empower sheets

Version 9.5

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Introduction

1.1 Advantages of empower®

Create enterprise-wide unified Excel content in your corporate design (in short CD) - empower® Sheets, our Excel add-in, provides an intelligent workbook management system, combined with corporate design tools and efficiency-enhacing features.

In order to use the latest empower® Sheets release for Windows, your system will need to fulfill the following requirements:

Windows Version

- Windows 10 or 11

Office Version

- Microsoft Office 2016, 2019

Abo Models

- Office 365 Pro Plus, Enterprise E3 and E5

We offer support for the above-mentioned versions.

1.2 Structure of manual

Welcome to empower® Sheets, the add-in for Excel. This manual will help you to understand empower® and to guide you along the first steps using empower®. If you are already familiar with empower®, this manual will aid you as a reference book for your everyday use. All important functions and buttons are explained individually. If you discover a previously unknown button or have always wondered about the function a particular button has, you will find all answers here.

The manual is structured as follows: The first section serves to provide a basic understanding of empower®. Here, functions and buttons are not merely explained, but whole processes are elaborated on. For example, how to use a workbook template or how to apply ready-made chart styles to your tables and evaluations. All instructions are categorized by topic and arranged in chapters.

Within the text you will find links to other chapters that lead to further information on a paticular. To follow a link, hold down the **Ctrl** key and click on the chapter number.

Please note:
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.

Creating Workbooks

2.1 New Workbook

Open Excel as usual and select the empower® ribbon within the Excel ribbon. Then, in the section New, click on the button **New Workbook** (Figure 1), whereupon the library will open.

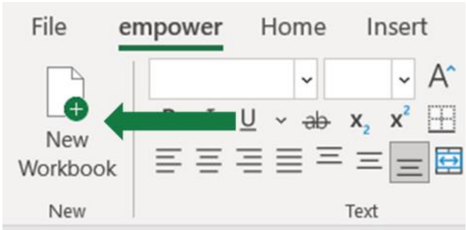


Figure 1: New Workbook

In the library, you will now see ready-made workbooks in the **Company Library** folder, already customized to your company's CD.

Here, among others, Excel-native fonts, colors and default formats are already present for you within the workbooks. In the section of the **User Library**, you can also use your own saved workbooks.

To find out, how to save workbooks to the library, see **chapter 3.3 Save in library.**

Please note:
If no user library is displayed, your empower® administrators have deliberately disabled it. Please contact your empower® administrators if you wish to make any changes.

Once you have selected one of the workbooks, the new workbook will open and you can start editing it immediately.

2.2 Quick Access Pane

The Quick Access Pane is located on the right-hand side of the Excel interface. It opens when you go to the section Insert within the empower® ribbon, click on **Elements** and chose one of these available buttons. Hereafter, the Quick Access Pane provides you a quicker access to the library folders: **Company Library, User Library, Cell Style Set, Table Style Set, Chart Styles** or **Table Size.** As shown in the example, you can see the access for Chart Styles (Figure 2).

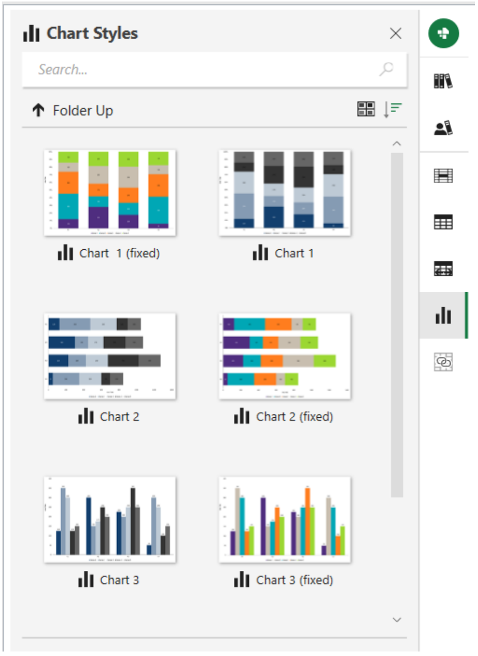


Figure 2: Quick Access Pane for Chart Styles

You also have the option of permanently displaying the Quick Access Pane. To do this, click on **User Settings** at the very top of the Quick Access Pane and then select the **Always show sidebar** option (**Figure 3**).

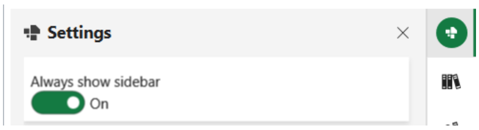


Figure 3: Make the Quick Access Pane permanently visible

Furthermore, you can set whether you want to switch from the simplified ribbon view to a classic view. By default, the simplified ribbon is recommended and activated **(Figure 4)**, as it displays all essential functions at a glance, intuitively introduces users to the use of empower® Sheets and presents the steps involved in creating and working with a workbook in a logical order.

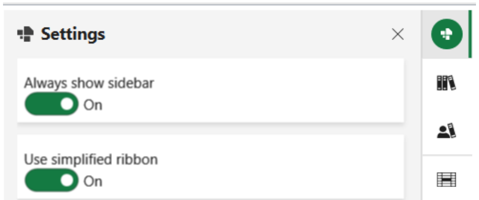


Figure 4: Simplified Ribbon is activated

Please note:
Depending on the preferred setting of your empower® administrators, the classic ribbon might also be the default in your company.

To switch from the simplified ribbon view to the classic view, navigate to the settings in the Quick Access Pane and disable the simplified ribbon with the toggle button **use simplified ribbon - Off** (Figure 5). The change will take effect immediately.

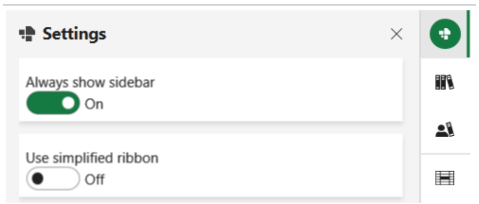


Figure 5: Simplified ribbon not activated

2.3 Edit

When editing your Excel file, it is recommended that you use the corporate design defaults from the Edit group in the empower® ribbon to format text and shapes (Figure 6).

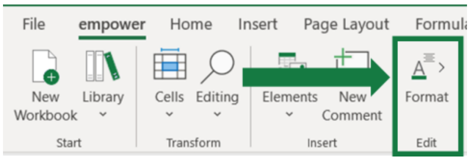


Figure 6: Edit an Area

The Edit group within the empower® Ribbon, which can be expanded by using the button **Format** and the right arrow key **(**Figure 7**)**, is similar to the Excel-native Font and Alignment groups, which can be found in the Home tab of Excel. In the empower® Ribbon, however, these are linked to your empower® design and represent only the specifications that are in line with your company's corporate design.

Here, you will only have access to the fonts, sizes and colors that match your corporate design. Font, fill and shape outline colors are also defined (**Figure 8**).

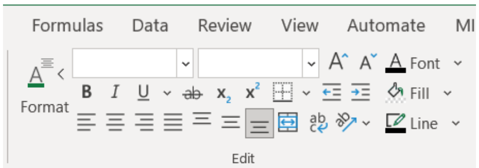


Figure 7: Expanded Edit group for formatting content

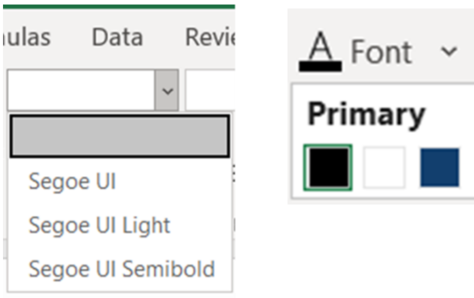


Figure 8: CD conform fonts and colors

> **Please note:**
> If your empower® administrators have not restricted the colors and fonts, all Excel-native formatting options are available via the Edit group.

> **Please note:**
> empower® Sheets does not affect the Excel-native right-click access to font and color information. All Excel-native formatting options, which do not necessarily coincide with your corporate design, are still available.

2.4 Insert Table Style Sets

To format a table in a CD-compliant way, navigate to the Insert group within the empower® Ribbon, and then go to **Elements - Table**, to access table format templates **(Figure 9).**

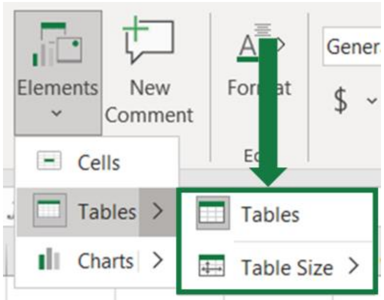


Figure 9: Access to Table Style Sheets via empower® ribbon

Alternatively, you can also select the button **Table Style Sets** in the Quick Access Pane (Figure 10).

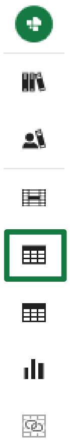


Figure 10: Access to Table Style Sets via Quick Access Pane

The Quick Access Pane opens and various templates are displayed. These are ready-made table style templates stored by your company, from which you can select one or more and add them to the workbook. To do this, simply click on the desired table style(s) and confirm your selection by clicking on the **Apply** button (Figure 11).

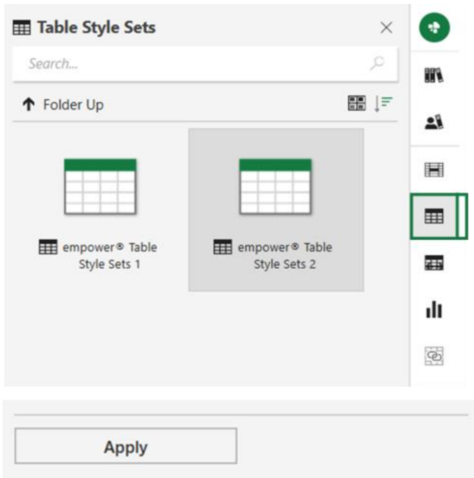


Figure 11: Adopt the desired table style to the workbook

Hereafter, you can find the selected styles in the Styles group under **Format as Table.** The table styles inserted from the library arrange themselves in the **Custom** category **(Figure 12)**.

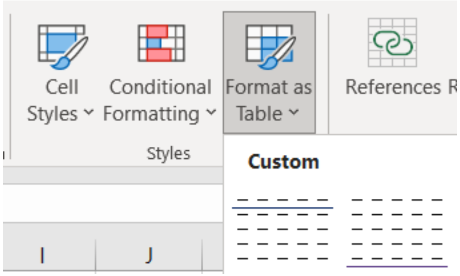


Figure 12: Apply table style sheets to a table

The desired template can now be applied to a table selected in the workbook and filled with content as usual.

