Table of Contents

Introduction

1.1 Advantages of empower®

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

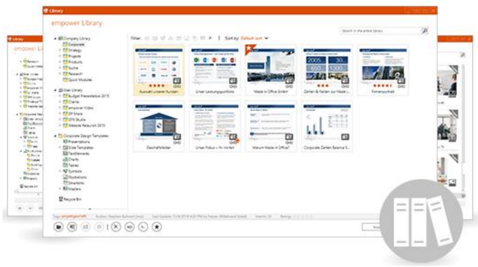


Figure 1: empower® UI

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. Finally, you will find a glossary that explains each button and function individually.

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


New
presentation

2.1 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 2)**.

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. Employees are however also still able to create presentations that do not conform to CD.

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

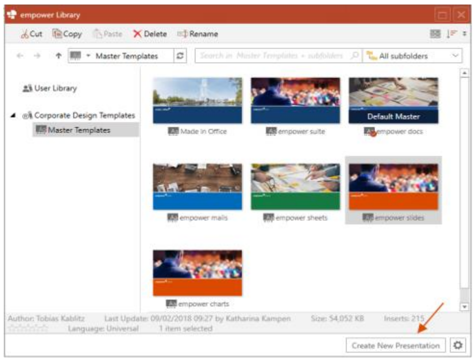


Figure 2: Master selection

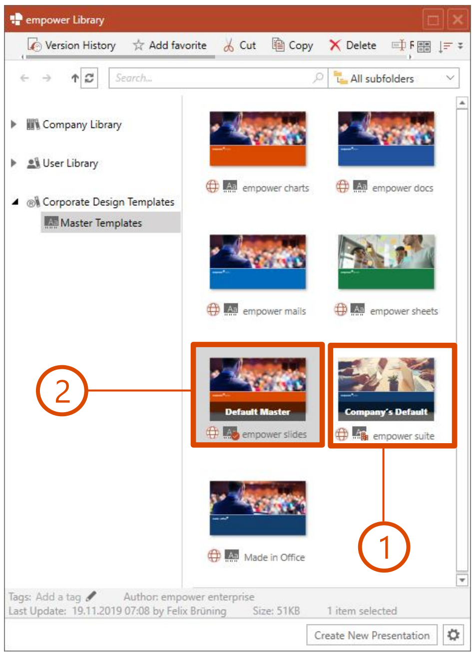
>> Additional information on these options can be found in **chapter 5.2 Apply master**

2.2 Default Master

To avoid having to select a slide master every time you open PowerPoint®, your corporate design administrator may set a default master for the whole company. **(**Error! Reference source not found.**)**. In addition, you are able to set a master as a **Default Master**

5In order 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.



2.3 Presentation settings

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

In **Language** you are able to set the language for the whole presentation with a single click **(Figure 5)**.

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 in order 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.

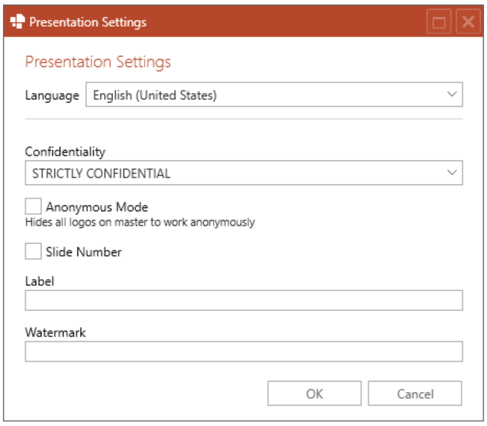


Figure 3: Presentation settings

2.4 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 **6.23 Set up Master Fields**.

You can edit master fields by clicking **Presentation Settings** in the empower® menu.

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 6)**.

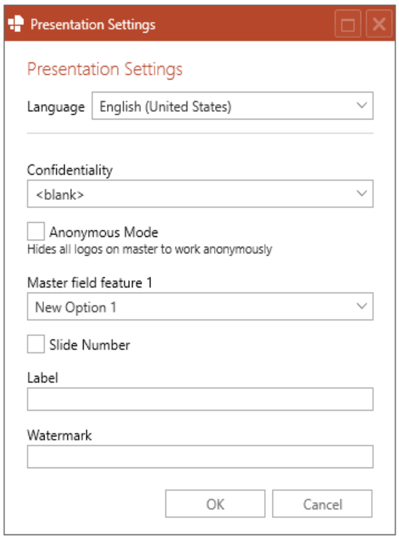


Figure 6: Edit Master Fields

2.5 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 **Logo Folder** on the left under **Pictures (Figure 7)**.

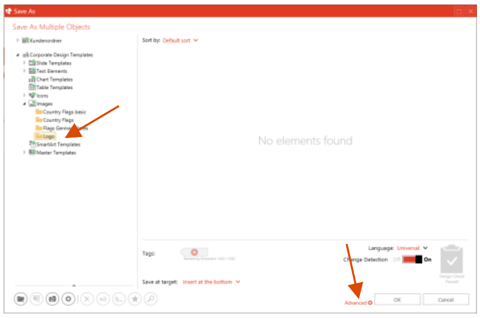


Figure 7: Save a logo in the library

After clicking **Advanced** you have the ability provide a name for each individual logo **(Figure 8**). After clicking **OK** the logos will be saved to the Logo Folder.

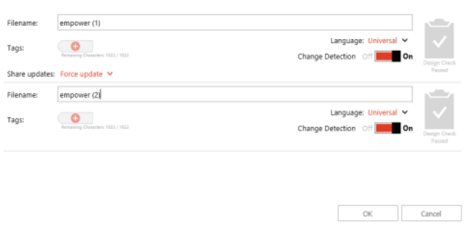


Figure 8: Provide a name for each logo

Now change from the empower® tab 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 9)**. This placeholder will allow the activation of the logo function.

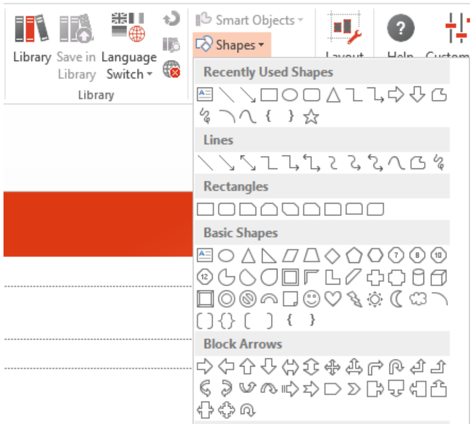


Figure 9: Select a shape as a placeholder

Select the shape on the layout and click **Define Logo Placeholder** (in slide master view) **(Figure 10)**.

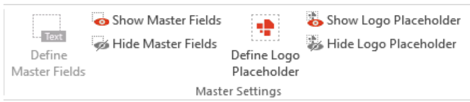


Figure 10: Define shape as logo placeholder

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® menu. 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.

2.6 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 are able to use slide templates that have been stored in empower®. To do so open the folder **Slides** and select the desired template **(Figure 11)**.

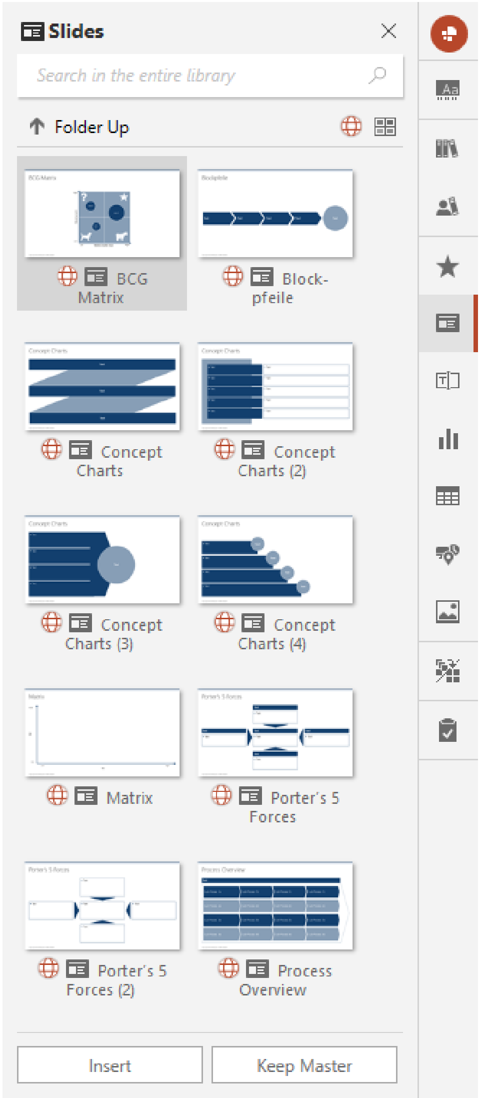


Figure 11: Overview of selected slide templates

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.

Of course, you are also able to design your own slides. Please click on **New Slide** and select a layout **(Figure 14:** Insert new slides**)**. After this step, you can edit the slide as usual.

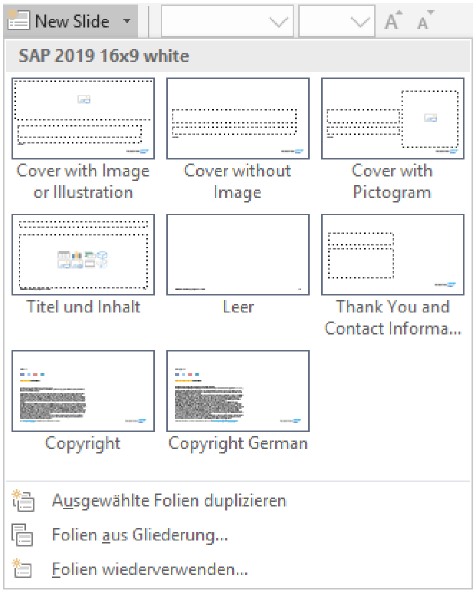


Figure 14: Insert new slides

Placeholder options are linked with the template folders in empower® **(Figure 15)**. 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 15: 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 have the ability to 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 into a content placeholder from empower® you have the option if the placeholder is to act like an image placeholder or a content placeholder. Once you select an image from the Quick Access Pane you can select an option via the cog symbol before inserting the image. The image will then either adapt to the placeholder or not **(Figure 16)**.

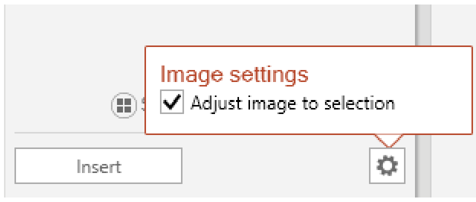


Figure 16: Adjust image settings

If this function is activated, the image will be inserted as it would into an image 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 17)**.

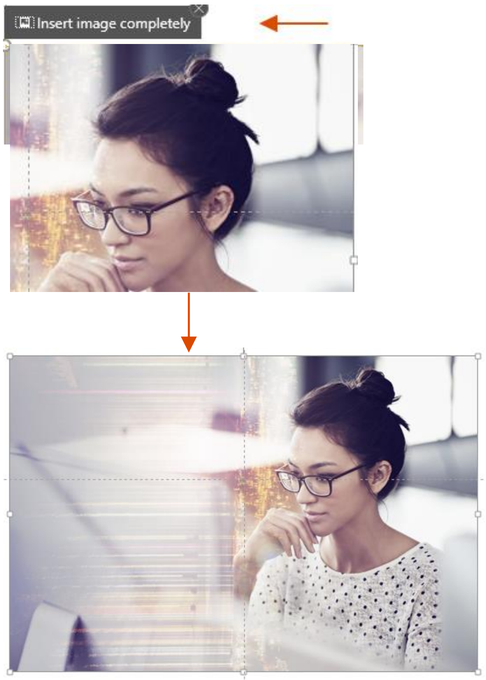


Figure 17: Image after choosing "Insert image completely"

2.7 Text and Colors

To format text and shapes use the tabs **Text** and **Color** respectively in the empower® ribbon **(Figure 18)**.

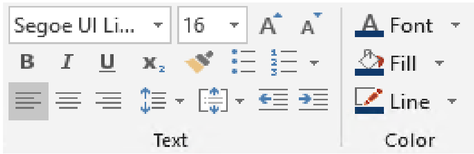


Figure 18: "Text and Colors" tab

The **Text** and **Color** tab 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 19)** 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.

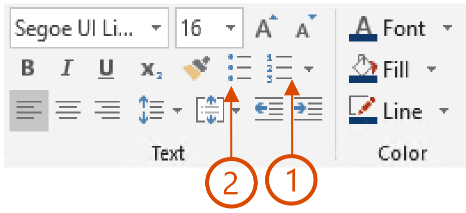
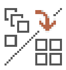


Figure 19: Bullet and numbering button

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 to the corporate design of your master will be inserted. Again, the standard PowerPoint® button only provides standard PowerPoint® formatting.

2.8 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 20)**.

Figure 20: Drawing Area

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 tools on the right **(Figure 22)**.

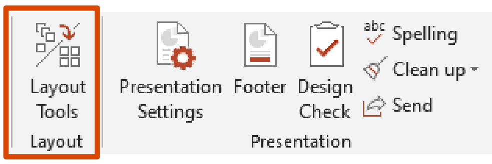


Figure 21: Open the "Layout Toolbar"

Depending on what elements of the current slide you have selected, you are now able to utilize the functions of the layout tools **(Figure 23)**.

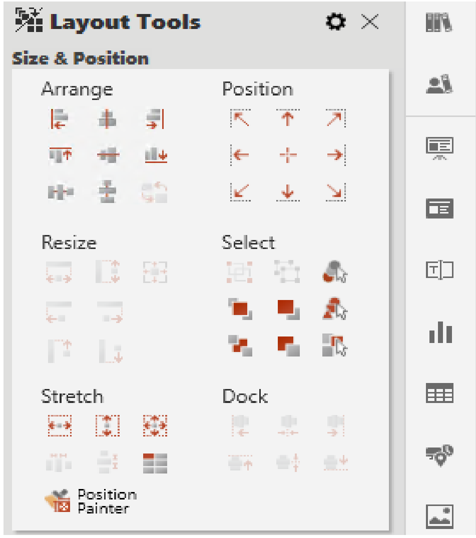


Figure 23: Various layout tools

If you wish to access every feature of the layout toolbar directly from the empower® menu, please click the **cog symbol** 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 24)**. You can also select which overlay must be displayed above the shapes by selecting **Apply format**.

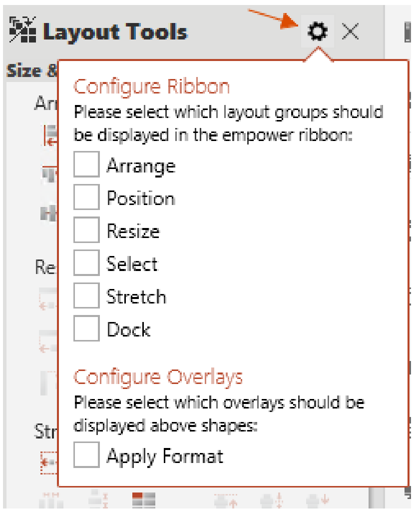


Figure 24: Customize layout toolbar

Size & Position

In this category, you will find an assortment of tools which align and format slide content **(Figure 25)**. 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.

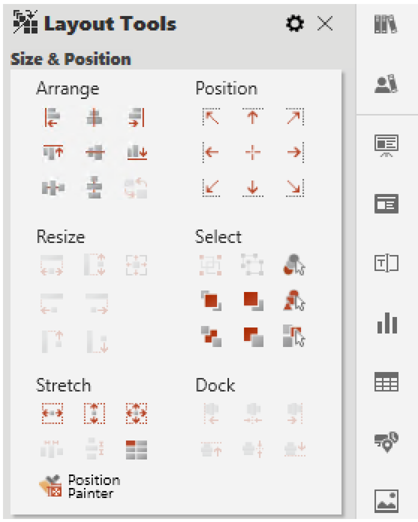


Figure 25: "Size & Position" category

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 26)**.

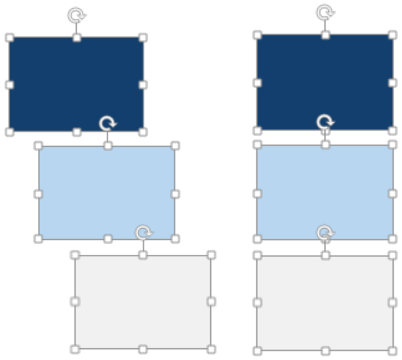


Figure 26: Objects being aligned with the left-most object

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 27)**.

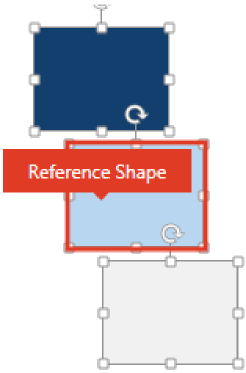


Figure 27: Objects being aligned to the reference shape

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 28)**.

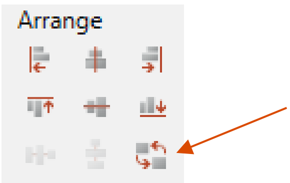


Figure 28: Swap elements

Position

With **Position** you are able to align a selected object directly within the Drawing Area **(Figure 29)**. 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.

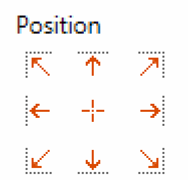


Figure 29: Adjust an elements position

Resize

In the **Resize** section you can adjust the size of selected elements **(Figure 30)**. 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 30: Adjust an elements size

Select

The **Select** section provides native PowerPoint® functions to place elements on a slide **(Figure 31)**.

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.

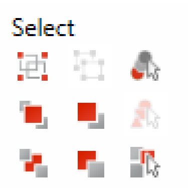


Figure 31: Place elements on a slide

To hide an element simply click on the eye symbol to the right of the element's name **(Figure 32)**. 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.

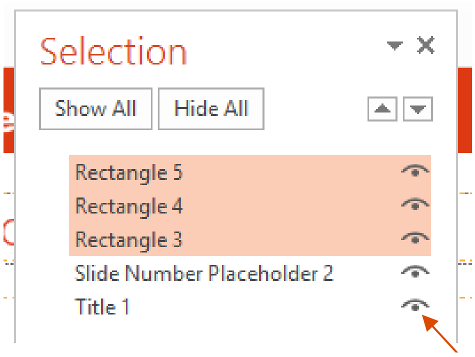


Figure 32: Hide an element

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 33)**. 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 in regard to their width, height and the space of 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 33: Stretch elements

With a further function, you have the ability to 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 34)**.

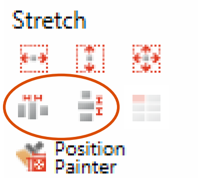


Figure 34: Align distances between objects

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 35)**. 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.

Select **Fit to Drawing Area** in order 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.

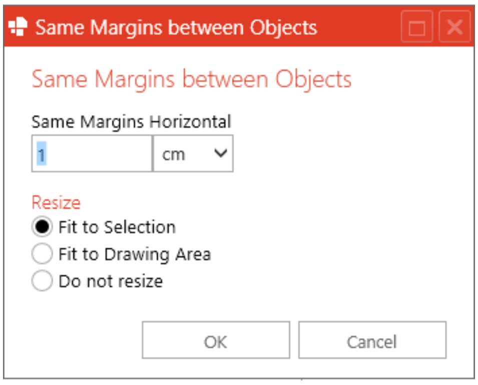


Figure 35: Specify margins between objects

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 36)**.

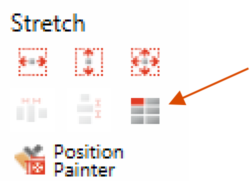


Figure 36: Multiply a shape

A window will open in which you can specify the number of rows and columns **(Figure 37)**. 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, similar to the format painter function by Microsoft®.

>> More information on the Position Painter can be found in **chapter 2.9 Position Painter**.

