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# Introduction

empower® Docs enables efficient creation and design of documents within the framework of a given corporate design with just a few clicks. Automatically referenced person- and company-based information ensures working with up-to-date data.

This Manual describes the first steps for handling and configuring empower® Docs.

# Initial Setup



## 1.1 The Basics

empower<sup>®</sup> Docs integrates seamlessly into the Microsoft Word<sup>®</sup> (Word for short) ribbon with its independent empower<sup>®</sup> Ribbon (**Figure 1**).

In the empower<sup>®</sup> Ribbon, information is stored via the empower<sup>®</sup> Design Corporate Design. With the help of this information, it can be ensured that all created documents correspond to the desired corporate design.

In the section Text, only corporate design compliant font colors, types and sizes are available (**Figure 2**).

The color picker's selection in the section Color is also aligned with corporate design colors (**Figure 3**).

A number of corporate design compliant design elements is available via the content management system of empower<sup>®</sup> Docs, the empower<sup>®</sup> library:

- Templates
- Text Blocks
- Text Elements
- Charts
- Tables
- Icons
- Images.

For information on how to use the content from the empower<sup>®</sup> library, see [chapter 2.1 empower<sup>®</sup> library](#).

Templates in empower<sup>®</sup> Docs can be designed dynamically so that, for example, information about the author, company and location is automatically filled in the header and footer of the document and manual editing is no longer necessary. The language settings can also be set and controlled centrally.

For information on setting the profile and company data as well as the language settings, see [chapter 1.3 Manage Default Values](#).

In addition to dynamically designed templates, static templates can also be stored in the empower<sup>®</sup> library.

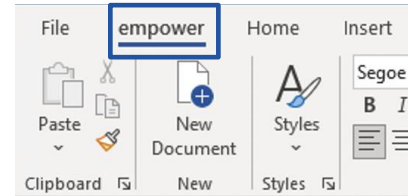


Figure 1: empower<sup>®</sup> Ribbon

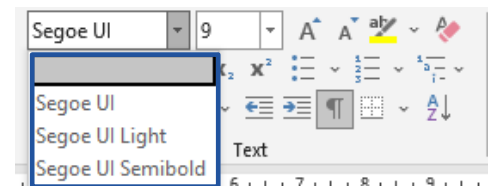


Figure 2: Section Text

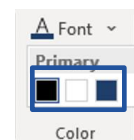


Figure 3: Section Color

For information on the empower® library see [chapter 2.1 empower®](#).

Furthermore, Word-native functions are located in the empower® ribbon as quick access (sections [Styles](#), [Insert](#), and [Tools](#)), so that searching between individual Word tabs and submenus is not necessary when creating documents.

The styles, which can be accessed via the section [Styles](#), are created according to the corporate design specifications.

## 1.2 Profile Setup

When Word is started for the first time after successful installation of empower<sup>®</sup> Docs, the setup of the default profile is necessary.

The profile management can be accessed via the section Library and the button **Fill in document** by clicking on the button **Profiles** (Figure 4).

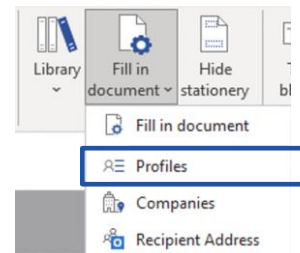


Figure 4: Button Fill in document

The **Default (Base)** profile saved there can be edited by clicking on the pencil (Figure 5).

### Profile details: Default profile

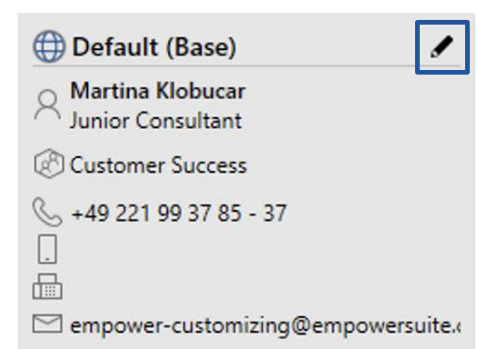


Figure 5: Edit profile data

The information that is initially stored here comes from the connected Active Directory and is updated automatically. Linked fields are indicated by the **chain symbol** (1). Fields that are initially empty in the profile and are potentially stored manually are indicated by a **crossed-out chain symbol** (2) (Figure 6).

