OX Documents

Release v7.8.3

OX Presentation Intro & Feature Overview

1 Objective of this Document

1.1 The Purpose of this Document

This document provides an overview of the new features available in the OX Documents v7.8.3 release. For the first time this release of OX Documents includes OX Presentation, a cloud based presentation editor that can work with Microsoft PowerPoint documents in a lossless way.

The objective of this document is to help Open-Xchange customers and partners understand the benefits and features of OX Presentation and the other OX Documents improvements.

2 Introducing OX Presentation

2.1 What is OX Presentation?

OX Presentation is a cloud based presentation editor used to create slides with words, shapes, pictures, tables, footer and other elements that tell a story or help support a speech or presentation of information.

OX Presentation can work with Microsoft PowerPoint documents in a lossless way. Users can edit shared presentations on various devices.

2.2 Who should use OX Presentation?

When students and teachers have to deliver material in presentation format or business users want to pitch an idea or product or if users work with a team who all use different platforms, OX Presentation is the right choice for consumers and businesses.

2.3 Key Benefits of OX Presentation

The key benefits of OX Presentation are:

- Online presentation editor – works on all platforms and devices
- Round-trip editing – non-destructive support for PowerPoint files (2007 and later)
- Work with less effort – the concept of master and layout slides allows users to make changes once and they will be applied to all slides automatically
- Teamwork – share presentations with other users without worrying anymore about which product or operating system the user has

2.4 Key Focus Areas of OX Presentation

This first release of OX Presentation focusses on round-trip editing, working with text frames, bullets and numbering, support for master slides, inserting shapes, aligning and reordering objects, multi-selection, group handling and teamwork.

Not in scope in this release is creating SmartArts, charts, comments, handouts, animations and transitions, videos and audio files.

2.4.1 Round-trip Editing

Round-trip editing allows a seamless collaboration with Microsoft PowerPoint users. OX Presentation can open existing PowerPoint files even if they contain an element that is not recognized. For such an element OX Presentation will create a placeholder. Users can now edit the presentation. When they have finished their work, the presentation can be opened in PowerPoint and the document will be intact, with the new edits visible together with the original elements and formatting.

2.4.2 Support for Master and Layout Slides

The usage of master and layout slides can be a big time saver. A master slide can propagate a general layout through all the slides used in a presentation. That can include background, font formatting, dates, slide numbers and images, like logos. That way the layout of the presentation can be modified much faster than doing it slide by slide (see chapter 3.4).

2.4.3 Working with Text in Frames

Text is probably the most important element on a slide. Therefore OX Presentation offers powerful features for working with text frames including different kind of attributes as well as bullets and numbering. Text frames can be positioned anywhere on a slide and allow a number of Autofit options (see chapter 3.5.2).

2.4.4 Shapes

Shapes are ready-to-use objects in different forms, such as lines, squares, circles, etc. Shapes can help to create better presentations and can be customized in a number of ways (fill or outline). They also can contain text, text formatting, bullets and numbering, etc. (see chapter 3.6).

2.4.5 Aligning and reordering objects

The placement of objects on a slide can make so much difference and plays an important role in making slides look beautiful. OX Presentation allows users to change the order in which each item appears on a slide and the position of an object in relation to itself and other objects (see chapter 3.6.3 and 3.6.4).

2.4.6 Group handling

Grouping objects allow users to save time because they can move or change these objects as a single unit instead of moving them individually. And users don't need to spend time reselecting all the objects, if they need to move them again. Grouping is also useful for creating complex slides (see chapter 3.6.5).

2.4.7 Teamwork

OX Presentation simplifies teamwork by letting users join forces to create presentations in real time (see chapter 3.10).

3 Key Features of OX Presentation

This chapter describes the main features of OX Presentation. As OX Presentation offers a number of features that are already known from OX Text and OX Spreadsheet such as text formatting and file handling, this sections focusses on functions and concepts that are specific to OX Presentation.

3.1 Using Templates

OX Presentation comes with a number of pre-defined presentation templates. These templates are an easy to use starting point for creating a new presentation.
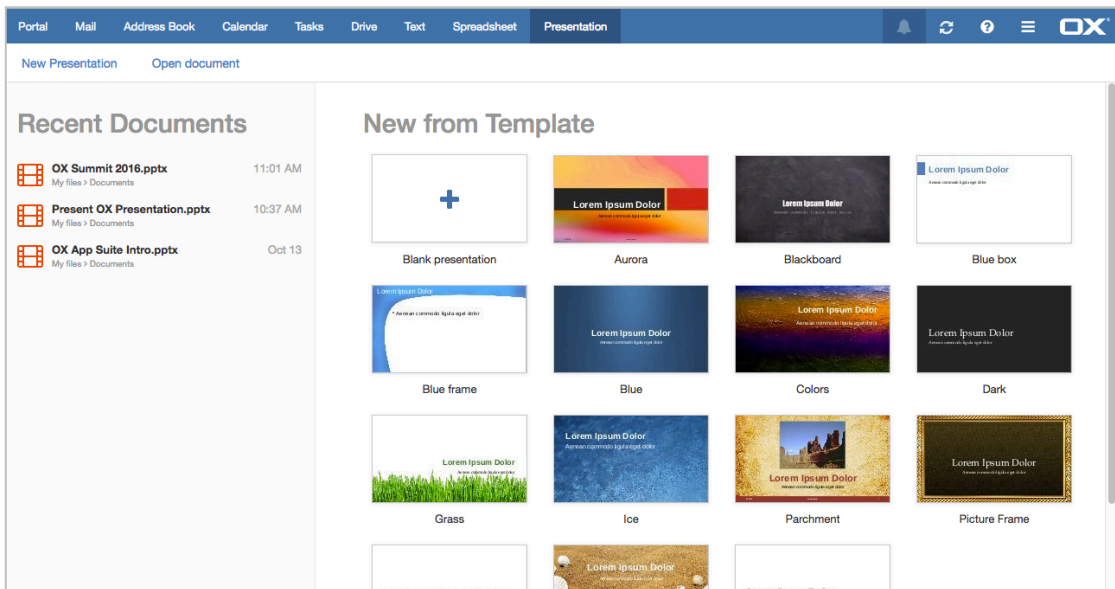
Templates in OX Presentation

Users can select an existing presentation from the recent documents list or click a template to create a new presentation based on the selected template. It is also possible to create own templates, that will automatically show up in the first line of this template view. In addition OX Presentation supports templates created in PowerPoint (see chapter 3.3 "Placeholder"). In the following examples the "blank presentation" is used.

