MediaRich®

ONEVIEWER for OFFICE 365

Version 1.1

User Guide

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Contents

CHAPTER 1

Welcome to MediaRich OneViewer for Office 365

Equilibrium® MediaRich® OneViewer for Microsoft® Office 365™ provides a greatly-enhanced document and image asset library user experience to instantly enable enterprise collaboration and visual search in a SharePoint Online environment. With the OneViewer app, organizations can manage high-quality assets, as well as find and view files from any browser or device and deliver consistent branding materials for the web, print, mobile devices, and Microsoft Office applications.

Powered by the MediaRich Server, users of a OneViewer SharePoint Online library can visualize over 400 file formats. OneViewer transforms a standard library into a much more visual experience with the HTML 5 UniZoom viewer to enable the viewing of files on any device without requiring download of the original file, including multi-page documents, and without the need for special software or plug-ins. This means collaboration, review, and approval can happen on any device anywhere.

Chapter summary

The Benefits of Workgroup Content Collaboration

MediaRich OneViewer for Office 365 enables businesses to manage digital media assets within the Office 365 SharePoint environment. The improved collaboration enabled by SharePoint Online provides many company-wide benefits:

- Transforms SharePoint into a more visual environment, like Windows 8/10, Mac OS X, or iOS.
- Eliminates the "hunt for files"—finding files is faster and easier with dynamic visualization of 400+ file types available everywhere
- Delivers a lightweight file that can be viewed on lower-bandwidth connections, regardless of the size of the original file
- Dramatically reduces the time to review and approve file review requests via the "view anywhere" cross-browser and device support
- Provides faster time to market for assets by creating efficient collaborative workspaces
- Establishes approval workflows to streamline production and delivery of media assets
- Provides access to digital content in real time within a familiar user interface
- Increases user productivity with powerful search tools including content-specific queries
- Aggregates media from vendors and syndicate content to channel partners

MediaRich OneViewer for Office 365 enables business users to manage a single IT platform for all corporate media assets, providing dramatic reduction in corporate content production costs. This provides enterprise organizations with many advantages:

- Reduction of IT support costs by providing a single content platform for multi-channel marketing needs
- Removal of the added cost for training, maintenance, and support of a third-party system for digital asset review
- Global brand management from within a single IT platform

Equilibrium MediaRich technology extends SharePoint Online and enables firms to manage all corporate brand assets in a secure environment. Businesses can protect brand asset integrity while providing an environment for both partners and internal users to access and use brand assets within corporate guidelines.

MediaRich OneViewer for Office 365 Features

Combining the power of the MediaRich Server with content management, you can ensure that the most current, approved brand asset is being used by taking advantage of the SharePoint routing and approval process, version control, and check-in/check-out system. These workflows, combined with the UniZoom interfaces, provides the widest audience possible with a trouble-free review and approval experience. Furthermore, your organization can create customized SharePoint workflows to integrate with other business information systems.

> **Important:** While other MediaRich for SharePoint solutions provide support for video/audio file formats, the OneViewer for O365 product **does not** support these file types currently.

OneViewer Library Display

With a OneViewer for Office 365 Document Library, the standard library page is enhanced to provide a more visual and user-friendly experience. Users that access the enhanced page can easily identify digital assets.
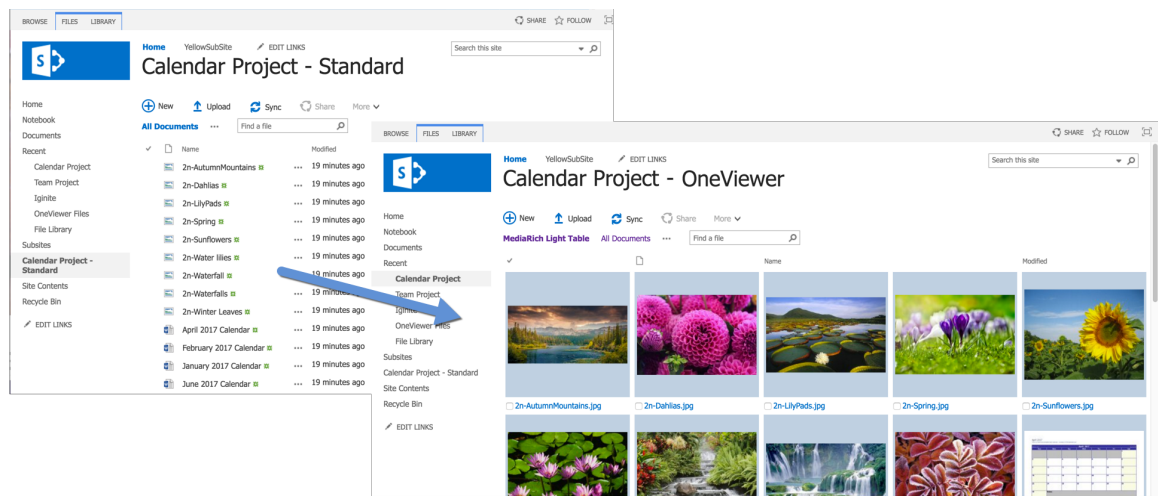
Figure 1: Enhanced visualization in OneViewer Library

InstantOn™ in SharePoint Document Libraries

InstantOn enables any Classic Document Library to have all the power of MediaRich's features with a click of a button. By enabling this feature, there is no need to load assets into a new library. Instantly, you will see thumbnails in the existing location of these files. By applying InstantOn, users can now have the power to view, watch, and hear files in any library There are NO client/browser plug-ins required.

For more information about using InstantOn to transform your classic document libraries, see "Activating InstantOn for a Document Library" on page 12.

UniZoom™

Deep inspection of any file from anywhere

Equilibrium's goal for MediaRich OneViewer for Office 365 is to enable a "view anywhere" experience. MediaRich OneViewer for Office 365 provides all-browser, multi-device, universal multi-page zoom and pan technology. Now you can view all of our supported file types, deeply inspect any file, without having to download the entire file, and move around the page within a browser pop-up or any device. Multi-page file types are automatically detected, and the system shows the multi-page interface when more than one page exists.

You can preview individual pages of Word® and Excel® documents or full PowerPoint® presentations to guarantee you find the exact asset you are looking for. This helps to reduce time and bandwidth with unnecessary downloads and enables information workers easy access for quick approval. There are many additional document and complex file visualization formats supported including: UOS, UOP, WK1/2, WMF, 123, STO, STW, SGF, and SDW.

Regardless of the size of the original file, the UniZoom™ viewer delivers a lightweight file that can be viewed on lower-bandwidth connections.

For more information about using UniZoom viewer in your OneViewer-activated libraries, see "UniZoom File Viewing" on page 22.

Image File Format Support

MediaRich OneViewer for Office 365 goes well beyond the standard SharePoint picture library to provide previews of CMYK images, and vector images,along with all popular file formats for Web, print, Mobile and wireless use. This includes BMP, WBMP, GIF, JPG, PNG, PCT, TIFF, PDF, TGA, CGM, DIF, DXF, DNG, Raw Camera (over 250 raw camera types supported), JPEG 2000, and many others.

For a full format support list that is accurate at the time of publication, see "File Format Support" on page 26. For a regularly updated file format list, please visit our Supported Formats page on the Equilibrium web site:

http://equilibrium.com/oneviewer/supported-formats/

CHAPTER 2 # OneViewer Installation and Configuration

Before users in the SharePoint Online site can use the MediaRich OneViewer capabilities, and administrator must install the OneViewer app in the Site Collection. Upon installation of the app, a Site Collection Owner can create new OneViewer document libraries and administer the settings for generating image and document previews.

Chapter summary

Enabling Custom Scripts

MediaRich OneViewer for Office 365 provides customizations to your SharePoint Online libraries so that they function as visual environments supporting over 400 file formats. Before you can install the OneViewer app and activate this functionality, you must make sure that custom scripts can run in your SharePoint environment.

To enable custom scripts:

1. Navigate to the admin center for the site.

    This should be `http://[tenantname]-admin.sharepoint.com`

2. On the left side of the admin center page, click the Settings menu item.
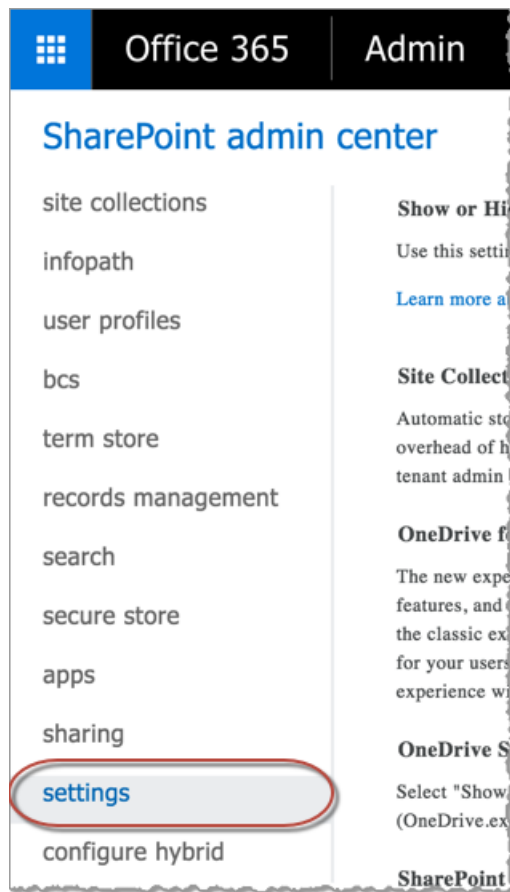
Figure 2: Access the settings for the site

