

**empower**  
docs

The logo icon consists of several white squares of varying sizes arranged in a cluster to the right of the word 'empower'. The largest square is at the top right, with smaller squares below and to its left, creating a stepped, geometric shape.

Version 9.5

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# Introduction

empower® Docs enables efficient creation and design of documents within the framework of a given Corporate Design (in short: CD) 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 1.3 Manage Default Values](#).

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

## Windows Version

- Windows 10 or 11

## Office Version

- Microsoft Office 2016, 2019, Office 365 Pro Plus and Enterprise E3 and E5

We offer support for the above-mentioned versions.

# Initial Setup



## 1.1 The Basics

empower<sup>®</sup> Docs integrates seamlessly with its own independent empower<sup>®</sup> ribbon into the Microsoft Word<sup>®</sup> (Word for short) (Figure 1).

In the empower<sup>®</sup> ribbon, Corporate Design information is stored via the empower<sup>®</sup> Design, which is used to ensure that all documents created comply with the desired Corporate Design.

The Quick Access Pane provides direct access to the contents of the empower<sup>®</sup> library without an intermediate step into the full view and mirrors the folder structure (Figure 2).

It opens at the right edge of the opened document as soon as via the group Insert the buttons **Text Blocks** or **Images** are clicked to navigate to the empower<sup>®</sup> library.

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 enable the Toggle-Button **Always show sidebar** (Figure 3).

With the help of the simplified empower<sup>®</sup> ribbon, the vast variety of empower<sup>®</sup> features is organized clearly. Grouped features ease their usage (Figure 4). When expanding each dropdown menu, more features and buttons are accessible.

By default, the simplified ribbon is recommended and enabled, as it displays all essential functions at a glance, intuitively introduces users to the use of empower<sup>®</sup> and presents the steps involved in creating and working with a document in a logical order.

If you prefer having displayed all available features and buttons at once, you can switch to a classic empower<sup>®</sup> ribbon (Figure 5).

To do so, set the toggle button **Use Simplified Ribbon** in the user settings in the Quick Access Pane to **Off** (Figure 6).

In the group Text, only Corporate Design compliant font types and sizes are available (Figure 7).

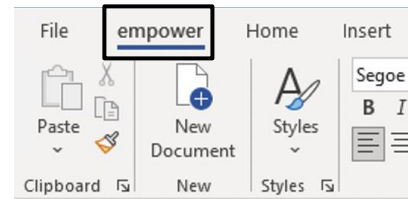


Figure 1: empower<sup>®</sup> ribbon

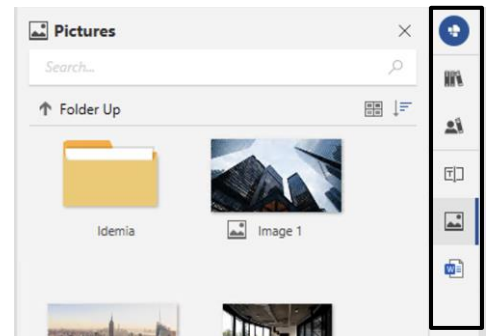


Figure 2: Quick Access Pane



Figure 3: Show Quick Access Pane

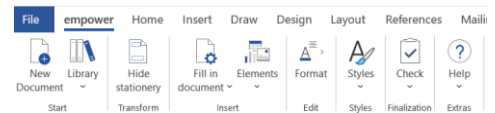


Figure 4: Simplified empower<sup>®</sup> Ribbon



Figure 5: Classic empower<sup>®</sup> Ribbon



Figure 6: Toggle button **Use Simplified Ribbon** disabled

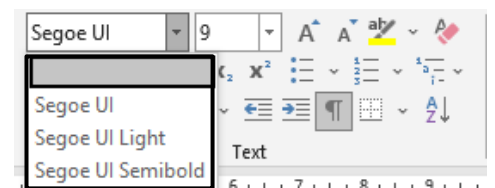


Figure 7: Group Text

The color picker's selection in the group Color is also aligned with Corporate Design colors (Figure 8).

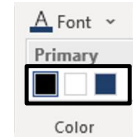


Figure 8: Group Color

**Please note:**

If the colors and fonts have not been restricted by your empower<sup>®</sup> administrators, all of the Word-native formatting options will be available in the Edit area (groups Text and Color).

**Please note:**

empower<sup>®</sup> Docs does not interfere with Word's native right-click access to font and color information. All native Word formatting options, which may not match your Corporate Design, are still available here.

A number of Corporate Design compliant design elements is available via the content management system of empower<sup>®</sup> Docs, the empower<sup>®</sup> library:

- Templates
- Content Blocks
- Text Elements
- Charts
- Tables
- Icons
- Pictures.

For information on how to use the content from the empower<sup>®</sup> library, see [chapter 2.1 empower<sup>®</sup> library](#).

Templates in empower<sup>®</sup> Docs 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 1.3 Manage Default Values](#).

In addition to dynamically designed templates, static templates can also be stored in the empower<sup>®</sup> library.

Furthermore, Word-native functions are located in the empower<sup>®</sup> ribbon as quick access (groups Styles, Insert, and Tools), so that searching between individual Word tabs and submenus is not necessary when creating documents.

The styles, which can be accessed via the group Styles, are created according to the Corporate Design specifications.

## 1.2 Profile Setup

When Word is started for the first time after the installation of empower® Docs, 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 9).

