

# Viewing Your Report

After a report has been [deployed](#) to a report server, you can view it using the OfficeWriter Designer toolbar, or from Reporting Services Report Manager.

## Viewing a Report with OfficeWriter Designer

1. If the template for the report that you want to view is not already open in Microsoft Word:
  - a. Open Word.
  - b. From the OfficeWriter Designer toolbar, select **Open Report > Retrieve**.
  - c. Navigate to the report definition file on the report server that you created with OfficeWriter and open it.
2. Click the **View** button on the OfficeWriter Designer toolbar. The report will open in another Word window.
3. Click **Close Report View** to return to your template.

## Viewing a Report in Reporting Services

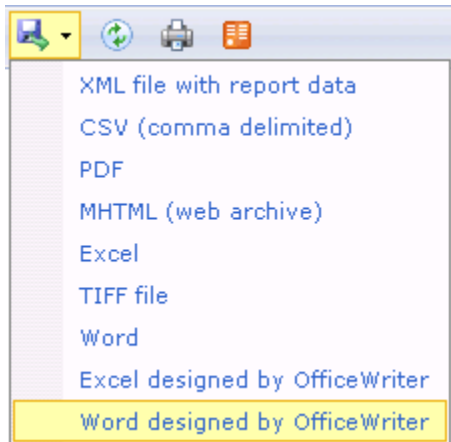
You can also export OfficeWriter designed reports through Reporting Services Report Manager. To do this, open your browser and navigate to the Report Manager (usually <http://<ReportServer>/Reports>). Navigate to your report and open it.



What you see on the screen is not the report layout as you designed it in Word using OfficeWriter. If your report was designed with MS Query, you will see a listing of the raw data returned from your report's queries. If the report definition was originally created with Visual Studio (or another tool) and modified with OfficeWriter, you will see the original layout, not the OfficeWriter layout.

To see the report as you designed it with OfficeWriter:

1. From the report export options, select **Word designed by OfficeWriter**.



2. You will be prompted to save or open. To save the report as an Word file, click **Save**. To view the report, click **Open**.