# empower® Slides

Release 9.10

empower

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

### Windows Version

- Windows 11

### Office Version

- Microsoft Office 2021, 2024

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

### Subscription Models

- Office 365 Pro Plus, Enterprise E3 or E5

# 1.2. Telemetry Tracking in empower®

By default, the software sends anonymous telemetry data to a central server of empower.

This data can be accessed by empower and discussed with you in a meeting. It helps to understand how well the software's features are used.

If required, telemetry tracking can be disabled for your company.

If you want to access your telemetry report, contact you Onboarding Specialist or Customer Success Manager.

# 2. Office Theme Adaption

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

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

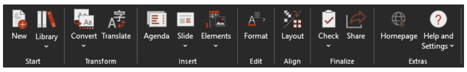



Figure 1. empower® Ribbon in Black Theme

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

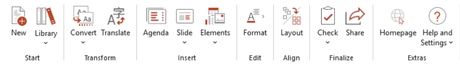



Figure 2. empower® Ribbon in White Theme

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

# 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.

> If there is no connection to the empower® Sync, only elements that have been made available offline by synchronization can be opened.
>
> For further information regarding offline and online availability, see **Online Availability of Library Content**.

## User Interface

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

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

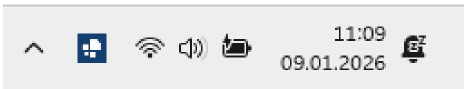



Figure 3. empower® Icon

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

# Main Window

In the main window, you can see when the empower® Sync has executed the last synchronization. In addition, you can see how many files have been synchronized and what the size of this data has been (**Figure 4**).

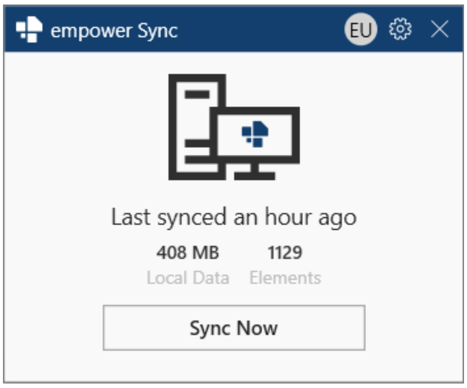



Figure 4. Main Window

To see the exact date and time of the latest synchronization, move your mouse cursor over the text *Last synced* ... (**Figure 5**).

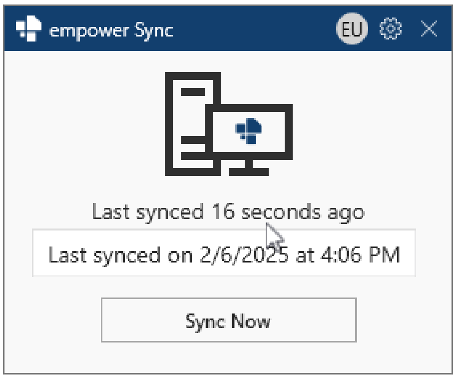



Figure 5. Mouse-Over **Last synced**

## Start the Synchronization Manually

To manually initiate a synchronization, click on the button **Sync Now** (**Figure 6**).
The empower® Sync will then start the synchronization of any data that has changed or been added since the last synchronization and will also display a progress bar during this time.

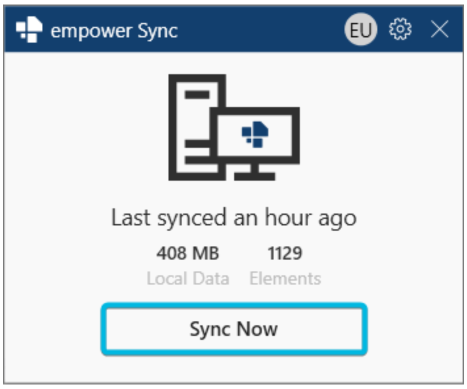



Figure 6. Button **Sync Now**

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

# Access the Sync Options

To open the empower® Sync options, click on the **gear** symbol in the top right corner of the main window (**Figure 7**).

A drop-down menu containing the available options opens.

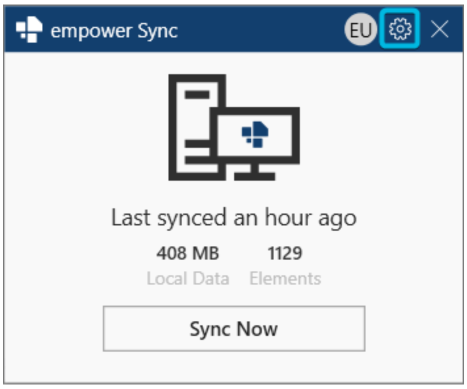



Figure 7. **Gear** Symbol

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

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

To close the empower® Sync and shut down empower®, click on the option **Exit** (**Figure 8**).

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

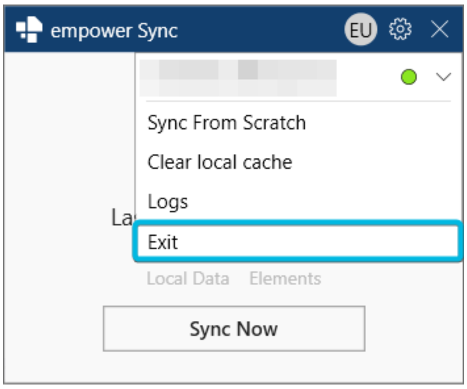



Figure 8. Option **Exit**

If you click on the button **Exit**, a message will appear in the window (**Figure 9**).

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

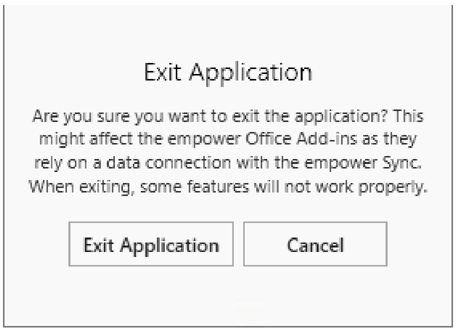


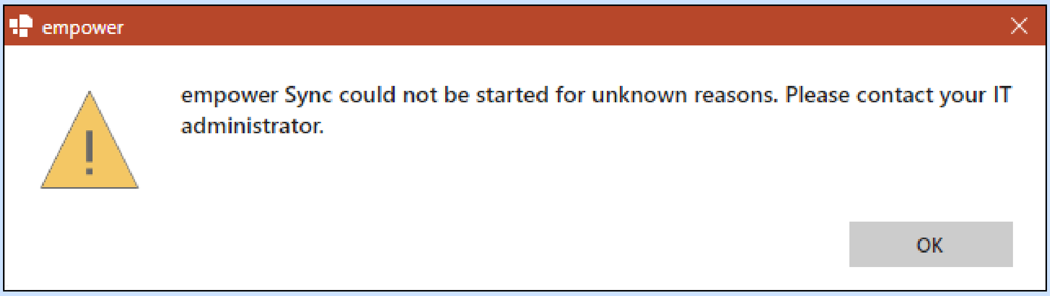

Figure 9. Message for Application Exit

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

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

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

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

> If the empower® Sync crashes unexpectedly, empower® tries to restart it. If this restart is not successful, a dialog box opens (Figure 10).
>
> 
> 
>
> Figure 10. Error Message for Sync

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

## Execute a Sync from Scratch

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

Content data will not be deleted.

To execute this process, click on the option **Sync from Scratch** (Figure 11).

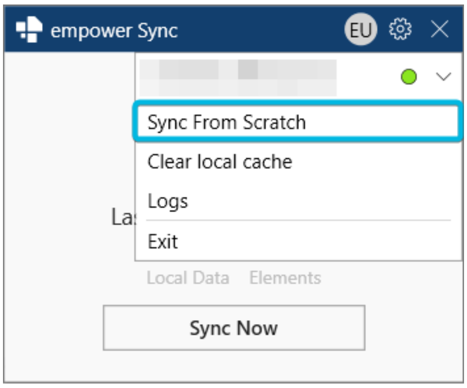



Figure 11. Option **Sync From Scratch**

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

> This option can be used if problems occur despite synchronization or if the synchronization fails regularly.
>
> In addition, the option can help to solve issues regarding user rights as the login data is also reset.

## Clear the Local Cache

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

To execute this process, click on the option **Clear local cache** (Figure 12).

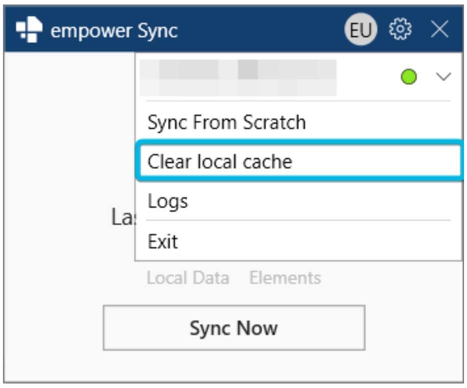



Figure 12. Option **Clear local cache**

A message appears. Read this message carefully.

To clear the cache, click on the button **Clear local cache** (Figure 13). The empower® Sync will then start clearing the cache.

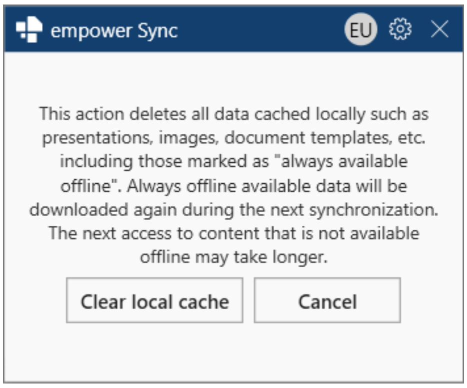



Figure 13. Message for **Clear local cache**

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

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

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

## Open the Log Files

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

To open the log file directory, click on the option **Logs** (Figure 14). The corresponding folder will be opened.

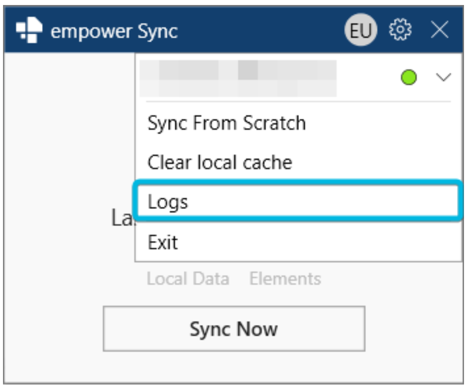



Figure 14. Option **Logs**

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

## User Information

Next to the **gear** symbol, you can see the user's initials (**Figure 15**).

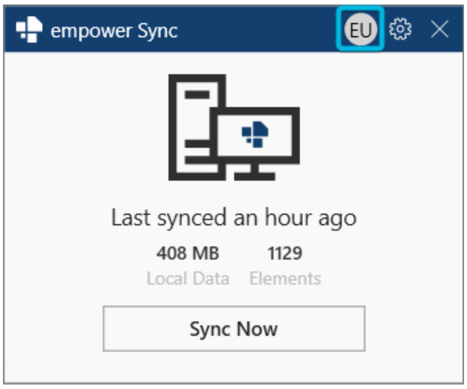



Figure 15. User Initials

To view the user information, click on the initials. The user's full name and the user's e-mail address will be displayed (**Figure 16**).

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

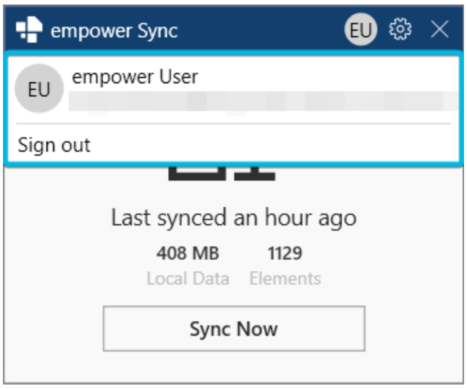



Figure 16. User Information

# Synchronize a Specific Library Folder

If you only want to load changes in a specific library folder in PowerPoint, you can do so directly in the empower® Library.

This can be useful if a colleague has added or changed content and you know about these changes, but the next automatic synchronization has not been run yet.

To synchronize the content of a specific folder, follow the following steps:

1. Open the empower® Library.
2. Navigate to the folder that you want to synchronize.
3. Next to the path bar, click on the **refresh** symbol (**Figure 17**).
   The folder is reloaded and all changes made since the last synchronization are displayed.

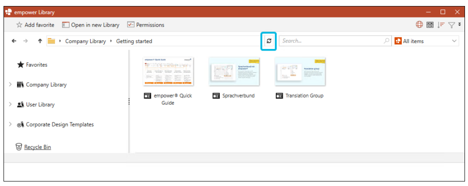


Figure 17. **Refresh** Symbol in Library

This manual partial synchronization only applies to the current folder. It does not synchronize other library content or background settings.

# 4. empower® Ribbon

In PowerPoint, the empower® Ribbon can either be displayed as the classic ribbon or as the simplified ribbon.

The classic ribbon provides a more extensive version of the empower® Ribbon (**Figure 18**) while the simplified ribbon organizes the variety of empower® Features in more compact groups (**Figure 19**).

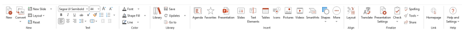


Figure 18. Classic Ribbon in PowerPoint

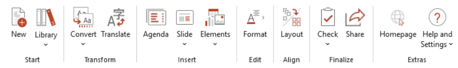



Figure 19. Simplified Ribbon in PowerPoint

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

Next to the empower® Features, the empower® Ribbon also includes some built-in Office features to ease the work in documents. These built-in features are not explicitly described in this manual.

For information regarding these built-in Office features, see **Microsoft 365 Support**.

All references in the manual regarding navigation (available areas and buttons in the empower® Ribbon) refer to the simplified ribbon in empower®. The naming of features may differ slightly in the classic ribbon.

## Switch Ribbon View

To switch between the classic and simplified ribbon, follow the following steps:

1. In the empower® Ribbon, click on the button **Help and Settings**.
2. Choose the option **User Settings**.
   The side pane opens.
3. Depending on which ribbon you want to use, switch the toggle button for **Use Simplified Ribbon** to *On* or *Off* (**Figure 20**).
   The ribbon changes to your preferred option.

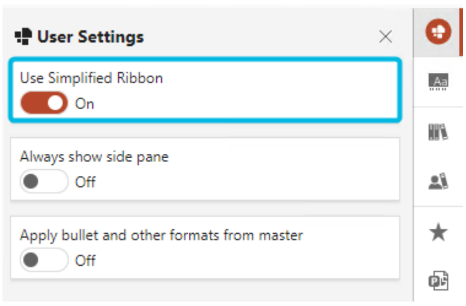



Figure 20. Option **Use Simplified Ribbon**

# 5. empower® Help

empower® offers different ways for you to receive help if you have any problems with the software.
In addition, you can access your user settings and view information about your installation.

The help section is located in the group Extras. To view your options, click on the button **Help and Settings** (**Figure 21**).

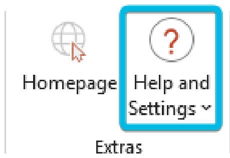



Figure 21. Button **Help and Settings**

You can choose from the following options (**Figure 22**):

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

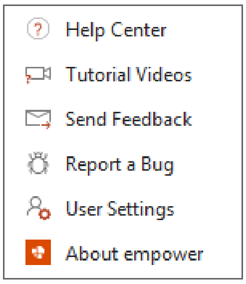



Figure 22. Drop-Down Menu for Button **Help and Settings**

The option **Customizing Center** is only available if you are an empower® Administrator.

# Help Center

If you have any questions while working with empower®, you can open the *Help Center*. This will take you to the empower® Support Website, where you will be able to find an answer either through the articles provided or through the tutorials.

The *Help Center* will open in your default browser (**Figure 23**).
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.

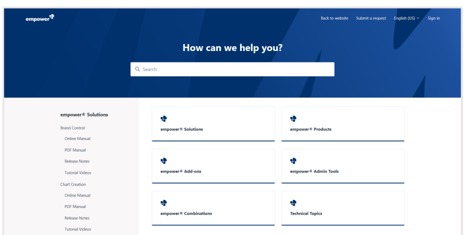



Figure 23. Help Center

# Tutorial Videos

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

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

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

# Send Feedback

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

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

The e-mail has a preset subject line (e.g. *Feedback for Slides*) (**Figure 24**). All feedback is welcome as we are always looking to improve our software.

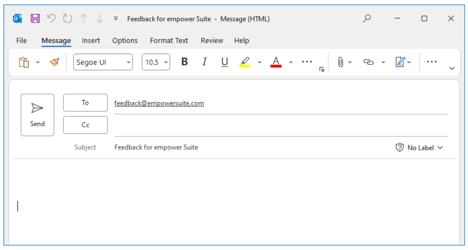



Figure 24. Feedback E-Mail

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

# Report a Bug

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

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

- Creating a new e-mail via your primary e-mail application and automatically attaching a .zip file (*empowerInformation.zip*).
  The e-mail has a preset subject line (e.g. *Bug report for Slides*) and is already addressed to the right recipient.
- Opening a new window in your default browser (**Figure 25**).
  In this window, you have to enter various information about yourself, as well as the bug you want to report. This information is relevant for the empower® Support so that they can respond to it in the best possible way.

Your descriptions as well as the file attachment will help empower® replicating the error and analyzing the case to conclusively deliver a near-term solution.

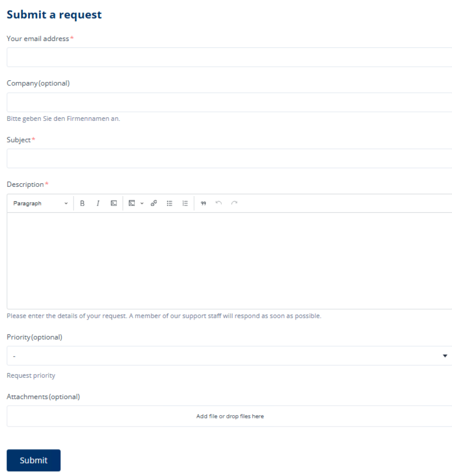



Figure 25. Report a Bug in Help Center

# User Settings

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

In the section **User Settings** in the side pane, you can set your personal preferences (**Figure 26**).

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

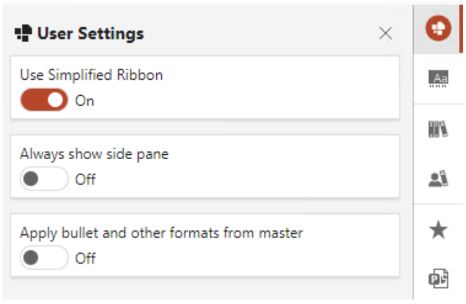



Figure 26. User Settings

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

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

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

To open it again, either click on the bar **empower** next to the sidebar or click on one of the symbols in the sidebar (**Figure 27**).

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

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

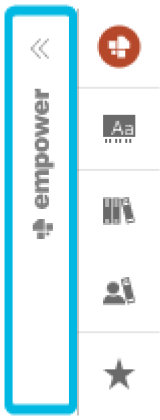



Figure 27. Expand Side Pane

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

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

This includes the font formatting and alignment in bullet lists.

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

# About empower

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

A dialog box opens. This dialog box contains information about the empower® Version and products in use (**Figure 28**).

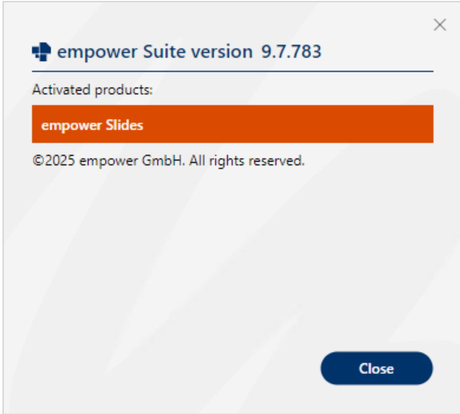



Figure 28. Dialog Box **About empower**

# Customizing Center

## For Administrators

If you are a *Customizing Admin*, the option **Customizing Center** will be visible for you (**Figure 29**).

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

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

The *Customizing Center* includes settings regarding your empower® Designs including color and font settings, as well as settings regarding the different checks in empower®, campaign management, languages in empower® and the available features.

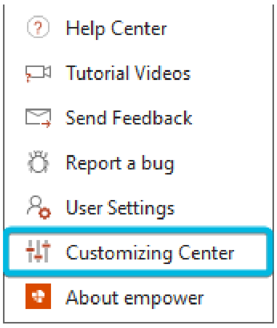



Figure 29. Option **Customizing Center**

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

# 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 has been configured, you can access the button in the group Extras (**Figure 30**).

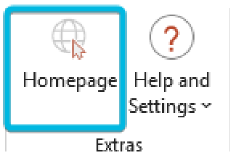



Figure 30. External Link Button

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**.

For further information regarding the assignment of masters to a design, see **Upload a Master Template**.

# 8. Edit Text

The group Edit in the empower® Ribbon is similar to the Office built-in groups Font and Alignment.

In the empower® Ribbon, however, the group Edit is linked to your corporate design. Therefore, it represents only the specifications that are in line with your company's corporate design.

To access all features in the group Edit, click on the button **Format** (**Figure 31**).


Figure 31. Button **Format**

The group will be expanded to the right, opening the subgroups Text and Color (**Figure 32**).

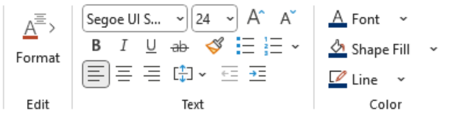



Figure 32. Groups Text and Color in PowerPoint

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

empower® does not affect the Office built-in right-click access to font and color information. All Office built-in formatting options, which do not necessarily coincide with your corporate design, are still available.

## Text Settings

In the subgroup Text, you have access to all fonts and font sizes that match your company's corporate design.

In the bullet options, you can choose from the predefined bullet styles from the master template in use.

In addition, you have all formatting options, including text alignment options.

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

## Color Settings

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

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

# 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 group Start in the empower® Ribbon. To open the library, click on the button **Library** (**Figure 33**).

It opens in a new window.

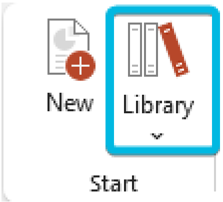


Figure 33. Button **Library**

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

For further information regarding the side pane, see **Side Pane**.
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 34**).

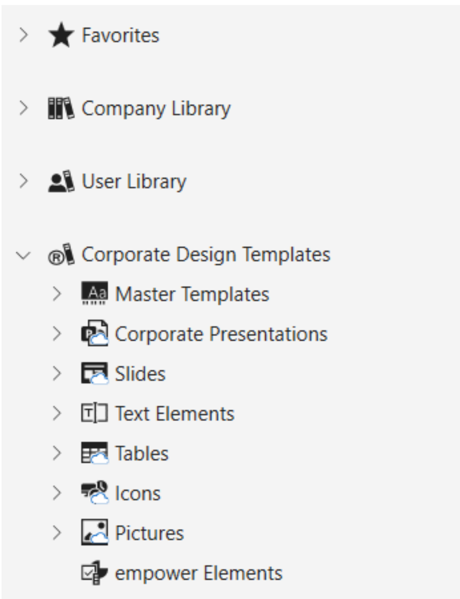


Figure 34. Library Structure

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

- Favorites
- Company Library
- User Library
- Corporate Design Templates

If you select a folder from the folder tree on the left, you will see all the elements stored in this folder on the right (Figure 35).

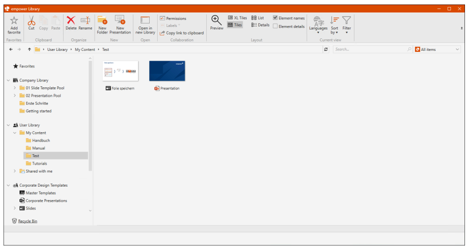


Figure 35. Library Window

You can tell what type of element it is by the icon in the bottom left corner of each element (Figure 36).

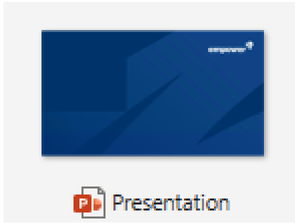



Figure 36. Presentation Icon

For each element, further meta information such as author, last modification date and size can also be viewed on the bottom of the library (Figure 37).

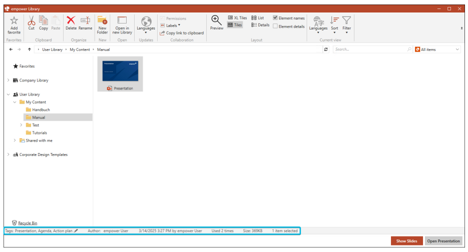


Figure 37. Metadata Display

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.

> If there are two command buttons displayed in the empower® Library, a double-click will always execute the left button command (Figure 38).
>
> 
> 
>
> Figure 38. Two Command Buttons in Library

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

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

# Favorites

You can mark folders and elements as favorites to add them to the section *Favorites*. This section can be used to provide a quick access to your most frequently used folders and elements.

You can add content from all sections in the empower® Library.

To mark a folder or an element as favorite, navigate to the navigation bar and click on the button **Add favorite** (**Figure 39**).

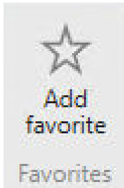



Figure 39. Button **Add favorite**

To remove a folder or an element from the section *Favorites*, navigate to the navigation bar and click on the button **Remove favorite** (**Figure 40**).

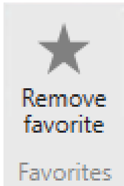



Figure 40. Button **Remove favorite**

> Alternatively, you can add and remove folders and elements from the section *Favorites* via their context menu.

> If you open a folder in the section *Favorites*, empower® automatically navigates to the original storage location of the folder.

# 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.

## Corporate Design Templates

*Corporate Design Templates* are available with different element types.

The section *Corporate 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 *Corporate 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.

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

## View Permission Roles

To view the permission distribution for a specific folder, follow the following steps:

1. Select the folder whose permission distribution you want to view.
2. Right-click on the folder.
   A context menu opens (**Figure 41**).

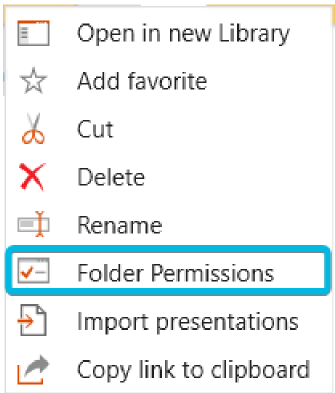


Figure 41. Option **Folder Permissions**

3. Click on the option **Folder Permissions**.
   In the dialog box **Folder Permission**, you can see all users or user groups that have been granted permissions for this folder (**Figure 42**).

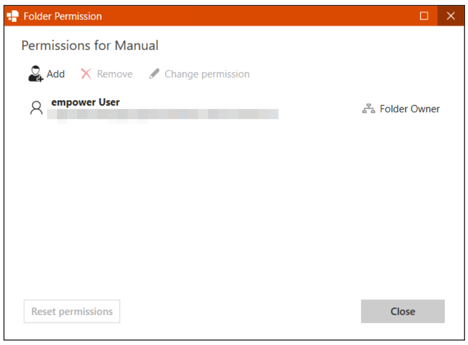


Figure 42. Dialog Box **Folder Permission**

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

Alternatively, you can select a folder and then click on the button **Permissions** in the library navigation bar to open the window **Folder Permission** (**Figure 43**).

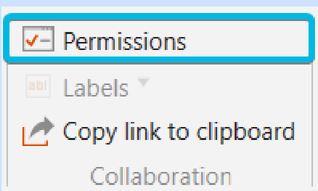


Figure 43. Button **Permissions**

## Permission Inheritance

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

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

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

Direct permissions do not have a symbol.

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

# Change Permission Roles

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

1. In the dialog box **Folder Permission**, search for the user or group whose permission role you want to adjust.
2. On the right-hand side of the user's or group's name, click on the user's or group's current permission role (**Figure 44**).
   A drop-down menu opens.

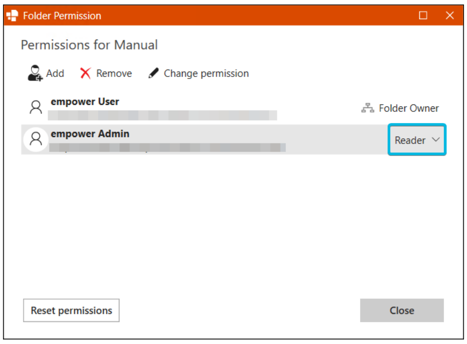



Figure 44. Permission Role Display

3. In the drop-down menu, choose the permission role you want to assign to the user or group (**Figure 45**).

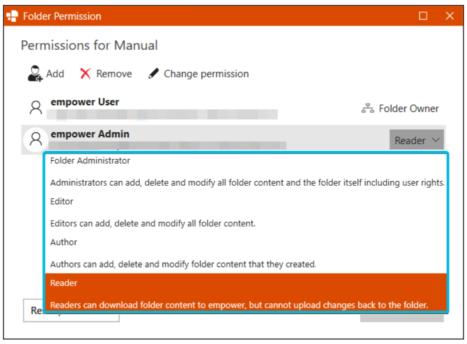



Figure 45. Permission Role Drop-Down Menu

4. If you have finished, click on the button **Close**.

Alternatively, you can select the user or group whose permission role you want to change and click on the button **Change permission** (Figure 46). Then, select a permission role from the list.

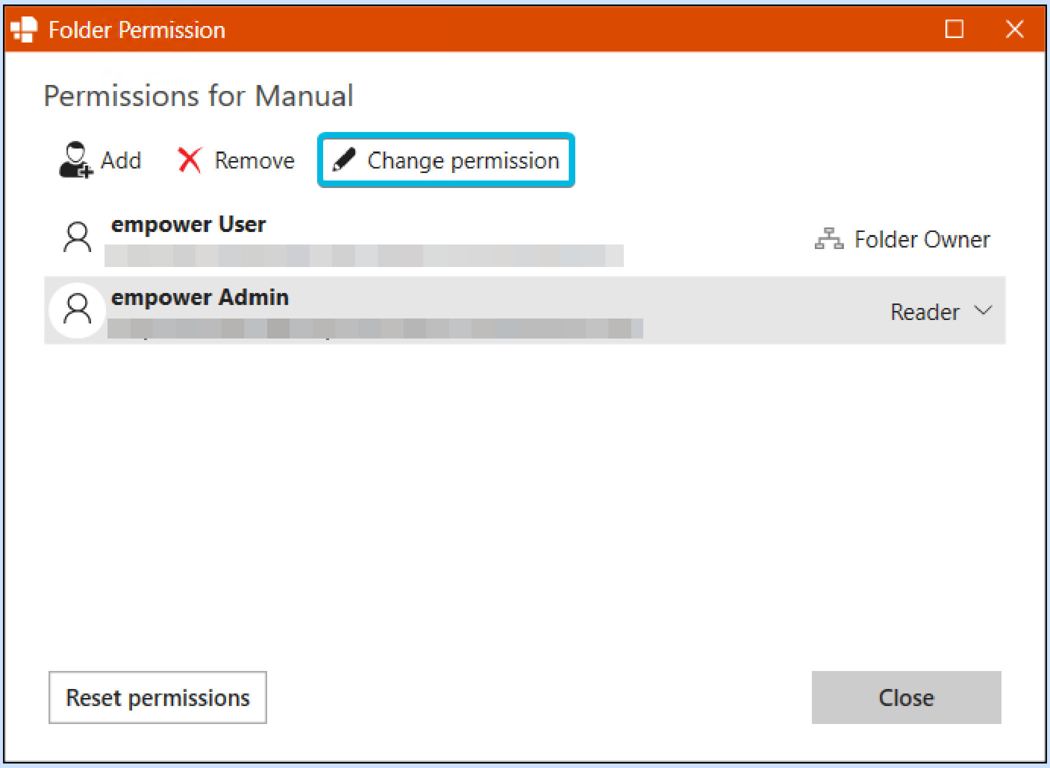



Figure 46. Button **Change permission**

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

# Grant Permissions

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

1. In the dialog box **Folder Permission**, click on the button **Add** (Figure 47).
2. Search for a user or group you want to grant access to this folder.
3. Select the respective user or group from the search results.

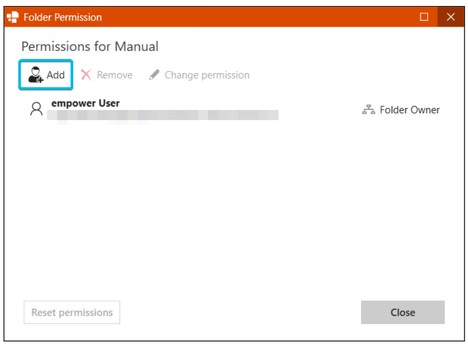



Figure 47. Button **Add** in Window **Folder Permission**

4. Click on the button **Add** (**Figure 48**).
   The user or group will automatically be added with the permission role *Reader*.
   a. If you want to change the permission role after adding the user or group, follow the steps under **Change Permission Roles**.

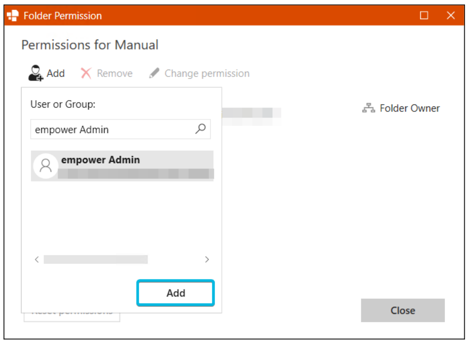



Figure 48. Button **Add**

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

# Remove Permissions

If you want to remove all permissions from a user or a group, follow the following steps:

1. Select the respective user or group.
2. Click on the button **Remove** (**Figure 49**).
   A dialog box opens.

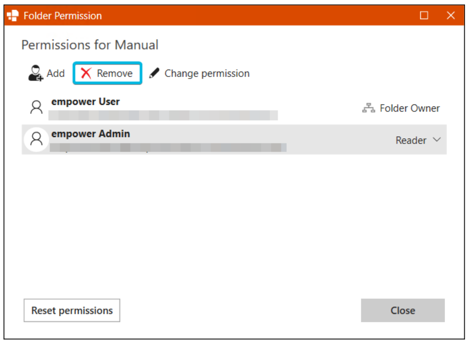



Figure 49. Button **Remove**

3. To remove the user or group from the list, click on the button **Yes** (**Figure 50**).

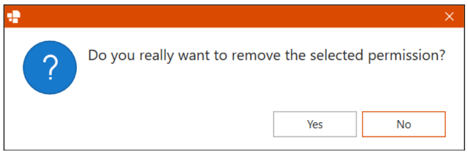



Figure 50. Dialog Box for Permission Removal

If you delete an inherited permission, you create an invisible break. This break can only be undone by resetting the permissions.
For further information regarding the reset of permissions, see **Reset Permissions**.

## Reset Permissions

If you want to reset all changes that have been made to the permission distribution after the creation of the folder, click on the button **Reset permissions** (**Figure 51**).

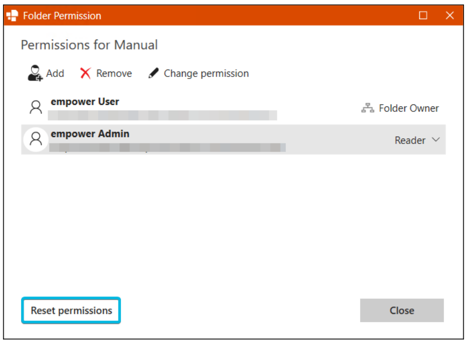



Figure 51. Button **Reset permissions**

A dialog box opens (**Figure 52**).
To reset the permissions, click on the button **Yes**.

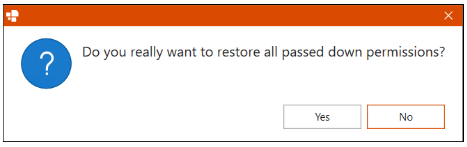



Figure 52. Dialog Box for Permission Reset

# 9.2. Online Availability of Library Content

When synchronization is performed via empower® Sync, both metadata and content data are synchronized. Content data can include, for example, the contents of presentations or slides. Content data is downloaded once accessed upon inserting them from the empower® Library.

Content in library folders marked with a **cloud** symbol is only available online (**Figure 53**).

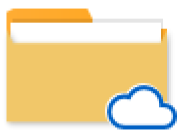


Figure 53. Online Folder

If folders in the library do not have a **cloud** symbol, the content stored here is also available offline (**Figure 54**).

Figure 54. Offline Folder

Online and offline synchronization is inherited by all subfolders: from the top folder of each library section to the entire library content, and from any other folder in the library to its subfolders.

You can make folders available offline for yourself, if temporarily required for your work without a stable internet connection.

To do so, follow the following steps:

1. Right-click the folder you want to make available offline.
   A context menu opens.
2. Click on the option **Offline** to expand the context menu (**Figure 55 (1)**).
3. Click on the option **Make Available Offline** (**Figure 55 (2)**).
4. Navigate to the empower® Sync and click on the button **Sync now**.
   Your folder is now available offline and does no longer have a **cloud** symbol.

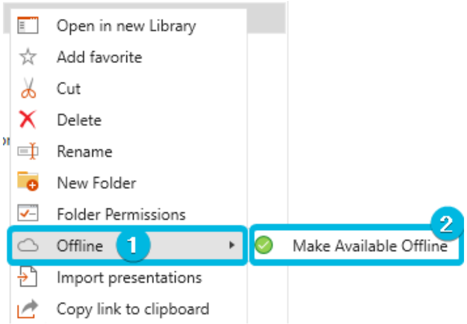



Figure 55. Option **Offline** and Button **Make Available Offline**

To change an offline folder back to an online folder, follow the following steps:

1. Right-click on the folder you want to make available online only.
   A context menu opens.
2. Click on the option **Offline** to expand the context menu (**Figure 56 (1)**).
3. Click on the option **Make Available Online Only** (**Figure 56 (2)**).
4. Navigate to the empower® Sync and click on the button **Sync now**.
   Your folder is now available online and does have a **cloud** symbol.

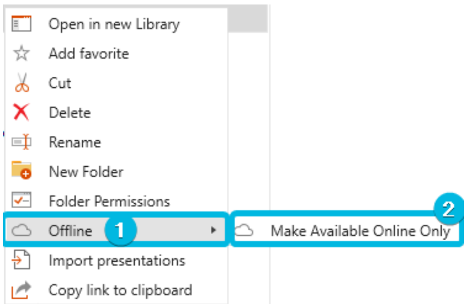



Figure 56. Option **Offline** and Button **Make Available Online Only**

Content data that you have downloaded or synchronized once will remain available offline. Even if the folder is later set to online-only again, the already synchronized content data will not be deleted from your device.

> By default, a specific set of library sections and contents are available offline in your empower® Environment.
>
> Depending on the configuration of your empower® Environment, the amount of offline available content might vary.

# 9.3. Navigation Bar

When you have opened the empower® Library, you can access the navigation bar.

If it is collapsed, you can see a selection of actions (**Figure 57**).



Figure 57. Collapsed Navigation Bar

To expand the navigation bar, click on the button **Expand** in the top right corner (**Figure 58**).

