empower® Content Enablement

RELEASE 9.7

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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, please 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 following requirements:

Windows Version

- Windows 10* or 11

*End of life as of October 2025.

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

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

Office Version

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

*End of life as of October 2025.

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

Subscription Models

- Office 365 Pro Plus, Enterprise E3 or E5

1.2. empower® Sync

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

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

The following data is synchronized:

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

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

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

> If there is no connection to the empower® Sync, only elements that have been made available offline by synchronization can be opened.
>
> For further information regarding offline and online availability, see **Online Availability of Library Content**.

User Interface

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

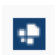

Figure 1. empower® Icon

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

> After the installation, empower® will ask you to log in.
>
> You only need to log in once. The empower® Sync will remember your login data.
>
> For further information regarding the user information and the sign out option, see **User Information**.

Main Window

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

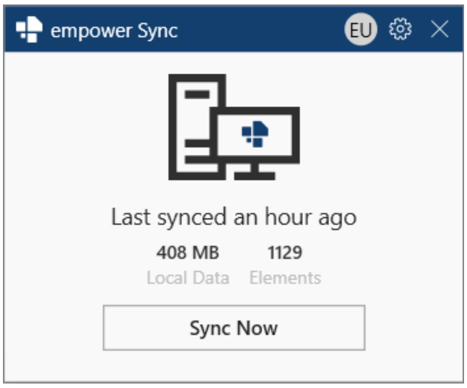

Figure 2. Main Window

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

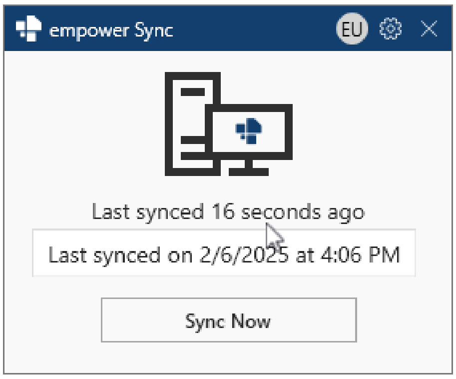

Figure 3. Mouse-Over **Last synced**

Start the Synchronization Manually

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

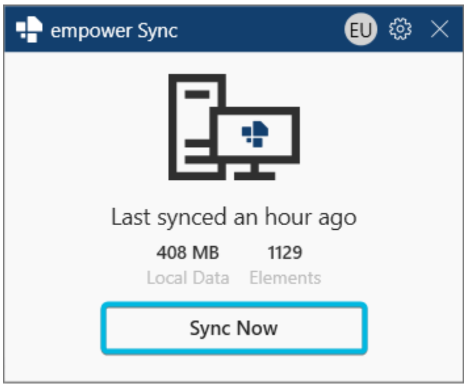

Figure 4. Button **Sync Now**

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

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

Access the Synchronization Settings

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

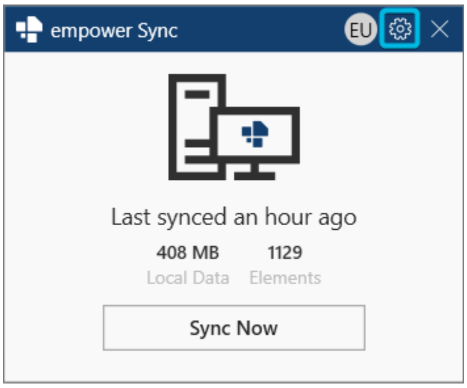

Figure 5. **Gear** Symbol

A drop-down menu containing the available settings appears.

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

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

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

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

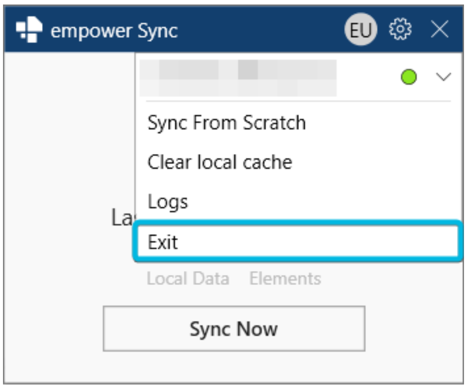

Figure 6. Option **Exit**

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

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

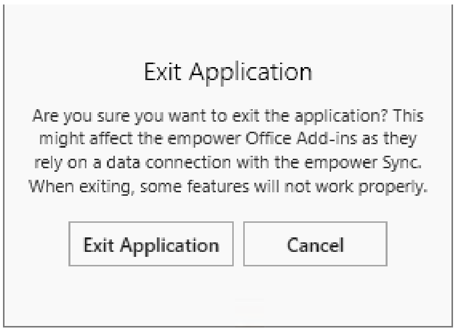

Figure 7. Message for Application Exit

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

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

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

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

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

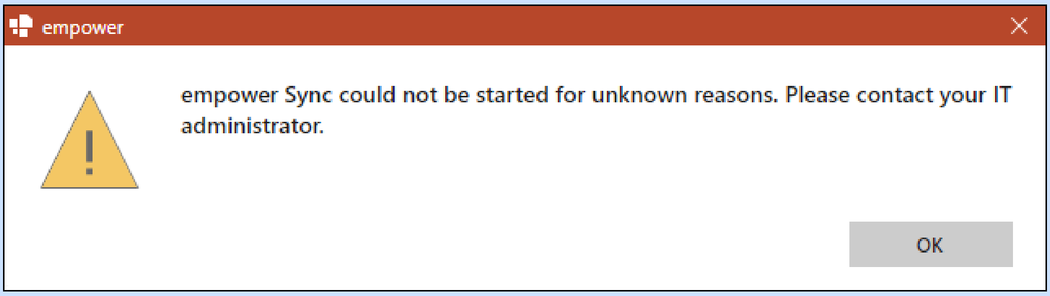

Figure 8. Error Message for Sync

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

Execute a Sync from Scratch

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

Content data will not be deleted.

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

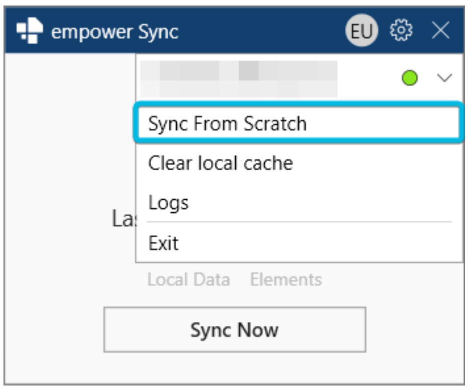

Figure 9. Option **Sync From Scratch**

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

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

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

Clear the Local Cache

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

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

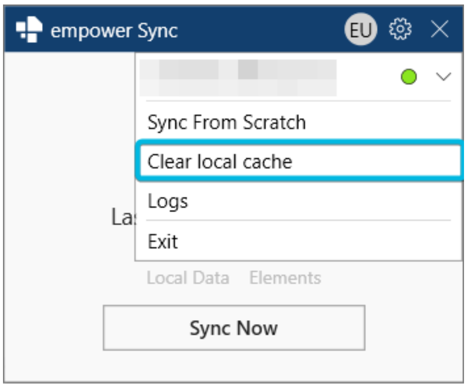

Figure 10. Option **Clear local cache**

A message appears. Read this message carefully.

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

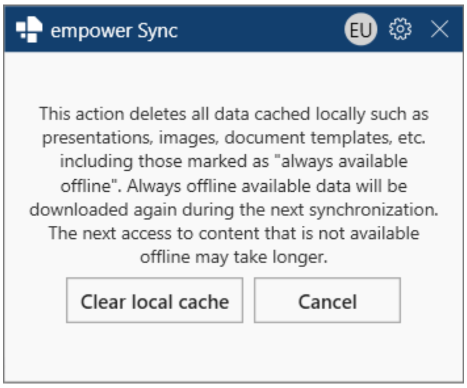

Figure 11. Message for **Clear local cache**

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

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

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

Open the Log Files

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

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

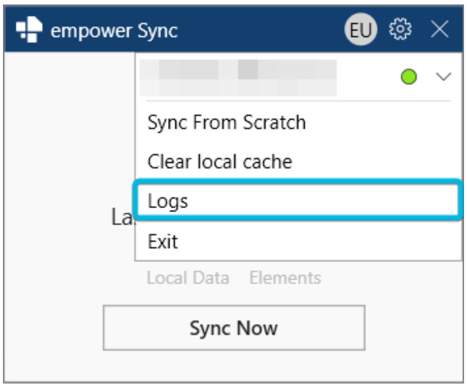

Figure 12. Option **Logs**

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

User Information

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

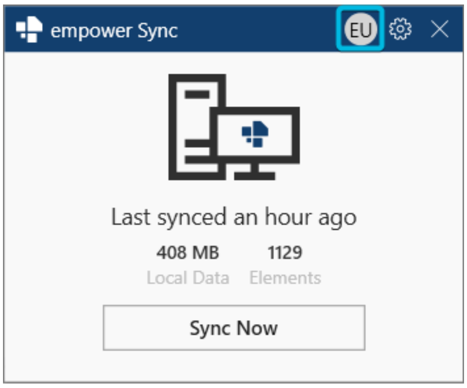

Figure 13. User Initials

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

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

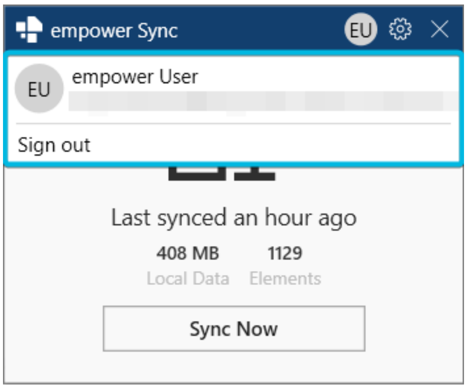

Figure 14. User Information

1.3. Office Theme Adaption

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

If the Office theme is switched to *black*, empower® adapts to this change (Figure 15).

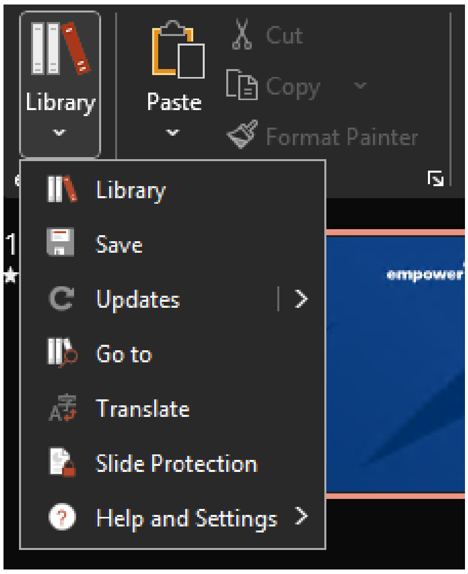

Figure 15. Group empower in Black Theme

In the same way, empower® adapts to the *white* or the *colorful* Office theme (Figure 16).

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

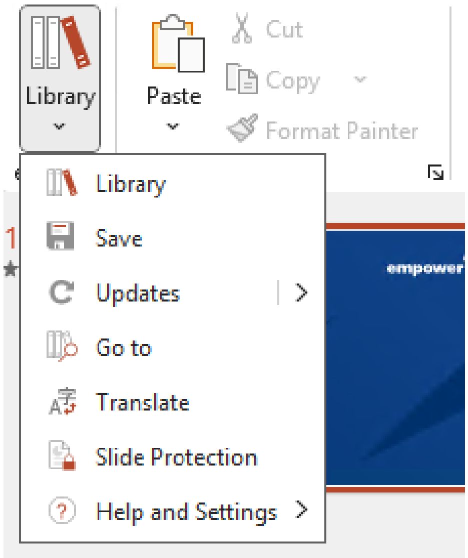

Figure 16. Group empower in White Theme

1.4. empower® Ribbon

empower® integrates into the tab Home.

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

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

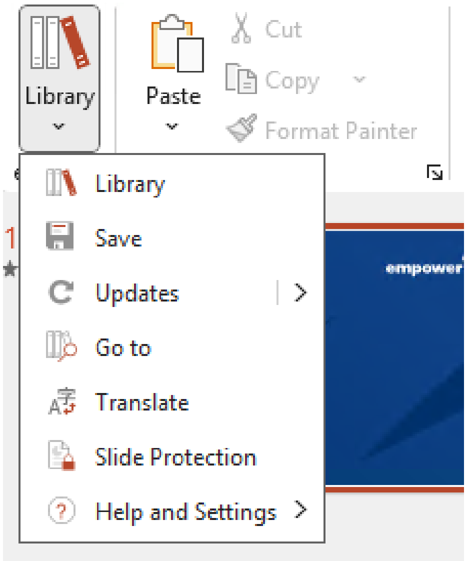

Figure 17. Group empower in tab Home

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

> In Word, you can also use the *Template Assistant*.
>
> For further information regarding the *Template Assistant*, please refer to our **empower® Brand Control manual**.

> 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 18**).

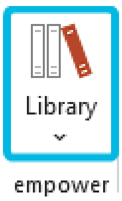

Figure 18. Button **Library**

Here, choose the option **Help and Settings** (**Figure 19**).

Figure 19. Option **Help and Settings**

You can choose from the following options (**Figure 20**):

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

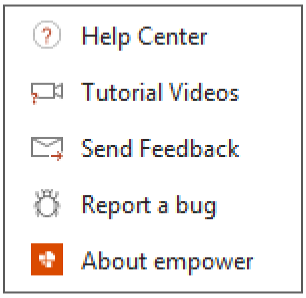

Figure 20. Help Options

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 21**).

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

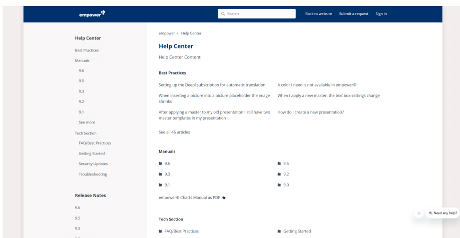

Figure 21. Help Center

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 22**). All feedback is welcome as we are always looking to improve our software.

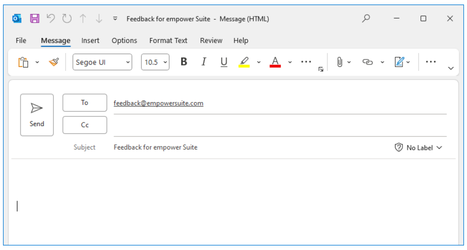

Figure 22. Feedback E-Mail

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 23**).
  In this window, you have to enter various information about yourself, as well as the bug you want to report. This information is relevant for the empower® Support so that they can respond to it in the best possible way.

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

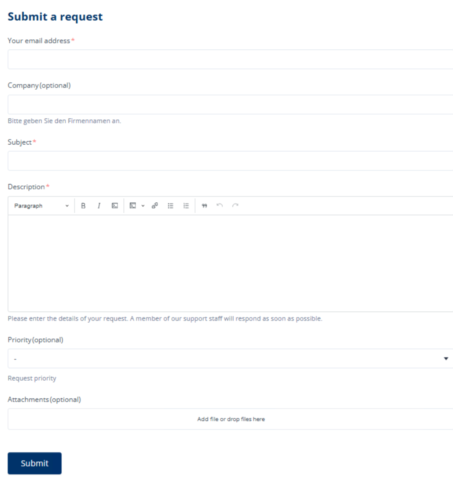

Figure 23. Report a Bug in Help Center

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 24).

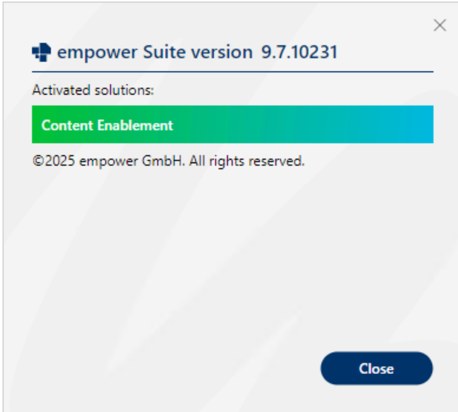

Figure 24. Dialog Box **About empower**

Customizing Center

For Administrators

If you are a *Customizing Admin*, the option **Customizing Center** will be visible for you (Figure 25).

This option redirects you the *Customizing Center* which is located in the empower® Admin Center.

Here, you can make changes to the general corporate design settings for your company.

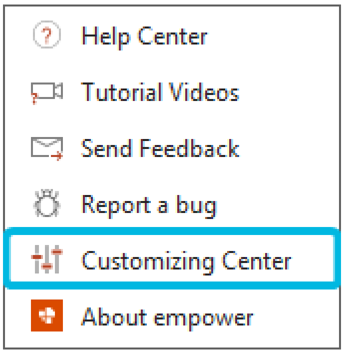

Figure 25. Option **Customizing Center**

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

1.6. 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, please contact you 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 26).

It opens in a new window.

Figure 26. Button **Library**

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 27).

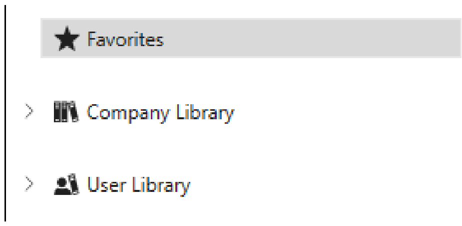

Figure 27. Library Structure

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 28).

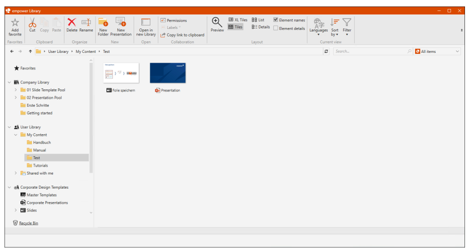

Figure 28. Library Window

You can tell what type of element it is by the icon in the bottom left corner of each element (Figure 29).