3. Scroll down to the Custom Script section and select the Allow users to run custom script on self-service created sites checkbox.
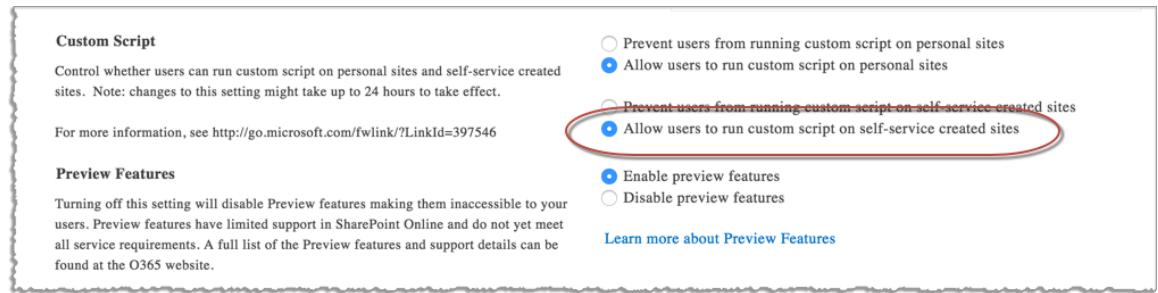
Figure 3: Enable custom scripts to run

4. Click OK at the bottom of the page.

> Important: This procedure describes a straightforward process to enable custom scripts to run in your OneViewer libraries. However, after you complete the steps, it could take up to 24 hours to take effect. If you are proficient with scripting, you can enable scripting on a particular site collection immediately using the following PowerShell command:
>
> ```
> Set-SPOsite <SiteURL> -DenyAddAndCustomizePages 0
> ```
>
> Make sure the scripting setting in the admin portal matches what you set using PowerShell, or the site collection setting could be overridden again in the next 24 hours. For more information and to get started using PowerShell with SharePoint Online, see the TechNet article, Introduction to the SharePoint Online Management Shell.

Installing the OneViewer App

A SharePoint online administrator must create an App Catalog site to make internally-developed and third-party custom apps available for site owners to install in their site collections. Site owners add these apps to customize their sites with specific functionality or to display information for the users within a site.

> Important: The MediaRich OneViewer app requires an App Catalog in your tenancy. If you must create one prior to the OneViewer app installation, see https://support.office.com for instructions.

The OneViewer app file is provided by Equilibrium upon licensing. Make sure you have the file located at an available location before you start the app installation.

1. Navigate to the App Catalog and click Apps for SharePoint.
2. Click the Upload link or drag-and-drop the OneViewer.app file you received from Equilibrium.
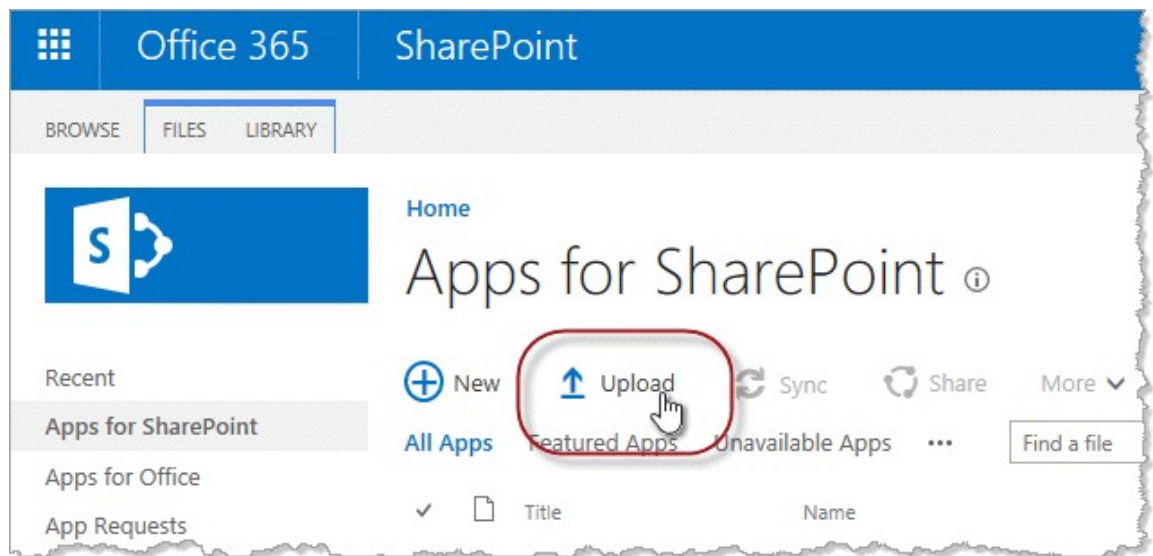

Figure 4: Use the upload link to upload the OneViewer app

After the file is uploaded to the App Catalog, it is displayed in the apps list.

3. Navigate to the site collection Site Contents page and select New > App.
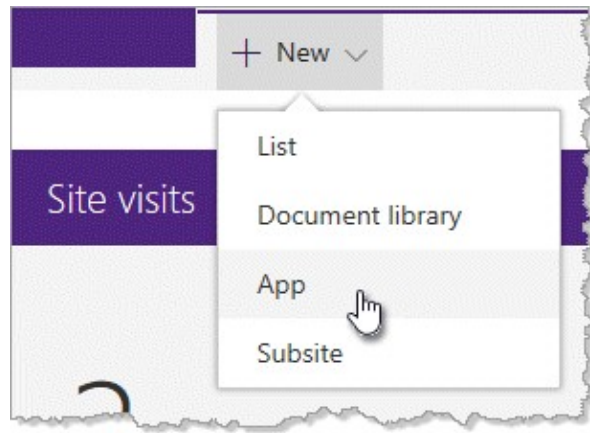
Figure 5: Add a new app to the site

This loads the available apps page, which lists Equilibrium OneViewer™ in the apps list.

4. Click the icon to install the app.

    The system displays a dialog to confirm the process and trust the app with the permissions that it requires.

5. Click OK.

    The system displays a message to indicate that the app is installing. This process could take several minutes while your site collection is modified to support the OneViewer features.

> Important: If the installation fails, uninstall the app and try reinstalling it. If it continues to fail, please contact Equilibrium technical support.

Activating InstantOn for a Document Library

It is a simple and straightforward process to activate InstantOn™. You begin by navigating to a SharePoint Classic Document Library. InstantOn can be enabled by Site Collection Administrators or users with the following rights to the document library:

*   Owners
*   Designers
*   Hierarchy Managers
*   Contributors

> Note: These privileges are library-specific, not site-specific. Therefore, a user with Owner rights to a site and read-only access to a library cannot activate the InstantOn for that library.

To activate InstantOn:

1. Navigate to the SharePoint Classic Document Library to be activated.
2. From the Gear icon at the top of the page, select Configure OneViewer for this Site or Library.
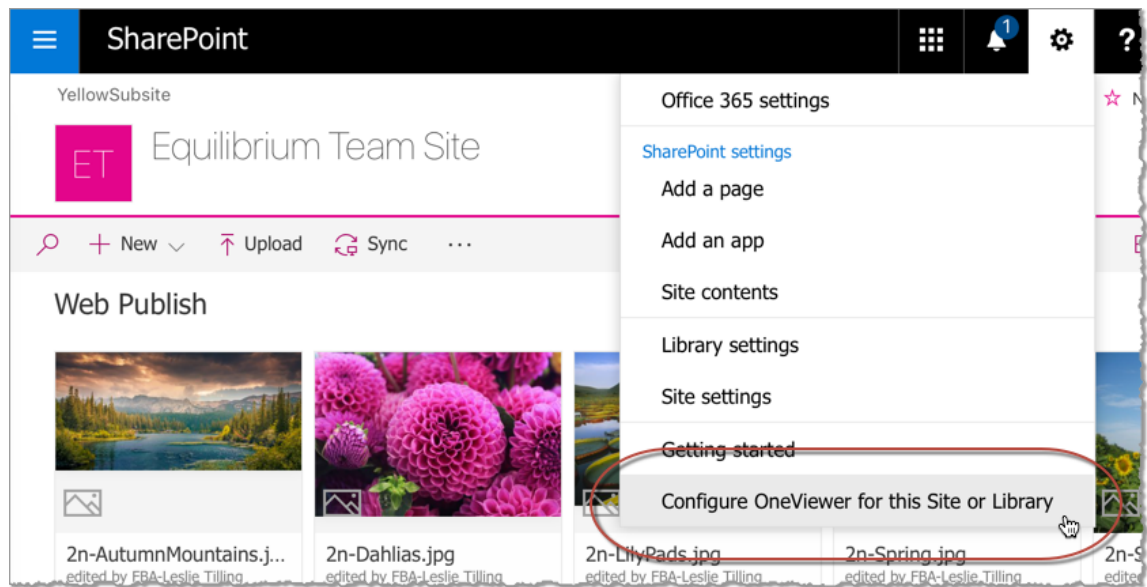
Figure 6: Access OneViewer configuration for the library

This opens the MediaRich OneViewer Add-In Configuration Manager page. Unlike the standard Add-In page, this version includes a button to enable InstantOn in the library. The name of the library is displayed inside the button.

