empower®

Brand Control

Version 9.5

Contents

Introduction

This introductory chapter gives you all the basic information about empower® and how it is structured, before going on to give you a detailed insight into each of the software add-ins in the Office applications in all the subsequent chapters.

1.1 Advantages of empower®

With the help of the empower® Brand Control, make it easy for users to stick to your brand — not to ignore it.

1.2 System Requirements

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

Windows Version

- Windows 10 or 11

Office Version

- Microsoft Office 2016, 2019

Abo Models

- Office 365 Pro Plus, Enterprise E3 and E5

We offer support for the above-mentioned versions.

1.3 Structure of Manual

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

1.4 empower® Ribbon

With the help of the simplified empower® ribbon, the vast variety of empower® features is organized clearly. Grouped features ease their usage (**Figure 1**). When expanding each dropdown menu, more features and buttons are accessible.

Figure 1: Simplified empower® for PowerPoint Ribbon

If you prefer having displayed all available features and buttons at once, you can switch to a classic empower® ribbon (**Figure 2**).

Figure 2: Classic empower® for PowerPoint Ribbon

To do so, set the toggle button **Use Simplified Ribbon** in the user settings in the Quick Access Pane to **Off** (**Figure 3**).

Figure 3: Toggle button **Use Simplified Ribbon** disabled

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

> **Please note:**
> Depending on the empower® version, the features available in the ribbon might vary slightly.

In Outlook, empower® integrates seamlessly into the Outlook ribbon in the Home tab with its own group empower® Mails (**Figure 4**).

Figure 4: empower® in Outlook

1.5 Quick Access Pane

The Quick Access Pane is located on the right-hand side of the Office user interface. It opens when you go to the group Insert within the empower® ribbon, click on **Elements** and chose one of these available buttons. Hereafter, the Quick Access Pane provides you a quicker access to all library folders. Available elements and features vary depending on the Office application in use **(Figure 5).**

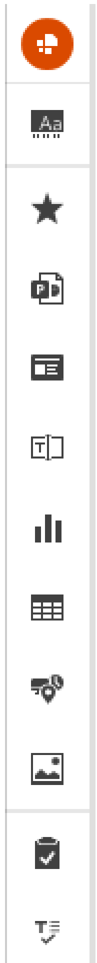


Figure 5: Quick Access Pane in PowerPoint

You also have the option of permanently displaying the Quick Access Pane. To do this, click on **User Settings** at the very top of the Quick Access Pane and then select the **Always show sidebar** option (**Figure 6**).

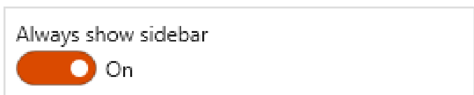


Figure 6: Toggle button **Always show sidebar**

Furthermore, you can set whether you want to switch from the simplified ribbon view to a classic view. By default, the simplified ribbon is recommended and enabled **(Figure 7)**, as it displays all essential functions at a glance, intuitively introduces users to the use of empower® and presents the steps involved in creating and working with a document in a logical order.

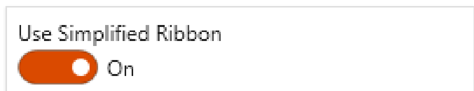


Figure 7: Toggle button **Use Simplified Ribbon**

In the following, all available element types in empower® are listed with the corresponding icons.

Please note:
The available element types vary depending on the Office application.

- Master Template
- Master Template as company’ default
- Document Templates
- Workbook Templates
- Chart Templates/Chart Styles
- Presentations
- Images
- Slides/Slide Sets
- Table Templates/Table Style Sets
- Cell Style Sets
- Table Sizes
- Text Elements/Content Blocks
- Icons/Single Elements

1.6 Edit

The group Edit within the empower® Ribbon, which can be expanded by using the button **Format** and the right arrow key **(Figure 8)**, is similar to the Office-native groups Font/Font and Alignment, which can be found in the Home tab of the Office application. In the empower® Ribbon, however, these are linked to your empower® design and represent only the specifications that are in line with your company's corporate design.

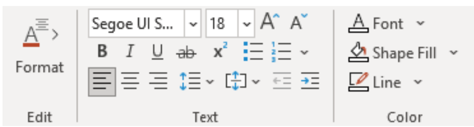


Figure 8: Button **Format** expanded

Here, you will only have access to the fonts, sizes and colors that match your corporate design. Font, fill and shape outline colors are also defined (**Figure 9**).

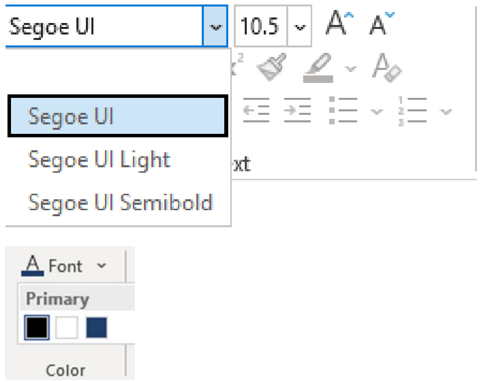


Figure 9: customized groups Font and Color

In empower® for Outlook, these specifications are found in the groups Text and Color in the open window for a new e-mail.

Please note:
If your empower® administrators have not restricted the colors and fonts, all Office-native formatting options are available via the group Edit.

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

1.7 empower® Library

1.7.1 General Structure

The **library** function within the group Start provides you access to all central available brand compliant content. empower® grants two ways of how you can work with the library.

You can open the library full screen via the button **Library** in the empower® ribbon (**Figure 10**). Alternatively, you can use the Quick Access Pane on the right-hand side.

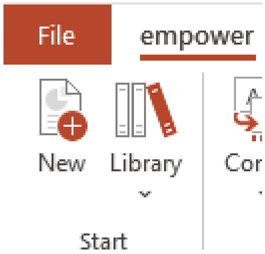


Figure 10: Open library via empower® ribbon

Please note:
In Outlook, neither the library nor the Quick Access Pane is directly displayed and accessible via a button. You will access all library content via the signature management and the signature(s) you create for yourself.

Once you have opened the **library** by clicking on its button in the Start group, a new window will open. Here you can see the folder arrangement of the library on the left, which has been constructed in congruence with Microsoft's Windows Explorer. Throughout all Office applications, Corporate Design Templates are available with different element types **(Figure 11).** The **Corporate Design Templates** section contains, depending on the Office application you are working in, templates for e. g. tables, slides, workbooks, charts or cells, and is intended to help all employees in the company to quickly and easily create new brand compliant documents.

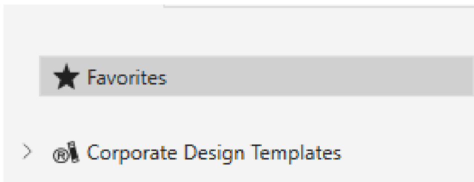


Figure 11: Library structure empower® for PowerPoint

Please note:
The section *Favorites* is only available in empower® for PowerPoint.

If you select a folder from the library on the left, you will see all the elements stored in this folder on the right **(Figure 12).**

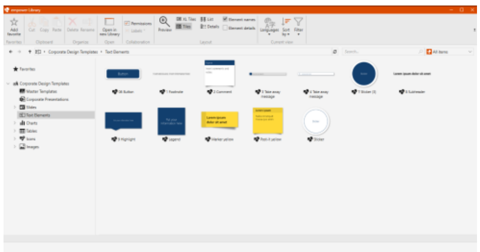


Figure 12: Example folder content display in empower® for PowerPoint

You can tell what type of element it is by the icon in the bottom left corner of each element **(Figure 13).**

Figure 13: Example display of library items

For more details on all available element types, see **chapter 1.5 Quick Access Pane**.

For each element, further meta information such as author, last modification date and size can also be viewed **(Figure 14)**.

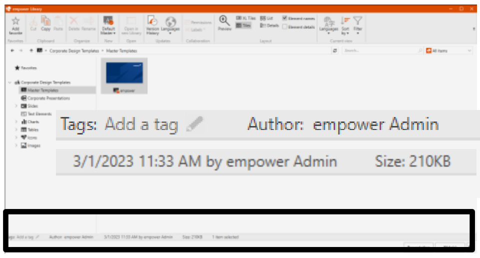


Figure 14: Meta information about the selected file

Folder permissions can be viewed by clicking **Permissions** in the navigation bar after selecting a folder in the library **(Figure 15)**.

For more information, see **chapter 1.9** empower® Permission Concept.

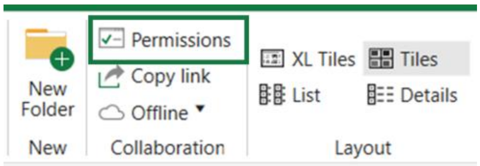


Figure 15: Folder Permissions

Alternatively, you can also navigate to the permissions by right-clicking on the selected folder **(Figure 16)**.

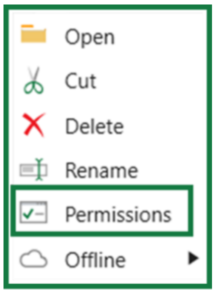


Figure 16: Dialog window by right-clicking on a folder

A window opens showing all employees who have permission for this folder **(Figure 17)**.

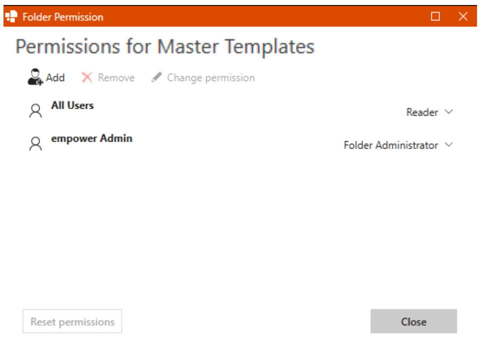
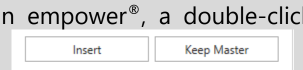


Figure 17: Permission overview

Please note:
If two commands are available in empower®, a double-click will always execute the left command, see e.g. 

.

1.7.2 Navigation Bar

In the opened empower® library, you have the option of expanding the navigation bar via the icon at the top right (Figure 18).

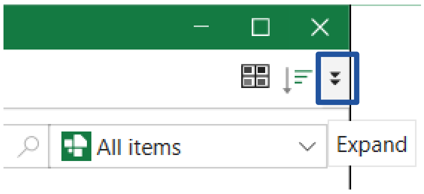


Figure 18: Extend library menu

In the expanded navigation bar you can make additional settings for the library window and use further features (Figure 19).

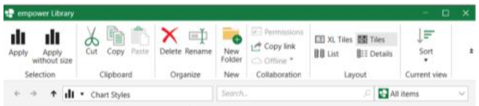


Figure 19: Expanded Navigation Bar

In the group Layout, you can decide how you want your content to be displayed in the library (Figure 20).

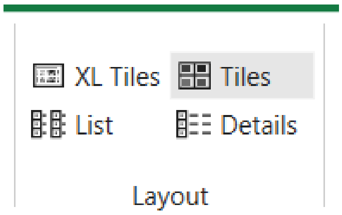


Figure 20: Display options

1.7.3 Search

empower®'s Google-esque **search function** enables you a targeted search by searching the entire content and properties of an element, including tags, text, notes and alternative text. This is where the use of tags pays off. Search results are ranked by relevance, so you will always find the best results at the top. The empower® search function works both online and offline as the library content is indexed offline.

The scope of the search can be set to the current folder, all contained sub folders, the current library or to all library contents (Figure 21).

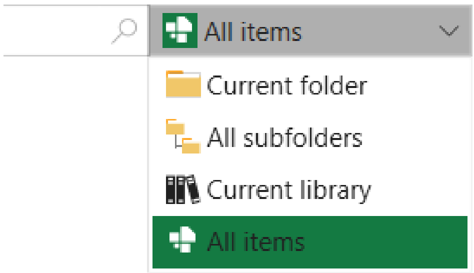


Figure 21: Specify the scope of the search

In addition, you can specify your search with the help of fields to make your searches more efficient. (Figure 22).

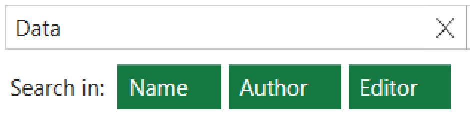


Figure 22: Example of specified search in empower® for Excel

> **Please note:**
> Depending on the Office application in use, you can search in a different range of fields

empower® will search the term among the predefined fields. If, for example, you are searching for the term *empower* in the *Author* field, you are required to simply select the Author field in the bar above by clicking on it **(Figure 23).** You can use this method to search in any of the fields listed above. You can also search in multiple fields by selecting more fields. A repeated click on a selected field will deselect it.

Figure 23: Search within e. g. *Author* only

With **Wildcard character query,** you can search for elements that have similar file names. Using a wildcard character in a query, you use the question mark "?". This function is useful if you suspect spelling mistakes in the file name, as you can now search for "Test" or "Text" **(Figure 24).**

Figure 24: Wildcard Search

You can extend the wildcard character query by any number of symbols directly after the actual search term by using the asterisk symbol "*". This means you can search for "Test", Tests", "Tester", etc. all together. **(Figure 25).**

Figure 25: Multiple wildcard search

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

With the operator **AND,** empower® will search for a document that contains both stated search terms. Take note that all operators are required to be typed in uppercase **(Figure 26).**

Figure 26: Combine search terms

OR will tell empower® to search the whole library for documents that contain either of the search terms you have entered **(Figure 27).**

Figure 27: Search for either one of the search terms

With the operator **NOT**, you can exclude library items that contain a term you enter after **NOT** if you search for a term. Thus, empower® will display documents that only contain the first term, but not the second **(Figure 28).**

Figure 28: Exclude search term

With the **plus sign (+)** you can search for two terms at once. The term directly after the **plus sign (+)** must be contained within the library item, while the second term does not necessarily have to be in the library item. Take note that you do not type a space between **plus sign (+)** and the search term **(Figure 29)**.

Figure 29: Prioritize one of two search terms

1.7.4 Sort

Similarly, to Microsoft Office's sorting, you are able to sort the content of a folder by different criteria (**Figure 30**).

Figure 30: Button **Sort**

1.7.5 Filter

In order to make navigation through the library simpler, use the **filters** to display folder content in empower® for PowerPoint (**Figure 31**). You are able to filter by presentation, slides, text & shapes, charts, tables, images, videos, SmartArts, and masters (The filter for masters is only available for folders in which masters are allowed to be placed). For example, select the slide filter and you will be shown all slides within the currently opened folder.

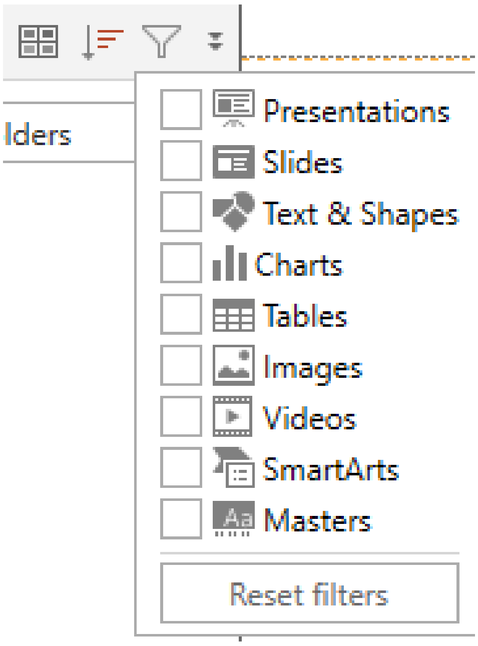


Figure 31: Navigation filters in empower® for PowerPoint

If a filter is active, the filter icon displays the number of filters in use (**Figure 32**).

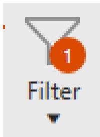


Figure 32: Display of active filters

You are also able to select several filters at once. Clicking on **Reset filters (Figure 33)** will reset all the filters at once.

Figure 33: Button **Reset filters**

1.7.6 Tags

With the feature *Tags*, empower® users with editing permissions (editor, author, administrator) can give additional information about the content of single elements in the library to make them easier to find. If an element, e.g. a slide template, has been assigned with a tag, it will be in the metadata (**Fehler! Verweisquelle konnte nicht gefunden werden.**).

Figure 34: Element with tags assigned to it

Since only users with editing permissions (editor, author, administrator) can place a tag on an element, the button **Add a tag** will be greyed out for you as a user with reading permissions (**Fehler! Verweisquelle konnte nicht gefunden werden.**).

Figure 35: Greyed out button **Add a tag**

1.8 Online Availability

Folders in the library are displayed with a cloud symbol and all contents stored in these folders are available online by default **(Figure 36).**

Figure 36: Online Folder

In rare cases, folders in the library may not have a cloud symbol. The content stored here is also available offline (**Figure 37**).

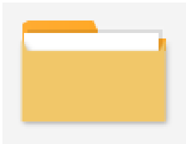


Figure 37: Offline Folder

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

1.9 empower® Permission Concept

In the library view, different permission can be granted for individual folders in the library. This way, a custom permission concept with dedicated empower® administrators can be elaborated and set up in your company.

By default, all users have the permission type **Reader** and are assigned to the group **All Users** (**Figure 38**).

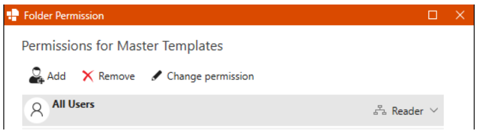


Figure 38: Permission for group *All Users*

A dedicated group of users has been granted with admin permissions to administer all empower® contents.

In empower® there are four types of permissions: Folder Administrator, Editor, Author and Reader (**Figure 39**).

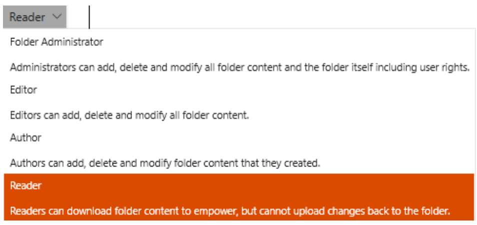


Figure 39: Show information on permission roles

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 created.

Reader – Readers can read and use all folder content but cannot upload changes back to the folder.

If you want to find out which of your colleagues is the administrator, , right-click an empower® library section and click on **Folder Permissions** (**Figure 40**). You can reach out to your administrators if you want them to add or change specific library content, or to give them feedback of any kind.

