## 3.3   Layers

In AIBWord, the concept of layers is based on the idea of master layer sets in some office presentation programs. Layers are merged by superposition as a displayed page. The standard layer set is divided into: draft layer, first page, even pages, odd pages, and last page.

Due to the beta status of AIBWord, layers from the "Individual layers" and "Custom layers" categories, such as "Glossary" or "Table of Contents", can not been assigned to individual pages yet.

A full overview of the different layers is presented in **"Illustration 37: Available Layers"**.

The following is a conceptual example (Illustration 35):

Illustration 35: Conceptual Layer Example
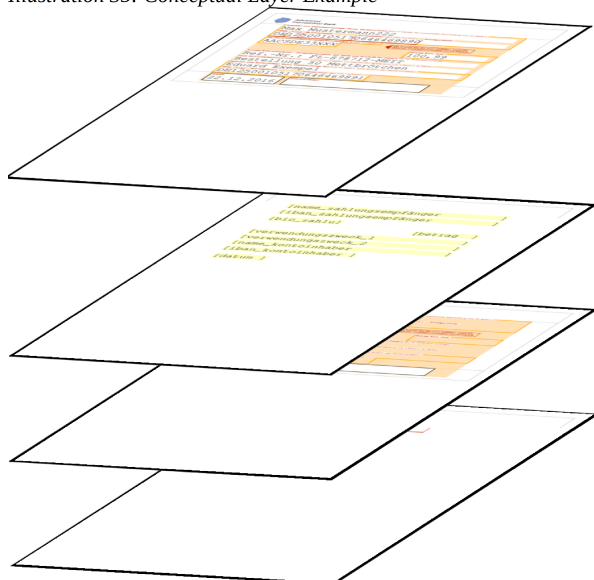
The top level represents the "printed version" (also in the preview as a printable version viewable).

The first level represents the **default level** on which documents are edited.

The second level represents a **background level** that can be set for first / even / odd pages.

The third level represents the **draft level**, which is placed in the background when editing documents, but is on top in the printed version.

3.3.1 Layer Management

Layers can be edited, imported and exported via the Layer Management. This can be called via
"Extras ➡ Layer Management" or "Ctrl+Shift+L". The Layer Management offers a separate editor
and additional possibilities for importing and exporting layers or layer sets.

Illustration 36: Layer Management
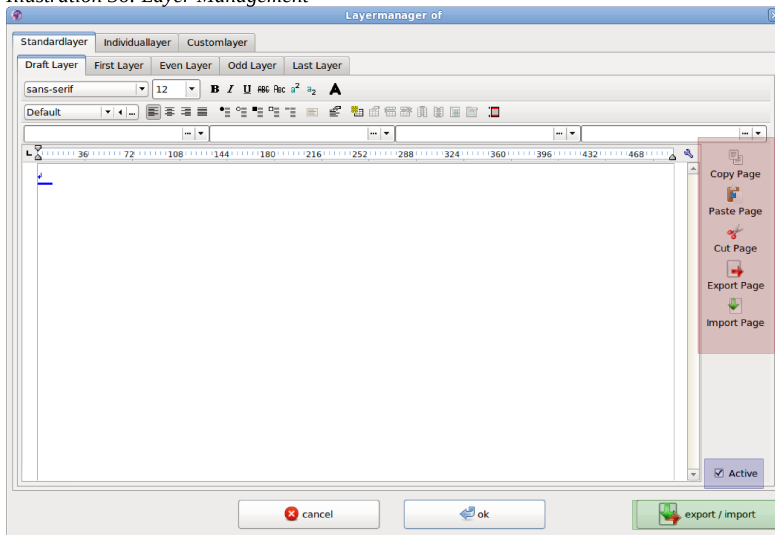
On the right hand side of each layer tab are simple CCP-Tools (cut/copy/paste) and import/export
tools (red marking, Illustration 36). In addition, each layer can be activated/deactivated via the
Layer Management (blue marking, Illustration 36). When importing/exporting individual pages, a
dialog window for opening/saving the layer files opens. When importing/exporting complete layer
sets (green marking, Illustration 36), it is possible to import/export manually selected layers and to
open/save them using "Import/Export selected layers" (Illustration 37).

