

# Opening template editor

After installation has been completed, the Template Editor menu will appear on the Microsoft Word menu bar, see figure below.

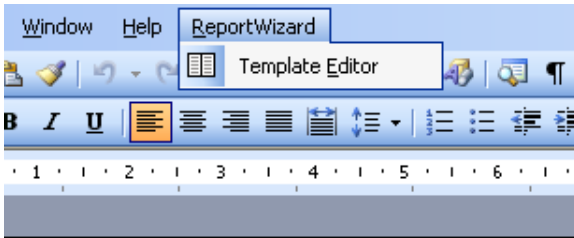


Figure 1: Microsoft Word 2003 Template Editor Menu.

## How to open Template Editor, either

- On the Microsoft Word 2000 – 2003 menu, click **ReportWizard > Template Editor**, see figure above, or
- On the Microsoft Word 2007 menu, click **Add-Ins > ReportWizard > Template Editor**, see figure below.

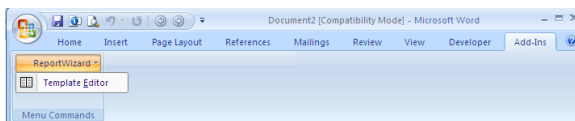


Figure 2: Microsoft Word 2007 Template Editor Menu.

 The macro-enabled option in Microsoft Word is required to open Template Editor.

When Template Editor is open, the Report Wizard Template Editor dialog will open.

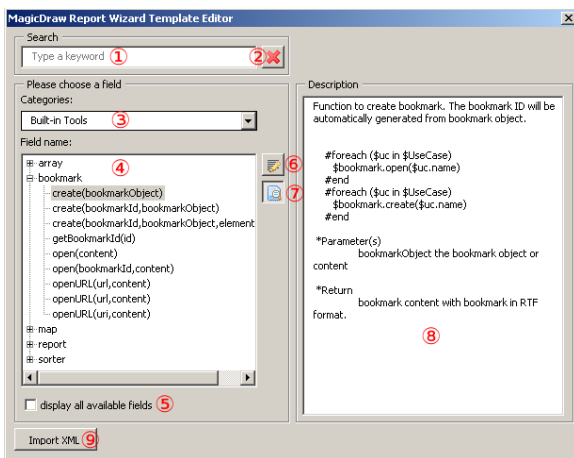


Figure 3: Report Wizard Template Editor Dialog.

The table below shows the Report Wizard Template Editor Options

Name	Function
Search box	Filter a list of fields. Only fields that contain a keyword of search as part of their names can be shown in the (4) <b>List of fields</b> .

Clear search results	Clear the current search result.
Categories combo box	Select categories of fields. Fields are shown in (4) <b>List of fields</b> according to their categories.
List of fields	Show a list of fields. Double-click a field name to insert the code.
Display all available fields check box	Show all fields, otherwise it will show only commonly used fields.
Insert button	Insert a code for a selected field into the document.
Show/Hide description button	Show or hide (8) <b>description pane.</b>
Description pane	Show the description of a selected field.
Import button	Import a data file.