empower slides

Version 9.1

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Introduction

1.1 Advantages of empower®

Make enterprise-wide unified PowerPoint content available in your corporate design - empower®, our PowerPoint add-in, provides an intelligent slide management system, combined with corporate design tools and efficiency-enhancing features **(Figure 1)**.

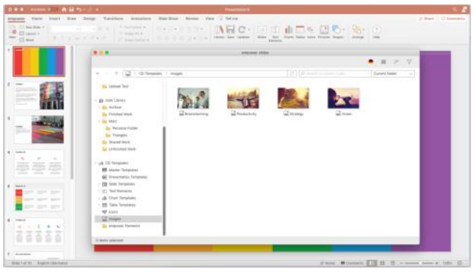

Figure 1: empower® user interface

1.2 System Requirements

In order to use the latest empower® Slides for macOS release 9.1, your system will need to fulfill the following requirements:

macOS Version

- macOS Ventura
- macOS Monterey
- (macOS BigSur)*

PowerPoint Version

- Office 365 (latest version support)

We offer permanent support for the above-mentioned versions.

*Transition version, temporarily supported since the empower® Slides for macOS version has been released at the time where macOS releases overlapped

1.3 Structure of manual

Welcome to empower®, the add-in for PowerPoint. This manual will help you to understand empower® and will 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 ever wondered about the function a particular button has, you will find all answers here.

The manual is structured as follows: The first section serves to provide a basic understanding of empower®. Here any individual functions and buttons are explained individually. Functions are not merely explained, but whole processes are elaborated on. For example, it will explain how a master template is used, how to search for presentations within the library or how old slides transferred onto new ones. All instructions are categorized by topic and arranged in chapters.

In both parts, you will find links to other chapters within the text that lead to further information on a particular topic. To follow a link hold **cmd** ⌘ and click on the link.

New presentation

2.1 Slide master selection

To create a new presentation simply start PowerPoint as usual. Open a blank presentation, then open the library and select the **Master Templates** folder.

Select the slide master you want to use to create your presentation and click on **Open Presentation**. A new presentation with your chosen master will be created, and you can get to work **(Figure 2)**.

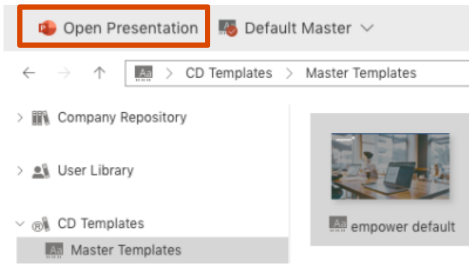

Figure 2: Master selection

> **Please note:**
> Using the **New** button in the empower® Ribbon, you can now select individual slides or presentations from the entire library in addition to master templates.

2.2 Default Master

To avoid having to select a slide master every time you open PowerPoint, you can set a master template as your **Default Master**. In addition, your corporate design administrator may set a **Company's Default** master for the whole company **(Figure 3).**

Figure 3: Default Masters

To set your **Default Master** please open PowerPoint, then open the library and choose a master template in the master templates folder. Then right click the chosen master template and select **Set as Default master (Figure 4)**. A presentation with the selected template will now open automatically when you launch PowerPoint and open a blank presentation.

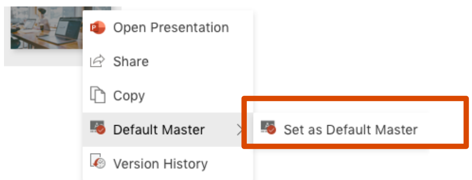

Figure 4: Set as Default Master

Should you later want to set a different master as a Default Master or to revert the Default Master, just select a different master template in the corresponding folder and follow the already described procedure.

2.3 Quick Access Pane

The Quick Access Pane is located on the right side of the user interface in PowerPoint. It opens when you click **Favorites**, **Slides**, **Text**, **Elements**, **Charts**, **Tables**, **Icons**, or **Images** in the Insert panel, giving you faster access to library folders. The Quick Access Pane also opens when you want to use the **layout tools** or run a **Design** or **Consistency Check**. In the example shown, you can see the quick access for icons **(Figure 5).**

Using the Quick Access Pane, you can also apply a new master to open slides or the entire presentation right away.

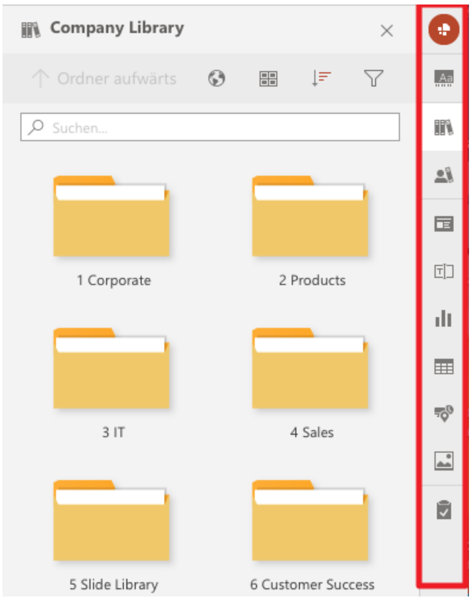

Figure 5: Quick Access Pane

2.4 Using a template

empower® enables you to quickly and efficiently create presentations using centrally allocated content. You can find templates for presentations, slides, text boxes, diagrams, tables, symbols, images, videos, SmartArt, and Master in the empower® Library and in the Quick Access Bar on the right side. To fill your slides with content you can use slide templates that have been stored in empower®. To do so open the library and select the **Slide Templates** folder. There are two ways to insert a slide in your presentation: You can select the desired template, then click on **Insert** in the top ribbon or right-click the desired template and then select **Insert (Figure 6)**.

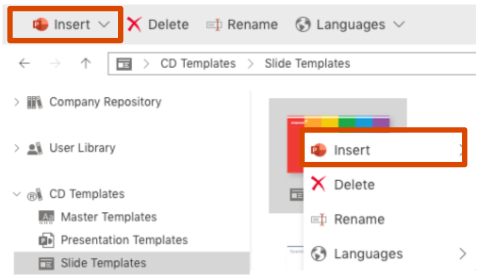

Figure 6: Insert a template

Now you must choose if you want to insert the template **With Master** or **Without Master**. If you choose the **Without Master** option, the slide will adapt to the master of the currently opened presentation while being inserted. If you choose the **With Master** option, the slide will then be inserted as it is stored in the database. However, this means that its master may differ from that of your presentation. This may be useful, should you want to implement slides of customers while wanting to retain its original design **(Figure 7)**.

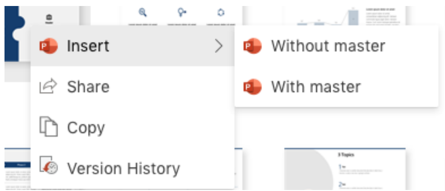

Figure 7: Insert with or without master

If you want to insert a template from the Quick Access Bar on the right side of the user interface, click on the slide symbol, then select the desired template and then either choose **With Master** or **Insert** on the bottom of the window. Here, the **Insert** option equals the above described **Without Master** option while the **With Master** option stays the same **(Figure 8)**.

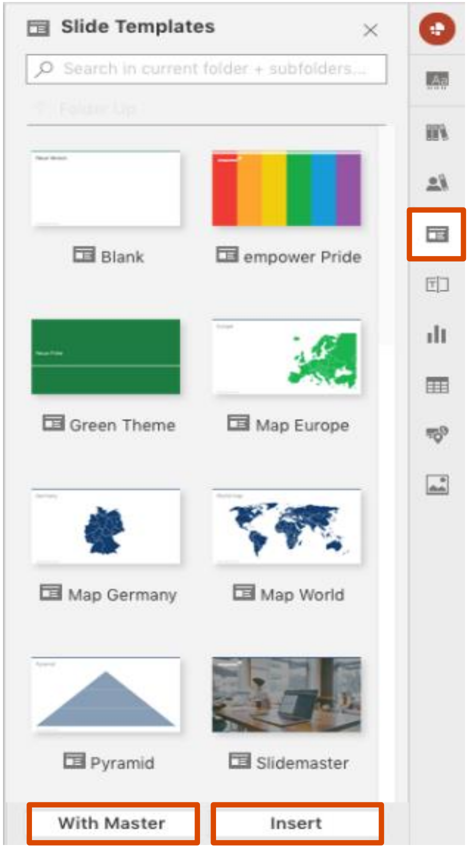

Figure 8: Quick Access slide templates

Of course, you are also able to design your own slides. Please click on **New Slide** and select a layout **(Figure 9)**. After this step, you can edit the slide as usual.

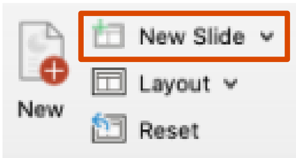

Figure 9: Insert new slides

All other contents in the template folder aside of slide templates can, of course, be inserted. To do so select the desired item and click **Insert**.

