empower® Web Components

Release 9.10

Table of Contents

1. Introduction

With the help of the empower® Web Components, you can easily access empower® Features directly in your browser and integrate them into your existing workflows using Office Online applications.

For content management, you can access the empower® Library online using the empower® Web App directly in your browser on any device.

1.1. System Requirements

In order to use the latest empower® Web Components release in your Browser environment, your system will need to fulfill the following requirements:

Supported Browsers

- Latest versions of Google Chrome, Safari and Microsoft Edge

Mozilla Firefox and Internet Explorer are not supported.

Subscription Models

- Office 365 Pro Plus, Enterprise E3 or E5

1.2. empower® Help

empower® offers different ways for you to receive help if you have any problems with the software.

To access the help section, click on the button **Help** in the empower® Ribbon in any Office Online application (**Figure 1**).

Here, you can access the *Help Center* and the *Third Party Notice*.

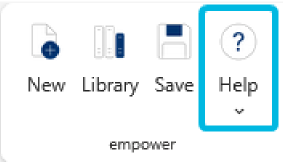

Figure 1. Button **Help** in PowerPoint Online

Help Center

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

The *Help Center* will open in your default browser (Figure 2).

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

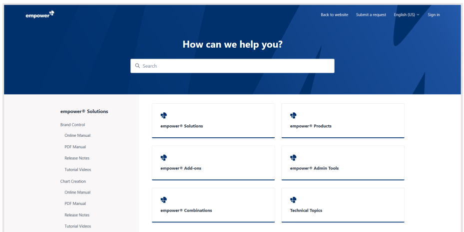

Figure 2. Help Center

Third Party Notice

To view detailed information about the *Third Party Notice* for empower®, click on the option **Third Party Notice** (Figure 3).

A dialog box opens. This dialog box displays the *Third Party Notice*.

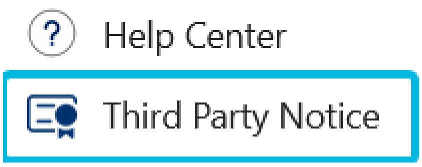

Figure 3. Option **Third Party Notice**

1.3. empower® Ribbon

In PowerPoint, Word and Excel Online, the empower® Ribbon is added as a separate tab.

In these Office Online applications, the buttons **New**, **Library** and **Help** are available (Figure 4).

Figure 4. empower® Ribbon in Excel Online

In the empower® Ribbon in PowerPoint Online, the button **Save** is also included (Figure 5).

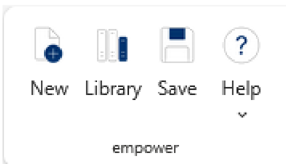

Figure 5. empower® Ribbon in PowerPoint Online

In the empower® Ribbon for Word Online, the button **Profiles** is also included (Figure 6).

Figure 6. empower® Ribbon in Word Online

In Outlook Online, there is no standalone empower® Ribbon or group. You can access the button **empower Mails** in the tab Message via the group Add-ins. The tab Message is only visible if you have opened an e-mail draft.

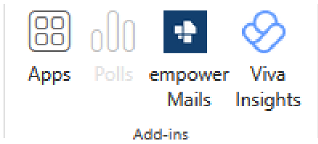

Figure 7. Group Add-ins

> i The ribbon position varies between the Office Online applications.

2. empower® Library on the Web

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

You can access the empower® Library on the web either via the empower® Web App or via the single Office Online applications.

> For further information regarding the access to the empower® Web App, see **Use the empower® Web App**.

Library Structure

The empower® Library is divided into the following main sections (**Figure 8**):

- Company Library
- User Library
- Design Templates

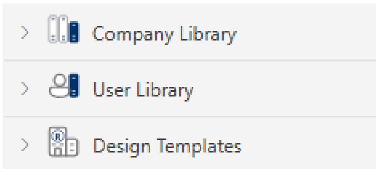

Figure 8. Library Sections

> The section *Recycle Bin* is only available if it has been enabled by your empower® Administrators. Depending on the setup of your empower® Environment, the recycle bin might not be available for you.
>
> For further information regarding the recycle bin, see **Use the Recycle Bin**.

Company Library

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

Those are final resources that can be used immediately.

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

User Library

The *User Library* is your own space.

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

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

Design Templates

Throughout all Office applications, *Design Templates* are available with different element types.

The section *Design Templates* contains, depending on the Office application you are working in, templates for e.g. pictures, slides, workbooks, documents or tables, and is intended to help all employees in the company to quickly and easily create new corporate design compliant documents.

In the empower® Web App, you can see all types of *Design Templates*, regardless of the Office applications they can be used with.

If you open the empower® Library in an Office Online application, you can only see the *Design Templates* relevant for the respective Office application.

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

Use the empower® Web App

The empower® Web App represents an online standalone version of the empower® Library.

To access the empower® Web App, use the URL you have received from your administrators.

In the empower® Web App, you can see the folder arrangement of the library on the left. It has been constructed in congruence with Microsoft's Windows Explorer (**Figure 9**).

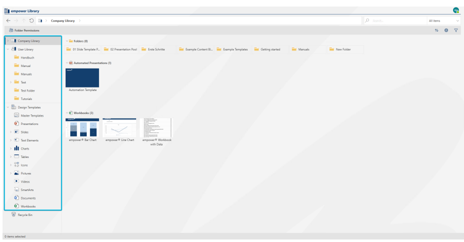

Figure 9. Folder Arrangement in Web App

On the right-hand side, you can see the content of the selected folder. The elements are divided by element type (**Figure 10**).

Figure 10. Elements Divided by Type

For each element, further meta information such as author, last modification date and size can also be viewed on the bottom of the library (**Figure 11**).

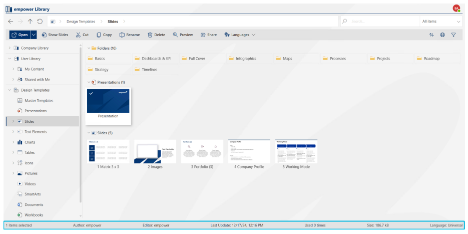

Figure 11. Metadata Display

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

In the navigation bar, you can access all available actions for the currently selected element (**Figure 12**).

To navigate into a presentation and view or use the contained slides, double-click on the presentation or click on the button **Show Slides**.

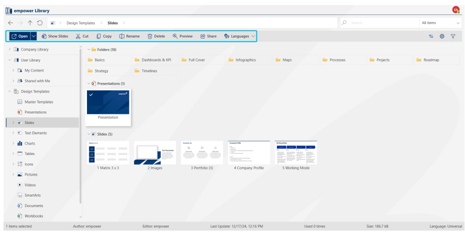

Figure 12. Navigation Bar in Web App

In the navigation bar, you can use the button **Preview** to open a magnified preview of the element.

For presentations, you can also navigate through the contained slides (**Figure 13**).

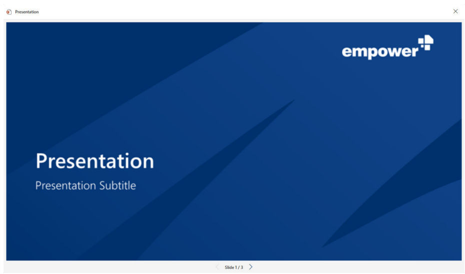

Figure 13. Preview

The single features available in the empower® Library are described in the following chapters.

By pressing **Enter**, you can download the selected element.
For presentations, you will be navigated into the presentation to view the contained slides.

If you have not received the required URL, contact your empower® Administrators.

Use the empower® Library in Office Online

In the Office Online applications, the empower® Library integrates into the browser tab.

To access the empower® Library in PowerPoint, Word or Excel Online, navigate to the empower® Ribbon and click on the button **Library** (Figure 14).

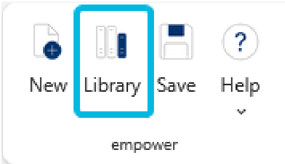

Figure 14. Button **Library** in PowerPoint Online

The empower® Library opens in a sidepane on the right-hand side of your browser window (Figure 15).

After opening the library, the folder arrangement is hidden.

As the library opens on the first level of the *Company Library*, you can browse through the folders of the *Company Library* using double-clicks on the folders.

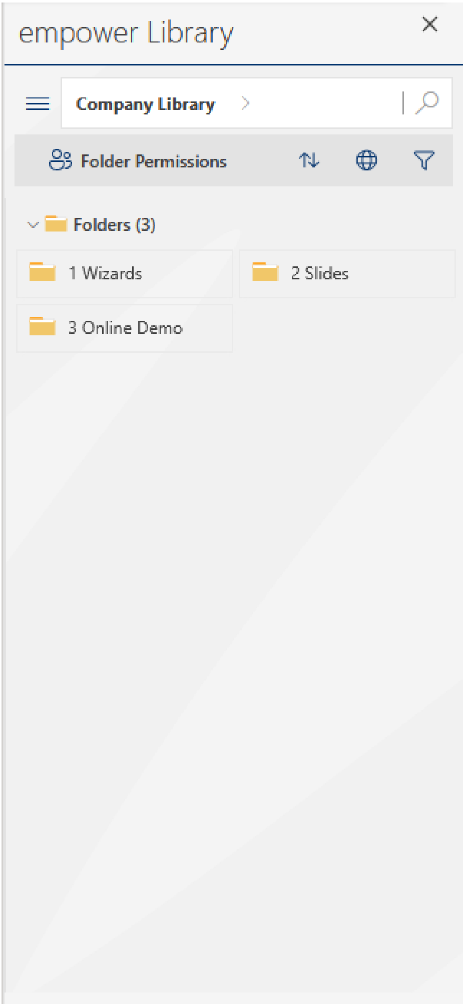

Figure 15. Sidepane in Office Online Application

If you want to access another section of the empower® Library, access the folder arrangement by opening the menu next to the search bar (Figure 16).

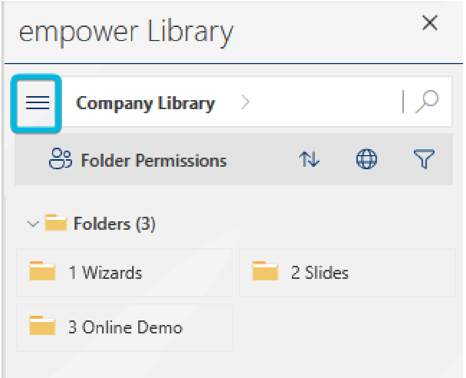

Figure 16. **Menu** Symbol for Folder Arrangement

Here, you can either access sections or folders. You can also expand folders to see their subfolders (Figure 17).

If you click on a folder, the folder arrangement closes automatically and the library shows the folder content.

Here, the elements are also divided by element type.

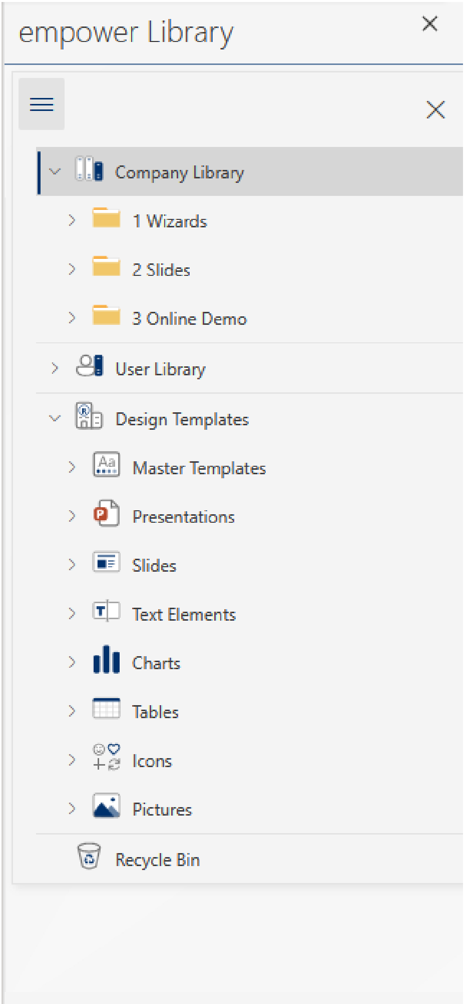

Figure 17. Folder Arrangement in Sidepane

In the navigation bar, you can access all available actions for the currently selected element (Figure 18).

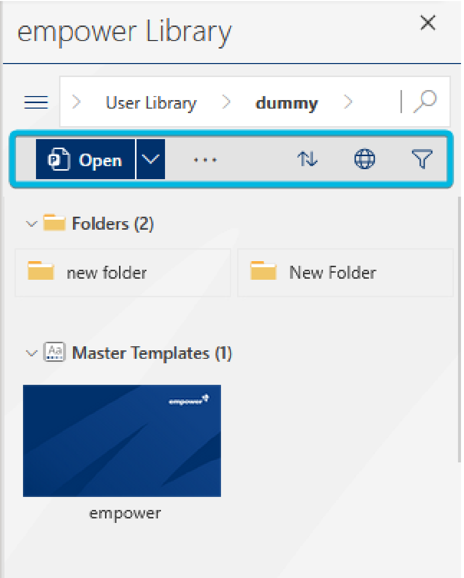

Figure 18. Navigation Bar in Sidepane

However, some actions might be hidden behind a **menu** symbol because of the limited space in the sidepane (Figure 19).

To navigate into a presentation and view or use the contained slides, double-click on the presentation or open the menu and choose the option **Show Slides**.

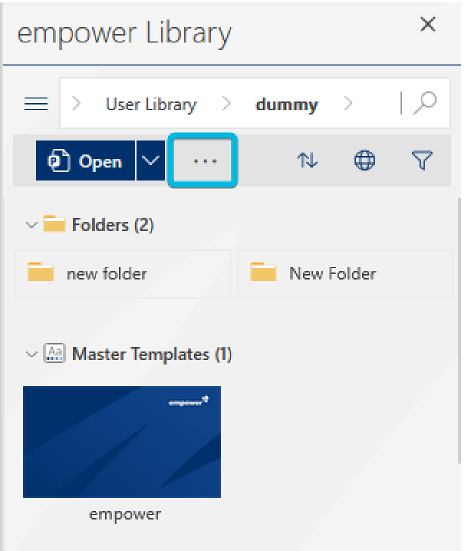

Figure 19. Menu Button in Navigation Bar

You can always navigate back to an upper level of the current folder using the path bar on the top of the sidepane (Figure 20).

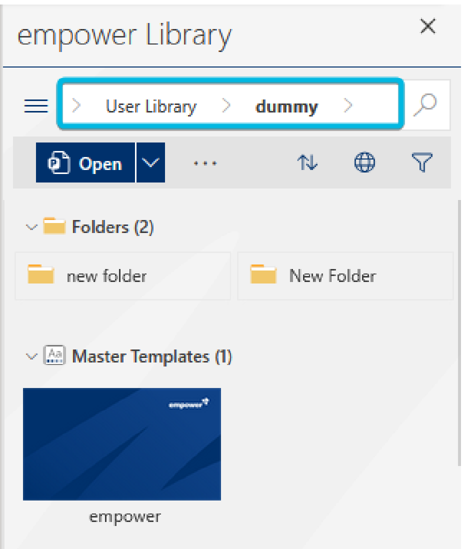

Figure 20. Path Bar

To display the full navigation bar or to display the folder arrangement permanently in Word Online or Excel Online, you can expand the sidepane by dragging the sidepane to the left.

This will reduce the space used to display your document or workbook on the left.