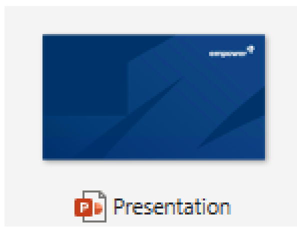

Figure 29. Presentation Icon

For each element, further meta information such as author, last modification date and size can also be viewed on the bottom of the library (**Figure 30**).

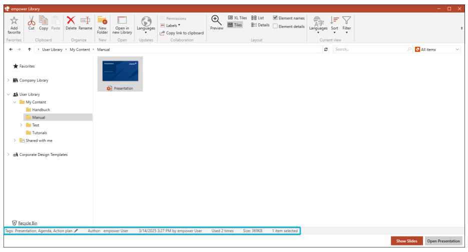

Figure 30. Metadata Display

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

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

If there are two command buttons displayed in the empower® Library, a double-click will always execute the left button command (**Figure 31**).

Figure 31. 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 further information regarding the navigation bar, see **Navigation Bar**.

Favorites

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

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

To mark a folder or an element as favorite, navigate to the navigation bar and click on the button **Add favorite** (Figure 32).

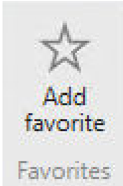

Figure 32. Button **Add favorite**

To remove a folder or an element from the section *Favorites*, navigate to the navigation bar and click on the button **Remove favorite** (Figure 33).

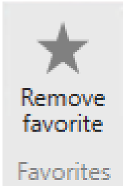

Figure 33. Button **Remove favorite**

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 extend the user is allowed to edit the content.

i 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.

i 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.

i 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 34).

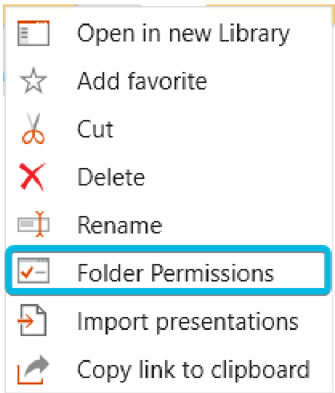

Figure 34. Option **Folder Permissions**

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 35).

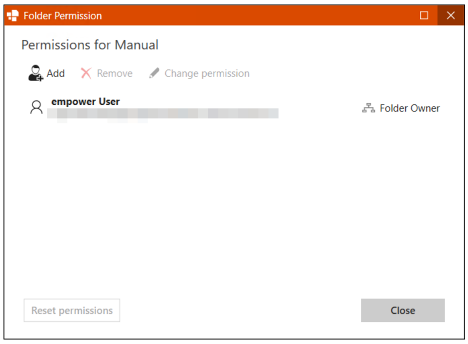

Figure 35. Dialog Box **Folder Permission**

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 36).

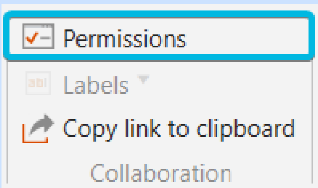

Figure 36. Button **Permissions**

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 37**).
   A drop-down menu opens.

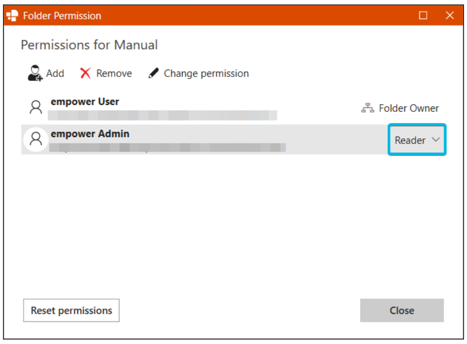

Figure 37. Permission Role Display

3. In the drop-down menu, choose the permission role you want to assign to the user or group (**Figure 38**).

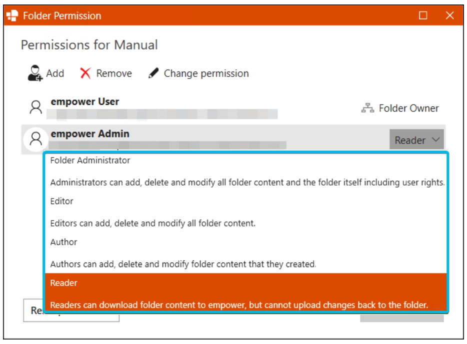

Figure 38. Permission Role Drop-Down Menu

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

Alternatively, you can select the user or group whose permission role you want to change and click on the button **Change permission** (Figure 39). Then, select a permission role from the list.

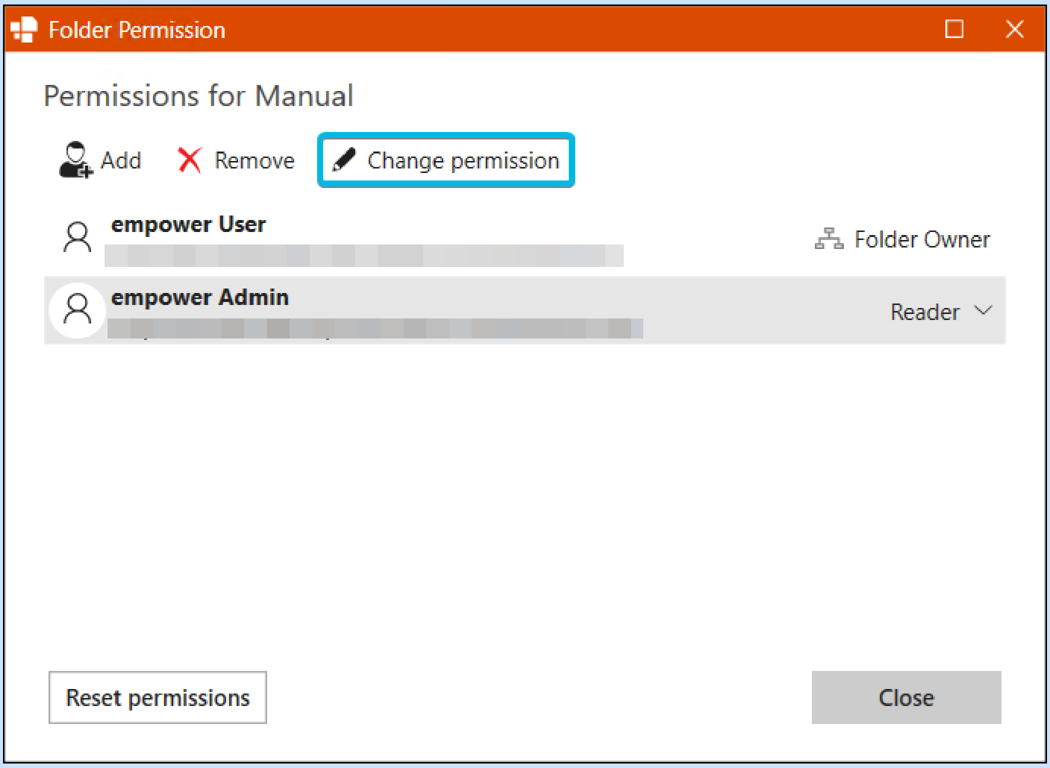

Figure 39. Button **Change permission**

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 40).
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.

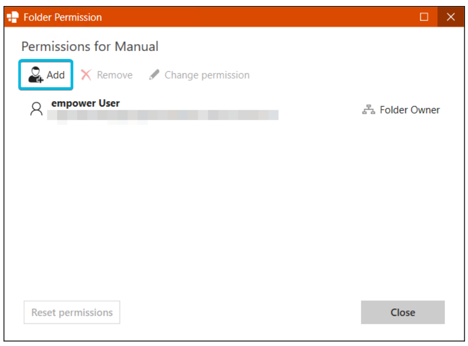

Figure 40. Button **Add** in Window **Folder Permission**

4. Click on the button **Add** (Figure 41).
   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.

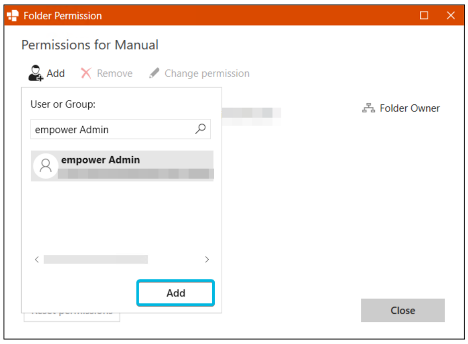

Figure 41. Button **Add**

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 42).
   A dialog box opens.

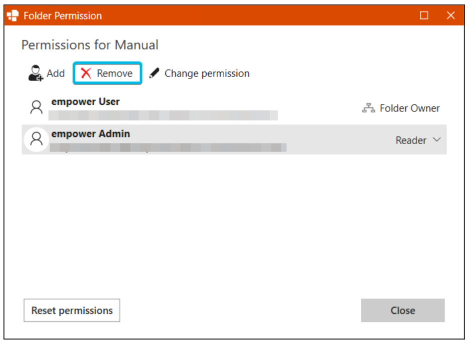

Figure 42. Button **Remove**

3. To remove the user or group from the list, click on the button **Yes** (Figure 43).

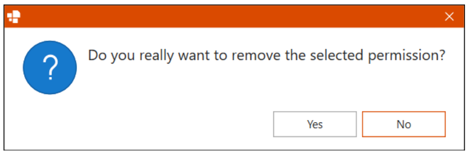

Figure 43. Dialog Box for Permission Removal

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 44**).

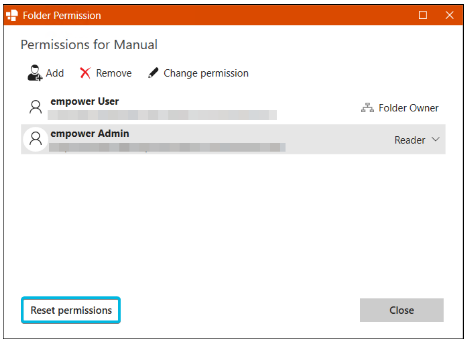

Figure 44. Button **Reset permissions**

A dialog box opens (**Figure 45**).

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

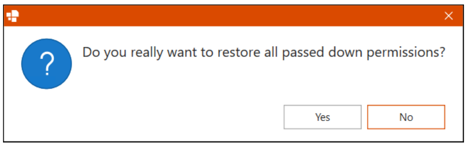

Figure 45. Dialog Box for Permission Reset

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 them from the empower® Library.

Content in library folders marked with a **cloud** symbol is only available online (**Figure 46**).

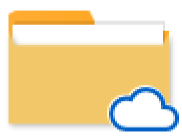

Figure 46. Online Folder

If folders in the library do not have a **cloud** symbol, the content stored here is also available offline (**Figure 47**).

Figure 47. 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 48 **(1)**).
3. Click on the option **Make Available Offline** (Figure 48 **(2)**).
4. Navigate to the empower® Sync and click on the button **Sync now**.
   Your folder is now available offline and does no longer have a **cloud** symbol.

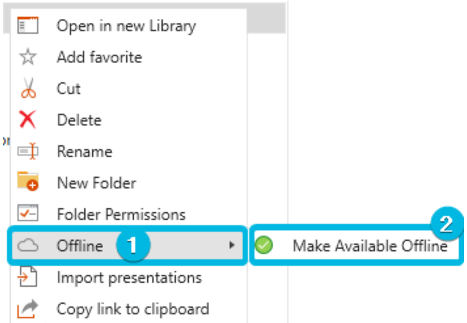

Figure 48. Option **Offline** and Button **Make Available Offline**

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 49 **(1)**).
3. Click on the option **Make Available Online Only** (Figure 49 **(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.

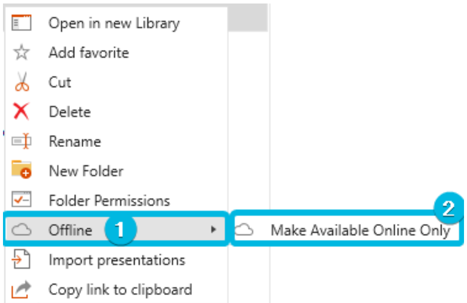

Figure 49. Option **Offline** and Button **Make Available Online Only**

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

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

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

2.3. 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 50).

To expand the navigation bar, click on the button **Expand** in the top right corner (Figure 51).

Figure 50. Collapsed Navigation Bar

Figure 51. Button **Expand**

In the expanded navigation bar, you can access all available actions (**Figure 52**). If an action is not available for the currently selected element, it is grayed out.

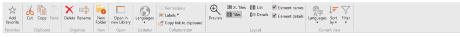

Figure 52. Expanded Navigation Bar

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 53**).

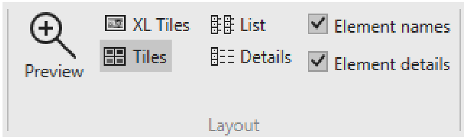

Figure 53. Group Layout

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

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

If you want to know what an element looks like in detail before inserting or opening it, you can use the option **Preview** (**Figure 54**).

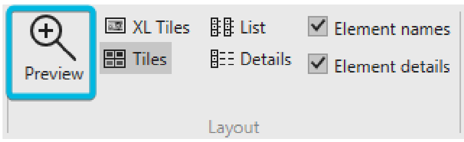

Figure 54. Button **Preview**

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 55**).

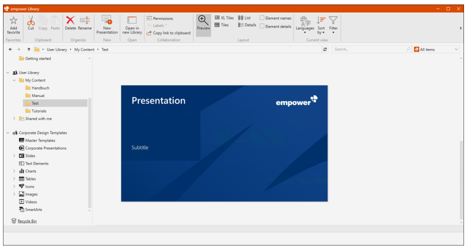

Figure 55. Library Window in Preview View

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 to might vary.

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

Create New Folder

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

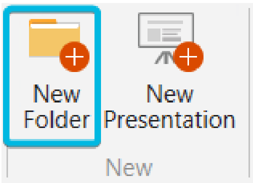

Figure 56. Button **New Folder** in Navigation Bar

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

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

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

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 57**).

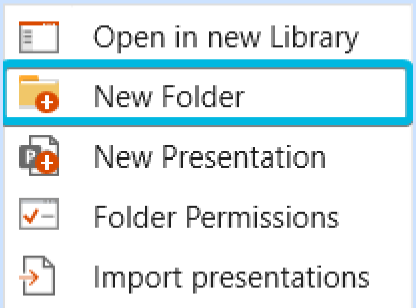

Figure 57. Option **New Folder** in Context Menu

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*.

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

- Favorites

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 58).

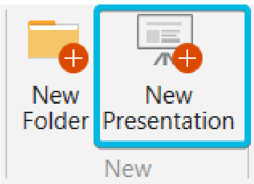

Figure 58. Button **New Presentation** in Navigation Bar

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

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

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

Alternatively, you can create a new presentation by opening the parent folder's context menu in the folder tree or by opening the context menu in the empty item view and choosing the option **New Presentation** (Figure 59).

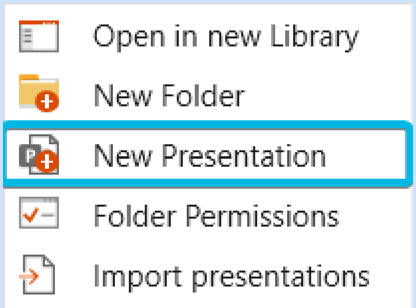

Figure 59. Button **New Presentation** in Context Menu

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 60).
   A dialog box opens.

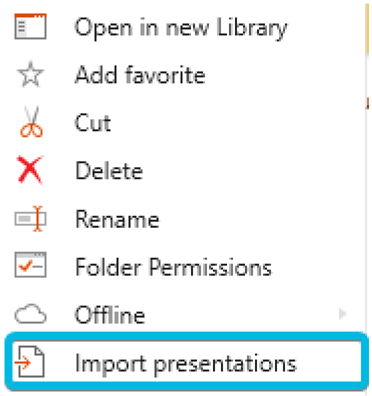

Figure 60. Option **Import presentations**

3. Choose your preferred option:
   a. Click on the option **Selected presentations** to import individual presentations to your selected folder (Figure 61 **(1)**).
   b. Click on the option **Whole folders** to import entire folders with presentations to your selected folder (Figure 61 **(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.

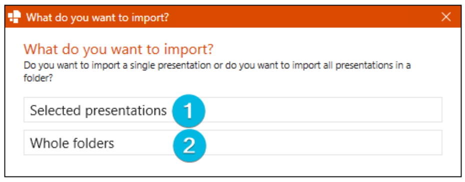

Figure 61. Dialog Box with Import Options

If you choose to import a whole folder, a dialog box opens (Figure 62).

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

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

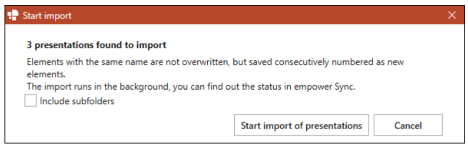

Figure 62. Dialog Box for Folder Import

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 63**).
4. In the drop-down menu, click on the option **Save** (**Figure 64**).
   A menu opens.

Figure 63. Button **Library**

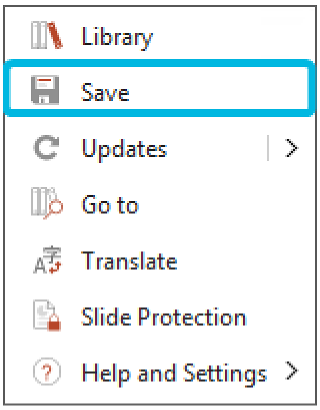

Figure 64. Option **Save**

5. In the menu, choose what element type you want to save.
6. Then, click on the button **Save as** (Figure 65).
   The library opens.

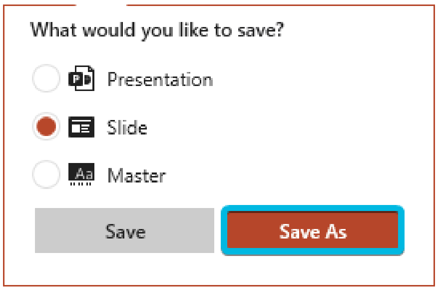

Figure 65. Button **Save as**

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 66).