2.5 Table Sizes

In addition to table style sheets, fixed table sizes can also be stored in the library for reuse. Add one of the desired table sizes to your workbook either via the empower® Ribbon and the Insert group using the buttons **Elements - Tables - Table Size - Load table size sets** or the Quick Access Pane and the buttons **Table Sizes - Apply table size** (Figure 13)**.**

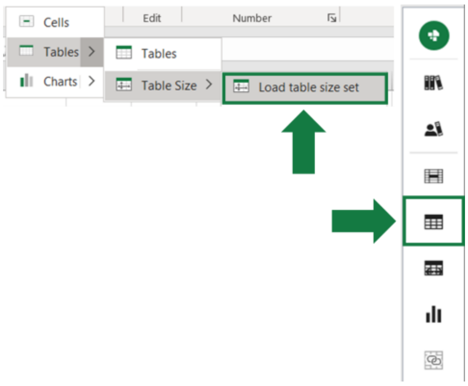


Figure 13: Navigate to and apply table size

The added table size now also appears in the Insert group via the buttons **Elements - Table - Table size - empower** (Figure 14)**.**

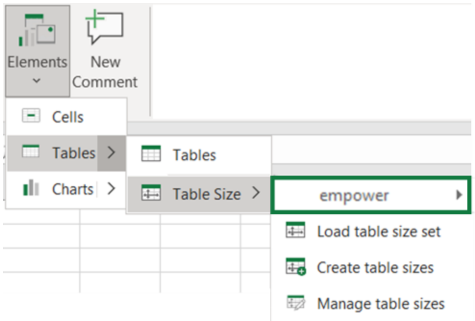


Figure 14: Navigate to and select added table sizes

Click the desired table size and apply it to the desired selected area in the workbook (table or multiple cells).

The following values can be defined:

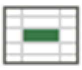
- Total width of the table
- Column widths for individual columns

Plese note:
The table sizes are named by your empower® administrators in a meaningful way, so that the names already provide information about the use of the table sizes.

If the number of column widths defined in the table size is greater than the number of columns in the table to be formatted, all selected columns are formatted according to the table size, and any column widths additionally defined in the table size are not applied.

If the number of column widths defined in the table size is less than the number of columns in the table to be formatted, all selected columns are formatted according to the table size. For the remaining columns in the table to be formatted, the total width of the table defined in the table size is subtracted from the column widths already used, and the difference is distributed evenly among the remaining unformatted columns.

2.6 Cell Style Sets



To give individual cells within a table, for example, a specific CD-compliant format for labelling, you can add predefined cell format templates from the library to your workbook and then apply them to individual selected cells.

Navigate to the **cell styles** in the library, either via the Insert group, then **Elements** - **Cells** buttons or via the Quick Access Pane via **Cell styles sets (Figure 15)**.

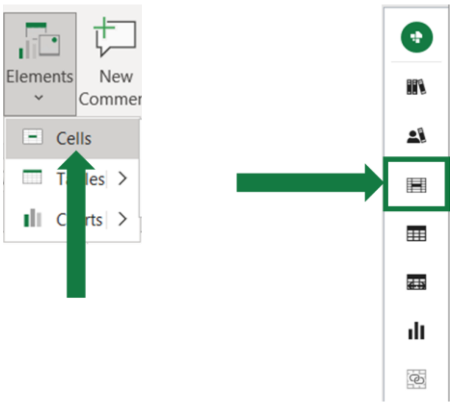


Figure 15: Access to Cell Style Sets

Select the desired cell style and add it to the workbook by double-clicking or clicking the **Apply** button. (**Figure 16**).

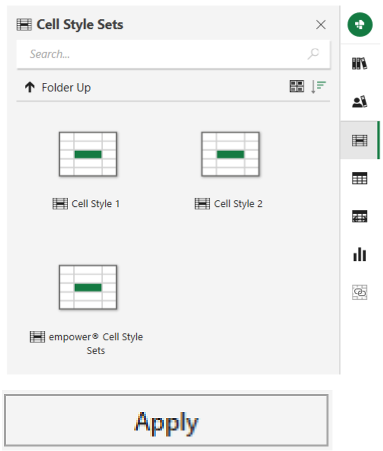


Figure 16: Add Cell Style Set

You will then find the selected styles in the Styles group - **Cell Styles**. The cell styles inserted from the library are arranged in the **Custom category** (Figure 17).

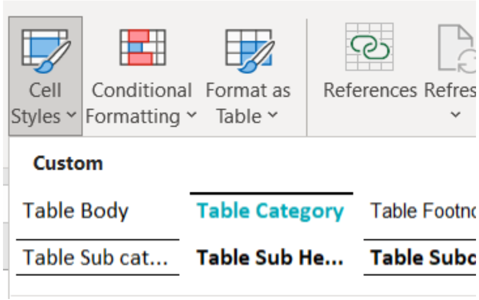


Figure 17: Apply Cell Styles to Cell(s)

The desired template can now be applied to any number of cells in the workbook.

2.7 Chart Style Sets

To illustrate the contents of a table with a chart, select charts in the Insert group and click the buttons **Elements** - **Charts**, or navigate to the **Chart Styles** in the Quick Access Pane (Figure 18).

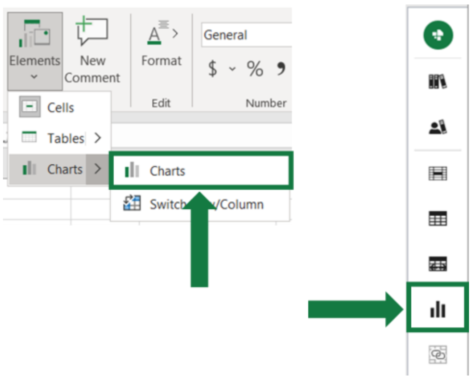


Figure 18: Access to Chart Style Sets

This is where you select the desired chart types and add them to the workbook. A chart style can be of two types: either with fixed colors or with colors that dynamically adapt to the design or color scheme (Figure 19).

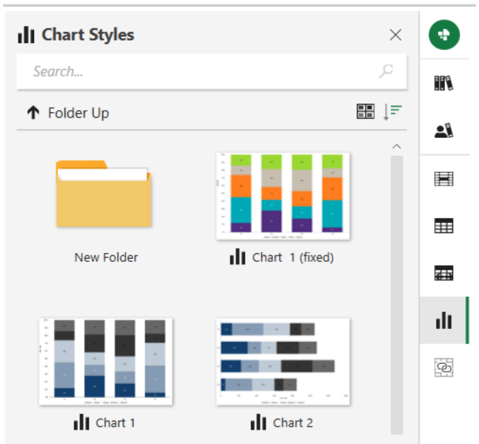


Figure 19: Chart styles with dynamically changing and fixed colors

The fixed color chart styles have the property that the colors used in the chart template are completely adapted to the CD and do not change even if the design of the workbook is changed via Excel (Page layout - Designs).

In contrast, if you choose a chart style with dynamically changing colors, the colors of the chart will automatically adapt to the Excel design you have chosen.

The **Row/Column option** allows you to change the order in which the chart content is displayed within your chart. The settings made here affect, amongst others, the chart title, legend and data point labels. To do this, click on the **Diagram Elements** button and then on the Button **Row/Column** in the Insert group **(Figure 20)**. You can toggle between assigning the rows and columns to the horizontal and vertical graph axes, depending on the arrangement of the series within a graph.

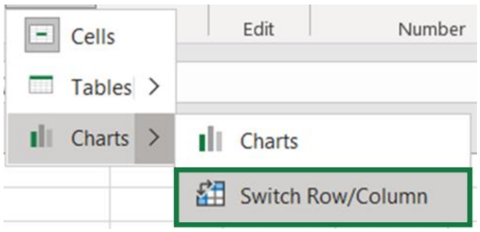


Figure 20: Switch Row/Column

2.8 References

Depending on the complexity of the content to be displayed in a workbook, references to other data sheets or separate workbooks are often used. With empower® Sheets, all these internal and external links to data sheets or separate workbooks can be checked for their functionality in an open workbook. All valid and invalid references are detected.

A reference is considered invalid, if

- a workbook is referenced (either stored locally or in the library) that has been deleted after the reference was created.
- a workbook is referenced (either stored locally or in the library) that has been closed after the reference was created.
- a data sheet is referenced that has been deleted after the reference was created. This applies both to data sheets within the open workbook and to data sheets from other workbooks. The workbooks can be either stored locally or in the library.
- a workbook with a file format that is not supported by Excel is referenced.

You can then manually edit and correct invalid references.

The check can be started by clicking on the **References** button in the Finish group or by clicking on the same button in the Quick Access Pane **(Figure 21)**.

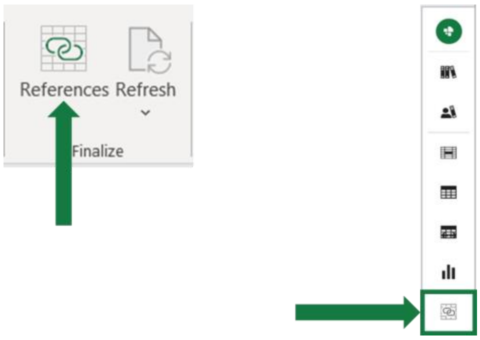


Figure 21: Button **References** within the ribbon and Quick Access Pane

An overview opens via the Quick Access Pane, displaying all existing references, sorted by the categories **Internal** and **External** (Figure 22).

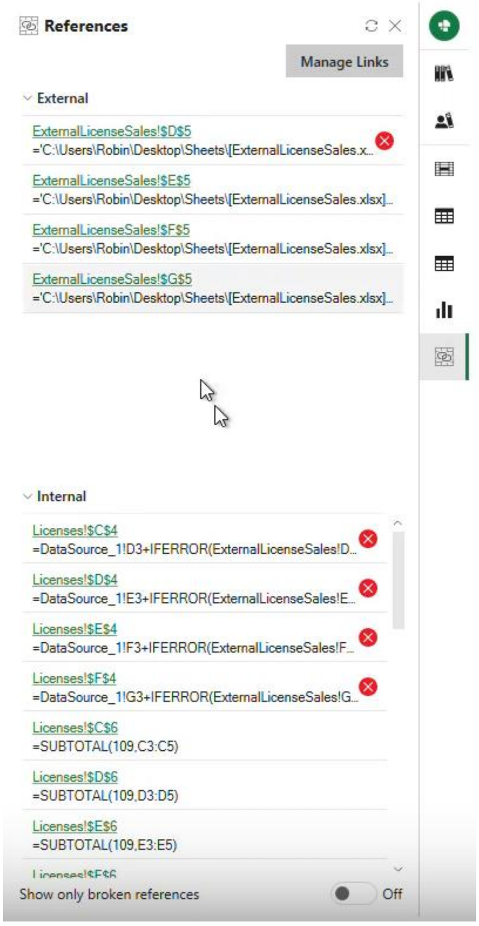


Figure 22: Overview of all existing references

If one of the references is invalid, it is marked with an **X** (Figure 23).

