empower® Slides for macOS

RELEASE 9.9

Table of Contents

1. Introduction

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

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

> Certain features also integrate into the empower® Web Components.
>
> If your company uses the empower® Web Components, you can use the features in the Office Online applications.
>
> For further information regarding the web components, refer to our **empower® Web Components manual**.

1.1. System Requirements

In order to use the latest empower® Slides for macOS release in your macOS environment, your system will need to fulfill the following requirements:

macOS Version

- Newest macOS version or the respective previous macOS version
  - Intel and ARM based macOS devices

Office Version

- Office 365 (current version)

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

Further Requirements

- VBA (Visual Basic for Applications) enabled

Due to technical limitations in Microsoft Office, using the empower® Add-in for macOS requires VBA to be enabled.

At the moment, there is no alternative.

2. Office Theme Adaption

The empower® User Interface adapts to the appearance theme set on your device.

If the appearance theme is switched to *Dark*, empower® adapts to this change (**Figure 1**).

Figure 1. empower® Ribbon in Dark Appearance

In the same way, empower® adapts to the light appearance theme (**Figure 2**).

Figure 2. empower® Ribbon in Light Appearance

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

3. empower® Sync

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

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

The following data is synchronized:

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

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

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

User Interface

To access the empower® Sync, navigate to the task bar. Here, click on the empower® Icon (Figure 3).

Figure 3. empower® Icon

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

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

Main Window

In the main window, you can see how many files have been synchronized during the last synchronization and what the size of this data has been (Figure 4).

On the top of the synchronization information, you can see which environment you are connected to.

Underneath this information, you can see all other options.

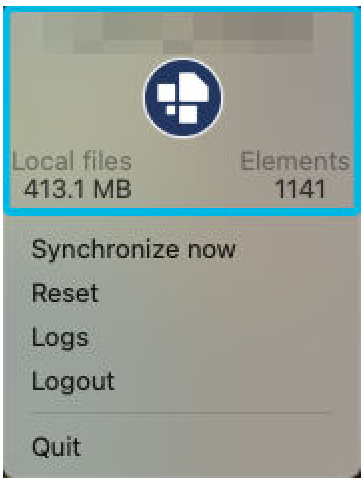

Figure 4. Synchronization Information

Access the Sync Options

To open the empower® Sync options, click on the **empower** symbol in the task bar (**Figure 3**).

All further options are displayed underneath the synchronization information.

To manually initiate a synchronization, click on the button **Synchronize now** (**Figure 5**).

The empower® Sync will then start the synchronization of any data that has changed or been added since the last synchronization.

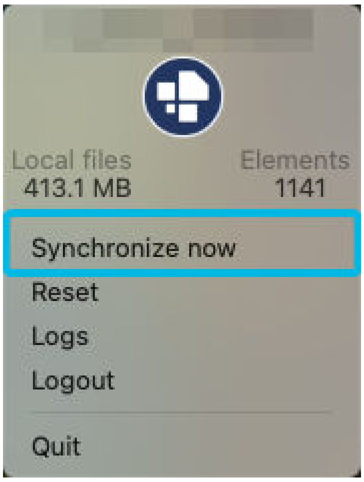

Figure 5. Button **Synchronize now**

To log out from your current empower® User, choose the option **Logout** (**Figure 6**).

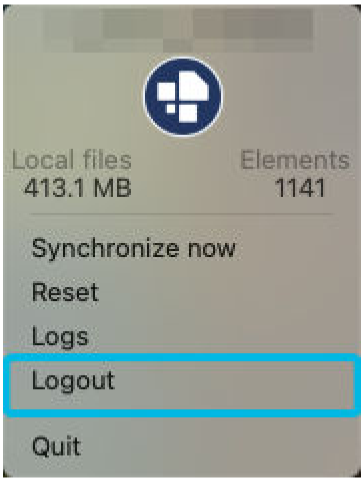

Figure 6. Option **Logout**

To close the empower® Sync and shut down empower®, click on the option **Quit** (**Figure 7**).

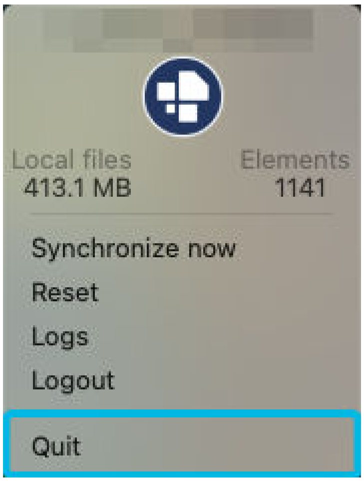

Figure 7. Option **Quit**

If you open PowerPoint after closing the empower® Sync, a dialog box opens (Figure 8).

Here, you can decide if you want to restart the empower® Sync, disable empower® or start another attempt to connect to load empower®.

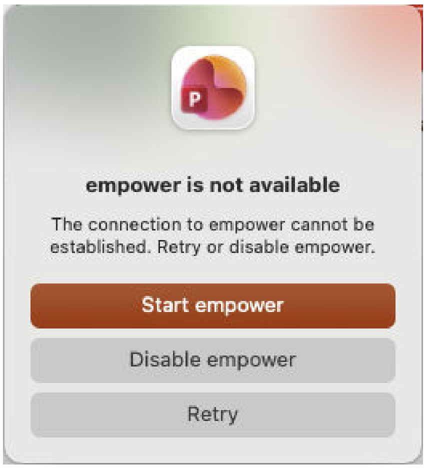

Figure 8. Dialog Box after Closing Sync

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

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

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

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

Execute a Sync from Scratch

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

Content data will not be deleted.

To execute this process, click on the option **Reset** (Figure 9).

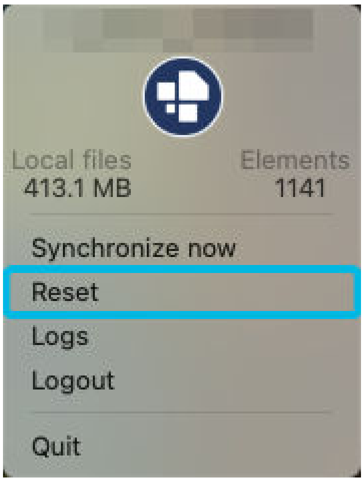

Figure 9. Option **Reset**

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

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

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

Open the Log Files

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

To open the log file directory, click on the option **Logs** (**Figure 10**). The corresponding folder will be opened.

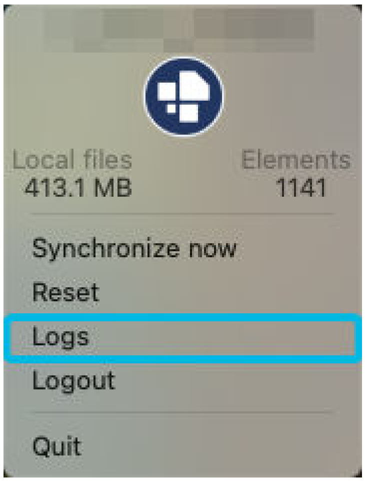

Figure 10. Option **Logs**

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

4. empower® Ribbon

The empower® Ribbon integrates into your PowerPoint tabs (Figure 11).
All features can be accessed directly via the ribbon buttons.

Figure 11. empower® Ribbon in PowerPoint

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**.

5. empower® Help

The button **Help** can be used to access the *Help Center* directly from PowerPoint.

To be redirected to the empower® Slides for macOS manual in the *Help Center*, click on the button **Help** in the empower® Ribbon (**Figure 12**).

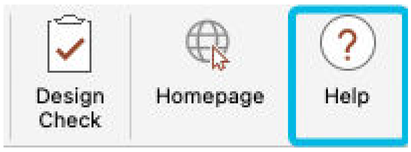

Figure 12. Button **Help**

Help Center

If you click on the button **Help**, the *Help Center* opens in your default browser and redirects you to the empower® Slides for macOS manual (**Figure 13**).

In the *Help Center*, you can either browse through the online articles or open the PDF manual to search for the information you need.

In addition, you can access tutorial videos for single features and the release notes via the *Help Center*.

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.

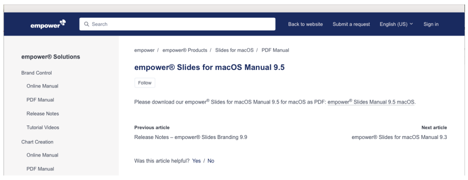

Figure 13. Help Center

6. Use the External Link

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

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

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

If the external link button has been configured, it is placed between the buttons **Design Check** and **Help** in the empower® Ribbon (**Figure 14**).

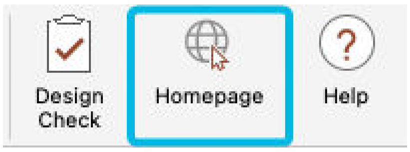

Figure 14. External Link Button

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

Configure the External Link Button

For Administrators

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

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

7. empower® Designs

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

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 by your empower® Administrators, 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**.

Add and Edit Designs

For Administrators

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

They can only be adjusted by *Customizing Admins*.

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

8. Edit Text

The text editing options in the empower® Ribbon are similar to the PowerPoint built-in options.

In the empower® Ribbon, however, the editing options are linked to your corporate design. Therefore, they represent only the specifications that are in line with your company's corporate design.

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

Text Settings

Via the text options, 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

Via the color options, 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**.

9. empower® Library

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

The empower® Library can be accessed via the button **Library** in the empower® Ribbon (**Figure 15**).

It opens in a new window.

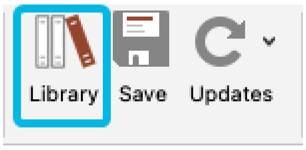

Figure 15. Button **Library**

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

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

Library Structure

In the empower® Library, you can see the folder arrangement of the library on the left. It has been constructed in congruence with Microsoft's Windows Explorer (**Figure 16**).

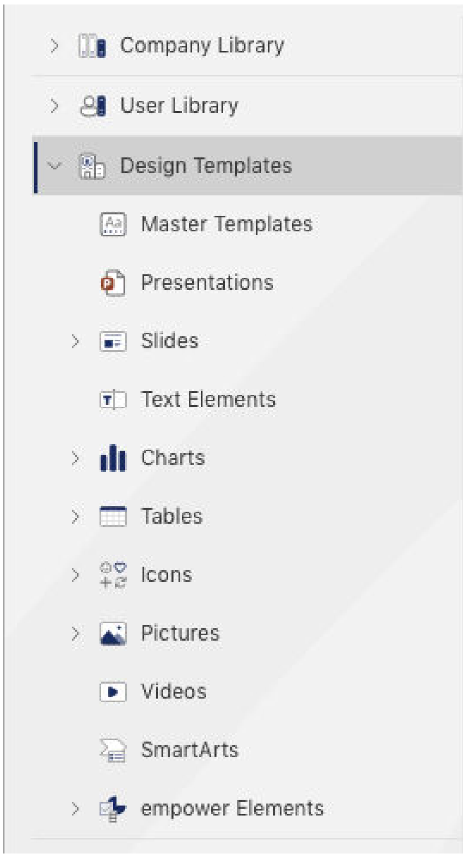

Figure 16. Library Structure

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

- Company Library
- User Library
- 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 17**).

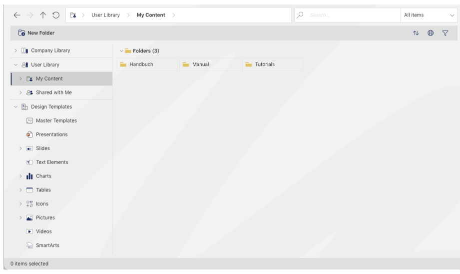

Figure 17. Library Window

For each element, further meta information such as author, last modification date and size can also be viewed on the bottom of the library (**Figure 18**).

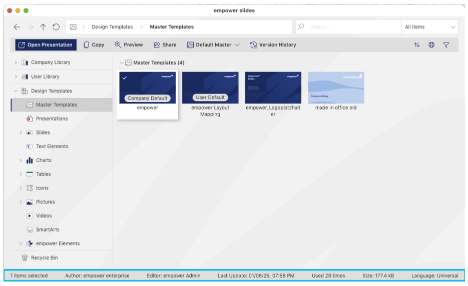

Figure 18. Metadata Display

In the metadata section, you can also view how often the element has been used in your company. The count increases each time an element is inserted or opened by a user.

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.

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

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

Company Library

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

Those are final resources that can be used immediately.

> Depending on the permission distribution, you might not be able to see all folders in the *Company Library*.
>
> For further information regarding the permissions concept, see **Permission Concept**.

User Library

The *User Library* is your own space.

Here, you can create folders and content such as slides or presentations and store them until they are final.

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

Design Templates

Design Templates are available with different element types.

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

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

9.1. Permission Concept

In the empower® Library, users and user groups have different permissions for individual folders.

These permissions decide on whether a user can see a folder and its content and to which extend the user is allowed to edit the content.

Permission Roles

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

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

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

Default Settings

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

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

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

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

View Permission Roles

To view the permission distribution for a specific folder, right-click on the folder and then choose the option **Folder Permissions** from the context menu (**Figure 19**).

A dialog box opens.

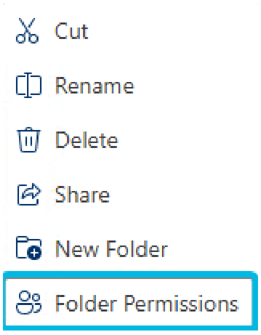

Figure 19. Option **Folder Permissions**

In the dialog box, you can see all users or user groups that have been granted permissions for this folder (**Figure 20**).

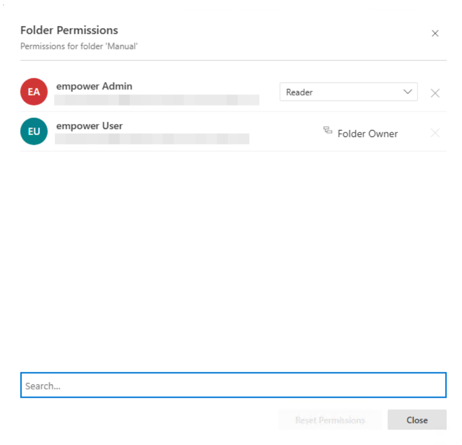

Figure 20. Dialog Box **Folder Permissions**

All changes that you make in this dialog box are applied immediately.

Permission Inheritance

Permissions can only be assigned to folders. Therefore, all elements inside a folder inherit the permission distribution of the folder.

In addition, all subfolders inherit the folder's permission distribution.

You can identify an inherited permission role by the **inheritance** symbol next to the permission role.

Direct permissions do not have a symbol.

> For further information regarding granting permissions, see **Grant Permissions**.

Change Permission Roles

To adjust the existing permission role assignment for a folder, follow the following steps:

1. In the dialog box, search for the user or group whose permission role you want to adjust.
   If the user or group has already been added, their name will appear in the dialog box.
   If not, they will be displayed as a suggestion. For further information regarding granting permissions, see **Grant Permissions**.
2. Open the drop-down menu for the respective user or group (**Figure 21**).
   All available permission roles will be displayed.

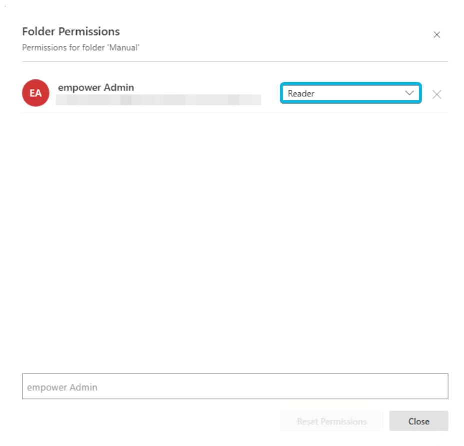

Figure 21. Permission Role Display

3. In the drop-down menu, choose the permission role you want to assign to the user or group (**Figure 22**).

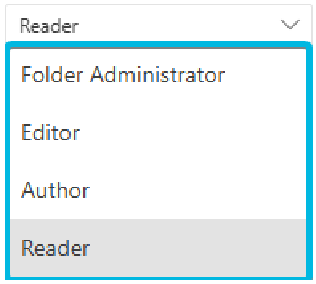

Figure 22. Permission Role Drop-Down Menu

> You can only change a user's or a group's permission role if you are the *Folder Owner* or a *Folder Administrator*.

