

empower® Content Enablement

Release 10.0

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empower

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1. Introduction

With the help of empower® Content Enablement, you can centrally manage, provide, and maintain ready-to-use content and ensure consistent and up-to-date usage across your organization.

empower® Content Enablement contains the features included in empower® Document Automation.

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

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® Content Enablement release in your Windows environment, your system will need to fulfill the requirements listed in the following sections.

Windows Version

- Windows 11

Office Version

- Microsoft Office 2024

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

Subscription Models

- Office 365 Pro Plus, Enterprise E3 or E5

1.2. 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**).

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

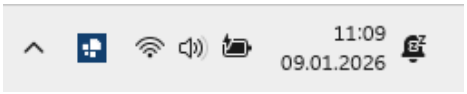


Figure 1. empower® Icon

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**).

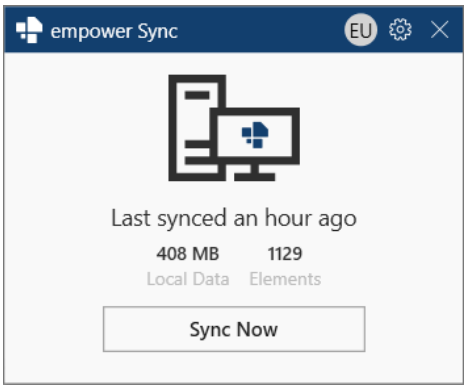


Figure 2. Main Window

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

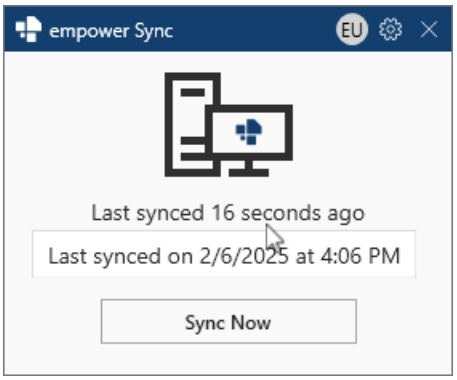


Figure 3. Mouse-Over **Last synced**

Start the Synchronization Manually

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

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.

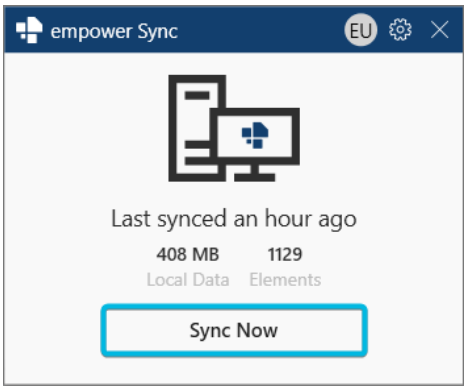


Figure 4. Button **Sync Now**

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 Sync Options

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

A drop-down menu containing the available options opens.

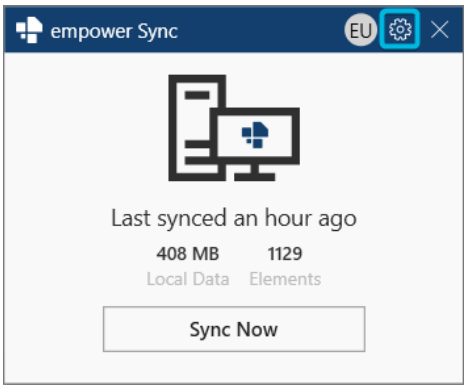


Figure 5. **Gear** Symbol

At 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.

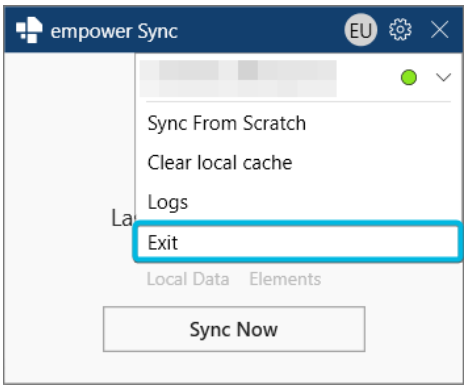


Figure 6. Option **Exit**

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

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

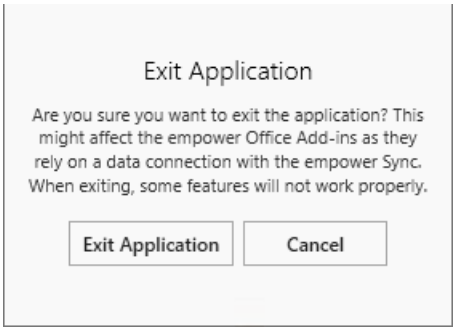


Figure 7. Message for Application Exit

Closing the empower® Sync via the option **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.

If you open the Office application again, the empower® Sync 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).

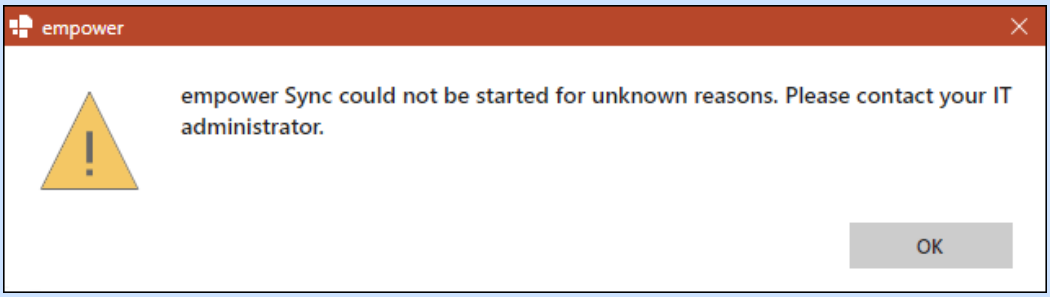


Figure 8. Error Message for Sync

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).

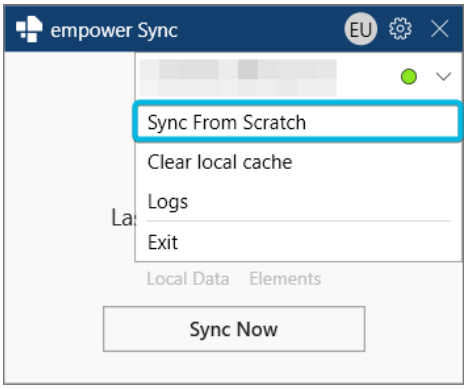


Figure 9. Option **Sync From Scratch**

As this option starts a complete synchronization, the login is also reset. Therefore, you need to log in 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).

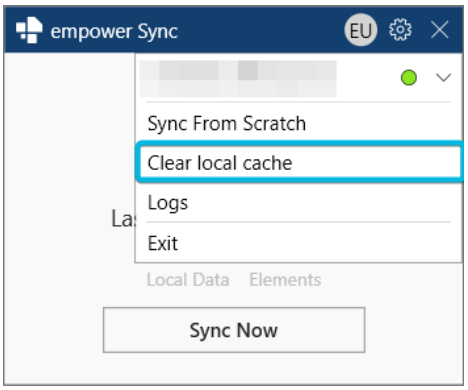


Figure 10. Option **Clear local cache**

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.

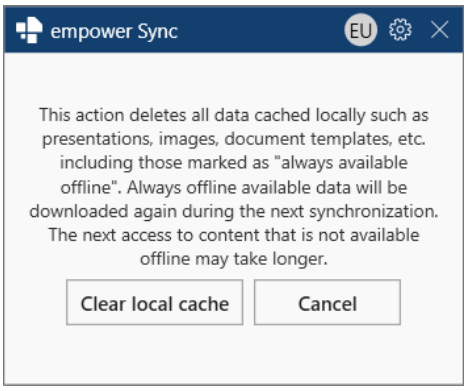


Figure 11. Message for **Clear local cache**

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.

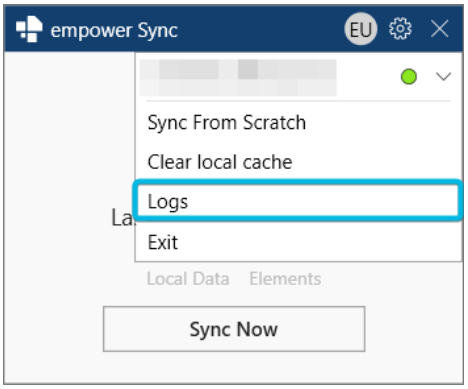


Figure 12. Option **Logs**

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).

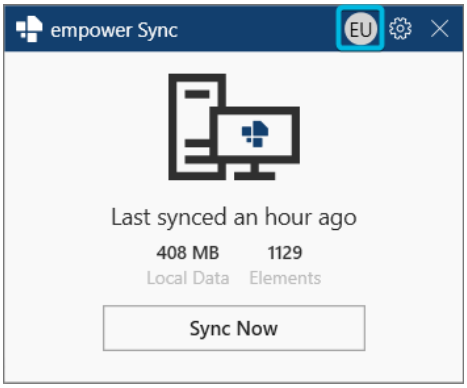


Figure 13. User Initials

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**.

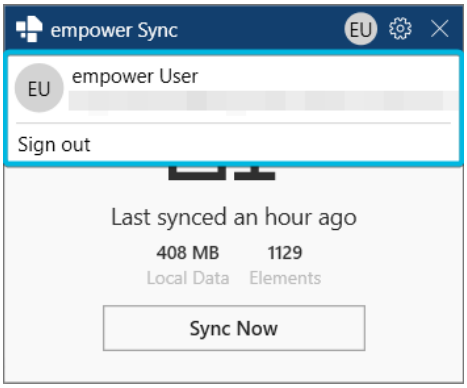


Figure 14. User Information

Synchronize a Specific Library Folder

If you only want to load changes in a specific library folder in PowerPoint, you can do so directly in the empower® Library.

This can be useful if a colleague has added or changed content and you know about these changes, but the next automatic synchronization has not been run yet.

To synchronize the content of a specific folder, follow the following steps:

1. Open the empower® Library.
2. Navigate to the folder that you want to synchronize.
3. Next to the path bar, click on the **refresh** symbol (Figure 15).
   The folder is reloaded and all changes made since the last synchronization are displayed.

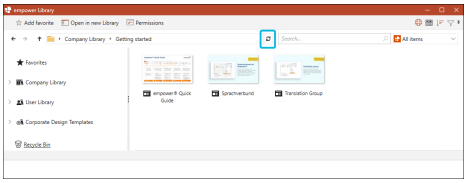


Figure 15. **Refresh** Symbol in Library

This manual partial synchronization only applies to the current folder. It does not synchronize other library content or background settings.

Individual folders can only be synchronized manually in the empower® Library in PowerPoint.

1.3. Office Theme Adaptation

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 16**).

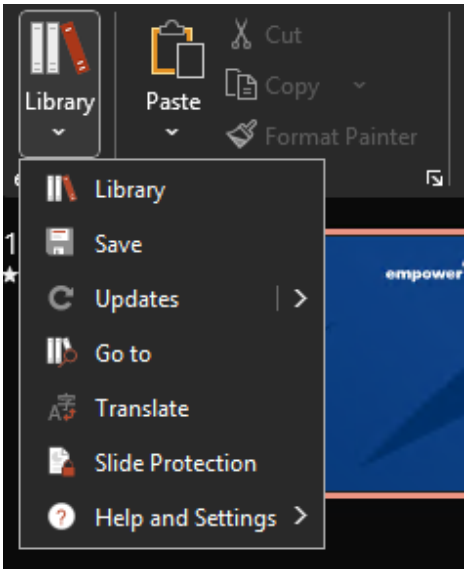


Figure 16. Group empower in Black Theme

In the same way, empower® adapts to the *white* or the *colorful* Office theme (**Figure 17**).

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

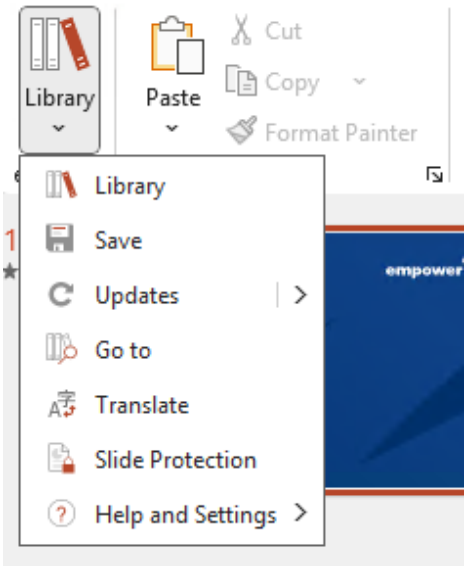


Figure 17. Group empower in White Theme

1.4. empower® Ribbon

empower® integrates into the tab Home (**Figure 18**).

In PowerPoint and Excel, the group consists of the split button **Library**.

In Word, the split button **Fill in document** is also available.

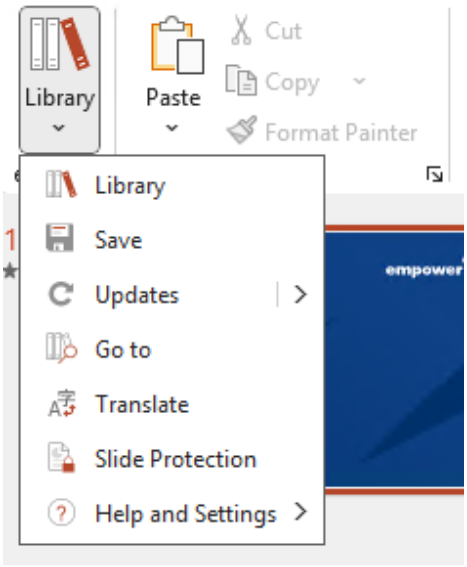


Figure 18. Group empower in Tab Home

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

The available features vary between the Office applications.

1.5. empower® Help

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

To access the help section, navigate to the group empower in the tab Home and click on the lower part of the split button **Library** (**Figure 19**).



Figure 19. Button **Library**

Here, choose the option **Help and Settings** (Figure 20).

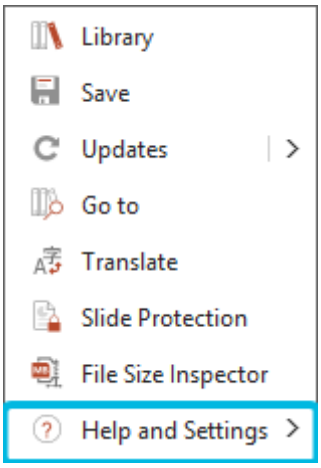


Figure 20. Option **Help and Settings**

You can choose from the following options (Figure 21):

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

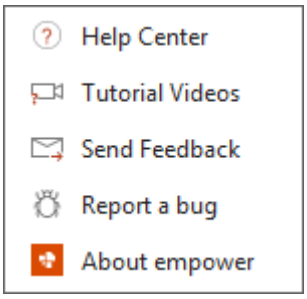


Figure 21. Help Options

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 22).

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

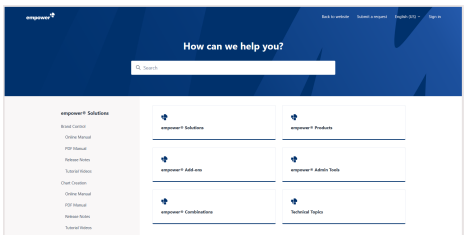


Figure 22. Help Center

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 Content Enablement*) (**Figure 23**). All feedback is welcome as we are always looking to improve our software.

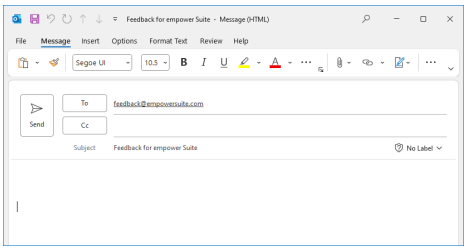


Figure 23. Feedback E-Mail

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 Content Enablement*) and is already addressed to the right recipient.
- Opening a new window in your default browser (**Figure 24**).
  In this window, you have to enter 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® replicate the error and analyze the case to conclusively deliver a near-term solution.

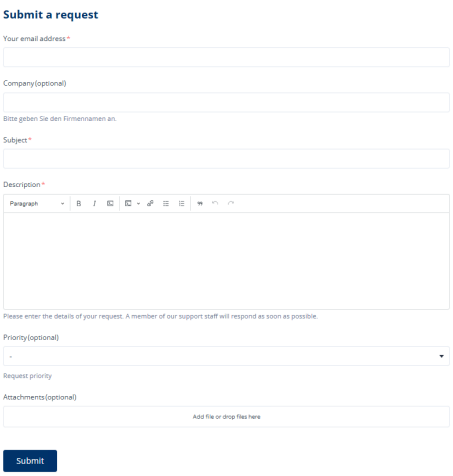


Figure 24. Report a Bug in Help Center

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 25**).

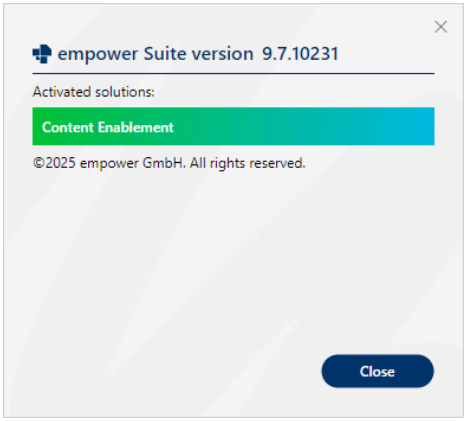


Figure 25. Dialog Box **About empower**

Customizing Center

For Administrators

If you are a *Customizing Admin*, the option **Customizing Center** will be visible for you (**Figure 26**).

This option redirects you to 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.

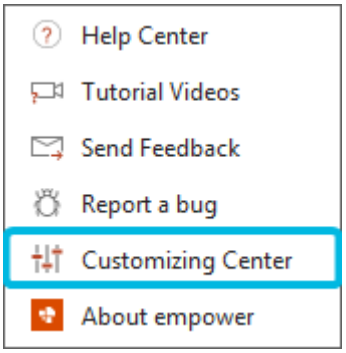


Figure 26. Option **Customizing Center**

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

1.6. Consult the AI Chatbot

The empower® AI Chatbot is integrated into empower®.

It helps you find information and complete tasks by answering questions.

You can enter a question or describe what you need.

The empower® AI Chatbot processes your request and provides a response based on the information available to it.

To consult the empower® AI Chatbot, follow the following steps:

1. Click on the lower part of the split button **Library** (Figure 27).
   A drop-down menu opens.



Figure 27. Button **Library**

2. In the drop-down menu, choose the option **Help and Settings** (Figure 28).
   A drop-down menu opens.

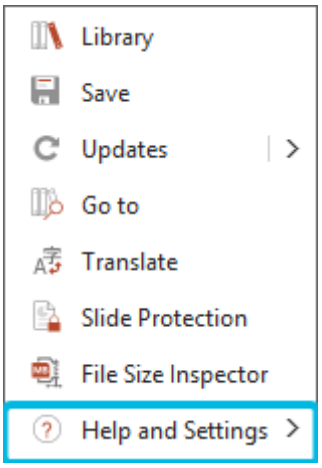


Figure 28. Option **Help and Settings**

3. In the drop-down menu, choose the option **AI Help** (Figure 29).
   The AI Chatbot opens in a new window.

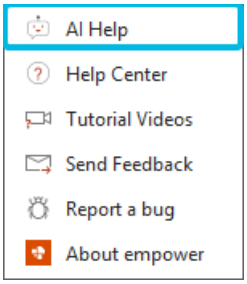


Figure 29. Option **AI Help**

4. Enter your question into the input field (Figure 30).

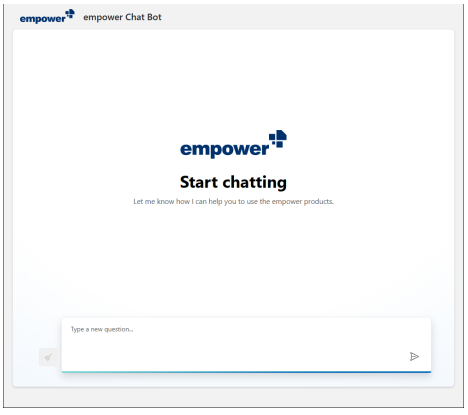


Figure 30. AI Chatbot

Depending on the setup of your empower® Environment, the AI Chatbot might not be available.

Enable the AI Chatbot

For Administrators

The AI Chatbot 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**.

1.7. 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 your Onboarding Specialist or Customer Success Manager.

2. 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 empower in the tab Home. To open the library, click on the button **Library** (Figure 31).

It opens in a new window.



Figure 31. Button **Library**

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**.

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 32).

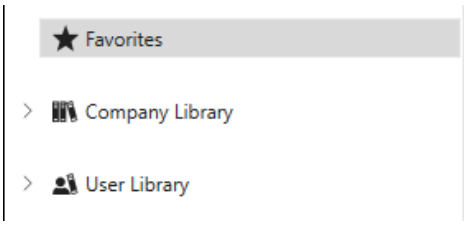


Figure 32. Library Structure

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

- Favorites
- Company Library
- User Library

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 33).

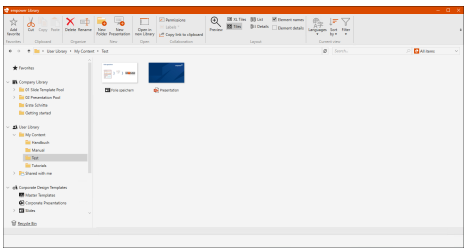


Figure 33. Library Window

You can tell what type of element it is by the icon in the bottom left corner of each element (**Figure 34**).

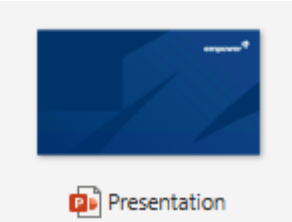


Figure 34. Presentation Icon

If there are two command buttons displayed in the empower® Library, a double-click will always execute the left button command (**Figure 35**).

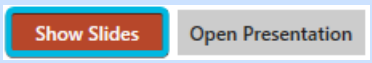


Figure 35. Two Command Buttons in Library

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**.

In the empower® Library for Word, the section *Corporate Design Templates* is additionally available.

In this section, you can access the subsection *Content Blocks*. Here, you can find predefined content blocks for your documents.

For each element, further meta information such as author, last modification date and size can also be viewed at the bottom of the library (**Figure 36**).

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.

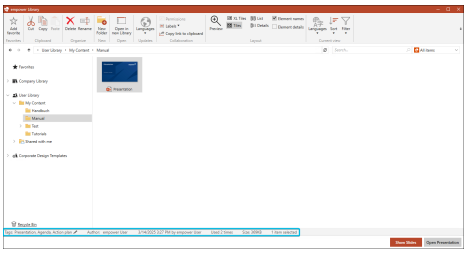


Figure 36. Metadata Display

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

For files that originate from the SharePoint or Teams Integration, the usage metadata is not available.

Depending on the configuration of your empower® Environment, users who have left the company may be displayed anonymized in the metadata display.

Via the navigation bar, you can access all actions for the folder or element that you have currently selected.

These actions can also be accessed via the context menu of each folder or element.