Figure 58. Button **Expand**

In the expanded navigation bar, you can access all available actions (**Figure 59**). If an action is not available for the currently selected element, it is grayed out.

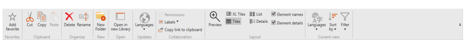


Figure 59. Expanded Navigation Bar

## Display Options

In the group Layout in the expanded navigation bar, you can choose how the library content should be displayed (**Figure 60**).

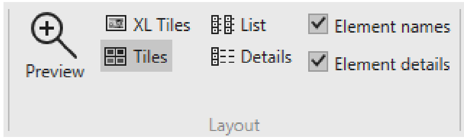



Figure 60. Group Layout

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

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

If you want to know what an element looks like in detail before inserting or opening it, you can use the option **Preview** (**Figure 61**).

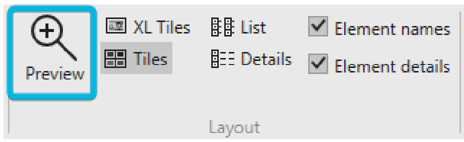



Figure 61. Button **Preview**

If you choose the option **Preview**, all elements will be displayed in a bigger size, so you are able to see the content and decide if you want to use it or not (**Figure 62**).

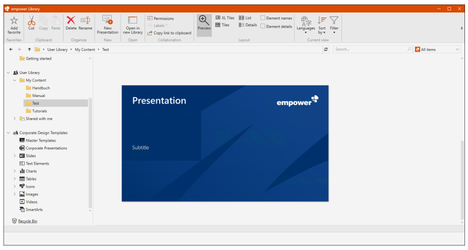



Figure 62. Library Window in Preview View

# 9.4. Create New Content in Library

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

In addition, you can create new presentations in the empower® Library.

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

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

# Create New Folder

To create a new folder in the empower® Library, navigate to the section in which you want to add a new folder. Then, navigate to the group New in the navigation bar and click on the button **New Folder** (Figure 63).

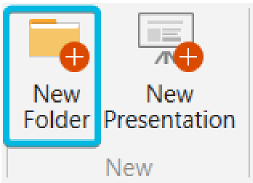



Figure 63. Button **New Folder** in Navigation Bar

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

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

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

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

- Favorites
- Corporate Design Templates
- empower Elements
- Integration folders (such as Icons8 or Unsplash)

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

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 64).

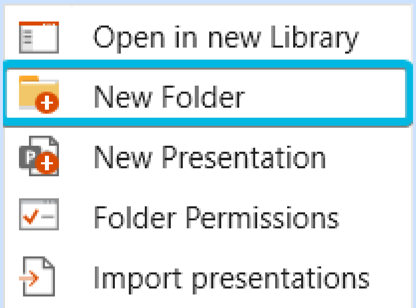



Figure 64. Option **New Folder** in Context Menu

If you create a new folder in the section *User Library* via the empower® Web App or via the Office Online applications, this folder will be automatically added under *My Content* to your *User Library* in the empower® Library for all desktop applications.

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.

# Create New Presentation

To create a new presentation directly in the empower® Library, navigate to the section in which you want to add a new presentation. Then, navigate to the group New in the navigation bar and click on the button **New Presentation** (Figure 65).

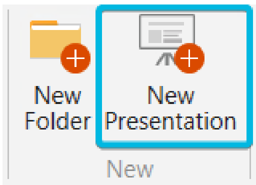



Figure 65. Button **New Presentation** in Navigation Bar

The presentation is added to the respective library section. By default, the presentation is named *New Presentation*.

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

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

Alternatively, you can create a new presentation 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 Presentation** (Figure 66).

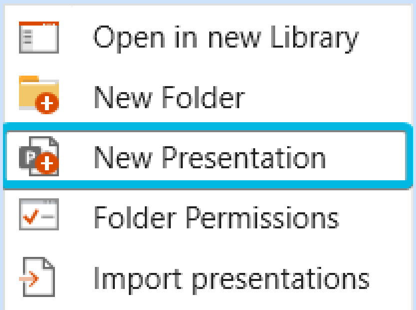



Figure 66. Button **New Presentation** in Context Menu

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

After its creation, the presentation is empty. You can add slides to the presentation using copy & paste.

To do so, copy a slide from the library that you want to add to the presentation. Then navigate into the new presentation and paste the slide into the presentation.

You can also copy multiple slides contained in the same folder and paste them to the new presentation all at once.

# 9.5. Import Presentations

Use the *Presentation Importer* to bulk import individual presentations and slide template collections or entire folders of presentations to the empower® Library.

To do so, follow the following steps:

1. Right-click on the folder into which you want to import the presentation(s).
   A context menu opens.
2. Click on the option **Import presentations** (Figure 67).
   A dialog box opens.

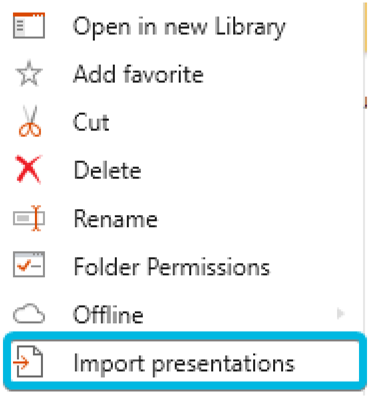



Figure 67. Option **Import presentations**

3. Choose your preferred option:
   a. Click on the option **Selected presentations** to import individual presentations to your selected folder (Figure 68 **(1)**).
   b. Click on the option **Whole folders** to import entire folders with presentations to your selected folder (Figure 68 **(2)**).
4. Browse to your individual files or folders with presentations on your device and confirm your selection to import the content to your selected library folder.

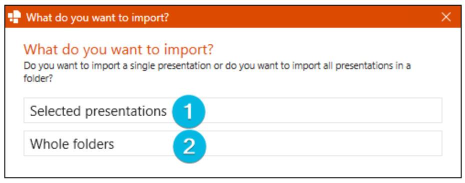



Figure 68. Dialog Box with Import Options

If you choose to import a whole folder, a dialog box opens (Figure 69).

Read the message carefully and decide if you want to include subfolders or not.

Then, click on the button **Start import of presentations**.

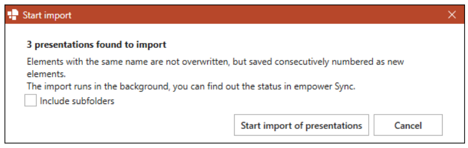



Figure 69. Dialog Box for Folder Import

The *Presentation Importer* is available in the following library sections:

- Company Library
- User Library
- Corporate Design Templates – Corporate Presentations
- Corporate Design Templates – Slides

Usually, the *Presentation Importer* is used in the library section *Corporate Design Templates – Slides* to upload slide template collections. Slide template collections are sets of similar (e.g. variations of) slides or slide templates that are grouped in a presentation.

Imported presentations are not automatically converted to your current master template. Use the empower® Conversion to ensure your imported content is compliant to your corporate design.

For further information regarding the conversion, see Convert Content.

# 9.6. 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. Navigate to the group Start in the empower® Ribbon.
3. Click on the lower part of the split button **Library** (**Figure 70**).
4. In the drop-down menu, click on the option **Save** (**Figure 71**).
   A menu opens.

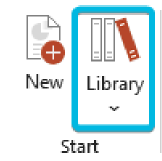


Figure 70. Button **Library**

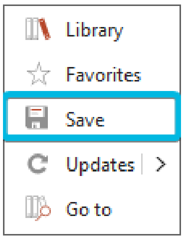


Figure 71. Option **Save**

5. In the menu, choose what element type you want to save.
6. Then, click on the button **Save as** (Figure 72).
   The library opens.

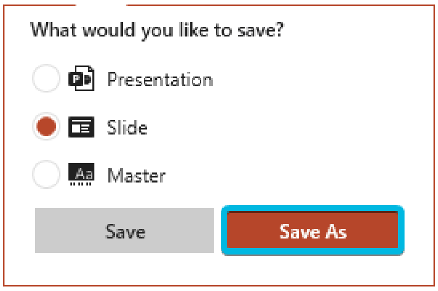



Figure 72. Button **Save as**

7. In the library, navigate to the folder in which you want to save the element.
8. Change the element name.
9. Click on the button **Save** (Figure 73).

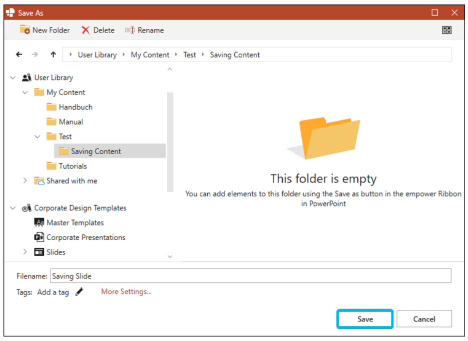



Figure 73. Button **Save** in Library

If you want to overwrite the existing version of the element, navigate to its original location and click on the button **Overwrite** (Figure 74).

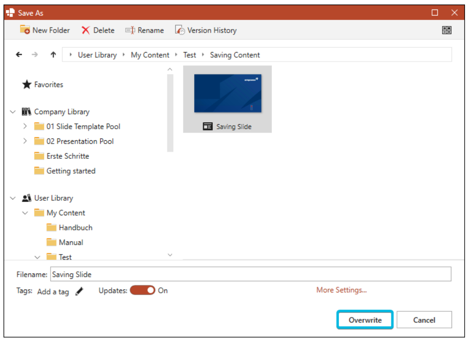



Figure 74. Button **Overwrite** in Library

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.

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

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

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

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

If you use the button **Save as** to save single objects, the library always displays the library folders as being empty. However, the content has not been deleted, it is only hidden during the saving process.

## Save empower® Elements

**For Administrators**

If you are an empower® Administrator, you can save empower® Elements to the library.

To do so, select the element you want to save and then follow steps 2 to 4 under Save Content to the Library.

Then, select the option **empower Elements** from the list.

Here, you can choose which type of empower® Elements you want to save.

If you have finished, click on the button **Save as** (Figure 75).

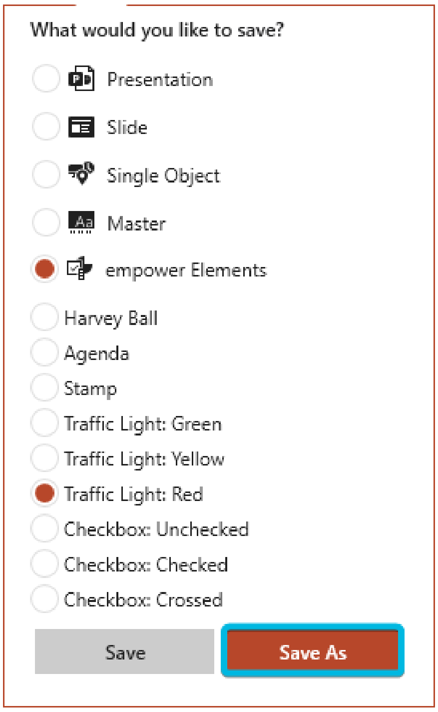



Figure 75. Save empower® Elements

All empower® Elements must meet specific requirements to be uploaded to the empower® Library.

Therefore, if you edit an empower® Element, always use the original template that is already stored in the empower® Library as a basis.

If you have selected an element type that your selection does not comply with, a message appears (Figure 76).

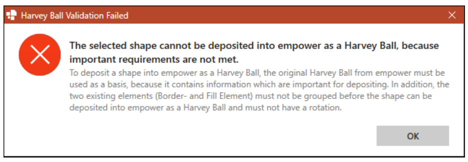



Figure 76. Dialog Box for Invalid Element Selection

empower® Elements are always saved to the subsection *empower Elements*. If you have created design folders for your empower® Designs you can add them to these design folders.

There can only be one Harvey Ball template, one set of traffic light templates and one set of checkbox templates per design folder.

If a user uses an empower® Elements such as a stamp, a traffic light, a checkbox or a Harvey Ball, the element is always inserted at the position where it was saved at.

## Overwrite Content

To overwrite an element, follow the following steps:

1. Click on the lower part of the split button **Library**.
2. Click on the option **Save**.
3. In the menu, choose what you want element type to save.
4. Then, click on the button **Save** (Figure 77).

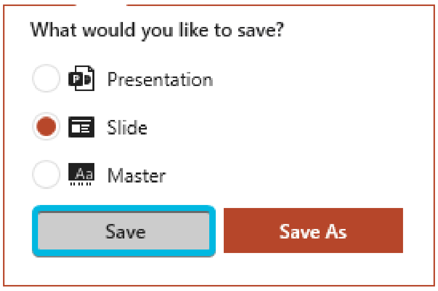



Figure 77. Button **Save**

If the content originates from the empower® Library, the element will be overwritten without opening the library.

If the content does not originate from the empower® Library, the library opens.
This means the content is saved to the library for the first time. To do so, follow the steps to save a new element.

If you overwrite an element which is part of an update group, a dialog box might open. In this dialog box, you can decide if you want to share, force or not distribute the update at all.

Depending on the setup of your empower® Environment, the dialog box might not open at all.

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

## Advanced Settings

When you save an element in the empower® Library, you can make further adjustments using the advanced settings.

To do so, click on the button **More Settings...** (Figure 78).

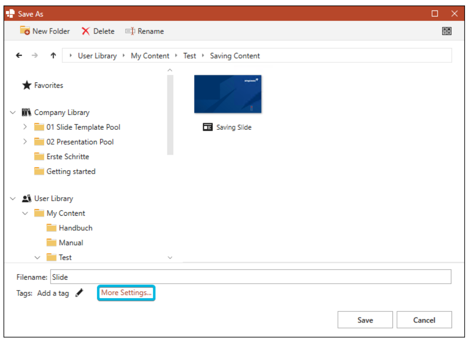


Figure 78. Button **More Settings...**

Here, you have three options (Figure 79):

- **Change Detection** – To deactivate the automatic change detection, switch this toggle button to *Off*.
  The change detection checks if an element has really been changed since its last upload. If this is not the case, empower® will not create a new version of the element.
- **Automatic language detection** – To deactivate the automatic language detection, switch the toggle button to *Off*.
  The automatic language detection is used to assign a language to an element once it is saved based on its content. It works for all languages that have been enabled by your empower® Administrators.
- **Version comment** – Type in a comment if you want to tell other users what has changed for this version.
  This comment will be shown in update notifications and in the version history.

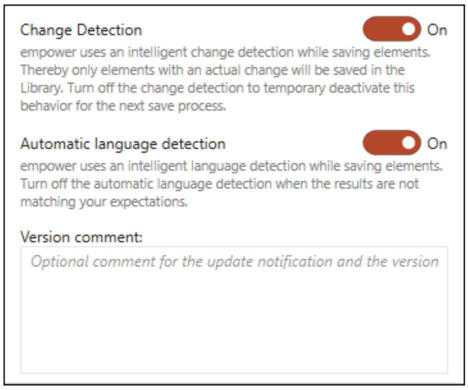



Figure 79. Advanced Settings

For multilingual slides, the automatic language detection works reliably if 2/3 of the content consist of one language.

The automatic language detection first checks all text placeholders to detect the language. Then, it checks the title placeholder.

Notes that have been added to slide are not taken into account during the language detection.

For further information regarding the assignment of languages, see Assign Languages.

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

The following options are available (Figure 80):

- **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.

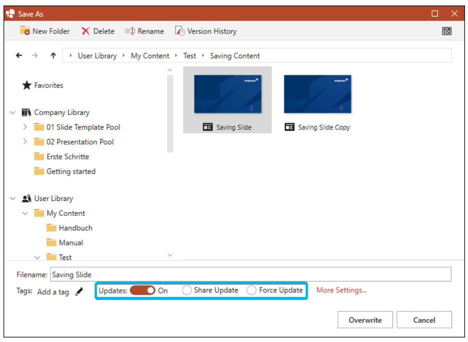



Figure 80. Update Settings

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 navigate to the group Clipboard. Then, click on the button **Cut** (**Figure 81**).

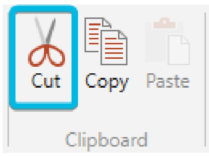



Figure 81. Button **Cut**

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

To copy an element, select the element and navigate to the group Clipboard. Then, click on the button **Copy** (**Figure 82**).

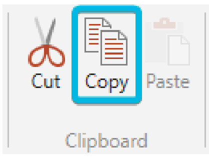



Figure 82. Button **Copy**

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

To paste an element to a location in the empower® Library, navigate to this location. Then navigate to the group Clipboard in the navigation bar and click on the button **Paste** (**Figure 83**).

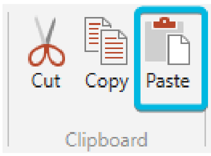



Figure 83. Button **Paste**

The element or the folder is pasted to the location.

Alternatively, you can access the options **Cut**, **Copy** and **Paste** via the context menu of elements or folders or use the following keyboard shortcuts for **Copy** and **Paste**:

Copy – **Ctrl + C**

Paste – **Ctrl + V**

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

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

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

# Rename Content

To rename an element or a folder, select it in the library. Then, navigate to the group Organize in the navigation bar and click on the button **Rename** (Figure 84).

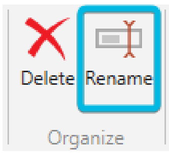



Figure 84. Button **Rename**

Type in the new element name (Figure 85).


Figure 85. Rename Element

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

To cancel the renaming process, press **ESC**.

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

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

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

You cannot rename the content of integration folders such as Unsplash, Icons8 or SharePoint but you can rename the integration folder itself.

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

# Delete Content

To delete content, select it in the library. Then, navigate to the group Organize and click on the button **Delete** (Figure 86).

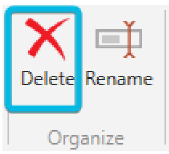



Figure 86. Button **Delete**

A dialog box opens.

If you have selected a folder, an automated template or a master template, you will not be asked about deletion updates.

To confirm the deletion process, click on the button **Yes** (Figure 87).

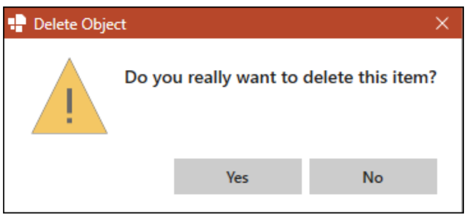



Figure 87. Dialog Box for Folder Deletion

If you delete an element that is not part of an update group or that is a linked copy of a root element, you will be asked if you want to share a deletion update (Figure 88).

If you want to share the deletion update, tick the checkbox.

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

The deletion update is shared with presentations that contain the slide and have been stored locally. It is not shared with other slides in the same update group.

For further information regarding this behavior, see Update Slides in Update Group.

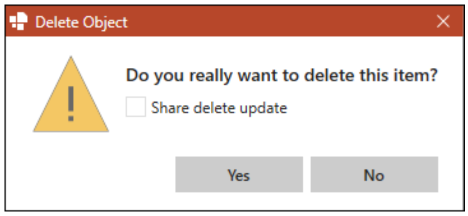



Figure 88. Dialog Box for Slide Deletion

If your selection contains elements that are part of an update group or of a translation group, a dialog box opens (Figure 89).

This dialog box informs you that these elements will be removed from the update or translation group or, in case of a root element, the respective update group will be dissolved.

To delete the elements anyway, click on the button **Yes**.

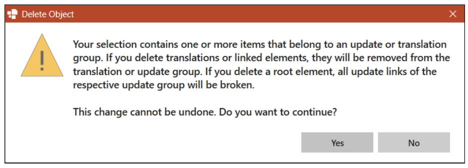



Figure 89. Dialog Box for Update or Translation Group Elements

If you delete an element that is the root element of an update group, you will be asked which update mode you want to use for the deleted element (Figure 90).

Select the option you want to use and then click on the button **Delete anyway**.

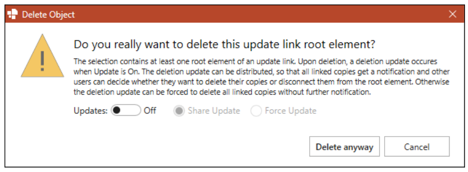



Figure 90. Dialog Box for Root Element Deletion

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.

You cannot delete integration folders such as Unsplash or Icons8 and their content.

You cannot delete the subsections of the section *Corporate Design Templates*.

# 9.7. 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 91).

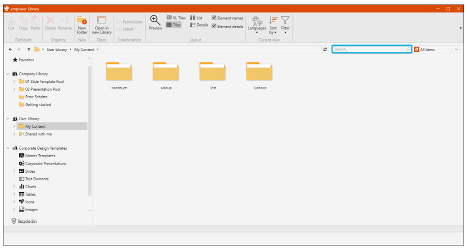


Figure 91. Search Bar

The search is available online and offline.

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

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

## Search Scope

Before executing your search, you can define the scope of the search (Figure 92).

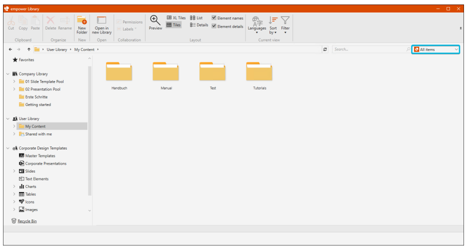


Figure 92. Search Scope

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 93).

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.

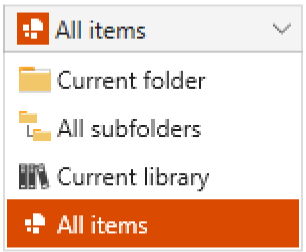



Figure 93. Search Scope Drop-Down Menu

> i 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 94**)
  - 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*.

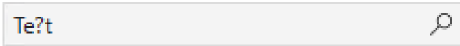



Figure 94. Question Mark

- Asterisk (*) for multiple character wildcards (**Figure 95**)
  - 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*.

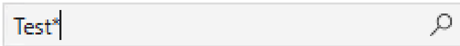



Figure 95. Asterisk

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

- AND: To combine two search terms (**Figure 96**)
  - 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 96. AND

- OR: To search for elements containing either of the search terms (**Figure 97**)
  - 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 97. OR

- NOT: To exclude elements containing a specific term (**Figure 98**)
  - 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*.

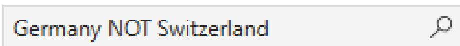



Figure 98. NOT

- Plus (+): To make a term obligatory (**Figure 99**)
  - 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.

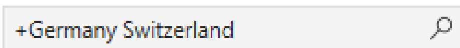



Figure 99. Plus

## Fields

To specify your search, you can use fields. The following fields can be searched (**Figure 100**):

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

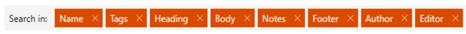



Figure 100. Available Fields in PowerPoint

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.

> The field selection for the search does not apply to library content that comes from integrations such as Unsplash or Icons8.
>
> For example, if you disable the field *Name*, you will still receive search results from the integration that contain the search term in the name.

# Open Library Location

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

To do so, click on the button **Open in Library** in the navigation bar. empower® will automatically jump to the element's location in the library (**Figure 101**).

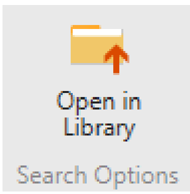



Figure 101. Button **Open in Library**

For slides that are part of a presentation, the button is called **Show in presentation** (**Figure 102**).

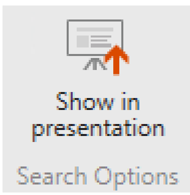



Figure 102. Button **Show in presentation**

> Alternatively, you can open the context menu of the respective element and choose the option **Open in Library** or **Show in presentation**.

# 9.8. 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 103).


Figure 103. Presentation with Label

To add a label, follow the following steps:

1. Select an element.
2. Navigate to the group Collaboration in the navigation bar.
3. Click on the button **Labels** (Figure 104).
   A drop-down menu opens.

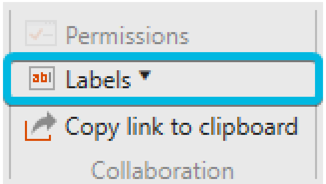



Figure 104. Button **Labels**

4. Choose the option **Custom label** (Figure 105).

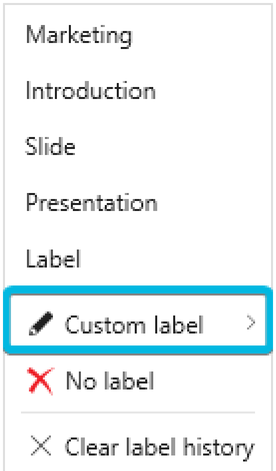



Figure 105. Option **Custom label**

5. In the input field, enter the label name.
6. Click on the button **Add** (Figure 106).
   The label will appear in the element's thumbnail.

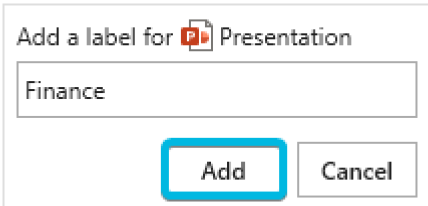



Figure 106. Button **Add** for New Label

One element can only have one label. To replace the label, follow the steps to add a new label.

The new label will replace the old one.

You can add the same label to multiple elements at once.

To do so, select the respective elements and then follow the steps to add a new label.

To remove a label, click on the option **No label** (Figure 107).

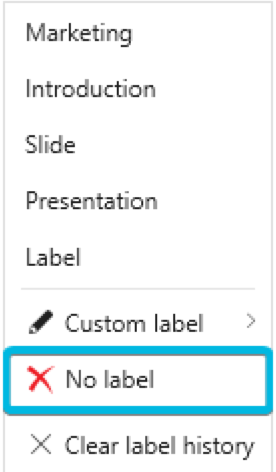



Figure 107. Option **No Label**

Only users with the permission roles *Editor*, *Author* or *Administrator* can add labels and edit labels. For further information regarding the permission concept, see Permission Concept.

Alternatively, you can access the button **Labels** via the context menu of the element.

# Label History

If you have used labels before, they will also appear in the drop-down menu as a label history (Figure 108). The label history is sorted by the last usage date of the labels. The most recently used label will appear on top of the label history.
You can use a label from the label history by choosing the label name instead of using the option **Custom Label**.

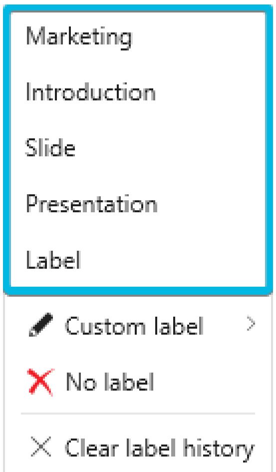



Figure 108. Label History

To delete all labels from the label history, click on the option **Clear label history** (**Figure 109**).

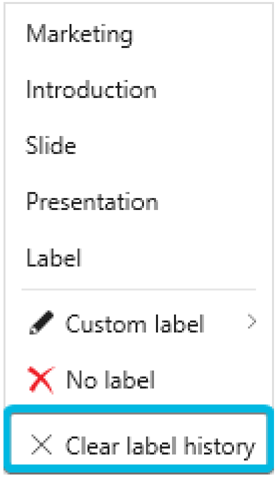



Figure 109. Option **Clear label history**

The label history can save up to ten labels. If the number of labels is exceeded, the oldest label will be deleted to add the new label to the label history.

# 9.9. Element Tags

You can add so-called tags to an element if you want to add information to the element's metadata (**Figure 110**).


Figure 110. Tag *Presentation*

To do so, follow the following steps:

1. Select the respective element in the empower® Library.
2. On the bottom of the window, click on the **pen** symbol (**Figure 111**).
   A dialog box opens (**Figure 112**).
3. In the dialog box, choose one of the tags from the tag list or enter your own tag and press **Enter**.
   You can add as many tags as you want.
   a. To add multiple tags at once in the text field, separate your keywords with non-breaking spaces. To create a non-breaking space, hold the key **Alt** while typing **0160** with the number block.


Figure 111. **Pen** Symbol

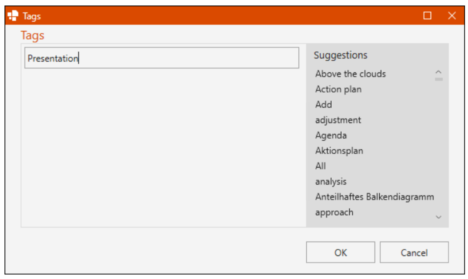



Figure 112. Window **Tags**

4. If you have finished, click on the button **OK** (Figure 113).
   Your tags will be added to the element. They are displayed along with the metadata on the bottom of the library window (Figure 114).
   a. If you have added multiple tags at once using non-breaking spaces, close the empower® Library and open it again to view the separate tags.
      After closing the tag editor, the tags will first be displayed as one single tag.

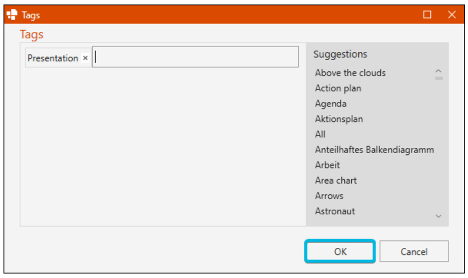



Figure 113. Button **OK**



Figure 114. Metadata Info Tags

If you want to add the same tag to multiple elements, select multiple elements at once by holding down the key **Ctrl** while clicking on the elements. Then, click on the **pen** symbol.

Now, follow the steps to add tags.

In addition, you can add tags to an element directly when you save it.

To do so, click on the **pen** symbol next to *Add a tag* in the library window (Figure 115).

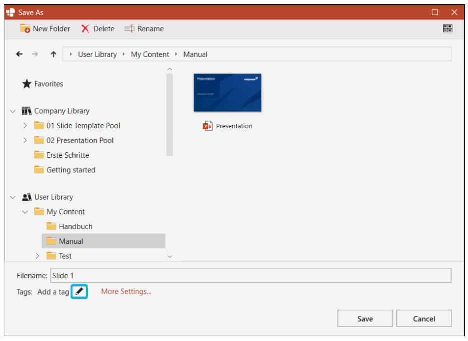



Figure 115. Add a Tag When Saving

Tags can be used to find elements more easily when executing a library search.

Only users with the permission roles *Editor*, *Author* or *Administrator* can add and edit tags.
For further information regarding the permission concept, see Permission Concept.

You cannot add tags to elements that are located in an integration folder such as Icons8 or Unsplash.

There is a limit of a maximum of 1020 characters for all tags placed on an element (Figure 116).

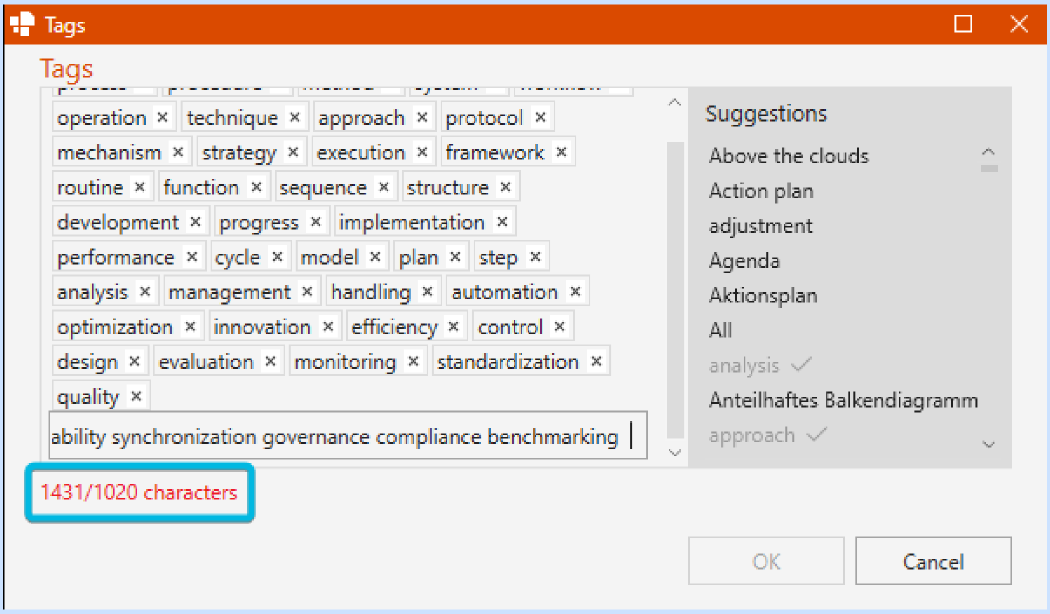



Figure 116. Character Limit

# Tag List

The tag list consists of tags that are in use for at least one element (Figure 117). They are sorted in alphabetical order.

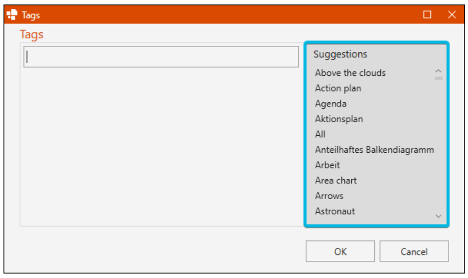



Figure 117. Tag List

To remove a tag from the tag list, remove it from all elements it is used on.

To remove a tag from an element, follow the following steps:

1. Select the respective element in the empower® Library.
2. On the bottom of the window, click on the **pen** symbol. A dialog box opens. The currently added tags are displayed in the input field.
3. To remove one of the tags, click on the **X** symbol next to the tag (Figure 118).
4. If you have finished, click on the button **OK**.

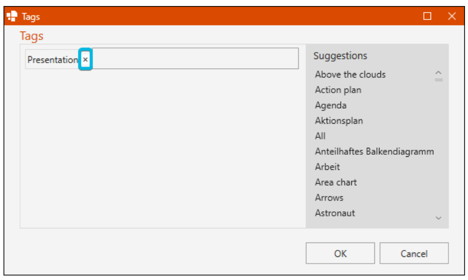



Figure 118. **Cross** Symbol

# 9.10. Assign Languages

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

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

> 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.

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.
   You can also select multiple elements at once.
2. In the navigation bar, navigate to the group Updates.
3. Click on the button **Languages** (Figure 119).
   A drop-down menu opens


Figure 119. Button **Languages**

4. In the drop-down menu, click on the option **Change Language** (Figure 120).

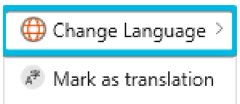



Figure 120. Option **Change Language**

5. Then, select the language you want to assign to the element (Figure 121).
   The language is assigned to the element.

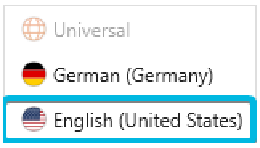



Figure 121. Select Language

If a language has been assigned to an element, a **flag** symbol is displayed in the element's thumbnail (Figure 122).


Figure 122. 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 123).

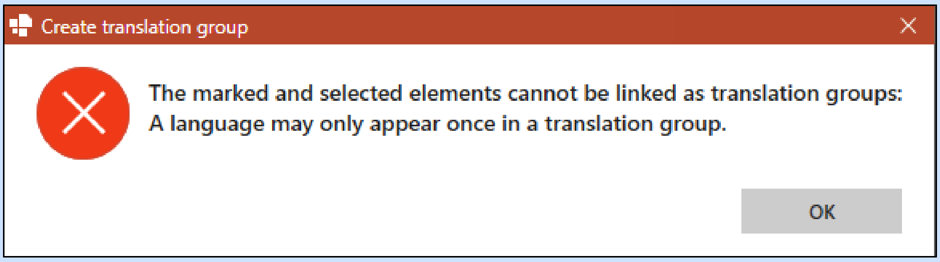



Figure 123. Invalid Language Selection

You cannot assign the same language twice.

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 124).

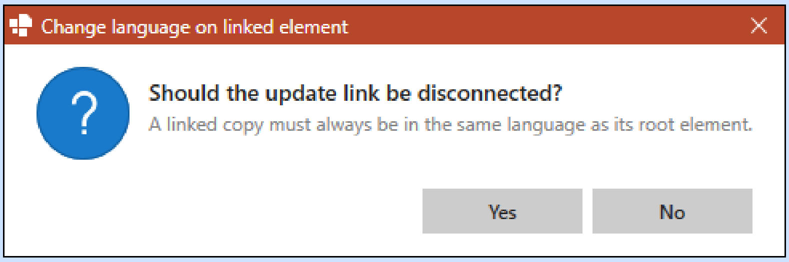



Figure 124. Disconnect Linked Copy to Assign Language

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

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

For further information regarding translations, see **Translate Content**.

# 9.11. Filter by Element Type

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

To do so, follow the following steps:

1. In the empower® Library, navigate to the group Current view in the navigation bar.
2. Click on the Button **Filter** (Figure 125).
   A drop-down menu opens.

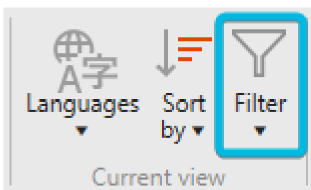



Figure 125. Button **Filter**

3. To select an element type you want to view, tick the checkbox next to the element type (Figure 126).
   As soon as you tick a checkbox, the library will reload the content and apply the filter immediately.

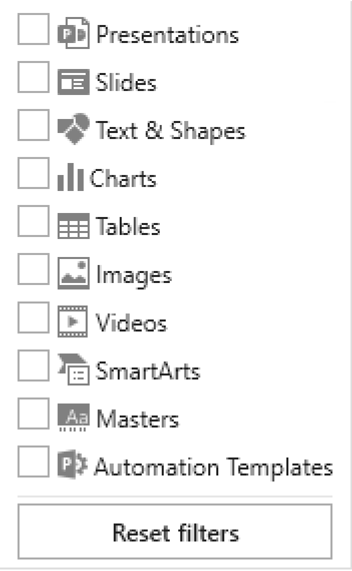



Figure 126. Available Filters

If you have selected any filters, empower® shows the number of applied filters next to the **filter** symbol (Figure 127).

You can select multiple element types at once.

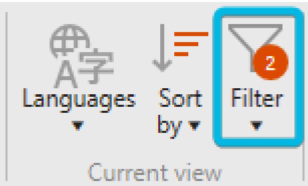



Figure 127. Number of Active Filters

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 filters** (Figure 128).

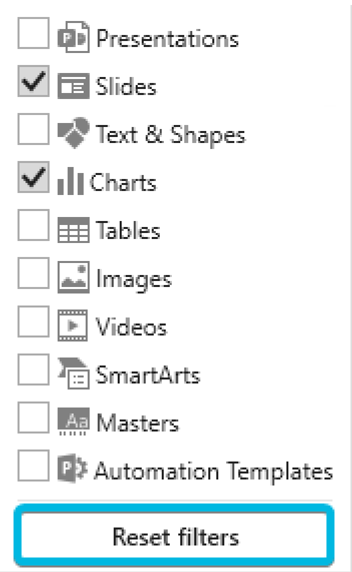



Figure 128. Button **Reset filters**

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

# 9.12. 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, follow the following steps:

1. In the navigation bar, navigate to the group Current view.
2. Click on the button **Languages** (**Figure 129**).
   A drop-down menu opens. The drop-down menu offers you all languages that have been set up as available element languages in the library.

