empower® Sheets

RELEASE 9.7

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1. Introduction

Create enterprise-wide unified Excel content in your corporate design with empower® Sheets – our Excel add-in.

empower® Sheets provides an intelligent workbook management system, combined with corporate design tools and efficiency-enhancing features.

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® Sheets release in your Windows environment, your system will need to fulfill the following requirements:

Windows Version

- Windows 10* or 11

*End of life as of October 2025.

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

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

Office Version

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

*End of life as of October 2025.

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

Subscription Models

- Office 365 Pro Plus, Enterprise E3 or E5

1.2. 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.

> i If you want to access your telemetry report, please 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**).

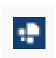

Figure 1. empower® Icon

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

After the installation, empower® will ask you to log in.

You only need to log in once. The empower® Sync will remember your login data.

For further information regarding the user information and the sign out option, see **User Information**.

Main Window

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

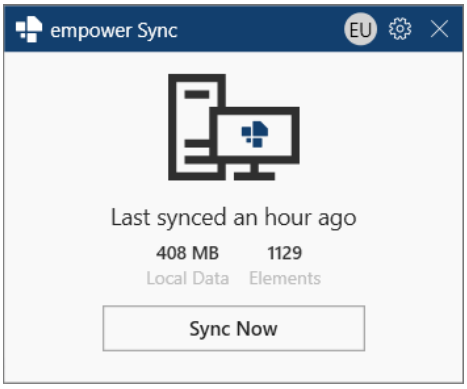

Figure 2. Main Window

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

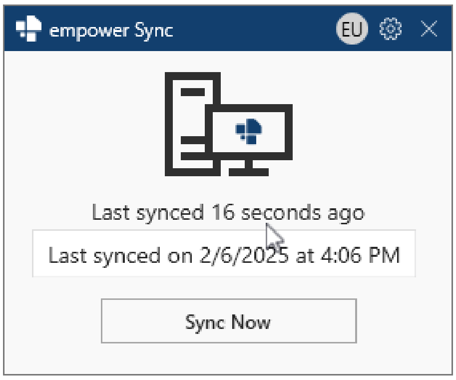

Figure 3. Mouse-Over **Last synced**

Start the Synchronization Manually

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

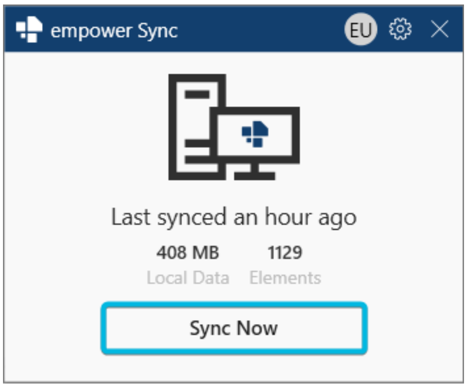

Figure 4. Button **Sync Now**

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

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

Access the Synchronization Settings

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

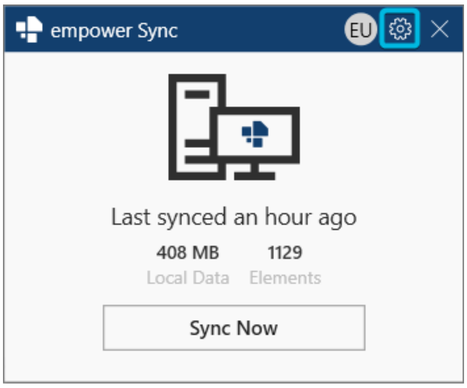

Figure 5. **Gear** Symbol

A drop-down menu containing the available settings appears.

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

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

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

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

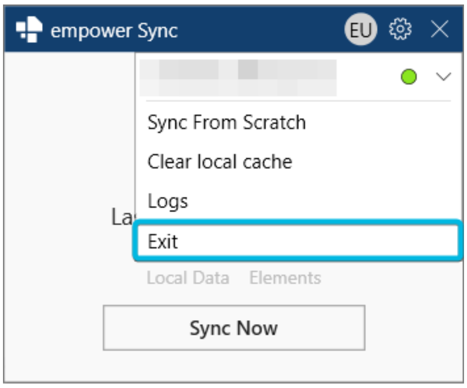

Figure 6. Option **Exit**

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

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

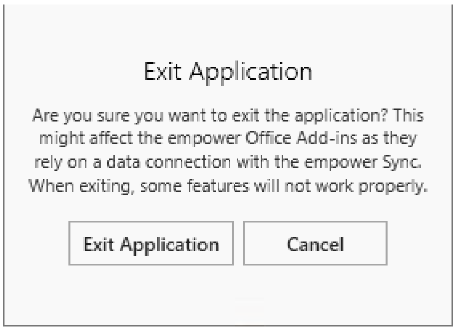

Figure 7. Message for Application Exit

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

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

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

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

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

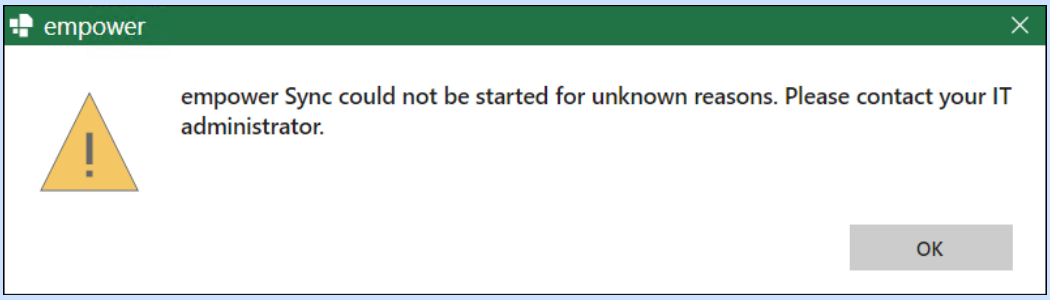

Figure 8. Error Message for Sync

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

Execute a Sync from Scratch

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

Content data will not be deleted.

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

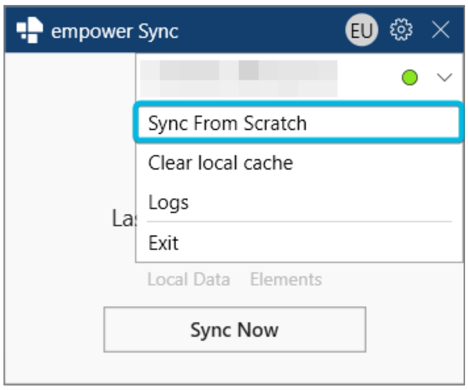

Figure 9. Option **Sync From Scratch**

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

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

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

Clear the Local Cache

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

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

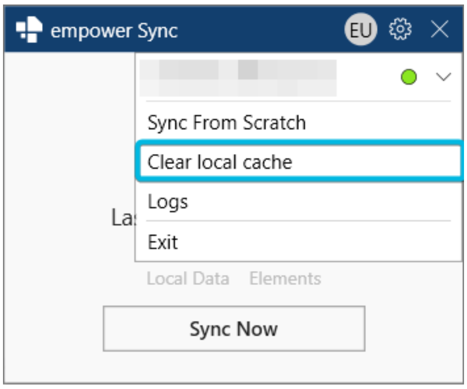

Figure 10. Option **Clear local cache**

A message appears. Read this message carefully.

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

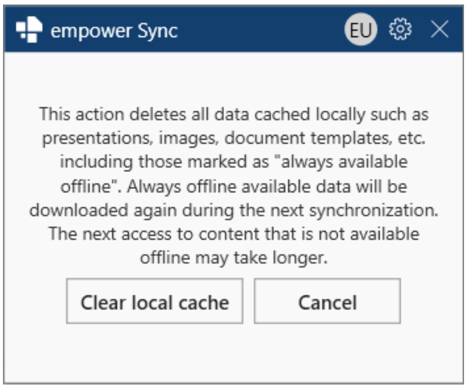

Figure 11. Message for **Clear local cache**

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

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

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

Open the Log Files

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

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

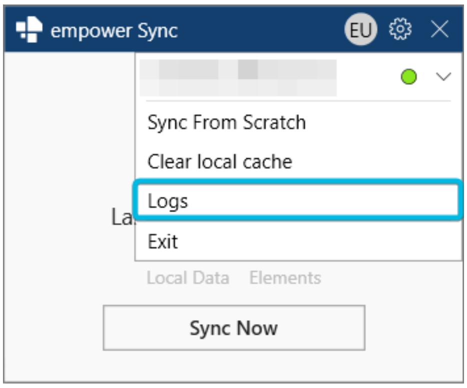

Figure 12. Option **Logs**

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

User Information

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

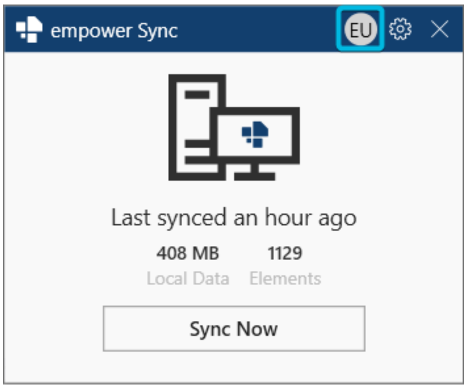

Figure 13. User Initials

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

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

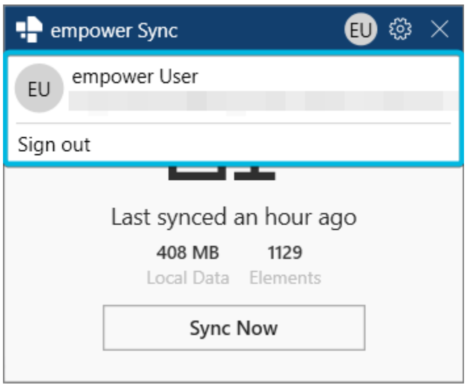

Figure 14. User Information

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**).