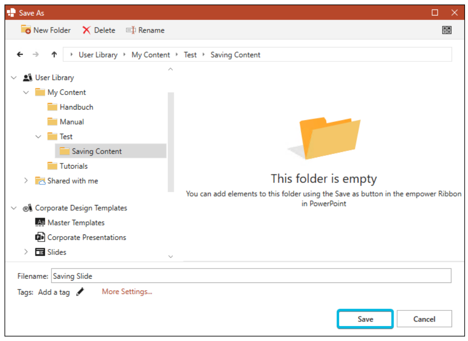

Figure 66. Button **Save** in Library

If you want to overwrite the existing version of the element, navigate to its original location and click on the button **Overwrite** (Figure 67).

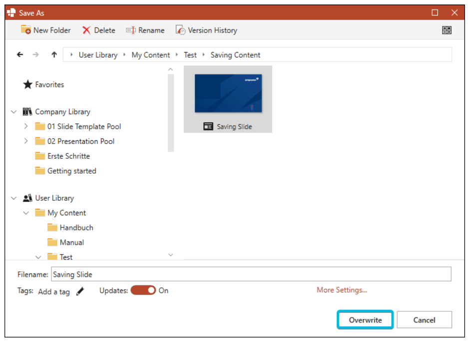

Figure 67. Button **Overwrite** in Library

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

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

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

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

The selection of element types varies in the Office applications.

Overwrite Content

To overwrite an element, follow the following steps:

1. Click on the lower part of the split button **Library**.
2. Click on the option **Save**.
3. In the menu, choose what you want element type to save.
4. Then, click on the button **Save** (Figure 68).

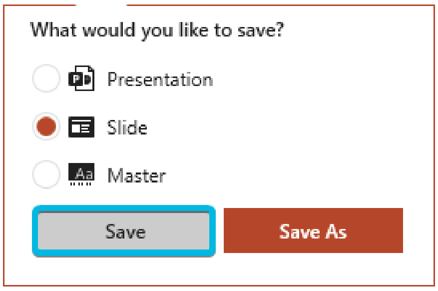

Figure 68. Button **Save**

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 69).

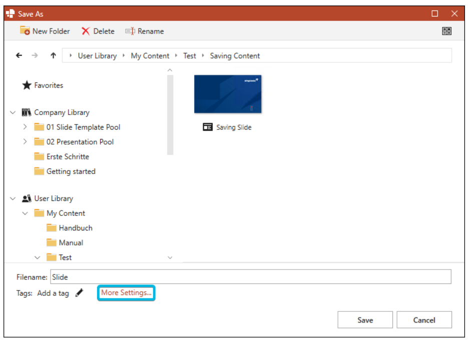

Figure 69. Button **More Settings...**

Here, you have three options (Figure 70):

- **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.

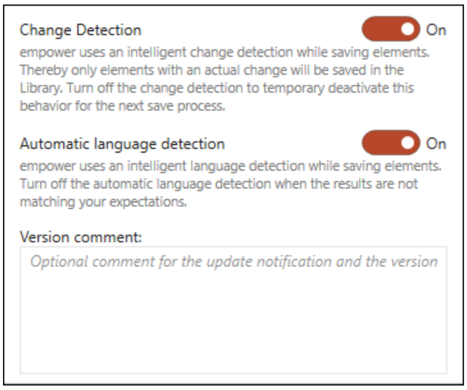

Figure 70. Advanced Settings

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

The advanced settings are only available in PowerPoint.

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

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

The following options are available (Figure 71):

- **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.

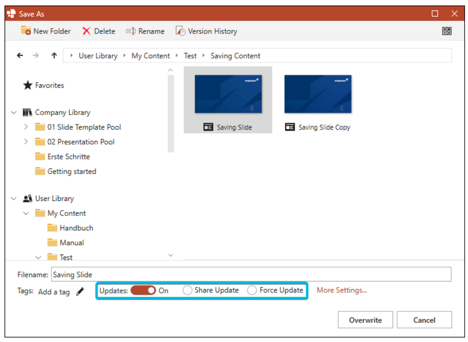

Figure 71. Update Settings

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 72).

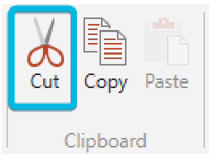

Figure 72. Button **Cut**

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 73).

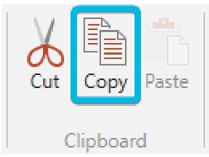

Figure 73. Button **Copy**

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 74).

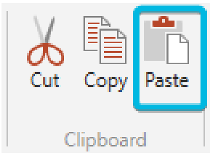

Figure 74. Button **Paste**

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 75**).

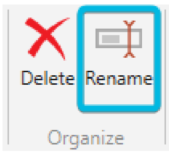

Figure 75. Button **Rename**

Type in the new element name (**Figure 76**).

Figure 76. Rename Element

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

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

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

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

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

Delete Content

To delete content, select it in the library. Then, navigate to the group Organize and click on the button **Delete** (**Figure 77**).

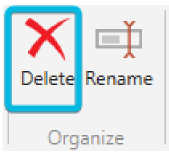

Figure 77. Button **Delete**

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 78**).

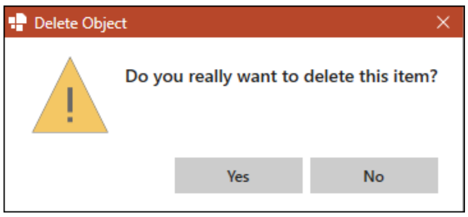

Figure 78. Dialog Box for Folder Deletion

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 79).

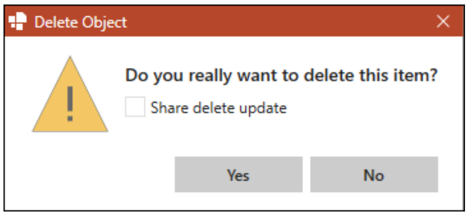

Figure 79. Dialog Box for Slide Deletion

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

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

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

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

If you delete an element that is the root element of an update group, you will be asked which update mode you want to use for the deleted element (Figure 80).

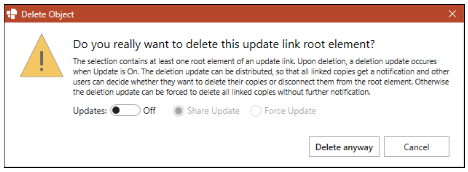

Figure 80. Dialog Box for Root Element Deletion

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

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 81).

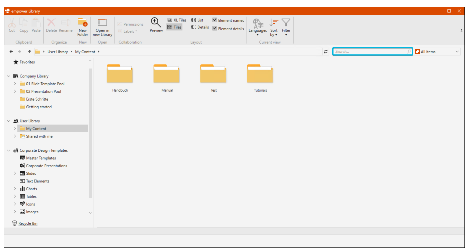

Figure 81. Search Bar

The search is available online and offline.

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

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

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

Search Scope

Before executing your search, you can define the scope of the search (**Figure 82**).

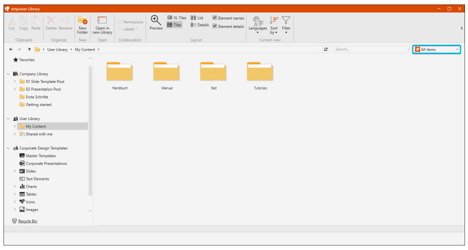

Figure 82. Search Scope

You can decide if you want to search in the whole library, in the current library, in the current folder or in the current folder and all its subfolders (**Figure 83**).

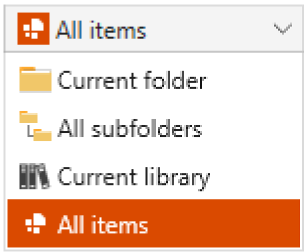

Figure 83. Search Scope Drop-Down Menu

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.

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 84**)
  - 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*.

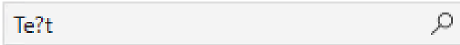

Figure 84. Question Mark

- Asterisk (*) for multiple character wildcards (**Figure 85**)
  - 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*.

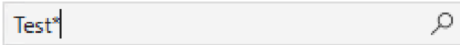

Figure 85. Asterisk

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

- AND: To combine two search terms (**Figure 86**)
  - Use the operator *AND* to search for two obligatory terms at once. For example, if you search for *Germany AND Switzerland*, you will only receive results for elements containing both terms.

Figure 86. AND

- OR: To search for elements containing either of the search terms (**Figure 87**)
  - Use the operator *OR* to search for two optional terms at once. For example, if you search for *Germany OR Switzerland*, you will receive results for elements containing either one of the terms or both terms.

Figure 87. OR

- NOT: To exclude elements containing a specific term (**Figure 88**)
  - Use the operator *NOT* to exclude terms from your search. For example, if you search for *Germany NOT Switzerland*, you will only receive results for elements containing the term *Germany* but not the term *Switzerland*.

Figure 88. NOT

- Plus (+): To make a term obligatory (**Figure 89**)
  - 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.

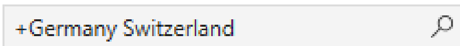

Figure 89. Plus

Fields

To specify your search, you can use fields. The following fields can be searched (Figure 90):

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

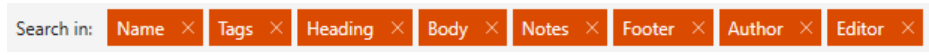

Figure 90. Available Fields in PowerPoint

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 91).

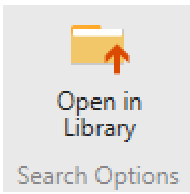

Figure 91. Button **Open in Library**

For slides that are part of a presentation, the button is called **Show in presentation** (Figure 92).

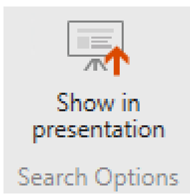

Figure 92. Button **Show in presentation**

> 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 is available:

- Name
- Last change
- Author
- Custom Sort

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

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

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

To sort the library content, navigate to the group Current view in the navigation bar and click on the button **Sort** (Figure 93). Then, choose your preferred option.

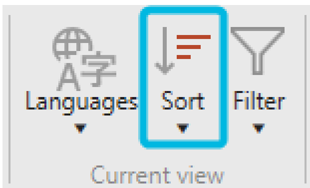

Figure 93. Button **Sort**

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. 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 94).
   A drop-down menu opens.

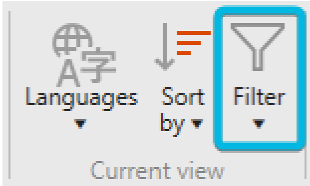

Figure 94. Button **Filter**

3. To select an element type you want to view, tick the checkbox next to the element type (Figure 95).
   As soon as you tick a checkbox, the library will reload the content and apply the filter immediately.

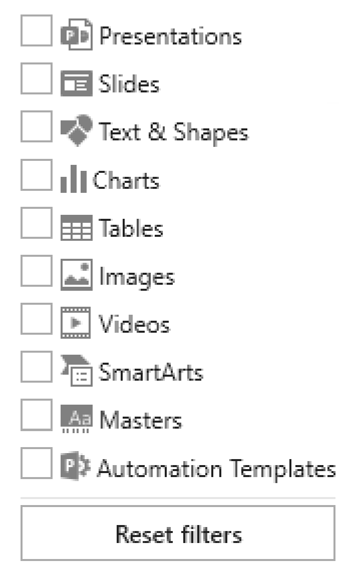

Figure 95. Available Filters

If you have selected any filters, empower® shows the number of applied filters next to the **filter** symbol (Figure 96).

You can select multiple element types at once.

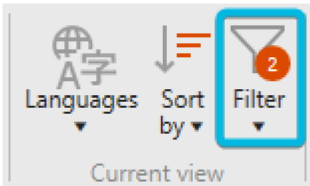

Figure 96. Number of Active Filters

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

To deselect all applied filters at once, click on the button **Reset filters** (Figure 97).

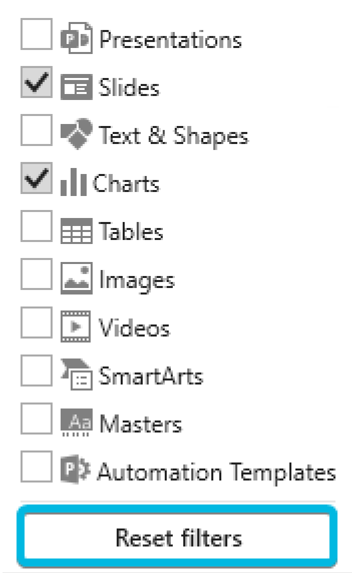

Figure 97. Button **Reset filters**

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.

2.10. 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 98).
   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.

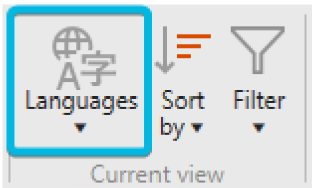

Figure 98. Button **Languages**

3. To select the languages to be displayed, tick the checkbox next to the respective language (Figure 99).

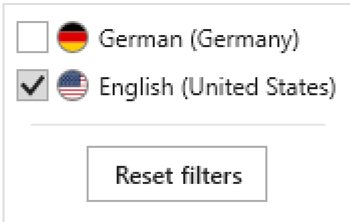

Figure 99. Drop-Down Menu for Language Filters

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 100).

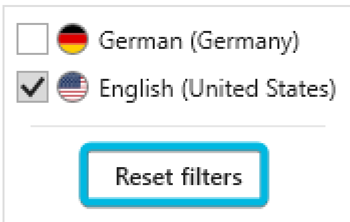

Figure 100. Option **Reset filters**

The language filter is only available in PowerPoint.

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

2.11. 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 101).

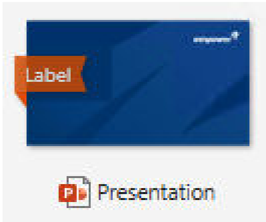

Figure 101. Presentation with Label

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 102).
   A drop-down menu opens.

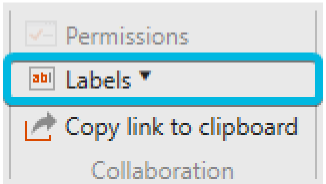

Figure 102. Button **Labels**

4. Choose the option **Custom label** (Figure 103).

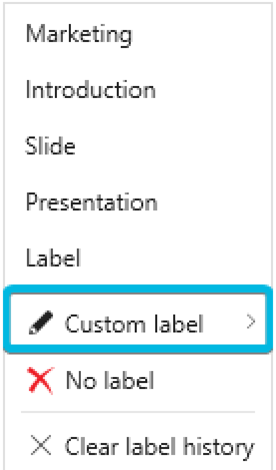

Figure 103. Option **Custom label**

5. In the input field, enter the label name.
6. Click on the button **Add** (Figure 104).
   The label will appear in the element's thumbnail.

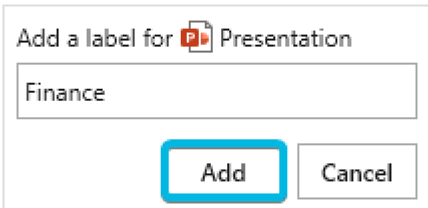

Figure 104. Button **Add** for New Label

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 105).

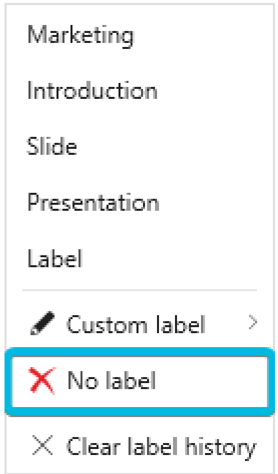

Figure 105. Option **No Label**

Only users with the permission roles *Editor*, *Author* or *Administrator* can add labels and edit labels.

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

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

Labels are only available in PowerPoint.

Label History

If you have used labels before, they will also appear in the drop-down menu as a label history (Figure 106). 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**.

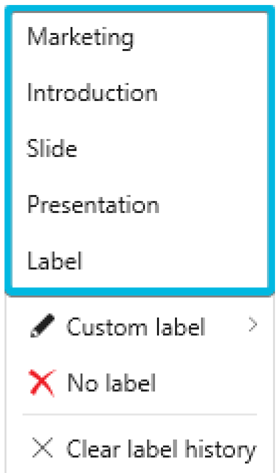

Figure 106. Label History

To delete all labels from the label history, click on the option **Clear label history** (Figure 107).

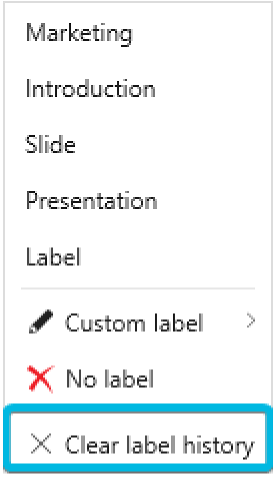

Figure 107. Option **Clear label history**

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.

2.12. 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 108).

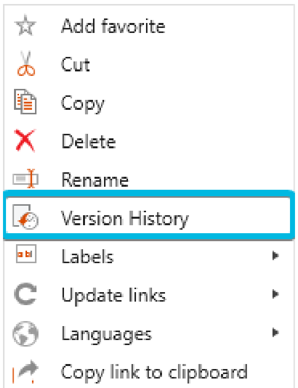

Figure 108. Option **Version History** in Element Context Menu

The version history opens in a new window (**Figure 109**).

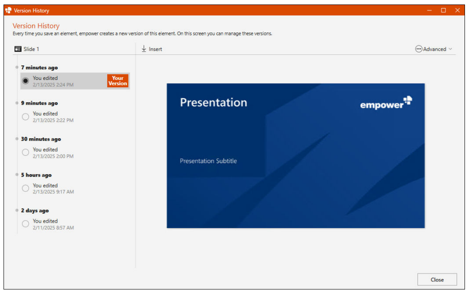

Figure 109. Window **Version History**

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 110**).

