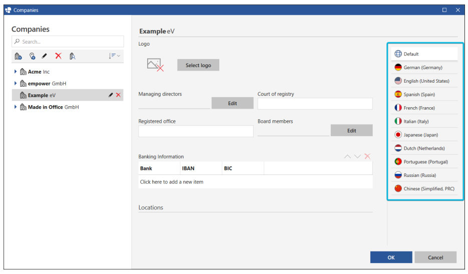

Figure 241. Languages

3. To add a logo, click on the button **Select specific logo for [language]** (Figure 242).
4. Select the logo you want to use.
5. Then, fill in all fields.

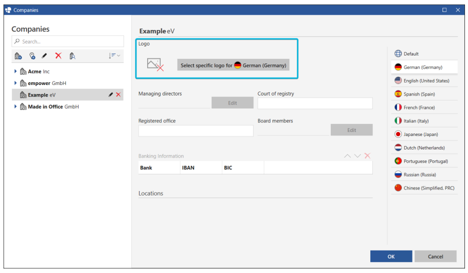

Figure 242. Logo for Translation

6. To save the translation, click on the button **OK**.

You can add separate logos for all languages.

> i Some fields are not editable in translations. They have the same values (e.g. names) in all languages.

2.12. Access Document Properties

If you want to view the document properties in one of the Office applications, you can access the Office built-in feature via the empower® Ribbon.

To do so, navigate to the group Finalize and click on the button **Check** (Figure 243).

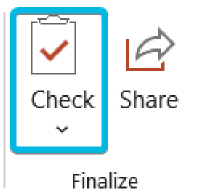

Figure 243. Button **Check**

In the drop-down menu, choose the option **View Document Properties...** (Figure 244).

A dialog box opens.

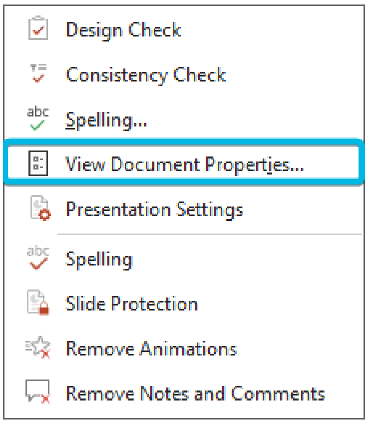

Figure 244. Option **View Document Properties...**

For further information regarding the Office built-in feature, see Microsoft 365 Support.

All user interface terms in the instructions refer to the empower® User Interface for PowerPoint. In Word and Excel, the user interface might differ slightly.

2.13. empower® Help

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

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

The help section is located in the group Extras. To view your options, click on the button **Help and Settings** (Figure 245).

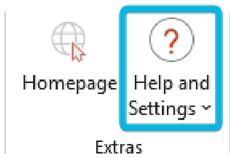

Figure 245. Button **Help and Settings**

In Outlook, the help section is located in the group empower Mails.

To view your options here, click on the button **Help** (Figure 246).

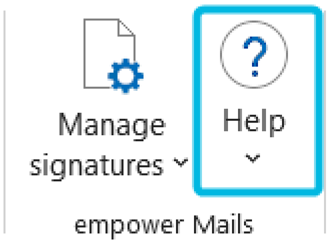

Figure 246. Button **Help** in Outlook

You can choose from the following options (Figure 247):

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

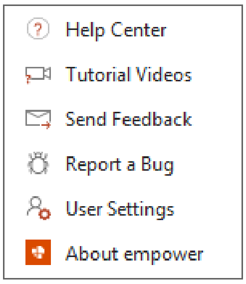

Figure 247. Drop-Down Menu for Button **Help and Settings**

In Word, Excel and Outlook, you can only access the options **Help Center**, **Send Feedback**, **Report a Bug** and **About empower**.

In Word and Excel, you can additionally access the option **User Settings**.

The option **Customizing Center** is only available if you are an empower® Administrator.

All user interface terms in the instructions refer to the empower® User Interface for PowerPoint. In Word and Excel, the user interface might differ slightly.

Help Center

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

The *Help Center* will open in your default browser (Figure 248).

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

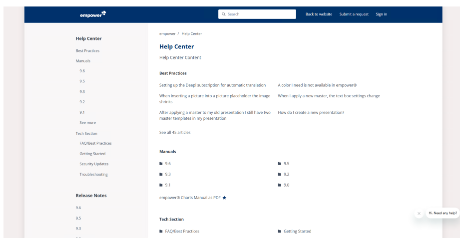
Figure 248. Help Center

Tutorial Videos

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

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

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

Send Feedback

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

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

The e-mail has a preset subject line (e.g. *Feedback for Brand Control*) (**Figure 249**). All feedback is welcome as we are always looking to improve our software.

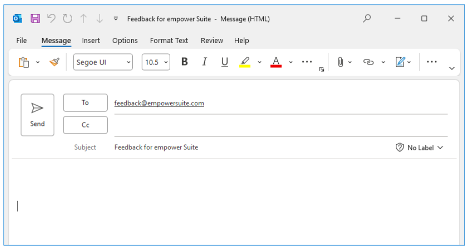

Figure 249. Feedback E-Mail

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

Report a Bug

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

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

- Creating a new e-mail via your primary e-mail application and automatically attaching a .zip file (*empowerInformation.zip*).
  The e-mail has a preset subject line (e.g. *Bug report for Brand Control*) and is already addressed to the right recipient.
- Opening a new window in your default browser (**Figure 250**).
  In this window, you have to enter various information about yourself, as well as the bug you want to report. This information is relevant for the empower® Support so that they can respond to it in the best possible way.

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

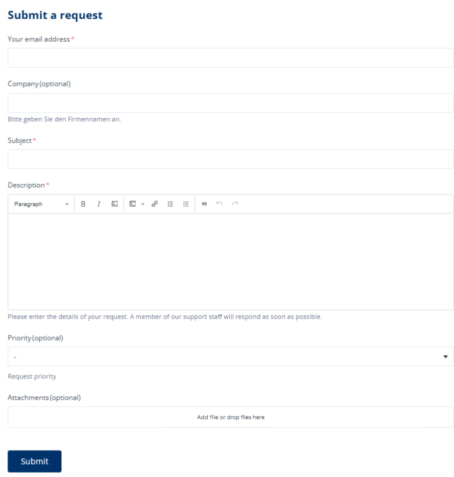

Figure 250. Report a Bug in Help Center

User Settings

If you click on the option **User Settings**, the sidepane opens.

In the section **User Settings** in the sidepane, you can set your personal preferences (**Figure 251**).

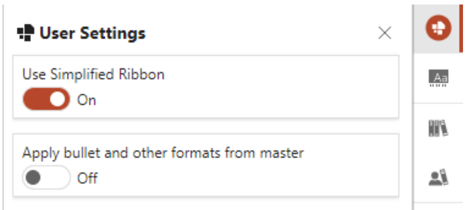

Figure 251. User Settings

You can decide if you want to use the classic or simplified empower® Ribbon.

This option is also available in the section **Settings** in the sidepane in Word and Excel.

In addition, you can decide if you want to apply bullets and other formats from your master template in PowerPoint.

If you enable the option **Apply bullet and other formats from master**, empower® will use the design defaults that have been specified by your administrators for the current slide master.

For further information regarding the sidepane, see **Sidepane**.
For further information regarding the empower® Ribbon, see **empower® Ribbon**.

About empower

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

A dialog box opens. This dialog box contains information about the empower® Version and solutions in use (**Figure 252**).

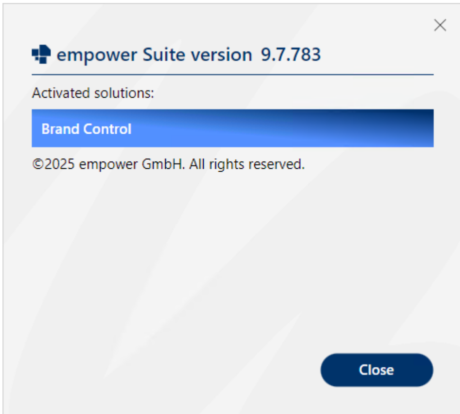

Figure 252. Dialog Box **About empower**

Customizing Center

For Administrators

If you are a *Customizing Admin*, the option **Customizing Center** will be visible for you (**Figure 253**).

This option redirects you the *Customizing Center* which is located in the empower® Admin Center.

Here, you can make changes to the general corporate design settings for your company.

The *Customizing Center* includes settings regarding your empower® Designs including color and font settings, as well as settings regarding the different checks in empower®, campaign management, languages in empower® and the available features.

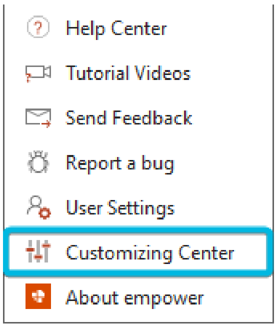

Figure 253. Option **Customizing Center**

For further information regarding the *Customizing Center* and the empower® Admin Center, refer to our **empower® Admin Center manual**.

2.14. Use the External Link

You can access an external website provided by your company by using the external link button.

This website can be set individually. It could be an intranet landing page or a learning platform with information regarding empower®.

The button can be customized by your administrators. Therefore, the icon and the label are chosen individually for your company.

If the external link has been configured, you can access the button in the group Extras (**Figure 254**).

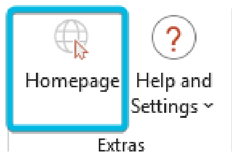

Figure 254. External Link Button

Depending on the configuration of your empower® Environment, the external link button might not be available.

Configure the External Link Button

For Administrators

The external link button can be configured in the empower® Admin Center.

For further information regarding the empower® Admin Center and the included settings, refer to our **empower® Admin Center manual**.

3. PowerPoint

Make enterprise-wide unified PowerPoint content available in your corporate design (in short CD) – our PowerPoint add-in provides an intelligent slide management system, combined with corporate design tools and efficiency-enhancing features.

In the following chapter, you will learn more about our PowerPoint features and how to use them.

3.1. Create a New Presentation

You can create new presentations either by opening a new PowerPoint window or via the empower® Ribbon.

If you open a new PowerPoint window, your personal default master or the company default master is inserted automatically.

If no default has been defined, a blank PowerPoint master opens.

If defined by your empower® Administrators, the master selection opens automatically.

To create a new presentation from the empower® Ribbon, navigate to the group Start and click on the button **New** (**Figure 255**).

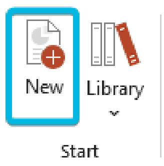

Figure 255. Button **New**

The empower® Library opens in the section *Master Templates* (**Figure 256**).

Here, choose your preferred master template.

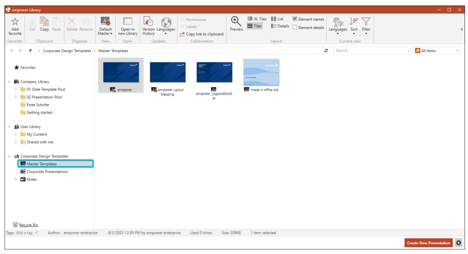

Figure 256. Master Templates

Then, click on the button **Create New Presentation** (**Figure 257**).

The new presentation opens in a new window and will be created based on the selected master template.

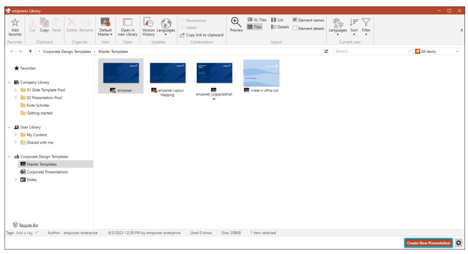

Figure 257. Button **Create New Presentation**

For further information regarding the default masters, see **Use Master Templates**.

Design Your Presentation

If you have opened a presentation, you can design this presentation individually using the empower® Features. You can make the following changes to design your presentation according to your needs:

1. Insert an agenda to structure your presentation.
2. Create new slides using corporate design compliant elements such as images, charts or tables.
3. Insert slide templates or ready-to-use slides from the empower® Library.
4. Format your content.
5. Adjust the layout of your slides.
6. Check your slides for corporate design compliance and consistency.

For further information regarding the use of these features, refer to the respective chapters.

3.2. Use Master Templates

Depending on the presets that have been defined by your empower® Administrators, the following scenarios can happen when you open a new PowerPoint window:

- A blank PowerPoint master opens.
- The empower® Default Master opens.
- The section *Master Templates* in the empower® Library opens.

For further information regarding the creation of a new presentation from the empower® Ribbon, see **Create a New Presentation**.

For further information regarding the creation of a new presentation directly from the empower® Library, see **Create New Content in Library**.

Define Default Master

There are two types of default masters:

- Company default master
- Personal default master

The company default master is set by your empower® Administrators to avoid selecting a master template each time you open PowerPoint. If a company default has been set, the master will automatically be inserted into your new presentation and you will not be asked to select a master template.

If a master has been defined as company default, the label *Company's Default* is displayed in its thumbnail (Figure 258).

In addition, the icon next to the file name changes.

Figure 258. Label for Company Default

In addition, you can set your personal default master via the user interface.

To do so, follow the following steps:

1. Open the empower® Library.
2. In the section *Corporate Design Templates*, navigate to the subsection *Master Templates* (Figure 259).
3. Right-click on the master template you want to define as your default.
   A context menu opens.

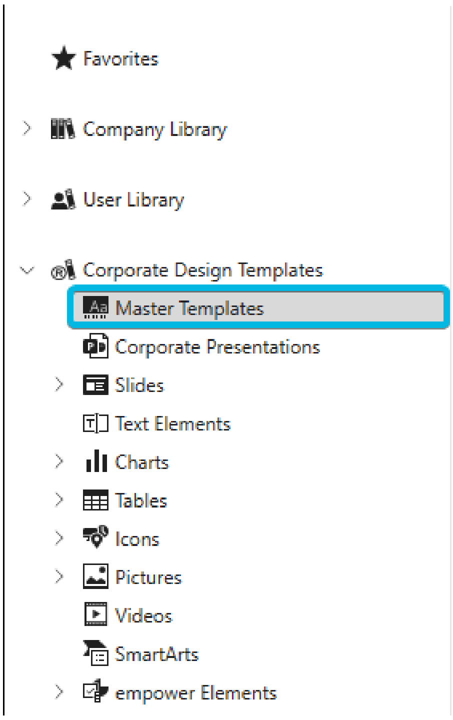

Figure 259. Section *Master Templates*

4. In the context menu, click on the option **Set as Default Master** (Figure 260).

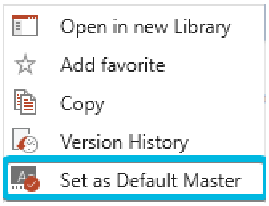

Figure 260. Option **Set as Default Master**

If you have defined a master template as your personal default, the label *Default Master* is displayed in its thumbnail (Figure 261).

In addition, the icon next to the file name changes.

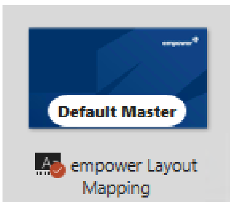

Figure 261. Label for Personal Default

If you now open a new PowerPoint window, your personal default master will automatically be inserted into your new presentation.

To reset your changes and use the company default again, follow the following steps:

1. Open the empower® Library.
2. In the section *Corporate Design Templates*, navigate to the subsection *Master Templates*.
3. Right-click on the company default master template.
   A context menu opens.
4. In the context menu, click on the option **Set as Default Master**.

Alternatively, you can access the option **Set as Default Master** in the navigation bar via the group New.

empower® always uses the template that was last set as the default template for you. If your empower® Administrators set a master template as the company default and you then select your own default master, your own default master will be used.

Set Company Default

For Administrators

If you have been granted admin permissions, you can set a company default master template that will be used for the whole company.

To do so, follow the following steps:

1. Open the empower® Library.
2. In the section *Corporate Design Templates*, navigate to the subsection *Master Templates*.
3. Right-click on the master template you want to define as the company default.
   A context menu opens.
4. In the context menu, click on the option **Set as Company's Default Master** (Figure 262).

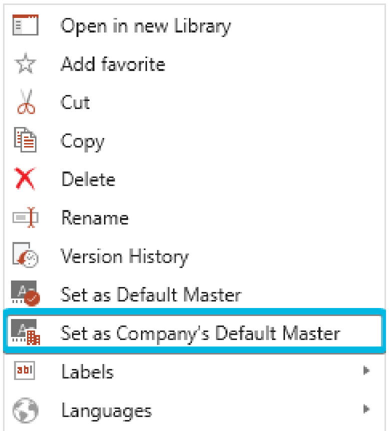

Figure 262. Option **Set as Company's Master**

If you set a company master, make sure all users have permissions to access the master template.

If a user does not have permissions for the default company master, a blank presentation based on a default PowerPoint template opens when they start PowerPoint.

Alternatively, you can access the option **Set as Company's Default** in the navigation bar via the group New.

Change Master

If you want to change the master that is used for the current slide or for the whole presentation you are working on, follow the following steps:

1. Select the slides whose master you want to change.
   If you want to change the master for the whole presentation, skip this step.
2. Open the empower® Library.
3. In the section *Corporate Design Templates*, navigate to the subsection *Master Templates*.
4. Select the master template you want to apply.
5. Choose your preferred option:
   a. To apply the new master on the whole presentation, click on the button **Presentation** (Figure 263 **(1)**).
   b. To apply the master on the selected slides, click on the button **Slide(s)** (Figure 263 **(2)**).

Figure 263. Buttons **Presentation** and **Slide(s)**

If you have decided to display the user dialog for each conversion, the conversion settings dialog box opens. Here, you can make changes to your conversion settings. These changes do only apply for the current conversion. The default settings will not be changed.

To confirm the settings, click on the button **OK** (Figure 264).

If this setting has not been enabled, the conversion starts right away.

The new master will be applied on your selection.

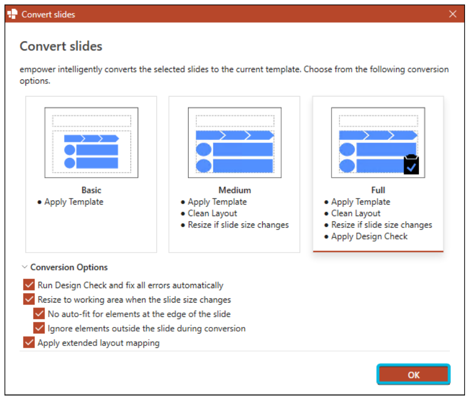

Figure 264. Button **OK** for Conversion Settings

For further information regarding the slide conversion, see **Convert Content**.

Master Settings

To open the master settings, select the master template you want to use and click on the **gear** symbol (Figure 265).

Figure 265. **Gear** Symbol

Here, you have two options (Figure 266):

- **Apply slide transitions** – All slide transitions that are present in the current presentation are kept after changing the master.
- **Convert slides** – The empower® Conversion is applied on all slides.

Both options are automatically preselected for master changes.

Figure 266. Master Settings

For further information regarding the slide conversion, see Convert Content.

3.3. Upload a Master Template

For Administrators

If you have created a new master template, you can upload this master template to the empower® Library.

While doing so, you can also make further settings for the master template.

Master templates can only be uploaded by empower® Administrators.

During the upload, you can also assign the master template to one of your designs.

For further information regarding designs, see empower® Designs.

Save a Master Template

To upload the master template, you need to save it to the library.

To do so, follow the following steps:

1. Make sure to leave the slide master view.
2. Navigate to the group Home in the empower® Ribbon.
3. Click on the lower part of the split button **Library**.
4. Choose the option **Save** (Figure 267).

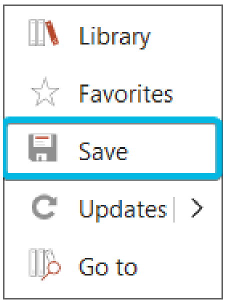

Figure 267. Option **Save**

5. Choose the option **Master** (Figure 268 **(1)**).
6. Then, click on the button **Save as** (Figure 268 **(2)**).
   The empower® Library opens in the section *Master Templates*.
7. Click on the button **Save** to save the master template.

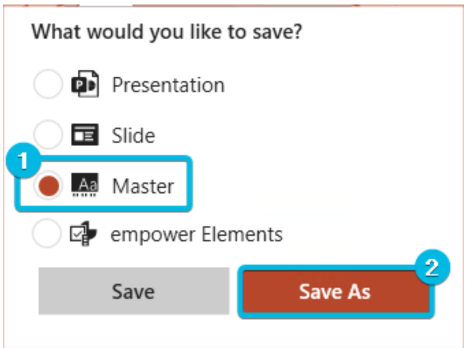

Figure 268. Save Master Template

After you click on the button **Save**, the dialog box **Master Information** opens (Figure 269). Here, you can make further settings for the master template.

Choose which layout in the new master should be chosen automatically during slide conversion if no suitable layout is found for a slide in the old master (Figure 269 **(1)**).

Switch the toggle buttons to *On* to determine whether a footer should be displayed and, if so, whether a date and page number should be included in the footer (Figure 269 **(2)**).

Switch the toggle button **Skip Blank Layout** to *On* for empty layouts to be skipped upon mapping during conversion (Figure 269 **(3)**). Instead of mapping these layouts to the most similar one in the new master, the standard fallback layout defined in **(1)** will be used during the slide conversion.

Switch the toggle button **Layout Protection** to *On* to have the *Design Check* display all elements as errors that are on a slide outside of the drawing area (Figure 269 **(4)**).

It is required that areas for layout protection have been defined in the master for this to work.

Switch the toggle button **Embed Fonts** to *On* to embed and register the fonts used in the new master (Figure 269 **(5)**).

Switch the toggle button **Color Scheme Matching** to *On*, to have the design colors matched so that the color of elements does not change, or changes only slightly, if the colors have a different order in the new master (Figure 269 **(6)**).

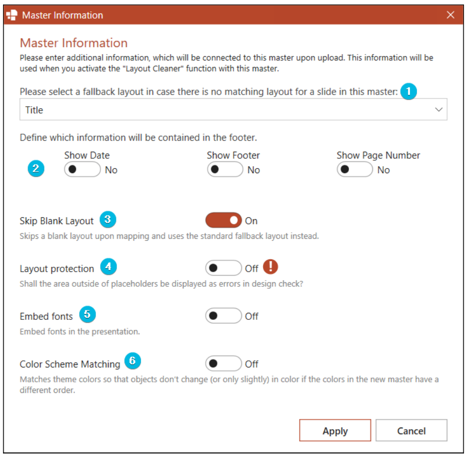

Figure 269. Dialog Box **Master Information**

Once you have checked all settings, follow the following steps to finish the upload of the master template:

1. In the window **Master Information**, click on the button **Apply**.
   The dialog box **Assign to design** opens (**Figure 270**).
2. Use either of the following two options:
   a. Click on the **arrow down** symbol to expand the drop-down menu and choose the design you want to assign the master to (**Figure 270** **(1)**).
   b. Click on the **plus** symbol to create a new design from scratch.
   Type in the design name in the input field *Design name* (**Figure 271** **(1)**) and switch the toggle buttons to *On* to use the defined color scheme, used font and font sizes in the master template (**Figure 271** **(2)**).
   Click on the button **OK** to confirm your settings (**Figure 271** **(3)**) and choose the newly added design from the drop-down menu to assign the master to it.

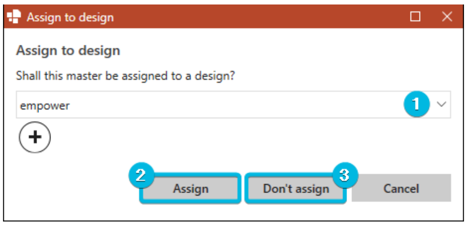

Figure 270. Dialog Box **Assign to Design**

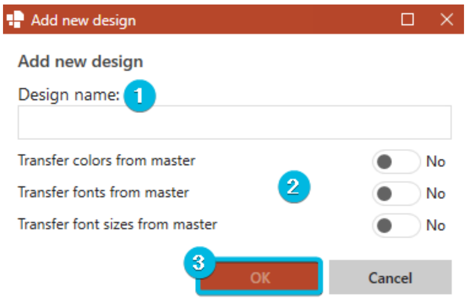

Figure 271. Dialog Box **Add New Design**

3. Click on the button **Assign** (**Figure 270** **(2)**).

If you do not want to assign the master to a design, skip steps 2 and 3 and click on the button **Don't assign** (**Figure 270** **(3)**).

The master template is saved to the library.

Overwrite a Master Template

If you have adjusted an existing master template, you can overwrite this master template in the empower® Library and distribute an update.

To do so, follow the following steps:

1. Make sure to leave the slide master view.
2. Navigate to the group Home in the empower® Ribbon.
3. Click on the lower part of the split button **Library**.
4. Choose the option **Save** (**Figure 267**).
5. Choose the option **Master**.
6. Then, click on the button **Save as**.
   The empower® Library opens in the section *Master Templates*.
7. Select the master template you would like to overwrite with your new version of the master template.
   Switch the toggle button **Updates** to *On* to distribute an update for the master template (**Figure 272**).
8. Click on the button **Save** to save the master template.

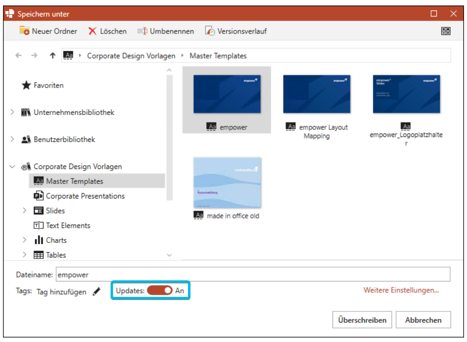

Figure 272. Updates Enabled

After you click on the button **Save**, the dialog box **Master Information** opens with all settings previously selected for this master template (**Figure 269**). Check the settings and adjust, if required.

Once you have checked all settings, follow the following steps to finish the upload of the master template:

1. Click on the button **Apply**.
   The window **Assign to design** opens (**Figure 270**).
2. Use either of the following two options:
   a. Click on the **arrow down** symbol to expand the drop-down menu and choose the design you want to assign the master to (**Figure 270** (**1**)).
   b. Click on the **plus** symbol to create a new design from scratch.
      Type in the design name in the input field *Design name* (**Figure 271** (**1**)) and switch the toggle buttons to *On* to use the defined color scheme, used font and font sizes in the master template (**Figure 271** (**2**)).
      Click on the button **OK** to confirm your settings (**Figure 271** (**3**)) and choose the newly added design from the drop-down menu to assign the master to it.
3. Click on the button **Assign** (**Figure 270** (**2**)).

> If you decide to distribute a master template update, all users who used this master template to create a presentation will receive a *Design Check* error with the category *Master*. This indicates that the slides or presentation have to be converted to the updated master template via the feature *Convert*.
>
> For more information regarding the conversion of slides and presentation, see **Convert Content**.

3.3.1. Layout Protection

For Administrators

The layout protection can be used to ensure that users only use the provided placeholders to insert elements on a slide layout.

On blank layouts or title-only layouts, it can be used to define a working area that the users may use to place elements on the slide.

If the layout protection is enabled, the empower® Corporate Design Check checks if there are any elements on the slide which are located outside of the provided placeholders.

If this is the case, an error entry will be included in the check results.

The layout protection can be enabled globally during the master upload.

In addition, individual layouts can be edited to fulfill your requirements.

For further information regarding the empower® Corporate Design Check, see **empower® Corporate Design Check**.

Enable Layout Protection

The layout protection can be enabled upon the master upload.

If you want to enable layout protection for a new master, follow the instruction to save master templates under **Save a Master Template**.

If you want to enable layout protection for an existing master, follow the instructions to overwrite a master template under **Overwrite a Master Template**.

When you save or overwrite a master template, a dialog box opens.

In this dialog box, switch the toggle button for **Layout Protection** to *On* (**Figure 273**).

Then, click on the button **Apply**.

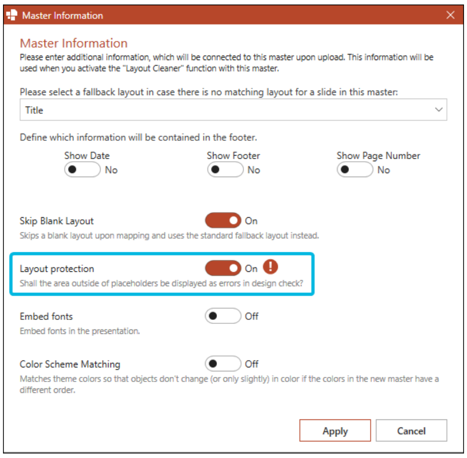

Figure 273. Enable Layout Protection for Master

Follow the process to assign the master to a design and finish the upload.

Layout protection is now enabled for the respective master template.

If a user places elements outside of placeholders, the *Corporate Design Check* will show error entries for these elements.

The empower® Corporate Design Check does only check for layout protection violations if the respective option has been enabled in the empower® Customizing Center. The settings must be set for the design that the master template is assigned to during the upload.

For further information regarding the access to the empower® Customizing Center, see **empower® Help**.

For further information regarding the *Corporate Design Check* settings in the empower® Customizing Center, refer to our **empower® Admin Center manual**.

Adjust Individual Slide Layouts for Layout Protection

Most master templates include *Blank* or *Title Only* layouts.

On these layouts, there are either no placeholders or only title placeholders.

As a consequence, any elements placed on these layouts that are not placed inside the title placeholder would trigger an error entry in the *Corporate Design Check*.

To avoid superfluous error entries and to not restrict the creative freedom that these layouts are supposed to provide, you can edit these slide layouts before uploading the master template.

To do so, follow the following steps:

1. Open the master template.
2. Navigate to the tab View.
3. Click on the button **Slide Master** (Figure 274).

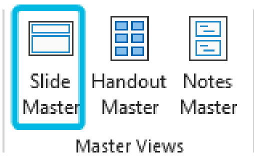

Figure 274. Button **Slide Master**

4. In the slide master view, navigate to the slide layout you want to edit and select it.
5. Now, insert a shape into this slide layout.
   In most cases, a rectangle is the most suitable option.
6. Adjust the slide to the area in which you want to allow users to insert elements.
7. Right-click on this shape.
   A context menu opens.
8. In this context menu, choose the option **Enable Layout Protection** (Figure 275).
   The shape now defines the working area of the slide layout in which elements can be placed without triggering error entries.

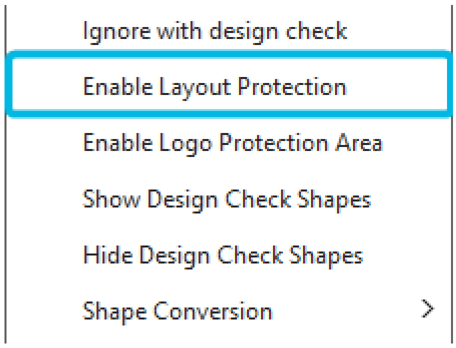

Figure 275. Option **Enable Layout Protection**

9. Then, press **Alt** + **F10** to open the selection pane for your current slide.
10. Here, select the shape you have added and rename it to *Layout Protection* (Figure 276).
    This will help you to find shapes that you have defined for the layout protection if further changes are required.

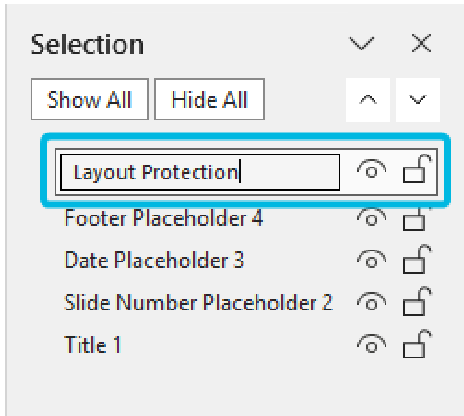

Figure 276. Selection Pane with Layout Protection Shape

11. To hide the shape for users, right-click on the shape again.
    A context menu opens.
12. Choose the option **Hide Design Check Shapes** (Figure 277).
13. Now, leave the slide master view and save the master template back to the empower® Library.
    Make sure to enable the layout protection when uploading the master template and all required settings in the empower® Admin Center are set accordingly.

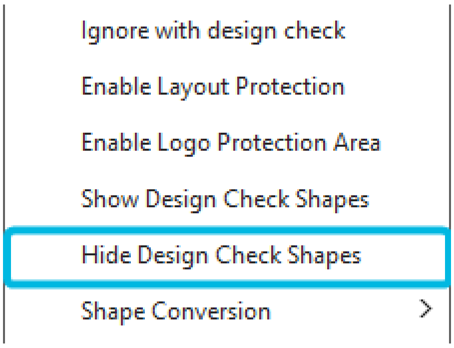

Figure 277. Option **Hide Design Check Shapes**

If you want to edit the layout protection shape, you can make it visible again.

To do so, right-click on the slide in the slide pane.

A context menu opens.

Here, choose the option **Show Design Check Shapes** (Figure 278).

All shapes that you have hidden via the option **Hide Design Check Shapes** are now displayed on the slide again.

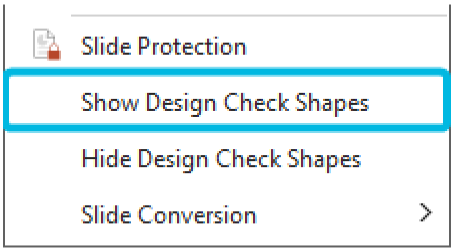

Figure 278. Option **Show Design Check Shapes**

> If a shape has been set up for layout protection, a **checkmark** symbol is displayed next to the option in the context menu.

> Alternatively, you can use the **eye** symbol in the selection pane to hide and show single shapes or placeholders.

> For further information regarding the master upload, see Upload a Master Template.

3.4. Incorporate Multiple Logos

For Administrators

The logo feature of empower® allows you to insert and even change a logo in a fixed location on the master. This way, you can, for example, work with a single master for the whole company, even though you have multiple subsidiaries using different logos in their presentations.

To enable the logo feature, the following requirements must be met:

- **Folder *Logos*** – All desired logos have to be saved in a dedicated *Logos* folder placed in the section *Corporate Design Templates – Pictures* of the empower® Library. If required, the folder can be added to a design folder.
  The folder has to be specifically mapped on the database.
- **Logo graphics** – Are saved to the folder *Logos* and named in accordance with a specific naming pattern.
- **Logo placeholder** – Is defined in the master template.

> If your empower® Environment is hosted in the empower® Cloud, the mapping on the database for the folder *Logos* will be performed by the empower® Support.
>
> If your empower® Environment is hosted in your own Corporate Cloud or on-premises, reach out to your IT department.
>
> If you have questions regarding this setup, contact you Onboarding Specialist or Customer Success Manager.

> Once the mapping of this folder on the database has been set up, renaming this folder via the empower® Library does not affect the functionality of the logo feature.

> One *Logos* folder can be defined on a database for the logo feature.
>
> It is not possible to add content to any subfolder in the *Logos* folder since it will not be taken into account via the logo feature.

Upload the logo graphics to the empower® Library. For further information on how to save content to the empower® Library, see **Manage Content in empower®**.

When naming the logo graphics for the logo feature, the following requirement must be met:

- Include **#[logo graphic name]** in the file name to later match the placeholder name.

To set up the logo placeholder in the master template, follow the following steps:

1. Navigate to the tab View and click on the button **Slide Master**.
2. Add any shape, most preferably a rectangle, onto the primary slide.
3. Navigate to the selection pane by pressing the keys **Alt** + **F10**, select the shape and rename the shape (Figure 279).
   a. **MIO_LOGOPLACEHOLDER#[logo graphic name]** – Names the logo placeholder. Replace *[logo graphic name]* with the logo graphic name you saved the logo files to the empower® Library with.

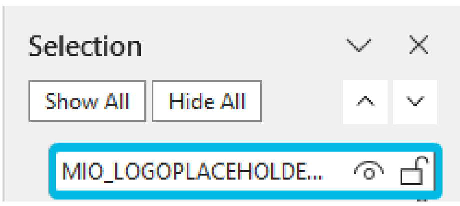

Figure 279. Rename Shape in Selection Pane

4. Select the inserted shape and navigate to the group Presentation Settings in the tab Slide Master (**Figure 280**).

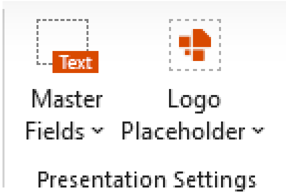

Figure 280. Group *Presentation Settings*

5. Click on the button **Logo Placeholder** to expand the drop-down menu and choose the option **Define logo** (**Figure 281**).
   To confirm the shape as a logo placeholder, a message box appears and confirms the change (**Figure 282**).
   The shape is now defined as a logo placeholder and the master is set up for the logo feature.

Figure 281. Option **Define logo**

Figure 282. Message Box Successful Setup of Logo Placeholder

6. Click on the button **Hide logo** to hide the shape on the layout slides (**Figure 283**).
   The **eye** symbol for this shape is stroke through now in the selection pane.
   Click on the button **Show logo** to reveal the shape at any time.
7. If the logo should only be visible on specific layout slides, repeat steps 2 to 6 for each layout slide.
   If the logo should be visible on all layout slides, continue with the next step.
8. Save the master template to the library.
   For further information regarding the master upload, see **Upload a Master Template**.

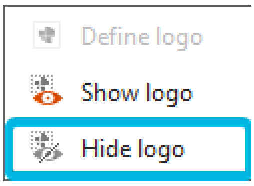

Figure 283. Option **Hide logo**

The logos are now available in the presentation settings for all empower® Users.

If multiple logo placeholders are defined, the position of the placeholders must be identical across all layouts.

The placeholder cannot have different sizes (dimensions in the format) on different layouts.

For further information regarding the presentation settings, see **Use Presentation Settings**.

For further information regarding enabling the presentation settings, refer to our **empower® Admin Center manual**.