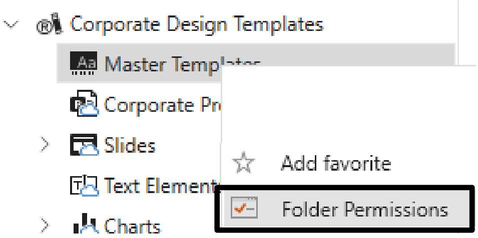


Figure 40: Button **Folder Permissions**

In the dialog box that opens up, you will see a list of all the people who have already been granted permission for that folder. You can also see what type of permission has been granted (e.g. folder administrator) **(Figure 41).**

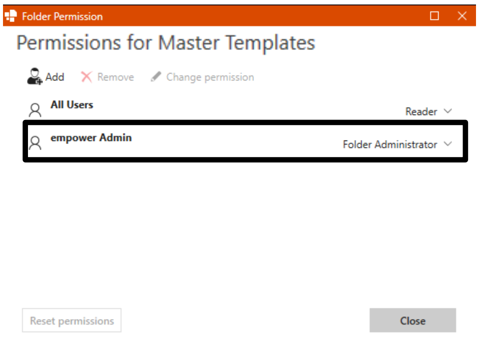


Figure 41: Overview of permissions

1.10 empower® Help

The **Help/Help & Settings** button in the Extras group allows you to quickly access the empower® Help Center, tutorial videos, send feedback, report a bug, check your Slides User settings change the language displayed in empower® and get more detailed information about your software **(Figure 42).**

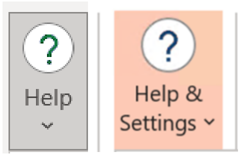


Figure 42: Button **Help/Help & Settings**

Please note:
Depending on the Office application you are working in with empower®, not all of the above-mentioned features are available via the button **Help/Help & Settings**.

Tutorial Videos

If you have any questions on how to use empower®, you can watch tutorials on how to use single features. Click on the button **Tutorial Videos** to check our YouTube Channel (**Figure 43**).

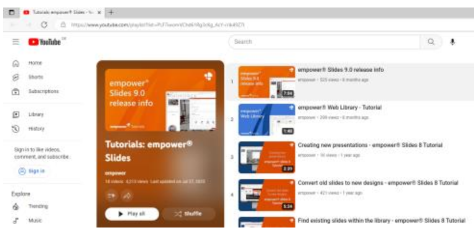


Figure 43: Overview Tutorial Videos YouTube

Send Feedback

If you click on **Send Feedback**, a new window of your primary email application will open, already addressed to the right recipient (**Figure 44**). The email has a preset subject line (e.g. *Feedback for Brand Control*). All feedback is welcome as we are always looking to improve our software.

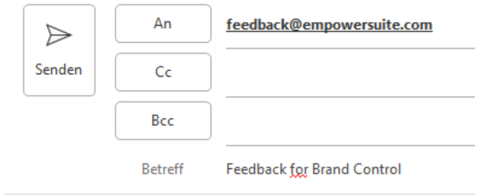


Figure 44: Preview email via **Send Feedback**

Report A Bug

Depending on the configuration in your empower® version, clicking on **Report A Bug** will lead to:

- creating a new email via your primary email application and automatically attaching a zip file (*empowerInformtion.zip*), The email has a preset subject line (e.g. *Bug report for Brand Control*) and is already addressed to the right recipient (**Figure 45**).
- opening a new window in your default internet browser (**Figure 46**). There you have to enter various information about yourself, as well as the bug you want to report. This is for the support of empower® so that they can respond to it in the best possible way.

Your descriptions as well as the email's file attachment will aid empower® in replication of the error, analyze the case to conclusively deliver a near-term solution.

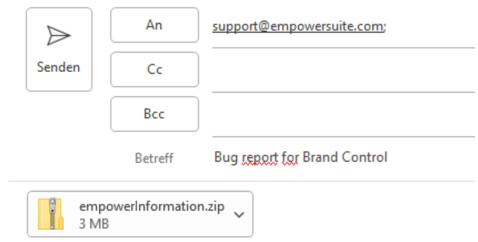


Figure 45: Preview email via **Report A Bug**

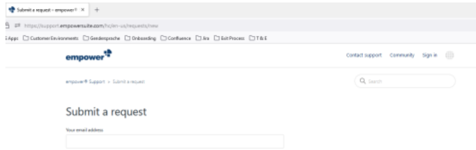


Figure 46: Preview browser via **Report A Bug**

Help Center

If you have any questions while working with empower®, you can select the **Help Center** from the **Help** button. 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 on the empower® (**Figure 47**).

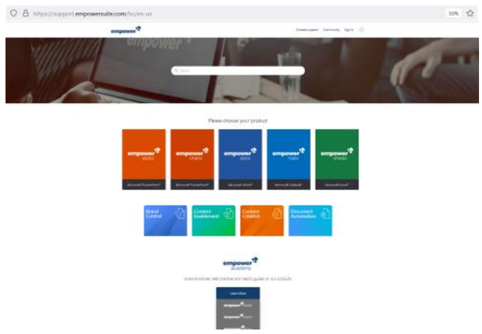


Figure 47: empower® Support Website

If this does not help, you can contact support directly by opening a **New Ticket** at the bottom of the home page and describing your problem (**Figure 48**).

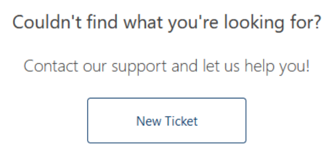


Figure 48: Open a New Ticket via Support

Slides User Settings

Under **Slides User Settings**, the Quick Access Pane opens, in which you can change your settings regarding the display of the Quick Access Pane and the empower® ribbon as well as enable the features **Apply bullet and other formats** and **Show "Apply Format"** (**Figure 49**).

Set the toggle button **Always show sidebar** to **On** to permanently display the Quick Access Pane.

Set the toggle button **Use Simplified Ribbon** to **On** to permanently use the simplified ribbon.

Set the toggle button **Apply bullet and other formats** to **On** to check functionalities like the shape, the color, the size and the spacing of the bullets defined in the PowerPoint Master template. It is important to know that empower® will always use bullets as the first level. If your Master has no bullets defined on the first layer, empower® will go down as many layers until a bullet is found. If you leave this toggle button disabled, empower® will not use the settings of the Master but of the placeholder.

Set the toggle button **Show "Change Format"** to **On** (**Figure 50**) to display an overlay when clicking on an element on a slide, in which you can move the selected element either to one of the listed placeholders and/or shapes defined for the given layout slide or to a text element stored in the empower® library.

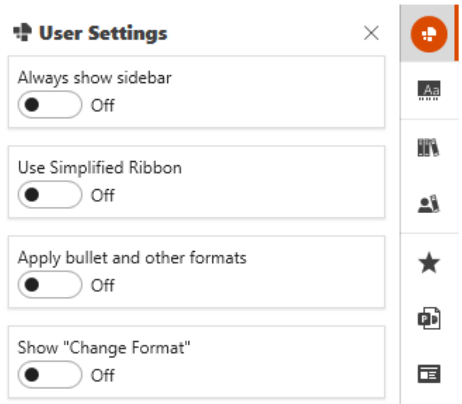


Figure 49: Overview Slides User Settings

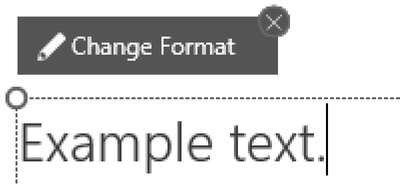


Figure 50: Overlay window **Change Format**

Please note:
Per default, all toggle buttons are initially disabled. You can set your own preferences after having installed empower®.

About empower

Clicking the **About empower** button brings up a screen with information about the current user and version of the software (**Figure 51**).

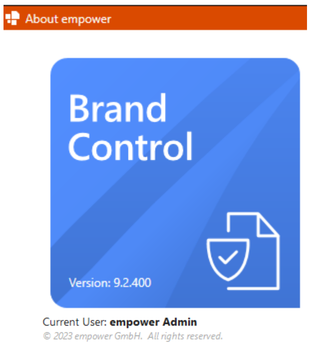


Figure 51: Overview About empower

1.11 empower® Sync

1.11.1 General Information

The empower® Sync is a background process that synchronizes data between the server and the individual clients. Synchronization runs automatically (e.g. when the sync interval is due) and can also be triggered manually.

This process is used to make data available offline so that you can also work with empower® offline. Templates and library searches also work offline.

The following data is synchronized:

- Metadata – e. g. folders, users, Corporate Designs and permissions
- Content data from the backend (= database) – e. g. templates

Elements from which the binary data is also synchronized can be inserted entirely without a connection to the backend.

Please note:
Write functions, such as the upload of elements to the empower® library, are not available offline.

Please note:
Only elements that have already been made available locally through synchronization can be opened.

1.11.2 User Interface

The empower® Sync can be accessed through the context menu of the empower® icon in the Windows taskbar. Here you can see when you last synced, how many elements were synced, and the size of the synced data **(Figure 52)**.

In addition, various options are available.

Move the mouse over *Last synced* to see the exact time and date it was last synchronized. This option is used to solve authentication problems by forcing a new login.

Clicking on the **cogwheel** at the top right opens a selection of further actions.

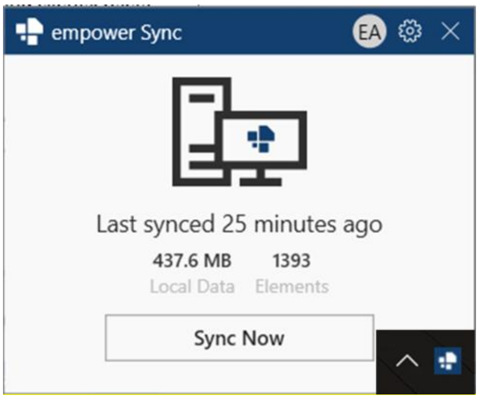


Figure 52: empower® Sync

Sync Now

You can manually initiate a synchronization via the button **Sync Now (Figure 53)**. The sync will then start the synchronization of any data that has changed or been added since the last sync and will also display a progress bar during this time.

The button is helpful when it is known that there is a change on the server, but it cannot yet be accessed because the interval for the next automatic synchronization has not yet been reached.

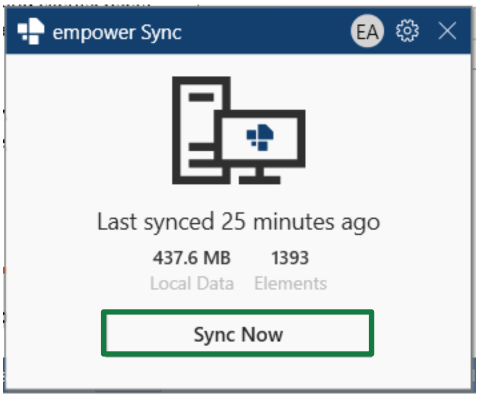


Figure 53: Button **Sync Now**

Settings

By clicking on the **cogwheel** in the top right-hand corner of the empower® sync, a selection of further actions appears (**Figure 54**).

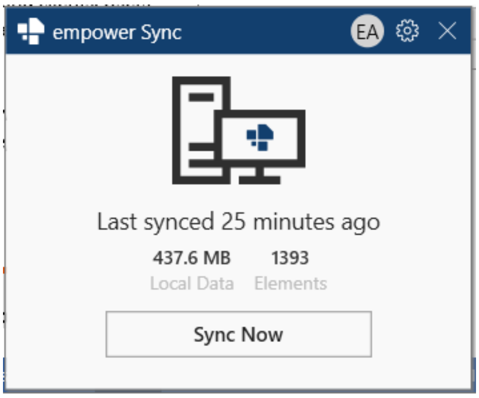


Figure 54: Settings menu

Sync From Scratch

The button **Sync From Scratch** (**Figure 55**) deletes the previously synchronized metadata and initiates a complete synchronization.

The button is helpful if problems occur despite synchronization via the interval or the button **Sync Now** or if synchronization fails regularly.

By clicking on the button **Sync From Scratch** a complete synchronization is started. This also resets the login. Thus, resetting the sync can also solve problems related to user rights.

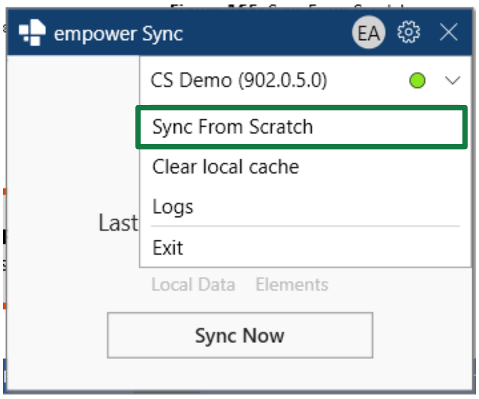


Figure 55: Button **Sync From Scratch**

Clear local cache

By clicking the den button **Clear local cache**, first a hint message is displayed (**Figure 56**). Here the button **Clear local cache** must be clicked again to start the process.

The button **Clear local cache** only clears the cache of locally stored binary data and does not resynchronize.

The button is helpful for freeing up hard disk space after several weeks or months of working with empower®.

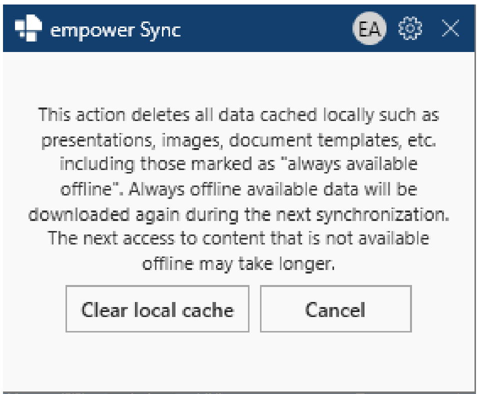


Figure 56: Hint message **Clear local cache**

> **Please note:**
> The next access to content that is not available offline may take longer than usual after clearing the cache, as the content must first be downloaded. This requires a connection to the backend. The next synchronization run can also take longer, as binary data must be resynchronized.

Logs

The button **Logs (Figure 57)** opens the file directory with the log files. These log files help the empower® support team to identify the causes of unexpected problems.

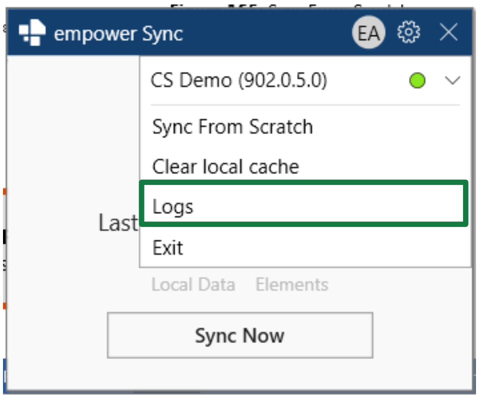


Figure 57: Button Logs

1.12 Office-Design

empower® orients itself to the Office Design of your device.

If the Design is set on *black*, the User Interface of empower® adapts automatically to it **(Figure 58)**.

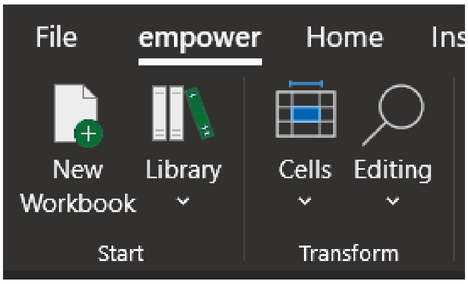


Figure 58: User Interface within a black Office-Design

In comparison, you can see in **Figure 59** how the User Interface appears when set to the *white* theme.

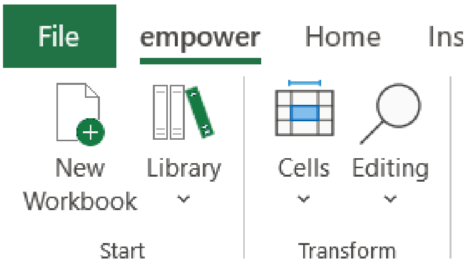


Figure 59: User Interface within a white Office-Design

It is not necessary to restart the Office application, the change is visible immediately within empower®.

empower® for PowerPoint

2.1 Introduction

Make enterprise-wide unified PowerPoint content available in your corporate design (in short CD) - empower®, our PowerPoint add-in, provides an intelligent slide management system, combined with corporate design tools and efficiency-enhancing features (**Figure 60**).

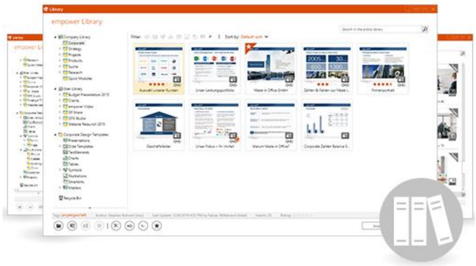


Figure 60: empower® UI

2.2 Create a New Presentation

Depending on your customized settings in empower® for PowerPoint, the following scenarios can happen when opening PowerPoint:

- Blank PowerPoint Master opens up
- empower® default Master opens up
- empower® Master selection opens up.

2.2.1 Default Master

To avoid having to select a slide master every time you open PowerPoint, your corporate design administrator (in short CD Admin) may set a default master for the whole company **(Figure 61) (1)**. In addition, you can set a master as a **Default Master (2)**.

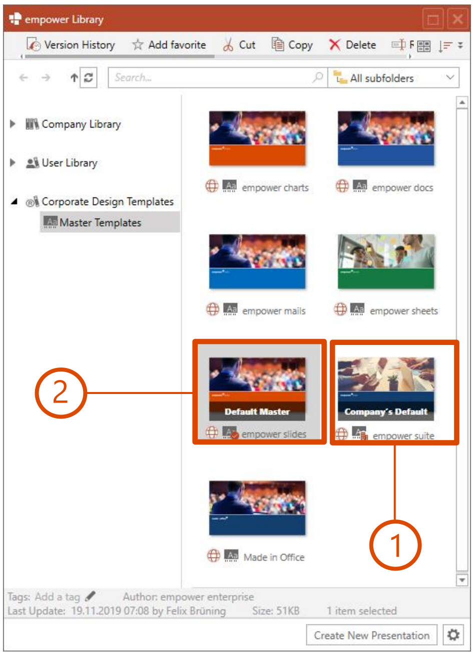


Figure 61: Set default master

To do so please open PowerPoint, choose a master template then right click and select **Set as new Default Master** option (**Figure 62**). A presentation with the selected template will now open automatically when you launch PowerPoint.

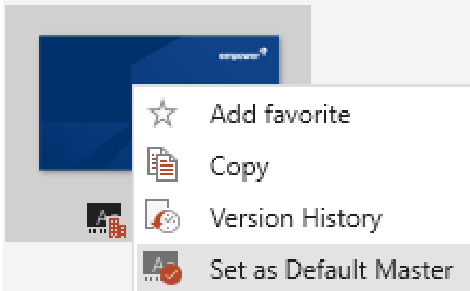


Figure 62: Button **Set as Default Master**

> **Please note:**
> A default master cannot be deselected as one.

2.2.2 Master Selection

In order to create a new presentation simply start PowerPoint as usual. An empower® window will open automatically: Here all slide masters stored in empower® are arranged (**Figure 63**).

