empower slides

Version 8.9

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Introduction

1.1 Advantages of empower®

Make enterprise-wide unified PowerPoint® content available in your corporate design (in short CD) - empower®, our PowerPoint® add-in, provides an intelligent slide management system, combined with corporate design tools and efficiency-enhancing features **(Figure 1)**.

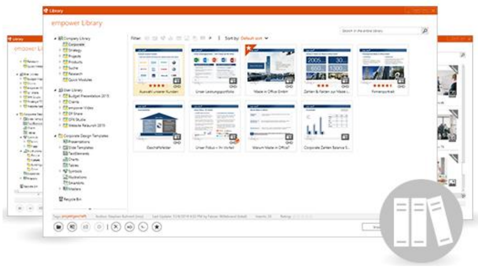


Figure 1: empower® UI

1.2 Structure of manual

Welcome to empower®, the add-in for PowerPoint®. This manual will help you to understand empower® and will guide you along the first steps using empower®. If you are already familiar with empower®, this manual will aid you as a reference book for your everyday use. All important functions and buttons are explained individually. If you discover a previously unknown button or have ever wondered about the function a particular button has, you will find all answers here.

The manual is structured as follows: The first section serves to provide a basic understanding of empower®. Here any individual functions and buttons are explained individually. Functions are not merely explained, but whole processes are elaborated on. For example, it will explain how a master template is used, how to search for presentations within the library or how old slides transferred onto new ones. All instructions are categorized by topic and arranged in chapters.

In both parts, you will find links to other chapters within the text that lead to further information on a particular topic. To follow a link hold **Ctrl** and click on the link.


New
presentation

2.1 Slide master selection

In order to create a new presentation simply start PowerPoint® as usual. An empower® window will open automatically: Here all slide masters stored in empower® are arranged **(Figure 2)**.

Select the slide master you want to use to create your presentation and click on **Create New Presentation**. A new presentation will be created and you can get to work.

The master selection window is a standard setting in empower® and ensures that all new presentations will be based on a slide master that has been unlocked by empower®. In **Settings** this selection window can be deactivated. However, employees can still create presentations that are not CD compliant.

Master settings offer four other options – Reset layout, intelligent size change, clean layouts and apply slide transitions – they are enabled by default.

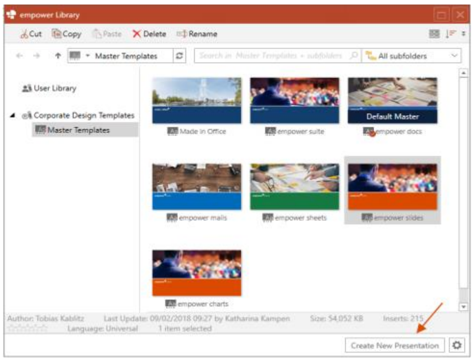


Figure 2: Master selection

Please note:
Using the **New** button in the empower® ribbon, you can now select individual slides or presentations from the entire library in addition to master templates.

>> Additional information on these options can be found in **chapter 5.3 Apply master.**

2.2 Default Master

To avoid having to select a slide master every time you open PowerPoint®, your corporate design administrator (in short CD Admin) may set a default master for the whole company **(Figure 3) (1)**. In addition, you can set a master as a **Default Master (2).**

To do so please open PowerPoint®, choose a master template then right click and select **Set as new Default master** option. A presentation with the selected template will now open automatically when you launch PowerPoint®.

Should you later want to set a different master as a Default Master or to revert the Default Master please click on **New** in the empower® ribbon. You can make the required changes by right clicking on the template.

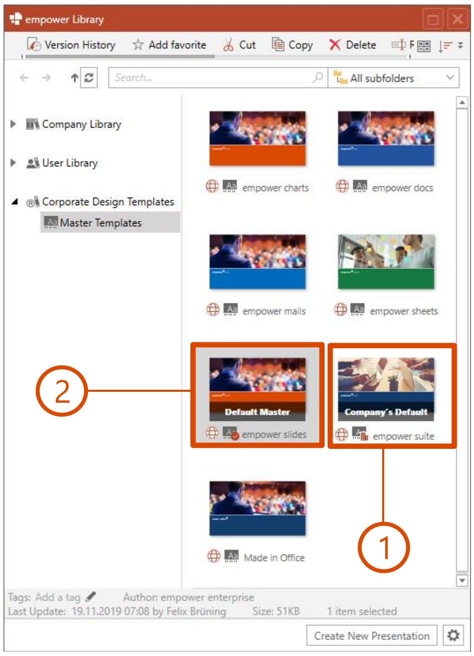


Figure 3: Set default master

2.3 Presentation settings

Before you begin to insert content into a presentation you should set the language and the footer of the presentation via **Presentation Settings**. Simply click on the button **Presentation Settings** in the empower® ribbon.

In **Language** you can set the language for the whole presentation with a single click **(Figure 4)**.

Below you set what elements are to be displayed in the **Footer**: date and time, slide number, label, and watermark. Note that regardless of your selection, only the elements defined in the slide master can be displayed on the slides. Click on **OK** to confirm your settings. Please change footer settings exclusively via this button to ensure the correct functionality of footer fields, as well as formatting defined in the master. This will allow the footer of your presentation to be uniform in appearance.

Depending on what master you are using, you may also have further options available such as **Master Fields**, or **Logos**. More information is provided in the following two chapters.

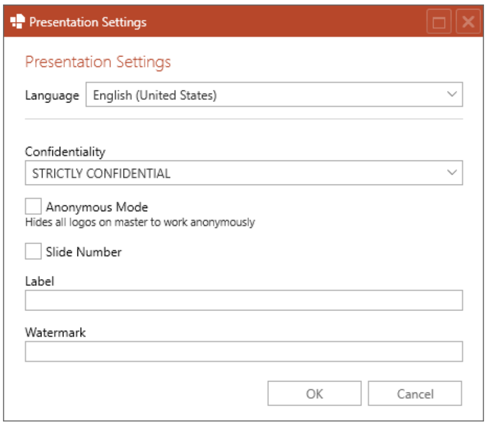


Figure 4: Presentation Settings

2.4 Master Fields

Master Fields allow fields to be defined in addition to header and footer, in which central information can be entered. This information will then be displayed on every slide of your presentation. This function is only available when the master has been set up accordingly.

>> How Master Fields are set up is explained in chapter **6.23 Set up Master Fields**.

You can edit master fields by clicking **Presentation Settings** in the empower® ribbon. Depending on how your master fields are set up, you can either select a predefined text, set your own text, or select or deselect a master field via a checkbox. Once you click **OK** the master field will be displayed on every slide of your presentation **(Figure 5)**.

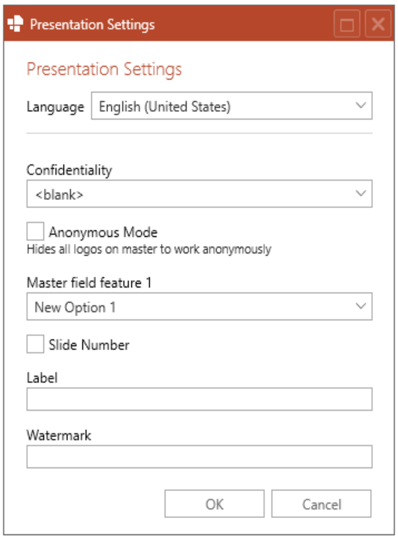


Figure 5: Edit master fields

2.5 Incorporate Logo

The logo function of empower® allows you to insert and even change a logo in a fixed location on the master with a single click. 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.

In order to activate the logo function, you are required to save all desired logos in a **Logo Folder** placed in **Pictures** of the empower® library as well as define a logo placeholder in the master.

To save a logo, insert it onto a slide and position it to requirement. Afterward click on **Save in Library**. If you wish to save multiple logos at once, select all logos on the slide and click on **Multiple Objects** in the save dialog. Then select the folder **Logo** on the left under **Pictures (Figure 6)**.

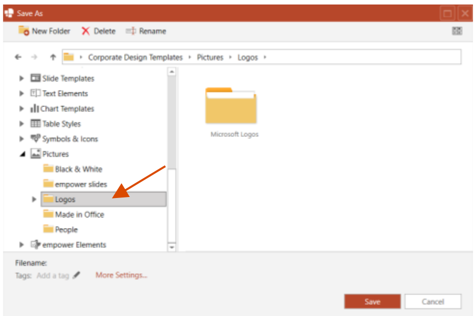


Figure 6: Save a logo in the library

Now change from the empower® ribbon in the PowerPoint® menu to the **View** tab and click on **Slide Master**. In slide master view you then add any shape onto the first, large layout (mother layout) via the empower® ribbon **(Figure 7)**. This placeholder will allow the activation of the logo function.

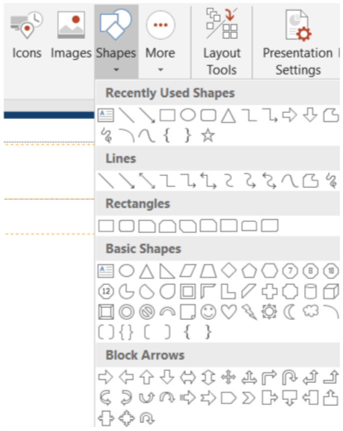


Figure 7: Select a shape as a placeholder

Select the shape on the layout and click **Define Logo Placeholder** (in slide master view) (**Figure 8**).

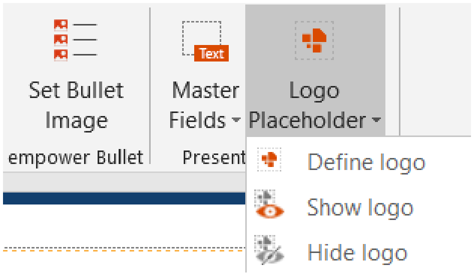


Figure 8: Define shape as logo placeholder

In doing so, the shape will be defined as a logo placeholder and the master is set up for the logo function. Before you upload the master to the empower® library it is advisable to hide the shape by clicking **Hide Logo Placeholder**. Clicking **Show Logo Placeholder** allows you to reveal the shape at any time in order to delete it, should you wish to deactivate the logo function.

To save these changes in the master, you will need to save the master to the empower® library. To do so, click **Save as** in the empower® ribbon. You can now either overwrite the old master in the library or add a new one.

You can now insert the desired logo into the currently opened presentation by clicking **Presentation Settings**. The logo will be inserted on all layouts of the master, in doing so it will also appear in the position on all slides of the presentation in which the logo was uploaded to the library.

Please note:
The logo will not be displayed in slides/layouts on which **Hide background graphics** is activated.

2.6 Quick Access Pane

The Quick Access Pane is located on the right side of the user interface in PowerPoint®. It opens when you click **Favorites**, **Slides**, **Text**, **Elements**, **Charts**, **Tables**, **Icons**, or **Images** in the Insert panel, giving you faster access to library folders. The Quick Access Pane also opens when you want to use the **layout tools** or run a **Design** or **Consistency Check**. In the example shown, you can see the quick access for icons **(Figure 9)**.

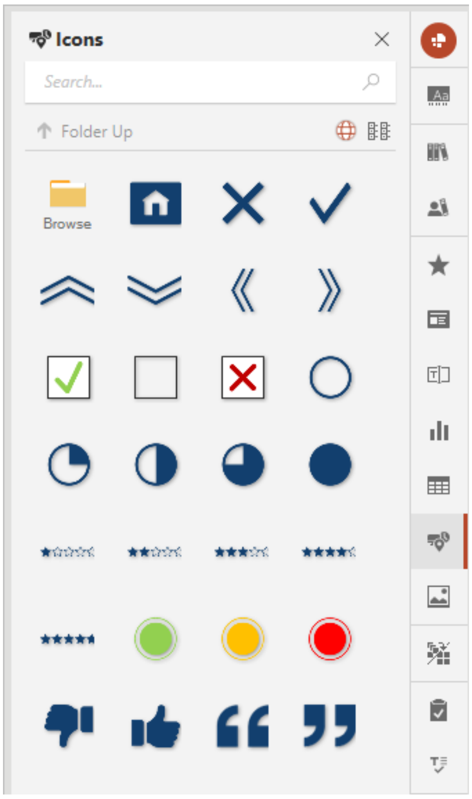


Figure 9: Quick Access Pane

You also have the option of permanently displaying the Quick Access Pane. To do this, click on User Settings at the very top of the Quick Access Pane and then select the **Always show sidebar** option **(Figure 10)**. You also have the option to activate the **Magnifier Compatibility Mode**. This prevents the screen magnifier from jumping to the last cell when editing text in a table. This happens when the magnifier is configured to follow the text cursor. Turning on the compatibility mode removes this problem but disables the information update of the text dropdowns and the bullet button in the empower ribbon.

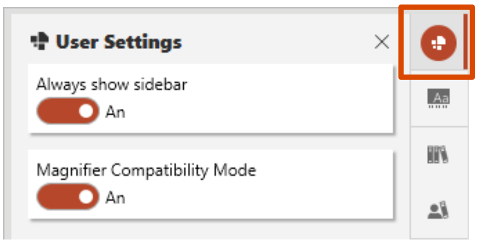


Figure 10: User settings for Quick Access Pane

Using the Quick Access Pane, you can also apply a new master to open slides or the entire presentation right away.

>> More information on applying the master using the Quick Access Pane, can be found in **chapter 5.3 Apply master**.

2.7 Using a template

Empower® enables you to quickly and efficiently create presentations using centrally allocated content. You can find templates for presentations, slides, text boxes, diagrams, tables, symbols, images, videos, SmartArt and Master in the Quick Access Pane, depending on any in-house settings of empower®. To fill your slides with content you can use slide templates that have been stored in empower®. To do so open the folder **Slides** and select the desired template **(Figure 11)**.

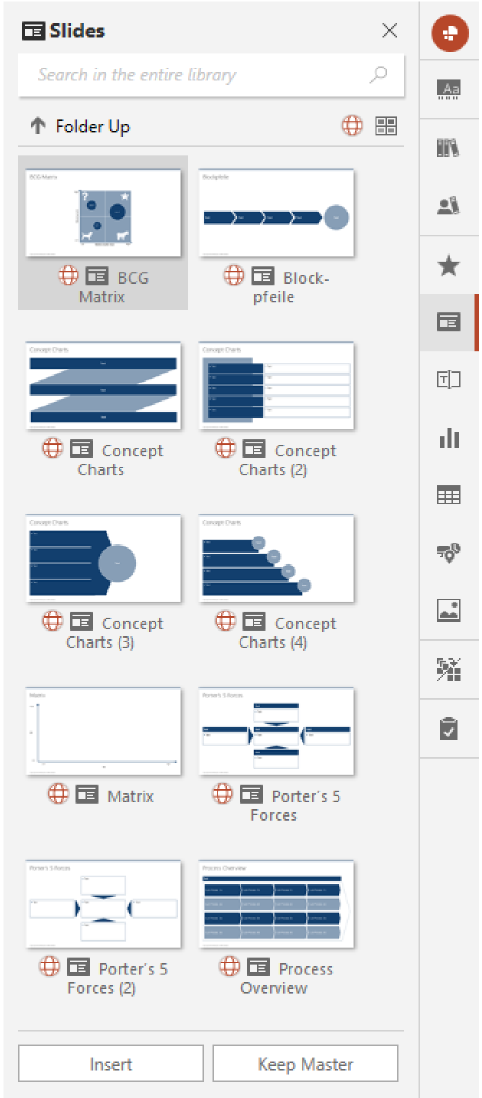


Figure 11: Overview of selected slide templates

There are two ways to insert a slide in your presentation: If you click on **Insert**, the slide will be used in your presentation and it will adapt to the master of the presentation currently open. You can now fill this slide with the required content.

You are also able to insert the slide using the button **Keep Master**. The slide will then be inserted as it is stored in the database. However, this means that its master may differ from that of your presentation. This may be useful, should you want to implement slides of customers while wanting to retain its original design.

Of course, you are also able to design your own slides. Please click on **New Slide** and select a layout **(Figure 12)**. After this step, you can edit the slide as usual.

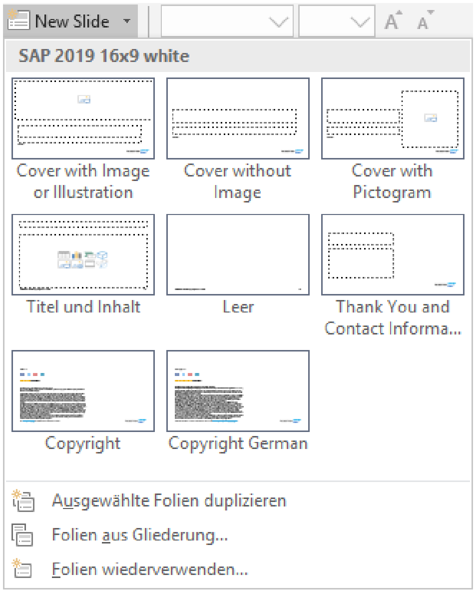


Figure 12: Insert new slides

Placeholder options are linked with the template folders in empower® **(Figure 13)**. Should you, for example, click on the diagram button, a diagram template folder will open and you can simply insert the appropriate diagram template onto the slide. Similarly, you are also able to use all other placeholder options.

Figure 13: Different options for placeholders

All content in the template folder can, of course, also be inserted independently of any placeholders. In order to do so select the desired item and click **Insert**.

When **inserting images from empower® into image placeholders** you can set the insertion behavior yourself. In PowerPoint® there is a difference between inserting images into a content placeholder in comparison to just an image placeholder: if an image is inserted into an image placeholder, the size of the image adapts to the size of the placeholder. This may result in just a portion of the image being displayed. If an image is inserted into a content placeholder, the whole image is displayed, even if it does not adapt to the size of the placeholder.

When inserting an image from empower® into a content placeholder, the image is automatically adapted to the content placeholder. If you are unhappy with the result, you can click on the grey button the top left of the image, to **Insert image completely** (analogously to the function of the image placeholder) **(Figure 14)**.

Figure 14: Image after choosing Insert image completely

2.8 Text and Colors

To format text and shapes use the tabs **Text** and **Color** respectively in the empower® ribbon **(Figure 15)**.

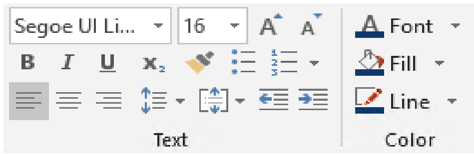


Figure 15: Text and Colors tab

The **Text** and **Color** tab in the empower® ribbon looks similar to the tabs **Fonts** and **Paragraph** as they are found in the Start Menu within PowerPoint®. In the empower® ribbon they are however linked to empower® and are adapted to the corporate design of your company. Here only those fonts, their sizes and colors are made available, that conform to corporate design. Also, line and fill colors have been set.

Should you want to add content to slides you can adjust it using the tabs **Text** and **Color**. Only then can you make sure that all content is conform to your corporate design. The PowerPoint® menu that is opened with a right-click on an object only provides standard PowerPoint® formatting and is unable to guarantee corporate design conformity.

The **indent buttons (1)** in the empower® ribbon **(Figure 16)** work in exactly the same way as those in the start menu of PowerPoint®, however they give you the ability to design bullet points any way you want (images are also possible) and transfer these settings to whole text blocks.

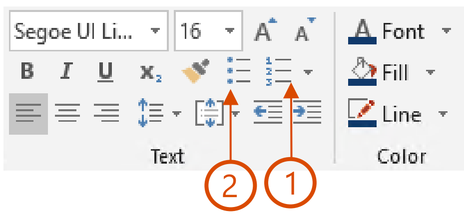


Figure 16: Bullet and numbering button

In the **Text** tab, you can find an additional **bullet button (2)** to the standard PowerPoint® numbering button. You can identify it by the colored numbering symbol. If you use this button all numbering symbols that have been preset in accordance with the corporate design of your master will be inserted. Again, the standard PowerPoint® button only provides standard PowerPoint® formatting.

2.9 Layout Tools

The empower® **Layout Tools** assist you in uniformly designing your PowerPoint® presentations. You will find the Layout Tools either in its own ribbon group in the empower® slides menu, or to the bottom of the Quick Access Pane. Using the tools, you can easily and accurately align objects on the slides within the so-called **Drawing Area (Figure 17)**.

The **Drawing Area** in the master is defined with a textbox in the master layout. It delineates the area in which a whole multitude of different content can be inserted into the slide – of course, this does not affect header and footer.

Figure 17: Drawing Area

A click on **Layout Tools** will open the complete Layout Toolbar on the right **(Figure 18)**.

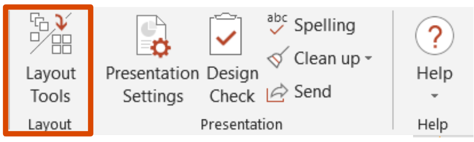


Figure 18: Open the Layout Toolbar

Depending on what elements of the current slide you have selected, you are now able to utilize the functions of the layout tools **(Figure 19)**.

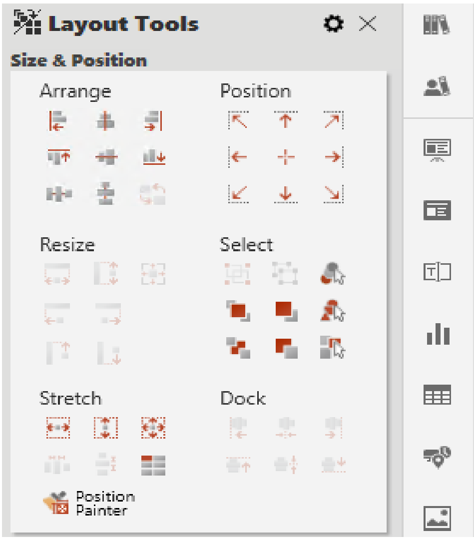


Figure 19: Various Layout Tools

If you wish to access every feature of the layout toolbar directly from the empower® ribbon, please click the **cogwheel** 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 20)**. You can also select which overlay must be displayed above the shapes by selecting **Apply format**.

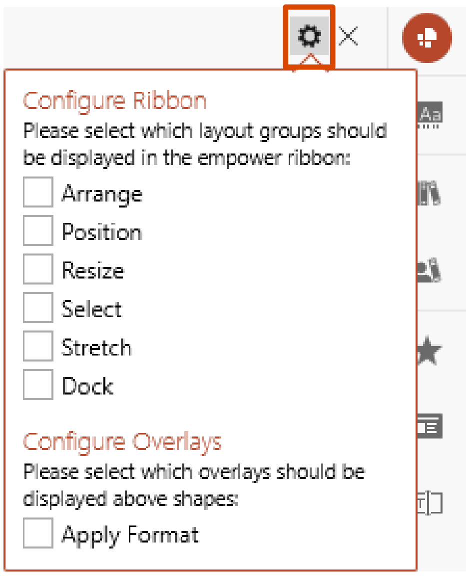


Figure 20: Customize layout toolbar

The Layout Tools contain an assortment of tools which align and format slide content **(Figure 21)**. Here you have the possibility to define an object as a **Reference Shape**. This will set which item will serve as a reference point for all other objects.

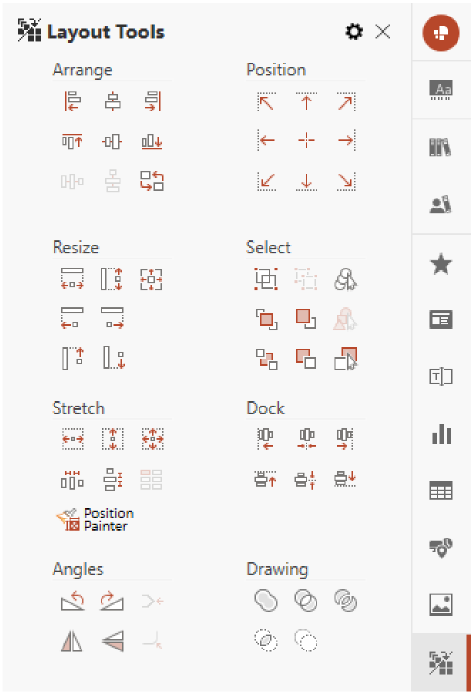


Figure 21: Tools to align and format slide content

In order to set a reference object, select all elements that you want to be adjusted and then click on the object that you want to use as the reference object. If, for example, you want three elements to be oriented to the left, the **Align Left** button would align all object in line with the left edge of the leftmost object (here dark blue) **(Figure 22)**.

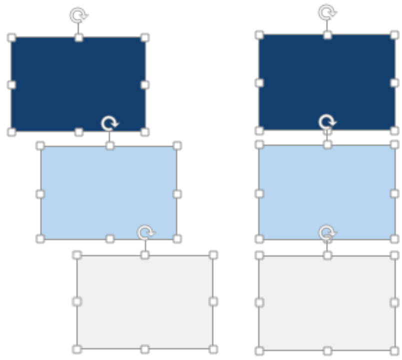


Figure 22: Objects being aligned with the left-most object

If you wish to set the middle object as the reference object, select all the items, and click on the middle object (here light blue). Then click on the **Align left** under **Arrange** option. All items will align to the left of the reference shape **(Figure 23)**.

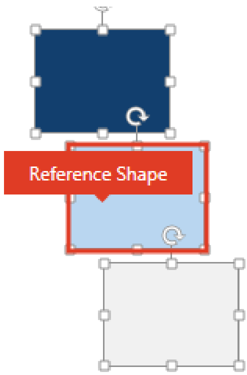


Figure 23: Objects being aligned to the reference shape

Arrange

All features described in this section refer to native PowerPoint® functions with the exception of **Swap Elements**. The buttons **Align Left**, **Align Right**, **Align Top** and **Align Bottom** will align two objects in accordance to the selected option. If only a single element is selected, it will be aligned with the edges of the slide.

Distribute Horizontally and **Distribute Vertically** will place objects with reference to the outer objects of a selection. If only a single element is selected, the object will be aligned with the center of the slide.

If you select two elements you can click **Swap Elements** to change each other's position **(Figure 24)**.

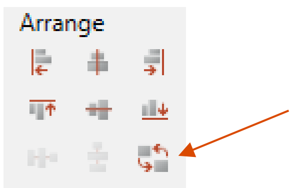


Figure 24: Swap elements

Position

With **Position** you are able to align a selected object directly within the Drawing Area **(Figure 25)**. This way objects can be aligned to the left, right, top and bottom edge, as well as each corner of the Drawing Area while the button located in the middle moves all selected elements to the middle.

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

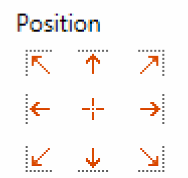


Figure 25: Adjust an elements position

Resize

In the **Resize** section you can adjust the size of selected elements **(Figure 26)**. To do so, select two items and then click on **Same Width**. The elements will now have the same width as the element last selected if no reference shape has been set. Clicking the button multiple times will switch between the resizing in accordance to the different objects. **Same Height** and **Same Size** work in a similar manner.

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

Figure 26: Adjust an elements size

Select

The **Select** section provides native PowerPoint® functions to place elements on a slide **(Figure 27)**.

You can group elements as well as reverse a grouping. In addition, you can move elements to the foreground or background or move an element a level up or down. The button to the bottom right will open the PowerPoint® selection pane which displays all visible and hidden elements placed on the current slide.