For further information regarding logo protection, see **Logo Protection**.

3.4.1. Logo Protection

For Administrators

If you have set up logo placeholders or fixed logo graphics on a master template, you might want to make sure that users do not place other elements above the logo.

To make sure users do not do that, you can set up the logo protection.

If logo protection is enabled for the logo, the empower® Corporate Design Check checks if there are any elements on the slide which are overlapping with the logo.

If this is the case, an error entry will be included in the check results.

The logo protection needs to be enabled in the slide master view.

> The empower® Corporate Design Check does only check for logo protection violations if the respective option has been enabled in the empower® Customizing Center. The settings must be set for the design that the master template is assigned to during the upload.
>
> For further information regarding the access to the empower® Customizing Center, see **empower® Help**.
>
> For further information regarding the *Corporate Design Check* settings in the empower® Customizing Center, refer to our **empower® Admin Center manual**.

Enable Logo Protection

To set up the logo protection, follow the following steps:

1. Open the master template.
2. Navigate to the tab View.
3. Click on the button **Slide Master** (Figure 284).

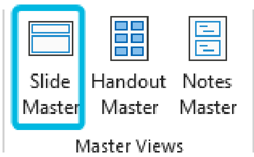

Figure 284. Button **Slide Master**

4. In the slide master view, navigate to the slide that contains the logo placeholder or logo graphic.
   a. If a logo placeholder has been used during the setup, press **Alt + F10** to view the selection pane.
   b. If the placeholder has been hidden, click on the **eye** symbol next to the logo placeholder to show the placeholder on the slide (Figure 285).

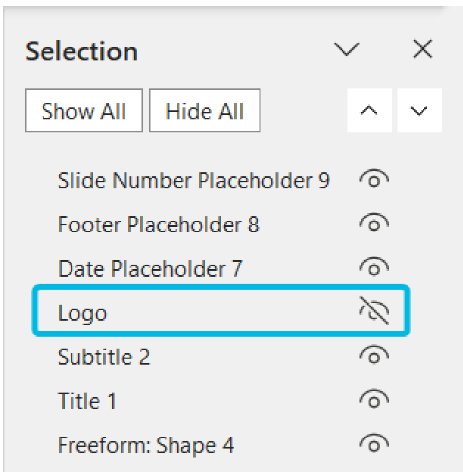

Figure 285. Logo in Selection Pane

5. Right-click on the logo placeholder or on the logo graphic.
   A context menu opens.
6. Here, choose the option **Enable Logo Protection Area** (**Figure 286**).
   The placeholder or graphic now defines the area in which no other elements must be placed.
   If users use elements that overlap with the logo, an error entry is triggered in the *Corporate Design Check*.

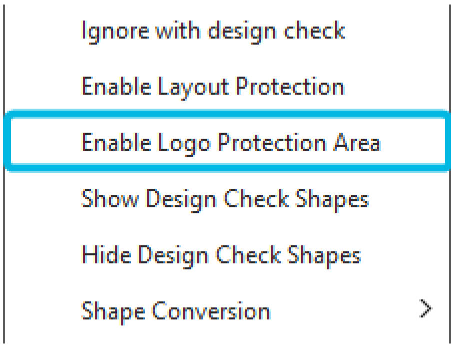

Figure 286. Option **Enable Logo Protection Area**

7. To hide the placeholder again, click on the **eye** symbol in the selection pane again.
8. If you have set up your master with multiple logo placeholders or multiple logo graphics, repeat steps 4 to 9 for all logo placeholders or graphics in the master that you want to protect.
9. Now, leave the slide master view and save the master template back to the empower® Library.
   Make sure all required settings in the empower® Admin Center are set accordingly.

> If you have decided to display the logo on all slide layouts, you have probably only set up one logo placeholder on the primary slide of the master template. This placeholder is then used for all other slide layouts.
>
> If you have decided to display the logo only on specific slides, multiple logo placeholders have been set up on individual slide layouts. If required, make sure to enable logo protection for all logo placeholders.
>
> For further information regarding the setup of logo placeholders, see **Incorporate Multiple Logos**.

> The name of the logo placeholder or graphic displayed in the selection pane depends on the master's setup.

> If a placeholder has been set up for logo protection, a **checkmark** symbol is displayed next to the option in the context menu.

> For further information regarding the master upload, see **Upload a Master Template**.

3.5. Use Presentation Settings

Before you start adding content to your presentation, you can make global settings for the presentation.

If your empower® Administrators have made it mandatory to fill in the fields in the *Presentation Settings*, the dialog box opens automatically when you open a new presentation.

In the *Presentation Settings*, you can set your preferences for the following aspects (**Figure 287**):

- Language
- Slide numbers
- Date
- Footer text
- Master fields
  - Confidentiality
  - Label
  - Watermark
- Logo

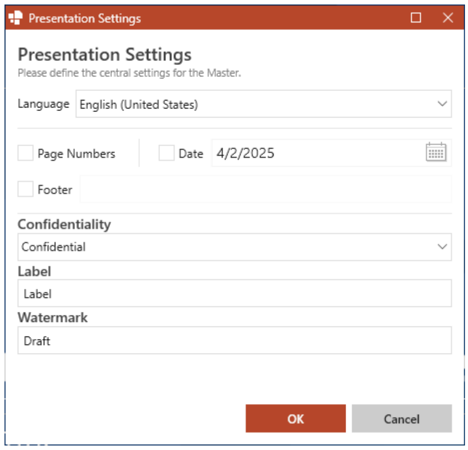

Figure 287. Presentation Settings

Depending on the setup of your empower® Environment, the number of available settings might vary.

If you want to change the fields or if they have not been made mandatory, you can access them manually.

To access the *Presentation Settings*, navigate to the group Finalize and click on the button **Check** (**Figure 288**).

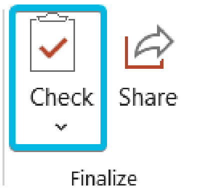

Figure 288. Button **Check**

In the drop-down menu, click on the button **Presentation Settings** (**Figure 289**).

A dialog box opens.

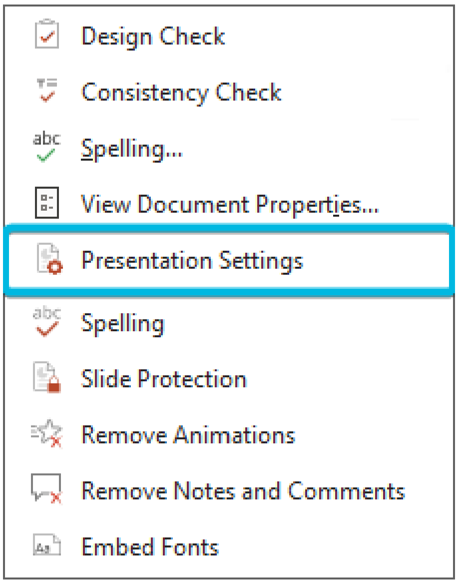

Figure 289. Option **Presentation Settings**

Under *Language*, you can set a global language for the presentation.

To do so, open the drop-down menu and choose your preferred language.

To add slide numbers to the footer on each slide, tick the checkbox for **Page Numbers**.

Slide numbers will be added to all slides they have been configured for (Figure 290).

Figure 290. Slide Number (Example)

To add a date to the footer on each slide, tick the checkbox next to **Date**.

Then, click into the input field.

A menu opens.

If you want to always display the current date, choose the option **Update automatically** (Figure 291).

Then, open the drop-down menu under *Format* to choose a date format.

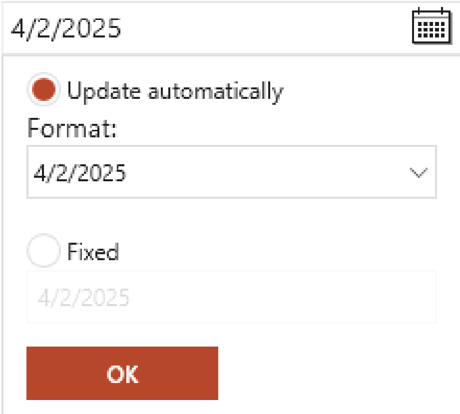

Figure 291. Update Date Automatically

If you want to display a fixed date in a custom format, choose the option **Fixed** and type in the date (Figure 292).

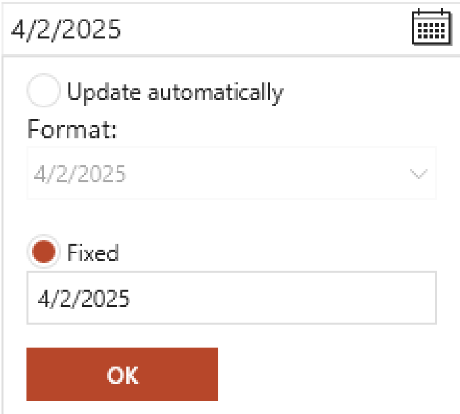

Figure 292. Fixed Date

The date will be added to your slide (**Figure 293**).

Figure 293. Date (Example)

Depending on the setup of the master template in use, slide numbers might not be placed on certain slides on purpose.

If the settings do not meet your requirements, contact your empower® Administrators.

If you want to add custom text to the presentation footer, tick the checkbox for **Footer**.

Then, enter your text in the input field.

The text will be displayed in the footer of your slides (**Figure 294**).

Figure 294. Footer (Example)

If your empower® Administrators have added custom master fields to the master template in use, the master fields are displayed to be filled in in the *Presentation Settings*.

The position of the master fields depends on the setup that has been done by your empower® Administrators.

Depending on how the master field has been set up, you can either enter your own text, choose from a predefined set of texts or enable and disable the master field via a checkbox.

For example, master fields are often used to insert a confidentiality label into your slides (**Figure 295**).

Figure 295. Confidentiality Master Field (Example)

They can also be used to insert a label (Figure 296).

Figure 296. Label Master Field (Example)

A watermark can also be configured as a master field (Figure 297).

Figure 297. Watermark Master Field (Example)

If you want to switch to a different logo to be displayed, select it from the available options (Figure 298).

You can also choose not to display any logo.

To make a logo the default logo to be used, select the logo and click on the button **Set Default**.

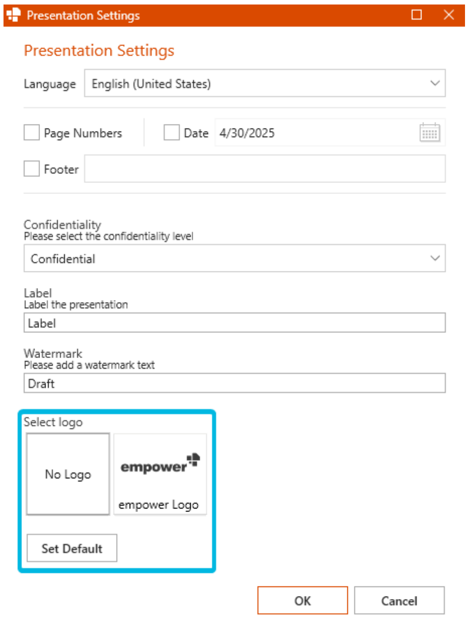

Figure 298. Logo Options

For you to be able to switch between different logos, your empower® Administrators must have added multiple logos to choose from in your empower® Environment.

If this is not the case, you cannot switch between logos.

For further information for administrators, see Incorporate Multiple Logos.

To confirm all settings, click on the button **OK**.

All changes will be applied on the presentation and a footer will be added.

If you want to make changes to the footer, always use the *Presentation Settings*.
Changing the footer manually may lead to formatting issues.

3.5.1. Set Up Master Fields

For Administrators

As an empower® Administrator, you can set up different master fields for your master templates.

These master fields are then filled in via the presentation settings by the user when they use the respective master.

For further information regarding the *Presentation Settings*, see **Use Presentation Settings**.
For further information regarding the setup of logo placeholders, see **Incorporate Multiple Logos**.

You can define three different types of master fields:

- **Text Master Fields** – Users can type in any text to be inserted into the master field via the *Presentation Settings*.
- **Options Master Fields** – Users can choose from a drop-down menu which text to be inserted into the master field via the *Presentation Settings*.
  Users can only choose from the respective options. They cannot edit them.
- **Fixed Master Fields** – You define a fixed text that is inserted into the master field.
  Users cannot edit this master fields.

In addition, you can name the master field and enter a description which will be displayed in the *Presentation Settings*.

You can also set the master field to be mandatory.

If you set a master field to be mandatory, the *Presentation Settings* open each time a user uses the master template.

To set up a master field, follow the following steps:

1. Open the master you want to edit.
2. Navigate to the Tab View in PowerPoint.
3. Here, click on the button **Slide Master** (**Figure 299**).

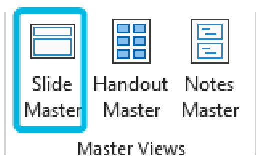

Figure 299. Button **Slide Master**

4. In the slide master view, either select an existing shape that you want to use for the master field or create a new one and select it.
   You only need to insert the master field once on the first slide of the master. If it is filled in via the *Presentation Settings*, it will be inserted on all slide layouts used in the respective presentation.
   Therefore, make sure the master fields do not overlap with any shape or placeholder within the master template.
5. Then, navigate to the group Presentation Settings.
6. Click on the button **Master Fields** (Figure 300 (**1**)).
   A drop-down menu opens.
7. In this drop-down menu, select the option **Define Master Fields** (Figure 300 (**2**)).
   A dialog box opens.
8. In this dialog box, choose which type of master field you want to create (Figure 301 (**1**)).
9. Enter a name and a description for the master field which will be displayed for the users (Figure 301 (**2**)).
10. To make a master field available for a specific language, open the drop-down menu under *Language* and choose the respective language (Figure 301 (**3**)).
    This setting refers to your set PowerPoint language.
11. To make it mandatory to fill in the master field in the *Presentation Settings*, switch the toggle button for **This Master Field is mandatory** to *On* (Figure 301 (**4**)).

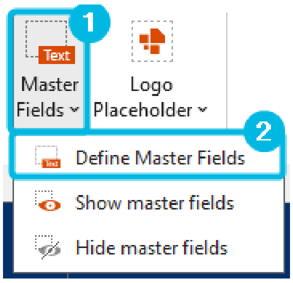

Figure 300. Option **Define Master Fields**

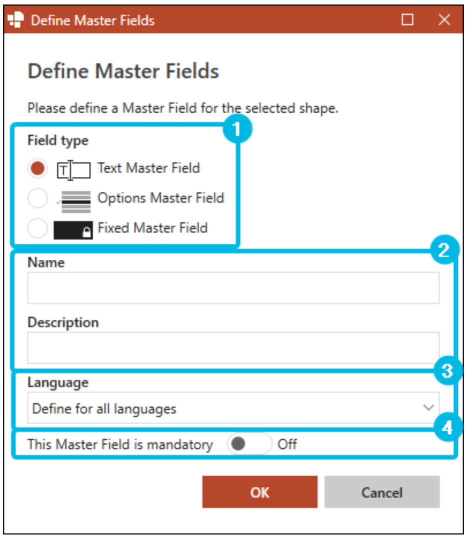

Figure 301. Define Master Field

12. If you have chosen the *Options Master Field*, add options.
    a. To do so, click on the button **Add** (Figure 302 **(1)**).
    b. Then, type in the option text.
    c. Repeat this process for all options you want to add.
       To remove an option, click on the button **Remove** (Figure 302 **(2)**).
    d. To change the display order of the options, use the buttons **Up** and **Down** (Figure 302 **(3)**).

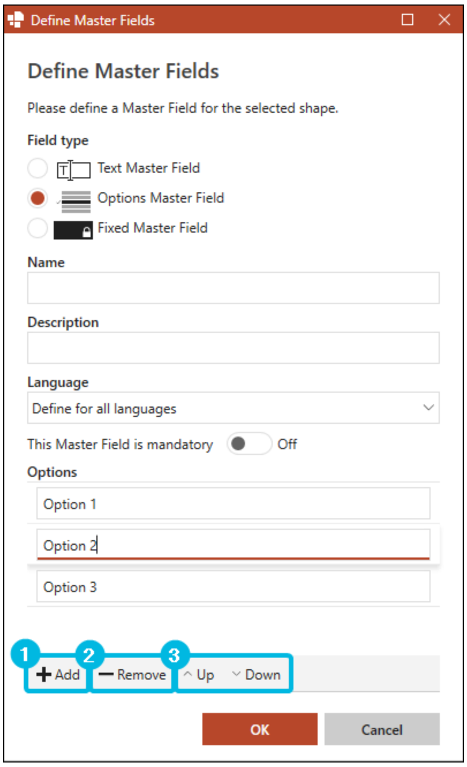

Figure 302. Add Options

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

You can only use shapes to create master fields. Placeholders are not supported.
If you select a placeholder and try to define it as a master field, a dialog box opens.

Usually, master fields are set on the first slide of a slide master.
Placeholder always overlap shapes. Therefore, make sure there are not placeholders that would overlap with the shape in any of the master's slide layouts.

The shapes you use for master fields should not be displayed on the master's layout slides if they are not filled in.

To hide the master fields on the layout slides, click on the button **Master Fields** and then choose the option **Hide master fields** (Figure 303).

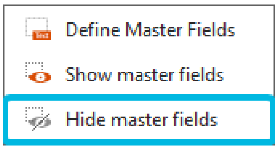

Figure 303. Option **Hide master fields**

When editing the master template, you can always make them visible again via the button **Show master fields** (Figure 304).

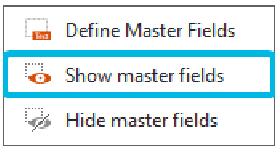

Figure 304. Option **Show master fields**

To edit an existing master field, select the respective shape and click on the button **Define Master Fields**.

To view all shapes and placeholders including hidden ones, press **Alt** + **F10**. The selection pane opens on the right-hand side of your PowerPoint window.
Hidden shapes and placeholders are marked by a crossed-out **eye** symbol.

3.6. Create an Agenda

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

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

To open the *Agenda Editor*, navigate to the group Insert and click on the button **Agenda** (**Figure 305**).

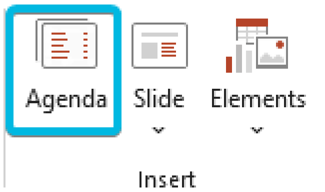

Figure 305. Button **Agenda**

The *Agenda Editor* opens (**Figure 306**).

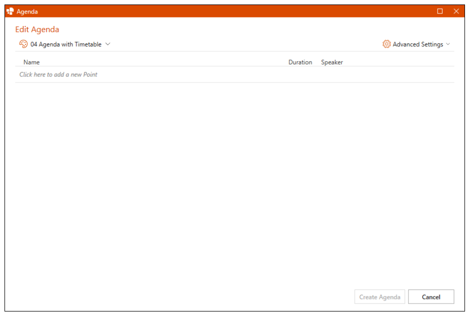

Figure 306. Agenda Editor

If you want to edit an existing agenda, you can either use the button **Agenda** in the empower® Ribbon or click on any shape on an agenda slide and click on the option **Edit Agenda** (**Figure 307**).

Figure 307. Option **Edit Agenda**

Work with the Agenda Editor

To create or edit your agenda, first select the agenda template you want to use. To do so, open the drop-down menu on the upper left of the *Agenda Editor* (**Figure 308**).

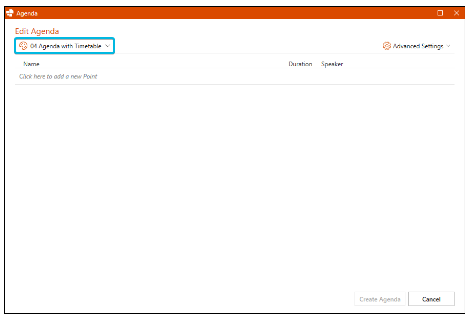

Figure 308. Template Drop-Down Menu

Choose your preferred template (Figure 309).

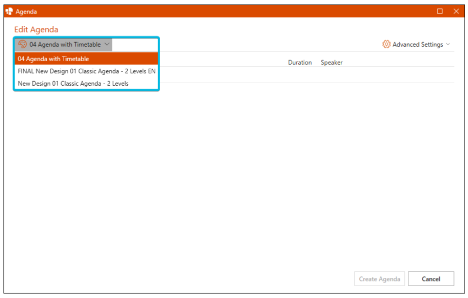

Figure 309. Template Drop-Down Menu (Expanded)

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

1. Enter the title for your agenda point.
2. Click on the button **Add** (Figure 310) or press **Enter**.
3. Repeat this process for all your agenda points.

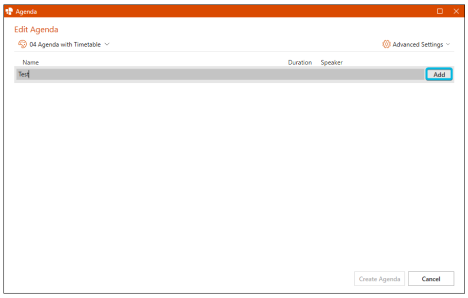

Figure 310. Button **Add**

4. To move one of the agenda points to a sublevel, hover over the agenda point and click on the **arrow** symbol that points to the right (Figure 311 **(1)**).
   To move an agenda point back to the previous level, click on the **arrow** symbol that points to the left (Figure 312 **(2)**).

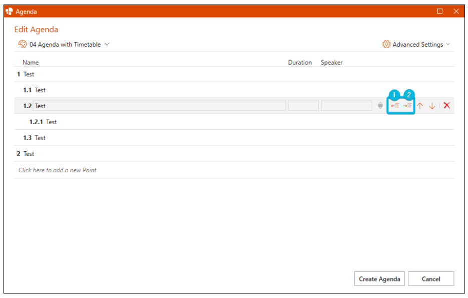

Figure 311. **Arrow** Symbols (Right and Left)

You can change the order of your agenda points using the **arrow** symbol that points up or down (Figure 312). You can use Drag & Drop to move the agenda point to the preferred position.

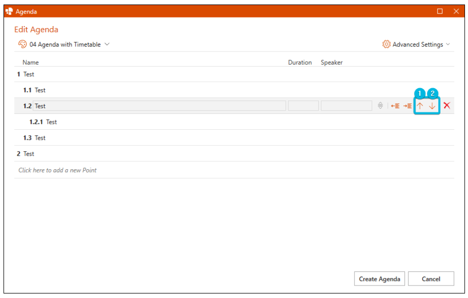

Figure 312. **Arrow** Symbols (Up and Down)

You can create a maximum of three levels.

If the third level has not been configured for your chosen agenda template and you try to insert the agenda, a dialog box opens (Figure 313). In this case, choose another agenda template or do not use third level agenda points.

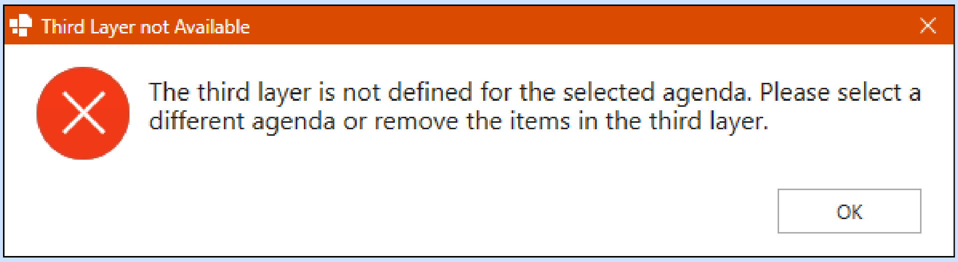

Figure 313. Dialog Box for Third Level

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

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

Available agenda templates have been defined by your empower® Administrators. If you are missing a specific template, reach out to your administrators.

To delete an agenda point, click on the **X** symbol in line with the agenda point (Figure 314).

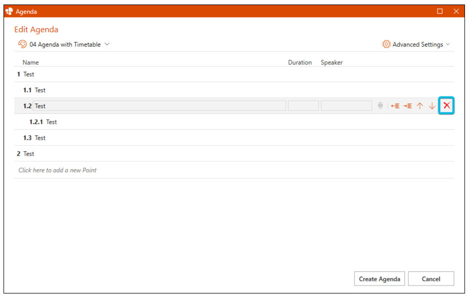

Figure 314. **Cross** Symbol

A menu opens. You will be asked if you also want to delete the agenda point's sublevels (Figure 315).

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

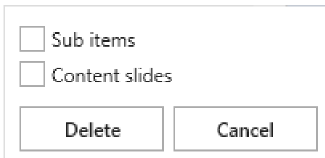

Figure 315. Deletion Options

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

Duration and Speaker

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

To do so, enter the duration into the input field for *Duration* (**Figure 316**).

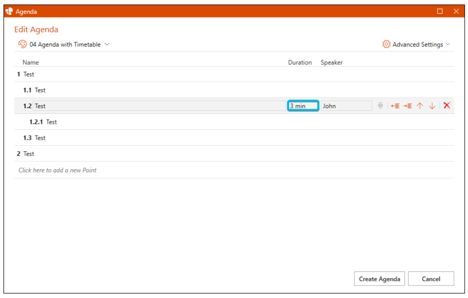

Figure 316. Input Field *Duration*

Enter the speaker's name into the input field for *Speaker* (**Figure 317**).

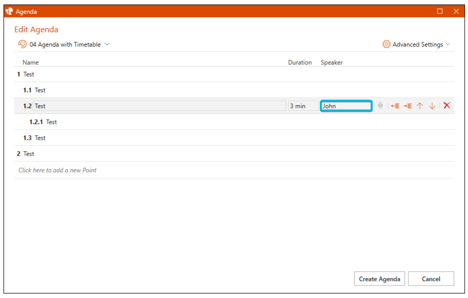

Figure 317. Input Field *Speaker*

Available agenda templates have been defined by your empower® Administrators. If you are missing a template with the field *Duration* or *Speaker*, reach out to them.

Advanced Settings

After you have entered all agenda points, you can implement a multitude of additional settings. To access the advanced settings, click on the button **Advanced Settings** on the upper right of the *Agenda Editor* (**Figure 318**).

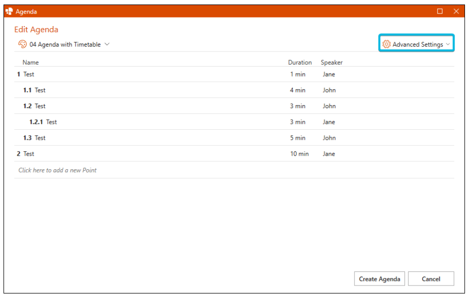

Figure 318. Button **Advanced Settings**

A menu opens.

In the menu, tick the checkbox next to a setting to enable the setting (**Figure 319**).

The following settings are available:

- Settings for the agenda slides (Figure 319 (**1**)):
  - **Overview slide** – Tick the checkbox to create an overview slide for your agenda.
  - **Divider slides** – Tick the checkbox to create divider slides for your agenda.
  - **Divider slides for sublevels** – Tick the checkbox to create divider slides for all sublevels.
- Settings for the sublevels (Figure 319 (**2**)):
  - **Only show corresponding level 1 item** – Tick the checkbox to display only agenda points on the first level for the corresponding agenda point on your divider slides.
  - **Always show level 2 sub items** – Tick the checkbox to display agenda points on the second level on your divider slides.
    This setting is grayed out if you have not added a second level to your agenda.
  - **Always show level 3 sub items** – Tick the checkbox to display agenda points on the third level on your divider slides.
    This setting is grayed out if you have not added a third level to your agenda.

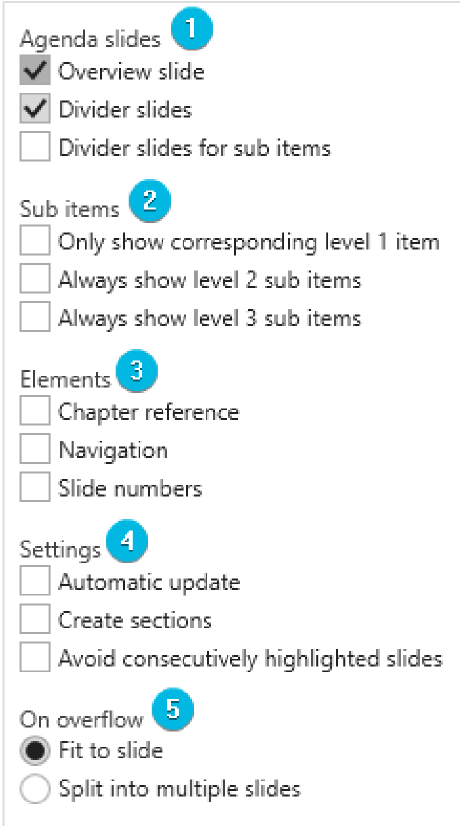

Figure 319. Advanced Settings

- Settings for single elements (Figure 319 (**3**)):
  - **Chapter reference** – Tick the checkbox to display a chapter reference on each divider slide.
    This setting is grayed out if the setting **Divider slides** is disabled and if the chapter reference has not been configured for the current agenda template.
  - **Navigation** – Tick the checkbox to display a navigation on each divider slide.
    This setting is grayed out if the setting **Divider slides** is disabled and if the navigation has not been configured for the current agenda template.
  - **Slide numbers** – Tick the checkbox to display the slide numbers for each agenda point on the divider slides.
    This setting is grayed out if the setting **Divider slides** is disabled.

- General settings (**Figure 319** (**4**)):
  - **Automatic update** – Tick the checkbox to update your agenda automatically.
    In this case, the slide numbers for your agenda points on the divider slides will be updated automatically if you add or delete slides within the presentation sections.
    This setting is grayed out if the setting **Divider slides** is disabled.
  - **Create sections** – Tick the checkbox to automatically create sections based on the agenda points. The sections will be visible in the slide pane on the left of your PowerPoint window.
    This setting is grayed out if the setting **Divider slides** is disabled.
  - **Avoid consecutively highlighted slides** – Tick this checkbox to avoid having multiple divider slides directly following each other.
    This setting is grayed out if the setting **Divider slides** is disabled.
- Overflow settings (**Figure 319** (**5**)):
  - **Fit to slide** – Tick the checkbox to fit the agenda to the slide if there are too many agenda points for one slide.
  - **Split into multiple slides** – Tick the checkbox to split the agenda into multiple slides if there are too many agenda points for one slide.

> The preselection in the advanced settings have been defined by your empower® Administrators. You can always make necessary changes.

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

Insert Agenda

If you have finished, you can insert the agenda into your presentation.
To do so, click on the button **Create Agenda** (**Figure 320**).

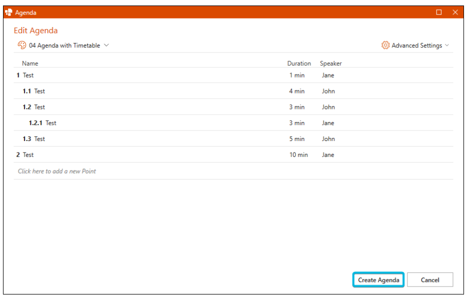

Figure 320. Button **Create Agenda**

If you are editing an agenda, the button is called **Update Agenda** (Figure 321).

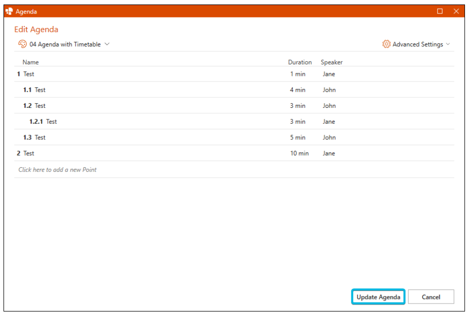

Figure 321. Button **Update Agenda**

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

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

Use an Agenda in Presentation Mode

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

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

If your agenda contains navigation elements, you can also use these elements to jump to other agenda points in the presentation.
To navigate to another agenda point, click on the respective navigation element when you are in presentation mode.

> You can also use this feature if you are not in presentation mode.
>
> To do so, hold the key **Ctrl** and then click on the agenda point or navigation element to jump to the respective agenda point.

3.6.1. Agenda Templates

For Administrators

empower® Administrators are granted the required permission to create an agenda template which can then be used with a master by the company's users. The agenda template can be created from scratch or based on an existing agenda template.

During the creation, the agenda template slides are designed individually and tags are added to the elements to map them to their function in an agenda.

Create an Agenda Template

If you want to create an agenda template from scratch, start, at best, with the layout slide *Empty* or *Title Only* from your master.

To create an agenda template from scratch, follow the following steps:

1. Open the appropriate slide layout in PowerPoint.
2. If necessary, edit the background of the PowerPoint slide to your wishes.
   To do so, follow the instructions under **Change the Background of Slides**.
3. Add the necessary elements to the slide.
   a. To do so, use the features in the group Insert in the empower® Ribbon (**Figure 322**).
      Make sure that the text boxes and placeholders provide enough space for possible text and numbers. Elements that are supposed to contain text need to support text.
      For further information regarding the slide formatting, see **Format Agenda Slides**.

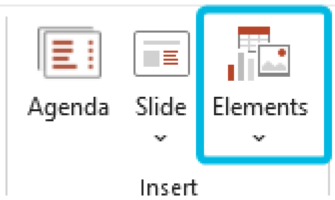

Figure 322. Button **Elements**

4. Format the elements to your wishes.
   To do so, adapt the font color, font type and font size as well as the element color, element size and element position.
   For further information regarding the slide formatting, see **Format Agenda Slides**.
5. Assign the necessary tags to the elements (**Figure 323**).
   a. Right-click on the element.
   b. In the context menu, choose the option **Agenda Tags**.
   c. Choose the corresponding tag.

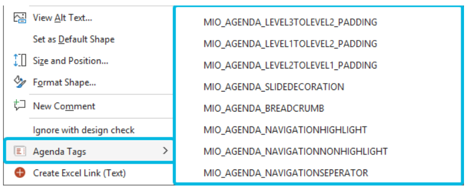

Figure 323. Agenda Tags

6. Add the optional elements that you need for the agenda template to the slide.
7. Adapt the elements to your wishes.
8. Assign agenda tags to the optional elements.

Do not group any elements in the agenda template.

Grouping elements will remove the assigned agenda tags.

If you add the duration or the speaker to an agenda template on level 1, the user will be able to add a speaker or the duration for all levels of agenda points in the *Agenda Editor*.

When adapting the font colors, types and sizes, make sure to choose options that are approved in the design of the respective master.

In case of a redesign in the master, the agenda template will be adapted automatically to the new design and will not have to be adapted manually.

When adapting the font colors, element colors and background colors, make sure to choose colors that stand out clearly against each other.

For further information regarding the agenda tags, see **Agenda Tags**.

Create Divider Slides

If the insertion of dividers is enabled, the agenda with the currently highlighted agenda point is inserted as a divider slide by default. These divider slides do not have to be defined in the agenda template. If you want to display different formatting for divider slides, you can define another agenda slide for the agenda template.

To create customized divider slides, follow the following steps:

1. Add a new slide after the agenda overview slide.
2. If necessary, edit the background to your wishes.
3. Add the necessary elements to the slide.
   You can add elements for the chapter number, the chapter title, the speaker and the duration.
4. Adapt the elements on the divider slide to your wishes.
   You can choose any font colors, font types and font sizes as well as any element color and element position.
5. Assign the corresponding tags to the elements.

For further information regarding the agenda tags, see **Agenda Tags**.

Format Agenda Slides

You can format the text boxes and placeholders as you wish. You can choose any desired font color, font and font size as well as element color, element size and element position.

Make sure that the text boxes you insert for the numbering of one level and the text for one level are the same size.

In addition, make sure that the text boxes are big enough to fit larger numbers and more text. If that is not the case, your text might be relocated unintentionally.

You can edit the slide the same way you edit normal presentation slides.

You can also add new elements and assign them functions in the agenda by assigning agenda tags to them.

All elements that are supposed to contain text have to be elements that support text.

It is strongly recommended that you always add a third level when customizing or creating an agenda template.

If the third level is added but not used, this does not affect the user.

If the third level is not added in the agenda template, the user will be able to add a third level in the *Agenda Editor* but the agenda cannot be inserted. A dialog box opens.

Set Space between Elements

The space between different elements and agenda points is defined while editing the agenda template. The space cannot be edited afterwards.

Defined the space between elements by adding shapes between the agenda points. These shapes represent the space that should be used between the elements.

Then, assign the respective agenda tags to the shapes.

The following rules regarding spaces can be defined:

- The space between two elements on level 1
- The space between one element on level one and one element on level 2
- The space between two elements on level 2
- The space between one element on level 2 and one element on level 3
- The space between two elements on level 3
- The space between one element on level 3 and one element on level 2
- The space between one element on level 3 and one element on level 1 or one element on level 2 and one element on level 1

For further information regarding the agenda tags, see **Agenda Tags**.

Insert Pictures

There are two ways to add pictures to your agenda template:

- Add a static picture
- Add a picture placeholder

To add a static picture, add the desired picture at the desired position and assign the following agenda tag:

MIO_AGENDA_SLIDEDECORATION

If a user inserts this agenda in the future, the picture will automatically be inserted at this position.

To add a picture placeholder, add a picture placeholder at the desired position.

The picture placeholder will not be assigned to an agenda tag. If you add this agenda in the future, the picture placeholder will automatically be inserted at this position. Now, users can choose an individual picture to fill the placeholder.

Each agenda template can only have one picture placeholder.

If there is more than one picture placeholder, only one placeholder will be updated when the agenda is being updated.

Do not use a placeholder for the following tag:

MIO_AGENDA_SLIDEDECORATION

Always use a shape for this tag.

If you add a picture placeholder to your agenda template, you will be able to add individual pictures to each agenda slide.

If you add a static picture, the same picture will automatically be displayed on all agenda slides.

Insert Decoration Elements

Each level in the agenda template can be assigned a decoration element.

For example, those decoration elements can be arrows that point at the different levels.

