empower®
Content Enablement

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® Content Enablement, enable your team to find the right content instantly.

1.2   System Requirements

In order to use the latest empower® Content Enablement 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 Group empower®

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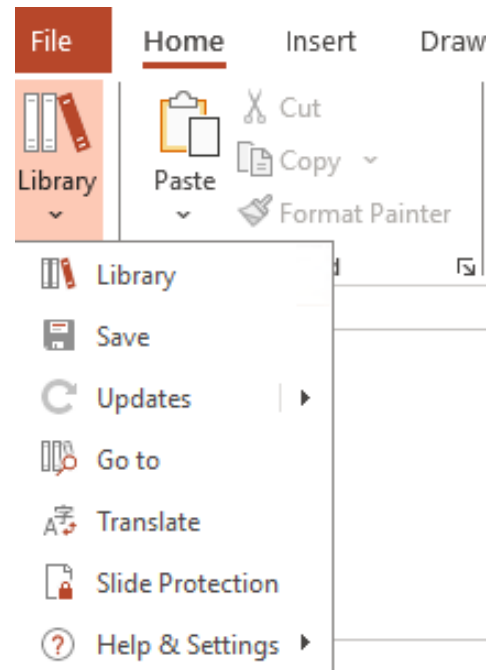

Figure 1: Group empower® in PowerPoint ribbon

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

1.5 empower® Library

1.5.1 General Structure

The **library** function within the group <u>empower</u> provides you access to all central available contents.

You can open the library full screen via the button **Library** in the group <u>empower</u> (**Figure 2**).

Figure 2: Open library via group <u>empower</u>

Once you have opened the **library** by clicking on its button in the <u>Start</u> 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, both a **Company Library** and a **User Library** is available with different library item types **(Figure 3)**.

Figure 3: Library structure empower® for PowerPoint

The **Company Library** should contain, depending on the Office application, completed slides or presentations, document or workbooks to be made available to the entire company. Ideally, all employees should have at least read permissions to these central company contents.

The **User Library** is user specific. Every user of empower® has his own library in which he can set up his own individual libraries. In the folder **My Content** projects are stored that have not yet been completed and are not to be shared with all employees. Via **Permissions**, you can assign rights to individual employees to access specific folders in your user library. This way you can collaborate on certain projects. Once other users provide you access to their folders these will also appear in your library in the folder **Shared with me** **(Figure 4).**

Figure 4: Folder **My Content** and **Shared with me**

> **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 library items stored in this folder on the right **(Figure 5)**.
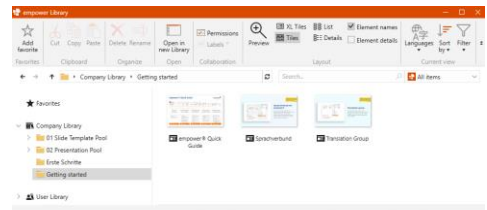

Figure 5: Example folder content display in empower® for PowerPoint

You can tell what type of library item it is by the icon in the bottom left corner of each library item **(Figure 6).**
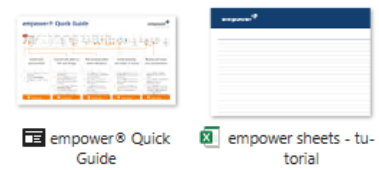

Figure 6: Example display of library items

For each library item, further meta information such as author, last modification date and size can also be viewed **(Figure 7).**
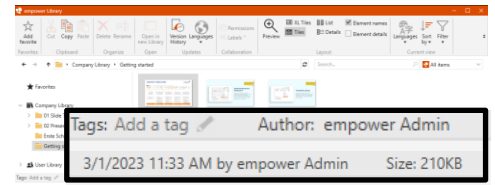

Figure 7: Meta information about the selected library item

Folder permissions can be viewed by clicking **Permissions** in the navigation bar after selecting a folder in the library **(Figure 8).**
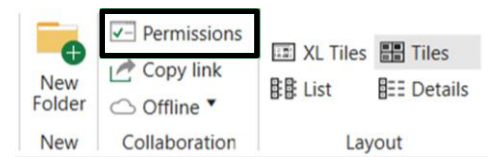
For more information, see **chapter 1.6 empower® Permission Concept.**

Figure 8: Folder Permissions

Alternatively, you can also navigate to the permissions by right-clicking on the selected folder **(Figure 9)**.
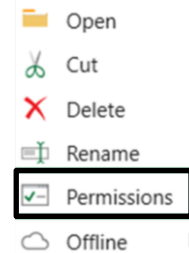

Figure 9: Dialog window by right-clicking on a folder

A window opens showing all employees who have permission for this folder **(Figure 10).**
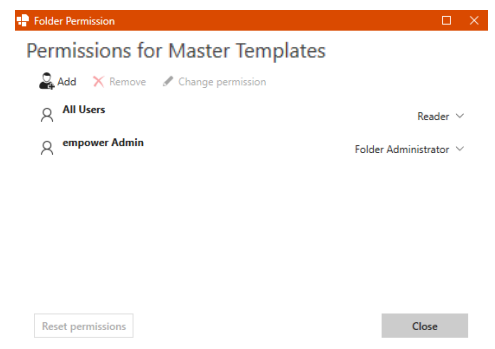

Figure 10: Permission overview

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

1.5.2 Navigation Bar

In the opened empower® library, you have the option of expanding the navigation bar via the icon at the top right **(Figure 11).**
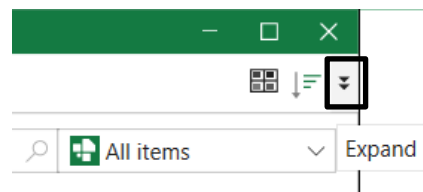

Figure 11: Extend library menu

In the expanded navigation bar you can make additional settings for the library window and use further features **(Figure 12)**.
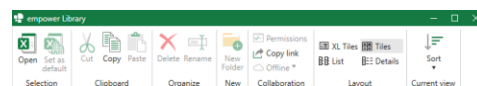

