

3 Additional Functions and Concepts

3.1 Insert additional Objects

Illustration 19: Additional Objects (1)

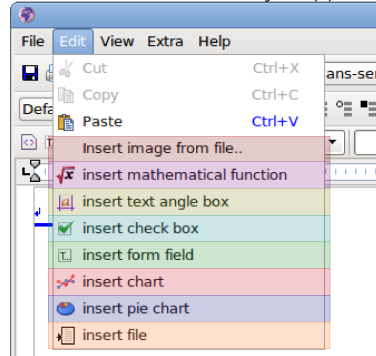
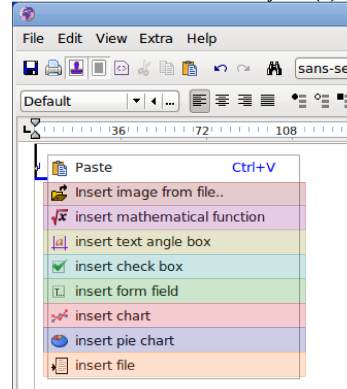


Illustration 20: Additional Objects (2)



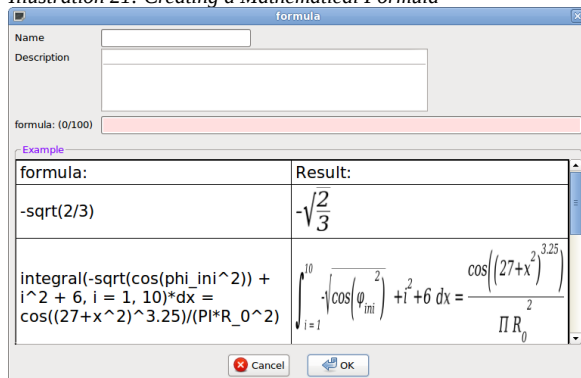
3.1.1 Insert Images from Files

Images from files (**red marking**, Illustration 19/20) can be inserted via “**Edit ➔ Insert image from file**” or via “**Right-click menu ➔ Insert image from file**”. A dialog window for selecting the image to be inserted opens. In addition, images are always anchored as characters. For images, a vertical point shift can be set as well as the object position can be edited via “**Right click on the element ➔ Object position**”.

3.1.2 Insert Mathematical Formulas

Mathematical formulas can be inserted via “[Edit ➔ Insert Mathematical Function](#)” or via “[Right-click menu ➔ Insert Mathematical Function](#)” ([magenta marking](#), Illustration 19/20). A dialog window for creating a mathematical formula opens (Illustration 21).

Illustration 21: Creating a Mathematical Formula

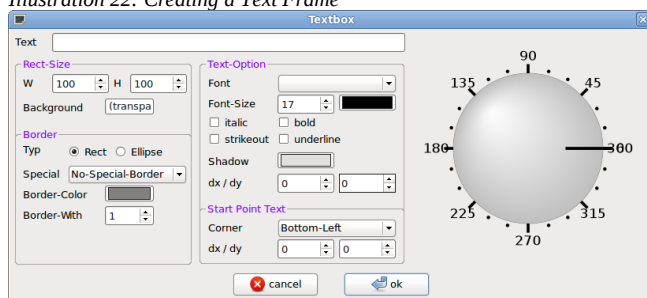


Various examples are given for the form syntax. For mathematical formulas, a vertical point shift can be set as well as the object position can be edited via “[Right click on the element ➔ Object position](#)”. In addition, the formula can also be edited subsequently via “[Right click on the element ➔ Edit object](#)”.

3.1.3 Insert a Text Frame

Text Frames can be inserted via “[Edit ➔ Insert Text Angle Box](#)” or “[Right-click menu ➔ Insert Text Angle Box](#)” ([yellow marking](#), Illustration 19/20). A dialog window for creating a text frame opens (Illustration 22).

Illustration 22: Creating a Text Frame

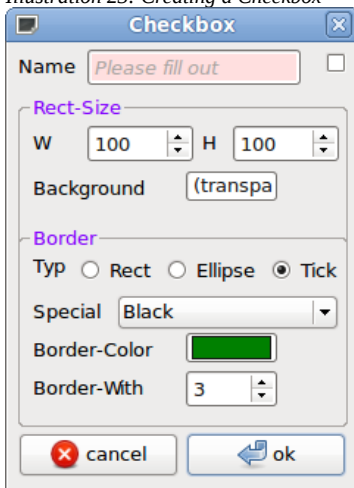


For text frames, a vertical point shift can be set as well as edit the object position “[Right click on the element ➔ Object position](#)”. In addition, the text frame can be edited subsequently via “[Right click on the element ➔ Edit object](#)”.