3.2 Slide View

As with many presentation editors users have a main slide view and a slide pane with thumbnails of all slides in a presentation. These thumbnails allow an easy and fast navigation through the presentation.
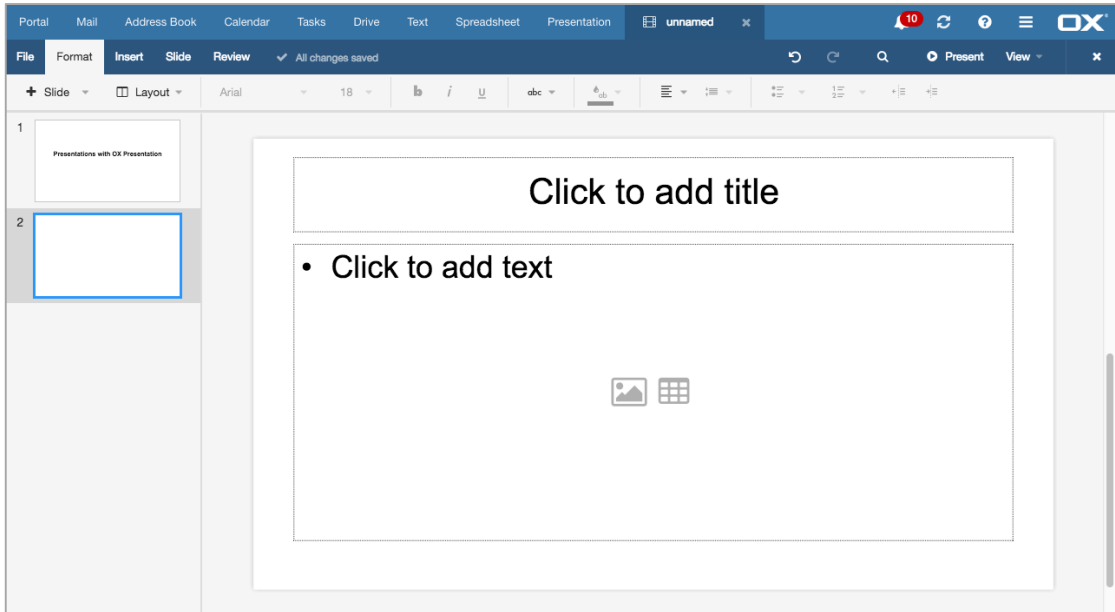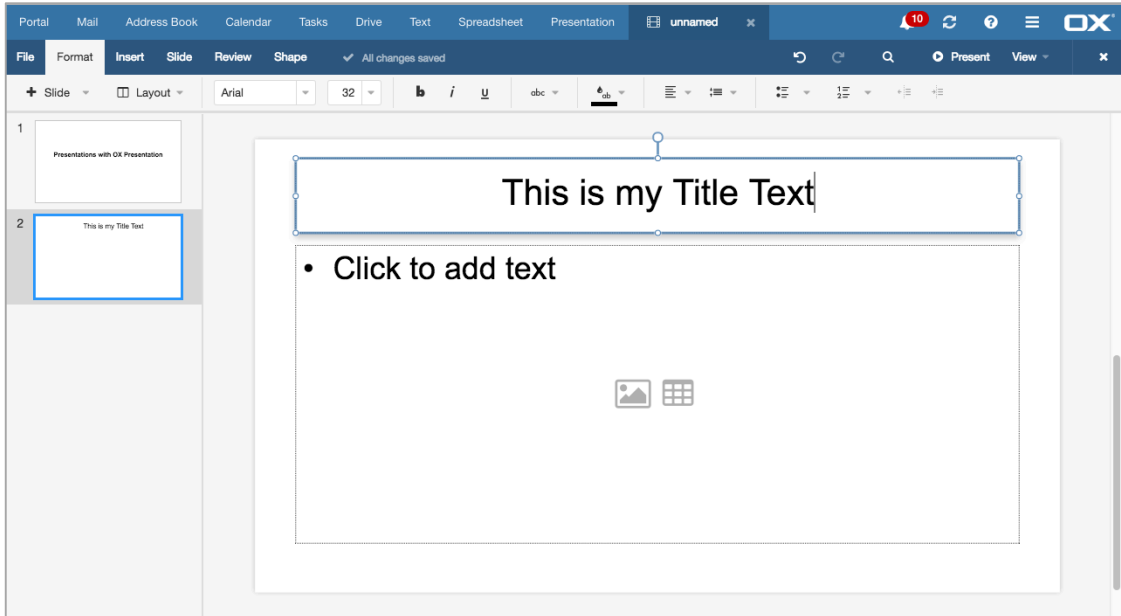

Normal slide view

This view is the main editing view, where users write and design their presentations.

3.2.1 Adding Text

To add text to a slide the user just clicks the text placeholder. The placeholder dummy text ("Click to add title") will disappear when the user starts typing in the box.


Adding text to placeholder

Placeholder text is not displayed in the slide pane but only on the slide. If the users' text is deleted then the placeholder text will reappear.

Please note: The default placeholder text can also be changed from within the Slide Master View. This is helpful when users create own templates and want to describe what should be entered into the placeholder.

3.2.2 Adding Slide

A new slide can be added via the slide pane context menu or the "+ Slide" button. The new slide will be inserted behind the selected slide. Clicking the "+ Slide" button always creates a content slide based on the selected slide. If a presentation has just one title slide and a new slide is added using the "+ Slide" button then the new slide is a content slide and not a title slide.
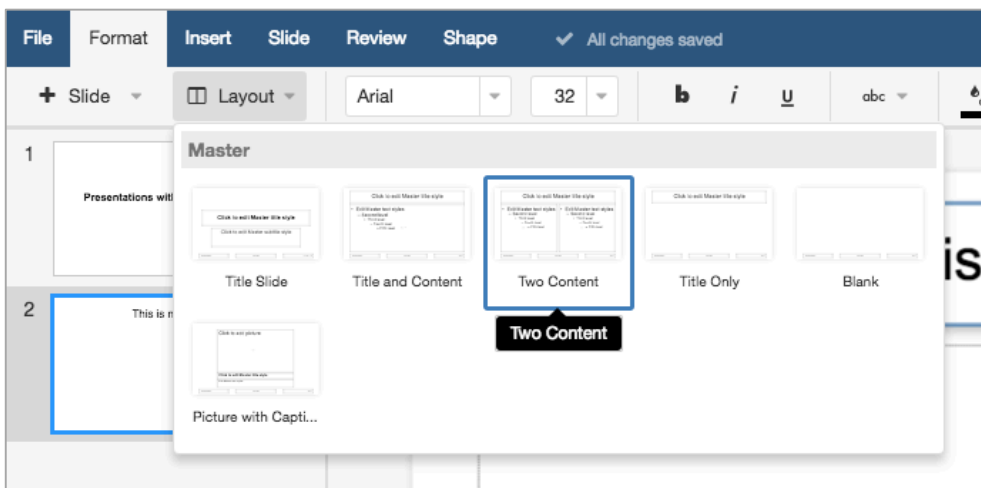
Users can also insert a slide with a different layout by clicking the dropdown button.
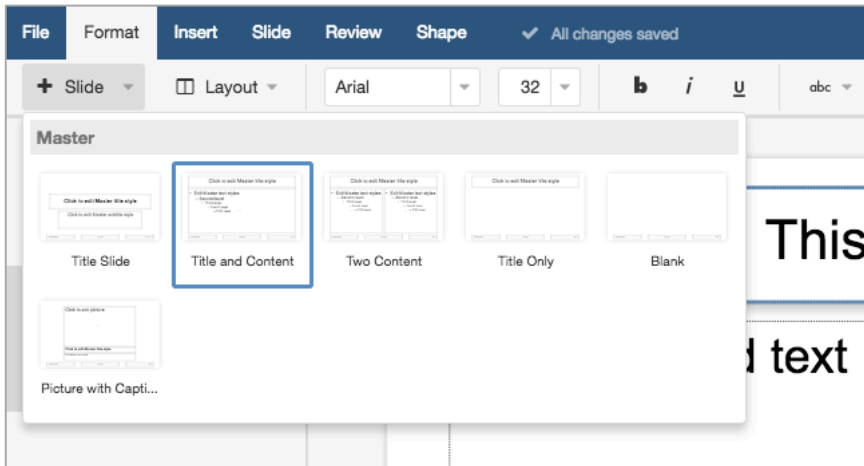
Adding a slide with a different layout

3.2.3   Changing a Layout

A slide appearance can be changed quickly by applying a different layout. Click "Layout" or right-click the slide and choose "Change layout". Click the layout that fits best to the required content.

