

empower® Branding

Release 10.0

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empower

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1. Introduction

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

Make enterprise-wide unified PowerPoint content available in your corporate design – empower® Slides Branding, our PowerPoint add-in, provides an intelligent slide management system, combined with corporate design tools and efficiency-enhancing features.

If empower® Charts is included in your empower® Slides Branding variant, you can additionally access the charting features.

For further information regarding the charting features, refer to our **empower® Charts manual**.

1.1. System Requirements

In order to use the latest empower® Slides Branding release in your Windows environment, your system will need to fulfill the requirements listed in the following sections.

Windows Version

- Windows 11

Office Version

- Microsoft Office 2024

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

Subscription Models

- Office 365 Pro Plus, Enterprise E3 or E5

2. Office Theme Adaptation

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 1**).

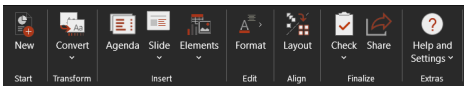


Figure 1. empower® Ribbon in Black Theme

In the same way, empower® adapts to the *white* or the *colorful* Office theme (**Figure 2**).

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

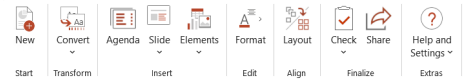


Figure 2. empower® Ribbon in White Theme

3. empower® Ribbon

In PowerPoint, 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 3**) while the simplified ribbon organizes the variety of empower® Features in more compact groups (**Figure 4**).



Figure 3. Classic Ribbon in PowerPoint

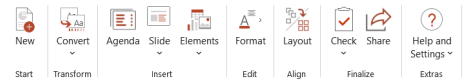


Figure 4. Simplified Ribbon in PowerPoint

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 side pane opens.
3. Depending on which ribbon you want to use, switch the toggle button for **Use Simplified Ribbon** to *On* or *Off* (**Figure 5**).
   The ribbon changes to your preferred option.

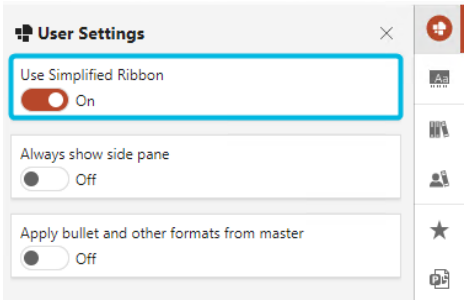


Figure 5. Option **Use Simplified Ribbon**

4. 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 6).

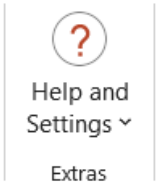


Figure 6. Button **Help and Settings**

You can choose from the following options (Figure 7):

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

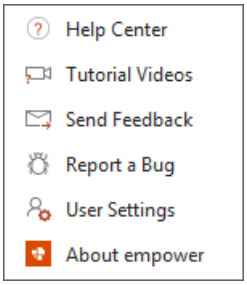


Figure 7. Drop-Down Menu for Button **Help and Settings**

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 8).

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

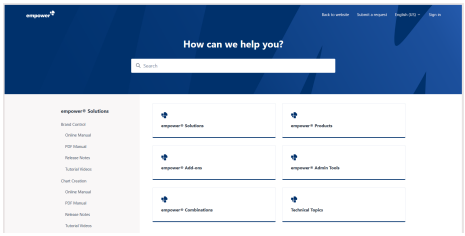


Figure 8. Help Center

Tutorial Videos

To check our tutorials, click on the button **Tutorial Videos**.

The *Help Center* will open in its respective section in your default browser.

If you have any questions on how to use empower®, you can watch tutorials on how to use single features.

Send Feedback

To reach out to us directly, click on the button **Send Feedback**.

A new window of your primary e-mail application will open, already addressed to the right recipient.

The e-mail has a preset subject line (e.g. *Feedback for Slides*) (Figure 9). All feedback is welcome as we are always looking to improve our software.

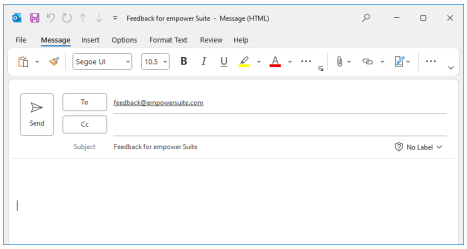


Figure 9. Feedback E-Mail

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

Report a Bug

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

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

- Creating a new e-mail via your primary e-mail application and automatically attaching a .zip file (*empowerInformation.zip*).
  The e-mail has a preset subject line (e.g. *Bug report for Slides*) and is already addressed to the right recipient.
- Opening a new window in your default browser (Figure 10).
  In this window, you have to enter 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® replicate the error and analyze the case to conclusively deliver a near-term solution.

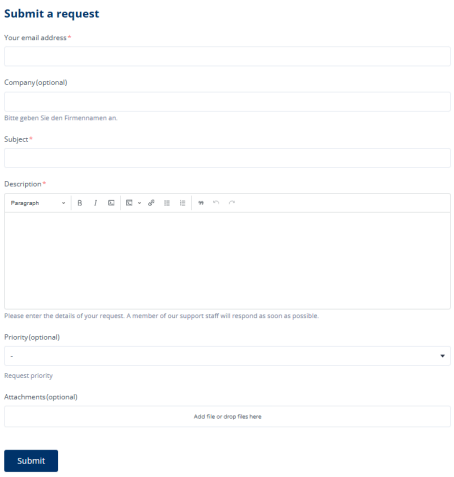


Figure 10. Report a Bug in Help Center

User Settings

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

In the section **User Settings** in the side pane, you can set your personal preferences (Figure 11).

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

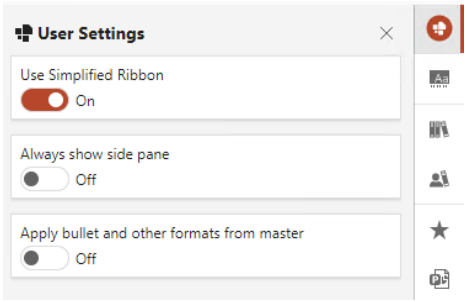


Figure 11. User Settings

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

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

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

To open it again, either click on the bar **empower** next to the sidebar or click on one of the symbols in the sidebar (Figure 12).

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

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



Figure 12. Expand Side Pane

In addition, you can decide if you want to apply bullets and other formats from your master template in PowerPoint.

If you enable the option **Apply bullet and other formats from master**, empower® will use the design defaults that have been specified for the current slide master in advance.

This includes the font formatting and alignment in bullet lists.

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

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

About empower

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

A dialog box opens. This dialog box contains information about the empower® Version and products in use (Figure 13).

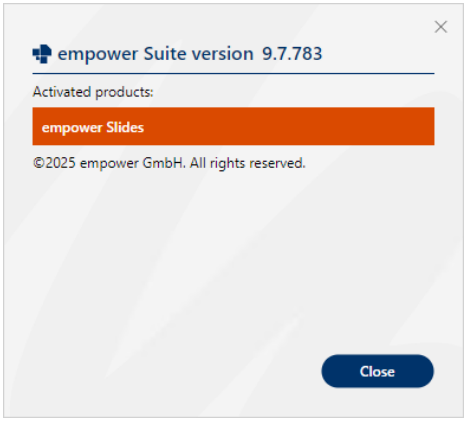


Figure 13. Dialog Box **About empower**

5. Consult the AI Chatbot

The empower® AI Chatbot is integrated into empower®.

It helps you find information and complete tasks by answering questions.

You can enter a question or describe what you need.

The empower® AI Chatbot processes your request and provides a response based on the information available to it.

To consult the empower® AI Chatbot, follow the following steps:

1. Navigate to the group Extras in the empower® Ribbon.
2. Click on the button **Help and Settings** (Figure 14).
   A drop-down menu opens.

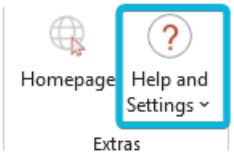


Figure 14. Button **Help and Settings**

3. In the drop-down menu, choose the option **AI Help** (Figure 15).
   The AI Chatbot opens in a new window.

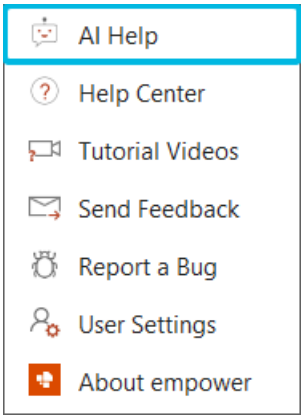


Figure 15. Option **AI Help**

4. Enter your question into the input field (Figure 16).

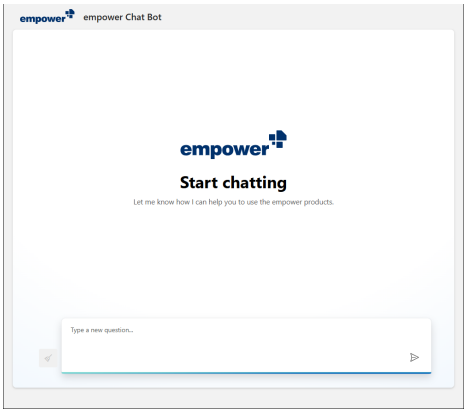


Figure 16. AI Chatbot

Depending on the setup of your empower® Environment, the AI Chatbot might not be available.

6. empower® Designs

empower® Designs are created in advance.

In PowerPoint, there can be multiple designs. Master templates that are saved to the empower® Library are assigned to one of these designs.

Depending on your current master's design, only colors and formatting options that have been added to the design are available.

In addition, agenda templates that have been saved to the corresponding design folder can be accessed via the *Agenda Editor*.

The empower® Corporate Design Check also depends on this design. It checks the settings for the master's design and the master settings themselves.

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



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

For further information regarding the agenda, see **Create an Agenda**.

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

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 17).



Figure 17. Button **Format**

The group will be expanded to the right, opening the subgroups Text and Color (Figure 18).

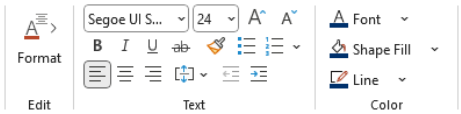


Figure 18. Groups Text and Color in PowerPoint

If the colors or fonts have not been restricted, 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 the bullet options, you can choose from the predefined bullet styles from the master template in use.

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 button **New** (Figure 19).

It opens in a new window.



Figure 19. Button **New**

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

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

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 20).

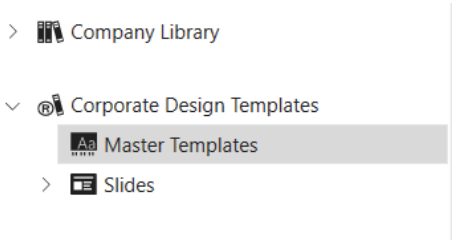


Figure 20. Library Structure

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

- Company 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 21).

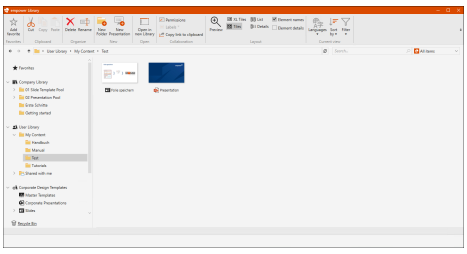


Figure 21. Library Window

You can tell what type of element it is by the icon in the bottom left corner of each element (Figure 22).

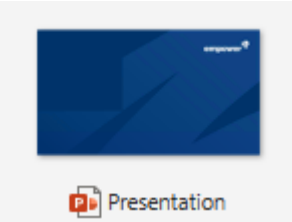


Figure 22. Presentation Icon

If there are two command buttons displayed in the empower® Library, a double-click will always execute the left button command (Figure 23).

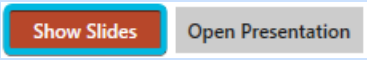


Figure 23. Two Command Buttons in Library

For each element, further meta information such as author, last modification date and size can also be viewed at the bottom of the library (Figure 24).

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.

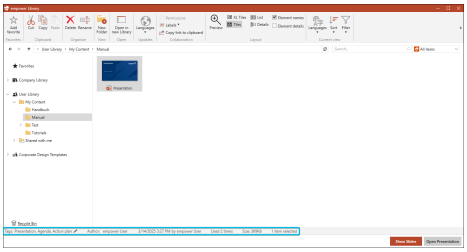


Figure 24. Metadata Display

For files that originate from the SharePoint or Teams Integration, the usage metadata is not available.

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

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

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

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

Company Library

The *Company Library* contains folders and content that have been made available for all employees.

Those are final resources that can be used immediately.

Corporate Design Templates

Corporate Design Templates are available with different element types.

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

8.1. 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 25**).

Figure 25. Collapsed Navigation Bar

To expand the navigation bar, click on the button **Expand** in the top right corner (**Figure 26**).



Figure 26. Button **Expand**

In the expanded navigation bar, you can access all available actions (**Figure 27**). If an action is not available for the currently selected element, it is grayed out.

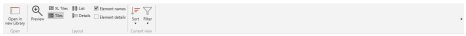


Figure 27. Expanded Navigation Bar

Display Options

In the group Layout in the expanded navigation bar, you can choose how the library content should be displayed (**Figure 28**).

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

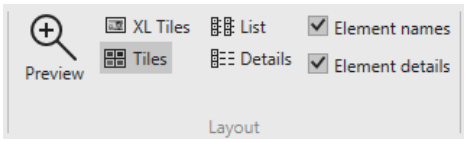


Figure 28. Group Layout

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

If you want to know what an element looks like in detail before inserting or opening it, you can use the option **Preview** (**Figure 29**).

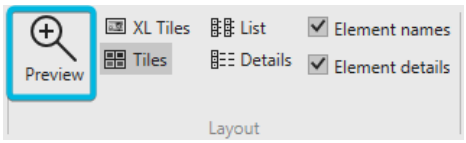


Figure 29. Button **Preview**

If you choose the option **Preview**, all elements will be displayed in a bigger size, so you are able to see the content and decide if you want to use it or not (**Figure 30**).

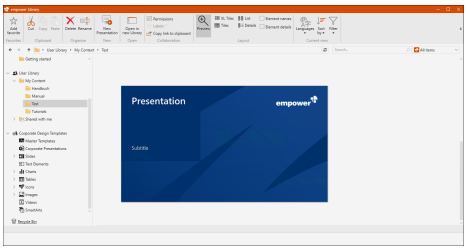


Figure 30. Library Window in Preview View

8.2. 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 31).

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.

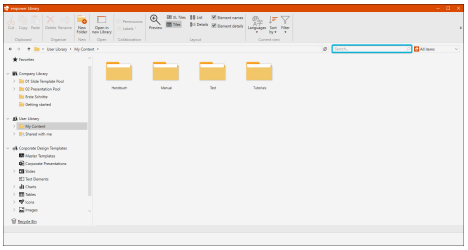


Figure 31. Search Bar

Search Scope

Before executing your search, you can define the scope of the search (Figure 32).

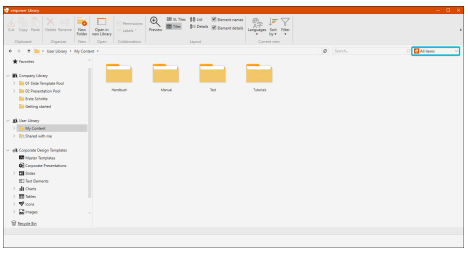


Figure 32. Search Scope

You can decide if you want to search in the entire library, in the current library, in the current folder or in the current folder and all its subfolders (Figure 33).

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.

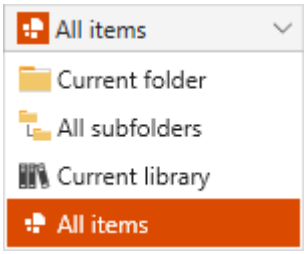


Figure 33. Search Scope Drop-Down Menu

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

Wildcards and Operators

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

- Question mark (?) for single character wildcards (**Figure 34**)
  - 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 35**)
  - Use the asterisk (*) to replace multiple characters. The asterisk can stand for any number of characters. For example, if you search for *Test**, you will receive results for elements containing the words *Test*, *Tester*, *Tests* and *Testing*.

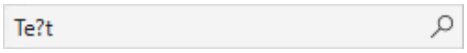


Figure 34. Question Mark

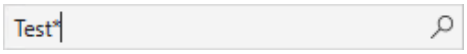


Figure 35. Asterisk

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

- AND: To combine two search terms (**Figure 36**)
  - 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.
- OR: To search for elements containing either of the search terms (**Figure 37**)
  - 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.
- NOT: To exclude elements containing a specific term (**Figure 38**)
  - 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*.
- Plus (+): To make a term obligatory (**Figure 39**)
  - 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.

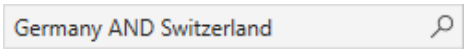


Figure 36. AND



Figure 37. OR

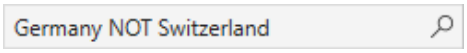


Figure 38. NOT



Figure 39. Plus

Fields

To specify your search, you can use fields. The following fields can be searched (**Figure 40**):

- Name
- Tags
- Author
- Editor
- Footer
- Heading
- Body
- Notes

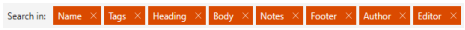


Figure 40. Available Fields in PowerPoint

To use the fields to specify your search, you must first execute a search. When the search results are displayed, the fields become visible and you can deselect fields that you do not want to search.

To do so, click on the respective field.

The empower® Library automatically carries out a new search each time a field is enabled or disabled.

By default, all fields are searched for the initial search.

Open Library Location

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

To do so, click on the button **Open in Library** in the navigation bar. empower® will automatically jump to the element's location in the library (**Figure 41**).

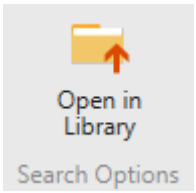


Figure 41. Button **Open in Library**

For slides that are part of a presentation, the button is called **Show in presentation** (**Figure 42**).

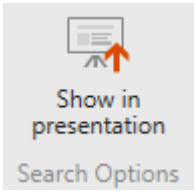


Figure 42. Button **Show in presentation**

8.3. Filter by Element Type

You can filter the content in the empower® Library by element types.

