

DATASHEET

OX Documents

Powering up the office

OX Documents is a high-performing, fully-integrated office suite for consumers and businesses. With OX Text, OX Spreadsheet and OX Presentation, your users have everything they need to work more effectively than ever.

Integration

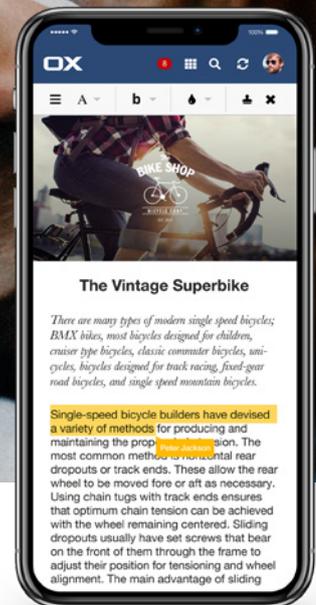
All Open-Exchange office products are fully integrated into OX App Suite, delivering users the combined power of OX Documents and OX App Suite.

Integration is more than sharing documents between OX App Suite modules – it means sharing functionality across OX App Suite. For example, all OX Documents share collaboration, storage and sharing, round-trip and single-click intelligent emailing.

Round-trip editing

Open-Exchange appreciates that end-users often work with other editors and have documents created in other programs. That's why we have made sure that OX Documents fully supports other editors, handling .docx, .xlsx and .pptx files to name just a few. When a document contains an element that is not recognized by OX Documents a placeholder is created. When you have finished working on the document in OX Documents, you can open it in the original editor and the document will be intact, with your new edits visible together with the original content and formatting.

We call this 'Round-trip editing' – you can take a legacy document, open it in OX Documents, save it back to your local drive and then seamlessly re-edit it in the original editor.



Making work easier: **OX Text**

A premium word processor with real-time collaboration, OX Text is the perfect way for service providers to win and keep customers.

OX Text: swift, simple and smooth

Fully integrated with OX App Suite, OX Text is a web-based word processor that supports online collaboration. OX Text is accessible anywhere, anytime and from any device, simplifying workflows and increasing productivity.

Collaboration without lock-in

OX Text simplifies teamwork by letting users join forces to edit documents in real time. It can take complex legacy documents, move them into the cloud and enable individuals or teams to work on them together. What is more, OX Text lets users check documents anytime and in their original format. All edits stay in place, documents remain undamaged and there are absolutely no lock-ins.

Comment and discuss

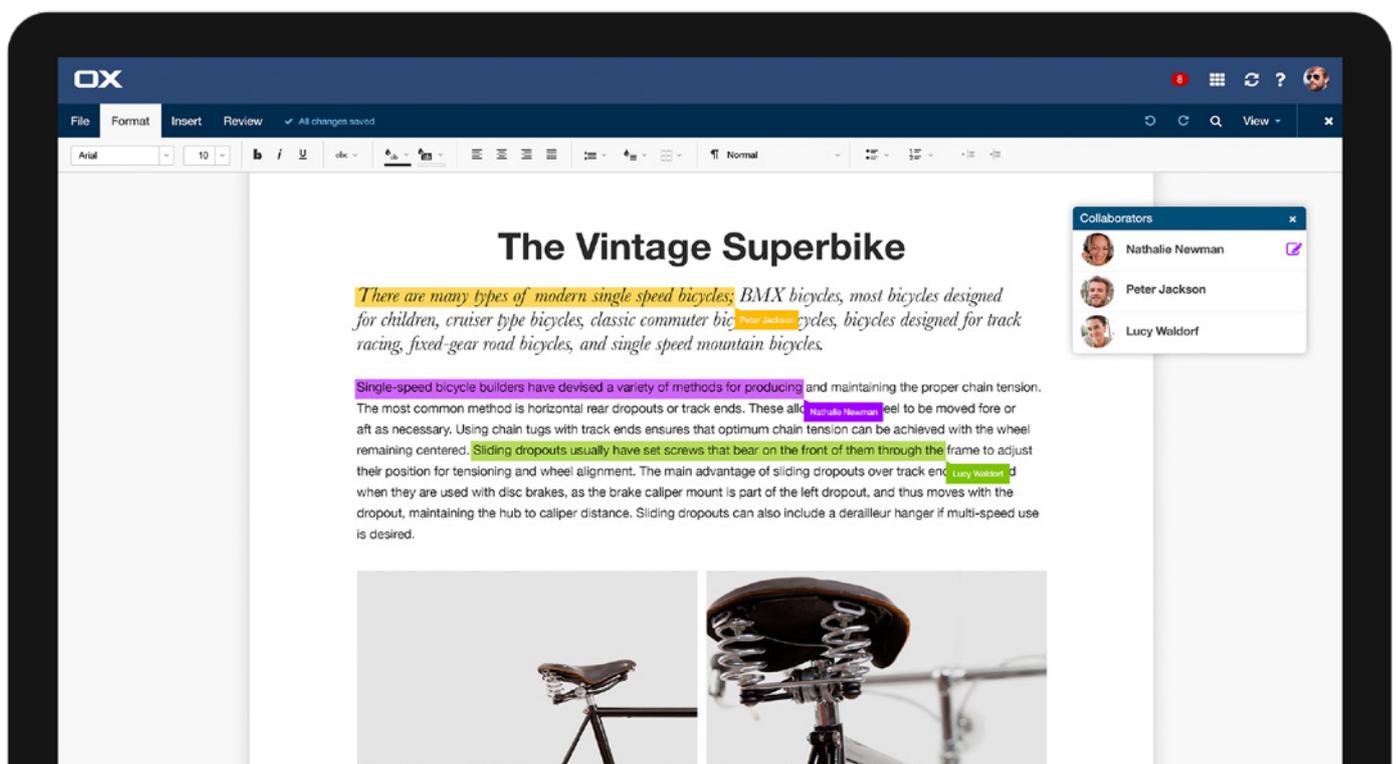
If users cannot collaborate in real time, they can add their comments and questions that can be directly replied to, enabling full and flexible discussion of any document.