Grant Permissions

To assign a permission role to a user that has not yet been assigned a permission role for the selected folder, follow the following steps:

1. In the search bar, search for a user or group you want to grant access to this folder (**Figure 23**).
   You will receive suggestions for users and groups that match your search.

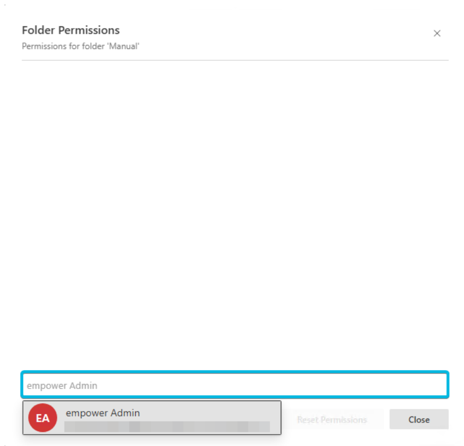

Figure 23. Search Bar

2. To add a user or group, select the respective user or group from the list of suggestions.
   The user or group will immediately be added with the permission role *Reader*. No confirmation is necessary.
3. If you want to change the permission role after adding the user or group, follow the steps under **Change Permission Roles**.

You can only add a user or a group to the list if you are the *Folder Owner* or a *Folder Administrator*.

Remove Permissions

To remove permissions from a user or group, search for the user in the list and click on the **X** symbol next to the user's or group's name (**Figure 24**).

The user will be removed from the list immediately. No confirmation is necessary.

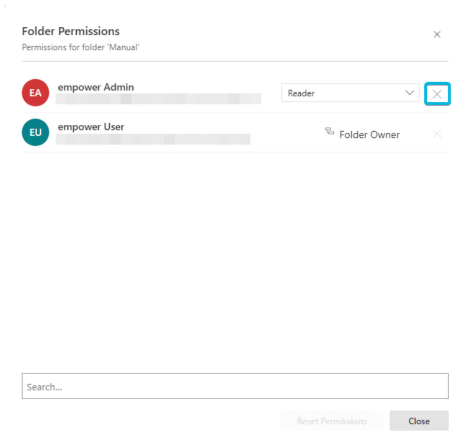

Figure 24. **Cross** Symbol

If you delete an inherited permission, you create an invisible break. This break can only be undone by resetting the permissions.

For further information regarding the reset of permissions, see **Reset Permissions**.

Reset Permissions

If you want to reset all changes that have been made to the permission distribution after the creation of the folder, click on the button **Reset Permissions** (**Figure 25**).

The permissions will be reset immediately. No confirmation is necessary.

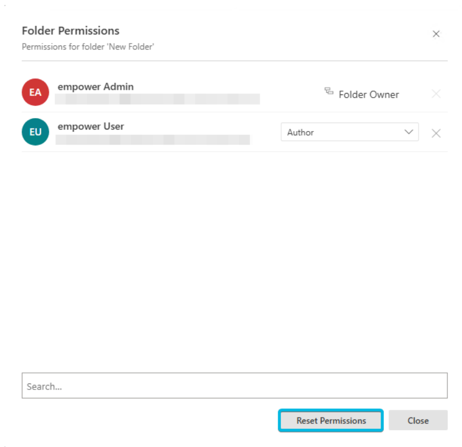

Figure 25. Button **Reset Permissions**

9.2. Create New Content in Library

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

Depending on your permissions, the library sections in which you can create new content to might vary.

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

Create New Folder

To create a new folder, open the empower® Library and click on the button **New Folder** in the navigation bar (**Figure 26**).

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

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

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

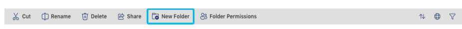

Figure 26. Button **New Folder** in Navigation Bar

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

- Design Templates
- empower Elements

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

Alternatively, you can create a new folder by opening the parent folder's context menu in the folder tree or by opening the context menu in the empty item view and choosing the option **New Folder** (Figure 27).

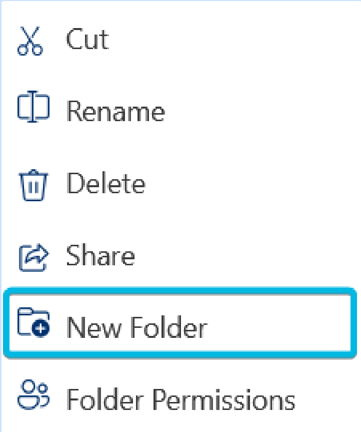

Figure 27. Option **New Folder** in Context Menu

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

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

9.3. Manage Content in empower®

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

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

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

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

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

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

For further information regarding the creation of new presentations, see **Create a New Presentation**.

Save Content to the Library

Once you have created new content in PowerPoint, you can save it to the empower® Library.

To do so, follow the following steps:

1. Select the elements you want to save.
   If you want to save a single object, select the object.
   If you want to save a single slide or a slide set, select the respective slides.
   If you want to save the entire presentation, skip this step.
2. In the empower® Ribbon, click on the button **Save** (Figure 28).
   A menu opens.

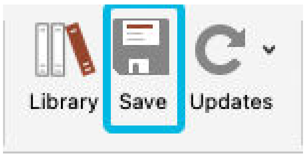

Figure 28. Button **Save** in Ribbon

3. In the menu, choose what element type you want to save (Figure 29).
   The library opens.

Figure 29. Saving Options

4. In the library, navigate to the folder in which you want to save the element.
5. Change the element name.
6. Click on the button **Save** (Figure 30).

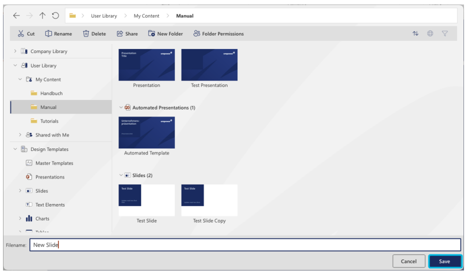

Figure 30. Button **Save** in Library

If you want to overwrite the existing version of the element, navigate to its original location and click on the button **Overwrite** (Figure 31).

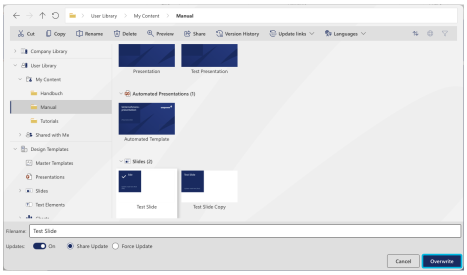

Figure 31. Button **Overwrite** in Library

If enabled by your empower® Administrators, a *Corporate Design Check* will be executed automatically when you save an element from PowerPoint to the empower® Library.

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

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

In principle, it is possible to save master templates in macOS environments.

However, to be able to set all required settings for master templates and assign them to a design, it is highly recommended to upload master templates from a Windows environment.

For further information, refer to our **empower® Brand Control manual**.

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

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

If you save a slide, you can navigate into a presentation to save the slide directly to the presentation.

Advanced Settings

If you overwrite an element in the empower® Library, there are additional options for sharing updates.

The following options are available (**Figure 32**):

- **Updates** – To treat the element as an update, switch the toggle button to *On*. If this toggle button is switched to *On*, the default update mode is used to distribute updates.
- **Share Update** – To make sure updates are shared with other users when they open an element that is part of the same update group, select this option.
- **Force Update** – To force the update and update all elements in the same update group without asking for confirmation, select this option.

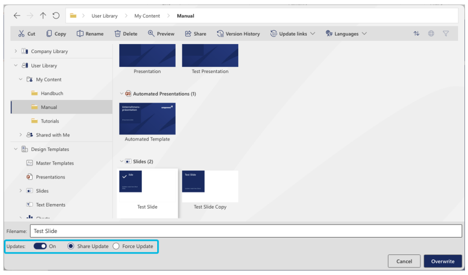

Figure 32. Update Settings

The settings **Share Update** and **Force Update** are only available for root elements of update groups.

For further information on update groups, see **Update Groups**.

Cut, Copy and Paste Content

You can use the cut, copy and paste actions to create duplicates or to move content from one location in the library to another.

You can cut and paste elements and folders but folders cannot be copied.

You can also select multiple elements at once. However, the selection of elements and folders at the same time is not possible.

To cut out an element, select the element and click on the button **Cut** in the navigation bar (**Figure 33**).

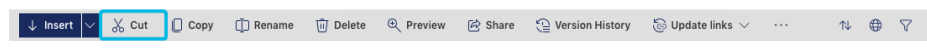

Figure 33. Button **Cut**

The element is marked as cut out until it is pasted again.

To copy an element, select the element and click on the button **Copy** in the navigation bar (**Figure 34**).

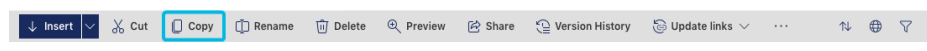

Figure 34. Button **Copy**

As soon as you have either used the cut or the copy action, the paste action becomes available.

To paste an element to a location in the empower® Library, navigate to this location. Then, click on the button **Paste** in the navigation bar (**Figure 35**).

Figure 35. Button **Paste**

The element or the folder is pasted to the location.

Alternatively, you can access the options **Cut**, **Copy** and **Paste** via the context menu of elements or folders.

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

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

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

Rename Content

To rename an element or a folder, select it in the library. Then, click on the button **Rename** in the navigation bar (**Figure 36**).

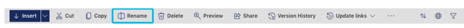

Figure 36. Button **Rename**

Type in the new element name (**Figure 37**).

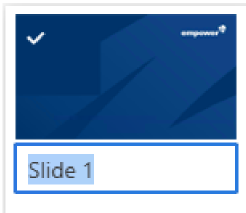

Figure 37. Rename Element

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

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

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

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

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

Delete Content

To delete content, select it in the library. Then, click on the button **Delete** in the navigation bar (**Figure 38**).

Figure 38. Button **Delete**

A dialog box opens.

If you have selected any element that is not a root element of an update group, you will be asked if you really want to delete the element.

To confirm the deletion process, click on the button **Yes** (**Figure 39**).

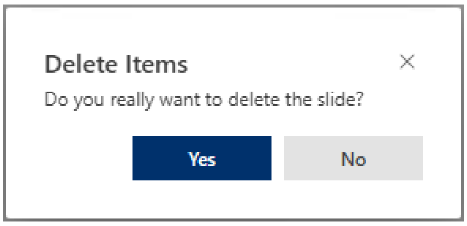

Figure 39. Dialog Box for Deletion

If you have selected a root element of an update group, the dialog box contains a message telling you that this element is a root element. You can then decide if you really want to delete the root element and break all update links.

To confirm the deletion process, click on the button **Yes** (**Figure 40**).

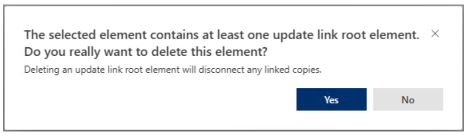

Figure 40. Dialog Box for Root Element Deletion

The element is deleted from the empower® Library.

If you delete a folder, all its content is deleted without deletion updates.

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

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

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

For further information regarding update groups, see **Update Groups**.

9.4. 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 41).

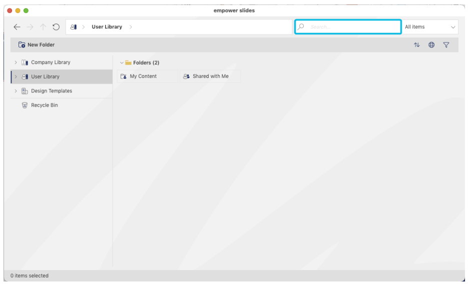

Figure 41. Search Bar

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.

Search Scope

Before executing your search, you can define the scope of the search (Figure 42).

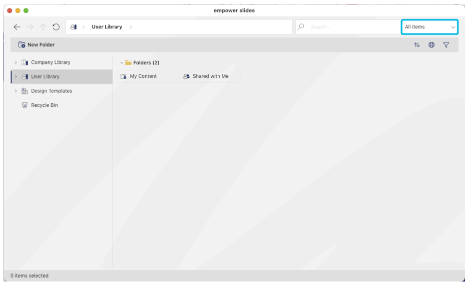

Figure 42. Search Scope

You can decide if you want to search in the whole library, in the current library, in the current folder or in the current folder and all its subfolders (Figure 43).

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.

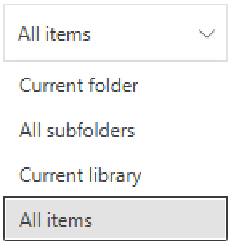

Figure 43. Search Scope Drop-Down Menu

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 44**)
  - Use the question mark (?) to replace a character. The question mark can stand for any character. For example, if you search for *Te?t*, you will receive results for elements containing the words *Test* and *Text*.

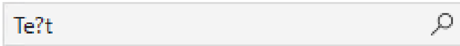

Figure 44. Question Mark

- Asterisk (*) for multiple character wildcards (**Figure 45**)
  - 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*.

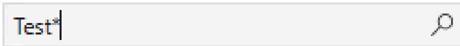

Figure 45. Asterisk

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

- AND: To combine two search terms (**Figure 46**)
  - Use the operator *AND* to search for two obligatory terms at once. For example, if you search for *Germany AND Switzerland*, you will only receive results for elements containing both terms.

Figure 46. AND

- OR: To search for elements containing either of the search terms (**Figure 47**)
  - Use the operator *OR* to search for two optional terms at once. For example, if you search for *Germany OR Switzerland*, you will receive results for elements containing either one of the terms or both terms.

Figure 47. OR

- NOT: To exclude elements containing a specific term (**Figure 48**)
  - Use the operator *NOT* to exclude terms from your search. For example, if you search for *Germany NOT Switzerland*, you will only receive results for elements containing the term *Germany* but not the term *Switzerland*.

Figure 48. NOT

- Plus (+): To make a term obligatory (**Figure 49**)
  - 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.

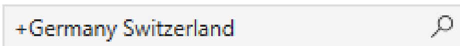

Figure 49. Plus

Fields

To specify your search, you can use fields. The following fields can be searched (**Figure 50**):

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

Figure 50. 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.

9.5. Filter by Element Type

To filter the content in the empower® Library by element type, click on the **filter** symbol in the upper right corner of the library. A drop-down menu opens (**Figure 51**).

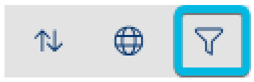
Figure 51. Button **Filter**

To select an element type you want to view, tick the checkbox next to the element type (**Figure 52**).

As soon as you tick a checkbox, the library will reload the content and apply the filter immediately.

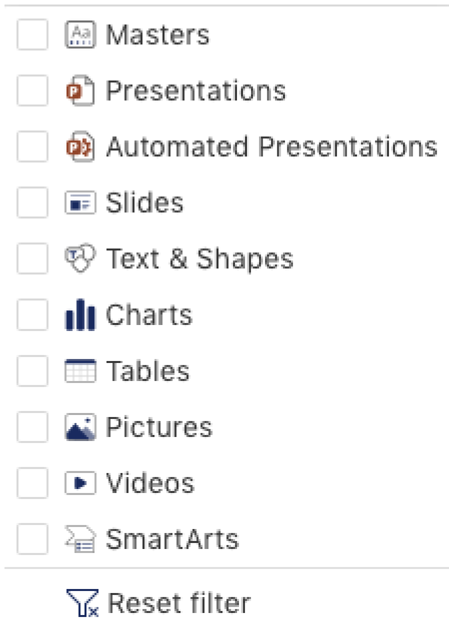

Figure 52. Available Filters

If you have selected any filters, empower® shows the number of applied filters next to the **filter** symbol (Figure 53).

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.

To deselect all applied filters at once, click on the button **Reset filter** (Figure 54).

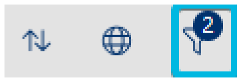

Figure 53. Number of Active Filters

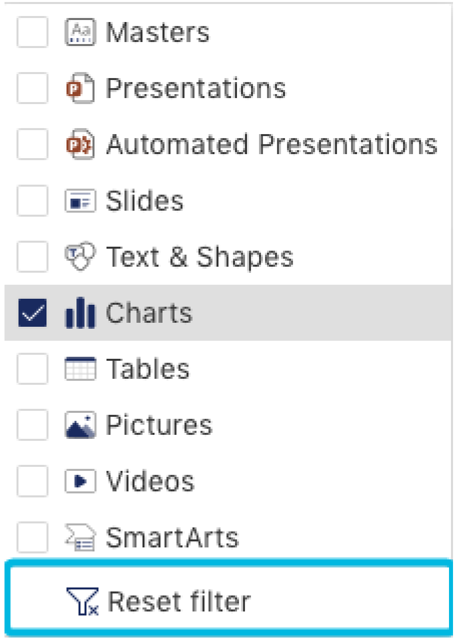

Figure 54. Button **Reset filter**

9.6. Labels

In the empower® Library, you can add labels to content to give additional information about the element. These labels will then be visible in the element's thumbnail (Figure 55).

