



OX Documents
Minor Release v7.6.1

Feature Overview

V1.0

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1 Objective of this Document

This document provides an overview of the new features delivered with the OX Documents v7.6.1 release.

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

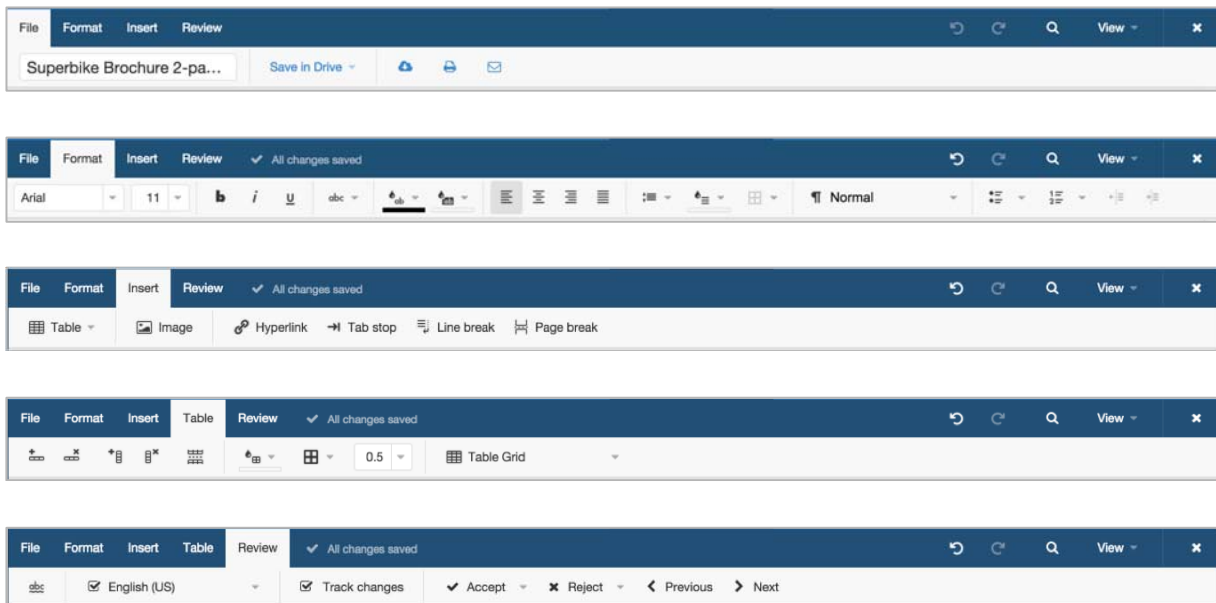
The main drivers for improvements in this OX Documents release are to increase **usability on small devices**, allow **better collaboration** including change tracking and drive **performance**.

2 General Improvements and Design Changes

2.1 New Tabbed User Interface

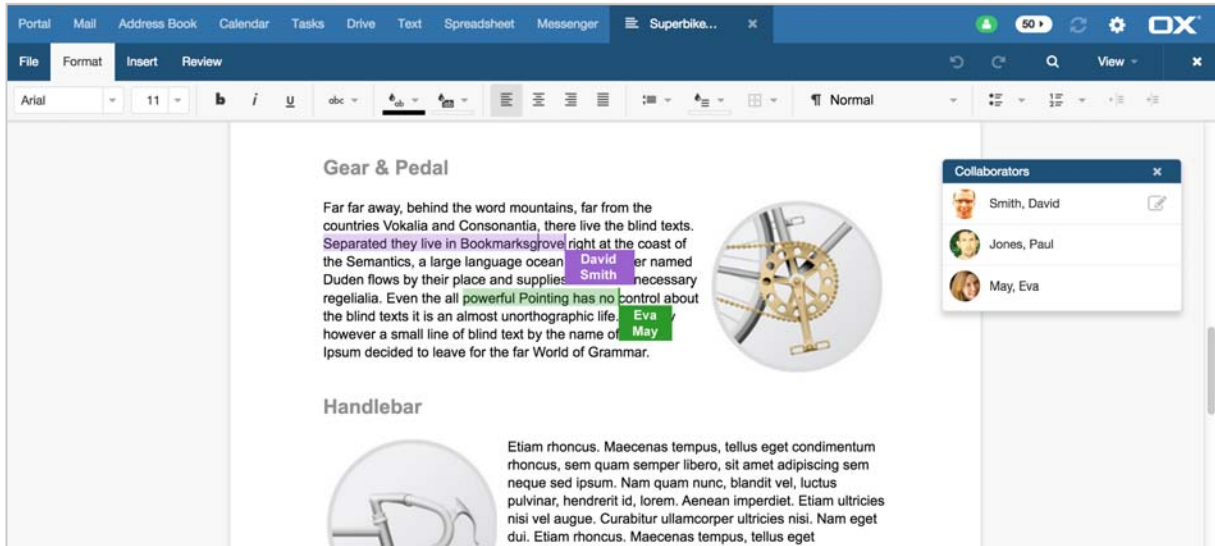
OX Text and OX Spreadsheet contain a new horizontal user interface which has the following benefits compared to the vertical tab pane in former releases:

- Typical users don't need to see all the available options simultaneously.
- This user interface logically chunks the features together behind the tabs so users can easily predict what they will find when they switch to another tab.
- All options can be accessed without scrolling.
- The currently selected tab is highlighted. The unselected tabs are clearly visible and readable.
- There is only one row of tabs which does not create jumping UI elements like in MS Office.
- The enhanced responsiveness of the toolbars also supports smaller devices.
- Users are used to performing horizontal movements in other major office applications.