2.5 Text and Colors

To format text and shapes use the tabs **Text** and **Color** respectively in the empower® Ribbon **(Figure 10).**

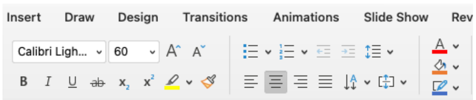

Figure 10: The text and color tabs

The **Text** and **Color** tab in the empower® Ribbon looks similar to the tabs **Fonts** and **Paragraph** as they are found in the Start Menu within PowerPoint. In the empower® Ribbon they are however linked to empower® and are adapted to the corporate design of your company. Here only those fonts, their sizes and colors are made available, that conform to corporate design. Also, line and fill colors have been set.

Should you want to add content to slides you can adjust it using the tabs **Text** and **Color**. Only then can you make sure that all content is conform to your corporate design. The PowerPoint menu that is opened with a right-click on an object only provides standard PowerPoint formatting and is unable to guarantee corporate design conformity.

The **indent buttons (1)** in the empower® Ribbon **(Figure 11)** work in exactly the same way as those in the start menu of PowerPoint, however they give you the ability to design bullet points any way you want (images are also possible) and transfer these settings to whole text blocks.

In the **Text** tab, you can find an additional **bullet button (2)** to the standard PowerPoint numbering button. You can identify it by the colored numbering symbol. If you use this button all numbering symbols that have been preset in accordance with the corporate design of your master will be inserted. Again, the standard PowerPoint button only provides standard PowerPoint formatting.

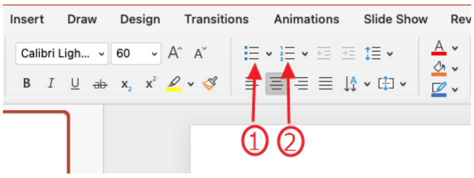

Figure 11: indent buttons

2.6 Agenda Editor

The **Agenda** Editor assists you in creating agenda and chapter pages that provide your presentation necessary structure. In order to create an agenda, simply click on the **Agenda** button in the empower® Ribbon **(Figure 12).**

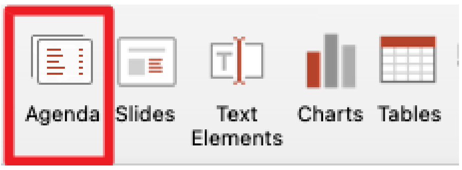

Figure 12: Agenda Editor

After you have launched the Agenda Editor you can select one of the available agenda layouts and then begin to type your agenda points into your agenda. By pressing **Enter** you can add them to the list at the bottom **(Figure 13).**

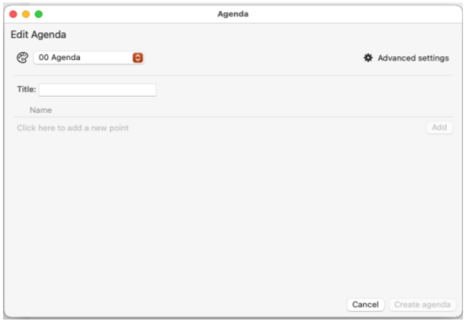

Figure 13: Agenda templates

Depending on how many layouts have been provided by your corporate design administrator, they can be selected in **Layout (Figure 14)** If such a layout has been set up accordingly you can enter and display additional information such as duration and speaker.

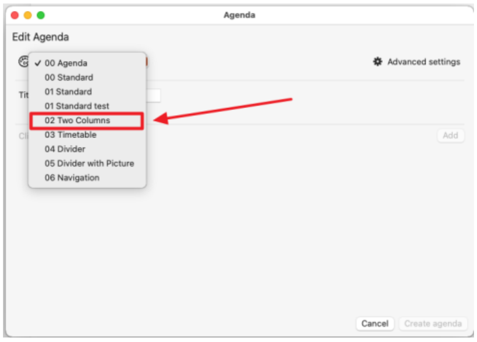

Figure 14: Choose agenda template

Furthermore, agenda points can be converted to sub items by moving the outline level of an item right or left **(Figure 15)**To do so, simply hover over the desired item to reveal the controls. The agenda offers a maximum of three levels: main item, sub item, as well as a further sub level (subject to activation of the feature of the agenda as well as availability in the selected template)

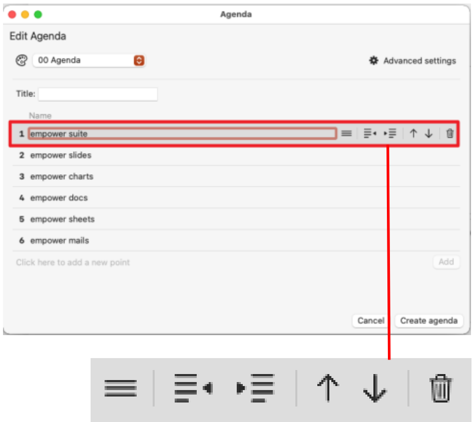

Figure 15: Moving agenda items

To change the order of items you can simply do so via drag & drop. You can also use the labelled button to the right **(Figure 16).**

Figure 16: move Agenda-Points

A tip for experts:
It is also possible to indent and move items with the keyboard. To do so keep **cmd** ⌘ pressed and use the arrow key for left and right in order to move the levels. Press **cmd** ⌘ and the arrow keys for up and down to move an agenda point. In order to navigate in between points just use the arrow key for up and down.

To delete an existing agenda point, click on the button **Delete** on the far right **(Figure 17)** empower® will then ask if sub items and their corresponding slides are also to be deleted.

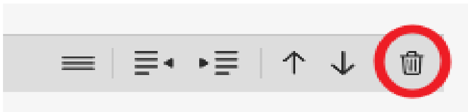

Figure 17: delete Agenda-Points

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

After you have entered all agenda points, you can implement a multitude of additional settings. Your corporate design administrator may have already activated or deactivated options for your template, however you can make changes by clicking **Advanced Settings (Figure 18)**

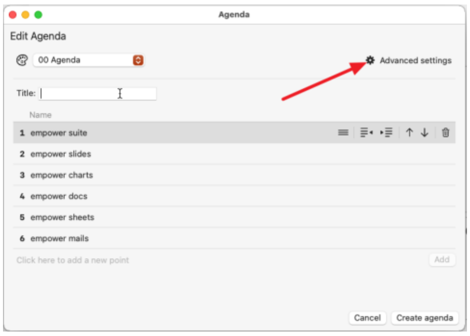

Figure 18: Advanced Settings

After you have entered all the desired agenda items, you can still change several agenda settings **(Figure 19).**

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

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

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

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

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

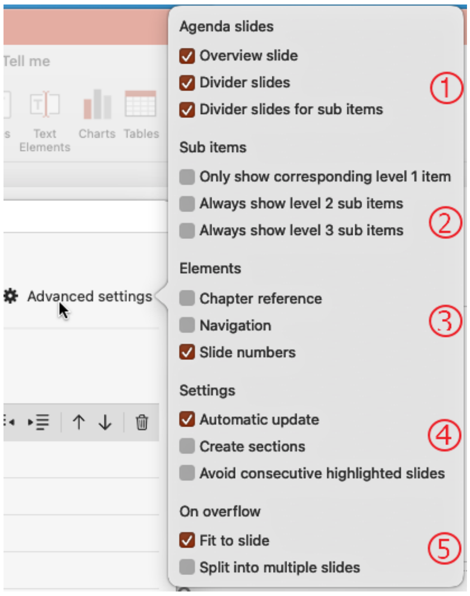

Figure 19: Overview of the agenda settings

Once you have made the desired settings, you can click on **Create Agenda** and empower® will automatically create the agenda slides of your presentation.

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

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

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

If you wish to make changes to your agenda, please do so using the Agenda Editor. Simply click on your agenda in the presentation and select **Edit Agenda.**

Alternatively, you can make changes to your agenda via the Agenda Editor by clicking on the **Agenda** Button in the empower® Ribbon **(Figure 20).**

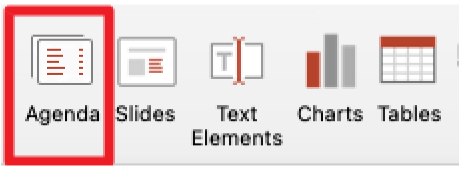

Figure 20: Edit Agenda

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

2.7 Check

Design Check inspects your entire presentation to ensure that it is conform to CD. To run the feature, simply click the **Design Check** button **(Figure 21)**.

Figure 21: Run Design Check

Design Check can also be accessed in the Quick Access Bar. It lists every noncompliance to corporate design on the right-hand side **(Figure 22)**. The Design Check also inspects each slide to determine compliance to the design affiliated with the current master. If the current master of the slide is not conntected to any design, all designs saved in empower® will be used for the insepction.

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

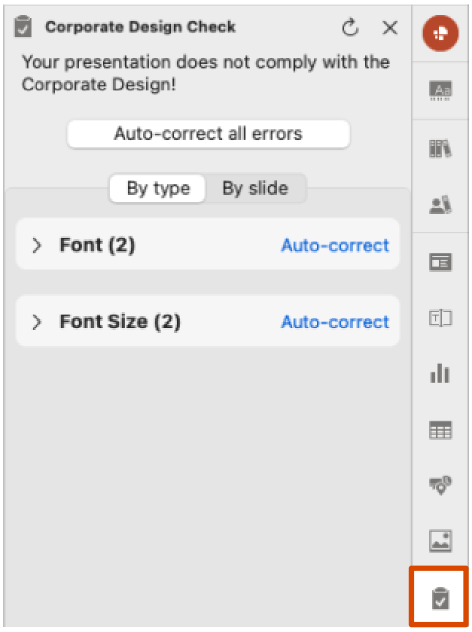

Figure 22: List of every noncompliance to corporate design

Please note:
The Design Check references designs as the basis for comparison with the currently opened master. However, the Mac version does not currently allow you to create, retrieve, or modify these designs in empower® Slides. Instead, the designs and settings for the Design Check are created in empower® Slides for Windows and saved to the database. The Design Check in empower® Slides for Mac then uses the data stored on the database.