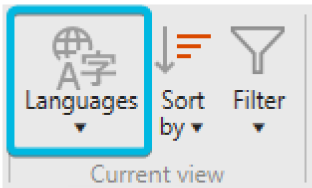



Figure 129. Button **Languages**

3. To select the languages to be displayed, tick the checkbox next to the respective language (**Figure 130**).

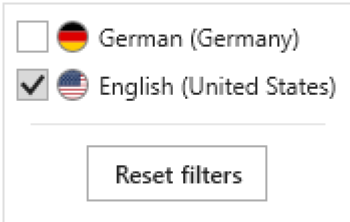



Figure 130. Drop-Down Menu for Language Filters

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 filters** (**Figure 131**).

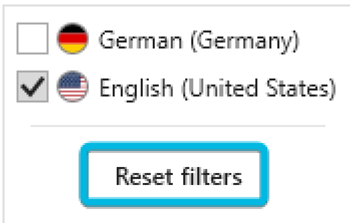



Figure 131. Option **Reset filters**

For further information regarding translation groups, see **Translate Content**.

For further information regarding the assignment of languages, see **Assign Languages**.

# 9.13. Sort Library Content

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

The following sorting criteria is available:

- Name
- Last change
- Author
- Custom Sort

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

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

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

To sort the library content, navigate to the group Current view in the navigation bar and click on the button **Sort** (**Figure 132**). Then, choose your preferred option.

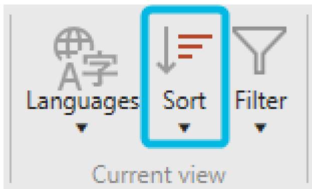


Figure 132. Button **Sort**

By default, the content is sorted by **Name (ascending)**. As soon as you select another option, the library resorts the folder content currently displayed.

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

If you have chosen the display view **Details**, the button **Sort** is grayed out. In the display view **Details**, you can sort the content directly in the item view.

# 9.14. 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 133**).

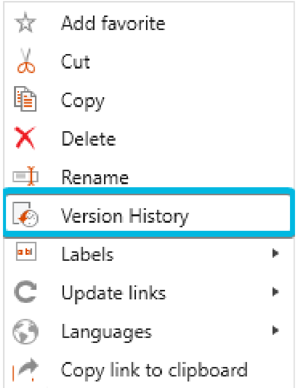



Figure 133. Option **Version History** in Element Context Menu

The version history opens in a new window (**Figure 134**).

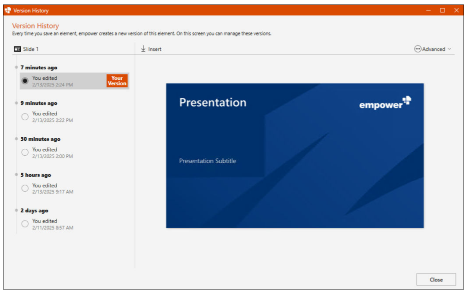



Figure 134. Window **Version History**

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 135**).

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

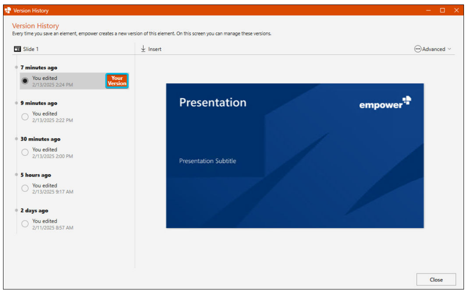



Figure 135. Highlight for Current Version

If the user who saved a version has left a version comment, this comment is displayed underneath the slide preview (**Figure 136**).

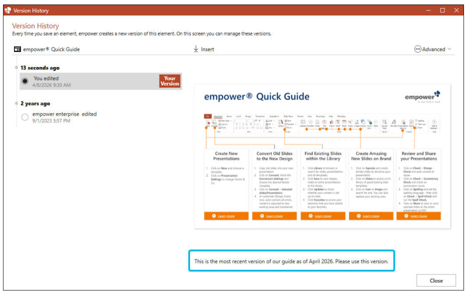



Figure 136. Version Comment

To insert the current version into your presentation, click on the button **Insert** (Figure 137).

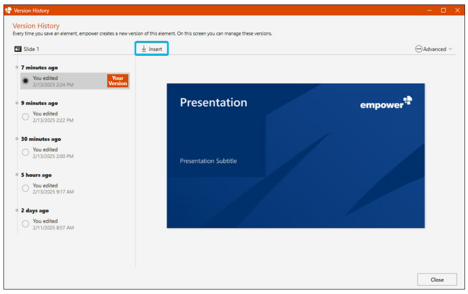



Figure 137. Button **Insert** for Current Version

To download the current version to your device, open the drop-down menu for the split button **Insert** and click on the option **Download**.

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.

The version history is not available for elements that originate from integrations such as Icons8 or Unsplash.

## Use and Restore Older Versions

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

Similar to the current version, click on the button **Insert** to insert the older version into your open presentation (Figure 138).

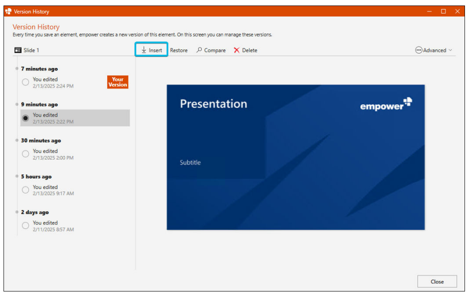



Figure 138. Button **Insert** for Old Version

To restore the selected version, click on the button **Restore** (Figure 139).

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.

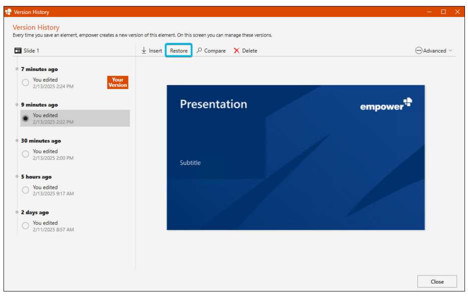



Figure 139. Button **Restore**

## Compare Versions

To compare one of the older versions with the current version, select the older version and click on the button **Compare** (**Figure 140**).

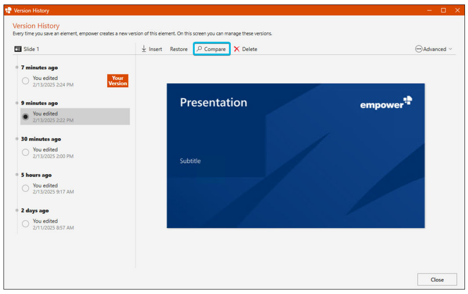



Figure 140. Button **Compare**

The older version is shown on the left and the current version is shown on the right (**Figure 141**).

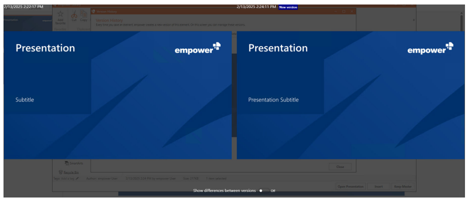



Figure 141. Comparison

In the comparing view, you can also show the differences between the two versions. To do so, switch the toggle button **Show differences between versions** to *On* (**Figure 142**).

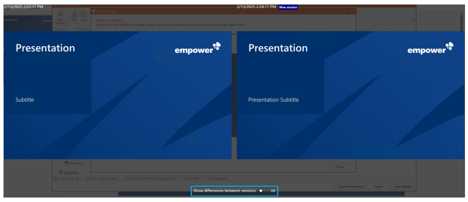



Figure 142. Toggle Button **Show differences between versions**

The differences will be highlighted in yellow (**Figure 143**).

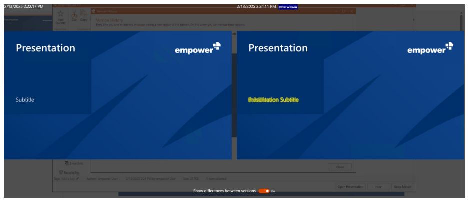



Figure 143. Comparison with Highlights

## Delete Version

To delete an older version from the timeline, select the version and click on the button **Delete** (**Figure 144**).

A dialog box opens.

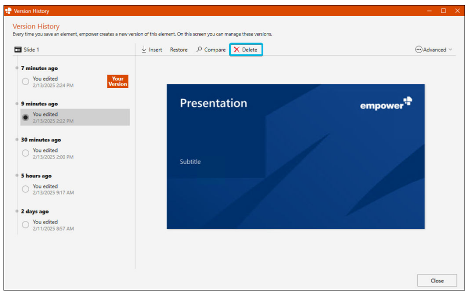



Figure 144. Button **Delete**

To confirm the deletion, click on the button **Yes** (**Figure 145**).

The selected version will be removed from the timeline.

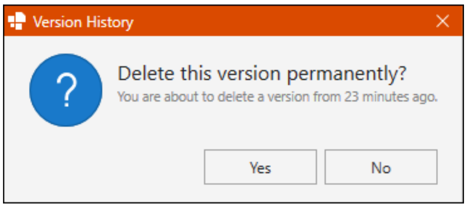



Figure 145. Dialog Box for Deletion

# Advanced Settings in Version History

To open advanced settings for the version history, click on the button **Advanced** (**Figure 146**).

A drop-down menu opens.

The button is available for the current version as well as for the older versions.

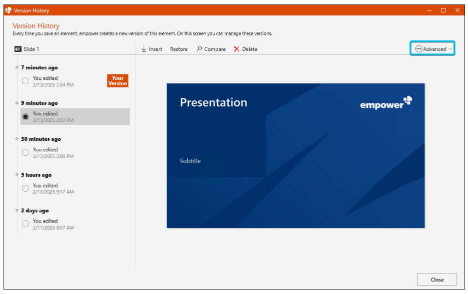



Figure 146. Button **Advanced**

In the drop-down menu, you have two additional options (**Figure 147**).

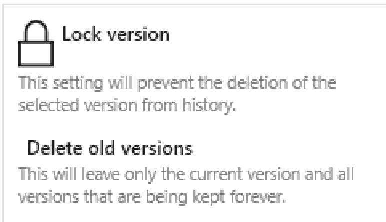



Figure 147. Drop-Down Menu for Button **Advanced** for Unlocked Version

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 148).
   The version will be locked. A **lock** symbol appears next to the version in the timeline (Figure 149) 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 150).

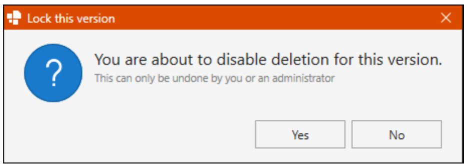



Figure 148. Dialog Box for Locking

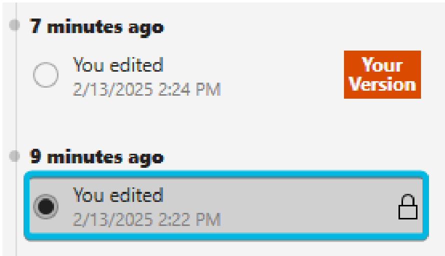



Figure 149. Locked Version

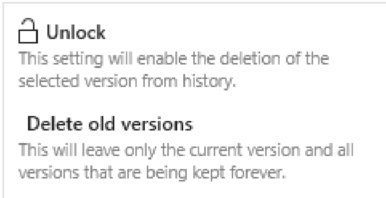



Figure 150. Drop-Down Menu for Button **Advanced** for Locked Version

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 151).
   If you have locked versions before using the option **Delete old versions**, the locked versions will not be deleted.

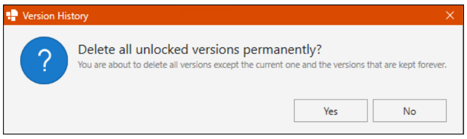



Figure 151. Dialog Box for Bulk Deletion

# 9.15. 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 152).

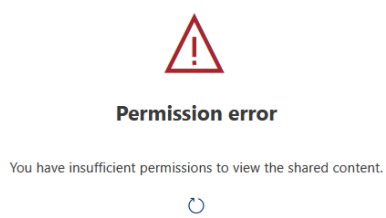



Figure 152. Message for Missing Permissions

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, navigate to the group Collaboration and click on the button **Copy link to clipboard** (**Figure 153**).
   The empower® Link is automatically copied to your clipboard.

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

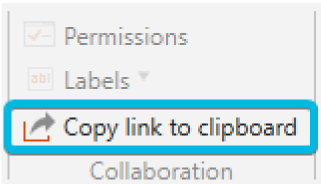


Figure 153. Button **Copy link to clipboard**

Integration folders such as Unsplash or Icons8 and their content cannot be made available via empower® Links.

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 154).

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

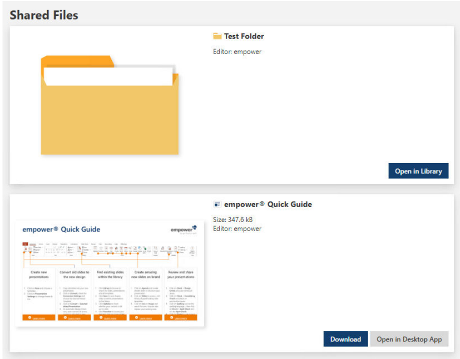



Figure 154. Shared Files

You can now choose between the following options:

- Download elements to your device by clicking on the button **Download** (Figure 155 **(1)**).
- Open elements directly on your device by clicking on the button **Open in Desktop App** (Figure 155 **(2)**).

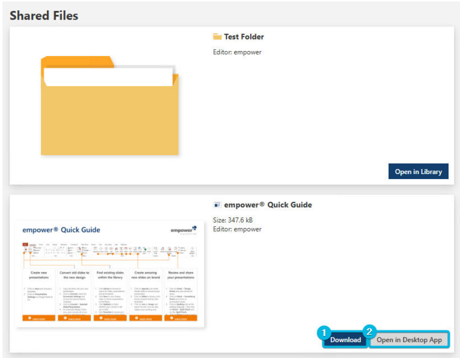



Figure 155. Buttons **Download** and **Open in Desktop App**

- Open folders directly in the empower® Web App by clicking on the button **Open in Library** (Figure 156).
  This option is only available for folders.

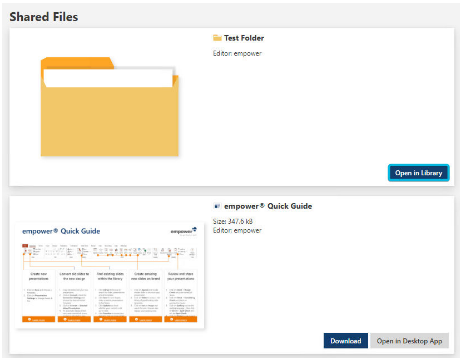



Figure 156. Button **Open in Library**

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

# Use empower® Links in Presentation

You can use empower® Links to link slides or presentations inside a presentation and open them directly while presenting your slides.

The linked slide or presentation is opened in presentation mode when you click on the link.

To use an empower® Link in a presentation, follow the following steps:

1. Create an empower® Link for the slide or presentation you want to link.
   To do so, follow the instructions under **Create empower® Links**.
2. Make sure the folder in which this slide or presentation is included is available offline.
3. Set the empower® Link that has been copied to your clipboard as a hyperlink on a text or a shape in the presentation in which you want to link the content.
4. Enter presentation mode to present your slides.
5. To open the linked slide or presentation, click on the hyperlink in the presentation.
   The linked slide or presentation opens in presentation mode.
   a. To come back to the main presentation, either click through the linked presentation or press **ESC**.
      If you click through the entire linked presentation, you jump back to the main presentation after the black PowerPoint screen.

> You can only use slides or presentations that are included in folders that are available offline.
> For further information regarding offline availability, see **Online Availability of Library Content**.

> If you link a slide which is part of a presentation, all slides in this presentation are opened when clicking the link in presentation mode.

# 9.16. 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 157**).

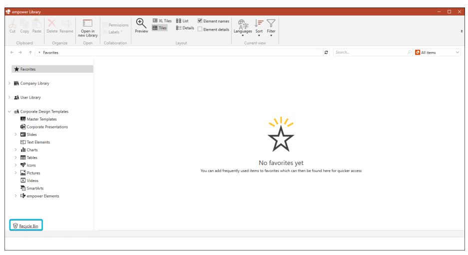


Figure 157. Button **Recycle Bin**

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 158).

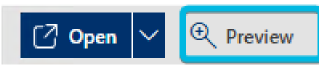



Figure 158. Button **Preview**

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 159).
   If you have selected a slide, the button **Download** can be accessed directly.
3. Then, click on the option **Download** (Figure 160).
   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.

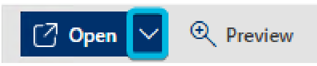



Figure 159. **Arrow** Symbol

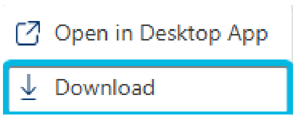



Figure 160. Option **Download**

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. Side Pane

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

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

The side pane opens its respective section.

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

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

## Available Elements

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

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

In addition, you can hover over the icons to view a tooltip. The tooltip explains which element type you can access via the icon.

# Available Elements in PowerPoint

In PowerPoint, you can access the following additional sections via the sidebar (**Figure 161**):

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

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

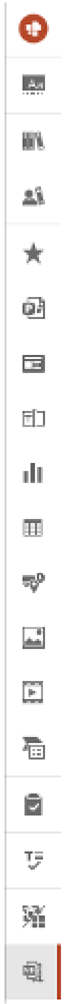


Figure 161. Sidebar in PowerPoint

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

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

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

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

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

# 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

In PowerPoint, empower® offers a comprehensive update function that can be adjusted to your individual needs and the needs of your company.

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.

The notification mode has been defined by your empower® Administrators. However, you can change your default notification mode.

To do so, follow the following steps:

1. Navigate to the group Start in the empower® Ribbon.
2. Click on the lower part of the split button **Library** (**Figure 162**).

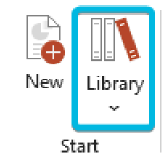



Figure 162. Button **Library**

3. Click on the arrow next to the option **Updates** (**Figure 163**).

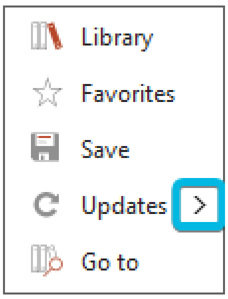



Figure 163. **Arrow** Symbol for Option **Updates**

4. Choose one of the notification modes (Figure 164).
    a. **Show Update Wizard** – The update wizard opens if you insert or open an element that has been updated.
    **Show Notification Bar** – A notification bar appears in the PowerPoint window after you insert or open an element that has been updated.
    **Change Ribbon Icon Only** – A red dot appears next to the option **Updates** under the split button **Library**.
    **No Update Notification** – You are not notified about updates at all.

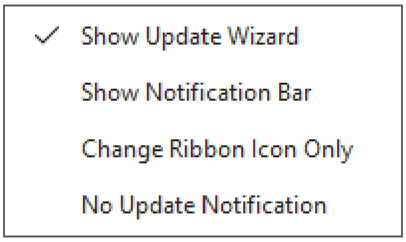



Figure 164. Update Notification Modes

The chosen notification mode will be used for future updates.

In addition, a red dot is displayed in the thumbnail of elements with open updates in the empower® Library (Figure 165).


Figure 165. Thumbnail for Updated Element

The notification mode **Show Update Wizard** should always be preferred.

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.

For further information regarding the presentation mode of the *Update Wizard*, see **Update Presentations Saved on Your Device**.

For presentations that are opened from OneDrive or SharePoint, empower® does not automatically check for updates. Here, a notification bar is displayed and you can execute an update check manually.

To check your presentation for updates manually, click on the option **Updates** under the split button **Library** (Figure 166).

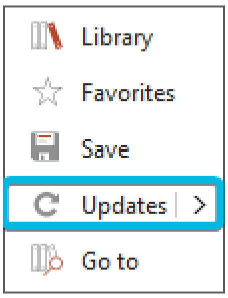



Figure 166. Option **Updates**

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.

If you have selected the option **Show Update Wizard**, the *Update Wizard* opens automatically if you insert or open an element.

If you have selected the option **Show Notification bar**, click on the button **Show updates** in the notification bar to open the *Update Wizard* (**Figure 167**).



Figure 167. Notification Bar

If you have selected the option **Change Ribbon Icon Only**, check the presentation for updates manually (**Figure 168**). If there are updates, the *Update Wizard* opens.

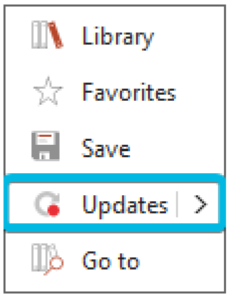



Figure 168. Changed Ribbon Icon

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 169**).

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.

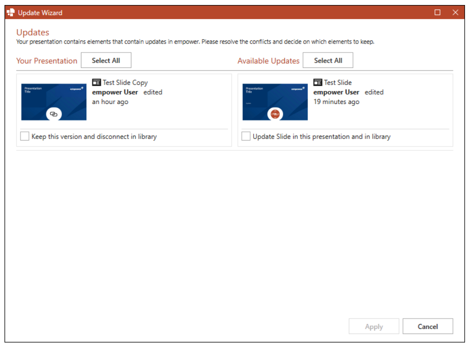



Figure 169. Update Wizard

If the user who saved a version has left a version comment, this comment is displayed next to the slide preview (**Figure 170**).

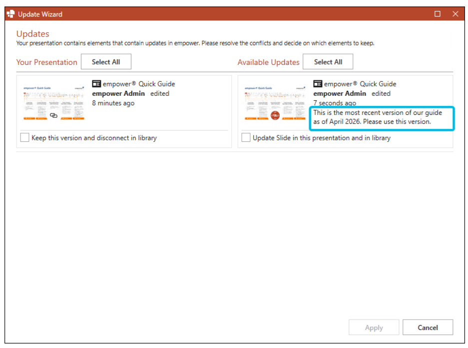



Figure 170. Version Comment

To compare the versions, hover over the thumbnail of one of the versions and click on the **magnifying glass** symbol (Figure 171).

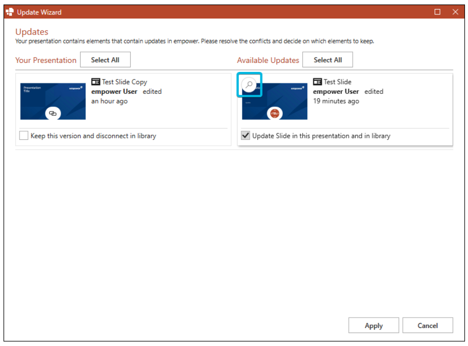



Figure 171. **Magnifying Glass** Symbol

The older version is displayed on the left and the updated version is displayed on the right (Figure 172).

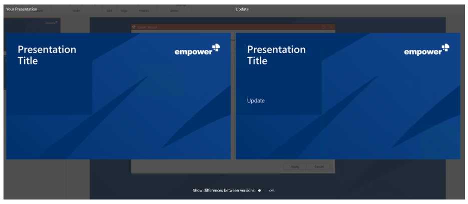



Figure 172. Comparison

To highlight the differences, switch the toggle button for **Show differences between versions** to *On* (Figure 173).

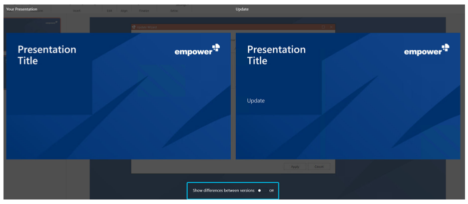



Figure 173. Toggle Button **Show differences between versions**

The differences between the versions are highlighted in yellow (Figure 174).

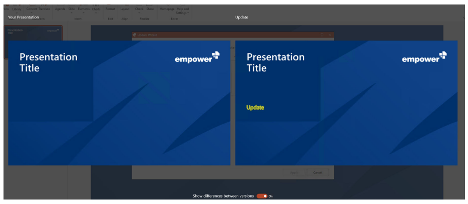



Figure 174. Comparison with Highlight

## 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 library** for the respective slide (Figure 175 **(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 175 **(2)**).

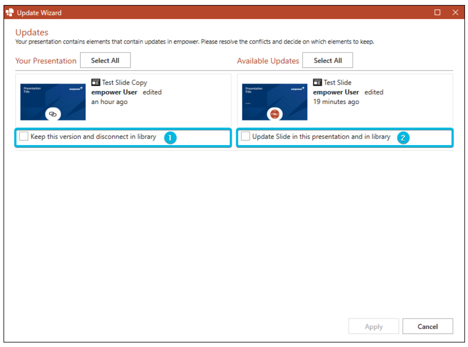



Figure 175. Options for Updated Slides

To keep all older version in the presentation, click on the button **Select All** next to *Your Presentation* (Figure 176 (**1**)).

To update all slides in the presentation to the newer versions, click on the button **Select All** next to *Available Updates* (Figure 176 (**2**)).

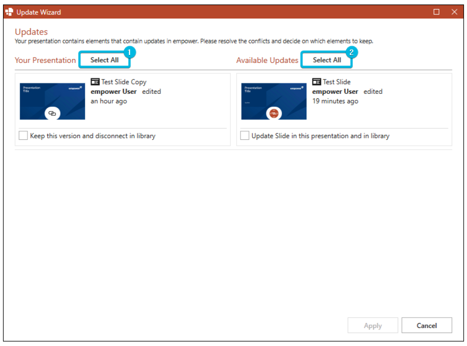



Figure 176. Buttons **Select All**

When you have finished, click on the button **Apply** (Figure 177).

Your changes are applied on the presentation.

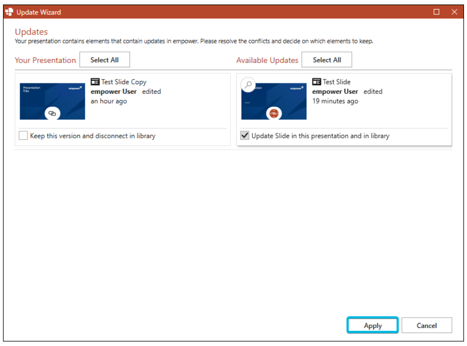



Figure 177. Button **Apply**

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.

## Deletion Updates

If an element that is used in your presentation is deleted from the empower® Library, you can also decide whether to keep the element or to delete it.

If an element is deleted, you have the option to keep the element on your slide or to remove it.

To keep the element on your slide, tick the checkbox for **Keep this version (no more updates)** for the respective version (Figure 178 (**1**)).

To delete the element from the slide, tick the checkbox for **Delete Object** for the respective version (Figure 178 (**2**)).

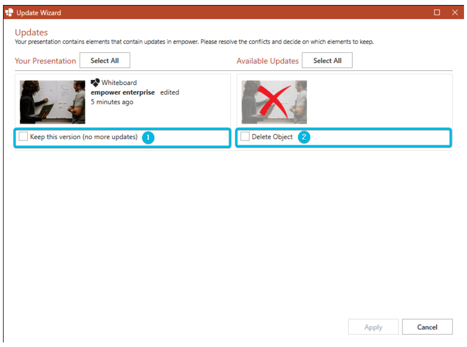



Figure 178. Options for Deleted Object

If a slide is deleted, you have the option to keep the slide or to remove it from your presentation and the library.

To keep the slide, tick the checkbox for **Keep this version and disconnect in library** for the respective version (Figure 179 (**1**)).

To delete the slide from the presentation and from the library, tick the checkbox for **Delete Slide in this presentation and in library** for the respective version (Figure 179 (**2**)).

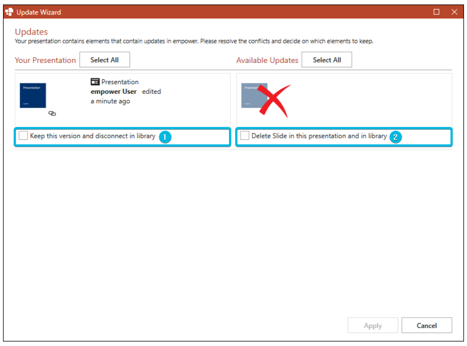



Figure 179. Options for Deleted Slides

## Update Presentations Saved on Your Device

If you have saved a presentation that has been created with empower® on your device or in the cloud, you also receive update notifications.

For presentations in the cloud, the notification bar is displayed.

For presentations on your device, the default notification mode is used.

If you open a presentation that has been saved on your device, the *Update Wizard* opens in presentation mode.

Here, you can decide if you want to apply all updates in the presentation or if you want to keep the older version of the presentation.

To keep the older version of your presentation, tick the checkbox for **Keep this version (no more updates)** (Figure 180 (**1**)).

To update your presentation, tick the checkbox for **Update presentation** (Figure 180 (**2**)).

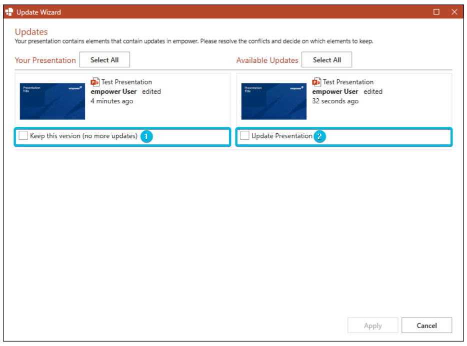



Figure 180. Options in Presentation Mode

If you have finished, click on the button **Apply**.

If you choose to keep the older version of your presentation, you can still open the *Update Wizard* again to view the updates for the individual slides and objects.

Here, you can select your preferred version for each slide individually.

For further information regarding the *Update Wizard*, see Select Preferred Version.

If you accept an update for a presentation stored on your device, the presentation stored on your device is closed and the new version of the presentation opens from the empower® Library or from SharePoint.

If you want to overwrite the presentation stored on your device with this new version, overwrite the presentation 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 181).

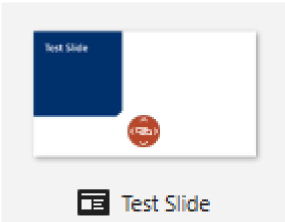



Figure 181. Colored **Link** Symbol

If a slide is a linked copy of a root element, a colorless **link** symbol is displayed in its thumbnail (Figure 182).

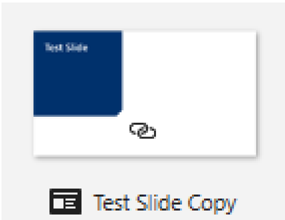



Figure 182. Colorless **Link** Symbol

If there is an open update for a slide in the update group, a red dot is displayed next to the **link** symbol (Figure 183).

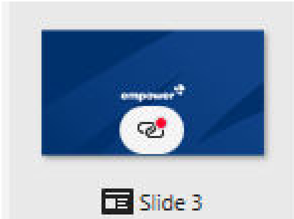



Figure 183. Updated Element

If you copy an element from the folder *Corporate Design Templates – Slides* or *Corporate Design Templates – Corporate 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 184).

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

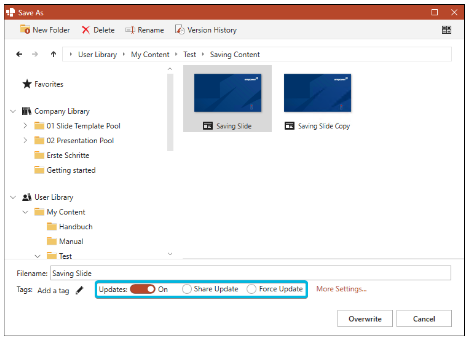



Figure 184. Settings on Save for Root Element

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. Select a slide that you want to add to the update group.
2. In the navigation bar, navigate to the group Updates.
3. Click on the button **Update links** (Figure 185).
   A drop-down menu opens.


Figure 185. Button **Update links**

4. In the drop-down menu, click on the option **Mark for new root slide** (Figure 186).

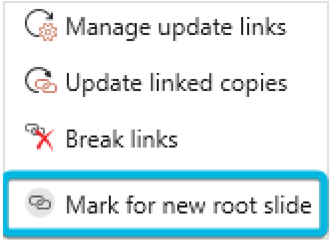



Figure 186. Option **Mark for new root slide**

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 187).
8. Repeat these steps for all slides that you want to add to the update group.

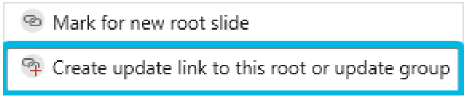



Figure 187. Option to Create Update Link

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 188).
   A dialog box opens.

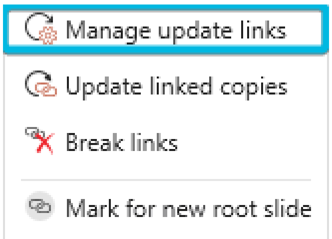



Figure 188. Option **Manage update links**

In this dialog box, you can see all slides that are part of the respective update group (Figure 189).
The root element is listed under *Root*.
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.

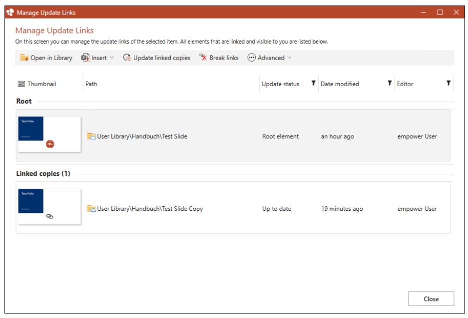



Figure 189. Window **Manage Update Links**

If you want to open one of the slides of the update group in the library, click on the button **Open in Library** (Figure 190).

The library opens in the respective folder.

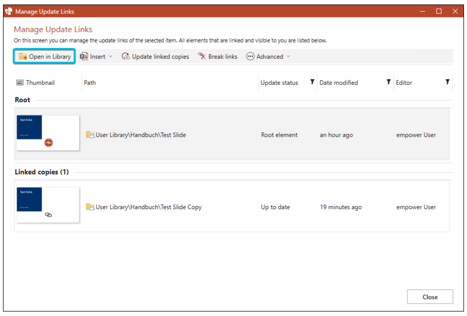


Figure 190. Button **Open in Library**

If you want to insert one of the slides into your current presentation, select the slide from the list and click on the button **Insert** (Figure 191).

A drop-down menu opens.

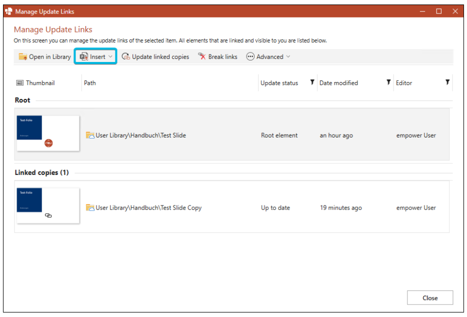


Figure 191. Button **Insert**

In the drop-down, you can choose if you want to insert the slide with the current master used in the presentation or with its original master it has been saved with (Figure 192).

To use the presentation master, click on the option **Insert and use destination theme**.

To use the master the slide has been saved with, click on the option **Insert and keep source formatting**.

The slide is inserted into your presentation using the corresponding setting.

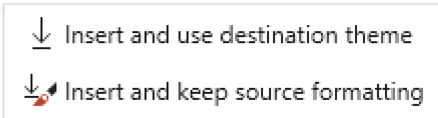



Figure 192. Drop-Down Menu for Button **Insert**

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 193).

A dialog box opens.

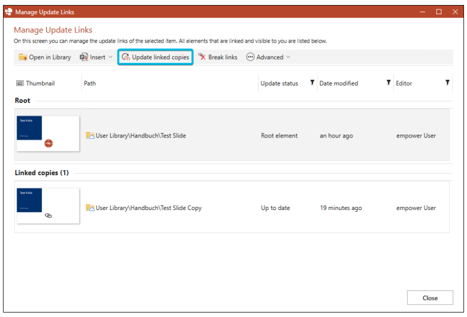


Figure 193. Button **Update linked copies**

In this dialog box, you can choose if you want to share the update or if you want to force the update (Figure 194).

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.

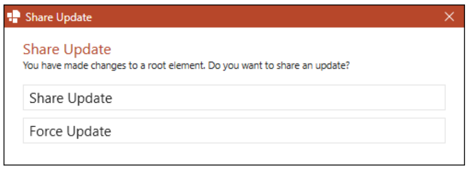



Figure 194. Dialog Box on Linked Copy Update

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 195).

The slide will be updated immediately.

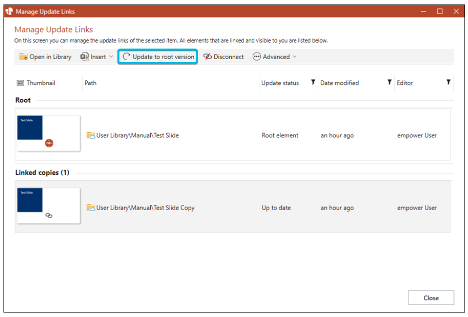



Figure 195. Button **Update to root version**

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 196).

A dialog box opens.

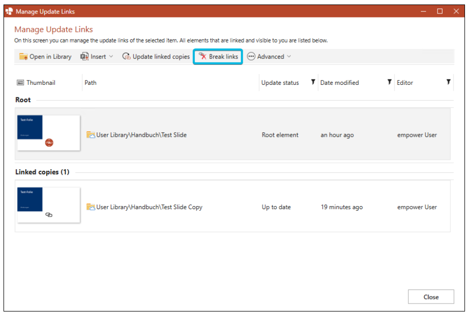



Figure 196. Button **Break links**

To confirm the process, click on the button **Yes** (Figure 197).

All update links will be broken.

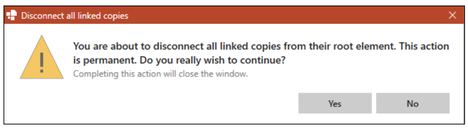



Figure 197. Dialog Box on Breaking Links

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 198).
A dialog box opens.

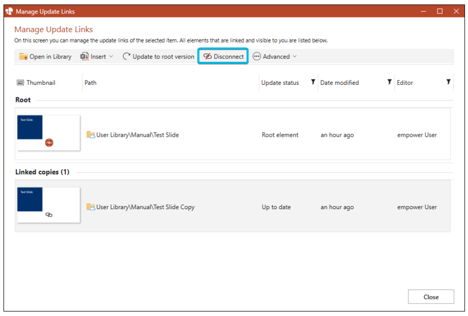


Figure 198. Button **Disconnect**

To confirm the process, click on the button **Yes** (Figure 199).
If you disconnect the last linked copy, the update group is dissolved as a whole.

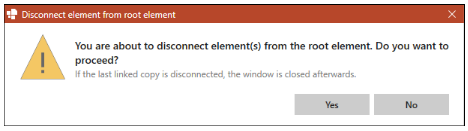



Figure 199. Dialog Box on Disconnecting

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 200).

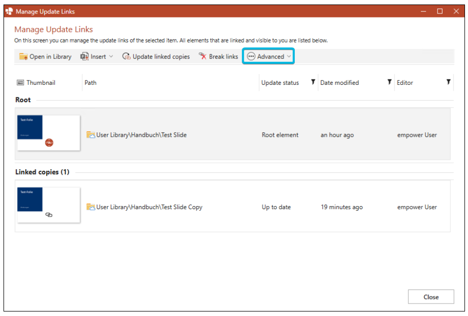


Figure 200. Button **Advanced**

To mark the root element for a new root element, click on the button **Mark for new root slide** (Figure 201).
Then, minimize the dialog box and continue in the library.
Here, follow the steps 5 to 8 under **Create Update Groups Manually**.