In PowerPoint Online, the sidepane cannot be expanded due to technical limitations.

Here, you can view the library in a dialog box.

To do so, click on the button on the right-hand side of the path bar on top of the sidepane (**Figure 21**).

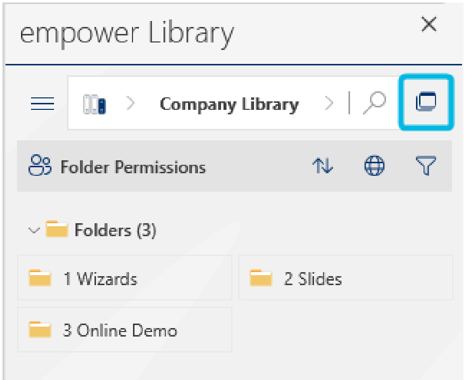

Figure 21. Open Library Dialog Box

You can navigate through the library as described above (**Figure 22**).

While working in this dialog box, you cannot use the sidepane.

To close the library dialog box, click on the **X** symbol in the upper right corner.

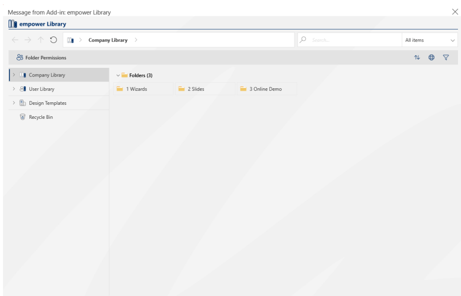

Figure 22. Library Dialog Box for PowerPoint Online

> The single features available in the empower® Library are described in the following chapters.

> By pressing **Enter**, you can open the selected element.
> For presentations, you will be navigated into the presentation to view the contained slides.

2.1. Permission Concept

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

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

Permission Roles

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

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

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

Default Settings

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

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

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

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

View Permission Roles

To view the permission distribution for a specific folder, right-click on the folder and then choose the option **Folder Permissions** from the context menu (**Figure 23**).

A dialog box opens.

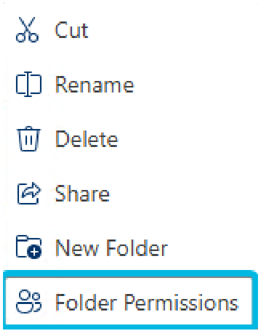

Figure 23. Option **Folder Permissions**

In the dialog box, you can see all users or user groups that have been granted permissions for this folder (**Figure 24**).

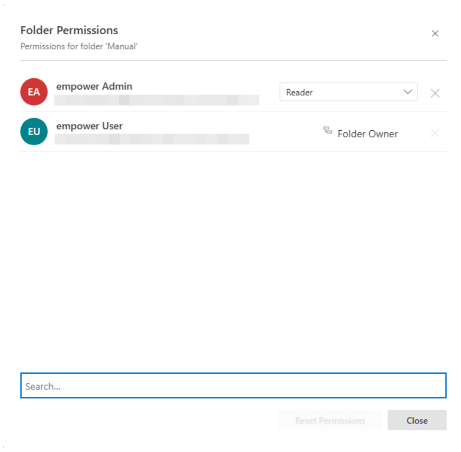

Figure 24. Dialog Box **Folder Permissions**

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

Permission Inheritance

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

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

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

Direct permissions do not have a symbol.

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

Change Permission Roles

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

1. In the dialog box, search for the user or group whose permission role you want to adjust.
   If the user or group has already been added, their name will appear in the dialog box.
   If not, they will be displayed as a suggestion. For further information regarding granting permissions, see **Grant Permissions**.
2. Open the drop-down menu for the respective user or group (**Figure 25**).
   All available permission roles will be displayed.

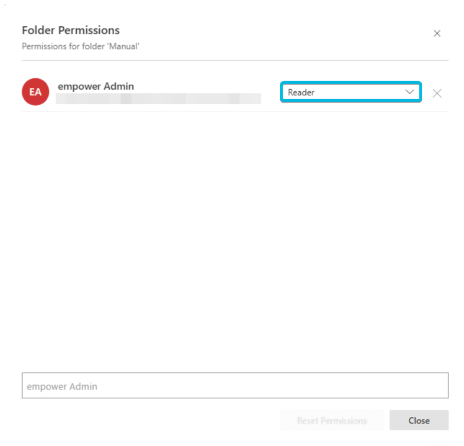

Figure 25. Permission Role Display

3. In the drop-down menu, choose the permission role you want to assign to the user or group (**Figure 26**).

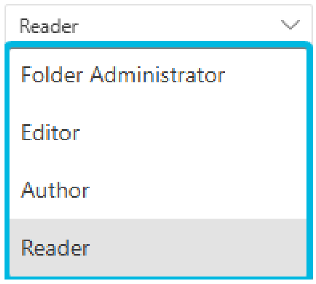

Figure 26. Permission Role Drop-Down Menu

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

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

Grant Permissions

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

1. In the search bar, search for a user or group you want to grant access to this folder (**Figure 27**).
   You will receive suggestions for users and groups that match your search.

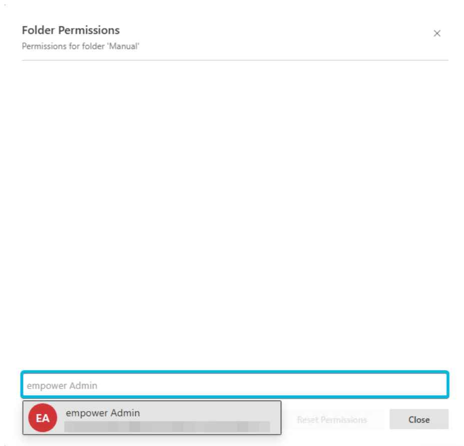

Figure 27. Search Bar

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

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

Remove Permissions

To remove permissions from a user or group, search for the user in the list and click on the **X** symbol next to the user's or group's name (**Figure 28**).

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

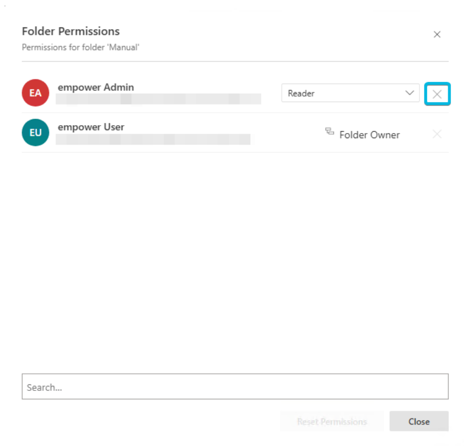

Figure 28. **Cross** Symbol

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

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

Reset Permissions

If you want to reset all changes that have been made to the permission distribution after the creation of the folder, click on the button **Reset Permissions** (**Figure 29**).

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

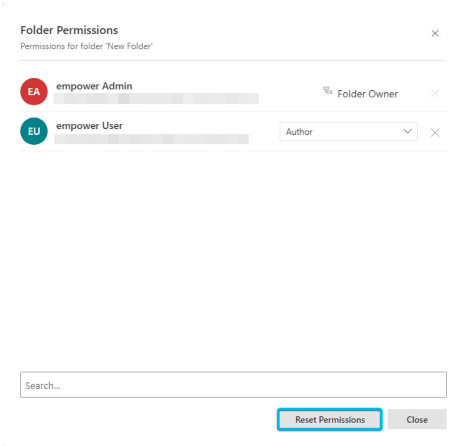

Figure 29. Button **Reset Permissions**

2.2. Create New Content in Library

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

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

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

Create New Folder

To create a new folder, open the empower® Library and click on the button **New Folder** in the navigation bar (**Figure 30**).

Figure 30. Button **New Folder** in Navigation Bar

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

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

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

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

- Design Templates

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

Alternatively, you can create a new folder by opening the parent folder's context menu in the folder tree or by opening the context menu in the empty item view and choosing the option **New Folder** (Figure 31).

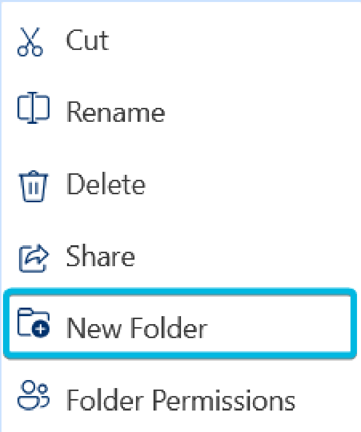

Figure 31. Option **New Folder** in Context Menu

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

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

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

2.3. Manage Content in empower®

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

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

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

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

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

Save Content to the Library

Once you have created a new presentation in PowerPoint Online, you can save this presentation to the empower® Library.

To do so, follow the following steps:

1. Click on the button **Save** in the empower® Ribbon (Figure 32).
   The empower® Library opens.

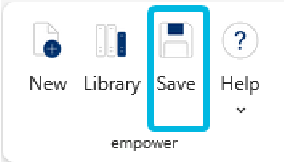

Figure 32. Button **Save**

2. Navigate to the folder in which you want to save the presentation.
3. Enter a name for the presentation (Figure 33 **(1)**).
4. Click on the button **Save** (Figure 33 **(2)**).
   Your presentation is uploaded to the empower® Library.

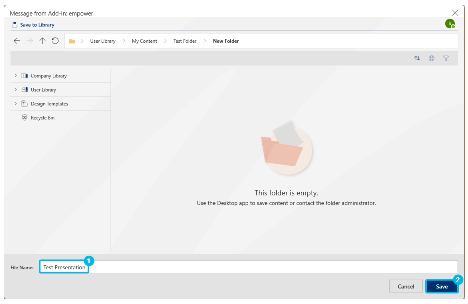

Figure 33. Save Presentation

After your presentation has been uploaded, a message appears in the library window (Figure 34).

To leave the library view, click on the button **Close**.

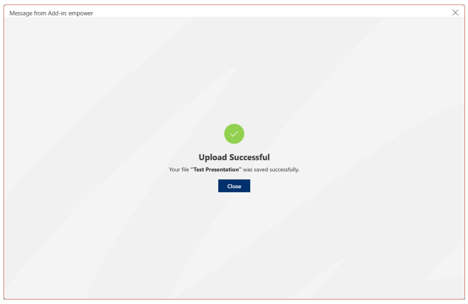

Figure 34. Successful Upload

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

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

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

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

You can only save presentations in PowerPoint Online.

The saving function is not available for other elements such as single slides or elements in Word Online and Excel Online.

Overwrite Content

To overwrite a presentation, follow the following steps:

1. Click on the button **Save** in the empower® Ribbon.
   The empower® Library opens.
2. Navigate to the folder in which you want to save the presentation.
3. Select the element you want to overwrite.
4. Click on the button **Overwrite** (Figure 35).
   A dialog box opens.

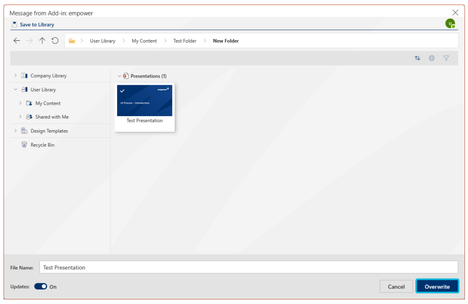

Figure 35. Button **Overwrite** in Library

5. Here, confirm that you want to overwrite the presentation by clicking on the button **Yes** (Figure 36).
   Your presentation is uploaded to the empower® Library.

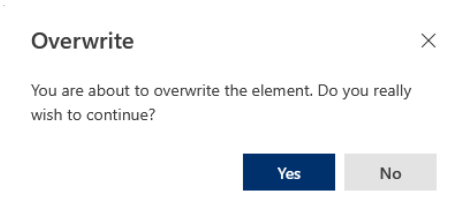

Figure 36. Dialog Box on Overwrite

After your presentation has been uploaded, a message appears in the library window.

To leave the library view, click on the button **Close**.

Advanced Settings

If you overwrite a presentation, you can decide if you want to distribute updates for slides included in the presentation that are part of an update group.

To do so, switch the toggle button for **Updates** to *On* (Figure 37).

Updates will be distributed for all slides in the presentation that are part of an update group.

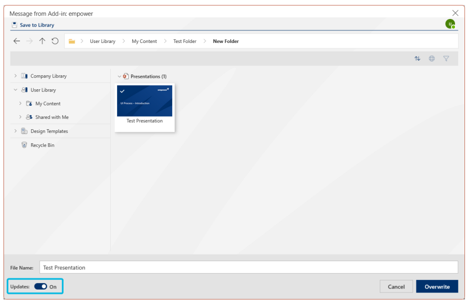

Figure 37. Toggle Button **Updates**

If you overwrite a presentation that contains slides which are part of an update group, make sure the presentation has been inserted from the empower® Library in the PowerPoint desktop application once before.

Due to technical reasons, update links might get removed if the presentation has never been opened or inserted from the desktop application before.

Cut, Copy and Paste Content

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

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

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

To cut out an element, select the element and click on the button **Cut** in the navigation bar (**Figure 38**).

Figure 38. Button **Cut**

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

To copy an element, select the element and click on the button **Copy** in the navigation bar (**Figure 39**).

Figure 39. Button **Copy**

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

To paste an element to a location in the empower® Library, navigate to this location. Then, click on the button **Paste** in the navigation bar (**Figure 40**).

Figure 40. Button **Paste**

To exit the pasting process, click on the button **Cancel** in the navigation bar (**Figure 41**).

Figure 41. Button **Cancel**

The element or the folder is pasted to the location.

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

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

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

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

Rename Content

To rename an element or a folder, select it in the library. Then, click on the button **Rename** in the navigation bar (**Figure 42**).

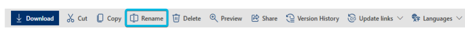

Figure 42. Button **Rename**

Type in the new element name (Figure 43).

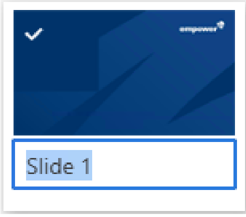

Figure 43. Rename Element

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

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

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

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

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

Delete Content

To delete content, select it in the library. Then, click on the button **Delete** in the navigation bar (Figure 44).

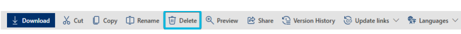

Figure 44. Button **Delete**

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

To confirm the deletion process, click on the button **Yes** (Figure 45).

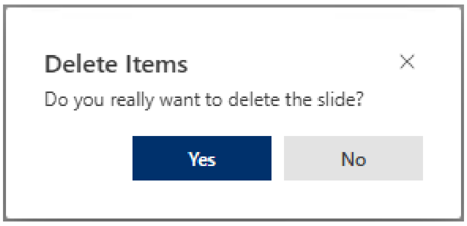

Figure 45. Dialog Box for Deletion

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

To confirm the deletion process, click on the button **Yes** (Figure 46).

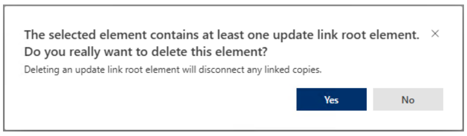

Figure 46. Dialog Box for Root Element Deletion

The element is deleted from the empower® Library.

If you delete content in the empower® Web App or another web integration of the empower® Library, you do not have the option to share deletion updates or to decide how to share updates for root elements of update groups.

If in doubt, always use the empower® Desktop Applications to delete elements.

