empower® Docs

Release 9.10

Table of Contents

1. Introduction

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

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.

Templates in empower® 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.

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

Windows Version

- Windows 11

Office Version

- Microsoft Office 2021*, 2024

*End of life as of October 2026.

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

For further information from Microsoft, see **End of support for Office 2021**.

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

Subscription Models

- Office 365 Pro Plus, Enterprise E3 or E5

1.2. Telemetry Tracking in empower®

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

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

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

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

2. empower® Sync

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

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

The following data is synchronized:

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

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

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

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

User Interface

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

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

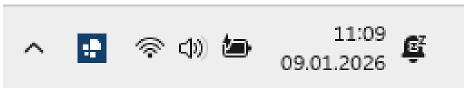


Figure 1. empower® Icon

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

Main Window

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

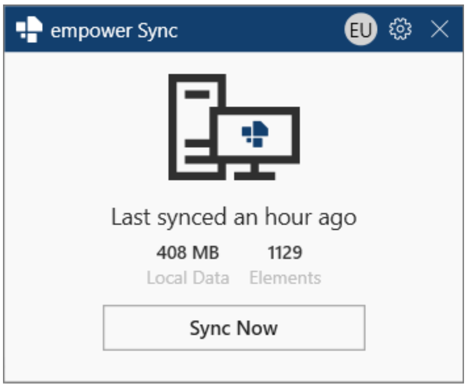


Figure 2. Main Window

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

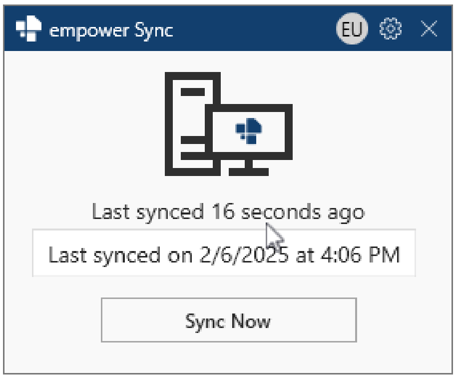


Figure 3. Mouse-Over **Last synced**

Start the Synchronization Manually

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

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

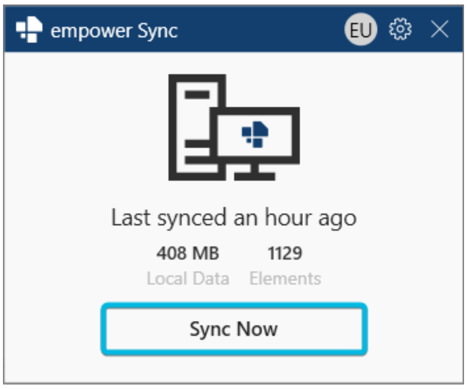


Figure 4. Button **Sync Now**

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

Access the Sync Options

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

A drop-down menu containing the available options opens.

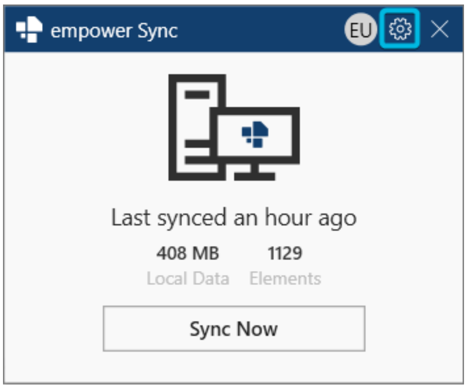


Figure 5. **Gear** Symbol

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

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

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

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

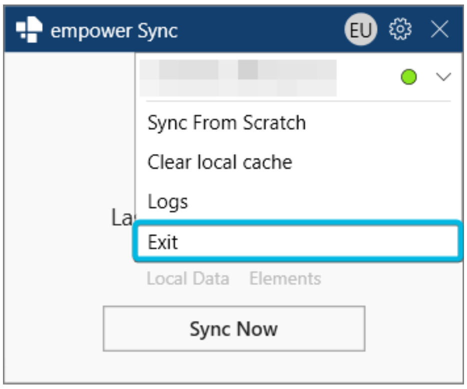


Figure 6. Option **Exit**

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

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

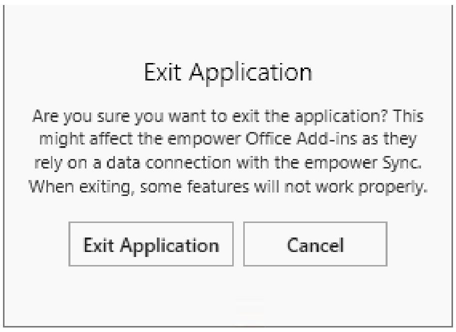


Figure 7. Message for Application Exit

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

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

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

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

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

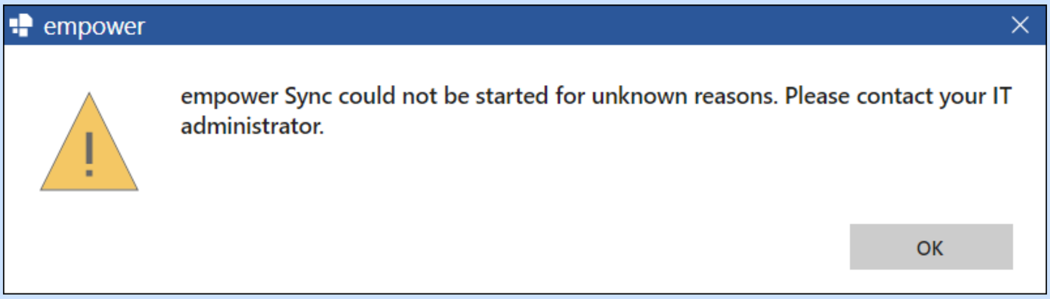


Figure 8. Error Message for Sync

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

Execute a Sync from Scratch

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

Content data will not be deleted.

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

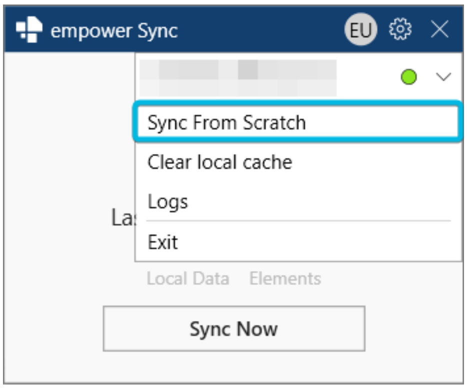


Figure 9. Option **Sync From Scratch**

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

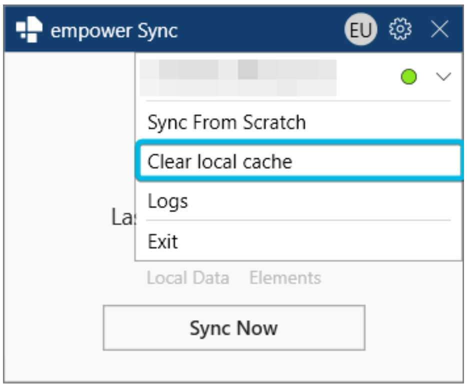


Figure 10. Option **Clear local cache**

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.

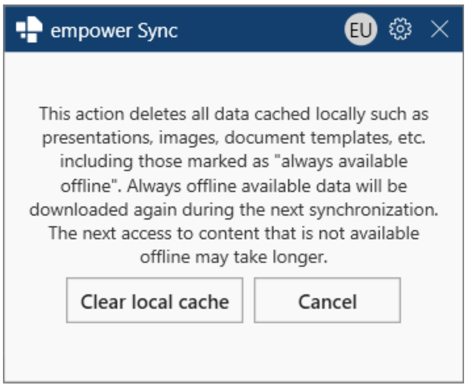


Figure 11. Message for **Clear local cache**

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.

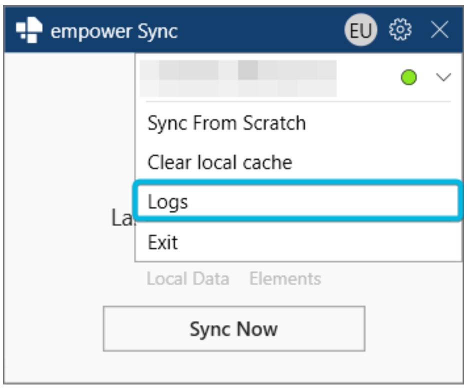


Figure 12. Option **Logs**

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**).

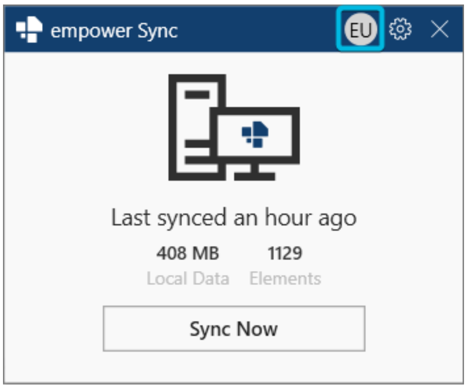


Figure 13. User Initials

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**.

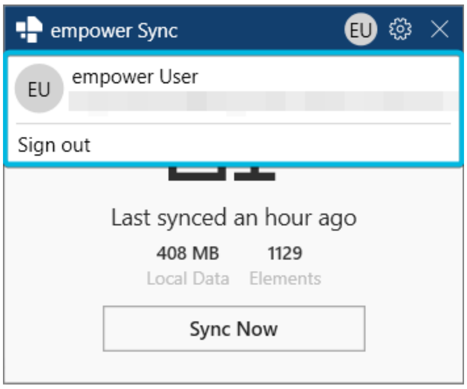


Figure 14. User Information

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**).

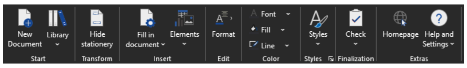


Figure 15. empower® Ribbon in Black Theme

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

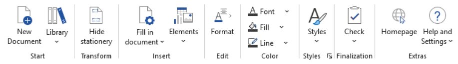


Figure 16. empower® Ribbon in White Theme

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

4. empower® Ribbon

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

The classic ribbon provides a more extensive version of the empower® Ribbon (Figure 17) while the simplified ribbon organizes the variety of empower® Features in more compact groups (Figure 18).

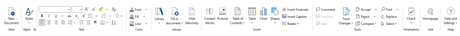


Figure 17. Classic Ribbon in Word

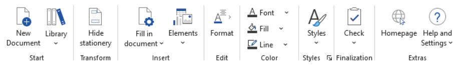


Figure 18. Simplified Ribbon in Word

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

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

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

Switch Ribbon View

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

1. In the empower® Ribbon, click on the button **Help and Settings**.
2. Choose the option **User Settings**.
   The side pane opens.
3. Depending on which ribbon you want to use, switch the toggle button for **Use Simplified Ribbon** to *On* or *Off* (Figure 19).
   The ribbon changes to your preferred option.

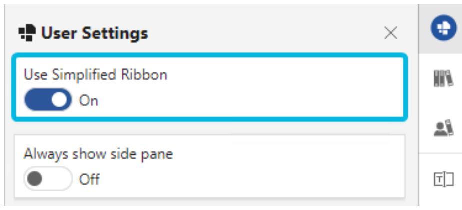


Figure 19. Option **Use Simplified Ribbon**

5. empower® Help

empower® offers different ways for you to receive help if you have any problems with the software.
In addition, you can access your user settings and view information about your installation.

The help section is located in the group Extras. To view your options, click on the button **Help and Settings** (**Figure 20**).

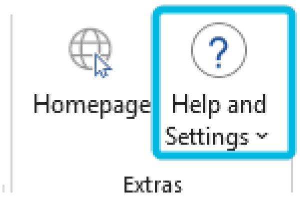


Figure 20. Button **Help and Settings**

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

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

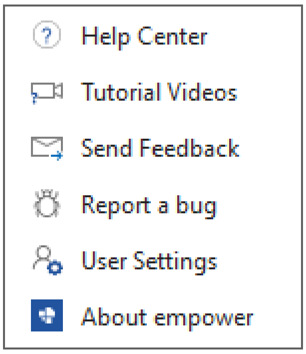


Figure 21. Drop-Down Menu for Button **Help and Settings**

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

Help Center

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

The *Help Center* will open in your default browser (**Figure 22**).

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

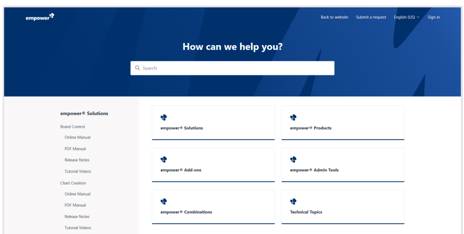


Figure 22. Help Center

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

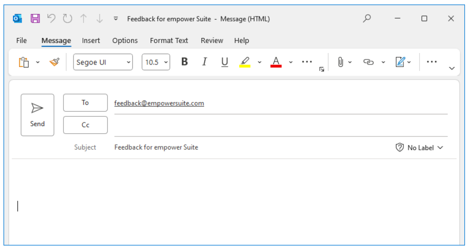


Figure 23. Feedback E-Mail

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

Report a Bug

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

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

- Creating a new e-mail via your primary e-mail application and automatically attaching a .zip file (*empowerInformation.zip*).
  The e-mail has a preset subject line (e.g. *Bug report for Docs*) and is already addressed to the right recipient.
- Opening a new window in your default browser (**Figure 24**).
  In this window, you have to enter 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.

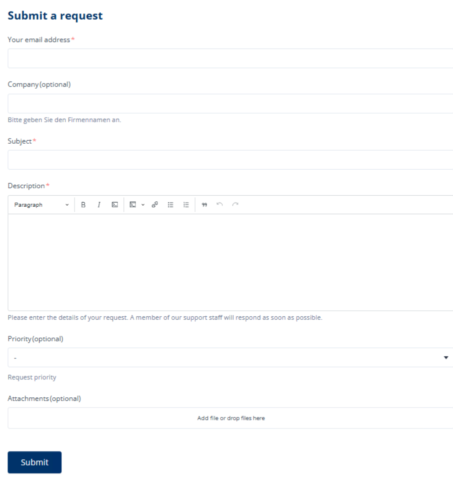


Figure 24. Report a Bug in Help Center

User Settings

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

In the section **User Settings** in the side pane, you can set your personal preferences (Figure 25).

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

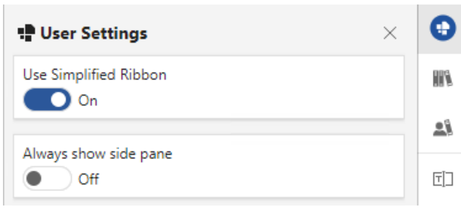


Figure 25. User Settings

Using the option **Always show side pane**, you can decide to display the side pane permanently.

If you do so, you can collapse and expand the side pane any time without selecting an element to insert beforehand.

To collapse the side pane, click on the **X** symbol in the upper right corner of the side pane.

To open it again, either click on the bar **empower** next to the sidebar or click on one of the symbols in the sidebar (Figure 26).

If you open the side pane via the bar **empower**, the side pane opens in the section that you had opened beforehand.

If you have not yet opened the side pane, it opens in the *Company Library*.

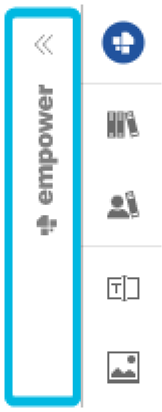


Figure 26. Expand Side Pane

For further information regarding the side pane, see Side Pane.

For further information regarding the empower® Ribbon, see empower® Ribbon.

About empower

To view detailed information about your empower® Version and the activated empower® Products, click on the button **About empower**.

A dialog box opens. This dialog box contains information about the empower® Version and products in use (Figure 27).

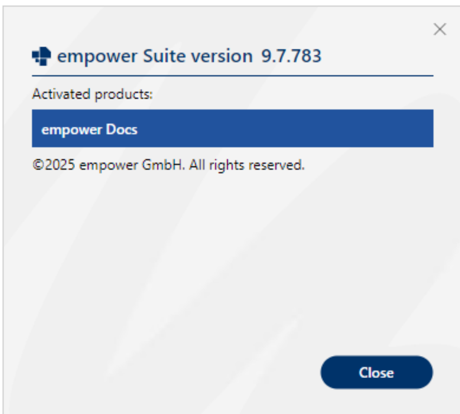


Figure 27. Dialog Box **About empower**

Customizing Center

For Administrators

If you are a *Customizing Admin*, the option **Customizing Center** will be visible for you (**Figure 28**).

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

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

The *Customizing Center* includes settings regarding your empower® Designs including color and font settings, as well as settings regarding the different checks in empower®, campaign management, languages in empower® and the available features.

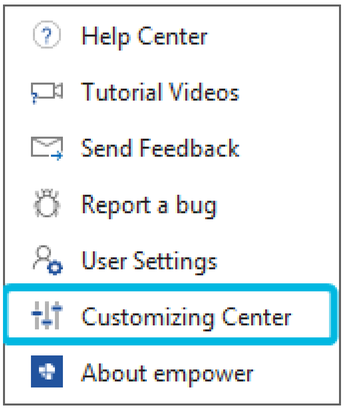


Figure 28. Option **Customizing Center**

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

6. Use the External Link

You can access an external website provided by your company by using the external link button.

This website can be set individually. It could be an intranet landing page or a learning platform with information regarding empower®.

The button can be customized by your administrators. Therefore, the icon and the label are chosen individually for your company.

If the external link has been configured, you can access the button in the group Extras (**Figure 29**).

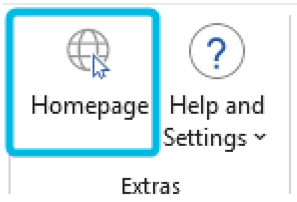


Figure 29. External Link Button

> Depending on the configuration of your empower® Environment, the external link button might not be available.

Configure the External Link Button

For Administrators

The external link button can be configured in the empower® Admin Center.

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

7. empower® Designs

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

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

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

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

Add and Edit Designs

For Administrators

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

They can only be adjusted by *Customizing Admins*.

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

8. Edit Text

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

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

To access all features in the group Edit, click on the button **Format** (**Figure 30**).

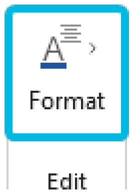


Figure 30. Button **Format**

The group will be expanded to the right, opening the subgroup Text (**Figure 31**).

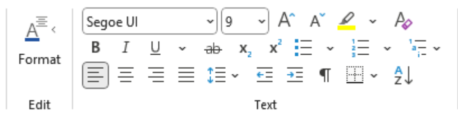


Figure 31. Group Text

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

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

Text Settings

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

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

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

9. empower® Library

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

The empower® Library can be accessed via the group Start in the empower® Ribbon. To open the library, click on the button **Library** (**Figure 32**).

It opens in a new window.

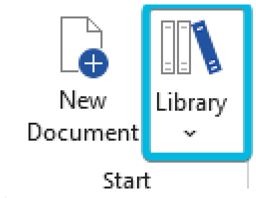


Figure 32. Button **Library**

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

For further information regarding the side pane, see **Side Pane**.

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 33**).

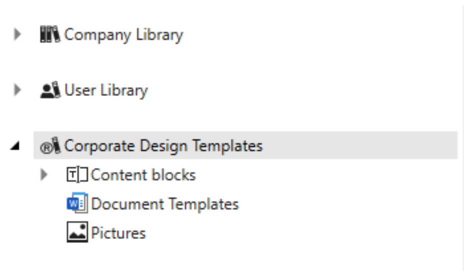


Figure 33. Library Structure

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

- Company Library
- User Library
- Corporate Design Templates

If you select a folder from the folder tree on the left, you will see all the elements stored in this folder on the right (**Figure 34**).