Illustration 37: Available Layers

BANKING
TECHNOLOGY
PARTNERS

3 Additional Functions and Concepts

27/40

↑ top
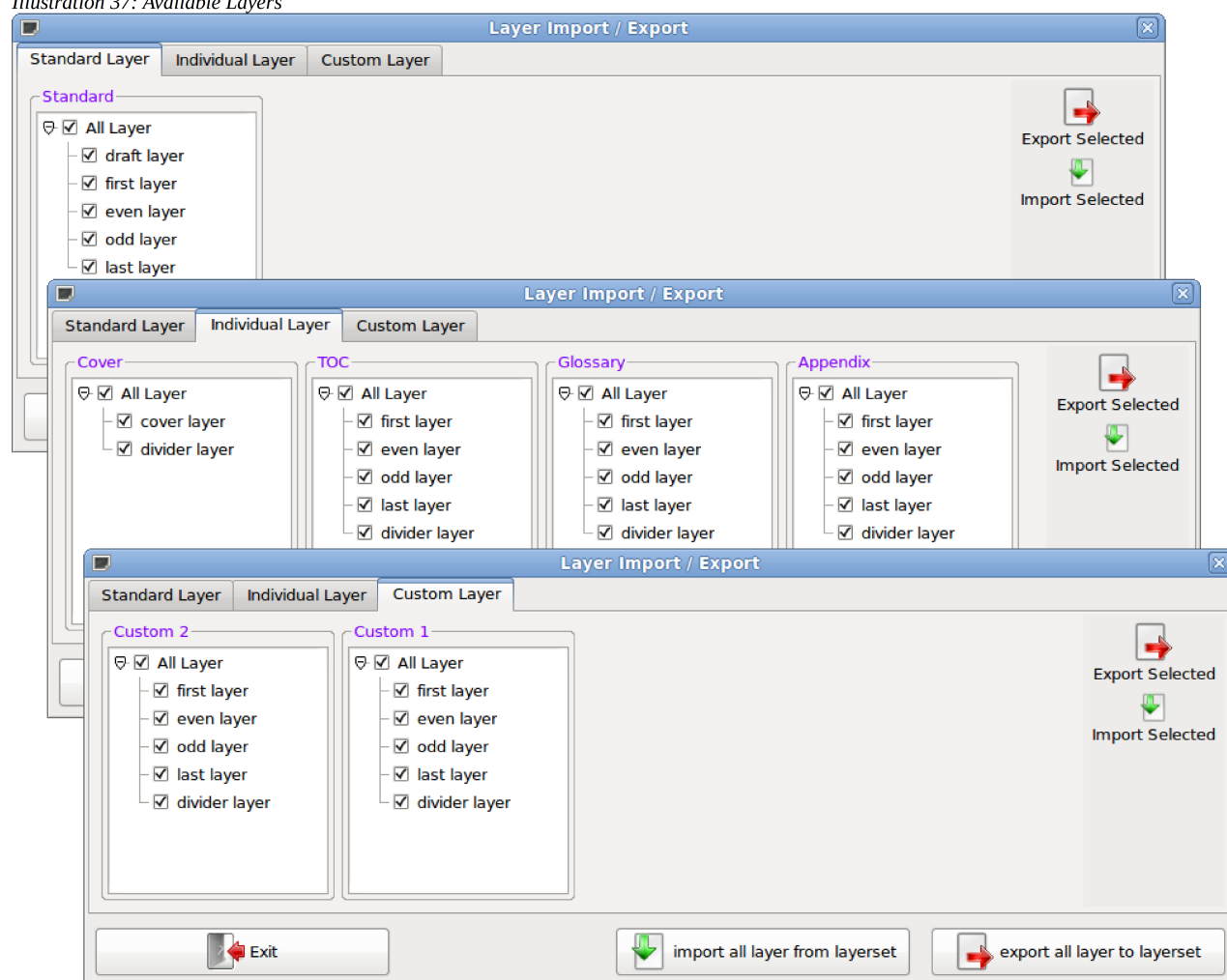
3.4   Fields

Fields set the foundation for creating mail merge files and forms. Furthermore, document properties with fields can be read and inserted into documents.

3.4.1   Field Variations

In AIBWord, there are four variations of fields: **Data Fields**, **Form Fields**, **Document Property Fields** and **Custom Property Fields**.