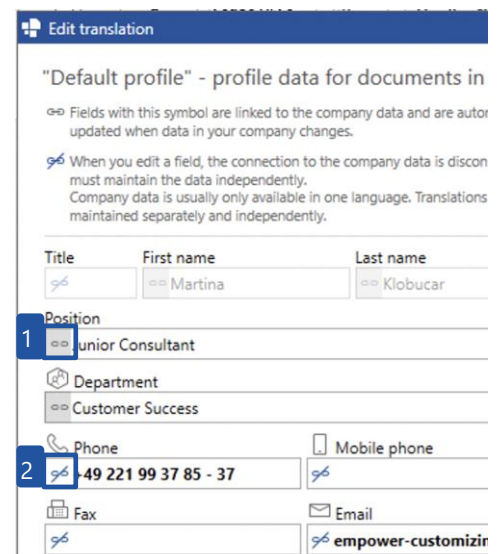


Figure 6: Profile data

In addition to the standard profile, any number of additional profiles can be created if required.

A new profile can be created by clicking **New Profile** when Profile Management is open (Figure 7).

As soon as more than one profile is created, a default profile can be determined.

For information on setting the default profile, see [chapter 1.3 Manage Default Values](#).

Once a user has set up a default profile, other users can search for it via *Search for users* (Figure 8).

During the search, the following data is taken into account:

- First name and/or
- Last name

All matching search results are displayed and the found profile can be added to the profiles via the button **Add to my profiles** (Figure 9). Unlike own profiles, foreign profiles cannot be edited in the profile management.

The newly added profile is listed under one's own profiles as a **Referenced Profile** (Figure 10).

The use of referenced profiles is helpful, for example, in the event of sick leave or vacation replacement, as documents can be created on behalf of others.

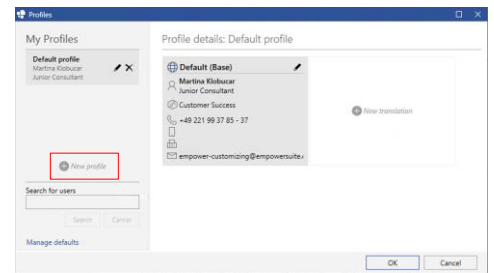


Figure 7: Create new profile

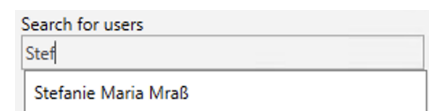


Figure 8: Search another user

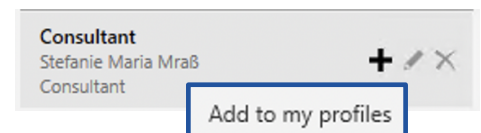


Figure 9: Add foreign profile to own profiles

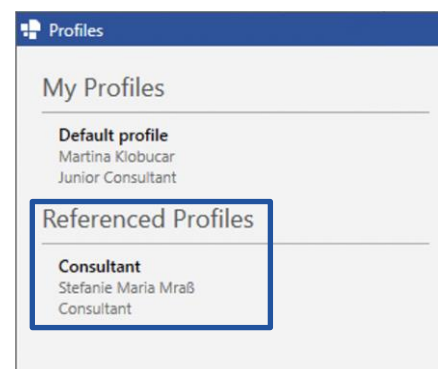


Figure 10: View Referenced Profiles



### 1.3 Manage Default Values

In order for an opened empower<sup>®</sup> Docs document template to be automatically filled with information, the setting of some default values is necessary:

- Profile data
- Location data
- Translation.

The location settings can be opened by clicking the button **Manage Defaults** when Profile Management is open (Figure 11).

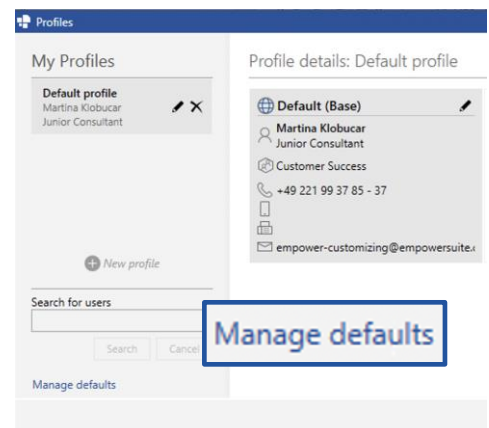


Figure 11: Manage defaults

In the drop-down menu under **Profile data Main profile**, all set-up profiles are listed (Figure 12). The desired profile can be selected by clicking on the listed name.

