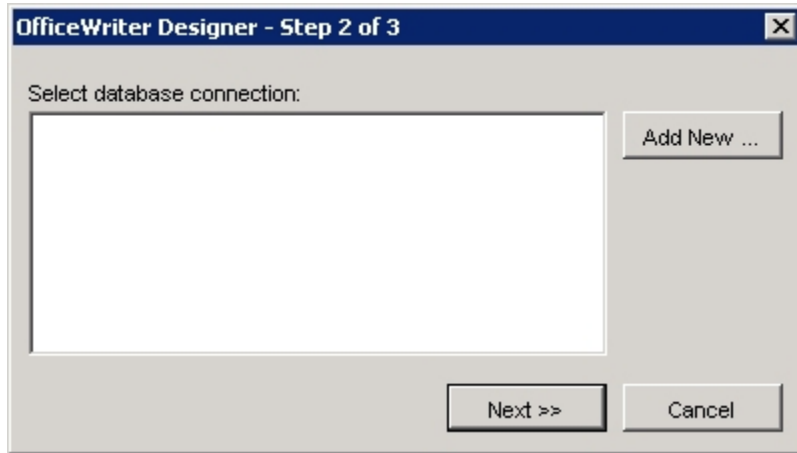


OfficeWriter Designer for Word - Step 2 of 3

The **Step 2 of 3** dialog is the second step in the process of building a query to add to your report. In this dialog, you will select a saved database connection or create a new connection.



To select a saved database connection:

1. Select **Add DataSet** from the toolbar.
2. In the [Step 1 of 3](#) dialog, type in a name for the query (or leave the default name). Click **Next**.
3. In the **Step 2 of 3** dialog, select a connection from the list and click **Next**.

To create a new database connection

1. Select **Add DataSet** from the toolbar.
2. In the [Step 1 of 3](#) dialog, type in a name for the query (or leave the default name). Click **Next**.
3. In the **Step 2 of 3** dialog, click **Add New**. Microsoft Query will open.
4. Select **New Data Source** and click **Ok**.
5. Enter a name for the data source.
6. Click the down arrow on the right side of the step two box and find the SQL Server driver.
7. At the step 3 line, press the **Connect** button.
8. In the SQL Server Login dialog, pull down the **Server** list with the down arrow and choose the server on which the database resides.
9. Click **Options**.
10. From the database drop-down list, find the database and select it. Click **Ok**.
11. You will now see your data source in the list. Make sure it is selected and click **Next**.

See Also

[Create Your First Word Report](#)

[Creating a New Template Report](#)