

3.4.1.2 *Form Fields*

This type of fields can be inserted via “[Edit ➔ Insert form field](#)” or via “[Right-click menu ➔ Insert form field](#)”. A dialog for creating a form field opens, where the form field type can be selected (Illustration 48).

- ***Text Fields*** allow any text in relation to the filter (There can still be restricted characters).
- ***Number fields*** allow only numbers (with separators) depending on the settings.
- ***Date fields*** allow only one date, formatted according to the display option, and with a settable limited time frame.
- ***List fields*** can have individual list elements, which can be added subsequently (if the proper option was set while creating the field).
- ***Free-text fields*** are multi-line text fields that support line breaks and still count as one field. Complex formatting can be set.

Illustration 48: Form Field Types

Display: Title, Description

→ Displayed in the Standard Action dialog.

Display: Field Color, Not Empty

→ If this option is selected, fields without content are displayed with square brackets and the background color for fields is specified.

Display: max Length, Alignment, Truncate

→ You can specify a longitude, how long the field is to be displayed, where the characters are to be aligned (L/M/R), and whether the characters are truncated.

Display: Print with Brackets/Color

→ If the option is set, brackets/colors are displayed for fields with content as well as for printing.

Display Field as: Predefined

→ Predefined Values (e.g. forms).

Display Field as: Compulsory

→ A value must be entered in the standard dialog.

Display Field as: min/max Value/Characters

→ *Text Line*: maximum input characters

→ *Number*: valid value range

→ *Date*: valid date range

→ *Free Text*: maximum input characters, characters per line, and maximum input lines

Display Field as: Format (Date)

→ Display of the date in a special format (recommended to keep this setting as it is)

Display Field as: Add/Reset Element (List)

→ Reset Element: Determines whether the field can be reset to an empty value.

→ Add Element: Determines whether additional elements can be added to the list.

Display Field as: Formatting (Free Text)

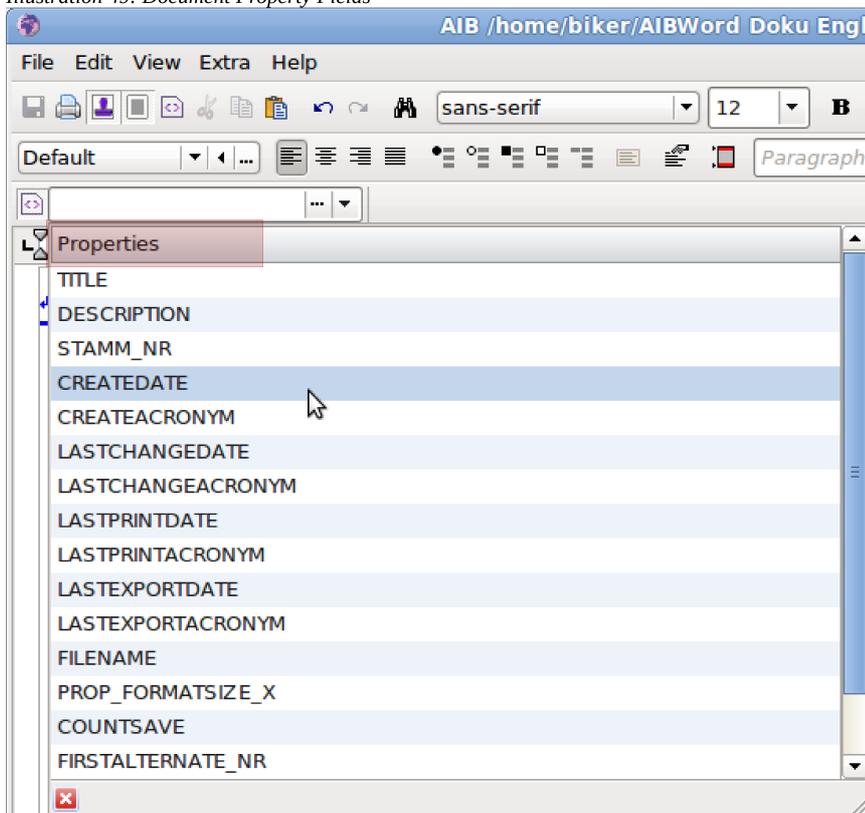
→ Characters at the beginning of each line, characters at the end of each line, characters allowed or characters not allowed.