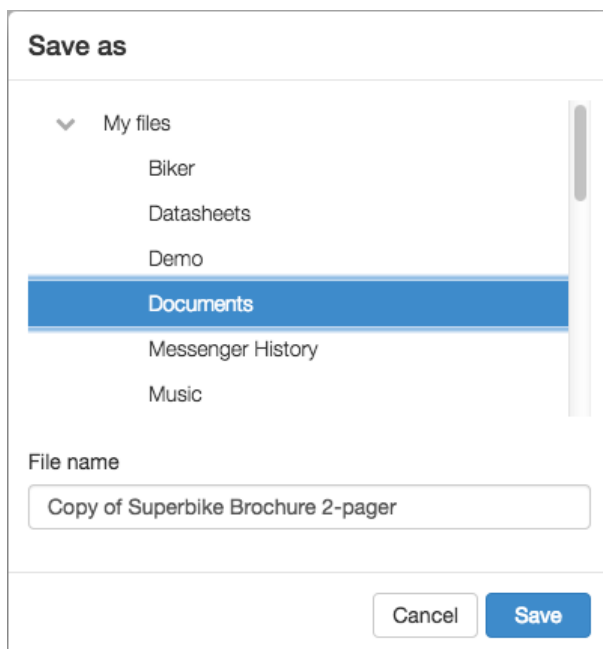
2.2 List of Collaborators

When users collaborate on the same document or join a document collaboration session, they can now see a list of all collaborators. The user with edit-rights is always on top of that list.



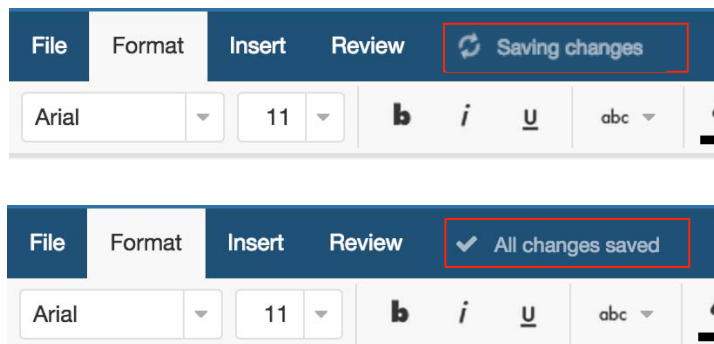
2.3 “Save Document as ... “ now with Folder Selection

The “Save Document as ...” feature in the “File” tab now also allows the selection of a folder where the document can be saved.



2.4 New Visualization of “AutoSave”

In OX Documents all changes are saved automatically using “AutoSave”. Users don’t need to save their work manually. The status indicator for “AutoSave” is now integrated in the tab and is always visible.



2.5 Direct Document Linking (“Deep Link”)

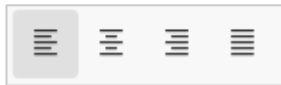
Links to files and documents can be managed (shown and send as “internal links”) in OX Drive. All of these links will send users back to OX Drive. Now the user experience of these links is enhanced. It is now possible in OX Documents Viewer, OX Text and OX Spreadsheet to use the link in the URL bar to reference the document directly. Users with this link will be able to open the document directly in OX Documents Viewer, OX Text or OX Spreadsheet without using OX Drive.

3 OX Text Improvements

3.1 Improved Responsive UI

The user interface of OX Text adapts to screens of varying size. To provide the best experience the UI reformats toolbars, groups and hides features on smaller devices dependent on the space available. Here is an example: The “Format” toolbar on a desktop (1280 pixels wide) shows all paragraph alignments like Left, Center, Right and Justify at the same time. If the screen size is too small, all alignments will be grouped together in a dropdown:

Paragraph alignment on desktop



Paragraph alignment on tablet

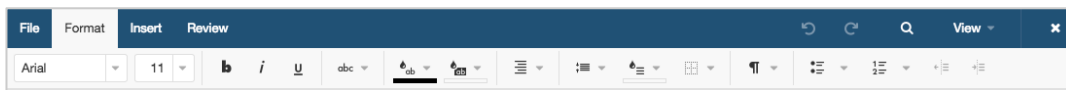


With less space the toolbars adjust their size down to a toolbar for smartphones (320 pixel). Note: Not all features are available in all screen sizes. For example paragraph styles are not available in the smartphone user interface.

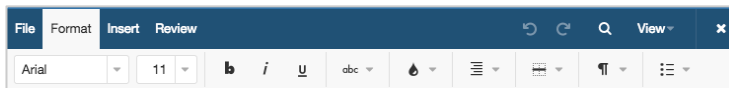
Format toolbar on desktop:



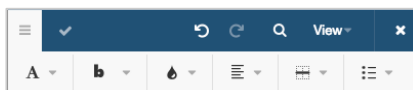
Format toolbar on large tablet:



Format toolbar on small tablet:



Format toolbar on smartphone:

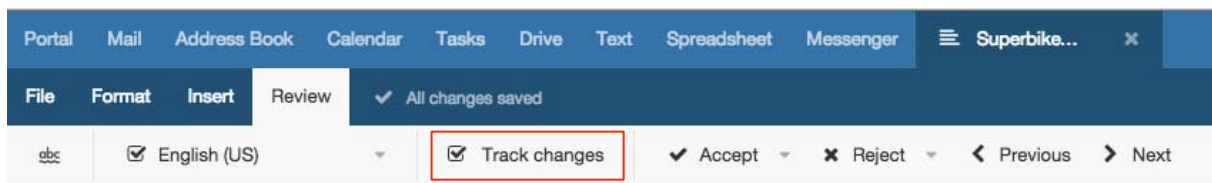


3.2 Change Tracking

Change tracking is a new mode in OX Text. Here one user can make changes to a document that another user can then choose to accept or reject. This is used while reviewing documents to suggest changes to the creator of the document who can then approve or reject them.