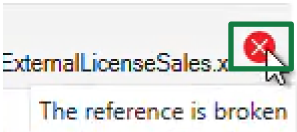


Figure 23: Not valid Reference

By clicking on the listed reference (**Figure 24**), you can navigate directly to the data source in the workbook.

Figure 24: Selecting the Reference (Link) to be displayed in the workbook

The linked data will be selected accordingly (Figure 25).

Licenses Category	2017	2018	2019	2020
Licenses Product A	26,978	27,348	26,215	30,827
Licenses Product B	57,965	66,809	76,470	76,506
Licenses Product C	16,379	17,760	21,476	23,807
Licenses	101,322	111,917	124,161	131,140
Other Licenses	255	311	441	207
Total Licenses	101,577	112,228	124,602	131,347

Figure 25: Linked point within workbook

If you want to focus on all invalid references, you can filter the view in the Link Manager using the toggle button **Show only broken references - On** (Figure 26).

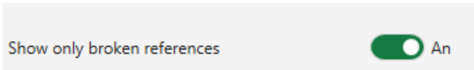


Figure 26: Button - Show only broken references

Links and formulas inserted on hidden datasheets are also taken into account and recognized by the check and listed in the overview.

You can now correct any invalid links that are found.

If you want to check all the links again after you have finished your corrections, you can refresh the overview of references.

To do this, click the buttons **Refresh - Refresh/Refresh All** in the Finalize group or click the Refresh icon to the left of the **X** in the open overview (Figure 27**).**

Furthermore, it is possible to cancel the update process by clicking on the button **Cancel refresh**, or, to query the status of a reference, again by clicking on the button **Refresh status**.

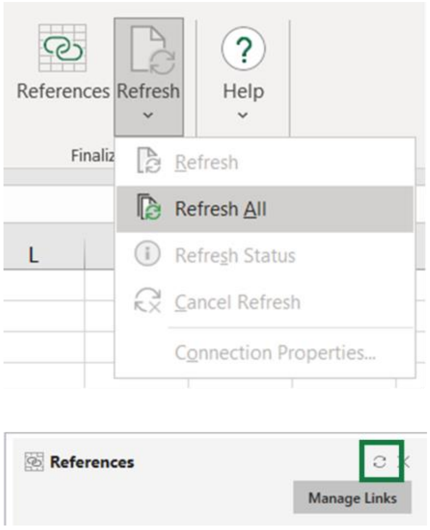


Figure 27: Refresh the overview

2.9 empower Help

The **Help** button in the Extras group allows you to quickly access the empower® Help Center, change the language displayed in empower® and get more detailed information about your software **(Figure 28).**

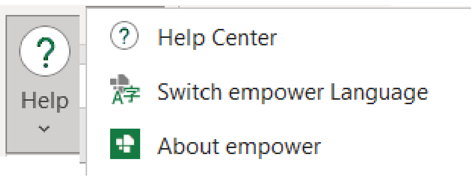


Figure 28: Options within the Button **Help**

Help Center

If you have any questions while working with empower®, you can select the **Help Center** from the **Help** button. 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 on the empower® Sheets (Figure 29).

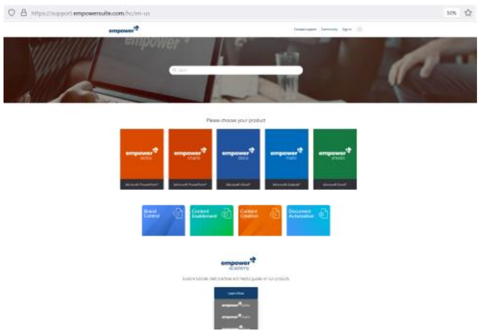


Figure 29: empower® Support Website

If this does not help, you can contact support directly by opening a **New Ticket** at the bottom of the home page and describing your problem (Figure30).

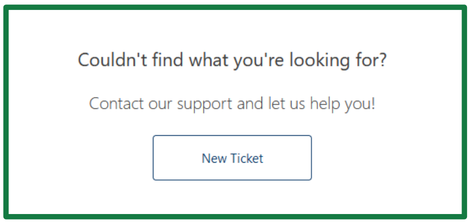


Figure30: Open a New Ticket via Support

Send Feedback

If you click on **Send Feedback**, a new window of your primary email application will open, already addressed to the right recipient (**Figure 31**). The email has a preset subject line (e.g. *Feedback for empower Sheets*). All feedback is welcome as we are always looking to improve our software.

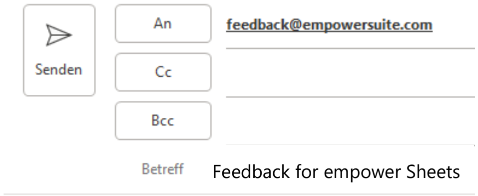


Figure 31: Preview email via **Send Feedback**

Report A Bug

Depending on the configuration in your empower® version, clicking on **Report A Bug** will lead to:

- creating a new email via your primary email application and automatically attaching a zip file (*empowerInformtion.zip*), The email has a preset subject line (e.g. *Bug report for empower Sheets*) and is already addressed to the right recipient (**Figure 32**).
- opening a new window in your default internet browser (**Figure 33**). There you have to enter various information about yourself, as well as the bug you want to report. This is for the support of empower® so that they can respond to it in the best possible way.

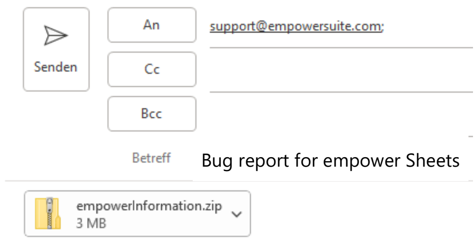


Figure 32: Preview email via **Report A Bug**

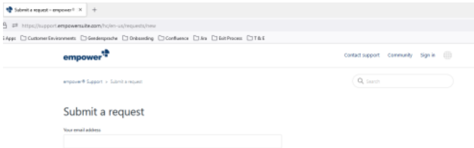


Figure 33: Preview browser via **Report A Bug**

Your descriptions as well as the email's file attachment will aid empower® in replication of the error, analyze the case to conclusively deliver a near-term solution.

About empower

Clicking the **About empower** button brings up a screen with information about the current user and version of the software (Figure 34).

Figure 34: Button **About empower**

2.10 Office-Design

empower® Sheets is orients itself to the Office Design of your device.

If the Design is set on *black*, the User Interface of empower® adapts automatically to it **(Figure 35)**.

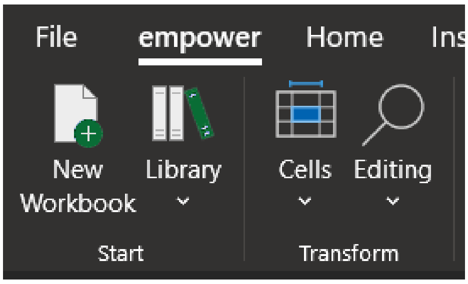


Figure 35: User Interface within a black Office-Design

In comparison, you can see in Figure 36 how the User Interface acts when set to the *white* theme.

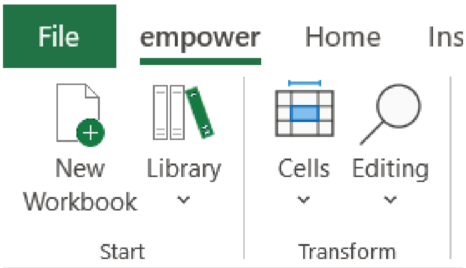


Figure 36: User Interface within a white Office-Design

Workbook Management

3.1 Library (Main Library)

The **library** function within the group Start provides you access to all central available Excel content. empower® grants two ways of how you can work with the library.

You can open the library full screen via the **Library** button in the empower® ribbon (**Figure 37**).

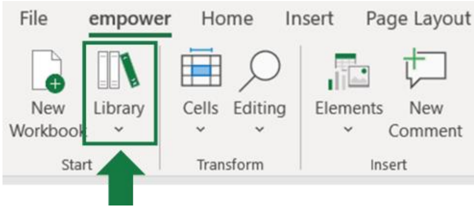


Figure 37: Open Library via empower® ribbon

Alternatively, you use Quick Access Pane from the right-hand side (**Figure 38**).

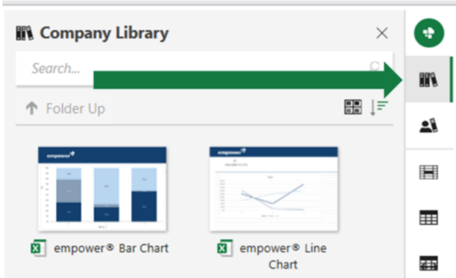


Figure 38: Open Library via Quick Access Pane

Once you have opened the **library** by clicking on its button in the Start group, a dialog box will open. Here you can see the folder arrangement of the library on the left, which has been constructed in congruence with Microsoft's Windows Explorer. The library is organized in three areas: **Company Library, User Library,** and **Corporate Design Templates** (Figure 39).

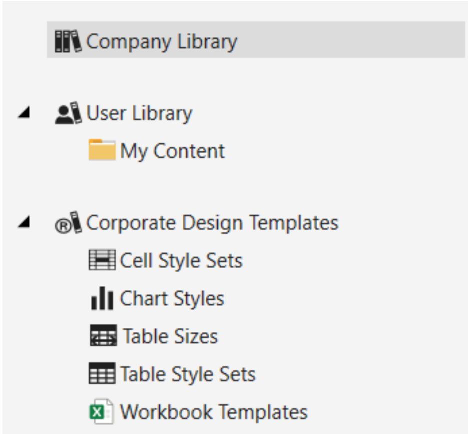


Figure 39: Folder structure within the Company Library

The **Company Library** contains CD-compliant workbooks that is to be made available to the whole company.

The **User Library** is user specific. It serves as your personal storage location in empower® (**Figure 40**) where you can create and manage your own workbook templates and fully formulated Excel files. It is initially empty after installation.