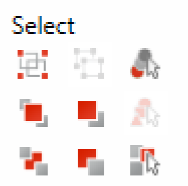


Figure 27: Place elements on a slide

To hide an element simply click on the eye symbol to the right of the element's name **(Figure 28)**. Naturally, invisible elements are also not taken into account by the 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 text boxes, etc. **Select same color** will select all elements that have the same color as the item currently selected.

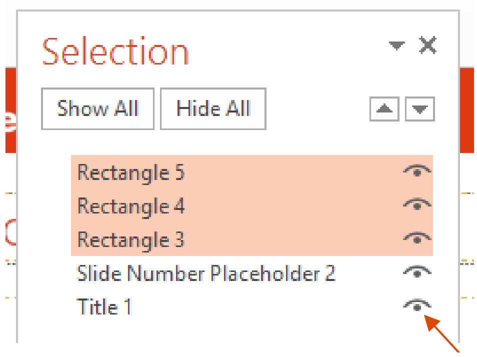


Figure 28: Hide an element

Stretch

The **Fit to Width**, **Fit to Height** and **Fit to Area** buttons let you adapt the size of a single or of multiple items to the Drawing Area **(Figure 29)**. If you select a single item 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 migration.

Figure 29: Stretch elements

With a further function, you can arrange objects with the same vertical or horizontal distance between one another. To do so, select the desired elements (a distance can be set between shapes, fields and objects) and either click on **Same Margins Horiz**. or on **Same Margins Vert. (Figure 30)**.

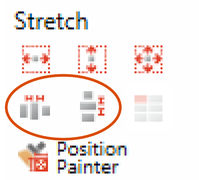


Figure 30: Align distances between objects

A pop-up window will open in which you can then specify the desired distance between the elements, as well as the area in which these elements are to be distributed **(Figure 31)**. Here you can select between **Fit to Selection**, **Fit to Drawing Area** and **Do not resize**. If you select **Fit to Selection**, the edge of the outer elements will act as the frame in which all elements will be distributed. This means that the size of elements will be adapted proportionally to accommodate the specified margin.

Select **Fit to Drawing Area** to distribute all selected elements in the drawing area of your slide. Their size be adjusted proportionally on order to arrange the elements with the specified distance between them. You can also select **Do not resize** if you do not wish the size of the elements to be changed; the elements will then be distributed vertically and horizontally on the slide without their size being altered.

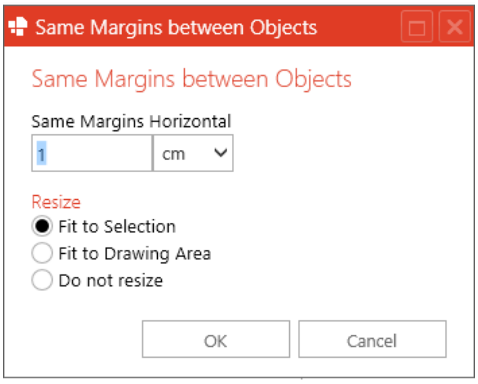


Figure 31: Specify margins between objects

The **Multiply Shape** button will create a matrix with any shape. To do so, insert a shape such as a rectangle onto a slide and then click on **Multiply Shape (Figure 32)**.

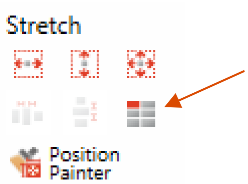


Figure 32: Multiply a shape

A window will open in which you can specify the number of rows and columns **(Figure 33)**. In addition, you can define the horizontal and vertical distance between the elements. Finally, set any of the three options if you wish the element to be multiplied, divided or should fit to the size of drawing area. A click on **OK** will then create the matrix.

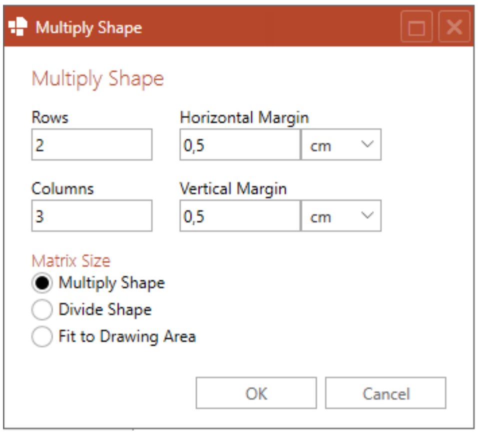


Figure 33: Specify shapes rows and columns

The **Position Painter** allows you to transfer the size and position of one element to another, like the format painter function by Microsoft®.

>> More information on the Position Painter can be found in **chapter 2.10 Position Painter**.

Dock

With Dock you can align two or more elements with one another **(Figure 34)**. The **Dock Left** button will dock selected elements to the left.

The **Dock Right**, **Dock Top** and **Dock Bottom** buttons all function analogously. 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.

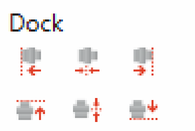


Figure 34: Dock elements with one another

Adjust

This section mainly provides native PowerPoint® functions to adjust selected elements on a slide **(Figure 35)**.

Figure 35: Adjust elements on a slide

Angles

The buttons **Rotate left 90°** and **Rotate Right 90°** allow you to rotate your selected elements accordingly. You also have the possibility to flip an element vertically or horizontally along their axis using the **Flip Vertical** or **Flip Horizontal** buttons **(Figure 36)**.

Figure 36: Rotate and flip elements

Select an element with rounded edges and click on **Adjust Round Corner** in order to adjust the corners to an angle set in the database **(Figure 37)**.

Figure 37: Adjust an elements corner

This way you can set the angle of round edges and (kinked) arrows (to be found in the empower® ribbon **Shapes** > Block Arrows) to a value defined in the empower® database **(Figure 38)**.

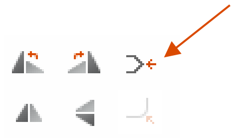


Figure 38: Set angle of edges and arrows

Drawing

In this section you have generic PowerPoint® tools that allow you to join shapes **(Figure 39)**.

Clicking **Union** will join two selected shapes to a single element. **Combine** has a similar effect but overlapping sections are cut out of the shape. **Fragment** will split selected shapes into multiple shapes that resulted due to overlapping, while **Intersect** leaves only the intersection area of the selected shapes. **Subtract** will cut out the area of the last selected shape placed on another shape.

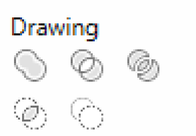


Figure 39: Tools to join shapes

Shape

In the Shape section you will find PowerPoint® native tools to manipulate size and properties of text boxes and shapes **(Figure 40)**. Here you can view and set width and height of a selected element. By clicking the chain symbol, you can lock and unlock the aspect ratio of an object. Select **Shrink Text** in order to have the text adapt to the size of the element if it would otherwise protrude over its edges. If **Resize Shape** is selected, the shape will adapt to the size of its contained text. If none of the options is to be activated, you can select **Autofit off**. Finally, you can activate automatic line break by clicking **Wrap Text**.

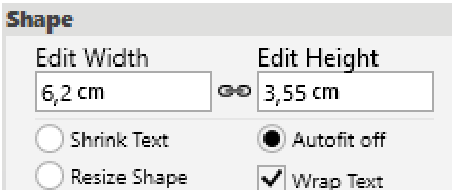


Figure 40: Set width and height of shapes

Margins

In this section you are able to directly enter the value of the margins **(Figure 41)**. In addition, you have the possibility to transfer these margins from one element to another – similarly to PowerPoint®'s format painter. To do so, select an element and click **Learn Margin** and apply the setting to another element by selecting it and then clicking on **Set Margin**. With **Remove** you can set all margins of a selected element to 0 cm. By clicking on **Default**, you can set the margins to the default margins which are defined in the database.

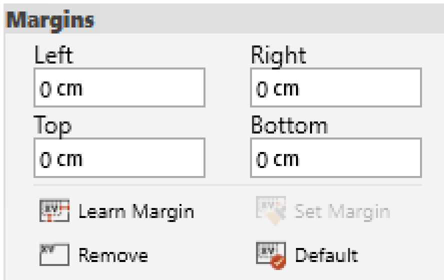


Figure 41: Set specific margins

Spacing

The Spacing section contains generic PowerPoint® functions to set spacing **(Figure 42)**. In the dropdown menu of **Line Spacing** you can select any of the line spacing options. If you have selected **Exactly**, you can then enter the desired value in **Spacing at**. In **Before** and **After** you can enter the spacing before and after the line.

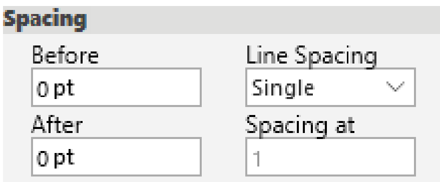


Figure 42: Set spacing between lines

2.10 Position Painter

Position Painter is a layout tool that – similarly to Microsoft®'s format painter – enables the transfer of position and size parameters onto other objects.

If you want to adapt an item to a reference object, all you have to do is select the reference object and then click the **Position Painter** button. A menu will pop open **(Figure 43)**.

Figure 43: Position Painter menu

The **Position Painter** now has stored the parameters of width, height, and orientation left, right, top or bottom.

You can now select what parameter you wish to apply to a different object. The selected parameters are then marked in color. If the item is to have exactly the same size and orientation as the reference object, simply select the parameters of width, height, from the left and the top. All you have to do now is select your item and click **Apply**, and your item will be matched to the reference object.

Let us stick to this example. Select the reference object and click the **Apply Position** button. In the pop-up menu, select only the width. Then select the object and click on **Apply**. This object now has the same width as the reference object.

Of course, you are also able to adjust further items. To do so select the respective items and again click **Apply**. All parameters of the reference object remain saved until you save the parameters of a different item by clicking on **Learn** or after you close the tool.

If you require different items on different slides to all assume the same position you can achieve this by clicking on **Apply repeatedly (Figure 44)**. Similar to the double click on the format brush you are also able to apply saved parameters directly to objects by selecting them.

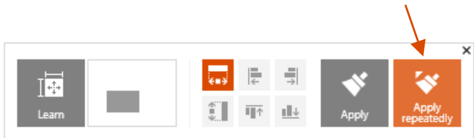


Figure 44: Assign the same position to multiple elements

Adjusting images using the **Position Painter** bears the risk that they distort. For this reason, height and width of an image are adjusted consecutively rather than simultaneously. After this step, both variables can be applied, however in most cases this leads to a distortion of the image.

2.11 Agenda Editor

The **Agenda** Editor assists you in creating agenda and chapter pages that provide your presentation necessary structure. In order to create an agenda, simply click on the **Agenda** button in the empower® ribbon **(Figure 45)**.

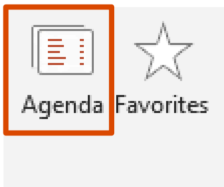


Figure 45: Create agenda

After you have launched the Agenda Editor you can select one of the available agenda layouts and then begin to type your agenda points into your agenda. By pressing **Enter** you can add them to the list at the bottom **(Figure 46)**.

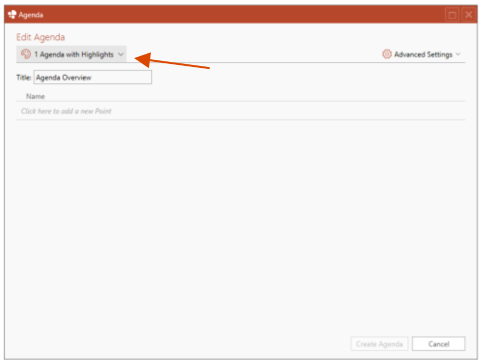


Figure 46: Select agenda layout

Depending on how many layouts have been provided by your corporate design administrator, they can be selected in **Layout (Figure 47)**. If such a layout has been set up accordingly you can enter and display additional information such as duration and speaker.

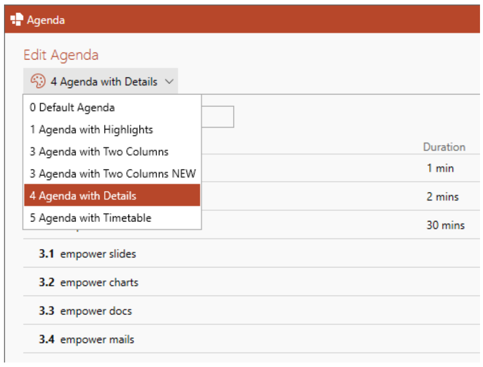


Figure 47: Agenda Layouts

Furthermore, agenda points can be converted to sub items by moving the outline level of an item right or left **(Figure 48)**. To do so, simply hover over the desired item to reveal the controls. The agenda offers a maximum of three levels: main item, sub item, as well as a further sub level (subject to activation of the feature of the agenda as well as availability in the selected template).

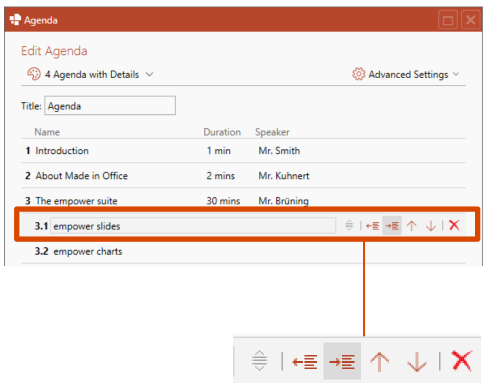


Figure 48: Convert agenda points to sub items

To change the order of items you can simply do so via drag & drop. You can also use the labelled button to the right **(Figure 49)**.

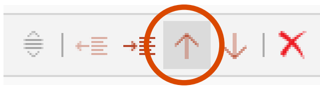


Figure 49: Change order of items

A tip for experts:
It is also possible to indent and move items with the keyboard. To do so keep **Ctrl** pressed and use the arrow key for left and right in order to move the levels. Press **Ctrl** and the arrow keys for up and down to move an agenda point. In order to navigate in between points just use the arrow key for up and down.

To delete an existing agenda point, click on the button **Delete** on the far right **(Figure 50)**. empower® will then ask if sub items and their corresponding slides are also to be deleted.

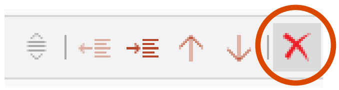


Figure 50: Delete existing agenda point

Please note:
The deletion of chapters and their corresponding slides cannot be reversed.

After you have entered all agenda points, you can implement a multitude of additional settings. Your corporate design administrator may have already activated or deactivated options for your template, however you can make changes by clicking **Advanced Settings (Figure 51)**.

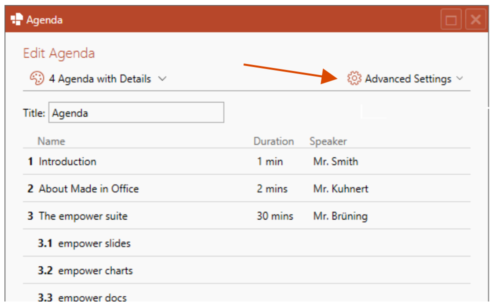


Figure 51: Accessing advanced agenda settings

After you have entered all the desired agenda items, you can still change several agenda settings **(Figure 52)**.

You can add an **Overview slide** to display all agenda items in an overview **(1)** which will be automatically inserted before the single agenda slides in your presentation. **Divider slides** are single agenda slides that are inserted in between your presentation slides before a main item. This option is selected by default. **Divider slides for sub items** are single agenda slides that are inserted between your presentation slides not only before a main item, but also before a sub item.

If **Only show corresponding level 1 item** is activated **(2)**, only the current level 1 is displayed for subitems. All other level 1 items are not visible on these pages. If **Always show level 2 sub items** is activated, the level 2 sub items will be displayed on each agenda page. If **Always show level 3 sub items** is activated, the level 3 sub items will be displayed on each agenda page.

Elements (3) allows you to select a bar with chapter headers for improved overview of the content slides or the navigation bar for direct navigation between the individual agenda items while in presentation view, depending on whether this function has been activated. In addition, you may select to have the page numbers displayed with the agenda items if this function has been activated.

If you have activated automatic updating in the **Settings (4)**, all page numbers, the navigation, as well as the chapter headers will be automatically adapted or updated once new slides are inserted or copied to the presentation, or when old slides are removed. If **Create Sections** is activated, your presentation will be divided into native PowerPoint® sections in accordance to the main items of your agenda. If you select the option **Avoid consecutively highlighted slides**, agenda slides will not be shown in the presentation if another agenda slides will directly follow without content slides between.

If your agenda contains too many items to fit on a single slide, your complete agenda can either be shrunk to fit onto a single slide, or be spread on multiple slides in order to prevent the agenda to extend beyond its allocated area **(5)**.

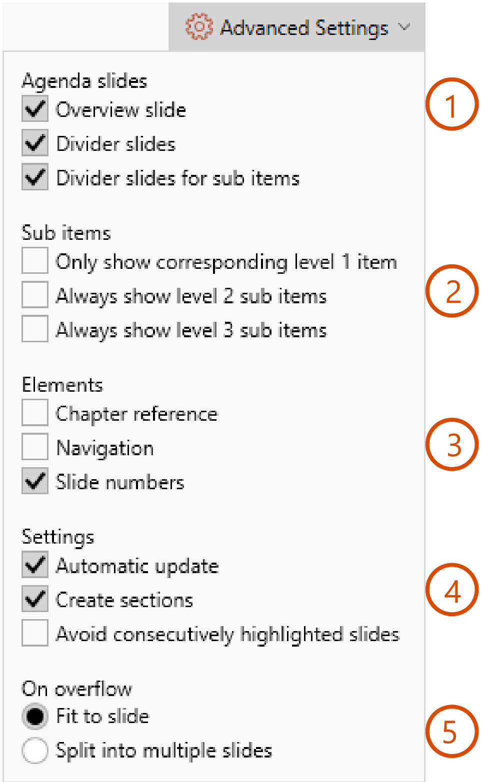


Figure 52: Overview agenda settings

Once you have made the desired settings, you can click on **Create Agenda** and empower® will automatically create the agenda slides of your presentation **(Figure 53)**.

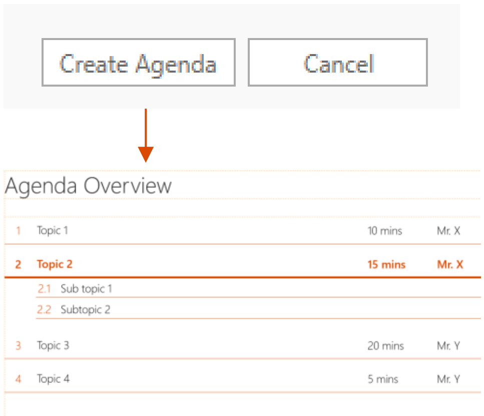


Figure 53: Automatically create agenda

You can move these slides within the presentation as desired, as well as add further content slides between them. Chapter headers and the navigation are automatically inserted into all agenda slides. The **Chapter headers** display the complete path of the current agenda item, incl. all of its levels **(Figure 54)**.

Figure 54: Chapter navigation

The **Navigation** displays all agenda items of the fist level and highlights it. This way you know exactly at what position you are in your presentation.

In presentation mode you have the ability to use the navigation to jump to any agenda item of your presentation. The items are also linked on your agenda slides to allow you to jump to any agenda item with a single mouse click.

If you wish to make changes to your agenda, please do so using the Agenda Editor. Simply click on your agenda in the presentation and select **Edit Agenda (Figure 55)**.

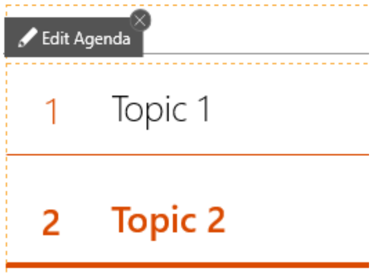


Figure 55: Edit the agenda

Alternatively, you can make changes to your agenda via the Agenda Editor by clicking on the **Agenda** Button in the empower® ribbon **(Figure 56)**.

Figure 56: Open agenda

Once you have made the required changes empower® will automatically adapt the agenda slides. Even though they are in fact native PowerPoint® slides, you should never make changes to them manually, as these changes would then be unable to be detected by the Agenda Editor. This will then result in e. g. chapter headers or the navigation not being updated. The Agenda Editor makes these changes for you – even if you change the order of two agenda items, your presentation will always be updated to reflect this change: the agenda slides will be moved together with all of their content pages.

2.12 **Slide Protection**

Slide Protection allows you to protect selected slides or your whole presentation against unauthorized or unintentional editing. You can access slide protection by right clicking a slide and selecting **Slide Protection** to the bottom of the context menu (**Figure 57**).

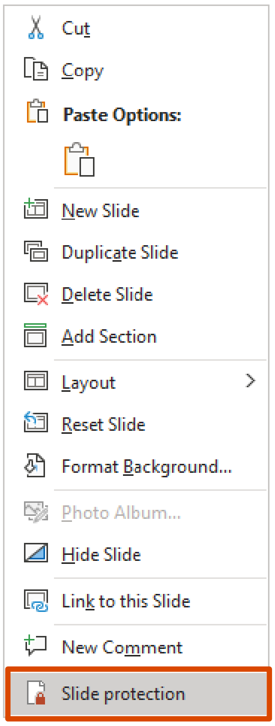


Figure 57: Slide protection from context menu

You have the option to either lock selected slides or the whole presentation. In addition, you can choose to set a password, or lock the slides without one **(Figure 58)**. In addition, you have the option to protect charts from being altered by another party. As soon as you toggle the corresponding option, the chart will be converted into an image.

Please Note:
Once you have protected a chart from later alterations, this setting cannot be reverted. Therefore, it is advisable to save the presentation or slide to your user library beforehand.

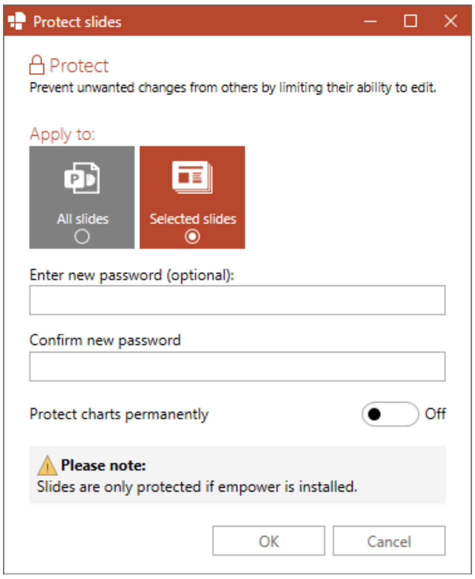


Figure 58: Options for slide protection

You have the same options for Slide Protection via the button **Share**.

To deactivate the slide protection, click on **Slide protection** again and enter your chosen password once.

2.13 Share

The function **Share** allows you to send single slides or a whole presentation to a recipient or to save them on your hard disk as PDF or PPTX. In the open presentation, select one or more slides you want to send and click on **Share (Figure 59)**.

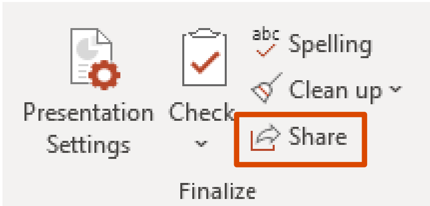


Figure 59: Share presentation or slides

An empower® dialogue box will open **(Figure 60)**. Here you have the possibility to adapt the file name if needed. You can also determine if you want to send the **Selected slides** or **All**.

Finally, select one or more file formats you want the file to be sent or saved as. Depending on which version of Microsoft Office® you can choose from **PPTX**, **PDF** and **Slide notes as PDF**.

If you select a PowerPoint® format, you have the additional option to toggle on **Slide Protection**. You can now go ahead, and either set a password, or lock the slides without one.

>> More details on Slide Protection can be found in **chapter 2.12 Slide Protection.**

Then click **Save As** to select the location for the file on your hard disk. Click on **New Mail** to send the file. empower® will then open a new e-mail window of your e-mail program (Outlook or Lotus Notes). You only have to specify the recipient and can then send the e-mail directly.

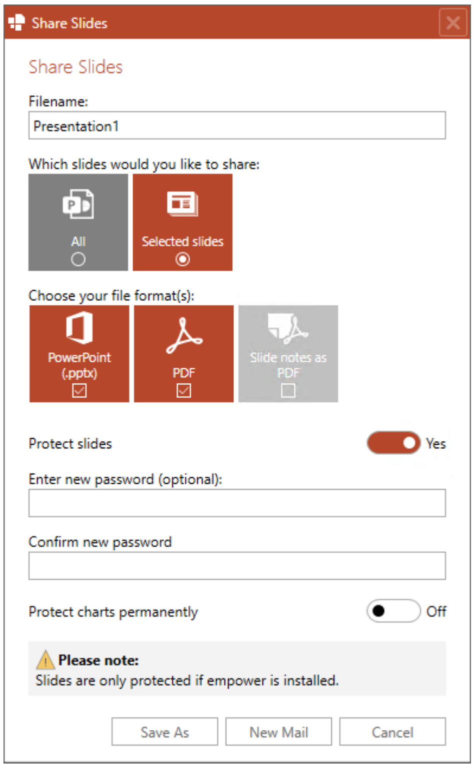


Figure 60: Share options

2.14 **Language**

Clicking on **Spelling** will open a menu that will enable you to change the spellcheck for your presentation or selected slides at a click of a button **(Figure 61)**.

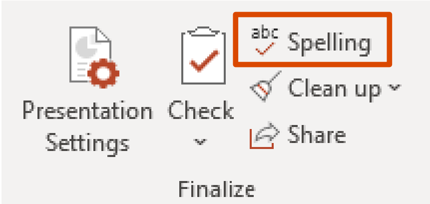


Figure 61: Change language settings

Especially when presentations consist of several different languages, it is very helpful to be able to centrally adjust spellchecking.

Select the required language and click **Selected slides** in order to apply the spellcheck to the selected slides, or click on **Presentation** to apply this setting to the whole presentation. If the text includes multiple languages, then activate the **Check spelling language of every character (Figure 62)**. Because this function can take much longer, it makes only sense to activate it, if a textbox contains multiple languages.

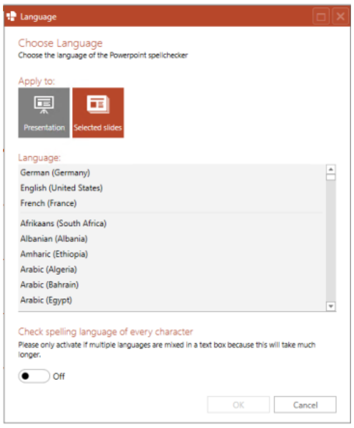


Figure 62: Apply language settings

You can also have selected slides translated into one of the available target languages via the DeepL[1] translator. The fees incurred for the translation of DeepL are paid directly to DeepL. In order to translate content, select the desired slide(s) and click **Translate** in the empower® ribbon **(Figure 63)**.

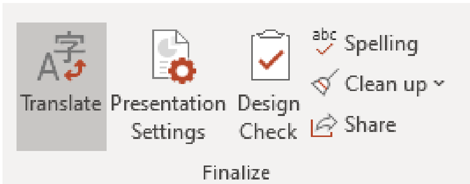


Figure 63: Translate slides

Please note:
In order to integrate DeepL into empower® slides, you need a DeepL APIkey, which you can directly purchase via DeepL.

[1] DeepL ist a registered trade mark of DeepL GmbH.