Figure 12: Expanded navigation bar

In the group <u>Layout</u>, you can decide how you want your content to be displayed in the library **(Figure 13)**.
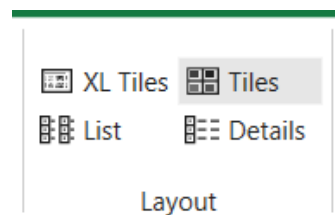

Figure 13: Display options

1.5.3 Search

empower®'s Google-esque **search function** enables you a targeted search by searching the entire content and properties of a library item, 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 scope of the search can be set to the current folder, all contained sub folders, the current library or to all library contents **(Figure 14).**
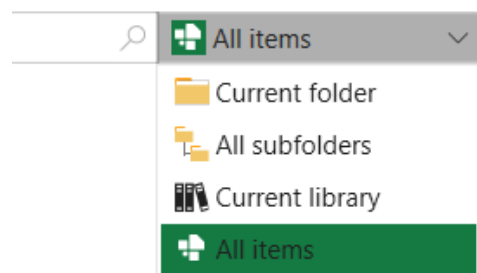

Figure 14: Specify the scope of the search

In addition, you can specify your search with the help of fields to make your searches more efficient **(Figure 15).**
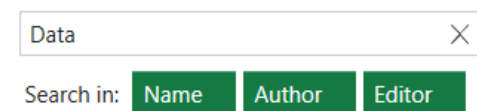

Figure 15: Example of specified search in empower® for Excel

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 16)**. 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 16: Search within e. g. *Author* only

With **Wildcard character query**, you can search for library items 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 17).**

Figure 17: 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 18).**

Figure 18: 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 19).**

Figure 19: 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 20).**

Figure 20: 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 21).**

Figure 21: 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 22)**.

Figure 22: Prioritize one of two search terms

1.5.4 Sort

Similarly, to Microsoft Office's sorting, you are able to sort the content of a folder by different criteria (**Figure 23**).
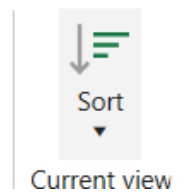
Figure 23: Button **Sort**

1.5.5 Filter

In order to make navigation through the library simpler, use the **filters** to display folder content in empower® PowerPoint (**Figure 24**). You are able to filter by presentation, slides, text & shapes, charts, tables, images, videos and SmartArts. For example, select the slide filter and you will be shown all slides within the currently opened folder.
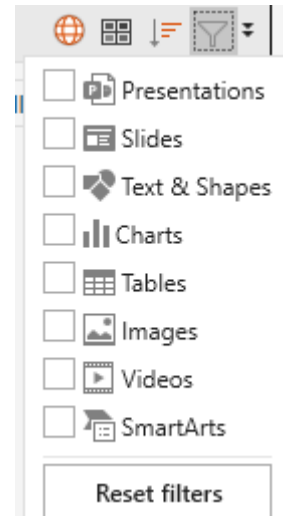

Figure 24: Navigation filters in empower® for PowerPoint

If a filter is active, the filter icon displays the number of filters in use (**Figure 25**).
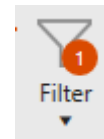

Figure 25: Display of active filters

You are also able to select several filters at once. Clicking on **Reset filters** **(Figure 26)** will reset all the filters at once.
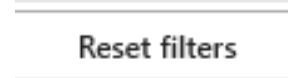

Figure 26: Button **Reset filters**

1.5.6 Tags

With the feature *Tags*, empower® users with editing permissions (editor, author, administrator) can give additional information about the content of single library items to make them easier to find. If a library item, e.g. a slide template, has been assigned with a tag, it will be in the metadata (**Figure 27**).

Figure 27: Library item with tags assigned to it

Since only users with editing permissions (editor, author, administrator) can place a tag on library item, the button **Add a tag** will be greyed out for you as a user with reading permissions (**Figure 28**).
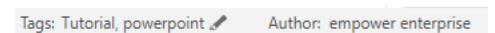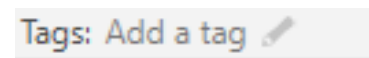

Figure 28: Greyed out button **Add a tag**

1.5.7 Save Contents in User Library

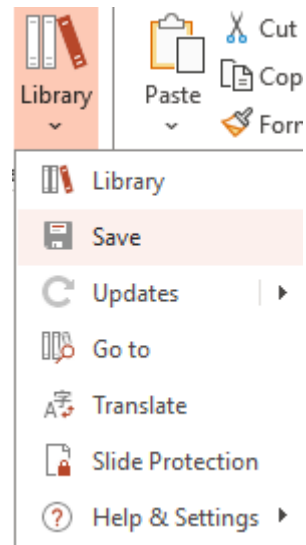To upload an item into the library, select the relevant item and click on **Save** (**Figure 29**)**.**

Figure 29: Save an item to library

Please note:
Presentations are required to be saved in either PPTX, PPTM or PPT formats to ensure flawless function of empower® for PowerPoint.

Now you have – depending on your selection and the Office application you're working with – the possibility to upload different library item types **(Figure 30).**
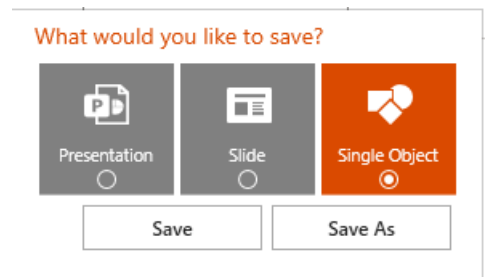

Figure 30: Example item types in empower® for PowerPoint

You can also save single or multiple objects to the library by selecting multiple objects and then either clicking on **Single Object** or **Multiple Objects** **(Figure 31).**
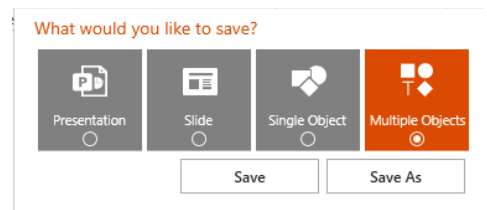

Figure 31: Example saving objects to the library

Please note:
Saving multiple items at once is possible in empower® for PowerPoint.