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

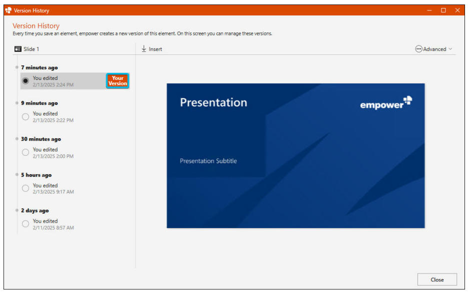

Figure 110. Highlight for Current Version

To insert the current version into your presentation, click on the button **Insert** (**Figure 111**).

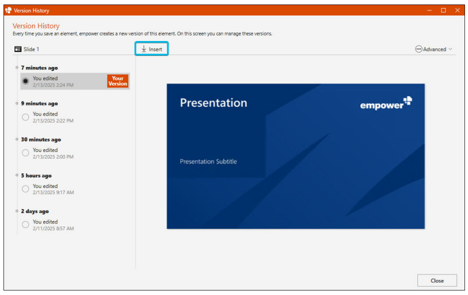

Figure 111. Button **Insert** for Current Version

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

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

> To view the version history, the permission role *Reader* is sufficient. To restore a version, you need have *Editor* or *Administrator* permissions.
>
> For further information regarding the permission concept, see **Permission Concept**.

> The version history is available for single elements and slides but not for presentations.
>
> 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 112**).

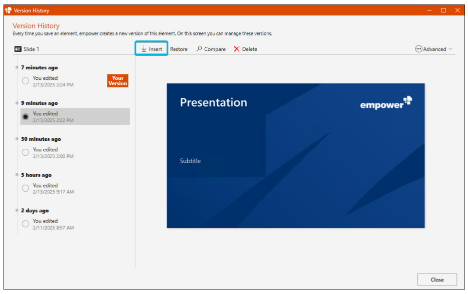

Figure 112. Button **Insert** for Old Version

To restore the selected version, click on the button **Restore** (**Figure 113**).

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

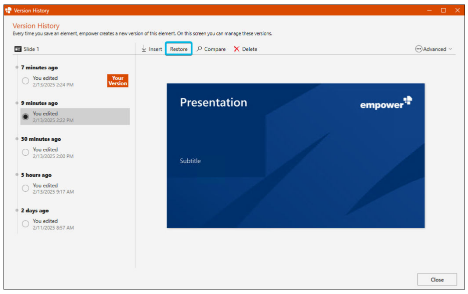

Figure 113. Button **Restore**

Compare Versions

To compare one of the older versions with the current version, select the older version and click on the button **Compare** (**Figure 114**).

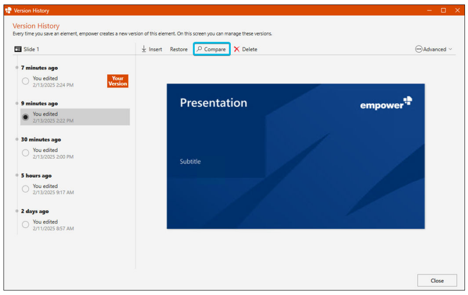

Figure 114. Button **Compare**

The older version is shown on the left and the current version is shown on the right (**Figure 115**).

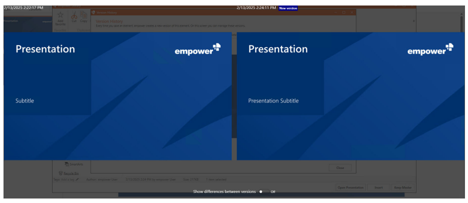

Figure 115. Comparison

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 116**).

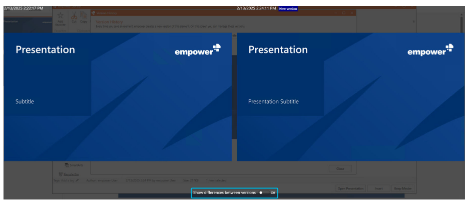

Figure 116. Toggle Button **Show differences between versions**

The differences will be highlighted in yellow (Figure 117).

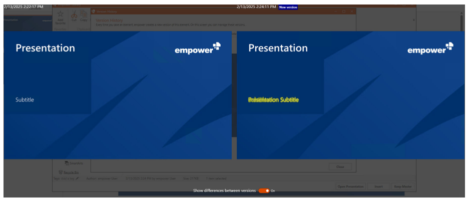

Figure 117. Comparison with Highlights

Delete Version

To delete an older version from the timeline, select the version and click on the button **Delete** (Figure 118).

A dialog box opens.

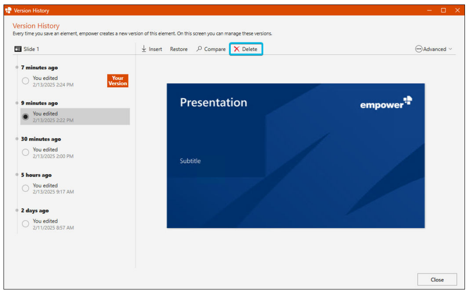

Figure 118. Button **Delete**

To confirm the deletion, click on the button **Yes** (Figure 119).

The selected version will be removed from the timeline.

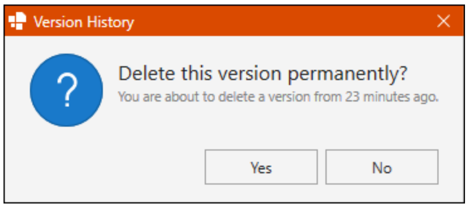

Figure 119. Dialog Box for Deletion

Advanced Settings in Version History

To open advanced settings for the version history, click on the button **Advanced** (Figure 120). A drop-down menu opens.

The button is available for the current version as well as for the older versions.

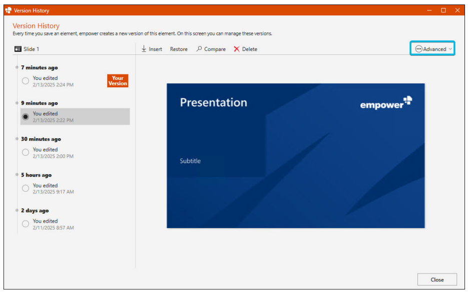

Figure 120. Button **Advanced**

In the drop-down menu, you have two additional options (Figure 121).

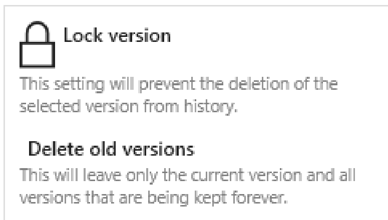

Figure 121. Drop-Down Menu for Button **Advanced** (1)

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 122).
   The version will be locked. A **lock** symbol appears next to the version in the timeline (Figure 123) 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 124).

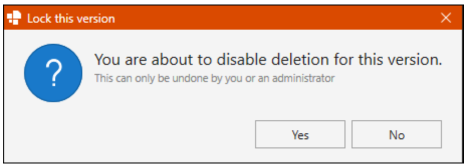

Figure 122. Dialog Box for Locking

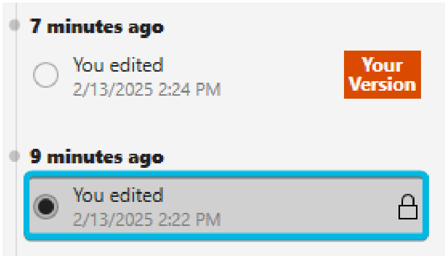

Figure 123. Locked Version

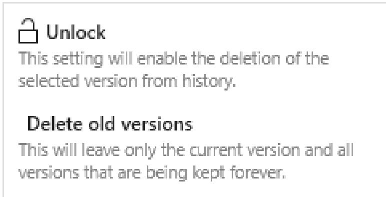

Figure 124. Drop-Down Menu for Button **Advanced** (2)

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 125).
   If you have locked versions before using the option **Delete old versions**, the locked versions will not be deleted.

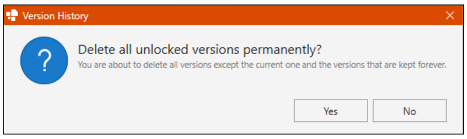

Figure 125. Dialog Box for Bulk Deletion

2.13. 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 126).

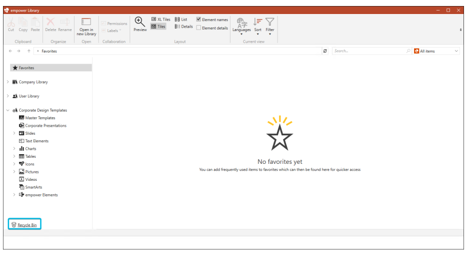

Figure 126. Button **Recycle Bin**

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

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

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

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

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

Enable the Recycle Bin

For Administrators

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

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

View and Restore Content

To open a preview of an element, click on the button **Preview** (Figure 127).

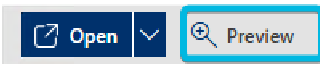

Figure 127. Button **Preview**

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 128).
   If you have selected a slide, the button **Download** can be accessed directly.

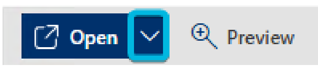

Figure 128. **Arrow** Symbol

3. Then, click on the option **Download** (Figure 129).
   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.

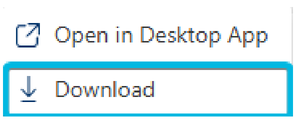

Figure 129. Option **Download**

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.

2.14. 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** icon is displayed in its thumbnail (Figure 130).

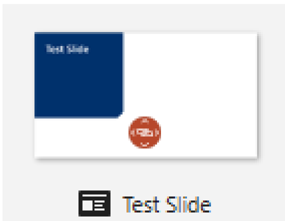

Figure 130. Colored **Link** Icon

If a slide is a linked copy of a root element, a colorless **link** icon is displayed in its thumbnail (Figure 131).

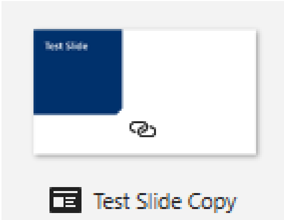

Figure 131. Colorless **Link** Icon

If there is an open update for a slide in the update group, a red dot is displayed next to the **link** icon (Figure 132).

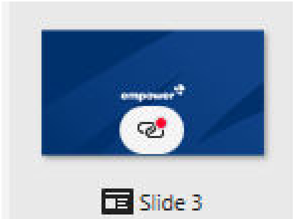

Figure 132. Updated Element

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 133).

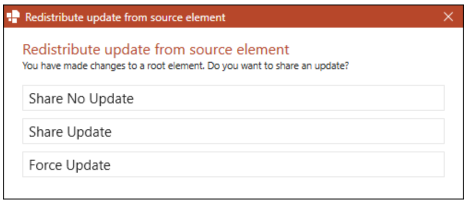

Figure 133. Dialog Box on Save for Root Element

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 you want to accept the updates or not.

If you update a slide which is part of an update group, make sure to leave the notes section empty. If you leave the notes section empty, existing notes in linked copies will not be overwritten.

If you do not leave the notes section empty, the existing notes will be overwritten and the content is lost.

Update groups are can only be created for elements in PowerPoint.

Depending on your permissions for the library folders, the available options to edit and create update groups might vary.

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

For further information regarding the saving behavior, see Manage Content in empower®.

For further information regarding the update behavior and notifications in empower®, see Content Updates.

Create Update Groups Manually

To create an update group manually, follow the following steps:

1. Select a slide that you want to add to the update group.
2. In the navigation bar, navigate to the group Updates.
3. Click on the button **Update links** (Figure 134).
   A drop-down menu opens.

Figure 134. Button **Update links**

4. In the drop-down menu, click on the option **Mark for new root slide** (Figure 135).

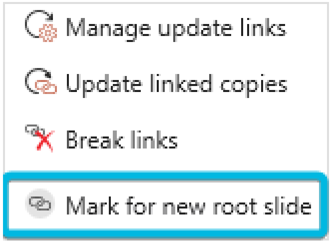

Figure 135. Option **Mark for new root slide**

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 136).
8. Repeat these steps for all slides that you want to add to the update group.

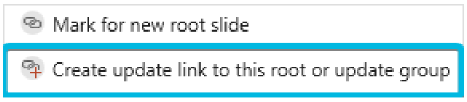

Figure 136. Option to Create Update Link

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 137).
   A dialog box opens.

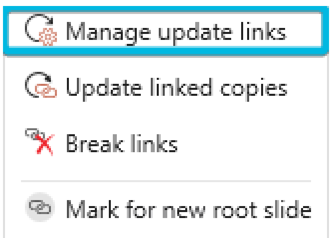

Figure 137. Option **Manage update links**

In this dialog box, you can see all slides that are part of the respective update group (Figure 138).

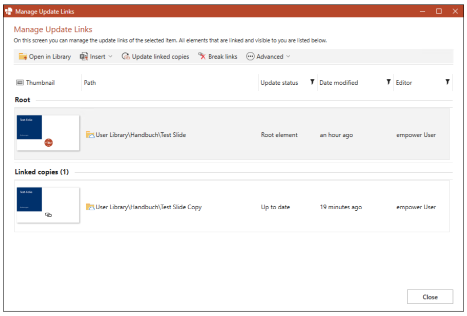

Figure 138. Window **Manage Update Links**

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.

If you want to open one of the slides of the update group in the library, click on the button **Open in Library** (Figure 139).

The library opens in the respective folder.

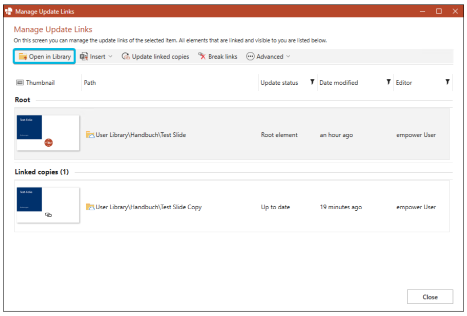

Figure 139. Button **Open in Library**

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 140).

A drop-down menu opens.

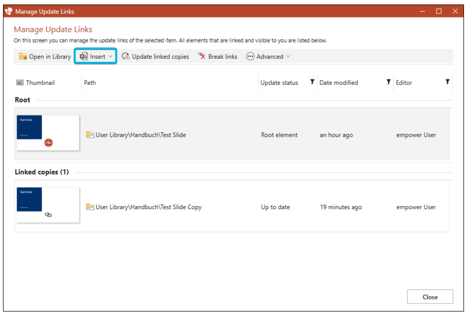

Figure 140. Button **Insert**

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 141).

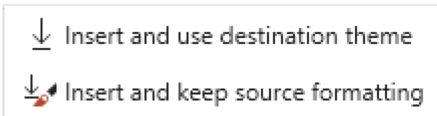

Figure 141. Drop-Down Menu for Button **Insert**

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.

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 142).

A dialog box opens.

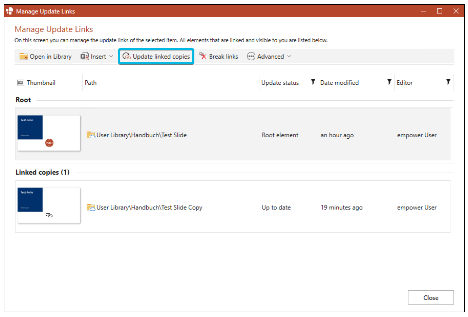

Figure 142. Button **Update linked copies**

In this dialog box, you can choose if you want to share the update or if you want to force the update (Figure 143).

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.

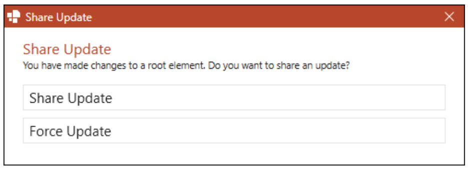

Figure 143. Dialog Box on Linked Copy Update

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 144).

The slide will be updated immediately.

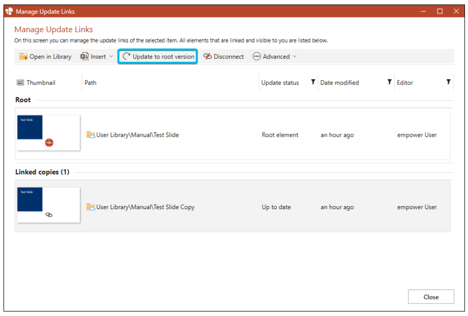

Figure 144. Button **Update to root version**

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 145).

A dialog box opens.

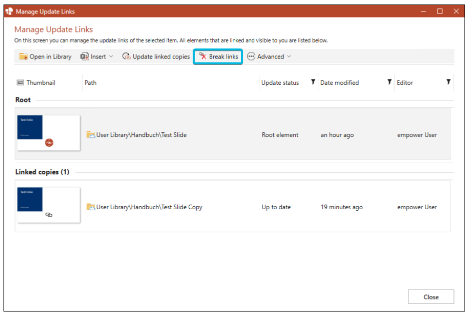

Figure 145. Button **Break links**

To confirm the process, click on the button **Yes** (Figure 146).

All update links will be broken.

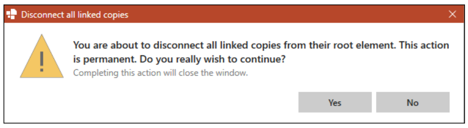

Figure 146. Dialog Box on Breaking Links

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 147).

A dialog box opens.

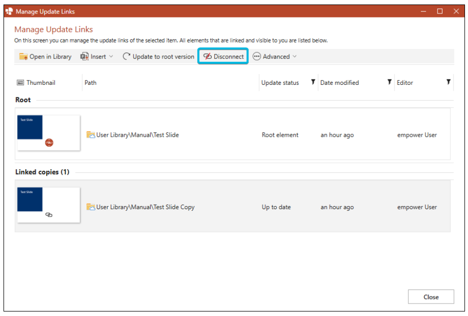

Figure 147. Button **Disconnect**

To confirm the process, click on the button **Yes** (Figure 148).