To add decoration elements, add a shape to the slide and assign the required tags.

For further information regarding the agenda tags, see **Agenda Tags**.

Save an Agenda Template

To save the agenda template as a new agenda template, follow the following steps:

1. Make sure that the slides which contain the agenda template are selected.
   If you have also created a divider slide, this slide must also be included in your selection.
2. In the empower® Ribbon, navigate to the group Home.
3. Click on the lower part of the split button **Library** (**Figure 324**).

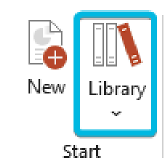

Figure 324. Button **Library**

4. Choose the option **Save** (Figure 325).

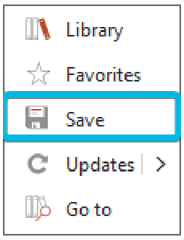

Figure 325. Option **Save**

5. Choose the option **empower Element** (Figure 326 **(1)**).
6. Then, choose the option **Agenda** (Figure 326 **(2)**).
7. Click on the button **Save as** (Figure 326 **(3)**).
   The library opens in the subsection *empower Elements* of the section *Corporate Design Templates*.
8. Choose the design folder you want to add the template to.
   If you want the template to be available for all designs, save it on the first sublevel of the subsection *empower Elements*.

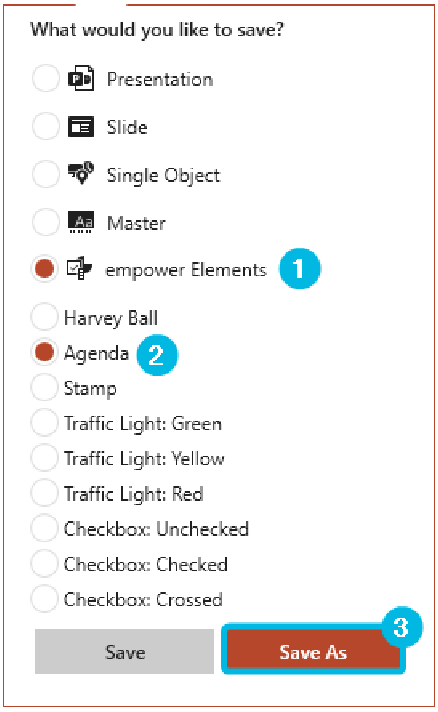

Figure 326. Saving Dialog for Agenda

9. Enter a name for the agenda template.
   This name will be displayed to the user in the *Agenda Editor*.
10. Click on the button **Save** (Figure 327).

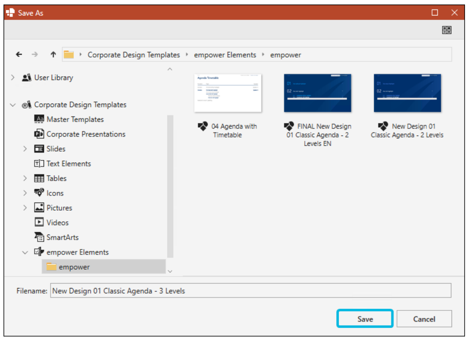

Figure 327. Save Agenda Template

If you save the agenda template, there are dialog boxes that appear if one tag has been assigned to multiple slides or if a necessary tag is missing.
The dialog boxes also show which tags are affected.

Adjust Agenda Settings

If you save an agenda template, a dialog box opens (**Figure 328**).

In this dialog box, you can make changes to the default settings for the agenda template.

On the left-hand side, you can define the details for the agenda as well as the number format for the agenda points. these settings can only be edited by administrators upon saving an agenda template.

On the right-hand side, you can define the default settings for the agenda. These settings can always be adjusted by users individually under **Advanced Settings** in the *Agenda Editor*.

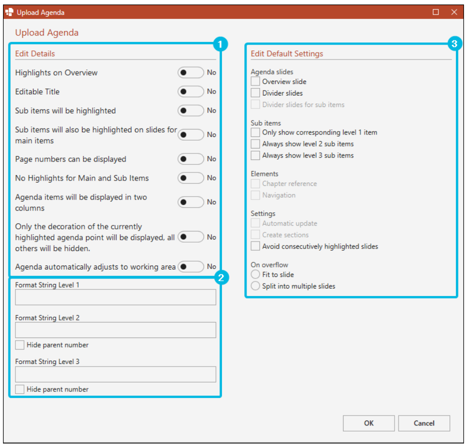

Figure 328. Agenda Settings

On the left-hand side, you can make changes to the following settings (**Figure 328** (**1**)):

- **Highlights on Overview** – Defines if elements on the overview slide will be highlighted or not.
- **Editable Title** – Defines if the agenda title will be editable in the *Agenda Editor*.
- **Sub items will be highlighted** – Defines if subitems will also be highlighted or not.
- **Sub items will also be highlighted on slides for main items** – Defines if subitems of an agenda point will also be highlighted on the divider slide for the main agenda point.
- **Page numbers can be displayed** – Defines if PowerPoint built-in slide numbers will be displayed on the agenda slides or not.
- **No Highlights for Main and Sub Items** – Defines if neither agenda points nor their subitems will be highlighted.
- **Agenda items will be displayed in two columns** – Defines if the agenda will be displayed in two columns.
- **Only the decoration of the currently highlighted agenda point will be displayed, all others will be hidden** – Defines if only the decoration element of the current agenda point will be displayed.
  If this setting is disabled, all decoration elements will be displayed.
- **Agenda automatically adjusts to working area** – Defines if the agenda will automatically be adjusted to the working area.

If users should be able to tick the checkbox **Divider slide** when creating an agenda, switch the toggle button **Sub items will be highlighted** to *On*.

To display the agenda in two columns, the agenda template has to be formatted only on the left side of the slide.

The left side of the slide will then automatically be mirrored, and the agenda points will automatically be calculated for the whole agenda.

In addition, you can define string formats which will be used for the numbering of each level (**Figure 328** **(2)**).

You can use the following string formats:

String Format	Displayed as	Example
%a%	Lowercase	2 > b
%A%	Uppercase	2 > B
%1%	Arabic numerals	2 > 2
%01%	Arabic numerals with zero at the beginning	2 > 02
%i%	Small roman numerals	2 > ii
%I%	Big roman numerals	2 > II

A period as separator for level 2 and 3 has to be added in front of the string format.

If no string format is defined, the default value *%1%* will be used.

For further information regarding the agenda settings on the right-hand side (**Figure 328** **(3)**), see **Work with the Agenda Editor**.

Adjust Master Template

As an agenda is usually used with a specific master template, this master template can be adjusted to match your requirements.

Therefore, you can define that the agenda layout is hidden for users in the slide layout selection unless an agenda is used.

In addition, you can define which slide layout should be used for the last slide in a presentation and you can hide chapter references and navigation elements on specific slide layouts.

These adjustments are made directly to the master template which the agenda is based on.

Hide Agenda Layout for Users

If you want to use another layout than *Empty* or *Title Only*, the following must be considered:

In some cases, the agenda layout should not be visible for users as long as there is no agenda inserted via the empower® Feature into the presentation.

Therefore, the layout can be hidden if required.

To make sure that the users will not be able to use the agenda layout as a normal slide layout, follow the following steps:

1. Open the respective master from the empower® Library.
2. Navigate to the tab View.
3. In the group Master Views, click on the button **Slide Master** (Figure 329).
4. Navigate to the slide layout that you want to use for the agenda template.
5. To view a list containing all elements that are present on the slide, press the keys **Alt** + **F10** at the same time.
6. In the empower® Ribbon, navigate to the group Insert.
7. Click on the button **Elements**.
8. Choose the option **Shapes**.
9. Insert a shape into the slide.
   The element will now be shown in the list of elements on the right side of the screen.
10. Change the name of the element to:
    MIO_AGENDA_VALID_LAYOUT (**Figure 330**)
11. In the line of the element, click on the **eye** symbol.
    The element will not be shown on the slide and will function as a tag for the slide.
12. To exit the slide master view, click on the button **Close Master View**.
13. Then, follow the steps to create and save an agenda template under **Create an Agenda Template**.

Alternatively, delete all slide layouts in the slide master view except for the one you want to use for the agenda template and the first layout.

Exit the slide master view and follow the steps to create and save the agenda template.

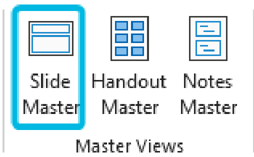

Figure 329. Button **Slide Master**

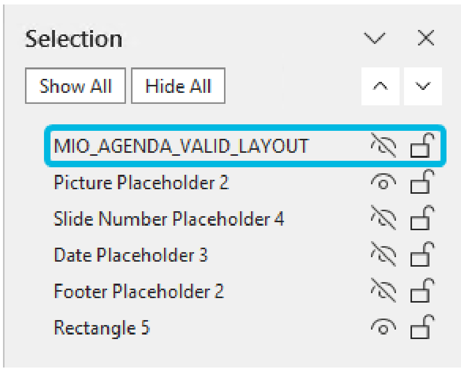

Figure 330. Element List – Hide Agenda Layout

During this process, the master is not uploaded or overwritten.
The process is used to mark the layout as valid master layout by assigning a tag by empower®.

Define Last Slide

To make sure that the last slide of the master will always be the last slide of a presentation, you can assign a tag to that slide.

To do so, follow the following steps:

1. Navigate to the tab View.
2. In the group Master Views, click on the button **Slide Master**.
3. In the slide master view, navigate to the slide that should always be displayed as last slide of a presentation.
4. To view a list containing all elements that are present on the slide, press the keys **Alt** + **F10** at the same time.
5. In the empower® Ribbon, navigate to the group Insert.
6. Click on the button **Elements**.
7. Choose the option **Shapes**.
8. Insert a shape into the slide.
   The element will not be shown on the slide and will function as a tag for the slide.
9. Change the name of the element to:
   MIO_AGENDA_LAST_SLIDE (**Figure 331**)
10. In the line of the element, click on the **eye** symbol.
    The element will not be shown on the slide and will function as a tag for the slide.

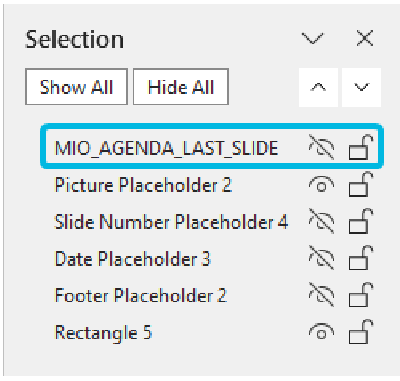

Figure 331. Element List – Define Last Slide

The tag *MIO_AGENDA_LAST_SLIDE* effects users who add an agenda to their presentation.

If the agenda is updated by the user, the tagged slide will always remain the last slide of the presentation.

Hide Chapter Reference and Navigation Element

If you define a chapter reference or navigation element in your agenda template, these elements will be displayed on all slides in your presentation.

Make sure that decoration elements and pictures on slide layouts are not covered by chapter references or navigation elements.

To do so, follow the following steps:

1. Navigate to the tab View.
2. In the group Master Views, click on the button **Slide Master**.
3. Go through all layout slides and check if the chapter reference or navigation element should be hidden.
4. To view a list containing all elements that are present on the slide, press the keys **Alt** + **F10** at the same time.

5. To hide the chapter reference on the slide, follow the following steps:
   a. In the empower® Ribbon, navigate to the group Insert.
   b. Click on the button **Elements**.
   c. Choose the option **Shapes**.
   d. Insert a shape into the slide.
      The element will now be shown in the list of elements on the right side of the screen.
   e. Change the name of the element to: *MIO_AGENDA_IGNORE_CHAPTER_REFERENCE* (**Figure 332**)
   f. In the line of the element, click on the **eye** symbol.
      The element will not be shown on the slide and will function as a tag for the slide.

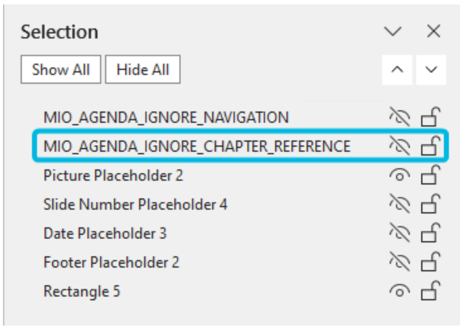

Figure 332. Element List – Hide Chapter Reference

6. To hide the navigation element on the slide, follow the following steps:
   a. In the empower® Ribbon, navigate to the group Insert.
   b. Click on the button **Elements**.
   c. Choose the option **Shapes**.
   d. Insert a shape into the slide.
      The element will now be shown in the list of elements on the right side of the screen.
   e. Change the name of the element to: *MIO_AGENDA_IGNORE_NAVIGATION* (**Figure 333**)
   f. In the line of the element, click on the **eye** symbol.
      The element will not be shown on the slide and will function as a tag for the slide.

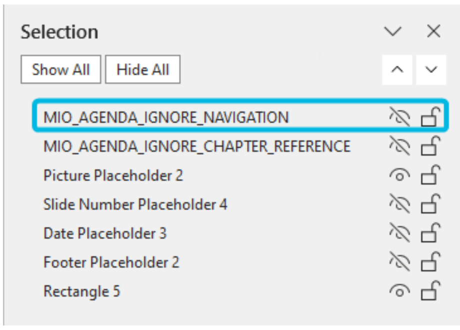

Figure 333. Element List – Hide Navigation

The chapter reference and the navigation element are in general only displayed on the content slides between two agenda slides.
They are not displayed on the agenda slides themselves.

Edit an Agenda Template

If you want to make changes to an existing agenda template or if you want to create a new agenda template based on an existing one, open the existing agenda template from the empower® Library, edit the template and then save it back to the library.

To open the template, open the subsection *empower Elements* of the section *Corporate Design Templates* and navigate to the agenda template you want to edit.

Double-click on the template or use the button **Insert** to open the agenda template in PowerPoint (**Figure 334**).

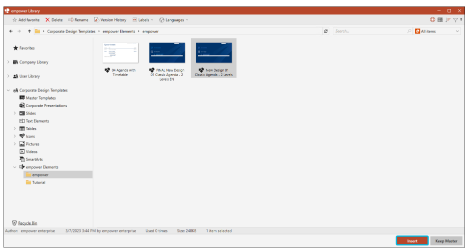

Figure 334. Insert Agenda Template

Now, edit the agenda slides according to your needs.
To do so, refer to the instructions under **Create an Agenda Template**.

An existing agenda template should already contain all necessary agenda tags.

To check the assigned tags, follow the following steps:

1. Choose an element from the template that you want to check.
2. Right-click on the edge of the element.
   The context menu opens.
3. In the context menu, choose the option **Agenda Tags**.
   A list with all available agenda tags opens.
4. Check if a tag has been assigned to the element and if so, check if the correct tag has been assigned to the element.
   The assigned tag is marked by a **tick** symbol.
   a. If no tag has been assigned to the element, choose the required tag.
      If the correct tag has already been assigned, **do not** click on the tag again. This would remove the tag.
5. Repeat this procedure for all elements.

You can press the keys **Alt** + **F10** at the same time to view a list containing all elements that are present on the slide.

> It is not possible to select multiple agenda templates at once and to insert them into your presentation.
> Therefore, only one agenda template can be edited at the same time.

Overwrite an Agenda Template

To overwrite the existing agenda template, follow the following steps:

1. Make sure that the slides which contain the agenda template are selected.
   If you have also created a divider slide, this slide must also be included in your selection.
2. In the empower® Ribbon, navigate to the group Home.
3. Click on the lower part of the split button **Library**.
4. Choose the option **Save**.
5. Choose the option **empower Element**.
6. Then, choose the option **Agenda**.
7. Click on the button **Save as**.
   The library opens in the subsection *empower Elements* of the section *Corporate Design Templates*.

8. Select the agenda template that you want to overwrite.
9. Click on the button **Overwrite** (**Figure 335**).
   The agenda settings open.
10. Check the settings and adjust them if required.
11. Confirm your settings.
    The previous agenda template which was used to create the new one will be overwritten and cannot be used anymore.

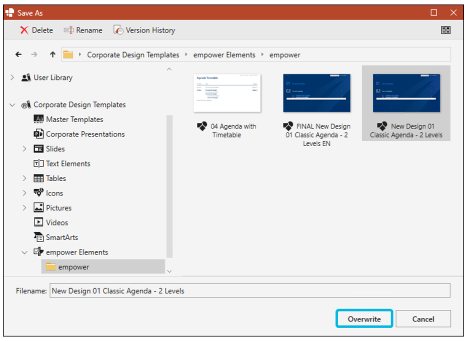

Figure 335. Overwrite Agenda Template

To save an agenda template as a new agenda template and to keep the existing one, see **Save an Agenda Template**.

Agenda Tags

For the agenda template, there tags which are required for the agenda template to work and tags which can be added optionally to further design the agenda slides.

All required tags are displayed at the top of the list and they are separated from the optional tags by a separator line (**Figure 336**).

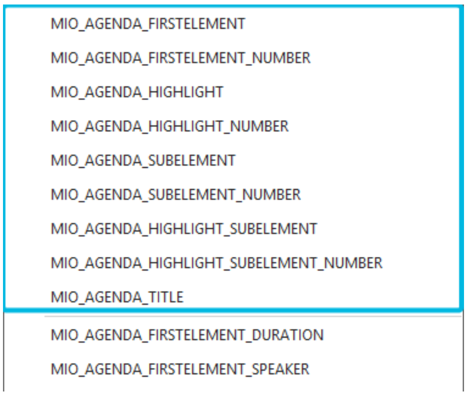

Figure 336. Required Tags in Tag List

The following table provides an overview of all required tags:

Tag	Description
MIO_AGENDA_FIRSTELEMENT	Defines an agenda point on level 1.
MIO_AGENDA_FIRSTELEMENT_NUMBER	Defines the numbering for an agenda point on level 1.
MIO_AGENDA_HIGHLIGHT	Defines a highlighted agenda point on level 1.
MIO_AGENDA_HIGHLIGHT_NUMBER	Defines the numbering for a highlighted agenda point on level 1.
MIO_AGENDA_SUBELMENT	Defines the subitem (level 2) of an agenda point.
MIO_AGENDA_SUBELMENT_NUMBER	Defines the numbering for the subitem (level 2) of an agenda point.
MIO_AGENDA_HIGHLIGHT_SUBELEMENT	Defines the highlighted subitem (level 2) of an agenda point.
MIO_AGENDA_HIGHLIGHT_SUBELEMENT_NUMBER	Defines the numbering of the highlighted subitem (level 2) of an agenda point.
MIO_AGENDA_TITLE	Defines the agenda title.

If a required tag is missing, the agenda template cannot be saved.

If you do not want to have one of the elements with a required tag in your agenda template, you can place an element at the edge of the slide and assign the tag to this element.

Edit the element to make it invisible on the slide. You can then save the agenda template.

The following table provides an overview of all optional tags:

Tag	Description
MIO_AGENDA_FIRSTELEMENT_DURATION	Defines how the duration of an agenda point will be displayed.
MIO_AGENDA_FIRSTELEMENT_SPEAKER	Defines how the speaker of an agenda point will be displayed.
MIO_AGENDA_FIRSTELEMENT_DECORATION	Defines the decoration element for an agenda point on level 1.
MIO_AGENDA_FIRSTELEMENT_PAGENUMBER	Defines how the page number for the agenda point on level 1 will be displayed.
MIO_AGENDA_HIGHLIGHT_SPEAKER	Defines how the speaker of a highlighted agenda point will be displayed.
MIO_AGENDA_HIGHLIGHT_DURATION	Defines how the duration of a highlighted agenda point will be displayed.
MIO_AGENDA_HIGHLIGHT_DECORATION	Defines the decoration element of a highlighted agenda point on level 1.
MIO_AGENDA_HIGHLIGHT_PAGENUMBER	Defines how the page number for a highlighted agenda point on level 1 will be displayed.
MIO_AGENDA_SUBELEMENT_DECORATION	Defines the decoration element of a subitem on level 2.
MIO_AGENDA_SUBELEMENT_PAGENUMBER	Defines how the page number for a subitem on level 2 will be displayed.
MIO_AGENDA_HIGHLIGHT_SUBELEMENT_DECORATION	Defines the highlighted decoration element of a subitem on level 2.
MIO_AGENDA_HIGHLIGHT_SUBELEMENT_PAGENUMBER	Defines how the page number of a highlighted subitem on level 2 will be displayed.
MIO_AGENDA_THIRDELEMENT_DECORATION	Defines the decoration element of a sub item on level 3.
MIO_AGENDA_THIRDELEMENT_NUMBER	Defines the numbering of a sub item on level 3.
MIO_AGENDA_THIRDELEMENT	Defines the subitem (level 3) of an agenda point.
MIO_AGENDA_THIRDELEMENT_PAGENUMBER	Defines how the page number of a subitem on level 3 will be displayed.
MIO_AGENDA_HIGHLIGHT_THIRDELEMENT	Defines the highlighted subitem (level 3) of an agenda point.
MIO_AGENDA_HIGHLIGHT_THIRDELEMENT_DECORATION	Defines the highlighted decoration element for a subitem on level 3.
MIO_AGENDA_HIGHLIGHT_THIRDELEMENT_NUMBER	Defines the numbering of a highlighted subitem (level 3) of an agenda point.
MIO_AGENDA_HIGHLIGHT_THIRDELEMENT_PAGENUMBER	Defines how the page number for a highlighted subitem on level 3 will be displayed.
MIO_AGENDA_AGENDAPOINTSLIDE_SHAPE_NUMBER	Defines how the number of an agenda point will be displayed on its divider slide.
MIO_AGENDA_AGENDAPOINTSLIDE_SHAPE	Defines how the title of an agenda point will be displayed on its divider slide.
MIO_AGENDA_AGENDAPOINTSLIDE_SHAPE_SPEAKER	Defines how the speaker of an agenda point will be displayed on its divider slide.
MIO_AGENDA_AGENDAPOINTSLIDE_SHAPE_DURATION	Defines how the duration of an agenda point will be displayed on its divider slide.

Tag	Description
MIO_AGENDA_LASTELEMENT_DECORATION	Defines a decoration element that will always be displayed after the last agenda point.
MIO_AGENDA_SUBLEVELTOLEVEL1_PADDING	Defines an element that determines the space between a subitem on level 3 (and on level 2) and the following agenda point on level 1.
MIO_AGENDA_LEVEL3TOLEVEL2_PADDING	Defines an element that determines the space between a subitem on level 3 and the following subitem on level 2.
MIO_AGENDA_LEVEL1TOLEVEL2_PADDING	Defines an element that determines the space between an agenda point on level 1 and the following subitem on level 2.
MIO_AGENDA_LEVEL2TOLEVEL1_PADDING	Defines an element that determines the space between a subitem on level 2 and the following agenda point on level 1.
MIO_AGENDA_SLIDEDECORATION	Defines a decoration element for the whole agenda slide.
MIO_AGENDA_BREADCRUMB	Defines how the chapter reference will be displayed. A separator must be defined in the text box.
MIO_AGENDA_NAVIGATIONHIGHLIGHT	Defines the highlighted part of the navigation.
MIO_AGENDA_NAVIGATIONHIGHLIGHTSEPARATOR	Defines the separator that is used to separate the highlighted part and the nonhighlighted part of the navigation.
MIO_AGENDA_NAVIGATIONNONHIGHLIGHT	Defines the nonhighlighted part of the navigation.
MIO_AGENDA_LAST_SLIDE	Defines the slide layout in the master that will always be inserted as last slide after the agenda, and which will always remain on the last position in a presentation. This tag is assigned in the master template itself.
MIO_AGENDA_IGNORE_CHAPTER_REFERENCE	Defines slide layouts on which the chapter reference will be hidden. This tag is assigned in the master template itself.
MIO_AGENDA_IGNORE_NAVIGATION	Defines slide layouts on which the navigation elements will be hidden. This tag is assigned in the master template itself.

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The tags that contain *AGENDAPOINTSLIDE* can only be used on divider slides.

3.7. Design Your Slides

To fill your presentation with content, you can design your own slides or use slide templates and fill them with content.

If you design your slides manually, you can choose which slide layout you want to use, you can insert elements from the empower® Library and format your texts as you need it.

i

Files that are protected either by the Office built-in document protection or by AIP (Azure Information Protection) cannot be processed by empower®.

For further information regarding AIP, see **What is Azure Information Protection?**.

Design Your Slide Manually

If you design your slides manually, there are several options you can use.

First, select a slide layout that you want to use.

To do so, follow the following steps:

1. Navigate to the group Insert and click on the button **Slide** (Figure 337).
   A drop-down menu opens.

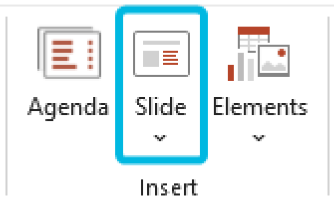


Figure 337. Button **Slide**

2. In this drop-down menu, choose if you want to insert a new slide or change the layout of the current slide (Figure 338).
   a. If you insert a new slide, click on the **arrow** symbol next to the option **New Slide** to open the slide layout selection.

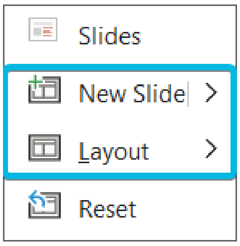


Figure 338. Options **New Slide** and **Layout**

3. Then, you can choose a slide layout you want to use (Figure 339).

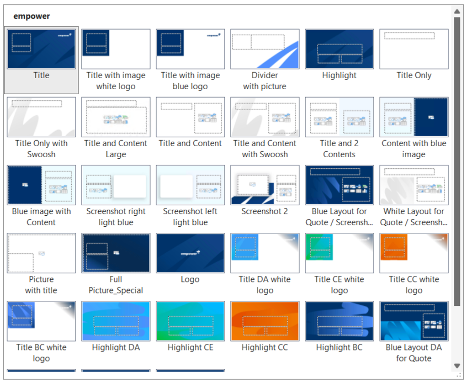


Figure 339. Slide Layout Selection

Now, you can use the content placeholders to insert your text, pictures, tables, charts or other content.

The content types you can insert depend on the placeholder type.

To do so, click on the button **Elements** in the group Insert and choose the element type that you want to insert (Figure 340).

Alternatively, click on the individual icons inside of a placeholder.

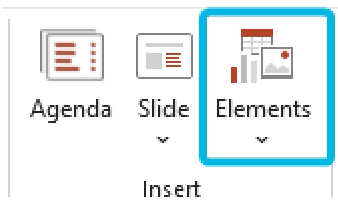


Figure 340. Button **Elements**

Depending on the settings made by your empower® Administrators, either the empower® Library opens in the sidepane or the Office built-in options open.

If the sidepane opens, it opens in the respective element folder.

Here, you can find corporate design compliant pictures, tables or charts that can be used right-away (Figure 341).

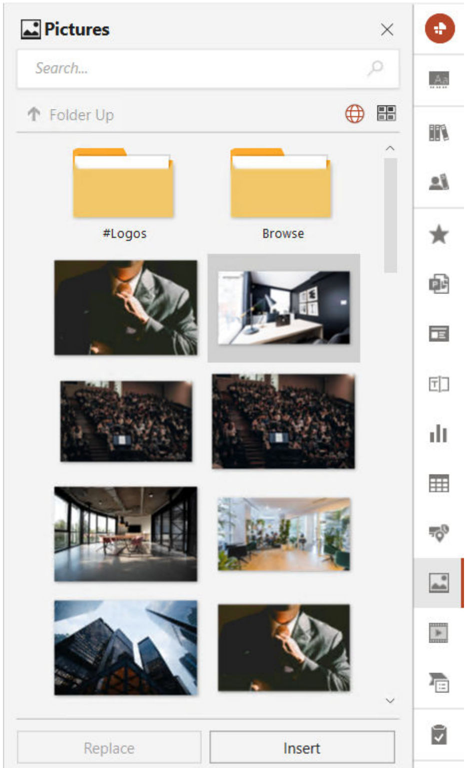


Figure 341. Section *Pictures*

Some placeholder elements might be disabled by your company.

If this is the case, a dialog box opens (Figure 342).

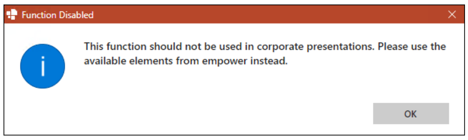


Figure 342. Dialog Box for Disabled Placeholder Function

Depending on the setup of your empower® Environment, there might not be folders for all element types.

Available Elements

Under the button **Elements**, you can find elements of different types that can be inserted into your presentation.

The following elements are available:

- Presentations
- Text Elements
- Tables
- Icons
- Images
- Videos
- SmartArts
- Shapes
- Stamps

Depending on your company's settings, you can either choose from the PowerPoint built-in options or from elements that have been saved to the empower® Library.

Stamps can be used to add a stamp to one slide or all slides.

If you choose the option **Stamp**, a dialog box opens and you can either choose a predefined stamp or create your own (**Figure 343**).

You can then apply this stamp to the selected slides or to the entire presentation.

To remove all stamps in the presentation, click on the button **Remove**.

After inserting a stamp, you can also access the settings via its context menu.

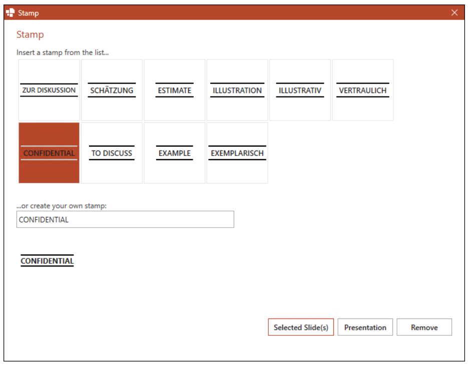


Figure 343. Dialog Box for Stamps

Use Slide Templates and Slide Template Collections

Alternatively, you can use slide templates from the empower® Library.

These slide templates and slide template collections have been created in compliance with your corporate design and contain placeholder texts and images that can be replaced with your content.

To use a slide template, follow the following steps:

1. Navigate to the group Insert and click on the button **Slide**.
   A drop-down menu opens.
2. In the drop-down menu, choose the option **Slides** (**Figure 344**).
   The sidepane opens in the subsection *Slides* of the section *Corporate Design Templates*.

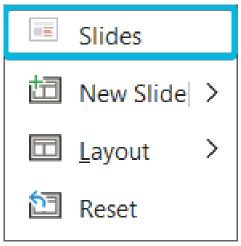


Figure 344. Option **Slides**

3. Here, select the template you want to use.
4. Either double-click on it or click on the button **Insert** (**Figure 345** (**1**)).
   The slide will be inserted into the presentation, adapting to the current master used in the presentation.
   a. If you want to insert it with its original master, click on the button **Keep Master** (**Figure 345** (**2**)).

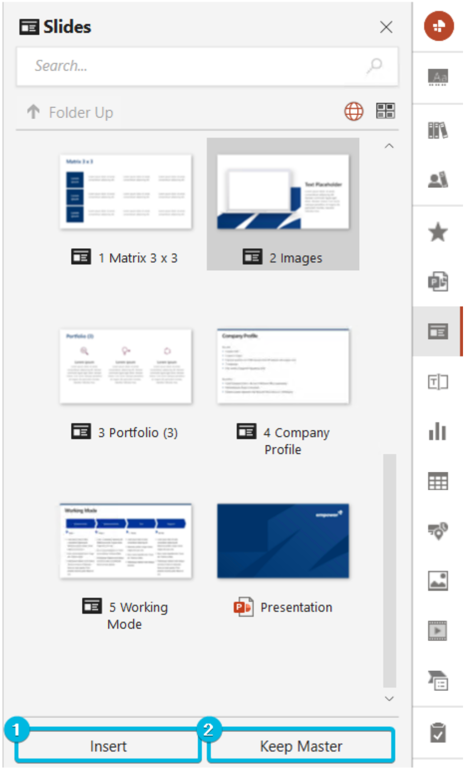


Figure 345. Buttons **Insert** and **Keep Master**

5. Now, you can replace all texts and images with the content you want to use for your presentation (**Figure 346**).

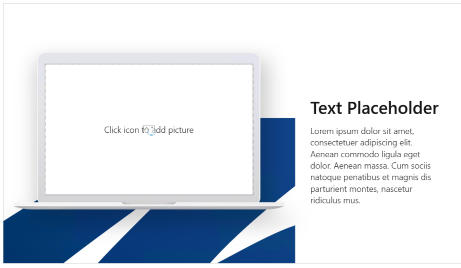


Figure 346. Slide Template – Example

Depending on your empower® Environment, the library section *Corporate Design Templates – Slides* may also contain slide template collections, saved in .pptx format.

To choose a slide template from a slide template collection, select the slide template collection and double-click on it to navigate into the collection. Then, select the slide template you want to use.

Depending on your empower® Environment, the library section *Corporate Design Templates – Slides* may also contain automated templates for empower® Document Automation saved in .pptx format.

For further information regarding the use of automated templates, refer to our **empower® Document Automation manual**.

3.8. Show Content in Library

With the help of the button **Go to** in the empower® Ribbon, you can easily find content and its storage location in the empower® Library.

To do so, navigate to the group Start in the empower® Ribbon and click on the lower part of the split button **Library** (**Figure 347**).

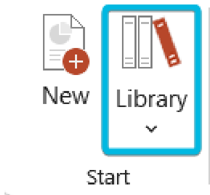


Figure 347. Button **Library**

Then, choose the option **Go to** (**Figure 348**).

If the element you have selected originates from the empower® Library, using the button **Go to** will open the library in a new window and navigate you directly to the element's location.

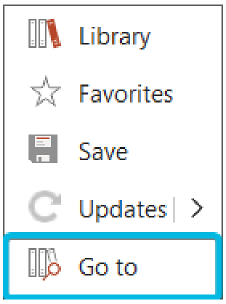


Figure 348. Option **Go to**

If the element does not originate from the empower® Library, a dialog box opens (**Figure 349**).

Figure 349. Dialog Box for Button **Go to**

To add it to the empower® Library, save the element to the empower® Library.

To do so, follow the instructions under **Save Content to the Library**.

The button **Go to** is only available in PowerPoint.

3.9. Languages and Translations

If enabled by your empower® Administrators, you can assign languages to elements in the empower® Library.

You can also mark elements in the library as translations to show that the element is a language version of another element.

In addition, you can use these translations to translate presentations and slides via the button **Translate** in the empower® Ribbon.

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

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

The language assignment and translation features are only available in PowerPoint.

To assign a language to an element, the permission role *Folder Administrator*, *Editor* or *Author* is required.

For further information regarding the permission concept, see Permission Concept.

Depending on the setup of your empower® Environment, the language features might not be available.

Assign Languages

Usually, the element language is detected automatically when you save an element to the empower® Library. If the language cannot be detected, the language option *Universal* is assigned to the element.

If the language could not be detected successfully or if you want to change the assigned language, you can assign another language to the element via the empower® Library.

To do so, follow the following steps:

1. Select the element in the empower® Library.
   You can also select multiple elements at once.
2. In the navigation bar, navigate to the group Updates.
3. Click on the button **Languages** (Figure 350).
   A drop-down menu opens

Figure 350. Button **Languages**

4. In the drop-down menu, click on the option **Change Language** (Figure 351).

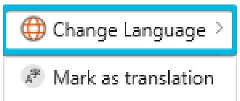


Figure 351. Option **Change Language**

5. Then, select the language you want to assign to the element (Figure 352).
   The language is assigned to the element.

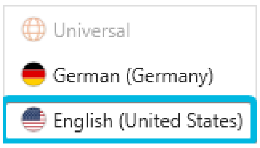


Figure 352. Language Selection

If a language has been assigned to an element, a **flag** symbol is displayed in the element's thumbnail (Figure 353).

Figure 353. Thumbnail with **Flag** Symbol

The language option *Universal* is meant for elements that cannot be assigned to a certain language.

If the option *Universal* has been assigned to an element, no **flag** symbol is displayed in the element's thumbnail.

Alternatively, you can access the option **Language** via the context element of an element.

If the selected element is part of a translation group which already contains the language you want to assign, a dialog box opens (Figure 354).

You cannot assign the same language twice.

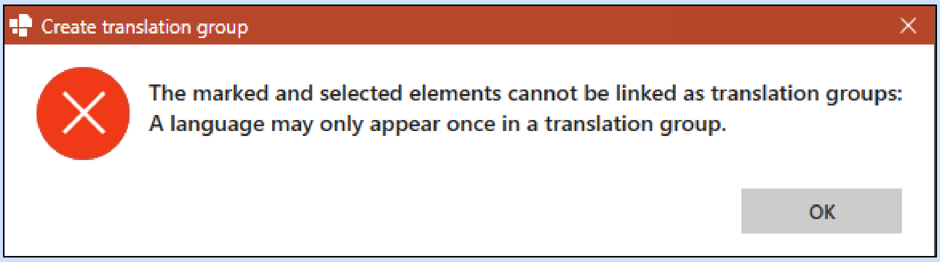


Figure 354. Invalid Language Selection

If the selected element is a linked copy of an update group, you can decide if you want to disconnect the element from the update group (Figure 355).

A linked copy must always have the same language as its route.

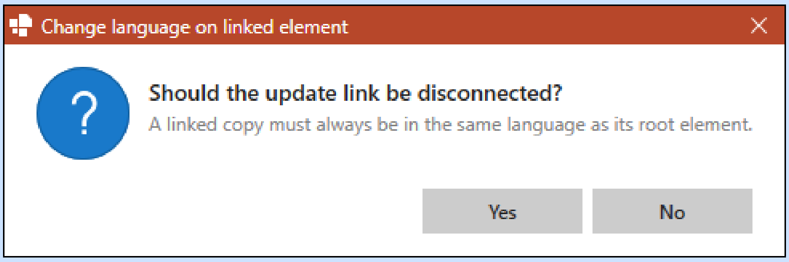


Figure 355. Disconnect Linked Copy to Assign Language

For further information regarding the language filter, see **Filter by Language**.

