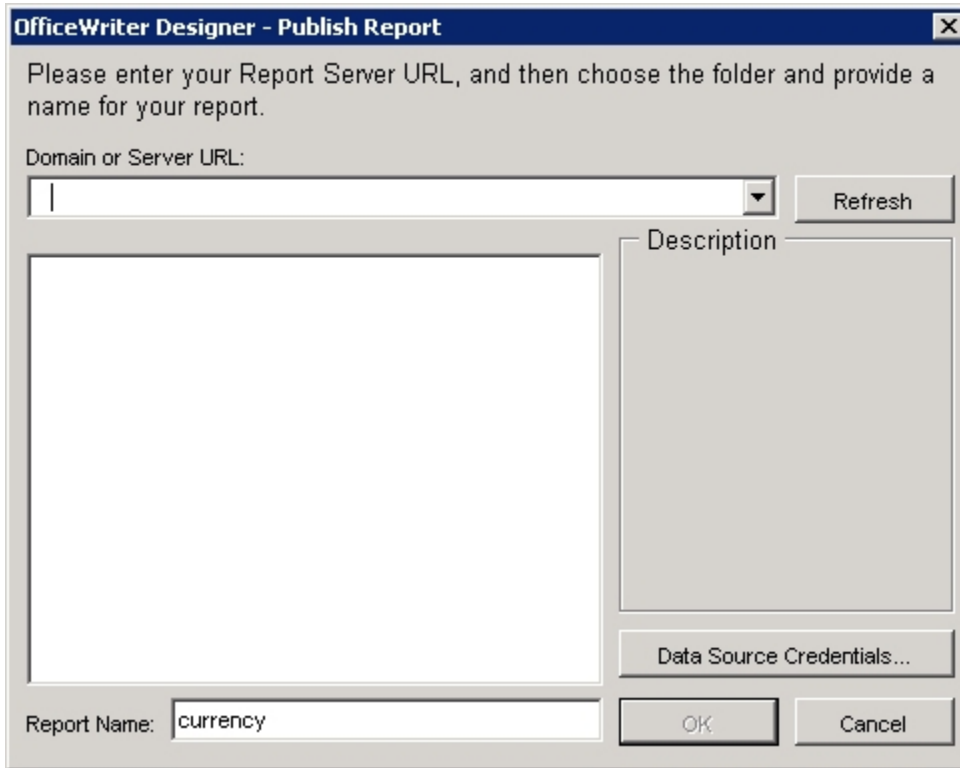


# OfficeWriter Designer for Word - Publish Report

After saving your report definition locally, you are ready to publish your report to the Reporting Services server. Publishing will submit the report file to the Reporting Services server. On the server, the OfficeWriter renderer will regenerate the template, and - using data supplied by Reporting Services - replace the merge fields in the document with database values.



The dialog box is titled "OfficeWriter Designer - Publish Report". It contains the following elements:

- A text area for "Domain or Server URL:" with a dropdown arrow and a "Refresh" button.
- A large empty rectangular area for selecting a folder.
- A "Description" text area on the right.
- A "Data Source Credentials..." button below the description area.
- A "Report Name:" field at the bottom left containing the text "currency".
- "OK" and "Cancel" buttons at the bottom right.

To publish your report:

1. From the [OfficeWriter Designer](#), select **Save** and **Deploy to Remote Server**. The **Publish Report** dialog will open.
2. In the **Domain or Server URL** field, enter the path to your Reporting Services server (for example <http://MyReports/ReportServer>).
3. Click **Refresh**. OfficeWriter will display the folders available on the server.
4. Navigate to the destination folder for your report.
5. In the **Report Name** field (at the bottom of the **Publish Report** dialog), enter a name for your report.
6. Optional: Click **Data Source Credentials** to specify how the report will link to the data. You may also do this from the Reporting Services Report Manager after you publish your report. See the Reporting Services documentation for the meaning of the different data source credentials options.  
Click [here](#) to see the Data Source Credentials screen.
7. Click **Ok**. If your report was already published on the server, you will be asked to overwrite it. When the report is published, you will receive a message box telling you that publishing was successful.