Changing a layout of a slide

3.2.4 Slide Pane

The slide pane on the left side of the screen also allows user to restructure a presentation. Slides can be moved around via drag & drop and reordered easily. Dragging a slide creates a black bar that indicates where the slide can be dropped.
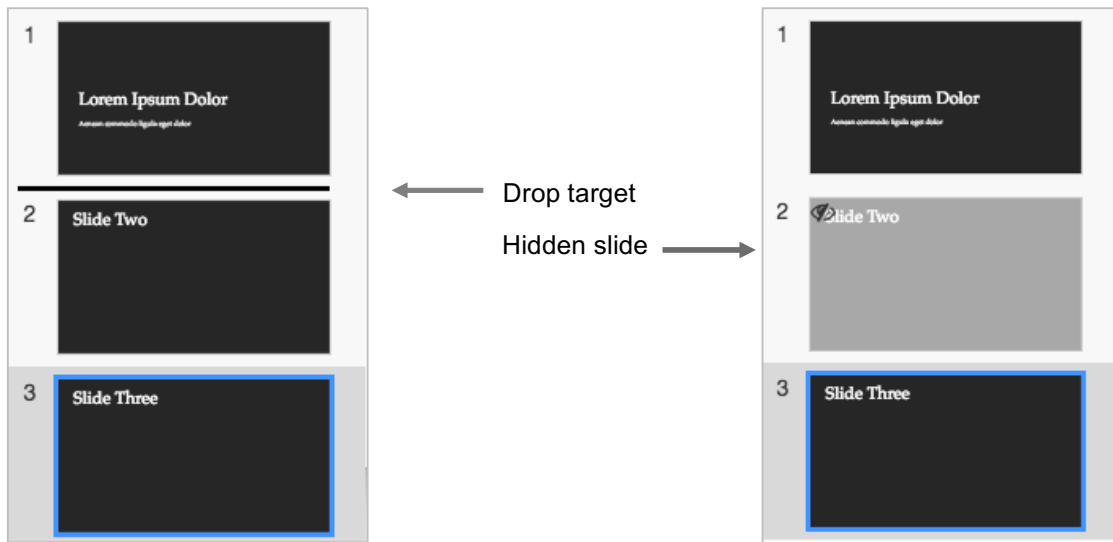

Sorting and hiding slides with black background

Slides can also be duplicated, deleted or hidden. Hidden slides do have a special symbol in the upper left corner and are greyed out. They can be edited like all other slides, but won't be shown when giving a presentation.

3.2.5 Resizing the Slide View

Presentation editors are often used on different output devices with different resolutions. So the creation process is often done on a large monitor but fine-tuning or last minute changes are often done on a laptop with a different screen resolution.

To switch easily from one resolution to another without manual adjustments, OX Presentation allows resizing the user interface proportionally. This means that the slide view and the slide pane are resized at the same time and at the same ratio. The user can continue working without manually changing the size of each of those user interface elements individually.
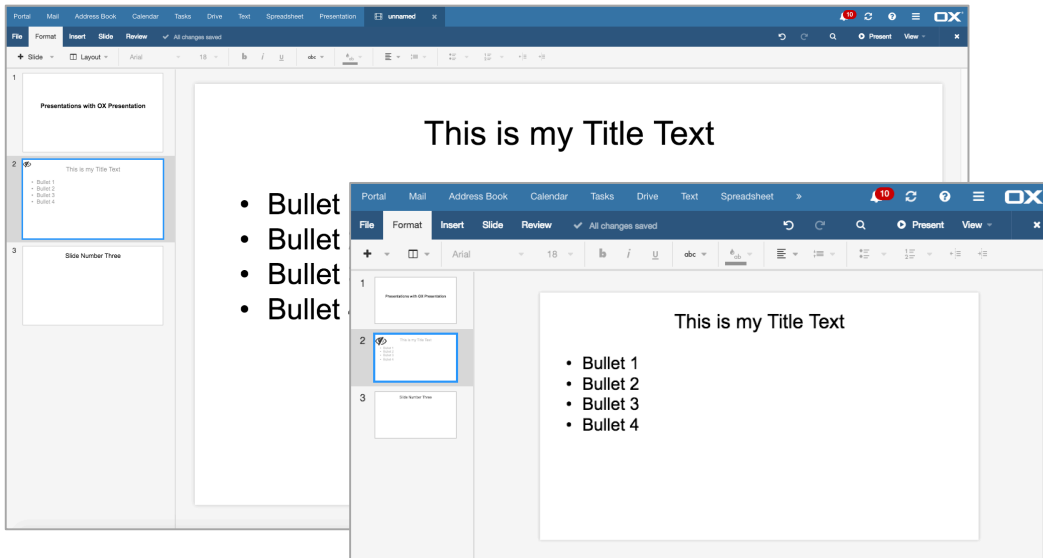
Resizing from full HD to smaller laptop screen

3.2.6 Context Menus

Different context menus are available for the slide view, the slide pane and all selected objects to allow quick access to possible actions.
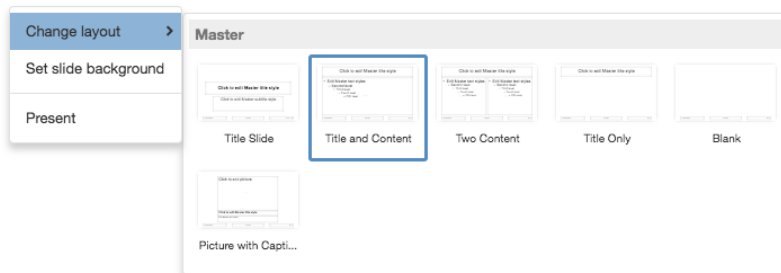
Context menu in slide

Context menu in slide pane

3.2.7 Task-oriented User Interface

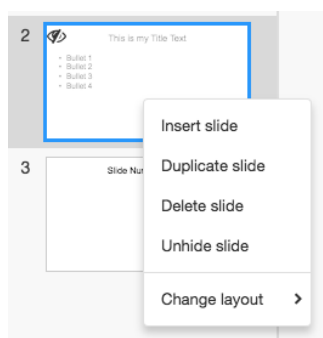The user interface is task-oriented and gives users the right tools if they need them. For example, if the user inserts a text frame via the "Insert" tab, the user interface automatically switches to the "Shape" tab to offer all options to format the text frame. So the user can decide to start typing text or formatting the text frame without touching the user interface again.

3.3 Placeholder

OX Presentation can work with templates created in PowerPoint. Templates can contain a number of preformatted placeholders. A placeholder is a box with dotted borders that users insert information into. OX Presentation supports individual placeholders for text, image, table and a generic placeholder that combines text, image and table.

Please note: PowerPoint templates can also contain placeholders for a chart, SmartArt and media clip, which are not supported yet in OX Presentation.

Inside the borders of the placeholder, icons represent the types of data that can be added. A placeholder can also contain a dummy text that explains what the user should do.

Universal placeholder for text, image or table

If the user clicks the dummy text, the text will disappear and the user is allowed to type in custom text. If the user deletes this custom text, the dummy text will reappear again. Clicking the image icon ("Insert image") opens the "Insert image" dialog to import an image. Images can also be dragged & dropped from the Desktop or a website to an image placeholder. Clicking the table icon inserts a table at the position of the placeholder.

What is the advantage of working with placeholders? OX Presentation offers multiple ways to add data to presentations. For example, text frames serve the same purpose as text placeholders. The advantage of placeholders is, that the content (text, image or table) is automatically formatted and positioned exactly at the reserved space.

Please note: Inserting new placeholders is not supported yet in OX Presentation.