Create Translation Groups

If you have added a translation for an element, you can mark the element as a translation.

To do so, follow the following steps:

1. After saving the element to the empower® Library and assigning the language, navigate to the group Updates in the navigation bar.
2. Click on the button **Languages**.
   A drop-down menu opens.
3. Then, click on the option **Mark as translation** (Figure 356).
4. Repeat steps 1 to 3 for all elements that you want to add to a translation group.

Figure 356. Option **Mark as translation**

If an element has been marked as a translation, a gray **translation** symbol is displayed in the element's thumbnail (Figure 357).

Figure 357. Thumbnail with Gray **Translation** Symbol

Marking the element as a translation does not affect the translation feature. If you close the library without creating a translation group, your changes will be lost.

To use translations for the translation feature, create translation groups.

Each language can only be contained once in the same translation group.

Translation groups can only contain elements of the same type.

If you have marked multiple element types as translations, a dialog box opens (Figure 358).

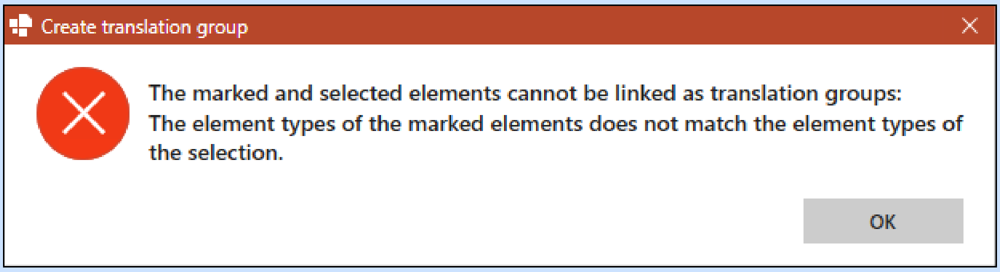


Figure 358. Invalid Selection of Elements

After marking the element as a translation, you can create a translation group containing all elements that you have marked as translations.

Translation groups are required for the translation feature for slides and presentations. If a translation group has been created and an included element is translated, empower® uses the translations available in the translation group.

To create a translation group, follow the following steps:

1. After marking elements as translations, navigate to one of these elements in the empower® Library and select it.
2. In the navigation bar, navigate to the group Updates.
3. Click on the button **Languages**.
   A drop-down menu opens.
4. Click on the option **Create translation group** (Figure 359).

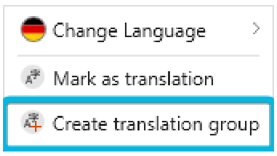


Figure 359. Option **Create translation group**

If an element has been added to a translation group, a black **translation** symbol is displayed in the element's thumbnail (Figure 360).

Figure 360. Thumbnail with Black **Translation** Symbol

To remove an element from a translation group, click on the button **Languages** again and choose the option **Remove from translation group** (Figure 361).

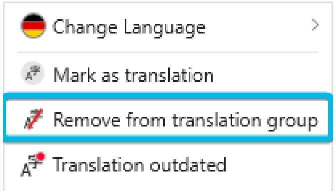


Figure 361. Option **Remove from translation group**

Alternatively, you can access the option **Language** via the context element of an element.

Outdated Translations

If you change one of the translations included in a translation group and overwrite it in the empower® Library, you will be asked if the other translations should be marked as outdated (Figure 362).

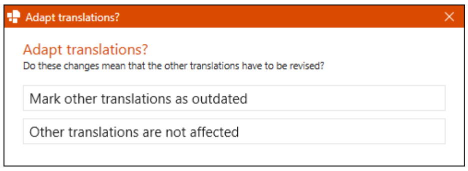


Figure 362. Dialog Box for Changed Translations

If you choose to mark the other translations as outdated, another dialog box opens (Figure 363).

Here, you can choose if you want to adapt the outdated translations right away.

To do so, click on the button **Yes**.

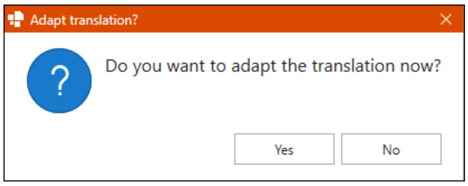


Figure 363. Dialog Box for Adaption

If you do not adapt the translation right away, a red dot appears next to the other elements' **translation** symbol in the empower® Library (Figure 364).

Figure 364. Thumbnail for Outdated Translation

In some cases, it might be necessary to mark translations manually.

To manually mark one of the translations in the translation group as outdated, click on the button **Languages** again and choose the option **Translation outdated** (Figure 365).

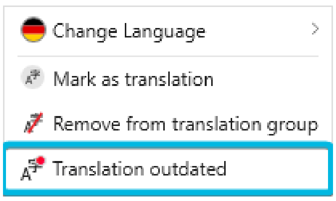


Figure 365. Option **Translation outdated**

To manually mark one of the translations as up to date again, click on the button **Languages** again and choose the option **Translation up to date** (Figure 366).

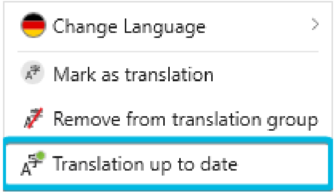


Figure 366. Option **Translation up to date**

If you open an outdated translation either right away or via the empower® Library, a post-it appears on the outdated slides (Figure 367). It serves as a note to tell you that the translation must be adapted.

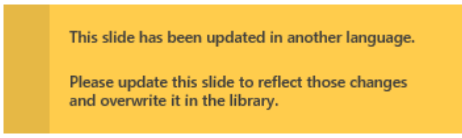


Figure 367. Post-it in Outdated Translation

If you have finished adapting the translation, delete this post-it before saving the slide or the presentation to the empower® Library. Otherwise the post-it will remain on the final translation.

If you save a formerly outdated translation to the library after adaption, a dialog box appears.

In this dialog box, you can choose between the following options:

- Keep displaying the translation as outdated because the adaption has not been finished yet (Figure 368 **(1)**)
- Display the translation as up to date again (Figure 368 **(2)**)
- Display other translations as outdated again (Figure 368 **(3)**)

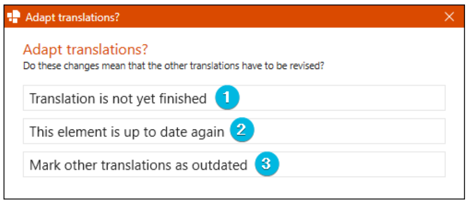


Figure 368. Dialog Box for Changed Outdated Translations

Alternatively, you can access the option **Language** via the context element of an element.

Translate Content

If you or your colleagues have created translation groups in the empower® Library or if your company uses the DeepL integration in empower®, you can translate your presentation or slides automatically.

To translate content, follow the following steps:

1. If you want to translate specific slides in your presentation, select them in the slide pane.
2. In the empower® Ribbon, navigate to the group Transform.
3. Click on the button **Translate** (Figure 369).
   A dialog box opens.

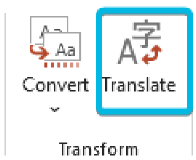


Figure 369. Button **Translate**

4. Here, choose if you want to translate the whole presentation or only the selected slides (**Figure 370** (**1**)).
5. Then, choose the language you want to translate the content into (**Figure 370** (**2**)).

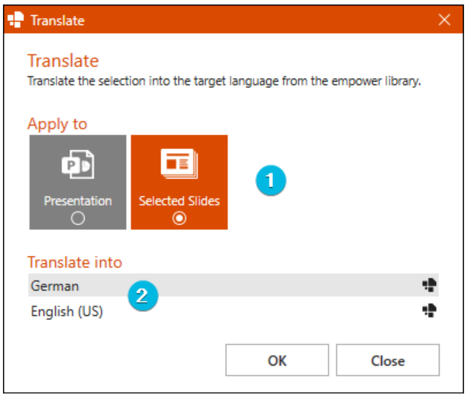


Figure 370. Dialog Box for Translation without DeepL

6. Then, click on the button **OK** (**Figure 371**).
   The translation is inserted and replaces the former slides.

If the translation is outdated, the post-it that appears when you insert an outdated element manually is displayed on the slide.

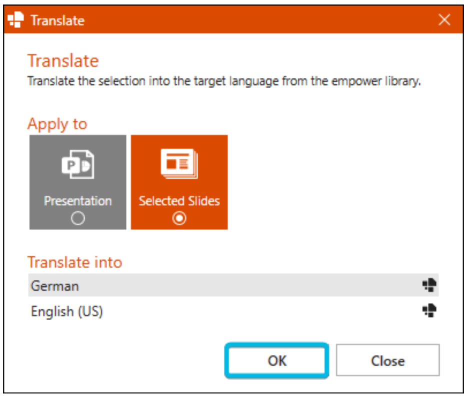


Figure 371. Button **OK**

If the DeepL translation feature has been enabled by your empower® Administrators, further options are available.

Translate Content with DeepL

If the DeepL translation feature has been enabled by your empower® Administrators, the section *Translation options* becomes visible.

In addition, all languages that can be used with DeepL are displayed in the language selection.

To translate content with DeepL, follow the following steps:

1. If you want to translate specific slides in your presentation, select them in the slide pane.
2. In the empower® Ribbon, navigate to the group <u>Transform</u>.
3. Click on the button **Translate**.
   A dialog box opens.

4. Here, choose if you want to translate the whole presentation or only the selected slides (**Figure 372** **(1)**).
5. Then, choose the language you want to translate the content into (**Figure 372** **(2)**).
   If a language is supported by the empower® Library, an **empower** symbol is displayed next to it.
6. Expand the translation options (**Figure 372** **(3)**).

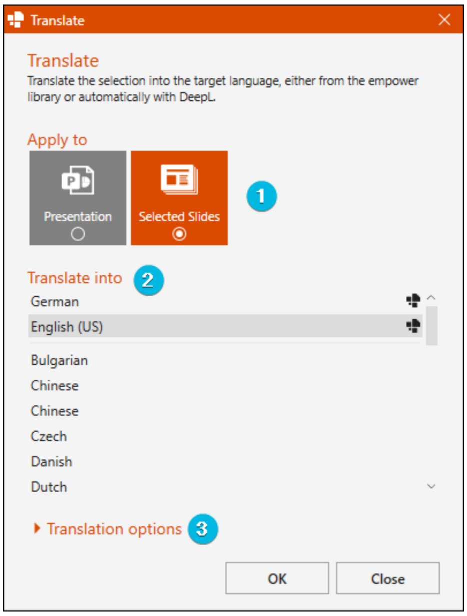


Figure 372. Dialog Box for Translation with DeepL

6. To enable your preferred options, tick the checkboxes (**Figure 373**).
   There are three options:
   a. **Use translations from library** – If there are translation groups for slides to be translated and those translation groups contain the required language for translation, these elements are used for the translation instead of the DeepL machine translation.
   b. **Mark slides translated with DeepL** – If slides are translated by DeepL machine translation, a post-it will be inserted onto these slides to tell you that the content has been translated automatically and needs further review.
   c. **Keep original slides** – The original slides for slides that are translated by DeepL machine translation or with translation groups remain in the presentation.

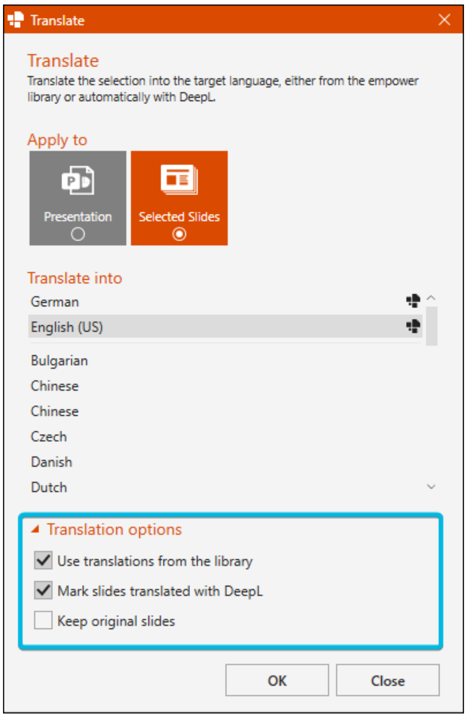


Figure 373. Translation Options

8. Click on the button **OK** (Figure 374).
   The translation is inserted and replaces the former slides.

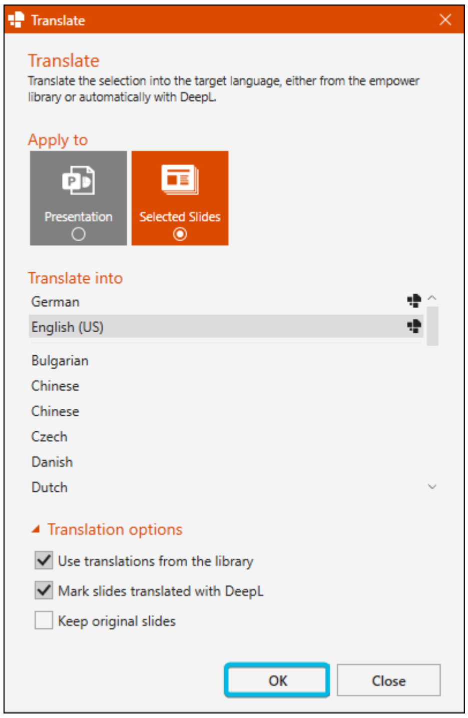


Figure 374. Button **OK**

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

If you choose the option **Use translations from the library** but there is no translation group with the corresponding language available in the library, the slide is either not translated or DeepL is used instead. If DeepL is used as a fallback, the slides will not be marked with a post-it.

DeepL can only be used as a fallback if the DeepL integration is active in your empower® Environment.

Delete the post-it manually after reviewing the automatically translated content (Figure 375).

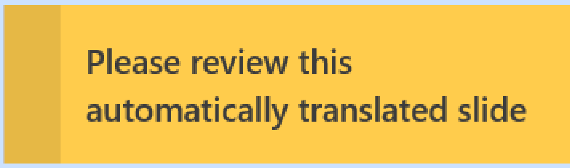


Figure 375. Post-It for Automatic Translations

Your empower® Administrators can define a character limit per user for the DeepL translation integration. If you exceed this limit, you receive a message telling you when the feature will be available for your again (Figure 376).

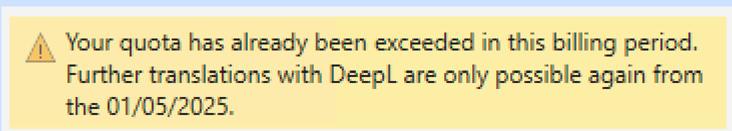


Figure 376. DeepL Limit Exceeded

3.10. empower® Consistency Check

You can use the empower® Consistency Check to check your presentation for issues regarding the following aspects:

- Wording
- Hyphenation
- Spaces
- Brackets
- Punctuation (for bullet lists)

To execute the *Consistency Check*, navigate to the group Finalize in the empower® Ribbon and click on the button **Check** (**Figure 377**).

A drop-down menu opens.

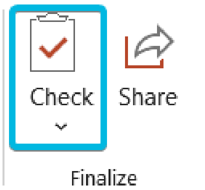


Figure 377. Button **Check**

Then, choose the option **Consistency Check** (**Figure 378**).

The *Consistency Check* opens in the sidepane on the right-hand side of your PowerPoint window.

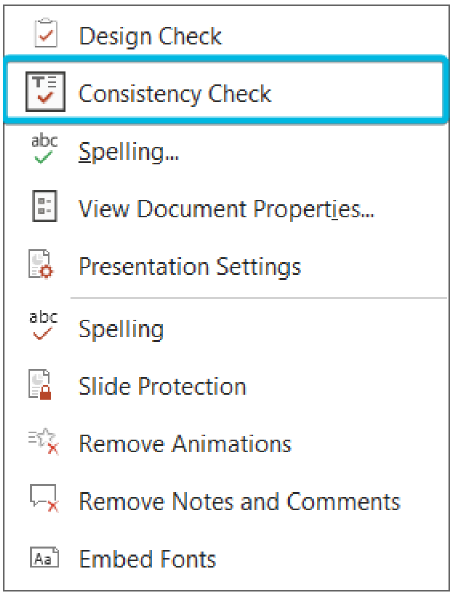


Figure 378. Option **Consistency Check**

Alternatively, you can open the section *Consistency Check* directly in the sidepane.

For further information regarding the sidepane, see **Sidepane**.

The *Consistency Check* is only available in PowerPoint.

For further information regarding the empower® Document Check for Word, see **empower® Document Check**.

Depending on the *Consistency Check* configuration in your empower® Environment, not all of the above-mentioned categories are available.

The available categories are defined and can be changed by your empower® Administrators.

Process Consistency Check Results

The results from the *Consistency Check* are listed per category (**Figure 379**).

For each instance, the slide the error was found on and the affected element is listed.

If you select an error entry, the corresponding text or element is automatically selected.

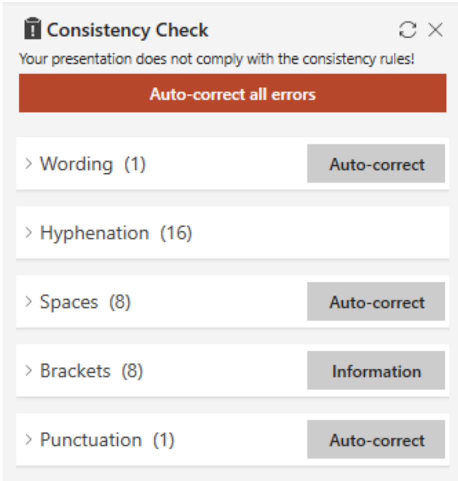


Figure 379. Consistency Check Overview

To correct an error, follow the following steps:

1. Select the respective entry from the list.
2. If there is a drop-down menu for the error category, choose which predefined correction option you want to apply (**Figure 380**).
   If there is no drop-down menu, skip this step.

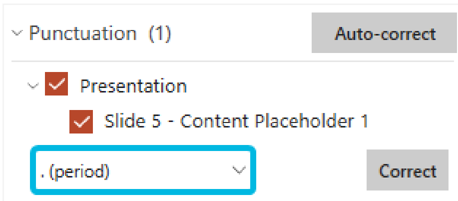


Figure 380. Drop-Down Menu with Correction Options

3. Then, click on the button **Correct** (**Figure 381**).

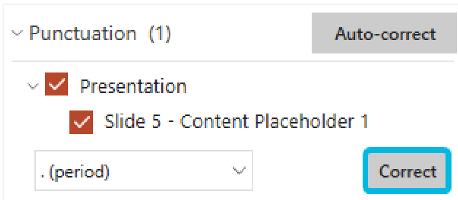


Figure 381. Button **Correct**

To correct multiple errors at once with the same correction option, select all the respective entries and click on the button **Correct**.

If you want to correct all errors of a category with a specific correction option, tick the checkbox next to the respective category. All errors in this category will be selected.

Now, click on the button **Correct**.

Auto-Correct Errors

If you do not want to process all errors separately, you can auto-correct them either per category or all together.

To auto-correct all errors in one category, click on the button **Auto-correct** next to the respective category (Figure 382).

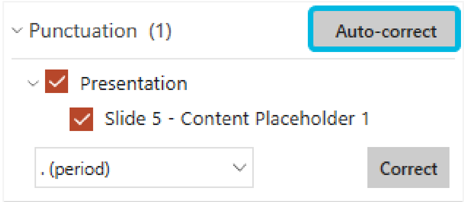


Figure 382. Button **Auto-correct**

If you want to auto-correct all errors in the presentation, click on the button **Auto-correct all errors** (Figure 383).

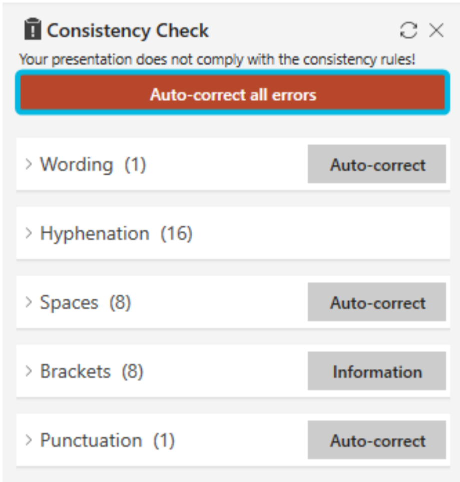


Figure 383. Button **Auto-correct all errors**

Errors in the error category *Brackets* cannot be auto-corrected.

For further information on the issue, click on the button **Information** (Figure 384).

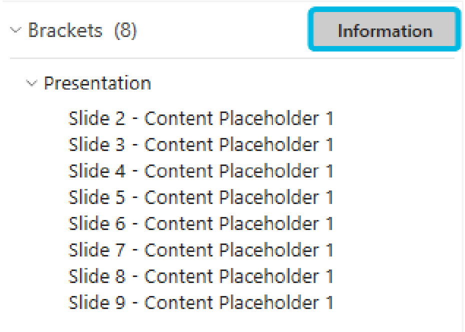


Figure 384. Button **Information** for Bracket Errors

A dialog box opens telling you how to correct the errors. Follow the instructions to correct all errors (Figure 385).

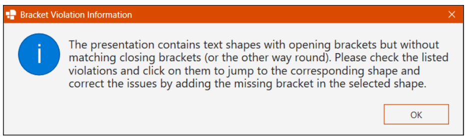


Figure 385. Dialog Box for Bracket Errors

If you have finished the correction, reload the check results to be sure all errors have been resolved by clicking on the **refresh** symbol (Figure 386).

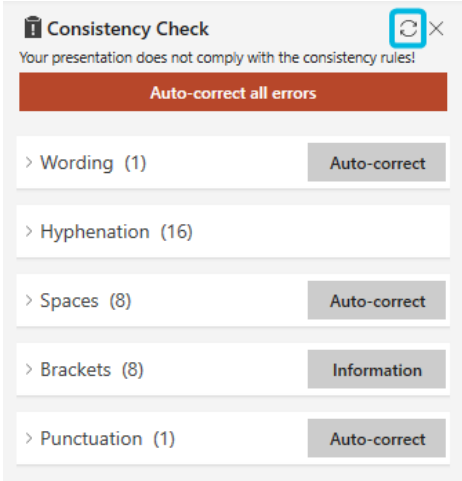


Figure 386. **Refresh** Symbol

If all errors have been resolved, a message appears in the sidepane (Figure 387).

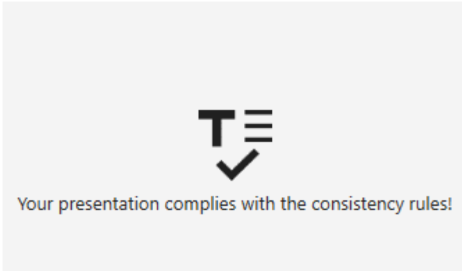


Figure 387. Consistency Check Completed

For the category *Wording*, auto-correction is available. However, it is recommended to review these error instances individually before auto-correcting the errors.

Depending on the error category, auto-correcting the error is not possible and you need to manually select the most fitting option to correct the error or correct the error manually. In this case, the button **Auto-correct** is not available.

If you correct errors on agenda slides which have been created automatically via the agenda feature and then update the agenda via the *Agenda Editor*, your corrections are revoked.

For further information regarding the agenda, see Create an Agenda.

3.11. empower® Corporate Design Check

You can use the empower® Corporate Design Check to check your presentation in regards to corporate design compliance.

To do so, it checks if your presentation complies with the empower® Design that the master in use has been assigned to.

If your master has not been assigned to any design, no design errors are displayed. However, error entries concerning aspects that do not depend on the design such as logo protection, layout protection, bullet style and placeholders are displayed.

During the check, aspects such as colors, fonts, font sizes, bullet styles and placeholders are taken into consideration.

If content on slides extends into the logo protection area or outside of a placeholder, these errors will also be listed.

Regarding the master presets, the *Corporate Design Check* inspects title placeholders separately to check if their color, font, font size and position comply with the presets from the master template.

Charts that have been created with empower® Chart Creation are not taken into consideration during the *Corporate Design Check*.

For further information regarding the setup of layout protection, see **Layout Protection**.

For further information regarding the setup of logo protection, see **Logo Protection**.

To execute the *Corporate Design Check*, navigate to the group Finalize in the empower® Ribbon and click on the button **Check** (**Figure 388**).

A drop-down menu opens.

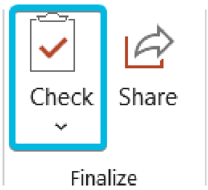


Figure 388. Button **Check**

Then, choose the option **Design Check** (**Figure 389**).

The *Corporate Design Check* opens in the sidepane on the right-hand side of your PowerPoint window.

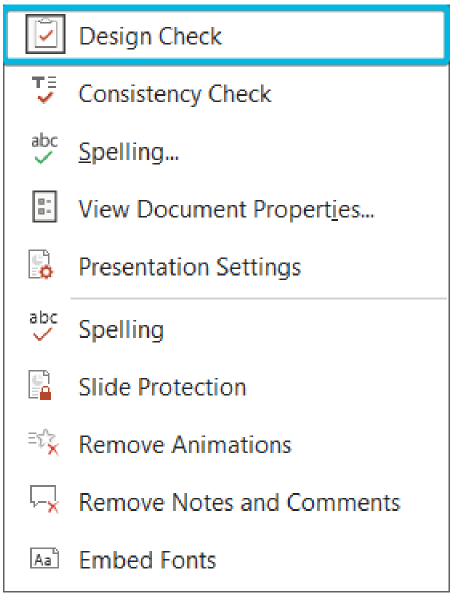


Figure 389. Option **Design Check**

> Designs are created by your empower® Administrators. They are also responsible for assigning masters to those designs.

> Alternatively, you can open the section *Design Check* directly in the sidepane.
>
> For further information regarding the sidepane, see **Sidepane**.

> The *Corporate Design Check* is only available in PowerPoint.
>
> For further information regarding the empower® Document Check for Word, see **empower® Document Check**.

> Depending on the *Corporate Design Check* configuration in your empower® Environment, not all of the above-mentioned categories are available.

> If the presentation has either been marked as final or if it is opened in read-only mode, the *Corporate Design Check* cannot be executed.
>
> A message appears.

Set Up Corporate Design Check

For Administrators

As an empower® Administrator, you can make global settings for the *Corporate Design Check*.

You can decide which aspects are taken into account for the check and when the *Corporate Design Check* is triggered automatically.

These settings can be done in the empower® Admin Center.

For further information regarding the empower® Admin Center, refer to our **empower® Admin Center manual**.

Automatic Corporate Design Check

If it has been setup accordingly by your empower® Administrators, the *Corporate Design Check* can be triggered automatically.

If so, the *Corporate Design Check* is either executed automatically if you save slides or presentations to the empower® Library or if you open a slide or a presentation.

Process Corporate Design Check Results

The results from the *Corporate Design Check* are listed per category (**Figure 390**). Each category can have one or multiple subcategories.

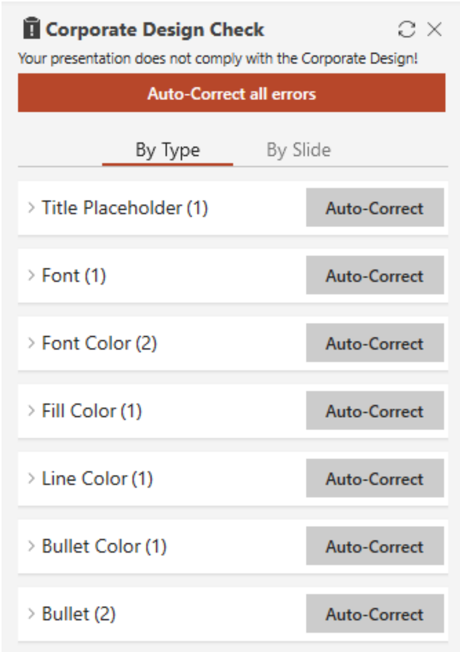


Figure 390. Corporate Design Check Overview

You can either display the entries by error type or by slide (Figure 391).

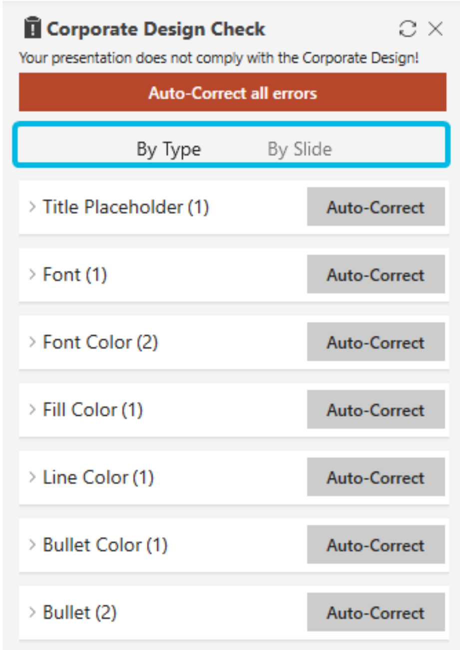


Figure 391. Sorting Options

If you list them by type, the slide the error was found on and the affected element is listed for each entry.

If you select an error entry, the corresponding text or element is automatically selected.

To correct an error, follow the following steps:

1. Select the respective entry from the list.
2. If there is a drop-down menu for the error category, choose which predefined correction option you want to apply (Figure 392).
   If there is no drop-down menu, skip this step.

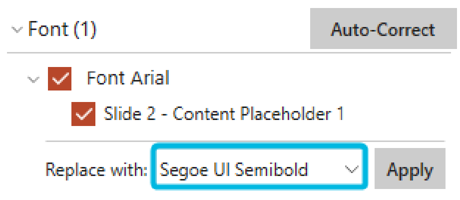


Figure 392. Drop-Down Menu with Correction Options

3. Then, click on the button **Apply** (Figure 393).
   If there is no drop-down menu, the button **Apply** is not available.
   Use the button **Auto-Correct** instead.

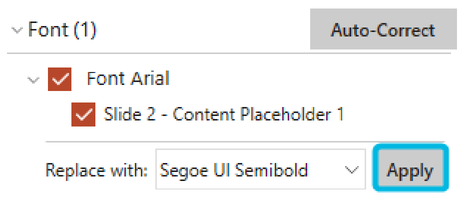


Figure 393. Button **Apply**

To correct multiple errors at once with the same correction option, select all the respective entries and click on the button **Apply**.

If you want to correct all errors of a category with a specific correction option, tick the checkbox next to the respective category. All errors in this category will be selected.

Now, click on the button **Apply**. You can also select multiple sub categories at once.

Auto-Correct Errors

If you do not want to process all errors separately, you can auto-correct them either per category or all together.

To auto-correct all errors in one category, click on the button **Auto-Correct** next to the respective category (Figure 394).

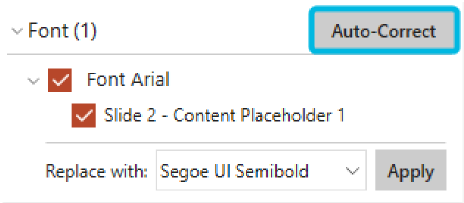


Figure 394. Button **Auto-Correct**

If you are displaying the entries by slide, you can also auto-correct all errors on a slide by clicking on the button **Auto-Correct** next to the slide.

If you want to auto-correct all errors in the presentation, click on the button **Auto-Correct all errors** (Figure 395).

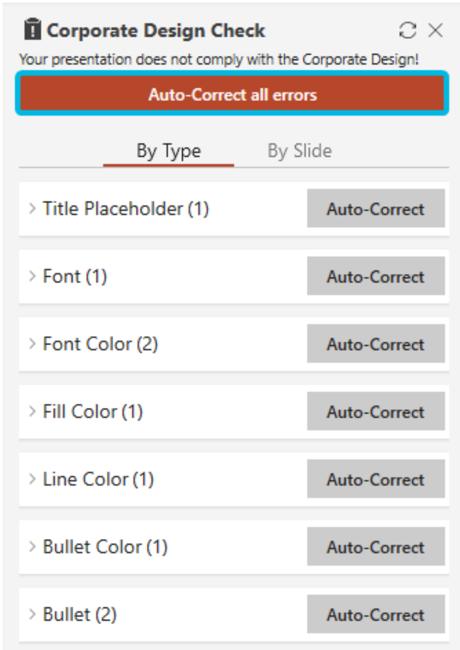


Figure 395. Button **Auto-Correct all errors**

When auto-correcting colors, empower® automatically selects the approved color of your corporate design that is closest to the flagged color. If no matching color is found, the errors remain in the list. The red text next to the category tells you how many errors are left (Figure 396).

Correct these errors manually by choosing an option from the drop-down menu and clicking on the button **Apply**.

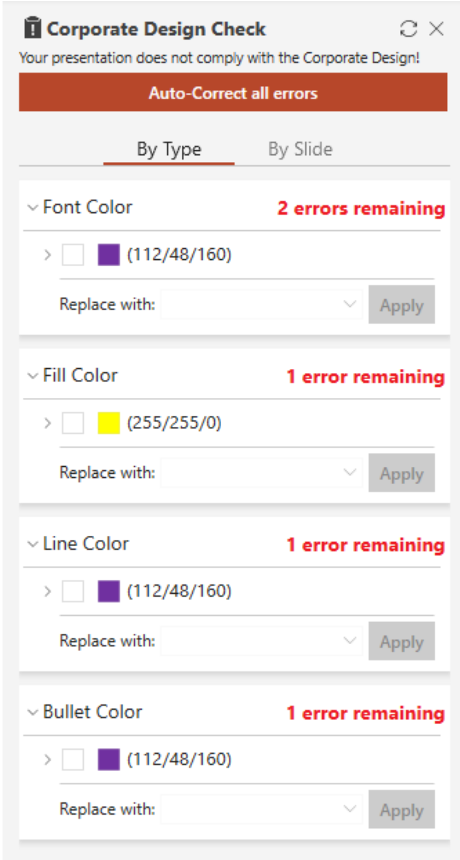


Figure 396. Remaining Errors

When auto-correcting font sizes, empower® selects the next size value up or down from the flagged size value to set a font size that has been approved for your corporate design. The same is also performed for fonts.

If all errors have been resolved, a message is shown in the sidepane (Figure 397).

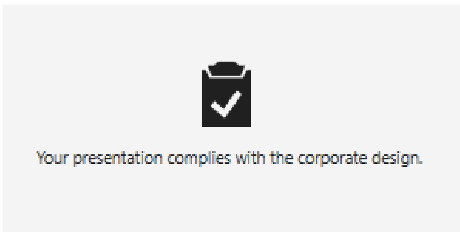


Figure 397. Corporate Design Check Completed

3.12. Protect Slides

You can protect your slides or whole presentations from being edited using the slide protection offered by empower®.

> The slide protection is primarily used to inform other users that the slide should not be edited. Therefore, the protection can be bypassed by other users.

The slide protection does not have any impact on the saving functionalities in empower®.

The slide protection is only available in PowerPoint.

To apply slide protection to one or multiple slides, follow the following steps:

1. Select the slide(s) you want to protect in your presentation.
2. Navigate to the group Finalize and click on the button **Check** (Figure 398).

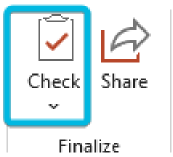


Figure 398. Button **Check**

3. In the drop-down menu, choose the option **Slide Protection** (Figure 399).
A dialog box opens.

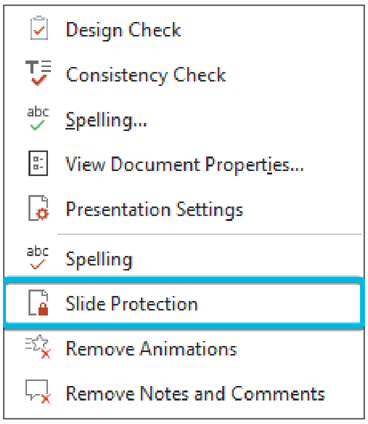


Figure 399. Option **Slide Protection**

4. In this dialog box, choose if you want to apply the slide protection to all slides in the presentation or to the selected slide(s) (Figure 400 **(1)**).
5. Optionally, you can add a password to further protect the slide. To do so, enter the password into the input field and then repeat the password (Figure 400 **(2)**).
6. If you want to protect your charts permanently, switch the toggle button for **Protect charts permanently** to *On* (Figure 400 **(3)**).

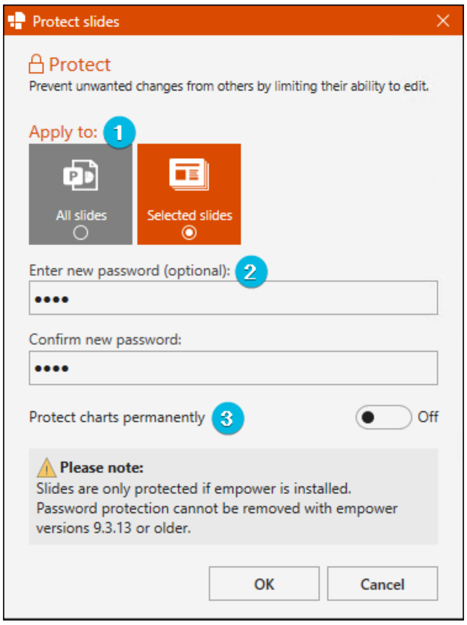


Figure 400. Slide Protection Options

7. If you have finished, click on the button **OK** (**Figure 401**).

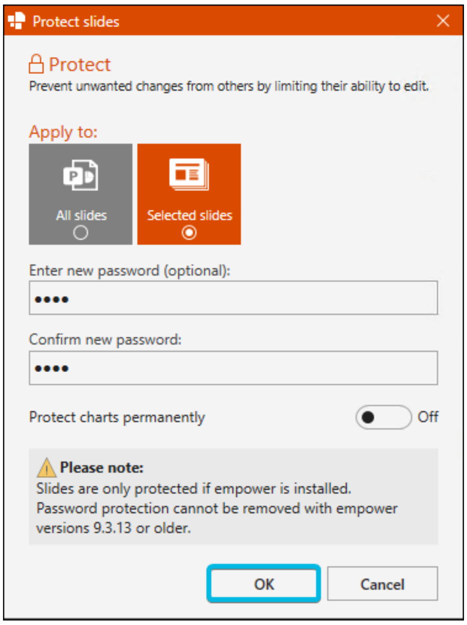


Figure 401. Button **OK** to Protect a Slide

If you switch the toggle button for **Protect charts permanently** to *On*, charts will be converted to images. They cannot be edited anymore and this action cannot be reverted.