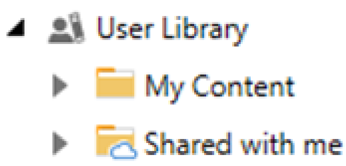


Figure 40: Folder structure within the User Library

Please note:
If no user library is not displayed, your empower® administrators have deliberately disabled it. Please contact your empower® administrators if you wish to make changes.

You can create as many folders as you like in the folder **My Content**. As soon as any of your colleagues has shared a folder from their own user library with you, it will be added to your User Library and is available via the 'Shared with me' folder (**Figure 40**).

For information on how to assign permissions to your folders in the User Library, refer to **Chapter 3.5 Permissions.**

The **Corporate Design Templates** section contains templates for e. g. tables, charts or cells, and is intended to help all employees in the company to quickly and easily create new CD-compliant workbooks.

If you select a folder from the library on the left, you will see all the elements stored in this folder on the right (Figure 41). An element can be either a whole workbook or an object (e. g. a chart, a table style or a cell style).

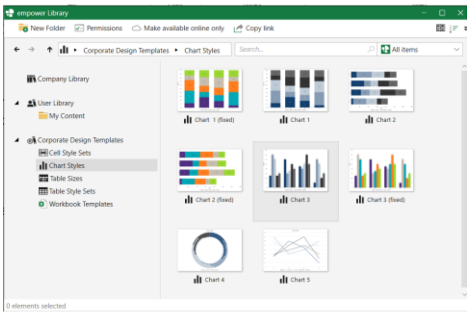


Figure 41: Preview Folder Content

You can tell what type of element it is by the icon in the bottom left corner (Figure 42).

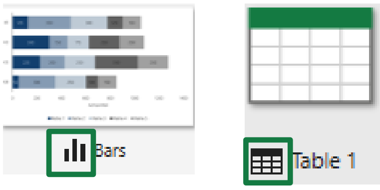


Figure 42: Distinguish elements from the library

For each element, further meta information such as author, last modification date and size can also be viewed (Figure 43).

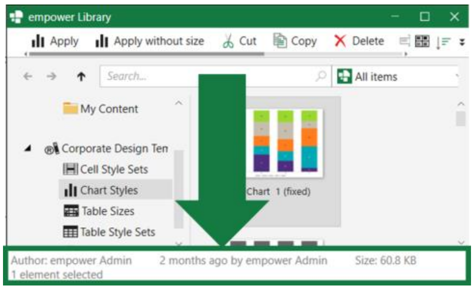


Figure 43: Meta information about the selected file

The empower® Library contains a navigation bar that can be expanded by clicking on the drop-down menu next to the filters. In the extended navigation bar you can make additional settings for the library window and use further features (Figure 44).

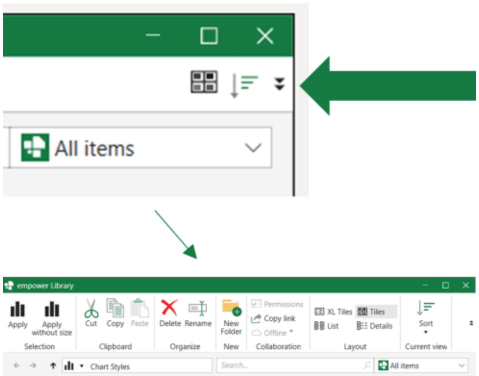


Figure 44: Extended Navigation Bar

Folder permissions can be viewed and managed by clicking **Permissions** in the navigation bar after selecting a folder in the library **(Figure 45)**.

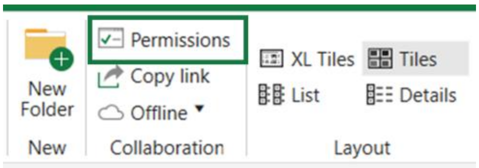


Figure 45: Folder Permissions

Alternatively, you can also navigate to the permissions by right-clicking on the selected folder **(Figure 46)**.

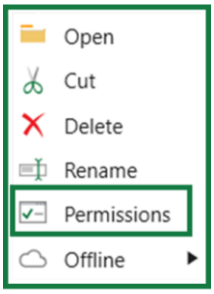


Figure 46: Dialogue window by right-clicking on a folder

A window opens in which already authorized staff members are displayed. Here you can authorize other staff members to view or edit your files from the selected folder of your User Library or revoke the authorization of staff members (Figure 47).

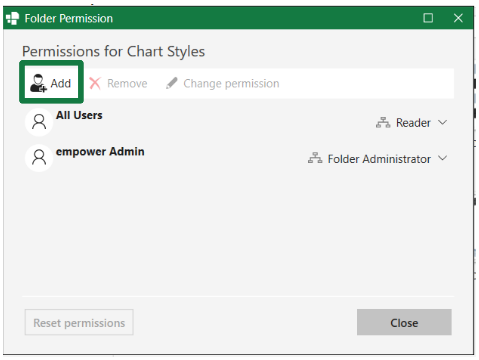


Figure 47: Authorize New User

>> More information about permissions and rights types you can find in chapter 3.5 Permissions.

3.2 Online Availability

Folders in the library are displayed with a cloud symbol and all contents stored in these folders are available online by default (Figure 48).

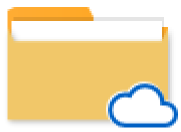


Figure 48: Online Folder

In rare cases, folders in the library may not have a cloud symbol. The content stored here is also available offline (Figure 49).

Figure 49: 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.

3.3 Save in Library

To upload an element into the library, select the relevant element and click on the **split-button** of the button **Library** in the Start group and after that on **Save** (Figure 50). All users have the possibility to save their own workbooks in their user library. Elements from the Corporate Design Templates section are managed by your empower® administrators.

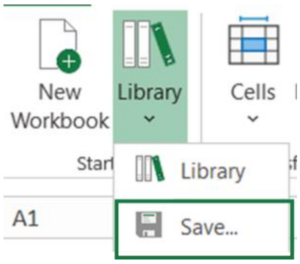


Figure 50: Upload an element into the library

Now you have the possibility to select **workbook template** as element type and save it in your user library via **Save as** (Figure 51).

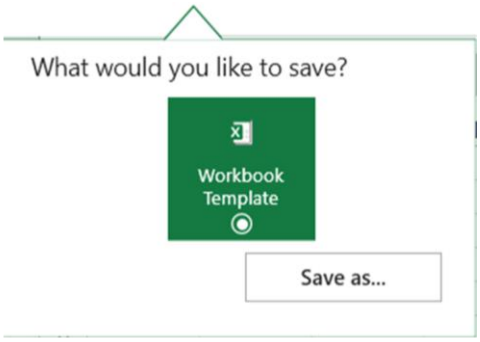


Figure 51: Select a workbook template to save as...

The storage dialogue box opens and you can navigate to the desired folder in your user library (Figure 52). If necessary, you can also create a folder ad hoc.

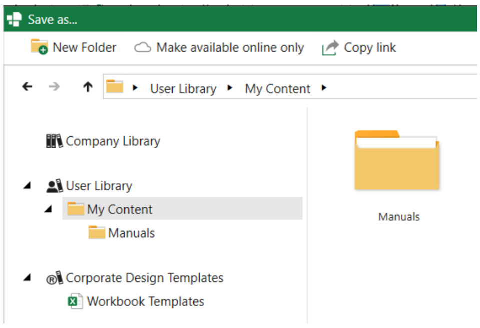


Figure 52: Navigate to the desired folder

To do this, click the **New Folder** button in the navigation bar (**Figure 53**) or use the button with the same name by right-clicking on the **My Content** folder (Figure 54).

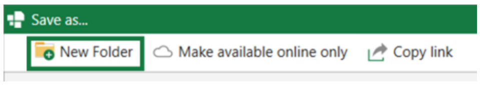


Figure 53: Button new Folder in navigation bar

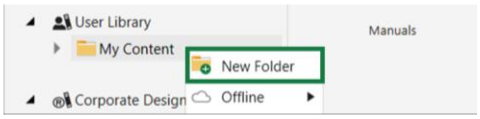


Figure 54: Button **New Folder** by right clicking on desired folder

You can then name your workbook template and confirm your selection with the **Save** button. A saving operation can be aborted at any time by clicking the **Cancel** button (Figure 55).

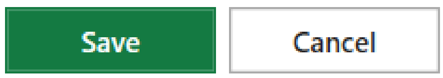


Figure 55: Buttons **Save** and **Cancel**

If an element with the same name already exists in your user library in the desired location, a message will appear (Figure 56). You can now decide whether to replace the existing element with your new element (**Yes** button) or to give the element a different name and save an additional element (button **No**).

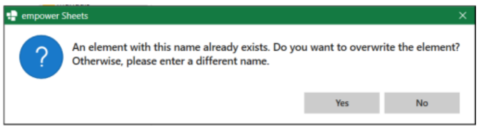


Figure 56: Message for element with the same name

3.4 Display of Contents

In the opened empower® library, you have the option of expanding the navigation bar via the icon at the top right **(**Figure 57**).**

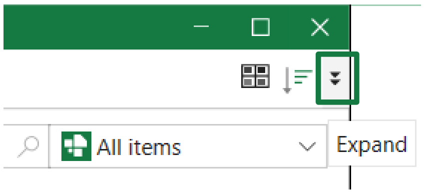


Figure 57: Extend library menu

In the Layout group, you can decide how you want your content to be displayed in the library (Figure 58).

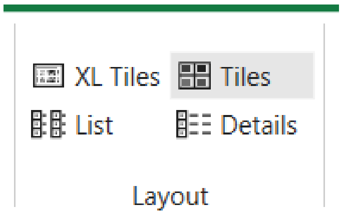


Figure 58: Display options

3.5 Permissions

In the library view, you can assign individual editing rights to each folder in your user library. If you have assigned folder permissions to individual collaborators via the folder permissions, they can also access the corresponding contents of their folder. This allows you to work on collaborative projects, for example. If other collaborators share one or more folders with you, they will also be displayed in your user library (see **Chapter 3.1 Library (Main Library)).**

Right-click on a folder that you want to assign permissions to and select **Folder Permissions** from the drop-down menu. Alternatively, you can select a folder and click **Permissions** in the navigation bar **(**Figure 59**).**

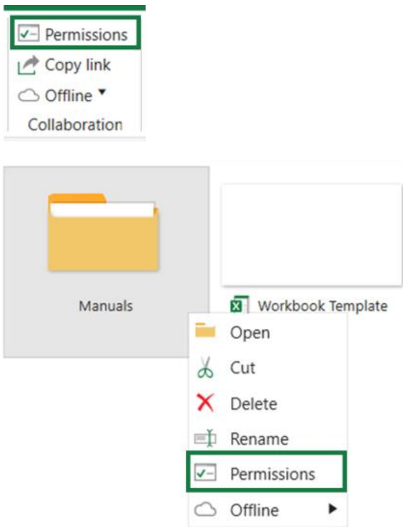


Figure 59: Show permissions

In the dialogue box that opens up, you will see a list of all the people who have already been granted permission for that folder. You can also see what type of permission has been granted (e.g. folder administrator) (Figure 60).