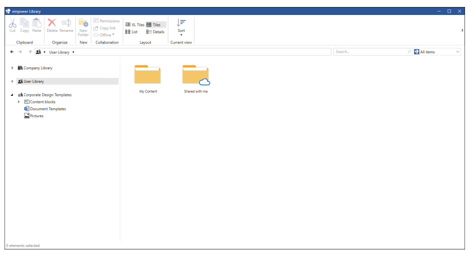


Figure 34. Library Window

You can tell what type of element it is by the icon in the bottom left corner of each element (Figure 35).

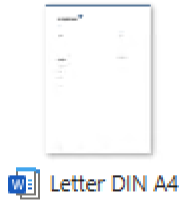


Figure 35. Document Template Icon

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

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 36).

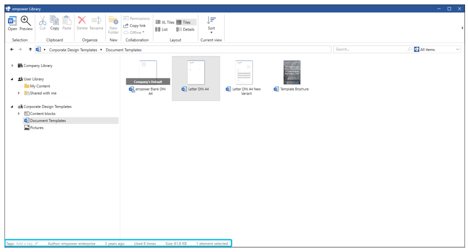


Figure 36. Metadata Display

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

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

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

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

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 document templates or content blocks and store them until they are final.

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

Corporate Design Templates

Corporate Design Templates are available with different element types.

The section *Corporate Design Templates* contains templates for e.g. content blocks, pictures or documents and is intended to help all employees in the company to quickly and easily create new corporate design compliant documents.

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

9.1. 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.

Permission Roles

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

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

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

Default Settings

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

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

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

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

View Permission Roles

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

1. Select the folder whose permission distribution you want to view.
2. Right-click on the folder.
   A context menu opens (**Figure 37**).

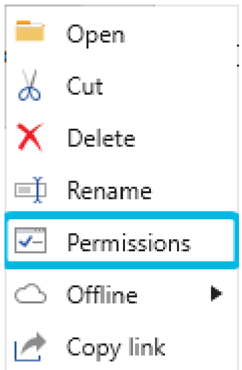


Figure 37. Option **Permissions**

3. Click on the option **Permissions**.
   In the dialog box **Folder Permission**, you can see all users or user groups that have been granted permissions for this folder (**Figure 38**).

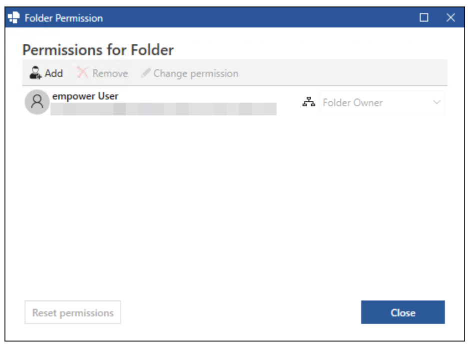
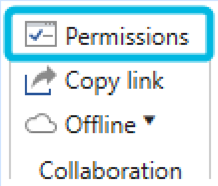


Figure 38. Dialog Box **Folder Permission**

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 39).
>
> 
>
>
> Figure 39. 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 40**).
   A drop-down menu opens.

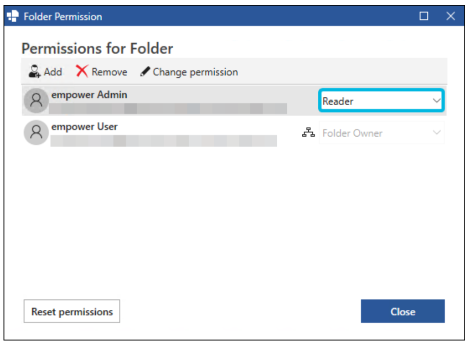


Figure 40. Permission Role Display

3. In the drop-down menu, choose the permission role you want to assign to the user or group (Figure 41).

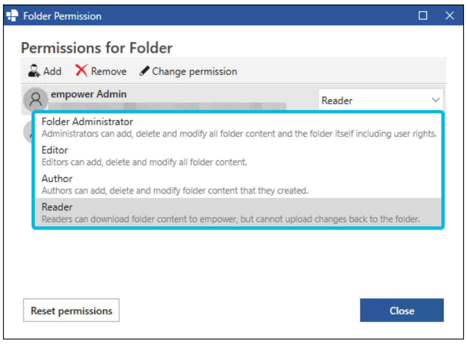


Figure 41. Permission Role Drop-Down Menu

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 42). Then, select a permission role from the list.

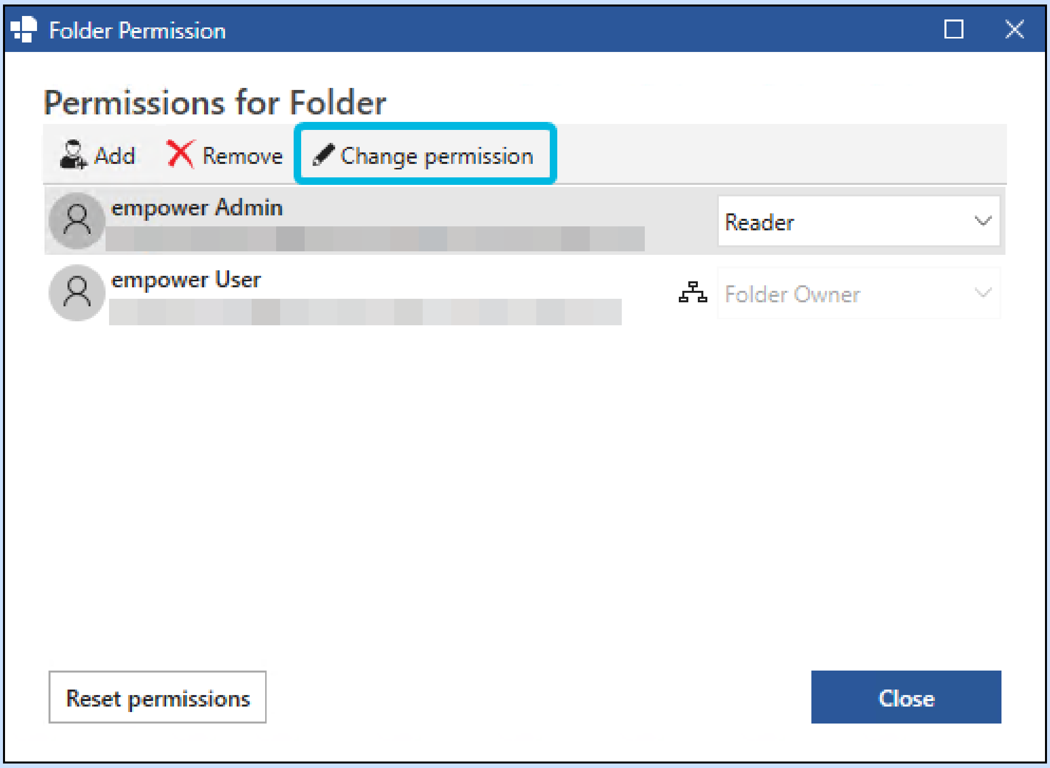


Figure 42. Button **Change permission**

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 43).
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.

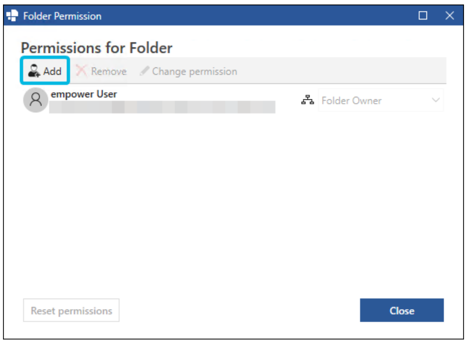


Figure 43. Button **Add** in Window **Folder Permission**

4. Click on the button **Add** (Figure 44).
   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**.

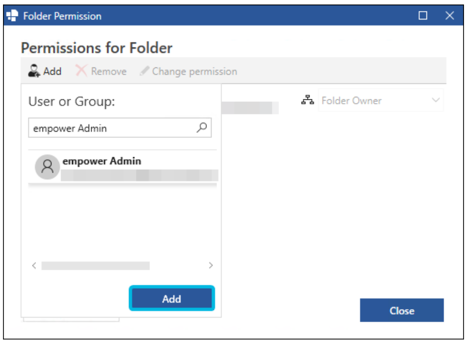


Figure 44. Button **Add**

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 45).
   A dialog box opens.

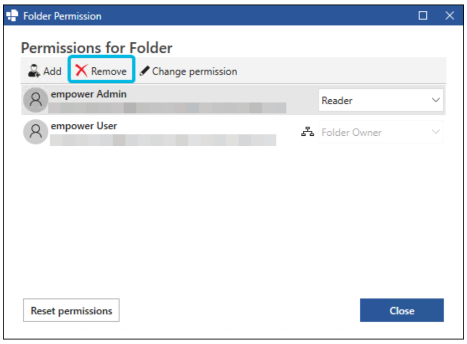


Figure 45. Button **Remove**

3. To remove the user or group from the list, click on the button **Yes** (**Figure 46**).

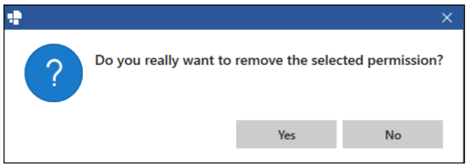


Figure 46. Dialog Box for Permission Removal

> 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 47**).

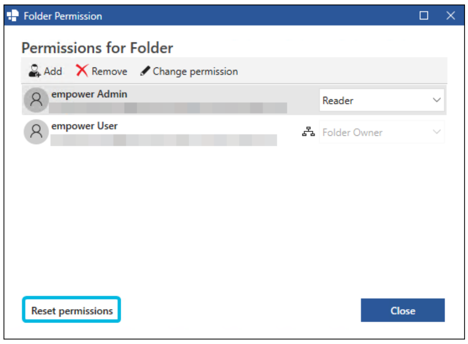


Figure 47. Button **Reset permissions**

A dialog box opens (**Figure 48**).

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

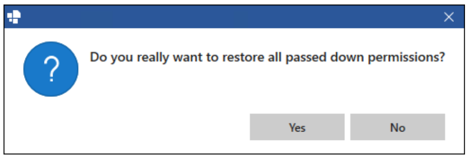


Figure 48. Dialog Box for Permission Reset

9.2. 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 documents. 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 49**).

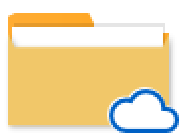


Figure 49. Online Folder

If folders in the library do not have a **cloud** symbol, the content stored here is also available offline (Figure 50).

Figure 50. 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 51 **(1)**).
3. Click on the option **Make Available Offline** (Figure 51 **(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.

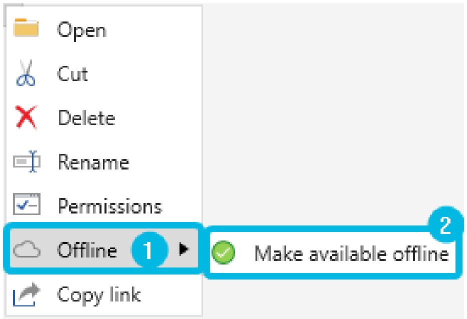


Figure 51. Option **Offline** and Button **Make Available Offline**

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 52 **(1)**).
3. Click on the option **Make Available Online Only** (Figure 52 **(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.

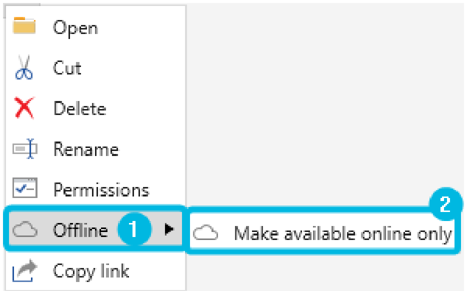


Figure 52. Option **Offline** and Button **Make Available Online Only**

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.

9.3. 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 53**).

Figure 53. Collapsed Navigation Bar

To expand the navigation bar, click on the button **Expand** in the top right corner (**Figure 54**).

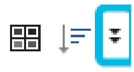


Figure 54. Button **Expand**

In the expanded navigation bar, you can access all available actions (**Figure 55**). If an action is not available for the currently selected element, it is grayed out.


Figure 55. Expanded Navigation Bar

Display Options

In the group Layout in the expanded navigation bar, you can choose how the library content should be displayed (**Figure 56**).

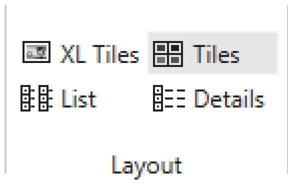


Figure 56. Group Layout

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

9.4. Create New Content in Library

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

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 57**).

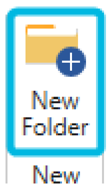


Figure 57. Button **New Folder** in Navigation Bar

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

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

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

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

- Corporate Design Templates

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

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 58).

Figure 58. Option **New Folder** in Context Menu

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

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

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

9.5. Manage Content in empower®

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

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

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

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

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

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

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

Save Content to the Library

Once you have created new content in Word, 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 the entire document, skip this step.
2. Navigate to the group Start in the empower® Ribbon.
3. Click on the lower part of the split button **Library** (Figure 59).

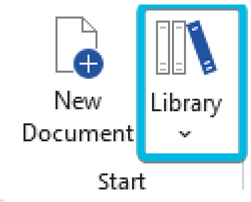


Figure 59. Button **Library**

4. In the drop-down menu, click on the option **Save** (Figure 60).
   A menu opens.

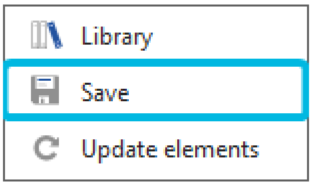


Figure 60. Option **Save**

5. In the menu, choose what element type you want to save.
6. Then, click on the button **Save as** (Figure 61).
   The library opens.

Figure 61. 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 62).

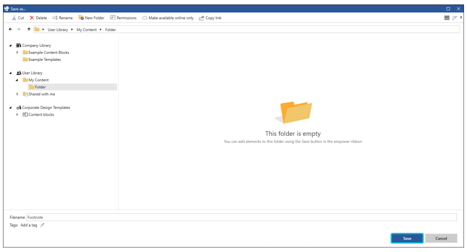


Figure 62. Button **Save** in Library

If you want to overwrite the existing version of the element, navigate to its original location, select the element and click on the button **Save**.

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

A dialog box opens (Figure 63).

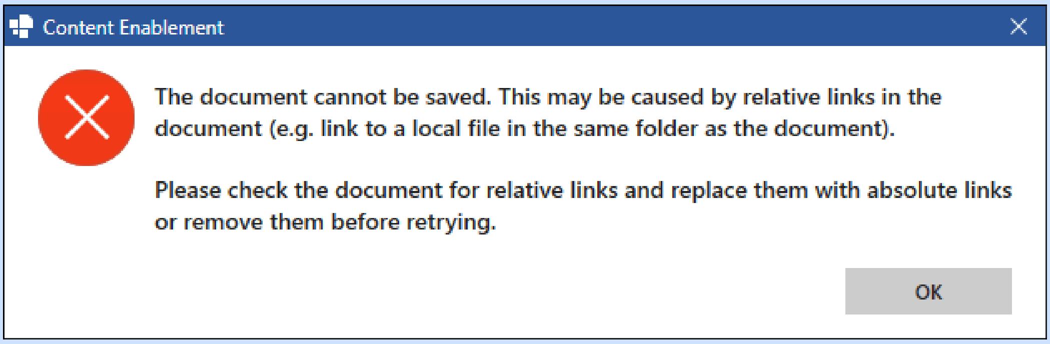


Figure 63. Document Template with Relative Links

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

Files that are protected either by the Office built-in document protection or by Microsoft Purview Information Protection cannot be processed by empower®.

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

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

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

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

Save and Edit Content Blocks

For Administrators

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

Then, select the option **Content Block** (Figure 64 **(1)**) from the list and click on the button **Save as** (Figure 64 **(2)**).

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

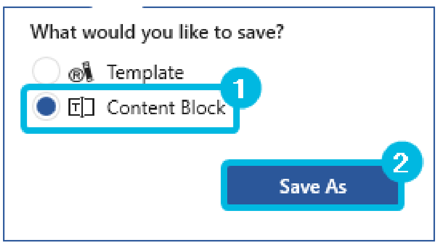


Figure 64. Save Content Block

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

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

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

Overwrite Content Blocks

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

1. Insert the content block from the empower® Library.
2. If it is not already available in your ribbon tabs, add the tab <u>Developer</u> to your ribbon tabs.
   For further information, see **Show the Developer Tab in Word**.
3. Navigate to the tab <u>Developer</u> and click on the button **Design Mode** (**Figure 65**).
   You can now see the start and end marker for the rich text content control (**Figure 66**).

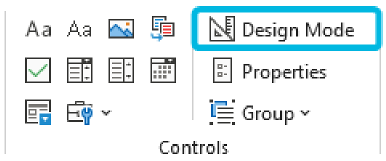


Figure 65. Enter Design Mode

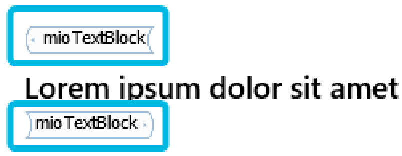


Figure 66. Start and End Marker for Content Control

4. To delete the rich text content control, right-click on the start marker and choose the option **Remove Content Control** (**Figure 67**).
5. Click on the button **Design Mode** again to disable the *Design Mode*.
   If you do not leave the *Design Mode*, you will not be able to save the content block.
6. Now, make your changes to the content block.
7. Save the content block back to the empower® Library under the same storage location and under the same name.
   A dialog box opens.

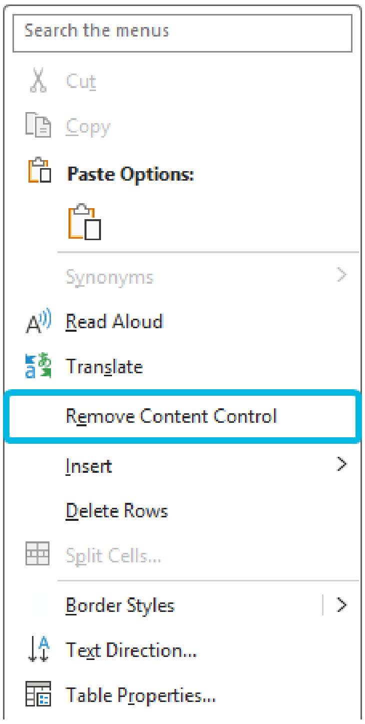


Figure 67. Option **Remove Content Control**

8. In this dialog box, confirm that you want to overwrite the content block by clicking on the button **Yes** (**Figure 68**).

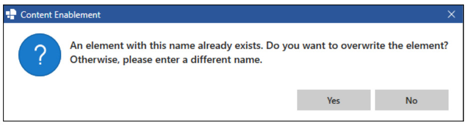


Figure 68. Dialog Box on Overwrite

If you do not delete the rich text content control, a dialog box opens when you try to overwrite the content block (**Figure 69**).
This is due to the fact that a content block cannot be saved if it is present in the currently open document.

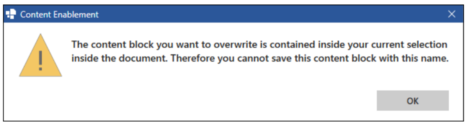


Figure 69. Dialog Box for Selected Content Block

If you are still in *Design Mode* while saving a content block, a dialog box opens (**Figure 70**).
Leave *Design Mode* to save the content block.