3.4.1.3 Document Property Fields

Document Property Fields offer the possibility to integrate information and properties of the document into the document.

In order to insert document fields into the document, the option for the display of data field selection must be set via “Extras → Field variables → Document fields”, so that the toolbar is supplemented with the selection box for document fields. In the selection box (Illustration 49), a selected field will be placed at the cursor position. When you create a new file, you have to save and reopen it to make all document fields available. In addition, the available field set has fixed predefined field definitions.

Illustration 49: Document Property Fields

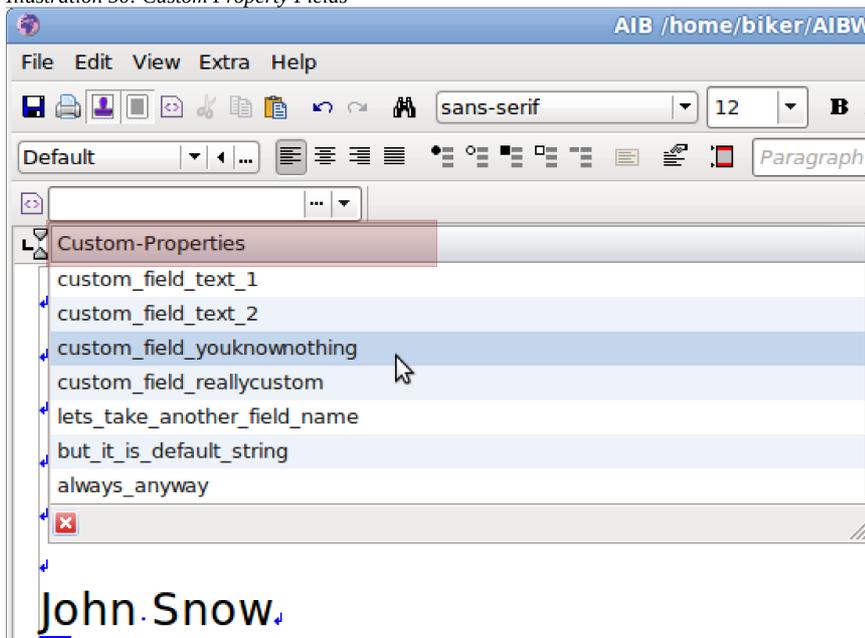


3.4.1.4 Custom Property Fields

Custom property fields provide the ability to insert values from the Custom Properties as a default text field. In addition, the values will be written into the custom properties when they get changed and the document gets saved after the change. There are no data sets for those fields and the values are saved in the field itself. If there are **form fields** in the document **and** in the **custom properties with the same name**, the values from the form fields are written to the user properties during the saving process.

In order to insert user-defined properties fields into the document, you must set the option for the display of data fields “[Tools](#) → [Field variables](#) → [Custom fields](#)” to add the Custom Property Field Selection to the toolbar. In the selection box (Illustration 50), a selected field will be placed at the cursor position. User-defined property fields have to be defined in the user properties, whereby the values can also be assigned directly. (Example: Illustration 6).

