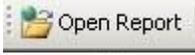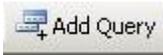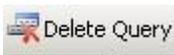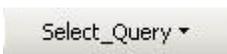# The OfficeWriter Designer for Word 2003

You will find the OfficeWriter Designer toolbar under the Word menu bar at the top of your document.

| | | |
|---|---|---|
| 1. | Open Report | The **Open Report** button allows you to open saved report definition files (RDL files). These can be files created with OfficeWriter, Visual Studio, or another tool. You can open RDL files on any drive your computer can access, as well as from any accessible Reporting Services server. |
| 2. | Add Query | The **Add Query** button allows you to add new database queries to your report template. If you opened a report definition (RDL file) that was not created by OfficeWriter Designer (for example, an RDL file created in Visual Studio), the **Add Query** button will not be active. |
| 3. | Edit Query | Click **Edit Query** to modify a query created with OfficeWriter. Your original query will be displayed so you can add or remove fields, change sort order, or edit the SQL statement. If you originally created your report definition using OfficeWriter Designer, you can change your queries at any time. If you opened a report definition (RDL file) that was not created by OfficeWriter Designer (for example, an RDL file created in Visual Studio), the **Edit Query** button will not be active. |
| 4. | Delete Query | Use the **Delete Query** button to remove a query from your report template. If you opened a report definition (RDL file) that was not created by OfficeWriter Designer (for example, an RDL file created in Visual Studio), the **Delete Query** button will not be active. |
| 5. | Select_Query ▾ | When working with a report with more than one query, the *Select Query* button displays a pulldown list of all the report's queries. Select the query you wish to work with before adding fields or setting query range. |
| 6. | Query Range | Click **Query Range** to set a query's range to either **Document** or **Selection**. If a query is set to Document range, only the first row of data is returned from the query. When you set a query to Selection range, the query will return all the rows to the report. |
| 7. | Insert Merge Field ▾ | The **Insert Merge Field** button places your merge fields (data placeholders) in the document. |

| 8. | Insert Formula ▾ | One of the powerful features of OfficeWriter Enterprise Edition is the ability to create and use formulas. The *Insert Formula* button lets you select formulas and insert them in the document. |
|---|---|---|
| 9. | Save As | After you create or change a report, the **Save As** button allows you to save your report document as an RDL file - an xml-based report definition. If you use Word's menu bar to save your document, you will only save a copy of the Word file itself without any report information. |
| 10. | Publish | Use the **Publish** button to publish your report on the Reporting Services server. Once you do this, your report will be available for viewing both in Word (through the OfficeWriter Designer) and through Reporting Services Report Manager. |
| 11. | View | The **View** button will execute your published report and display the results in another window in Word. If you click this button when you have an unpublished report file open, you will be prompted to publish before viewing. If you open Word and have no active documents open, the **View** button will serve as a report browser, allowing you to view any report on your report server. |
| 12. | Help ▾ | Click the **Help** button to open the OfficeWriter Designer documentation. |