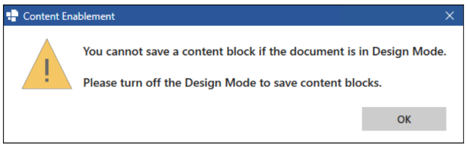


Figure 70. Dialog Box for Design Mode

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

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

Set Documents as Default

For Administrators

If you have been granted admin permissions, you can set a company default template in Word 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 required subsection *Document Templates*.
3. Right-click on the template you want to define as the company default.
   A context menu opens.
4. In the context menu, click on the option **Set as default** (**Figure 71**).
   A dialog box opens.

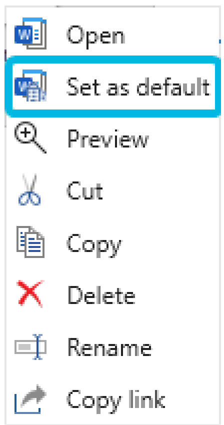


Figure 71. Option **Set as default**

5. Read the message carefully and make sure all users have permissions to access the template.
6. In the dialog box, confirm the new company-wide default by clicking on the button **Yes** (**Figure 72**).

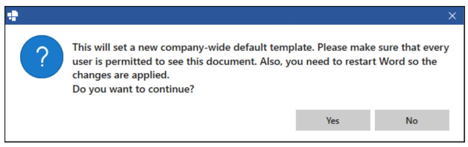


Figure 72. Dialog Box for New Company Default

The template will now be marked as the *Company's Default* (**Figure 73**).

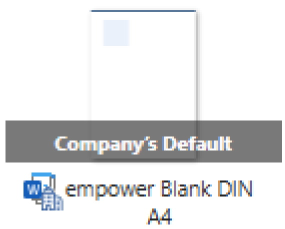


Figure 73. Document Template with Label

To revoke your choice for the company-wide default, right-click on the template and choose the option **Remove default** (**Figure 74**).

A dialog box opens.

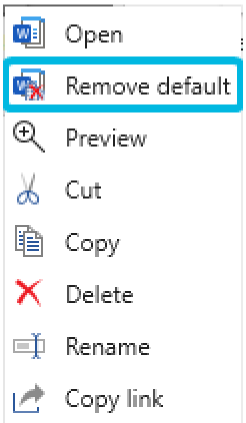


Figure 74. Option **Remove default**

To confirm the process, click on the button **Yes** (**Figure 75**).

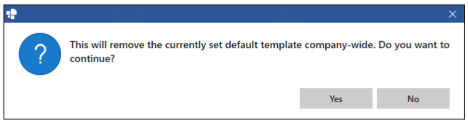


Figure 75. Dialog Box for Removal of Company Default

If you set or remove the company default, your changes take effect for all users after the next synchronization and after a restart of Word.

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

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 76**).

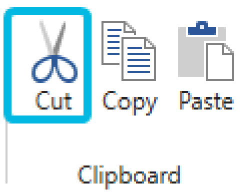


Figure 76. Button **Cut**

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 77).

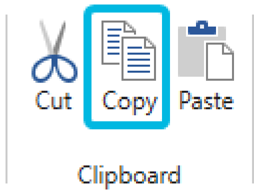


Figure 77. Button **Copy**

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 78).

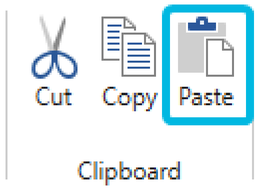


Figure 78. Button **Paste**

The element or the folder is pasted to the location.

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

Copy – **Ctrl** + **C**

Paste – **Ctrl** + **V**

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

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

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

Rename Content

To rename an element or a folder, select it in the library. Then, navigate to the group Organize in the navigation bar and click on the button **Rename** (Figure 79).

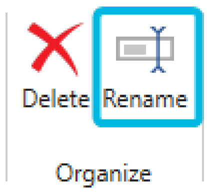


Figure 79. Button **Rename**

Type in the new element name (Figure 80).

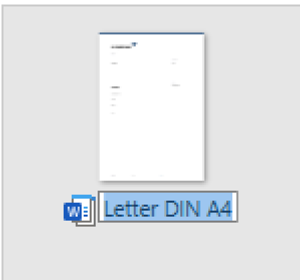


Figure 80. Rename Element

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

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

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

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

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

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

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

Delete Content

To delete content, select it in the library. Then, navigate to the group Organize and click on the button **Delete** (**Figure 81**).

Figure 81. Button **Delete**

A dialog box opens.

To confirm the process, click on the button **Yes** (**Figure 82**).

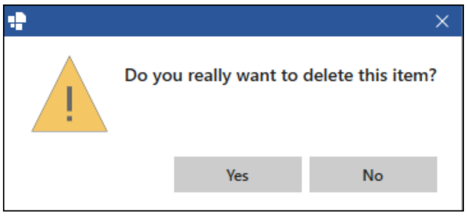


Figure 82. Dialog Box for Deletion

The element is deleted from the empower® Library.

If you delete a folder, all its content is deleted.

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

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

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

> ⚠ You cannot delete integration folders such as Unsplash or Icons8 and their content.
> You cannot delete the subsections of the section *Corporate Design Templates*.

9.6. 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 83**).

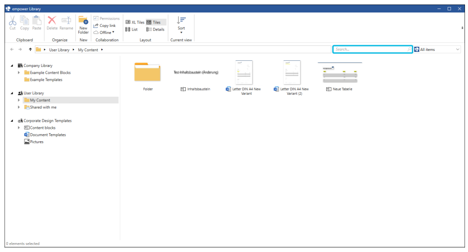


Figure 83. Search Bar

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.

> ℹ 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 84**).

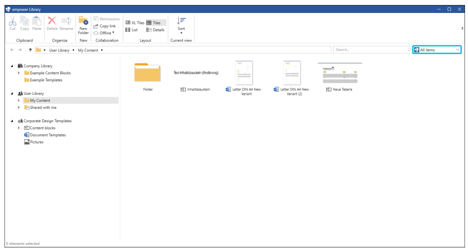


Figure 84. Search Scope

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 85**).

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

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

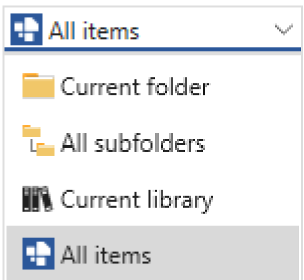


Figure 85. Search Scope Drop-Down Menu

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

Wildcards and Operators

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

- Question mark (?) for single character wildcards (**Figure 86**)
  - 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*.

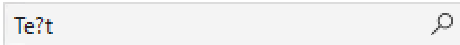


Figure 86. Question Mark

- Asterisk (*) for multiple character wildcards (**Figure 87**)
  - 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*.

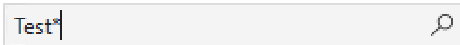


Figure 87. Asterisk

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

- AND: To combine two search terms (**Figure 88**)
  - 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 88. AND

- OR: To search for elements containing either of the search terms (**Figure 89**)
  - 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 89. OR

- NOT: To exclude elements containing a specific term (**Figure 90**)
  - 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 90. NOT

- Plus (+): To make a term obligatory (**Figure 91**)
  - 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.

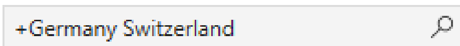


Figure 91. Plus

Fields

To specify your search, you can use fields. The following fields can be searched (**Figure 92**):

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

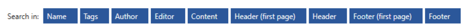


Figure 92. Available Fields in Word

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.

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

Open Library Location

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

To do so, click on the button **Open file location** in the navigation bar. empower® will automatically jump to the element's location in the library (**Figure 93**).

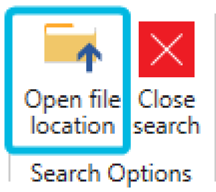


Figure 93. Button **Open file location**

> Alternatively, you can open the context menu of the respective element and choose the option **Open file location.**

9.7. Element Tags

You can add so-called tags to an element if you want to add information to the element's metadata (**Figure 94**).

Figure 94. Tag *Letter*

To do so, follow the following steps:

1. Select the respective element in the empower® Library.
2. On the bottom of the window, click on the **pen** symbol (**Figure 95**).
   A dialog box opens (**Figure 96**).

Figure 95. **Pen** Symbol

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

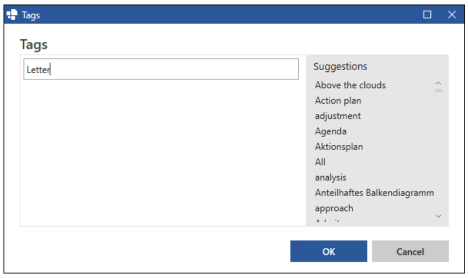


Figure 96. Window **Tags**

4. If you have finished, click on the button **OK** (**Figure 97**).
   Your tags will be added to the element. They are displayed along with the metadata on the bottom of the library window (**Figure 98**).
   a. If you have added multiple tags at once using non-breaking spaces, close the empower® Library and open it again to view the separate tags.
      After closing the tag editor, the tags will first be displayed as one single tag.

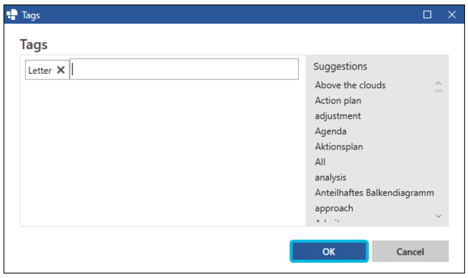


Figure 97. Button **OK**

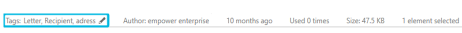


Figure 98. Metadata Info Tags

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

Now, follow the steps to add tags.

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

To do so, click on the **pen** symbol next to *Add a tag* in the library window (**Figure 99**).

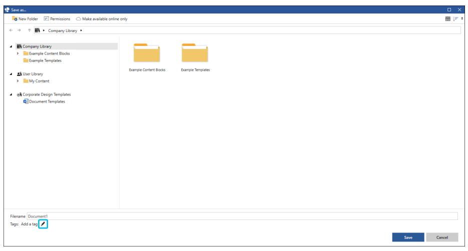


Figure 99. Add a Tag When Saving

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

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

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

There is a limit of a maximum of 1020 characters for all tags placed on an element (Figure 100).

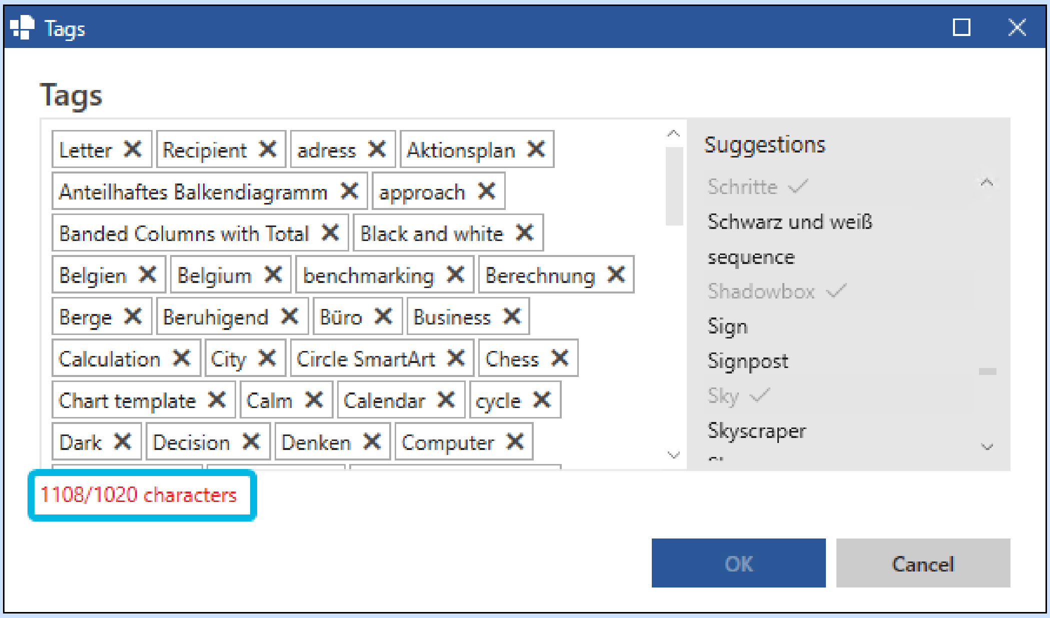


Figure 100. Character Limit

Tag List

The tag list consists of tags that are in use for at least one element (Figure 101). They are sorted in alphabetical order.

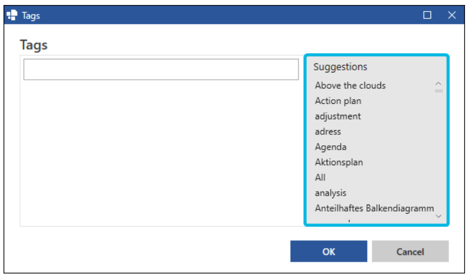


Figure 101. Tag List

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

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

1. Select the respective element in the empower® Library.
2. On the bottom of the window, click on the **pen** symbol. A dialog box opens. The currently added tags are displayed in the input field.
3. To remove one of the tags, click on the **X** symbol next to the tag (Figure 102).
4. If you have finished, click on the button **OK**.

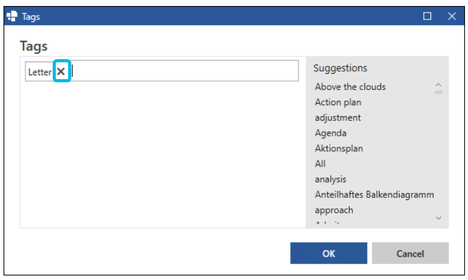


Figure 102. **Cross** Symbol

9.8. 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
- Preset Order

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 **Preset Order** 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 103**). Then, choose your preferred option.

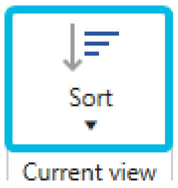


Figure 103. Button **Sort**

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.

9.9. Use empower® Links

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

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

empower® Links can be created by all users, regardless of their permission for the respective folder.

If you share a link to an element or folder with a user who does not have the required permissions to view the element, a message appears when the user opens the empower® Link (**Figure 104**).

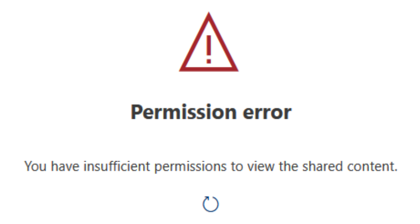


Figure 104. Message for Missing Permissions

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

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

Enable empower® Links

For Administrators

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

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

Create empower® Links

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

1. In the empower® Library, navigate to the element or folder you want to share.
2. Select the element or folder.
   You can also select multiple elements and folders at once.
3. In the navigation bar, navigate to the group <u>Collaboration</u> and click on the button **Copy link** (**Figure 105**).
   The empower® Link is automatically copied to your clipboard.

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

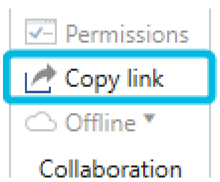


Figure 105. Button **Copy link**

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

If you select elements in the empower® Library that cannot be made available via empower® Links, a dialog box opens (Figure 106). You can then decide to exclude them from the link.

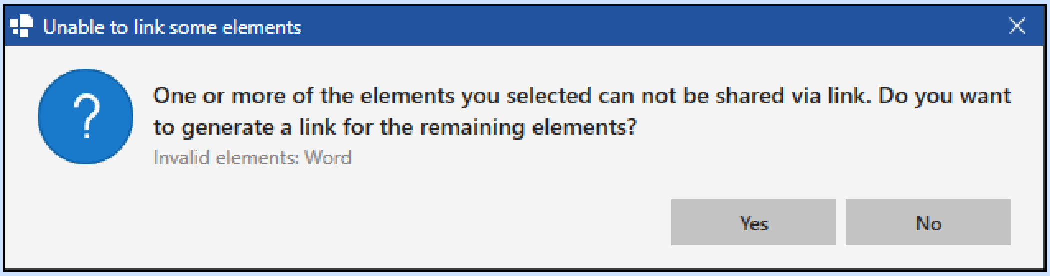


Figure 106. Dialog Box for Invalid Elements

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

Open empower® Links

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

Here, you can see the elements that have been shared with you. If multiple elements have been shared via this link, each element and/or folder is displayed separately (Figure 107).

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

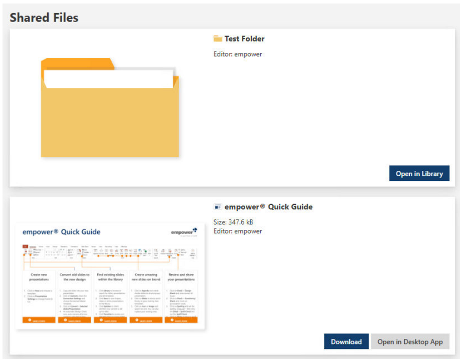


Figure 107. Shared Files

You can now choose between the following options:

- Download elements to your device by clicking on the button **Download** (Figure 108 **(1)**).
- Open elements directly on your device by clicking on the button **Open in Desktop App** (Figure 108 **(2)**).

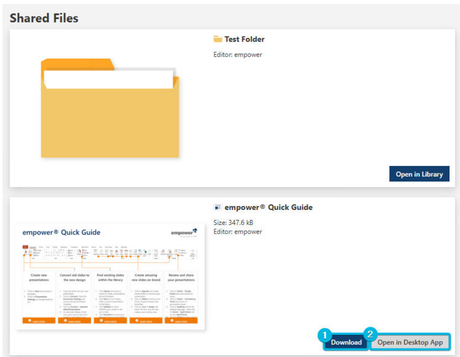


Figure 108. Buttons **Download** and **Open in Desktop App**

- Open folders directly in the empower® Web App by clicking on the button **Open in Library** (**Figure 109**).
  This option is only available for folders.

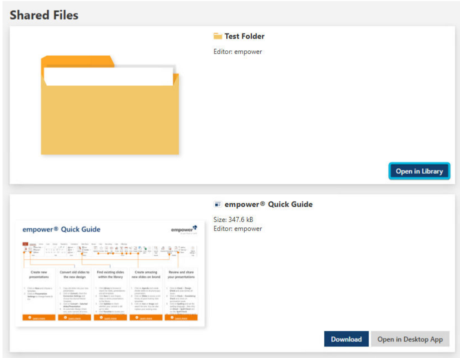


Figure 109. Button **Open in Library**

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

- Content blocks
- Images that do not originate from the library in PowerPoint

As a recipient, you can view the content online via the link but you cannot use it (**Figure 110**).