Figure 55. Presentation with Label

In macOS environments, labels are available in read-only mode. They cannot be added, replaced or edited.

To add labels, use empower® in a Windows environment.

> For further information regarding adding labels in Windows environments, refer to our **empower® Brand Control manual**.

9.7. Filter by Language

If multilingualism has been enabled by your administrators, you can filter the content in the empower® Library by languages.

To use the language filter, click on the **globe** symbol in the upper right corner of the library (Figure 56).

A drop-down menu opens.

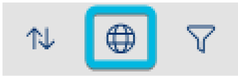

Figure 56. **Globe** Symbol

To select the languages to be displayed, tick the checkbox next to the respective language (Figure 57).

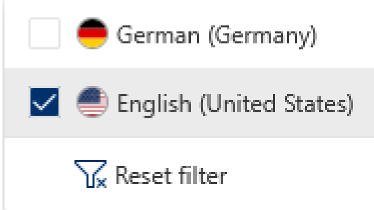

Figure 57. Drop-Down Menu for Language Filters

Your selection applies immediately. The empower® Library will now only show elements that have been assigned the selected language or languages. In addition, elements which are assigned to *Universal* will always be displayed.

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

To deselect all applied filters at once, click on the button **Reset filter** (Figure 58).

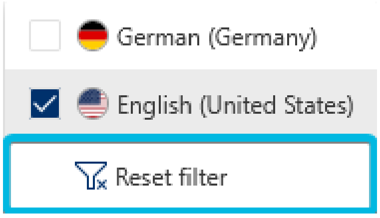

Figure 58. Option **Reset filter**

For further information regarding the assignment of languages and translation groups, see Languages and Translations.

9.8. Sort Library Content

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

The following sorting criteria is available:

- Name
- Last change
- Custom Sort

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

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

This display order either defines in which order the element types are displayed or it defines a specific order for the folders in a specific section.

To sort the library content, click on the **sorting** symbol in the upper right corner of the library (**Figure 59**). Then, choose your preferred option.

Figure 59. **Sorting** Symbol

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.

9.9. Version History

Via the version history, you can view older versions of an element and restore them if required.

A new version of an element is saved to the version history each time a new version of the element is saved to the empower® Library.

If you copy and paste an element, the new version will have its own version history. It does not inherit the copied element's version history.

To view the version history of an element, right-click on the element. A context menu opens. In the context menu, click on the option **Version History** (**Figure 60**).

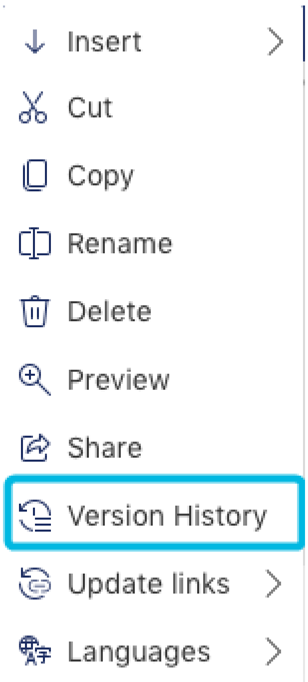

Figure 60. Option **Version History** in Element Context Menu

The version history opens in a new window (**Figure 61**).

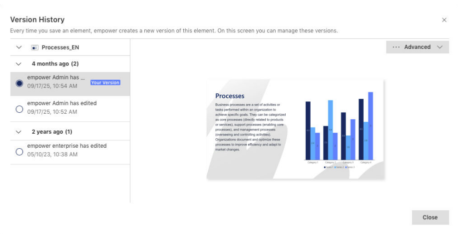

Figure 61. Window **Version History**

In the window **Version History**, you can see a timeline of all available versions on the left. You can also view the editor as well as the saving date and time for each version. The current version is highlighted (**Figure 62**).

On the right-hand side, you can see a preview of the element version.

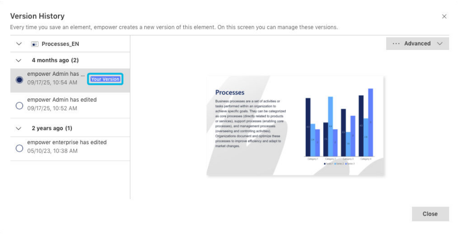

Figure 62. Highlight for Current Version

Alternatively, you can access the version history of an element via the navigation bar in the empower® Library.

To view the version history, the permission role *Reader* is sufficient. To restore a version, you need have *Editor* or *Administrator* permissions.

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

The version history is available for single elements and slides but not for presentations.

Use and Restore Older Versions

If you select an older version of the element, you have further options.

To restore the selected version, click on the button **Restore** (**Figure 63**).

The older version will be restored and replaces the current version in the empower® Library. The current version is not deleted but will still be displayed in the timeline and can be restored if required.

Afterwards, you can insert this version into your presentation from the library.

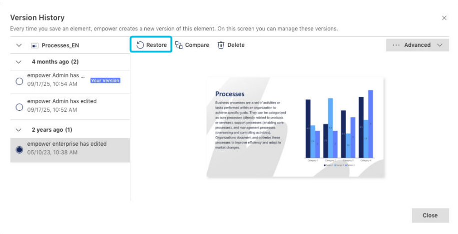

Figure 63. Button **Restore**

Compare Versions

To compare one of the older versions with the current version, select the older version and click on the button **Compare** (**Figure 64**).

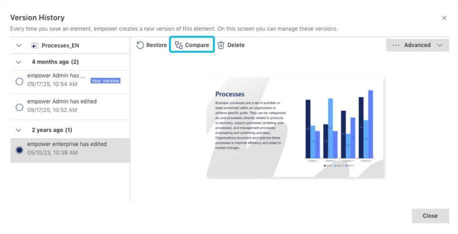

Figure 64. Button **Compare**

The older version is shown on the left and the current version is shown on the right (**Figure 65**).

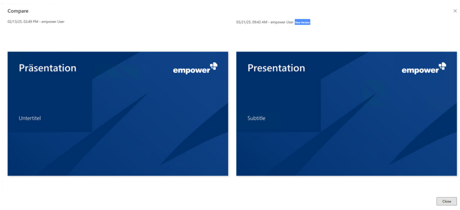

Figure 65. Comparison

Delete Version

To delete an older version from the timeline, select the version and click on the button **Delete** (**Figure 66**).
A dialog box opens.

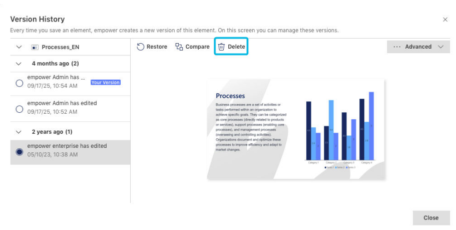

Figure 66. Button **Delete**

To confirm the deletion, click on the button **Yes** (**Figure 67**).
The selected version will be removed from the timeline.

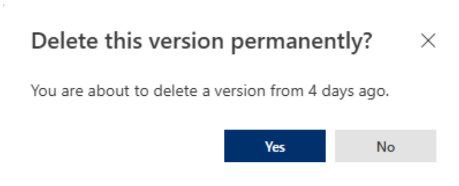

Figure 67. Dialog Box for Deletion

Advanced Settings in Version History

To open advanced settings for the version history, click on the button **Advanced** (**Figure 68**).
A drop-down menu opens.
The button is available for the current version as well as for the older versions.

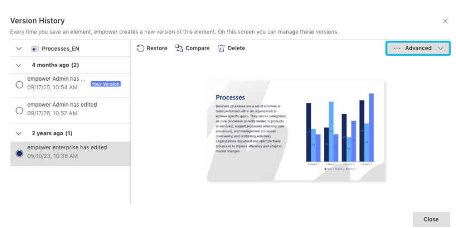

Figure 68. Button **Advanced**

In the drop-down menu, you have two additional options (**Figure 69**).

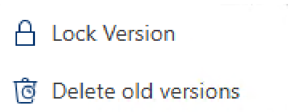

Figure 69. Drop-Down Menu for Button **Advanced** for Unlocked Version

1. Lock the currently selected version so it cannot be deleted from the timeline.
   To do so, click on the option **Lock version**. A dialog box opens. To confirm the process, click on the button **Yes** (Figure 70).
   The version will be locked. A **lock** symbol appears next to the version in the timeline (Figure 71) and the button **Delete** is removed if the respective version is selected.
   To unlock the version, click on the button **Advanced** again and then click on the option **Unlock** (Figure 72).

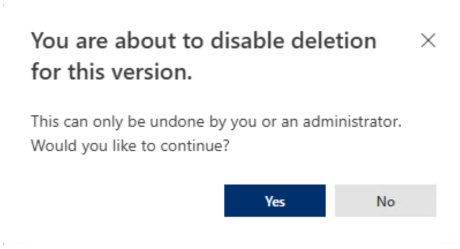

Figure 70. Dialog Box for Locking

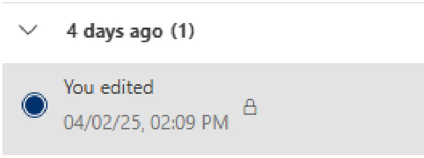

Figure 71. Locked Version

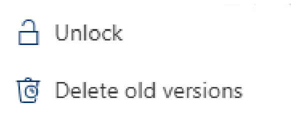

Figure 72. Drop-Down Menu for Button **Advanced** Locked Version

2. Delete all versions except the current one.
   To do so, click on the option **Delete old versions**. A dialog box opens. To confirm the deletion process, click on the button **Yes** (Figure 73).
   If you have locked versions before using the option **Delete old versions**, the locked versions will not be deleted.

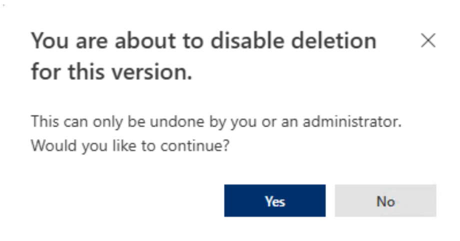

Figure 73. Dialog Box for Bulk Deletion

9.10. Use empower® Links

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

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

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

If you share a link to an element or folder with a user who does not have the required permissions to view the element, a message appears when the user opens the empower® Link (Figure 74).

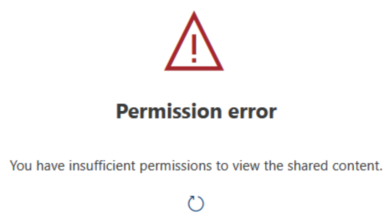

Figure 74. Message for Missing Permissions

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

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

Enable empower® Links

For Administrators

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

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

Create empower® Links

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

1. In the empower® Library, navigate to the element or folder you want to share.
2. Select the element or folder.
   You can also select multiple elements and folders at once.
3. In the navigation bar, click on the button **Share** (Figure 75).
   A dialog box opens.

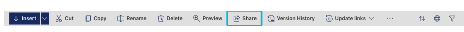

Figure 75. Button **Share**

4. To copy the link from the dialog window, click on the **copy** symbol (Figure 76).
   The link is copied to your clipboard.

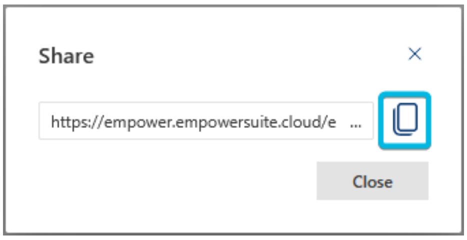

Figure 76. **Copy** Symbol

5. If you have finished, click on the button **Close** (Figure 77).

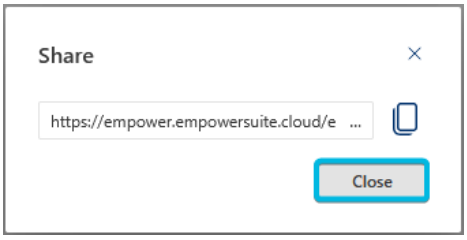

Figure 77. Button **Close**

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

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

Open empower® Links

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

Here, you can see the elements that have been shared with you. If multiple elements have been shared via this link, each element and/or folder is displayed separately (Figure 78).

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

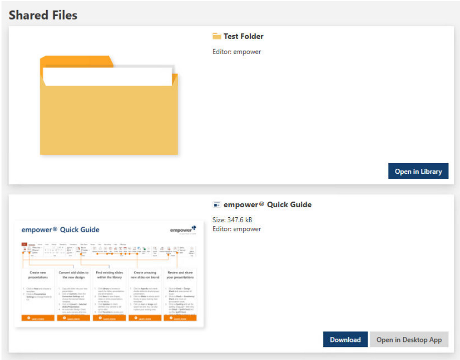

Figure 78. Shared Files

You can now choose between the following options:

- Download elements to your device by clicking on the button **Download** (Figure 79 **(1)**).
- Open elements directly on your device by clicking on the button **Open in Desktop App** (Figure 79 **(2)**).

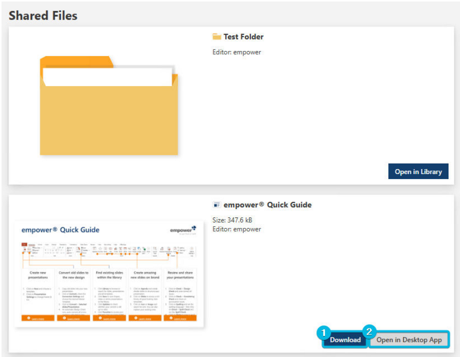

Figure 79. Buttons **Download** and **Open in Desktop App**

- Open folders directly in the empower® Web App by clicking on the button **Open in Library** (Figure 80).
  This option is only available for folders.

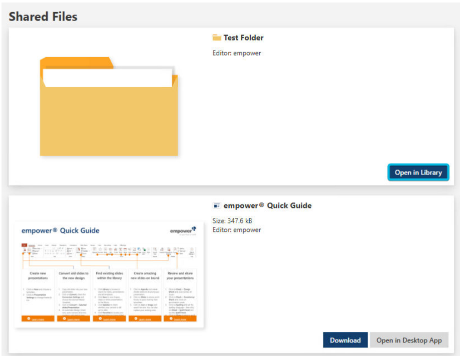

Figure 80. Button **Open in Library**

9.11. Use the Recycle Bin

You can access the recycle bin via the empower® Library in PowerPoint.

To do so, open the empower® Library and click on the button **Recycle Bin** on the lower left-hand side of the library window (**Figure 81**).

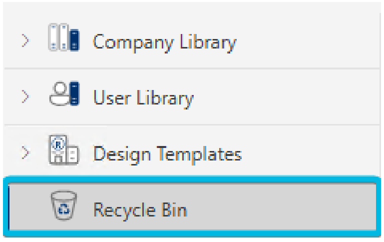

Figure 81. Button **Recycle Bin**

empower® opens the section *Recycle Bin* in the empower® Web App in your default browser.

The empower® Permission Concept also applies to the recycle bin. Therefore, users can only see content that they have been granted permissions for. If the you are the only one with permissions for an element, you are the only one who can see the element in the recycle bin.

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

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

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

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

Enable the Recycle Bin

For Administrators

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

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

View and Restore Content

To open a preview of an element, click on the button **Preview** (**Figure 82**).

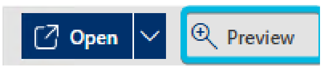

Figure 82. Button **Preview**

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

1. Select the respective element.
2. If you have selected a presentation, click on the **arrow** symbol next to the button **Open** (Figure 83).
   If you have selected a slide, the button **Download** can be accessed directly.
3. Then, click on the option **Download** (Figure 84).
   The file will automatically be downloaded to your download folder.
4. Open the file on your device.
5. Then, save the element back to the empower® Library.

Figure 83. **Arrow** Symbol

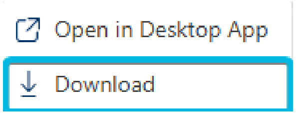

Figure 84. Option **Download**

Deleted elements are available to be manually restored in the recycle bin for twelve months after deletion. Please note:

- Complete folders cannot be restored.
- Metadata cannot be reset.
- Update groups and translation groups cannot be restored.