The owner of a folder is listed in the folder permissions list as the folder owner, but automatically has folder administrator permissions.

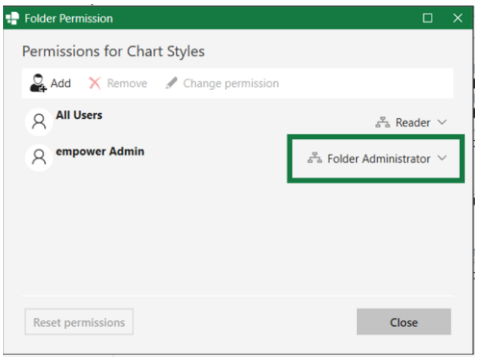


Figure 60: Overview of permissions

To grant an additional user access to this folder, click on the **Add Permission** (Figure 61).

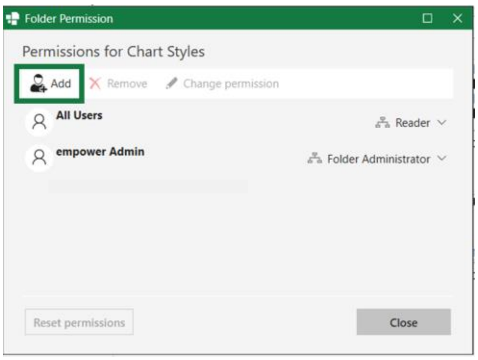


Figure 61: Button **Add Permissions**

An input box will appear where you can enter either the first name, last name, group name or account name of the user you want to give access to the folder, and start your search by pressing Enter or clicking on the magnifying glass **(Figure 62).**

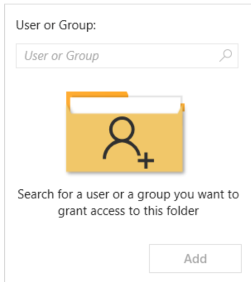


Figure 62: Search mask for adding an employee

Select the user and confirm your choice with a click on the button **Add** (Figure 63).

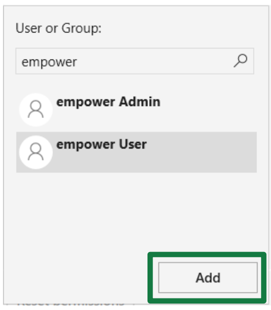


Figure 63: Adding an employee

In empower® there are four types of permissions: Folder Administrator, Editor, Author and Reader (Figure 64).

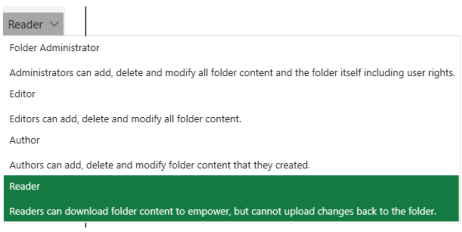


Figure 64: Show information on user roles

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 created.

Reader – Readers can download folder content to Excel but cannot upload changes back to the folder.

The first rights type that is assigned is **Reader**. You can change the rights type by either selecting the employee and clicking on the button **Change permission** or by navigating to the drop-down menu using the arrow to the right of the permission type and clicking on the desired new permission type. (Figure 65**).**

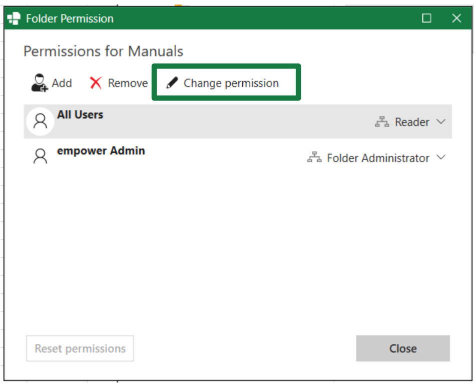


Figure 65: Change the permission type

In order to deny a user's previous authorization, select the user and remove the employee(s) via clicking **Remove** in the top bar (Figure 66**).**

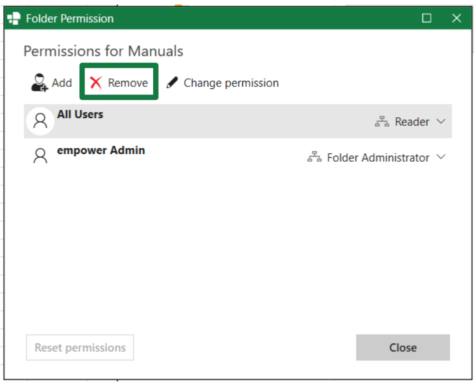


Figure 66: Remove a user´s authorization

The permissions you set for a folder are automatically inherited by all its subfolders. However, you can manually change the inherited permissions of the subfolders to extend, reduce or remove permissions by adding users (see above). If you wish to reset all manually changed permissions to their original values and restore the hierarchical permission structure to the parent folder, click the **Reset Permissions** button (Figure 67**).**

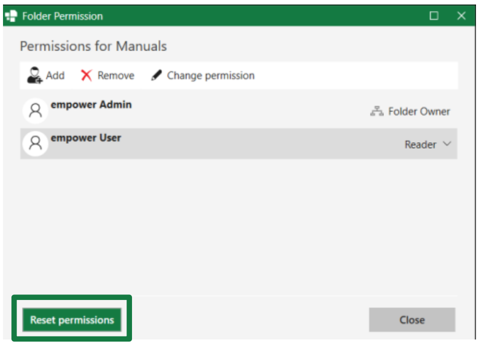


Figure 67: Button **Reset Permissions**

3.6 Search

empower®'s Google-esque **search function** enables you a targeted search by searching the entire content and properties of an element, including tags, text, notes and alternative text. This is where the use of tags pays off. Search results are ranked by relevance, so you will always find the best results at the top. The empower® search function works both online and offline as the library content is indexed offline.

The search can be applied to the current folder, all contained sub folders, the current library or to all library contents (Figure 68**).**

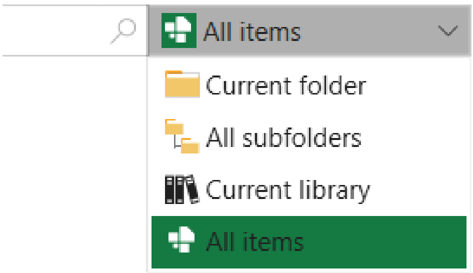


Figure 68: Chose, where to search in library

In addition, this Google-esque search function offers further search options with which you can make your searches more efficient. For example, you have the possibility to perform a **category search**.

With this function, you can search in the following categories (Figure 69**):**

- Name
- Author
- Editor.

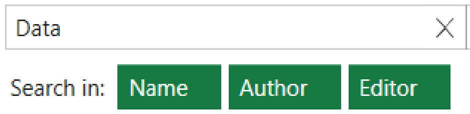


Figure 69: Available Categories when searching

If you work with category search, empower® Sheets will search the term among the prescribed categories. If, for example, you are searching for the term *empower* in the Author, you are required to simply select the Author in the bar above by clicking on it **(Figure 70).** You can use this method to search in any of the categories listed above. You can also search in multiple categories by selecting more categories. A repeated click on a selected category will deselect it.

Figure 70: Search within e. g. *Author* only

With **Wildcard character query,** you can search for elements that have similar file names. Using a wildcard character in a query, you use the question mark "?". This function is useful if you suspect spelling mistakes in the file name, as you can now search for "Test" or "Text" **(Figure 71).**

Figure 71: Wildcard Search

You can extend the wildcard character query by any number of symbols directly after the actual search term by using the asterisk symbol "*". This means you can search for "Test", Tests", "Tester", etc. all together. (Figure 72).

Figure 72: Multiple wildcard search

Additionally, you also have several **operators**, which allow you to combine different search terms.

AND will combine two search terms. This means that empower® will search for a document that contains both stated search terms. Take note that all operators are required to be typed in uppercase **(Figure 73).**

Figure 73: Combine search terms

OR will tell empower® to search the whole library for documents that contain either of the search terms you have entered **(**Figure 74**).**

Figure 74: Search for either one of the search terms

The **NOT** operator specifies your search. This means that if you search for a term, you can exclude files that contain a term you enter after **NOT**. Thus, empower® will display documents that only contain the first term, but not the second **(**Figure 75**).**

Figure 75: Exclude search term

With the **plus sign (+)** you can search for two terms at once. The term directly after the plus sign (+) must be contained within the file, while the second term does not necessarily have to be in the file. Take note that you do not type a space between plus sign (+) and the search term **(**Figure 76**).**

Figure 76: Prioritize one of two search terms

Similarly, to Microsoft Office's sorting, you are able to sort the content of a folder by different criteria (**Figure 77**).

Figure 77: Button **Sort**

3.7 Tags

With the feature *Tags*, empower® users with editing permissions (editor, author, administrator) can give additional information about the content of single elements in the library to make them easier to find. If an element, e.g. a document template, has been assigned with a tag, it will be in the metadata (**Figure 78**).

Figure 78: Element with tags assigned to it

Since only users with editing permissions (editor, author, administrator) can place a tag on an element, the button **Add a tag** will be greyed out for you as a user with reading permissions (**Figure 79**).

Figure 79: Greyed out button **Add a tag**

3.8 empower® Sync

3.8.1 General Information

The empower® Sync is used to synchronize data on the individual clients. The synchronization can be started automatically (e.g. by the sync interval) or manually.

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:

- Meta date – e. g. folders, users, Corporate Design and permissions
- Content data from the backend (= database) – e. g. workbooks and workbook templates

Elements from which the binary data is also synchronized can be inserted entirely without a connection to the backend.

Please note:
Write functions, such as the upload of elements to the empower® library, are not available offline.

Please note:
Only elements that have already been made available locally through synchronization can be opened.

3.8.2 User Interface

The empower® Sync can be accessed from the drop-down menu in the Windows taskbar. Here you can see when you last synced, how many elements were synced, and how many local files were synced in MB **(Figure 80)**.

In addition, various options are available.