3. Click the Enable OneViewer button.
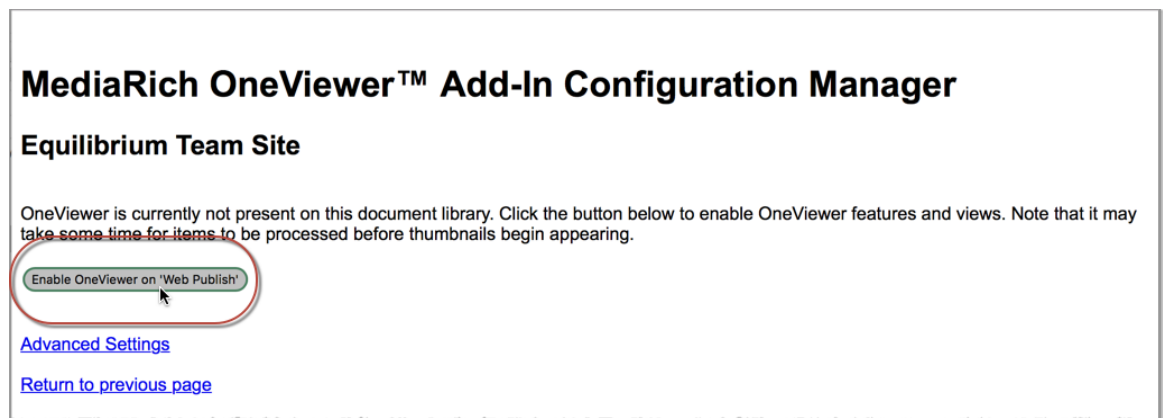
Figure 7: Enable OneViewer features for the library

After a few moments, the browser returns to the document library with InstantOn enabled.

OneViewer processes the library in the background to generate the data required to display thumbnails and view documents in UniZoom from anywhere without the need to download any files. If you upload over an existing file, with our without version control, it always presents the latest version providing a single-source of truth.

Important: Depending on the number of documents, this could take some time to see the results. If the page view times out waiting for the thumbnails to display (the spinner icons are

replaced by hourglass icons), refreshing the page at a later time and this should display the missing thumbnails.

4. Click any thumbnail to view the files, or from a mobile device just tap the thumbnail and the UniZoom viewer opens.

Creating a OneViewer Document Library

When the OneViewer app is installed and available, SharePoint Online site owners can create OneViewer for Office 365 libraries. These are standard SharePoint document libraries that include all of the MediaRich features enabled by the OneViewer app.

Note: As an alternative to creating a new OneViewer library, you can enable InstantOn™ to activate the MediaRich features within an existing classic document library. This method is a quicker and easier way to have OneViewer functionality applied to assets that already reside in your SharePoint O365 site without the need to upload files to a new library. For more information, see "Activating InstantOn for a Document Library" on page 12.

1. Navigate to the site/subsite in the SharePoint hierarchy where you want to create the new OneViewer library.

   Make sure that you are in the correct location for the new library. If you navigate to SiteName, you will create a new library as *SiteName/LibraryName*. If you navigate to SiteName/ SubSiteName, you will create a new library as *SiteName/SubSiteName/LibraryName*.

2. From the Gear icon at the top of the page, select Create new OneViewer O365 Document Library.
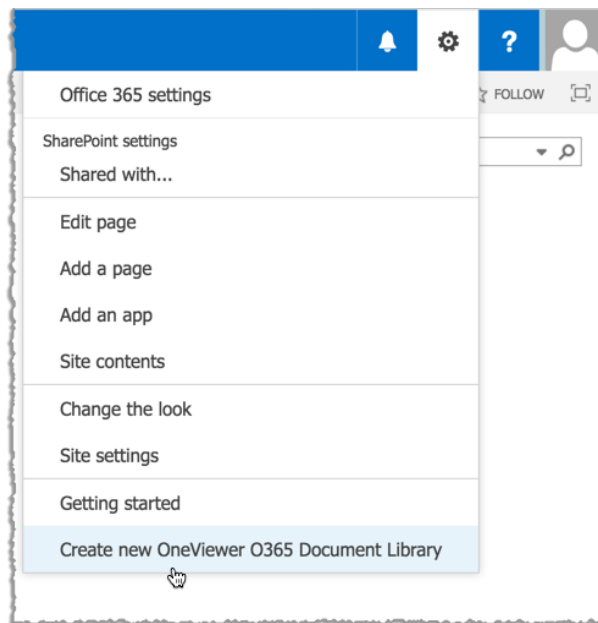
Figure 8: Create a new OneViewer library

This opens the MediaRich OneViewer Library Creation page.

This page also includes a link to the advanced settings for OneViewer features (see "Configuring MediaRich Properties" on the facing page).

3. Enter a new for the library in the New Library Name field and click the Create link.

Figure 9: Specify a name for the new library

The system generates the new library and displays the document library page, which is empty. You can click Upload, or drag-and-drop files to populate files in the new library.
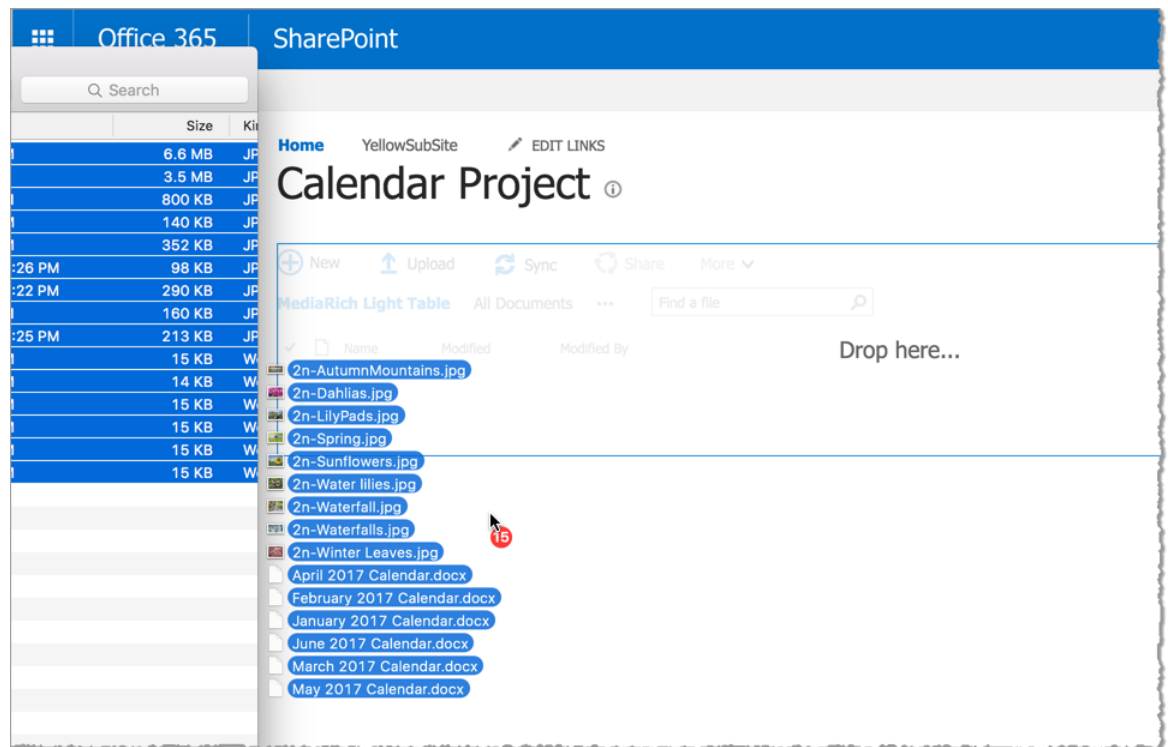
Figure 10: Add your image and document files to the empty library

The MediaRich engine ingests the files and generates a preview for each item.

Configuring MediaRich Properties
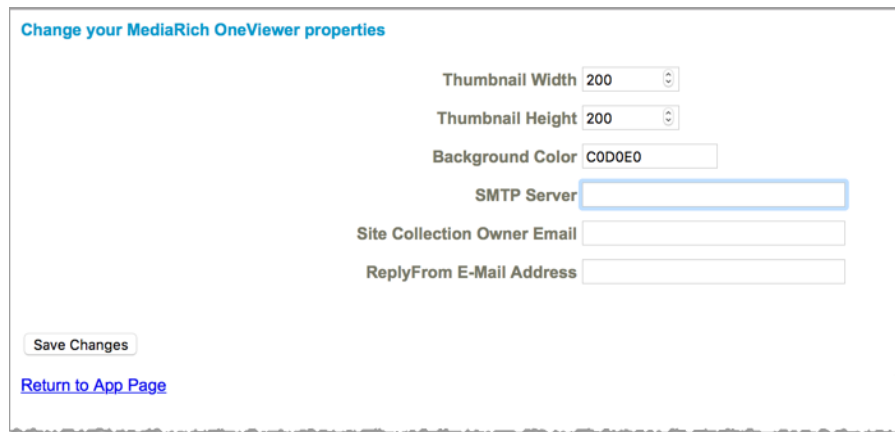
When you are creating a new library, you can set these properties from the MediaRich OneViewer Library Creation page (see "Creating a OneViewer Document Library" on page 14). You can open the page to access these settings at any time and then return to the document library page.

There are multiple settings that affect the MediaRich features:

• Thumbnail size settings

• Background color

• Email settings

> Important: The MediaRich Properties can be accessed by a Site Collection Administrator from any library in a MediaRich-enabled collection; however, the changes ARE NOT specific to that library. Rather, these changes will affect all OneViewer libraries throughout the collection.

From the MediaRich OneViewer Library Creation page, click the Advanced Settings link. This opens the MediaRich for Office 365 properties page.

Figure 11: The MediaRich Properties Editor

When your changes are complete, click the Save Changes button.

Thumbnail Display settings

The properties editor provides settings that you can use to modify the display of thumbnails on the OneViewer-activated or OneViewer-created library page. OneViewer renders the specified thumbnail using the width and height settings while maintaining the aspect ration, and uses a background color to fill the area where needed.

