MediaRich®
ONEVIEWER for OFFICE 365

MediaRich OneViewer for Office 365

Version 1.1

User Guide

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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

Workgroup Content Collaboration in OneViewer

MediaRich OneViewer enables businesses to manage digital media assets within the Office 365 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 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 Onlineand 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 MediaRich OneViewer for Office 365 product **does not** support these file types.

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.
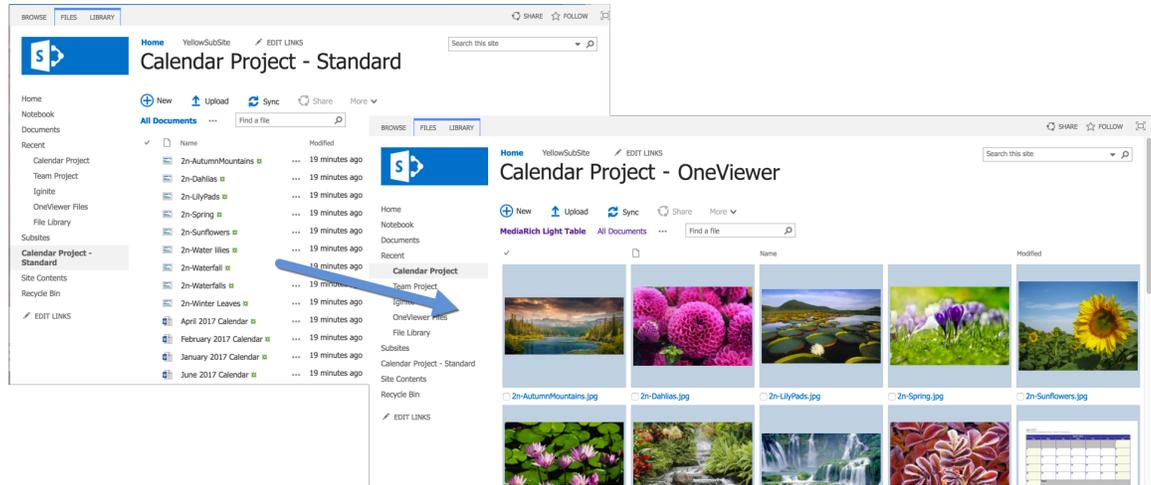

Figure 1: Enhanced visualization in OneViewer Library

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 14.

UniZoom™

Deep Inspection and annotation in an all-browser, multi-device, universal multi-page experience

View Anywhere™

Equilibrium's goal for MediaRich OneViewer is to enable a "view anywhere" experience. MediaRich OneViewer 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™ View Anywhere™" on page 28.

Annotate Anywhere™

Instead of embedding annotations or redacting content in a PDF, OneViewer provides a patented universal viewing experience with Automatic Experience Management™, along with a simple annotation and redaction editor with commenting that enables a non-destructive layer of feedback. This feature set also provides the ability to generate an annotated and/or redacted PDF file from virtually any supported file type to enable the quick generation of a "change list" for work groups or a secured document for public distribution. 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.

This capability provides far superior file security by eliminating any requirement to give download access to users as well as obscuring sensitive information. With UniZoom annotation features, you can avoid attachments or file pre-processing , and replace the required check-out/check-in step to provide feedback on any file type supported by the OneViewer Library. 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. This provides a single-source-of-truth and eliminates the confusion around which file should be updated.

For more information about using UniZoom annotations in your OneViewer-activated libraries, see "UniZoom™ Annotate Anywhere™".

Image File Format Support

MediaRich OneViewer 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 40. For a regularly updated file format list, please visit our Supported Formats page on the Equilibrium web site:

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

Support for Visual Workflows

Cut unnecessary steps out of your workflow with OneViewer visual workflow enablement

Combining the power of the MediaRich Server with content management, you can take advantage of the SharePoint routing and approval process, version control, and check-in/check-out system to ensure that your most current, approved brand assets are being used. These workflows, combined with the OneViewer UniZoom™ tools, provide the widest audience possible with a trouble-free review and approval experience. Your organization can also create customized SharePoint workflows to integrate with other business information systems.

The Equilibrium Solutions Group can help you create workflows for artwork, contracts, human resources, scan review, or other complex business processes for easy workflow adoption and huge productivity gains. We can also provide you with the information you need to create your own custom workflows to support your own business needs, such as

- Add MediaRich Preview Thumbnails in Workflow emails for all single and multi-page file types (Adobe, Office, Images, PDF files) to make it easy to see which file requires attention
- Add MediaRich UniZoom-enabled view anywhere approval to a workflow notification mail body
- Add MediaRich UniZoom to the workflow approval viewing area
- Enable soft-proofing of very large professional formatted content
- Review and approve without file download and without custom apps or software
- Accelerate your approval pipeline for products, contracts, image and logo approvals, etc.

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`

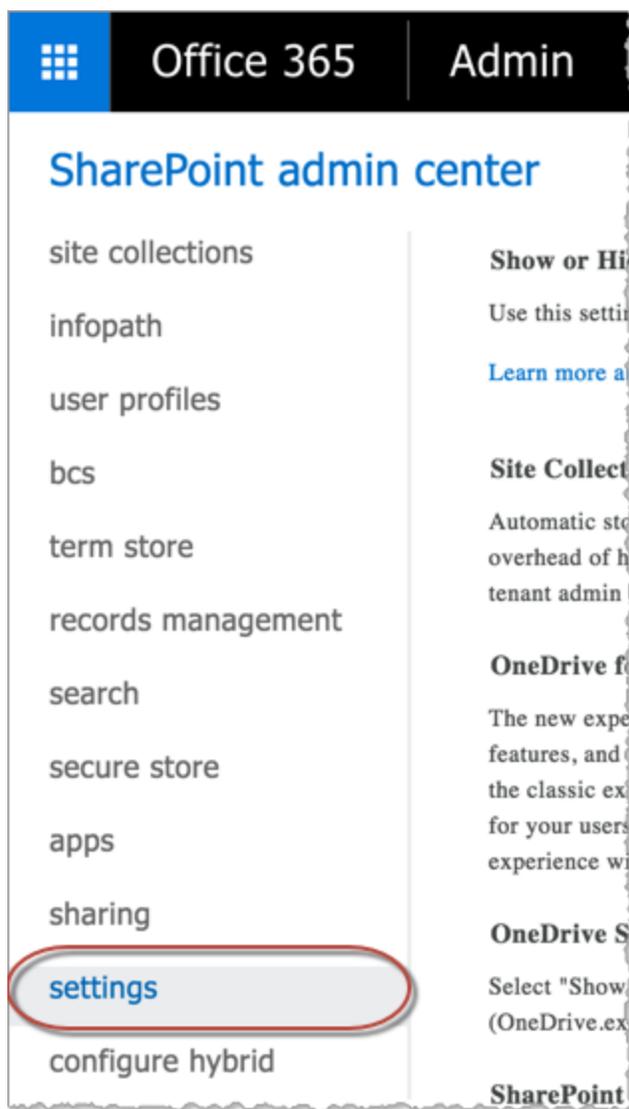2. On the left side of the admin center page, click the **Settings** menu item.