Move the mouse over *Last synced* to see the exact time and date it was last synchronized. This option is used to solve authentication problems by forcing a new login.

Clicking on the **cogwheel** at the top right opens a selection of further actions.

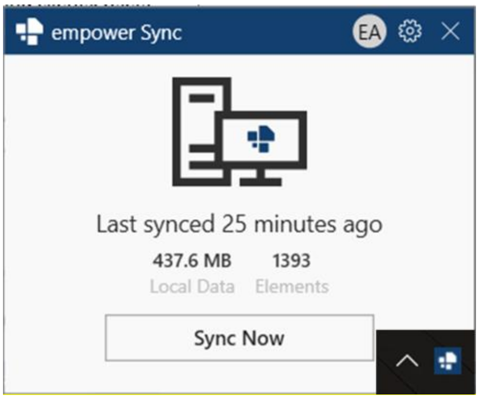


Figure 80: empower® Sync

Sync now

The user can manually initiate a synchronization via the button **Sync Now** (**Figure 81**). The sync will then start the synchronization of any data that has changed or been added since the last sync and will also display a progress bar during this time.

The button is helpful when it is known that there is a change on the server, but it cannot yet be accessed because the interval for the next automatic synchronization has not yet been reached.

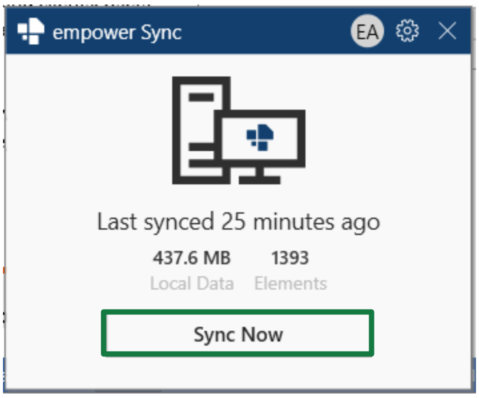


Figure 81: Button **Sync Now**

Settings

By clicking on the **cogwheel** in the top right-hand corner of the empower® sync, a selection of further actions appears (**Figure 82**).

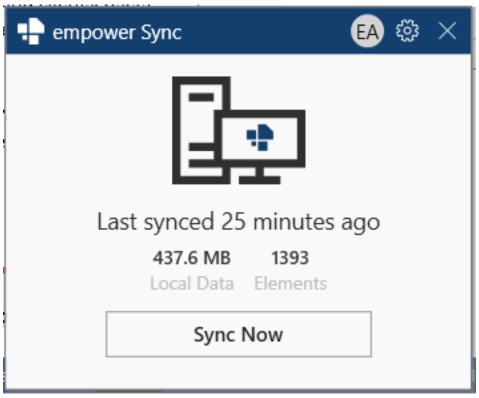


Figure 82: **Settings** menu

Sync From Scratch

The button **Sync From Scratch** (**Figure 83**) deletes the previously synchronized metadata and initiates a complete synchronization.

The button is helpful if problems occur despite synchronization via the interval or the button **Sync Now** or if synchronization fails regularly.

By clicking on the button **Sync From Scratch** a complete synchronization is started. This also resets the login. Thus, resetting the sync can also solve problems related to user rights.

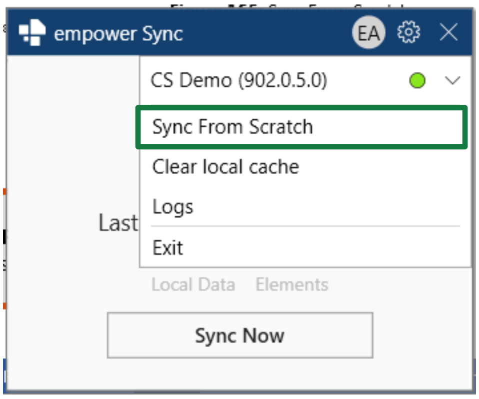


Figure 83: Button **Sync From Scratch**

Clear local cache

By clicking the den Button **Clear local cache**, first a hint message is displayed (**Figure 84**). Here the button **Clear local cache** must be clicked again to start the process.

The button **Clear local cache** only clears the cache of locally stored binary data and does not resynchronize.

The button is helpful for freeing up hard disk space after several weeks or months of working with empower®.

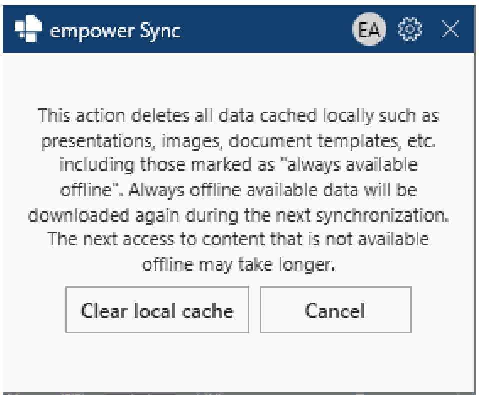


Figure 84: Hint message **Clear local cache**

Please note:
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 requires a connection to the backend. The next synchronization run can also take longer, as binary data must be resynchronized.

Logs

The button **Logs** (**Figure 85**) opens the file directory with the log files. These log files help the empower® support team to identify the causes of unexpected problems.

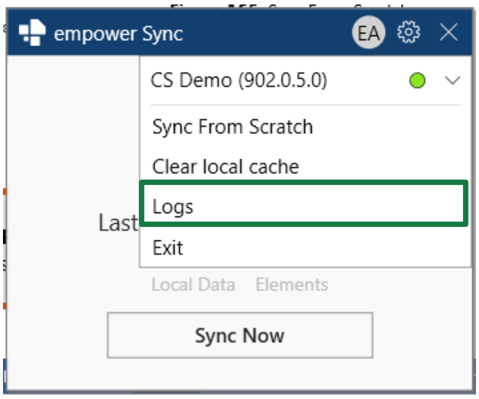


Figure 85: Button **Logs**

Administration

4.1 Company Library and Corporate Design Templates

The Company Library (Figure 86) is visible to the entire organization and contains workbook templates that allow anyone in the organization to quickly and easily create new CD-compliant workbooks. This content is managed by your empower® administrators.

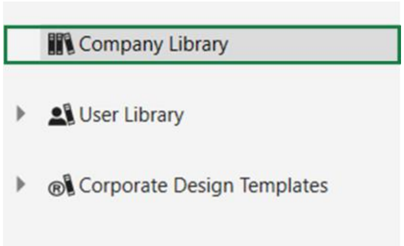


Figure 86: Company Library

How to save them to the Library, you can find out in the following chapter **4.1.1 Save et sqq.**

The Corporate Design Templates area (**Figure 87**) can be viewed by the entire organization and contains templates for e.g. tables, charts or cells. This area is maintained centrally by your empower® administrators.

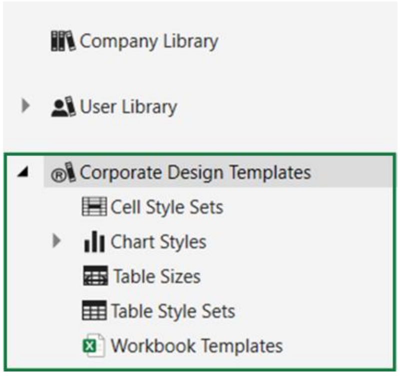


Figure 87: Corporate Design Templates

How to save them to the Library, you can find out in the following chapters **4.2.1** et sqq.

4.1.1 Save

To save an element to the library, select the required element and click the button **Library** in the Home area, then click **Save** (**Figure 88**). As an administrator, you have the ability to save all element types in the empower® Library.

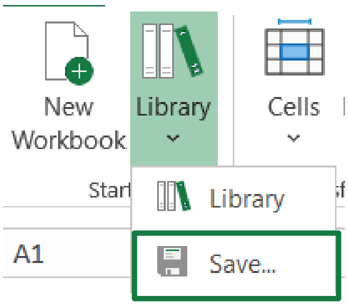


Figure 88: Save an element into the library

You now have the option of uploading a workbook template, a table style, a cell style or a chart style. (Figure 89).

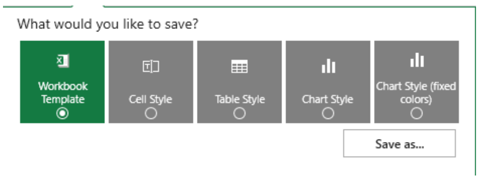


Figure 89: All element types selectable

To save a chart style with dynamically changing colors, select **Chart styles**, to save a chart style with fixed colors, select **Chart style (fixed colors).**

How to save table sizes to the Library is explained in **chapter 4.1.5 How to Save Table Sizes.**

The storage dialogue box will open and you can navigate to the folder of your choice (Figure 90). If required, you can also add a folder ad-hoc.

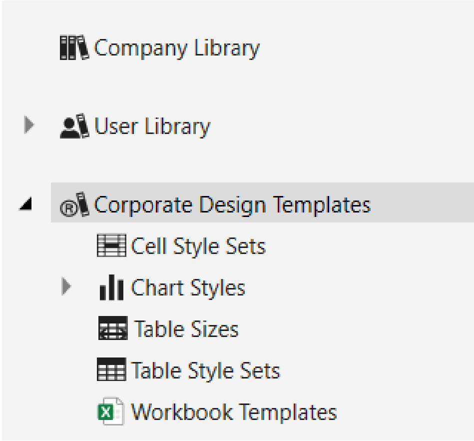


Figure 90: Navigate to desired folder

To add a folder, click on the New Folder button in the navigation bar or right-click on the folder in the library (**Figure 91**).

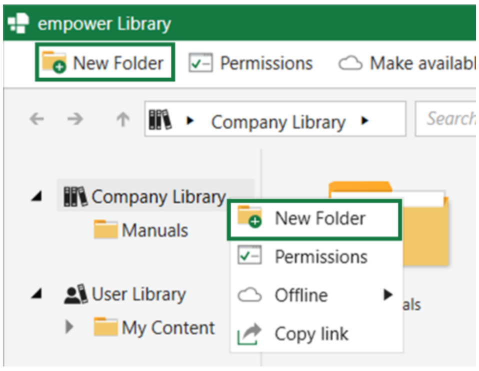


Figure 91: Button **New Folder** in navigation bar or by right clicking on desired folder

If you select any other element type in the save dialogue instead of a workbook template, empower® Sheets will automatically take you to the desired area of the corporate design templates in the library.

After selecting the desired location, you can name the element and confirm your selection with the **Save** button. A save operation can be cancelled at any time by clicking on the **Cancel** button (Figure 92).