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

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

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

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

2.4. Search in Library

With the library search, you can execute a targeted search which searches the entire library, including the properties of an element such as tags, text, notes and alternative text.

To execute a search, enter your search word in the search bar and press **Enter** (**Figure 47**).

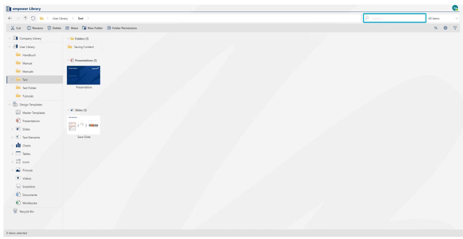

Figure 47. Search Bar

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

To access the search bar in the sidepane of an Office Online application, click on the **magnifying glass** symbol.

Search Scope

Before executing your search, you can define the scope of the search (**Figure 48**).

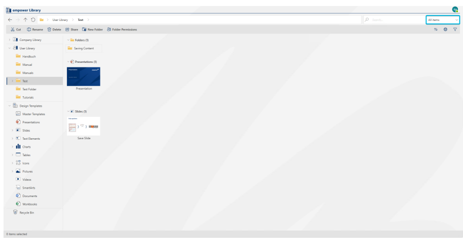

Figure 48. Search Scope

You can decide if you want to search in the whole library, in the current library, in the current folder or in the current folder and all its subfolders (**Figure 49**).

To do so, open the drop-down menu next to the search field and choose the preferred option.

If you execute a search now, empower® will only search for elements in the respective library section.

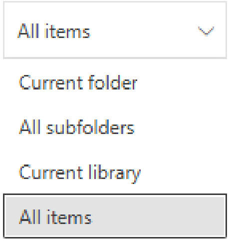

Figure 49. Search Scope Drop-Down Menu

If you open the library in the sidepane of an Office Online application, you can access the search scope settings via the **gear** symbol in the search bar.

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

Wildcards and Operators

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

- Question mark (?) for single character wildcards (**Figure 50**)
  - Use the question mark (?) to replace a character. The question mark can stand for any character. For example, if you search for *Te?t*, you will receive results for elements containing the words *Test* and *Text*.
- Asterisk (*) for multiple character wildcards (**Figure 51**)
  - Use the asterisk (*) to replace multiple characters. The asterisk can stand for any number of characters. For example, if you search for *Test**, you will receive results for elements containing the words *Test*, *Tester*, *Tests* and *Testing*.

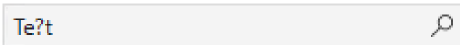

Figure 50. Question Mark

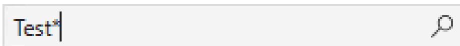

Figure 51. Asterisk

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

- AND: To combine two search terms (**Figure 52**)
  - Use the operator *AND* to search for two obligatory terms at once. For example, if you search for *Germany AND Switzerland*, you will only receive results for elements containing both terms.

Figure 52. AND

- OR: To search for elements containing either of the search terms (**Figure 53**)
  - Use the operator *OR* to search for two optional terms at once. For example, if you search for *Germany OR Switzerland*, you will receive results for elements containing either one of the terms or both terms.

Figure 53. OR

- NOT: To exclude elements containing a specific term (**Figure 54**)
  - Use the operator *NOT* to exclude terms from your search. For example, if you search for *Germany NOT Switzerland*, you will only receive results for elements containing the term *Germany* but not the term *Switzerland*.

Figure 54. NOT

- Plus (+): To make a term obligatory (**Figure 55**)
  - Use the plus (+) to make terms obligatory for your search. For example, if you search for +*Germany Switzerland*, you will receive results for elements definitely containing the term *Germany* and optionally containing the term *Switzerland*.
    Make sure to place the plus (+) directly in front of the search term. Otherwise the operator will not have the same effect.

Figure 55. Plus

Fields

To specify your search, you can use fields. The following fields can be searched (**Figure 56**):

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

Figure 56. Available Fields in PowerPoint

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

To do so, click on the respective field.

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

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

2.5. Sort Library Content

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

The following sorting criteria is available:

- Name
- Last change
- Custom Sort

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

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

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

To sort the library content, click on the **sorting** symbol in the upper right corner of the library (**Figure 57**). Then, choose your preferred option.

Figure 57. **Sorting** Symbol

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

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

2.6. Labels

In the empower® Library, you can add labels to content to give additional information about the element. These labels will then be visible in the element's thumbnail (**Figure 58**).

Figure 58. Presentation with Label

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

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

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

2.7. Assign Languages

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

The language assignment feature is only available for elements that can be used in PowerPoint.

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

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

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

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

To do so, follow the following steps:

1. Select the element in the empower® Library.
2. In the navigation bar, click on the button **Languages** (Figure 59)
   A drop-down menu opens.

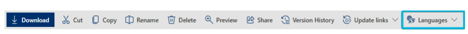

Figure 59. Option **Languages**

3. In the drop-down menu, click on the option **Change Language** (Figure 60).

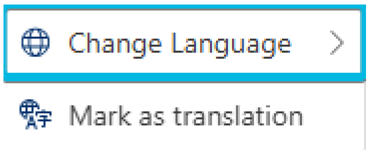

Figure 60. Option **Change Language**

4. Then, select the language you want to assign to the element (Figure 61).
   The language is assigned to the element.

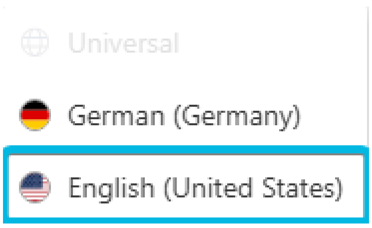

Figure 61. Select Language

If a language has been assigned to an element, a **flag** symbol is displayed in the element's thumbnail (Figure 62).

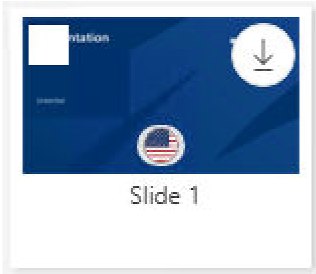

Figure 62. Thumbnail with **Flag** Symbol

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

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

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

If the selected element is part of a translation group which already contains the language you want to assign, a dialog box opens (Figure 63).

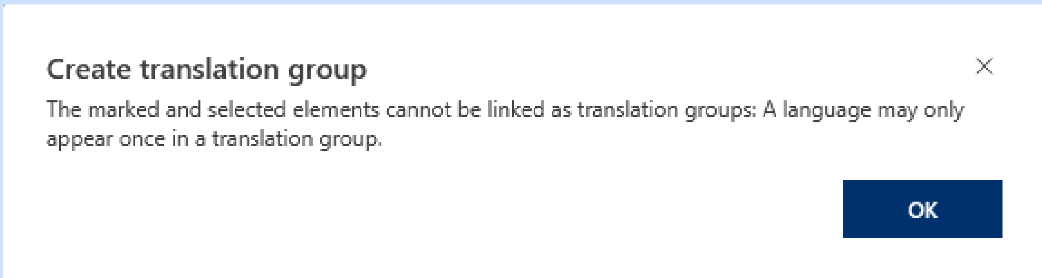

Figure 63. Invalid Language Selection

You cannot assign the same language twice.

If the selected element is a linked copy of an update group, you can decide if you want to disconnect the element from the update group (Figure 64).

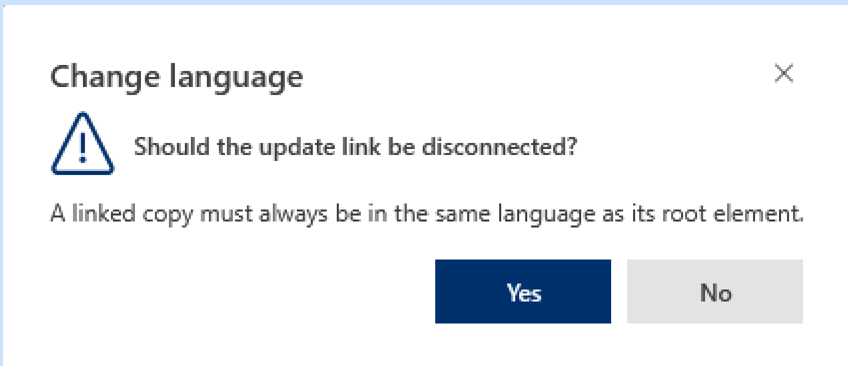

Figure 64. Disconnect Linked Copy to Assign Language

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

For further information regarding the language filter, see Filter by Language.
For further information regarding translations, see Translate Content.

2.8. Filter by Element Type

To filter the content in the empower® Library by element type, click on the **filter** symbol in the upper right corner of the library. A drop-down menu opens (Figure 65).

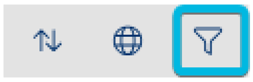

Figure 65. Button **Filter**

To select an element type you want to view, tick the checkbox next to the element type (Figure 66).

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

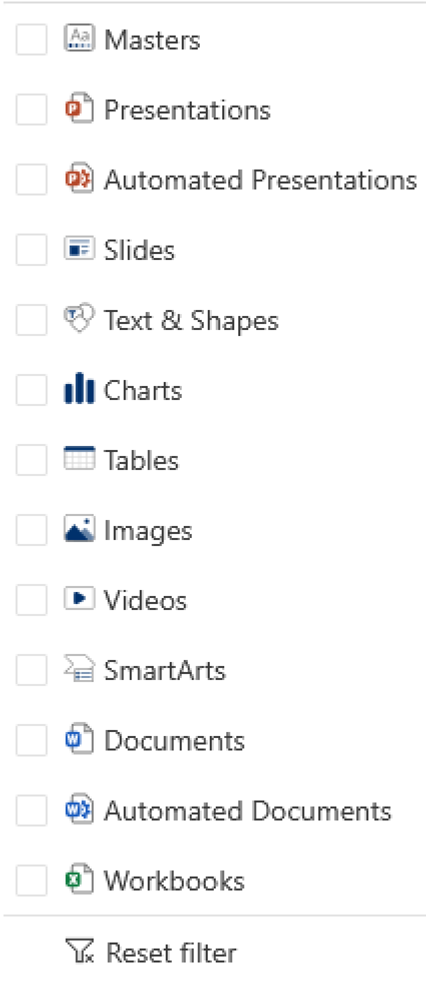

Figure 66. Available Filters

If you have selected any filters, empower® shows the number of applied filters next to the **filter** symbol (Figure 67).

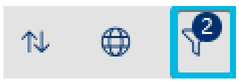

Figure 67. Number of Active Filters

You can select multiple element types at once.

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

To deselect all applied filters at once, click on the button **Reset filter** (Figure 68).

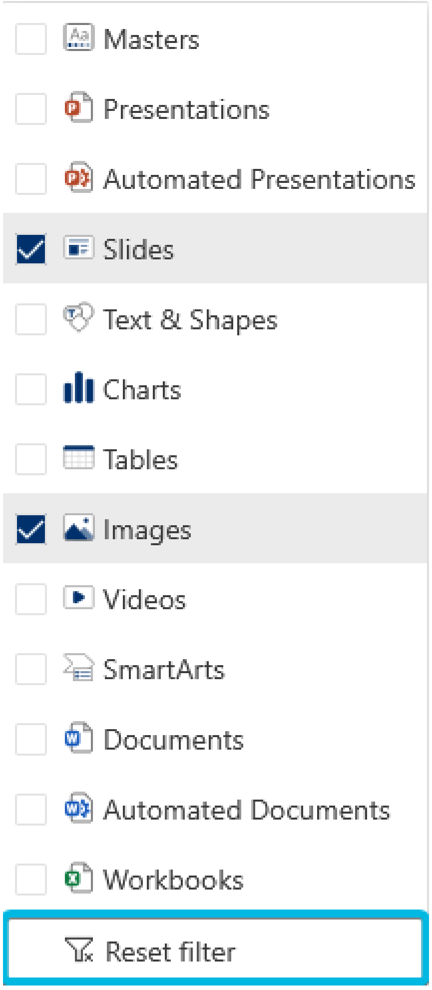

Figure 68. Button **Reset filter**

In the empower® Web App, you can see all element types available in empower®. These elements are not filtered by the empower® Components you are using in your company. This is why you might see element types that are not part of your empower® Setup.

2.9. Filter by Language

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

To use the language filter, click on the **globe** symbol in the upper right corner of the library (Figure 69).

A drop-down menu opens.

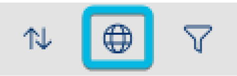

Figure 69. **Globe** Symbol

To select the languages to be displayed, tick the checkbox next to the respective language (Figure 70).

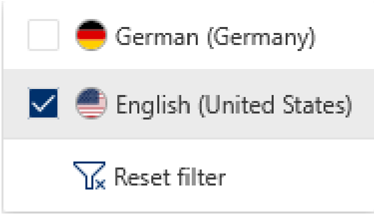

Figure 70. Drop-Down Menu for Language Filters

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

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

To deselect all applied filters at once, click on the button **Reset filter** (Figure 71).

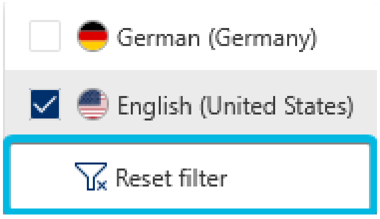

Figure 71. Option **Reset filter**

2.10. Translate Content

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

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

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

Create Translation Groups

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

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

In the drop-down menu, choose the option **Mark as translation** (Figure 72).

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

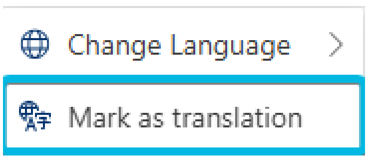

Figure 72. Option **Mark as translation**

If an element has been marked as a translation, a gray **translation** symbol is displayed in the element's thumbnail (Figure 73).

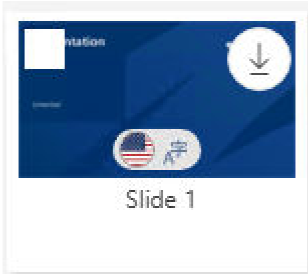

Figure 73. Thumbnail with Gray **Translation** Symbol

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

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

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

Translation groups can only contain elements of the same type.

If you have marked multiple element types as translations, a dialog box opens (Figure 74).

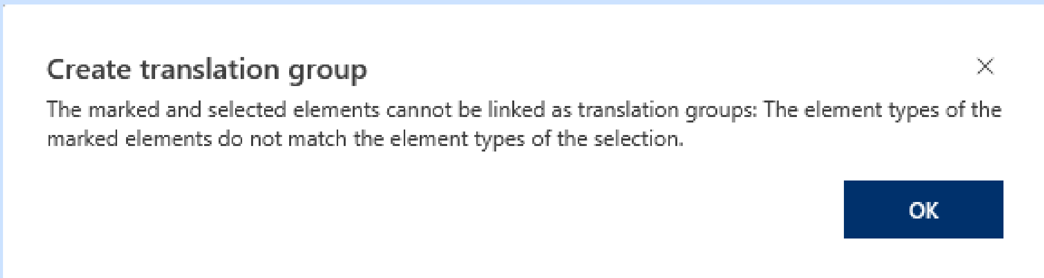

Figure 74. Invalid Selection of Elements

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

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

To create a translation group, follow the following steps:

1. After marking elements as translations, select one of the elements.
2. Navigate to the navigation bar.
3. Click on the button **Languages**.
   A drop-down menu opens.