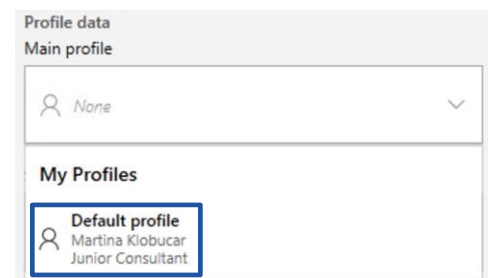


Figure 12: Set profile data

Depending on the configuration of the template, information from more than one profile can be referenced. For this purpose, any number of additional profiles can be selected in addition to a main profile (Figure 13).

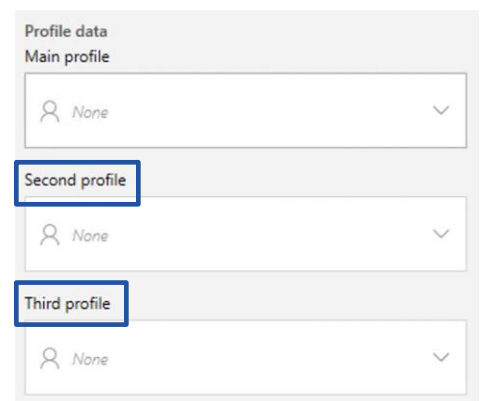


Figure 13: Set multiple default profiles

In the drop-down menu under **Location data**, all available companies and their locations are listed (**Figure 14**). The desired default location can be selected by clicking on the listed name. If there is no default location, the document template will not be filled automatically and empower<sup>®</sup> Docs will prompt to select a location each time a document template is opened.

In the drop-down menu under **Translation**, all available languages are listed (**Figure 15**). The desired language can be selected by clicking on the listed name. The language setting is decisive for the display of the referenced profile and company data. Information that is maintained in empower<sup>®</sup> Docs by administrators in multiple languages is displayed according to the selected language. 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<sup>®</sup> Docs, a **Default** can be configured for language settings. As standard, English is stored as the default language. If **Default** is selected, the document template is filled according to the stored default language.

The selection of default values can be confirmed by clicking the button **Save** (**Figure 16**).

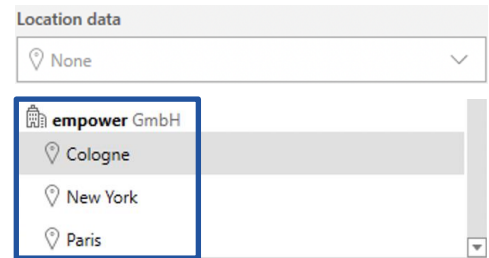


Figure 14: Set location data

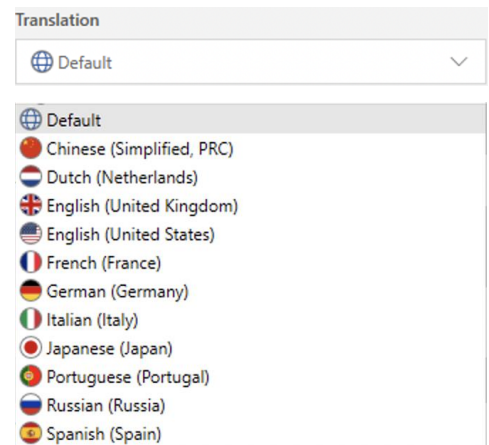


Figure 15: Set standard language

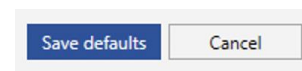


Figure 16: Save defaults

# Working with empower<sup>®</sup> Docs



## 2.1 empower<sup>®</sup> library

The empower<sup>®</sup> library can be accessed in the section [Library](#) via the button **Library** (Figure 17).

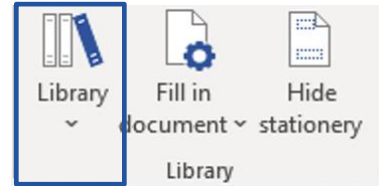


Figure 17: Button Library

The empower<sup>®</sup> library is divided into three sections (Figure 18):

- Company Library
- User Repository
- Corporate Design Templates

The empower<sup>®</sup> library is a content management system in which corporate design compliant templates and design elements are stored centrally.