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

The master selection window is a standard setting in empower® and ensures that all new presentations will be based on a slide master that has been unlocked by empower®.

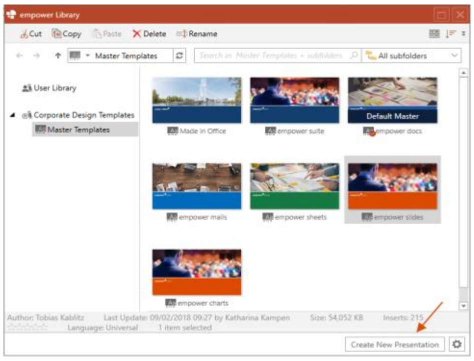


Figure 63: Master selection

Master settings offer two options (**Figure 64**):

- Apply slide transitions
- Convert Slides.

Both settings are enabled by default.

With Apply slide transitions, all slide transitions that are present in the presentation will be kept after converting a presentation to a new master.

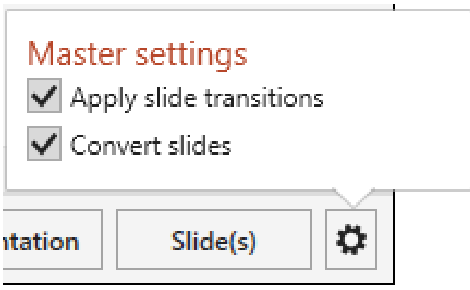


Figure 64: Available master settings

For more information on the Feature *Convert Slides*, see **chapter 2.5 Convert Old Content.**

2.2.3 Button New

Click on the button **New** (**Figure 65**) in the group Start to access the empower® library and choose any of the given masters in the Master Templates section.

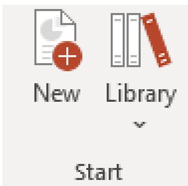


Figure 65: Button **New** in group Start

2.2.4 Presentation Settings

Before you begin to insert content into a presentation you should set the language and the footer of the presentation via **Presentation Settings**. Simply click on the button **Check** - **Presentation Settings** in the empower® Ribbon (**Figure 66**).

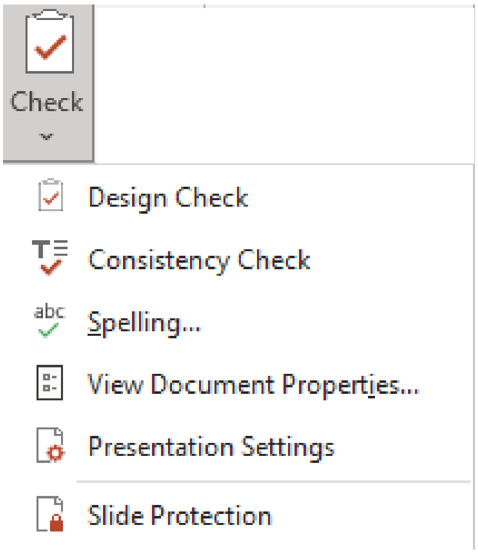


Figure 66: Button **Presentation Settings** in group Finalize

In **Language** you can set the language for the whole presentation with a single click (**Figure 67**).

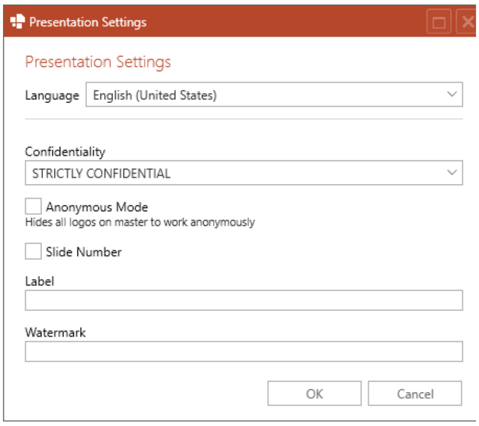


Figure 67: Presentation Settings

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

Depending on what master you are using, you may also have further options available such as **Master Fields**, or **Logos** (see **chapters 2.2.5** and **2.2.6**).

Please note:
Depending on your empower® configuration, the amount of available presentation settings might vary from this given example.

2.2.5 Master Fields

Master Fields can be defined in addition to header and footer. When creating a new presentation, users will be asked to fill in these Master Fields if the fields have been set as mandatory. The information will then be displayed on every slide of your presentation. This function is only available when the master has been set up accordingly.

You can edit master fields by clicking **Presentation Settings** in the empower® Ribbon. Depending on how your master fields are set up, you can either select a predefined text, set your own text, or activate/deactivate a master field via a checkbox. Once you click **OK** the master field will be displayed on every slide of your presentation (**Figure 68**).

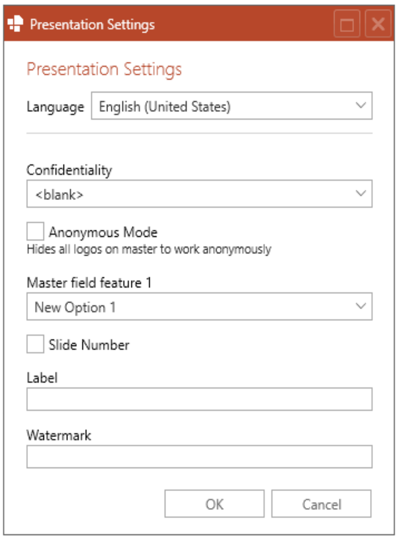


Figure 68: Set information in master fields

2.2.6 Change Logo

If you want to switch to a different logo, open the presentation settings via the button **Presentation Settings** and choose the most fitting logo for your purposes (**Figure 69**).

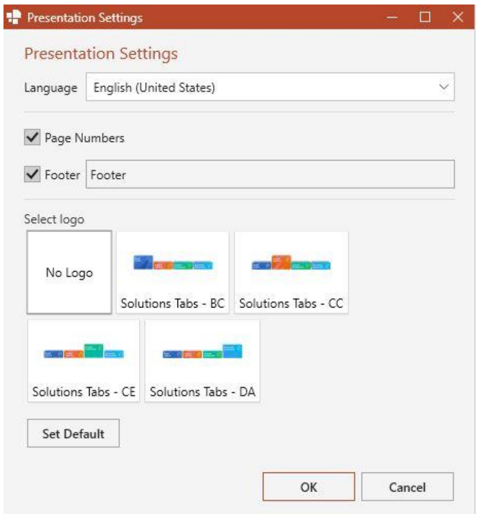


Figure 69: Select logo in presentation settings

Please note:
To be able to switch between logos using the presentation settings, different logos must have been set up in your customizing.

2.2.7 Using Slide Templates

To fill your presentation with content you can use slide templates that have been stored in empower®. To do so, select the **Slides** section in the Quick Access Pane and select the desired slide template (**Figure 70**).

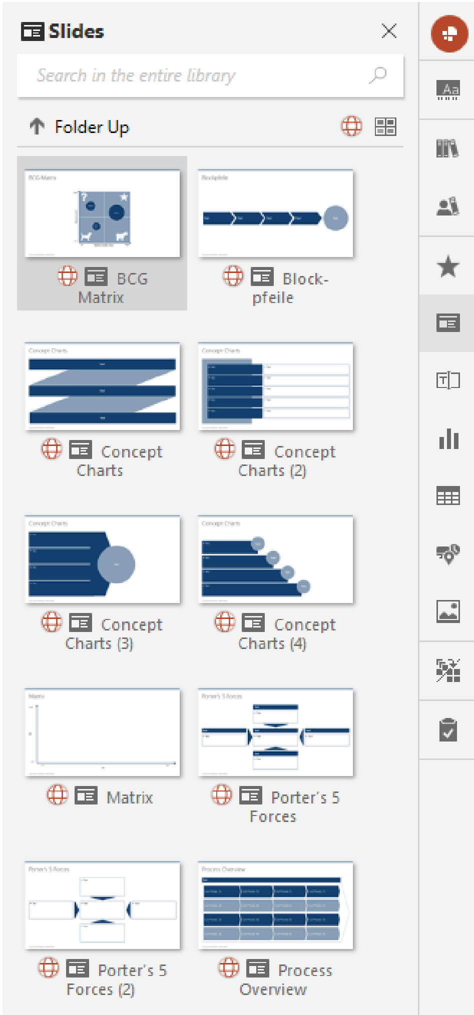


Figure 70: Overview of selected slide templates

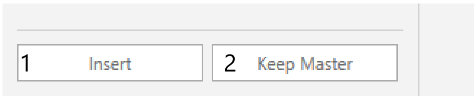


Figure 71: Buttons **Insert** and **Keep Master**

There are two ways to insert a slide in your presentation: If you click on **Insert (Figure 71) (1)**, the slide will be added to your presentation and it will adapt to the master of the presentation currently open. You can now fill this slide with the required content.

You are also able to insert the slide using the button **Keep Master (Figure 71) (2)**. The slide will then be inserted as it is stored in the database, keeping the layout from the Master it has originally been uploaded with. However, this means that its master may differ from that of your presentation. This may be useful, should you want to implement slides of customers while wanting to retain its original design.

Please note:
Inserting a slide with the feature **Keep Master** leads to adding a master to the presentation (see group Insert – Button **Slide - Layout**).

2.2.8 Creating New Slides

You can also still design your own slides once empower® has been installed. Click on the button **New Slide** in the group New and select a layout (**Figure 72**). After this step, you can edit the slide as usual.

Figure 72: Insert new slides

Placeholder options **(Figure 73)** are linked with the template folders in the empower® library. Should you, for example, click on the chart button, a chart template folder will open, and you can simply insert the appropriate chart template onto the slide. Similarly, you are also able to use all other placeholder options.

Figure 73: Different options for placeholders

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

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

When inserting an image from empower® into a content placeholder, the image is automatically adapted to the content placeholder. If you are unhappy with the result, you can click on the grey button the top left of the image, to **Insert image completely** (analogously to the function of the image placeholder) **(Figure 74)**.

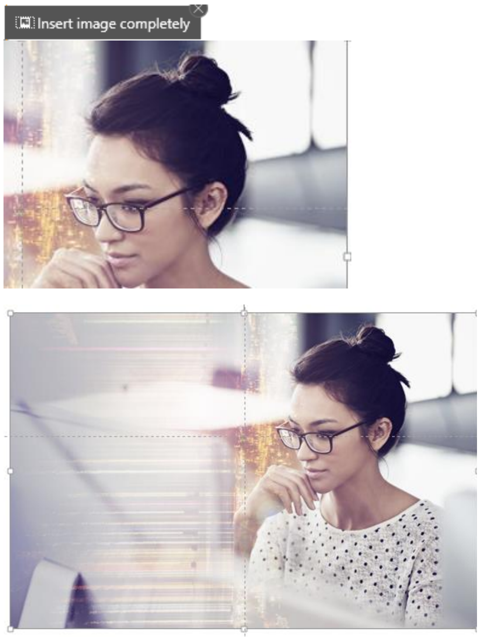


Figure 74: Image after choosing Insert image completely

2.2.9 Version History

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

To view the version history, Reader permissions are sufficient. To restore/revert to a previous version, Administrator permissions are required.

Once you have selected an item, you can access the version history of a slide or element from the library menu, or by right clicking the element, and then clicking **Version History (Figure 75).**

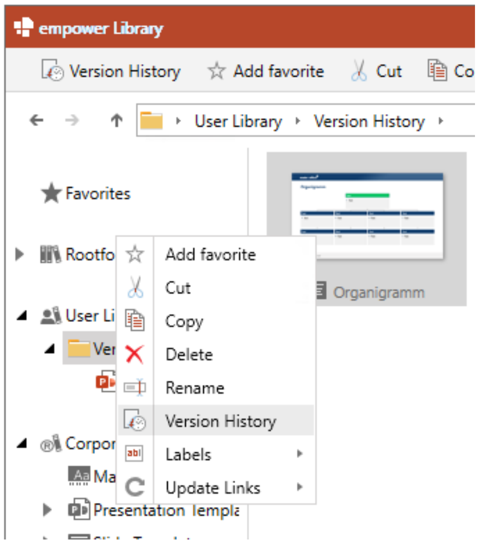


Figure 75: Show version history

A window will open, displaying all versions of the selected element on a timeline, as well as indicating which version of the item is currently open (**Figure 76**). From here you are able to insert the most current version into your presentation by clicking **Insert** to the top left of the item preview.

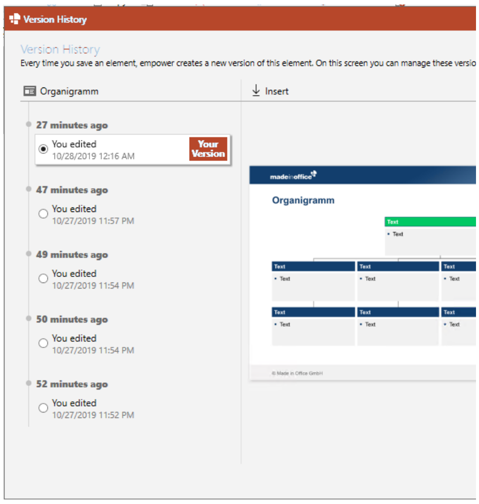


Figure 76: Version History timeline

If you select one of the previous versions, you will be offered additional buttons above the item preview (**Figure 77**). You can **Insert** the older version or **Restore** it (replacing the current version of the item).

Figure 77: Version History options

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

A click on the magnifying glass allows you to compare the most current version of an element with the selected past version. In doing so, a large preview of both items till open in full screen to allow you to better distinguish the differences, with the past version to the left, and the current version to the right (**Figure 78**).

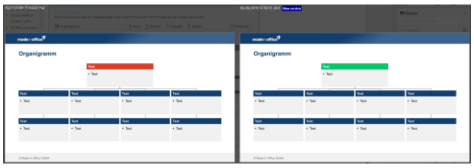


Figure 78: Compare two item versions

If you have difficulty locating the differences between the two version, toggle **Show differences between versions (Figure 79)**. This will highlight all changes in the new version in yellow.

Figure 79: Toggle difference highlights

A click on **Delete** will remove the selected version from the items' version history (**Figure 80**).

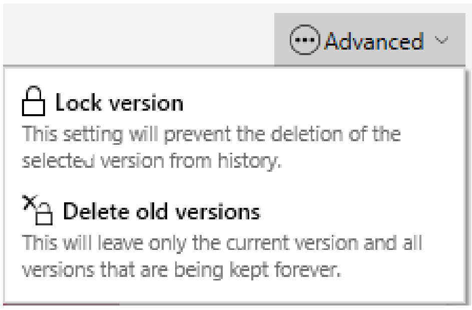


Figure 80: Advanced Version History options

Please Note:
Versions of an item can be restored via the version history in the empower® library and the empower® Web App.

2.2.10 Button **Go To**

With the button **Go To** you can check if a selected slide or other item originates from the empower® library or not, and if so in which folder it is located. If the button is grey, the item is not from the library. However, if the button is activated, you will instantly recognize that this item is in the library (**Figure 81**).

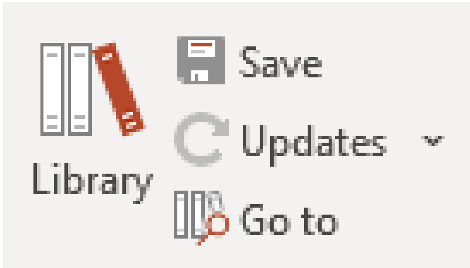


Figure 81: Show in library

If you click on **Go To**, the library will open and show you the selected object in the library. Here you will also find all information concerning this item (**Figure 82**).

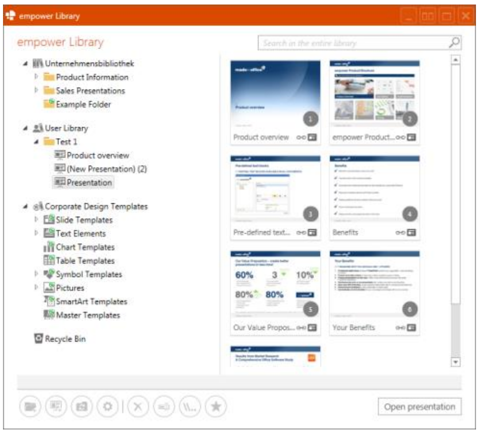


Figure 82: Library view

2.2.11 Multilingualism

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

Once the multilingualism feature is activated, library content can be filtered and edited according to its assigned language. Using the language filter, you are thus able to choose only to display *German* content, for example (**Figure 83**). As mentioned before, when filtering by a certain language, only elements that have been assigned to the language **and** elements that have been marked as universal will be shown.

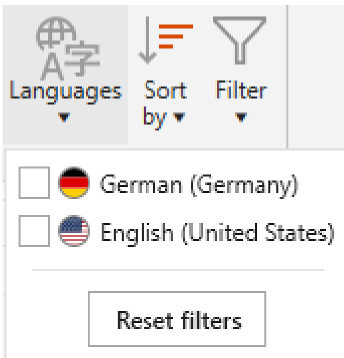


Figure 83: Filter library content by assigned languages

Please note:
Depending on your empower® configuration, this feature and the filter option in the library may not be available.

2.2.12 Labels

With the feature *Labels*, empower® users with editing permissions (editor, author, administrator) can give additional information about the usage of single elements in the library. If an element, e.g. a slide template, has been marked with a label, it will be visible via the thumbnail of this element (**Figure 84**).

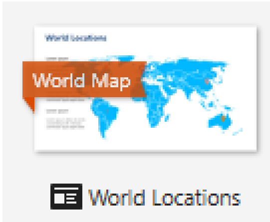


Figure 84: Example labelled slide

Since only users with editing permissions (editor, author, administrator) can place a label on an element, the button **Labels** when right-clicking an element will be greyed out for you as a user with reading permissions (**Figure 85**).

Figure 85: Greyed-out button **Labels**

2.3 Structure your Presentation

The agenda editor assists you in creating agenda and chapter pages that provide your presentation necessary structure. To create an agenda, click on the button **Agenda** in the group <u>Insert</u> (**Figure 86**).

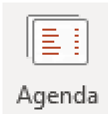


Figure 86: Button **Agenda**

After you have launched the agenda editor you can select one of the available agenda layouts and then begin to type your agenda points into your agenda. By clicking the button **Add** you can add them to the list at the bottom **(Figure 87)**.