- Thumbnail Width: This is the displayed width, in pixels, for the OneViewer-rendered thumbnail.
- Thumbnail Height: This is the displayed height, in pixels, for the OneViewer-rendered thumbnail.
- Background Color: This is the displayed background color, as a hexadecimal value, for the OneViewer-rendered thumbnail.

Email settings

The administrator **must** set the SMTP and Site Owner email address fields for the system. This is required for licensing of MediaRich OneViewer for Office 365.

- SMTP Server: This is the SMTP email server used to send email batch results and notifications, such as corpmail.acme.com.
- Site Collection Owner Email: This is the email address for the site owner, such as BobSmith@acme.com. This is the email address used for notifications if the number of users supported by the license is exceeded.
- ReplyFrom E-Mail Address: This is the email address used for sending files via email and notifications, such as SPadmin@acme.com.

Disabling and Uninstalling OneViewer

If you need to remove the OneViewer Add-In from your SharePoint site collection, there are two tasks involved: disabling the OneViewer features from the libraries where it is active and removing the OneViewer app.

> Note: It is not necessary to uninstall (remove) OneViewer when upgrading it to a newer version. When you place a new version of the Add-In in your Apps for SharePoint Packages page, the system asks if you want an upgrade-in-place for any site collections where OneViewer is installed.

Disable InstantOn

The fist task in removing OneViewer from your SharePoint site collection is to disable this functionality in the affected libraries. This includes libraries where you enabled InstantOn and those created directly by the OneViewer Add-In. Otherwise, the page views for these libraries will attempt to render elements that no longer exist.

> Important: You must disable Instant-On from all libraries **BEFORE** removing OneViewer entirely from your site collection.

1. Navigate to the document library where you want to disable InstantOn and/or OneViewer thumbnailing.

2. From the Gear icon at the top of the page, select Configure OneViewer for this Site or Library.
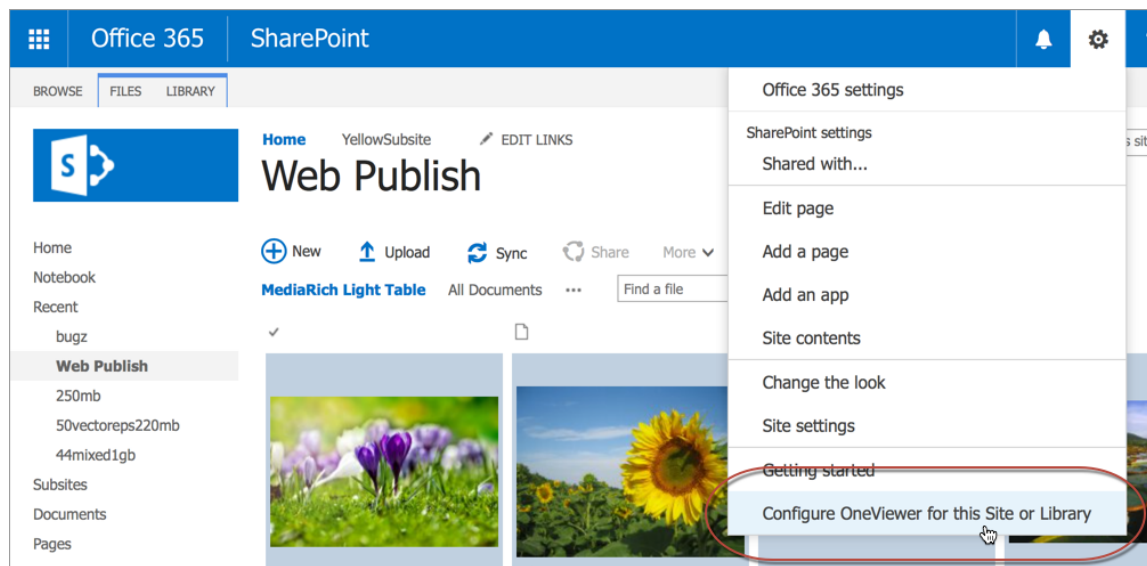
Figure 12: Access OneViewer configuration for the library

This opens the MediaRich OneViewer Add-In Configuration Manager page. Unlike the standard Add-In page, this version includes a button to disable InstantOn in the library. The name of the library is displayed inside the button.

3. Click the Disable OneViewer button.
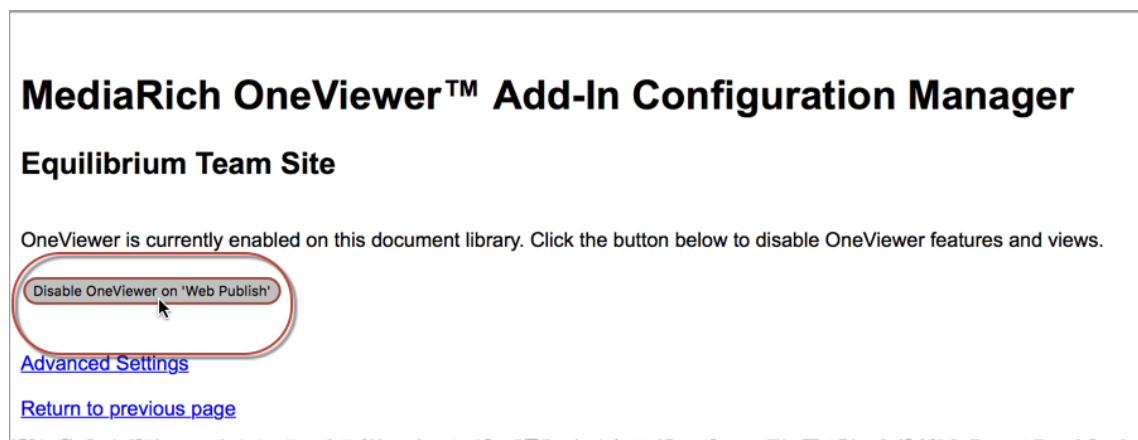
Figure 13: Disable OneViewer features for the librar

After a few moments, the browser returns to the document library with InstantOn disabled. This is now a standard Microsoft SharePoint view with all OneViewer features removed (either the Classic View or Modern View, depending on your tenant settings).

Uninstall the OneViewer App

After you disable OneViewer functions from your libraries, you can uninstall (delete) OneViewer itself from the site collection. When you delete OneViewer, its settings are also deleted from the site collection.

1. Navigate to the App Catalog and click Apps for SharePoint.

2. In the SharePoint app catalog, select the Equilibrium OneViewer™ app.

3. Expand the More action menu and select Delete.

4. In the confirmation dialog, click OK.

Upon removal, OneViewer attempts to delete the MediaRich Document content type. However, if any OneViewer-created or InstantOn libraries exist (including those where InstantOn is disabled), the content type is not removed because SharePoint does not permit removal of a content type that is still in use by one or more libraries.

CHAPTER 3

Using MediaRich OneViewer Features

With a OneViewer Document Library containing image and document files, the OneViewer visualization features are enabled for all SharePoint users with access to the library. The HTML 5
UniZoom viewer enables the viewing of files on any device without the need to download the original file, including multi-page documents—a must for easy access from mobile devices. Teams can easily collaborate, review, and approve project files from remote locations and any Office 365-supported browser without impacting bandwidth or storage.

This chapter provides information about the basics of the MediaRich OneViewer for Office 365 advanced visualization features.

Chapter summary

The MediaRich Light Table View

OneViewer document libraries include a key usability feature, the Light Table view. This view is designed to simulate working with slides on a physical light table with all of the MediaRich functionality at your fingertips. This is the default view for OneViewer libraries.

You can change a standard file (grid) view to the Light Table view and back again as needed. The document library page provides a view selector at the top of the file display to toggle the view.
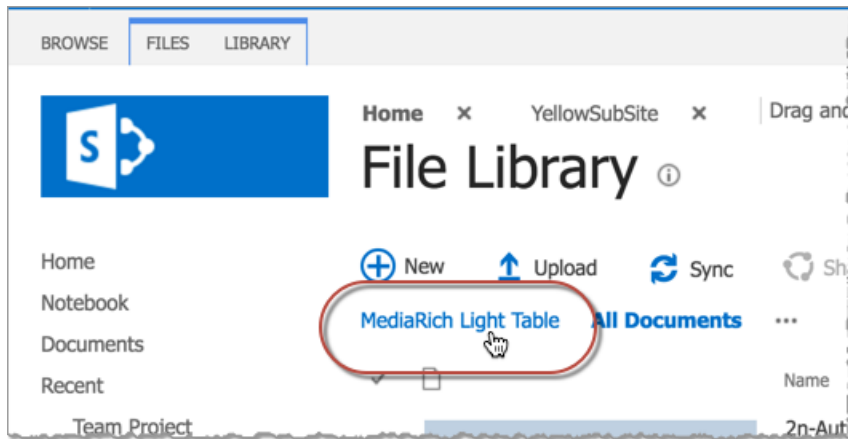
Figure 14: Selecting the Light Table view