Generally, the **Company Library** provides

- Templates.

This content is available company-wide.

Generally, in the **Corporate Design Templates**

- Text Blocks (Charts, Tables, Icons)
- Images

are provided. All design elements that can be used Word-natively can be saved in empower<sup>®</sup> Docs in the **Text Block** format.

The **User Repository** can be used as an individual storage location for own work and represents the private area of the logged-in person.

Content can be stored in the following formats in the User Repository of the empower<sup>®</sup> library:

- Template
- Text Block
- Image.

empower<sup>®</sup> Docs suggests the storage format depending on the marked content.

To save something, the desired content must be selected. Via the section [Library](#), the button **Library** and the button **Save** in the drop-down menu the selection of the saving format opens.

A text marked in the document as well as a selected chart, a table and a selected icon will be saved as a text block (Figure 19).

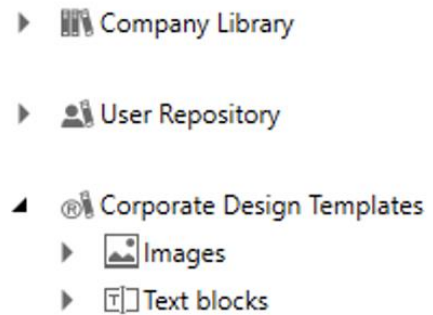


Figure 18: Structure of empower<sup>®</sup> library

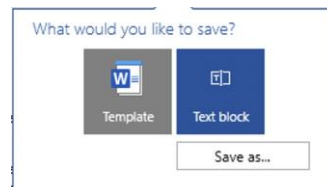


Figure 19: Save as text block

An image selected in the document is recognized as such and saved in the same format (Figure 20).

If no content is selected, the entire document can be saved as a template (Figure 21).

After selecting the desired save format, the save dialog window opens and the desired folder in which the content is to be saved can be selected (Figure 22).

The empower<sup>®</sup> sync displays a message:

- when the upload to the empower<sup>®</sup> library has been started
- when the upload to the empower<sup>®</sup> library has been completed.

All design elements must be saved individually in the empower<sup>®</sup> library.

For information on the empower<sup>®</sup> sync see chapter 2.6 empower<sup>®</sup> sync.

## 2.2 Quick Access Pane

The Quick Access Pane provides direct access to the contents of the empower<sup>®</sup> library without an intermediate step into the full view and mirrors the folder structure (Figure 23).

It opens at the right edge of the open document as soon as the button **Text Blocks** or **Images** is used to navigate to the empower<sup>®</sup> library via the section Insert.

The Quick Access Pane can be permanently displayed via the section **Settings** if **Always show sidebar** is activated (Figure 24).

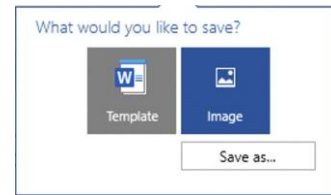


Figure 20: Save as image

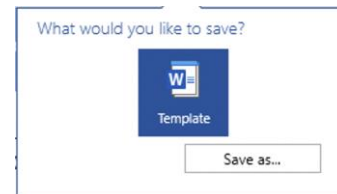


Figure 21: Save as template

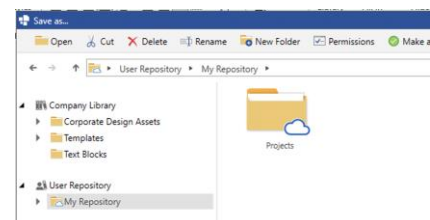


Figure 22: save dialog

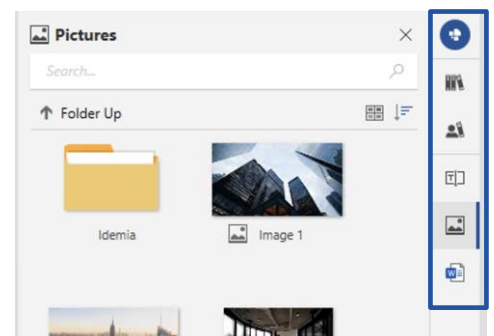


Figure 23: Quick Access Pane

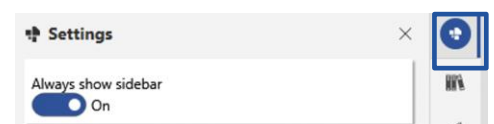


Figure 24: Show Quick Access Pane

## 2.3 Creating a New Document

A new document can be created via the section [New](#) by clicking the button **New Document** (Figure 25) and selecting the desired document templates from the Company Library (Figure 26). The template can be opened by double-clicking or right-clicking and clicking the button **Open**.