3.4.1.1   Data Fields

This type of fields can be created, defined, and filled with data sets by selecting "Extras ➡ Field variables ➡ Field Data Management". In addition, both, fields and data, can be imported and exported (Illustration 38/39).
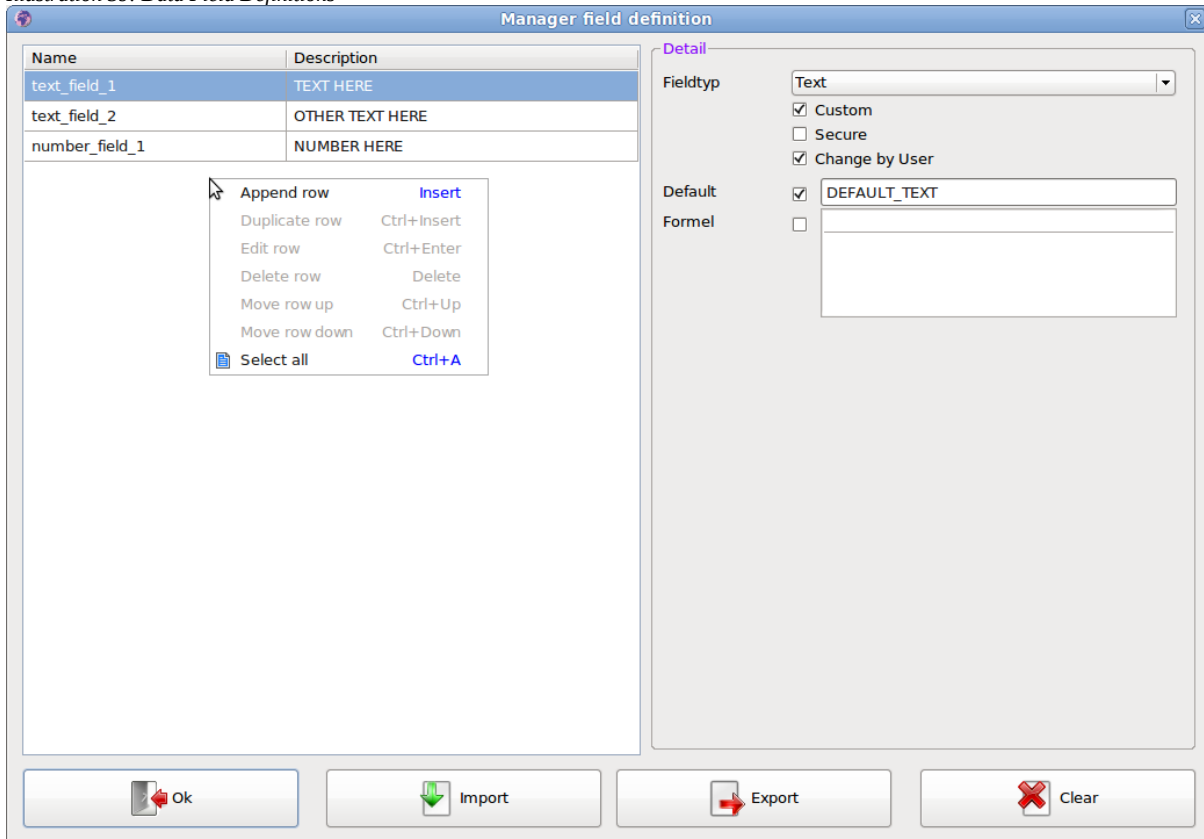
Illustration 38: Data Field Management

BANKING
TECHNOLOGY
PARTNERS

3 Additional Functions and Concepts

28/40

↑ top

Illustration 39: Data Field Definitions

In order to insert data fields into the document, the option for displaying the Data Field Selection must be set via "Extras ➡ Field variables ➡ Data Fields", so that the toolbar is supplemented with the selection box for data fields. In the selection box (Illustration 40), a selected field will be placed at the cursor position.