Universal change-tracking

OX Text gives users real-time access to the latest version of a document and supports asynchronous workflows. Change-tracking allows users to see who made what changes in any document. Any edits made in OX Text also show up as tracked changes in other editors (such as MS Word) and vice versa.

OX Text key features:

- Online word processing for creating and editing complex text documents
- More efficient collaboration
- Reduced complexity
- Increased productivity
- Fully integrated with OX App Suite
- Anytime, anywhere access
- Compatible with Microsoft Office and OpenOffice
- Lower software licensing costs
- Round-trip functionality
- Non-destructive support for MS Word (2007 and later) and OpenOffice/LibreOffice documents
- Collaborative text editing with exclusive editing rights
- Viewing co-workers editing in real-time
- Recently-used documents list and templates
- Saving documents as template or PDF
- Adapting viewing format to fit screen
- Auto-save
- Pre-defined templates, paragraph and table styles
- Supports paragraph and table styles imported from original MS Word files
- Creating bulleted or numbered lists as you type
- Tracking, accepting and rejecting changes
- Working with comments



For one and all: **OX Presentation**

Presentation work has two distinct phases – first, building the presentation and second, delivering it. Both phases are frequently performed by different people with different skills in different locations. That's why Open-Xchange has two distinct apps for handling each stage – OX Presentation for building and OX Presenter for performing.

Online and available

OX Presentation is an online presentation editor that feels and performs just like an offline tool. Users can work wherever they want to and thanks to OX Drive, access any online content synchronized with any mobile device.

Users can work alone or in collaboration with storage on OX Drive for safe sharing, emailing, downloading and presenting.

OX Presentation

Building a presentation requires design consistency, particularly when working with a strict corporate identity. With the template function in OX Presentation, users can layout their pages quickly and consistently.

Templates

The templates feature is simple to use and compatible with other editors, supporting master and associated content slides for consistency across multiple presentations.

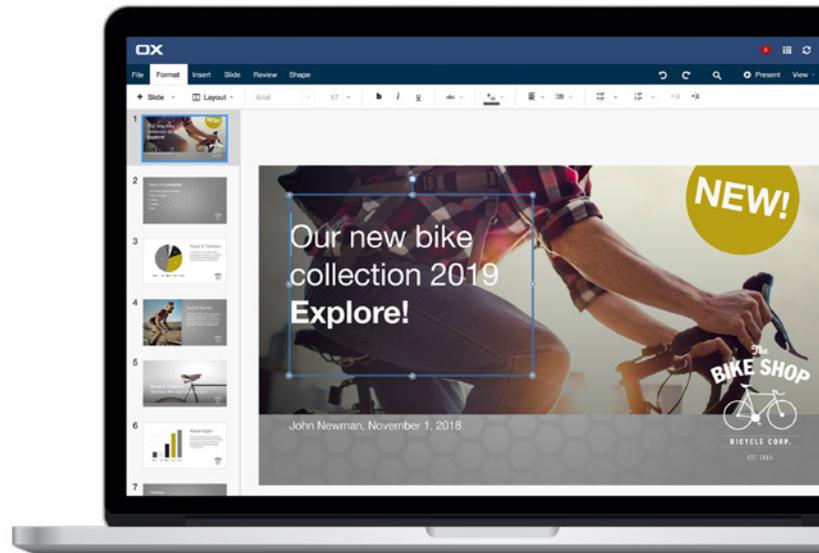
Business and consumer

Thanks to the round-trip functionality of OX Presentation, business-users can take advantage of the app's power and versatility to work on legacy files or create fresh documents without having to learn new skills.

There is also strong consumer demand for an easy-to-use presentation app, particularly in education where students and teachers often have to deliver material in presentation format. OX Presentation with its simple UI allows users to easily build presentations and present their work with OX Presenter or PowerPoint.