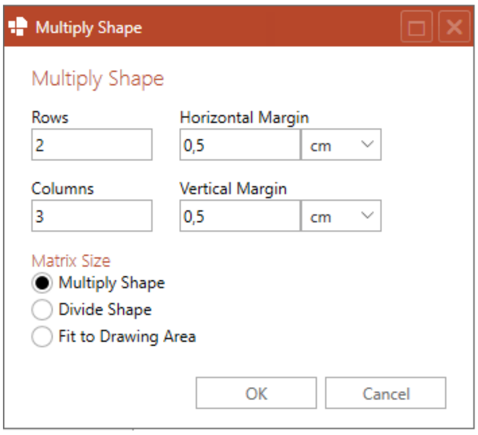


Figure 37: Specify shapes rows and columns

Dock

With Dock you have the ability to align two or more elements with one another **(Figure 38)**. 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.

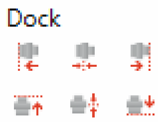


Figure 38: Dock elements with one another

Adjust

This section mainly provides native PowerPoint® functions to adjust selected elements on a slide **(Figure 39)**.

Figure 39: 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 40)**.

Figure 40: 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 41)**.

Figure 41: Adjust an elements corner

This way you can set the angle of round edges and (kinked) arrows to a value defined in the empower® database **(Figure 42)**.

Figure 42: Set angle of edges and arrows

Drawing

In this section you have generic PowerPoint® tools that allow you to join shapes **(Figure 43)**.

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 43: 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 44)**. 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**.

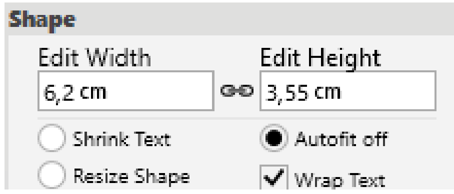


Figure 44: Set width and height of shapes

Margins

In this section you are able to directly enter the value of the margins **(Figure 45)**. 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.

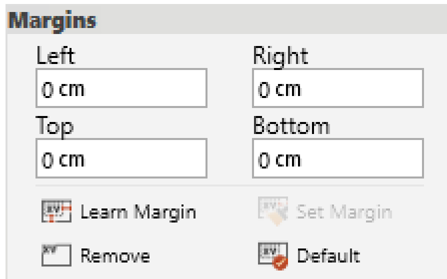


Figure 45: Set specific margins

Spacing

The Spacing section contains generic PowerPoint® functions to set spacing **(Figure 46)**. 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.

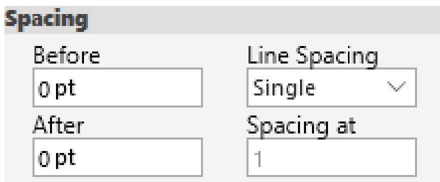


Figure 46: Set spacing between lines

2.9 Position Painter

Position Painter is a layout tool that – similarly to Microsoft®'s formatting brush – 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 47)**.

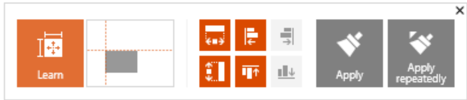


Figure 47: Menu for the "Position Painter"

The **Position Painter** now has stored the parameters of width, height, and orientation left, right, top or bottom.

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 48)**. Similar to the double click on the format brush you are also able to apply saved parameters directly to objects by selecting them.

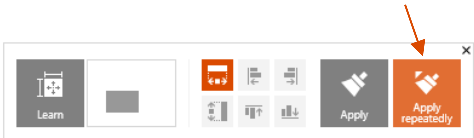


Figure 48: Assign the same position to multiple elements

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.

2.10 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 50)**.

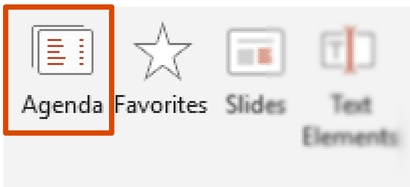


Figure 49: Create agenda

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 51)**.

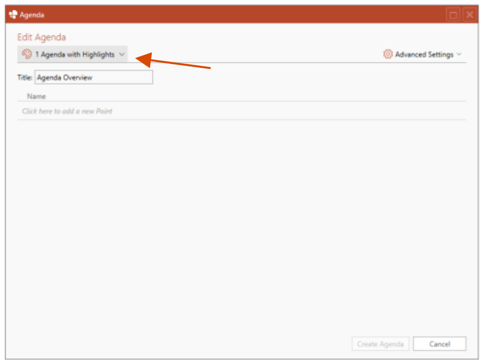


Figure 51: Select agenda layout

Depending on how many layouts have been provided by your corporate design administrator, they can be selected in **Layout (Figure 54)**. If such a layout has been set up accordingly you have the ability to enter and display additional information such as duration and speaker.

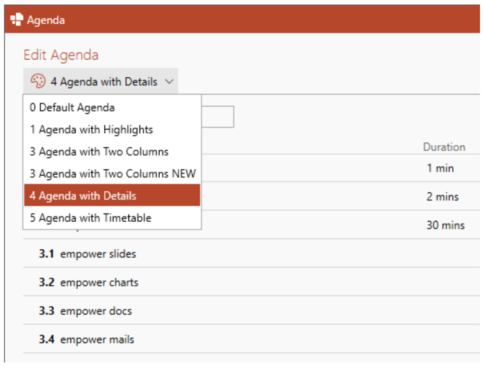


Figure 53: Agenda Layouts

Furthermore, agenda points can be converted to sub items by moving the outline level of an item right or left **(Figure 56)**. 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).

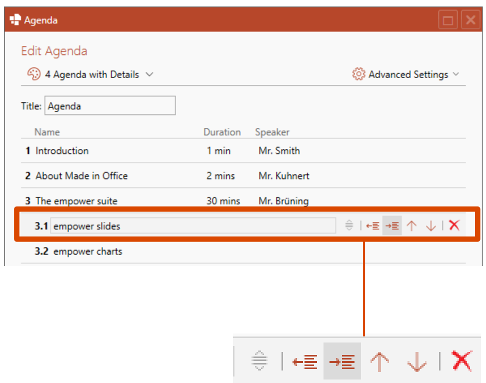


Figure 55: Convert agenda points to sub items

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 58)**.

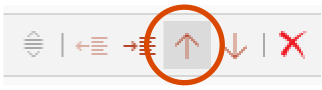


Figure 57: Change order of items

A tip for experts:
It is also possible to indent and move items with the keyboard. To do so keep **Control** pressed and use the arrow key for left and right in order to move the levels. Press **Control** 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 **Delete** symbol on the far right **(Figure 60)**. Empower® will then ask if possible sub items and their corresponding slides are also to be deleted.

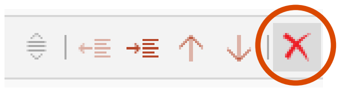


Figure 60: Delete existing agenda point

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 particular template, however you can make changes by clicking **Advanced Settings (Figure 62)**.

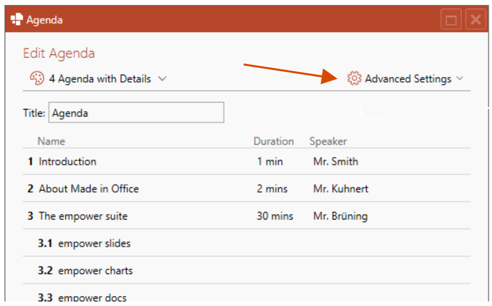


Figure 61: Accessing advanced agenda settings

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

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

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

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

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

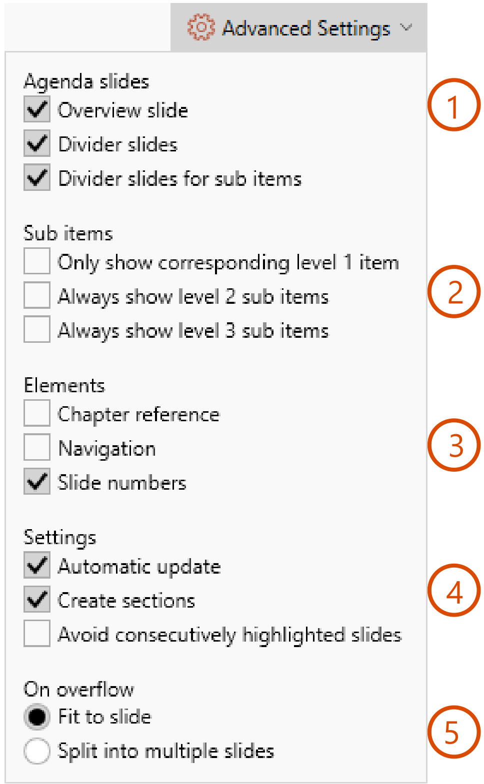


Figure 62: Overview agenda settings

Once you have made the desired settings, you can click on **Create Agenda** and empower® will automatically create the agenda slides of your presentation **(Figure 64)**.

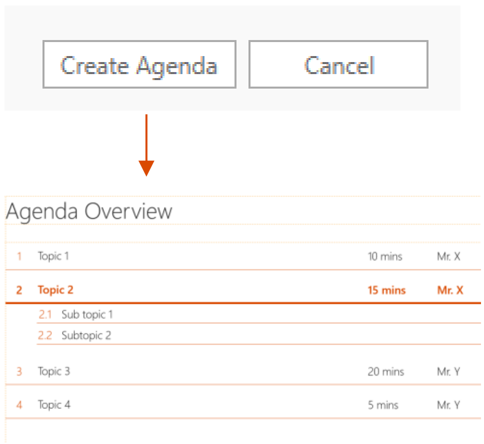


Figure 64: Automatically create agenda

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 65)**.

Figure 65: 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 66)**.

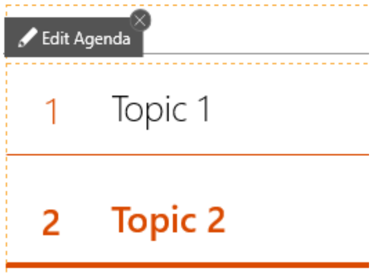


Figure 66: Edit the agenda

Alternatively, you can make changes to your agenda via the Agenda Editor by clicking on the **Agenda** Button in the empower® menu **(Figure 68)**.

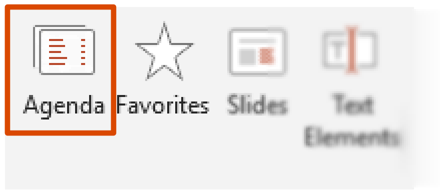


Figure 67: Open agenda

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.

2.11 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 74**).

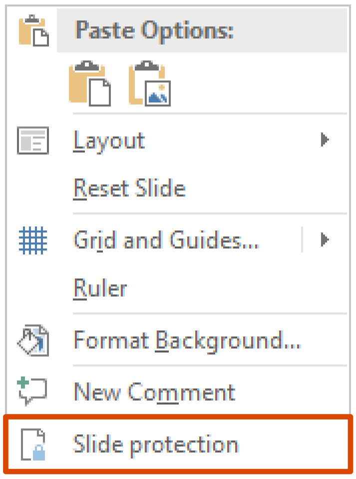
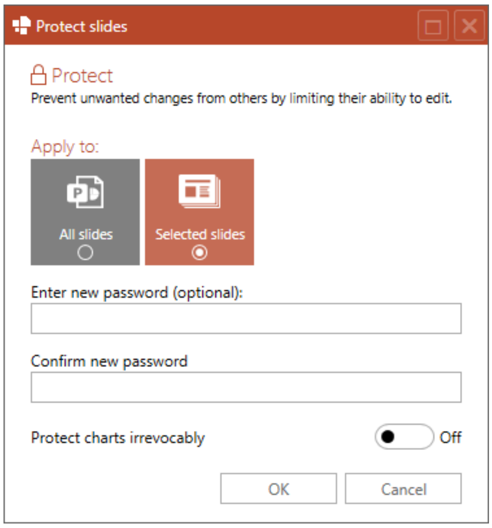


Figure 74: Slide Protection from context menu

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 (**Error! Reference source not found.**). In addition, you have the option to protect charts from being altered by another party. As soon as you toggle the corresponding option, the chart will be converted into an image.



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 **Send button.**

2.12 Send

The function **Send** allows you to send single slides or a whole presentation to a recipient. In the open presentation, select one or more slides you want to send and click on **Send Slides (Figure 75)**.

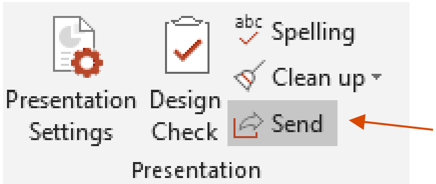


Figure 75: Send presentation or slides

A small empower® dialogue box will open **(Figure 76)**. Here you have the possibility to adapt the file name if needed. You can also determine if you want to send the whole presentation or selected slides. Finally, select one or more file formats you want the file to be sent as. Depending on which version of Microsoft Office® you can choose from PowerPoint® 2003, PowerPoint® 2007/2010/2013, 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.

>> More details on Slide Protection can be found in **chapter 2.11 Slide Protection**

Afterward click on **New Mail** and empower® will open a new mail window in your email application (Outlook® or Lotus Notes®). All you have to do is choose the recipient and then send the email.

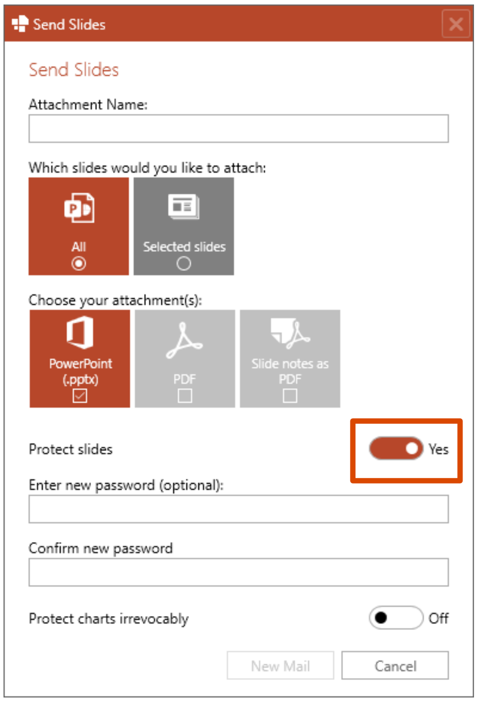


Figure 76: Sending options

2.13 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 77)**.

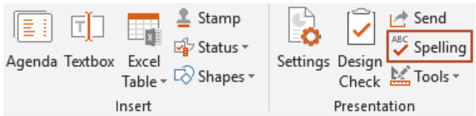


Figure 77: Change language settings

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 78)**. Because this function can take much longer, it makes only sense to activate it, if a textbox contains multiple languages.

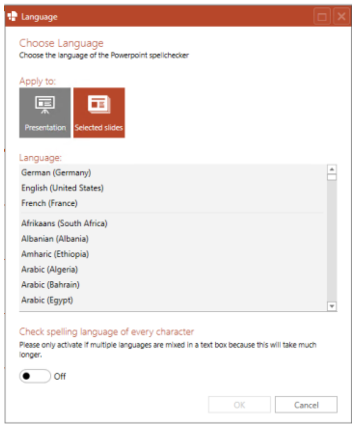


Figure 78: Apply language settings

2.14 Clean up

Clean up offers a selection of small tools to prepare a presentation to be sent or saved locally **(Figure 82)**:

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

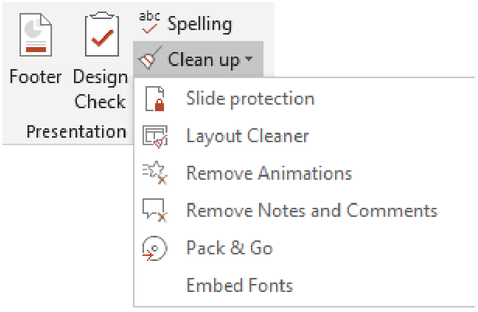


Figure 82: Clean up tools

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 2.11 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 5.2 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 **(Figure 81)**.

Embed fonts ensures that the fonts used in your presentation will be displayed properly to the recipient of your presentation. This is especially useful if you use fonts that are not part of the default offering of Office.

2.15 Design Check

Design Check inspects your entire presentation to ensure that it is conform to CD. To run the feature, simply click the **Design Check** button **(Figure 83)**.

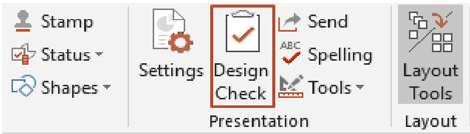


Figure 83: Run a design check

Design Check can also be accessed in the Quick access bar. It lists every noncompliance to corporate design on the right-hand side **(Figure 84)**. 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. In addition, the Design Check also inspects if numbering items and bullets used in the presentation conform to those defined in the master and if their color matches the prescribed font color defined in the corporate design guidelines. If content on the slides extends into the logo protection area or outside placeholders, these violations will also be listed. Title placeholders are inspected separately of their color, font, font size, and position comply with the presets of the master.

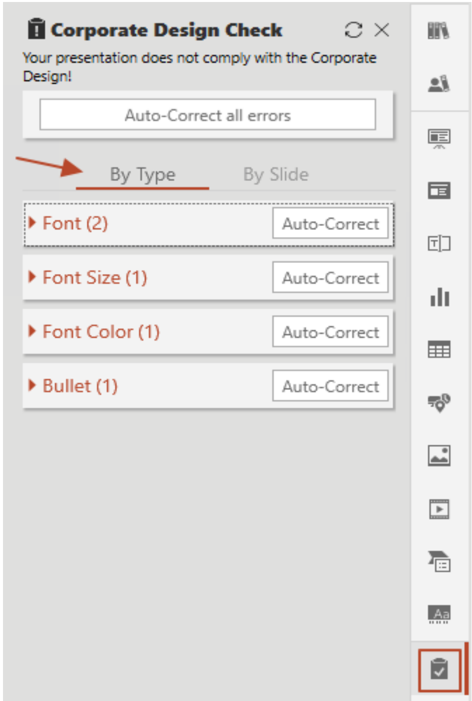


Figure 84: List of every noncompliance to corporate design

Each noncompliance is listed by category. Here, you have the possibility to display design violations by slide, or for the complete presentation **(Figure 85)**.

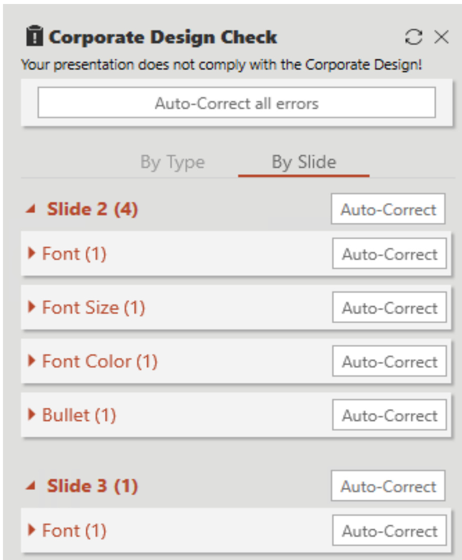


Figure 85: List of noncompliance by slide

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 86)**.

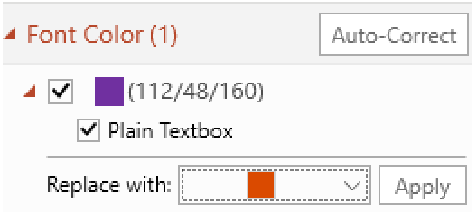


Figure 86: Choose which noncompliance to correct

If slides contain elements that lie over the logo protection area, Design Check will list these violations. A click on the entry will select the erroneous elements after which you can move them to their approved position. Wrong numbering items and bullets can be corrected by selecting the approved symbol from the drop-down list. Here, all bullets are listed that have been approved in the master **(Figure 87)**.

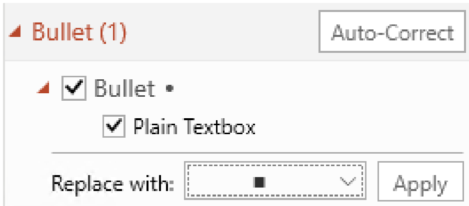


Figure 87: Choose what bullets should be replaced with

If there are title placeholder violations 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 89**).

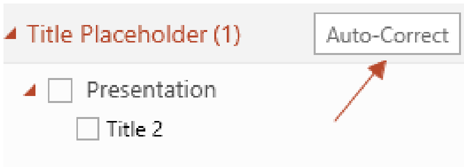


Figure 88: Auto-correct title placeholders

The Auto-Correction can also be used for violations in font, font color, and font size if you do not wish to correct each violation individually. When correcting colors, empower® automatically selects the approved color of your corporate design that is most similar to the flagged color. When correcting font sizes, empower® selects the next size value up or down from the flagged size value to set a font size that has been approved by corporate design. The same is also performed for fonts. You can initiate Auto-Correct for each category individually, or click on **Auto-Correct all errors**, to bulk correct all corporate design violations individually **(Figure 90)**.