Now a window opens where you can select the desired translation language.

In addition, you have further Translation options. If you select the option **Use translations from library**, in case of an existing translation group the existing translation from the library will be used instead of the machine translation by DeepL. If you select the option **Mark slides translated with DeepL**, slides translated by DeepL will be marked with a post-it. If you select the option **Keep original slides**, the original slides will not be replaced but the translated slides will be added.

After that, clicking **OK** completes the process **(Figure 64)** and texts located on the slides will be translated and duplicated, if the option **Keep original slides** has been selected.

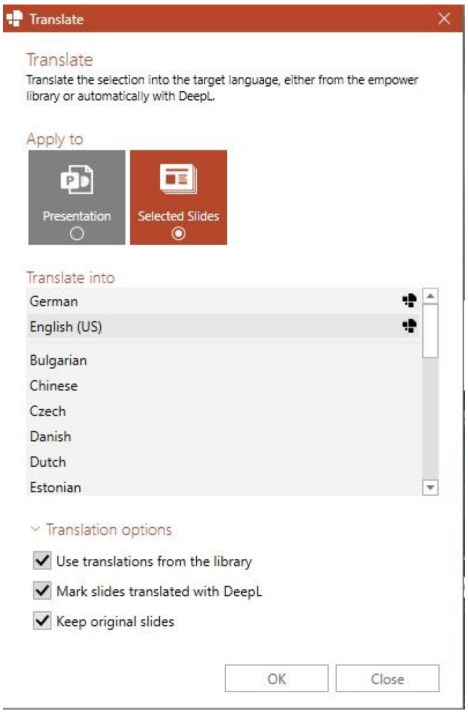


Figure 64: Choose translation language and translation options

2.15 Clean up

Clean up offers a selection of small tools to prepare a presentation to be sent or saved locally **(Figure 65)**:

- Slide protection
- Layout cleaner
- Remove animations
- Remove notes and comments
- Pack & Go

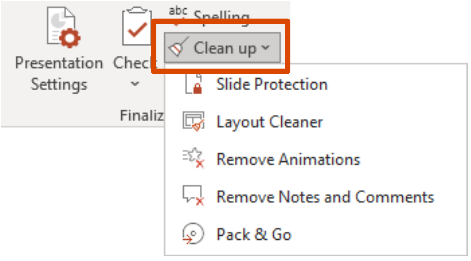


Figure 65: Clean up tools

Slide protection enables you to protect your presentation or selected slides with an optional password.

>> You can find further information on this topic in **chapter 2.12 Slide Protection**.

Layout cleaner allows you to remove layouts that are no longer required with a single click, e. g. layouts that are surplus to requirement after a slide migration to a new master.

>> You can find further information on this topic in **chapter 5.3 Apply master**.

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

Remove notes and comments deletes all notes and comments on the slides of the complete presentation.

Pack & Go enables you to copy all files of the current presentation in a local folder on your computer, a USB drive or a CD. This function is especially practical if you want to copy your presentation onto a different medium and you want content such as videos to be also copied to the folder.

2.16 Check

In the **Finalize** section you will find the **Check** button. Behind this button you will find the **Design Check**, the **Consistency Check**, the **Spell Check** and the option **View Document Properties**.

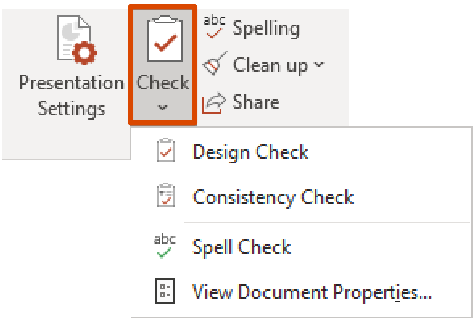


Figure 66: Check

Design Check inspects your entire presentation to ensure that it is brand compliant. To run the feature, simply click the **Check** button and then select **Design Check (Figure 67)**.

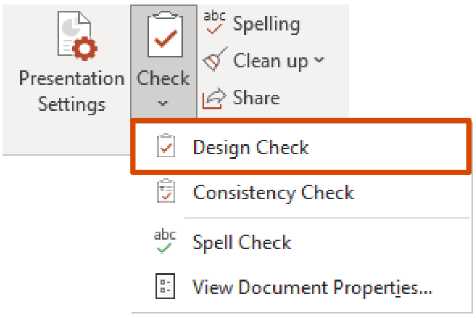


Figure 67: Run a Design Check

Design Check can also be accessed in the Quick access bar. It lists every error in adhering to the corporate design on the right-hand side **(Figure 68)**. The Design Check also inspects each slide to determine compliance to the design affiliated with the current master. If the current master of the slide is not conntected to any design, all designs saved in empower® will be used for the insepction.

Here, font colors, fillers, and fonts are inspected in their compliance to corporate design. In addition, empower® checks the current master template if font colors, fill colors, line colors, font sizes, and fonts are used in accordance to corporate design guidelines. In addition, the Design Check also inspects if numbering items and bullets used in the presentation conform to those defined in the master and if their color matches the prescribed font color defined in the corporate design guidelines. If content on the slides extends into the logo protection area or outside placeholders, these errors will also be listed. Title placeholders are inspected separately of their color, font, font size, and position comply with the presets of the master.

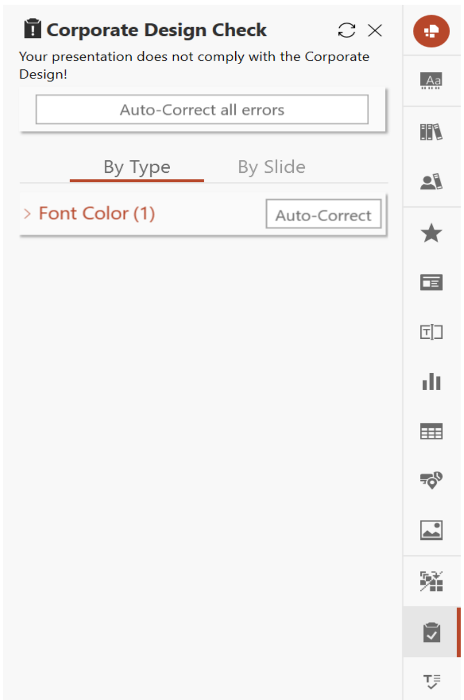


Figure 68: List of every noncompliance to corporate design

Each error in adhering to the corporate design is listed by category. Here, you have the possibility to display design errors by slide, or for the complete presentation **(Figure 69)**.

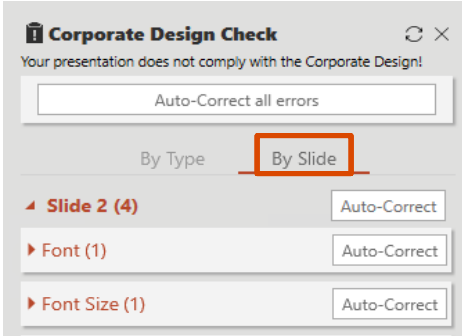


Figure 69: List of noncompliance by slide

This way you instantly see which fonts are wrong and where your presentation contains fonts in the wrong color. Once you click on an entry, empower® automatically selects the slide and the element containing the error. Similar errors are grouped; this way you can instantly correct a whole batch of errors with a single click on. To do so, click on the **X** in the header and select the correct font, then click **Apply (Figure 70)**.

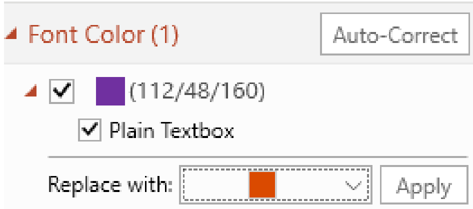


Figure 70: Choose which noncompliance to correct

If slides contain elements that lie over the logo protection area, Design Check will list these errors. A click on the entry will select the erroneous elements after which you can move them to their approved position. Wrong numbering items and bullets can be corrected by selecting the approved symbol from the drop-down list. Here, all bullets are listed that have been approved in the master **(Figure 71)**.

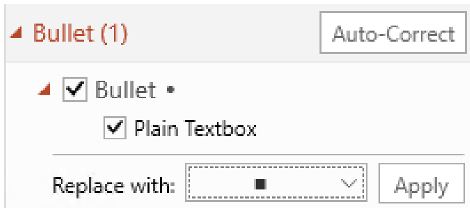


Figure 71: Choose what bullets should be replaced with

If there are title placeholder errors you can quickly correct the titles in their use of fonts, font colors, font size, and the position of the title placeholder via **Auto-Correct (Figure 72)**.

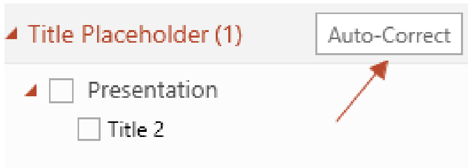


Figure 72: Auto-correct title placeholders

The Auto-Correction can also be used for errors in font, font color, and font size if you do not wish to correct each error individually. When correcting colors, empower® automatically selects the approved color of your corporate design that is closest to the flagged color. When 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 by corporate design. The same is also performed for fonts. You can initiate Auto-Correct for each category individually, or click on **Auto-Correct all errors**, to bulk correct all corporate design errors **(Figure 73)**.

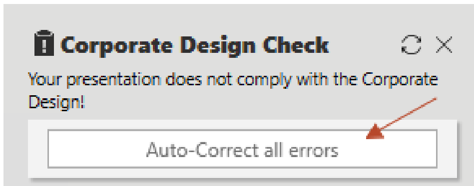


Figure 73: Correct all errors at once

Once all errors listed have been corrected, you will receive a notification that the Design Check has successfully inspected your presentation to ensure corporate design conformity **(Figure 74)**.

Figure 74: Confirmation of compliance with the Corporate Design

The **Consistency Check** inspects your presentation for corporate wording errors, incorrect hyphenation, multiple spaces and other inconsistencies and automatically corrects them. To run the feature, simply click the **Check** button and then select **Consistency Check (Figure 75)**.

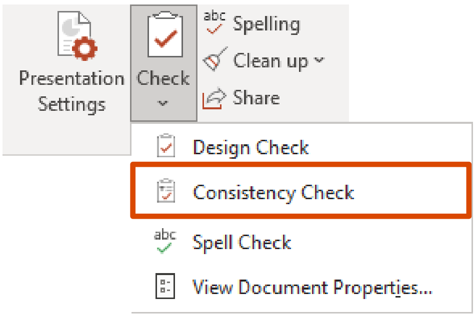


Figure 75: Run a Consistency Check

On the right side, the Consistency Check lists all errors in adherence to the consistency rules **(Figure 76)**. The Consistency Check sorts the errors according to the type of error and gives you the information on which slide each noncompliance is located. If you click on an error, you will jump to the slide of the said error. You can correct spacing and wording errors individually by selecting the specific error and clicking **Correct** or grouped by error type by clicking on **Auto-correct** next to the error type. You also have the option to automatically correct all errors of all error types. To do this, simply click on **Auto-correct all errors**. Excluded from auto-correction are bracket errors. An example of a bracket error would be an open but not closed bracket. Here you must determine yourself where the bracket should be closed. Clicking on **Information** next to the error type bracket will explain exactly how to fix the error.

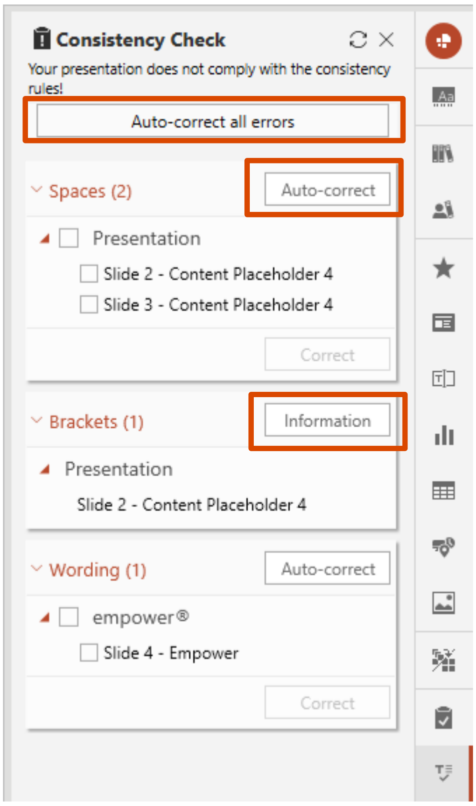


Figure 76: List of every noncompliance with consistency rules

If you have corrected all the items in the list or there was no noncompliance, the Consistency Check will show you accordingly that there are no (more) errors **(Figure 77)**.

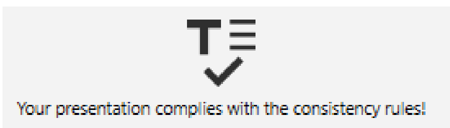


Figure 77: Confirmation of compliance with the consistency rules

The **Spell Check** quickly checks your presentation for spelling errors. To run the feature, just click on the **Check** button and select **Spell Check** afterwards **(Figure 78)**.

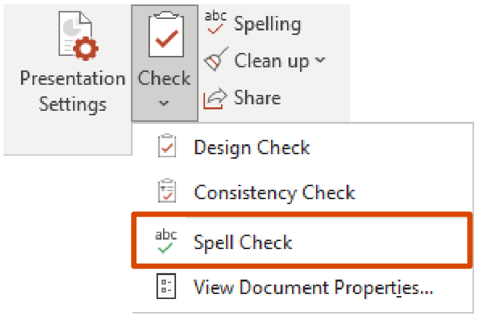


Figure 78: Run a Spell Check

The Spell Check opens on the right side. At the top you will be presented with the misspelled word. You now have the option to ignore the error, add the word to the dictionary or change the word. If you want to ignore the error, you can either click **Ignore Once** or **Ignore All**. The **Ignore Once** option ensures that the specific error is ignored once. If you choose **Ignore All** instead, all errors involving the shown word will be ignored. Clicking on **Add** will add the word to the dictionary and all errors related to the shown word disappear. Clicking **Change** will change the shown word to the selected improvement suggestion. Clicking **Change All** will change all the same errors to the selected enhancement suggestion. After you have decided about one error, the next one will be presented to you **(Figure 79)**.

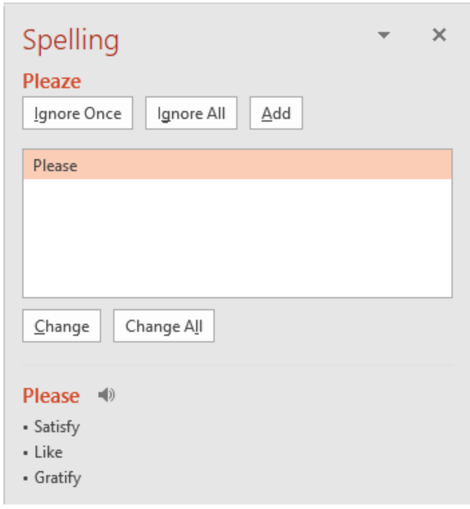


Figure 79: Spell Check

You can optionally change the language of the Spell Check in the bottom right. To do this, click on the field and select a different language from the list that **(Figure 80)**.

Figure 80: Change Spell Check language

If all errors have been fixed or there were no errors, you will be notified that the spell check has been completed **(Figure 81)**.

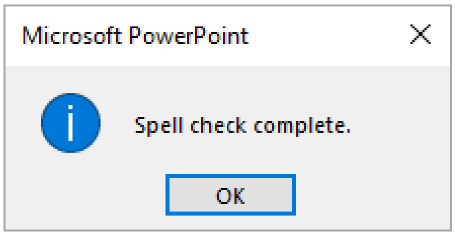


Figure 81: Spell Check completed

You can access the **View Document Properties** option by clicking the **Check** button and then selecting the option **(Figure 82)**. Here you can get additional information in the sections General, Summary, Statistics, Contents and Custom, such as the location and size of the file, the number of versions, the total editing time and the fonts and font sizes used. Moreover, you can add and retrieve additional information yourself, such as subject, company, keywords or comments and more.

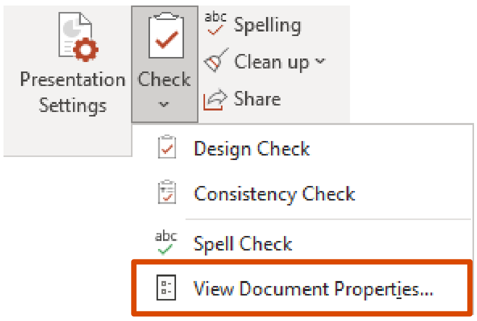


Figure 82: View Document Properties

Slide management

3.1 Library (main library)

The **Library** function provides you access to all central PowerPoint® content. empower® grants two ways of how you can work with the library: either you open the library full screen via the **Library** button in the empower® ribbon **(Figure 83)**.

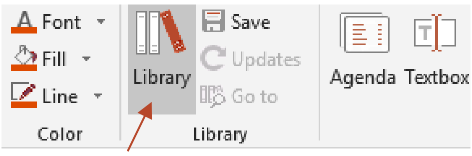


Figure 83: Open library via empower® ribbon

Alternatively, you use quick access from the right-hand side **(Figure 84)**.

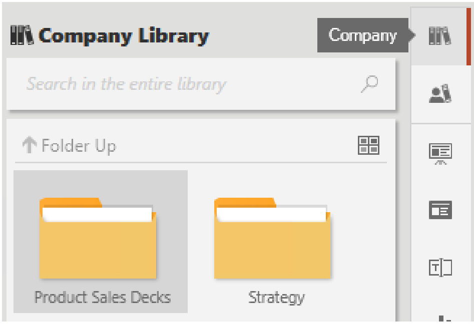


Figure 84: Open library via quick access

Once you have opened the library by clicking on its button a dialog box will open. Here you will see the folder arrangement of the library on the left, which has been constructed in congruence with Microsoft®'s explorer. The library is organized in three parts: Company Library, User Library, and Corporate Design Templates **(Figure 85)**.

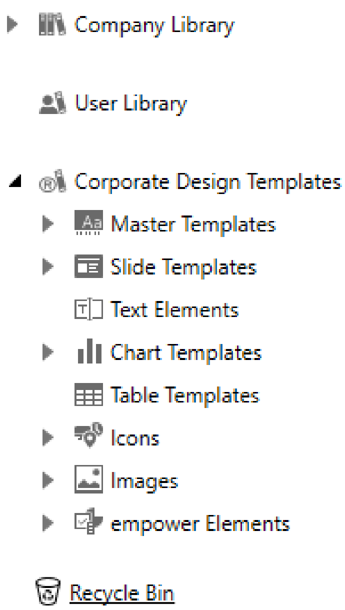


Figure 85: Folder structure of the library

The **Company Library** should contain completed slides and presentations that is to be made available to the whole company. Ideally, all employees possess read permissions and can access this crucial company content.

The **User Library** is user specific. Every user of empower® has his own library in which he can set up his own individual slide library. This is where projects are stored that have not yet been completed and are not to be shared with all employees. Via **Permissions**, you can assign rights to individual employees to access specific folders in your user library. This way you can collaborate on certain projects. Once other users provide you access to folders they will also appear in your library.

The **Corporate Design Template** section is accessible by the whole company (granted that at least read permissions are provided) and contains templates, such as for slides, diagrams, and images. This section should be centrally administered, and provide templates with which employees are able to quickly and simply create presentations that are conform to CD.

The **Recycle Bin** receives all items that you delete from the library. Clicking on the recycle bin redirects you to the empower® web app, where you are now presented with the contents of the recycle bin. You can now open and download the previously deleted content and upload it to the library again.

Please note:
To use the recycle bin of the empower® library, the installation of the empower® web app is required.

Once you select a folder of your library on the left-hand side, its contained items will be shown on the right **(Figure 86)**.

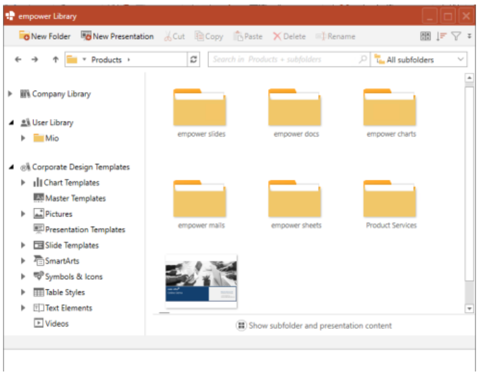


Figure 86: Folder item preview

Here an item can be as much as a complete presentation, a single slide, or an object (such as a diagram or textbox). An icon on the bottom right delineates what kind of item it is **(Figure 87)**.

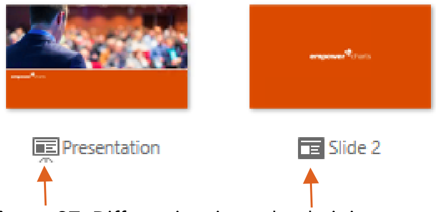


Figure 87: Differentiate items by their icon

Of course, masters can also be placed in the library. Every item can be supplemented with further metadata such as author, created on and inserts that can be viewed companywide **(Figure 88)**.

Figure 88: Items' metadata

There is a menu in empower® library which can be expanded by clicking on dropdown next to filter. In the menu you can select the required shortcut options (**Figure 89**).

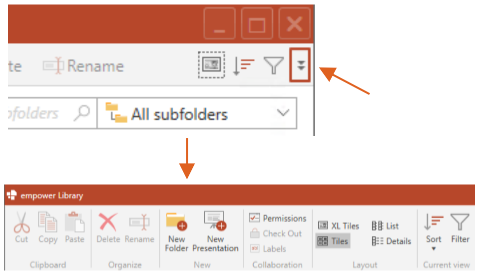


Figure 89: Empower library menu

The folder permissions can be viewed and changed by clicking on **Permissions** option in the library menu **(Figure 90)**.

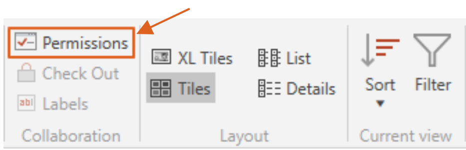


Figure 90: Folder permissions

Clicking on **Permissions** opens a window that displays all the folder administrators. You can also add or delete the permissions **(Figure 91).**

>> More details on permissions and rights types can be found in **chapter 3.8** Permissions

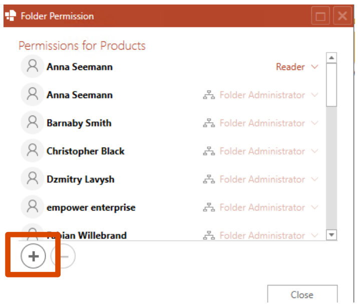


Figure 91: List of folder administrators

3.2 Create a folder structure

Before you create a folder structure for your company library, you should think about a sensible way of how the content accessed by your employees should be structured.

>> Recommendations and tips can be found in chapter **6.17 Layout of folder structure Best Practice**.

Once you have decided on a suitable folder structure you can begin with its implementation. To create a new folder in your library you need to open the library viewer by clicking the **Library** button. Select the area where you want your new folder located (company library, user library or corporate design templates) and click **New Folder** at the top left **(Figure 92)**.

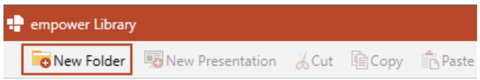


Figure 92: Create new folder in the library

empower® will now create a new folder in the selected area. There are two ways to change the name of the folder. One way is to select the folder, and click on the **Rename** option in the menu above. Another way is to select the folder and right click to view the **Rename** option **(Figure 93)**. After entering the new name, confirm this change with **Enter**.

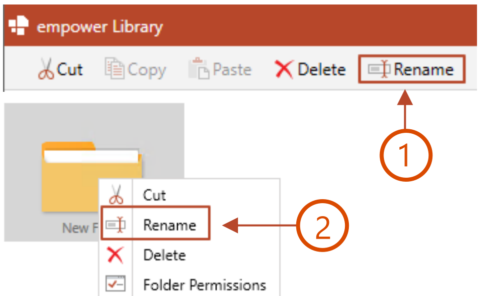


Figure 93: Rename folder

There are also two ways to delete a folder. Select the corresponding folder and click on the **Delete** option on the menu. Another way is to select with a right click in the folder structure, on. In the displayed options, you can click the **Delete** option to perform the required action **(Figure 94)**.

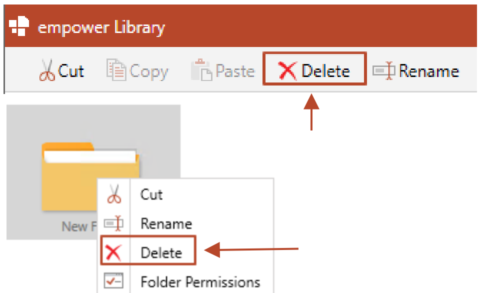


Figure 94: Delete folder

Please note:
Deleting a folder also deletes all content within this folder, including subfolders.

If you want to delete an item other than a folder, nothing changes in what you do. However, you then have the additional option of distributing a delete update **(Figure 95)**. A delete update alerts other users through the Update Wizard that their presentation contains deleted items when the item is opened in a presentation.

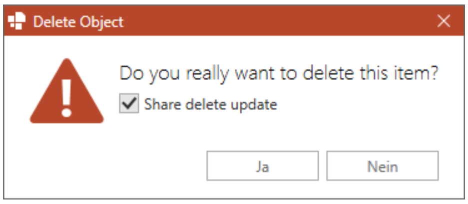


Figure 95: Share delete update

>> More details on delete updates can be found in **chapter 4.4 Update Wizard.**

Using the presentation importer, you can automatically import existing individual presentations or entire folders of presentations into the empower® library. To do this, right-click the folder into which you want to import the presentation(s). Now select the **Import presentations** option in the drop-down menu **(Figure 96)**.

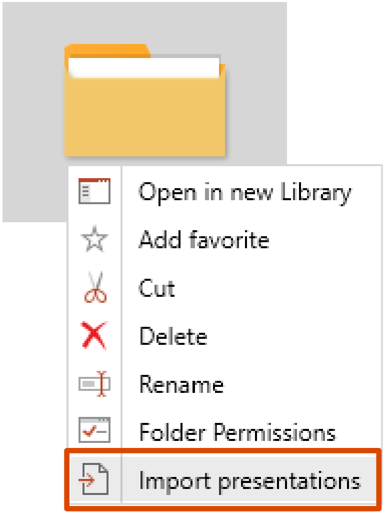


Figure 96: Import presentations

A dialog window will open. Here you select whether you want to import either **Selected Presentations** or **Whole Folders (Figure 97)**. You can then select the presentations or folders to be imported in the explorer menu.

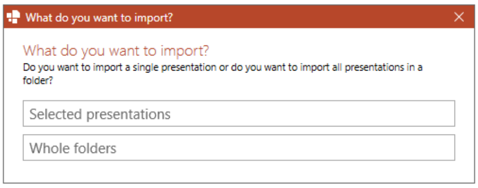


Figure 97: Import selected presentations or whole folders

The imported presentations then only need to have the new master applied to them.

>> More details on applying masters can be found in **chapter 5.3 Apply master**.

3.3 Offline folder

Folders in the library that are displayed with a cloud symbol are only available online **(Figure 98)**.

