empower®
AI Assistant

Version 9.5

Contents

Introduction

1.1 System Requirements

In order to use the latest empower® release for Windows, your system will need to fulfill the following requirements:

Windows Version

- Windows 10 or 11

Office Version

- Microsoft Office 2016, 2019 (PowerPoint, Word and Outlook)

Abo Models

- Office 365 Pro Plus, Enterprise E3 and E5

We offer support for the above-mentioned versions.

Work with empower® AI Assistant

1.2 Access empower® AI Assistant

empower® AI Assistant (in short: Assistant) is available in PowerPoint, Word and Outlook and can be accessed in three ways:

- via the empower® ribbon in PowerPoint/Word and the Outlook ribbon (new e-mail or reply)
- via the context menu
- via the shortcut **Ctrl + Alt + A**

Navigate to the empower® ribbon in PowerPoint or Word to find the group <u>AI</u> with the button **AI Assistant** (**Figure 1**).

Figure 1: Group <u>AI</u> in empower® ribbon

To open the Assistant in Outlook, either create a new e-mail or reply to one. The Assistant is integrated in the tab <u>Message</u> (**Figure 2**).

Figure 2: Group <u>AI</u> in tab <u>Message</u>

Alternatively, select any shape that contains text or placeholder in PowerPoint or text in an active document in Word or in an e-mail in Outlook and right-click it to reach the context menu (**Figure 3**).
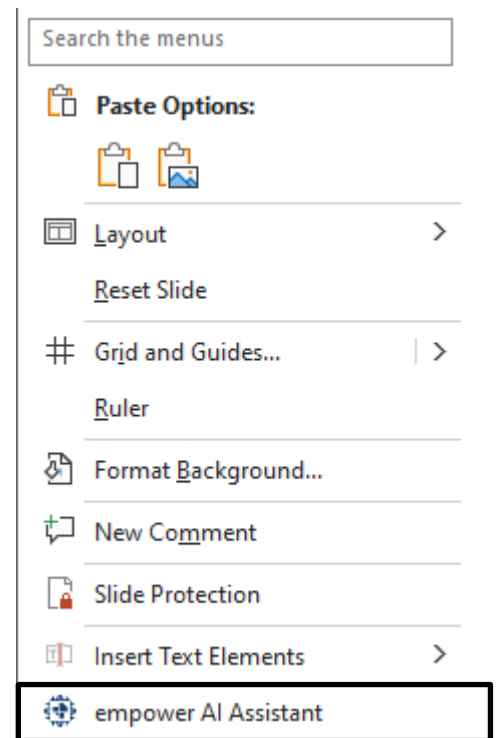

Figure 3: Button **empower AI Assistant** in context menu

If no shape is selected in PowerPoint and the Assistant opened, a dialogue box will appear (**Figure 4**).

It is required to select any kind of shape or placeholder to use the Assistant.
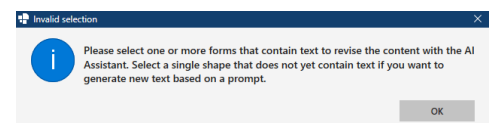

Figure 4: Dialogue box in PowerPoint

If any element other than a shape or body text is selected in Word and the Assistant opened, a dialogue box will appear (**Figure 5**).
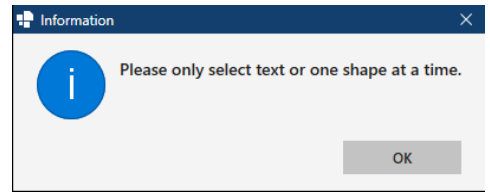

Figure 5: Dialogue box in Word

Please note:
The simplified empower® ribbon in PowerPoint is compatible with the Assistant. In Word, the classic empower® ribbon can be used, if the Assistant is installed.

If you open the user settings in empower® in Word, the simplified ribbon toggle button is inactive and a tooltip tells you why (**Figure 6**).

Figure 6: Information about simplified ribbon use in Word

For more information on the user settings in empower®, see the empower® manuals in our **help center**.

