

# Documentation AIBWord

## Foreword:

As a beta version of this document, there may be differences between the documentation and the program, e.g. different icons, layouts or English labels/texts for options or descriptions, which have already been translated in the program or have been translated differently in the documentation.

Some functions or tools have not reached their full range of functions yet. In addition, many aspects of this program are being developed with regard to an integration into AIB (Advanced International Banking), which has, among other things, a complex database connection.

Some tools are specifically designed for enterprise production tools, such as The image management or the font specification. In the case of image management, images, such as icons, are stored in an image library and referenced in the document in order to drastically reduce the memory requirement of captured images in documents, which provides as small files as possible for a file system or a connected database.

This is a translation of the original german version. It's not complete. We hope we can give you, as soon as possible, a fully complete translation of the original german version.

## Table of Content:

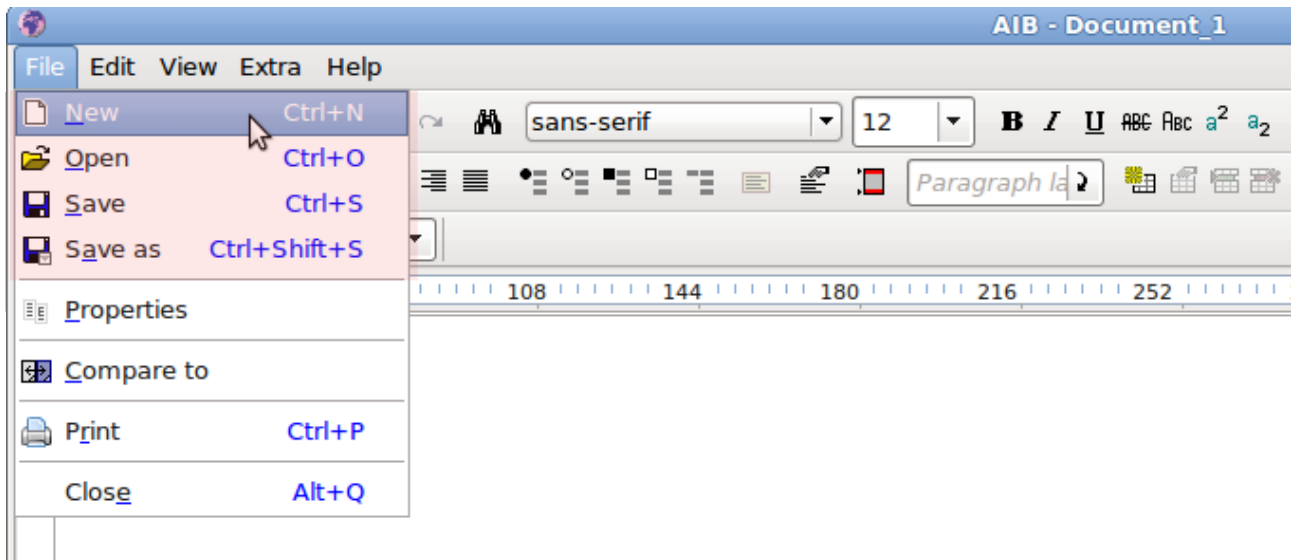
|                                                   |    |
|---------------------------------------------------|----|
| 1 File Management.....                            | 3  |
| 1.1 Create, Open, Save, and Close Files.....      | 3  |
| 1.1.1 Create File.....                            | 3  |
| 1.1.2 Open File.....                              | 4  |
| 1.1.3 Save File.....                              | 5  |
| 1.1.4 Close File.....                             | 6  |
| 1.2 Property Values, Comparison and Printing..... | 6  |
| 1.2.1 Property Values.....                        | 6  |
| 1.2.2 Comparison.....                             | 8  |
| 1.2.3 Printing.....                               | 9  |
| 1.3 File Formats.....                             | 11 |
