



MS Word – Apache POI

Readme

Version 1.0.0
10/04/2024

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1. Introduction

This document contains all essential information for the user to make full use of this A360 MS Word – Apache POI Package. It includes a description of the functions and capabilities and step-by-step procedures for setup & configuration of the MS Word – Apache POI Package.

1.1 Overview

MS Word – Apache POI is a custom package build for automating Microsoft word (docx and doc) files. It uses the Apache POI java library to perform tasks such as creating document, adding text, fetching text, strikethrough, remove strikethrough, delete text, add metadata, add comments, and find and replace text.

Here is an example of getting text using the MS Word – Apache POI command.

The screenshot displays a workflow builder interface with a top toolbar containing icons for video, search, undo, redo, copy, paste, delete, and a flow diagram. Below the toolbar, a list of actions is shown on the left, and a detailed view of the selected action is on the right.

Triggers

Drag a trigger here...

Start

1. MS Word - Apache POI: Start Session Start Session - "Default"
2. MS Word - Apache POI: Get Text Get Text
3. Message box "Output: \$OutputText\$"
4. MS Word - Apache POI: End Session End Session - "Default"

End

MS Word - Apache POI: Get Text

This action helps to read all text from the MS word.

Required bot agent version: 20.11 or above

Session name

Default (x)

Output text

OutputText (x)

1.2 Use cases

The key use cases include:

- This package can be used in places where the docx or the doc file manipulation is required.
- Common uses cases include Document generation, Batch processing, Data analysis and reporting, Template management, Document conversion, Compliance and regulatory reporting etc.

2. Requirements & Prerequisites

2.1 System Requirements

[Enterprise A360 \(Cloud deployed\) 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 A60 (Cloud deployed) or Community Edition user on your local machine.

2.2 Prerequisites

- *Installation of MS word application is not required, since Apache POI works on the API.*

3. Getting Started

3.1 Quick Start

3.1.1 Setup

None

3.1.2 Configuration and Use

The MS Word – Apache POI package comes with lot of different commands like creating document, adding text, fetching text, strikethrough, remove strikethrough, delete text, add metadata, add comments, and find and replace text. Here is the detailed information about the commands and their properties.

1. Start Session:

Start session command is used to start the MS word session. It can also create a new file (docx or doc), if not found.

a. Input fields:

- i. File path: input file path to start the MS word session.
- ii. Create file if not found: Check this checkbox if you want to create a new file when the file is not found.
- iii. Session name: Session name to use on the other commands.

b. Output fields:

- i. Status (Optional): Status of the action. Returns “Success” if the session started successfully. Else it will return the error message.

MS Word - Apache POI: Start Session

Start MS Word Session

Required bot agent version: 20.11 or above

File path

Variable Control Room file Desktop file

C:\Users\MuraliKrishna\Downloads\New

Required extensions: ".docx", ".doc"

☐ Create file if not found

Session name

Default

Status (optional)

Status

2. Get Text:

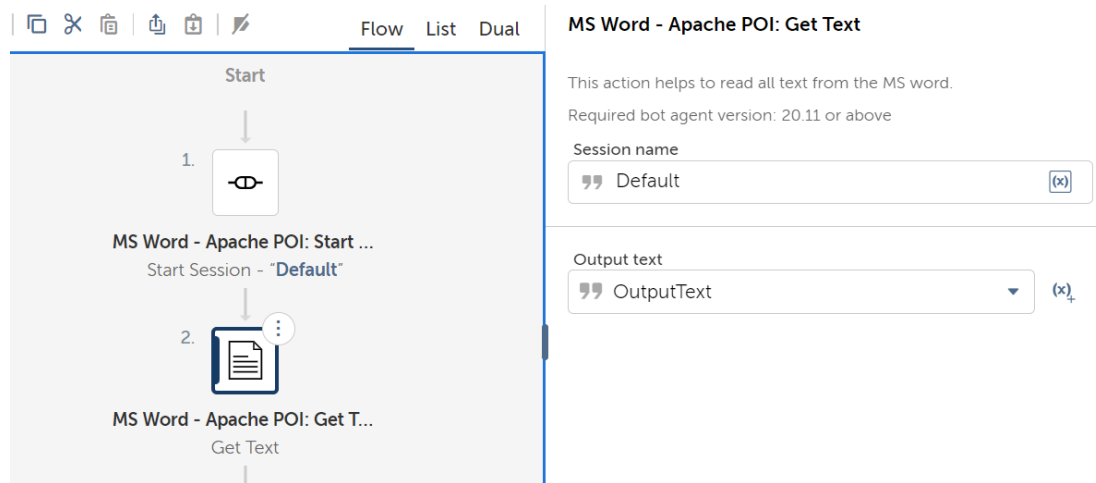
Get text command will fetch all text from the word document.

a. Input fields:

- i. Session name: Session name given on the start session action.

b. Output fields:

- i. Output text: Text fetched from the word document.



