empower slides

Version 9.5

empower slides

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Introduction

1.1 Advantages of empower®

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

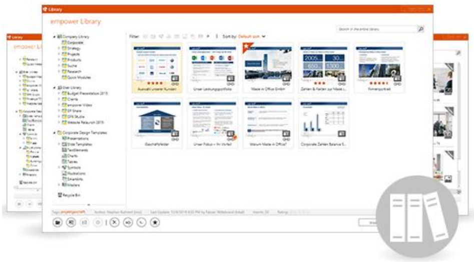


Figure 1: empower® UI

1.2 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 Ctrl and click on the link.

1.3 Office Design

empower® is connected to the Office Design of your device.

If the Design is set on black, the User Interface of empower adapts automatically to it (**Figure 2**).

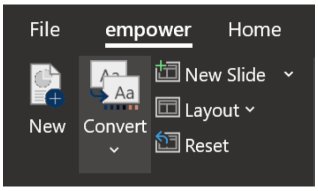


Figure 2: Office Design black

In comparison, you can see in **Figure 3** how the User Interface acts when set to the white theme.

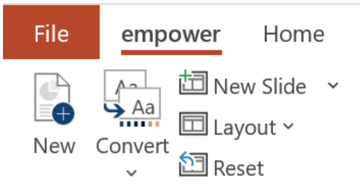


Figure 3: Office Design white

New presentation

2.1 Simplified empower® Ribbon

With the help of the simplified empower® ribbon, the vast variety of empower® Slides features is organized even more clearly. Grouped features ease their usage **(Figure 4).** All familiar features and buttons are still accessible when expanding each dropdown menu.

You can activate und deactivate the simplified empower® ribbon via the User Settings in the Quick Access Pane (**Figure 5**).

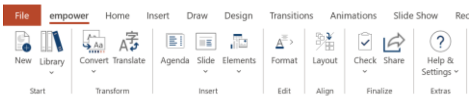


Figure 4: Simplified empower® Ribbon

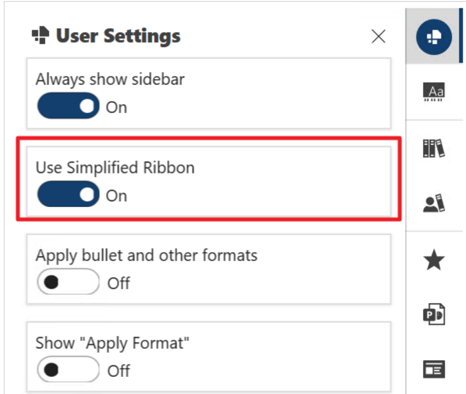


Figure 5: Set up the Quick Access Pane

2.2 Slide master selection

In order to create a new presentation simply start PowerPoint as usual. An empower® window will open automatically: Here all slide masters stored in empower® are arranged (**Figure 6**).

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

The master selection window is a standard setting in empower® and ensures that all new presentations will be based on a slide master that has been unlocked by empower®. In **Settings** this selection window can be deactivated. However, employees can still create presentations that are not CD compliant.

Master settings offer four other options – Reset layout, intelligent size change, clean layouts and apply slide transitions – they are enabled by default.

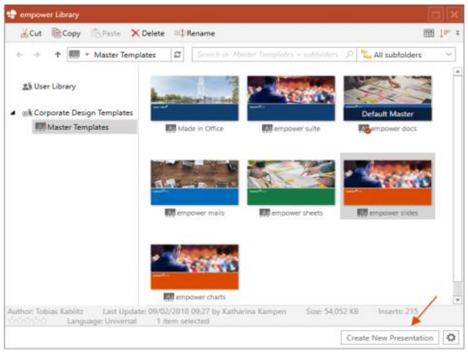


Figure 6: Master selection

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.

Additional information on these options can be found in **Chapter 4.3 Apply master.**

2.3 Default Master

To avoid having to select a slide master every time you open PowerPoint, your corporate design administrator (in short CD Admin) may set a default master for the whole company **(Figure 7) (1).** In addition, you can set a master as a **Default Master (2).**

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

Should you later want to set a different master as a Default Master or to revert the Default Master please click on **New** in the empower® Ribbon. You can make the required changes by right clicking on the template.

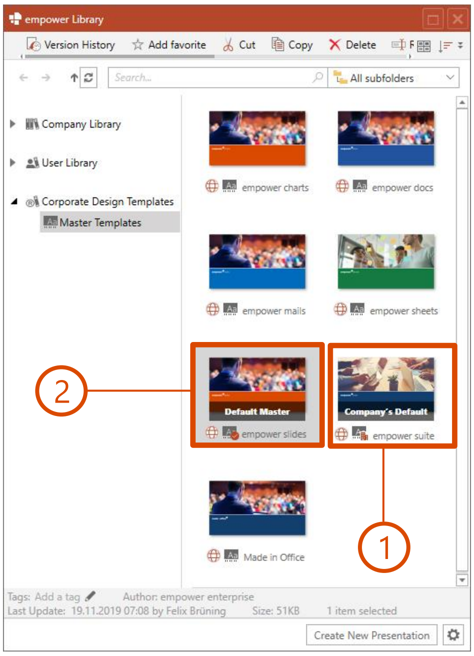


Figure 7: Set default master

2.4 Presentation settings

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

In **Language** you can set the language for the whole presentation with a single click **(Figure 8)**.

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

Depending on what master you are using, you may also have further options available such as **Master Fields**, or **Logos**. More information is provided in the following two chapters.

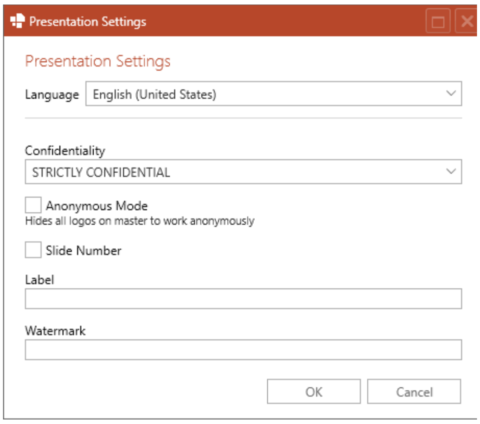


Figure 8: Presentation Settings

2.5 Master Fields

Master Fields allow fields to be defined in addition to header and footer, in which central information can be entered. This information will then be displayed on every slide of your presentation. This function is only available when the master has been set up accordingly.

How Master Fields are set up is explained in **Chapter 5.25 Set up Master Fields**.

You can edit master fields by clicking **Presentation Settings** in the empower® Ribbon. Depending on how your master fields are set up, you can either select a predefined text, set your own text, or select or deselect a master field via a checkbox. Once you click **OK** the master field will be displayed on every slide of your presentation (**Figure 9**).

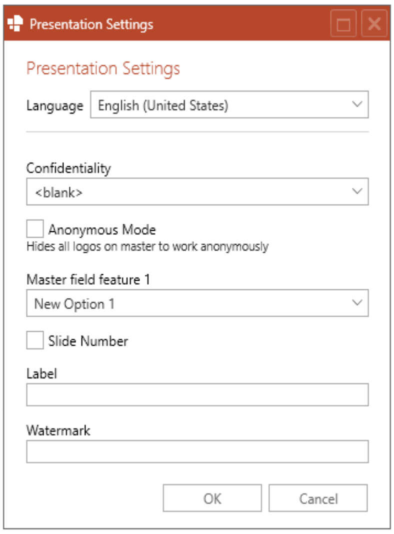


Figure 9: Edit master fields

2.6 Changing Logo

To be able to change your logo quickly and easily using the presentation settings, various logos must have been stored by your administrator.

For more information on the technical integration of different logos, see **Chapter 5.27 Incorporate Logo.**

If you want to access another stored logo, select the **presentation settings** via the tab **Check**.

You can now perform a logo switch by clicking on the logo of your choice.

2.7 Quick Access Pane

T he 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 10**).

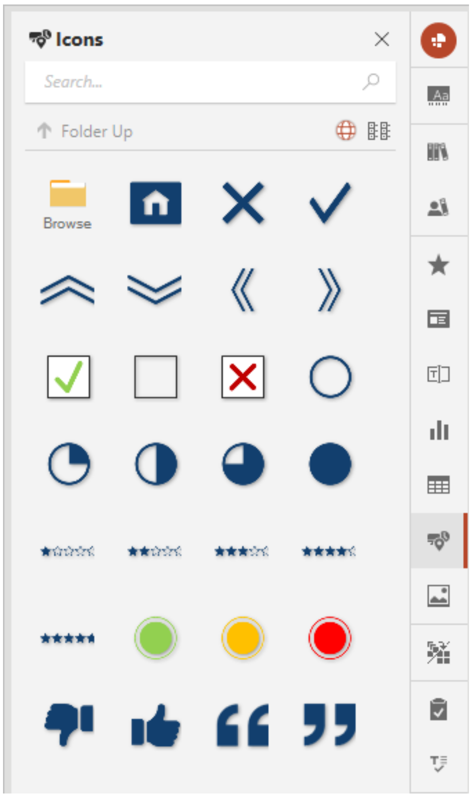


Figure 10: Quick Access Pane

You also have the option of permanently displaying the Quick Access Pane. To do this, click on **User Settings** at the very top of the Quick Access Pane and then select the **Always show sidebar** option (**Figure 11**).

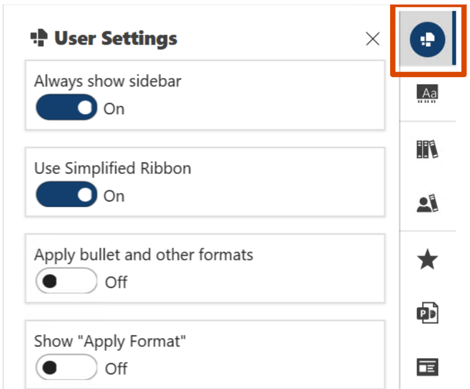


Figure 11: User settings for Quick Access Pane

You can activate or deactivate the **Simplified Ribbon**.

Apply bullet and other formats is also an option you can activate via the Toggle button. If this function is activated, empower® Slides checks functionalities like the shape, the color, the size and the spacing of the bullets. It is important to know that empower® Slides will always use bullets as the first layer. If your master has no bullets defined on the first layer, empower® Slides will go down as many layers until a bullet is found. If you leave this toggle button disabled, empower® Slides will not use the settings of the master but of the placeholder.

If you activate **Show "Apply Format"**, an overlay will be shown when clicking on an element. Changes to this element can be done quicker.

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

More information on applying the master using the Quick Access Pane, can be found in **Chapter 4.3 Apply master.**

2.8 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 Quick Access Pane, depending on any in-house settings of empower®. To fill your slides with content you can use slide templates that have been stored in empower®. To do so open the folder **Slides** and select the desired template (**Figure 12**).

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

You are also able to insert the slide using the button **Keep Master**. 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.

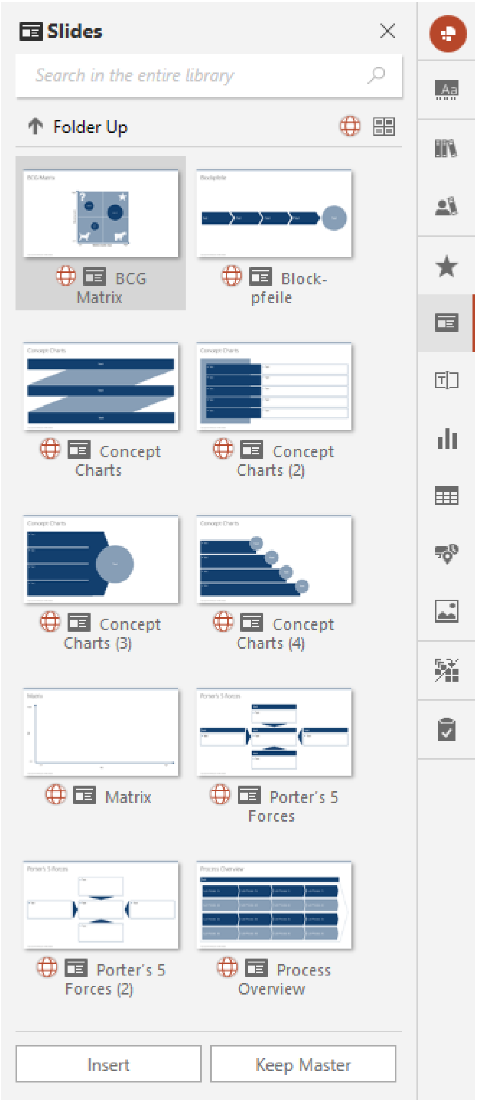


Figure 12: Overview of selected slide templates

Of course, you are also able to design your own slides. Please click on **New Slide and** select a layout **(Figure 13)**. After this step, you can edit the slide as usual.

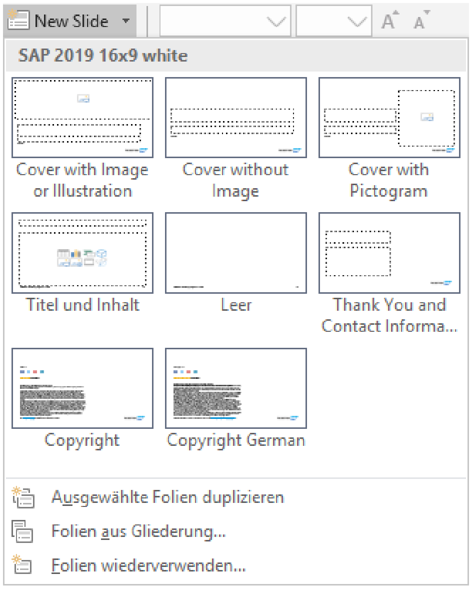


Figure 13: Insert new slides

Placeholder options are linked with the template folders in empower® **(Figure 14)**. Should you, for example, click on the diagram button, a diagram template folder will open and you can simply insert the appropriate diagram template onto the slide. Similarly, you are also able to use all other placeholder options.

Figure 14: Different options for placeholders

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

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

When inserting an image from empower® into a content placeholder, the image is automatically adapted to the content placeholder. If you are unhappy with the result, you can click on the grey button the top left of the image, to **Insert image completely** (analogously to the function of the image placeholder) (**Figure 15**).

Figure 15: Image after choosing Insert image completely

2.9 Text and Colors

To format text and shapes use the tabs **Text** and **Color** respectively in the empower® Ribbon (**Figure 16**).

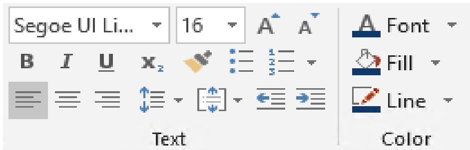


Figure 16: Groups Text and Color

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 17)** 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.

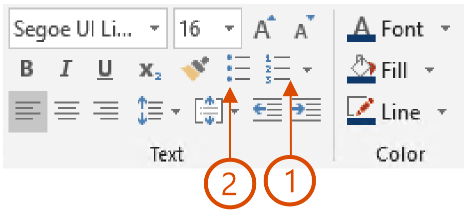


Figure 17: Bullet and numbering button

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.

2.10 Layout Tools

The empower® **Layout Tools** assist you in uniformly designing your PowerPoint presentations. You will find the Layout Tools either in its own ribbon group in the empower® Slides menu, or to the bottom of the Quick Access Pane. Using the tools, you can easily and accurately align objects on the slides within the so-called **Drawing Area (Figure 18)**.

The **Drawing Area** in the master is defined with a textbox in the master layout. It delineates the area in which a whole multitude of different content can be inserted into the slide – of course, this does not affect header and footer.

A click on **Layout Tools** will open the complete Layout Toolbar on the right (**Figure 19**).

Figure 18: Drawing Area

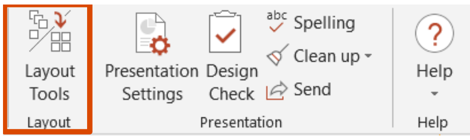


Figure 19: Open the Layout Toolbar

Depending on what elements of the current slide you have selected, you are now able to utilize the functions of the layout tools (**Figure 20**).

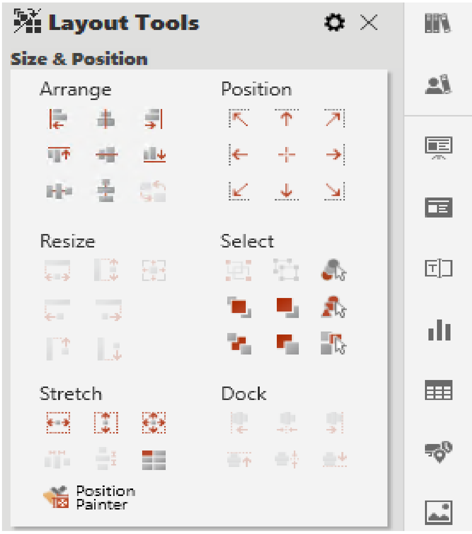


Figure 20: Various Layout Tools

If you wish to access every feature of the layout toolbar directly from the empower® Ribbon, please click the **cogwheel** to the top right of the layout tool window. You can individually select groups of tools which will then be displayed in the empower® Ribbon **(Figure 21)**. You can also select which overlay must be displayed above the shapes by selecting **Apply format**.

If the simplified empower® Ribbon is activated, this **cogwheel** is deactivated and the empower® Ribbon and custom adjustments cannot be performed.

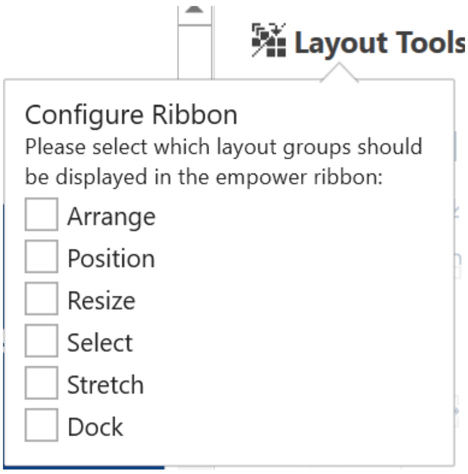


Figure 21: Customize layout toolbar

The Layout Tools contain an assortment of tools which align and format slide content **(Figure 22)**. Here you have the possibility to define an object as a **Reference Shape**. This will set which item will serve as a reference point for all other objects.

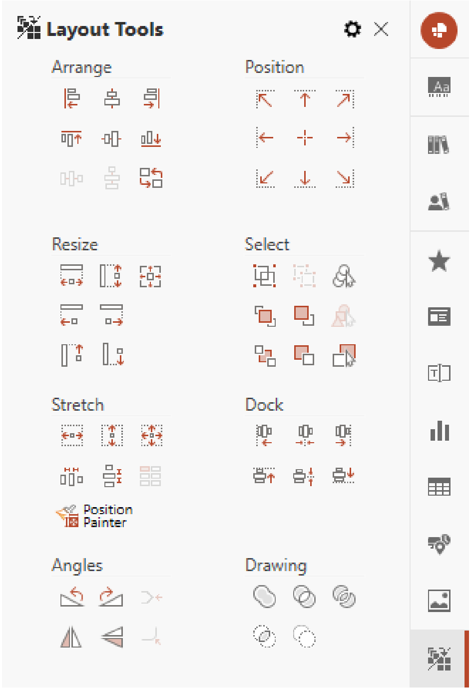


Figure 22: Tools to align and format slide content

In order to set a reference object, select all elements that you want to be adjusted and then click on the object that you want to use as the reference object. If, for example, you want three elements to be oriented to the left, the **Align Left** button would align all object in line with the left edge of the leftmost object (here dark blue) (**Figure 23**).

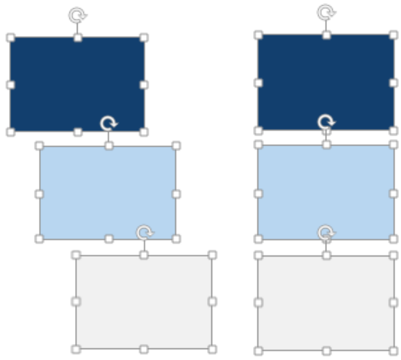


Figure 23: Objects being aligned with the left-most object

If you wish to set the middle object as the reference object, select all the items, and click on the middle object (here light blue). Then click on the **Align left** under **Arrange** option. All items will align to the left of the reference shape (**Figure 24**).

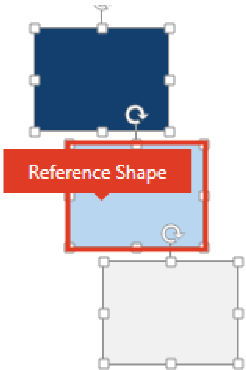


Figure 24: Objects being aligned to the reference shape

Arrange

All features described in this section refer to native PowerPoint functions with the exception of **Swap Elements**. The buttons **Align Left, Align Right, Align Top** and **Align Bottom** will align two objects in accordance to the selected option. If only a single element is selected, it will be aligned with the edges of the slide.

Distribute Horizontally and **Distribute Vertically** will place objects with reference to the outer objects of a selection. If only a single element is selected, the object will be aligned with the center of the slide.

If you select two elements you can click **Swap Elements** to change each other's position (**Figure 25**).

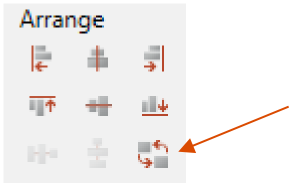


Figure 25: Swap elements

Position

With **Position** you are able to align a selected object directly within the Drawing Area **(Figure 26)**. This way objects can be aligned to the left, right, top and bottom edge, as well as each corner of the Drawing Area while the button located in the middle moves all selected elements to the middle.

If you did not select any elements on the slide, all freely located elements (excluding placeholders) will automatically align with the selected location.

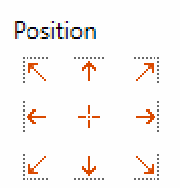


Figure 26: Adjust an elements position

Resize

In the **Resize** section you can adjust the size of selected elements **(Figure 27)**. To do so, select two items and then click on **Same Width**. The elements will now have the same width as the element last selected if no reference shape has been set. Clicking the button multiple times will switch between the resizing in accordance to the different objects. **Same Height** and **Same Size** work in a similar manner.

With **Resize to Align Left, Resize to Align Right, Resize to Align Top** and **Resize to Align Bottom** you have the ability to adapt the size of two or more elements to then be able to succinctly align them to the left, right, top or bottom.

Figure 27: Adjust an elements size

Select

The **Select** section provides native PowerPoint functions to place elements on a slide **(Figure 28)**.

You can group elements as well as reverse a grouping. In addition, you can move elements to the foreground or background or move an element a level up or down. The button to the bottom right will open the PowerPoint selection pane which displays all visible and hidden elements placed on the current slide.

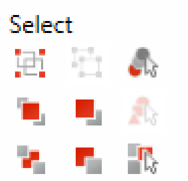


Figure 28: Place elements on a slide

To hide an element simply click on the eye symbol to the right of the element's name **(Figure 29)**. Naturally, invisible elements are also not taken into account by the Design Check.

The selection buttons to the right let you select multiple elements with a single click. **Select same objects** will select all objects of the same type as the currently selected object, e. g. all rectangles, all text boxes, etc. **Select same color** will select all elements that have the same color as the item currently selected.

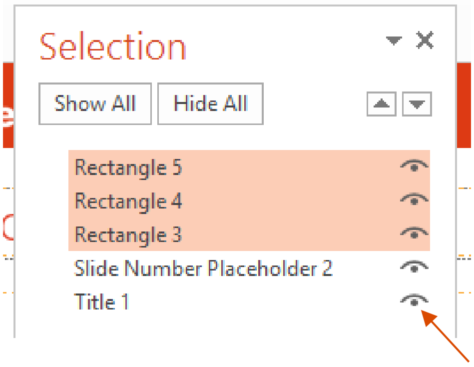


Figure 29: Hide an element

Stretch

The **Fit to Width, Fit to Height** and **Fit to Area** buttons let you adapt the size of a single or of multiple items to the Drawing Area **(Figure 30)**. If you select a single item on a slide, it will be resized with regard to width, height and size of the Drawing Area. If multiple elements are selected, these elements will be arranged in proportion to one another regarding their width, height and the space of the Drawing Area. If no element is selected, all elements on the slide except the placeholder, will be arranged in the Drawing Area. This way, you can distribute elements on a slide accurately with a single click, e. g. when conducting a slide migration.

Figure 30: Stretch elements

With a further function, you can arrange objects with the same vertical or horizontal distance between one another. To do so, select the desired elements (a distance can be set between shapes, fields and objects) and either click on **Same Margins Horiz**. or on **Same Margins Vert. (Figure 31).**

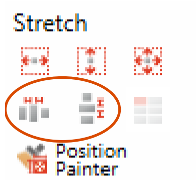


Figure 31: Align distances between objects

A pop-up window will open in which you can then specify the desired distance between the elements, as well as the area in which these elements are to be distributed **(Figure 32)**. Here you can select between **Fit to Selection, Fit to Drawing Area** and **Do not resize**. If you select **Fit to Selection**, the edge of the outer elements will act as the frame in which all elements will be distributed. This means that the size of elements will be adapted proportionally to accommodate the specified margin.