4. Click on the option **Create translation group** (**Figure 75**).

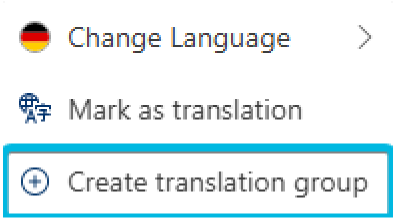

Figure 75. Option **Create translation group**

If an element has been added to a translation group, a black **translation** symbol is displayed in the element's thumbnail (**Figure 76**).

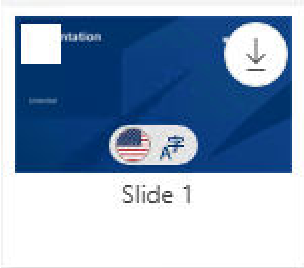

Figure 76. Thumbnail with Black **Translation** Symbol

To remove an element from a translation group, click on the button **Languages** again and choose the option **Remove from translation group** (**Figure 77**).

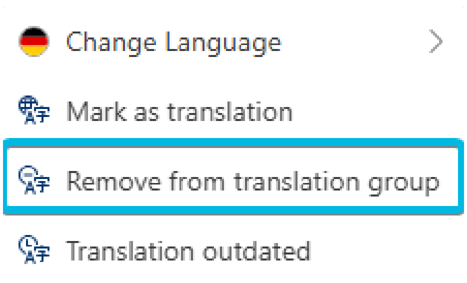

Figure 77. Option **Remove from translation group**

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

Outdated Translations

If a translation is outdated, a red dot appears next to the other elements' **translation** symbol in the empower® Library (**Figure 78**).

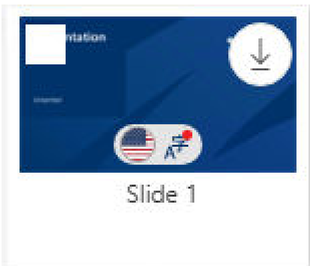

Figure 78. Thumbnail for Outdated Translation

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

To manually mark one of the translations in the translation group as outdated, click on the button **Languages** again and choose the option **Translation outdated** (Figure 79).

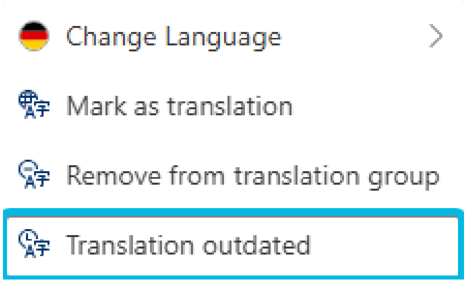

Figure 79. Option **Translation outdated**

To manually mark one of the translations as up to date again, click on the button **Languages** again and choose the option **Translation up to date** (Figure 80).

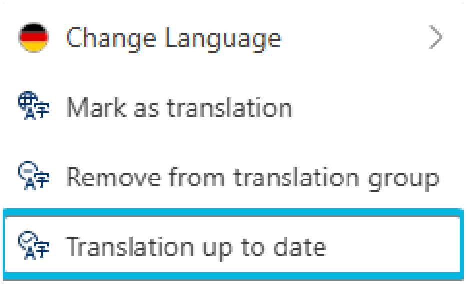

Figure 80. Option **Translation up to date**

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

2.11. Version History

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

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

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

To view the version history of an element, right-click on the element. A context menu opens. In the context menu, click on the option **Version History** (Figure 81).

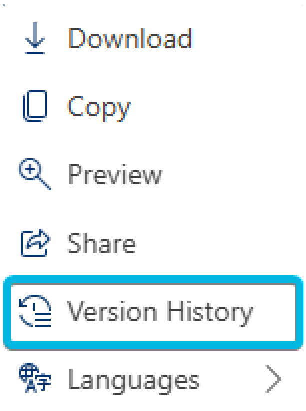

Figure 81. Option **Version History** in Element Context Menu

The version history opens in a new window (Figure 82).

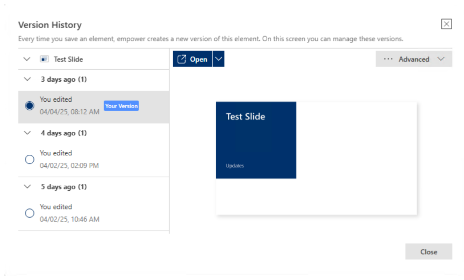

Figure 82. Window **Version History**

In the window **Version History**, you can see a timeline of all available versions on the left. You can also view the editor as well as the saving date and time for each version. The current version is highlighted (Figure 83).

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

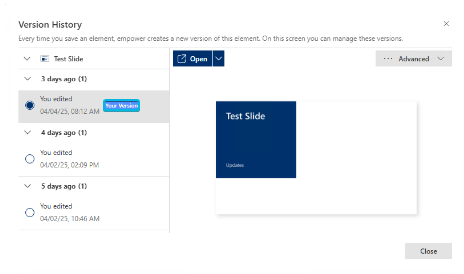

Figure 83. Highlight for Current Version

If you are using the empower® Web App, use the button **Open** to open the current version in your desktop application (Figure 84).

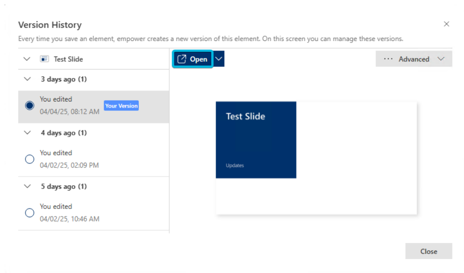

Figure 84. Button **Open** for Current Version

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

If you are using the empower® Library in an Office Online application, use the button **Insert** to insert the current version into your presentation.

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

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

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

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

Use and Restore Older Versions

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

Similar to the current version, click on the button **Open** to open the version in your desktop app (**Figure 85**).

In the empower® Web App and in the empower® Library in the Office Online applications, you also have the additional options mentioned above.

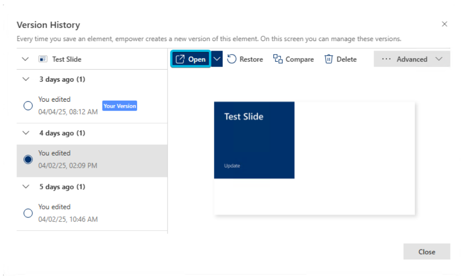

Figure 85. Button **Open** for Old Version

To restore the selected version, click on the button **Restore** (**Figure 86**).

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

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

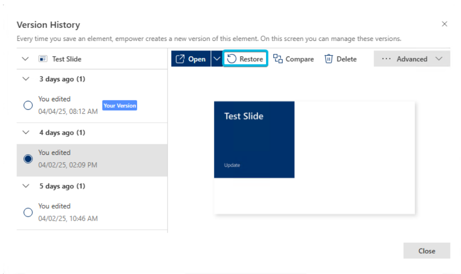

Figure 86. Button **Restore**

Compare Versions

To compare one of the older versions with the current version, select the older version and click on the button **Compare** (**Figure 87**).

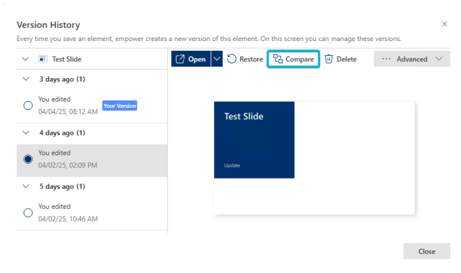

Figure 87. Button **Compare**

The older version is shown on the left and the current version is shown on the right (**Figure 88**).

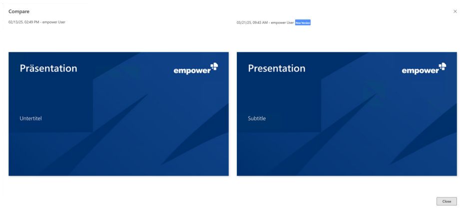

Figure 88. Comparison

Delete Version

To delete an older version from the timeline, select the version and click on the button **Delete** (**Figure 89**).

A dialog box opens.

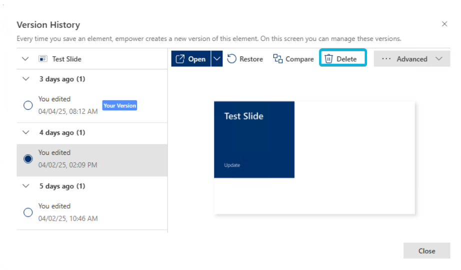

Figure 89. Button **Delete**

To confirm the deletion, click on the button **Yes** (**Figure 90**).
The selected version will be removed from the timeline.

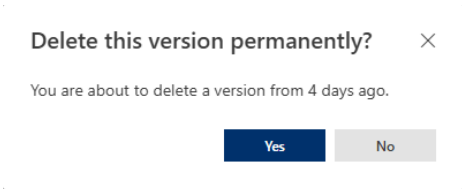

Figure 90. Dialog Box for Deletion

Advanced Settings in Version History

To open advanced settings for the version history, click on the button **Advanced** (**Figure 91**).
A drop-down menu opens.
The button is available for the current version as well as for the older versions.

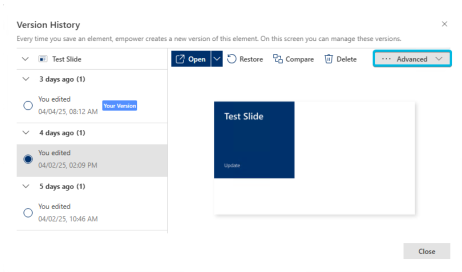

Figure 91. Button **Advanced**

In the drop-down menu, you have two additional options (**Figure 92**).

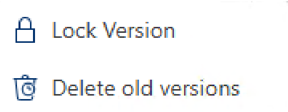

Figure 92. Drop-Down Menu for Button **Advanced** for Unlocked Version

1. Lock the currently selected version so it cannot be deleted from the timeline.
   To do so, click on the option **Lock version**. A dialog box opens. To confirm the process, click on the button **Yes** (**Figure 93**).
   The version will be locked. A **lock** symbol appears next to the version in the timeline (**Figure 94**) and the button **Delete** is removed if the respective version is selected.
   To unlock the version, click on the button **Advanced** again and then click on the option **Unlock** (**Figure 95**).

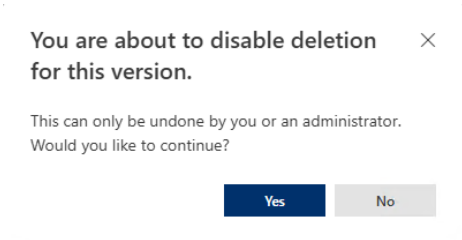

Figure 93. Dialog Box for Locking

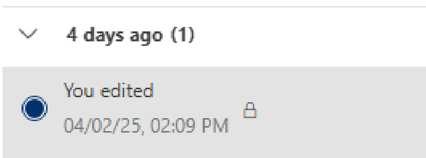

Figure 94. Locked Version

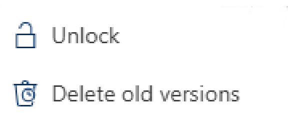

Figure 95. Drop-Down Menu for Button **Advanced** Locked Version

2. Delete all versions except the current one.
   To do so, click on the option **Delete old versions**. A dialog box opens. To confirm the deletion process, click on the button **Yes** (Figure 96).
   If you have locked versions before using the option **Delete old versions**, the locked versions will not be deleted.

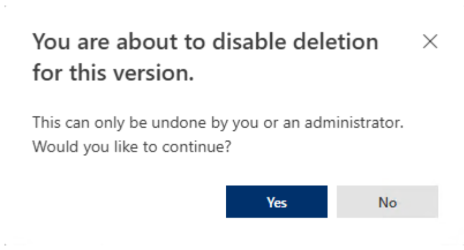

Figure 96. Dialog Box for Bulk Deletion

2.12. Use empower® Links

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

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

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

If you share a link to an element or folder with a user who does not have the required permissions to view the element, a message appears when the user opens the empower® Link (Figure 97).

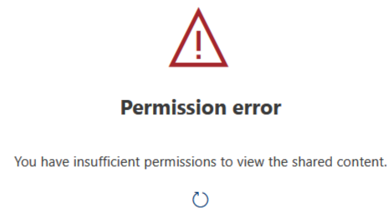

Figure 97. Message for Missing Permissions

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

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

Enable empower® Links

For Administrators

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

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

Create empower® Links

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

1. In the empower® Library, navigate to the element or folder you want to share.
2. Select the element or folder.
   You can also select multiple elements and folders at once.
3. In the navigation bar, click on the button **Share** (**Figure 98**).
   A dialog box opens.

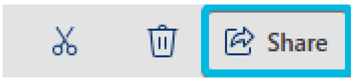

Figure 98. Button **Share**

4. To copy the link from the dialog window, click on the **copy** symbol (**Figure 99**).
   The link is copied to your clipboard.

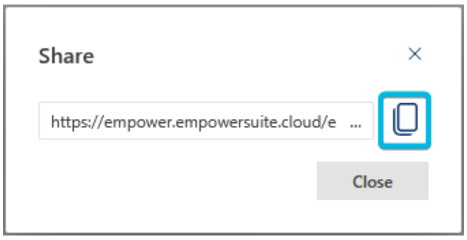

Figure 99. **Copy** Symbol

5. If you have finished, click on the button **Close** (**Figure 100**).

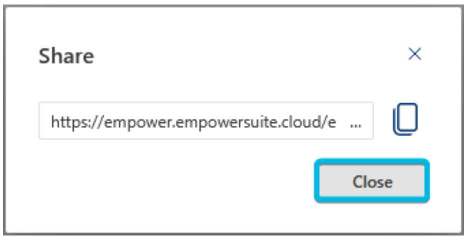

Figure 100. Button **Close**

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

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

> i The instructions refer to the user interface in the empower® Web App. If you use the empower® Library sidepane in the Office Online applications, the button **Share** might be hidden behind a **menu** symbol in the navigation bar.

Open empower® Links

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

Here, you can see the elements that have been shared with you. If multiple elements have been shared via this link, each element and/or folder is displayed separately (Figure 101).

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

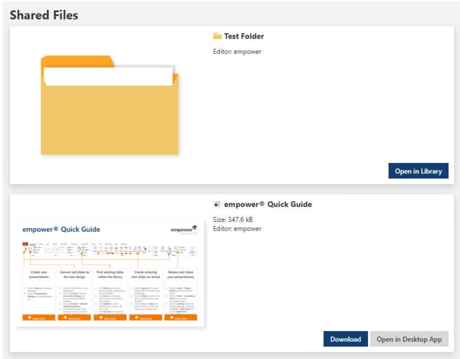

Figure 101. Shared Files

You can now choose between the following options:

- Download elements to your device by clicking on the button **Download** (Figure 102 **(1)**).
- Open elements directly on your device by clicking on the button **Open in Desktop App** (Figure 102 **(2)**).

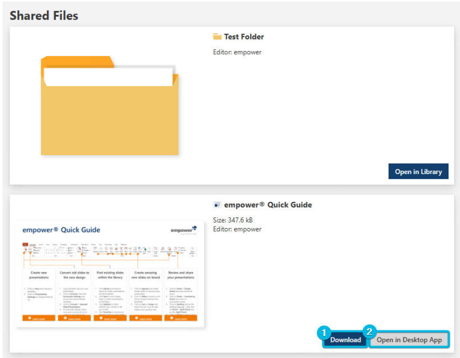

Figure 102. Buttons **Download** and **Open in Desktop App**

- Open folders directly in the empower® Web App by clicking on the button **Open in Library** (Figure 103).
  This option is only available for folders.