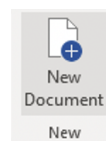


Figure 25: Button New Document

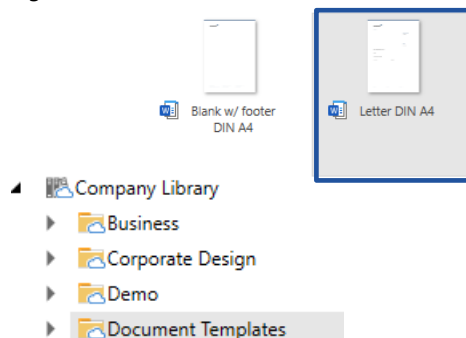


Figure 26: Select template

## 2.4 Opening existing Document

An existing document stored in the empower<sup>®</sup> library can be selected via the full view (section [Library](#) button **Library**) and opened by double-clicking or via the Quick Access Pane.

## 2.5 Designing a Document

When designing the content of a document, the design elements from the empower<sup>®</sup> library can be used.

All design elements are inserted in the document where the mouse cursor is positioned.

The Charts, Tables, Icons, Text Blocks, and Images can be accessed via the full view of the empower<sup>®</sup> Library (section [Library](#) button **Library**) and can be inserted into the document by double-clicking or right-clicking and using the **Insert text block** (Figure 27) or **Insert image** (Figure 32) button.

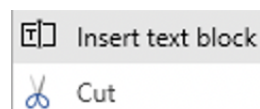


Figure 27: Button Insert text block

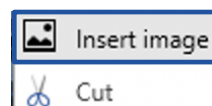


Figure 28: Insert image



Furthermore, Text Blocks as well as Images can be inserted directly via the section **Insert** and the buttons **Text blocks** and **Images** (Figure 29).

On the right side a direct access to the desired area of the empower<sup>®</sup> library is possible via the search bar (Figure 30).

A selected text block can be inserted into the document by double-clicking it or using the button **Insert text block** (Figure 31).

A selected image can be inserted into the document by double-clicking or using the button **Insert image** (Figure 32). The inserted image can be replaced by another image from the empower<sup>®</sup> library if it is still selected and another image is selected via the search bar and inserted into the document by double-clicking or using the button **Insert image**.

Moreover, personal or additional design elements that are centrally valid and stored for the company can be inserted directly via the Quick Access Pane and the buttons **Company Library** and **User Library** (Figure 33).

**Text elements**, **Charts** and **Tables** are designed with sample content and can be customized after insertion according to the familiar editing options in Word.

Any number of text elements and images can be inserted into the document.

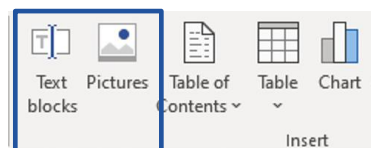


Figure 29: **Insert** section

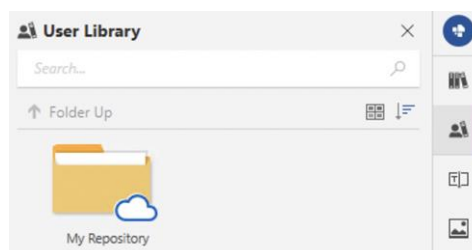


Figure 30: Search bar

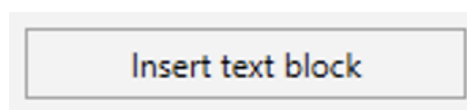


Figure 31: Button **Insert text block**

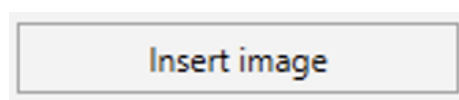


Figure 32: Button **Insert image**

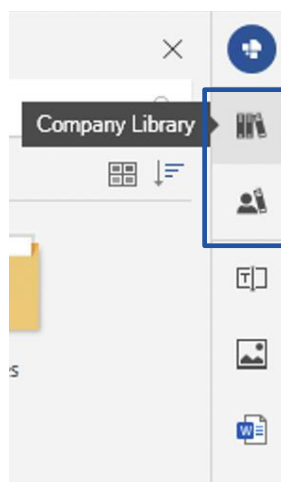


Figure 33: Access company and user library via Quick Access Pane

## 2.6 empower<sup>®</sup> sync

Via the empower<sup>®</sup> sync, the contents of the empower<sup>®</sup> library are synchronized at a predefined interval. This ensures that the content used is up to date.