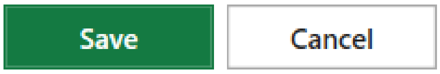


Figure 92: Buttons **Save** and **Cancel**

If you have formatted several different styles in your workbook, you can upload them all at once to the library as a style set. None of the styles need to be explicitly selected. It is sufficient to save the desired styles using the save dialogue and the correct element types.

If you only want to save one of the styles, you can save them individually. To do this, paste the style sheet you want into a new workbook and then save it to the library using the Save dialogue box.

Please note:
For both table and cell styles to be saved individually, only the desired formatted table or cell must be present in the workbook.

4.1.2 Overwrite

If you want to update an existing element in the library, insert it from the library into a workbook and make the desired changes. Then carry out the saving process.

How to save element s to the library, you can find out in **chapter 4.1.1 Save.**

empower® Sheets checks whether an element with the same name already exists in the desired location and displays a message if this is the case (**Figure 93**). You can now decide whether you want to replace the existing element with your new one (button **Yes**) or if you want to assign a different name to the element and thus save an additional element (button **No**).

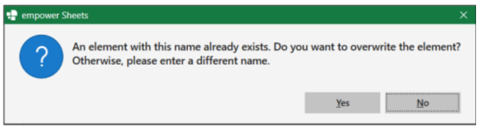


Figure 93: Overwriting a file

4.1.3 Delete

There are two ways to delete an element. Select the folder and click the **Delete** button at the top of the navigation bar. You can also can right-click on the folder you wish to delete. In the options that appear, you can click on the **Delete** option to perform the desired action (Figure 94).

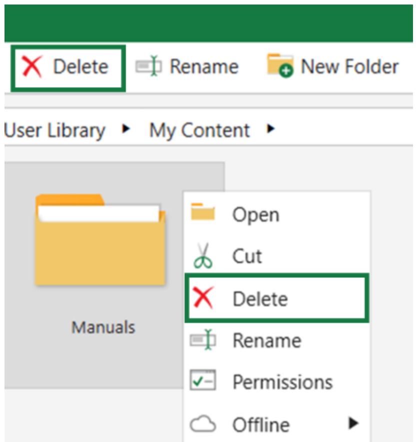


Figure 94: Two ways to delete a folder

4.1.4 Folder Structure

Before you create a folder structure for your company library and/or corporate templates, think about how you will organize the content you want to make available to your employees.

Once you have decided on a suitable folder structure, you can start creating folders. To create a new folder in the library, first open the full view of the library by clicking the **Library** button in the Start group. Then select an area where you want to create the new folder (Company Library or Corporate Design Templates) and click **New Folder** in the top left (**Figure 95**).

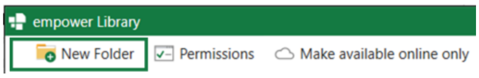


Figure 95: Create a new folder within the Library

empower® will now create a new folder in the desired area. There are two ways to change the name of an element. Either by selecting the element and clicking on the **Rename** button at the top of the navigation bar, or by selecting the element and right clicking on the **Rename** option (Figure 96). Once you have entered the desired name, press **Enter** to confirm the change.

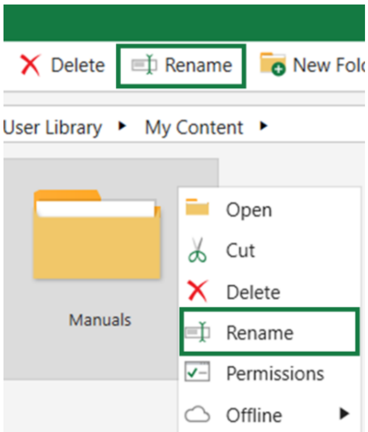


Figure 96: Two ways to rename a folder

4.1.5 How to Save Table Sizes

If you have already defined a table (column widths, total width) within your workbook, select it, navigate to **Save** via the **Library** button in the Start group, select **Table size** and navigate to the desired storage location in the library via **Save as** (Figure 97).

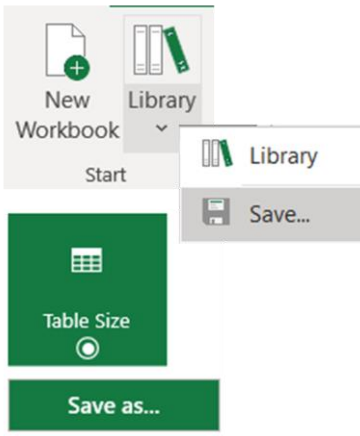


Figure 97: Save Table Size

If you have not yet defined a table, you can do so using the button **Tables - Create Table Sizes** (**Figure 98**).

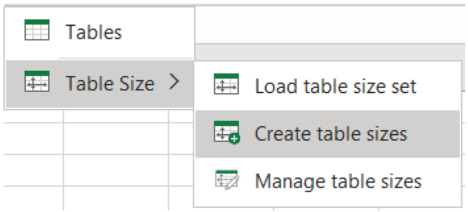


Figure 98: Create a new table size

After clicking on **Create table sizes** a new workbook opens in which you can apply the desired formatting (Figure 99). It is possible to define multiple table sizes from the table in the workbook that opens and then upload them as a set to the library. The following is a breakdown of the information that can be entered in the table columns:

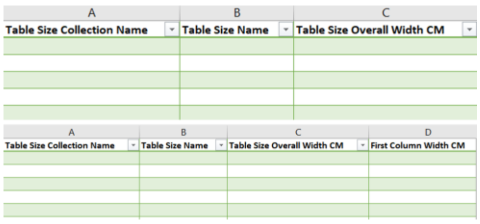


Figure 99: Define a new table size

- Column A: Name of the table size set
- Column B: Name of the table size
- Column C: Total width of the table in centimeters (cm)
- Column D *et sqq.*: Individual fixed column widths.

It is not necessary to manually set an individual column width for each column. The width of all columns that are not manually defined is automatically calculated and set to the total width of the table based on the remaining width.

A brief guide to the available settings can also be found in the workbook that opens (**Figure 100**).

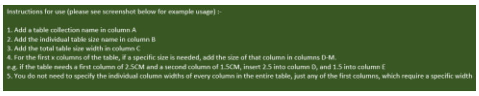


Figure 100: Quick Guide in Workbook

4.1.6 Editing Table Sizes

To edit a table size or table size set already saved in the library, navigate to the table sizes in the Corporate Design templates: first, navigate to the Insert group, then click on the buttons **Elements** - **Tables** - **Table Size** - **Manage table sizes** (**Figure 101**). Here you can open the desired table size or table size set by double-clicking on it. The familiar workbook will open and you can make the desired changes. Afterwards, save the changes back to the library.

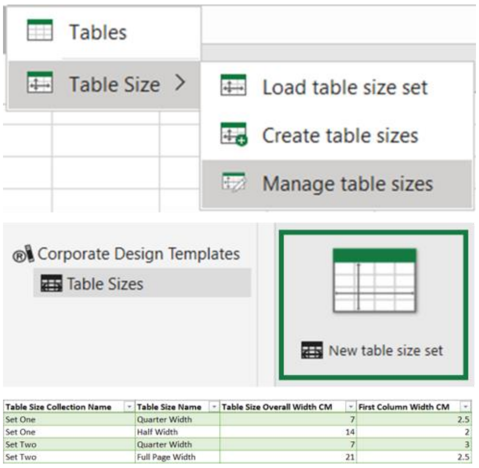


Table Size Collection Name	Table Size Name	Table Size Overall Width CM	First Column Width CM
Set One	Quarter Width	7	2.5
Set One	Half Width	14	2
Set Two	Quarter Width	7	3
Set Two	Full Page Width	21	2.5

Figure 101: Open already saved table sizes for editing

4.1.7 Offline/Online Structure

As an administrator, you can set selected folders as the default offline folder for all employees. Right-click a folder in the Company Library or Corporate Design Templates and select **Make available Offline to All** from the context menu that opens under **Offline** (Figure 102).

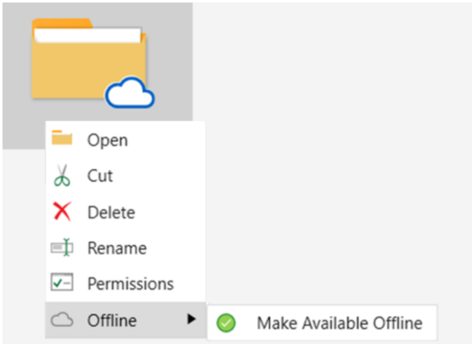


Figure 102: Make a folder available offline to all

4.1.8 Permission Concept

In the library view, you have the option of granting your employees individual editing rights for individual folders in the library. As an administrator, you have no restrictions and can set different permissions in the Company Library and in the Corporate Design Templates.

By default, all employees have the rights type **Reader** and are assigned to the group **All Users** (**Figure 103**). Folders with read permissions are equally visible to everyone. If you want to make individual folders with sensitive content accessible to only a specific group of people, remove the **Reader** rights type for the group **All Users** and set the required permissions manually.

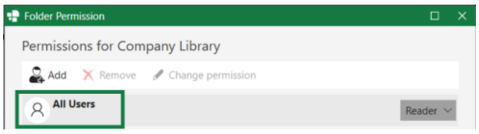


Figure 103: Rights type **Reader** for **All Users**

How to change or to delete seperate permissions, is explained in chapter 3.5 Permissions.

Please note:
To change the default setting of the rights type **Reader** for the **All Users** group, please contact your IT department.

4.2 Customizing Tool

As an administrator, you can manage the basic settings of empower® and the empower® ribbon in the Customizing Tool.

The Customizing Tool can be opened after installation via the following installation directory and by double-clicking on the **.exe** file:

C:\Program Files (x86)\empower\Customizing Tool

Please note:
Any changes you make here will affect all empower® users across the organization.

If you have made changes to the empower® Customizing, you can save them by clicking on the Apply button and then make further changes. By clicking on the **OK** button, all changes will be saved.

Depending on the changes you have made, you may need to restart empower® before the changes take effect.

Please note:
There is also the Admin Center, where additional information can be adjusted by administrators.

4.2.1 CD Admins

In the CD Admins tab, Corporate Design Administrators can be added or removed (Figure 104).