Clicking MediaRich Light Table transforms the page to the Light Table view. As with standard file views, you can access the UniZoom and UniZoom features by placing the pointer over the thumbnail.
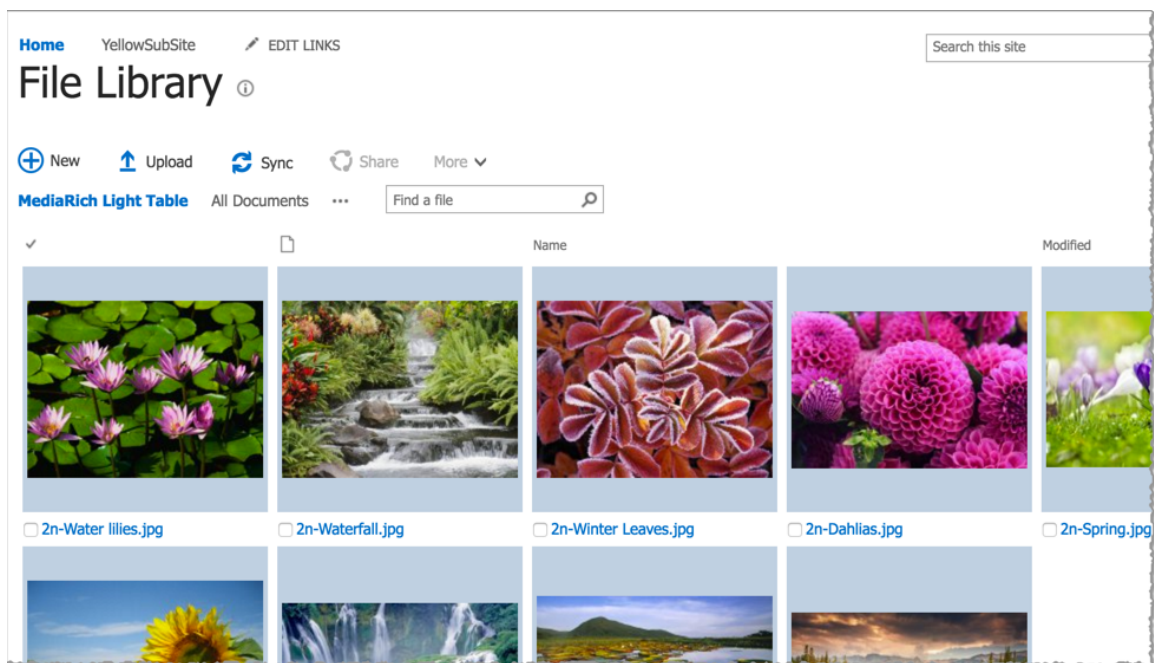
Figure 15: Image files displayed in the Light Table view

Just as you can with all of your SharePoint library views, you can modify the parameters according to your needs.

UniZoom File Viewing

Equilibrium's next generation all-file-type UniZoom provides detailed views of images and documents, which has long been a key feature of MediaRich solutions. In MediaRich OneViewer for Office 365, UniZoom provides multi-page viewing of both documents and images (such as PDFs, fax files, and multi-page Tiff files, which are commonly used in Document Imaging).

UniZoom for Documents, Images, and Imaging files

UniZoom also permits users to view details of document pages (such as Office, PDF, and InDesign) and includes support for multiple-page documents. To view a document, you can simply click the document's thumbnail in the Document Library.
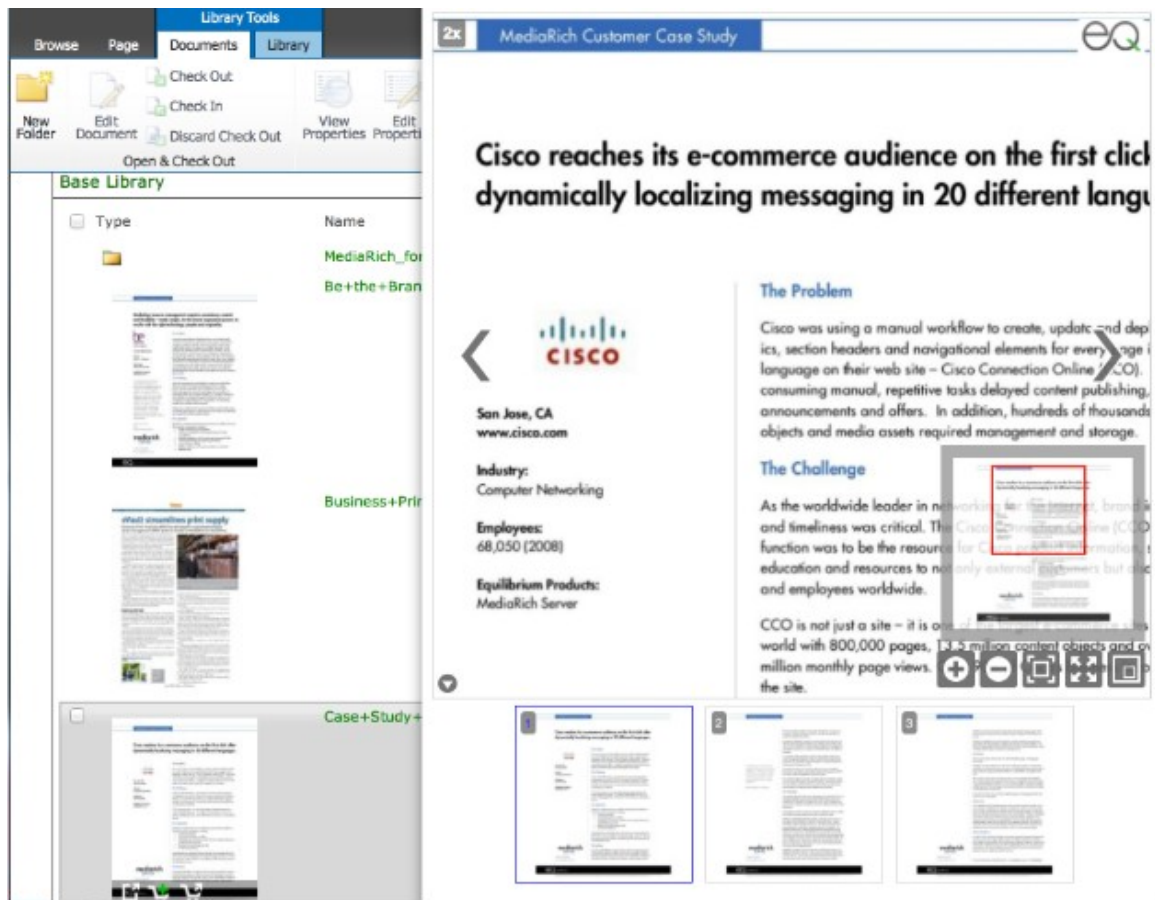
Figure 16: Multi-page UniZoom document preview

All of the controls in the toolbar work exactly the same as they do for images. You can also pan through document pages using the mover tool.

For detailed information, see "UniZoom File Viewing" on page 22.

The UniZoom Interface

In the UniZoom viewer, you can drill into the image detail by clicking anywhere in the page or move the view up/down or left/ right without opening an image-editing tool like Photoshop. For documents, the process is the same, but you also have the option to zoom and pan through multiple pages.

To use the UniZoom interface:

1. Navigate to the OneViewer for Office 365 Document Library.

2. Click the image or document (thumbnail).

   This launches the UniZoom window.

Figure 17: MediaRich UniZoom file viewer

The displayed window contains the following tools:

• The zoom-level Window
• The inset window that shows the entire image and allows for selection of a region of the image.
• The bottom tool bar, including Zoom In (+), Zoom Out (—), and Reset Original
• The Show/Hide Preview Window

Using the UniZoom Tools

After launching the UniZoom window, you can view details within the image or document using the UniZoom tools:

- To zoom in and view details, click the ⊕ icon or the image preview.
  - Each individual click doubles the zoom factor—a double-click on either the image or the icon increases the zoom by a factor of 4.
  - At any time that you are zoomed in, a mover tool is available to allow you to move the zoomed in preview to left or right, or up or down.

- To zoom out of an image, click the ⊖ icon.

- To restore the preview to original zoom-window size, you can click the icon.
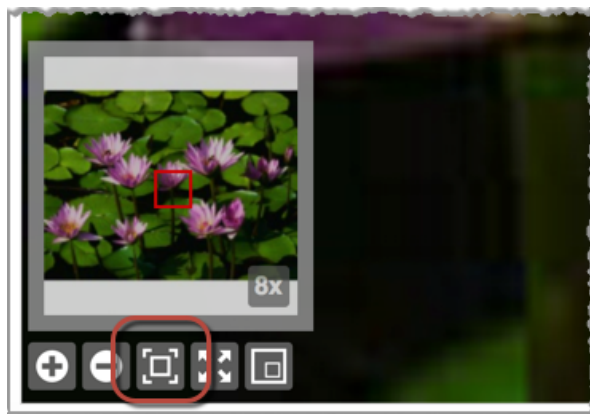
Figure 18: Restore original

- To show or hide the inset preview, click the icon.
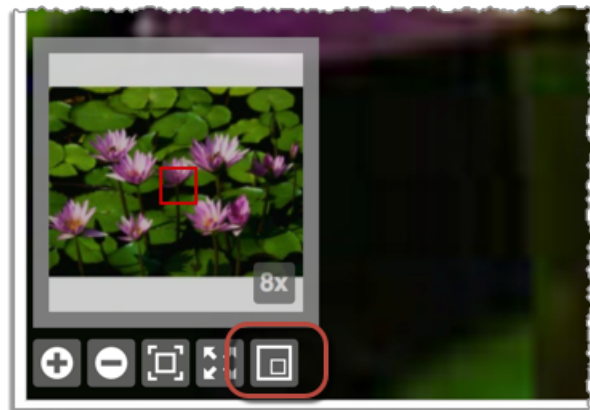
Figure 19: Hide Preview

When the preview is displayed, click and drag the navigation box to select the portion of the image or page in the larger window.
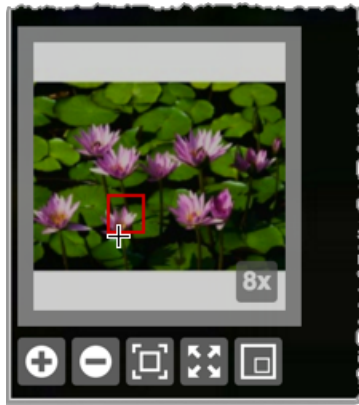
Figure 20: Drag the preview selector

UniZoom features are not limited to images. You can preview the contents of many document formats, including Word, Excel, and PDF without launching their native application. This a huge time-saver for the information worker, enabling quick viewing from just about anywhere, including smart devices.

