



**OX Documents**  
**Minor Release v7.8.1**

**Feature Overview**

**V1.0**

# 1 Objective of this Document

This document provides an overview of the new features available in the OX Documents v7.8.1 minor release.

The objective of this document is to help Open-Xchange customers and partners understand the benefits of these features and changes, especially the reason for enhancements in usability.

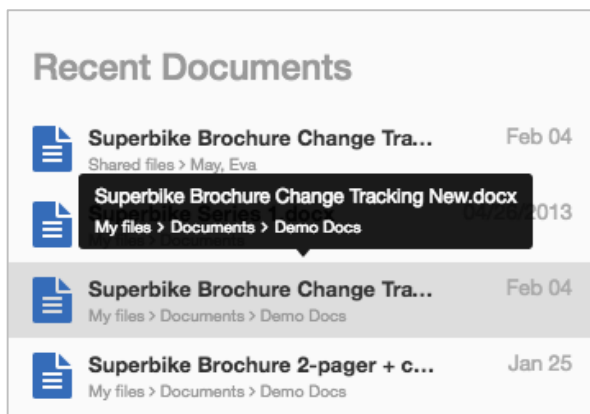
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## 2 General Improvements

### 2.1 View document path in OX Text and OX Spreadsheet Portal

OX Text and OX Spreadsheet offer a list of recently used text and spreadsheet documents. Users can use this list to quickly access these documents. In addition to the document name users can now also see the document location.

If the document name or path is truncated, the user can hover the cursor over an entry to bring up a tool tip with the full document name and path.

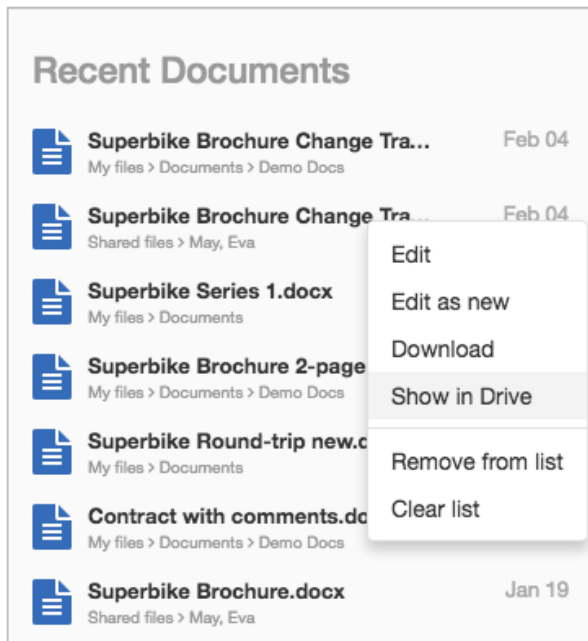


*Recent documents list*

### 2.2 More control in recent documents list

A new context menu gives users more control over the recent documents list. The following actions are available in the context menu:

- Edit document
- Edit a new copy of the document
- Download the document
- Show in Drive
- Remove from recent documents list
- Clear whole documents list

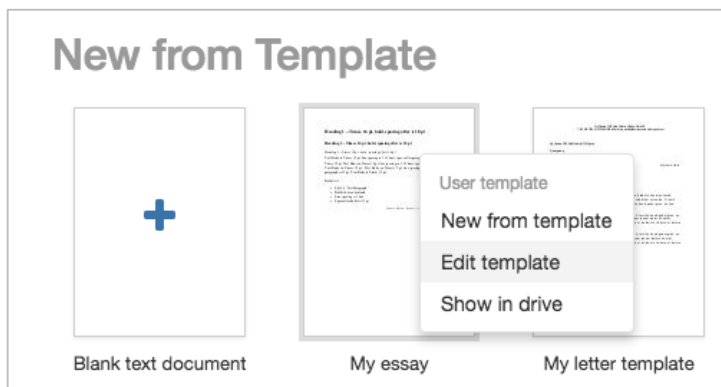


Context menu in recent documents list

## 2.3 Context menu for “Templates”

Context menus are now also available for “Templates”. Templates can be generated by a user, provided by the context or provided by the system administrator. A user-generated template (“User template”) provides the following options:

- Create a new document from a template (default action)
- Edit template
- Show the template in Drive



Context menu for user templates

Templates provided by the context or system administrator offer fewer options. The user can identify these templates by the label “System template” in the context menu.