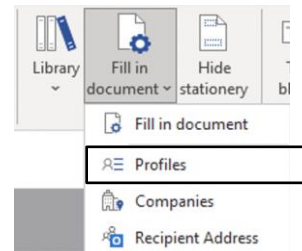


Figure 9: Button Fill in document

The **Default (Base)** profile, plus any other additionally created profiles you create for yourself, can be edited by clicking on the **pencil** (Figure 10).

### Profile details: Default profile

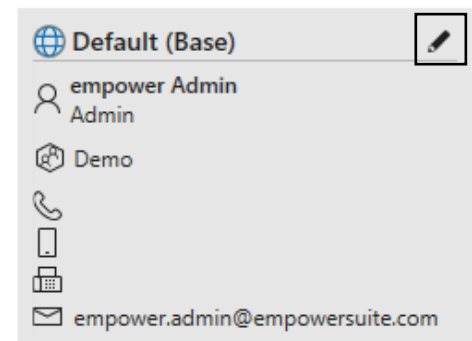


Figure 10: Edit profile data

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 11) (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.

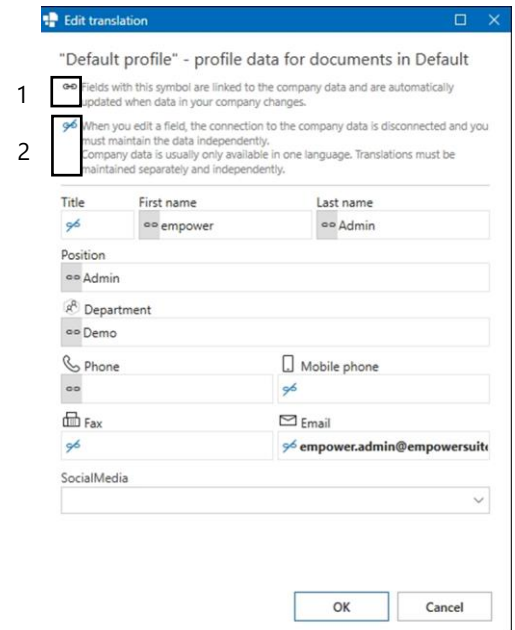


Figure 11: Profile data

**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 12).

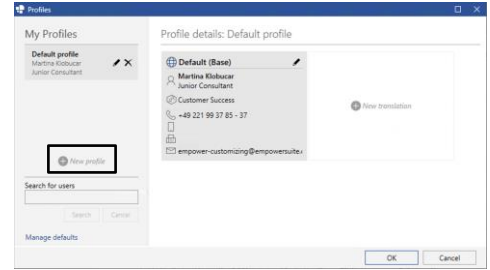


Figure 12: Create new profile

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.

For information on setting the profile and company data as well as the language settings, see [chapter 1.3 Manage Default Values](#).

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.

Once a user has set up a default profile, other users can search for it via *Search for users* (Figure 13).

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

- First name and/or
- Last name

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 14). Unlike own profiles, foreign profiles cannot be edited in the profile management.

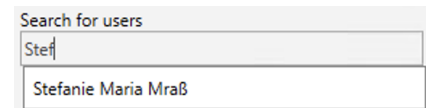


Figure 13: Search another user

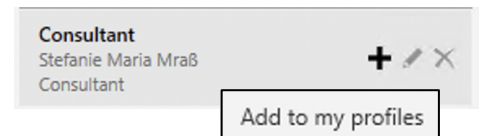


Figure 14: Add foreign profile to own profiles

The newly added profile is listed under one's own profiles as a **Referenced Profile** (Figure 15).



Figure 15: View Referenced Profiles

### 1.3 Manage Default Values

In order for an opened empower<sup>®</sup> Docs 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 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 16).

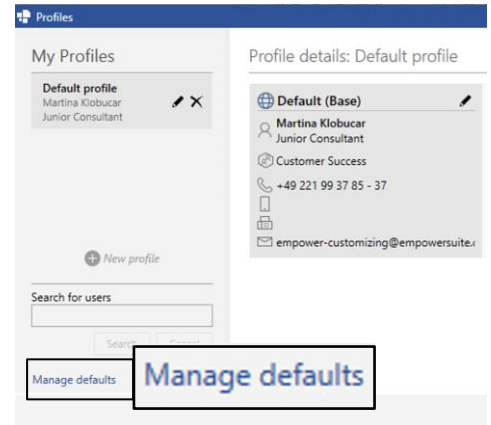


Figure 16: Manage defaults

All set up profiles are listed in the *Profile Data - Main Profile* drop down menu (Figure 17). The desired profile can be selected by clicking on the listed name.

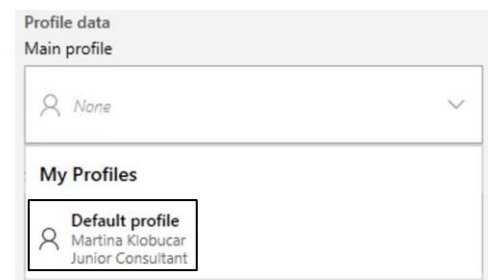


Figure 17: Set profile data

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 18).