| 2 Basic Functions.....                            | 12 |
| 2.1 Tool Bar.....                                 | 12 |
| 2.1.1 Managing Tools.....                         | 12 |
| 2.1.2 Font Style Tools.....                       | 13 |
| 2.1.3 Paragraph and Formatting Tools.....         | 14 |
| 2.1.4 Table Tools.....                            | 16 |
| 2.1.5 Additional Toolbar Elements.....            | 17 |
| 3 Additional Funktionen and Tools.....            | 19 |
| 3.1 Insert additional Elements.....               | 19 |
| 3.1.1 Insert Picture.....                         | 19 |
| 3.1.2 Insert mathematical formula.....            | 20 |
| 3.1.3 Insert TextBox.....                         | 20 |
| 3.1.4 Insert Checkbox.....                        | 21 |
| 3.1.5 Insert formfield.....                       | 21 |
| 3.1.6 Insert Chart (bar chart).....               | 22 |
| 3.1.7 Insert Pie-Chart.....                       | 23 |
| 3.1.8 Insert file.....                            | 23 |
| 3.2 Templates.....                                | 24 |
| 3.2.1 Template Management.....                    | 24 |
| 3.3 Layer.....                                    | 25 |
| 3.3.1 Layer - Management.....                     | 26 |
| 3.4 Fields.....                                   | 28 |
| 3.4.1 Variant fields.....                         | 28 |
| 3.4.1.1 datafields.....                           | 28 |
| 3.4.1.1.1 Mail merge.....                         | 30 |
| 3.4.1.2 formfields.....                           | 31 |
| 3.4.1.3 document-properties.....                  | 33 |
| 3.4.1.4 custom properties.....                    | 34 |
| 3.5 Image Management.....                         | 35 |
| 3.5.1 Konzept/Übersicht.....                      | 35 |
| 3.5.2 Verwaltung/Import/Export.....               | 35 |
| 4 Appendix.....                                   | 37 |
| 4.1 List of Illustrations.....                    | 37 |
| 4.2 List of tables .....                          | 38 |
| 4.3 Example.....                                  | 38 |

