

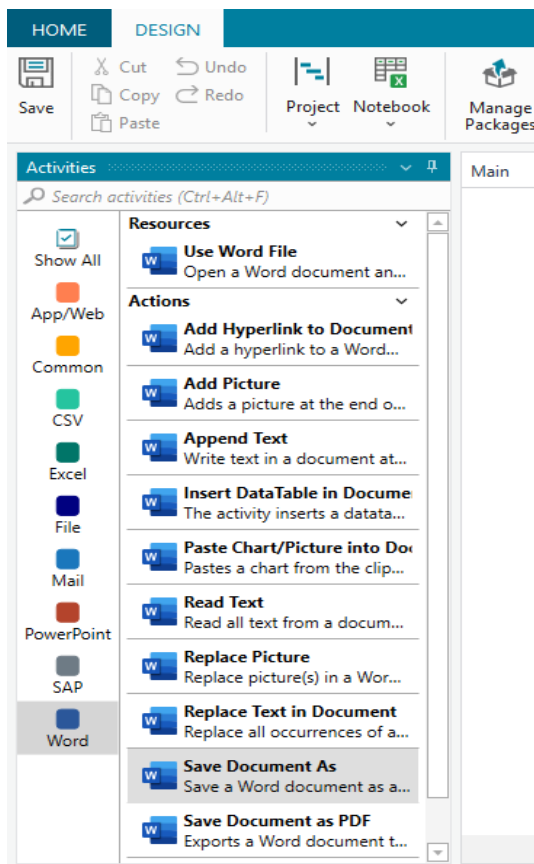
Word Automation in StudioX

Word Card StudioX:

StudioX enables you to automate the most common tasks you perform in Word documents. Activities that help to automate word are group together in word card.

Indicate the Word document to work with by adding it to a **Use Word File** activity, and then add the Word activities to automate inside Use Word File.

Word Activities in StudioX :



Use Case :

From Excel file (Employees.xlsx.) we are entering the employee details into the template which is the word file (PerformanceReviewDoc_template.docx.) and generating the performancefeedback.doc file for every employee which are in Employees.xlsx.

Use Excel File Activity:

We can give the **Reference** name to avoid confusion while development.

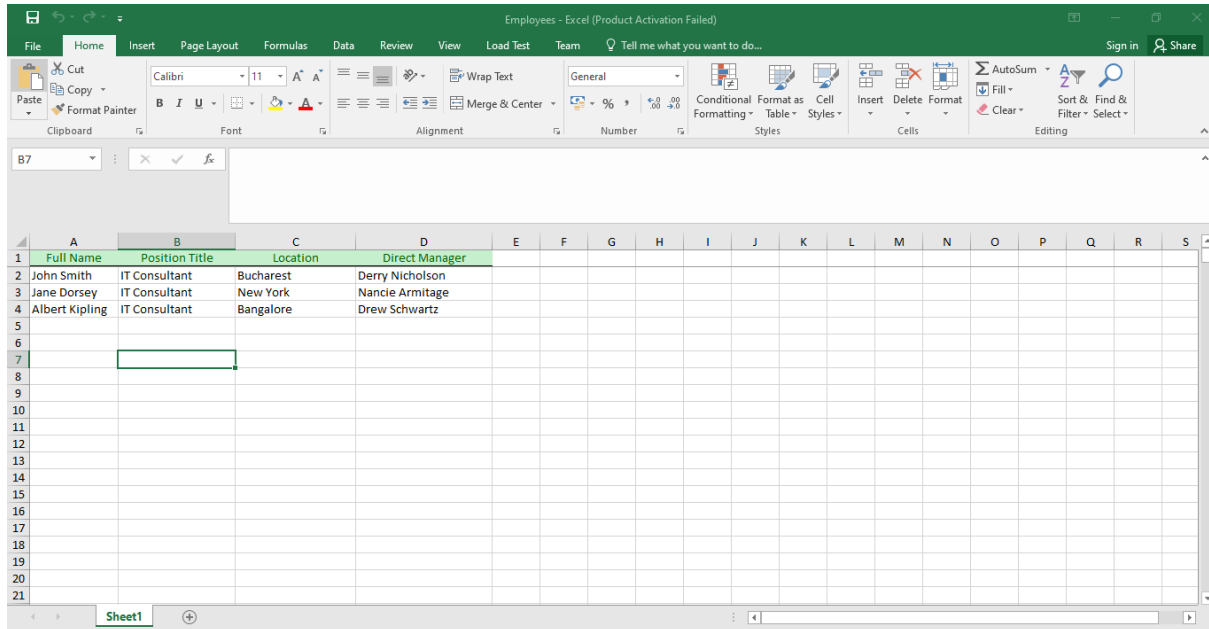
We can **save changes** by selecting the check box save changes.