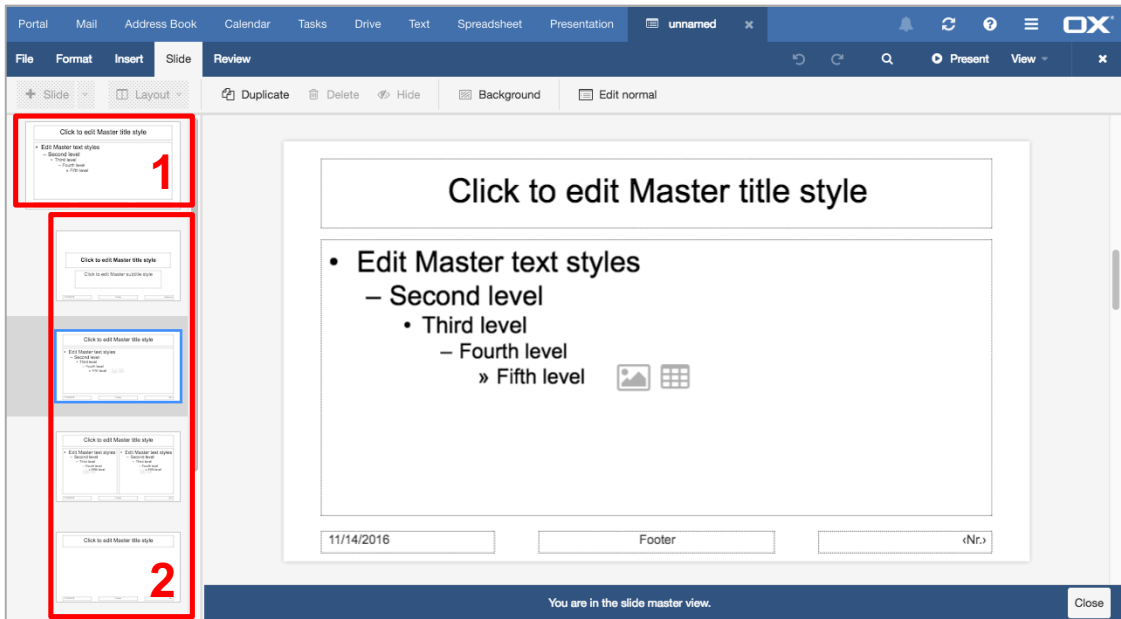## 3.4 Working with Slide Master and Slide Layouts

Inconsistencies in a presentation, like different font sizes and styles, diverse layouts or dissimilar backgrounds across successive slides do not look professional and will make an audience uncomfortable. The slide master feature in OX Presentation allows users to create good looking presentations in less time with less effort. Presentation designers can make global changes to many or all of the slides of a presentation without having to make these changes to individual slides. The slide master influences the layouts of all slides in a presentation.

The most common use cases for the slide master are:

- Changing the font and styles for every slide
- Add an image or logo to every slide
- Add a footer or date to every slide

3.4.1 Modify Slide Master

To modify the slide master, click "View master" in the "View" menu or "Edit master" in the "Slide" tab. The slide master is the largest slide at the top of the slide pane on the left side of the screen. Related slide layouts are positioned beneath the slide master.

Master view with mater slide (1) and slide layouts (2)

A bubble help in the slide pane shows the slide numbers in the presentation which are based on the selected slide master or layout.
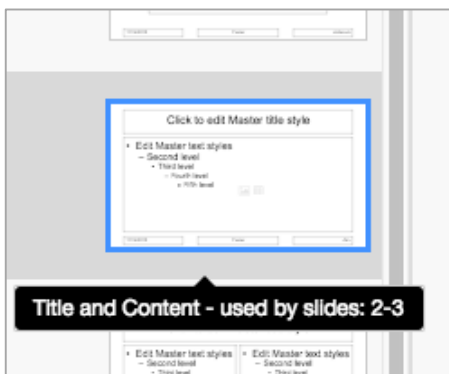
Bubble help with slide numbers

If users add new text, images or other objects to a master, these objects become part of the slide background and appear on every slide in the presentation that is based on that master. These objects are not editable in the normal view. Only placeholders on the slide master are editable in the normal view. That way users working in the normal view can not accidently delete, or make changes to, the layout of the presentation.

Because working on a master slide affects the look of the entire presentation, users should always be aware when they are working in the master view. Therefore the master view has an additional notification text below the slide:

You are in the slide master view.	Close

Notification about the master view

3.4.2 Modify Slide Layout

Slide layouts are different arrangements of placeholders that are associated with a given slide master. When users make changes to the layout of a presentation, the majority of these changes will most likely be to the different slide layouts related to the master. Users will pick the layouts that best matches their slide content and can change the layouts as often as they want.

Anything about a layout can be changed. Users can copy, remove, or resize placeholders, and make changes to fonts, colors and other elements. If a layout that is used in a presentation is changed, all slides using this layout will be changed automatically, as long as no other changes (i.e. size and position) have been done to the placeholder in the normal view earlier.

If the placeholders are changed in normal view (hard formatting) and then other layout changes are done on the layout slide in the master view, the placeholders in the normal view keep the original appearance and are not updated automatically. Every slide that is added after that will be based on this layout and will reflect the changed look of the layout.

When two or more completely different styles (backgrounds, colors, fonts) are needed in one presentation, it is also possible to work with two or more slide master.

3.4.3 Changing Slide Master Background

OX Presentation allows users to use different fill options as slide backgrounds, such as no background, color fill, and an image fill. In addition "Transparency" allows users to change the transparency of the color or image.
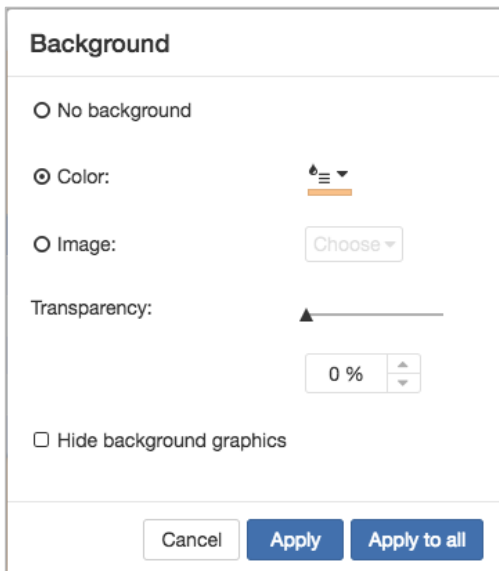
Background dialog

The "Hide background graphics" option is helpful if all objects from the master or layout slide should be hidden for the selected slide.

Changing the background for slides should be done in the slide master view rather than in the normal view. OX Presentation uses the background specified in the master for all slides unless the user overrides the background by formatting the background of any slide in the normal view.

Please note: OX Presentation can also display gradient and texture fill including tiling options created in PowerPoint. Note that creating and changing those fill options is planned for future releases.
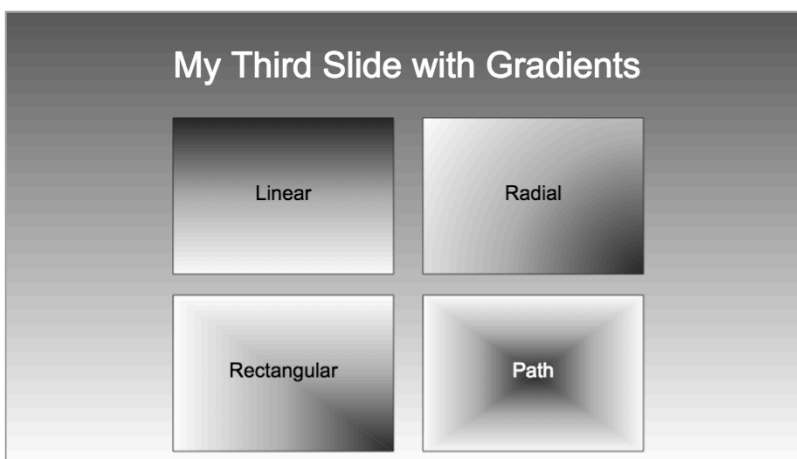
Gradients on background and in shapes

3.5　Working with Text

Text is probably the most important element on a slide. In addition to text placeholders, you can add almost any number of text frames to a slide. With text frames users have more flexibility over positioning the text and can add text outside placeholders. Click "Text frame" in the "Insert" tab, click and then drag the mouse to draw a frame and start typing text then.