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.
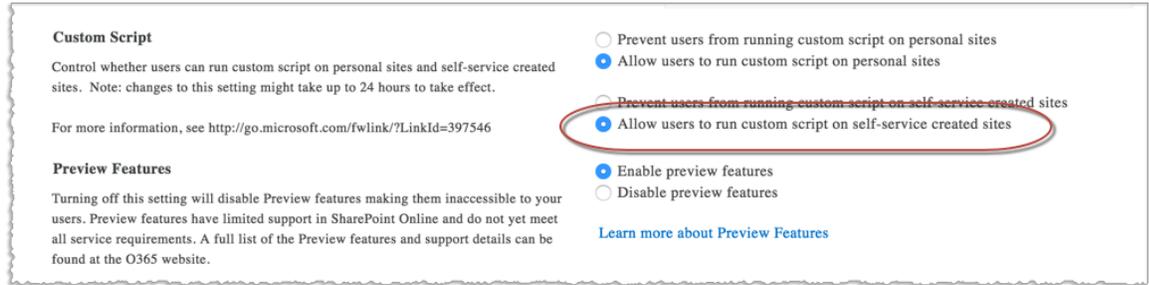
Figure 3: Enable custom scripts to run

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.
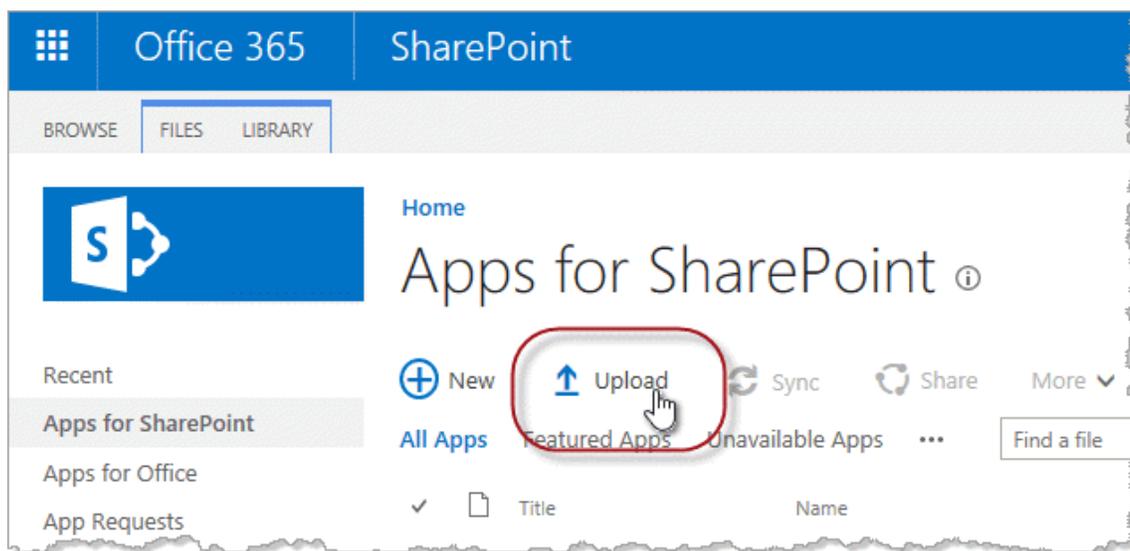

Figure 4: Use the upload link to upload the OneViewer app

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**.
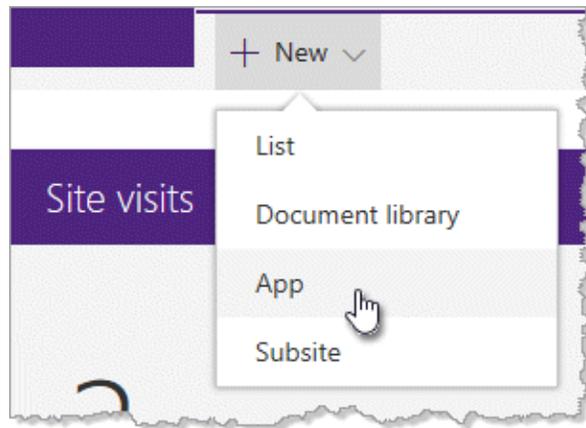
Figure 5: Add a new app to the site

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**.
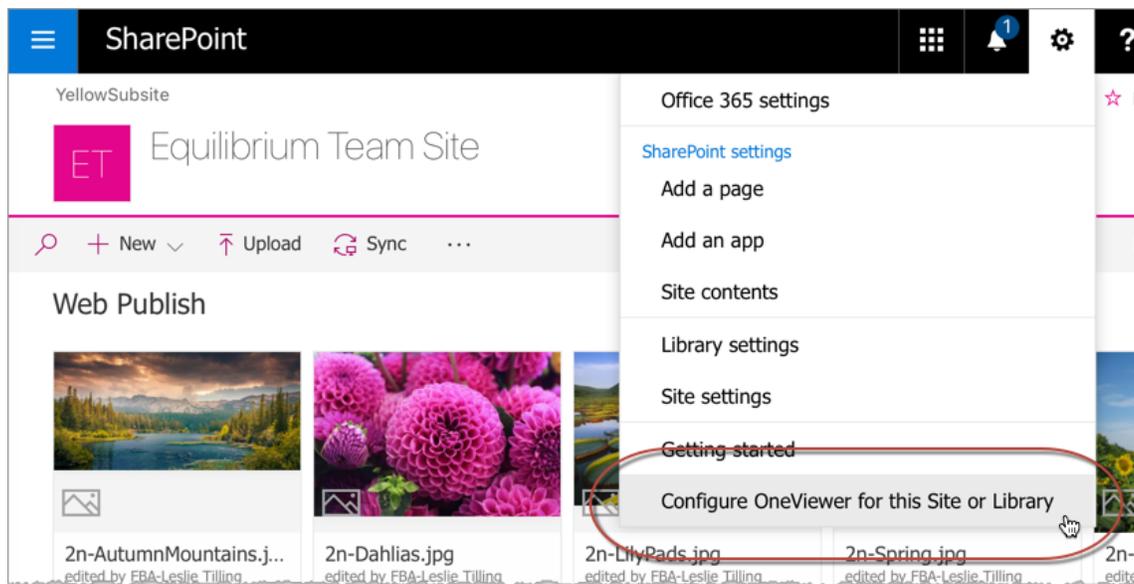
Figure 6: Access OneViewer configuration for the library

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 14.