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

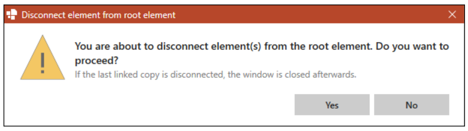

Figure 148. Dialog Box on Disconnecting

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 149).

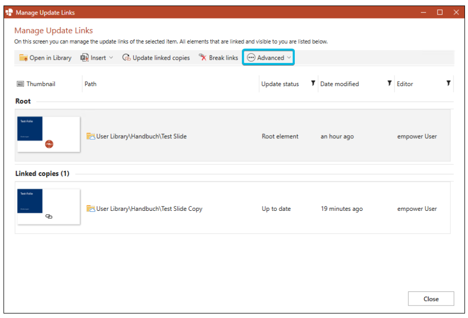

Figure 149. Button **Advanced**

To mark the root element for a new root element, click on the button **Mark for new root slide** (Figure 150).

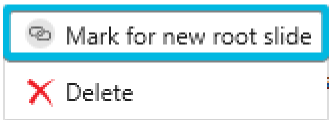

Figure 150. Option **Mark for new root slide** under **Advanced** for Root Element

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

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

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 151).
   A dialog box opens.

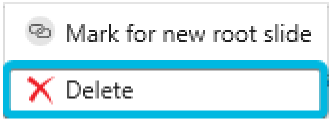

Figure 151. Option **Delete** for Root Element

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 152).

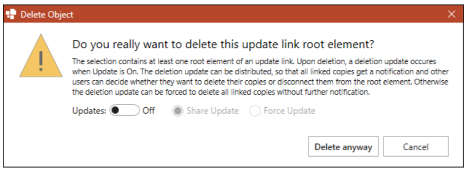

Figure 152. Dialog Box on Deleting Root Element

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 153).

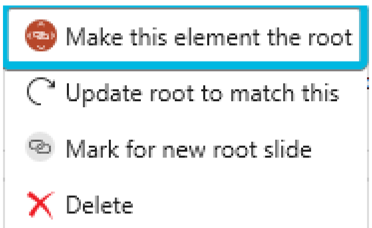

Figure 153. Option **Make this element the root**

The changes become visible in the dialog box.

To update the current root element to match the selected linked copy, click on the button **Update root to match this** (Figure 154).

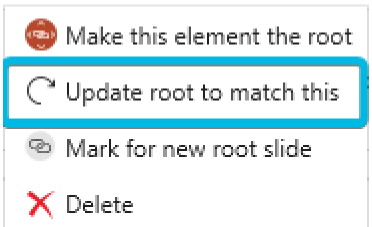

Figure 154. Option **Update root to match this**

A dialog box opens.

In this dialog box, you can choose if you want to share the update or if you want to force the update (Figure 155). Alternatively, you can decide not to share any update.

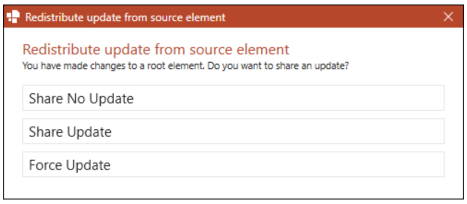

Figure 155. Dialog Box on Updating Root Element

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.

To mark the linked copy for a new root element, click on the button **Mark for new root slide** (Figure 156).

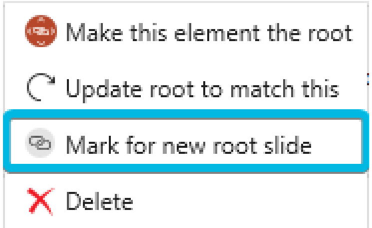

Figure 156. Option **Mark for new root slide** under **Advanced** for Linked Copy

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

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

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 157).
   A dialog box opens.

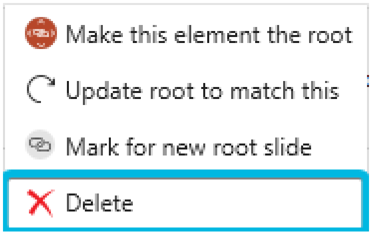

Figure 157. Option **Delete** for Linked Copy

4. In this dialog box, tick the checkbox if you want to share the deletion update (Figure 158).
5. Then, click on the button **Yes**.

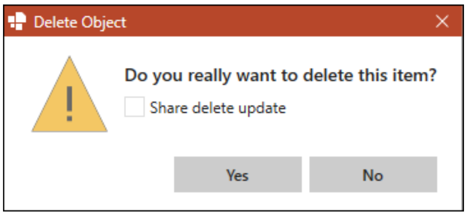

Figure 158. Dialog Box on Deleting Linked Copy

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. Use Master Templates

Depending on the presets that have been defined by your empower® Administrators, the following scenarios can happen when you open a new PowerPoint window:

- A blank PowerPoint master opens.
- The empower® Default Master opens.
- The section *Master Templates* in the empower® Library opens.

For further information regarding the creation of a new presentation directly from the empower® Library, see **Create New Content in Library**.

Define Default Master

There are two types of default masters:

- Company default master
- Personal default master

The company default master is set by your empower® Administrators to avoid selecting a master template each time you open PowerPoint. If a company default has been set, the master will automatically be inserted into your new presentation and you will not be asked to select a master template.

If a master has been defined as company default, the label *Company's Default* is displayed in its thumbnail (**Figure 159**).

In addition, the icon next to the file name changes.

Figure 159. Label for Company Default

In addition, you can set your personal default master via the user interface.

To do so, follow the following steps:

1. Open the empower® Library.
2. In the section *Corporate Design Templates*, navigate to the subsection *Master Templates* (**Figure 160**).
3. Right-click on the master template you want to define as your default.
   A context menu opens.

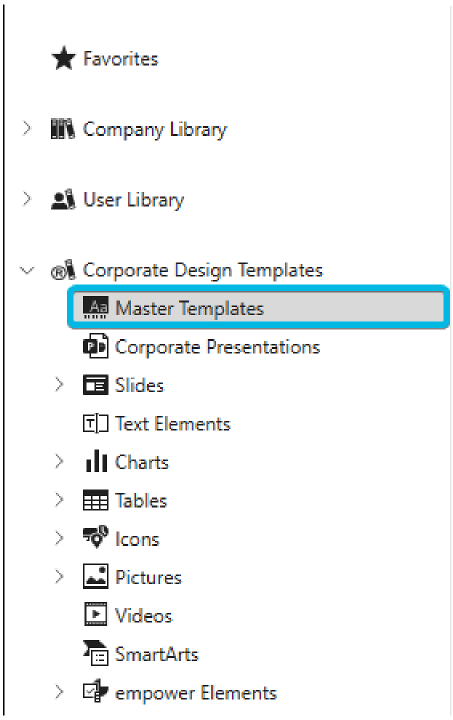

Figure 160. Section *Master Templates*

4. In the context menu, click on the option **Set as Default Master** (**Figure 161**).

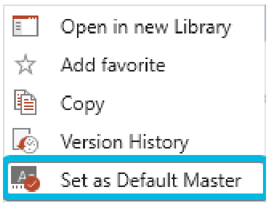

Figure 161. Option **Set as Default Master**

If you have defined a master template as your personal default, the label *Default Master* is displayed in its thumbnail (**Figure 162**).

In addition, the icon next to the file name changes.

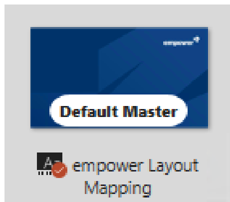

Figure 162. Label for Personal Default

If you now open a new PowerPoint window, your personal default master will automatically be inserted into your new presentation.

To reset your changes and use the company default again, follow the following steps:

1. Open the empower® Library.
2. In the section *Corporate Design Templates*, navigate to the subsection *Master Templates*.
3. Right-click on the company default master template.
   A context menu opens.
4. In the context menu, click on the option **Set as Default Master**.

Alternatively, you can access the option **Set as Default Master** in the navigation bar via the group New.

empower® always uses the template that was last set as the default template for you. If your empower® Administrators set a master template as the company default and you then select your own default master, your own default master will be used.

Set Company Default

For Administrators

If you have been granted admin permissions, you can set a company default master template that will be used for the whole company.

To do so, follow the following steps:

1. Open the empower® Library.
2. In the section *Corporate Design Templates*, navigate to the subsection *Master Templates*.
3. Right-click on the master template you want to define as the company default.
   A context menu opens.
4. In the context menu, click on the option **Set as Company's Default Master** (Figure 163).

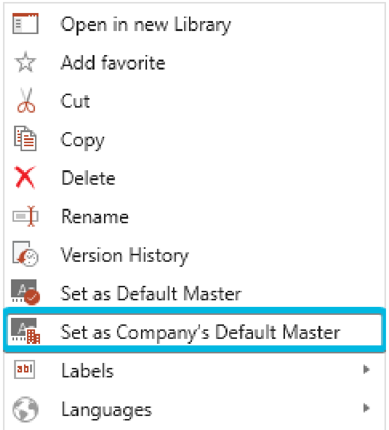

Figure 163. Option **Set as Company's Master**

Alternatively, you can access the option **Set as Company's Default** in the navigation bar via the group New.

Change Master

If you want to change the master that is used for the current slide or for the whole presentation you are working on, follow the following steps:

1. Select the slides whose master you want to change.
   If you want to change the master for the whole presentation, skip this step.
2. Open the empower® Library.
3. In the section *Corporate Design Templates*, navigate to the subsection *Master Templates*.
4. Select the master template you want to apply.
5. Choose your preferred option:
   a. To apply the new master on the whole presentation, click on the button **Presentation** (Figure 164 **(1)**).
   b. To apply the master on the selected slides, click on the button **Slide(s)** (Figure 164 **(2)**).

Figure 164. Buttons **Presentation** and **Slide(s)**

If you have decided to display the user dialog for each conversion, the conversion settings dialog box opens. Here, you can make changes to your conversion settings. These changes do only apply for the current conversion. The default settings will not be changed.

To confirm the settings, click on the button **OK** (Figure 165).

If this setting has not been enabled, the conversion starts right away.

The new master will be applied on your selection.

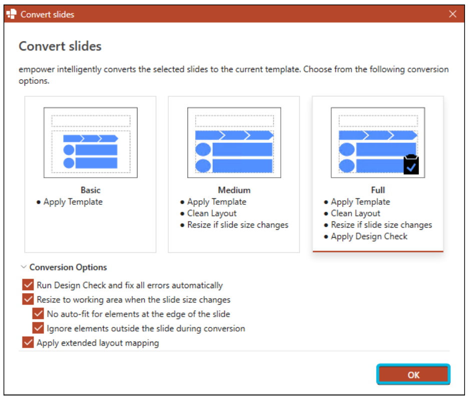

Figure 165. Button **OK** for Conversion Settings

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

Master Settings

To open the master settings, select the master template you want to use and click on the **gear** symbol (Figure 166).

Figure 166. **Gear** Symbol

Here, you have two options (Figure 167):

- **Apply slide transitions** – All slide transitions that are present in the current presentation are kept after changing the master.
- **Convert slides** – The empower® Conversion is applied on all slides.

Both options are automatically preselected for master changes.

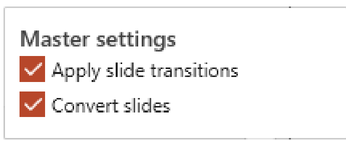

Figure 167. Master Settings

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

4. 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.

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

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

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

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

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

To do so, follow the following steps:

1. In the tab Home, navigate to the group empower.
2. Click on the lower part of the split button **Library** (**Figure 168**).

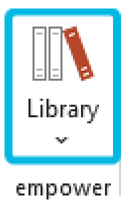

Figure 168. Button **Library**

3. Click on the arrow next to the option **Updates** (Figure 169).

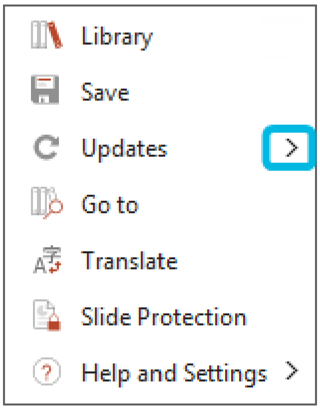

Figure 169. **Arrow** Symbol for Option **Updates**

4. Choose one of the notification modes (Figure 170).
   a. **Show Update Wizard** – The update wizard opens if you insert or open an element that has been updated.
      Show Notification Bar – A notification bar appears in the PowerPoint window after you insert or open an element that has been updated.
      Change Ribbon Icon Only – A red dot appears next to the option **Updates** under the split button **Library**.
      No Update Notification – You are not notified about updates at all.

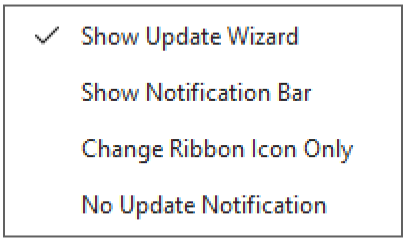

Figure 170. Update Notification Modes

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 171).

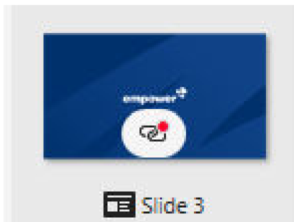

Figure 171. Thumbnail for Updated Element

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

> If you add a slide to a presentation, this update is only shown for presentation that have been saved to your device, OneDrive or SharePoint. In the empower® Library, updates are only checked on slide level.
>
> For further information regarding the presentation mode of the *Update Wizard*, see Update Presentations Saved on Your Device.

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

To check your presentation for updates manually, click on the option **Updates** under the split button **Library** (**Figure 172**).

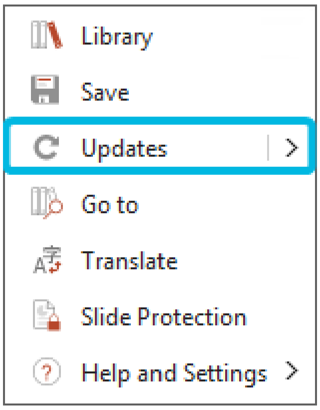

Figure 172. Option **Updates**

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

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 173**).

Figure 173. Notification Bar

If you have selected the option **Change Ribbon Icon Only**, check the presentation for updates manually (**Figure 174**). If there are updates, the *Update Wizard* opens.

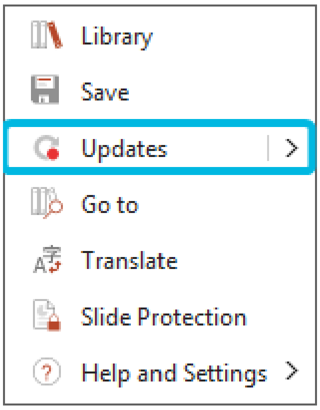

Figure 174. Changed Ribbon Icon

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 175**).

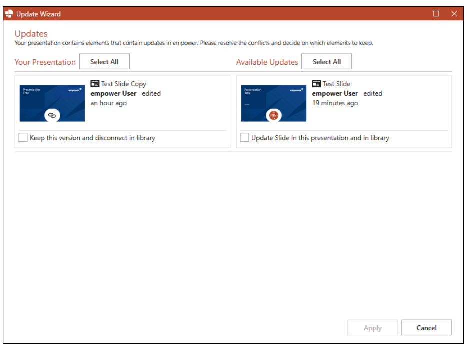

Figure 175. Update Wizard

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.

To compare the versions, hover over the thumbnail of one of the versions and click on the **magnifying glass** symbol (Figure 176).

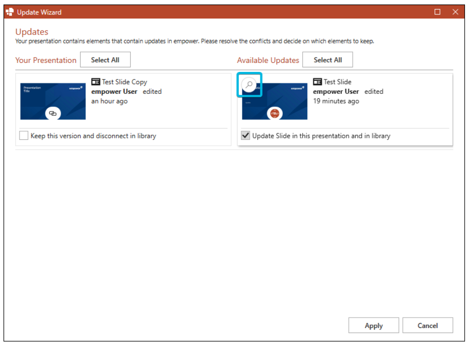

Figure 176. **Magnifying Glass** Symbol

The older version is displayed on the left and the updated version is displayed on the right (Figure 177).

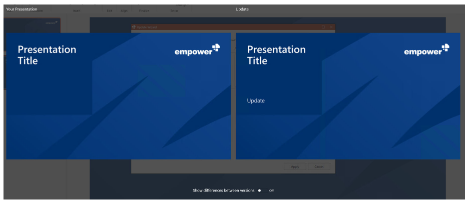

Figure 177. Comparison

To highlight the differences, switch the toggle button for **Show differences between versions** to *On* (Figure 178).

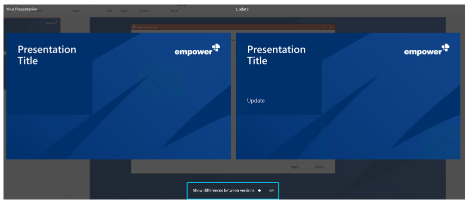

Figure 178. Toggle Button **Show differences between versions**

The differences between the versions are highlighted in yellow (Figure 179).

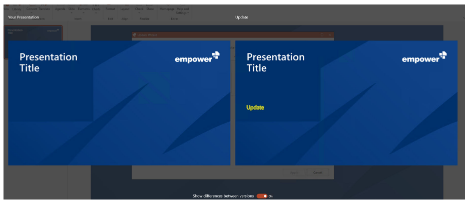

Figure 179. Comparison with Highlight

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 180 **(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 180 **(2)**).

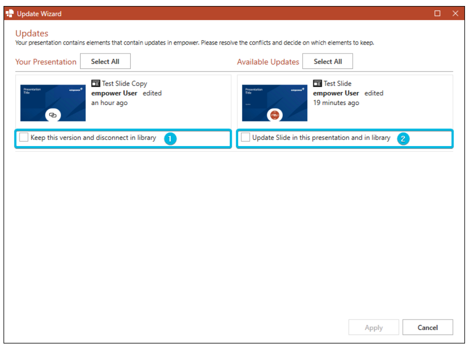

Figure 180. Options for Updated Slides

To keep all older version in the presentation, click on the button **Select All** next to *Your Presentation* (Figure 181 **(1)**).