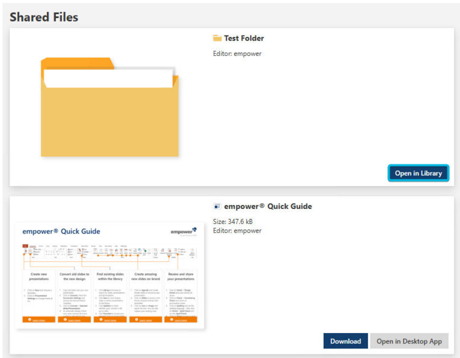

Figure 103. Button **Open in Library**

The following element types can be included in an empower® Link but they cannot be downloaded:

- Content blocks
- Table style sets
- Table sizes
- Cell style sets
- Images that do not originate from the library in PowerPoint

As a recipient, you can view the content online via the link but you cannot use it (**Figure 104**).

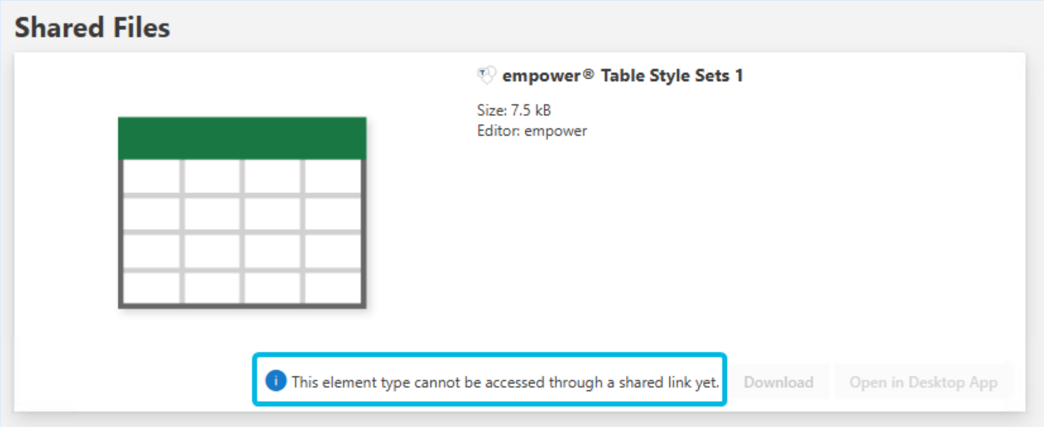

Figure 104. Message in Browser

2.13. Update Groups

In empower®, update groups are automatically created if you reuse an existing slide from the library or if you copy and paste a slide inside of the empower® Library.
If you copy a presentation, all the slides contained will become part of individual update groups.

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

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

The slide that is inserted into a presentation or the slide that is copied initially becomes the root element of the update group.
All other slides in the group are linked copies.

If a slide is the root element of an update group, a colored **link** symbol is displayed in its thumbnail (**Figure 105**).

Figure 105. Colored **Link** Symbol

If a slide is a linked copy of a root element, a colorless **link** symbol is displayed in its thumbnail (Figure 106).

Figure 106. Colorless **Link** Symbol

If there is an open update for a slide in the update group, a red dot is displayed next to the **link** symbol (Figure 107).

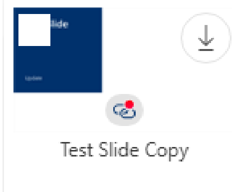

Figure 107. Updated Element

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

Update groups can only be created for elements that can be used in PowerPoint.

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

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

Create Update Groups Manually

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

1. Open the empower® Web App.
2. Select a slide that you want to add to the update group.
3. In the navigation bar, click on the button **Update links** (Figure 108).

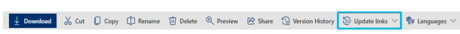

Figure 108. Button **Update links**

4. In the drop-down menu, click on the option **Mark for update link** (Figure 109).

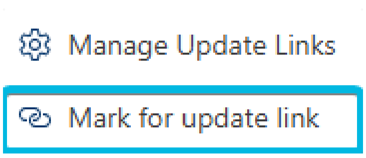

Figure 109. Option **Mark for update link**

5. Then, navigate to a slide that you want to make the root element of your update group.
6. Click on the button **Update links** in the navigation bar again.
7. In the drop-down menu, click on the option **Create update link to this root or update group** (Figure 110).

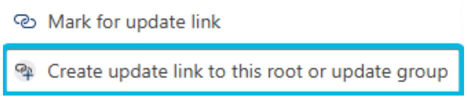

Figure 110. Option to Create Update Link

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

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

Manage Update Groups

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

1. Select one slide that is part of the update group you want to view.
2. Click on the button **Update links** in the navigation bar.
3. In the drop-down menu, click on the option **Manage Update Links** (Figure 111).
   A dialog box opens.

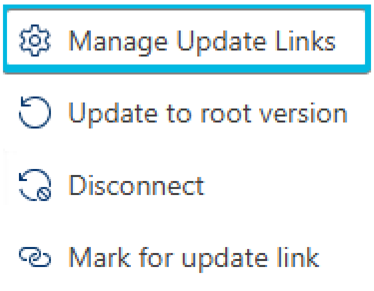

Figure 111. Option **Manage Update Links**

In this dialog box, you can see all slides that are part of the respective update group (Figure 112).

The root element is listed under *Root element*.

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

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

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

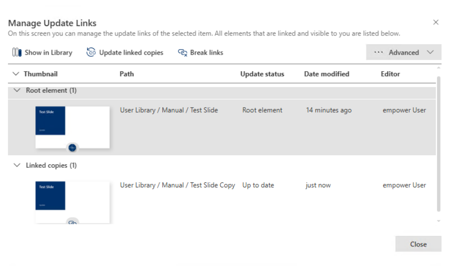

Figure 112. Window **Manage Update Links**

If you want to open one of the slides of the update group in the library, click on the button **Show in Library** (Figure 113).

The library opens in the respective folder.

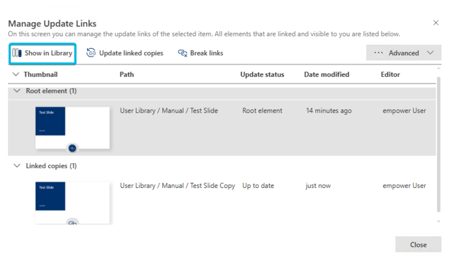

Figure 113. Button **Show in Library**

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

Update Slides in Update Group

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

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

To update all linked copies to the root element version, click on the button **Update linked copies** (Figure 114).

A dialog box opens.

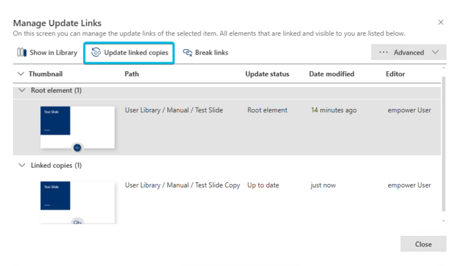

Figure 114. Button **Update linked copies**

In this dialog box, you can choose if you want to share the update or if you want to force the update (Figure 115).

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

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

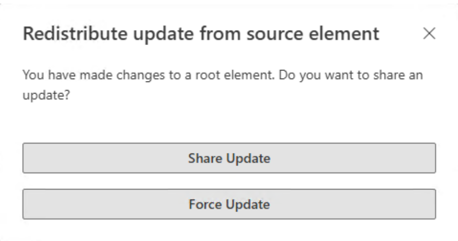

Figure 115. Dialog Box on Linked Copy Update

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

To update the linked copy to the root element version, click on the button **Update to root version** (Figure 116).

The slide will be updated immediately.

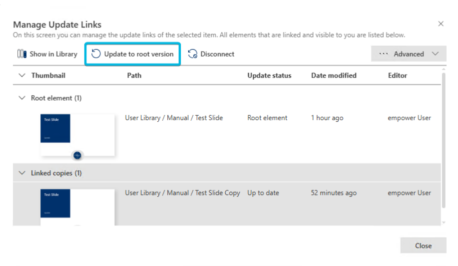

Figure 116. Button **Update to root version**

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

Break Links in Update Group

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

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

To dissolve the update group as a whole, click on the button **Break links** (Figure 117).

A dialog box opens.

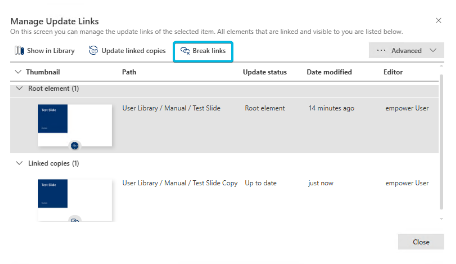

Figure 117. Button **Break links**

To confirm the process, click on the button **Yes** (Figure 118).

All update links will be broken.

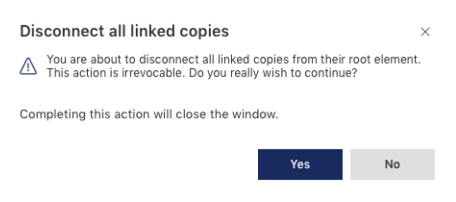

Figure 118. Dialog Box on Breaking Links

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

To break the link between the linked copy and the root element, click on the button **Disconnect** (Figure 119).

A dialog box opens.

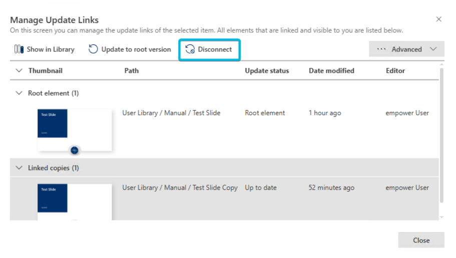

Figure 119. Button **Disconnect**

To confirm the process, click on the button **Yes** (Figure 120).

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

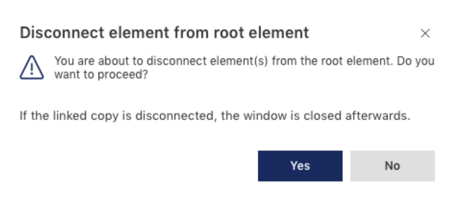

Figure 120. Dialog Box on Disconnecting

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

Advanced Settings

If you have selected the root element, you can mark it for a new root element or delete it in the advanced settings (Figure 121).

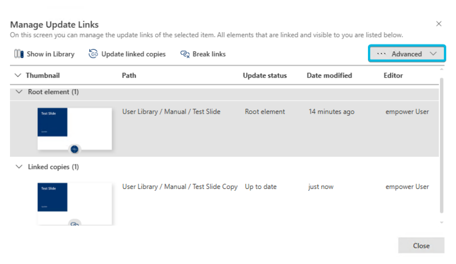

Figure 121. Button **Advanced**

To mark the root element for a new root element, click on the button **Mark for update link** (Figure 122).

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

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

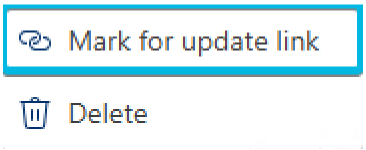

Figure 122. Option **Mark for update link** under **Advanced** for Root Element

To delete the root element, follow the following steps:

1. Select the root element from the list.
2. Click on the button **Advanced**.
   A drop-down menu opens.
3. In the drop-down menu, click on the option **Delete** (Figure 123).
   A dialog box opens.

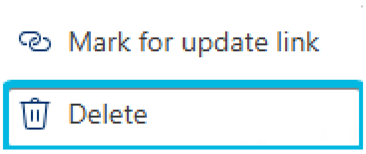

Figure 123. Option **Delete** for Root Element

4. In this dialog box, confirm the process by clicking on the button **Yes** (Figure 124).

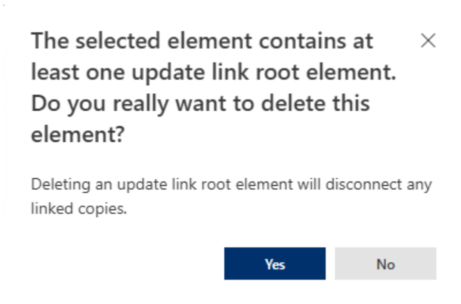

Figure 124. Dialog Box on Deleting Root Element

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

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

To make the selected slide the root element of the update group, click on the option **Make this element the root** (Figure 125).

The changes become visible in the dialog box.

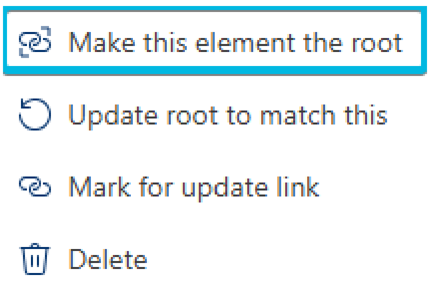

Figure 125. Option **Make this element the root**

To update the current root element to match the selected linked copy, click on the button **Update root to match this** (Figure 126).

A dialog box opens.

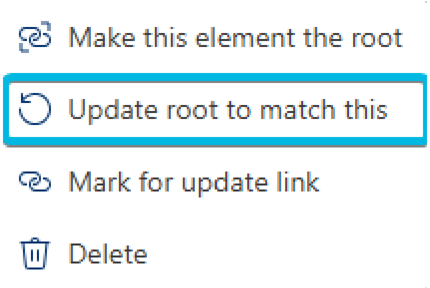

Figure 126. Option **Update root to match this**

In this dialog box, you can choose if you want to share the update or if you want to force the update (Figure 127). Alternatively, you can decide not to share any update.

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

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

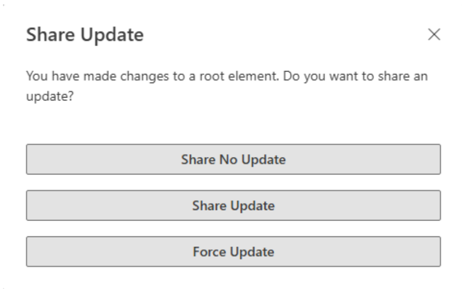

Figure 127. Dialog Box on Updating Root Element

To mark the linked copy for a new root element, click on the button **Mark for update link** (Figure 128).

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

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

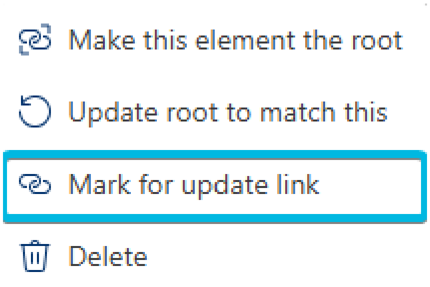

Figure 128. Option **Mark for update link** under **Advanced** for Linked Copy

To delete a linked copy, follow the following steps:

1. Select the linked copy from the list.
2. Click on the button **Advanced**.
   A drop-down menu opens.
3. In the drop-down menu, click on the option **Delete** (Figure 129).
   A dialog box opens.