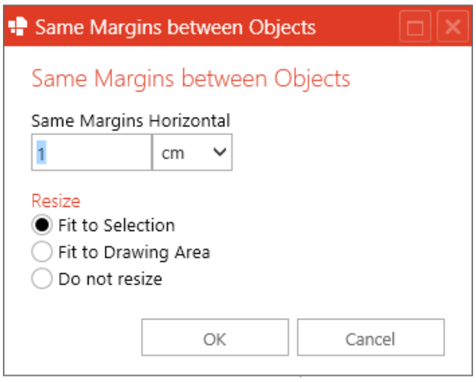


Figure 32: Specify margins between objects

Select **Fit to Drawing Area** to distribute all selected elements in the drawing area of your slide. Their size be adjusted proportionally on order to arrange the elements with the specified distance between them. You can also select **Do not resize** if you do not wish the size of the elements to be changed; the elements will then be distributed vertically and horizontally on the slide without their size being altered.

The **Multiply Shape** button will create a matrix with any shape. To do so, insert a shape such as a rectangle onto a slide and then click on **Multiply Shape (Figure 33).**

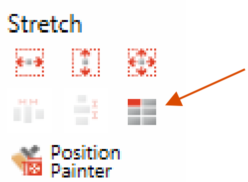


Figure 33: Multiply a shape

A window will open in which you can specify the number of rows and columns **(Figure 34)**. In addition, you can define the horizontal and vertical distance between the elements. Finally, set any of the three options if you wish the element to be multiplied, divided or should fit to the size of drawing area. A click on **OK** will then create the matrix.

The **Position Painter** allows you to transfer the size and position of one element to another, like the format painter function by Microsoft.

More information on the Position Painter can be found in **Chapter 2.11 Position Painter.**

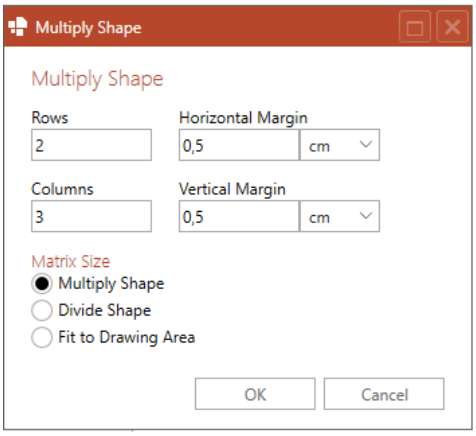


Figure 34: Specify shapes rows and columns

Dock
With Dock you can align two or more elements with one another **(Figure 35)**. The **Dock Left** button will dock selected elements to the left.

The **Dock Right, Dock Top** and **Dock Bottom** buttons all function analogously. The two latter buttons place the elements in accordance to their top or bottom edge, while **Dock Center** and **Dock Middle** place selected elements to the middle of each other.

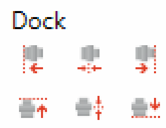


Figure 35: Dock elements with one another

Adjust
This section mainly provides native PowerPoint functions to adjust selected elements on a slide (**Figure 36**).

Figure 36: Adjust elements on a slide

Angles
The buttons **Rotate left 90°** and **Rotate Right 90°** allow you to rotate your selected elements accordingly. You also have the possibility to flip an element vertically or horizontally along their axis using the **Flip Vertical** or **Flip Horizontal** buttons (**Figure 37**).

Figure 37: Rotate and flip elements

Select an element with rounded edges and click on **Adjust Round Corner** in order to adjust the corners to an angle set in the database (**Figure 38**).

Figure 38: Adjust an elements corner

This way you can set the angle of round edges and (kinked) arrows (to be found in the empower® Ribbon **Shapes** > Block Arrows) to a value defined in the empower® database (**Figure 39**).

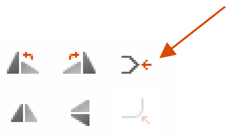


Figure 39: Set angle of edges and arrows

Drawing

In this section you have generic PowerPoint tools that allow you to join shapes **(Figure 40)**.

Clicking **Union** will join two selected shapes to a single element. **Combine** has a similar effect but overlapping sections are cut out of the shape. **Fragment** will split selected shapes into multiple shapes that resulted due to overlapping, while **Intersect** leaves only the intersection area of the selected shapes. **Subtract** will cut out the area of the last selected shape placed on another shape.

Figure 40: Tools to join shapes

Shape

In the Shape section you will find PowerPoint native tools to manipulate size and properties of text boxes and shapes **(Figure 41)**. Here you can view and set width and height of a selected element. By clicking the chain symbol, you can lock and unlock the aspect ratio of an object. Select **Shrink Text** in order to have the text adapt to the size of the element if it would otherwise protrude over its edges. If **Resize Shape** is selected, the shape will adapt to the size of its contained text. If none of the options is to be activated, you can select **Autofit off**. Finally, you can activate automatic line break by clicking **Wrap Text**.

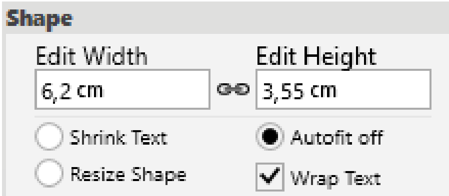


Figure 41: Set width and height of shapes

Margins

In this section you are able to directly enter the value of the margins **(Figure 42)**. In addition, you have the possibility to transfer these margins from one element to another – similarly to PowerPoint's format painter. To do so, select an element and click **Learn Margin** and apply the setting to another element by selecting it and then clicking on **Set Margin**. With **Remove** you can set all margins of a selected element to 0 cm. By clicking on **Default**, you can set the margins to the default margins which are defined in the database.

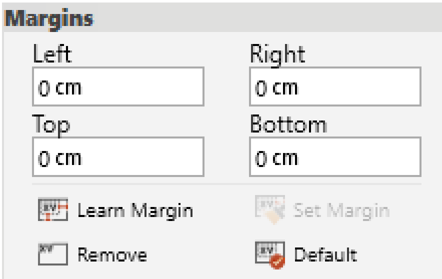


Figure 42: Set specific margins

Spacing

The Spacing section contains generic PowerPoint functions to set spacing **(Figure 43)**. In the dropdown menu of **Line Spacing** you can select any of the line spacing options. If you have selected **Exactly**, you can then enter the desired value in **Spacing at.** In **Before** and **After** you can enter the spacing before and after the line.

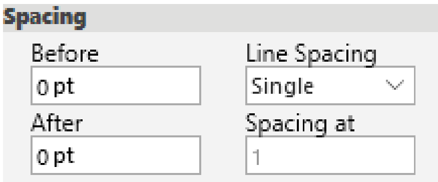


Figure 43: Set spacing between lines

2.11 Position Painter

Position Painter is a layout tool that – similarly to Microsoft's format painter – enables the transfer of position and size parameters onto other objects.

If you want to adapt an item to a reference object, all you have to do is select the reference object and then click the Position Painter button. A menu will pop open (**Figure 44**).
The **Position Painter** now has stored the parameters of width, height, and orientation left, right, top or bottom.

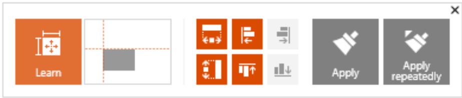


Figure 44: **Position Painter** menu

You can now select what parameter you wish to apply to a different object. The selected parameters are then marked in color. If the item is to have exactly the same size and orientation as the reference object, simply select the parameters of width, height, from the left and the top. All you have to do now is select your item and click **Apply**, and your item will be matched to the reference object.

Let us stick to this example. Select the reference object and click the **Apply Position** button. In the pop-up menu, select only the width. Then select the object and click on **Apply**. This object now has the same width as the reference object.

Of course, you are also able to adjust further items. To do so select the respective items and again click **Apply**. All parameters of the reference object remain saved until you save the parameters of a different item by clicking on **Learn** or after you close the tool.

If you require different items on different slides to all assume the same position you can achieve this by clicking on Apply repeatedly (**Figure 45**). Similar to the double click on the format brush you are also able to apply saved parameters directly to objects by selecting them.

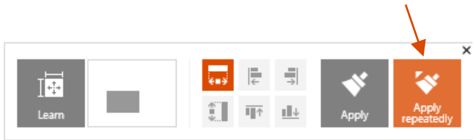


Figure 45: Assign the same position to multiple elements

Adjusting images using the **Position Painter** bears the risk that they distort. For this reason, height and width of an image are adjusted consecutively rather than simultaneously. After this step, both variables can be applied, however in most cases this leads to a distortion of the image.

2.12 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 46**).

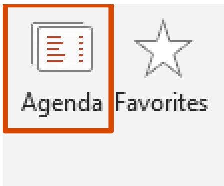


Figure 46: Create agenda

After you have launched the Agenda Editor you can select one of the available agenda layouts and then begin to type your agenda points into your agenda. By pressing **Enter** you can add them to the list at the bottom (**Figure 47**).

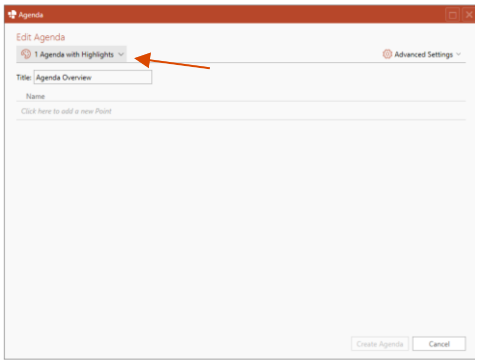


Figure 47: Select agenda layout

Depending on how many layouts have been provided by your corporate design administrator, they can be selected in **Layout (Figure 48)**. If such a layout has been set up accordingly you can enter and display additional information such as duration and speaker.

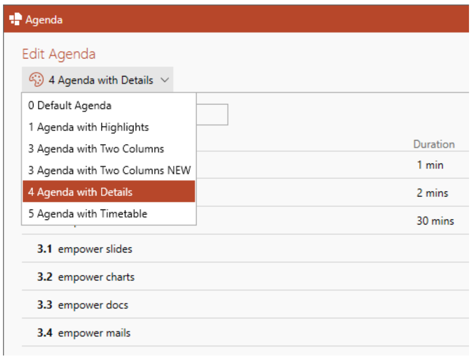


Figure 48: Agenda Layouts

Furthermore, agenda points can be converted to sub items by moving the outline level of an item right or left **(Figure 49)**. 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).

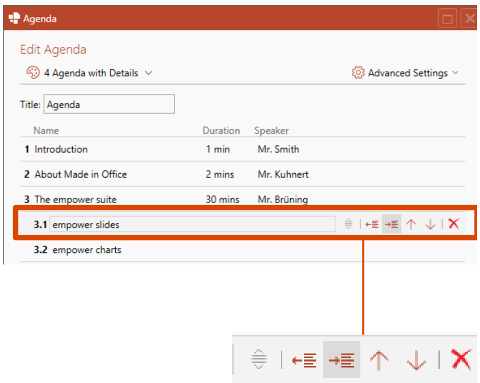


Figure 49: Convert agenda points to sub items

To change the order of items you can simply do so via drag & drop. You can also use the labelled button to the right (**Figure 50**).

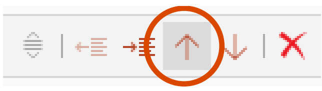


Figure 50: Change order of items

A tip for experts:
It is also possible to indent and move items with the keyboard. To do so keep **Ctrl** pressed and use the arrow key for left and right in order to move the levels. Press **Ctrl** 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 51)**. empower® will then ask if sub items and their corresponding slides are also to be deleted.

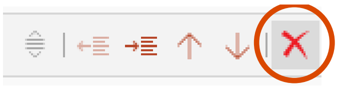


Figure 51: Delete existing agenda point

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 52).**

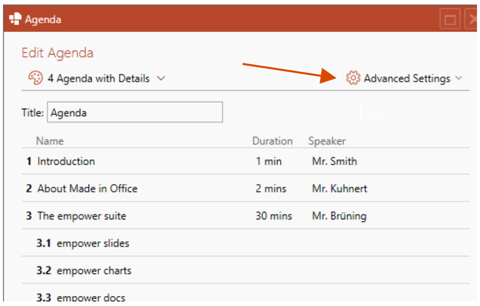


Figure 52: Accessing advanced agenda settings

After you have entered all the desired agenda items, you can still change several agenda settings (**Figure 53**).

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 a navigation bar for direct navigation between the individual agenda items while in presentation view, depending on whether this function is given in the respective agenda layout (via agenda tags). 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).**

Once you have made the desired settings, you can click on **Create Agenda** and empower® will automatically create the agenda slides of your presentation (**Figure 54**).

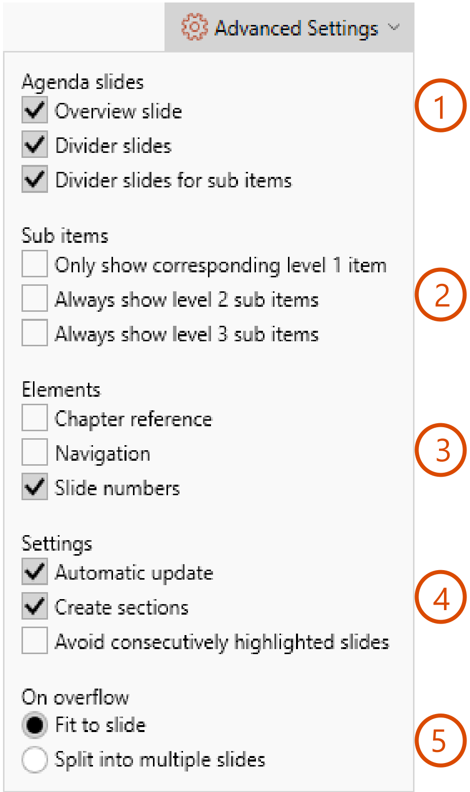


Figure 53: Overview agenda settings

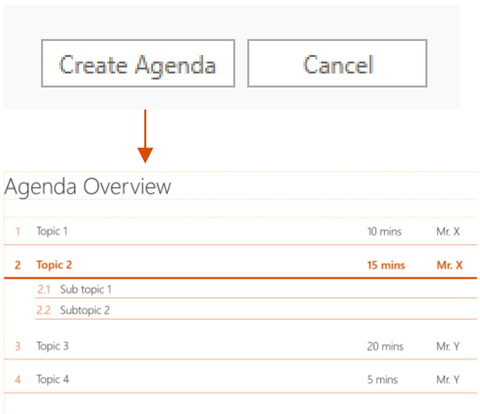


Figure 54: Automatically create agenda

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 (**Figure 55**).

Figure 55: Chapter navigation

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 (Figure 56).**

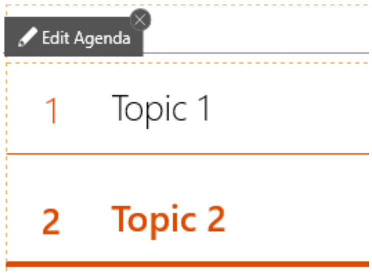


Figure 56: Edit the agenda

Alternatively, you can make changes to your agenda via the Agenda Editor by clicking on the **Agenda** Button in the empower® Ribbon (**Figure 57**).

Figure 57: Open 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.

2.13 Slide Protection

Slide Protection allows you to protect selected slides or your whole presentation against unauthorized or unintentional editing. You can access slide protection by right clicking a slide and selecting **Slide Protection** to the bottom of the context menu (**Figure 58**).

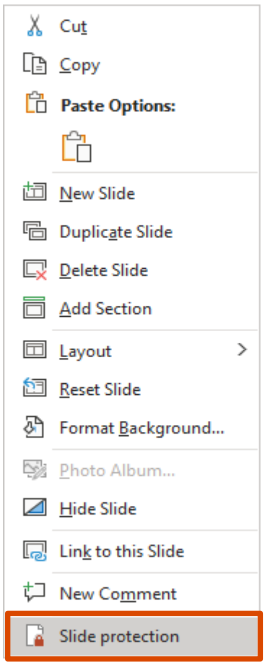


Figure 58: Slide protection from context menu

You have the option to either lock selected slides or the whole presentation. In addition, you can choose to set a password, or lock the slides without one **(Figure 59)**. Furthermore, you have the option to protect charts from being altered by another party. As soon as you toggle the corresponding option, the chart will be converted into an image.

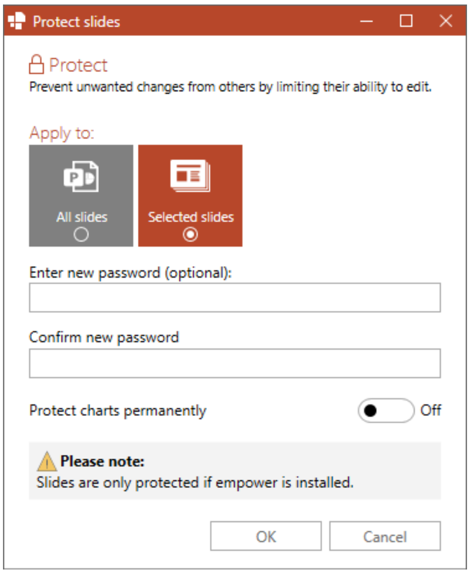


Figure 59: Options for slide protection

Please Note:
Once you have protected a chart from later alterations, this setting cannot be reverted. Therefore, it is advisable to save the presentation or slide to your user library beforehand.

You have the same options for Slide Protection via the button **Share**.

To deactivate the slide protection, click on **Slide protection** again and enter your chosen password once (**Figure 60**).

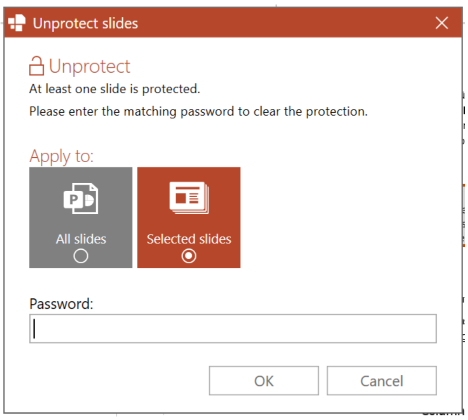


Figure 60: Deactivate Slide protection

2.14 Share

The function **Share** allows you to send single slides or a whole presentation to a recipient or to save them on your hard disk as PDF or PPTX. In the open presentation, select one or more slides you want to send and click on **Share (Figure 61).**

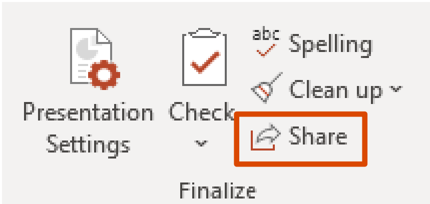


Figure 61: Share presentation or slides

An empower® dialogue box will open **(Figure 62)**. Here you have the possibility to adapt the file name if needed. You can also determine if you want to send the **Selected slides** or **All**.

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

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

In addition, to reduce the file size for sending, you can use the **Compress PDF Images** toggle button to choose whether to share PDF images in a slightly reduced data quality.

You can also use the **Protect diagrams** irrevocably toggle button to decide whether any diagrams embedded in your presentation should be saved as an image file. This has the advantage of preventing any unwanted changes to the diagrams as they are sent. This setting is not reversible. More details on Slide Protection can be found in **Chapter 2.13 Slide Protection**.

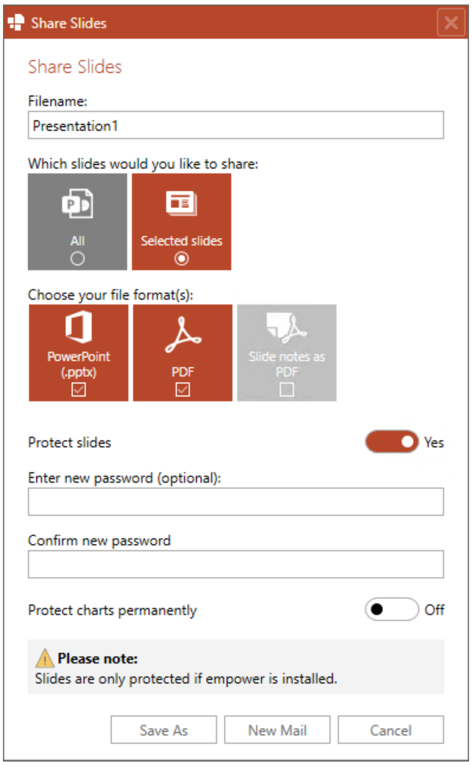


Figure 62: Share options

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

2.15 Language

Clicking on **Spelling** will open a menu that will enable you to change the spellcheck for your presentation or selected slides at a click of a button (**Figure 63**).

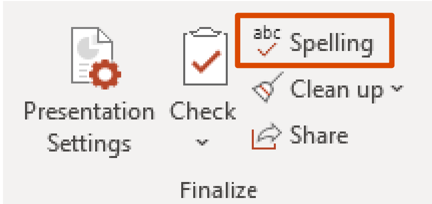


Figure 63: Change language settings

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

Select the required language and click **Selected slides** in order to apply the spellcheck to the selected slides, or click on **Presentation** to apply this setting to the whole presentation. If the text includes multiple languages, then activate the **Check spelling language of every character (Figure 64)**. Because this function can take much longer, it makes only sense to activate it, if a textbox contains multiple languages.

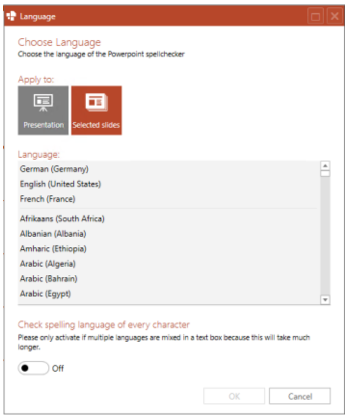


Figure 64: Apply language settings

You can also have selected slides translated into one of the available target languages via the DeepL[1] translator. The fees incurred for the translation of DeepL are paid directly to DeepL. In order to translate content, select the desired slide(s) and click **Translate** in the empower® Ribbon (**Figure 65**).

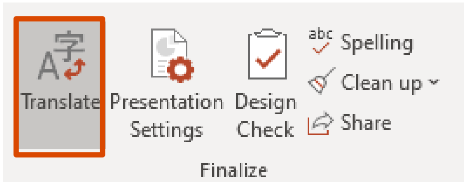


Figure 65: Translate slides

> **Please note:**
> In order to integrate DeepL into empower® Slides, you need a DeepL APIkey, which you can directly purchase via DeepL.

[1] DeepL ist a registered trade mark of DeepL GmbH.

Now a window opens where you can select the desired translation language.

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

After that, clicking **OK** completes the process **(Figure 66)** and texts located on the slides will be translated and duplicated, if the option **Keep original slides** has been selected.

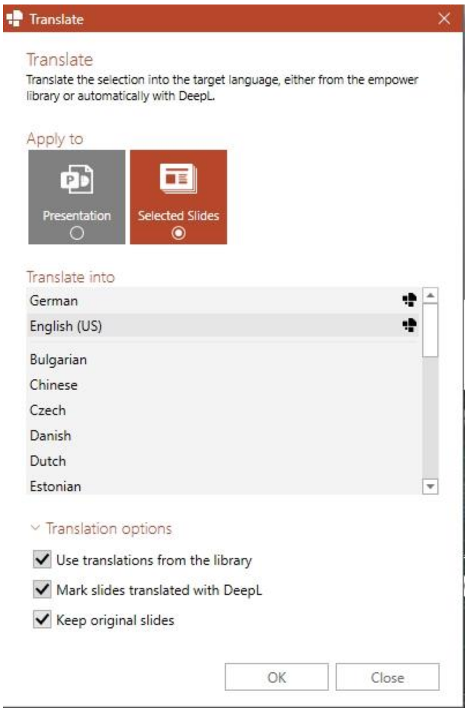


Figure 66: Choose translation language and translation options

To be able to manage your quota of translatable characters with DeepL according to your needs, your empower® administrators may have set a user limit, which defines the maximum number of translatable characters for a specific period of time.

If this character budget is used up, a warning will appear when clicking the **Translate** button (**Figure 67**). In this case, you can continue to use existing translation groups.

If DeepL is not connected, existing translation groups will be used by default.

Figure 67: Warning used up character budget

2.16 Clean up

Clean up offers a selection of small tools to prepare a presentation to be sent or saved locally **(Figure 68)**:

- Slide protection
- Layout cleaner
- Remove animations
- Remove notes and comments
- Pack & Go.

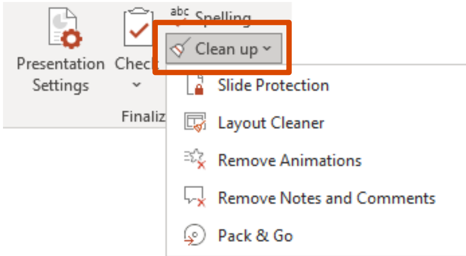


Figure 68: Clean up tools

Slide protection enables you to protect your presentation or selected slides with an optional password.

You can find further information on this topic in **Chapter 2.13 Slide Protection.**

Layout cleaner allows you to remove layouts that are no longer required with a single click, e. g. layouts that are surplus to requirement after a slide migration to a new master.

You can find further information on this topic in **Chapter 4.3 Apply master.**

Remove animations completely removes all animations from your presentation. This concerns not only animations on the slides but also transitions between slides.

Remove notes and comments deletes all notes and comments on the slides of the complete presentation.

Pack & Go enables you to copy all files of the current presentation in a local folder on your computer, a USB drive or a CD. This function is especially practical if you want to copy your presentation onto a different medium and you want content such as videos to be also copied to the folder.

2.17 Check

In the **Finalize** section you will find the **Check** button. Behind this button you will find the **Design Check**, the **Consistency Check**, the **Spell Check** and the option **View Document Properties (Figure 69)**.

