



# White Paper

## XeditorNG

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# Contents

- 1 Introduction ..... 3
- 2 Creating XeditorNG Documents ..... 3
- 3 Editing XeditorNG Documents ..... 3
  - 3.1 Button Bar ..... 4
  - 3.2 Menu Bar ..... 4
  - 3.3 Comments ..... 6
  - 3.4 Attribute Panel ..... 6
  - 3.5 Raw Editor ..... 6
- 4 Uploading XeditorNG XML Files..... 6
- 5 Downloading XeditorNG Documents ..... 6

## 1 Introduction

XeditorNG documents are managed in Teamrooms. Below, you will learn how to create, edit, upload, and download XeditorNG documents. The editor is designed to allow you to edit content comfortably and intuitively – similar to working in a traditional HTML environment. In the background, however, the data is stored in a structured XML file. This ensures that the content can be displayed in a visually appealing way while also being processed with technical precision.

An additional XML view allows you to inspect the underlying XML code when needed and understand how the content is structured.

## 2 Creating XeditorNG Documents

To create a new XeditorNG document, proceed as follows:

1. Navigate in the desired Teamroom or subfolder.
2. Open the context menu in an empty area of the content section and click “New”.
3. Select “XeditorNG Document”.
4. Enter a name and click “Next”.

The XeditorNG document will be stored in the current Teamroom or subfolder.

**Note:** When creating a document, you can choose between two schema types. The schema cannot be changed retroactively once the document has been created.

- **Word-like schema**  
Used for standard text documents with a familiar Word processor layout.
- **JATS schema**  
Used for documents based on the “Journal Article Tag Suite”, suitable for structured scientific or technical publications.

## 3 Editing XeditorNG Documents

To edit an XeditorNG document, proceed as follows:

1. Navigate in the desired document. A preview of the document is displayed in the content area.
2. Click the “Edit” (document is editable) or “Read” (document is read-only) action.

If you have opened the document in edit mode, make the desired changes to the content. The editing interface with the menu and button bar at the top is available for this purpose. The XeditorNG button bar follows a classic layout and provides the usual functions for text formatting and structuring.

## 3.1 Button Bar

- **Headings**  
Use the "H1", "H2" and "H3" buttons to define the hierarchical levels of headings.
- **Paragraph formatting**  
Use the "Paragraph" button to switch between different paragraph formats or insert new paragraphs.
- **Text formatting**  
Use the "Bold", "Italic", and "Underline" buttons to emphasize.
- **Advanced formatting**
  - The "Subscript" and "Superscript" buttons can be used for displaying formulas or footnotes.
  - The "Strikethrough" and "Monospace" (fixed-width font, e.g., for code) buttons provide additional formatting options.
- **Lists**  
Create bullet points or numbered lists.
- **Sections**  
Use the "Convert to section" button to transform text passages into structured sections.
- **Notes**  
Use the "Quote", "Information", "Warning", and "Error" buttons to insert special note boxes that visually highlight content.
- **Code**  
Use the "Convert to codeblock" button for code examples.
- **Tables**  
Use the "Insert table" button to present data in a structured format.

## 3.2 Menu Bar

Above the button bar, you will find the menu bar with four menus.

- **Edit**  
The "Undo" and "Redo" features allow you to quickly revert or restore changes in the editor.
  - "Undo" reverses the last editing action.
  - "Redo" restores the action that was undone.
  - With "Find and Replace", you can search for text or words in the document and replace them individually or all at once. For example, find all occurrences of "TODO" and replace them with "DONE" (case-sensitivity included).
- **View**  
The "View" menu provides access to advanced display options that help optimize how the editor content and workspace appear.
  - Fullscreen  
Switches the editor to full-screen mode to minimize distractions and maximize text space. Click once to enter full-screen, click again to return to normal view.

- Toggle Whitespaces  
Visually displays invisible characters such as spaces, tabs, and line breaks (e.g., as dots or arrows). When activated, whitespaces are highlighted – useful for formatting and debugging layouts.
- Highlight Unsupported Elements  
Marks HTML elements or tags not fully supported by XeditorNG (e.g., custom tags or deprecated attributes). When active, problematic elements are visually highlighted or outlined – ideal for validation before saving.
- **Insert**  
The “Insert” menu provides menu entries for inserting common elements into the editor content.
  - Table  
Creates an editable table with a configurable number of rows and columns. A dialog lets you choose the size (e.g., 3x3) — the table is inserted at the cursor position and can be edited afterward (add/remove rows).
  - Link  
Inserts a clickable hyperlink or edits an existing one. Mark a text and enter the link (URL, e-mail).
  - Special Characters  
Offers a selection of special symbols (e.g., ©, ™, €, accents, mathematical symbols).
  - Insert Elements  
Adds advanced objects such as images, videos, code snippets, or horizontal lines.
    - Section  
Inserts a `<section>` block – ideal for thematic sections or containers.
    - P  
Inserts a simple `<p>` paragraph – the default for flowing text.
    - Box  
Inserts a `<div>` or callout box – for highlighted content with styling.
    - Codeblock  
Inserts a `<pre><code>` block – for syntax-highlighted code snippets.
    - H1-H6  
Inserts headings (`<h1>` to `<h6>`) – hierarchical structure with descending importance.
- **Help**  
The “Help” menu opens the help tools and settings, including accessibility options for barrier-free usage.
  - Accessibility  
Enables support for screen readers, keyboard navigation, and visual aids (e.g., focus indicators, ARIA labels for all elements).

### 3.3 Comments

You can add comments directly in the editor. Click the comment icon on the right margin of the page to create a comment. Each comment shows the author's name, the date, and supports threaded replies.

- Other collaborators can respond to comments or accept them by clicking the checkmark in the top-right corner of the comment.
- The three dots next to the checkmark open additional options, including opening the comment archive or managing responses.

### 3.4 Attribute Panel

The attribute panel is available on the right-hand side of the editor. When activated, it displays all attributes related to the selected element in the document. You can modify these attributes directly through this panel. This feature enables structured inspection and editing of metadata and XML properties without switching to code view.

**Note:** Attributes are small pieces of additional information attached to an element in an XML document. They describe specific properties of that element — for example, a paragraph might have an attribute that defines its style or language (`style="italic", lang="en"`). Think of attributes as “labels” that provide extra meaning to parts of your text.

### 3.5 Raw Editor

Advanced users can open the underlying XML file in the “Raw Editor”. This view displays the document's raw XML source and allows direct modification of its structure and tags. The “Raw Editor” is valuable for examining or fixing XML-level errors and validating content integrity.

## 4 Uploading XeditorNG XML Files

To upload an XeditorNG XML file, proceed as follows:

1. Navigate in an existing XeditorNG document.
2. Click on the “Upload” action.
3. Select the file you want to import.
4. Click “Yes” to confirm the upload.

**Note:** The file must be a valid XeditorNG XML file to ensure a successful upload.

## 5 Downloading XeditorNG Documents

To download an XeditorNG document, proceed as follows:

1. Navigate in the desired document.
2. Click on the “Download” action.

The file will be saved as an XML file in your web browser's downloads folder.

**Note:** You can download multiple documents or entire Teamroom and folder structures at once. To do so, select the desired objects and use the "Download" context menu command.