Each noncompliance is listed **by type**. Alternatively, you have the possibility to display design violations **by slide (Figure 23)**.

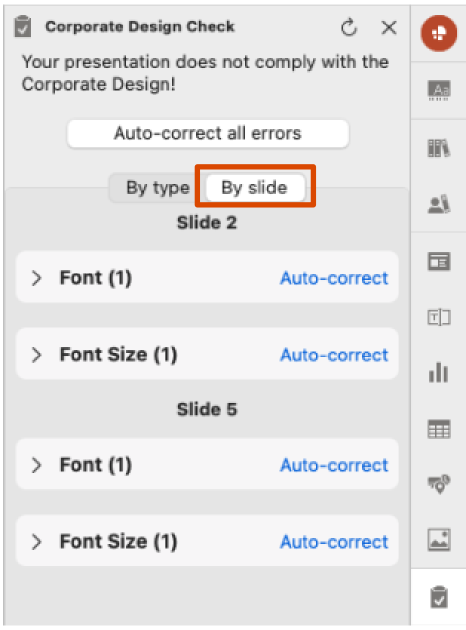

Figure 23: Every noncompliance listed by slide

In this example, two fonts and two font sizes have been used that are not in compliance with the corporate design. To get further information, click the arrow next to the error group **Font**. Now the menu will expand. By clicking the arrow next to one of the entries on the list, the position of the error in the presentation will be revealed. Double-click the position information and empower® will automatically select the slide and the element containing the error **(Figure 24)**.

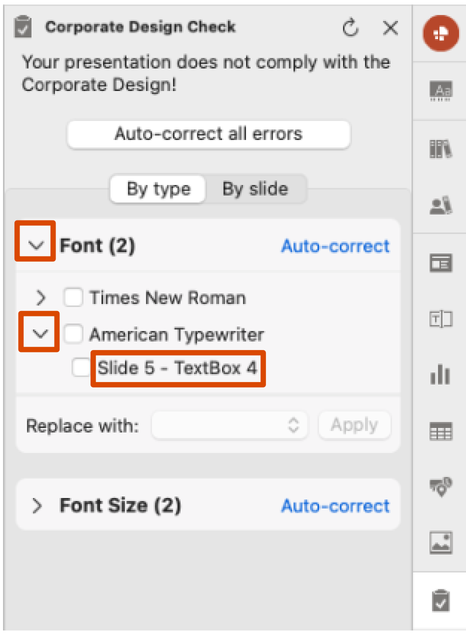

Figure 24: Further information on flagged contents

You can manually correct one or more error at once. To do so, select one or more error that you want to correct. In this example, you select one of the wrongfully used fonts and then choose a replacement font from the list of approved fonts. Click **Apply** to finalize the process (**Figure 25**).

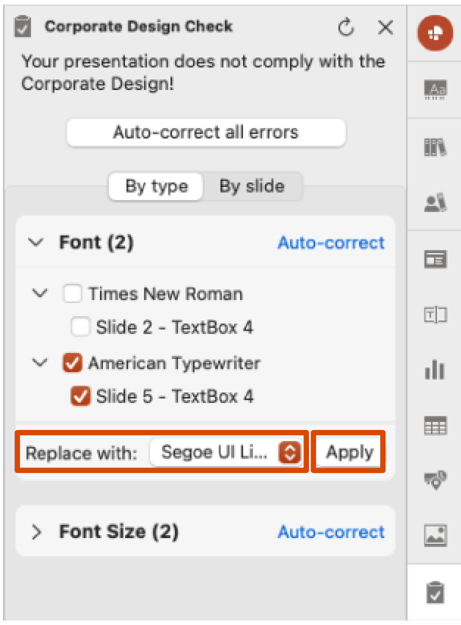

Figure 25: Select errors and their replacement

Some types of errors allow you to use an **Auto-correct** function. The Auto-Correction can be used for violations in font, font color, and font size if you do not wish to correct each violation individually. When correcting colors, empower® automatically selects the approved color of your corporate design that is closest to the flagged color. When correcting font sizes, empower® selects the next size value up or down from the flagged size value to set a font size that has been approved by corporate design. The same is also performed for fonts. You can initiate Auto-Correct for each category individually, or click on **Auto-Correct all errors**, to bulk correct all corporate design violations **(Figure 26)**.

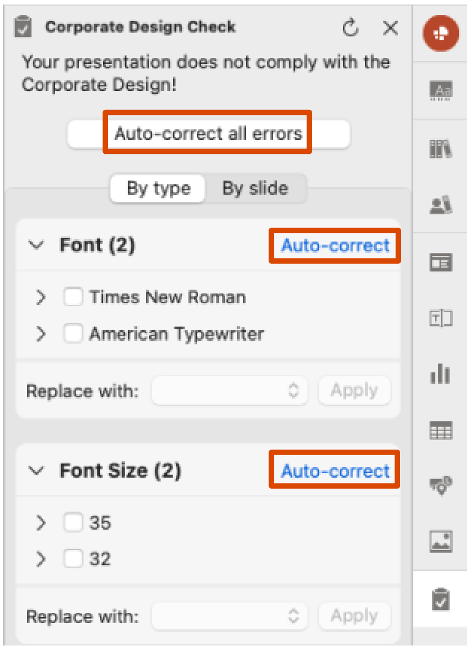

Figure 26: Auto-correct function

Once all listed violations have been corrected, you will receive a notification that the Design Check has successfully inspected your presentation to ensure corporate design conformity **(Figure 27)**.

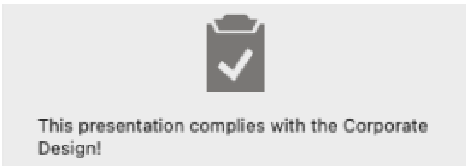

Figure 27: Conformity notification

Slide management

3.1 Library (main library)

The **Library** function provides you access to all central PowerPoint content. You can open the library full screen via the **Library** button in the empower® Tab **(Figure 28)**.

Figure 28: Open library via empower® Tab

Alternatively, you can use the Quick Access Bar from the right-hand side **(Figure 29)**.

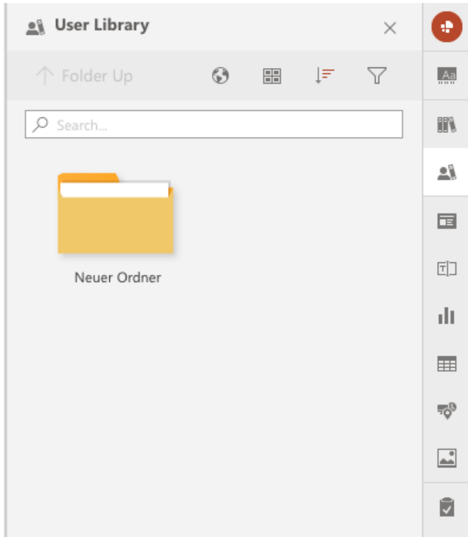

Figure 29: Open library via Quick Access Bar

Once you have opened the library by clicking on its button a dialog box will open. Here you will see the folder arrangement of the library on the left. The library is organized in three parts: **Company Library**, **User Library**, and **Corporate Design Templates (Figure 30)**.

The **Company Library** should contain completed slides and presentations that is to be made available to the whole company. Ideally, all employees possess read permissions and can access this crucial company content.

The **User Library** is user specific. Every user of empower® has his own library in which he can set up his own individual slide library. This is where 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 folders they will also appear in your library.

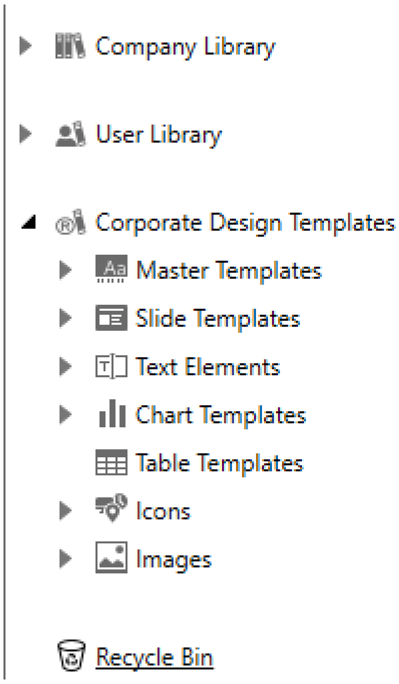

Figure 30: Folder structure of the library

The **Corporate Design Templates** section is accessible by the whole company (granted that at least read permissions are provided) and contains templates, such as for slides, diagrams, and images. This section should be centrally administered and provides templates with which employees are able to quickly and simply create presentations that are conform to CD.