APPENDIX A

File Format Support

MediaRich OneViewer for Office 365 supports over 400 image, Office, Drawing, and RAW camera file types.

This appendix provides information about the read-write file format support in MediaRich, which also powers the high-end digital asset management features in OneViewer for Office 365.

For a regularly updated file format list, please visit our Supported Formats page on the Equilibrium web site:

http://equilibrium.com/oneviewer/supported-formats/

Appendix summary

MediaRich Image File Formats Natively Supported

The MediaRich CORE supports the following image file formats.

File extension and format	Category	Read/Write	Color space support	Metadata ingest	Metadata embed	Text extraction (all text)
PDF: Adobe Acrobat	Portable Document	Read/Write (PDF Image)	Renders to RGB, CMYK	Basic		yes (also one page, page range)
PIX: Alias Workstation Image	Image	Read/Write	RGB	Basic	None	
RAW: Panasonic Camera Raw	RAW Camera Image	Read	Converts to RGB	Enhanced		
CR2: Canon Camera Raw	RAW Camera Image	Read	Converts to RGB	Enhanced		
CRW: Canon Camera Raw	RAW Camera Image	Read	Converts to RGB	Enhanced		
DNG: Adobe Digital Negative	Digital Negative	Read	Converts to RGB	Enhanced		
RAF: Fuji FinePix Raw	RAW Camera Image	Read	Converts to RGB	Enhanced		
GIF: Graphics Interchange Format	Image/Animation	Read/Write	RGB	Basic	Basic	
JPE: JPEG	Image	Read	RGB, CMYK, with ICC Support	Enhanced		

File extension and format	Category	Read/Write	Color space support	Metadata ingest	Metadata embed	Text extraction (all text)
JPEG: JPEG	Image	Read	RGB, CMYK, with ICC Support	Enhanced		
JPG: JPEG	Image	Read/Write	RGB, CMYK, with ICC Support	Enhanced	Enhanced	
J2K: JPEG 2000	Image	Read	GRAY, RGB, YCBRC Convert	Basic		
JP2: JPEG 2000	Image	Read/Write	GRAY, RGB, YCBRC Convert	Basic	None	
JPX: JPEG 2000	Image	Read	GRAY, RGB, YCBRC Convert	Basic		
J2C: JPEG 2000 Stream	Image	Read	GRAY, RGB, YCBRC Convert	Basic		
JCC: JPEG 2000 Stream	Image	Read	GRAY, RGB, YCBRC Convert	Basic		
JPC: JPEG 2000 Stream	Image	Read/Write	GRAY, RGB, YCBRC Convert	Basic	None	
DCR: Kodak Digital Raw	RAW Image	Read	Converts to RGB	Enhanced		
PCT: Mac PICT	Image	Read/Write	RGB	Basic	None	
PICT: Mac PICT	Image	Read	RGB	Basic	None	

File extension and format	Category	Read/Write	Color space support	Metadata ingest	Metadata embed	Text extraction (all text)
MOS: Creo Leaf Mosaic Camera Raw	RAW Image	Read	Converts to RGB	Enhanced		
NEF: Nikon Raw	RAW Image	Read	Converts to RGB	Enhanced		
ORF: Olympus Raw	RAW Image	Read	Converts to RGB	Enhanced		
PCX: PC Paintbrush	Image	Read/Write	RGB	Basic	None	
PNG: PNG	Image/ image	Read/Write	RGB	Enhanced	Basic	
PBM: Portable Bitmap	Image	Read	B&W	Basic		
PPM: Portable Pixel Map	Image	Read/Write	RGB	Basic	Basic	
PPMB: Portable Pixel Map	Image	Read	RGB	Basic		
PBMA: Portable Pixel Map	Image	Read	B&W	Basic		
PBMB: Portable Pixel Map	Image	Read	B&W	Basic		
RW: Silicon Graphics Image	Image	Read	RGB	Basic		
RGBA: Silicon Graphics Image	Image	Read	RGB	Basic		
SGI: Silicon Graphics Image	Image	Read/Write	RGB	Basic		
CS1: Sinar Camera Raw	RAW Image	Read	Converts to RGB	Enhanced		

File extension and format	Category	Read/Write	Color space support	Metadata ingest	Metadata embed	Text extraction (all text)
ARW: Sony Raw	RAW Image	Read	Converts to RGB	Enhanced		
TGA: Targa	Image/	Read/Write	RGB	Basic	Basic	
TIF: TIFF	Image/ image	Read/Write	RGB. CMYK with ICC support	Enhanced	Enhanced	
TIFF: TIFF	Image/ image	Read	RGB. CMYK with ICC support	Enhanced		
BMP: Windows Bitmap	Image	Read/Write	RGB	Basic	Basic	
WBMP: Wireless Bitmap	Image	Read/Write	RGB	Basic	None	
3FR: Hasselblad Camera Raw	RAW Image	Read	Converts to RGB	Enhanced		
ERF: Epson Camera RAW	RAW Image	Read	Converts to RGB	Enhanced		
FFF: Hasselblad Camera RAW	RAW Image	Read	Converts to RGB	Enhanced		
KDC: Kodak Camera Raw	RAW Image	Read	Converts to RGB	Enhanced		
MEF: Mamiya Camera Raw	RAW Image	Read	Converts to RGB	Enhanced		
MRW: Minolta Camera Raw	RAW Image	Read	Converts to RGB	Enhanced		
PEF: Pentax Camera Raw	RAW Image	Read	Converts to RGB	Enhanced		
SR2: Sony Camera Raw	RAW Image	Read	Converts to RGB	Enhanced		

File extension and format	Categor	Read/Write	Color space support	Metadata ingest	Metadata embed	Text extraction (all text)
STI: Sinar Capture Shop Camera Raw	RAW Camera Image	Read	Converts to RGB	Enhanced		
X3F: Sigma Camera Raw	RAW Camera	Read	Converts to RGB	Enhanced		

Office File Formats Supported

MediaRich supports the following file formats. They are rendered to RGB. These are read-only on Macintosh and Windows.

> Note: If not indicated by a "yes", Text Extraction may or may not work.

File extension and format	Category	Text extraction (Windows only)
PDB: AportisDoc (Palm)	Word Processing	yes
DXF: AutoCAD Interchange Format	Drawing-Vector	
CGM: Computer Graphics Metafile	Presentation	
XML: DocBook, Microsoft Excel/Word 2003 XML	Word Processing/Spreadsheet	yes
EMF: Enhanced Metafile	Drawing-Vector	
HWP: Hangul WP 97	Word Processing	yes
HTM, HTML: HTML Document	HTML	yes
OTH: HTML Document Template	HTML	yes
PCD: Kodak Photo CD (192x128, 768x512, 384x256)	Drawing-Raster	
123: Lotus 1-2-3	Spreadsheet	yes
WK1: Lotus 1-2-3	Spreadsheet	yes
WKS: Lotus 1-2-3	Spreadsheet	yes
XLSB: Microsoft Excel 2007 Binary	Spreadsheet	yes

File extension and format	Category	Text extraction (Windows only)
XLSM: Microsoft Excel 2007 XML	Spreadsheet	yes
XLSX: Microsoft Excel 2007 XML	Spreadsheet	yes
XLTM: Microsoft Excel 2007 XML Template	Spreadsheet	yes
XLTX: Microsoft Excel 2007 XML Template	Spreadsheet	yes
XLM: Microsoft Excel 4.x-5.0/95/97/2000/XP	Spreadsheet	yes
XLC: Microsoft Excel 4.x-5.0/95/97/2000/XP	Chart	yes
XLW: Microsoft Excel 4.x-5.0/95/97/2000/XP	Spreadsheet	yes
XLT: Microsoft Excel 4.x-5.0/95/97/2000/XP	Spreadsheet	yes
XLS: Microsoft Excel 4.x-5.0/95/97/2000/XP	Spreadsheet	yes
PPTM: Microsoft PowerPoint 2007 XML	Presentation	
PPTX: Microsoft PowerPoint 2007 XML	Presentation	
POTM: Microsoft PowerPoint 2007 XML Template	Presentation	
POTX: Microsoft PowerPoint 2007 XML Template	Presentation	
PPS/PPSX: Microsoft PowerPoint 97/2000/XP	Presentation	
PPT: Microsoft PowerPoint 97/2000/XP	Presentation	yes
POT: Microsoft PowerPoint 97/2000/XP Template	Presentation	
DOC: Microsoft WinWord, 5, 6.0/95, 97/2000/XP	Word Procession	yes
DOCM: Microsoft Word 2007 XML	Word Procession	
DOCX: Microsoft Word 2007 XML	Word Procession	yes
DOTM: Microsoft Word 2007 XML Template	Word Procession	yes
DOTX: Microsoft Word 2007 XML Template	Word Procession	yes
DOT: Microsoft Word 95, 97/2000/XP Template	Word Procession	yes
OTG: ODF Drawing Template	Drawing-Vector	
ODG: ODG Drawing, ODF (Impress)	Drawing-Vector	