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 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 37**).

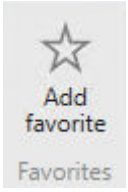


Figure 37. Button **Add favorite**

To remove a folder or an element from the section *Favorites*, navigate to the navigation bar and click on the button **Remove favorite** (**Figure 38**).

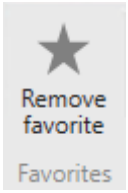


Figure 38. Button **Remove favorite**

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.

Company Library

The *Company Library* contains folders and content that have been made available for all employees.

Those are final resources that can be used immediately.

Depending on the permission distribution, you might not be able to see all folders in the *Company Library*.

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

User Library

The *User Library* is your own space.

Here, you can create folders and content such as slides or presentations and store them until they are final.

> Depending on the setup of your empower® Environment, the *User Library* might not be available.

2.1. 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 extent 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 39**).

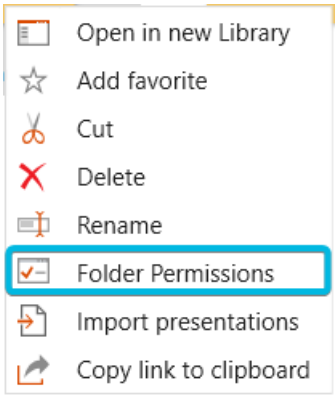


Figure 39. Option **Folder Permissions**

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 40**).

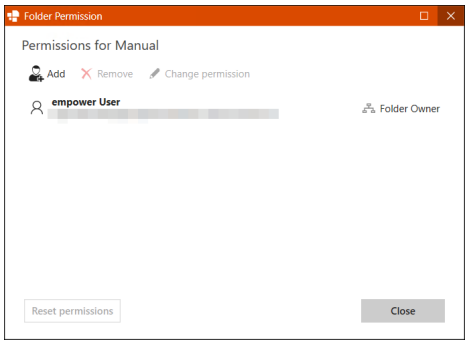


Figure 40. Dialog Box **Folder Permission**

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 41**).

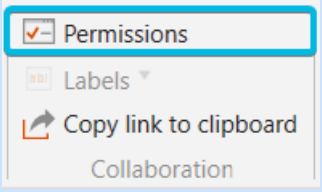


Figure 41. Button **Permissions**

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 42**).
   A drop-down menu opens.

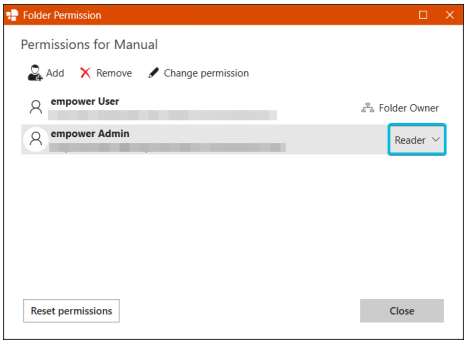


Figure 42. Permission Role Display

3. In the drop-down menu, choose the permission role you want to assign to the user or group (**Figure 43**).
4. If you have finished, click on the button **Close**.

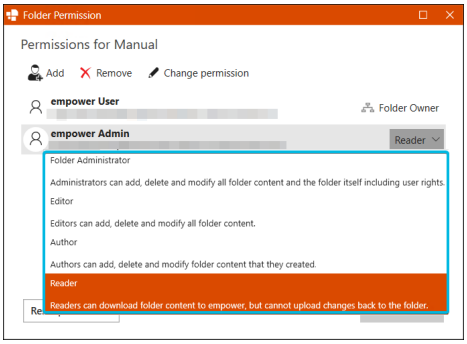


Figure 43. Permission Role Drop-Down Menu

Alternatively, you can select the user or group whose permission role you want to change and click on the button **Change permission** (Figure 44). Then, select a permission role from the list.

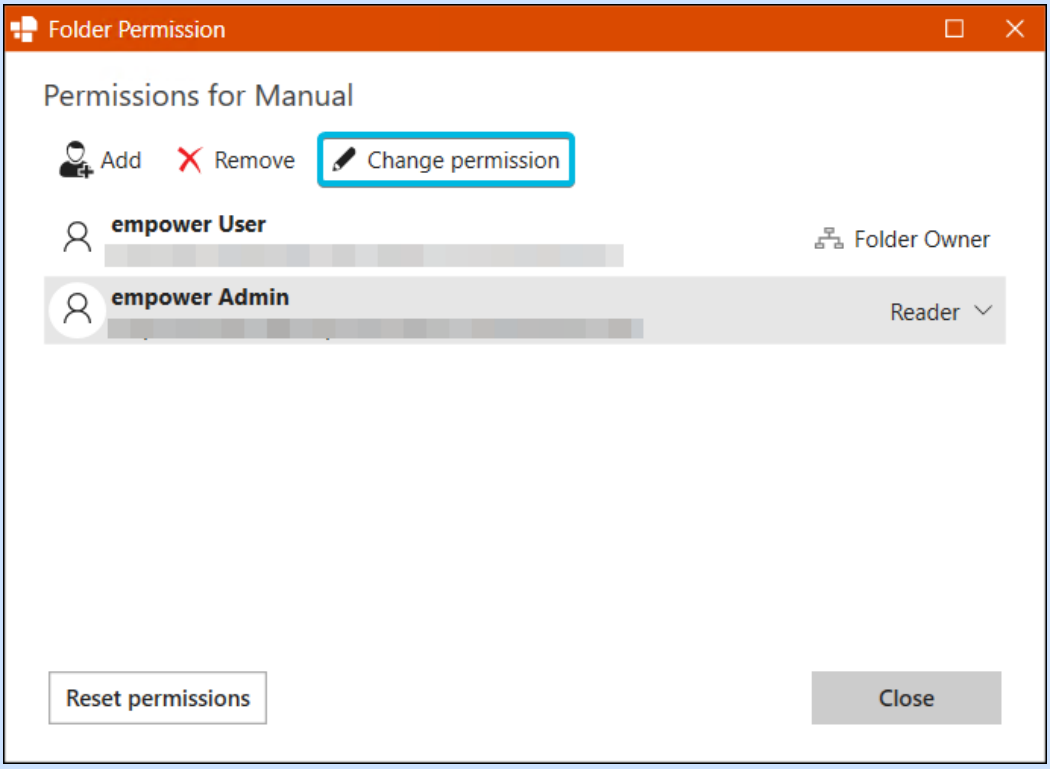


Figure 44. Button **Change permission**

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 45).
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.

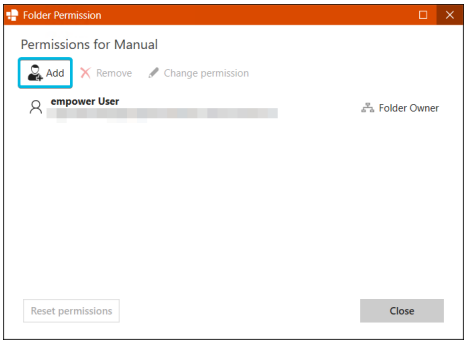


Figure 45. Button **Add** in Window **Folder Permission**

4. Click on the button **Add** (Figure 46).
   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**.

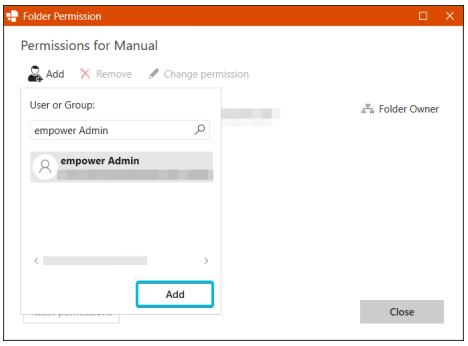


Figure 46. Button **Add**

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 47).
   A dialog box opens.

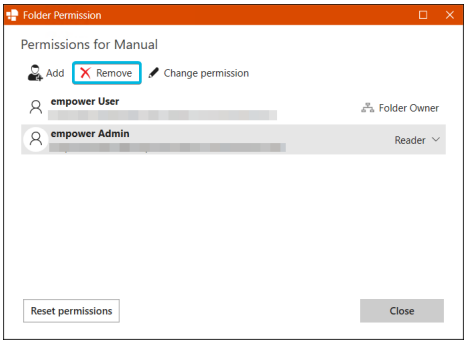


Figure 47. Button **Remove**

3. To remove the user or group from the list, click on the button **Yes** (Figure 48).

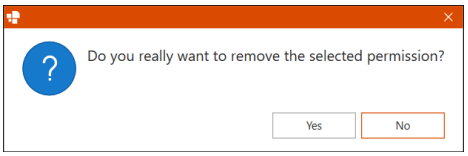


Figure 48. Dialog Box for Permission Removal

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 49).

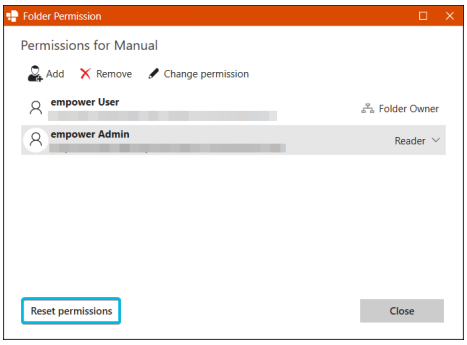


Figure 49. Button **Reset permissions**

A dialog box opens (Figure 50).

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

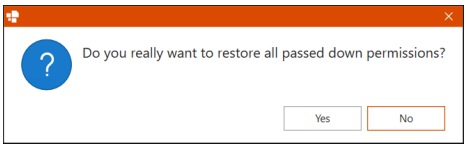


Figure 50. Dialog Box for Permission Reset

2.2. 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 the corresponding content from the empower® Library.

Content in library folders marked with a **cloud** symbol is only available online (Figure 51).



Figure 51. Online Folder

If folders in the library do not have a **cloud** symbol, the content stored here is also available offline (Figure 52).



Figure 52. 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 53 (**1**)).
3. Click on the option **Make Available Offline** (Figure 53 (**2**)).
4. Navigate to the empower® Sync and click on the button **Sync now**.
   Your folder is now available offline and no longer has a **cloud** symbol.

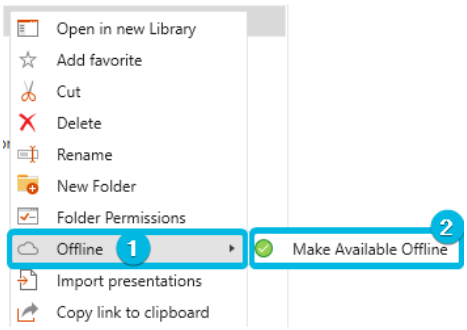


Figure 53. Option **Offline** and Button **Make Available Offline**

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 54 (**1**)).
3. Click on the option **Make Available Online Only** (Figure 54 (**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.

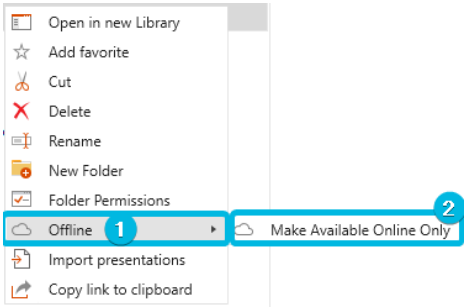


Figure 54. Option **Offline** and Button **Make Available Online Only**

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 is 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.

2.3. 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 55).

Figure 55. Collapsed Navigation Bar

To expand the navigation bar, click on the button **Expand** in the top right corner (Figure 56).

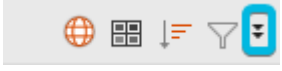


Figure 56. Button **Expand**

In the expanded navigation bar, you can access all available actions (Figure 57). If an action is not available for the currently selected element, it is grayed out.



Figure 57. 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 58).

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.

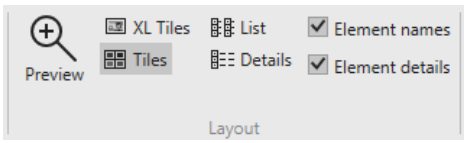


Figure 58. Group Layout

If you want to know what an element looks like in detail before inserting or opening it, you can use the option **Preview** (Figure 59).

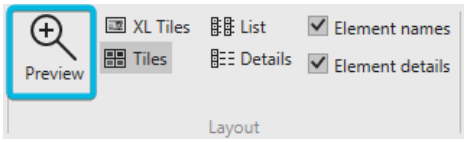


Figure 59. Button **Preview**

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 60).

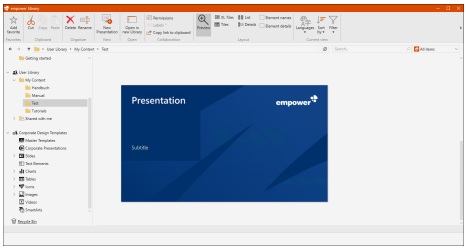


Figure 60. Library Window in Preview View

2.4. 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 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 61).

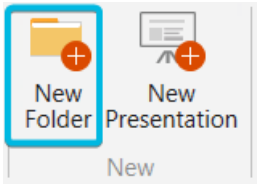


Figure 61. Button **New Folder** in Navigation Bar

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

- Favorites

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 62).

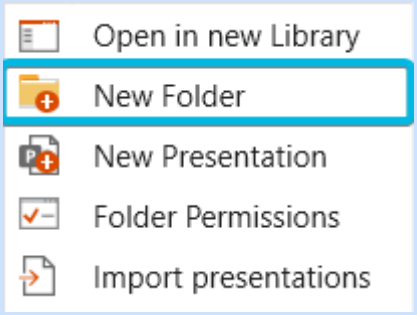


Figure 62. Option **New Folder** in Context Menu

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 63).

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.

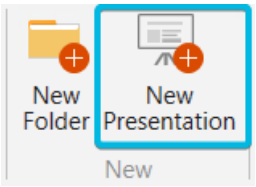


Figure 63. Button **New Presentation** in Navigation Bar

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 64).

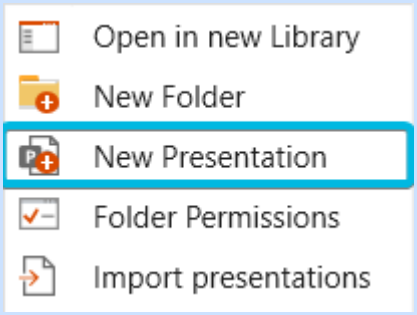


Figure 64. Button **New Presentation** in Context Menu

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.

2.5. 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 65).
   A dialog box opens.

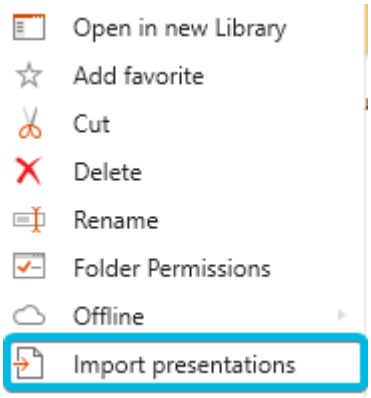


Figure 65. Option **Import presentations**

3. Choose your preferred option:
   a. Click on the option **Selected presentations** to import individual presentations to your selected folder (Figure 66 **(1)**).
   b. Click on the option **Whole folders** to import entire folders with presentations to your selected folder (Figure 66 **(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.

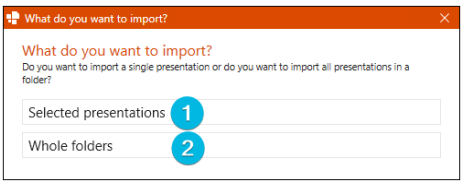


Figure 66. Dialog Box with Import Options

If you choose to import a whole folder, a dialog box opens (Figure 67).

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

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

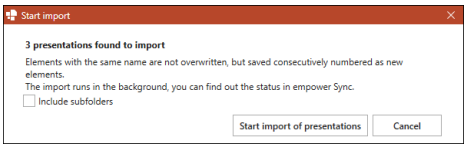


Figure 67. Dialog Box for Folder Import

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

- Company Library
- User Library

2.6. Manage Content in empower®

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

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**.

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. In the tab Home, navigate to the group empower.
3. Click on the lower part of the split button **Library** (**Figure 68**).



Figure 68. Button **Library**

4. In the drop-down menu, click on the option **Save** (**Figure 69**).
   A menu opens.



Figure 69. Option **Save**

5. In the menu, choose what element type you want to save.
6. Then, click on the button **Save as** (**Figure 70**).
   The library opens.

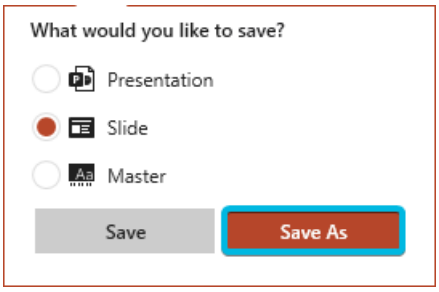


Figure 70. Button **Save as**

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 71).

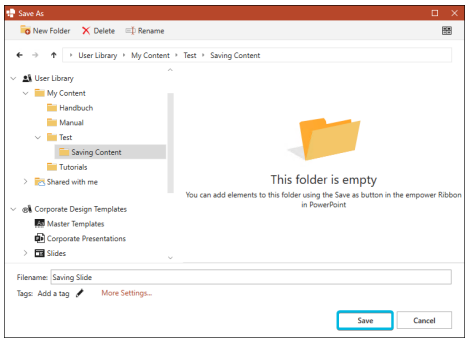


Figure 71. Button **Save** in Library

If you want to overwrite the existing version of the element, navigate to its original location and click on the button **Overwrite** (Figure 72).

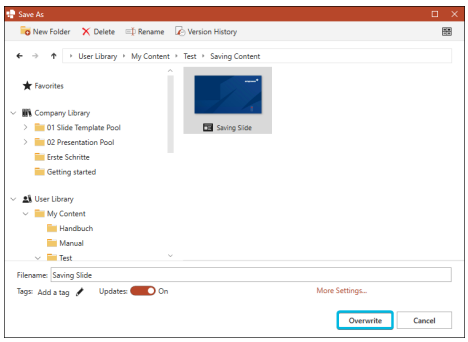


Figure 72. Button **Overwrite** in Library

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

A dialog box opens (Figure 73).

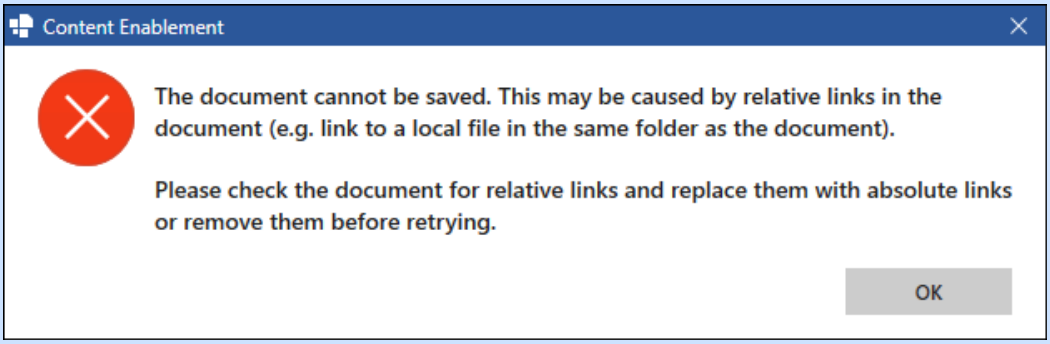


Figure 73. Document Template with Relative Links

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 Microsoft Purview Information Protection cannot be processed by empower®.

Files with Microsoft Purview Information Protection labels similar to *Public* can be processed.

For further information regarding Microsoft Purview Information Protection, see **Protect your sensitive data with Microsoft Purview**.

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.

Document Templates in which the built-in feature *Restrict Editing* in Word has been used can be saved but they cannot be downloaded from the empower® Library afterwards.

Therefore, make sure this feature has not been used on *Document Templates* that you save to the empower® Library.

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 74 (1)**) from the list and click on the button **Save as** (**Figure 74 (2)**).

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

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.

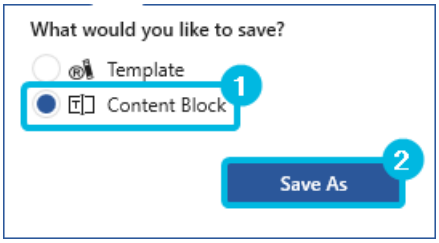


Figure 74. Save Content Block

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 75).
   You can now see the start and end markers for the rich text content control (Figure 76).

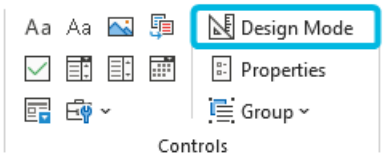


Figure 75. Enter Design Mode



Figure 76. Start and End Markers 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 77).
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.

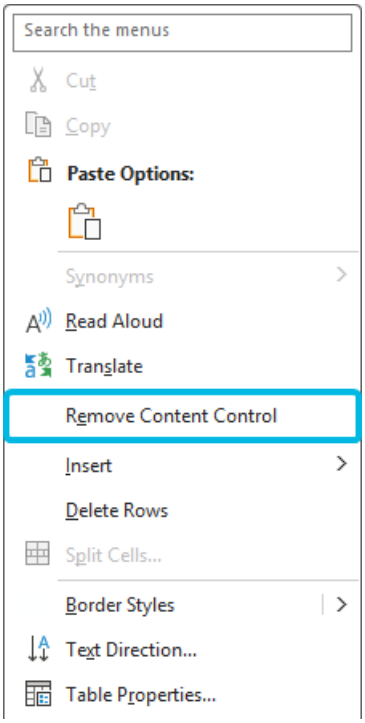


Figure 77. Option **Remove Content Control**

8. In this dialog box, confirm that you want to overwrite the content block by clicking on the button **Yes** (Figure 78).

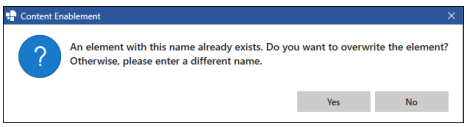


Figure 78. Dialog Box on Overwrite

If you do not delete the rich text content control, a dialog box opens when you try to overwrite the content block (Figure 79).
This is due to the fact that a content block cannot be saved if it is present in the currently open document.

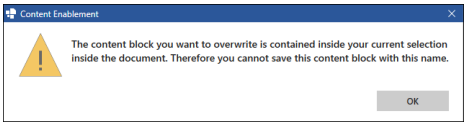


Figure 79. Dialog Box for Selected Content Block

If you are still in *Design Mode* while saving a content block, a dialog box opens (Figure 80).
Leave *Design Mode* to save the content block.

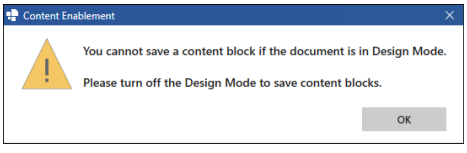


Figure 80. Dialog Box for Design Mode

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 markers of the content block, the content block will not be updated anymore.

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 which element type you want to save.
4. Then, click on the button **Save** (Figure 81).

