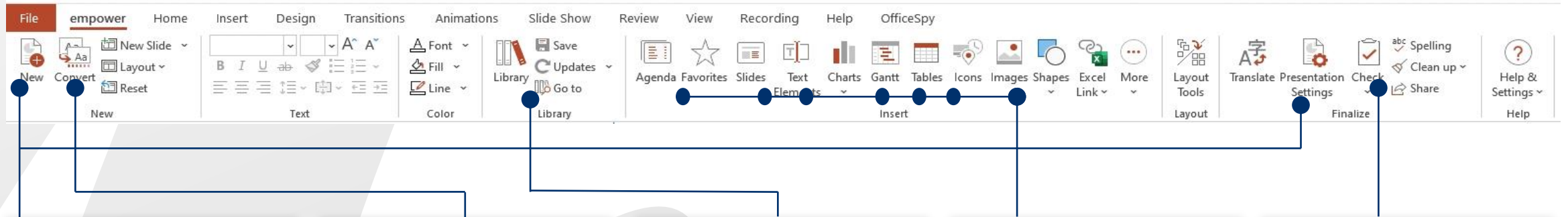# empower® Quick Guide

Create new presentations

1. Click on **New** and choose a template.
2. Click on **Presentation Settings** to change footer & Co.

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Convert old slides to the new design

1. Copy old slides into your new presentation.
2. Click on **Convert,** check the **Conversion Settings** and choose the desired Master Template.
3. Click on **Convert** > **Selected slides/Presentation.**
4. An automatic Design Check runs, auto-corrects all errors, content is adjusted to new working area and transferred.

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Find existing slides within the library

1. Click **Library** to browse or search for slides, presentations and all templates.
2. Click **Save** to save shapes, slides or entire presentations to the library.
3. Click **Updates** to check whether your content is still up-to-date.
4. Click **Favorites** to access your elements that you have added to your favorites.

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Create amazing new slides on brand

1. Click on **Agenda** and create divider slides to structure your presentation.
2. Click on **Slides** to access a rich library of good looking slide templates.
3. Click on **Icon** or **Image** and search for one. You can also replace your existing ones.

▶ Learn more

Review and share your presentation

1. Click on **Check** > **Design Check** and auto-correct all issues.
2. Click on **Check** > **Consistency Check** and check on punctuation issues.
3. Click on **Spelling** and set the spelling language – then click on **Check** > **Spell Check** and run the **Spell Check.**
4. Click on **Share** to save or send selected slides or the entire presentation as PDF.

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