The **Recycle Bin** receives all items that you delete from the library. Clicking on the recycle bin redirects you to the empower® Web App, where you are now presented with the contents of the recycle bin. You can now open and download the previously deleted content and upload it to the library again.

Please note:
To use the recycle bin of the empower® Library, the installation of the empower® Web App is required.

Once you select a folder of your library on the left-hand side, its contained items will be shown on the right **(Figure 31)**. Here an item can be as much as a complete presentation, a single slide, or an object (such as a diagram or textbox).

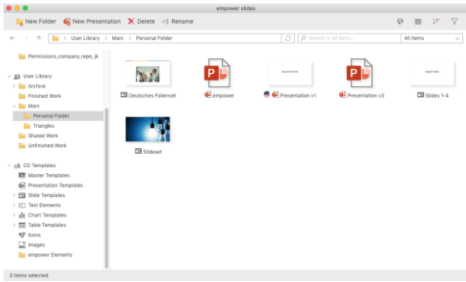

Figure 31: Folder item preview

An icon on the bottom right delineates what kind of item it is **(Figure 32)**.

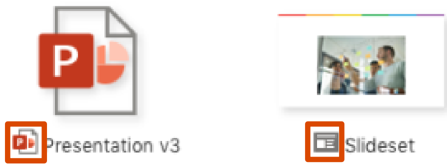

Figure 32: Differentiate items by their icon

Of course, masters can also be placed in the library. Every item can be supplemented with further metadata such as author, date of latest change, size, number of uses and the assigned language that are displayed at the bottom of the library window and can be viewed companywide.

An entry field will open in which you can type either a name, surname, group name or account name of the user you wish to grant access to the folder **(Figure 33).**

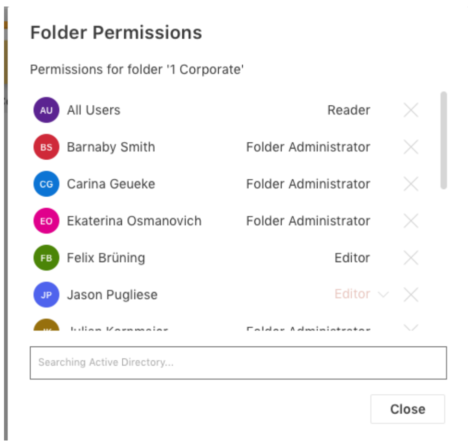

Figure 33: Folder permissions

3.2 Create a folder structure

Before you create a folder structure for your company library, you should think about a sensible way of how the content accessed by your employees should be structured.

Once you have decided on a suitable folder structure you can begin with its implementation. To create a new folder in your library you need to open the library viewer by clicking the **Library** button. Select the area where you want your new folder located (Company Repository, User Library, and Corporate Design Templates) and click **New Folder** at the top left **(Figure 34)**.

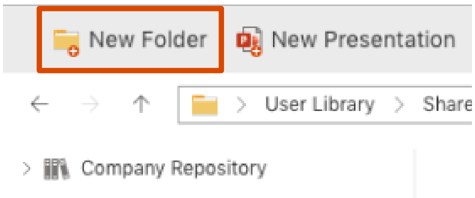

Figure 34: Create new folder in the library

empower® will now create a new folder in the selected area. There are two ways to change the name of the folder. One way is to select the folder and click on the **Rename** option in the menu above. Alternatively, you can right-click the folder and then select **Rename (Figure 35)**. After entering the new name, confirm the change with **Enter**.

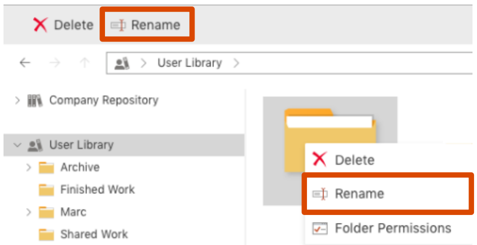

Figure 35: Rename folder

There are also two ways to delete a folder. Select the corresponding folder and click on the **Delete** option on the menu. Another way is to select with a right click in the folder structure, on. In the displayed options, you can click the **Delete** option to perform the required action **(Figure 36)**.

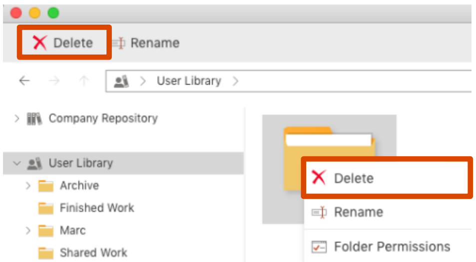

Figure 36: Delete Folder

Please note:
Deleting a folder also deletes all content within this folder, including subfolders.

3.3 Save in library

To upload an item into the library, select the relevant item and click on **Save (Figure 37)**.

Figure 37: Save item in library

> **Please note:**
> Presentations are required to be saved in either PPTX or PPT formats to ensure flawless function of empower® Slides.

Now you have – depending on your selection – the possibility to upload either the whole **Presentation,** the **Selected Slides**, the **Slideset** or a **Master (Figure 38)**.

Figure 38: Choose what to save

You can simultaneously save multiple selected elements to the library by clicking on either **Each Object** or **All Objects (Figure 39)**.

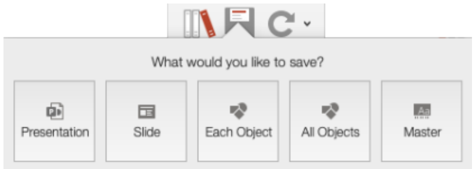

Figure 39: Saving objects to library

Just can select your chosen option by clicking on it. The save dialogue will open afterwards. You can select the folder in which the element is to be placed. If required, you can also add a folder ad hoc. Following you can adopt the suggested name or alter it. A click on **Save** will save the element to the assigned position in the library **(Figure 40)**.

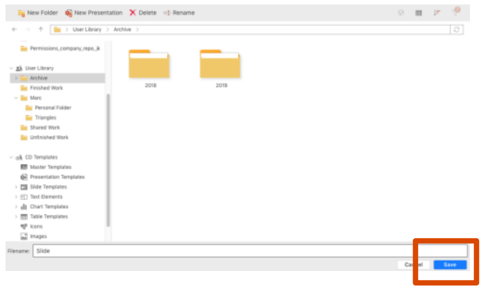

Figure 40: Choose folder to save the element in and save

If you want to update an existing item from the library, follow these steps. Insert the item from the library into your presentation and make the required adjustments. Afterwards, the process is just the same as if you would save a new item to the library. Click **Save** to open the save dialog. Empower® will automatically notice that the item is already in the library and will suggest an update of the file. If you click **Overwrite**, a notification opens that you are about to overwrite the item. Answer **Yes** to the question whether you want to continue, and the item will be overwritten in the library **(Figure 41)**.

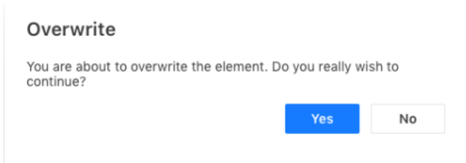

Figure 41: Overwrite existing element

You also have the option to upload the existing object to the library as an autonomous object. In order to do so, you need to select another location to save it to or give it a different file name. You should only upload an item as an autonomous object when it has nothing to do with the original anymore and is to additionally appear in the library. empower® automatically suggests elements downloaded from the corporate design template folders that you have altered to be uploaded as a new item. This way important templates are not overwritten unintentionally.

To upload several slides at once, select all required slides and choose **Selected slides** in the save dialogue. All these slides will be added to the library as single elements in one go **(Figure 42)**.

Figure 42: Save several slides at once

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. In this way, you prevent a user from using a single slide in a way that it is not intended.

Please Note:
While saving to the library, the options **Selected Slides** and **Each Object** for saving multiple selected slides and objects respectively, do not allow to enter the filename. This feature will be implemented in later version of empower®.

To save a new master, click on **Save** and then select **Master (Figure 43)**. Now select a folder in which the master is to be saved and provide a filename for the master. Click on **Save** to complete the process.

Figure 43: Save new master

Please note:
Saving a master will also save all slides of the presentation. This means that not only the master template will be saved but also slides of the current presentation. If you later create a new presentation with this master by clicking on **New**, all these slides will be automatically inserted into the new presentation. This way you can set standard slides that should be contained in every presentation using this master.

3.4 Creating presentations within the library

With empower® you can create new presentations right in the library. To do so, select a folder in which you want to create the new presentation, and then click on **New Presentation (Figure 44)**.

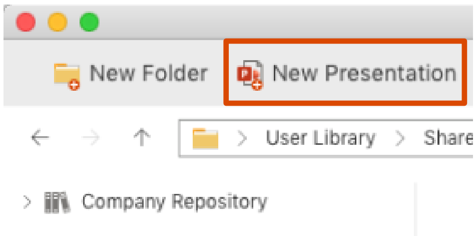

Figure 44: Create new presentation

You can also create a new presentation by right-clicking the desired folder in the folder arrangement on the left side and choosing the option **New Presentation (Figure 45)**.