Therefore, make sure to save the slides to the empower® Library without slide protection in advance.

Slides are only protected if empower® is installed.

Slide protection cannot be removed in empower® Versions lower than and including 9.3.13.

Alternatively, you can open the context menu for a slide in the slide pane on the left-hand side and choose the option **Slide Protection**.

Remove Slide Protection

To remove the slide protection, follow the following steps:

1. Select the slide(s) you want to remove the slide protection from in your presentation.
2. Navigate to the group <u>Finalize</u> and click on the button **Check**.
3. Click on the option **Slide Protection**.
   A dialog box opens.

4. Here, choose if you want to remove the slide protection only from the selected slides or from all protected slides in the presentation (Figure 402 **(1)**).
5. If a password has been set for the protected slide(s), enter the password into the input field (Figure 402 **(2)**). If no password has been set, the input field is not displayed.

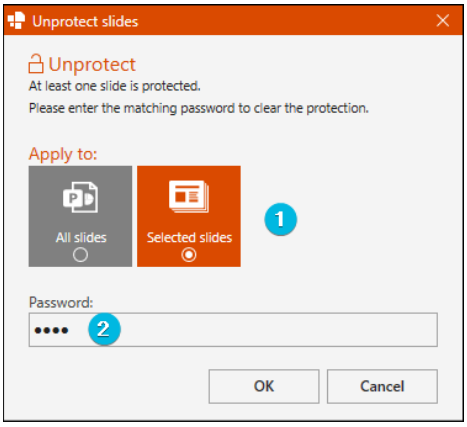


Figure 402. Dialog Box **Unprotect Slides**

6. Then, click on the button **OK** (Figure 403).

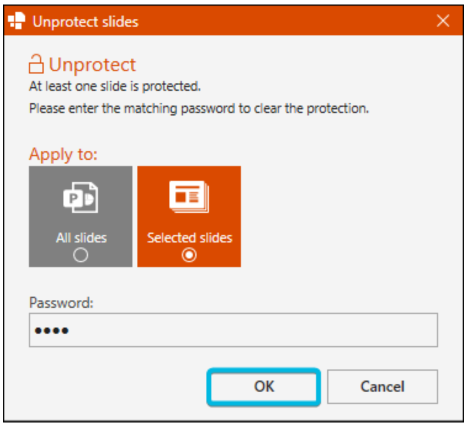


Figure 403. Button **OK** to Unprotect Slides

Alternatively, you can open the same dialog box via the context menu of a slide in the slide pane or using the option **Unprotect**. This option appears when you click into a protected slide (Figure 404).

Figure 404. Option **Unprotect**

3.13. Update Groups

In empower®, update groups are automatically created if you reuse an existing slide from the library or if you copy and paste a slide inside of the empower® Library.

If you copy a presentation, all the slides contained will become part of individual update groups.

You can also create update groups manually in the user interface if you store copies of slides in different locations and want to keep the slides up to date.

As soon as a slide is added to an update group, a link to the other slides in the update group is created. If one of the slides in an update group is changed, updates can be shared with all other slides in the update group.

The slide that is inserted into a presentation or the slide that is copied initially becomes the root element of the update group.

All other slides in the group are linked copies.

If a slide is the root element of an update group, a colored **link** symbol is displayed in its thumbnail (Figure 405).

Figure 405. Colored **Link** Symbol

If a slide is a linked copy of a root element, a colorless **link** symbol is displayed in its thumbnail (Figure 406).

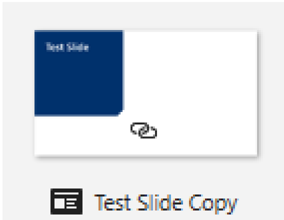


Figure 406. Colorless **Link** Symbol

If there is an open update for a slide in the update group, a red dot is displayed next to the **link** symbol (Figure 407).

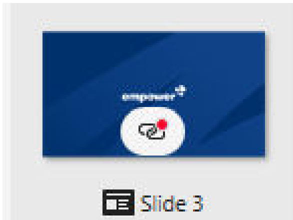


Figure 407. Updated Element

If you copy an element from the folder *Corporate Design Templates – Slides* or *Corporate Design Templates – Corporate Presentations*, no update group is created.

Update groups and update links have an impact on the update notification behavior and saving behavior in empower®.

For example, if you save a slide that is part of an update group, you can decide if you want to share the update or not or if you want to force the update without asking other users if they accept the update (Figure 408).

Depending on how you decide, users will receive an update notification if they open another slide that is part of the update group.

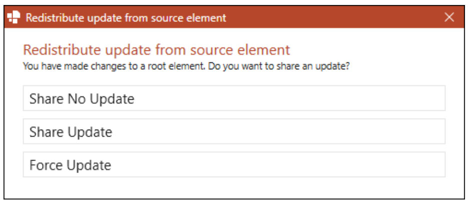


Figure 408. Dialog Box on Save for Root Element

In these update notifications, users can decide if you want to accept the updates or not.

If you update a slide which is part of an update group, make sure to leave the notes section empty. If you leave the notes section empty, existing notes in linked copies will not be overwritten.

If you do not leave the notes section empty, the existing notes will be overwritten and the content is lost.

Update groups are can only be created for elements in PowerPoint.

Depending on your permissions for the library folders, the available options to edit and create update groups might vary.

For further information regarding the permissions concept, see Permission Concept.

For further information regarding the saving behavior, see Manage Content in empower®.

For further information regarding the update behavior and notifications in empower®, see Content Updates.

Create Update Groups Manually

To create an update group manually, follow the following steps:

1. Select a slide that you want to add to the update group.
2. In the navigation bar, navigate to the group Updates.
3. Click on the button **Update links** (Figure 409).
   A drop-down menu opens.

Figure 409. Button **Update links**

4. In the drop-down menu, click on the option **Mark for new root slide** (Figure 410).

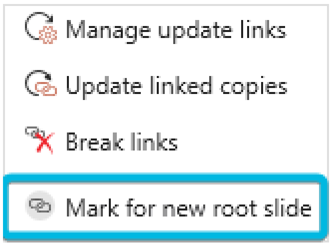


Figure 410. Option **Mark for new root slide**

5. Then, navigate to a slide that you want to make the root element of your update group.
6. Click on the button **Update links** in the navigation bar again.
7. In the drop-down menu, click on the option **Create update link to this root or update group** (Figure 411).
8. Repeat these steps for all slides that you want to add to the update group.

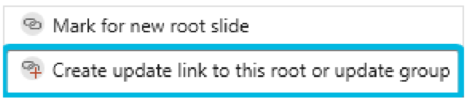


Figure 411. Option to Create Update Link

If you link one update group to another update group, the update groups are combined into one update group.

Manage Update Groups

To view all slides in an update group, follow the following steps:

1. Select one slide that is part of the update group you want to view.
2. Click on the button **Update links** in the navigation bar.
3. In the drop-down menu, click on the option **Manage update links** (Figure 412).
   A dialog box opens.

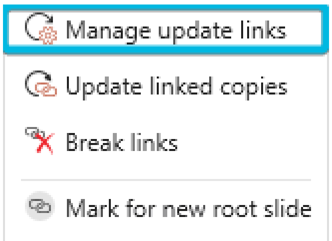


Figure 412. Option **Manage update links**

In this dialog box, you can see all slides that are part of the respective update group (Figure 413).

The root element is listed under *Root*.

All its linked copies are listed under *Linked copies*.

For all slides, the file path, the update status, the modification date and the editor are displayed in the dialog box.

You can also filter the list by the update status, the modification date and the editor.

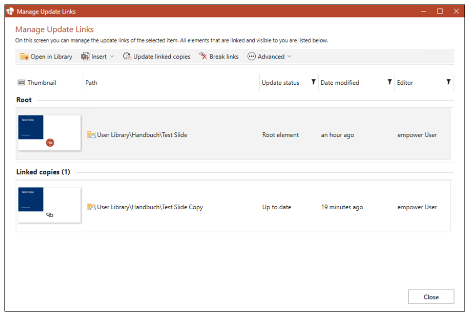


Figure 413. Window **Manage Update Links**

If you want to open one of the slides of the update group in the library, click on the button **Open in Library** (Figure 414).

The library opens in the respective folder.

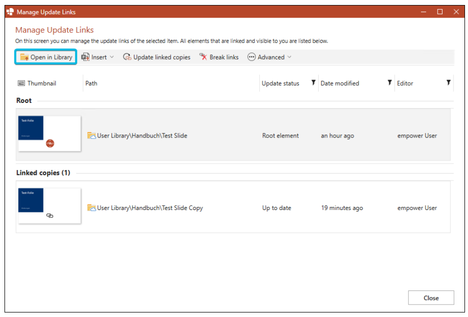


Figure 414. Button **Open in Library**

If you want to insert one of the slides into your current presentation, select the slide from the list and click on the button **Insert** (Figure 415).

A drop-down menu opens.

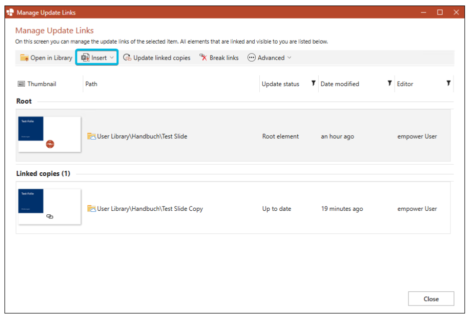


Figure 415. Button **Insert**

In the drop-down, you can choose if you want to insert the slide with the current master used in the presentation or with its original master it has been saved with (Figure 416).

To use the presentation master, click on the option **Insert and use destination theme**.

To use the master the slide has been saved with, click on the option **Insert and keep source formatting**.

The slide is inserted into your presentation using the corresponding setting.

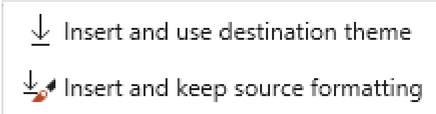


Figure 416. Drop-Down Menu for Button **Insert**

> Alternatively, the option **Manage update links** can also be accessed via the context menu of an element.

Update Slides in Update Group

In the dialog box, you have different options for root elements and linked copies.

If you have selected the root element, you can update all linked copies at once.

To update all linked copies to the root element version, click on the button **Update linked copies** (Figure 417).

A dialog box opens.

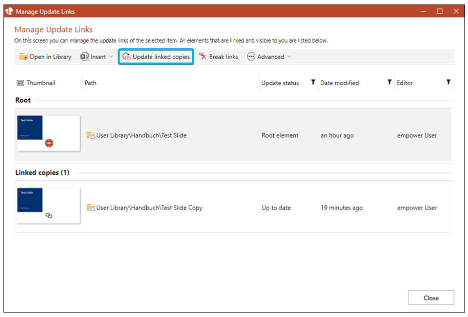


Figure 417. Button **Update linked copies**

In this dialog box, you can choose if you want to share the update or if you want to force the update (Figure 418).

If you share the update, update notifications will be issued for the linked copies.

If you force the update, the update will be applied without any update notification.

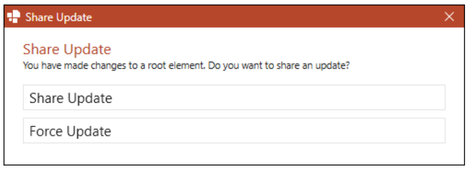


Figure 418. Dialog Box on Linked Copy Update

If you have selected a linked copy, you can update this linked copy to the root element version.

To update the linked copy to the root element version, click on the button **Update to root version** (Figure 419).

The slide will be updated immediately.

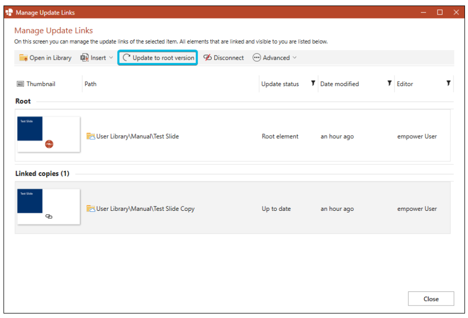


Figure 419. Button **Update to root version**

Alternatively, these options can also be accessed via the context menu of a root element or a linked copy.

Break Links in Update Group

In the dialog box, you have different options for root elements and linked copies.

If you have selected the root element, you can dissolve the update group as a whole.

To dissolve the update group as a whole, click on the button **Break links** (Figure 420).

A dialog box opens.

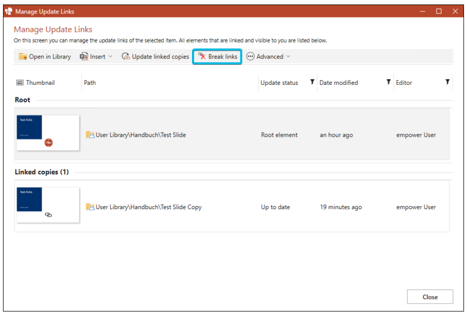


Figure 420. Button **Break links**

To confirm the process, click on the button **Yes** (Figure 421).

All update links will be broken.

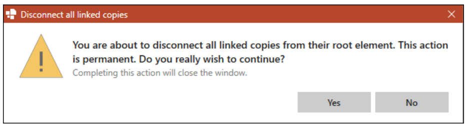


Figure 421. Dialog Box on Breaking Links

If you have selected a linked copy, you can disconnect this linked copy from the update group.

To break the link between the linked copy and the root element, click on the button **Disconnect** (Figure 422).

A dialog box opens.

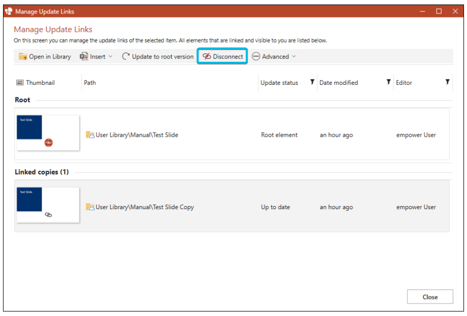


Figure 422. Button **Disconnect**

To confirm the process, click on the button **Yes** (Figure 423).

If you disconnect the last linked copy, the update group is dissolved as a whole.

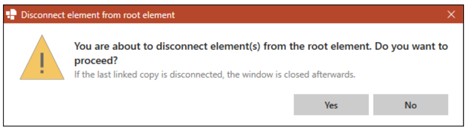


Figure 423. Dialog Box on Disconnecting

Alternatively, these options can also be accessed via the context menu of a root element or a linked copy.

Advanced Settings

If you have selected the root element, you can mark it for a new root element or delete it in the advanced settings (Figure 424).

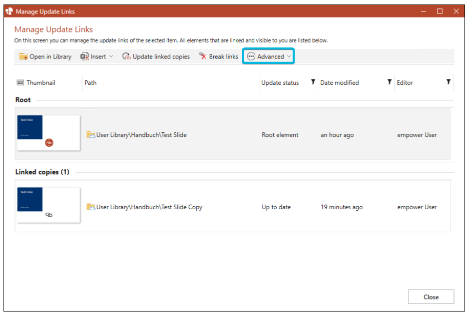


Figure 424. Button **Advanced**

To mark the root element for a new root element, click on the button **Mark for new root slide** (Figure 425).

Then, minimize the dialog box and continue in the library.

Here, follow the steps 5 to 8 under **Create Update Groups Manually**.

Figure 425. Option **Mark for new root slide** under **Advanced** for Root Element

To delete the root element, follow the following steps:

1. Select the root element from the list.
2. Click on the button **Advanced**.
   A drop-down menu opens.
3. In the drop-down menu, click on the option **Delete** (Figure 426).
   A dialog box opens.

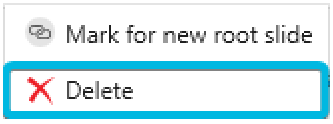


Figure 426. Option **Delete** for Root Element

4. In this dialog box, decide if you want to share the deletion update at all or if you want to force the deletion update.
5. Then, click on the button **Delete anyway** (Figure 427).

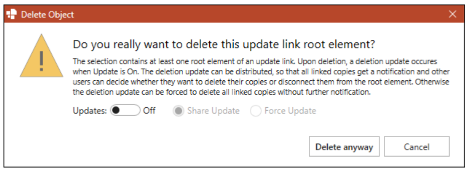


Figure 427. Dialog Box on Deleting Root Element

If you force the deletion update, all linked copies in the update group will be deleted without any update notification.

If you have selected a linked copy, you have the following options:

- Make the selected linked copy the root element
- Update the root element to match the selected linked copy
- Mark the selected linked copy for a new root element
- Delete the linked copy

To make the selected slide the root element of the update group, click on the option **Make this element the root** (**Figure 428**).

The changes become visible in the dialog box.

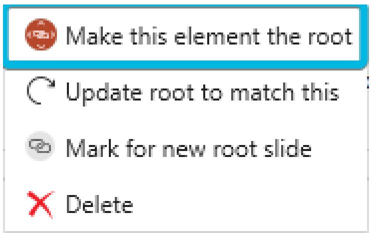


Figure 428. Option **Make this element the root**

To update the current root element to match the selected linked copy, click on the button **Update root to match this** (**Figure 429**).

A dialog box opens.

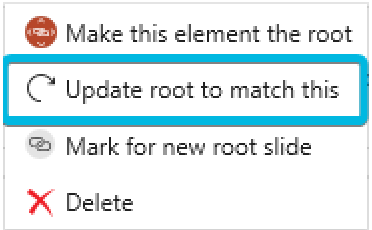


Figure 429. Option **Update root to match this**

In this dialog box, you can choose if you want to share the update or if you want to force the update (**Figure 430**). Alternatively, you can decide not to share any update.

If you share the update, update notifications will be issued for the linked copies.

If you force the update, the update will be applied without any update notification.

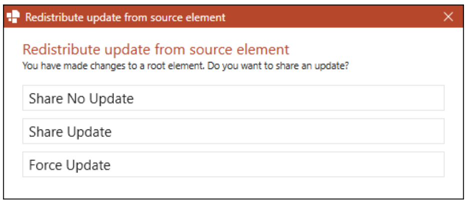


Figure 430. Dialog Box on Updating Root Element

To mark the linked copy for a new root element, click on the button **Mark for new root slide** (**Figure 431**).

Then, minimize the dialog box and continue in the library.

Here, follow the steps 5 to 8 under **Create Update Groups Manually**.

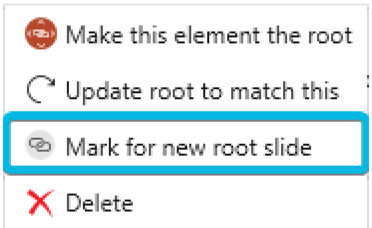


Figure 431. Option **Mark for new root slide** under **Advanced** for Linked Copy

To delete a linked copy, follow the following steps:

1. Select the linked copy from the list.
2. Click on the button **Advanced**.
   A drop-down menu opens.
3. In the drop-down menu, click on the option **Delete** (**Figure 432**).
   A dialog box opens.

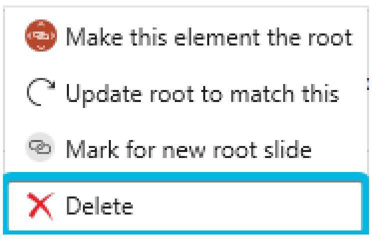


Figure 432. Option **Delete** for Linked Copy

4. In this dialog box, tick the checkbox if you want to share the deletion update (Figure 433).
5. Then, click on the button **Yes**.

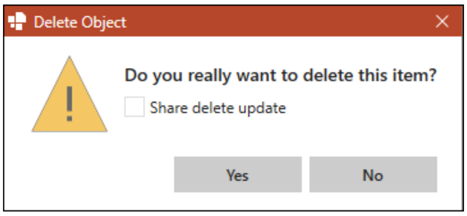


Figure 433. Dialog Box on Deleting Linked Copy

If you delete a linked copy, the deletion update is only shared with presentations that contain this linked copy itself and have been saved to your device locally.

If you have used the linked copy in a presentation and then uploaded this presentation to the empower® Library again, a new slide is created which is only another linked copy in the update group. Therefore, the deletion update is not shared with this new slide.

If you want to share a deletion update for the entire update group, delete the root element instead.

Alternatively, these options can also be accessed via the context menu of a root element or a linked copy.

3.14. Convert Content

Converting content in your presentation can be helpful if the slides in your presentation are based on different master templates or if slides or the entire presentation is based on an outdated master template.

To harmonize your slides or to update your slides or presentation to a new master template, you can use the conversion feature offered by empower®.

The conversion feature can be used to convert your slides to master templates that are stored in the empower® Library. By converting your slides to a master from the library, you can ensure that you presentation complies with your corporate design.

During conversion, empower® automatically adjusts your slides to the corporate design, removes all unwanted layouts and corrects all footnotes

You can either let empower® choose the most fitting master template to be applied on the slides or choose your preferred template from the empower® Library.

Default Conversion Settings

To adapt your default conversion settings, follow the following steps:

1. Navigate to the group Transform in the empower® Ribbon.
2. Click on the button **Convert** (**Figure 434**).
   A drop-down menu opens.

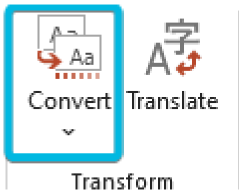


Figure 434. Button **Convert**

3. In the drop-down menu, click on the option **Conversion Settings** (**Figure 435**).
   A dialog box opens.

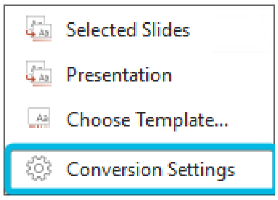


Figure 435. Option **Conversion Settings**

4. In the dialog box, choose the presets that you want to apply during conversion.
   a. The following options are available (**Figure 436**):
      Basic – Applies the master template on your slides or presentation.
      Medium – Applies the master template on your slides or presentation, removes old slide layouts from the slide selection and resizes the content if the slide size changes.
      Full – Applies the master template on your slides or presentation, removes old slide layouts from the slide selection and resizes the content if the slide size changes. After conversion, a *Corporate Design Check* is executed automatically.

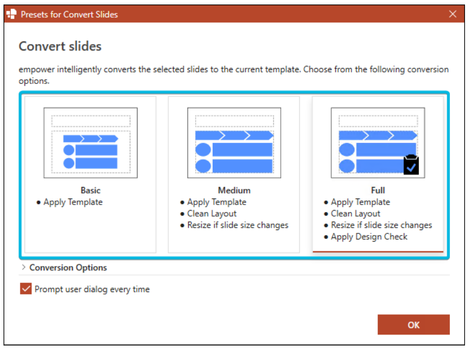


Figure 436. Presets for Conversion

5. If you want to make more custom changes to the conversion settings, expand the *Conversion Options* (**Figure 437**).
   For further information regarding the single conversion settings, see **Available Conversion Settings**.
   a. To select one of the settings, tick the checkbox next to the respective setting.
      If you select a custom set of conversion settings, none of the presets is selected.
      If you select a set of conversion settings that complies with a preset, the preset is automatically selected.

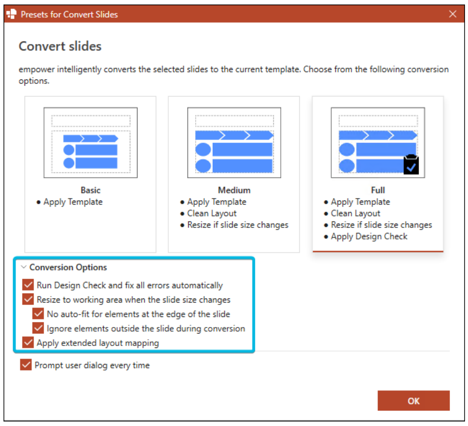


Figure 437. Conversion Options

6. To display this dialog box each time you use the conversion feature, tick the checkbox for **Prompt user dialog every time** (Figure 438).
   If you enable this setting, you can make changes to the conversion settings each time you use the conversion feature.
   If not, empower® will always use the default settings you have just set.

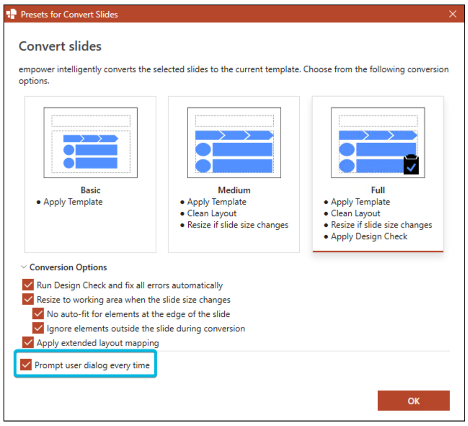


Figure 438. Option **Prompt user dialog every time**

7. To save your changes, click on the button **OK** (Figure 439).

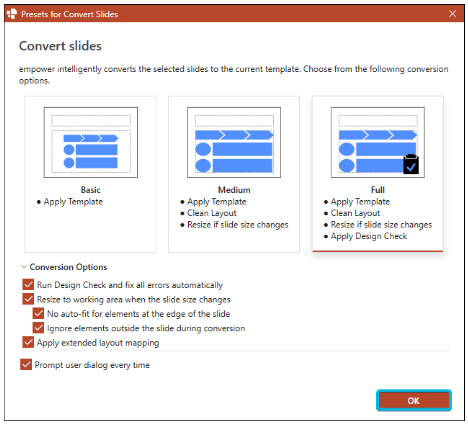


Figure 439. Button **OK** for Default Conversion Settings

For further information regarding the empower® Corporate Design Check, see **empower® Corporate Design Check**.

The layout mapping is set up by your empower® Administrators. Layouts or placeholders of different masters are mapped. As a result, these layouts or placeholders are better recognized, which leads to significant advantages in the conversion process.

Available Conversion Settings

The following conversion settings are available:

- *Run Design Check and fix all errors automatically* – If a slide is converted, a *Corporate Design Check* is automatically executed during the conversion and all issues found are corrected automatically.
- *Resize to working area* – If the working area in the new master is different from the working area in the previous master, content that exceeds the working area is resized to fit in the new working area.
- *No auto-fit for elements at the edge of the slide* – If you have chosen to resize the content to the working area, elements that are on the edge of a slide are not resized during this process.
- *Ignore elements outside the slide during conversion* – If you have chosen to resize the content to the working area, elements that are outside of the slide are ignored during this process.
- *Apply extended layout mapping* – If your empower® Administrators have created a layout mapping for the former master and the new master, this advanced layout mapping is used to achieve more exact results during the conversion. Even if no layout mapping has been created by your administrators, this setting does not have any negative impact on the conversion.

Convert Content without Master Selection

To convert specific slides without choosing a master template yourself, follow the following steps:

1. Select the slides you want to convert.
2. Navigate to the group Transform in the empower® Ribbon.
3. Click on the button **Convert**.
   A drop-down menu opens.
4. In the drop-down menu, click on the option **Selected Slides** (Figure 440).

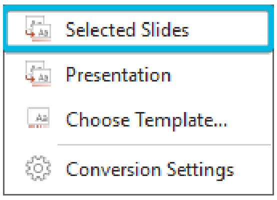


Figure 440. Option **Selected Slides**

If you have decided to display the user dialog for each conversion, the dialog box opens. Here, you can make changes to your conversion settings. These changes do only apply for the current conversion. The default settings will not be changed.

Then, click on the button **OK** (Figure 441).

If this setting has not been enabled, the conversion starts right away.

Your selected slides will be converted.

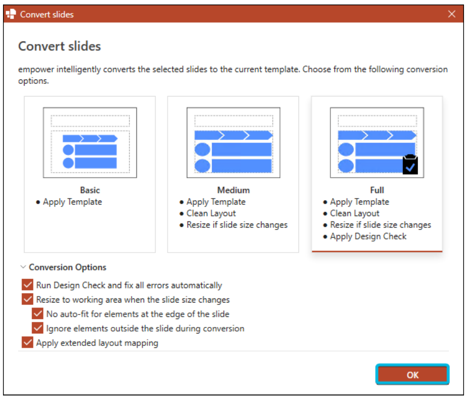


Figure 441. Button **OK** for Conversion Settings

To convert the entire presentation, click on the option **Presentation** in the drop-down menu (Figure 442).

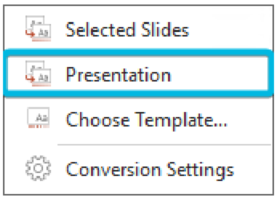


Figure 442. Option **Presentation**

If you have decided to display the user dialog for each conversion, the dialog box opens. Here, you can make changes to your conversion settings. These changes do only apply for the current conversion. The default settings will not be changed.

Then, click on the button **OK**.

If this setting has not been enabled, the conversion starts right away.

The entire presentation will be converted.

> If a slide contains a chart that has been created with empower® Chart Creation and is linked to Excel, all Excel links are removed.
>
> However, you can restore all Excel links at once using the button **Rescan presentation** in the Excel link manager.
>
> For further information regarding the Excel link manager, refer to our empower® Chart Creation manual.

Conversion Behavior

The conversion process depends on your personal settings and the company settings for masters:

- If the slides in your selection are based on different master templates, the first master template originating from the empower® Library and available in the slide pane is applied on all the other slides.
- If none of the different master templates originates from the empower® Library, your personal default master (if defined) or the company default master is applied on all slides.

- If only one master has been used in your selection and this master does not originate from the empower® Library, your personal default master (if defined) is applied on all slides.
  If you have not defined a personal default, the company default is applied on all slides.
- If there is no personal default and no company default but there is only one master template available in the empower® Library, this master is applied on all slides.
- If there is no personal default and no company default and there are multiple master templates in the empower® Library, the sidepane opens on the right-hand side of your PowerPoint window and you need to select your preferred template yourself.

> The options **Selected Slides** and **Presentation** can be used if there are multiple master templates in your slide selection or if your current master does not originate from the empower® Library. In this case, the most suitable master will be applied automatically.
>
> If your slide selection only contains one master template which additionally originates from the empower® Library, there will be no changes as the same master template will be applied during the conversion.
>
> You can check if your presentation contains multiple master templates by opening the layout overview (Button **Slide** – Option **Layout**).
>
> If you want to convert a presentation which is already based on an empower® Master to another master template from the empower® Library, choose the option **Choose Template...**.
>
> For further information, see Convert Content with Master Selection.

> For further information regarding default masters, see Define Default Master.

Convert Content with Master Selection

If you want to convert your slides or your presentation to a specific master, follow the following steps:

1. Select the slides you want to convert.
   If you want to convert the entire presentation, skip this step.
2. Navigate to the group Transform in the empower® Ribbon.
3. Click on the button **Convert**.
   A drop-down menu opens.
4. In the drop-down menu, click on the option **Choose Template...** (Figure 443).
   The sidepane opens in the section *Master Templates*.

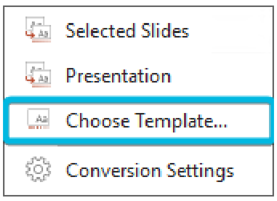


Figure 443. Option **Choose Template...**

5. In the sidepane, choose the master template you want to use for conversion.
6. Then either click on the button **Presentation** (Figure 444 **(1)**) to convert the entire presentation or click on the button **Slide(s)** (Figure 444 **(2)**) to only convert the selected slides.

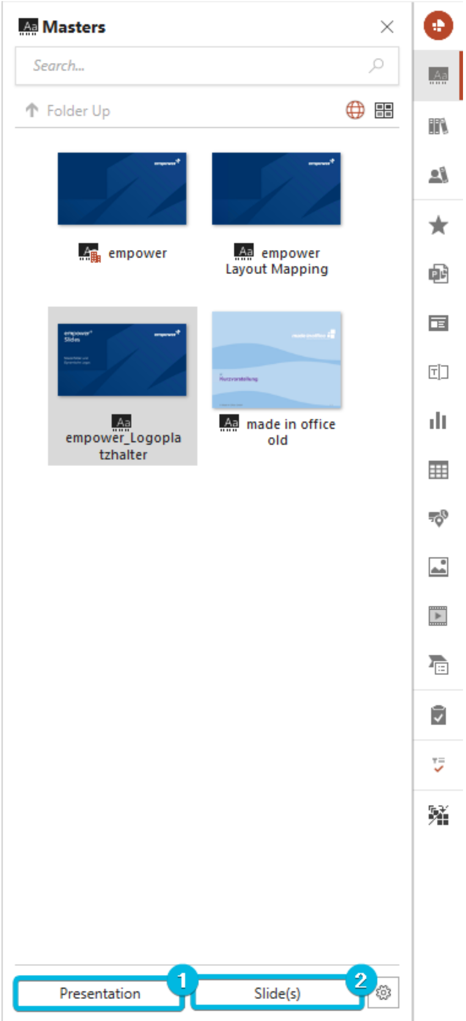


Figure 444. Buttons **Presentation** and **Slide(s)**

If you have decided to display the user dialog for each conversion, the dialog box opens. Here, you can make changes to your conversion settings. These changes do only apply for the current conversion. The default settings will not be changed.

Then, click on the button **OK**.

If this setting has not been enabled, the conversion starts right away.

Your selection will be converted.

If a slide contains a chart that has been created with empower® Chart Creation and is linked to Excel, all Excel links are removed.

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

For further information regarding the Excel link manager, refer to our empower® Chart Creation manual.

For further information regarding the master settings, see Master Settings.

3.14.1. Layout and Placeholder Mapping

For Administrators

Layout Mapping and *Placeholder Mapping* can be used by empower® Administrators to map layouts from an old master to layouts in a new master.

This can help to achieve more precise results during the conversion of slides and presentations.

You should set up the *Layout Mapping* and, if required, the *Placeholder Mapping* if one of the following is true:

- Your old master differs widely from the new master regarding the number of layouts.
- Your old master differs widely from the new master regarding the number of placeholders.

Setting up the mappings can also be profitable if you know that there are a lot of slides and presentations in your company that need to be converted.

> Depending on the masters, setting up the *Layout Mapping* and *Placeholder Mapping* can be time-consuming.
>
> Therefore, you should always weigh your options and first check if the default conversion might already be sufficient in your case.
>
> It might also be sufficient to set up the *Layout Mapping* without additionally setting up the *Placeholder Mapping*.

> If you delete placeholders or layouts from a master template, it is highly recommended to create a new placeholder or layout mapping.

Set Up Layout Mapping

During the *Layout Mapping*, you map the slide layouts from the old master to the slide layouts in the new master.

During the conversion, the content from a mapped slide layout in the old master is transferred to the respective slide layout in the new master.

You also assign multiple old layouts to the same new layout.

However, it is not possible to map one old layout to multiple new layouts.

To set up the *Layout Mapping*, follow the following steps:

1. Open the old master and the new master in two separate PowerPoint windows.
2. To make the mapping easier, place them next to each other (**Figure 445**).

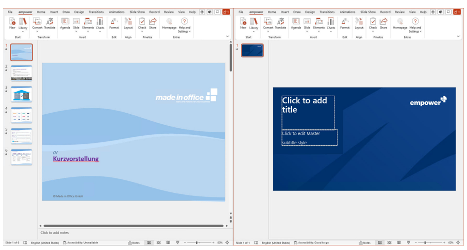


Figure 445. Master Windows

3. In the PowerPoint window of the old master, navigate to the tab View.
4. In the group Master View, click on the button **Slide Master View**.
5. Repeat steps 3 and 4 for the new master.
6. Now, select the slide layout in the old master that you want to map to a layout in the new master.
7. Right-click on the old layout.
   A context menu opens.
8. Choose the option **Slide Conversion** (Figure 446 (**1**)).
9. Then, choose the option **Select as Source Layout** (Figure 446 (**2**)).

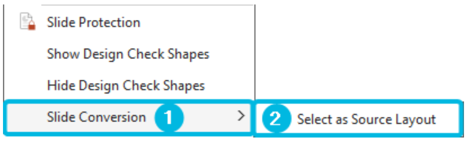


Figure 446. Option **Slide Conversion** and **Select as Source Layout**

10. Now, right-click on the new slide layout you want to map to the source layout.
    A context menu opens.
11. Choose the option **Slide Conversion** (Figure 447 (**1**)).
12. Then, choose the option **Set as Target Layout** (Figure 447 (**2**)).
    The layouts are now mapped.

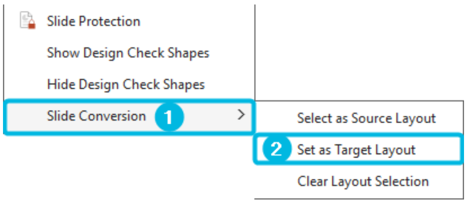


Figure 447. Option **Slide Conversion** and **Set as Target Layout**

If you want to deselect the layout and start again, choose the option **Clear Layout Selection** (Figure 448 (**2**)).