3.2.1 Review tab

Track changes can be turned on in the new “Review” tab. Users can now see who is making what changes in the document.



3.2.2 Changes in a document

Changes in a document will appear in a different color to the surrounding text, and a vertical change bars appear in the margin. Deleted or replaced text will be crossed out. Formatting changes will be illustrated by a dotted line. Changes in tables will appear in light blue for inserted rows/columns or in light red for deleted rows/columns. If a document has more than eight reviewers, colors are reused.

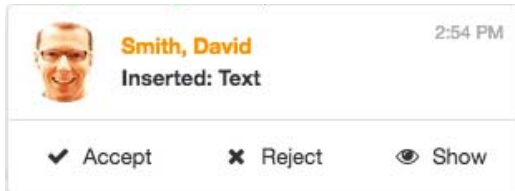
HandlebarSaddle	Deleted and inserted text in new color with vertical change bar in the margin												
and Consonantia, there live tl ve in Bookmarksgrove right a large language ocean. A sma	Formatting changes, i.e. “bold”												
<table border="1"><tr><td>1.</td><td>Superbike Flash</td><td>Far far away, behind the word mountains.</td><td>\$ 1.800, -</td></tr><tr><td></td><td>Superbike Luke</td><td>Far far away, behind the word mountains.</td><td>\$ 1.543, -</td></tr><tr><td>2.</td><td>Superbike Jedi</td><td>Separated they live in Bookmarksgrove right at the coast.</td><td>\$ 1.500, -</td></tr></table>	1.	Superbike Flash	Far far away, behind the word mountains.	\$ 1.800, -		Superbike Luke	Far far away, behind the word mountains.	\$ 1.543, -	2.	Superbike Jedi	Separated they live in Bookmarksgrove right at the coast.	\$ 1.500, -	Color code for deleted column and inserted row
1.	Superbike Flash	Far far away, behind the word mountains.	\$ 1.800, -										
	Superbike Luke	Far far away, behind the word mountains.	\$ 1.543, -										
2.	Superbike Jedi	Separated they live in Bookmarksgrove right at the coast.	\$ 1.500, -										

3.2.3 Accept or reject changes

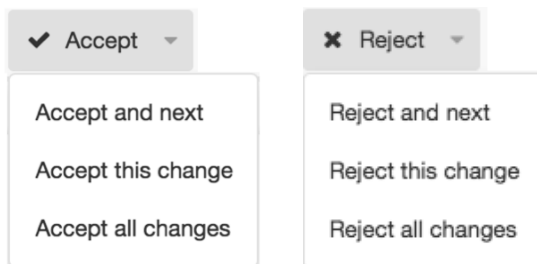
If a document contains changes, you can decide to accept or reject them individually or altogether. Accepting means adding the change to the final text. To reject a change means to erase it from the text.

You can accept or reject changes in the following ways:

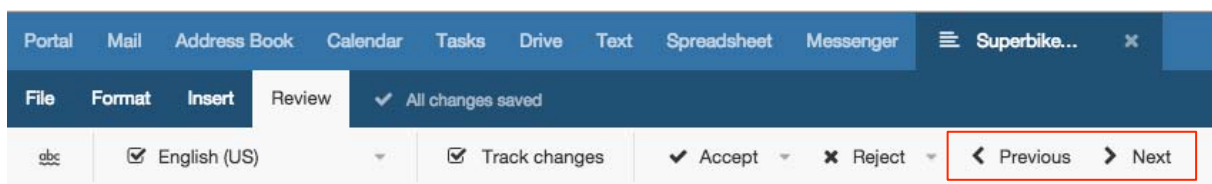
- Move the cursor over an instance of changed text, then click “Accept” or “Reject” in the approval popup. The approval popup shows the reviewer’s name, the date and the kind of change (deleted, inserted or modified) that was made. It also allows the complete instance of changed text to be shown. This is helpful when multiple authors have created nested changes.



- Select a range of text, then click “Accept” or “Reject” in the review toolbar. All tracked changes in the selection will be accepted or rejected together.
- Click the dropdown next to “Accept” (or “Reject”) and select whether you accept/reject the change and jump to the next, just accept/reject the change without moving in the document or accept/reject all changes in the document in one step.