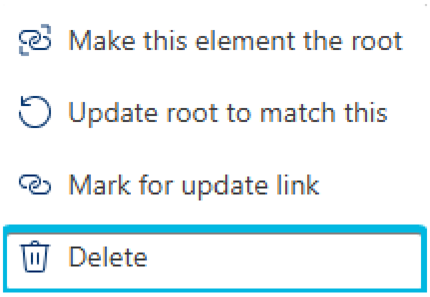

Figure 129. Option **Delete** for Linked Copy

4. Then, click on the button **Yes** (**Figure 130**).

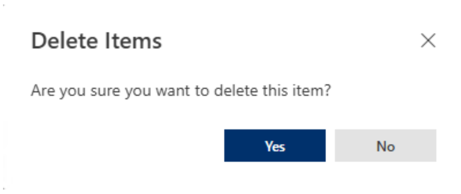

Figure 130. Dialog Box on Deleting Linked Copy

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

2.14. Use the Recycle Bin

You can access the recycle bin directly via the empower® Web App.

To do so, open the empower® Web App and click on the section *Recycle Bin* on the lower left-hand side of the library window (**Figure 131**).

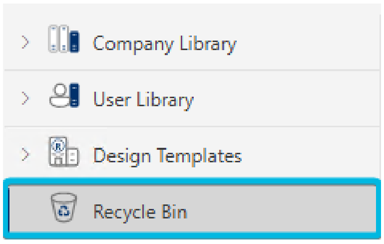

Figure 131. Section *Recycle Bin*

Alternatively, you also have access via the Office Online applications. To access, open the empower® Library sidepane and open the folder tree. Then, scroll down to the bottom of the folder tree and click on the button **Recycle Bin**.

The recycle bin opens directly in the sidepane.

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

> In the empower® Web App, the recycle bin displays all element types regardless of the Office application.
> In the sidepane of the Office Online applications, the recycle bin only displays element types that can be used with the respective application.

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

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

Enable the Recycle Bin

For Administrators

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

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

View and Restore Content

To open a preview of an element, click on the button **Preview** (Figure 132).

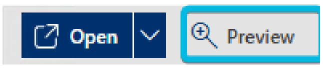

Figure 132. Button **Preview**

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

1. Select the respective element.
2. If you have selected a presentation, click on the **arrow** symbol next to the button **Open** (Figure 133).
   If you have selected a slide, the button **Download** can be accessed directly.
3. Then, click on the option **Download** (Figure 134).
   The file will automatically be downloaded to your download folder.
4. Open the file on your device.
5. Then, save the element back to the empower® Library.

Figure 133. **Arrow** Symbol

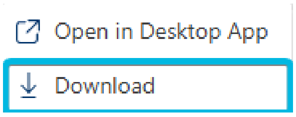

Figure 134. Option **Download**

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

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

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

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

3. Create a New Presentation

To create a new presentation from the empower® Ribbon, click on the button **New** (Figure 135).

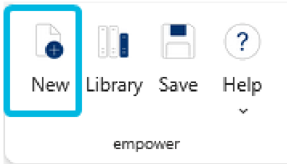

Figure 135. Button **New**

The empower® Library opens in the section *Master Templates* (Figure 136).

Here, choose your preferred master template.

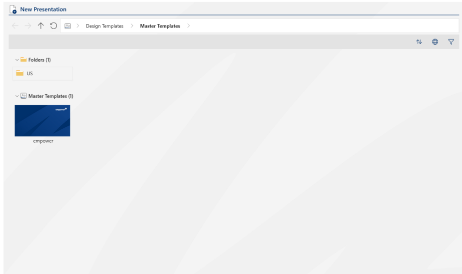

Figure 136. Master Templates

Then, click on the button **New Presentation** (Figure 137).

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

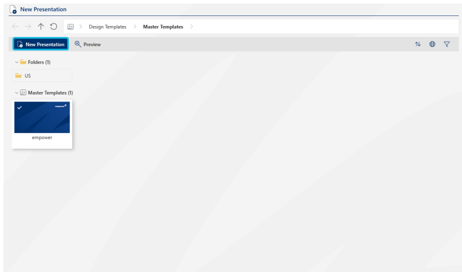

Figure 137. Button **New Presentation**

Design Your Presentation

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

1. Create new slides using corporate design compliant elements such as images, charts or tables.
2. Insert slide templates or ready-to-use slides from the empower® Library.
3. Format your content.
4. Adjust the layout of your slides.

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

3.1. Design Your Slides

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

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

> Files that are protected either by the Office built-in document protection or by Microsoft Purview Information Protection cannot be processed by empower®.
>
> Files with Microsoft Purview Information Protection labels similar to *Public* can be processed.
>
> For further information regarding Microsoft Purview Information Protection, see **Protect your sensitive data with Microsoft Purview**.

Design Your Slide Manually

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

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

To do so, follow the following steps:

1. Make sure you are using an empower® Master that complies with your corporate design.
2. In the PowerPoint Online tab Home, click on the button **New Slide** or **Slide Layout** (Figure 138).
   a. If you insert a new slide, click on the lower part of the split button **New Slide** to open the slide layout selection.

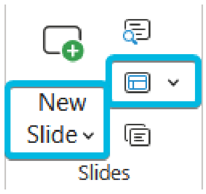

Figure 138. Buttons **New Slide** or **Slide Layout**

3. Then, choose a slide layout you want to use (Figure 139).

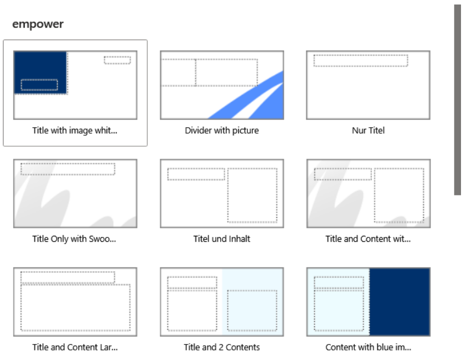

Figure 139. Slide Layout Selection

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

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

To insert elements that comply with your corporate design and have been saved to the empower® Library section *Design Templates*, follow the following steps:

1. Navigate to the empower® Ribbon.
2. Click on the button **Library** (Figure 140).
   The library opens in the sidepane.

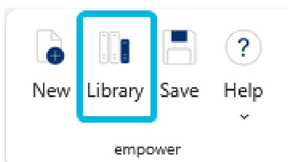

Figure 140. Button **Library**

3. In the library, navigate to the section *Design Templates*.
4. Here, open the folder for the element type you want to insert (Figure 141).
5. Browse through the content and insert it into your presentation.

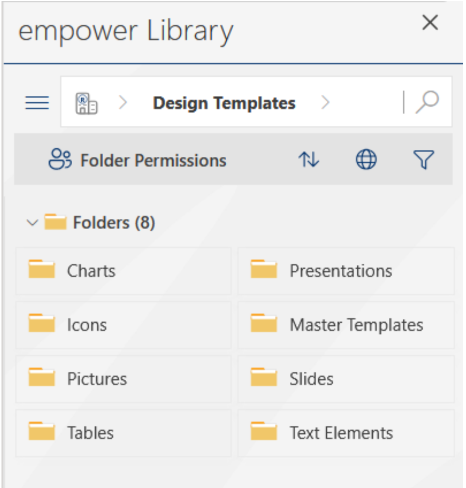

Figure 141. Section *Design Templates* with Element Folders

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

Use Slide Templates and Slide Template Collections

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

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

To use a slide template, follow the following steps:

1. Navigate to the empower® Ribbon.
2. Click on the button **Library**.
   The library opens in the sidepane.
3. In the library, navigate to the section *Design Templates*.
4. Here, open the folder **Slides** (Figure 142).

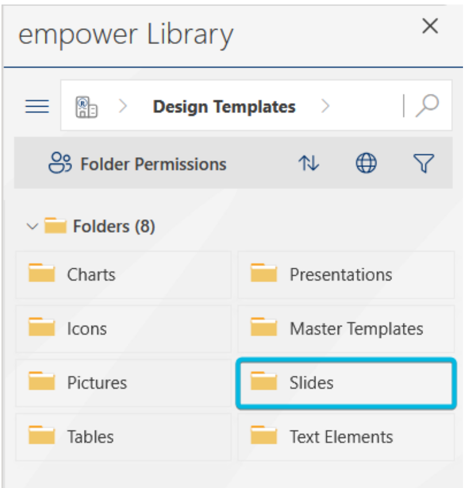

Figure 142. Folder *Slides* in Section *Design Templates*

5. Here, select the template you want to use.
6. Either double-click on it or click on the button **Insert** (Figure 143).

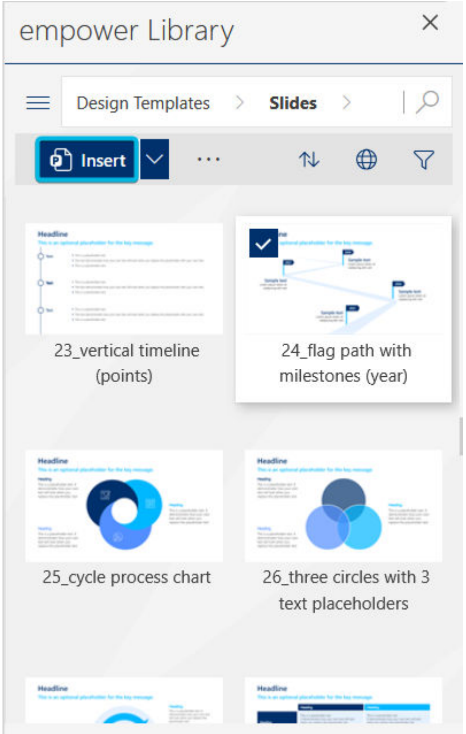

Figure 143. Button **Insert**

7. Now, you can replace all texts and images with the content you want to use for your presentation (Figure 144).

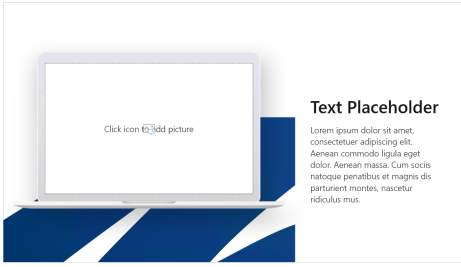

Figure 144. Slide Template – Example

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

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

4. Create a New Document

To create a new document from a template, follow the following steps:

1. In the empower® Ribbon, click on the button **New** (**Figure 145**).
   The empower® Library opens in a dialog box. It opens in the section *Documents*.

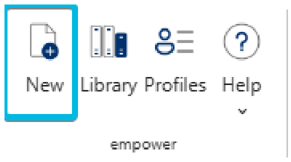

Figure 145. Button **New**

2. Select one of the *Document Templates*.
3. Then, click on the button **New Document** (**Figure 146**).

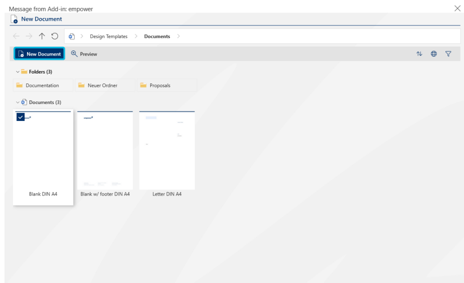

Figure 146. Button **New Document**

If default settings have been made in advance in the profile management, the *Document Template* is automatically filled with information.

If not all default values or none of the default values required for the template have been set, empower® asks you to select the data to be filled in (**Figure 147**).

Your defined default values are preselected automatically.

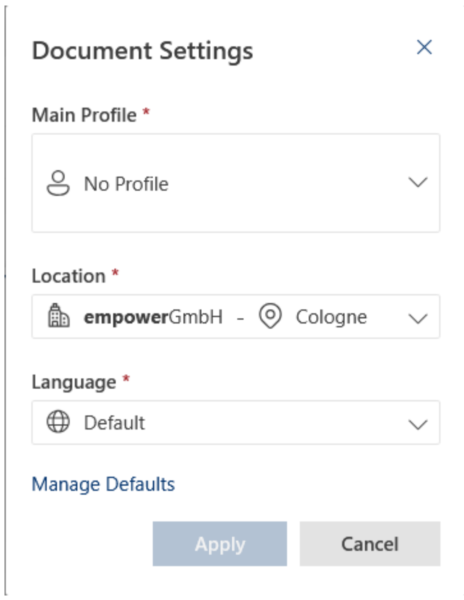

Figure 147. Dialog Box **Document Settings**

> Alternatively, you can use a double-click or open the context menu of a *Document Template* to open it.

> If you enter a search input in the location search which only results in a company name, the company cannot be selected because it does not contain any locations that match your search input.

For further information regarding the setting of defaults, see **Add a Profile**.

4.1. Use Pictures

To design your Word document, you can use elements from the empower® Library.

For example, you can insert corporate design compliant pictures from your *Design Templates*.

empower® supports Scalable Vector Graphics (in short SVG) – a common vector-based picture format – as elements in the empower® Library, when you are using an Office version that also supports this file format. Pictures in this format can be scaled to any size without loss of quality and also are quite small in storage size, which makes this format ideal for logos, visualizations, cliparts and non-photorealistic images in general.

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

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

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

Insert Pictures

To insert a picture into your document, follow the following steps:

1. In the empower® Ribbon, click on the button **Library** (**Figure 148**).
   The library opens in a sidepane on the right-hand side of your browser window.
2. In the library, navigate to the section *Design Templates*.
3. Then, navigate into the section *Pictures*.
4. Find the picture you want to insert and select it.
5. Click on the button **Insert** (**Figure 149**).

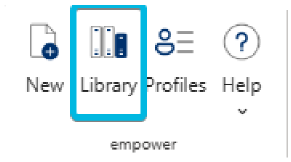

Figure 148. Button **Library**

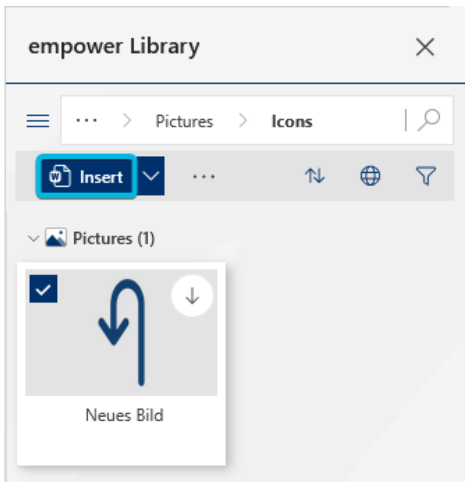

Figure 149. Button **Insert**

5. Create a New Workbook

To create a new workbook, follow the following steps:

1. In the empower® Ribbon, click on the button **New** (**Figure 150**).
   The empower® Library opens in a dialog box. It opens in the section *Workbooks*.

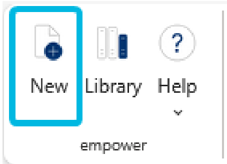

Figure 150. Button **New**

2. Select one of the *Workbook Templates*.
3. Then, click on the button **New Workbook** (**Figure 151**).

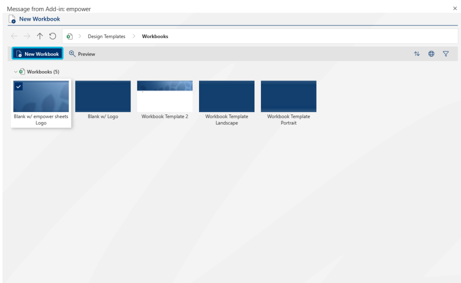
Figure 151. Button **New Workbook**

The new workbook opens and will be created based on the selected *Workbook Template*.

6. Create a New E-Mail

If you have set a default signature, this signature will be inserted into a new e-mail automatically.

If there is no default signature available that can be inserted right away, a notification bar appears (**Figure 152**).
In the notification bar, click on the button **Show signatures**.