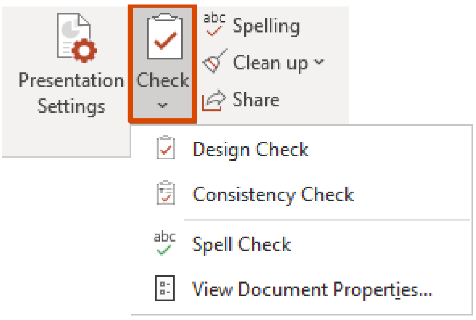


Figure 69: Check

Design Check inspects your entire presentation to ensure that it is brand compliant. To run the feature, simply click the **Check** button and then select **Design Check (Figure 70).**

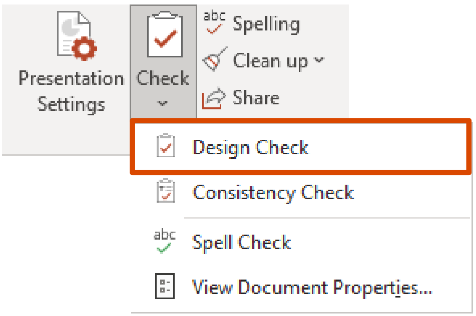


Figure 70: Run a Design Check

Design Check can also be accessed in the Quick Access Pane. It lists every error in adhering to the corporate design on the right-hand side **(Figure 71)**. 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 to corporate design guidelines. Furthermore, the Design Check also inspects if numbering items and bullets used in the presentation conform to those defined in the master and if their color matches the prescribed font color defined in the corporate design guidelines. If content on the slides extends into the logo protection area or outside placeholders, these errors will also be listed. Title placeholders are inspected separately of their color, font, font size, and position comply with the presets of the master.

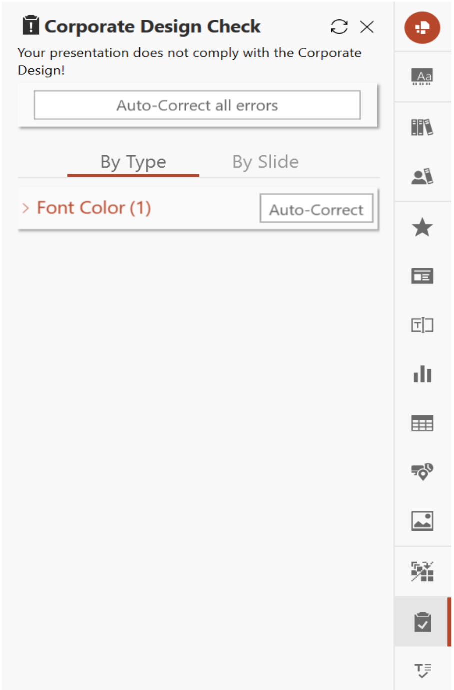


Figure 71: List of every noncompliance to corporate design

Each error in adhering to the corporate design is listed by category. Here, you have the possibility to display design errors by slide, or for the complete presentation (**Figure 72**).

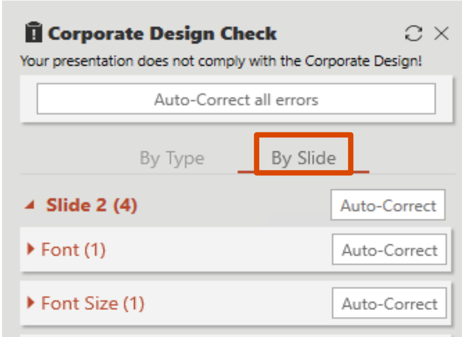


Figure 72: List of noncompliance by slide

This way you instantly see which fonts are wrong and where your presentation contains fonts in the wrong color. Once you click on an entry, empower® automatically selects the slide and the element containing the error. Similar errors are grouped; this way you can instantly correct a whole batch of errors with a single click on. To do so, click on the **X** in the header and select the correct font, then click **Apply (Figure 73).**

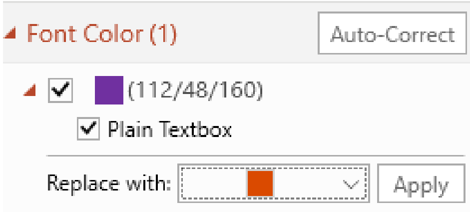


Figure 73: Choose which noncompliance to correct

If slides contain elements that lie over the logo protection area or layout protection area, Design Check will list these errors. A click on the entry will select the erroneous elements after which you can move them to their approved position. Wrong numbering items and bullets can be corrected by selecting the approved symbol from the dropdown list. Here, all bullets are listed that have been approved in the master (**Figure 74**).

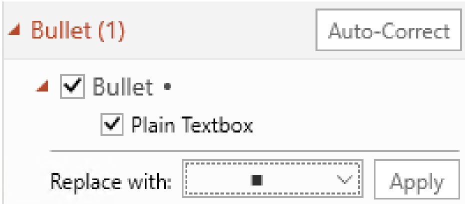


Figure 74: Choose what bullets should be replaced with

If there are title placeholder errors you can quickly correct the titles in their use of fonts, font colors, font size, and the position of the title placeholder via **Auto-Correct (Figure 75).**

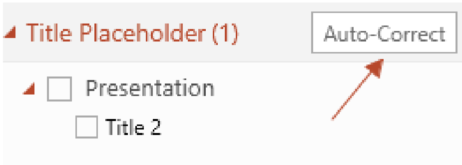


Figure 75: Auto-correct title placeholders

The Auto-Correction can also be used for errors in font, font color, and font size if you do not wish to correct each error individually. When correcting colors, empower® automatically selects the approved color of your corporate design that is closest to the flagged color. When correcting font sizes, empower® selects the next size value up or down from the flagged size value to set a font size that has been approved by corporate design. The same is also performed for fonts. You can initiate Auto-Correct for each category individually, or click on **Auto-Correct all errors**, to bulk correct all corporate design errors (**Figure 76**).

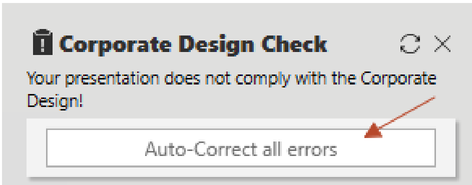


Figure 76: Correct all errors at once

Once all errors listed have been corrected, you will receive a notification that the Design Check has successfully inspected your presentation to ensure corporate design conformity (**Figure 77**).

Figure 77: Confirmation of compliance with the Corporate Design

The **Consistency Check** inspects your presentation for corporate wording errors, incorrect hyphenation, multiple spaces and other inconsistencies and automatically corrects them. To run the feature, simply click the **Check** button and then select **Consistency Check (Figure 78).**

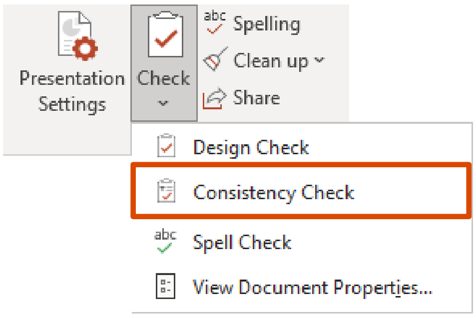


Figure 78: Run a Consistency Check

On the right side, the Consistency Check lists all errors in adherence to the consistency rules **(Figure 79)**. The Consistency Check sorts the errors according to the type of error and gives you the information on which slide each noncompliance is located. If you click on an error, you will jump to the slide of the said error. You can correct spacing and wording errors individually by selecting the specific error and clicking **Correct** or grouped by error type by clicking on **Auto-correct** next to the error type. You also have the option to automatically correct all errors of all error types. To do this, simply click on **Auto-correct all errors**. Excluded from auto-correction are bracket errors. An example of a bracket error would be an open but not closed bracket. Here you must determine yourself where the bracket should be closed. Clicking on **Information** next to the error type bracket will explain exactly how to fix the error.

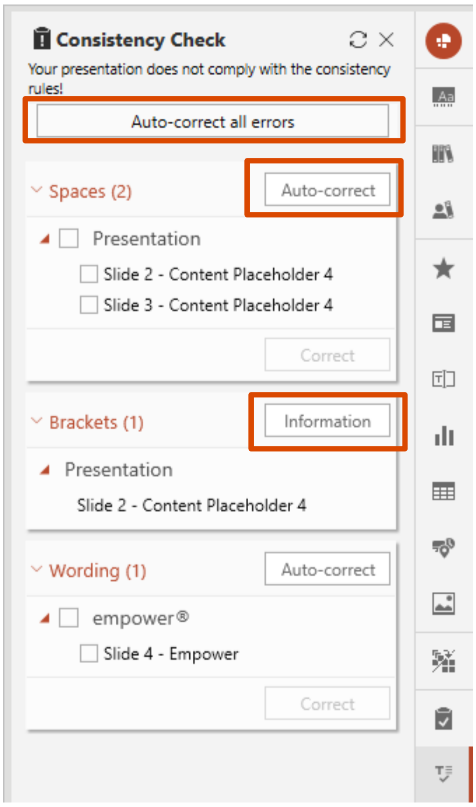


Figure 79: List of every noncompliance with consistency rules

If you have corrected all the items in the list or there was no noncompliance, the Consistency Check will show you accordingly that there are no (more) errors (**Figure 80**).

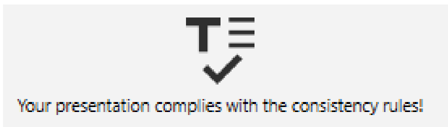


Figure 80: Confirmation of compliance with the consistency rules

The **Spell Check** quickly checks your presentation for spelling errors. To run the feature, just click on the **Check** button and select **Spell Check** afterwards (**Figure 81**).

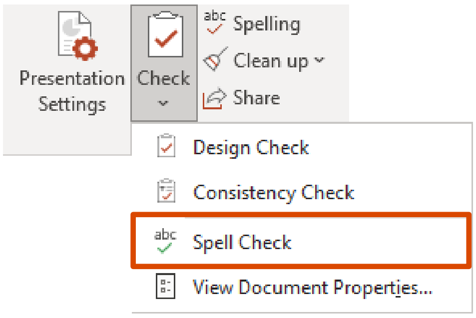


Figure 81: Run a Spell Check

The Spell Check opens on the right side. At the top you will be presented with the misspelled word. You now have the option to ignore the error, add the word to the dictionary or change the word. If you want to ignore the error, you can either click **Ignore Once** or **Ignore All**. The **Ignore Once** option ensures that the specific error is ignored once. If you choose **Ignore All** instead, all errors involving the shown word will be ignored. Clicking on **Add** will add the word to the dictionary and all errors related to the shown word disappear. Clicking **Change** will change the shown word to the selected improvement suggestion. Clicking **Change All** will change all the same errors to the selected enhancement suggestion. Once you have decided on one error, the next one will be presented to you (**Figure 82**).

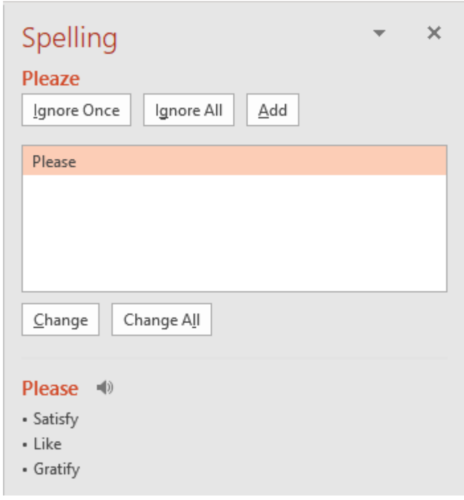


Figure 82: Spell Check

You can optionally change the language of the Spell Check in the bottom right. To do this, click on the field and select a different language from the list that (**Figure 83**).

Figure 83: Change Spell Check language

If all errors have been fixed or there were no errors, you will be notified that the spell check has been completed (**Figure 84**).

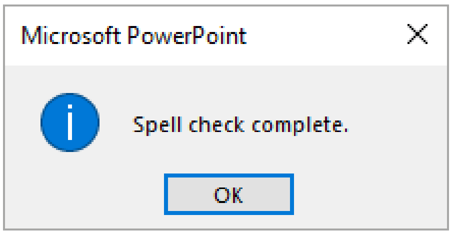


Figure 84: Spell Check completed

You can access the **View Document Properties** option by clicking the **Check** button and then selecting the option **(Figure 85)**. Here you can get additional information in the sections General, Summary, Statistics, Contents and Custom, such as the location and size of the file, the number of versions, the total editing time and the fonts and font sizes used. Moreover, you can add and retrieve additional information yourself, such as subject, company, keywords or comments and more.

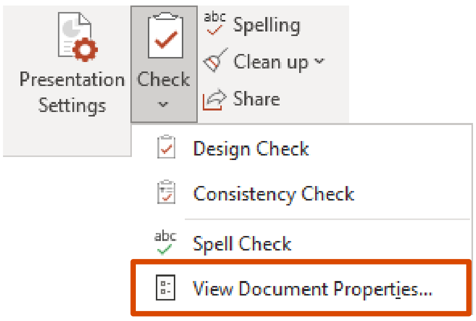


Figure 85: View Document Properties

2.18 Help & Settings

n the empower® Ribbon you have the possibility to initiate various processes via Help & Settings **(Figure 86).**

You can go to the **Help Center** to look up topics you are unsure about. There is also the possibility to watch tutorials on how to use single features via **Tutorial Videos**, which have been recorded by our team. If you click on **Send Feedback**, an Outlook window opens where you can send your feedback by e-mail to empower®. If you click on **Report A Bug**, a window opens in your default Internet browser. There you have to enter various information about yourself, as well as the bug you want to report. This is for the support of empower® so that they can respond to it in the best possible way. Under **Slides User Settings**, the Quick Access Pane opens, in which you can change your user settings.

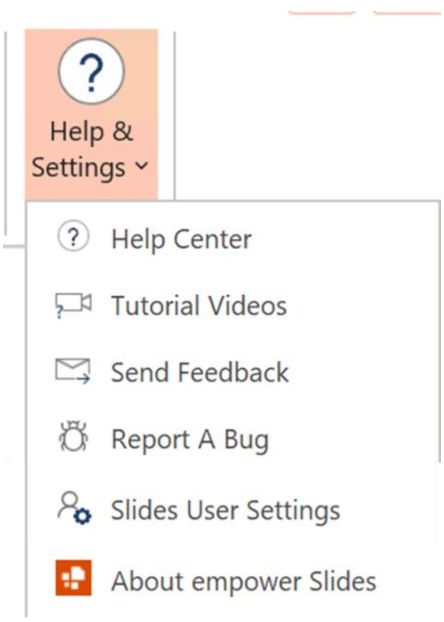


Figure 86: Help & Settings

You can find further information on this topic in **Chapter 2.7 Quick Access Pane.**

Under **About empower Slides**, a pop-up window opens up again where you can see the products you are using from empower®. In addition, information about the current user and the empower® version on the computer is stored here.

Please note:
User with administrator rights have an additional button available under Help & Settings called **Settings**. If you work as an administrator in your company, read also **Chapter 5 Administration**.

Slide management

3.1 Library (main library)

The **Library** function provides you access to all central PowerPoint content. empower® grants two ways of how you can work with the library.

Either you open the library full screen via the **Library** button in the empower® Ribbon (**Figure 87**).

Alternatively, you use quick access from the right-hand side (**Figure 88**).

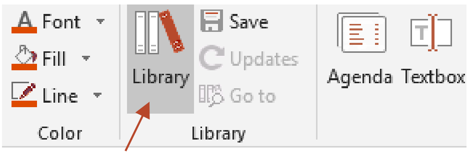


Figure 87: Open library via empower® Ribbon

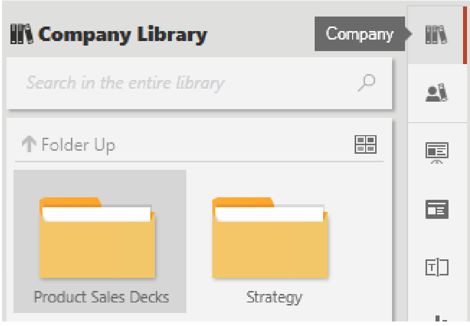


Figure 88: Open library via quick access

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, which has been constructed in congruence with Microsoft's explorer. The library is organized in three parts: Company Library, User Library, and Corporate Design Templates (**Figure 89**).

The **Company Library** should contain completed slides and presentations to be made available to the entire company. Ideally, all employees should have at least reading permissions to these central company contents.

More information on how to set permissions you can find in **chapter 3.8 Permissions.**

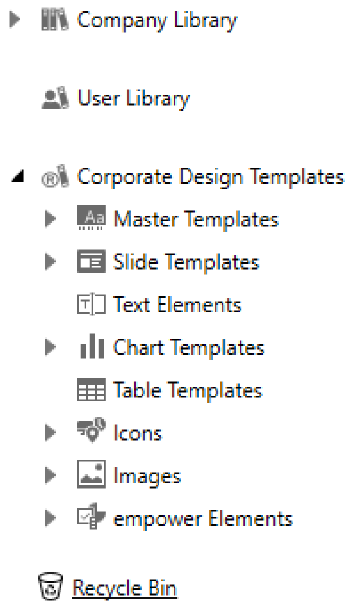


Figure 89: Folder structure of the library

In this area, there is also the possibility to integrate SharePoint and Teams **(Figure 90).** In this way, centrally selected areas can be inserted into the empower® Library in order to gain faster and easier access to certain content. A central slide search can then be used not only for entire presentations, but also individual slides can be transferred from the SharePoint presentation to the current presentation by double-clicking. There is no need for manual updates between the contents of the library and SharePoint or Teams, this works automatically.

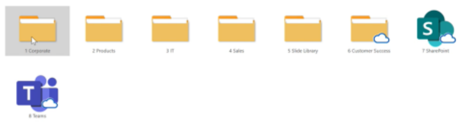


Figure 90: SharePoint & Teams integration

The **User Library** is user specific. Every user of empower® has his own library in which he can set up his own individual slide libraries. In the folder **My Content** projects are stored that have not yet been completed and are not to be shared with all employees. Via **Permissions**, you can assign rights to individual employees to access specific folders in your user library. This way you can collaborate on certain projects. Once other users provide you access to their folders these will also appear in your library in the folder **Shared with me (Figure 91).**

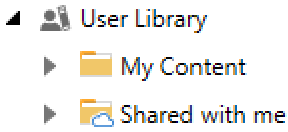


Figure 91: Folder **My Content** and **Shared with me**

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

Please note:
The default settings made by your administrator may be different to the corporate design templates. If the administrator has unlocked the Presentations, you will see an additional symbol in the library as well as in the Quick Access Pane and your administrator can provide you with Presentation Templates. In addition, Smart Art and Video folders can be provided. In your Favorites, you can create your own quick access for your most frequently used library content.

It is also possible to insert text elements from the library in the currently selected slide with just a few clicks.

To do this, right-click on the current slide. If you select **Insert text elements** in the menu that appears, you can view all the text elements available in the library and add them to the slide (**Figure 92**).

Alternatively, you can open the folder structure using the Quick Access Pane via the **Browse** button. As usual, the Quick Access Pane opens and you can browse the folder structure for the desired text elements.

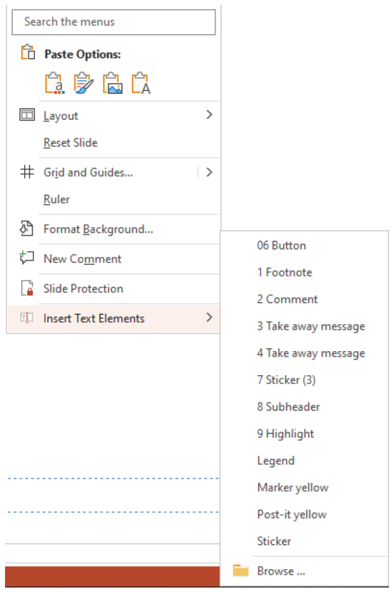


Figure 92: Insert text elements with a right-click

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 93**).

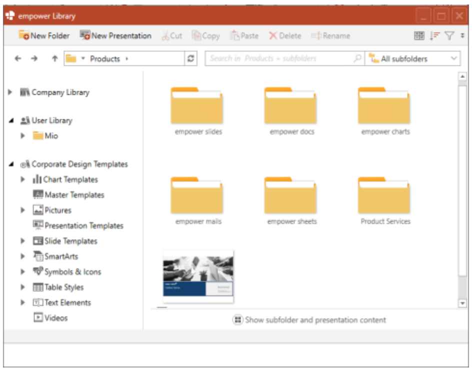


Figure 93: Folder item preview

Here an item can be as much as a complete presentation, a single slide, or an object (such as a diagram or textbox). An icon on the bottom right delineates what kind of item it is (**Figure 94**).

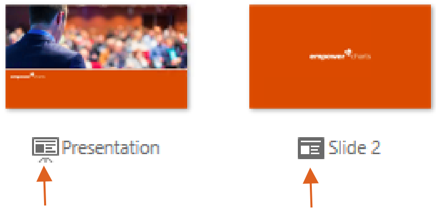


Figure 94: Differentiate items by their icon

Of course, masters can also be placed in the library. Every item can be supplemented with further metadata such as author, created on and inserts that can be viewed companywide (**Figure 95**).

Figure 95: Items' metadata

There is a menu in empower® Library which can be expanded by clicking on dropdown next to filter. In the menu you can select the required shortcut options (**Figure 96**).

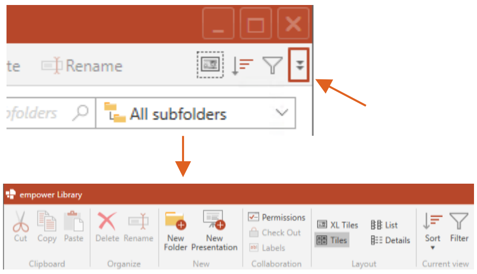


Figure 96: ®empower® Library menu

The folder permissions can be viewed and changed by clicking on **Permissions** option in the library menu (**Figure 97**).

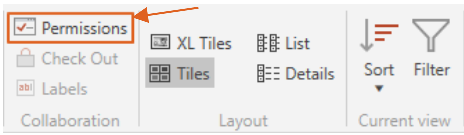


Figure 97: Folder permissions

Clicking on **Permissions** opens a window that displays all the folder administrators. You can also add or delete the permissions (**Figure 98**).

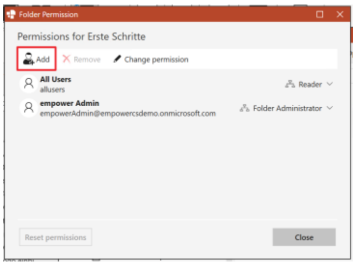


Figure 98: List of folder administrators

More details on permissions and rights types can be found in **Chapter 3.8 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.

Recommendations and tips can be found in **Chapter 5.17 Layout of folder structure Best Practice.**

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 library, user library or corporate design templates) and click **New Folder** at the top left (**Figure 99**).

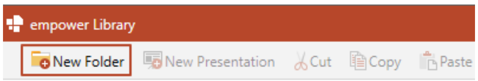


Figure 99: Create new folder in the library

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. Another way is to select the folder and right click to view the **Rename** option **(Figure 100)**. After entering the new name, confirm this change with **Enter**.

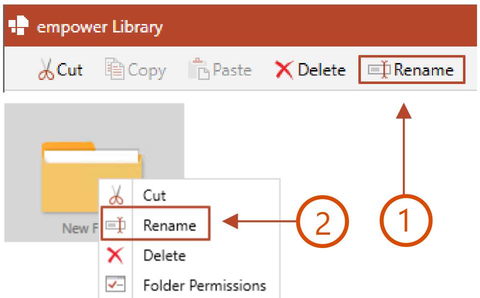


Figure 100: Rename folder

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 Delete. In the displayed options, you can click the **Delete** option to perform the required action (**Figure 101**).

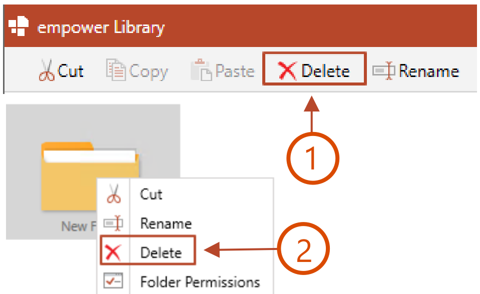


Figure 101: Delete folder

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

If you want to delete an item other than a folder, nothing changes in what you do. However, you then have the additional option of distributing a delete update **(Figure 102)**. A delete update alerts other users through the Update Assistant that their presentation contains deleted items when the item is opened in a presentation.

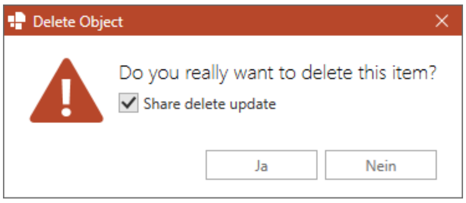


Figure 102: Share delete update

More information on how the delete update works you can find in **Chapter 3.16 Updates.**

Using the presentation importer, you can automatically import existing individual presentations or entire folders of presentations into the empower® Library. To do this, right-click the folder into which you want to import the presentation(s). Now select the **Import presentations** option in the dropdown menu (**Figure 103**).

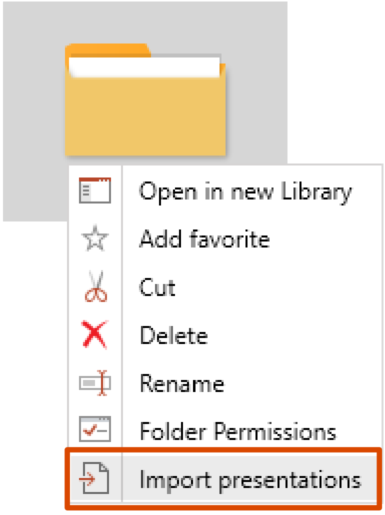


Figure 103: Import presentations

A dialog window will open. Here you select whether you want to import either **Selected Presentations** or **Whole Folders (**Figure 104**)**. You can then select the presentations or folders to be imported in the explorer menu.