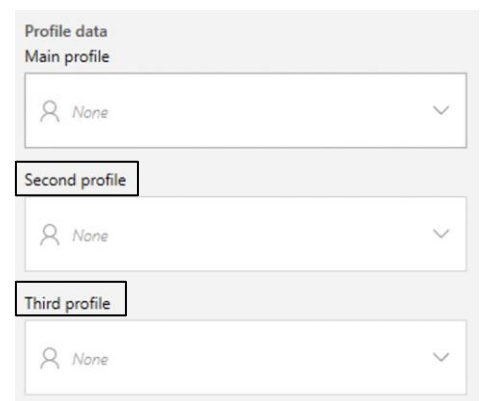


Figure 18: Set multiple default profiles

In the drop-down menu under *Location data*, all available companies and their locations are listed (Figure 19). 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<sup>®</sup> Docs will prompt to select a location each time a document template is opened.

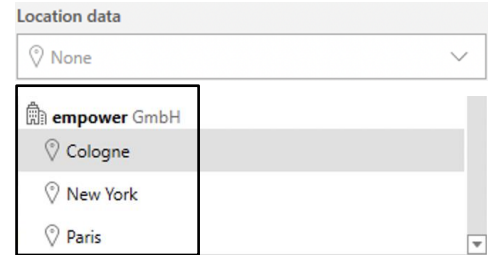


Figure 19: Set location data

In the drop-down menu under *Translation*, all available languages are listed (Figure 20). 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<sup>®</sup> Docs by 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.

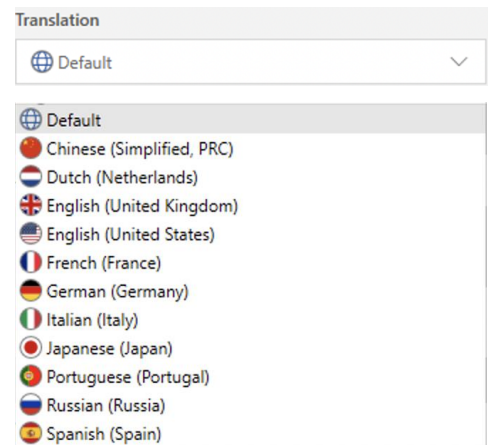


Figure 20: Set standard language

In empower<sup>®</sup> Docs, 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 21).

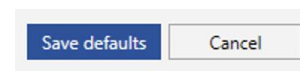


Figure 21: Button Save defaults

# Working with empower<sup>®</sup> Docs



## 2.1 empower<sup>®</sup> library

### 2.1.1 General Information

The empower<sup>®</sup> library can be accessed in the group Library via the button **Library** (Figure 22).

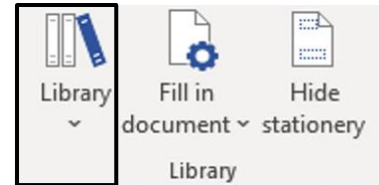


Figure 22: Button Library

The empower<sup>®</sup> library is divided into three sections (Figure 23):

- Company Library
- User Library
- Corporate Design Templates.

The empower<sup>®</sup> library is a content management system in which Corporate Design compliant templates and design elements are stored centrally.

Generally, the **Company Library** provides

- Usually final content such as ready-made document templates or frequently used generic texts.

This content is available company-wide.

Generally, in the **Corporate Design Templates**

- Content Blocks
- Document Templates
- Pictures

are provided. All design elements that can be used Word-natively can be saved in empower<sup>®</sup> Docs in the **Content Block** format.

The **User Library** can be used as an individual storage location for own work and represents the private area of the logged-in person.

Content can be stored in the following formats in the User Library of the empower<sup>®</sup> library:

- Template
- Content Block
- Picture.

empower<sup>®</sup> Docs suggests the storage format depending on the marked content.

To save something, the desired content must be selected. Via the group Library, the split button **Library** and the button **Save** in the drop-down menu the selection of the saving format opens.

A text marked in the document as well as a selected chart, a table and a selected icon will be saved as a content block (Figure 24).

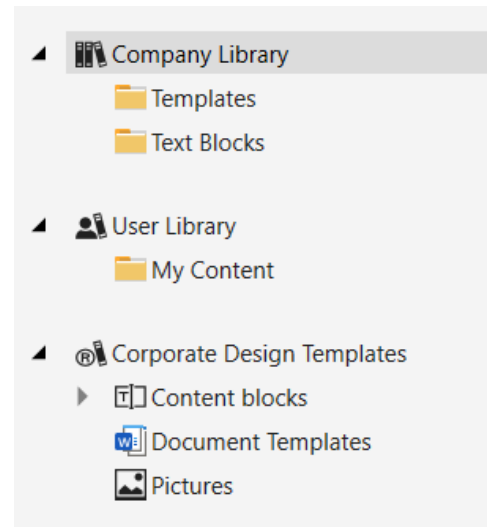
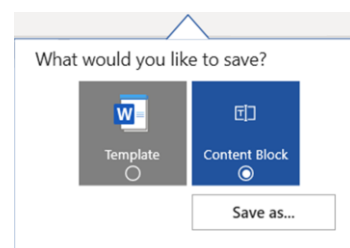


Figure 23: Structure of empower<sup>®</sup> library



A picture selected in the document is recognized as such and the appropriate element type is suggested (Figure 25).

If no content is selected, the entire document can be saved as a template (Figure 26).

After selecting the desired save format, the save dialog window opens and the desired folder in which the content is to be saved can be selected (Figure 27).