After twelve months, the files may be deleted either by empower® Support or by your IT department.

If available, you can also click on the button **Open** or, if you have selected a master template, use the button **Create New Presentation**. The element will then automatically be opened in your respective desktop app. Then, you can save the element back to the empower® Library.

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

10. Sidepane

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

To open the sidepane, click on one of the element buttons (e.g. **Slides**, **Text Elements**, **Icons**)

Available Elements

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

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

Available Elements in PowerPoint

In PowerPoint, you can access the following additional sections via the sidebar (**Figure 85**):

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

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

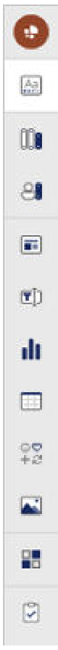

Figure 85. Sidebar in PowerPoint

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**.

11. Content Updates

In PowerPoint, you can be notified about changes that have been made to single slides.

For further information regarding update groups, see **Update Groups**.

Updates in PowerPoint

The update function does not only apply to elements in the empower® Library but also to locally stored elements that originate from the empower® Library.

There are three actions that are taken into account for this update function:

- Adjusting content such as text on a slide
- Deleting an element
- Changing master templates

If there are updates to elements in the empower® Library, you will be notified.

To decide if you want to be notified automatically when inserting a slide or opening a presentation, click on the **arrow** symbol next to the button **Updates** in the empower® Ribbon (**Figure 86** **(1)**).

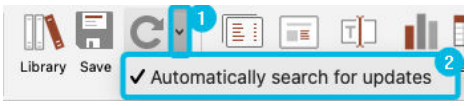

Figure 86. Update Option

A drop-down menu opens.

If the option **Automatically search for updates** is ticked, you will be notified automatically if updates are available (**Figure 86** **(2)**).

If the option is not ticked, you will not be notified automatically and need to check for updates manually.

To enable or disable this option, click on it.

In addition, a red dot is displayed in the thumbnail of elements with open updates in the empower® Library (**Figure 87**).

Figure 87. Thumbnail for Updated Element

If you add a slide to a presentation, this update is only shown for presentation that have been saved to your device, OneDrive or SharePoint. In the empower® Library, updates are only checked on slide level.

To check your presentation for updates manually, click on the button **Updates** in the empower® Ribbon (**Figure 88**).

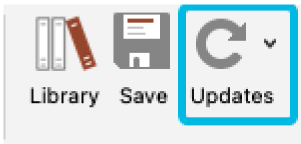

Figure 88. Button **Updates**

empower® checks your presentation for updates. If there are updates in your presentation, the *Update Wizard* opens.

If a single object such as a shape which has been used on your slide is deleted from the empower® Library, you will not be notified automatically.

To check a slide or presentation for deletion updates for single objects, check for updates manually.

Update Wizard

In the *Update Wizard*, you can manually decide how to deal with an update.

In the *Update Wizard*, you can see an overview of all elements that are part of an update group as well as their respective versions (**Figure 89**).

Here, you can manage the updates for the whole presentation in bulk or individually.

On the left-hand side, you can see all slides contained in your presentation for which there are available updates.

On the right-hand side, you can see the updated versions of the respective slide.

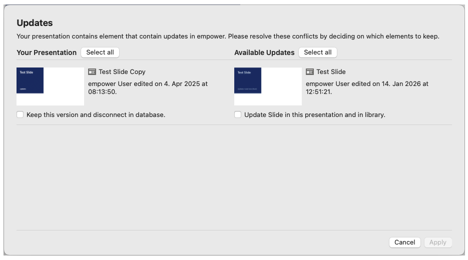

Figure 89. Update Wizard

To zoom in on one of the slides, hover over the thumbnail of one of the versions and click on the **magnifying glass** symbol (**Figure 90**).

The slide will then be shown in a separate window.

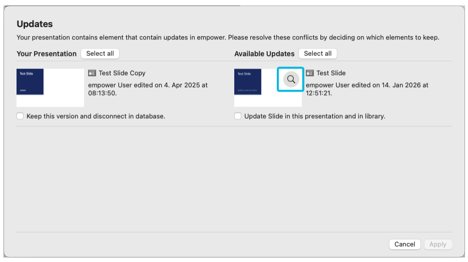

Figure 90. **Magnifying Glass** Symbol

Select Preferred Version

In the *Update Wizard*, you can decide which of the two versions of a slide you want to keep.

You can either make your decision for each slide individually or for all slides at once.

To keep the older version of an individual slide, tick the checkbox next to **Keep this version and disconnect in database** for the respective slide (Figure 91 (**1**)).

To update the older version of an individual slide to the newer version, tick the checkbox for **Update Slide in this presentation and in library** for the respective slide (Figure 91 (**2**)).

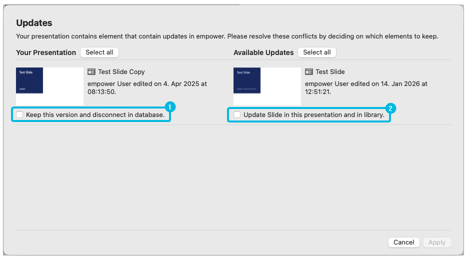

Figure 91. Options for Updated Slides

To keep all older version in the presentation, click on the button **Select all** next to *Your Presentation* (Figure 92 (**1**)).

To update all slides in the presentation to the newer versions, click on the button **Select all** next to *Available Updates* (Figure 92 (**2**)).

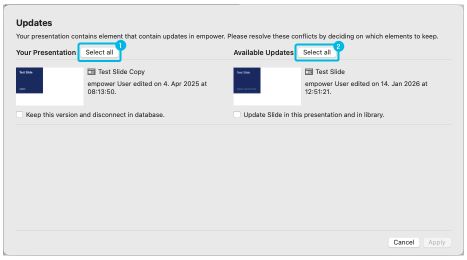

Figure 92. Buttons **Select all**

When you have finished, click on the button **Apply** (Figure 93).

Your changes are applied on the presentation.

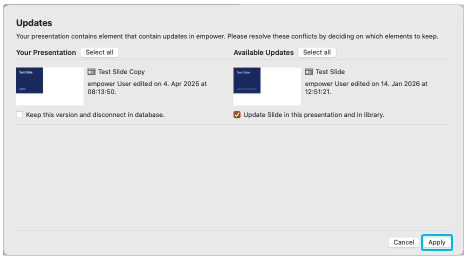

Figure 93. Button **Apply**

If you choose to keep the older version, the slide is removed from the update group and will therefore no longer receive any updates.

Automatic update notifications do no longer apply for a SharePoint presentation you have opened, rejected the update for and saved back to SharePoint. You will not receive any update notifications when you open this presentation afterwards.

To make sure you are aware of content updates, check the presentation for updates manually.

11.1. Update Groups

In empower®, update groups are automatically created if you reuse an existing slide from the library or if you copy and paste a slide inside of the empower® Library.

If you copy a presentation, all the slides contained will become part of individual update groups.

You can also create update groups manually in the user interface if you store copies of slides in different locations and want to keep the slides up to date.

As soon as a slide is added to an update group, a link to the other slides in the update group is created. If one of the slides in an update group is changed, updates can be shared with all other slides in the update group.

The slide that is inserted into a presentation or the slide that is copied initially becomes the root element of the update group.

All other slides in the group are linked copies.

If a slide is the root element of an update group, a colored **link** symbol is displayed in its thumbnail (**Figure 94**).

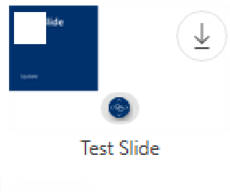

Figure 94. Colored **Link** Symbol

If a slide is a linked copy of a root element, a colorless **link** symbol is displayed in its thumbnail (**Figure 95**).

Figure 95. Colorless **Link** Symbol

If there is an open update for a slide in the update group, a red dot is displayed next to the **link** symbol (**Figure 96**).

Figure 96. Updated Element

If you copy an element from the folder *Design Templates – Slides* or *Design Templates – Presentations*, no update group is created.

Update groups and update links have an impact on the update notification behavior and saving behavior in empower®.

For example, if you save a slide that is part of an update group, you can decide if you want to share the update or not or if you want to force the update without asking other users if they accept the update (**Figure 97**).

Depending on how you decide, users will receive an update notification if they open another slide that is part of the update group.

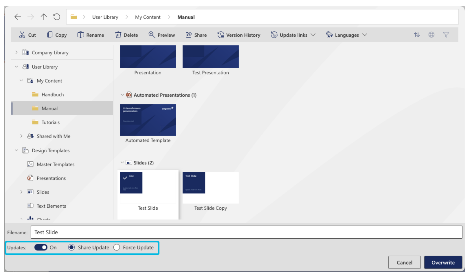

Figure 97. Settings on Save for Root Element

In these update notifications, users can decide if you want to accept the updates or not.

If you update a slide which is part of an update group, make sure to leave the notes section empty. If you leave the notes section empty, existing notes in linked copies will not be overwritten.

If you do not leave the notes section empty, the existing notes will be overwritten and the content is lost.

Depending on your permissions for the library folders, the available options to edit and create update groups might vary.

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

For further information regarding the saving behavior, see Manage Content in empower®.

For further information regarding the update behavior and notifications in empower®, see Content Updates.

Create Update Groups Manually

To create an update group manually, follow the following steps:

1. Open the empower® Library.
2. Select a slide that you want to add to the update group.
3. In the navigation bar, click on the button **Update links** (Figure 98).

Figure 98. Button **Update links**

4. In the drop-down menu, click on the option **Mark for update link** (Figure 99).

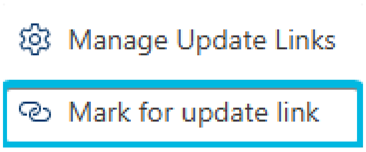

Figure 99. Option **Mark for update link**

5. Then, navigate to a slide that you want to make the root element of your update group.
6. Click on the button **Update links** in the navigation bar again.
7. In the drop-down menu, click on the option **Create update link to this root or update group** (Figure 100).

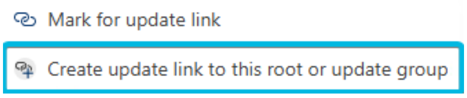

Figure 100. Option to Create Update Link

8. Repeat these steps for all slides that you want to add to the update group.

If you link one update group to another update group, the update groups are combined into one update group.

Manage Update Groups

To view all slides in an update group, follow the following steps:

1. Select one slide that is part of the update group you want to view.
2. Click on the button **Update links** in the navigation bar.

3. In the drop-down menu, click on the option **Manage Update Links** (Figure 101).
   A dialog box opens.

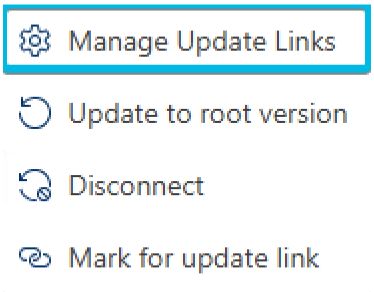

Figure 101. Option **Manage Update Links**

In this dialog box, you can see all slides that are part of the respective update group (Figure 102).

The root element is listed under *Root element*.

All its linked copies are listed under *Linked copies*.

For all slides, the file path, the update status, the modification date and the editor are displayed in the dialog box.

You can also filter the list by the update status, the modification date and the editor.

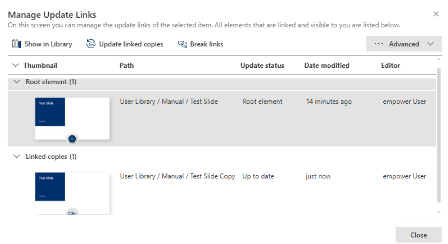

Figure 102. Window **Manage Update Links**

If you want to open one of the slides of the update group in the library, click on the button **Show in Library** (Figure 103).

The library opens in the respective folder.

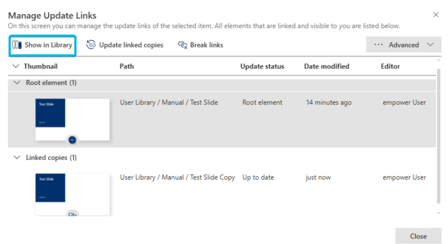

Figure 103. Button **Show in Library**

i Alternatively, the option **Manage Update Links** can also be accessed via the context menu of an element.

Update Slides in Update Group

In the dialog box, you have different options for root elements and linked copies.

If you have selected the root element, you can update all linked copies at once.

To update all linked copies to the root element version, click on the button **Update linked copies** (Figure 104).

A dialog box opens.

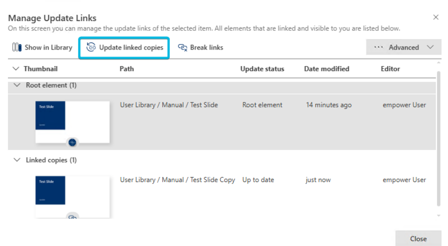

Figure 104. Button **Update linked copies**

In this dialog box, you can choose if you want to share the update or if you want to force the update (Figure 105).

If you share the update, update notifications will be issued for the linked copies.

If you force the update, the update will be applied without any update notification.

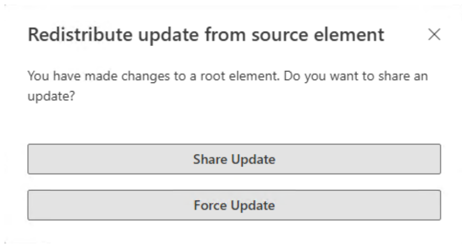

Figure 105. Dialog Box on Linked Copy Update

If you have selected a linked copy, you can update this linked copy to the root element version.

To update the linked copy to the root element version, click on the button **Update to root version** (Figure 106).

The slide will be updated immediately.

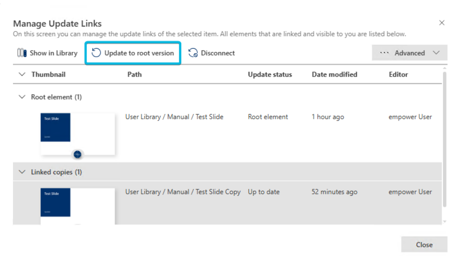

Figure 106. Button **Update to root version**

Alternatively, these options can also be accessed via the context menu of a root element or a linked copy.

Break Links in Update Group

In the dialog box, you have different options for root elements and linked copies.

If you have selected the root element, you can dissolve the update group as a whole.

To dissolve the update group as a whole, click on the button **Break links** (Figure 107).

A dialog box opens.

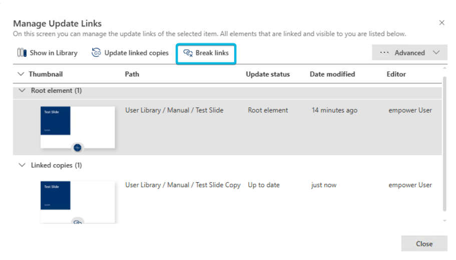

Figure 107. Button **Break links**

To confirm the process, click on the button **Yes** (Figure 108).

All update links will be broken.

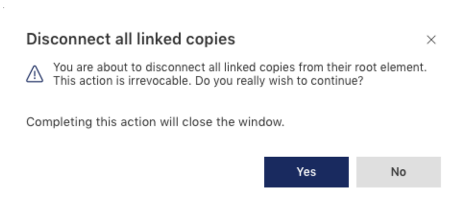

Figure 108. Dialog Box on Breaking Links

If you have selected a linked copy, you can disconnect this linked copy from the update group.

To break the link between the linked copy and the root element, click on the button **Disconnect** (Figure 109).

A dialog box opens.

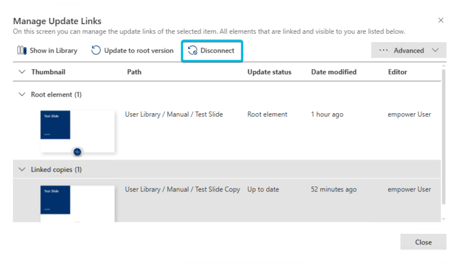

Figure 109. Button **Disconnect**

To confirm the process, click on the button **Yes** (Figure 110).

If you disconnect the last linked copy, the update group is dissolved as a whole.

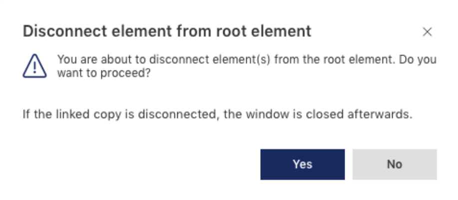

Figure 110. Dialog Box on Disconnecting

Alternatively, these options can also be accessed via the context menu of a root element or a linked copy.