The imported presentations then only need to have the new master applied to them.

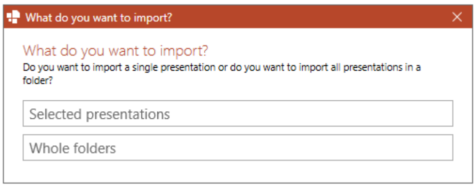


Figure 104: Import selected presentations or whole folders

More details on applying masters can be found in **Chapter 4.3 Apply master.**

3.3 Offline folder

Folders in the library that are displayed with a cloud symbol are only available online **(Figure 105)**. This online use is recommended by empower®, since the data used is updated more quickly, as it is directly visible that a used file has been updated.

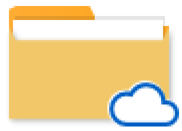


Figure 105: Online folder

Users can decide whether certain folders should be available offline. To do this, right-click the desired folder, select **Offline** in the opening context menu and then select **Make Available Offline (Figure 106)**. After selecting offline availability for a folder and successful synchronization, the cloud symbol of the respective folder disappears.

Offline synchronization is inherited to all subfolders.

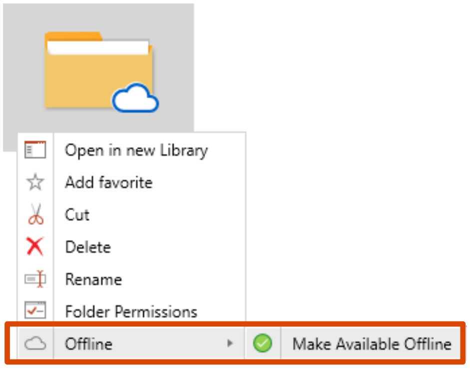


Figure 106: Make folder available offline

To undo the offline availability of a folder and make a folder available online only, right-click the desired offline folder, select **Offline** in the opening context menu and then select **Make Available Online Only (Figure 107).**

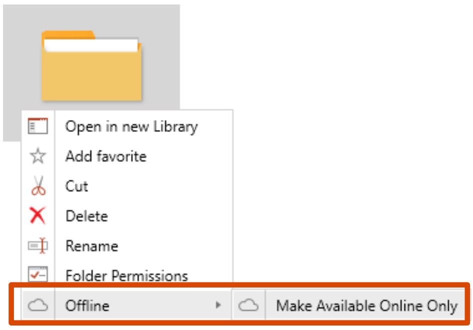


Figure 107: Make folder available online only

3.4 Save in library

To upload an item into the library, select the relevant item and click on **Save (Figure 108).**

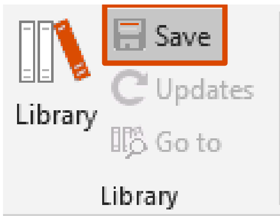


Figure 108: Upload an item into library

Please note:
Presentations are required to be saved in either PPTX, PPTM 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 **Slide**, the **Master** or **empower Elements (Figure 109).**

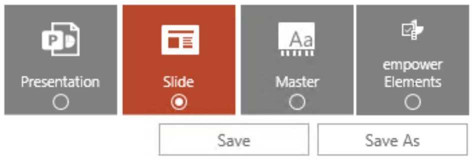


Figure 109: Choose what to save

You can also save single or multiple objects to the library by selecting multiple objects and then either clicking on **Single Object** or **Multiple Objects (Figure 110).**

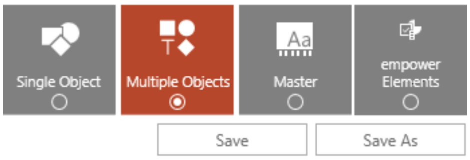


Figure 110: Saving objects to library

As an example, we want to upload a slide. If the object already exists at a location in the library, we can choose between the options **Save** and **Save As (Figure 111)**. By clicking **Save**, you update the existing object in the library. A click on **Save As** opens the save dialog where you can select the desired location or folder.

Figure 111: Save and Save as

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

A click on **Save** will save the slide to the library (**Figure 112**).

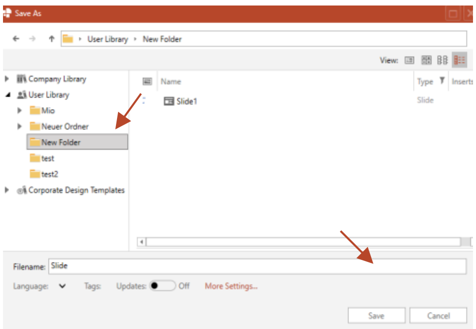


Figure 112: Choose folder to save the element in

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.

Now click **Save As** and the save dialog opens. empower® will automatically notice that the item is already in the library and will suggest an update of the file. A click of **Overwrite** will overwrite the item in the library **(Figure 113)**.

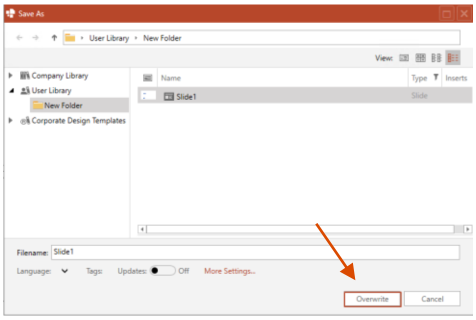


Figure 113: Overwrite existing element

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. However, you should only upload an item as an autonomous object if it has nothing to do with the original item anymore and you want it to appear in the library as an additional one. . For any elements you have downloaded from the corporate design template folders and altered, empower® will automatically suggest an upload as a new item. This way important templates are not overwritten unintentionally.

To upload several items 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 114)**.

Figure 114: Save several items 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 **Multiple objects** for saving multiple selected slides and objects respectively, do not currently allow you to enter a custom file name. This feature will be implemented in a later version of empower®.

To save a new master, select **Master** in the save dialogue and then click **Save as (Figure 115).**

Figure 115: Save new master

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.

After clicking **OK**, you can select a folder on the left where you want to save the master and provide a filename for the master. If you click **OK** again, you will be presented with several saving options **(Figure 116)**.

First you can select which layout should be chosen automatically if no suitable layout is found for a slide in the master. Next, you determine whether a footer should be displayed and, if so, whether a date and page number should be included in the footer.

If you select the option **Skip Blank Layout**, an empty layout will be skipped upon mapping and the standard fallback layout will be used instead.

If you select the option **Layout Protection**, the Design Check will display all elements as errors that are on a slide outside of the area of the placeholders. It is required that areas for layout protection have been defined in the Master for this to work.

If you select the option **Embed Fonts**, the fonts used are registered and embedded.

If you select the option **Color Scheme Matching**, the theme colors matched so that the color of objects does not change, or changes only slightly, if the colors have a different order in the new master.

After clicking **Apply**, a second window opens, prompting us to assign the master to a design in empower® **(Figure 117)**. Afterwards, the master will be saved in the empower® Library.

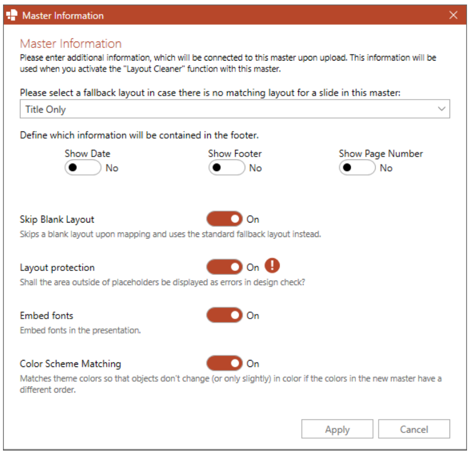


Figure 116: Options for saving master

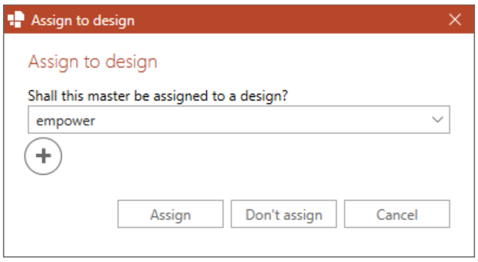


Figure 117: Assign master to a design

You will find further information in **Chapter 4.3 Apply master.**

3.5 Save settings

When saving elements to the empower® Library, various additional options are available in the save dialog **(Figure 118)**. Under **More settings**, you will see the option **Change Detection**. By activating this function, only the actual changes are saved in the library. You can also activate **Automatic language detection**. After you have selected the desired options, confirm your selection by clicking **Save**. This Automatic Speech Recognition works reliably when approximately two-thirds of the slide content is written in the same language and when there is more than one title on the slide.

More details on the Multilingualism function can be found in **Chapter 3.13 Multilingualism.**

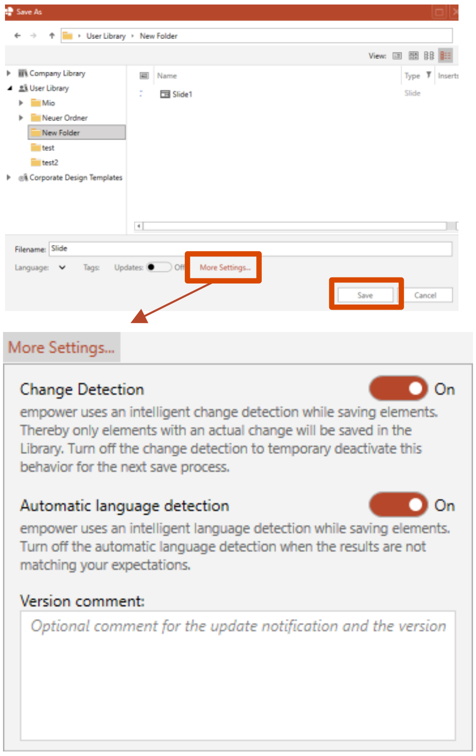


Figure 118: Save settings in library

If you save single or multiple objects to the library, e. g. multiple shapes, there is the option **Gray Thumbnail Background** under **More Settings** that enables the gray background (**Figure 119**).

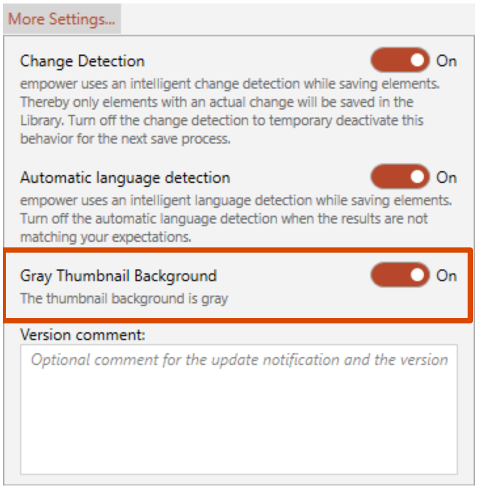


Figure 119: Activate Gray Thumbnail Background

When saving an element that is already contained in the empower® Library and part of an update union, you can also set its update behavior when the element is shared during the saving procedure (**Figure 120**).

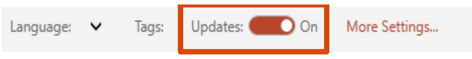


Figure 120: Set update behavior

More details on the update functions of empower® can be found in **Chapter 3.16 Updates.**

3.6 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 121).**

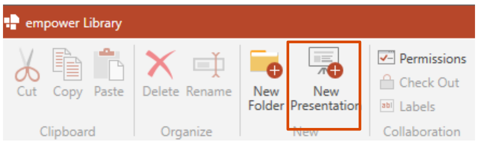


Figure 121: Create new presentation

You can also create a new presentation by navigating to the desired folder and right clicking on it to choose the option **New Presentation (Figure 122).**

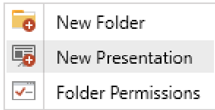


Figure 122: Create new presentation by right clicking the folder

empower® will then create a new presentation that does not contain any slides yet (**Figure** 123).

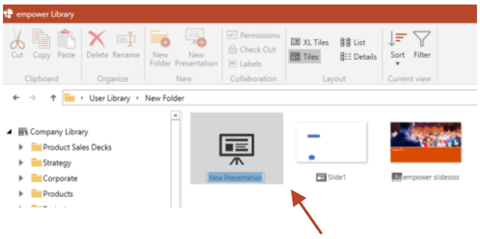


Figure 123: Empty presentation

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 124)**. Alternatively, right-click on the component and a context menu appears, in which you can click on **Copy** and then **Paste** in the required folder. Alternatively, you can use the shortcuts **Ctrl + C** and **Ctrl + V** on your keyboard to copy and paste elements.

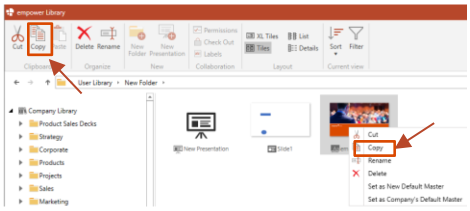


Figure 124: Copying the elements

3.7 Display of contents

In the opened empower® Library you have the possibility to extend the menu in the upper right corner (**Figure 125**).

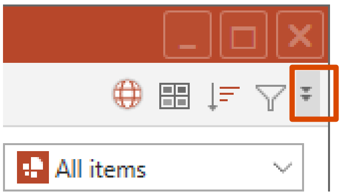


Figure 125: Extend library menu

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 126).**

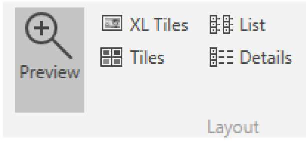


Figure 126: Display options

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.

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 127**).

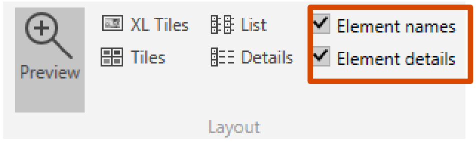


Figure 127: Element names and details

3.8 Permissions

In the library, you have the possibility to provide users with individual edit and admin permissions to specific folders – provided you are authorized 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 128)**. Alternatively, you can select a folder and click on **Permissions** in the library menu.

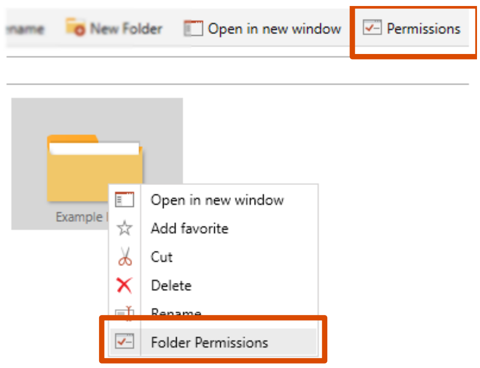


Figure 128: Show permissions

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 129)**.

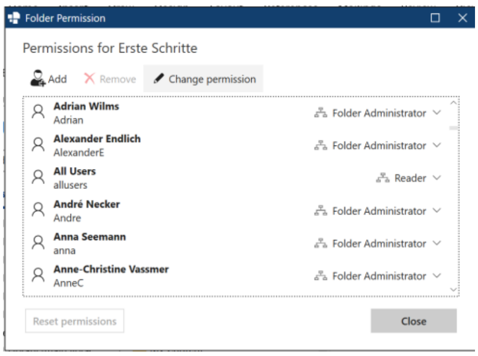


Figure 129: Overview about user permissions

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, click the **Add** to the top left of the overview window. 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. In the same corner you can **Remove** or **Change permission**.

In empower® you can assign four types of permissions: Folder Administrator, Editor, Author, and Reader (**Figure 130**).

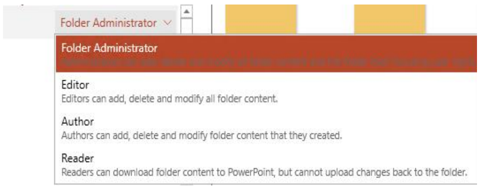


Figure 130: Show information on user roles

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.

The first rights type that is assigned is **Reader**. You can change the rights type by clicking on the current rights type right next to the user's name and then clicking on the desired rights type in the dropdown 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 clicking **Remove** in the top bar.

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.

Once a subfolder has permissions, they can also be reset. To do this, simply click on the folder from which you want to reset permissions, open the Folder Permissions window and click Reset Permissions in the lower-left corner **(Figure 131).** This option can only be selected if it is a subfolder.

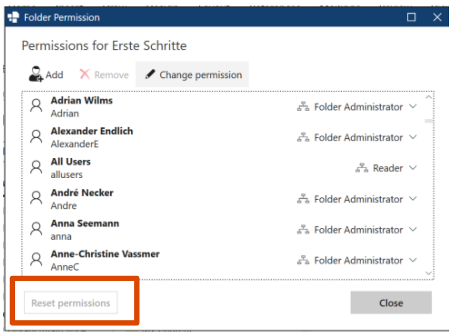


Figure 131: Reset permissions

3.9 Search and filter

In order to make it easier to navigate within the library, there is the option to use **filters** to display folder content **(Figure 132)**. You are able to filter by presentation, slides, text & shapes, charts, tables, images, videos, SmartArts, and masters (the filter for masters is only available for folders in which masters are allowed to be placed). For example, select the slide filter and you will be shown all slides within the currently opened folder.

You are also able to select several filters at once. By clicking on a filter anew, it will be deselected. Clicking on **Reset filters** will reset all the filters at once.

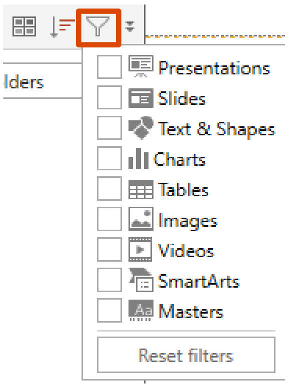


Figure 132: Navigation filters

Additionally, all contents can be filtered by language.

Similarly to Microsoft Office's sorting, 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 parameters of the searched 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 133)**.

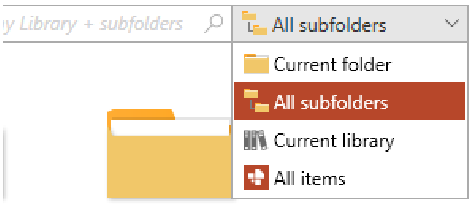


Figure 133: Search function filtered based on folder structure

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 are able to 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 134)**. You can use this method to search in any of the categories listed above. You can also search in multiple categories at a time by selecting more categories. A repeated click on a selected category will deselect it.

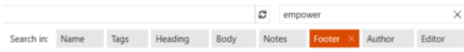


Figure 134: Search within footers only

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

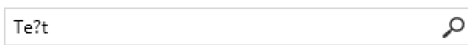


Figure 135: Wildcard search

is useful if you suspect spelling mistakes in the file name, as you can now search for “Test” or “Text” (**Figure 135**).

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 136**).

Figure 136: Multiple wildcard search

You also have several **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 137**).

Figure 137: Combine search terms

OR will tell empower® to search the whole library for documents that contain one of the search terms you have entered (**Figure 138**).

Figure 138: 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 139**).

Figure 139: Exclude search term

With the **plus sign (+)** you can search for two terms at once. The term directly after the **plus sign (+)** must be contained within the file, while the second term does not necessarily have to be in the file. Take note that you do not type a space between **plus sign (+)** and the search term (**Figure 140**).

Figure 140: Prioritize one of two search terms

Once you have located the item you were searching for, you also have the option to display its original location. To do so, simply select the item and click on **Show in presentation**in the library menu, or in the context menu that opens after right-clicking the element. The item will then be displayed within its actual location, for example such as the presentation it was placed in (**Figure 141**).

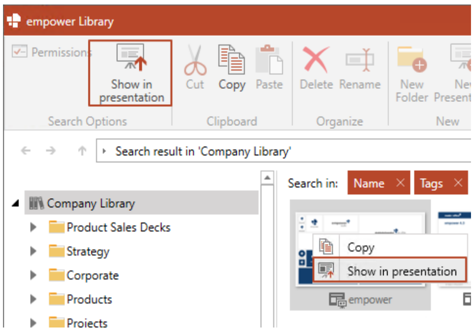


Figure 141: Show in original presentation

3.10 Labels

empower®'s label function allows you to assign a label to any element in the library for which you at least have editor rights.

This function will improve working on presentations with multiple users. If you work with several colleagues on a presentation, you can mark every slide with responsibilities for working on it.

To do so, select the desired slides, right-click on them, and click **Labels**. Alternatively, you can click **Labels** in the library menu after selecting the desired element **(Figure 142)**.

You can then right-click on a/multiple slide/s, and either select from a list of labels that have already been created or create your own new label. To do so, click on **Custom label** and enter the desired name. With a click on **Add** the slides will show the appropriate label. The label will then be displayed directly on the element in library view.

To remove a label, select the labelled element, perform a right-click, and click on **No label.**

A click on **Clear label history** will delete the list of labels you have previously created, however items that have been labelled with a label from this list will not be affected.

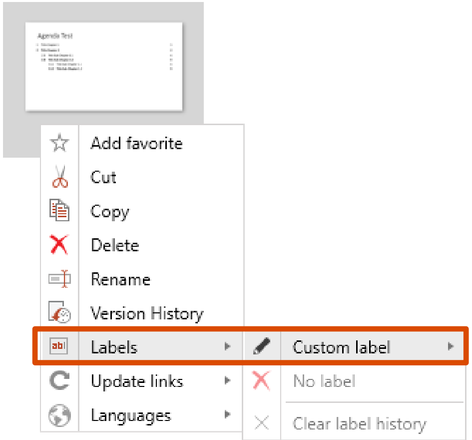


Figure 142: Add label to element

3.11 Tags

In general, there are certain tags from empower® that make it easier to handle the slides and include certain functions. In the empower® library, there is the possibility to put tags on uploaded elements. These make it possible to find items on a specific topic faster without having to click through the entire library. If a tag shall to be added to an element, this is done by first selecting the uploaded element. Then the button **Add a tag** can be selected in the lower left corner (**Figure 143**).

A new pop-up window will appear in which all desired tags can be selected **(Figure 144).** To add any new tag, enter it in the search box. After confirming the selection, the tags that the element has, are visible in the lower left corner.

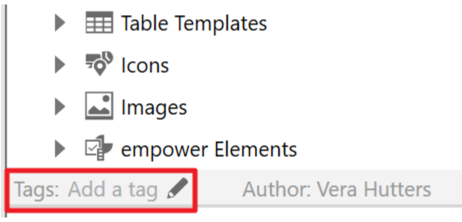


Figure 143: Add a tag

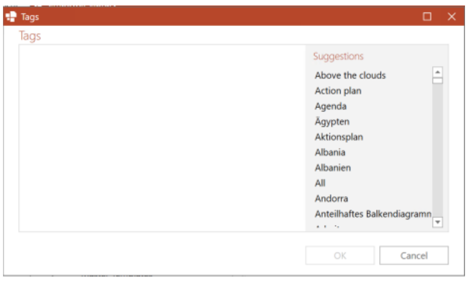


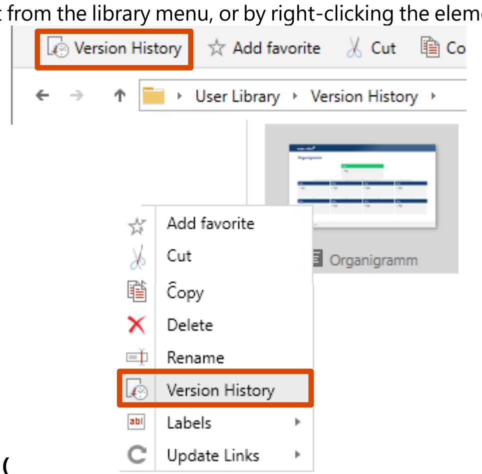
Figure 144: Select Tags

3.12 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 reading 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 an element from the library menu, or by right-clicking the element, and then clicking **Version**



History (

Figure 145).

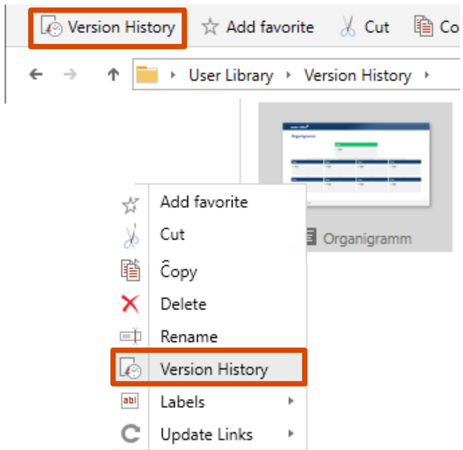


Figure 145: Show version history

A window will open, displaying all versions of the selected element on a time line, as well as indicating which version of the item is currently opened (**Figure 146**). 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.

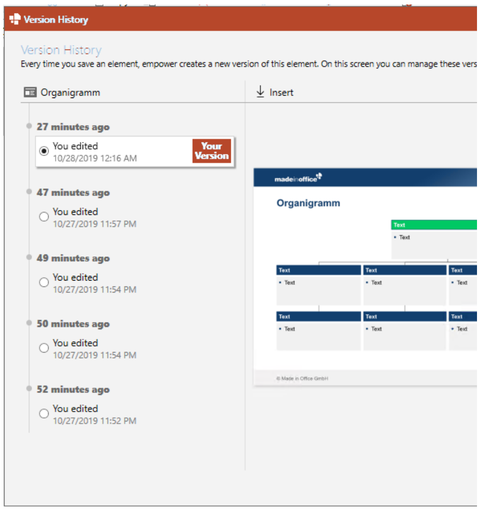


Figure 146: Version History timeline

If you select one of the previous versions, you will be offered additional buttons above the item preview (**Figure 147**). You can **Insert** the older version or **Restore** it and in doing to overwrite the most current version of the item. If you select **Restore**, the selected version will be restored and saved as the most current version.