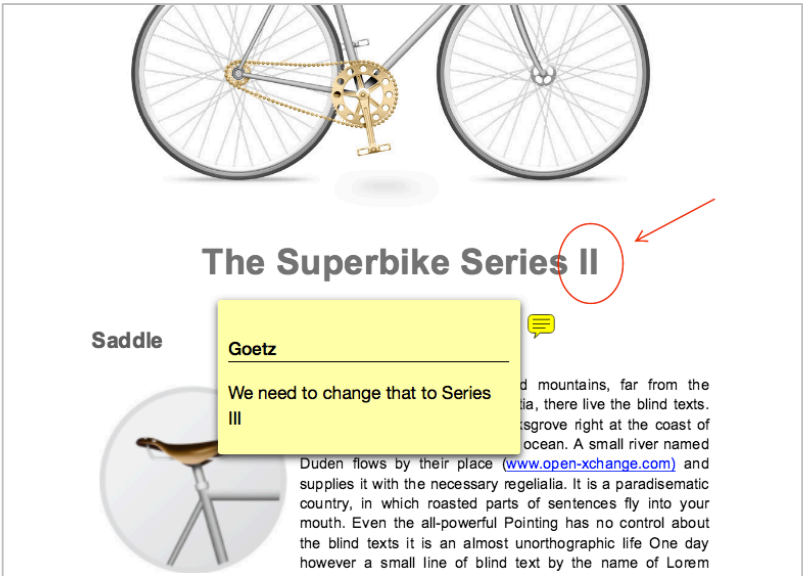
Context menu for system templates

## 2.4 Improved PDF support in OX Documents Viewer

### 2.4.1 Click hyperlinks, annotations and documents actions

Hyperlinks in PDF documents are now clickable in the OX Documents Viewer. Also annotations such as comments or drawings are now displayed in PDF documents.

If a PDF contains “Document Actions” (events like printing, saving or closing document) to happen when a hyperlink is clicked, these actions are now also supported.



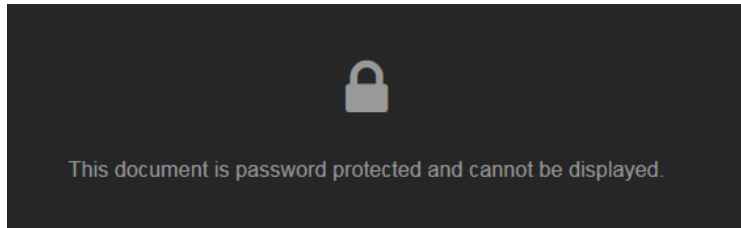
Comments and links in PDF document

## 2.4.2 Faster PDF rendering

The OX Documents Viewer now renders PDF documents much faster. Even very long documents with thousands of pages are rendered quickly. Best results are achieved with “web optimized” PDF documents.

## 2.4.3 Detect password protected PDFs

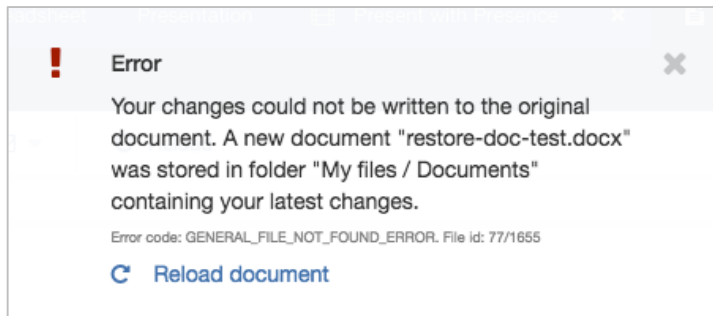
Users can now see if a PDF document is password protected and get the following notification:



*Notification of password protected PDF*

## 2.5 Restore deleted documents

This feature greatly improves the integrity of OX Documents. Even if a user is editing a document and then at the same time another user deletes or moves it, OX Documents will detect the problem and then try to recreate the original document, including the latest changes. The user will receive the following notification:



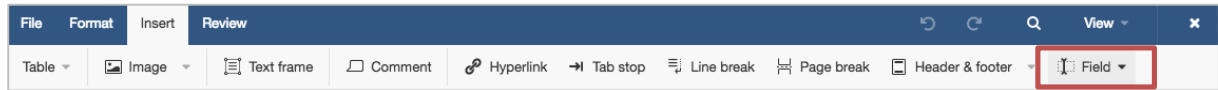
*Notification on restored document*

**Note:** This restore feature cannot recreate a document that was stored on a node that was shut down.

## 3 OX Text

### 3.1 Work with fields

Fields are most useful when you need placeholders for data that can automatically change in your document, such as the current date or the total number of pages. Such fields are common in headers and footer but can be inserted anywhere in your document.



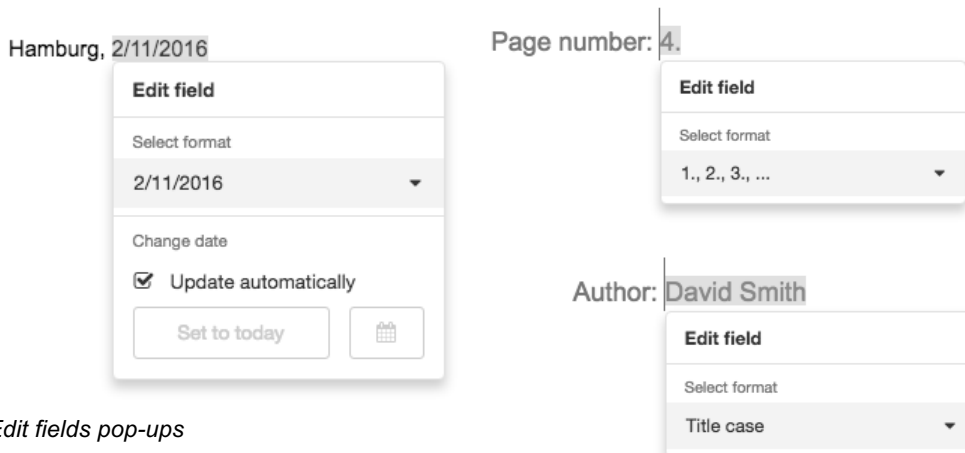
OX Text supports the following fields:

- Page number
- Page count, the total number of pages in the document
- Date & time
- Document name
- Author name

A field is added to the document at the current position of the cursor and looks like regular text. If you want to find out which text in your document is a field and which is not simply click on the text. Fields are highlighted with a light gray background.

#### 3.1.1 Formatting fields

To change the format of a specific field simply click on the desired field and select a different format from the pop-up menu. If you want a document to always show the current date and time the “Date & time” field can be set to automatically update,.



*Edit fields pop-ups*

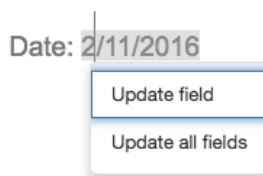


Leave the checkbox turned off if you do not want the date to change (for example when writing an invoice). The “Set to today” button and the date picker allow you to quickly change a date without typing.

### 3.1.2 Updating fields

It must be noted that a field that contains dynamic text may not always be up to date. Only page numbers and page count fields in header and footer for are automatically updated. A date & time field with “Update automatically” are only updated when the document is closed, opened or printed.