To do so, follow the following steps:

1. In the empower® Library, navigate to the group Current view in the navigation bar.
2. Click on the button **Filter** (Figure 43).
   A drop-down menu opens.

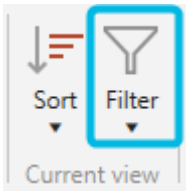


Figure 43. Button **Filter**

3. To select an element type you want to view, tick the checkbox next to the element type (Figure 44).
   As soon as you tick a checkbox, the library will reload the content and apply the filter immediately.

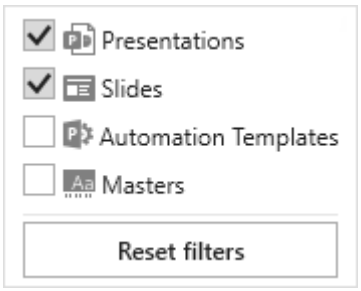


Figure 44. Available Filters

If you have selected any filters, empower® shows the number of applied filters next to the **filter** symbol (Figure 45).

You can select multiple element types at once.

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

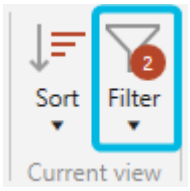


Figure 45. Number of Active Filters

To deselect all applied filters at once, click on the button **Reset filters** (Figure 46).

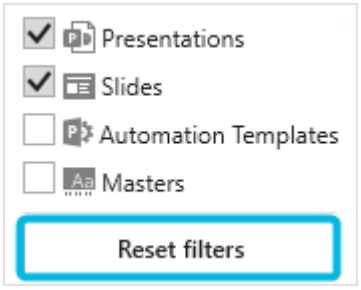


Figure 46. Button **Reset filters**

If you have chosen the display view **Details**, the button **Filter** is grayed out. In the display view **Details**, you can filter directly via the column *Type* in the item view.

8.4. Sort Library Content

You can sort the content in the empower® Library by different criteria.

The following sorting criteria are available:

- Name
- Last change
- Author
- Custom Sort

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

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

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 47**). Then, choose your preferred option.

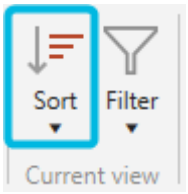


Figure 47. Button **Sort**

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.

8.5. Element Tags

Tags are added to elements in advance. Therefore, you cannot add, delete or edit the tags for an element.

They are displayed alongside all other metadata on the bottom of the library window (**Figure 48**).

Tags can help to find content more easily when executing a search in the empower® Library.

Figure 48. Metadata Info Tags

9. Side Pane

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

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

The side pane opens its respective section.

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

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

Available Elements

You can access the sections *User Settings* and *Company 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 PowerPoint

In PowerPoint, you can access the following additional sections via the sidebar (**Figure 49**):

- Master Templates
- Favorites
- Presentations
- Slides
- Text Elements
- Charts
- Tables
- Icons
- Pictures
- Videos
- SmartArts

In addition to those sections, you can also access the *Layout Tools*, the *Corporate Design Check*, the *File Size Inspector* and the *Consistency Check*.



Figure 49. Sidebar in PowerPoint

Depending on the setup of your empower® Environment, not all sections mentioned above will be visible.

For further information regarding the *Layout Tools*, see **Use Layout Tools**.

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

For further information regarding the *File Size Inspector*, see **Compress Pictures with the File Size Inspector**.

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

10. Create a New Presentation

You can create new presentations either by opening a new PowerPoint window or via the empower® Ribbon.

If you open a new PowerPoint window, your personal default master or the company default master is inserted automatically.

If no default has been defined, a blank PowerPoint master opens.

If it has been defined in advance, the master selection opens automatically.

To create a new presentation from the empower® Ribbon, navigate to the group Start and click on the button **New** (**Figure 50**).



Figure 50. Button **New**

The empower® Library opens in the section *Master Templates* (**Figure 51**).

Here, choose your preferred master template.

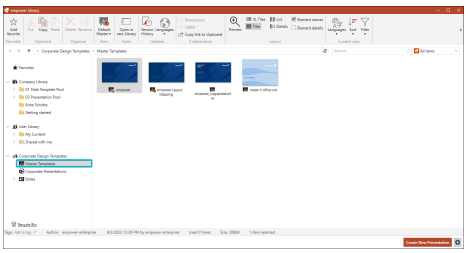


Figure 51. Master Templates

Then, click on the button **Create New Presentation** (**Figure 52**).

The new presentation opens in a new window and will be created based on the selected master template.

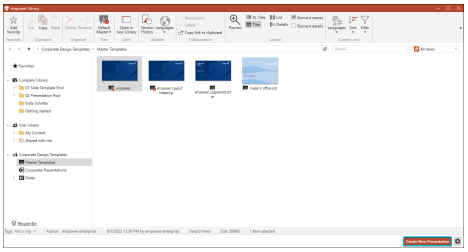


Figure 52. Button **Create New Presentation**

For further information regarding the default masters, see **Use Master Templates**.

Design Your Presentation

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

1. Insert an agenda to structure your presentation.
2. Create new slides using corporate design compliant elements such as images, charts or tables.
3. Insert slide templates or ready-to-use slides from the empower® Library.
4. Format your content.
5. Adjust the layout of your slides.
6. Insert elements to display status.
7. Check your slides for corporate design compliance and consistency.

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

11. Use Master Templates

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

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

For further information regarding the creation of a new presentation from the empower® Ribbon, see **Create a New Presentation**.

To change the master of a slide or the presentation, you can use the empower® Conversion.
For further information regarding the conversion, see **Convert Content**.

Define Default Master

There are two types of default masters:

- Company default master
- Personal default master

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

If a master has been defined as company default, the label *Company's Default* is displayed in its thumbnail (**Figure 53**).
In addition, the icon next to the file name changes.
In addition, you can set your personal default master via the user interface.



Figure 53. Label for Company Default

To do so, follow the following steps:

1. Open the empower® Library.
   a. To do so, click on the button **New**.
2. In the section *Corporate Design Templates*, navigate to the subsection *Master Templates* (**Figure 54**).
3. Right-click on the master template you want to define as your default.
   A context menu opens.
4. In the context menu, click on the option **Set as Default Master** (**Figure 55**).

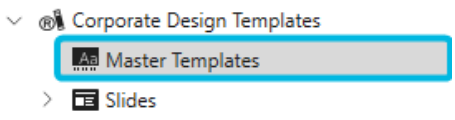


Figure 54. Section *Master Templates*



Figure 55. Option **Set as Default Master**

If you have defined a master template as your personal default, the label *Default Master* is displayed in its thumbnail (Figure 56).

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

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

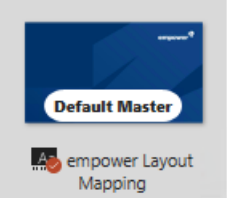


Figure 56. Label for Personal Default

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

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

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

Master Settings

To open the master settings, select the master template you want to use and click on the **gear** symbol (Figure 57).



Figure 57. **Gear** Symbol

Here, you have two options (Figure 58):

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

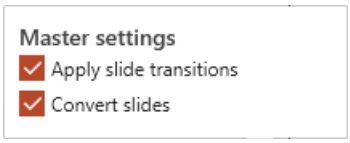


Figure 58. Master Settings

Both options are automatically preselected for master changes.

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

12. Use Presentation Settings

Before you start adding content to your presentation, you can make global settings for the presentation.

If it has been made mandatory to fill in the fields in the *Presentation Settings*, the dialog box opens automatically when you open a new presentation.

In the *Presentation Settings*, you can set your preferences for the following aspects (Figure 59):

- Language
- Slide numbers
- Date
- Footer text
- Master fields
  - Confidentiality
  - Label
  - Watermark
- Logo

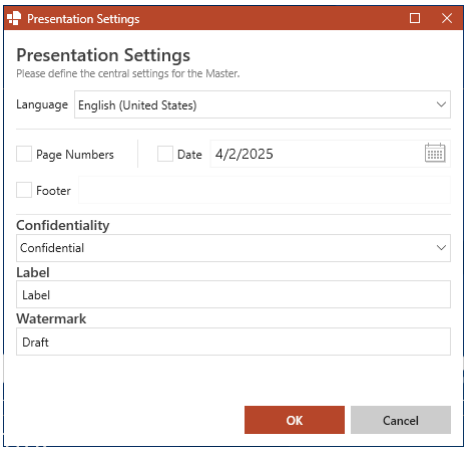


Figure 59. Presentation Settings

If you apply the *Presentation Settings* to a presentation, the values are saved in the background and can be applied to your next presentation.

The values are not applied automatically to the next presentation but are automatically prefilled in the dialog box.

Depending on the setup of your empower® Environment, the number of available settings might vary.

If you want to change the fields or if they have not been made mandatory, you can access them manually.

To access the *Presentation Settings*, navigate to the group Finalize and click on the button **Check** (Figure 60).

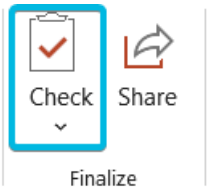


Figure 60. Button **Check**

In the drop-down menu, click on the button **Presentation Settings** (Figure 61).

A dialog box opens.

Under *Language*, you can set a global language for the presentation.

To do so, open the drop-down menu and choose your preferred language.

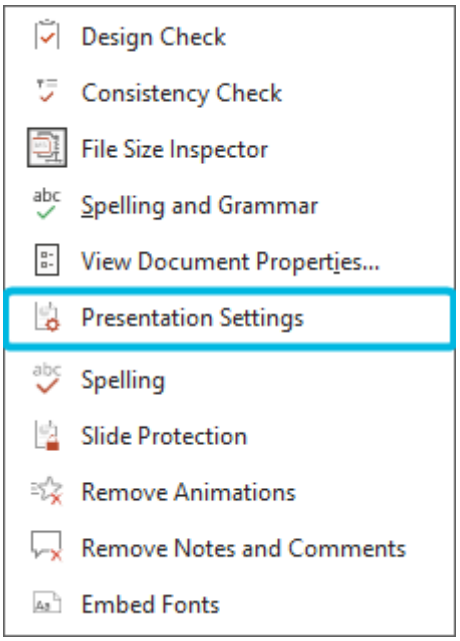


Figure 61. Option **Presentation Settings**

To add slide numbers to the footer on each slide, tick the checkbox for **Page Numbers**.

Slide numbers will be added to all slides they have been configured for (Figure 62).



Figure 62. Slide Number (Example)

To add a date to the footer on each slide, tick the checkbox next to **Date**.

Then, click into the input field.

A menu opens.

If you want to always display the current date, choose the option **Update automatically** (Figure 63).

Then, open the drop-down menu under *Format* to choose a date format.

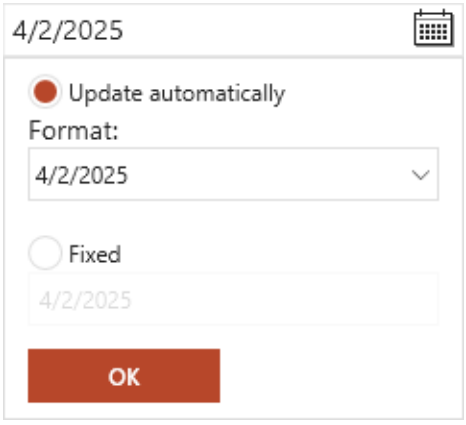


Figure 63. Update Date Automatically

If you want to display a fixed date in a custom format, choose the option **Fixed** and type in the date (Figure 64).

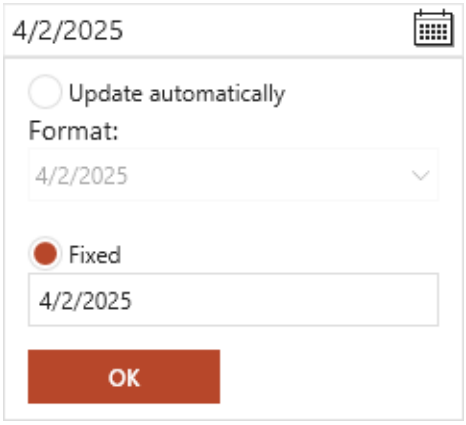


Figure 64. Fixed Date

The date will be added to your slide (Figure 65).



Figure 65. Date (Example)

Depending on the setup of the master template in use, slide numbers might not be placed on certain slides on purpose.

If you want to add custom text to the presentation footer, tick the checkbox for **Footer**.

Then, enter your text in the input field.

The text will be displayed in the footer of your slides (Figure 66).



Figure 66. Footer (Example)

If custom master fields have been added to the master template in use, the master fields are displayed to be filled in in the *Presentation Settings*.

Depending on how the master field has been set up, you can either enter your own text, choose from a predefined set of texts or enable and disable the master field via a checkbox.

For example, master fields are often used to insert a confidentiality label into your slides (**Figure 67**).



Figure 67. Confidentiality Master Field (Example)

They can also be used to insert a label (**Figure 68**).



Figure 68. Label Master Field (Example)

A watermark can also be configured as a master field (**Figure 69**).



Figure 69. Watermark Master Field (Example)

If you want to switch to a different logo to be displayed, select it from the available options (**Figure 70**).

You can also choose not to display any logo.

To make a logo the default logo to be used, select the logo and click on the button **Set Default**.

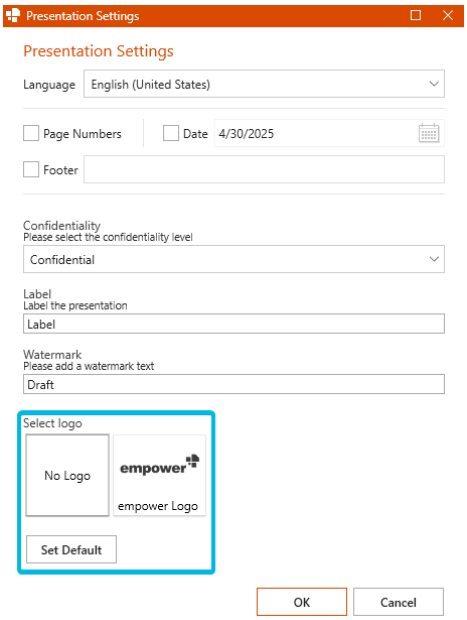


Figure 70. Logo Options

For you to be able to switch between different logos, multiple logos to choose from must be available in your empower® Environment.

If this is not the case, you cannot switch between logos.

To confirm all settings, click on the button **OK**.

All changes will be applied to the presentation and a footer will be added.

If you want to make changes to the footer, always use the *Presentation Settings*.

Changing the footer manually may lead to formatting issues.

13. Create an Agenda

In PowerPoint, you can create and edit the agenda for your presentation using the *Agenda Editor*.
The *Agenda Editor* assists you in creating and editing agenda and divider slides to structure your presentation.

To open the *Agenda Editor*, navigate to the group Insert and click on the button **Agenda** (Figure 71).

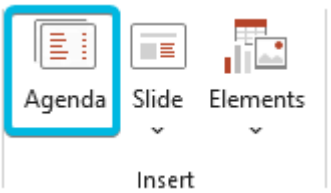


Figure 71. Button **Agenda**

The *Agenda Editor* opens (Figure 72).

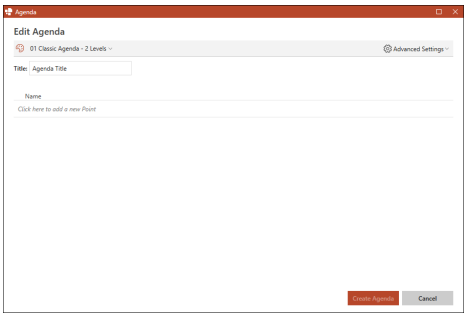


Figure 72. Agenda Editor

If you want to edit an existing agenda, you can either use the button **Agenda** in the empower® Ribbon or click on any shape on an agenda slide and click on the option **Edit Agenda** (Figure 73).

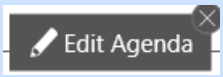


Figure 73. Option **Edit Agenda**

Work with the Agenda Editor

To create or edit your agenda, first select the agenda template you want to use. To do so, open the drop-down menu on the upper left of the *Agenda Editor* (Figure 74).

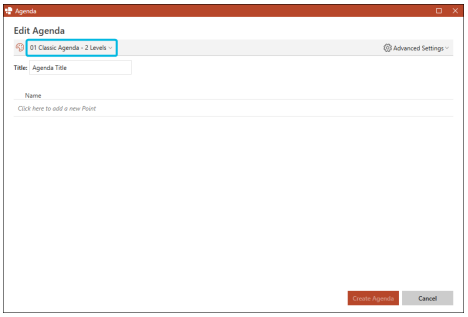


Figure 74. Template Drop-Down Menu

Choose your preferred template (Figure 75).

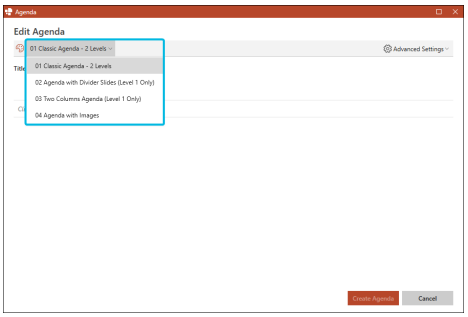


Figure 75. Template Drop-Down Menu (Expanded)

Then, add agenda points to your agenda. To do so, follow the following steps:

1. Enter the title for your agenda point.
2. Click on the button **Add** (Figure 76) or press **Enter**.
3. Repeat this process for all your agenda points.

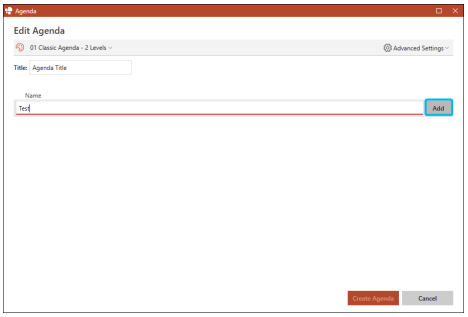


Figure 76. Button **Add**

4. To move an agenda point back to the previous level, click on the **arrow** symbol that points to the left (Figure 77 **(1)**).
   To move one of the agenda points to a sublevel, hover over the agenda point and click on the **arrow** symbol that points to the right (Figure 77 **(2)**).