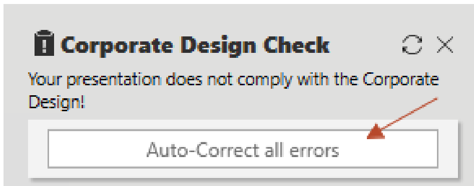


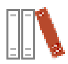
Figure 90: Correct all errors at once

Once all violations listed have been corrected, you will receive a notification that the Design Check has successfully inspected your presentation to ensure corporate design conformity **(Figure 91)**.

Figure 91: Notification message

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® tab **(Figure 92)**.

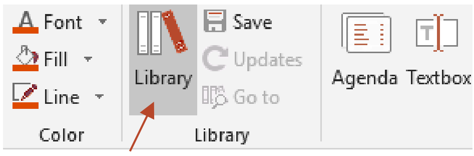


Figure 92: Open library via empower® tab

Alternatively, you use quick access from the right-hand side **(Figure 93)**.

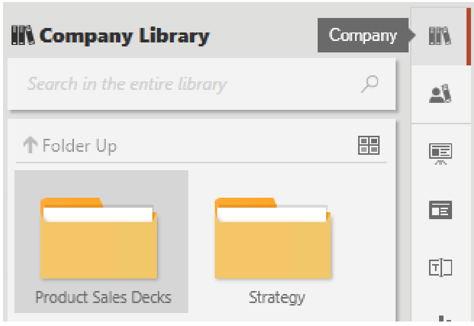


Figure 93: Open library via quick access

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 template library **(Figure 94)**.

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

The **User library** is user specific. Every user of empower® has his own library in which he is able to set up his own individual slide library. This is where projects are stored that have not yet been completed and are not to be shared with all employees. Via **Permissions**, you are able to assign rights to individual employees to access specific folders in your user library. This way you can collaborate on certain projects. Once other users provide you access to folders they will also appear in your library.

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

The **Recycle Bin** receives all items you wish to delete from your library. By default, every one of these items will be irreversibly deleted after 6 days. The length of time until permanent deletion can be extended. Until this time period lapses you have the possibility to restore these items via a right-click; they will then be returned to the folder they were deleted in.

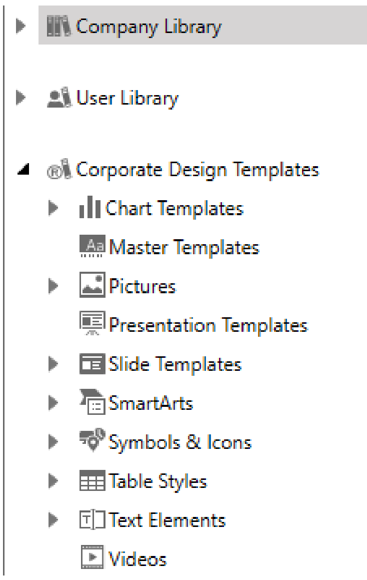


Figure 94: Folder arrangement of the library

Once you select a folder of your library on the left-hand side, its contained items will be shown on the right **(Figure 95)**. 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 96)**.

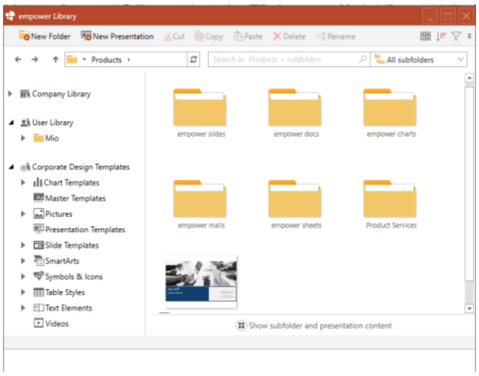


Figure 95: Folder item preview

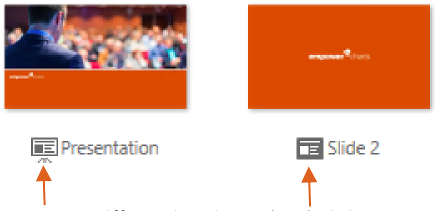


Figure 96: Differentiate items by their icon

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 97)**.

Figure 97: 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 98**).

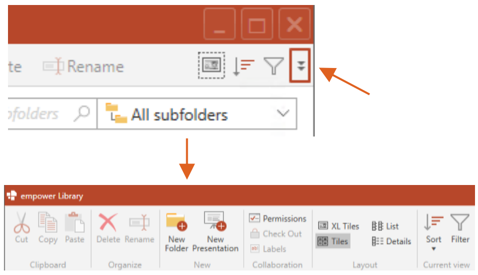


Figure 98: Empower library menu

The folder permissions can be viewed and changed by clicking on **Permissions** option in the library menu **(Figure 99)**.

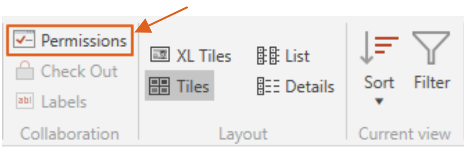


Figure 99: Folder permissions

Clicking on **Permissions** opens a window that displays all the folder administrators. You can also add or delete the permissions **(Figure 100).**

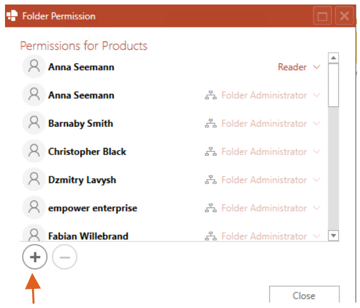


Figure 100: List of folder administrators

>> More details on permissions and rights types can be found in **chapter 3.10** 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 **6.17 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 102)**.

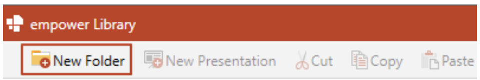


Figure 102: Create new folder in the library

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 103)**. After entering the new name, confirm this change with **Enter**.

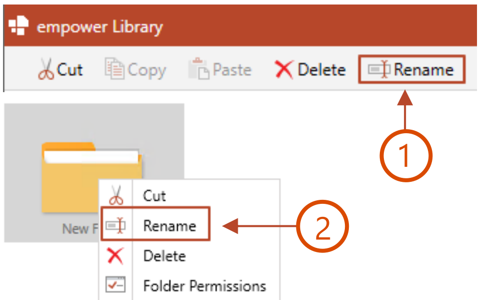


Figure 103: Rename folder

There are also two ways to delete a folder. Select the corresponding folder and click on the **Delete** option on the menu. Another way is to select with a right click in the folder structure, on. In the displayed options, you can click the **Delete** option to perform the required action **(Figure 104)**.

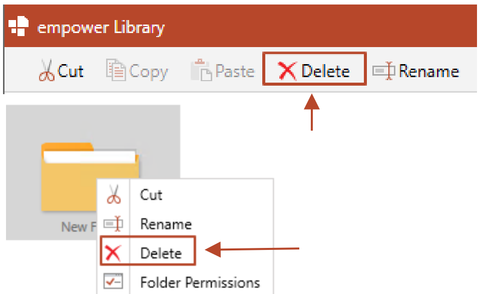


Figure 104: Delete folder

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

3.3 Save in library

To upload an item into the library, select the relevant item and click on **Save (Figure 105)**.

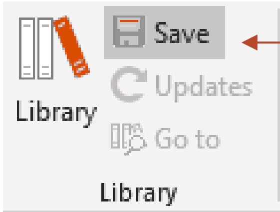


Figure 105: Save item in library

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

Now you have – depending on your selection – the possibility to upload either the **Selected Slides**, the whole **Presentation,** the **Master** or a **Slide Set (Figure 106)**.

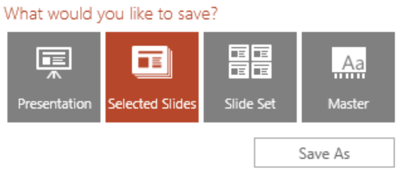


Figure 106: Choose what to save

You can also save single or multiple objects to the library by clicking on either **Single object** or **Multiple objects (Figure 107)**.

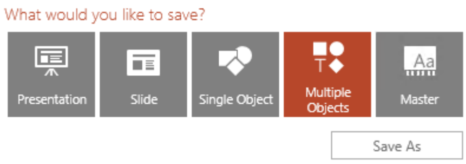


Figure 107: Saving objects to library

In this example, we have selected **Slide**. Clicking on **Save As** option will open a save dialog, prompting you to select the folder. Then clicking on **Save** will upload the slide to library. **(Figure 108)**.

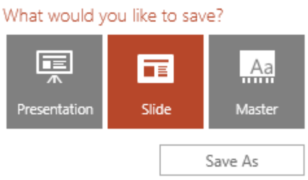


Figure 108: Save the selected slide

When the save dialogue opens you are able to 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 109)**.

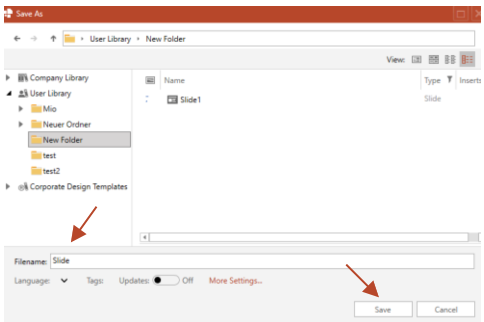


Figure 109: Choose folder to save the element in

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 111)**.

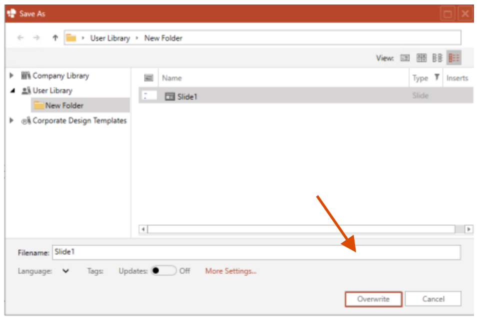


Figure 111: Overwrite existing element

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

To upload several items at once, select all required slide and choose **Selected slides** in the save dialogue. All these slides will be added to the library as single elements in one go **(Figure 112)**.

Figure 112: 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 allow to enter the filename. This feature will be implemented in later version of empower®.

To save a new master, select **Master** in the save dialogue and then click **Save as (Figure 113)**.

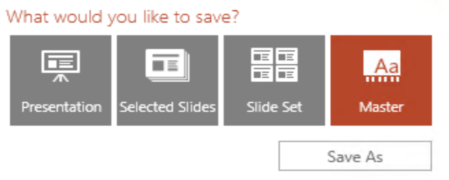


Figure 113: Save new master

Now a notification will appear which denotes that the master will be saved with all slides of this presentation. This means that not only the master template will be saved but also slides of the current presentation **(Figure 114)**.

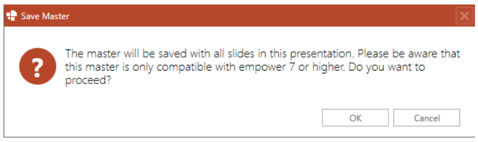


Figure 114: Notification "Save Master"

If you later create a new presentation with this master by clicking on **New**, all of 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 particular master.

After clicking **OK**, you can select a folder on the left into which the master is to be saved and provide a filename for the master. If you click **OK** again, a window will open in which you are required to enter information for the **Apply** function **(Figure 115)**.

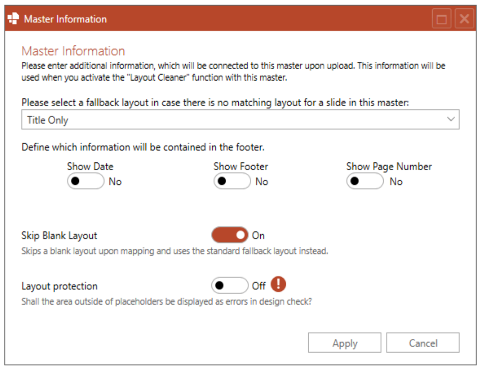


Figure 115: Enter information for "Apply" function

After clicking **Apply**, a second window opens, prompting us to assign the master to a design in empower® **(Figure 116)**. Afterward, the master will be saved in the empower® library.

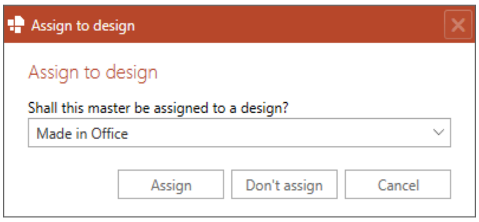


Figure 116: Assign master to a design

>> You will find further information on "Apply Master" and on designs in chapters **5.2 "Apply master"** and **6.2 "Designs"**.

3.4 Save settings

When saving elements to the empower® library, the save dialogue will provide different options for saving content to the library **(Figure 119)**. In **More settings**, you can see the option **Change Detection**. Enabling this element will save only the actual changes to the library. With **Save at target**, you have the option to set at which location in the target folder the element is to be placed. **Insert at the top** will insert the element at the first place in the folder, while **Insert at the bottom** will insert the element in the last place of the folder.

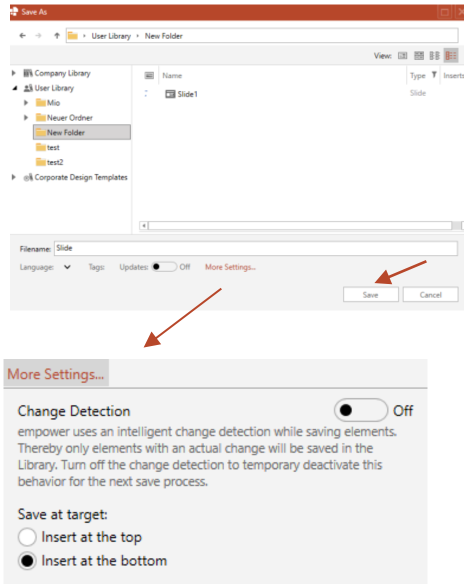


Figure 119: Save settings in library

At the bottom, there is an option to assign a language to the element while saving to the library. To do so, select the desired language from the drop-down menu **(Figure 121)**.

>> More details on the Multilingualism function can be found in chapter **3.9 Multilingualism**.

Currently the languages available will have to be implemented on the database by your IT administrator. In a later version of empower 8, a CD administrator will be able to add and delete languages via the control menu.

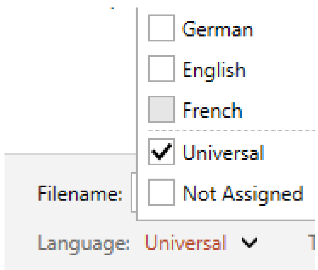


Figure 121: Assign language to element

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. You can now select the target folder and confirm your settings with **OK** to complete the save procedure **(Figure 122)**.

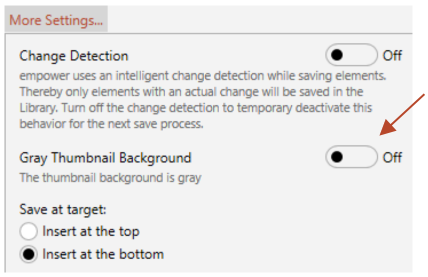


Figure 122: Advanced save settings

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 123)**.

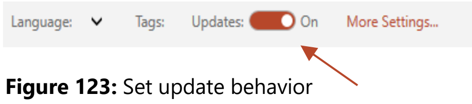


Figure 123: Set update behavior

>> More details on the update functions of empower® can be found in chapter **4 Updates**.

3.5 Creating presentations within the library

With empower® you are able to 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 124)**.

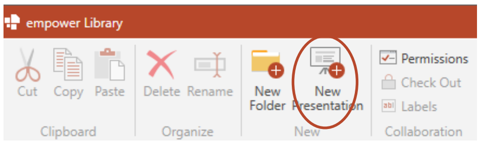


Figure 124: Create new presentation

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 125)**.

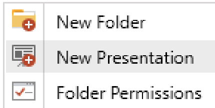


Figure 125: Creating new presentation by right clicking in the folder

empower® will then create a new presentation that does not contain any slides yet **(Figure 126)**.

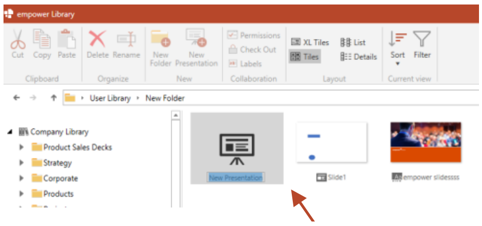


Figure 126: Empty presentation

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 125)**. Alternatively, you can right click on the component and a dialog box appears, in which you can click on **Copy** and then **Paste** in the required folder. Alternatively, you can use the shortcuts **Crl+C** and **Crl+V** on your keyboard to copy and paste elements.

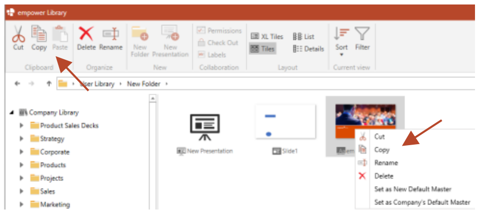


Figure 127: Copying the elements

3.6 Search and filter

In order to make navigation through the library simpler, you are able to use the **filters** to display folder content **(Figure 129)**. You are able to filter by presentation, slides, text & shapes, charts, tables, images, videos, SmartArts, and masters (The filter for masters is only available for folders in which masters are allowed to be placed). For example, select the slide filter and you will be shown all slides within the currently opened folder.

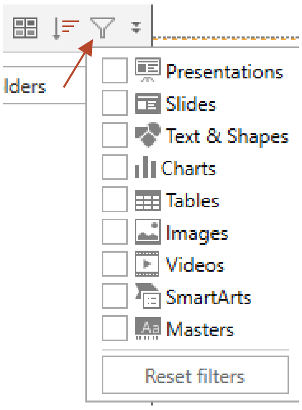


Figure 129: Navigation filters

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

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 content of the item, including tags, texts, notes, and alternate texts. This is where a purposeful use of tags pays out. The search results are listed by relevance. Thus, you will always find the best results at the top. Please keep in mind that the search function is only available in empower® enterprise and only in online mode.

The search can be applied to the current folder, all contained sub folders, the current library or to all library contents **(Figure 130).**

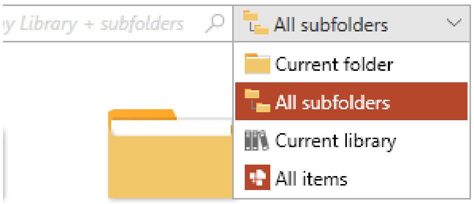


Figure 130: Search function filtered based on folder structure

In addition, this Google-esque search function offers further search options with which you are able to 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 "*madeinoffice*" in the footers, you are required to simply select the footers in the bar above by clicking on it. **(Figure 131)**. You can use this method to search in any of the categories listed above. You can also search in multiple categories by selecting more categories. A repeated click on a selected category will deselect it.

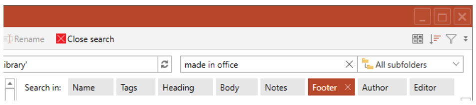


Figure 131: Search within footers only

With **Wildcard search,** you are able to search for groups of items that have similar file names. Using the wildcard search, you use the question mark "?". This function is useful if you suspect spelling mistakes in the file name, as you can now search for "Test" or "Text" **(Figure 132)**.

Figure 132: Wildcard search

Using multiple wildcard search, you are able to 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 133)**.

Figure 133: Multiple wildcard search

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

AND will combine two search terms. This means that empower® will search for a document that contains both of the stated search terms. Take note that all operators are required to be typed in uppercase **(Figure 134)**.

Figure 134: Combine search terms

OR will tell empower® to search the whole library for documents that contain either of the search terms you have entered **(Figure 135)**.

Figure 135: Search for either one of the search terms

The **NOT** operator specifies your search. This means that if you search for a term, you are able to 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 136)**.