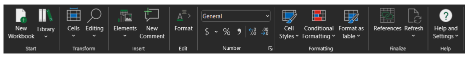

Figure 15. empower® Ribbon in Black Theme

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

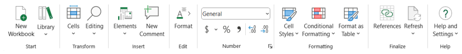

Figure 16. empower® Ribbon in White Theme

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

4. empower® Ribbon

In Excel, 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**).

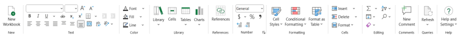

Figure 17. Classic Ribbon in Excel

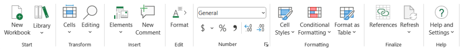

Figure 18. Simplified Ribbon in Excel

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

> 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**.

> 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 sidepane 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.

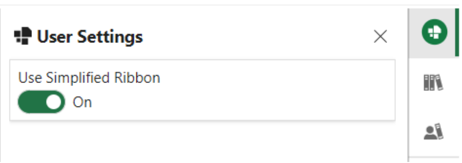

Figure 19. Option **Use Simplified Ribbon**

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**).

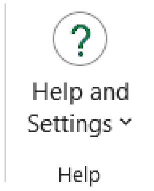

Figure 20. Button **Help and Settings**

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

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

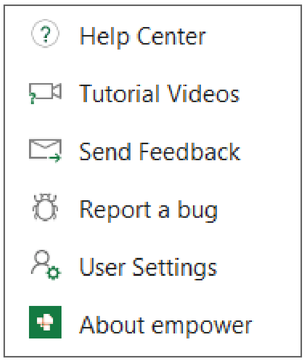

Figure 21. Help Options

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 bottom of the home page and describing your problem.

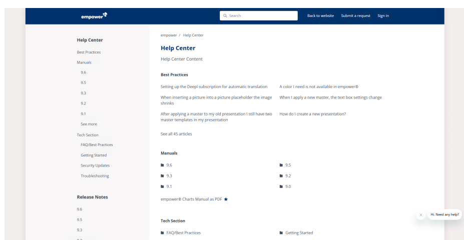

Figure 22. Help Center

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

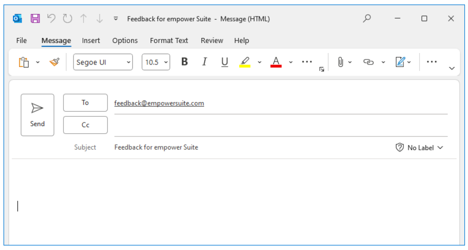

Figure 23. Feedback E-Mail

Report a Bug

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

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

- Creating a new e-mail via your primary e-mail application and automatically attaching a .zip file (*empowerInformation.zip*).
  The e-mail has a preset subject line (e.g. *Bug report for Sheets*) 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.

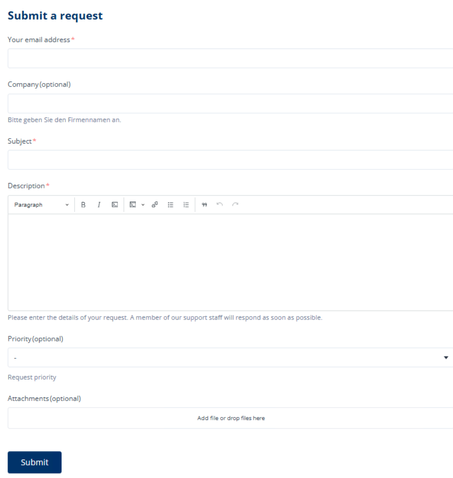

Figure 24. Report a Bug in Help Center

User Settings

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

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

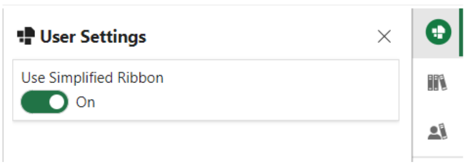

Figure 25. User Settings

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

For further information regarding the sidepane, see **Sidepane**.

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 26**).

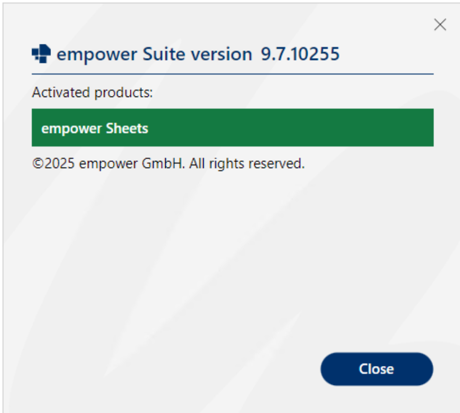

Figure 26. Dialog Box **About empower**

Customizing Center

For Administrators

If you are a *Customizing Admin*, the option **Customizing Center** will be visible for you (**Figure 27**).

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

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

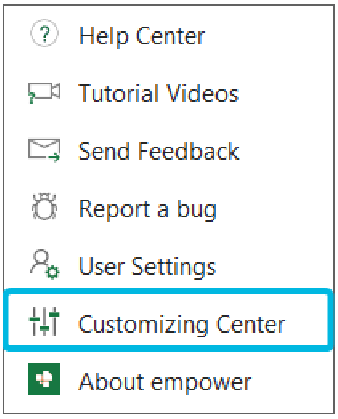

Figure 27. Option **Customizing Center**

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

6. 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 Excel, there is only one design. The settings in this design define which colors and formatting options are available for your workbooks.

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, please refer to our **empower® Admin Center manual**.

7. 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 28**).

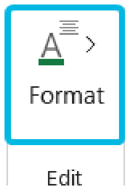

Figure 28. Button **Format**

The group will be expanded to the right, opening the subgroups Text and Color (**Figure 29**).

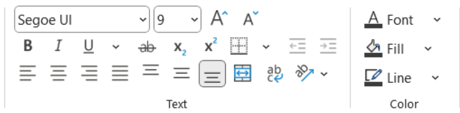

Figure 29. Groups Text and Color in Excel

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**.

Color Settings

In the subgroup Colors, you can choose from a predefined set of font colors, shape fill colors and line colors. All available colors match your company's corporate design.

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

8. 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 30).

It opens in a new window.

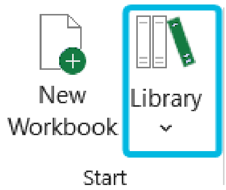

Figure 30. Button **Library**

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

For further information regarding the sidepane, see Sidepane.

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 31).

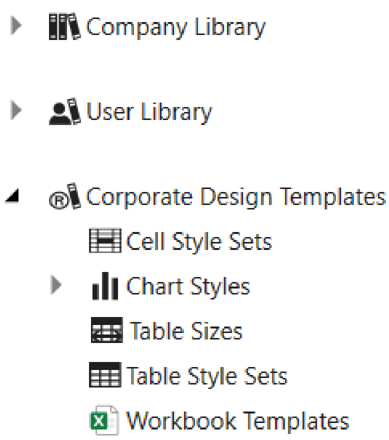

Figure 31. Library Structure

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 32**).

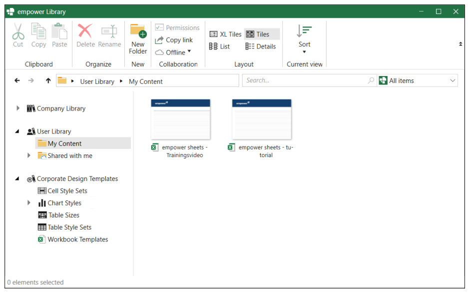

Figure 32. Library Window

You can tell what type of element it is by the icon in the bottom left corner of each element (**Figure 33**).

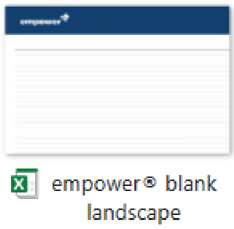

Figure 33. Workbook Template Icon

For each element, further meta information such as author, last modification date and size can also be viewed on the bottom of the library (**Figure 34**).

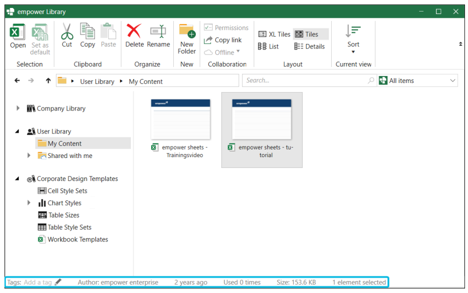

Figure 34. Metadata Display

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.