To update all slides in the presentation to the newer versions, click on the button **Select All** next to *Available Updates* (Figure 181 **(2)**).

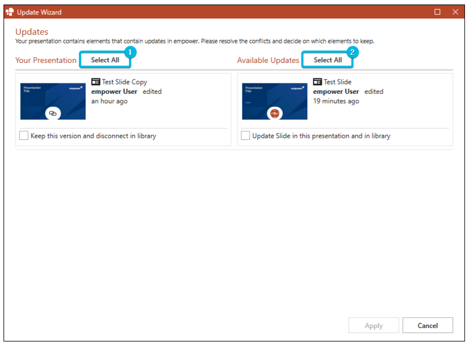

Figure 181. Buttons **Select All**

When you have finished, click on the button **Apply** (Figure 182).

Your changes are applied on the presentation.

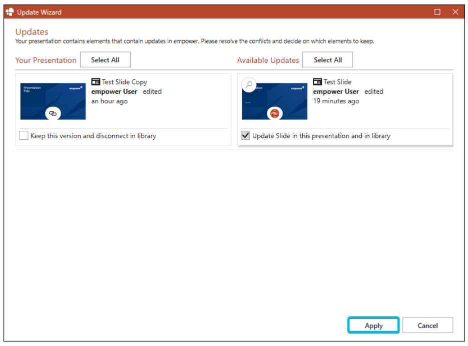

Figure 182. Button **Apply**

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

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 183 **(1)**).

To delete the element from the slide, tick the checkbox for **Delete Object** for the respective version (Figure 183 **(2)**).

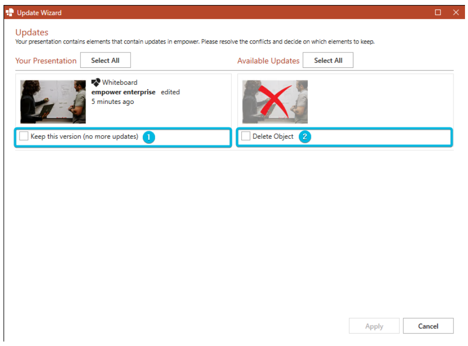

Figure 183. Options for Deleted Object

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 184** (**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 184** (**2**)).

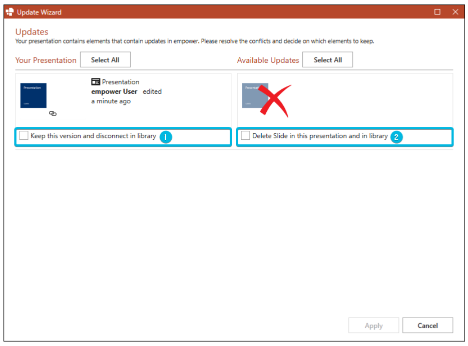

Figure 184. Options for Deleted Slides

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 185** (**1**)).

To update your presentation, tick the checkbox for **Update presentation** (**Figure 185** (**2**)).

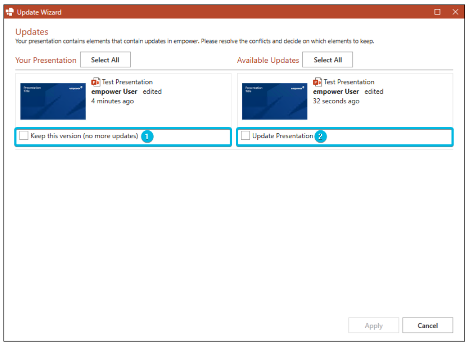

Figure 185. Options in Presentation Mode

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

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

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

Updates in Word

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

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

Updates of Profile and Company Data

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

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

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

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

You are only notified if your default profile or company data is missing because it has been removed.

If there have been changes to the data for a profile or a company or if your default has been changed, there is no notification. The changes are synchronized in the background.

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 186).

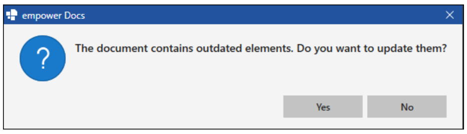

Figure 186. Update Notification for Elements

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

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 187).

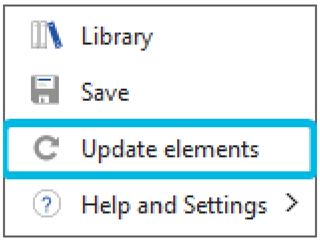

Figure 187. Option **Update elements**

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

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

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.

5. 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 188).

Figure 188. Button **Library**

Then, choose the option **Go to** (Figure 189).

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.

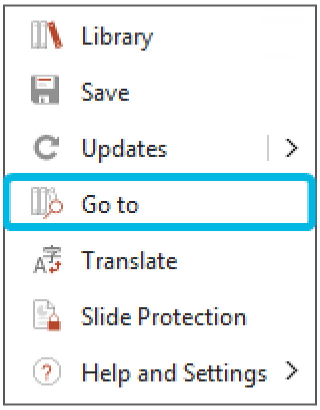

Figure 189. Option **Go to**

If the element does not originate from the empower® Library, a dialog box opens (Figure 190).

Figure 190. Dialog Box for Button **Go to**

To add it to the empower® Library, save the element to the empower® Library.

To do so, follow the instructions under **Save Content to the Library**.

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

6. Languages and Translations

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

You can also mark elements in the library as translations to show that the element is a language version of another element.

In addition, you can use these translations to translate presentations and slides.

If your company uses DeepL and the DeepL integration in empower®, you can also translate content automatically via the same button.[1]

[1]DeepL is a registered trademark of DeepL GmbH.

The language assignment and translation features are only available in PowerPoint.

To assign a language to an element, the permission role *Folder Administrator*, *Editor* or *Author* is required.

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

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

Assign Languages

Usually, the element language is detected automatically when you save an element to the empower® Library. If the language cannot be detected, the language option *Universal* is assigned to the element.

If the language could not be detected successfully or if you want to change the assigned language, you can assign another language to the element via the empower® Library.

To do so, follow the following steps:

1. Select the element in the empower® Library.
   You can also select multiple elements at once.
2. In the navigation bar, navigate to the group Updates.
3. Click on the button **Languages** (Figure 191).
   A drop-down menu opens
4. In the drop-down menu, click on the option **Change Language** (Figure 192).

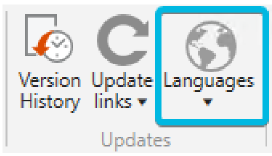

Figure 191. Button **Languages**

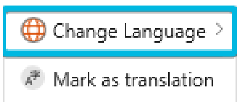

Figure 192. Option **Change Language**

5. Then, select the language you want to assign to the element (**Figure 193**).
   The language is assigned to the element.

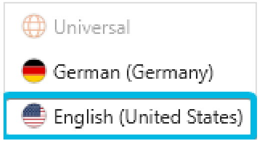

Figure 193. Language Selection

If a language has been assigned to an element, a flag icon is displayed in the element's thumbnail (**Figure 194**).

Figure 194. Thumbnail with Flag Icon

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 icon is displayed in the element's thumbnail.

Alternatively, you can access the option **Language** via the context element of an element.

If the selected element is part of a translation group which already contains the language you want to assign, a dialog box opens. You cannot assign the same language twice.

If the selected element is part of an update group, you can decide if you want to disconnect the element from the update group.

For further information regarding the language filter, see **Filter by Language**.

Create Translation Groups

If you have added a translation for an element, you can mark the element as a translation.

To do so, follow the following steps:

1. After saving the element to the empower® Library and assigning the language, navigate to the group Updates in the navigation bar.
2. Click on the button **Languages**.
   A drop-down menu opens.
3. Then, click on the option **Mark as translation** (**Figure 195**).
4. Repeat steps 1 to 3 for all elements that you want to add to a translation group.

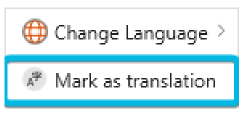

Figure 195. Option **Mark as translation**

If an element has been marked as a translation, a gray translation icon is displayed in the element's thumbnail (Figure 196).

Figure 196. Thumbnail with Gray Translation Icon

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.

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 197).

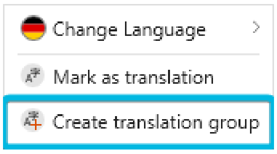

Figure 197. Option **Create translation group**

If an element has been added to a translation group, a black translation icon is displayed in the element's thumbnail (Figure 198).

Figure 198. Thumbnail with Black Translation Icon

To remove an element from a translation group, click on the button **Languages** again and choose the option **Remove from translation group** (Figure 199).

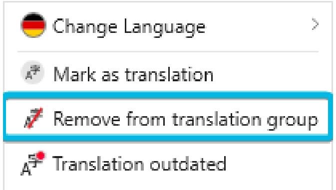

Figure 199. Option **Remove from translation group**

Alternatively, you can access the option **Language** via the context element of an element.

Outdated Translations

If you change one of the translations included in a translation group and overwrite it in the empower® Library, you will be asked if the other translations should be marked as outdated (Figure 200).

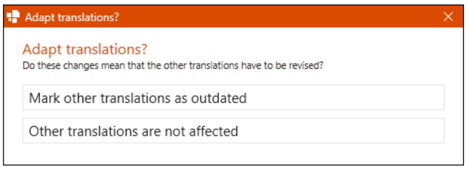

Figure 200. Dialog Box for Changed Translations

If you choose to mark the other translations as outdated, another dialog box opens (Figure 201).

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

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

If you do not adapt the translation right away, a red dot appears next to the other elements' translation icon in the empower® Library (Figure 202).

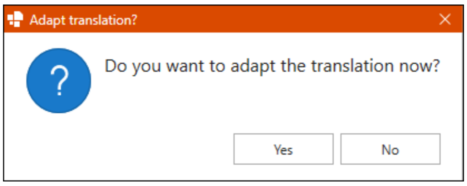

Figure 201. Dialog Box for Adaption

Figure 202. 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 203).

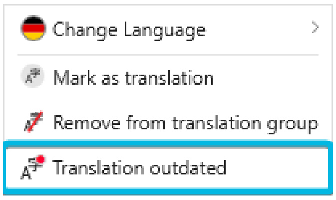

Figure 203. Option **Translation outdated**

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 204).

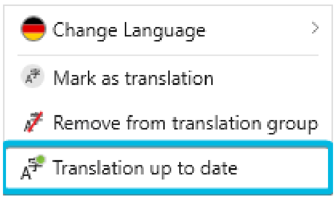

Figure 204. Option **Translation up to date**

If you open an outdated translation either right away or via the empower® Library, a post-it appears on the outdated slides (Figure 205). It serves as a note to tell you that the translation must be adapted.

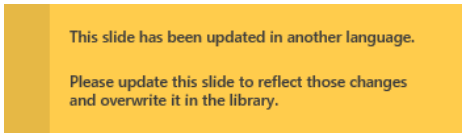

Figure 205. Post-it in Outdated Translation

If you have finished adapting the translation, delete this post-it before saving the slide or the presentation to the empower® Library. Otherwise the post-it will remain on the final translation.

If you save a formerly outdated translation to the library after adaption, a dialog box appears.

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

- Keep displaying the translation as outdated because the adaption has not been finished yet (Figure 206 **(1)**)
- Display the translation as up to date again (Figure 206 **(2)**)
- Display other translations as outdated again (Figure 206 **(3)**)

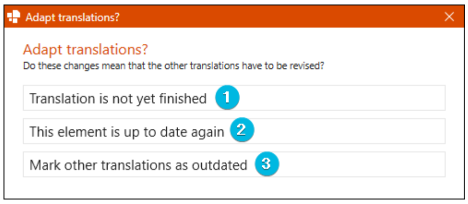

Figure 206. Dialog Box for Changed Outdated Translations

Alternatively, you can access the option **Language** via the context element of an element.

Translate Content

If you or your colleagues have created translation groups in the empower® Library or if your company uses the DeepL integration in empower®, you can translate your presentation or slides automatically.

To translate content, follow the following steps:

1. If you want to translate specific slides in your presentation, select them in the slide pane.
2. In the tab Home, navigate to the group empower and click on the lower part of the split button **Library** (Figure 207).

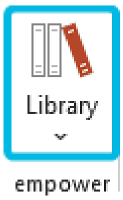

Figure 207. Button **Library**

3. Here, choose the option **Translate** (**Figure 208**).
   A dialog box opens.

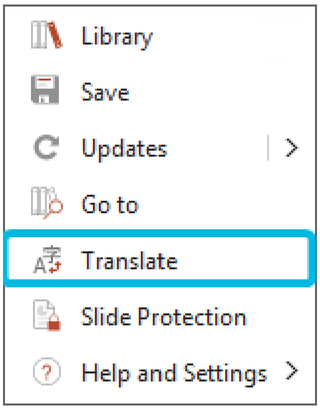

Figure 208. Option **Translate**

4. Here, choose if you want to translate the whole presentation or only the selected slides (**Figure 209** (**1**)).
5. Then, choose the language you want to translate the content into (**Figure 209** (**2**)).

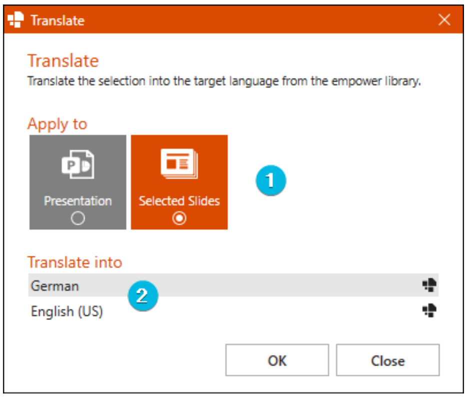

Figure 209. Dialog Box for Translation without DeepL

6. Then, click on the button **OK** (**Figure 210**).
   The translation is inserted and replaces the former slides.

If the translation is outdated, the post-it that appears when you insert an outdated element manually is displayed on the slide.

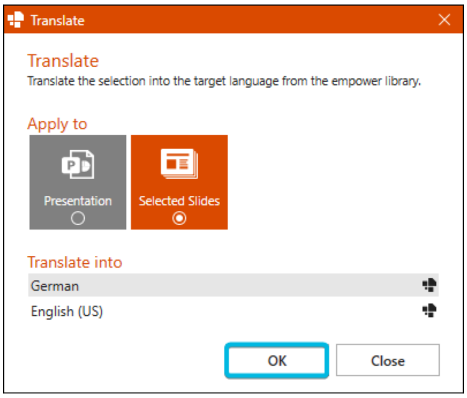

Figure 210. Button **OK**

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

Translate Content with DeepL

If the DeepL translation feature has been enabled by your empower® Administrators, the section *Translation options* becomes visible.

In addition, all languages that can be used with DeepL are displayed in the language selection.

To translate content with DeepL, follow the following steps:

1. If you want to translate specific slides in your presentation, select them in the slide pane.
2. In the 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 211** **(1)**).
5. Then, choose the language you want to translate the content into (**Figure 211** **(2)**).
   If a language is supported by the empower® Library, an empower icon is displayed next to it.

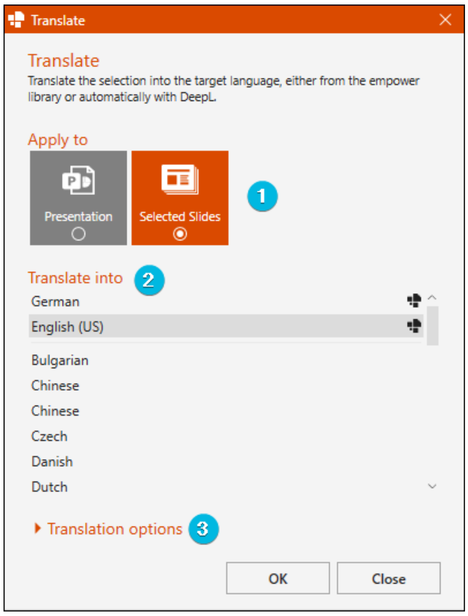

Figure 211. Dialog Box for Translation with DeepL

6. Expand the translation options (**Figure 211** **(3)**).
7. To enable your preferred options, tick the checkboxes (**Figure 212**).
   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.

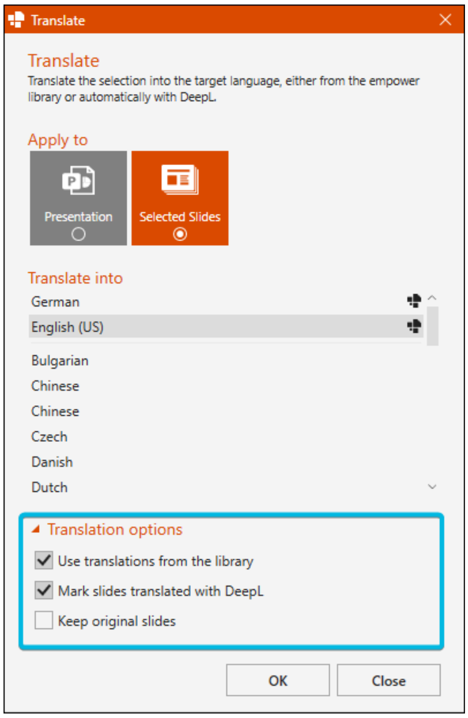

Figure 212. Translation Options

8. Click on the button **OK** (Figure 213).
   The translation is inserted and replaces the former slides.

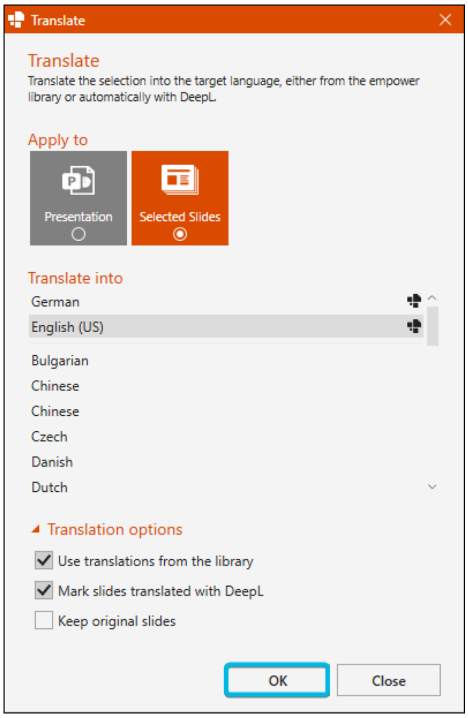

Figure 213. Button **OK**

Charts that have been added with the Office built-in feature cannot be translated with the DeepL integration in empower®.