Figure 136: Exclude search term

With "**+**" you are able to search for two terms at once. The term directly after the "**+**" must be contained within the file, while the second term does not necessarily have to be in the file. Take note that you do not type a space between "**+**" and the search term **(Figure 137)**.

Figure 137: 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 either click on **Show in presentation**. In the library menu, or in the popup menu that opens after right-clicking the element. The item will then be displayed within its actual location, such as the presentation it was placed in **(Figure 138)**.

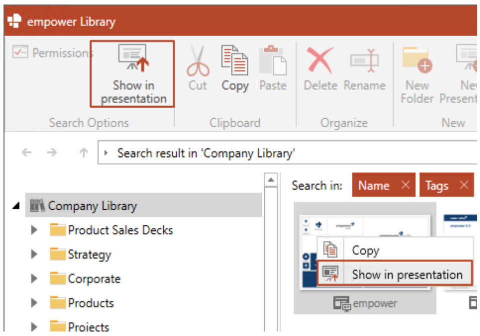


Figure 138: Show in original presentation

3.7 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 144)**.

You can then select from a list of labels that have already been created, or create your own 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.

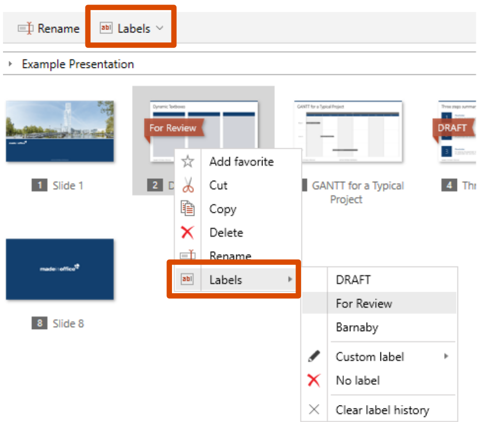


Figure 144: Add label to element

3.8 Version History

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

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

Once you have selected an item, you can access the version history of a slide or element from the library menu, or by right-clicking the element, and then clicking **Version History (Figure 148)**.

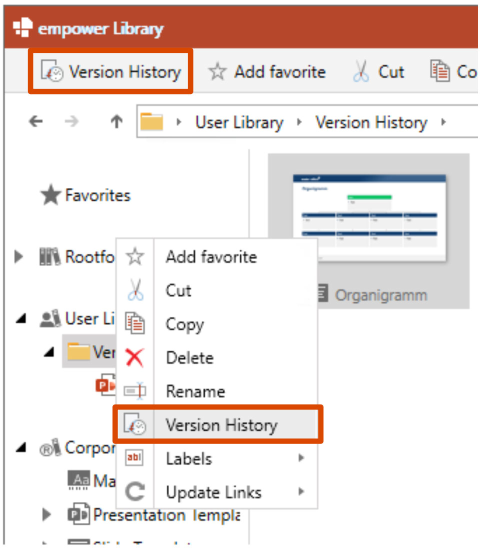


Figure 148: Show version history

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 open (**Figure 149**). 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.

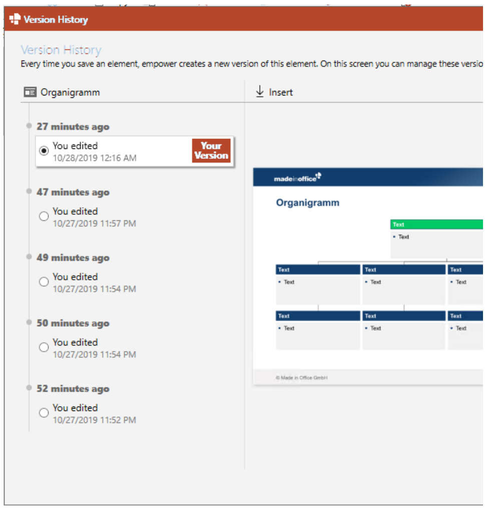


Figure 149: Version History timeline

If you select one of the previous versions, you will be offered additional buttons above the item preview (**Figure 150**). You can I**nsert** the older version or **Restore** it and in doing to overwrite the most current version of the item. Select **Restore** and the selected version will be restored and saved as the most current version.

Figure 150: Version History tasks

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

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

A click on the magnifying glass allows you to compare the most current version of an element with the selected past version. In doing so, a large preview of both items till open in full screen to allow you to better distinguish the differences, with the past version to the left, and the current version to the right (**Figure 151**).

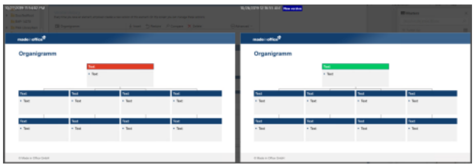


Figure 151: Compare two item versions

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

Figure 152: Toggle difference highlights

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. If you have appropriate rights to the folder the library item is located in, have the possibility to lock a version of an item to prevent other users from deleting it. In addition, you can also delete all previous versions of an item at once, excluding the most current versions and those that have been locked

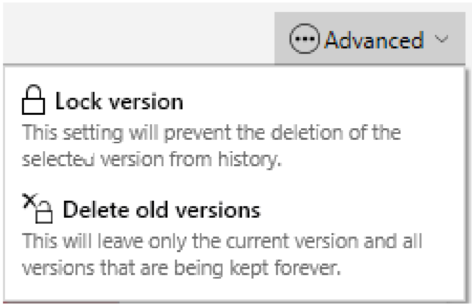


Figure 153: Advanced Version History options

Please Note:
Versions of an item that have been deleted cannot be restored once deleted.

3.9 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 language union 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 **Language Switch** button in the empower® ribbon **(Figure 156)**.

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.

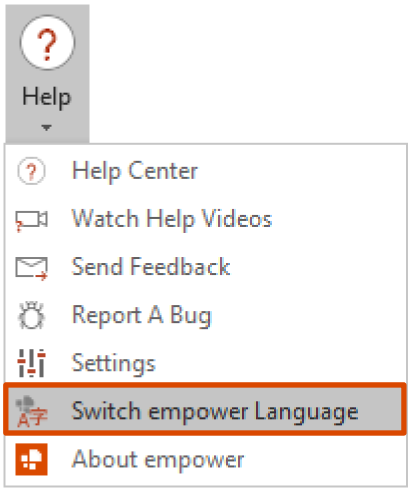


Figure 156: Switch empower® language

Please note: Opening different language options for the same element via the language switch in not yet implemented in empower® 8.2

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 158)**.

If a new slide is to be saved to the library, it can have a language directly assigned to it in the save dialogue. Which languages are to be made available can be preset by the administrator in **Settings** of empower®.

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

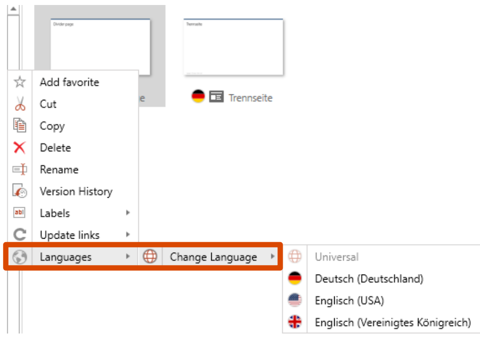


Figure 158: Assign language to element

Please note: Assigning a language within the save dialogue is not yet implemented in empower® slides 8.2. Therefore, all newly saved elements will be marked as universal by default.

In addition to multiple languages, you also have the possibilities to assign the value **Universal (Figure 159)**. 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.

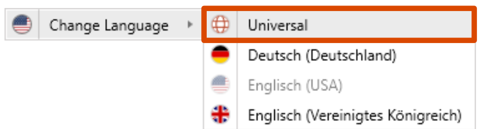


Figure 159: Assign value Universal

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 161).** 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.

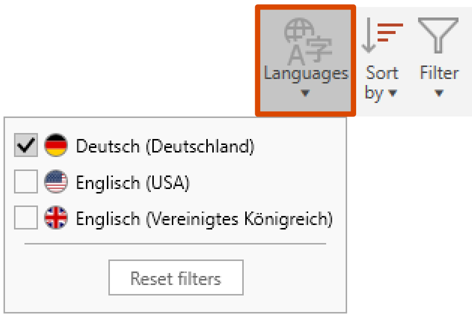


Figure 161: Filter library content by assigned languages

Clicking on **Reset filters** will reverse the chosen filter settings and reveal all content **(Figure 163).**

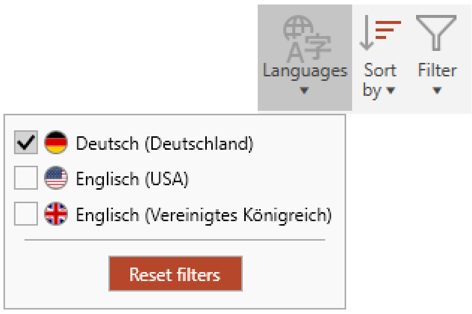


Figure 163: Reset filters

>> You can find further information in **chapter 6.8 Multilingualism**.

A right-click on an element in the library will open a menu. If you hover over **Collaboration** you will be presented with different options: in **Set Language**, the language that has been assigned to a slide is displayed. Here, you can also change to a further previously set language. In **Remove language,** a language allocation can be completely deleted. This corresponds to the Not assigned option. In addition, a language union between two elements can be established. To do so, select **Mark for language union**. Afterward select **Create language union** at the 'partner element' and the elements will be added to the union. In **Language variants,** you can choose to display all language versions of a slide. A second library window will open in which the selected slide will be marked in the library. By selecting **Leave language union,** a language union can be disconnected **(Figure 165)**.

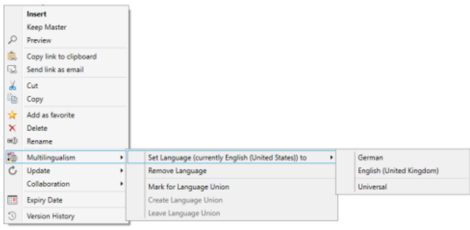


Figure 165: Different language options for slide

A further function entails the possibility to **Mark a language union as outdated**, for example, when a slide has been altered, and these changes are also to be made to the other slides within the language union. This function works independently from empower®'s update function.

If you edit a slide in a language union, you will be informed that this slide is in a language union after saving it to the library. empower® will then inquire if the other language versions of the slide are now outdated and require updating. If you click on **Yes**, all slides in the language union within the library will be automatically marked as outdated **(Figure 166)**.

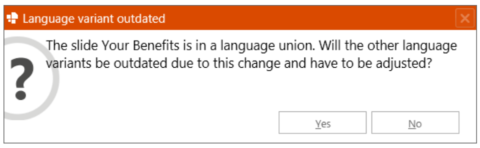


Figure 166: Language variant dialog

You are also able to mark the slide as outdated directly in the library by right-clicking the slide and selecting **Mark as outdated**.

The advantage of this function is the possibility of now being able to filter the library for outdated slides. All we have to do is click the filter **Language variant outdated (Figure 167)**.

Figure 167: Filter slides for outdated language variants

You now have a complete overview over which slides may need revising or a new translation. If you right-click on a slide marked as outdated, you may insert the outdated slide together with the new language version into the current presentation. If there are multiple updated versions of a slide in a language union, you can select which of the current language variants are to be shown together with the outdated version. Now you can see where changes are to be made at a single glance.

You can use the **Language Switch** button in an open presentation to change the language of the complete presentation with a single click. Simply select the desired language, and apply it to either the whole presentation, or just the selected slide **(Figure 169)**.

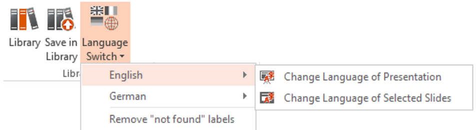


Figure 169: Change language of presentation

If a slide has not been saved to the library in a required language, a notification will appear **(Figure 170)**.

Figure 170: Missing language hint

This flag can be removed with the **Language Switch** button **(Figure 171)**.

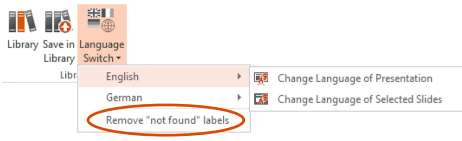


Figure 171: Remove missing language hints

3.10 **Permissions**

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

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

Simply right-click a folder you want to assign permissions to and click on **Folder Permissions (Figure 172)**. Alternatively, you can select a folder and click on **Permissions** in the library menu.

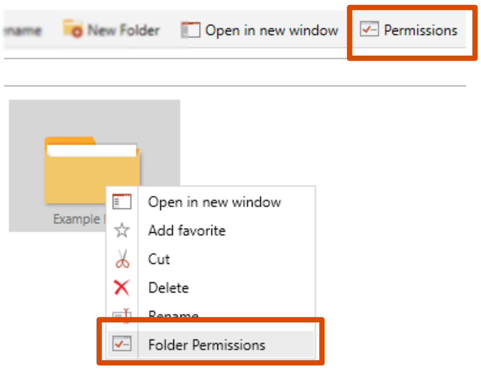


Figure 172: Show permissions

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 173)**.

To grant an additional user access to this folder, click the “**+**” to the bottom 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.

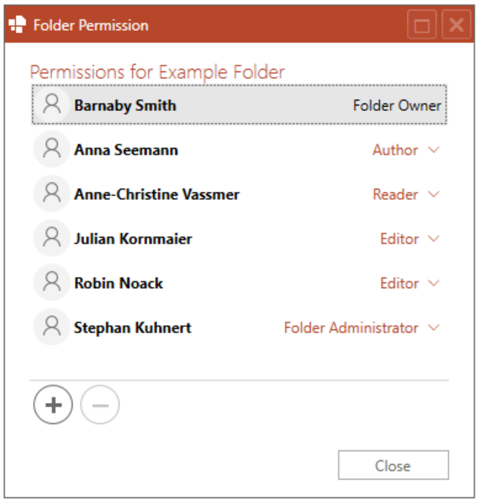


Figure 173: Overview about user permissions

In empower® you can assign four types of permissions: administrator, editor, author, and reader (**Figure 174**).

A **Folder Administrator** may add or delete folders or subfolders, assign authorization to other users, and create, update, read and delete content.

An **Editor** is able to read all content of a folder, and update, delete and create content.

An **Author** is permitted to add and read content within a folder. He is able to edit and delete items he created himself, however can only use material of other users.

A **Reader** may use material of a folder, however is unable to make any changes.

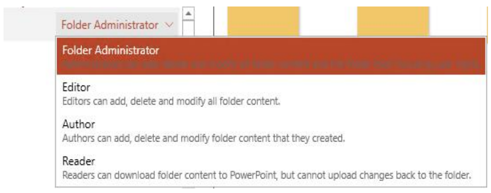


Figure 174: Show information on user roles

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

Please note:
empower® provides all users read permission for the Company 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 previous authorization, select the user and remove him via the **Remove** button **(Figure 179)**.

Permissions you supply over a folder are automatically applied to all its subfolders. These permissions cannot be reverted without denying permissions to the whole folder. Should you desire to just provide permissions to a single subfolder, you can do so by selecting this folder separately.

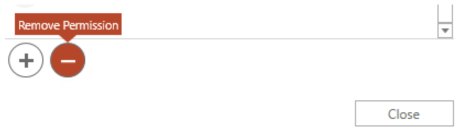


Figure 179: Deny user previous authorization

Please Note:
Notification of an authorized user is not yet implemented in the current version of empower® slides 8.0.

3.11 Designs

Several corporate designs can be placed in empower® . A corporate design is able to 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 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®.

>> You will find further information in **Chapter 6.2 Designs**.

When saving a master to the library, you are, however, able to assign a design to it. Select the desired design and click **Assign**. Alternatively, you can select **Don't assign (Figure 183)**.

If no design is assigned to a master, empower® will approve all designs allocated in empower® for slides containing this underlying master. This means all fonts, font sizes, colors, and all agenda templates are made available for use.

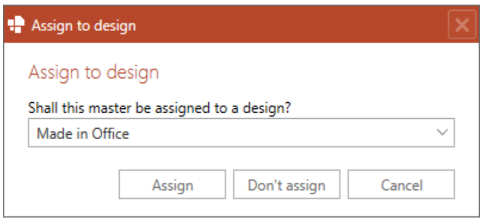


Figure 183: Assign design to master

3.12 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 located 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 188**).

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

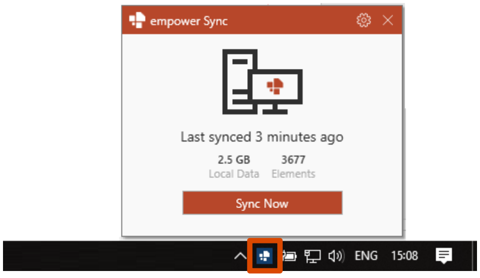


Figure 188: empower Sync

Alternatively, you can **Sync from Scratch** and empower® will download all content anew. To do so, click the cog wheel to the top-right of the empower Sync window and click **Sync from Scratch** (**Figure 189**).

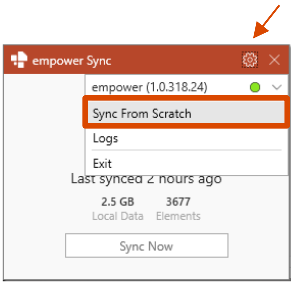


Figure 189: Sync From Scratch

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

3.13 Updates

A click on **Updates** checks if the currently opened presentation has updates available **(Figure 192)**.

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

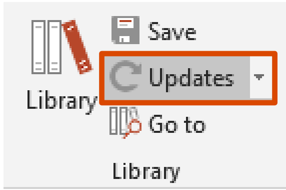


Figure 191: Check presentation for updates

As a general user, you can set your empower slides system's **Update Notifications** to fit your personal needs. To do so, click the dropdown menu of the **Updates** button in the empower menu (**Figure 193**).

If you activate **Show Update Wizard**, a menu will open, detailing the specifics of each update within a presentation.

Show Notification Bar will display a notification below the empower menu and above your presentation to inform you that your current presentation contains outdated content.

Change Ribbon Icon Only will display a badge to the top right of the Updates button, once empower slides has detected outdated content within the current presentation.

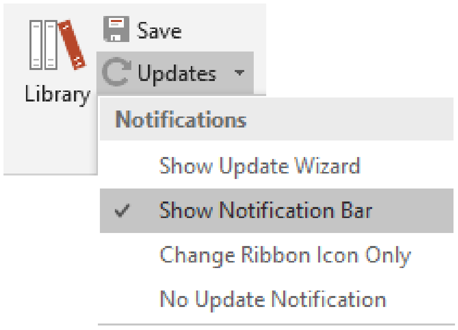


Figure 193: Update notification settings

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

3.14 Go To

With the button **Go To** you can check if a selected slide or other item originates from the empower® library or not, and if so in which folder it is located. If the button is grey, the item is not from the library. However, if the button is activated, you will instantly recognize that this item is in the library **(Figure 195)**.

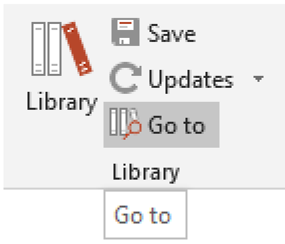


Figure 195: Show in library

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 197)**.

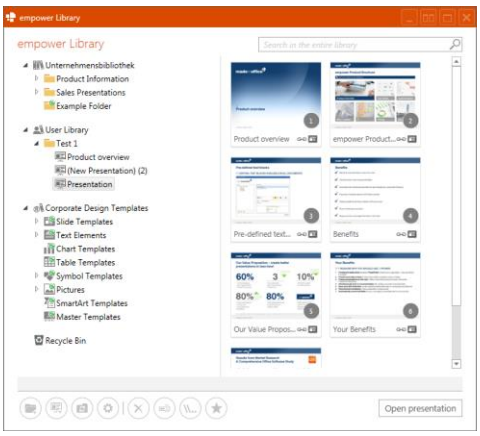


Figure 197: Slide library

3.15 empower® Link

Not included in the current version empower slides 8.0

If you want to provide a direct link to an element in the library to other empower® users, you can send them a link via email.

To do so, right-click on the desired element and then select **Send link as email (Figure 201)**.