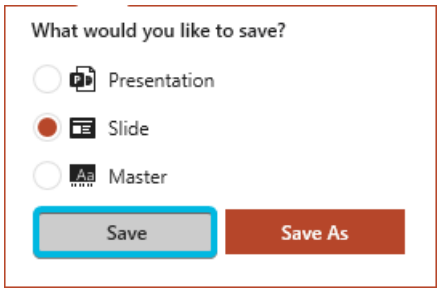


Figure 81. Button **Save**

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 82).

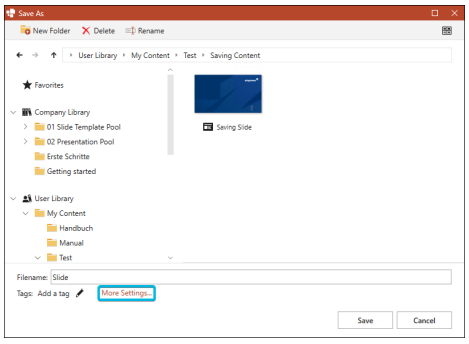


Figure 82. Button **More Settings...**

Here, you have the following options (Figure 83):

- **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.

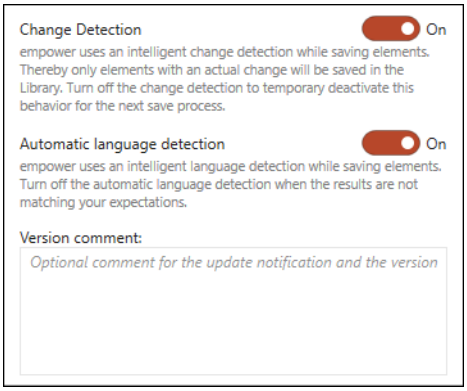


Figure 83. Advanced Settings

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

The automatic language detection first checks all text placeholders to detect the language. Then, it checks the title placeholder.

Notes that have been added to slides are not taken into account during the language detection.

The advanced settings are only available in PowerPoint.

For further information regarding the assignment of languages, see **Assign Languages**.

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

The following options are available (Figure 84):

- **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.

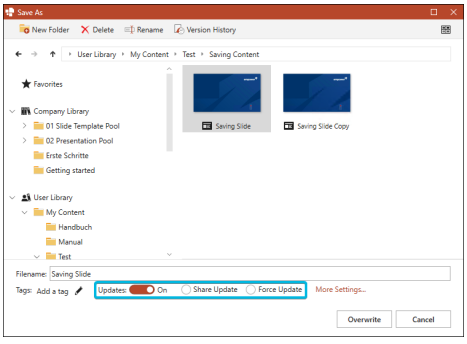


Figure 84. Update Settings

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**.

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 85).

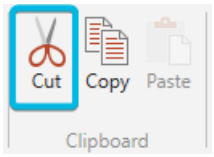


Figure 85. Button **Cut**

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 86).

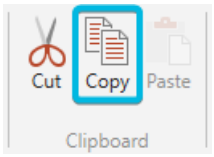


Figure 86. Button **Copy**

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 87).

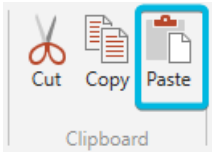


Figure 87. Button **Paste**

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.

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 88).

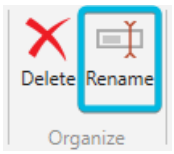


Figure 88. Button **Rename**

Type in the new element name (Figure 89).

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



Figure 89. Rename 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.

Delete Content

To delete content, select it in the library. Then, navigate to the group Organize and click on the button **Delete** (Figure 90).

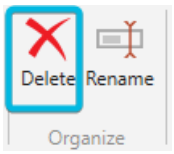


Figure 90. Button **Delete**

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 91).

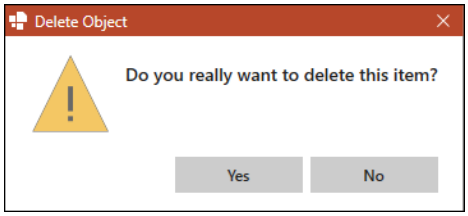


Figure 91. Dialog Box for Folder Deletion

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 92).

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

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

The deletion 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**.

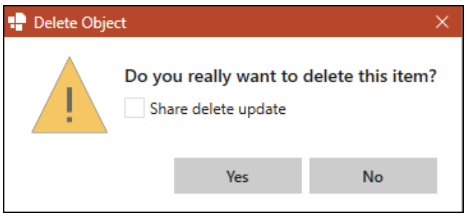


Figure 92. Dialog Box for Slide Deletion

If your selection contains elements that are part of an update group or of a translation group, a dialog box opens (Figure 93).

This dialog box informs you that these elements will be removed from the update or translation group or, in case of a root element, the respective update group will be dissolved.

To delete the elements anyway, click on the button **Yes**.

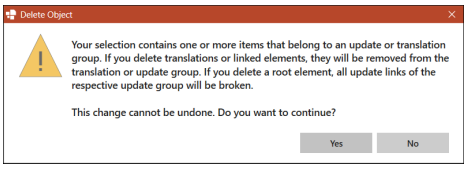


Figure 93. Dialog Box for Update or Translation Group Elements

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 94).

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

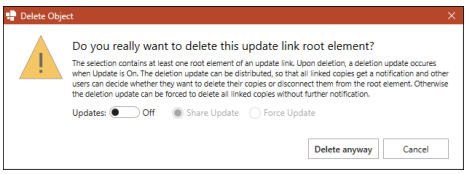


Figure 94. Dialog Box for Root Element Deletion

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**.

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

2.7. 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 95).

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.

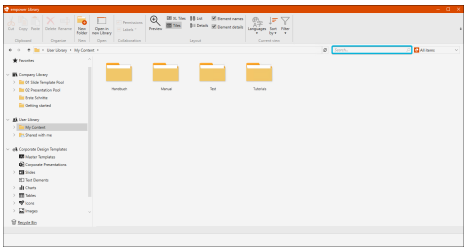


Figure 95. Search Bar

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.

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 96).

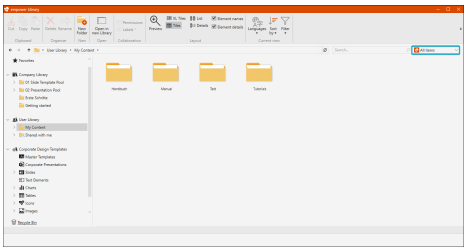


Figure 96. Search Scope

You can decide if you want to search in the entire library, in the current library, in the current folder or in the current folder and all its subfolders (Figure 97).

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.

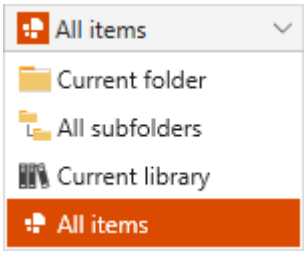


Figure 97. Search Scope Drop-Down Menu

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 98**)
  - 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 99**)
  - 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*.

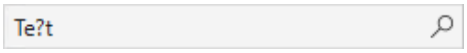


Figure 98. Question Mark

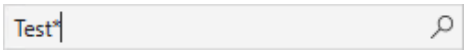


Figure 99. Asterisk

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

- AND: To combine two search terms (**Figure 100**)
  - 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.
- OR: To search for elements containing either of the search terms (**Figure 101**)
  - 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.
- NOT: To exclude elements containing a specific term (**Figure 102**)
  - 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*.
- Plus (+): To make a term obligatory (**Figure 103**)
  - 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.

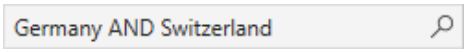


Figure 100. AND



Figure 101. OR

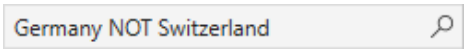


Figure 102. NOT



Figure 103. Plus

Fields

To specify your search, you can use fields. The following fields can be searched (**Figure 104**):

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

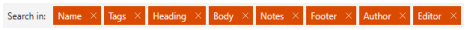


Figure 104. Available Fields in PowerPoint

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.

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 105**).

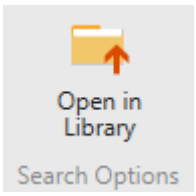


Figure 105. Button **Open in Library**

For slides that are part of a presentation, the button is called **Show in presentation** (**Figure 106**).

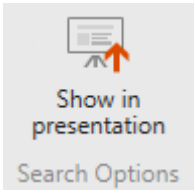


Figure 106. Button **Show in presentation**

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

2.8. Sort Library Content

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

The following sorting criteria are 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 107). Then, choose your preferred option.

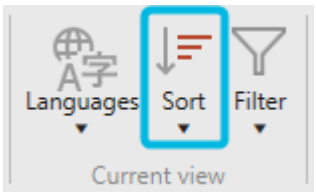


Figure 107. Button **Sort**

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.

2.9. Element Tags

You can add so-called tags to an element if you want to add information to the element's metadata (Figure 108).

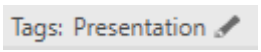


Figure 108. Tag *Presentation*

To do so, follow the following steps:

1. Select the respective element in the empower® Library.
2. At the bottom of the window, click on the **pen** symbol (Figure 109).
   A dialog box opens (Figure 110).
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.
4. If you have finished, click on the button **OK** (Figure 111).
   Your tags will be added to the element. They are displayed along with the metadata at the bottom of the library window (Figure 112).
   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.

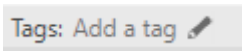


Figure 109. **Pen** Symbol

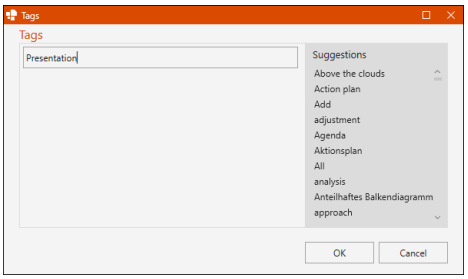


Figure 110. Window **Tags**

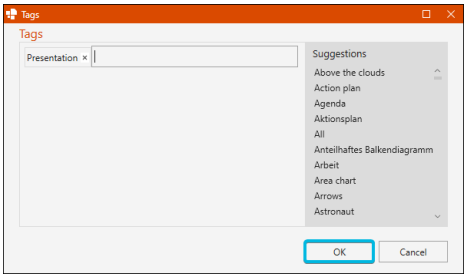


Figure 111. Button **OK**

Figure 112. 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 113).

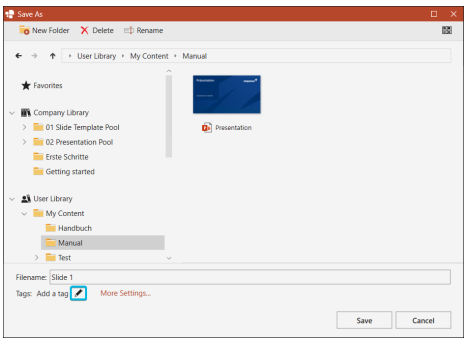


Figure 113. Add a Tag When Saving

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

Only users with the permission roles *Editor*, *Author* or *Folder 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 114).

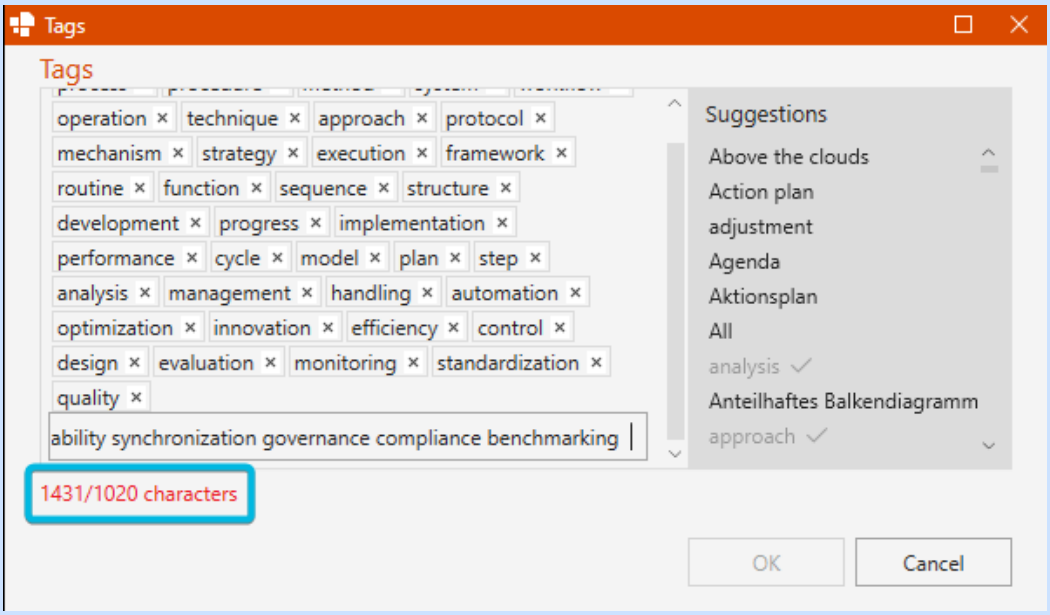


Figure 114. Character Limit

Tag List

The tag list consists of tags that are in use for at least one element (Figure 115). They are sorted in alphabetical order.

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

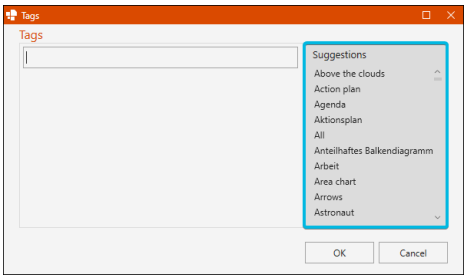


Figure 115. Tag List

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

1. Select the respective element in the empower® Library.
2. At 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 116).
4. If you have finished, click on the button **OK**.

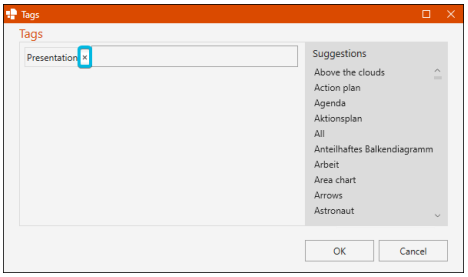


Figure 116. **Cross** Symbol

2.10. Use 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 117).



Figure 117. 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 118).
   A drop-down menu opens.

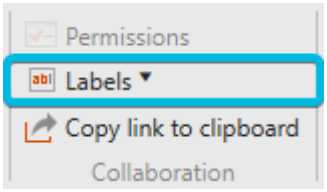


Figure 118. Button **Labels**

4. Choose the option **Custom label** (Figure 119).

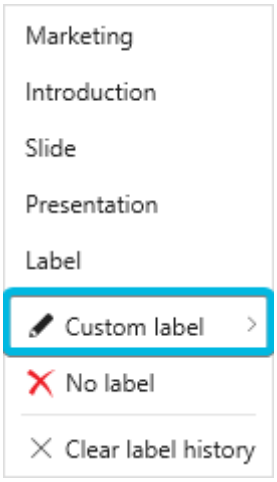


Figure 119. Option **Custom label**

5. In the input field, enter the label name.
6. Click on the button **Add** (Figure 120).
   The label will appear in the element's thumbnail.

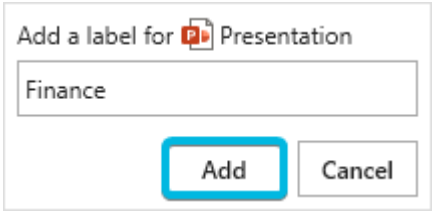


Figure 120. Button **Add** for New Label

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 121).

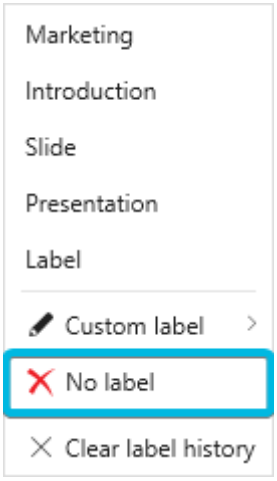


Figure 121. Option **No Label**

Only users with the permission roles *Editor*, *Author* or *Folder 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 122). 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**.

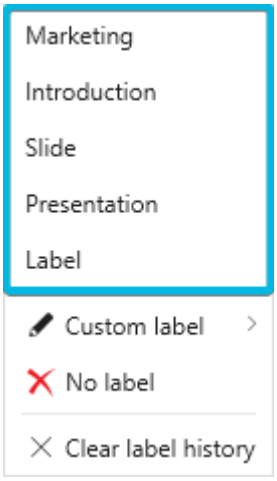


Figure 122. Label History

To delete all labels from the label history, click on the option **Clear label history** (Figure 123).

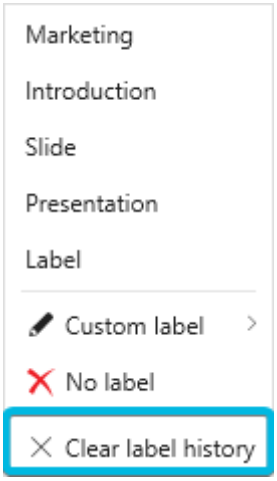


Figure 123. Option **Clear label history**

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.

2.11. Assign Languages

If enabled by your empower® Administrators, you can assign languages to elements in the empower® Library.

Depending on the setup of your empower® Environment, the language assignment feature might not be available.

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**.

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 124).
   A drop-down menu opens.



Figure 124. Button **Languages**

4. In the drop-down menu, click on the option **Change Language** (Figure 125).

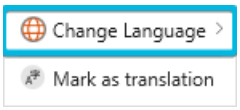


Figure 125. Option **Change Language**

5. Then, select the language you want to assign to the element (Figure 126).
   The language is assigned to the element.

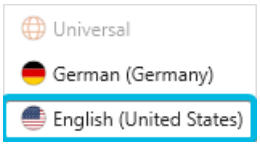


Figure 126. Select Language

If a language has been assigned to an element, a **flag** symbol is displayed in the element's thumbnail (Figure 127).



Figure 127. 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 menu 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 128).

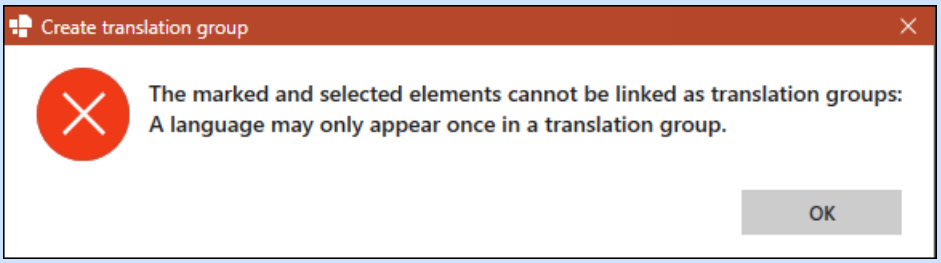


Figure 128. Invalid Language Selection

You cannot assign the same language twice.

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 129).

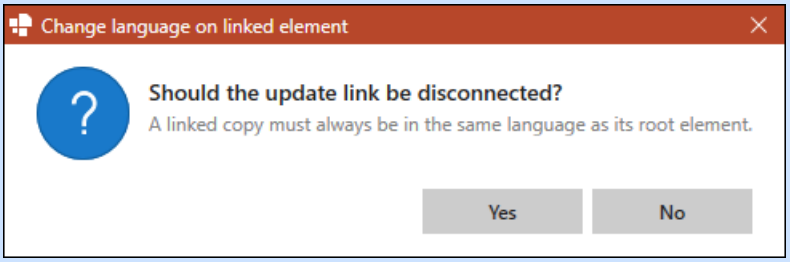


Figure 129. Disconnect Linked Copy to Assign Language

A linked copy must always have the same language as its root.

For further information regarding the language filter, see Filter by Language.
For further information regarding translations, see Translate Content.

2.12. 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 130).
   A drop-down menu opens.

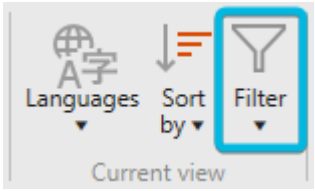


Figure 130. Button **Filter**

3. To select an element type you want to view, tick the checkbox next to the element type (Figure 131).
   As soon as you tick a checkbox, the library will reload the content and apply the filter immediately.

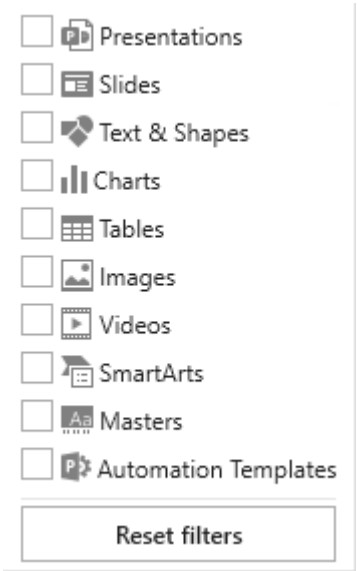


Figure 131. Available Filters

If you have selected any filters, empower® shows the number of applied filters next to the **filter** symbol (Figure 132).

You can select multiple element types at once.

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

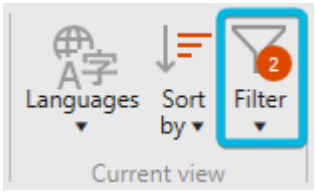


Figure 132. Number of Active Filters

To deselect all applied filters at once, click on the button **Reset filters** (Figure 133).

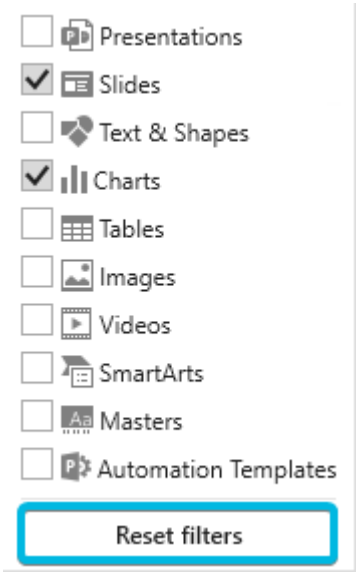


Figure 133. Button **Reset filters**

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.

2.13. 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.

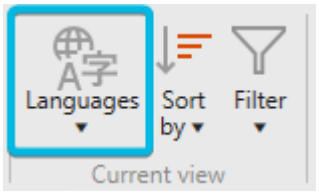


Figure 134. Button **Languages**

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

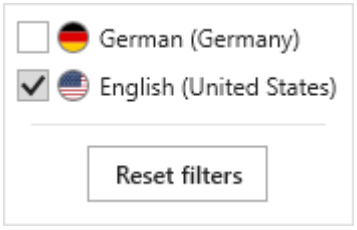


Figure 135. Drop-Down Menu for Language Filters

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).

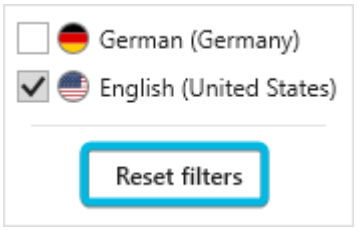


Figure 136. Option **Reset filters**

The language filter is only available in PowerPoint.

For further information regarding translation groups, see **Translate Content**.
For further information regarding the assignment of languages, see **Assign Languages**.

2.14. Use Integration Folders

If your company uses other integrations, these integrations can also be made available in the empower® Library.