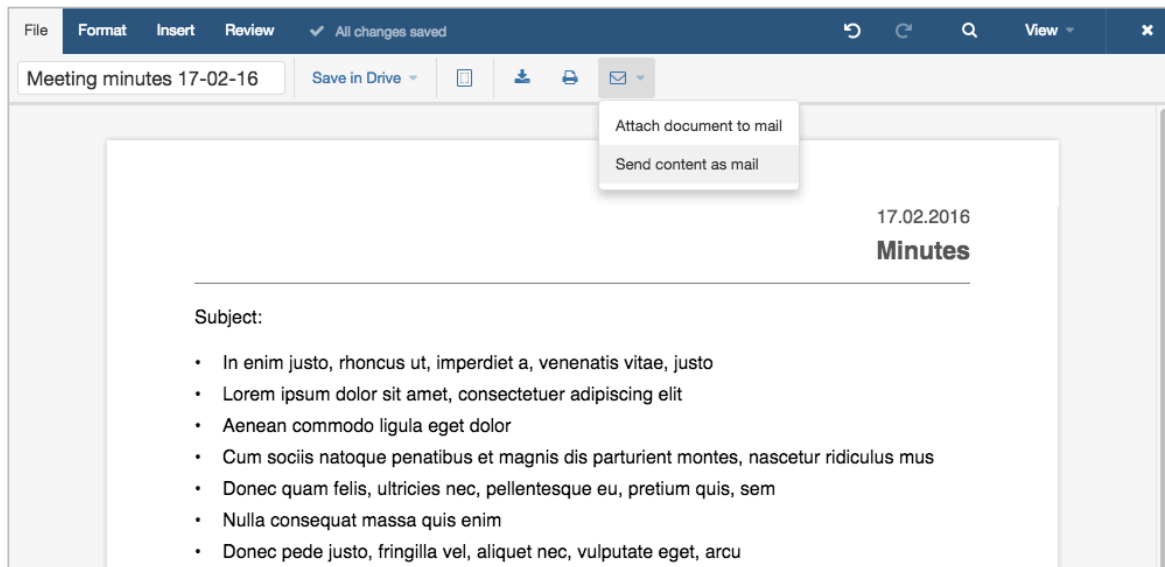
Fields in the main text can be manually updated by moving the cursor into a field and either press F9 or use the context menu.



*Field update via context menu*

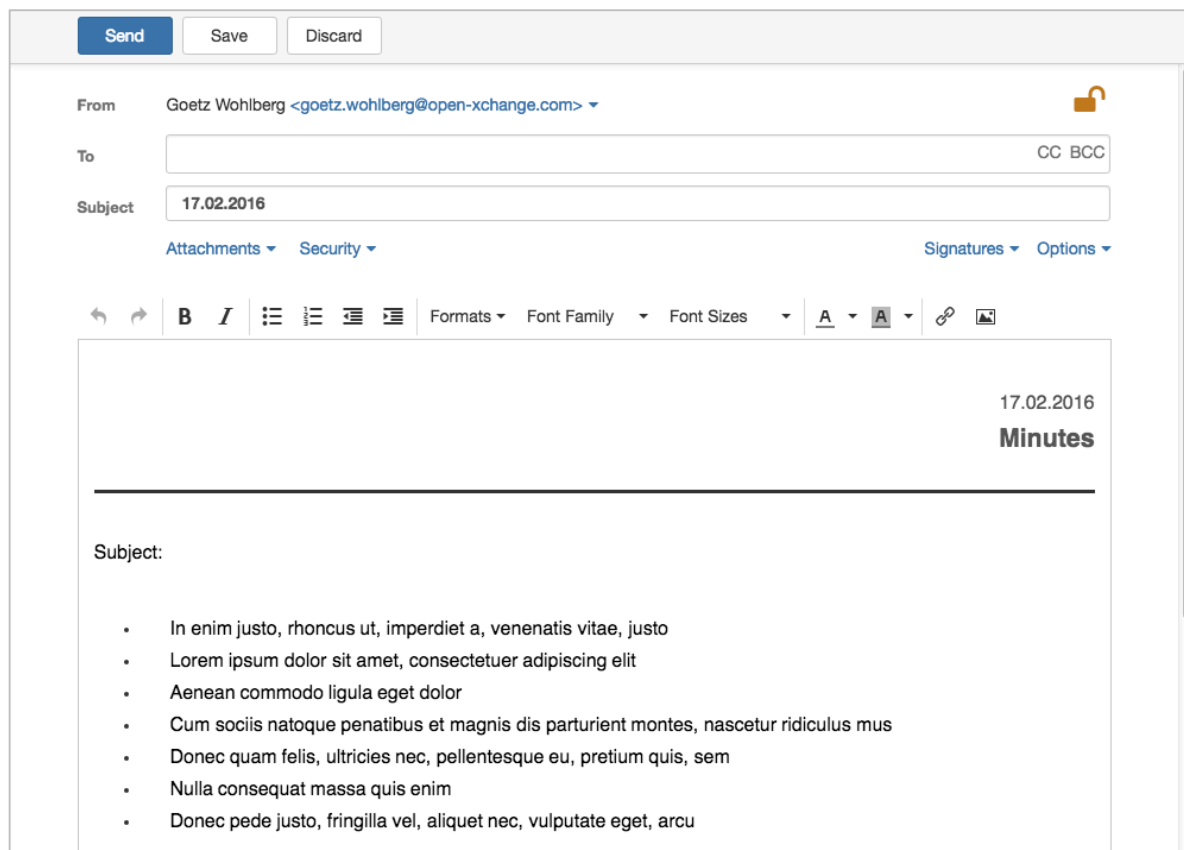
## 3.2 Send OX Text content as HTML email