Figure 201. Option **Mark for new root slide** 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 202).
   A dialog box opens.

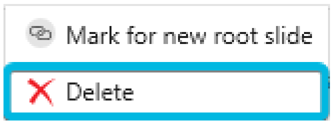



Figure 202. Option **Delete** for Root Element

4. In this dialog box, decide if you want to share the deletion update at all or if you want to force the deletion update.
5. Then, click on the button **Delete anyway** (Figure 203).

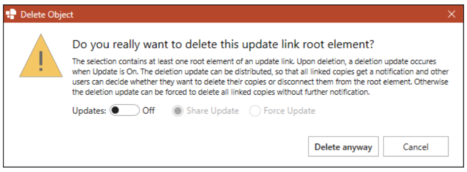



Figure 203. Dialog Box on Deleting Root Element

If you force the deletion update, all linked copies in the update group will be deleted without any update notification.

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 204).

The changes become visible in the dialog box.

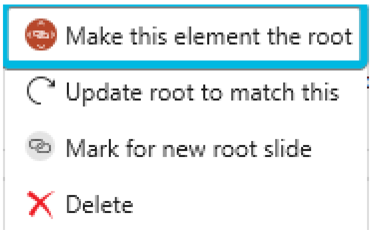



Figure 204. Option **Make this element the root**

To update the current root element to match the selected linked copy, click on the button **Update root to match this** (Figure 205).

A dialog box opens.

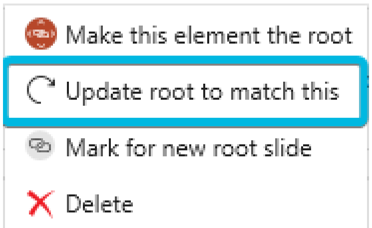



Figure 205. Option **Update root to match this**

In this dialog box, you can choose if you want to share the update or if you want to force the update (Figure 206). 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.

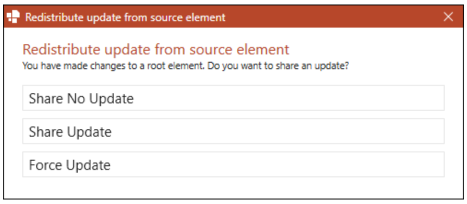



Figure 206. Dialog Box on Updating Root Element

To mark the linked copy for a new root element, click on the button **Mark for new root slide** (Figure 207).

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

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

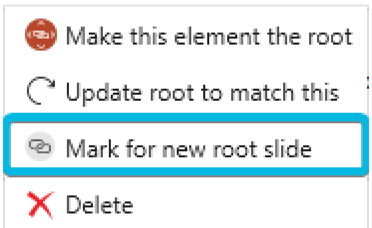



Figure 207. Option **Mark for new root slide** under **Advanced** for Linked Copy

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 208).
   A dialog box opens.

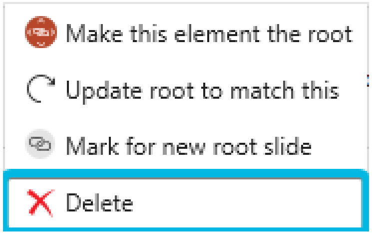



Figure 208. Option **Delete** for Linked Copy

4. In this dialog box, tick the checkbox if you want to share the deletion update (Figure 209).
5. Then, click on the button **Yes**.

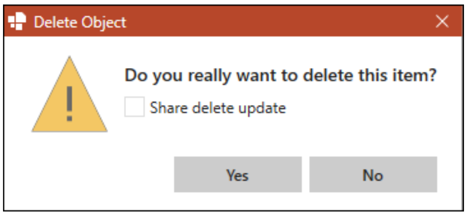



Figure 209. Dialog Box on Deleting Linked Copy

If you delete a linked copy, the deletion update is only shared with presentations that contain this linked copy itself and have been saved to your device locally.

If you have used the linked copy in a presentation and then uploaded this presentation to the empower® Library again, a new slide is created which is only another linked copy in the update group. Therefore, the deletion update is not shared with this new slide.

If you want to share a deletion update for the entire update group, delete the root element instead.

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

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

If defined by your empower® Administrators, the master selection opens automatically.

To create a new presentation from the empower® Ribbon, navigate to the group Start and click on the button **New** (**Figure 210**).

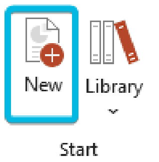



Figure 210. Button **New**

The empower® Library opens in the section *Master Templates* (**Figure 211**).

Here, choose your preferred master template.

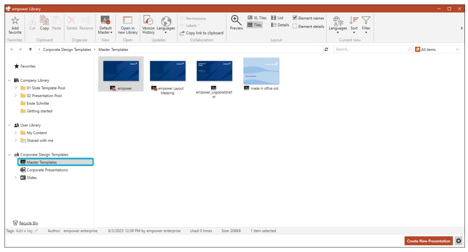


Figure 211. Master Templates

Then, click on the button **Create New Presentation** (**Figure 212**).

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

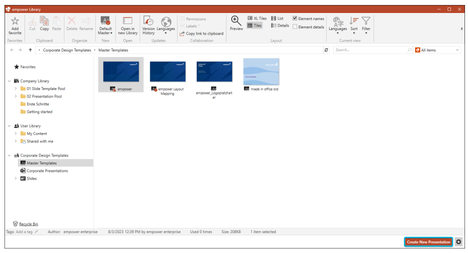


Figure 212. Button **Create New Presentation**

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

# Design Your Presentation

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

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

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

# 13. Use Master Templates

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

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

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

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 company default has been set, the master will automatically be inserted into your new presentation and you will not be asked to select a master template.

If a master has been defined as company default, the label *Company's Default* is displayed in its thumbnail (**Figure 213**). In addition, the icon next to the file name changes.

Figure 213. 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 *Corporate Design Templates*, navigate to the subsection *Master Templates* (Figure 214).
3. Right-click on the master template you want to define as your default.
   A context menu opens.

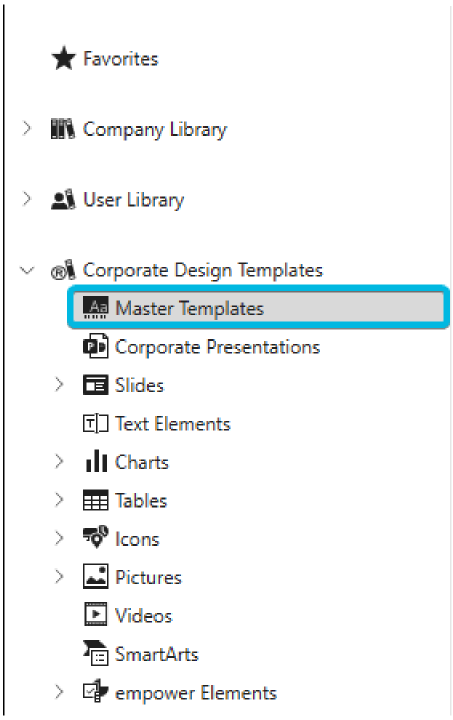



Figure 214. Section *Master Templates*

4. In the context menu, click on the option **Set as Default Master** (Figure 215).

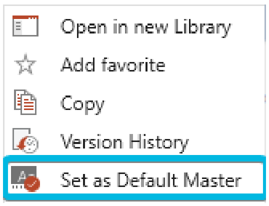



Figure 215. Option **Set as Default Master**

If you have defined a master template as your personal default, the label *Default Master* is displayed in its thumbnail (Figure 216).

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

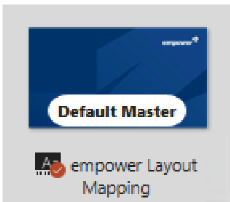



Figure 216. Label for Personal Default

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

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

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

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

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 *Corporate 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, click on the option **Set as Company's Default Master** (Figure 217).

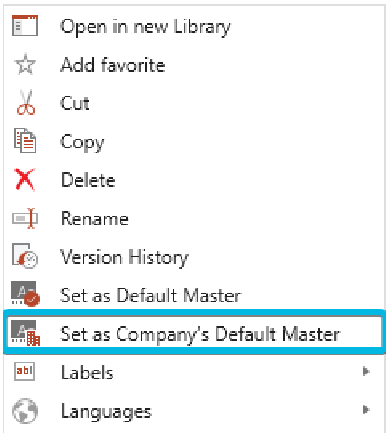



Figure 217. Option **Set as Company's Master**

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

If a user does not have permissions for the default company master, a blank presentation based on a default PowerPoint template opens when they start PowerPoint.

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 via the group New.

# Change Master

If you want to change the master that is used for the current slide or for the whole presentation you are working on, follow the following steps:

1. Select the slides whose master you want to change.
   If you want to change the master for the whole presentation, skip this step.
2. Open the empower® Library.
3. In the section *Corporate Design Templates*, navigate to the subsection *Master Templates*.
4. Select the master template you want to apply.
5. Choose your preferred option:
   a. To apply the new master on the whole presentation, click on the button **Presentation** (Figure 218 **(1)**).
   b. To apply the master on the selected slides, click on the button **Slide(s)** (Figure 218 **(2)**).

Figure 218. Buttons **Presentation** and **Slide(s)**

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

To confirm the settings, click on the button **OK** (Figure 219).

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

The new master will be applied on your selection.

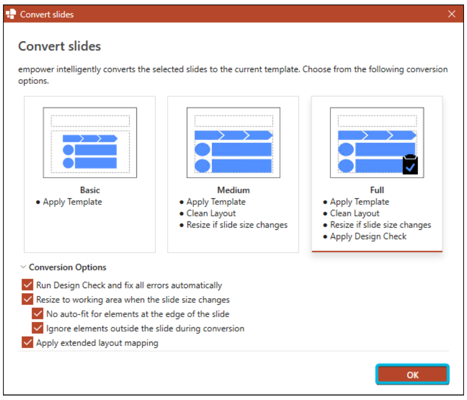


Figure 219. Button **OK** for Conversion Settings

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

# Master Settings

To open the master settings, select the master template you want to use and click on the **gear** symbol (Figure 220).

Figure 220. **Gear** Symbol

Here, you have two options (Figure 221):

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

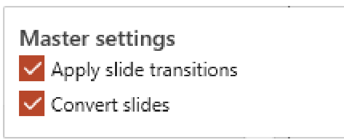


Figure 221. Master Settings

Both options are automatically preselected for master changes.

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

# 13.1. Upload a Master Template

**For Administrators**

If you have created a new master template, you can upload this master template to the empower® Library.

While doing so, you can also make further settings for the master template.

Master templates can only be uploaded by empower® Administrators.

During the upload, you can also assign the master template to one of your designs.

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

## Save a Master Template

To upload the master template, you need to save it to the library.

To do so, follow the following steps:

1. Make sure to leave the slide master view.
2. Navigate to the group Home in the empower® Ribbon.
3. Click on the lower part of the split button **Library**.
4. Choose the option **Save** (**Figure 222**).

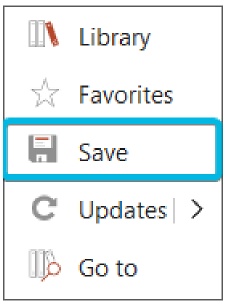



Figure 222. Option **Save**

5. Choose the option **Master** (Figure 223 **(1)**).
6. Then, click on the button **Save as** (Figure 223 **(2)**).
   The empower® Library opens in the section *Master Templates*.
7. Click on the button **Save** to save the master template.

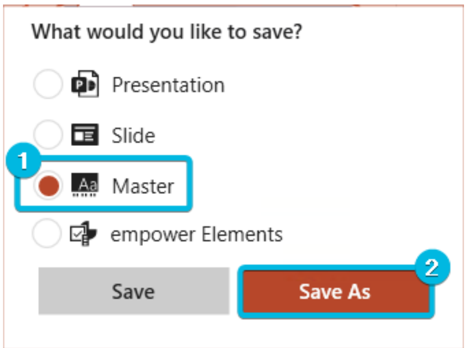


Figure 223. Save Master Template

After you click on the button **Save**, the dialog box **Master Information** opens (Figure 224). Here, you can make further settings for the master template.

Choose which layout in the new master should be chosen automatically during slide conversion if no suitable layout is found for a slide in the old master (Figure 224 **(1)**).

Switch the toggle buttons to *On* to determine whether a footer should be displayed and, if so, whether a date and page number should be included in the footer (Figure 224 **(2)**).

Switch the toggle button **Skip Blank Layout** to *On* for empty layouts to be skipped upon mapping during conversion (Figure 224 **(3)**). Instead of mapping these layouts to the most similar one in the new master, the standard fallback layout defined in **(1)** will be used during the slide conversion.

Switch the toggle button **Layout Protection** to *On* to have the *Design Check* display all elements as errors that are on a slide outside of the drawing area (Figure 224 **(4)**).

It is required that areas for layout protection have been defined in the master for this to work.

Switch the toggle button **Embed Fonts** to *On* to embed and register the fonts used in the new master (Figure 224 **(5)**).

Switch the toggle button **Color Scheme Matching** to *On*, to have the design colors matched so that the color of elements does not change, or changes only slightly, if the colors have a different order in the new master (Figure 224 **(6)**).

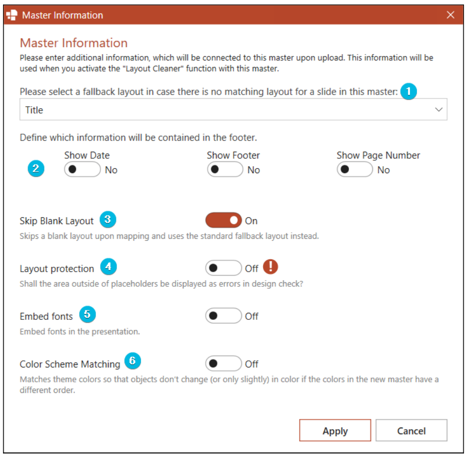


Figure 224. Dialog Box **Master Information**

Once you have checked all settings, follow the following steps to finish the upload of the master template:

1. In the window **Master Information**, click on the button **Apply**.
   The dialog box **Assign to design** opens (Figure 225).
2. Use either of the following two options:
   a. Click on the **arrow down** symbol to expand the drop-down menu and choose the design you want to assign the master to (Figure 225 **(1)**).
   b. Click on the **plus** symbol to create a new design from scratch.
      Type in the design name in the input field *Design name* (Figure 226 **(1)**) and switch the toggle buttons to *On* to use the defined color scheme, used font and font sizes in the master template (Figure 226 **(2)**).
      Click on the button **OK** to confirm your settings (Figure 226 **(3)**) and choose the newly added design from the drop-down menu to assign the master to it.

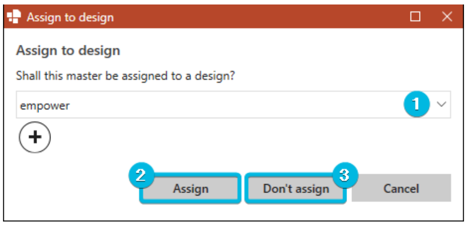


Figure 225. Dialog Box **Assign to Design**

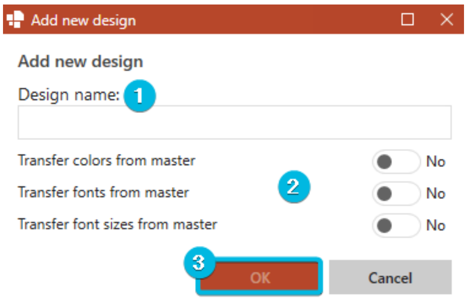


Figure 226. Dialog Box **Add New Design**

3. Click on the button **Assign** (Figure 225 **(2)**).

If you do not want to assign the master to a design, skip steps 2 and 3 and click on the button **Don't assign** (Figure 225 **(3)**).

The master template is saved to the library.

> If you use Microsoft Purview Information Protection in your company, the master template must be uploaded with a label similar to *Public*.
>
> Otherwise, users will not be able to use the master template.

> Make sure to upload the master template in .pptx format.
>
> Master templates in .pptm format containing macros should not be uploaded.

# Overwrite a Master Template

If you have adjusted an existing master template, you can overwrite this master template in the empower® Library and distribute an update.

To do so, follow the following steps:

1. Make sure to leave the slide master view.
2. Navigate to the group Home in the empower® Ribbon.
3. Click on the lower part of the split button **Library**.
4. Choose the option **Save** (Figure 222).

5. Choose the option **Master**.
6. Then, click on the button **Save as**.
   The empower® Library opens in the section *Master Templates*.
7. Select the master template you would like to overwrite with your new version of the master template.
   Switch the toggle button **Updates** to *On* to distribute an update for the master template (Figure 227).
8. Click on the button **Save** to save the master template.

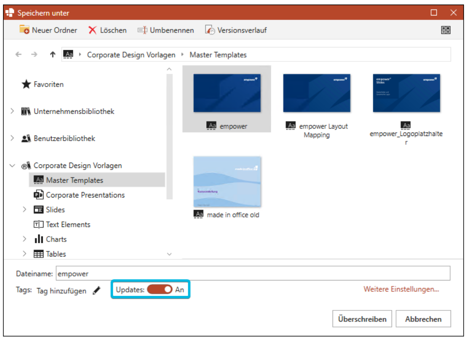



Figure 227. Updates Enabled

After you click on the button **Save**, the dialog box **Master Information** opens with all settings previously selected for this master template (Figure 224). Check the settings and adjust, if required.

Once you have checked all settings, follow the following steps to finish the upload of the master template:

1. Click on the button **Apply**.
   The window **Assign to design** opens (Figure 225).
2. Use either of the following two options:
   a. Click on the **arrow down** symbol to expand the drop-down menu and choose the design you want to assign the master to (Figure 225 **(1)**).
   b. Click on the **plus** symbol to create a new design from scratch.
      Type in the design name in the input field *Design name* (Figure 226 **(1)**) and switch the toggle buttons to *On* to use the defined color scheme, used font and font sizes in the master template (Figure 226 **(2)**).
      Click on the button **OK** to confirm your settings (Figure 226 **(3)**) and choose the newly added design from the drop-down menu to assign the master to it.
3. Click on the button **Assign** (Figure 225 **(2)**).

> If you decide to distribute a master template update, all users who used this master template to create a presentation will receive a *Design Check* error with the category *Master*. This indicates that the slides or presentation have to be converted to the updated master template via the feature *Convert*.
>
> For more information regarding the conversion of slides and presentation, see Convert Content.

# 13.1.1. Layout Protection

**For Administrators**

The layout protection can be used to ensure that users only use the provided placeholders to insert elements on a slide layout.

On blank layouts or title-only layouts, it can be used to define a working area that the users may use to place elements on the slide.

If the layout protection is enabled, the empower® Corporate Design Check checks if there are any elements on the slide which are located outside of the provided placeholders.

If this is the case, an error entry will be included in the check results.

The layout protection can be enabled globally during the master upload.

In addition, individual layouts can be edited to fulfill your requirements.

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

## Enable Layout Protection

The layout protection can be enabled upon the master upload.

If you want to enable layout protection for a new master, follow the instruction to save master templates under **Save a Master Template**.

If you want to enable layout protection for an existing master, follow the instructions to overwrite a master template under **Overwrite a Master Template**.

When you save or overwrite a master template, a dialog box opens.

In this dialog box, switch the toggle button for **Layout Protection** to *On* (**Figure 228**).

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

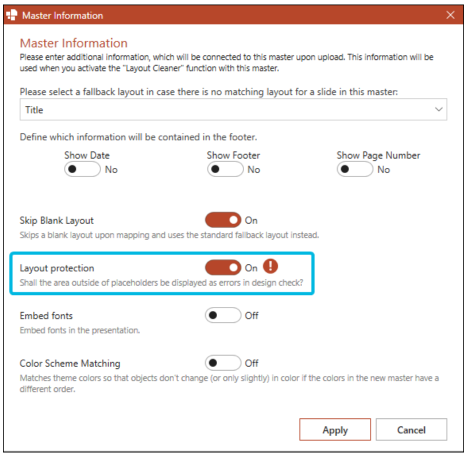



Figure 228. Enable Layout Protection for Master

Follow the process to assign the master to a design and finish the upload.

Layout protection is now enabled for the respective master template.

If a user places elements outside of placeholders, the *Corporate Design Check* will show error entries for these elements.

> The empower® Corporate Design Check does only check for layout protection violations if the respective option has been enabled in the empower® Customizing Center. The settings must be set for the design that the master template is assigned to during the upload.
>
> For further information regarding the access to the empower® Customizing Center, see **empower® Help**.
>
> For further information regarding the *Corporate Design Check* settings in the empower® Customizing Center, refer to our **empower® Admin Center manual**.

## Adjust Individual Slide Layouts for Layout Protection

Most master templates include *Blank* or *Title Only* layouts.

On these layouts, there are either no placeholders or only title placeholders.

As a consequence, any elements placed on these layouts that are not placed inside the title placeholder would trigger an error entry in the *Corporate Design Check*.

To avoid superfluous error entries and to not restrict the creative freedom that these layouts are supposed to provide, you can edit these slide layouts before uploading the master template.

To do so, follow the following steps:

1. Open the master template.
2. Navigate to the tab View.
3. Click on the button **Slide Master** (Figure 229).

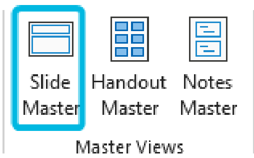



Figure 229. Button **Slide Master**

4. In the slide master view, navigate to the slide layout you want to edit and select it.
5. Now, insert a shape into this slide layout.
   In most cases, a rectangle is the most suitable option.
6. Adjust the slide to the area in which you want to allow users to insert elements.
7. Right-click on this shape.
   A context menu opens.
8. In this context menu, choose the option **Enable Layout Protection** (Figure 230).
   The shape now defines the working area of the slide layout in which elements can be placed without triggering error entries.

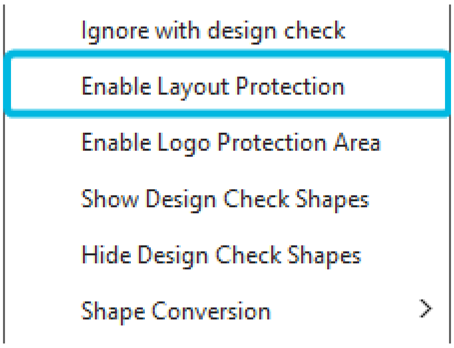



Figure 230. Option **Enable Layout Protection**

9. Then, press **Alt** + **F10** to open the selection pane for your current slide.
10. Here, select the shape you have added and rename it to *Layout Protection* (**Figure 231**).
    This will help you to find shapes that you have defined for the layout protection if further changes are required.

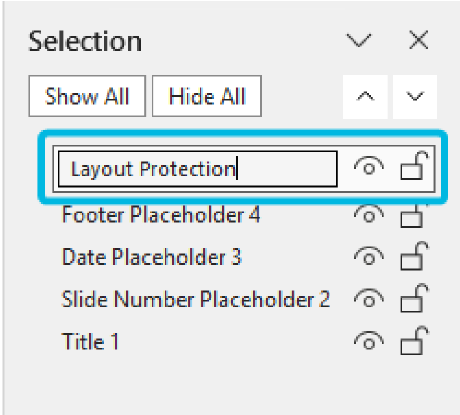



Figure 231. Selection Pane with Layout Protection Shape

11. To hide the shape for users, right-click on the shape again.
    A context menu opens.
12. Choose the option **Hide Design Check Shapes** (**Figure 232**).
13. Now, leave the slide master view and save the master template back to the empower® Library.
    Make sure to enable the layout protection when uploading the master template and all required settings in the empower® Admin Center are set accordingly.

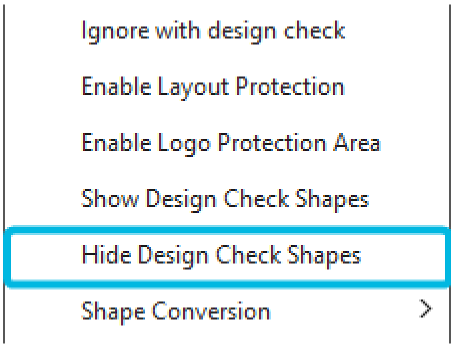



Figure 232. Option **Hide Design Check Shapes**

If you want to edit the layout protection shape, you can make it visible again.

To do so, right-click on the slide in the slide pane.

A context menu opens.

Here, choose the option **Show Design Check Shapes** (**Figure 233**).

All shapes that you have hidden via the option **Hide Design Check Shapes** are now displayed on the slide again.

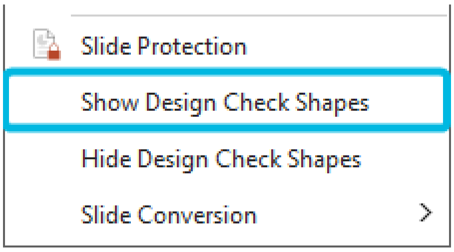



Figure 233. Option **Show Design Check Shapes**

> If a shape has been set up for layout protection, a **checkmark** symbol is displayed next to the option in the context menu.

> Alternatively, you can use the **eye** symbol in the selection pane to hide and show single shapes or placeholders.

> For further information regarding the master upload, see **Upload a Master Template**.

# 13.2. Incorporate Multiple Logos

**For Administrators**

The logo feature of empower® allows you to insert and even change a logo in a fixed location on the master. This way, you can, for example, work with a single master for the whole company, even though you have multiple subsidiaries using different logos in their presentations.

To enable the logo feature, the following requirements must be met:

- **Folder *Logos*** – All desired logos have to be saved in a dedicated *Logos* folder placed in the section *Corporate Design Templates – Pictures* of the empower® Library. If required, the folder can be added to a design folder.
  The folder has to be specifically mapped on the database.
- **Logo graphics** – Are saved to the folder *Logos* and named in accordance with a specific naming pattern.
- **Logo placeholder** – Is defined in the master template.

If your empower® Environment is hosted in the empower® Cloud, the mapping on the database for the folder *Logos* will be performed by the empower® Support.

If your empower® Environment is hosted in your own Corporate Cloud or on-premises, reach out to your IT department.

If you have questions regarding this setup, contact you Onboarding Specialist or Customer Success Manager.

Once the mapping of this folder on the database has been set up, renaming this folder via the empower® Library does not affect the functionality of the logo feature.

One *Logos* folder can be defined on a database for the logo feature.

It is not possible to add content to any subfolder in the *Logos* folder since it will not be taken into account via the logo feature.

Upload the logo graphics to the empower® Library. For further information on how to save content to the empower® Library, see **Manage Content in empower®**.

When naming the logo graphics for the logo feature, the following requirement must be met:

- Include **#[logo graphic name]** in the file name to later match the placeholder name.

To set up the logo placeholder in the master template, follow the following steps:

1. Navigate to the tab View and click on the button **Slide Master**.
2. Add any shape, most preferably a rectangle, onto the primary slide.

3. Navigate to the selection pane by pressing the keys **Alt** + **F10**, select the shape and rename the shape (Figure 234).
   a. **MIO_LOGOPLACEHOLDER#[logo graphic name]** – Names the logo placeholder. Replace *[logo graphic name]* with the logo graphic name you saved the logo files to the empower® Library with.

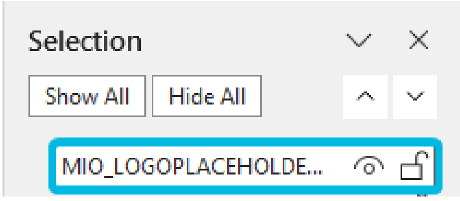


Figure 234. Rename Shape in Selection Pane

4. Select the inserted shape and navigate to the group Presentation Settings in the tab Slide Master (Figure 235).

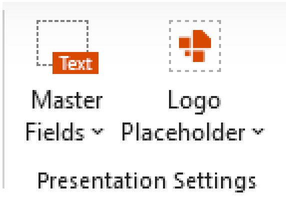


Figure 235. Group *Presentation Settings*

5. Click on the button **Logo Placeholder** to expand the drop-down menu and choose the option **Define logo** (Figure 236).
   To confirm the shape as a logo placeholder, a message box appears and confirms the change (Figure 237).
   The shape is now defined as a logo placeholder and the master is set up for the logo feature.

Figure 236. Option **Define logo**

Figure 237. Message Box Successful Setup of Logo Placeholder

6. Click on the button **Hide logo** to hide the shape on the layout slides (Figure 238).
   The **eye** symbol for this shape is stroke through now in the selection pane.
   Click on the button **Show logo** to reveal the shape at any time.

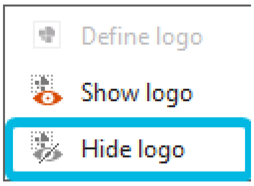


Figure 238. Option **Hide logo**

7. If the logo should only be visible on specific layout slides, repeat steps 2 to 6 for each layout slide.
   If the logo should be visible on all layout slides, continue with the next step.
8. Save the master template to the library.
   For further information regarding the master upload, see Upload a Master Template.

The logos are now available in the presentation settings for all empower® Users.

> If multiple logo placeholders are defined, the position of the placeholders must be identical across all layouts.
> The placeholder cannot have different sizes (dimensions in the format) on different layouts.

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

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

For further information regarding logo protection, see **Logo Protection**.

# 13.2.1. Logo Protection

**For Administrators**

If you have set up logo placeholders or fixed logo graphics on a master template, you might want to make sure that users do not place other elements above the logo.

To make sure users do not do that, you can set up the logo protection.

If logo protection is enabled for the logo, the empower® Corporate Design Check checks if there are any elements on the slide which are overlapping with the logo.

If this is the case, an error entry will be included in the check results.

The logo protection needs to be enabled in the slide master view.

The empower® Corporate Design Check does only check for logo protection violations if the respective option has been enabled in the empower® Customizing Center. The settings must be set for the design that the master template is assigned to during the upload.

For further information regarding the access to the empower® Customizing Center, see **empower® Help**.

For further information regarding the *Corporate Design Check* settings in the empower® Customizing Center, refer to our **empower® Admin Center manual**.

## Enable Logo Protection

To set up the logo protection, follow the following steps:

1. Open the master template.
2. Navigate to the tab View.
3. Click on the button **Slide Master** (**Figure 239**).

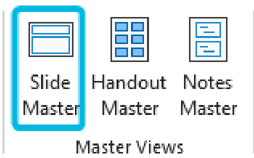



Figure 239. Button **Slide Master**

4. In the slide master view, navigate to the slide that contains the logo placeholder or logo graphic.
   a. If a logo placeholder has been used during the setup, press **Alt** + **F10** to view the selection pane.
   b. If the placeholder has been hidden, click on the **eye** symbol next to the logo placeholder to show the placeholder on the slide (Figure 240).

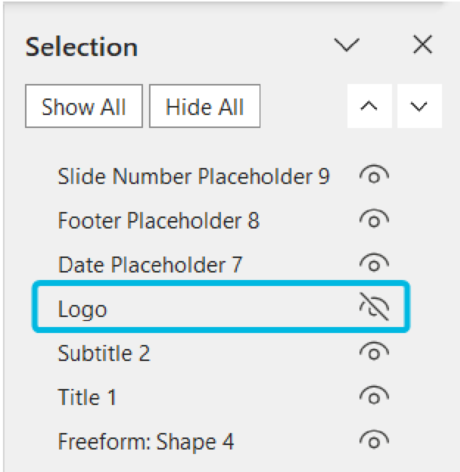


Figure 240. Logo in Selection Pane

5. Right-click on the logo placeholder or on the logo graphic.
   A context menu opens.
6. Here, choose the option **Enable Logo Protection Area** (Figure 241).
   The placeholder or graphic now defines the area in which no other elements must be placed.
   If users use elements that overlap with the logo, an error entry is triggered in the *Corporate Design Check*.

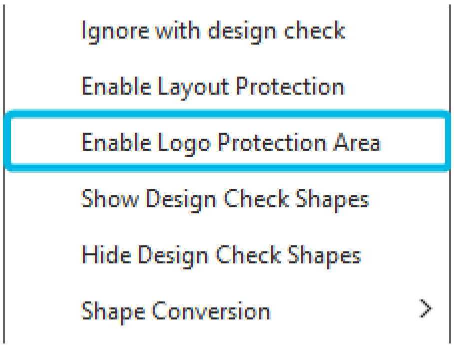


Figure 241. Option **Enable Logo Protection Area**

7. To hide the placeholder again, click on the **eye** symbol in the selection pane again.
8. If you have set up your master with multiple logo placeholders or multiple logo graphics, repeat steps 4 to 9 for all logo placeholders or graphics in the master that you want to protect.
9. Now, leave the slide master view and save the master template back to the empower® Library.
   Make sure all required settings in the empower® Admin Center are set accordingly.

If you have decided to display the logo on all slide layouts, you have probably only set up one logo placeholder on the primary slide of the master template. This placeholder is then used for all other slide layouts.

If you have decided to display the logo only on specific slides, multiple logo placeholders have been set up on individual slide layouts. If required, make sure to enable logo protection for all logo placeholders.

For further information regarding the setup of logo placeholders, see Incorporate Multiple Logos.

The name of the logo placeholder or graphic displayed in the selection pane depends on the master's setup.

If a placeholder has been set up for logo protection, a **checkmark** symbol is displayed next to the option in the context menu.

For further information regarding the master upload, see **Upload a Master Template**.

# 14. Use Presentation Settings

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

If your empower® Administrators have made it mandatory to fill in the fields in the *Presentation Settings*, the dialog box opens automatically when you open a new presentation.

In the *Presentation Settings*, you can set your preferences for the following aspects (**Figure 242**):

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

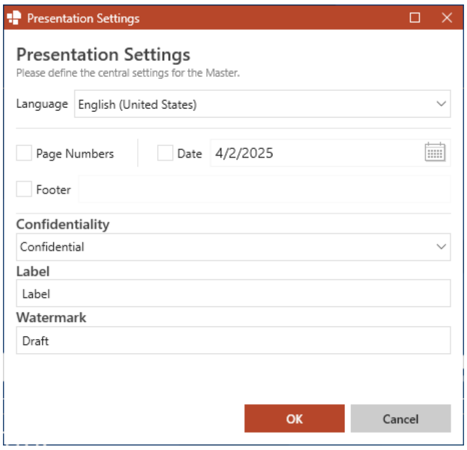



Figure 242. Presentation Settings

> If you apply the *Presentation Settings* on a presentation, the values are saved in the background and can be applied on your next presentation.
>
> The values are not applied automatically on the next presentation but are automatically prefilled in the dialog box.

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

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

To access the *Presentation Settings*, navigate to the group Finalize and click on the button **Check** (**Figure 243**).

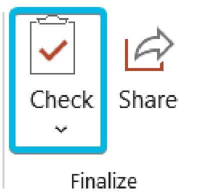



Figure 243. Button **Check**

In the drop-down menu, click on the button **Presentation Settings** (Figure 244).

A dialog box opens.

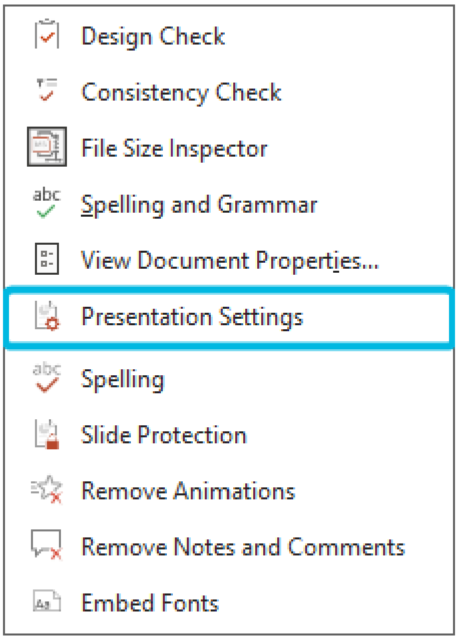



Figure 244. Option **Presentation Settings**

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

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

For further information regarding language preferences for the spell check, see **Check Spelling**.

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

Slide numbers will be added to all slides they have been configured for (Figure 245).


Figure 245. Slide Number (Example)

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

Then, click into the input field.

A menu opens.

If you want to always display the current date, choose the option **Update automatically** (Figure 246).

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

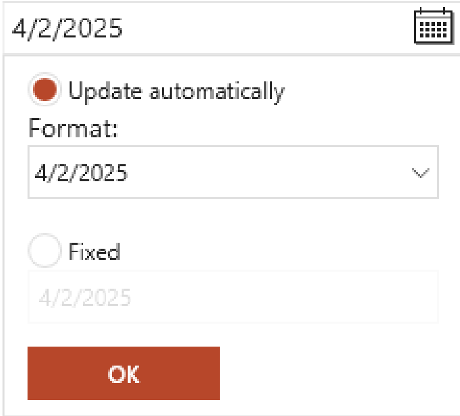



Figure 246. Update Date Automatically

If you want to display a fixed date in a custom format, choose the option **Fixed** and type in the date (Figure 247).

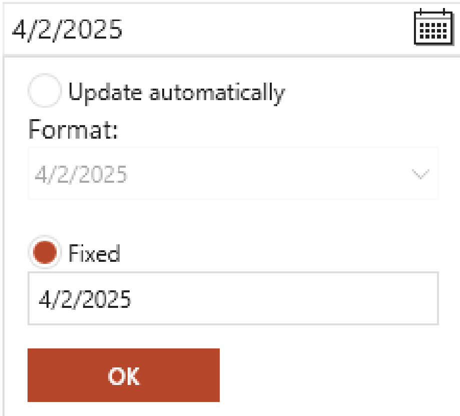



Figure 247. Fixed Date

The date will be added to your slide (Figure 248).

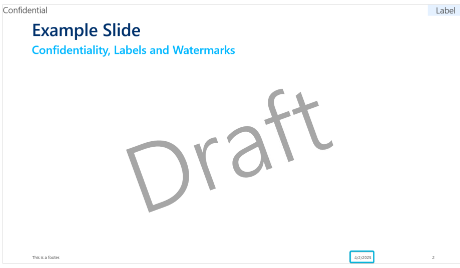



Figure 248. Date (Example)

> Depending on the setup of the master template in use, slide numbers might not be placed on certain slides on purpose.
>
> If the settings do not meet your requirements, contact your empower® Administrators.

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

Then, enter your text in the input field.

The text will be displayed in the footer of your slides (**Figure 249**).


Figure 249. Footer (Example)

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

The position of the master fields depends on the setup that has been done by your empower® Administrators.

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

For example, master fields are often used to insert a confidentiality label into your slides (**Figure 250**).


Figure 250. Confidentiality Master Field (Example)

They can also be used to insert a label (**Figure 251**).


Figure 251. Label Master Field (Example)

A watermark can also be configured as a master field (**Figure 252**).


Figure 252. Watermark Master Field (Example)

If you want to switch to a different logo to be displayed, select it from the available options (Figure 253).

You can also choose not to display any logo.