Please note: If you click outside the text frame before typing in it, the frame disappears. However, the frame is still there, but invisible. This might cause problems or confusion later. So if you "lose" a text frame, it might be helpful to undo the frame and start over.

When the initial text frame is dragged out, it retains its width, but the height contracts automatically to the height of one line of text. When multiple lines are typed, the height will adjust automatically to fit, but the width of the text frame will remain fixed.

3.5.1　Formatting Text

Text in OX Presentation can have all kinds of formatting:

- Text attributes
- Horizontal and vertical alignment
- Line and paragraph spacing
- Bullets and numbering

Note, bullets or numberings with an empty paragraph are removed.

3.5.2　Text Frame Options

When a text frame is selected there are three Autofit options available in the "Shape" tab to work with text frames. You can only select one of these options, as explained below:
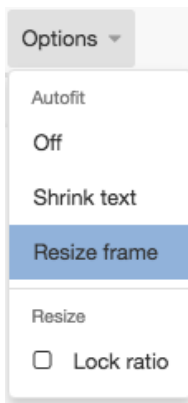
Autofit options

1. **Autofit – Off:** Text does not automatically fit within the selected text frame or placeholder. This option lets the user have complete control over the location and size of a text frame. OX Presentation will not automatically reflow your text or increase the size of the text frame.

2. **Autofit – Shrink text:** Text will always fit in the text frame by reducing the text's font size automatically. So text automatically shrinks as much as is needed to allow it to fit, which is very useful to prevent text from being truncated.

3. **Autofit – Resize frame:** This is the default option and retains the text size but increases the size of the text frame or placeholder. Extra text can reflow itself within the resized text frame or placeholder. Please note: Even if the "Lock ratio" checkbox is selected, the text frame will only resize itself vertically rather than both vertically and horizontally.

4. **Resize – Look ratio:** With this check-box any change in height reflects a proportionate change in the width, and vice versa. This is important for resizing images to prevent stretching and to keep a picture in proportion.

3.6   Shapes

Shapes are predefined objects like circles, squares, arrows, stars and lines. OX Presentation has a gallery of shapes to choose from. Shapes can help to create better presentations.

Shape gallery

Shapes are grouped in the following types:

- Lines

- Basic shapes

- Rectangles

- Block arrows

- Flow charts

- Stars and banners

- Equation

In addition to these shape types there is the "Recently used" section to give quick access to the shapes that were used recently.

3.6.1 Text within Shapes

A shape can also contain text, just start typing immediately after a shape is drawn and the text shows up within the shape. This text can also be formatted with all options in the "Format" toolbar.
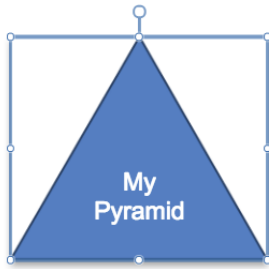
Shape with text

### 3.6.2 Border Style, Border Color and Background Color

Whenever a new shape is inserted into an OX Presentation slide, it is filled with a solid color and has a border by default. The style and color of the border as well as the background color can be changed easily. It is also possible to remove the border or background color. Please make sure not to do both, the border and the background color, because then the shape will no longer be visible.
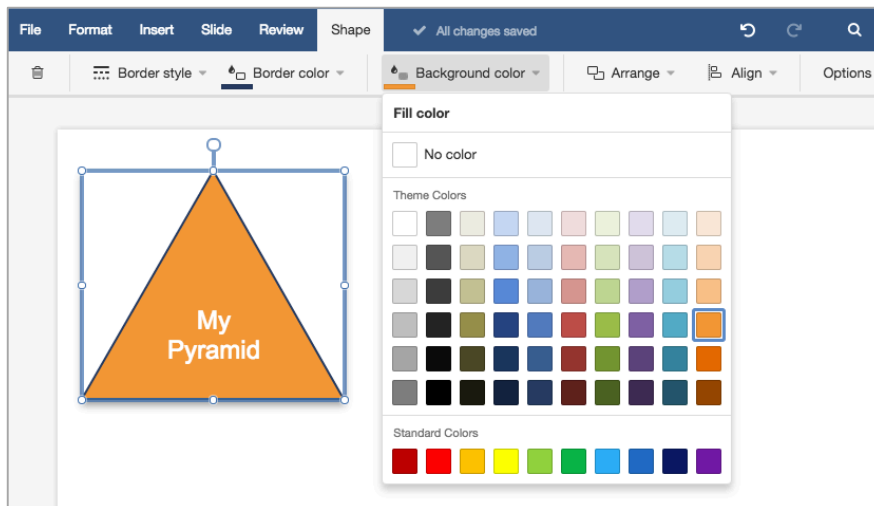
Change background color of shape

Please note: The "Shape" tab is a contextual tab that is not visible all the time. It only appears when a shape is selected.

Some shapes use more than one color. These colors are based on a color theme so if one color is changed, the other colors will also change automatically.
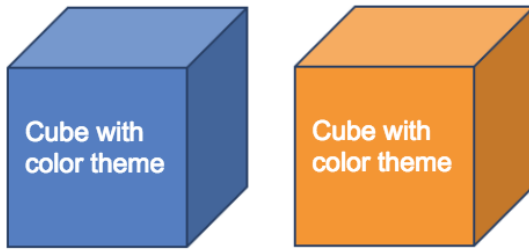
Shapes with different color themes

3.6.3 Arrange Shapes

Shapes and also other objects like placeholders can be stacked in layers, so that one item appears in front of another. The order in which each item appears on a slide can be changed with the "Arrange" menu.
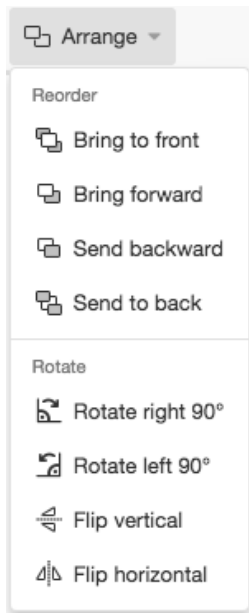
Reorder and rotate options

The position of a shape, text frame or picture item can also be changed by rotating or flipping it.

It is also possible to rotate an object to any angle by clicking and dragging the rotation handle at the top of the object. To limit the rotation to 15-degree steps, users can hold the Shift key while dragging the rotation handle. When multiple shapes are rotated, they do not rotate as a group, but instead each shape rotates around its own center.
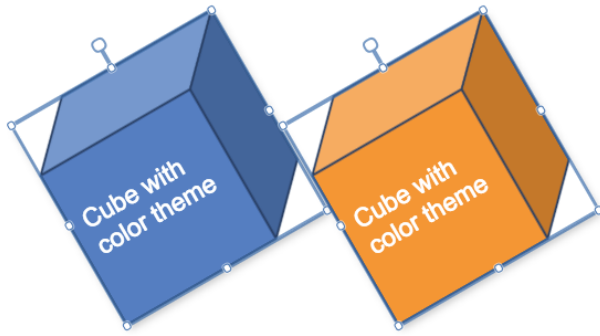
Rotate multiple shapes