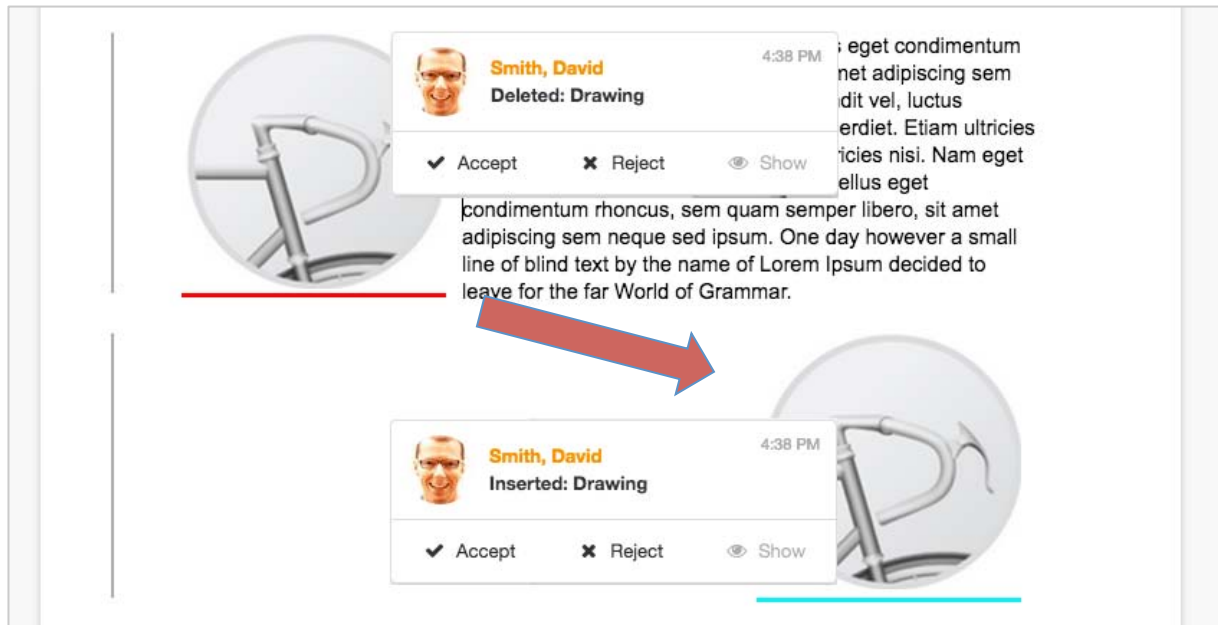
- Click “Previous” or “Next” to review the previous or next change.



3.2.4 Change tracking for drawings

Drawings or images are now also changed tracked. When moving an image in the document, the drawing is marked at its original position as “Deleted” and at its new position as “Inserted”.

Move image to other position:



Note: Resizing of images is not change tracked, because this is not supported by the Microsoft file format (OOXML) and can therefore not be saved in the document.

3.2.5 Integration with Microsoft Office

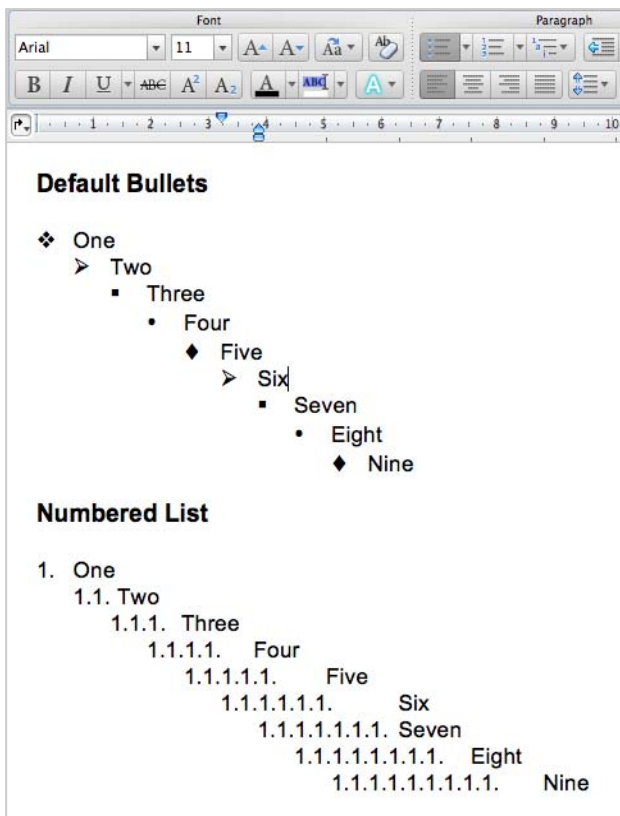
OX Text allows the lossless roundtrip with MS Office, which means OX Text and Microsoft Office users can easily and smoothly collaborate on the same document. This roundtrip also applies to change tracking. Documents with changes made using Microsoft Office’s track changes functionality carry over in OX Text and vice versa. Changes made in OX Text also show up as tracked changes when opened in Microsoft Office.

3.3 Improved Clipboard Support from MS Word into OX Text

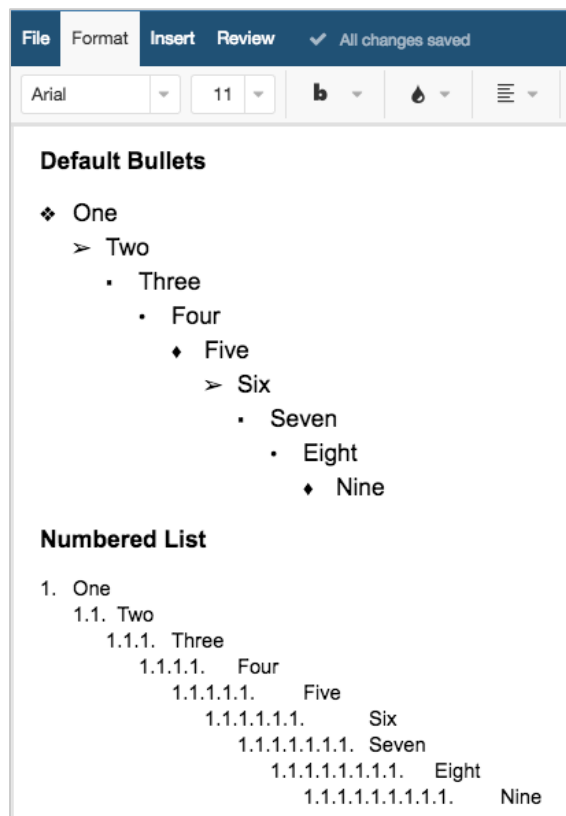
Copy and Paste from MS Word to OX Text is not only supported for text, but now also for bulleted and numbered lists. As lists in a desktop product like MS Word are different to list elements in a Web product like OX Text, copying requires a “conversion” to proper HTML. This conversion does the following:

- Matching bullets: Word uses standard bullet symbols from the Wingdings or Symbol font. Both fonts are not available as Web fonts. Therefore standard bullet symbols in Word are matched to equivalent symbols in a Unicode font.
- Matching numeric list styles: Numbered lists in MS Word are matched to list styles in OX Text (in Chrome) with the same numbering schema.
- Matching indentation: Different list levels in MS Word are matched to an equivalent indent in OX Text.

Bullet list in MS Word:



Bullet list copied to OX Text:



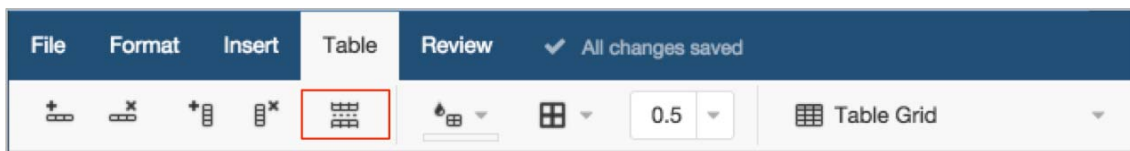
3.4 Manual Page Break

OX Text automatically inserts a new page when you reach the end of a page. To break the page in a different place you can now insert a manual page break. This is especially helpful if you are working in long documents. A page break also works in tables.

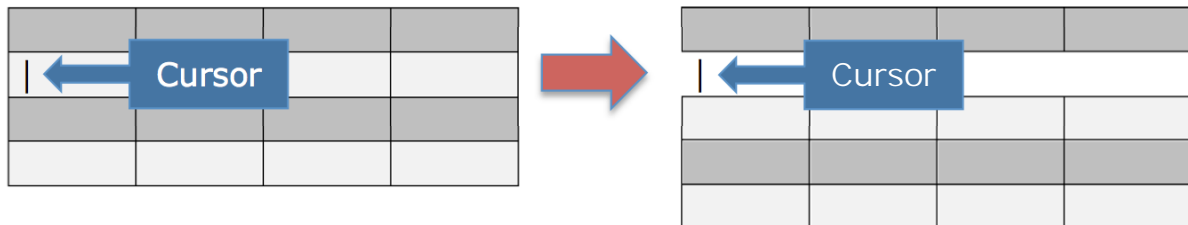


3.5 Split and Merge Tables

OX Text now allows splitting a larger table into two smaller tables. Splitting a table can also be helpful if you just want to format a section of a table. Place the cursor in the row that should become the first row of the new table and click "Split table". A new paragraph is inserted between the two tables.



Splitting a table:



Merging tables into one larger table is also possible. Both tables need to have the same structure and the same table and border style. If all content between these two tables is deleted they will be merged automatically.

3.6 Performance Improvements

3.6.1 Creating a new document

Creating an empty document is much faster now and displays the new document immediately.

3.6.2 Load document

Loading large documents is significantly (~ 5x) faster now. A document is now preprocessed on the server. This preprocessing saves a lot of time-consuming operations on the client.

3.6.3 Display first page

When working with large documents users want to load these document as fast as possible. To increase the perceived load speed the first page of the document is now already visible while the remainder of the document is loaded in the background.

OX Text recognizes during document load when a paragraph is no longer visible on the first page. If this is the case OX Text creates the page layout and displays the first page before new operations are applied. A user can now not only see the first page but also start scrolling in the document. When the document is loaded completely, OX Text switches from Read-only to Edit mode.

3.7 Introducing “Draft Mode” for Smartphones

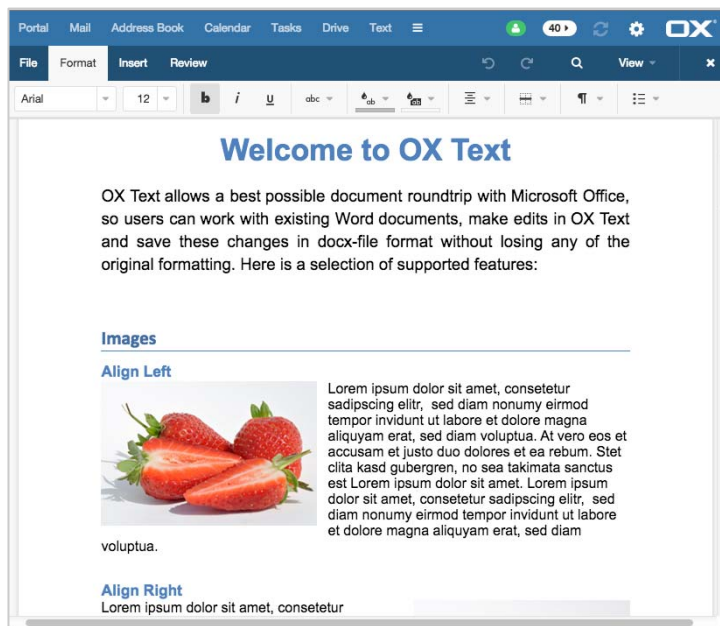
The goal of this “Draft Mode” for smartphones is to make reviewing and working with documents on-the-go easier. This mode is made for devices with screen sizes below 7 inches. The focus is on reading office documents without all the formatting details and making small and last-minutes changes easy.