If file is not available with this **create if not exists** option it is going to create an excel file and work on it.

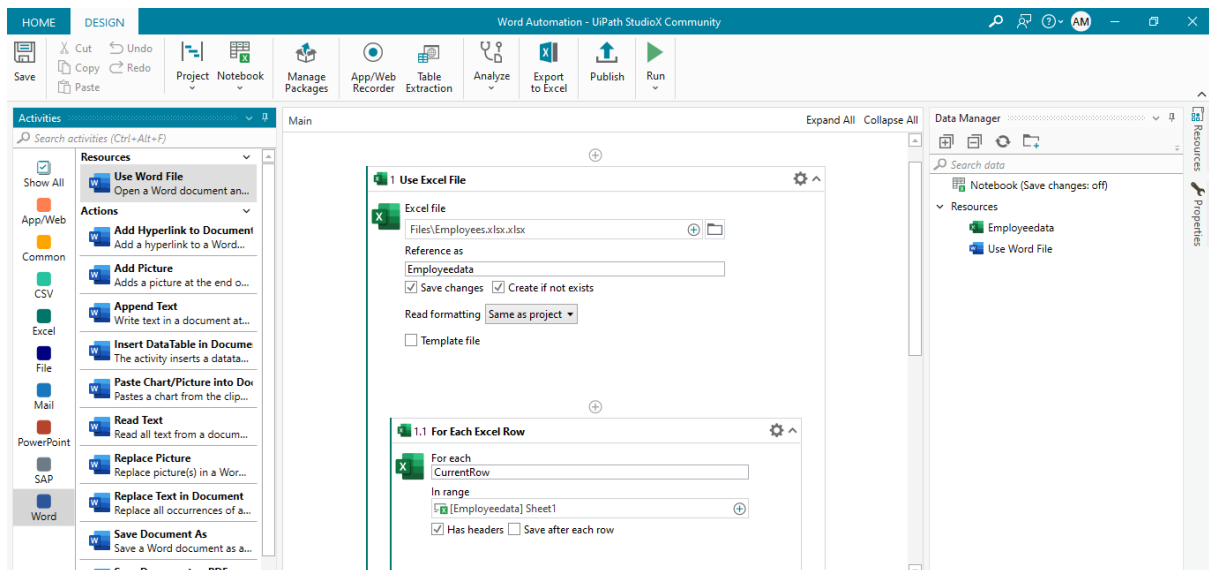
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Click **Browse** next to the **Excel file** field, and then browse to the Files folder and select the file Employees.xlsx.

Employees.xlsx. File:



| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S |
|----|----------------|----------------|-----------|-----------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Full Name | Position Title | Location | Direct Manager | | | | | | | | | | | | | | | |
| 2 | John Smith | IT Consultant | Bucharest | Derry Nicholson | | | | | | | | | | | | | | | |
| 3 | Jane Dorsey | IT Consultant | New York | Nancie Armitage | | | | | | | | | | | | | | | |
| 4 | Albert Kipling | IT Consultant | Bangalore | Drew Schwartz | | | | | | | | | | | | | | | |
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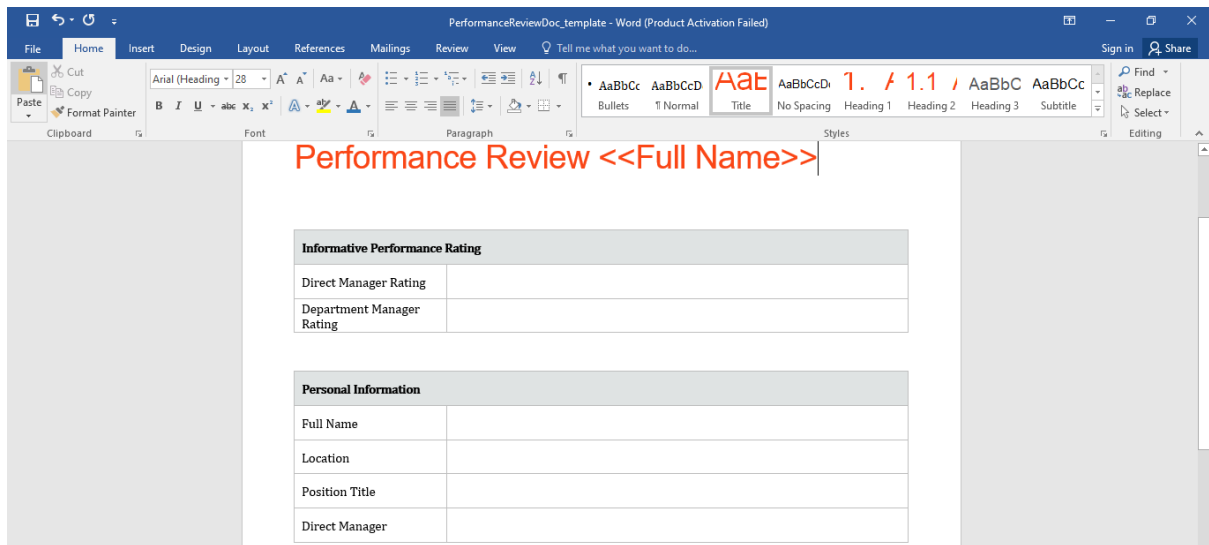


For Each Excel Row activity:

- In the **For each** text box, default CurrentRow
- Click **Plus** on the right side of the **In range** field, and then select **EmployeeData** > **Sheet1** [Sheet].

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PerformanceReviewDoc_template.docx. File which act as the template file

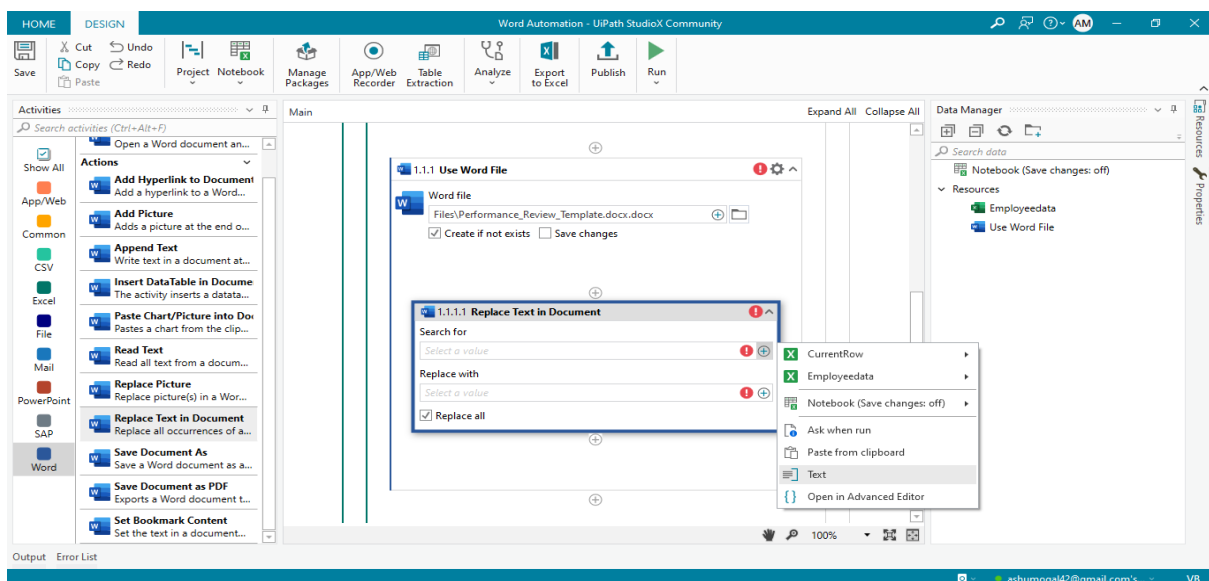


Use Word File Activity:

Select a Word document to use in the automation. After you add the activity and indicate the file, add the Word activities to perform on the file inside this activity. If the specified file does not exist, the file is created when the project is executed. When this activity ends, the document and the Word application are closed.

