

## 10. Side Pane

The side pane is located on the right-hand side of your PowerPoint window and provides quicker access to the empower<sup>®</sup> Library.

To open the side pane, click on the button **Help and Settings** and then choose the option **User Settings**.

The side pane opens its respective section.



The side pane can be displayed permanently. If it is displayed permanently, you can collapse and expand it any time.

For further information regarding this setting, see [empower<sup>®</sup> Help](#).

## Available Elements

You can access the sections *User Settings*, *Company Library* and *User Library*.



The icons in the sidebar are indicators for the element types.

In addition, you can hover over the icons to view a tooltip. The tooltip explains which element type you can access via the icon.

## Available Elements in PowerPoint

In PowerPoint, you can access the following additional sections via the sidebar (Figure 161):

- Master Templates
- Favorites
- Presentations
- Slides
- Text Elements
- Charts
- Tables
- Icons
- Pictures
- Videos
- SmartArts

In addition to those sections, you can also access the *Layout Tools*, the *Corporate Design Check*, the *File Size Inspector* and the *Consistency Check*.



Figure 161. Sidebar in PowerPoint



Depending on the setup of your empower® Environment, not all sections mentioned above will be visible.



For further information regarding the *Layout Tools*, see [Use Layout Tools](#).

For further information regarding the *Corporate Design Check*, see [empower® Corporate Design Check](#).

For further information regarding the *File Size Inspector*, see [Compress Pictures with the File Size Inspector](#).

For further information regarding the *Consistency Check*, see [empower® Consistency Check](#).