

# Generating Reports from Report Wizard

In addition to default document templates, Report Wizard allows you to create customized specification document templates. Templates may contain your own custom fields not related to model elements, as well as fields that correspond to model elements. Once customized, a Report Wizard template can be used with data from any project.

You can also format your template to create the style you want, including tables of contents, headers and footers, and page numbers. You can apply most character and paragraph formatting available from your rtf editor to the rtf template or specify with html tags in the HTML template, including keywords. Once the template has been completed, you can run the Report Wizard to create a report in a format that corresponds to the template.

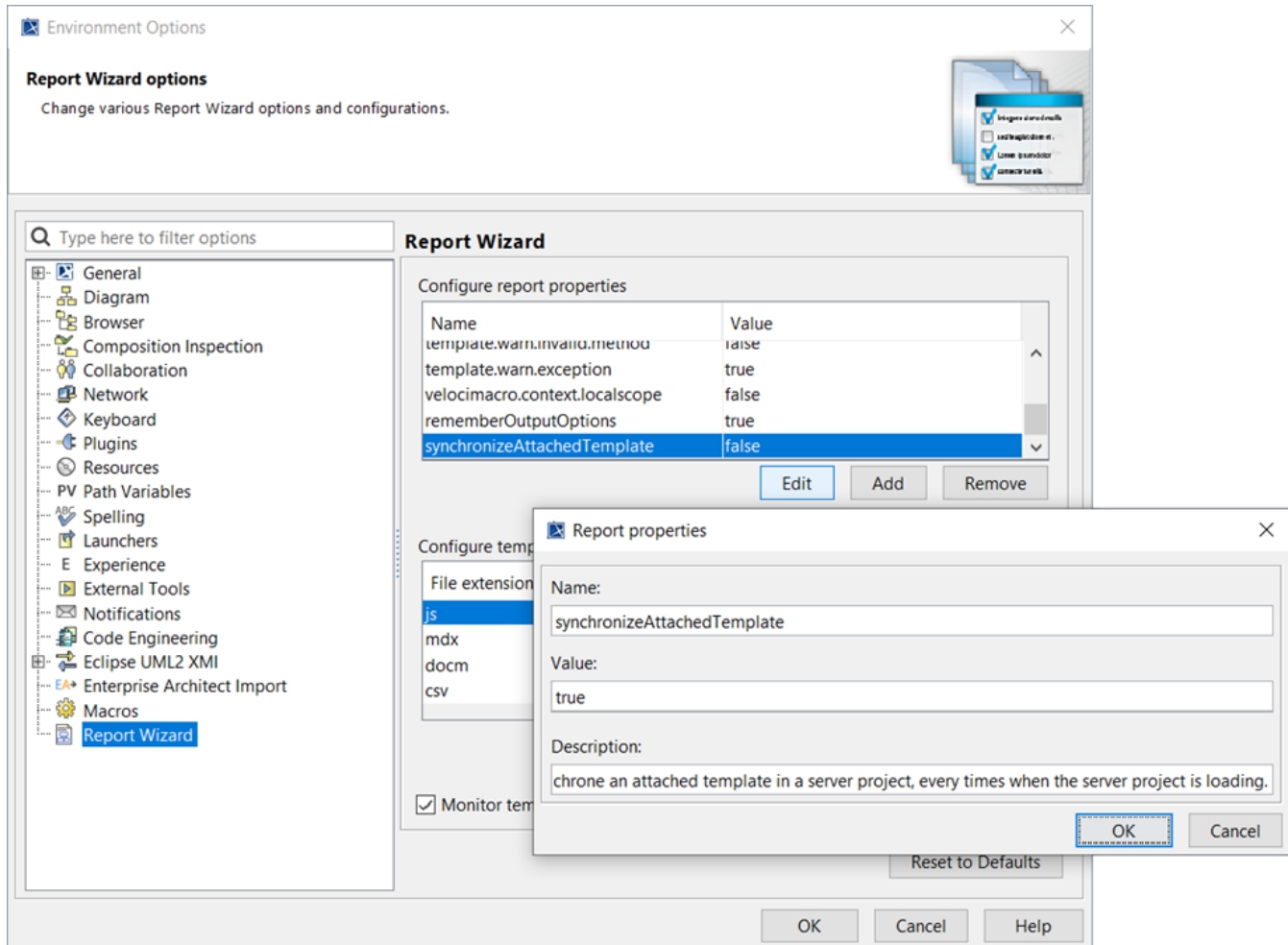
Report Wizard templates can be in *txt*, *rtf*, *html*, *odt*, *odf*, *odp*, *docx*, *xlsx*, *pptx*, and *xml* for DocBook or FO files. If you prefer, you can work in the Report Wizard Template Editor until you have finished the template file and use the Report Wizard template windows to save it in the template folder. The default templates are located in the `<modeling tool home>/plugins/com.nomagic.magicdraw.reportwizard/data` folder.

 Built-in rtf report templates are combined into the RTF (deprecated) report template category.