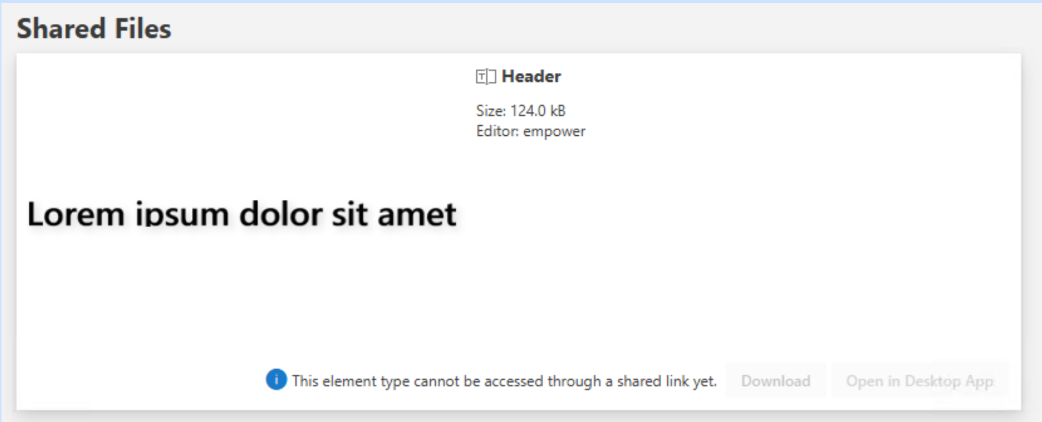


Figure 110. Message in Browser

9.10. Use the Recycle Bin

You can access the recycle bin directly via the empower® Web App.

To do so, open the empower® Web App and click on the section *Recycle Bin* on the lower left-hand side of the library window (**Figure 111**).

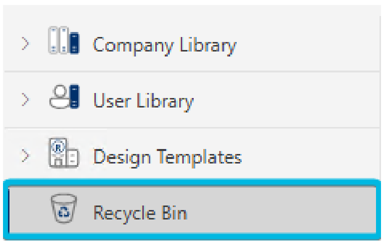


Figure 111. Section *Recycle Bin*

Alternatively, you also have access via the Office Online applications. To access, open the empower® Library side pane and open the folder tree. Then, scroll down to the bottom of the folder tree and click on the button **Recycle Bin**.

The recycle bin opens directly in the side pane.

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. However, deleted content from Word is added to the recycle bin. You can access this content by following the instructions above.

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

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

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

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

Enable the Recycle Bin

For Administrators

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

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

View and Restore Content

To open a preview of an element, click on the button **Preview** (Figure 112).

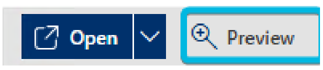


Figure 112. Button **Preview**

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

1. Select the respective element.
2. If you have selected a document, click on the **arrow** symbol next to the button **Open** (Figure 113).
   If you have selected a picture, the button **Download** can be accessed directly.
3. Then, click on the option **Download** (Figure 114).
   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 113. **Arrow** Symbol

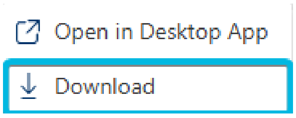


Figure 114. Option **Download**

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.

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

10. Side Pane

The side pane is located on the right-hand side of your Word window and provides quicker access to the empower® Library.

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

The side pane opens its respective section.

The side pane can be displayed permanently. If it is displayed permanently, you can collapse and expand it any time.

For further information regarding this setting, see **empower® Help**.

Available Elements

You can access the sections *User Settings*, *Company Library* and *User Library*.

The icons in the sidebar are indicators for the element types.

In addition, you can hover over the icons to view a tooltip. The tooltip explains which element type you can access via the icon.

Available Elements in Word

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

- Content blocks
- Pictures

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

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

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

Template Assistant

For Administrators

If you are a *Customizing Admin*, the *Template Assistant* will also be visible in the side pane (Figure 115).

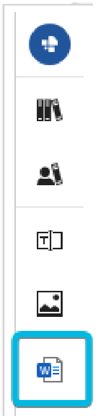


Figure 115. *Template Assistant* Icon in Sidebar

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

11. Content Updates

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.

Updates in Word

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

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

Updates of Profile and Company Data

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

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

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

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

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

If you have already filled in the template and your profile data changes in the meantime, a dialog box opens (**Figure 116**).

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

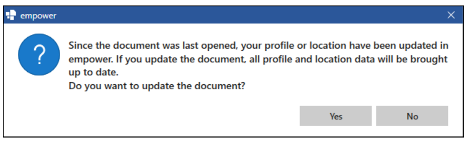


Figure 116. Changed Profile Data

Updates of Content Blocks And Pictures

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

In this dialog box, you can decide if you want to update the content blocks and pictures in your *Document Template* or not (Figure 117).

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

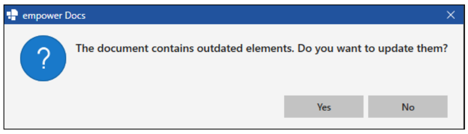


Figure 117. Update Notification for Elements

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

To do so, click on the lower part of the split button **Library** and then choose the option **Update elements** (Figure 118).

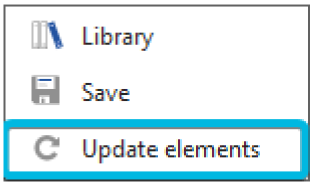


Figure 118. Option **Update elements**

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.

12. 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 in Word, navigate to the group Insert and click the lower part of the split button **Fill in document** (Figure 119).

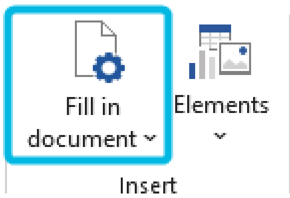


Figure 119. Split **Button Fill in document**

A drop-down menu opens.
Choose the option **Profiles** (Figure 120).

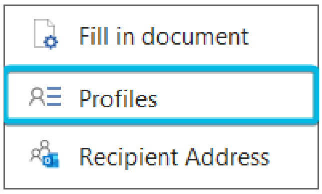


Figure 120. Option **Profiles**

A new window opens (Figure 121).

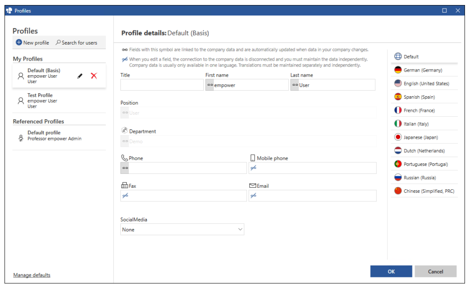


Figure 121. Profile Management Window

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 122).

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

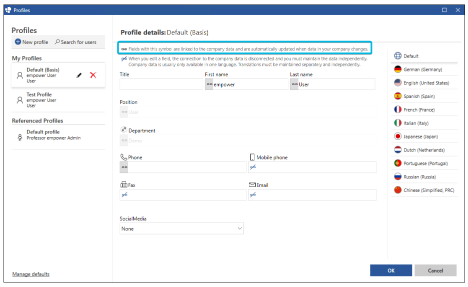


Figure 122. **Chain** Symbol for Automatically Synchronized Data

A **crossed-out chain** symbol (Figure 123) 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.

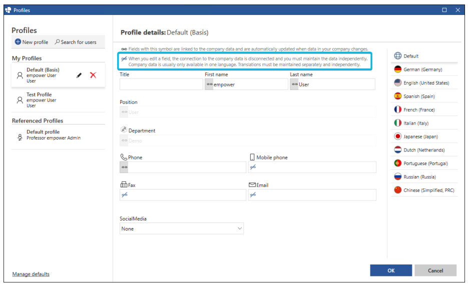


Figure 123. **Crossed-out Chain** Symbol for Not Automatically Synchronized Data

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 124).

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

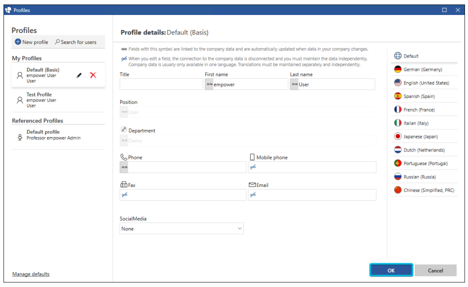


Figure 124. Button **OK** to Confirm Profile Data Changes

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 125**).

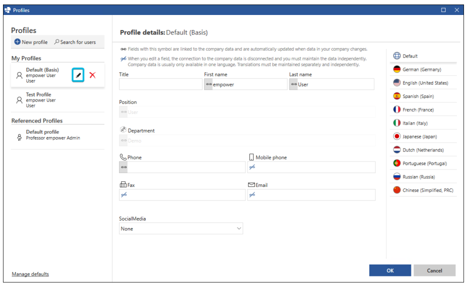


Figure 125. **Pen** Symbol to Rename a Profile

Enter the new name in the input field and click on the button **Apply** (**Figure 126**).

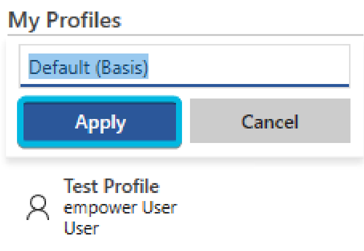


Figure 126. Button **Apply** to Confirm New Profile Name

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 127**).

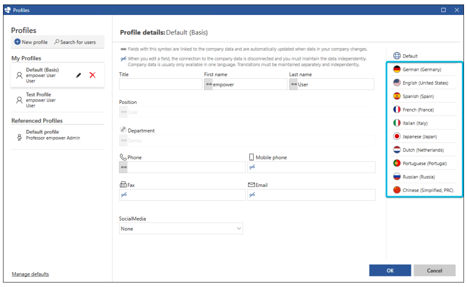


Figure 127. New Translation

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

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

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

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

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

Add a Profile

To add a profile, click on the button **New Profile** (Figure 128).

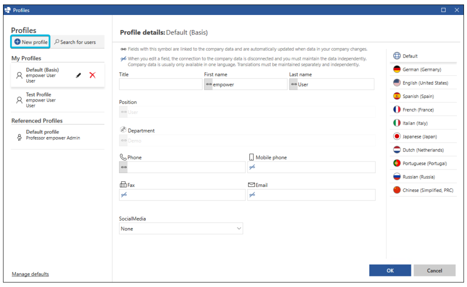


Figure 128. Button **New Profile**

Enter the profile name and click on the button **Add** (Figure 129).

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

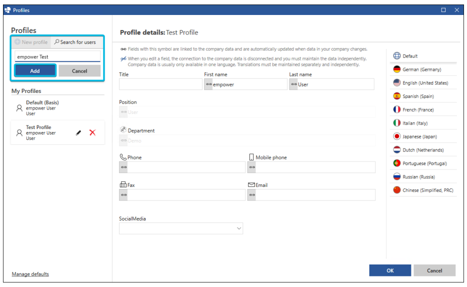


Figure 129. Add Profile

If you have finished entering your data, click on the button **OK** (Figure 124).

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 130).

A dialog box opens.

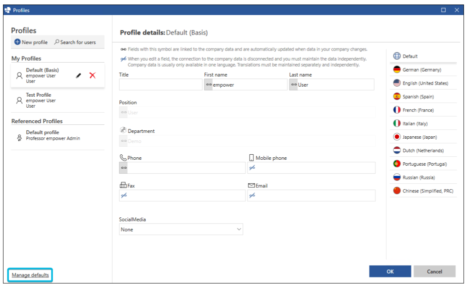


Figure 130. Button **Manage Defaults**

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 131).

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.

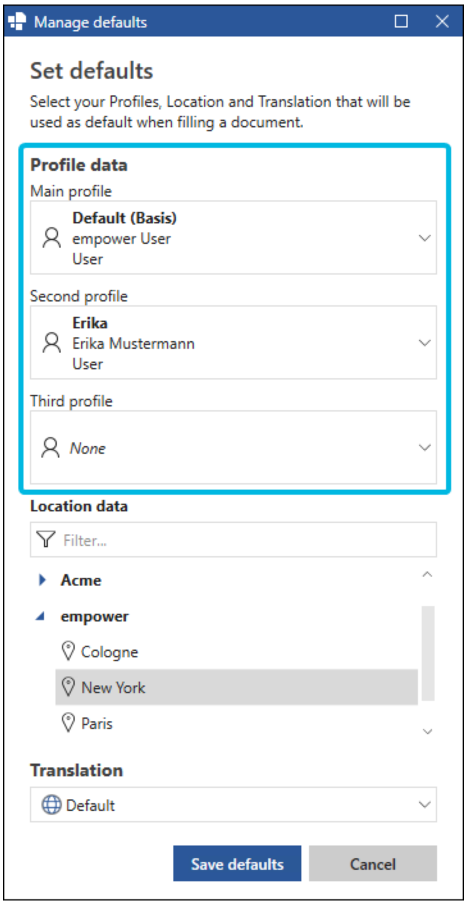


Figure 131. Set Default Profiles

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

In the list under *Location data*, all available companies and their locations are listed (Figure 132). 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.

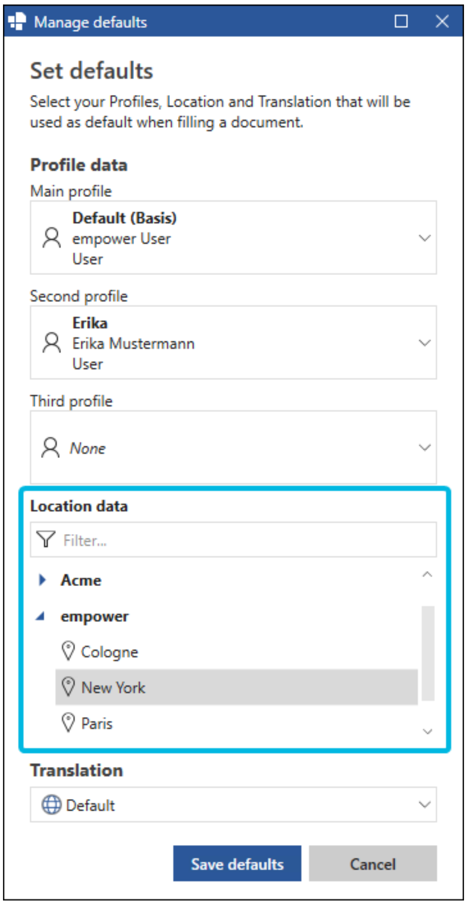


Figure 132. Location Data

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

To do so, type in the name of the location you are looking for into the input field (Figure 133).

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

Select the required location from the list.

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

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

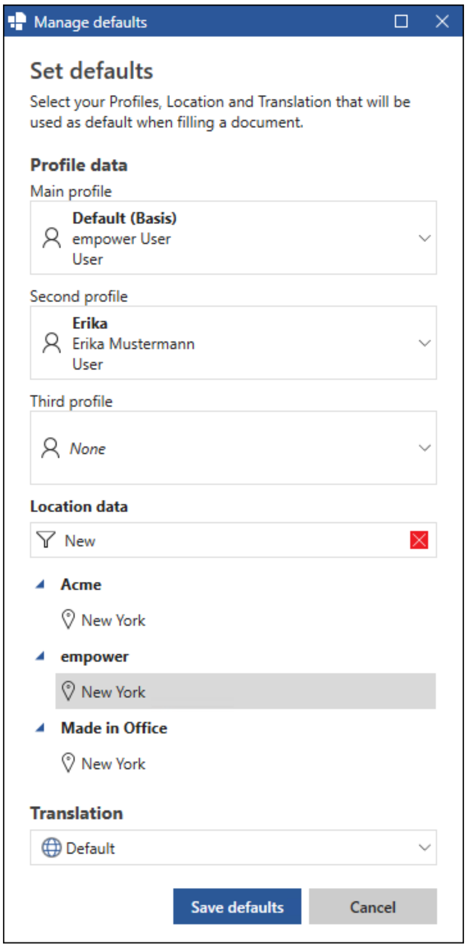


Figure 133. Search for Locations

If your search input does not lead to any result, a message is displayed in the dialog box (Figure 134).

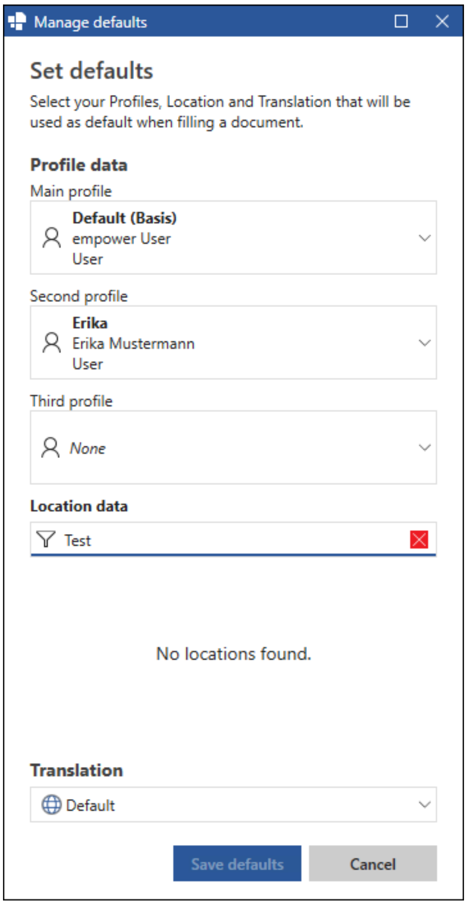


Figure 134. No Search Results

To abort the search, click on the **X** symbol in the input field (Figure 135).

All available locations will be listed again.

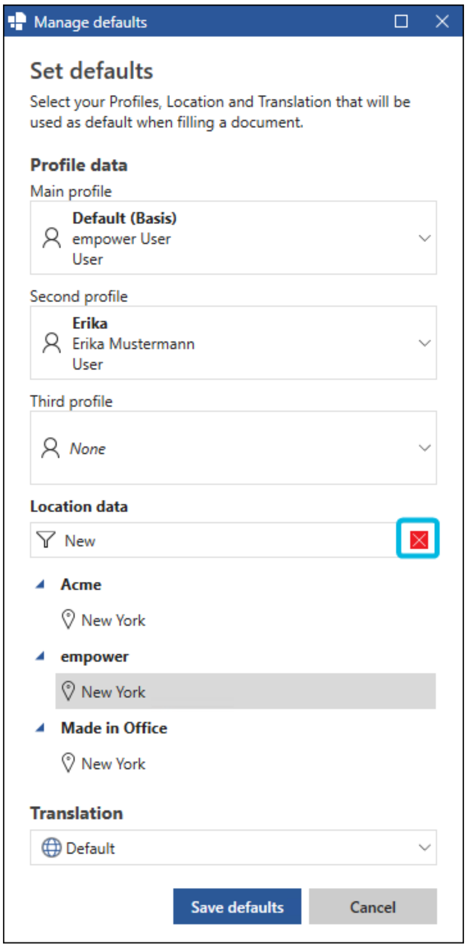


Figure 135. Abort Search

In the drop-down menu under *Translation*, all available languages are listed (**Figure 136**). 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.

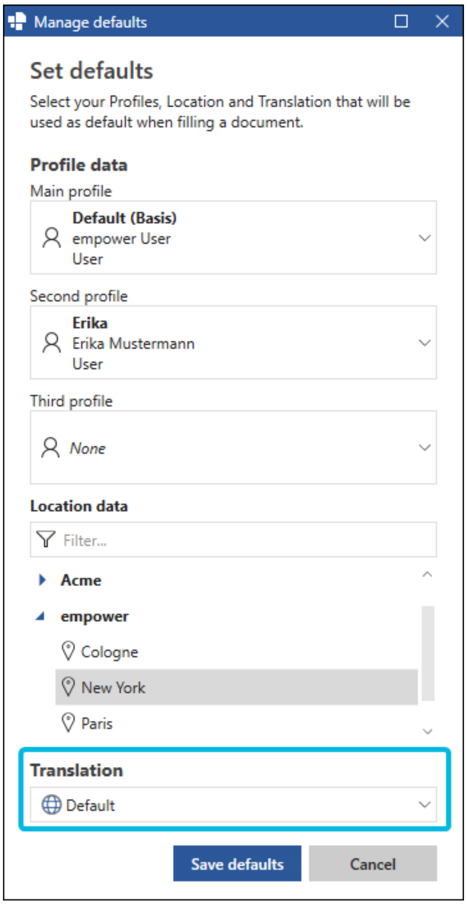


Figure 136. Translation

If you have finished, click on the button **Save defaults** (Figure 137).