|                         |    |
|-------------------------|----|
| 4.3.1 Create Chart..... | 38 |
|-------------------------|----|

# 1 File Management

## 1.1 Create, Open, Save, and Close Files

Illustration 1: Menu → File



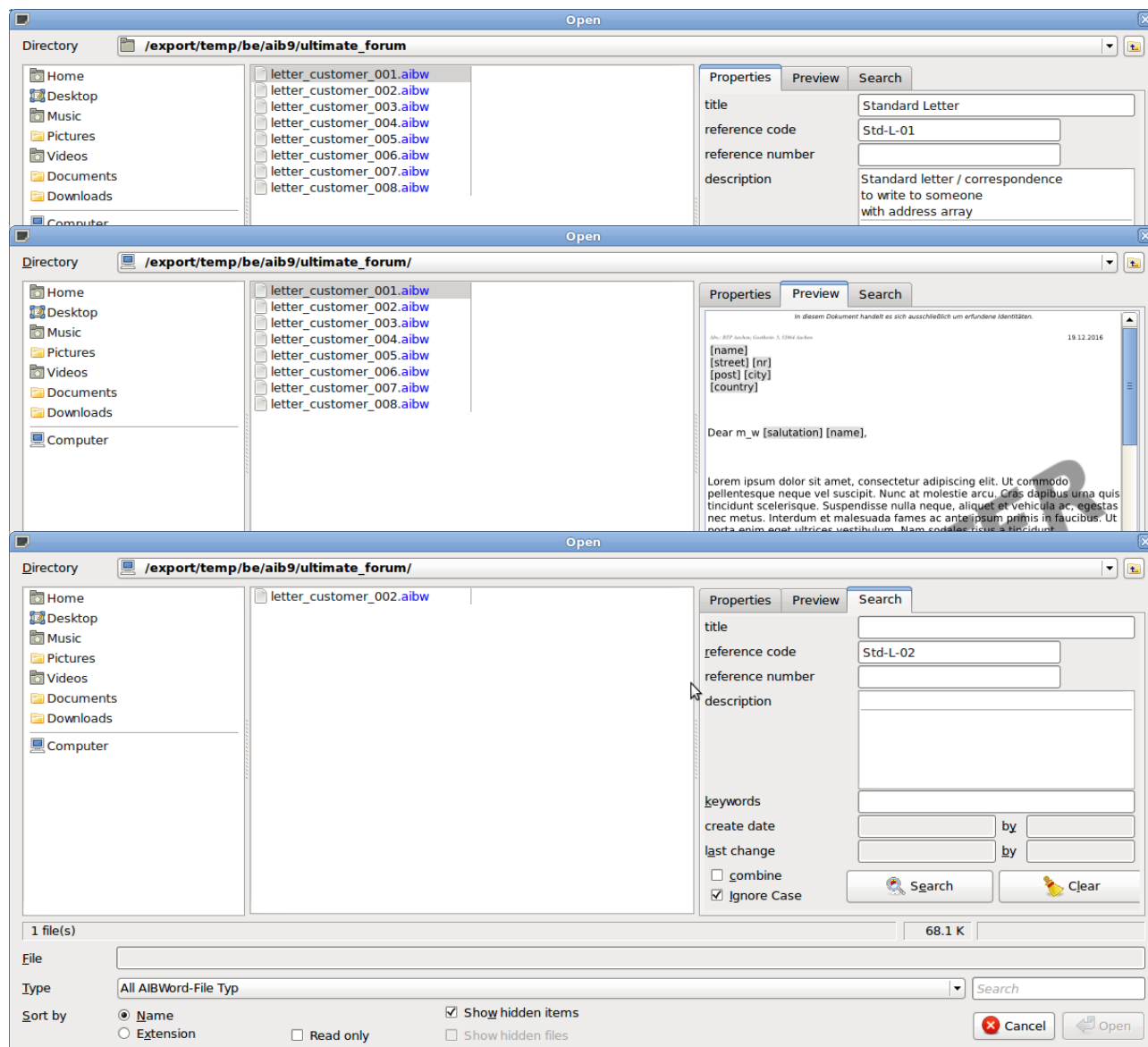
### 1.1.1 Create File

Files can be created either via the menu bar "File → New" (Illustration 1) or with the keyboard shortcut "Ctrl+N". This is followed by a dialog for selecting a template, which can be skipped with the "Without template" button to create a blank document. (***More about templates and the "New"-dialog in " 3.2 Templates"***)

## 1.1.2 Open File

Files can be opened either via the menu bar "File ➔ Open" (Illustration 1) or with the keyboard shortcut "Ctrl+O". This is followed by a dialog for selecting a file. (Illustration 2).

Illustration 2: Open file: different tabs



### 1.1.3 Save File

Files can be saved with "**Ctrl+S**" or "**Ctrl+Shift+S**" via the menu bar "**File → Save**" or "**File → Save As**" (Illustration 1). If the file is saved for the first time, or if "**Save As**" is selected, a dialog box opens to save the file. While just saving, the current state is stored and the "Save" button in the menu bar is grayed out as an indicator (Illustration 3).