3. Add Text:

Add text command helps to add text “after”, “before”, “before and/or after” the adjacent text.

a. Input fields:

- i. Session name: Session name given on the start session action.
- ii. Text to add: This is the text which we want to add in the file.
- iii. Options:
 1. After:
 - a. Start after text: Provide the adjacent text for the reference to add the new text. This will add the new text after the “Start after text”.
 2. Before and/or after:
 - a. Start after text: Provide the adjacent text for the reference to add the new text. This will add the new text after the “Start after text”.
 - b. Condition: This condition helps to find the adjacent text either one or both the texts.
 - c. End before text: Provide the adjacent text for the reference to add the new text. This will add the new text before the “End before text”.

3. Before:

- a. End before text: Provide the adjacent text for the reference to add the new text. This will add the new text before the “End before text”.
 - iv. Occurrence: This condition helps to select whether you want to add the text only in the first occurrence of the adjacent text or in all occurrences. **Note: As of now, the option is fixed to “Only first occurrence”**
 - v. Formatting options:
 - 1. Use reference text formatting: This will copy the format of the adjacent text and apply for the new text.
 - 2. Use custom formatting:
 - a. Set bold: Check box to select bold formatting.
 - b. Set italics: Check box to select italics formatting.
 - c. Set color (RGB): RGB color code. Ex: “000000” for black.
 - d. Font size: Font size for the new text.
 - e. Font name: Font name for the new text. Ex: “Arial”, “Calibri” etc.
- b. Output fields:**
- i. Status (Optional): Status of the action. Return “Success” or the “error message”.


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Flow List Dual

Drag a trigger here...


Start

1. 

MS Word - Apache POI: Start ...
Start Session - "Default"

2. 

MS Word - Apache POI: Add T...
Add Text

3. 

MS Word - Apache POI: End S...
End Session - "Default"

End

MS Word - Apache POI: Add Text

Add a text before or after the reference text.
Required bot agent version: 20.11 or above

Session name
Default (x)

Text to add
Murali Krishna (x)

Options

☒ After
Start after text
My Name is (x)

☐ Before and/or after
Start after text
Required

Condition
▼

End before text
Required

☐ Before
End before text
Required

Occurrence
Only first occurrence ▼

Formatting options

☒ Use reference text formatting

☐ Use custom formatting

☐ Set bold

☐ Set italics

Set color (RGB)
Required

Font size
Required

Font name
Required

Status (optional)
Status (x)

4. Find And Replace Text:

This command helps to find and replace text in the word document.

a. Input fields:

- i. Session name: Session name given on the start session action.
- ii. Text to find: Enter the text which we want to find and change.
- iii. Text to replace: Enter the text which we want to add.
- iv. Replace option:
 1. Only first occurrence: Select this option if you want to replace only by first occurrence.
 2. All occurrences: Select this option if you want to replace the text in all occurrences.

b. Output fields:

- i. Status (Optional): Status of the action. Returns “Success” or the “error message”.

The screenshot shows a flow editor interface with a 'Flow' tab selected. The flow consists of four steps: 1. Start, 2. MS Word - Apache POI: Start Session - "Default", 3. MS Word - Apache POI: Find And Replace Text, and 4. MS Word - Apache POI: End Session - "Default". The third step is highlighted, and its configuration panel is open on the right.

MS Word - Apache POI: Find And Replace Text

This action helps to find and replace the given text.
Required bot agent version: 20.11 or above

Session name: Default (x)

Text to find: Name (x)

Text to replace: Murali krishna R C (x)

Replace option:

☒ Only first occurrence

☐ All occurrences

Status (optional): Choose a variable (x)

5. Add metadata:

This command will add the metadata such as title, subject, author name, keywords to the word document.

a. Input fields:

- i. Session name: Session name given on the start session action.
- ii. Title (Optional): Title of the document.
- iii. Subject (Optional): Subject of the document.
- iv. Author name (Optional): Author name of the document.

- v. Keywords (Optional): Keywords for the document. Ex: Apache POI, Metadata etc.

b. Output fields:

- i. Status (Optional): Status of the action. Returns “Success” or the “error message”.