Depending on your company's choice, integrations such as SharePoint or OneDrive can be made available.

Integration folders may not be moved nor deleted because these changes would lead to the folders not working properly anymore.

Therefore, you have limited options in the folders' context menu.

However, you can edit the permissions to an integration folder if you have been assigned the required permission role.

In addition, integration folders can be renamed by folder administrators.

Due to technical reasons, empower® cannot synchronize the permission distribution for some integrations. That means that users can access all resources via the integration folder, regardless of their permissions.

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

Some integration folders require a login to be used.

Therefore, you will be asked for your credentials for the integration when you first open the integration folder. If there are multiple folders for one integration, each folder requires a separate login.

If you use the library search, it might occur that multiple login windows open up because you access multiple integration folders at once.

If you have logged in once, you will not need to log in again.

Integration folders support the common file types for pictures and videos.

However, .mov files cannot be supported due to technical limitations in PowerPoint.

To use integration folders, an internet connection is required. Therefore, integration folders cannot be made available offline.

Depending on your empower® Setup, there might be no integration folders available.

Fully Functional Integration Folders

Integration folders that are fully functional can be used the same way as all other folders are used in the empower® Library with a few restrictions.

You can either navigate through the contained files and folders or search the folder content via the search bar.

If you only want to search in the integration folder, set the search scope to **Current Folder**.

Administrative tasks such as saving new content to integration folders might not be available via the library for all integrations.

These tasks must then be executed via the integration service itself.

While searching content in the integration folder, empower® Tags or filters that are available in the integration itself cannot be taken into consideration.

The search fields are also not taken into account for search results from integration folders.

For further information regarding the library search, see **Search in Library**.
For further information regarding tags, see **Element Tags**.
For further information regarding search fields, see **Fields**.
For further information regarding update groups, see **Update Groups**.

Set up Integration Folders

For Administrators

If you are interested in installing an integration for your company, contact your Customer Success Manager or Onboarding Specialist.

For further information regarding available integrations, refer to our **homepage**.

Some integration folders can be renamed. However, there might be some integrations that do not allow renaming the folder.

Some integrations have their own icon instead of the folder icon in the empower® Library.
These icons cannot be changed.

2.15. 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 137).

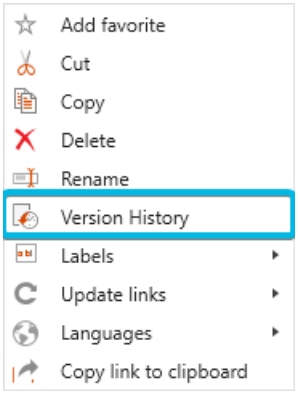


Figure 137. Option **Version History** in Element Context Menu

The version history opens in a new window (Figure 138).

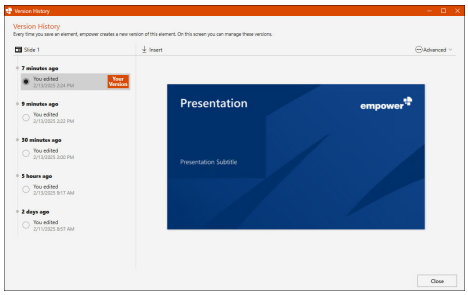


Figure 138. Window **Version History**

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 139).

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

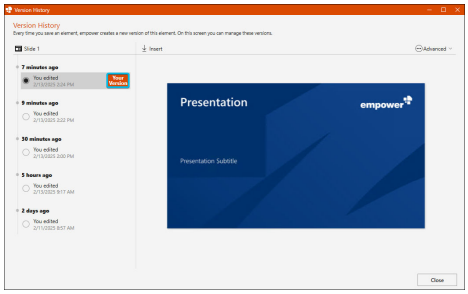


Figure 139. Highlight for Current Version

If the user who saved a version has left a version comment, this comment is displayed underneath the slide preview (Figure 140).

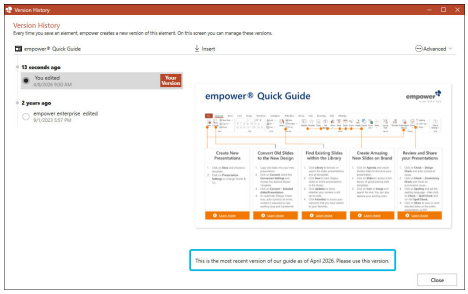


Figure 140. Version Comment

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

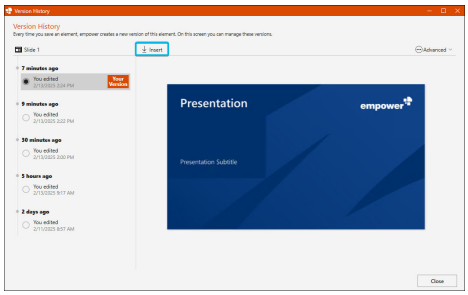


Figure 141. Button **Insert** for Current Version

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 to have *Editor* or *Folder 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.
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).

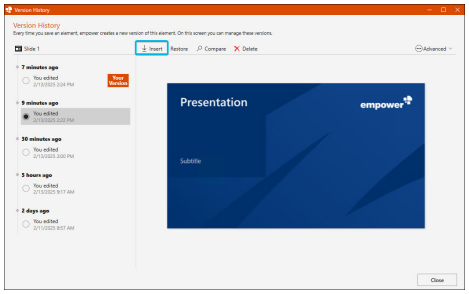


Figure 142. Button **Insert** for Old Version

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

The older version will be restored and replace 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.

Afterwards, you can insert this version into your presentation from the library.

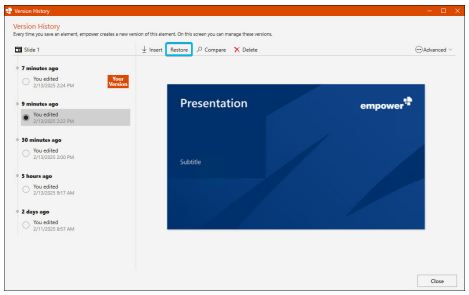


Figure 143. Button **Restore**

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).

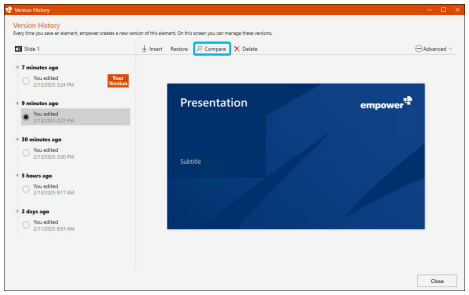


Figure 144. Button **Compare**

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

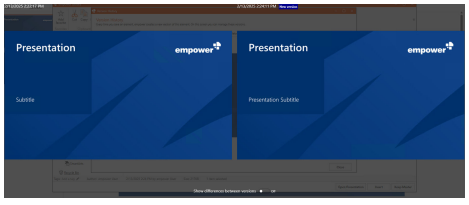


Figure 145. Comparison

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).

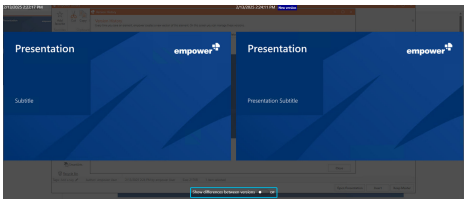


Figure 146. Toggle Button **Show differences between versions**

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

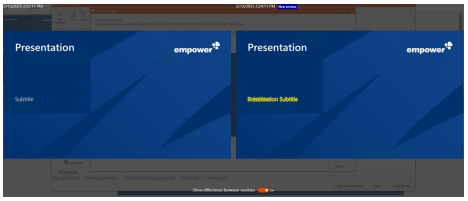


Figure 147. Comparison with Highlights

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.

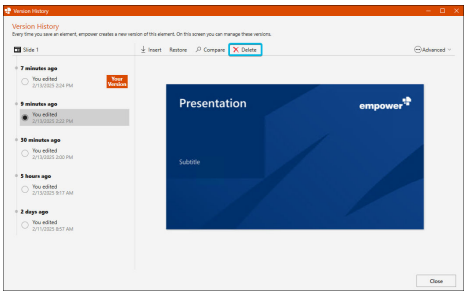


Figure 148. Button **Delete**

To confirm the deletion, click on the button **Yes** (Figure 149).
The selected version will be removed from the timeline.

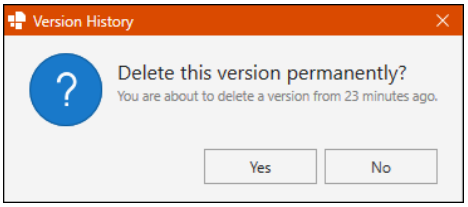


Figure 149. Dialog Box for Deletion

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.

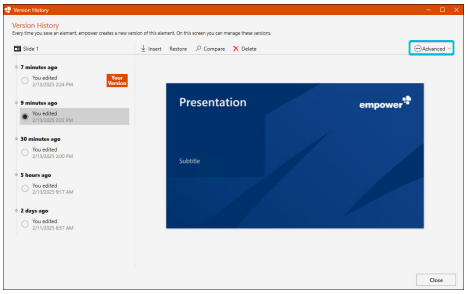


Figure 150. Button **Advanced**

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).

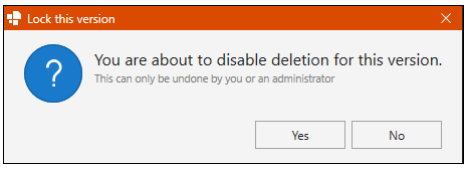


Figure 152. Dialog Box for Locking

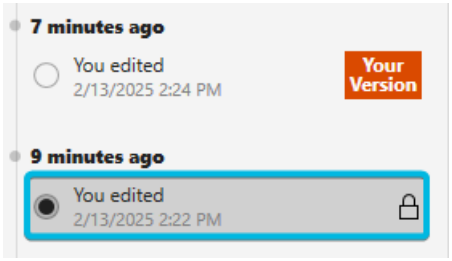


Figure 153. Locked Version

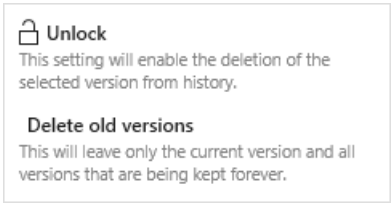


Figure 154. Drop-Down Menu for Button **Advanced** for Locked Version

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.

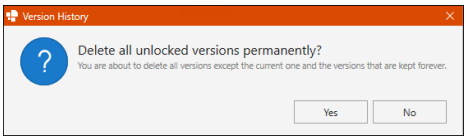


Figure 155. Dialog Box for Bulk Deletion

2.16. 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).

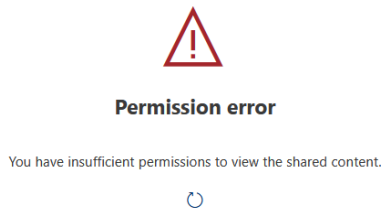


Figure 156. Message for Missing Permissions

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.

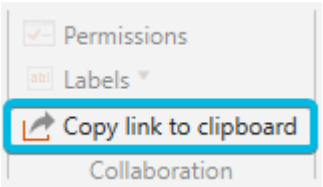


Figure 157. Button **Copy link to clipboard**

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.

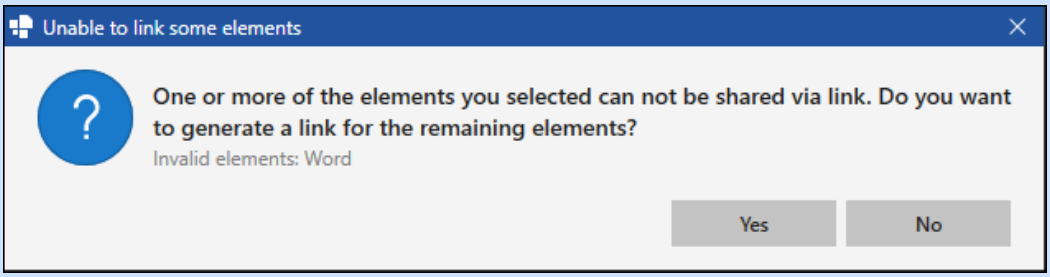


Figure 158. Dialog Box for Invalid Elements

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.

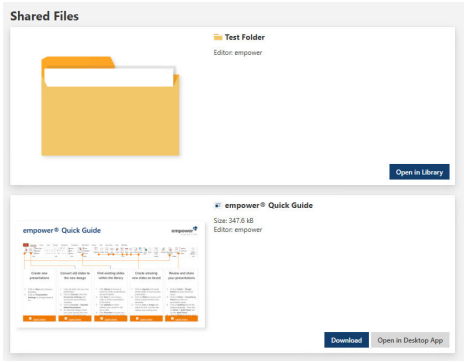


Figure 159. Shared Files

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)**).

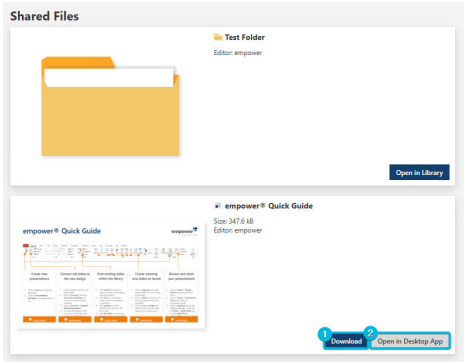


Figure 160. Buttons **Download** and **Open in Desktop App**

- 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.

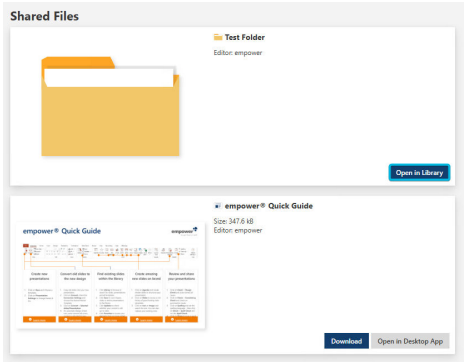


Figure 161. Button **Open in Library**

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**).

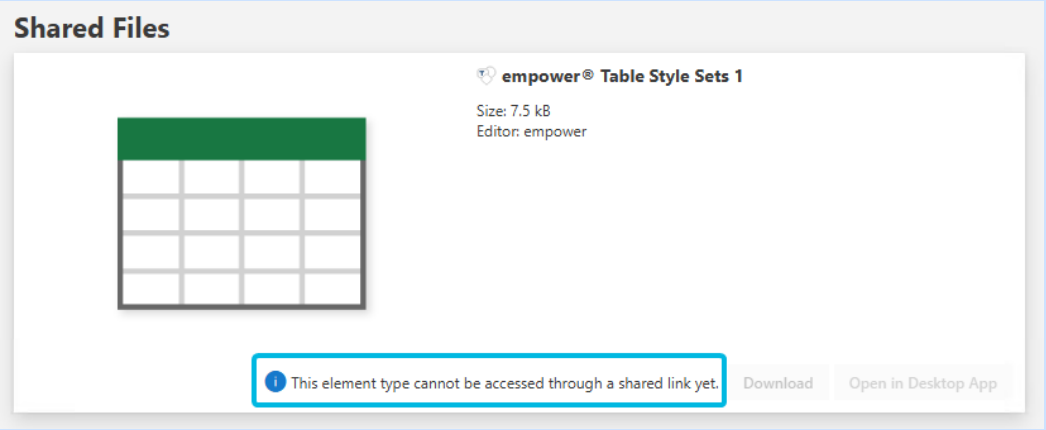


Figure 162. Message in Browser

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.

2.17. 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**).

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 you are the only one with permissions for an element, you are the only one who can see the element in the recycle bin.

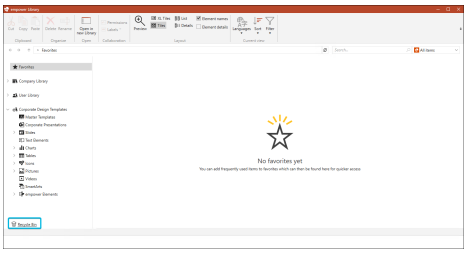


Figure 163. Button **Recycle Bin**

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.

In the empower® Web App, the recycle bin displays all element types regardless of the Office application.

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

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.
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 165. **Arrow** Symbol

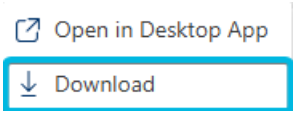


Figure 166. Option **Download**

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.

2.18. 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 167).



Figure 167. Colored **Link** Symbol

If a slide is a linked copy of a root element, a colorless **link** symbol is displayed in its thumbnail (Figure 168).

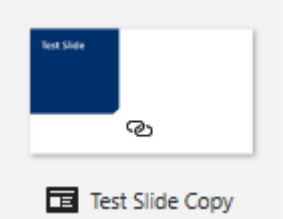


Figure 168. Colorless **Link** Symbol

If there is an open update for a slide in the update group, a red dot is displayed next to the **link** symbol (Figure 169).

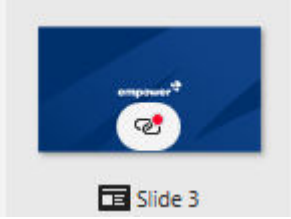


Figure 169. Updated Element

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 170).

Depending on how you decide, users will receive an update notification if they open another slide that is part of the update group.

In these update notifications, users can decide if they want to accept the updates or not.

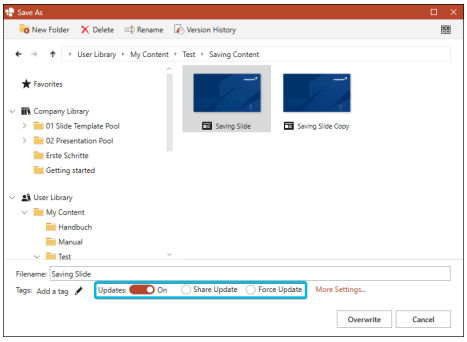


Figure 170. Settings on Save for Root Element

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 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 171).
   A drop-down menu opens.

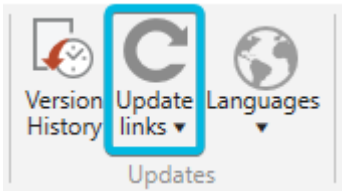


Figure 171. Button **Update links**

4. In the drop-down menu, click on the option **Mark for new root slide** (Figure 172).

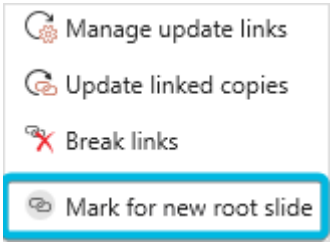


Figure 172. Option **Mark for new root slide**

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 173).
8. Repeat these steps for all slides that you want to add to the update group.

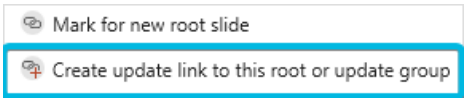


Figure 173. Option to Create Update Link

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 174).
   A dialog box opens.

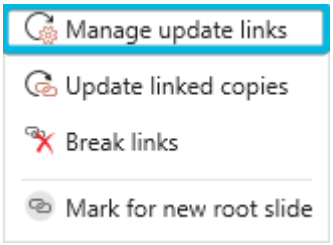


Figure 174. Option **Manage update links**

In this dialog box, you can see all slides that are part of the respective update group (Figure 175).

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.

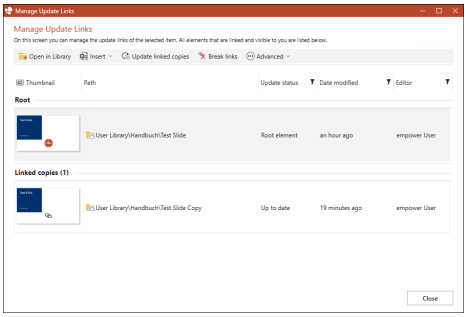


Figure 175. Window **Manage Update Links**

If you want to open one of the slides of the update group in the library, click on the button **Open in Library** (Figure 176).

The library opens in the respective folder.

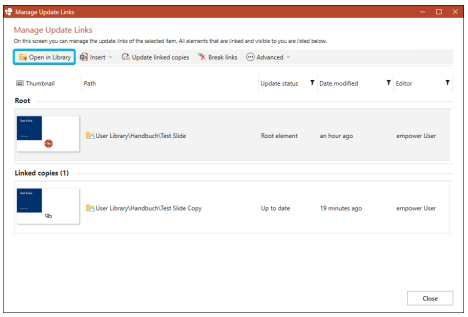


Figure 176. Button **Open in Library**

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 177).

A drop-down menu opens.

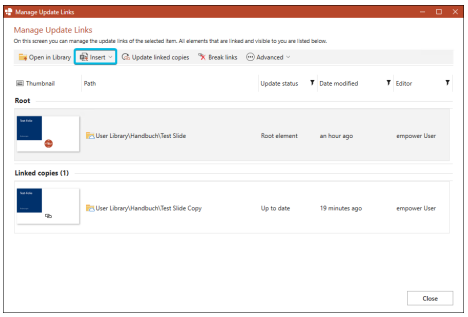


Figure 177. Button **Insert**

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 178).

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.

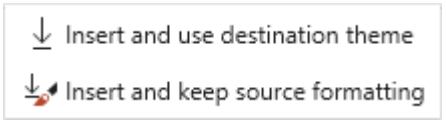


Figure 178. Drop-Down Menu for Button **Insert**

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 179).

A dialog box opens.

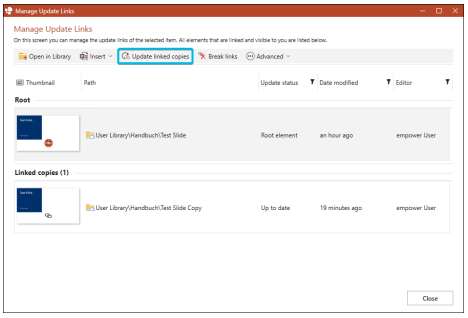


Figure 179. Button **Update linked copies**

In this dialog box, you can choose if you want to share the update or if you want to force the update (Figure 180).

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.

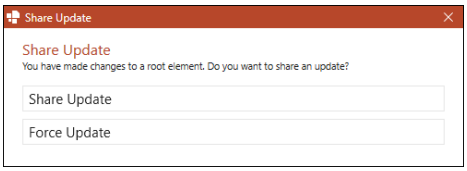


Figure 180. Dialog Box on Linked Copy Update

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 181).

The slide will be updated immediately.

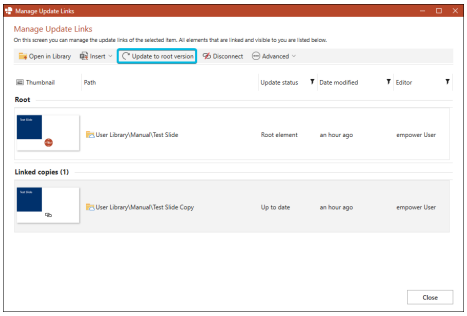


Figure 181. Button **Update to root version**

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 182).

A dialog box opens.

