OfficeWriter Designer for Word - Save Report

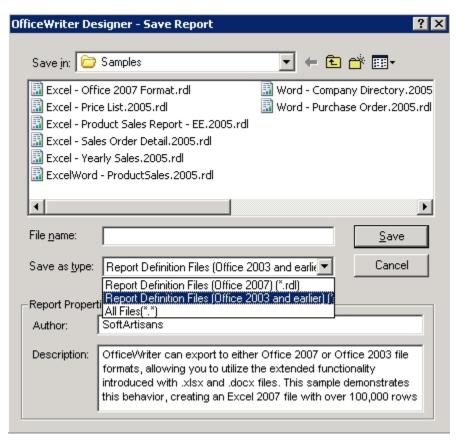
Before you deploy your report, save the report template locally.

- 1. Click the OfficeWriter Designer's Save button and select Save to Disk. The dialog shown will open.
- 2. Browse to the local destination folder for the template.
- 3. Enter a name in the File name field.
- 4. Make sure that the selected file type is Report Definition Files (Office 2007) (*.rdl) or Report Definition Files (Office 2003 or earlier) (*.rdl).



You cannot save as Report Definition Files (Office 2007) (*.rdl) from Word 2003

- 5. Optional: Enter your name and a report description in the Author and Description fields.
- 6. Click Save.



Remember to use the OfficeWriter Toolbar **Save** button to save your report. If you use File -> Save from the Word Menu bar, you will not save the report information in your template.