Advanced Settings

If you have selected the root element, you can mark it for a new root element or delete it in the advanced settings (Figure 111).

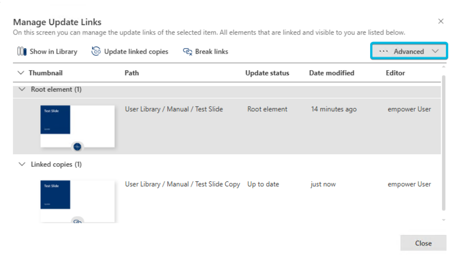

Figure 111. Button **Advanced**

To mark the root element for a new root element, click on the button **Mark for update link** (Figure 112).

Then, minimize the dialog box and continue in the library.

Here, follow the steps 5 to 8 under **Create Update Groups Manually**.

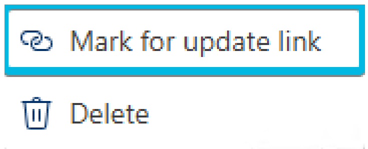

Figure 112. Option **Mark for update link** under **Advanced** for Root Element

To delete the root element, follow the following steps:

1. Select the root element from the list.
2. Click on the button **Advanced**.
   A drop-down menu opens.
3. In the drop-down menu, click on the option **Delete** (Figure 113).
   A dialog box opens.

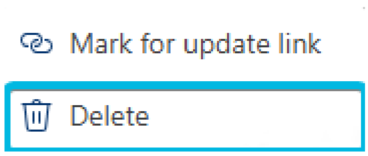

Figure 113. Option **Delete** for Root Element

4. In this dialog box, confirm the process by clicking on the button **Yes** (Figure 114).

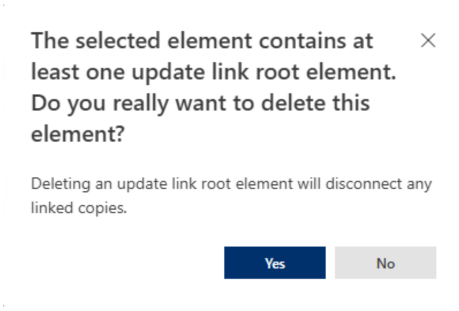

Figure 114. Dialog Box on Deleting Root Element

If you have selected a linked copy, you have the following options:

- Make the selected linked copy the root element
- Update the root element to match the selected linked copy
- Mark the selected linked copy for a new root element
- Delete the linked copy

To make the selected slide the root element of the update group, click on the option **Make this element the root** (Figure 115).

The changes become visible in the dialog box.

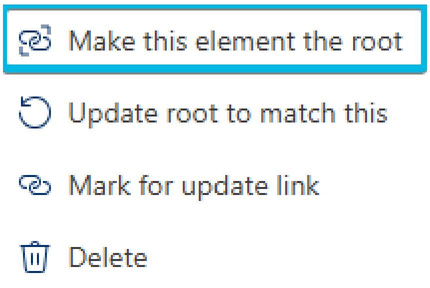

Figure 115. Option **Make this element the root**

To update the current root element to match the selected linked copy, click on the button **Update root to match this** (Figure 116).

A dialog box opens.

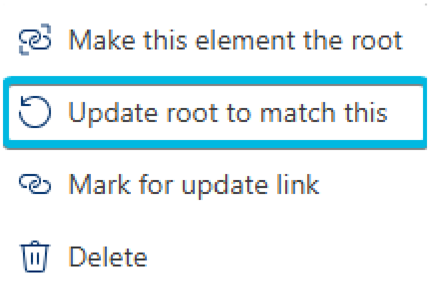

Figure 116. Option **Update root to match this**

In this dialog box, you can choose if you want to share the update or if you want to force the update (Figure 117). Alternatively, you can decide not to share any update.

If you share the update, update notifications will be issued for the linked copies.

If you force the update, the update will be applied without any update notification.

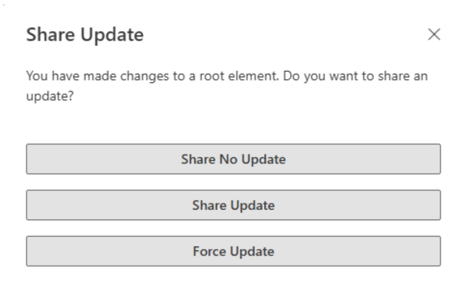

Figure 117. Dialog Box on Updating Root Element

To mark the linked copy for a new root element, click on the button **Mark for update link** (Figure 118).

Then, minimize the dialog box and continue in the library.

Here, follow the steps 5 to 8 under **Create Update Groups Manually**.

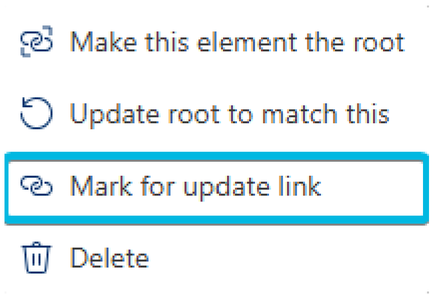

Figure 118. Option **Mark for update link** under **Advanced** for Linked Copy

To delete a linked copy, follow the following steps:

1. Select the linked copy from the list.
2. Click on the button **Advanced**.
   A drop-down menu opens.
3. In the drop-down menu, click on the option **Delete** (Figure 119).
   A dialog box opens.

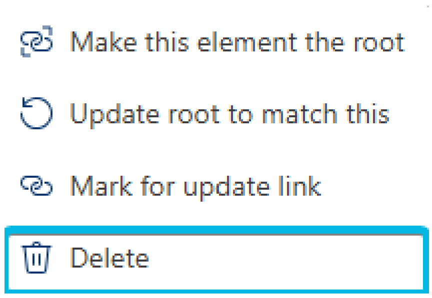

Figure 119. Option **Delete** for Linked Copy

4. Then, click on the button **Yes** (Figure 120).

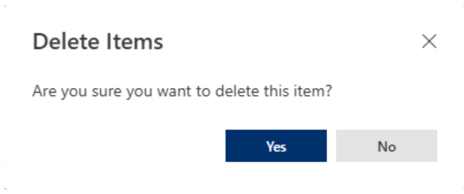

Figure 120. Dialog Box on Deleting Linked Copy

Alternatively, these options can also be accessed via the context menu of a root element or a linked copy.

12. Create a New Presentation

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

If you create a new presentation by opening a new PowerPoint window, make sure to select the default template.

If you have set a personal default master or if your empower® Administrators have set a company default master, this master is your default theme in PowerPoint.

To create a new presentation from the empower® Ribbon, navigate to the group Start and click on the button **New** (**Figure 121**).

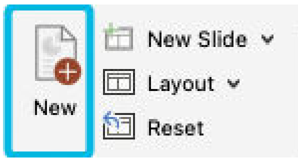

Figure 121. Button **New**

The empower® Library opens in the section *Master Templates* (**Figure 122**).

Here, choose your preferred master template.

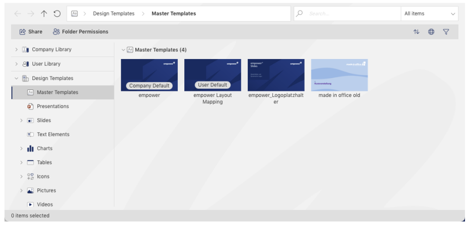

Figure 122. Master Templates

Then, click on the button **Create New Presentation** (**Figure 123**).

The new presentation will be created based on the selected master template.

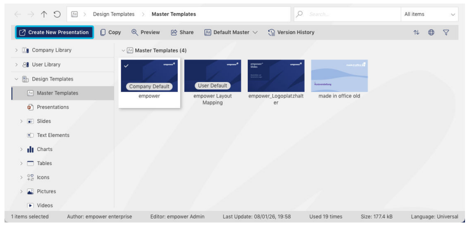

Figure 123. Button **Create New Presentation**

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. Check your slides for corporate design compliance and consistency.

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

13. Use Master Templates

If your empower® Administrators have set a company default master or if you have set a personal default master, this master is set as your default theme in PowerPoint.

If you open PowerPoint, you can select the default theme in the presentation gallery.

Alternatively, you can decide not to display the presentation gallery when opening PowerPoint. In this case, a new presentation is opened directly and your default theme is applied automatically.

To do so, untick the checkbox for **Open Presentation Gallery when opening PowerPoint** under **PowerPoint** > **Preferences** > **General**.

If you have not set a personal default and your administrators have also not set a company default, the blank theme is your default theme.

In this case, you can select a master from the empower® Library and create a new presentation from within the empower® Library.

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

For further information regarding the creation of a new presentation directly from the empower® Library, see **Create New Content in Library**.

Define Default Master

There are two types of default masters:

- Company default master
- Personal default master

The company default master is set by your empower® Administrators to avoid selecting a master template each time you open PowerPoint.

If a master has been defined as company default, the label *Company Default* is displayed in its thumbnail (**Figure 124**).

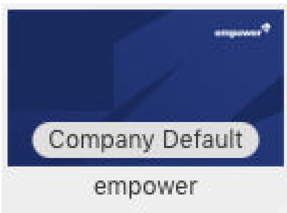

Figure 124. Label for Company Default

In addition, you can set your personal default master via the user interface.

To do so, follow the following steps:

1. Open the empower® Library.
2. In the section *Design Templates*, navigate to the subsection *Master Templates* (Figure 125).
3. Right-click on the master template you want to define as your default.
   A context menu opens.

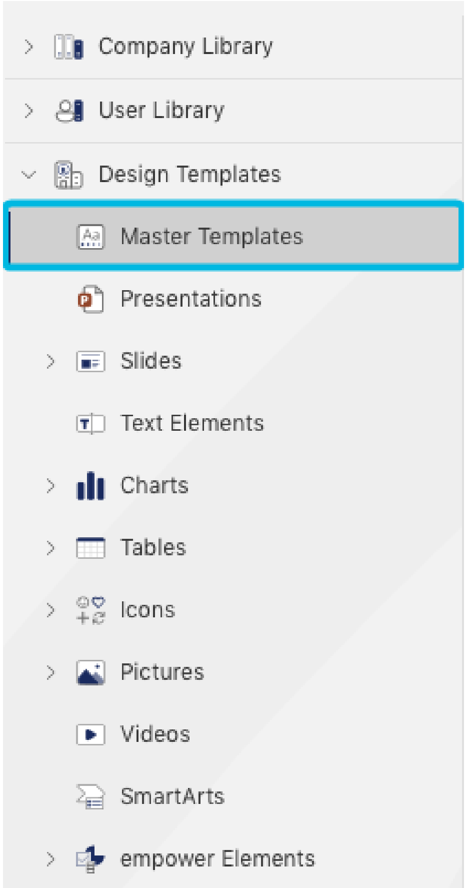

Figure 125. Section *Master Templates*

4. In the context menu, hover over the option **Default Master** (Figure 126 **(1)**).
   Further options become visible.
5. Choose the option **Set as Default Master** (Figure 126 **(2)**).

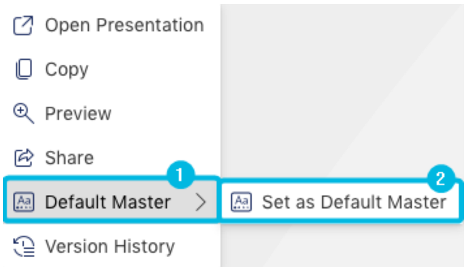

Figure 126. Context Menu Options

If you have defined a master template as your personal default, the label *User Default* is displayed in its thumbnail (Figure 127).

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

Figure 127. Label for Personal Default

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

1. Open the empower® Library.
2. In the section *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, hover over the option **Default Master**.
   Further options become visible.
5. Choose the option **Set as Default Master**.

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

empower® always uses the template that was last set as the default template for you. If your empower® Administrators set a master template as the company default and you then select your own default master, your own default master will be used.

Set Company Default

For Administrators

If you have been granted admin permissions, you can set a company default master template that will be used for the whole company.

To do so, follow the following steps:

1. Open the empower® Library.
2. In the section *Design Templates*, navigate to the subsection *Master Templates*.
3. Right-click on the master template you want to define as the company default.
   A context menu opens.
4. In the context menu, hover over the option **Default Master** (Figure 128 (**1**)).
   Further options become visible.
5. Choose the option **Set as Company's Master** (Figure 128 (**2**)).

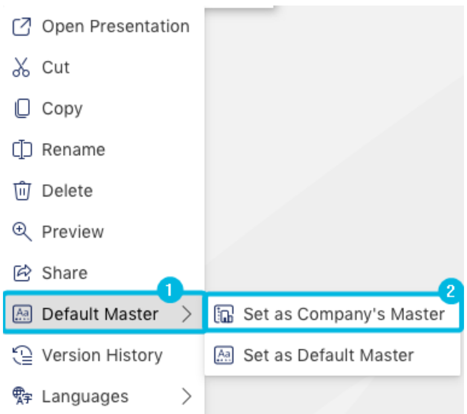

Figure 128. Option **Set as Company's Master**

If you set a company master, make sure all users have permissions to access the master template.

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

Alternatively, you can access the option **Set as Company's Default** in the navigation bar under **Default Master**.

14. 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*, click on the button **Agenda** in the empower® Ribbon (**Figure 129**).

Figure 129. Button **Agenda**

The *Agenda Editor* opens (**Figure 130**).

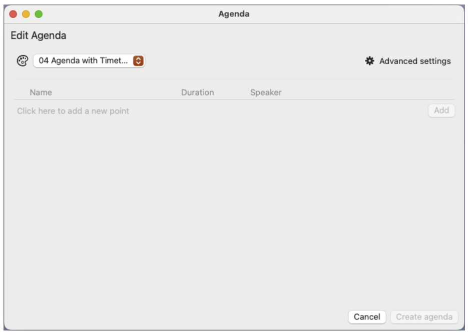

Figure 130. Agenda Editor

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 131**).

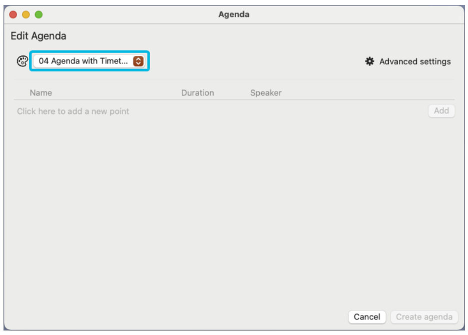

Figure 131. Template Drop-Down Menu

Choose your preferred template (**Figure 132**).

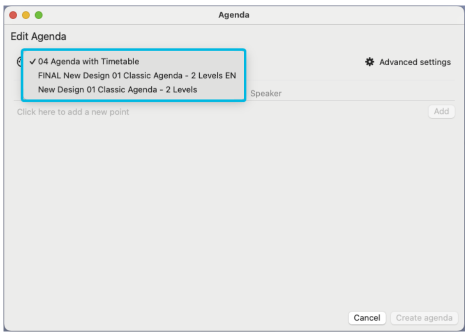

Figure 132. Template Drop-Down Menu (Expanded)

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 133) or press **Enter**.
3. Repeat this process for all your agenda points.

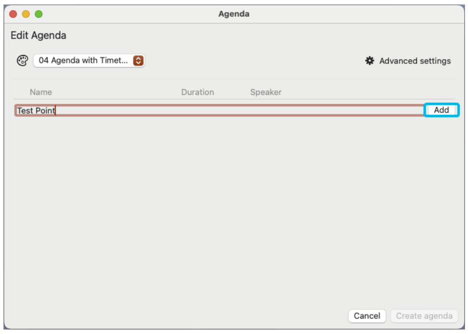

Figure 133. Button **Add**

4. To move an agenda point back to the previous level, click on the **arrow** symbol that points to the left (Figure 134 **(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 134 **(2)**).

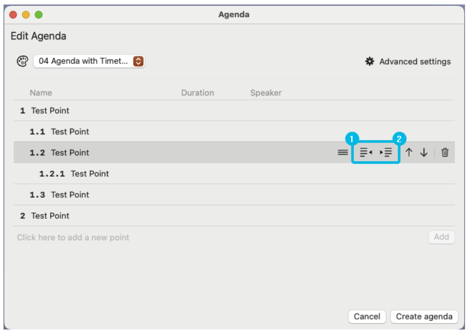

Figure 134. **Arrow** Symbols (Right and Left)

You can change the order of your agenda points using the **arrow** symbol that points up or down (Figure 135). You can use Drag & Drop to move the agenda point to the preferred position.