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

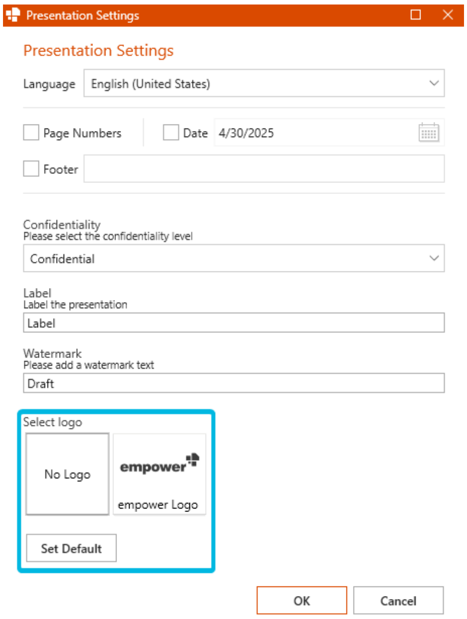



Figure 253. Logo Options

> For you to be able to switch between different logos, your empower® Administrators must have added multiple logos to choose from in your empower® Environment.
>
> If this is not the case, you cannot switch between logos.
>
> For further information for administrators, see **Incorporate Multiple Logos**.

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

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

> If you want to make changes to the footer, always use the *Presentation Settings*.
>
> Changing the footer manually may lead to formatting issues.

# 14.1. Set up Master Fields

**For Administrators**

As an empower® Administrator, you can set up different master fields for your master templates.

These master fields are then filled in via the presentation settings by the user when they use the respective master.

> For further information regarding the *Presentation Settings*, see **Use Presentation Settings**.
>
> For further information regarding the setup of logo placeholders, see **Incorporate Multiple Logos**.

You can define three different types of master fields:

- **Text Master Fields** – Users can type in any text to be inserted into the master field via the *Presentation Settings*.
- **Options Master Fields** – Users can choose from a drop-down menu which text to be inserted into the master field via the *Presentation Settings*.
  Users can only choose from the respective options. They cannot edit them.
- **Fixed Master Fields** – You define a fixed text that is inserted into the master field.
  Users cannot edit this master fields.

In addition, you can name the master field and enter a description which will be displayed in the *Presentation Settings*.

You can also set the master field to be mandatory.

If you set a master field to be mandatory, the *Presentation Settings* open each time a user uses the master template.

To set up a master field, follow the following steps:

1. Open the master you want to edit.
2. Navigate to the Tab View in PowerPoint.
3. Here, click on the button **Slide Master** (Figure 254).

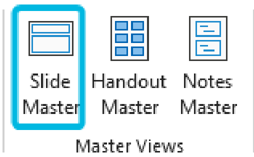



Figure 254. Button **Slide Master**

4. In the slide master view, either select an existing shape that you want to use for the master field or create a new one and select it.
   You only need to insert the master field once on the first slide of the master. If it is filled in via the *Presentation Settings*, it will be inserted on all slide layouts used in the respective presentation.
   Therefore, make sure the master fields do not overlap with any shape or placeholder within the master template.
5. Then, navigate to the group Presentation Settings.
6. Click on the button **Master Fields** (Figure 255 **(1)**).
   A drop-down menu opens.
7. In this drop-down menu, select the option **Define Master Fields** (Figure 255 **(2)**).
   A dialog box opens.

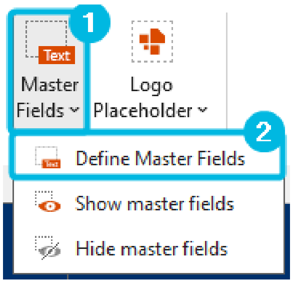



Figure 255. Option **Define Master Fields**

8. In this dialog box, choose which type of master field you want to create (Figure 256 **(1)**).
9. Enter a name and a description for the master field which will be displayed for the users (Figure 256 **(2)**).
10. To make a master field available for a specific language, open the drop-down menu under *Language* and choose the respective language (Figure 256 **(3)**).
    This setting refers to your set PowerPoint language.
11. To make it mandatory to fill in the master field in the *Presentation Settings*, switch the toggle button for **This Master Field is mandatory** to *On* (Figure 256 **(4)**).

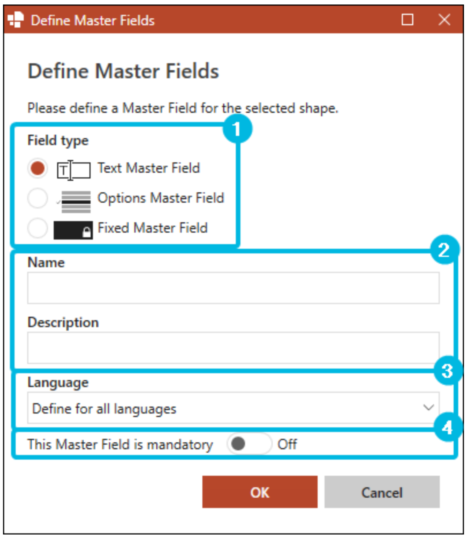



Figure 256. Define Master Field

12. If you have chosen the *Options Master Field*, add options.
    a. To do so, click on the button **Add** (Figure 257 **(1)**).
    b. Then, type in the option text.
    c. Repeat this process for all options you want to add.
       To remove an option, click on the button **Remove** (Figure 257 **(2)**).
    d. To change the display order of the options, use the buttons **Up** and **Down** (Figure 257 **(3)**).

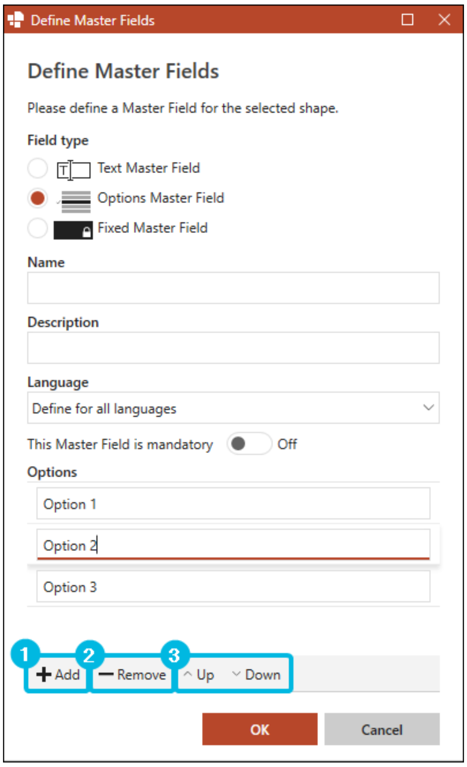



Figure 257. Add Options

13. If you have finished, click on the button **OK**.

You can only use shapes to create master fields. Placeholders are not supported.
If you select a placeholder and try to define it as a master field, a dialog box opens.

Usually, master fields are set on the first slide of a slide master.
Placeholder always overlap shapes. Therefore, make sure there are not placeholders that would overlap with the shape in any of the master's slide layouts.

The shapes you use for master fields should not be displayed on the master's layout slides if they are not filled in.

To hide the master fields on the layout slides, click on the button **Master Fields** and then choose the option **Hide master fields** (Figure 258).

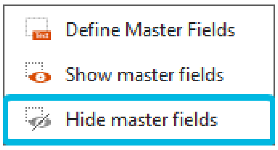



Figure 258. Option **Hide master fields**

When editing the master template, you can always make them visible again via the button **Show master fields** (Figure 259).

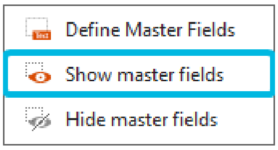



Figure 259. Option **Show master fields**

To edit an existing master field, select the respective shape and click on the button **Define Master Fields**.

To view all shapes and placeholders including hidden ones, press **Alt + F10**. The selection pane opens on the right-hand side of your PowerPoint window.

Hidden shapes and placeholders are marked by a crossed-out **eye** symbol.

# 15. Create an Agenda

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

To open the *Agenda Editor*, navigate to the group Insert and click on the button **Agenda** (**Figure 260**).

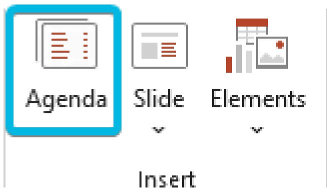



Figure 260. Button **Agenda**

The *Agenda Editor* opens (**Figure 261**).

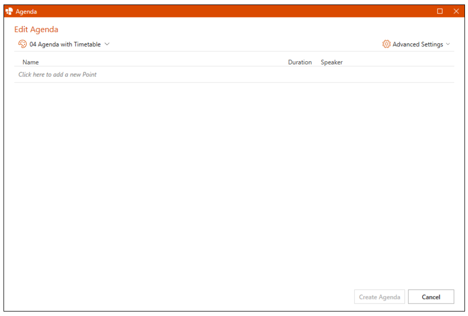



Figure 261. Agenda Editor

If you want to edit an existing agenda, you can either use the button **Agenda** in the empower® Ribbon or click on any shape on an agenda slide and click on the option **Edit Agenda** (**Figure 262**).

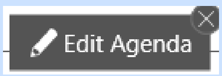



Figure 262. Option **Edit Agenda**

## Work with the Agenda Editor

To create or edit your agenda, first select the agenda template you want to use. To do so, open the drop-down menu on the upper left of the *Agenda Editor* (**Figure 263**).

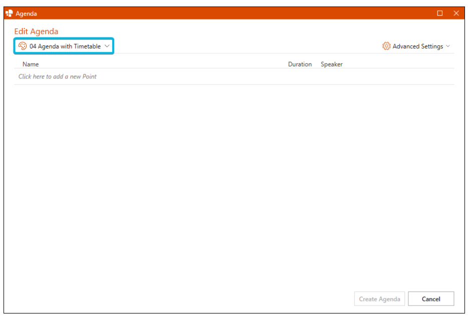



Figure 263. Template Drop-Down Menu

Choose your preferred template (Figure 264).

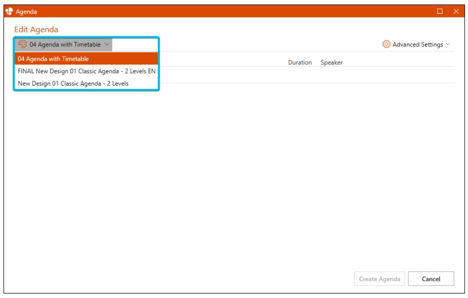



Figure 264. Template Drop-Down Menu (Expanded)

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

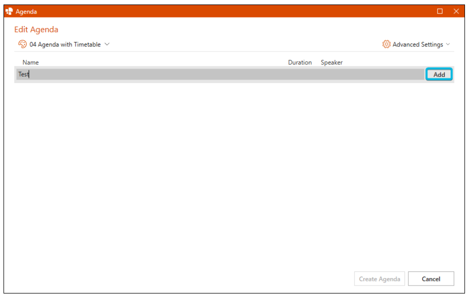



Figure 265. Button **Add**

4. To move an agenda point back to the previous level, click on the **arrow** symbol that points to the left (Figure 267 **(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 266 **(2)**).

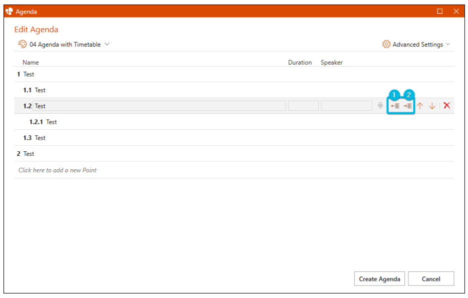



Figure 266. **Arrow** Symbols (Right and Left)

You can change the order of your agenda points using the **arrow** symbol that points up or down (Figure 267). You can use Drag & Drop to move the agenda point to the preferred position.

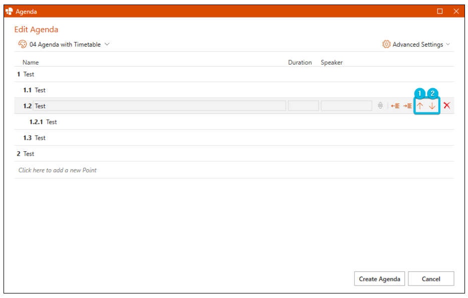



Figure 267. **Arrow** Symbols (Up and Down)

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

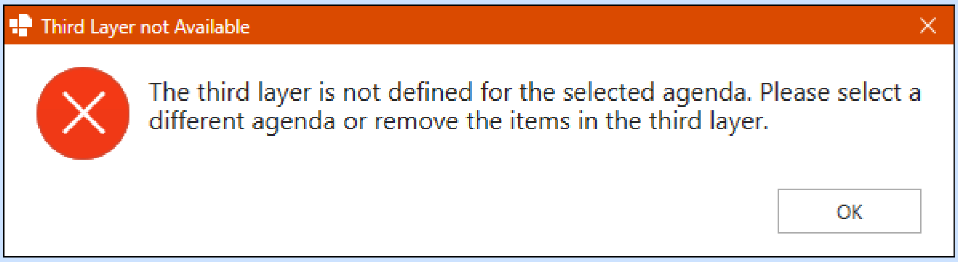



Figure 268. Dialog Box for Third Level

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

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

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 **X** symbol in line with the agenda point (**Figure 269**).

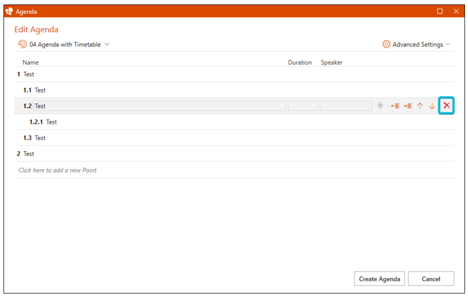



Figure 269. **Cross** Symbol

A menu opens. You will be asked if you also want to delete the agenda point's sublevels (**Figure 270**).

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

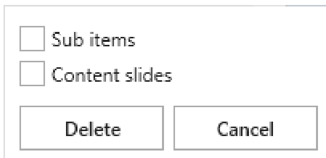



Figure 270. Deletion Options

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 271**).

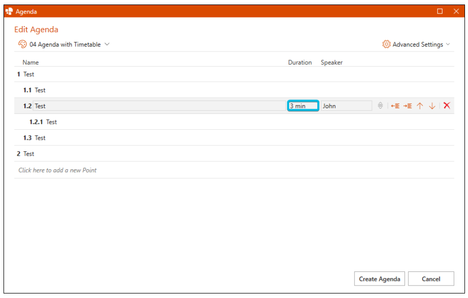



Figure 271. Input Field *Duration*

Enter the speaker's name into the input field for *Speaker* (**Figure 272**).

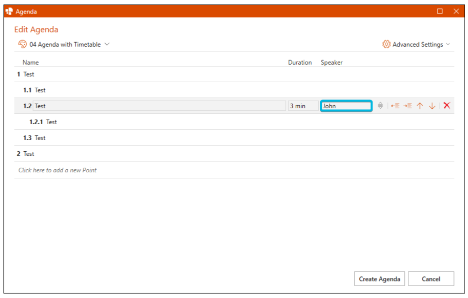



Figure 272. Input Field *Speaker*

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 273**).

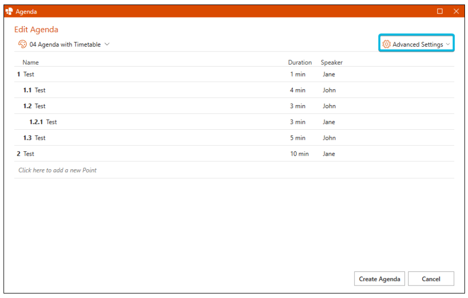



Figure 273. Button **Advanced Settings**

A menu opens.

In the menu, tick the checkbox next to a setting to enable the setting (**Figure 274**).

The following settings are available:

- Settings for the agenda slides (Figure 274 (1)):
  - **Overview slide** – Tick the checkbox to create an overview slide for your agenda.
  - **Divider slides** – Tick the checkbox to create divider slides for your agenda.
  - **Divider slides for sublevels** – Tick the checkbox to create divider slides for all sublevels.
- Settings for the sublevels (Figure 274 (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.

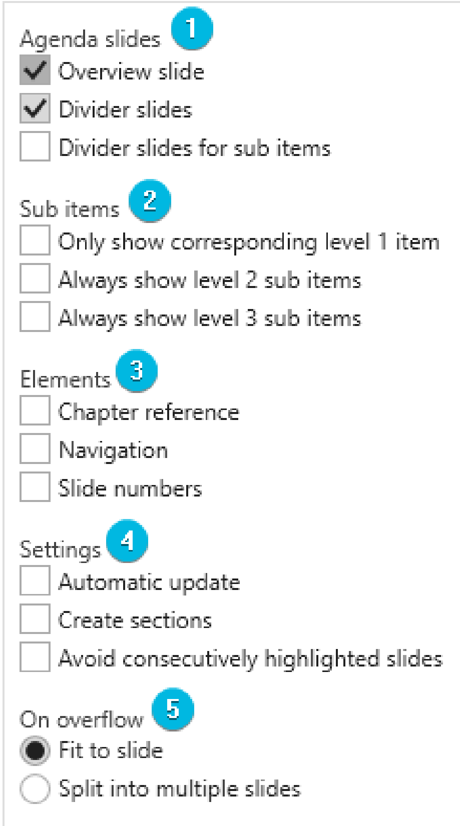


Figure 274. Advanced Settings

- Settings for single elements (Figure 274 (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 274** (**4**)):
  - **Automatic update** – Tick the checkbox to update your agenda automatically.
    In this case, the slide numbers for your agenda points on the divider slides will be updated automatically if you add or delete slides within the presentation sections.
    This setting is grayed out if the setting **Divider slides** is disabled.
  - **Create sections** – Tick the checkbox to automatically create sections based on the agenda points. The sections will be visible in the slide pane on the left of your PowerPoint window.
    This setting is grayed out if the setting **Divider slides** is disabled.
  - **Avoid consecutively highlighted slides** – Tick this checkbox to avoid having multiple divider slides directly following each other.
    This setting is grayed out if the setting **Divider slides** is disabled.
- Overflow settings (**Figure 274** (**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.

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

> i 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 275**).

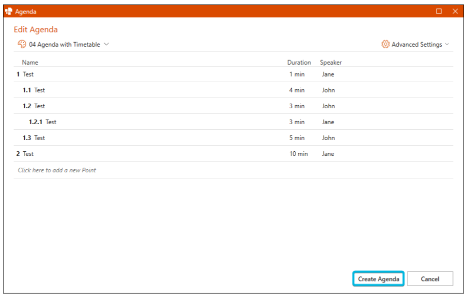



Figure 275. Button **Create Agenda**

If you are editing an agenda, the button is called **Update Agenda** (Figure 276).

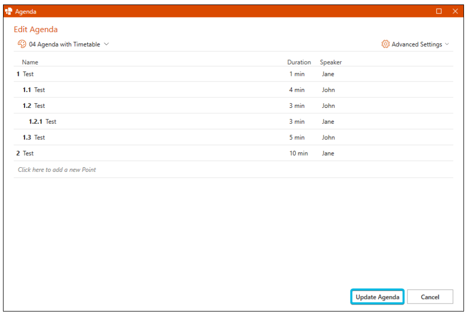



Figure 276. Button **Update Agenda**

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.

# 15.1. Agenda Templates

**For Administrators**

empower® Administrators are granted the required permission to create an agenda template which can then be used with a master by the company's users. The agenda template can be created from scratch or based on an existing agenda template.

During the creation, the agenda template slides are designed individually and tags are added to the elements to map them to their function in an agenda.

# Create an Agenda Template

If you want to create an agenda template from scratch, start, at best, with the layout slide *Empty* or *Title Only* from your master.

To create an agenda template from scratch, follow the following steps:

1. Open the appropriate slide layout in PowerPoint.
2. If necessary, edit the background of the PowerPoint slide to your wishes.
   To do so, follow the instructions under **Change the Background of Slides**.
3. Add the necessary elements to the slide.
   a. To do so, use the features in the group Insert in the empower® Ribbon (**Figure 277**).
      Make sure that the text boxes and placeholders provide enough space for possible text and numbers. Elements that are supposed to contain text need to support text.
      For further information regarding the slide formatting, see **Format Agenda Slides**.

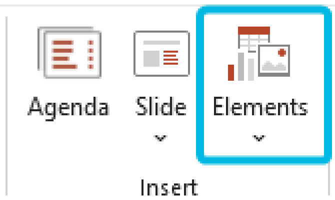



Figure 277. Button **Elements**

4. Format the elements to your wishes.
   To do so, adapt the font color, font type and font size as well as the element color, element size and element position.
   For further information regarding the slide formatting, see **Format Agenda Slides**.
5. Assign the necessary tags to the elements (**Figure 278**).
   a. Right-click on the element.
   b. In the context menu, choose the option **Agenda Tags**.
   c. Choose the corresponding tag.

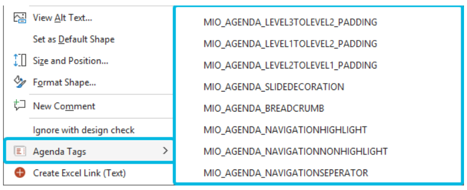



Figure 278. Agenda Tags

6. Add the optional elements that you need for the agenda template to the slide.
7. Adapt the elements to your wishes.
8. Assign agenda tags to the optional elements.

Do not group any elements in the agenda template.

Grouping elements will remove the assigned agenda tags.

If you add the duration or the speaker to an agenda template on level 1, the user will be able to add a speaker or the duration for all levels of agenda points in the *Agenda Editor*.

When adapting the font colors, types and sizes, make sure to choose options that are approved in the design of the respective master.

In case of a redesign in the master, the agenda template will be adapted automatically to the new design and will not have to be adapted manually.

When adapting the font colors, element colors and background colors, make sure to choose colors that stand out clearly against each other.

For further information regarding the agenda tags, see **Agenda Tags**.

## Create Divider Slides

If the insertion of dividers is enabled, the agenda with the currently highlighted agenda point is inserted as a divider slide by default. These divider slides do not have to be defined in the agenda template. If you want to display different formatting for divider slides, you can define another agenda slide for the agenda template.

To create customized divider slides, follow the following steps:

1. Add a new slide after the agenda overview slide.
2. If necessary, edit the background to your wishes.
3. Add the necessary elements to the slide.
   You can add elements for the chapter number, the chapter title, the speaker and the duration.
4. Adapt the elements on the divider slide to your wishes.
   You can choose any font colors, font types and font sizes as well as any element color and element position.
5. Assign the corresponding tags to the elements.

For further information regarding the agenda tags, see **Agenda Tags**.

## Format Agenda Slides

You can format the text boxes and placeholders as you wish. You can choose any desired font color, font and font size as well as element color, element size and element position.

Make sure that the text boxes you insert for the numbering of one level and the text for one level are the same size.

In addition, make sure that the text boxes are big enough to fit larger numbers and more text. If that is not the case, your text might be relocated unintentionally.

You can edit the slide the same way you edit normal presentation slides.

You can also add new elements and assign them functions in the agenda by assigning agenda tags to them.

All elements that are supposed to contain text have to be elements that support text.

It is strongly recommended that you always add a third level when customizing or creating an agenda template.

If the third level is added but not used, this does not affect the user.

If the third level is not added in the agenda template, the user will be able to add a third level in the *Agenda Editor* but the agenda cannot be inserted. A dialog box opens.

## Set Space between Elements

The space between different elements and agenda points is defined while editing the agenda template. The space cannot be edited afterwards.

Defined the space between elements by adding shapes between the agenda points. These shapes represent the space that should be used between the elements.

Then, assign the respective agenda tags to the shapes.

The following rules regarding spaces can be defined:

- The space between two elements on level 1
- The space between one element on level one and one element on level 2
- The space between two elements on level 2
- The space between one element on level 2 and one element on level 3
- The space between two elements on level 3
- The space between one element on level 3 and one element on level 2
- The space between one element on level 3 and one element on level 1 or one element on level 2 and one element on level 1

For further information regarding the agenda tags, see **Agenda Tags**.

## Insert Pictures

There are two ways to add pictures to your agenda template:

- Add a static picture
- Add a picture placeholder

To add a static picture, add the desired picture at the desired position and assign the following agenda tag:

*MIO_AGENDA_SLIDEDECORATION*

If a user inserts this agenda in the future, the picture will automatically be inserted at this position.

To add a picture placeholder, add a picture placeholder at the desired position.

The picture placeholder will not be assigned to an agenda tag. If you add this agenda in the future, the picture placeholder will automatically be inserted at this position. Now, users can choose an individual picture to fill the placeholder.

Each agenda template can only have one picture placeholder.

If there is more than one picture placeholder, only one placeholder will be updated when the agenda is being updated.

Do not use a placeholder for the following tag:

*MIO_AGENDA_SLIDEDECORATION*

Always use a shape for this tag.

If you add a picture placeholder to your agenda template, you will be able to add individual pictures to each agenda slide.

If you add a static picture, the same picture will automatically be displayed on all agenda slides.

### Insert Decoration Elements

Each level in the agenda template can be assigned a decoration element.

For example, those decoration elements can be arrows that point at the different levels.

To add decoration elements, add a shape to the slide and assign the required tags.

For further information regarding the agenda tags, see **Agenda Tags**.

## Save an Agenda Template

To save the agenda template as a new agenda template, follow the following steps:

1. Make sure that the slides which contain the agenda template are selected.
   If you have also created a divider slide, this slide must also be included in your selection.
2. In the empower® Ribbon, navigate to the group Home.
3. Click on the lower part of the split button **Library** (**Figure 279**).

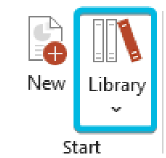



Figure 279. Button **Library**

4. Choose the option **Save** (Figure 280).

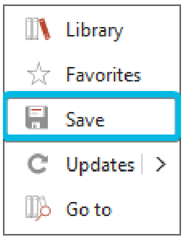



Figure 280. Option **Save**

5. Choose the option **empower Element** (Figure 281 **(1)**).
6. Then, choose the option **Agenda** (Figure 281 **(2)**).
7. Click on the button **Save as** (Figure 281 **(3)**).
   The library opens in the subsection *empower Elements* of the section *Corporate Design Templates*.
8. Choose the design folder you want to add the template to.
   If you want the template to be available for all designs, save it on the first sublevel of the subsection *empower Elements*.

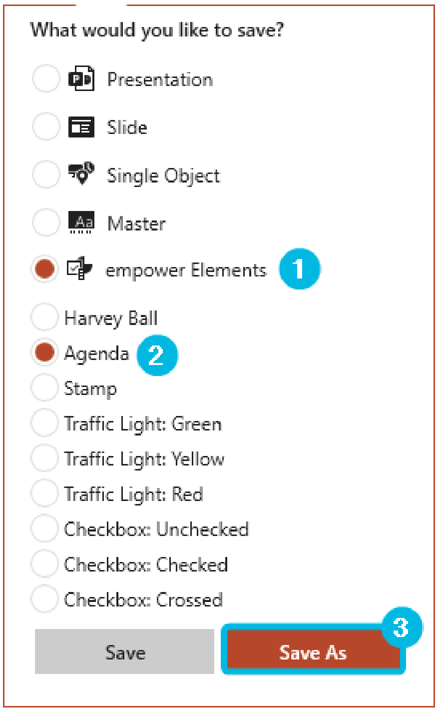



Figure 281. Saving Dialog for Agenda

9. Enter a name for the agenda template.
   This name will be displayed to the user in the *Agenda Editor*.
10. Click on the button **Save** (Figure 282).

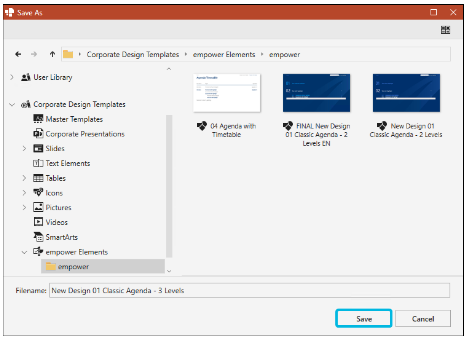


Figure 282. Save Agenda Template

If you save the agenda template, there are dialog boxes that appear if one tag has been assigned to multiple slides or if a necessary tag is missing.
The dialog boxes also show which tags are affected.

## Adjust Agenda Settings

If you save an agenda template, a dialog box opens (**Figure 283**).

In this dialog box, you can make changes to the default settings for the agenda template.

On the left-hand side, you can define the details for the agenda as well as the number format for the agenda points. these settings can only be edited by administrators upon saving an agenda template.

On the right-hand side, you can define the default settings for the agenda. These settings can always be adjusted by users individually under **Advanced Settings** in the *Agenda Editor*.

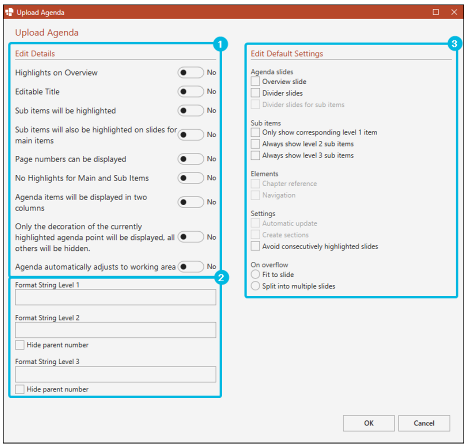


Figure 283. Agenda Settings

On the left-hand side, you can make changes to the following settings (**Figure 283** **(1)**):

- **Highlights on Overview** – Defines if elements on the overview slide will be highlighted or not.
- **Editable Title** – Defines if the agenda title will be editable in the *Agenda Editor*.
- **Sub items will be highlighted** – Defines if subitems will also be highlighted or not.
- **Sub items will also be highlighted on slides for main items** – Defines if subitems of an agenda point will also be highlighted on the divider slide for the main agenda point.
- **Page numbers can be displayed** – Defines if PowerPoint built-in slide numbers will be displayed on the agenda slides or not.
- **No Highlights for Main and Sub Items** – Defines if neither agenda points nor their subitems will be highlighted.
- **Agenda items will be displayed in two columns** – Defines if the agenda will be displayed in two columns.
- **Only the decoration of the currently highlighted agenda point will be displayed, all others will be hidden** – Defines if only the decoration element of the current agenda point will be displayed.
  If this setting is disabled, all decoration elements will be displayed.
- **Agenda automatically adjusts to working area** – Defines if the agenda will automatically be adjusted to the working area.

If users should be able to tick the checkbox **Divider slide** when creating an agenda, switch the toggle button **Sub items will be highlighted** to *On*.

To display the agenda in two columns, the agenda template has to be formatted only on the left side of the slide.

The left side of the slide will then automatically be mirrored, and the agenda points will automatically be calculated for the whole agenda.

In addition, you can define string formats which will be used for the numbering of each level (**Figure 283** **(2)**).

You can use the following string formats:

| String Format | Displayed as | Example |
|---|---|---|
| %a% | Lowercase | 2 > b |
| %A% | Uppercase | 2 > B |
| %1% | Arabic numerals | 2 > 2 |
| %01% | Arabic numerals with zero at the beginning | 2 > 02 |
| %i% | Small roman numerals | 2 > ii |
| %I% | Big roman numerals | 2 > II |

A period as separator for level 2 and 3 has to be added in front of the string format.

If no string format is defined, the default value *%1%* will be used.

For further information regarding the agenda settings on the right-hand side (**Figure 283** **(3)**), see **Work with the Agenda Editor**.

## Adjust Master Template

As an agenda is usually used with a specific master template, this master template can be adjusted to match your requirements.

Therefore, you can define that the agenda layout is hidden for users in the slide layout selection unless an agenda is used.

In addition, you can define which slide layout should be used for the last slide in a presentation and you can hide chapter references and navigation elements on specific slide layouts.

These adjustments are made directly to the master template which the agenda is based on.

### Hide Agenda Layout for Users

If you want to use another layout than *Empty* or *Title Only*, the following must be considered:

In some cases, the agenda layout should not be visible for users as long as there is no agenda inserted via the empower® Feature into the presentation.

Therefore, the layout can be hidden if required.

To make sure that the users will not be able to use the agenda layout as a normal slide layout, follow the following steps:

1. Open the respective master from the empower® Library.
2. Navigate to the tab View.
3. In the group Master Views, click on the button **Slide Master** (Figure 284).
4. Navigate to the slide layout that you want to use for the agenda template.
5. To view a list containing all elements that are present on the slide, press the keys **Alt** + **F10** at the same time.
6. In the empower® Ribbon, navigate to the group Insert.
7. Click on the button **Elements**.
8. Choose the option **Shapes**.
9. Insert a shape into the slide.
   The element will now be shown in the list of elements on the right side of the screen.
10. Change the name of the element to: *MIO_AGENDA_VALID_LAYOUT* (**Figure 285**)
11. In the line of the element, click on the **eye** symbol.
    The element will not be shown on the slide and will function as a tag for the slide.
12. To exit the slide master view, click on the button **Close Master View**.
13. Then, follow the steps to create and save an agenda template under **Create an Agenda Template**.

Alternatively, delete all slide layouts in the slide master view except for the one you want to use for the agenda template and the first layout.

Exit the slide master view and follow the steps to create and save the agenda template.

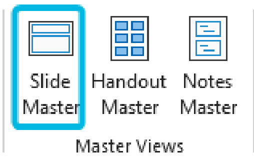


Figure 284. Button **Slide Master**

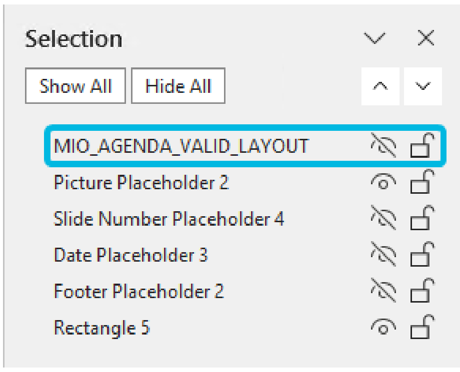


Figure 285. Element List – Hide Agenda Layout

During this process, the master is not uploaded or overwritten.
The process is used to mark the layout as valid master layout by assigning a tag by empower®.

## Define Last Slide

To make sure that the last slide of the master will always be the last slide of a presentation, you can assign a tag to that slide.

To do so, follow the following steps:

1. Navigate to the tab View.
2. In the group Master Views, click on the button **Slide Master**.
3. In the slide master view, navigate to the slide that should always be displayed as last slide of a presentation.
4. To view a list containing all elements that are present on the slide, press the keys **Alt** + **F10** at the same time.
5. In the empower® Ribbon, navigate to the group Insert.
6. Click on the button **Elements**.
7. Choose the option **Shapes**.
8. Insert a shape into the slide.
   The element will not be shown on the slide and will function as a tag for the slide.
9. Change the name of the element to:
   *MIO_AGENDA_LAST_SLIDE* (**Figure 286**)
10. In the line of the element, click on the **eye** symbol.
    The element will not be shown on the slide and will function as a tag for the slide.

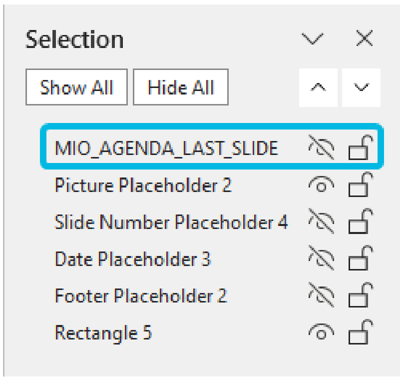


Figure 286. Element List – Define Last Slide

> The tag *MIO_AGENDA_LAST_SLIDE* effects users who add an agenda to their presentation.
> If the agenda is updated by the user, the tagged slide will always remain the last slide of the presentation.

## Hide Chapter Reference and Navigation Element

If you define a chapter reference or navigation element in your agenda template, these elements will be displayed on all slides in your presentation.

Make sure that decoration elements and pictures on slide layouts are not covered by chapter references or navigation elements.

To do so, follow the following steps:

1. Navigate to the tab View.
2. In the group Master Views, click on the button **Slide Master**.
3. Go through all layout slides and check if the chapter reference or navigation element should be hidden.
4. To view a list containing all elements that are present on the slide, press the keys **Alt** + **F10** at the same time.

5. To hide the chapter reference on the slide, follow the following steps:
   a. In the empower® Ribbon, navigate to the group Insert.
   b. Click on the button **Elements**.
   c. Choose the option **Shapes**.
   d. Insert a shape into the slide.
      The element will now be shown in the list of elements on the right side of the screen.
   e. Change the name of the element to: *MIO_AGENDA_IGNORE_CHAPTER_REFERENCE* (Figure 287)
   f. In the line of the element, click on the **eye** symbol.
      The element will not be shown on the slide and will function as a tag for the slide.

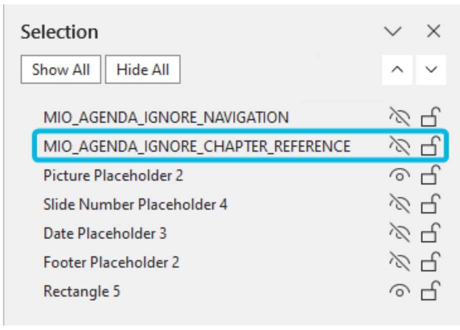


Figure 287. Element List – Hide Chapter Reference

6. To hide the navigation element on the slide, follow the following steps:
   a. In the empower® Ribbon, navigate to the group Insert.
   b. Click on the button **Elements**.
   c. Choose the option **Shapes**.
   d. Insert a shape into the slide.
      The element will now be shown in the list of elements on the right side of the screen.
   e. Change the name of the element to: *MIO_AGENDA_IGNORE_NAVIGATION* (Figure 288)
   f. In the line of the element, click on the **eye** symbol.
      The element will not be shown on the slide and will function as a tag for the slide.

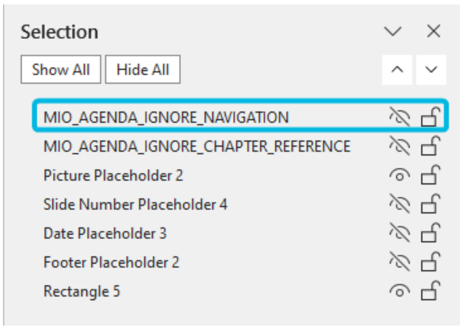


Figure 288. Element List – Hide Navigation

The chapter reference and the navigation element are in general only displayed on the content slides between two agenda slides.
They are not displayed on the agenda slides themselves.

# Edit an Agenda Template

If you want to make changes to an existing agenda template or if you want to create a new agenda template based on an existing one, open the existing agenda template from the empower® Library, edit the template and then save it back to the library.

To open the template, open the subsection *empower Elements* of the section *Corporate Design Templates* and navigate to the agenda template you want to edit.
Double-click on the template or use the button **Insert** to open the agenda template in PowerPoint (Figure 289).

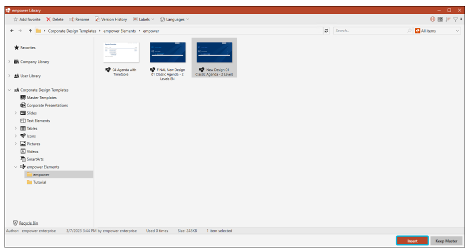


Figure 289. Insert Agenda Template

Now, edit the agenda slides according to your needs.
To do so, refer to the instructions under **Create an Agenda Template**.