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

> i 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.

> i 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 workbook templates or table style sets 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. tables, workbooks or cell styles 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.

8.1. 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 35**).

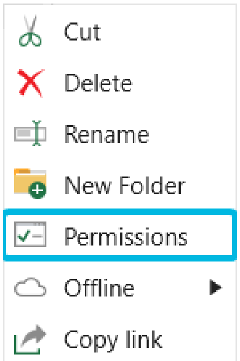

Figure 35. Option **Permissions**

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 36**).

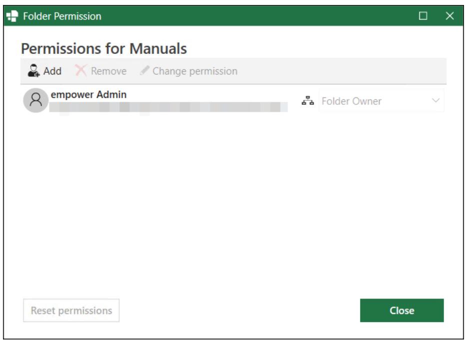

Figure 36. Dialog Box **Folder Permission**

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 37).

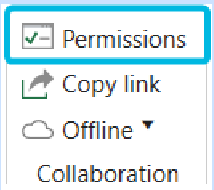

Figure 37. Button **Permissions**

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 38).
   A drop-down menu opens.

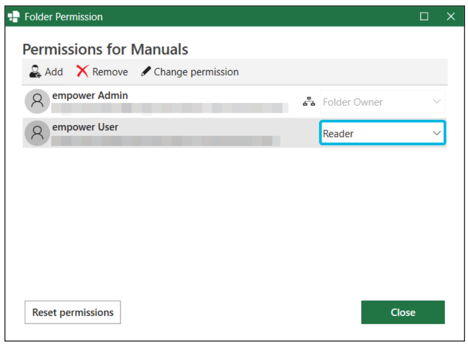

Figure 38. Permission Role Display

3. In the drop-down menu, choose the permission role you want to assign to the user or group (Figure 39).

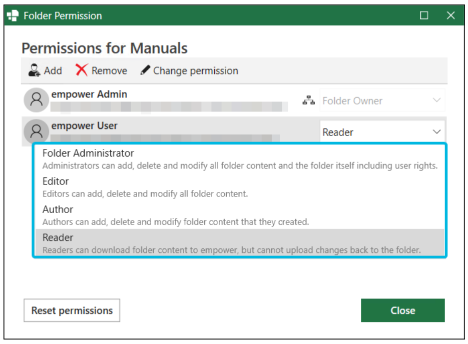

Figure 39. Permission Role Drop-Down Menu

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

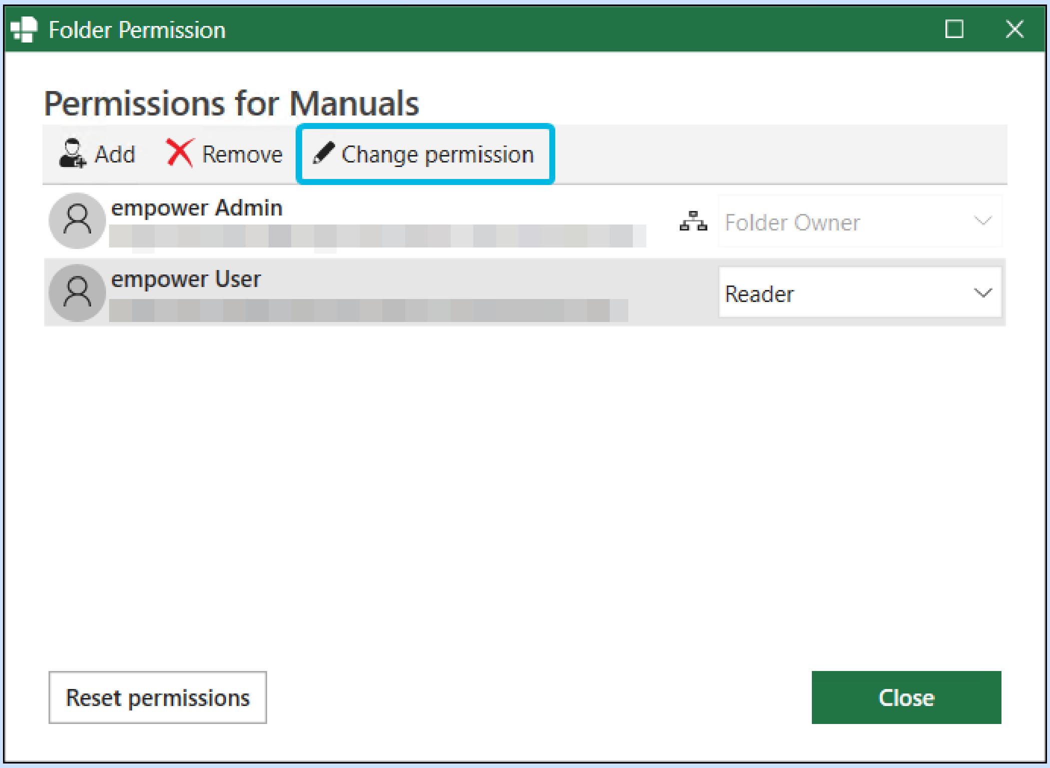

Figure 40. Button **Change permission**

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 41).
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.

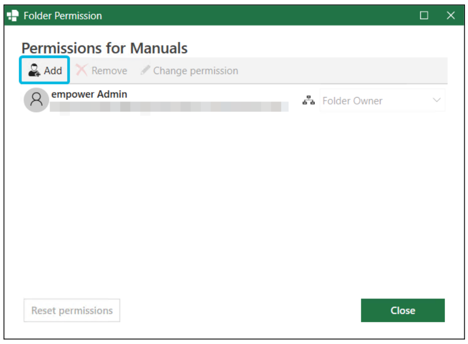

Figure 41. Button **Add** in Window **Folder Permission**

4. Click on the button **Add** (Figure 42).
   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.

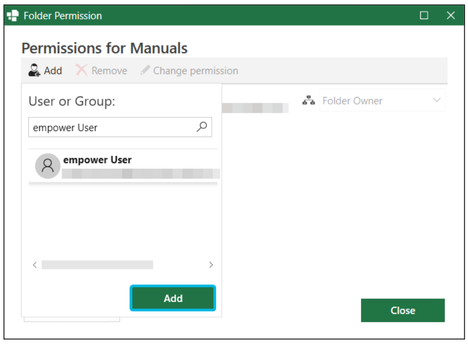

Figure 42. Button **Add**

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 43).
   A dialog box opens.

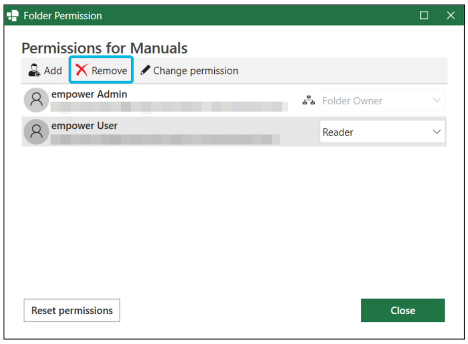

Figure 43. Button **Remove**

3. To remove the user or group from the list, click on the button **Yes** (Figure 44).

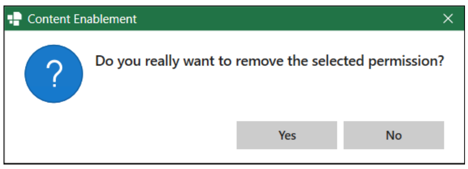

Figure 44. Dialog Box for Permission Removal

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 45).

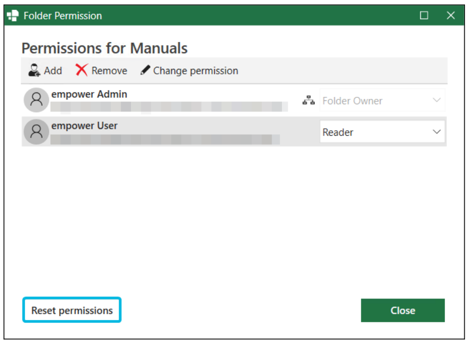

Figure 45. Button **Reset permissions**

A dialog box opens (Figure 46).

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

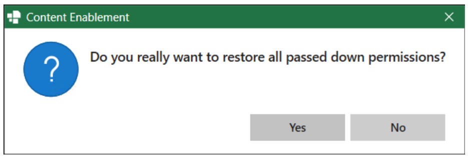

Figure 46. Dialog Box for Permission Reset

8.2. 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 workbook templates. 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 47).

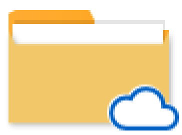

Figure 47. Online Folder

If folders in the library do not have a **cloud** symbol, the content stored here is also available offline (Figure 48).