If the item already exists at a location in the library, we can choose between the options **Save** and **Save As (Figure 32)**. By clicking **Save**, you update the existing object in the library. A click on **Save As** opens the save dialog where you can select the desired location or folder.

Figure 32: Buttons **Save** and **Save as**

Please note:
In empower® for Word and Excel, clicking on the button **Save** always leads directly to the save dialog.

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

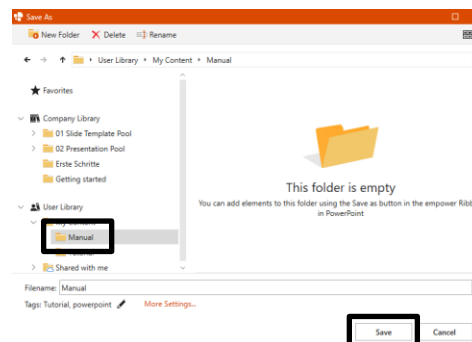A click on **Save** will save the slide to the library (**Figure 33**).

Figure 33: Choose folder to save the item in

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

Now click **Save As** and the save dialog opens. empower® will automatically notice that the item is already in the library and will suggest an update of the file. A click of **Overwrite** will overwrite the item in the library **(Figure 34)**.

You also have the option to upload the existing item to the library as an autonomous item. In order to do so, you need to select another location to save it to or give it a different file name. However, you should only upload an item as an autonomous item if it has nothing to do with the original item anymore and you want it to appear in the library as an additional one.
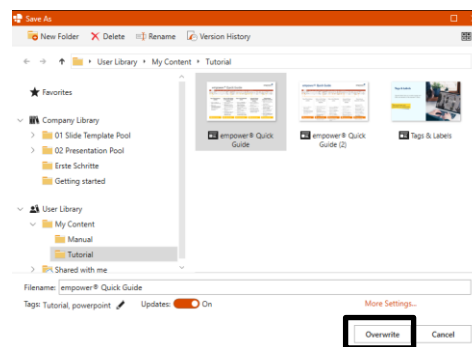

Figure 34: Example overwrite existing item in empower® for PowerPoint

To upload several items at once in empower® for PowerPoint, select all required slides and choose **Selected slides** in the save dialog. All these slides will be added to the library as single items in one go **(Figure 35)**.

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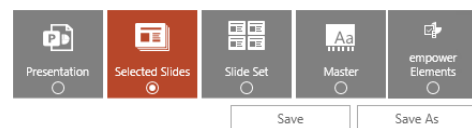

Figure 35: Save several items at once in empower® for PowerPoint

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Please Note:
While saving to the library, the options **Selected slides** and **Multiple objects** for saving multiple selected slides and objects respectively, do not allow you to enter a custom file name.

1.6   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 36**).

Figure 36: 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 37**).

Figure 37: 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 38**). 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 38: 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 39).**
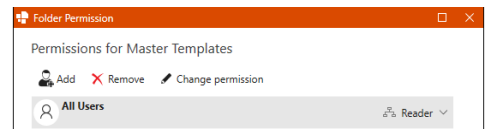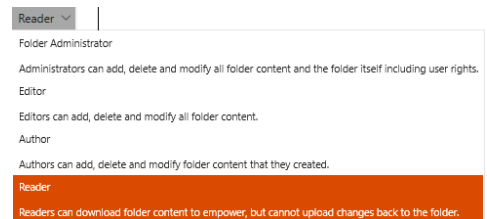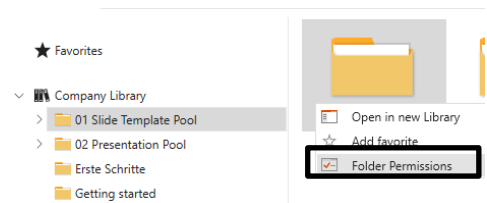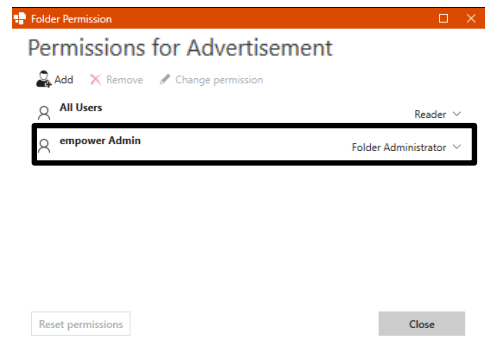

Figure 39: Overview of permissions

1.7   empower® Help

The **Help/Help & Settings** button in the group <u>empower</u> allows you to quickly access the empower® Help Center, tutorial videos, send feedback, report a bug and get more detailed information about your software **(Figure 40).**
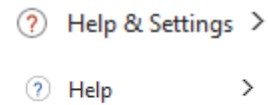

Figure 40: Button **Help/Help & Settings**

> **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 41**).

Figure 41: 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 42**). The email has a preset subject line (e.g. *Feedback for Content Enablement*). All feedback is welcome as we are always looking to improve our software.
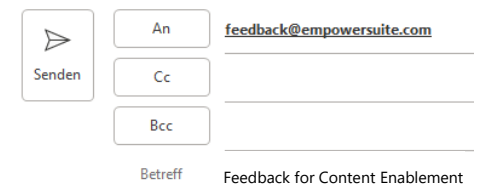

Figure 42: Preview email via **Send Feedback**

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 Content Enablement*) and is already addressed to the right recipient (**Figure 43**).
- opening a new window in your default internet browser (**Figure 44**). 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.
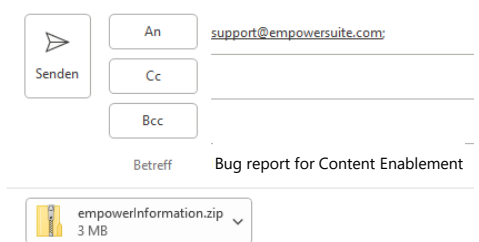
Your descriptions as well as the email's file attachment will aid empower® in replication of the error, analyze the case to conclusively deliver a near-term solution.
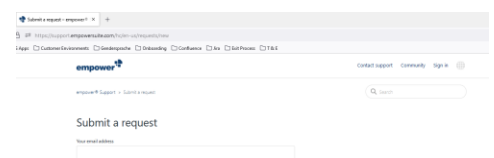