3.1.4 Insert Check Boxes

Checkboxes can be inserted via “Edit ➔ Insert Check Box” or via “Right-click menu ➔ Insert Check Box” (turquoise marking, Illustration 19/20). A dialog window for creating a checkbox opens (Illustration 23).

Illustration 23: Creating a Checkbox



For a checkbox, a vertical point offset can be set as well as the object position can be edited via “Right click on the element ➔ Object position”. In addition, the checkbox can also be edited subsequently via “Right click on the element ➔ Edit object”.

3.1.5 Insert Form Fields

Form fields can be inserted via “Edit ➔ Insert form field” or via “Right-click menu ➔ Insert form field” (green marking, Illustration 19/20). A dialog window for creating a form field opens. *(Detailed explanation of form fields in “3.4 Fields”)*

3.1.6 Insert Chart

Charts can be inserted via “[Edit ➔ Insert Chart](#)” or via “[Right-click Menu ➔ Insert Chart](#)” ([red marking](#), Illustration 19/20). A dialog window for creating a chart opens (Illustration 24/26/27/28/25).

Illustration 24: Creating a Chart ➔ Tab: Definition

Illustration 25: Example Chart

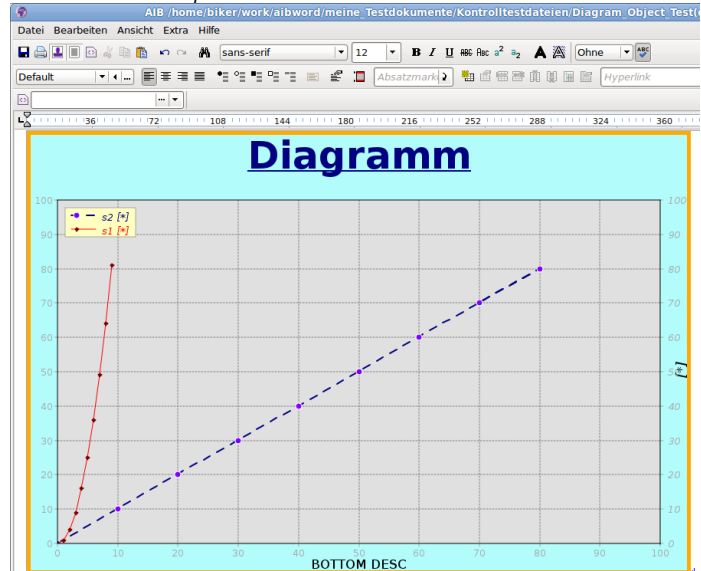


Illustration 26: Creating a Chart ➔ Tab: Plot Area

Illustration 27: Creating a Chart ➔ Tab: Series Detail

Illustration 28: Creating a Chart ➔ Tab: Data Detail

X-Value	Y-Value
1	1
2	4
3	9
4	16

For charts, a vertical point offset can be set as well as the object position can be edited via “[Right click on the element ➔ Object position](#)”. In addition, the diagram can be edited subsequently via “[Right click on the element ➔ Edit object](#)”.

Example of Creating a Chart (“4.3.1 Creating a Chart”).

3.1.7 Insert Circular Chart (Pie Chart)

Pie Charts can be inserted via “[Edit ➔ Insert Pie Chart](#)” or via “[Right-click Menu ➔ Insert Pie Chart](#)” (blue marking, Illustration 19/20). A dialog window for creating a Pie Chart opens (Illustration 24/26/27/28/25).