Figure 98: Online folder

Users can decide whether certain folders should be available offline. To do this, right-click the desired folder, select **Offline** in the opening context menu and then select **Make Available Offline (Figure 99)**. After selecting offline availability for a folder and successful synchronization, the cloud symbol of the respective folder disappears.

Offline synchronization is inherited to all subfolders.

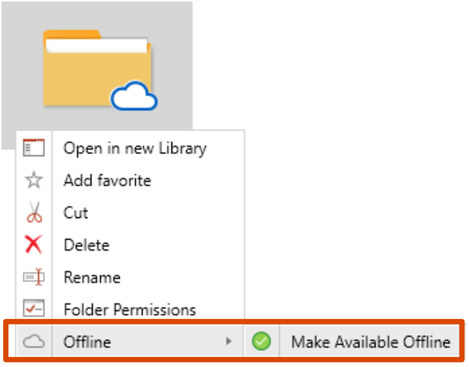


Figure 99: Make folder available offline

To undo the offline availability of a folder and make a folder only available online, right-click the desired offline folder, select **Offline** in the opening context menu and then select **Make Available Online Only (Figure 100)**.

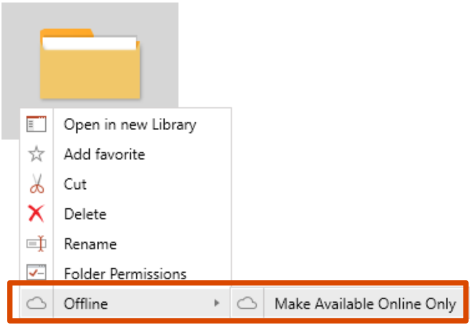


Figure 100: Make folder available online only

3.4 Save in library

To upload an item into the library, select the relevant item and click on **Save (Figure 101)**.

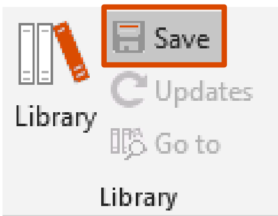


Figure 101: Save item in library

> **Please note:**
> Presentations are required to be saved in either PPTX or PPT formats to ensure flawless function of empower® slides.

Now you have – depending on your selection – the possibility to upload either the whole **Presentation,** the selected **Slide**, the **Master** or **empower Elements (Figure 102)**.

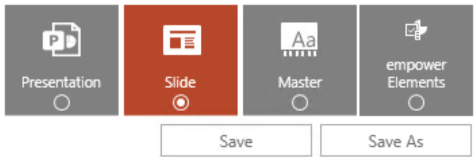


Figure 102: Choose what to save

You can also save single or multiple objects to the library by selecting multiple objects and then either clicking on **Single Object** or **Multiple Objects (Figure 103)**.

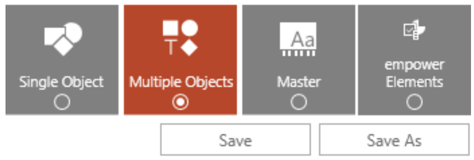


Figure 103: Saving objects to library

As an example, we want to upload a slide. If the object already exists at a location in the library, we can choose between the options **Save** and **Save As (Figure 104)**. By clicking **Save**, you update the existing object in the library. A click on **Save As** opens the save dialog where you can select the desired location or folder.

Figure 104: Save and Save as

When the save dialogue opens you can select the folder in which for example the slide is to be placed. If required, you are also able to add a folder ad hoc. Following you can adopt the suggested name or alter it, and if required add tags.

A click on **Save** will save the slide to the library **(Figure 105)**.

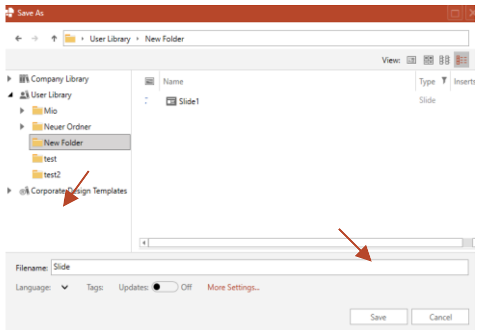


Figure 105: Choose folder to save the element in

If you want to update an existing item from the library, follow these steps. Insert the item from the library into your presentation and make the required adjustments.

Now click **Save As** and the save dialog opens. empower® will automatically notice that the item is already in the library and will suggest an update of the file. A click of **Overwrite** will overwrite the item in the library **(Figure 106)**.

You also have the option to upload the existing object to the library as an autonomous object. In order to do so, you need to select another location to save it to or give it a different file name. You should only upload an item as an autonomous object when it has nothing to do with the original anymore and is to additionally appear in the library. empower® automatically suggests elements downloaded from the corporate design template folders that you have altered to be uploaded as a new item. This way important templates are not overwritten unintentionally.

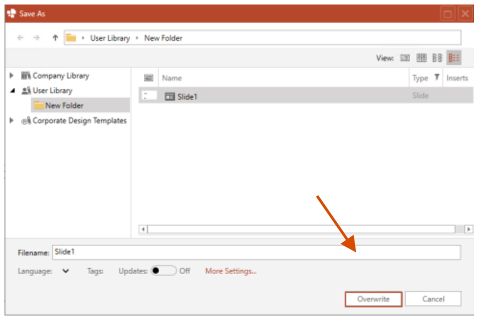


Figure 106: Overwrite existing element

To upload several items at once, select all required slides and choose **Selected slides** in the save dialogue. All these slides will be added to the library as single elements in one go **(Figure 107)**.

The **Slide Set** option also saves all slides in the library, however only the first slide will be displayed in the library, and you are also not able to access single slides within the library. Once you have inserted the **Slide Set** into a presentation, you will again be able to access all individual slides. This option is useful when there is a group of slides that are only to be used together. In this way, you prevent a user from using a single slide in a way that it is not intended.

Figure 107: Save several items at once

Please Note:
While saving to the library, the options **Selected slides** and **Multiple objects** for saving multiple selected slides and objects respectively, do not currently allow you to enter a custom file name. This feature will be implemented in a later version of empower®.

To save a new master, select **Master** in the save dialogue and then click **Save as (Figure 108)**.

Figure 108: Save new master

If you later create a new presentation with this master by clicking on **New**, all these slides will be automatically inserted into the new presentation. This way you can set standard slides that should be contained in every presentation using this master.

After clicking **OK**, you can select a folder on the left where you want to save the master and provide a filename for the master. If you click **OK** again, you will be presented with several saving options **(Figure 109)**.

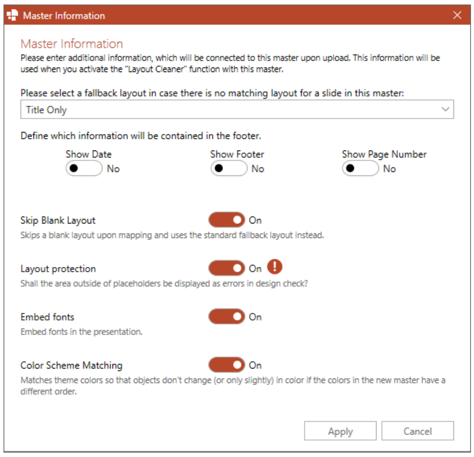


Figure 109: Options for saving master

First you can select which layout should be chosen automatically if no suitable layout is found for a slide in the master. Next, you determine whether a footer should be displayed and, if so, whether a date and page number should be included in the footer.

If you select the option **Skip Blank Layout**, an empty layout will be skipped upon mapping and the standard fallback layout will be used instead.

If you select the option **Layout Protection**, the Design Check will display all elements as errors that are on a slide outside of the area of the placeholders. It is required that areas for layout protection have been defined in the Master for this to work.

If you select the option **Embed Fonts**, the fonts used are registered and embedded.

If you select the option **Color Scheme Matching**, the theme colors matched so that the color of objects does not change, or changes only slightly, if the colors have a different order in the new master.

After clicking **Apply**, a second window opens, prompting us to assign the master to a design in empower® **(Figure 110)**. Afterward, the master will be saved in the empower® library.

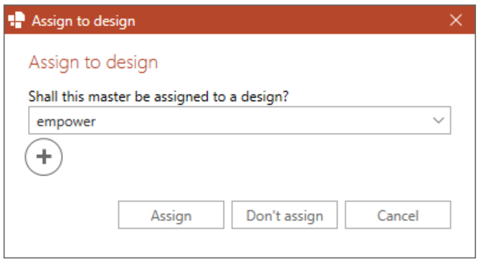


Figure 110: Assign master to a design

>> You will find further information in **chapter 5.3 Apply master**.

3.5 Save settings

When saving elements to the empower® library, various additional options are available in the save dialog **(Figure 111)**. Under **More settings**, you will see the option **Change Detection**. By activating this element, only the actual changes are saved in the library. You can also activate **Automatic language detection**. After you have selected the desired options, confirm your selection by clicking **Save**.

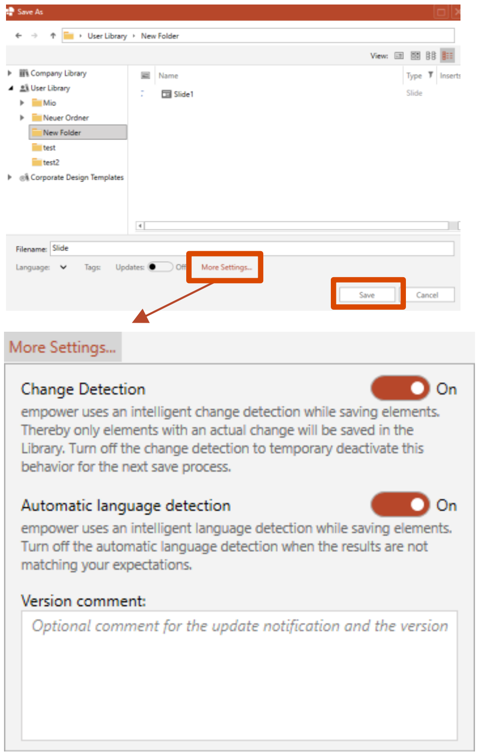


Figure 111: Save settings in library

>> More details on the Multilingualism function can be found in chapter **3.12 Multilingualism**.

If you save single or multiple objects to the library, e. g. multiple shapes, there is the option **Gray Thumbnail Background** under **More Settings** that enables the gray background **(Figure 112)**.

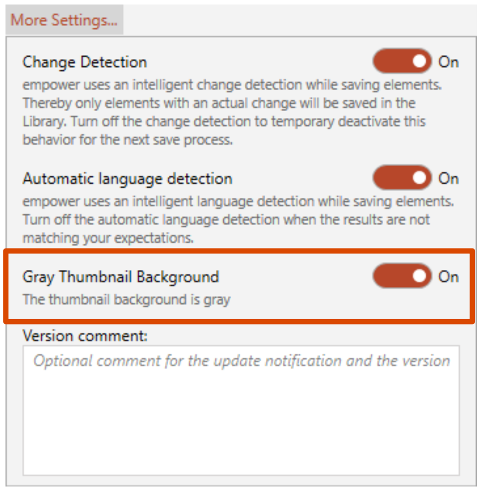


Figure 112: Activate Gray Thumbnail Background

When saving an element that is already contained in the empower® library and part of an update union, you can also set its update behavior when the element is shared during the saving procedure **(Figure 113)**.

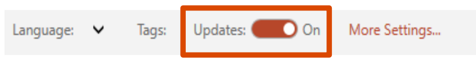


Figure 113: Set update behavior

>> More details on the update functions of empower® can be found in **chapter 4 Updates**.

3.6 Creating presentations within the library

With empower® you can create new presentations right in the library. To do so, select a folder in which you want to create the new presentation, and then click on **New Presentation (Figure 114)**.

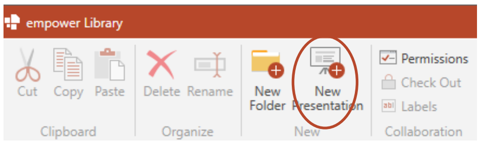


Figure 114: Create new presentation

You can also create a new presentation by navigating to the desired folder and right clicking on it to choose the option **New Presentation (Figure 115)**.

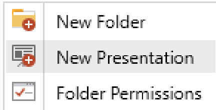


Figure 115: Create new presentation by right clicking the folder

empower® will then create a new presentation that does not contain any slides yet **(Figure 116)**.

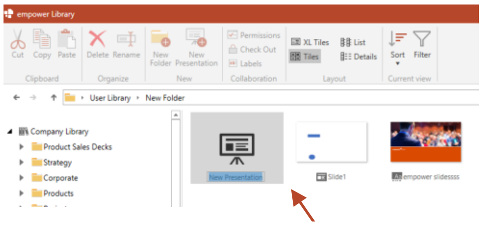


Figure 116: Empty presentation

To copy the library contents to another folder in the library, click on **Copy** in the library menu above, navigate to the required folder and click on **Paste (Figure 117)**. Alternatively, you can right click on the component and a dialog box appears, in which you can click on **Copy** and then **Paste** in the required folder. Alternatively, you can use the shortcuts **Ctrl + C** and **Ctrl + V** on your keyboard to copy and paste elements.

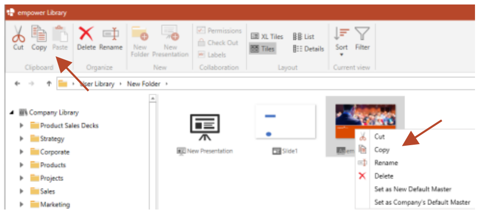


Figure 117: Copying the elements

3.7 Display of contents

In the opened empower library you have the possibility to extend the menu in the upper right corner **(Figure 118)**.

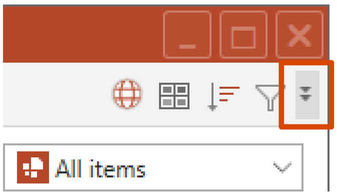


Figure 118: Extend library menu

In the tab **Layout** you can decide how your content should be displayed in the library. You have the options large **Preview**, **XL Tiles**, **Tiles**, **List** and **Details** **(Figure 119)**.

In the large **Preview**, only one element at a time is displayed as large as possible so that you can examine the content in the best possible way even without opening the element.

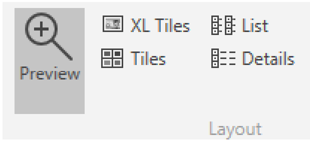


Figure 119: Display options

Optionally, depending on your chosen display option, you can also display or switch off **Element names** and **Element details**, such as an indicator which language is assigned to an element **(Figure 120)**.

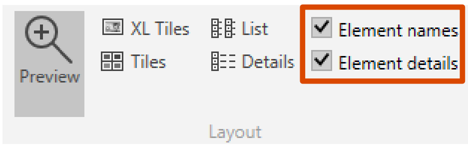


Figure 120: Element names and details

3.8 Permissions

In the library, you have the possibility to provide users with individual edit and admin permissions to specific folders – provided you have the necessary rights to do so.

If your corporate design administrator has activated your User Library, you can grant colleagues access to specific folders and their content, for example to work together on the same project.

Simply right-click a folder you want to assign permissions to and click on **Folder Permissions (Figure 121)**. Alternatively, you can select a folder and click on **Permissions** in the library menu.

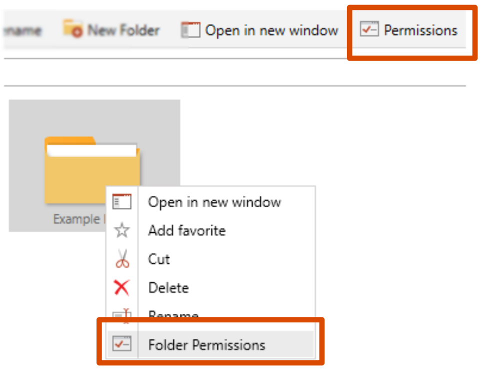


Figure 121: Show permissions

In this first overview, you can see the list of users that have already been authorized to access this folder. The kind of rights type assigned to the user is displayed to the right of the name of a user (e. g. Folder Administrator) **(Figure 122)**.

The owner of a folder is listed as Folder Owner in the folder permissions, but automatically has the rights of a Folder Administrator.

To grant an additional user access to this folder, click the **plus sign (+)** to the bottom left of the overview window. An entry field will open in which you can type either a name, surname, group name or account name of the user you wish to grant access to the folder.

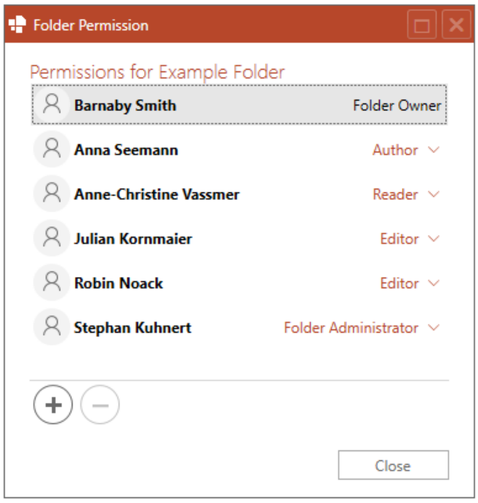


Figure 122: Overview about user permissions

In empower® you can assign four types of permissions: Folder Administrator, Editor, Author, and Reader (**Figure 123**).

Folder Administrator – Folder Administrator 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 created.

Reader - Readers can download folder content to PowerPoint® but cannot upload changes back to the folder.

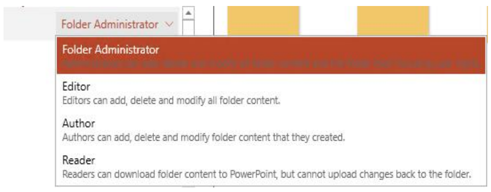


Figure 123: Show information on user roles

The first rights type that is assigned is **Reader**. You can change the rights type by clicking on the current right type right next to the user's name and then clicking on the desired right type in the drop-down menu.

Please note:
empower® provides all users read permission for the library by default, and this option is only available and necessary when not all users are to be provided with read permissions. To alter the standard setting, please contact your IT department.

In order to deny a user's previous authorization, select the user and remove him via clicking the **minus sign (-)** (**Remove Permission) (Figure 124)**.

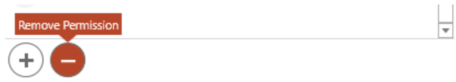


Figure 124: Deny user previous authorization

Please note:
The permissions you grant on a folder are automatically inherited to all its subfolders. However, you have the possibility to manually change these inherited permissions of the subfolder and thus extend them by adding more users, reduce or completely remove the permissions. If you want to grant permissions only to a subfolder, you can do it by selecting the corresponding folders separately.

3.9 Search and filter

In order to make navigation through the library simpler, you are able to use the **filters** to display folder content **(Figure 125)**. You are able to filter by presentation, slides, text & shapes, charts, tables, images, videos, SmartArts, and masters (The filter for masters is only available for folders in which masters are allowed to be placed). For example, select the slide filter and you will be shown all slides within the currently opened folder.

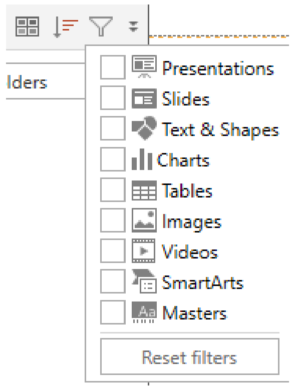


Figure 125: Navigation filters

You are also able to select several filters at once. Clicking on a **Reset filters** will reset all the filters at once.

Similarly, to Microsoft Office®'s sorting, you are able to sort the content of a folder by different criteria.

empower®'s Google-esque **search function** enables you a targeted search in your library. empower® browses all content of the item, including tags, texts, notes, and alternate texts. This is where a purposeful use of tags pays out. The search results are listed by relevance. Thus, you will always find the best results at the top. The search function of empower® works both online and offline, as the library content is indexed offline.

The search can be applied to the current folder, all contained sub folders, the current library or to all library contents **(Figure 126)**.

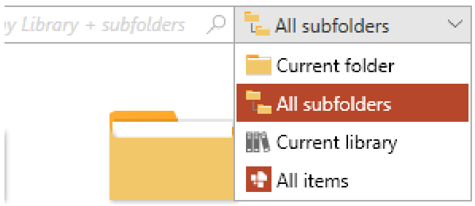


Figure 126: Search function filtered based on folder structure

In addition, this Google-esque search function offers further search options with which you can make your searches more efficient. For example, you have the possibility to perform a **category search**. With this function, you are able to search in the following categories:

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

If you work with category search, empower® will search the term among the prescribed categories. If, for example, you are searching for the term "*empower*" in the footers, you are required to simply select the footers in the bar above by clicking on it. **(Figure 127)**. You can use this method to search in any of the categories listed above. You can also search in multiple categories by selecting more categories. A repeated click on a selected category will deselect it.

Figure 127: Search within footers only

With **Wildcard search,** you can search for groups of items that have similar file names. Using the wildcard search, you use the question mark "?". This function is useful if you suspect spelling mistakes in the file name, as you can now search for "Test" or "Text" **(Figure 128)**.

Figure 128: Wildcard search

Using multiple wildcard search, you can extend the search by any number of symbols directly after the actual search term. This means you can search for "Test", Tests", "Tester", etc. all together. To utilize this function, use the asterisk symbol "*" **(Figure 129)**.

Figure 129: Multiple wildcard search

You also have several **operators**, which allow you to combine different search terms.

AND will combine two search terms. This means that empower® will search for a document that contains both stated search terms. Take note that all operators are required to be typed in uppercase **(Figure 130)**.

Figure 130: Combine search terms

OR will tell empower® to search the whole library for documents that contain either of the search terms you have entered **(Figure 131)**.

Figure 131: Search for either one of the search terms

The **NOT** operator specifies your search. This means that if you search for a term, you can exclude files that contain a term you enter after **NOT**. Thus, empower® will display documents that only contain the first term, but not the second **(Figure 132)**.

Figure 132: Exclude search term

With the **plus sign (+)** you can search for two terms at once. The term directly after the plus sign (+) must be contained within the file, while the second term does not necessarily have to be in the file. Take note that you do not type a space between plus sign (+) and the search term **(Figure 133)**.

Figure 133: Prioritize one of two search terms

Once you have located the item you were searching for, you also have the option to display its original location. To do so, simply select the item and click on **Show in presentation**. In the library menu, or in the popup menu that opens after right-clicking the element. The item will then be displayed within its actual location, such as the presentation it was placed in **(Figure 134)**.

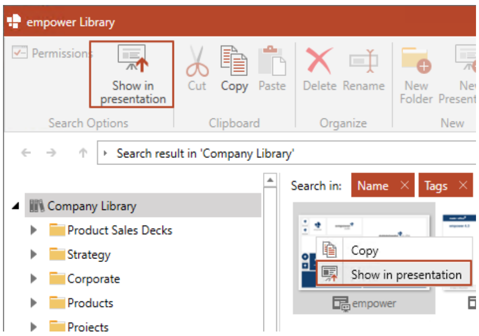


Figure 134: Show in original presentation

3.10 Labels

empower®'s label function allows you to assign a label to any element in the library for which you at least have editor rights.

This function will improve working on presentations with multiple users. If you work with several colleagues on a presentation, you can mark every slide with responsibilities for working on it.

To do so, select the desired slides, right-click on them, and click **Labels**. Alternatively, you can click **Labels** in the library menu after selecting the desired element **(Figure 135)**.

You can then select from a list of labels that have already been created or create your own new label. To do so, click on **Custom label** and enter the desired name. With a click on **Add** the slides will show the appropriate label. The label will then be displayed directly on the element in library view.

To remove a label, select the labelled element, perform a right-click, and click on **No label**.

A click on **Clear label history** will delete the list of labels you have previously created, however items that have been labelled with a label from this list will not be affected.

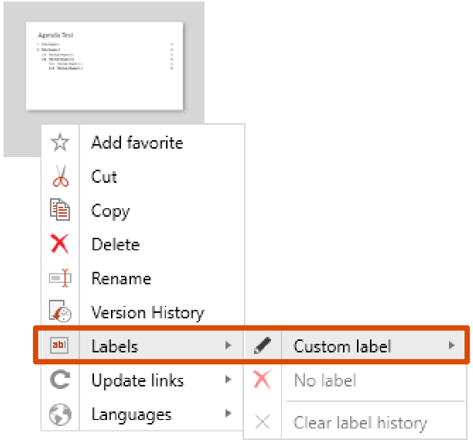


Figure 135: Add label to element

3.11 **Version History**

Every time an item is saved to the library, its versions are tracked by empower slides. **Version History** allows access to older versions of a slide or slide element and the possibility to restore them, as long as editor or administrator rights to do so are provided in the folder these library elements are located in.

A user who posesses reader rights to a folder is able to view the version history of an element, however is unble to restore a previous version of that element.

Once you have selected an item, you can access the version history of a slide or element from the library menu, or by right-clicking the element, and then clicking **Version History (Figure 136)**.

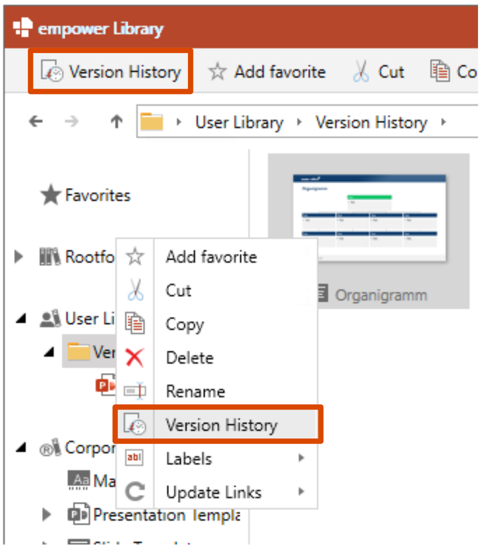


Figure 136: Show version history

A window will open, displaying all versions of the selected element on a time line, as well as indicating which version of the item is currently open (**Figure 137**). From here you are able to insert the most current version into your presentation by clicking **Insert** to the top left of the item preview.

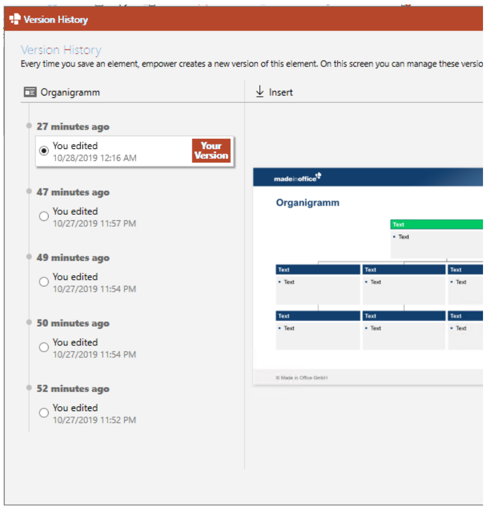


Figure 137: Version History timeline

If you select one of the previous versions, you will be offered additional buttons above the item preview (**Figure 138**). You can **Insert** the older version or **Restore** it and in doing to overwrite the most current version of the item. Select **Restore** and the selected version will be restored and saved as the most current version.

Figure 138: Version History options

If the restored element is a root item within an update link, all connected items will also be set to the same state as the root item.

>> For details on updates, root items, and update links, please refer to **chapter 4 Updates**

A click on the magnifying glass allows you to compare the most current version of an element with the selected past version. In doing so, a large preview of both items till open in full screen to allow you to better distinguish the differences, with the past version to the left, and the current version to the right (**Figure 139**).