The empower<sup>®</sup> Sync displays a message:

- when the upload to the empower<sup>®</sup> library has been started
- when the upload to the empower<sup>®</sup> library has been completed.

All design elements must be saved individually in the empower<sup>®</sup> library.

For information on the empower<sup>®</sup> Sync see chapter 2.6 empower<sup>®</sup> Sync.

### 2.1.2 Search

empower<sup>®</sup>'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<sup>®</sup> 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 28).

Figure 24: Save as content block

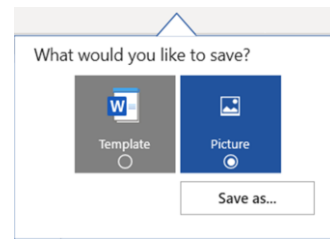


Figure 25: Save as picture

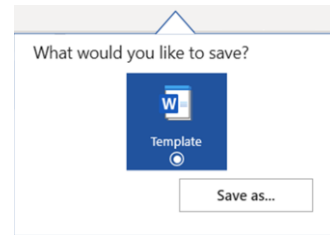


Figure 26: Save as template

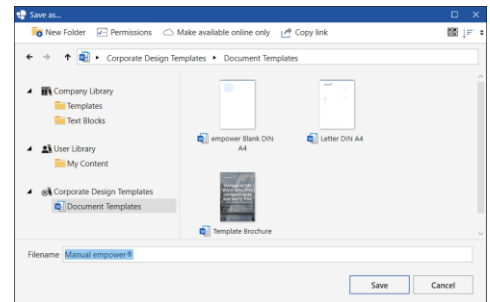


Figure 27: Save dialog

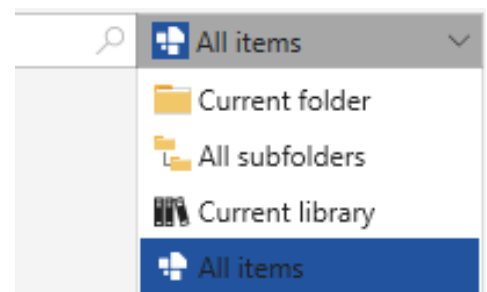


Figure 28: Specify the scope of the search

In addition, you can specify your search with the help of fields to make your searches more efficient. (Figure 29).

empower<sup>®</sup> 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 30). 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.

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 31).

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 32).

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

With the operator **AND**, empower<sup>®</sup> will search for a document that contains both stated search terms. Take note that all operators are required to be typed in uppercase (Figure 33).

**OR** will tell empower<sup>®</sup> to search the whole library for documents that contain either of the search terms you have entered (Figure 34).

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<sup>®</sup> will display documents that only contain the first term, but not the second (Figure 35).

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 36).

### 2.1.3 Tags

With the feature *Tags*, empower<sup>®</sup> 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 document template, has been assigned with a tag, it will be in the metadata (Figure 37).

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 (Figure 38).



Figure 29: Example of specified search

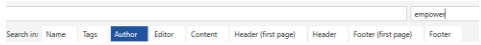


Figure 30: Search within e. g. *Author* only



Figure 31: Wildcard Search



Figure 32: Multiple wildcard search



Figure 33: Combine search terms



Figure 34: Search for either one of the search terms



Figure 35: Exclude search term



Figure 36: Prioritize one of two search terms

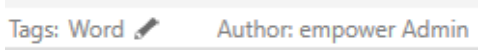


Figure 37: Element with tags assigned to it

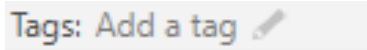


Figure 38: Greyed out button **Add a tag**

## 2.2 Creating a New Document

A new document can be created via the group New by clicking the button **New Document** (Figure 39) and selecting the desired document templates from the *Corporate Design Templates – Document Templates* (Figure 40). The template can be opened by double-clicking or right-clicking and clicking the button **Open**.

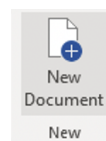


Figure 39: Button New Document

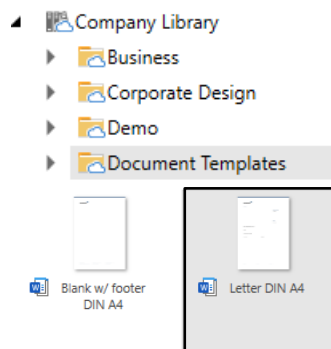


Figure 40: Select template

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

## 2.3 Opening an Existing Document

To access an existing document stored in the empower<sup>®</sup> library, either navigate to the full view (group Library button **Library**) and double-click the desired document, or search for it using the Quick Access Pane.



## 2.4 Designing a Document

When designing the content of a document, the design elements from the empower<sup>®</sup> 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<sup>®</sup> 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 41) or **Insert picture** (Figure 42) button.

Furthermore, content blocks as well as pictures can be inserted directly via the group Insert and the buttons **Elements – Content blocks** and **Pictures** (Figure 43).

On the right side a direct access to the desired area of the empower<sup>®</sup> library is possible via the search bar (Figure 44).

A selected content block can be inserted into the document by double clicking it or using the button **Insert content block** (Figure 45).

A selected image can be inserted into the document by double-clicking or using the button **Insert picture** (Figure 46). The inserted image can be replaced by another image from the empower<sup>®</sup> 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**.