Illustration 29: Pie Chart ➔ Tab: Definition

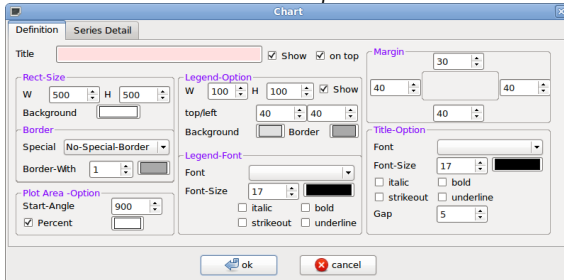


Illustration 30: Example Pie Chart

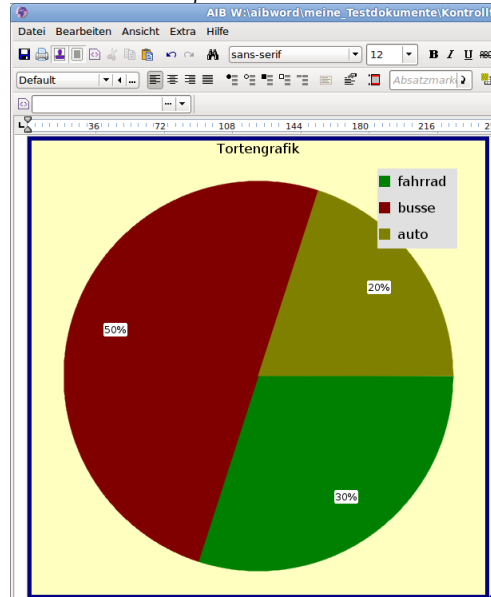
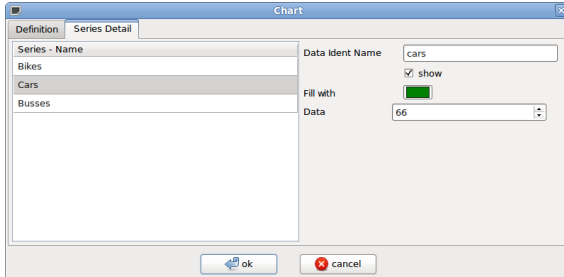


Illustration 31: Pie Chart ➔ Tab: Series Detail



For Pie Charts, a vertical point offset can be set as well as the object position can be edited via “[Right click on the element ➔ Object position](#)”. In addition, the Pie Chart can be edited subsequently via “[Right click on the element ➔ Edit object](#)”.

3.1.8 Insert File

Files can be inserted via “[Edit ➔ Insert File](#)” or via “[Right-click menu ➔ Insert File](#)” (orange marking, Illustration 19/20). A dialog window for selecting the file to be inserted opens. Inserting files is restricted to AIBWord file types, CSV files (.csv), text files (.txt), RTF files (.rtf), Json files (.json), and XML files (.xml). The file, or file content, is inserted at the location of the cursor.

3.2 Templates

When creating a new document, it is possible to create it with a template. Templates are regular created documents that are saved as a different type of file (.aibwTpl). In addition, there is a preview for the templates and it is possible to set property values for a new file (Illustration 32/33).

Illustration 32: Preview of the selected Template

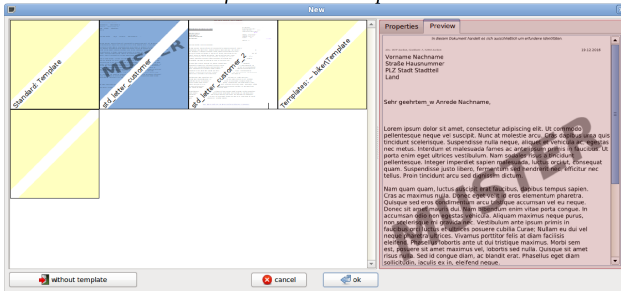
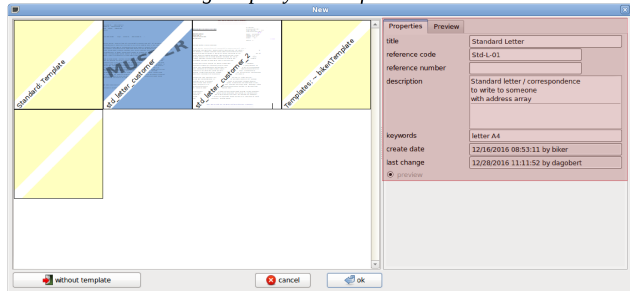


Illustration 33: Altering Property Values for a new File



3.2.1 Managing Templates

Templates can be placed in a separate folder, which AIBWord uses to make the templates available when creating a document. A separate folder named **“Template”** in the same directory where AIBWord is located must be created or exist for this purpose.

Standard documents can then be saved or stored as .aibwTpl in the specified **“Template”** directory to act as templates (**red marking**, Illustration 34).

Illustration 34: Saving a Standard Document as a Template