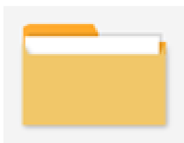

Figure 48. Offline Folder

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

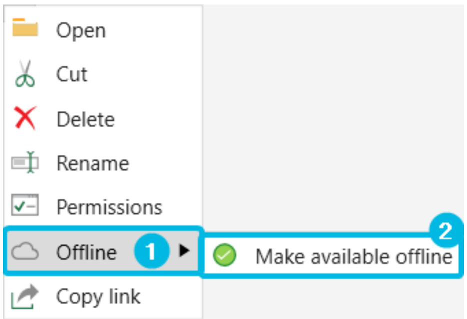

Figure 49. Option **Offline** and Button **Make Available Offline**

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 50 **(1)**).
3. Click on the option **Make Available Online Only** (Figure 50 **(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.

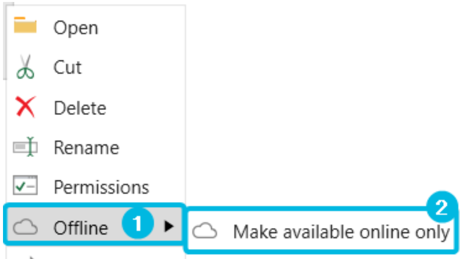

Figure 50. Option **Offline** and Button **Make Available Online Only**

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.

> i 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.

8.3. 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 51).

Figure 51. Collapsed Navigation Bar

To expand the navigation bar, click on the button **Expand** in the top right corner (Figure 52).

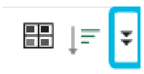

Figure 52. Button **Expand**

In the expanded navigation bar, you can access all available actions (Figure 53). If an action is not available for the currently selected element, it is grayed out.

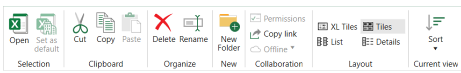

Figure 53. Expanded Navigation Bar

Display Options

In the group <u>Layout</u> in the expanded navigation bar, you can choose how the library content should be displayed (**Figure 54**).

Figure 54. Group <u>Layout</u>

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

8.4. 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 <u>New</u> in the navigation bar and click on the button **New Folder** (**Figure 55**).

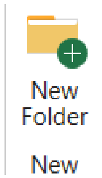

Figure 55. Button **New Folder** in Navigation Bar

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

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

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

Alternatively, you can create a new folder by opening the parent folder's context menu in the folder tree or by opening the context menu in the empty item view and choosing the option **New Folder** (Figure 56).

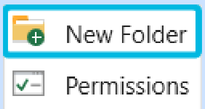

Figure 56. Option **New Folder** in Context Menu

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

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

- Corporate Design Templates

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

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

8.5. Manage Content in empower®

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

When you have created new content such as workbooks, 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 workbooks, see **Create a New Workbook**.

Save Content to the Library

Once you have created new content in Excel, 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.
2. Navigate to the group Start in the empower® Ribbon.
3. Click on the lower part of the split button **Library** (Figure 57).

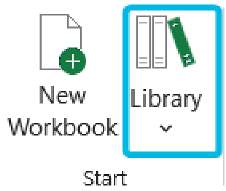

Figure 57. Button **Library**

4. In the drop-down menu, click on the option **Save** (Figure 58).
   A menu opens.

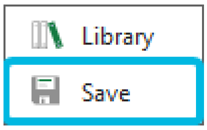

Figure 58. Option **Save**

5. In the menu, choose what element type you want to save.
6. Then, click on the button **Save as** (Figure 59).
   The library opens.

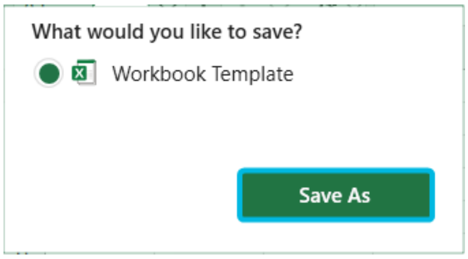

Figure 59. Button **Save as**

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 60).

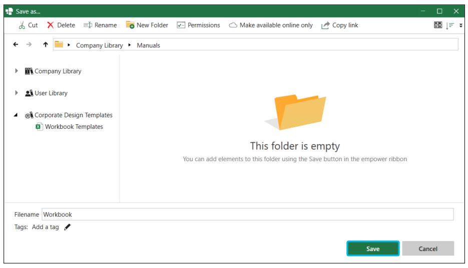

Figure 60. Button **Save** in Library

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

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

Save and Edit Table Sizes

For Administrators

If you have already defined a table (column widths, total width) within your workbook, select it to save it and follow the following steps:

1. Navigate to the group Start in the empower® Ribbon.
2. Click on the lower part of the split button **Library** (Figure 61).

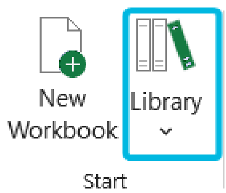

Figure 61. Button **Library**

3. Click on the option **Save** (Figure 62).

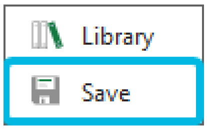

Figure 62. Option **Save**

4. Then click on the option **Table Size** (Figure 63 **(1)**).
5. Select the option **Save as** (Figure 63 **(2)**).
6. Navigate to the desired storage location, give the table size a name and confirm your selection.
   The table size is saved.

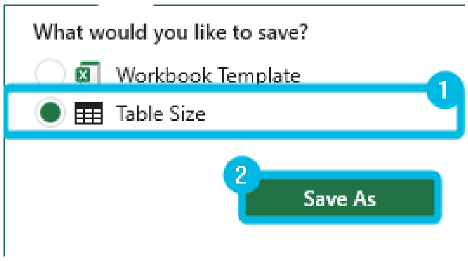

Figure 63. Save Table Size

If you have not yet defined a table, follow the following steps:

1. Navigate to the group <u>Insert</u> in the empower® Ribbon and click on the button **Elements** (Figure 64).

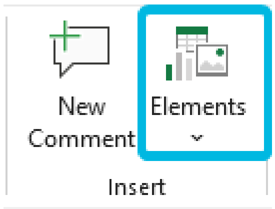

Figure 64. Button **Elements**

2. Select the option **Tables** (Figure 65).

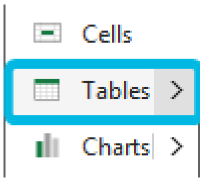

Figure 65. Option **Tables**

3. Then select the option **Table Size** (Figure 66 **(1)**).
4. Then select the option **Create Table Sizes** (Figure 66 **(2)**).
   A new workbook opens.

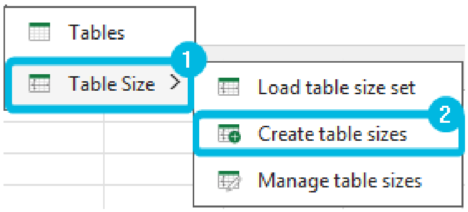

Figure 66. Options in **Table Sizes**

5. Apply your desired formatting to each column (Figure 67):
   a. Column A – Name of the table size set
   b. Column B – Name of the table size
   c. Column C – Total width of the table in centimeters (cm)
   d. Column D et sqq. – Individual fixed column widths

   You can define multiple table sizes from the table in the workbook that opens and then upload them as a set to the library.
6. Save the table size to the empower® Library.
   The workbook closes automatically.

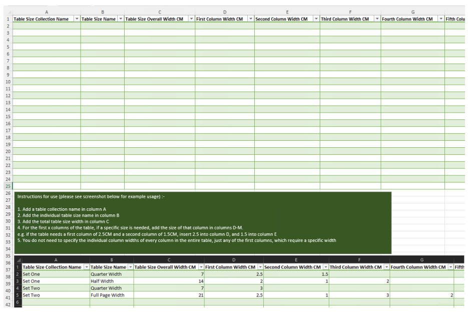

Figure 67. Workbook to Define Table Sizes

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.

To edit table sizes, follow the following steps:

1. Navigate to the group Insert in the empower® Ribbon and click on the button **Elements** (Figure 64 **(1)**).
2. Select the option **Tables** (Figure 65) and **Table size** (Figure 68 **(1)**).
3. Then select the option **Manage table sizes** (Figure 68 **(2)**).
   The library opens in the section *Table sizes*.
4. Select the table size you want to edit and double-click to open it.
   A new workbook opens.
5. Adjust the table sizes according to your requirements and save it back to the empower® Library.
   a. Keep the table size name to overwrite it.
   b. Change the table size name to create a new table size.

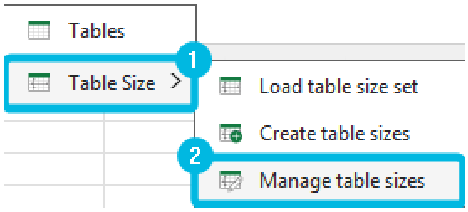

Figure 68. Option **Manage table sizes**

If the *User Library* is enabled in your empower® Environment, you can save table sizes to your *User Library*.

Set Documents as Default

For Administrators

If you have been granted admin permissions, you can set a company default template in Excel 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 *Workbook 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 69).
   A dialog box opens.