The screenshot shows a flow editor interface with a 'Flow' tab selected. The flow consists of three steps: 1. 'Start' (represented by a circle with a dot), 2. 'MS Word - Apache POI: Start ...' (represented by a document icon), and 3. 'MS Word - Apache POI: Add Metadata' (represented by a document icon with a gear). The right panel shows the configuration for the 'MS Word - Apache POI: Add Metadata' action. It includes a description, required bot agent version, and several input fields for session name, title, subject, author name, keywords, and status.

MS Word - Apache POI: Add Metadata

This action helps to add metadata in MS word.
Required bot agent version: 20.11 or above

Session name
Default (x)

Title (optional)
MS Word - Apache POI (x)

Subject (optional)
Custom package build using Apache POI (x)

Author name (optional)
Murali Krishna (x)

Keywords (optional)
MS word, Docx (x)
Ex: Apache POI, Word, Metadata

Status (optional)
Status (x)

6. Add Comments:

Add comments to the document with Author name, initial and the comment text.

a. Input fields:

- i. Session name: Session name given on the start session action.
- ii. Reference text: Text to add comments.
- iii. Author name: Author name to add comments.
- iv. Initial: Initial for the author’s name.
- v. Comment: Comment text to add.

b. Output fields:

- i. Status (Optional): Status of the action. Returns “Success” or the “error message”.

This command is used to delete the given text from the word document.

- i. Session name: Session name given on the start session action.

- i. Session name: Session name given on the start session action.
- ii. Text to delete: Enter the text that needs to be deleted.
- iii. Delete option:
 1. Only first occurrence: Select this option if you want to delete only by first occurrence.
 2. All occurrences: Select this option if you want to delete the text in all occurrences.

- i. **Status (Optional):** Status of the action. Returns “Success” or the “error message”.

The screenshot shows a flow editor interface with three tabs: Flow, List, and Dual. The 'Flow' tab is active, displaying a sequence of three steps:

- Start**: Represented by a play button icon. Below it, the text reads "MS Word - Apache POI: Start ..." and "Start Session - 'Default'".
- MS Word - Apache POI: Delete...**: Represented by a trash can icon. Below it, the text reads "Delete Text".
- MS Word - Apache POI: End S...**: Represented by a document icon with a checkmark. Below it, the text reads "End Session - 'Default'".

To the right of the flow, the configuration for the "MS Word - Apache POI: Delete Text" action is shown:

- Description**: "This action helps to delete the given text." and "Required bot agent version: 20.11 or above".
- Session name**: A text input field containing "Default" with a clear button (x).
- Text to delete**: A text input field containing "This line needs to be deleted." with a clear button (x).
- Delete option**: Two radio button options:
 - ☒ Only first occurrence
 - ☐ All occurrences
- Status (optional)**: A dropdown menu showing "Status" with a clear button (x).

8. Strikethrough Text:

This action helps to strikethrough the given text.

a. Input fields:

- Session name: Session name given on the start session action.
- Text to strikethrough: Enter the text to strikethrough.
- Strikethrough option:
 - Only first occurrence: Select this option if you want to strikethrough only by first occurrence.
 - All occurrences: Select this option if you want to strikethrough the text in all occurrences.

b. Output fields:

- Status (Optional): Status of the action. Returns "Success" or the "error message".

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The screenshot shows a flow editor interface with a 'Flow' tab selected. The flow consists of three steps: 1. 'Start' (represented by a play button icon), 2. 'MS Word - Apache POI: Start ...' (labeled 'Start Session - "Default"'), and 3. 'MS Word - Apache POI: Strike...' (labeled 'Strikethrough Text'). The third step is highlighted with a blue border and a menu icon. To the right of the flow is a configuration panel for the 'MS Word - Apache POI: Strikethrough Text' action. The panel includes a description: 'This action helps to strikethrough the given text.' and a requirement: 'Required bot agent version: 20.11 or above'. It features three input fields: 'Session name' with a value of 'Default', 'Text to strikethrough' with a value of 'Product ID: 123456', and 'Strikethrough option' with radio buttons for 'Only first occurrence' (selected) and 'All occurrences'. At the bottom, there is an optional 'Status' field with a dropdown menu showing 'Status' and a plus icon for additional fields.

9. Remove Strikethrough:




This action helps to remove strikethrough from the given text.