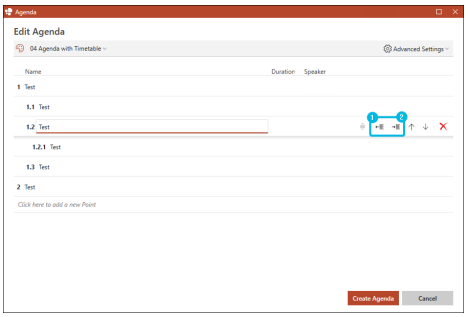


Figure 77. **Arrow** Symbols (Right and Left)

You can change the order of your agenda points using the **arrow** symbol that points up or down (Figure 78). You can use drag & drop to move the agenda point to the preferred position.

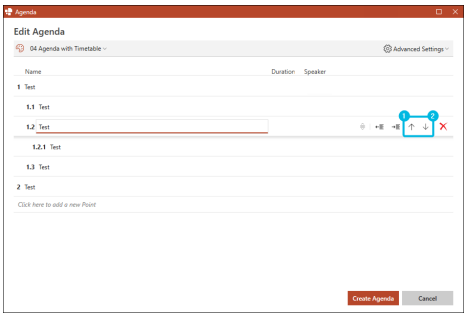


Figure 78. **Arrow** Symbols (Up and Down)

You can create a maximum of three levels.

If the third level has not been configured for your chosen agenda template and you try to insert the agenda, a dialog box opens (Figure 79). In this case, choose another agenda template or do not use third level agenda points.

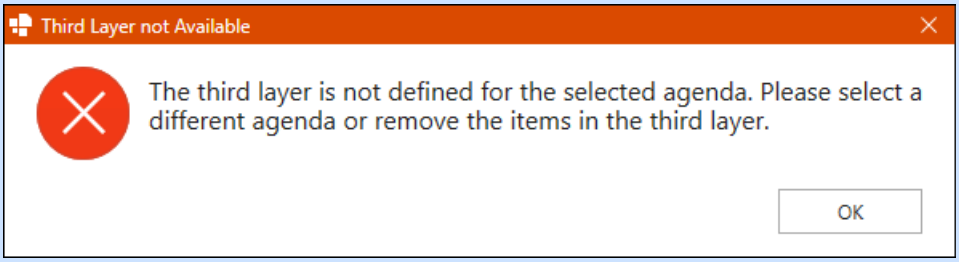


Figure 79. Dialog Box for Third Level

Alternatively, press and hold the key **Ctrl** and use the **arrow** keys for left and right to move the agenda point levels.

Press and hold the key **Ctrl** and use the **arrow** keys for up and down to move the agenda points.

To delete an agenda point, click on the **X** symbol in line with the agenda point (Figure 80).

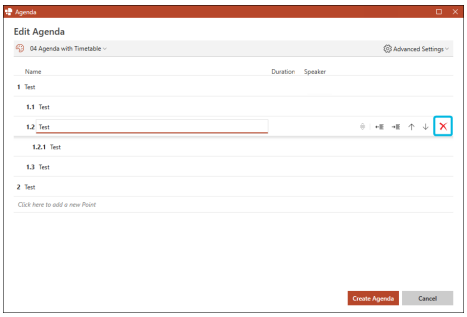


Figure 80. **Cross** Symbol

A menu opens. You will be asked if you also want to delete the agenda point's sublevels (Figure 81).

If you are editing an existing agenda, you can also decide if you want to delete the content slides for this agenda point.

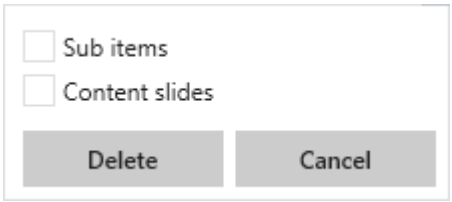


Figure 81. Deletion Options

The deletion of agenda points and their corresponding slides and sections cannot be undone.

Duration and Speaker

If the options have been added to the selected agenda template, you can also add the duration and speaker for each agenda point.

To do so, enter the duration into the input field for *Duration* (**Figure 82**).

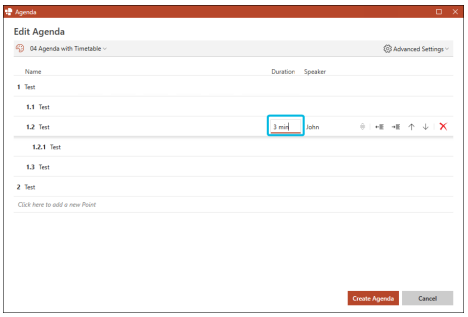


Figure 82. Input Field *Duration*

Enter the speaker's name into the input field for *Speaker* (**Figure 83**).

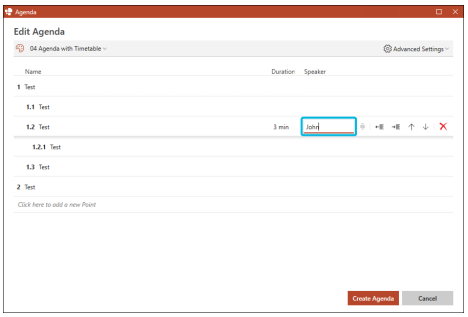


Figure 83. Input Field *Speaker*

Advanced Settings

After you have entered all agenda points, you can implement a multitude of additional settings. To access the advanced settings, click on the button **Advanced Settings** on the upper right of the *Agenda Editor* (**Figure 84**).

A menu opens.

In the menu, tick the checkbox next to a setting to enable the setting (**Figure 85**).

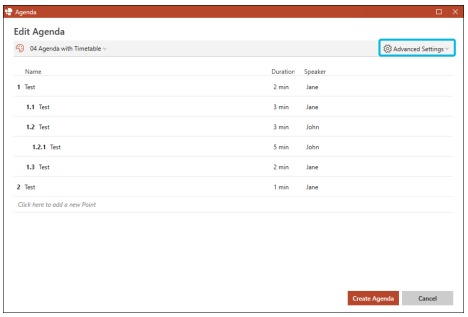


Figure 84. Button **Advanced Settings**

The following settings are available:

- Settings for the agenda slides (Figure 85 **(1)**):
  - **Overview slide** – Tick the checkbox to create an overview slide for your agenda.
  - **Divider slides** – Tick the checkbox to create divider slides for your agenda.
  - **Divider slides for sublevels** – Tick the checkbox to create divider slides for all sublevels.
- Settings for the sublevels (Figure 85 **(2)**):
  - **Only show corresponding level 1 item** – Tick the checkbox to display only agenda points on the first level for the corresponding agenda point on your divider slides.
  - **Always show level 2 sub items** – Tick the checkbox to display agenda points on the second level on your divider slides.
    This setting is grayed out if you have not added a second level to your agenda.
  - **Always show level 3 sub items** – Tick the checkbox to display agenda points on the third level on your divider slides.
    This setting is grayed out if you have not added a third level to your agenda.

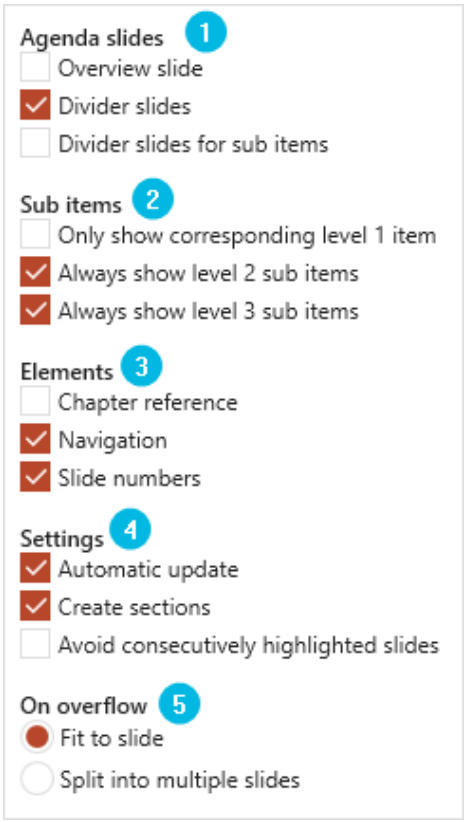


Figure 85. Advanced Settings

- Settings for single elements (Figure 85 **(3)**):
  - **Chapter reference** – Tick the checkbox to display a chapter reference on each divider slide.
    This setting is grayed out if the setting **Divider slides** is disabled and if the chapter reference has not been configured for the current agenda template.
  - **Navigation** – Tick the checkbox to display a navigation on each divider slide.
    This setting is grayed out if the setting **Divider slides** is disabled and if the navigation has not been configured for the current agenda template.
  - **Slide numbers** – Tick the checkbox to display the slide numbers for each agenda point on the divider slides.
    This setting is grayed out if the setting **Divider slides** is disabled.

- General settings (Figure 85 **(4)**):
  - **Automatic update** – Tick the checkbox to update your agenda automatically.
    In this case, the slide numbers for your agenda points on the divider slides will be updated automatically if you add or delete slides within the presentation sections.
    This setting is grayed out if the setting **Divider slides** is disabled.
  - **Create sections** – Tick the checkbox to automatically create sections based on the agenda points. The sections will be visible in the slide pane on the left of your PowerPoint window.
    This setting is grayed out if the setting **Divider slides** is disabled.
  - **Avoid consecutively highlighted slides** – Tick this checkbox to avoid having multiple divider slides directly following each other.
    This setting is grayed out if the setting **Divider slides** is disabled.
- Overflow settings (Figure 85 **(5)**):
  - **Fit to slide** – Tick the checkbox to fit the agenda to the slide if there are too many agenda points for one slide.
  - **Split into multiple slides** – Tick the checkbox to split the agenda into multiple slides if there are too many agenda points for one slide.

Depending on the setup of your agenda template, the navigation or chapter reference might not appear on each slide.

Insert Agenda

If you have finished, you can insert the agenda into your presentation.

To do so, click on the button **Create Agenda** (Figure 86).

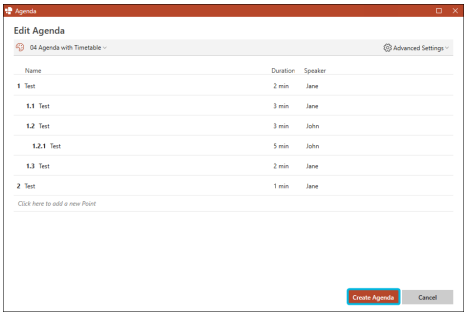


Figure 86. Button **Create Agenda**

If you are editing an agenda, the button is called **Update Agenda** (Figure 87).

The agenda slides are inserted into your presentation. You can now start to fill the sections.

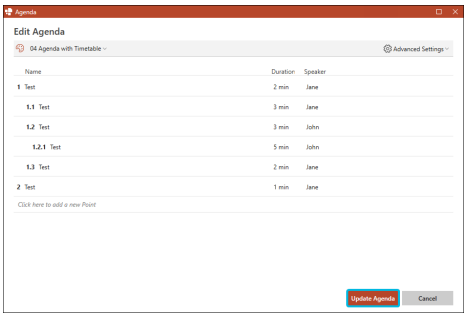


Figure 87. Button **Update Agenda**

If you want to make changes to your agenda, always use the *Agenda Editor*. Manual changes may lead to formatting issues.

Use an Agenda in Presentation Mode

If you have set up an agenda for your presentation, you can use the elements on the agenda slide to navigate through your presentation while you are in presentation mode.

For example, you can click on one of the agenda points on the overview slide or on a divider slide to jump to the respective agenda point.

If your agenda contains navigation elements, you can also use these elements to jump to other agenda points in the presentation.

To navigate to another agenda point, click on the respective navigation element when you are in presentation mode.

You can also use this feature if you are not in presentation mode.

To do so, hold the key **Ctrl** and then click on the agenda point or navigation element to jump to the respective agenda point.

14. Design Your Slides

To fill your presentation with content, you can design your own slides or use slide templates and fill them with content.

If you design your slides manually, you can choose which slide layout you want to use, you can insert elements from the empower® Library and format your text as you need it.

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

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

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

Design Your Slide Manually

If you design your slides manually, there are several options you can use.

First, select a slide layout that you want to use.

To do so, follow the following steps:

1. Navigate to the group Insert and click on the button **Slide** (Figure 88).
   A drop-down menu opens.

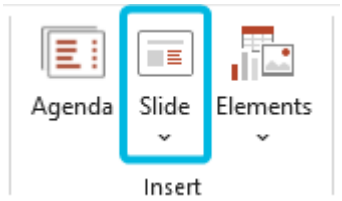


Figure 88. Button **Slide**

2. In this drop-down menu, choose if you want to insert a new slide or change the layout of the current slide (Figure 89).
   a. If you insert a new slide, click on the **arrow** symbol next to the option **New Slide** to open the slide layout selection.

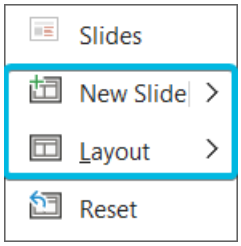


Figure 89. Options **New Slide** and **Layout**

3. Then, choose a slide layout you want to use (Figure 90).

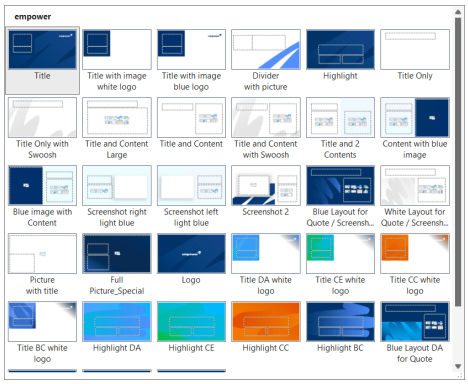


Figure 90. Slide Layout Selection

Now, you can use the content placeholders to insert your text, pictures, tables, charts or other content.

The content types you can insert depend on the placeholder type.

To do so, click on the button **Elements** in the group Insert and choose the element type that you want to insert (Figure 91).

Alternatively, click on the individual icons inside of a placeholder.



Figure 91. Button **Elements**

Depending on your company's settings, either the empower® Library opens in the side pane or the Office built-in options open.

If the side pane opens, it opens in the respective element folder.

Here, you can find corporate design compliant pictures, tables or charts that can be used right away (Figure 92).

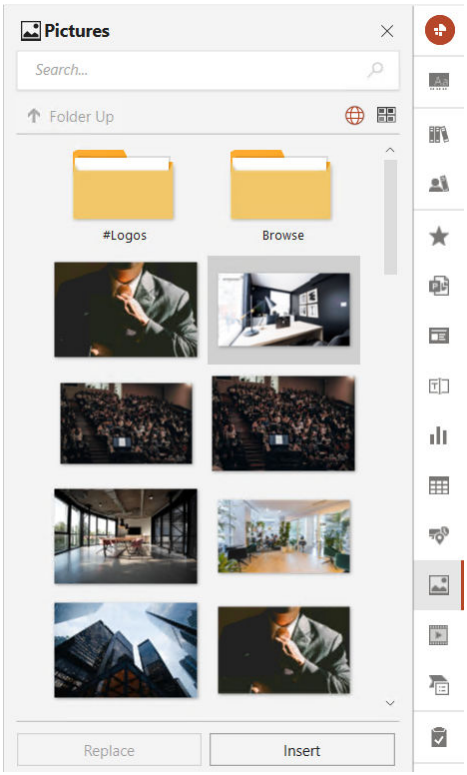


Figure 92. Section *Pictures*

Some placeholder elements might be disabled by your company.

If this is the case, a dialog box opens (Figure 93).

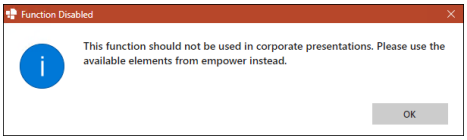


Figure 93. Dialog Box for Disabled Placeholder Function

Depending on the setup of your empower® Environment, there might not be folders for all element types.

Available Elements

Under the button **Elements**, you can find elements of different types that can be inserted into your presentation.

The following elements are available:

- Presentations
- Text Elements
- Tables
- Icons
- Pictures
- Videos
- SmartArts
- Shapes
- Symbols
- Status Elements
  - Harvey Ball
  - Traffic Light
  - Checkbox
- Stamps

Depending on your company's settings, you can either choose from the PowerPoint built-in options or from elements that have been saved to the empower® Library.

Status elements can be used to display a status for a task or a process.

Stamps can be used to add a stamp to one slide or all slides.

If you choose the option **Stamp**, a dialog box opens and you can either choose a predefined stamp or create your own (Figure 94).

You can then apply this stamp to the selected slides or to the entire presentation.

To remove all stamps in the presentation, click on the button **Remove**.

After inserting a stamp, you can also access the settings via its context menu.

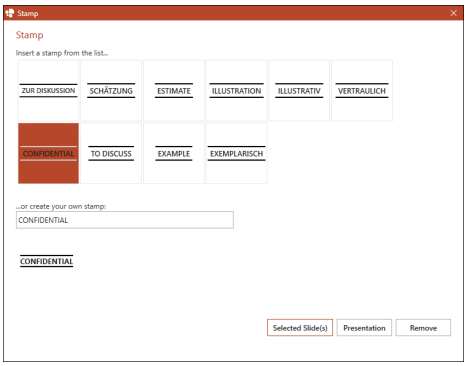


Figure 94. Dialog Box for Stamps

Stamps cannot be inserted in the master view.

For further information regarding status elements, see **Use Status Elements**.

For further information regarding symbols, see **Use Symbols**.

Use Slide Templates and Slide Template Collections

Alternatively, you can use slide templates from the empower® Library.

These slide templates and slide template collections have been created in compliance with your corporate design and contain placeholder texts and images that can be replaced with your content.