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**.
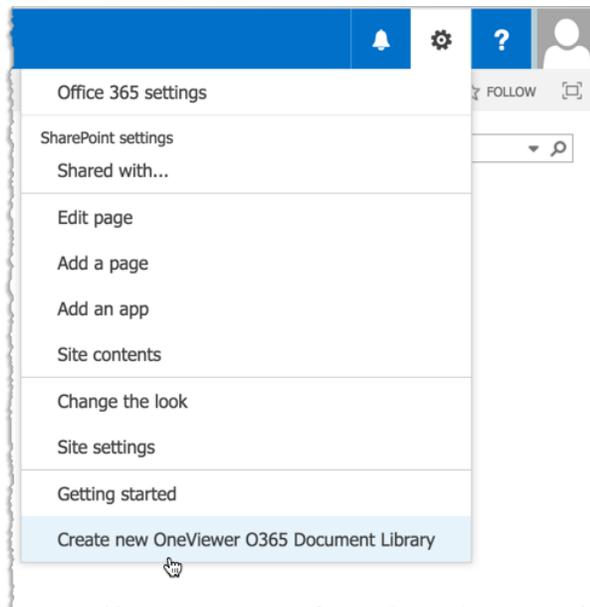
Figure 8: Create a new OneViewer library

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.
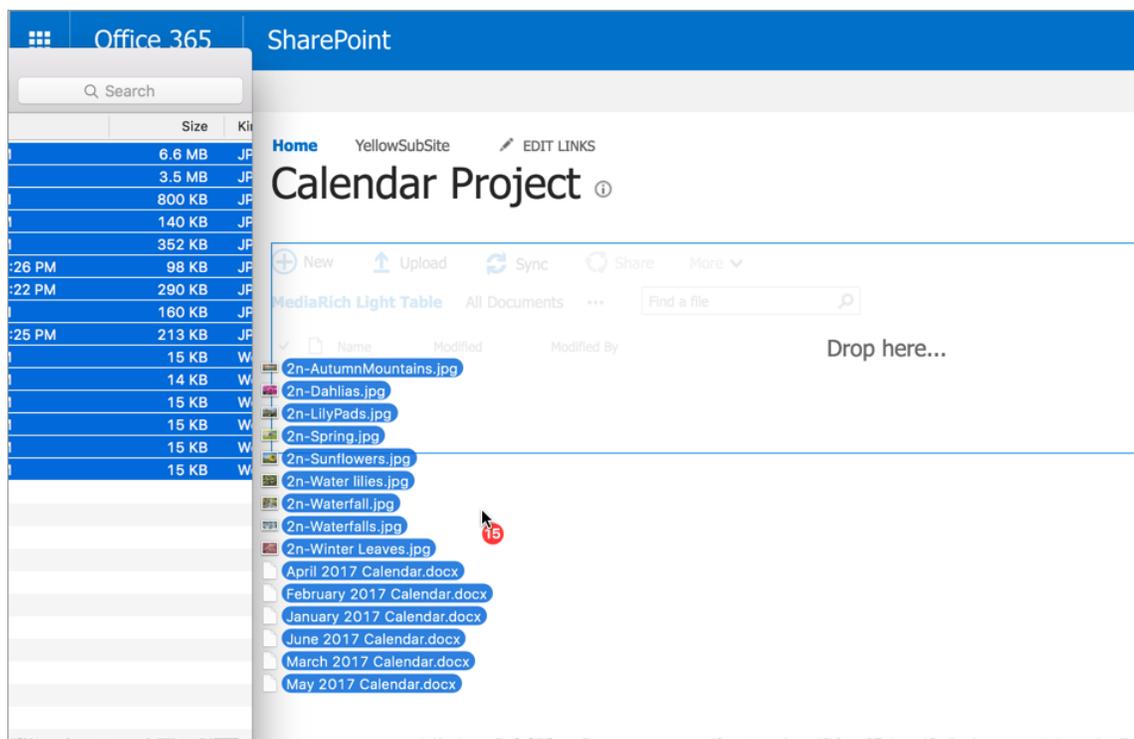
Figure 10: Add your image and document files to the empty library

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 16). 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 display settings
- Email settings
- Annotation group permission 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.

Annotation permission group settings

The properties editor provides settings for controlling which users can moderate, create/delete, and view annotations in the UniZoom & Pan window. You can disable access to the Annotation feature at a specific level by clearing the setting, or you can disable all access to annotations by clearing all of these settings.

For more information about the Annotations features in OneViewer for Office 365, see "UniZoom™ Annotate Anywhere™" on page 30.

- **Annotation Moderator Groups**: This setting specifies the groups with the "Moderator" level of annotation permissions (the highest level). These users can delete any other user's annotations, as well as create and delete their own annotations. They also have all the Create and View permissions, so it is not necessary to duplicate the group name(s) for the other permission settings.
- **Annotation Create & View Groups**: This setting specifies the groups with the "Creator" level of annotation permissions. These users can create new annotations and can delete their own annotations. They cannot delete another user's annotations. Creators also have the View permission, so it is not necessary to duplicate the group name(s) for the View permission setting.
- **Annotation View-Only Groups**: This setting specifies the groups with the "Viewer" level of annotation permissions. These users can only view annotations and cannot create or delete them.

The annotation feature 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 these settings. If they do not belong to any groups at all, the annotation feature falls back to the user's global site collection effective permissions, which could give the user more access than you want for annotations. If your OneViewer users' access to annotations should be limited, make sure to assign each user to at least one SharePoint group and assign that group accordingly in the annotation settings. And if you do not want a user to have access to annotations, put the user in a group that is not specified in any of these settings.

> *Note:* The permissions set in the SharePoint group do not affect the annotation permissions for that group. This feature only uses the group name to match against the groups where the user belongs. If a user belongs to multiple groups and those groups are assigned to multiple annotation permission levels, it uses the group matched in the highest annotation permission level.
>
> If the Annotation feature must use the effective user's permission, the SharePoint user permissions are mapped as follows: Web managers are mapped to Moderator access, users with both the add and delete item permissions are mapped to Creator access , and users with add item permission are mapped to "Viewer" access.
>
> If a setting box is cleared of any groups in order to disable it, this also disables the fallback for checking the user's site level effective permissions. Therefore, users that do not belong to any groups are also blocked from using that level of annotations.

Setting the List Experience for a OneViewer Document Library

OneViewer document libraries function best using the "Classic Experience" for the list experience. This is most likely already set for your SharePoint environment, but your administrator or site owner could have another experience setting in place. If you encounter a problem with your OneViewer Document Library, changing this setting should resolve it. A change to settings at the library level overrides changes at the site, site collection, and tenant level.