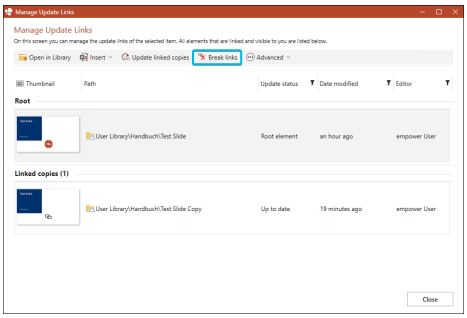


Figure 182. Button **Break links**

To confirm the process, click on the button **Yes** (Figure 183).

All update links will be broken.



Figure 183. 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 184).

A dialog box opens.

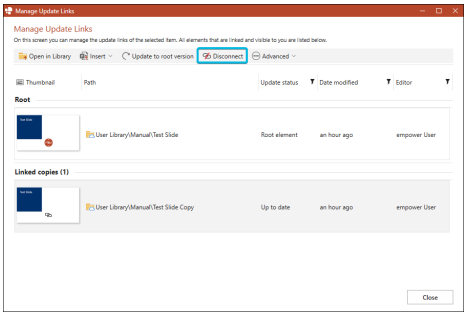


Figure 184. Button **Disconnect**

To confirm the process, click on the button **Yes** (Figure 185).

If you disconnect the last linked copy, the update group is dissolved as a whole.

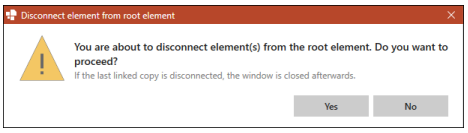


Figure 185. Dialog Box on Disconnecting

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 186).

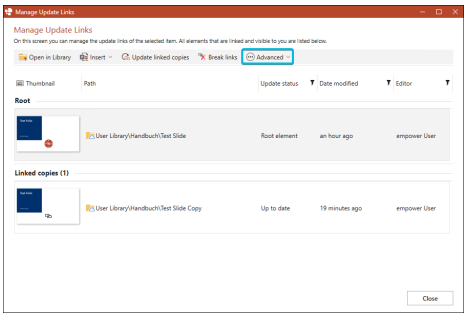


Figure 186. Button **Advanced**

To mark the root element for a new root element, click on the button **Mark for new root slide** (Figure 187).

Then, minimize the dialog box and continue in the library.

Here, follow the steps 5 to 8 under **Create Update Groups Manually**.

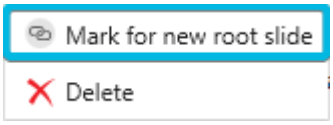


Figure 187. Option **Mark for new root slide** under **Advanced** for Root Element

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 188).
   A dialog box opens.

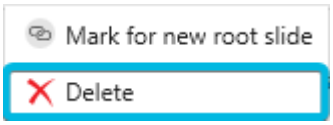


Figure 188. Option **Delete** for Root Element

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 189).

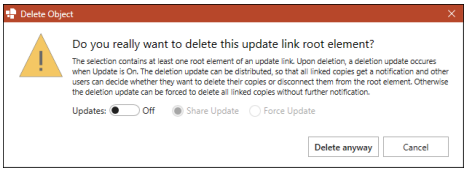


Figure 189. Dialog Box on Deleting Root Element

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 190).

The changes become visible in the dialog box.

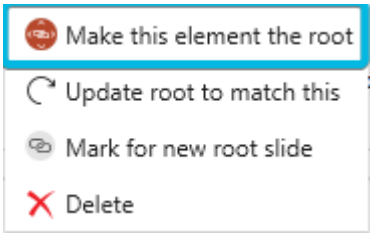


Figure 190. Option **Make this element the root**

To update the current root element to match the selected linked copy, click on the button **Update root to match this** (Figure 191).

A dialog box opens.

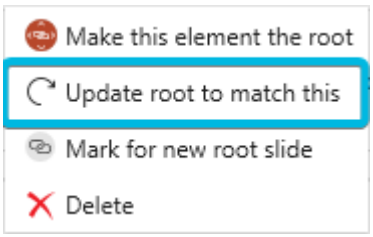


Figure 191. Option **Update root to match this**

In this dialog box, you can choose if you want to share the update or if you want to force the update (Figure 192). 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.

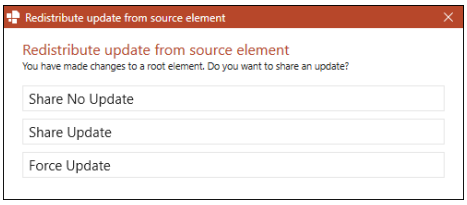


Figure 192. Dialog Box on Updating Root Element

To mark the linked copy for a new root element, click on the button **Mark for new root slide** (Figure 193).

Then, minimize the dialog box and continue in the library.

Here, follow the steps 5 to 8 under **Create Update Groups Manually**.

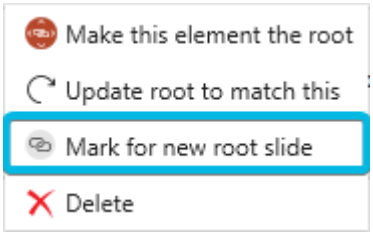


Figure 193. Option **Mark for new root slide** under **Advanced** for Linked Copy

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 194).
   A dialog box opens.

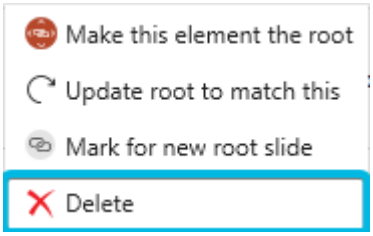


Figure 194. Option **Delete** for Linked Copy

4. In this dialog box, tick the checkbox if you want to share the deletion update (Figure 195).
5. Then, click on the button **Yes**.

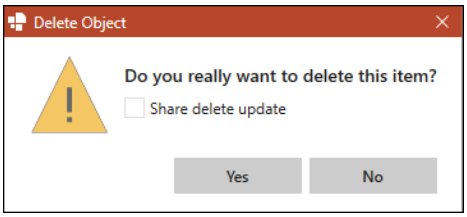


Figure 195. Dialog Box on Deleting Linked Copy

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. 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 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.

The 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. In the tab Home, navigate to the group empower.
2. Click on the lower part of the split button **Library** (**Figure 196**).



Figure 196. Button **Library**

3. Click on the arrow next to the option **Updates** (Figure 197).

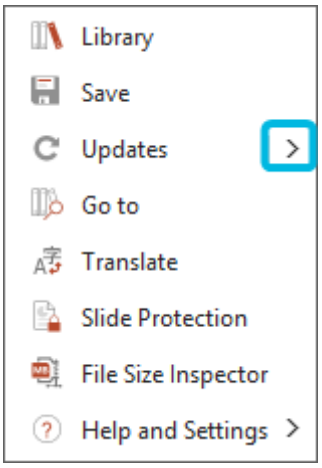


Figure 197. **Arrow** Symbol for Option **Updates**

4. Choose one of the notification modes (Figure 198):
   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.

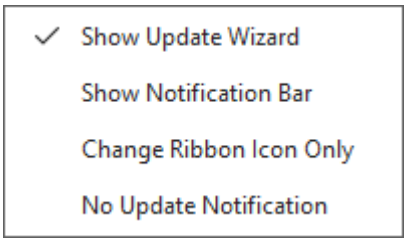


Figure 198. Update Notification Modes

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 199).



Figure 199. 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 presentations 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 200).



Figure 200. 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 201).

Figure 201. Notification Bar

If you have selected the option **Change Ribbon Icon Only**, check the presentation for updates manually (Figure 202). If there are updates, the *Update Wizard* opens.

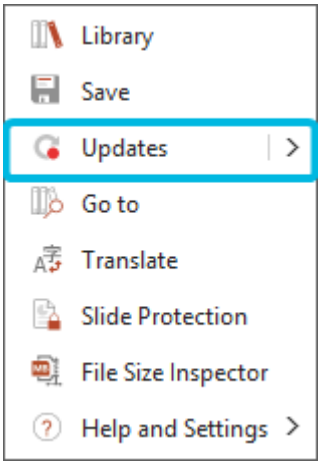


Figure 202. Changed Ribbon Icon

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 203).

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.

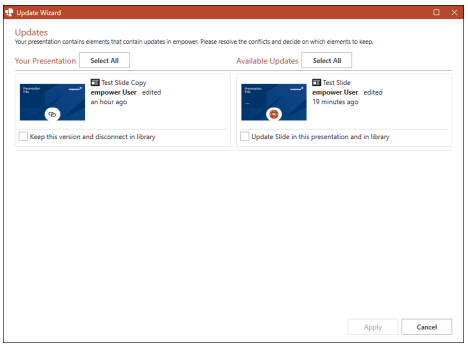


Figure 203. Update Wizard

If the user who saved a version has left a version comment, this comment is displayed next to the slide preview (Figure 204).

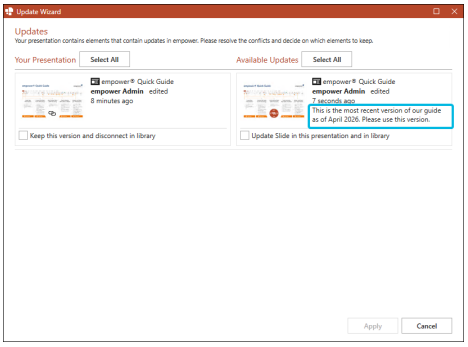


Figure 204. Version Comment

To compare the versions, hover over the thumbnail of one of the versions and click on the **magnifying glass** symbol (Figure 205).

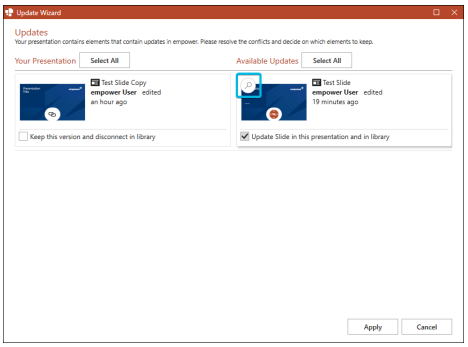


Figure 205. **Magnifying Glass** Symbol

The older version is displayed on the left and the updated version is displayed on the right (Figure 206).

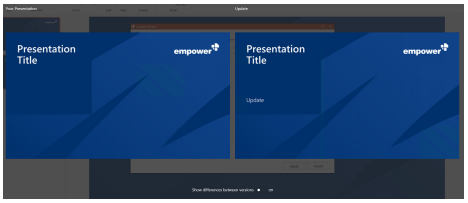


Figure 206. Comparison

To highlight the differences, switch the toggle button for **Show differences between versions** to *On* (Figure 207).

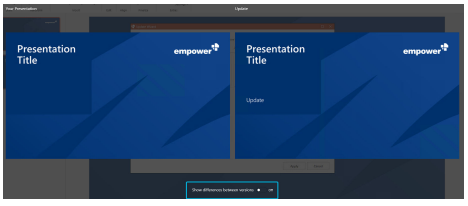


Figure 207. Toggle Button **Show differences between versions**

The differences between the versions are highlighted in yellow (Figure 208).

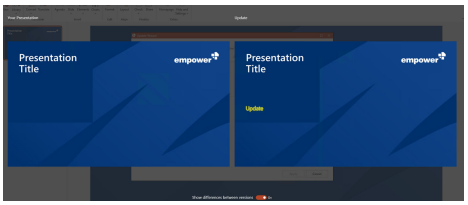


Figure 208. Comparison with Highlight

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 209 **(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 209 **(2)**).

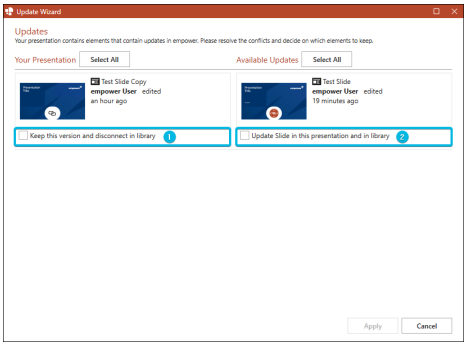


Figure 209. Options for Updated Slides

To keep all older versions in the presentation, click on the button **Select All** next to *Your Presentation* (Figure 210 **(1)**).

To update all slides in the presentation to the newer versions, click on the button **Select All** next to *Available Updates* (Figure 210 **(2)**).

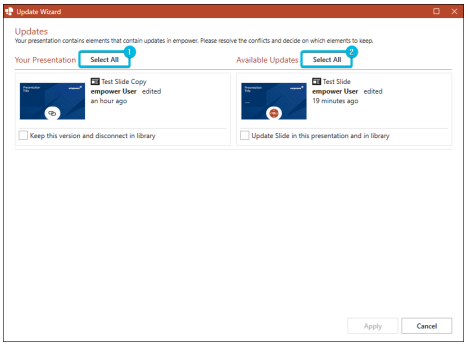


Figure 210. Buttons **Select All**

When you have finished, click on the button **Apply** (Figure 211).

Your changes are applied to the presentation.

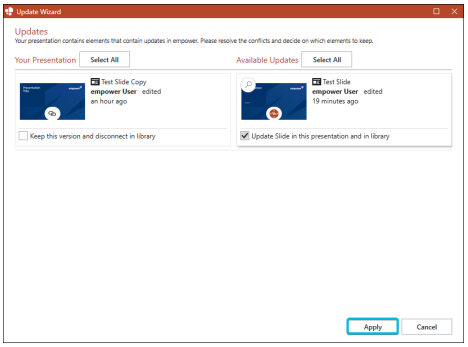


Figure 211. Button **Apply**

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 no longer apply to 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 212 (1)**).

To delete the element from the slide, tick the checkbox for **Delete Object** for the respective version (**Figure 212 (2)**).

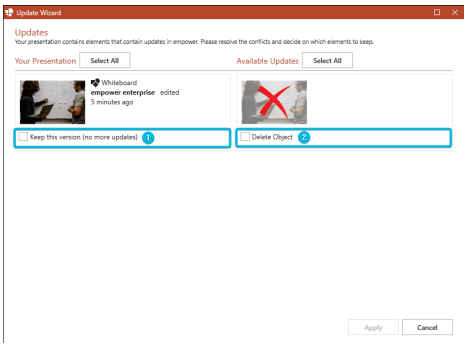


Figure 212. Options for Deleted Object

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 213 (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 213 (2)**).

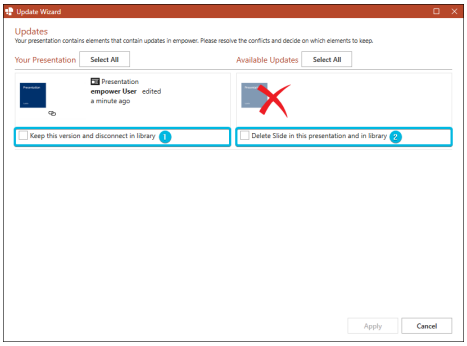


Figure 213. Options for Deleted Slides

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 214 **(1)**).

To update your presentation, tick the checkbox for **Update presentation** (Figure 214 **(2)**).

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.

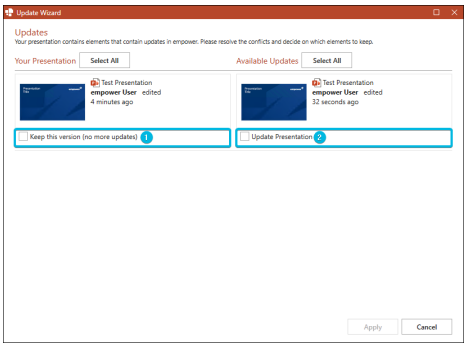


Figure 214. Options in Presentation Mode

If you accept an update for a presentation stored on your device, the presentation stored on your device is closed and the new version of the presentation opens from the empower® Library or from SharePoint.

If you want to overwrite the presentation stored on your device with this new version, overwrite the presentation manually.

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 215).

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

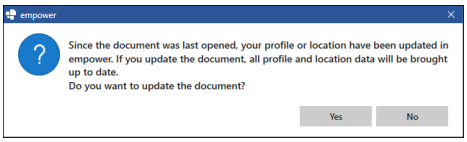


Figure 215. Changed Profile Data

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 216).

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

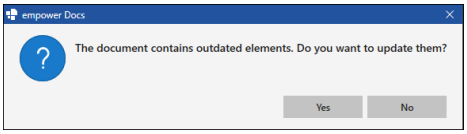


Figure 216. Update Notification for Elements

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 217).

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

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

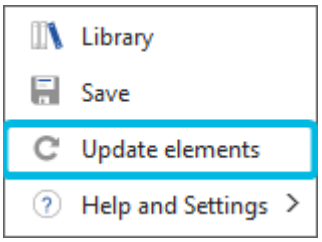


Figure 217. Option **Update elements**

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.

4. 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 empower in the tab Home and click on the lower part of the split button **Library** (Figure 218).



Figure 218. Button **Library**

Then, choose the option **Go to** (Figure 219).

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 219. Option **Go to**

If the element does not originate from the empower® Library, a dialog box opens (Figure 220).

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**.



Figure 220. Dialog Box for Button **Go to**

The button **Go to** is only available in PowerPoint.

5. Translate Content

You can 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.

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 translation features are only available in PowerPoint.

Depending on the setup of your empower® Environment, the translation features might not be available.

For further information regarding the assignment of languages, see **Assign Languages**.

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 221**).
4. Repeat steps 1 to 3 for all elements that you want to add to a translation group.

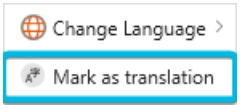


Figure 221. Option **Mark as translation**

If an element has been marked as a translation, a gray **translation** symbol is displayed in the element's thumbnail (**Figure 222**).



Figure 222. 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 223).

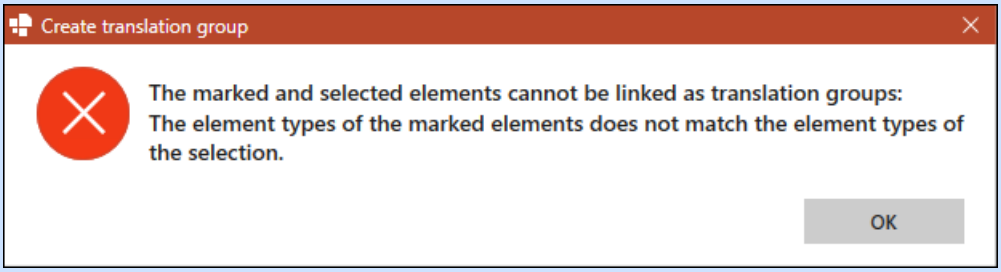


Figure 223. Invalid Selection of Elements

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 224).

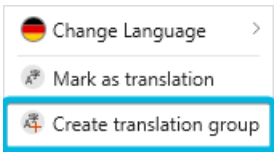


Figure 224. Option **Create translation group**

If an element has been added to a translation group, a black **translation** symbol is displayed in the element's thumbnail (Figure 225).



Figure 225. 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 226).

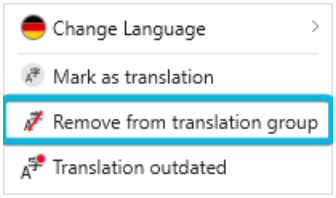


Figure 226. Option **Remove from translation group**

Alternatively, you can access the option **Language** via the context menu 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 227).

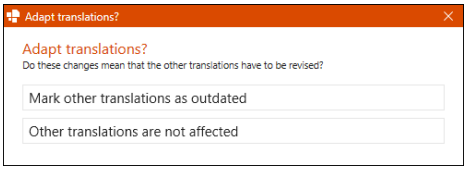


Figure 227. Dialog Box for Changed Translations

If you choose to mark the other translations as outdated, another dialog box opens (Figure 228).

Here, you can choose if you want to adapt the outdated translations right away.

To do so, click on the button **Yes**.

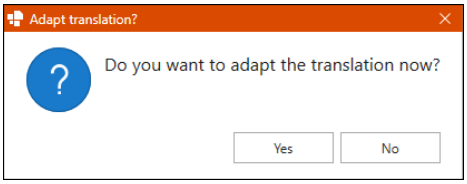


Figure 228. Dialog Box for Adaptation

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 229).



Figure 229. 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 230).

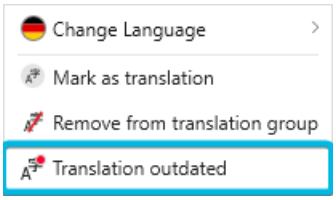


Figure 230. Option **Translation outdated**

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 231).

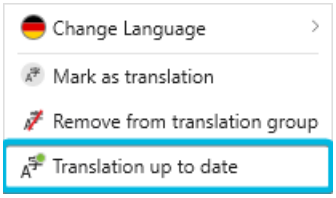


Figure 231. Option **Translation up to date**

If you open an outdated translation either right away or via the empower® Library, a post-it appears on the outdated slides (Figure 232). It serves as a note to tell you that the translation must be adapted.

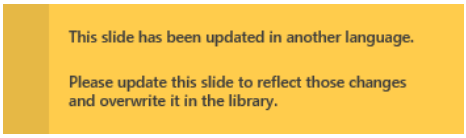


Figure 232. Post-it in Outdated Translation

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 adaptation, a dialog box opens.

In this dialog box, you can choose between the following options:

- Keep displaying the translation as outdated because the adaptation has not been finished yet (Figure 233 (1))
- Display the translation as up to date again (Figure 233 (2))
- Display other translations as outdated again (Figure 233 (3))

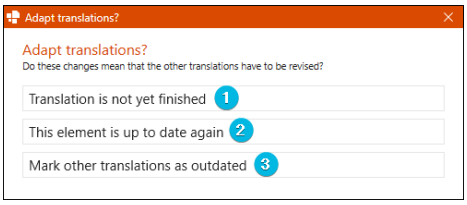


Figure 233. Dialog Box for Changed Outdated Translations

If you open a presentation that contains outdated translations, a notification bar appears.

This notification bar informs you that there are outdated translations in the presentation. To see which translations are outdated, open the empower® Library and navigate into the presentation.

Alternatively, you can access the option **Language** via the context menu 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 tab Home, navigate to the group empower and click on the lower part of the split button **Library** (Figure 234).



Figure 234. Button **Library**

3. Here, choose the option **Translate** (Figure 235).
   A dialog box opens.

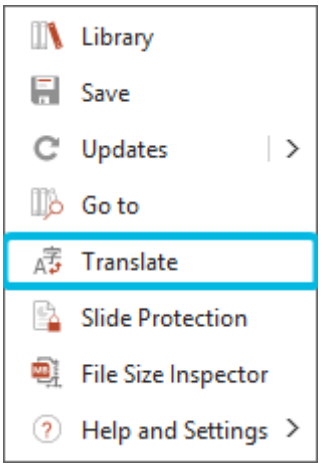


Figure 235. Option **Translate**

4. Here, choose if you want to translate the whole presentation or only the selected slides (Figure 236 **(1)**).
5. Then, choose the language you want to translate the content into (Figure 236 **(2)**).

