# Adding Merge Fields

An OfficeWriter Word template is a Word file that contains **merge fields**. A merge field is a placeholder for database values. When the report is published, OfficeWriter will replace the merge fields with data from the database. 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 dataset called "Employees":

<<Employees.LastName>>
The template shown below contains three merge fields.
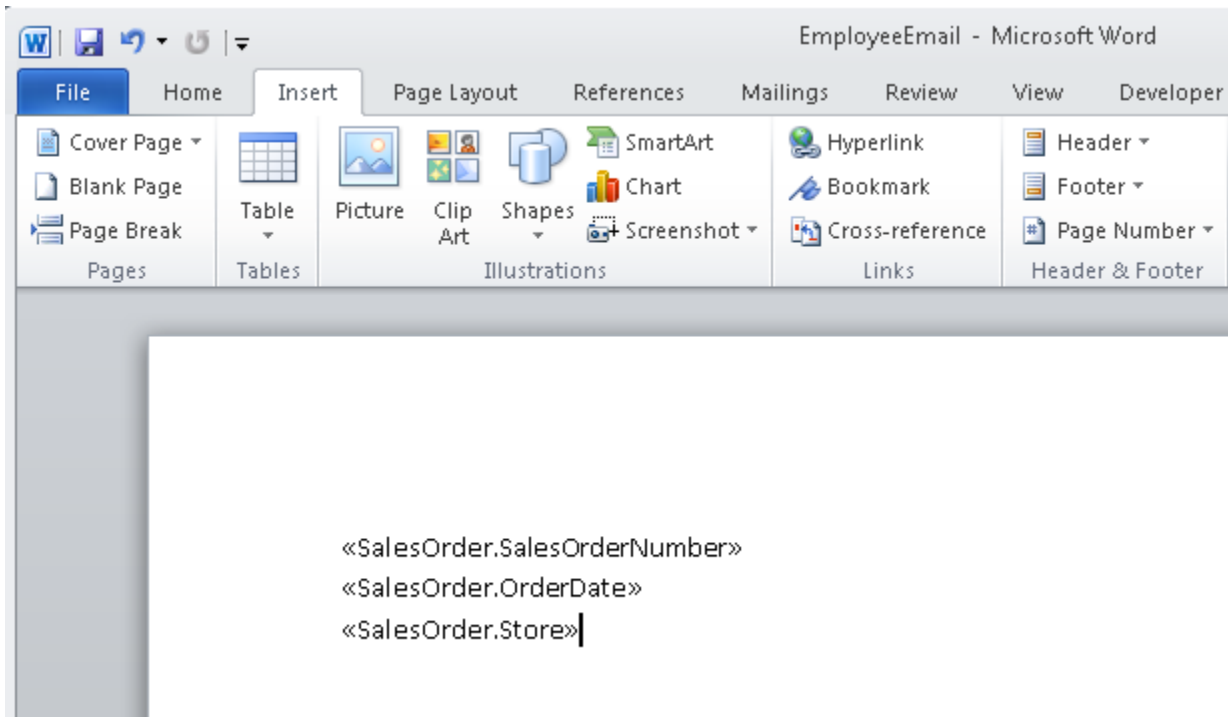
To add merge fields for a dataset:

1. Place your cursor in the document where you would like place the merge field.
2. In the OfficeWriter Designer toolbar for Word, go to **Merge Fields**. This will display a list of the datasets available in this report.
3. Go to the desired dataset and hover over the dataset name. The **Merge Field Menu** will become visible.
4. Under **Insert Merge Field**, select the field you would like to insert.

Once you have added merge fields to your document, you will need to determine the import behavior for the dataset.