Format	Category	Supported
ODM: ODF Master Document	Word Processing	yes
ODP: ODF Presentation	Presentation	
OTP: ODF Presentation Template	Presentation	
ODS: ODF Spreadsheet	Spreadsheet	yes
OTS: ODF Spreadsheet Template	Spreadsheet	yes
ODT: ODF Text Document	Word Processing	yes
OTT: ODF Text Document Template	Word Processing	yes
STD: OpenOffice 1.0 Drawing Template	Drawing-Vector	
SXD: OpenOffice 1.0 Drawing, OpenOffice Impress	Drawing-Vector	
STW: OpenOffice HTML/Text Template	HTML	
SXG: OpenOffice 1.0 Master Document	Word Processing	yes
SXI: OpenOffice 1.0 Presentation	Presentation	
SXC: OpenOffice 1.0 Spreadsheet	Spreadsheet	yes
STC: OpenOffice 1.0 Spreadsheet Template	Spreadsheet	yes
SXW: OpenOffice 1.0 Text Document	Word Processing	yes
MET: OS/2 Metafile	Drawing-Vector	
PXL: Pocket Excel	Spreadsheet	yes
PSW: Pocket Word	Word Processing	yes
PGM: Portable Graymap	Drawing-Raster	
WB2: Quattro Pro 6.0	Spreadsheet	yes
RTF: Rich Text Format, RTF (OpenOffice Calc)	Word Processing	yes
SVG: Scalable Vector Graphic	Drawing-Vector	
SGV: StarDraw 2.0	Drawing-Vector	
SDP: StarImpress 4.0/5.0	Presentation	
SVM: StarView Metafile	Drawing-Vector	
SDW: StarWriter 1.0, 2.0, 3.0-5.0	Word Processing	yes
SGL: StarWriter 4.0/5.0 Master Document	Word Processing	yes
SGF: StarWriter Graphics Format	Drawing-Vector	

STW: StarWriter doc	Word Processing	
SXD: OpenOffice 1.0 drawing	Drawing	
STD: OpenOffice 1.0 drawing	Drawing	
RAS: Sun Raster Format	Drawing-Raster	
SLK: SYLK	Spreadsheet	yes
602: T602 Document	Word Processing	yes
UOS: Unified Office Format spreadsheet	Spreadsheet	yes
UOF: Unifed Office Format spreadsheet, text, presentation	Spreadsheet	yes
UOP: Unified Office Format presentation	Presentation	
WMF: Windows Metafile	Drawing-Vector	
WPD: WordPerfect Document	Word Processing	yes
XBM: X Bitmap	Drawing-Raster	
XPM: X PixMap	Drawing-Raster	

Version 1.1 Addendum

OneViewer for Microsoft Office 365

Annotate Anywhere™ Release

Introduction to version 1.1: This is the number one request from all Equilibrium customers and we are happy to be releasing our first Annotation functionality across Equilibrium's range of products. You asked for something far beyond what other systems provide and we have delivered in this 1.1 release of OneViewer for Office 365. Equilibrium's OneViewer enables the viewing of files over low bandwidth, mobile, any browser HTML5 to provide a seamless integration in SharePoint Online and OnPrem for over 400+ file types. Instead of embedding annotations in pdf's, we provide a patented universal viewing experience with Automatic Experience Management™, along with a simple annotation editor with commenting that enables a non-destructive layer of feedback, but also provides the ability to generate a PDF file from virtually any file-type we support (not just PDF's here!), to enable the quick generation of a "changes list".
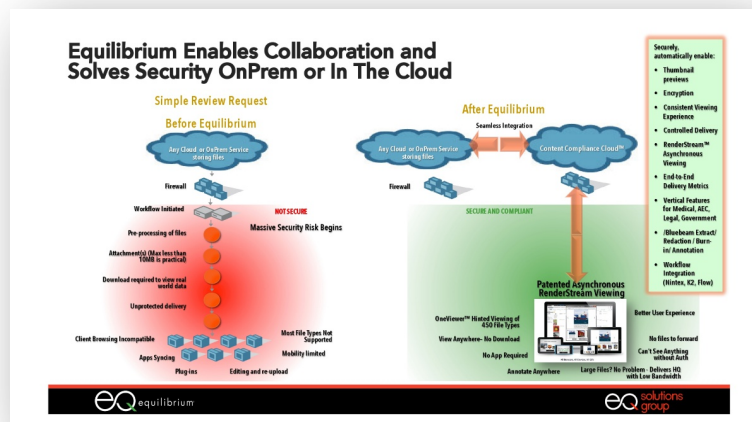
You also can select different users that you want to toggle on-off to provide focused viewing of feedback as you talk through changes remotely, etc. We are very excited to be releasing this in all of our products. *Coming soon: ECM/Visualizer for SharePoint 2013/2016 and MediaRich Publisher for Integration Anywhere™*

To get a closer at all the benefits and how this works to increase security and decrease corporate waste for virtually any process Click Here

There are many benefits to OneViewer for Office 365. We have tried to make this solution, simple and elegant to use, while providing the scalable dynamic automatic experience needed to enable your digital workforce, in the field or in the office!

To see more about OneViewer for Office 365 go to the Equilibrium/OneViewer website**.**

Annotate Anywhere

This new Annotate Anywhere capability provides far superior file security by *stopping any requirement to give download access to users*, eliminating attachments or pre-processing of files; therefore check-out/check-in required to provide feedback on any file is unnecessary for most applications. It's a perfect compliment to workflow systems such as Nintex, where you want to include links to OneViewer files and embed thumbnails from OneViewer in your workflows, providing a single-source-of-truth, and eliminating the constant confusion around which file should be worked on!

OneViewer can be integrated into just about any system via our MediaRich Server headless server. To see information about seamless integrations of OneViewer and how it works to provide a faster, easier and more productive materials, documents, packaging, image, review/ approval and feedback process, please see the workflow integration guide.

Using Annotations

The annotations feature is only available in the OneViewer window, available when an item containing a MediaRich-supported file format is clicked on in the document library's thumbnail view. If the user has permission to view, edit, or moderate annotations, a button in the upper right corner next to the EQ logo will be visible. By default, the window is in Zoom & Pan mode. Clicking the annotation button switches it to annotate mode.
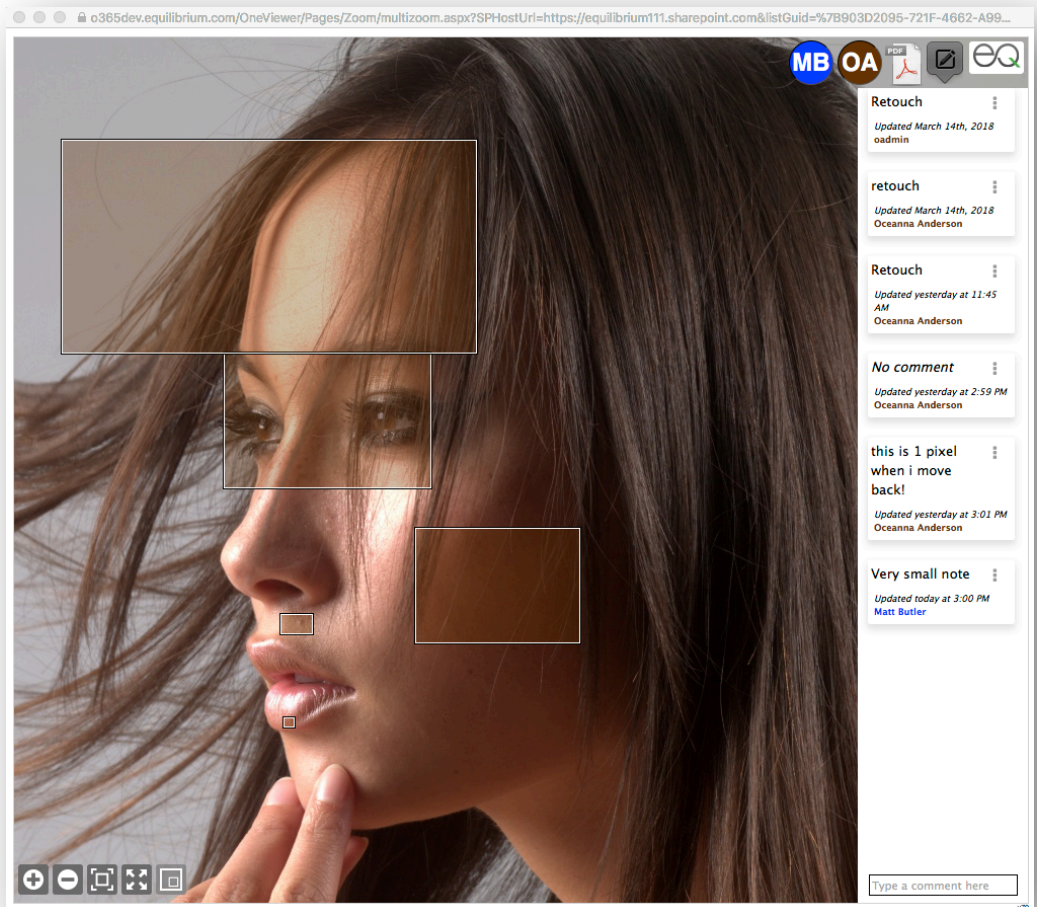
Once in annotate mode, a comment sidebar springs into view with comments pertaining to any existing annotations. The user can also create a new annotation by drawing a selection highlight box around the part of the image they wish to make a note of. Once the selection box is finalized, a text entry box will appear, allowing the user to make a comment. Clicking on Save stores the comment, clicking on Cancel aborts the annotation and clears the selection box from the view.
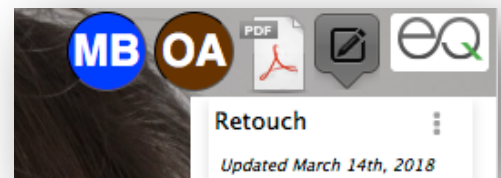
It is also possible to create a new comment-only annotation by typing the text directly into the text box at the bottom of the comment sidebar. These comments do not have selection boxes and are for general commentary on the item.