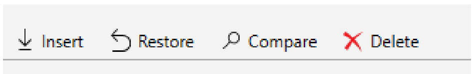


Figure 147: Version History options

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

For details on updates, root items, and Update links, please refer to **Chapter 3.16 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 will 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 148**).

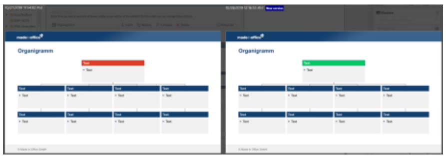


Figure 148: Compare two item versions

Figure 149: Toggle difference highlights

If you have difficulties in locating the differences between the two versions, toggle **Show differences between versions (Figure 149)**. This will highlight all changes in the new version in yellow.

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 150**). If you have appropriate rights to the folder the library item is located in, you 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.

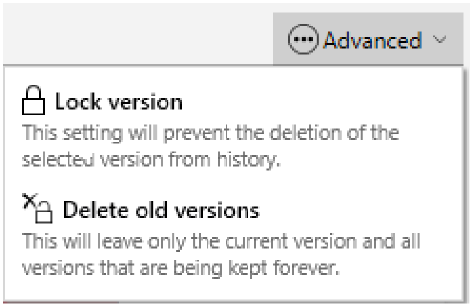


Figure 150: Advanced Version History options

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

3.13 Multilingualism

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

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.

When a user saves an item in the library, empower® automatically recognizes the language of the item based on the text and then automatically assigns the appropriate language in the library.

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 151)**.

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.

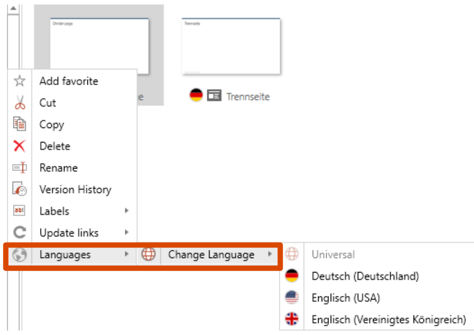


Figure 151: Assign language to element

In addition to multiple languages, you also have the possibility to assign the value **Universal (Figure 152)**. 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.

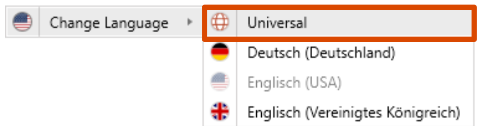


Figure 152: Assign value Universal

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 153).**

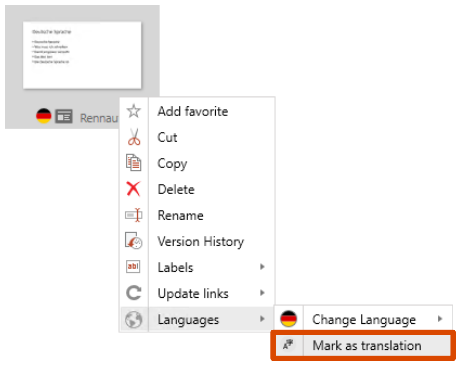


Figure 153: Marking item as translation

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 154).**

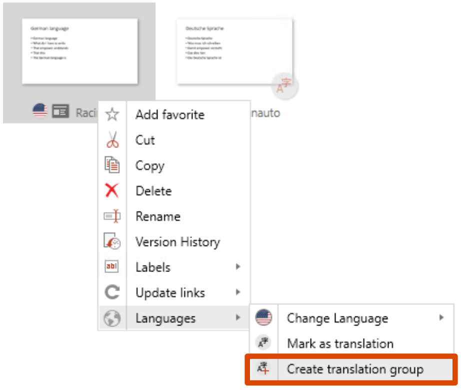


Figure 154: Create translation group

After you create translation groups, you can open different language options of the same element using the **Translate** button (**Figure 155**).

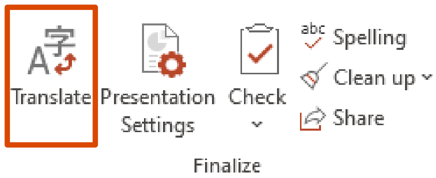


Figure 155: Translate

After clicking the **Translate** button, a dialog window appears **(Figure 156)**. Here you decide whether selected slides or the entire presentation should be translated and which of the languages in the translation group should be translated into. Click **OK** to confirm your choice and the selected language options from your translation group will be opened.

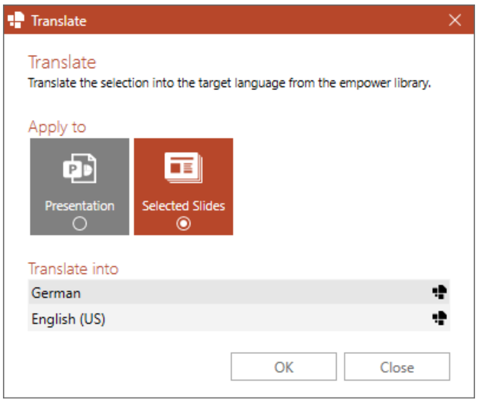


Figure 156: Translation options

Once the multilingualism function is activated, library content can be filtered and edited according to its assigned language. Using the language filter, you are thus able to choose only to display German content, for example **(Figure 157).** 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.

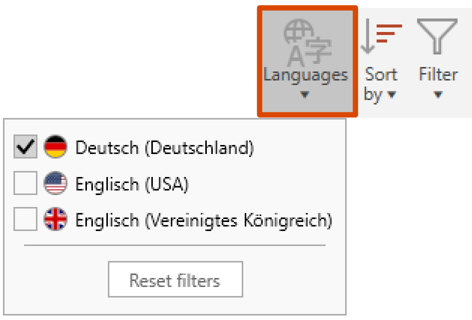


Figure 157: Filter library content by assigned languages

Clicking on **Reset filters** will reverse the chosen filter settings and reveal all content (**Figure 158**).

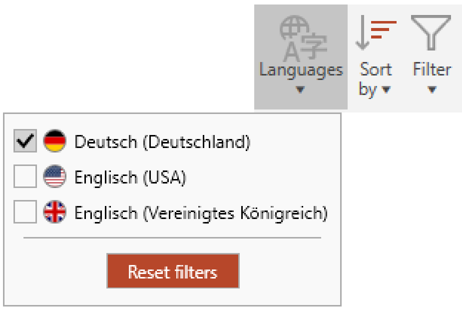


Figure 158: Reset filters

If a translation federation has been created and one of the compound files is changed, a pop-up window appears with the options **Mark other languages as outdated** and **other languages are not affected (Figure 159).**

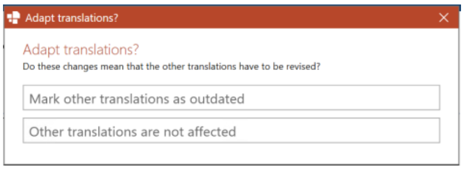


Figure 159: Adapt translations

If the other languages are also affected by the change and this option is selected, all composite elements in the library get a small red dot next to the composite symbol, which indicates an update (**Figure 160**).

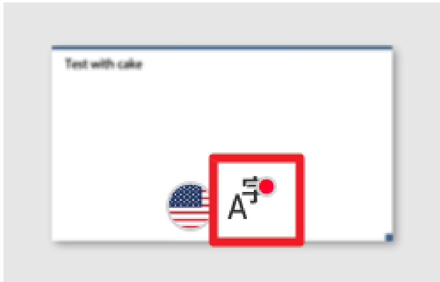


Figure 160: Update indicate

In addition, yellow Post-Its are inserted on the slides on which a change has taken place **(Figure 161).** These must be removed manually after adjustment. If the composite element is now also adapted, and is overwritten, the pop-up window appears again as in **Figure 159.** If both elements are the same, the second option can be selected. If this element now contains new content that the composite element does not yet have, the update behavior can also be triggered the other way round.

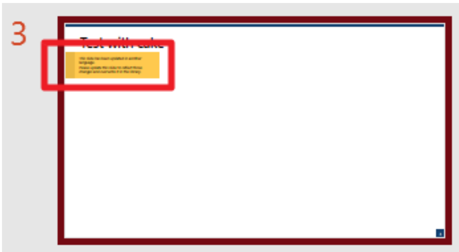


Figure 161: Update element

You can find further information in **Chapter 5.8 Element language.**

3.14 Designs

Several corporate designs can be placed in empower®. A corporate design can be assigned to one or more masters and contains predefined colors, fonts, and one or several agenda templates. You are also optionally free to create a template folder for each respective corporate design.

If you have a master in 4:3 and 16:9 formats, you may also set two designs in order to use two different agenda templates and text elements. If you use different brands in your company, you can also set a different design for each brand and master.

A design is becoming active when the master is connected to it. For example, in **Fonts and Colors** in the empower® Ribbon, only the fonts, sizes and colors that have been approved for this design are available. The Agenda Editor will also only provide those layouts that have previously been set for this design. If specific folders in the template library have been allocated to this design, they will also be automatically displayed in the template folders of the Quick Access Pane. Design Check will examine each slide according to the guidelines of the selected design.

New designs can only be set and curated by the corporate design admin in the corporate design section of empower®.

When saving a master to the library, you are, however, able to assign a design to it, if you want to. To do so, select a desired existing design or click on the **plus sign (+)** to create a new design and then click **Assign**. Alternatively, you can select **Don't assign (Figure 162)**.

If a master is not assigned to a design, the Design Check only checks the slides for the use of a master from the library.

Agenda templates that are not saved in a design folder are available for all masters.

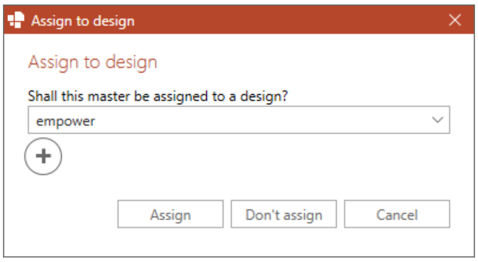


Figure 162: Assign design to master

3.15 empower® Sync

empower® Sync automatically syncs 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 bottom right of your Windows task bar. You can also drag it outside the Sys-Tray to constantly be displayed in your task bar (**Figure 163**).

If you leave your office for a short time 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 **Sync Now**.

Alternatively, you can **Sync from Scratch** and empower® will download all content anew. To do so, click the **cogwheel** to the top-right of the empower® Sync window and click **Sync from Scratch** (**Figure 164**).

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 of 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.

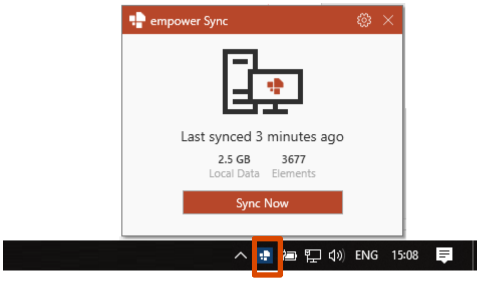


Figure 163: empower® Sync

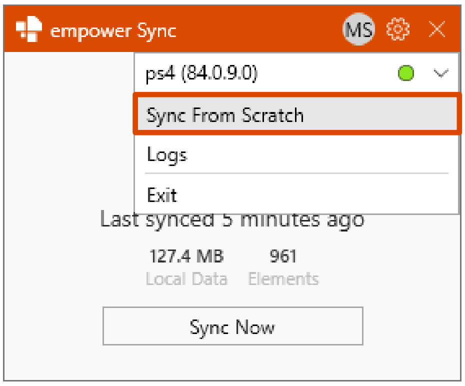


Figure 164: Sync From Scratch

3.16 Updates

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

There are four actions that initiate an update:

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

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

To be able to cause updates in general, an **Update Group** must be created. This group then enables empower® Slides to compare different elements in order to display differences. For this purpose, the so called **Update links** have to be set.

Each Update Group requires an origin element and at least one compound element. Individual elements as well as the origin element can be removed from an update group at any time without the group being completely deleted. This assumes that more than two elements were connected.

To specify an item as an origin, select it in the library and then click **Update links**. Then, in the dropdown menu, either select **Mark for Update-link** or, if applicable, **Mark for new root slide** (**Figure 165**).

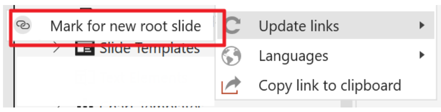


Figure 165: Create Update Link

Each copy that is made of this item is part of the Update link. Once a copy is created, the item that you previously marked for an Update link becomes a **root element.**

If an element is in an update group, it is given a symbol in the empower® library. The symbols to be seen in **Figure 166** in the library mean:

1. root element **(1)**. Elements with this symbol are source elements.
2. composite elements **(2)** Elements with this symbol are composite elements and within an existing update group. All changes made to the source element always apply to all composite elements.
3. element with update **(3)** Elements with a small red circle on the update icon have a current update and are therefore currently obsolete.

Figure 166: Root element, composite element, element with update

Please Note:
Administrators have the ability to specify when updates should be triggered companywide. They can also specify whether or not updates are forced from empower® Slides.

By right-clicking on the origin element, the four options shown in **Figure 167** are available under **Update links**. On the one hand, the Update Assistant, described on the next page, can be opened via **manage update links**. In addition, the linked copy can be updated. Via **Break links**, the Update link gets broken with this element. And via **Mark for new root slide**, the element can be marked again for a compound (**Figure 167**).

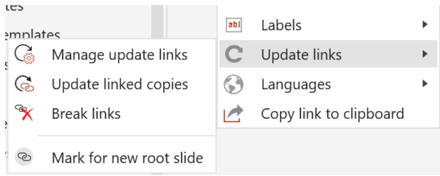


Figure 167: Root element

By right-clicking on a composite element, different selection options appear than for a root element. Via **Manage update links**, you can access the update wizard in a similar way to the root element. A composite element can also be updated to the version of the root element via **Update to root version**. By selecting **Disconnect**, the composite element is removed from the update group. Compound elements can also be appointed as new root elements, or the root element can be updated to the version of the compound element. The last selection option **Mark for new root slide** is to be handled in the same way as for a root element (**Figure 168**).

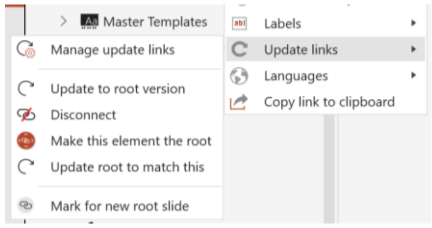


Figure 168: Remove Update-Link

Please Note:
An update can currently only be created if, for example, a slide was already saved in the library. This slide receives a unique ID through the saving process. This ID can currently not be transferred to a currently opened slide. This means that you cannot currently save all individual slides in the library and then the entire presentation - it is a requirement that the individual slides are first inserted from the library into the presentation in order to be recognized.

There are different ways to display updates of empower® Slides.

1. Show Update Wizard. Here you can open the update wizard mentioned in the next chapter.
2. Show Notification Bar. A notification bar appears below the ribbon.
3. Change Ribbon Icon Only. Here the icon inside the ribbon is changed as visible in **Figure 169.**
4. No Update Notification. Here no update notifications are shown

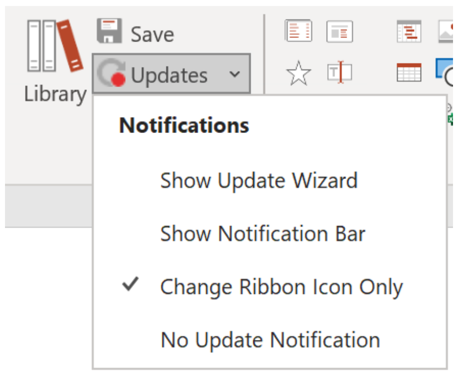


Figure 169: Update Notification

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

empower® Slides cannot check updates in the background for OneDrive/SharePoint opened presentations.

The update notification bar appears below the empower® ribbon if selected as a notification form. As shown in **Figure 170,** you can select here that the update is displayed. If **Show Notification Bar** is activated, this symbol does not change.

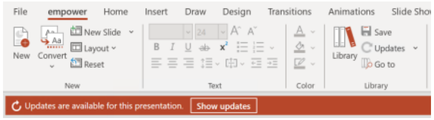


Figure 170: Update Notification Bar

If **Change Ribbon Icon Only** is selected in the ribbon, the icon shown in **Figure 169** will change if an update exists. If you have established a SharePoint or OneDrive connection and open a presentation from OneDrive or SharePoint, the update icon within the ribbon will change.

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

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

Depending on your update notification settings, the Update Wizard will open automatically to present you with the different versions of the updated item and different options for dealing with the update **(Figure 171)**. The Update Wizard also displays the different versions of the item with their corresponding dates and timestamps, with the outdated version on the left and the updated version on the right. Each update can be done individually or in bulk.

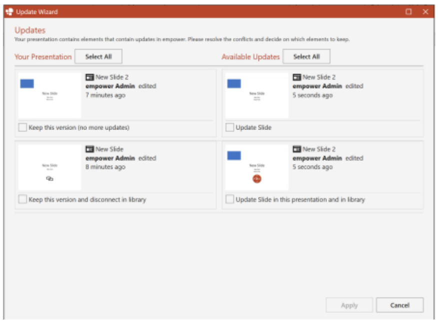


Figure 171: Update Wizard

If you click the magnifying glass in the upper left corner of the library item preview, you can compare the updated and outdated version with larger preview images (**Figure 172**).

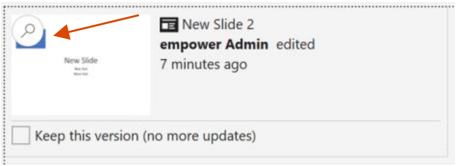


Figure 172: Compare versions

If you are not sure where the differences are, you can also activate the Toggle-Button **Show differences between versions**. The changes in the updated version will then be highlighted in yellow (**Figure 173**).

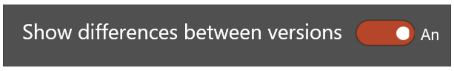


Figure 173: Show differences between versions

To update all elements in the current presentation, , in the section **Available Updates,** simply set a tick at **Update Slide in this presentation and in library**, and then click **Apply**. All connected elements are set to the status of the root element **(Figure 174)**. This action also updates the copy of the source item within the library.

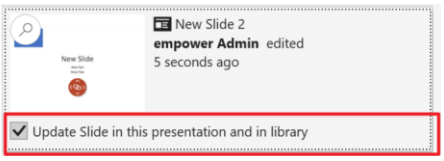


Figure 174: Update all elements

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

If necessary, you can manually restore the Update link at a later time by right-clicking the source item, selecting **Mark for new root slide**, then right-clicking the disconnected item and selecting **Create update Link to this root or update group (Figure 175).**

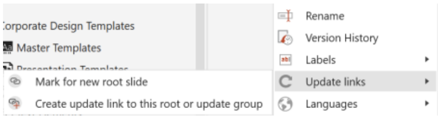


Figure 175: Manual Update-Link

If you open a presentation that contains an element that another user has deleted from the library and distributed a deletion update, the Update Assistant also opens **(Figure 176).** On the left side, you are shown the element opened in your presentation that was deleted from the library. If you want to keep the element in its current form, select **Keep this version (no more updates)** on the left side and then click **Apply**. If you want to remove the item, select **Delete Slide** on the right side and then click **Apply**. As with the procedures described above, you can decide on both single and multiple elements at once.

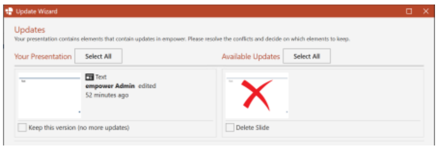


Figure 176: Administer Delete-Update

3.17 Go To

With the button **Go To** you can check whether a selected slide or other item originates from the empower® Library or not, and if so in which folder it is located. If the button is grey, the item is not from the library. However, if the button is activated, you will instantly recognize that this item is in the library (**Figure 177**).

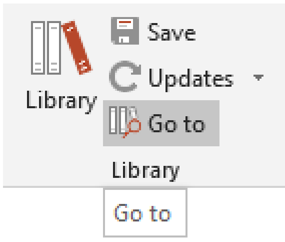


Figure 177: Show in library

If you click on **Go To,** the slide library will open and show you the selected object in the library. Here you will also find all information concerning this item (**Figure 178**).

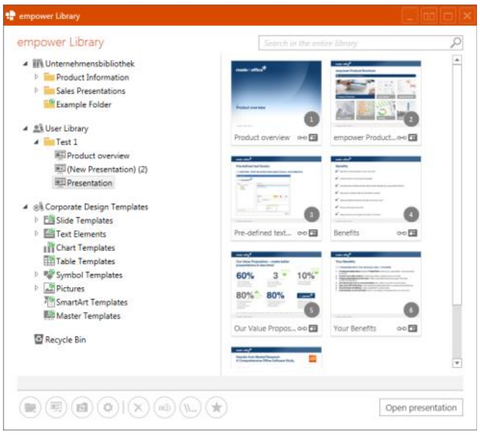


Figure 178: Slide library

3.18 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 **Copy link to clipboard** in the opening context menu **(Figure 179)**. You can share the generated https link with your colleagues instead of having to send an entire file.

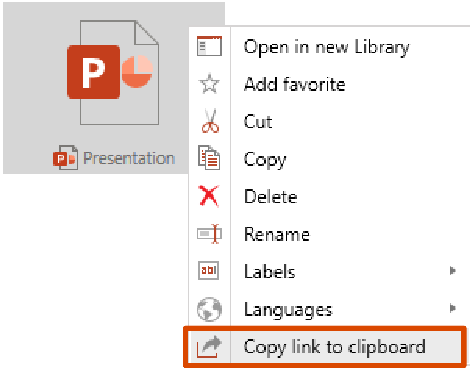


Figure 179: empower® Link

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 empower® Web App by clicking **Download** or click **Open in Desktop App (Figure 180)**. If you click on **Open in Desktop App**, PowerPoint will open the element in a presentation.

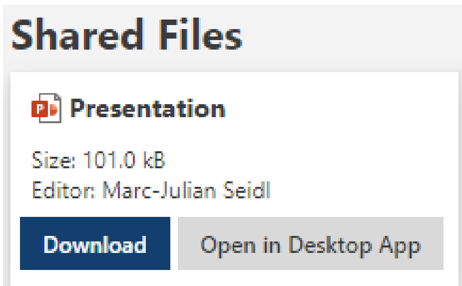


Figure 180: Use Shared Files

In addition, individual shapes can be provided with a link. To do this, you should first select the file as described above and copy the link. Then you can choose a shape in your presentation and create a link. Enter the link you just copied **(Figure 181)**. If you now want to switch to the presentation mode and switch to the linked file, a simple double click is enough to get to it. In this way, dynamic presentations can be set up and any number of different slides and presentations from the empower® Library can be dynamically connected to each other.

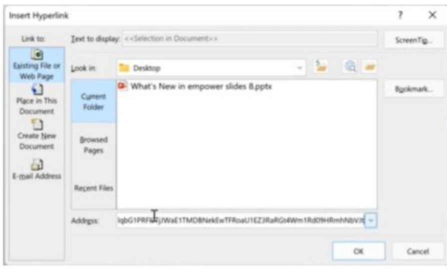


Figure 181: Enter Link

Please note:
The use of empower® Links is only possible if the empower® Web App is configured and the content is available offline.

Slide migration

4.1 General problem

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

In empower®, intelligent tools such as **Convert, Apply Master** and **Design Check** make slide migration considerably more efficient.

4.2 Convert

With the **Convert** tool it is now much better to convert selected slides or entire presentations to the current master, removing all unwanted layouts, automatically correcting all footnotes, and directly adjusting all slides automatically to the corporate design. To do so, click on **Convert (Figure 182).**

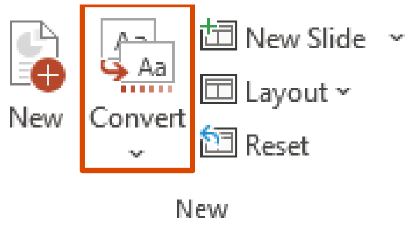


Figure 182: Button **Convert**

In the opening context menu you have the possibility to start converting **selected slides** or the whole **presentation, choose** the **template** to convert to or adjust the **Conversion Settings (Figure 183).**

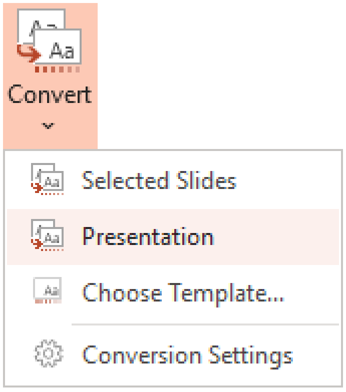


Figure 183: Convert

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

If you want to convert **selected slides** or the entire **presentation**, another dialog box appears **(Figure 184)**. Here you can decide whether empower® should automatically try to adjust the content of the slide(s) to the new working area or not. In addition, you have the option to run a **Design Check** and have all detected errors automatically corrected. If you have previously decided to adjust to the workspace, you now also have the option to deselect an auto-fit for slides with elements that go to the edge of the slide. Furthermore, Layout Mapping, explained in **chapter 5.23**, can be applied.