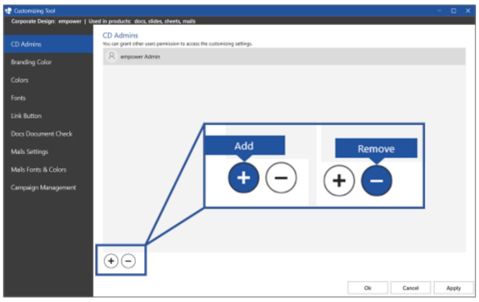


Figure 104: Tab CD Admins for **Adding** or **Removing** a Corporate Design Administrator

A Corporate Design Administrator has access to all editing options in the Customizing Tool and can edit all content in the library.

To add a user or group as a CD Administrator, click the **plus sign (+)** and search for them using one of the criteria (Last Name, First Name, Display Name or Account Name) (**Figure 105**). Then select the appropriate entry from the list of results and add it as a CD Admin by clicking **Add**. To remove a user from the list, select the user and click the **Minus sign (-)** (Figure 106**).**

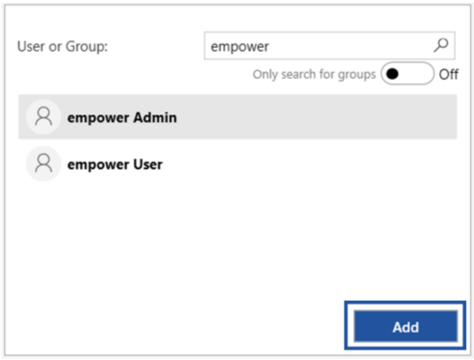


Figure 105: Search mask for **Adding** a user

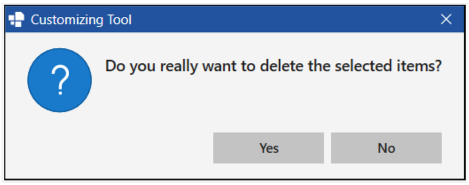


Figure 106: Dialogue window when **removing** a user

4.2.2 Branding Color

The Branding Color tab allows you to customize the design of empower® to suit your company (Figure 107).

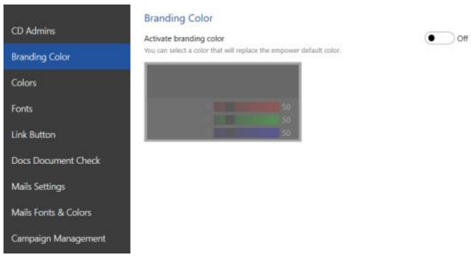


Figure 107: Tab Branding Color

You can set a branding color to replace the default empower® color, e.g. the color of the access bar. To do this, switch the toggle button to **On**, and enter the desired RGB value (Figure 108).

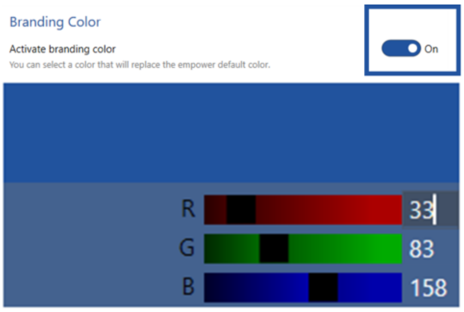


Figure 108: Enter an RGB value

4.2.3 Colors

In the tab Colors, you can define your desired corporate design colors and decide whether you want empower® to restrict the color palette at all (**Figure 109**).

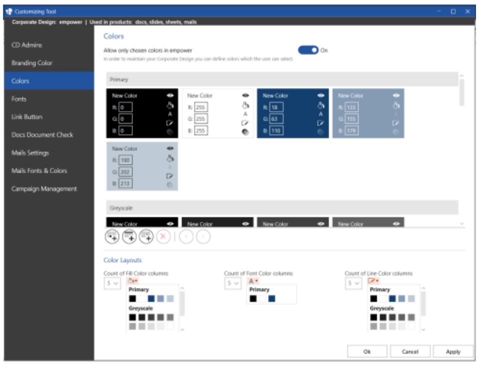


Figure 109: Tab Colors

If so, you can define all the colors that should be available to empower® users in the empower® Ribbon (**Figure 110**).

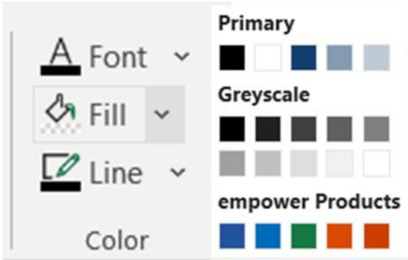


Figure 110: Colors in the empower® ribbon

You can create additional colors or delete colors you do not want. With the arrows you can change the order of the colors (**Figure 111**).

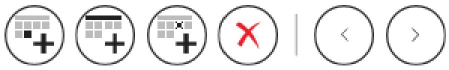


Figure 111: Create, delete or change order of colors

Click **Add Color** to create a new color and enter the RGB values first (**Figure 112**).

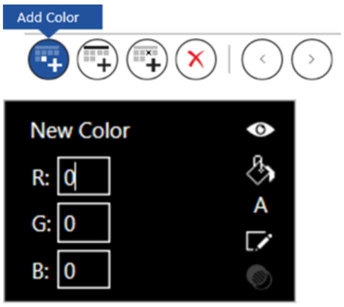


Figure 112: Add a color and enter RGB value

You can then give the color a name and restrict the applicability of the color as a fill, font or line color. For example, if you select Fill color only, this color can only be used as a fill color, not as a line or font color (Figure 113). It will also only appear in the fill color picker.

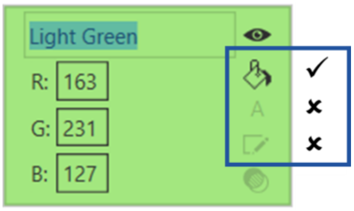


Figure 113: Name the color and restrict the applicability

In addition, you can allow this color to be used with transparency and set whether the color should also be available to users in the color picker (**Figure 114**). If you deactivate a color by clicking on the eye symbol for the selection, this color will be taken into account by the design check, but it will not be available to the users for use in empower®. To be more precise, it will not be displayed in the empower® ribbon in the corresponding color pickers.

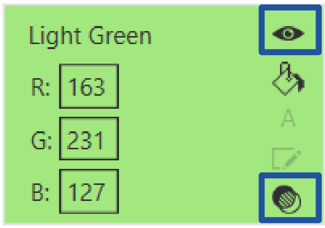


Figure 114: Transparency and availability settings

To delete a color, simply select it and click **Remove** (Figure 115).

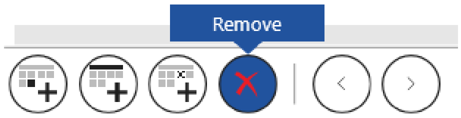


Figure 115: Remove a color

Please note:
You cannot undo the deletion of a colour once you have clicked **OK** or **Apply**.

To display the colors in the color pickers in the empower® ribbon as clearly as possible, you can also insert headings and empty placeholders between the color fields. To insert a heading click on **Add heading** and enter a text in the gray field accordingly (Figure 116).

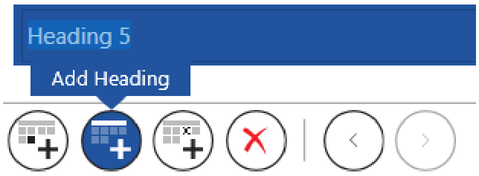


Figure 116: Add a heading

Please note:
When creating the colors you should note that a heading is always inserted below the already existing color fields and can only be moved before or after the existing colours using the arrow keys, not in between them.

Via **Add empty placeholder** you can also add a placeholder in the form of a color field (**Figure 117**). Depending on whether you activate the placeholder as a fill, font or line color, it will appear in the corresponding color pickers.

Figure 117: Add an Empty Placeholder

The placeholder is displayed there as an empty space and can therefore help to distribute the colors in the color picker to a certain number of columns (**Figure 118**). It allows you to distribute the colors in the picker and at the same time reach a certain number of columns.

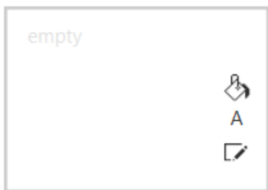


Figure 118: Empty placeholder

Under **Color Layouts** you can then set the column number of color pickers for fill, font and line colors and see a preview (**Figure 119**).

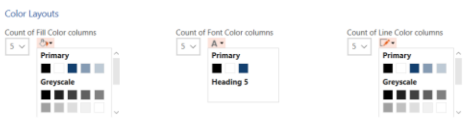


Figure 119: Color layouts

4.2.4 Fonts

In the Fonts tab you can define your desired corporate design fonts and font sizes and decide if you want empower® to restrict the font palette at all (**Figure 120**).

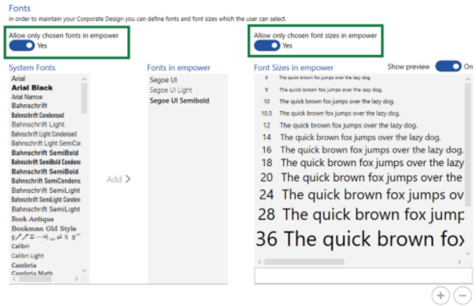


Figure 120: Allow only chosen fonts/sizes in empower

To add a font, select the desired font and click **Add** (**Figure 121**).

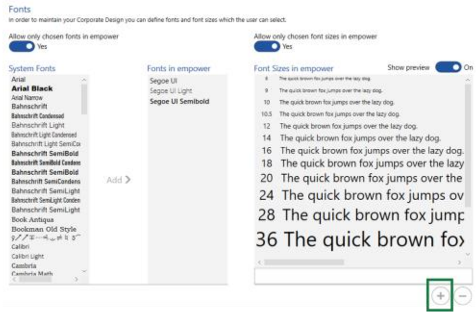


Figure 121: Add a font for use

To add a font size, enter it and then click **Add** or press **Enter** (**Figure 122**).

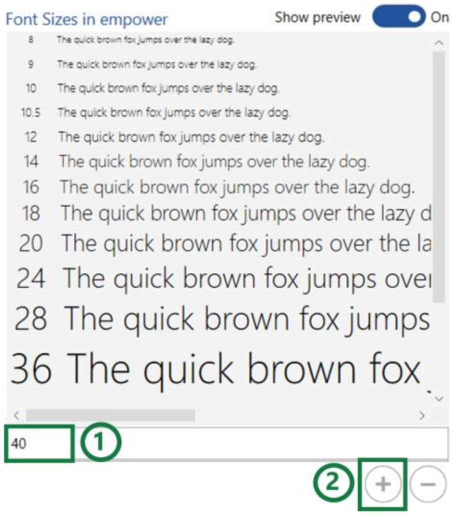


Figure 122: Add a font size