Illustration 50: Custom Property Fields



3.5 Image Management

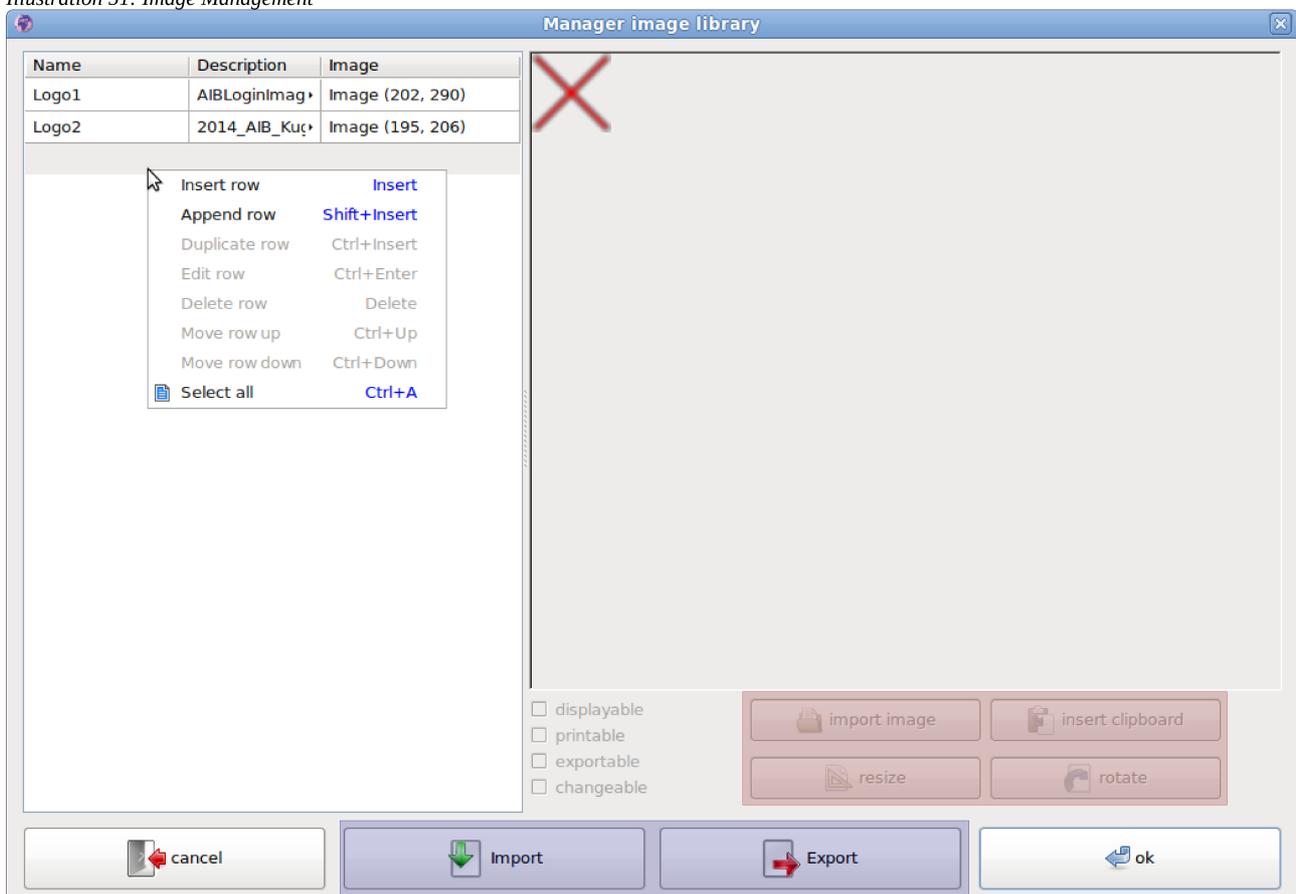
3.5.1 Concept/Overview

Image management offers the possibility to outsource frequently used images (e.g. logos), which are integrated in many different documents, into an image library for AIBWord. This means that space can be saved and logos can be integrated centrally into the document via AIBWord. This is particularly advantageous if AIBWord is connected to a database.

3.5.2 Management/Import/Export

The management of the image library can be opened via “Extras → Image Management”.

Illustration 51: Image Management



In the Image Management, individual images can be added and changed in size/rotation (**red marking**, Illustration 51). Complete image libraries can also be imported/exported (**blue marking**, Illustration 51), but the current image library will be discarded if it has not been exported yet.

Images from the Image Library can be added via the selection box in the menu bar by simple selection (Illustration 52). For this purpose, however, the toolbar has to be expanded by the Image Selection Box under “View ➔ Set Visible ➔ Image selection”.

Illustration 52: Image Selection Box