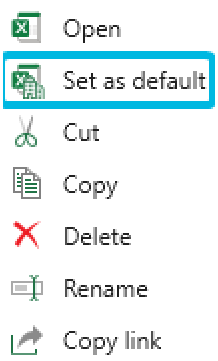

Figure 69. Option **Set as default**

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 70).

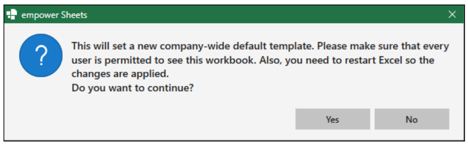

Figure 70. Dialog Box for New Company Default

The template will now be marked as the *Company's Default* (Figure 71).

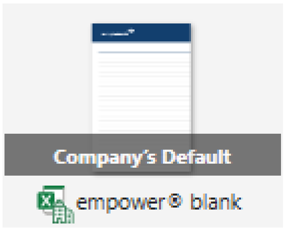

Figure 71. Workbook Template with Label

To revoke your choice for the company-wide default, right-click on the template and choose the option **Remove default** (Figure 72).

A dialog box opens.

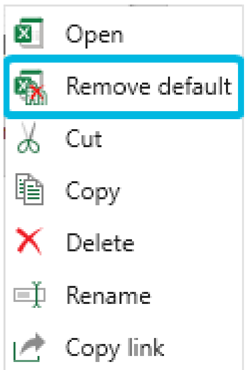

Figure 72. Option **Remove default**

To confirm the process, click on the button **Yes** (Figure 73).

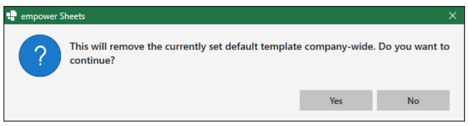

Figure 73. Dialog Box for Removal of Company Default

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 74**).

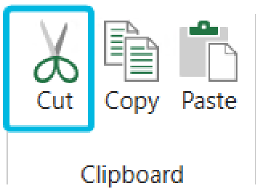

Figure 74. Button **Cut**

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 75**).

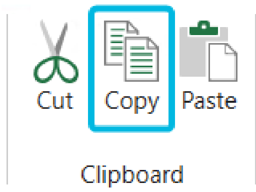

Figure 75. Button **Copy**

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 76**).

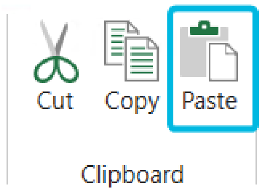

Figure 76. Button **Paste**

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 77**).

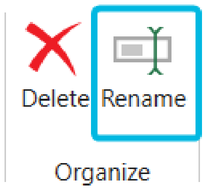

Figure 77. Button **Rename**

Type in the new element name (**Figure 78**).

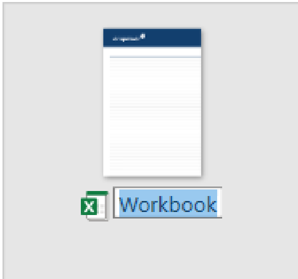

Figure 78. Rename Element

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 79**).

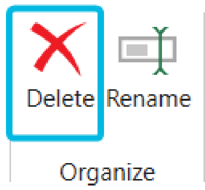

Figure 79. Button **Delete**

A dialog box opens.

To confirm the process, click on the button **Yes** (**Figure 80**).

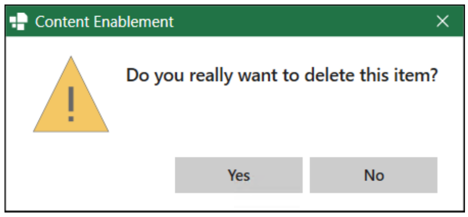

Figure 80. Dialog Box for Deletion

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*.

8.6. 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 81**).

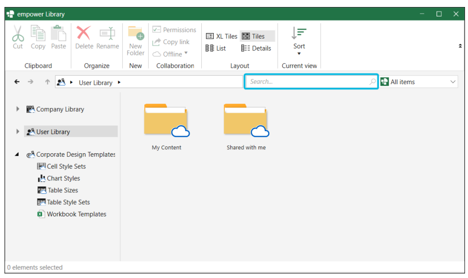

Figure 81. Search Bar

The search is available online and offline.

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

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

Search Scope

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

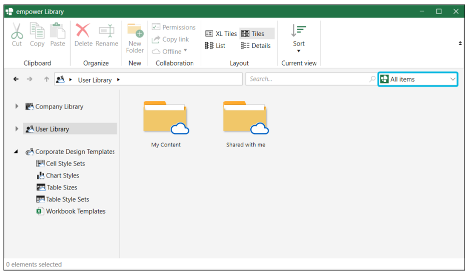

Figure 82. Search Scope

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

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.

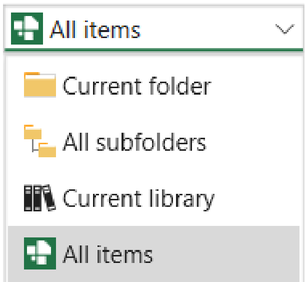

Figure 83. Search Scope Drop-Down Menu

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:

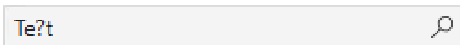

Figure 84. Question Mark

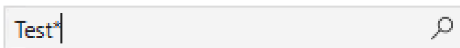

Figure 85. Asterisk

- Question mark (?) for single character wildcards (Figure 84)
  - Use the question mark (?) to replace a character. The question mark can stand for any character. For example, if you search for *Te?t*, you will receive results for elements containing the words *Test* and *Text*.
- Asterisk (*) for multiple character wildcards (Figure 85)
  - Use the asterisk (*) to replace multiple characters. The asterisk can stand for any number of characters. For example, if you search for *Test**, you will receive results for elements containing the words *Test*, *Tester*, *Tests* and *Testing*.

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

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

Figure 86. AND

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

Figure 87. OR

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

Figure 88. NOT

- Plus (+): To make a term obligatory (**Figure 89**)
  - Use the plus (+) to make terms obligatory for your search. For example, if you search for +*Germany Switzerland*, you will receive results for elements definitely containing the term *Germany* and optionally containing the term *Switzerland*.
    Make sure to place the plus (+) directly in front of the search term. Otherwise the operator will not have the same effect.

Figure 89. Plus

Fields

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

- Name
- Tags
- Author
- Editor

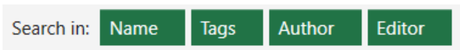

Figure 90. Available Fields in Excel

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.

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 91**).

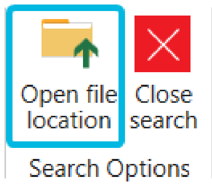

Figure 91. Button **Open file location**

8.7. Element Tags

You can add so-called tags to an element if you want to add information to the element's metadata (**Figure 92**).

Figure 92. Tag *Calculation*

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 93**).
   A dialog box opens (**Figure 94**).
3. In the dialog box, choose one of the tags from the tag list or enter your own tag and press **Enter**.
   You can add as many tags as you want.
   a. To add multiple tags at once in the text field, separate your keywords with non-breaking spaces.
      To create a non-breaking space, hold the key **Alt** while typing **0160** with the number block.
4. If you have finished, click on the button **OK** (**Figure 95**).
   Your tags will be added to the element. They are displayed along with the metadata on the bottom of the library window (**Figure 96**).
   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 93. **Pen** Symbol

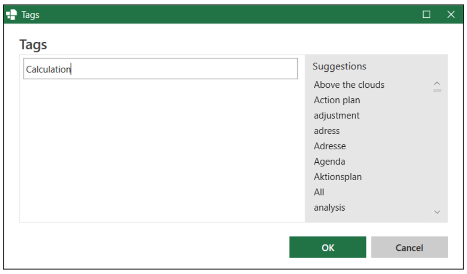

Figure 94. Window **Tags**

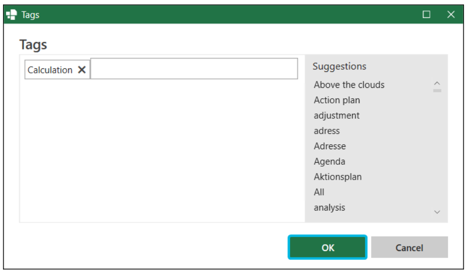

Figure 95. Button **OK**

Figure 96. 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 97**).

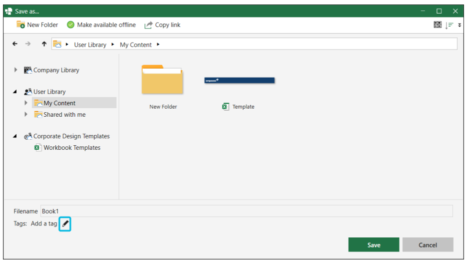

Figure 97. Add a Tag When Saving

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**.

There is a limit of a maximum of 1020 characters for all tags placed on an element (**Figure 98**).