Your settings are saved.

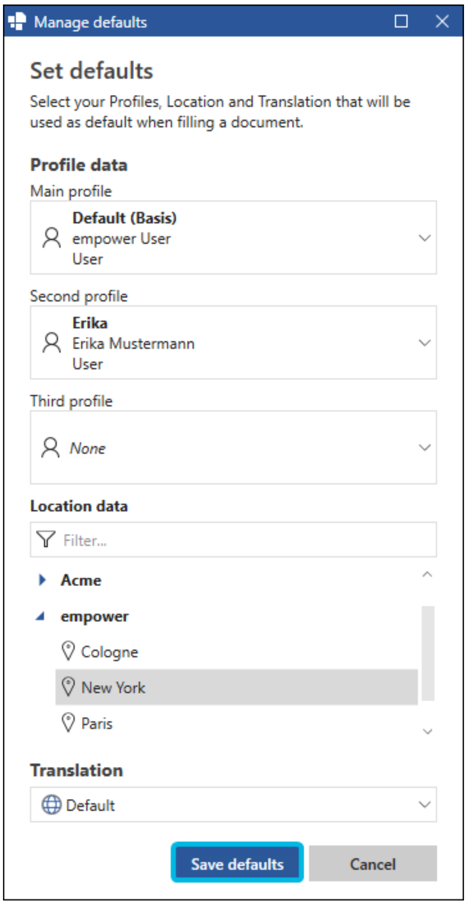


Figure 137. Button **Save defaults**

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 138).

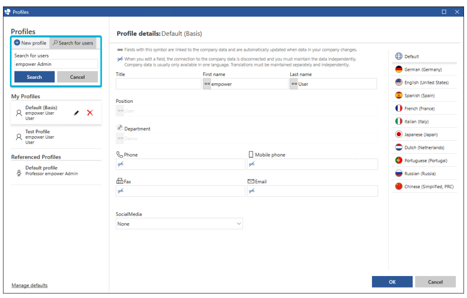


Figure 138. Option *Search for users* in Profile Management

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 139).

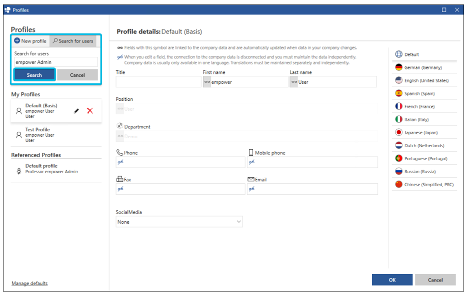


Figure 139. Button **Search**

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 140).

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.

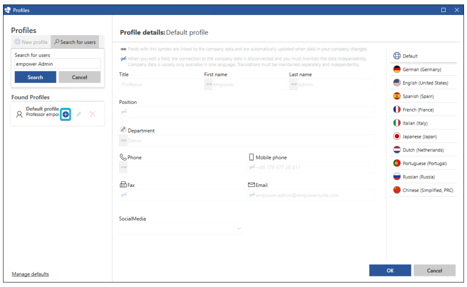
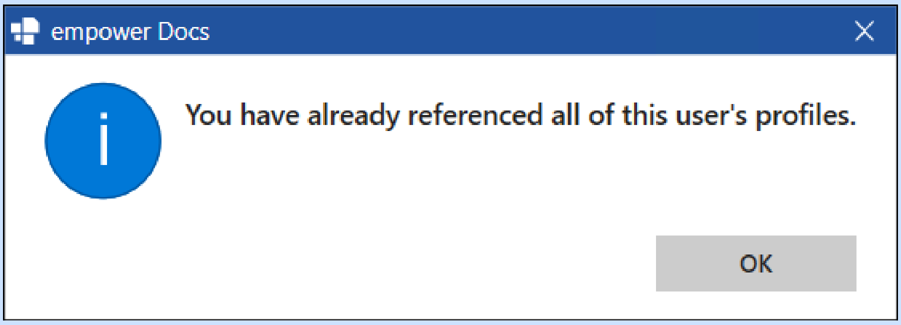


Figure 140. **Plus** Symbol to Add Profiles

> 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 141).
>
> 
>
>
> Figure 141. Dialog Box for Referenced Profiles

Delete a Profile

To delete a profile, click on the **X** symbol next to the profile in the profile list (Figure 142).

A dialog box opens.

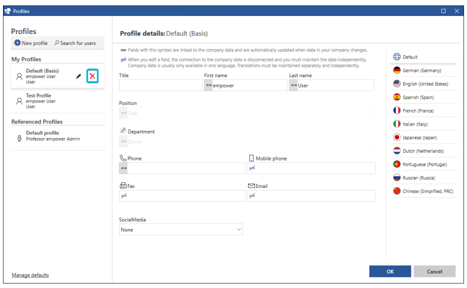


Figure 142. **Cross** Symbol to Delete a Profile

To confirm the deletion process, click on the button **Yes** (Figure 143).

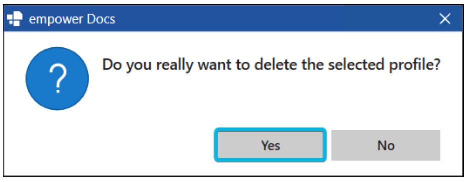


Figure 143. Button **Yes** to Confirm Deletion of a Profile

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.

13. 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 Insert.

Here, click on the lower part of the split button **Fill in document** (Figure 144).

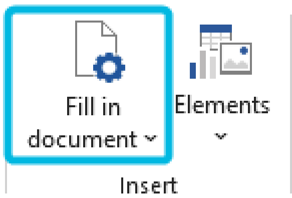


Figure 144. Split Button **Fill in document**

Choose the option **Companies** (Figure 145).

A dialog box opens.

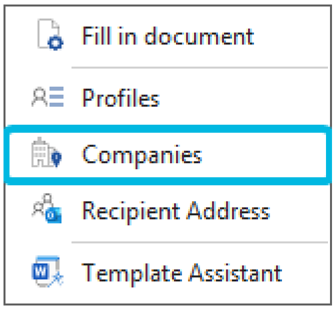


Figure 145. Option **Companies** in Word

If another user is currently working in the company management, a dialog box opens (Figure 146).

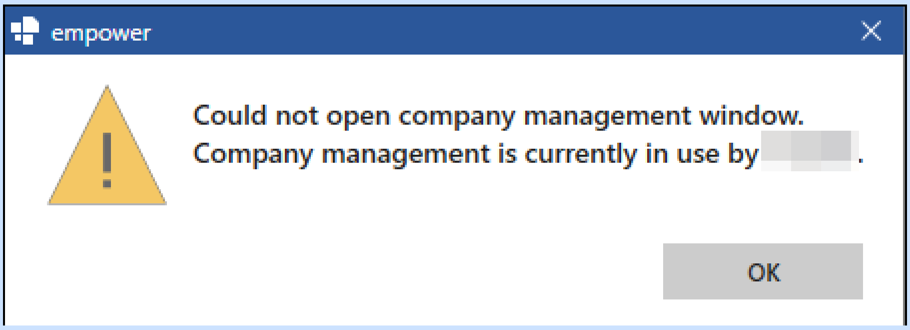


Figure 146. Dialog Box for Simultaneous Work

You cannot work in the company management simultaneously.

Manage Companies

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

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

Create a New Company

To create a new company, follow the following steps:

1. Click on the button **Create Company** (Figure 147).

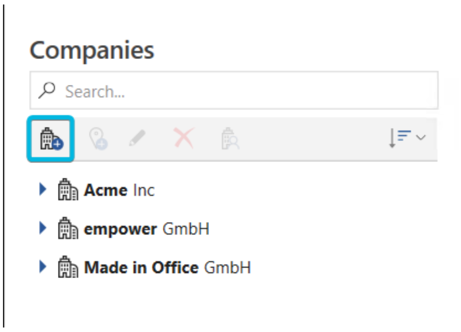


Figure 147. Button **Create Company**

2. Enter the display name for the company (Figure 148 **(1)**).
3. Select the legal entity type (Figure 148 **(2)**).
4. Click on the button **Apply** (Figure 148 **(3)**).
   On the right-hand side, the empty company fields appear.

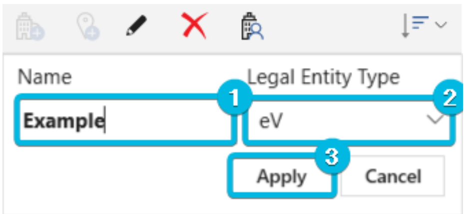


Figure 148. Add Company

5. To add a logo, click on the button **Select logo** (Figure 149 **(1)**).
6. Select the logo you want to use.
7. Then, fill in all company fields (Figure 149 **(2 + 3)**).
   The company fields vary depending on the legal entity type you have chosen.

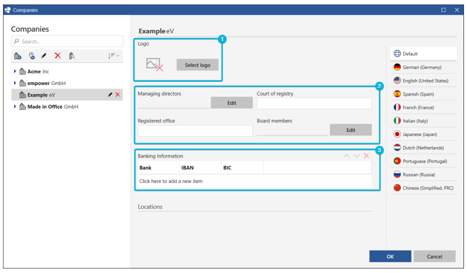


Figure 149. Company Fields

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 150).
   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**.

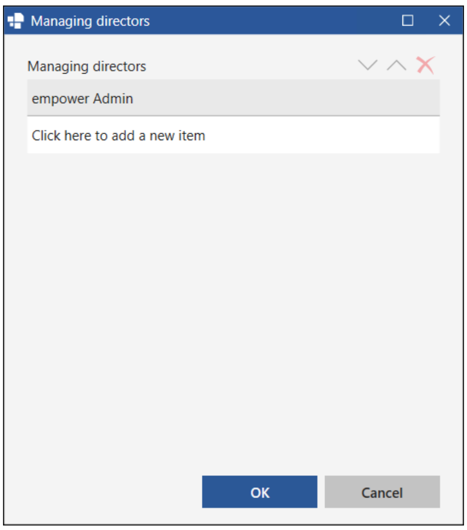


Figure 150. Add Values

9. To enter the company's banking information, click into the field *Click here to add a new item* (**Figure 149** **(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 work with logos, see **Work with Logos in Templates**.
>
> For further information regarding the setup of the document template, see **Template Assistant**.

Edit and Delete Companies

To edit an existing company's name or legal entity type, select the company and click on the **pen** symbol (**Figure 151**).

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

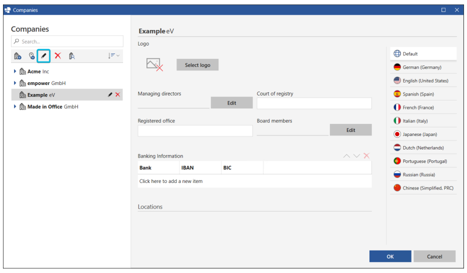


Figure 151. **Pen** Symbol for Company

If you change the legal entity type of a company, a dialog box opens (**Figure 152**).

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

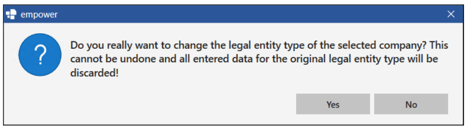


Figure 152. Dialog Box for Legal Entity Type Change

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

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

To delete a company, select it from the list and click on the **X** symbol (**Figure 153**).

A dialog box opens.

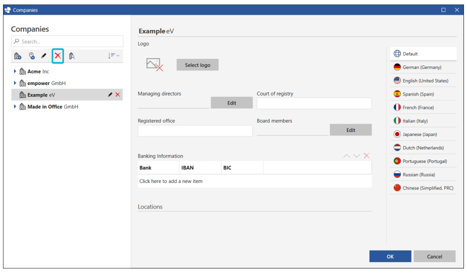


Figure 153. **Cross** Symbol for Company

To confirm the process, click on the button **Yes** (Figure 154).

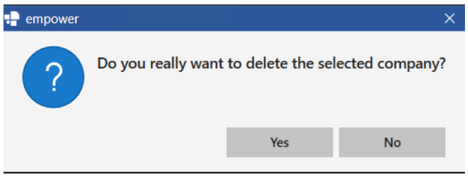


Figure 154. Dialog Box for Company Deletion

To edit the permissions for the company, click on the button **Edit permissions for selected company** (Figure 155).

A dialog box opens.

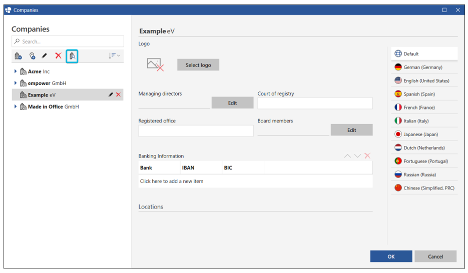


Figure 155. Button **Edit permissions for selected company**

In this dialog box, you can grant permissions to other users, remove permissions from users or change the permissions for users (Figure 156).

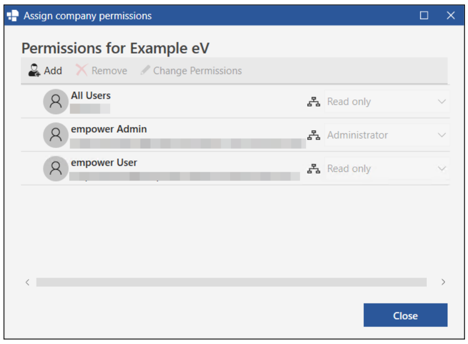


Figure 156. Permissions

If the **inheritance** symbol is displayed next to a user, this user has been granted permissions via the database (Figure 157). These permissions cannot be changed via the user interface.

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

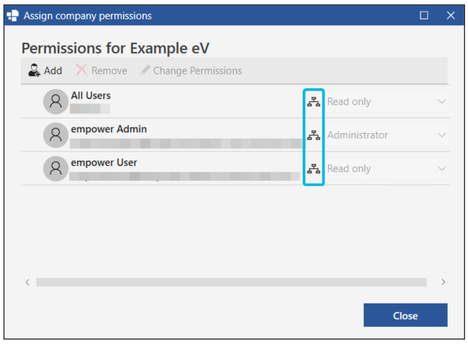


Figure 157. **Inheritance** Symbol

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

1. Click on the button **Add** (Figure 158).

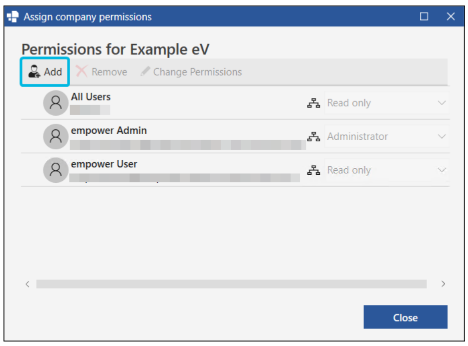


Figure 158. Button **Add**

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 159).
   The user will be added with the permission *Read only*.

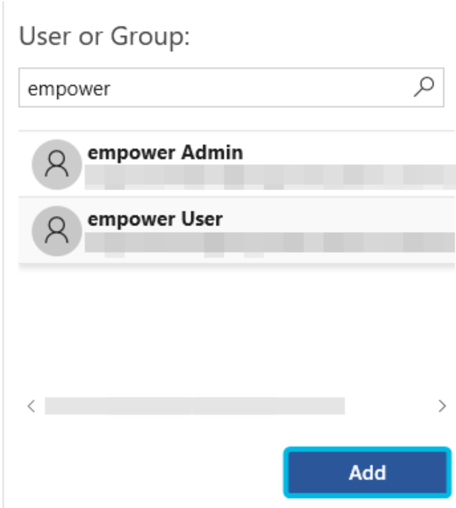


Figure 159. Add User

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 160**).

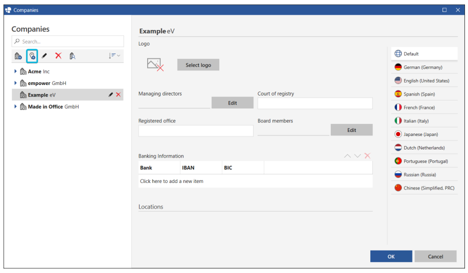


Figure 160. Button **Create location**

3. Enter the display name for the location (**Figure 161** **(1)**).
4. Click on the button **Apply** (**Figure 161** **(2)**).
   On the right-hand side, the empty location fields appear.

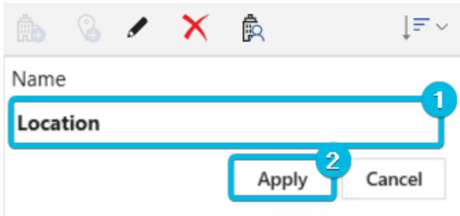


Figure 161. Add Location

5. To add a logo, click on the button **Select logo** (**Figure 162** **(1)**).
6. Select the logo you want to use.
7. Then, fill in all location fields (**Figure 162** **(2)**).

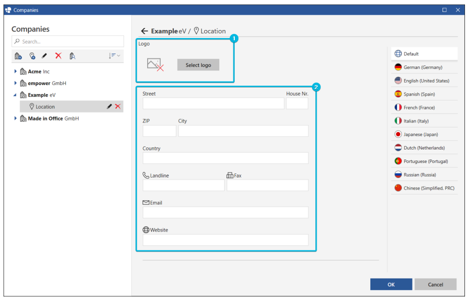


Figure 162. Location Fields

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 163**).

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

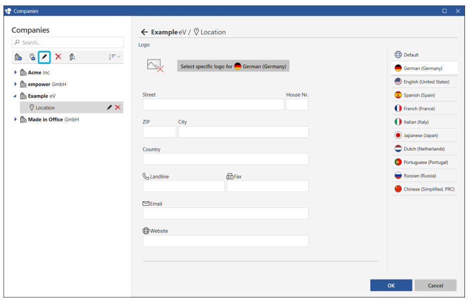


Figure 163. **Pen** Symbol for Location

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

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

To delete a location, select it from the list and click on the **X** symbol (**Figure 164**).
A dialog box opens.

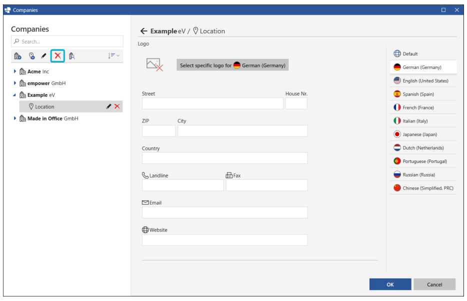


Figure 164. **Cross** Symbol for Location

To confirm the process, click on the button **Yes** (**Figure 165**).

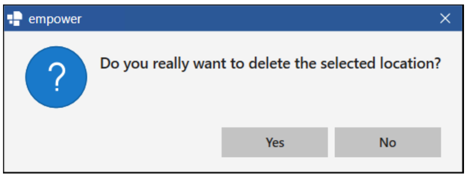


Figure 165. Dialog Box for Location Deletion

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 166**).

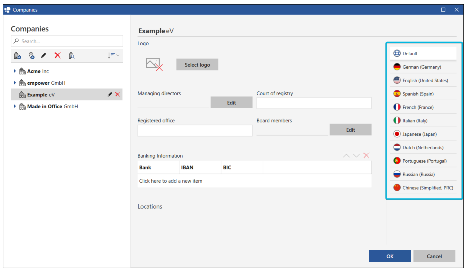


Figure 166. Languages

3. To add a logo, click on the button **Select specific logo for [language]** (**Figure 167**).
4. Select the logo you want to use.
5. Then, fill in all fields.