To use a slide template, follow the following steps:

1. Navigate to the group Insert and click on the button **Slide**.
   A drop-down menu opens.
2. In the drop-down menu, choose the option **Slides** (Figure 95).
   The side pane opens in the subsection *Slides* of the section *Corporate Design Templates*.

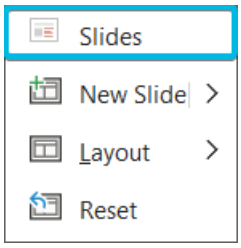


Figure 95. Option **Slides**

3. Here, select the template you want to use.
4. Either double-click on it or click on the button **Insert** (Figure 96 **(1)**).
   The slide will be inserted into the presentation, adapting to the current master used in the presentation.
   a. If you want to insert it with its original master, click on the button **Keep Master** (Figure 96 **(2)**).

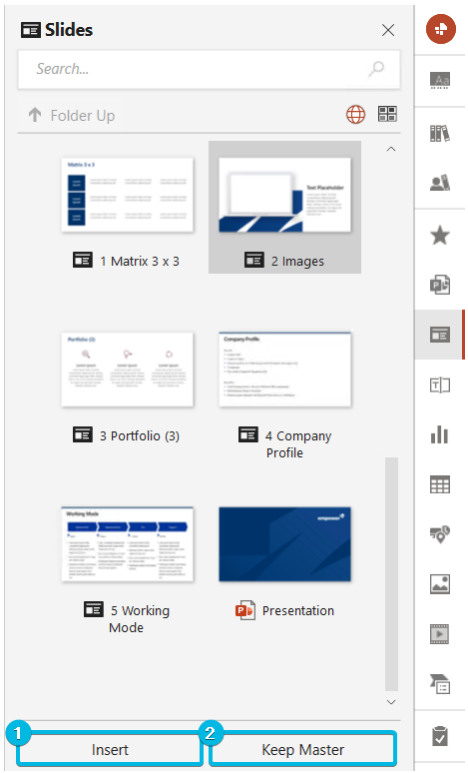


Figure 96. Buttons **Insert** and **Keep Master**

5. Now, you can replace all texts and images with the content you want to use for your presentation (Figure 97).

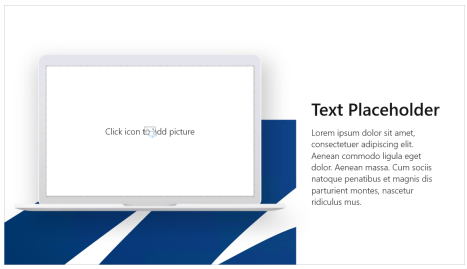


Figure 97. Slide Template – Example

Depending on your empower® Environment, the library section *Corporate Design Templates – Slides* may also contain slide template collections, saved in .pptx format.

To choose a slide template from a slide template collection, select the slide template collection and double-click on it to navigate into the collection. Then, select the slide template you want to use.

14.1. Use Status Elements

empower® provides you with certain elements that can be used to indicate the status of a task or process.

The following elements are available:

- Harvey Ball
- Traffic Light
- Checkbox

To access the elements, click on the button **Elements** (Figure 98).



Figure 98. Button **Elements**

Your options are displayed (Figure 99).

Once you have inserted one of these elements, you can access the corresponding status options via the context menu.

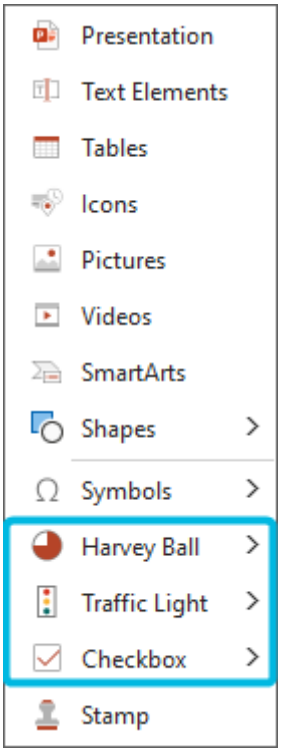


Figure 99. Status Elements

The status element will always be inserted in the same position initially, even if you have selected a placeholder. You can then move it to your preferred position.

The elements cannot be inserted in the slide master view.

Harvey Balls

You can either use one of the sample Harvey Balls (0, 25, 50, 75 or 100%) or customize your own (**Figure 100**).

To customize your own, choose the option **Custom**.

A dialog box opens.

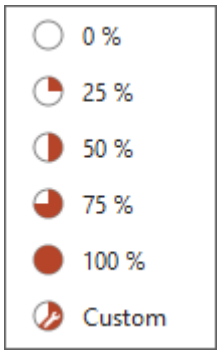


Figure 100. Harvey Ball Options

Here, either use the slider to choose a value or type in a value yourself.

Then, click on the button **OK** (**Figure 101**).

The Harvey Ball will be inserted into your slide.

If you have selected a Harvey Ball and you choose a Harvey Ball from the ribbon drop-down menu, the existing Harvey Ball changes.

Multiple Harvey Balls can exist on the same slide.

To change the status of a Harvey Ball, open its context menu, choose the option **Harvey Ball** and select a new status.

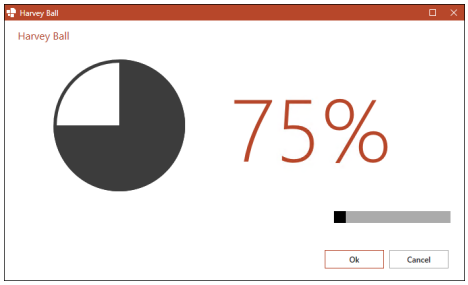


Figure 101. Harvey Ball Dialog Box

Traffic Lights

You can use a red, yellow or green traffic light (**Figure 102**).

If you have selected a traffic light and you choose a traffic light from the ribbon drop-down menu, the existing traffic light changes.

Multiple traffic lights can exist on the same slide.

To change the status of a traffic light, open its context menu, choose the option **Traffic Light** and select a new status.



Figure 102. Traffic Light Options

Checkboxes

You can use checked, crossed or empty checkboxes (**Figure 103**).

If you have selected a checkbox and you choose a checkbox from the ribbon drop-down menu, the existing checkbox changes.

Multiple checkboxes can exist on the same slide.

To change the status of a checkbox, open its context menu, choose the option **Checkbox** and select a new status.

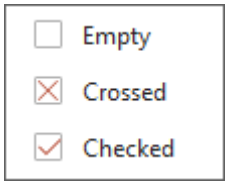


Figure 103. Checkbox Options

14.2. Use Symbols

You can use PowerPoint built-in symbols in your presentation.

To access those symbols, click on the button **Elements** in the empower® Ribbon and choose the option **Symbols** (Figure 104).

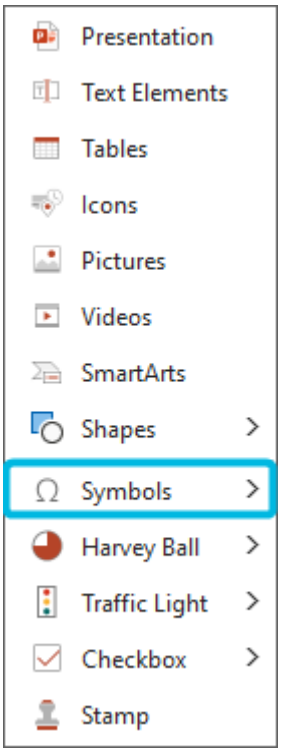


Figure 104. Option **Symbols**

The available symbols are displayed (Figure 105). Choose one of the symbols to insert it into the presentation.

You can either insert them into an existing shape or into a new shape.

If you have navigated into a shape, the symbol is inserted into the shape. If not, a new shape will be added.

If you have selected multiple shapes at once and insert a symbol, a new shape is created for the symbol.

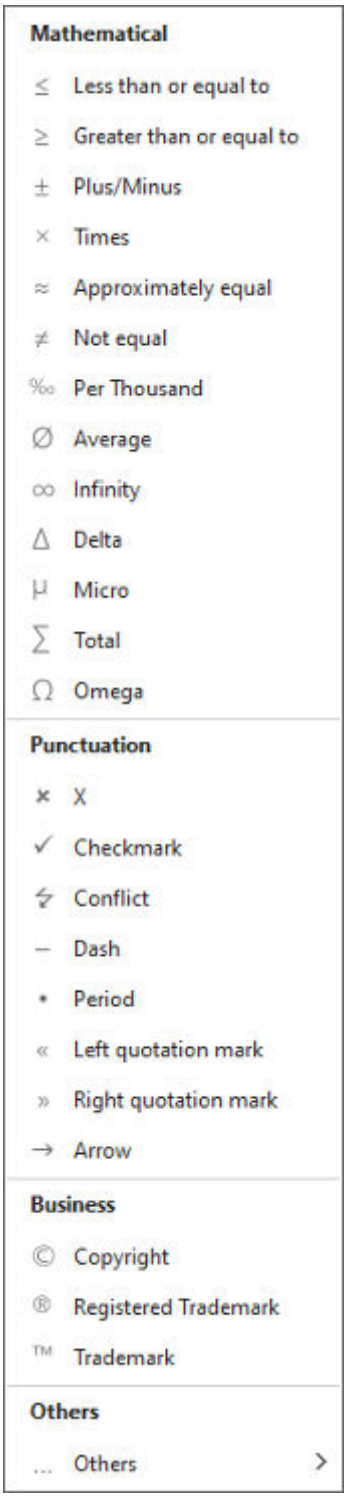


Figure 105. Available Symbols

Via this option, empower® offers the available PowerPoint built-in symbols. Therefore, empower® does not determine the number or types of symbols.

In the master view, you can only add symbols if you are in text edit mode.

15. Use Layout Tools

The empower® Layout Tools assist you in uniformly designing your PowerPoint presentations. Using the tools, you can easily and accurately align elements on the slides within the drawing area.

The drawing area in the master is defined with a text box in the master layout. It delineates the area in which a whole multitude of different content can be inserted into the slide. The drawing area does not affect header and footer.

To access the *Layout Tools*, click on the button **Layout** in the empower® Ribbon group Align (**Figure 106**).

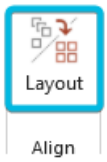


Figure 106. Button **Layout**

The layout options open in the side pane (**Figure 107**).

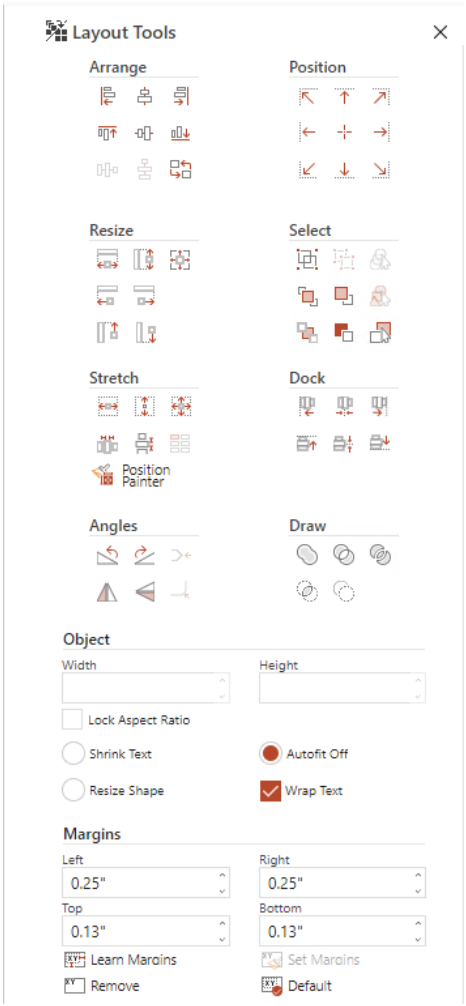


Figure 107. Layout Tools

To access every feature of the layout toolbar directly from the empower® Ribbon, click on the **gear** symbol to the top right of the layout tool window. You can individually select groups of tools which will then be displayed in the empower® Ribbon (Figure 108, Figure 109).

Depending on what elements of the current slide you have selected, you are now able to utilize the functions of the *Layout Tools*.

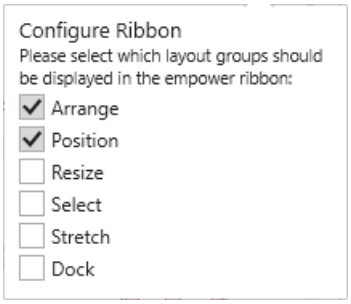


Figure 108. Ribbon Configuration

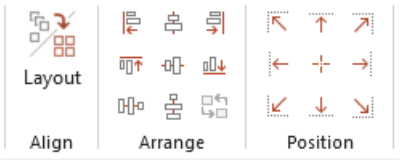


Figure 109. Ribbon Displaying Layout Tools

The separators and units displayed in the user interface depend on your system language.

Use Reference Object

The *Layout Tools* contain an assortment of tools which align and format slide content.

Some *Layout Tools* use a reference object to determine how the other selected objects are adjusted. Upon your first click on a button, the reference object is typically the last selected object, although the exact behavior may vary depending on the tool.

To iterate through your selected objects and make them the reference object successively, click on the respective button again until the desired object becomes the reference object.

For further details, hover over the respective button to view the tooltip. The definition order for the reference object is explained in the tooltip.

Other *Layout Tools* do not use a reference object. Their result depends on the selection as a whole.

Arrange and Position Elements

All features described in the section *Arrange* refer to PowerPoint built-in features with the exception of **Swap Element Position** (Figure 110).



Figure 110. Section *Arrange*

If you select two elements, you can click on the button **Swap Element Position** to change each other's position (Figure 111).



Figure 111. Button **Swap Element Position**

The buttons **Align Left**, **Align Right**, **Align Top** and **Align Bottom** will align two elements in accordance with the selected option. If only a single element is selected, it will be aligned with the edges of the slide (Figure 112).

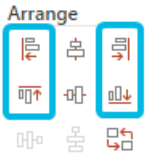


Figure 112. Buttons **Align Left, Right, Top, Bottom**

Distribute Horizontally and **Distribute Vertically** will place elements with reference to the outer elements of a selection. If only a single element is selected, the element will be aligned with the center of the slide (Figure 113).

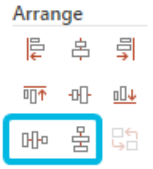


Figure 113. Buttons **Distribute Horizontally** and **Distribute Vertically**

In the section *Position*, you are able to align selected elements directly within the drawing area (Figure 114).

Elements can be aligned to the left, right, top and bottom edge, as well as each corner of the drawing area while the button located in the middle moves all selected elements to the middle.

If you did not select any elements on the slide, all freely located elements (excluding placeholders) will automatically align with the selected location.



Figure 114. Section *Position*

Resize and Select Elements

In the section *Resize* you can adjust the size of selected elements (Figure 115).



Figure 115. Section *Resize*

To do so, select two elements and then click on the button **Apply Same Width**. The elements will now have the same width as the element last selected if no reference shape has been set (Figure 116).

Click on the button multiple times to switch between the resizing in accordance with the different elements.



Figure 116. Button **Apply Same Width**

The buttons **Apply Same Height** and **Apply Same Size** work in a similar manner (Figure 117).

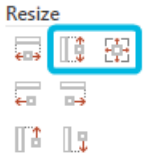


Figure 117. Buttons **Apply Same Height** and **Apply Same Size**

With **Resize to Align Left**, **Resize to Align Right**, **Resize to Align Top** and **Resize to Align Bottom** you can adapt the size of two or more elements to then be able to succinctly align them to the left, right, top or bottom (Figure 118).



Figure 118. Buttons **Resize to Align Left, Right, Top, Bottom**

In the section *Select* you can access PowerPoint built-in features to place elements on a slide (Figure 119).

You can group elements as well as reverse a grouping. In addition, you can move elements to the foreground or background or move an element a level up or down.

The button to the bottom right will open the PowerPoint selection pane which displays all visible and hidden elements placed on the current slide.

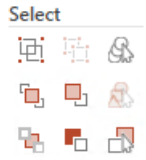


Figure 119. Section *Select*

To hide an element click on the **eye** symbol to the right of the element's name (Figure 120).

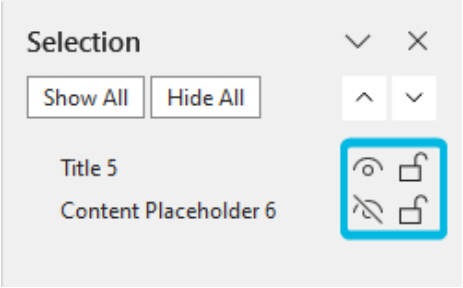


Figure 120. Selection Element Overview **Eye** Symbol

The selection buttons to the right let you select multiple elements with a single click.

Select Same Objects will select all objects of the same type as the currently selected object, e.g. all rectangles, all text boxes, etc. (Figure 121).

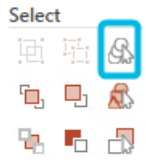


Figure 121. Button **Select Same Objects**

Select Same Color will select all elements that have the same color as the item currently selected (Figure 122).

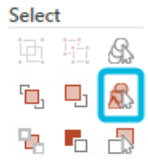


Figure 122. Button **Select Same Color**

Stretch and Dock Elements

In the section *Stretch* you can access multiple functions to adapt the size of elements (Figure 123).

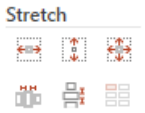


Figure 123. Section *Stretch*

The buttons **Fit to Width**, **Fit to Height** and **Fit to Area** let you adapt the size of a single or multiple elements to the drawing area (Figure 124).

If you select a single element on a slide, it will be resized with regard to width, height and size of the drawing area. If multiple elements are selected, these elements will be arranged in proportion to one another regarding their width, height and the space of the drawing area.

If no element is selected, all elements on the slide except the placeholder will be arranged in the drawing area. This way, you can distribute elements on a slide accurately with a single click, e.g. when conducting a slide conversion.

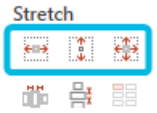


Figure 124. Buttons **Fit to Width, Height, Area**

With a further function, you can arrange elements with the same vertical or horizontal distance between one another.