Instead of saving and attaching a document to an email it may be more efficient to send the content of the document as email. The new “Send content as mail” option automatically inserts the document content into a new mail.



*Send OX Text content as mail*

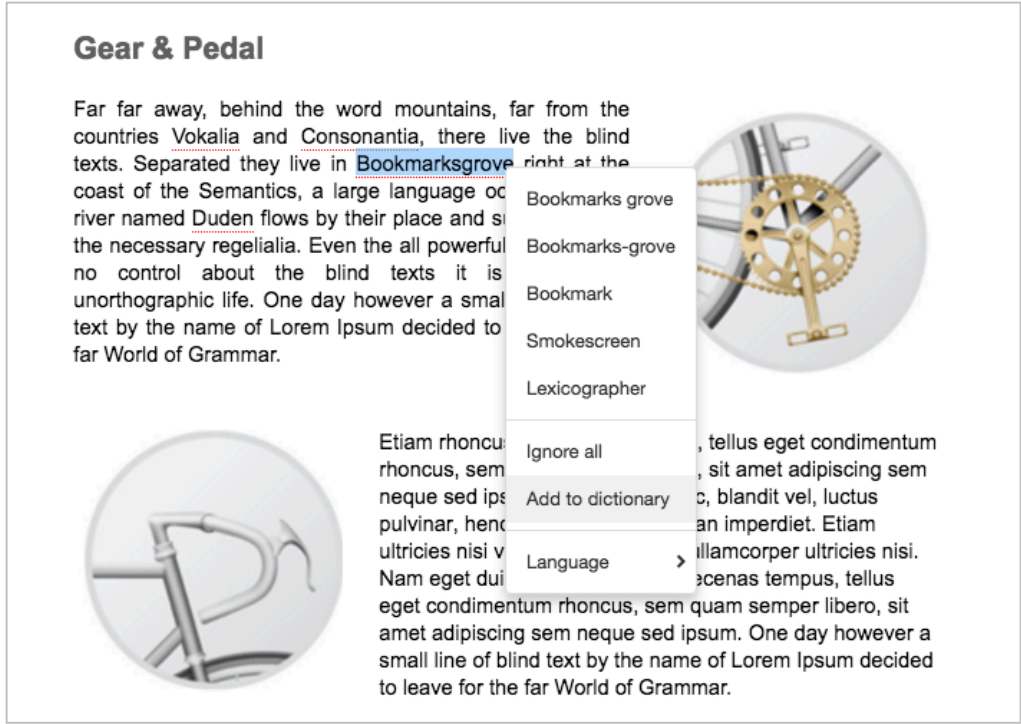
OX Text automatically converts the content of the document into an HTML email body:



*OX Text content in email*

### 3.3 Improved spell-checking with user-defined dictionary

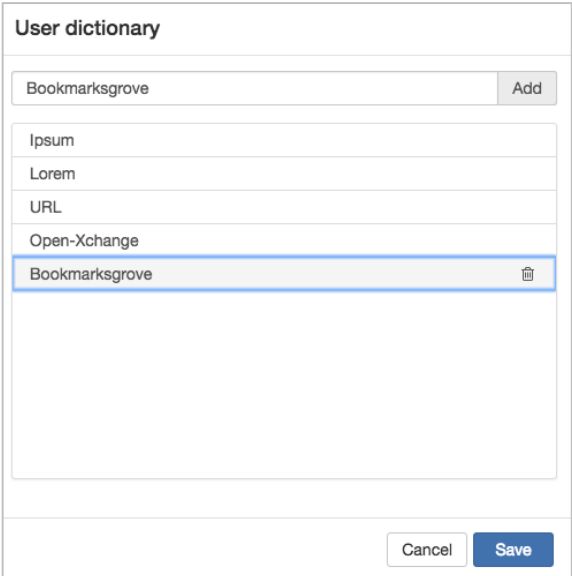
OX Text automatically checks for spelling mistakes by marking them with a red underline. If you use special terms such as technical terms, acronyms or proper names, these might be flagged as spelling mistakes. This is because the main dictionary only contains the most common words in the language. It is now possible to add such a word to a custom dictionary. This means that these words will no longer be marked as mistakes in the future. To skip all instances of a spelling mistake without changing the dictionary, you can simply select “Ignore all” in the context menu.



Add words to user dictionary

### 3.4 Manage entries in user-defined dictionary

If you need to add a list of words to the dictionary then simply enter the words, separated by a space, into the dialog box found under “Settings – Documents”. This dialog also allows you to remove entries that you may have accidentally added to your user dictionary in the past.

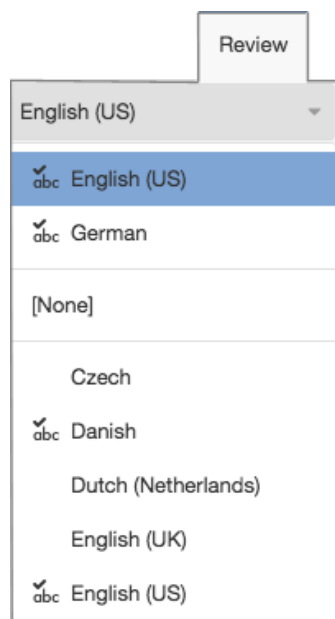


Manage entries in the user dictionary

### 3.5 Check spelling in a different language

If you create a document that contains text, for example a quote in a different language, you will want to use the appropriate dictionary to check the spelling of this language. This can be done in OX Text by first highlighting the text and then selecting the text language via a dropdown found in the Review tab. This text will then have a different spelling language compared to the rest of the document.

A new icon in the list of languages lets you know you have proofing tools installed for that language. You cannot check the spelling for a language without the icon next to it.

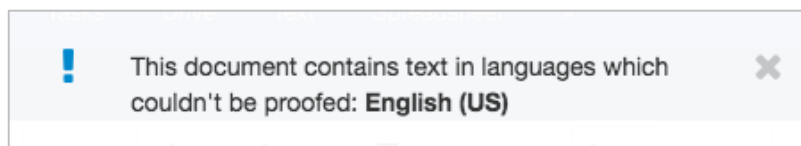


*Icon for installed proofing languages*

For convenience recently used languages are displayed at the top of the drop-down menu. You can now also set the language for a paragraph or word to “None”. This option is useful when you want OX Text to ignore sections of text.