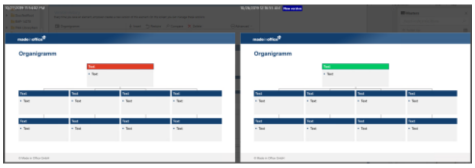


Figure 139: Compare two item versions

If you have difficulty locating the differences between the two version, toggle **Show differences between versions (Figure 140)**. This will highlight all changes in the new version in yellow.

Figure 140: Toggle difference highlights

A click on **Delete** will remove the selected version from the items' version history.

To the top right, you will find **Advanced** version history functions (**Figure 141**). If you have appropriate rights to the folder the library item is located in, have the possibility to lock a version of an item to prevent other users from deleting it. In addition, you can also delete all previous versions of an item at once, excluding the most current versions and those that have been locked.

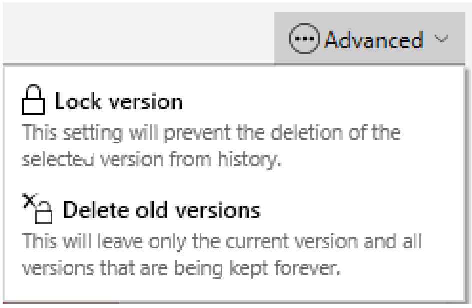


Figure 141: Advanced Version History options

Please Note:
Versions of an item can be restored via the version history in the empower® library and the empower® web app if they have not been explicitly deleted.

3.12 Multilingualism

The **Multilingualism** feature helps the user to easily manage items that exist in empower® in different languages. A language can be assigned to any item – be it slide, presentation, object, or master. If the same element is saved in different language versions, a translation group can be established. This connection enables you to open different language options for the same element (such as the same presentation in a different language) via the **Translate** button in the empower® ribbon.

You are also able to filter items in the library by language. In doing so you avoid having to perform time-consuming searches for items in the library and the necessity of subfolders for different languages.

When a user saves an item in the library, empower® automatically recognizes the language of the item based on the text and then automatically assigns the appropriate language in the library.

To assign a language to an element within the library, perform a right-click on the desired element and in **Languages** select the desired language after clicking **Change Language (Figure 142)**.

To change the currently assigned language to an element within the library, perform a right-click on the desired element and in **Languages** select the desired new language after clicking **Change Language**, similar to assigning a language in the first place. All available languages which differentiate from the currently assigned language, will be selectable.

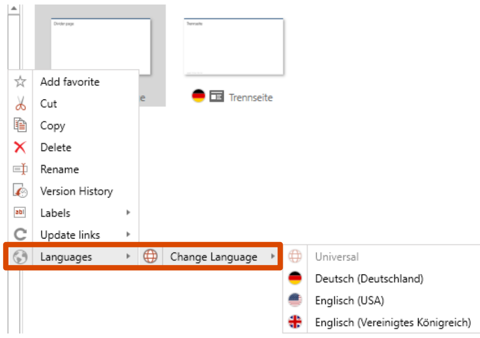


Figure 142: Assign language to element

In addition to multiple languages, you also have the possibilities to assign the value **Universal (Figure 143)**. All elements marked as **Universal** are displayed in the library regardless by which language the library is filtered. Items marked as **Universal** are thus available in all languages. This function is useful for graphical elements or slides with elements that do not contain any text.

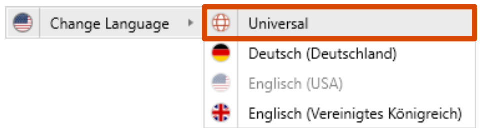


Figure 143: Assign value Universal

To create a translation group, select an item in the library and then either click **Languages** at the top of the library bar or right-click the selected item, then click **Languages** and then click **Mark as Translation (Figure 144)**.

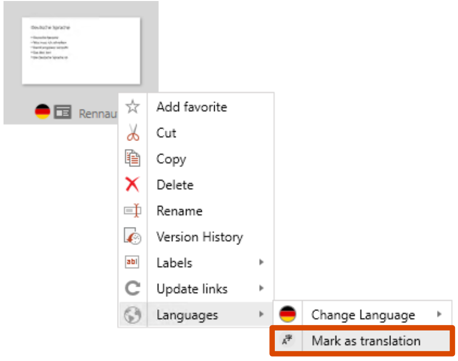


Figure 144: Marking item as translation

Then select the second element of the intended translation group, then either click on **Languages** at the top of the library bar or right-click the selected element, then click on **Languages** and then on **Create translation group (Figure 145)**.

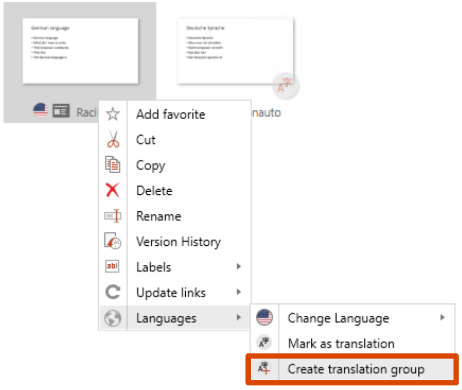


Figure 145: Create translation group

After you create translation groups, you can open different language options of the same element using the **Translate** button **(Figure 146)**.

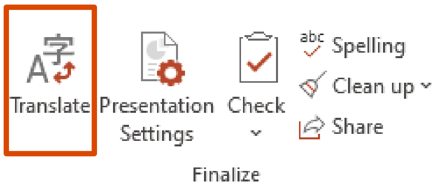


Figure 146: Translate

After clicking the **Translate** button, a dialog window appears **(Figure 147)**. Here you decide whether selected slides or the entire presentation should be translated and which of the languages in the translation group should be translated into. Click **OK** to confirm your choice and the selected language options from your translation group will be opened.

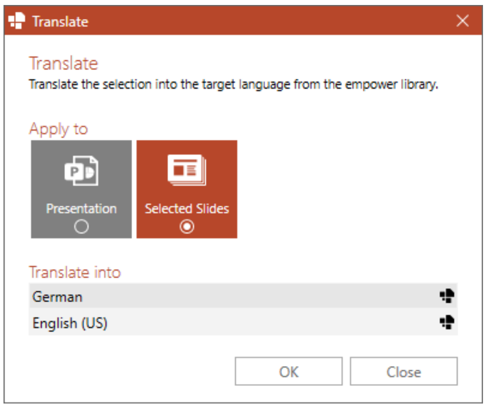


Figure 147: Translation options

Once the multilingualism function is activated, library content can be filtered and edited according to its assigned language. Using the language filter, you are thus able to choose only to display German content, for example **(Figure 148).** As mentioned before, when filtering by a certain language, only elements that have been assigned to the language **and** elements that have been marked as universal will be shown.

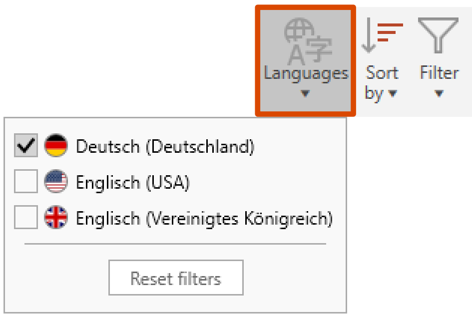


Figure 148: Filter library content by assigned languages

Clicking on **Reset filters** will reverse the chosen filter settings and reveal all content **(Figure 149)**.

>> You can find further information in **chapter 6.8 Element language.**

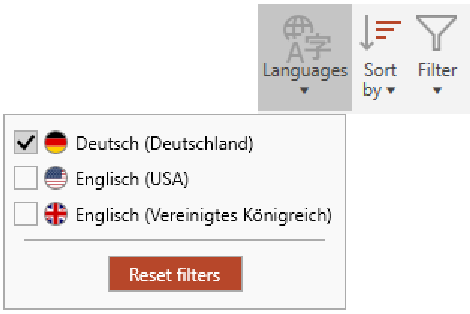


Figure 149: Reset filters

3.13 Designs

Several corporate designs can be placed in empower®. A corporate design can be assigned to one or more masters and contains predefined colors, fonts, and one or several agenda templates. You are also optionally free to create a template folder for each respective corporate design.

If you have a master in 4:3 and 16:9 formats, you may also set two designs in order to use two different agenda templates and text elements. If you use different brands in your company, you can also set a different design for each brand and master.

A design is active when the master is connected to it. For example, in **Fonts and Colors** in the empower® ribbon, only the fonts, sizes and colors that have been approved for this design are available. The Agenda Editor will also only provide those layouts that have previously been set for this design. If specific folders in the template library have been allocated to this design, they will also be automatically displayed in the template folders of the Quick Access pane. Design Check will examine each slide according to the guidelines of the selected design.

New designs can only be set and curated by the corporate design admin in the corporate design section of empower®.

When saving a master to the library, you are, however, able to assign a design to it. Select a desired existing design or click on the **plus sign (+)** to create a new design and then click **Assign**. Alternatively, you can select **Don't assign (Figure 150)**.

If no design is assigned to a master, empower® will approve all designs allocated in empower® for slides containing this underlying master. This means all fonts, font sizes, colors, and all agenda templates are made available for use.

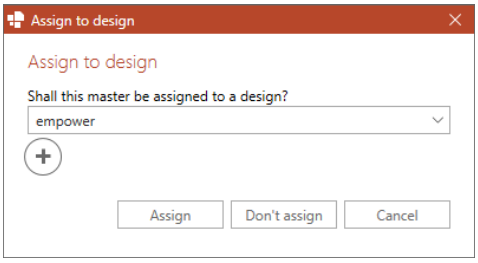


Figure 150: Assign design to master

3.14 empower® sync

empower® Sync automatically syncs the virtual database on your computer with your empower® database in a regular interval set by your IT department. It is in the Sys-Tray to the bottom right of your Windows task bar. You can also drag it outside the Sys-Tray to constantly be displayed in your task bar (**Figure 151**).

If you leave your office for a short time and want to ensure all files are up to date, you can manually run **empower® Sync**. To do so, simply click on the **empower Sync** icon and then **Sync Now**.

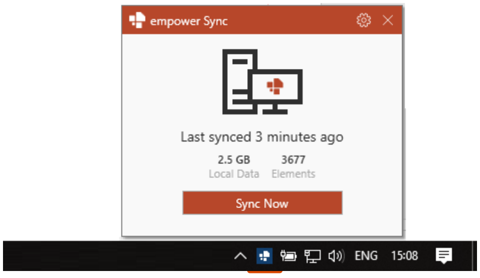


Figure 151: empower® Sync

Alternatively, you can **Sync from Scratch** and empower® will download all content anew. To do so, click the **cogwheel** to the top-right of the empower Sync window and click **Sync from Scratch** (**Figure 152**).

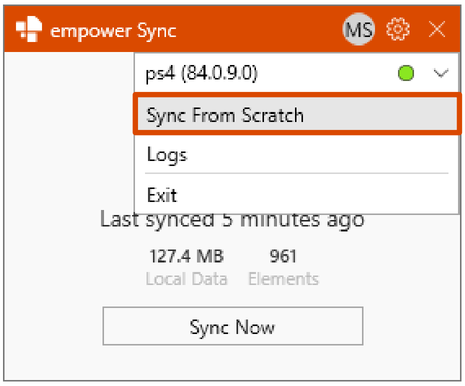


Figure 152: Sync From Scratch

When users work in different parts of the world, the empower Sync will now automatically recognize which end points are available, and will connect to one closest to the user's geographic location. This offers more flexibility to your IT who can set up additional end points without the need up updating clients. Users who travel frequently will benefit from even better performance.

If library content is not synchronized locally by default, empower will keep all elements that users download and if requested a second time, it will open the element from the local cache - if it is still up to date.

Please Note:
In this context menu, you will also find a shortcut to the **Log Files**. These Log Files will help the empower® support to analyze an issue on the occasion that you experience a problem.

3.15 Updates

A click on **Updates** checks if the currently opened presentation has updates available **(Figure 153)**.

Depending on your update notification settings, if there are items in this presentation of which there is a more current version in the library, the **Update Wizard** will open and you can decide what to do with every single update.

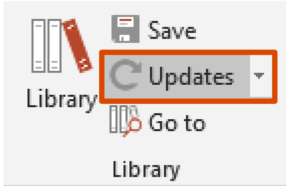


Figure 153: Check presentation for updates

As a general user, you can set your empower slides system's **Update Notifications** to fit your personal needs. To do so, click the dropdown menu of the **Updates** button in the empower menu (**Figure 154**).

If you activate **Show Update Wizard**, a menu will open, detailing the specifics of each update within a presentation.

Show Notification Bar will display a notification below the empower menu and above your presentation to inform you that your current presentation contains outdated content.

Change Ribbon Icon Only will display a badge to the top right of the Updates button, once empower slides has detected outdated content within the current presentation.

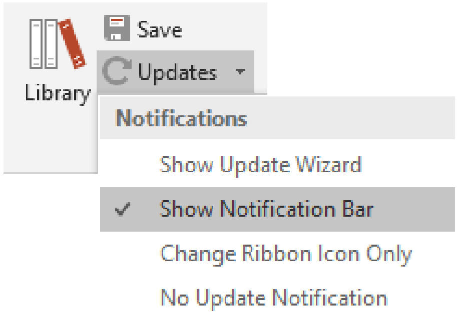


Figure 154: Update notification settings

>> For further information on the update function, please refer to **Chapter 4 Updates**.

3.16 Go To

With the button **Go To** you can check if a selected slide or other item originates from the empower® library or not, and if so in which folder it is located. If the button is grey, the item is not from the library. However, if the button is activated, you will instantly recognize that this item is in the library **(Figure 155)**.

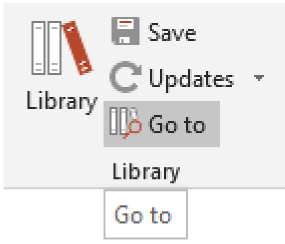


Figure 155: Show in library

If you click, on **Go To** the slide library will open and show you the selected object in the library. Here you will also find all information concerning this item **(Figure 156)**.

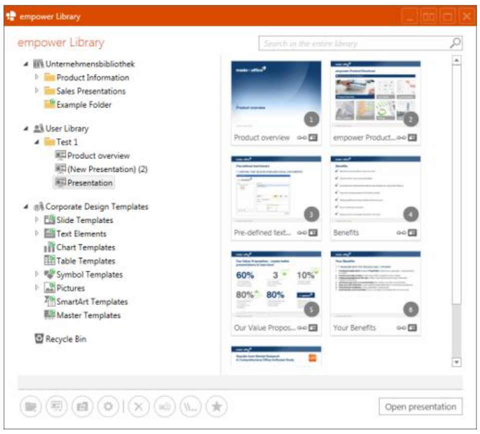


Figure 156: Slide library

3.17 empower® Link

You can send a suitable empower® link for each element in the library. To do this, simply right-click the desired element in the library and select **Copy link to clipboard** in the opening context menu **(Figure 157)**. You can share the generated https link with your colleagues instead of having to send an entire file.

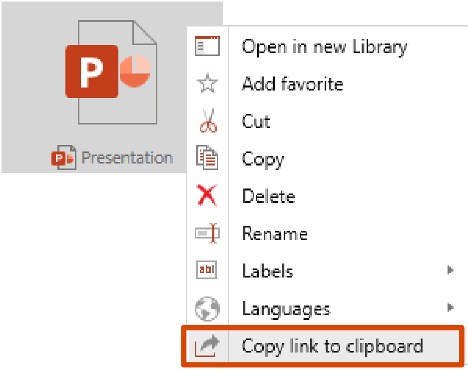


Figure 157: empower® link

If you follow the link, you will be directed to the empower® web app. There you will be presented with the shared folder or item.

If it is a folder, you can select **Open in Library**, which opens the shared folder and its contents in the empower® web app.

If it is a different element, you will first be presented with a preview of the element. Now you can download the element directly from the empower® web library by clicking **Download** or click **Open in Desktop App (Figure 158)**. If you click on **Open in Desktop App**, PowerPoint® will open the element in a presentation.

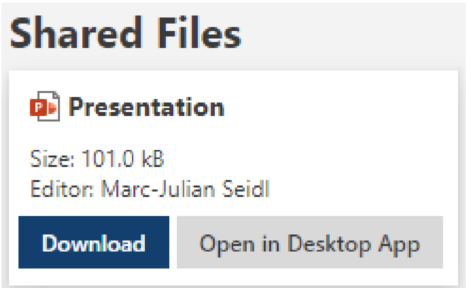


Figure 158: Use Shared Files

Please note:
The use of empower® links is only possible if the empower® web app is configured.

Updates

4.1 What are updates?

Updates concern all changes to the content of the empower® library, e. g. changes to slides, presentations or objects that would then affect other elements in terms of content or design. empower® provides a comprehensive update function that can be set to accommodate individual requirements and procedures.

Generally, four actions initiate an update:

- adjustment to content of a single element (e. g. the text on a slide is updated)
- deleting an item
- adding an item (e. g. a further slide is added to the presentation)
- changes to the master template.

There are updates possible to elements such as:

- slide updates
- object updates
- updates to the presentation
- delete updates.

4.2 How are updates created?

When first saving an item to the empower® library, further information is automatically added to it that enables its identification. This item receives an individual ID number and a time stamp.

In empower, updates are distributed by **root items** to their connected **update group.** To specify an item as a root, select it in the library, and then click **Update Links** in the library menu. From the dropdown menu, select **Mark for update link** (**Figure 159**).

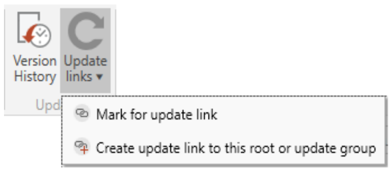


Figure 159: Creating an update link

Any copy that is created from this item will be part of its update group; as soon as a copy has been made, the item you have previously memorized for an update link will become a **root item (Figure 160)**.

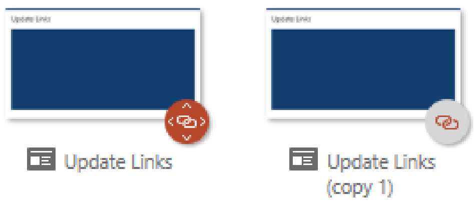


Figure 160: Root item and connected child item

Please Note:
Due to their different nature, it is currently not possible to migrate all existing update connections when updating from empower® slides 7 to version 8.

The possibility of migrating existing update links can be implemented together with empower and your IT department.

You can also manually assign an item as a root item by right clicking the item and selecting **Make this element the root** (**Figure 161**).

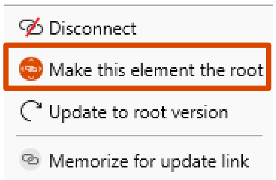


Figure 161: Assigning element as root manually

Once a change is made to the root item, ensure that the Update is activated in the save dialog. Here you have two options (**Figure 162**):

Figure 162: Update sharing options

1. **<u>Share updates:</u>** the update is shared to the connected items. Here a user will receive an update notification.

The update link icon in the library will also receive a red badge. Via the Update button in the library menu or the right click context window, you can then select **Update to root version**, to manually update the connected item (**Figure 163**).

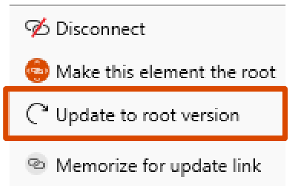


Figure 163: Shared update

2. **<u>Force update:</u>** the update is automatically pushed to all connected items. All connected items will be updated, without users having to manually run the update. To be able to force an update, you must be either the owner of the folder, folder administrator or editor (**Figure 164**).

You also can share an update of the root item from the library without the necessity of having to upload the item first. To do so, simply select the root item, and either right click it or click the **Update links** button in the library menu, and then select one of the two available options in order to distribute the update.

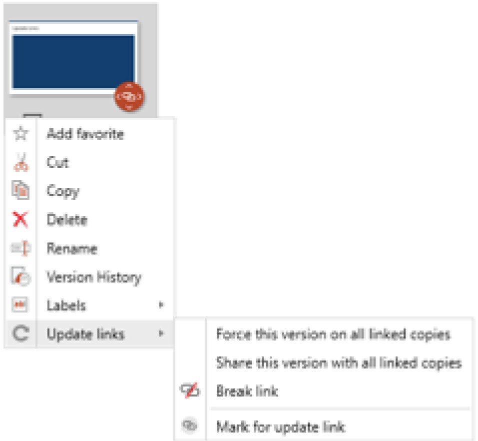


Figure 164: Distribute an update manually

If you insert a slide that has received a shared update into a presentation, the update wizard will open, which will present you with different options in dealing with the updates.

>> For further information, please refer to **chapter 4.4 Update Wizard**

Update distribution is not only initiated for elements placed in the empower® library, but also if a copy of the original element is saved locally. If a copy of an element from the library is saved locally, its ID and time stamp are also saved. If this element is opened later, empower® will use this information to establish a connection to the original element and will send an update notification if an update is available for this element.

Update distribution can also consist of multiple elements. If a slide is used in multiple presentations (saved locally and/or in the empower® library), the root element and its copies will be joined in an update link. Changes to the root element will send update notifications to all its connected copies.

Clicking **Break Link** will remove the selected elements from the update link (**Figure 165**).

Please Note:
It is currently only possible to create an update when e. g. a slide was already saved to the library and it has received its unique ID. This ID is currently unable to be transferred to a currently opened slide. This means that one is currently unable to save all individual slides to the library and then the whole presentation – it is a requirement that the individual slides are inserted into the presentation first.

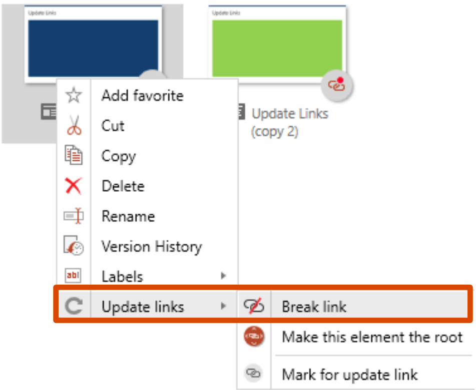
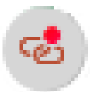


Figure 165: Disconnect item from Update link

4.3 When do I receive an update notification?



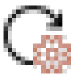
If an update to an item from the empower® library is available, a user can receive different kinds of notification depending on global setting. To receive an update notification, three conditions must be met:

1. You are using an item that originates form the empower® library.
2. The previous version has been altered.
3. You have editing permissions (editor or writer) to the folder of which you are using a non-current item.

If you can see an update symbol in the preview, but do not receive an update notification after inserting the element, you do not have a permission type that would authorize you to make changes in the current folder (Folder Administrator or Editor). In this case, it is to be assumed that the element is to be used in its current version.

>> You will find more information in chapter **3.8 Permissions**.

4.4 Update Wizard



With the aid of the **Update Wizard**, you gain an overview over all elements within the update link as well as their respective versions. It also provides you with the possibility to manage these updates in bulk or individually. This gives you the possibility to ensure that all your changes to a root item are distributed to all slides that are connected to it.

Depending on your update notification settings, the update center will open automatically to present you with the different versions of the updated item, and different option of how to deal with the update **(Figure 166)**. The update wizard also shows the different versions of the element including corresponding dates and timestamps, with the outdated version to the left, and the updated version to the right. Every update can be performed individually or in bulk.

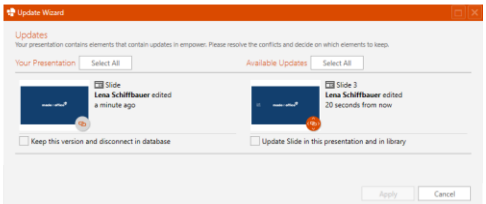


Figure 166: Update Wizard

When you click on the magnifying glass to the top left in the preview of the library item, you can compare the updated and outdated version with larger preview images (**Figure 167**).

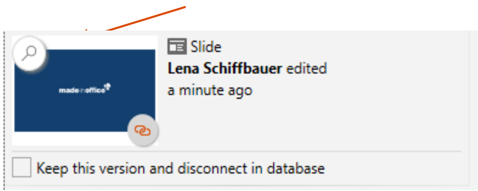


Figure 167: Compare both versions

If you are unsure where the differences are, you can also toggle **Show differences between versions**. The changes in the updated version will then be highlighted in yellow **(Figure 168)**.

Figure 168: Highlight differences between versions

To update all items in the current presentation, simply click **Select All** under **Available Updates**, and then click **Apply**. All connected items will be set to the state of the root item **(Figure 169)**. This action will also update the copy of the root item within the library.

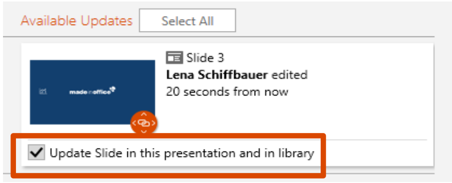


Figure 169: Update all items

Alternatively, you can also choose not to accept the update and continue working with the previous version of the item. To do so, check the option **Keep this version and disconnect in database**. The update link will be disconnected, in the library, and you will no longer receive update notifications when changes have been made to the root item.

If required, you may re-establish the update link manually later by right clicking the root item, selecting **Memorize for update link** and then selecting the disconnected item and clicking **Create update link to this root or update group** (**Figure 170**).

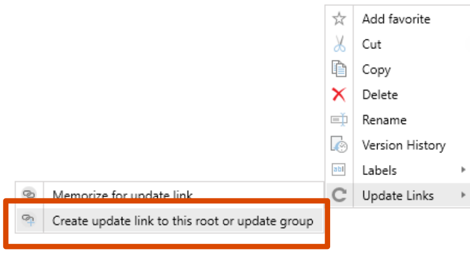


Figure 170: Create update link manually

If you open a presentation that contains an item that another user has deleted from the library and distributed a delete update, the Update Wizard also opens **(Figure 171)**. On the left side, you will be shown the element opened in your presentation that was deleted from the library. If you want to keep the element in its current form, select **Keep this version (no more updates)** on the left side and then click **Apply**. If you want to remove the item, select **Delete Object** on the right side and then click **Apply**. As with the procedures described above, you can decide on both single and multiple elements at once.

