A2019 Microsoft Word Package

Readme

Version 1.0

1/6/2021

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1.   Introduction

This document contains all essential information for the user to make full use of this A2019 Package. It includes a description of the functions and capabilities and step-by-step procedures for setup & configuration of the Package.

1.1   Overview

The Microsoft Word package includes 4 actions that allow RPA developers to interface with their Word documents to insert text, replace text, insert text at a bookmark, and create new Word documents.

Note: While this document refers to the Package name as "Microsoft Word", the installed package is abbreviated to MS Word on installation.

1.2   Use cases

The MS Word Package include 4 total actions:

- **Add Paragraph**: Adds a paragraph to the end of the selected word document.
- **Create MS Word Document**: Creates a new Microsoft Word document at the location of your choosing with the capability of adding optional text to the document upon creation.
- **Replace Text**: Replaces text within the given word document with any new text provided (variable or hard coded)
- **Insert Text**: Inserts text at the location of the bookmark within the selected word document
  - o **Note**: Bookmarks must be pre-defined within your Word document for this functionality to work properly, and bookmark names in the document must match the bookmark names provided in the configuration of this action.

Using these actions, users can take any number of actions on word documents from updating templates that might be sent to customers to update them on their accounts, to automatically adding new content to the end of existing word documents to continue adding additional text based on bot findings.

2.   Requirements & Prerequisites

2.1   System Requirements

Enterprise A2019 (Cloud deployed) and Community Edition device requirements.
Review the machine hardware specifications, operating system versions, and browser types supported by Automation Anywhere Enterprise for creating and running bots and command packages as an Enterprise A2019 (Cloud deployed) or Community Edition user on your local machine.

Salesforce access with the ability to create (or have someone create for you) a Connected App. This connected app will generate the client ID and client secret necessary for authentication.

2.2   Prerequisites

Automation Anywhere Enterprise A2019

Windows Bot Runner

3.   Getting Started

3.1   Quick Start

3.1.1   Setup

1. Install the package from Bot Store into your Control Room

2. Upon installation from the Bot Store tab, the MS Word package should be automatically installed as well as a sample bot demonstrating the use of the package.

3. Navigate to **A2019 - Microsoft Word Package** folder in the **Bot Store** folder on your Private tab to examine the installed bot.
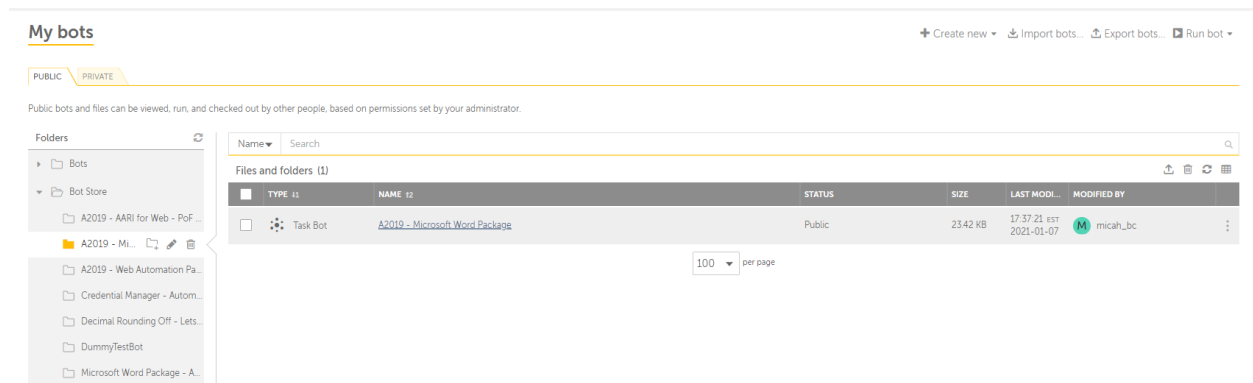

Figure 1: Note that the Size and Last modified date may be different than what is seen in your environment.

3.1.2   Configuration and Use

There are 4 actions that make up this package:

1. **Replace Text**: Provide a valid path to a Word document in the "Select the MS Word Document field", and this action can be used to replace text in a document with hard coded text or a variable.

    a. In the provided sample bot, the text *fullusername* is replaced with the currently logged in username in the downloaded sample document

        i. Sample document is downloaded to and can be viewed from: *C:\Temp\MicrosoftWordPackageDemo.docx*

2. **Insert Text**: Provide a valid path to a Word document in the "Select the MS Word Document field", provide the name of the bookmark where you want to insert text, and this action can be used to insert text in a document with hard coded text or a variable where a matching bookmark exists in the document.

    a. In the provided sample bot, the bookmark *MachineName* has been set up and the System variable for the machine name is written in the location of the bookmark

i.   Sample document is downloaded to and can be viewed from:
C:\Temp\MicrosoftWordPackageDemo.docx

3. **Add Paragraph**: Provide a valid path to a Word document in the "Select the MS Word Document field", provide the text to enter at the end of the selected document, and this action can be used to add text in a document with hard coded text or a variable(s).

    a. In the provided sample bot, the sample line of text is added to the bottom of the document

        i. Sample document is downloaded to
C:\Temp\MicrosoftWordPackageDemo.docx

4. **Create MS Word Document**: Provide a valid file path, provide a name for the file, and optionally enter any text you want automatically inserted into the newly created document. Once executed, this action will create a new document using the details provided.

    a. In the provided sample bot, a file path is provided (C:\Temp), a file name is given (MicrosoftWordPackage_CreatedFile.docx), and a sample sentence is entered.

    b. Once executed, the bot will create the file based on the parameters provided with the optionally provided text inserted at time of creation.

4.   Support & FAQs

4.1   Support

Free bots are not officially supported through Automation Anywhere.   You can get access to Community Support through the following channels:

- You can get access to Community Support, connecting with other Automation Anywhere customers and developers on APeople – the Bot Building Forum, the Bot Store Support Forum, or the Developers Everywhere Group.
- Automation Anywhere also provides a Product Documentation portal which can be accessed for more information about our products and guidance on Enterprise A2019.

4.2   FAQs

For questions relating to Enterprise A2019: See the Enterprise A2019 FAQs.

Appendix A: Record of Changes

No.	Version Number	Date of Change	Author	Notes
1.0	*1.0*	*1/08/2021*	*Micah Smith*	*Initial MS Word Package Release*

Appendix B: References

No.	Topic	Reference Link
1	Overview of Enterprise A2019	Click here
2	Guidance: Building basic A2019 bots	Click here
3	Guidance: Building A2019 action packages	Click here
4	APeople Community Forum	Click here
5	Automation Anywhere University	Click here