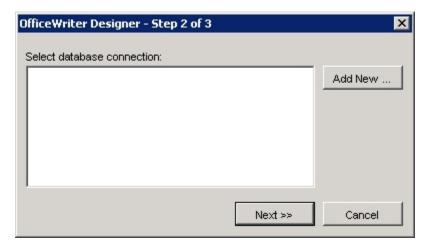
OfficeWriter Designer for Word - Step 2 of 3

The **Step 2 of 3** dialog is the second step in the process of building a query to add to your report. In this dialog, you will select a saved database connection or create a new connection.



To select a saved database connection:

- 1. Select Add DataSet from the toolbar.
- 2. In the Step 1 of 3 dialog, type in a name for the query (or leave the default name). Click Next.
- 3. In the Step 2 of 3 dialog, select a connection from the list and click Next.

To create a new database connection

- 1. Select Add DataSet from the toolbar.
- 2. In the Step 1 of 3 dialog, type in a name for the query (or leave the default name). Click Next.
- 3. In the Step 2 of 3 dialog, click Add New. Microsoft Query will open.
- 4. Select New Data Source and click Ok.
- 5. Enter a name for the data source.
- 6. Click the down arrow on the right side of the step two box and find the SQL Server driver.
- 7. At the step 3 line, press the **Connect** button.
- 8. In the SQL Server Login dialog, pull down the Server list with the down arrow and choose the server on which the database resides.
- Click Options
- 10. From the database drop-down list, find the database and select it. Click Ok.
- 11. You will now see your data source in the list. Make sure it is selected and click Next.

See Also

Create Your First Word Report

Creating a New Template Report