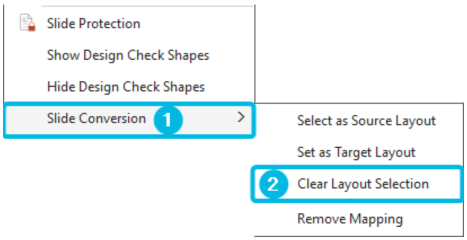


Figure 448. Option **Clear Layout Selection**

If you have already mapped certain layouts but want to remove the mapping, select the respective layout and choose the option **Remove Mapping** (Figure 449 (**2**)).

A dialog box opens.

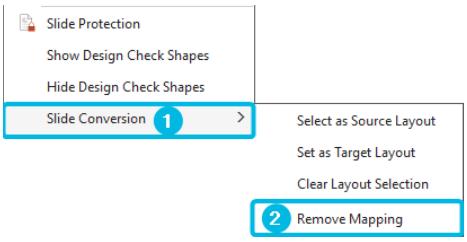


Figure 449. Option **Remove Mapping**

Choose which mapping you want to remove and click on the **X** symbol to remove it (Figure 450).

Confirm with a click on the button **OK**.

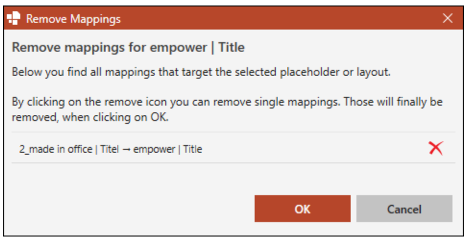


Figure 450. Dialog Box Remove Mapping

Once you have mapped all slide layouts of the old master to the slide layouts of the new master, upload the new master to the empower® Library.

For more information regarding the master upload, see Upload a Master Template.

Set Up Placeholder Mapping

If you want to achieve an even more precise result, you can set up the *Placeholder Mapping* in addition to the *Layout Mapping*.

During the *Placeholder Mapping*, you map placeholders from the old master to placeholders in the new master.

During the conversion, the placeholders are recognized and the content from the old master's placeholders is transferred to the respective placeholders in the new master.

> If the new slide layout contains more placeholders than the old slide layout, the placeholders are left empty during the conversion. However, they are placed on the slide and can be filled manually.

To set up the *Placeholder Mapping*, follow the following steps:

1. Open the old master and the new master in two separate PowerPoint windows.
2. To make the mapping easier, place them next to each other (Figure 451).

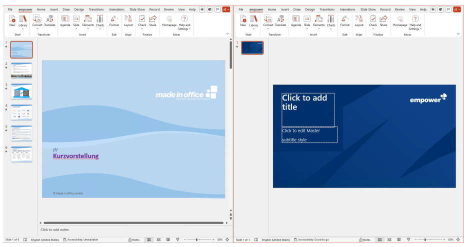


Figure 451. Master Windows

3. In the PowerPoint window of the old master, navigate to the tab View.
4. In the group Master View, click on the button **Slide Master View**.
5. Repeat steps 3 and 4 for the new master.
6. Now, select the placeholder in the old master that you want to map to a placeholder in the new master.
7. Right-click on the old placeholder.
   A context menu opens.
8. Choose the option **Shape Conversion** (Figure 452 **(1)**).
9. Then, choose the option **Select as Source Placeholder** (Figure 452 **(2)**).

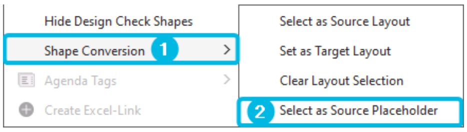


Figure 452. Option **Shape Conversion** and **Select as Source Placeholder**

10. Now, right-click on the new placeholder you want to map to the source placeholder.
    A context menu opens.
11. Choose the option **Shape Conversion** (Figure 453 **(1)**).
12. Then, choose the option **Set as Target Placeholder** (Figure 453 **(2)**).
    The placeholders are now mapped.

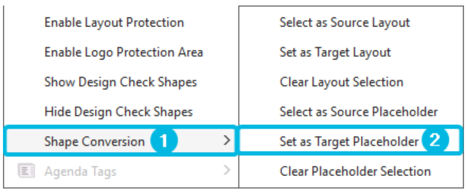


Figure 453. Option **Shape Conversion** and **Set as Target Placeholder**

If you want to deselect the placeholder and start again, choose the option **Clear Placeholder Selection** (Figure 454 (**2**)).

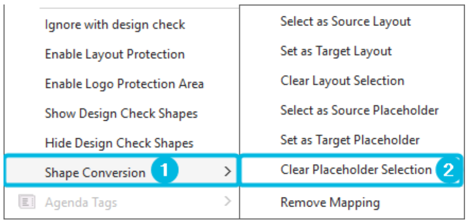


Figure 454. Option **Clear Placeholder Selection**

If you have already mapped certain placeholders but want to remove the mapping, select the respective placeholder and choose the option **Remove Mapping** (Figure 455 (**2**)).

A dialog box opens.

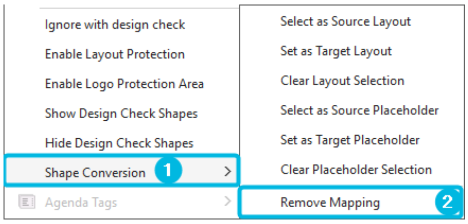


Figure 455. Option **Remove Mapping**

Choose which mapping you want to remove and click on the **X** symbol to remove it (Figure 456).

Confirm with a click on the button **OK**.

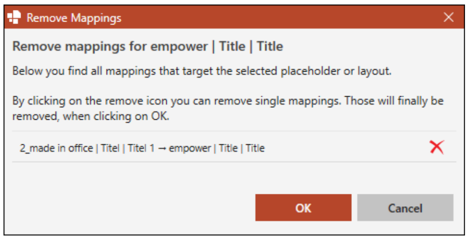


Figure 456. Dialog Box Remove Mapping

Once you have mapped all placeholders of the old master to the placeholders of the new master, upload the new master to the empower® Library.

For more information regarding the master upload, see Upload a Master Template.

4. Word

empower® for Word enables efficient creation and design of documents within the framework of a given corporate design with just a few clicks. Automatically referenced person- and company-based information ensures working with up-to-date data.

Templates in empower® for Word can be designed dynamically so that, for example, information about the author, company and location is automatically filled in the header and footer of the document and manual editing is no longer necessary. The language settings can also be set and controlled centrally.

In the following chapter, you will learn more about our Word features and how to use them.

4.1. Create a New Document

To create a new document from a template, follow the following steps:

1. Click on the button **New Document** (Figure 457).
   The empower® Library opens in the section for *Document Templates*.

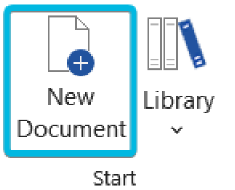


Figure 457. Button **New Document**

2. In the empower® Library, select one of the *Document Templates*.
3. Then, navigate to the group Selection in the navigation bar and click on the button **Open** (Figure 458).
   A new document is created using the template.

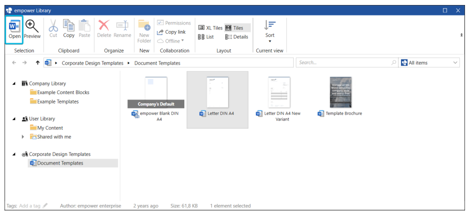


Figure 458. Button **Open**

If default settings have been made in advance in the profile administration, the *Document Template* is automatically filled with information.

If not, empower® asks you to select the data to be filled in (Figure 459).

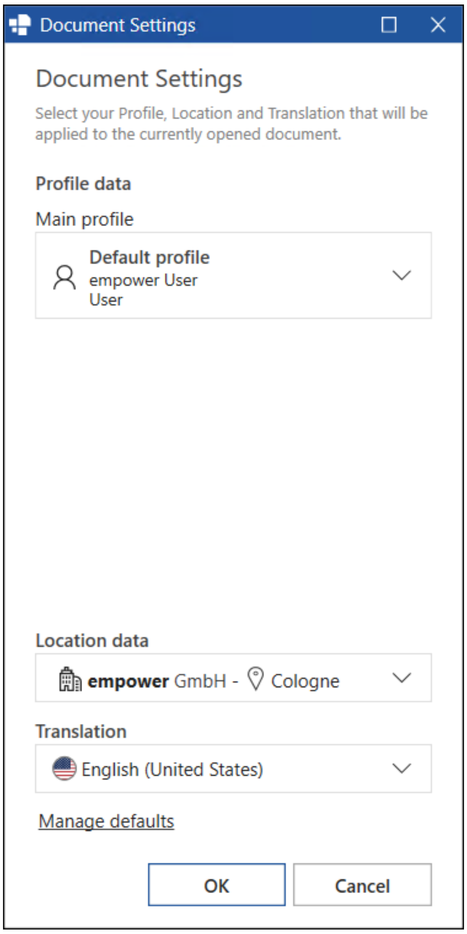


Figure 459. Window **Document Settings**

If you have opened a *Document Template* and want to fill in new profile data, click on the upper part of the split button **Fill in document** (Figure 460).

The same dialog box opens.

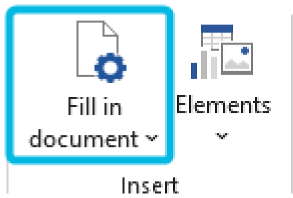


Figure 460. Button **Fill in document**

If default values have been set but you want to prevent the document from being filled out automatically, press **Shift** while opening the template.

This can be useful if you create documents for another person. If you have set up a referenced profile for this person, you can then choose this profile manually via the button **Fill in document**.

For further information regarding referenced profiles, see Set up Profiles.

Alternatively, you can use a double-click or open the context menu of a *Document Template* to open it.

For further information regarding the setting of defaults, see Add a Profile.

If you want to hide certain elements in your newly created document, you can use the feature *Hide stationery*.

Click on the button **Hide stationery** to hide elements before printing the document (Figure 461).

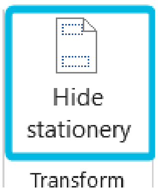


Figure 461. Button **Hide stationery**

If you choose to hide the content control when printing, the content control and its content might still be visible if you are currently displaying the formatting symbols.

However, it will not be included in the printed version.

The elements that will be affected by this feature are predefined by your empower® Administrators.

For further information regarding the configuration of elements for this feature, see Template Assistant.

4.1.1. Add the Recipient Address

If you are using a *Document Template* for a letter or any other document type in which a recipient address should be inserted, you can easily insert that address from your Outlook address book using the option **Recipient Address**.

To access the option, click on the lower part of the split button **Fill in Document** and then choose the option **Recipient Address** (Figure 462).

A dialog box opens.

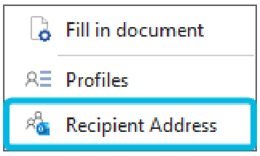


Figure 462. Option **Recipient Address**

You can now choose the Outlook contact whose address you want to insert into the document (Figure 463).

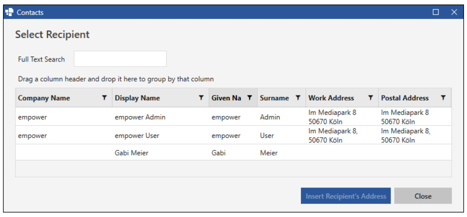


Figure 463. Dialog Box with Contact Information

Select the contact from the list and click on the button **Insert Recipient's Address** (Figure 464).

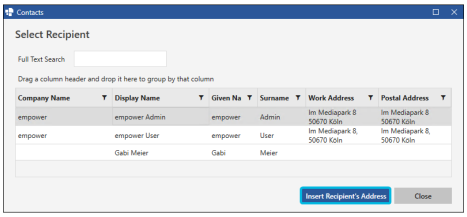


Figure 464. Button **Insert Recipient's Address**

If you cannot find the contact, you can search for it via the search bar (**Figure 465**).

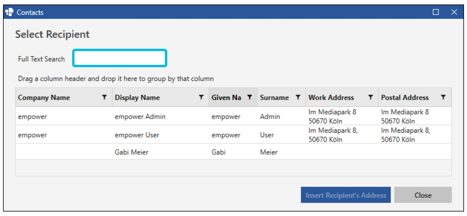


Figure 465. Search Bar

Additionally, you can sort the table according to one of the columns if you drag the respective column to the front of the table and drop it.

If you want to filter the contact list, click on the **filter** symbol next to one of the categories and select the required filters (**Figure 466**).

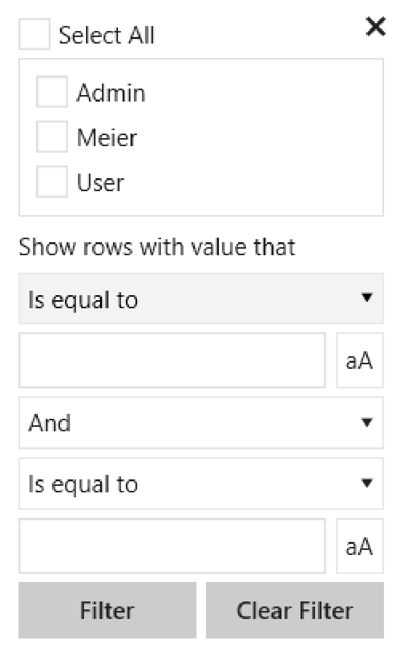


Figure 466. Filter Options

If your empower® Administrators have defined a specific placeholder for the recipient address, the address will be inserted into this placeholder.

If they have not defined a placeholder, a dialog box opens (**Figure 467**).
Here, decide if you want to insert the recipient address at your current cursor position.
If you click on the button **Yes**, the recipient address is inserted into your document at your current cursor position.
If you click on the button **No**, no address is inserted.

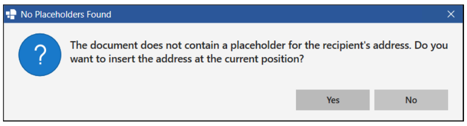


Figure 467. Dialog Box **No Placeholders Found**

You need to add contacts to the folder *Contacts* in your Outlook address book in advance to be able to choose them from the contact list in Word.

4.1.2. Use Content Blocks

To design your Word document, you can use elements from the empower® Library.

For example, you can insert corporate design compliant content blocks from your *Corporate Design Templates*.

Text elements, charts and tables are designed with sample content and can be customized after insertion according to the familiar editing options in Word.

Files that are protected either by the Office built-in document protection or by AIP (Azure Information Protection) cannot be processed by empower®.

For further information regarding AIP, see **What is Azure Information Protection?**.

Insert Content Blocks

There are two ways to insert content blocks into your document:

- Via the empower® Library
- Via the group Insert in the empower® Ribbon

For both ways, the content blocks are inserted into the document where your mouse cursor is positioned.

Insert Content Blocks via Library

To insert content blocks from the empower® Library, follow the following steps:

1. Navigate to the group Start and click on the button **Library** (**Figure 468**).
   The library opens.

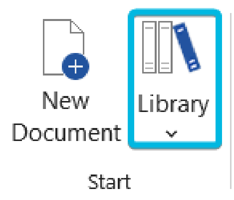


Figure 468. Button **Library**

2. In the library, navigate to the section *Corporate Design Templates* (**Figure 469** **(1)**).
3. Then, navigate into the section *Content Blocks* (**Figure 469** **(2)**).

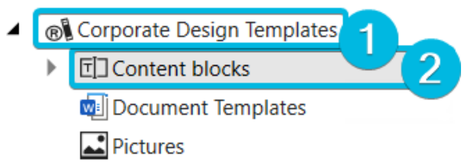


Figure 469. Sections *Corporate Design Templates* and *Content blocks*

4. Find the content block you want to insert and select it.
5. In the navigation bar, navigate to the group Selection.
6. Click on the button **Insert content block** (**Figure 470**).

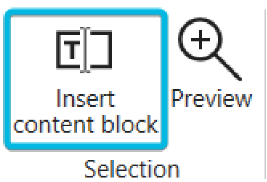


Figure 470. Button **Insert content block** in Library

> You can preview the selected element by clicking on the button **Preview** in the group Selection.

Insert Content Blocks via the Ribbon

To insert content blocks via the group Insert in the empower® Ribbon, follow the following steps:

1. Navigate to the group Insert.
2. Click on the button **Elements** (Figure 471).
   A drop-down menu opens.

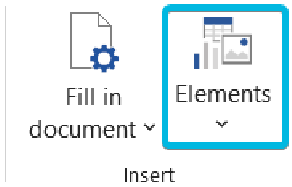


Figure 471. Button **Elements**

3. In the drop-down menu, click on the option **Content blocks** (Figure 472).
   The sidepane opens its corresponding section.

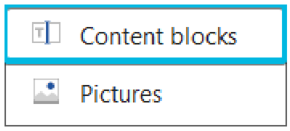


Figure 472. Option **Content blocks**

4. Find the content block you want to insert and select it.
5. Click on the button **Insert content block** (Figure 473).

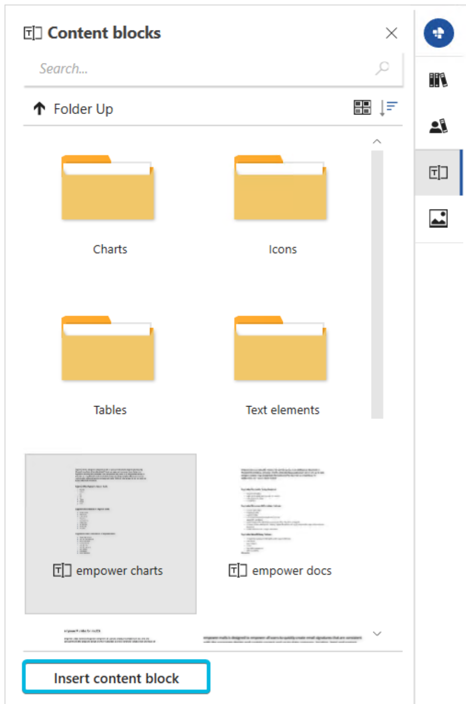


Figure 473. Button **Insert content block** in sidepane

> If your sidepane is displayed, you can access the section *Content Blocks* directly by clicking on the corresponding symbol in the sidepane.
> For further information regarding the sidepane, see Sidepane.

4.1.3. Use Pictures

To design your Word document, you can use elements from the empower® Library.

For example, you can insert corporate design compliant pictures from your *Corporate Design Templates*.

Text elements, charts and tables are designed with sample content and can be customized after insertion according to the familiar editing options in Word.

empower® supports Scalable Vector Graphics (in short SVG) – a common vector-based picture format – as elements in the empower® Library, when you are using an Office version that also supports this file format. Pictures in this format can be scaled to any size without loss of quality and also are quite small in storage size, which makes this format ideal for logos, visualizations, cliparts and non-photorealistic images in general.

Files that are protected either by the Office built-in document protection or by AIP (Azure Information Protection) cannot be processed by empower®.

For further information regarding AIP, see **What is Azure Information Protection?**.

Insert Pictures

There are two ways to insert pictures into your document:

- Via the empower® Library
- Via the group Insert in the empower® Ribbon

For both ways, the pictures are inserted into the document where your mouse cursor is positioned.

Insert Pictures via the Library

To insert pictures from the empower® Library, follow the following steps:

1. Navigate to the group Start and click on the button **Library** (**Figure 474**).
   The library opens.

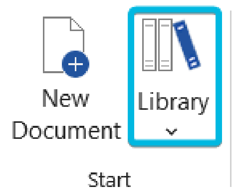


Figure 474. Button **Library**

2. In the library, navigate to the section *Corporate Design Templates* (**Figure 475** **(1)**).
3. Then, navigate into the section *Pictures* (**Figure 475** **(2)**).

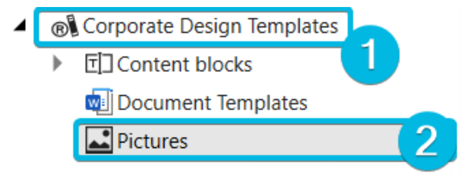


Figure 475. Sections *Corporate Design Templates* and *Pictures*

4. Find the picture you want to insert and select it.
5. In the navigation bar, navigate to the group <u>Selection</u>.
6. Click on the button **Insert picture** (Figure 476).

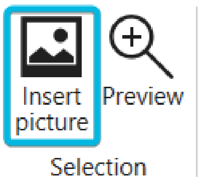


Figure 476. Button **Insert picture** in Library

> You can preview the selected element by clicking on the button **Preview** in the group <u>Selection</u>.

Insert Pictures via the Ribbon

To insert pictures via the group <u>Insert</u> in the empower® Ribbon, follow the following steps:

1. Navigate to the group <u>Insert</u>.
2. Click on the button **Elements** (Figure 477).
   A drop-down menu opens.

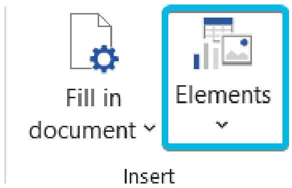


Figure 477. Button **Elements**

3. In the drop-down menu, click on the option **Pictures** (Figure 478).
   The sidepane opens its corresponding section.

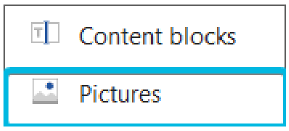


Figure 478. Option **Pictures**

4. Find the picture you want to insert and select it.
5. Click on the button **Insert picture** (Figure 479).

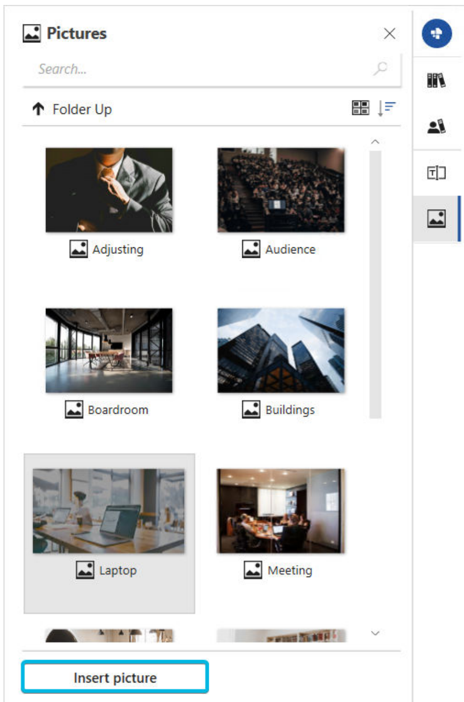


Figure 479. Button **Insert picture** in sidepane

If your sidepane is displayed, you can access the section *Pictures* directly by clicking on the corresponding symbol in the sidepane.

For further information regarding the sidepane, see Sidepane.

4.2. Update Fields

If you have used different Office built-in fields such as image or table captions in your Word document and don't want to update them separately, you can update them all at once.

To do so, navigate to the group Finalization and click on the button **Check** (Figure 480). A drop-down menu opens.

Figure 480. Button **Check**

In the drop-down menu, click on the option **Update all fields** (Figure 481).

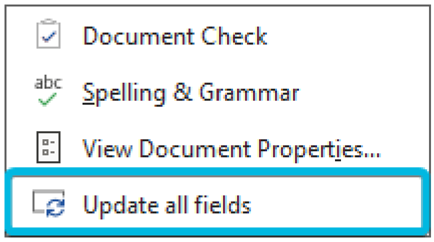


Figure 481. Option **Update all fields**

While empower® updates all fields in your document including the table of contents, if present, it shows a progress spinner (Figure 482).

If all your fields have been updated, the progress spinner disappears.

Figure 482. Progress Spinner

4.3. empower® Document Check

The *Document Check* inspects your entire document to ensure that it is corporate design compliant and also complies with other configurable rules concerning highlighting, page formats, page alignments, superfluous blank pages, spelling of names and terms among others.

To open the group *Document Check*, navigate to the group Finalization and click on the button **Check** (**Figure 483**).
A drop-down menu opens.

Figure 483. Button **Check**

In the drop-down menu, click on the option **Document Check** (**Figure 484**).

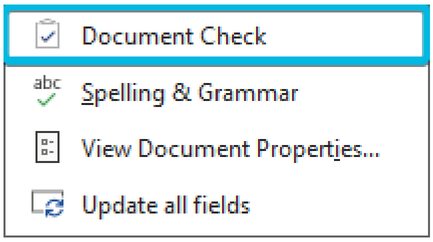


Figure 484. Option **Document Check**

empower® starts analyzing your document immediately. It shows a progress spinner (**Figure 485**).
As soon as the *Document Check* has been completed, its results open in the sidepane on the right-hand side of the window.

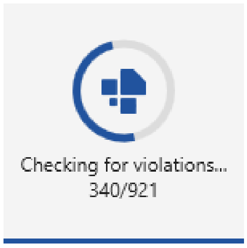


Figure 485. Progress Spinner for *Document Check*

The following aspects can be checked using the *Document Check*:

- Document protection
- Font
- Font color
- Font size
- Heading formatting
- Image and table captions
- Page margins
- Page orientation
- Presence of a table of content
- Shape color
- Spaces and breaks
- Spelling
- Table of content heading
- Text highlighting

Alternatively, you can open the section *Document Check* directly in the sidepane.
For further information regarding the sidepane, see **Sidepane**.

Depending on the *Document Check* configuration in your empower® Environment, not all of the above-mentioned categories are available.
The available categories are defined and can be changed by your empower® Administrators.

If the *Document Check* has not been configured by your administrators, the button is called **Check Document** (Figure 486). In this case, the Office built-in editor opens on the right side of the application window.

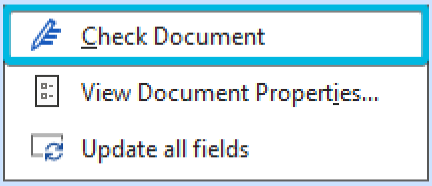


Figure 486. Button **Check Document**

The *Document Check* is only available in Word.

For further information regarding the empower® Consistency Check for PowerPoint see **empower® Consistency Check**.

For further information regarding the empower® Corporate Design Check for PowerPoint see **empower® Corporate Design Check**.

Process Document Check Results

The results from the *Document Check* are listed per category (**Figure 487**). Each category can have one or multiple subcategories.

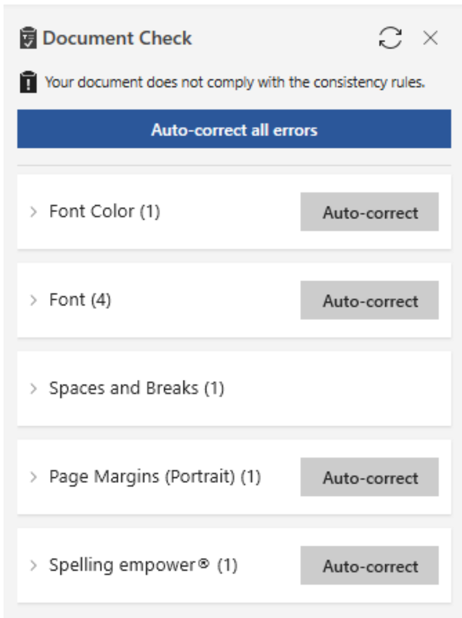


Figure 487. List of Errors

For each instance, the page the error was found on and the affected element is listed (**Figure 488**).

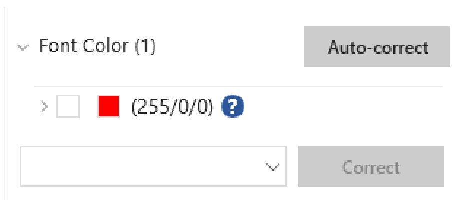


Figure 488. Error Category *Font Color*

If you select an error entry, the corresponding text or element is automatically selected.

To correct an error, follow the following steps:

1. Select the respective entry from the list.
2. If there is a drop-down menu for the error category, choose which predefined correction option you want to apply (Figure 489).
   If there is no drop-down menu, skip this step.

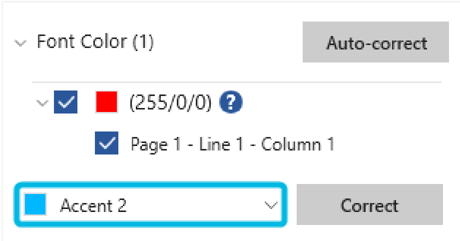


Figure 489. Drop-Down Menu with Correction Option (Collapsed)

3. Then, click on the button **Correct** (Figure 490).

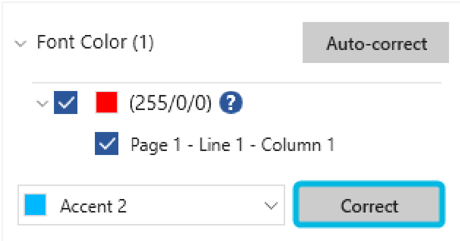


Figure 490. Button **Correct**

To correct multiple errors at once with the same correction option, select all the respective entries and click on the button **Correct**.

If you want to correct all errors of a category with a specific correction option, tick the checkbox next to the respective category. All errors in this category will be selected.

Now, click on the button **Correct**. You can also select multiple sub categories at once.

For further information on the specifications in your corporate design and how to correct the error, hover over the **question mark** symbol next to the category (Figure 491).

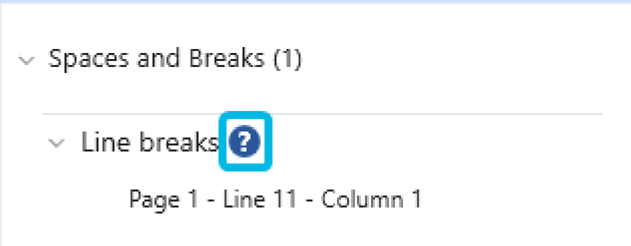


Figure 491. **Question Mark** Symbol

Auto-Correct Errors

If you do not want to process all errors separately, you can auto-correct them either per category or all together.

To auto-correct all errors in one category, click on the button **Auto-correct** next to the respective category (Figure 492).

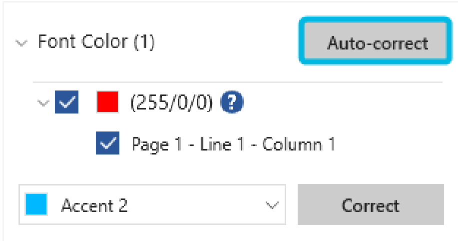


Figure 492. Button **Auto-correct** for Category

If you want to auto-correct all errors in the document, click on the button **Auto-correct all errors** (Figure 493).

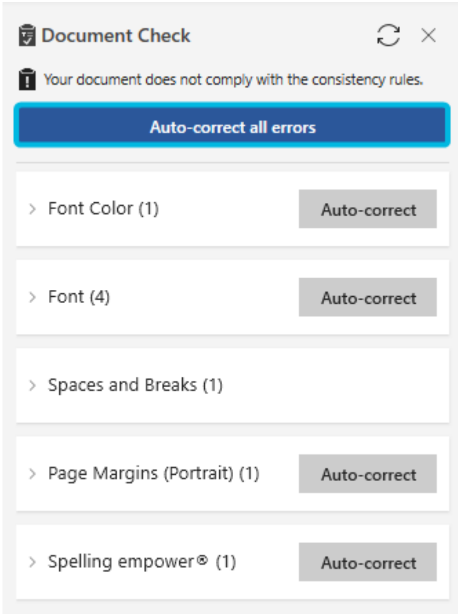


Figure 493. Button **Auto-correct all errors**

When auto-correcting colors, empower® automatically selects the approved color of your corporate design that is closest to the flagged color. If no matching color is found, a **warning** symbol appears and you need to adjust the color manually (Figure 494, Figure 495).

When auto-correcting font sizes, empower® selects the next size value up or down from the flagged size value to set a font size that has been approved for your corporate design. The same is also performed for fonts.

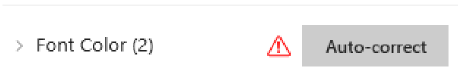


Figure 494. Warning for Manual Correction

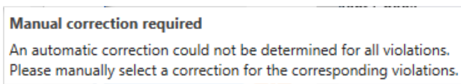


Figure 495. Tooltip **Manual Correction Required**

If you have finished the correction, reload the check results to be sure all errors have been resolved by clicking on the **refresh** symbol (Figure 496).

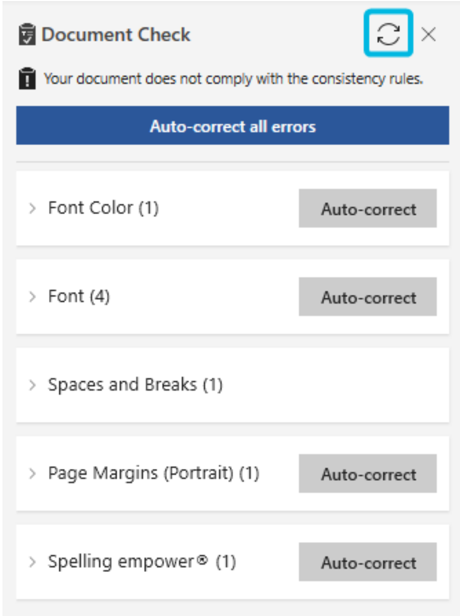


Figure 496. **Refresh** Symbol

If all errors have been resolved, a message appears in the sidepane (Figure 497).

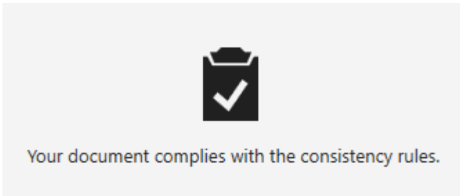


Figure 497. Document Check Complete

> Depending on the error category, auto-correcting the error is not possible and you need to manually select the most fitting option to correct the error or correct the error manually. In this case, the button **Auto-correct** is not available.

4.4. Template Assistant

For Administrators

For empower® Administrators, the option **Template Assistant** is accessible via the split button **Fill in document** in Word.

To open the *Template Assistant* in the sidepane, click on the lower part of the split button **Fill in document** (Figure 498).

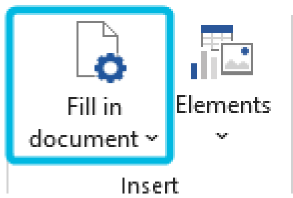


Figure 498. Button **Fill in document**

Then, choose the option **Template Assistant** (Figure 499).

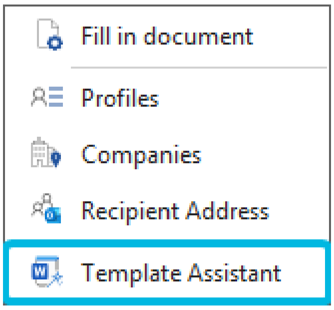


Figure 499. Option **Template Assistant**

It allows you to create placeholders that can be filled in with data from the EAV (Entity-Attribute-Value) model.

This is done using an .xml structure that accesses data from the EAV model. The placeholders are filled in with profile, company and location data when a user uses the *Document Template*.

The EAV Editor is a separate tool which allows to configure the user interface for data input.

This includes the data entry fields, their translations, and additional data fields for technical information.

To understand how to work with the EAV Editor and EAV model, the following terms need to be defined:

- **Property** – Complete data field with a *label*, originating from the EAV Editor, and a *value* input field in the company or profile management.
- **Value** – Content entered into the input fields in the user interface which is used to fill in templates.
- **Label** – Display name for a property in the user interface or in filled-in templates.
- **Entity** – Collection of properties for a single data group.

To display data within a document, the *Template Assistant* uses *Rich Text Content Controls*. These serve as placeholders for the content.

The *Template Assistant* opens in the sidepane and is divided into three sections:

- **Custom XML Editor** – Enables users to edit the user-specific .xml section and to test the configuration directly in Word.
  Usually, this section has an informational character and is not manually changed.
- **Document Metadata** – Enables users to edit the user-specific .xml section. The *Template Assistant* supports the user entering the syntax.
- **Document Variables** – Displays all document data, e.g. last modification date, editor and placeholder sizes.
  Usually, this section has an informational character and is not manually changed.

Use the Template Assistant

With the help of the *Template Assistant*, you can add text and picture placeholders to the template.
You can use the *Template Assistant* to add a logo placeholder or to add data placeholders that will be filled in with profile and company data.

Add Text to a Template

To add data placeholders to a template using the *Template Assistant*, follow the following steps:

1. Navigate to the tab Developer.
   If the tab is not displayed, follow the instructions under **Show the Developer Tab**.
2. Insert a *Rich Text Content Control* (**Figure 500**).

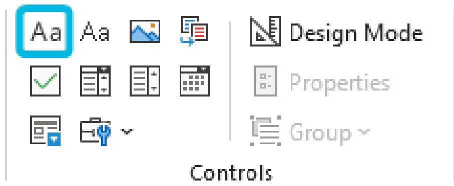


Figure 500. Insert Rich Text Content Control

3. In the empower® Ribbon, click on the lower part of the split button **Fill in document**.
4. Choose the option **Template Assistant**.
   The *Template Assistant* opens in the sidepane on the right-hand side of your Word window. It opens in the section *Document Metadata*.
5. Under *Document Properties*, click on the button **Set to current database ID** (**Figure 501**).
   The database ID cannot be set individually.

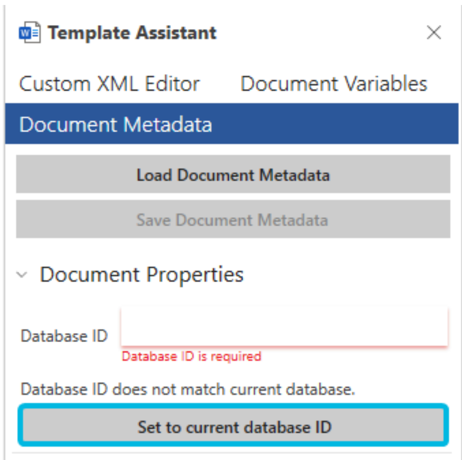


Figure 501. Button **Set to current database ID**

6. Under *Content Controls*, you can see the content control you have just added to your document.
   Enter a unique name for this content control in the input field *Title* (Figure 502 **(1)**).
7. To assign a valid GUID to the content control, click on the button **GUID** next to the input field *Tag* (Figure 502 **(2)**).
   An automatically generated and unique ID is assigned to the content control.
8. Assign the required group to the content control (Figure 502 **(3)**).
   For further information, see Placeholder Groups.
9. If you want to enable users to hide the content control for printing processes, tick the checkbox for **Stationery** (Figure 502 **(4)**).
10. The input field *Syntax* provides access to the EAV model structure.
    To add the required placeholders, follow the following steps:
    a. Click on the **plus** symbol next to the input field (Figure 503).
       A drop-down menu opens.
    b. Choose an entity to expand the properties.
    c. Choose the required property.
    d. Then, define if you want to add the value or the label to the placeholder.
       The placeholder will now be filled in with the corresponding syntax.
11. To save the values, click on the button **Save Document Metadata** (Figure 504).