Please delete the post-it manually after reviewing the automatically translated content (Figure 214).

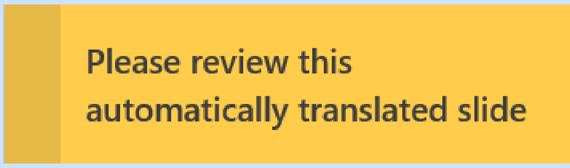

Figure 214. Post-It for Automatic Translations

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.

Your empower® Administrators can define a character limit per user for the DeepL translation integration. If you exceed this limit, you receive a message telling you when the feature will be available for your again (Figure 215).

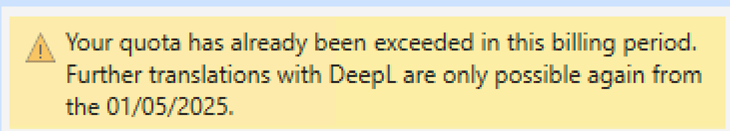

Figure 215. DeepL Limit Exceeded

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 216).

Figure 216. Button **Library**

3. In the drop-down menu, choose the option **Slide Protection** (Figure 217).
   A dialog box opens.

Figure 217. 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 218 **(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 218 **(2)**).
6. If you want to protect your charts permanently, switch the toggle button for **Protect charts permanently** to *On* (Figure 218 **(3)**).

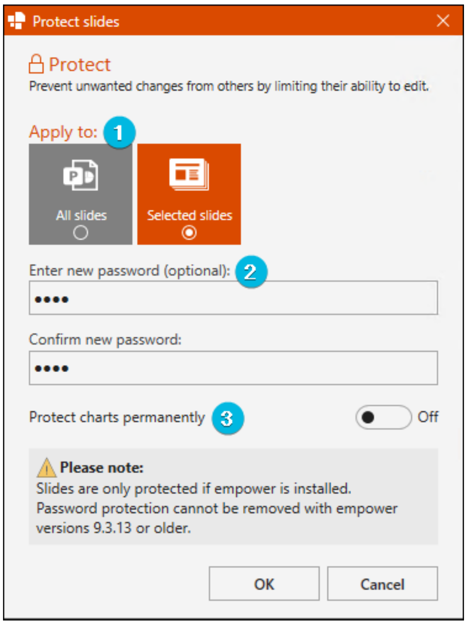

Figure 218. Slide Protection Options

7. If you have finished, click on the button **OK** (Figure 219).

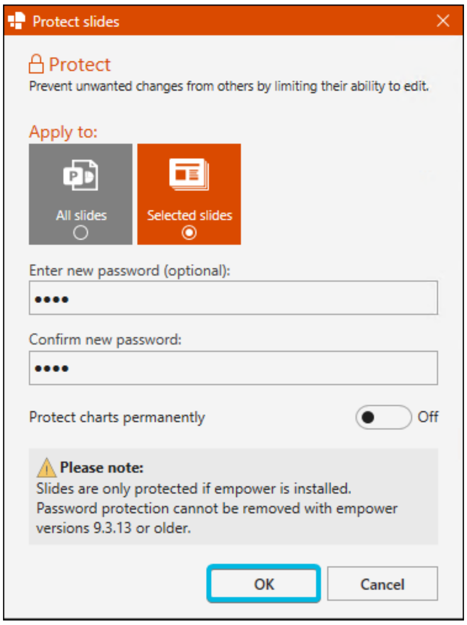

Figure 219. Button **OK** to Protect a Slide

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 220 **(1)**).
5. If a password has been set for the protected slide(s), enter the password into the input field (Figure 220 **(2)**).
   If no password has been set, the input field is not displayed.

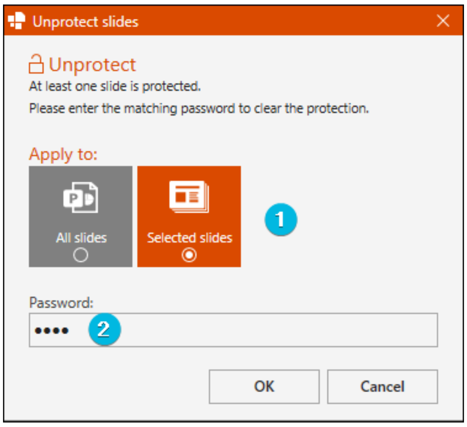

Figure 220. Dialog Box **Unprotect Slides**

6. Then, click on the button **OK** (Figure 221).

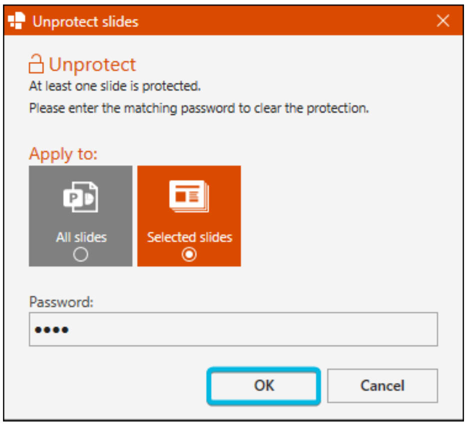

Figure 221. Button **OK** to Unprotect Slides

Alternatively, you can open the same dialog box via the context menu of a slide in the slide pane or using the option **Unprotect**. This option appears when you click into a protected slide (Figure 222).

Figure 222. 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 223**).

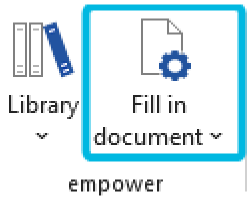

Figure 223. Button **Fill in document**

A drop-down menu opens.

Choose the option **Profiles** (**Figure 224**).

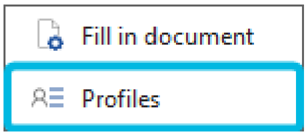

Figure 224. Option **Profiles**

A new window opens (**Figure 225**).

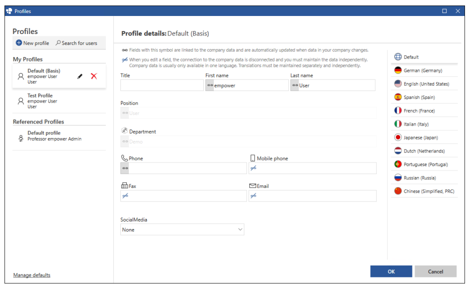

Figure 225. Profile Management Window

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

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

Edit a Profile

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

Basic information is automatically retrieved from your company's directory service and synchronized into fields in your profile. Fields that are filled this way are indicated by a **chain** symbol (Figure 226).

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

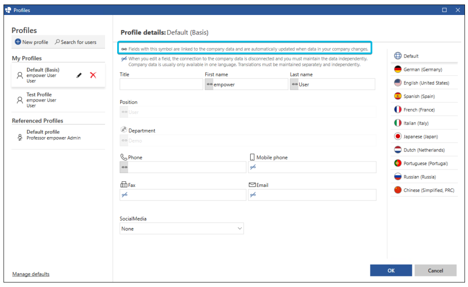

Figure 226. **Chain** Symbol for Automatically Synchronized Data

A **crossed-out chain** symbol (Figure 227) 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.

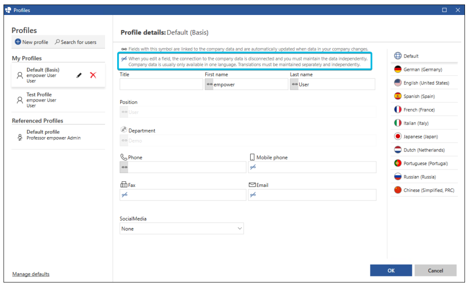

Figure 227. **Crossed-out Chain** Symbol for Not Automatically Synchronized Data

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

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

If you have finished entering your data, click on the button **OK** (Figure 228).

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

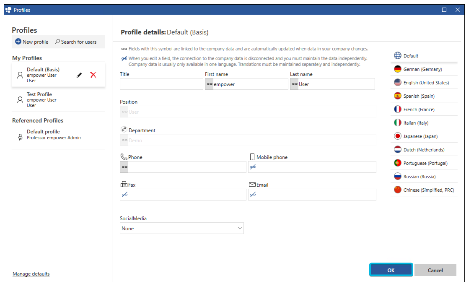

Figure 228. Button **OK** to Confirm Profile Data Changes

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 229**).

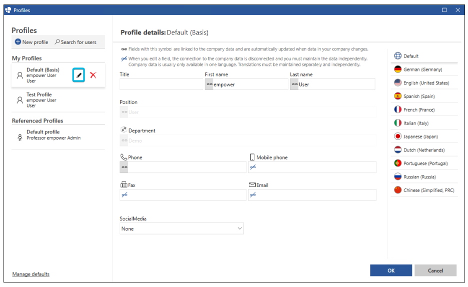

Figure 229. **Pen** Symbol to Rename a Profile

Enter the new name in the input field and click on the button **Apply** (**Figure 230**).

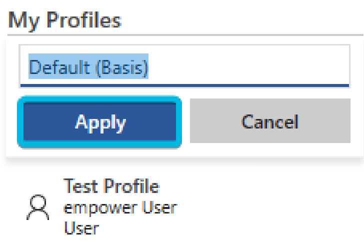

Figure 230. Button **Apply** to Confirm New Profile Name

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 231**).

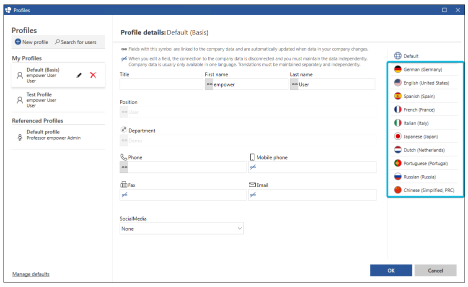

Figure 231. New Translation

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

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

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

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

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

Add a Profile

To add a profile, click on the button **New Profile** (**Figure 232**).

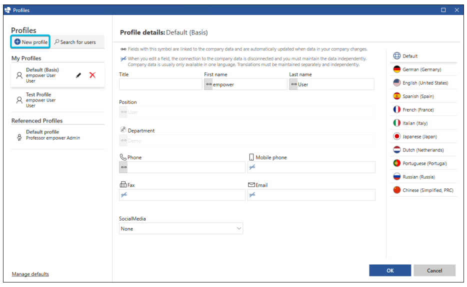

Figure 232. Button **New Profile**

Enter the profile name and click on the button **Add** (**Figure 233**).

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

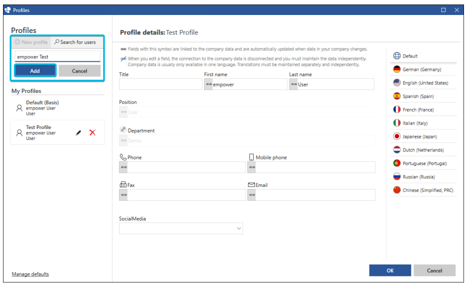

Figure 233. Add Profile

If you have finished entering your data, click on the button **OK** (**Figure 228**).

Work with Multiple Profiles

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

To manage your default profiles, click on the button **Manage defaults** (**Figure 234**).

A dialog box opens.

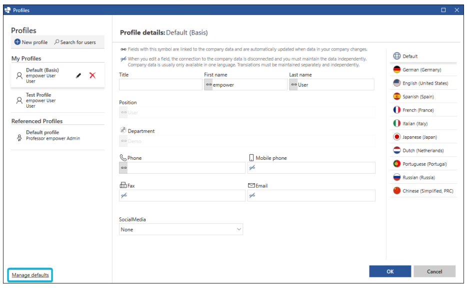

Figure 234. Button **Manage Defaults**

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 235).

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.

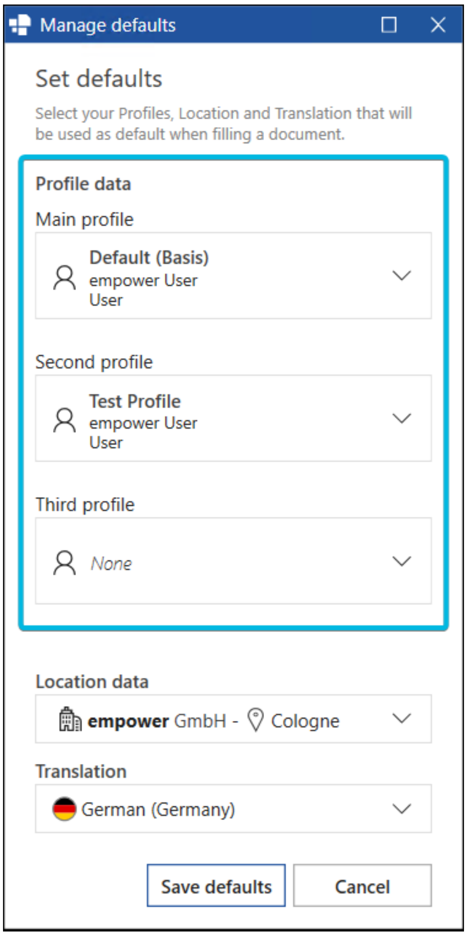

Figure 235. Set Default Profiles

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

In the drop-down menu under *Location data*, all available companies and their locations are listed (**Figure 236**). To add a default company location, choose one from the list.

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

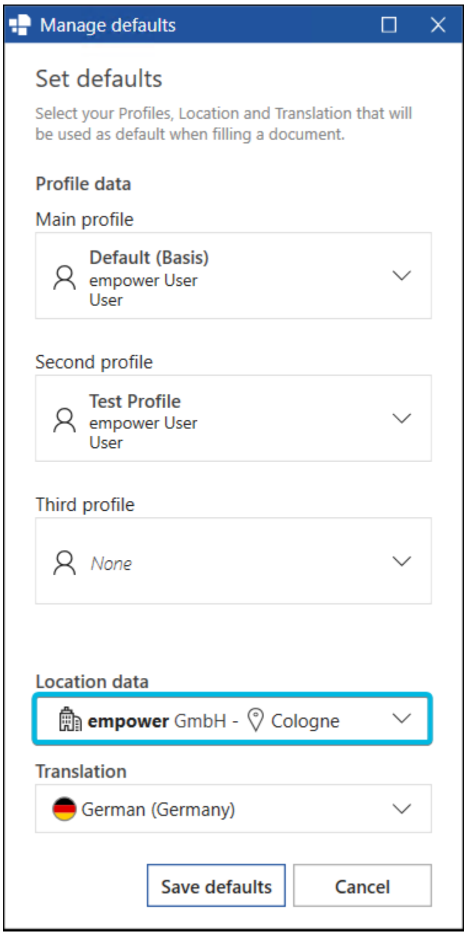

Figure 236. Location Data

In the drop-down menu under *Translation*, all available languages are listed (Figure 237). To add a default translation, choose a language from the list.

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

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

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

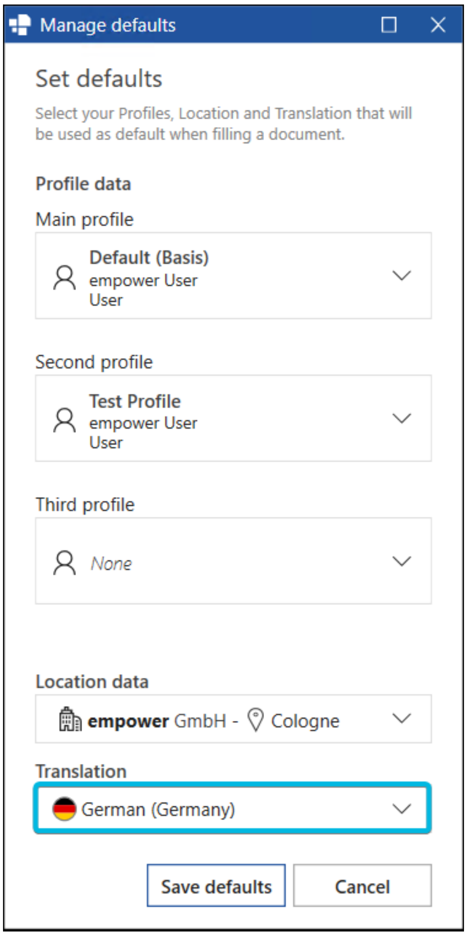

Figure 237. Translation

If you have finished, click on the button **Save defaults** (Figure 238).

Your settings are saved.

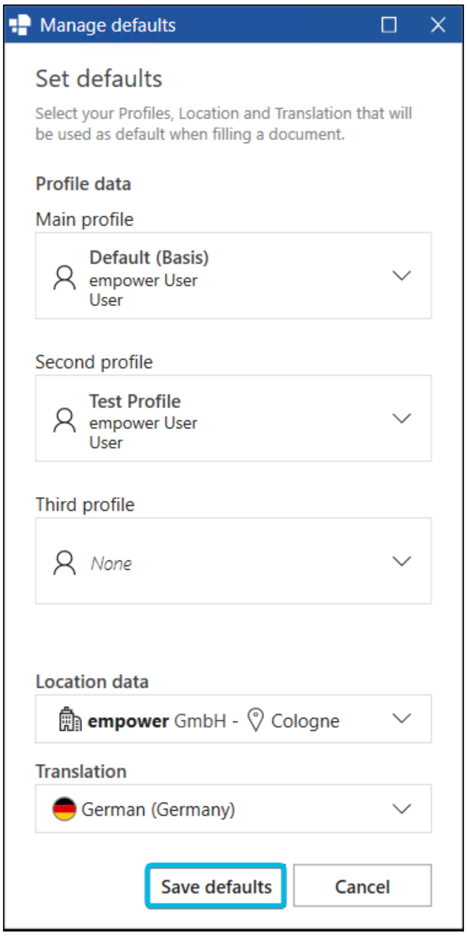

Figure 238. Button **Save defaults**

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

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

Reference Profiles

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

Once a user has set up a default profile, you can search for it via *Search for users* (**Figure 239**).