3.6.4 Align and Distribute Shapes

The placement of objects on a slide can make so much difference and plays an important role in making slides look aesthetically pleasing. Therefore OX Presentation offers the following options to position an object on a slide in relation to itself and other objects:
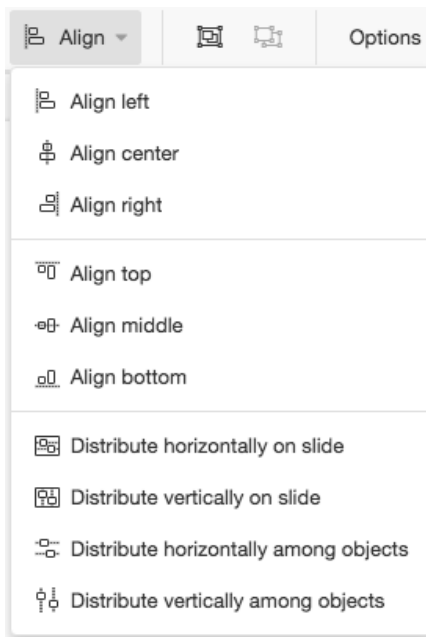
Align and distribute options

If objects should be evenly spaced from each other (at least 3 objects must be selected), then select "Distribute horizontally among objects" or "Distribute vertically among objects".
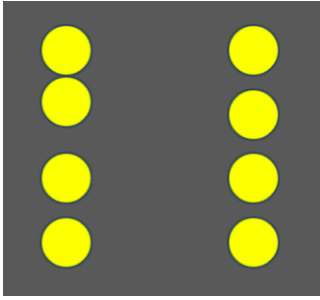
Evenly spaced shapes

The shapes towards the left are not distributed equally whereas the shapes towards the right are.

3.6.5 Group and Ungroup Shapes

Grouping allows users to combine two or more objects into a single grouped object that can more easily be managed, resized or moved around. It is often easier this way than to select all of the objects each time they need moving. Grouping is also useful for creating complex slides because it enables the user to work on one part of the slide, group it, and then work on the next part without disturbing the part that was already grouped.

Choose all objects that should be included in the group and then right-click on one of the selected objects and then select "Group" from the context menu, or select "Group" in the "Drawing" tab. The grouped objects will then be in a single box with sizing handles around the entire group. Now all of the objects can be moved or resized together.
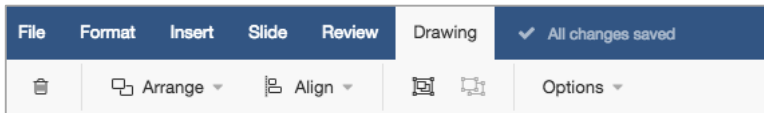

Three selected images

Grouped images

Only grouped objects can be ungrouped which is the opposite of grouping and breaks down a grouped object back into their individual pieces.

Please note: "Group" and "Ungroup" are also available from another contextual tab called "Drawing", which shows up when more than one object is selected.


Drawing tools

3.6.6 Duplicate Shapes quickly

Shapes and all other objects in OX Presentation can be duplicated using the traditional copy and paste method. There is also a way to quickly duplicate any object without using as many mouse clicks:

- Select the object that you want to duplicate
- Press the CTRL key for the copy cursor (on Mac 🟢 and Windows ⬚), click and drag the object to the new location to create a copy
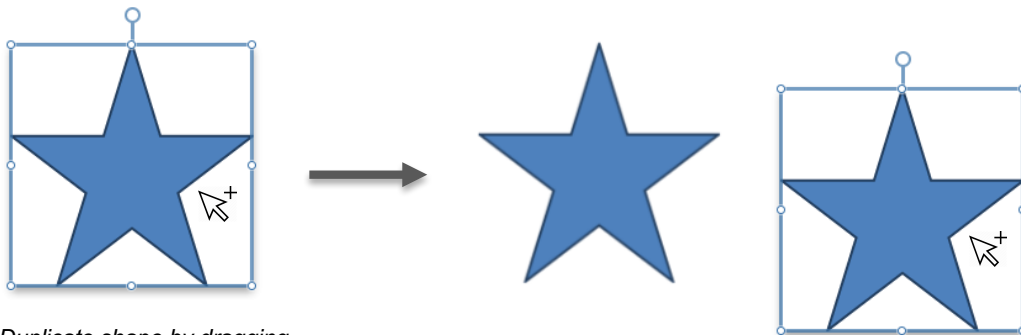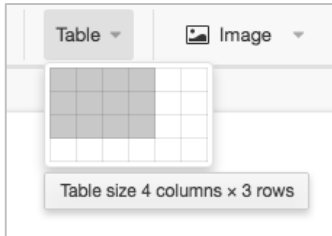

Duplicate shape by dragging

It is also possible to select multiple objects and CTRL drag to create copies of all selected objects at one go.

3.7 Tables

Inserting a table in OX Presentation is done via the "Insert" tab. The table grid allows users to highlight the number of columns and rows while moving the cursor.

Inserting a table

The "Table" toolbar offers options to add or delete columns and rows.
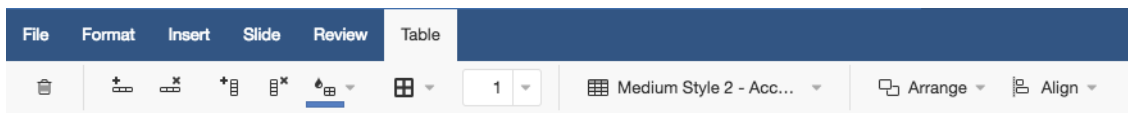

Table options

Tip: To quickly insert a new row at the end of a table, click inside the last cell of the last row, and press TAB.

3.7.1 Table Styles

OX Presentation also supports pre-designed table styles that add borders, shading, and text formatting.
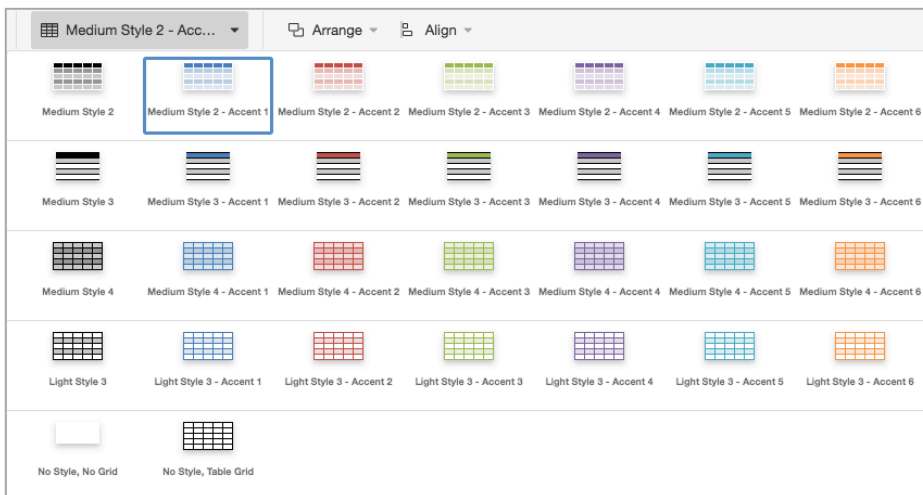

Table styles

If a table uses a different PowerPoint theme, this theme will also be available in the table style section of OX Presentation.