Configuring Activity:

- Click **Browse** next to the **Word file** field, and then browse to the Files folder and select the file PerformanceReviewDoc_template.docx.
- Clear the **Auto save** check box. This ensures that the template file is not saved with the data added for each employee.



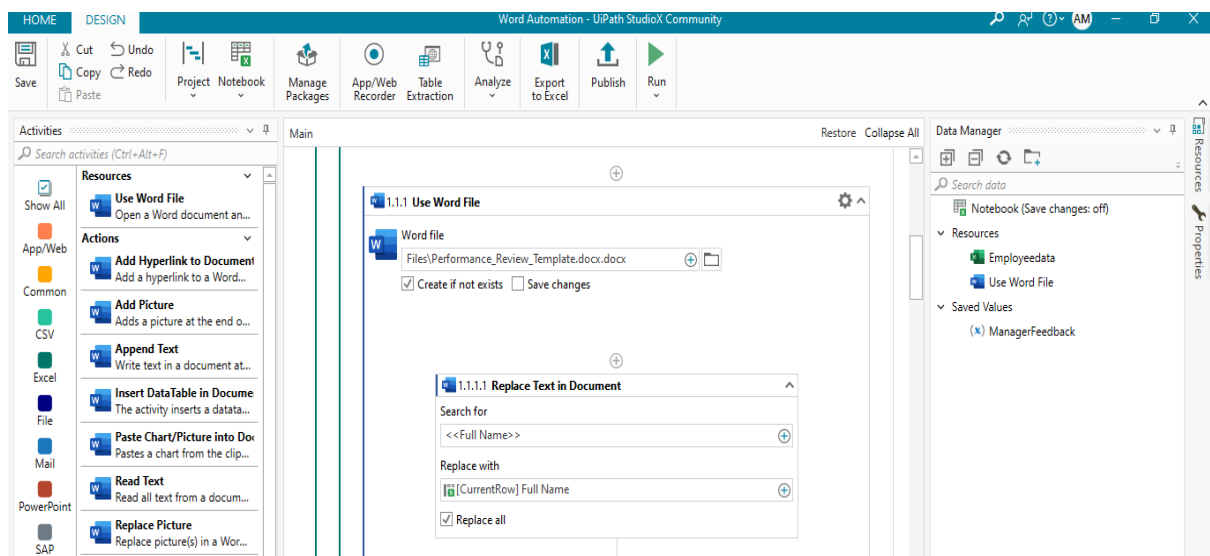
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Replace Text in Document Activity:

Replaces all occurrences of a text in a Word document with another specified text. This activity must be added inside a **Use Word File** activity.

Configuring Activity:

- Click **Plus** on the right side of the **Search for** field, and then select **Text**. In the Text Builder, enter <<Full Name>>.
- Click **Plus** on the right side of the **Replace with** field, and then select **Employee > Full Name**.



Set Bookmark Content Activity:

Adds text at a specified bookmark location in a Word document. This activity must be added inside a **Use Word File** activity.

Configuring Activity:

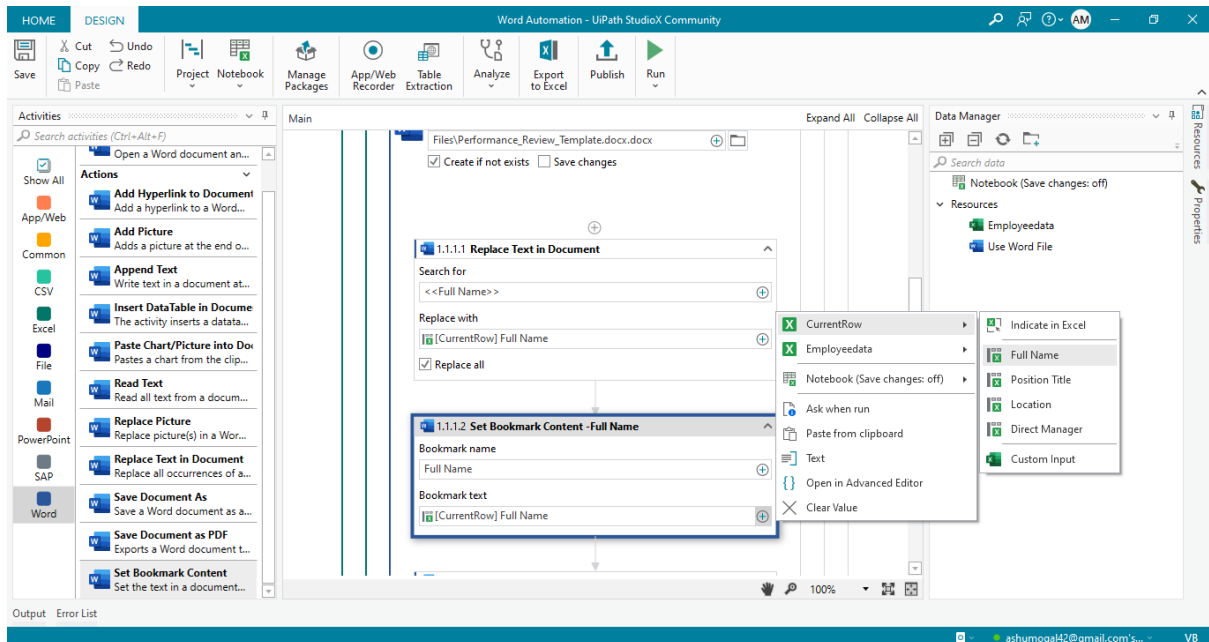
- Click **Plus** on the right side of the **Bookmark name** field, and then select **Text**. In the Text Builder, enter Direct Manager.
- Click **Plus** on the right side of the **Bookmark text** field, and then select **Employee > Direct Manager**.

You have indicated that, for each employee, you want to add the name of the direct manager to the Word file by copying the contents of the cell in the Direct Manager column of the Employees Excel file and pasting it at the location of the DirectManager bookmark in the Word file.

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Setting the bookmark content for the personal information table in template file from the source file employee.xlsx

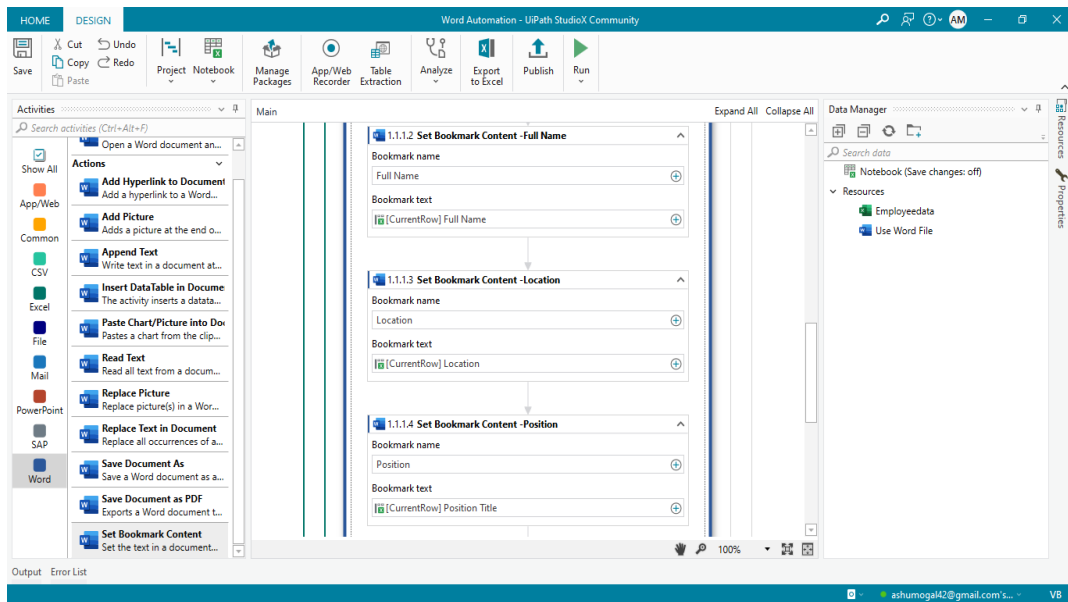
| Personal Information | |
|----------------------|---|
| Full Name | I |
| Location | I |
| Position | I |
| Direct Manager | I |