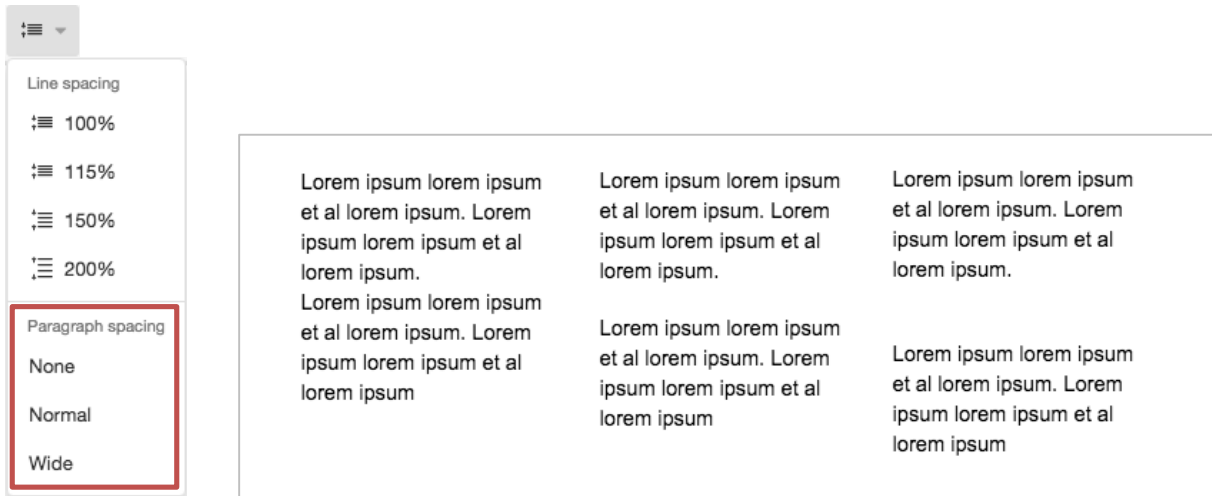
It is also possible to tag text with a language that is not installed. OX Text will then ignore this text. If you then send this document to someone who has the proofing tools installed, that person will then be able to spellcheck that text.

If you open a document that has a language applied to text that is not installed on your system, OX Text displays the following notification:



### 3.6 Adjust line spacing between paragraphs

Paragraph spacing determines the amount of space between two paragraphs. OX Text now allows you to set paragraph spacing to none, normal and wide:



Paragraph spacing: none, normal and wide

### 3.7 Reorder objects

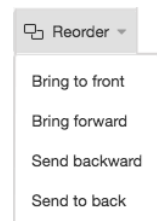
OX Text now offers the ability to arrange objects in a specific layer order. This order is important if two or more objects overlap. The user can now define which objects are in front or at the back.

Objects like images in a document are placed on levels according to the order in which they were inserted into the document. In the image below, the pedal is on the top level. The placement can now be changed to put it behind the other images.



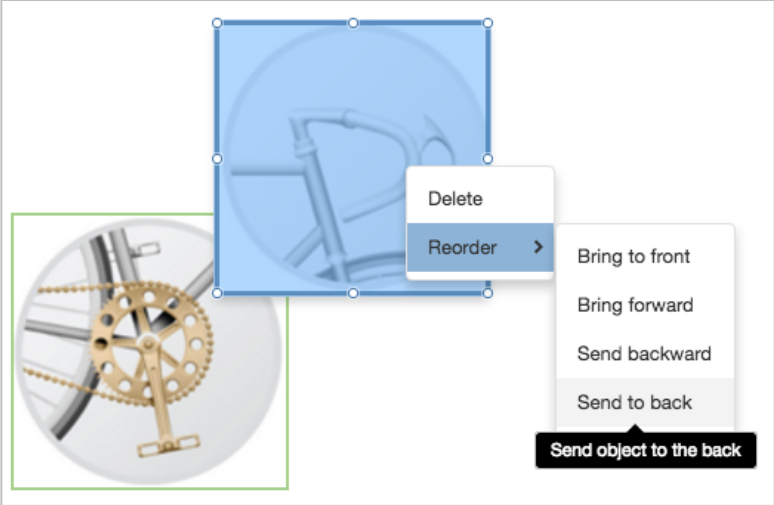
Ordering objects

To change an image's order, by one level ("Bring forward", "Send backward"), simply select the image and then click the "Reorder" icon in the "Image" tab. You can also move the image behind or in front of several objects in one step ("Bring to front", "Send to back").



Ordering objects

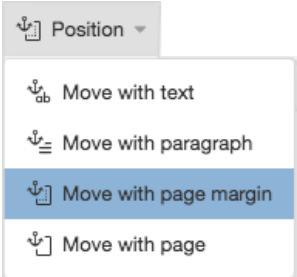
Reordering of objects is also available in the context menu of objects.