3.7.2 Borders

Adding a border to a table, shape, picture or text frame allows users to make those elements stand out. OX Presentation offers a number of different border styles in the "Table" tab. It is also possible to change the border width.
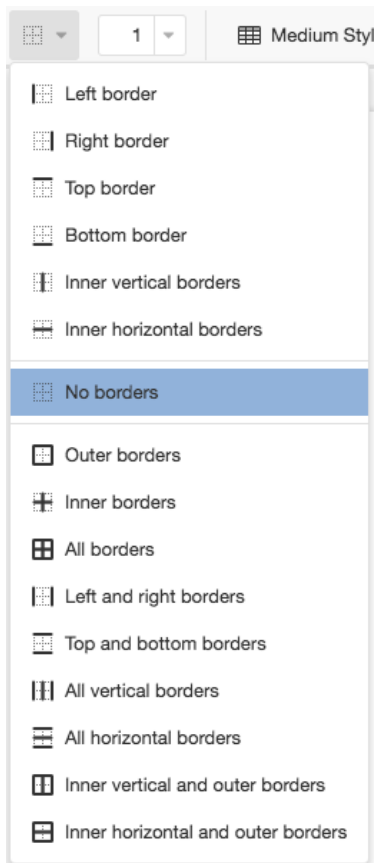
Border options

3.7.3 Resize a Table

A whole table can easily be resized to improve readability or the visual effect of a slide. Click and drag the sizing handle on a table border to make the table larger or smaller. To maintain the same ratio between the height and width of the table, users can press and hold SHIFT while resizing the table.
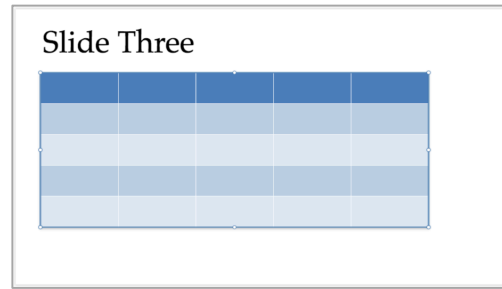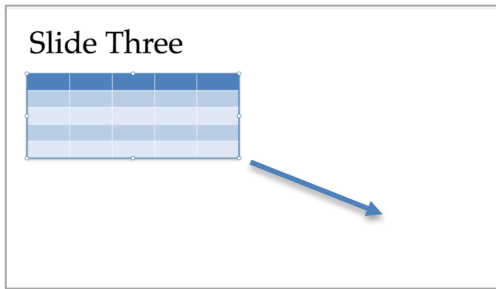
Resizing tables

3.8　Adding a Footer or Field

OX Presentation can display footer elements that will appear on all slides in a presentation. For example, users can add the date and time, the name of the presentation or the slide number. The best place for adding footers is the slide master (see chapter 3.4) as all slides that are based on that particular master will display the footers.

3.8.1　Insert Footer

To add elements that will appear as a footer at the bottom of all slides, use the "Insert" tab and click "Footer".

Footer options

- Click the "Date and time" checkbox and select a fixed date, or add a date and time that is updated each time that the presentation is opened ("Update automatically"). The dropdown offers a number of date and time formats to choose from.

- Click the footer check box, and type in the text that should appear in the center-bottom of the slide.

- Click "Slide number" to add a slide number in the right-bottom of the slide

The footer will be applied to the current slide by clicking "Apply" or to all slides of the presentation by clicking "Apply to all".

3.8.2 Insert Field

OX Presentation also offers an even more flexible way to add the slide number or a date to a slide. This is helpful for example if the date should be in a different format or if the slide number should not be in the footer but somewhere else on the slide.

Use the "Insert" tab and click "Field".

Insert field

If "Slide number" is selected, a new text frame with the current slide number is added to the slide. As this text frame is not placed on the slide master, it can be positioned anywhere on the slide and formatted. This slide number is now only visible on this one slide. All other slides in this presentation do not have this text frame.

Slide number in text frame

The same applies to the second option "Date and time". The user can select a predefined format and again decide whether the date should update automatically.
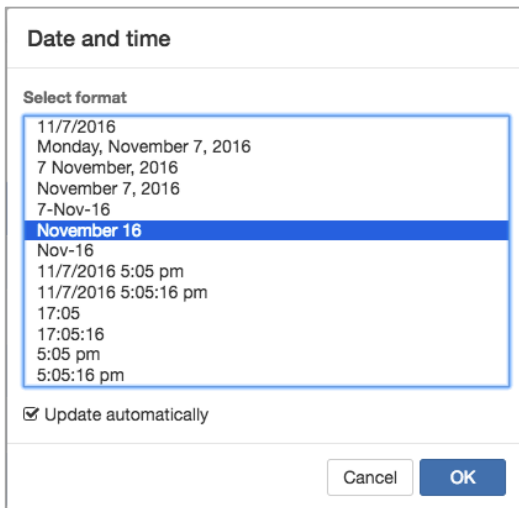
Date and time options

3.9   Slide Settings and Slide Size

To change the slide size and orientation or to define a custom slide size select the slide settings in the "File" tab.
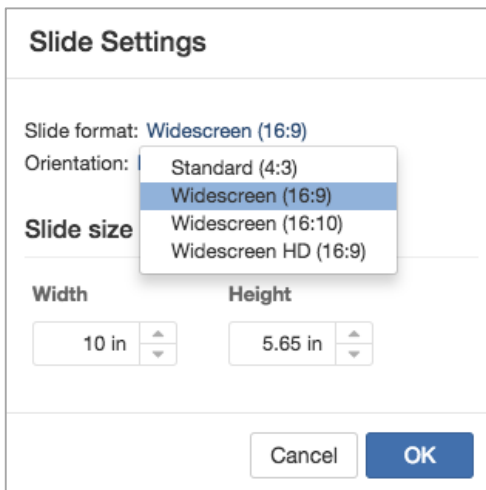
Slide settings

It is also possible to change the slide size from widescreen (16:9) to standard (4:3), or from standard to widescreen. OX Presentation will automatically scale the content to a larger or smaller slide size.

3.10 Teamwork

As in OX Text and OX Spreadsheet, it is also possible to work collaboratively on presentations in OX Presentation. This allows better teamwork, less iterations of presentation and avoids sending presentations back and forth via email.

When users work together on the same document, they can see whatever the other user is editing or selecting. The name of the user is displayed in a bright color at whatever point the user is editing or selecting.

To avoid confusion and conflicting changes overriding each other, only one user has edit rights at any one time. Edit rights can be transferred at any time to any user.


Edit rights are transferred to the user

Users with read-only access cannot edit the document but can do selections in the document, which can be seen by all other collaborators.
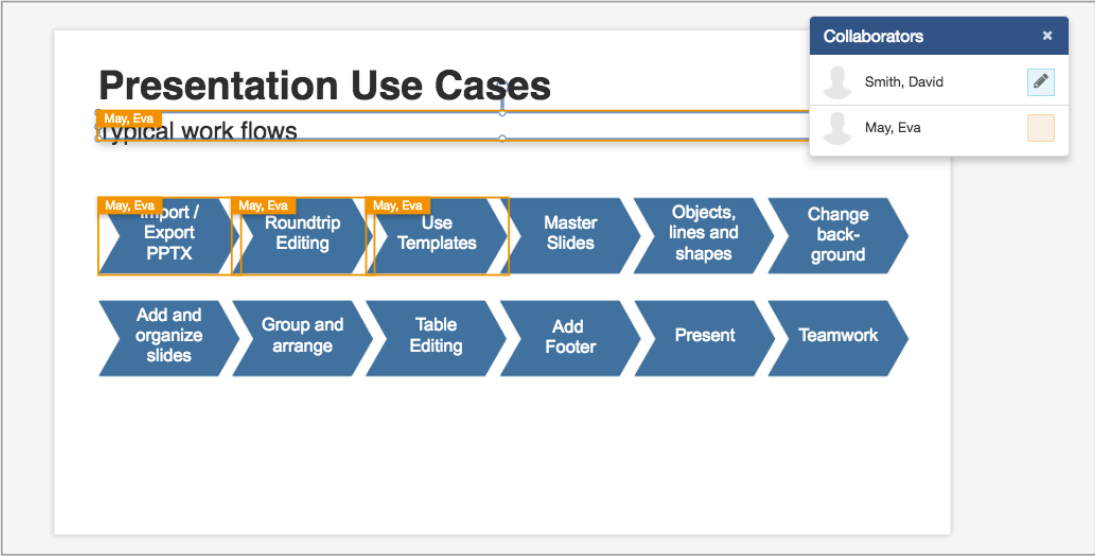
Two users collaborating