1. Click the Settings icon ⚙ at the top of the page and select **Library settings**.

   If you don't have this menu item in the SharePoint Settings list, choose the **Library** tab to open the ribbon, and then click **Library Settings** on the ribbon.
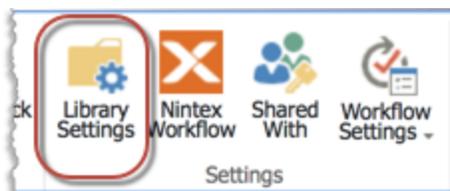
Figure 12: Open the library settings

2. Click **Advanced** settings and then scroll down to **List experience**.
3. Choose the **Classic experience** option.
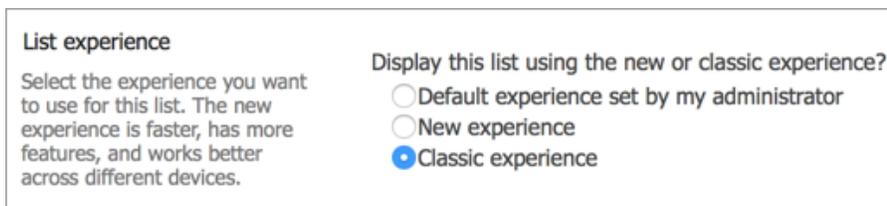
Figure 13: Set the list experience for the document library

4. Click **OK** at the bottom of the page to save the setting.

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**.
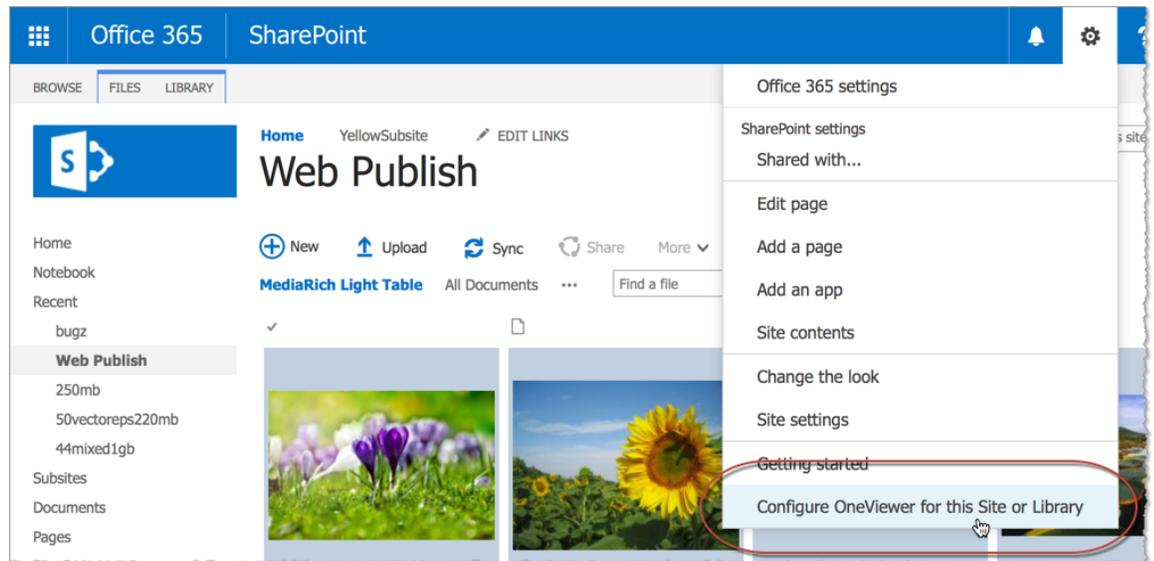
Figure 14: Access OneViewer configuration for the library

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 15: 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.

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.
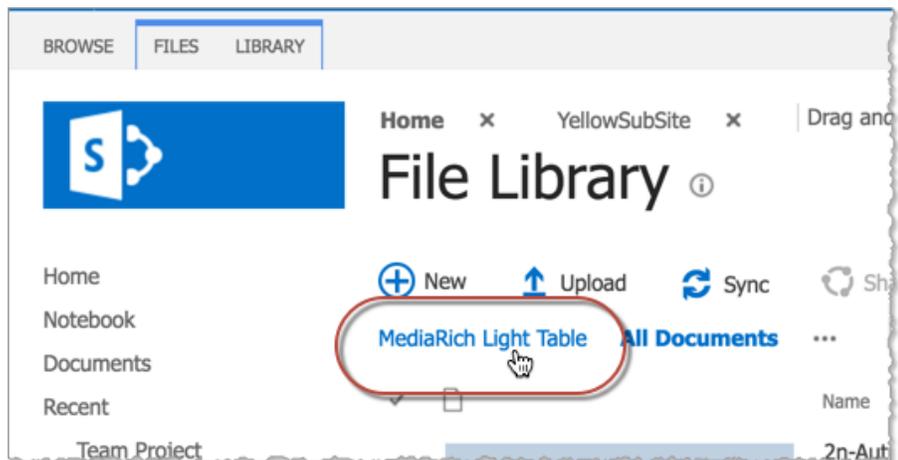
Figure 16: Selecting the Light Table view

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.
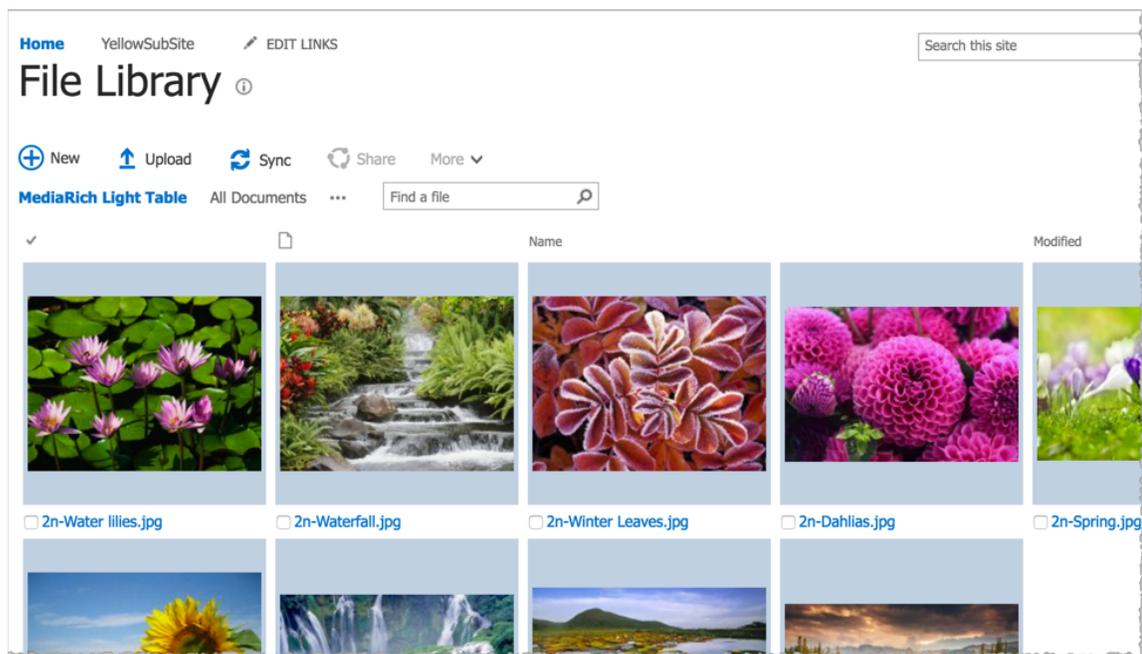
Figure 17: Image files displayed in the Light Table view