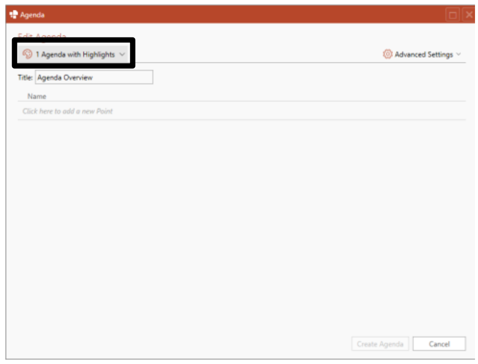


Figure 87: Select agenda layout

Agenda points can be converted to sub items by moving the outline level of an item right or left **(Figure 88)**. To do so, simply hover over the desired item to reveal the controls. The agenda offers a maximum of three levels:

- Main item
- Sub item
- Further sub level (subject to activation of the feature of the agenda as well as availability in the selected template).

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

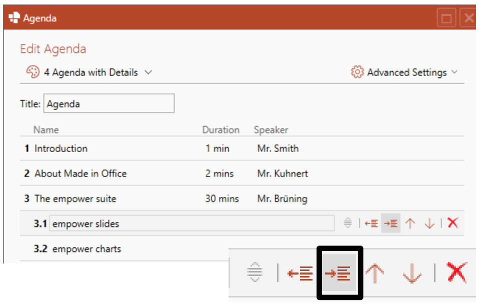


Figure 88: Convert agenda points to sub items

To change the order of items you can simply do so via drag & drop. You can also use the labelled button to the right **(Figure 89)**.

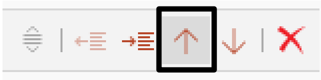


Figure 89: Change order of items

Alternatively, press the key **Ctrl** and the **arrow keys for up and down** to move an agenda point.

To navigate in between points just use the **arrow key for up and down**.

You can select one of the available agenda layouts from the dropdown menu (**Figure 90**). If implemented, a timetable agenda layout is available, where you can enter and display additional information such as duration and speaker.

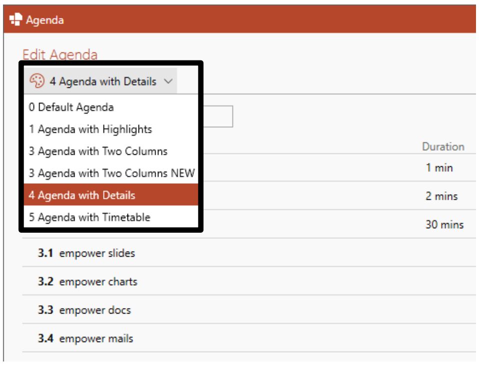


Figure 90: Dropdown menu agenda layouts

Please note:
Available agenda layouts have been defined by your empower® administrators. If you are missing a specific layout, please reach out to them.

To delete an existing agenda point, click on the button **Delete** on the far right **(Figure 91)**.

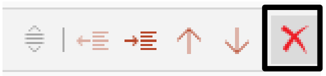


Figure 91: Delete existing agenda point

empower® will then ask if sub items and their corresponding slides are also to be deleted (**Figure 92**).

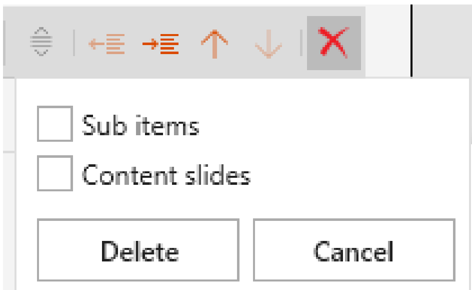


Figure 92: Delete options

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

After you have entered all agenda points, you can implement a multitude of additional settings. You can access the advances settings by clicking the button **Advanced Settings** (**Figure 93**).

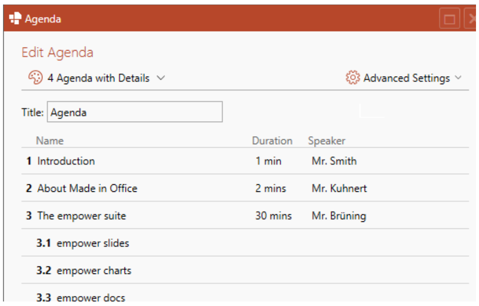


Figure 93: Accessing advanced agenda settings

Please note:
The preselection in the advanced settings have been defined by your empower® administrators. You can always perform necessary changes.

Several settings can be adjusted to create an agenda that matches your requirements **(Figure 94)**.

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

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

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

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

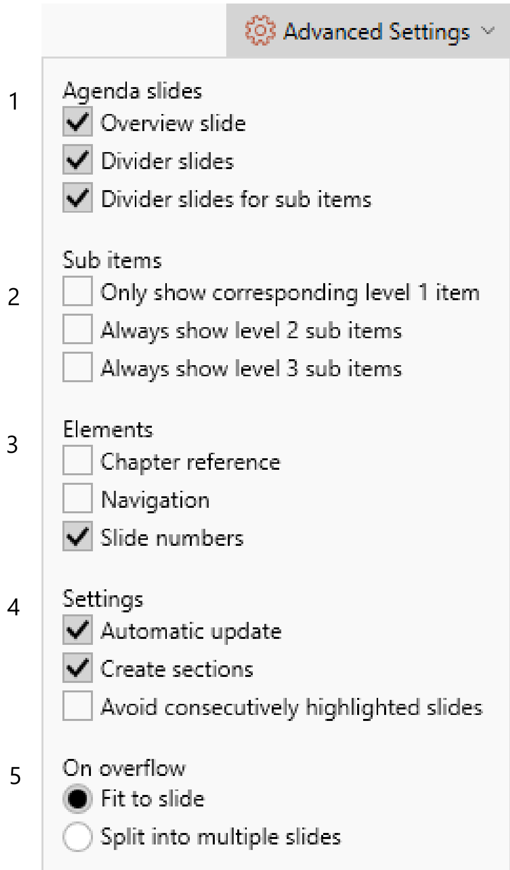


Figure 94: Overview advanced settings

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

You can move these slides within the presentation as desired, as well as add further content slides between them. Chapter headers and the navigation are automatically inserted into all agenda slides. The **Chapter headers** display the complete path of the current agenda item, incl. all its levels (**Figure 95**).

Figure 95: Chapter reference

The **Navigation (Figure 96)** displays all agenda items of the fist level and highlights it. This way you know exactly at what position you are in your presentation.

Figure 96: Navigation

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

You can make changes to your agenda via the Agenda Editor by clicking on the button **Agenda** in the empower® Ribbon (**Figure 97**).

Figure 97: Open agenda

Alternatively, click on any of your agenda slides in the presentation and select **Edit Agenda (Figure 98)**.

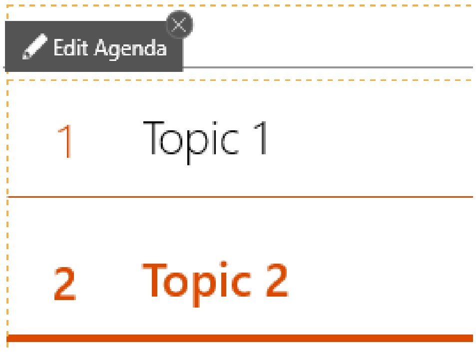


Figure 98: Edit the agenda

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

2.4 Finalize your Presentation

To ensure your created slide or presentation complies with your company's corporate design and will stay like this even when sharing your content with others, empower® for PowerPoint offers some finalization features.

2.4.1 Slide Protection

Slide protection allows you to protect selected slides or your whole presentation against unauthorized or unintentional editing. You can access slide protection by right clicking a slide and selecting **Slide Protection** to the bottom of the context menu **(Figure 99)**.

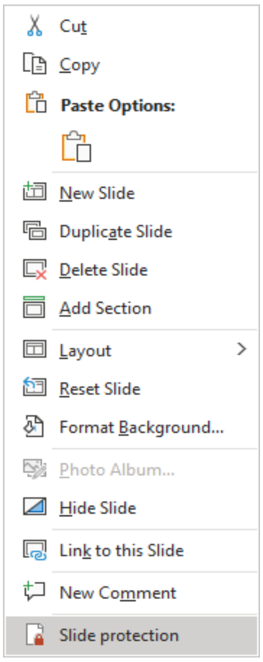


Figure 99: Slide protection from context menu

Alternatively, click on the button **Tools** in the group <u>Finalize</u> to access slide protection **(Figure 100)**.

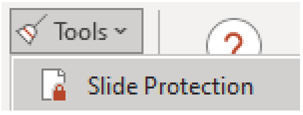


Figure 100: Button **Tools** in group <u>Finalize</u>

You have the option to either lock selected slides or the whole presentation **(Figure 101) (1)**. In addition, you can choose to set a password **(2)** or lock the slides without one. In addition, you have the option to protect charts from being altered by another party. As soon as you toggle the corresponding option, the chart will be converted into an image **(3)**.

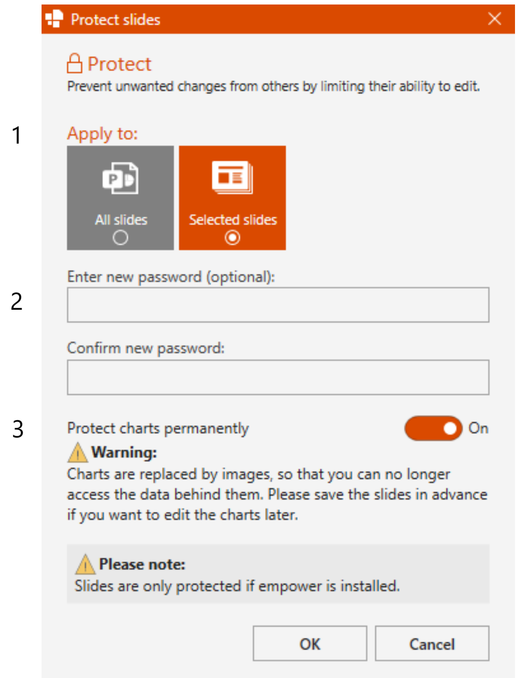


Figure 101: Options for slide protection

To deactivate the slide protection, click on the protected slide(s) and click on the hover over button **Unprotect (Figure 102)**.

Figure 102: Hover over button **Unprotect**

Alternatively, you can click the button **Slide Protection** again after having selected the slide in the navigation pane on the left (presentation mode).

Enter your chosen password once in the new pop-up window and confirm with a click on the button **OK (Figure 103)**.

Figure 103: Deactivate Slide protection

2.4.2 Button **Share**

The function **Share** allows you to send single slides or a whole presentation to a recipient or to save them on your hard disk as PDF or PPTX. In the open presentation, select one or more slides you want to send and click on **Share (Figure 104)**.

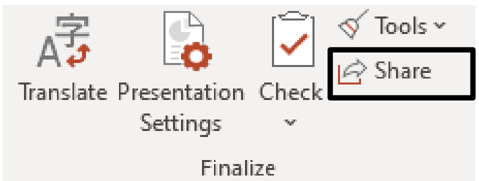


Figure 104: Share presentation or slides

An empower® dialog box will open (**Figure 105**). Here you have the possibility to adapt the file name if needed. You can also determine if you want to send the **Selected slides** or **All**.

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

If you select a PowerPoint format, you have the additional option to toggle **Slide Protection**. You can then either set a password or lock the slides without one.

In addition, to reduce the file size for sending, you can use the toggle button **Compress PDF Images** to reduce the size of the PDF by compressing the images (at the cost of a slight reduction in image quality).

You can also use the **Protect diagrams irrevocably** toggle button to decide whether any diagrams embedded in your presentation should be saved as an image file. This has the advantage of preventing any unwanted changes to the diagrams as they are sent. This setting is not reversible.

More details on Slide Protection can be found in **Chapter 2.4.1** Slide Protection.

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

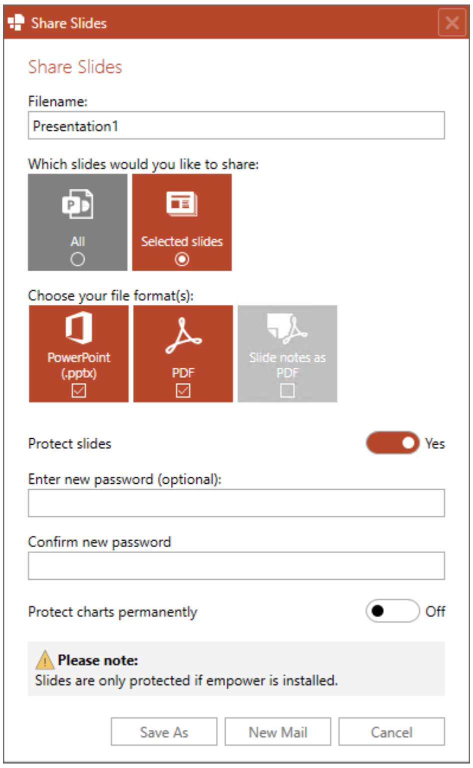


Figure 105: Share options

2.4.3 Spell Check

Clicking on the button **Spelling** will open a menu that will enable you to change the spell check for your presentation or selected slides **(Figure 106)**.

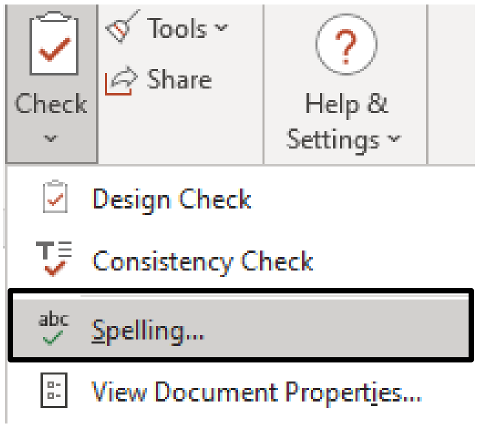


Figure 106: Change language settings

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

Select the required language and click **Selected slides** in order to apply the spellcheck to the selected slides, or click on **Presentation** to apply this setting to the whole presentation. If the text includes multiple languages, then activate the **Check spelling language of every character (Figure 107)**. Because this function can take much longer, it makes only sense to activate it if a textbox contains multiple languages.

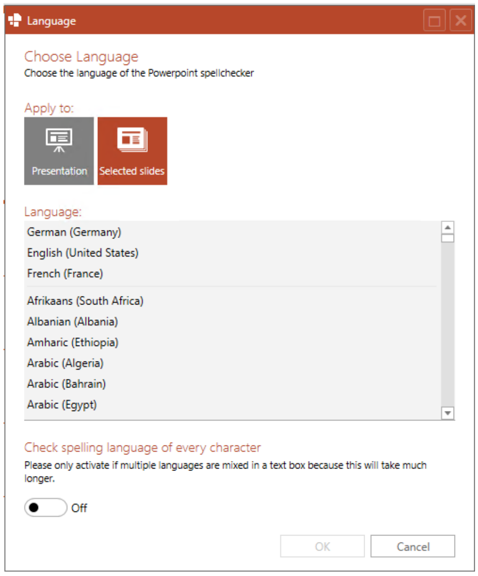


Figure 107: Apply language settings

2.4.4 Translate Content

If your empower® administrators have set translation groups for elements in the empower® library, you can open different language options of the same element using the **Translate** button (**Figure 108**).

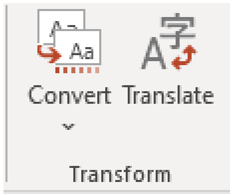


Figure 108: Translate slides

After clicking the button **Translate**, a dialog window appears (**Figure 109**). Here you decide whether selected slides or the entire presentation should be translated and which of the languages in the translation group should be translated into. Click **OK** to confirm your choice and the selected language options from your translation group will be opened. All languages that have been set in the empower® library are marked with an empower logo.

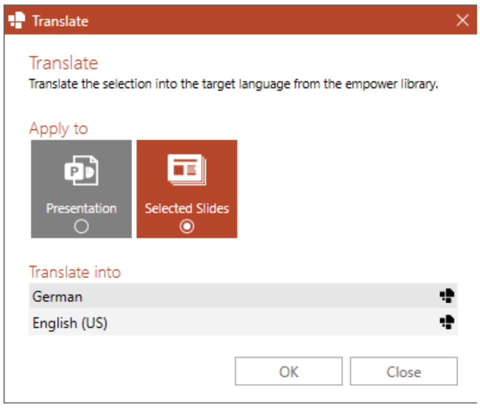


Figure 109: Translation options

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

[1] DeepL ist a registered trademark of DeepL GmbH.

Please note:
In order to integrate DeepL into empower® for PowerPoint, you need a DeepL API key, which you can directly purchase via DeepL.

Now a window opens where you can select the desired translation language **(Figure 110)**.

In addition, you have further Translation options. If you select the option **Use translations from library (1)**, in case of an existing translation group the existing translation from the library will be used instead of the machine translation by DeepL. If you select the option **Mark slides translated with DeepL (2)**, slides translated by DeepL will be marked with a post-it. If you select the option **Keep original slides (3)**, the original slides will not be replaced but the translated slides will be added.

After that, clicking **OK (4)** completes the process and texts located on the slides will be translated and duplicated, if the option **Keep original slides** has been selected.

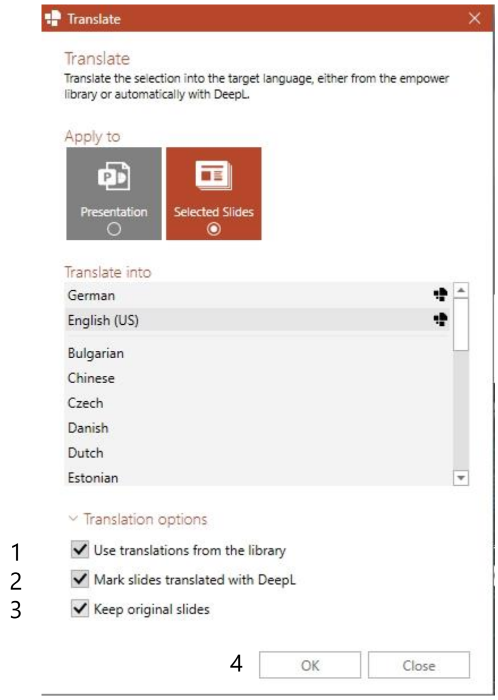


Figure 110: Choose translation language and translation options

Please note:
Depending on your empower® configuration, the amount of available translation features might vary from this given example or this feature might not be available at all.

Please note:
Your empower® administrators might have defined a user limit, which defines the maximum number of translatable characters in a specific time period per user.

If this limit is exceeded for you, you will receive an information message when clicking on the button **Translate** (**Figure 111**).

Figure 111: Information message when translation quota is exceeded

2.4.5 Design Check

In the group Finalize you will find the **Check** button. Behind this button you will find the button **Design Check (Figure 112)**.