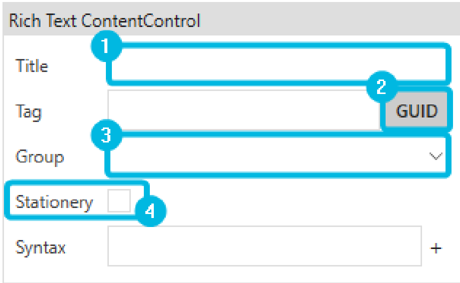


Figure 502. Rich Text Content Control Fields

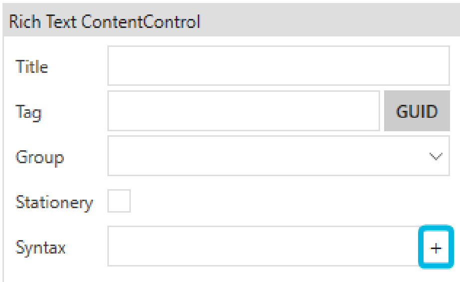


Figure 503. Insert Syntax Elements

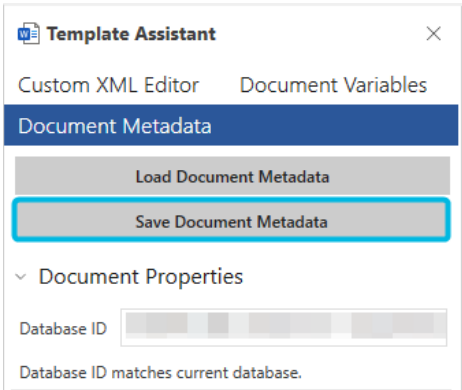


Figure 504. Button **Save Document Metadata**

The *Template Assistant* provides a quick access to the basic EAV model categories via the drop-down menu. All entities that have been added manually to the EAV model need to be entered manually.

Additional entries are usually added by empower during your onboarding process.

For further information regarding the manual composition of variables, see Compose Variables Manually.

In the drop-down menu, you can hover over the label or value to display a preview for your current default profile and company or location.

It shows the values which would be displayed in the document for the current profile (**Figure 505**).

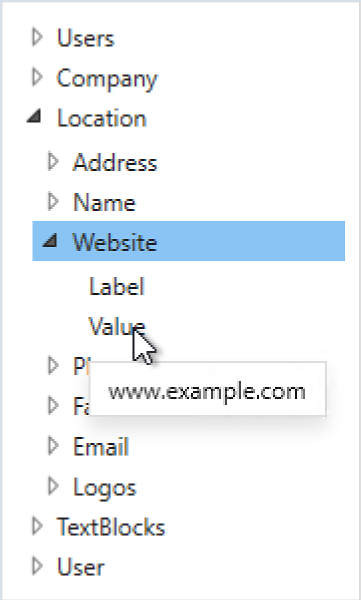


Figure 505. Mouse-Over for Values

If you choose to hide the content control when printing, the content control and its content might still be visible if you are currently displaying the formatting symbols.

However, it will not be included in the printed version.

You can also add custom text blocks to your template.

These can be used for recurring text such as greeting and farewell formulas. These texts stay the same regardless of the subject or addressee of the document or signature.

Custom text blocks are created in the EAV Editor and can then be added to a template using a content control.

The pattern for custom text blocks is as follows:

```
{{TextBlocks.[Property_Name].Value}}
```

In addition, you can create custom placeholders via the EAV Editor and then use them in your template.

These can be used to simplify using multiple fields in one placeholder.

Custom placeholders themselves can be reused inside of other custom placeholders. There is a maximum of 50 levels for this recursion.

The pattern for custom placeholders is as follows:

```
{{CustomPlaceholders.
[Property_Name].Value}}
```

The following is an example for the use of custom placeholders:

Example	

The following placeholder is shortened using a custom placeholder:
`{{User.First_Name.Value}} {{User.Last_Name.Value}}`
The custom placeholder would be the following:
`{{CustomPlaceholders.UserDisplayName.Value}}`
This placeholder contains both the value for the first name and the value for the last name.
	The outcome for a user called *empower Admin* would be the following:
	empower Admin

Placeholder Groups

In the *Template Assistant*, you can assign each content control to a group.
The placeholder groups are necessary for the workflows to work in the correct order.

There are two available groups (**Figure 506**):

- **Empty** – Used for profile, company and location data
- **Recipient Address** – Used for Outlook data of a chosen Outlook contact

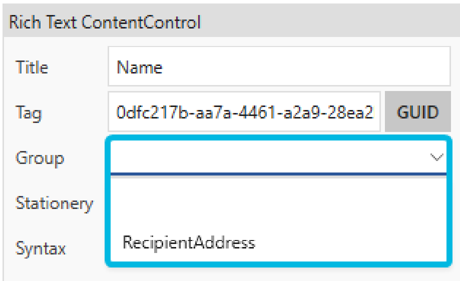


Figure 506. Placeholder Groups Drop-Down Menu

The placeholder groups are used to distinguish the two types of placeholders.
Content controls which are assigned to the empty placeholder group are filled in with profile, company and location data for the current user.
Content controls which are assigned to the placeholder group *RecipientAddress* can be filled in with data for a choosable Outlook contact.

Therefore, the profile, company and location data for the current user is filled in first. Then, the template is filled in with the missing data from Outlook.

If the content controls are assigned to the placeholder group *Recipient Address* by mistake, they might be filled in with the wrong profile or contact data.

If there is no content control for the recipient address, the user will be asked if they want to insert the data at their current mouse cursor position (**Figure 507**).

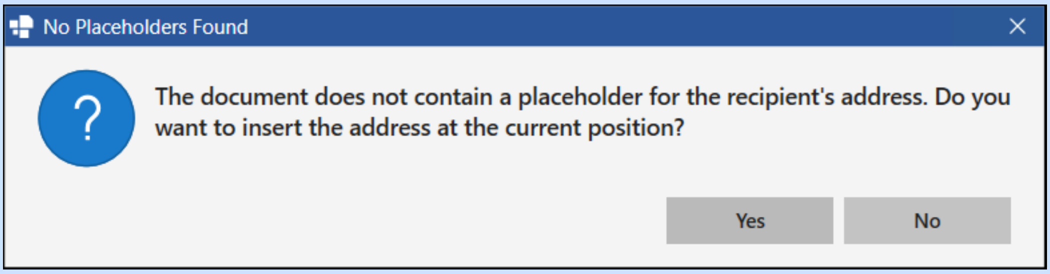


Figure 507. Dialog Box *No Placeholder Found*

For further information regarding the user perspective for the recipient address, see **Add the Recipient Address**.

Compose Variables Manually

In the syntax in the *Template Assistant*, variables are used to reflect the EAV data scheme that is managed in the EAV Editor.

These variables can be composed manually.

To do so, follow the following steps:

1. Place the variable inside double curved brackets (**Figure 508**).

Figure 508. Curved Brackets

2. Inside these brackets, first enter the entity (**Figure 509**).
   a. To do so, navigate to the entity and its property in the EAV Editor you want to use.
   b. Then, enter the respective entity's name.

Figure 509. Example for Entity

3. Add a full stop after the entity.
4. Now, enter the property right afterwards (**Figure 510**).
   a. To do so, navigate to the property inside the entered entity.
   b. Then, enter the respective property's name.
   Make sure you use the exact same spelling as in the EAV Editor.

Figure 510. Example for Property

5. Add a full stop after the property.
6. Then, either enter *Label* or *Value*, depending on what part of the property you want to display.
   Enter *Label* to display the title of the field (**Figure 511**).
   Enter *Value* to display the content of the field (**Figure 512**).

Figure 511. Label

7. Check if your variable contains all required parts.

Figure 512. Value

The following is an example for the use of variables:

Example

A variable is composed to result in the following text:

Website: empowersuite.com

For this text, the following variable can be used:

```
{{Location.Website.Label}}: {{Location.Website.Value}}
```

Location is the entity name.

Website is the property name.

> For the basic EAV model, you do not need to compose the variables manually. Here, you can use the **plus** symbol next to the field *Syntax* in the *Template Assistant* to access the EAV data scheme and add new variables.
>
> For further information, see **Use the Template Assistant**.

Advanced Formatting and Syntax

The basic functionalities of the *Template Assistant* provide you with a rather static template.

To make the syntax more variable, you can use if conditions and formatting tags.

Apply Text Styles

You can also assign text styles to *Rich Text Content Controls* to always format them accordingly.

To do so, follow the following steps:

1. Select the *Rich Text Content Control*.
2. In the tab Developer, click on the button **Properties** (Figure 513).

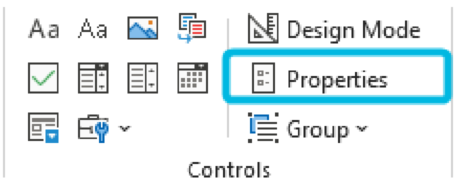


Figure 513. Button **Properties**

3. Tick the checkbox for **Use a style to format text typed into the empty control** (Figure 514).
4. Then, select the text style you want to apply. Alternatively, create a new text style from scratch by clicking on the button **New Style...**.

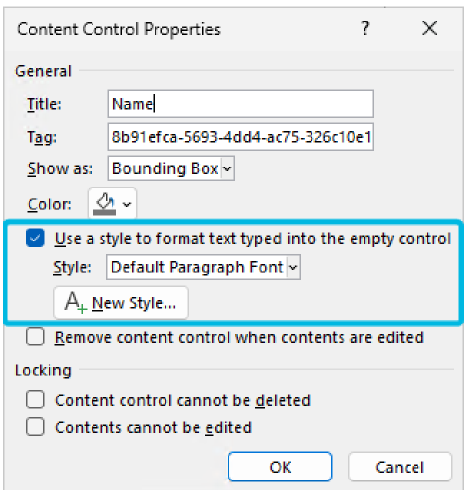


Figure 514. Text Style Options

> It is not possible to use different font sizes, text styles or font colors to format content within one *Rich Text Content Control*. All contents within the *Rich Text Content Control* have to be formatted with one style only.
>
> For further information on how to manipulate the formatting of single contents within one *Rich Text Content Control*, see **Add Formatting Tags**.

Add Formatting Tags

The following table provides an overview of formatting tags that can be used to adjust the document output via the *Template Assistant*:

<table>
<tr><th>Format</th><th>Tag</th><th>Example</th></tr>
<tr><td>Line Break</td><td>[n/]</td><td>Text[n/]Text</td></tr>
<tr><td>Bold</td><td>[b] … [/b]</td><td>[b]Text[/b]</td></tr>
<tr><td>Underlined</td><td>[u] … [/u]</td><td>[u]Text[/u]</td></tr>
<tr><td>Italics</td><td>[i] … [/i]</td><td>[i]Text[/i]</td></tr>
<tr><td>Tab Stop</td><td>[t/]</td><td></td></tr>
<tr><td>Centered</td><td>[hcenter] … [/hcenter]</td><td>[hcenter] Text Text [/hcenter]</td></tr>
<tr><td>Align Right</td><td>[hend] … [/hend]</td><td>[hend] Text Text [/hend]</td></tr>
<tr><td>Justified</td><td>[hdistribute] … [/hend]</td><td>[hdistribute] Text Text [/hdistribute]</td></tr>
<tr><td>Uppercase</td><td>| Upcase</td><td>{{Text | Upcase }}</td></tr>
<tr><td>Hyperlink</td><td>[a target="linkTargetUri"] … [/a]</td><td>**For normal hyperlinks:**

[a target="https://
{{Entity.Property.Value}}";]
{{Entity.Property.Label}}[/a]

For e-mails:

[a target="mailto:
{{Entity.Property.Value}}"]
{{Entity.Property.Value}}[/a]</td></tr>
</table>

The following is an example for a use case of formatting tags:

Example

The labels in the following code excerpt are written in uppercase letters and displayed in bold.

The values, on the other hand, are written in standard formatting without uppercase letters.

Additionally, the data set is divided into three lines using line breaks.

```
{{User.First_Name.Value}}
{{User.Last_Name.Value}}[n/][b]
{{User.Phone.Label | Upcase }}:[/b]
{{User.Phone.Value}}[n/][b]{{User.Email.Label
| Upcase }}:[/b]
{{User.Email.Value}}
```

The outcome for a user called *empower Admin* would be the following:

empower Admin
PHONE: +49 221 99 37 85 – 78
E-MAIL: empower-admin@empowersuite.com

Apply If Conditions

If conditions can be used to make the display of values more flexible.
For example, you can define that the label for *mobile_phone* is only shown if a mobile phone number is entered in the profile.
If conditions always consist of an opening and a closing tag, each enclosed in a pair of curly brackets.

The pattern is as follows:

```
{% if <CONDITION> %} … {% endif %}
```

The following table provides an overview of possible comparison operators:

Type	Operator
Equal	==
Not Equal	!=
Greater Than	>
Less Than	<
Greater Than or Equal to	>=
Less Than or Equal to	<=

In addition, you can use the operators *AND* and *OR*.

The following is an example for a use case of if conditions:

Example

If no value is entered for a property in the selected profile, you can use an if condition to ensure that the property is not displayed in the document either.

The following code excerpt shows an example of such an if condition, where the label for *mobile_phone* is not displayed if no mobile phone number is entered in the profile:

```
{% if User.Mobile_Phone.Value != null %}{{User.Mobile_Phone.Label}}:
{{User.Mobile_Phone.Value}}{% endif %}
```

Apply Else If Conditions

Else if conditions can be used within if conditions. If the if condition does not apply, the else if condition within the if block is evaluated.
There is no limitation on the number of else if conditions that can be included.

The pattern for an else if condition is as follows:

```
{% if <CONDITION> %} … {% elseif %} … {%
endif %}
```

The following is an example for a use case of if conditions:

Example

If the primary option is not available or not entered, an alternative is selected. If neither of the two values is available, the label is omitted.

The following code excerpt shows the else if condition for this example.

In this example, the else branch has been left empty. If a value is specified here, that value will be used.

```
{% if User.Mobile_Phone.Value != null %}{{User.Mobile_Phone.Label}}:
{{User.Mobile_Phone.Value}}{% elseif
User.Phone.Value != null %}{{User.Phone.Label}}: {{User.Phone.Value}}{% else %}{%
endif %}
```

Apply For Loops

For lists that contain multiple entries of the same type (e. g., Managing Directors), for loops can be used. For loops consist of an opening and a closing tag enclosed in a pair of curly brackets.
Within the for loop, enter a variable that represents the values from your list. This variable is placed between two pairs of curly brackets.

The pattern for such a for loop is as follows:

```
{% for [VAR] in <ENTITY_VARIABLE> %}
{{VAR}}{% endfor %}
```

Typically, for loops are used for the properties of the type *Array*, which usually display the following company information:

- Managing Directors
- Board of Managers
- Banking Information (if more than one bank is added to the company)

The following is an example for the use of such for loops:

Example

A list of entries for *Managing Directors* is created. It is introduced by a label and is separated by line breaks.

The following code excerpt shows the configuration for this example:

```
{{Company.Managing_Directors.Label}}:[n/]{% for
MD in Company.Managing_Directors.Value %}{{MD}}
[n/]{% endfor %}
```

The outcome for a company whose managing directory are *empower Admin* and *empower User* would be the following:

Managing directors:
empower Admin
empower User

If the entries in the list consist of multiple properties per value, first enter the variable followed by a period. Then specify the property and the type (label or value):

```
{% for [VAR] in <ENTITY
VARIABLE> -%} {{VAR.PROPERTY.Label}}:
{{VAR.PROPERTY.Value}}, {% endfor %}
```

The following is an example for the use of such for loops:

Example	
A list of entries for bank information is to be created, where each entry consists of three properties. The following code excerpt shows the configuration for this example: `{% for BI in Company.Banking_Information.Value %}{{BI.Name.Value}}: {{BI.IBAN.Label}}: {{BI.IBAN.Value}}, {{BI.BIC.Label}}: {{BI.BIC.Value}}{% endfor %}`	The outcome for a company's banking information could be the following: Sparkasse KölnBonn: IBAN: DE74 3705 0198 1930 4482 69, BIC COLSDE33XXX

List entries can be separated by line breaks, delimiters, commas, etc.

You can use formatting tags to change the formatting of each property.

For example, the name of a bank can be displayed in bold, while the rest of the entries remain unformatted.

Use an unless tag to apply an alternative formatting, for example, when the last list entry is being processed.

The pattern for this configuration is as follows:

```
{% for [VAR] in %}{{VAR}}{% unless %} ...
{% endunless %}{% endfor %}
```

The following is an example for the use of such for loops:

Example	
A comma should be inserted after each list entry to separate the entries from one another. A comma should not be inserted after the last entry in the list. The following code excerpt shows the configuration for this example: `{{Company.Managing_Directors.Label}}: {% for MD in Company.Managing_Directors.Value -%}{{MD}}{% unless forloop.last %},{% endunless %}{% endfor %}`	The outcome for a company whose managing directory are *empower Admin* and *empower User* would be the following: Managing directors: empower Admin, empower User

Apply Filters

Filters are special functions used to adjust and format data from templates.

Filters are implemented as follows:

```
{{ Variable_name | Filter_name:
Argument }}
```

The following table provides an overview of filters that are usually used with empower®:

Name	Function	Syntax
Capitalize	The first character in a string is capitalized.	`{{ [Property_Name] | Capitalize }}`
Upcase	All characters in a string are written in uppercase.	`{{ [Property_Name] | Upcase }}`
Downcase	All characters in a string are written in lowercase.	`{{ [Property_Name] | Downcase }}`
Replace	Substrings are replaced by another substring.	`{{ [Property_Name] | Replace: "cats", "dogs" }}`
Size	Defines the number of characters in a string or array.	`{{ [Property_Name] | Size }}`
Strip	Whitespaces prior to or after a string are removed.	`{{ [Property_Name] | Strip }}`

In front of the **pipe** symbol, enter the property name and type (label or value) of the property you want to filter.

You can use multiple filters at once if you separate them with a **pipe** symbol.

The pattern for such a filter is as follows:

```
{{ Variable_name | Filter1 | Filter2 }}
```

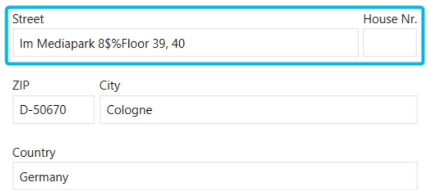
The following are examples for the use of filters:

<table>
<tr><th>Example</th><th></th></tr>
<tr><td>A filter is to be applied to ensure that the characters $% are used as a line break.

This filter can be used, for example, when a string contains multiple values that should be split across multiple lines.

The following code excerpt shows the configuration for this example:

<code>{{Location.Address.Value.Street.Value | Replace: "\$\%", "[n/]"}}</code></td><td>The string for Street in the company management window would look as follows:



The outcome in the template would be the following:

Im Mediapark 8
Floor 39, 40
D-50670
Cologne</td></tr>
</table>

<table>
<tr><th>Example</th><th></th></tr>
<tr><td>
You want to create a custom variable that adds the number of characters of two values and determines whether they fit into a single cell or need to be separated by line breaks.

The following code excerpt shows the configuration for this example:
<pre>
{% assign charLength
= Location.Website.Value.size |
Plus: Location.Email.Value.size %}
{{Location.Website.Value}}{% if charLength >46 %}
[n/]{% else %},
{% endif %}{{Location.Email.Value}}
</pre>
</td><td>
The outcome for a combination with less than or equal to 46 characters would be the following:

www.empowersuite.com, contact@empowersuite.com

The outcome for a combination with more than 46 characters would be the following:

www.empowersuite.com
contactperson@empowersuite.com
</td></tr>
</table>

Filters can be used with regular expressions. Therefore, make sure to escape special characters correctly.

Add Logos to a Template

To add a logo placeholder to a template using the *Template Assistant*, follow the following steps:

1. Navigate to the tab Developer.
   If the tab is not displayed, follow the instructions under **Show the Developer Tab**.
2. Insert a *Picture Content Control* (**Figure 515**).
   Usually, this content control is placed in a table in the header of the document.
3. Adjust the size of the content control via the option **Size and Position...** in the content control's context menu.
   a. Ensure that the checkbox *Lock aspect ratio* is not ticked.
   b. Format the content control with *In line with text*.
4. In the empower® Ribbon, click on the lower part of the split button **Fill in document**.
5. Choose the option **Template Assistant**.
   The *Template Assistant* opens in the sidepane.
6. Click on the button **Load Document Metadata** (**Figure 516**).

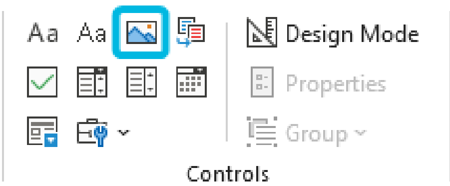


Figure 515. Insert Picture Content Control

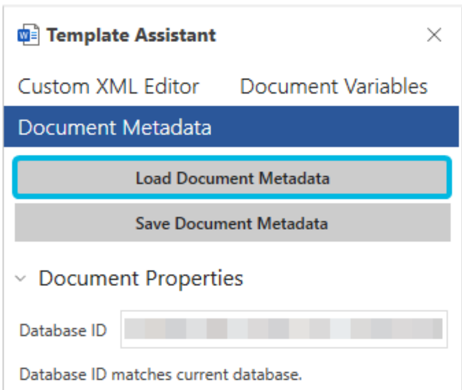


Figure 516. Button **Load Document Metadata**

7. Under *Content Controls*, you can see the content control you have just added to your document.
   Enter a unique title for this content control in the input field *Title* (Figure 517 **(1)**).
8. To assign a valid GUID to the content control, click on the button **GUID** next to the input field *Tag* (Figure 517 **(2)**).
   An automatically generated and unique ID is assigned to the content control.
9. Assign the required group to the content control (Figure 517 **(3)**).
   For further information, see Placeholder Groups.
10. If you want to enable users to hide the content control for printing processes, tick the checkbox for **Stationery** (Figure 517 **(4)**).
    This usually makes sense if you work with pre-printed paper.
11. To save the values, click on the button **Save Document Metadata**.

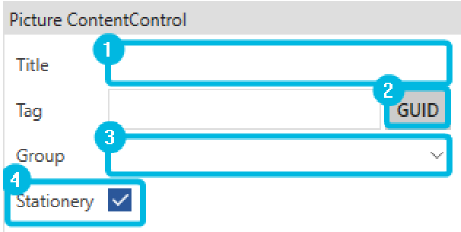


Figure 517. Picture Content Control Fields

The logo placeholder will automatically be filled in with the correct logo according to your company and location data.

Therefore, make sure to add logos to your company and location data.

For further information regarding the company and location management, see Company Management.

The logo will never be displayed distorted. It will be displayed as large as possible in the placeholder.

For further information regarding the logo selection, see Company Management.

For further information regarding the work with logos, see Work with Logos in Templates.

If you choose the hide the content control when printing, the content control and its content might still be visible if you are currently displaying the formatting symbols.

However, it will not be included in the printed version.

5. Excel

Create enterprise-wide unified Excel content in your corporate design (in short CD) – our Excel add-in provides an intelligent workbook management system, combined with corporate design tools and efficiency- enhancing features.

In the following chapter, you will learn more about our Excel features and how to use them.

5.1. Create a New Workbook

To create a new workbook from a workbook template, follow the following steps:

1. In the empower® Ribbon, navigate to the group Start.
2. Click on the button **New Workbook** (Figure 518).
   The empower® Library opens in the section for *Workbook Templates*.

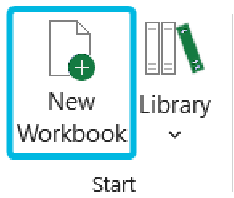


Figure 518. Button **New Workbook**

3. Select a workbook template from the library section *Corporate Design Templates – Workbook Templates* (Figure 519).
4. Double-click to open it.

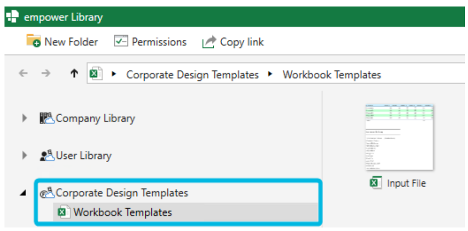


Figure 519. Section *Workbook Templates*

Alternatively, navigate to the *Company Library* to open a workbook. Double-click to open it.

i

If your empower® Administrators have set a company-wide default, a corporate design compliant workbook is already opened when you start Microsoft Excel.

Design Your Workbook

If you have opened a workbook, you can design this workbook individually using the empower® Features. You can make the following changes to design your workbook according to your needs:

1. Format table(s) with corporate design compliant custom table styles.
2. Format tables with custom table styles.
3. Format cells with corporate design compliant custom cell styles.
4. Create corporate design compliant charts.

In addition, you can also check all used references in a workbook.

For further information regarding the use of these features, refer to the respective chapters.

5.2. Design Your Worksheets

To design your worksheets, you can use elements from the empower® Library.

For example, you can insert corporate design compliant table and cell styles as well as chart templates from your *Corporate Design Templates*.

> Files that are protected either by the Office built-in document protection or by AIP (Azure Information Protection) cannot be processed by empower®.
>
> For further information regarding AIP, see **What is Azure Information Protection?**.

Insert and Use Table and Cell Styles

You can use custom and corporate design compliant cell and table styles in empower® to format cells and tables.

To download a table style to your workbook, follow the following steps:

1. Navigate to the group Start and click on the button **Library** (**Figure 520**).
   The library opens.

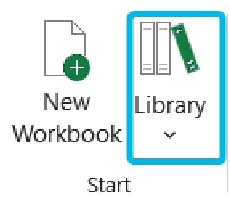


Figure 520. Button **Library**

2. In the library, navigate to the section *Corporate Design Templates* (**Figure 521** **(1)**).
3. Then, navigate into the section *Table Style Sets* (**Figure 521** **(2)**).

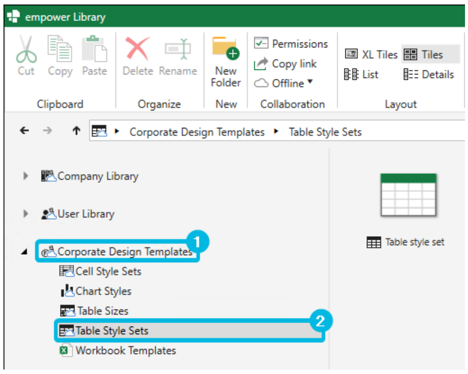


Figure 521. Section *Corporate Design Templates – Table Style Sets*

4. Find the table style set you want to insert and double-click it.
   The table style set is downloaded to your workbook.

To apply a table style to a selected table, follow the following steps:

1. Select the table you want to format.
2. Navigate to the group Formatting and click on the button **Format as Table** (**Figure 522**).
   The category *Custom* is added to the styles.

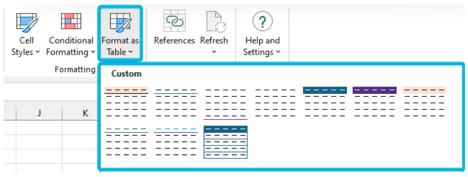


Figure 522. Button **Format as Table**

3. Select the custom style you want to apply to the table.
   The table format is changed accordingly.

To download a cell style to your workbook, follow the following steps:

1. Navigate to the group Start and click on the button **Library** (**Figure 520**).
   The library opens.
2. In the library, navigate to the section *Corporate Design Templates* (**Figure 523** **(1)**).
3. Navigate into the section *Cell Style Sets* (**Figure 523** **(2)**).

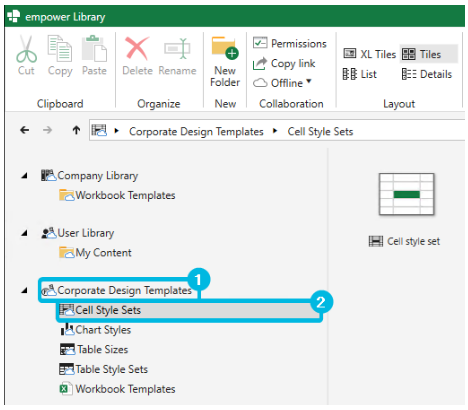


Figure 523. Section *Corporate Design Templates – Cell Style Sets*

4. Find the cell style set you want to insert and double-click it.
   The cell style set is downloaded to your workbook.

To apply a cell style to a selected cell, follow the following steps:

1. Select the cell you want to format.
2. Navigate to the group Formatting and click on the button **Cell Styles** (Figure 524).
   The category *Custom* is added to the styles.

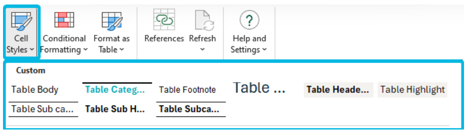


Figure 524. Button **Cell Styles**

3. Select the custom style you want to apply to the table.
   The cell format is changed accordingly.

Insert and Use Table Sizes

You can use predefined table sizes in empower® to format a table.

To download them to your workbook and apply them to an existing table, follow the following steps:

1. Select the table you want to apply a table size to.
2. Navigate to the group Start and click on the button **Library** (Figure 520).
   The library opens.
3. In the library, navigate to the section *Corporate Design Templates* (Figure 525 **(1)**).
4. Navigate into the section *Table Sizes* (Figure 525 **(2)**).

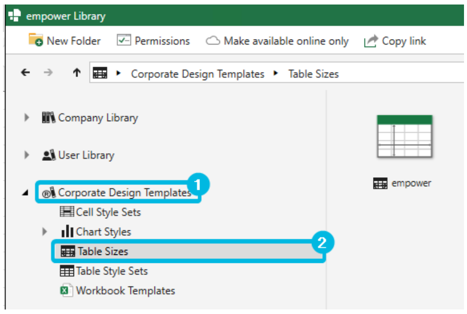


Figure 525. Section *Corporate Design Templates – Table Sizes*

5. Find the table size you want to use and double-click it.
   The table size is downloaded to your workbook.

To apply a table size to a selected table, follow the following steps:

1. Select the table you want to resize.
2. Navigate to the group Insert and click on the button **Elements** (Figure 526) to expand the drop-down menu.

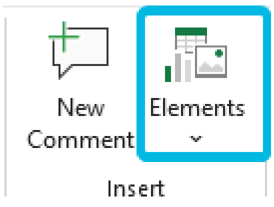


Figure 526. Button **Elements**

3. Select the option **Tables** (Figure 527 **(1)**), then select the option **Table Sizes** (Figure 527 **(2)**).
4. Select the option **Load table size set** (Figure 527 **(3)**).
   Find the table size you want to apply to your table and double-click it.
   The table format is changed accordingly.

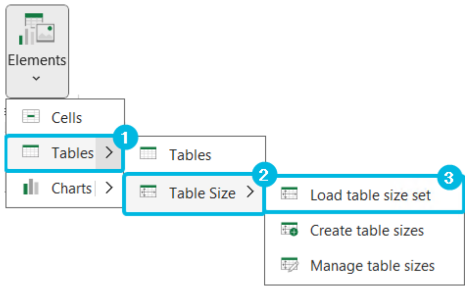


Figure 527. Load Table Size Sets

The table sizes are named by your empower® Administrators in a meaningful way, so that the names already provide information about the use of the table sizes.

The following values can be predefined for a table size:

- Total width of the table
- Column widths for individual columns

If the number of column widths defined in the table size is greater than the number of columns in the table to be formatted, all selected columns are formatted according to the table size, and any column widths additionally defined in the table size are not applied.

If the number of column widths defined in the table size is less than the number of columns in the table to be formatted, all selected columns are formatted according to the table size. For the remaining columns in the table to be formatted, the total width of the table defined in the table size is subtracted from the column widths already used, and the difference is distributed evenly among the remaining unformatted columns.

In case there are unsaved changes to your current workbook, you are asked to save the workbook to proceed.

If the workbook you are working with is saved in a cloud and you want to add a table size to it, you are informed that no other editors should be working in the file.

Table sizes are available in a workbook after being loaded once you select a range in your open workbook and will be kept in a workbook after saving it.

Use Chart Styles

You can use custom chart templates to illustrate the contents of a table with a chart.

To do so, follow the following steps:

1. Select the table contents you want to illustrate with a chart.
2. Navigate to the group Start and click on the button **Library**.
   The library opens.

3. In the library, navigate to the section *Corporate Design Templates* (Figure 528 (**1**)).
4. Navigate into the section *Chart Styles* (Figure 528 (**2**)).
   Find the chart style you want to apply use and double-click it.
   The chart style is used to illustrate the table content.

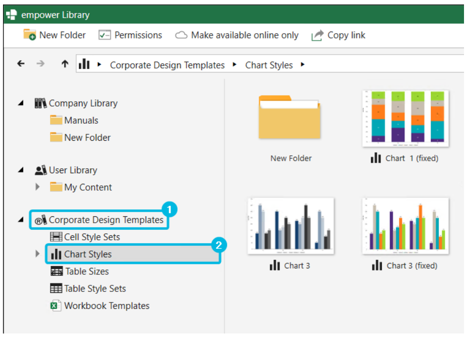


Figure 528. Section *Corporate Design Templates – Charts Styles*

A chart style can be of two types:

- with fixed colors
- with colors that dynamically adapt to the design or color scheme

The fixed color chart styles have the property that the colors used in the chart template are completely adapted to the corporate design and do not change even if the workbook's color scheme differs from the chart's colors or if the design of the workbook is changed via Excel (tab Page Layout – *Designs*).

If you choose a chart style with dynamically changing colors, the colors of the chart will automatically adapt to the workbook's design/color scheme.

To change the display order in charts for rows and columns, follow the following steps:

1. Navigate to the group Insert and click on the button **Elements** to expand the drop-down menu (Figure 529 (**1**)).
2. Select the option **Charts**.
3. Then select the option **Switch Row/Column** (Figure 529 (**2**)).

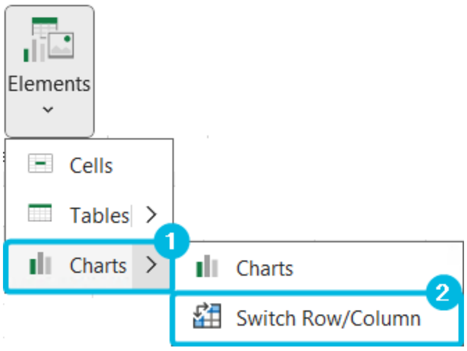


Figure 529. Switch Rows and Columns

With this option, you can toggle between assigning the rows and columns to the horizontal and vertical graph axes, depending on the arrangement of the series within a graph. The settings made here affect, among others, the chart title, legend and data point labels.

> Chart styles in empower® can only be applied to Excel charts and not to charts that have been created with empower®.

5.3. Check References

Depending on the complexity of the content to be displayed in a workbook, references to other data sheets or separate workbooks are often used. With empower®, all these internal and external links to data sheets or separate workbooks can be checked for their functionality in an open workbook. All valid and invalid references are detected.

A reference is considered invalid, if:

- a workbook is referenced (either stored locally or in the library) that has been deleted after the reference was created.
- a workbook saved to the empower® Library is referenced that has been closed after the reference was created.
- a data sheet is referenced that has been deleted after the reference was created. This applies both to data sheets within the open workbook and to data sheets from other workbooks. The workbooks can be either stored locally or in the library.
- a workbook with a file format that is not supported by Excel is referenced.

You can then manually edit and correct invalid references.

To check and correct references, follow the following steps:

1. Navigate to the group Finalize and click on the button **References** (**Figure 530**).
   The check is automatically started.

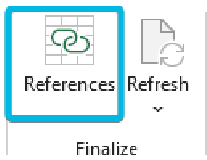


Figure 530. Button **References**

2. An overview opens via the sidepane, displaying all existing references, sorted by the categories *Internal* and *External*.
   If one of the references is invalid, it is marked with a **X** symbol (**Figure 531**).

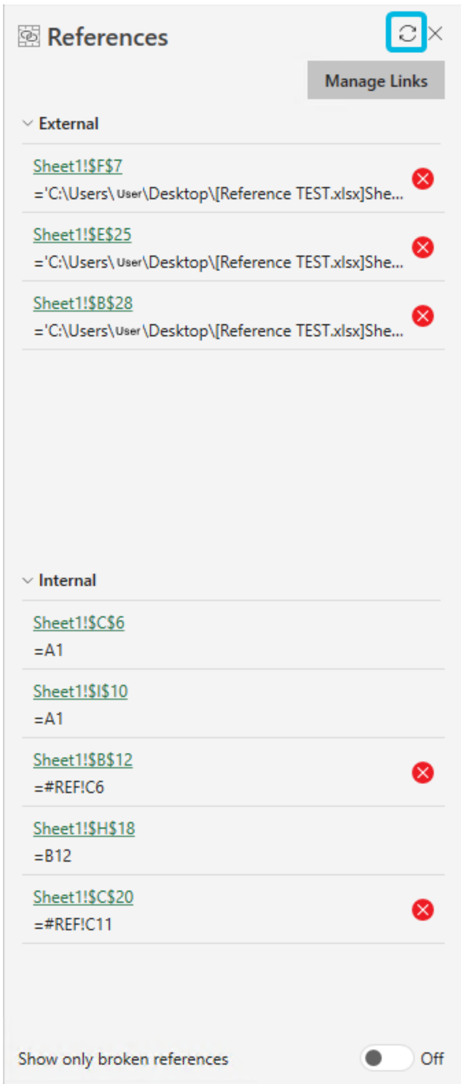


Figure 531. Reference Overview

3. Click on one of the references to navigate directly to the data source in the workbook.
   The linked data will be selected accordingly.