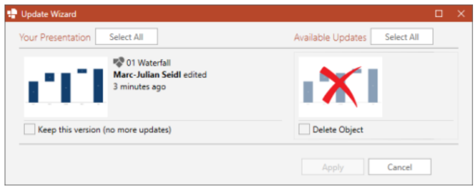
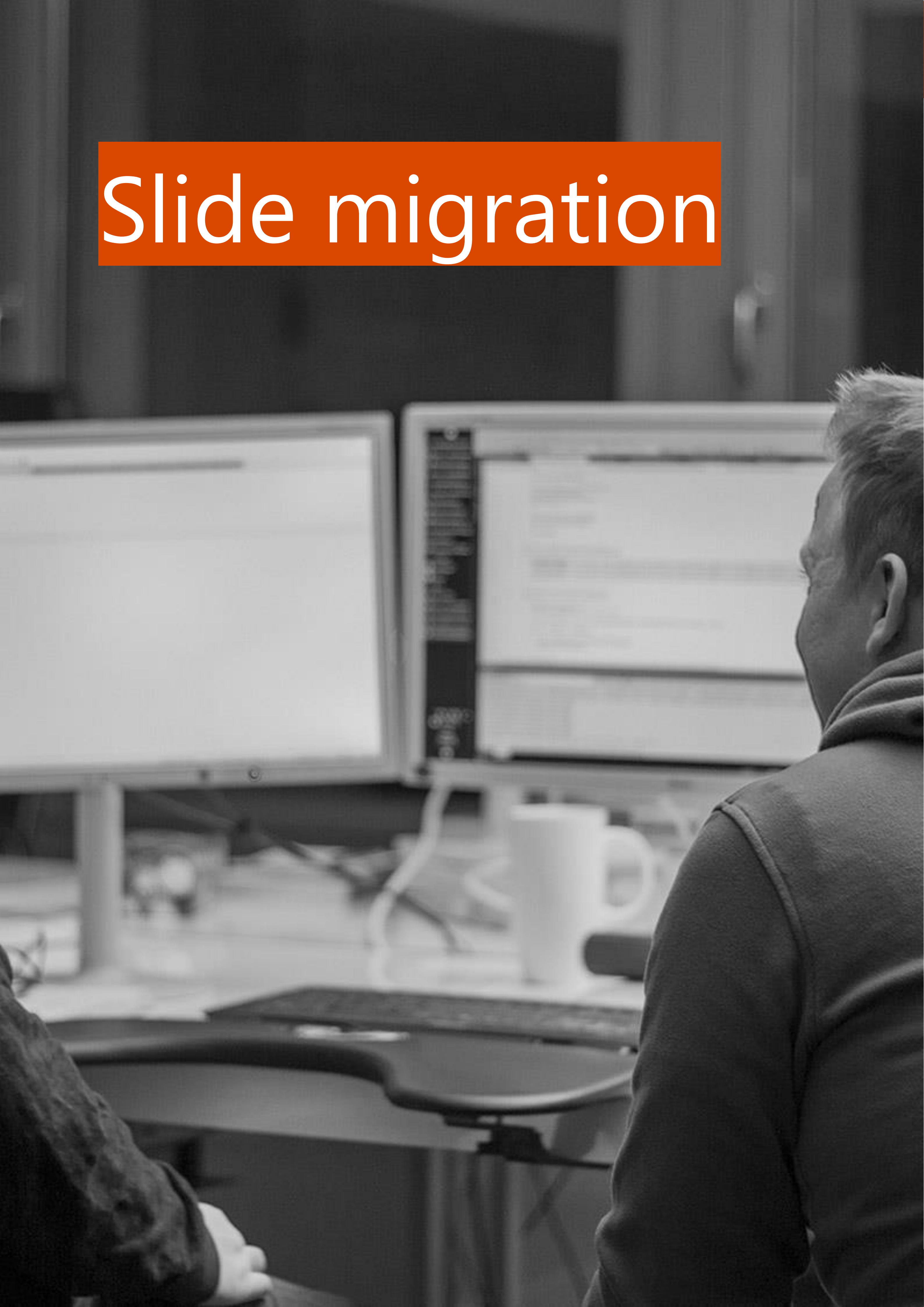


Figure 171: Manage delete update

Slide migration



5.1 General problem

It is cumbersome work to transfer a new master onto old slides. Often fonts, colors, and sizes are no longer required in the new design and must be manually adapted. Such presentations also often contain several masters that are to be replaced by a single master, although even if an old presentation is based on a single master, it contains several slide layouts that are not contained in the new master.

In empower® intelligent tools such as **Convert**, **Apply Master** and **Design Check** make slide migration considerably more efficient.

5.2 Convert

With the **Convert** tool you can now much better convert selected slides or entire presentations to the current master, removing all unwanted layouts, automatically correcting all footnotes, and directly adjusting all slides automatically to the corporate design. To do so, click on **Convert (Figure 172)**.

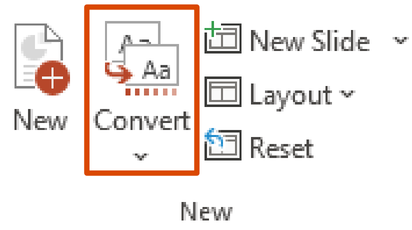


Figure 172: Convert button

In the opening context menu you have the possibility to start converting **selected slides** or the whole **presentation**, **choose** the **template** to convert to or adjust the **Conversion Settings (Figure 173)**.

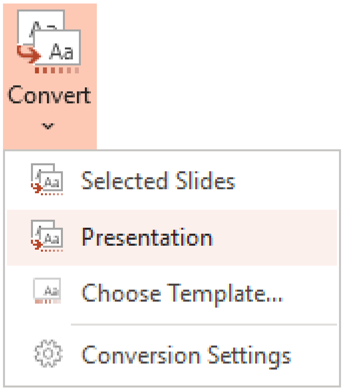


Figure 173: Convert

If you want to convert **selected slides** or the entire **presentation**, another dialog box appears **(Figure 174)**. Here you can decide whether empower® should automatically try to adjust the content of the slide(s) to the new working area or not. In addition, you have the option to run a **Design Check** and have all detected errors automatically corrected. If you have previously decided to adjust to the workspace, you now also have the option to deselect an auto-fit for slides with elements that go to the edge of the slide.

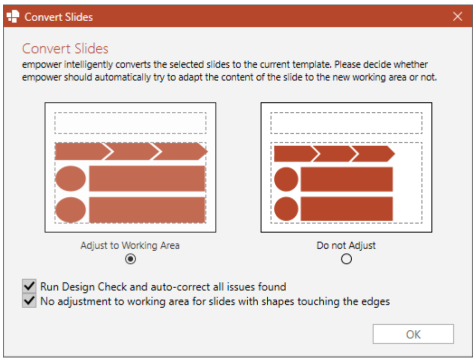


Figure 174: Conversion options

When you click **Choose Template**, the Quick Access Pane opens on the right side of the screen and you can choose one of the available masters. When you click on **Slide(s)**, the currently selected slide will be transferred. A click on **Presentation** will transfer the whole presentation **(Figure 175)**.

Figure 175: Apply Master

When you click on **Conversion Settings**, another dialog box opens (**Figure 176**). Here you can specify the default settings for converting slides. If you select that the content of slides should be automatically adjusted to the working area, this will be preselected by default when you perform an actual conversion. The same applies to the Design Check and the deselecting of an auto-fit to the working area for slides with elements that touch the edges of the slide. Lastly, you can decide whether these options should be prompted for every conversion.

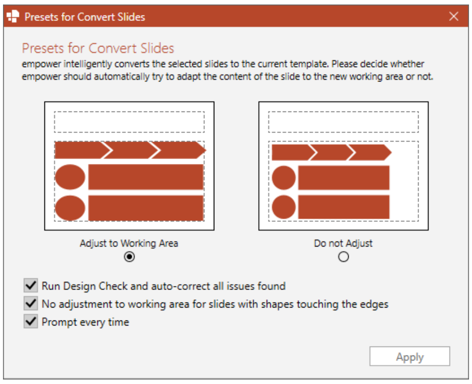


Figure 176: Conversion settings

5.3 Apply master

With empower® you can apply a new master onto old slides with a single click.

If, for example, you use the same master for different products in different colors and different product logos, you can easily apply a different master to the whole presentation or single slides using the master folder in the Quick Access Pane.

To do so, open the desired presentation in PowerPoint® and select a master **(Figure 177)**.

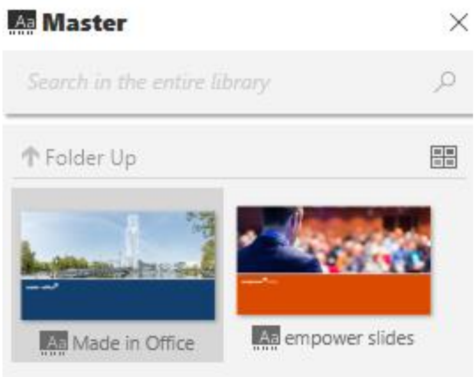


Figure 177: Select master for presentation

When you click on **Slide(s)**, the currently selected slide will be transferred. A click on **Presentation** will transfer the whole presentation **(Figure 178)**.

Figure 178: Transfer options

To the right of the button **Slide(s)** you will find a **cogwheel** which provides you with further options that help you when applying a new master to your presentation **(Figure 179)**.

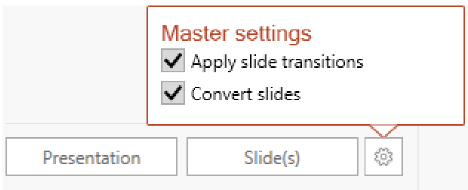


Figure 179: Additional master settings

You can decide if slide transitions in the old presentation are to be retained or deleted. Deactivate **Apply slide transitions** before applying the new master to your presentation to delete all slide transitions.

5.4 Change Format

After you have applied the new master to your old presentation using Apply master you may have some text elements on your slides or texts that are not contained in placeholders. The result of the application of a new design is dependent on how consistently you have been working with placeholders in your old presentation.

Using **Change Format** you can insert texts in placeholders on the current slide or in text elements from the template folder with a single click. To do so, click on the element with the text you wish to transfer (placeholder, text element, shape). To the top left of the element the Change Format overlay will appear **(Figure 180)**.

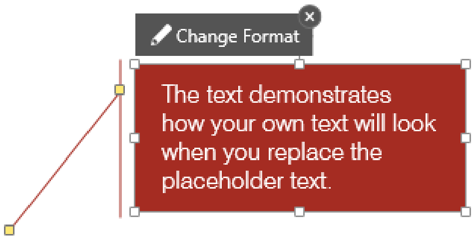


Figure 180: Adjust elements' format

Once you click on it, a list will open that will display all placeholders on the current slide (excl. placeholders for the footer), and below the divider line all text elements of the corresponding corporate design template folder **(Figure 181)**.

Select one of the **Placeholders**, and the text will be automatically inserted into the corresponding placeholder on the slide. If there is already text inserted into this placeholder, the additional text will be inserted below the existing text.

You can also select a **Text Element** from the list. The element will then be automatically selected from the library and inserted onto the slide, including the text to be allocated.

If this text was originally inserted into a text element (i. e. text field), the element will be deleted after transfer. If text inside a text element is transferred, it will remain on the slide.

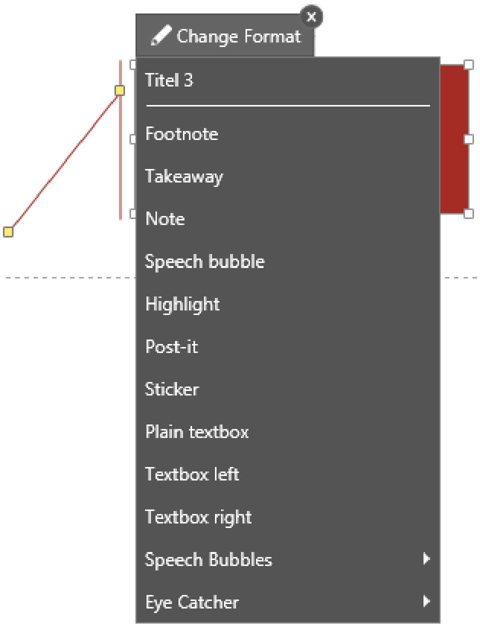


Figure 181: List showing all available placeholders and text elements

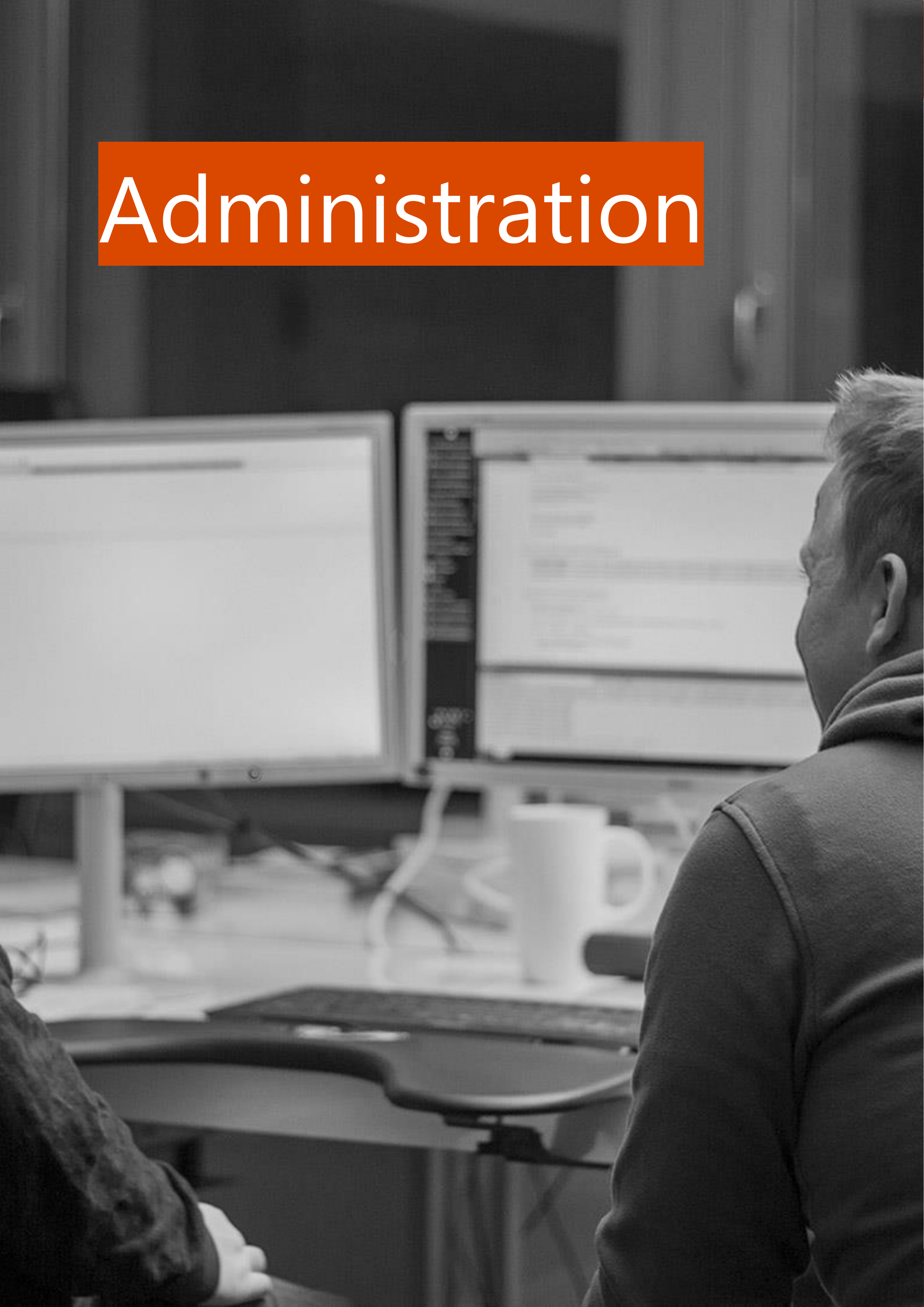
5.5 Design Check

After you have successfully transferred the new master with the help of the **Apply master** function and have completed distributing the content on the slides of your presentation (the layout tools help you complete this task efficiently), it may be possible that old fonts, colors and sizes are still contained in the presentation that do not conform to CD. **Design Check** can help you find and resolve such problems with just a few clicks.

In addition, the **Consistency Check** gives you the ability to check your presentation for corporate wording problems, incorrect hyphenation, multiple spaces and many other inconsistencies and automatically fix identified problems.

>> For more information on Design Check and Consistency Check, please refer to **chapter 2.16 Check.**

Administration



6.1 empower® Customizing Settings

As an administrator you can manage the basic settings of empower® in **empower® Customizing**.

You can access the customizing menu via the button **Help & Settings** under **Settings (Figure 182)**.

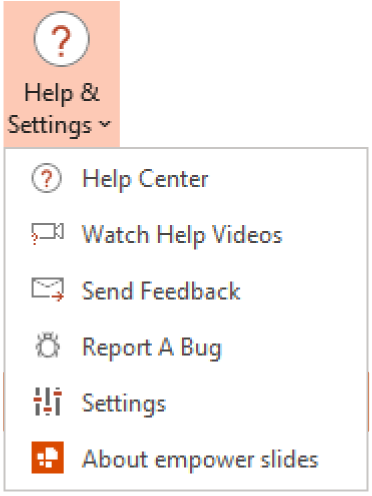


Figure 182: empower® Settings

> **Please note:**
> Any changes that you make here effect all empower® users in your company.

Once you have made changes in empower® Customizing, you can save by clicking **Apply**, and then make further changes. If you click on **OK**, all changes will be saved and the **empower® Customizing** window closes itself.

Depending on what kind of changes you have made, you may be required to restart empower® for the changes to take effect.

6.2 General

In the **General** section you will find the sections **Startup**, **Update notification settings** and **Update behavior settings** and **Convert Slides (Figure 183)**.

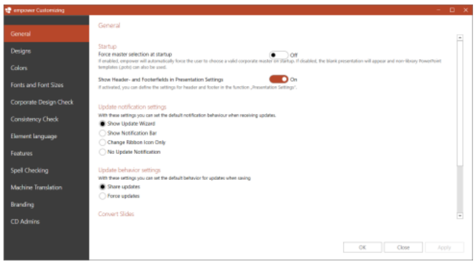
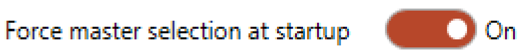


Figure 183: Configure empower® behavior

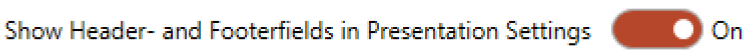
In the **Startup** section, you can find the options **Force master selection at startup** and **Show Header- and Footerfields in Presentation Settings**.

If you select the option **Force master selection at startup** a window opens that prompts you to choose a master deposited in empower® before PowerPoint® opens. In other words: PowerPoint® can only be opened with a centrally approved master template. This has the advantage that empower® users are now unable to create new presentations from blank masters that are not conform to corporate design. This is the reason why this setting is selected by default. To avoid having to select a master every time you start PowerPoint® you can set a master as a default template. If the option **Force master selection at startup** is deactivated, PowerPoint® will open with a blank template.

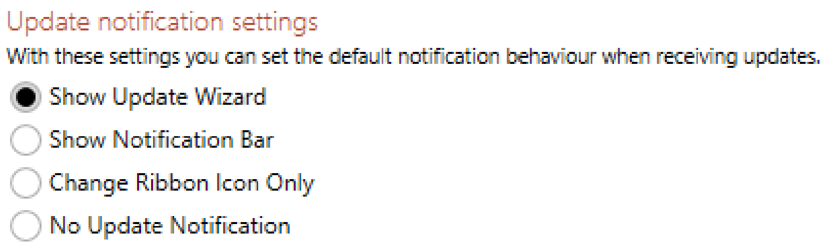


>> You can find instructions in chapter **2.2 Default Master**.

If you select the **Show Header- and Footerfields in Presentation Settings** option, you can define the header and footer settings in the **Presentation Settings** function.



In the **Update notification settings** section, you can set the default notification behavior when receiving updates.



The option **Show Update Wizard** will give you an overview of all elements within the update link as well as their respective versions. It also provides you with the possibility to manage these updates in bulk or individually.

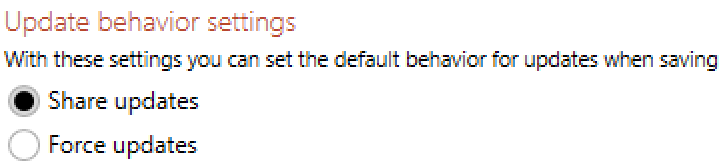
If **Show Notification Bar** is activated, changes to the root element will send update notifications to all its connected copies.

If **Change Ribbon Icon Only** is activated, the update link icon in the library will receive a red badge. Via the Update button in the library menu or the right click context window, you can then select Update to root version, to manually update the connected item.

Elements in the library will not receive any updates if **No Update Information** is activated.

>> You can find further information on the update function of empower® in chapter **4 Updates**.

In the **Update behavior settings** section, you can select the default behavior for the updates when saving.



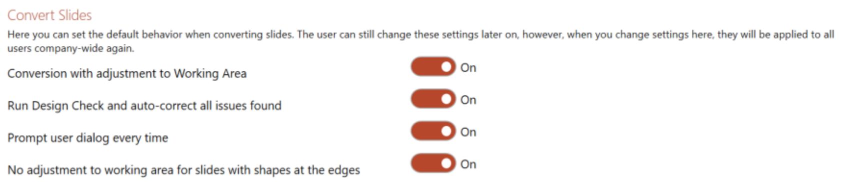
If you select the **Share updates** option, updates to items already stored in the library will be distributed by default when you save.

If you select the **Force updates** option, updates to items already stored in the library will be forced by default when you save.

However, you can also manually select whether to distribute or force updates from items already stored in the library whenever you save.

>> You can find further information on the update function of empower® in chapter **4 Updates**.

In the **Convert Slides** section you can specify the default behavior when converting slides.



If you select the option **Conversion with adjustment to workspace**, the workspace will be adjusted by default when converting slides.

If you select the option **Run Design Check and auto-correct all issues found**, the design check is run by default when converting slides and all identified errors are fixed automatically.

>> You can find further information on the Design Check in **chapter 2.16 Check**.

If you select the option **Prompt user dialog every time**, the user dialog will be displayed by default when converting slides, where the user can confirm or change the preferences that have been predefined by the administrator here.

If you select the option **No adjustment to working area for slides with shapes at the edges**, by default no auto-fit will take place for slides with elements that extend to the edge of the slide.

6.3 Designs

As an administrator you have the possibility to save multiple designs. A corporate design can be assigned to one or more masters and contains predefined colors, fonts, and one or several agenda templates. You can also optionally create a template folder for each respective corporate design.

If you have a master in 4:3 and 16:9 formats, you can also set two designs in order to use two different agenda templates and text elements. If you use different brands in your company, you can also set a different design for each brand and master.

A design is active when a master used is connected to it. For example, in **Fonts and Colors** in the empower® ribbon, only the fonts, sizes and colors that have been approved for this design are displayed. The Agenda Editor will also only provide those layouts that have previously been set for this design. If specific folders in the template library have been allocated to this design, they will also be automatically displayed in the template folders of the Quick Access bar. Design Check will examine each slide according to the guidelines of the selected design.

In **Settings** and then **Designs**, you will find an overview of all corporate designs saved in empower® **(Figure 184)**. Here you can edit existing designs, delete some, or create new designs. To create a new design, simply click on **plus sign (+)** and click **OK**. This will add a new design to the master.

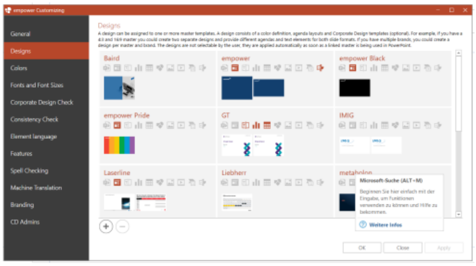


Figure 184: Overview of all corporate designs

Please note:
If you delete a design, you also delete all folders in the template library that are connected to it. The same is true if individual template folders are deselected in the design. Settings for colors, fonts, and font sizes can be set in the respective section of each design.

>> For details on master settings, please refer to **chapter 5.3 Apply master**.

Click **Apply** and a new design will be created in **Designs**. You can now assign a name to the design and set if and which corporate design template folders are to be created for this design. To do so just click on the icons **(Figure 185)**.

Afterwards, the newly created design will be available for use and you can assign it to a particular master.

Figure 185: Define different settings for new design

6.4 Colors

In the **colors** section, you can define colors for every design. After selecting the desired design, you can set, if you want, the color palette to be limited in empower® or not **(Figure 186)**.

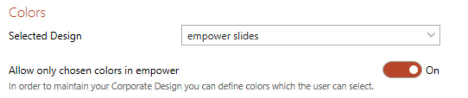


Figure 186: General color settings

You can then define the desired colors to which the user of the selected design will be limited **(Figure 187)**.

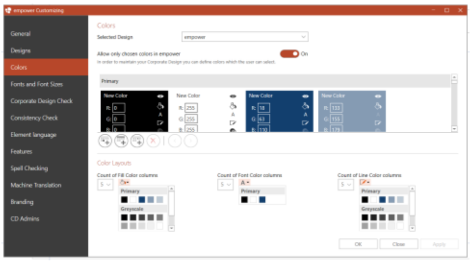


Figure 187: Define desired design colors

You can add additional colors or delete colors that are no longer required. Using the arrow buttons, you can alter their order **(Figure 188)**.

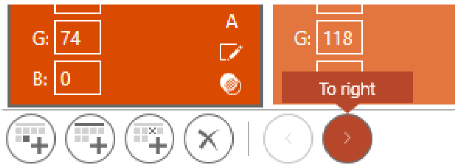


Figure 188: Alter colors' order

Click **Add color** to add a new color, and in a first step provide the RGB values **(Figure 189)**.

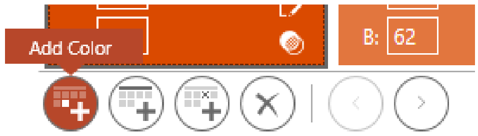


Figure 189: Add new color

After completing this step, you may name the color, and make further changes: you can set its use as filler, line or font color. If you set a color only as a fill color, then it cannot be used as a line or font color. Consequently, it will only be displayed in the color picker of the fill colors **(Figure 190)**.

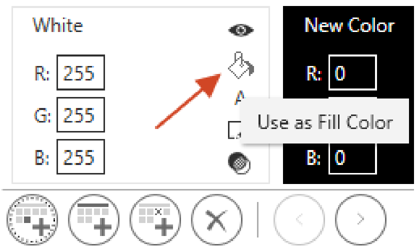


Figure 190: Define use of the color

In addition, you can set if this color is to be used with transparency, as well as if the color is selectable in the color picker by the user. Deactivate a color by clicking on the eye symbol – the color will still be approved by Design Check but user cannot actively select it in empower® **(Figure 191)**.

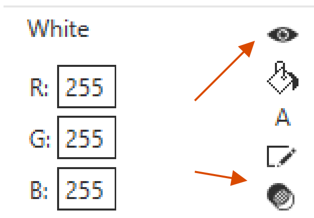


Figure 191: Set transparency and selectivity of the color

To delete a color, select the appropriate color and click **Remove (Figure 192)**.

Figure 192: Remove color

Please note:
Keep in mind that deleting a color by clicking on **OK** or **Apply** cannot be reversed.

In order to display the colors in the color picker in an orderly fashion, you can set headers or empty placeholders between the color fields. To add a header, simply click **Add Heading** and type a desired specification **(Figure 193)**.

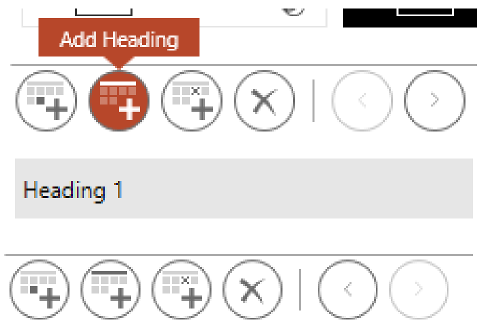


Figure 193: Add heading for color fields

Please note:
When setting colors, a header is always added below already existing colors. It can then be moved into position before or after the colors using the arrow keys.