Follow the same steps to bookmark the content for location, position and direct manager in the template file.

- Bookmark name FullName, Bookmark text **Employee > Full Name**
- Bookmark name Location, Bookmark text **Employee > Location**
- Bookmark name PositionTitle, Bookmark text **Employee > Position Title**

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Save Word File As Activity:

Saves a Word file added to the project as a different file. You can specify the file name and the Word file type to save as. This activity must be added inside a **Use Word File** activity.

- **Save as type** - Select the type of Word file to save as: Word Document (.docx), Word Macro-Enabled Document (.docm), Word 97-2003 Document (.doc), Web Page (*.html, .html), Web Page, Filtered (*.htm, .html), Rich Text (*.rtf), or Plain Text (.txt).
- **Replace existing** - If selected, the new file replaces any existing file with the same name. If not selected, an error occurs if a file with the same name already exists. This option is selected by default.

Configuring Activity:

Click **Plus** on the right side of the **Save as file** field, and then select **Text**.

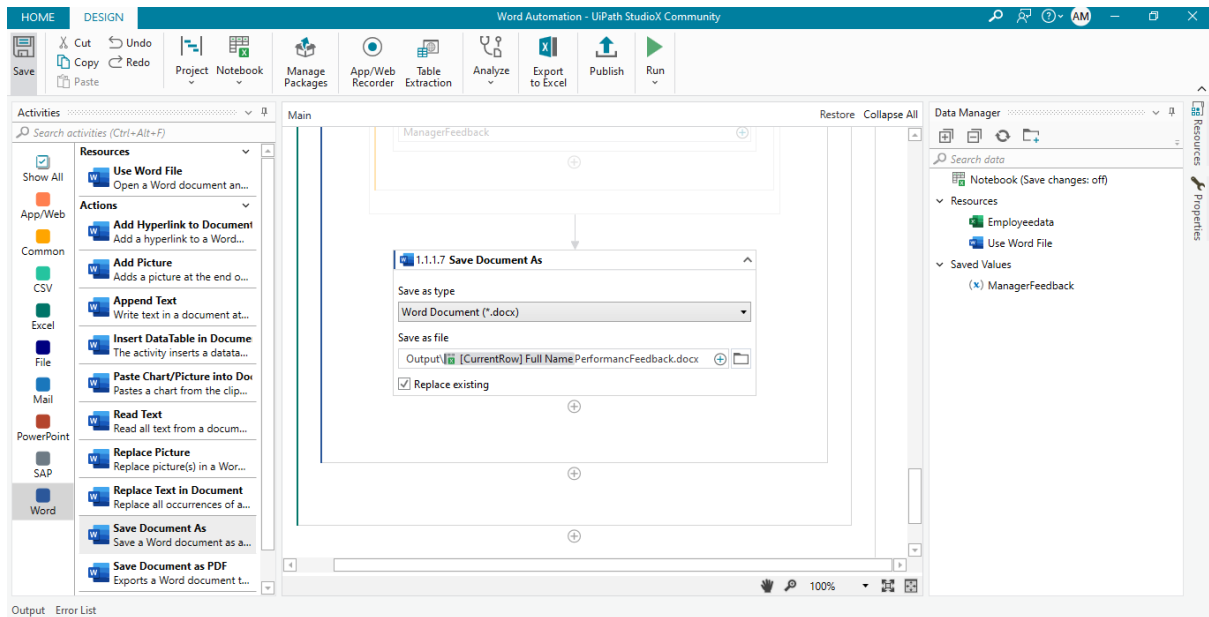
In the Text Builder.