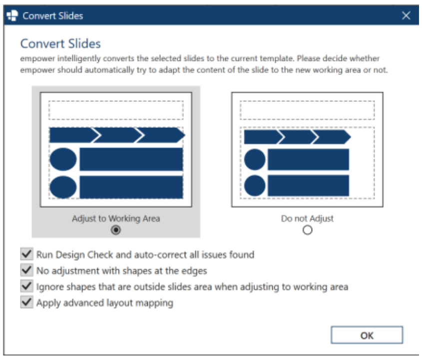


Figure 184: Conversion options

When you click **Choose Template**, the Quick Access Pane opens on the right side of the screen and you can choose one of the available masters. When you click on **Slide(s),** the currently selected slide will be transferred. A click on **Presentation** will transfer the whole presentation (**Figure 185**).

Figure 185: Apply Master

When you click on **Conversion Settings**, another dialog box opens (**Figure 186**). Here you can specify the default settings for converting slides. If you select that the content of slides should be automatically adjusted to the working area, this will be preselected by default when you perform an actual conversion. The same applies to the Design Check and the deselecting of an auto-fit to the working area for slides with elements that touch the edges of the slide. Layout Mappingcan also be set at this point. Lastly, you can decide whether these options should be prompted for every conversion. Content that is taken over in addition to the expected content are notes, guides, animations, audios and decorative elements.

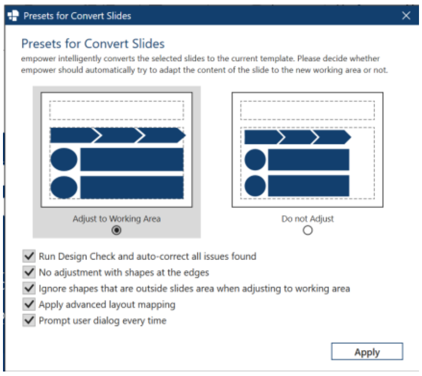


Figure 186: Conversion settings

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

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

4.3 Apply master

With empower® Slides you can apply a new master onto old slides with a single click.

If, for example, you use the same master for different products in different colors and different product logos, you can easily apply a different master to the whole presentation or single slides using the master folder in the Quick Access Pane.

To do so, open the desired presentation in PowerPoint and select a master (**Figure 187**).

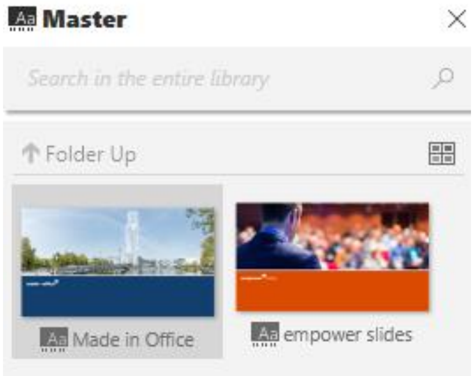


Figure 187: Select master for presentation

When you click on **Slide(s),** the currently selected slide will be transferred. A click on **Presentation** will transfer the whole presentation (**Figure 188**).

Figure 188: Transfer options

To the right of the button **Slide(s)** you will find a **cogwheel** which provides you with further options that help you when applying a new master to your presentation (**Figure 189**).

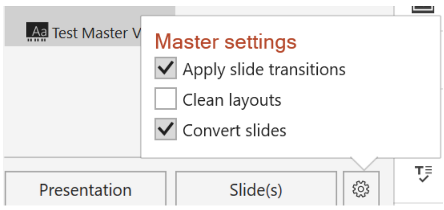


Figure 189: Additional master settings

You can decide if slide transitions in the old presentation are to be retained or deleted. If **Apply slide transitions** is enabled, when you apply a new master to a presentation, all slide transitions from the old master are automatically applied but integrated into the new master.

If you select **Clean Layouts**, the layouts are removed from the old master.

If you select **Convert slides**, the selected slides or presentation will be converted using your default conversion settings. To do this, a window will open again where you can set these conversion settings.

If you have selected both the **Apply slide transitions** and **Convert slides** option, **Clean layouts** will be grayed out and no longer selectable. The reason for this is that the result would overlap without adding any value.

4.4 Change Format

After you have applied the new master to your old presentation using **Apply master** you may have some text elements on your slides or texts that are not contained in placeholders of the new master. The result of the application of a new master is dependent on how consistently you have been working with placeholders in your old presentation.

Using **Change Format** you can insert texts in placeholders on the current slide or in text elements from the template folder with a single click. To do so, click on the element with the text you wish to transfer (placeholder, text element, shape). To the top left of the element the **Change Format** overlay will appear (**Figure 190**).

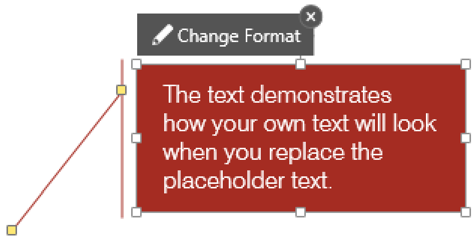


Figure 190: Adjust elements' format

Once you click on it, a list will open that will display all placeholders on the current slide (excl. placeholders for the footer), and - below the divider line - all text elements of the corresponding corporate design template folder **(Figure 191**).

If you select one of the **Placeholders**, the text will be automatically inserted into the corresponding placeholder on the slide. If there is already text inserted into this placeholder, the additional text will be inserted below the existing text.

You can also select a **Text Element** from the list. The element will then be automatically selected from the library and inserted onto the slide, including the text to be allocated.

If this text was originally inserted into a text element (i. e. text field), the element will be deleted after transfer. If text inside a text element is transferred, it will remain on the slide.

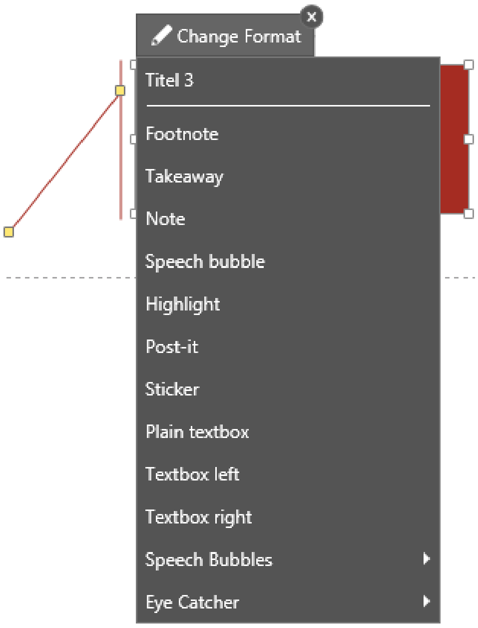


Figure 191: List showing all available formats of placeholders and text elements

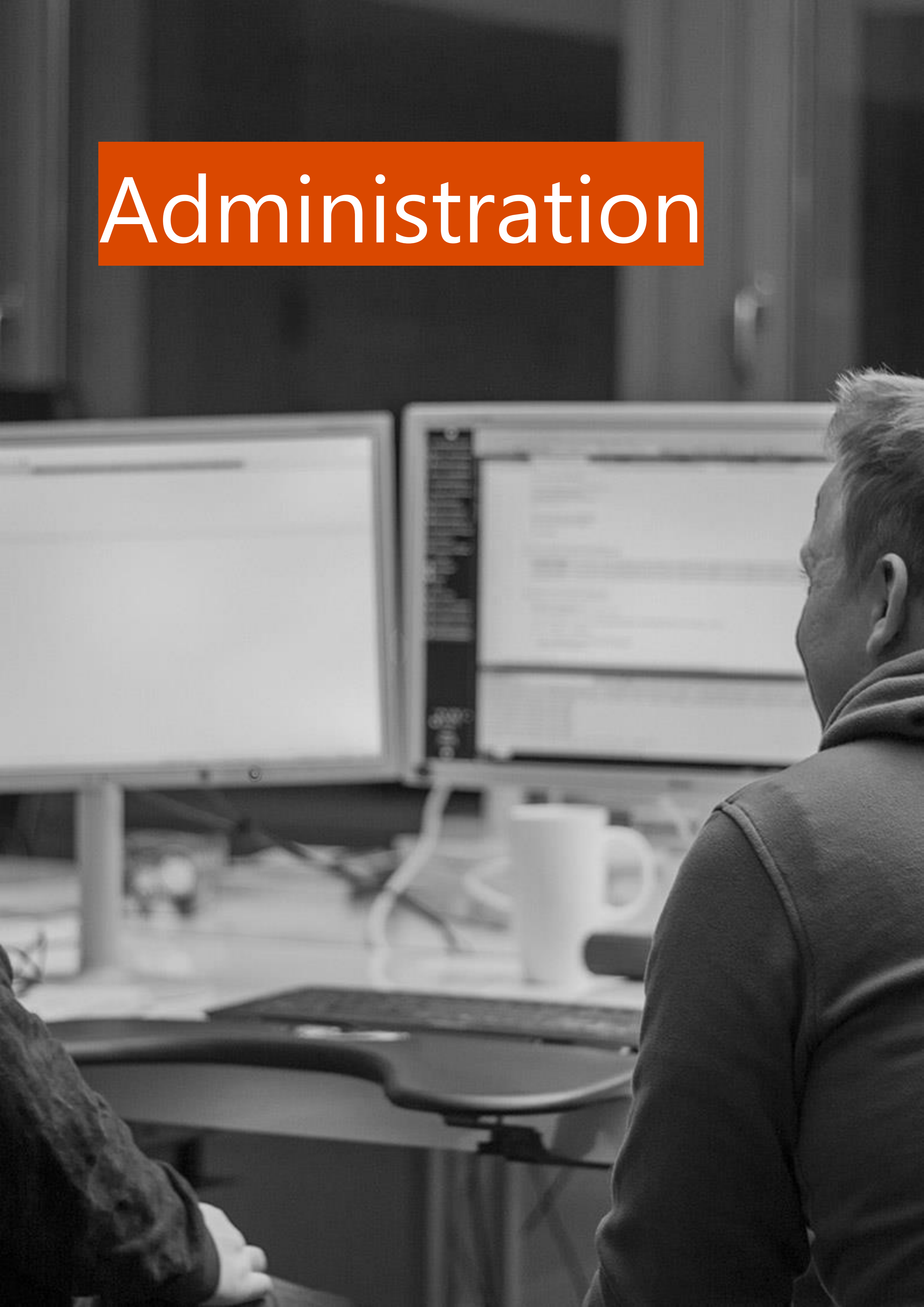
4.5 Design Check

After you have successfully transferred the new master with the help of the **Apply master** function and have completed distributing the content on the slides of your presentation (the layout tools help you complete this task efficiently), it may be possible that old fonts, colors and sizes are still contained in the presentation that do not conform to CD. **Design Check** can help you to find and resolve such problems with just a few clicks.

In addition, the **Consistency Check** gives you the ability to check your presentation for corporate wording problems, incorrect hyphenation, multiple spaces and many other inconsistencies and automatically fix identified problems.

For more information on Design Check and Consistency Check, please refer to **Chapter 2.17 Check**.

Administration



5.1 empower® Customizing Settings

As an administrator you can manage the basic settings of empower® in **empower® Customizing.**

You can access the customizing menu via the button **Help & Settings** under **Settings (Figure 192).**

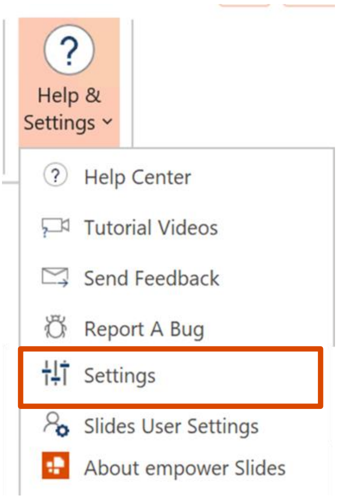


Figure 192: empower® Settings

> **Please note:**
> Any changes that you make here effect all empower® users in your company.

Once you have made changes in empower® Customizing, you can save by clicking **Apply**, and then make further changes. If you click on **OK**, all changes will be saved and the **empower® Customizing** window closes itself.

Depending on the changes you have made, you have to restart empower® before changes take effect.

> **Please note:**
> Starting from empower® 9.0, the Admin Center is available in which administrators have access to further settings.

5.2 General

In the **General** section you will find the sections **Startup, Update notification settings** and **Update behavior settings** and **Convert Slides (Figure 193)**.

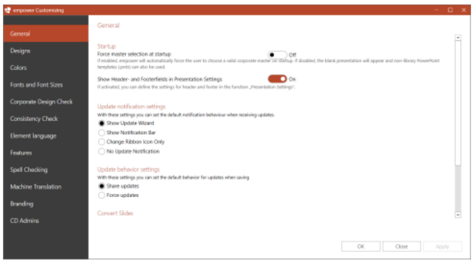
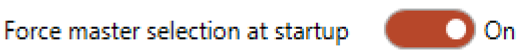


Figure 193: Configure empower® behavior

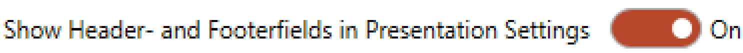
In the **Startup** section, you can find the options **Force master selection at startup** and **Show Header- and Footer fields in Presentation Settings.**

If you select the option **Force master selection at startup,** a window opens after starting PowerPoint, that will prompt you to choose a master deposited in empower® before PowerPoint opens. In other words: PowerPoint can only be opened with a centrally approved master template. This has the advantage that empower® users are now unable to create new presentations from blank masters that are not conform to corporate design. This is the reason why this setting is selected by default. To avoid having to select a master every time you start PowerPoint you can set a master as a default template. If the option **Force master selection at startup** is deactivated, PowerPoint will open with a blank template.

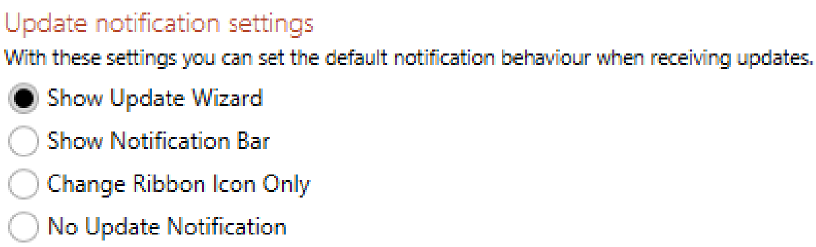


You can find instructions in **Chapter 2.3 Default Master.**

If you select the **Show Header- and Footerfields in Presentation Settings** option, you can define the header and footer settings in the **Presentation Settings** function.



In the **Update notification settings** section, you can set the default notification behavior when receiving updates.



The option **Show Update Wizard** will give you an overview of all elements within the Update link as well as their respective versions. It also provides you with the possibility to manage these updates in bulk or individually.

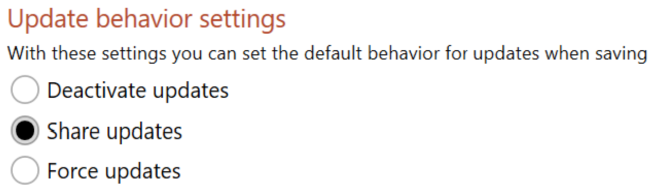
If **Show Notification Bar** is activated, changes to the root element will send update notifications to all its connected copies.

If **Change Ribbon Icon Only** is activated, both the Update link icon of the element in the library will receive a red badge, and the icon of the button **Updates** in the Ribbon will, as well. To manually update a connected item in the library to the root version, select it, and then either choose the eponymous option after clicking on the Update icon in the library menu, or open its context menu via right-clicking the item, then select **Update to root version**.

Elements in the library will not receive any updates if **No Update Information** is activated.

For more information on update functions please see chapter 3.16 Updates.

In the section **Update behavior settings**, you can select the default behavior for the updates when saving.



If you select the **Deactivate updates** option, updates to items will neither be distributed by when you save, nor forced.

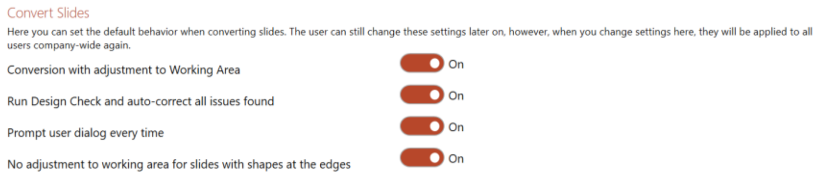
If you select the **Share updates** option, updates to items already stored in the library will be distributed by default when you save.

If you select the **Force updates** option, updates to items already stored in the library will be forced by default when you save.

However, you can also manually select whether to distribute or force updates from items already stored in the library whenever you save. And as mentioned before you can also deactivate the Update notification.

Please note:
It is advisable to disable the updatecompletely only in some cases. For example, if no changes have been made to the layouts of the master, e.g. if a placeholder has been renamed or a double space has been removed it is advisable to deactivate the update whilst uploading in this case.

In the section **Convert Slides** you can specify the default behavior when converting slides.



If you select the option **Conversion with adjustment to workspace**, the workspace will be adjusted by default when converting slides.

If you select the option **Run Design Check and auto-correct all issues found**, the design check is run by default when converting slides and all identified errors are fixed automatically.

You can find further information on the Design Check in **Chapter 2.17 Check.**

If you select the option **Prompt user dialog every time**, the user dialog will be displayed by default when converting slides, where the user can confirm or change the preferences that have been predefined by the administrator here.

If you select the option **No adjustment to working area for slides with shapes at the edges,** by default no auto-fit will take place for slides with elements that extend to the edge of the slide.

This would mean that in this specific conversion case, all elements that are outside the working area would not be adjusted to the working area, even though the option has been selected.

5.3 Designs

As an administrator you have the possibility to save multiple corporate designs.

A corporate design can be assigned to one or more masters and contains predefined colors, fonts, and one or several agenda templates. You can also optionally create a template folder for each respective corporate design.

If you have a master in 4:3 and 16:9 formats, you can also set two designs in order to use two different agenda templates and text elements. If you use different brands in your company, you can also set a different design for each brand and master.

The Respective design becomes active as soon as a master that refers to this design is in use. For example, in **Fonts and Colors** in the empower® Ribbon, only the fonts, sizes and colors that have been approved for this design are displayed. The Agenda Editor will also only provide those layouts that have previously been set for this design. If specific folders in the template library have been allocated to this design, they will also be automatically displayed in the template folders of the Quick Access Pane. Design Check will examine each slide according to the guidelines of the selected design.

In **Settings** and then **Designs**, you will find an overview of all corporate designs saved in empower® **(Figure 194)**. Here you can edit existing designs, delete some, or create new designs. To create a new design, simply click on **plus sign (+)** and click **OK**. This will add a new design to the master.

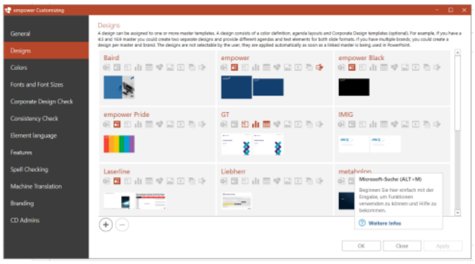


Figure 194: Overview of all corporate designs

Please note:
If you delete a design, you also delete all folders in the template library that are connected to it. The same is true if individual template folders are deselected in the design. Settings for colors, fonts, and font sizes can be set in the respective section of each design.

For details on master settings, please refer to **Chapter 4.3 Apply master.**

If you click on **Apply**, a new design will be created in **Designs**. You can now assign a name to the design and set if and which corporate design template folders are to be created for this design. To do so just click on the icons **(Figure 195)**.

Afterwards, the newly created design will be available for use and you can assign it to a particular master.

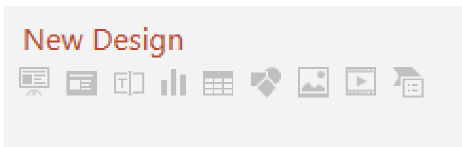


Figure 195: Define different settings for new design

5.4 Colors

In the **colors** section, you can define colors for every design. After selecting the desired design, you can set, if you want, the color palette to be limited in empower® or not (**Figure 196**).

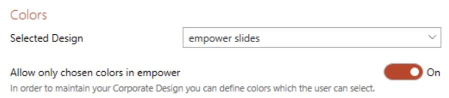


Figure 196: General color settings

You can then define the desired colors to which the user of the selected design will be limited (**Figure 197**).

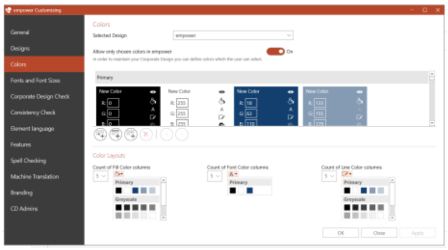


Figure 197: Define desired design colors

You can add additional colors or delete colors that are no longer required. Using the arrow buttons, you can alter their order (**Figure 198**).

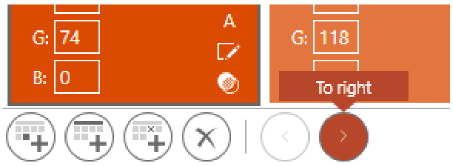


Figure 198: Alter colors' order

Click **Add color** to add a new color, and in a first step provide the RGB values (**Figure 199**).

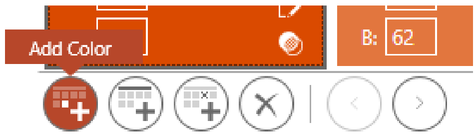


Figure 199: Add new color

After completing this step, you may name the color, and make further changes: you can set its use as filler, line or font color. If you set a color only as a fill color, then it cannot be used as a line or font color. Consequently, it will only be displayed in the color picker of the fill colors (**Figure 200**).

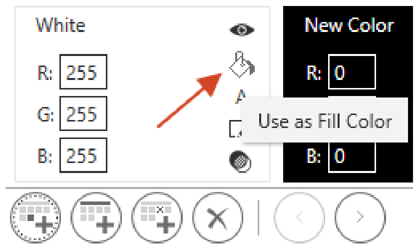


Figure 200: Define use of the color

In addition, you can set if this color is to be used with transparency, as well as if the color is selectable in the color picker by the user. Deactivate a color by clicking on the eye symbol – the color will still be approved by Design Check but user cannot actively select it in empower® **(Figure 201)**. If you deactivate a color by clicking on the eye icon for the selection, this color will be taken into account by the Design Check, but will not be available to users for use in empower®. This means that it is not displayed in the empower® Ribbon in the corresponding color picker.

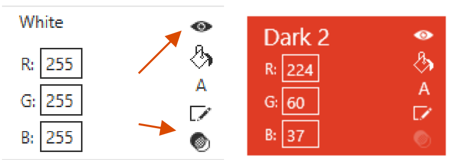


Figure 201: Set transparency and selectivity of the color

To delete a color, select the appropriate color and click **Remove (Figure 202).**

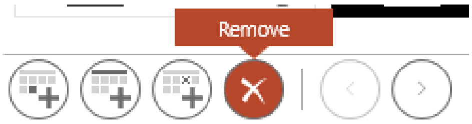


Figure 202: Remove color

Please note:
Keep in mind that deleting a color by clicking on **OK** or **Apply** cannot be reversed.

In order to display the colors in the color picker in an orderly fashion, you can set headers or empty placeholders between the color fields. To add a header, simply click **Add Heading** and type in a desired specification (**Figure 203**).

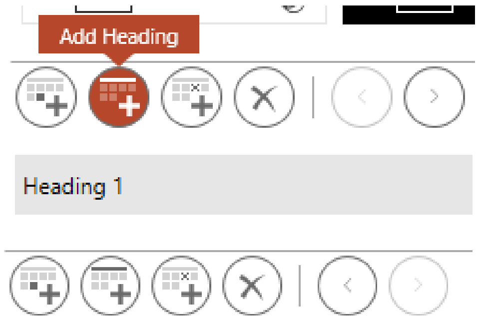


Figure 203: Add heading for color fields

Please note:
When setting colors, a header is always added below already existing colors. It can then be moved into position before or after the colors using the arrow keys.

With **Add Empty Placeholder** you can add an empty placeholder with the dimensions of a color field (**Figure 204**).

Figure 204: Add empty color field as placeholder

Depending on whether you set the placeholder as fill color, font color, or line color the corresponding color picker will display an empty field **(Figure 205)**. It will allow you to distribute the colors in the picker while being able to achieve a specific number of columns.

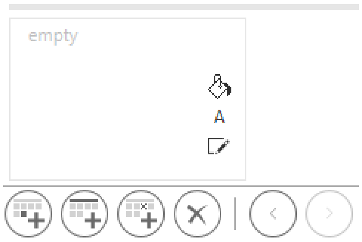


Figure 205: Empty placeholder

In **Color Layouts** you can set the number of columns for each respective color picker – be it for fonts, fillers, or lines. The result is presented in a preview (**Figure 206**).

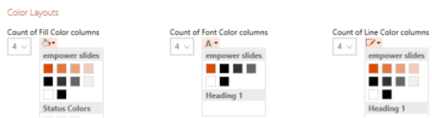


Figure 206: Adjust color layouts

5.5 Fonts and font sizes

In the section of **Fonts and Sizes**, you have the possibility to the set which fonts and font sizes each design is to provide in empower®. After selecting the desired design, you can first set if you require fonts and font sizes to be limited, or not (**Figure 207**).

