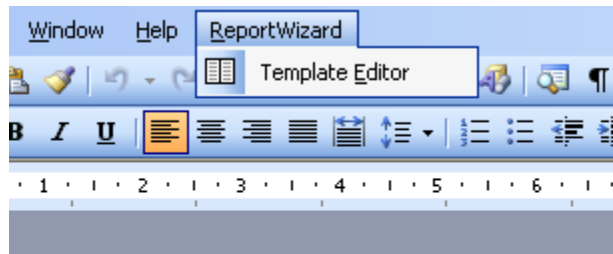


Opening template editor

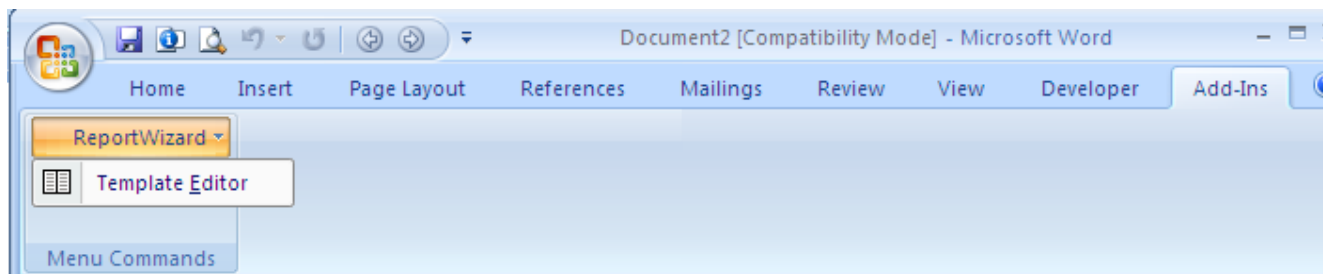
After installation has been completed, the Template Editor menu will appear on the Microsoft Word menu bar, see figure below.



Microsoft Word 2003 Template Editor Menu.

How to open Template Editor, either

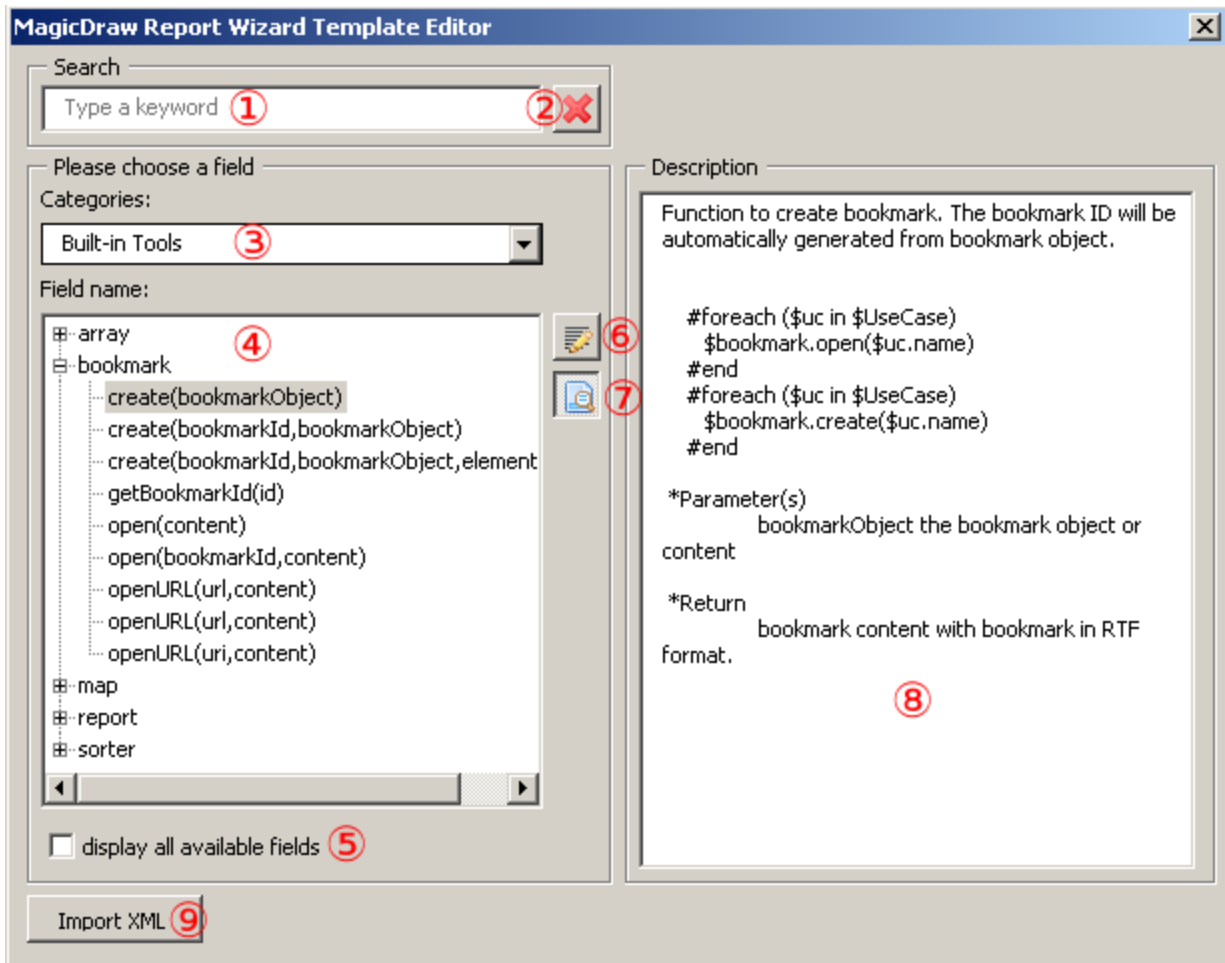
- On the Microsoft Word 2000 – 2003 menu, click **ReportWizard > Template Editor**, see figure above, or
- On the Microsoft Word 2007 menu, click **Add-Ins > ReportWizard > Template Editor**, see figure below.



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.



The 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) List of fields .
Clear search results	Clear the current search result.
Categories combo box	Select categories of fields. Fields are shown in (4) List of fields 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) description pane .
Description pane	Show the description of a selected field.

Import button

Import a data file.