With **Add Empty Placeholder** you can add an empty placeholder with the dimensions of a color field **(Figure 194)**.

Figure 194: Add empty color field as placeholder

Depending on whether you set the placeholder as fill color, font color, or line color the corresponding color picker will display an empty field **(Figure 195)**. It will allow you to distribute the colors in the picker while being able to achieve a specific number of columns.

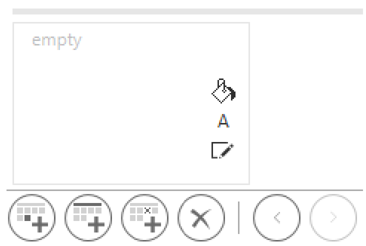


Figure 195: Empty placeholder

In **Color Layouts** you can set the number of columns for each respective color picker – be it for fonts, fillers, or lines. The result is presented in a preview **(Figure 196)**.

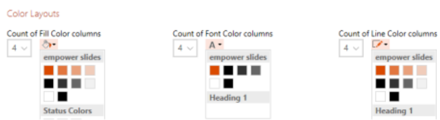


Figure 196: Adjust color layouts

6.5 Fonts and font sizes

In the section of **Fonts and Sizes**, you have the possibility to the set which fonts and font sizes each design is to provide in empower®. After selecting the desired design, you can first set if you require fonts and font sizes to be limited, or not **(Figure 197)**.

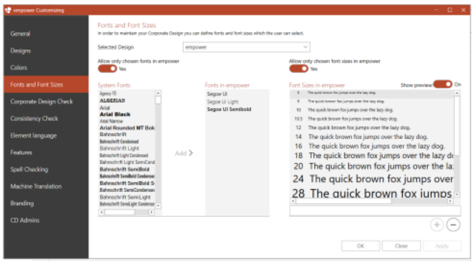


Figure 197: Set font type and font sizes

To add a font, select the desired font and click **Add (Figure 198)**.

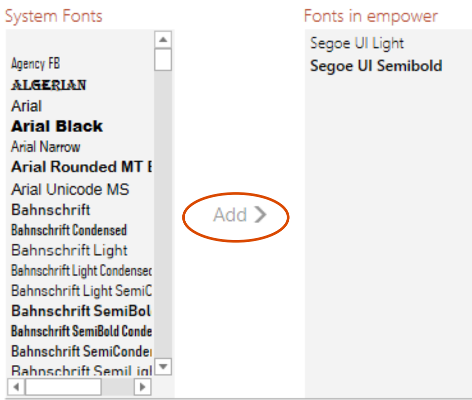


Figure 198: Add a font

To add a font size, you need to enter it and then click **Add** or press **Enter (Figure 199)**.

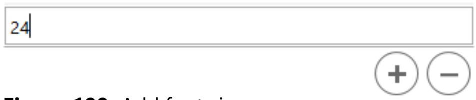


Figure 199: Add font size

If you activate **Show preview**, you can see what the selected font looks like in the preset font sizes **(Figure 200)**.

Figure 200: Activate preview of selected font

6.6 Corporate Design check

In **Corporate Design Check** you can set all options for the empower® Design Check **(Figure 201)**.

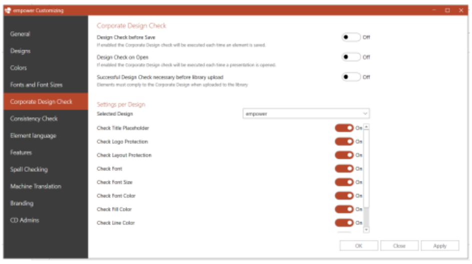


Figure 201: Set Design Check options

When opening or saving presentations, you can also perform a design check with the aid of the following settings. The automated design check does not obstruct saving, opening, or closing of presentations.

If **Design Check on Save** is toggled on, Design Check will launch automatically once a presentation is saved to the library. If a presentation contains CD violations, you will receive a notification to the right of the save dialogue **(Figure 202)**.

Figure 202: Notification about CD violations

If **Design Check on Open** is activated, Design Check will launch automatically once a presentation is opened. Here, you will also be notified accordingly if the presentation contains CD violations.

If **Successful Design Check necessary before library upload** is activated, elements must comply to the Corporate Design before they can be uploaded to the library.

In addition, you can define the parameters of Design Check for each individual Design:

- Title placeholder
- Logo protection
- Layout protection
- Fonts
- Font sizes
- Font colors
- Fill colors
- Line colors
- Colors of numbering items
- Style of numbering items.

6.7 Consistency Check

In the **Consistency Check** section, you can download and upload the configuration of your consistency check (RuleConfig.xml) **(Figure 203)**.

To download the configuration, click **Download configuration**. The explorer then opens and you can select where to save your configuration file. Then click **OK**.

To upload a new configuration, click **Upload Configuration**. The explorer then opens and you can select the configuration file to be uploaded (RuleConfig.xml). Then click **OK**.

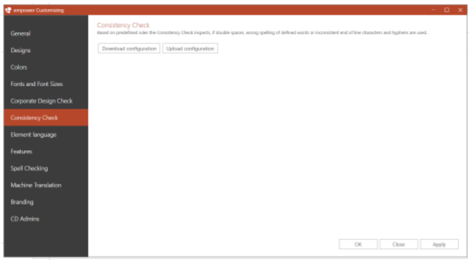


Figure 203: Down- and upload consistency configuration

6.8 Element language

In section **Element language**, you can activate and manage the **Language assignment** feature.

If you wish to use this feature in empower®, you can activate it by clicking **Yes**. In the overview, you are then able to set the languages you wish to use for the **Language assignment** feature. Activate them from the overview on the left by clicking **Add**. Select a language on the right to deactivate it by clicking **Remove**. Using the arrow keys **Up** and **Down** you can change the order the languages are displayed in **(Figure 204)**.

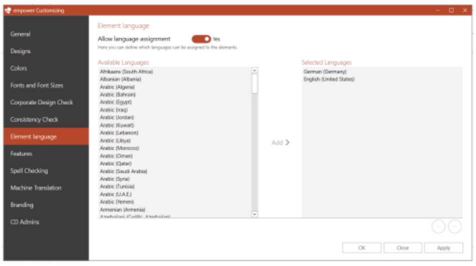


Figure 204: Configure language assignment

6.9 Features

In **Features** you can manage the features available to the user in the empower® ribbon. Once a function is activated, it will appear in the empower® ribbon.

On the left are features that are inactive. On the right you see all features that have previously been activated and have been made available in the empower® ribbon. In order to activate a function, select the required function and either click **Activate**, if you want to add it to the empower® ribbon, or **Deactivate** should you want to remove a function **(Figure 205)**.

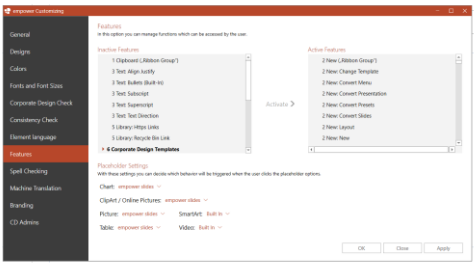


Figure 205: Configure empower® ribbon

In the list of features, under **Corporate Design Templates**, you can set which template folders should be displayed in the quick access bar. By default, all template except for SmartArt Templates, Presentation Templates and Videos folders are enabled. If you want to disable a template folder, go to item **6 Corporate Design Templates** in the list of active features, expand the item and disable the display of one of the available template folders from the quick access bar **(Figure 206)**.

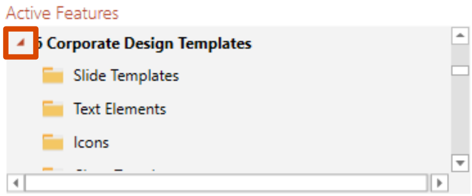


Figure 206: Configure quick access bar

The following folders are available:

- Slide Templates
- Text Elements
- Icons
- Chart Templates
- Table Templates
- Images
- SmartArt Templates
- Presentation Templates
- Videos

In the **Placeholder Settings** section, you can set what happens when users utilize the placeholder function, in other words, when a user uses a placeholder defined as one of the functions listed below **(Figure 207)**.

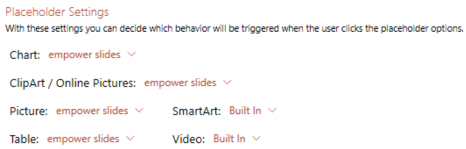


Figure 207: Set placeholder behavior

You can choose one of three functions for every one of the six insertion options: **Built In** opens the normal PowerPoint® selection. Select **Deactivated** and a notification appears telling that this application is not available. In **empower®** the corresponding folder containing your corporate design templates will open in the Quick Access Pane. This is the default setting for ClipArt/Online Pictures, Charts, Pictures and Tables **(Figure 208)**.

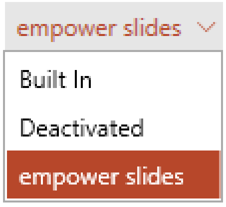


Figure 208: Choose placeholder functions

6.10 Spell Checking

In section **Spell Checking**, you can set what language are to appear at the top of the selection for spell checking **(Figure 209)**.

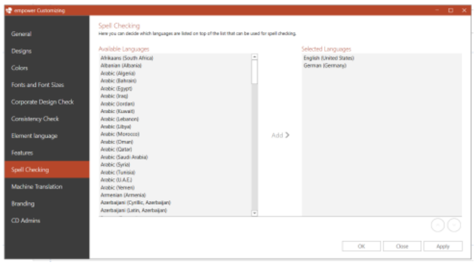


Figure 209: Set languages for spell checking

Select a desired language, add it to the list, and then move it to position using the arrow keys **(Figure 210)**.

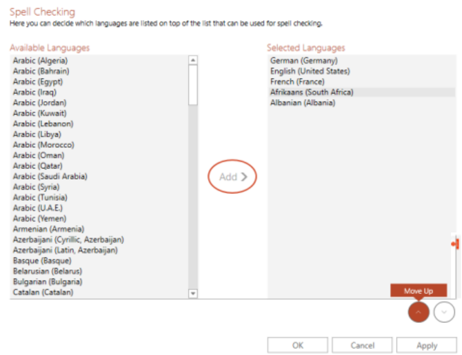


Figure 210: Add language

Should you want to remove a language, just select it and click on **Remove (Figure 211)**.

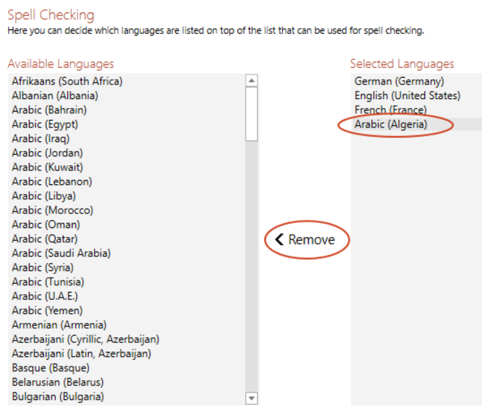


Figure 211: Remove language

6.11 Machine Translation

In the **Machine Translation** section, you can manage the use of DeepL translations **(Figure 212)**.

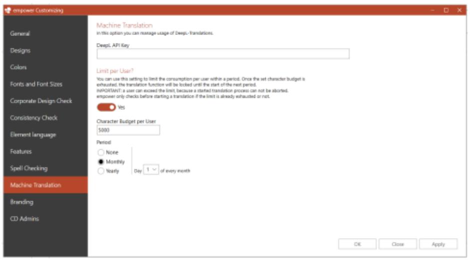


Figure 212: Machine translation

To activate machine translation and billing via DeepL, enter your DeepL API key in the corresponding text field and confirm the entry by clicking **Apply (Figure 213)**.

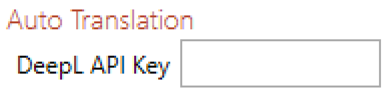


Figure 213: DeepL API Key

When using DeepL, you can set user-specific limits to control the costs of translations. To do so, activate the feature **Character Budget per User** and then define a limit for the allowed number of translated characters and a period for the limit **(Figure 214)**.

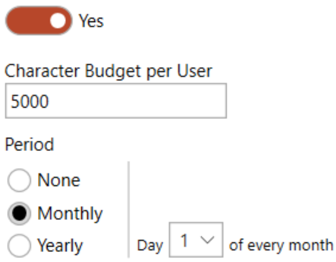


Figure 214: Translation limit

6.12 Branding

In the section **Branding**, you can adapt empower®'s design to match your company **(Figure 215)**.

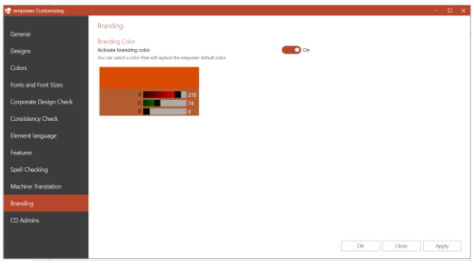


Figure 215: Adjust display of empower®

You can set the **Branding Color** to replace the standard that empower® is set in, for example changing the quick access bar. To do so, simply type in the RGB values **(Figure 216)**.

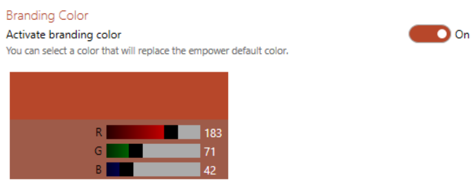


Figure 216: Set empower® color

6.13 CD Admins

In section **CD Admins**, you can add or remove corporate design administrators **(Figure 217)**.

A corporate design administrator has access to all editing options via the menu **empower® Customizing**, e. g. can change basic and company-wide settings in empower®, as well as make changes to the agenda and smart objects (Traffic light, Harvey ball, and Stamp).

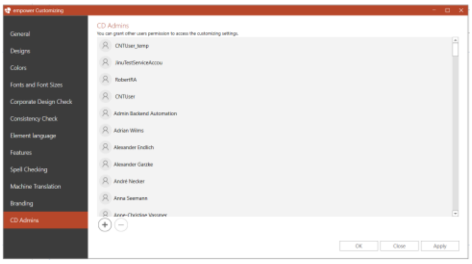


Figure 217: Set corporate design administrators

To add a user or a group as a corporate design administrator, click on the **plus sign (+)** and find him with one of the criteria (Surname, Name, Displayed Name, or Account Name). You can now add a new corporate design administrator by clicking **Add**. To remove a user from the list, simply select the desired user and click on the minus sign.

6.14 Status

There are certain Smart objects specifying the status, provided by **More** such as Traffic light, Harvey Ball and Checkbox **(Figure 218)**. The desired objects can be added to slide and customized as per your requirements.

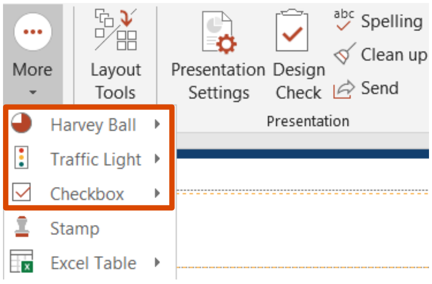


Figure 218: Smart objects specifying status

> **Please note:**
> When making changes, take care that any groupings of the elements should not be added or deleted. To upload, all elements of the object need to be selected. Regarding the Traffic Light, it is also important to make sure the correct color option for the Traffic Light is saved.

6.15 Stamp

Stamp provides custom made stamp designs that can be used in your presentation. You can also create your own design for the stamp. You can access the stamp menu via the button **More** under **Stamp (Figure 219)**.

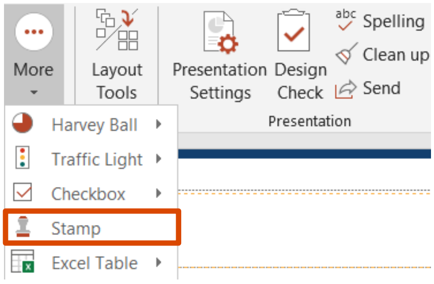


Figure 219: Adding stamp to slide

If you want to upload a stamp, click on **Stamp** option and a dialog box opens. A list of available stamps is displayed. Select the desired one and it can be inserted either in the selected slide or the whole presentation **(Figure 220) (1)**. You can also create your own stamp design, by just editing the text **(2)**.

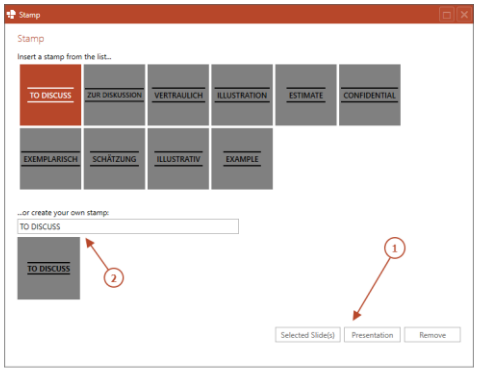


Figure 220: List of available stamps

The stamp can also be removed by clicking on **Remove** option. This displays a window asking you to confirm if all the stamps from the presentation is to be removed **(Figure 221)**.

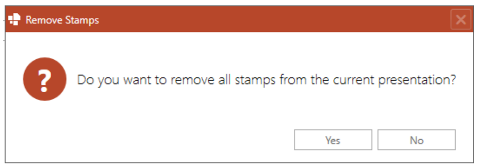


Figure 221: Confirm the removal of stamps

6.16 Customizing of agenda

In the **empower® library** you can find all your agendas in the file **empower elements (Figure 222)**. You can add new agendas to empower®, edit existing agendas and delete old items.

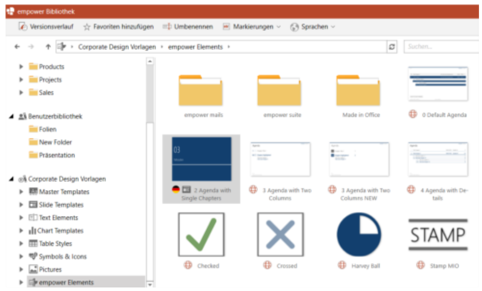


Figure 222: Overview agendas

To adapt an existing agenda, select the desired agenda in the file **empower Elements** within the **empower® library** and **insert**. empower® will then add the **agenda template** on which your agenda is based into the currently opened presentation **(Figure 223)**.

Figure 223: View of added agenda template

On this template, you can define all agenda elements which the Agenda Editor will then use to create individual agendas in your presentations. If you right-click an element on this template and open the list of **Agenda Tags**, you can see the individual tag that is assigned to every element on this slide **(Figure 224)**.

The first element without highlighting defines all agenda points on the first level that will not be discussed in a presentation; they will however still be contained in the presentation.

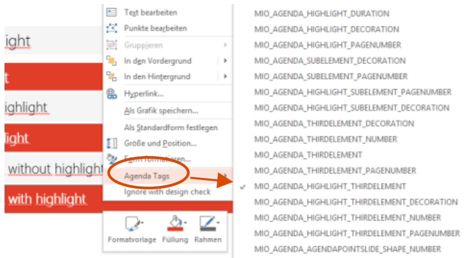


Figure 224: Agenda tags

The second element with highlighting defines the agenda point on the first level that is currently used in a presentation and is usually highlighted in color **(Figure 225)**.

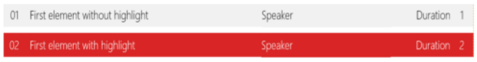


Figure 225: Color coding of first element with highlight

The sub-element without highlight defines all sub points of an agenda that are currently not selected. Lastly, the sub element with highlighting defines the sub point that is currently used and is usually highlighted in color **(Figure 226)**. The third level elements act in accordance to the same logic.

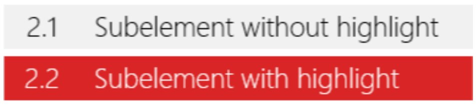


Figure 226: Color coding of second element with highlight

In addition, spaces for numbering, page numbers, and – regarding agenda points on the first level – the space indicating duration and speaker, are defined individually for every element. The title of the agenda is also able to be adapted.

All these spaces are text boxes that can be changed to your requirements. For example, font colors can be altered and other fields can receive a different fill color.

> **Please note:**
> Under no circumstances should you compile groupings of several elements. This would lead to a deletion of their individual tags, which would result in the agenda not working properly. Even subsequent ungrouping will be unable to reverse this effect. However, you can assign lost tags with a right click on the element via **Agenda Tags**. Though you should not group or delete any elements on the agenda template.

The **space** between the different agenda points on the agenda template defines the space between the agenda points in your individual agendas created with the Agenda Editor. For example, the space between **the First element without highlight** and the **First element with highlight** on the agenda template defines the space between to first level agenda points in your individual agendas created in a presentation. The text box with the tag **AGENDA_BREADCRUMB** defines the design of the **chapter reference (Figure 227)**. You can define font, -size and –color as well as the position and size of the text box.

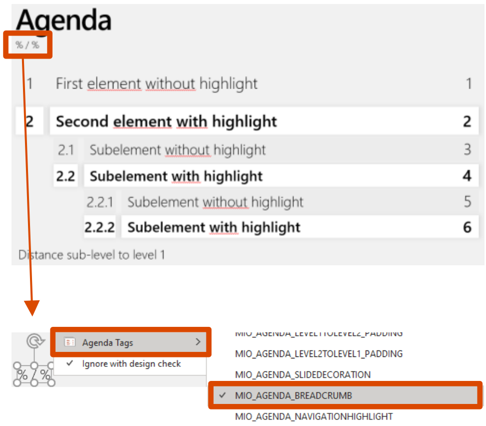


Figure 227: Customize placeholder for breadcrumb navigation

The same way you can adapt the text boxes for the **agenda navigation**. The navigation consists of two text boxes: one is highlighted (for the current agenda point) and one is without highlight (for the other agenda points) **(Figure 228).**

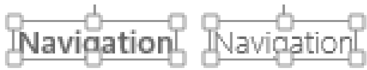


Figure 228: Navigation textboxes

You can modify these fields in the same manner as any other of the elements in terms of font, font size, and color, as well as the overall size of the field.

After all adjustments have been completed, you may upload the adapted agenda template. To do so, you need to select the agenda. Clicking on **Save** as **empower Element** and then as **Agenda**, you can now overwrite the existing agenda or upload it as a new one **(Figure 229)**.

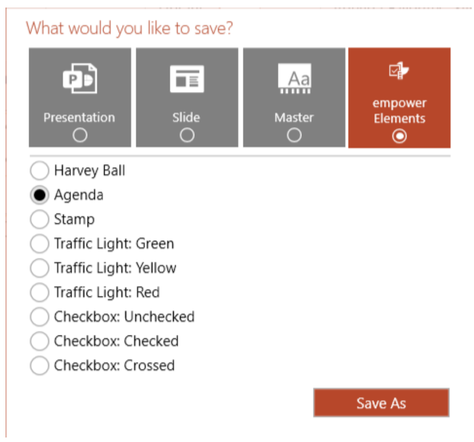


Figure 229: Add new agenda layout

Before the new agenda template is saved, a dialog window will open. Here you can make additional settings to your agenda template **(Figure 230)**.

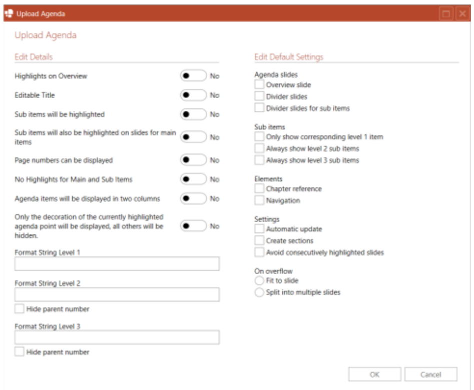


Figure 230: setting design and name of agenda template

If you activate **Highlights on Overview,** the overview slide of the agenda will contain all highlighted agenda items.

Activating **Editable Title** allows the user to enter an individual title via the Agenda Editor. If the function is deactivated, the title will be the text in the agenda title of the template.

If **Highlights for Sub Items** is toggled, the current agenda item will be highlighted even if it is a sub item.

If **Highlights for Sub Items on Main Items** is activated, the sub items of the highlighted main item will also be highlighted on the agenda slides

In order to be able to toggle page numbers in the Agenda Editor, **Page Numbers** has to be switched on when uploading the agenda layout.

Activation of **No Highlights for Main and sub Items** will result in neither the current main nor sub item will be highlighted.

If **Agenda items will be displayed in two Columns** is activated, on the agenda template during the upload procedure, a user can set up an agenda with two columns, however a further requirement for this function is an agenda template that has been set up accordingly.

You can also activate the option **Only the decoration of the currently highlighted agenda point will be displayed, all others will be hidden**.

In the **Format String** fields you can set up the numbering symbol of the agenda items per level **(Figure 231)**. By default, Arabic symbols are used without a period (e, g, 1, 2, 2.1, 2.2, …). To set a numbering item enter "%1%." (no quotation marks). Alternatively, you can use the following formats:

- %a% for lower case letters
- %A% for upper case letters
- %i% for lower case Roman numerals
- %I% for upper case Roman numerals.

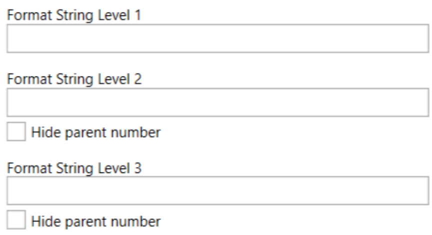


Figure 231: Formatting of numbering items per level

After all the required changes have been made, klick on **OK** to save the agenda template in empower. In the Agenda Editor you can now select your new layout.

If you wish to delete an old agenda, just go to the empower® elements folder in the library and delete the agenda in the same way as another element.

Please note:
You will be unable to reverse this action once the Agenda Template has been deleted.

6.17 Layout of folder structure Best Practice

As explained in chapter **3 Slide management**, slide management concerns not only assigning authorization but also the setup of a folder structure that best works for your company, as well as the central curation of content in empower®. This method alone guarantees that all advantages of empower® are used and employees are able to work with the most up to date content.

Before you set up a folder structure for your company, you should think about how to sensibly structure the content you want to make available to your employees.

In general, we recommend you set up a **central slide pool**, in which single slides that have been completed and are able to be used, can be deposited. These slides can be saved in the company library in different folders allocated by topic. The content of all slides in the slide pool should only be altered centrally. This way you make sure that all slides are always up to date and conform to corporate design. To do so, you should grant administrator rights to these folders to a small team of employees tasked with curation of the slides.

Other folders could contain presentations that have been created with slides from the slide pool. This too ensures that the content of the presentations is always centrally curated and up to date. This works as follows: as soon as a slide from the pool is centrally changed, update notifications will appear once a presentation has been opened. empower® informs you as soon as a presentation is not up to date and provides you measures to update it **(Figure 232)**.

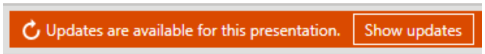


Figure 232: Notification on available slide update

6.18 Send Feedback and Report A Bug

To continually improve empower® and to cater for wishes and requirements, your experience with empower® and your opinion of the product are very important to us. For this reason, every empower® user has the possibility to provide feedback quickly and easily to the empower® support, and directly report errors.