Illustration 40: Data Field Selection
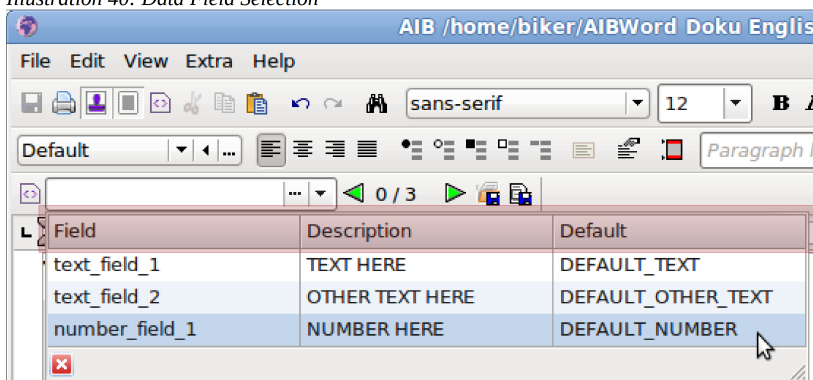
An example of how data sets are displayed in the document:

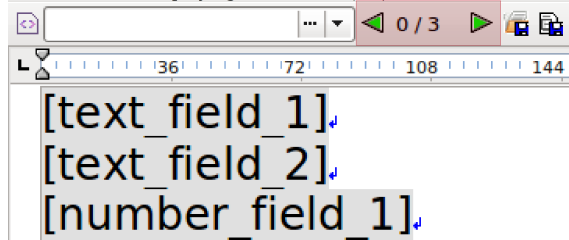*Illustration 41: Displaying no Data Set (0/3)*
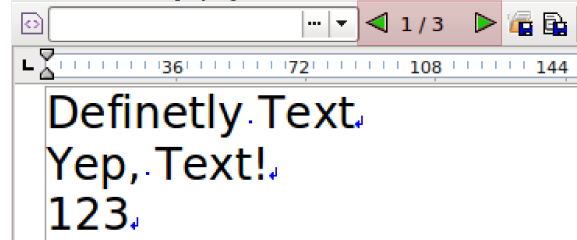

Illustration 42: Displaying Data Set 1/3

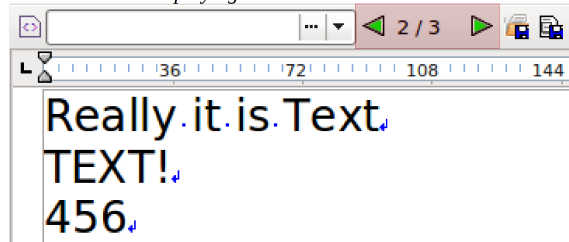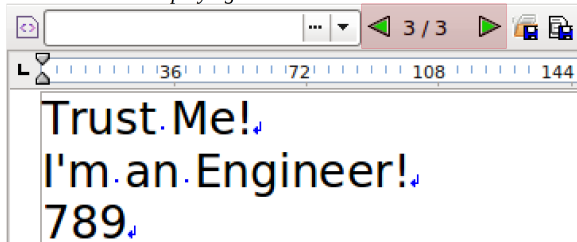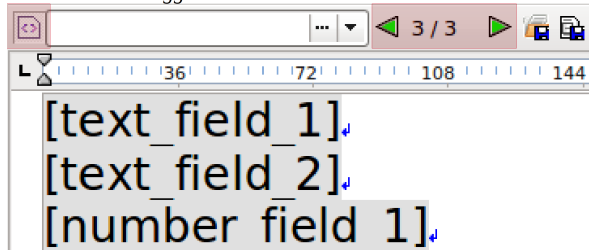*Illustration 43: Displaying Data Set 2/3*

Illustration 44: Displaying Data Set 3/3

In addition, there is the possibility to toggle the visibility of field names and field content, regardless of which data set is displayed at this moment.

Illustration 45: Toggle Field Name/Content

3.4.1.1.1   Mail Merge

Mail merge files can be created with the data sets (note the tool tip of the respective button!).

A dialog for saving a zip file is opened for a mail merge file with **all data sets**. This zip file contains a separate AIBWord document for each data set. It **is not relevant** which record is currently displayed (Illustration 46).

A dialog for saving an AIBWord document is opened for a mail merge with just **one data set** that is currently active. Here it **is relevant** which data set is currently displayed (Illustration 47).
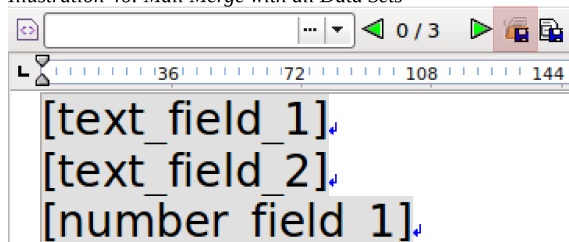
Illustration 46: Mail Merge with all Data Sets

Illustration 47: Mail merge with one Data Set (e.g. 2/3)