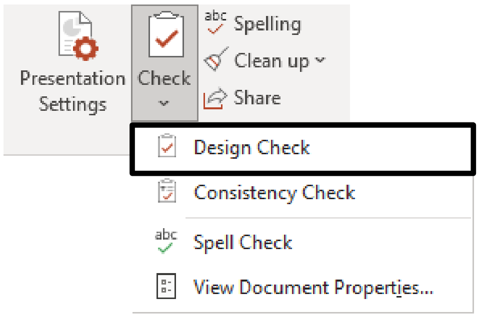


Figure 112: Button **Design Check**

Design Check inspects your entire presentation to ensure that it is brand compliant.

Design Check can also be accessed in the Quick Access Pane. It lists every error in adhering to the corporate design on the right-hand side **(Figure 113)**. The Design Check also inspects each slide to determine compliance to the design affiliated with the current master. If the current master of the slide is not conntected to any design, all designs saved in empower® will be used for the insepction.

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

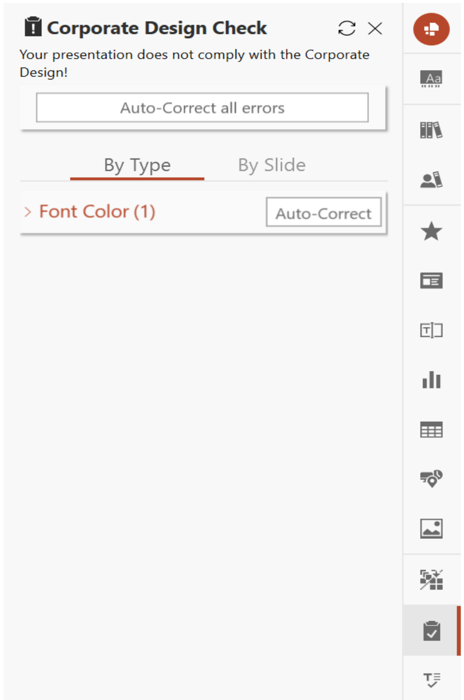


Figure 113: List of every noncompliance to corporate design

Each error in adhering to the corporate design is listed by category. Here, you have the possibility to display design errors by slide, or for the complete presentation **(Figure 114)**.

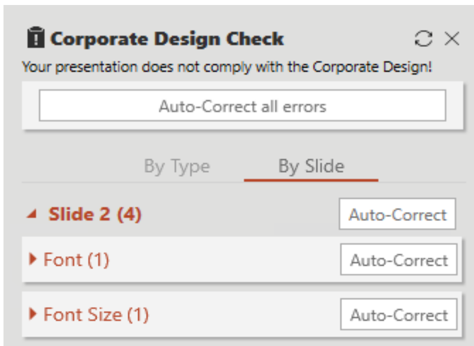


Figure 114: List of noncompliance by slide

This way you instantly see which fonts are wrong and where your presentation contains fonts in the wrong color. Once you click on an entry, empower® automatically selects the slide and the element containing the error. Similar errors are grouped; this way you can instantly correct a whole batch of errors with a single click on. To do so, click on the **X** in the header and select the correct font, then click **Apply (Figure 115)**.

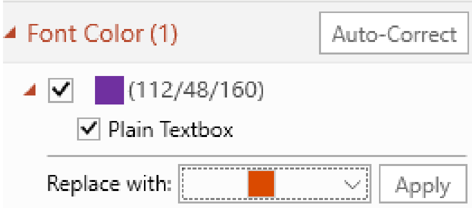


Figure 115: Choose which noncompliance to correct

If slides contain elements that lie over the logo protection area, Design Check will list these errors. A click on the entry will select the erroneous elements after which you can move them to their approved position. Wrong numbering items and bullets can be corrected by selecting the approved symbol from the drop-down list. Here, all bullets are listed that have been approved in the master (**Figure 116**).

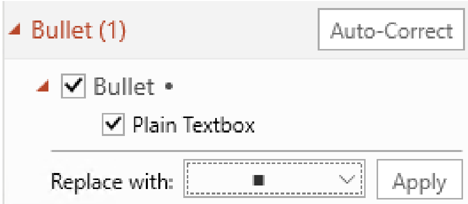


Figure 116: Choose what bullets should be replaced with

If there are title placeholder errors you can quickly correct the titles in their use of fonts, font colors, font size, and the position of the title placeholder via **Auto-Correct (Figure 117)**.

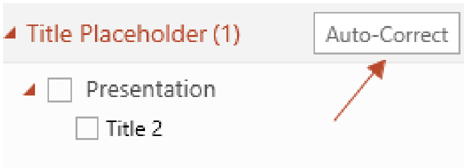


Figure 117: Auto-correct title placeholders

The Auto-Correction can also be used for errors in font, font color, and font size if you do not wish to correct each error individually. When correcting colors, empower® automatically selects the approved color of your corporate design that is closest to the flagged color. When correcting font sizes, empower® selects the next size value up or down from the flagged size value to set a font size that has been approved by corporate design. The same is also performed for fonts. You can initiate Auto-Correct for each category individually, or click on **Auto-Correct all errors**, to bulk correct all corporate design errors **(Figure 118)**.

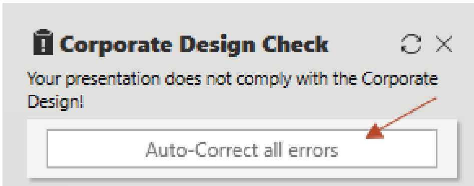


Figure 118: Correct all errors at once

Once all errors listed have been corrected, you will receive a notification that the Design Check has successfully inspected your presentation to ensure corporate design conformity **(Figure 119)**.

Figure 119: Confirmation of compliance with the Corporate Design

2.4.6 Consistency Check

In the group Finalize you will find the **Check** button. Behind this button you will find the button **Consistency Check (Figure 120)**.

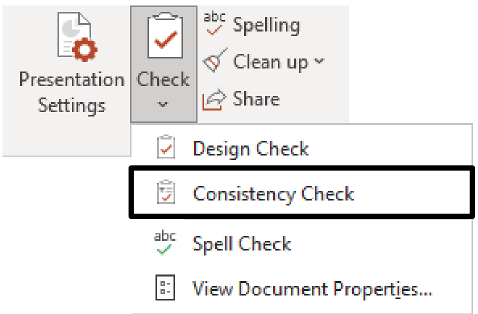


Figure 120: Button **Consistency Check**

The **Consistency Check** inspects your presentation for

- corporate wording errors
- incorrect hyphenation
- multiple spaces
- missing opening or closing brackets
- bullet list punctuation

and automatically corrects them if possible.

On the right side, the Consistency Check lists all errors in adherence to the consistency rules **(Figure 121)**. The Consistency Check groups the errors according to the type of error and gives you the information on which slide each error is located. If you click on an error, you will jump to the slide of the said error. You can correct spacing and wording errors individually by selecting the specific error and clicking **Correct** or grouped by error type by clicking on **Auto-correct** next to the error type. You also have the option to automatically correct all errors of all error types. To do this, simply click on **Auto-correct all errors**. Excluded from auto-correction are bracket errors. An example of a bracket error would be an open but not closed bracket. Here you must determine yourself where the bracket should be closed. Clicking on **Information** next to the error type bracket will explain exactly how to fix the error.

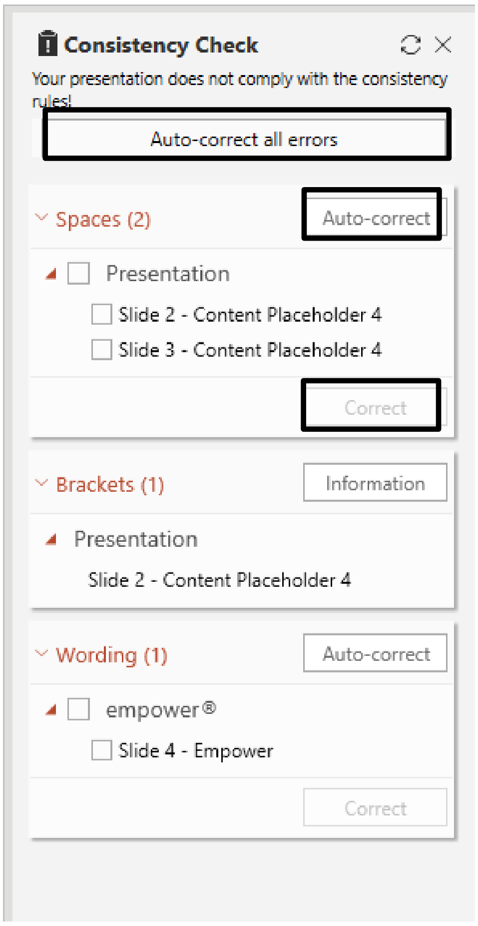


Figure 121: List of all consistency errors

If you have corrected all the items in the list or no error was found, the Consistency Check will show you accordingly that there are no (more) errors **(Figure 122)**.

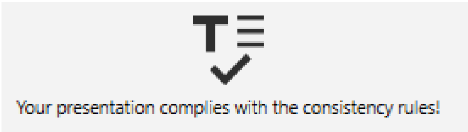


Figure 122: Confirmation of compliance with the consistency rules

2.4.7 Spell Check (Office built-in)

With a click on the button **Spell Check**, you can use the built-in PowerPoint feature (**Figure 123**).

For information about this feature, check the Microsoft Office support: https://support.microsoft.com/en-US

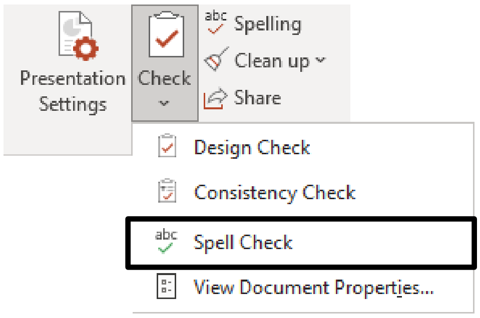


Figure 123: Button **Spell Check**

2.4.8 Access Document Properties

With a click on the button **View Document Properties**, you can use the built-in PowerPoint feature (**Figure 124**).

For information about this feature, check the Microsoft Office support: https://support.microsoft.com/en-US

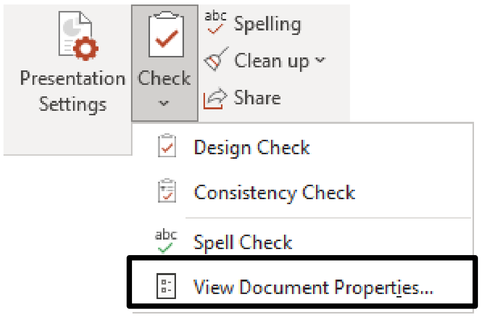


Figure 124: Button **View Document Properties**

2.5 Convert Old Content

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

With the **Convert** tool you can now convert selected slides or entire presentations to the current master much more easily, removing all unwanted layouts, automatically correcting all footnotes, and directly adjusting all slides automatically to the corporate design. To do so, click on the button **Convert** in the group Transform (**Figure 125**).

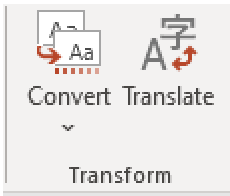


Figure 125: Button **Convert**

In the opening context menu, you have the possibility to start converting **selected slides** or the whole **presentation**, **choose** the **template** to convert to or adjust the **Conversion Settings (Figure 126)**.

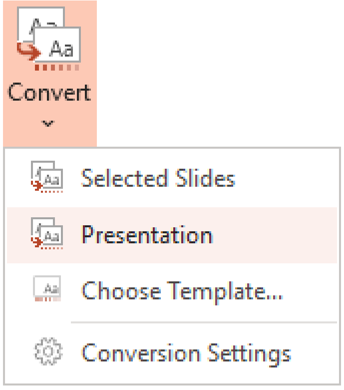


Figure 126: Conversion settings

There are three scenarios that can occur during conversion. There are three scenarios that can occur during conversion. If the master of the presentation to be converted does is not stored in the empower® library and no company-wide standard master has been defined, a desired target master shall be manually selected by clicking the button **Select Template....** If the master of the presentation to be converted is not stored in the empower® library and a company-wide standard master is set, the source master is automatically migrated to it. If the master of the presentation to be converted is stored in the empower® library, it is automatically migrated to the company-wide standard master, if set. Otherwise, it is automatically migrated to the first existing master of the library. In case of uncertainty, it is advisable to manually select the desired target master.

If you want to convert **selected slides** or the entire **presentation**, another dialog box appears (**Figure 127**). Here you can decide whether empower® should automatically try to adjust the content of the slide(s) to the new working area or not. In addition, you have the option to run a **Design Check** and have all detected errors automatically corrected. If you have previously decided to adjust to the workspace, you now also have the option to deselect an auto-fit for slides with elements that go to the edge of the slide. Furthermore, **Layout Mapping** can be applied.

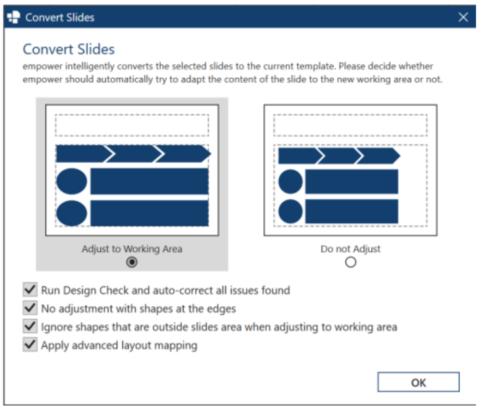


Figure 127: Detailed view conversion settings

When you click **Choose Template**, the Quick Access Pane opens on the right side of the screen, and you can choose one of the available masters. When you click on **Slide(s)**, the currently selected slide will be transferred. A click on **Presentation** will transfer the whole presentation (**Figure 128**).

Figure 128: Apply Master

When you click on **Conversion Settings**, another dialog box opens (**Figure 129**). Here you can specify the default settings for converting slides. If you select that the content of slides should be automatically adjusted to the working area, this will be preselected by default when you perform an actual conversion. The same applies to the Design Check and the deselecting of an auto-fit to the working area for slides with elements that touch the edges of the slide. Lastly, you can decide whether these options should be prompted for every conversion. Content that is taken over in addition to the expected content is notes, guides, animations, audios, and decorative elements.

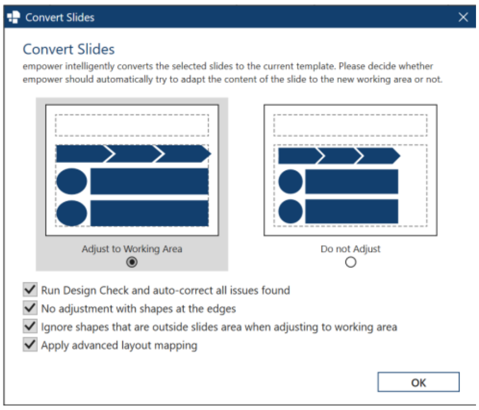


Figure 129: Detailed view conversion settings

Please note:
The layout mapping is set up by your empower® administrators. Layouts or placeholders of different masters are mapped, which has an influence on the conversion. As a result, these layouts or placeholders are better recognized, which leads to significant advantages in the conversion process.

Images are always treated with the **Lock in aspect ratio** setting. When the **Fit to Area** feature is enabled, all content is considered a single large element, so it is important to ensure that all elements are within the workspace. The individual elements are migrated considering the aspect ratios. If the ratio is less than/greater than 1, the ratio is recalculated, and the shapes are enlarged/reduced. If the image is to be positioned in the same place, layouts with image placeholder must be used.

2.6 Updates in empower®

Updates describe changes to presentations stored in the **Corporate Design Templates** – **Corporate Presentations** that have an impact on other elements in terms of content or design. empower® offers a comprehensive **Update** function that can be defined according to individual requirements and the individual way of working. Moreover, the update rules described in this chapter apply not only to elements within the empower® library, but also to locally stored elements that originally come from the library.

There are four actions that initiate an update:

- Making content adjustments to an element (for example, updating the text on a slide).
- Deleting an element.
- Adding an element (e.g. an additional slide is inserted into a presentation).
- And changes to a master template.

Please Note:
If you have the permissions (Editor or Administrator folder) to the folder from which you are using an item that is not current, you can either share or force an update for users company-wide.

There are different ways to display updates of empower® in PowerPoint.

1. *Show Update Wizard*. Here you can open the update wizard mentioned in the next chapter.
2. *Show Notification Bar*. A notification bar appears below the ribbon.
3. *Change Ribbon Icon Only*. Here the icon inside the ribbon is changed (**Figure 130**).
4. *No Update Notification*. Here no update notifications are shown.

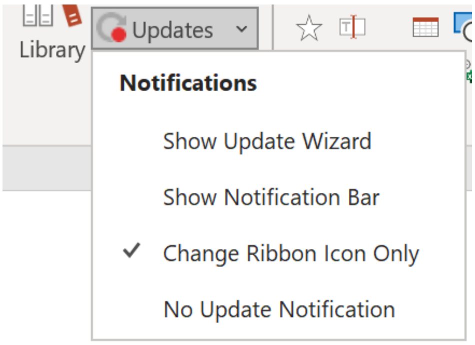


Figure 130: Custom settings update notifications

Please Note:
The setting recommended by empower® is to use the Update Assistant. It is mainly for better clarity. You as a user can change the display, but in the best case your empower® administrator has preselected a display option for you. Keeping this is therefore in your interest.

empower® does not immediately check updates in the background for OneDrive/SharePoint opened presentations. Instead, a notification bar appears and you can manually check for updates (similar to **Figure 131**).

The update notification bar appears below the empower® ribbon if selected as a notification form. As shown in **Figure 131**, you can select here that the update is displayed. If **Show Notification Bar** is activated, this symbol does not change.

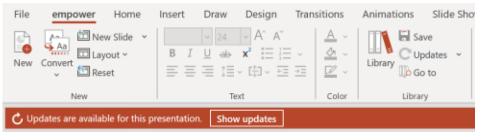


Figure 131: Update Notification Bar

If **Change Ribbon Icon Only** is selected in the ribbon, the icon shown in **Figure 130** will change if an update exists. If you have established a SharePoint or OneDrive connection and open a presentation from OneDrive or SharePoint, the update icon within the ribbon will change.

When you insert the slide that has received an approved update into a presentation, the Update Wizard opens, giving you several options in dealing with the updates.

With the help of the **Update Wizard**, also called Update Assistant by us, you get an overview of all items within the Update link as well as their respective versions. It also offers you the possibility to manage these updates in bulk or individually. This way you can make sure that all your changes to an root element are distributed to all slides linked to it.

Depending on your update notification settings, the Update Wizard will open automatically to present you with the different versions of the updated item and different options for dealing with the update (**Figure 132**). The Update Wizard also displays the different versions of the item with their corresponding dates and timestamps, with the outdated version on the left and the updated version on the right. Each update can be done individually or in bulk.

