

Word Template File

Introduction

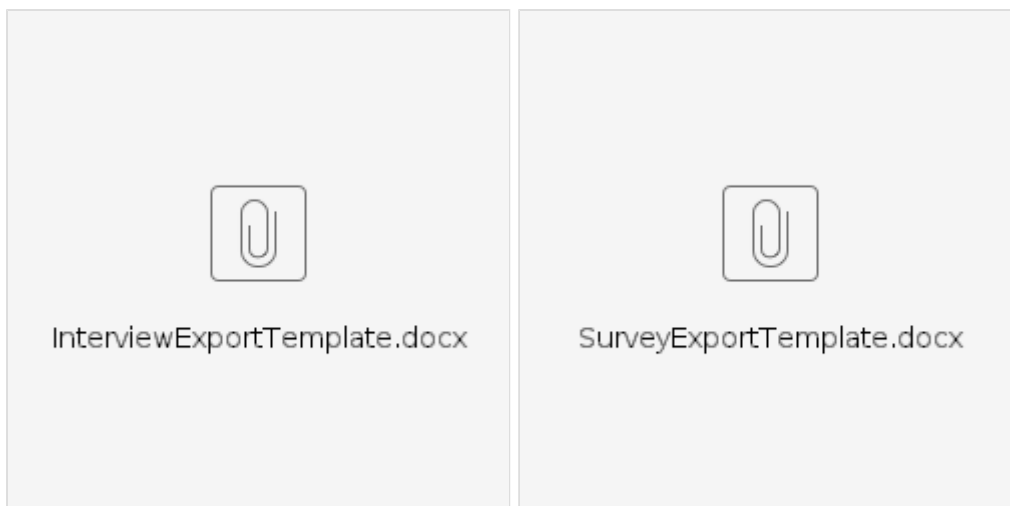
This page explains how to setup word file to get a corporate identity look of the word and pdf export of the survey, interview and report

Table of Contents

- [Introduction](#)
- [Sample Word Template Files](#)
- [Export File Template Responsibility](#)
- [Field Codes](#)
 - [Show Field Codes](#)
 - [How to change paddings between choices](#)
 - [How to access styles in word](#)
 - [Test Layout](#)
- [How to change colors in Word Export of Analyse Section](#)
- [Use member variables in word fields](#)
 - [Purpose of this chapter](#)
 - [5.2 Step 1: duplicate an existing field from your InterviewExportTemplate.docx](#)
 - [5.3 Change the field name to member.\[varname\]](#)
- [6. Upload Export Template](#)
- [7. Configure Export Template Files per workspace](#)

Sample Word Template Files

These are two examples for word templates



Export File Template Responsibility

Word Templates usually use several different placeholders and designs. More explained in the following:

The uploaded files will be used automatically for the different exports is named accordingly:

Runtime:	
· {{survey.answers_pdf}}	· InterviewExportTemplate.docx
· {{survey.answers_pdf_all}}	· InterviewExportTemplate.docx
Build	
· Word Export	· SurveyExportTemplate.docx
· PDF Export Export	· SurveyExportTemplate.docx

Analyse	
· Word Report	· AnalyseExportTemplate.docx
· PDF Report	· AnalyseExportTemplate.docx