To do so, follow the following steps:

1. Select the desired elements (a distance can be set between shapes, fields and elements) and either click on the button **Apply Same Margins Horizontal** or on the button **Apply Same Margins Vertical** (Figure 125). A dialog box opens.



Figure 125. Buttons **Apply Same Margins Horizontal** and **Apply Same Margins Vertical**

2. Specify the desired distance between the elements in the input field (Figure 126).

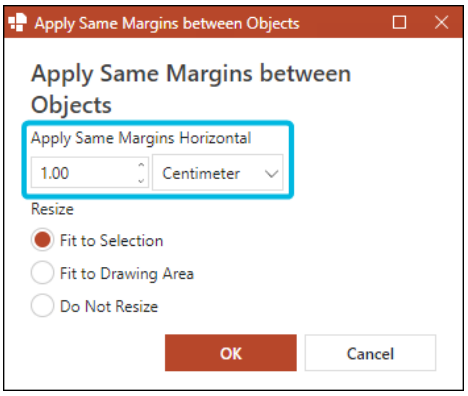


Figure 126. Window Settings for Margins

3. Specify the area in which these elements are to be distributed. Select either of the three available options (Figure 127):
   a. **Fit to Selection** – Distributes all selected elements on the slide within a given frame. The edge of the outer elements will act as the frame. The size of the elements will be adapted proportionally to accommodate the specified margin.
   b. **Fit to Drawing Area** – Distributes all selected elements in the drawing area of your slide. Their size will be adjusted proportionally to arrange the elements with the specified margins between them.
   c. **Do Not Resize** – Distributes all selected elements vertically or horizontally on the slide without their size being altered.

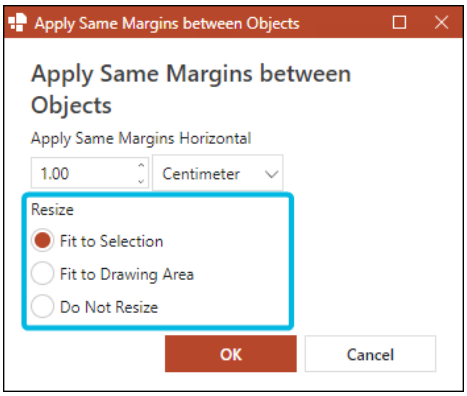


Figure 127. Options for Same Margins

To create a matrix with any shape, follow the following steps:

1. Insert a shape such as a rectangle onto a slide.
2. Click on the button **Multiply Shape** (Figure 128).
   A dialog box opens.



Figure 128. Button **Multiply Shape**

3. Specify the number of rows and columns and define the horizontal and vertical distance between the elements (Figure 129).

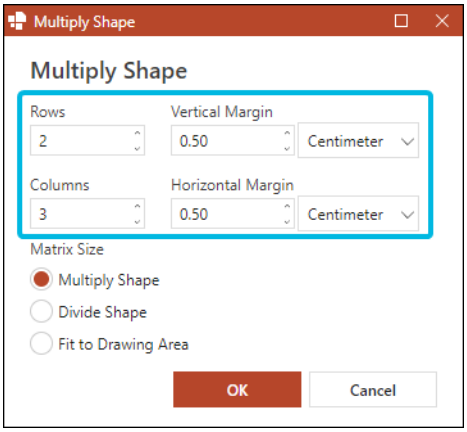


Figure 129. Window Settings for Multiplying Shapes

4. Select either of the three available options (Figure 130):
   a. **Multiply Shape** – Multiplies the selected shape by the specified number of rows and columns and keeps the defined margins between each shape without their size being altered.
   b. **Divide Shape** – Divides the selected shape by the specified number of rows and columns and keeps the defined margins between each shape without their size being altered.
   c. **Fit to Drawing Area** – Multiplies the selected shape by the specified number of rows and columns, keeps the defined margins between each shape and distributes the shapes equally on the drawing area. If required, the size of the shapes is adjusted.

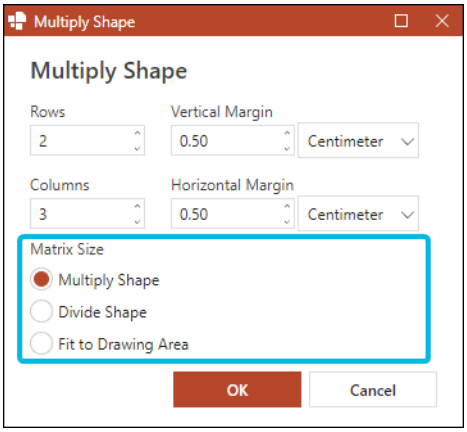


Figure 130. Options for Multiply Shape

In the section *Dock* you can access multiple functions to align two or more elements with one another (Figure 131).



Figure 131. Section *Dock*

With the button **Dock Left** you can dock selected elements to the left (Figure 132).



Figure 132. Button **Dock Left**

The buttons **Dock Right**, **Dock Top** and **Dock Bottom** all function analogously (Figure 133).



Figure 133. Buttons **Dock Right, Top, Bottom**

The latter two buttons place the elements in accordance with their top or bottom edge, while **Dock Center** and **Dock Middle** place selected elements to the middle of each other (Figure 134).



Figure 134. Buttons **Dock Center** and **Dock Middle**

Set Angles and Use Drawing Tools

In the section *Angles* you can mainly access PowerPoint built-in features to set angles to selected elements on a slide (Figure 135).



Figure 135. Section *Angles*

The buttons **Rotate Left 90°** and **Rotate Right 90°** allow you to rotate your selected elements accordingly (Figure 136).



Figure 136. Buttons **Rotate Left 90°** and **Rotate Right 90°**

You can also flip an element vertically or horizontally along its axis with a click on the buttons **Flip Horizontal** or **Flip Vertical** (Figure 137).



Figure 137. Buttons **Flip Horizontal** and **Flip Vertical**

Select an element with rounded edges and click on the button **Adjust Round Corners** to adjust the corners to an angle set in the database (Figure 138).

This way you can set the angle of round edges and (kinked) arrows (group *Shapes* – Option **Block Arrows**) to a value defined in the database.



Figure 138. Button **Adjust Round Corners**

In the section *Draw*, you can mainly access PowerPoint built-in features to join shapes (Figure 139).

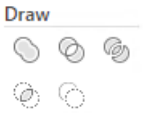


Figure 139. Section *Draw*

Click on the button **Union** to join two selected shapes to a single element (Figure 140).



Figure 140. Button **Union**

The button **Combine** has a similar effect but overlapping sections are cut out of the shape (Figure 141).

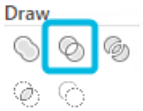


Figure 141. Button **Combine**

With the button **Fragment** you can split selected shapes into multiple shapes that resulted due to overlapping, while the button **Intersect** leaves only the intersection area of the selected shapes (Figure 142).

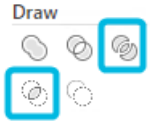


Figure 142. Buttons **Fragment** and **Intersect**

With the button **Subtract** you can cut out the area of the last selected shape placed on another shape (Figure 143).



Figure 143. Button **Subtract**

Configure a Shape

In the section *Object* you will find PowerPoint built-in tools to manipulate size and properties of text boxes and shapes (Figure 144).
Here you can view and set width and height of a selected element.

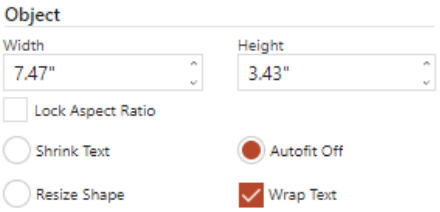


Figure 144. Section *Object*

Tick the checkbox **Lock Aspect Ratio** to lock the aspect ratio of an element (Figure 145).

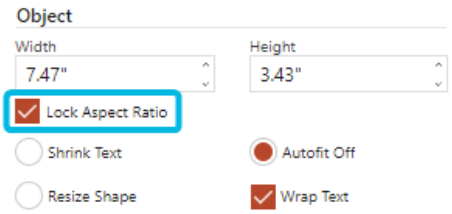


Figure 145. Checkbox **Lock Aspect Ratio**

Select the option **Shrink Text** to have the text adapt to the size of the element if it would otherwise protrude over its edges (Figure 146).

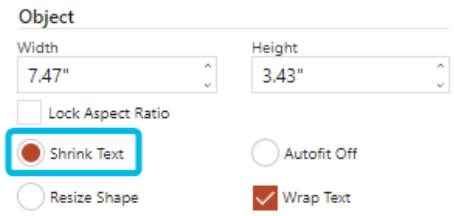


Figure 146. Button **Shrink Text**

Select the option **Resize Shape** to have the shape adapt to the size of its contained text (Figure 147).

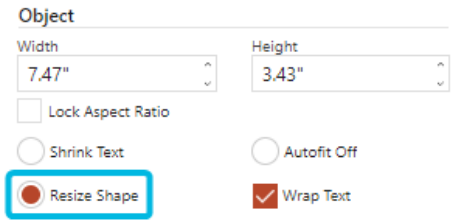


Figure 147. Button **Resize Shape**

Select the option **Autofit Off** to not have the shape adapt at all (Figure 148).

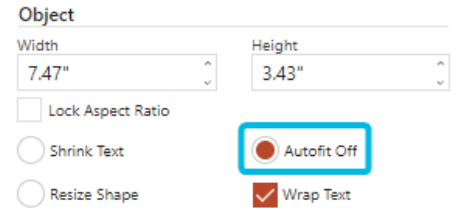


Figure 148. Button **Autofit Off**

Tick the checkbox **Wrap Text** to enable automatic line breaks (Figure 149).

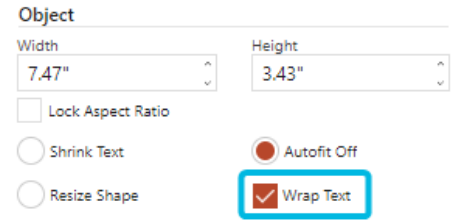


Figure 149. Checkbox **Wrap Text**

Set the Margins of and Spacing in a Shape

In the section *Margins* you can directly enter the value of the margins (Figure 150).

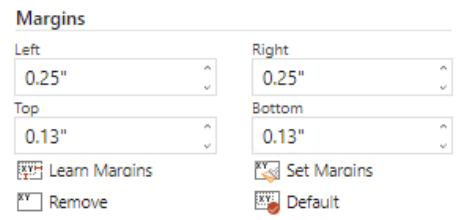


Figure 150. Section *Margins*

To transfer the set margins from one element to another, follow the following steps:

1. Select an element.
2. Click on the button **Learn Margins** (Figure 151).

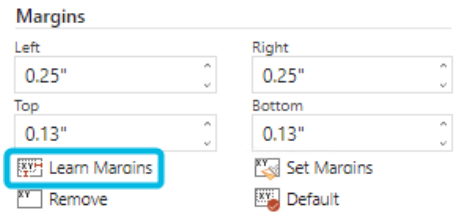


Figure 151. Button **Learn Margins**

3. Select the element you want to transfer the margin to.
4. Click on the button **Set Margins** (Figure 152).

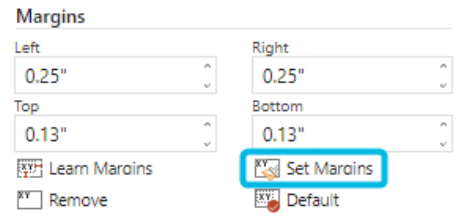


Figure 152. Button **Set Margins**

Click on the button **Remove** to set all margins of a selected element to 0 cm (Figure 153).

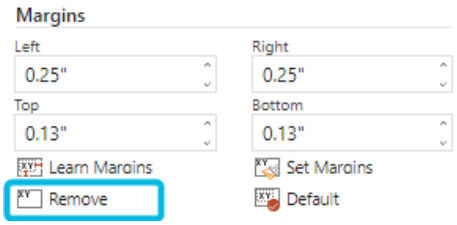


Figure 153. Button **Remove**

Click on the button **Default** to set the margins of a shape to the default margins which are defined in the database (Figure 154).

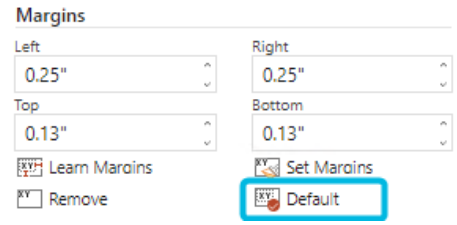


Figure 154. Button **Default**

In the section *Line Spacing* you can access PowerPoint built-in features to set spacing (Figure 155).

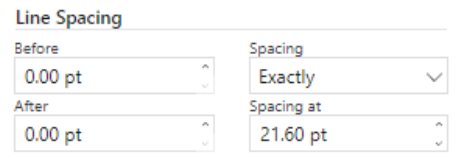


Figure 155. Section *Line Spacing*

Enter a numeric value in the input fields *Before* and *After* to set the spacing before and after the line (Figure 156).

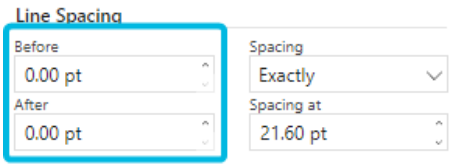


Figure 156. Input Fields *Line Spacing*

Expand the drop-down menu under *Spacing* to select any of the line spacing options.

If you select the option **Exactly**, you can then enter the desired numeric value in the input field *Spacing at* (Figure 157).

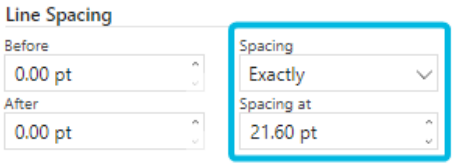


Figure 157. Drop-Down Menu for Spacing and Input Field *Spacing at*

The information stored in the database is provided by your company and set up in coordination with IT.

15.1. Position Painter

The *Position Painter* is an empower® Layout Tool that – similarly to Microsoft's format painter – enables the transfer of position and size parameters onto other elements.

If you want to adapt an element to a reference shape, follow the following steps:

1. Select the reference shape.
2. Click on the button **Position Painter** in the Layout Tools side pane (Figure 158).
   A menu opens.
   By default, the *Position Painter* stores the element parameters of width, height, and orientation left, right, top or bottom.

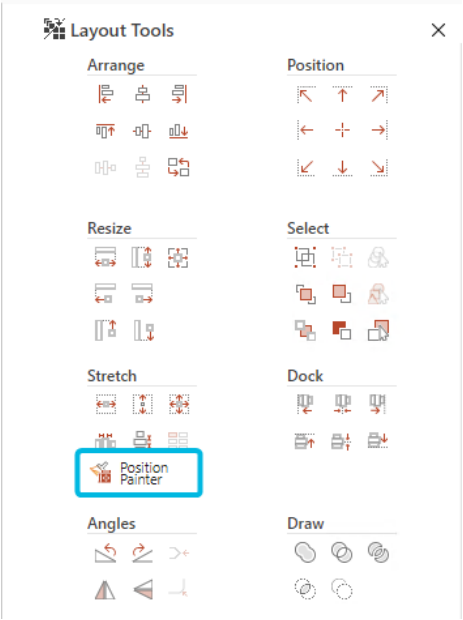


Figure 158. Button **Position Painter** in Layout Tools Side Pane

3. Select what parameter you wish to apply to a different element (Figure 159).
   The selected parameters are then marked in color.
   If the element is to have exactly the same size and orientation as the reference shape, select the parameters of width, height, from the left and the top.



Figure 159. Position Painter with Presaved Values

4. Now select the element and click on the button **Apply** to match this element to your reference shape (Figure 160).
5. Repeat step 4 if you want to apply the same parameters to other elements.

All parameters of the reference shape remain saved until you save the parameters of a different element by clicking on the button **Learn** or until you close the *Position Painter* with a click on the **X** symbol (Figure 161).

To apply your selected parameters to multiple elements on different slides, click on the button **Apply Repeatedly** (Figure 162).

Similar to the double-click on the format brush, you are also able to apply saved parameters directly to elements by selecting them.



Figure 160. Button **Apply**



Figure 161. **Cross** Symbol to Leave Position Painter



Figure 162. Button **Apply Repeatedly**

Adjusting pictures using the *Position Painter* bears the risk that they distort. For this reason, height and width of an image are adjusted consecutively rather than simultaneously. If you manually execute both steps, the image will be distorted in most of the cases.

16. empower® Consistency Check

You can use the empower® Consistency Check to check your presentation for issues regarding the following aspects:

- Wording
- Hyphenation
- Spaces
- Brackets
- Punctuation (for bullet lists)

To execute the *Consistency Check*, navigate to the group Finalize in the empower® Ribbon and click on the button **Check** (Figure 163).

A drop-down menu opens.

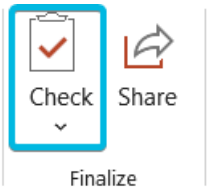


Figure 163. Button **Check**

Then, choose the option **Consistency Check** (Figure 164).

The *Consistency Check* opens in the side pane on the right-hand side of your PowerPoint window.

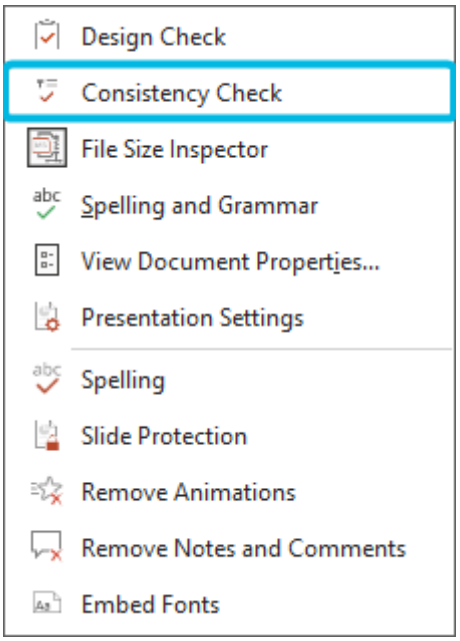


Figure 164. Option **Consistency Check**

Alternatively, you can open the section *Consistency Check* directly in the side pane.