To send feedback click on **Help & Settings** in the section **Help** and select **Send Feedback (Figure 233)**. A dialog window will open in which you are able to select how you want to send your feedback (Mail, Outlook®, other applications). Once you have made your choice, an email addressed to empower® support will open in which you can give us your feedback. You also have the possibility to contact us directly any time at support@empowersuite.com.

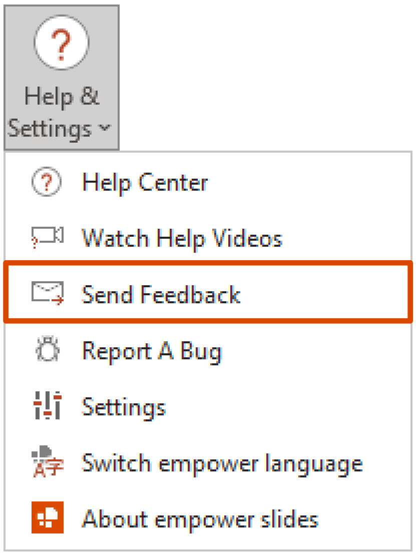


Figure 233: Send feedback to empower® support

If you want to report a bug in empower®, you also use the button **Help & Settings** and select **Report A Bug (Figure 234)**. empower® will automatically send an email with log files to empower® support. With these log files, the support can reconstruct and solve the problem. Please explain in the email exactly what issue occurred, and if possible, provide all steps that led to the problem.

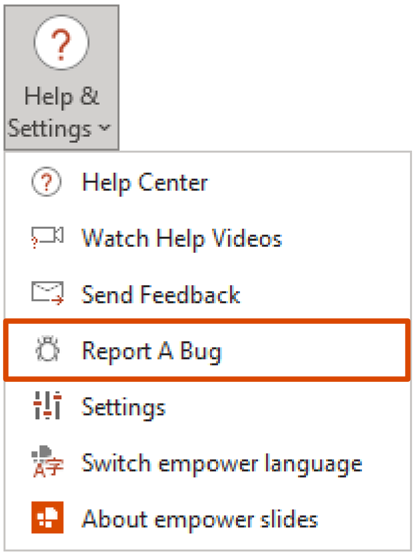


Figure 234: Report a bug in empower®

6.19 empower® bullet function

empower® provides advanced functions for the use of bullets in PowerPoint®. The standard function of PowerPoint® is enhanced with further functionality: images can be defined as bullet symbols in the master, and with the help of the empower® bullet function, these bullet symbols can also be applied to text elements. When using the empower® bullets, please note that only <u>one</u> image can be implemented. You can, however, use this image on multiple levels (e. g. in level 2 and level 3).

empower® bullets can be set up following two steps: first, the desired image must be implemented into the master. Afterward, the bullet function is required to be implemented as well.

If you wish to define bullet points for your master, change to Slide Master view, and select the mother layout at the very top. Here, you can now set up your bullet points. Settings you make will be applied to the placeholders of all other layouts **(Figure 235)**.

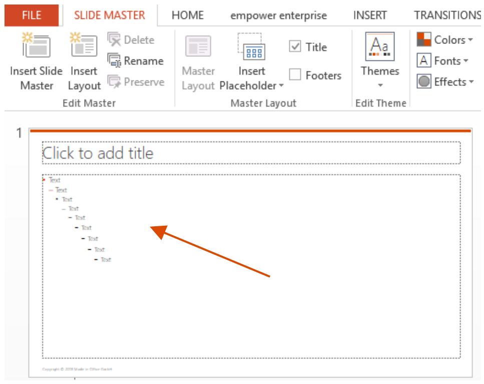


Figure 235: Set up bullet points for all layouts in the master

Using the standard function of PowerPoint®, you will now have to implement the image bullet. To do so, select the desired level on the placeholder of the mother layout and change from the **Slide master** tab to **Home**. Here, change to the **Paragraph** section to open the familiar bullet menu of PowerPoint®. Now select **Bullets and Numbering... (Figure 236).**

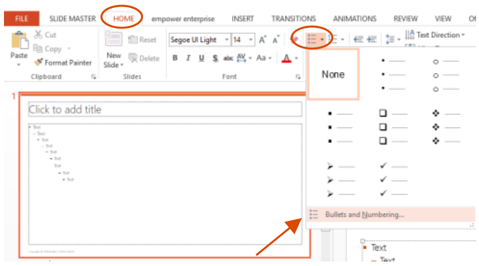


Figure 236: Steps to set up bullet points

In the **Bullets and Numbering** window, click on **Picture**. You will now be prompted to **select an image file** from a save location (e. g. a folder on your local hard drive). Once this step is completed, click **OK (Figure 237)**.

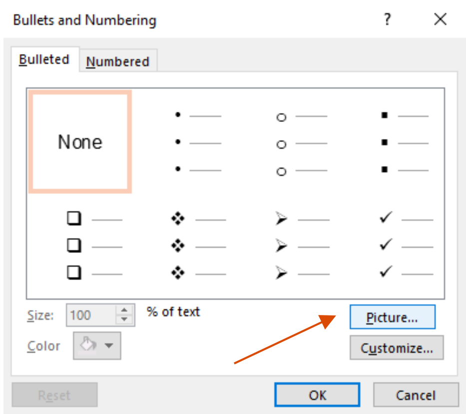


Figure 237: Select individual image file for bullets

You will now have to implement the same image using the empower® function Set bullet image. This button can be found in the **Slide master** menu to the right of a button titled **Close master view (Figure 238)**.

Once you click on this button, you will be prompted to **select an image file** from a storage location. Select the same file as before.

You have now successfully set the image as a bullet symbol. Proceed with a further level or leave master view and save the master in empower®.

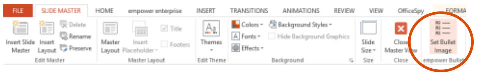


Figure 238: Implement bullet image

6.20 Ignore item with Design Check

Corporate design administrators can exclude individual presentation elements or elements of the master from Design Check. For example, you may create a presentation containing red arrows to show colleagues collaborating on a presentation where items of interest are located. These arrows can be excluded from Design Check in a way that they will not be flagged as a violation. The color red is not to be made available in empower®, while the arrows are not to be flagged by the design check.

To exclude an element from Design Check, right-click it and select **Ignore with design check (Figure 239)**. Just as with any other change, save the presentation/slide/element (or its master if you have edited an element in the master) to the library.

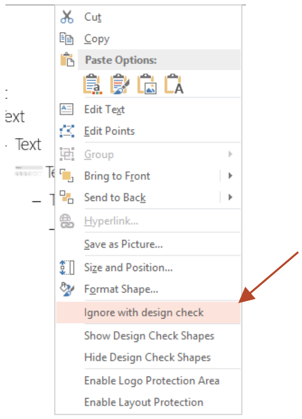


Figure 239: Ignore element with design check

6.21 Set up layout protection

Layout protection allows you to ensure that slide elements are always placed in their prescribed drawing area and do not extend outside of it. This will retain the uniform design of your presentations.

Layout protection is set up and activated in the master. To do so, save the master to the library, or if it is already located in the library overwrite it. In the master information set **Layout protection** to **On (Figure 240)**.

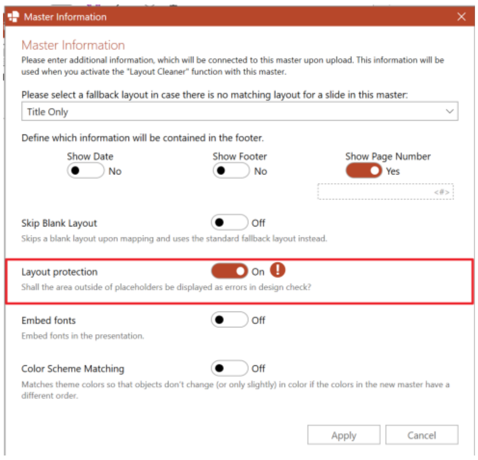


Figure 240: Activate layout protection for master

Once layout protection is activated, all placeholders on the master will be automatically defined as layout protection area. If a shape is now inserted onto the slide and part of it is located outside of this area, Design Check will flag this slide element as a corporate design violation.

Almost every master also contains layouts that only contain few or no placeholders. Elements placed on layouts **Title only** and **Empty** should be distributed freely. Once layout protection is activated, Design Check would flag this as a layout protection violation.

In order not to restrict individual design options you can define your own layout protection area, in addition to the standard placeholders. To do so, simply insert a shape onto the desired layout which will represent the area you wish to set as a layout protection area in which content is allowed to be placed **(Figure 241)**.

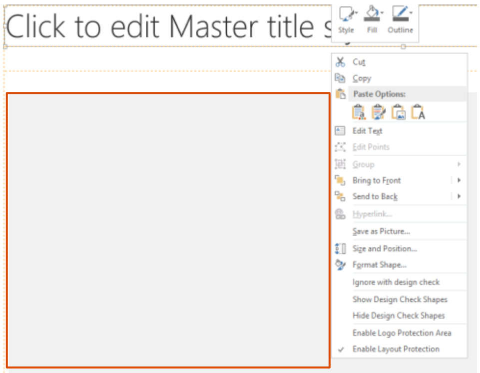


Figure 241: Define layout protection area

Afterward, right-click the element and select **Enable layout protection (Figure 242)**. This area of the layout is now set as a layout protection area. The same method can be used to extend the layout protection area on layouts with placeholders.

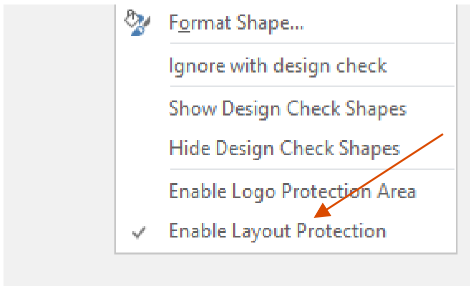


Figure 242: Enable layout protection

Perform a right-click on the grey shape marking the layout protection area and click on **Hide Design Check Shapes** to hide the shape in order for it to no longer be visible on the slides once you leave slide master view. If you wish to edit the shape later, simple reverse this step with a right-click and select **Show Design Check Shapes (Figure 243)**.

In order to save all changes, the master will have to be uploaded back to the empower® library.

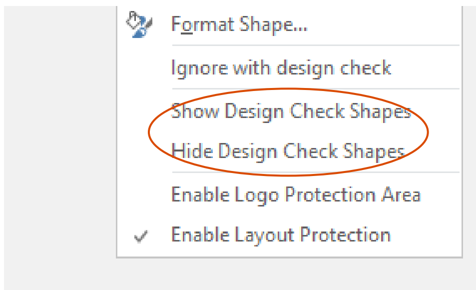


Figure 243: Show or hide design check shapes

6.22 Set up Logo Protection

In the same procedure as with the Layout Protection, Logo Protection allows you to ensure that no element can be place in the area of a logo or even cover it. To set up Logo Protection, open the master and change to slide master view. Now, insert a shape to mark the logo protection area. In order to make the setup of Logo Protection easier, you can set the fill color of the shape to transparent. This way you can place the shape directly over the logo and set its shape to match that of the logo. Afterward, right-click the shape and select **Enable Logo Protection Area (Figure 244)**.

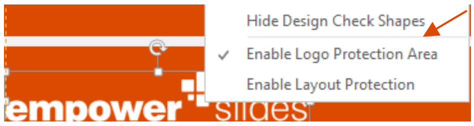


Figure 244: Enable logo protection area

If you aim for an identical setup of Logo Protection on all layouts, you can simply copy this shape and insert it onto all remaining layouts. Once you are done, you can right-click one of the elements and then click on **Hide Design Check Shapes** to hide the shapes so that they are no longer visible when you leave slide master view. In a final step, you are required to save the master back to the empower® library in order to make the changes available.

6.23 Set up Master Fields

Master Fields can be text fields or shapes that are placed in the master. Via **Presentation Settings** in the empower® ribbon, these elements can have text entered them, or be revealed or hidden. Once activated, Master Fields will be inserted on all slides of a presentation – this way a presentation can be marked as 'confidential' with just a few clicks.

To set up a Master Field you will need to change to the **View** tab in the PowerPoint® menu and open **Slide master** view. Select the first, large layout (mother layout) of the master and insert a text field which will serve as a Master Field. Drag the shape to the desired position and format it to your requirements (e. g. font, font color, font size). Afterward, select the shape and the click on **Define Master Fields** to the top right **(Figure 245)**.

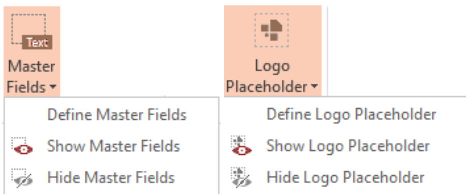


Figure 245: Define Master Fields

You have three types of Master Fields to choose from: **Test Master Field**, **Options Master Field**, **Fixed Master Field (Figure 246)**.

If you select **Text Master Field** you can enter text into a Master Field via the presentation settings. In **Name**, you are required to enter a specification of this field which will later be displayed in the presentation settings. You can also enter a description for this field which will be displayed below the name of the field. You can also assign a **language** to the Master Field; by default the language is set to **Define for all languages**. This will display the field, no matter what language the presentation has been set to. If the Master Field is allocated to a specific language, it will only be available if the presentation is set to the same language. This way you can set the same Master Field multiple times and enter the description in the respective language. If you activate **This Master Field is mandatory,** the **Presentation Settings** will open automatically once a presentation is opened with this master.

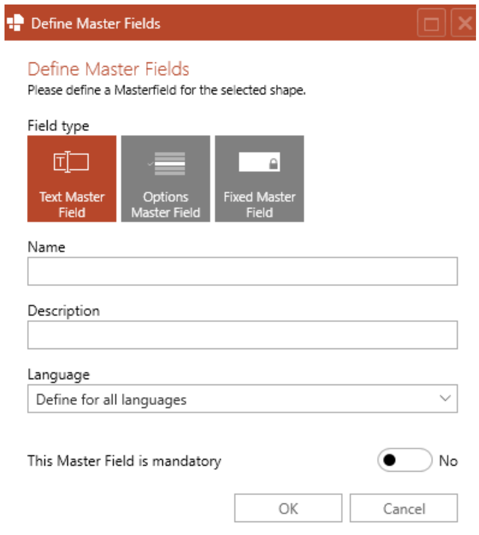


Figure 246: Master Field settings

When setting up an **Options Master Field**, you can provide a selection of texts that the user has to choose from using a drop-down menu. To add an option, click on the **plus sign (+)** and enter the desired text. Selecting the option and clicking the **minus sign (+)** will delete the entry while the arrow buttons will change the order of options **(Figure 247)**.

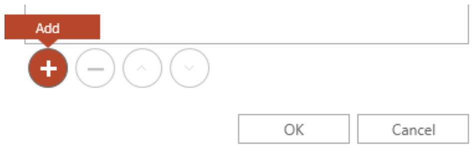


Figure 247: Add or delete options

The third option is a **Fixed Master Field (Figure 248)**. Here, the user merely has the option to insert or remove the Master Field by clicking a checkbox in the presentation settings. This option is particularly useful if inserting the master field is optional or if only a fixed text is to be inserted. You can also use this function for the optional insertion of a specific shape or symbol/logo into a presentation.

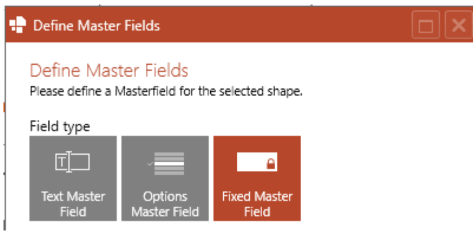


Figure 248: Select Fixed Master Field

After you have defined the Master Field, you should hide it by clicking **Hide Master Fields**. You can now save your master to the empower® library. In order to reveal the field at a later date e. g. to make further changes, you can click on **Show Master Fields (Figure 249)**.

If you open a presentation with this master, you can edit the Master Field of the current presentation via the presentation settings.

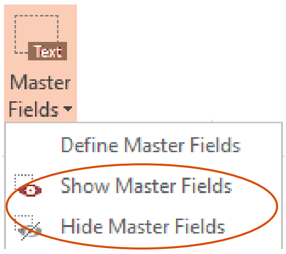


Figure 249: Hide or show Master Fields

6.24 Offline folder

Administrators have the option to set selected folders as default offline folders for all employees. To do so, right-click the desired folder, select **Offline** in the opening context menu and then select **Make Available Offline For Everyone (Figure 250)**.

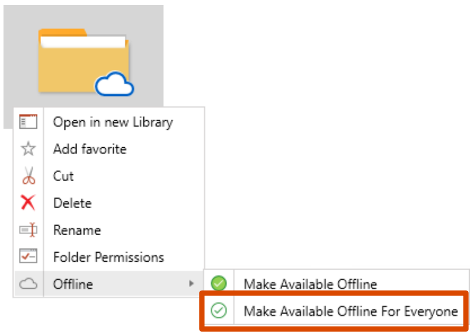


Figure 250: Make folder available offline for everyone

To undo the offline availability of a folder and make a folder only available online, right-click the desired offline folder, select **Offline** in the opening context menu and then select **Make Available Online Only (Figure 251)**.

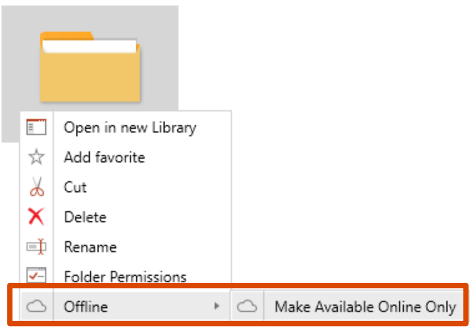


Figure 251: Make folder available online only

Link Excel® with PowerPoint®

7.1 Excel® link

Using the function **Excel Table**, you can intelligently integrate tables in PowerPoint® presentations.

To link a table, you will firstly need to insert a table from the corporate design templates onto a slide via the quick access pane **(Figure 252)**.

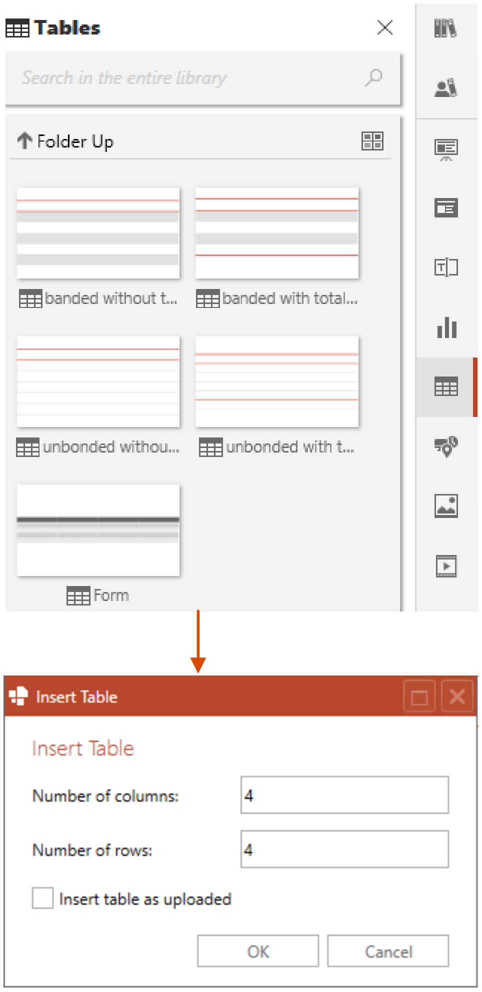


Figure 252: Insert table from corporate design template

Then click on **Excel Table** and then on **New (Figure 253)**.

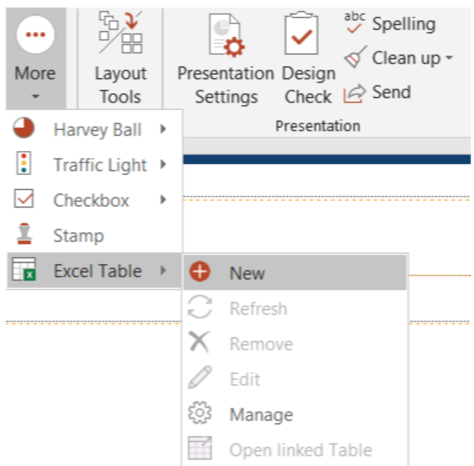


Figure 253: Insert new Excel table

When you click on **Browse**, you will be able to select the required file on your computer **(Figure 254)**.

Figure 254: Link Excel table

After clicking **Open**, the selected Excel® file will open and you can mark the area you want inserted in your PowerPoint® presentation. Afterward, click on **Choose selected range**. If you now click **Yes** at **Refresh data automatically on open** the table on the slide will be automatically updated when the slide or the presentation in the library is opened. Now click **OK (Figure 255)**.

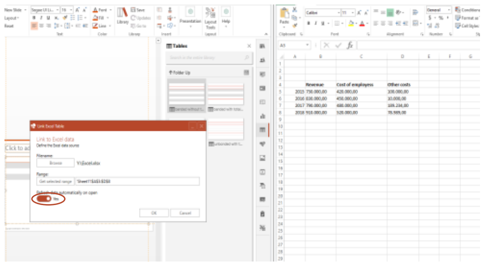


Figure 255: Update table automatically on open

If you activate **Refresh data automatically on open** with **Yes**, the table on the slide will automatically update once the slide or the presentation is downloaded from the empower® library. Click on **OK.** You will receive a notification in which you will be asked if the first line is to be used as a header for the table. If you click on **No** the first line of your selection in the Excel® table will be regarded as the first value line **(Figure 256)**.

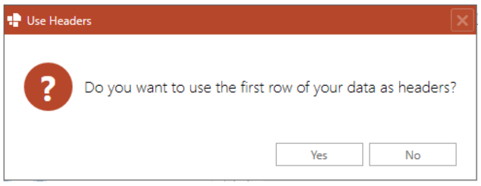


Figure 256: Use first row as headers

empower® will then insert the values of the selected area in the table template on the slide. This table in PowerPoint® is now linked with the Excel® file on your computer and is also conform to corporate design.

If you change values in the Excel® file, you can update the table in PowerPoint® by clicking **Refresh (Figure 257)**.

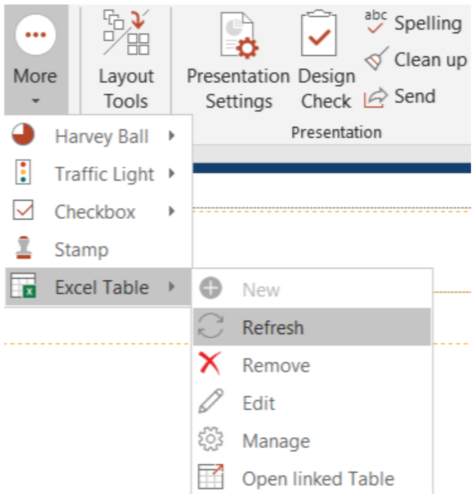


Figure 257: Update table in PowerPoint®

empower® will then check the original file and shows the values that have been altered. Via **Open linked Table**, you are also able to display the linked Excel® file in split screen next to your presentation to compare their content **(Figure 258)**.

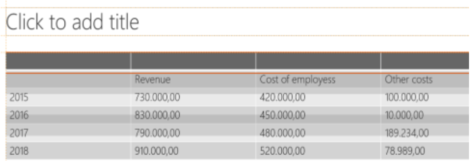


Figure 258: Split screen of linked Excel® file

In **Edit**, you can alter the selected area of the Excel® file, and with **Remove** separate the link between the Excel® file and PowerPoint®. The table on the slide will not be deleted.

In **Manage**, you get an overview of all tables linked to your presentation. Here you see the location the original file is saved in, and are able to open it with a click on the path. If you select multiple or all entries, you can update all tables at once, or separate the link. In addition, you can also set which tables are to be refreshed automatically when opened **(Figure 259)**.

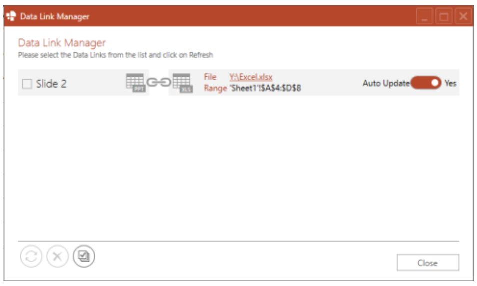


Figure 259: Overview of linked tables

7.2 Apply format

In the main library as well as the Quick Access Pane, you will find the corporate design template folders with text elements, diagrams, tables, and symbols. Here you will see the **Insert** button as well as the function **Apply format (Figure 260)**. This enables the transfer of the formatting of elements that are conform to CD onto falsely or previously unformatted elements with a single click **(1)**.

Should a table, for example, not conform to corporate design, you can simply select the appropriate template in the **Tables** folder by accessing it from the Quick Access Pane. Select the table on the slide and click **Apply format**. empower® will apply the format of the template onto the table within the presentation. Apart from the **Apply format** button you may also activate two further options by clicking on the **cogwheel (2)**:

- If **Apply position** is activated, not only the format but also the position of the template will be applied to the selected table.
- **Apply size** will adapt the size of the table to that of the template

When working with diagrams you have, in addition to the functions **Apply position** and **Apply size** the option **Convert chart type**. This enables you to change the type of your diagram by selecting the appropriate template and clicking **Apply format**.

Using text elements, you may integrate any text in a text box into the respective text element of the template library. To do so select the desired template and click **Apply format**. Afterward you can change this element into any text element.

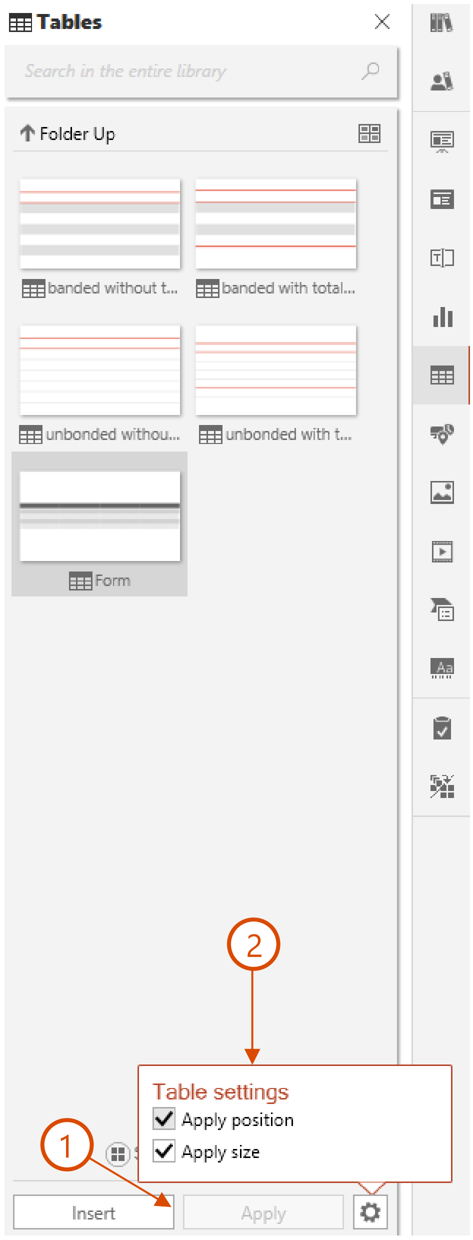


Figure 260: Transfer formatting of template elements to other elements