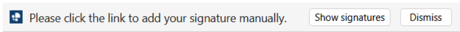

Figure 152. Notification Bar

All available signatures will be displayed on the right-hand side of your browser window.
Choose your preferred option.

If you have more than one signature set up, you can switch to a different signature.

To do so, navigate to the group Add-ins in the Outlook ribbon and click on the button **empower Mails** (**Figure 153**).
A drop-down menu opens.

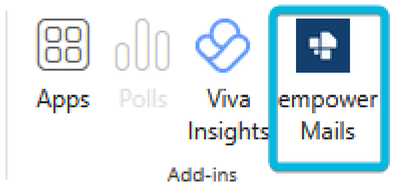

Figure 153. Button **empower Mails**

In the drop-down menu, click on the option **Signatures** (**Figure 154**).

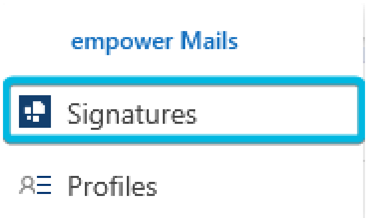

Figure 154. Option **Signatures**

All available signatures will be displayed on the right-hand side of your browser window.
Choose your preferred option.

If you try to send an e-mail without a signature, a dialog box opens (**Figure 155**).
In this dialog box, you can decide if you want to send the e-mail without a signature or cancel the sending process.

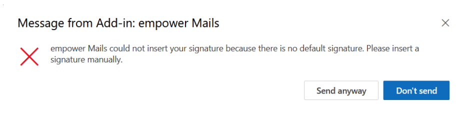

Figure 155. Dialog Box No Signature

Make sure pop-up windows are allowed for Outlook Online in your browser. If not, empower® cannot open the new tab.

For further information regarding the signature management, see **Manage Signatures**.

Use Signatures in Shared Mailboxes

If you use a shared mailbox, you can either use your personal signature with your personal profile data or use a general signature for the shared account.

To use such a general signature, follow the following steps:

1. Create a new profile for the shared account via the profile management.
   Here, change the profile data as required.
2. Create a new signature using this general profile and a suitable signature template.
3. When sending e-mails from the shared mailbox, switch to this general signature.

For further information regarding the profile management, see **Set up Profiles**.
For further information regarding the signature management, see **Manage Signatures**.

7. Set up Profiles

When Word and Outlook are started for the first time after the installation of empower®, the default profile is either automatically loaded or newly created in the background.

If you want to make changes to your profile or add a new profile, see Manage Profiles.

Manage Profiles

You can access your profile management via Outlook Online or Word Online.

To access your profile management in Word Online, navigate to the empower® Ribbon and click on the button **Profiles** (Figure 156).

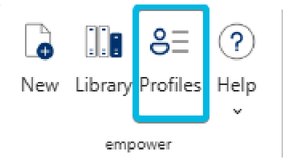

Figure 156. Button **Profiles** in Word Online

To access your profile management in Outlook Online, navigate to the group <u>Add-ins</u> and click on the button **empower Mails** (Figure 157).

A drop-down menu opens.

Figure 157. Button **empower Mails**

Click on the option **Profiles** (Figure 158).

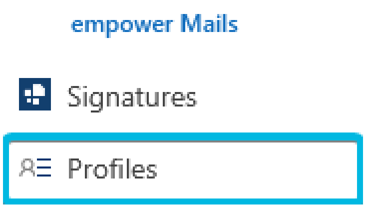

Figure 158. Option **Profiles**

For both applications, the same new tab opens.

On the left, the window shows your default profile as well as all profiles you have created so far under *My Profiles*. Referenced profiles are listed under *Referenced Profiles*. If you have selected one of the profiles, this profile is shown on the right (Figure 159).

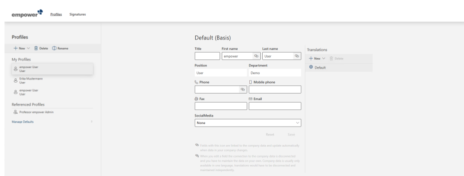

Figure 159. Profile Details

Make sure pop-up windows are allowed for Outlook Online and Word Online in your browser. If not, empower® cannot open the new tab.

Edit a Profile

To edit a profile, select it from the profile list. It will be displayed in edit mode on the right.

Basic information is automatically retrieved from your company's directory service and synchronized into fields in your profile. Fields that are filled this way are indicated by a **chain** symbol (Figure 160).

empower® frequently synchronizes the data from the directory service to ensure the data is always up to date.

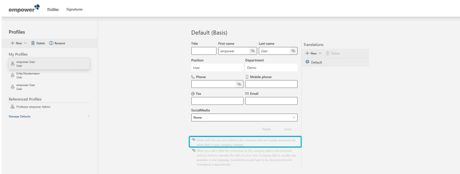

Figure 160. **Chain** Symbol for Automatically Synchronized Data

A **crossed-out chain** symbol (Figure 161) indicates that:

- No data is stored for you for this specific field in the directory service or
- You manually typed in (different) data and thus overruled the data stored in the directory service.

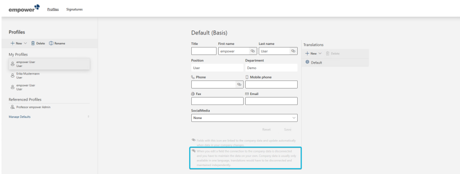

Figure 161. **Crossed-out Chain** Symbol for Not Automatically Synchronized Data

Fill in any missing data you want to add. Only temporarily change existing data if necessary.

If you have changed data, the input is displayed in bold formatting (Figure 162).

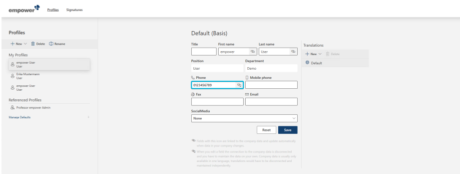

Figure 162. Bold Formatting for Manually Changed Profile Data

To reset a specific profile field, click on the **crossed-out chain** symbol. This will lead to the field being filled by data synchronized from the directory service (if applicable) and thus delete the data you entered manually.

If you have finished entering your data, click on the button **Save** (Figure 163).

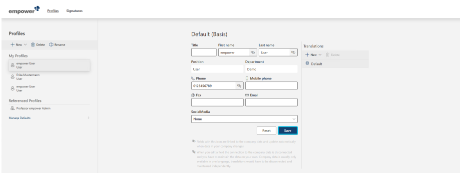

Figure 163. Button **Save**

If you do not want to save your changes and want to reset your profile to the initial version, click on the button **Reset** (Figure 164).

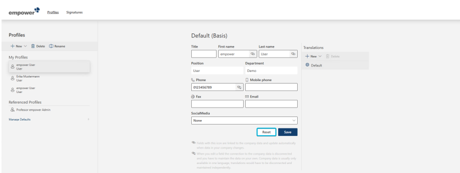

Figure 164. Button **Reset**

A dialog box opens.

To confirm your changes, click on the button **OK** (Figure 165).

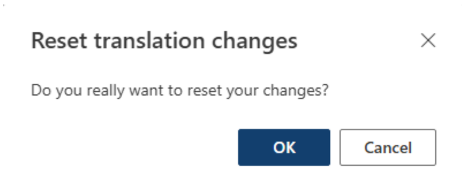

Figure 165. Dialog Box for Reset

The directory service of your company should always contain up to date and correct data. If you find any of the synchronized information being incorrect or outdated, you can enter the correct information manually into your profile, but you should contact your IT administrator at the same time to have the data in the directory service corrected as well. Once the data synchronized from the directory service is up to date again, click the **crossed-out chain** symbol to reset the profile field(s) to be synchronized from your directory service again.

Rename a Profile

To rename a profile, select it from the profile list and click on the button **Rename** (**Figure 166**).

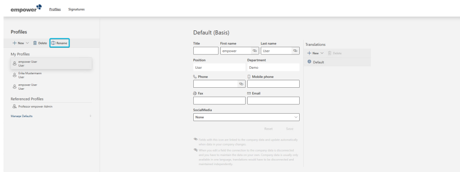

Figure 166. Button **Rename**

Enter the new name in the input field and press **Enter** (**Figure 167**).

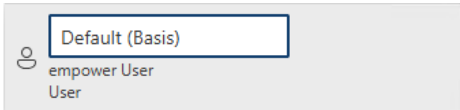

Figure 167. Input Field for New Profile Name

Translate a Profile

To add a translation for a profile, click in the button **New** under *Translations* (**Figure 168**).

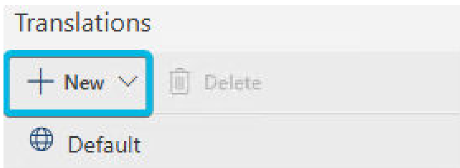

Figure 168. Button **New** for Translations

Now, select the language for the translation you want to add (Figure 169).

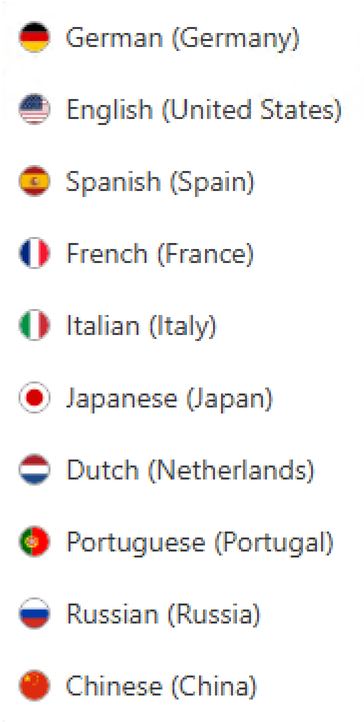

Figure 169. Language Selection

As soon as you select the language, the translation appears in edit mode. The edit mode works like the normal edit mode for profiles.

The data is preloaded from the directory service in the default language. To edit this data and to replace it with translations, enter the new values in the input fields.

For further information regarding the editing mode, see Edit a Profile.

Add a Profile

To add a profile, click on the button **New** (Figure 170).
A drop-down menu opens.

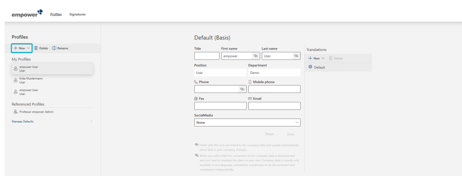

Figure 170. Button **New**

In the drop-down menu, click on the button **Profile** (Figure 171).
The new profile is displayed in edit mode on the right.

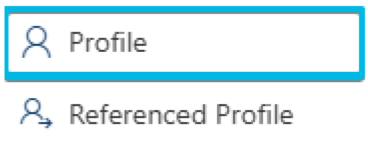

Figure 171. Option **Profile**

Data from the directory service is preloaded. As mentioned above, you can overwrite this data by manually entering different data.

If you have finished entering your data, click on the button **Save**.

Work with Multiple Profiles

Once more than one profile has been created, any of your profiles can be set as the default profile. The first profile, which is created automatically, is first set as the default profile.

To manage your default profiles, click on the button **Manage Defaults** (Figure 172).

A dialog box opens.

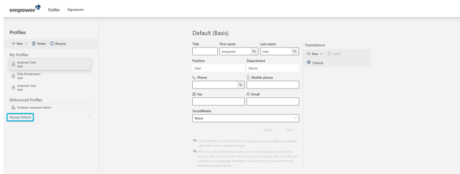

Figure 172. Button **Manage Defaults**

In this dialog box, you can set up to three default profiles which will be used to fill in your documents or to create your e-mail signature (Figure 173).

You can choose from all profiles listed in your profile management window under *My Profiles* and *Referenced Profiles*.

Adding additional default profiles can be useful if a document template includes multiple placeholders for data from multiple profiles.

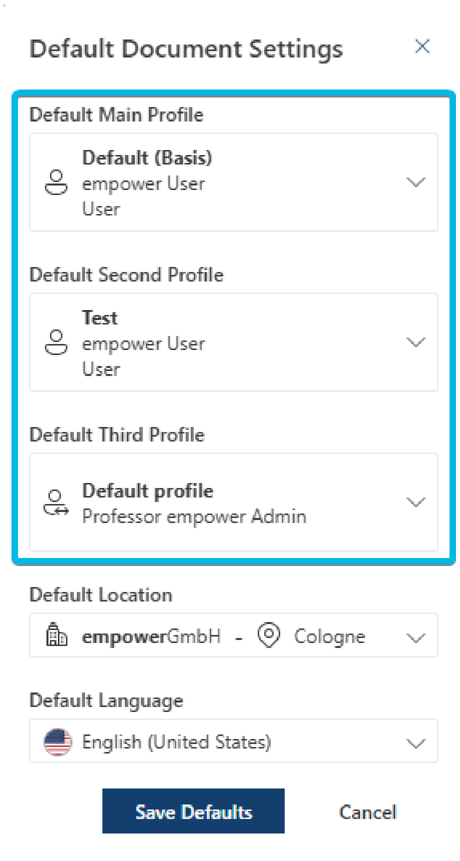

Figure 173. Set Default Profiles

In addition, you can set a default location and a default language to be used.

In the list under *Default Location*, all available companies and their locations are listed (Figure 174). To add a default company location, choose one from the list.

If there is no default location, the document templates will not be filled automatically and empower® will prompt to select a location each time a document template is opened.

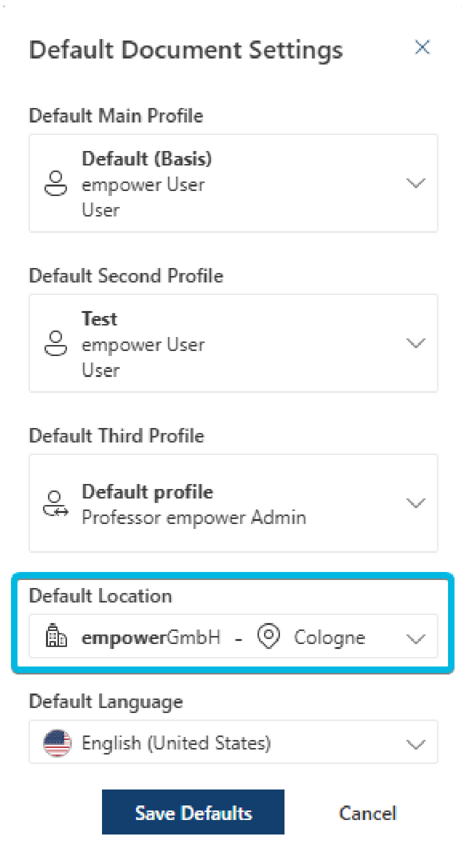

Figure 174. Location Data

In the drop-down menu under *Default Language*, all available languages are listed (Figure 175). To add a default translation, choose a language from the list.

The language setting is decisive for the display of the referenced profile and company data. Information that is maintained in empower® by your empower® Administrators in multiple languages is displayed according to the selected language. Also, signatures are created by completing signature templates with labels and data in the specified language, if available.

For example, a referenced country (e.g. Germany) from a location is mapped as *Germany* or *Deutschland*, depending on the language selection made.

In empower®, the translation labeled *Default* can be configured for language settings by your administrators. Typically, this default is set to English. If *Default* is selected, the document template is filled according to the set translation language labeled as default.