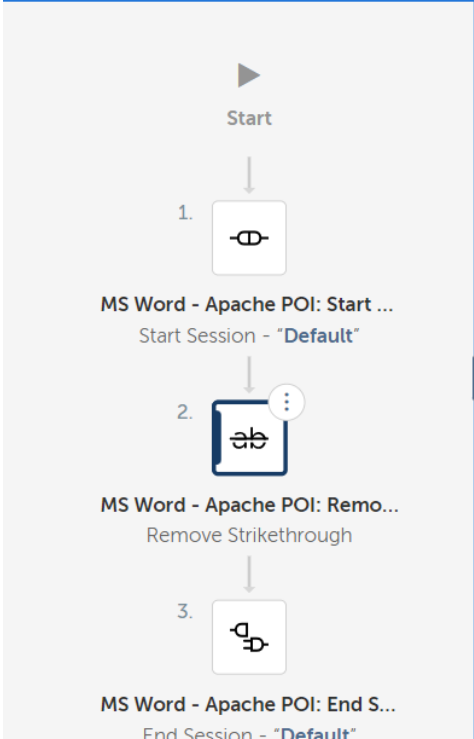
a. Input fields:

- Session name: Session name given on the start session action.
- Text to strikethrough: Enter the text to remove strikethrough.
- Remove strikethrough option:
 - Only first occurrence: Select this option if you want to remove strikethrough only by first occurrence.
 - All occurrences: Select this option if you want to remove strikethrough from the text in all occurrences.

b. Output fields:

- Status (Optional): Status of the action. Returns "Success" or the "error message".




Flow List Dual



```

graph TD
    Start([Start]) --> Step1[1. MS Word - Apache POI: Start Session - "Default"]
    Step1 --> Step2[2. MS Word - Apache POI: Remove Strikethrough]
    Step2 --> Step3[3. MS Word - Apache POI: End Session - "Default"]
  
```

MS Word - Apache POI: Remove Strikethrough

This action helps to remove Strikethrough on the given text.
Required bot agent version: 20.11 or above

Session name
 (x)

Text to remove Strikethrough
 (x)

Remove strikethrough option
☒ Only first occurrence
☐ All occurrences

Status (optional)
 (x) +

10. End Session:

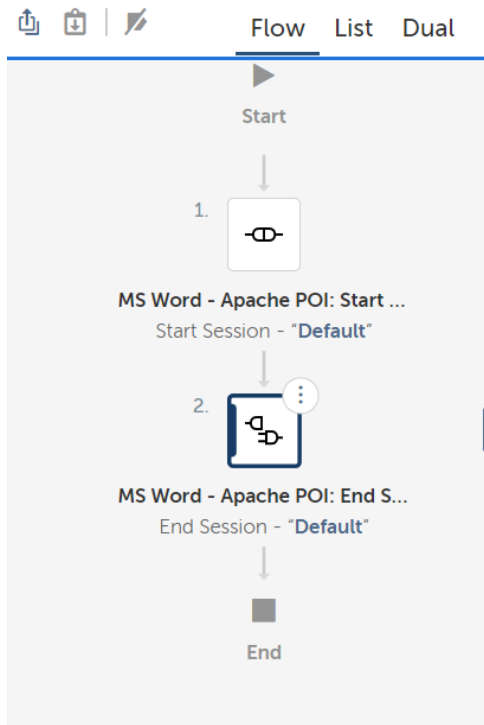
This action will terminate the word session and also used to save the file.

a. Input fields:

- i. Session name: Session name given on the start session action.
- ii. Save as: (Note: Uncheck this option if you want to save changes in the same file)
 1. File path: Enter the file path to save it as a new file.

b. Output fields:

- i. Status (Optional): Status of the action. Returns "Success" or the "error message".



MS Word - Apache POI: End Session

End MS word session

Required bot agent version: 20.11 or above

Session name

” Default

(x)

☐ Save As

File path

Variable

Control Room file

Desktop file

Required

Choose...

Status (optional)

Choose a variable



(x)₊



4. Support & FAQs

4.1 Support

Free bots are not officially supported. 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 A360](#).

4.2 FAQs

None

For questions relating to Enterprise A360: See the [Enterprise A360 FAQs](#).

Appendix A: Record of Changes

Instructions: Provide information on the version number, the date of the version, the author/owner of the version, and a brief description of the reason for creating the revised version.

No.	Version Number	Date of Change	Author	Notes
1	1.0.0	10-04-2024	R C Murali Krishna	<i>This is the first version of this package</i>



Appendix B: References

No.	Topic	Reference Link
1	Overview of Enterprise A360	Click here
2	Guidance: Building basic A360 bots	Click here
3	Guidance: Building A360 action packages	Click here
4	APeople Community Forum	Click here
5	Automation Anywhere University	Click here