

# OfficeWriter Designer for Word - Step 1 of 3

The **Step 1 of 3** dialog opens when you click the [OfficeWriter Designer for Word's Add DataSet](#) button. This dialog is the first step in the process of building a dataset to add to your report.



If you originally created your report using OfficeWriter Designer, you can add or change datasets at any time. However, if your report was created using another tool such as Microsoft Visual Studio, the **Add DataSet** button will not be active.

The screenshot shows a dialog box titled "OfficeWriter Designer - Step 1 of 3". It has a close button (X) in the top right corner. Inside the dialog, there is a label "Enter new query name:" followed by a text input field containing "Query1". Below this, there is a section labeled "Applies to:" with two radio buttons. The "Document" radio button is selected, and the "Selection" radio button is unselected. To the right of the "Selection" radio button, there is a text box that reads: "Document merge fields outside of data-bound selections will be populated from the first row of this query's results". At the bottom of the dialog, there are two buttons: "Next >>" and "Cancel".

To begin building a dataset:

1. Optional: If you are creating a dataset for a [repeat region](#), create a text fragment, a list, or a table row in the Word document. Select the fragment, list, or row that you created. This will allow you to pre-set the repeat region for the dataset to a selection in the document in the **Step 1 of 3** dialog. However, it is not required. You will be able to set the dataset's range later.
2. Click OfficeWriter's **Add DataSet** button.
3. Enter a name for your dataset, or leave the default name.
4. If you selected to define a section of the document as a repeat region (step 1), select **Selection**. Otherwise, **Document** will be selected. You will be able to set the dataset's range later.

## See Also

[Create Your First Word Report](#)

[Defining Repeat Regions](#)