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

UniZoom 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.
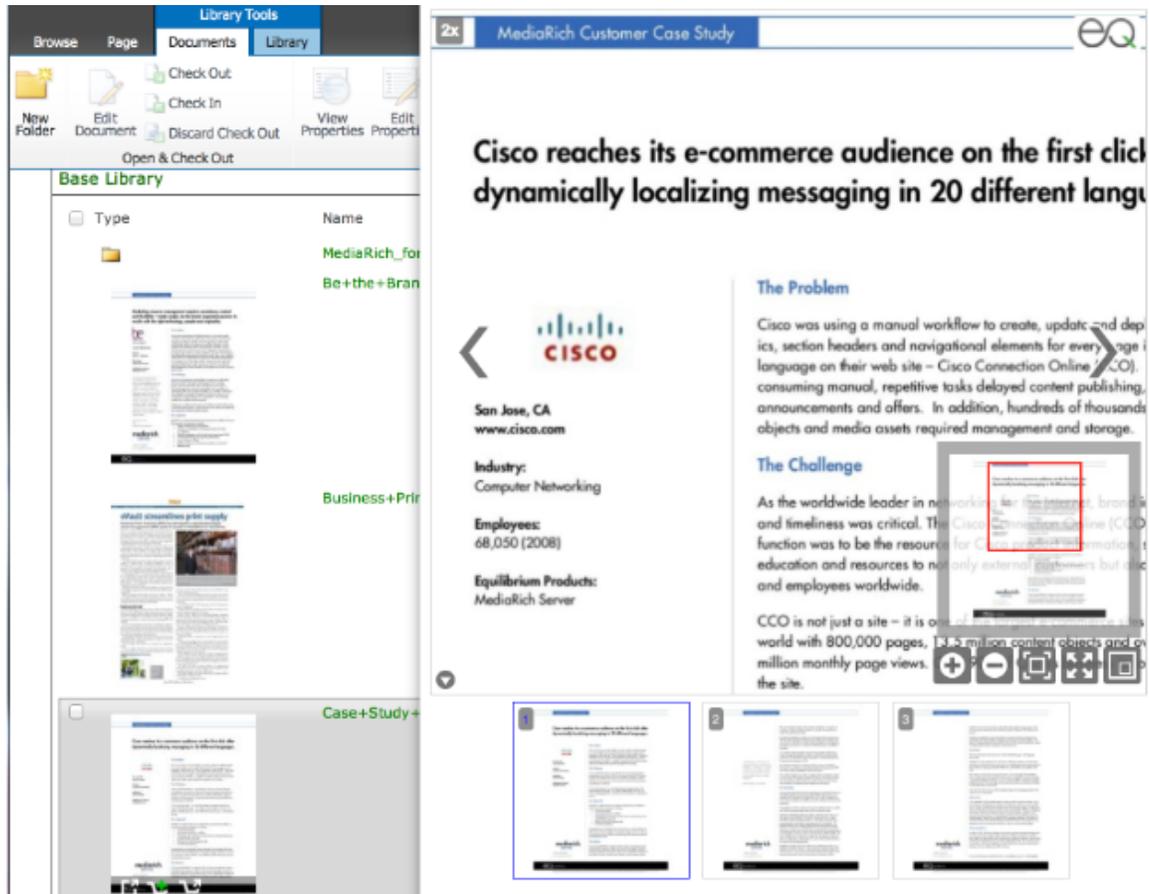
Figure 18: Multi-page UniZoom document preview

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™ View Anywhere™" on page 28.

The UniZoom™ Window

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 19: 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

UniZoom™ View Anywhere™

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. The patented UniZoom technology dynamically normalizes all content files and provides high quality viewing and thumbnails that are customizable (you can change the rendered size and resolution at any time), creating a consistent reliable viewing experience that is always current without the need for special applications or readers. This means users always get the latest and greatest file while avoiding downloading gigabytes of potentially out-of-date content.

In MediaRich OneViewer, UniZoom provides multi-page viewing of both documents and images (such as PDFs and fax files, which are commonly used in Document Imaging).

> *Note:* Many fax files use a .tif or .tiff extension — these are usually the G3 or G4 subsets of the TIF format and they display a multi-page image in the UniZoom window. The G3 or G4 (fax file) TIFF subsets are black-and-white or grayscale only. If you have a multi-page TIFF file with a bit depth greater than grayscale, only the first page is displayed in the UniZoom window and there is no indication that there are other pages in the file.

Using the UniZoom View 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.
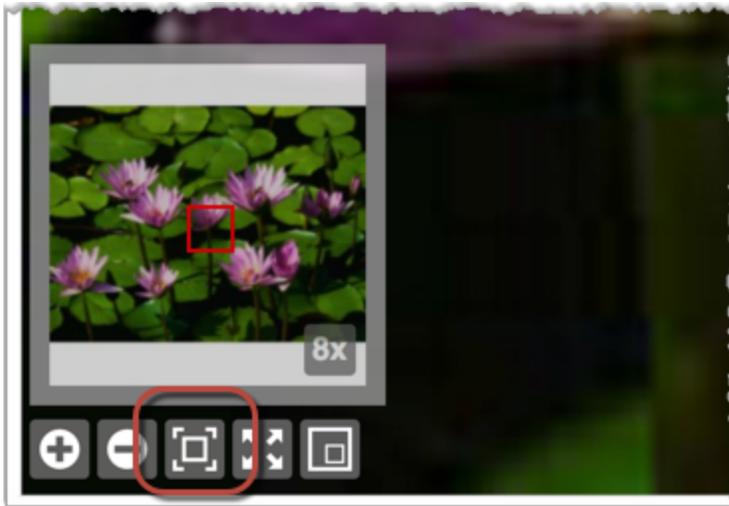
Figure 20: Restore original