Figure 43: Preview email via **Report A Bug**

Figure 44: 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 45**).
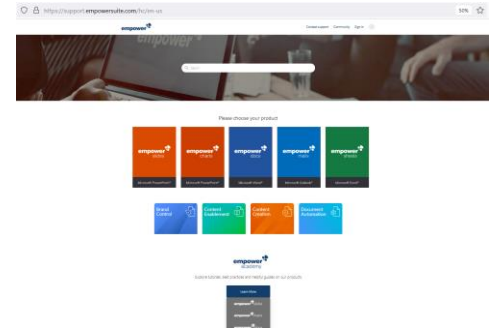

Figure 45: empower® Support Website

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 46**).

Figure 46: Open a New Ticket via Support

About empower

Clicking the **About empower** button brings up a screen with information about the current user and version of the software (**Figure 47**).
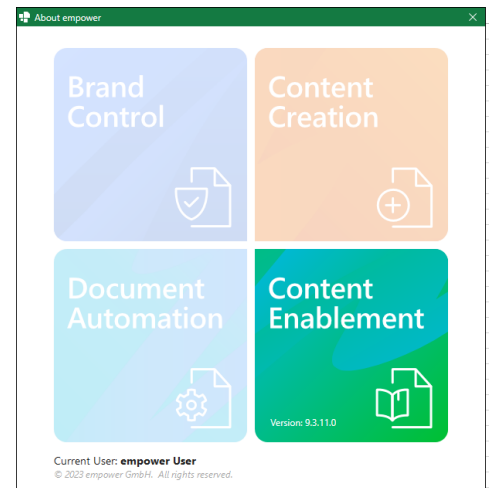

Figure 47: Overview About empower

1.8   empower® Sync

1.8.1   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

Items 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 items to the empower® library, are not available offline.

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

1.8.2   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 items were synced, and the size of the synced data **(Figure 48)**.

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 48: empower® Sync

Sync Now

You can manually initiate a synchronization via the button **Sync Now** (**Figure 49**). 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 49: 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 50**).

Figure 50: Settings menu

Sync From Scratch

The button **Sync From Scratch** (**Figure 51**) 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 51: Button **Sync From Scratch**

Clear local cache

By clicking the den button **Clear local cache**, first a hint message is displayed (**Figure 52**). 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®.
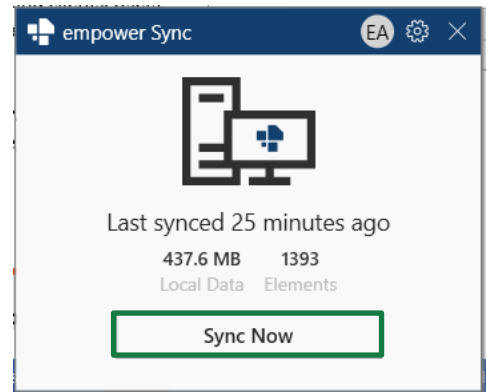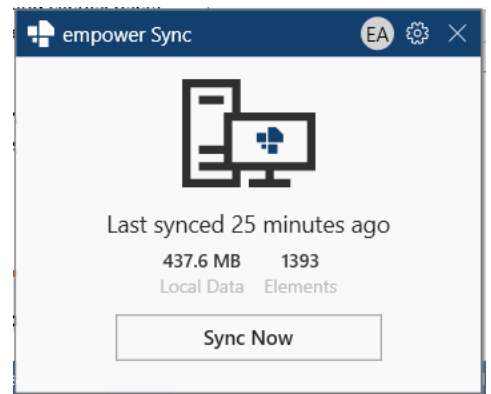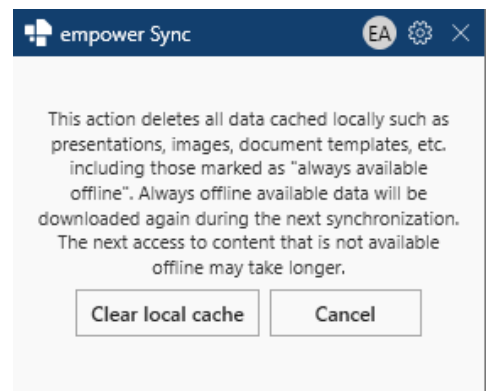

Figure 52: Hint message **Clear local cache**

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 53)** opens the file directory with the log files. These log files help the empower® support team to identify the causes of unexpected problems.
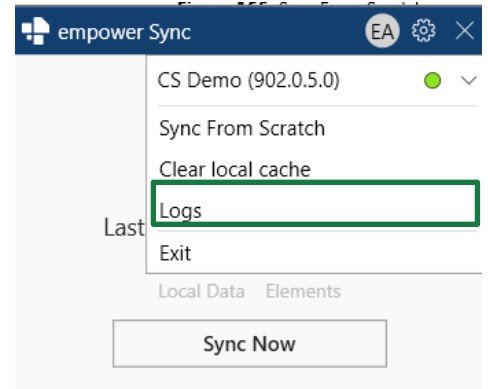

Figure 53: Button **Logs**

1.9 Office-Design

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

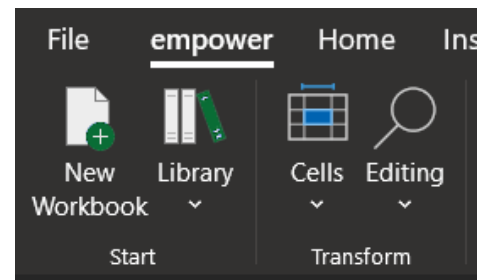If the Design is set on *Black*, the User Interface of empower® adapts automatically to it **(Figure 54).**