Illustration 3: Save

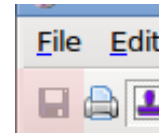
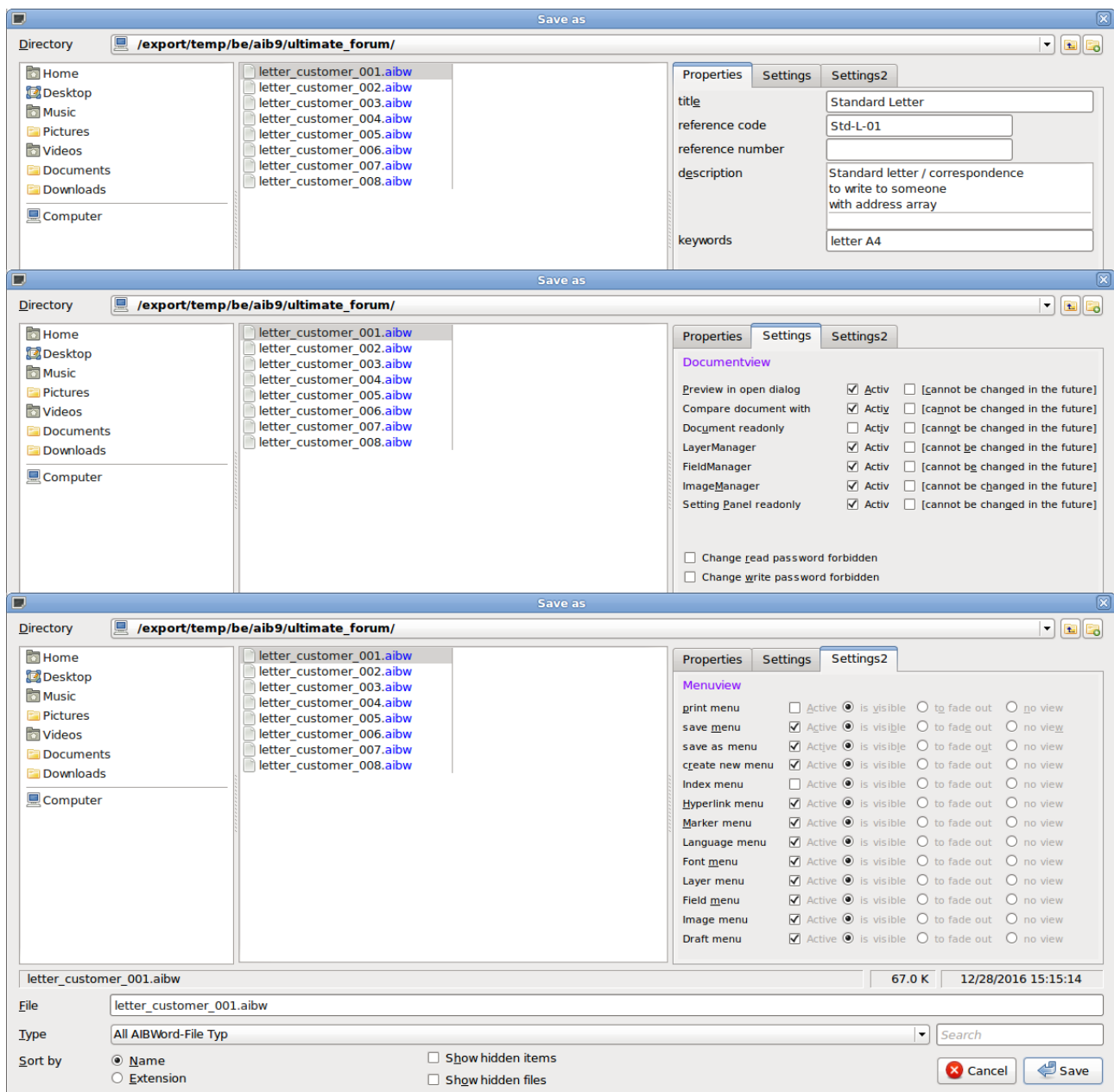


Illustration 4: Save file: different tabs



In the "**Additional settings**" tab, some settings can only be set if "**Settings → Setting Panel readonly**" is not active.

### 1.1.4 Close File

To close a file, simply close the window or the current tab ("Ctrl+Q").

## 1.2 Property Values, Comparison and Printing

### 1.2.1 Property Values

Property values (or general settings) are used to set general document information, create custom property values for form fields, so that they can be written or read, and set various settings for AIBWord (Illustration 5/6/7). In the "[Properties](#)" tab some settings can only be set if a file already exists (create and reopen document).

Illustration 5: Property Values

Properties of/export/temp/be/aib9/ultimate\_forum/letter\_customer\_001.aibw

Properties Custom Properties Settings

|                |                                                                               |                  |       |
|----------------|-------------------------------------------------------------------------------|------------------|-------|
| title          | Standard Letter                                                               |                  |       |
| reference code | Std-L-01                                                                      | reference number |       |
| description    | Standard letter / correspondence<br>to write to someone<br>with address array |                  |       |
| keywords       | letter A4                                                                     |                  |       |
| create date    | 12/16/2016 08:53:11 by biker                                                  | saving count     | 31    |
| last change    | 12/28/2016 15:15:14 by dagobert                                               | filetyp          | .aibw |
| last print     | 01/01/1900 by                                                                 | fileversion      | 1     |
| last export    | 01/01/1900 by                                                                 | customerversion  | 1     |