An existing agenda template should already contain all necessary agenda tags.

To check the assigned tags, follow the following steps:

1. Choose an element from the template that you want to check.
2. Right-click on the edge of the element.
   The context menu opens.
3. In the context menu, choose the option **Agenda Tags**.
   A list with all available agenda tags opens.
4. Check if a tag has been assigned to the element and if so, check if the correct tag has been assigned to the element.
   The assigned tag is marked by a **tick** symbol.
   a. If no tag has been assigned to the element, choose the required tag.
      If the correct tag has already been assigned, **do not** click on the tag again. This would remove the tag.
5. Repeat this procedure for all elements.

You can press the keys **Alt** + **F10** at the same time to view a list containing all elements that are present on the slide.

It is not possible to select multiple agenda templates at once and to insert them into your presentation.

Therefore, only one agenda template can be edited at the same time.

## Overwrite an Agenda Template

To overwrite the existing agenda template, follow the following steps:

1. Make sure that the slides which contain the agenda template are selected.
   If you have also created a divider slide, this slide must also be included in your selection.
2. In the empower® Ribbon, navigate to the group <u>Home</u>.
3. Click on the lower part of the split button **Library**.
4. Choose the option **Save**.
5. Choose the option **empower Element**.
6. Then, choose the option **Agenda**.
7. Click on the button **Save as**.
   The library opens in the subsection *empower Elements* of the section *Corporate Design Templates*.

8. Select the agenda template that you want to overwrite.
9. Click on the button **Overwrite** (Figure 290).
   The agenda settings open.
10. Check the settings and adjust them if required.
11. Confirm your settings.
    The previous agenda template which was used to create the new one will be overwritten and cannot be used anymore.

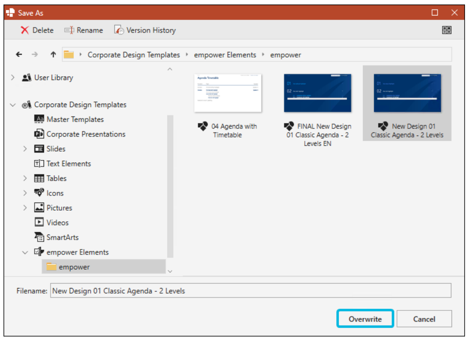


Figure 290. Overwrite Agenda Template

To save an agenda template as a new agenda template and to keep the existing one, see Save an Agenda Template.

# Agenda Tags

For the agenda template, there tags which are required for the agenda template to work and tags which can be added optionally to further design the agenda slides.

All required tags are displayed at the top of the list and they are separated from the optional tags by a separator line (Figure 291).

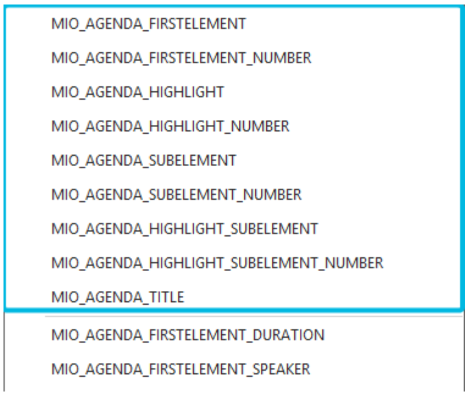


Figure 291. Required Tags in Tag List

The following table provides an overview of all required tags:

| Tag | Description |
|---|---|
| *MIO_AGENDA_FIRSTELEMENT* | Defines an agenda point on level 1. |
| *MIO_AGENDA_FIRSTELEMENT_NUMBER* | Defines the numbering for an agenda point on level 1. |
| *MIO_AGENDA_HIGHLIGHT* | Defines a highlighted agenda point on level 1. |
| *MIO_AGENDA_HIGHLIGHT_NUMBER* | Defines the numbering for a highlighted agenda point on level 1. |
| *MIO_AGENDA_SUBELMENT* | Defines the subitem (level 2) of an agenda point. |
| *MIO_AGENDA_SUBELMENT_NUMBER* | Defines the numbering for the subitem (level 2) of an agenda point. |
| *MIO_AGENDA_HIGHLIGHT_SUBELEMENT* | Defines the highlighted subitem (level 2) of an agenda point. |
| *MIO_AGENDA_HIGHLIGHT_SUBELEMENT_NUMBER* | Defines the numbering of the highlighted subitem (level 2) of an agenda point. |
| *MIO_AGENDA_TITLE* | Defines the agenda title. |

If a required tag is missing, the agenda template cannot be saved.

> If you do not want to have one of the elements with a required tag in your agenda template, you can place an element at the edge of the slide and assign the tag to this element.
> Edit the element to make it invisible on the slide. You can then save the agenda template.

The following table provides an overview of all optional tags:

| Tag | Description |
|---|---|
| *MIO_AGENDA_FIRSTELEMENT_DURATION* | Defines how the duration of an agenda point will be displayed. |
| *MIO_AGENDA_FIRSTELEMENT_SPEAKER* | Defines how the speaker of an agenda point will be displayed. |
| *MIO_AGENDA_FIRSTELEMENT_DECORATION* | Defines the decoration element for an agenda point on level 1. |
| *MIO_AGENDA_FIRSTELEMENT_PAGENUMBER* | Defines how the page number for the agenda point on level 1 will be displayed. |
| *MIO_AGENDA_HIGHLIGHT_SPEAKER* | Defines how the speaker of a highlighted agenda point will be displayed. |
| *MIO_AGENDA_HIGHLIGHT_DURATION* | Defines how the duration of a highlighted agenda point will be displayed. |
| *MIO_AGENDA_HIGHLIGHT_DECORATION* | Defines the decoration element of a highlighted agenda point on level 1. |
| *MIO_AGENDA_HIGHLIGHT_PAGENUMBER* | Defines how the page number for a highlighted agenda point on level 1 will be displayed. |
| *MIO_AGENDA_SUBELEMENT_DECORATION* | Defines the decoration element of a subitem on level 2. |
| *MIO_AGENDA_SUBELEMENT_PAGENUMBER* | Defines how the page number for a subitem on level 2 will be displayed. |
| *MIO_AGENDA_HIGHLIGHT_SUBELEMENT_DECORATION* | Defines the highlighted decoration element of a subitem on level 2. |
| *MIO_AGENDA_HIGHLIGHT_SUBELEMENT_PAGENUMBER* | Defines how the page number of a highlighted subitem on level 2 will be displayed. |
| *MIO_AGENDA_THIRDELEMENT_DECORATION* | Defines the decoration element of a sub item on level 3. |
| *MIO_AGENDA_THIRDELEMENT_NUMBER* | Defines the numbering of a sub item on level 3. |
| *MIO_AGENDA_THIRDELEMENT* | Defines the subitem (level 3) of an agenda point. |
| *MIO_AGENDA_THIRDELEMENT_PAGENUMBER* | Defines how the page number of a subitem on level 3 will be displayed. |
| *MIO_AGENDA_HIGHLIGHT_THIRDELEMENT* | Defines the highlighted subitem (level 3) of an agenda point. |
| *MIO_AGENDA_HIGHLIGHT_THIRDELEMENT_DECORATION* | Defines the highlighted decoration element for a subitem on level 3. |
| *MIO_AGENDA_HIGHLIGHT_THIRDELEMENT_NUMBER* | Defines the numbering of a highlighted subitem (level 3) of an agenda point. |
| *MIO_AGENDA_HIGHLIGHT_THIRDELEMENT_PAGENUMBER* | Defines how the page number for a highlighted subitem on level 3 will be displayed. |
| *MIO_AGENDA_AGENDAPOINTSLIDE_SHAPE_NUMBER* | Defines how the number of an agenda point will be displayed on its divider slide. |
| *MIO_AGENDA_AGENDAPOINTSLIDE_SHAPE* | Defines how the title of an agenda point will be displayed on its divider slide. |
| *MIO_AGENDA_AGENDAPOINTSLIDE_SHAPE_SPEAKER* | Defines how the speaker of an agenda point will be displayed on its divider slide. |
| *MIO_AGENDA_AGENDAPOINTSLIDE_SHAPE_DURATION* | Defines how the duration of an agenda point will be displayed on its divider slide. |

| Tag | Description |
|---|---|
| *MIO_AGENDA_LASTELEMENT_DECORATION* | Defines a decoration element that will always be displayed after the last agenda point. |
| *MIO_AGENDA_SUBLEVELTOLEVEL1_PADDING* | Defines an element that determines the space between a subitem on level 3 (and on level 2) and the following agenda point on level 1. |
| *MIO_AGENDA_LEVEL3TOLEVEL2_PADDING* | Defines an element that determines the space between a subitem on level 3 and the following subitem on level 2. |
| *MIO_AGENDA_LEVEL1TOLEVEL2_PADDING* | Defines an element that determines the space between an agenda point on level 1 and the following subitem on level 2. |
| *MIO_AGENDA_LEVEL2TOLEVEL1_PADDING* | Defines an element that determines the space between a subitem on level 2 and the following agenda point on level 1. |
| *MIO_AGENDA_SLIDEDECORATION* | Defines a decoration element for the whole agenda slide. |
| *MIO_AGENDA_BREADCRUMB* | Defines how the chapter reference will be displayed.<br><br>A separator must be defined in the text box. |
| *MIO_AGENDA_NAVIGATIONHIGHLIGHT* | Defines the highlighted part of the navigation. |
| *MIO_AGENDA_NAVIGATIONHIGHLIGHTSEPARATOR* | Defines the separator that is used to separate the highlighted part and the nonhighlighted part of the navigation. |
| *MIO_AGENDA_NAVIGATIONNONHIGHLIGHT* | Defines the nonhighlighted part of the navigation. |
| *MIO_AGENDA_LAST_SLIDE* | Defines the slide layout in the master that will always be inserted as last slide after the agenda, and which will always remain on the last position in a presentation.<br><br>This tag is assigned in the master template itself. |
| *MIO_AGENDA_IGNORE_CHAPTER_REFERENCE* | Defines slide layouts on which the chapter reference will be hidden.<br><br>This tag is assigned in the master template itself. |
| *MIO_AGENDA_IGNORE_NAVIGATION* | Defines slide layouts on which the navigation elements will be hidden.<br><br>This tag is assigned in the master template itself. |

i The tags that contain *AGENDAPOINTSLIDE* can only be used on divider slides.

# 16. 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®.
>
> Files with Microsoft Purview Information Protection labels similar to *Public* can be processed.
>
> For further information regarding Microsoft Purview Information Protection, see **Protect your sensitive data with Microsoft Purview**.

## Design Your Slide Manually

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

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

To do so, follow the following steps:

1. Navigate to the group Insert and click on the button **Slide** (**Figure 292**).
   A drop-down menu opens.

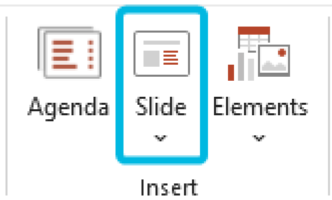



Figure 292. Button **Slide**

2. In this drop-down menu, choose if you want to insert a new slide or change the layout of the current slide (**Figure 293**).
   a. If you insert a new slide, click on the **arrow** symbol next to the option **New Slide** to open the slide layout selection.

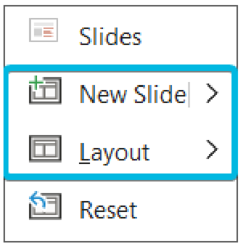



Figure 293. Options **New Slide** and **Layout**

3. Then, choose a slide layout you want to use (**Figure 294**).

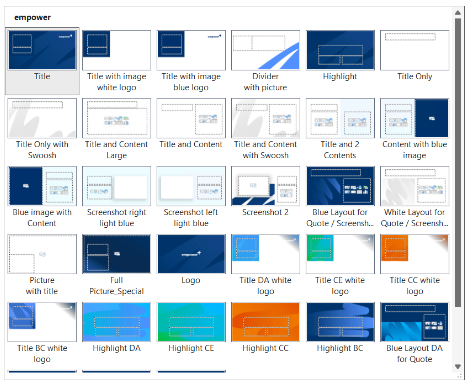



Figure 294. Slide Layout Selection

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

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

To do so, click on the button **Elements** in the group Insert and choose the element type that you want to insert (Figure 295).

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

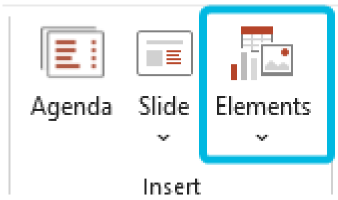



Figure 295. Button **Elements**

Depending on the settings made by your empower® Administrators, either the empower® Library opens in the side pane or the Office built-in options open.

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

Here, you can find corporate design compliant pictures, tables or charts that can be used right-away (Figure 296).

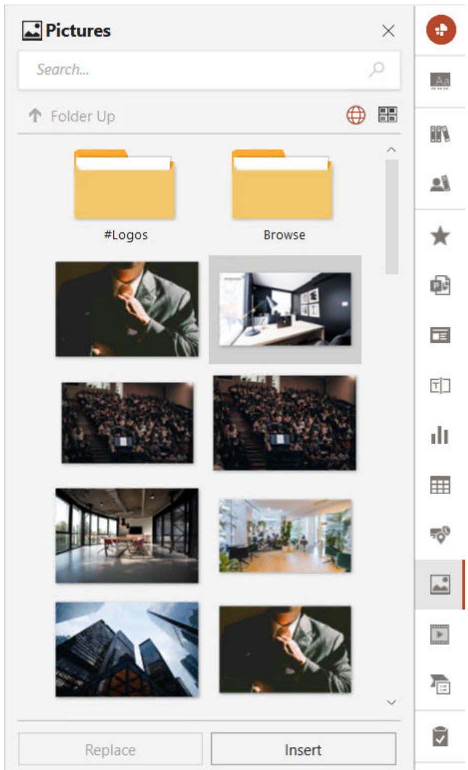



Figure 296. Section *Pictures*

Some placeholder elements might be disabled by your company.

If this is the case, a dialog box opens (Figure 297).

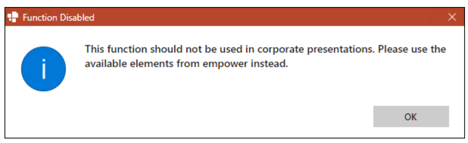



Figure 297. Dialog Box for Disabled Placeholder Function

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

# Available Elements

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

The following elements are available:

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

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

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

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

If you choose the option **Stamp**, a dialog box opens and you can either choose a predefined stamp or create your own (Figure 298).

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

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

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

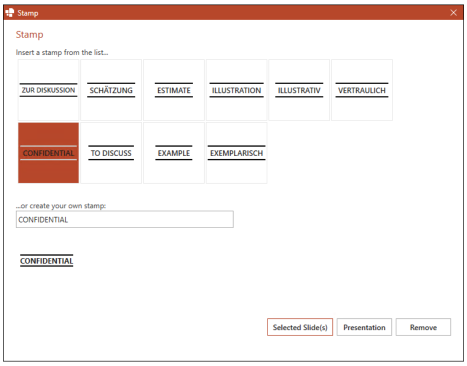


Figure 298. Dialog Box for Stamps

> Stamps cannot be inserted in the master view.

> For further information regarding status elements, see Use Status Elements.
> For further information regarding symbols, see Use Symbols.

# Use Slide Templates and Slide Template Collections

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

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

To use a slide template, follow the following steps:

1. Navigate to the group Insert and click on the button **Slide**.
   A drop-down menu opens.
2. In the drop-down menu, choose the option **Slides** (Figure 299).
   The side pane opens in the subsection *Slides* of the section *Corporate Design Templates*.

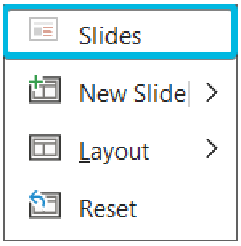



Figure 299. Option **Slides**

3. Here, select the template you want to use.
4. Either double-click on it or click on the button **Insert** (Figure 300 **(1)**).
   The slide will be inserted into the presentation, adapting to the current master used in the presentation.
   a. If you want to insert it with its original master, click on the button **Keep Master** (Figure 300 **(2)**).

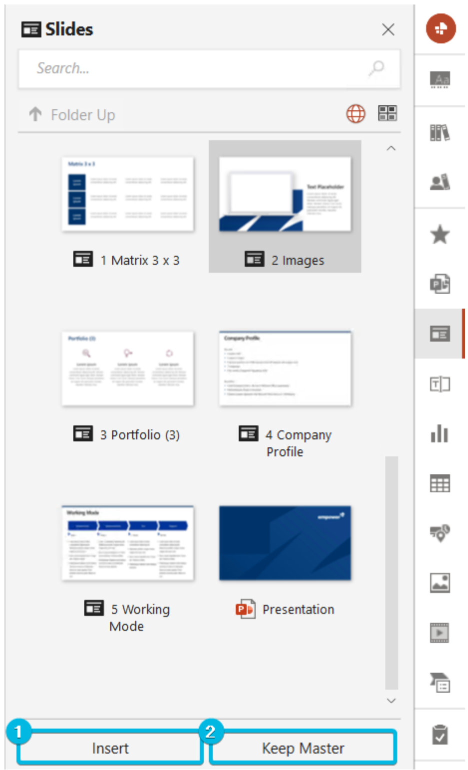



Figure 300. Buttons **Insert** and **Keep Master**

5. Now, you can replace all texts and images with the content you want to use for your presentation (Figure 301).

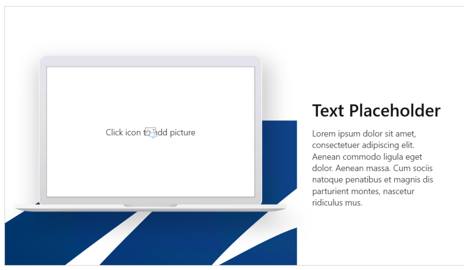



Figure 301. Slide Template – Example

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

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

Depending on your empower® Environment, the library section *Corporate Design Templates – Slides* may also contain automated templates for empower® Document Automation saved in .pptx format.

For further information regarding the use of automated templates, refer to our **empower® Document Automation manual**.

# 16.1. Use Status Elements

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

The following elements are available:

- Harvey Ball
- Traffic Light
- Checkbox

To access the elements, click on the button **Elements** (**Figure 302**).

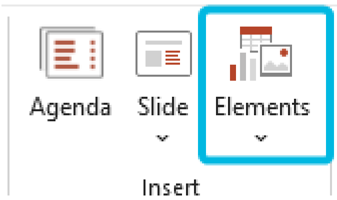



Figure 302. Button **Elements**

Your options are displayed (**Figure 303**).

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

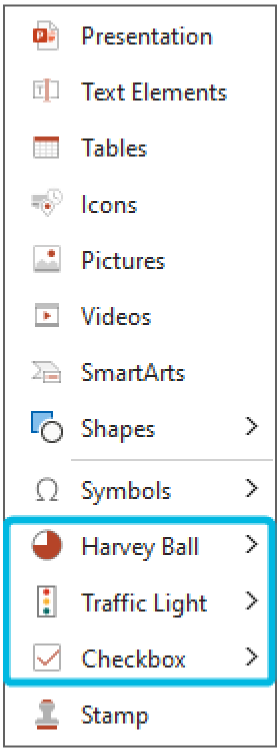



Figure 303. Status Elements

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

The elements cannot be inserted in the slide master view.

# Harvey Balls

You can either use one of the sample Harvey Balls (0, 25, 50, 75 or 100%) or customize your own (**Figure 304**).

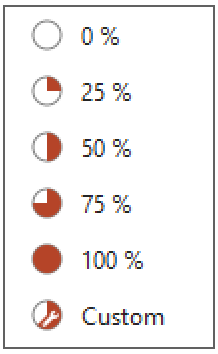



Figure 304. Harvey Ball Options

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

A dialog box opens.

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

Then, click on the button **OK** (**Figure 305**).

The Harvey Ball will be inserted into your slide.

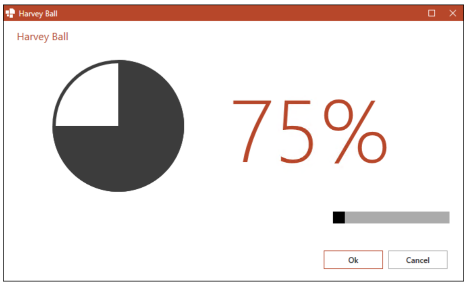



Figure 305. Harvey Ball Dialog Box

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

Multiple Harvey Balls can exist on the same slide.

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

# Traffic Lights

You can use a red, yellow or green traffic light (**Figure 306**).

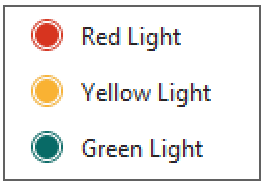



Figure 306. Traffic Light Options

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

Multiple traffic lights can exist on the same slide.

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

# Checkboxes

You can use checked, crossed or empty checkboxes (**Figure 307**).

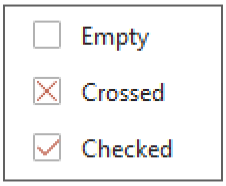



Figure 307. Checkbox Options

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

Multiple checkboxes can exist on the same slide.

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

# 16.2. Use Symbols

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

To access those symbols, click on the button **Elements** in the empower® Ribbon and choose the option **Symbols** (**Figure 308**).

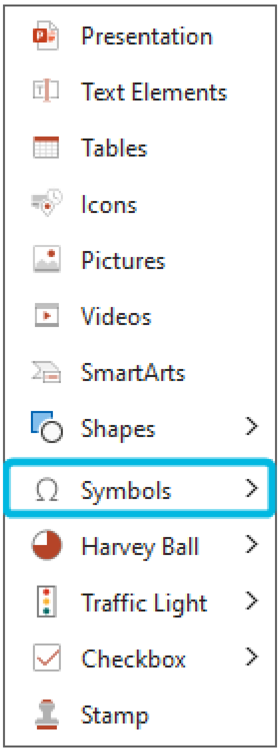



Figure 308. Option **Symbols**

The available symbols are displayed (Figure 309). Choose one of the symbols to insert it into the presentation.

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

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

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

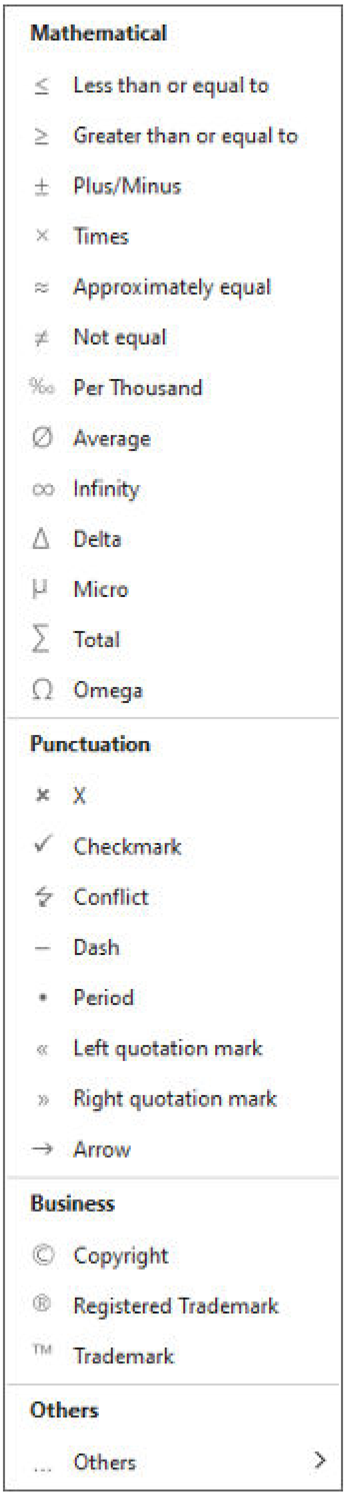



Figure 309. Available Symbols

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

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

# 17. Use Layout Tools

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

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

To access the *Layout Tools*, click on the button **Layout** in the empower® Ribbon group Align (**Figure 310**).

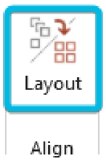



Figure 310. Button **Layout**

The layout options open in the side pane (**Figure 311**).

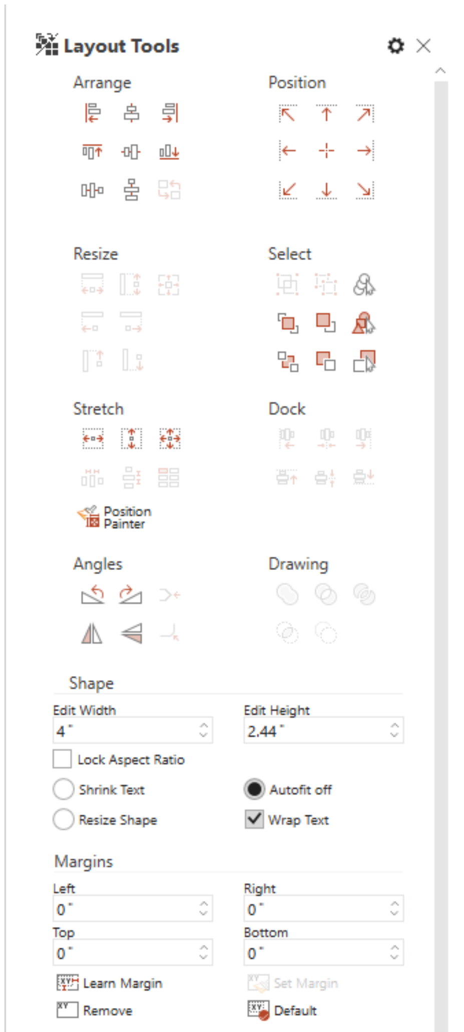



Figure 311. Layout Tools

To access every feature of the layout toolbar directly from the empower® Ribbon, click on the **gear** symbol to the top right of the layout tool window. You can individually select groups of tools which will then be displayed in the empower® Ribbon (Figure 312, Figure 313).

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

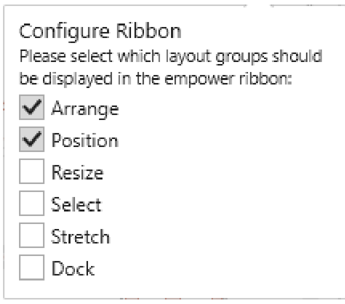



Figure 312. Ribbon Configuration

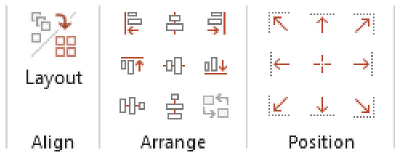



Figure 313. Ribbon Displaying Layout Tools

# Use Reference Shape

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

Here, you have the possibility to define an element as a reference shape. This will set which element will serve as a reference point for all other elements.

To set an element as a reference shape and use it for a *Layout Tools* function, follow the following steps:

1. Select all elements you want to be adjusted.
2. Execute the *Layout Tools* function of your choice. The following selection order for the reference shape applies:
   a. **First click on the button** – The first selected element in the element selection serves as the reference shape.
   b. **Second click on the button** – The last selected element in the element selection serves as the reference shape.
   c. **All additional clicks on the button** – All selected elements are consecutively used as the reference shape.

# Arrange and Position Elements

All features described in the section *Arrange* refer to PowerPoint built-in features with the exception of **Swap Elements** (Figure 314).

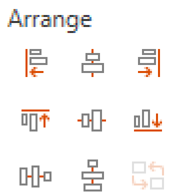



Figure 314. Section *Arrange*

If you select two elements you can click on the button **Swap Elements** to change each other's position (Figure 315).


Figure 315. 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 316).

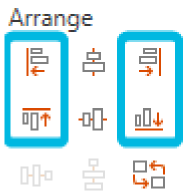



Figure 316. Buttons **Align Left, Right, Top, Bottom**

**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 317).


Figure 317. Buttons **Distribute Horizontally** and **Distribute Vertically**

In the section *Position*, you are able to align a selected elements directly within the drawing area (Figure 318).

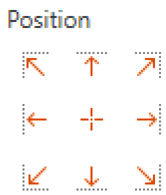



Figure 318. Section *Position*

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 319**).

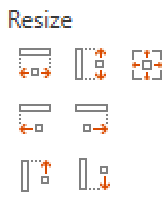



Figure 319. Section *Resize*

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 320**).

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

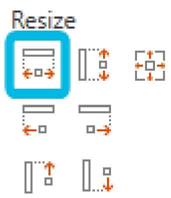



Figure 320. Button **Same Width**

The buttons **Same Height** and **Same Size** work in a similar manner (**Figure 321**).

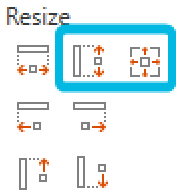



Figure 321. Buttons **Same Height** and **Same Size**

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 322**).

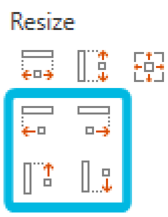



Figure 322. Buttons **Resize to Align Left, Right, Top, Bottom**

In the section *Select* you can access PowerPoint built-in features to place elements on a slide (**Figure 323**).

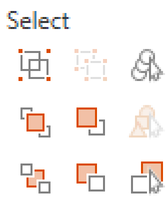



Figure 323. Section *Select*

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 324**).

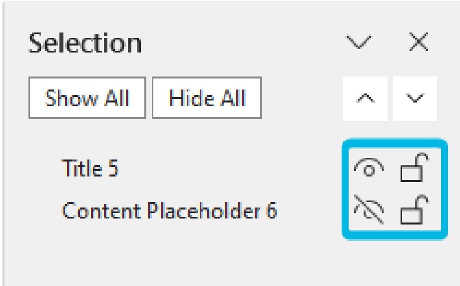



Figure 324. Selection Element Overview **Eye** Symbol

Invisible elements are not taken into account by the *Design Check*.
For further information regarding the *Design Check*, see **empower® Corporate Design Check**.

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 325**).


Figure 325. Button **Same objects**

**Select same color** will select all elements that have the same color as the item currently selected (**Figure 326**).

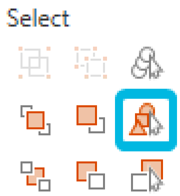



Figure 326. Button **Same color**

# Stretch and Dock Elements

In the section *Stretch* you can access multiple functions to adapt the size of elements (**Figure 327**).

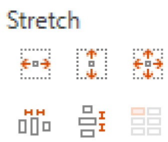



Figure 327. Section *Stretch*

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 328**).

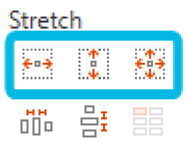



Figure 328. Buttons **Fit to Width, Height, Area**

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 329).
   A dialog box opens.

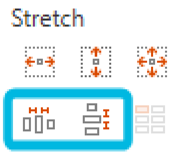



Figure 329. Buttons **Same Margins Horiz.** and **Same Margins Vert.**

2. Specify the desired distance between the elements in the input field (Figure 330).

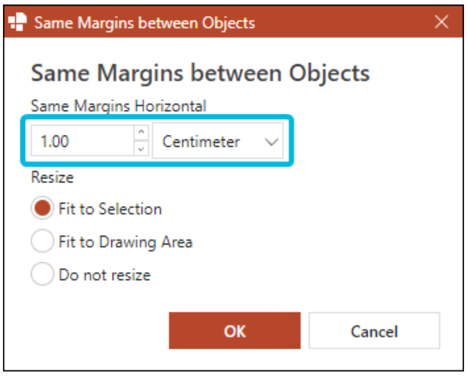



Figure 330. Window Settings for Margins

3. Specify the area in which these elements are to be distributed. Select either of the three available options (Figure 331):
   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.

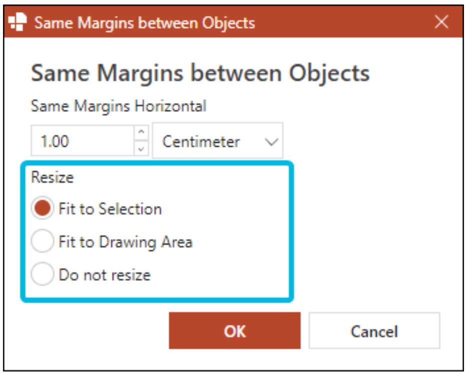



Figure 331. Options for Same Margins

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 332).
   A dialog box opens.

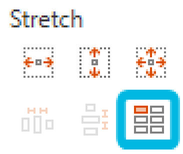



Figure 332. Button **Multiply Shape**

3. Specify the number of rows and columns and define the horizontal and vertical distance between the elements (Figure 333).

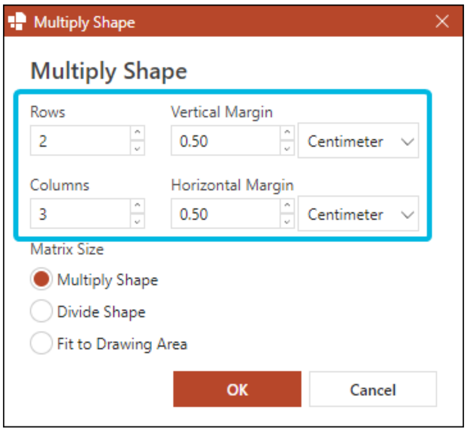



Figure 333. Window Settings for Multiplying Shapes

4. Select either of the three available options (Figure 334):
   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.

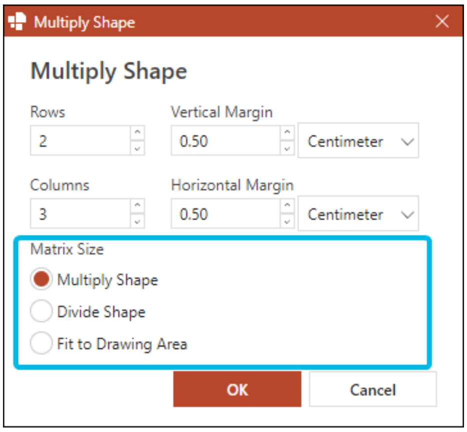



Figure 334. Options for Multiply Shape

In the section *Dock* you can access multiple functions to align two or more elements with one another (Figure 335).

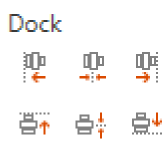



Figure 335. Section *Dock*

With the button **Dock Left** you can dock selected elements to the left (Figure 336).

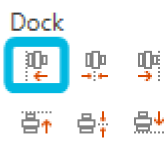



Figure 336. Button **Dock Left**

The buttons **Dock Right**, **Dock Top** and **Dock Bottom** all function analogously (**Figure 337**).

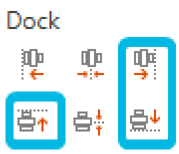



Figure 337. Buttons **Dock Right, Top, Bottom**

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 338**).

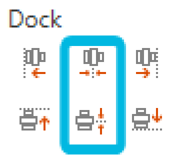



Figure 338. Buttons **Dock Center** and **Dock Middle**

# 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 339**).


Figure 339. Section *Angles*

The buttons **Rotate Left 90°** and **Rotate Right 90°** allow you to rotate your selected elements accordingly (**Figure 340**).

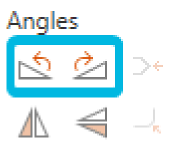



Figure 340. Buttons **Rotate Left 90°** and **Rotate Right 90°**

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 341**).


Figure 341. 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 342**).


Figure 342. 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 343**)


Figure 343. Section *Drawing*

Click on the button **Union** to join two selected shapes to a single element (**Figure 344**).

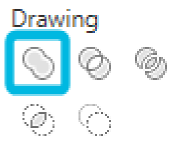



Figure 344. Button **Union**

The button **Combine** has a similar effect but overlapping sections are cut out of the shape (**Figure 345**).


Figure 345. 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 346**).

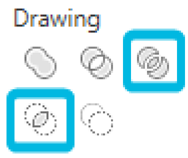



Figure 346. Buttons **Fragment** and **Intersect**

With the button **Subtract** you can cut out the area of the last selected shape placed on another shape (**Figure 347**).


Figure 347. Button **Subtract**

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

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

# 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 348**).

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

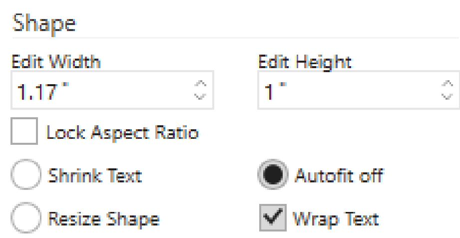



Figure 348. Section *Shape*

Tick the checkbox **Lock Aspect Ratio** to lock the aspect ratio of an element (Figure 349).

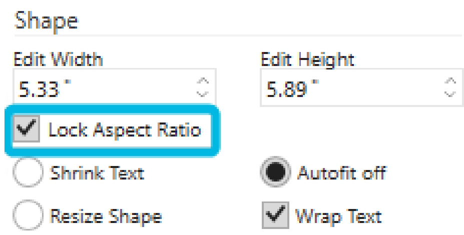



Figure 349. Checkbox **Lock Aspect Ratio**

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 350).

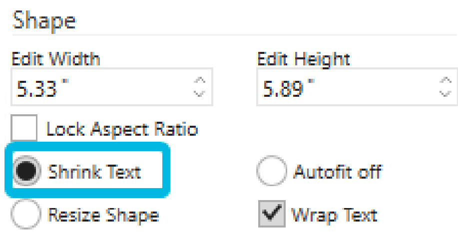



Figure 350. Button **Shrink Text**

Select the option **Resize Shape** to have the shape adapt to the size of its contained text (Figure 351).

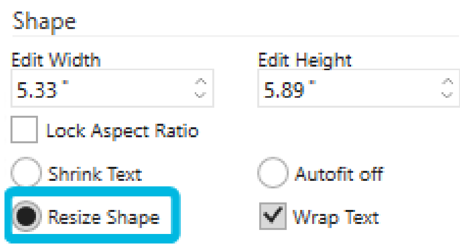



Figure 351. Button **Resize Shape**

Select the option **Autofit off** to not have the shape adapt at all (Figure 352).

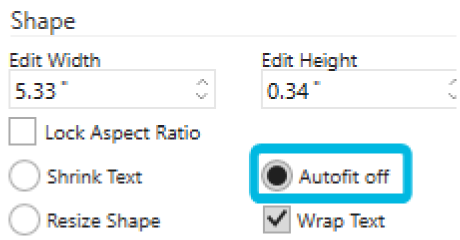



Figure 352. Button **Autofit off**

Tick the checkbox **Wrap Text** to enable automatic line breaks (Figure 353).

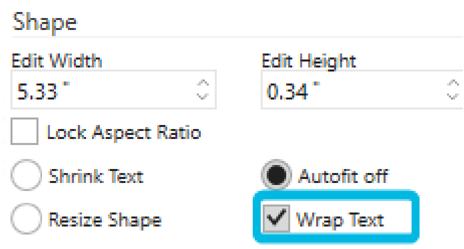



Figure 353. Checkbox **Wrap Text**

# Set the Margins of and Spacing in a Shape

In the section *Margins* you can directly enter the value of the margins (**Figure 354**).