Figure 54: User Interface within a black Office-Design

In comparison, you can see in **Figure 55** how the User Interface appears when set to the *White* theme.
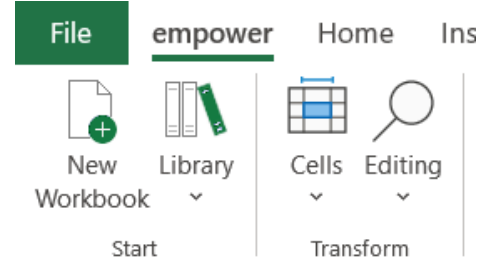

Figure 55: User Interface within a white Office-Design

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 – empower®, our PowerPoint add-in, provides an intelligent slide management system (**Figure 56**).
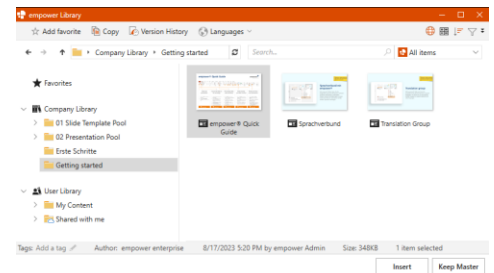

Figure 56: empower® UI

2.2 Create a New Presentation

Open your PowerPoint Master of choice to create a new presentation.

Either create new slides from scratch using one of your PowerPoint Master's layouts or inserting ready-made slides or slides in progress from your company or user library.

To insert ready-made slides or slides from your user library, click on the button **Library** in the group empower (**Figure 57**), select a slide and click on the button **Insert** or **Keep Master**.
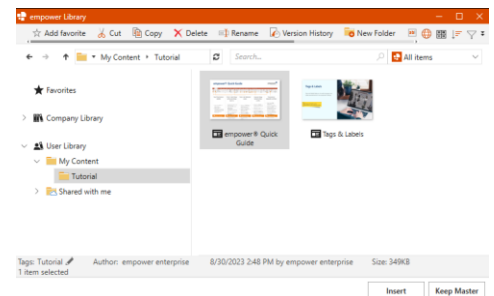

Figure 57: Insert item from the library

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

2.2.1 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 item and the possibility to restore them, as long as editor or administrator permissions to do so are provided in the folder these library items 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 item from the library menu, or by right clicking the item, and then clicking **Version History (Figure 58).**
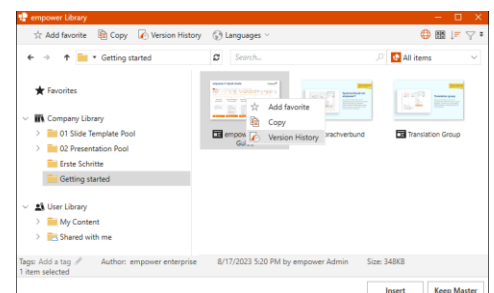

Figure 58: Show version history

A window will open, displaying all versions of the selected item on a timeline, as well as indicating which version of the item is currently open (**Figure 59**). 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.
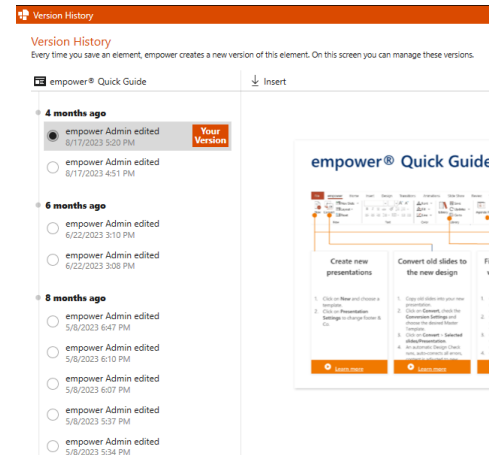

Figure 59: Version History timeline

If you select one of the previous versions, you will be offered additional buttons above the item preview (**Figure 60**). You can **Insert** the older version or **Restore** it (replacing the current version of the item).
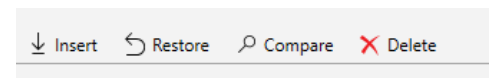

Figure 60: Version History options

If the restored item 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 item 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 61**).
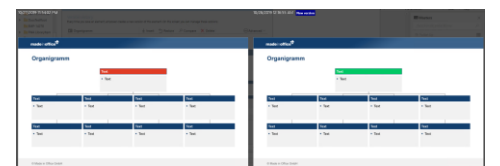

Figure 61: Compare two item versions

If you have difficulty locating the differences between the two version, toggle **Show differences between versions (Figure 62)**. This will highlight all changes in the new version in yellow.

Figure 62: Toggle difference highlights

A click on **Delete** will remove the selected version from the items' version history (**Figure 63**).
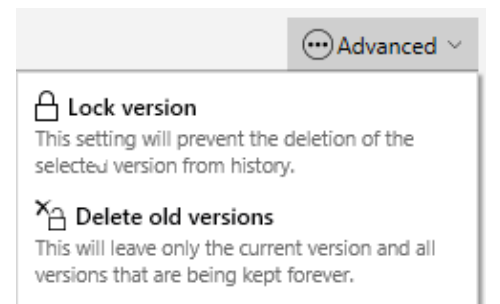

Figure 63: Advanced Version History options

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

2.2.2   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 64**).
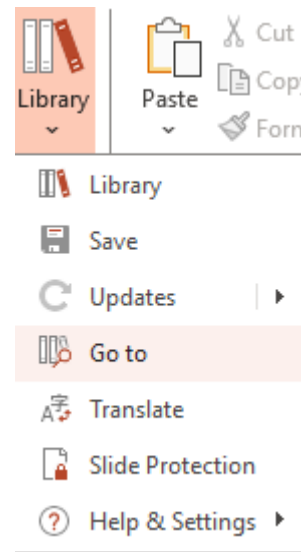

Figure 64: Show in library

If you click on **Go to**, the library will open and show you the selected item in the library. Here you will also find all information concerning this item (**Figure 65**).
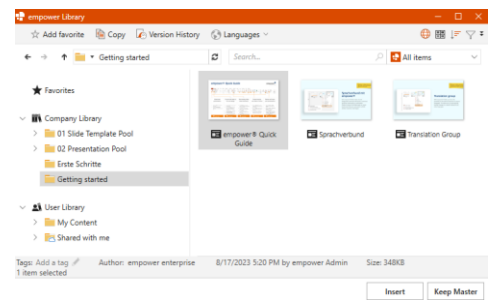

Figure 65: Library view

If the selected item does not come from the empower® library, a message box is prompted (**Figure 66**).
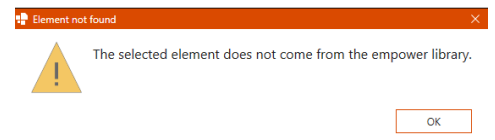

Figure 66: Message box element not found in library

2.2.3   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 item 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 item (such as the same presentation in a different language) via the **Translate** button in the group empower (**Figure 67**).