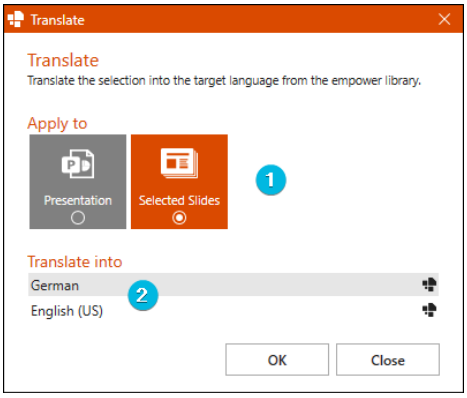


Figure 236. Dialog Box for Translation without DeepL

6. Then, click on the button **OK** (Figure 237).
   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.

If the DeepL translation feature has been enabled by your empower® Administrators, further options are available.

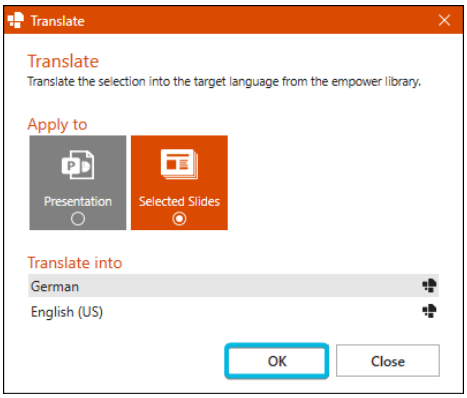


Figure 237. Button **OK**

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 tab Home, navigate to the group empower and click on the lower part of the split button **Library**.
3. Here, choose the option **Translate**.
   A dialog box opens.
4. Here, choose if you want to translate the whole presentation or only the selected slides (Figure 238 **(1)**).
5. Then, choose the language you want to translate the content into (Figure 238 **(2)**).
   If a language is supported by the empower® Library, an **empower** symbol is displayed next to it.
6. Expand the translation options (Figure 238 **(3)**).

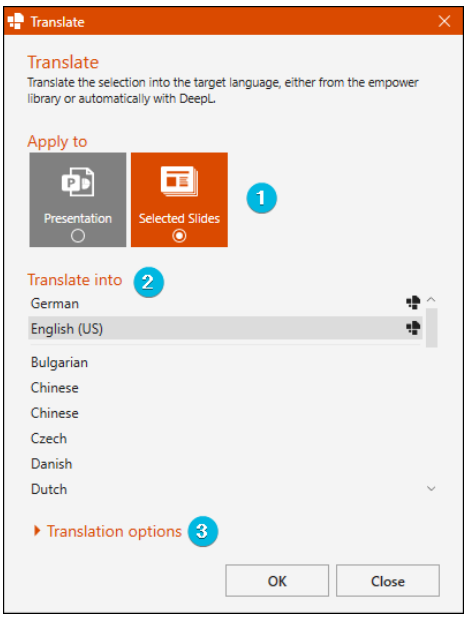


Figure 238. Dialog Box for Translation with DeepL

7. To enable your preferred options, tick the checkboxes (Figure 239).
   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.

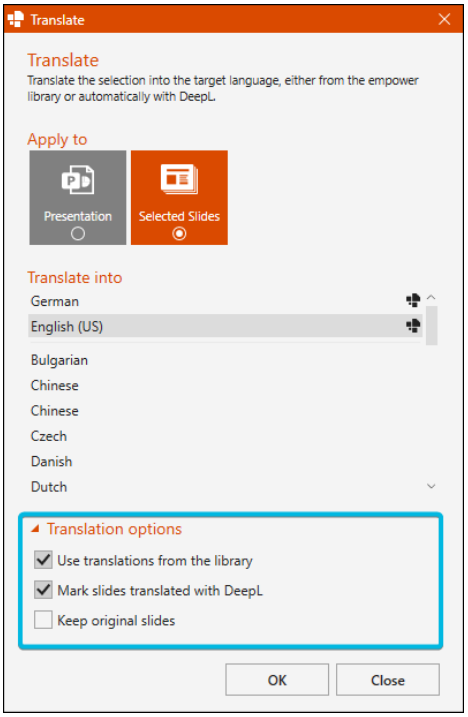


Figure 239. Translation Options

8. Click on the button **OK** (Figure 240).
   The translation is inserted and replaces the former slides.

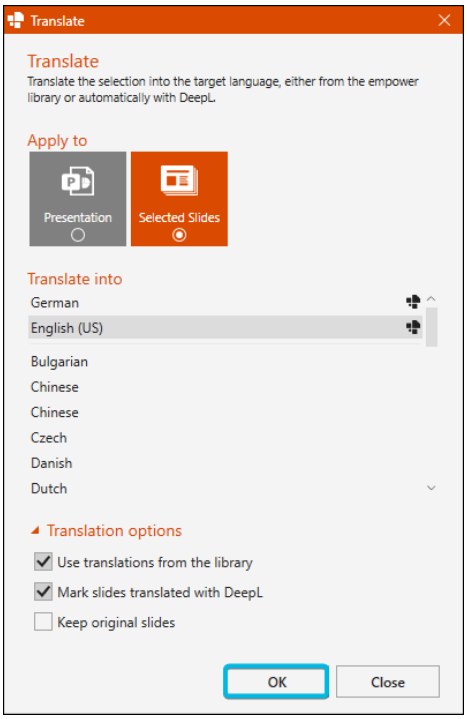


Figure 240. Button **OK**

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 241).

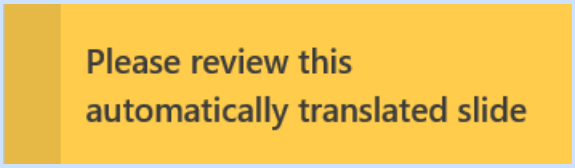


Figure 241. Post-It for Automatic Translations

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 you again (Figure 242).

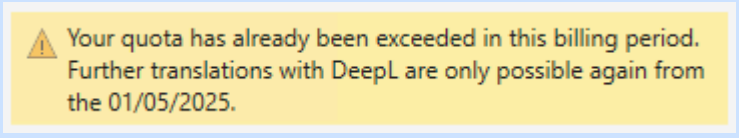


Figure 242. DeepL Limit Exceeded

6. Compress Pictures with the File Size Inspector

The empower® File Size Inspector can be used to view the size of your entire presentation and of single pictures.

To reduce the size of a picture and therewith reduce the size of the entire presentation, you can compress pictures using the PowerPoint built-in compress function.

To open the *File Size Inspector*, navigate to the group empower and click on the lower part of the split button **Library** (Figure 243).

A drop-down menu opens.



Figure 243. Button **Library**

In the drop-down menu, choose the option **File Size Inspector** (Figure 244).

The *File Size Inspector* opens in the side pane.



Figure 244. Option **File Size Inspector**

At the top, you can see the overall file size (Figure 245).

The file size is the sum of the size of all included pictures in addition to the rest of the presentation size.

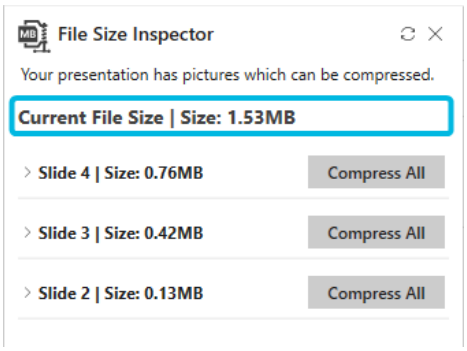


Figure 245. Overall File Size

Underneath, all slides that contain pictures are listed (Figure 246).

The overall size of all pictures on a slide is stated next to the slide number.

The slides are listed descending by their overall size.

To navigate to one of the slides, click on the respective slide number in the list.

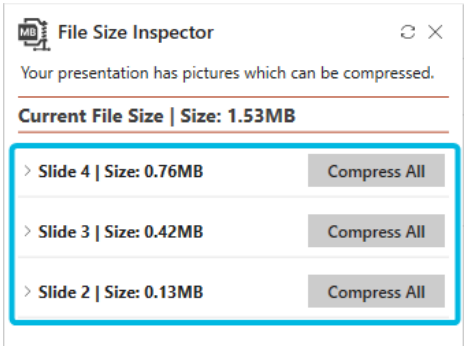


Figure 246. Slide List – Collapsed

To compress all pictures on a slide at once, click on the button **Compress All** (Figure 247).

A dialog box opens.

This dialog box offers the PowerPoint built-in compression options.

Change the settings according to your requirements and then click on the button **OK**.

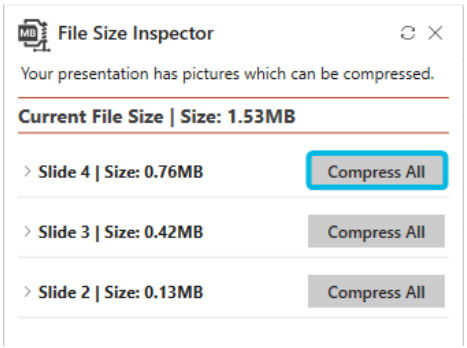


Figure 247. Button **Compress All**

To view all pictures contained in a slide, expand the view by clicking on the little **arrow** symbol next to the slide number (Figure 248).

All pictures are displayed in a list. Next to each picture, you can see its size.

To navigate to one of the pictures, click on the picture title in the list.

You are navigated to the respective slide and the respective picture on the slide is selected automatically.

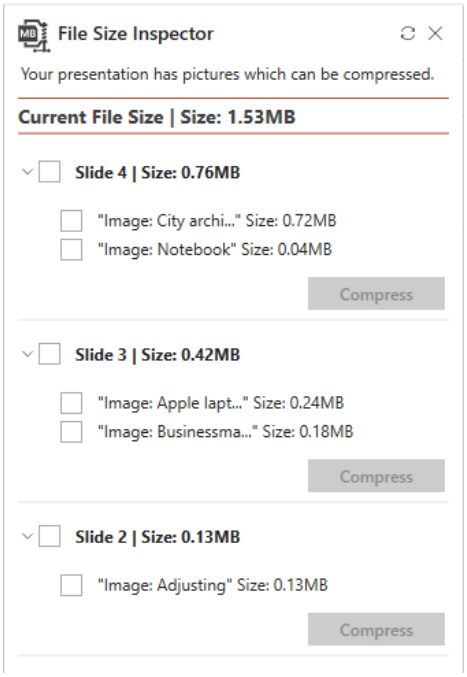


Figure 248. Slide List – Expanded

To compress a single picture or a selection of pictures within the same slide, tick the checkboxes for the respective pictures and then click on the button **Compress** (Figure 249).

To compress all pictures within a slide in the expanded view, tick the checkbox next to the slide number. All checkboxes for the respective slide are selected automatically.

Click on the button **Compress**.

A dialog box opens.

This dialog box offers the PowerPoint built-in compression options.

Change the settings according to your requirements and then click on the button **OK**.

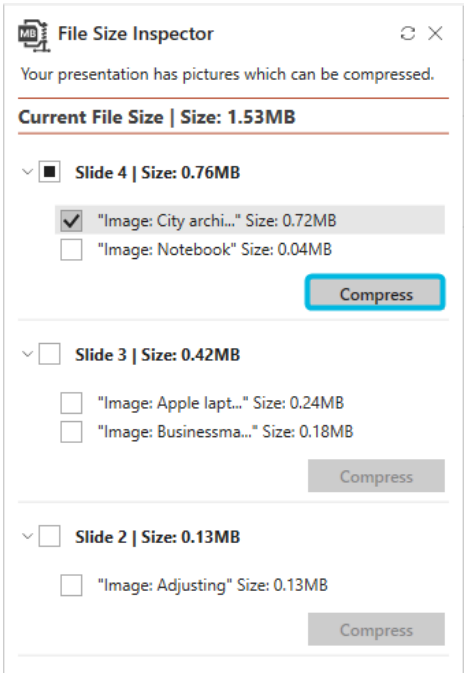


Figure 249. Button **Compress**

If you leave the *File Size Inspector* open while working on your presentation, click on the **refresh** symbol in the upper right corner (Figure 250).

All changes that have been made since last opening or refreshing the *File Size Inspector* are displayed.

Pictures that have been deleted from the presentation are removed from the list and pictures that have been added are added to the list.

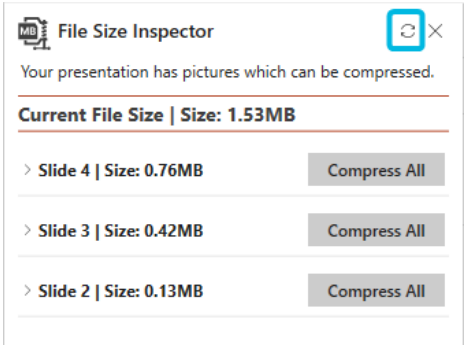


Figure 250. **Refresh** Symbol

If your presentation does not contain any pictures, a message is displayed in the side pane (Figure 251).



Figure 251. No Pictures to Compress

If an error occurs during the compression of a picture, a dialog box opens.

The separators displayed in the user interface depend on your system language.

For further information regarding the PowerPoint built-in compress function, see **Reduce the file size of your PowerPoint presentations**.

7. 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. In the tab Home, navigate to the group empower and click on the lower part of the split button **Library** (Figure 252).



Figure 252. Button **Library**

3. In the drop-down menu, choose the option **Slide Protection** (Figure 253).
   A dialog box opens.



Figure 253. 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 254 **(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 254 **(2)**).
6. If you want to protect your charts permanently, switch the toggle button for **Protect charts permanently** to *On* (Figure 254 **(3)**).

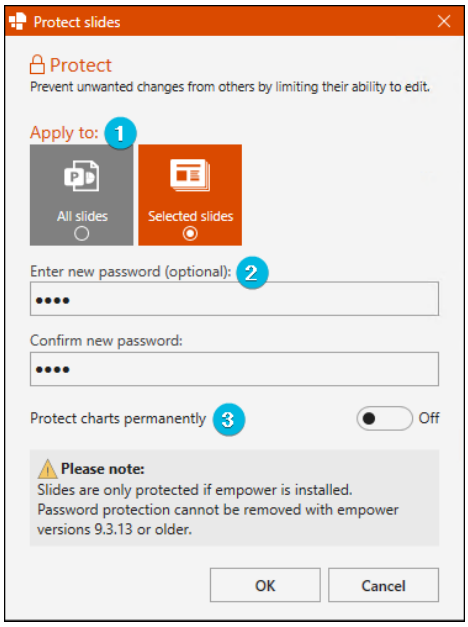


Figure 254. Slide Protection Options

7. If you have finished, click on the button **OK** (Figure 255).

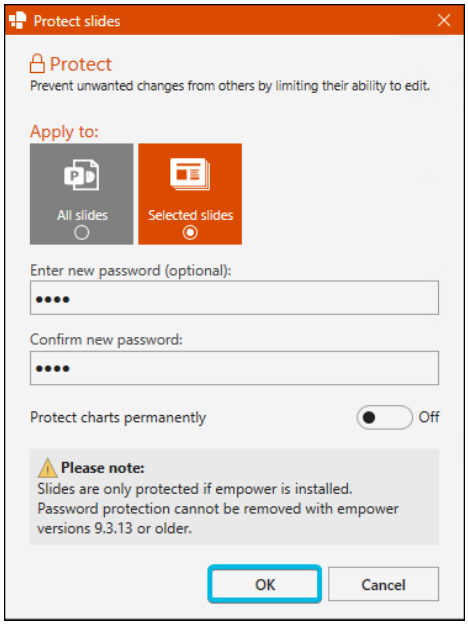


Figure 255. Button **OK** to Protect a Slide

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 empower and click on the lower part of the split button **Library**.
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 256 **(1)**).
5. If a password has been set for the protected slide(s), enter the password into the input field (Figure 256 **(2)**).
   If no password has been set, the input field is not displayed.

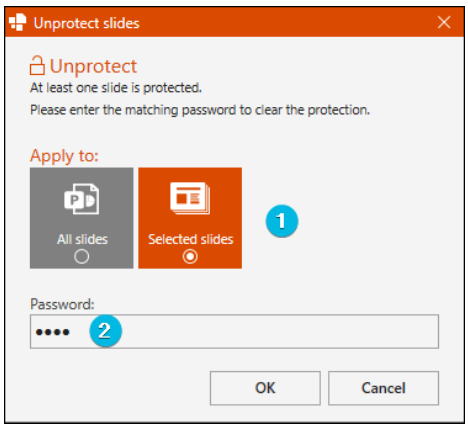


Figure 256. Dialog Box **Unprotect Slides**

6. Then, click on the button **OK** (Figure 257).

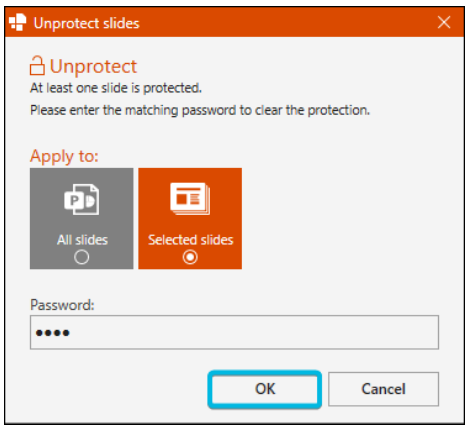


Figure 257. Button **OK** to Unprotect Slides

Alternatively, you can open the same dialog box via the context menu of a slide in the slide pane on the left-hand side or using the option **Unprotect**. This option appears when you click into a protected slide (Figure 258).



Figure 258. Option **Unprotect**

8. Set up Profiles

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

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**.

Manage Profiles

To view your profile management, navigate to the group empower in the tab Home and click the lower part of the split button **Fill in document** (**Figure 259**).

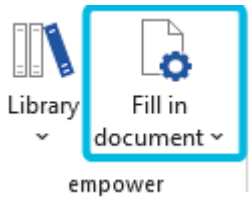


Figure 259. Button **Fill in document**

A drop-down menu opens.
Choose the option **Profiles** (**Figure 260**).

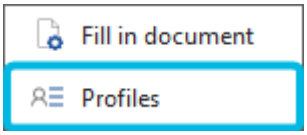


Figure 260. Option **Profiles**

A new window opens (**Figure 261**).
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.

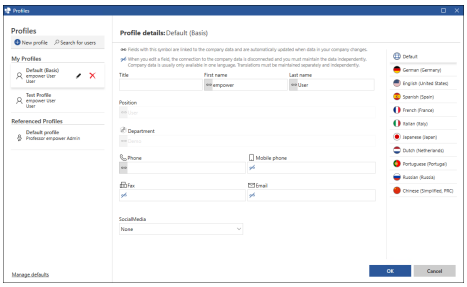


Figure 261. Profile Management Window

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 262).

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

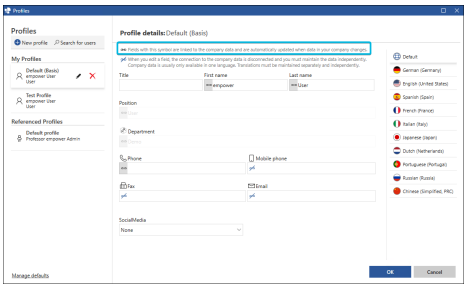


Figure 262. **Chain** Symbol for Automatically Synchronized Data

A **crossed-out chain** symbol (Figure 263) 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.

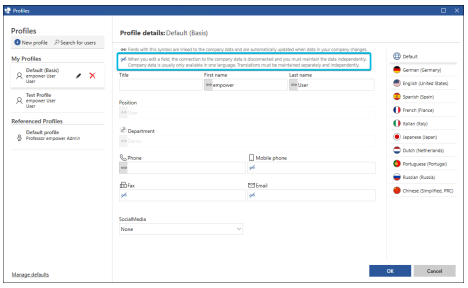


Figure 263. **Crossed-out Chain** Symbol for Not Automatically Synchronized Data

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

If you have changed data, the input is displayed in bold formatting (Figure 264).

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.

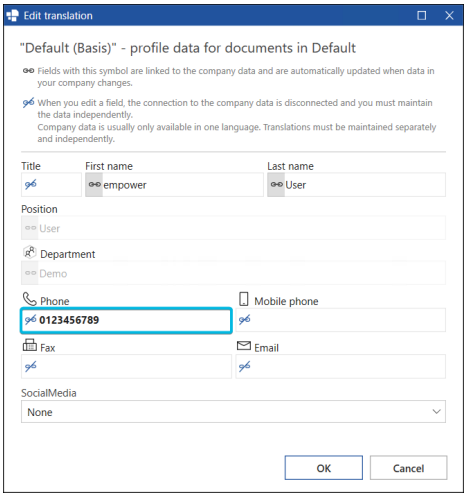


Figure 264. Bold Formatting for Manually Changed Profile Data

When you have finished entering your data, click on the button **OK** (Figure 265).

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

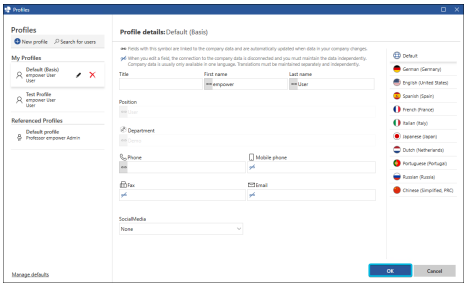


Figure 265. Button **OK** to Confirm Profile Data Changes

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 266**).

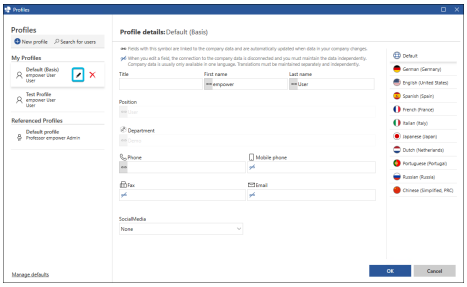


Figure 266. **Pen** Symbol to Rename a Profile

Enter the new name in the input field and click on the button **Apply** (**Figure 267**).

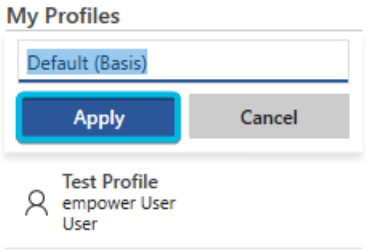


Figure 267. Button **Apply** to Confirm New Profile Name

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 268**).

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.

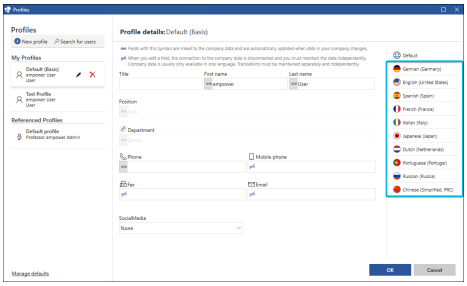


Figure 268. New Translation

For further information regarding the default language behavior, see **Default Language Behavior**.

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 269**).

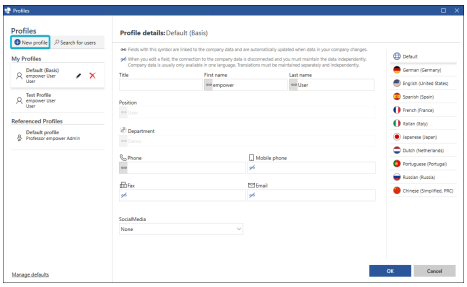


Figure 269. Button **New Profile**

Enter the profile name and click on the button **Add** (**Figure 270**).