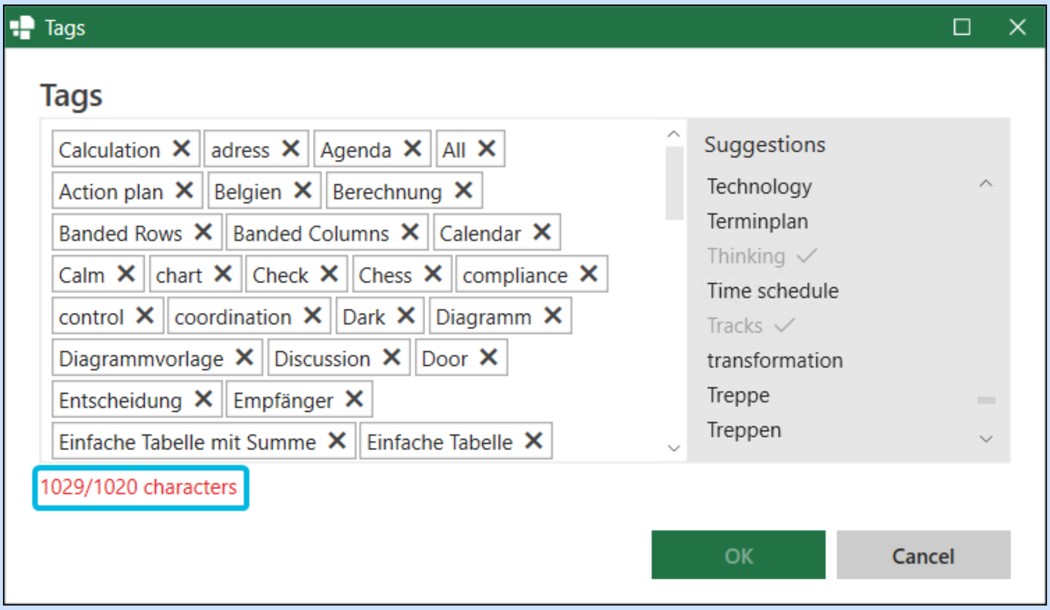

Figure 98. Character Limit

Tag List

The tag list consists of tags that are in use for at least one element (**Figure 99**). They are sorted in alphabetical order.

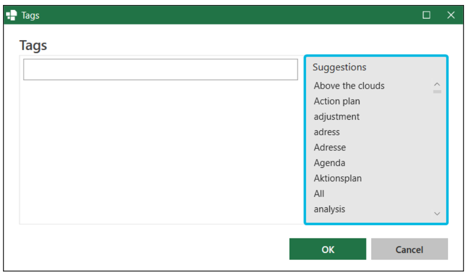

Figure 99. Tag List

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 **cross** symbol next to the tag (**Figure 100**).
4. If you have finished, click on the button **OK**.

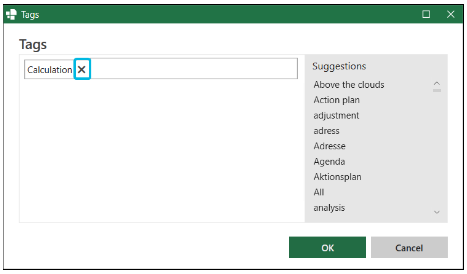

Figure 100. **Cross** Symbol

8.8. 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 101**). Then, choose your preferred option.

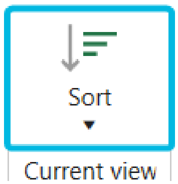

Figure 101. Button **Sort**

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.

8.9. Send Content via 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 102).

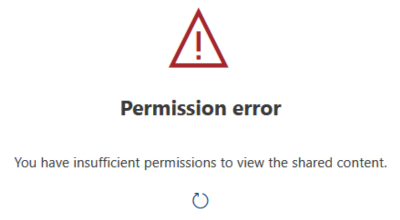

Figure 102. Message for Missing Permissions

> 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, please refer to our **empower® Admin Center manual**.

Create empower® Links

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

1. In the empower® Library, navigate to the element or folder you want to share.
2. Select the element or folder.
   You can also select multiple elements and folders at once.
3. In the navigation bar, navigate to the group Collaboration and click on the button **Copy link** (Figure 103).
   The empower® Link is automatically copied to your clipboard.

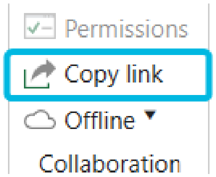

Figure 103. Button **Copy link**

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

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

Use 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 104).

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

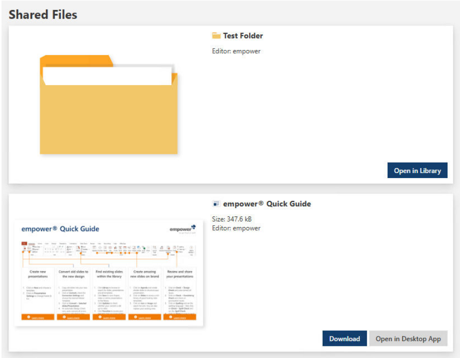

Figure 104. Shared Files

You can now choose between the following options:

- Download elements to your device by clicking on the button **Download** (Figure 105 **(1)**).
- Open elements directly on your device by clicking on the button **Open in Desktop App** (Figure 105 **(2)**).

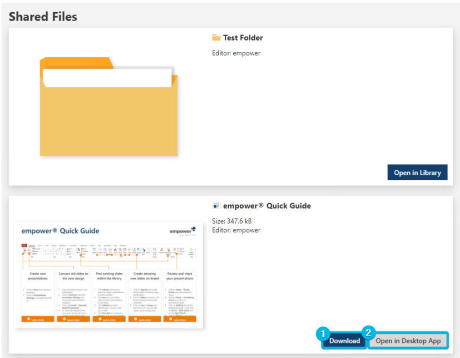

Figure 105. Buttons **Download** and **Open in Desktop App**

- Open folders directly in the empower® Web App by clicking on the button **Open in Library** (Figure 106).
  This option is only available for folders.

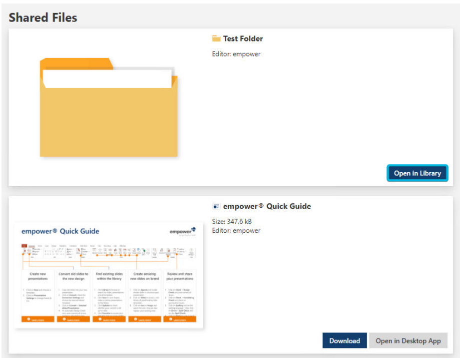

Figure 106. Button **Open in Library**

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

- Table style sets
- Table sizes
- Cell style sets

As a recipient, you can view the content online via the link but you cannot use it (Figure 107).

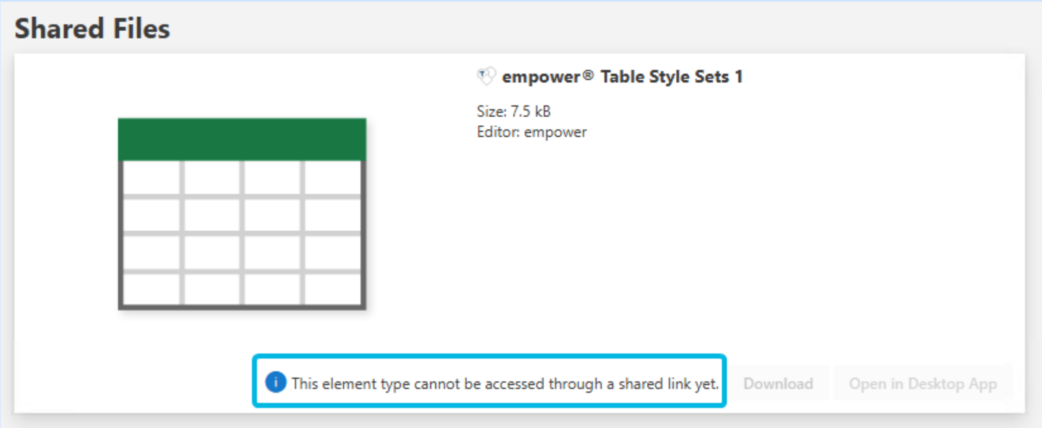

Figure 107. Message in Browser

8.10. 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 108).

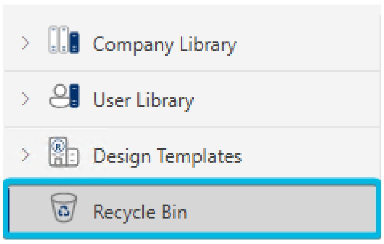

Figure 108. Section *Recycle Bin*

Alternatively, you also have access via the Office Online applications. To access, open the empower® Library sidepane 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 sidepane.

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

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

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

Enable the Recycle Bin

For Administrators

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

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

View and Restore Content

To open a preview of an element, click on the button **Preview** (**Figure 109**).

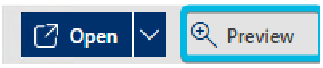

Figure 109. Button **Preview**

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

1. Select the respective element.
2. If you have selected a workbook template, click on the **arrow** symbol next to the button **Open** (**Figure 110**).
3. Then, click on the option **Download** (**Figure 111**).
   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.