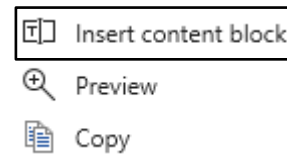


Figure 41: Button Insert content block

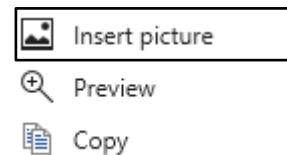


Figure 42: Button Insert picture

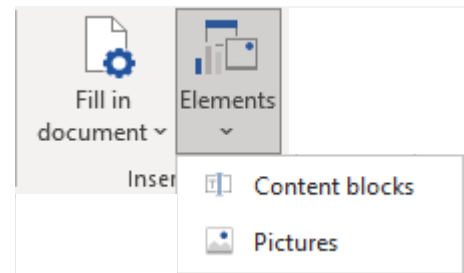


Figure 43: Group Insert

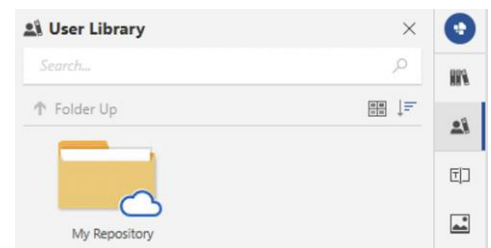


Figure 44: Search bar

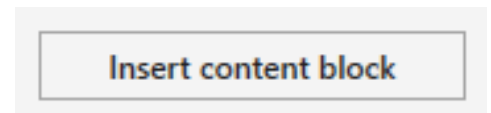


Figure 45: Button Insert content block

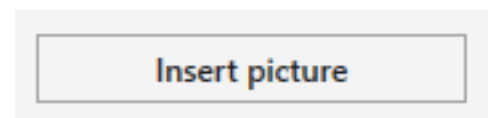
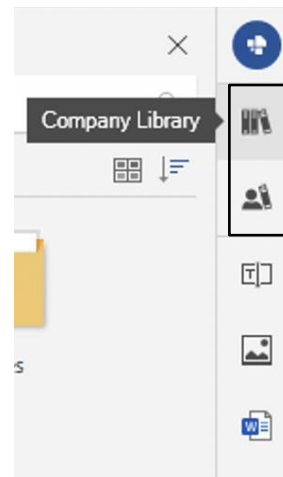


Figure 46: Button Insert picture

Moreover, personal or additional design elements that are centrally valid and stored for the company can be inserted directly via the Quick Access Pane and the buttons **Company Library** and **User Library** (Figure 47).



**Figure 47:** Access company and user library via Quick Access Pane

**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<sup>®</sup> Docs supports *Scalable Vector Graphics (SVG)* – a common vector-based image format – as elements in the empower<sup>®</sup> library. 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.

## 2.5 Finalizing a Document

### 2.5.1 Document Check

In the group Finalization you will find the **Check** button. Behind this button you will find, among others, the button **Document Check** (Figure 48).

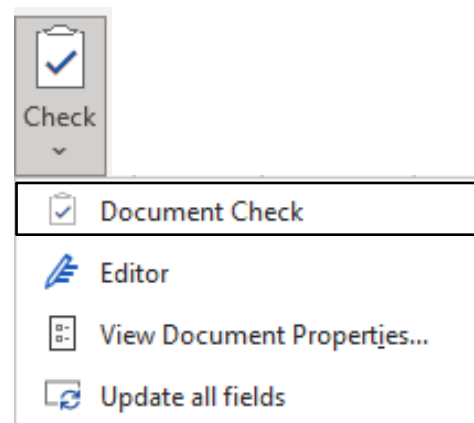


Figure 48: Button Document Check

**Document Check** can also be accessed via the Quick Access Pane. Therefore, click on the Button **Document Check** (Figure 49).



Figure 49: Button Document Check via Quick Access Pane

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

The Quick Access Pane lists every error in adhering to the Corporate Design on the right-hand side (Figure 50).

Here, colors of fonts, lines and, fillers, as well as fonts and font sizes are inspected in their compliance to Corporate Design. In addition, empower<sup>®</sup> checks the current document if, among others, a table of contents, consistent page margins, spaces and brakes, or heading formatting are used in accordance to Corporate Design guidelines.

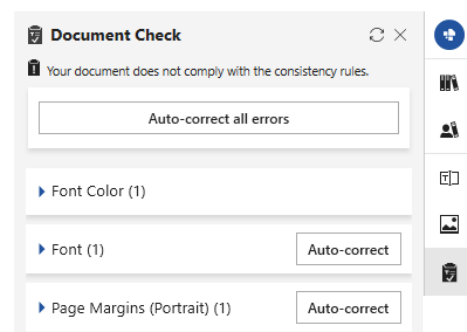


Figure 50: List of every noncompliance to Corporate Design

Each error in adhering to the Corporate Design is listed by category (Figure 51).

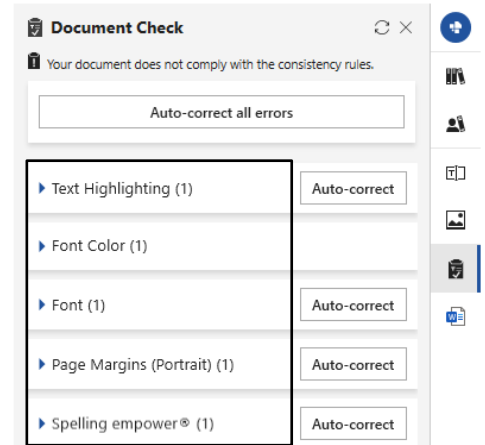


Figure 51: Categories of errors

For example, if you click on the category **Heading Formatting** and then either on the subcategory **Other Formatting** (Figure 52) or the blue adjoining arrow, the individual entries will expand.

