# OfficeWriter Designer for Excel - 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)**.

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

5. Optional: Enter your name and a report description in the **Author** and **Description** fields.

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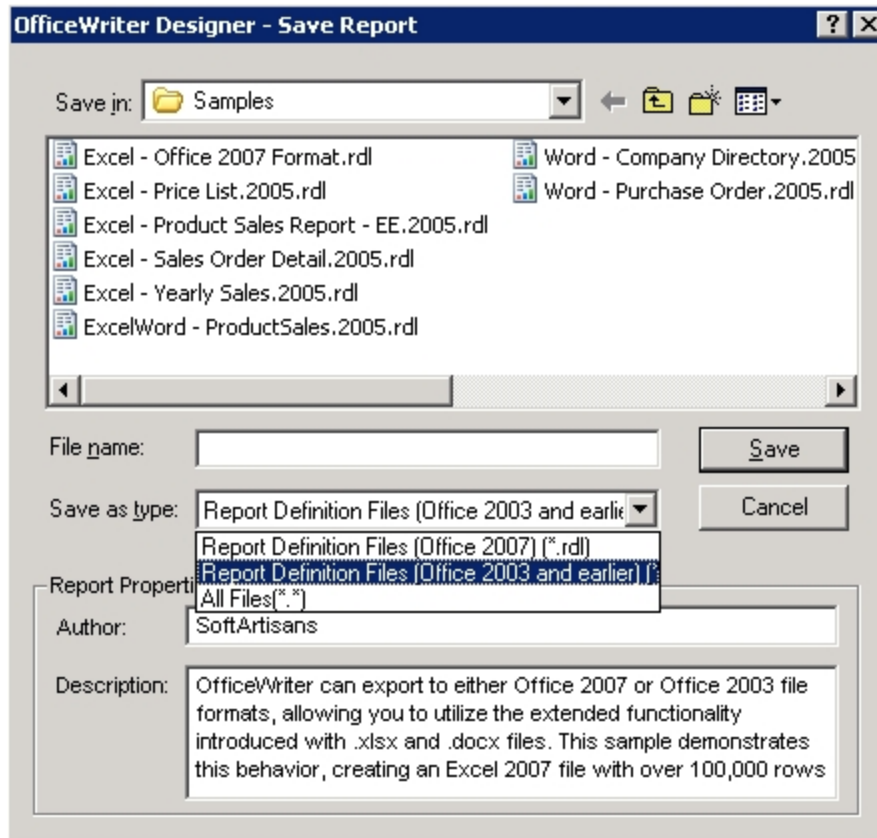
Remember to use the OfficeWriter Toolbar **Save As** button to save your report. If you use File -> Save from the Word Menu bar, you will not save the report information in your template.