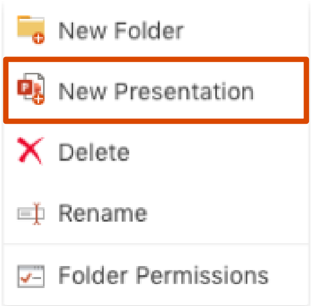

Figure 45: Creating new presentation by right clicking in the folder

empower® will then create a new presentation that does not contain any slides yet **(Figure 46)**.

Figure 46: New empty presentation

To copy the library contents to another folder in the library, click on **Copy** in the library menu above, navigate to the required folder and click on **Paste (Figure 47)** Alternatively, you can right click on the component and a dialog box appears, in which you can click on **Copy** and then **Paste** in the required folder. Alternatively, you can use the shortcuts **cmd ⌘ + C** and **cmd ⌘ + V** on your keyboard to copy and paste elements

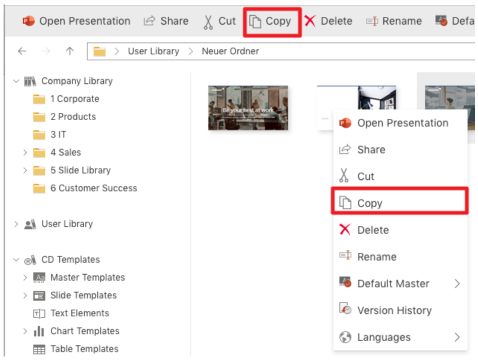

Figure 47: Copy elements

3.5 Display of contents

In the opened empower® Library you have the possibility to extend the menu in the upper right corner.

In the tab **Layout** you can decide how your content should be displayed in the library. You have the options large **Preview**, **XL Tiles**, **Tiles**, **List** and **Details (Figure 48).**

In the large **Preview**, only one element at a time is displayed as large as possible so that you can examine the content in the best possible way even without opening the element.

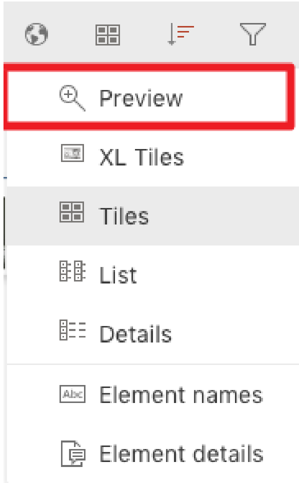

Figure 48: Display options

Optionally, depending on your chosen display option, you can also display or switch off **Element names** and **Element details**, such as an indicator which language is assigned to an element **(Figure 49).**

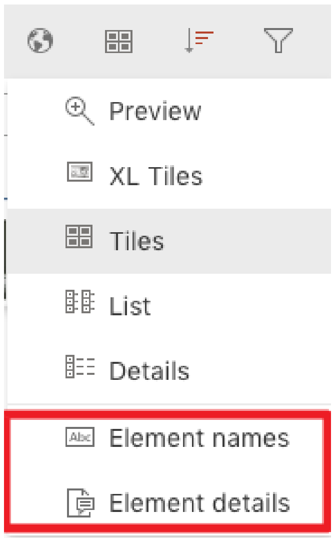

Figure 49: Element names and details

3.6 Permissions

In the library, you have the possibility to provide users with individual edit and admin permissions to specific folders – provided you have the necessary rights to do so.

If your corporate design administrator has activated your User Library, you can grant colleagues access to specific folders and their content, for example to work together on the same project.

Simply right-click a folder you want to assign permissions to and click on **Folder Permissions (Figure 50).** Alternatively, you can select a folder and click on **Permissions** in the library menu.

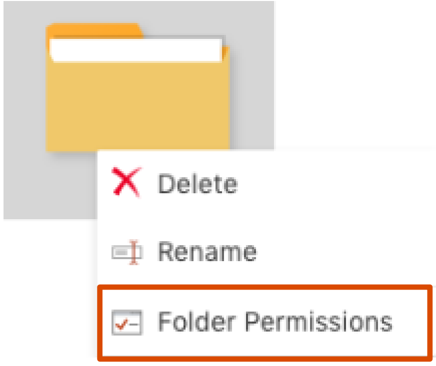

Figure 50: Show folder permissions

In this first overview, you can see the list of users that have already been authorized to access this folder. The kind of rights type assigned to the user is displayed to the right of the name of a user (e. g. Folder Administrator) (**Figure 51**)

The owner of a folder is listed as Folder Owner in the folder permissions, but automatically has the rights of a Folder Administrator.

To grant an additional user access to this folder, enter the user's name in the input field. A list with matching user names opens. By clicking on the desired user, you add the user to the list of authorized users.

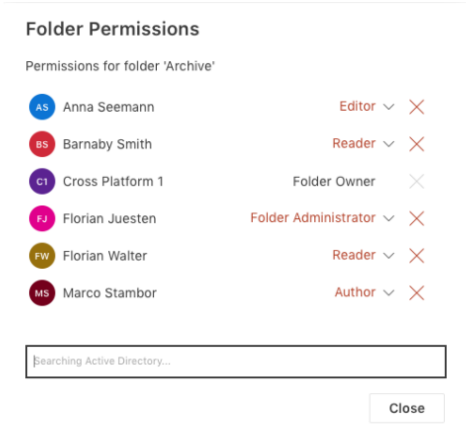

Figure 51: Example folder permissions overview

In empower® you can assign four types of permissions: Folder Administrator, Editor, Author, and Reader **(Figure 52).**

Folder Administrator – Folder Administrator 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 download folder content to PowerPoint but cannot upload changes back to the folder.

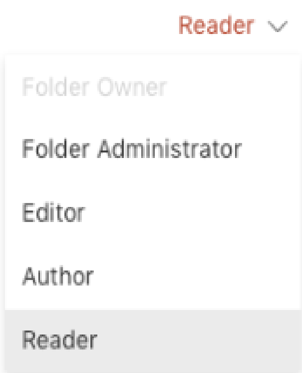

Figure 52: Types of permissions

The first rights type that is assigned is **Reader**. You can change the rights type by clicking on the current right type right next to the user's name and then clicking on the desired right type in the drop-down menu.

Please note:
empower® provides all users read permission for the library by default, and this option is only available and necessary when not all users are to be provided with read permissions. To alter the standard setting, please contact your IT department.

In order to deny a user's previous authorization, select the user and remove him via the **Remove** button **(Figure 53).**

Figure 53: Deny user previous authorization

Please note:
The permissions you grant on a folder are automatically inherited to all its subfolders. However, you have the possibility to manually change these inherited permissions of the subfolder and thus extend them by adding more users, reduce or completely remove the permissions. If you want to grant permissions only to a subfolder, you can do it by selecting the corresponding folders separately.

3.7 Search and filter

In order to make navigation through the library simpler, you can use the **filters** to display folder content **(Figure 54)**. You can filter by presentation, slides, text & shapes, charts, tables, images, videos, SmartArts, and masters (The filter for masters is only available for folders in which masters can be placed). For example, select the slide filter and you will be shown all and only slides within the currently opened folder.

You are also able to select several filters at once. Clicking on a filter again deactivates it. Clicking on a **Reset filter** will reset all the filters at once.

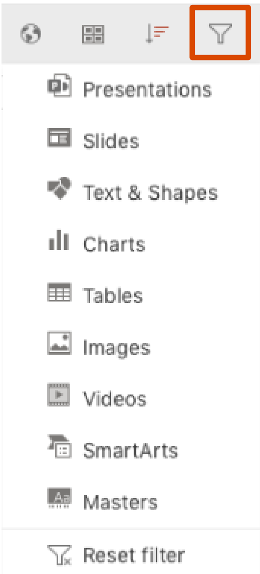

Figure 54: Filters

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

empower®'s Google-esque **search function** enables you a targeted search in your library. empower® browses all content of the item, including tags, texts, notes, and alternate texts. This is where a purposeful use of tags pays out. The search results are listed by relevance. Thus, you will always find the best results at the top. The search function of empower® works both online and offline, as the library content is indexed offline.

The search can be applied to the current folder, all contained sub folders, the current library or to all library contents **(Figure 55).**

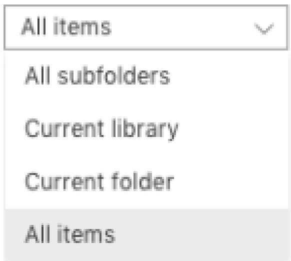

Figure 55: Restrict or expand search

In addition, this Google-esque search function offers further search options with which you can make your searches more efficient. For example, you have the possibility to perform a **category search**. With this function, you can search in the following categories:

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

If you work with category search, empower® will search the term among the prescribed categories. If, for example, you are searching for the term "*empower*" in the footers, you are required to simply select the footers in the bar above by clicking on it. **(Figure 56)**. You can use this method to search in any of the categories listed above. You can also search in multiple categories by selecting more categories. A repeated click on a selected category will deselect it.

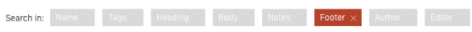

Figure 56: Search within footers only

With **Wildcard search,** you can search for groups of items that have similar file names. Using the wildcard search, 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 57)**.

Figure 57: Wildcard search

Using multiple wildcard search, you can extend the search by any number of symbols directly after the actual search term. This means you can search for "Test", Tests", "Tester", etc. all together. To utilize this function, use the asterisk symbol "*" **(Figure 58)**.