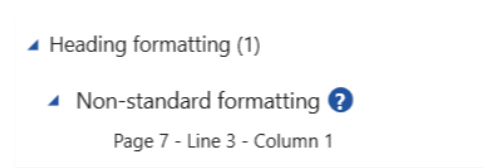


Figure 52: Expanded entry

This is how it is shown where an error regarding Corporate Design is located, e. g. Page 7 - Line 3 - Column 1.

Once you click on an entry, empower® automatically navigates you to the page of the document and the element containing the error.

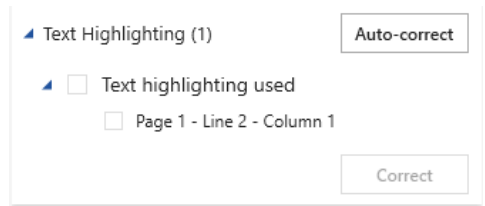


Figure 53: Category Text Highlighting

If activated, for example the highlighting rule detects all contents in the document that are highlighted with a fill color (Figure 53).

This way you instantly see which fonts are wrong and where your document contains fonts in the wrong color. Similar errors are grouped (Figure 54); this way you can instantly correct with a single click either a whole batch of errors, or individually selected errors:

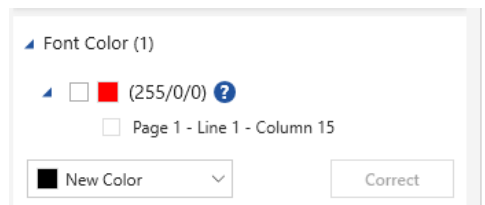


Figure 54: Category Font Color

For a correction of selected errors, either click on the arrow (Figure 55) (1) to expand all entries, or directly click on the subcategory of the red color box (255/0/0) (2). Set a tick for the entry/entries to be corrected. Assign the correct CD-compliant color via the drop-down menu on the bottom left. Confirm the process with the button **Correct**.

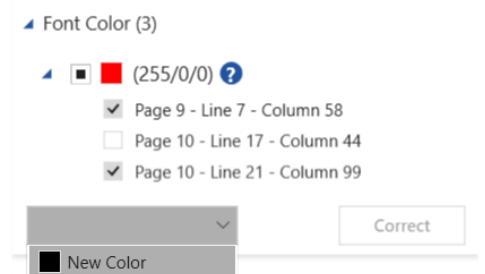


Figure 55: Category Font Color - Correction of individually selected errors

For a correction of a whole batch of errors, click on the **upper box** next to the incorrectly assigned color (Figure 56). Assign the correct CD-compliant color via the drop-down menu on the bottom left. Confirm the process with the button **Correct**.

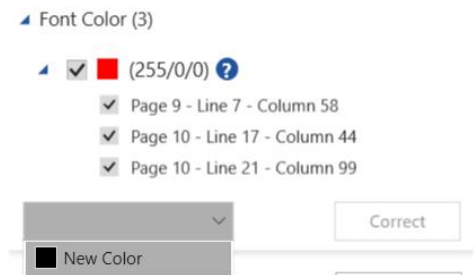


Figure 56: Category Font Color - Correction of a whole batch of errors

The same principle can be used, to adjust page margins, for example. Therefore, also click on the category **Page Margins (Portrait)** - either on the box of the subcategory **Inconsistent page margins** or directly into the box of the entry (Figure 57). Assign the correct formatting via the drop-down menu on the bottom left and confirm the process with the button **Correct**.

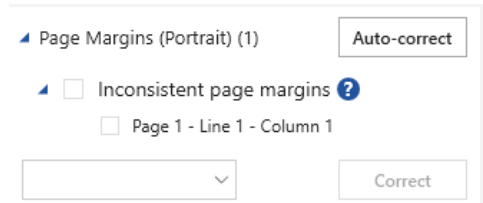


Figure 57: Category Page Margins

Likewise, certain fixed spellings can be adapted (Figure 58).

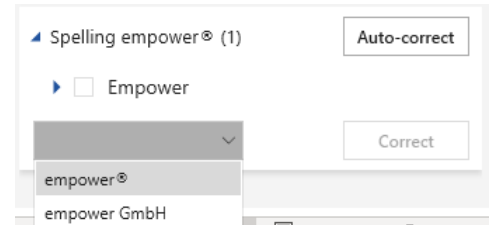


Figure 58: Choose correct spelling

The Auto-Correction can be used if you do not wish to correct each error individually. When correcting colors, empower<sup>®</sup> automatically selects the approved color of your Corporate Design that is closest to the flagged color. When correcting font sizes, empower<sup>®</sup> 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 59).

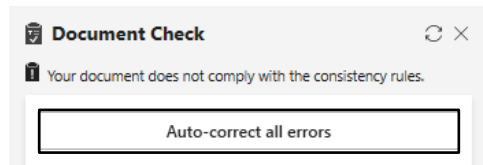


Figure 59: Correct all errors at once

**Please note:**

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



Then this symbol appears at the respective category:

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 60).

