

# What is an OfficeWriter Word Template?

An OfficeWriter Word template is a Word file that contains **merge fields**. A merge field displays a database field name where database values will be inserted. OfficeWriter templates are created with the OfficeWriter Designer.

When you save the template, the OfficeWriter Designer encodes it as a custom XML element in a Reporting Services RDL file. To publish a report, you will submit the RDL file to a Reporting Services server where OfficeWriter is installed. The OfficeWriter renderer on the server regenerates the template, and - using data supplied by Reporting Services - replaces the merge fields in the document with database values.

The format of a merge field is:

**<<DatabaseQueryName.FieldName>>**

For example, this merge field is a placeholder for values from the "Last Name" field in the data set returned by a query called "Employees":

**<<Employees.LastName>>**

The template shown below contains three merge fields.