The empower<sup>®</sup> sync can be accessed via the taskbar and the context menu (Figure 34).

A sync can also be triggered manually via the button **Sync Now**, regardless of the predefined interval (Figure 35). A manual sync can be helpful if recently saved content is not yet completely mapped in the empower<sup>®</sup> library.

If content is saved in the empower<sup>®</sup> library, the empower<sup>®</sup> sync signals the status of the upload and issues a message:

- when the upload is started (Figure 36)
- when the upload is completed (Figure 37).

## 2.7 empower<sup>®</sup> Help

The buttons **Help Center**, **switch empower language** and **About empower** are available via the section **Help** and the button **Help** (Figure 38).

The **Help Center** contains useful product information about empower.

Via **switch empower language** the display language in the empower<sup>®</sup> ribbon can be adjusted. By default, the empower<sup>®</sup> language is based on the Office display language.

The button **About empower** provides information about the currently used empower<sup>®</sup> Docs version as well as the logged in person.



Figure 34: empower<sup>®</sup> sync

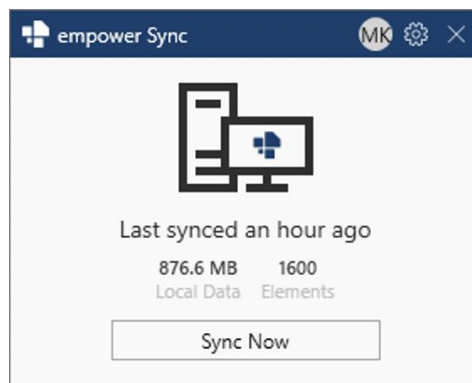


Figure 35: Trigger sync manually

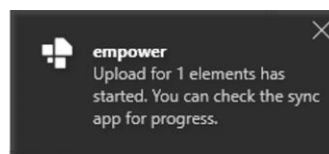


Figure 36: Upload started notification

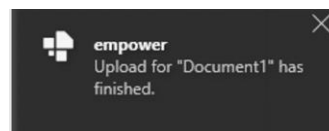


Figure 37: Upload completed notification

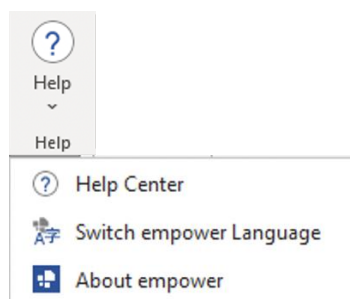


Figure 38: Contents under the **Help** button



**Please note:**

This Manual covers all features that are included up to our Release 8.9.

Further features that are included in newer versions are the following:

- **Design & Consistency Check:**  
Documents can be automatically checked against corporate design specifications (colors, fonts, etc.) and other configurable rules (e.g. use of highlighting, page formats, page alignments, superfluous blank pages, use/spelling of names and terms, etc.), and deviations automatically corrected. When assigning font, line and fill colors, corresponding **design colors from the document's color scheme** are automatically applied so that the color scheme can be easily replaced later.
- **Simplified ribbon:**  
As from empower<sup>®</sup> 9.0, you can switch between two ribbon modes. The new ribbon is much more compact and combines all functions intelligently. Each user can switch between simple and power user ribbon.
- **Improved User Interface:**  
A revised UI and support for all Office Themes (incl. Dark Theme) also for the Quick Access Pane.
- **SVG support:**  
Docs now supports *Scalable Vector Graphics* (SVG) - a common vector-based image format - as elements in the empower<sup>®</sup> library. Images in this format can be scaled to any size without loss of quality and also are quite small in storage size, which makes this format ideal for logos, visualizations, cliparts and non-photorealistic images in general.
- **Refresh all fields:**  
Refresh/update all Word fields in a document with just one click - whether in the main document, in the header or footer, in shapes, as well as in comments.