

OfficeWriter Designer for Word - Save Report

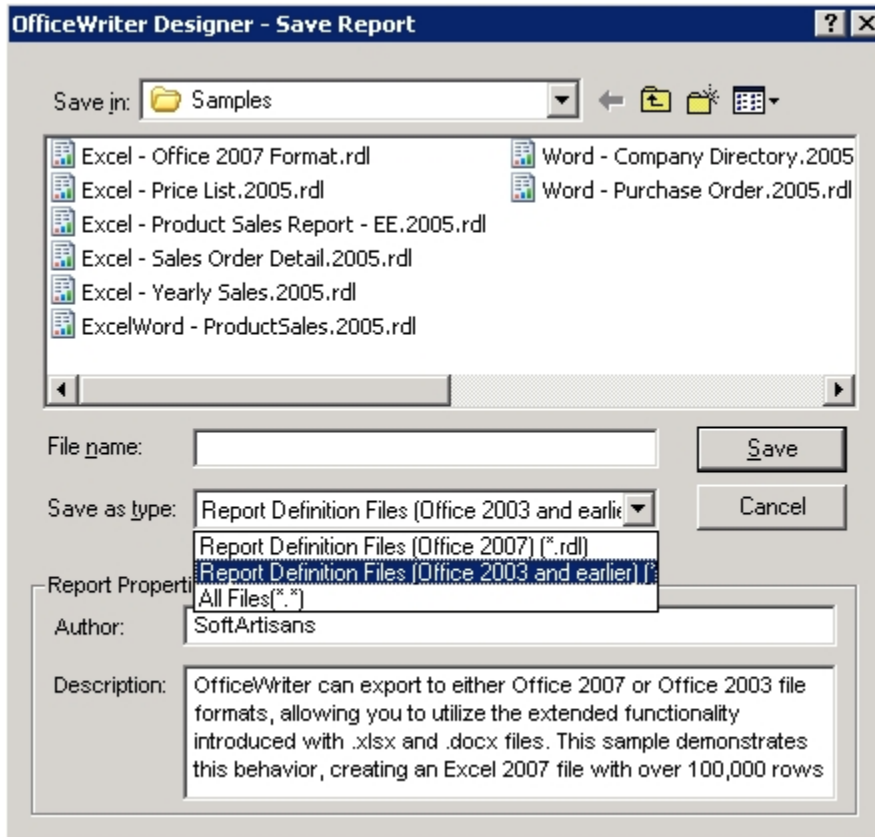
Before you [deploy your report](#), save the report template locally.

1. Click the **OfficeWriter Designer's Save** button and select **Save to Disk**. The dialog shown will open.
2. Browse to the local destination folder for the template.
3. Enter a name in the **File name** field.
4. Make sure that the selected file type is **Report Definition Files (Office 2007) (*.rdl)** or **Report Definition Files (Office 2003 or earlier) (*.rdl)**.



You cannot save as **Report Definition Files (Office 2007) (*.rdl)** from Word 2003

5. Optional: Enter your name and a report description in the **Author** and **Description** fields.
6. Click **Save**.



Remember to use the OfficeWriter Toolbar **Save** button to save your report. If you use File -> Save from the Word Menu bar, you will not save the report information in your template.