All comments in the sidebar are sorted by creation date, with the oldest at the top and the newest at the bottom. The user who made the annotation along with the creation time are displayed below the comment.

Along the top of the OneViewer window are a series of circles with the initials of the users with annotations on the page. The initials are based on the display name of the user.

Note: *If the SharePoint administrator has not set up a user's display name in the site collection or Active Directory service, then the annotation feature will try to make a best-guess of initials to use from the user's login name. To ensure the initials display correctly, please have the administrator configure SharePoint user display names/titles properly.*

It is possible to filter out all annotations from a specific user by clicking on their circle. Clicking it again will unhide their annotations. Multiple users can be hidden if multiple circles are clicked upon. These filters are reset whenever the window is closed or the page in the window is refreshed.

To delete an annotation, *the user must have the Create or Moderator permission*. If they have the Create permission, they can only delete their own annotations. Moderators can delete anyone's annotations. To delete an annotation, hover over the selection highlight of the annotation on the image and click the X in the text box, or click on the three dots in the comment in the sidebar and a menu will appear with a delete command. Once an annotation is deleted, it cannot by restored.
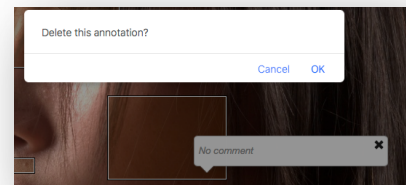
It is currently not possible to update the text or selection box of an existing annotation. If an annotation needs to be modified, the text should be selected and copied and pasted into a new annotation and the old one should be deleted.
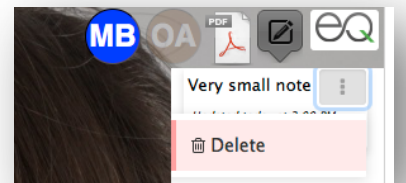
User Colors

Each user is assigned a unique color for their annotation. This is reflected in the user initials circle, the user name in the comment box, and the selection highlight. These colors are assigned on a first-come, first-serve, per-page basis. Once a color has been assigned to a user on that particular page of the document, the user will use that color for any other annotations they create on that page.

If they delete all of their annotations on that page and another user comes along and creates a new annotation for the first time on that page, the other user *may* get the now-available color reassigned to them and the previous user will get a different color if the original user decides to add an annotation back to the page.

Annotations are assigned colors per-page only. Therefore there is no guarantee a user will get the same color on a different page of the same document, though in general as long as the color is available to what the user's login name hashes to, they are likely to get the same color.

The same is true of different versions of the same document, and different documents. The colors are only meant to distinguish one user's annotations from another on a single page.

Note: If too many unique users create annotations on a single page of a document, the available color choices may run out. In such cases, the user will be assigned a color that is also used by another user. They will, however, keep that color for every subsequent annotation they make on that particular page.

Document Versions and the Recycle Bin

Creating a new version of the document resets the annotations for it. They are not deleted, however, and if the old version of the document is restored from the Version History of SharePoint, the annotations from that old version will be copied to the new version created by the restore feature.

Annotations are deleted when the document is sent to the Recycle Bin. ***There is currently no way to restore annotations from a document recovered from the Recycle Bin.***

Export To PDF

When in annotation mode, a button to export the document to a multipage, rasterized PDF is visible. Clicking on this opens a new browser tab with the document converted to a rasterized PDF with the annotations and any selection highlights burned into each page of the document. Users must have at least the annotation Viewer permission to see and use this button.

Note that because this is a rasterized PDF, there are no individual PDF elements in the page that can be edited and the annotations cannot be separated out, ensuring this copy will not mistaken for the original. Also, the PDF may be significantly larger than a normal PDF, especially if the document contains hundreds of pages due to its rasterized nature.

The annotations are displayed in a similar manner in the PDF as they are in the Unizoom window. However, because they may need to be printed out on a black-and-white printer, the annotations are numbered so it is easy to determine which comment goes with which selection highlight. The user initials circles are not present in this exported version of the document.

Mobile Enablement

Equilibrium's goal is to provide a consistent viewing experience anywhere. To that end, we have created seamless gesture support to utilize all these feature from any mobile device. We value any feedback you may have in regards to usability. Our goal is to make sure it is possible to save your annotations, make them easy, utilize standard gesture support, provide a way for you to get the information you need, and provide the feedback required, without downloads, synching, plug-ins, apps or other functions that compromise security.

Annotation Settings in the Admin Properties Page

The administrative properties page for MediaRich® OneViewer™ now include three additional settings for controlling which users can moderate, create/delete, and view annotations in the OneViewer window.

Each setting is a text edit box containing the names of the SharePoint security groups that should be assigned to have the permissions specified by the setting. You can specify multiple groups – each group name is separated by a semicolon ";". The name of the group(s) in the setting must exactly match the name of the group as displayed in the Site Settings People and Groups SharePoint page, including any spaces in the name.

Change your MediaRich OneViewer™ properties

Thumbnail Width	200
Thumbnail Height	200
Background Color	DDEEFF
SMTP Server	
Site Collection Owner Email	
ReplyFrom E-Mail Address	
Annotation Moderator Groups	Team Site Owners;
Annotation Create & View Groups	Team Site Members;
Annotation View-Only Groups	Team Site Visitors;

Note: Users not present in any of the above groups will not see any annotations, unless they belong to no groups at all. In such a case, their effective site permissions will be used until they are added to any security group. Any annotation group setting that is left blank will disable that permission level for annotations.

Save Changes

Return to App Page

By default, when you upgrade the OneViewer app, the app will automatically look at the site collection's owner and contributor groups and *populate the Moderator and Creator annotation*

Note: These settings can only be changed (as with all the settings on the properties page) by a user with Web Manager access in the site collection OneViewer is installed on.

permissions settings for you. The View-Only setting is left blank *intentionally* so only users with contributor access or greater can see annotations by default.

Note: If you wish to set up a group (or use an existing group) to allow users <u>view-only</u> access to annotations, simply specify the name of that group or groups in this setting.

Note: The permissions set in the SharePoint group have no bearing on the annotation permission for that group. The annotation feature only uses the group name to match against the groups the user belongs to. If a user belongs to multiple groups and those groups are assigned to multiple annotation permission levels, the group matched in the highest annotation permission level is used.

IMPORTANT: The annotation feature always first checks the user to see if they belong to any groups and looks to see if any of those group names match those that are specified in the settings. *If however, they do not belong to any groups at all, the annotation feature will instead fall back to using the user's global site collection effective permissions, which may give the user more access than desired. If a user's access to annotations needs to be limited, then assign them to at least one SharePoint group and assign that group accordingly in*

the annotation settings, or put the user in a group that is not specified in any of the settings if you wish them to not have any access to annotations.

If the effective user's permissions are used due to the user not belonging to any groups, the SharePoint user permissions are mapped as follows: **Web managers get moderator access, users with the add and delete item permissions get creator access (they must have both permissions), and user's with add item permission get view access.**

Annotation Permission Levels

Annotation Moderators

This is the highest level of annotation permissions. Moderators can delete any other user's annotations, and can create and delete their own annotations as well. Moderators automatically get the Create and View permissions, so it is not necessary to duplicate the group name(s) specified in this setting in the other two permission settings.

Annotation Creators

Users with this permission level can create new annotations and can delete their own annotations. They cannot delete another user's annotations. Creators automatically get the View permission, so it is not necessary to duplicate the group name(s) in this setting in View permission setting.

Annotation Viewers

Users with this permission level can only view annotations. They can neither create nor delete any annotations.

Disabling Annotation Features

If it is desired to disable a level of permissions for annotations you can simply clear the setting for a particular permission level.

For example, by default, the View-only level permission is clear and is therefore disabled so there is no way to view annotations without also being able to create and delete them unless the administrator edits the setting and adds a group to the View-only permission level. This is particularly handy if you want to make notes about anything, but have no desire for students, employees, or third parties to be able to see these notes. An example would be using this for transcripts, or during a finalization process, you wouldn't want readers to see any of these feedback items.

If you wish to completely disable the annotation feature in OneViewer, clear all three of the annotation permission settings edit boxes of all group names and the OneViewer window will only work to zoom and pan.

Note: If a permission box is clear of any groups, this also disables the fallback for the check on the user's site level effective permissions. Therefore any users who do not belong to any groups will also be blocked from using that level of annotations when the setting is empty.

Upgrading the OneViewer App To Enable Annotations

If you are an existing customer of OneViewer, you will need to upgrade to the latest version of the application package in order to use the new annotations feature. You can tell you need to upgrade if the Administrative Properties page displays a message in the three annotation settings that an upgrade is needed.

Upgrading the app is explained in the user guide, upgrading for annotations is basically the same as any other time the app is updated: Download the new version of the app from the Equilibrium web site, upload it to your tenant's App Catalog site collection (replacing the existing version), go to each of the site collections where you have installed OneViewer, go to the Site Contents page and select Details for the OneViewer app. You will get a message stating a new version is available in your App Catalog and you will be allowed to upgrade.

Once the upgrade is done, revisiting the Admin Props page should now show the default settings for annotations as described in the previous section. If for some reason it still states you need an upgrade, you can try uninstalling and reinstalling the app from the site collection and check the settings again. (You do not need to replace it again in the App Catalog as long as it reads it is version 1.0.0.9 or higher, and it is not necessary to disable OneViewer in your document libraries during the upgrade process.)