- To show or hide the inset preview, click the ▣ icon.
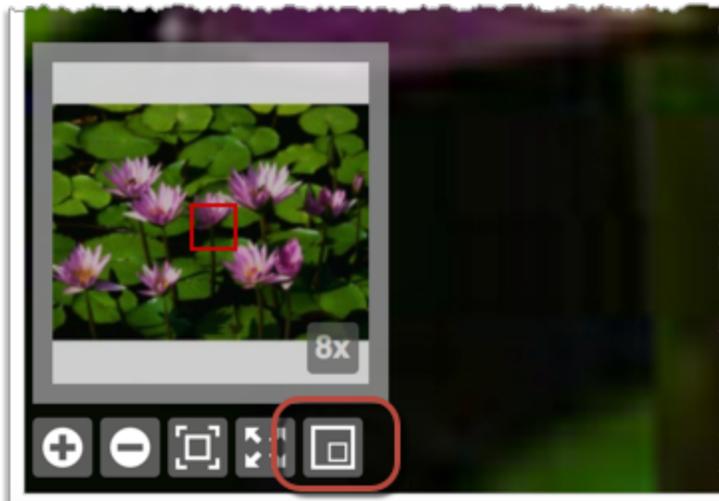
Figure 21: Hide Preview

When the preview is displayed, click and drag the navigation box to select the portion of the image or page in the larger window.
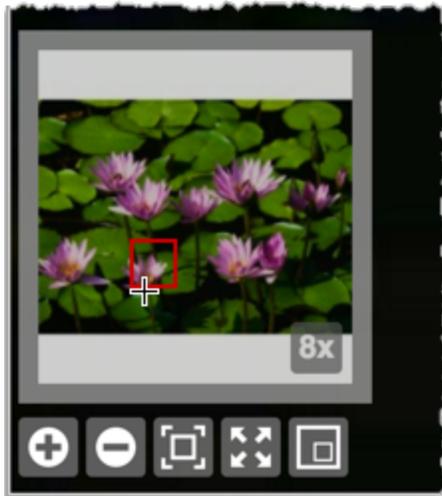
Figure 22: Drag the preview selector

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.

UniZoom™ Annotate Anywhere™

Annotate Anywhere provides powerful centralized annotation for all MediaRich OneViewer-supported image and office document file types. This feature set is incorporated into the UniZoom & Pan window, which you can open by clicking the document thumbnail in the Document Library. If you have permission to view, create, or moderate annotations, the window displays a button in the upper-right corner next to the Equilibrium logo.

Figure 23: Annotate mode button

By default, the window is in Zoom & Pan mode. Clicking this button toggles the window to/from annotation mode.

Viewing Annotations

When the window is in annotation mode, it displays a comment sidebar on the right and provides text comments pertaining to any existing annotations and redactions. The displayed comments are sorted by creation date, with the oldest at the top and the newest at the bottom. The user who added the item and the creation time are displayed below the comment.

When there are existing annotation, comment-only, and/or redaction items, the top of the window displays a series of circles with the initials of the contributing users. The initials are based on the

display name of the user.
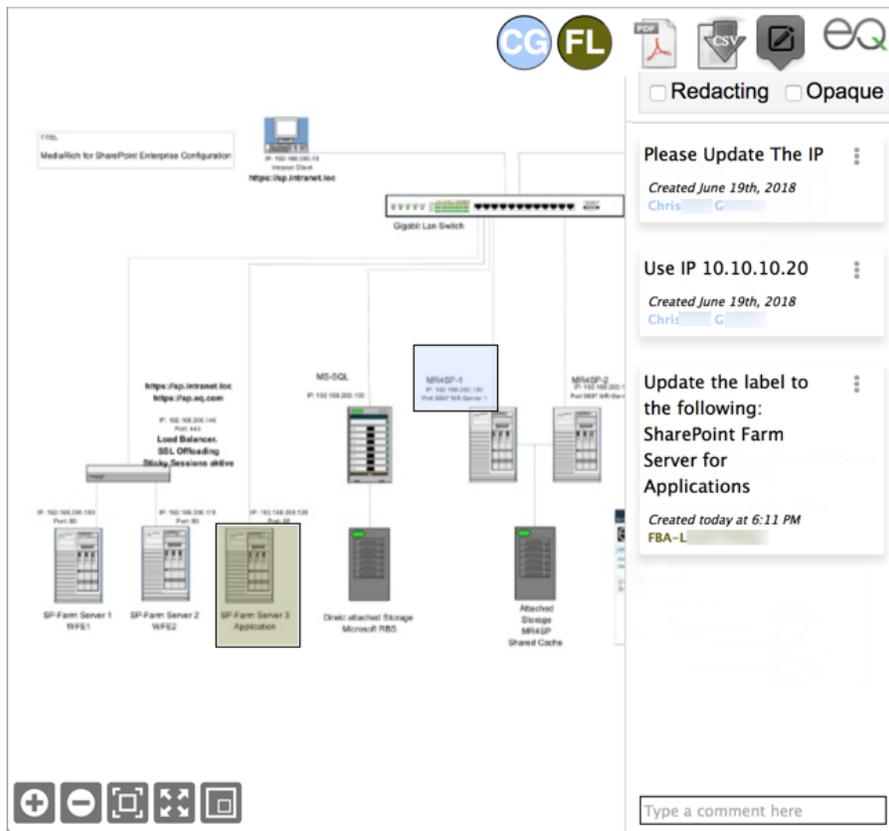
Figure 24: Annotations displayed in the window

> **Note:** If the SharePoint administrator has not set up a user's display name in the site collection or Active Directory service, the annotation/redaction feature will try to make a best-guess for the initials using the user's login name. To make sure that your team members' initials display correctly, have your administrator configure SharePoint user display names/titles as needed.

You can filter the annotation/redaction display for a specific user by clicking their circle, which toggles the display for that user on and off. You can hide the display for multiple users by clicking the needed combination of circles at the top of the window. This filtering resets whenever you close the window or refresh the page in the window.

User Colors

The system assigns a unique color to each user for displaying their annotations/redactions. It uses the color for the circle with the user's initials, the user name in the comment box, and the selection highlight. Color assignments are on a first-come-first-serve, per-page basis. When a color is assigned to a user on a particular page of the document, that user will have the same color for any other annotations or redactions they create on that same page.

If the user or a Moderator deletes all of their annotations and redactions on a page and another user then creates a new annotation or redaction for the first time on that page, the system may assign

the now-available color to that user. If the first user later adds new annotations, the system assigns another color to them.

> *Note:* Because the system assigns colors per-page, there is no guarantee that a user will have the same color on a different page of the same document. However, in general, as long as the color is available to the hash for the user's login name, they are likely to get the same color. The same is true of different versions of the same document, as well as different documents. The colors are intended only to distinguish one user's annotations from another on a single page.
>
> If too many unique users create annotations/redactions on a single page of a document, the available color choices could run out. In such cases, the system must assign a color that is also used by another user. And the user will keep that color for every subsequent annotation or redaction they make on that particular page.

Redaction Opacity

Redactions are useful to "block" areas in an image or document. The redaction areas use an opaque display by default, but you can change the current display so that all of the redaction selection areas are displayed with the same transparency as the standard annotation items.

To display redactions using transparency

- Clear the **Opaque** check box at the top of the UniZoom window.