Some of the characteristics of this “Draft Mode” are:

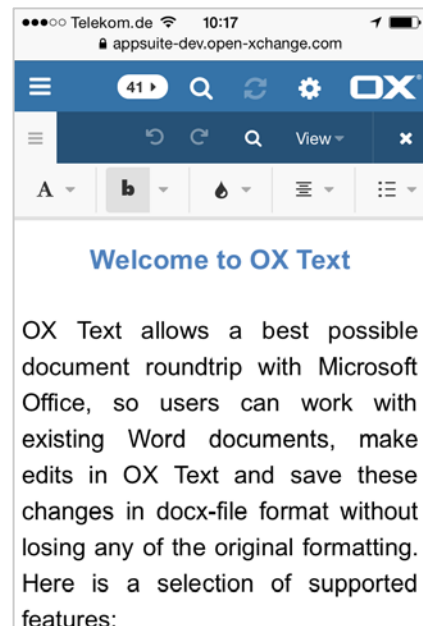
- No need to scroll horizontally, text automatically wraps to fit screen size
- No page breaks
- No extra space like margins around the document
- Maximum displayed font size is 16pt

- Tables in documents can be scrolled horizontally
- Images are resized to screen width
- No text flow around images
- Zooming increases or decreases the font size for better readability

Document Editing on desktop and on ...



... smartphone with Draft Mode:



3.8 Enabling OX Text on Android (Experimental Status)

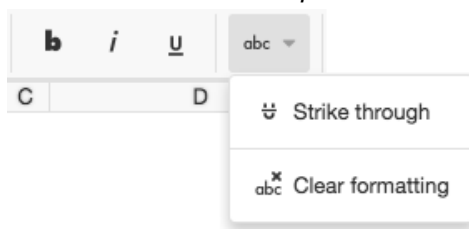
Due to some browser issues with incorrect keyboard handling, OX Text was only supported in Read-only mode on Android. Now document editing is also supported in an experimental status. The latest Chrome browser (#38) and Android 4.1 (and above) is required. In addition users need to disable automatic correction, gesture typing and suggestions for their soft/virtual keyboard. Note: Only Western language are supported with this release.

4 OX Spreadsheet Improvements

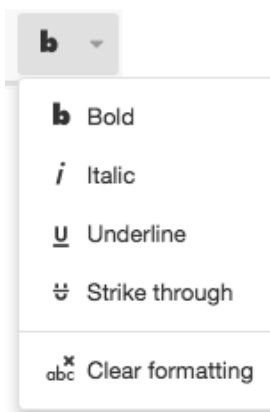
4.1 Improved Responsive UI

Like OX Text, OX Spreadsheet also adapts to any screen size between 1280 pixel on desktops and 320 pixels on smartphones. The different sections in the horizontal toolbar are reformatted and grouped. Here is an example how all options for font attributes are grouped together in a toggle dropdown. The toggle dropdown allows the application of “bold” with one click. All other font attributes require a second click via dropdown.

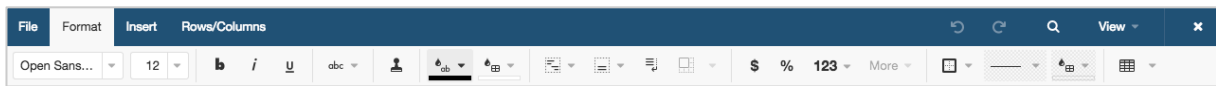
Font attributes on desktop



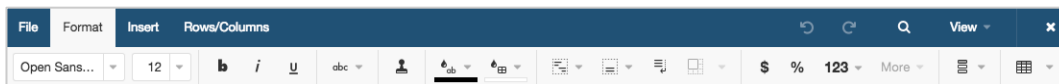
Font attributes on smartphone



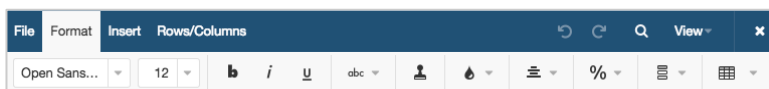
Format toolbar on desktop:



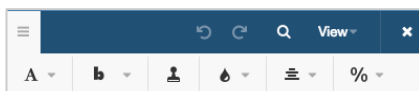
Format toolbar on large tablet:



Format toolbar on small tablet:



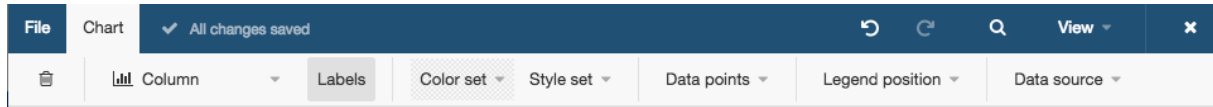
Format toolbar on smartphone:



Note: In OX Spreadsheet not all features are available for all screen sizes.