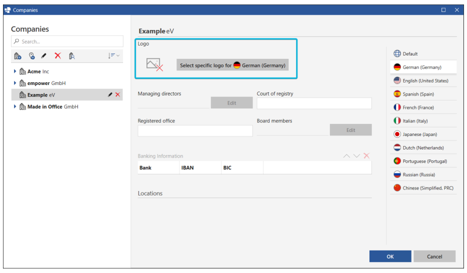


Figure 167. Logo for Translation

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.

14. Template Assistant

For Administrators

For empower® Administrators, the option **Template Assistant** is accessible via the split button **Fill in document** in Word.

To open the *Template Assistant* in the side pane, click on the lower part of the split button **Fill in document** (Figure 168).

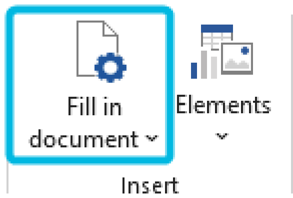


Figure 168. Button **Fill in document**

Then, choose the option **Template Assistant** (Figure 169).

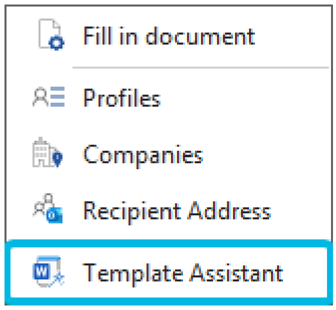


Figure 169. Option **Template Assistant**

It allows you to create placeholders that can be filled in with data from the EAV (Entity-Attribute-Value) model.

This is done using an .xml structure that accesses data from the EAV model. The placeholders are filled in with profile, company and location data when a user uses the *Document Template*.

The EAV Editor is a separate tool which allows to configure the user interface for data input.

This includes the data entry fields, their translations, and additional data fields for technical information.

To understand how to work with the EAV Editor and EAV model, the following terms need to be defined:

- **Property** – Complete data field with a *label*, originating from the EAV Editor, and a *value* input field in the company or profile management.
- **Value** – Content entered into the input fields in the user interface which is used to fill in templates.
- **Label** – Display name for a property in the user interface or in filled-in templates.
- **Entity** – Collection of properties for a single data group.

To display data within a document, the *Template Assistant* uses *Rich Text Content Controls*. These serve as placeholders for the content.

The *Template Assistant* opens in the side pane and is divided into three sections:

- **Custom XML Editor** – Enables users to edit the user-specific .xml section and to test the configuration directly in Word.
  Usually, this section has an informational character and is not manually changed.
- **Document Metadata** – Enables users to edit the user-specific .xml section. The *Template Assistant* supports the user entering the syntax.
- **Document Variables** – Displays all document data, e.g. last modification date, editor and placeholder sizes.
  Usually, this section has an informational character and is not manually changed.

Use the Template Assistant

With the help of the *Template Assistant*, you can add text and picture placeholders to the template.

You can use the *Template Assistant* to add a logo placeholder or to add data placeholders that will be filled in with profile and company data.

Add Text to a Template

To add data placeholders to a template using the *Template Assistant*, follow the following steps:

1. In the empower® Ribbon, click on the lower part of the split button **Fill in document**.
2. Choose the option **Template Assistant**.
   The *Template Assistant* opens in the side pane on the right-hand side of your Word window. It opens in the section *Document Metadata*.
3. Under *Content Controls*, click on the **plus** sign next to *Filter* (Figure 170 **(1)**).
   A drop-down menu opens.
4. Choose the option **Rich Text Content Control** (Figure 170 **(2)**).
   A rich text content control is inserted at your current cursor position.

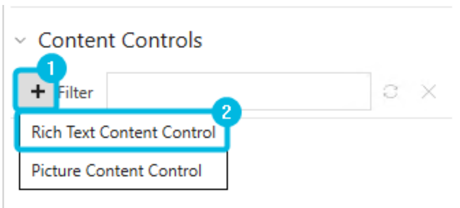


Figure 170. Add Rich Text Content Control

5. Under *Document Properties*, click on the button **Set to current database ID** (Figure 171).
   The database ID cannot be set individually.

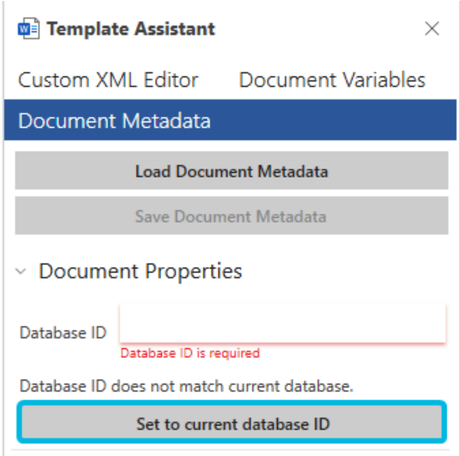


Figure 171. Button **Set to current database ID**

6. Under *Content Controls*, you can see the content control you have just added to your document.
   Enter a unique name for this content control in the input field *Title* (Figure 172 **(1)**).
7. To assign a valid GUID to the content control, click on the button **GUID** next to the input field *Tag* (Figure 172 **(2)**).
   An automatically generated and unique ID is assigned to the content control.
8. Assign the required group to the content control (Figure 172 **(3)**).
   For further information, see Placeholder Groups.
9. If you want to enable users to hide the content control for printing processes, tick the checkbox for **Stationery** (Figure 172 **(4)**).

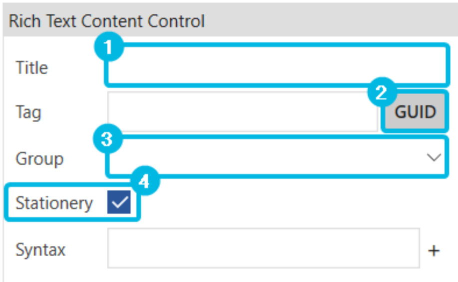


Figure 172. Rich Text Content Control Fields

10. The input field *Syntax* provides access to the EAV model structure.
    To add the required placeholders, follow the following steps:
    a. Click on the **plus** symbol next to the input field (Figure 173).
       A drop-down menu opens.
    b. Choose an entity to expand the properties.
    c. Choose the required property.
    d. Then, define if you want to add the value or the label to the placeholder.
       The placeholder will now be filled in with the corresponding syntax.

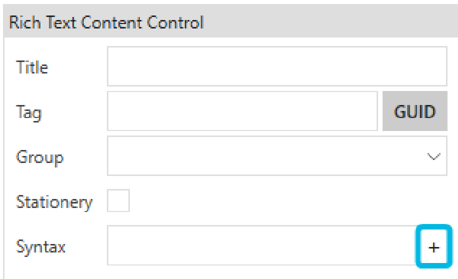


Figure 173. Insert Syntax Elements

11. To save the values, click on the button **Save Document Metadata** (Figure 174).

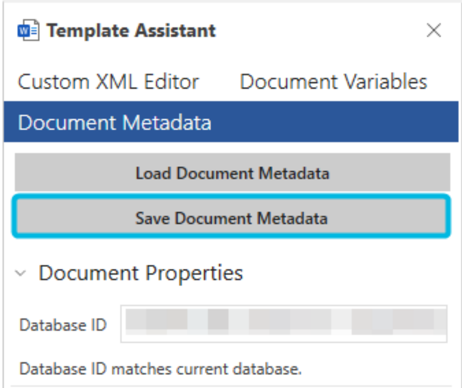


Figure 174. Button **Save Document Metadata**

The *Template Assistant* provides a quick access to the basic EAV model categories via the drop-down menu. All entities that have been added manually to the EAV model need to be entered manually.

Additional entries are usually added by empower during your onboarding process.

For further information regarding the manual composition of variables, see Compose Variables Manually.

In the drop-down menu, you can hover over the label or value to display a preview for your current default profile and company or location.

It shows the values which would be displayed in the document for the current profile (Figure 175).

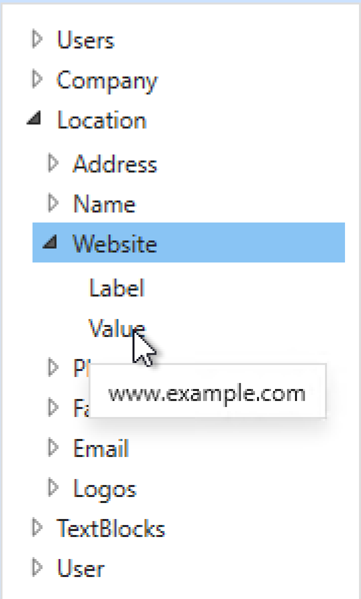


Figure 175. Mouse-Over for Values

If you choose to hide the content control when printing, the content control and its content might still be visible if you are currently displaying the formatting symbols.

However, it will not be included in the printed version.

You can also add custom text blocks to your template.

These can be used for recurring text such as greeting and farewell formulas. These texts stay the same regardless of the subject or addressee of the document or signature.

Custom text blocks are created in the EAV Editor and can then be added to a template using a content control.

The pattern for custom text blocks is as follows:

```
{{TextBlocks.[PROPERTY NAME].Value}}
```

In addition, you can create custom placeholders via the EAV Editor and then use them in your template.

These can be used to simplify using multiple fields in one placeholder.

Custom placeholders themselves can be reused inside of other custom placeholders. There is a maximum of 50 levels for this recursion.

The pattern for custom placeholders is as follows:

```
{{CustomPlaceholders.[PROPERTY NAME].Value}}
```

The following is an example for the use of custom placeholders:

Example	

The following placeholder is shortened using a custom placeholder:
 	
`{{User.First_Name.Value}} {{User.Last_Name.Value}}`
 	
The custom placeholder would be the following:
 	
`{{CustomPlaceholders.UserDisplayName.Value}}`
 	
This placeholder contains both the value for the first name and the value for the last name.
	The outcome for a user called *empower Admin* would be the following:
	
	empower Admin

Placeholder Groups

In the *Template Assistant*, you can assign each content control to a group.

The placeholder groups are necessary for the workflows to work in the correct order.

There are two available groups (**Figure 176**):

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

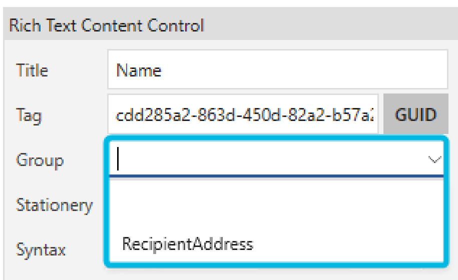


Figure 176. Placeholder Groups Drop-Down Menu

The placeholder groups are used to distinguish the two types of placeholders.

Content controls which are assigned to the empty placeholder group are filled in with profile, company and location data for the current user.

Content controls which are assigned to the placeholder group *RecipientAddress* can be filled in with data for a choosable Outlook contact.

Therefore, the profile, company and location data for the current user is filled in first. Then, the template is filled in with the missing data from Outlook.

If the content controls are assigned to the placeholder group *Recipient Address* by mistake, they might be filled in with the wrong profile or contact data.

If there is no content control for the recipient address, the user will be asked if they want to insert the data at their current mouse cursor position (Figure 177).

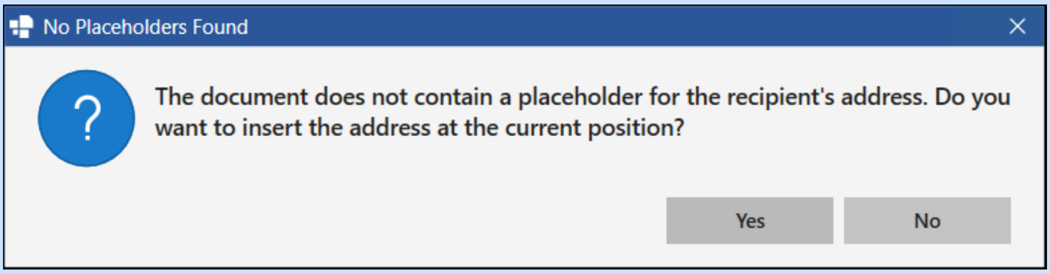


Figure 177. Dialog Box *No Placeholder Found*

For further information regarding the user perspective for the recipient address, see **Add the Recipient Address**.

Compose Variables Manually

In the syntax in the *Template Assistant*, variables are used to reflect the EAV data scheme that is managed in the EAV Editor.

These variables can be composed manually.

To do so, follow the following steps:

1. Place the variable inside double curved brackets (**Figure 178**).

Figure 178. Curved Brackets

2. Inside these brackets, first enter the entity (**Figure 179**).
   a. To do so, navigate to the entity and its property in the EAV Editor you want to use.
   b. Then, enter the respective entity's name.

Figure 179. Example for Entity

3. Add a full stop after the entity.

4. Now, enter the property right afterwards (**Figure 180**).
    a. To do so, navigate to the property inside the entered entity.
    b. Then, enter the respective property's name.
    Make sure you use the exact same spelling as in the EAV Editor.
5. Add a full stop after the property.
6. Then, either enter *Label* or *Value*, depending on what part of the property you want to display.
   Enter *Label* to display the title of the field (**Figure 181**).
   Enter *Value* to display the content of the field (**Figure 182**).
7. Check if your variable contains all required parts.

{{Location.Website.Label}}

Figure 180. Example for Property

{{Location.Website.Label}}

Figure 181. Label

{{Location.Website.Value}}

Figure 182. Value

The following is an example for the use of variables:

Example

A variable is composed to result in the following text:

Website: empowersuite.com

For this text, the following variable can be used:

```
{{Location.Website.Label}}: {{Location.Website.Value}}
```

Location is the entity name.

Website is the property name.

For the basic EAV model, you do not need to compose the variables manually. Here, you can use the **plus** symbol next to the field *Syntax* in the *Template Assistant* to access the EAV data scheme and add new variables.

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

Advanced Formatting and Syntax

The basic functionalities of the *Template Assistant* provide you with a rather static template.

To make the syntax more variable, you can use if conditions and formatting tags.

Apply Text Styles

You can also assign text styles to *Rich Text Content Controls* to always format them accordingly.

To do so, follow the following steps:

1. Select the *Rich Text Content Control*.
2. In the tab Developer, click on the button **Properties** (Figure 183).

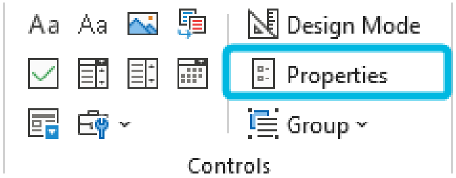


Figure 183. Button **Properties**

3. Tick the checkbox for **Use a style to format text typed into the empty control** (Figure 184).
4. Then, select the text style you want to apply. Alternatively, create a new text style from scratch by clicking on the button **New Style...**.

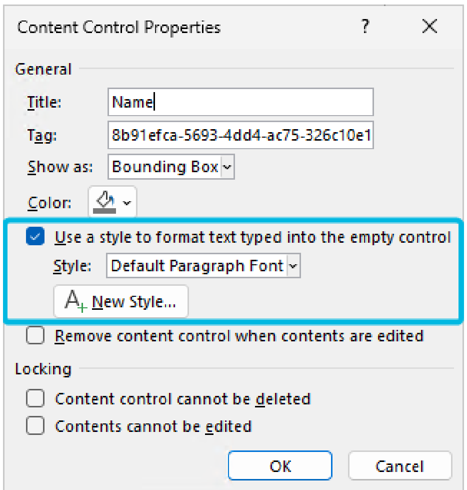


Figure 184. Text Style Options

It is not possible to use different font sizes, text styles or font colors to format content within one *Rich Text Content Control*. All contents within the *Rich Text Content Control* have to be formatted with one style only.

For further information on how to manipulate the formatting of single contents within one *Rich Text Content Control*, see Add Formatting Tags.

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

Add Formatting Tags

The following table provides an overview of formatting tags that can be used to adjust the document output via the *Template Assistant*:

Format	Tag	Example
Line Break	`[n/]`	Text[n/]Text
Bold	`[b]` … `[/b]`	[b]Text[/b]
Underlined	`[u]` … `[/u]`	[u]Text[/u]
Italics	`[i]` … `[/i]`	[i]Text[/i]
Tab Stop	`[t/]`	

Format	Tag	Example
Centered	`[hcenter] … [/hcenter]`	[hcenter] Text Text [/hcenter]
Align Right	`[hend] … [/hend]`	[hend] Text Text [/hend]
Justified	`[hdistribute] … [/hend]`	[hdistribute] Text Text [/hdistribute]
Uppercase	`| Upcase`	{{Text | Upcase }}
Hyperlink	`[a target="linkTargetUri"] … [/a]`	**For normal hyperlinks:** [a target="https://{{Entity.Property.Value}}";] {{Entity.Property.Label}}[/a] **For e-mails:** [a target="mailto: {{Entity.Property.Value}}"] {{Entity.Property.Value}}[/a]

The following is an example for a use case of formatting tags:

Example	
The labels in the following code excerpt are written in uppercase letters and displayed in bold. The values, on the other hand, are written in standard formatting without uppercase letters. Additionally, the data set is divided into three lines using line breaks. The following excerpt shows the configuration for this example: `{{User.First_Name.Value}} {{User.Last_Name.Value}} [n/][b]{{User.Phone.Label | Upcase }}:[/b] {{User.Phone.Value}}[n/][b]{{User.Email.Label | Upcase }}:[/b] {{User.Email.Value}}`	The outcome for a user called *empower Admin* would be the following: empower Admin **PHONE:** +49 221 99 37 85 – 78 **E-MAIL:** empower-admin@empowersuite.com

Apply If Conditions

If conditions can be used to make the display of values more flexible.

For example, you can define that the label for *mobile_phone* is only shown if a mobile phone number is entered in the profile.

If conditions always consist of an opening and a closing tag, each enclosed in a pair of curly brackets.

The pattern is as follows:

`{% if [CONDITION] %} … {% endif %}`

The following table provides an overview of possible comparison operators:

Type	Operator
Equal	==
Not Equal	!=
Greater Than	>
Less Than	<

Type	Operator
Greater Than or Equal to	>=
Less Than or Equal to	<=

In addition, you can use the operators *AND* and *OR*.

The following is an example for a use case of if conditions:

Example

If no value is entered for a property in the selected profile, you can use an if condition to ensure that the property is not displayed in the document either.

The following excerpt shows an example of such an if condition, where the label for *mobile_phone* is not displayed if no mobile phone number is entered in the profile:

```
{% if User.Mobile_Phone.Value != null %}{{User.Mobile_Phone.Label}}:
{{User.Mobile_Phone.Value}}{% endif %}
```

Apply Else If Conditions

Else if conditions can be used within if conditions. If the if condition does not apply, the else if condition within the if block is evaluated.

There is no limitation on the number of else if conditions that can be included.

The pattern for an else if condition is as follows:

```
{% if [CONDITION] %} … {% elseif %} … {% endif %}
```

The following is an example for a use case of if conditions:

Example

If the primary option is not available or not entered, an alternative is selected. If neither of the two values is available, the label is omitted.

The following excerpt shows the else if condition for this example:

```
{% if User.Mobile_Phone.Value != null %}{{User.Mobile_Phone.Label}}:
{{User.Mobile_Phone.Value}}{% elseif User.Phone.Value != null %}{{User.Phone.Label}}:
{{User.Phone.Value}}{% else %}{% endif %}
```

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

Apply For Loops

For lists that contain multiple entries of the same type (e. g., Managing Directors), for loops can be used. For loops consist of an opening and a closing tag enclosed in a pair of curly brackets.