Context menu of object

### 3.8 Position at page margin

With this new alignment feature you no longer need to adjust objects when a document's margin changes. Objects can now be positioned to the page margin, so if you change the margin, OX Text moves the objects with the page margin.



Move with page margin

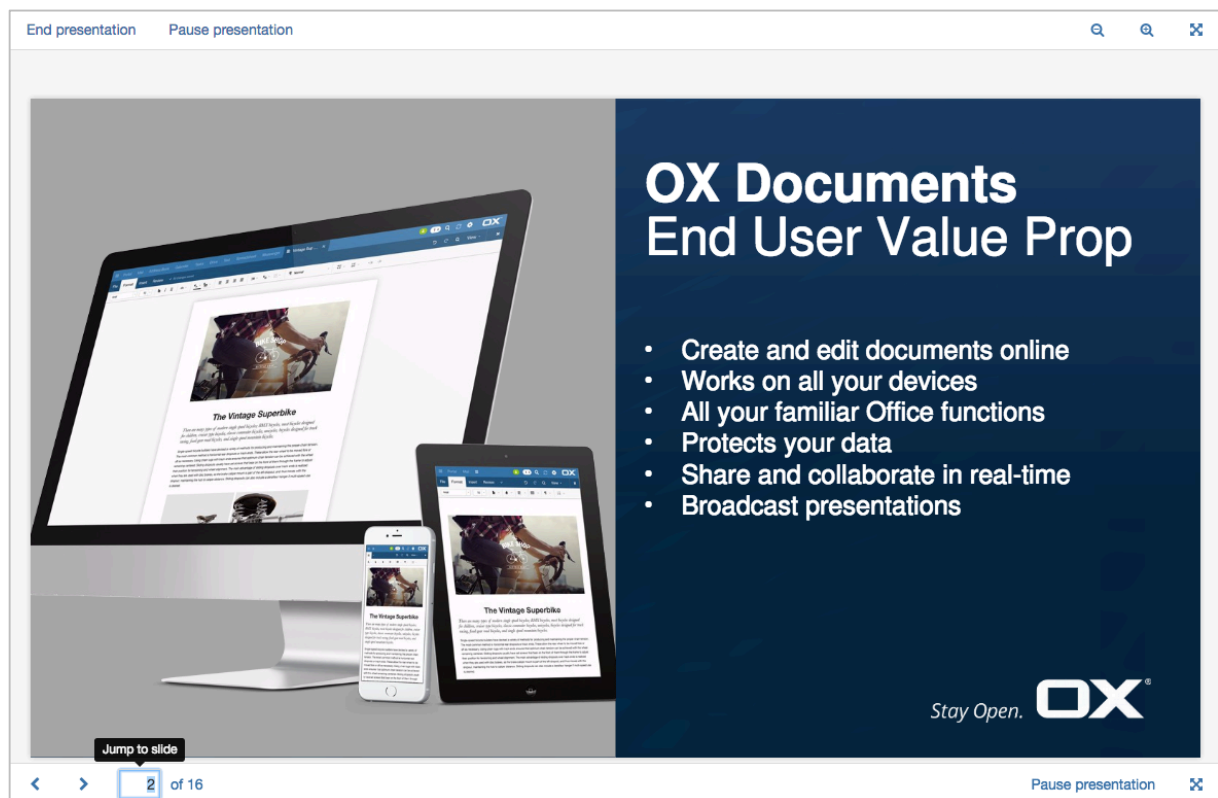
## 4 OX Presenter

### 4.1 Presenting PDFs

OX Presenter was introduced together with OX App Suite 7.8 and allows users to present PowerPoint presentations. With this release OX Presenter can also present any PDF document.

### 4.2 Navigation bar for local presentation

The “Start local presentation” option now offers more options for a face-to-face meeting. In the bottom navigation bar users can jump directly to a slide or pause the presentation.



*Presenting PDF documents with navigation bar*

When a user joins a remote presentation, he has to click "Join presentation" first. This behavior has now changed. When a remote presentation is already running, the user now automatically joins the presentation without having to first click the "Join presentation" button.