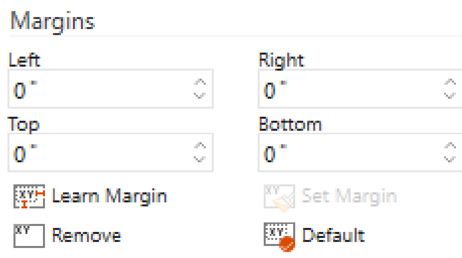



Figure 354. Section *Margins*

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 355**).

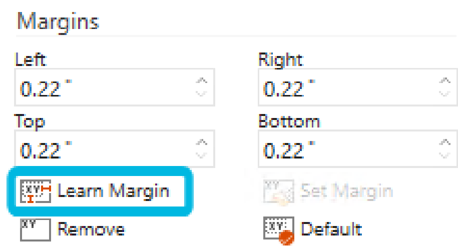



Figure 355. Button **Learn Margin**

3. Select the element you want to transfer the margin to.
4. Click on the button **Set Margin** (**Figure 356**).

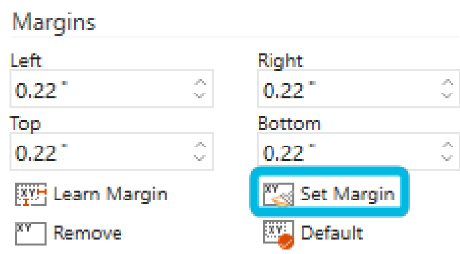



Figure 356. Button **Set Margin**

Click on the button **Remove** to set all margins of a selected element to 0 cm (**Figure 357**).

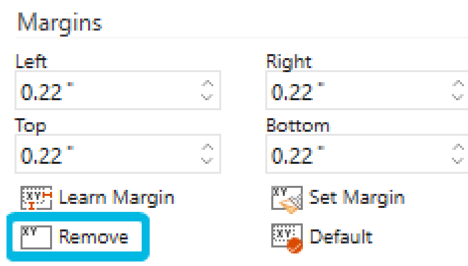



Figure 357. Button **Remove**

Click on the button **Default** to set the margins of a shape to the default margins which are defined in the database (**Figure 358**).

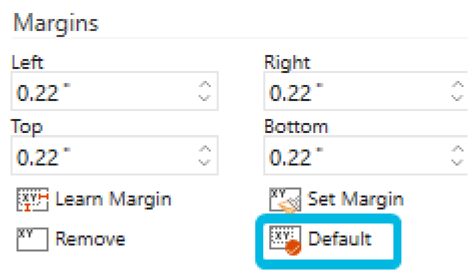



Figure 358. Button **Default**

In the section *Spacing* you can access PowerPoint built-in features to set spacing (**Figure 359**).

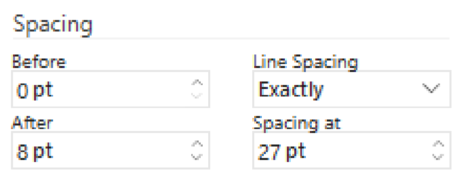



Figure 359. Section *Spacing*

Enter a numeric value in the input fields *Before* and *After* to set the spacing before and after the line (**Figure 360**).

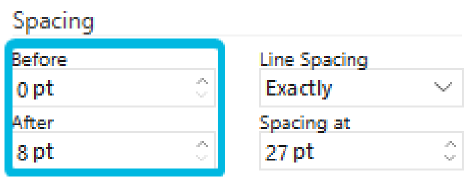



Figure 360. Input Fields *Spacing*

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 361**).

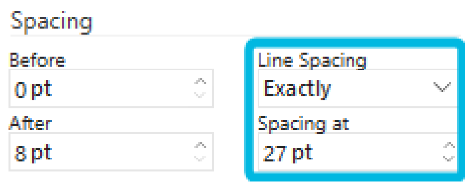



Figure 361. Drop-Down Menu for Line Spacing and Input Field *Spacing at*

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

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

# 18. Show Content in Library

With the help of the button **Go to** in the empower® Ribbon, you can easily find content and its storage location in the empower® Library.

To do so, navigate to the group Start in the empower® Ribbon and click on the lower part of the split button **Library** (Figure 362).

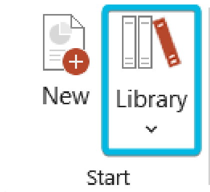



Figure 362. Button **Library**

Then, choose the option **Go to** (Figure 363).

If the element you have selected originates from the empower® Library, using the button **Go to** will open the library in a new window and navigate you directly to the element's location.

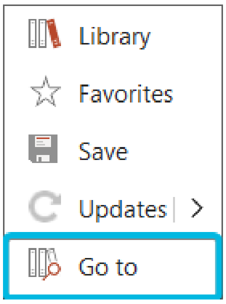



Figure 363. Option **Go to**

If the element does not originate from the empower® Library, a dialog box opens (Figure 364).


Figure 364. Dialog Box for Button **Go to**

To add it to the empower® Library, save the element to the empower® Library.

To do so, follow the instructions under **Save Content to the Library**.

# 19. Translate Content

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

In addition, you can use these translations to translate presentations and slides via the button **Translate** in the empower® Ribbon.

If your company uses DeepL and the DeepL integration in empower®, you can also translate content automatically via the same button.[1]

[1]DeepL is a registered trademark of DeepL GmbH.

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

For further information regarding the assignment of languages, see **Assign Languages**.

## Create Translation Groups

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

To do so, follow the following steps:

1. After saving the element to the empower® Library and assigning the language, navigate to the group Updates in the navigation bar.
2. Click on the button **Languages**.
   A drop-down menu opens.
3. Then, click on the option **Mark as translation** (**Figure 365**).
4. Repeat steps 1 to 3 for all elements that you want to add to a translation group.


Figure 365. Option **Mark as translation**

If an element has been marked as a translation, a gray **translation** symbol is displayed in the element's thumbnail (**Figure 366**).


Figure 366. 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 367).

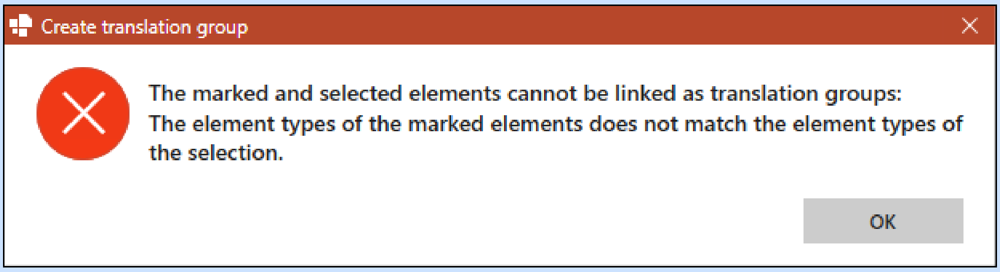


Figure 367. Invalid Selection of Elements

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, navigate to one of these elements in the empower® Library and select it.
2. In the navigation bar, navigate to the group Updates.
3. Click on the button **Languages**.
   A drop-down menu opens.
4. Click on the option **Create translation group** (Figure 368).

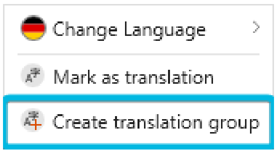


Figure 368. Option **Create translation group**

If an element has been added to a translation group, a black **translation** symbol is displayed in the element's thumbnail (Figure 369).

Figure 369. 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 370).

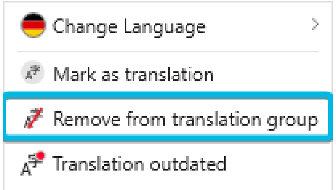



Figure 370. Option **Remove from translation group**

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

# Outdated Translations

If you change one of the translations included in a translation group and overwrite it in the empower® Library, you will be asked if the other translations should be marked as outdated (Figure 371).

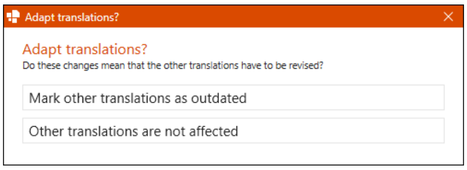



Figure 371. Dialog Box for Changed Translations

If you choose to mark the other translations as outdated, another dialog box opens (Figure 372).

Here, you can choose if you want to adapt the outdated translations right away.

To do so, click on the button **Yes**.

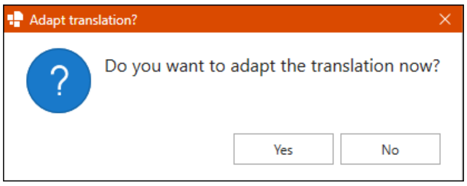



Figure 372. Dialog Box for Adaption

If you do not adapt the translation right away, a red dot appears next to the other elements' **translation** symbol in the empower® Library (Figure 373).


Figure 373. 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 374).

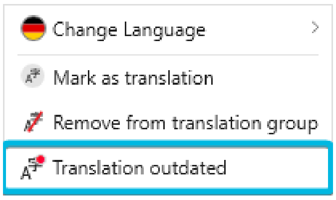



Figure 374. Option **Translation outdated**

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 375).

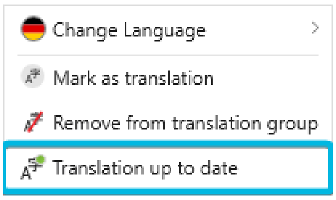



Figure 375. Option **Translation up to date**

If you open an outdated translation either right away or via the empower® Library, a post-it appears on the outdated slides (Figure 376). It serves as a note to tell you that the translation must be adapted.

If you have finished adapting the translation, delete this post-it before saving the slide or the presentation to the empower® Library. Otherwise the post-it will remain on the final translation.

If you save a formerly outdated translation to the library after adaption, a dialog box appears.

In this dialog box, you can choose between the following options:

- Keep displaying the translation as outdated because the adaption has not been finished yet (Figure 377 **(1)**)
- Display the translation as up to date again (Figure 377 **(2)**)
- Display other translations as outdated again (Figure 377 **(3)**)

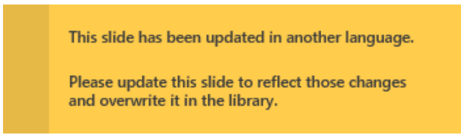



Figure 376. Post-it in Outdated Translation

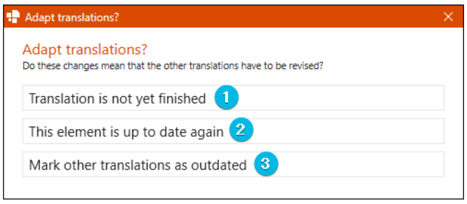



Figure 377. Dialog Box for Changed Outdated Translations

If you open a presentation that contains outdated translations, a notification bar appears.

This notification bar informs you that there are outdated translations in the presentation. To see which translations are outdated, open the empower® Library and navigate into the presentation.

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

# Translate Content

If you or your colleagues have created translation groups in the empower® Library or if your company uses the DeepL integration in empower®, you can translate your presentation or slides automatically.

To translate content, follow the following steps:

1. If you want to translate specific slides in your presentation, select them in the slide pane.
2. In the empower® Ribbon, navigate to the group Transform.
3. Click on the button **Translate** (Figure 378).
   A dialog box opens.

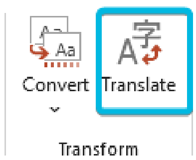



Figure 378. Button **Translate**

4. Here, choose if you want to translate the whole presentation or only the selected slides (**Figure 379** (**1**)).
5. Then, choose the language you want to translate the content into (**Figure 379** (**2**)).

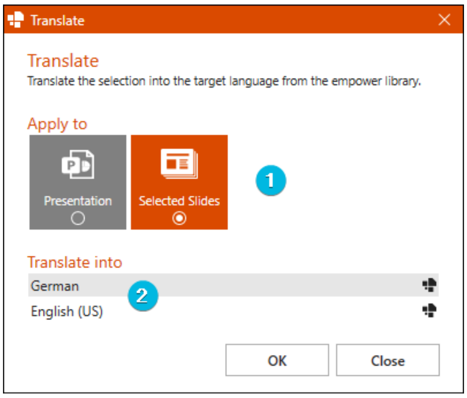



Figure 379. Dialog Box for Translation without DeepL

6. Then, click on the button **OK** (**Figure 380**).
   The translation is inserted and replaces the former slides.

If the translation is outdated, the post-it that appears when you insert an outdated element manually is displayed on the slide.

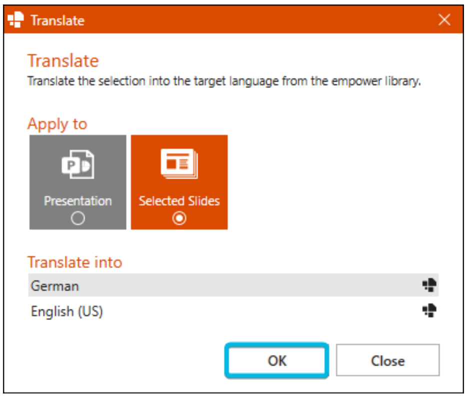



Figure 380. Button **OK**

If the DeepL translation feature has been enabled by your empower® Administrators, further options are available.

# Translate Content with DeepL

If the DeepL translation feature has been enabled by your empower® Administrators, the section *Translation options* becomes visible.

In addition, all languages that can be used with DeepL are displayed in the language selection.

To translate content with DeepL, follow the following steps:

1. If you want to translate specific slides in your presentation, select them in the slide pane.
2. In the empower® Ribbon, navigate to the group Transform.
3. Click on the button **Translate**.
   A dialog box opens.

4. Here, choose if you want to translate the whole presentation or only the selected slides (**Figure 381** (**1**)).
5. Then, choose the language you want to translate the content into (**Figure 381** (**2**)).
   If a language is supported by the empower® Library, an **empower** symbol is displayed next to it.
6. Expand the translation options (**Figure 381** (**3**)).

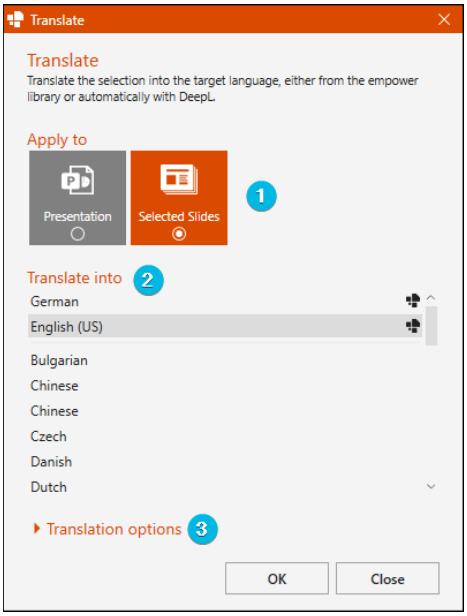



Figure 381. Dialog Box for Translation with DeepL

6. To enable your preferred options, tick the checkboxes (**Figure 382**).
   There are three options:
   a. **Use translations from library** – If there are translation groups for slides to be translated and those translation groups contain the required language for translation, these elements are used for the translation instead of the DeepL machine translation.
   b. **Mark slides translated with DeepL** – If slides are translated by DeepL machine translation, a post-it will be inserted onto these slides to tell you that the content has been translated automatically and needs further review.
   c. **Keep original slides** – The original slides for slides that are translated by DeepL machine translation or with translation groups remain in the presentation.

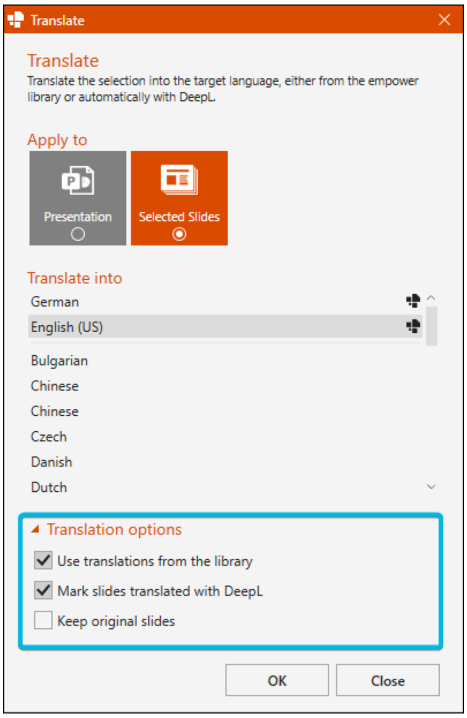



Figure 382. Translation Options

8. Click on the button **OK** (Figure 383).
   The translation is inserted and replaces the former slides.

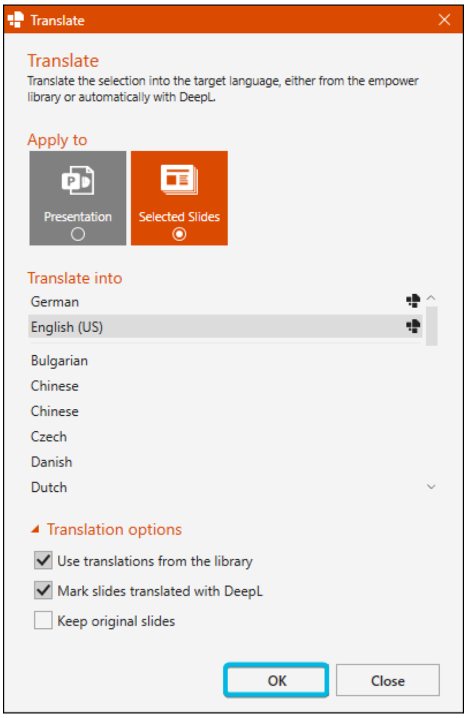


Figure 383. Button **OK**

Charts that have been added with the Office built-in feature cannot be translated with the DeepL integration in empower®.

If you choose the option **Use translations from the library** but there is no translation group with the corresponding language available in the library, the slide is either not translated or DeepL is used instead. If DeepL is used as a fallback, the slides will not be marked with a post-it.

DeepL can only be used as a fallback if the DeepL integration is active in your empower® Environment.

Delete the post-it manually after reviewing the automatically translated content (Figure 384).

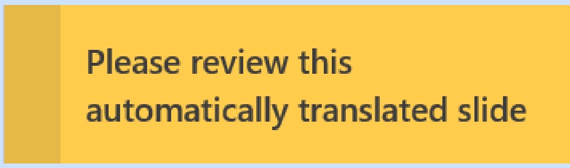


Figure 384. Post-It for Automatic Translations

Your empower® Administrators can define a character limit per user for the DeepL translation integration. If you exceed this limit, you receive a message telling you when the feature will be available for your again (Figure 385).

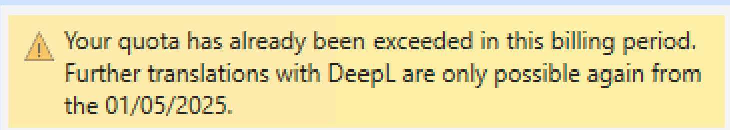


Figure 385. DeepL Limit Exceeded

# 20. Check Spelling

In PowerPoint, you can add your preferences for the Office built-in spell check using empower®.

This feature can be helpful if you have slides in different languages because you can set the language for individual slides before executing the Office built-in spell check.

To set your preferences, follow the following steps:

1. Navigate to the group Finalize and click on the button **Check** Figure 386.

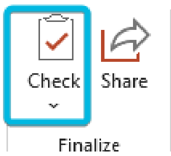



Figure 386. Button **Check**

2. In the drop-down menu, choose the option **Spelling** (Figure 387).
   A dialog box opens.

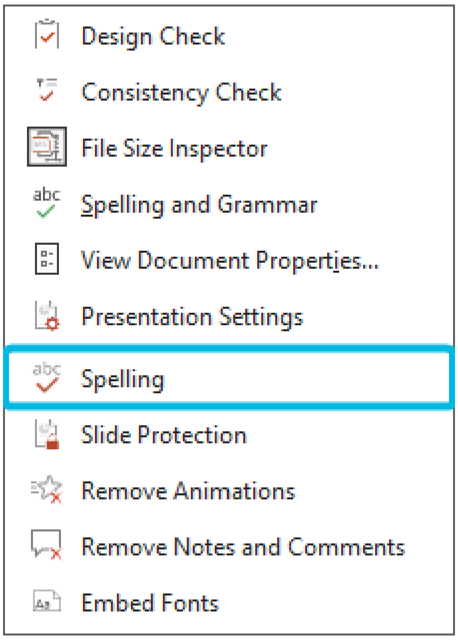



Figure 387. Option **Spelling**

3. Here, choose if you want to apply the settings to the whole presentation or to the selected slides (Figure 388 **(1)**).
4. Then, choose the language you want to check (Figure 388 **(2)**).
5. If you want to check each shape for its language, switch the toggle button for **Apply Spell Check Language to Every Shape** to *On* (Figure 388 **(3)**).
   Only enable this option if there are slides that contain multiple languages.
6. Click on the button **OK** (Figure 388 **(4)**).
7. Repeat this process for all slides you want to assign different languages to.

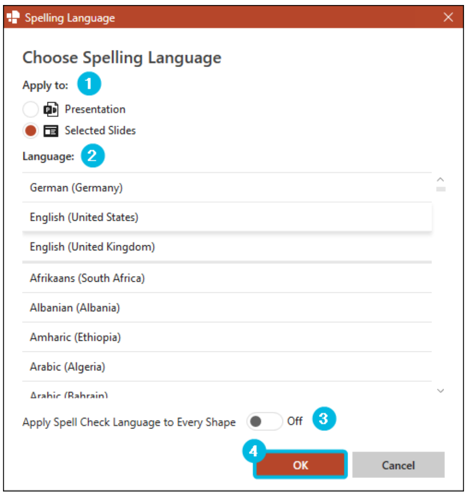



Figure 388. Dialog Box **Spelling Language**

8. Then, execute the Office built-in spell check.
   To do so, you can either use the key **F7** or choose the option **Spelling…** in the drop-down menu of the button **Check** (Figure 389).
   The spell check opens on the right hand-side of your PowerPoint window.

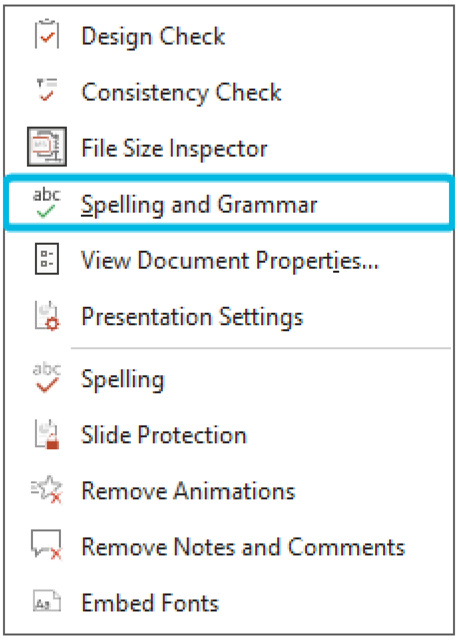


Figure 389. Option **Spelling…**

During the spell check, the language between the different slides switches automatically according to your settings.

# 21. empower® Consistency Check

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

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

To execute the *Consistency Check*, navigate to the group Finalize in the empower® Ribbon and click on the button **Check** (**Figure 390**).

A drop-down menu opens.

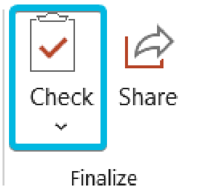



Figure 390. Button **Check**

Then, choose the option **Consistency Check** (**Figure 391**).

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

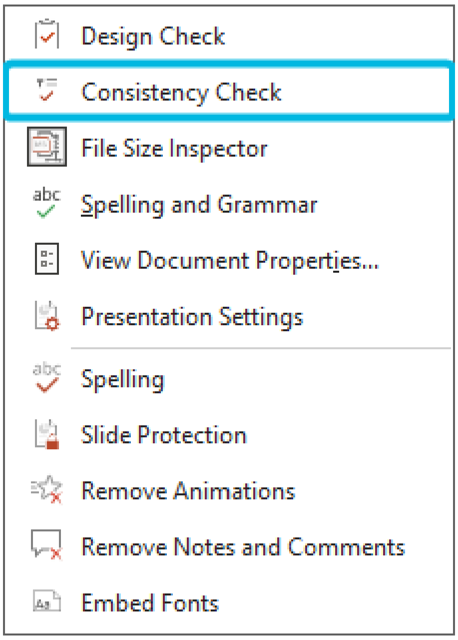



Figure 391. Option **Consistency Check**

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

> Depending on the *Consistency Check* configuration in your empower® Environment, not all of the above-mentioned categories are available.
>
> The available categories are defined and can be changed by your empower® Administrators.

# Process Consistency Check Results

The results from the *Consistency Check* are listed per category (Figure 392).

For each instance, the slide the error was found on and the affected element is listed.

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

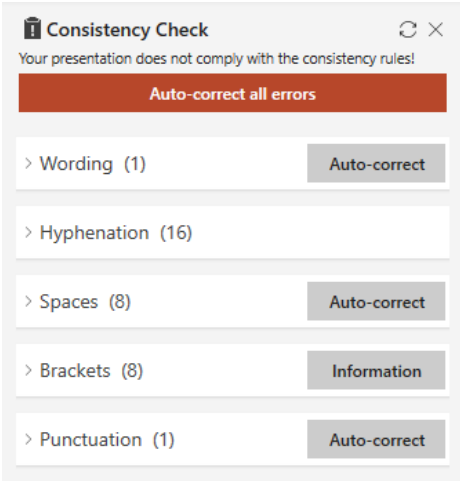



Figure 392. Consistency Check Overview

To correct an error, follow the following steps:

1. Select the respective entry from the list.
2. If there is a drop-down menu for the error category, choose which predefined correction option you want to apply (Figure 393).
   If there is no drop-down menu, skip this step.

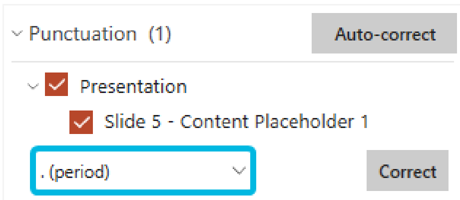



Figure 393. Drop-Down Menu with Correction Options

3. Then, click on the button **Correct** (Figure 394).

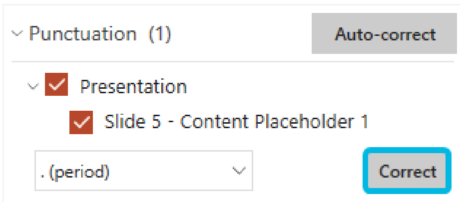



Figure 394. Button **Correct**

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

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

Now, click on the button **Correct**.

## Auto-Correct Errors

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

To auto-correct all errors in one category, click on the button **Auto-correct** next to the respective category (Figure 395).

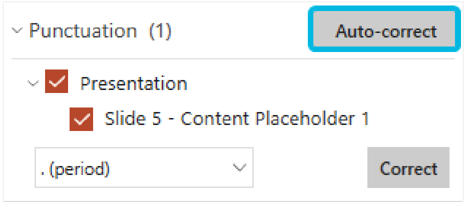



Figure 395. Button **Auto-correct**

If you want to auto-correct all errors in the presentation, click on the button **Auto-correct all errors** (Figure 396).

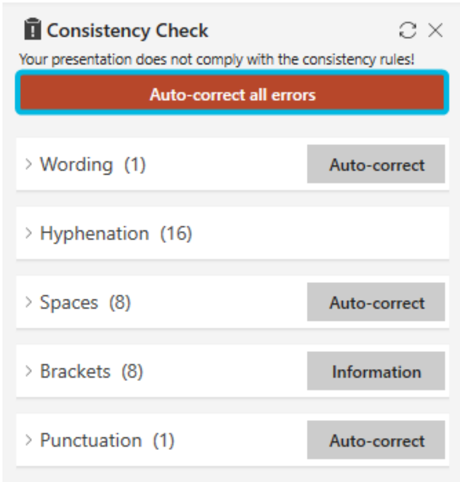



Figure 396. Button **Auto-correct all errors**

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

For further information on the issue, click on the button **Information** (Figure 397).

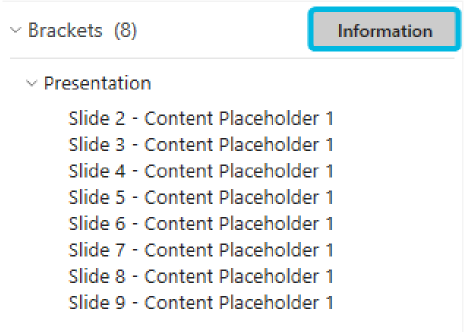



Figure 397. Button **Information** for Bracket Errors

A dialog box opens telling you how to correct the errors. Follow the instructions to correct all errors (Figure 398).

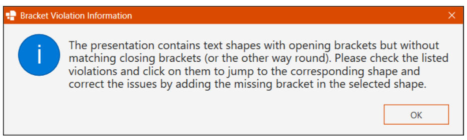



Figure 398. Dialog Box for Bracket Errors

If you have finished the correction, reload the check results to be sure all errors have been resolved by clicking on the **refresh** symbol (Figure 399).

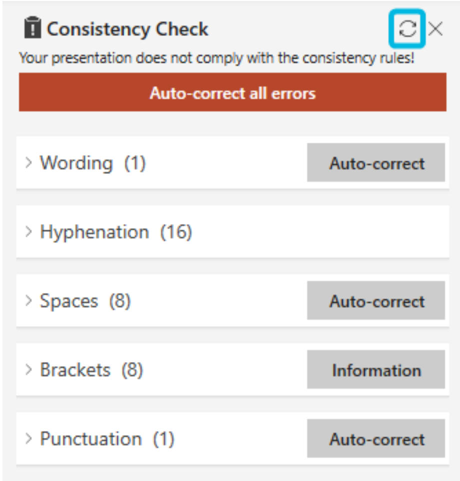



Figure 399. **Refresh** Symbol

If all errors have been resolved, a message appears in the side pane (Figure 400).

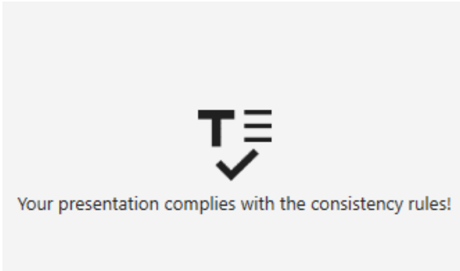



Figure 400. Consistency Check Completed

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

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

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

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

# 22. empower® Corporate Design Check

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

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

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

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

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

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

Charts that have been created with empower® Charts are not taken into consideration during the *Corporate Design Check*.

For further information regarding the setup of layout protection, see **Layout Protection**.

For further information regarding the setup of logo protection, see **Logo Protection**.

To execute the *Corporate Design Check*, navigate to the group Finalize in the empower® Ribbon and click on the button **Check** (**Figure 401**).

A drop-down menu opens.

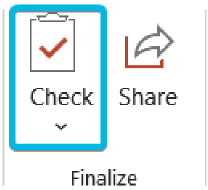



Figure 401. Button **Check**

Then, choose the option **Design Check** (Figure 402).

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

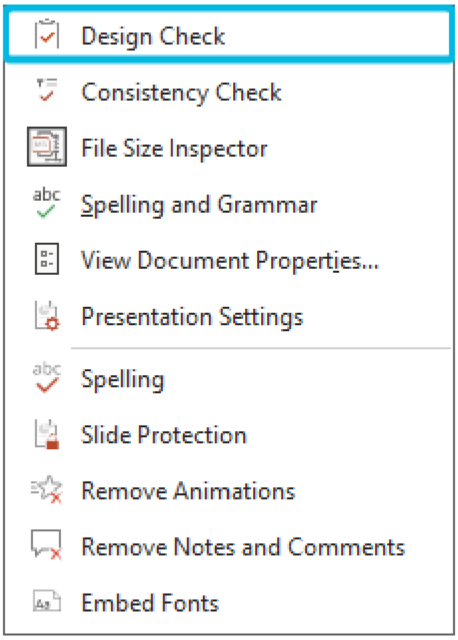



Figure 402. Option **Design Check**

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 side pane.

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

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

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

A message appears.

# 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 either executed automatically if you save slides or presentations to the empower® Library or if you open a slide or a presentation.

# Process Corporate Design Check Results

The results from the *Corporate Design Check* are listed per category (**Figure 403**). Each category can have one or multiple subcategories.

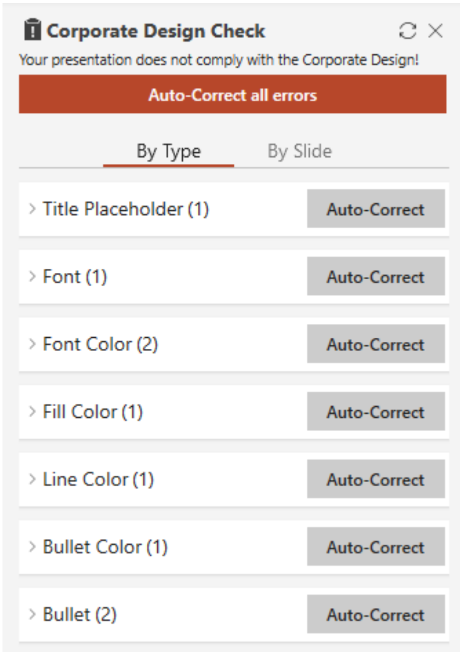



Figure 403. Corporate Design Check Overview

You can either display the entries by error type or by slide (Figure 404).

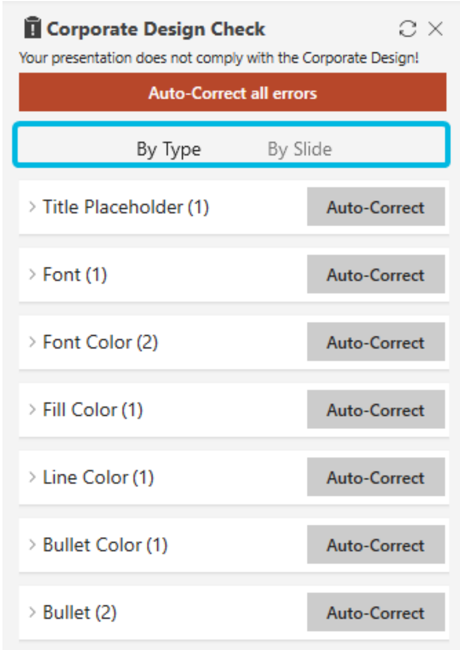



Figure 404. Sorting Options

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 405).
   If there is no drop-down menu, skip this step.

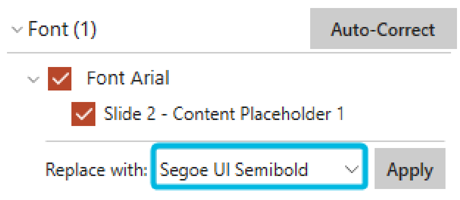



Figure 405. Drop-Down Menu with Correction Options

3. Then, click on the button **Apply** (Figure 406).
   If there is no drop-down menu, the button **Apply** is not available.
   Use the button **Auto-Correct** instead.

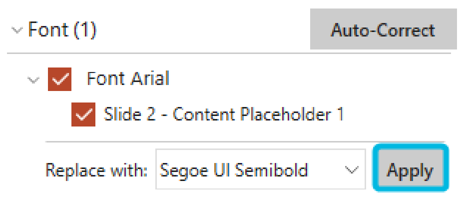



Figure 406. Button **Apply**

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 407).

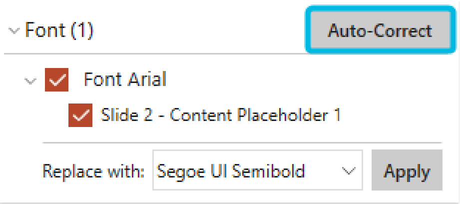



Figure 407. Button **Auto-Correct**

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 408).

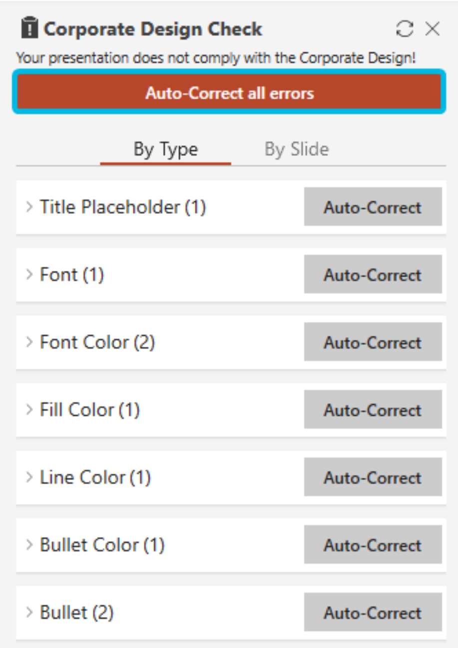



Figure 408. Button **Auto-Correct all errors**

When auto-correcting colors, empower® automatically selects the approved color of your corporate design that is closest to the flagged color. If no matching color is found, the errors remain in the list. The red text next to the category tells you how many errors are left (Figure 409).

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

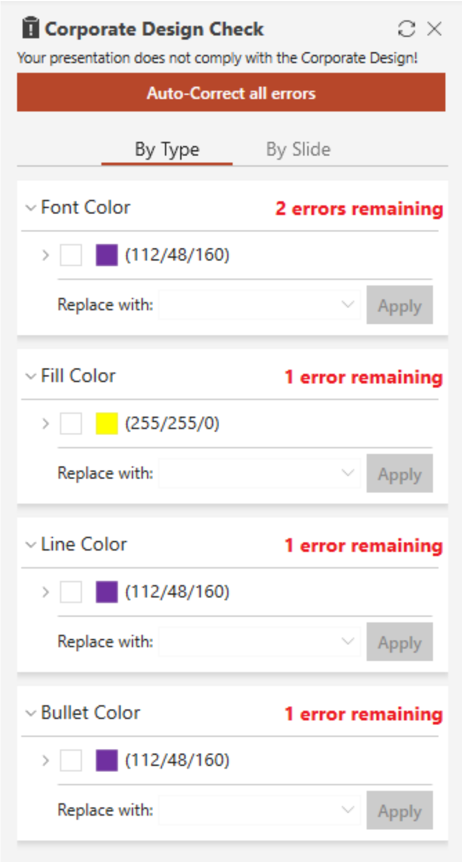



Figure 409. Remaining Errors

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 side pane (Figure 410).

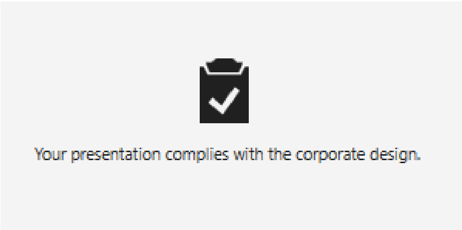



Figure 410. Corporate Design Check Completed

# 23. Compress Pictures with the File Size Inspector

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

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

To open the *File Size Inspector*, navigate to the group Finalize and click on the button **Check** (Figure 411).