Figure 58: Multiple wildcard search

You also have a number of **operators**, which allow you to combine different search terms.

AND will combine two search terms. This means that 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 59)**.

Figure 59: 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 60)**.

Figure 60: Search for either one of the search terms

The **NOT** operator specifies your search. This means that if you search for a term, you can exclude files that contain a term you enter after **NOT**. Thus, empower® will display documents that only contain the first term, but not the second **(Figure 61)**.

Figure 61: Exclude search term

With "**+**" you can search for two terms at once. The term directly after the "**+**" must be contained within the file, while the second term does not necessarily have to be in the file. Take note that you do not type a space between "**+**" and the search term **(Figure 62)**.

Figure 62: Prioritize one of two search terms

3.8 Version History

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

A user who posesses reader rights to a folder is able to view the version history of an element, however is unble to restore a previous version of that element.

Once you have selected an item, you can access the version history of a slide or element from the library menu, or by right-clicking the element, and then clicking **Version History (Figure 63).**

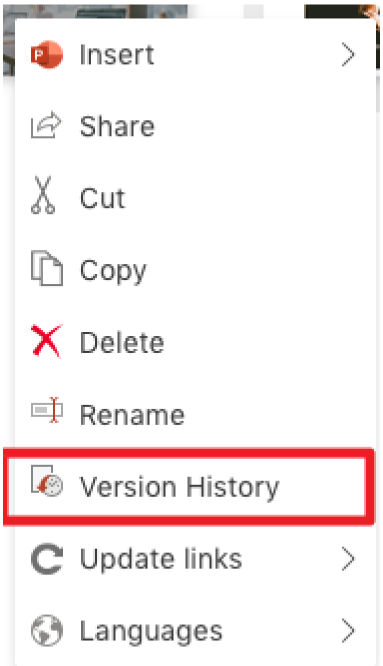

Figure 63: Show version history

A window will open, displaying all versions of the selected element on a timeline, as well as indicating which version of the item is currently open **(Figure 64).** 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.

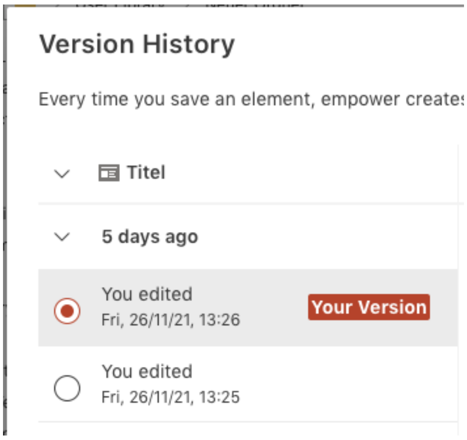

Figure 64: Version History

If you select one of the previous versions, you will be offered additional buttons above the item preview **(Figure 65).** You can **Insert** the older version or **Restore** it and in doing to overwrite the most current version of the item. Select **Restore** and the selected version will be restored and saved as the most current version.

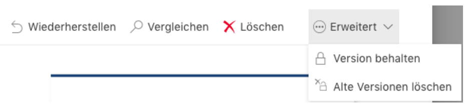

Figure 65: Additional settings

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

>> For details on updates, root items, and update links, please refer to **chapter 4 Updates.**

A click on the magnifying glass allows you to compare the most current version of an element with the selected past version. In doing so, a large preview of both items till open in full screen to allow you to better distinguish the differences, with the past version to the left, and the current version to the right **(Figure 66).**

Figure 66: Compare versions

A click on **Delete** will remove the selected version from the items' version history.

To the top right, you will find **Advanced** version history functions **(Figure 67).** If you have appropriate rights to the folder the library item is located in, have the possibility to lock a version of an item to prevent other users from deleting it. In addition, you can also delete all previous versions of an item at once, excluding the most current versions and those that have been locked.

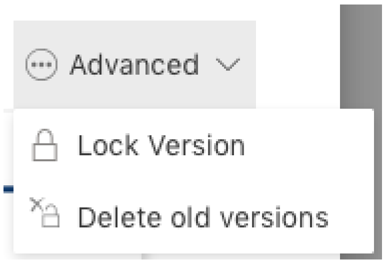

Figure 67: Edit version history

Please Note:
Versions of an item can be restored via the version history in the empower® Library and the empower® Web app if they have not been explicitly deleted.

3.9 Multilingualism

The Multilingualisn feature helps the user to easily manage items that exist in empower® in different languages. A language can be assigned to any item – be it slide, presentation, object, or master. If the same element is saved in different language versions, a language union can be established.

You are also able to filter items in the library by language. In doing so you avoid having to perform time-consuming searches for items in the library and the necessity of subfolders for different languages.

Soll ein neues Element in der Bibliothek gespeichert werden, erkennt empower® automatisch anhand der Texte, welche Sprache dieses Element hat und weist dann automatisch die entsprechende Sprache in der Bibliothek zu.

To assign a language to an element within the library, perform a right-click on the desired element and in **Languages** select the desired language after clicking **Change Language (Figure 68)**.

Which languages are to be made available can be preset by the administrator in **Settings** of empower®.

To change the currently assigned language to an element within the library, perform a right-click on the desired element and in **Languages** select the desired new language after clicking **Change Language**, similar to assigning a language in the first place. All available languages which differentiate from the currently assigned language, will be selectable.

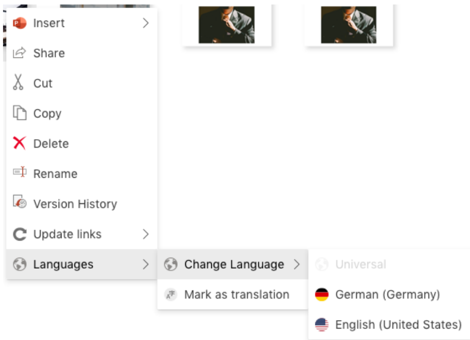

Figure 68: Assign language to element

> **Please note:**
> Assigning a language within the save dialogue is not yet implemented in empower® slides for macOS. Therefore, all newly saved elements will be marked as universal by default.

In addition to multiple languages, you also have the possibilities to assign the value **Universal (Figure 69)**. All elements marked as Universal are displayed in the library regardless by which language the library is filtered. Items marked as Universal are thus available in all languages. This function is useful for graphical elements or slides with elements that do not contain any text.

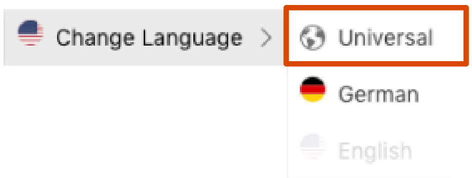

Figure 69: Assign value **Universal**

To create a translation group, select an item in the library and then either click **Languages** at the top of the library bar or right-click the selected item, then click **Languages** and then click **Mark as Translation (Figure 70)**.

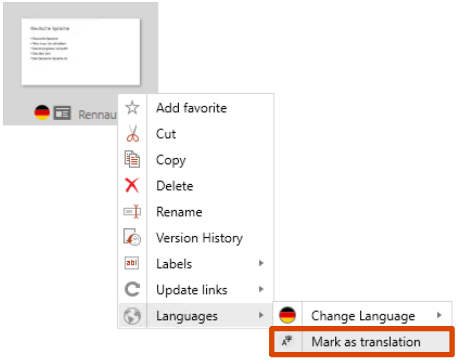

Figure 70: Marking item as translation

Then select the second element of the intended translation group, then either click on **Languages** at the top of the library bar or right-click the selected element, then click on **Languages** and then on **Create translation group (Figure 71)**.

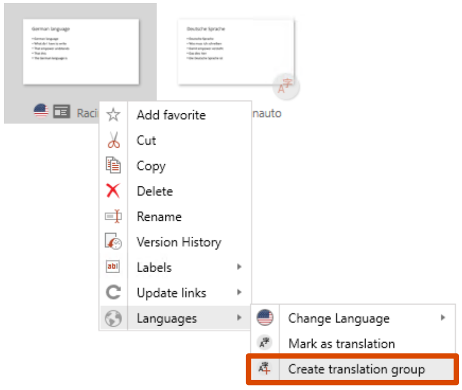

Figure 71: Create translation group

Library content can be filtered and edited according to its assigned language **(Figure 72)**. Using the language filter, you are thus able to choose only to display German content, for example**.** As mentioned before, when filtering by a certain language, only elements that have been assigned to the language **and** elements that have been marked as universal will be shown.

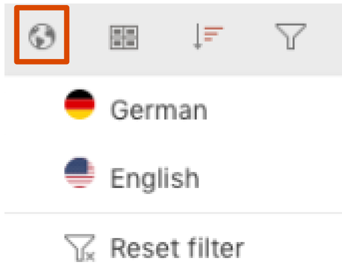

Figure 72: Filter library content by assigned languages

Clicking on **Reset filters** will reverse the chosen filter settings and reveal all content **(Figure 73).**

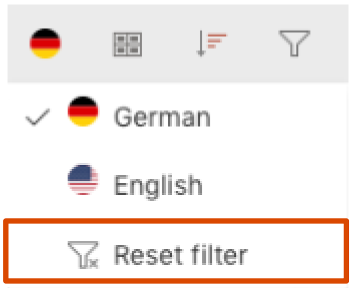

Figure 73: Reset filters

3.10 empower® Sync

empower® Sync automatically synchronizes the virtual database on your computer with your empower® database in a regular interval set by your IT department. It is in the Sys-Tray to the top right of your desktop bar (**Figure 74**).