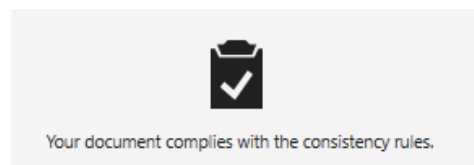


Figure 60: Confirmation of compliance with the Corporate Design

### 2.5.2 Update all Fields

In the group Finalization you will find the **Check** button. Behind this button you will find, among others, the button **Update all fields** (Figure 61).

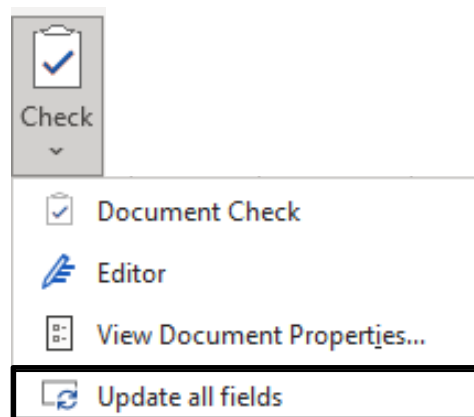


Figure 61: Button Update all fields

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.

## 2.6 empower<sup>®</sup> Sync

### 2.6.1 General Information

The empower<sup>®</sup> Sync is used to synchronize data on the individual clients. The synchronization can be started automatically (e.g. by the sync interval) or manually.

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

The following data is synchronized:

- Meta data – e. g. folders, users, Corporate Design 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<sup>®</sup> library, are not available offline.

**Please note:**

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

### 2.6.2 User Interface

The empower<sup>®</sup> Sync can be accessed from the drop-down menu in the Windows taskbar. Here you can see when you last synced, how many elements were synced, and how many local files were synced in MB (Figure 62).

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 62: Trigger sync manually

### Sync Now

The user can manually initiate a synchronization via the button **Sync Now** (Figure 63). 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 useful if you know 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.

### Settings

By clicking on the **cogwheel** in the top right-hand corner of the empower<sup>®</sup> sync, a selection of further actions appears (Figure 64).

### Sync From Scratch

The button **Sync From Scratch** (Figure 65) 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.

### Clear local cache

By clicking the den button **Clear local cache**, first a hint message is displayed (Figure 66). 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<sup>®</sup>.

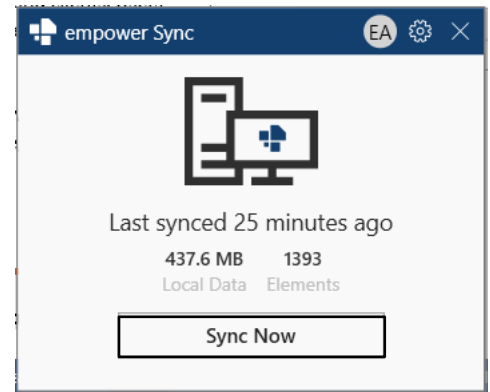


Figure 63: Button Sync Now

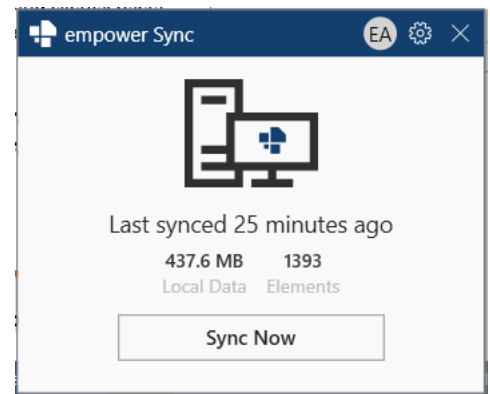


Figure 64: Settings menu

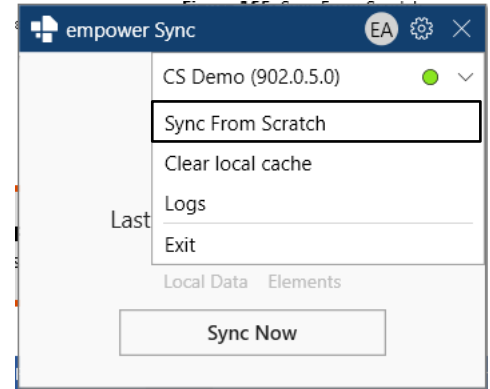


Figure 65: Button Sync from Scratch

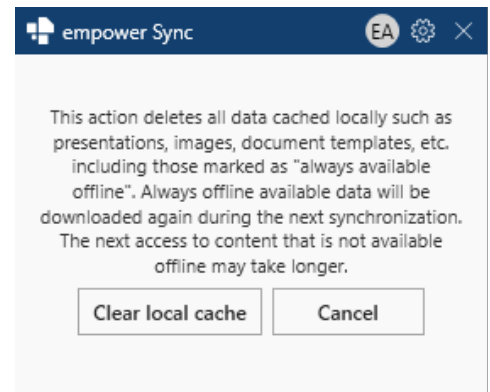


Figure 66: Hint message Clear local cache



**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 67) opens the file directory with the log files. These log files help the empower<sup>®</sup> support team to identify the causes of unexpected problems.