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

Depending on the *Consistency Check* configuration in your empower® Environment, not all of the above-mentioned categories are available.

The available categories are defined in advance. If you are missing categories or rules (i.e. spelling rules), contact your empower® Key Contacts.

Process Consistency Check Results

The results from the *Consistency Check* are listed per category (Figure 165).
For each instance, the slide the error was found on and the affected element are listed.
If you select an error entry, the corresponding text or element is automatically selected.

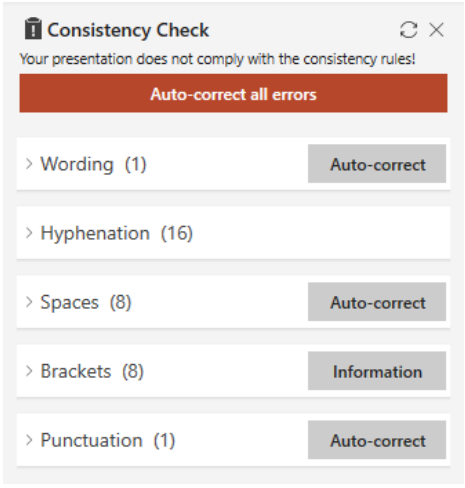


Figure 165. Consistency Check Overview

To correct an error, follow the following steps:

1. Select the respective entry from the list.
2. If there is a drop-down menu for the error category, choose which predefined correction option you want to apply (Figure 166).
   If there is no drop-down menu, skip this step.

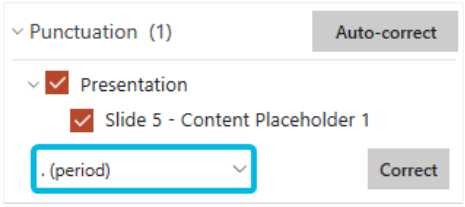


Figure 166. Drop-Down Menu with Correction Options

3. Then, click on the button **Correct** (Figure 167).

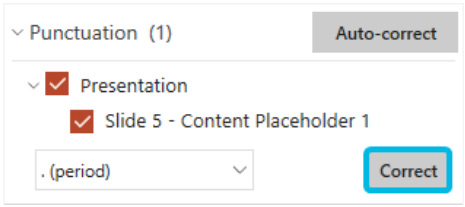


Figure 167. Button **Correct**

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

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

Auto-Correct Errors

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

To auto-correct all errors in one category, click on the button **Auto-correct** next to the respective category (Figure 168).

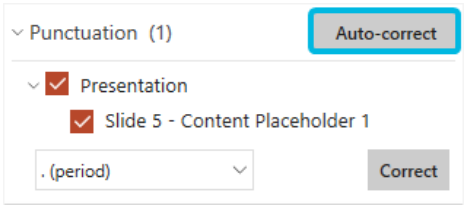


Figure 168. Button **Auto-correct**

If you want to auto-correct all errors in the presentation, click on the button **Auto-correct all errors** (Figure 169).

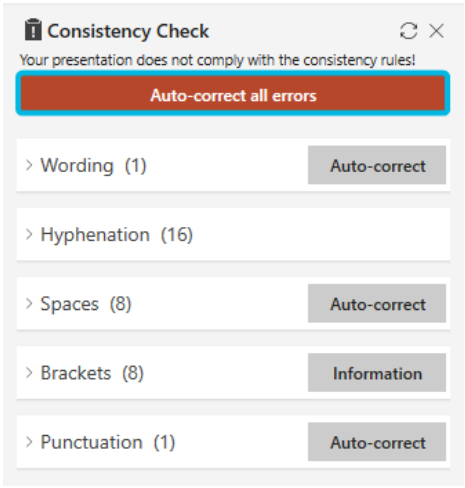


Figure 169. Button **Auto-correct all errors**

Errors in the error category *Brackets* cannot be auto-corrected.

For further information on the issue, click on the button **Information** (Figure 170).

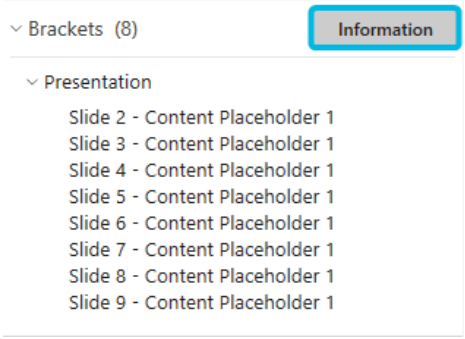


Figure 170. Button **Information** for Bracket Errors

A dialog box opens telling you how to correct the errors. Follow the instructions to correct all errors (Figure 171).

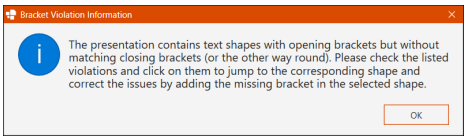


Figure 171. Dialog Box for Bracket Errors

If you have finished the correction, reload the check results to be sure all errors have been resolved by clicking on the **refresh** symbol (Figure 172).

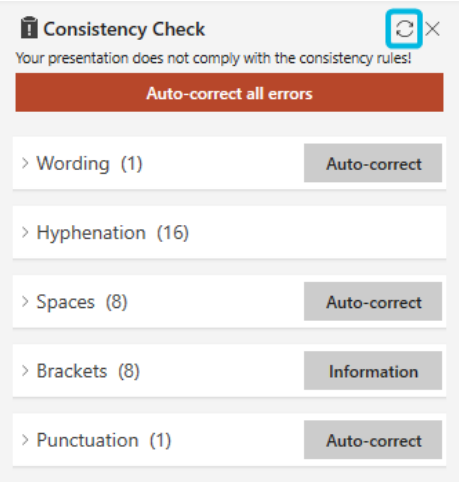


Figure 172. **Refresh** Symbol

If all errors have been resolved, a message appears in the side pane (Figure 173).

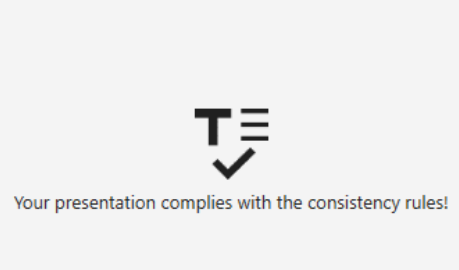


Figure 173. Consistency Check Completed

For the category *Wording*, auto-correction is available. However, it is recommended to review these error instances individually before auto-correcting the errors.

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

If you correct errors on agenda slides which have been created automatically via the agenda feature and then update the agenda via the *Agenda Editor*, your corrections are revoked.

For further information regarding the agenda, see Create an Agenda.

17. empower® Corporate Design Check

You can use the empower® Corporate Design Check to check your presentation in regards to corporate design compliance.

To do so, it checks if your presentation complies with the empower® Design that the master in use has been assigned to.

If your master has not been assigned to any design, no design errors are displayed. However, error entries concerning aspects that do not depend on the design such as logo protection, layout protection, bullet style and placeholders are displayed.

During the check, aspects such as colors, fonts, font sizes, bullet styles and placeholders are taken into consideration.

If content on slides extends into the logo protection area or outside of a placeholder, these errors will also be listed.

Regarding the master presets, the *Corporate Design Check* inspects title placeholders separately to check if their color, font, font size and position comply with the presets from the master template.

To execute the *Corporate Design Check*, navigate to the group Finalize in the empower® Ribbon and click on the button **Check** (Figure 174).

A drop-down menu opens.

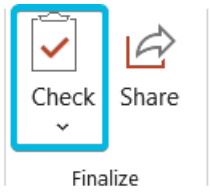


Figure 174. Button **Check**

Then, choose the option **Design Check** (Figure 175).

The *Corporate Design Check* opens in the side pane on the right-hand side of your PowerPoint window.

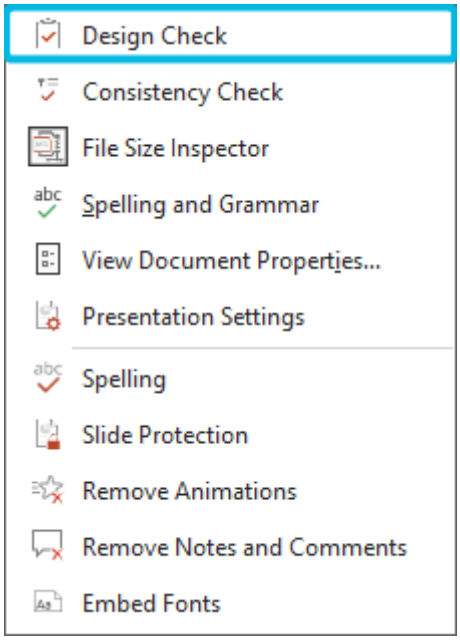


Figure 175. Option **Design Check**

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

Depending on the *Corporate Design Check* configuration in your empower® Environment, not all of the above-mentioned categories are available.

If the presentation has either been marked as final or if it is opened in read-only mode, the *Corporate Design Check* cannot be executed.
A message appears.

Automatic Corporate Design Check

If it has been set up accordingly in advance, the *Corporate Design Check* can be triggered automatically.

If so, the *Corporate Design Check* is either executed automatically if you save slides or presentations to the empower® Library or if you open a slide or a presentation.

Process Corporate Design Check Results

The results from the *Corporate Design Check* are listed per category (**Figure 176**). Each category can have one or multiple subcategories.

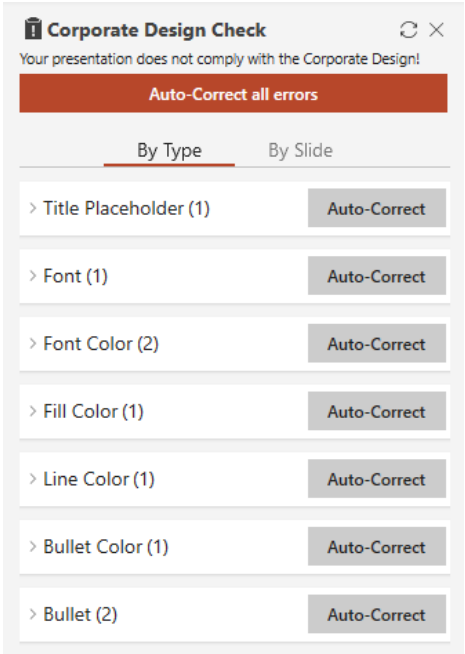


Figure 176. Corporate Design Check Overview

You can either display the entries by error type or by slide (Figure 177).

If you list them by type, the slide the error was found on and the affected element are listed for each entry.

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

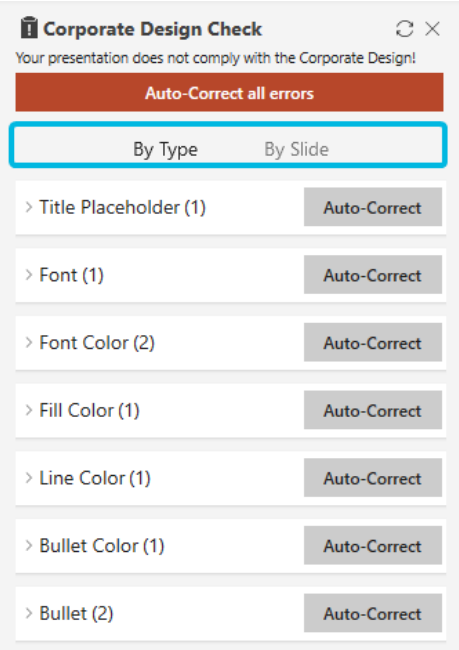


Figure 177. Sorting Options

To correct an error, follow the following steps:

1. Select the respective entry from the list.
2. If there is a drop-down menu for the error category, choose which predefined correction option you want to apply (Figure 178).
   If there is no drop-down menu, skip this step.

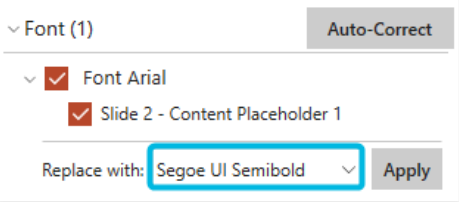


Figure 178. Drop-Down Menu with Correction Options

3. Then, click on the button **Apply** (Figure 179).
   If there is no drop-down menu, the button **Apply** is not available.
   Use the button **Auto-Correct** instead.

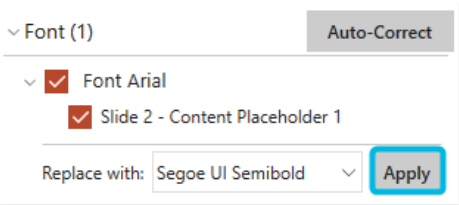


Figure 179. Button **Apply**

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

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

Now, click on the button **Apply**. You can also select multiple subcategories at once.

Auto-Correct Errors

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

To auto-correct all errors in one category, click on the button **Auto-Correct** next to the respective category (Figure 180).
If you are displaying the entries by slide, you can also auto-correct all errors on a slide by clicking on the button **Auto-Correct** next to the slide.

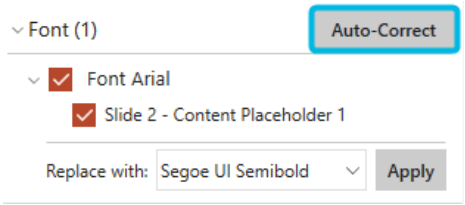


Figure 180. Button **Auto-Correct**

If you want to auto-correct all errors in the presentation, click on the button **Auto-Correct all errors** (Figure 181).

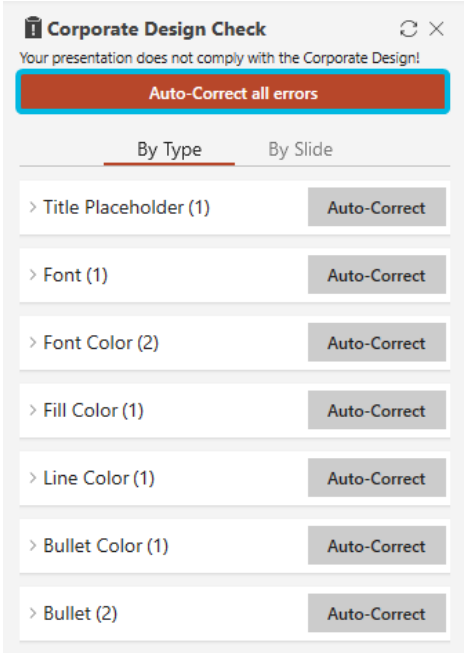


Figure 181. Button **Auto-Correct all errors**

When auto-correcting colors, empower® automatically selects the approved color of your corporate design that is closest to the flagged color. If no matching color is found, the errors remain in the list. The red text next to the category tells you how many errors are left (Figure 182).

Correct these errors manually by choosing an option from the drop-down menu and clicking on the button **Apply**.

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

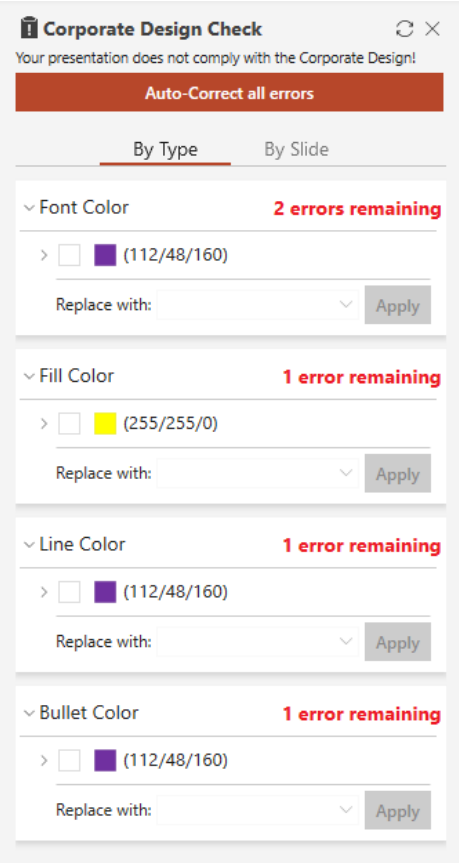


Figure 182. Remaining Errors

If all errors have been resolved, a message is shown in the side pane (Figure 183).

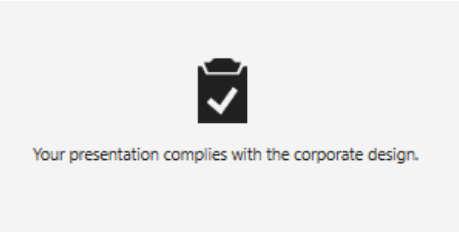


Figure 183. Corporate Design Check Completed

18. Compress Pictures with the File Size Inspector

The empower® File Size Inspector can be used to view the size of your entire presentation and of single pictures.

To reduce the size of a picture and therewith reduce the size of the entire presentation, you can compress pictures using the PowerPoint built-in compress function.

To open the *File Size Inspector*, navigate to the group Finalize and click on the button **Check** (Figure 184).

A drop-down menu opens.

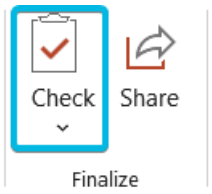


Figure 184. Button **Check**

In the drop-down menu, choose the option **File Size Inspector** (Figure 185).

The *File Size Inspector* opens in the side pane.

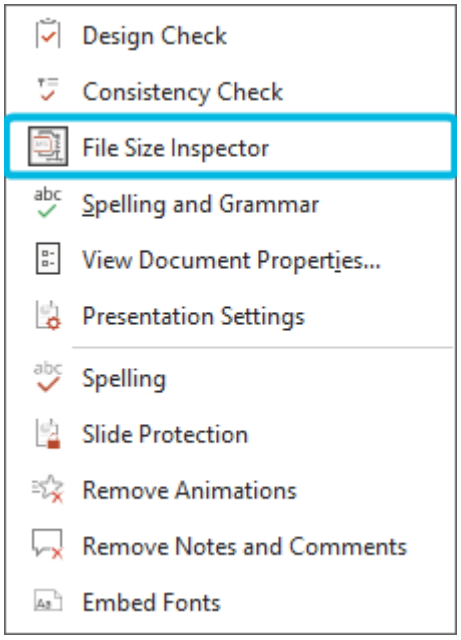


Figure 185. Option **File Size Inspector**

At the top, you can see the overall file size (Figure 186).