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

When you have finished entering your data, click on the button **OK** (**Figure 265**).

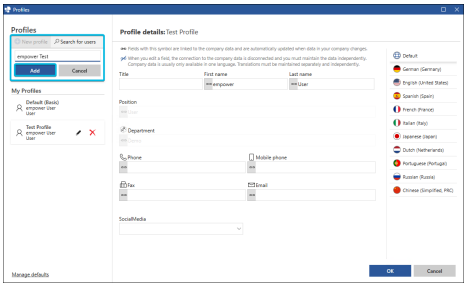


Figure 270. Add Profile

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 271**).

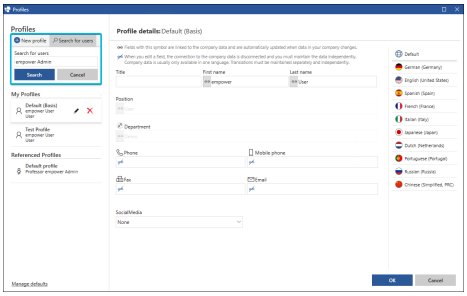


Figure 271. Option *Search for users* in Profile Management

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 272**).

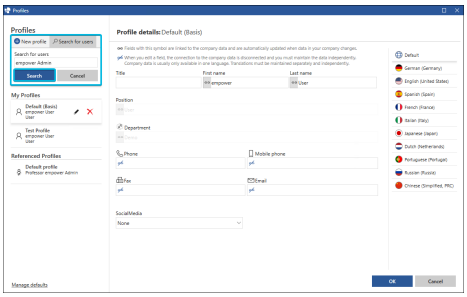


Figure 272. Button **Search**

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 273).

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.

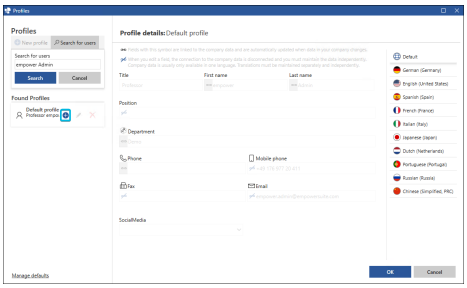


Figure 273. **Plus** Symbol to Add Profiles

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 274).

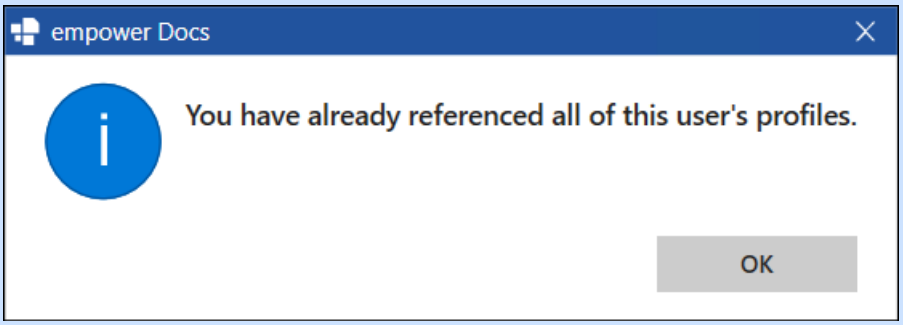


Figure 274. Dialog Box for Referenced Profiles

Manage Your Default Values

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 275).

A dialog box opens.

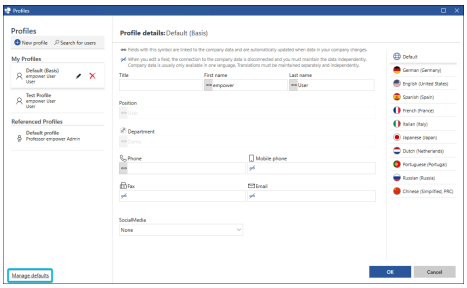


Figure 275. Button **Manage Defaults**

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 276).

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.

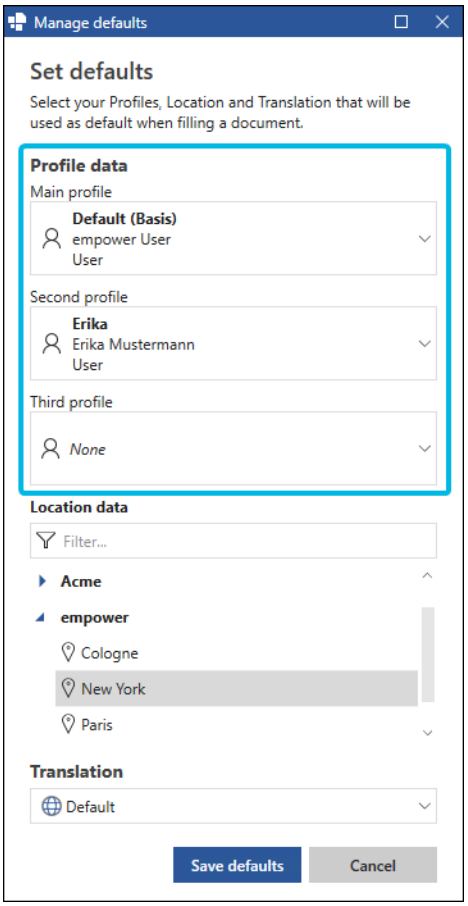


Figure 276. Set Default Profiles

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

In the list under *Location data*, all available companies and their locations are listed (**Figure 277**). 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 you to select a location each time a document template is opened.

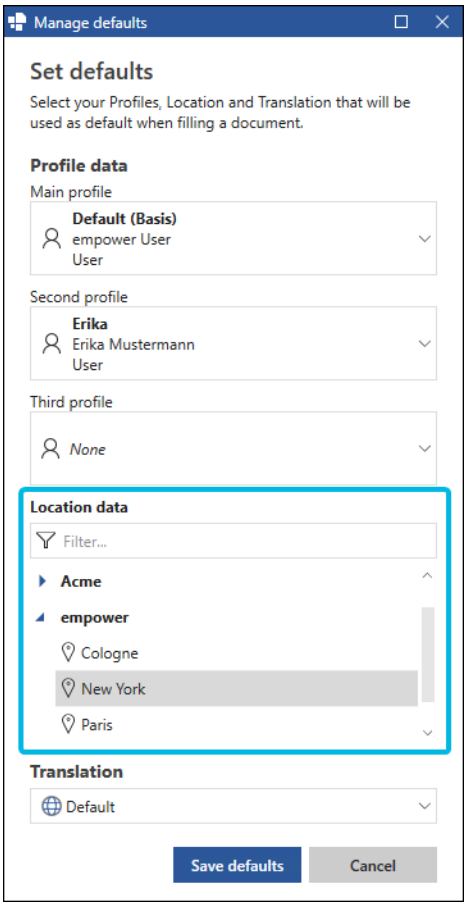


Figure 277. Location Data

Under *Location data*, you can search for the location you want to fill in.

To do so, type in the name of the location you are looking for into the input field (Figure 278).

The locations that match your search are listed under the companies they belong to.

Select the required location from the list.

Alternatively, you can browse through the locations and companies manually.

To do so, expand the sections for the companies using the little **arrow** symbol next to the company name.

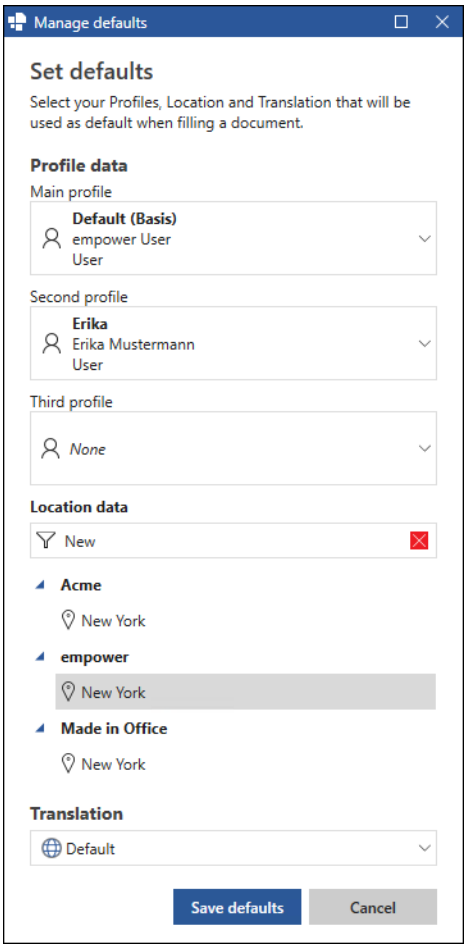


Figure 278. Search for Locations

If your search input does not lead to any result, a message is displayed in the dialog box (Figure 279).

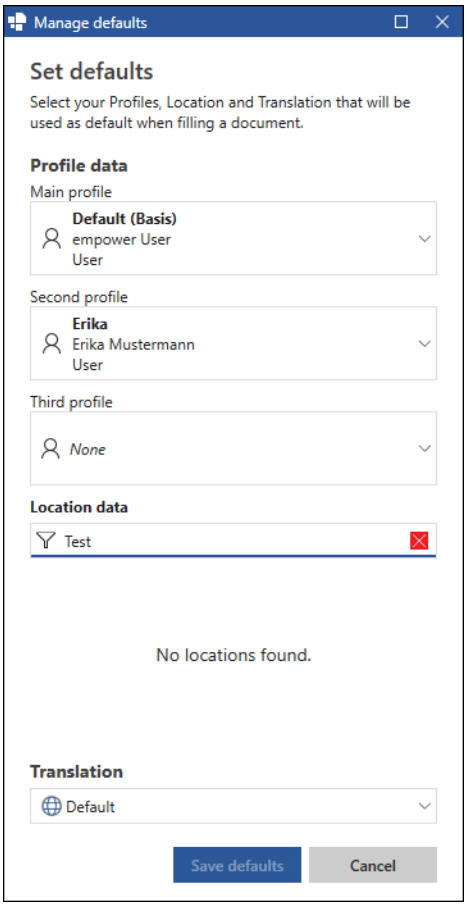


Figure 279. No Search Results

To abort the search, click on the **X** symbol in the input field (Figure 280).

All available locations will be listed again.

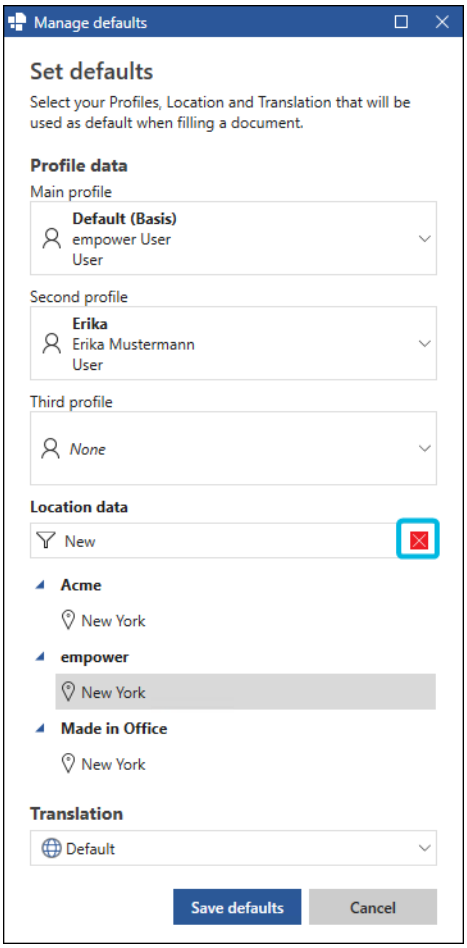


Figure 280. Abort Search

In the drop-down menu under *Translation*, all available languages are listed (**Figure 281**). 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.

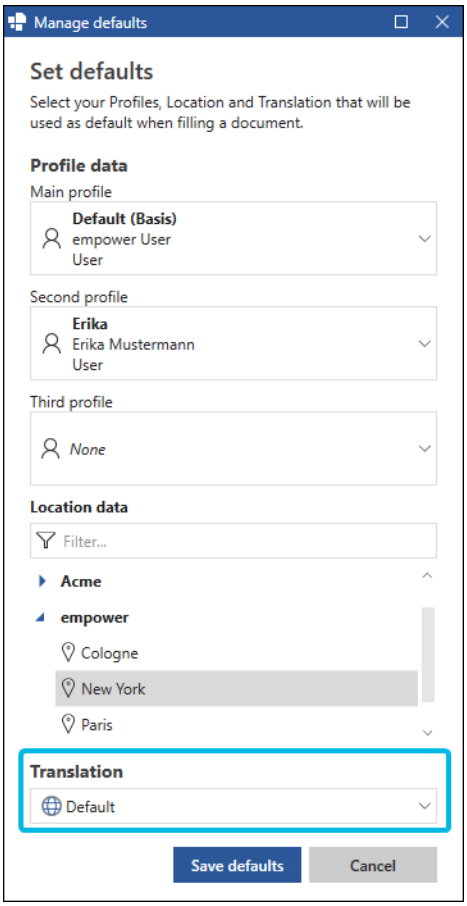


Figure 281. Translation

When you have finished, click on the button **Save defaults** (Figure 282).
Your settings are saved.

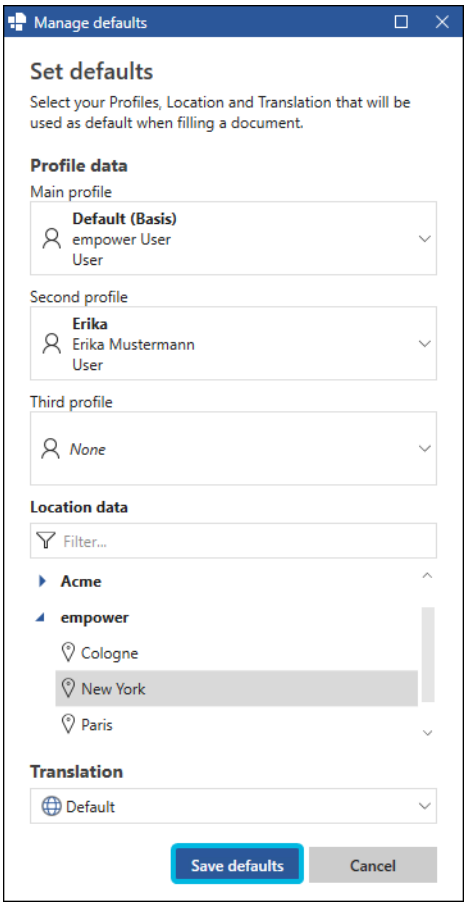


Figure 282. Button **Save defaults**

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.

Default Language Behavior

The selected default language affects the following elements of templates:

- **Logo selection:**
  The logo associated with the selected language is used.
- **Profile information:**
  The language-specific values stored in the selected user profile are inserted.
- **Location and company information:**
  The language-specific values stored for the selected location and the associated company information are inserted based on the selected default language.

If the user selects the option *Default*, there are three possible scenarios, depending on the user's settings and the configuration in empower®:

- **The Office language is supported by empower®:**
  If a user's Microsoft Office language is also configured in empower®, that language is automatically selected as the default language.
  Example: The user has Microsoft Office set to *English*, and *English* is also configured in empower®. *English* is automatically selected as the default language.
- **The Office language is not supported by empower®:**
  If a user's Microsoft Office language is not configured in empower®, it cannot be selected as the default language. In this case, empower® automatically uses the values and logos defined in the *Default* column during the initial configuration of empower®.
  Example: The user has Microsoft Office set to *Spanish*, but empower® is only configured for German and English. In this case, the values and logos stored in the *Default* column are used.
- **An administrator defines a fixed default language for empower®:**
  Regardless of the user's Microsoft Office language, an administrator can specify a fixed default language through a global setting in empower®.
  This setting overrides the automatic language selection and applies to all users.
  Example: An administrator sets *English* as the global default language. Even if a user has Microsoft Office set to *German*, *English* will be selected as the default language.

For Administrators

To influence which language is used for the option *Default* in the language selection, empower® Administrators can set the default language in the empower® Admin Center.

To do so, navigate to the setting **Default Language Code** in the section *Configuration* within the empower® Admin Center.

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

Delete a Profile

To delete a profile, click on the **X** symbol next to the profile in the profile list (**Figure 283**).
A dialog box opens.

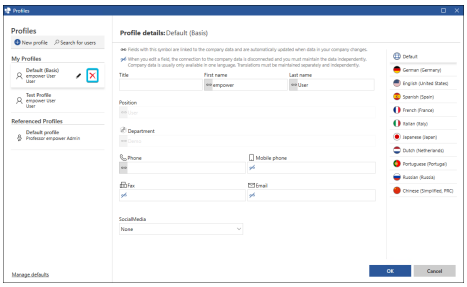


Figure 283. **Cross** Symbol to Delete a Profile

To confirm the deletion process, click on the button **Yes** (**Figure 284**).

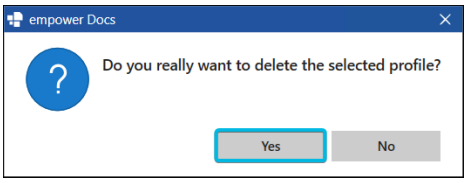


Figure 284. Button **Yes** to Confirm Deletion of a Profile

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.

9. Company Management

For Administrators

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

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 empower.

Here, click on the lower part of the split button **Fill in document** (Figure 285).

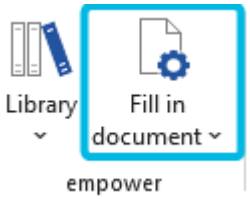


Figure 285. Split Button **Fill in document**

Choose the option **Companies** (Figure 286).

A dialog box opens.

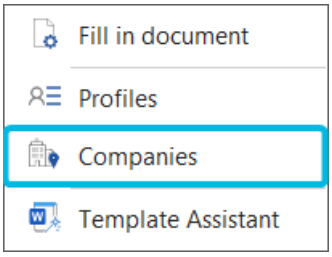


Figure 286. Option **Companies**

If another user is currently working in the company management, a dialog box opens (Figure 287).

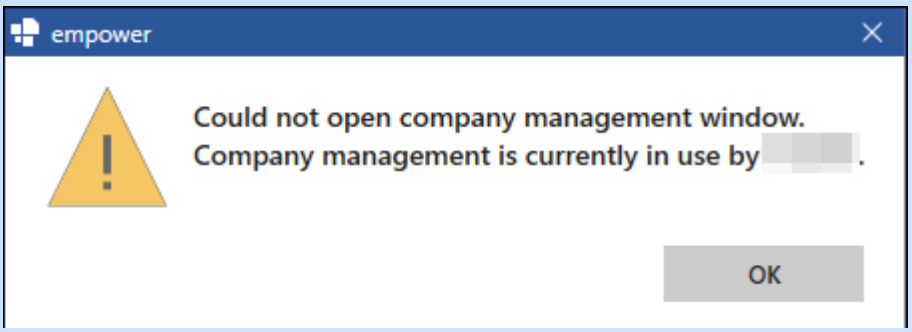


Figure 287. Dialog Box for Simultaneous Work

You cannot work in the company management simultaneously.

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 288).

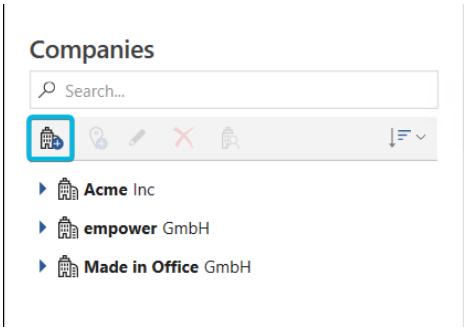


Figure 288. Button **Create Company**

2. Enter the display name for the company (Figure 289 (1)).
3. Select the legal entity type (Figure 289 (2)).
4. Click on the button **Apply** (Figure 289 (3)).
   On the right-hand side, the empty company fields appear.

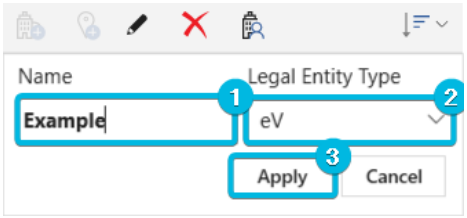


Figure 289. Add Company

5. To add a logo, click on the button **Select logo** (Figure 290 (1)).
6. Select the logo you want to use.
7. Then, fill in all company fields (Figure 290 (2 + 3)).
   The company fields vary depending on the legal entity type you have chosen.

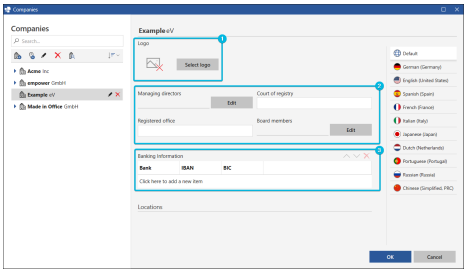


Figure 290. Company Fields

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 291).
   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**.
9. To enter the company's banking information, click into the field *Click here to add a new item* (Figure 290 (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.

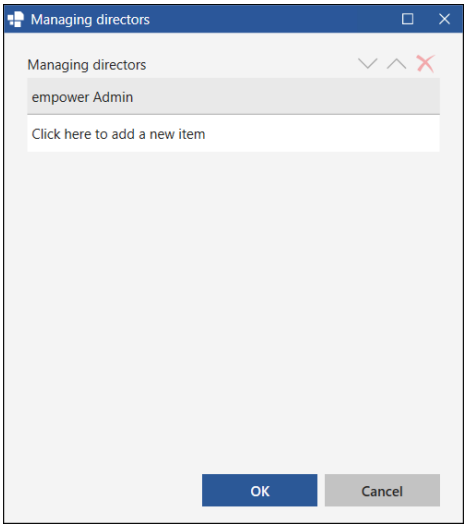


Figure 291. Add Values

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, no locations will be visible for the users and they cannot choose any 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 work with logos, see **Work with Logos in Templates**.
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 292**).
To save your changes, click on the button **Apply**.

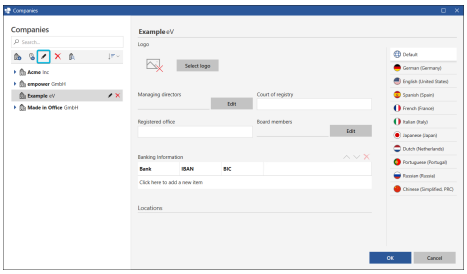


Figure 292. **Pen** Symbol for Company

If you change the legal entity type of a company, a dialog box opens (**Figure 293**).
To confirm the process, click on the button **Yes**.
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.

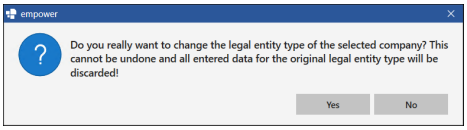


Figure 293. Dialog Box for Legal Entity Type Change

To delete a company, select it from the list and click on the **X** symbol (**Figure 294**).
A dialog box opens.

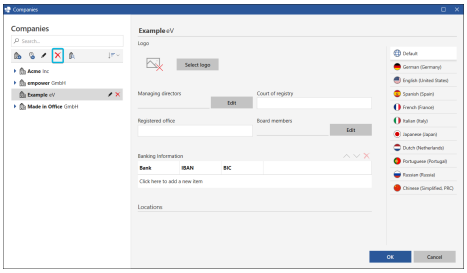


Figure 294. **Cross** Symbol for Company

To confirm the process, click on the button **Yes** (**Figure 295**).