Within the for loop, enter a variable that represents the values from your list. This variable is placed between two pairs of curly brackets.

The pattern for such a for loop is as follows:

```
{% for [VAR] in [ENTITY VARIABLE] %}{{VAR}}
{% endfor %}
```

Typically, for loops are used for the properties of the type *Array*, which usually display the following company information:

- Managing Directors
- Board of Managers
- Banking Information (if more than one bank is added to the company)

The following is an example for the use of such for loops:

<table>
<tr><th>Example</th><th></th></tr>
<tr><td>A list of entries for Managing Directors is created. It is introduced by a label and is separated by line breaks.

The following excerpt shows the configuration for this example:

<code>{{Company.Managing_Directors.Label}}:[n/]{% for MD in Company.Managing_Directors.Value %}{{MD}}[n/]{% endfor %}</code></td><td>The outcome for a company whose managing directory are empower Admin and empower User would be the following:

Managing directors:
empower Admin
empower User</td></tr>
</table>

If the entries in the list consist of multiple properties per value, first enter the variable followed by a period. Then specify the property and the type (label or value):

```
{% for [VAR] in [ENTITY VARIABLE] -%} {{VAR.PROPERTY.Label}}:
{{VAR.PROPERTY.Value}}, {% endfor %}
```

The following is an example for the use of such for loops:

<table>
<tr><th>Example</th><th></th></tr>
<tr><td>A list of entries for bank information is to be created, where each entry consists of three properties.

The following excerpt shows the configuration for this example:

<code>{% for BI in Company.Banking_Information.Value %}{{BI.Name.Value}}: {{BI.IBAN.Label}}: {{BI.IBAN.Value}}, {{BI.BIC.Label}}: {{BI.BIC.Value}}{% endfor %}</code></td><td>The outcome for a company's banking information could be the following:

Sparkasse KölnBonn: IBAN: DE74 3705 0198 1930 4482 69, BIC COLSDE33XXX</td></tr>
</table>

List entries can be separated by line breaks, delimiters, commas, etc.

You can use formatting tags to change the formatting of each property.

For example, the name of a bank can be displayed in bold, while the rest of the entries remain unformatted.

Use an unless tag to apply an alternative formatting, for example, when the last list entry is being processed.

The pattern for this configuration is as follows:

```
{% for [VAR] in %}{{VAR}}{% unless %} ... {%
endunless %}{% endfor %}
```

The following is an example for the use of such for loops:

Example	
A comma should be inserted after each list entry to separate the entries from one another. A comma should not be inserted after the last entry in the list. The following excerpt shows the configuration for this example: `{{Company.Managing_Directors.Label}}: {% for MD in Company.Managing_Directors.Value -%}{{MD}}{% unless forloop.last %},{% endunless %}{% endfor %}`	The outcome for a company whose managing directory are *empower Admin* and *empower User* would be the following: Managing directors: empower Admin, empower User

Apply Filters

Filters are special functions used to adjust and format data from templates.

Filters are implemented as follows:

`{{ [VARIABLE NAME] | [FILTER NAME]: Argument }}`

The following table provides an overview of filters that are usually used with empower®:

Name	Function	Syntax
Capitalize	The first character in a string is capitalized.	`{{ [PROPERTY NAME] | Capitalize }}`
Upcase	All characters in a string are written in uppercase.	`{{ [PROPERTY NAME] | Upcase }}`
Downcase	All characters in a string are written in lowercase.	`{{ [PROPERTY NAME] | Downcase }}`
Replace	Substrings are replaced by another substring.	`{{ [PROPERTY NAME] | Replace: "cats", "dogs" }}`
Size	Defines the number of characters in a string or array.	`{{ [PROPERTY NAME] | Size }}`
Strip	Whitespaces prior to or after a string are removed.	`{{ [PROPERTY NAME] | Strip }}`

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

You can use multiple filters at once if you separate them with a **pipe** symbol.

The pattern for such a filter is as follows:

`{{ [VARIABLE NAME] | Filter1 | Filter2 }}`

The following are examples for the use of filters:

Example

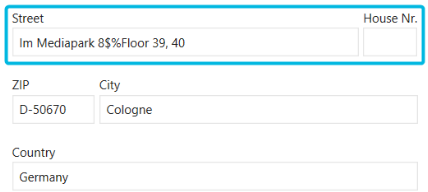
A filter is to be applied to ensure that the characters *$%* are used as a line break.

This filter can be used, for example, when a string contains multiple values that should be split across multiple lines.

The following excerpt shows the configuration for this example:

```
{{Location.Address.Value.Street.Value | Replace: "\
$\%", "[n/]"}}
```

The string for *Street* in the company management window would look as follows:



The outcome in the template would be the following:

Im Mediapark 8
Floor 39, 40
D-50670
Cologne

Example

You want to create a custom variable that adds the number of characters of two values and determines whether they fit into a single cell or need to be separated by line breaks.

The following excerpt shows the configuration for this example:

```
{% assign charLength = Location.Website.Value.size
|       Plus:       Location.Email.Value.size      %}
{{Location.Website.Value}}{% if charLength >46 %}
[n/]{% else %}, {% endif %}{{Location.Email.Value}}
```

The outcome for a combination with less than or equal to 46 characters would be the following:

www.empowersuite.com, contact@empowersuite.com

The outcome for a combination with more than 46 characters would be the following:

www.empowersuite.com
contactperson@empowersuite.com

Filters can be used with regular expressions. Therefore, make sure to escape special characters correctly.

Add Logos to a Template

To add a logo placeholder to a template using the *Template Assistant*, follow the following steps:

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

3. Under *Content Controls*, click on the **plus** symbol next to *Filter* (Figure 185 **(1)**).
   A context menu opens.
4. Choose the option **Picture Content Control** (Figure 185 **(2)**).
   A picture content control is inserted at your current cursor position.
5. Adjust the size of the content control via the option **Size and Position...** in the content control's context menu.
   a. Ensure that the checkbox *Lock aspect ratio* is not ticked.
   b. Format the content control with *In line with text*.
6. Click on the button **Load Document Metadata** (Figure 186).

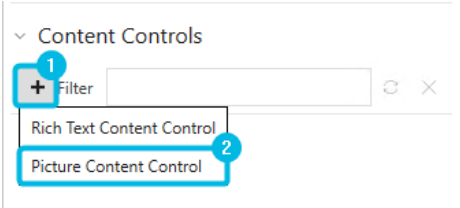


Figure 185. Add Picture Content Control

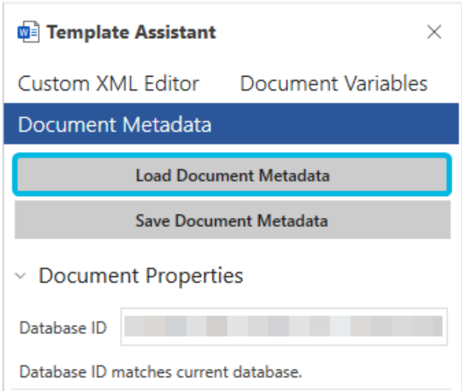


Figure 186. Button **Load Document Metadata**

7. Under *Content Controls*, you can see the content control you have just added to your document.
   Enter a unique title for this content control in the input field *Title* (Figure 187 **(1)**).
8. To assign a valid GUID to the content control, click on the button **GUID** next to the input field *Tag* (Figure 187 **(2)**).
   An automatically generated and unique ID is assigned to the content control.
9. Assign the required group to the content control (Figure 187 **(3)**).
   For further information, see **Placeholder Groups**.
10. If you want to enable users to hide the content control for printing processes, tick the checkbox for **Stationery** (Figure 187 **(4)**).
    This usually makes sense if you work with pre-printed paper.
11. To save the values, click on the button **Save Document Metadata**.

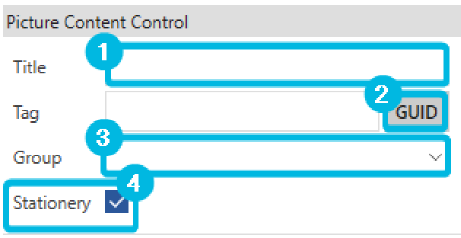


Figure 187. Picture Content Control Fields

The logo placeholder will automatically be filled in with the correct logo according to your company and location data.

Therefore, make sure to add logos to your company and location data.

For further information regarding the company and location management, see **Company Management**.

The logo will never be displayed distorted. It will be displayed as large as possible in the placeholder.

For further information regarding the logo selection, see **Company Management**.

For further information regarding the work with logos, see **Work with Logos in Templates**.

If you choose the hide the content control when printing, the content control and its content might still be visible if you are currently displaying the formatting symbols.

However, it will not be included in the printed version.

15. Create a New Document

To create a new document from a template, follow the following steps:

1. Click on the button **New Document** (Figure 188).
   The empower® Library opens in the section for *Document Templates*.

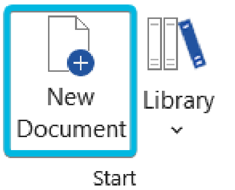


Figure 188. Button **New Document**

2. In the empower® Library, select one of the *Document Templates*.
3. Then, navigate to the group Selection in the navigation bar and click on the button **Open** (Figure 189).
   A new document is created using the template.

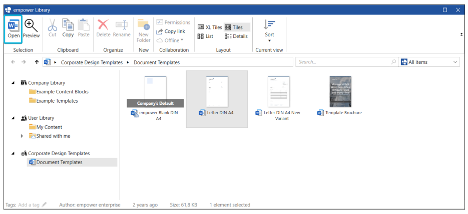


Figure 189. Button **Open**

If default settings have been made in advance in the profile management, the *Document Template* is automatically filled with information.

If not all default values or none of the default values required for the template have been set, empower® asks you to select the data to be filled in (Figure 190).

Your defined default values are preselected automatically.

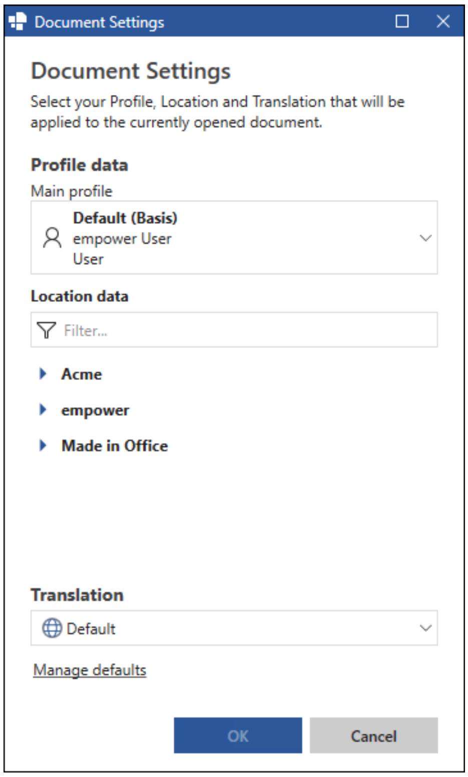


Figure 190. Dialog Box **Document Settings**

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

To do so, type in the name of the location you are looking for into the input field (Figure 191).

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

Select the required location from the list.

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

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

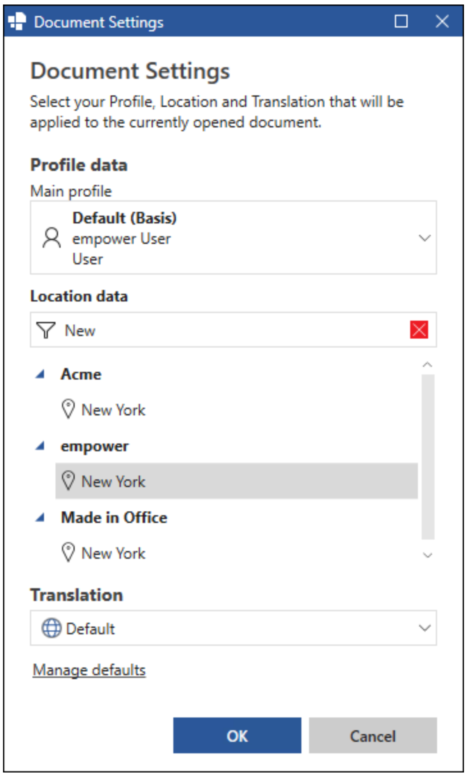


Figure 191. Search for Locations

If your search input does not lead to any result, a message is displayed in the dialog box (Figure 192).

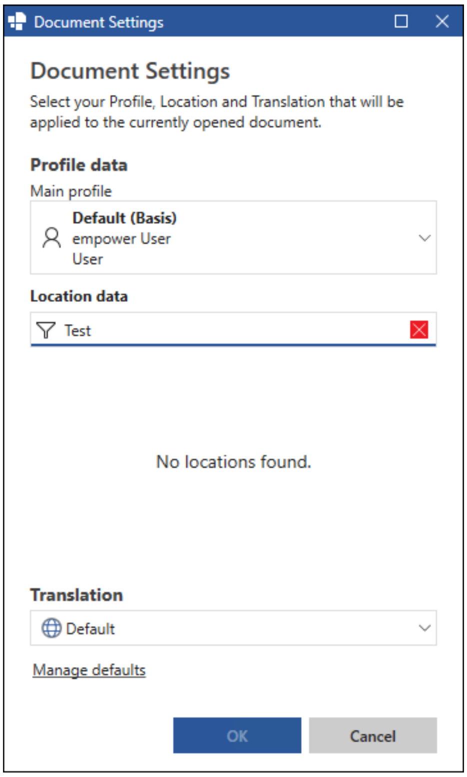


Figure 192. No Search Results

To abort the search, click on the **X** symbol in the input field (Figure 193).

All available locations will be listed again.

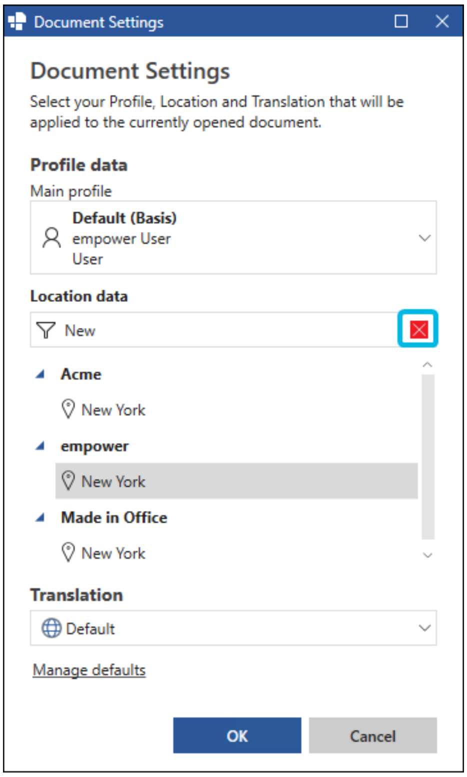


Figure 193. Abort Search

If you have opened a *Document Template* and want to fill in new profile data, click on the upper part of the split button **Fill in document** (Figure 194).

The same dialog box opens.

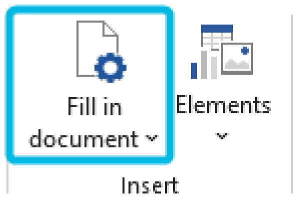


Figure 194. Button **Fill in document**

If default values have been set but you want to prevent the document from being filled out automatically, press **Shift** while opening the template.

This can be useful if you create documents for another person. If you have set up a referenced profile for this person, you can then choose this profile manually via the button **Fill in document**.

For further information regarding referenced profiles, see Set up Profiles.

Alternatively, you can use a double-click or open the context menu of a *Document Template* to open it.

If you enter a search input in the location search which only results in a company name, the company cannot be selected because it does not contain any locations that match your search input.

For further information regarding the setting of defaults, see Add a Profile.

If you want to hide certain elements in your newly created document, you can use the feature *Hide stationery*.

Click on the button **Hide stationery** to hide elements before printing the document (Figure 195).

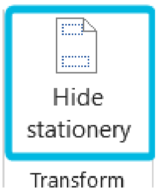


Figure 195. Button **Hide stationery**

If you choose to hide the content control when printing, the content control and its content might still be visible if you are currently displaying the formatting symbols.

However, it will not be included in the printed version.

The elements that will be affected by this feature are predefined by your empower® Administrators.

For further information regarding the configuration of elements for this feature, see Template Assistant.

15.1. Add the Recipient Address

If you are using a *Document Template* for a letter or any other document type in which a recipient address should be inserted, you can easily insert that address from your Outlook address book using the option **Recipient Address**.

To access the option, click on the lower part of the split button **Fill in Document** and then choose the option **Recipient Address** (Figure 196).

A dialog box opens.

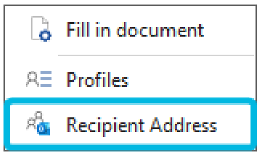


Figure 196. Option **Recipient Address**

You can now choose the Outlook contact whose address you want to insert into the document (Figure 197).

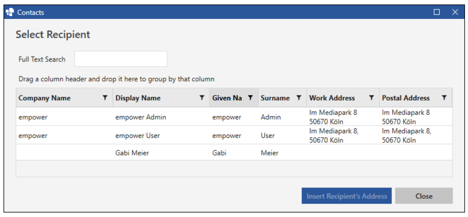


Figure 197. Dialog Box with Contact Information

Select the contact from the list and click on the button **Insert Recipient's Address** (Figure 198).

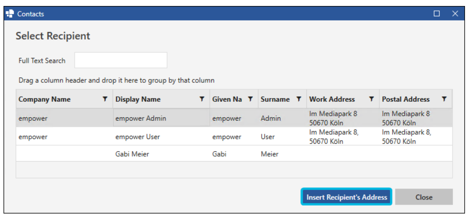


Figure 198. Button **Insert Recipient's Address**

If you cannot find the contact, you can search for it via the search bar (**Figure 199**).

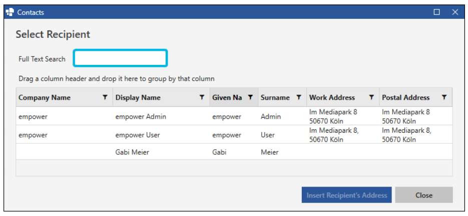


Figure 199. Search Bar

Additionally, you can sort the table according to one of the columns if you drag the respective column to the front of the table and drop it.

If you want to filter the contact list, click on the **filter** symbol next to one of the categories and select the required filters (**Figure 200**).

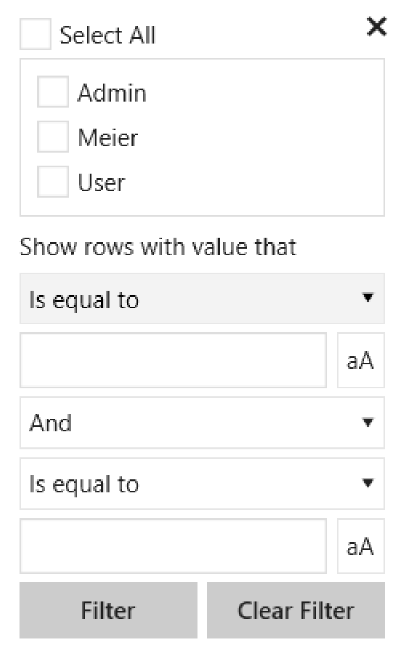


Figure 200. Filter Options

If your empower® Administrators have defined a specific placeholder for the recipient address, the address will be inserted into this placeholder.