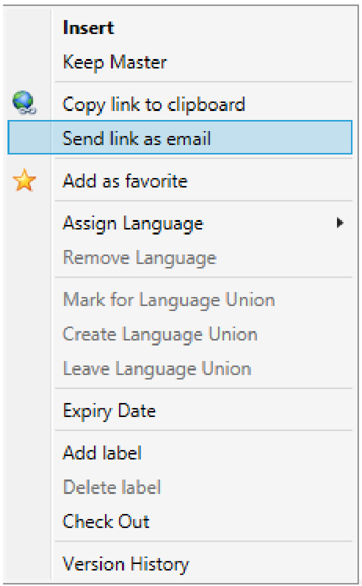


Figure 201: Send element link as a mail

Your email application will automatically open with a prepared email. All you need to do now is add the recipient and send it. By clicking on the image, the recipient is then taken directly to the appropriate content in empower® **(Figure 202)**.

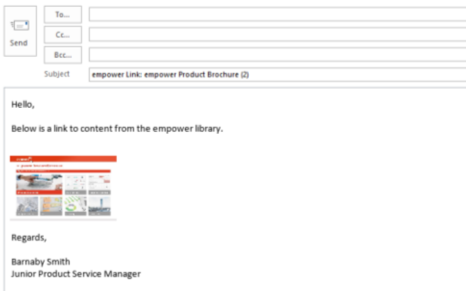


Figure 202: Prepared email

You may also copy the link to empower® library items to the clipboard either by clicking **Copy link to clipboard**, or using the button **Copy empower® Link** further below **(Figure 203)**.

A notification will appear to confirm that the link has been copied to the clipboard and is able to be pasted in the application or Word document of your choice. Clicking on this link will also directly open the element in the empower® library.

Figure 203: Different ways to copy the empower® link

Updates

4.1 What are updates?

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

Generally, four actions initiate an update:

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

There are updates possible to elements such as:

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

4.2 How are updates created?

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

In empower, updates are distributed by **root items** to their connected **update group.** To specify an item as a root, select it in the library, and then click **Update Links** in the library menu. From the dropdown menu, select **Mark for update link** (**Figure 205**).

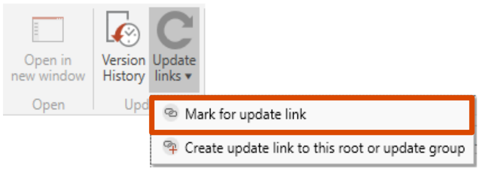


Figure 205: Creating an update link

Any copy that is created from this item will be part of its update group; as soon as a copy has been made, the item you have previously memorized for an update link will become a **root item** (**Figure 207**).

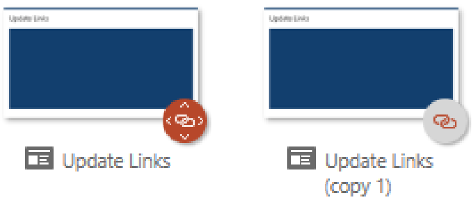


Figure 206: Root item and connected child item

Please Note:
Due to their different nature, it is currently not possible to migrate all existing update connections when updating from empower slides 7 to version 8.

The possibility of migrating existing update links can be implemented together with Made in Office and your IT department.

You can also manually assign an item as a root item by right clicking the item and selecting **Make this element the root** (**Figure 208**).

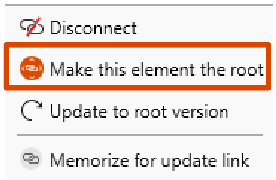


Figure 208: Assigning element as root manually

Once a change is made to the root item, ensure that the Update is activated in the save dialog. Here you have two options (**Figure 210**):

1. **<u>Share updates:</u>** the update is shared to the connected items. Here a user will receive an update notification.

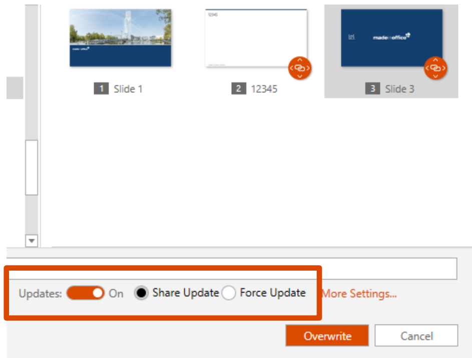


Figure 210: Update sharing options

The update link icon in the library will also receive a red badge. Via the Update button in the library menu or the right click context window, you can then select **Update to root version**, to manually update the connected item (**Figure 212**).

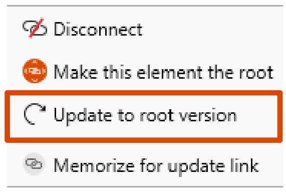


Figure 212: Shared update

<u>Force update:</u> the update is automatically pushed to all connected items. All connected items will be updated, without users having to manually run the update.
A user is required to have writing rights to the folder in order to be able to force updates.

You also have the ability to share an update of the root item from the library without the necessity of having to upload the item first. To do so, simply select the root item, and either right click it or click the **Update Links** button in the library menu, and then select one of the two available options in order to distribute the update.

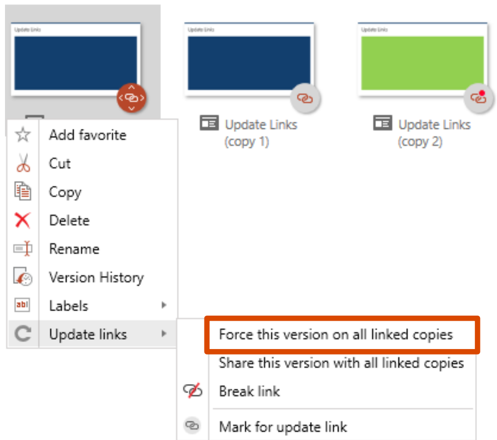


Figure 213: Manual update distribution

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

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

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

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

Clicking **Break Link** will remove the selected elements from the update link (**Figure 215**).

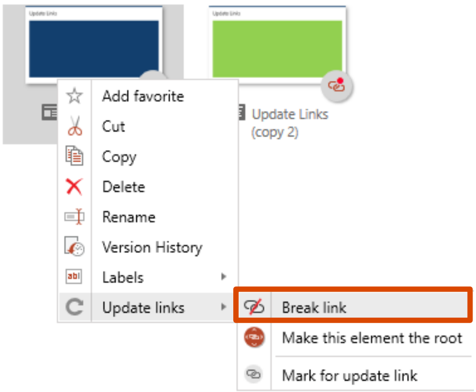


Figure 215: Disconnecting item from update link

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

This limitation will be resolved in the next release of empower slides 8!

4.3 When do I receive an update notification?

To receive an update notification, three conditions have to be met:

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

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

>> You will find more information in chapter **3.10 Permissions**.

4.4 Update Wizard

With the aid of the **Update Wizard**, you gain an overview over 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. This gives you the possibility to ensure that all your changes to a root item are distributed to all slides that are connected to it.

Depending on your update notification settings, the update center will open automatically to present you with the different versions of the updated item, and different option of how to deal with the update **(Figure 218)**. The update wizard also shows the different versions of the element including corresponding dates and timestamps, with the outdated version to the left, and the updated version to the right. Every update can be performed individually or in bulk.

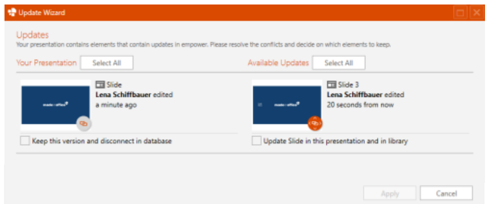


Figure 216: Update Wizard

When you click on the magnifying glass to the top left in the preview of the library item, you can compare the updated and outdated version with larger preview images (**Figure 225**).

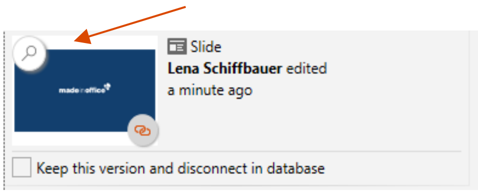


Figure 225: Compare both versions

If you are unsure where the differences are, you can also toggle **Show differences between versions**. The changes in the updated version will then be highlighted in yellow (**Figure 226**).

Figure 226: Highlight differences

To update all items in the current presentation, simply click **Select All** under **Available Updates**, and then click **Apply**. All connected items will be set to the state of the root item (**Figure 229**). This action will also update the copy of the root item within the library.

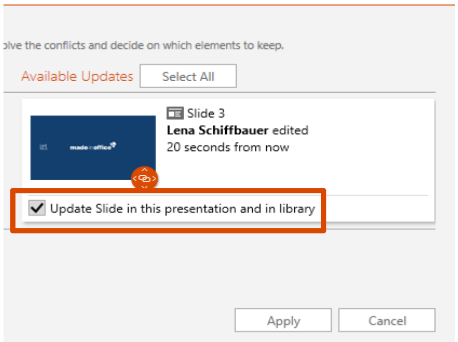


Figure 227: Updating all items

Alternatively, you can also choose not to accept the update and continue working with the previous version of the item. To do so, check the option **Keep this version and disconnect in database**. The update link will be disconnected, in the library, and you will no longer receive update notifications when changes have been made to the root item.

If required, you may re-establish the update link manually at a later date by right clicking the root item, selecting **Memorize for update link** and then selecting the disconnected item and clicking **Create update link to this root or update group** (**Figure 228**).

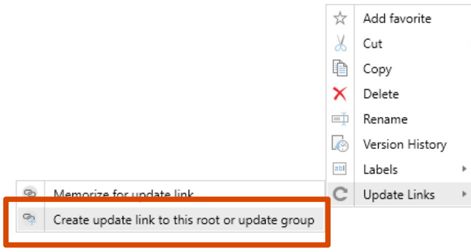
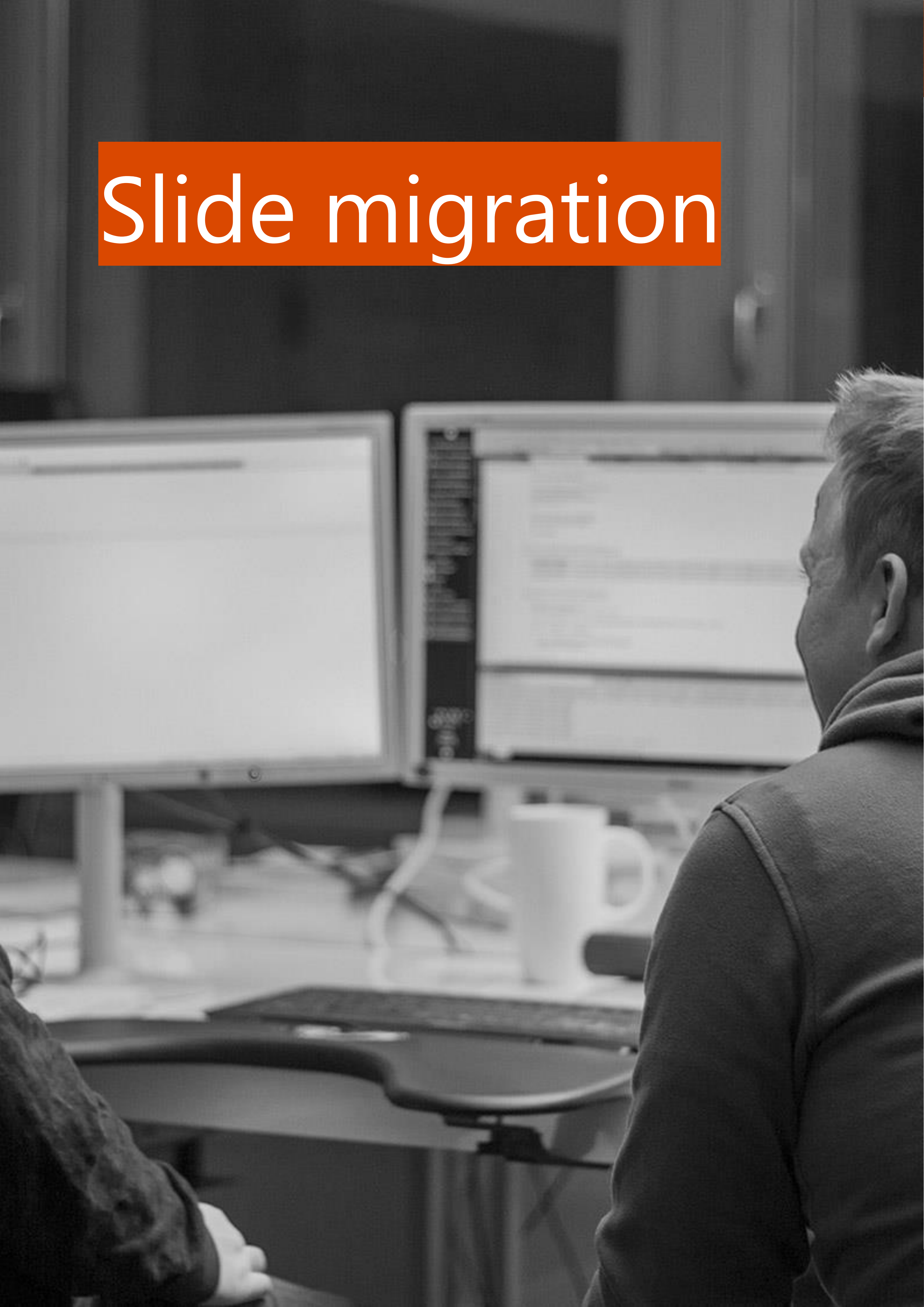


Figure 228: Manual creation of update link

Slide migration



5.1 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 have to be manually adapted. Such presentations also often contain a number of masters that are to be replaced by a single master, although even if an old presentation is based on a single master, it contains a number of slide layouts that are not contained in the new master.

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

5.2 Apply master

With empower® you are able to 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 are able to 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 231)**.

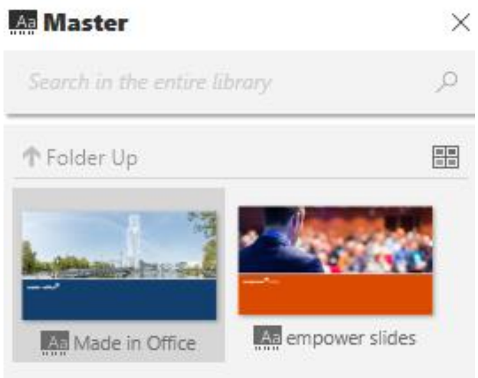


Figure 231: Select master for presentation

Once you have clicked on **Slide(s)** the currently selected slide will be transferred. A click on **Presentation** will transfer the whole presentation **(Figure 232)**.

Figure 232: Transfer options

To the right of these buttons you will find a cog button which provides you with further options that help you when applying a new master to your presentation **(Figure 233)**.

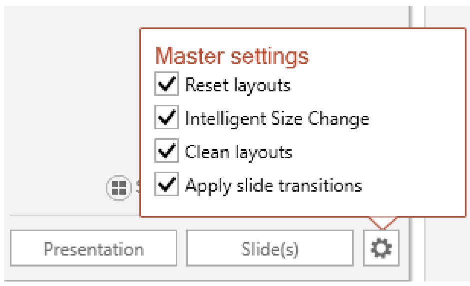


Figure 233: Additional master settings

If, for example, you apply a new master to an old presentation that differs distinctly from the old master, you will be typically confronted with different obstacles: frequently old layouts that are not contained in the new master remain in the presentation. It is often the case that these layouts contain a footer in the wrong configuration. As a result you would be required to manually apply a new layout to the slide, and would then need to manually deactivate and activate the footer in order to correct the layout. By activating the **Reset layouts** option and **Clean layouts** empower® will automatically correct these issues when applying a new master to the presentation.

Reset layouts will reset all layouts to their original format. This way all footer issues will be resolved. This function can also be found in the empower® menu in the **Presentation** group.

Clean layouts will delete all layouts that are no longer required in the new master. At the same time this function will either apply an appropriate layout from the new master or will set a default layout which was previously defined for this master (see below). This function, too, is also available in the empower® menu in **Tools** located in the **Presentation** group.

Intelligent Size Change helps you to apply a new format to your presentation. If, for example, you want to apply a 16:9 master onto a 4:3 presentation, select this option before applying the master. The old presentation will then be automatically adjusted to fit the new aspect ratio, objects will be optimally distributed on the layout and images and background graphics will be prevented from distorting. Please note: this function can only be used if both masters (new master and old master) have the same slide height.

In addition, you can select if slide transitions in the old presentation are to be retained or deleted. Deactivate **Apply slide transitions** before applying the new master to your presentation to delete all slide transitions.

In order to use **Clean layouts,** the master saved in empower® will have to be set up to use this function. To do so, open a new presentation using the desired master via **New.** Afterward, save this master with **Save in library** – **Master** – **Save**, and in library view click on **Overwrite (Figure 234)**.

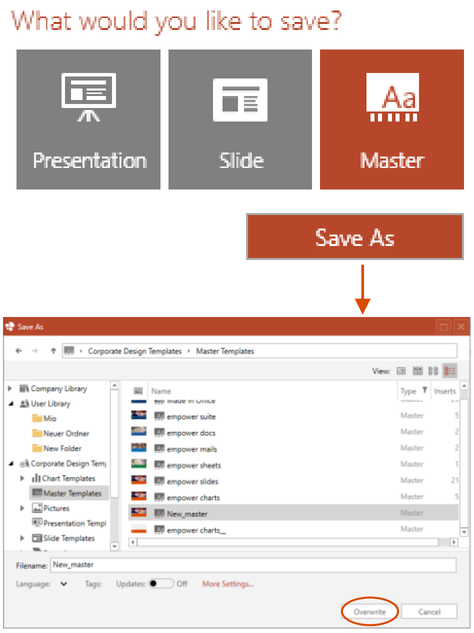


Figure 234: Save master and overwrite

A selection window will open in which you can set what will happen when you use the **Clean layouts** function with this master **(Figure 235)**.

Firstly, you may choose a layout that is to be automatically applied when there is a slide in the old presentation that is based on a layout that is not contained in the new master. We recommend the 'Title only' layout that is contained in nearly every master.

Also, you can set which information is to be displayed in the footer, such as date, footer, and page number. If there was a blank layout used in the old presentation, you can select **Skip Blank Layout** to use the default layout selected above instead of the blank layout of the new master, if there was a blank layout. In doing so, you prevent slides that do not contain any structure in the form of placeholders from being transferred as a blank layout into a new presentation. The 'Title only' layout, for example, has at least the placeholder for the title, which is used on almost every slide.

In addition, you have the option to activate layout protection. Once this function is active, all elements on a slide that extend outside of their placeholder will be marked as a violation by Design Check.

>> Additional information on **Layout Protection** can be found in **chapter 6.22**.

Afterward, click on **Apply** and the master with all information for the master corrector will be saved. Now you can use the **Master Corrector**.

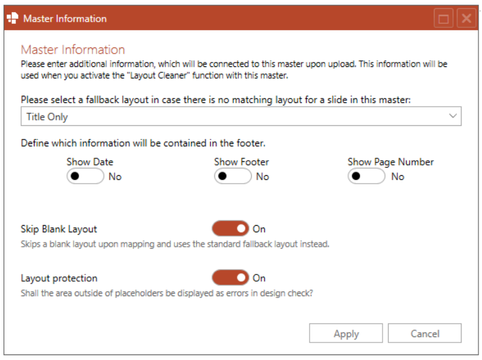


Figure 235: Set master layout options

5.3 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. The result of the application of a new design 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 236)**.

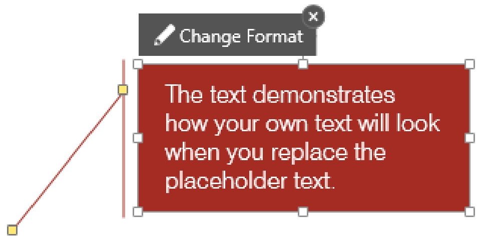


Figure 236: Adjust elements' format

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 237)**.

Select one of the **Placeholders**, and 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.