4. Switch the toggle button **Show only broken references** to *On*, if you want to focus on all invalid references (Figure 532).
   The overview is filtered accordingly.
   References and formulas inserted on hidden datasheets are also taken into account and recognized by the check and listed in the overview (Figure 533).
5. Manually correct any invalid references that are found.

Figure 532. Toggle Button **Show only broken references**

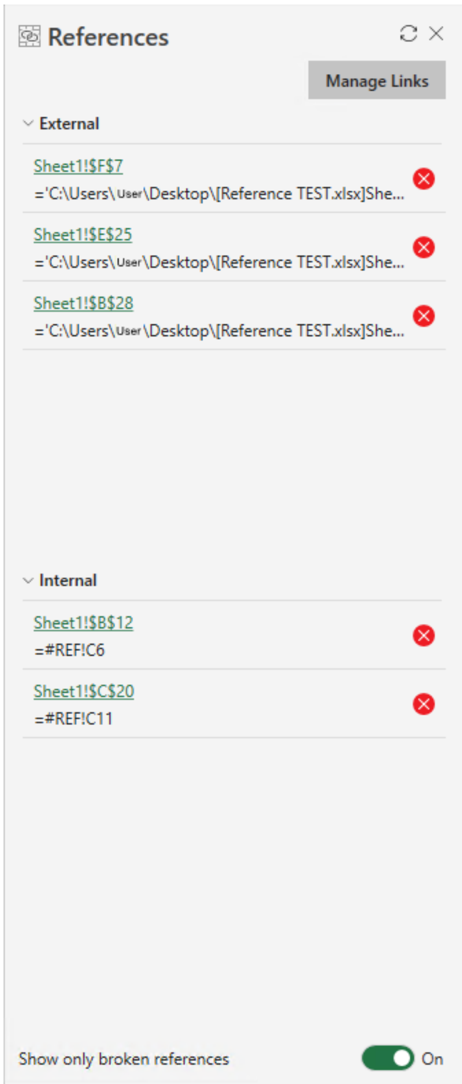


Figure 533. Invalid References Only

To refresh the overview after making changes, click on the **refresh** symbol to the left of the **X** symbol in the open overview (Figure 534).

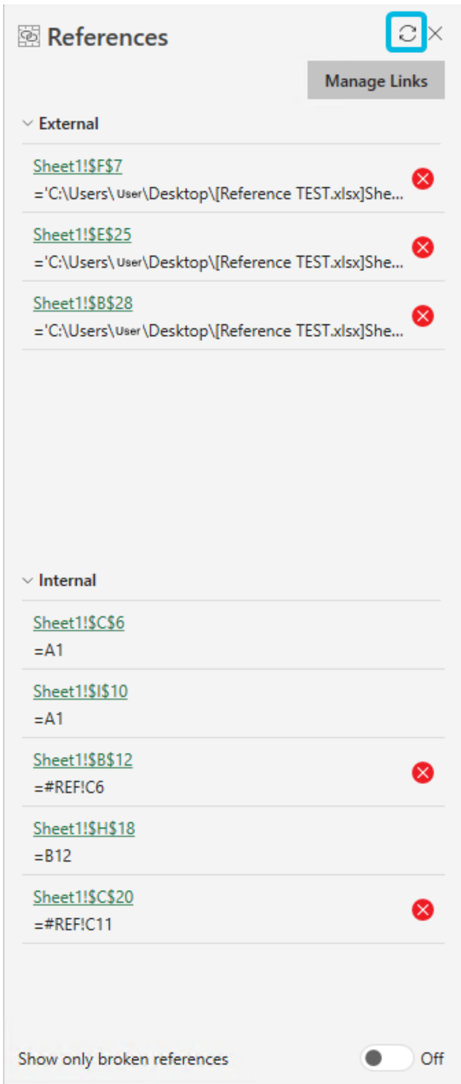


Figure 534. **Refresh** Symbol

You also have the option to refresh all references in your workbook using the Excel built-in functions directly in the empower® Ribbon.

To do so, use the options under the split button **Refresh** in the group Finalize.

These options reflect the Excel built-in options available in the group Queries & Connections in tab Data.

For further information regarding the Excel built-in functions, see **Refresh an external data connection in Excel**.

6. Outlook

empower® for Outlook – the central signature management system for Microsoft Outlook. The add-in allows central curation and administration of your e-mail signatures which ensures they are always correct and current – all while keeping in line with corporate design.

In the following chapter, you will learn more about our Outlook features and how to use them.

6.1. Create a New E-Mail

If you have set a default signature, this signature will be inserted into a new e-mail automatically.

If you have more than one signature set up, you can switch to a different signature.

To do so, navigate to the group Include in the Outlook ribbon and click on the button **Signature** (Figure 535).

A drop-down menu opens.

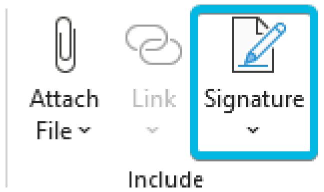


Figure 535. Button **Signature**

In the drop-down menu, click on your preferred option (Figure 536).

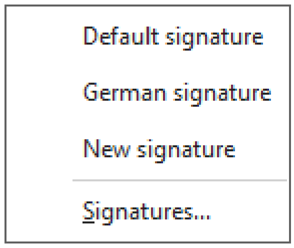


Figure 536. Drop-Down Menu with Signatures

> If you click on the option **Signatures...**, the Outlook built-in signature management opens.

> Alternatively, you can right-click on the signature in the e-mail. A context menu with the same options opens.

> If your signature templates have been synchronized, you can also use them offline to create e-mail drafts.

> For further information regarding the signature management, see **Manage Signatures**.

6.2. Manage Signatures

empower® helps you set up one or more signatures by enabling you to choose a signature template that complies with your corporate design and includes options for adding a profile, location and language.

To access the signature management, navigate to the group empower Mails in the Outlook ribbon and click on the upper part of the split button **Manage signatures** (**Figure 537**).

A dialog box opens.

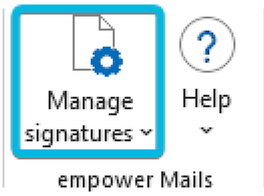


Figure 537. Button **Manage signatures**

In this dialog box, you can see all signatures that you have already created so far. In addition, you can see which values you have chosen to create the signature and when you have last edited them (**Figure 538**).

Here, you can edit your existing signatures or create new ones.

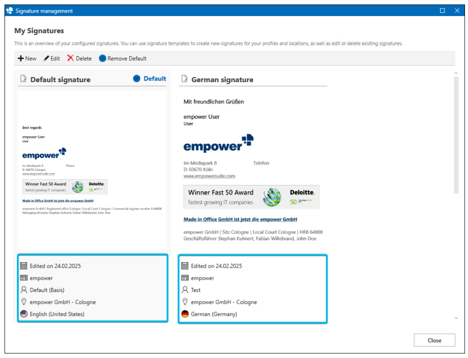


Figure 538. Metadata for Signatures

The signature management only shows signatures that have been created with empower®.

If enabled by your administrators, all Outlook signatures are archived as soon as you start Outlook and empower® is active to ensure that only corporate design compliant signatures are used within the company.

If you need to restore an Outlook signature that has been archived automatically, you can find it under the following path:

%appdata%\Microsoft\Signatures\Archive

For further information regarding the setup of your signature for mobile devices, see **Set Up Signatures for Mobile Devices**.

For further information regarding the creation of new e-mails and switching your signature, see **Create a New E-Mail**.

Edit a Signature

To edit a signature, select the signature and click on the button **Edit** (**Figure 539**).

A dialog box opens.

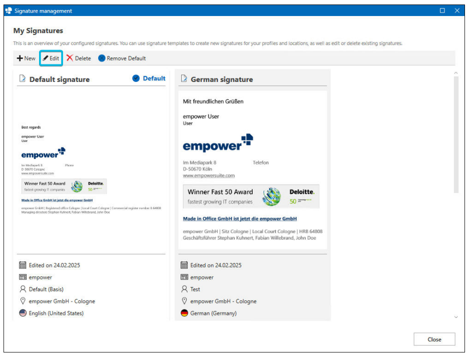


Figure 539. Button **Edit**

In the dialog box, you can change the signature name. To do so, navigate to the title input field and enter the new name (**Figure 540**).

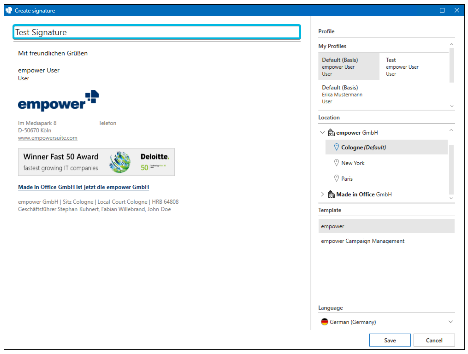


Figure 540. Title Input Field

To change the values for the signature, follow the following steps:

1. On the right side of the dialog box, choose the profile you want to use for the signature (**Figure 541** **(1)**).
2. Then, select the company and location you want to display in your signature (**Figure 541** **(2)**).
3. Choose the signature template you want to use (**Figure 541** **(3)**).
4. To choose the language for the signature, open the drop-down menu under *Language* and select your preferred language (**Figure 541** **(4)**).

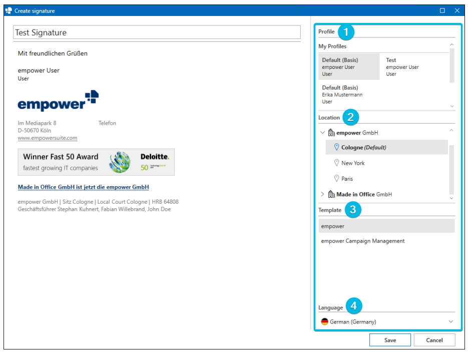


Figure 541. Signature Values

5. Click on the button **Save** (**Figure 542**).
   The window closes automatically and empower® starts changing your signature.

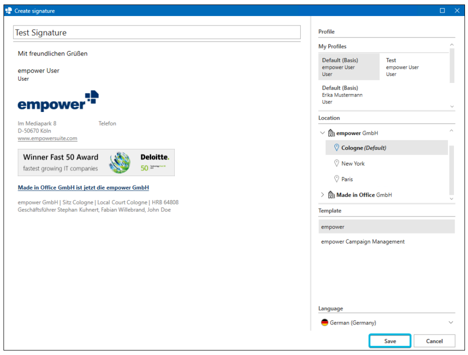


Figure 542. Button **Save**

Your personal data – e.g. your name, contact details and department – is taken from your profile information.

The location data, including company data – e.g. address, logo or registration – is taken from the location you select.

Depending on the setup in your empower® Environment, the range of available languages you can choose from under *Language* might vary.

If you choose your preferred language and certain texts in your signature preview are still displayed in the default language, your empower® Administrators have not added a translation for these texts.

For further information regarding the profile setup, see **Set up Profiles**.

Set as Default

To set one of your signatures as your default signature, select it from the dialog box and click on the button **Set as Default** (Figure 543).

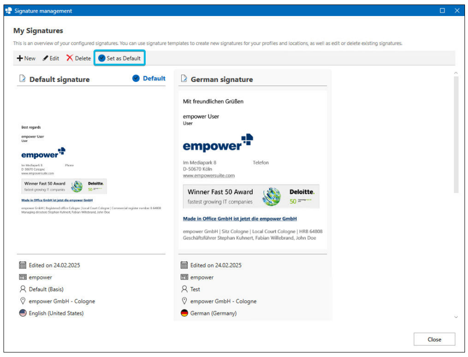


Figure 543. Button **Set as Default**

The signature will be marked as default and is the first one to appear in the dialog box (Figure 544).

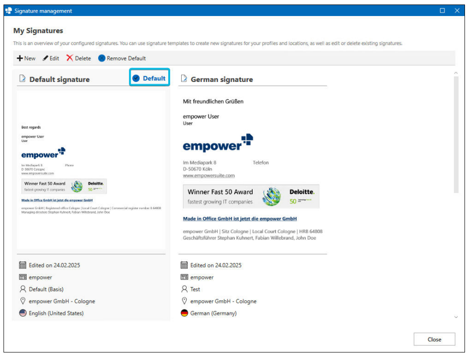


Figure 544. Default Marker

To remove the default marker from a signature, select it from the dialog box and click on the button **Remove Default** (Figure 545).

If no signature is marked as default, the first signature that has been created when first starting Outlook will be used as default.

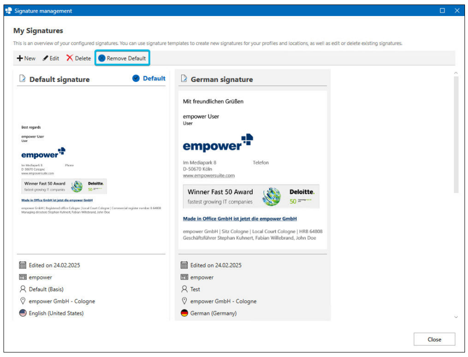


Figure 545. Button **Remove Default**

> If you set a default in empower®, this default also overwrites your default settings in Outlook. The new default is automatically set for new e-mails and replies in Outlook.

Add a Signature

To add a signature, click on the button **New** (Figure 546).

A dialog box opens.

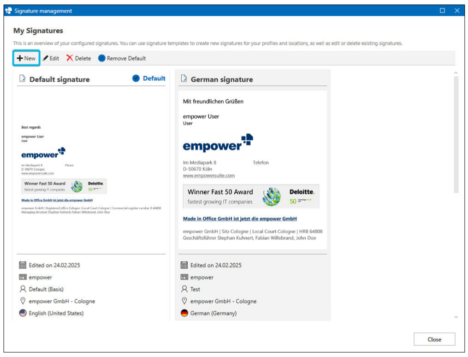


Figure 546. Button **New**

The dialog box is the same as the dialog box for editing a signature. Before you edit the signature, all fields will be filled in with default values. To change these values, follow the following steps:

1. Enter a unique name into the title input field (Figure 540).
2. On the right side of the dialog box, choose the profile you want to use for the signature (Figure 541 **(1)**).
3. Then, select the company and location you want to display in your signature (Figure 541 **(2)**).
4. Choose the signature template you want to use (Figure 541 **(3)**).
5. To choose the language for the signature, open the drop-down menu under *Language* and select your preferred language (Figure 541 **(4)**).
6. Click on the button **Save** (Figure 542).
   The window closes automatically and empower® starts creating your new signature.

Your personal data – e.g. your name, contact details and department – is taken from your profile information.

The location data, including company data – e.g. address, logo or registration – is taken from the location you select.

Depending on the setup in your empower® Environment, the range of available languages you can choose from under *Language* might vary.

For further information regarding the management of your defaults, see **Add a Profile**.

For further information regarding the profile setup, see **Set up Profiles**.

Delete a Signature

To delete a signature, select the signature from the dialog box and click on the button **Delete** (**Figure 547**).

A dialog box opens.

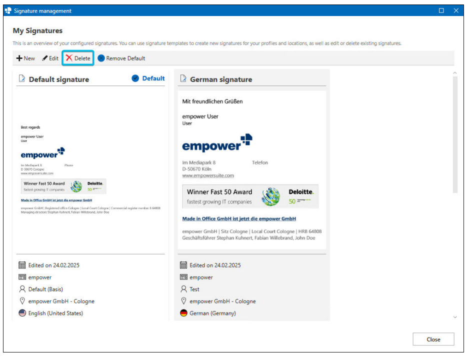


Figure 547. Button **Delete**

To confirm the deletion process, click on the button **Yes** (**Figure 548**).

The signature will be deleted.

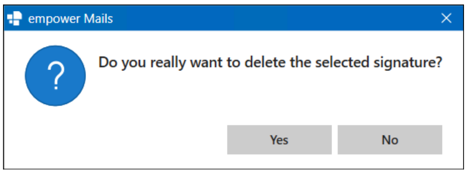


Figure 548. Deletion Dialog Box

6.2.1. Set Up Signatures for Mobile Devices

If your company uses the empower® Web Component for Outlook, you can also set up your signatures for mobile devices.

To do so, you need to set up your signatures on your mobile device, either via a QR code or via a link.

You will then be able to use your signature as a default signature in your e-mail application.

Set Up Signature

To set up your signatures for mobile devices via Outlook, follow the following steps:

1. Navigate to the group empower Mails.
2. Click on the upper part of the split button **Manage signatures** (Figure 549).
   A dialog box opens.

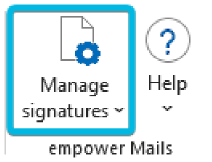


Figure 549. Button **Manage signatures**

3. In the upper right corner of this dialog box, click on the button **Set up on Mobile** (Figure 550).
   A dialog box opens.

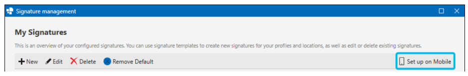


Figure 550. Button **Set up on Mobile**

4. Scan the QR code in this dialog box with your mobile device (Figure 551 **(1)**).
   The signature management opens in your default browser on your mobile device.
   a. If your company does not allow the usage of QR codes or you cannot scan the QR code, copy the link at the bottom of the dialog box (Figure 551 **(2)**).
      You can then send this link to your mobile device and open the signature management via this link.

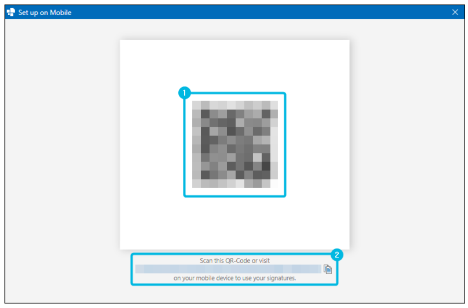


Figure 551. Access Signature Management

5. In the signature management, click on the signature you want to use (Figure 552).
   The signature is then copied to your clipboard. A confirmation message appears on your screen.
6. Now, switch to your e-mail application on your mobile device.
7. Here, navigate to the signature management of your application and create a new signature.
8. Paste the signature you have copied into this new signature and save it as your default signature.
   The signature will now be used for future e-mails.

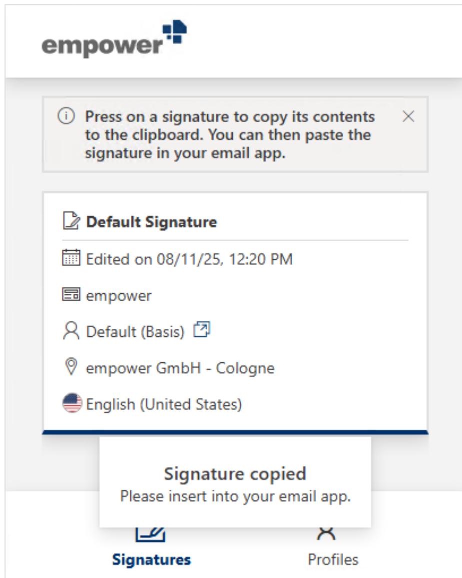


Figure 552. Signature Management on Mobile Device

To be able to set up your signature for mobile devices, the empower® Web Component for Outlook must be installed.

If you do not have the option to set up your signature for mobile devices, contact your IT administrator.

Signatures cannot be used in iOS version 17.6. All other versions are compatible.

Signatures which include pictures cannot be copied on iOS devices.

If scanning the QR code with your iPhone leads to opening an integrated browser in your camera application, click on the **globe** symbol in the lower right corner to open your browser.

The signature management uses your default browser language while Outlook uses your default Microsoft Office language.

If you have set different languages, the languages in the signature management and in Outlook might differ.

6.3. Signature Template Management

For Administrators

As an administrator, you can create and manage your company's signature templates.

The creation of signature templates takes place in Word.

Here, you can create a template that complies with your corporate design.

In addition, you can add campaign fields to a template.

For further information regarding the campaign management, see **Create and Manage Campaigns**.

Manage Signature Templates

You can access the signature template management via the button **Manage Signature Templates** in Outlook (**Figure 553**).

Click on this button to open the empower® Library.

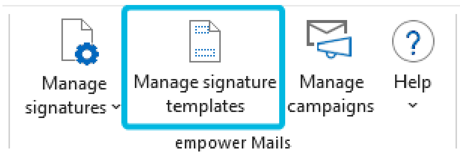


Figure 553. Button **Manage signature templates**

In Outlook, the empower® Library only contains signature templates.

You can organize them according to your needs, e.g. place the templates in different folders and rename the template as required.

If you are currently editing a campaign, you can also access the campaign images in the subsection *Pictures* below the section *Corporate Design Templates*.

In the navigation bar, you can use the different options to manage your templates.

Here, you can copy, cut and paste a template, delete templates or change the library view and sorting method.

Edit Signature Templates

You can either create a new template in Word or open an existing template via the signature template management in Outlook.

If you want to edit an existing signature template, select it in the library and then click on the button **Edit in Word** in the navigation bar (Figure 554).

Word opens automatically.

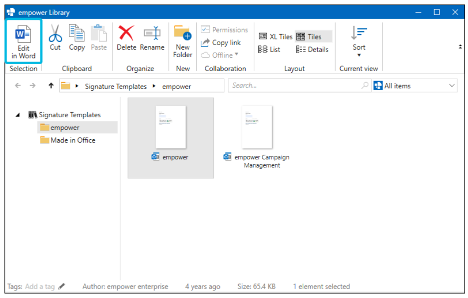


Figure 554. Button **Edit in Word**

In the Word document, you can then make the required changes.

To arrange your signature elements correctly, use a table. For this table, remember the following:

- The table alignment must be set to **Left**.
- The text wrapping must be set to **None**.

In order to create the template more easily, enable formatting characters and gridlines.

Make sure the fonts, font sizes and colors match your corporate design.

To insert placeholders for profile and company data into your template, use the *Template Assistant*.

> Do not use theme fonts or accent colors! In Outlook, these and colors might be displayed differently.

> For further information regarding the *Template Assistant*, see Template Assistant.

If you have opened an existing signature template, a second empower® Ribbon appears in the tab bar.

Here, you can find the buttons to add campaign fields and to save the template directly to the library.

To insert a campaign field into an existing signature template, make sure your cursor is at the right position.

Then, click on the button **Add Campaign Field** in the empower® Ribbon (Figure 555).

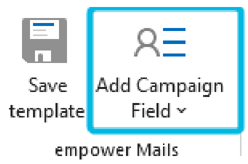


Figure 555. Button **Add Campaign Field**

A drop-down menu opens (Figure 556).

In this drop-down menu, choose the campaign field you want to use.

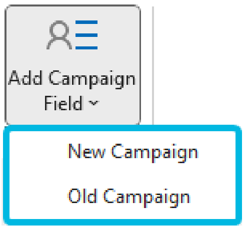


Figure 556. Campaign Field Drop-Down Menu

The campaign field is inserted into the signature template at your current cursor position.

> If you want to insert a campaign field to a new template, first save the template to the empower® Library and then open it from the library.
>
> For further information regarding the saving process, see Save a Signature Template.

> For further information regarding the management of campaign fields and campaign groups, refer to our empower® Admin Center manual.
>
> For further information regarding the setup of a campaign, see Create and Manage Campaigns.

Save a Signature Template

To save a new signature template to the empower® Library, edit the template in Word and then save the file to your device.

Then, open Outlook and click on the button **Manage Signature Templates**.

In the empower® Library, select the folder you want to save the template in.

Then, click on the button **Create template** in the navigation bar (Figure 557).

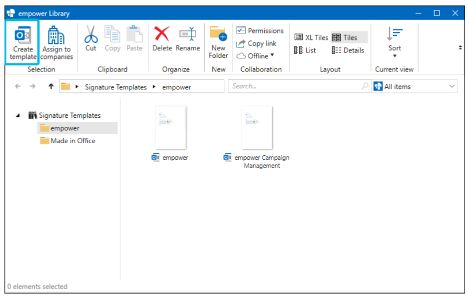


Figure 557. Button **Create template**

Your file explorer opens.

Navigate to the respective Word file and select it.

The Word file opens in a new Word window.

Here, check the signature template again. If required, add a campaign field.

Then, click on the button **Save template** to save the template to the empower® Library (Figure 558).

Figure 558. Button **Save template**

The empower® Library opens.

The template is automatically uploaded to the first folder in the library. It is named after the original file name.

To move the file to another folder, cut out the file and paste it into the other folder.

Rename the file if required.

The Word file is then uploaded as a signature template to the empower® Library.

If you have opened an existing template in Word, you can overwrite it in the empower® Library.

To overwrite an existing signature template, click on the button **Save Template** in the empower® Ribbon in Word.

The empower® Library opens.

The existing template is automatically overwritten.

To delete a template, select it and then click on the button **Delete** in the navigation bar (Figure 559).

A dialog box opens.

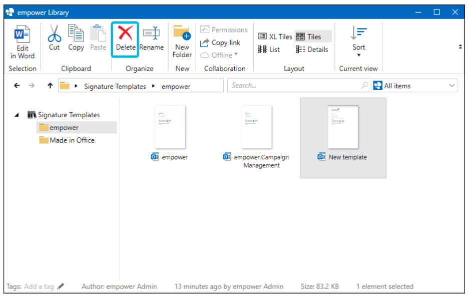


Figure 559. Button **Delete**

To confirm the deletion process, click on the button **Yes** (Figure 560).

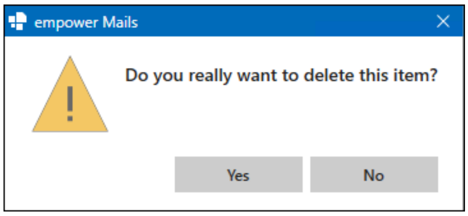


Figure 560. Dialog Box for Deletion

If you delete a signature template from the library, users who were using this signature template will be notified.

They then need to select a new signature template for their signatures.

The file name you enter for the template in the empower® Library is also the display name that is displayed for the users.

If you edit an existing signature template, you cannot save this template to another location on your device or in the library.

To create a new template based on an existing one, copy the content and create a new Word file.

Users do not have access to the empower® Library in Outlook directly. They can only choose from the templates that have been saved by you as an administrator.

Assign Signature Templates to Companies

Folders in the empower® Library can be assigned to different companies.

The assignment is mandatory. If a template is not assigned to a company, the template is not displayed in the users' signature management.

If you assign a folder to a company, the signature template is only offered to employees that choose the respective company in their signature management.

To do so, click on the button **Assign to companies** (Figure 561).

A dialog box opens.

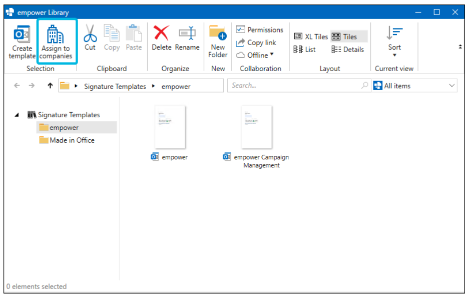


Figure 561. Button **Assign to companies**

In this dialog box, choose the companies you want to assign the folder to.

To select all companies at once, click on the button **Check all** (Figure 562 **(1)**).

If you want to deselect all companies, click on the button **Uncheck all** (Figure 562 **(2)**).

Alternative, tick the checkboxes for the individual entries.

Then, click on the button **OK** (Figure 562 **(3)**).

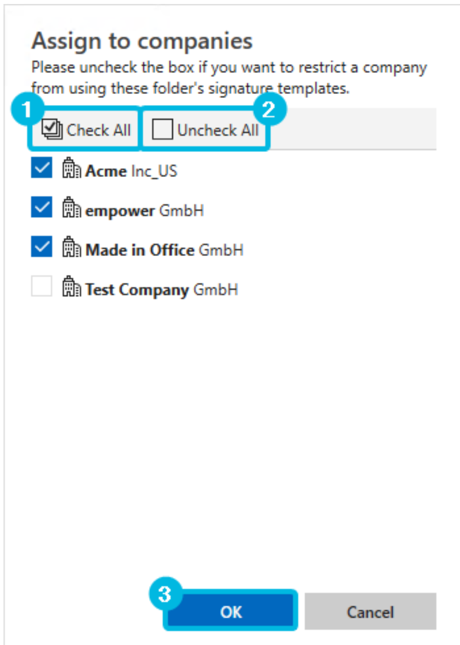


Figure 562. Dialog Box for Template Assignment

You can only assign entire folders to companies. Assigning single templates to a company is not possible.

For further information regarding the company management, see Company Management.

For further information regarding the signature management, see Manage Signatures.

6.4. Create and Manage Campaigns

For Administrators

With the campaign feature, you can create an automatic use of relevant campaigns for each user and automatic adjustment of the signature. You can define and administer campaign groups, assign targets and define both duration and campaign information for each campaign.

To set up a campaign, follow the following steps:

1. Set up a basic structure.
2. Prepare the signature template.
3. Add a new campaign.

When it comes to the campaigns, the following applies:

- Directory service groups or user groups are assigned to campaign targets.
- Campaigns are activated for selected campaign targets.

As a result, the campaign is displayed in the signature via the assigned directory service groups or user groups and through the signature template that contains the campaign field.

If a signature template is assigned to all available locations via the company, and if the directory service user group for the location *Location 1* also includes individual users from the location *Location 2*, these users will also receive a campaign in their signature. This campaign is set for the *Location 1* campaign group because the signature template is always assigned to the entire company. This means that it does not matter whether users select the location *Location 2* when creating the signature.

Set Up Basic Structure for Campaigns

For empower® Users to be able to receive campaign information in their signature, they have to be part of the campaign targets assigned to the current campaign and a campaign field has to be present.

Open the empower® Admin Center by inserting your company's individual URL into the browser of your choice.

You are redirected to the empower® Admin Center.

Navigate to the section *Customizing Center*, where you can define campaign fields, set up a campaign group tree and assign users and user groups to a campaign.

For further information regarding the *Customizing Center*, refer to our **empower® Admin Center manual**.

Prepare Signature Template for Campaigns

Once the campaign field has been set up, you can prepare the signature template.

To include the defined campaign field in the signature template, follow the following steps:

1. Navigate to the tab Home and click on the button **Manage signature templates** in the group empower Mails to access the empower® Library (Figure 563).

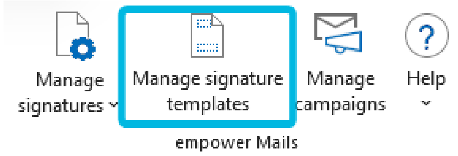


Figure 563. Button **Manage signature templates**

2. Select your signature template and double-click it to open the template in Word.
3. Place the cursor at the position in your template where you would like to add the image placeholder for the image of the campaign to be inserted in.
4. Click on the button **Add Campaign Field** and select your campaign field to insert it into the template (Figure 564).

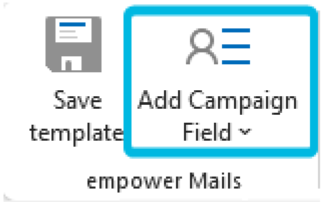


Figure 564. Button **Add Campaign Field**

5. Set both size and position of the campaign field via the context menu options of the image placeholder (size and position) and save the signature template with a click on the button **Save template** (Figure 565).

Figure 565. Button **Save template**

It is required to use an additional image placeholder for the campaign. It is not possible to use the same image placeholder that is used for your company logo.

Add a Campaign

To complete the preparations for a campaign, an active or scheduled campaigns needs to be present that includes the following information:

- Campaign name
- Duration
- Target groups

To add a campaign, follow the following steps:

1. Navigate to the tab Home and click on the button **Manage campaigns** (Figure 566).
   A dialog box opens.

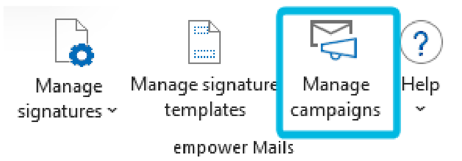


Figure 566. Button **Manage campaigns**

2. Click on the button **New Campaign** (Figure 567).
   A dialog box opens.


Figure 567. Button **New Campaign**

3. Insert a campaign name into the input field *Name* (**Figure 568** (**1**)).
4. Click on the **arrow** symbol in the field *Duration* to access the calendar (**Figure 568** (**2**)).
5. Pick the start and end date for the campaign (**Figure 569**).
   The selected time frame is now displayed in the field *Duration*.
6. Click on the **arrow** symbol in the field *Target Group* to access the campaign group tree you have set up previously (**Figure 568** (**3**)).
   Tick the checkboxes for all user groups you want to assign the campaign to.
7. To select a campaign banner for your campaign, follow the following steps:
   a. Click on the button **Upload image** to browse through your device and select your desired image (and thus, upload it into the empower® Library) (**Figure 568** (**4**)).
   b. Click on the button **Select image** to use an image that is already stored in the empower® Library (**Figure 568** (**5**)).
8. Set a hyperlink via the input field *Hyperlink* that can be accessed with a click on the previously selected image (**Figure 568** (**6**)).
9. Click on the button **Preview** to check how your campaign will look like (**Figure 568** (**7**)).
10. Click on the button **Save** to confirm the information added to your campaign (**Figure 568** (**8**)).

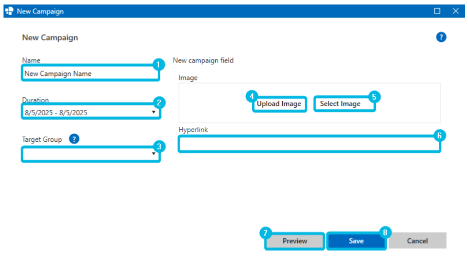


Figure 568. Dialog Box New Campaign

Figure 569. Date Picker in Input Field *Duration*

Manage a Campaign

Once a campaign has been set up, the campaign is listed in an overview that can be accessed via the button **Manage campaigns** in the tab Home (**Figure 566**).

Information on the status is included and campaigns can be edited or put on hold. Campaigns that are expired are archived.

In total, the following statuses are available (**Figure 570**):

- **Active** – Currently active campaign
- **Planned** – Campaign with defined start date in the future
- **On hold** – Campaign with defined duration in present, but put on hold
- **Archived** – Campaign with defined duration in the past (an archived campaign can be used again)
- **Problem** – Campaign with internal issue, e.g. a deleted campaign picture

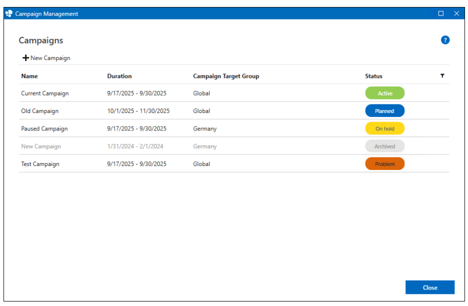


Figure 570. Campaign Management Status

To edit a campaign, follow the following steps:

1. Navigate to the tab Home and click on the button **Manage campaigns** (**Figure 566**).
2. Select a campaign from the list and click on the button **Edit** (**Figure 571**).
   A dialog box opens.
3. Perform all necessary changes and click on the button **Save** to confirm the changes.

Figure 571. Button **Edit**

To delete a campaign, navigate to the tab Home and click on the button **Manage campaigns** (**Figure 566**).

Then, click on the button **Delete** (**Figure 572**).

A dialog box opens.

Figure 572. Button **Delete**

Click on the button **Yes** to confirm the deletion of the campaign (**Figure 573**).

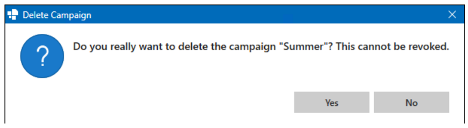


Figure 573. Dialog Box **Delete Campaign**

Once the set duration of a campaign is over, the campaign is automatically archived. To reactivate an archived campaign, select the campaign from the list, click on the button **Edit** and change the duration in the input field *Duration*.

A campaign that is put on hold can be reactivated. To do so, select the campaign and click on the button **Set to active** in the navigation bar (**Figure 574**).

Figure 574. Button **Set to active**

If a picture you have used in an existing campaign has been deleted, you are notified. A dialog box opens (**Figure 575**).

In addition, the campaign has the status *Problem* in the campaign management.

Open the campaign management to adjust your existing campaigns.

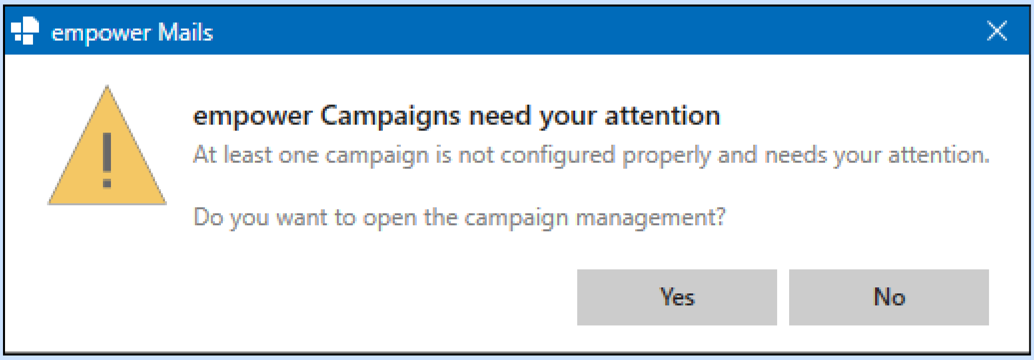


Figure 575. Dialog Box for Deleted Campaign Image

Be your best at work.

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