For more information see chapter **2.3.2 Translate Content**.
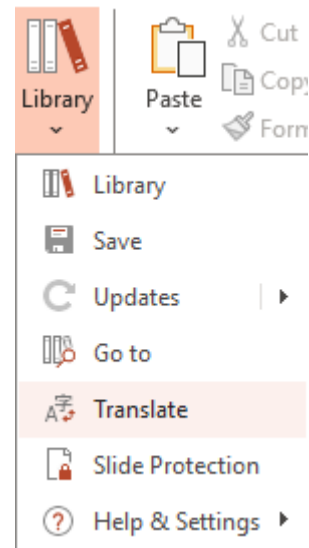

Figure 67: Button **Translate**

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 68**). As mentioned before, when filtering by a certain language, only items that have been assigned to the language **and** items that have been marked as universal will be shown.
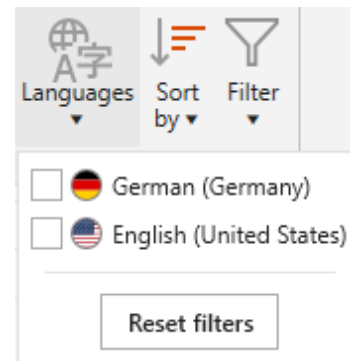

Figure 68: Filter library content by assigned languages

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

2.2.4   Labels

With the feature *Labels*, empower® users with editing permissions (editor, author, administrator) can give additional information about the usage of single items in the library. If an item, e.g. a slide template, has been marked with a label, it will be visible via the thumbnail of this item (**Figure 69**).
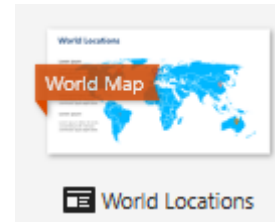

Figure 69: Example labelled slide

Since only users with editing permissions (editor, author, administrator) can place a label on an item, the button **Labels** when right-clicking an item will be greyed out for you as a user with reading permissions (**Figure 70**).

Figure 70: Greyed-out button **Labels**

2.3   Finalize your Presentation

To ensure your created slide or presentation will stay like this even when sharing your content with others or to quickly translate your slide or presentation, empower® for PowerPoint offers some finalization features.

2.3.1   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 71)**.
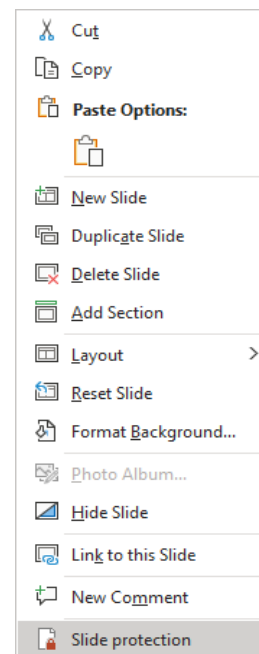

Figure 71: Slide protection from context menu

Alternatively, click on the button **Slide Protection** in the group empower to access slide protection **(Figure 72)**.
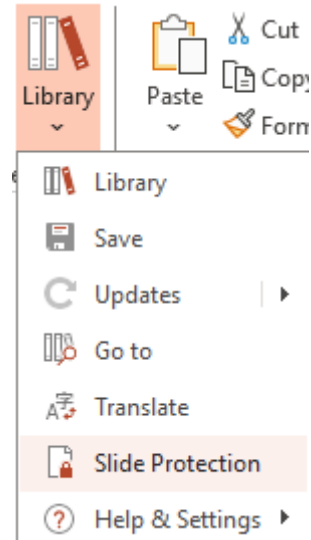

Figure 72: Button **Slide Protection** in group empower

You have the option to either lock selected slides or the whole presentation **(Figure 73) (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)**.
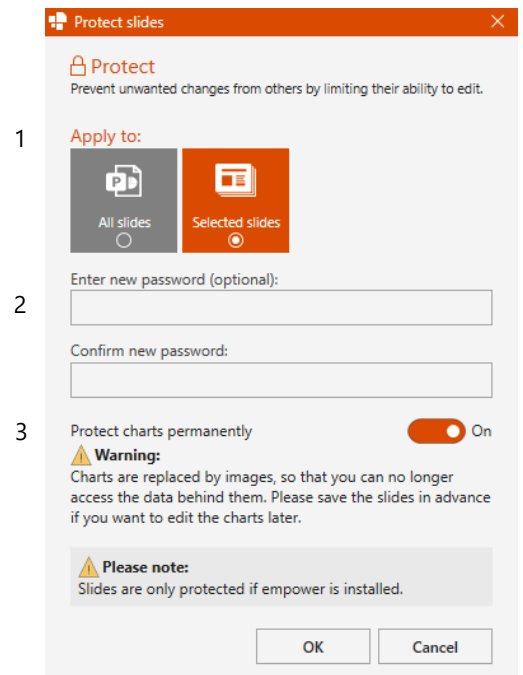

Figure 73: Options for slide protection

To deactivate the slide protection, click on the protected slide(s) and click on the hover over button **Unprotect (Figure 74)**.

Figure 74: 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).