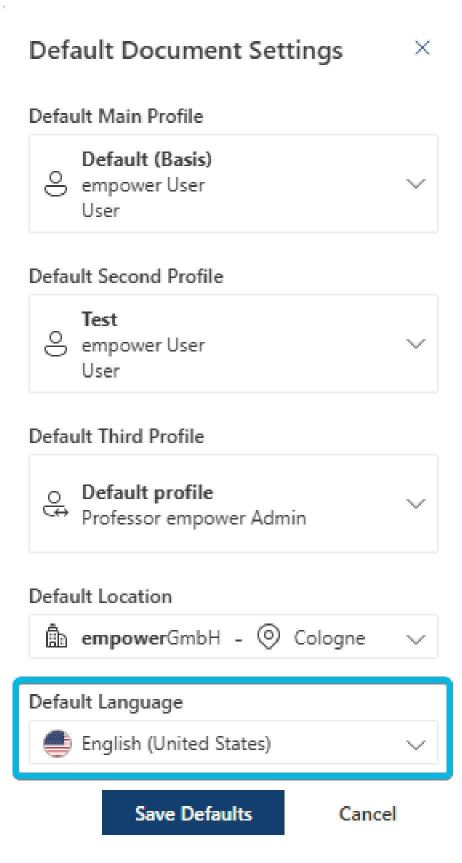

Figure 175. Translation

If you have finished, click on the button **Save Defaults** (Figure 176).
Your settings are saved.

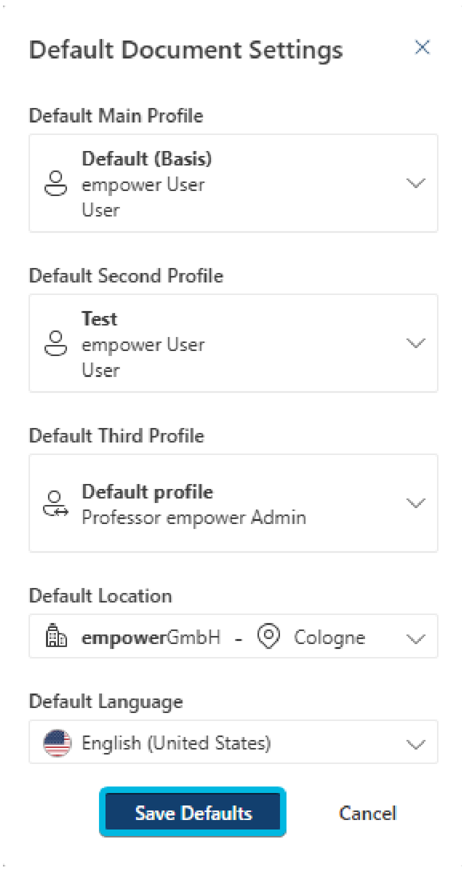

Figure 176. Button **Save Defaults**

Depending on your permissions, you will not see all available locations and companies in the list. Therefore, you only see locations and companies that are relevant for your work.

Depending on the setup in your empower® Environment, the range of available languages you can choose from may vary.

Reference Profiles

When someone is out sick or on vacation, it can be helpful to be able to send e-mails on someone else's behalf using their signature. Therefore, empower® offers the option to reference profiles other than your own.

Once a user has set up a default profile, you can search for it. To do so, follow the following steps:

1. Click on the button **New**.
   A drop-down menu opens.
2. Click on the option **Referenced Profile** (Figure 177).
   A dialog box opens.

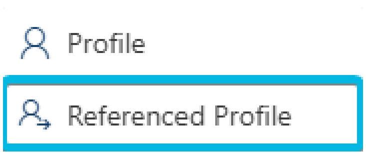

Figure 177. Option **Referenced Profiles**

3. In the dialog box, type in the first and/or last name of your colleague.
   You will receive suggestions that match your search (Figure 178).

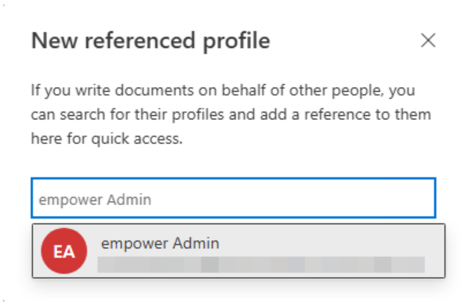

Figure 178. Dialog Box for New Referenced Profile

4. Click on the name in the list.
   All available profiles for the respective colleague will be displayed.
5. Choose the profile you want to add and click on the button **Add** (Figure 179).
   Your colleague's profile will now appear under *Referenced Profiles* in the profile list.

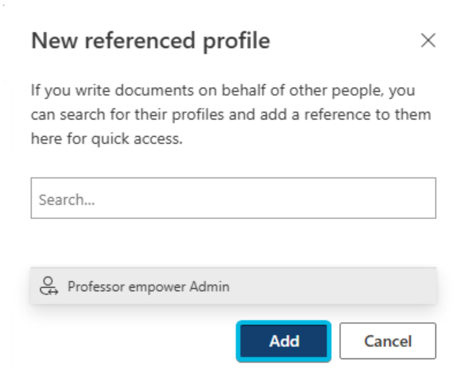

Figure 179. Button **Add**

Unlike your own profiles, you cannot edit your colleagues' profiles in the profile management tab.

> The sender address displayed when an addressee receives an e-mail will always be the mailbox (e-mail address) you've been logged in to whilst creating a new e-mail. Using a signature that is based on a referenced profile does not affect from which mailbox the e-mail is sent.

Delete a Profile

To delete a profile, select the respective profile and click on the button **Delete** (Figure 180).

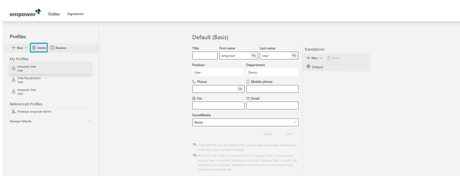

Figure 180. Button **Delete**

A dialog box opens.

To confirm the deletion process, click on the button **OK** (Figure 181).

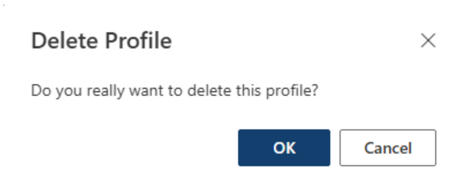

Figure 181. Dialog Box for Profile Deletion

If you delete a profile from the list *My Profiles*, it will be deleted completely and cannot be restored.

If you delete a profile from the list *Referenced Profiles*, it will only be deleted from your list of referenced profiles. The profile can then be referenced again.

8. Manage Signatures

empower® helps you set up one or more signatures by enabling you to choose a signature template that complies with your corporate design and includes options for adding a profile, location and language.

To access your signature management in Outlook Online, navigate to the group Add-ins in the tab Message and click on the button **empower Mails** (Figure 182). A drop-down menu opens.

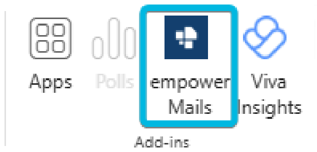

Figure 182. Button **empower Mails**

Click on the button **Signatures** (Figure 183).

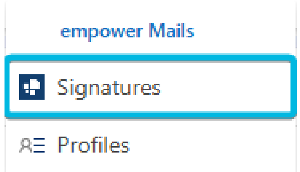

Figure 183. Button **Signatures**

A sidepane opens on the right-hand side of you browser window. In this sidepane, you can see all available signatures.

To open the signature management in a new tab, click on the button next to the profile name of a signature (Figure 184).

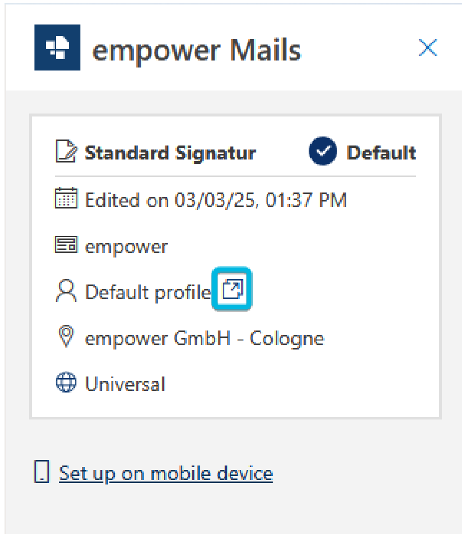

Figure 184. Link Button

A new tab opens. In this new tab, click on the tab Signatures (Figure 185).

Figure 185. Tab **Signatures**

In this section, you can see all signatures that you have created so far on the left. To display a preview of your signature on the right, select one of the signatures (Figure 186).

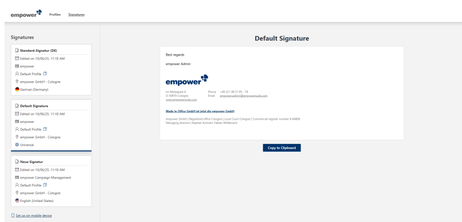

Figure 186. Signature Preview

You can copy your signature to the clipboard by clicking on the button **Copy to Clipboard** (Figure 187).

Figure 187. Button **Copy to Clipboard**

In the online signature management, you can only view your signatures and copy them to your clipboard. In addition, you can set up your signature for mobile devices.

To create new signatures, use empower® in a Windows environment.

The signature management only shows signatures that have been created with empower®.

If enabled by your administrators, all Outlook signatures are archived as soon as you start Outlook and empower® is active to ensure that only corporate design compliant signatures are used within the company.

If you need to restore an Outlook signature that has been archived automatically, you can find it under the following path:

%appdata%\Microsoft\Signatures\Archive

Only fonts that are installed on your device can be displayed.

If a font in your signature is not installed on your device, the font *Times New Roman* is used as a fallback.

For further information regarding the requirements for the creation of signatures, see empower® Signatures in Outlook.

For further information regarding the setup of your signature for mobile devices, see Set up Signatures for Mobile Devices.

For further information regarding the creation of new e-mails and switching your signature, see Create a New E-Mail.

8.1. Set up Signatures for Mobile Devices

If your company uses the empower® Web Component for Outlook, you can also set up your signatures for mobile devices.

To do so, you need to set up your signatures on your mobile device, either via a QR code or via a link.

You will then be able to use your signature as a default signature in your e-mail application.

To be able to set up your signature for mobile devices, the empower® Web Component for Outlook must be installed.

For Administrators

For further information regarding the requirements for empower® Mails Online, see Technical Requirements for empower® Mails Online.

For further information regarding the preparations for empower® Mails Online, see Preparations for empower® Mails Online.

For further information regarding the setup of empower® Mails Online, see Adjust App Registration for empower® Mails Online.

Set up Signature

To set up your signatures for mobile devices via Outlook Online, follow the following steps:

1. Open an e-mail draft.
2. Navigate to the group Add-ins.
3. Click on the button **empower Mails** (Figure 188).

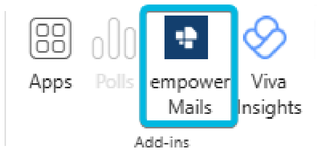

Figure 188. Button **empower Mails**

4. Choose the option **Signatures** (Figure 189).
   All available signatures open in a sidepane on the right-hand side of your browser window.

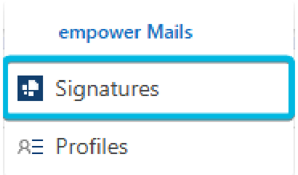

Figure 189. Option **Signatures**

5. On the bottom of the sidepane, click on the button **Set up on mobile device** (Figure 190).

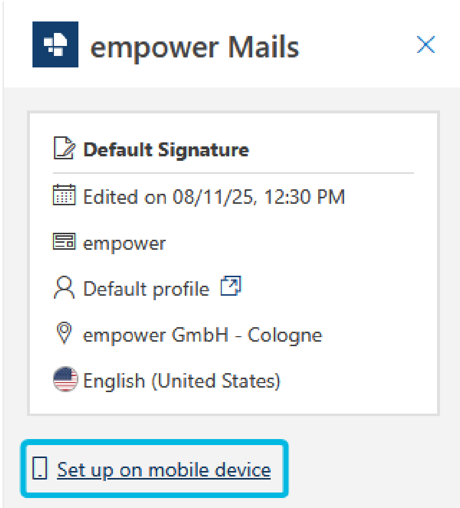

Figure 190. Button **Set up on mobile device**

6. Scan the QR code in the sidepane with your mobile device (Figure 191 **(1)**).
   The signature management opens in your default browser on your mobile device.
   a. If your company does not allow the usage of QR codes or you cannot scan the QR code, copy the link underneath the QR code (Figure 191 **(2)**).
      If you are already using Outlook Online on your mobile device, click on the link to open it.
      Alternatively, you can also send this link to your mobile device and open the signature management via this link.

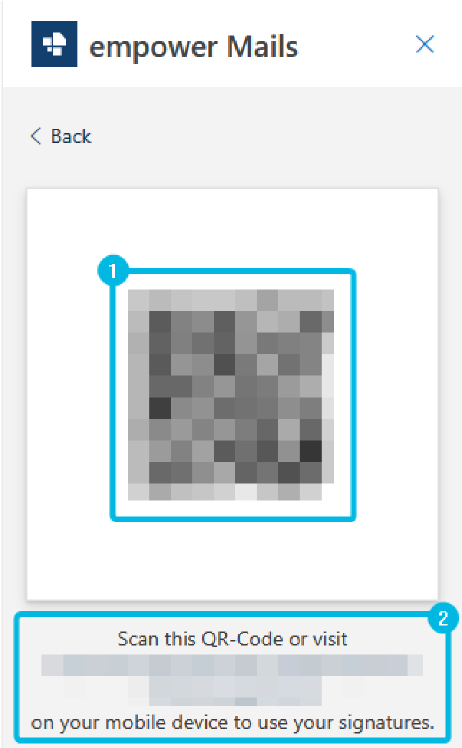

Figure 191. Access Signature Management

7. In the signature management, click on the signature your want to use (Figure 192).
   The signature is then copied to your clipboard. A confirmation message appears on your screen.
8. Now, switch to your e-mail application on your mobile device.
9. Here, navigate to the signature management of your application and create a new signature.
10. Paste the signature you have copied into this new signature and save it as your default signature.
    The signature will now be used for future e-mails.

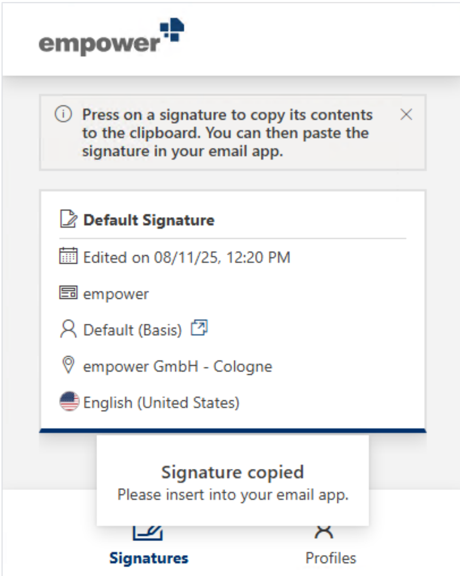

Figure 192. Signature Management on Mobile Device

Signatures cannot be used in iOS version 17.6. All other versions are compatible.
Signatures which include pictures cannot be copied on iOS devices.

If scanning the QR code with your iPhone leads to opening an integrated browser in your camera application, click on the **globe** symbol in the lower right corner to open your browser.

The signature management uses your default browser language while Outlook uses your default Microsoft Office language.

If you have set different languages, the languages in the signature management and in Outlook might differ.

empower

Be your best at work.

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