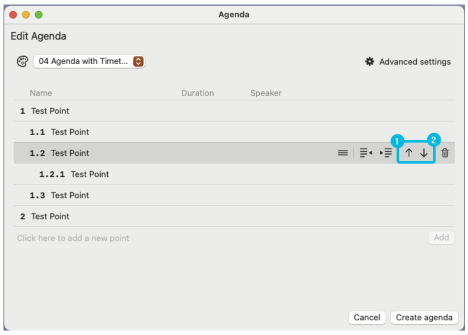

Figure 135. **Arrow** Symbols (Up and Down)

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 136). In this case, choose another agenda template or do not use third level agenda points.

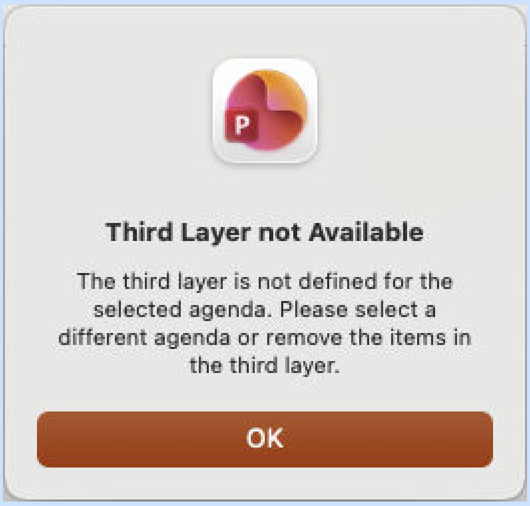

Figure 136. Dialog Box for Third Level

Available agenda templates have been defined by your empower® Administrators. If you are missing a specific template, reach out to your administrators.

To delete an agenda point, click on the **bin** symbol in line with the agenda point (Figure 137).

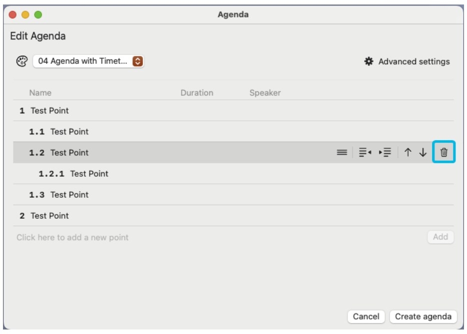

Figure 137. **Bin** Symbol

A menu opens. You will be asked if you also want to delete the agenda point's sublevels (Figure 138).

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

Figure 138. 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 139**).

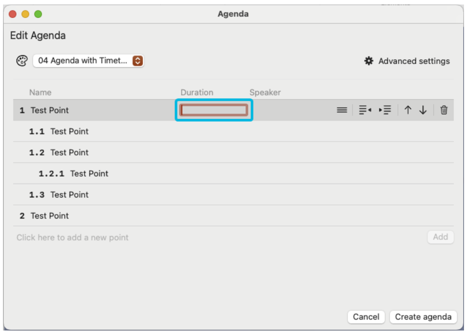

Figure 139. Input Field *Duration*

Enter the speaker's name into the input field for *Speaker* (**Figure 140**).

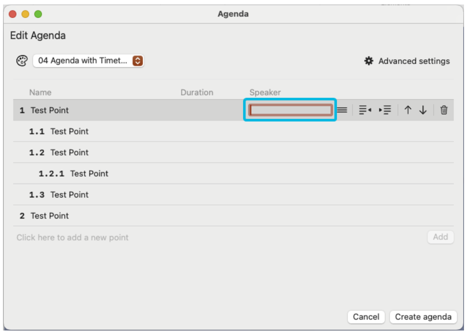

Figure 140. Input Field *Speaker*

Available agenda templates have been defined by your empower® Administrators. If you are missing a template with the field *Duration* or *Speaker*, reach out to them.

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 141**).

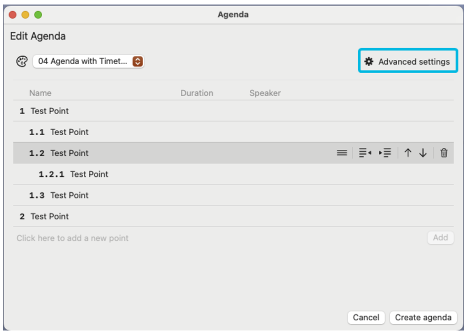

Figure 141. Button **Advanced settings**

A menu opens.

In the menu, tick the checkbox next to a setting to enable the setting (**Figure 142**).

The following settings are available:

- Settings for the agenda slides (Figure 142 **(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 sub items** – Tick the checkbox to create divider slides for all sublevels.
- Settings for the sublevels (Figure 142 **(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.

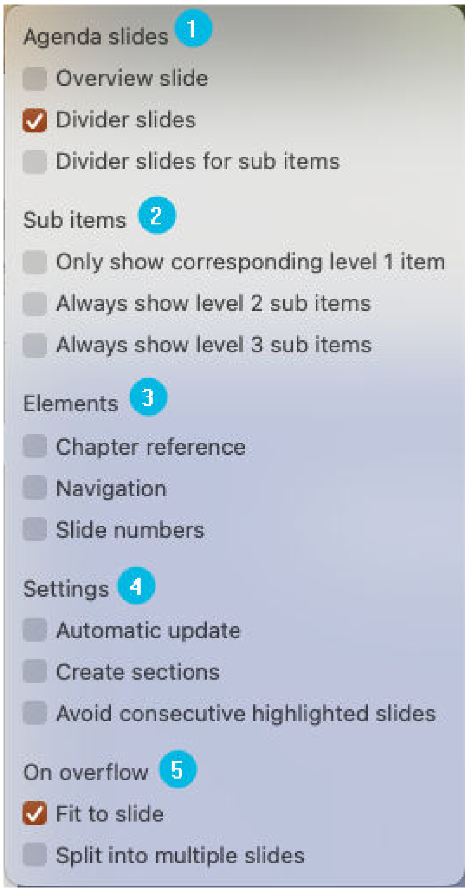

Figure 142. Advanced Settings

- Settings for single elements (Figure 142 **(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 142 (**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 consecutive 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 142 (**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.

> The preselection in the advanced settings have been defined by your empower® Administrators. You can always make necessary changes.

> 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 143).

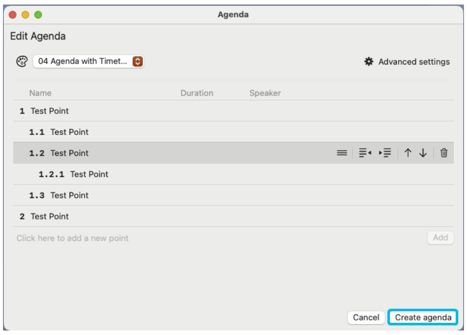

Figure 143. Button **Create agenda**

If you are editing an agenda, the button is called **Update agenda** (Figure 144).

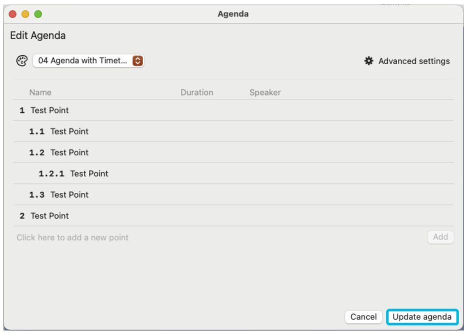

Figure 144. Button **Update agenda**

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

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.

15. 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 texts 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®.
>
> 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. Make sure you are using an empower® Master that complies with your corporate design.
2. Click on the little **arrow** symbol next to the button **New Slide** (Figure 145).
   The layout selection opens.
   a. If you want to change the layout for the current slide, click on the button **Layout** (Figure 145).
3. Then, select a slide layout you want to use (Figure 146).

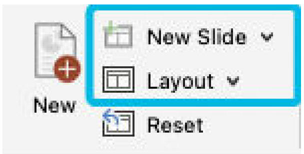

Figure 145. Options **New Slide** and **Layout**

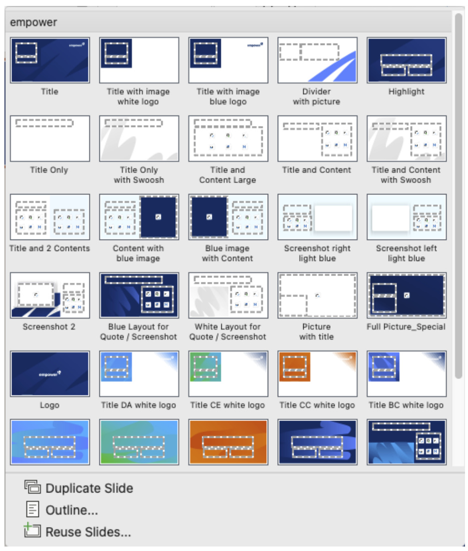

Figure 146. Slide Layout Selection

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 one of the element buttons (**Text Elements**, **Charts**, **Tables**, **Icons**, **Pictures**) (Figure 147).

Figure 147. Element Buttons

The sidepane opens in the respective folder.

Here, you can find corporate design compliant pictures, tables or charts that can be used right-away (Figure 148).

If you click on the button **Shapes**, the PowerPoint built-in options open.

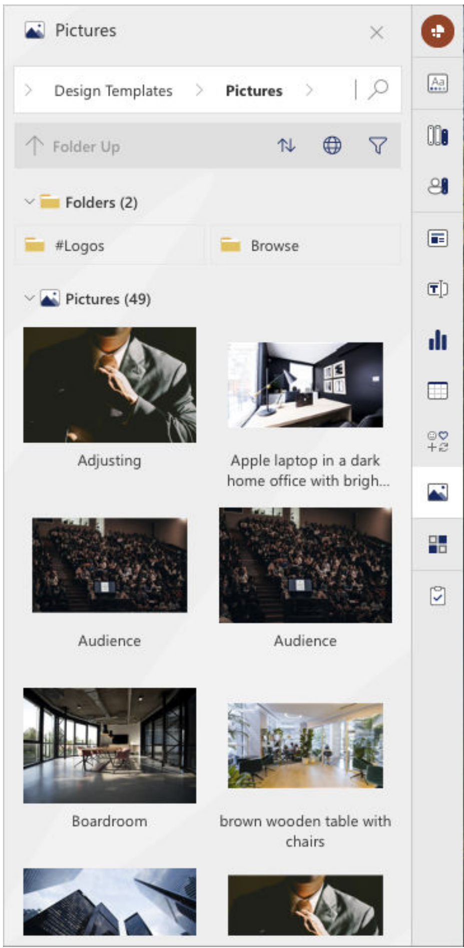

Figure 148. Section *Pictures*

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

If you use the placeholder icons to insert elements into a placeholder, the options are not restricted by empower®.

To stay consistent with your corporate design, always use the element buttons in the empower® Ribbon.

Available Elements

The empower® Ribbon offers access to several element types that can be inserted into your presentation.

The following elements are available:

- Text Elements
- Tables
- Icons
- Pictures
- Shapes

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. Click on the button **Slides** in the empower® Ribbon (Figure 149).
   The sidepane opens in the subsection *Slides* of the section *Design Templates*.
2. Here, select the template you want to use.
3. Either double-click on it or click on the button **Insert** (Figure 150 **(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 **Insert with Master** (Figure 150 **(2)**).

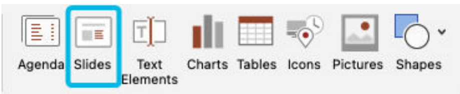

Figure 149. Button **Slides**

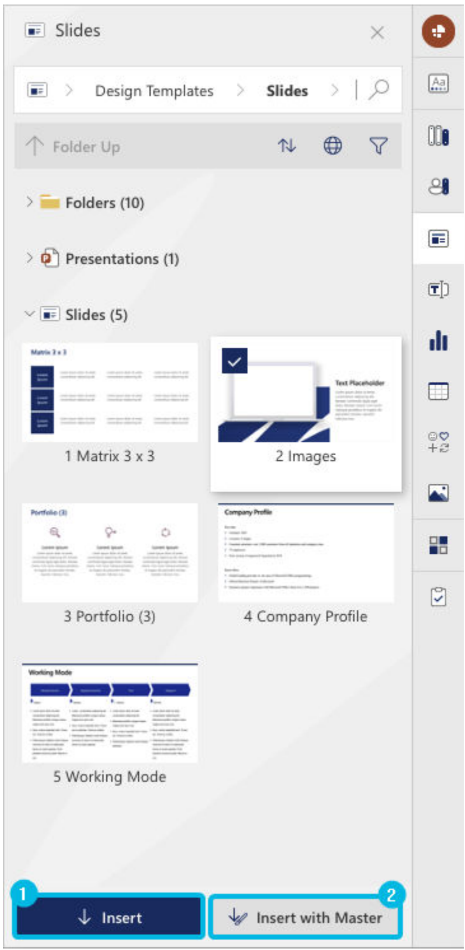

Figure 150. Buttons **Insert** and **Insert with Master**

4. Now, you can replace all texts and images with the content you want to use for your presentation (**Figure 151**).

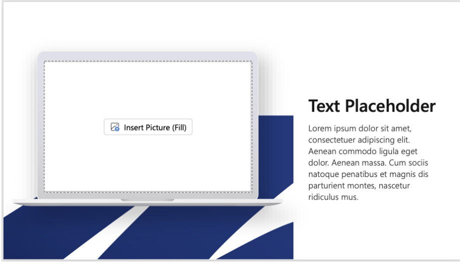

Figure 151. Slide Template – Example

Depending on your empower® Environment, the library section *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.

16. 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 (Figure 152).

Figure 152. Button **Layout**

Arrange and Position Elements

All features described in the section *Arrange* refer to PowerPoint built-in features with the exception of **Swap Elements** (Figure 153).

Figure 153. Section *Arrange*

If you select two elements you can click on the button **Swap Elements** to change each other's position (Figure 154).

Figure 154. Button **Swap Elements**

The buttons **Align Left**, **Align Right**, **Align Top** and **Align Bottom** will align two elements in accordance to the selected option. If only a single element is selected, it will be aligned with the edges of the slide (Figure 155).

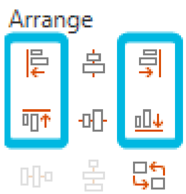

Figure 155. Buttons **Align Left, Right, Top, Bottom**

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 156).

Figure 156. Buttons **Distribute Horizontally** and **Distribute Vertically**

In the section *Position*, you are able to align a selected elements directly within the drawing area (Figure 157).

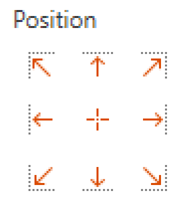

Figure 157. Section *Position*

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.

Resize and Select Elements

In the section *Resize* you can adjust the size of selected elements (Figure 158).

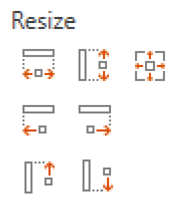

Figure 158. Section *Resize*

To do so, select two elements and then click on the button **Same Width**. The elements will now have the same width as the element last selected if no reference shape has been set (Figure 159).

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

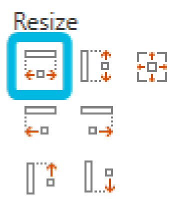

Figure 159. Button **Same Width**

The buttons **Same Height** and **Same Size** work in a similar manner (Figure 160).

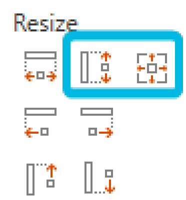

Figure 160. Buttons **Same Height** and **Same Size**

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 161**).

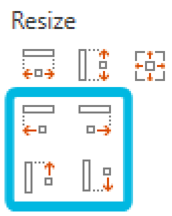

Figure 161. Buttons **Resize to Align Left, Right, Top, Bottom**

In the section *Select* you can access PowerPoint built-in features to place elements on a slide (**Figure 162**).

Figure 162. Section *Select*

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.

To hide an element click on the **eye** symbol to the right of the element's name (**Figure 163**).