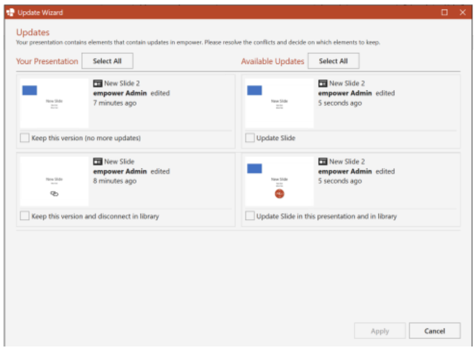


Figure 132: Update Wizard

If you click the magnifying glass in the upper left corner of the library item preview, you can compare the updated and outdated version with larger preview images (**Figure 133**).

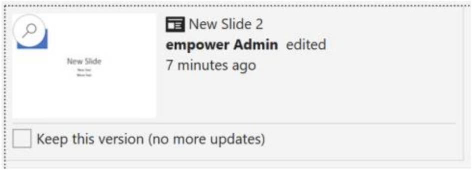


Figure 133: Compare versions

If you are not sure where the differences are, you can also activate the **Show differences between versions**. The changes in the updated version will then be highlighted in yellow (**Figure 134**).

Figure 134: Show difference between versions

To update all elements in the current presentation, simply click **Update Slide in this presentation and in library** under **Available Updates**, and then click **Apply**. All connected elements are set to the status of the root element (**Figure 135**). This action also updates the copy of the source item within the library.

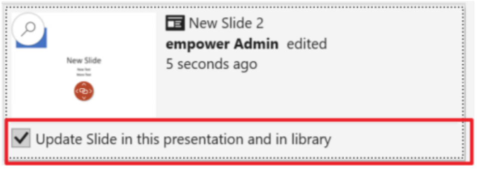


Figure 135: Update all elements

Alternatively, you can decide that you do not want to accept the update and continue working with the previous version of the element. To do this, enable the **Keep this version and disconnect in library** option. The Update link is disconnected in the library, and you no longer receive update notifications when changes are made to the source item.

If you open a presentation that contains an element that another user has deleted from the library and distributed a deletion update, the Update Assistant also opens (**Figure 136**). On the left side, you are shown the element opened in your presentation that was deleted from the library. If you want to keep the element in its current form, select **Keep this version (no more updates)** on the left side and then click **Apply**. If you want to remove the item, select **Delete Slide** on the right side and then click **Apply**. As with the procedures described above, you can decide on both single and multiple elements at once.

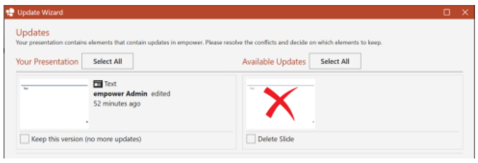


Figure 136: Administer delete updates

2.7 External Link

The button **external Link** is used by empower® administrators to link to any kind of useful and most likely internal platform or website, e.g. an intranet landing page or learning platform. It is a custom button and its appearance and label can be customized. If activated, it is located on the left of the button **Help & Settings** (**Figure 137**).

Figure 137: Example button **External Link**

Please note
Depending on the configuration in your empower® version, this feature may not be available.

empower® for Excel

3.1 Introduction

Create enterprise-wide unified Excel content in your corporate design (in short CD) - our Excel add-in, provides an intelligent workbook management system, combined with corporate design tools and efficiency-enhacing features.

3.2 Creating Workbooks

3.2.1 New Workbook

in the group New, click on the button **New Workbook (Figure 138),** whereupon the library will open.

In the library, you will now see ready-made workbooks, already customized to your company's CD.

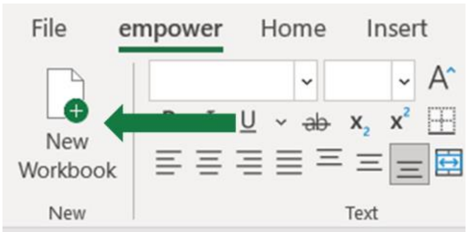


Figure 138: New Workbook

Here, among others, Excel-native fonts, colors and default formats are already present for you within the workbooks.

Once you have selected one of the workbooks, the new workbook will open and you can start editing it immediately.

3.2.2 Table Style Sets

To format a table in a CD-compliant way, navigate to the Insert group within the empower® Ribbon, and then go to **Elements - Table**, to access table format templates **(Figure 139).**

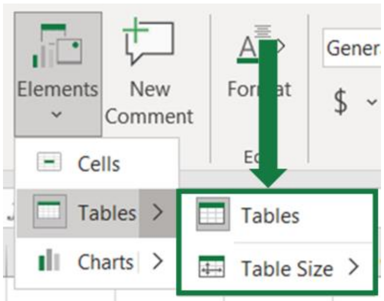


Figure 139: Access to Table Style Sheets via empower® ribbon

Alternatively, you can also select the button **Table Style Sets** in the Quick Access Pane (**Figure 140**).

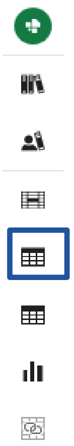


Figure 140: Access to Table Style Sets via Quick Access Pane

The Quick Access Pane opens and various templates are displayed. These are ready-made table style templates stored by your company, from which you can select one or more and add them to the workbook. To do this, simply click on the desired table style(s) and confirm your selection by clicking on the **Apply** button **(Figure 141).**

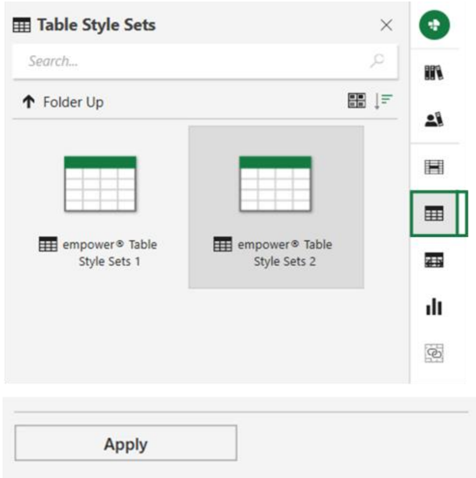


Figure 141: Adopt the desired table style to the workbook

Hereafter, you can find the selected styles in the Styles group under **Format as Table.** The table styles inserted from the library arrange themselves in the **Custom** category **(Figure 142).**

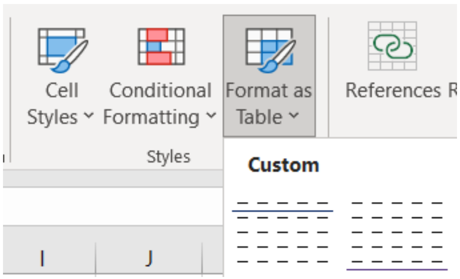


Figure 142: Apply table style sheets to a table

The desired table style can now be applied to a table selected in the workbook and filled with content as usual.

3.2.3 Table Sizes

In addition to table style sheets, fixed table sizes can also be stored in the library for reuse. Add one of the desired table sizes to your workbook either via the empower® Ribbon and the Insert group using the buttons **Elements - Tables - Table Size - Load table size sets** or the Quick Access Pane and the buttons **Table Sizes - Apply table size** (**Figure 143**).

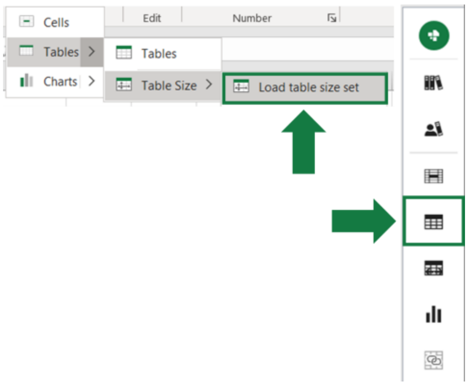


Figure 143: Navigate to and apply table size

The added table size now also appears in the Insert group via the buttons **Elements - Table - Table size – empower** (Figure 144).

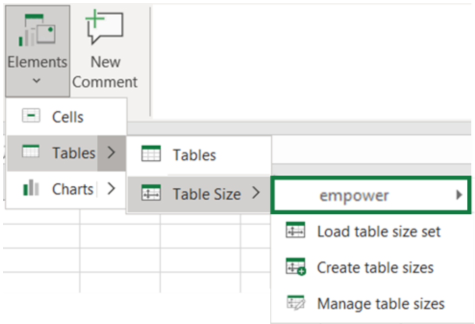


Figure 144: Navigate to and select added table sizes

Click the desired table size and apply it to the desired selected area in the workbook (table or multiple cells).

The following values can be defined:

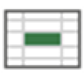
- Total width of the table
- Column widths for individual columns

> **Plese note:**
> The table sizes are named by your empower® administrators in a meaningful way, so that the names already provide information about the use of the table sizes.

If the number of column widths defined in the table size is greater than the number of columns in the table to be formatted, all selected columns are formatted according to the table size, and any column widths additionally defined in the table size are not applied.

If the number of column widths defined in the table size is less than the number of columns in the table to be formatted, all selected columns are formatted according to the table size. For the remaining columns in the table to be formatted, the total width of the table defined in the table size is subtracted from the column widths already used, and the difference is distributed evenly among the remaining unformatted columns.

3.2.4 Cell Style Sets



To give individual cells within a table, for example, a specific CD-compliant format for labelling, you can add predefined cell format templates from the library to your workbook and then apply them to individual selected cells.

Navigate to the **cell styles** in the library, either via the Insert group, then **Elements** - **Cells** buttons or via the Quick Access Pane via **Cell styles sets (Figure 145).**

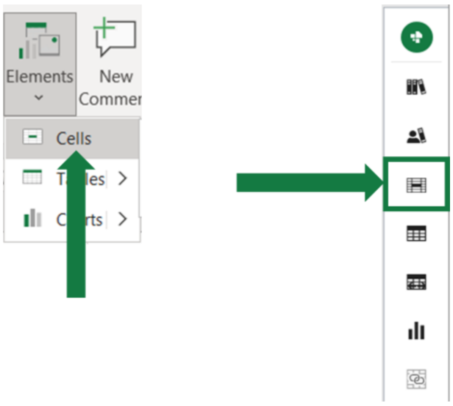


Figure 145: Access to Cell Style Sets

Select the desired cell style and add it to the workbook by double-clicking or clicking the **Apply** button. (**Figure 146**).

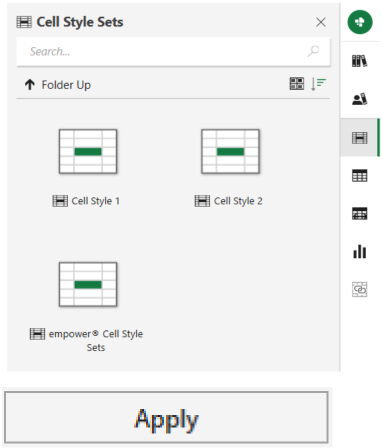


Figure 146: Add Cell Style Set

You will then find the selected styles in the Styles group - **Cell Styles**. The cell styles inserted from the library are arranged in the **Custom category (Figure 147**).

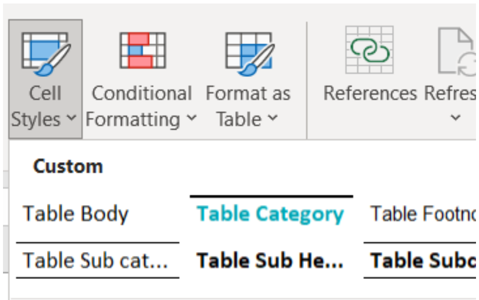


Figure 147: Apply Cell Styles to Cell(s)

The desired template can now be applied to any number of cells in the workbook.

3.2.5 Chart Style Sets

To illustrate the contents of a table with a chart, select charts in the Insert group and click the buttons **Elements** - **Charts**, or navigate to the **Chart Styles** in the Quick Access Pane (**Figure 148**).

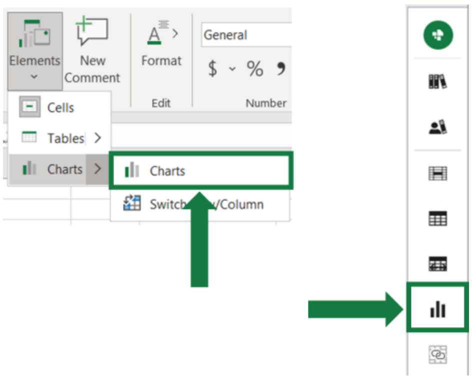


Figure 148: Access to Chart Style Sets

This is where you select the desired chart types and add them to the workbook. A chart style can be of two types: either with fixed colors or with colors that dynamically adapt to the design or color scheme **(Figure 149).**

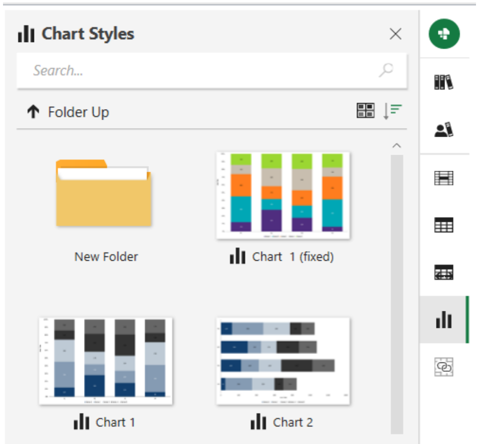


Figure 149: Chart styles with dynamically changing and fixed colors

The fixed color chart styles have the property that the colors used in the chart template are completely adapted to the CD and do not change even if the workbook's color scheme differs from the chart's colors or if the design of the workbook is changed via Excel (Page layout - Designs).

In contrast, if you choose a chart style with dynamically changing colors, the colors of the chart will automatically adapt to the workbook's design/color scheme.

The **Row/Column option** allows you to toggle between assigning the rows and columns to the horizontal and vertical graph axes, depending on the arrangement of the series within a graph. The settings made here affect, amongst others, the chart title, legend and data point labels. To do this, click on the **Diagram Elements** button and then on the Button **Row/Column** in the Insert group **(Figure 150**).

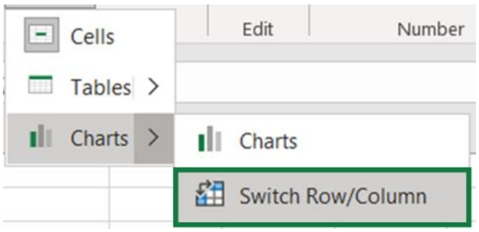


Figure 150: Switch Row/Column

Please note:
Chart styles in empower can only be applied to Excel charts and not to empower charts.

3.3 References

Depending on the complexity of the content to be displayed in a workbook, references to other data sheets or separate workbooks are often used. With empower® for Excel, all these internal and external links to data sheets or separate workbooks can be checked for their functionality in an open workbook. All valid and invalid references are detected.

A reference is considered invalid, if

- a workbook is referenced (either stored locally or in the library) that has been deleted after the reference was created.
- a workbook is referenced (either stored locally or in the library) that has been closed after the reference was created.
- a data sheet is referenced that has been deleted after the reference was created. This applies both to data sheets within the open workbook and to data sheets from other workbooks. The workbooks can be either stored locally or in the library.
- a workbook with a file format that is not supported by Excel is referenced.

You can then manually edit and correct invalid references.

The check can be started by clicking on the **References** button in the Finish group or by clicking on the same button in the Quick Access Pane **(Figure 151)**.

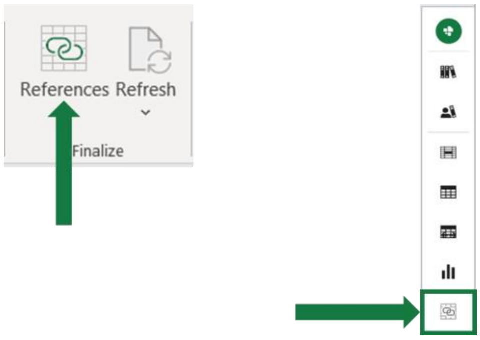


Figure 151: Button **References** within the ribbon and Quick Access Pane

An overview opens via the Quick Access Pane, displaying all existing references, sorted by the categories **Internal** and **External (Figure 152).**

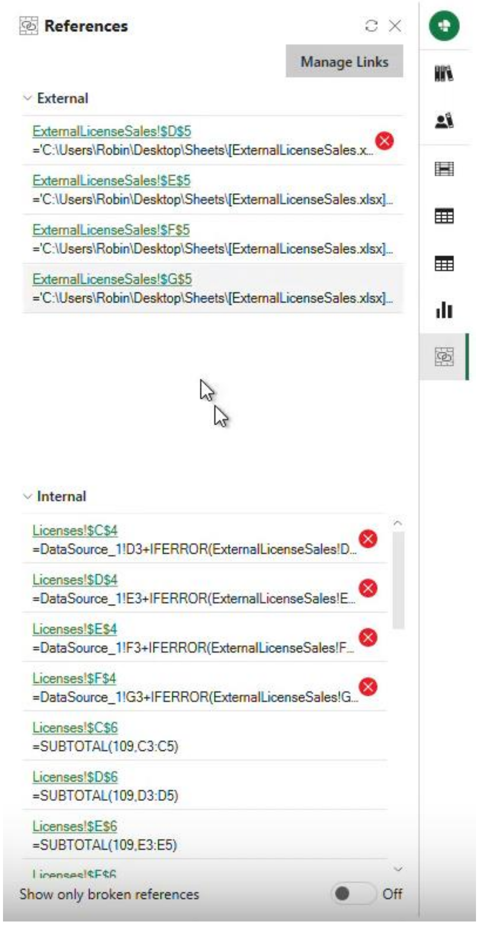


Figure 152: Overview of all existing references

If one of the references is invalid, it is marked with an **X** (Figure 153**).**

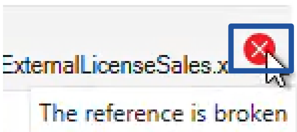


Figure 153: Not valid Reference

By clicking on the listed reference (**Figure 154**), you can navigate directly to the data source in the workbook.

Figure 154: Selecting the Reference (Link) to be displayed in the workbook

The linked data will be selected accordingly (Figure 155).

Licenses Category	2017	2018	2019	2020
Licenses Product A	26,978	27,348	26,215	30,827
Licenses Product B	57,965	66,809	76,470	76,506
Licenses Product C	16,379	17,760	21,476	23,807
Licenses	101,322	111,917	124,161	131,140
Other Licenses	255	311	441	207
Total Licenses	101,577	112,228	124,602	131,347

Figure 155: Linked point within workbook

If you want to focus on all invalid references, you can filter the view in the Link Manager using the toggle button **Show only broken references - On** (Figure 156**).**

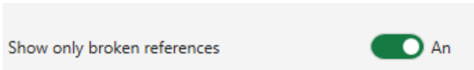


Figure 156: Button - Show only broken references

Links and formulas inserted on hidden datasheets are also taken into account and recognized by the check and listed in the overview.