The file size is the sum of the size of all included pictures in addition to the rest of the presentation size.

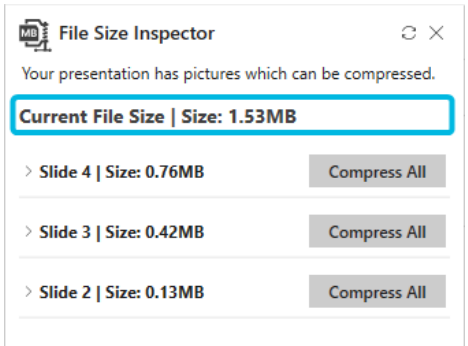


Figure 186. Overall File Size

Underneath, all slides that contain pictures are listed (Figure 187).

The overall size of all pictures on a slide is stated next to the slide number.

The slides are listed descending by their overall size.

To navigate to one of the slides, click on the respective slide number in the list.

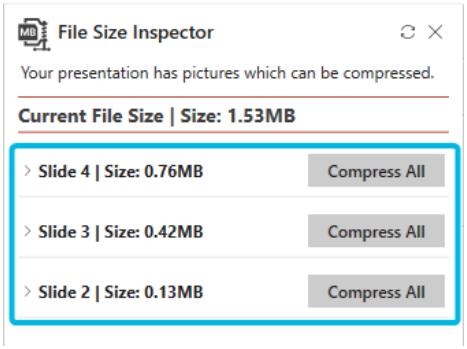


Figure 187. Slide List – Collapsed

To compress all pictures on a slide at once, click on the button **Compress All** (Figure 188).

A dialog box opens.

This dialog box offers the PowerPoint built-in compression options.

Change the settings according to your requirements and then click on the button **OK**.

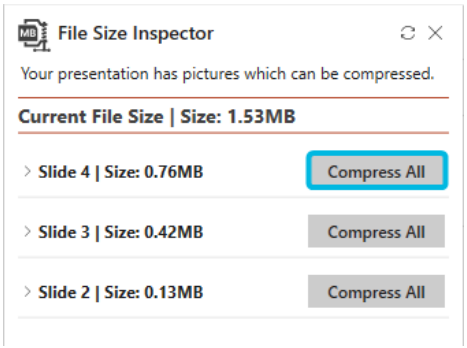


Figure 188. Button **Compress All**

To view all pictures contained in a slide, expand the view by clicking on the little **arrow** symbol next to the slide number (Figure 189).

All pictures are displayed in a list. Next to each picture, you can see its size.

To navigate to one of the pictures, click on the picture title in the list.

You are navigated to the respective slide and the respective picture on the slide is selected automatically.

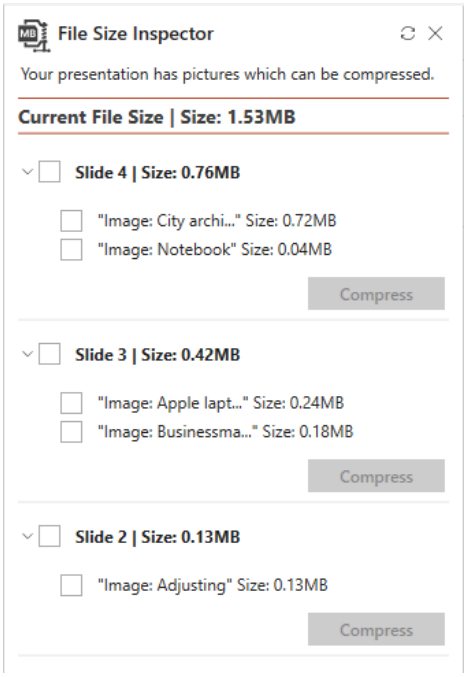


Figure 189. Slide List – Expanded

To compress a single picture or a selection of pictures within the same slide, tick the checkboxes for the respective pictures and then click on the button **Compress** (Figure 190).

To compress all pictures within a slide in the expanded view, tick the checkbox next to the slide number. All checkboxes for the respective slide are selected automatically.

Click on the button **Compress**.

A dialog box opens.

This dialog box offers the PowerPoint built-in compression options.

Change the settings according to your requirements and then click on the button **OK**.

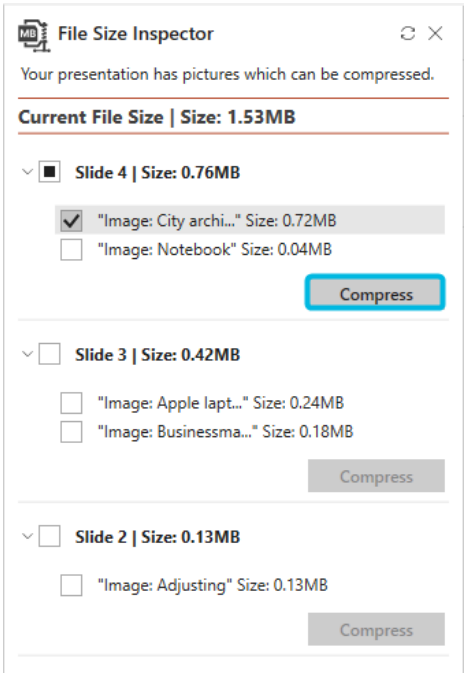


Figure 190. Button **Compress**

If you leave the *File Size Inspector* open while working on your presentation, click on the **refresh** symbol in the upper right corner (Figure 191).

All changes that have been made since last opening or refreshing the *File Size Inspector* are displayed.

Pictures that have been deleted from the presentation are removed from the list and pictures that have been added are added to the list.

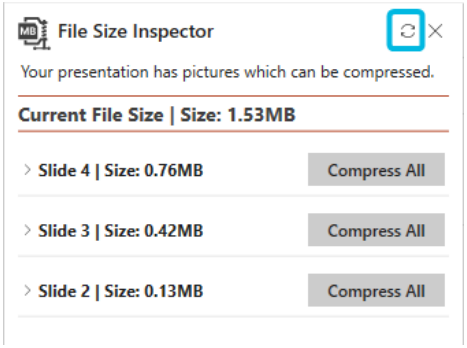


Figure 191. **Refresh** Symbol

If your presentation does not contain any pictures, a message is displayed in the side pane (Figure 192).



Figure 192. No Pictures to Compress

If an error occurs during the compression of a picture, a dialog box opens.

The separators displayed in the user interface depend on your system language.

For further information regarding the PowerPoint built-in compress function, see **Reduce the file size of your PowerPoint presentations**.

19. Protect Slides

You can protect your slides or whole presentations from being edited using the slide protection offered by empower®.

> ⚠ The slide protection is primarily used to inform other users that the slide should not be edited. Therefore, the protection can be bypassed by other users.

To apply slide protection to one or multiple slides, follow the following steps:

1. Select the slide(s) you want to protect in your presentation.
2. Navigate to the group Finalize and click on the button **Check** (Figure 193).



Figure 193. Button **Check**

3. In the drop-down menu, choose the option **Slide Protection** (Figure 194).
   A dialog box opens.

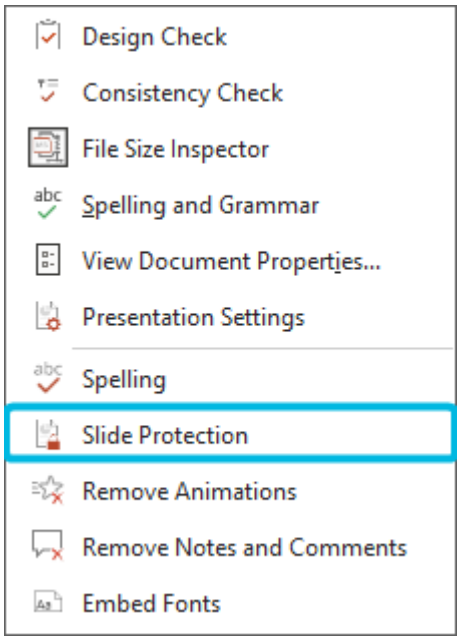


Figure 194. Option **Slide Protection**

4. In this dialog box, choose if you want to apply the slide protection to all slides in the presentation or to the selected slide(s) (Figure 195 **(1)**).
5. Optionally, you can add a password to further protect the slide. To do so, enter the password into the input field and then repeat the password (Figure 195 **(2)**).
6. If you want to protect your charts permanently, switch the toggle button for **Protect charts permanently** to *On* (Figure 195 **(3)**).

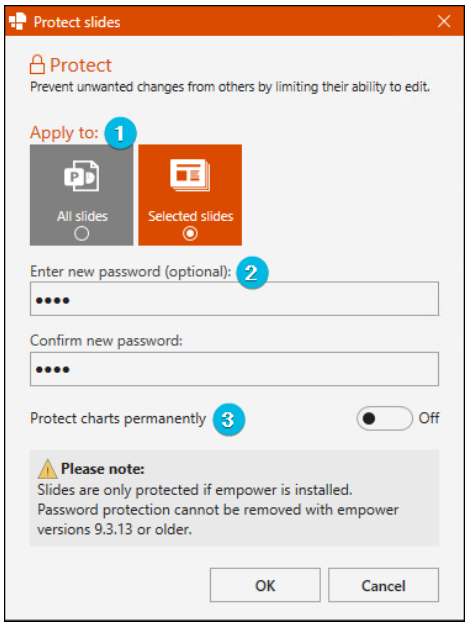


Figure 195. Slide Protection Options

7. If you have finished, click on the button **OK** (Figure 196).

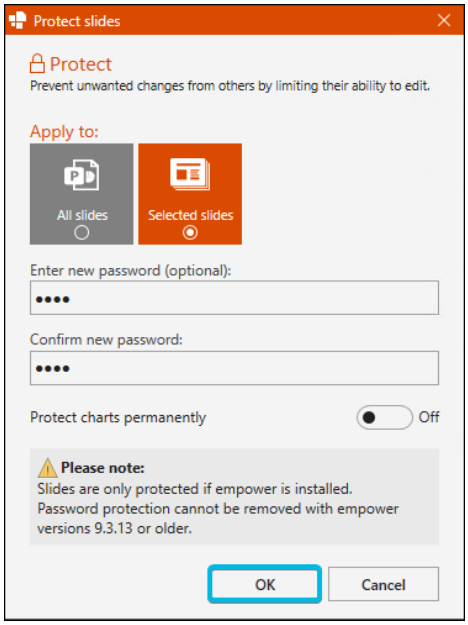


Figure 196. Button **OK** to Protect a Slide

If you switch the toggle button for **Protect charts permanently** to *On*, charts will be converted to images. They cannot be edited anymore and this action cannot be reverted.

Slides are only protected if empower® is installed.
Slide protection cannot be removed in empower® Versions lower than and including 9.3.13.

Alternatively, you can open the context menu for a slide in the slide pane on the left-hand side and choose the option **Slide Protection**.

Remove Slide Protection

To remove the slide protection, follow the following steps:

1. Select the slide(s) you want to remove the slide protection from in your presentation.
2. Navigate to the group Finalize and click on the button **Check**.
3. Click on the option **Slide Protection**.
   A dialog box opens.
4. Here, choose if you want to remove the slide protection only from the selected slides or from all protected slides in the presentation (Figure 197 **(1)**).
5. If a password has been set for the protected slide(s), enter the password into the input field (Figure 197 **(2)**).
   If no password has been set, the input field is not displayed.

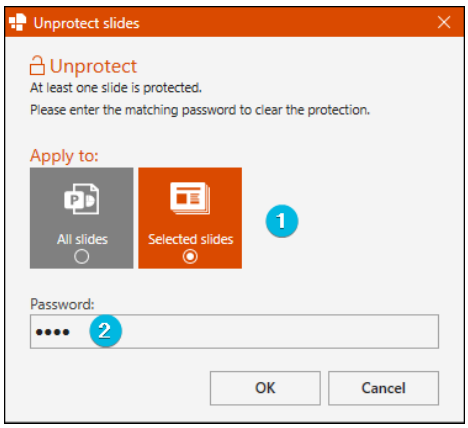


Figure 197. Dialog Box **Unprotect Slides**

6. Then, click on the button **OK** (Figure 198).

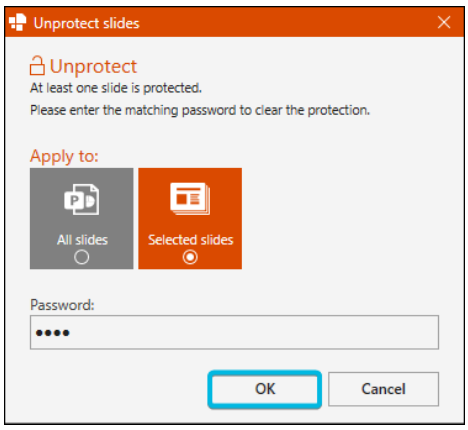


Figure 198. Button **OK** to Unprotect Slides

Alternatively, you can open the same dialog box via the context menu of a slide in the slide pane on the left-hand side or using the option **Unprotect**. This option appears when you click into a protected slide (Figure 199).



Figure 199. Option **Unprotect**

20. Use Presentation Tools

Under the button **Check** in the group Finalize, you can find the options **Remove Animations**, **Remove Notes and Comments** and **Embed Fonts** (Figure 200).

These options can be used to finalize your presentation after making the final edits to the presentation.

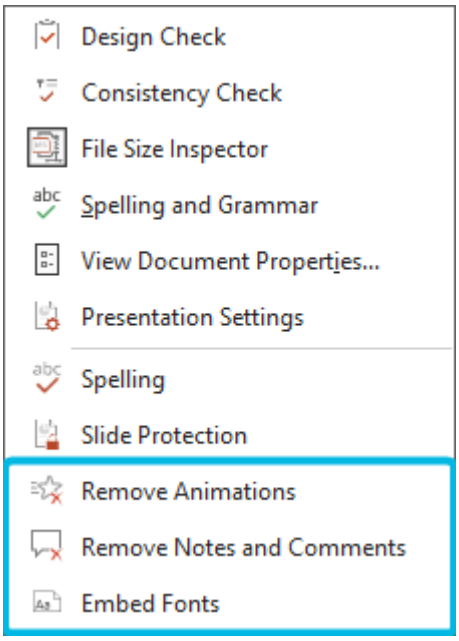


Figure 200. Presentation Tools

Remove Animations

The option **Remove Animations** completely removes all animations from your presentation. This concerns not only animations on the slides but also transitions between slides.

To use this option, click on the button **Check** and then choose the option **Remove Animations**.

Remove Notes and Comments

The option **Remove Notes and Comments** deletes all notes and comments on the slides of the complete presentation.

To use this option, click on the button **Check** and then choose the option **Remove Notes and Comments**.

Embed Fonts

The option **Embed Fonts** embeds the font in your presentation and ensures that the fonts are always displayed correctly for other users.

To use this option, click on the button **Check** and then choose the option **Embed Fonts**.

The option **Embed Fonts** only offers the PowerPoint built-in functionalities.

21. Convert Content

Converting content in your presentation can be helpful if the slides in your presentation are based on different master templates or if slides or the entire presentation are based on an outdated master template.

To harmonize your slides or to update your slides or presentation to a new master template, you can use the conversion feature offered by empower®.

The conversion feature can be used to convert your slides to master templates that are stored in the empower® Library. By converting your slides to a master from the library, you can ensure that your presentation complies with your corporate design.

During conversion, empower® automatically adjusts your slides to the corporate design, removes all unwanted layouts and corrects all footnotes.

If you have added a footer to your slides, the footer settings and content are reverted to the default settings of the new master during the conversion. This might result in free text, dates or page numbers being deleted or changed. After the conversion, you can edit the footer via the *Presentation Settings*.

For further information regarding the *Presentation Settings*, see **Use Presentation Settings**.

You can either let empower® choose the most fitting master template to be applied to the slides or choose your preferred template from the empower® Library.

The accuracy and quality of conversion results depend significantly on the correct use of PowerPoint master layouts and built-in presentation features.

Slides that deviate from standard layouts or rely heavily on manual formatting may not convert as expected. As a result, manual adjustments and rework may be required after using the feature *Convert* to achieve the desired outcome.

If the content of text boxes is defined differently in the source and target master, it might occur that free text in text boxes is automatically converted into bullet points or vice-versa.

This behavior depends on how the text boxes have been set up on the primary slide in the two master templates.

Default Conversion Settings

To adapt your default conversion settings, follow the following steps:

1. Navigate to the group Transform in the empower® Ribbon.
2. Click on the button **Convert** (Figure 201).
   A drop-down menu opens.



Figure 201. Button **Convert**

3. In the drop-down menu, click on the option **Conversion Settings** (Figure 202).
   A dialog box opens.

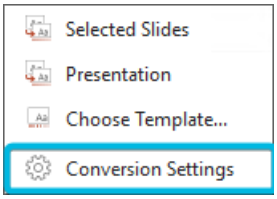


Figure 202. Option **Conversion Settings**

4. In the dialog box, choose the presets that you want to apply during conversion.
   a. The following options are available (Figure 203):
      Basic – Applies the master template to your slides or presentation.
      Medium – Applies the master template to your slides or presentation, removes old slide layouts from the slide selection and resizes the content if the slide size changes.
      Full – Applies the master template to your slides or presentation, removes old slide layouts from the slide selection and resizes the content if the slide size changes. After conversion, a *Corporate Design Check* is executed automatically.

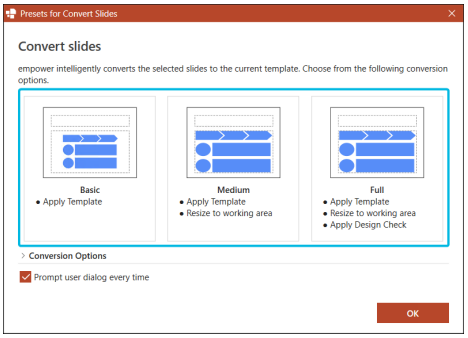


Figure 203. Presets for Conversion

5. If you want to make more custom changes to the conversion settings, expand the *Conversion Options* (Figure 204).
   For further information regarding the single conversion settings, see **Available Conversion Settings**.
   a. To select one of the settings, tick the checkbox next to the respective setting.
      If you select a custom set of conversion settings, none of the presets is selected.
      If you select a set of conversion settings that complies with a preset, the preset is automatically selected.