cancel ok

Illustration 6: User Properties

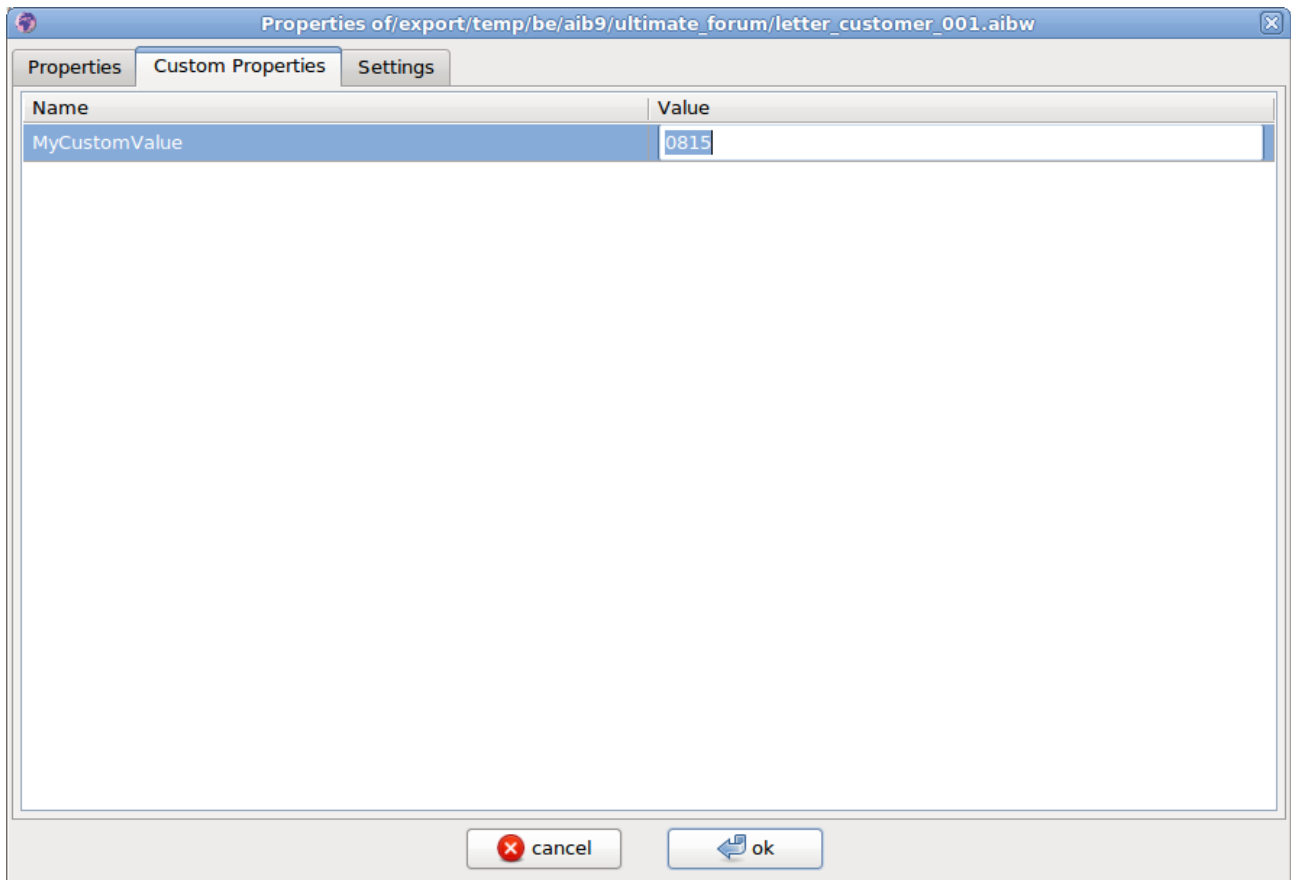


Illustration 7: Settings

Properties of/export/temp/be/aib9/ultimate\_forum/letter\_customer\_001.aibw

Properties Custom Properties **Settings**

**Additional Settings**

CSV-Separator

Decimal point

Thousand point

document language

date format

Writing format size

ViewBorderSize

**Use the following fonts**

**if password set or allowed to set**

☐ default read password is set

☐ read password is set

☐ read password cannot change

☐ default write password is set

☐ write password is set

☐ write password cannot change

**Settings**

Preview in open dialog ☒ possible ☐ not possible

Compare document with ☒ possible ☐ not possible

save or saveas ☒ possible ☐ not possible