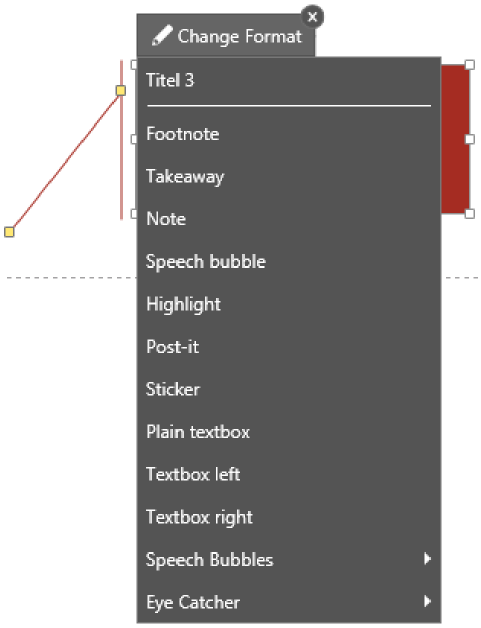


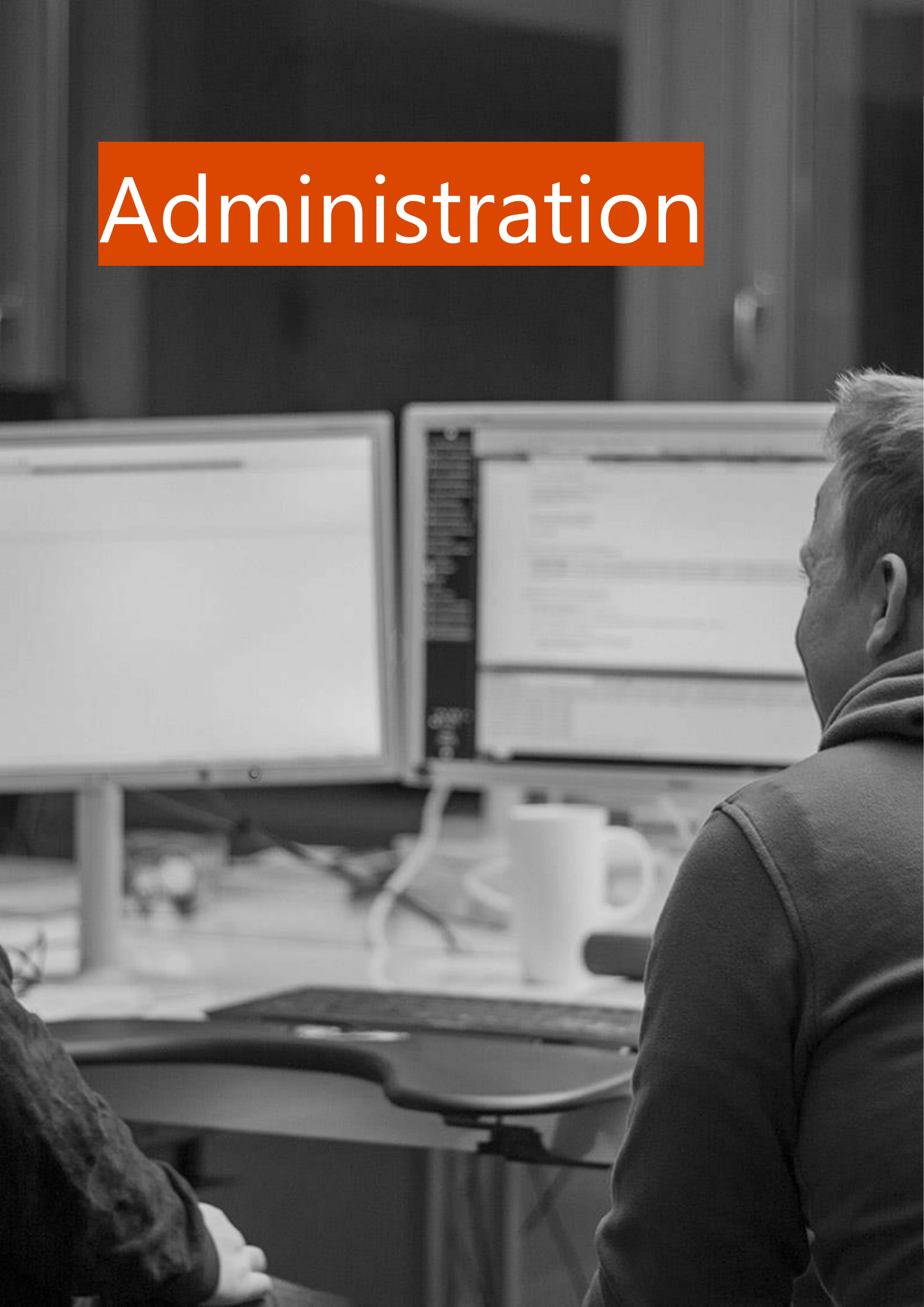
Figure 237: List showing all available placeholders and text elements

5.4 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** is able to help you find and resolve such problems with just a few clicks.

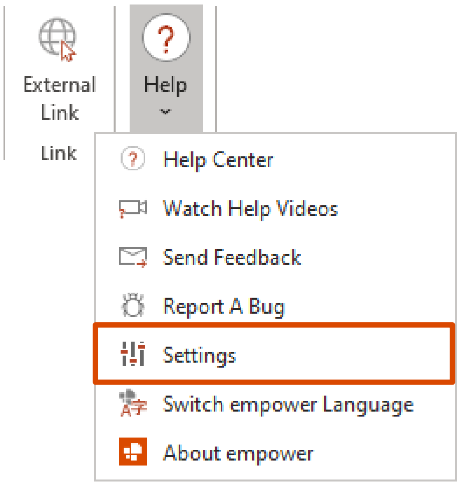
>> For more information, please refer to **chapter** Error! Reference source not found. Error! Reference source not found..

Administration



6.1 empower® Customizing Settings

In **Settings** of **empower® Customizing** you as administrator are able to manage all settings. You can access the Customizing Menu via the **Help Button** **(**Error! Reference source not found.**)**.



> **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 what kind of changes you have made, you may be required to restart empower® for the changes to take effect.

6.2 Designs

As an administrator you have the possibility to save multiple 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.

A design is active when a master used 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 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 bar. 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 238)**. Here you can edit existing designs, delete some, or create new designs. To create a new design, simply click on '**+**' sign and click **OK**. This will add a new design to the maste**r**.

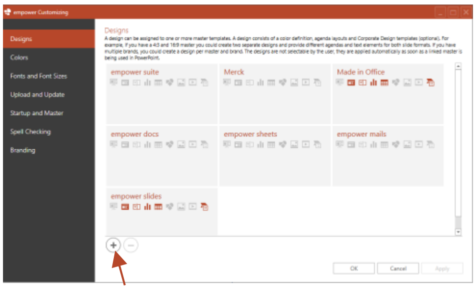


Figure 238: Overview of all corporate designs

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, please refer to **chapter 5.2 Apply master**.

Click **Apply** and 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 particular design. To do so just click on the icons **(Figure 240)**.

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

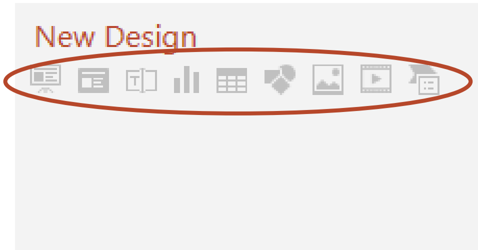


Figure 240: Define different settings for new design

6.3 Colors

In the **colors** section, you are able to 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 241)**.

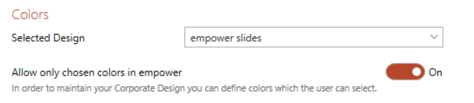


Figure 241: General color settings

You can then define the desired colors to which the user of the selected design will be limited **(Figure 242)**.

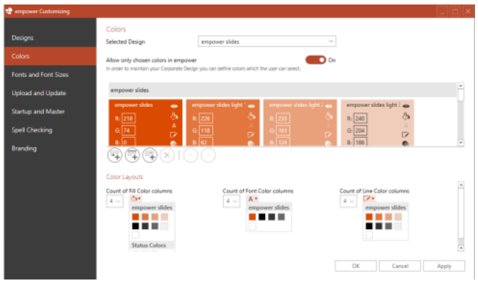


Figure 242: Define desired design colors

You can add additional colors, or delete colors that are no longer required. Using the arrow buttons, you are able to alter their order **(Figure 243)**.

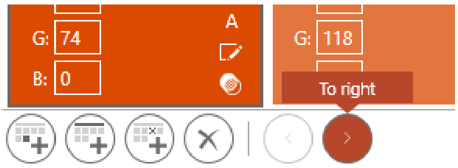


Figure 243: Alter colors' order

Click **Add color** to add a new color, and in a first step provide the RGB values **(Figure 244)**.

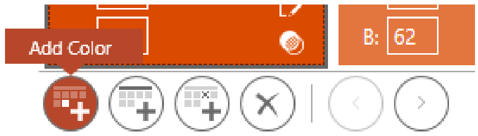


Figure 244: Add new color

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 245)**.

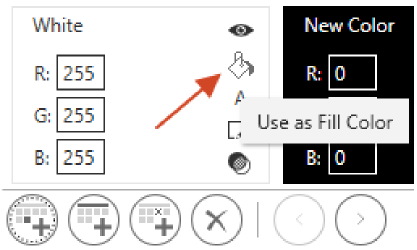


Figure 245: Define use of the color

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 246)**.

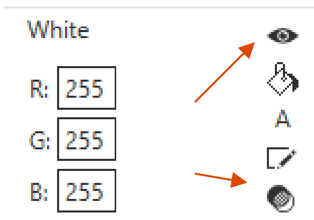


Figure 246: Set transparency and selectability of the color

To delete a color, select the appropriate color and click **Remove**. Keep in mind that deleting a color by clicking on **OK** or **Apply** cannot be reversed **(Figure 247)**.

Figure 247: Remove color

In order to display the colors in the color picker in an orderly fashion, you have the ability to set headers or empty placeholders between the color fields. To add a header, simply click **Add Heading** and type a desired specification **(Figure 248)**.

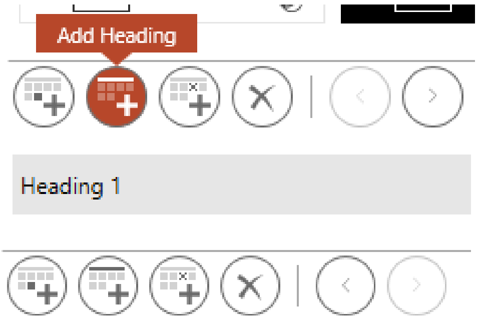


Figure 248: Add heading for color fields

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 249)**. 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 250)**. It will allow you to distribute the colors in the picker while being able to achieve a specific number of columns.

Figure 249: Add empty color field as placeholder

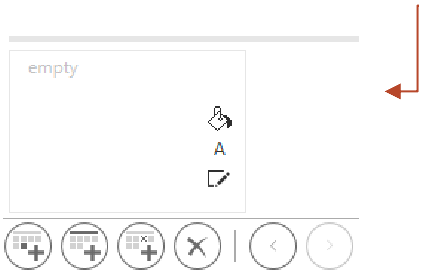


Figure 250: Empty placeholder

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 251)**.

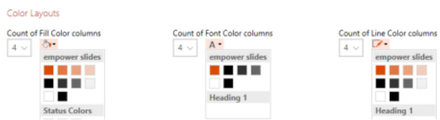


Figure 251: Adjust color layouts

6.4 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 252)**.

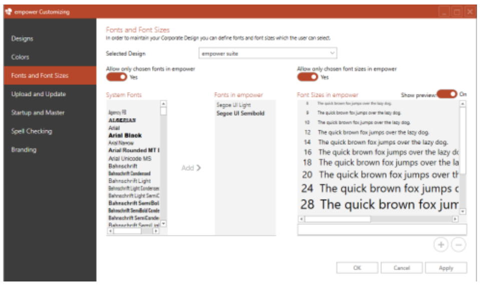


Figure 252: Set font type and font sizes

To add a font, select the desired font and click **Add (Figure 253)**.

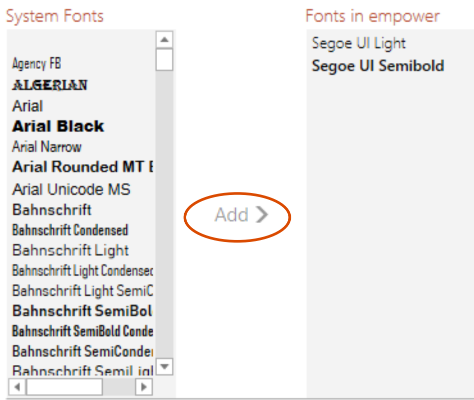


Figure 253: Add a font

To add a font size, you need to enter it and then click **Add** or press "Enter" **(Figure 254)**.

Figure 254: Add font size

If you activate **Show preview**, you are able to see what the selected font looks like in the preset font sizes **(Figure 255)**.

Figure 255: Activate preview of selected font

6.5 Corporate Design check

In **Corporate Design Check** you can set all options for the empower® Design Check **(Figure 256)**.

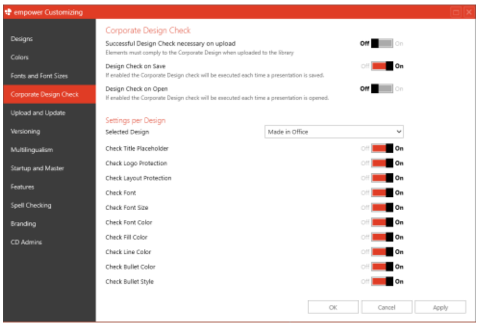
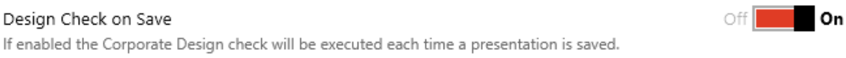


Figure 256: Set Design Check options

Here you can set, if elements are only able to be saved to the empower® library after a successful design check. Please set to **On** to activate this feature. This way, you avoid that employees upload content that does not conform to corporate design.

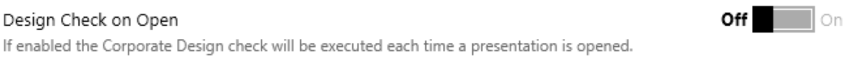
Please note:
This setting will <u>only</u> allow the upload of content that adheres to CD guidelines. You will no longer be able to upload content of clients with this setting activated.

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.



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 to the right of the save dialogue **(Figure 257)**.

Figure 257: Notification about CD violations



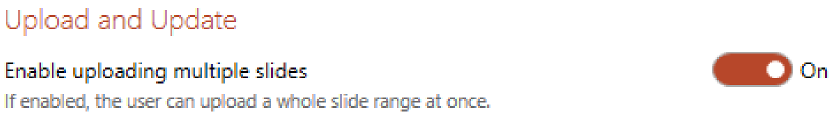
If **Design Check on Open** is activated, Design Check will launch automatically once a presentation is opened. Here, you will also be notified accordingly if the presentation contains CD violations.

In addition, you have the ability to 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

6.6 Upload and Update

In **Upload and Update**, you are able to manage settings for uploading items **(Figure 258)**.



If you select the function above, you enable users to upload multiple slides at once to the library as a **Slide Set**. If this option is not selected the option **Slide Set** will not be available in the **Save as** dialogue, even if several slides are selected. A **Slide Set** that has been saved as such in the library will only show you the first slide, you are also unable to access individual slides. Once you add the **Slide Set** to a presentation, you can access all slides. This option is useful when you have a grouping of slides that should only be used together. In this way, you prevent a user from using a single slide in a way that it is not intended.

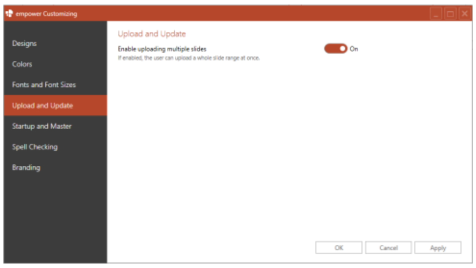


Figure 258: Upload and update settings

>> You can find further information on the update function of empower® in chapter **4 Updates**.

6.7 Versioning

Versioning settings are not yet available in this version of empower 8.

In section **Versioning**, you are able to decide if old versions of items are to be saved to the company or user library. If you wish to use **Versioning** in the company library, you can activate this feature by clicking **Yes (Figure 261)**.

Afterward, you are able to limit the number of saved versions. This may considerably reduce the required space in the database. If you wish to limit the number of versions, select **Yes** and type in the desired number of saved versions per element.

The same settings can also be used for versioning within the user library.

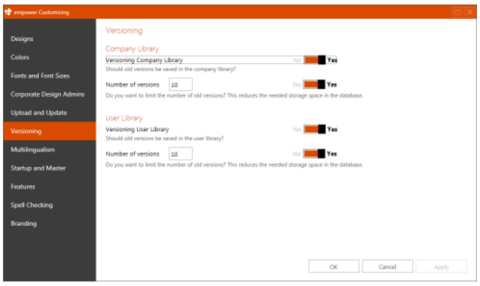


Figure 261: Set save options for old item versions

6.8 Multilingualism

Not included in the current version empower slides 8.0

In section **Multilingualism**, you are able to activate and manage the multilingualism 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 Multilingualism 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 262)**.

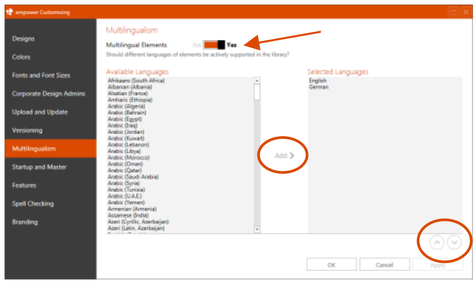
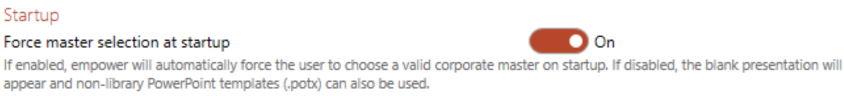


Figure 262: Configure multilingualism

6.9 Startup and Master

In **Startup and Master** you can configure how PowerPoint® acts upon opening, saving masters, or concerning offline mode **(Figure 263)**.



If you select the option **Force master selection at startup** a window opens that prompts 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 **2.2 Default Master**.

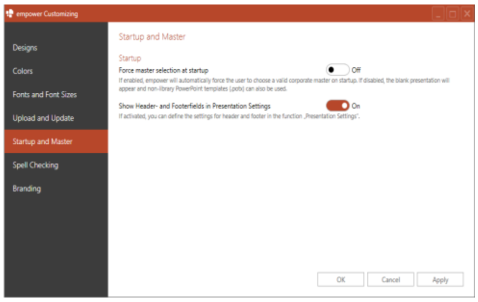
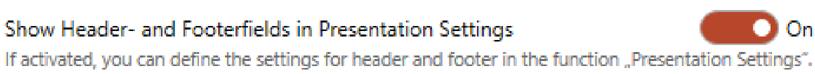


Figure 263: Configure empower® behavior

Show Header- and Footerfields in Presentation Settings allows you to display header and footer settings for their respective fields in Presentation Settings, which can be accessed via the empower® menu. If this function is deactivated, Presentation Settings only allow you to set the language of the current presentation.



6.10 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 right you see all functions that have previously been activated and have been made available in the empower® ribbon. On the left are functions that are inactive. In order to activate a function, select the required function and either click **Activate**, if you want to add it to the empower® ribbon, or **Deactivate** should you want to remove a function **(Figure 264)**.

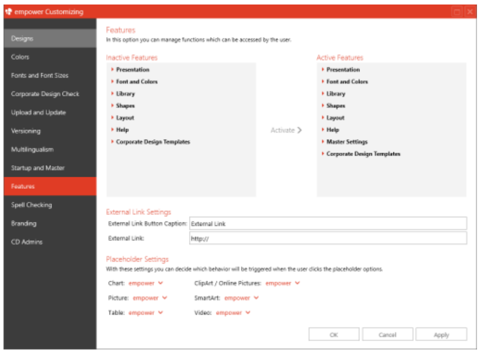


Figure 264: ConFigure empower® ribbon

In the **Help** section, you will find the subitem **External Link.** This function creates a customizable button in the empower® menu. This button can be linked with any folder, application or website that will open when clicked. The user then has the possibility to access a frequently used folder, application or website without wasting much time searching for it. To establish such a link, you need to add the desired application in the input screen at the bottom right and accept the change with **OK**. You also have the option to give this button its own name by entering it in the input screen **External Link Button Caption (Figure 265)**.