Figure 25: Clear the check box to view redactions using transparency

Transparency Level

The annotation pane is displayed as semi-transparent (98%) by default. If needed, you can modify this display opacity/transparency level in the annotation mode pane. This modified setting is saved in the browser local storage so it that it persists between sessions.

To change the display transparency

1. Place the cursor over the annotation pane as you hold both the Shift key and the mouse button/touchpad.

    This displays the **Pane Opacity** slider.

    > *Note:* This is an extended press of the mouse or trackpad to trigger the display of the slider.

2. Drag the slider control to the left or right to adjust the opacity level to your preference.

Figure 26: Adjust the opacity for the annotation pane

3. Click anywhere in the annotations pane to hide the slider.

    As an alternative, you can also hold the Shift key as you drag the slider control and it will be hidden as soon as you release.

Document Versions

Creating a new version of the document resets the annotations and redactions. However, the annotations and redactions for the previous version are not deleted—if the older version of the document is restored from the Version History of SharePoint, the annotations and redactions from that version are copied to the new version created by the restore feature.

Recycle Bin

Annotations and redactions are deleted when you send the document to the Recycle Bin.

> *Important:* There is currently no way to restore annotations and redactions from a document recovered from the Recycle Bin.

Creating Annotations

If you have Creator or Moderator annotation/redaction permissions, you can add an annotation or redaction to a document in the UniZoom & Pan window. You can highlight a selected area within the page and add a comment that pertains to that area. You can also add a simple comment that is not specific to an area or element within the page.

> *Note:* It is currently not possible to update the text or selection box for an existing annotation or redaction. If an annotation/redaction with a selection box requires modification and you are accessing the site from a system with a keyboard and mouse, you can hover the cursor over the box to display a text bubble and carefully copy the text from it. Then you can paste the copied text into a new annotation or redaction and delete the original annotation. You cannot copy text from a comment-only item.

To create an annotation

1. Hover the cursor over the displayed document page and draw a selection box around the area that you want to associate with your comments.

    When the selection box is complete, a text entry box appears.

2. Enter the text for your comment.

Figure 27: Enter the comment text for the selected area

3. Click **Save**.

   If you change your mind about the annotation, you can **Cancel** to close the text tool and clear the selection box from the view.

To create a simple comment-only item

1. At the bottom of the comment sidebar, click inside the text box and enter the comment text.
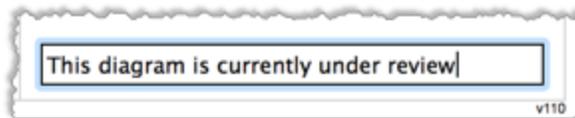
Figure 28: Enter the comment for the page

2. Press Enter.

   This adds the comment to the bottom of the comments list.

To create a single redaction

1. Hover the cursor over the displayed document page and draw a selection box around the area that you want to associate with your comments.

   When the selection box is complete, a text entry box appears.

2. Select the **Redaction** check box.
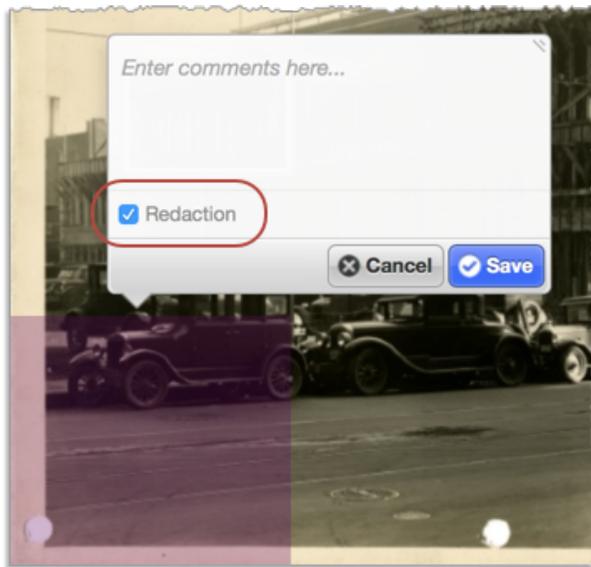
Figure 29: Enter the comment text for the selected area

3. *(Optional)* Enter the comment text for the redaction.

4. Click **Save**.

    If you change your mind about the redaction, you can **Cancel** to close the text tool and clear the selection box from the view.

To create multiple redactions

1. Select the **Redacting** check box at the top of the UniZoom window.

    When this option is selected, all new selections in the window are set to redactions by default.

Figure 30: Use the check box to easily add multiple redactions

2. Hover the cursor over the displayed document page and draw a selection box around the area that you want to associate with your comments.
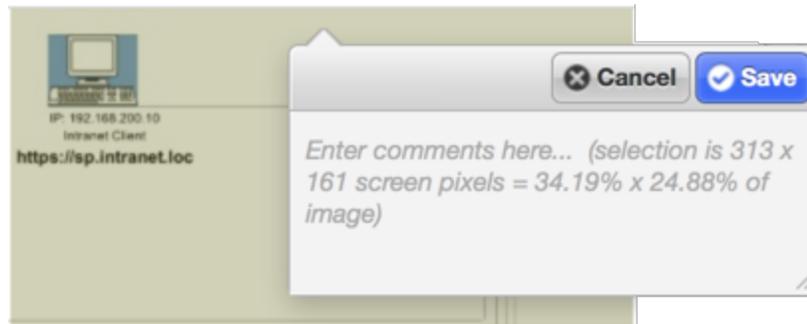
3. *(Optional)* Enter the comment text for the redaction.

4. Click **Save**.

    If you change your mind about the redaction, you can **Cancel** to close the text tool and clear the selection box from the view.

5. Repeat steps 2 through 4 for each additional redaction.

Deleting Annotations

To delete an annotation or redaction, you must have the Creator or Moderator permission. With the Creator permission, you can delete only your own annotations/redactions. With the Moderator permission, you can delete anyone's annotations/redactions.

> *Important:* If you delete an annotation or redaction, it cannot by restored.

To delete an annotation or redaction

1. Hover over the highlighted area on the page and click the **X** in the text box.

Figure 31: Delete the annotation/redaction on the page

or

In the comment sidebar, click the three dots in the comment box and select **Delete**.
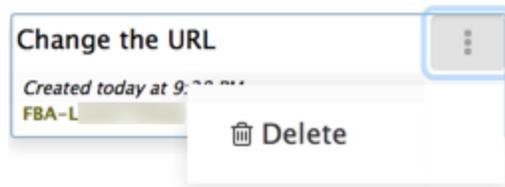
Figure 32: Delete the annotation/redaction in the sidebar

2. Click **OK** in the confirmation dialog.

Exporting Annotations

When the UniZoom & Pan window is displayed in annotation mode and there are annotations and/or redactions for the page, the top of the window displays two buttons that you can use to export the annotations and redactions. Users with the Viewer, Creator, or Moderator annotation permissions can access the export functions.