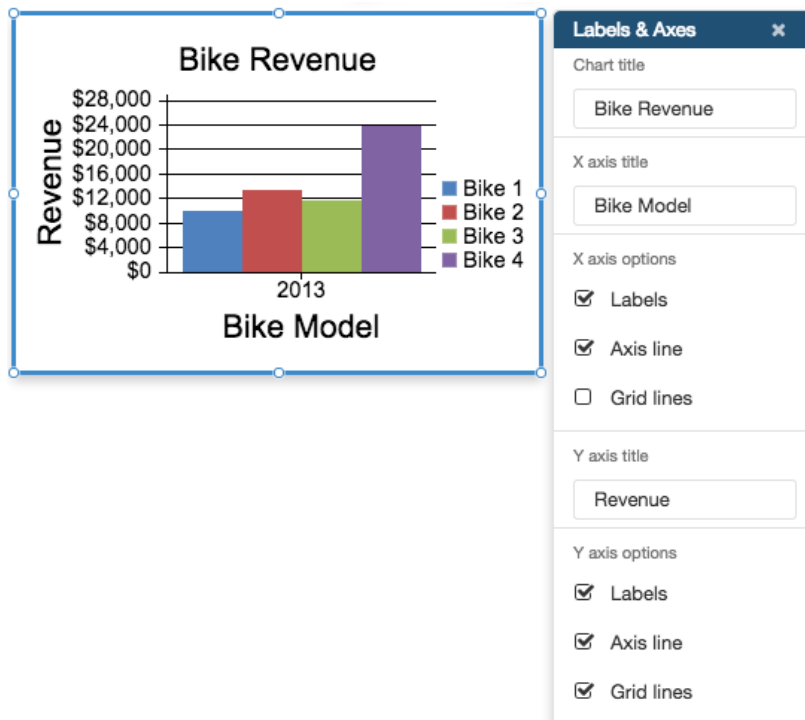
4.2 Improved Chart Editing

With the new horizontal tabbed interface, chart editing now also has its own toolbar.



There is an additional floating menu for “Labels”. All options are available in a clear and easy to use menu which invites users to try things out. All changes in the menu are instantly changed in the chart.

Chart with new floating menu for labels & axes:



4.3 Current Formula in Status Bar

OX Spreadsheet now has a quicker way to check whether a selected cell contains a formula. In previous versions a double-click was needed, now it's also possible to see the formula in the status bar without the double-click.

	Bike 1	Bike 2	Bike 3	Bike 4	Super Bike	Monthly	
January	460	480	530	480	620	2570	units
February	430	520	520	490	570	2530	units
March	480	500	350	510	560	2400	units
April	450	800	530	500	580	2860	units
May	300	400	540	800	570	2610	units

Dashboard Sheet1 + More ▾ =SUM(B16,C16,D16,E16,F16)

4.4 Performance Improvements

4.4.1 Load spreadsheet

Loading spreadsheet has been improved. Now, instead of the whole document, only the active sheet is loaded first. The server only sends the data for the active sheet and cells to the client which now displays the spreadsheet much faster. The remaining parts of the document are then loaded asynchronously.

4.4.2 Prefetch views for scrolling

This performance improvement is visible after the document is fully loaded and the user starts scrolling. The areas above, below, right and left of the active sheet are prefetched. If the user starts scrolling, the view update now feels more responsive.

4.4.3 Local formula calculation

If a user enters or changes a formula, this formula is now calculated locally on the client and not on the server as with previous versions. This gives users a more responsive feedback for calculations. The client supports all important arithmetic, date, and string functions, as well as all arithmetic, string, comparison, and reference operators.

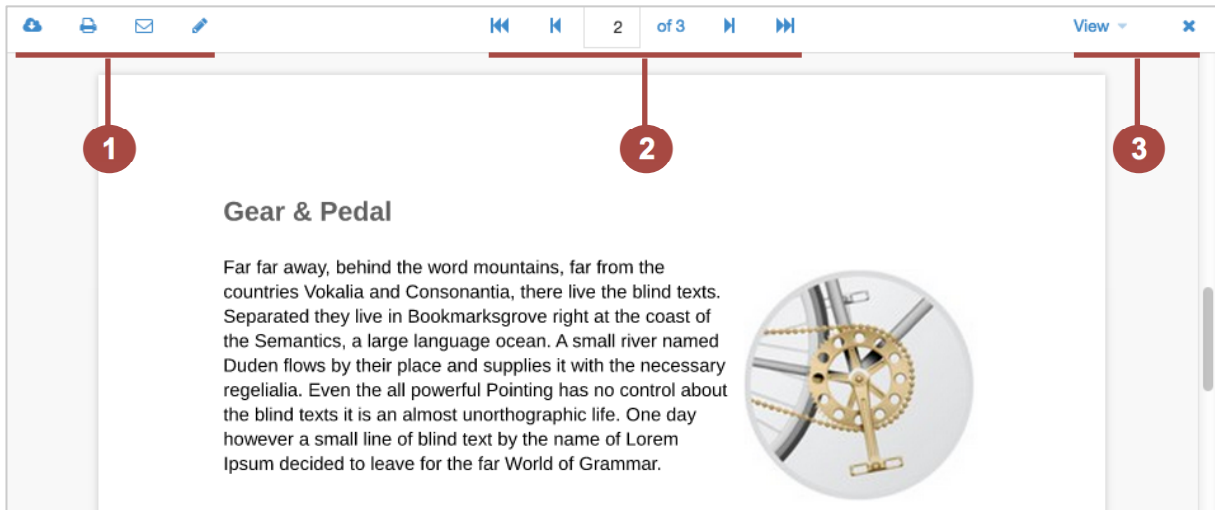
4.4.4 Painting with canvas

OX Spreadsheet is now using a canvas element to paint the grid and cell attributes like borders and background. Drawing on a canvas is much faster than using DOM elements to render.