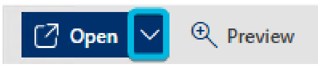

Figure 110. **Arrow** Symbol

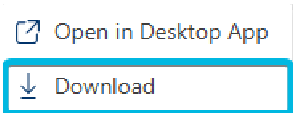

Figure 111. Option **Download**

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.

9. Sidepane

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

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

The sidepane opens its respective section.

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 Excel

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

- Cell Style Sets
- Table Style Sets
- Table Sizes
- Chart Styles
- References

Workbook Templates do not have their own icon in the sidebar but they can be accessed via the library sections.

10. Create a New Workbook

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

1. In the empower® Ribbon, navigate to the group Start.
2. Click on the button **New Workbook** (**Figure 112**).
   The empower® Library opens in the section for *Workbook Templates*.

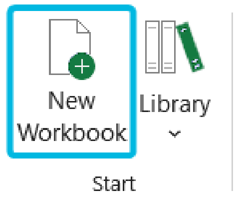

Figure 112. Button **New Workbook**

3. Select a workbook template from the library section *Corporate Design Templates – Workbook Templates* (**Figure 113**).
4. Double-click to open it.

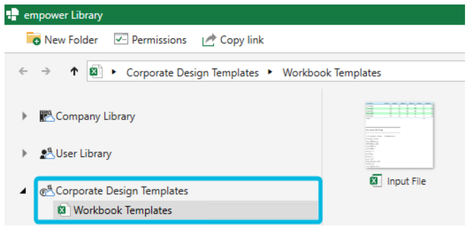

Figure 113. Section *Workbook Templates*

Alternatively, navigate to the *Company Library* to open a workbook. Double-click to open it.

If you have also stored your own workbook templates in your *User Library*, you can also open a workbook template from there.

If your empower® Administrators have set a company-wide default, a corporate design compliant workbook is already opened when you start Microsoft Excel.

Design Your Workbook

If you have opened a workbook, you can design this workbook individually using the empower® Features. You can make the following changes to design your workbook according to your needs:

1. Format table(s) with corporate design compliant custom table styles.
2. Format tables with custom table styles.
3. Format cells with corporate design compliant custom cell styles.
4. Create corporate design compliant charts.

In addition, you can also check all used references in a workbook.

For further information regarding the use of these features, please refer to the respective chapters.

10.1. Design Your Workbook

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

For example, you can insert corporate design compliant table and cell styles as well as chart templates from your *Corporate Design Templates*.

> Files that are protected either by the Office built-in document protection or by AIP (Azure Information Protection) cannot be processed by empower®.
>
> For further information regarding AIP, see **What is Azure Information Protection?**.

Insert and Use Table and Cell Styles

You can use custom and corporate design compliant cell and table styles in empower® to format cells and tables.

To download a table style to your workbook, follow the following steps:

1. Navigate to the group Start and click on the button **Library** (**Figure 114**).
   The library opens.

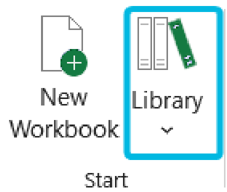

Figure 114. Button **Library**

2. In the library, navigate to the section *Corporate Design Templates* (**Figure 115** (**1**)).
3. Then, navigate into the section *Table Style Sets* (**Figure 115** (**2**)).

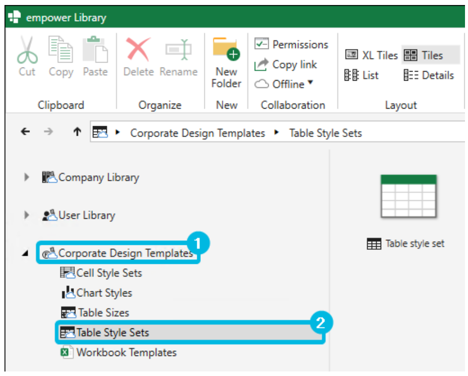

Figure 115. Section *Corporate Design Templates – Table Style Sets*

4. Find the table style set you want to insert and double-click it.
   The table style set is downloaded to your workbook.

To apply a table style to a selected table, follow the following steps:

1. Select the table you want to format.

2. Navigate to the group Formatting and click on the button **Format as Table** (Figure 116).
   The category *Custom* is added to the styles.

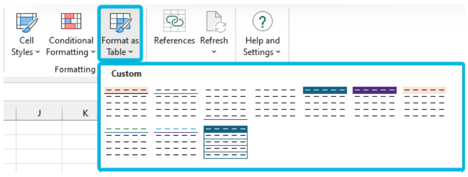

Figure 116. Button **Format as Table**

3. Select the custom style you want to apply to the table.
   The table format is changed accordingly.

To download a cell style to your workbook, follow the following steps:

1. Navigate to the group Start and click on the button **Library** (Figure 114).
   The library opens.
2. In the library, navigate to the section *Corporate Design Templates* (Figure 117 **(1)**).
3. Navigate into the section *Cell Style Sets* (Figure 117 **(2)**).

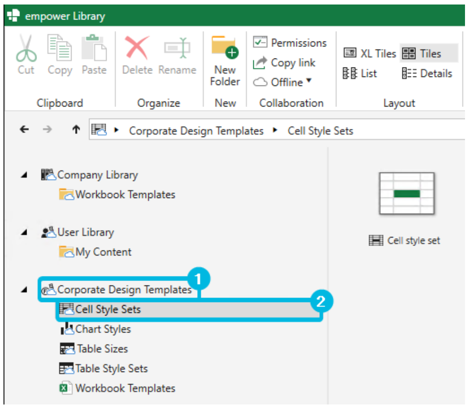

Figure 117. Section *Corporate Design Templates – Cell Style Sets*

4. Find the cell style set you want to insert and double-click it.
   The cell style set is downloaded to your workbook.

To apply a cell style to a selected cell, follow the following steps:

1. Select the cell you want to format.
2. Navigate to the group Formatting and click on the button **Cell Styles** (Figure 118).
   The category *Custom* is added to the styles.

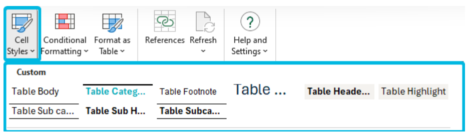

Figure 118. Button **Cell Styles**

3. Select the custom style you want to apply to the table.
   The cell format is changed accordingly.

Insert and Use Table Sizes

You can use predefined table sizes in empower® to format a table.

To download them to your workbook and apply them to an existing table, follow the following steps:

1. Select the table you want to apply a table size to.

2. Navigate to the group Start and click on the button **Library** (Figure 114).
   The library opens.
3. In the library, navigate to the section *Corporate Design Templates* (Figure 119 **(1)**).
4. Navigate into the section *Table Sizes* (Figure 119 **(2)**).

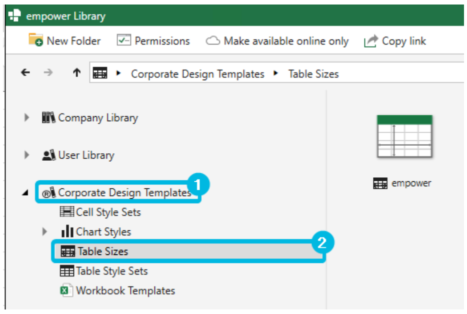

Figure 119. Section *Corporate Design Templates – Table Sizes*

5. Find the table size you want to use and double-click it.
   The table size is downloaded to your workbook.

To apply a table size to a selected table, follow the following steps:

1. Select the table you want to resize.
2. Navigate to the group Insert and click on the button **Elements** (Figure 120) to expand the drop-down menu.

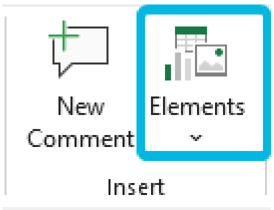

Figure 120. Button **Elements**

3. Select the option **Tables** (Figure 121 **(1)**), then select the option **Table Sizes** (Figure 121 **(2)**).
4. Select the option **Load table size set** (Figure 121 **(3)**).
   Find the table size you want to apply to your table and double-click it.
   The table format is changed accordingly.

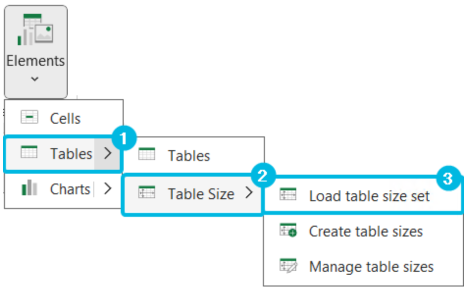

Figure 121. Load Table Size Sets

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.

The following values can be predefined for a table size:

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

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.

In case there are unsaved changes to your current workbook, you are asked to save the workbook to proceed.

If the workbook you are working with is saved in a cloud and you want to add a table size to it, you are informed that no other editors should be working in the file.

Table sizes are available in a workbook after being loaded once you select a range in your open workbook and will be kept in a workbook after saving it.