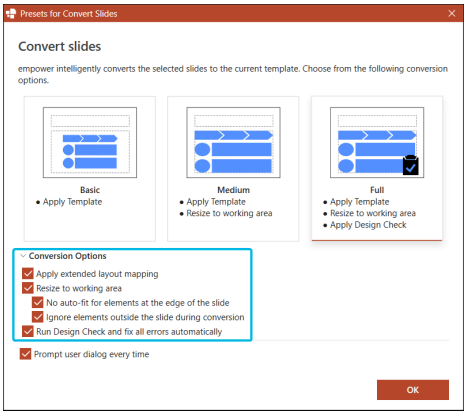


Figure 204. Conversion Options

6. To display this dialog box each time you use the conversion feature, tick the checkbox for **Prompt user dialog every time** (Figure 205).
   If you enable this setting, you can make changes to the conversion settings each time you use the conversion feature.
   If not, empower® will always use the default settings you have just set.

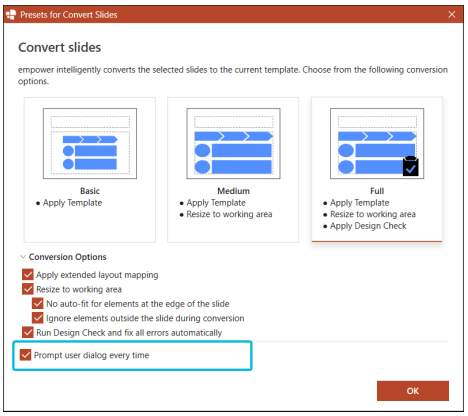


Figure 205. Option **Prompt user dialog every time**

7. To save your changes, click on the button **OK** (Figure 206).

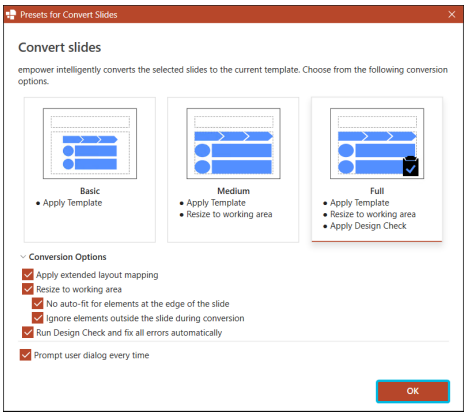


Figure 206. Button **OK** for Default Conversion Settings

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

Available Conversion Settings

The following conversion settings are available:

- *Run Design Check and fix all errors automatically* – If a slide is converted, a *Corporate Design Check* is automatically executed during the conversion and all issues found are corrected automatically.
- *Resize to working area* – If the working area in the new master is different from the working area in the previous master, content that exceeds the working area is resized to fit in the new working area.
- *No auto-fit for elements at the edge of the slide* – If you have chosen to resize the content to the working area, elements that are on the edge of a slide are not resized during this process.
- *Ignore elements outside the slide during conversion* – If you have chosen to resize the content to the working area, elements that are outside of the slide are ignored during this process.
- *Apply extended layout mapping* – If a layout mapping for the former master and the new master has been created, this advanced layout mapping is used to achieve more exact results during the conversion. Even if no layout mapping has been created, this setting does not have any negative impact on the conversion.

Layout Clean-Up during Conversion

In addition to the conversion settings, the conversion includes the layout clean-up function.

During the layout clean-up, all layouts that are not part of the master that is applied during the conversion are removed from the layout selection.

For example, if a presentation contains multiple master templates and is converted into one new master, all layouts from other master templates are removed from the layout selection.

This is also the case if a presentation is converted to the same master as the one that is already applied.

In case there are layouts used in the presentation which are not part of the new master from the empower® Library, these layouts are also removed.

If a presentation is converted into the same master that was already applied, but the presentation contains layouts that are not part of the master from the empower® Library, the respective slides are converted into valid slide layouts and the superfluous layouts are also removed from the layout selection.

This can happen if the master template has been updated or if the presentation was created with the respective master template, but you have added slides from the empower® Library which had not been created with the correct master template (Figure 207).

If these slides have been inserted and adapted to the master, they are displayed as layouts of the master template in use.

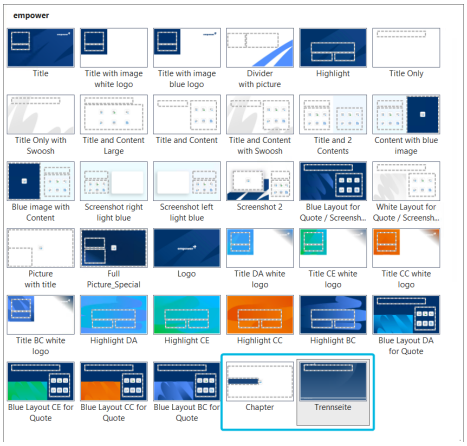


Figure 207. Layout Selection with Invalid Layouts

During the conversion, these layouts are cleaned up to ensure the presentation only uses corporate design compliant layouts (Figure 208).

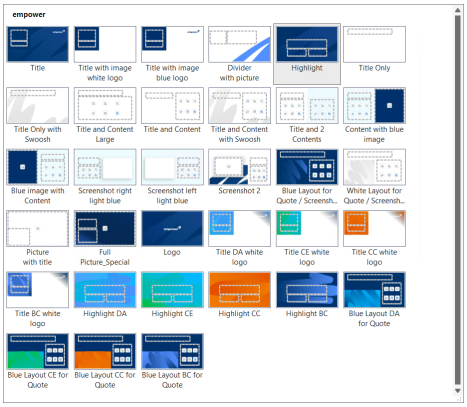


Figure 208. Layout Selection after Conversion

This function is always executed during conversions, regardless of the settings selected in the conversion settings.

Convert Content without Master Selection

To convert specific slides without choosing a master template yourself, follow the following steps:

1. Select the slides you want to convert.
2. Navigate to the group Transform in the empower® Ribbon.
3. Click on the button **Convert**.
   A drop-down menu opens.
4. In the drop-down menu, click on the option **Selected Slides** (Figure 209).

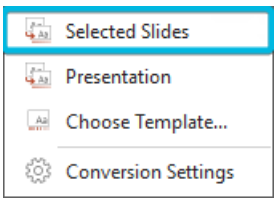


Figure 209. Option **Selected Slides**

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

Then, click on the button **OK** (Figure 210).

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

Your selected slides will be converted.

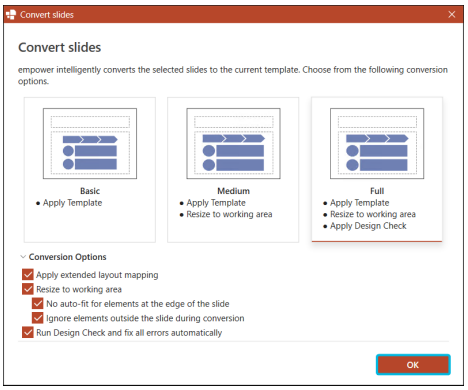


Figure 210. Button **OK** for Conversion Settings

To convert the entire presentation, click on the option **Presentation** in the drop-down menu (Figure 211).

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

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

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

The entire presentation will be converted.

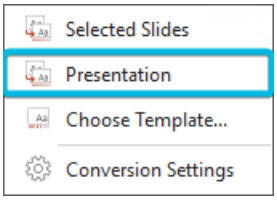


Figure 211. Option **Presentation**

If a slide contains a chart that has been created with empower® Charts and is linked to Excel, all Excel links are removed.

However, you can restore all Excel links at once using the button **Rescan presentation** in the Excel link manager.

For further information regarding the Excel link manager, refer to our **empower® Charts manual**.

Conversion Behavior

The conversion process depends on your personal settings and the company settings for masters:

- If the slides in your selection are based on different master templates, the first master template originating from the empower® Library and available in the slide pane is applied to all the other slides.
- If none of the different master templates originates from the empower® Library, your personal default master (if defined) or the company default master is applied to all slides.
- If only one master has been used in your selection and this master does not originate from the empower® Library, your personal default master (if defined) is applied to all slides.
  If you have not defined a personal default, the company default is applied to all slides.

- If there is no personal default and no company default but there is only one master template available in the empower® Library, this master is applied to all slides.
- If there is no personal default and no company default and there are multiple master templates in the empower® Library, the side pane opens on the right-hand side of your PowerPoint window and you need to select your preferred template yourself.

The options **Selected Slides** and **Presentation** can be used if there are multiple master templates in your slide selection or if your current master does not originate from the empower® Library. In this case, the most suitable master will be applied automatically.

If your slide selection only contains one master template which additionally originates from the empower® Library, there will be no changes as the same master template will be applied during the conversion.

You can check if your presentation contains multiple master templates by opening the layout overview (Button **Slide** – Option **Layout**).

If you want to convert a presentation which is already based on an empower® Master to another master template from the empower® Library, choose the option **Choose Template...**.

For further information, see **Convert Content with Master Selection**.

For further information regarding default masters, see **Define Default Master**.

Convert Content with Master Selection

If you want to convert your slides or your presentation to a specific master, follow the following steps:

1. Select the slides you want to convert.
   If you want to convert the entire presentation, skip this step.
2. Navigate to the group Transform in the empower® Ribbon.
3. Click on the button **Convert**.
   A drop-down menu opens.
4. In the drop-down menu, click on the option **Choose Template...** (**Figure 212**).
   The side pane opens in the section *Master Templates*.

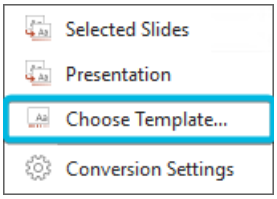


Figure 212. Option **Choose Template...**

5. In the side pane, choose the master template you want to use for conversion.
6. Then either click on the button **Presentation** (Figure 213 **(1)**) to convert the entire presentation or click on the button **Slide(s)** (Figure 213 **(2)**) to only convert the selected slides.

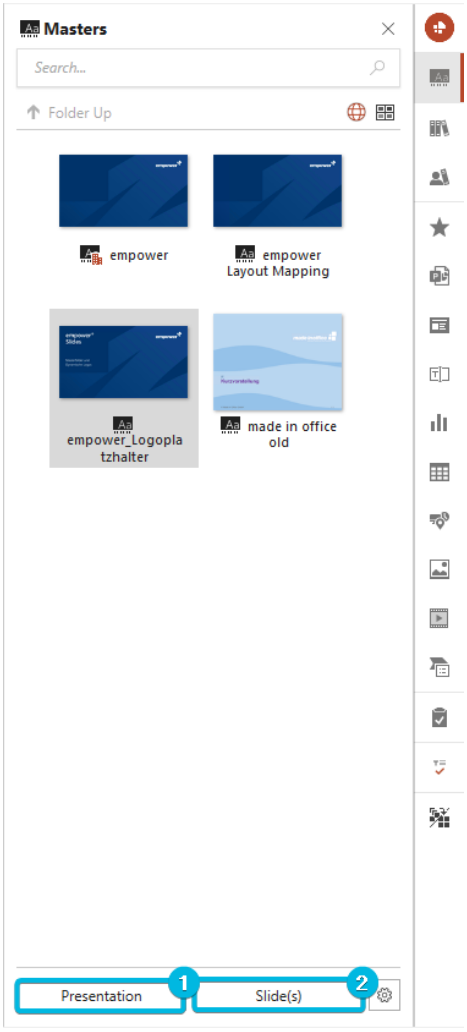


Figure 213. Buttons **Presentation** and **Slide(s)**

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

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

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

Your selection will be converted.

If a slide contains a chart that has been created with empower® Charts and is linked to Excel, all Excel links are removed.

However, you can restore all Excel links at once using the button **Rescan presentation** in the Excel link manager.

For further information regarding the Excel link manager, refer to our **empower® Charts manual**.

For further information regarding the master settings, see **Master Settings**.

22. Access Document Properties

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

To do so, navigate to the group Finalize and click on the button **Check** (Figure 214).

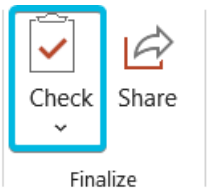


Figure 214. Button **Check**

In the drop-down menu, choose the option **View Document Properties...** (Figure 215).

A dialog box opens.

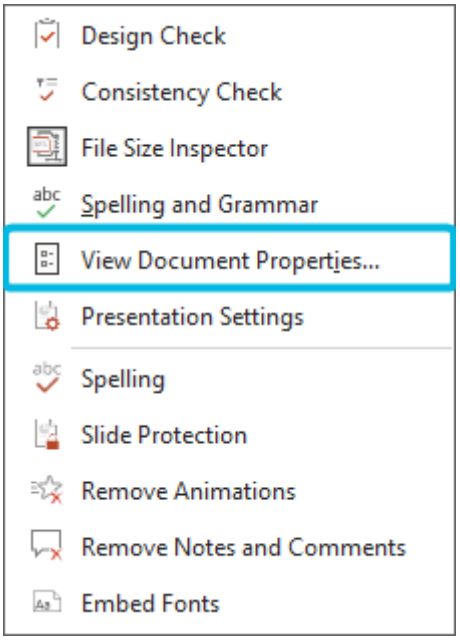


Figure 215. Option **View Document Properties...**

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

23. Share or Download Content

You can share content via e-mail or save content to your device using the feature **Share**.

To do so, follow the following steps:

1. If you want to share or save single or multiple slides, select these slides in your presentation.
   If you want to share or save the whole presentation, you can skip this step.
2. Navigate to the group Finalize and click on the button **Share** (Figure 216).
   A dialog box opens.
3. In the input field, enter a name for the file (Figure 217 **(1)**).
4. Then, choose if you want to share or save all slides in the presentation or only the selected slides (Figure 217 **(2)**).
5. Choose if you want to share or save the slides as a .pptx file, a .pdf file or a PowerPoint notes file (Figure 217 **(3)**).
   You can choose multiple formats at once.
6. To save storage, switch the toggle button for **Compress PDF Images** to *Yes* (Figure 217 **(4)**).
   This option is preselected when you open the dialog box. It is grayed out if you only select the .pptx option.
   a. If you do not want to compress the images, switch the toggle button to *No*.
7. To apply the slide protection to the slides to be sent, switch the toggle button for **Protect Slides** to *On* (Figure 217 **(5)**).
   The slide protection options appear in the dialog box.
   This option is grayed out if you have not selected the PowerPoint format.

Now, you can either send the slides via e-mail to a specific recipient or save them to your device in the chosen format.

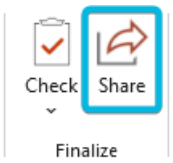


Figure 216. Button **Share**

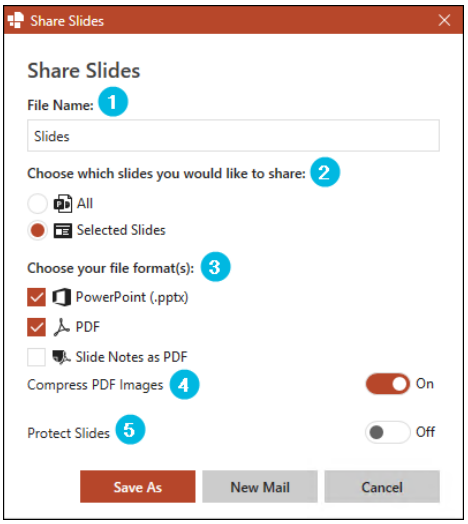


Figure 217. Options for Sharing Slides

To send the slides via e-mail, click on the button **New Mail** (Figure 218).

empower® opens an e-mail draft in the e-mail program of your choice. The slides are already attached to this e-mail in the corresponding format.

Enter the recipient's e-mail address, add a message and send the e-mail.

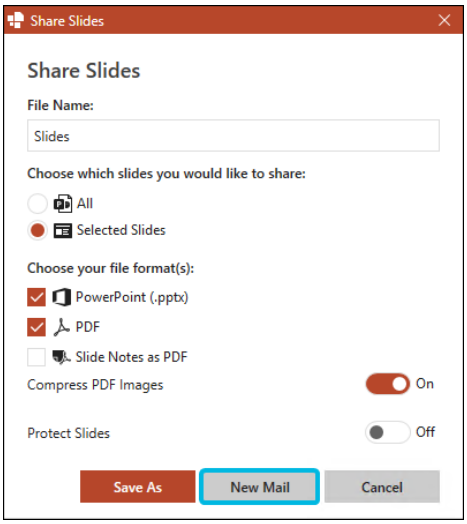


Figure 218. Button **New Mail**

To save the slides to your device, click on the button **Save As** (Figure 219).

empower® opens your explorer. In the explorer, navigate to the location you want to save the slides to and click on the button **Save**.

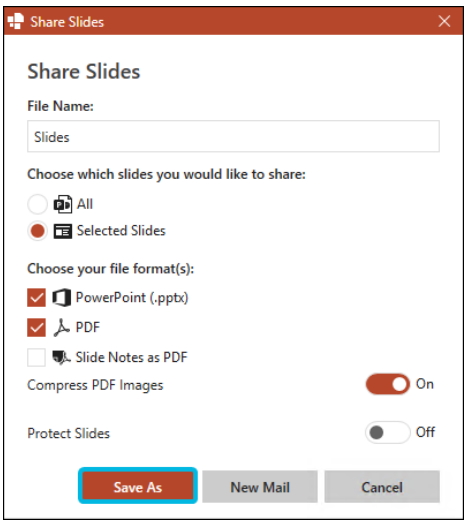


Figure 219. Button **Save As**

empower® supports the most common e-mail clients.
Compatibility is guaranteed for Outlook Classic, New Outlook, and Lotus Notes.

For further information regarding slide protection, see **Protect Slides**.



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