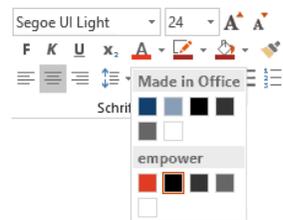
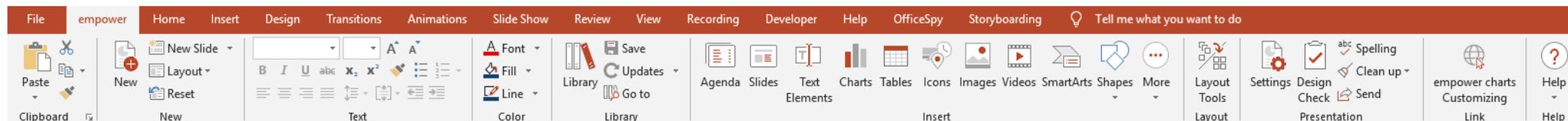


empower[®] slides menu



Use brand fronts & colors

empower[®] slides is preloaded and controlled to use brand-approved fronts and colors. Yes, you can 'color outside the lines' using the standard PowerPoint functions but why the hassle? Everything available in empower[®] slides is guaranteed to conform to any guidelines.

[>>Details](#)

Make life easy – use the Agenda Editor

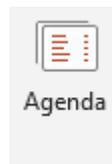
empower[®] slides will help you build an agenda and a set of automatic slides and sections for you. If you like structure, the Agenda Editor will help you define the outline, create the section slides and link them together so you can jump to any point while in slide show mode.

[>>Details](#)

Logo switcher

Have a presentation to a different company or subbrand and need to switch it quickly for another? As long as you started with an empower[®] template, the presentation settings button lets you pick a new logo and apply it in just two clicks!

[>>Details](#)



Design Check

Does your presentation conform to your company's design guidelines? Really? Even with limited fonts and colors, some things can still go missed – but never by Design Check. Hit this button just to be safe. Depending on your company's settings, Design Check is even run automatically when you save to the library.

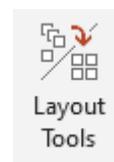
[>>Details](#)



Sending slides

Need to send some slides from a presentation to someone else? Just select the slides you need, click send, name your attachment, choose PowerPoint (with just those slides), PDF, or both, and click New Mail. All that is left to do is send the email on its way.

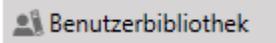
[>>Details](#)



Layout toolbar

Yes, PowerPoint offers functionality to align objects – if you have the time. Click the Layout Toolbar button for more options than you could ever imagine for aligning, moving and resizing one or more objects, then kick back and enjoy the extra hour empower[®] slides just gave you.

[>>Details](#)

empower[®] library**Open up the library**

Click this icon to enter a world of pure imagination! Here you'll find slides and presentations contributed by your company's best minds for your consumption or liberal use.

Company library

Search this library section for presentations, slides and templates created by others and shared for general use. Be sure that all content is brand approved.

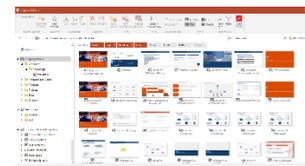
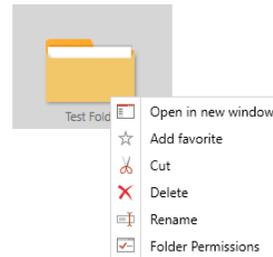
User library

Keep your own slides and presentation in your own user library (if this function is activated). Create your own folders as you would on your computer. The bonus? You can share a folder with colleagues and collaborate on individual slides and presentations in that folder using version control.

Save in library

Are you going to contribute to the content of the library? Take your PowerPoint presentation and save it into the library using this button. You can choose where to save it, and whether to save just slides, slide elements or the whole presentation. Saving to the company library requires you to have administrative rights.

[>>Details](#)

**Sharing folders**

It's easy to collaborate on a presentation. In your user library, create a folder for your project, then right-click that folder and select Permissions. You can then Add people using the + symbol on the bottom right. Then decide what level of sharing permission they are to receive. Once this is done, anything in that folder is available to those people with those permissions.

This is great for creating group presentations. You can easily see who changed what or who is currently working on what slide. Versions are tracked and stored so you can go back to prior versions. What's more, you can compare versions of slides to see side by side what changed.

[>>Details](#)

Searching for slides

Can't find that essential slides you're looking for? Just search the library. You can search for any text term on the slide including the title of the presentation it is in, text in notes, and text on the slide itself. In this example the search term 'quality' returned slides, icons and graphs that contain this term. You can filter the results to particular objects too (slides, icons, tables, etc.).

Having a hard time to see what is contained on the thumbnail? Click the magnifying glass to see details, including who created the slide when. Scrub through the search results with your arrow keys, then click Insert to add the selections to your presentation.

[>>Details](#)

Quick access pane

This menu bar allows you to quickly access sections in the library to create your presentation. Fill your slides with content, insert slides from templates or other presentations, or change the complete design of your presentation. Using this menu will have your presentation ready in no time.



Company Library

This button allows you quick access to the company library. Navigate through the folder structure or use the search bar to find the content you're looking for.

[>>Details](#)



User Library

Instant access to all the shared folders accessible in your user library. Here, too, a search bar allows you to find content faster.

[>>Details](#)



Slide templates

Need some ideas for your presentation? Click here to find some great examples of how to convey different concepts visually. Get past that writer's block with some visual aids!



Insert charts

Everybody loves charts, they bring numbers to life. Get a fast start on brand-approved charts using this button. Choose that chart you want, then right-click the chart and edit the data in the pop-up Excel window as you normally would.



Insert tables

Need a table? Choose from a selection of pre-defined tables that use your corporate color scheme out of the box, and are pre-formatted. Just click here and choose the format you want, then follow the prompts!



Design check

You also have the possibility to use the Design Check in the quick access bar pane to check your presentation for possible errors.



Insert iconography

empower[®] comes preloaded with a selection of icons that all conform to corporate design. Simply click the button to choose from icons available



Insert images

empower[®]slides comes preloaded with sample images as well as images provided by your company's branding department. Choose a photograph, pre-sized for PowerPoint from the selection available from this button.



Insert text elements

No matter if you need stickers, text boxes, speech bubbles or other text elements. This button takes you directly to your text elements and allows you to insert them immediately into your presentation.



Smart arts

Smart Arts can bring your presentation to life. Choose this button to make your presentation more creative.



Apply a master

Need to change the design of your presentation? Click this button to access all the masters in your company library. Switching the design of your presentation is just a click away.



Layout Tools

This is where you get a quick access to the layout tools. So you can align and change objects even faster.