5 OX Documents Viewer Improvements

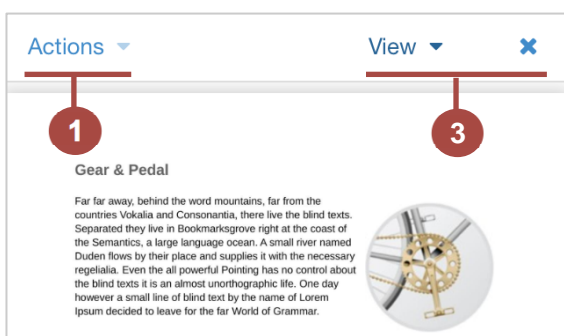
5.1 Better Usability on Tablets and Smartphone

The OX Documents Viewer user interface has been simplified, especially on tablets and smartphones. On a desktop it has three elements:

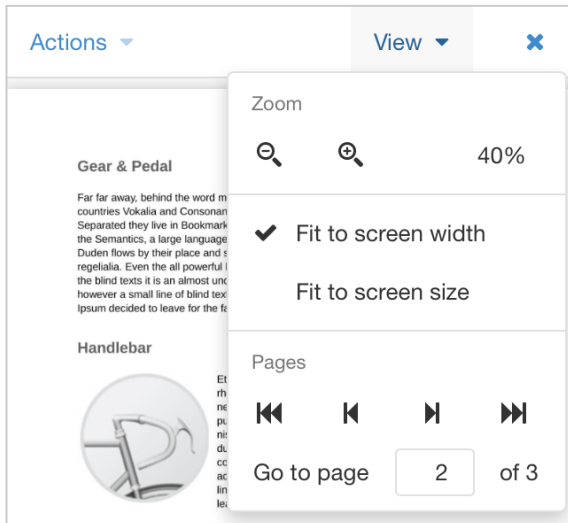


- 1 Actions for “Download”, “Print”, “Send as mail” and “Edit”
- 2 Navigation with “Show first page”, “Show previous page”, “Page number”, “Show next page” and “Show last page”
- 3 View menu with Zoom level, “Fit to screen width”, “Fit to screen size”, “Show side pane” with thumbnails and “Close” button

The user interface on a smartphone just has two elements (#1 and #3). As navigating on a touch device is done via gestures, all elements for #2 have been removed (see below).



“Actions” offers the same options as the desktop user interface, just horizontally orientated. The “View” dropdown now also contains the removed page navigation options of element #2. On the other hand the “Show side pane” option does not make sense on smartphones and is therefore not available.

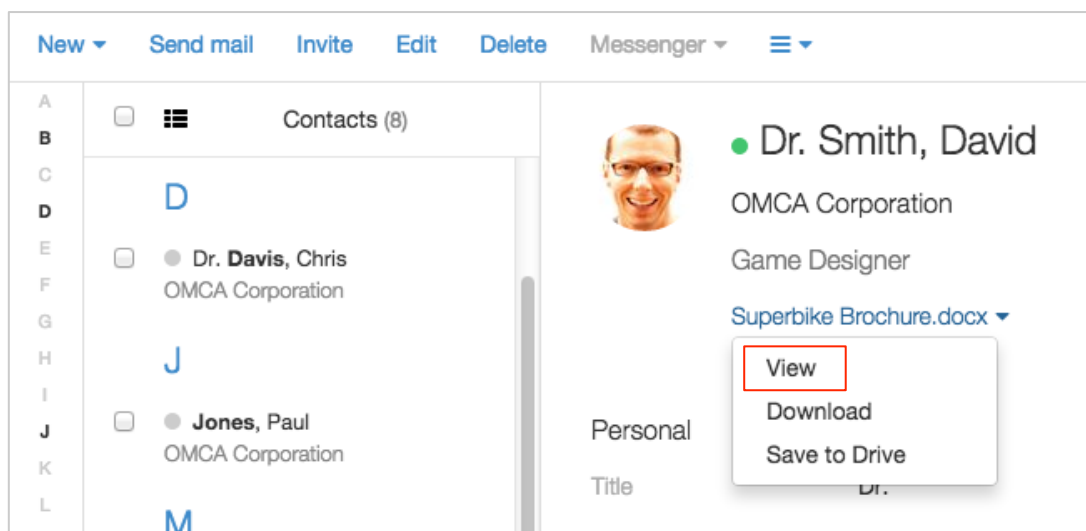


The OX Documents Viewer on touch devices offers a number of touch features:

- Default zoom is “Fit to screen width”
- Pinch in and pinch out for zooming
- Flick down and flick up for scrolling
- If “Fit to screen size” is selected: Flick left and Flick right for next and previous page
- Double tap toggles between “Fit to screen width” and “Fit to screen size”

5.2 Better Integration with OX App Suite

Document viewing is now also available for attached files from within the Address Book.



5.3 Better Zoom Defaults

OX Documents Viewer now uses better defaults for different document types. These defaults are:

Document Type	Zoom Default
Text Documents	Fit to screen width
Spreadsheets	Fit to screen size
Presentations	Fit to screen size
PDF in landscape	Fit to screen size
PDF in portrait	Fit to screen width