OX Presentation key features:

- Round-trip functionality
- Non-destructive support for PowerPoint (2007 and later) and OpenOffice/LibreOffice documents
- Templates
- Master pages
- Add, hide, delete and reorder slides
- Insert, delete and edit drawing objects
- Change background
- Align and reorder objects
- Multi-selection and group handling
- Drag and drop from desktop
- Drag and drop from web pages
- Full collaboration
- Last-access presentations



OX Presenter

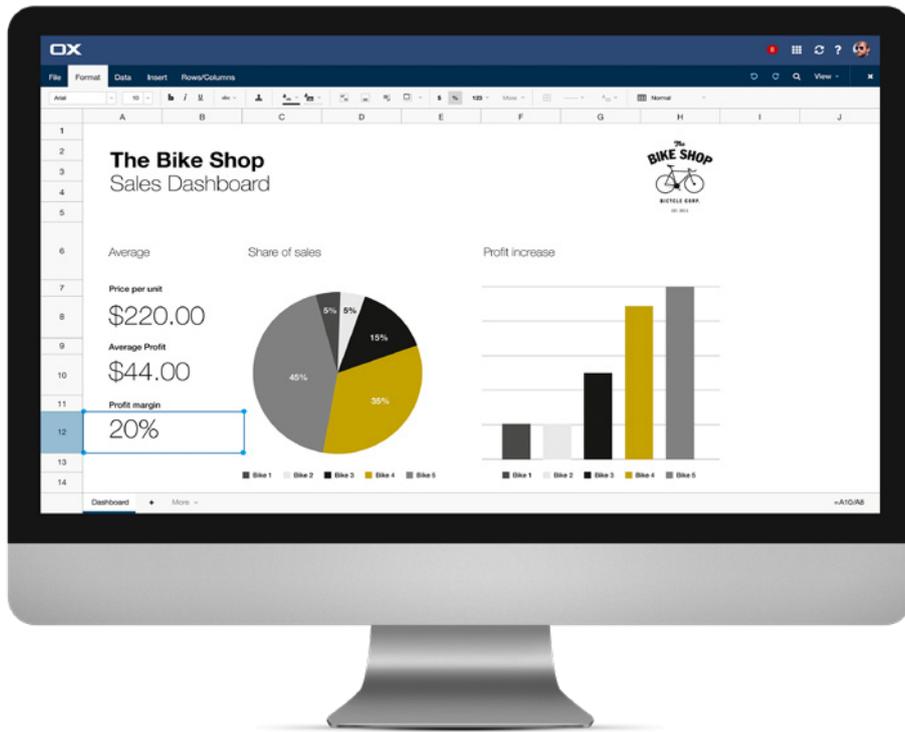
A user can simply click on a presentation file and enter presenter mode to deliver a presentation via OX Drive.

Local and remote presentations

While users mostly make local presentations, making remote presentations to an audience spread across any number of locations is just as easy. The user simply shares a link with the target audience and they then log in to follow the show on their own screens. The presenter-view mode allows the host to see upcoming slides while the audience only see the current, relevant slide.

OX Presenter key features:

- Local presentations
- Remote presentations
- Presentation view mode (full view of slides for presenter; current slide view for audience)
- Support for .pptx and .pdf
- Supports mobile devices



The winning formula: **OX Spreadsheet**

How can businesses ensure that their employees can work efficiently and collaboratively wherever they are? Enter OX Spreadsheet, the cloud-based application that lets users edit and share content from any location.

Greater simplicity, reduced complexity

OX Spreadsheet allows users to edit, share and work collaboratively on spreadsheets. It delivers a host of features, including cell formatting and importing of cell styles. The application boasts a clean and uncluttered interface that logically gathers features together in horizontal tabs.

A compelling offering for hosters

OX Spreadsheet is a great attraction for users and a winner for hosters. Its straightforward, intuitive design makes for a better user experience, which means greater customer engagement and loyalty for providers.

Full integration with complete compatibility

OX Spreadsheet dovetails perfectly with OX App Suite, complementing OX Text for enhanced office-user productivity. OX Spreadsheet runs on a wide range of devices and is compatible with Microsoft Excel to ensure a smooth, familiar user experience.

Spreadsheets anywhere

OX Spreadsheet is a cloud-based application supporting seamless mobile-office workflows. Its responsive design scales the viewing format to fit the screen size whether it's a desktop PC or a smartphone for a tailored user experience.

OX Spreadsheet key features:

- Round-trip functionality
- Non-destructive support for MS Excel (2007 and later) and OpenOffice/LibreOffice documents
- Importing of cell styles and formatting from Excel documents
- Flexible-cell formatting options – background, font, text attributes, text alignment and borders
- Support for extensive set of formulas (over 300)
- Collaborative spreadsheet sharing with exclusive editing rights
- Hyperlinks
- Status bar with AutoSum and AutoCount
- Inserting and resizing of images
- Importing, creating and editing charts
- Formula wizard
- Filtering and sorting
- Named cell ranges
- Conditional formatting (view only)