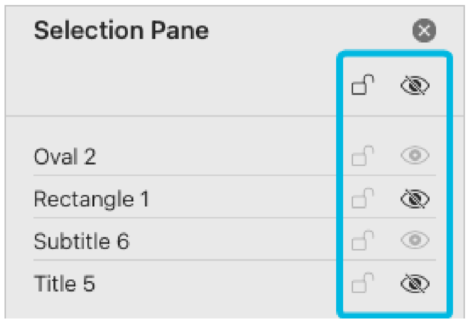

Figure 163. Selection Element Overview **Eye** Symbol

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 textboxes, etc. (**Figure 164**).

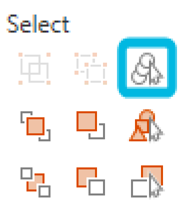

Figure 164. Button **Same objects**

Select same color will select all elements that have the same color as the item currently selected (**Figure 165**).

Figure 165. Button **Same color**

Stretch and Dock Elements

In the section *Stretch* you can access multiple functions to adapt the size of elements (**Figure 166**).

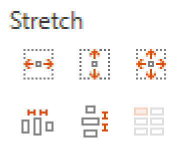

Figure 166. Section *Stretch*

With the buttons **Fit to Width**, **Fit to Height** and **Fit to Area** let you adapt the size of a single or of multiple elements to the drawing area (**Figure 167**).

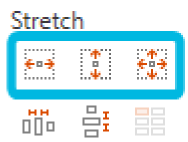

Figure 167. Buttons **Fit to Width, Height, Area**

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.

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 **Same Margins Horiz.** or on the button **Same Margins Vert.** (**Figure 168**).
   A dialog box opens.

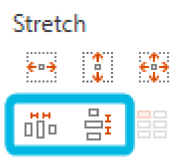

Figure 168. Buttons **Same Margins Horiz.** and **Same Margins Vert.**

2. Specify the desired distance between the elements in the input field (**Figure 169**).

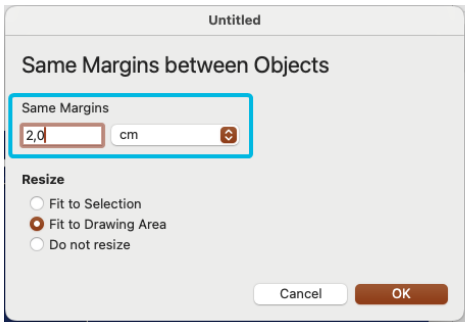

Figure 169. Window Settings for Margins

3. Specify the area in which these elements are to be distributed. Select either of the three available options (Figure 170):
    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.

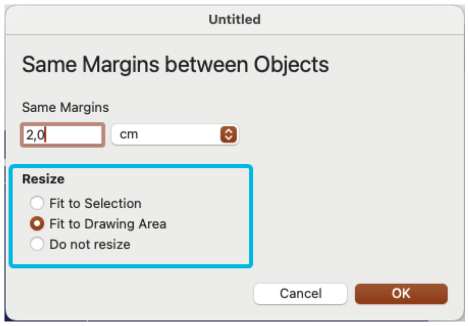

Figure 170. Options for Same Margins

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 171).
   A dialog box opens.

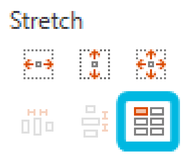

Figure 171. Button **Multiply Shape**

3. Specify the number of rows and columns and define the horizontal and vertical distance between the elements (Figure 172).

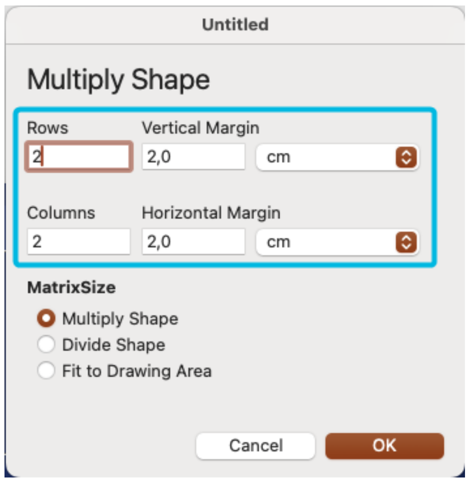

Figure 172. Window Settings for Multiplying Shapes

4. Select either of the three available options (Figure 173):
   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 distributed the shapes equally on the drawing area. If required, the size of the shapes is adjusted.

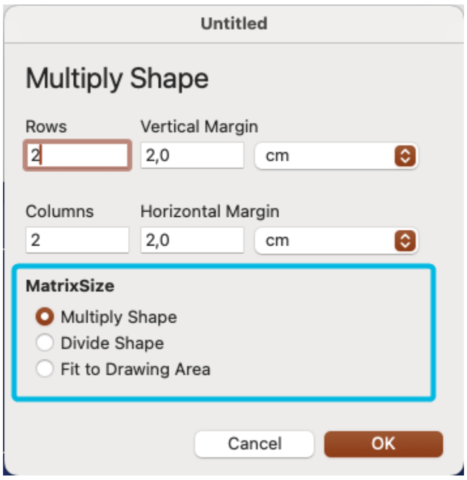

Figure 173. Options for Multiply Shape

In the section *Dock* you can access multiple functions to align two or more elements with one another (Figure 174).

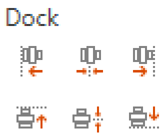

Figure 174. Section *Dock*

With the button **Dock Left** you can dock selected elements to the left (Figure 175).

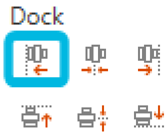

Figure 175. Button **Dock Left**

The buttons **Dock Right**, **Dock Top** and **Dock Bottom** all function analogously (Figure 176).

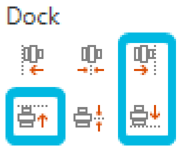

Figure 176. Buttons **Dock Right, Top, Bottom**

The two latter buttons place the elements in accordance to their top or bottom edge, while **Dock Center** and **Dock Middle** place selected elements to the middle of each other (Figure 177).

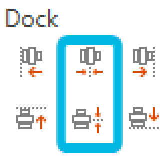

Figure 177. Buttons **Dock Center** and **Dock Middle**

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 178).

Figure 178. Section *Angles*

The buttons **Rotate Left 90°** and **Rotate Right 90°** allow you to rotate your selected elements accordingly (Figure 179).

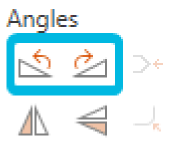

Figure 179. Buttons **Rotate Left 90°** and **Rotate Right 90°**

You can also to flip an element vertically or horizontally along their axis with a click on the buttons **Flip Horizontal** or **Flip Vertical** (Figure 180).

Figure 180. Buttons **Flip Horizontal** and **Flip Vertical**

Select an element with rounded edges and click on the button **Adjust Round Corner** to adjust the corners to an angle set in the database (Figure 181).

Figure 181. Button **Adjust Round Corner**

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.

In the section *Drawing* you can mainly access PowerPoint built-in features to join shapes (Figure 182)

Figure 182. Section *Drawing*

Click on the button **Union** to join two selected shapes to a single element (Figure 183).

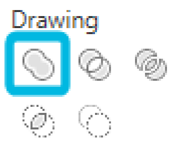

Figure 183. Button **Union**

The button **Combine** has a similar effect but overlapping sections are cut out of the shape (Figure 184).

Figure 184. 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 185).

Figure 185. Buttons **Fragment** and **Intersect**

With the button **Subtract** you can cut out the area of the last selected shape placed on another shape (Figure 186).

Figure 186. Button **Subtract**

Configure a Shape

In the section *Shape* you will find PowerPoint built-in tools to manipulate size and properties of text boxes and shapes (Figure 187).

Here you can view and set width and height of a selected element.

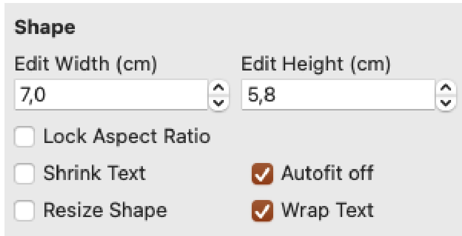

Figure 187. Section *Shape*

Tick the checkbox **Lock Aspect Ratio** to lock the aspect ratio of an element (Figure 188).

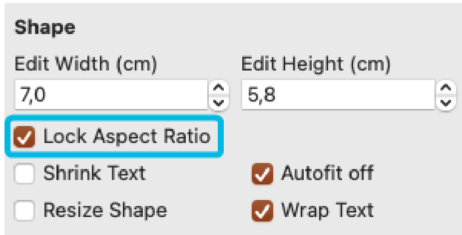

Figure 188. Checkbox **Lock Aspect Ratio**

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 189).

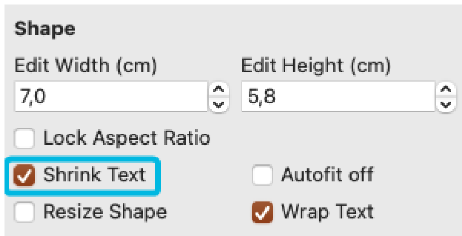

Figure 189. Button **Shrink Text**

Select the option **Resize Shape** to have the shape adapt to the size of its contained text (Figure 190).

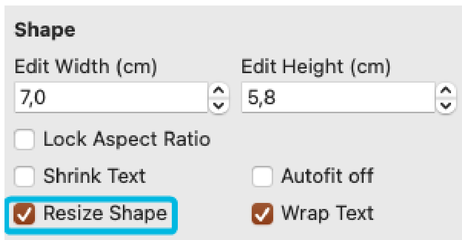

Figure 190. Button **Resize Shape**

Select the option **Autofit off** to not have the shape adapt at all (Figure 191).

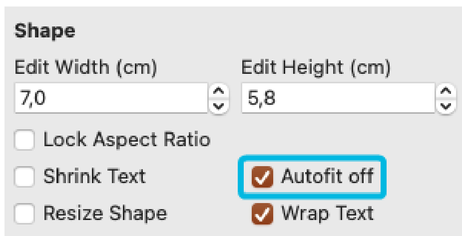

Figure 191. Button **Autofit off**

Tick the checkbox **Wrap Text** to enable automatic line breaks (**Figure 192**).

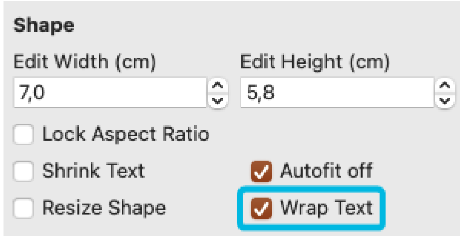

Figure 192. Checkbox **Wrap Text**

Set the Margins of and Spacing in a Shape

In the section *Margins* you can directly enter the value of the margins (**Figure 193**).

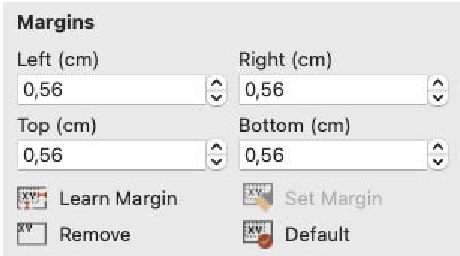

Figure 193. Section *Margins*

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

1. Select an element.
2. Click on the button **Learn Margin** (**Figure 194**).

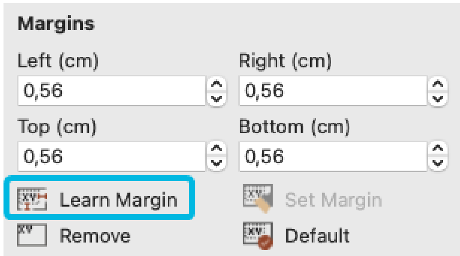

Figure 194. Button **Learn Margin**

3. Select the element you want to transfer the margin to.
4. Click on the button **Set Margin** (**Figure 195**).

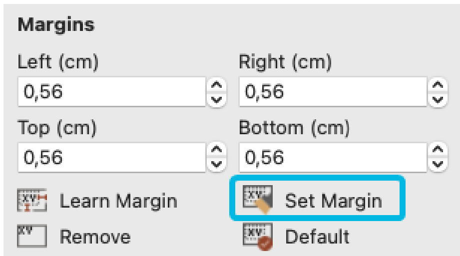

Figure 195. Button **Set Margin**

Click on the button **Remove** to set all margins of a selected element to 0 cm (**Figure 196**).

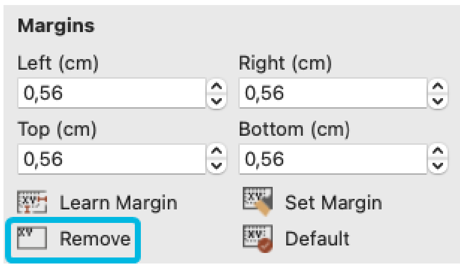

Figure 196. Button **Remove**

Click on the button **Default** to set the margins of a shape to the default margins which are defined in the database (Figure 197).

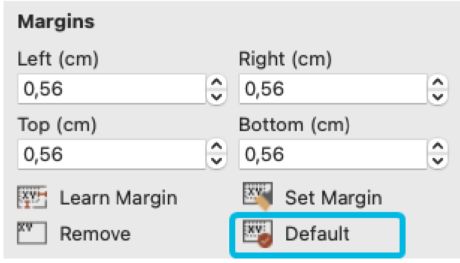

Figure 197. Button **Default**

In the section *Spacing* you can access PowerPoint built-in features to set spacing (Figure 198).

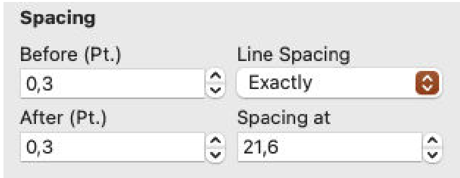

Figure 198. Section *Spacing*

Enter a numeric value in the input fields *Before* and *After* to set the spacing before and after the line (Figure 199).

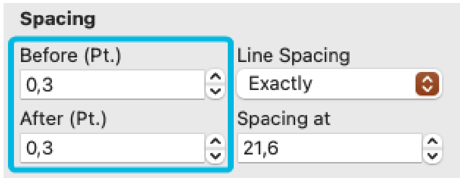

Figure 199. Input Fields *Spacing*

Expand the drop-down menu *Line 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 200).

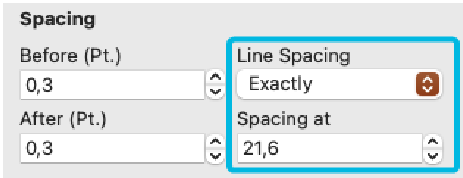

Figure 200. Drop-Down Menu for Line Spacing and Input Field *Spacing at*

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

17. Languages and Translations

If enabled by your empower® Administrators, you can assign languages to elements in the empower® Library.

You can also mark elements in the library as translations to show that the element is a language version of another element.

> To assign a language to an element, the permission role *Folder Administrator*, *Editor* or *Author* is required.
> For further information regarding the permission concept, see Permission Concept.

> Depending on the setup of your empower® Environment, the language features might not be available.

Assign Languages

Usually, the element language is detected automatically when you save an element to the empower® Library. If the language cannot be detected, the language option *Universal* is assigned to the element.

If the language could not be detected successfully or if you want to change the assigned language, you can assign another language to the element via the empower® Library.

To do so, follow the following steps:

1. Select the element in the empower® Library.
2. In the navigation bar, click on the button **Languages** (Figure 201)
   A drop-down menu opens.
3. In the drop-down menu, click on the option **Change Language** (Figure 202).
4. Then, select the language you want to assign to the element (Figure 203).
   The language is assigned to the element.

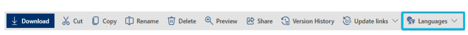

Figure 201. Button **Languages**

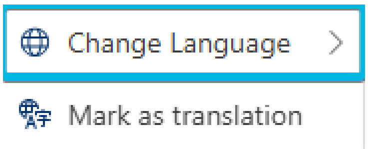

Figure 202. Option **Change Language**

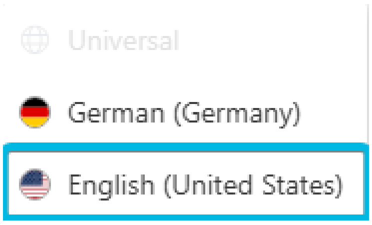

Figure 203. Language Selection

If a language has been assigned to an element, a **flag** symbol is displayed in the element's thumbnail (**Figure 204**).

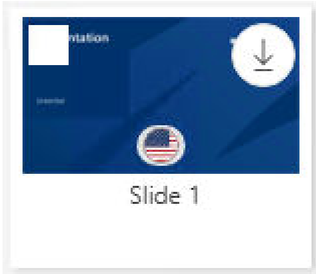

Figure 204. Thumbnail with **Flag** Symbol

The language option *Universal* is meant for elements that cannot be assigned to a certain language.