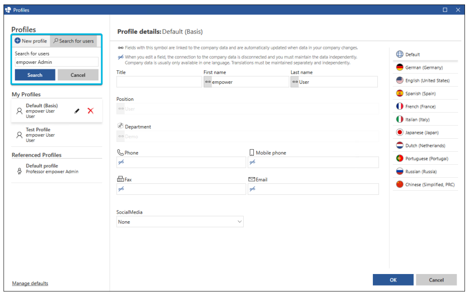

Figure 239. Option *Search for users* in Profile Management

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 240**).

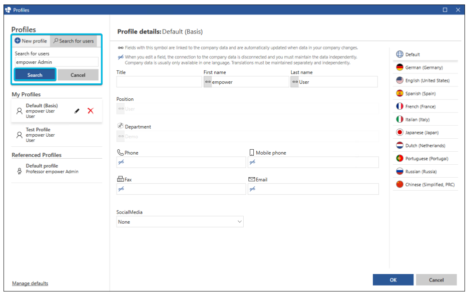

Figure 240. Button **Search**

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 241**).

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.

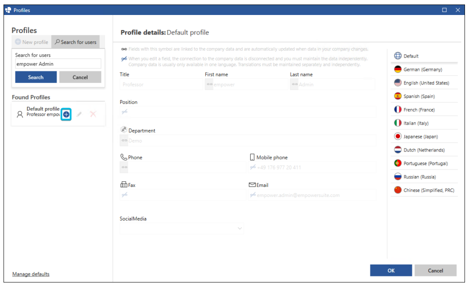

Figure 241. **Plus** Symbol to Add Profiles

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 242**).

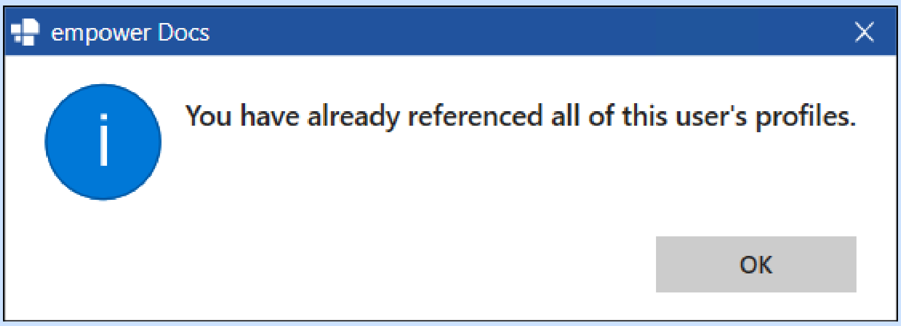

Figure 242. Dialog Box for Referenced Profiles

Delete a Profile

To delete a profile, click on the **cross** symbol next to the profile in the profile list (**Figure 243**).

A dialog box opens.

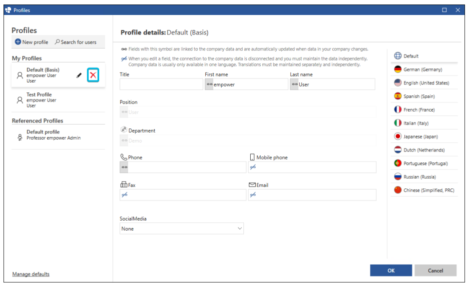

Figure 243. **Cross** Symbol to Delete a Profile

To confirm the deletion process, click on the button **Yes** (**Figure 244**).

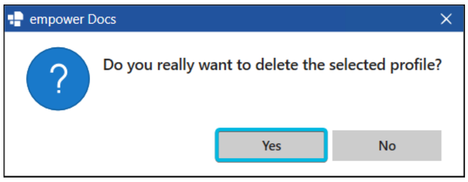

Figure 244. Button **Yes** to Confirm Deletion of a Profile

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 245).

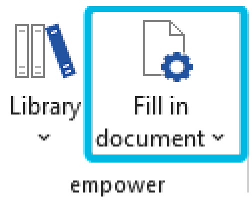

Figure 245. Split Button **Fill in document**

Choose the option **Companies** (Figure 246).

A dialog box opens.

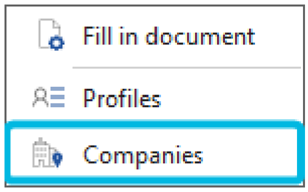

Figure 246. Option **Companies**

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 247).

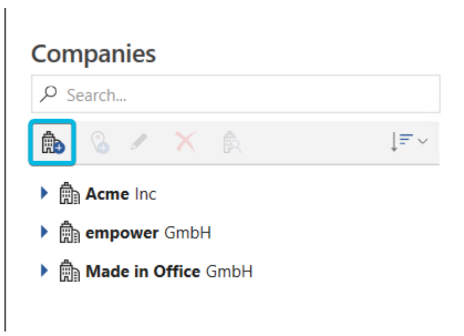

Figure 247. Button **Create Company**

2. Enter the display name for the company (Figure 248 **(1)**).
3. Select the legal entity type (Figure 248 **(2)**).
4. Click on the button **Apply** (Figure 248 **(3)**).
   On the right-hand side, the empty company fields appear.

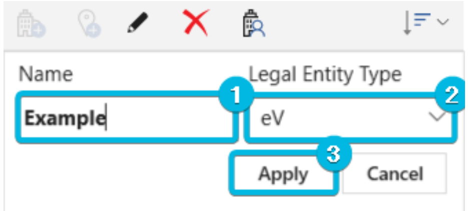

Figure 248. Add Company

5. To add a logo, click on the button **Select logo** (Figure 249 **(1)**).
6. Select the logo you want to use.
7. Then, fill in all company fields (Figure 249 **(2)**).
   The company fields vary depending on the legal entity type you have chosen.

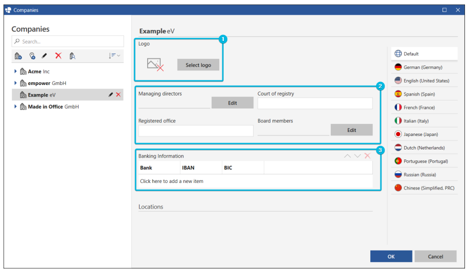

Figure 249. Company Fields

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 250).
   a. Here, click into the field *Click here to add a new item*.
   b. Type in the value you want to add and press **Enter**.
      If you add multiple values, you can change the display order using the two **arrow** symbols.
   c. Then, click on the button **OK**.

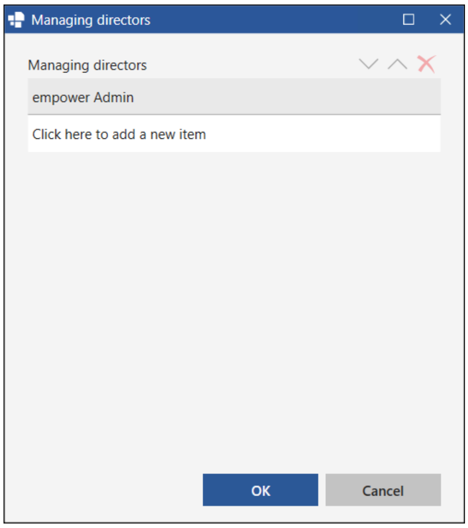

Figure 250. Add Values

9. To enter the company's banking information, click into the field *Click here to add a new item* (Figure 249 **(3)**).
   The fields to fill in vary depending on the legal entity type you have chosen.
10. To save the new company, click on the button **OK**.
    Alternatively, you can proceed and add a location to the company.

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

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

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

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

Edit and Delete Companies

To edit an existing company's name or legal entity type, select the company and click on the **pen** symbol (**Figure 251**).

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

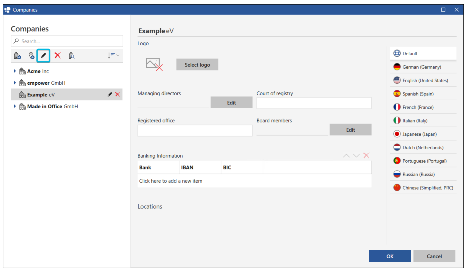

Figure 251. **Pen** Symbol for Company

If you change the legal entity type of a company, a dialog box opens (**Figure 252**).

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

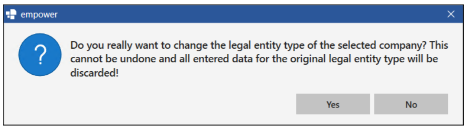

Figure 252. Dialog Box for Legal Entity Type Change

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

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

To delete a company, select it from the list and click on the **cross** symbol (**Figure 253**).

A dialog box opens.

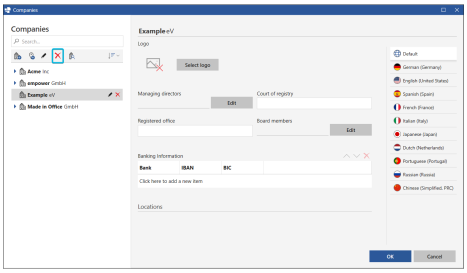

Figure 253. **Cross** Symbol for Company

To confirm the process, click on the button **Yes** (**Figure 254**).

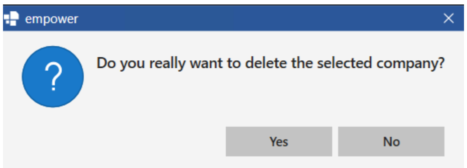

Figure 254. Dialog Box for Company Deletion

To edit the permissions for the company, click on the button **Edit permissions for selected company** (**Figure 255**).

A dialog box opens.

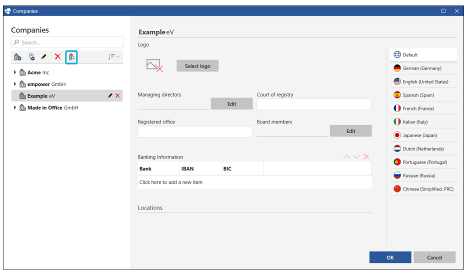

Figure 255. Button **Edit permissions for selected company**

In this dialog box, you can grant permissions to other users, remove permissions from users or change the permissions for users (Figure 256).

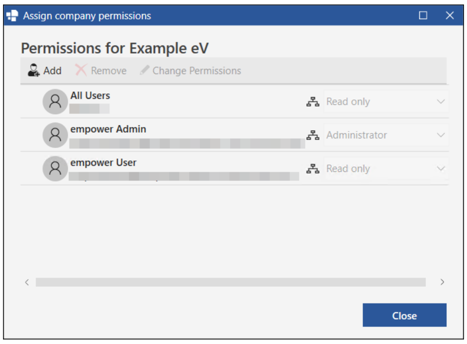

Figure 256. Permissions

If the **inheritance** symbol is displayed next to a user, this user has been granted permissions via the database (Figure 257). These permissions cannot be changed via the user interface.

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

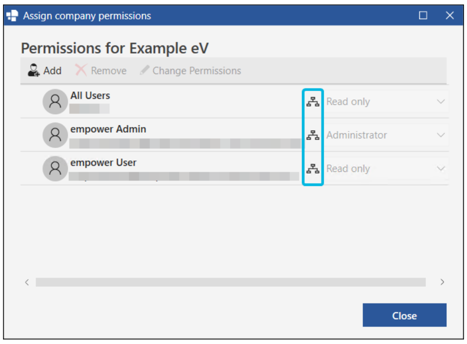

Figure 257. **Inheritance** Symbol

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

1. Click on the button **Add** (Figure 258).

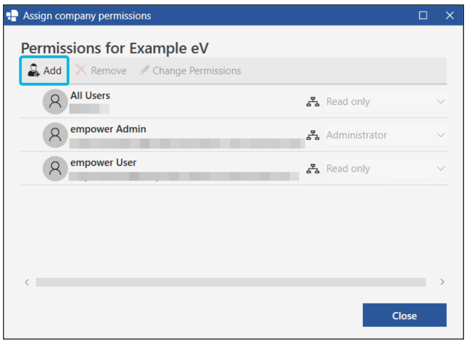

Figure 258. Button **Add**

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 259).
   The user will be added with the permission *Read only*.

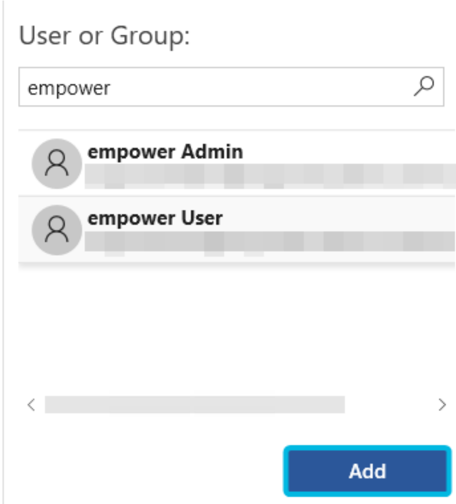

Figure 259. Add User

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 260).

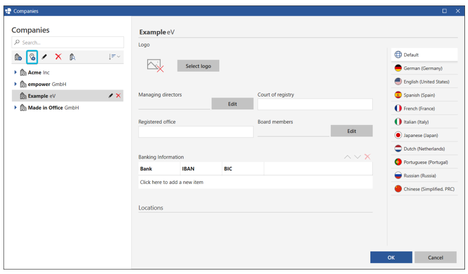

Figure 260. Button **Create location**

3. Enter the display name for the location (Figure 261 **(1)**).
4. Click on the button **Apply** (Figure 261 **(2)**).
   On the right-hand side, the empty location fields appear.

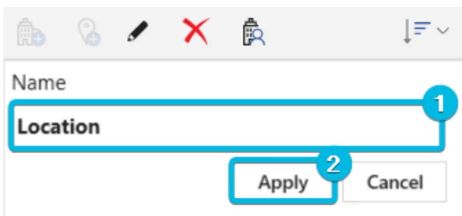

Figure 261. Add Location

5. To add a logo, click on the button **Select logo** (Figure 262 **(1)**).
6. Select the logo you want to use.
7. Then, fill in all location fields (Figure 262 **(2)**).

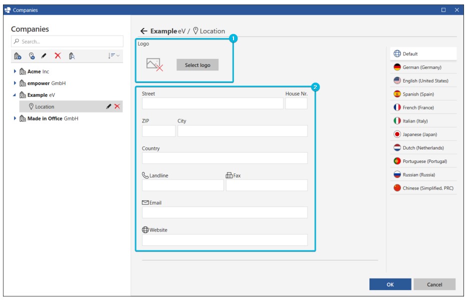

Figure 262. Location Fields

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

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

Edit and Delete Locations

To edit an existing location's name, select the location and click on the **pen** symbol (Figure 263).

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

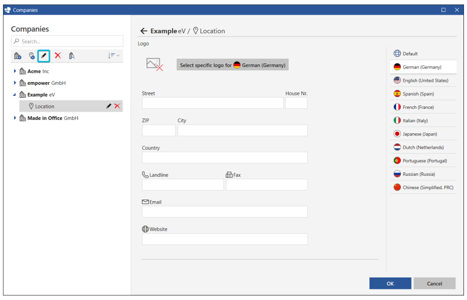

Figure 263. **Pen** Symbol for Location

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

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

To delete a location, select it from the list and click on the **cross** symbol (Figure 264).

A dialog box opens.

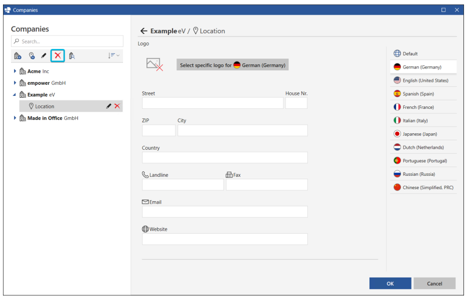

Figure 264. **Cross** Symbol for Location

To confirm the process, click on the button **Yes** (Figure 265).

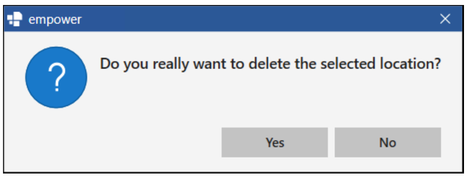

Figure 265. Dialog Box for Location Deletion

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 266).

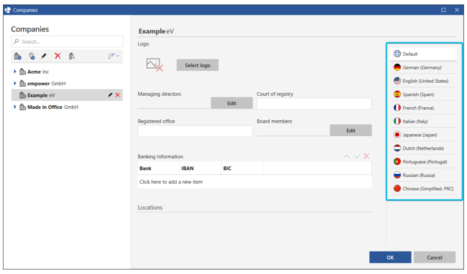

Figure 266. Languages

3. To add a logo, click on the button **Select specific logo for [language]** (Figure 267).
4. Select the logo you want to use.
5. Then, fill in all fields.

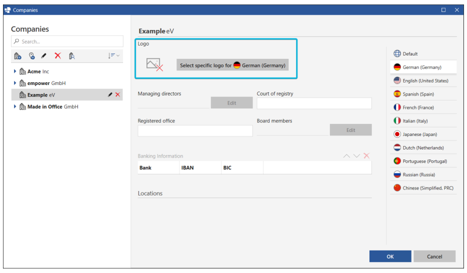

Figure 267. Logo for Translation

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

You can add separate logos for all languages.

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

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