A drop-down menu opens.

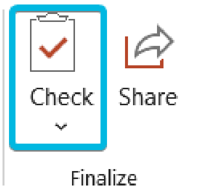



Figure 411. Button **Check**

In the drop-down menu, choose the option **File Size Inspector** (Figure 412).

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

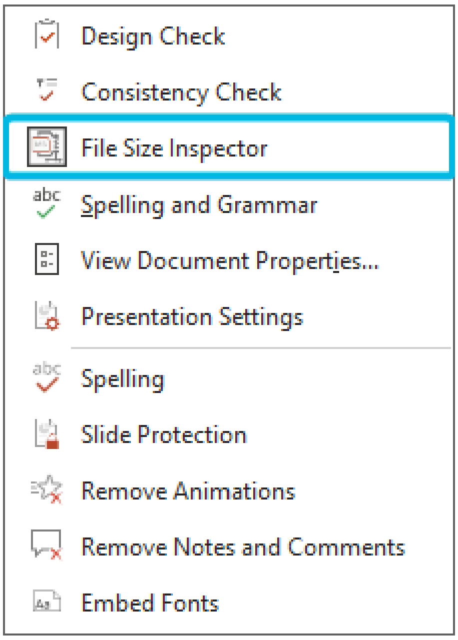



Figure 412. Option **File Size Inspector**

At the top, you can see the overall file size (Figure 413).

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

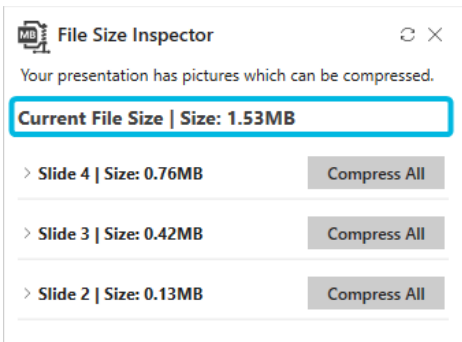



Figure 413. Overall File Size

Underneath, all slides that contain pictures are listed (Figure 414).

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

The slides are listed descending by their overall size.

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

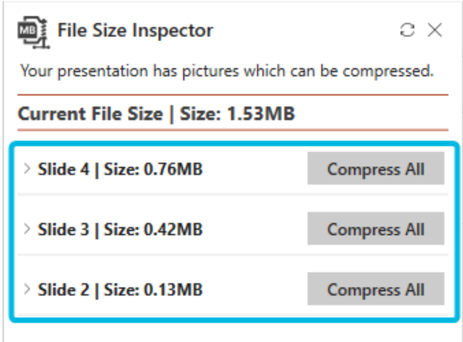



Figure 414. Slide List – Collapsed

To compress all pictures on a slide at once, click on the button **Compress All** (Figure 415).

A dialog box opens.

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

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

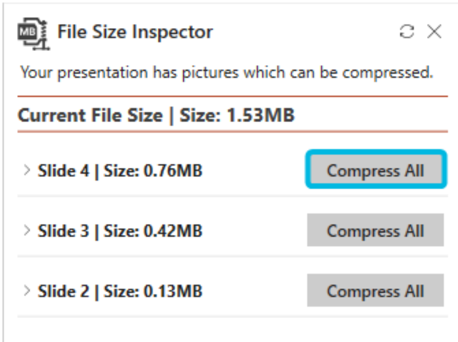



Figure 415. Button **Compress All**

To view all pictures contained in a slide, expand the view by clicking on the little **arrow** symbol next to the slide number (Figure 416).

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

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

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

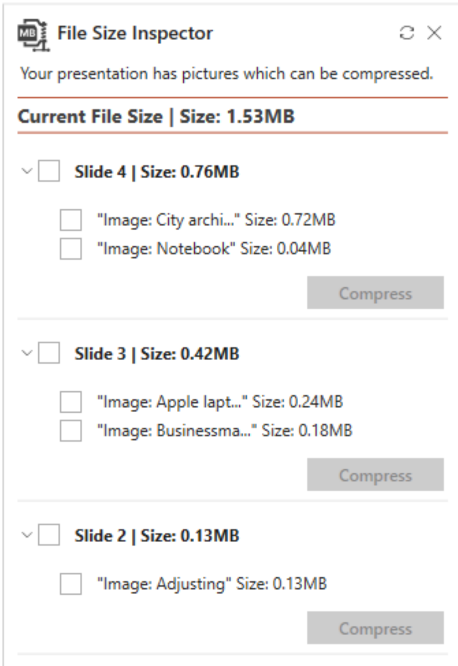



Figure 416. Slide List – Expanded

To compress a single picture or a selection of pictures within the same slide, tick the checkboxes for the respective pictures and then click on the button **Compress** (Figure 417).

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

Click on the button **Compress**.

A dialog box opens.

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

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

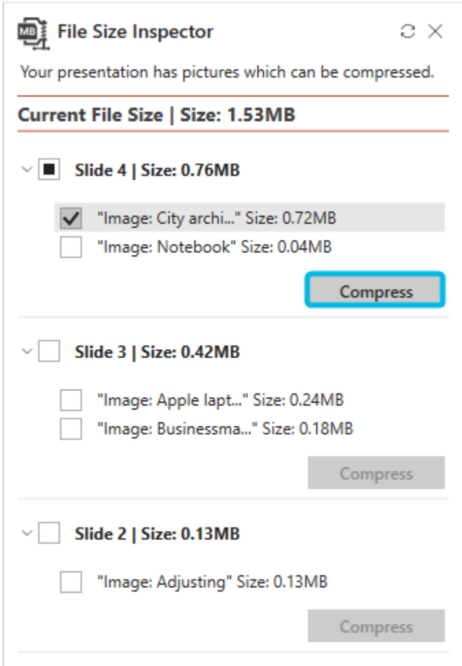



Figure 417. Button **Compress**

If you leave the *File Size Inspector* open while working on your presentation, click on the **refresh** symbol in the upper right corner (Figure 418).

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

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

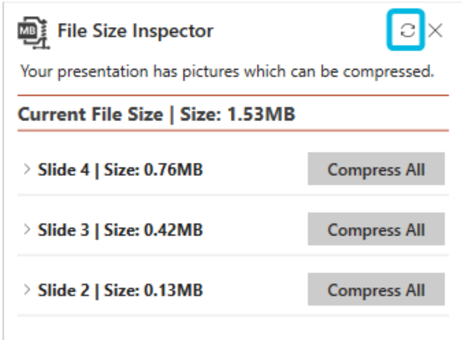



Figure 418. **Refresh** Symbol

If your presentation does not contain any pictures, a message is displayed in the side pane (Figure 419).


Figure 419. No Pictures to Compress

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

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

# 24. Protect Slides

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

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

The slide protection does not have any impact on the saving functionalities in empower®.

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

1. Select the slide(s) you want to protect in your presentation.
2. Navigate to the group Finalize and click on the button **Check** (Figure 420).

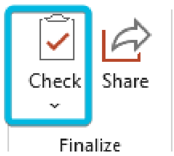



Figure 420. Button **Check**

3. In the drop-down menu, choose the option **Slide Protection** (Figure 421).
   A dialog box opens.

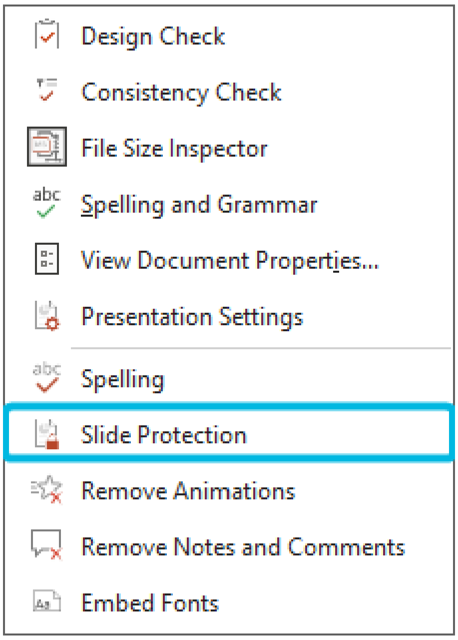



Figure 421. Option **Slide Protection**

4. In this dialog box, choose if you want to apply the slide protection to all slides in the presentation or to the selected slide(s) (Figure 422 (**1**)).
5. Optionally, you can add a password to further protect the slide. To do so, enter the password into the input field and then repeat the password (Figure 422 (**2**)).
6. If you want to protect your charts permanently, switch the toggle button for **Protect charts permanently** to *On* (Figure 422 (**3**)).

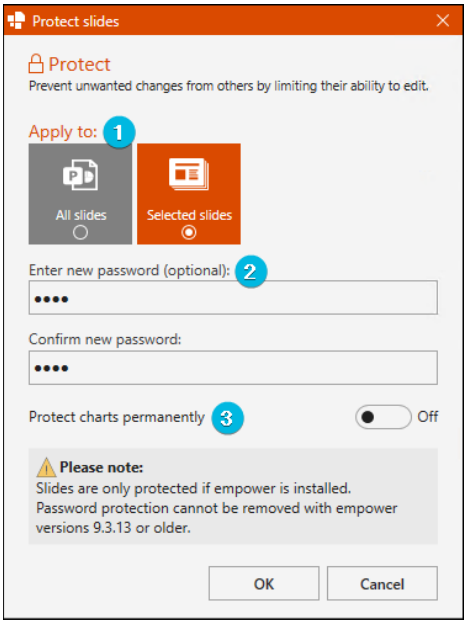



Figure 422. Slide Protection Options

7. If you have finished, click on the button **OK** (Figure 423).

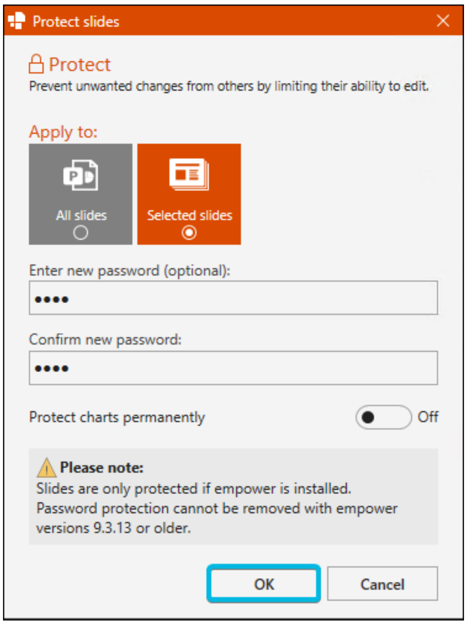



Figure 423. Button **OK** to Protect a Slide

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

Therefore, make sure to save the slides to the empower® Library without slide protection in advance.

Slides are only protected if empower® is installed.

Slide protection cannot be removed in empower® Versions lower than and including 9.3.13.

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

# Remove Slide Protection

To remove the slide protection, follow the following steps:

1. Select the slide(s) you want to remove the slide protection from in your presentation.
2. Navigate to the group Finalize and click on the button **Check**.
3. Click on the option **Slide Protection**.
   A dialog box opens.
4. Here, choose if you want to remove the slide protection only from the selected slides or from all protected slides in the presentation (**Figure 424** **(1)**).
5. If a password has been set for the protected slide(s), enter the password into the input field (**Figure 424** **(2)**).
   If no password has been set, the input field is not displayed.

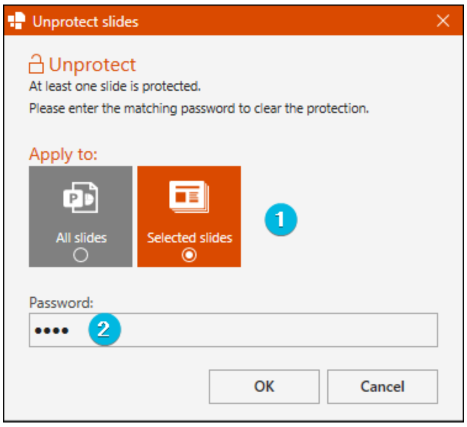



Figure 424. Dialog Box **Unprotect Slides**

6. Then, click on the button **OK** (**Figure 425**).

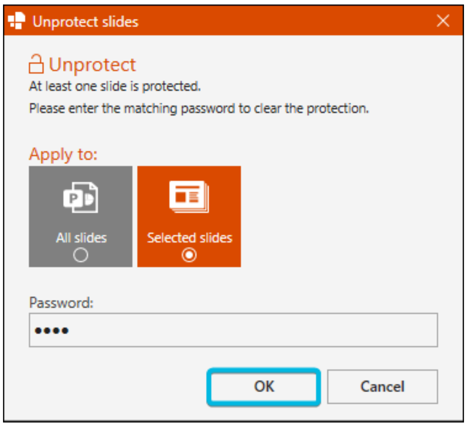



Figure 425. Button **OK** to Unprotect Slides

Alternatively, you can open the same dialog box via the context menu of a slide in the slide pane or using the option **Unprotect**. This option appears when you click into a protected slide (**Figure 426**).


Figure 426. Option **Unprotect**

# 25. Use Presentation Tools

Under the button **Check** in the group Finalize, you can find the options **Remove Animations**, **Remove Notes and Columns** and **Embed Fonts** (Figure 427).

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

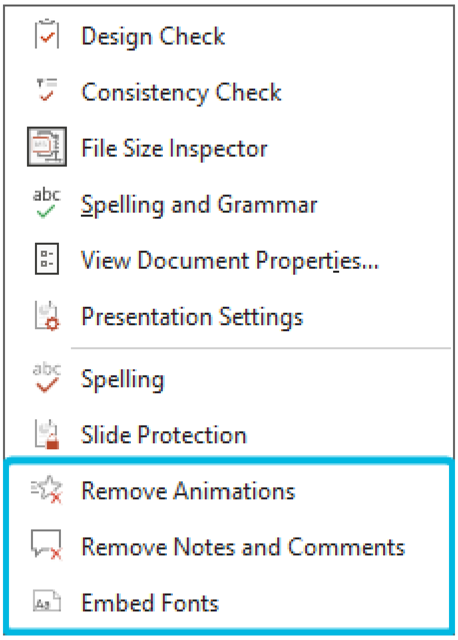



Figure 427. Presentation Tools

## Remove Animations

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

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

## Remove Notes and Comments

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

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

## Embed Fonts

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

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

**For Administrators**

As an empower® Administrator, you can also embed fonts during the master upload.

For further information, see **Upload a Master Template**.

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

# 26. Access Document Properties

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

To do so, navigate to the group Finalize and click on the button **Check** (Figure 428).

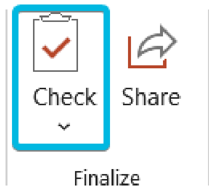



Figure 428. Button **Check**

In the drop-down menu, choose the option **View Document Properties…** (Figure 429).

A dialog box opens.

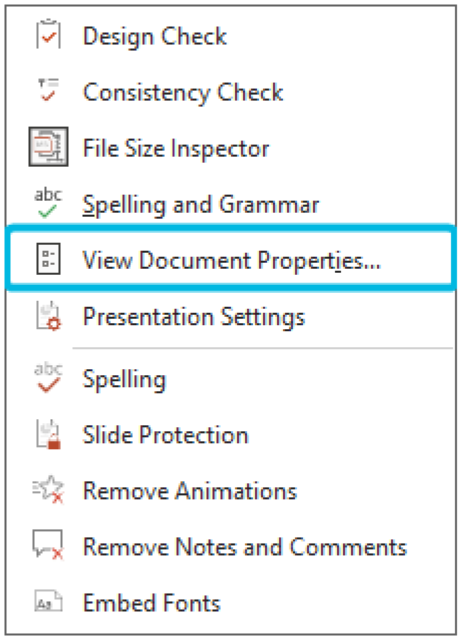



Figure 429. Option **View Document Properties…**

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

# 27. Convert Content

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

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

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

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

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

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

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

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

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

## Default Conversion Settings

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

1. Navigate to the group Transform in the empower® Ribbon.
2. Click on the button **Convert** (**Figure 430**).
   A drop-down menu opens.

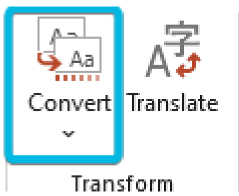



Figure 430. Button **Convert**

3. In the drop-down menu, click on the option **Conversion Settings** (Figure 431).
   A dialog box opens.

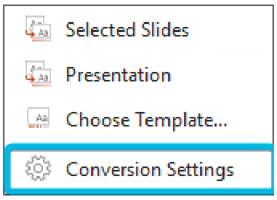



Figure 431. Option **Conversion Settings**

4. In the dialog box, choose the presets that you want to apply during conversion.
   a. The following options are available (Figure 432):
      **Basic** – Applies the master template on your slides or presentation.
      **Medium** – Applies the master template on your slides or presentation, removes old slide layouts from the slide selection and resizes the content if the slide size changes.
      **Full** – Applies the master template on your slides or presentation, removes old slide layouts from the slide selection and resizes the content if the slide size changes. After conversion, a *Corporate Design Check* is executed automatically.

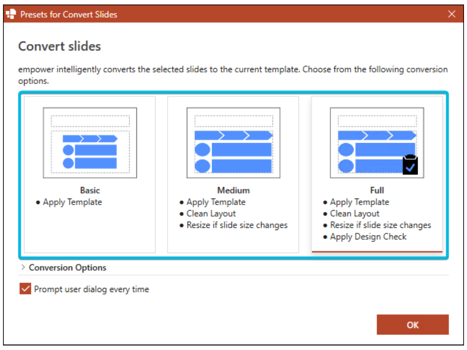



Figure 432. Presets for Conversion

5. If you want to make more custom changes to the conversion settings, expand the *Conversion Options* (Figure 433).
   For further information regarding the single conversion settings, see Available Conversion Settings.
   a. To select one of the settings, tick the checkbox next to the respective setting.
      If you select a custom set of conversion settings, none of the presets is selected.
      If you select a set of conversion settings that complies with a preset, the preset is automatically selected.

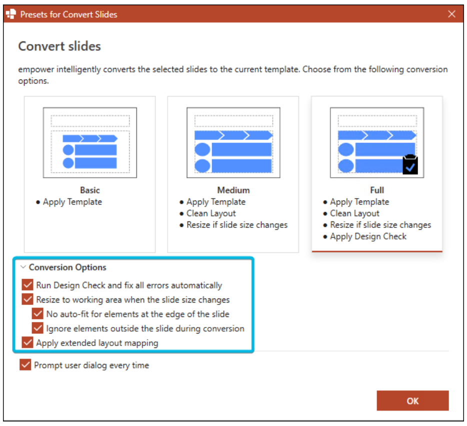



Figure 433. Conversion Options

6. To display this dialog box each time you use the conversion feature, tick the checkbox for **Prompt user dialog every time** (Figure 434).
   If you enable this setting, you can make changes to the conversion settings each time you use the conversion feature.
   If not, empower® will always use the default settings you have just set.

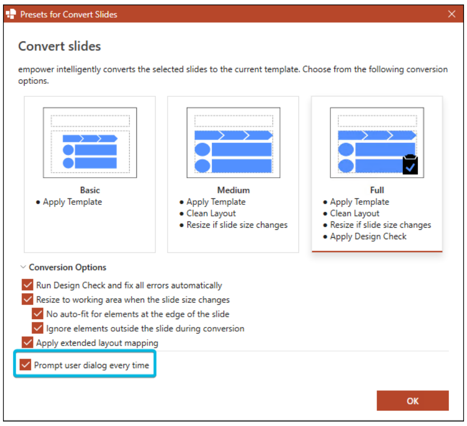



Figure 434. Option **Prompt user dialog every time**

7. To save your changes, click on the button **OK** (Figure 435).

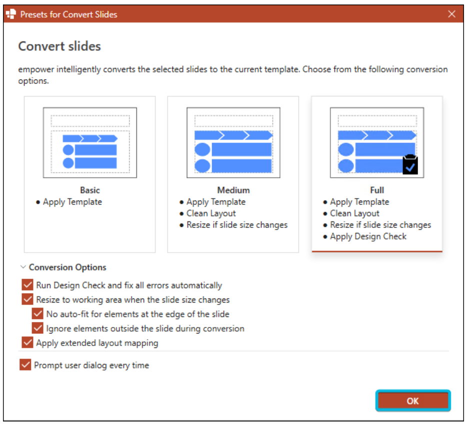


Figure 435. Button **OK** for Default Conversion Settings

> The layout mapping is set up by your empower® Administrators. Layouts or placeholders of different masters are mapped. As a result, these layouts or placeholders are better recognized, which leads to significant advantages in the conversion process.

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

# Available Conversion Settings

The following conversion settings are available:

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

# Convert Content without Master Selection

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

1. Select the slides you want to convert.
2. Navigate to the group Transform in the empower® Ribbon.
3. Click on the button **Convert**.
   A drop-down menu opens.
4. In the drop-down menu, click on the option **Selected Slides** (Figure 436).

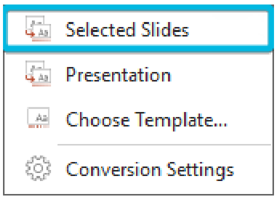



Figure 436. Option **Selected Slides**

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

Then, click on the button **OK** (Figure 437).

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

Your selected slides will be converted.

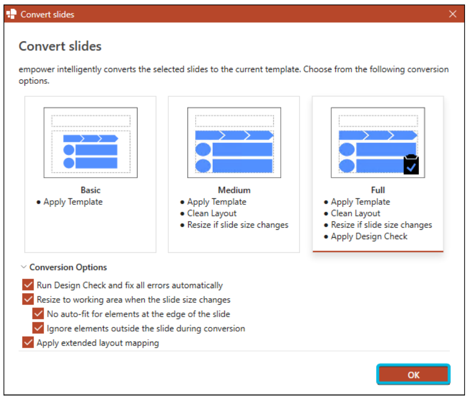



Figure 437. Button **OK** for Conversion Settings

To convert the entire presentation, click on the option **Presentation** in the drop-down menu (Figure 438).

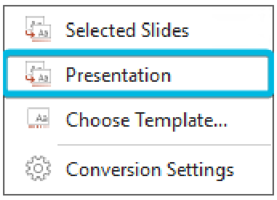



Figure 438. Option **Presentation**

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

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

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

The entire presentation will be converted.

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

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

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

# Conversion Behavior

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

- If the slides in your selection are based on different master templates, the first master template originating from the empower® Library and available in the slide pane is applied on all the other slides.
- If none of the different master templates originates from the empower® Library, your personal default master (if defined) or the company default master is applied on all slides.
- If only one master has been used in your selection and this master does not originate from the empower® Library, your personal default master (if defined) is applied on all slides.
  If you have not defined a personal default, the company default is applied on all slides.
- If there is no personal default and no company default but there is only one master template available in the empower® Library, this master is applied on all slides.
- If there is no personal default and no company default and there are multiple master templates in the empower® Library, the side pane opens on the right-hand side of your PowerPoint window and you need to select your preferred template yourself.

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

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

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

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

For further information, see Convert Content with Master Selection.

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

# Convert Content with Master Selection

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

1. Select the slides you want to convert.
   If you want to convert the entire presentation, skip this step.
2. Navigate to the group Transform in the empower® Ribbon.
3. Click on the button **Convert**.
   A drop-down menu opens.
4. In the drop-down menu, click on the option **Choose Template...** (Figure 439).
   The side pane opens in the section *Master Templates*.

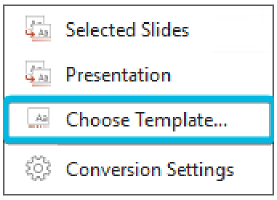



Figure 439. Option **Choose Template...**

5. In the side pane, choose the master template you want to use for conversion.
6. Then either click on the button **Presentation** (Figure 440 **(1)**) to convert the entire presentation or click on the button **Slide(s)** (Figure 440 **(2)**) to only convert the selected slides.

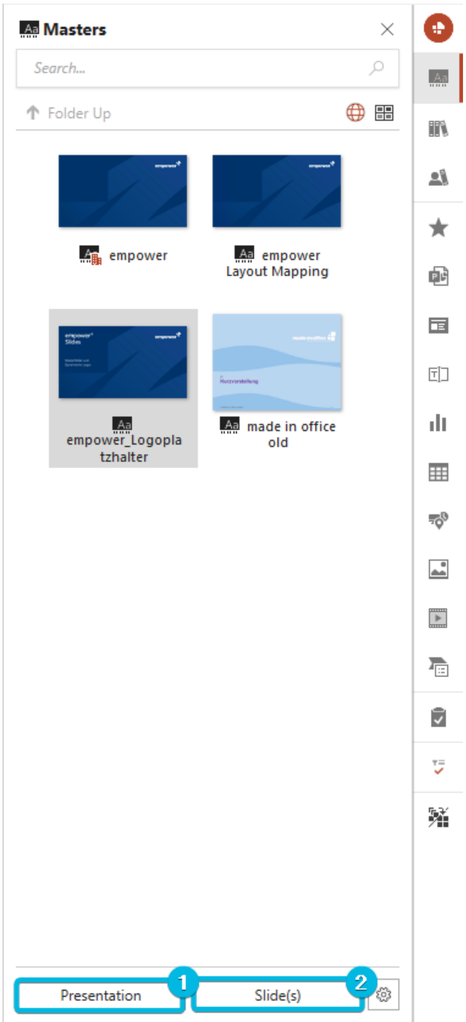



Figure 440. Buttons **Presentation** and **Slide(s)**

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

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

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

Your selection will be converted.

> If a slide contains a chart that has been created with empower® Charts and is linked to Excel, all Excel links are removed.
>
> However, you can restore all Excel links at once using the button **Rescan presentation** in the Excel link manager.
>
> For further information regarding the Excel link manager, refer to our empower® Charts manual.

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

# 27.1. Layout and Placeholder Mapping

**For Administrators**

*Layout Mapping* and *Placeholder Mapping* can be used by empower® Administrators to map layouts from an old master to layouts in a new master.

This can help to achieve more precise results during the conversion of slides and presentations.

You should set up the *Layout Mapping* and, if required, the *Placeholder Mapping* if one of the following is true:

- Your old master differs widely from the new master regarding the number of layouts.
- Your old master differs widely from the new master regarding the number of placeholders.

Setting up the mappings can also be profitable if you know that there are a lot of slides and presentations in your company that need to be converted.

> Depending on the masters, setting up the *Layout Mapping* and *Placeholder Mapping* can be time-consuming.
>
> Therefore, you should always weigh your options and first check if the default conversion might already be sufficient in your case.
>
> It might also be sufficient to set up the *Layout Mapping* without additionally setting up the *Placeholder Mapping*.

> If you delete placeholders or layouts from a master template, it is highly recommended to create a new placeholder or layout mapping.

# Set up Layout Mapping

During the *Layout Mapping*, you map the slide layouts from the old master to the slide layouts in the new master.

During the conversion, the content from a mapped slide layout in the old master is transferred to the respective slide layout in the new master.

You also assign multiple old layouts to the same new layout. However, it is not possible to map one old layout to multiple new layouts.

To set up the *Layout Mapping*, follow the following steps:

1. Open the old master and the new master in two separate PowerPoint windows.
2. To make the mapping easier, place them next to each other (Figure 441).

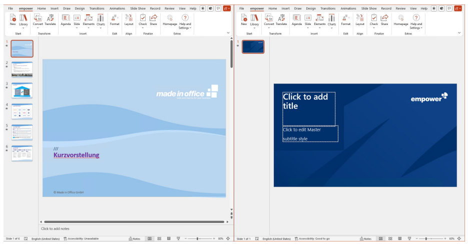



Figure 441. Master Windows

3. In the PowerPoint window of the old master, navigate to the tab View.
4. In the group Master View, click on the button **Slide Master View**.
5. Repeat steps 3 and 4 for the new master.
6. Now, select the slide layout in the old master that you want to map to a layout in the new master.
7. Right-click on the old layout.
   A context menu opens.
8. Choose the option **Slide Conversion** (Figure 442 (**1**)).
9. Then, choose the option **Select as Source Layout** (Figure 442 (**2**)).

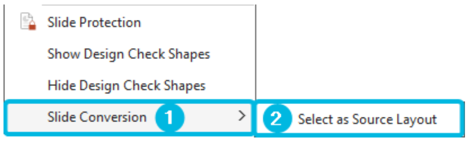



Figure 442. Option **Slide Conversion** and **Select as Source Layout**

10. Now, right-click on the new slide layout you want to map to the source layout.
    A context menu opens.
11. Choose the option **Slide Conversion** (Figure 443 (**1**)).
12. Then, choose the option **Set as Target Layout** (Figure 443 (**2**)).
    The layouts are now mapped.

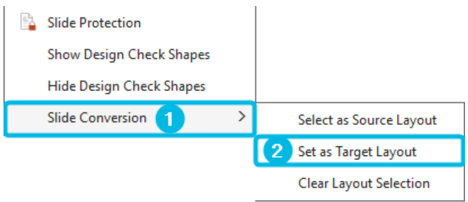



Figure 443. Option **Slide Conversion** and **Set as Target Layout**

If you want to deselect the layout and start again, choose the option **Clear Layout Selection** (Figure 444 (**2**)).

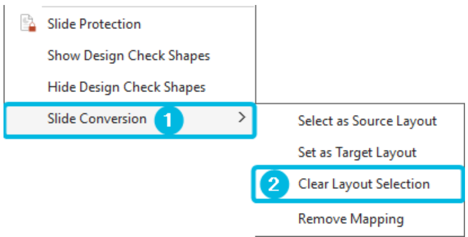



Figure 444. Option **Clear Layout Selection**

If you have already mapped certain layouts but want to remove the mapping, select the respective layout and choose the option **Remove Mapping** (Figure 445 **(2)**).

A dialog box opens.

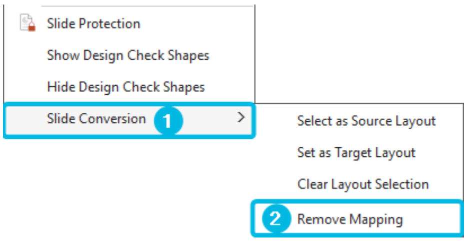



Figure 445. Option **Remove Mapping**

Choose which mapping you want to remove and click on the **X** symbol to remove it (Figure 446).

Confirm with a click on the button **OK**.

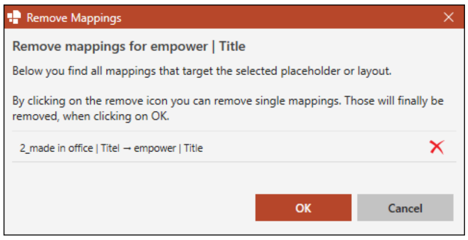



Figure 446. Dialog Box Remove Mapping

Once you have mapped all slide layouts of the old master to the slide layouts of the new master, upload the new master to the empower® Library.

For more information regarding the master upload, see **Upload a Master Template**.

# Set up Placeholder Mapping

If you want to achieve an even more precise result, you can set up the *Placeholder Mapping* in addition to the *Layout Mapping*.

During the *Placeholder Mapping*, you map placeholders from the old master to placeholders in the new master.

During the conversion, the placeholders are recognized and the content from the old master's placeholders is transferred to the respective placeholders in the new master.

If the new slide layout contains more placeholders than the old slide layout, the placeholders are left empty during the conversion. However, they are placed on the slide and can be filled manually.

To set up the *Placeholder Mapping*, follow the following steps:

1. Open the old master and the new master in two separate PowerPoint windows.
2. To make the mapping easier, place them next to each other (Figure 447).

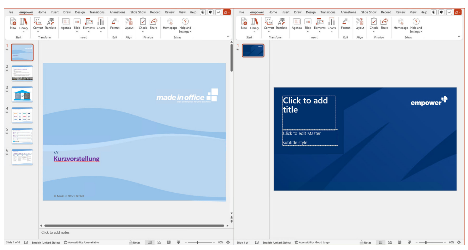



Figure 447. Master Windows

3. In the PowerPoint window of the old master, navigate to the tab View.
4. In the group Master View, click on the button **Slide Master View**.
5. Repeat steps 3 and 4 for the new master.
6. Now, select the placeholder in the old master that you want to map to a placeholder in the new master.
7. Right-click on the old placeholder.
   A context menu opens.
8. Choose the option **Shape Conversion** (Figure 448 (**1**)).
9. Then, choose the option **Select as Source Placeholder** (Figure 448 (**2**)).

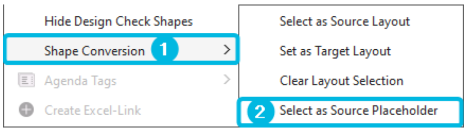



Figure 448. Option **Shape Conversion** and **Select as Source Placeholder**

10. Now, right-click on the new placeholder you want to map to the source placeholder.
    A context menu opens.
11. Choose the option **Shape Conversion** (Figure 449 (**1**)).
12. Then, choose the option **Set as Target Placeholder** (Figure 449 (**2**)).
    The placeholders are now mapped.

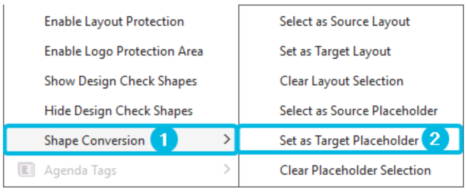



Figure 449. Option **Shape Conversion** and **Set as Target Placeholder**

If you want to deselect the placeholder and start again, choose the option **Clear Placeholder Selection** (Figure 450 (**2**)).

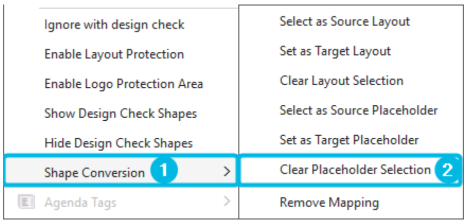



Figure 450. Option **Clear Placeholder Selection**

If you have already mapped certain placeholders but want to remove the mapping, select the respective placeholder and choose the option **Remove Mapping** (Figure 451 (**2**)).

A dialog box opens.

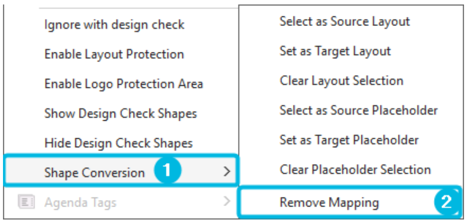



Figure 451. Option **Remove Mapping**

Choose which mapping you want to remove and click on the **X** symbol to remove it (Figure 452).

Confirm with a click on the button **OK**.

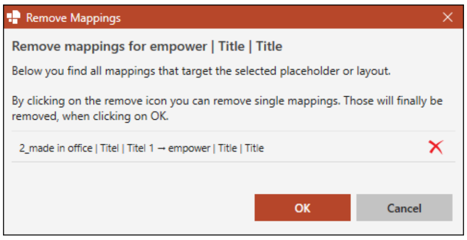



Figure 452. Dialog Box Remove Mapping

Once you have mapped all placeholders of the old master to the placeholders of the new master, upload the new master to the empower® Library.

For more information regarding the master upload, see Upload a Master Template.

# 28. Share or Download Content

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

To do so, follow the following steps:

1. If you want to share or save single or multiple slides, select these slides in your presentation.
   If you want to share or save the whole presentation, you can skip this step.
2. Navigate to the group Finalize and click on the button **Share** (Figure 453).
   A dialog box opens.
3. In the input field, enter a name for the file (Figure 454 **(1)**).
4. Then, choose if you want to share or save all slides in the presentation or only the selected slides (Figure 454 **(2)**).
5. Choose if you want to share or save the slides as a .pptx file, a .pdf file or a PowerPoint notes file (Figure 454 **(3)**).
   You can choose multiple formats at once.
6. To save storage, switch the toggle button for **Compress PDF Images** to *Yes* (Figure 454 **(4)**).
   This option is preselected when you open the dialog box. It is grayed out if you only select the .pptx option.
   a. If you do not want to compress the images, switch the toggle button to *No*.
7. To apply the slide protection on the slides to be sent, switch the toggle button for **Protect Slides** to *On* (Figure 454 **(5)**).
   The slide protection options appear in the dialog box.
   This option is grayed out if you have not selected the PowerPoint format.

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

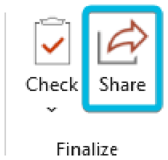



Figure 453. Button **Share**

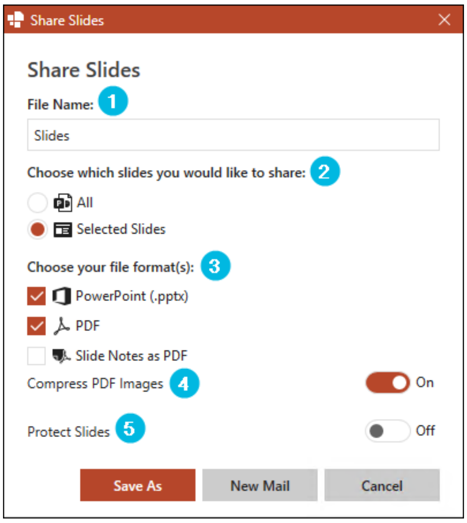



Figure 454. Options for Sharing Slides

To send the slides via e-mail, click on the button **New Mail** (Figure 455).

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

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

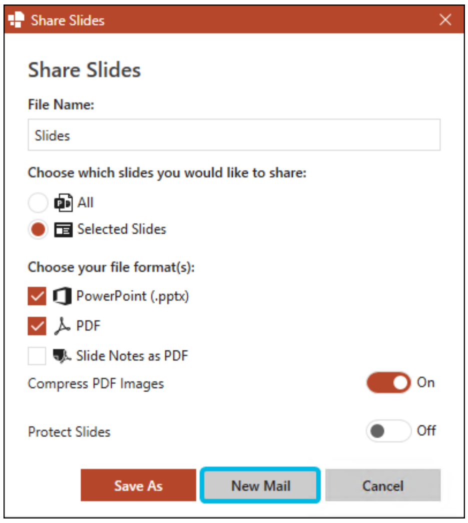



Figure 455. Button **New Mail**

To save the slides to your device, click on the button **Save As** (Figure 456).

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

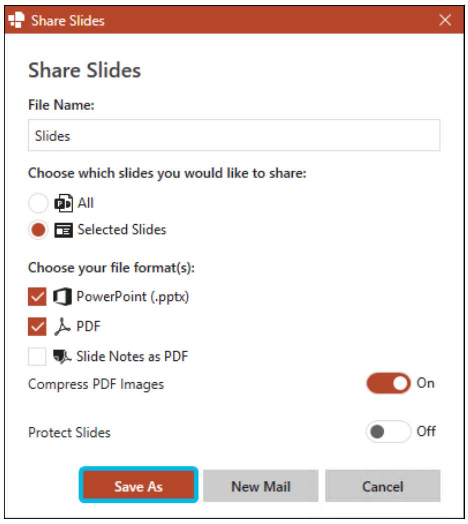



Figure 456. Button **Save As**

The feature **Share** can only be used to send e-mails with Classic Outlook or Lotus Notes.

For further information regarding slide protection, see Protect Slides.

For further information regarding empower® Links, see Use empower® Links.

Be your best at work.

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