You can now correct any invalid links that are found.

If you want to check all the links again after you have finished your corrections, you can refresh the overview of references.

To do this, click the buttons **Refresh - Refresh/Refresh All** in the <u>Finalize</u> group or click the Refresh icon to the left of the **X** in the open overview (Figure 157**).**

Furthermore, it is possible to cancel the update process by clicking on the button **Cancel refresh,** or, to query the status of a reference, again by clicking on the button **Refresh status**.

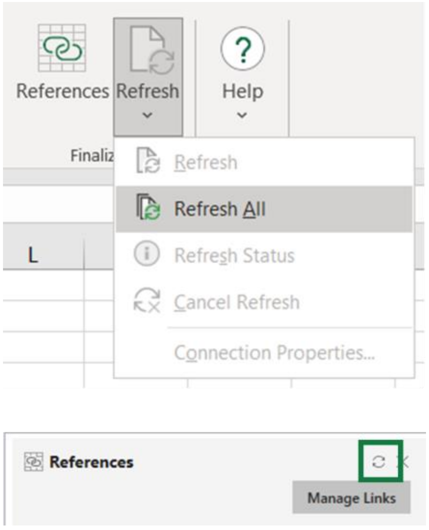


Figure 157: Refresh the overview

empower® for Outlook

4.1 Introduction

empower® for Outlook – the central signature management system for MS Outlook. The add-in allows central curation and administration of your email signatures which ensures they are always correct and current – all while keeping in line with corporate design.

This chapter describes the first steps for handling and configuring empower® for Outlook (Windows/Desktop App).

4.2 First Steps

After first startup of Outlook, with empower® installed, you will be greeted by a welcome screen **(Figure 158)**. The welcome screen only appears once after having installed empower® for Outlook and guides through the first setup of your signature, which consists of the following components:

- Your profile data
- Your location and company data
- The language
- The signature template.

empower® for Outlook will automatically load your default profile (or create a new one if none exists).

In addition, you can select your company and location. In further steps, you can create your signature in the signature overview window.

For information on setting up a profile, see **chapter 0**

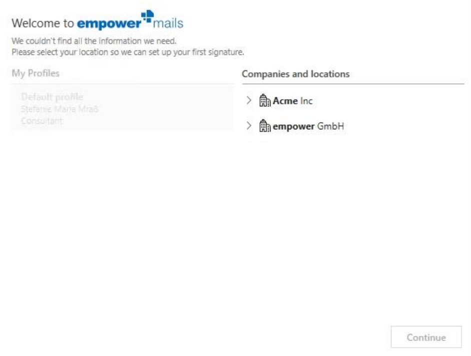


Figure 158: Welcome screen after installation

4.3 Profile Setup

Signatures created in empower® and used in Outlook are created dynamically so that, for example, information about the sender, company and location is automatically filled in the signature and manual editing is no longer necessary.

For information on setting the profile and location and company data as well as the language settings, see **chapter 4.5** Manage Default Values.

4.4 Profile Setup

When Outlook is started for the first time after the installation of empower® Mails, the default profile is either automatically loaded or newly created.

The profile management can be accessed via the group Mails and the button **Manage Signatures** by clicking on the button **Profiles** (**Figure 159**).

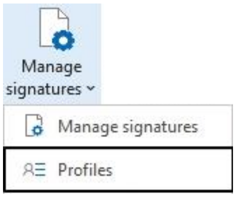


Figure 159: Button **Manage signatures** - **Profiles**

The **Default (Base)** profile, plus any other additional profiles you create for yourself, can be edited by clicking on the **pencil** (**Figure 160**).

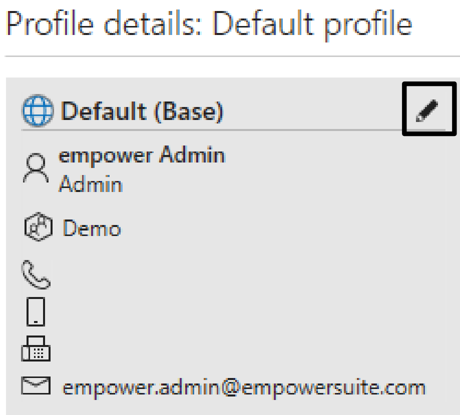


Figure 160: Edit profile data

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 161**) **(1).** empower® Mails frequently synchronizes the data from the directory service to ensure the data is always up to date.

A **crossed-out chain symbol (2)** indicates that:

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

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

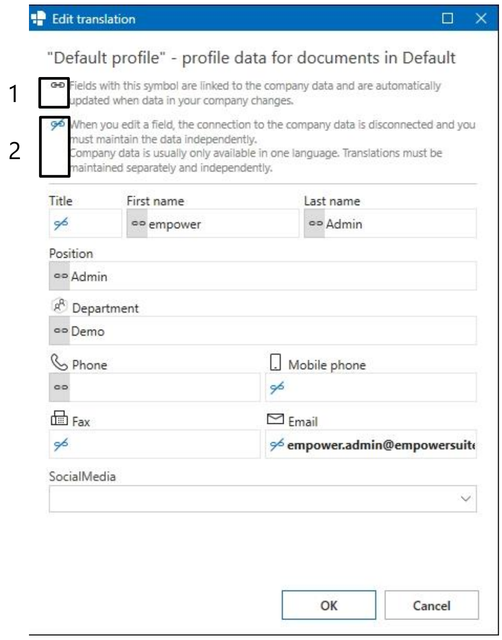


Figure 161: Profile data

Please note:
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.

In addition to the standard profile, additional profiles can be created if required.

A new profile can be created by clicking **New Profile** when the Profile Management is open (**Figure 162**).

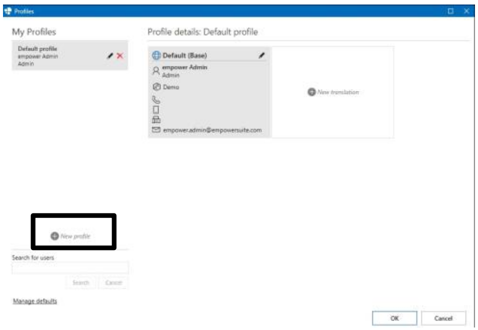


Figure 162: Create new profile

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 always set as the default profile.

For information on setting the default profile, see chapter 4.5 Manage Default Values.

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

Once a user has set up a default profile, other users can search for it via *Search for users* (**Figure 163**). During the search, the following data is taken into account:

- First name and/or
- Last name

Figure 163: Search another user

After confirming with Enter or by clicking on **Search**, all matching search results are displayed and the found profile can be added to the profiles via the button **Add to my profiles** (**Figure 164**). Unlike own profiles, foreign profiles cannot be edited in the profile management.

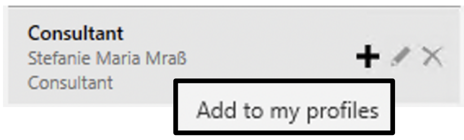


Figure 164: Add foreign profile to own profiles

The newly added profile is listed under one's own profiles as a *Referenced Profile* (**Figure 165**).

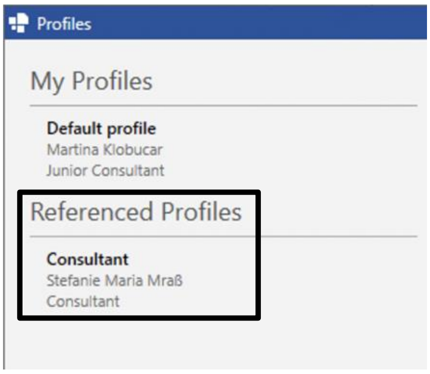


Figure 165: View *Referenced Profiles*

Please note:
The sender address displayed when an addressee receives an email will always be the mailbox (email address) you've been logged into whilst creating a new email. Using a signature that is based on a referenced profile does not affect from which mailbox the email is sent.

4.5 Manage Default Values

Setting defaults can simplify creating additional signatures. You can set a default for your

- profile (e.g. your name, contact details and department)
- location and company (e.g. address, logo or registration)
- translation/language.

The default settings can be opened by clicking the link **Manage Defaults** in the Profile Management window **(Figure 166)**.

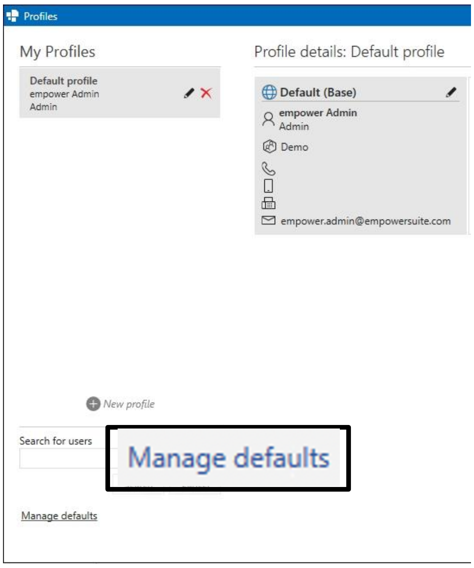


Figure 166: Button **Manage defaults**

All set up profiles are listed in the *Profile Data - Main Profile* drop down menu (**Figure 167**). The desired profile that should be set as default profile can be selected by clicking on the listed name.

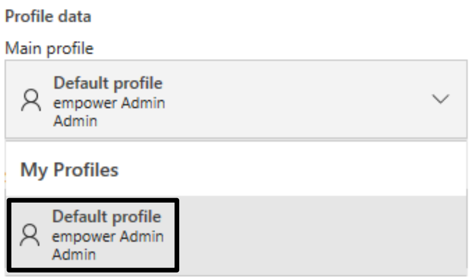


Figure 167: Set profile data

Depending on the configuration of the template, information from more than one profile can be referenced. In this case, more profiles can be selected in addition to a main profile (**Figure 168**).

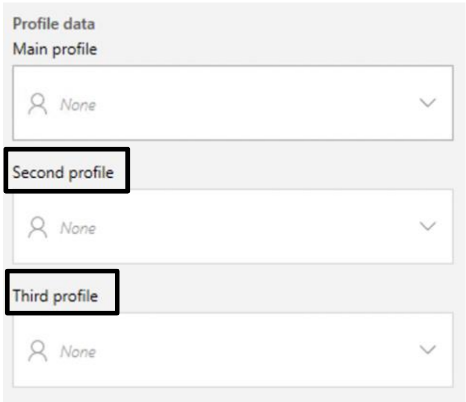


Figure 168: Set multiple default profiles

In the drop-down menu under *Location data*, all available companies and their locations are listed (**Figure 169**). The desired default location can be selected by clicking on the listed name. If there is no default location, the signature cannot be created.

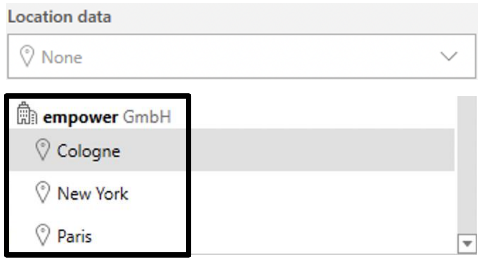


Figure 169: Set location data

In the drop-down menu under *Translation*, all available languages are listed (**Figure 170**). The desired language can be selected by clicking on the listed name. 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.

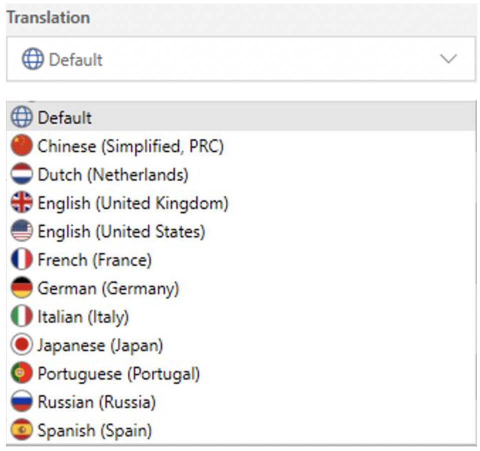


Figure 170: Set standard language

The translation labeled "Default" can be configured to map to the language that best suits your company as the default. Typically, this will be set to English.

The selection of default values can be confirmed by clicking the button **Save defaults** (**Figure 171**).

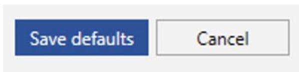


Figure 171: Save defaults

Close the signature management with a click on the button **Close** (**Figure 172**).

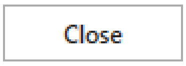


Figure 172: Close the signature management

4.6 Signature Setup

empower® for Outlook supports you in setting up one or more signatures by selecting a signature template and adding a profile, a location and a language. When you create a new email in Outlook, your default signature is added automatically, but you can also easily switch to your other signatures.

Click on the button **Manage Signatures** to open the signature management.

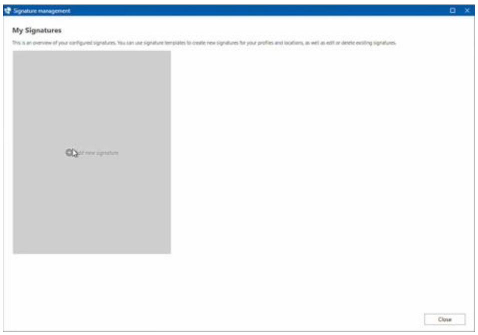


Figure 173: Signature management window

Click on the button **Add new signature** (**Figure 174**) to create and configure a new signature.

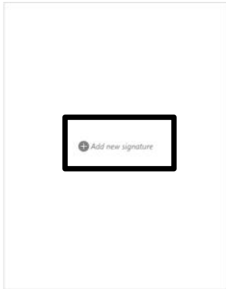


Figure 174: Button **Add new signature**

You can edit the signature by specifying name, profile, location and company, template and language (**Figure 175**).

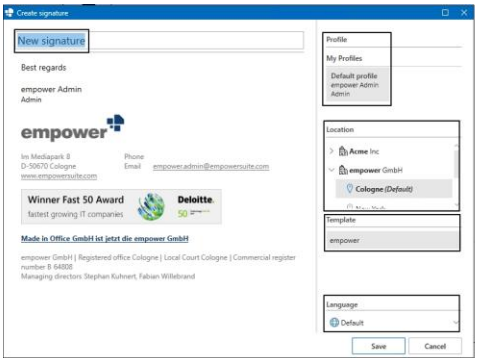


Figure 175: Overview Create Signature

Enter a name or title so that it can be identified better when it is to be used in an email (**Figure 176**).

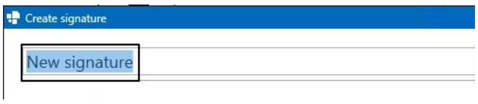


Figure 176: Name your signature

Essentially, data used in signatures stem from two sources: the location data and your personal data.

Your personal data – e.g. your name, contact details and department – is taken from your profile information. For the signature to display the required data, you can select your profile. To do so, click on any of your given profiles (**Figure 177**).

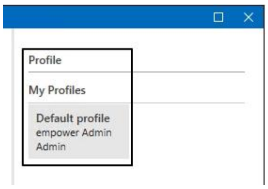


Figure 177: Select your profile

The location data, including company data – e.g. address, logo or registration – is taken from the location you select. Click on any of the listed locations to select your location (**Figure 178**).

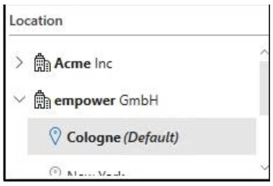


Figure 178: Select your company and location

From the list of templates available for the company to which the selected location belongs, a signature template can be chosen **(Figure 179)**.

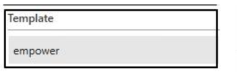


Figure 179: Available signature templates

If your signature template supports different languages, you can select them from the corresponding drop-down menu **(Figure 180)**. A template may contain certain elements, such as a salutation or disclaimer, that will be displayed in one language only. If this is the case, your empower® administrator may have set up the template to be only available for this particular language.

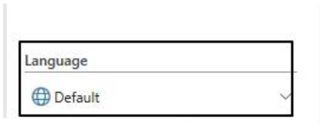


Figure 180: Drop-down menu languages

You will then see a preview of your signature to the right and can check if all displayed data is correct **(Figure 181)**.

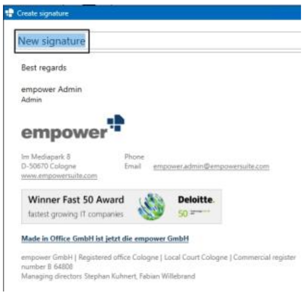


Figure 181: Preview signature

Click on the button **Save** to save your new signature (**Figure 182**).

Figure 182: Button **Save**

Click on the button **Set as default** (**Figure 183**) to set one of your signatures as a default signature.

Figure 183: Set a signature as default

A small **check mark icon** (**Figure 184**) indicates the default signature.

This signature will be inserted automatically into a new email.

Figure 184: Signature tagged as default

You can revoke your settings with clicking the button **Reset default signature** (**Figure 185**).

Figure 185: Reset default signature

Click on the edit the signature with a click on the **pencil** or delete a signature with a click on the cross (**Figure 186**).

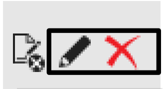


Figure 186: Edit or delete a signature

Close the signature management with a click on the button **Close** (**Figure 187**: Close the signature management**Figure 187Figure 172**).

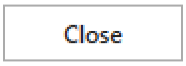


Figure 187: Close the signature management

4.7 Creating a New Email

If a default signature has been set, the signature will be inserted into the new email automatically.

For more information on signatures see **chapter 4.2** First Steps

If you have more than one signature set up, you can switch to a different signature by right-clicking on the signature in the email or using the Outlook signature selection drop-down in the ribbon (group Insert) (**Figure 188**).

Figure 188: Access empower® Mails signature

empower® for Word

5.1 Introduction

empower® for Word enables efficient creation and design of documents within the framework of a given corporate design with just a few clicks. Automatically referenced person- and company-based information ensures working with up-to-date data.

Templates in empower® for Word can be designed dynamically so that, for example, information about the author, company and location is automatically filled in the header and footer of the document and manual editing is no longer necessary. The language settings can also be set and controlled centrally.

For information on setting the profile and company data as well as the language settings, see **chapter 4.5** Manage Default Values.

5.2 Profile Setup

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

The profile management can be accessed via the group Library and the button **Fill in document** by clicking on the button **Profiles** (**Figure 189**).

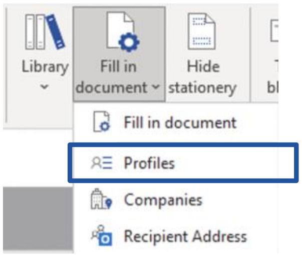


Figure 189: Button **Fill in document**

The **Default (Base)** profile, plus any other additionally created profiles you create for yourself, can be edited by clicking on the **pencil** (**Figure 190**).