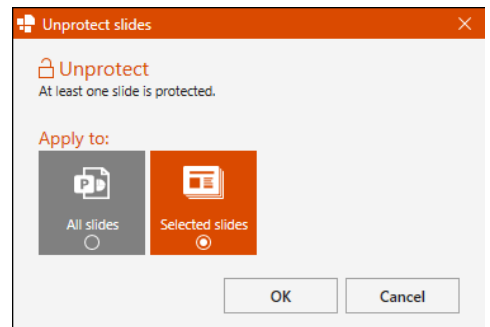Enter your chosen password once in the new pop-up window and confirm with a click on the button **OK (Figure 75)**.

Figure 75: Deactivate slide protection

2.3.2 Translate Content

If your empower® administrators have set translation groups for items in the empower® library, you can open different language options of the same item using the **Translate** button (**Figure 76**).
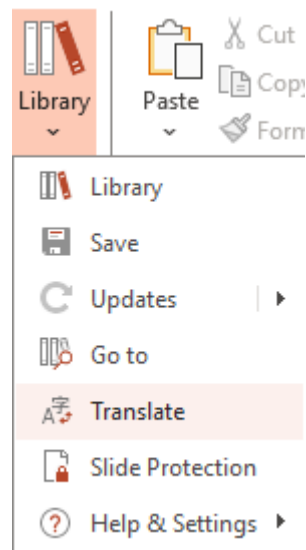

Figure 76: Translate slides

After clicking the button **Translate**, a dialog window appears (**Figure 77**). 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.
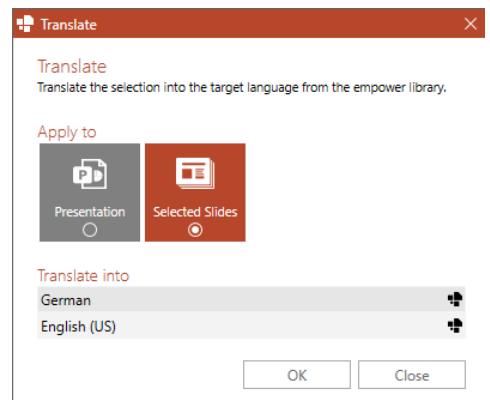

Figure 77: Translation options

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.
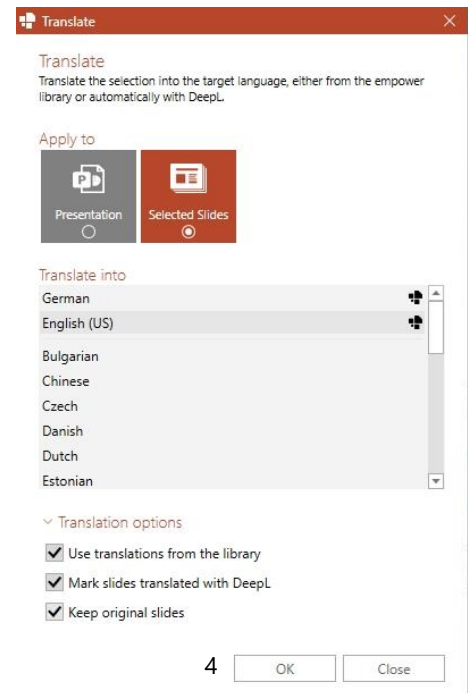

Please note:
In order to integrate DeepL into empower® for PowerPoint, you need a DeepL API key, which you can directly purchase via DeepL.

Now a window opens where you can select the desired translation language (**Figure 78**).

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 78: Choose translation language and translation options

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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.

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

If this limit is exceeded for you, you will receive an information message when clicking on the button **Translate** (**Figure 79**).

Figure 79: Information message when translation quota is exceeded

2.4   Updates in empower® for PowerPoint

Updates describe changes to presentations and/or single slides stored in the **Company Library** and have an impact on other items 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 items within the empower® library, but also to locally stored items that originally come from the library.

There are four actions that initiate an update:

- Making content adjustments to a library item (for example, updating the text on a slide).
- Deleting a library item.
- Adding a library item (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 80**).
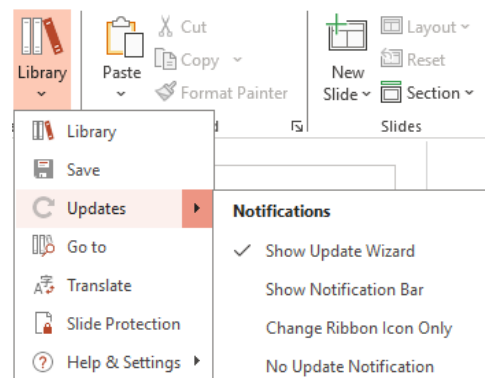4. *No Update Notification*. Here no update notifications are shown.

Figure 80: Custom settings update notifications

The update notification bar appears below the empower® ribbon if selected as a notification form. As shown in **Figure 81**, you can select here that the update is displayed. If **Show Notification Bar** is activated, this symbol does not change.

Figure 81: Update notification bar

If **Change Ribbon Icon Only** is selected in the ribbon, the icon shown in **Figure 80** 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.
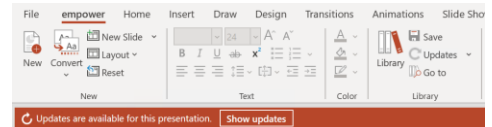
When you insert the slide that has received an approved update into a presentation, the Update Wizard opens, giving you several options in dealing with the updates.