If the option *Universal* has been assigned to an element, no **flag** symbol is displayed in the element's thumbnail.

Alternatively, you can access the option **Language** via the context element of an element.

If the selected element is part of a translation group which already contains the language you want to assign, a dialog box opens (**Figure 205**).

You cannot assign the same language twice.

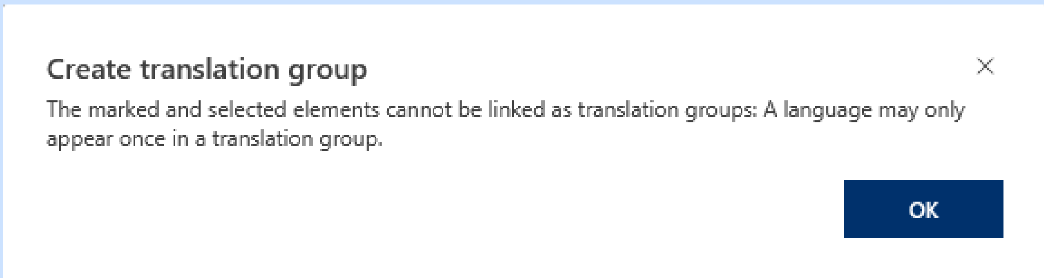

Figure 205. Invalid Language Selection

If the selected element is a linked copy of an update group, you can decide if you want to disconnect the element from the update group (**Figure 206**).

A linked copy must always have the same language as its route.

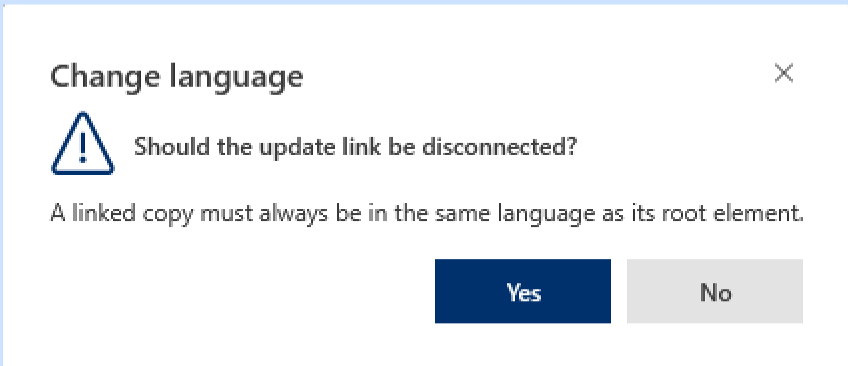

Figure 206. Disconnect Linked Copy to Assign Language

For further information regarding the language filter, see **Filter by Language**.

Create Translation Groups

If you have added a translation for an element, you can mark the element as a translation.

After saving the element to the empower® Library and assigning the language, click on the button **Languages** in the navigation bar. A drop-down menu opens.

In the drop-down menu, choose the option **Mark as translation** (**Figure 207**).

Repeat this process for all elements that you want to add to a translation group.

If an element has been marked as a translation, a gray **translation** symbol is displayed in the element's thumbnail (**Figure 208**).

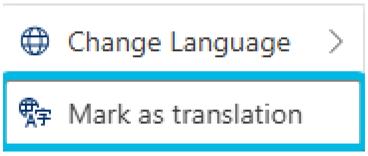

Figure 207. Option **Mark as translation**

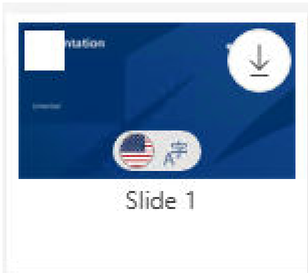

Figure 208. Thumbnail with Gray **Translation** Symbol

Marking the element as a translation does not affect the translation feature. If you close the library without creating a translation group, your changes will be lost.

To use translations for the translation feature, create translation groups.

Each language can only be contained once in the same translation group.

Translation groups can only contain elements of the same type.

If you have marked multiple element types as translations, a dialog box opens (**Figure 209**).

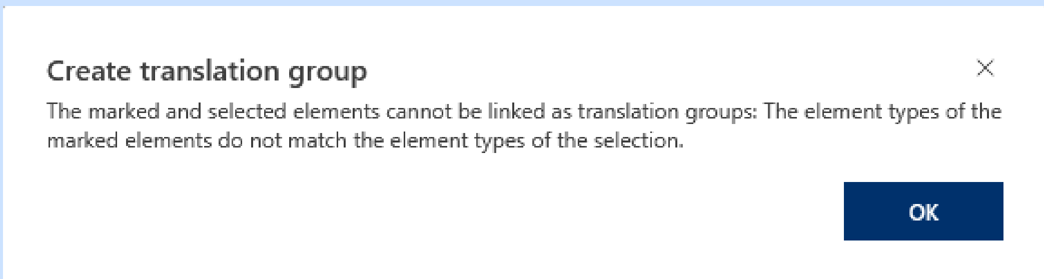

Figure 209. Invalid Selection of Elements

After marking the element as a translation, you can create a translation group containing all elements that you have marked as translations.

Translation groups are required for the translation feature for slides and presentations. If a translation group has been created and an included element is translated, empower® uses the translations available in the translation group.

To create a translation group, follow the following steps:

1. After marking elements as translations, select one of the elements.
2. Navigate to the navigation bar.
3. Click on the button **Languages**.
   A drop-down menu opens.
4. Click on the option **Create translation group** (Figure 210).

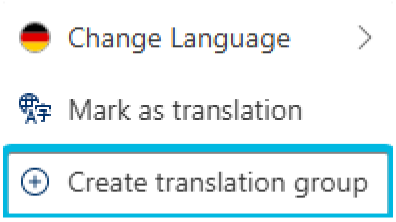

Figure 210. Option **Create translation group**

If an element has been added to a translation group, a black **translation** symbol is displayed in the element's thumbnail (Figure 211).

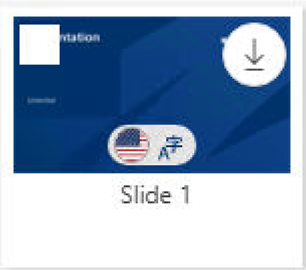

Figure 211. Thumbnail with Black **Translation** Symbol

To remove an element from a translation group, click on the button **Languages** again and choose the option **Remove from translation group** (Figure 212).

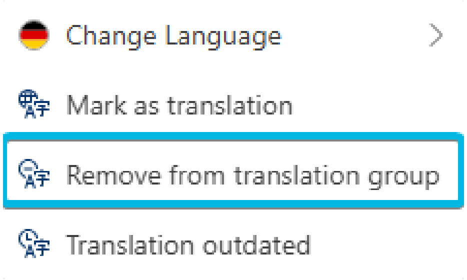

Figure 212. Option **Remove from translation group**

Alternatively, you can access the option **Language** via the context element of an element.

Outdated Translations

If a translation is outdated, a red dot appears next to the other elements' **translation** symbol in the empower® Library (Figure 213).

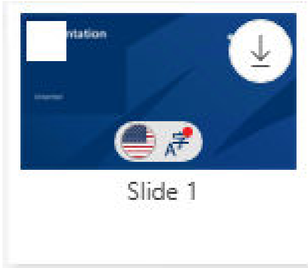

Figure 213. Thumbnail for Outdated Translation

In some cases, it might be necessary to mark translations manually.

To manually mark one of the translations in the translation group as outdated, click on the button **Languages** again and choose the option **Translation outdated** (Figure 214).

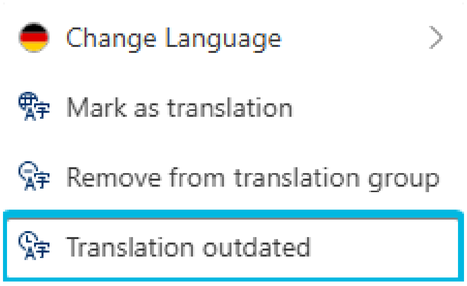

Figure 214. Option **Translation outdated**

To manually mark one of the translations as up to date again, click on the button **Languages** again and choose the option **Translation up to date** (Figure 215).

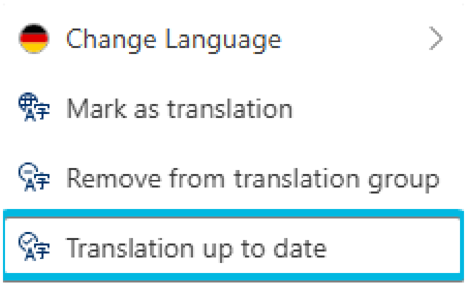

Figure 215. Option **Translation up to date**

Alternatively, you can access the option **Language** via the context element of an element.

18. 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 bullet style and placeholders are displayed.

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

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*, click on the button **Design Check** in the empower® Ribbon (**Figure 216**).

Figure 216. Button **Design Check**

Designs are created by your empower® Administrators. They are also responsible for assigning masters to those designs.

Alternatively, you can open the section *Design Check* directly in the sidepane.

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

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.

Set Up Corporate Design Check

For Administrators

As an empower® Administrator, you can make global settings for the *Corporate Design Check*.

You can decide which aspects are taken into account for the check and when the *Corporate Design Check* is triggered automatically.

These settings can be done in the empower® Admin Center.

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

Automatic Corporate Design Check

If it has been setup accordingly by your empower® Administrators, the *Corporate Design Check* can be triggered automatically.

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

Process Corporate Design Check Results

The results from the *Corporate Design Check* are listed per category (**Figure 217**). Each category can have one or multiple subcategories.

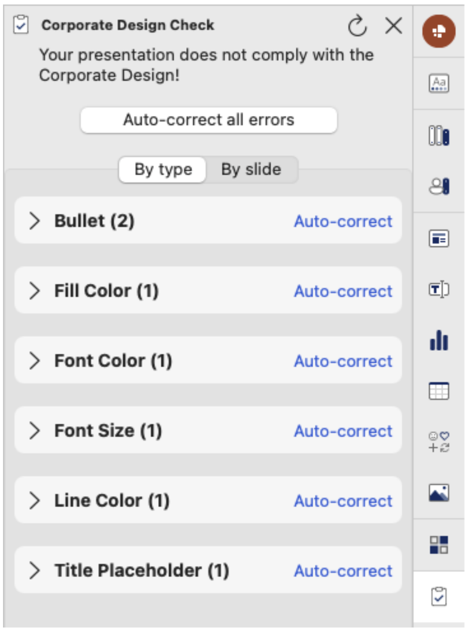

Figure 217. Corporate Design Check Overview

You can either display the entries by error type or by slide (Figure 218).

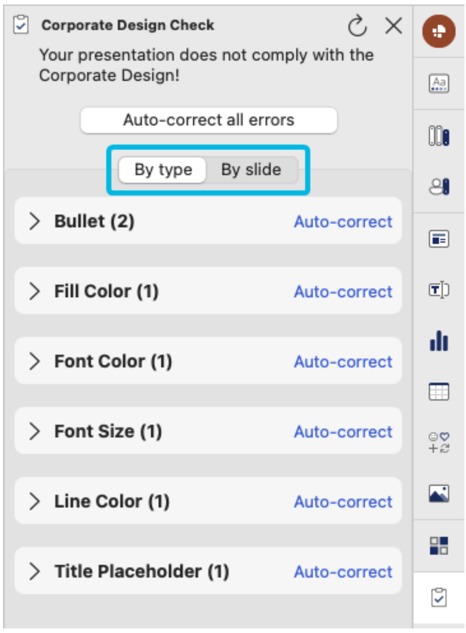

Figure 218. Sorting Options

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

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

To correct an error, follow the following steps:

1. Select the respective entry from the list.
2. If there is a drop-down menu for the error category, choose which predefined correction option you want to apply (Figure 219).
   If there is no drop-down menu, skip this step.

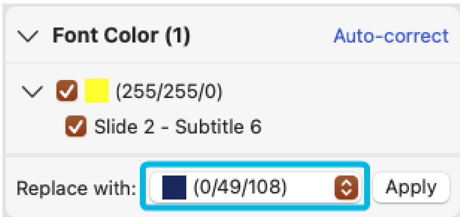

Figure 219. Drop-Down Menu with Correction Options

3. Then, click on the button **Apply** (Figure 220).
   If there is no drop-down menu, the button **Apply** is not available.
   Use the button **Auto-correct** instead.

Figure 220. 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 sub categories 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 221).

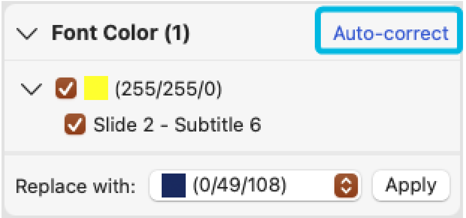

Figure 221. Button **Auto-correct**

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.

If you want to auto-correct all errors in the presentation, click on the button **Auto-correct all errors** (Figure 222).

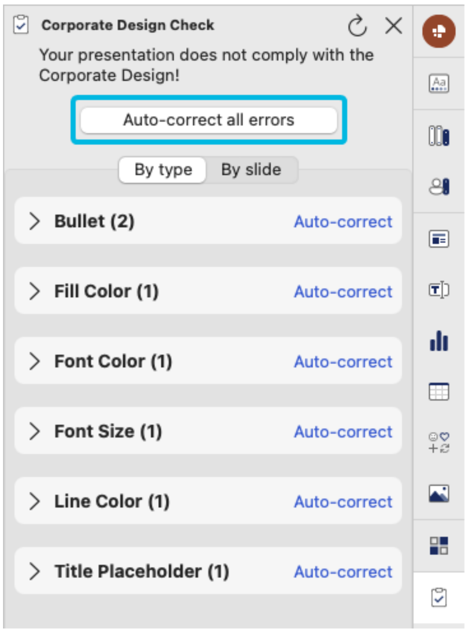

Figure 222. Button **Auto-correct all errors**

If you auto-correct all errors at once, a dialog box opens in case empower® was not able to correct all errors automatically (Figure 223).

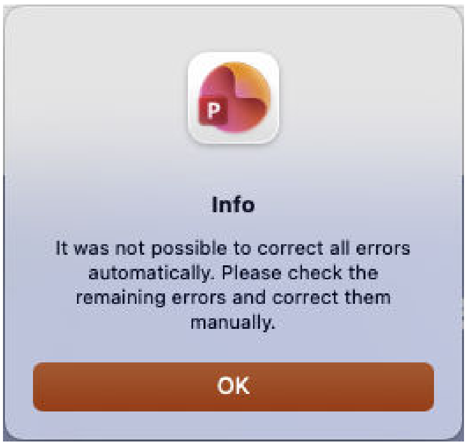

Figure 223. Dialog Box for Remaining Errors

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 224).

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

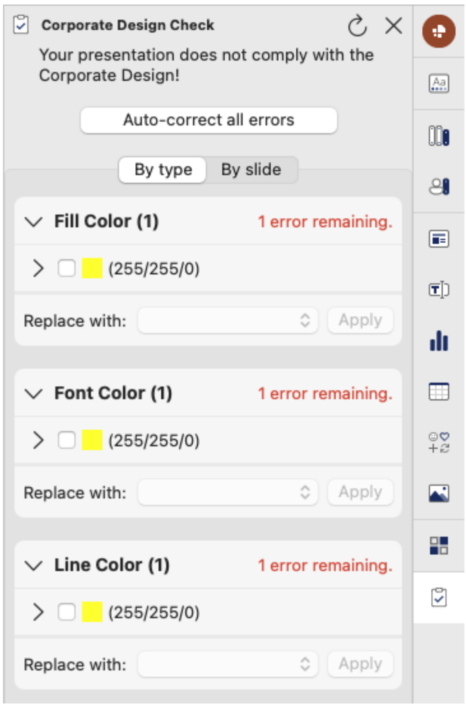

Figure 224. Remaining Errors

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

If all errors have been resolved, a message is shown in the sidepane (Figure 225).

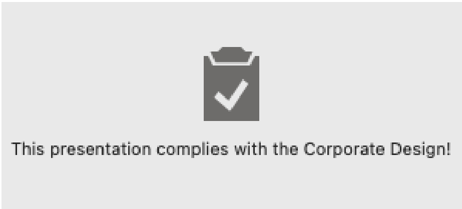

Figure 225. Corporate Design Check Completed

empower

Be your best at work.

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