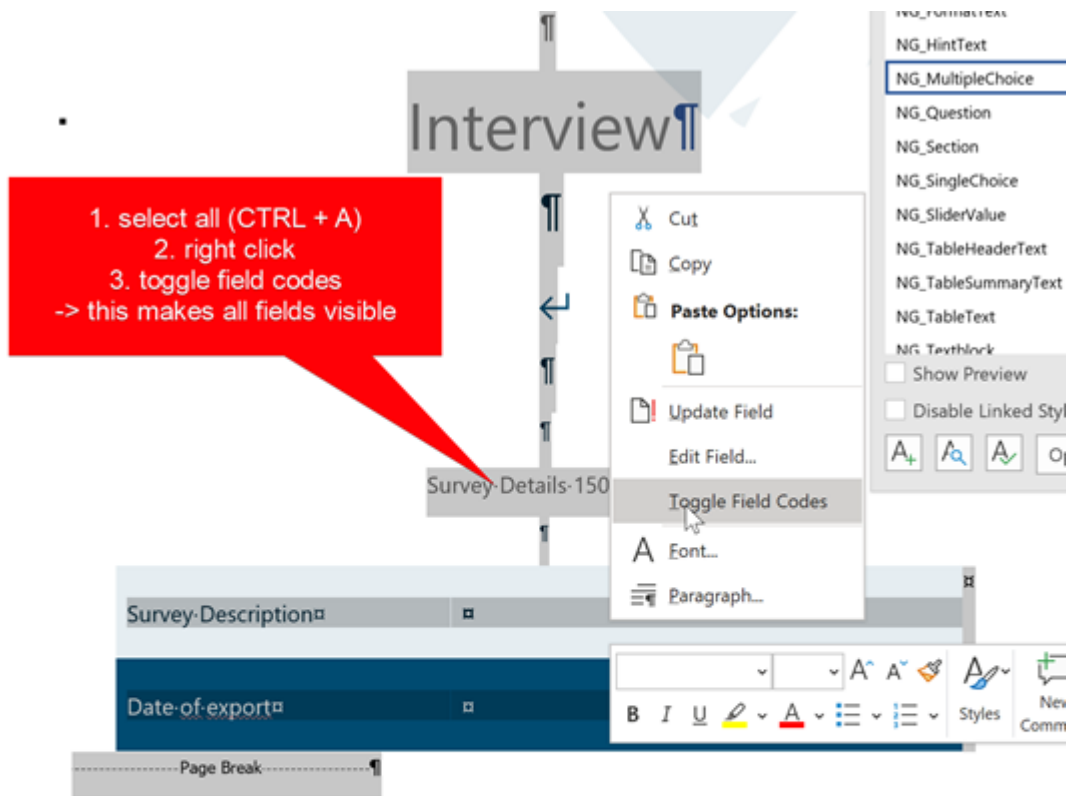
Field Codes

The placeholders for the word exports are the following:

{SurveyContent}	The questions will be loaded here
{SurveyName}	Name of Survey
{SurveyDescription}	Survey Description
{ExportDate}	Date of export
{QuestionElements}	Number of Questions and Content Elements
{SurveyLanguage}	Survey Language
{AdminLink}	Admin Link of this survey
{AnonymousLink}	An Link
Analytics:	The following fields are useful for the analytics export
{ResponseRate}	Response Rate
{ResponseRatePerDay}	ResponseRatePerDay
{AppliedFilter}	Filter from the report wizard, e.g. number of completes

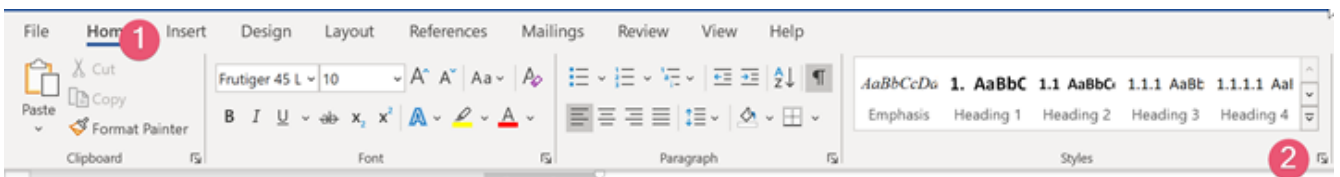
Show Field Codes

The field codes are by default invisible, if you want to edit the field codes you need to make the visible