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 a root slide are distributed to all slides linked to it.
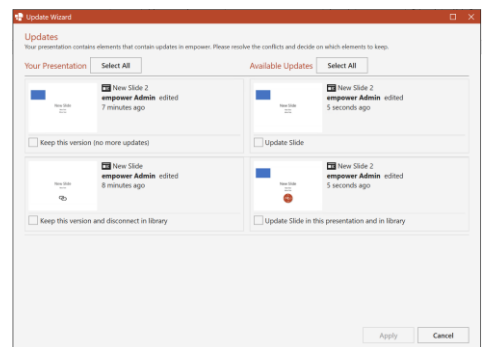
Depending on your update notification settings, the Update Wizard will open automatically to present you with the different versions of the updated item and different options for dealing with the update (**Figure 82**). The Update Wizard also displays the different versions of the item with their corresponding 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 82: 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 83**).
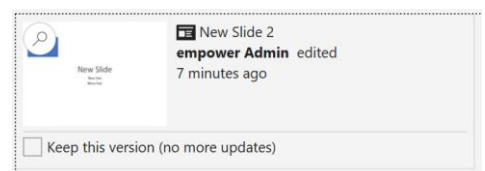

Figure 83: Compare versions

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 84**).
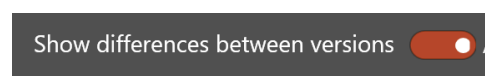

Figure 84: Show difference between versions

To update all slides in the current presentation, simply click **Update Slide in this presentation and in library** under **Available Updates**, and then click **Apply**. All connected slides are set to the status of the root slide (**Figure 85**). This action also updates the copy of the root slide within the library.
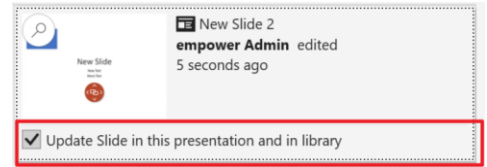

Figure 85: Update all library items

Alternatively, you can decide that you do not want to accept the update and continue working with the previous version of the library item. 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 item that another user has deleted from the library and distributed a deletion update, the Update Assistant also opens (**Figure 86**). On the left side, you are shown the item opened in your presentation that was deleted from the library. If you want to keep the item 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 items at once.
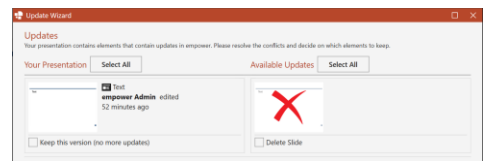

Figure 86: Administer delete updates

empower® for Excel

3.1 Introduction

Create enterprise-wide unified Excel content - empower®, our Excel add-in, provides an intelligent workbook management system.

3.2 Creating Workbooks

Either create a new workbook from scratch or use a ready-made workbook or workbook in progress from your company or user library.

To open ready-made workbooks from the company library, or in consequence corresponding data sheets, or workbooks in progress from your user library, click on the button **Library** in the group empower (**Figure 87**), select a workbook and double-click to open it.
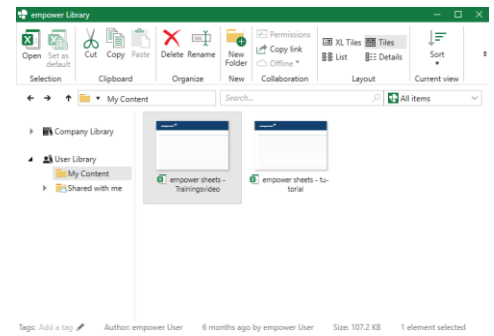

Figure 87: Insert item from the library

empower® for Word

4.1 Introduction

empower® for Word enables efficient creation and design of documents with just a few clicks.

4.2 Creating a New Document

Either create a new document from scratch or open a ready-made document or document in progress from your company or user library.

Figure 88: Insert item from the library

To open ready-made documents from the company library or documents in progress, from your user library, click on the button **Library** in the group empower (**Figure 87**), select a document and double-click to open it.

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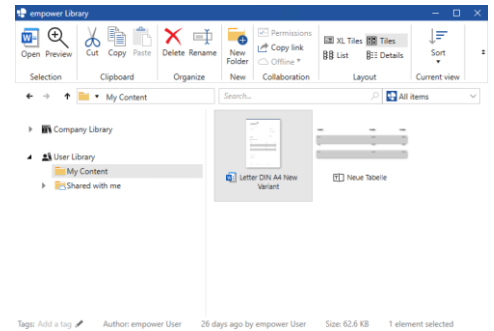
4.3 Designing a Document

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

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

The items 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 89**) or **Insert picture** (**Figure 90**) button.
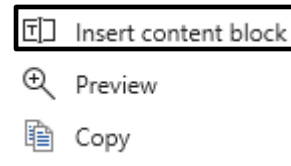

Figure 89: Button **Insert content block**

Figure 90: Button **Insert picture**

Preview any library item by clicking the button **Preview** to get a better idea of what the item looks like and contains (**Figure 91**).
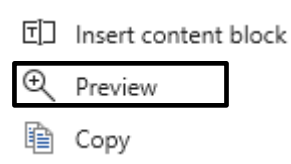

Figure 91: Button **Preview**

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 items 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.

4.4 Updates in empower® for Word

Updates describe changes to documents and/or single items stored in the **Company Library** and have an impact on other items in terms of content or design. empower® offers a comprehensive **Update** function. Moreover, the update rules described in this chapter apply not only to documents within the empower® library, but also to locally stored documents that originally come from the library.

There are 2 actions that initiate an update:

- Adjusting a content block that is inserted in a document

- Deleting a content block

If you open a document that contains outdated elements, you are asked if you want to update them (**Figure 92**). You can either confirm with a click on the button **Yes** or neglect with a click on the button **No**.
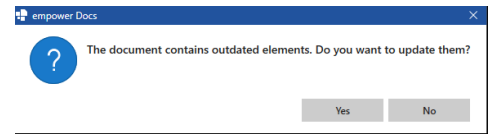

Figure 92: Update notification

If you confirm the update, all outdated elements are updated accordingly and you are informed once the update is finished (**Figure 93**).
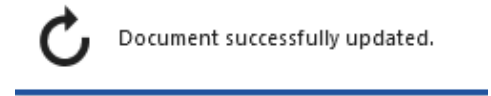

Figure 93: Notification successful update

You can always manually check for possible updates in a document with a click on the Button **Update elements** (**Figure 94**).

Figure 94: Button **Update elements**

When outdated elements are found in your document, you are asked if you want to update them (**Figure 92**).

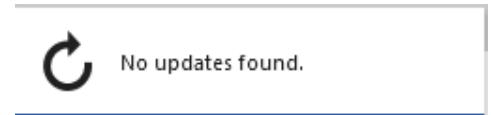When no outdated elements are found in your document, you are also informed (**Figure 95**).

Figure 95: Notification after checking for updates