

Process a Word template : how to create a template?

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Introduction

TMS uses multiple technologies to generate Word documents and some rules need to be followed to avoid issues.

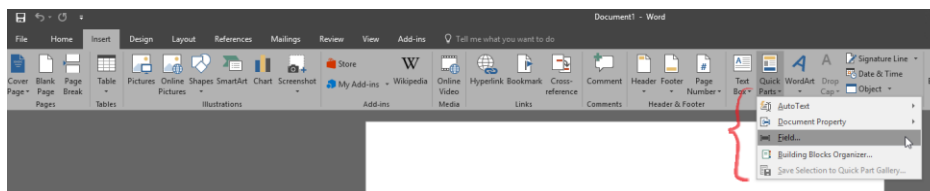
First of all, xDocReport (technology used) manages only "docx" documents.
"doc" is not supported.

Another mandatory requirement is to use "**merge field**" elements into your document.

How to insert merge fields?

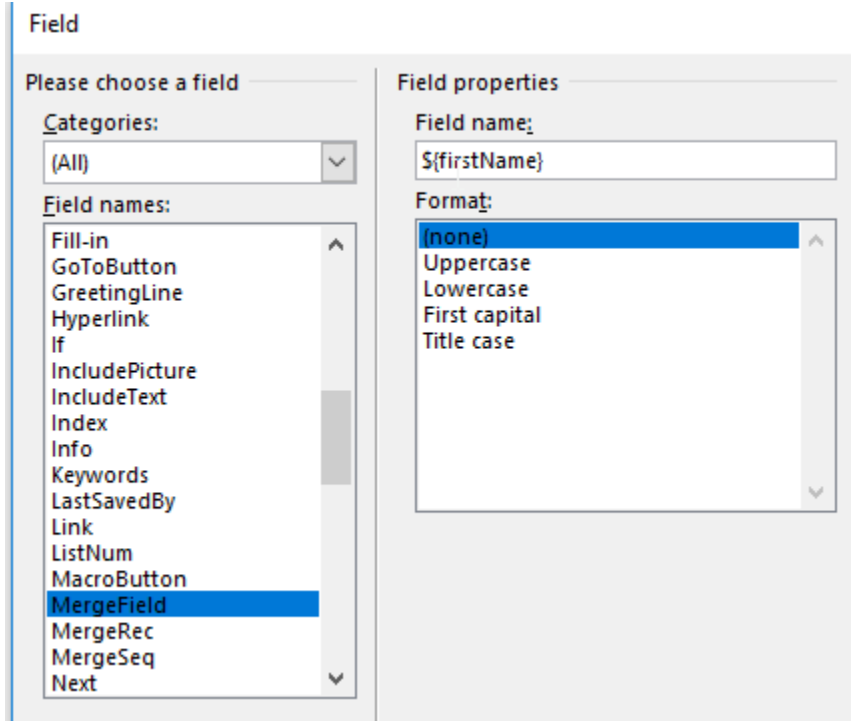
In a Word document :

1. Click on "**Insert**" menu
2. In "**Quick parts**" and select "**Field**".



3. In the "Field names list, select "**MergeField**"

4. in the field name, write "\${firstName}"



5. Click on "OK" button in the dialog

PS : A MergeField can contain only one mergeField at the same time !
A mergeField with value = "\${firstName},\${lastName}" doesn't work !

How to edit a merge field ?

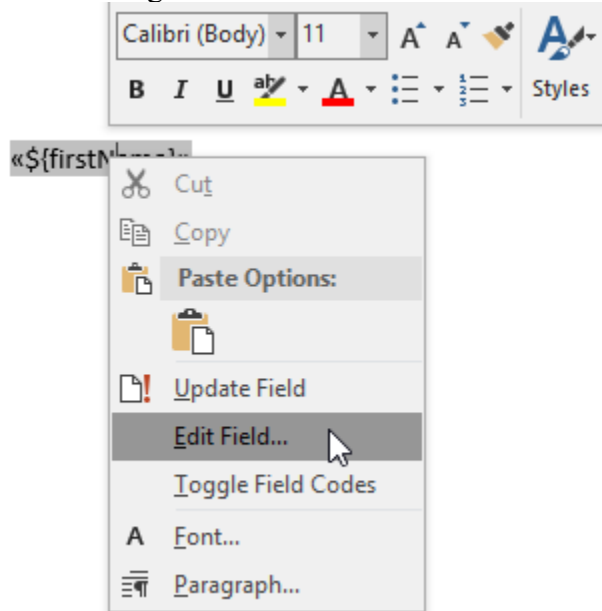
A merge field is split in 2 different elements :

- the variable : the field value (the properties dialog of the merge field, see above)
- the label : shown in the document.
if you edit via the Word document, only the label is edited and not the variable

In order to edit a merge field :

- Click on the merge field

- Right button of your mouse and in the context menu, select "**Edit Field...**" to open the properties dialog



Available merge fields types

xDocReport technology uses Freemarker to replace variables. The freemarker syntax must be used to create merge fields.

Simple

Use only a simple value.

Syntax

```
//This row is a merge field!  
${firstName}
```

HTML

It's possible to add "html" elements in Word documents to show text with bold, underline or italic elements. This option is fully managed by TMS. You don't have to take care about the type of the merge field.

TMS detects automatically if your datas contains HTML elements.

If HTML tags are detected, the merge field is automatically converted as HTML element by

TMS.

Unfortunately, only few elements are manageable by xDocReport (technology used).

[See supported elements in the xDocReport documentation.](#)

Lists

When you have to loop on elements, you could use "List" syntaxes. There are 2 ways to create list :

Simple

The simple method should be used only for simple lists.

If the first cell of a table in word document contains a loop element, xDocReport iterates automatically.

Ex : a "persons" list contains 2 persons.

First Name	Last Name	Mail
<code>\${persons.firstName}</code>	<code>\${persons.lastName}</code>	<code>\${persons.mail}</code>

Due to the merge field in the first cell that contains "persons" as list, xDocReport will loop automatically on that list.

The result :

First Name	Last Name	Mail
Martin	Dupont	mdupont@abc.com
Anthony	Smith	asmith@abc.com

Complex list

Sometimes, you must iterate on a bigger block and it's impossible to use a table.

In that case, you should use the complex method. Create 3 merge fields :

- a merge field to start the list
- a merge field to show the iteration
- a merge field to close the list

Ex : a "persons" list contains 2 persons.

```
//!!! each rows of this example is a different merge field !!!  
[#list persons as person]  
    ${person.lastName}  
[/#list]
```

Warning, In complex list, the temporary variable (“person” in the example above) must be unique **in the whole document**. Otherwise, the variable will be interpreted as a simple mergeField.