How to change paddings between choices

How to access styles in word



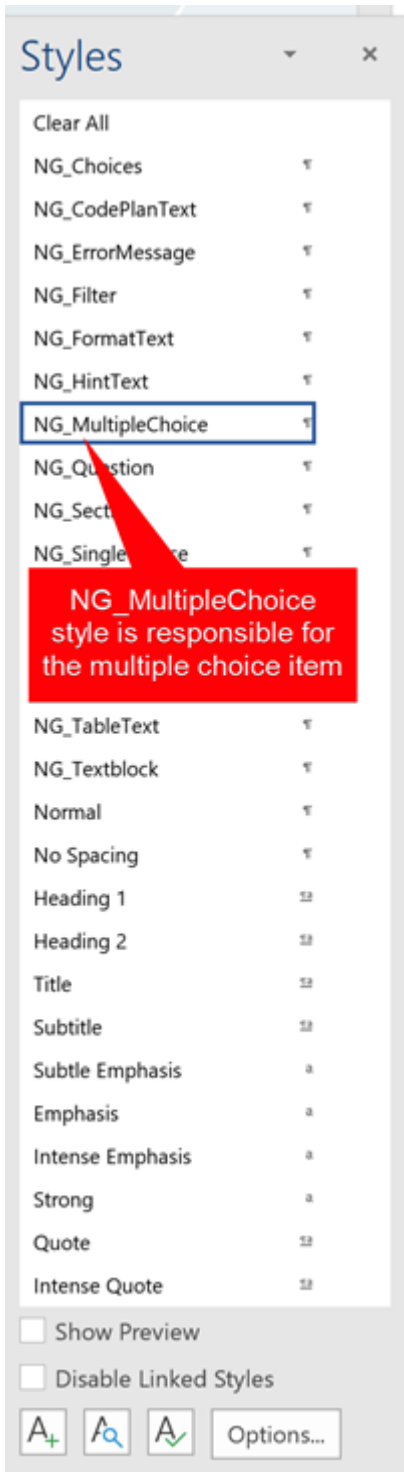
Styles

Heading 2	¶
Heading 3	¶
Heading 4	¶
Heading 5	¶
Heading 6	¶
Heading 7	¶
Heading 8	¶
Heading 9	¶
Intense Emphasis	¶
Intense Quote	¶
Intense Reference	¶
List Paragraph	¶
NG_Choices	¶
NG_CodePlanText	¶
NG_ErrorMessage	¶
NG_Filter	¶
NG_FormatText	¶
NG_HintText	¶
NG_MultipleChoice	¶
NG_Question	¶
NG_Section	¶
NG_SingleChoice	¶
NG_SliderValue	¶
NG_TableHeaderText	¶
NG_TableSummaryText	¶
NG_TableText	¶
NG_Textblock	¶
No Spacing	¶
Normal	¶

Show Preview

Disable Linked Styles

A+ A A Options...



Test Layout

1. Change the paragraph setting for **NG_Multiple Choice**
2. Change the paragraph setting for **NG_SingleChoice**
3. Change the paragraph setting and font size for **NG_Choices**

Test layout

asdf



one
two
three

NG_Choices

NG_SingleChoice

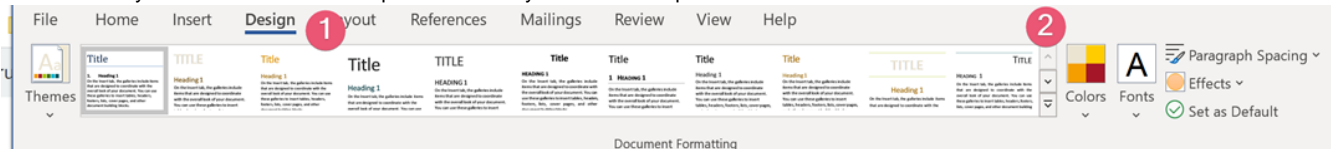
NG_MultipleChoice



asdf
asdf
asdf

How to change colors in Word Export of Analyse Section

This hint is only relevant for the Word Export in the Analyse Tab of a Report



Use member variables in word fields

Purpose of this chapter

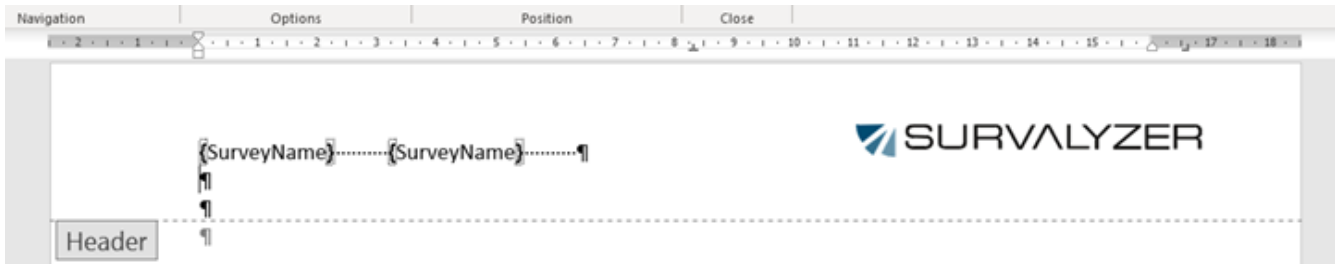
This chapter describes how to use member variables in the word template