LayerManager ☒ possible ☐ not possible

FieldManager ☒ possible ☐ not possible

ImageManager ☒ possible ☐ not possible

Print ☒ possible ☐ not possible

Create New ☒ possible ☐ not possible

Index ☒ possible ☐ not possible

Hyperlink ☒ possible ☐ not possible

Marker ☒ possible ☐ not possible

Language ☒ possible ☐ not possible

Font ☒ possible ☐ not possible

Fields ☒ possible ☐ not possible

Image ☒ possible ☐ not possible

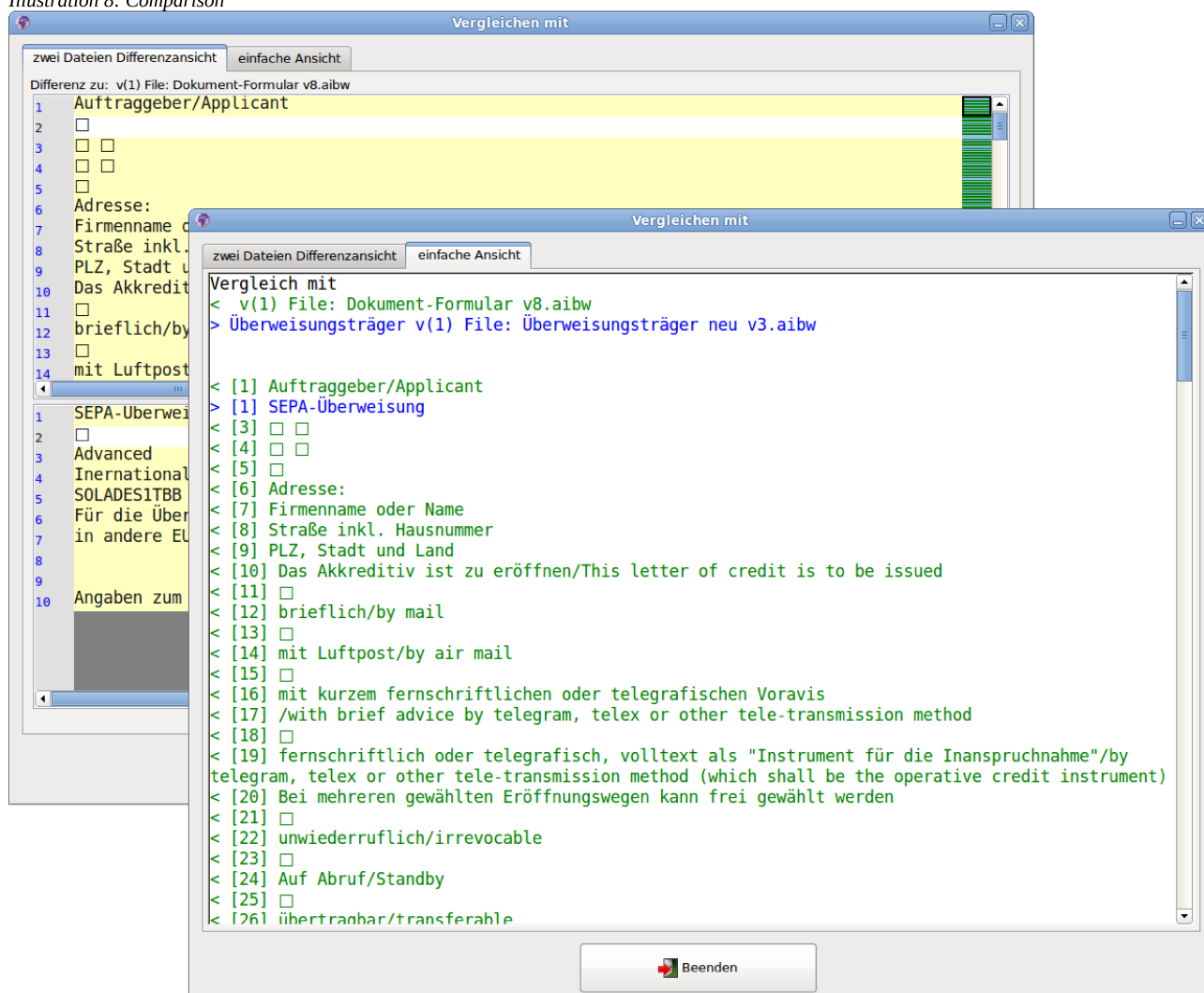
change layer option ☒ possible ☐ not possible

Change draft option ☒ possible ☐ not possible

## 1.2.2 Comparison

The “Comparison” function compares the pure text content of the opened document with the pure text content of another document (Illustration 8), for whose selection a dialog follows.