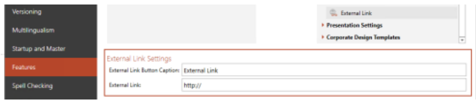


Figure 265: Create custom button via external link

In **Corporate Design Templates**, you can set which template folders you want displayed in the Quick Access Pane. The following folders are available:

- Slide Templates
- Text Elements
- Icons
- Chart Templates
- Table Templates
- Images
- SmartArt Templates
- Presentation Templates
- Videos

In **Placeholder Settings**, 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 266)**.

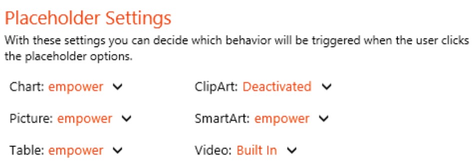


Figure 266: Set placeholder behavior

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. This is the default setting for diagrams, images, tables and SmartArts **(Figure 267)**.

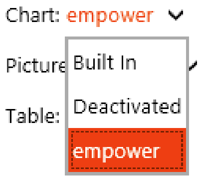


Figure 267: Choose placeholder functions

6.11 Spell Checking

In section **Spell Checking**, you are able to set what language are to appear at the top of the selection for spell checking **(Figure 268)**.

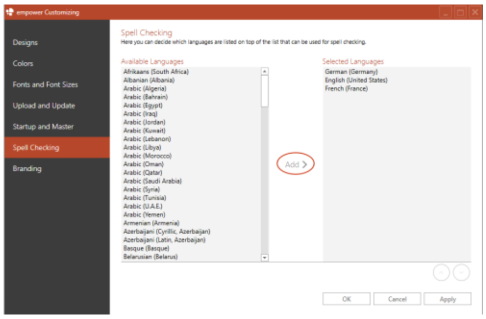


Figure 268: Set languages for spell checking

Select a desired language, add it to the list, and then move it to position using the arrow keys **(Figure 269)**.

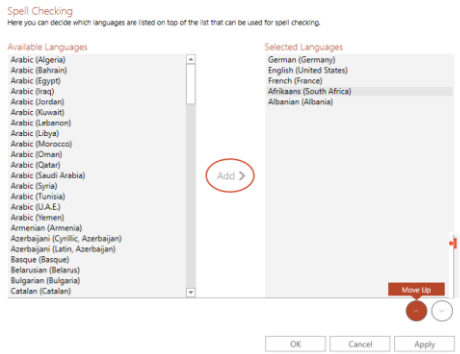


Figure 269: Add language

Should you want to remove a language, just select it and click on **Remove (Figure 270)**.

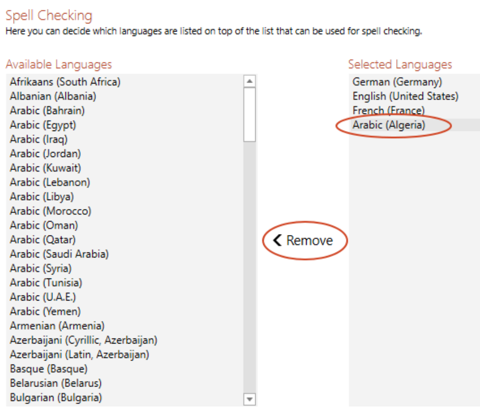


Figure 270: Remove language

6.12 **Branding**

In the section **Branding**, you can adapt empower®'s design to match your company **(Figure 271)**.

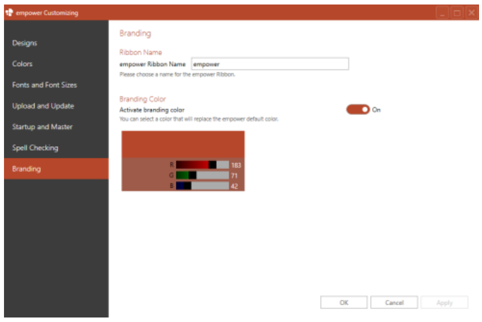


Figure 271: Adjust empower®'s appearance

In **Ribbon Name** you are able to add a name, for example that of your company, which will then appear at the top of the empower® ribbon **(Figure 272)**.

Figure 272: Define ribbon name

You are also able to set the **Branding Color** to replace the standard orange that empower® is set in, for example changing the Quick Access Pane. To do so, simply type in the RGB values **(Figure 273)**.

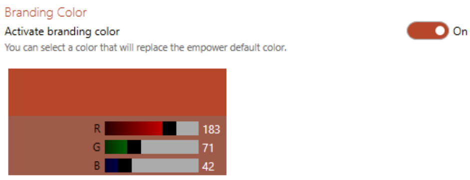


Figure 273: Set empower® color

6.13 **CD Admins**

In section **CD Admins**, you are able to add or remove corporate design administrators **(Figure 274)**.

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

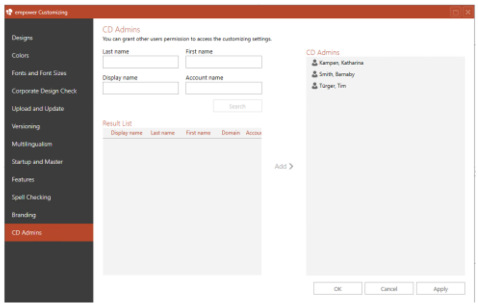


Figure 274: Set corporate design administrators

To add a user as a corporate design administrator, find him with one of the criteria in the Active Directory (Surname, Name, Displayed Name, or Account Name). Select the relevant entry from the list of results and add a new corporate design administrator by clicking **Add**. To remove a user from the list, simply select the desired user and click **Remove**.

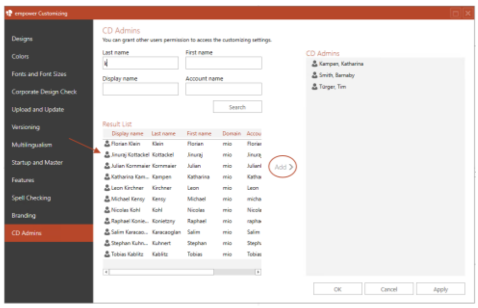


Figure 275: Add administrator

6.14 Status

There are certain Smart objects provided by **Status** such as Traffic light, Harvey Ball and Checkbox **(Figure 280)**. The desired objects can be added to slide and customized as per your requirements.

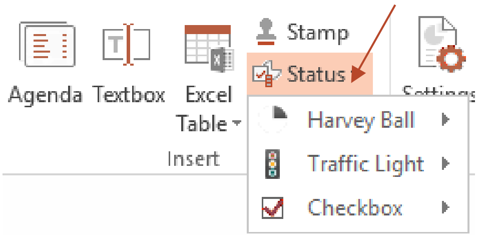


Figure 280: "Status" consisting of smart objects

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.

6.15 Stamp

Stamp provides custom made stamp designs that can be used in your presentation. You can also create your own design for the stamp. This can be found in the empower section **(Figure 281)**.

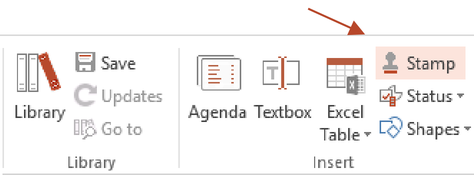


Figure 281: Adding stamp to slide

If you want to upload a stamp, click on **Stamp** option and a dialog box opens. A list of available stamps are displayed. Select the desired one and it can be inserted either in the selected slide or the whole presentation **(Figure 282) (1)**. You can also create your own stamp design, by just editing the text **(Figure 282) (2)**.

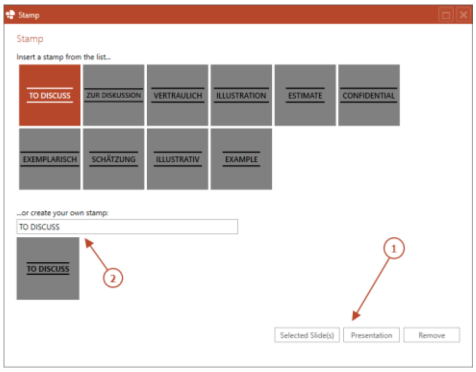


Figure 282: List of available stamps

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 283)**.

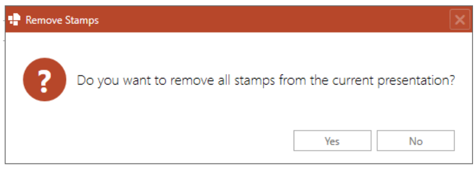


Figure 283: Confirm the removal of stamps

6.16 **Customizing of agenda**

> **Please Note:**
> The customization of an agenda has been completely reworked in empower 8, and will be detailed in a coming version of this manual in January 2020

In empower® **Customizing** you can add new agendas to empower®, edit existing agendas and delete old items **(Figure 289)**.

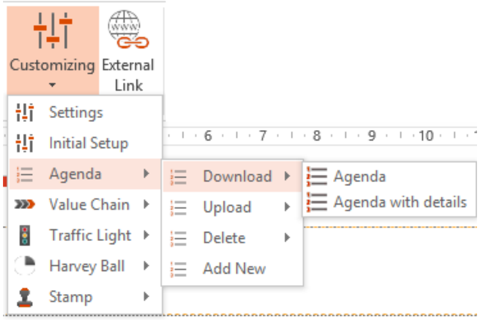


Figure 289: Customize agenda

To adapt an existing agenda, select the desired agenda by clicking empower® **Customizing**, **Agenda**, and **Download**. empower® will then add the **agenda template** on which your agenda is based into the currently opened presentation **(Figure 290)**.

Figure 290: 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, you can see the individual 'tag' that is assigned to every element on this slide **(Figure 291)**.

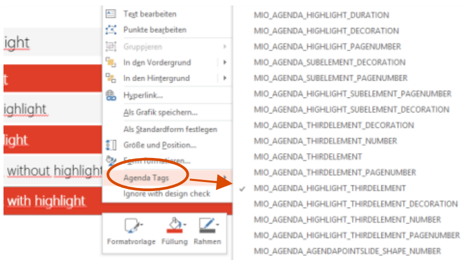


Figure 291: Agenda tags

The first element without highlighting 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 highlighting defines the agenda point on the first level that is currently used in a presentation and is usually highlighted in color.

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. The third level elements act in accordance to the same logic.

Figure 292: Elements of agenda point

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 **(Figure 292)**. 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 293)**. You can define font, -size and –color as well as the position and size of the text box.

% / %

Figure 293: Chapter reference

The same way you can adapt the text boxes for the **agenda navigation (Figure 294)**. 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).

Navigation Navigation

Figure 294: Navigation

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. In **Upload**, you can now overwrite the existing agenda. Click on **Add new** to add this agenda template as an additional template to the list of available layouts **(Figure 295)**.

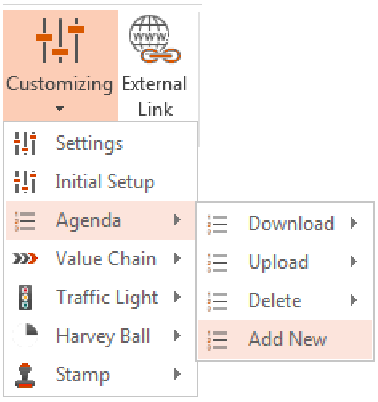


Figure 295: add new agenda layout

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

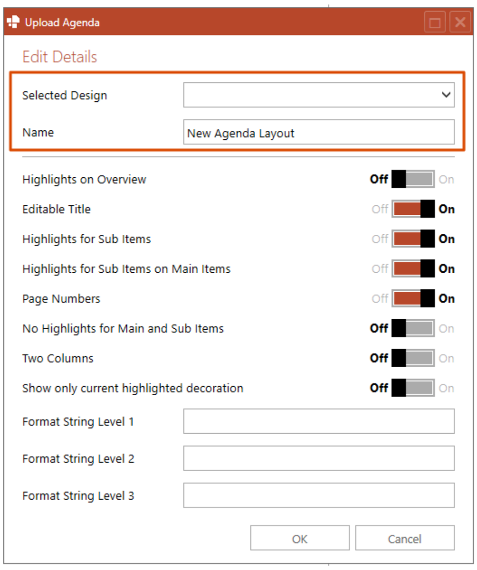


Figure 296: setting design and name of agenda template

Select a design that is to be applied to the agenda. If a design is not set, the agenda will be available regardless of what master is used for the presentation. Finally, set a name for the agenda layout **(Figure 296)**.

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 **Two Columns** is activated, on the agenda template during the upload procedure, a user is able to set up an agenda with two columns, however a further requirement for this function is an agenda template that has been set up accordingly.

In the **Format String** fields you have the ability to set up the numbering symbol of the agenda items per level **(Figure 297)**. 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

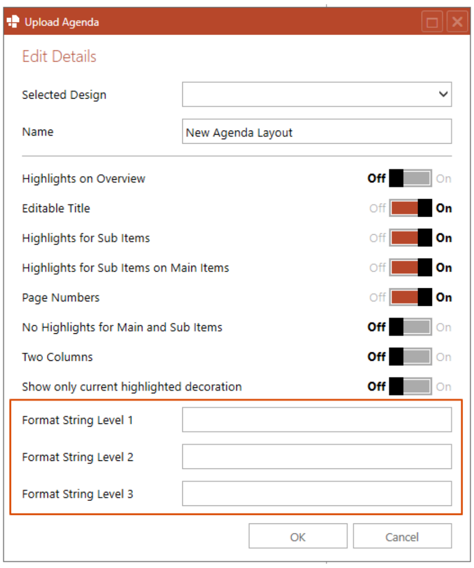


Figure 297: Formatting of numbering items per level

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, simply click on the Customizing button in the empower menu, select **Agenda**, and then **Delete**, after which you select the appropriate layout.

Please note:
You will be unable to reverse this action once the layout has been deleted.

6.17 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 grand 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.

6.18 Send Feedback and Report A Bug

In order 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 quickly and easily provide feedback to the empower® Support, and directly report errors.

To send feedback click on empower® **Help** in the section **Help** and select **Send Feedback (Figure 298)**. 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 empower®-support@madeinoffice.com.

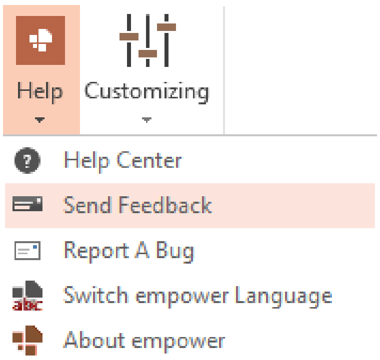


Figure 298: Send feedback to empower® support

If you want to report a bug in empower®, you also use the empower® **Help** button and select **Report A Bug (Figure 299)**. empower® will automatically send an email with log files to empower® Support. With these log files, the Support is able to 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.

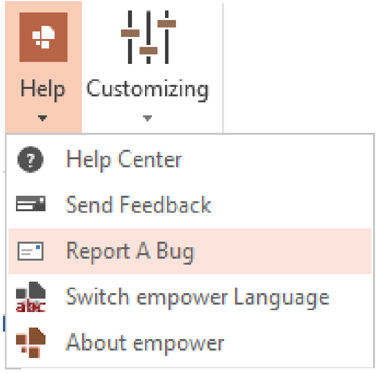


Figure 299: Report a bug in empower®

6.19 **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 has to 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 master view, and select the mother layout at the very top (see image below). Here, you can now set up your bullet points. Settings you make will be applied to the placeholders of all other layouts **(Figure 300)**.

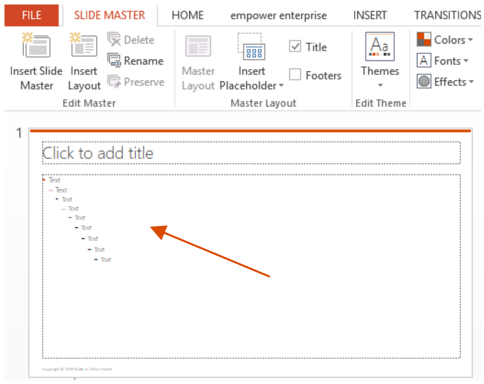


Figure 300: Set up bullet points for all layouts in the master

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 301).**

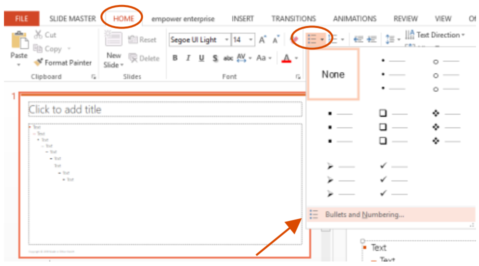


Figure 301: Steps to set up bullet points

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 302)**.

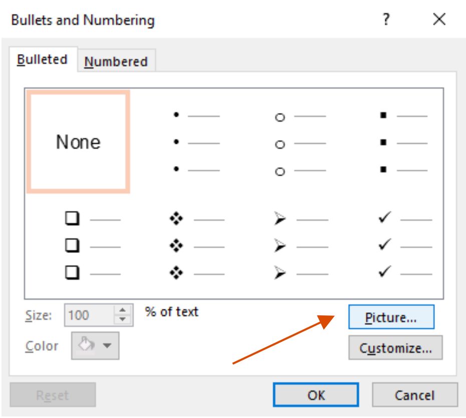


Figure 302: Select individual image file for bullets

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 303)**.

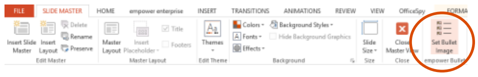


Figure 303: Implement bullet image

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®.

6.20 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 in order to show colleagues collaborating on a presentation where particular 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 304)**. 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.

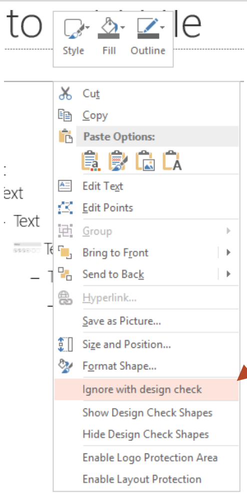


Figure 304: Ignore element with design check

6.21 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 305)**.

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 have the ability to 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 306)**.

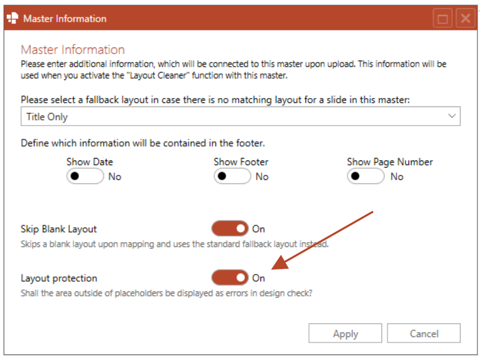


Figure 305: Activate layout protection for master

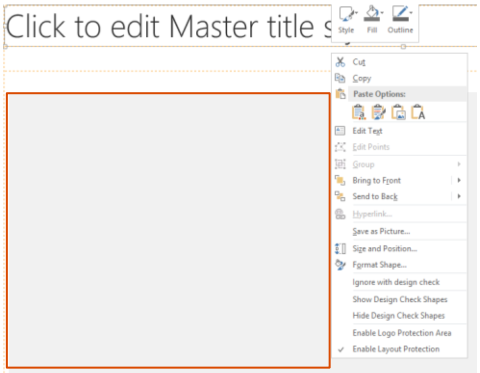


Figure 306: Define layout protection area

Afterward, right-click the element and select **Enable layout protection (Figure 307)**. 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.

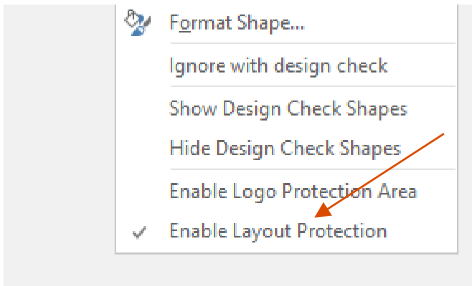


Figure 307: Enable layout protection

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 at a later date, simple reverse this step with a right-click and select **Show Design Check Shapes (Figure 308)**.