1.3   Optimize your texts

Select any kind of shape or placeholder in PowerPoint that contains text or click in an active document in Word or an open e-mail in Outlook (new e-mail or reply) (**Figure 7**).
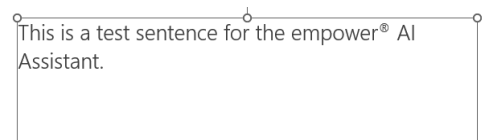

Figure 7: Placeholder with text in PowerPoint

Click on the button **AI Assistant** to open the main AI prompt window, either in completion mode (**Figure 8 (1)**) or in prompt mode **(2)**. The modes are selected automatically depending on your text selection.
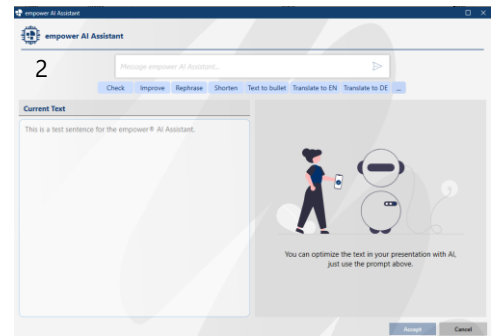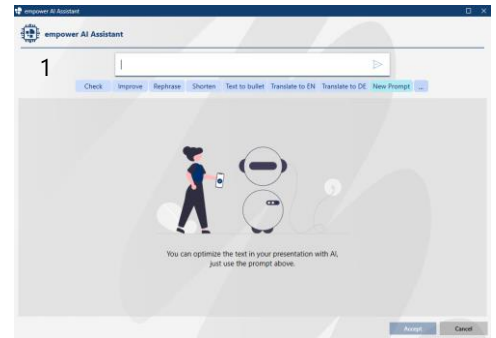

Figure 8: Main AI prompt window

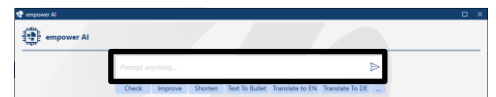Enter a prompt in the input field (**Figure 9**).

Figure 9: Input field for prompts

The following company prompts are available by default via the Assistant (**Figure 10**):

Figure 10: Available prompts in Assistant

- Check
- Improve
- Shorten
- Text to bullet
- Translate to EN
- Translate to DE.

The company prompts are displayed in a light blue color.

Please note:
Company prompts cannot be edited, but you add your user prompts to the list of available prompts.

Once the input text has been processed based on the prompt, the result is shown side by side with the input (**Figure 11**). This allows you to check the output against the input and decide if you want to accept it.
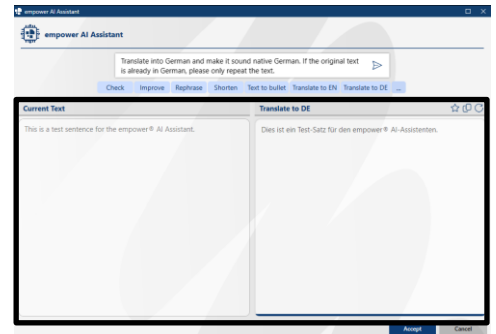

Figure 11: Comparison source text and Assistant output

You can also edit the input text to improve the output, or edit the output text before accepting it.

The command bar in completion mode of the main prompt window is the same throughout all used prompts (**Figure 12**).

Figure 12: Command bar in completion mode

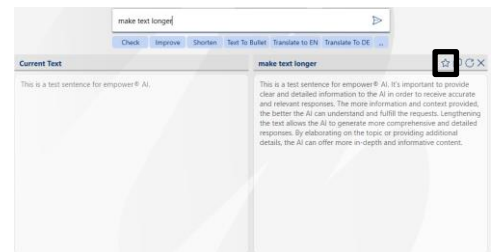Click on the star ☆ to add a user prompt to your prompt list (**Figure 13**).