## Synchronizing an attached template with a server project

You can [attach a local template](#) to a server project. Then any user who opens this server project can generate a report with the attached template.

Each time the attached template is updated and changes are committed to the server project, the changes will affect everyone using the attached template.



To update the locally attached template from a server project

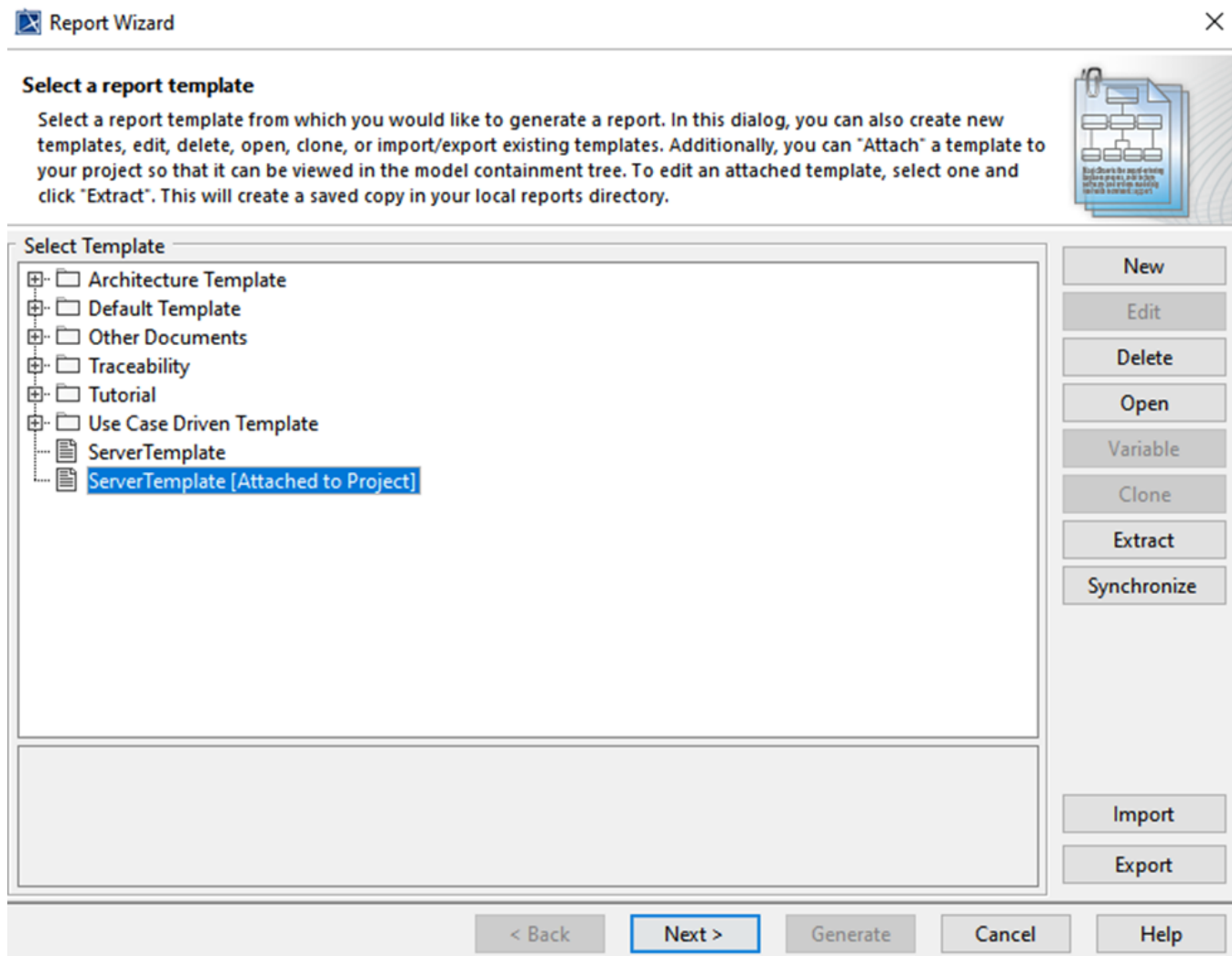
1. Go to **Options > Environment** menu.
2. Select the **Report Wizard** pane.

3. In the Configure report properties table, set the **synchronizeAttachedTemplate** value to **true**.

This way, the locally attached template will be synchronized with the latest attached template of the server project each time a report is generated from the attached template.

To update the server project with a locally attached template

1. [Lock an attached template for editing.](#)
2. Open the **Report Wizard** dialog.
3. Select the attached template and click **Open**.
4. Edit the attached template and click **Save**.
5. Click **Synchronize**.
6. Commit changes.



#### Related pages

- [Concepts](#)
- [Default templates](#)
- [Architecture templates](#)
- [Adding variables into an output report filename](#)
- [Generating Use Case Description Reports](#)
- [Web Publisher 2.0 report](#)
- [Uploading reports to remote locations](#)
- [Setting image DPI](#)