Precondition:

- Download and open InterviewExportTemplate.docx
- Make sure you are familiar with the toggle view code fields, see chapter 2.1

5.2 Step 1: duplicate an existing field from your InterviewExportTemplate.docx

(hint: copied field codes get often hidden, use the function toggle field codes to show the copied field: 2.1)

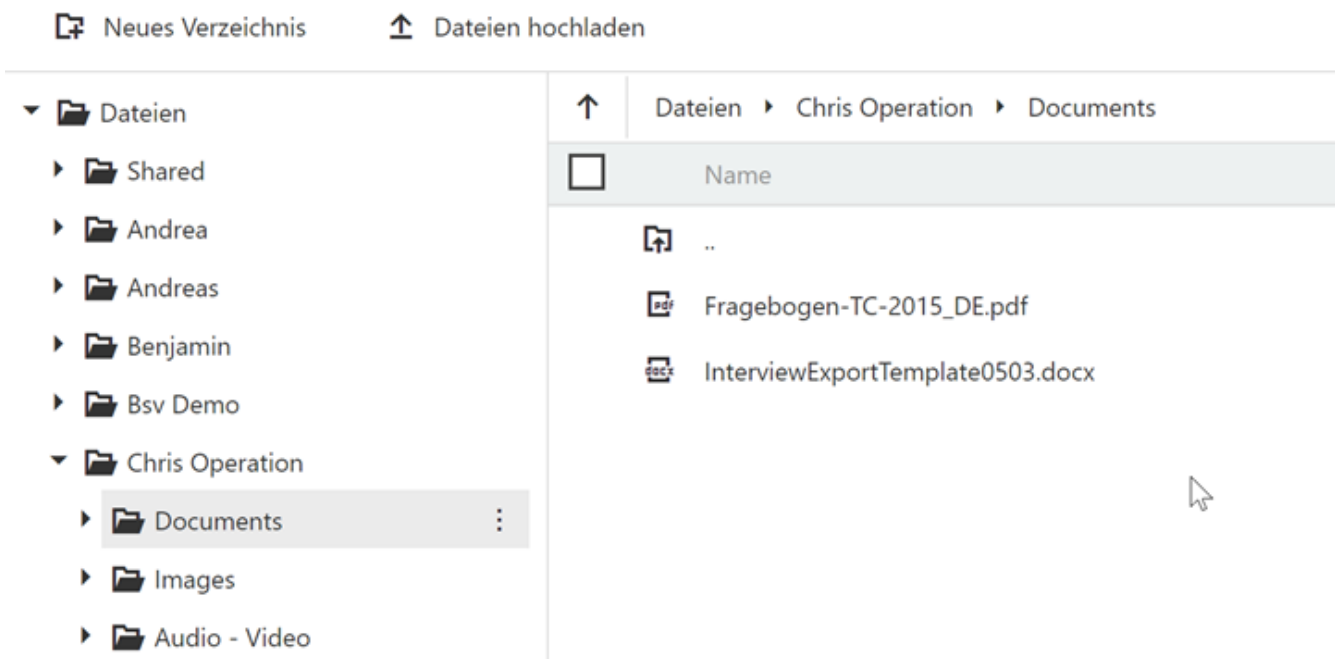


5.3 Change the field name to member.[varname]



6. Upload Export Template

It is recommended to upload file templates to the shared directory. (Shared/Documents)



7. Configure Export Template Files per workspace

If you want to configure workspace specific File templates you can configure the template in your [workspace](#) config in Tab: [Workspace Layout](#)