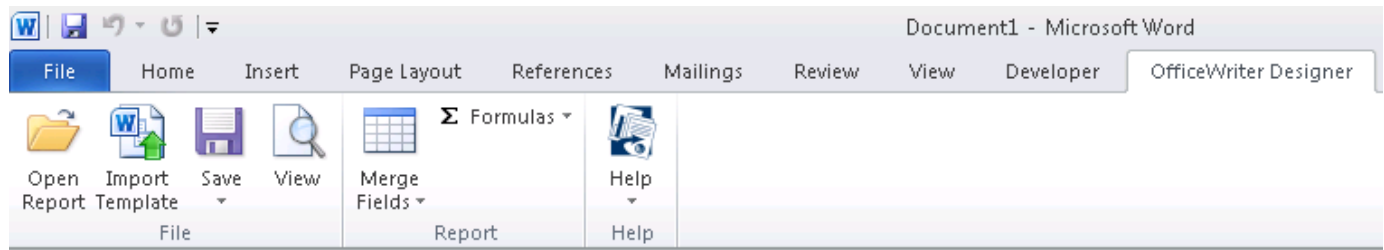











# The OfficeWriter Designer for Word

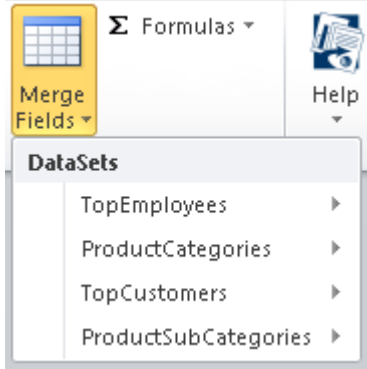
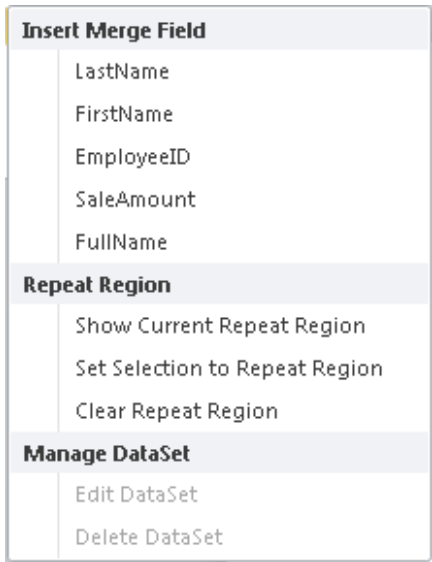
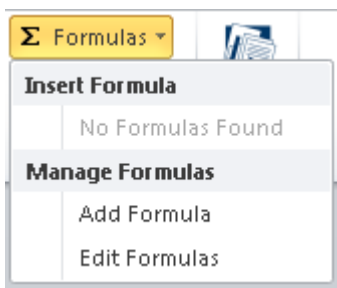
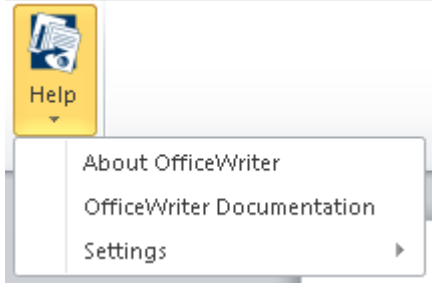

## Default OfficeWriter Designer for Word

You will find the OfficeWriter Designer toolbar on the Word ribbon, under **OfficeWriter Designer**.



As of OfficeWriter 8.1, the OfficeWriter Designer is intended for use in Word 2007 and later. If you are using Word 2003, you will need to use OfficeWriter Designer 8.0.0 or earlier. An explanation of the 2003 toolbar is available under [The OfficeWriter Designer for Word 2003](#).

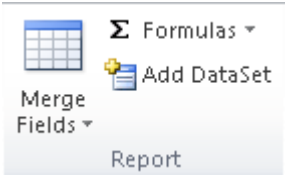
<b>Open Report</b>	The <b>Open Report</b> button allows you to open saved report definition files (RDL files). These files can be created with the OfficeWriter Designer, Visual Studio, or Report Builder. Open files from your local disk or from a remote server.	 Open Report
<b>Import Template</b>	The <b>Import Template</b> button allows you to import an existing DOC, DOCX, or DOCM file and use it as the template for the RDL. This will remove any existing design information.	 Import Template
<b>Save</b>	The <b>Save</b> button provides the option to <b>Save to Disk</b> and <b>Deploy to Remote Server</b> .  <b>Save To Disk:</b> save your template as an RDL file.  <b>Deploy To Remote Server:</b> Publish your report on the Reporting Services server. Once you do this, your report will be available for viewing in Excel and through Reporting Services Report Manager.	 Save  View  Merge Fields  Formu  Save To Disk  Deploy To Remote Server
<b>View</b>	The <b>View</b> button sends a request to Reporting Services to run your report, then displays the results in another window in Excel. If you click this button with an unpublished report open, you will be prompted to publish before viewing.	 View

<b>Merge Fields</b>	<p>The <b>Merge Fields</b> button provides a list of the datasets in the RDL file.</p> <p>Hovering over one of the data sets will bring up the <b>Merge Field Menu</b>.</p>	
<b>Merge Field Menu</b>	<p>Selecting a field from under <b>Insert Merge Field</b> will insert the merge field for that query field into the Word document.</p> <p><b>Show Current Repeat Region</b> will highlight the section of the document that is set to repeat for each row of data in the current data set.</p> <p>To use <b>Set Selection to Repeat Region</b>, select a region of the document contain the merge fields for the current data set, then select <b>Set Selection to Repeat Region</b>. This will place a bookmark around selected region that will repeat for each row of data in the current data set.</p> <p><b>Clear Repeat Region</b> will remove a bookmark that was added with <b>Set Selection to Repeat Region</b>.</p> <p>If a data set is not set to repeat, only the first row of data for the data set will be imported.</p>	
<b>Formulas - Expanded</b>	<p>The <b>Formulas</b> button displays formulas that are available in the RDL.</p> <p>Selecting a formula under <b>Insert Formula</b> will insert a data marker for that formula into the Word report.</p> <p><b>Add Formula</b> will allow you to build new formulas and <b>Edit Formulas</b> will allow you to manage (create, edit, remove) formulas.</p>	
<b>Help</b>	<p>The <b>Help</b> button provides links to information about the OfficeWriter Designer toolbar.</p> <p><b>About OfficeWriter</b> will display the version of the Designer toolbar.</p> <p><b>OfficeWriter Documentation</b> is a link to the OfficeWriter Docs.</p>	
<b>Help Settings</b>	<p>The only setting currently available through <b>Help &gt; Settings</b> is whether to show or hide Enterprise Edition features (e.g. Formulas)</p>	

## MS Query enabled functions

By default, Ms Query functions in the OfficeWriter Designer toolbar are disabled. Instructions for enabling MS Query are available in [Using MS Query in Word to Design Reports](#).

These functions will be greyed out if the open report was designed in Visual Studio or Report Builder, rather than the OfficeWriter Designer.

<b>Add DataSet</b>	The <b>Add DataSet</b> button allows you to add datasets to reports designed in the OfficeWriter Designer	
<b>DataSet Options</b>	<p>Selecting <b>Edit DataSet</b> will allow you to edit existing datasets in the RDL. It will not remove data markers from that dataset.</p> <p>Selecting <b>Delete DataSet</b> will remove the query from the report file (RDL).</p>	