Figure 13: Add a user prompt to prompt list

Change the display name of the user prompt (**Figure 14 (1)**), check and adjust your prompt **(2)** and click on the button **Add (3)** to save your user prompt.
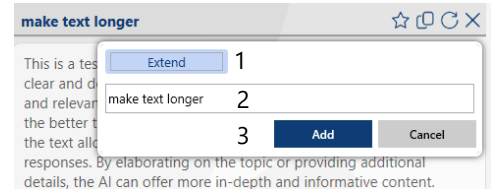

Figure 14: Customize your user prompt

Your user prompt is added to the prompts (**Figure 15**). It is displayed in a different color to distinguish it from the company prompts.
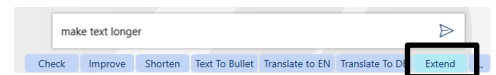

Figure 15: User prompt added to prompt list

Additionally, you can distinguish company prompts from your own prompts in the tooltip that is shown when hovering over a prompt (**Figure 16**).
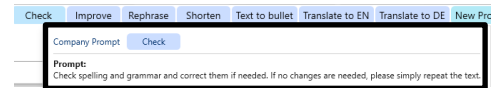

Figure 16: Tooltip company prompt

Click on the button **View more prompts** to access all prompts (if there are too many to be displayed in one row). In this view, you can also edit your user prompts (**Figure 17**).
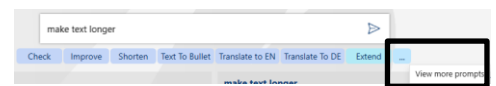

Figure 17: Button **View more prompts**

Click on the button **Edit** to remove user prompts (**Figure 18**).
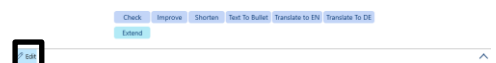

Figure 18: Edit user prompts

Click on the bin 🗑 next to a user prompt to delete it (**Figure 19**).

Figure 19: Delete user prompt

Click on the checkmark ✓ to confirm your changes or on the cross ✕ to discard them (**Figure 20**).

Figure 20: Confirm or discard changes
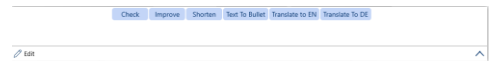
Click on the arrow up ⌃ to close the edit menu (**Figure 21**).

Figure 21: Hide the edit menu

Click on the clipboard ⧉ to copy the AI output to your clipboard (**Figure 22**).

Figure 22: Button **Clipboard**

Click on the arrow ↻ to regenerate the AI output (**Figure 23**).

Figure 23: Button **Regenerate**

Click on the button **Accept** (**Figure 24 (1)**) to replace the selected text, shape or placeholder content with the generated output or on the button **Cancel** to discard the output text **(2)**.

Figure 24: Buttons **Accept** and **Cancel**

Please note:
Once the Assistant generated text is inserted, the formatting of the shape/placeholder/body text is reset.

If multiple shapes were selected, you can accept the output for the current shape (**Figure 25 (1)**) or skip the current shape **(2)** to continue with the next shape.
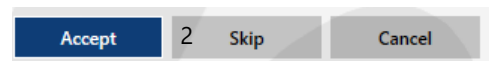

Figure 25: Button **Skip**

Please note:
Multi-shape support is available for PowerPoint. Empty shapes or placeholders are automatically skipped.

If multiple shapes were selected, the number of selected shapes is displayed in the prompt window (**Figure 26**).
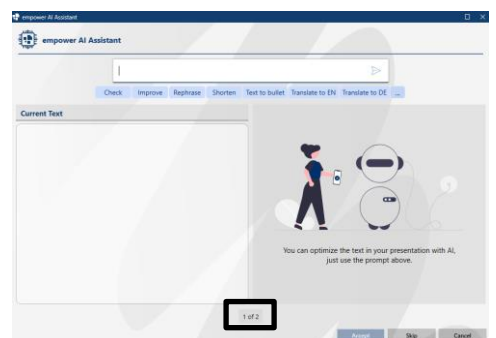

Figure 26: Number of selected shapes