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

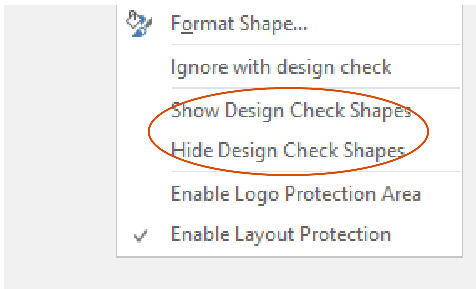


Figure 308: Show or hide design check shapes

6.22 Set up Logo Protection

Similar to 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 309)**.

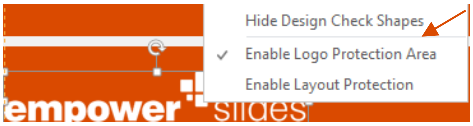


Figure 309: Enable logo protection area

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.

6.23 Set up Master Fields

Master Fields can be text fields or shapes that are placed in the master. Via Presentation Settings in the empower® menu, these elements can have text entered into 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 310)**.

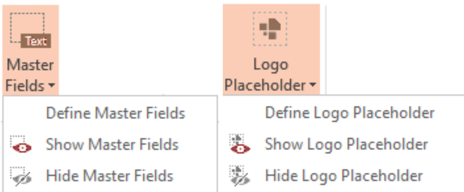


Figure 310: Define Master Fields

You have three types of Master Fields to choose from **(Figure 311)**:

- Text Master Field
- Options Master Field
- Fixed Master Field

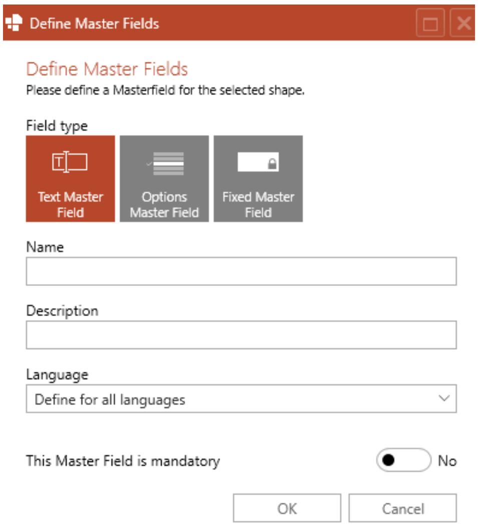


Figure 311: Master Field settings

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.

When setting up an **Options Master Field**, you can provide a selection of texts that the user has to choose from using a drop-down menu. To add an option, click on the plus-symbol and enter the desired text. Selecting the option and clicking the minus-symbol will delete the entry while the arrow buttons will change the order of options **(Figure 312)**.

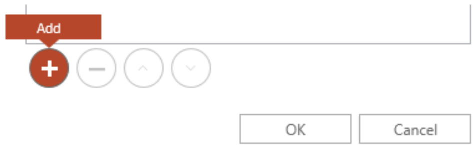


Figure 312: Add or delete options

The third option is a **Fixed Master Field (Figure 313)**. 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.

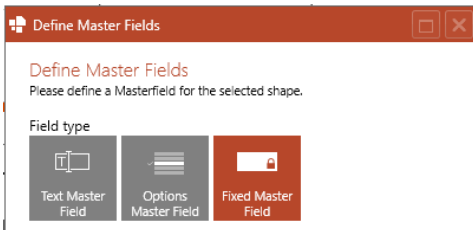


Figure 313: Select Fixed Master Field

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 314)**.

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

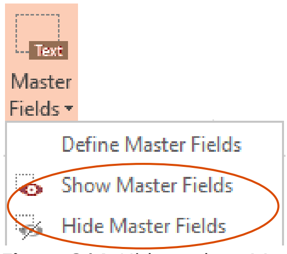


Figure 314: Hide or show Master Fields

Link Excel® with PowerPoint®

7.1 Excel® link

Using the function **Excel Table**, you can intelligently integrate tables in PowerPoint® presentations.

To link a table, you will firstly need to insert a table from the corporate design templates onto a slide via the quick access pane **(Figure 315)**.

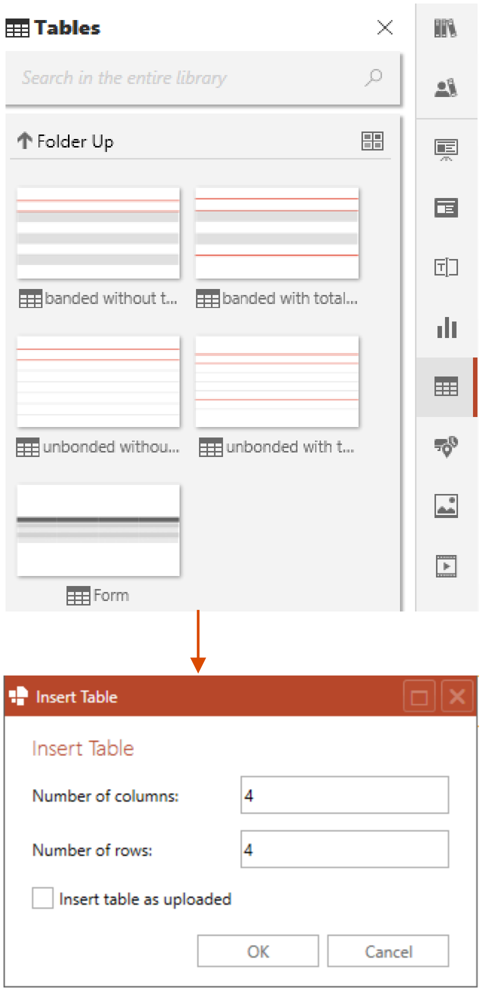


Figure 315: Insert table from corporate design template

Then click on **Excel Table** and then on **New (Figure 316)**.

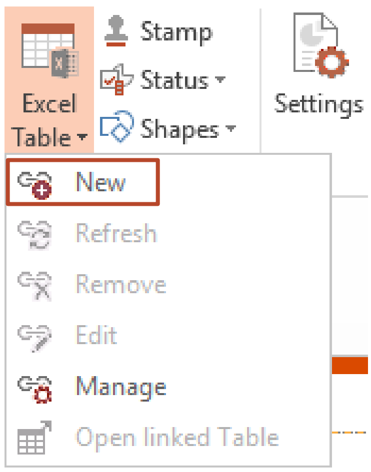


Figure 316: Insert new excel table

When you click on **Browse**, you will be able to select the required file on your computer **(Figure 317)**.

Figure 317: Link Excel table

After clicking **Open**, the selected Excel® file will open and you can mark the area you want inserted in your PowerPoint® presentation. Afterward, click on **Choose selected range**. If you now click **Yes** at **Refresh data automatically on open** the table on the slide will be automatically updated when the slide or the presentation in the library is opened. Now click **OK (Figure 318)**.

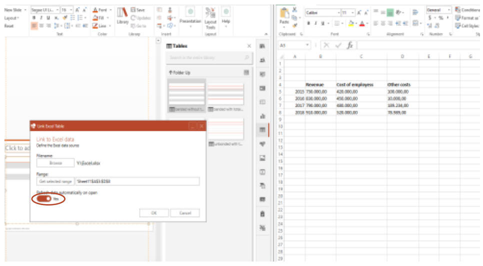


Figure 318: Update table automatically on open

If you activate **Refresh data automatically on open** with **Yes**, the table on the slide will automatically update once the slide or the presentation is downloaded from the empower® library. Click on **OK.** You will receive a notification in which you will be asked if the first line is to be used as a header for the table. If you click on **No** the first line of your selection in the Excel® table will be regarded as the first value line **(Figure 319)**.

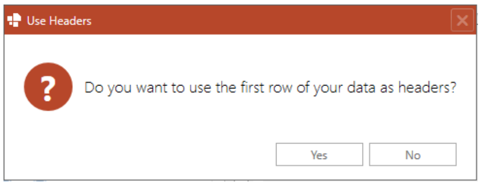


Figure 319: Use first row as headers

empower® will then insert the values of the selected area in the table template on the slide. This table in PowerPoint® is now linked with the Excel® file on your computer and is also conform to corporate design.

If you change values in the Excel® file, you can update the table in PowerPoint® by clicking **Refresh (Figure 320)**.

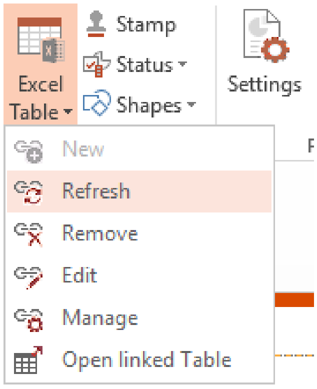


Figure 320: Update table in PowerPoint®

empower® will then check the original file and shows the values that have been altered. Via **Open linked Table**, you are also able to display the linked Excel® file in split screen next to your presentation to compare their content **(Figure 321)**.

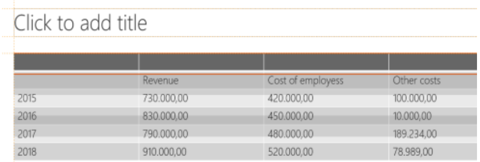


Figure 321: Split screen of linked Excel® file

In **Edit**, you can alter the selected area of the Excel® file, and with **Remove** separate the link between the Excel® file and PowerPoint®. The table on the slide will not be deleted.

In **Manage**, you get an overview of all tables linked to your presentation. Here you see the location the original file is saved in, and are able to open it with a click on the path. If you select multiple or all entries, you can update all tables at once, or separate the link. In addition, you can also set which tables are to be refreshed automatically when opened **(Figure 322)**.

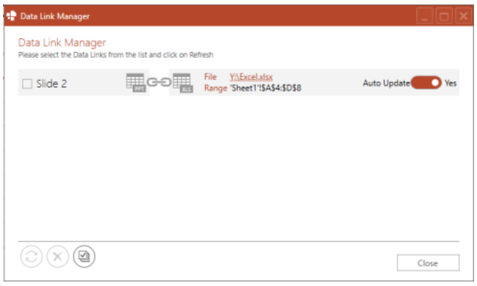


Figure 322: Overview of linked tables

7.2 Apply format

In the main library as well as the Quick Access Pane, you will find the corporate design template folders with text elements, diagrams, tables, and symbols. Here you will see the **Insert** button as well as the function **Apply format (Figure 323)**. This enables the transfer of the formatting of elements that are conform to CD onto falsely or previously unformatted elements with a single click **(1)**.

Should a table, for example, not conform to corporate design, you can simply select the appropriate template in the **Tables** folder by accessing it from the Quick Access Pane. Select the table on the slide and click **Apply format**. empower® will apply the format of the template onto the table within the presentation. Apart from the **Apply format** button you may also activate two further options by clicking on the cog symbol **(2)**:

- If **Apply position** is activated, not only the format but also the position of the template will be applied to the selected table.
- **Apply size** will adapt the size of the table to that of the template

When working with diagrams you have, in addition to the functions **Apply position** and **Apply size** the option **Convert chart type**. This enables you to change the type of your diagram by selecting the appropriate template and clicking **Apply format**.

Using text elements, you may integrate any text in a text box into the respective text element of the template library. To do so select the desired template and click **Apply format**. Afterward you are able to change this element into any text element.

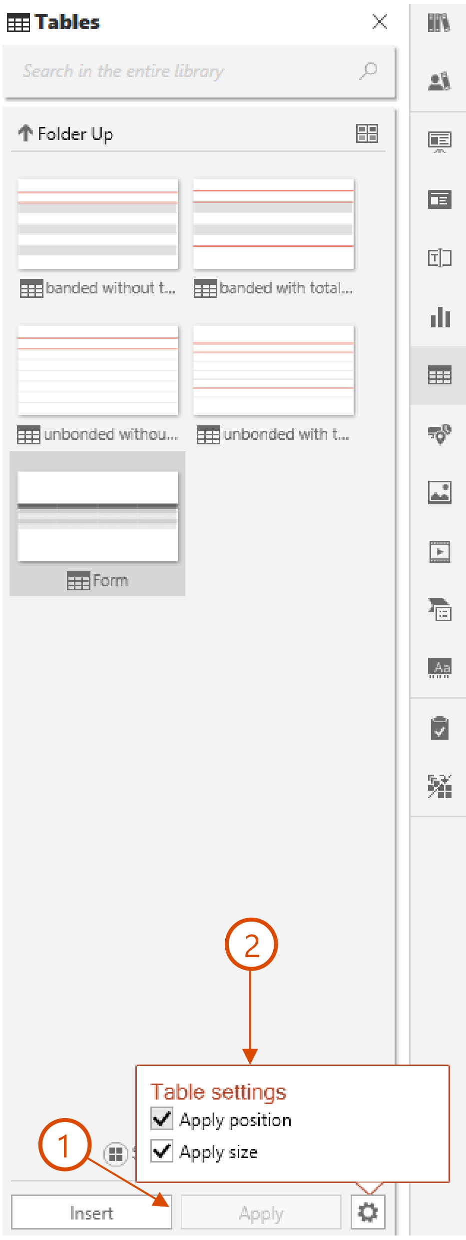


Figure 323: Options to transfer formatting of elements onto non-conform elements

Glossary

8.1 Section: Presentation

The section **Presentation** contains empower® functions for insertion of agenda, editing of the entire presentation, selection of masters, and sending of single slides or whole presentations.

8.2 New

With the help of the **New** button, you are able to create a new presentation. After clicking a dialog box will open in which you can select the desired master that will then open in a new presentation.

>> See chapter **2.1 Slide master selection**

8.3 Agenda Button

The **Agenda** Button opens the Agenda Editor, which enables you to create an agenda, edit agenda points, or to select a new agenda design.

>> See **chapter 2.10 Agenda Editor**

8.4 Textbox

The **Textbox** button enables user to add textboxes of different styles. This option can also be found in Quick access bar.

8.5 Presentation Settings

The **Presentation** Settings button allows you to uniformly set language and footer for your complete presentation. If your master is set up accordingly, you can also use this menu to insert logos or edit Master Fields.

>> See chapter **2.3 Presentation settings**

8.6 Select Master

The **Select Master** button enables you to change the master of a presentation with a single click. After clicking, the master selection in the quick access pane will open. Here you can select the desired master to apply onto either the current slide, or the whole presentation.

>> See chapter **5.2 Apply Master**

8.7 Header & Footer

With the aid of the **Header and Footer** button, you can change details in the header and footer, such as date and time, slide number as well as the notes in the current presentation or slide. In addition, you have the option to activate, deactivate, or alter these fields.

8.8 New Slide

The **New Slide** button enables you to add a new slide into the presentation. By default, empower® will insert the second layout of the master. With the aid of the drop-down menu, you can also select other layouts.

>> See chapter **2.6 Using a template**

8.9 Layout

Layout lets you change the layout of a selected slide. Clicking this button will present you with all the layouts contained in the master. Now, you can simply select the layout that is required.

8.10 Reset

Clicking **Reset** will revert all placeholders on the current slide to their default setting. This will affect size, position, and formatting of placeholders as well as the footer.

>> See chapter **5.2 Apply master**

8.11 Send

The **Send** button allows you to directly send single slides or a whole presentation via email without ever leaving PowerPoint®.

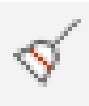
>> See **chapter 2.12 Send**

8.12 Spelling

The **Spelling** button allows you to change the language of Spell Check either for individual slides, or the whole presentation.

>> See **chapter 2.13 Language**

8.13 Clean up



Clean up comprises multiple small useful functions: **Slide Protection**, **Clean layouts**, **Remove Animations**, **Remove Notes and Comments**, **Pack & Go** and **Embedded Fonts**.

>> See **chapter 2.14 Clean up**

8.14 Design Check

Design Check reviews your complete presentation to ensure it conforms to corporate design. It shows possible violations and provides you the possibility to quickly correct these problems.

>> See chapter **2.15 Design Check**

8.15 Section: Text

The section **Text** enables you to edit fonts, according to the CD observing presets defined in empower®. Furthermore, you will find functions such as text orientation and adding numbering symbols.

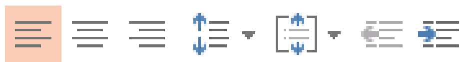
8.16 Text design

Clicking on this function enables you to select a desired font and its size. In addition, you have the possibility to underline selected text, or use italics and bold type, and use superscript or subscript.

>> See chapter **2.7 Text and Colors**

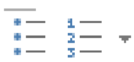
8.17 Text orientation

This function allows you to alter the orientation of your text.



8.18 Numbering symbols

A click on the empower® specific button as the numbering symbol preset in the master in front of your selected text. You also have the possibility to jump to different text levels that have been predefined in the master.



>> See chapter **2.7 Text and Colors**

8.19 Section: Colors

The section **Colors** enables you to edit the colors of text, line, shapes and also provides access to corporate design font colors.

8.20 Font colors

This button provides access to the gallery of corporate design font colors. You are able to apply the desired font color to the selected text with the click of a button.

>> See chapter **2.7 Text and Colors**

8.21 Line colors

This button reveals the gallery of corporate design line colors. You can select the line and apply the desired color with the click of a button.

>> See **chapter 2.7 Text and Colors**

8.22 Fill colors

A click on this button opens up the gallery of corporate design fill colors. With one click you can apply a desired color to a selected object.

>> See chapter **2.7 Text and Colors**

8.23 Format painter

The **Format Painter** transfers the format of one object onto another object. To do so, you need to mark the base object, click **Format Painter**, and then click the object you want to apply this format to.

8.24 Section: Library

The section **Library** contains empower® functions that help organize library content.

8.25 Library

The **Library** button opens the empower® library in a dialog box. Here you will find all content that has been stored by you such as presentations, diagrams, text elements, and much more.

>> See chapter **3.1 Library (main library)**

8.26 Save Presentation

Using this function, you are able to save the current presentation in the library. If the presentation already exists, you have the possibility to update the old version or to add a new version.

8.27 Save in library

The **Save in Library** button allows you to save content in the library.

>> See **chapter 3.3 Save in library**

8.28 Updates

A click on **Updates** checks if the presentation currently open has updates available. You then are able to choose what to do with each respective update.

>> See chapter **4 Updates**

8.29 Go To

Using the **Go To...** you are able to inspect a selected slide or object to see if it originates from the empower® library, or not. If it originates from the empower® library empower® will also show you in which folder it is located.

>> See **chapter 3.14 Go To**

8.30 Language Switch

This button is able to change the language of either single slides or the whole presentation with a single click, as long as the multilingualism function is activated in empower®.

>> See chapter **3.9 Multilingualism**

8.31 Section: Shapes

The section **Shapes** contains empower® functions for inserting, editing and updating of objects or images into the current presentation.

8.32 Shapes

The **Shapes** button provides a number of standard shapes, lines and arrows that can be added with one click.

8.33 Excel® Table

Excel Table links a table in PowerPoint® with an Excel® table. The PowerPoint® table can later be saved in the library, and will be automatically updated every time it is added to a presentation. The table is also updated by clicking the **Refresh** button.

>> See chapter **7.1 Excel Link**

8.34 Section: Layout

The **Layout** section allows you to display a multitude of layout tools to the right next to the quick access pane by clicking on **Layout Toolbar**. If you have activated individual tools sections for the empower® menu, they will also be displayed in the Layout section.

>> See chapter **2.8 Layout Tools**

8.35 Position Painter

Using the **Position Painter**, you are able to transfer parameters of position and size of one object to another object. You can either choose to apply all parameters at once, or select specific parameters that are to be transferred.

>> See chapter **2.9 Position Painter**

8.36 Section: Help

The **Help** section contains help videos for many functions of empower®. Here, you can also provide us with your feedback on our software and report errors. An addition, CD administrators can change global settings of empower® via the empower® **Customizing** button.

8.37 empower® Help

empower® **Help** bears a multitude of advice. You can watch help and introductory videos, send feedback to empower® Support, or report a bug. You can also edit the language empower® is displayed in, as well as display empower® information.

>> See chapter **6.18 Send Feedback and Report A Bug**

8.38 empower® Customizing

The empower® **Customizing** button provides the administrator access to empower® settings. The administrator can then edit the agenda, Smart Objects, and general settings of empower®.

>> See chapter **6 Administration**

8.39 External Link

The **External Link** button is customizable. A click on the button opens a preset folder, application, or website. The user can quickly access frequently used folders, applications or websites without wasting much time. What folder, application or website is to be linked can be set in settings by the administrator.

>> See chapter **6.10 Features**