Illustration 8: Comparison



### 1.2.3 Printing

The print function automatically opens a preview from which a print job with print settings is possible. The preview offers an overview function for displaying several pages and displaying the page numbers (Illustration 9). The print job dialog provides basic settings for the print job (Illustration 10).

Illustration 9: Print Preview

**SEPA-Überweisung**

Advanced International Bank

SOLADES1TBB

Für die Überweisung in Deutschland, in andere EU-/EWR-Staaten und in die Schweiz sowie nach Monaco in Euro

**Angaben zum Zahlungsempfänger: Name, Vorname/Firma** (max 27 Stellen, bei maschineller Beschriftung max 35 Stellen)

Max Mustermann

IBAN: Prüfzif. BLZ Empfänger Kontonummer (ggf. links mit Nullen) Sonstige Länder

DE12500105170646469890

BIC des Kreditinstituts/Zahlungsdienstleisters (8 oder 11 Stellen)

AACSDE33XXX

Die Angabe des BIC kann entfallen, wenn die IBAN des Zahlungsempfängers mit DE beginnt

Betrag: Euro, Cent

100,99

Kunden-Referenznummer - Verwendungszweck, ggf. Name und Anschrift des Zahlers (Nur für Zahlungsempfänger)

Ref.-Nr.: FL-878712-BB

noch Verwendungszweck (insgesamt max 2 Zeilen à 27 Stellen, bei maschineller Bearbeitung max 2 Zeilen à 35 Stellen)

Bestellung 50 Belegte Brötchen

Angaben zum Kontoinhaber: Name, Vorname/Firma, Ort (max 27 Stellen, keine Straßen oder Postfachangaben)

Eduard Exempel

IBAN: Prüfzif. BLZ Empfänger Kontonummer (ggf. links mit Nullen)

DE12500105170646469891

Datum

Unterschrift(en)

Seite  
**1 / 1**

**Querformat**

☒ 1 Seite  
☐ 2 Seiten  
☐ 4 Seiten  
☐ 8 Seiten

☐ Seitenzahlen

Drucken

✖ Abbruch

Illustration 10: Print Job Dialog

**Print**

**Drucker**

Drucker: RA-C2050-COLOR-PS

Papiergröße: 2Tray Papierzufuhr: A4

**Seitenbereich**

☒ Alle Seiten  
☐ Aktuelle Seite  
☐ Seiten von 1 bis 1

**Exemplare**

Exemplare: 1

☐ Zusammenstellen

**Ausrichtung**

☒ Hochformat ☐ Querformat

Seiten pro Blatt: 1

✖ Abbruch
Ok

## 1.3 File Formats

The following file formats are relevant for AIBWord:

Table 1: File Formats

| Ending    | Description                                                                  | Save    | Open    |
|-----------|------------------------------------------------------------------------------|---------|---------|
| .aibw     | AIBWord document file (standard extension)                                   | Yes     | Yes     |
| .aibwSec  | AIBWord Secure document file<br>Password protected (read and write password) | Yes     | Yes     |
| .aibwTpl  | AIBWord Template file                                                        | Yes     | Yes     |
| .aibwForm | AIBWordForm document                                                         | Yes     | Yes *1) |
| .rtf      | RTF file format                                                              | Yes     | Yes     |
| .json     | "JavaScript Object Notation" file                                            | No      | Yes *2) |
| .xml      | "Extensible Markup Language" file                                            | No      | Yes *2) |
| .txt      | Text file                                                                    | Yes *3) | Yes *2) |
| .csv      | Comma Separated Value file                                                   | Yes *3) | Yes *2) |
| .pdf      | PDF file format                                                              | Yes *3) | No      |
| .html     | HTML file                                                                    | Yes *3) | No      |

\*1) Open **only with AIBForm** possible.

\*2) These files can not be opened directly, but can be added via ["Edit ➔ Insert file"](#).

\*3) AIBWord provides **export** functions in the form of "Save as", for file formats that AIBWord can not read directly (gray mark, Table 1: File Formats).

*Relevant file formats may be added in future versions.*