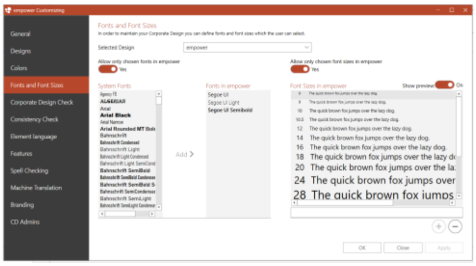


Figure 207: Set font type and font sizes

To add a font, select the desired font and click **Add (Figure 208).**

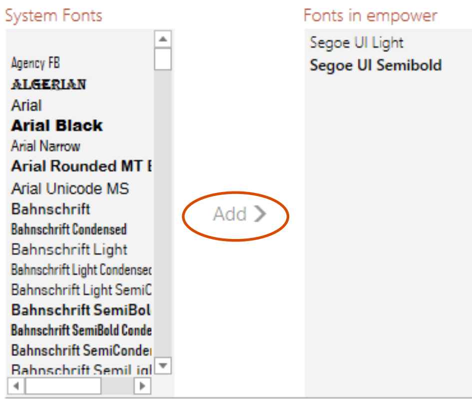


Figure 208: Add a font

To add a font size, you need to enter it and then click **Add** or press **Enter (Figure 209).**

Figure 209: Add font size

If you activate **Show preview**, you can see what the selected font looks like in the preset font sizes (**Figure 210**).

Figure 210: Activate preview of selected font

5.6 Corporate Design check

In **Corporate Design Check** you can set all options for the empower® Design Check (**Figure 211**).

When opening or saving presentations, you can also perform a design check with the aid of the following settings. The automated design check does not obstruct saving, opening, or closing of presentations.

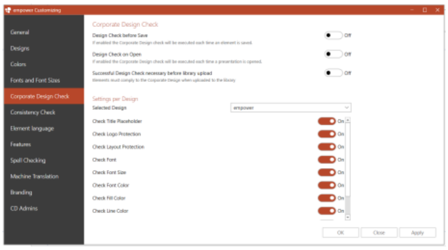


Figure 211: Set Design Check options

If **Design Check on Save** is toggled on, Design Check will launch automatically once a presentation is saved to the library. If a presentation contains CD-violations, you will receive a notification right next to the ribbon (**Figure 212**).

Figure 212: Notification about CD violations

> **Please note:**
> We do not recommend **Design Check on Save** when your company uses the Microsoft function **AutoSave,** since the Design Check will always run through your presentation, when your program is doing the AutoSave. This can lead to a reduced performance.

If **Design Check on Open** is activated, Design Check will launch automatically once a presentation is opened. Here, you will also be notified accordingly if the presentation contains CD violations.

If **Successful Design Check necessary before library upload** is activated, elements must comply to the Corporate Design before they can be uploaded to the library.

In addition, you can define the parameters of Design Check for each individual Design:

- Title placeholder
- Logo protection
- Layout protection
- Fonts
- Font sizes
- Font colors
- Fill colors
- Line colors
- Colors of numbering items
- Style of numbering items.

5.7 Consistency Check

In the **Consistency Check** section, you can download and upload the configuration of your consistency check (RuleConfig.xml) **(Figure 213)**.

To download the configuration, click **Download configuration**. The explorer then opens and you can select where to save your configuration file. Then click **OK.**

To upload a new configuration, click **Upload Configuration**. The explorer then opens and you can select the configuration file to be uploaded (RuleConfig.xml). Then click **OK.**

In addition, there are more information about the File exposed above the buttons. You can see the date, as well as the time the last upload was made.

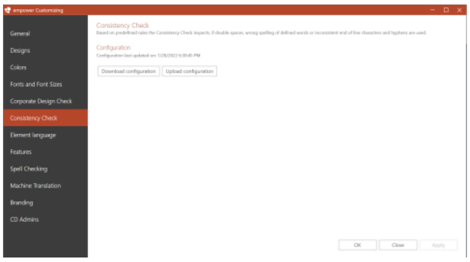


Figure 213: Down- and upload consistency configuration

5.8 Element language

In section **Element language**, you can activate and manage the **Language assignment** feature.

If you wish to use this feature in empower®, you can activate it by clicking **Yes**. In the overview, you are then able to set the languages you wish to use for the **Language assignment** feature. Activate them from the overview on the left by clicking **Add**. Select a language on the right to deactivate it by clicking **Remove**. Using the arrow keys **Up** and **Down** you can change the order the languages are displayed in **(Figure 214)**.

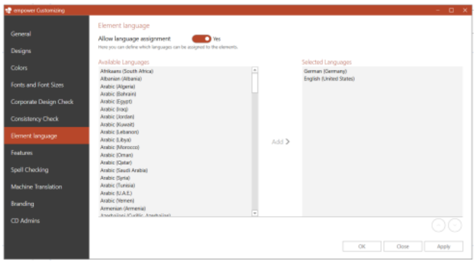


Figure 214: Configure language assignment

5.9 Features

In **Features** you can manage the features available to the user in the empower® Ribbon. Once a function is activated, it will appear in the empower® Ribbon.

On the left side of the **Features** section you can see all functions related to empower® products in general. These are not only related to empower® Slides, but also represent functions of other empower® products. Therefore, your feature list, as visible in **Figure 215**, also maps functions irrelevant to you, such as Additional Slide Features, Campaign Management, Content Protection, EAV Data Layer, Update Fields, Recipient Contact Picker, Signature Management, Signature Template Management, Stationery Visibility Toggle and Template Assistant.

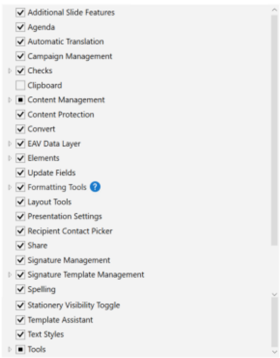


Figure 215: Complete Feature List

The functions **Checks, Content Management, Elements** and **Formatting Tools** can be unfolded. To activate or deactivate a function, select the desired function and place a check mark in the corresponding box or remove the check mark if you want to remove a function. If a function is disabled, it does not appear in the menu bar of empower® Slides (**Figure 216**).

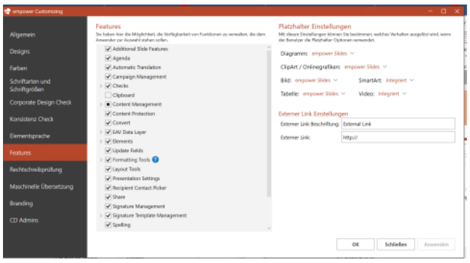


Figure 216: Configurate empower® Ribbon

The functions **Library** and **Formatting Tools** will stay active even when all subitems are deactivated. To fully deactivate these two, you have to uncheck them on the first level.

In the list of features, under **Content Management**, you can set which template folders to display in the Quick access Pane as well as in the full view in the library. By default, all template folders are enabled, except for **SmartArt** templates and **Videos**. If you want to disable a template folder, navigate to the **Content Management** item, expand the item, then navigate to the **Corporate Design Elements** item, expand it as well, and uncheck the corresponding template folder **(Figure 217)**.

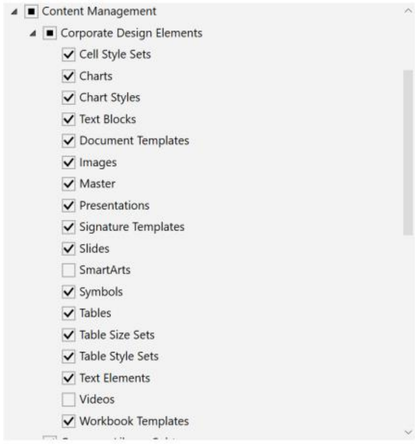


Figure 217: Configure Quick Access Pane

However, some functions from other empower® products are available again. The functions relevant for empower® Slides are the following:

- Charts
- Images
- Master
- Presentations
- Slides
- SmartArts
- Symbols
- Tables
- Text Elements
- Videos.

In the **Placeholder Settings** section, you can set what happens when users utilize the placeholder function, in other words, when a user uses a placeholder defined as one of the functions listed below (**Figure 218**). This section is to the right of Features.

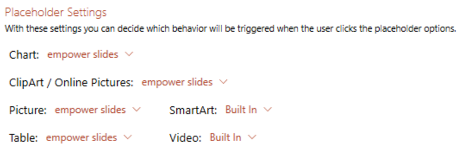


Figure 218: Set placeholder behavior

You can choose one of three functions for every one of the six insertion options: **Built In** opens the normal PowerPoint selection. Select **Deactivated** and a notification appears telling that this application is not available. In **empower®** the corresponding folder containing your corporate design templates will open in the Quick Access Pane (if the folder is activated via the feature list). This is the default setting for ClipArt/Online Pictures, Charts, Pictures and Tables **(Figure 219)**.

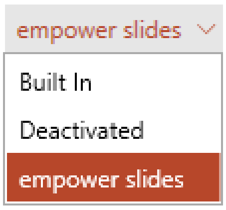


Figure 219: Choose placeholder functions

In the section **External Link Settings** an external link can be set, which then will be shown in the empower® Ribbon. The link can be named as you like **(Figure 220)**.

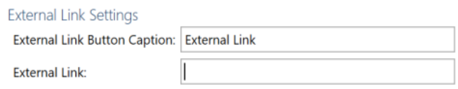


Figure 220: External Link Settings

5.10 Spell Checking

In section **Spell Checking**, you can set what language are to appear at the top of the selection for spell checking (**Figure 221**).

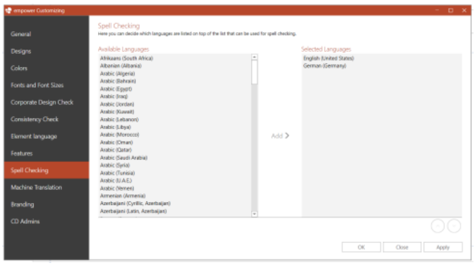


Figure 221: Set languages for spell checking

To add a language, select the desired language from the left, add it to the list, and then move it to position using the arrow keys **(Figure 222)**.

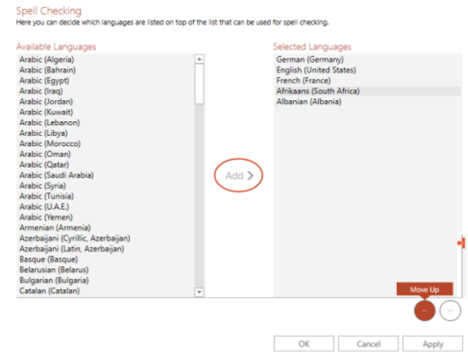


Figure 222: Add language

In case you want to remove a language, select it and click on **Remove (Figure 223)**.

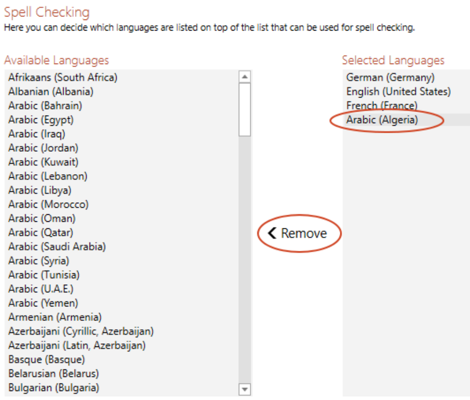


Figure 223: Remove language

5.11 Machine Translation

In the section **Machine Translation**, you can manage the use of DeepL translations (**Figure 224**).

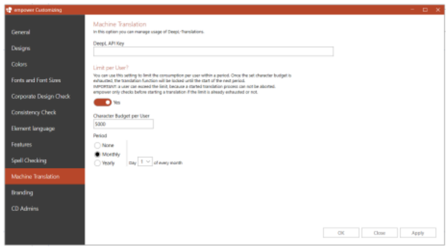


Figure 224: Machine Translation

To activate machine translation and billing via DeepL, enter your DeepL API key in the corresponding text field and confirm the entry by clicking **Apply (Figure 225).**

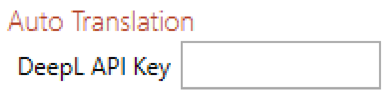


Figure 225: DeepL API Key

When using DeepL, you can set user-specific limits to control the costs of translations. To do so, activate the feature **Character Budget per User** and then define a limit for the allowed number of translated characters and a period for the limit (**Figure 226**).

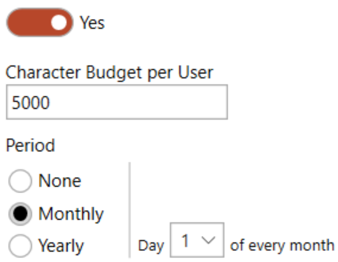


Figure 226: Translation limit

> **Please note:**
> If you set the value zero as a character budget, users cannot make use of DeepL translations.

5.12 Branding

In the section **Branding**, you can adapt empower®'s design to match your company (**Figure 227**).

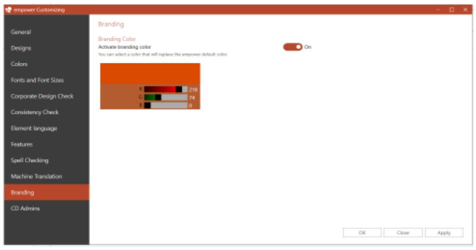


Figure 227: Adjust display of empower®

You can set the **Branding Color** to replace the standard that empower® is set in, for example changing the Quick Access Pane. To do so, simply type in the RGB values (**Figure 228**).

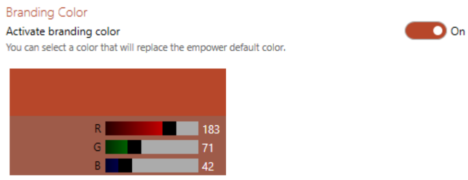


Figure 228: Set empower® color

5.13 CD Admins

In section **CD Admins**, you can add or remove corporate design administrators **(Figure 229)**.

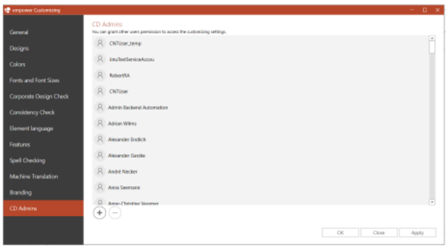


Figure 229: Set corporate design administrators

A corporate design administrator has access to all editing options via the menu **empower® Customizing,** e. g. can change basic and company-wide settings in empower®, as well as make changes to the agenda and smart objects (Traffic light, Harvey ball, and Stamp).

To add a user or a group as a corporate design administrator, click on the **plus sign (+)** and find him with one of the criteria (Surname, Name, Displayed Name, or Account Name). You can now add a new corporate design administrator by clicking **Add**. To remove a user from the list, simply select the desired user and click on the minus sign.

5.14 Status

There are certain Smart objects specifying the status, provided by **More** such as Traffic light, Harvey Ball and Checkbox **(Figure 230)**. The desired objects can be added to slide and customized as per your requirements.

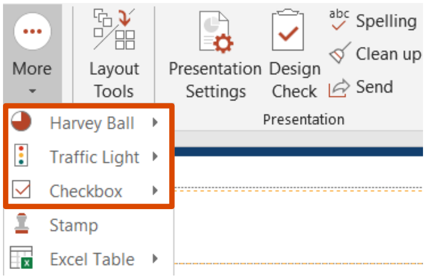


Figure 230: Smart objects specifying status

Please note:
When making changes, take care that any groupings of the elements should not be added or deleted. To upload, all elements of the object need to be selected. Regarding the Traffic Light, it is also important to make sure the correct color option for the Traffic Light is saved.

5.15 Stamp

Stamp provides custom made stamp designs that can be used in your presentation. You can also create your own design for the stamp. You can access the stamp menu via the button **More** under **Stamp (Figure 231).**

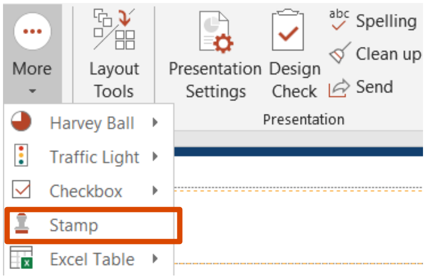


Figure 231: Adding stamp to slide

If you want to upload a stamp, click on **Stamp** option and a dialog box opens. A list of available stamps is displayed. Select the desired one and it can be inserted either in the selected slide or the whole presentation **(Figure 232) (1).** You can also create your own stamp design, by just editing the text **(2).**

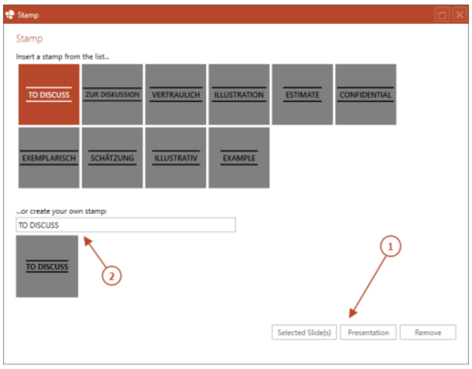


Figure 232: List of available stamps

The stamp can also be removed by clicking on **Remove** option. This displays a window asking you to confirm if all the stamps from the presentation is to be removed (**Figure 233**).

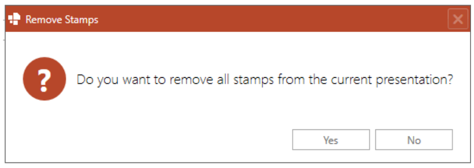


Figure 233: Confirm the removal of stamps

5.16 Customizing of agenda

In the **empower® Library** you can find all your agendas in the file **empower elements (Figure 234)**. You can add new agendas to empower®, edit existing agendas and delete old items.

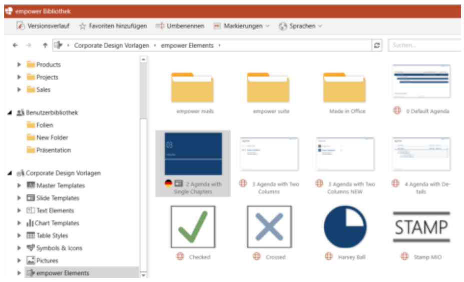


Figure 234: Overview agendas

To adapt an existing agenda, select the desired agenda in the folder **empower Elements** within the **empower® Library** and click on **Insert**. empower® will then add the **agenda template** on which your agenda is based into the currently opened presentation (**Figure 235**). The inserted agenda template always opens on a new slide.

Figure 235: View of added agenda template

On this template, you can define all agenda elements which the Agenda Editor will then use to create individual agendas in your presentations. If you right-click an element on this template and open the list of **Agenda Tags**, you can see the individual tag that is assigned to every element on this slide **(Figure 236)**.

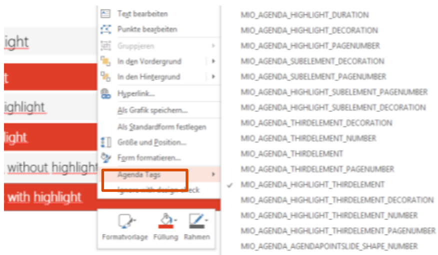


Figure 236: Agenda tags

The **first element without highlight** defines all agenda points on the first level that will not be discussed in a presentation; they will however still be contained in the presentation.

The **second element with highlight** defines the agenda point on the first level that is currently used in a presentation and is usually highlighted in color **(Figure 237)**.

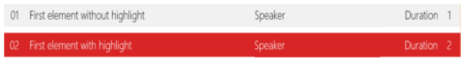


Figure 237: Color coding of first element with highlight

The **sub-element without highlight** defines all sub-items of the agenda that are not currently selected.

The **sub-element without highlight** defines all sub points of an agenda that are currently not selected. Lastly, the sub element with highlighting defines the sub point that is currently used and is usually highlighted in color **(Figure 238)**. The third level elements act in accordance to the same logic.

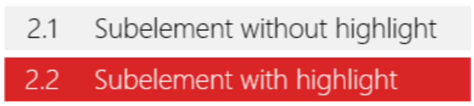


Figure 238: Color coding of second element with highlight

In addition, spaces for numbering, page numbers, and – regarding agenda points on the first level – the space indicating duration and speaker, are defined individually for every element. The title of the agenda is also able to be adapted

All these spaces are text boxes that can be changed to your requirements. For example, font colors can be altered and other fields can receive a different fill color.

Please note:
Under no circumstances should you compile groupings of several elements. This would lead to a deletion of their individual tags, which would result in the agenda not working properly. Even subsequent ungrouping will be unable to reverse this effect. However, you can assign lost tags with a right click on the element via **Agenda Tags**. Though you should not group or delete any elements on the agenda template.

The **space** between the different agenda points on the agenda template defines the space between the agenda points in your individual agendas created with the Agenda Editor. For example, the space between **the First element without highlight** and the **First element with highlight** on the agenda template defines the space between to first level agenda points in your individual agendas created in a presentation. The text box with the tag **AGENDA_BREADCRUMB** defines the design of the **chapter reference (Figure 239)**. You can define font, -size and -color as well as the position and size of the text box.

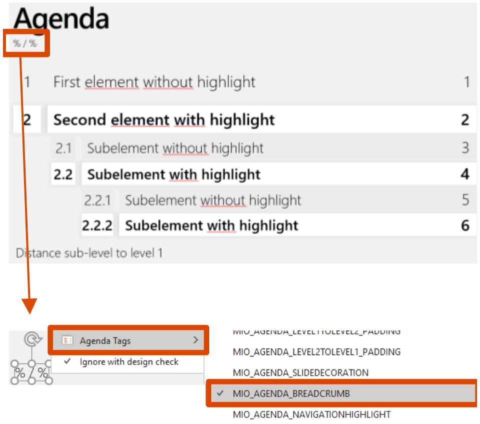


Figure 239: Customize placeholder for breadcrumb navigation

The same way you can adapt the text boxes for the **agenda navigation**. The navigation consists of two text boxes: one is highlighted (for the current agenda point) and one is without highlight (for the other agenda points) **(Figure 240).**

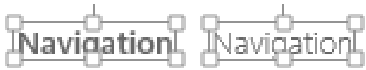


Figure 240: Navigation textboxes

You can modify these fields in the same manner as any other of the elements in terms of font, font size, and color, as well as the overall size of the field.

After all adjustments have been completed, you may upload the adapted agenda template. To do so, you need to select the agenda. Clicking on **Save** as **empower® Element** and then as **Agenda**, you can now overwrite the existing agenda or upload it as a new one (**Figure 241**).

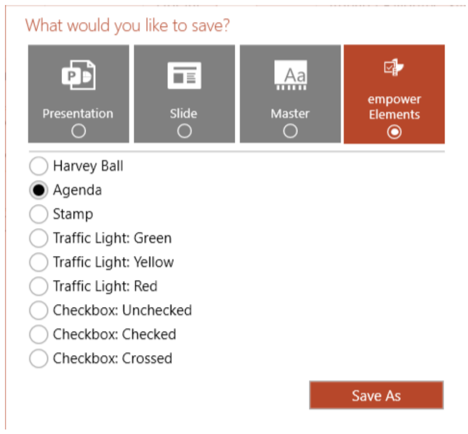


Figure 241: Add new agenda layout

Before the new agenda template is saved, a dialog window will open. Here you can make additional settings to your agenda template **(Figure 242)**.

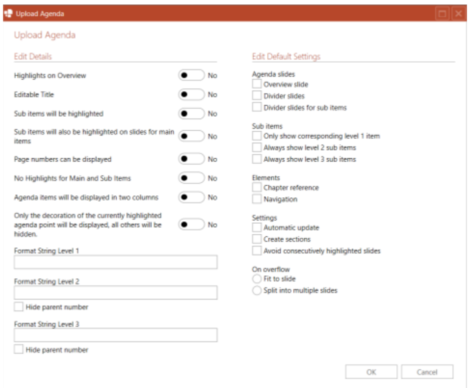


Figure 242: setting design and name of agenda template

If you activate **Highlights on Overview,** the overview slide of the agenda will contain all highlighted agenda items.

Activating **Editable Title** allows the user to enter an individual title via the Agenda Editor. If the function is deactivated, the title will be the text in the agenda title of the template.

If **Highlights for Sub Items** is toggled, the current agenda item will be highlighted even if it is a sub item.

If **Highlights for Sub Items on Main Items** is activated, the sub items of the highlighted main item will also be highlighted on the agenda slides

In order to be able to toggle page numbers in the Agenda Editor, **Page Numbers** has to be switched on when uploading the agenda layout.

Activation of **No Highlights for Main and sub Items** will result in neither the current main nor sub item will be highlighted.

If **Agenda items will be displayed in two Columns** is activated, on the agenda template during the upload procedure, a user can set up an agenda with two columns, however a further requirement for this function is an agenda template that has been set up accordingly.

You can also activate the option **Only the decoration of the currently highlighted agenda point will be displayed, all others will be hidden**.

In the **Format String** fields you can set up the numbering symbol of the agenda items per level **(Figure 243)**. By default, Arabic symbols are used without a period (e, g, 1, 2, 2.1, 2.2, ...). To set a numbering item enter "%1%." (no quotation marks). Alternatively, you can use the following formats:

- %a% for lower case letters
- %A% for upper case letters
- %i% for lower case Roman numerals
- %I% for upper case Roman numerals.

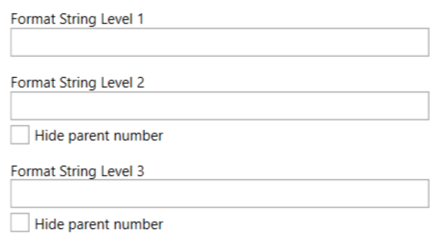


Figure 243: Formatting of numbering items per level

After all the required changes have been made, klick on **OK** to save the agenda template in empower®. In the Agenda Editor you can now select your new layout.

If you wish to delete an old agenda, just go to the empower® Elements folder in the library and delete the agenda in the same way as another element.

> **Please note:**
> You will be unable to reverse this action once the Agenda Template has been deleted.

5.17 Layout of folder structure Best Practice

As explained in chapter **3 Slide management,** slide management concerns not only assigning authorization but also the setup of a folder structure that best works for your company, as well as the central curation of content in empower®. This method alone guarantees that all advantages of empower® are used and employees are able to work with the most up to date content.

