The OfficeWriter Designer for Word

Default OfficeWriter Designer for Word

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

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File Home	Insert	Page Layout	References	Mailings	Review	View	Developer	OfficeWriter Designer	
/:\	er 8.1, the (Merge Fields - Rep	signer is intended	p for use in W			•	ord 2003, you will need riter Designer for Word	
Open Report			The Open Report 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		
Import Template			The Import Template 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		
Save			The Save button to Disk and Depl Save To Disk: sa RDL file. Deploy To Remo report on the Rep Once you do this, be available for vice	oy to Remon ave your temp ote Server: P porting Servic your report iewing in Exc	te Server. blate as an Publish your es server. will el and through	Sa	Save To Di	∑ Formu Merge Fields → sk Remote Server	
View			The View 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 If you click this button with an unpublished report open, you will be prompted to publish before viewing.			Vie	View		

Merge Fields	The Merge Fields button provides a list of the datasets in the RDL file. Hovering over one of the data sets will bring up the Merge Field Menu .	∑ Formulas ▼ Merge Fields ▼ Help ▼ DataSets TopEmployees ProductCategories TopCustomers ProductSubCategories			
Merge Field Menu	Selecting a field from under Insert Merge Field will insert the merge field for that query field into the Word document.	Insert Merge Field			
	Show Current Repeat Region will highlight the section of the document that is set to repeat for each row of data in the current data set.	FirstName EmployeeID SaleAmount			
	To use Set Selection to Repeat Region , select a region of the document contain the merge fields for the current data set, then select Set Selection to Repeat Region . This will place a bookmark around selected region that will repeat for each row of data in the current data set.	FullName Repeat Region Show Current Repeat Region Set Selection to Repeat Region Clear Repeat Region Marge DataSet Edit DataSet Delete DataSet			
	Clear Repeat Region will remove a bookmark that was added with Set Selection to Repeat Region. If a data set is not set to repeat, only the first row of data for the data set will be imported.				
Formulas - Expanded	The Formulas button displays formulas that are available in the RDL. Selecting a formula under Insert Formula wil I insert a data marker for that formula into the Word report. Add Formula will allow you to build new formulas and Edit Formulas will allow you to manage (create, edit, remove) formulas.	∑ Formulas ▼ Insert Formula No Formulas Found Marage Formulas Add Formula Edit Formulas			
Help	 The Help button provides links to information about the OfficeWriter Designer toolbar. About OfficeWriter will display the version of the Designer toolbar. OfficeWriter Documentation is a link to the OfficeWriter Docs. 	About OfficeWriter OfficeWriter Documentation Settings			
Help Settings	The only setting currently available through H elp > Settings is whether to show or hide Enterprise Edition features (e.g. Formulas)	Show Enterprise Actions			

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.

Add DataSet	The Add DataSet button allows you to add datasets to reports designed in the OfficeWriter Designer	► Formulas ▼ Add DataSet Merge Fields ▼ Report		
DataSet Options	Selecting Edit DataSet will allow you to edit existing datasets in the RDL. It will not remove data markers from that dataset.	Merge Fields ▼	taSet Help	
	Selecting Delete DataSet will remove the query from the report file (RDL).	DataSet1 >	Help Trsett Merge Field AddressID AddressIine1 AddressIine2 City ModifiedDate PostalCode StateProvinceID rowguid Repeat Region Show Current Repeat Region	
			Sitow Current Repeat Region Clear Repeat Region Clear Repeat Region Manage DataSet Edit DataSet Delete DataSet	