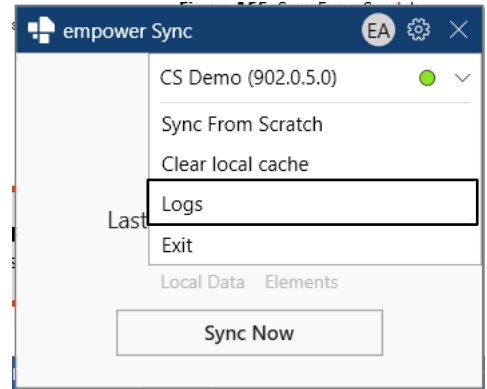


Figure 67: Button Logs

## 2.7 Office-Design

empower<sup>®</sup> orients itself to the Office Design of your device.

If the Design is set on *black*, the User Interface of empower<sup>®</sup> adapts automatically to it (Figure 68).

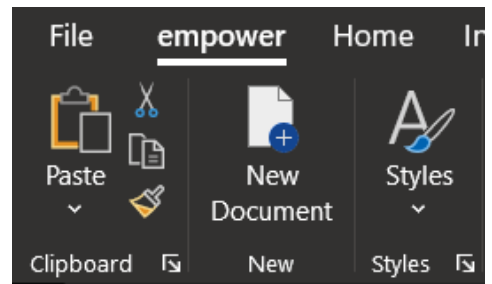


Figure 68: User Interface within a black Office-Design

In comparison, you can see in Figure 69 how the User Interface acts when set to the *white* theme.

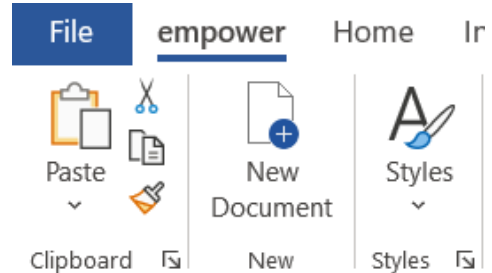


Figure 69: User Interface within a white Office-Design

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

## 2.8 empower<sup>®</sup> Help

The **Help** button in the **Extras** group allows you to quickly access the empower<sup>®</sup> Help Center, send feedback, report a bug and get more detailed information about your software (Figure 70).

### Help Center

If you have any questions while working with empower<sup>®</sup>, you can select the **Help Center** from the **Help** button. This will take you to the empower<sup>®</sup> support website, where you will be able to find an answer either through the articles provided or through the tutorials on the empower<sup>®</sup> (Figure 71).

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 72).

### 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 73). The email has a preset subject line (e.g. *Feedback for empower Docs*). All feedback is welcome as we are always looking to improve our software.

### Report A Bug

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

- creating a new email via your primary email application and automatically attaching a zip file (*empowerInformation.zip*), The email has a preset subject line (e.g. *Bug report for empower Docs*) and is already addressed to the right recipient (Figure 74).
- opening a new window in your default internet browser (Figure 75). 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<sup>®</sup> so that they can respond to it in the best possible way.

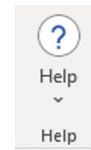


Figure 70: Button Help

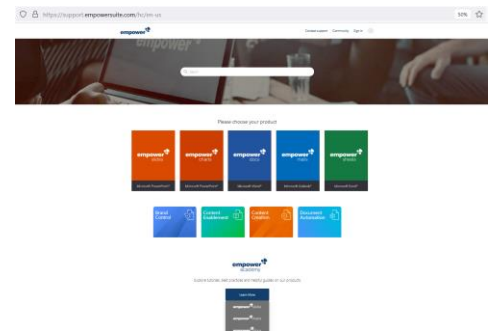


Figure 71: empower<sup>®</sup> Support Website

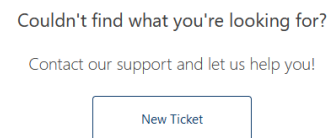


Figure 72: Open a New Ticket via Support

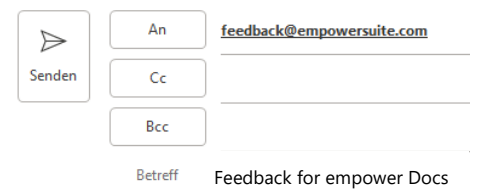


Figure 73: Preview email via **Send Feedback**

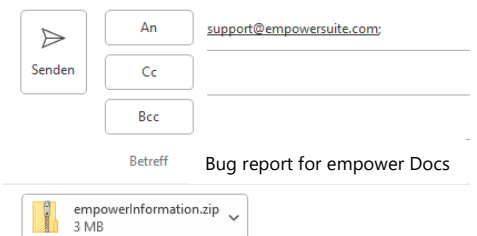


Figure 74: Preview email via **Report A Bug**

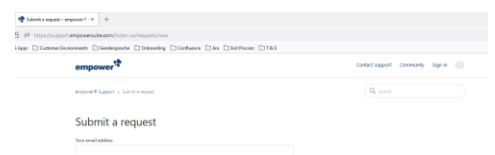
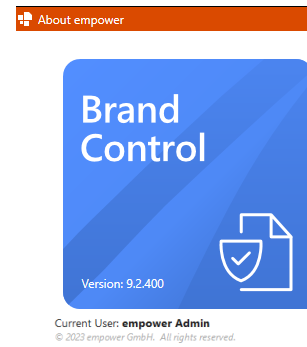


Figure 75: Preview browser via **Report A Bug**

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

### About empower

Clicking the **About empower** button brings up a screen with information about the current user and version of the software (**Figure 76**).



**Figure 76:** Overview About empower