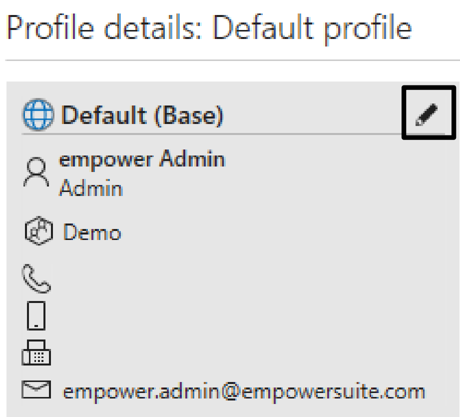


Figure 190: Edit profile data

The data that is automatically loaded into the profile fields is taken from the synchronized directory service of your company. All personal data that is administered in your directory service for you and synchronized into your profile is indicated by a **chain symbol** (**Figure 191**) **(1)**. empower® frequently synchronizes the data from the directory service to ensure the data is always up to date.

A **crossed-out chain symbol (2)** indicates that:

- no data is stored for you for this specific field in the directory service or
- you manually typed in (different) data (data is highlighted in bold) and thus overruled the data stored in the directory service

Click on the **crossed-out chain symbol** to set this specific profile field back to the personal data stored in the directory service (if applicable) and thus delete the data you manually typed in.

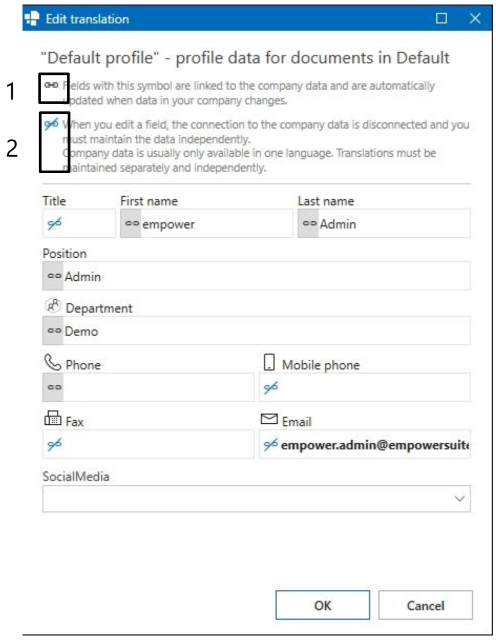


Figure 191: Profile data

> **Please note:**
> The aim should be that the directory service of your company always contains current and correct data. Therefore, you should contact your IT administrator to correct the data in the directory service. Once the data synchronized from the directory service is up to date again, click the **crossed-out chain symbol** to set back the profile field(s) to display the stored data from your directory service.

In addition to the standard profile, any number of additional profiles can be created if required.

A new profile can be created by clicking **New Profile** when Profile Management is open (**Figure 192**).

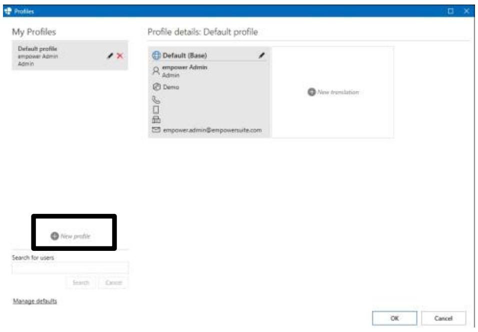


Figure 192: Create new profile

Once more than one profile has been created, any of your profiles can be set as the default profile. The default profile is automatically set as the default profile if no other profiles have been created.

In the event of sick leave or holiday cover or during work as a personal assistant, it can be helpful to be able to create documents on behalf of others using their contact data. Therefore, empower® offers the option to reference profiles other than your own.

For information on setting the default profile, see **chapter 4.5** Manage Default Values.

Once a user has set up a default profile, other users can search for it via *Search for users* (**Figure 193**).

During the search, the following data is taken into account:

- First name and/or
- Last name

Figure 193: Search another user

After confirming with Enter or by clicking on **Search**, all matching search results are displayed and the found profile can be added to the profiles via the button **Add to my profiles** (**Figure 194**). Unlike own profiles, foreign profiles cannot be edited in the profile management.

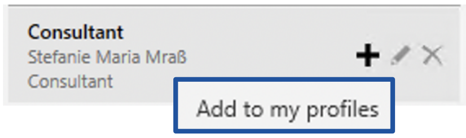


Figure 194: Add foreign profile to own profiles

The newly added profile is listed under one's own profiles as a **Referenced Profile** (**Figure 195**).

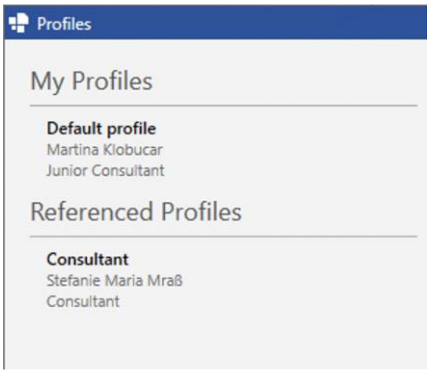


Figure 195: View Referenced Profiles

5.3 Manage Default Values

In order for an opened empower® for Word document template to be automatically filled with information, the setting of some default values is necessary:

- Profile data (e.g. your name, contact details and department)
- Location and company data (e.g. address, logo or registration)
- Translation/Language settings.

The default settings can be opened by clicking the link **Manage Defaults** in the Profile Management window (**Figure 196**).

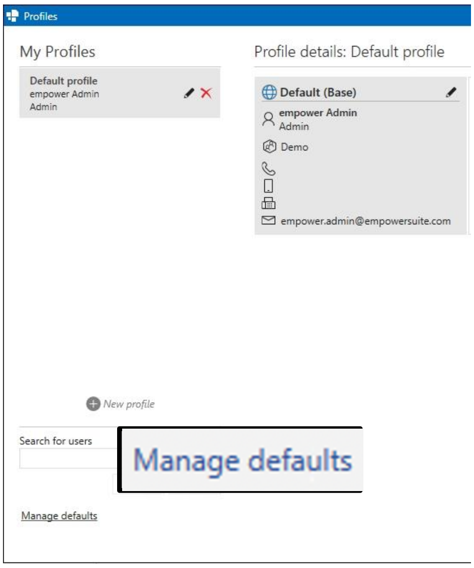


Figure 196: Manage defaults

All set up profiles are listed in the *Profile Data - Main Profile* drop down menu (**Figure 197**). The desired profile can be selected by clicking on the listed name.

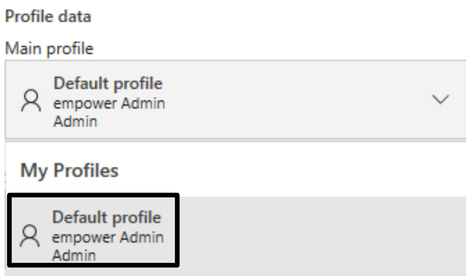


Figure 197: Set profile data

Depending on the configuration of the template, information from more than one profile can be referenced. For this purpose, any number of additional profiles can be selected in addition to a main profile (**Figure 198**).

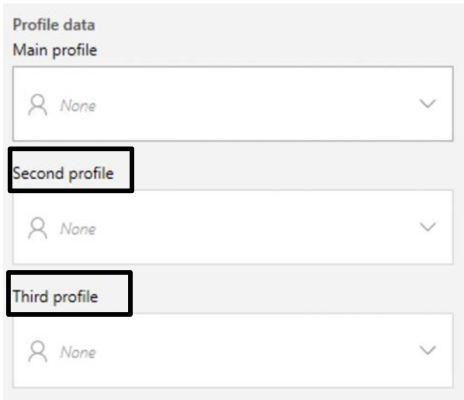


Figure 198: Set multiple default profiles

In the drop-down menu under *Location data*, all available companies and their locations are listed (**Figure 199**). The desired default location can be selected by clicking on the listed name. If there is no default location, the document template will not be filled automatically and empower® for Word will prompt to select a location each time a document template is opened.

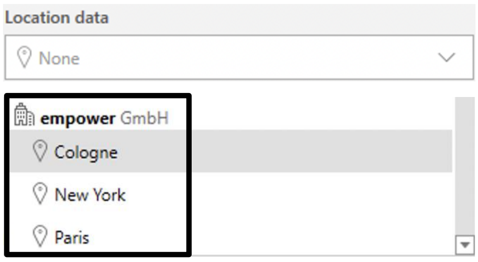


Figure 199: Set location data

In the drop-down menu under *Translation*, all available languages are listed (**Figure 200**). The desired language can be selected by clicking on the listed name. The language setting is decisive for the display of the referenced profile and company data. Information that is maintained in empower® for Word by empower® administrators in multiple languages is displayed according to the selected language. For example, a referenced country (e.g. Germany) from a location is mapped as *Germany* or *Deutschland*, depending on the language selection made.

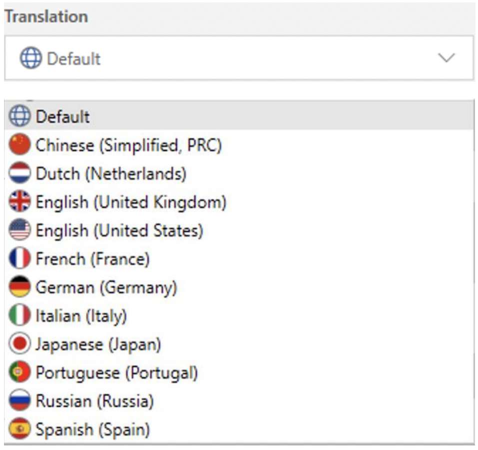


Figure 200: Set standard language

In empower® for Word, the translation labeled **Default** can be configured for language settings. 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.

The selection of default values can be confirmed by clicking the button **Save defaults** (**Figure 201**).

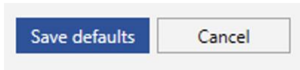


Figure 201: Button **Save defaults**

5.4 Creating a New Document

A new document can be created via the group <u>New</u> by clicking the button **New Document** (**Figure 202**) and selecting the desired document templates from the *Corporate Design Templates – Document Templates*. The template can be opened by double-clicking or right-clicking and clicking the button **Open**.

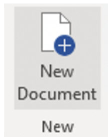


Figure 202: Button **New Document**

If default settings have been made in advance via **Manage Defaults**, the document template is automatically filled with information.

5.5 Designing a Document

When designing the content of a document, the elements from the empower® library can be used.

All design elements are inserted in the document where the mouse cursor is positioned.

The design elements can be accessed via the full view of the empower® library (group Library button **Library**) and can be inserted into the document by double-clicking or right-clicking and using the **Insert content block** (**Figure 203**) or **Insert picture** (**Figure 204**) button.

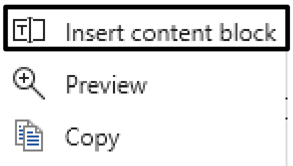


Figure 203: Button **Insert content block**

Figure 204: Button **Insert picture**

Preview any library element by clicking the button **Preview** to get a better idea of what the element looks like and contains (**Figure 205**).

Figure 205: Button **Preview**

Furthermore, content blocks as well as pictures can be inserted directly via the group Insert and the buttons **Elements** - **Content blocks** and **Pictures** (**Figure 206**).

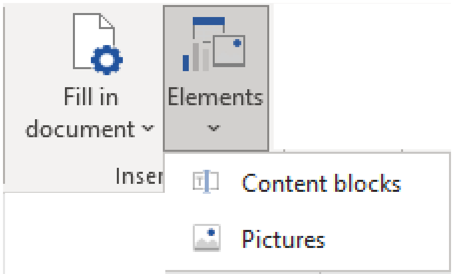


Figure 206: Group Insert

On the right side a direct access to the desired area of the empower® library is possible via the search bar (**Figure 207**).

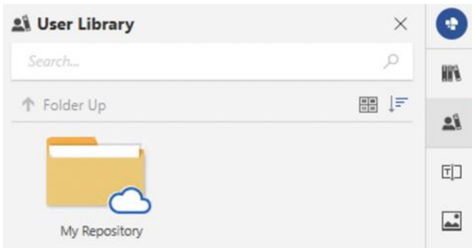


Figure 207: Search bar

A selected content block can be inserted into the document by double-clicking it or using the button **Insert content block** (**Figure 208**).

Figure 208: Button **Insert text block**

A selected image can be inserted into the document by double-clicking or using the button **Insert picture** (**Figure 209**). The inserted image can be replaced by another image from the empower® library if it is still selected and another image is selected via the search bar and inserted into the document by double-clicking or using the button **Insert picture**.

Figure 209: Button **Insert image**

Text elements, Charts and **Tables** are designed with sample content and can be customized after insertion according to the familiar editing options in Word.

Any number of text elements and pictures can be inserted into the document.

Please note:
empower® for Word supports *Scalable Vector Graphics* (SVG) - a common vector-based image 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.

5.6 Finalizing a Document

5.6.1 Document Check

In the group Finalization you will find the **Check** button. Behind this button you will find the button **Document Check (Figure 210)**.

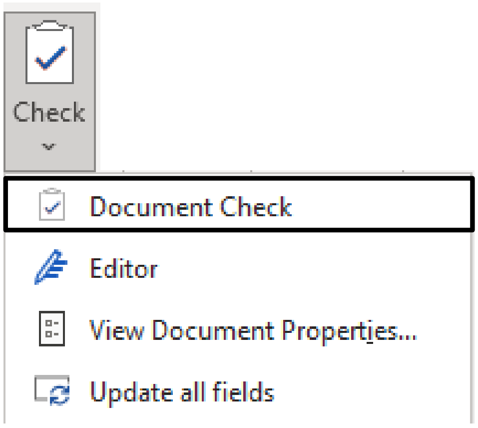


Figure 210: Button **Document Check**

Document Check inspects your entire document to ensure that it is brand compliant and also complies with other configurable rules concerning highlighting, page formats, page alignments, superfluous blank pages, use/spelling of names and terms amongst others.

Document Check can also be accessed in the Quick Access Pane. It lists every error in adhering to the corporate design on the right-hand side **(Figure 211)**.

Here, font colors and fonts are inspected in their compliance to corporate design. In addition, empower® checks, amongst others, for page margins, text highlighting, table of contents, header formatting and spelling of predefined words.

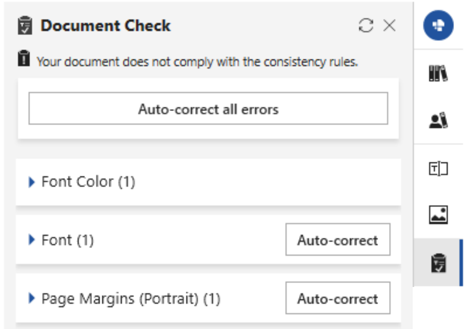


Figure 211: List of every noncompliance to corporate design

Please note:
Depending on the document check configuration in your empower® version, not all of the above-mentioned categories are available.

Each error in adhering to the corporate design is listed by category **(Figure 212)**.

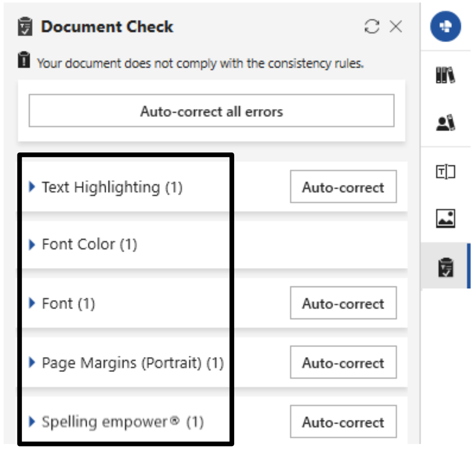


Figure 212: Categories of errors

Once you click on an entry, empower® automatically selects the page and the element containing the error. Similar errors are grouped; this way you can instantly correct a whole batch of errors with a single click on. To do so, click on the **dropdown menu** and select the correct and compliant brand information, in this example the font color, then click **Correct (Figure 213)**.

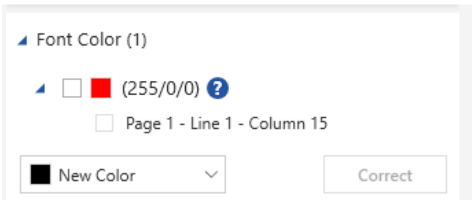


Figure 213: Category *Font Color*

The Auto-Correction can be used if you do not wish to correct each error individually. When correcting colors, empower® automatically selects the approved color of your corporate design that is closest to the flagged color. When correcting font sizes, empower® selects the next size value up or down from the flagged size value to set a font size that has been approved by corporate design. The same is also performed for fonts. You can initiate Auto-Correct for each category individually, or click on **Auto-Correct all errors**, to bulk correct all corporate design errors **(Figure 118)**.

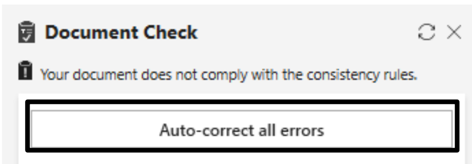


Figure 214: Correct all errors at once

Please note:
Depending on the error category, auto-correcting the error is not possible and you need to manually select the most fitting setting to correct the error.

Once all errors listed have been corrected, you will receive a notification that the document check has successfully inspected your document to ensure corporate design conformity **(Figure 215)**.

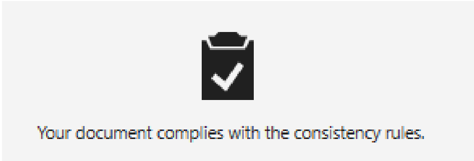


Figure 215: Confirmation of compliance with the Corporate Design

5.6.2 Update all Fields

In the group Finalization you will find the **Check** button. Behind this button you will find the button **Update all fields (Figure 210)**.

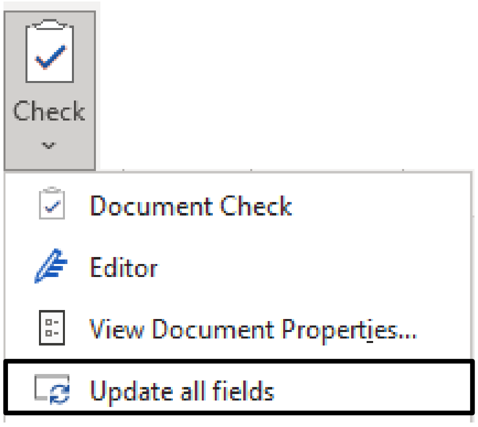


Figure 216: Button **Update all fields**

With a click on this button, all Word fields in the document will be updated, including Word fields in header or footer, in shapes and comments.