Figure 33: Export buttons

Export PDF

Click the PDF button to export the annotated/redacted document to a multi-page, rasterized PDF. This opens the PDF Export Options dialog. Select or clear the check boxes to specify content for the PDF and click Export.

Include Annotations — Select this option to include annotation areas.

Include Redactions — Select this option to include redaction areas.

Opaque Redactions — Select this option to display the redaction areas as opaque.

Redaction Notes — Select this option to include comment text for the redaction items.
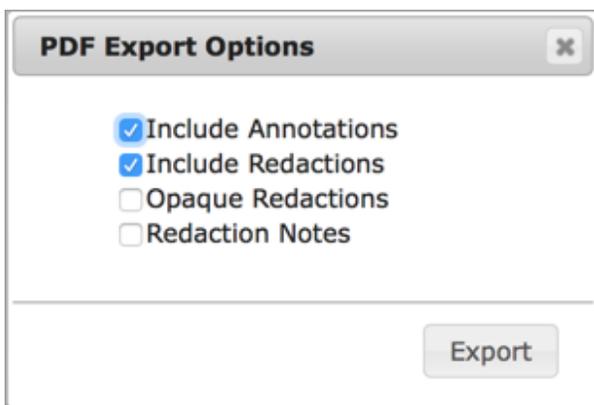
Figure 34: PDF export options

This opens a new browser tab with the document converted to a rasterized PDF with the annotations and/or redactions and any selection highlights burned into each page of the document.

> *Note:* Because this generates a rasterized PDF, there are no individual PDF elements in the page that can be edited and the annotations cannot be extracted. This ensures that the copy will not be mistaken for the original. Also, due to its rasterized nature, the PDF file size could be significantly larger than a normal PDF, especially if the document contains hundreds of pages.

The annotations/redactions 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 highlighted area. The user initials circles are not present in this exported version of the document.

Export CSV

Click the CSV button to export the annotations to a CSV file. This generates the CSV file and automatically downloads it through the browser. The CSV file includes these field values for each annotation:

- type
- file name
- page

- user title
- annotation (text)
- created
- user name
- id
- x
- y
- width
- height
- user color
- updated

Note: For comment-only items, the x, y, width, and height values are 0.

File Format Support

MediaRich OneViewer 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 MediaRich OneViewer.

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

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

Appendix summary

MediaRich Image File Formats Natively Supported

The MediaRich OneViewer for Office 365 supports the following image file formats.

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

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)
AI: Adobe Acrobat	Drawing-Vector	Read	Renders to RGB, CMYK	Basic		
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		
EPS: Encapsulated Postscript	Drawing-Vector	Read/Write	Renders to RGB, CMYK	Basic		
EPSF: Encapsulated Postscript	Drawing-Vector	Read/Write	RGB and CMYK	Basic		
RAF: Fuji FinePix Raw	RAW Camera Image	Read	Converts to RGB	Enhanced		

File extension and format	Category	Read/Write	Color space support	Metadata ingest	Metadata embed	Text extraction (all text)
GIF: Graphics Interchange Format	Image/Animation	Read/Write	RGB	Basic	Basic	
JPE: JPEG	Image	Read	RGB, CMYK, with ICC Support	Enhanced		
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		

File extension and format	Category	Read/Write	Color space support	Metadata ingest	Metadata embed	Text extraction (all text)
JPC: JPEG 2000 Stream	Image	Read/Write	GRAY, RGB, YCBRC Convert	Basic	None	
DCR: Kodak Digital Raw	RAW Camera Image	Read	Converts to RGB	Enhanced		
PCT: Mac PICT	Image	Read/Write	RGB	Basic	None	
PICT: Mac PICT	Image	Read	RGB	Basic	None	
MOS: Creo Leaf Mosaic Camera Raw	RAW Camera Image	Read	Converts to RGB	Enhanced		
NEF: Nikon Raw	RAW Camera Image	Read	Converts to RGB	Enhanced		
ORF: Olympus Raw	RAW Camera Image	Read	Converts to RGB	Enhanced		
PCX: PC Paintbrush	Image	Read/Write	RGB	Basic	None	
PS: Photoshop	Image	Read/Write	RGB, CMYK with ICC Support	Enhanced	Enhanced	
PSB: Photoshop Large Image Format	Image	Read	RGB	Enhanced		
PNG: PNG	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		

File extension and format	Category	Read/Write	Color space support	Metadata ingest	Metadata embed	Text extraction (all text)
PBMB: Portable Pixel Map	Image	Read	B&W	Basic		
PS: Postscript	Portable Document	Read	Renders to RGB, CMYK	Basic		Yes (also one page, page range)
BW: 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 Camera Image	Read	Converts to RGB	Enhanced		
ARW: Sony Raw	RAW Camera Image	Read	Converts to RGB	Enhanced		
TGA: Targa	Image	Read/Write	RGB	Basic	Basic	
TIF: TIFF	Image/Multi-page image	Read/Write	RGB, CMYK with ICC support	Enhanced	Enhanced	
TIFF: TIFF	Image/Multi-page 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 Camera Image	Read	Converts to RGB	Enhanced		
ERF: Epson Camera RAW	RAW Camera Image	Read	Converts to RGB	Enhanced		

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File extension and format	Category	Read/Write	Color space support	Metadata ingest	Metadata embed	Text extraction (all text)
FFF: Hasselblad Camera RAW	RAW Camera Image	Read	Converts to RGB	Enhanced		
KDC: Kodak Camera Raw	RAW Camera Image	Read	Converts to RGB	Enhanced		
MEF: Mamiya Camera Raw	RAW Camera Image	Read	Converts to RGB	Enhanced		
MRW: Minolta Camera Raw	RAW Camera Image	Read	Converts to RGB	Enhanced		
PEF: Pentax Camera Raw	RAW Camera Image	Read	Converts to RGB	Enhanced		
SR2: Sony Camera Raw	RAW Camera Image	Read	Converts to RGB	Enhanced		
STI: Sinar Capture Shop Camera Raw	RAW Camera Image	Read	Converts to RGB	Enhanced		
X3F: Sigma Camera Raw	RAW Camera Image	Read	Converts to RGB	Enhanced		

Office File Formats Supported

MediaRich supports the following Office file formats. They are rendered to RGB.

> *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
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

File extension and format	Category	Text extraction (Windows only)
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
PUB: Microsoft Publisher	Web page	
VDX: Microsoft Visio	Drawing Vector	
VSD: Microsoft Visio	Drawing Vector	
OTG: ODF Drawing Template	Drawing-Vector	
ODG: ODG Drawing, ODF (Impress)	Drawing-Vector	
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

File extension and format	Category	Text extraction (Windows only)
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

File extension and format	Category	Text extraction (Windows only)
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	