Before you set up a folder structure for your company, you should think about how to sensibly structure the content you want to make available to your employees.

In general, we recommend you set up a **central slide pool**, in which single slides that have been completed and are able to be used, can be deposited. These slides can be saved in the company library in different folders allocated by topic. The content of all slides in the slide pool should only be altered centrally. This way you make sure that all slides are always up to date and conform to corporate design. To do so, you should grant administrator rights to these folders to a small team of employees tasked with curation of the slides.

Other folders could contain presentations that have been created with slides from the slide pool. This too ensures that the content of the presentations is always centrally curated and up to date. This works as follows: as soon as a slide from the pool is centrally changed, update notifications will appear once a presentation has been opened. empower® informs you as soon as a presentation is not up to date and provides you measures to update it (**Figure 244**).

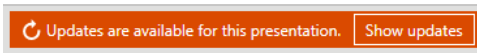


Figure 244: Notification on available slide update

5.18 Updates

Administrators have the ability to specify when updates should be triggered company-wide. They can also specify whether or not updates are forced from empower® Slides.

You always have two options for distributing updates in the company. On the one hand, updates can only be distributed so that employees can decide for themselves whether or not to accept them (**Figure 245**). On the other hand, updates can be forced In general, the settings and updates always apply to all connected elements.

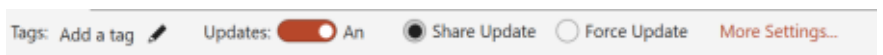


Figure 245: Update options

1. <u>**Share Update**</u>: the update is shared with the connected elements. Here a user receives an update notification.

The Update link icon in the library also gets a red notation. By right-clicking on the element, you can then select **Update to root version** to update the linked element manually (**Figure 246**).

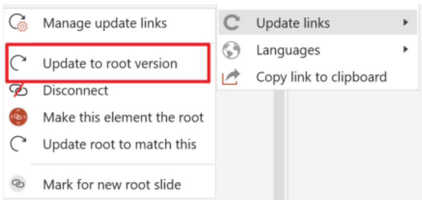


Figure 246: Update to root version

2. <u>**Force Update:**</u> the update is automatically applied to all connected elements. All linked elements will be updated without the user having to perform the update manually. To do this, right-click on the source item and select **Update linked copies**. To be able to force an update, you must be either the owner of the folder, folder administrator or editor **(Figure 247).**

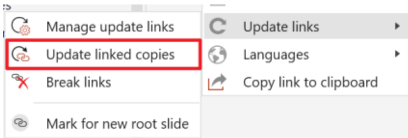


Figure 247: Force an update

The update can be deactivated via the Toggle button next to it. If you do so there will no update, be shown in the empower® Ribbon and no notification will appear when doing the Design Check.

> **Please note:**
> Since disabling the update does not cause a message, it can lead to users using a presentation with an old master. Therefore, decide carefully whether this is the desired use case.

5.19 Send Feedback and Report A Bug

To continually improve empower® and to cater for wishes and requirements, your experience with empower® and your opinion of the product are very important to us. For this reason, every empower® user has the possibility to provide feedback quickly and easily to the empower® support, and directly report errors.

To send feedback click on **Help & Settings** in the section **Help** and select **Send Feedback (Figure 248)**. A dialog window will open in which you are able to select how you want to send your feedback (Mail, Outlook, other applications). Once you have made your choice, an email addressed to empower® support will open in which you can give us your feedback. You also have the possibility to contact us directly any time at support@empowersuite.com.

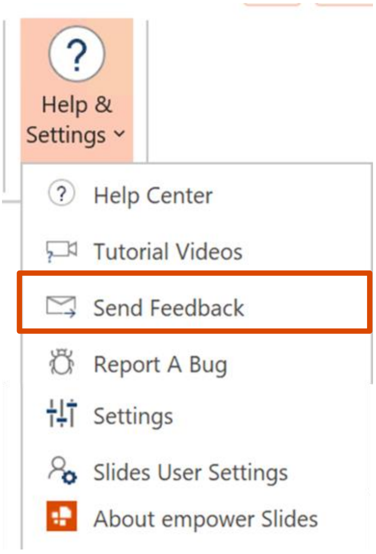


Figure 248: Send feedback to empower® support

If you want to report a bug in empower®, you also use the button **Help & Settings** and select **Report A Bug (Figure 249)**. empower® will automatically send an email with log files to empower® support. With these log files, the support can reconstruct and solve the problem. Please explain in the email exactly what issue occurred, and if possible, provide all steps that led to the problem.

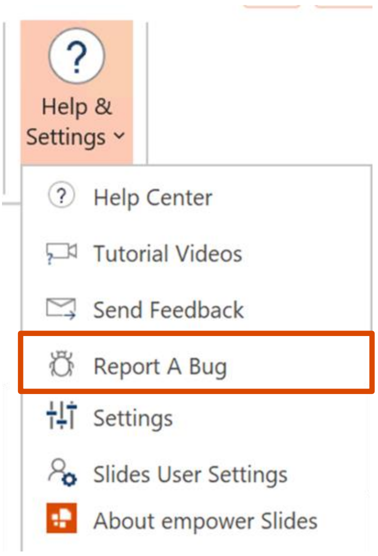


Figure 249: Report a bug in empower®

5.20 empower® bullet function

empower® provides advanced functions for the use of bullets in PowerPoint. The standard function of PowerPoint is enhanced with further functionality: images can be defined as bullet symbols in the master, and with the help of the empower® bullet function, these bullet symbols can also be applied to text elements. When using the empower® bullets, please note that only <u>one</u> image can be implemented. You can, however, use this image on multiple levels (e. g. in level 2 and level 3).

empower® bullets **can be set up following two steps:** first, the desired image must be implemented into the master. Afterward, the bullet function is required to be implemented as well.

If you wish to define bullet points for your master, change to Slide Master view, and select the mother layout at the very top. Here, you can now set up your bullet points. Settings you make will be applied to the placeholders of all other layouts (**Figure 250**).

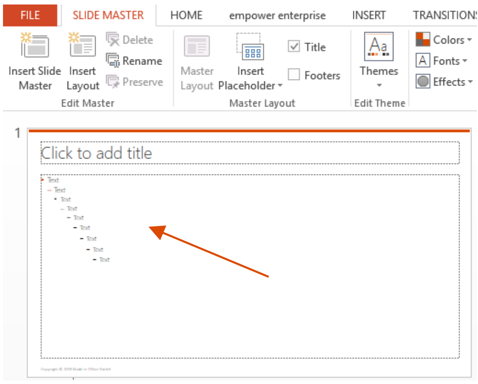


Figure 250: Set up bullet points for all layouts in the master

Using the standard function of PowerPoint, you will now have to implement the image bullet. To do so, select the desired level on the placeholder of the mother layout and change from the **Slide master** tab to **Home**. Here, change to the **Paragraph** section to open the familiar bullet menu of PowerPoint. Now select **Bullets and Numbering… (Figure 251).**

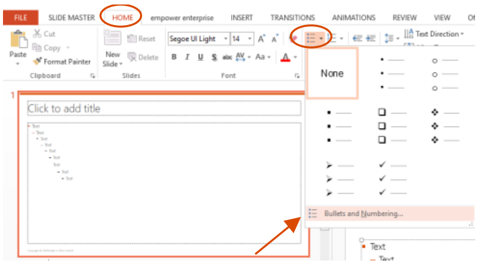


Figure 251: Steps to set up bullet points

In the **Bullets and Numbering** window, click on **Picture**. You will now be prompted to **select an image file** from a save location (e. g. a folder on your local hard drive). Once this step is completed, click **OK (Figure 252)**.

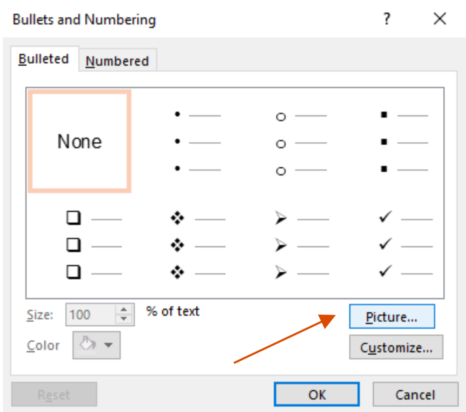


Figure 252: Select individual image file for bullets

You will now have to implement the same image using the empower® function Set bullet image. This button can be found in the **Slide master** menu to the right of a button titled **Close master view (Figure 253)**.

Once you click on this button, you will be prompted to **select an image file** from a storage location. Select the same file as before.

You have now successfully set the image as a bullet symbol. Proceed with a further level or leave master view and save the master in empower®.

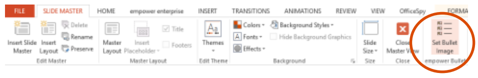


Figure 253: Implement bullet image

5.21 Ignore item with Design Check

Corporate design administrators can exclude individual presentation elements or elements of the master from Design Check. For example, you may create a presentation containing red arrows to show colleagues collaborating on a presentation where items of interest are located. These arrows can be excluded from Design Check in a way that they will not be flagged as a violation. The color red is not to be made available in empower®, while the arrows are not to be flagged by the design check.

To exclude an element from Design Check, right-click it and select **Ignore with design check (Figure 254).** Just as with any other change, save the presentation/slide/element (or its master if you have edited an element in the master) to the library.

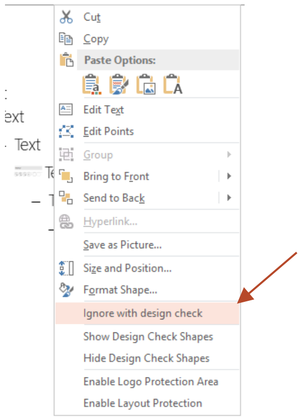


Figure 254: Ignore element with design check

5.22 Set up layout protection

Layout protection allows you to ensure that slide elements are always placed in their prescribed drawing area and do not extend outside of it. This will retain the uniform design of your presentations.

Layout protection is set up and activated in the master. To do so, save the master to the library, or if it is already located in the library overwrite it. In the master information set **Layout protection** to **On (Figure 255)**.

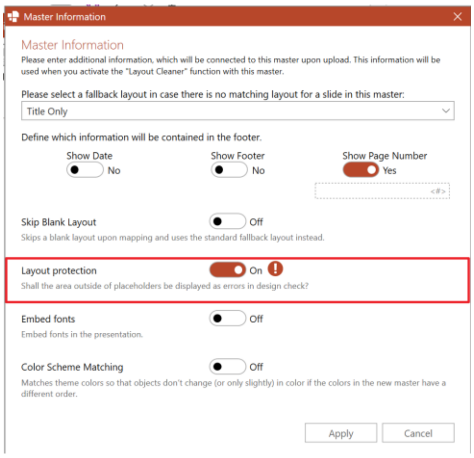


Figure 255: Activate layout protection for master

Once layout protection is activated, all placeholders on the master will be automatically defined as layout protection area. If a shape is now inserted onto the slide and part of it is located outside of this area, Design Check will flag this slide element as a corporate design violation.

Almost every master also contains layouts that only contain few or no placeholders. Elements placed on layouts **Title only** and **Empty** should be distributed freely. Once layout protection is activated, Design Check would flag this as a layout protection violation.

In order not to restrict individual design options you can define your own layout protection area, in addition to the standard placeholders. To do so, simply insert a shape onto the desired layout which will represent the area you wish to set as a layout protection area in which content is allowed to be placed **(Figure 256)**.

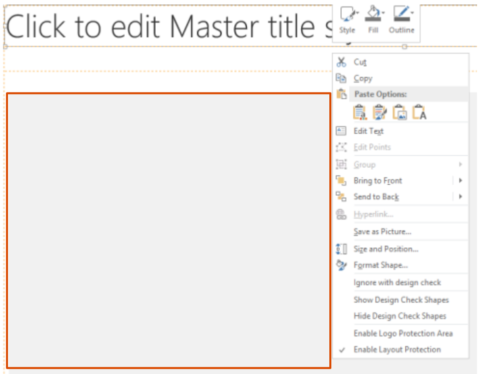


Figure 256: Define layout protection area

Afterward, right-click the element and select **Enable layout protection (Figure 257)**. This area of the layout is now set as a layout protection area. The same method can be used to extend the layout protection area on layouts with placeholders.

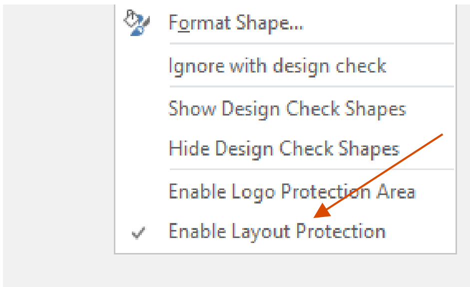


Figure 257: Enable layout protection

Perform a right-click on the grey shape marking the layout protection area and click on **Hide Design Check Shapes** to hide the shape in order for it to no longer be visible on the slides once you leave slide master view. If you wish to edit the shape later, simple reverse this step with a right-click and select **Show Design Check Shapes (Figure 258)**.

In order to save all changes, the master will have to be uploaded back to the empower® Library.

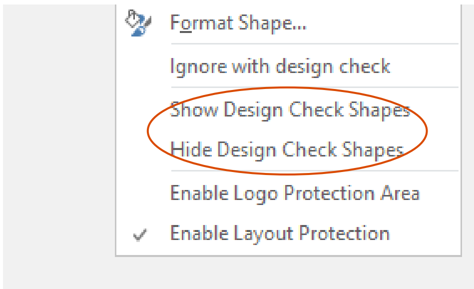


Figure 258: Show or hide design check shapes

5.23 Layout Mapping

Another important topic, which often comes along with **Chapter 4.2 Convert**, is the definition of placeholders as well as the layout assignment. Either layout mapping or placeholder mapping is set to optimize the result of the conversion. Placeholders of the old master can be reserved via the slide master. There you have to click right and go to **Shape Conversion**. Then, choose **Select as Source Placeholder (Figure 259).**

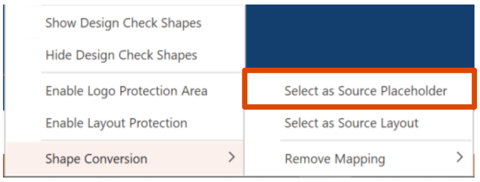


Figure 259: Select as Source Placeholder

Then the shape can be **Set as Target Placeholder** in the new Master **(Figure 260)**. After doing so, the Master has to be saved in the empower® Library so save the new settings. This whole process also works with specific layouts or whole slides. Afterwards the Convert-Tool should be able to recognize the mapped shapes and layouts. In addition, a layout from one master can be mapped to different target masters.

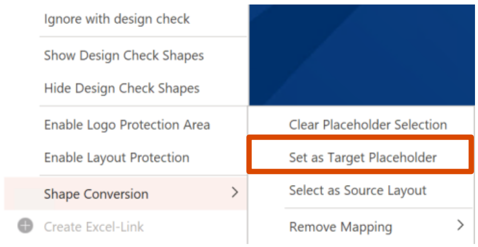


Figure 260: Set as Target Placeholder

Please note:
If a layout that had mapped is copied the Layout Mapping gets lost. There is still mapping, but since the name of the layout changes during copying, it no longer works correctly.

5.24 Set up Logo Protection

In the same procedure as with the Layout Protection, Logo Protection allows you to ensure that no element can be place in the area of a logo or even cover it. To set up Logo Protection, open the master and change to slide master view. Now, insert a shape to mark the logo protection area. In order to make the setup of Logo Protection easier, you can set the fill color of the shape to transparent. This way you can place the shape directly over the logo and set its shape to match that of the logo. Afterward, right-click the shape and select **Enable Logo Protection Area (Figure 261)**.

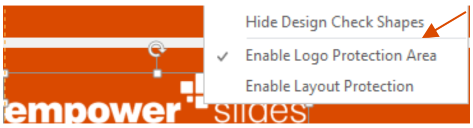


Figure 261: Enable logo protection area

If you aim for an identical setup of Logo Protection on all layouts, you can simply copy this shape and insert it onto all remaining layouts. Once you are done, you can right-click one of the elements and then click on **Hide Design Check Shapes** to hide the shapes so that they are no longer visible when you leave slide master view. In a final step, you are required to save the master back to the empower® Library in order to make the changes available.

5.25 Set up Master Fields

Master Fields can be text fields or shapes that are placed in the master. Via **Presentation Settings** in the empower® Ribbon, these elements can have text entered them, or be revealed or hidden. Once activated, Master Fields will be inserted on all slides of a presentation – this way a presentation can be marked as 'confidential' with just a few clicks.

To set up a Master Field you will need to change to the **View** tab in the PowerPoint menu and open **Slide master** view. Select the first, large layout (mother layout) of the master and insert a text field which will serve as a Master Field. Drag the shape to the desired position and format it to your requirements (e. g. font, font color, font size). Afterward, select the shape and the click on **Define Master Fields** to the top right **(Figure 262)**.

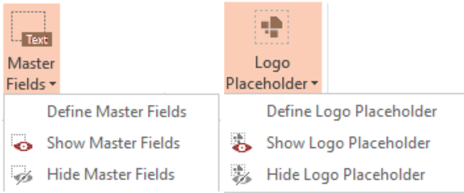


Figure 262: Define Master Fields

You have three types of Master Fields to choose from: **Test Master Field, Options Master Field, Fixed Master Field (Figure 263)**.

If you select **Text Master Field** you can enter text into a Master Field via the presentation settings. In **Name**, you are required to enter a specification of this field which will later be displayed in the presentation settings. You can also enter a description for this field which will be displayed below the name of the field. You can also assign a **language** to the Master Field; by default the language is set to **Define for all languages**. This will display the field, no matter what language the presentation has been set to. If the Master Field is allocated to a specific language, it will only be available if the presentation is set to the same language. This way you can set the same Master Field multiple times and enter the description in the respective language. If you activate **This Master Field is mandatory,** the **Presentation Settings** will open automatically once a presentation is opened with this master.

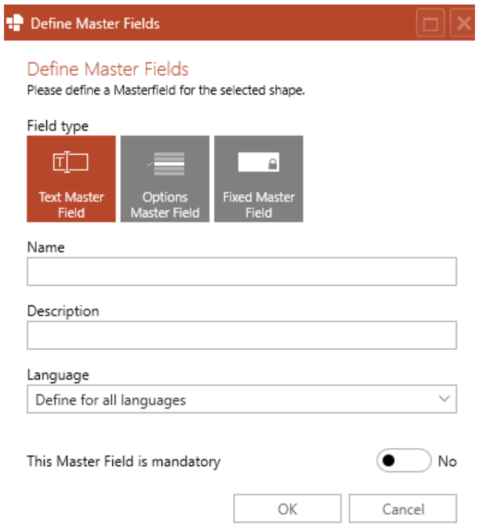


Figure 263: Master Field settings

When setting up an **Options Master Field**, you can provide a selection of texts that the user has to choose from using a dropdown menu. To add an option, click on the **plus sign** (+) and enter the desired text. Selecting the option and clicking the **minus sign** (+) will delete the entry while the arrow buttons will change the order of options **(Figure 264)**.

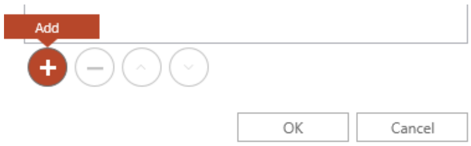


Figure 264: Add or delete options

The third option is a **Fixed Master Field (Figure 265)**. Here, the user merely has the option to insert or remove the Master Field by clicking a checkbox in the presentation settings. This option is particularly useful if inserting the master field is optional or if only a fixed text is to be inserted. You can also use this function for the optional insertion of a specific shape or symbol/logo into a presentation.

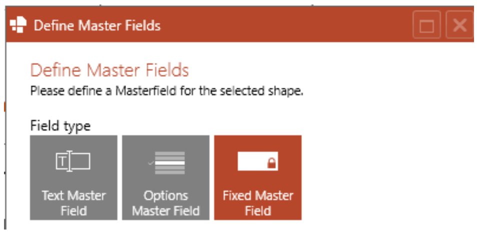


Figure 265: Select Fixed Master Field

After you have defined the Master Field, you should hide it by clicking **Hide Master Fields.** You can now save your master to the empower® Library. In order to reveal the field at a later date e. g. to make further changes, you can click on **Show Master Fields (Figure 266)**.

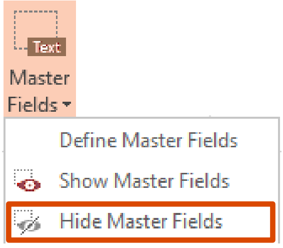


Figure 266: Hide or show Master Fields

If you open a presentation with this master, you can edit the Master Field of the current presentation via the presentation settings.

5.26 Offline folder

Administrators have the option to set selected folders as default offline folders for all employees. To do so, right-click the desired folder, select **Offline** in the opening context menu and then select **Make Available Offline For Everyone (Figure 267)**.

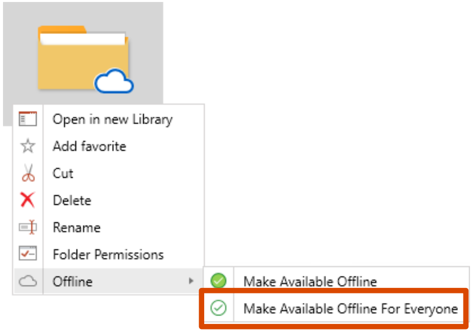


Figure 267: Make folder available offline for everyone

To undo the offline availability of a folder and make a folder only available online, right-click the desired offline folder, select **Offline** in the opening context menu and then select **Make Available Online Only (Figure 268)**.

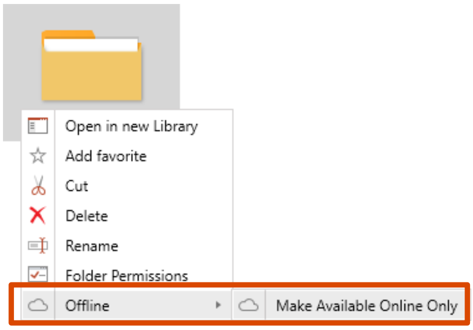


Figure 268: Make folder available online only

This online use is recommended by empower®, as it has two advantages. On the one hand, the used data is updated faster, as it is directly visible that a used file has been updated. On the other hand, additional costs can rise due to the very high workload caused by many offline users.

5.27 Incorporate Logo

The logo function of empower® allows you to insert and even change a logo in a fixed location on the master with a single click. This way you can, for example, work with a single master for the whole company, even though you have multiple subsidiaries using different logos in their presentations.

In order to activate the logo function, you are required to save all desired logos in a **Logo Folder** placed in **Pictures** of the empower® Library as well as define a logo placeholder in the master.

To save a logo, insert it onto a slide and position it to requirement. Afterward click on **Save in Library**. If you wish to save multiple logos at once, select all logos on the slide and click on **Multiple Objects** in the save dialog. Then select the folder **Logo** on the left under **Pictures (Figure 269)**.

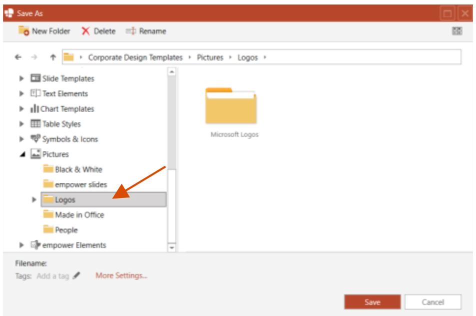


Figure 269: Save a logo in the library

Now change from the empower® Ribbon in the PowerPoint menu to the **View** tab and click on **Slide Master**. In slide master view you then add any shape onto the first, large layout (mother layout) via the empower® Ribbon **(Figure 270).** This placeholder will allow the activation of the logo function.

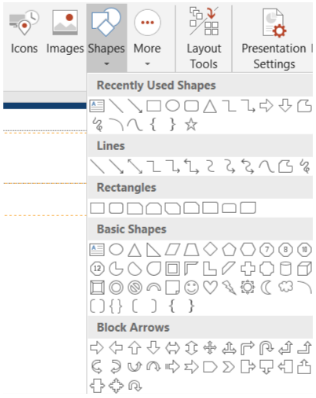


Figure 270: Select a shape as a placeholder

Select the shape on the layout and click **Define Logo Placeholder** (in slide master view) (**Figure 271**).

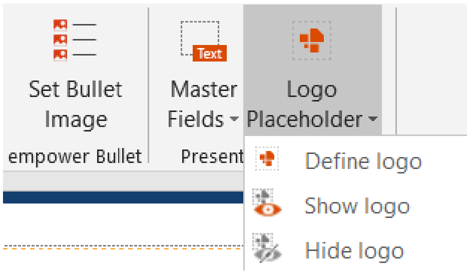


Figure 271: Define shape as logo placeholder

In doing so, the shape will be defined as a logo placeholder and the master is set up for the logo function. Before you upload the master to the empower® Library it is advisable to hide the shape by clicking **Hide Logo Placeholder.** Clicking **Show Logo Placeholder** allows you to reveal the shape at any time in order to delete it, should you wish to deactivate the logo function.

To save these changes in the master, you will need to save the master to the empower® Library. To do so, click **Save as** in the empower® Ribbon. You can now either overwrite the old master in the library or add a new one.

You can now insert the desired logo into the currently opened presentation by clicking **Presentation Settings**. The logo will be inserted on all layouts of the master, in doing so it will also appear in the position on all slides of the presentation in which the logo was uploaded to the library.

Please note:
The logo will not be displayed in slides/layouts on which **Hide background graphics** is activated.