Use Chart Styles

You can use custom chart templates to illustrate the contents of a table with a chart.

To do so, follow the following steps:

1. Select the table contents you want to illustrate with a chart.
2. Navigate to the group Start and click on the button **Library**.
   The library opens.
3. In the library, navigate to the section *Corporate Design Templates* (Figure 122 (**1**)).
4. Navigate into the section *Chart Styles* (Figure 122 (**2**)). Find the chart style you want to apply use and double-click it.
   The chart style is used to illustrate the table content.

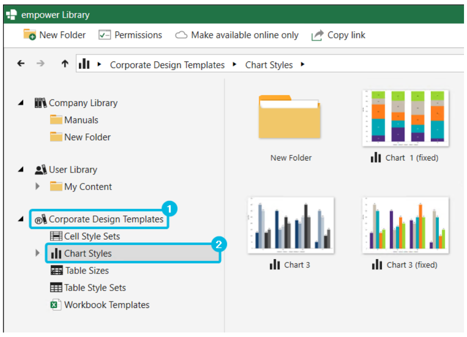

Figure 122. Section *Corporate Design Templates – Charts Styles*

A chart style can be of two types:

- with fixed colors
- with colors that dynamically adapt to the design or color scheme

The fixed color chart styles have the property that the colors used in the chart template are completely adapted to the corporate design and do not change even if the workbook's color scheme differs from the chart's colors or if the design of the workbook is changed via Excel (tab Page layout - *Designs*).

If you choose a chart style with dynamically changing colors, the colors of the chart will automatically adapt to the workbook's design/color scheme.

To change the display order in charts for rows and columns, follow the following steps:

1. Navigate to the group Insert and click on the button **Elements** to expand the drop-down menu (Figure 123 **(1)**).
2. Select the option **Charts**.
3. Then select the option **Switch Row/Column** (Figure 123 **(2)**).

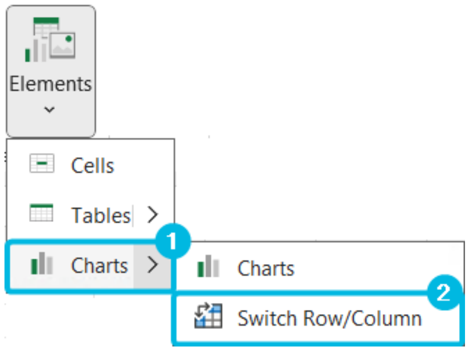

Figure 123. Switch Rows and Columns

With this option, 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. The settings made here affect, among others, the chart title, legend and data point labels.

Chart styles in empower® can only be applied to Excel charts and not to charts that have been created with empower®.

11. Check 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®, 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 saved to the empower® Library is referenced 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.

To check and correct references, follow the following steps:

1. Navigate to the group Finalize and click on the button **References** (Figure 124).
   The check is automatically started.

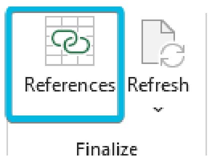

Figure 124. Button **References**

2. An overview opens via the sidepane, displaying all existing references, sorted by the categories *Internal* and *External*.
   If one of the references is invalid, it is marked with a **cross** symbol (**Figure 125**).

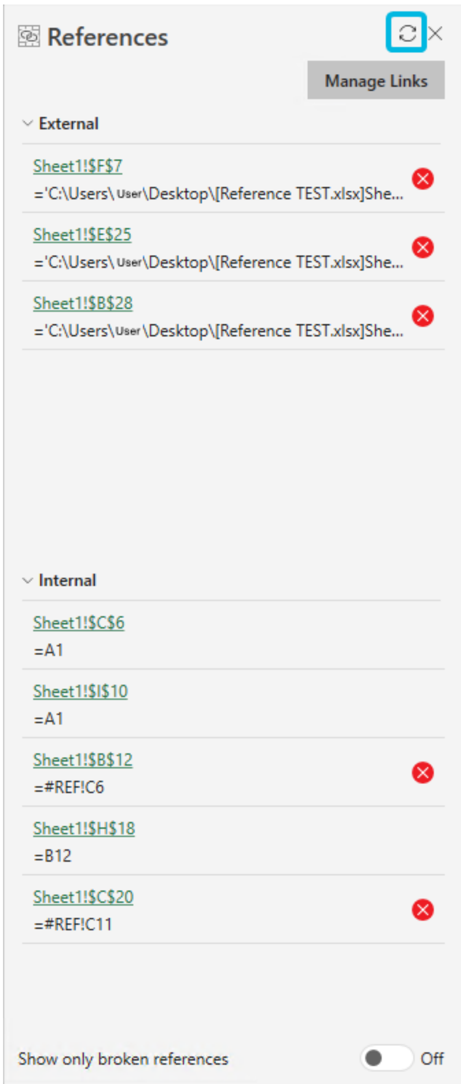

Figure 125. Reference Overview

3. Click on one of the references to navigate directly to the data source in the workbook.
   The linked data will be selected accordingly.

4. Switch the toggle button **Show only broken references** to *On*, if you want to focus on all invalid references (Figure 126).
   The overview is filtered accordingly.
   References and formulas inserted on hidden datasheets are also taken into account and recognized by the check and listed in the overview (Figure 127).
5. Manually correct any invalid references that are found.

Figure 126. Toggle Button **Show only broken references**

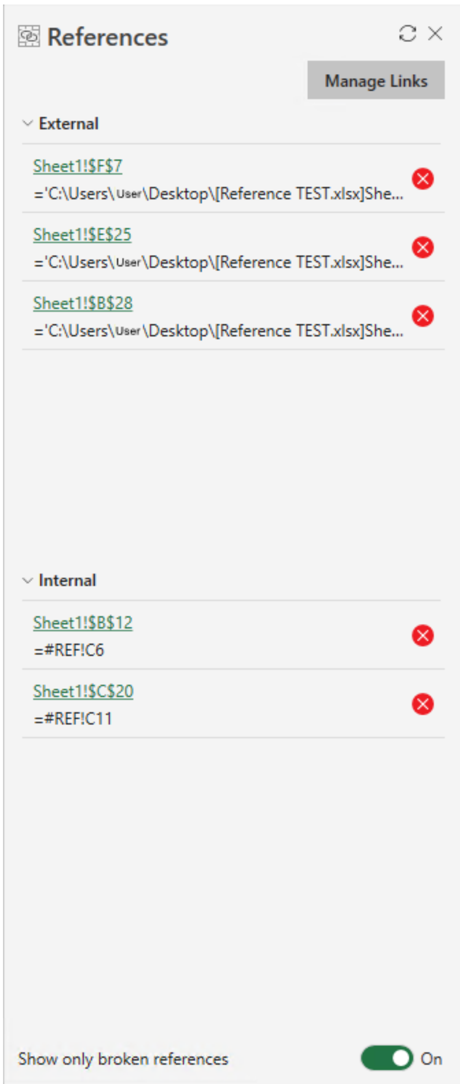

Figure 127. Invalid References Only

To refresh the overview after making changes, click on the **refresh** symbol to the left of the **cross** symbol in the open overview (Figure 128).

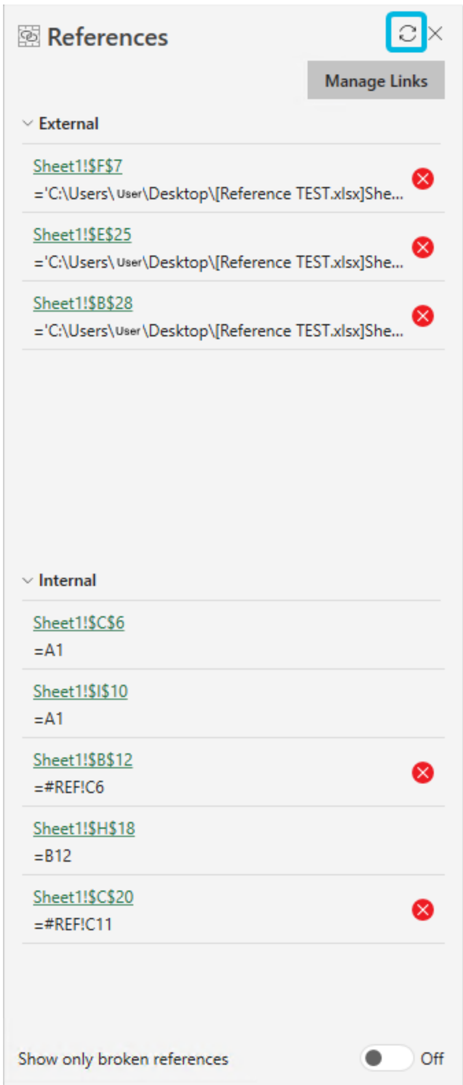

Figure 128. **Refresh** Symbol

You also have the option to refresh all references in your workbook using the Excel built-in functions directly in the empower® Ribbon.

To do so, use the options under the split button **Refresh** in the group Finalize.

These options reflect the Excel built-in options available in the group Queries & Connections in tab Data.

For further information regarding the Excel built-in functions, see **Refresh an external data connection in Excel**.

Be your best at work.

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