- a. Enter the text Output\.
- b. Click **Plus** on the right side of the Text Builder, and then select **CurrentRow> Full Name**.
- c. Enter the text _PerformanceReview.docx.

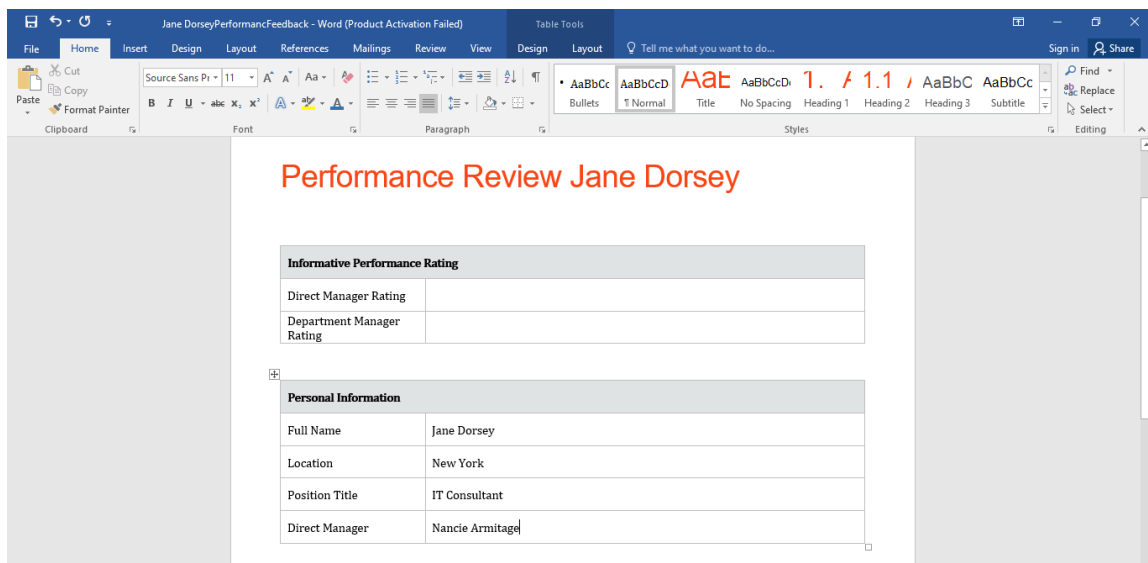
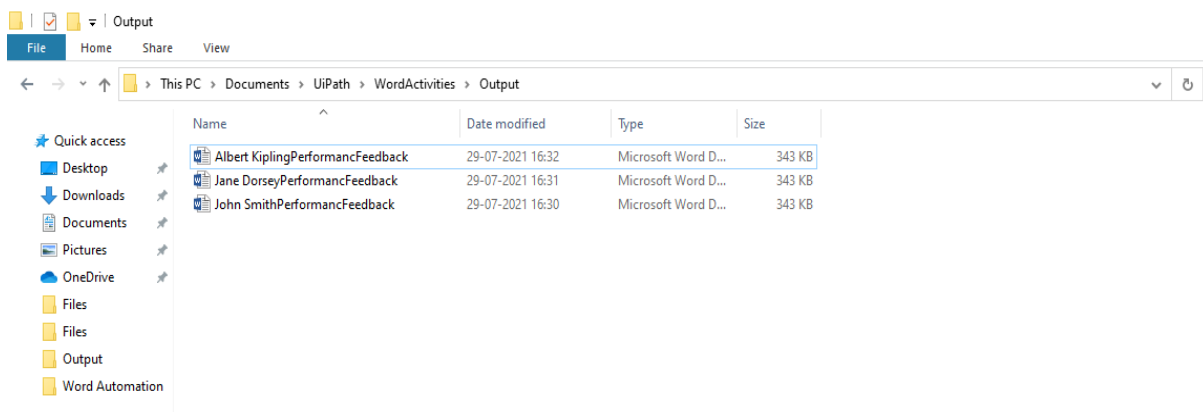
The text should look like this: Output\[CurrentRow]FullName_PerformanceReview.docx.

- d. Click **Save** in the Text Builder.

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OutPut:



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