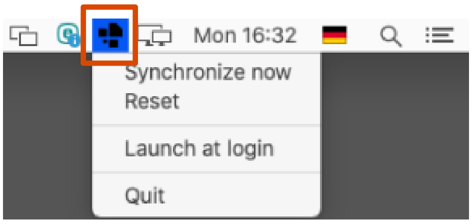

Figure 74: empower® Sync

If you leave your office for a short period and want to ensure all files are up to date, you can manually run empower® Sync. To do so, simply click on the empower® Sync icon and then **Synchronize Now**.

Alternatively, you can **Reset** and empower® will download all content anew. To do so, click the cog wheel to the top-right of the empower Sync window and click **Reset** (**Figure 75**).

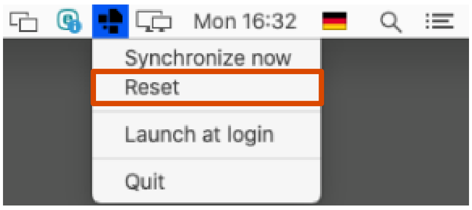

Figure 75: Reset sync

When users work in different parts of the world, the empower Sync will now automatically recognize which end points are available and will connect to one closest to the user's geographic location. This offers more flexibility to your IT who can set up additional end points without the need up updating clients. Users who travel frequently will benefit from even better performance.

If library content is not synchronized locally by default, empower will keep all elements that users download and if requested a second time, it will open the element from the local cache - if it is still up to date.

Please Note:
In this context menu, you will also find a shortcut to the **Log Files**. These Log Files will help the empower® support to analyze an issue on the occasion that you experience a problem.

3.11 Updates

A click on **Updates** checks if the currently opened presentation has updates available **(Figure 76)**.

Depending on your update notification settings, if there are items in this presentation of which there is a more current version in the library, the **Update wizard** will open and you can decide what to do with every single update.

Figure 76: Check presentation for updates

In the drop-down menu, you can enable or disable the option **Automatically check for updates** with one click.

>> For further information on the update function, please refer to **Chapter 4 Updates**.

3.12 empower® Link

You can send a suitable empower® Link for each element in the library. To do this, simply right-click the desired element in the library and select **Share** in the opening context menu **(Figure 77)**. You can share the generated https link with your colleagues instead of having to send an entire file.

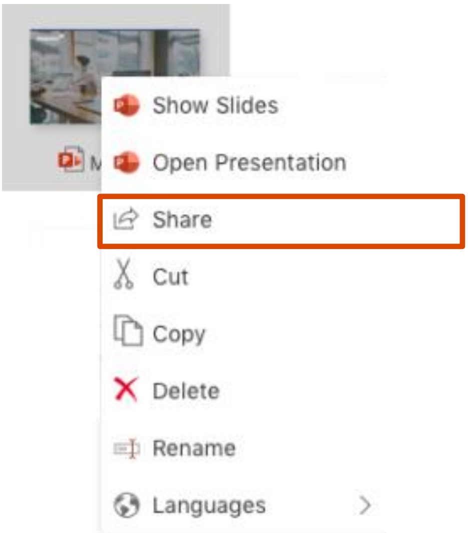

Figure 77: empower® Link

You can copy the generated https link via the copy icon and share it with your colleagues instead of having to send a whole file **(Figure 78)**.

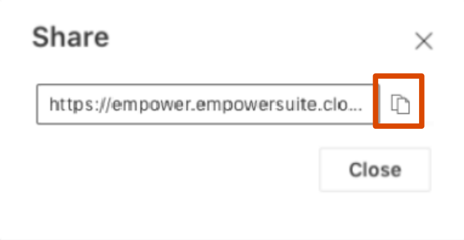

Figure 78: Copy link to clipboard

If you follow the link, you will be directed to the empower® Web App. There you will be presented with the shared folder or item.

If it is a folder, you can select **Open in Library**, which opens the shared folder and its contents in the empower® Web App.

If it is a different element, you will first be presented with a preview of the element. Now you can download the element directly from the webapp by clicking **Download** or click **Open in Desktop App (Figure 79)**. If you click on **Open in Desktop App**, PowerPoint will open the element in a presentation.

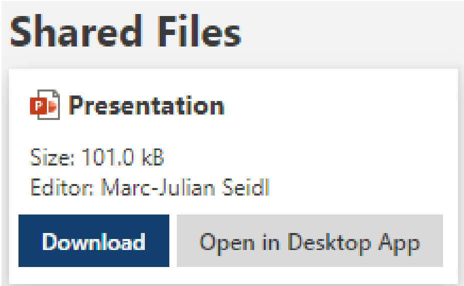

Figure 79: Use shared files

> **Please note:**
> The use of empower® Links is only possible if the empower® Web App is configured.

Updates

4.1 What are updates?

Updates concern all changes to the content of the empower® Library, e. g. changes to slides, presentations or objects that would then affect other elements in terms of content or design. empower® provides a comprehensive update function that can be set to accommodate individual requirements and procedures.

Generally, four actions initiate an update:

- adjustment to content of a single element (e. g. the text on a slide is updated),
- deleting an item
- adding an item (e. g. a further slide is added to the presentation),
- changes to the master template.

There are updates possible to elements such as:

- slide updates
- object updates
- updates to the presentation.
- delete updates

4.2 How are updates created?

When first saving an element to the empower® Library, further information is automatically added to it that enables its identification. This element receives an individual ID number and a time stamp.

In empower®, updates are distributed by **root elements** to their connected **update group.** To specify an element as a root, select it in the library, and then click **Update Links** in the top library menu. From the dropdown menu, select **Mark for update link**. Alternatively, right-click the desired item and then select **Mark for update link** (**Figure 80**).

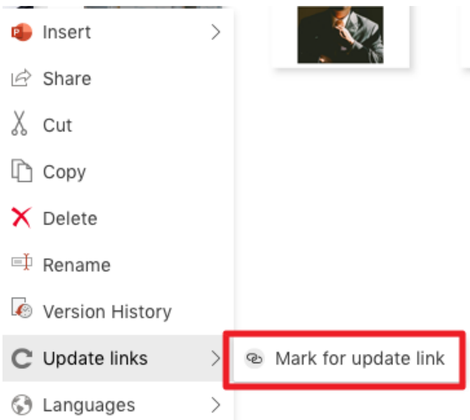

Figure 80: Mark for update link

Any copy that is created from this element will be part of its update group; as soon as a copy has been made, the element you have previously memorized for an update link will become a **root element (Figure 81)**.

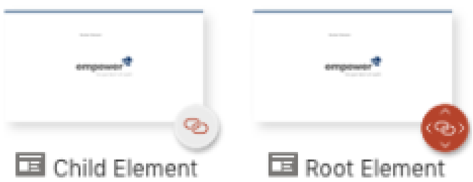

Figure 81: Root element and connected child element

You can also manually create an update link and assign an element as a root element. First, mark the desired child element for an update link as described above. After marking the child element, just select the desired root element and choose option **Create update link to this root or update group** in the context menu (**Figure 82**).

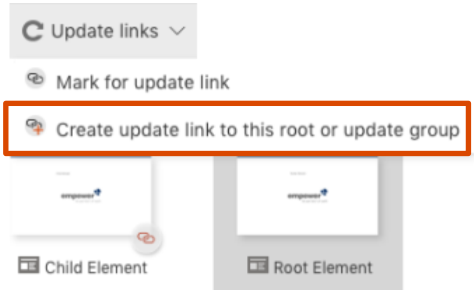

Figure 82: Assigning element as root manually

Once a change is made to a root element, ensure that the **Update** option is activated in the save dialog. Before clicking on **Overwrite** and therefore creating the update, you have two options regarding the update of connected elements:

Share Update and **Force Update** (**Figure 83**):

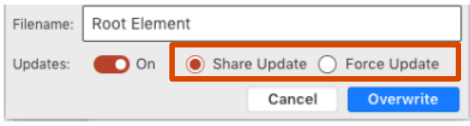

Figure 83: Update sharing/forcing option

(1) **Share Update:** this option will share the update with its connected elements. The update link icon in the library will receive a red notification badge. You can then manually update connected elements. To do so select the element ready for update, then select the **Update links** button in the top library menu or right-click the element that is to be updated and then select **Update to root version**, to manually update the connected element (**Figure 84**).

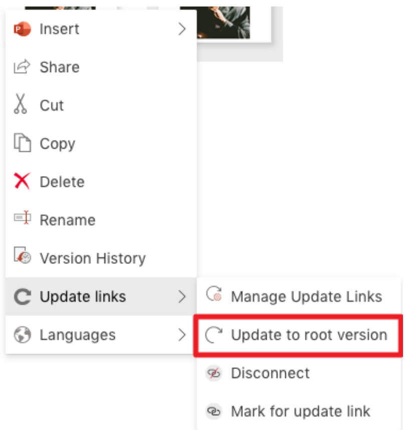

Figure 84: Share Update option

(2) **Force update:** here the update is automatically forced onto all connected elements. All connected elements will be updated, without users having to manually run the update. To be able to force updates, you are required to have permission that allows you to make changes to the elements in the folder you are working in.