If they have not defined a placeholder, a dialog box opens (**Figure 201**).

Here, decide if you want to insert the recipient address at your current cursor position.

If you click on the button **Yes**, the recipient address is inserted into your document at your current cursor position.

If you click on the button **No**, no address is inserted.

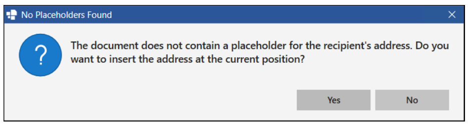


Figure 201. Dialog Box **No Placeholders Found**

You need to add contacts to the folder *Contacts* in your Outlook address book in advance to be able to choose them from the contact list in Word.

15.2. Use Content Blocks

To design your Word document, you can use elements from the empower® Library.

For example, you can insert corporate design compliant content blocks from your *Corporate Design Templates*.

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

Files that are protected either by the Office built-in document protection or by Microsoft Purview Information Protection cannot be processed by empower®.

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

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

Insert Content Blocks

There are two ways to insert content blocks into your document:

- Via the empower® Library
- Via the group Insert in the empower® Ribbon

For both ways, the content blocks are inserted into the document where your mouse cursor is positioned.

Insert Content Blocks via Library

To insert content blocks from the empower® Library, follow the following steps:

1. Navigate to the group Start and click on the button **Library** (**Figure 202**).
   The library opens.

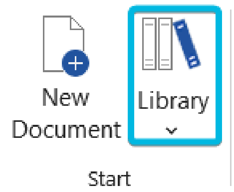


Figure 202. Button **Library**

2. In the library, navigate to the section *Corporate Design Templates* (**Figure 203** **(1)**).
3. Then, navigate into the section *Content Blocks* (**Figure 203** **(2)**).

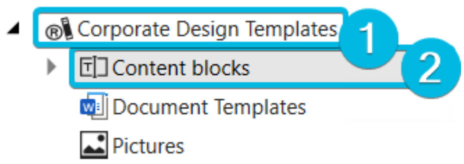


Figure 203. Sections *Corporate Design Templates* and *Content blocks*

4. Find the content block you want to insert and select it.
5. In the navigation bar, navigate to the group Selection.
6. Click on the button **Insert content block** (**Figure 204**).

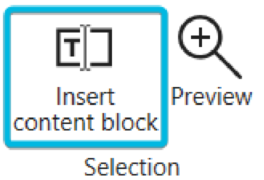


Figure 204. Button **Insert content block** in Library

You can preview the selected element by clicking on the button **Preview** in the group Selection.

Insert Content Blocks via the Ribbon

To insert content blocks via the group Insert in the empower® Ribbon, follow the following steps:

1. Navigate to the group Insert.
2. Click on the button **Elements** (Figure 205).
   A drop-down menu opens.

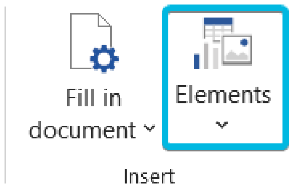


Figure 205. Button **Elements**

3. In the drop-down menu, click on the option **Content blocks** (Figure 206).
   The side pane opens its corresponding section.

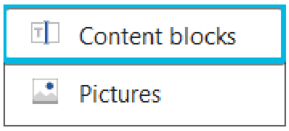


Figure 206. Option **Content blocks**

4. Find the content block you want to insert and select it.
5. Click on the button **Insert content block** (Figure 207).

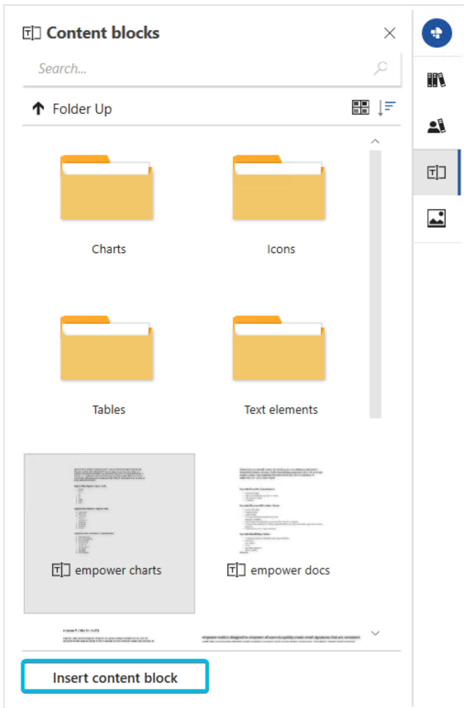


Figure 207. Button **Insert content block** in Side Pane

If your side pane is displayed, you can access the section *Content Blocks* directly by clicking on the corresponding symbol in the side pane.

For further information regarding the side pane, see **Side Pane**.

15.3. Use Pictures

To design your Word document, you can use elements from the empower® Library.

For example, you can insert corporate design compliant pictures from your *Corporate Design Templates*.

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

empower® supports Scalable Vector Graphics (in short SVG) – a common vector-based picture format – as elements in the empower® Library, when you are using an Office version that also supports this file format. Pictures in this format can be scaled to any size without loss of quality and also are quite small in storage size, which makes this format ideal for logos, visualizations, cliparts and non-photorealistic images in general.

Files that are protected either by the Office built-in document protection or by Microsoft Purview Information Protection cannot be processed by empower®.

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

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

Insert Pictures

There are two ways to insert pictures into your document:

- Via the empower® Library
- Via the group Insert in the empower® Ribbon

For both ways, the pictures are inserted into the document where your mouse cursor is positioned.

Insert Pictures via the Library

To insert pictures from the empower® Library, follow the following steps:

1. Navigate to the group Start and click on the button **Library** (**Figure 208**).
   The library opens.

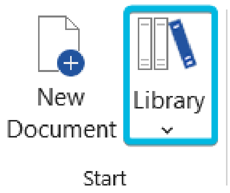


Figure 208. Button **Library**

2. In the library, navigate to the section *Corporate Design Templates* (Figure 209 **(1)**).
3. Then, navigate into the section *Pictures* (Figure 209 **(2)**).

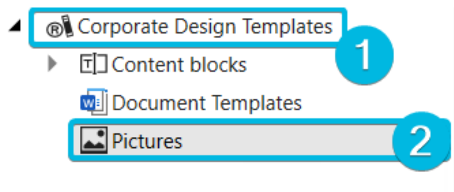


Figure 209. Sections *Corporate Design Templates* and *Pictures*

4. Find the picture you want to insert and select it.
5. In the navigation bar, navigate to the group Selection.
6. Click on the button **Insert picture** (Figure 210).

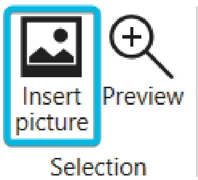


Figure 210. Button **Insert picture** in Library

You can preview the selected element by clicking on the button **Preview** in the group Selection.

Insert Pictures via the Ribbon

To insert pictures via the group Insert in the empower® Ribbon, follow the following steps:

1. Navigate to the group Insert.
2. Click on the button **Elements** (Figure 211).
   A drop-down menu opens.

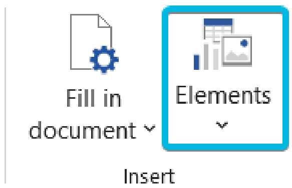


Figure 211. Button **Elements**

3. In the drop-down menu, click on the option **Pictures** (Figure 212).
   The side pane opens its corresponding section.

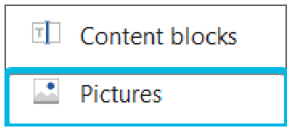


Figure 212. Option **Pictures**

4. Find the picture you want to insert and select it.
5. Click on the button **Insert picture** (Figure 213).

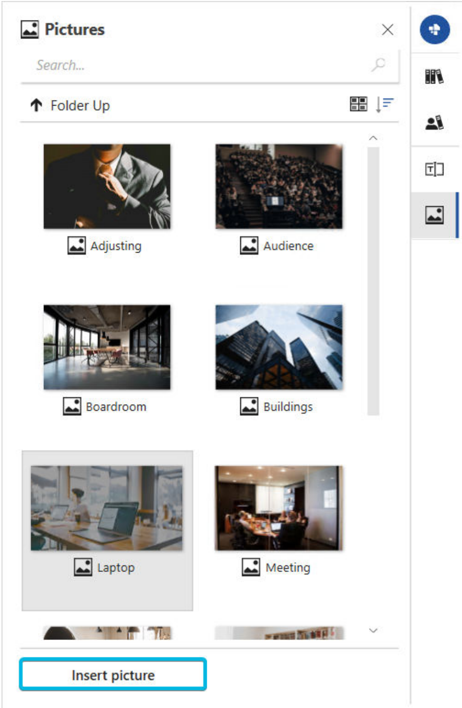


Figure 213. Button **Insert picture** in Side Pane

If your side pane is displayed, you can access the section *Pictures* directly by clicking on the corresponding symbol in the side pane.

For further information regarding the side pane, see Side Pane.

16. empower® Document Check

The *Document Check* inspects your entire document to ensure that it is corporate design compliant and also complies with other configurable rules concerning highlighting, page formats, page alignments, superfluous blank pages, spelling of names and terms among others.

To open the *Document Check*, navigate to the group Finalization and click on the button **Check** (Figure 214).

A drop-down menu opens.

Figure 214. Button **Check**

In the drop-down menu, click on the option **Document Check** (Figure 215).

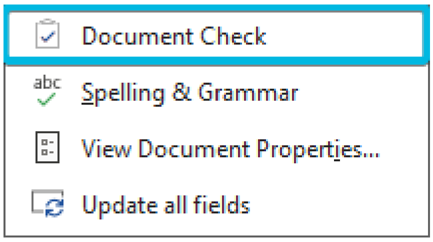


Figure 215. Option **Document Check**

empower® starts analyzing your document immediately. It shows a progress spinner (Figure 216).

As soon as the *Document Check* has been completed, its results open in the side pane on the right-hand side of the window.

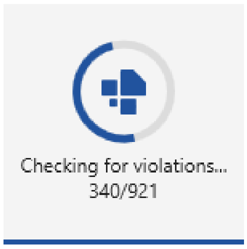


Figure 216. Progress Spinner for *Document Check*

The following aspects can be checked using the *Document Check*:

- Document protection
- Font
- Font color
- Font size
- Heading formatting
- Image and table captions
- Page margins
- Page orientation
- Presence of a table of content
- Shape color
- Spaces and breaks
- Spelling
- Table of content heading
- Text highlighting

Alternatively, you can open the section *Document Check* directly in the side pane.
For further information regarding the side pane, see **Side Pane**.

Depending on the *Document Check* configuration in your empower® Environment, not all of the above-mentioned categories are available.
The available categories are defined and can be changed by your empower® Administrators.

If the *Document Check* has not been configured by your administrators, the button is called **Check Document** (**Figure 217**). In this case, the Office built-in editor opens on the right side of the application window.

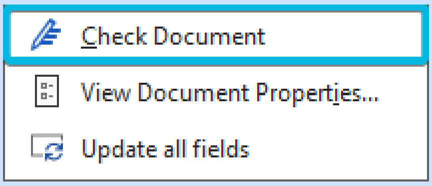


Figure 217. Button **Check Document**

Process Document Check Results

The results from the *Document Check* are listed per category (**Figure 218**). Each category can have one or multiple subcategories.

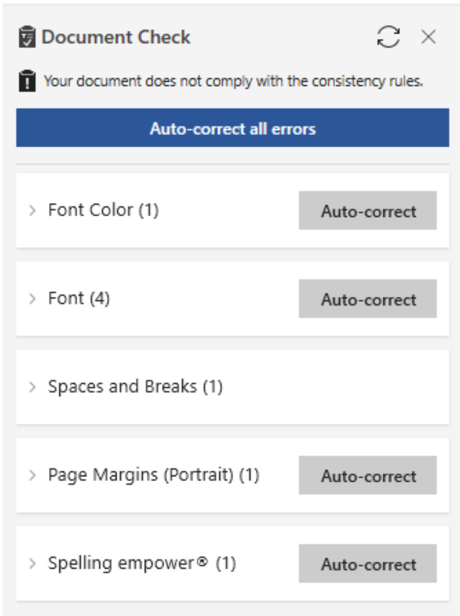


Figure 218. List of Errors

For each instance, the page the error was found on and the affected element is listed (**Figure 219**).

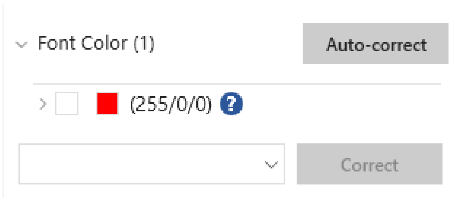


Figure 219. Error Category *Font Color*

If you select an error entry, the corresponding text or element is automatically selected.

To correct an error, follow the following steps:

1. Select the respective entry from the list.
2. If there is a drop-down menu for the error category, choose which predefined correction option you want to apply (Figure 220).
   If there is no drop-down menu, skip this step.

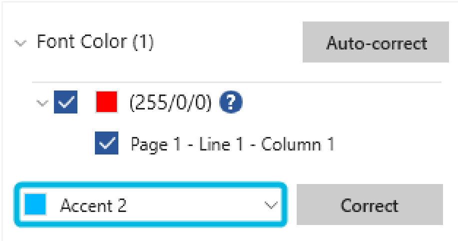


Figure 220. Drop-Down Menu with Correction Option (Collapsed)

3. Then, click on the button **Correct** (Figure 221).

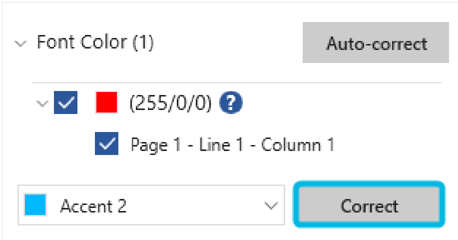


Figure 221. Button **Correct**

To correct multiple errors at once with the same correction option, select all the respective entries and click on the button **Correct**.

If you want to correct all errors of a category with a specific correction option, tick the checkbox next to the respective category. All errors in this category will be selected.

Now, click on the button **Correct**. You can also select multiple sub categories at once.

For further information on the specifications in your corporate design and how to correct the error, hover over the **question mark** symbol next to the category (Figure 222).

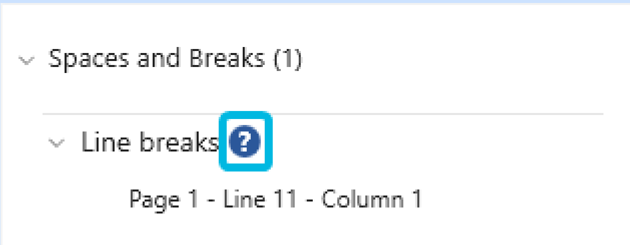


Figure 222. **Question Mark** Symbol

Auto-Correct Errors

If you do not want to process all errors separately, you can auto-correct them either per category or all together.

To auto-correct all errors in one category, click on the button **Auto-correct** next to the respective category (Figure 223).

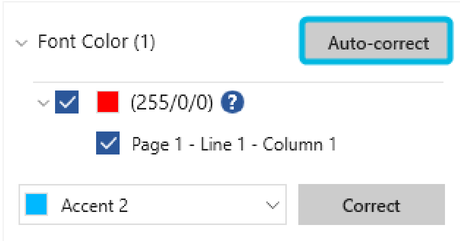


Figure 223. Button **Auto-correct** for Category

If you want to auto-correct all errors in the document, click on the button **Auto-correct all errors** (Figure 224).

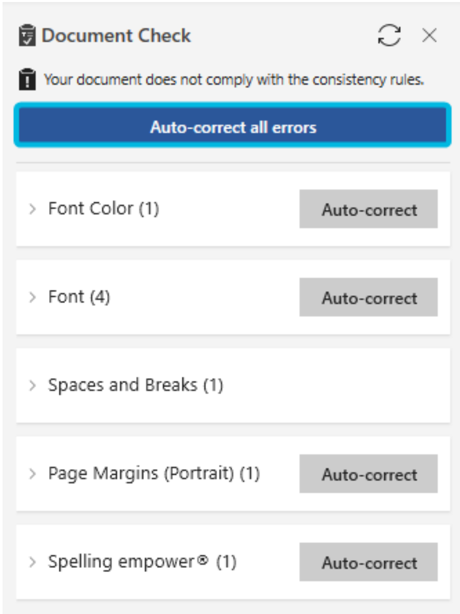


Figure 224. Button **Auto-correct all errors**

When auto-correcting colors, empower® automatically selects the approved color of your corporate design that is closest to the flagged color. If no matching color is found, a **warning** symbol appears and you need to adjust the color manually (Figure 225, Figure 226).

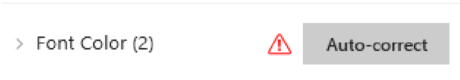


Figure 225. Warning for Manual Correction

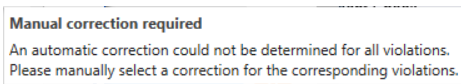


Figure 226. Tooltip **Manual Correction Required**

When auto-correcting font sizes, empower® selects the next size value up or down from the flagged size value to set a font size that has been approved for your corporate design. The same is also performed for fonts.

If you have finished the correction, reload the check results to be sure all errors have been resolved by clicking on the **refresh** symbol (Figure 227).

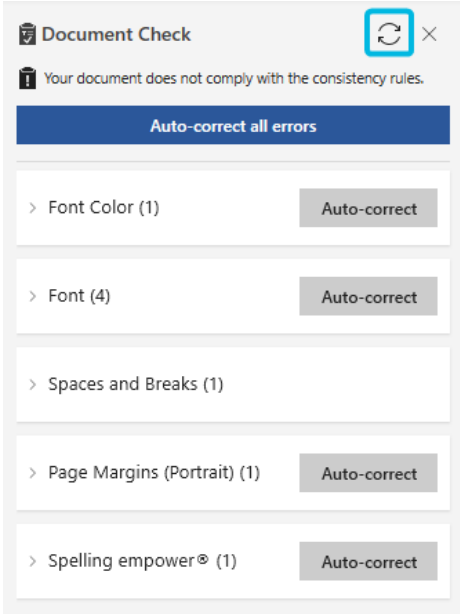


Figure 227. **Refresh** Symbol

If all errors have been resolved, a message appears in the side pane (Figure 228).

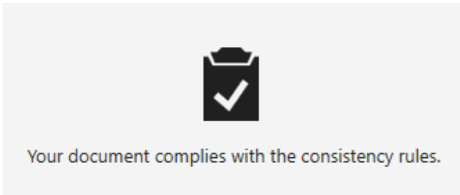


Figure 228. Document Check Complete

> Depending on the error category, auto-correcting the error is not possible and you need to manually select the most fitting option to correct the error or correct the error manually. In this case, the button **Auto-correct** is not available.

17. Access Document Properties

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

To do so, navigate to the group Finalize and click on the button **Check** (Figure 229).

Figure 229. Button **Check**

In the drop-down menu, choose the option **View Document Properties…** (Figure 230).

A dialog box opens.

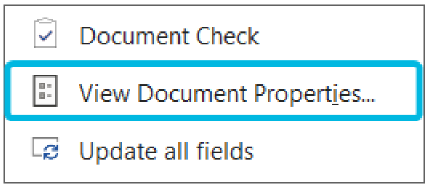


Figure 230. Option **View Document Properties…**

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

Be your best at work.

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