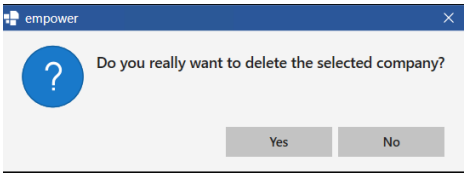


Figure 295. Dialog Box for Company Deletion

To edit the permissions for the company, click on the button **Edit permissions for selected company** (Figure 296).

A dialog box opens.

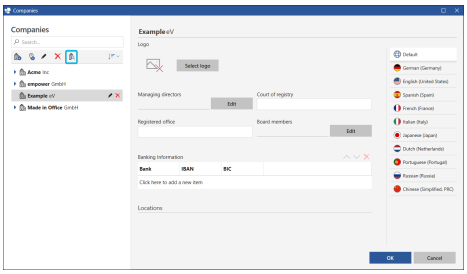


Figure 296. Button **Edit permissions for selected company**

In this dialog box, you can grant permissions to other users, remove permissions from users or change the permissions for users (Figure 297).

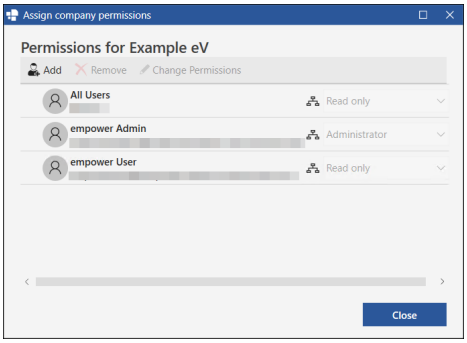


Figure 297. Permissions

If the **inheritance** symbol is displayed next to a user, this user has been granted permissions via the database (Figure 298). These permissions cannot be changed via the user interface.

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

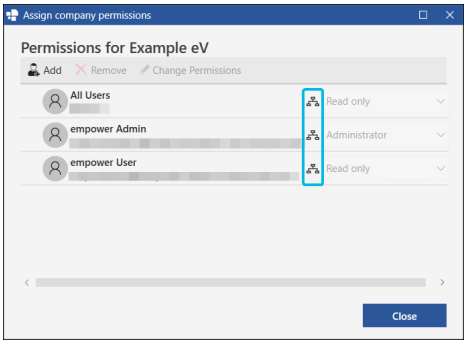


Figure 298. **Inheritance** Symbol

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

1. Click on the button **Add** (Figure 299).

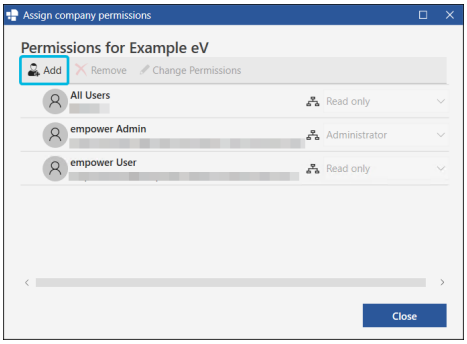


Figure 299. Button **Add**

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 300).
   The user will be added with the permission *Read only*.

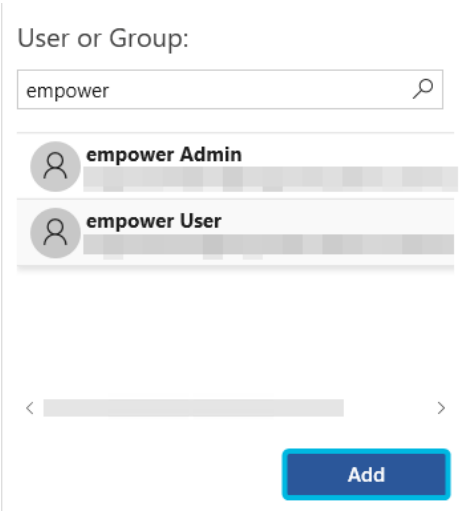


Figure 300. Add User

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 301).

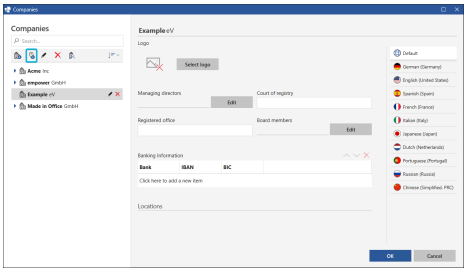


Figure 301. Button **Create location**

3. Enter the display name for the location (Figure 302 **(1)**).
4. Click on the button **Apply** (Figure 302 **(2)**).
   On the right-hand side, the empty location fields appear.

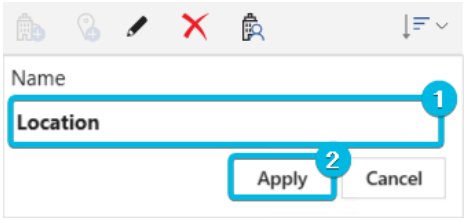


Figure 302. Add Location

5. To add a logo, click on the button **Select logo** (Figure 303 **(1)**).
6. Select the logo you want to use.
7. Then, fill in all location fields (Figure 303 **(2)**).
8. To save the new location, click on the button **OK**.

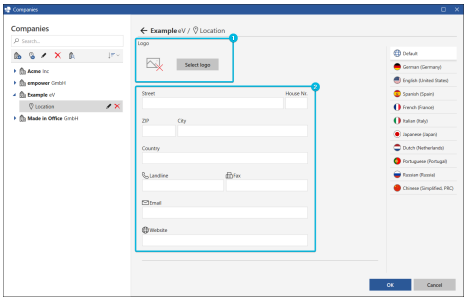


Figure 303. Location Fields

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 304).

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

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.

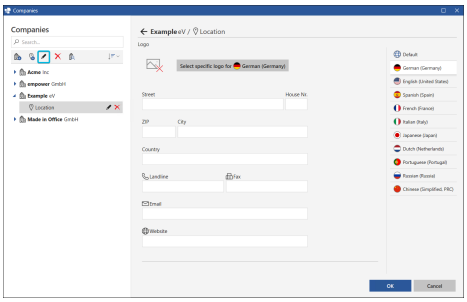


Figure 304. **Pen** Symbol for Location

To delete a location, select it from the list and click on the **X** symbol (Figure 305).
A dialog box opens.

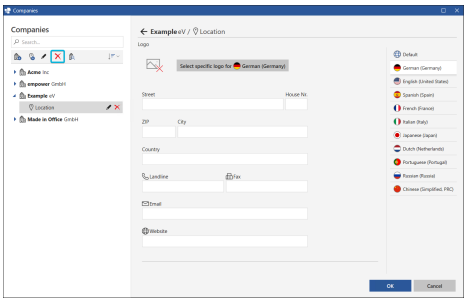


Figure 305. **Cross** Symbol for Location

To confirm the process, click on the button **Yes** (Figure 306).

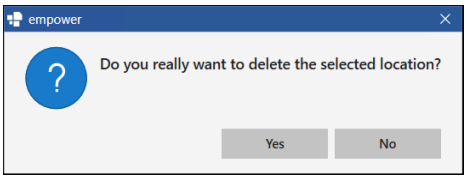


Figure 306. Dialog Box for Location Deletion

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 307).

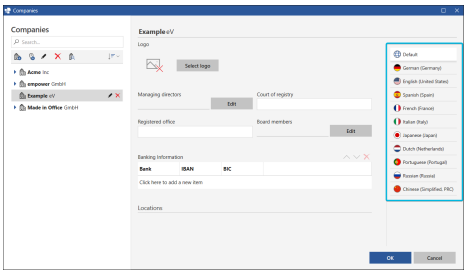


Figure 307. Languages

3. To add a logo, click on the button **Select specific logo for [language]** (Figure 308).
4. Select the logo you want to use.
5. Then, fill in all fields.
6. To save the translation, click on the button **OK**.

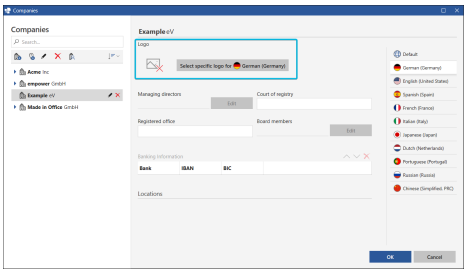


Figure 308. Logo for Translation

You can add separate logos for all languages.

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

Default Language Behavior

The selected default language affects the following elements of templates:

- **Logo selection:**
  The logo associated with the selected language is used.
- **Profile information:**
  The language-specific values stored in the selected user profile are inserted.
- **Location and company information:**
  The language-specific values stored for the selected location and the associated company information are inserted based on the selected default language.

If the user selects the option *Default*, there are three possible scenarios, depending on the user's settings and the configuration in empower®:

- **The Office language is supported by empower®:**
  If a user's Microsoft Office language is also configured in empower®, that language is automatically selected as the default language.
  Example: The user has Microsoft Office set to *English*, and *English* is also configured in empower®. *English* is automatically selected as the default language.
- **The Office language is not supported by empower®:**
  If a user's Microsoft Office language is not configured in empower®, it cannot be selected as the default language. In this case, empower® automatically uses the values and logos defined in the *Default* column during the initial configuration of empower®.
  Example: The user has Microsoft Office set to *Spanish*, but empower® is only configured for German and English. In this case, the values and logos stored in the *Default* column are used.
- **An administrator defines a fixed default language for empower®:**
  Regardless of the user's Microsoft Office language, an administrator can specify a fixed default language through a global setting in empower®.
  This setting overrides the automatic language selection and applies to all users.
  Example: An administrator sets *English* as the global default language. Even if a user has Microsoft Office set to *German*, *English* will be selected as the default language.

For Administrators

To influence which language is used for the option *Default* in the language selection, empower® Administrators can set the default language in the empower® Admin Center.

To do so, navigate to the setting **Default Language Code** in the section *Configuration* within the empower® Admin Center.

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

10. 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 side pane, click on the lower part of the split button **Fill in document** (Figure 309).

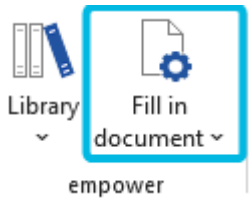


Figure 309. Button **Fill in document**

Then, choose the option **Template Assistant** (Figure 310).

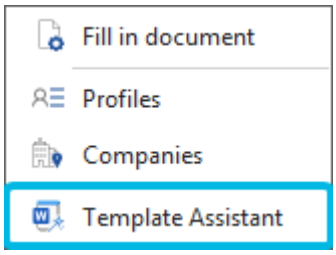


Figure 310. Option **Template Assistant**

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 you 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 side pane 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. In the group empower, click on the lower part of the split button **Fill in document**.
2. Choose the option **Template Assistant**.
   The *Template Assistant* opens in the side pane on the right-hand side of your Word window. It opens in the section *Document Metadata*.
3. Under *Content Controls*, click on the **plus** sign next to *Filter* (Figure 311 **(1)**).
   A drop-down menu opens.
4. Choose the option **Rich Text Content Control** (Figure 311 **(2)**).
   A rich text content control is inserted at your current cursor position.
5. Under *Document Properties*, click on the button **Set to current database ID** (Figure 312).
   The database ID cannot be set individually.

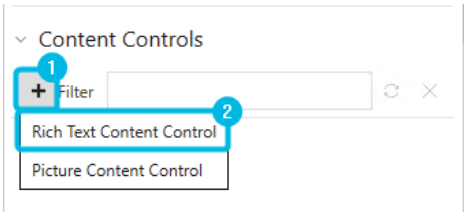


Figure 311. Add Rich Text Content Control

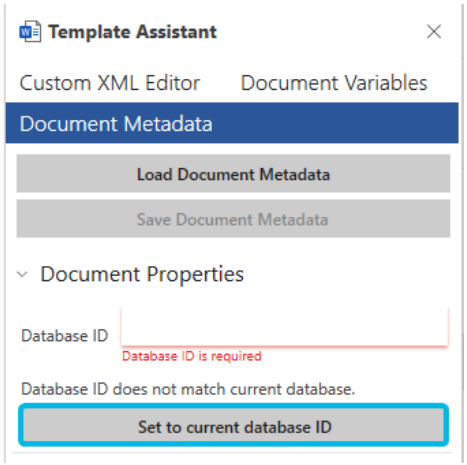


Figure 312. Button **Set to current database ID**

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 313 **(1)**).
7. To assign a valid GUID to the content control, click on the button **GUID** next to the input field *Tag* (Figure 313 **(2)**).
   An automatically generated and unique ID is assigned to the content control.
8. Assign the required group to the content control (Figure 313 **(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 313 **(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 314).
       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 315).

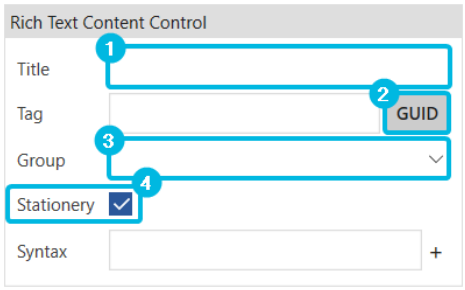


Figure 313. Rich Text Content Control Fields

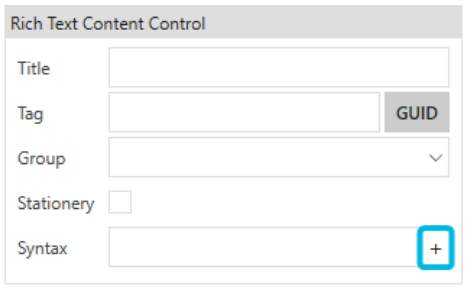


Figure 314. Insert Syntax Elements

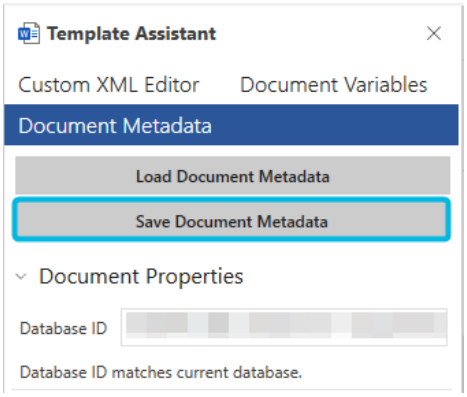


Figure 315. Button **Save Document Metadata**

The *Template Assistant* provides 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 316**).

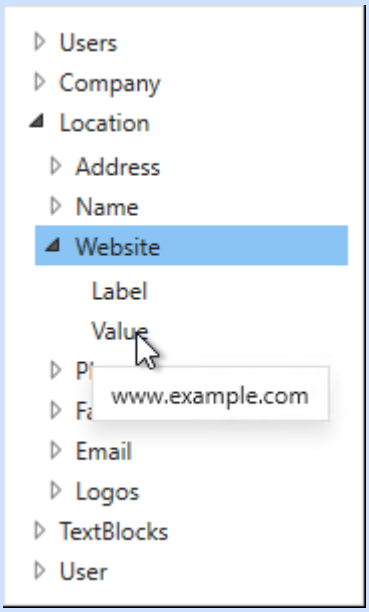


Figure 316. Mouse-Over for Values

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 317**):

- **Empty** – Used for profile, company and location data
- **Recipient Address** – Used for Outlook data of a chosen Outlook contact

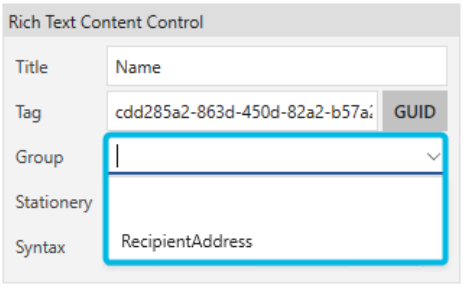


Figure 317. Placeholder Groups Drop-Down Menu

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 *RecipientAddress* 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 318).

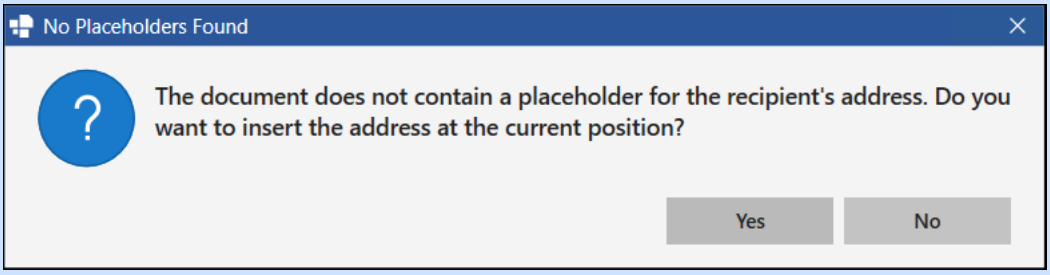


Figure 318. Dialog Box *No Placeholder Found*

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 319).



Figure 319. Curved Brackets

2. Inside these brackets, first enter the entity (Figure 320).
   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.
3. Add a full stop after the entity.
4. Now, enter the property right afterwards (Figure 321).
   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.
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 322).
   Enter *Value* to display the content of the field (Figure 323).
7. Check if your variable contains all required parts.



Figure 320. Example for Entity



Figure 321. Example for Property



Figure 322. Label



Figure 323. 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 324**).

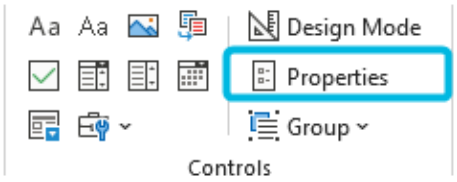


Figure 324. Button **Properties**

3. Tick the checkbox for **Use a style to format text typed into the empty control** (Figure 325).
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...**.

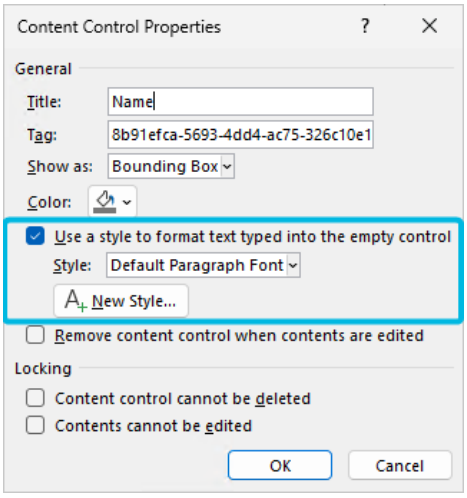


Figure 325. Text Style Options

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 individual content within one *Rich Text Content Control*, see **Add Formatting Tags**.

For further information regarding the tab Developer and how to make it available, see **Show the Developer tab**.

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*:

Format	Tag	Example
Line Break	`[n/]`	Text[n/]Text
Bold	`[b] ... [/b]`	[b]Text[/b]
Underlined	`[u] ... [/u]`	[u]Text[/u]
Italics	`[i] ... [/i]`	[i]Text[/i]
Tab Stop	`[t/]`	
Centered	`[hcenter] ... [/hcenter]`	[hcenter] Text Text [/hcenter]
Align Right	`[hend] ... [/hend]`	[hend] Text Text [/hend]
Justified	`[hdistribute] ... [/hdistribute]`	[hdistribute] Text Text [/hdistribute]
Uppercase	`| Upcase`	{{Text | Upcase }}

Format	Tag	Example
Hyperlink	`[a target="linkTargetUri"] … [/a]`	**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]

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. The following excerpt shows the configuration for this example: `{{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 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 [CONDITION]
%} … {% 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 excerpt shows the else if condition for this example:

```
{%  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 %}
```

In this example, the else branch has been left empty. If a value is specified here, that value will be used.

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 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 directors 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 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 [ENTITY VARIABLE] %}{{VAR}}
{% unless [CONDITION] %} ... {% 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 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 directors 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 }}`

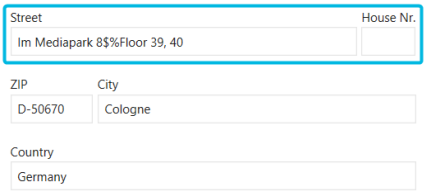
In front of the **pipe** symbol, enter the property name and type (label or value) of the property you want to filter.

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:

Example	
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 excerpt shows the configuration for this example: `{{Location.Address.Value.Street.Value | Replace: "\$\%", "[n/]"}}`	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

Example	
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 excerpt shows the configuration for this example: `{% assign charLength = Location.Website.Value.size | Plus: Location.Email.Value.size %} {{Location.Website.Value}}{% if charLength >46 %} [n/]{% else %}, {% endif %}{{Location.Email.Value}}`	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

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. In the group empower, click on the lower part of the split button **Fill in document**.
2. Choose the option **Template Assistant**.
   The *Template Assistant* opens in the side pane on the right-hand side of your Word window. It opens in the section *Document Metadata*.

3. Under *Content Controls*, click on the **plus** symbol next to *Filter* (Figure 326 **(1)**).
   A context menu opens.
4. Choose the option **Picture Content Control** (Figure 326 **(2)**).
   A picture content control is inserted at your current cursor position.
5. 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*.
6. Click on the button **Load Document Metadata** (Figure 327).

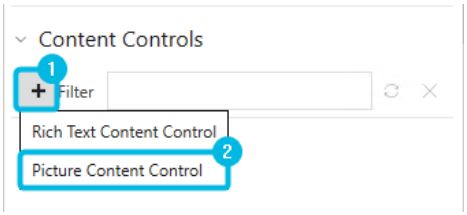


Figure 326. Add Picture Content Control

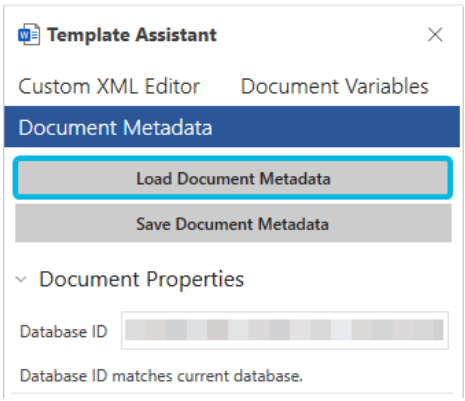


Figure 327. Button **Load Document Metadata**

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 328 **(1)**).
8. To assign a valid GUID to the content control, click on the button **GUID** next to the input field *Tag* (Figure 328 **(2)**).
   An automatically generated and unique ID is assigned to the content control.
9. Assign the required group to the content control (Figure 328 **(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 328 **(4)**).
    This usually makes sense if you work with pre-printed paper.
11. To save the values, click on the button **Save Document Metadata**.

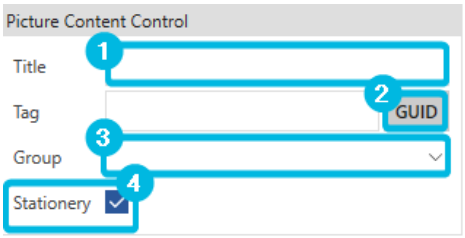


Figure 328. Picture Content Control Fields

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 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.



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