3.11 Guided Tour

A guided tour helps first-time users to get familiar with the most important functions and concepts of OX Presentation. This guided tour can be started in the Settings menu.
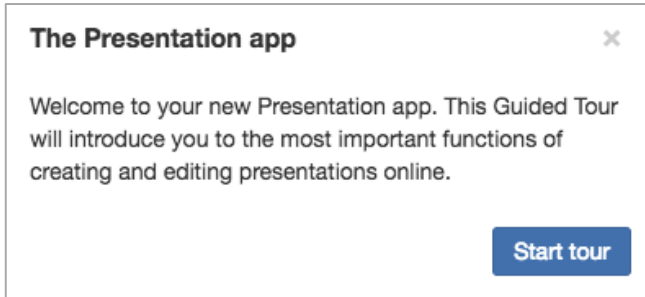
Learn about OX Presentation

3.12 Presenting

Once the presentation is done, the slides can be presented either to a local or remote audience. Presenting can be initiated by clicking "Present" in the toolbar.
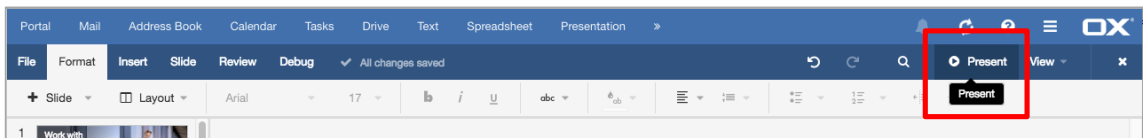
Presenting with OX Presentation

Clicking "Present" starts the Presenter app with the current presentation. The Presenter app allows users to navigate through the slides horizontally via thumbnails, navigation buttons, keyboard shortcuts or clicking the slide. The user can also zoom in and out and start a presentation.

The user can now decide to start a local presentation, which allows the presentation to be viewed in fullscreen. If there are remote attendees, who want to join the presentation, the remote presentation mode can be used.

Starting a remote presentation switches to the Presenter view, which shows the current and the next slide. This view also allows you to switch to full screen mode and to end or pause the presentation. With the navigation bar at the bottom, users can jump directly to a slide or check who is participating in the presentation.

Presenting to a remote audience

All remote participants who want to join the presentation, and have this URL open, receive a notification that the presentation has started and that they now can join. Joining the presentation switches the view to full screen. All remote participants will now see the same slide and navigation in real time, and can follow along.

4 General Improvements

4.1 Support for Encrypted Files (OX Guard)

OX Documents now has support for OX Guard encrypted documents. Encrypted documents can be edited directly without the need for users to decrypt the document first and then encrypt it after editing. All versions edited with OX Documents are also encrypted automatically.

Further information can be found in the Product Guide for OX Guard v2.6.0:

http://software.open-xchange.com/products/guard/doc/OX_Guard_Product_Guide_2_6_0.pdf

4.2 Support for Web Fonts Calibri and Cambria

Microsoft introduced new default fonts with MS Office 2007, Calibri and Cambria, which are also part of Microsoft Windows since the release of Windows Vista. Most office documents use these fonts. If a document using Calibri and Cambria is edited with OX Documents, the document is rendered correctly as long as these fonts are installed on the system. If this is not the case, i.e. on Linux or mobile systems, the browser uses a replacement font, which means the document layout might change.

To allow original rendering of office documents without Calibri and Cambria Google created two metric-compatible web fonts Carlito and Caladea. OX Documents is now using these two web fonts whenever Calibri and Cambria are not available in the browser.

5   OX Text

5.1   Shapes in OX Text

Shapes in documents are now not only displayed in OX Text, they can also be edited. Please note: Inserting new shapes will be supported in one of the next versions of OX Text.
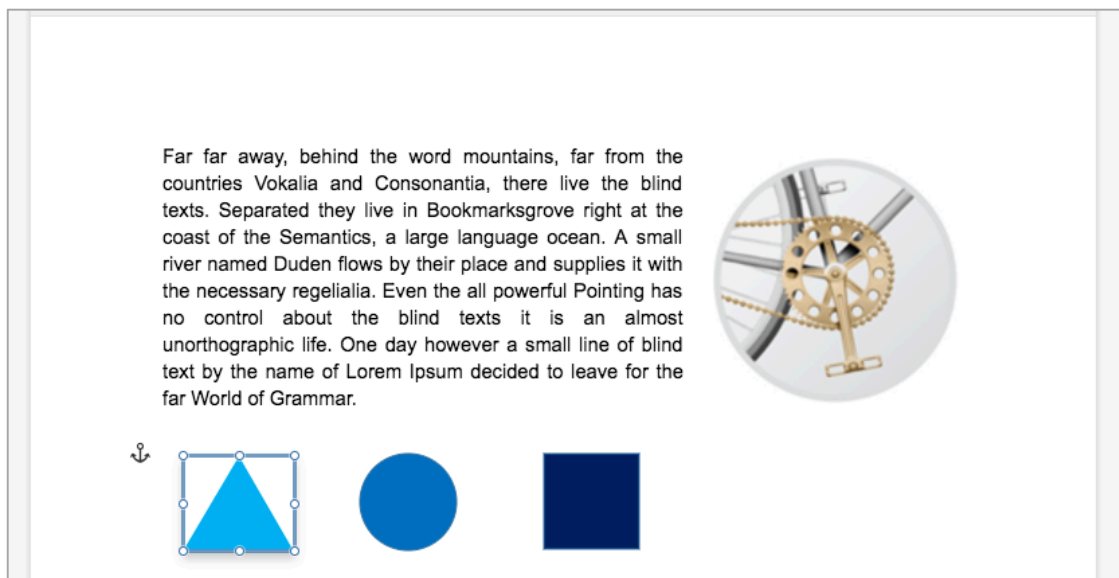
View and edit shapes in OX Text

6   OX Spreadsheet

6.1   Support for Array/Matrix Formulas

An array or matrix formula is a special formula that operates on a range of values. An array is simply a rectangular block (rows and columns) of information that OX Spreadsheet can manipulate in a formula.

The benefit of using array formulas is that it can combine formulas and save room in a spreadsheet so this allows to analyze even more data in a smaller space. Here are a few examples for using array formulas:

- Do multiple sums simultaneously

- Counting unique values

- Counting values based on multiple criteria

There are two flavors of array formulas:

1. Single value result array formulas
   The result calculated from arrays is a single value.

2. Formulas that return arrays
   This formula returns an array of numbers as its result.

Example for #2: The two yellow arrays are added. The result is in the orange array.

Add the two yellow arrays

When entering an array formula, users need to press CTRL+SHIFT+ENTER to copy the formula to every cell in the array range. The formula in the screenshot in H2:I3 is: `=B2:C3+E2:F3`

6.1.1 Enter a New Array/Matrix Formula

In order to be understood as an array formula, a formula must be input in the following way:

- Select the range of cells that you want to enter your array formula into

- Type an array formula into the first cell that returns an array result

- Press CTRL+SHIFT+ENTER. This fills the cell range starting with the edited cell with an array formula with the exact size of the matrix result

6.1.2 Edit an Array/Matrix Formula

OX Spreadsheet does not allow to edit just one part of a range of cells that contain an array formula, as the cells work together as a group.

- Edit any single cell of an existing matrix formula

- Press CTRL+SHIFT+ENTER to fill the entire cell range with the formula

6.1.3 Restrictions

- The size of an array formula is restricted to 10.000 elements.

- A user cannot insert/delete columns or rows in the middle of a matrix formula (e.g. insert new column between A and B)

- Single cells inside an array formula cannot be changed

- New array formulas cannot overlap with existing array formulas

6.2 Custom Sort

OX Spreadsheets now provides an improvement in the sort functionality. User can now sort by more than one column by adding levels of sorting criteria.

Add more sort criteria