You can exclude an element from an update link or group by either selecting the element, clicking on the **Update Link** button in the top library menu and then selecting **Disconnect** or by right-clicking the element and then selecting **Disconnect**. You can access further options for elements within an update link or group by either selecting the element, clicking on the **Update Link** button in the top library menu and then selecting **Manage Update Links** or by right-clicking the element and then selecting **Manage Update Links (Figure 85)**.

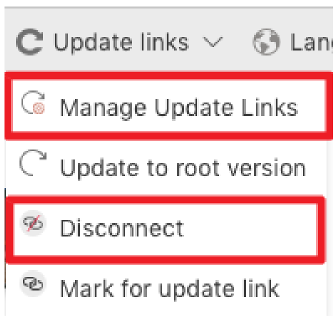

Figure 85: Disconnect and manage update links

When you click on **Manage Update Links, a** window will pop up and display meta data of the connected elements. You also have further options for the elements. If you select the root element, the top menu will offer you the option **Update linked copies**, leading to a forced update for all connected elements, and the option **Break links**, that will disconnect all copies from their root element **(Figure 86)**.

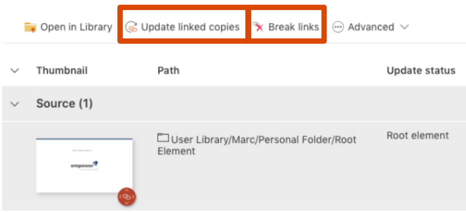

Figure 86: Further options for root element

Similarly, if you select a child element or connected copy of a root element, you will have different further options in the top menu. Here, your options are **Update to root element**, leading to an update of the child element, and **Disconnect**, what will disconnect the connected copy from the update group of the root element **(Figure 87)**.

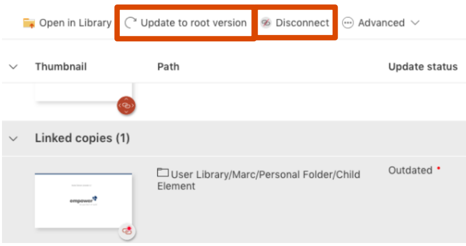

Figure 87: Further options for child element

If you insert a slide that has received a shared update into a presentation, the update wizard will open, which will present you with different options in dealing with the updates.

>> For further information, please refer to **chapter 4.4 Update Wizard**

Update distribution is not only initiated for elements placed in the empower® library, but also if a copy of the original element is saved locally. If a copy of an element from the library is saved locally, its ID and time stamp are also saved. If this element is opened later, empower® will use this information to establish a connection to the original element and will send an update notification if an update is available for this element.

Update distribution can also consist of multiple elements. If a slide is used in multiple presentations (saved locally and/or in the empower® Library), the root element and its copies will be joined in an update link. Changes to the root element will send update notifications to all its connected copies.

Please Note:
It is currently only possible to create an update when e. g. a slide was already saved to the library and it has received its unique ID. This ID is currently unable to be transferred to a currently opened slide. This means that one is currently unable to save all individual slides to the library and then the whole presentation – it is a requirement that the individual slides are inserted into the presentation first.

4.3 When do I receive an update notification?

If an update to an item from the empower® Library is available, a user can receive different kinds of notification depending on global setting. To receive an update notification, three conditions must be met:

1. You are using an item that originates form the empower® Library.
2. The previous version has been altered.
3. You have editing permissions (editor or writer) to the folder of which you are using a non-current item.

If you can see an update symbol in the preview, but do not receive an update notification after inserting the element, you may not have the required editing permissions. In this case, it is to be assumed that the element is to be used in its current version.

SharePoint files might also receive and update notification. If you've created an update link to either a OneDrive or a SharePoint file, and open the presentation from either of the applications, the update Icon in the ribbon is changed **(Figure 88).**

>> You will find more information on Permissions in **chapter 3.6 Permissions**.

4.4 Update Wizard

With the aid of the **Update Wizard**, you gain an overview over all elements within the update link or group as well as their respective versions. It also provides you with the possibility to manage these updates in bulk or individually. This gives you the possibility to ensure that all your changes to a root item are distributed to all slides that are connected to it.

Depending on your update notification settings, the update center will open automatically when you open an outdated element from the library.

You can also manually check for updates within your opened presentation by clicking on **Updates** in the empower® Ribbon **(Figure 88)**.

Figure 88: Check for updates

If all content in your open presentation is up to date, you will be notified (**Figure 89**). However, if there are pending updates, the Update Wizard will open.

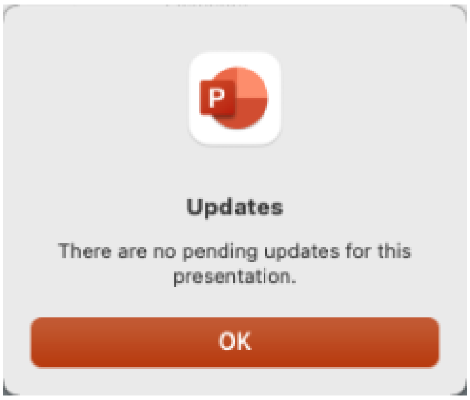

Figure 89: No pending updates notification

The Update Wizard shows the different versions of the updated element including corresponding dates and timestamps, with the outdated version to the left, and the updated version to the right **(Figure 90)**. The Update Wizard lets you choose if you want to update the outdated element or if you want to keep the outdated element and disconnect it from its update link to the root element. Both options can be performed individually or in bulk.

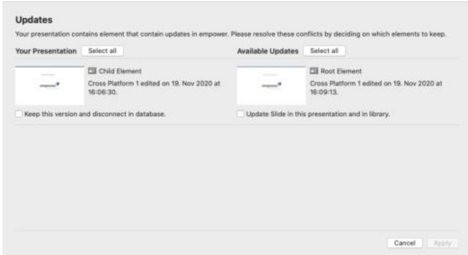

Figure 90: Update Wizard

When hovering over on of either version, you can click on the magnifying glass in the top right corner of the preview of the library element. This opens a bigger preview of the element, so you can compare the updated and outdated version more easily **(Figure 91)**.

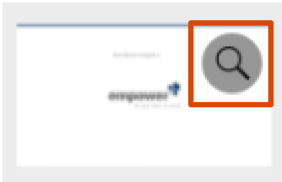

Figure 91: Open preview of element

To update an element in the current presentation, simply click select **Update Slide in this presentation and in library** below the element in the "Available Updates" section, and then click **Apply**. The connected element will be set to the state of the root element **(Figure 92)**. This action will also update the copy of the root element within the library.

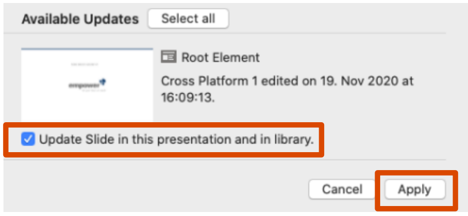

Figure 92: Updating an element

If you want to update more than one element simultaneously, simply click **Select all** above the elements in the "Available Updates" section on the right side of the Update Wizard, and then click **Apply (Figure 93)**.

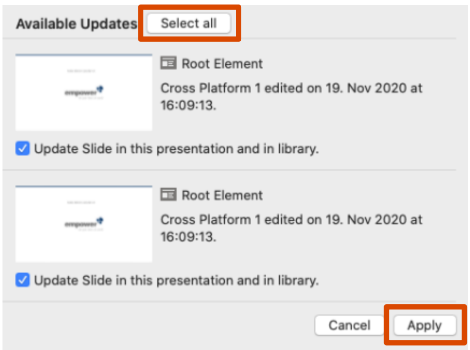

Figure 93: Update multiple elements

Alternatively, you can also choose not to accept the update and continue working with the previous version of the item. To do so, select the option **Keep this version and disconnect in database** in the "Your Presentation" section on the left side of the Update Wizard, and then click **Apply (Figure 94)**. The update link will be disconnected in the library and you will no longer receive forced updates or update notifications when changes have been made to the root item. If required, you may re-establish the update link manually later.

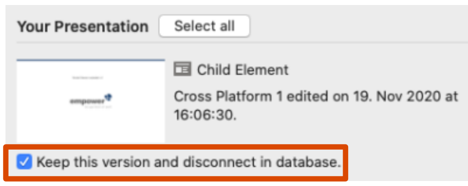

Figure 94: Rejecting update

Similar to updating multiple elements, you can also reject the update for multiple items by clicking **Select All** above the elements in the "Your Presentation" section on the left side of the Update Wizard, and then click **Apply (Figure 95)**.

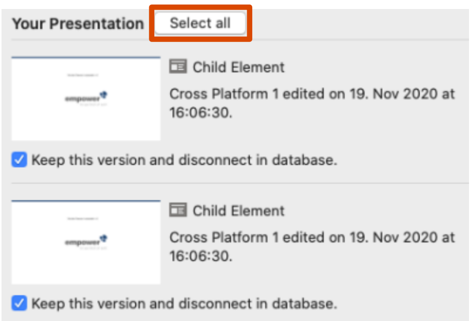

Figure 95: Reject update for multiple elements